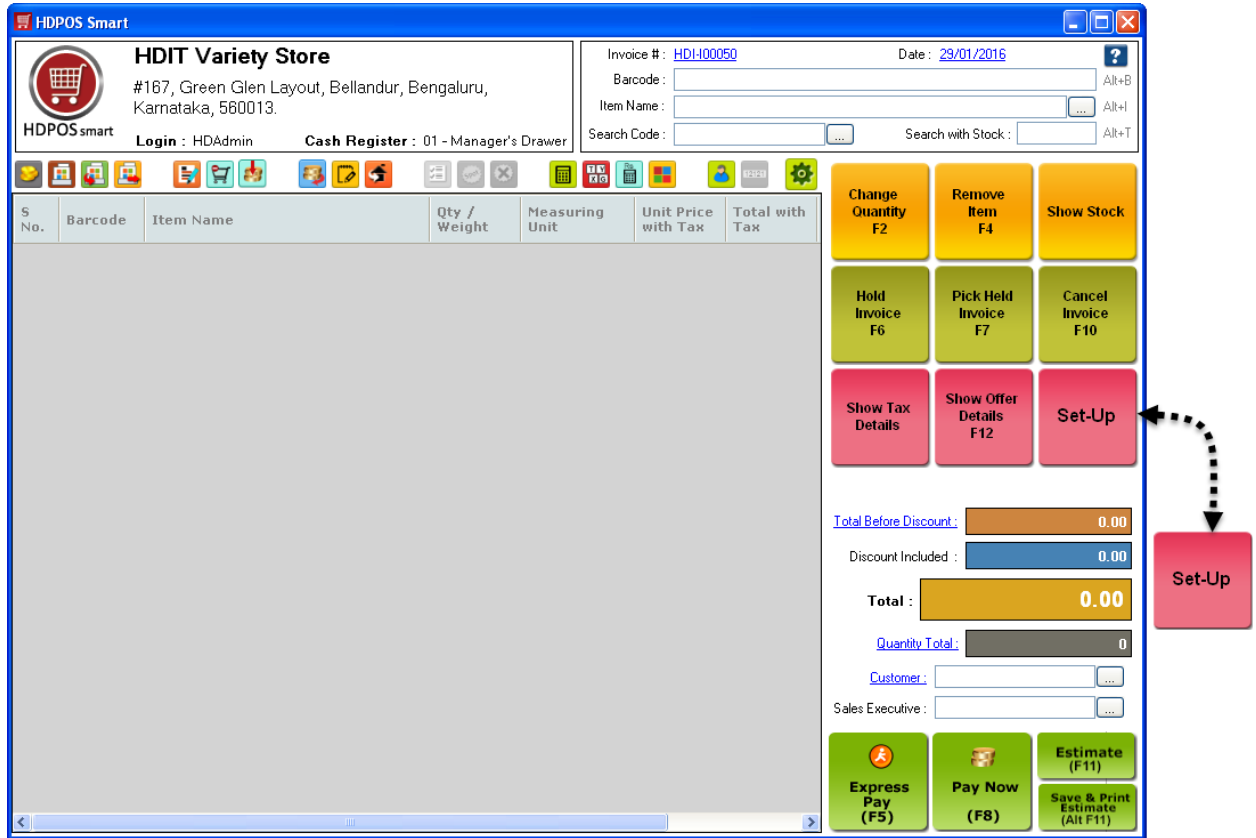


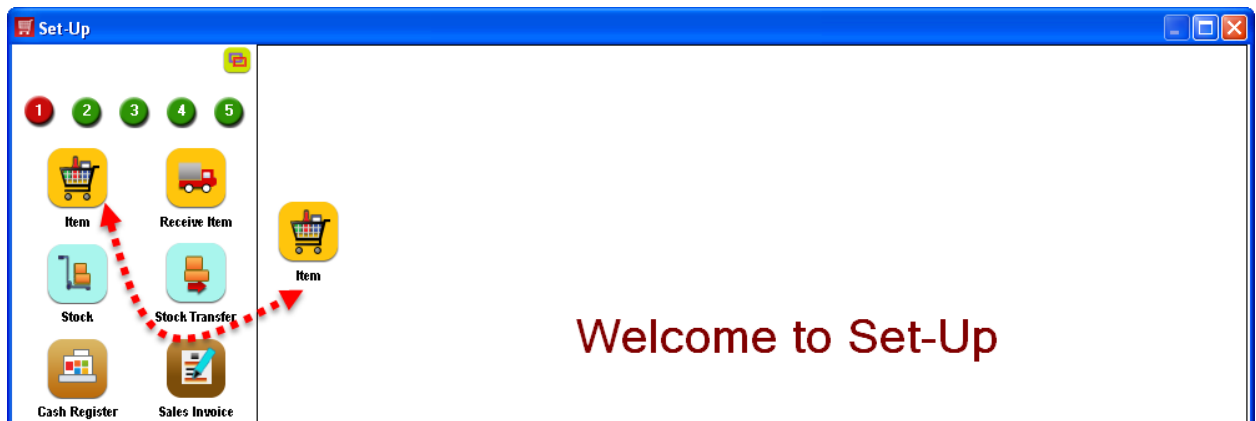
# How to upload items with batch and stock details through an excel file?

