

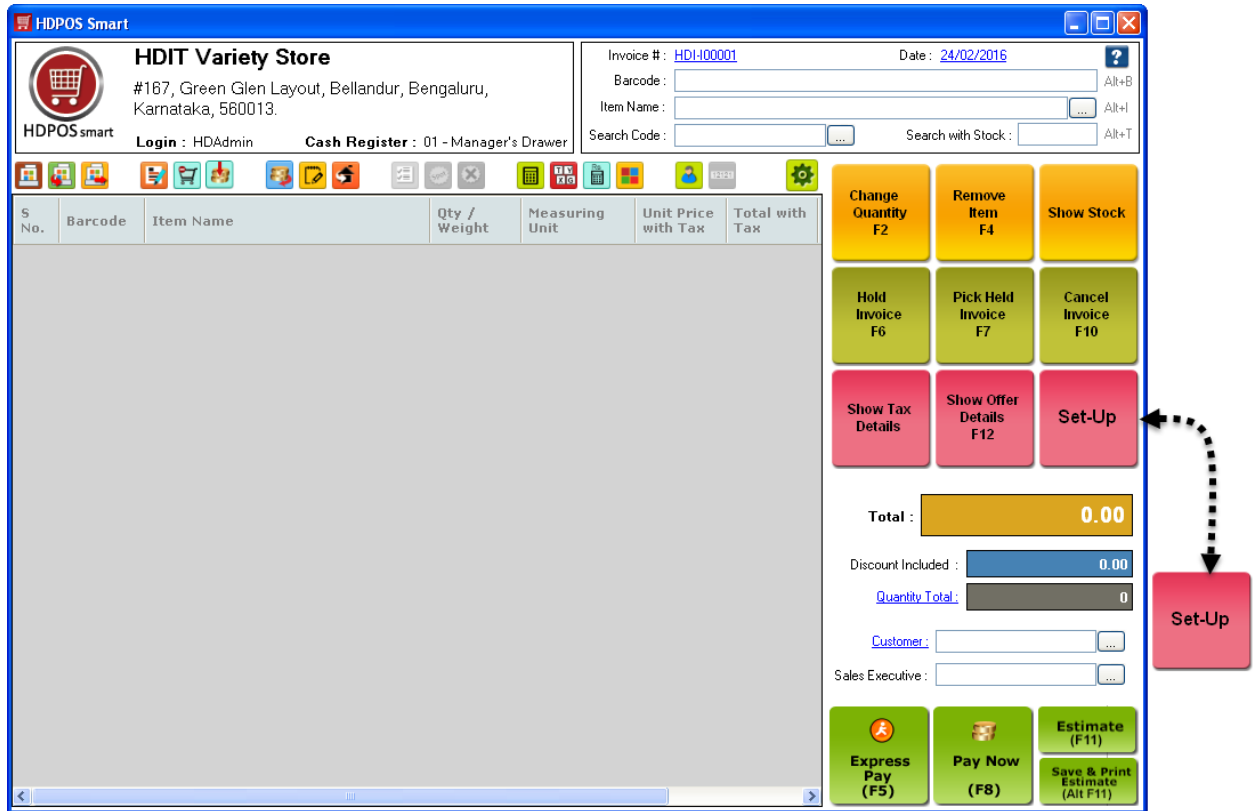
How to upload items through excel in HDPOS smart?



