

How to do bulk upload of employees in HDPOS smart?



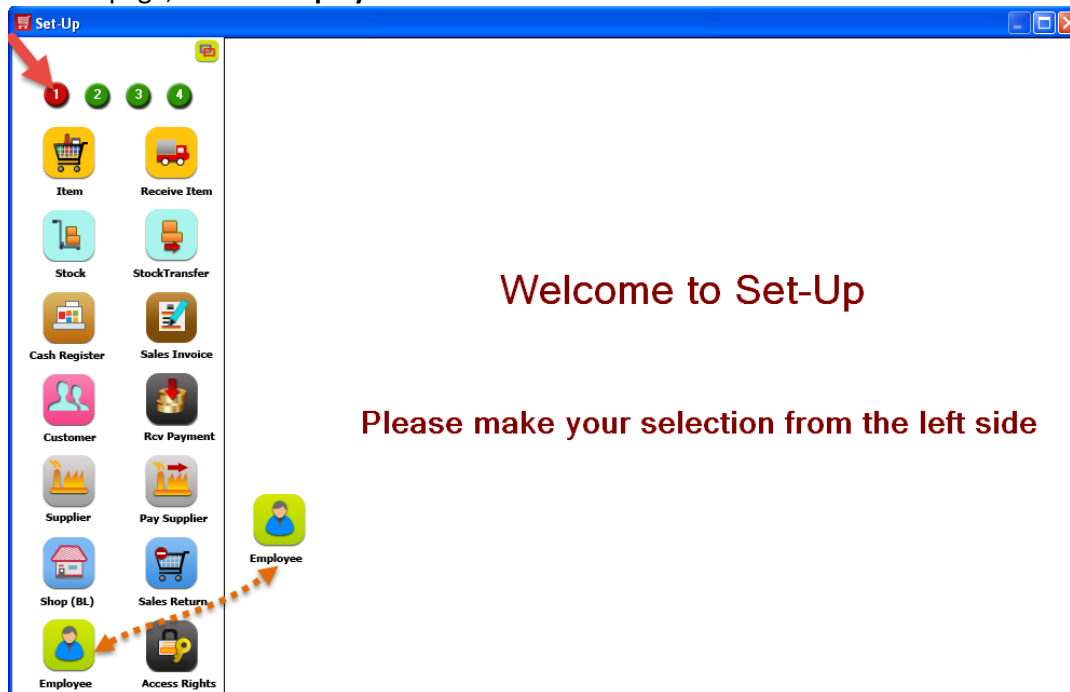
HDPOS smart Tutorials

To do bulk upload of employees in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. Click on **Set-Up**.



2. From 1st page, click on **Employee**.

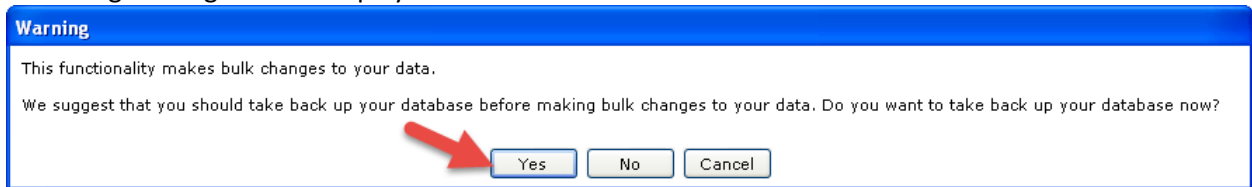




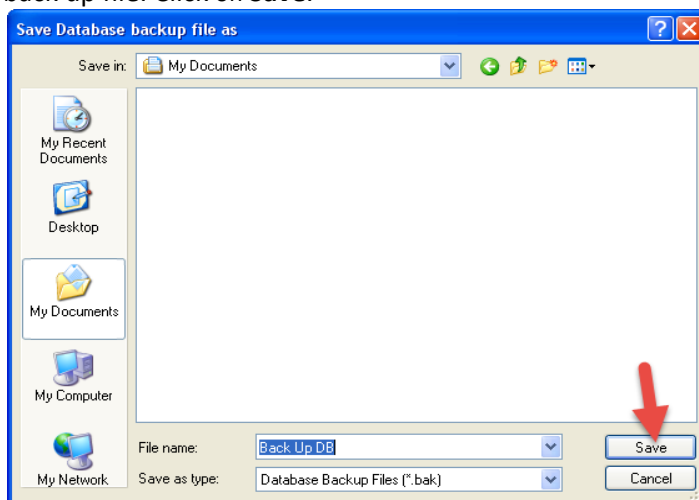
3. From **Manage Employee** screen, click on **Upload Employee** button.