To upload items with batch and stock details through an excel file, follow the steps below.

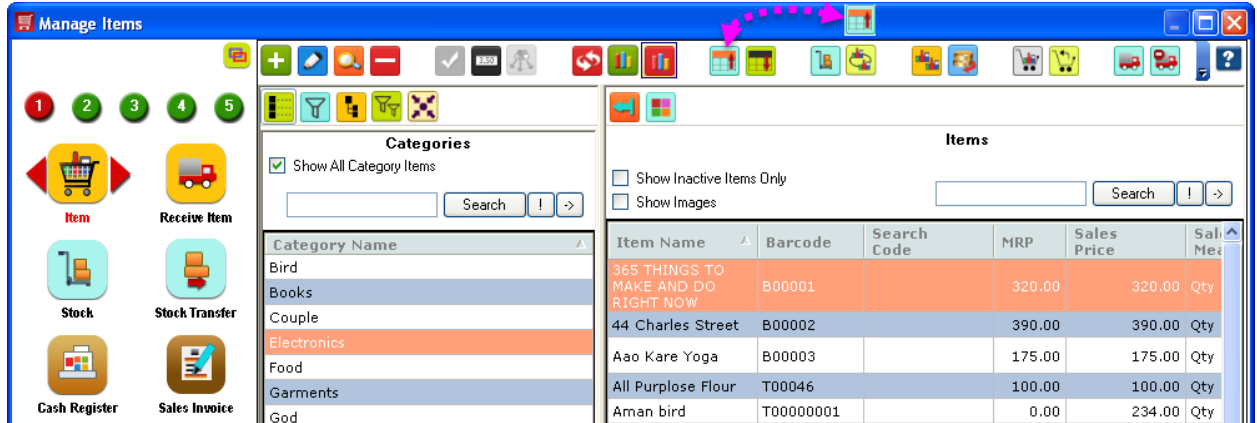
1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



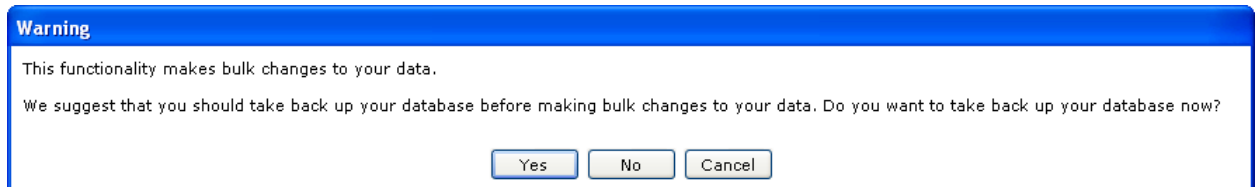
2. From 1<sup>st</sup> page of Set-Up, click on the **Item** button.



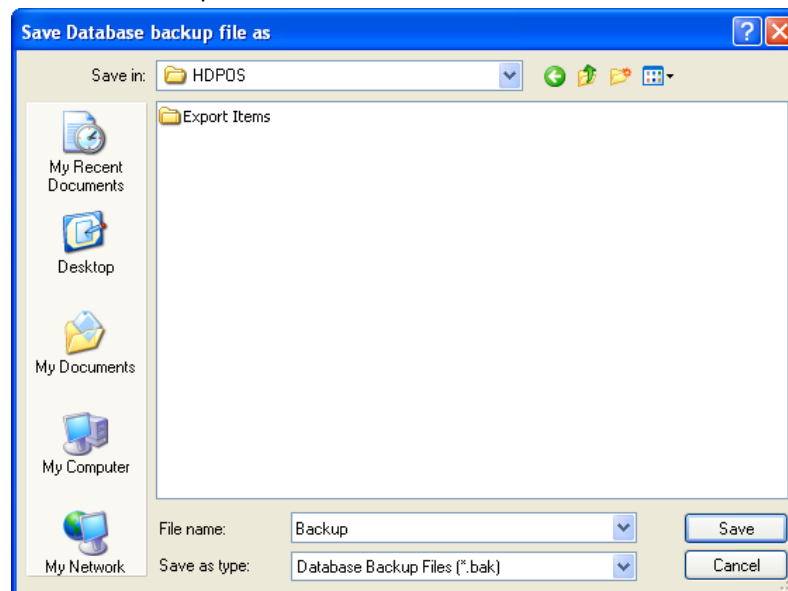
3. In **Manage Items** screen, click on **Upload Items** button in the tool strip.



