

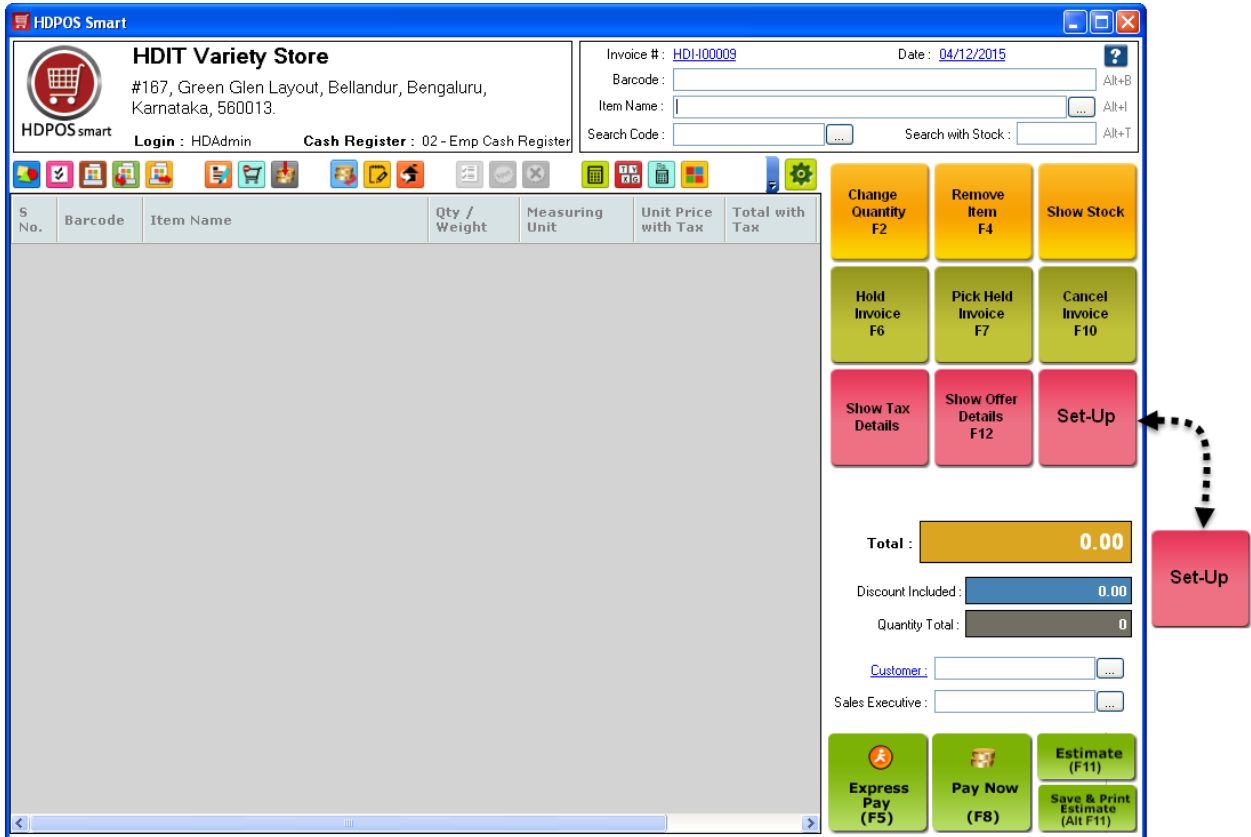
How to do bulk upload of item's reorder quantity?



