JOOR Data Uploader: Tutorial

The JOOR Data Uploader is a complimentary tool for Limited Access Brands to upload style data and image files which will then be converted by JOOR into digital linesheets for Full Access Retailers.
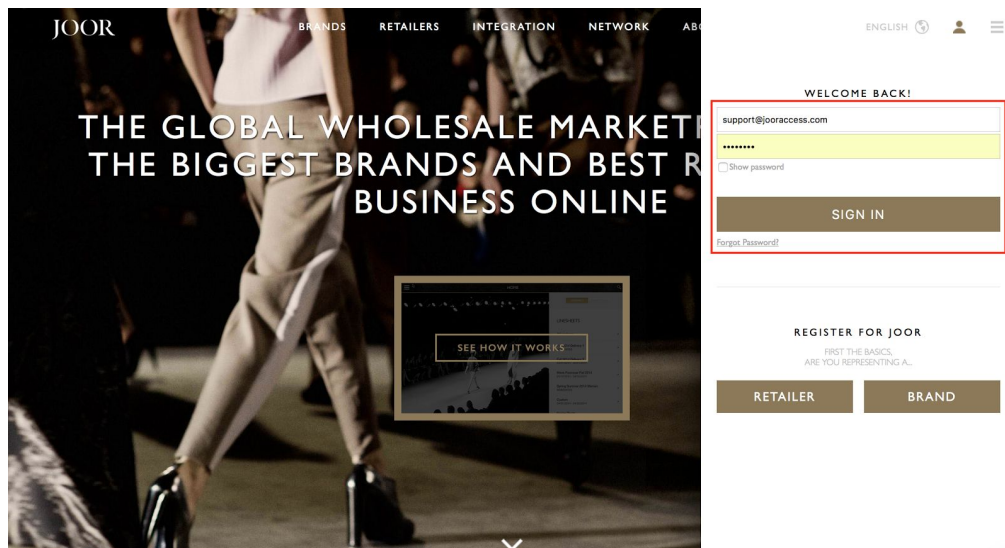
Our retail partners can access these linesheets on JOOR, which means quicker appointment times and faster order confirmations for brands.

Have you checked out our Data Standards?

Make sure your data is compliant with JOOR's Data Standards before submitting to the Data Uploader.

Logging In

Get started by logging in at jooraccess.com. Click the user icon at the top right corner of your browser to enter in your username and password:

Once you're logged in, you'll automatically be directed to the Data Uploader.
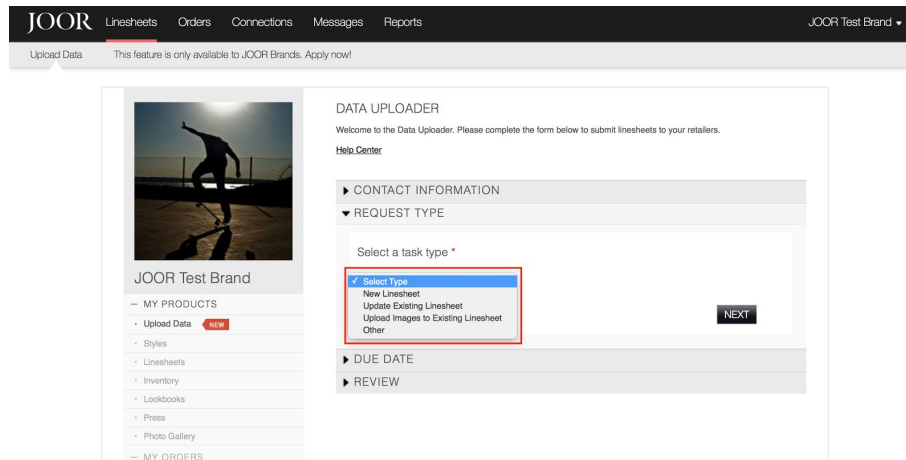
Contact Information

Your username/email will automatically appear as a contact for your data submission under **Contact Information > Account User.**

Add your buyers' email addresses under **Buyer Email** to ensure they know when you have uploaded your style data and when the digital linesheet has been created by JOOR Data Services. At least one buyer email is required. Click **+Add Another Email** to continue adding email addresses, and click **Next** when done.