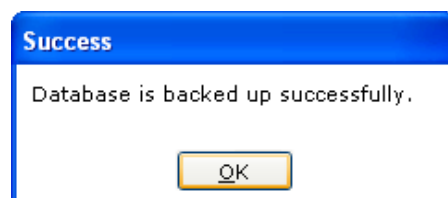
4. You will see a warning message to take a backup of the database. Click on **Yes** to take a back up of your database.




- a. 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**.

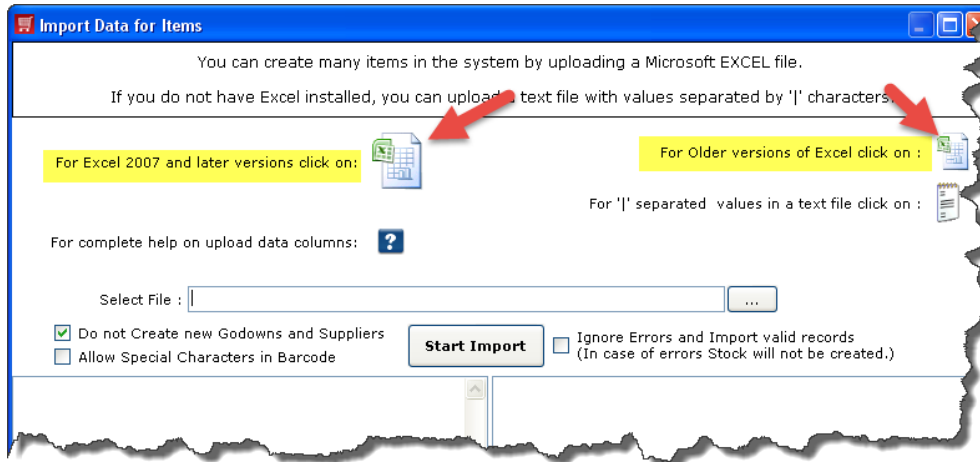


- b. A message will be shown to you as database back up gets completed. Click on **OK**.