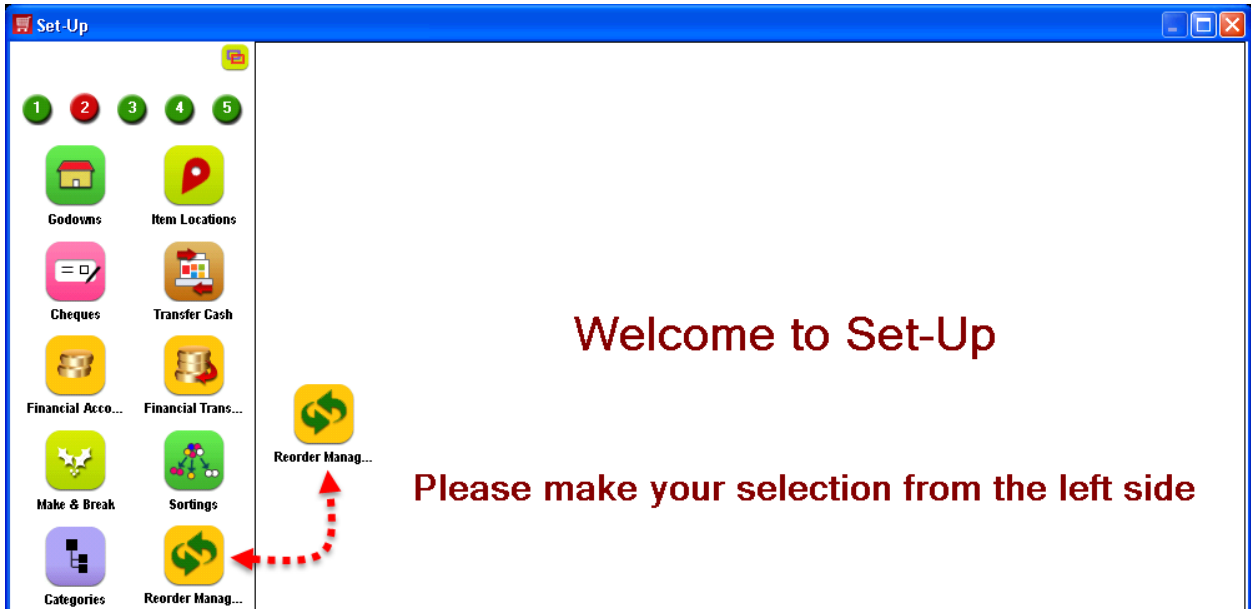
HDPOS smart Tutorials

To do bulk upload of item's reorder quantity, follow the steps below.

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. From 2nd page of Set-up screen, click on **Reorder Manager**.





3. You will see the **Reorder Management** screen with the Business Location and godown names on left hand side.
4. Select a **business location** and you will see all the items in your database in the right hand side.
5. Click on **Export Assign Reorder Quantity** button.

Business Location Name	Godown Name	Is De
HD Store	HD Store	Yes
HDIT Variety Store	HDIT Variety Store	Yes
SriKam EnterPrises	Srujana	Yes

Name	Barcode	Minimum Quantity	Maximum Quantity	Re O
Bat Man	T00008			Quar
Choco Lava Cake	T00041			
Donald Duck soft toy	T00007			
Dora Doll	T00005			
grapes	T00044			
Hot wheels Blue Car	T00001			
Micky Mouse Club set	T00006			
Play Session	T00040			
Princess Story Book	T00010			
Remote Helicopter	T00002			
Sand play tools	T00004			
Spiderman Mask	T00009			
Teddy Bear	T00003			

6. You will see a screen to save the excel file to where all items are exported. Save the file in a location.

Save in: HDPOS

File name: ItemReorderList

Save as type: Excel Workbook (*.xlsx)

Buttons: Save, Cancel



7. You will see the saved location of this excel file as shown below. Click on OK.



8. The excel file will be opened for you to enter the values of reorder quantity. Fill up all the values and save the excel file and close it.
- Name and Barcode fields are populated from your database.
 - Enter the values for Minimum Quantity, Maximum Quantity, Reorder Quantity and Minimum Quantity Required for WebShop.
 - Item Minimum Quantity:** This is the minimum quantity of stock of an item. If the stock is lesser than this value you would need to reorder stock. For instance if you have set the minimum quantity to 5, the moment our stock quantity reaches to 4 or less then for it would show up in the stock screen if **Show only items to be reordered** check box is selected. If no value is entered it will take zero as the minimum quantity.
 - Item Maximum Quantity:** This maximum quantity for an items means-- when you are reordering you should at least have stock equal to the Item Maximum Quantity set.
 - Item Reorder Quantity:** This is the quantity of stock you need to reorder if stock of an item has reached the item minimum quantity.
 - If no value is specified in **Reorder quantity** and you have a value in **Item Maximum Quantity** specified then at the time of **Reordering or Generating stock request** it will take the **Reorder quantity as Current stock quantity in godown – Item Maximum Quantity**.
 - If no **Minimum quantity** is specified & **Item Maximum Quantity** is specified then the **Item Maximum quantity** specified will be taken as **Reorder quantity**.
 - eShop Minimum Quantity:** This is useful if you have an eShop associated with HDPOS smart. This is the minimum quantity of stock that needs to be available for the item to be displayed in eShop. For example if the eShop quantity is set 10, if the stock is less than 5 then the item will not be displayed in our eShop.



