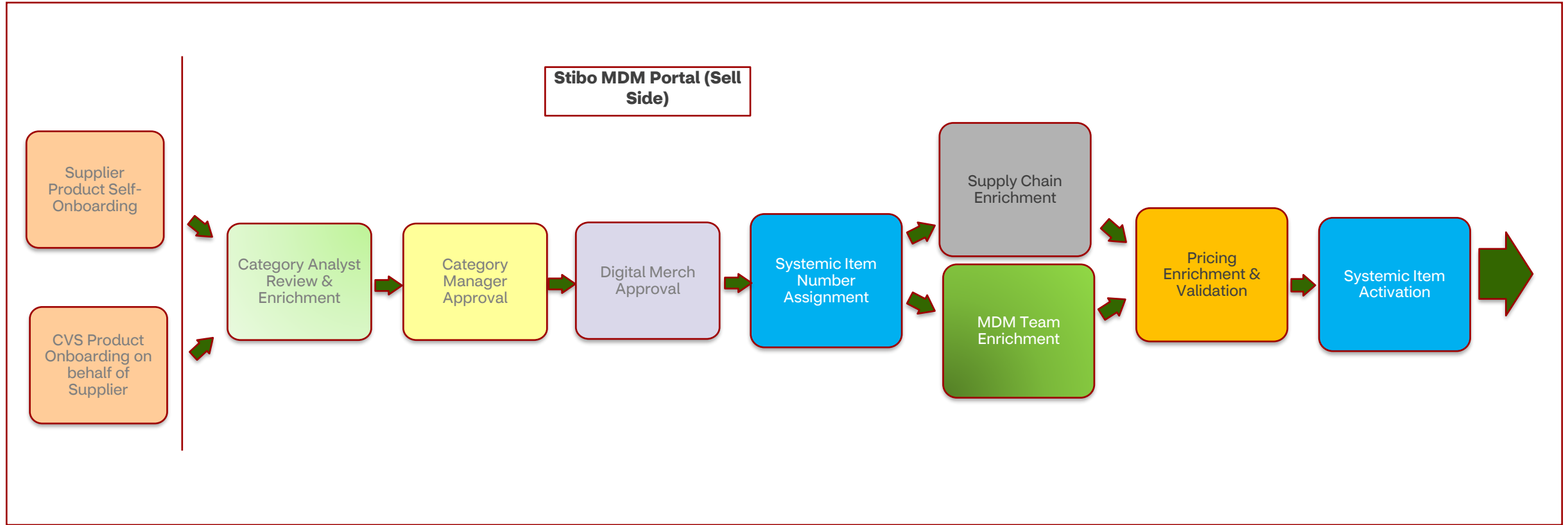


Bulk Product Creation and Updates



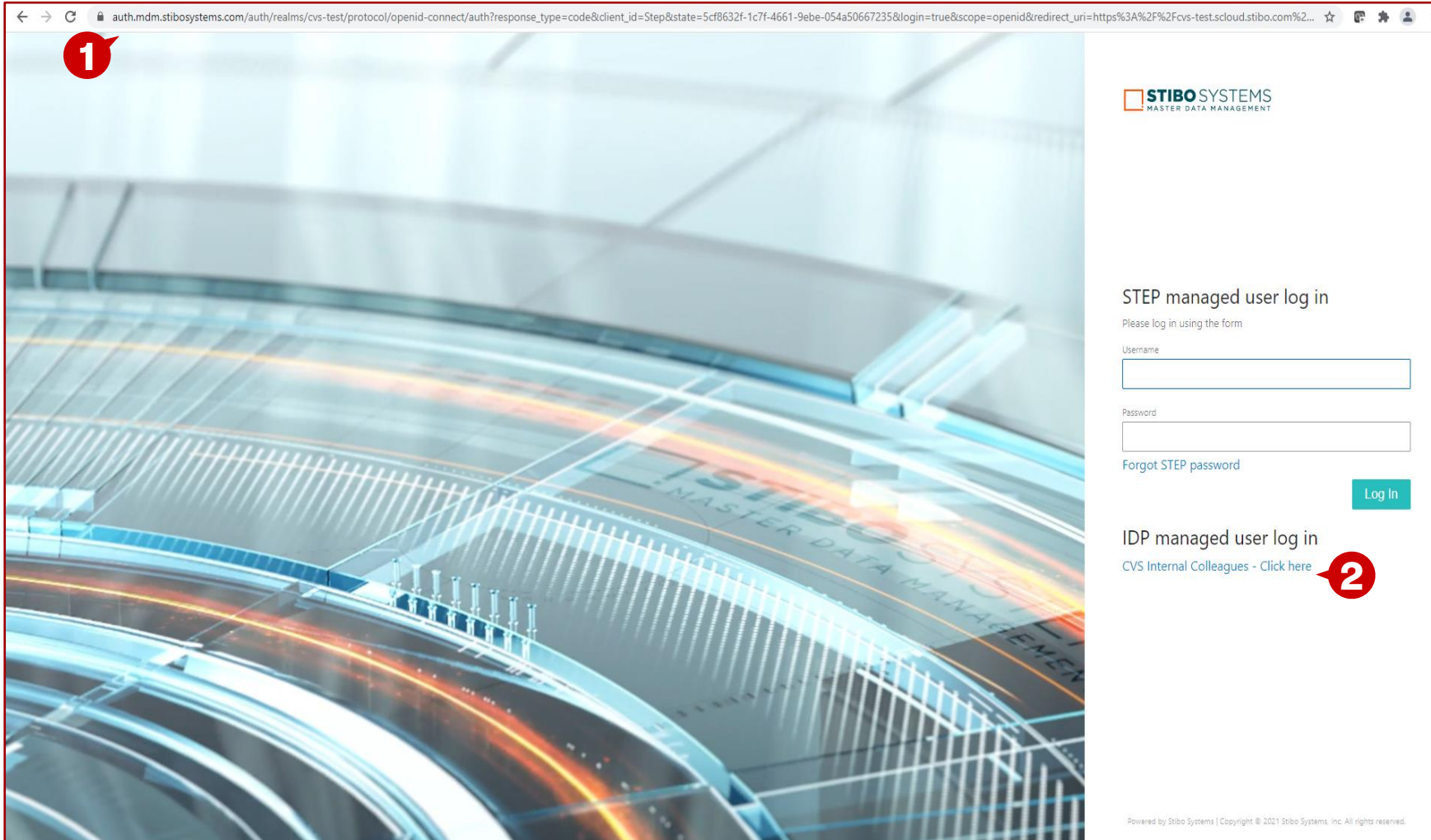
High Level Product Onboarding Process



- Authorized Supplier can self onboard most Products except for Import Items (Compliance reasons)
- CVS teams can also onboard Products on behalf of Suppliers. (Not all Products are Supplier managed)
 - MDM Team manages most item
 - Digital Team manages Web Only Item set-up
 - Strategic Procurement team manages Supplies/Not for Resale items
- All Products will require Category Analyst Review and Category Manager Approval

User Login

User Login



The screenshot shows a web browser window with the URL `auth.mdm.stibosystems.com/auth/realms/cvs-test/protocol/openid-connect/auth?response_type=code&client_id=Step&state=5cf8632f-1c7f-4661-9ebe-054a50667235&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvstest.scloud.stibo.com%2F...`. A red circle with the number 1 is positioned over the URL bar. The page content includes the Stibo Systems logo, the heading "STEP managed user log in", a prompt "Please log in using the form", and input fields for "Username" and "Password". A "Log In" button is located below the password field. Below the login form, there is a link for "IDP managed user log in" and a link for "CVS Internal Colleagues - Click here" which is highlighted with a red circle and the number 2. The footer text reads "Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved."

Description / Steps

1. Enter URL for Stibo
2. Click "CVS Internal Colleagues – Click here"

Product Onboarding – Bulk Product Creation

Stibo Home Screen

The screenshot shows the Stibo Home Screen with a sidebar on the left containing navigation links like Tree, Quick Search, Supplier Search, Planogram Search, Pricing Link Search, Product Search, and Product Variant Search. The main area displays several widgets: Quick Links, Onboard New Product, CVS Enrichment, Initiate PPII Hierarchy Move, Product MDM Quick Links, Product Maintenance For..., Product Discontinuation, Product Variant Creation, Product Variant Maintenance, and Bulk Product Creation Template. The Bulk Product Creation Template widget is highlighted with a red callout 1. A red callout 2 points to the 'Select a Leaf Node' dialog box. The dialog box shows a tree structure of categories, with 'Artists Accessories (EXT_10519)' selected. A red callout 3 points to the 'Browse' tab in the dialog. A red callout 4 points to the 'OK' button in the dialog.

Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard Bulk Product Creation widget
2. Click on the hierarchy icon
3. Browse to find the category that you are going to upload. If you are going to upload multiple categories, you can multi-select by holding down the ctrl key.
4. Click on OK

The screenshot shows the 'Select a Leaf Node' dialog box with a 'Browse' tab selected. The tree structure lists various categories under 'Merchandise (EXT_10002)', including 'Arts and Crafts (EXT_10005)', 'Baby (EXT_10010)', 'Beauty (EXT_10009)', 'Books and Maps (EXT_10008)', 'Cleaning (EXT_10007)', 'Clothing (EXT_10006)', 'Computers and Accessories (EXT_10011)', 'Electrical Supplies (EXT_10012)', 'Food, Beverages, and Consumables (EXT_10013)', and 'Footwear (EXT_10014)'. The 'OK' button is highlighted with a red callout 4.

Product Onboarding – Bulk Product Creation

Stibo Home Screen – Exporting the Smartsheet

UAT MDM PORTAL

Self-Help Menu Hammond, Lyn (Contractor) • English US • Main

Quick Links

Advanced Search

Onboard New Product

Create New Product

Product Onboarding - In Progress	29
Products Sent Back By CA	6
Products Sent Back By DM	0
Total	35

CVS Enrichment

MDM Enrichment

	24
--	----

Initiate PPH HierarchyMove

MDM Validation - Hierarchy Move

	1
--	---

Product MDM Quick Links

- MDM Advanced Search
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet
- Import ExcelSheet
- Quarterly Ready To Execute Schedule
- Yearly Ready To Execute Schedules
- Clone Product
- Add Supplier to Existing Item
- Sample Import File for Auction
- MSRP MASS Uploads

Product Maintenance For ...

Product Maintenance

	54
Product Approval	0
Sent Back	0

Product Discontinuation

Product Disco Details by MDM

	3
--	---

Product Variant Creation

Create New Product Variant

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

Product Variant Maintenance

Variant Maintenance - In Progress

	0
Variants Sent Back By Digital Merch	0

Bulk Product Creation Tem...

Artists Accessories;

Miscellaneous Category

Baby Carrier

Export

Current User

Logged in:
HAMMOND, LYN (CONTRACTO...

User Details

Logout

Description / Steps

1. The categories are populated in the box.
2. Click on Export.

Tip

There is a miscellaneous Category that you can download that will not contain the Stibo Product Hierarchy attributes. Once the sheet is imported into Stibo, you could complete those attributes for the items.