Request Type

Click on the dropdown menu to select the task type that you're submitting. Required fields and attachments will vary depending on the task type chosen:
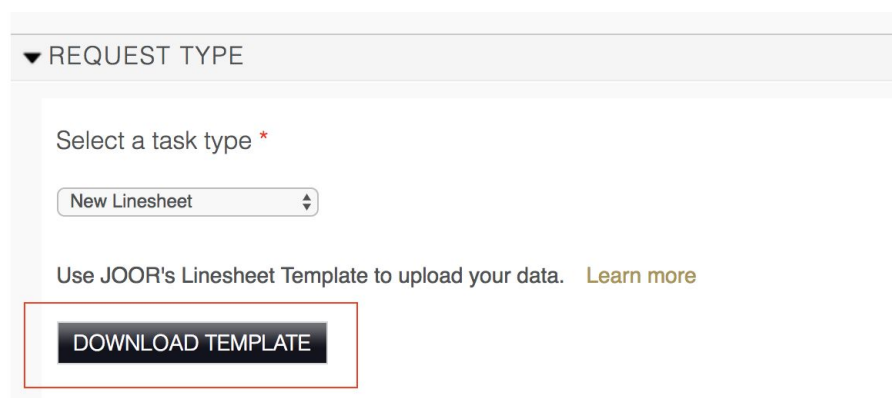

New Linesheet

Select this option only if submitting a new linesheet. If you are creating a new linesheet with existing styles, you will still select this option.

Click "Download Template" to access the JOOR Linesheet Template. You will copy and paste your style data into this template to submit to the Data Uploader.

Complete all required fields:

- Linesheet name
- Season and Year
- Delivery
- Price type(s)
- JOOR Linesheet Template. (Make sure your attachment adheres to our outlined Data Standards.)

Be sure to select which retailers you would like this linesheet to be visible to. Without assigning visibility, your retailer partners will not be able to access your linesheet.

Click "Add Linesheet" to submit multiple linesheets in one request.
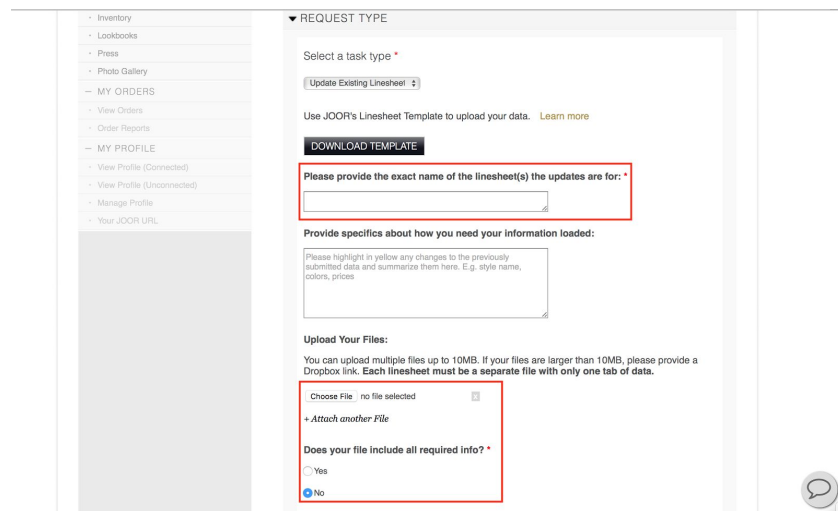
Associated Image Files

If you have a Dropbox link to style image files that are associated with the styles you've added to the JOOR Linesheet Template, you can include this link in the last field of this section. Please find our image file standards in the Data Standards guide.

