

How to make bulk changes to items in HDPOS smart?



HDPOS smart Tutorials

To make bulk changes to items in **HDPOS smart**, follow the steps below.

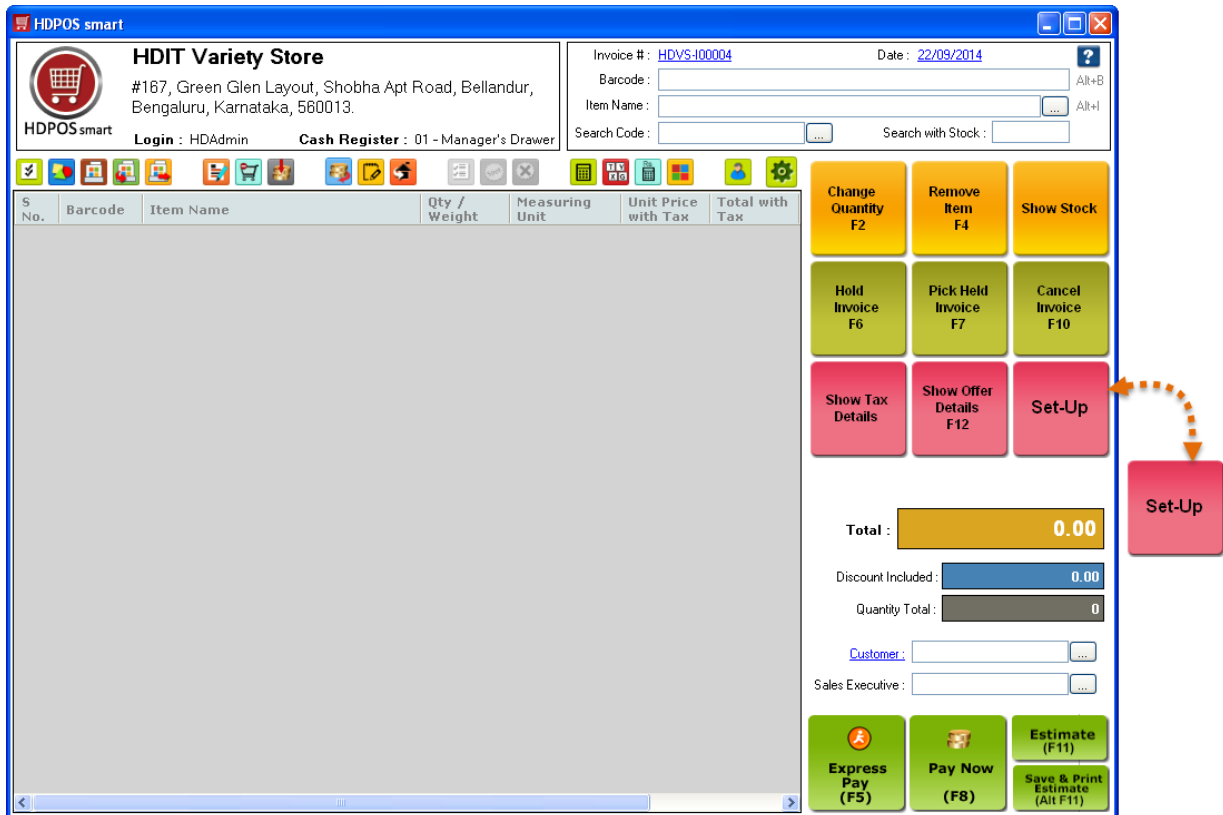
[Step1: Export Items.](#)

[Step2: Make Bulk Changes.](#)