Product Onboarding – Bulk Product Creation

Exporting the Smartsheet

Background Process Details

1

ID

BGP_119172656

2

Started By

LHAMMOND

Template ID

SheetExporter

Status

✓ Succeeded

[Product Onboarding Smartsheet-2023-08-15_15.52.47.xlsm](#)

Started

N/A

Elapsed

20 s

Finished

8/15/23 3:52:50 PM

Self-Help Menu

TEST SUPPLIER(39486) • Lyn Hammond • English US • Main

24

Product Onboarding

Smartsheet-2023-08-15_15.52.47.xlsm

548 KB • Done

3

Export

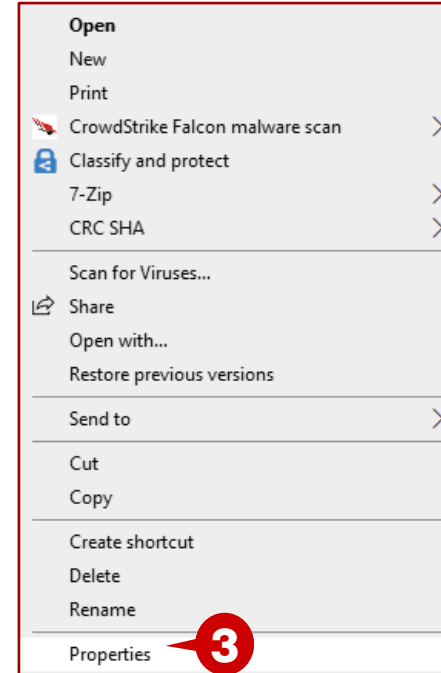
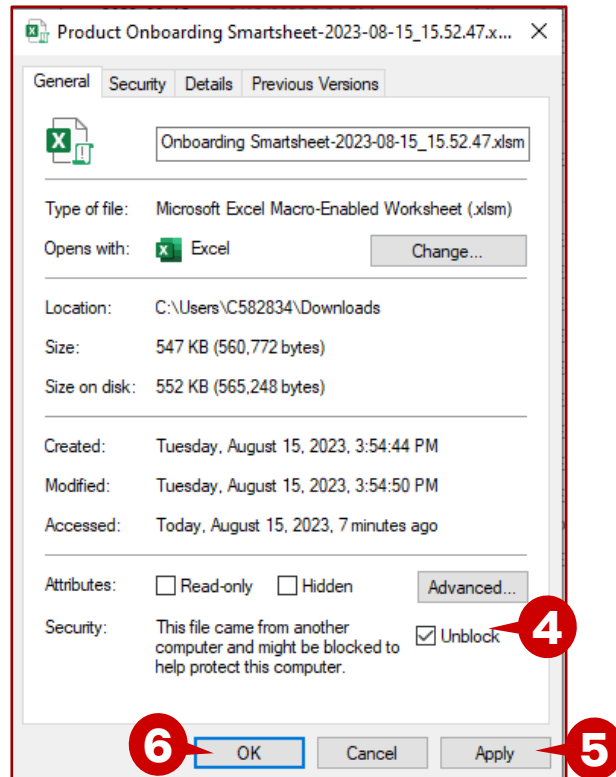
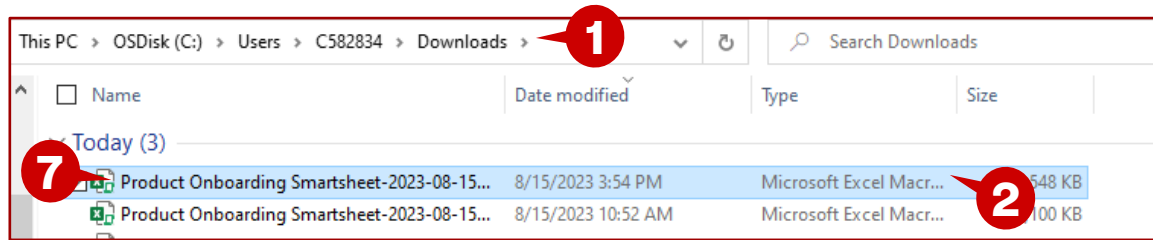
ID	Type	Text
1	Info	Export process started. (Tue Aug 15 15:52:33 EDT 2023)
1778	Info	Logging on to PIM server cvs-uat-app2 as LHAMMOND...
3555	Info	Logged on
5332	Info	Analysis started. (Tue Aug 15 15:52:36 EDT 2023)
7109	Info	Finished analyzing a total of 10 objects (including derived nodes) in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
8886	Info	Exporter started, exporting 10 data node objects. (Tue Aug 15 15:52:36 EDT 2023)
10663	Info	Finished exporting a total of 10 data node objects in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
12440	Info	Exported 0 assets, 0 classifications, 0 entities, and 10 products. (Tue Aug 15 15:52:36 EDT 2023)
14217	Info	Included 0 assets, 0 classifications, 0 entities, and 7 products due to being cross-referenced or parents. (Tue Aug 15 15:52:36 EDT 2023)
15994	Info	Exported 26 values, 71 references/links, 0 data container objects, and 0 tables. (Tue Aug 15 15:52:36 EDT 2023)
17771	Info	Exported cross-reference times in 1 seconds. (Tue Aug 15 15:52:36 EDT 2023)

Description / Steps

1. The Background Process Details page will open.
2. When the status is Succeeded, click on the blue hyperlink.
3. Click on the folder icon.