	A	B	C	D	E	F
1	NAME	BARCODE	MINIMUMQUANTITY	MAXIMUMQUANTITY	REORDERQUANTITY	MINIMUMQUANTITYREQUIREDFORWEBSHOP
2	Bat Man	T00008	5	15	10	10
3	Choco Lava Cake	T00041	5	15	10	10
4	Donald Duck soft toy	T00007	5	15	10	10
5	Dora Doll	T00005	5	15	10	10
6	grapes	T00044	5	15	10	10
7	Hot wheels Blue Car	T00001	5	15	10	10
8	Micky Mouse Club set	T00006	5	15	10	10
9	Play Session	T00040	5	15	10	10
10	Princess Story Book	T00010	5	15	10	10
11	Remote Helicopter	T00002	5	15	10	10
12	Sand play tools	T00004	5	15	10	10
13	Spiderman Mask	T00009	5	15	10	10
14	Teddy Bear	T00003	5	15	10	10

9. From Reorder Manager screen, click on **Import Assign Reorder Quantity** button. You will see a warning message asking you to take the database back up. Click on **Yes**.

Warning

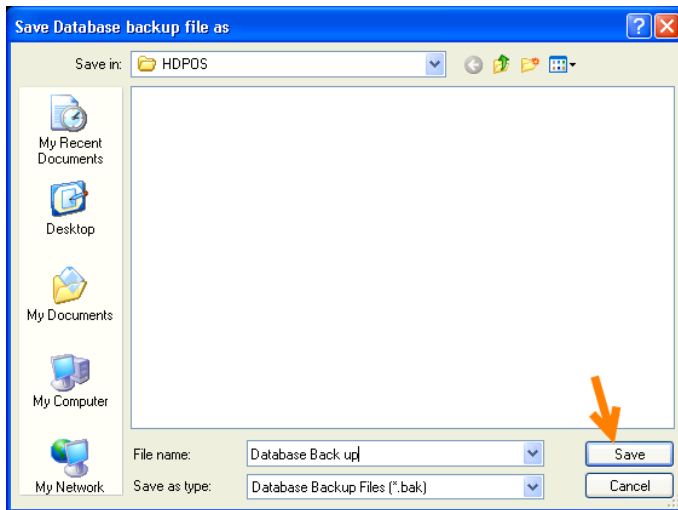
This functionality makes bulk changes to your data.
We suggest that you back up your database before making bulk changes to your data. Do you want to back up your database now?

Yes No Cancel

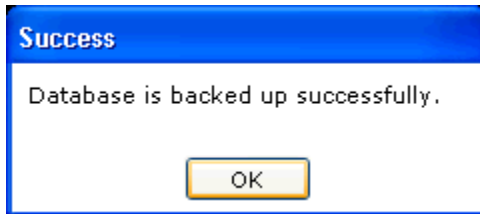
Business Location Name	Godown Name	Is De God	Name	Barcode	Minimum Quantity	Maximum Quantity	Re O Quai
HD Store	HD Store	Yes	Bat Man	T00008			
HDIT Variety Store	HDIT Variety Store	Yes	Choco Lava Cake	T00041			
SriRam EnterPrises	Srujana	Yes	Donald Duck soft toy	T00007			
			Dora Doll	T00005			
			Remote Helicopter	T00002			
			Sand play tools	T00004			
			Spiderman Mask	T00009			
			Teddy Bear	T00003			