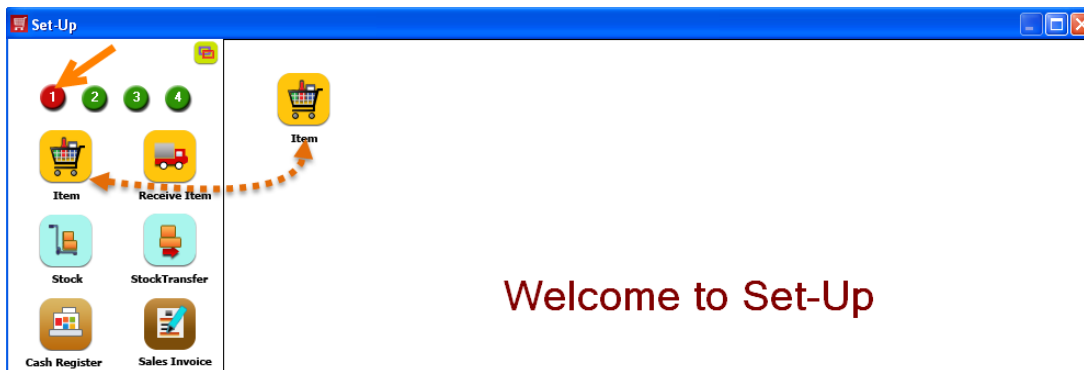
[Step3: Upload Items.](#)

Export Items:


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




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





3. In **Manage Items** screen that opens, you can see all items of HDPOS as shown below.
 - a. If you want make changes to all items make sure u check **Show All Category Items** checkbox.
 - b. Click on  **Export Item List to Excel** button.

Note: If you want make changes to particular category items then uncheck the **Show All Category Items** checkbox, and select that category. Click on  **Export Item List to Excel** button.

Categories

Show All Category Items

Search

Category Name
Cakes
Charges
Customer Items
Ingredients
Misc
Phone Parts
Sweets

Total Records : 7

Items

Show Inactive Items Only

Show Images


Search

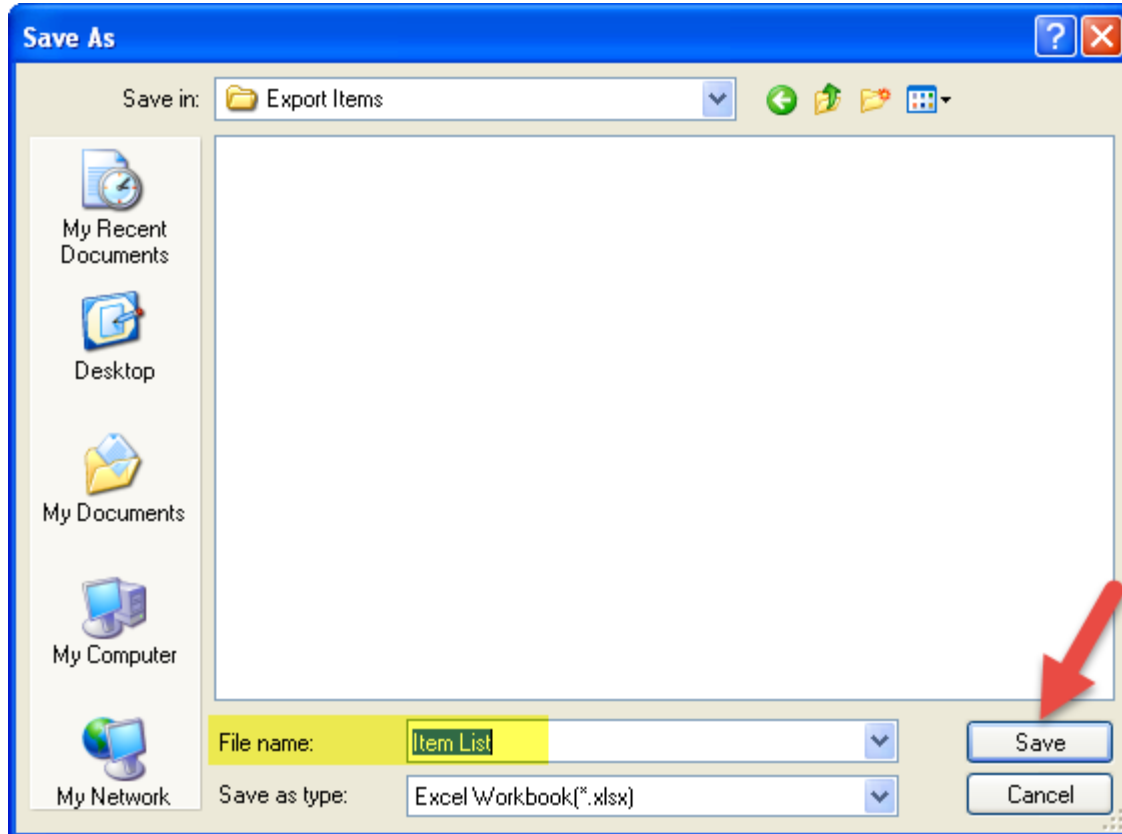
Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measu
All Purpose Flour	T00014		50.00	50.00	Kg
Baking Powder	T00015		75.00	75.00	Gram
Bandani Dress Material	T00004		250.00	250.00	meter
Battery	T00008		800.00	800.00	Qty
Battery Cover	T00011		500.00	450.00	Qty
Butter	T00018		80.00	80.00	Gram
Charger	T00007		700.00	700.00	Qty
Eggs	T00016		5.00	5.00	Qty
Faded Jeans-Mens-Blue-T0	T00005		832.00	832.00	Qty
Fancy Baby Clip	T00001		100.00	100.00	Qty
Flex Cable	T00010		500.00	500.00	Qty
LCD Display	T00009		900.00	900.00	Qty
Nike Deodorant	T00002		200.00	200.00	Qty
Panasonic Hair Dryer	T00003		1,500.00	1,500.00	Qty
Reebok Bat	T00006		2,000.00	2,000.00	Qty
Service Charge	T00012		100.00	100.00	Qty
Sugar	T00013		34.00	34.00	Kg
Vanilla Cake	T00019		150.00	150.00	Qty
Vanilla Essence	T00017		30.00	30.00	ml