Product Onboarding – Bulk Product Creation

Exporting the Smartsheet – Opening the file



Description / Steps

1. The downloads folder opens.
2. Right click on the file.
3. Choose properties.
4. Put a check mark in the Unblock box.
5. Click on Apply.
6. Click on OK.
7. Double click on the file to open the excel file.

Product Onboarding – Import Bulk Creation

Exporting the Smartsheet – Reviewing the open file

Description / Steps

1. Click on *Enable Content* to enable the macros.
2. The sheet will change to the cover sheet.
3. There are multiple tabs because we chose multiple categories before exporting the sheet.
4. Complete all the blue columns. There are some columns that are not blue that are required such as *UPC Format* and *UPC*.

Product Onboarding – Import Bulk Creation

Tips for completing the worksheet

The screenshot displays an Excel spreadsheet titled 'Product Onboarding Smartsheet-2023-09-20_08.13.31.xlsm'. The spreadsheet has several tabs: 'Cover', 'Artists Accessories' (selected), 'Artists Brushes Applicators', and 'Artists Canvas Pre-primed Boar'. The 'Artists Accessories' tab contains a table with columns: 'Product Name', 'Supplier', 'Supplier Product Desc', 'Projected Supplier De', 'Supplier Brand', 'Sub Brand', and 'Product Title'. The 'Supplier' column is highlighted in blue. A 'Supplier' search window is open, showing a search bar with 'Supplier-31486' and a 'Search' button. A browser window is also open, showing a login page for 'CVS MDM Portal' with a 'Login' button. Red callout numbers 1 through 10 indicate specific steps in the process:

1. Click on the tab next to the Cover tab, in this example, Artists Accessories.
2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet.
3. The blue columns denote required fields.
4. To add the supplier, highlight the cell directly below Supplier.
5. Click on the 3 lines in the Supplier in the cell above.
6. A browser window will open – close the tab.
7. Go back to the excel sheet. A login window will be open. Click on Login.
8. Supplier Search window will open. Type in "Supplier-#", with no spaces.
9. Click on Search. The supplier will display in the results pane. Highlight the supplier.
10. Click OK.

Description / Steps

1. Click on the tab next to the Cover tab, in this example, Artists Accessories.
2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet.
3. The blue columns denote required fields.
4. To add the supplier, highlight the cell directly below Supplier.
5. Click on the 3 lines in the Supplier in the cell above.
6. A browser window will open – close the tab.
7. Go back to the excel sheet. A login window will be open. Click on Login.
8. Supplier Search window will open. Type in "Supplier-#", with no spaces.
9. Click on Search. The supplier will display in the results pane. Highlight the supplier.
10. Click OK.

Product Onboarding – Import Bulk Creation

Tips for completing the worksheet

Validate sheet			
Next error			
* Product Name	Supplier	Supplier Product Desc	Projected Supplier Del S
1	PROCTER & GAMBLE (Supplier-31486)		

K11	Romance copy 2-1;Romance copy 2-2;Romance copy 2-3								
	B	F	G	H	I	J	K	L	M
9	Validate sheet								
10	Next error								
10	* Product Name	Supplier Brand	Sub Brand	Product Title	Product Videos	Romance Copy 1	Romance Copy 2	Does the Item Packagi	Approving Category M
11						Lyn's DSD 1 - RC 1	2-1;Romance copy		Model Nur

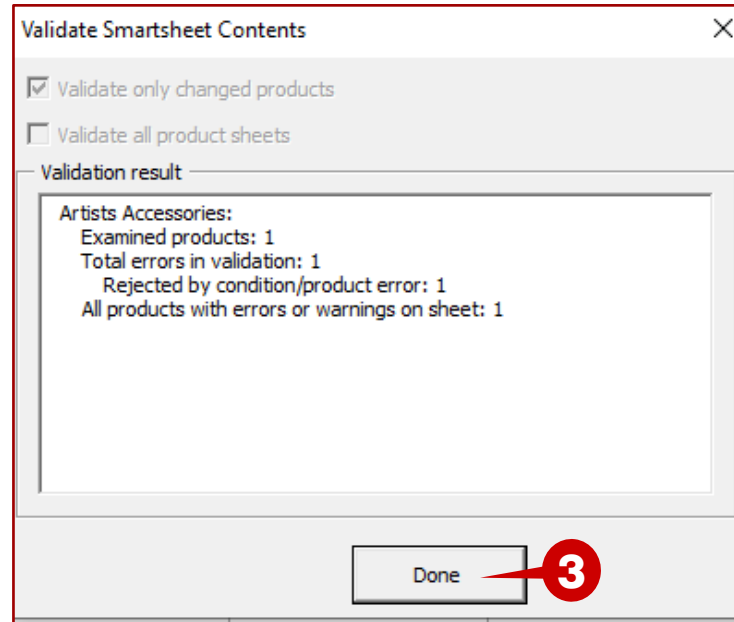
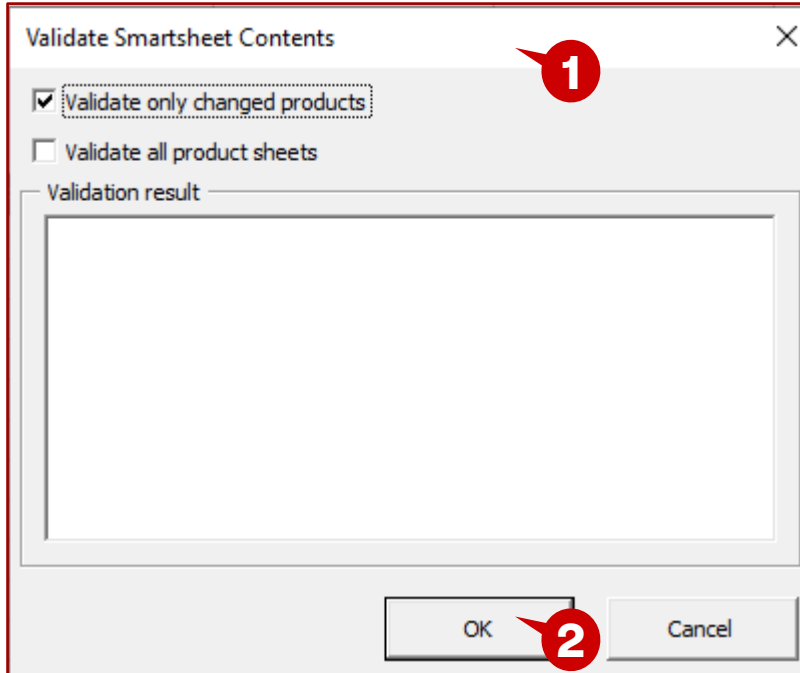
W11	18456789011000;18456789011017				
	B	T	U	V	W
9	Validate sheet				
10	Next error				
10	* Product Name	Regular Item Number	Do you want to assign	UPC Format	List of Product UPC's
11				GTIN-14 (35)	18456789011000;18456789011017

