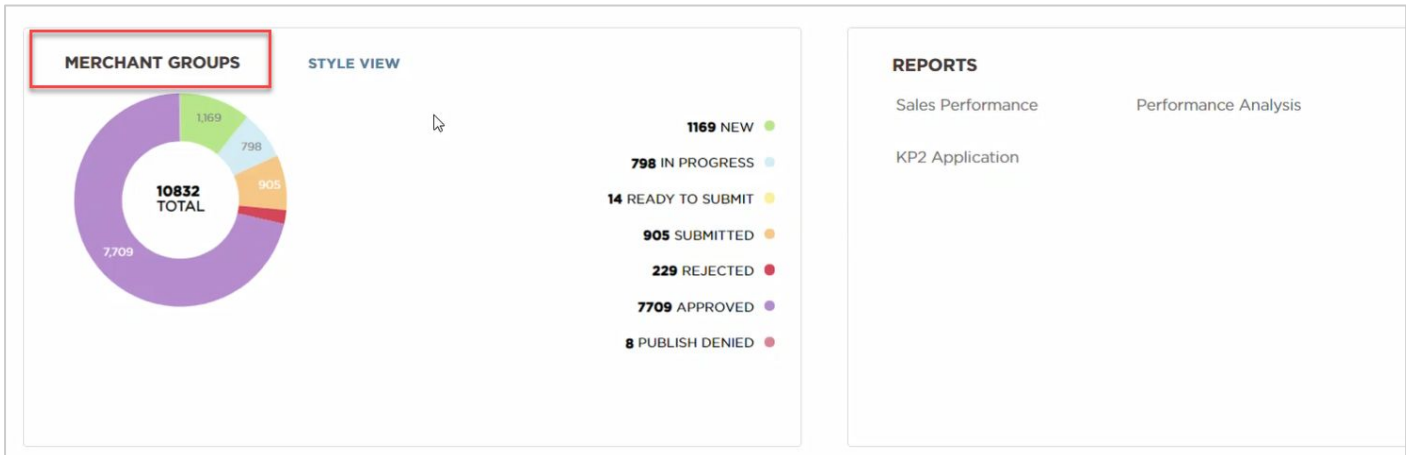# How To Attribute Using Excel Export
Enter attributes by exporting into Excel

1. Navigate to Merchant Group landing page
   a. To get there, scroll down to the Merchant Group widget on the K-Link home screen and click the Merchant Groups hyperlink

2. Click on Advanced Filters
3. Input your Merchant Group within the Merchant Group Name column
   a. Click Apply Filters

4. Take ownership of the Attribution Timeline using 1 of 2 ways shown below

OR

4.   Select a Specific Product for your style from the dropdown list to narrow down the number of attributes required (Default is No Value. If you choose No Value you will see and be required to fill out all attributes, whether they are applicable to your product or not
     a.   Select "Save Changes"
     b.   Your style status will change from "New" to "In Progress"

5.   Click the "Export Attributes" button in the top right corner
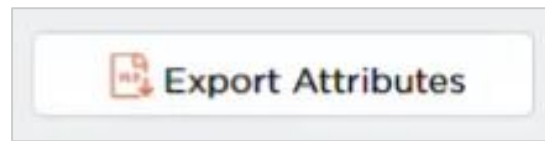


6.   Open your downloaded Excel file
     a.   Be sure to enable macros once file has downloaded
7.   Fill out **ALL** attribution fields highlighted yellow
     c.   Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns
     d.   Please choose or write "No Value" for any attribute that does not apply to your products

8. Once attribution is fully complete, save your Excel document
9. Go back to K-Link and click the "Import Attributes" button in the top right corner

10. Select your Excel document and load into K-link
    a. You may receive a popup message saying "Overwrite Style Attributes!" will appear
        i. Click Continue
11. Once 100% loaded, click Continue

12. You will be routed back to the Gridview style screen (fill in any attributes that might be missing here if applicable)
13. Click "Save" and then click the "X" in the top right corner

14. You will be routed to the merchant group style screen
    a. Your styles' statuses should now show **"Ready to Submit"**
15. Select your styles that are "Ready to Submit" and click the "Submit" button

☐	STYLE11	DEMO STYLE 11	18744244	3 Colors Available...	Testing Department	No Value ⌄	SUBMITTED	💬 📋
☑	STYLE22	DEMO STYLE 22	54021508	ORANGE	Testing Department	No Value ⌄	READY TO SUBMIT	💬 📋
☑	STYLE33	DEMO STYLE 33	19521920	3 Colors Available...	Testing Department	No Value ⌄	READY TO SUBMIT	💬 📋
☑	STYLE44	DEMO STYLE 44	37984350	BROWN	Testing Department	No Value ⌄	READY TO SUBMIT	💬 📋

Submit

16. You will receive a popup message saying "Selected Styles submitted successfully"
    a. Your styles' status will now show as "Submitted"

Selected Styles submitted successfully.

×

OK
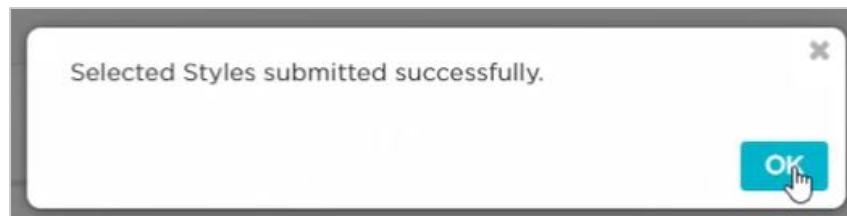
Attributes		Images and Samples						

📋 Mass Update | 📋 Attribute Grid View | | | | | | 📋 Import Attributes | 📋 Export Attributes

	VENDOR STYLE ▲	DESCRIPTION	KOHLS STYLE ID	VENDOR COLOR	PDP CATEGORY	SPECIFIC PRODUCT	STATUS	
☐	STYLE11	DEMO STYLE 11	18744244	3 Colors Available...	Testing Department	No Value ⌄	SUBMITTED	💬 📋
☐	STYLE22	DEMO STYLE 22	54021508	ORANGE	Testing Department	No Value ⌄	SUBMITTED	💬 📋
☐	STYLE33	DEMO STYLE 33	19521920	3 Colors Available...	Testing Department	No Value ⌄	SUBMITTED	💬 📋
☐	STYLE44	DEMO STYLE 44	37984350	BROWN	Testing Department	No Value ⌄	SUBMITTED	💬 📋

Submit