Total Records : 19

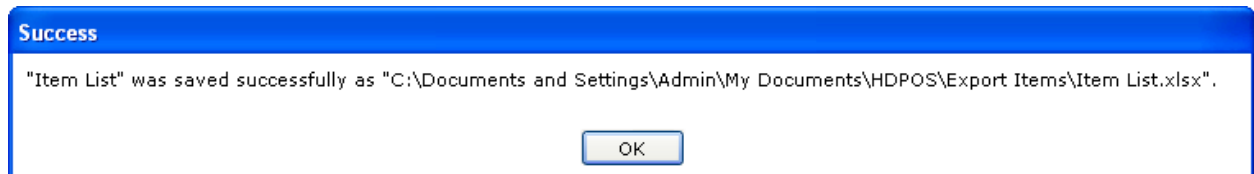
Backup Database Restore Database Go Back To Main Screen About Us Feedback



4. Click on  **Export Item List to Excel**.
 - a. All the items' along with their details will be exported to an excel file.
 - b. A screen will be shown to you to save this excel file.
 - c. Choose a folder and enter any name for excel file. Click on **Save**.



5. A success message will be shown to you as below with the location of file where it got saved.



6. Click on **OK**.



Make Bulk Changes:

7. The excel file will be opened for you. Make all changes as required.


For Example: In this excel file,

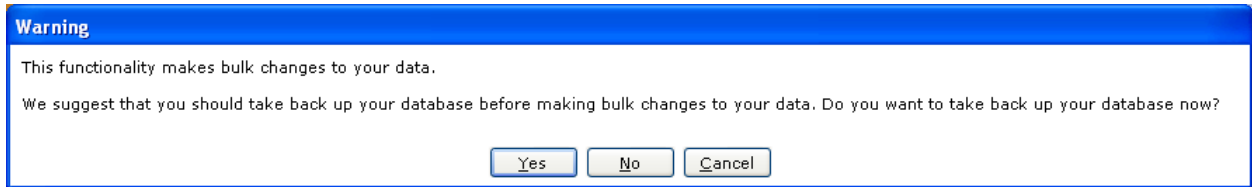
- a. Changed **barcode** for **All Purpose Flour** from **T00014** to **T00039**.
- b. Changed **Item Name** for **Butter** to **AmulButter**.
- c. Changed **Sales Price** and **MRP** for an item Faded Jeans from **832** to **2999**.
- d. Changed **Purchase Price** for an item **Flex Cable** from **0** to **350**.
- e. Added a **new item** with name **cocoa powder**.
- f. Save the excel file and close it.