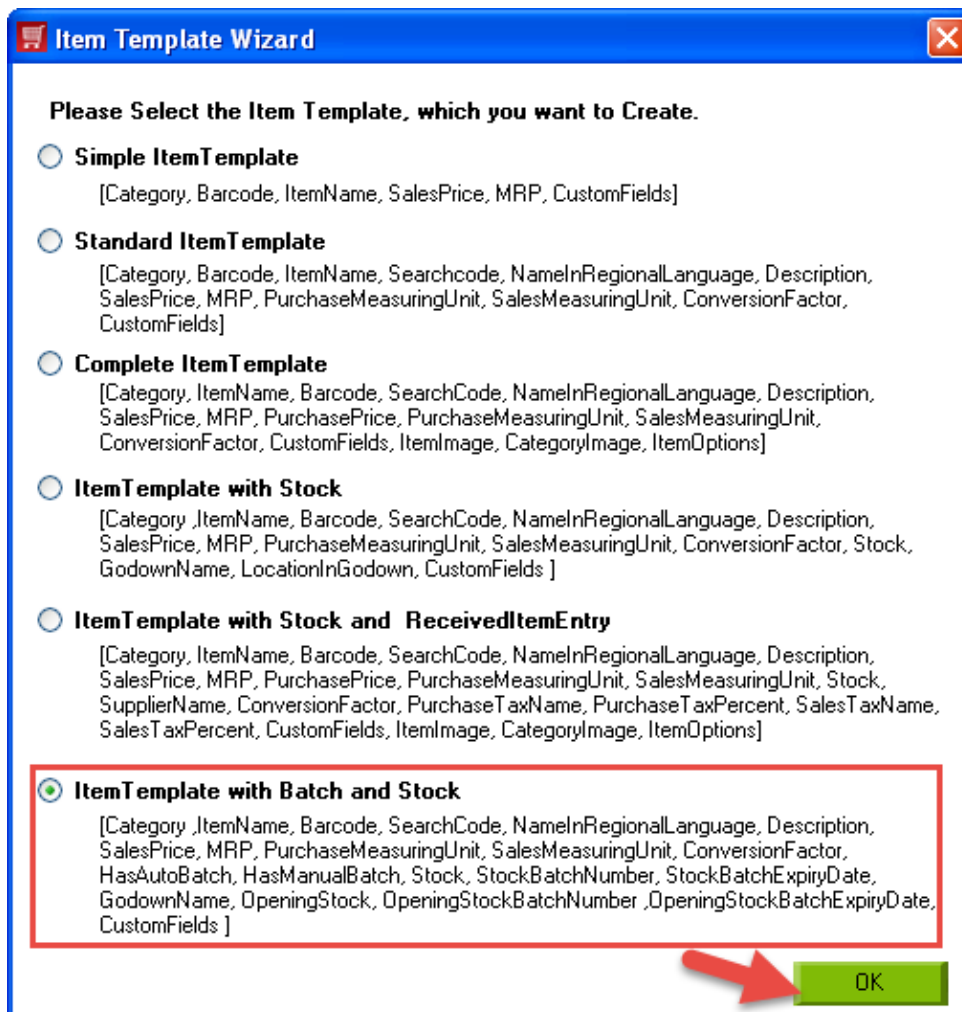




5. **Import Data for Items** screen will get opened. Click on  button according to the version of excel you have in your computer.



6. You will see **Item Template Wizard** screen. Select the **Item Template with Batch and Stock** and click on **OK**.






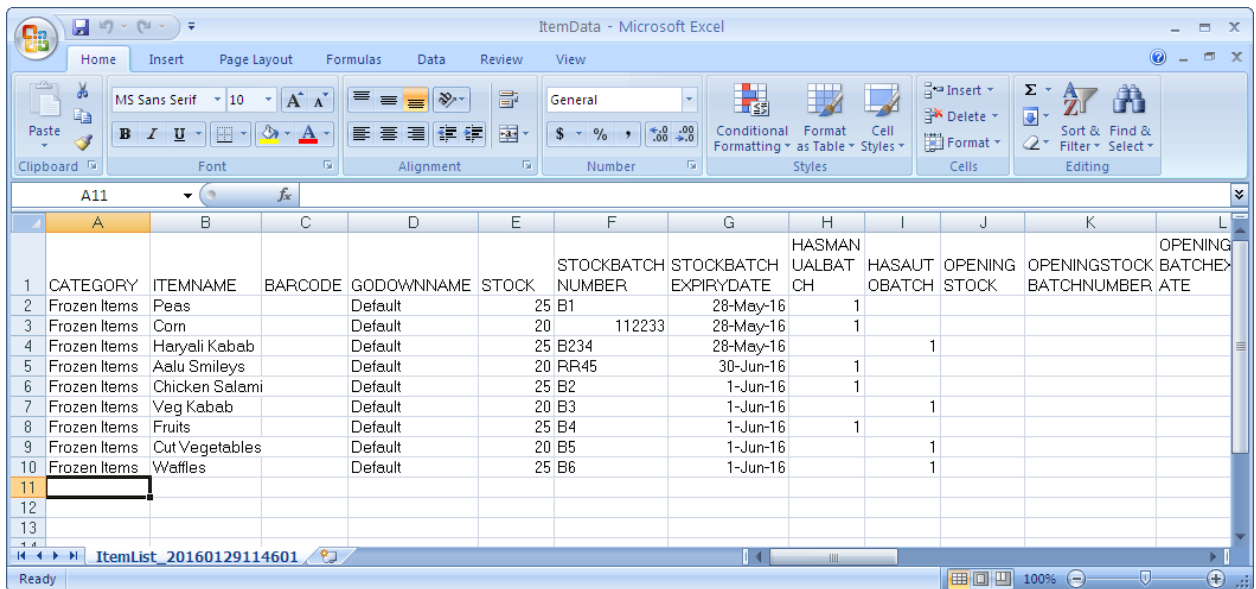
7. You will see a message as below with the location of file where it got saved. Click on **OK**.

