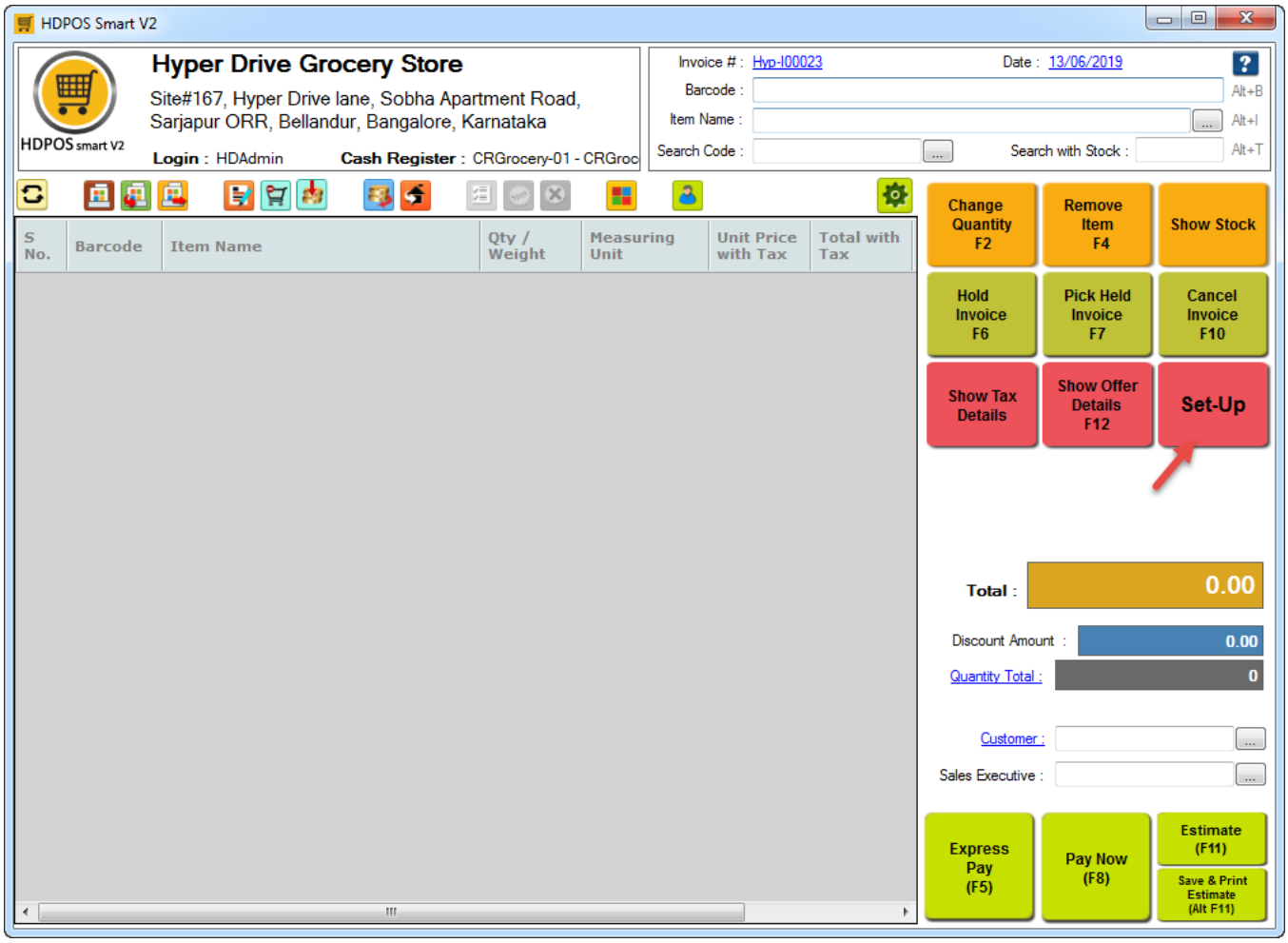
How to add opening balance of loyalty points in HDPOS Smart?