Barcode	Item Name	Search Name	Description	Sales Unit	Purchase Unit	Conversion	Sales Price	MRP	Purchase Price	Weight	Sale Tax	Purchase Tax
T00039	All Purpose Flour			Kg	Kg	1	50	50	50	0		
T00015	Baking Powder			Gram	Kg	1	75	75	75	0		
T00004	Bandani Dress Material			meter	Qty	1	250	250	250	0		
T00008	Battery			Qty	Qty	1	800	800	800	0		
T00011	Battery Cover			Qty	Qty	1	450	500	400	0		
T00018	Amul Butter			Gram	Gram	1	80	80	80	0		
T00007	Charger			Qty	Qty	1	700	700	400	0		
T00016	Eggs			Qty	Kg	1	5	5	5	0		
T00005	Faded Jeans-Mens-Blue-T00009			Qty	Qty	1	2999	2999	0	0		
T00001	Fancy Baby Clip			Qty	Qty	1	100	100	1100	0		
T00010	Flex Cable			Qty	Qty	1	500	500	350	0		
T00009	LCD Display			Qty	Qty	1	900	900	500	0		
T00002	Nike Deodorant			Qty	Qty	1	200	200	0	0		
T00003	Panasonic Hair Dryer			Qty	Qty	1	1500	1500	0	0		
T00006	Reebok Bat			Qty	Qty	1	2000	2000	0	0		
T00012	Service Charge			Qty	Qty	1	100	100	0	0		
T00013	Sugar			Kg	Kg	1	34	34	34	0		
T00019	Vanilla Cake			Qty	Qty	1	150	150	120	0		
T00017	Vanilla Essence			ml	Qty	1	30	30	30	0		
234567	cocoa powder			Gram	Gram	1	120	120	100	0		