**Information**


Your start up Import data file is created as "C:\Documents and Settings\SRUJANA\My Documents\HDPOS\ItemData.XLSX".

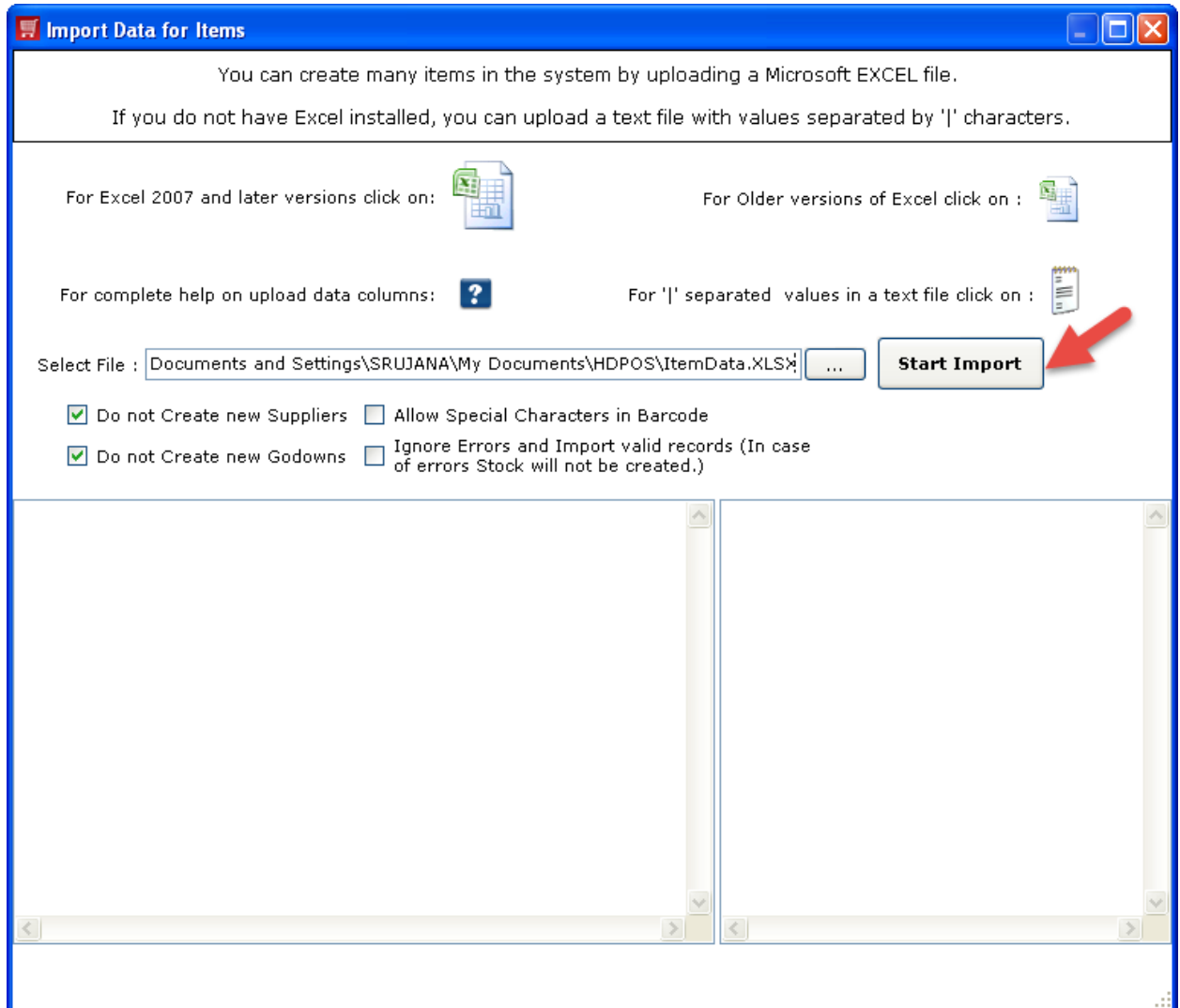


8. The excel file will be opened for you. Enter values for all columns. Save the excel file and close it.

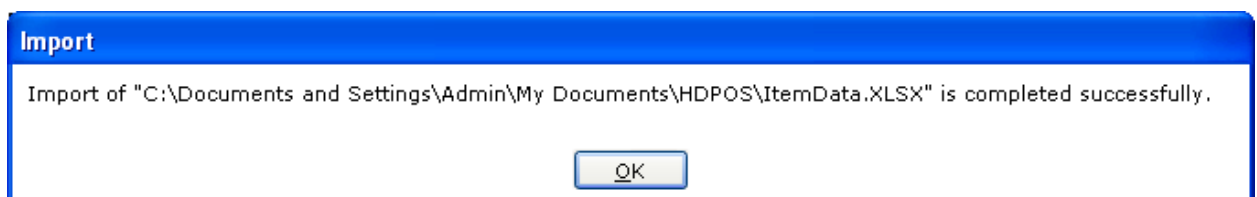


	A	B	C	D	E	F	G	H	I	J	K	L
	CATEGORY	ITEMNAME	BARCODE	GODOWNNAME	STOCK	STOCKBATCH NUMBER	STOCKBATCH EXPIRYDATE	HASMAN UALBAT CH	HASAUT OBATCH	OPENING STOCK	OPENINGSTOCK BATCHNUMBER	OPENING BATEX
1	Frozen Items	Peas		Default	25 B1		28-May-16	1				
2	Frozen Items	Corn		Default	20	112233	28-May-16	1				
3	Frozen Items	Haryali Kabab		Default	25 B234		28-May-16		1			
4	Frozen Items	Aalu Smileys		Default	20 RR45		30-Jun-16	1				
5	Frozen Items	Chicken Salami		Default	25 B2		1-Jun-16	1				
6	Frozen Items	Veg Kabab		Default	20 B3		1-Jun-16		1			
7	Frozen Items	Fruits		Default	25 B4		1-Jun-16	1				
8	Frozen Items	Cut Vegetables		Default	20 B5		1-Jun-16		1			
9	Frozen Items	Waffles		Default	25 B6		1-Jun-16		1			
10												
11												
12												
13												

9. 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.



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









11. 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: 2 Item: "Peas" added successfully  
Line No: 3 Item: "Corn" added successfully  
Line No: 4 Item: "Haryali Kabab" added successfully  
Line No: 5 Item: "Aalu Smileys" added successfully  
Line No: 6 Item: "Chicken Salami" added successfully  
Line No: 7 Item: "Veg Kabab" added successfully  
Line No: 8 Item: "Fruits" added successfully  
Line No: 9 Item: "Cut Vegetables" added successfully  
Line No: 10 Item: "Waffles" added successfully  
Updating Item Stock in Godown: HDIT Variety Store  
Successfully Updated the Item Stock in Godown: HDIT Variety Store



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





12. You can see all items that got uploaded as shown below. Close this screen.