Update Existing Linesheet

Select this option to request changes to an existing linesheet (e.g. pricing, fabrication, colors, category, add/drop styles).

Complete all required fields:
- Linesheet(s) being updated
- Linesheet attachment(s). (Make sure your attachment adheres to our outlined Data Standards.)
- Confirm that all required information is included

Upload Images to Existing Linesheet

Select this option to add images to an existing linesheet. Note that you must have submitted a linesheet before submitting associated image files. This way, we'll be able to match your images back to the styles in your account.

Complete all required fields:
- Linesheet(s) being updated
- Dropbox link for all image files
- Confirm that all required information is included

Other

Not sure which task type to select? Use the "Other" option if you have a specific request, such as reordering your styles or making an existing linesheet visible to another one of your retailer connections.

Due Date

When you've completed all required fields for your selected task type and attached all required templates using the outlined JOOR Data Standards, confirm the due date for your task.

Turnaround time for all requests is 24-48 hours. If you'd like to request a later date, click onto the **Due Date** field to select an alternate date from the calendar.

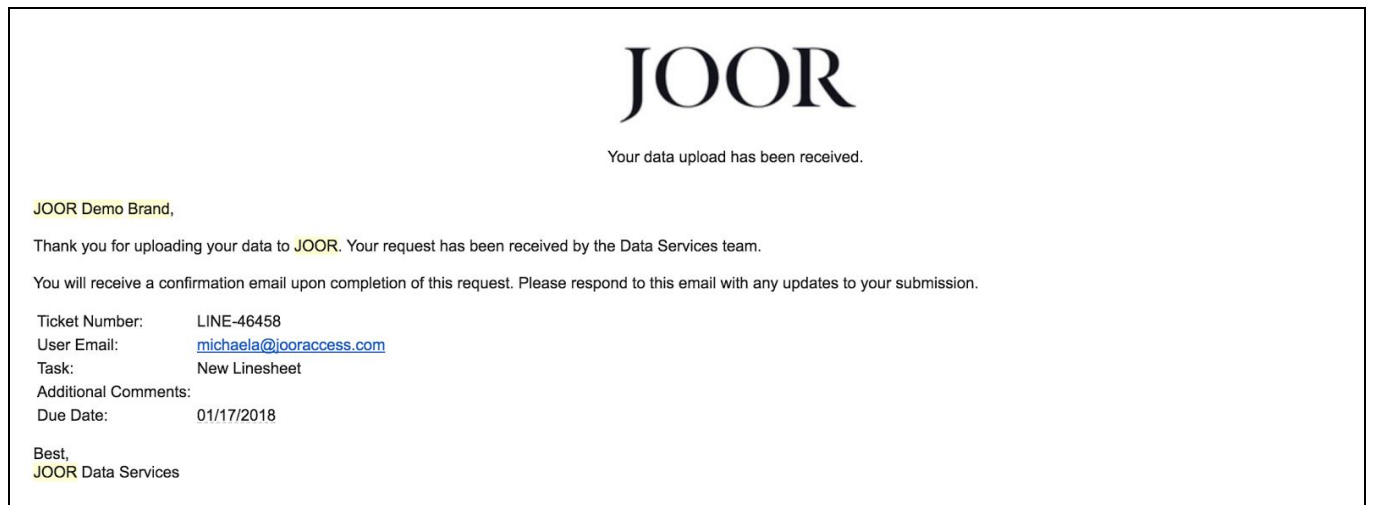**Due Time** will automatically default to 9:00 AM Eastern Standard Time. Click this dropdown if you'd like to select another hour, and click **Next** when you're ready.

Review

Use **Review** to make sure all of the information in your request is correct, including task type, season(s), price type, contacts and due date. When you're ready, click **Submit** to upload your file(s).

Next Steps

Success! Once you upload, you and all included contacts will receive an email confirming your request has been received:

JOOR Data Services will notify you when your request is complete and will follow up on this email thread if needed. Any email addresses included in your request will be included in these communications.