To add opening balance of loyalty points in HDPOS Smart, we need to follow below steps:

1. Run **HDPOS Smart**, click **Set-up** on **Main Screen**.

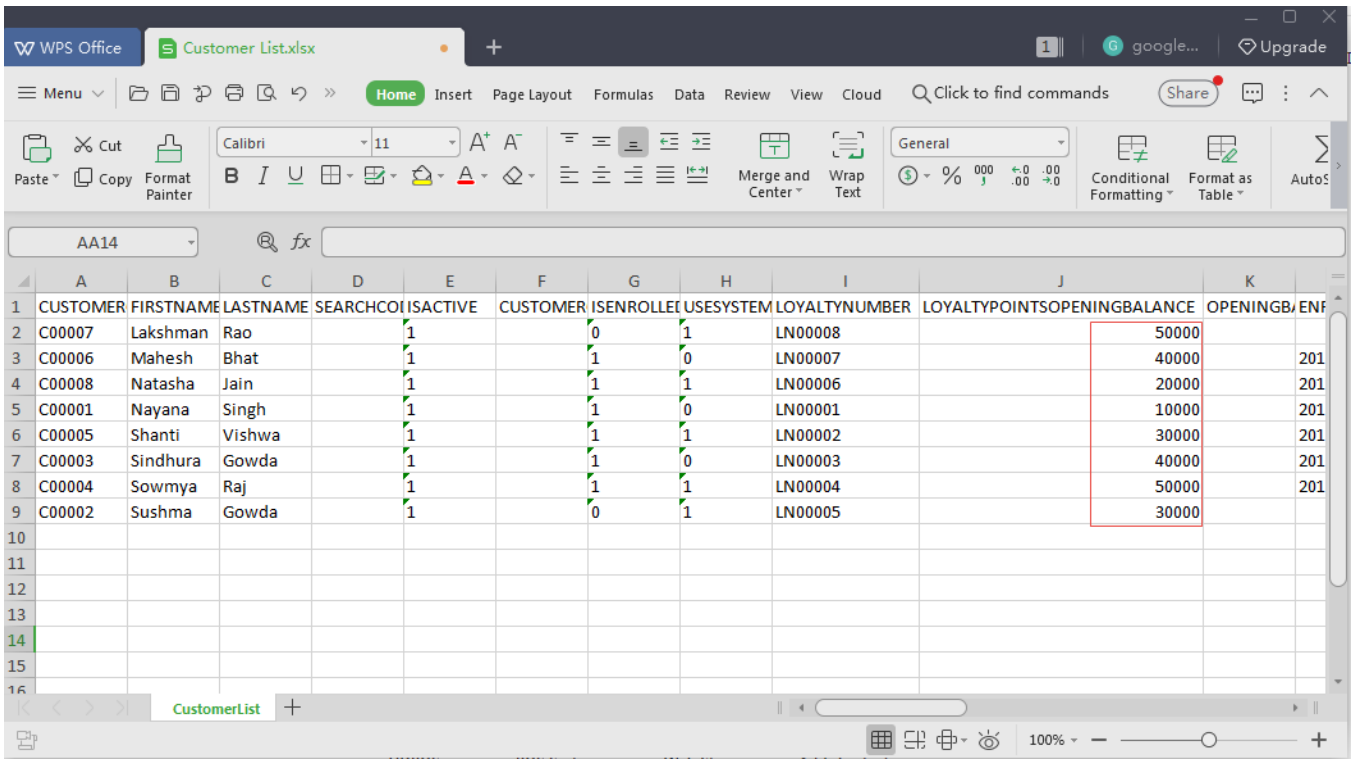


2. Go to **1st Page**, select **Customer Manager**, and then click on **Export Customer** and save that file in a particular location.