Description / Steps

1. The supplier will be filled in the cell.
2. Recall that Romance Copy 2 requires 3 bullets.
3. You will enter all three bullets in the one field. You will separate each bullet by a semicolon.
4. The same applies if you have more than one value that can be entered for a field, such as UPC.
5. UPCs are entered with a semicolon separating the values.
6. Once all required fields have been completed, click on Validate sheet.

Product Onboarding – Import Bulk Creation

Validating the worksheet



Description / Steps

1. Validate Smartsheet Contents box will display.
2. Click OK.
3. The sheet will validate and display the Validation result. Click on Done.
4. The row with the error will display in red.
5. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.
6. Correct the errors and go through the validation process as outlined above.

Validate sheet						
Next error						
* Product Name	Supplier Product Desc	Projected Supplier De	Supplier Brand	Sub Brand	Product Title	Product Videos
CVS Artist Accessory	CVS Artist Accessory		NONBRAND		CVS Artist Accessory	
	18456789010928 is already onboarded by supplier Product Type is mandatory and cannot be null					

Product Onboarding – Import Bulk Creation

Stibo Home Screen

The screenshot displays the UAT MDM Portal home screen. The left sidebar contains navigation links: Tree, Quick Search, Supplier Search, Planogram Search, Pricing Link Search, Product Search, and Product Variant Search. The main area features several widgets: Quick Links (Advanced Search), Onboard New Product (Create New Product, Product Onboarding - In Progress: 29, Products Sent Back By CA: 6, Products Sent Back By DM: 0, Total: 35), CVS Enrichment (MDM Enrichment: 24), Initiate PPII Hierarchy Move (MDM Validation - Hierarchy Move: 1), Product MDM Quick Links (MDM Advanced Search, Import Smartsheet For Bulk Product Creation, Import Smartsheet, Import Excel, Quarterly Ready To Execute Schedule, Yearly Ready To Execute Schedules, Clone Product, Add Supplier to Existing Item, Sample Import File for Auction, MSRP MASS Uploads), Product Maintenance For ... (Product Maintenance: 54, Product Approval: 0, Sent Back: 0), Product Discontinuation (Product Disco Details by MDM: 3), Product Variant Creation (Create New Product Variant, Variant Creation - In Progress: 0, Variants Sent Back By Digital Merch: 0), Product Variant Maintenance (Variant Maintenance - In Progress: 0, Variants Sent Back By Digital Merch: 0), Bulk Product Creation Tem... (Miscellaneous Category, Baby Carrier, Export), and Current User (Logged in: HAMMOND, LYN (CONTRACTO...), User Details, Logout). A red 'Self-Help Menu' button is in the top right. A red box highlights the 'Import Smartsheet' pop-up, which includes a 'Choose File' button, a 'No file chosen' message, a checked 'Import hidden rows' checkbox, and 'Cancel' and 'OK' buttons. A red box also highlights a notification message: 'Creation of background process initiated BGP_86575245 (Web UI Smartsheet Import)'.

UAT MDM PORTAL

Self-Help Menu Hammond, Lyn (Contractor) • English US • Main

Quick Links

Advanced Search

Onboard New Product

Create New Product

Product Onboarding - In Progress	29
Products Sent Back By CA	6
Products Sent Back By DM	0
Total	35

CVS Enrichment

MDM Enrichment	24
----------------	----

Initiate PPII Hierarchy Move

MDM Validation - Hierarchy Move	1
---------------------------------	---

Product MDM Quick Links

- MDM Advanced Search
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet
- Import Excel
- Quarterly Ready To Execute Schedule
- Yearly Ready To Execute Schedules
- Clone Product
- Add Supplier to Existing Item
- Sample Import File for Auction
- MSRP MASS Uploads

Product Maintenance For ...

Product Maintenance	54
Product Approval	0
Sent Back	0

Product Discontinuation

Product Disco Details by MDM	3
------------------------------	---

Product Variant Creation

Create New Product Variant

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

Product Variant Maintenance

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

Bulk Product Creation Tem...

Miscellaneous Category

Baby Carrier

Export

Current User

Logged in: HAMMOND, LYN (CONTRACTO...