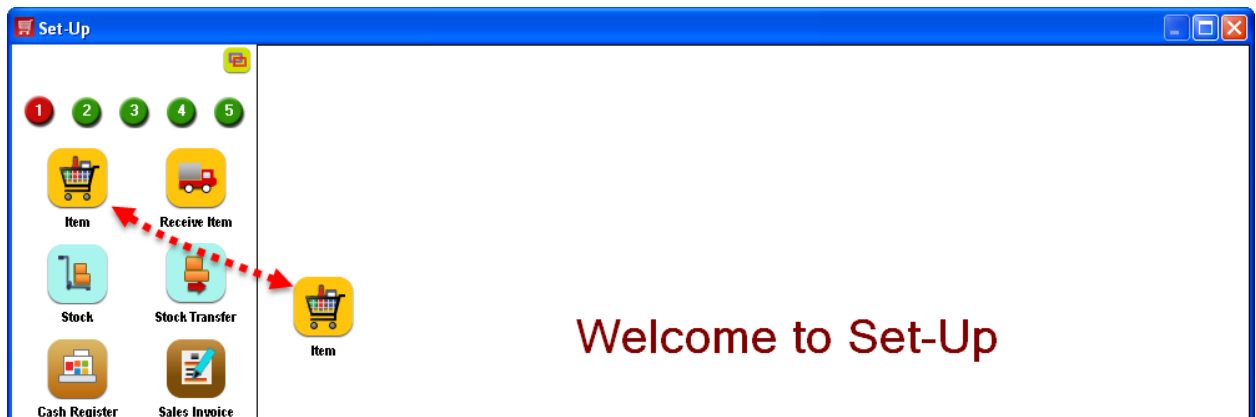
HDPOS smart Tutorials

To upload items through excel in HDPOS smart, follow the steps below:

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

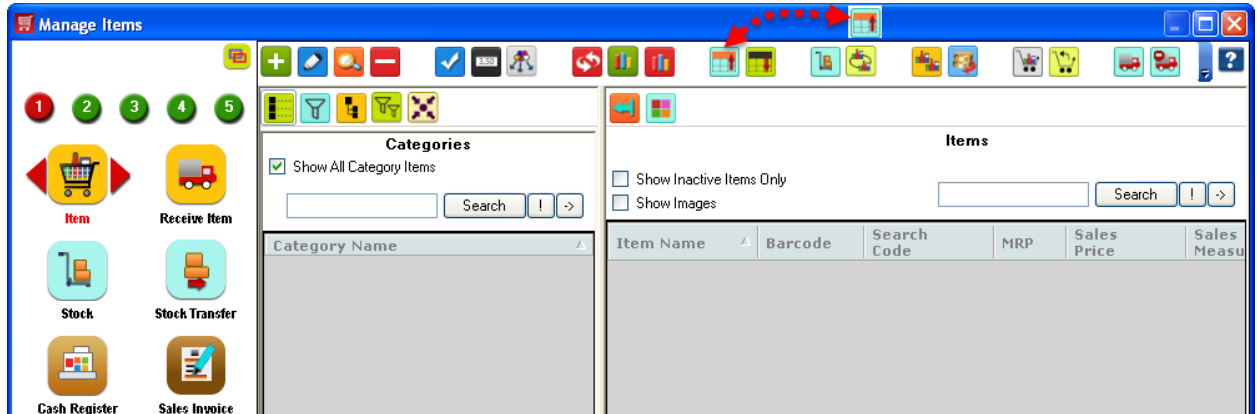


2. From Set-Up screen, click on 1st page and select **Item**.

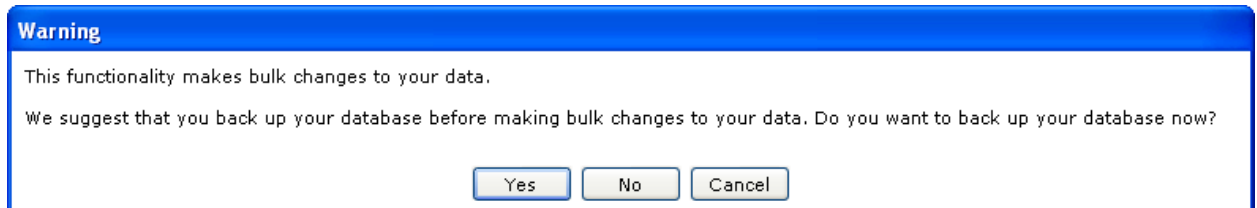




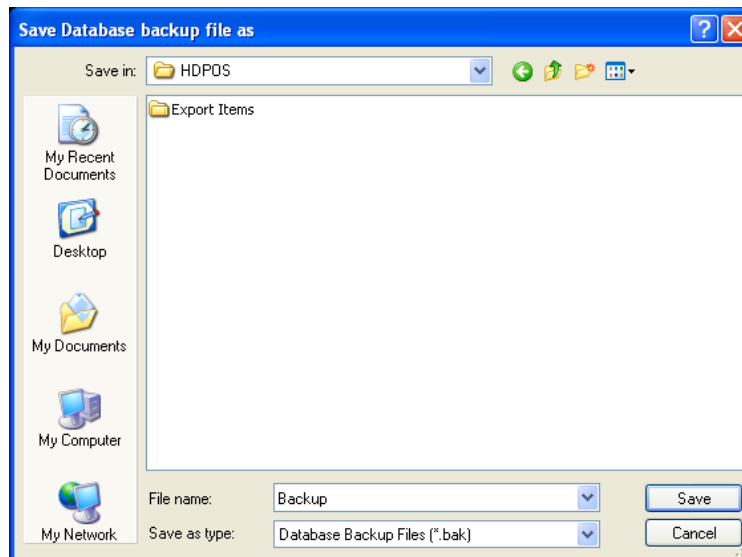
- From **Manage Items** screen, click on **Upload Items** button in the tool bar.