4. A warning message will be displayed as shown below. Click on **Yes**.

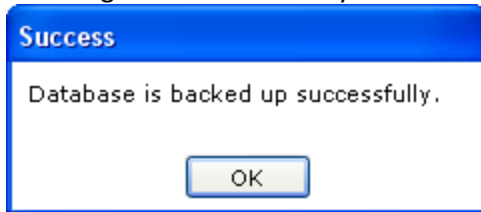


a. A screen will be shown to you to save this back up file. Choose a folder and enter any name for back up file. Click on **Save**.

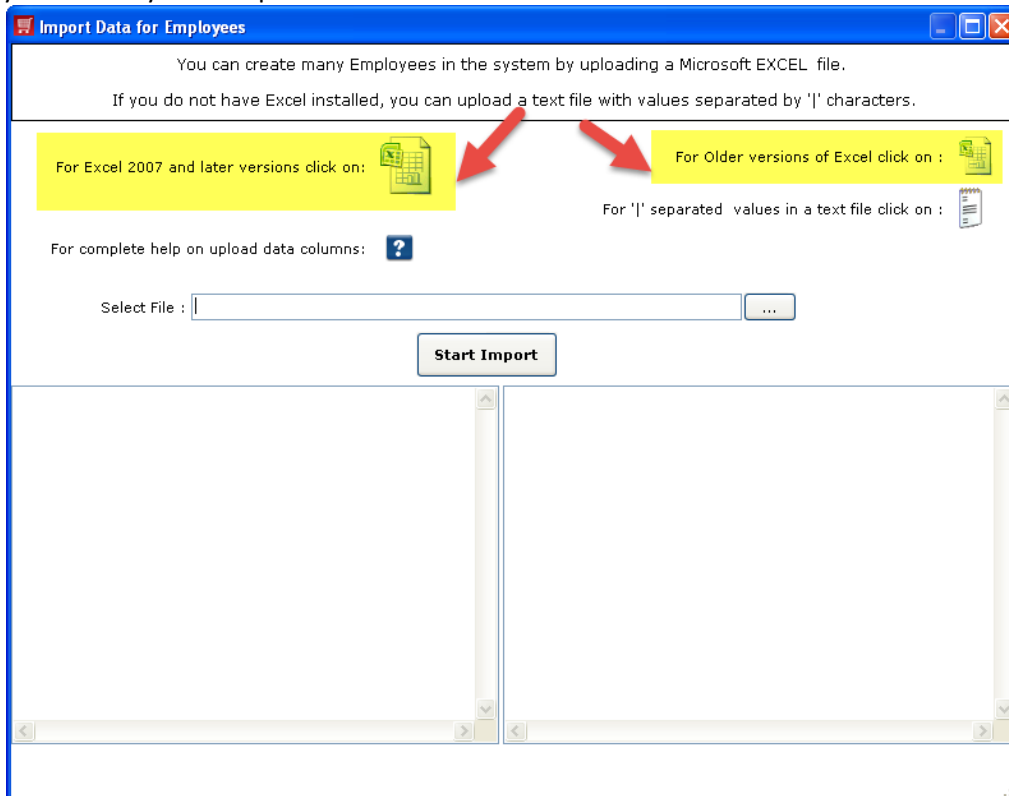




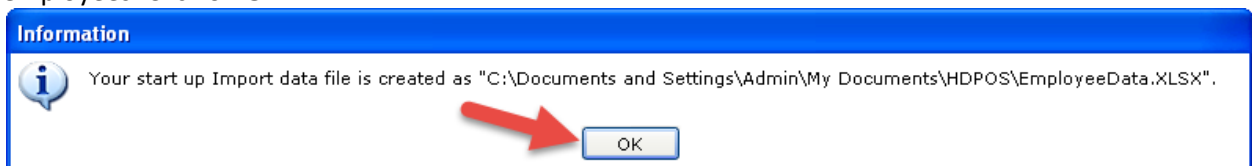
- b. A message will be shown to you as database back up gets completed. Click on **OK**.