**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: 2 Item: "Peas" added successfully  
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Line No: 9 Item: "Cut Vegetables" added successfully  
Line No: 10 Item: "Waffles" added successfully  
Updating Item Stock in Godown: HDIT Variety Store  
Successfully Updated the Item Stock in Godown: HDIT Variety Store

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



13. You can see all items that are added to HDPOS smart. Select any one from the uploaded items and click on **Show Batch Details** button in tool strip. You will see the details as shown below.

The screenshot shows the 'Manage Items' application interface. On the left is a sidebar with various icons for functions like 'Item', 'Receive Item', 'Stock', 'Stock Transfer', 'Cash Register', 'Sales Invoice', 'Customer', 'Rcv Payment', 'Supplier', 'Pay Supplier', 'Shop(BL)', 'Sales Return', 'Employee', 'Access Rights', 'Reports', and 'Stickers'. The main area is divided into 'Categories' and 'Items' sections. The 'Items' section contains a table with columns: Item Name, Barcode, Search Code, MRP, Sales Price, and Sales Measu. A row for 'Aalu Smileys' with barcode 'T00062' is highlighted. An 'Item Batch Manager' dialog box is open, showing fields for Barcode, Item Name (Aalu Smileys), Search Code, and date ranges (From: 29/01/2016, To: 29/01/2016). Below these fields is a table with columns: Total Quantity, Sales Measuring Unit, Batch Number, Expiry Date, Supplier Name, and Manufacturing Date. The table shows a single record: 20 Qty, Batch Number RR45, Expiry Date 30/06/2016. At the bottom of the dialog, it says 'Total Records : 1'. The dialog has a 'Close' button. At the bottom of the application window, there are buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'.

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measu
Aalu Smileys	T00062		110.00	110.00	Qty

Total Quantity	Sales Measuring Unit	Batch Number	Expiry Date	Supplier Name	Manufacturing Date
20	Qty	RR45	30/06/2016		