User Details

Logout

Import Smartsheet

Select Smartsheet file

Choose File No file chosen

Import hidden rows

Cancel OK

Creation of background process initiated BGP_86575245 (Web UI Smartsheet Import)

Description / Steps

1. Scroll to the Product MDM Quick Links widget
2. Click on Import Smartsheet for Bulk Product Creation
3. Pop-up window will display.
4. Choose the file for import and click ok.

Product Onboarding – Import – Bulk Creation

Import Process Screen

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import) X

CVS Health

Tree

Quick Search

Supplier Search

Planogram Search

Pricing Link Search

Product Search

User Settings

System Settings

STIBOSYSTEMS
MASTER DATA MANAGEMENT

Node Details

Started By

ID

Template ID

Status

Started

Elapsed

Finished

RPDM MDM 1

BGP_86575245

Import Manager Pipeline

✓ Succeeded

3/29/23 4:03:59 PM

4 s

3/29/23 4:04:00 PM

Export

ID	Type	Text
1	Info	Retrieval started (Wed Mar 29 16:03:59 EDT 2023)
1778	Info	Retrieved 559178 bytes (Wed Mar 29 16:03:59 EDT 2023)
3555	Info	Conversion started (Wed Mar 29 16:03:59 EDT 2023)
5332	Info	Converted 0 objects (Wed Mar 29 16:03:59 EDT 2023)
7109	Info	Logged on
8886	Info	Mapping started (Wed Mar 29 16:04:00 EDT 2023)
10663	Info	Mapping completed (Wed Mar 29 16:04:00 EDT 2023)
12440	Info	Import Started
14217	Info	Logged On
15994	Info	Using import mode "domain"
17771	Info	Starting first import pass (creating system setup objects)
19548	Info	Starting second import pass (importing data)

Description / Steps

1. Click on the blue hyperlink.
2. This will open the window with the details of the upload.
3. The status will show Succeeded when the import is finished and successful.
4. This the detail pane and can be scrolled to see each of the steps of the import.

Product Onboarding – Bulk Product Updates

Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu

Danielle Hammond • English US • Main

Links

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search**
- Advanced Search For Product**
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

New Supplier Onboarding

One Time Agent Verification	0
Supplier Self OnBoarding	0
Total	0

New Agent Onboarding

One time Agent Verification	0
-----------------------------	---

Supplier Maintenance

Maintain Supplier Data	1
------------------------	---

Clarification Workflow

Review	0
--------	---

Onboard new Product

Product Onboarding - In Progress	3
Products Sent Back By CA	0
Products Sent Back By DM	0
Products Awaiting Content Provider Data	1
Total	4

Onboard a New NFR Product

Product Onboarding - In Progress	0
Total	0

Product Maintenance For S...

Product Maintenance	1
Sent Back	1

Product NFR Maintenance

Product Maintenance	0
---------------------	---

Product Variant Creation

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

Product Variant Maintenance

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

Product Clarification

Clarification	0
---------------	---

Bulk Creation Template Exp...

All suppliers

Bulk Creation Template for ...

All suppliers

Merch Default

Manage Your Account

DANIELLE HAMMOND
lyn.hammond@cvshealth.com

User Details

Description / Steps

1. Go to the Links widget
2. Click on Advanced Search For Product.

Product Maintenance – Bulk Product Updates

Search and Export Screen

Advanced Search For Product

Self-Help Menu | ILLY FOOD CO INC(33664) • Danielle Hammond • English US • Main

Object type: BuySide Item (BuySide_Item) And Search from List: Type in or paste list of entries here Number of pasted entries: 0 CVS Item Number Attribute: RX Product Flag (AT_RXProductFlag) Searching for empty values Include inherited values

Attribute: Item Status (AT_ItemStatus) Active (2) Include inherited values

My Searches: ☆ Active Item Search For Sup...

Search Create collection Clear

Select all Update Item(s) Export Smartsheet

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name
<input type="checkbox"/> Buy-194243653	SHERPA COSMETIC BAG LAVEND...	559463	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194234636	WOMEN'S SPA SET WITH HEADB...	559408	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194234635	SHERPA COSMETIC BAG PINK	559415	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194234634	SPA SET W/HAIR TURBAN, SOCK...	559416	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194234633	PB ORNAMENT THROW	559417	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194234592	WOMEN'S SPA SET WITH HAIR T...	559460	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194214614	WOMEN'S SPA SET WITH HEADB...	559060	National Brand	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194210736	SHERPA COSMETIC BAG PINK	558732	National Brand	SEASONAL	CHRISTMAS	GIFTWARE
<input type="checkbox"/> Buy-194210728	PB ORNAMENT THROW	559337	National Brand	SEASONAL	CHRISTMAS	GIFTWARE

1-50 of 3115 Selected items: 0

Description / Steps

1. Click on Active Item Search
2. This will place the Search Criteria in the search window. Enter the criteria
3. Click on Search
4. Search results will display. Select item(s) for export.
5. Click on Export to Template.
6. The pop-up window will display, click on OK.