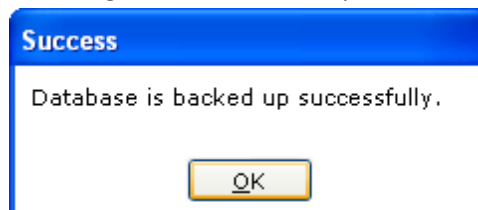
- You will see a warning message to take a backup of the database.




- Click on **Yes** to take a back up of your database. 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**.

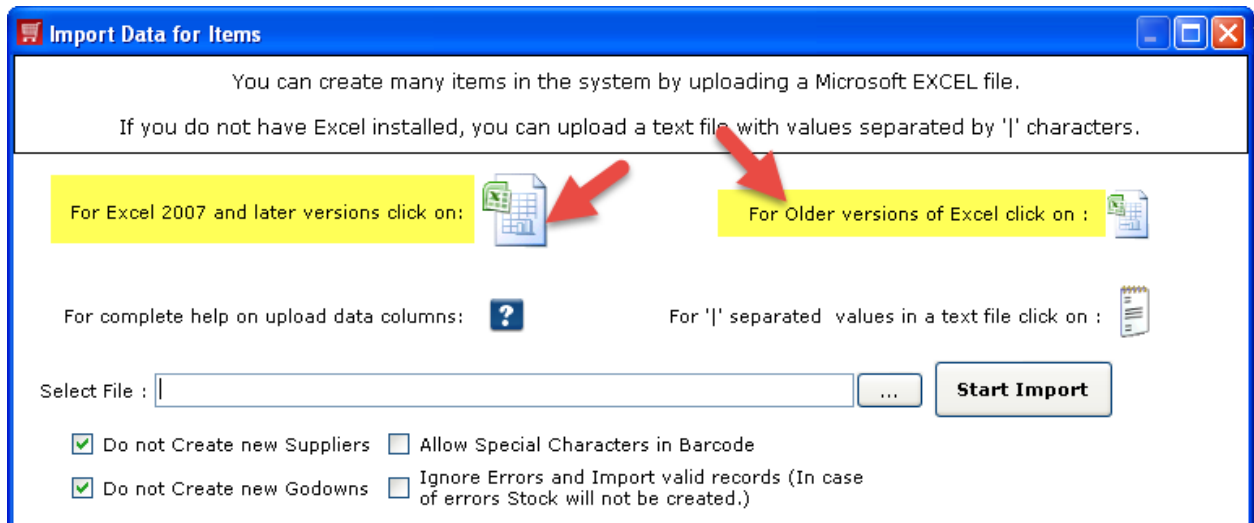


- A message will be shown to you as database back up gets completed.