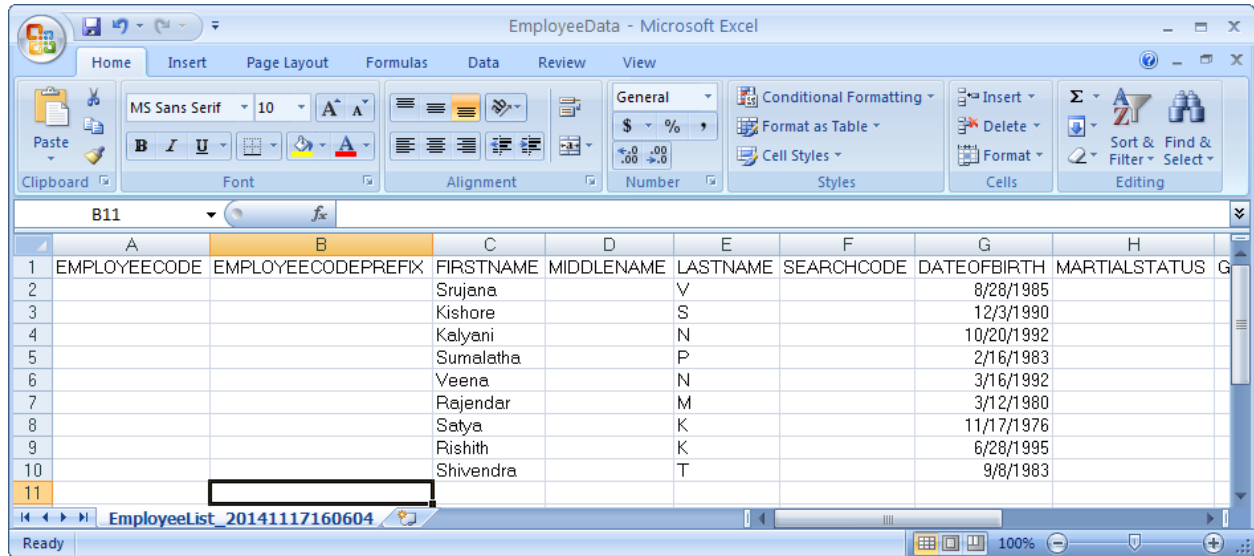
5. **Import Data for Employees** screen will get opened. Click on button according to the version of excel you have in your computer.