Export Smartsheet

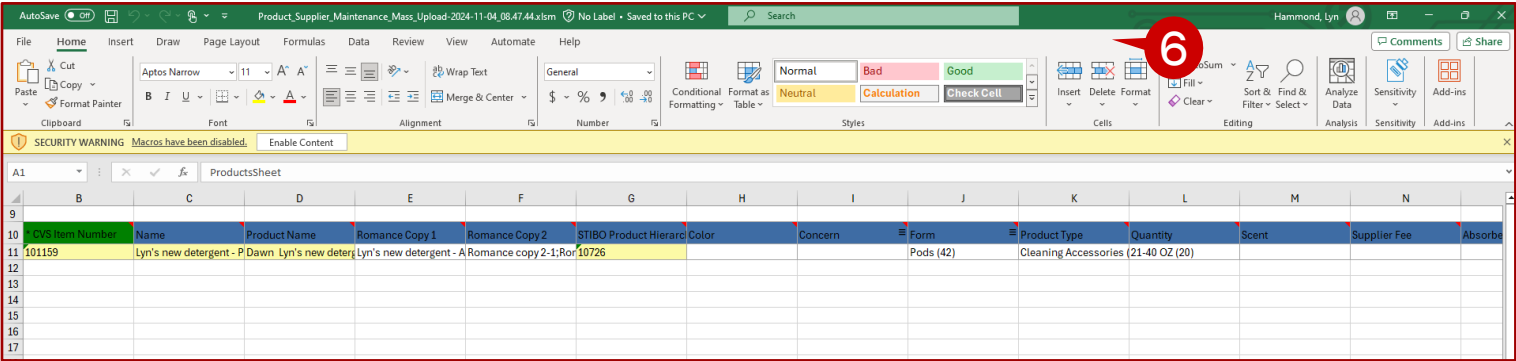
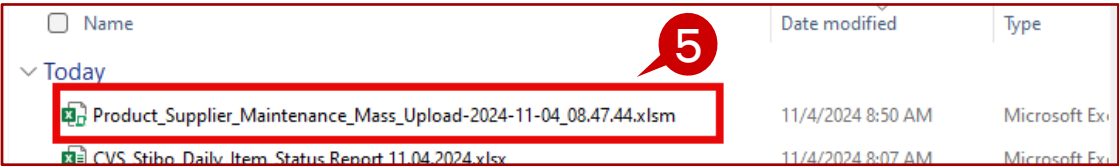
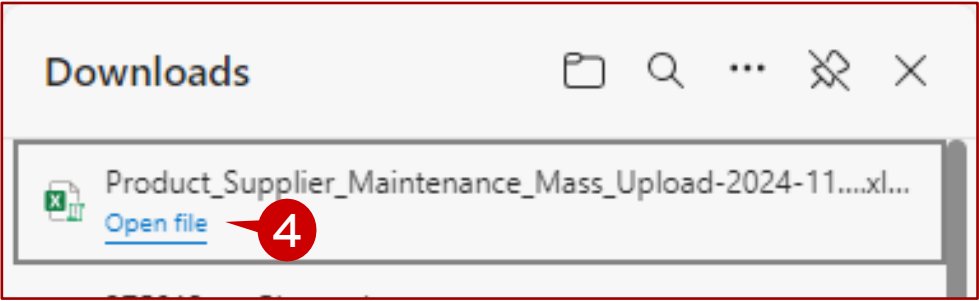
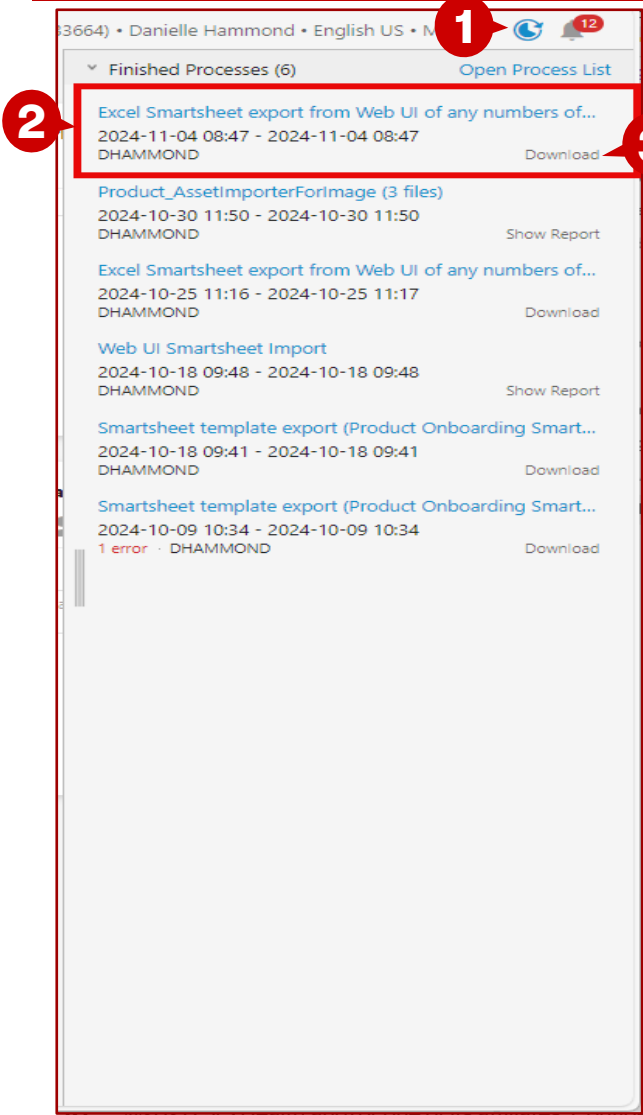
Choose Smartsheet Export Configuration