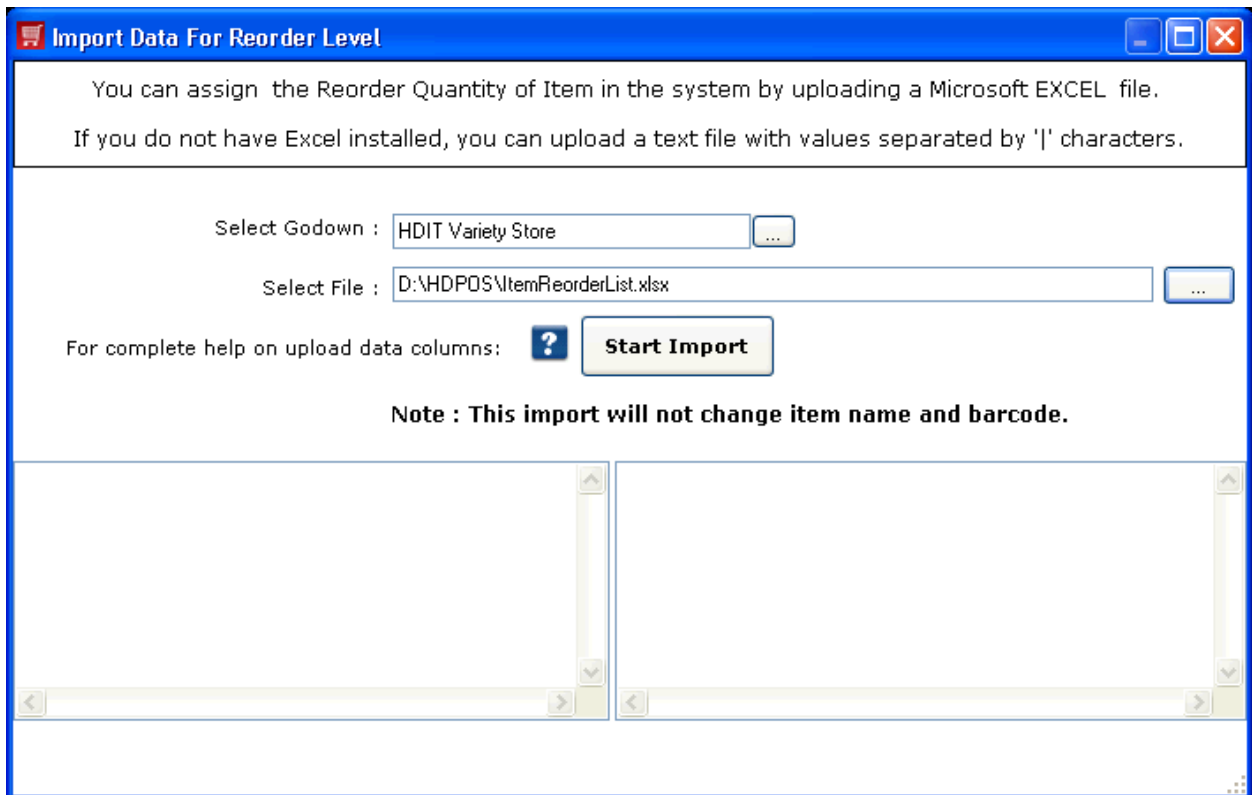
10. Save the database back up in a location.



11. You will see the following success message. Click on **OK**.



12. You will see the following **Import Data for Reorder Level** screen. Select the excel file where you entered the values for reorder quantity and click on **Start Import**.





13. All the reorder level quantities will be uploaded into your HDPOS smart.

Import Data For Reorder Level

You can assign the Reorder Quantity of Item in the system by uploading a Microsoft EXCEL file.
If you do not have Excel installed, you can upload a text file with values separated by '|' characters.

Select Godown : HDIT Variety Store

Select File : D:\HDPOS\ItemReorderList.xlsx

For complete help on upload data columns: **Start Import**

Note : This import will not change item name and barcode.

Line No: 7 Reorder Quantity of Item: "Hot wheels Blue Car" added
 Line No: 8 Reorder Quantity of Item: "Micky Mouse Club set" adde
 Line No: 9 Reorder Quantity of Item: "Play Session" added succes:
 Line No: 10 Reorder Quantity of Item: "Princess Story Book" added
 Line No: 11 Reorder Quantity of Item: "Remote Helicopter" added :
 Line No: 12 Reorder Quantity of Item: "Sand play tools" added suc
 Line No: 13 Reorder Quantity of Item: "Spiderman Mask" added su
 Line No: 14 Reorder Quantity of Item: "Teddy Bear" added succes

Import of "D:\HDPOS\ItemReorderList.xlsx" is completed successfully.

14. Close this screen and you can see all the assigned reorder level quantities.

Reorder Management

Godowns: HD Store, HDIT Variety Store, SriRam EnterPrises, Srujana

Items:

Name	Barcode	Minimum Quantity	Maximum Quantity	Re O Quai
Bat Man	T00008	5	15	10
Choco Lava Cake	T00041	5	15	10
Donald Duck soft toy	T00007	5	15	10
Dora Doll	T00005	5	15	10
grapes	T00044	5	15	10
Hot wheels Blue Car	T00001	5	15	10
Micky Mouse Club set	T00006	5	15	10
Play Session	T00040	5	15	10
Princess Story Book	T00010	5	15	10
Remote Helicopter	T00002	5	15	10
Sand play tools	T00004	5	15	10
Spiderman Mask	T00009	5	15	10
Teddy Bear	T00003	5	15	10

Total Records : 3 (Godowns) | Total Records : 13 (Items)

Buttons: Backup Database, Restore Database, Go Back To Main Screen, About Us, Feedback