

# How to switch to or apply an updated business profile?

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How to switch to or apply

an updated business profile?

## 1. How to switch to or apply an updated business profile?

Currently there are 3 ways to switch to another business profile or to apply an updated business profile to datasheets.

### 1. Click pencil button on datasheets directly in the system, then choose another business profile

The system will apply the new business profile to the datasheet immediately, contents in the datasheet will be replaced by contents in the business profile. If some fields are empty in the business profile but are filled in the datasheet, they will be emptied just like the business profile.

### 2. specify business profile ID when uploading excel

#### 1) Use customized export profile

The system will apply business profiles to datasheets immediately, contents in datasheets will be replaced by contents in business profiles. If some fields are empty in business profiles but are filled in datasheets, and the excel did not include these fields, contents in datasheets will be cleared.

#### 2) Use "standard eBay" export profile

The system will apply business profiles to datasheets immediately. If some fields are empty in business profiles but are filled in datasheets, contents in datasheets will be kept.

### 3. Bulk change business profile name using "Bulk Edit" button, then go to business profile to apply.

If you only bulk changed business profile name, then contents in datasheets will not be changed.

After applying the business profile, contents in datasheets will be replaced by contents in the business

profile.

If some fields are empty in business profiles but are filled in datasheets, contents in datasheets will be kept.

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