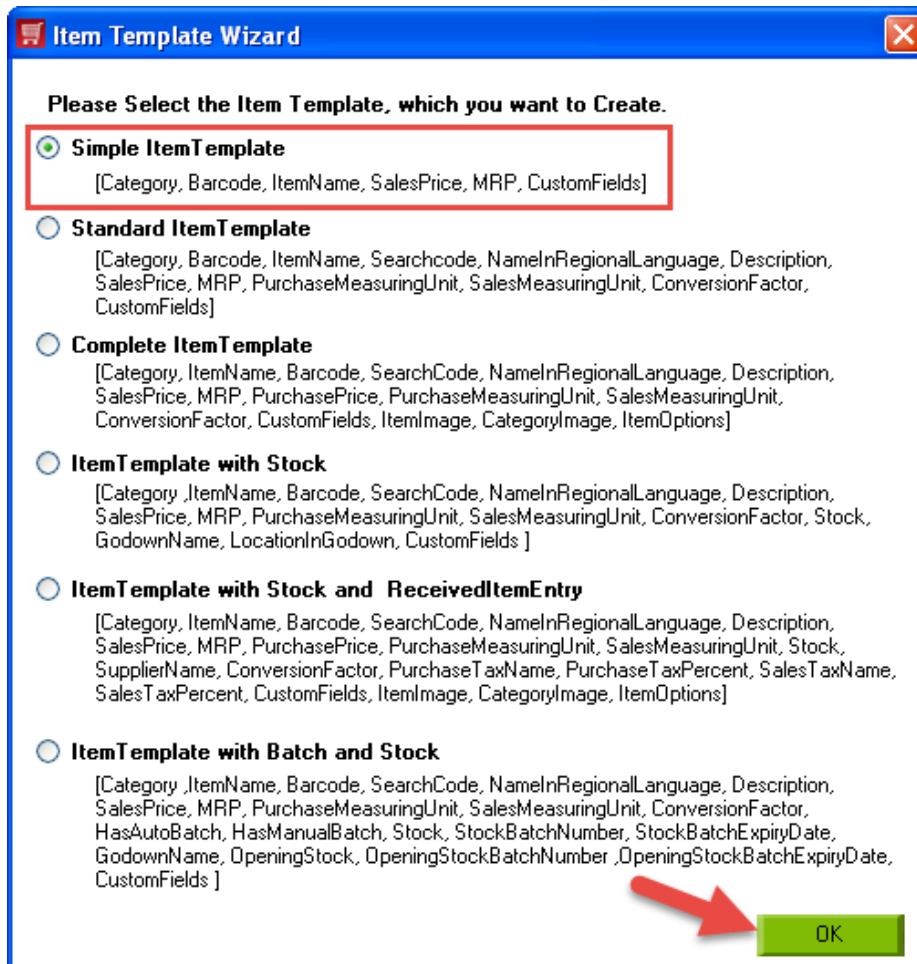




5. **Import Data for Items** screen will get opened. Click on  button according to the version of excel you have in your computer.