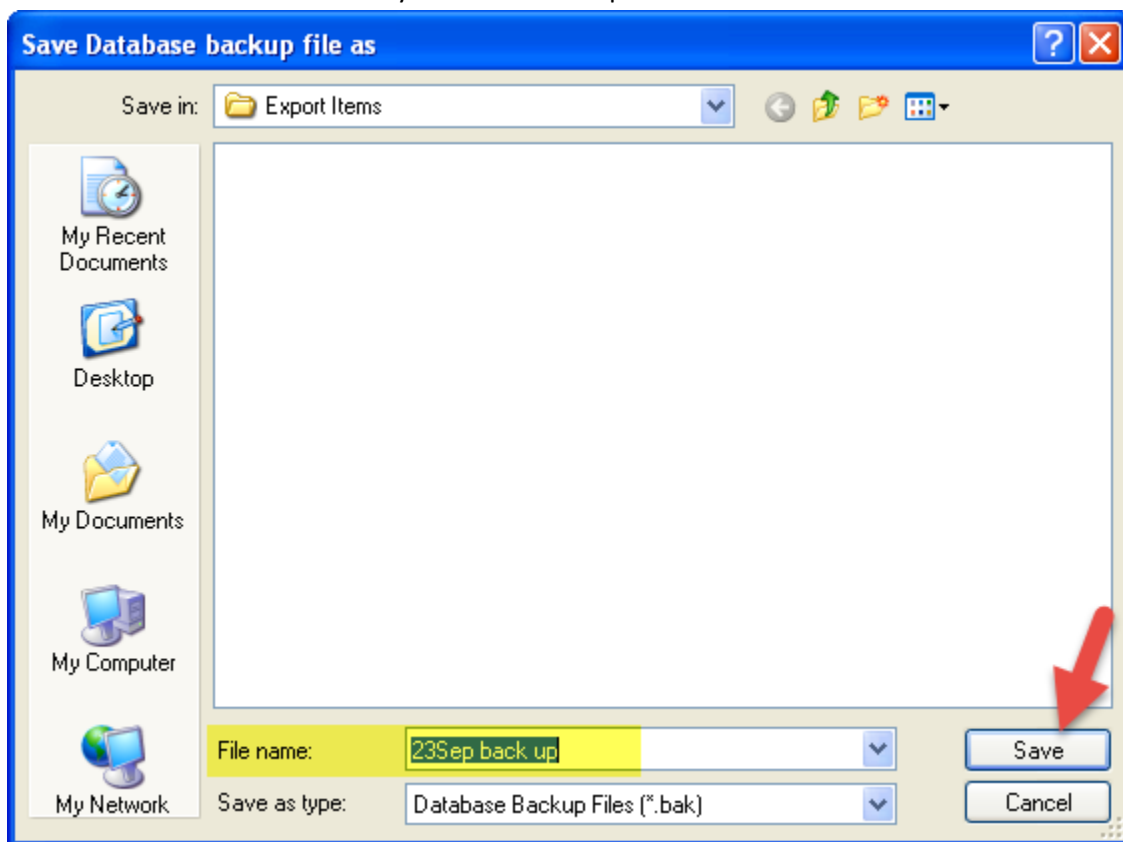


Upload Items:

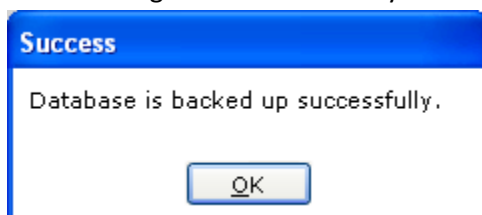
8. From **Manage Items** screen, click on **Upload Items**  button.
9. A warning message will be shown to you as below.




10. Click on **Yes** to take a back up of your database.
 - a. A screen will be shown to you to save this back up file.
 - b. Choose a folder and enter any name for back up file. Click on **Save**.



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







11. **Import Data for Items** screen will be opened for you. Select the saved excel file of items by clicking on  beside Select File field. Then click on **Start Import** button.




Import Data for Items

You can create many items 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.

For Excel 2007 and later versions click on:  For Older versions of Excel click on: 

For complete help on upload data columns:  For '|' separated values in a text file click on: 

Select File : C:\Documents and Settings\Admin\My Documents\HDPOS\Export Items\It... 

Do not Create new Godowns and Suppliers **Start Import** Ignore Errors and Import valid records
 Allow Special Characters in Barcode (In case of errors Stock will not be created.)