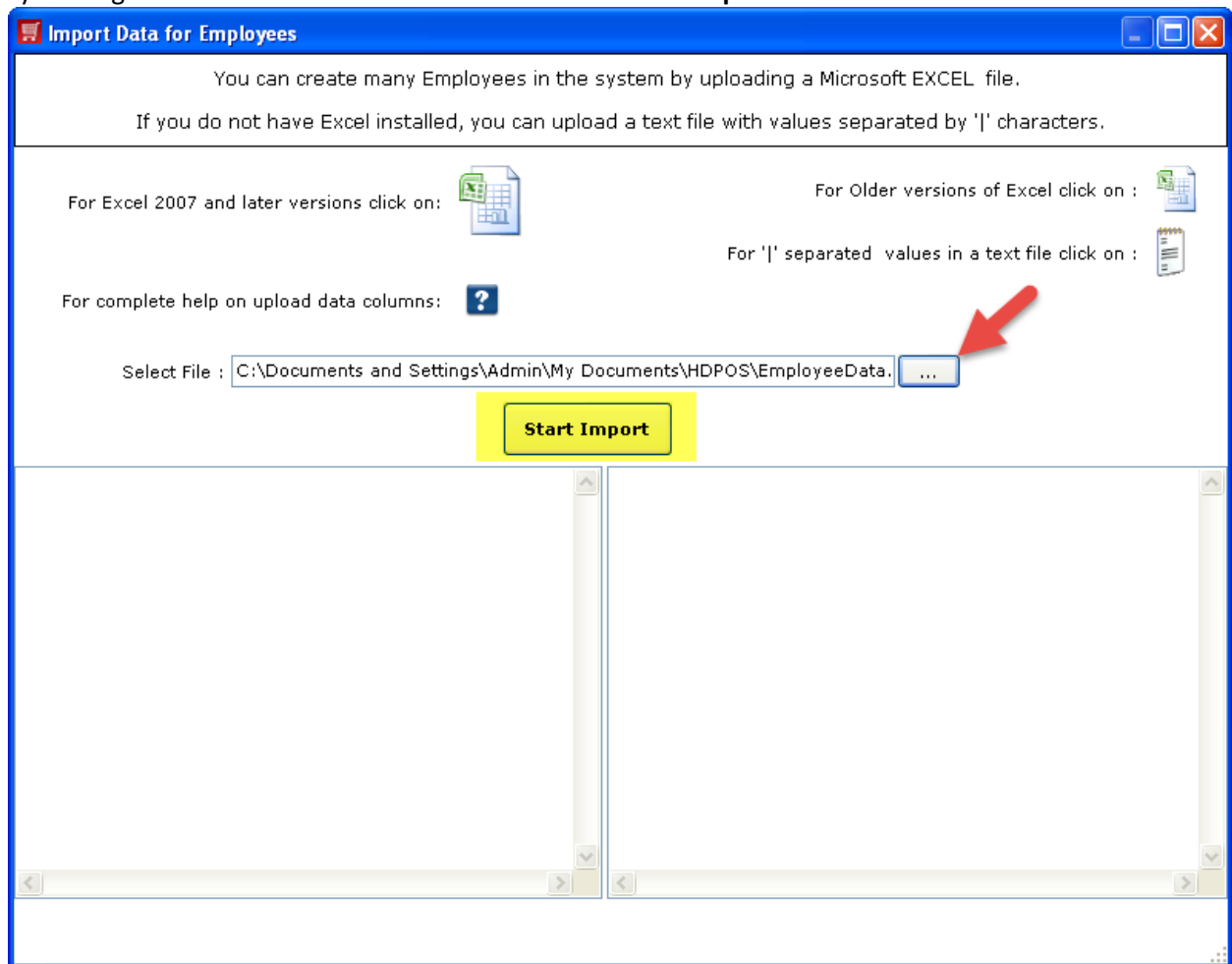
6. A message will be shown with the location of the excel file that gets created to enter details of employees. Click on **OK**.



7. In the excel file that got opened, enter all details of employees of your business.
- Mandatory fields in this excel file is **First Name** and **Last Name**.
 - If you don't enter any Employee Code, it will be generated automatically by the HDPOS.

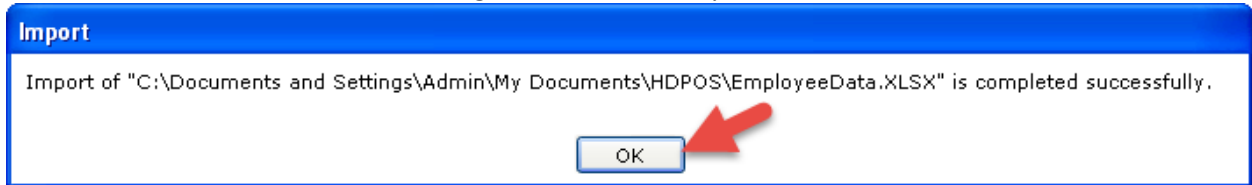


8. After entering all details of employees. Save and close the excel file.
9. Go back to HDPOS smart. In **Import Data for Employees** screen, select the saved excel file of items by clicking on beside **Select File** field. Click on **Start Import** button.