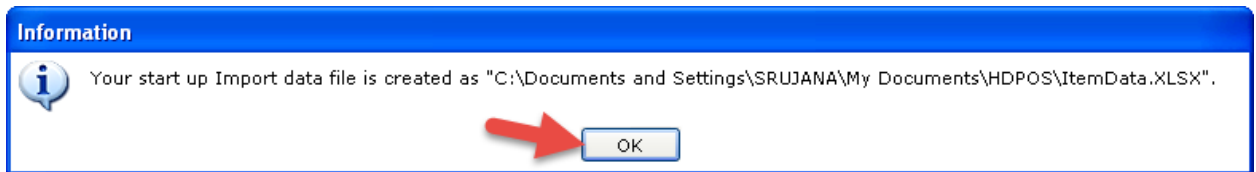


6. You will see **Item Template Wizard** screen as shown below.

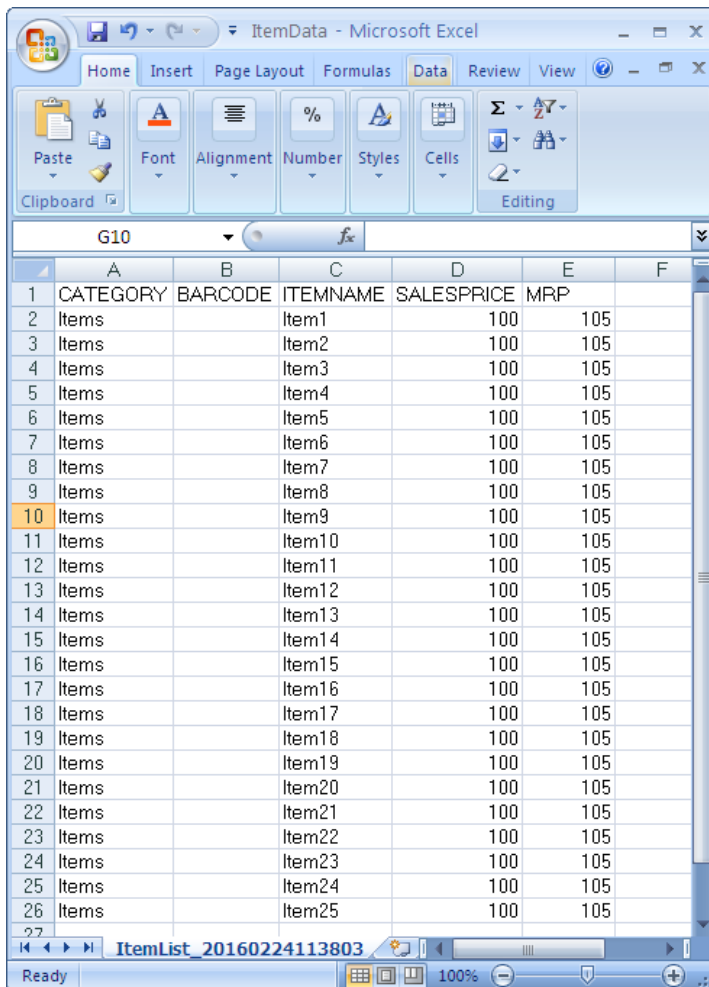




7. Depending on what all details you want to provide for items, select any one of the templates.
8. Below are some of the required details, rest of the fields are optional.
 - a. Category
 - b. Barcode-If you don't enter any value, it will be auto generated.
 - c. Item Name
 - d. Stock (optional, however if this column is included you would also need to include Godown column)
 - e. Godown-You can enter value as DEFAULT or godown name.
9. You will see a message as below with the location of file where it got saved. Click on **OK**.