12. All items will be validated and then will get updated. A success message box will be shown to you as below.

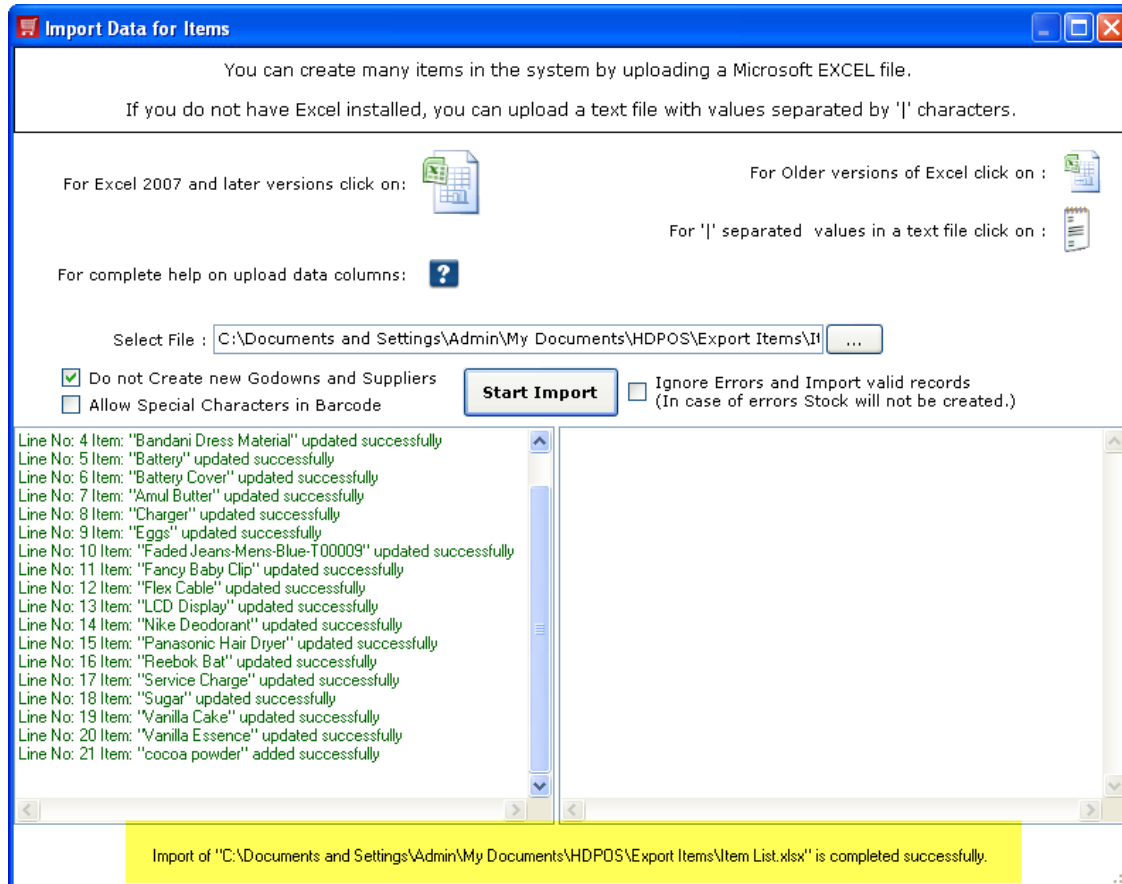
Import


Import of "C:\Documents and Settings\Admin\My Documents\HDPOS\Export Items\Item List.xlsx" is completed successfully.

OK



13. You can see all the items got updated successfully with all changes what you made in excel file.



14. Close this screen by clicking on .

15. You can see all items with updated data.



Manage Items

Categories

Show All Category Items

Show Inactive Items Only

Show Images

Items

Category Name	Item Name	Barcode	Search Code	MRP	Sales Price	Purchase Price	Sales Measurind
Cakes	All Purpose Flour	T00098		50.00	50.00	50.00	Kg
Charges	Amul Butter	T00018		80.00	80.00	80.00	Gram
Customer Items	Baking Powder	T00015		75.00	75.00	75.00	Gram
Ingredients	Bandani Dress Material	T00004		250.00	250.00	250.00	meter
Misc	Battery	T00008		800.00	800.00	300.00	Qty
Phone Parts	Battery Cover	T00011		500.00	450.00	400.00	Qty
Sweets	Charger	T00007		700.00	700.00	400.00	Qty
	cocoa powder	234567		120.00	120.00	100.00	Gram
	Eggs	T00016		5.00	5.00	5.00	Qty
	Faded Jeans-Mens-Blue-T0	T00005		2,999.00	2,999.00	0.00	Qty
	Fancy Baby Clip	T00001		100.00	100.00	1,100.00	Qty
	Flex Cable	T00010		500.00	500.00	350.00	Qty
	LCD Display	T00009		900.00	900.00	500.00	Qty
	Nike Deodorant	T00002		200.00	200.00	0.00	Qty
	Panasonic Hair Dryer	T00003		1,500.00	1,500.00	0.00	Qty
	Reebok Bat	T00006		2,000.00	2,000.00	0.00	Qty
	Service Charge	T00012		100.00	100.00	0.00	Qty
	Sugar	T00013		34.00	34.00	34.00	Kg
	Vanilla Cake	T00019		150.00	150.00	120.00	Qty
	Vanilla Essence	T00017		30.00	30.00	30.00	ml

Total Records : 7

Total Records : 20

Backup Database Restore Database

Go Back To Main Screen About Us Feedback