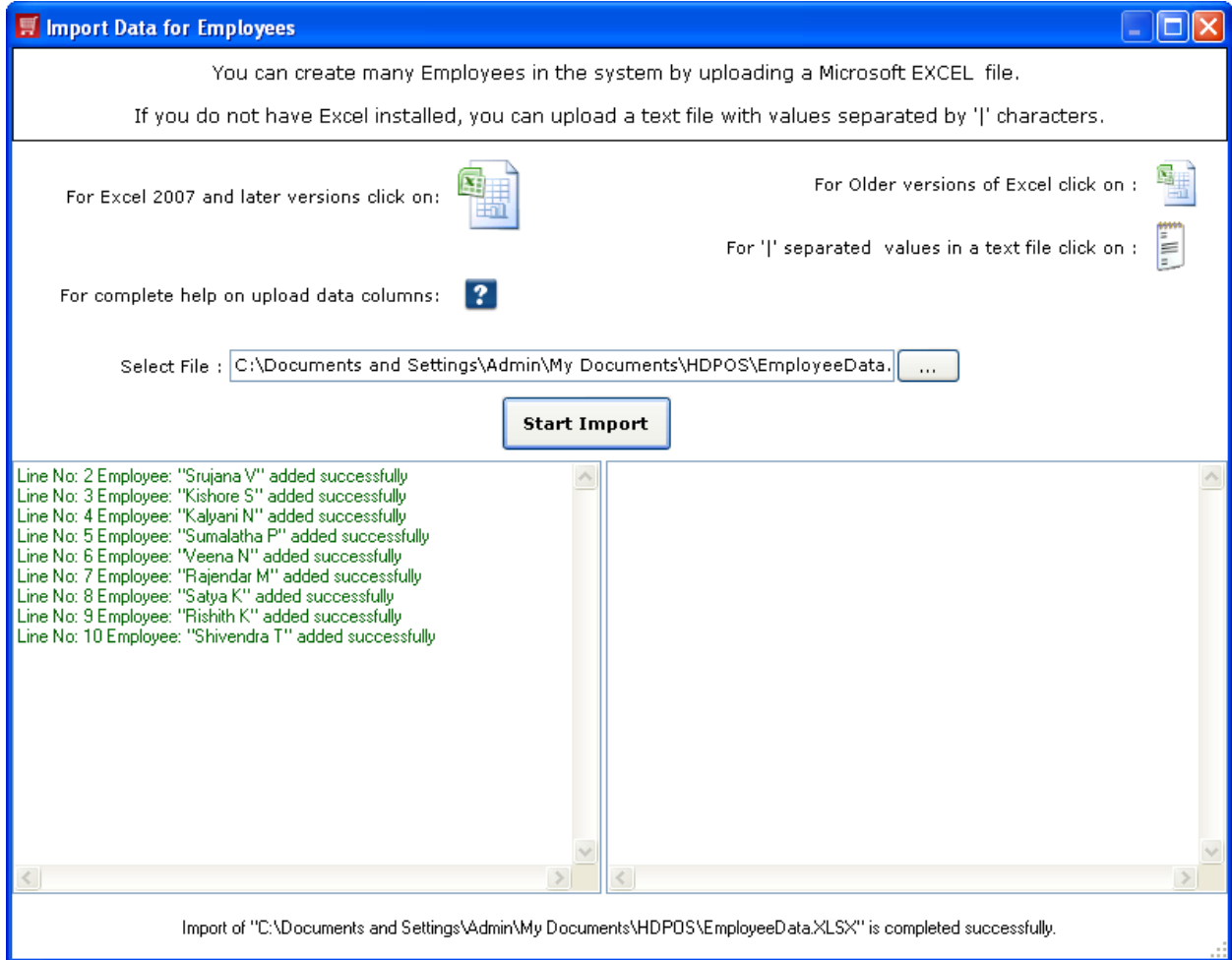




10. All details will be validated and a message will be shown to you. Click on OK.



11. You can see all employees details are added into screen.





12. Close the above screen and you can see all employees details got uploaded into HDPOS smart.

Manage Employee

1 2 3 4

Show Active Employees only Show Inactive Employees only Show All

Show Images

Search

Employee Code	Name	Search Code	Joining Date	Department	Designation	Is Active
E00003	Kalyani N		17/11/2014 04:19 PM			Yes
E00002	Kishore S		17/11/2014 04:19 PM			Yes
E00006	Rajendar M		17/11/2014 04:19 PM			Yes
E00008	Rishith K		17/11/2014 04:19 PM			Yes
E00007	Satya K		17/11/2014 04:19 PM			Yes
E00009	Shivendra T		17/11/2014 04:19 PM			Yes
E00001	Srujana V		17/11/2014 04:19 PM			Yes
E00004	Sumalatha P		17/11/2014 04:19 PM			Yes
E00005	Veena N		17/11/2014 04:19 PM			Yes

Total Records : 9

Backup Database Restore Database

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Item Receive Item Stock Stock Transfer Cash Register Sales Invoice Customer Rcv Payment Supplier Pay Supplier Shop (BL) Sales Return Employee Access Rights Reports Stickers