Product Supplier Maintenance Export Smartsheet

Cancel OK

Product Maintenance – Bulk Product Updates

Product Maintenance – Export to update – con't

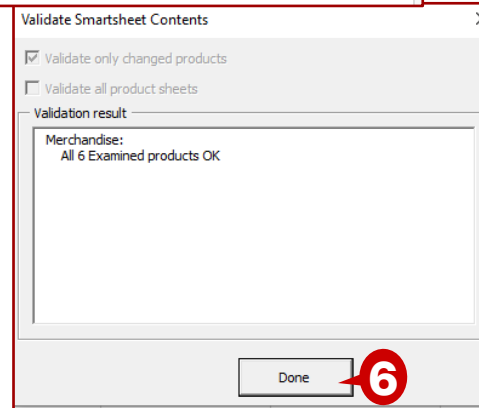
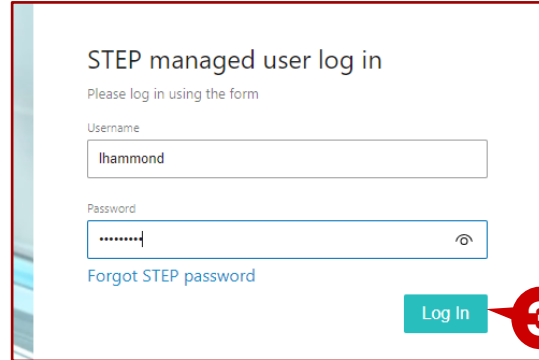
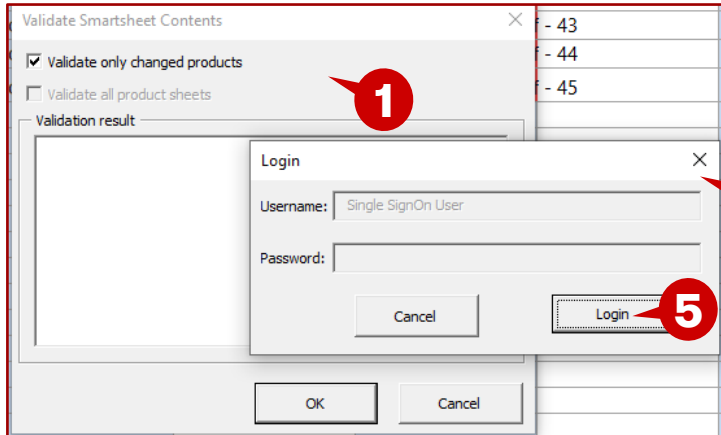


Description / Steps

1. Click on the half moon icon.
2. Find the export that you just requested.
3. Click on Download
4. Pop-up window will open and click on Open file. OR
5. The file is in the Downloads folder
6. Open the file, make the updates, and save the file.

Product Maintenance – Import Bulk Updates

Validating the worksheet



Validate sheet						
Next error						
* Product Name	Supplier Product Desc	Projected Supplier De	Supplier Brand	Sub Brand	Product Title	Product Videos
CVS Artist Accessory	CVS Artist Accessory		NONBRAND		CVS Artist Accessory	
	18456789010928 is already onboarded by supplier Product Type is mandatory and cannot be null					

Description / Steps

1. Validate Smartsheet Contents box will display.
2. The login box will display and will open the browser window to the login page.
3. Enter your login credentials and login.
4. The message will display for you to close the window.
5. Click on Login, once you have closed the browser window.
6. The sheet will validate and display the Validation result. In our example there were no errors. Click on Done.
7. If there are errors, you will see the row with the error will display in red. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.
8. Correct the errors and go through the validation process as outlined above. Although, you will not have to login again.

Product Maintenance – Bulk Product Update

Stibo Home Screen – Import Bulk Smartsheet

Welcome to the STEP Web UI

Self-Help Menu

TEST SUPPLIER(39486) • Lyn Hammond • English US • Main

Links

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

Product Maintenance For S...

Product NFR Maintenance

Product Variant Creation

Product Variant Maintenance

Product Clarification

Bulk Product Creation Tem...

Import entities

Manage Your Account

Import Smartsheet

Select Smartsheet file

Choose File No file chosen

Import hidden rows

Cancel OK

File name:

All Files (*.*)

Open Cancel

Description / Steps

1. Go back to the Supplier Web Portal home screen and locate the Links widget.
2. Click on Import Smartsheet for Product Maintenance.
3. Click on Choose File.
4. File Open dialog box will display, highlight the file that you just updated and validated.
5. Click on Open.
6. The file name will be in the Import Smartsheet box, click on OK>
7. The background process window will open letting you know that the import process has started.

Product Maintenance – Import – Bulk Update

Import Process Screen

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import) X

CVS Health

Tree

Quick Search

Supplier Search

Planogram Search

Pricing Link Search

Product Search

User Settings

System Settings

STIBO SYSTEMS
MASTER DATA MANAGEMENT

Node Details

Started By

ID

Template ID

Status

Started

Elapsed

Finished

RPDM MDM 1

BGP_86575245

Import Manager Pipeline

✓ Succeeded

3/29/23 4:03:59 PM

4 s

3/29/23 4:04:00 PM

Export

ID	Type	Text
1	Info	Retrieval started (Wed Mar 29 16:03:59 EDT 2023)
1778	Info	Retrieved 559178 bytes (Wed Mar 29 16:03:59 EDT 2023)
3555	Info	Conversion started (Wed Mar 29 16:03:59 EDT 2023)
5332	Info	Converted 0 objects (Wed Mar 29 16:03:59 EDT 2023)
7109	Info	Logged on
8886	Info	Mapping started (Wed Mar 29 16:04:00 EDT 2023)
10663	Info	Mapping completed (Wed Mar 29 16:04:00 EDT 2023)
12440	Info	Import Started
14217	Info	Logged On
15994	Info	Using import mode "domain"
17771	Info	Starting first import pass (creating system setup objects)
19548	Info	Starting second import pass (importing data)

Description / Steps

1. Click on the blue hyperlink.
2. This will open the window with the details of the upload.
3. The status will show Succeeded when the import is finished and successful.
4. This the detail pane and can be scrolled to see each of the steps of the import. This would outline any errors that are reported during the upload process.