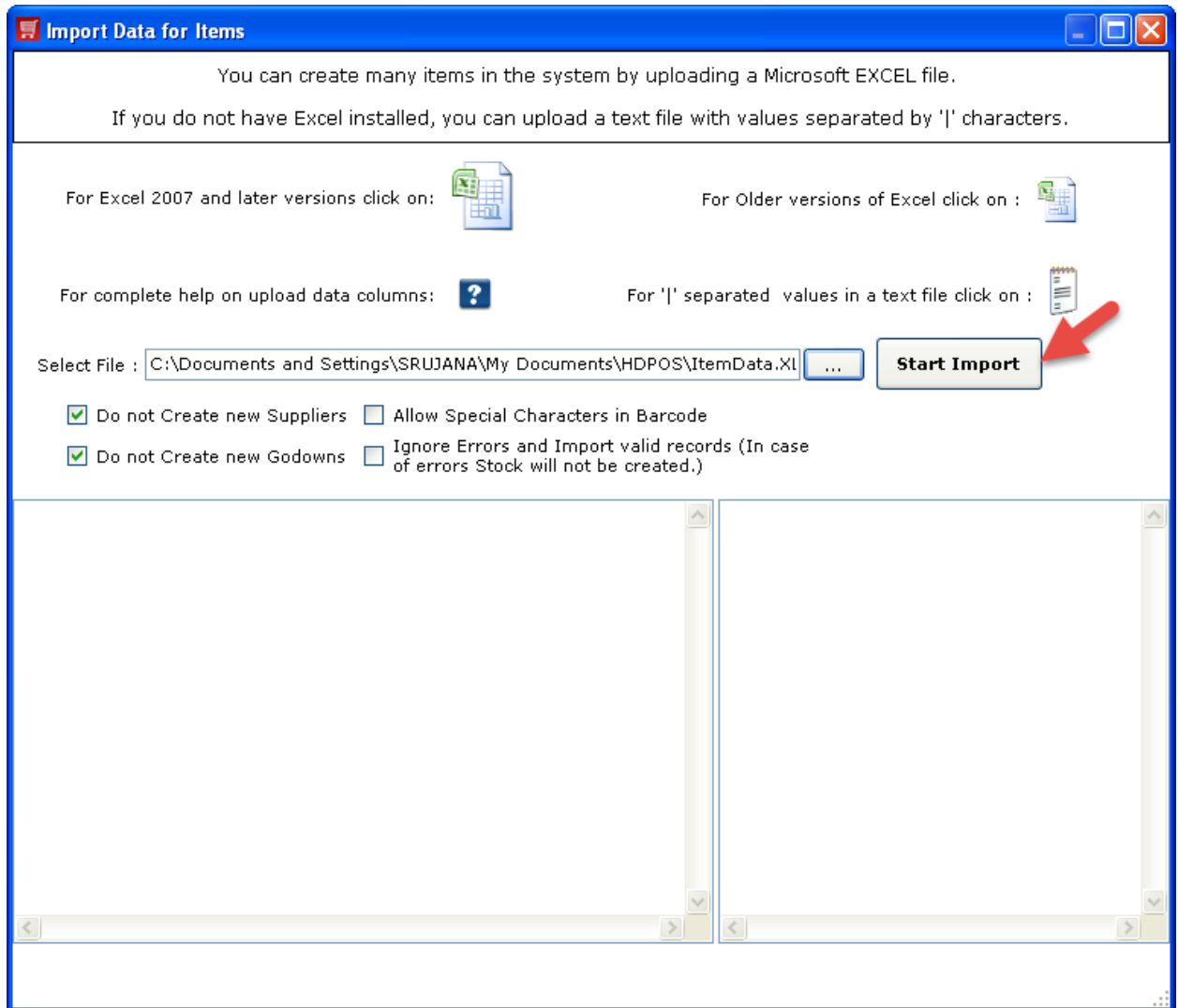


10. The excel file will be opened for you. Enter values for all columns. Save the excel file and close it.

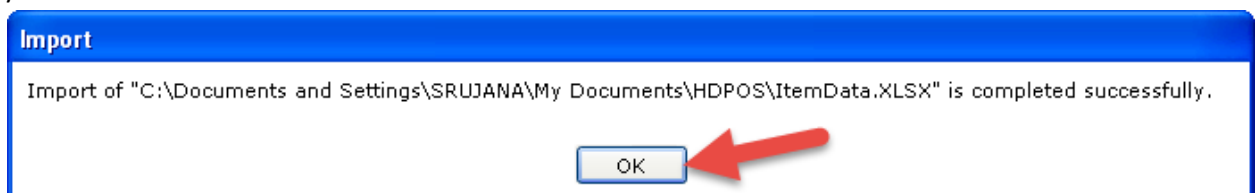




11. Go back to HDPOS smart. In **Import Data for Items** screen, select the saved excel file of items by clicking on beside **Select File** field. Click on **Start Import** button.



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









13. You can see all the items got updated successfully that you added in excel file.

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 : ... **Start Import**

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

Line No: 8 Item: "Item7" added successfully
Line No: 9 Item: "Item8" added successfully
Line No: 10 Item: "Item9" added successfully
Line No: 11 Item: "Item10" added successfully
Line No: 12 Item: "Item11" added successfully
Line No: 13 Item: "Item12" added successfully
Line No: 14 Item: "Item13" added successfully
Line No: 15 Item: "Item14" added successfully
Line No: 16 Item: "Item15" added successfully
Line No: 17 Item: "Item16" added successfully
Line No: 18 Item: "Item17" added successfully
Line No: 19 Item: "Item18" added successfully
Line No: 20 Item: "Item19" added successfully
Line No: 21 Item: "Item20" added successfully
Line No: 22 Item: "Item21" added successfully
Line No: 23 Item: "Item22" added successfully
Line No: 24 Item: "Item23" added successfully
Line No: 25 Item: "Item24" added successfully
Line No: 26 Item: "Item25" added successfully

Import of "C:\Documents and Settings\SRUJANA\My Documents\HDPOS\ItemData.XLSX" is completed successfully.



14. You can see all items that got uploaded.

Categories

Show All Category Items

Search [] [!] [>]

Category Name

Items

Items

Show Inactive Items Only

Show Images

Search [] [!] [>]

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measu
Item1	T00001		105.00	100.00	Qty
Item10	T00010		105.00	100.00	Qty
Item11	T00011		105.00	100.00	Qty
Item12	T00012		105.00	100.00	Qty
Item13	T00013		105.00	100.00	Qty
Item14	T00014		105.00	100.00	Qty
Item15	T00015		105.00	100.00	Qty
Item16	T00016		105.00	100.00	Qty
Item17	T00017		105.00	100.00	Qty
Item18	T00018		105.00	100.00	Qty
Item19	T00019		105.00	100.00	Qty
Item2	T00002		105.00	100.00	Qty
Item20	T00020		105.00	100.00	Qty
Item21	T00021		105.00	100.00	Qty
Item22	T00022		105.00	100.00	Qty
Item23	T00023		105.00	100.00	Qty
Item24	T00024		105.00	100.00	Qty
Item25	T00025		105.00	100.00	Qty
Item3	T00003		105.00	100.00	Qty

Next Page

Showing 19 Records

Backup Database Restore Database

Go Back To Main Screen About Us Feedback

Total Records : 1