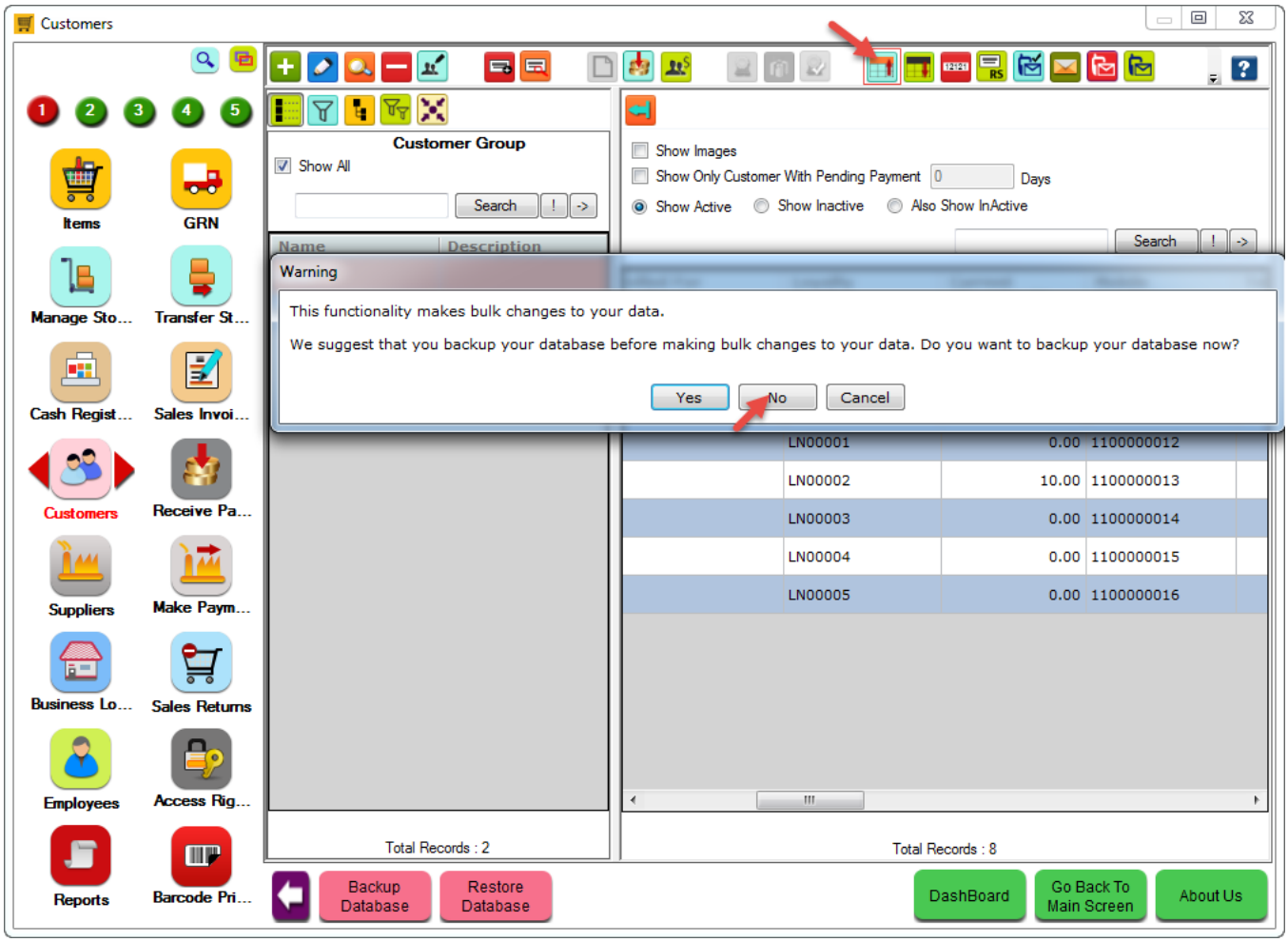


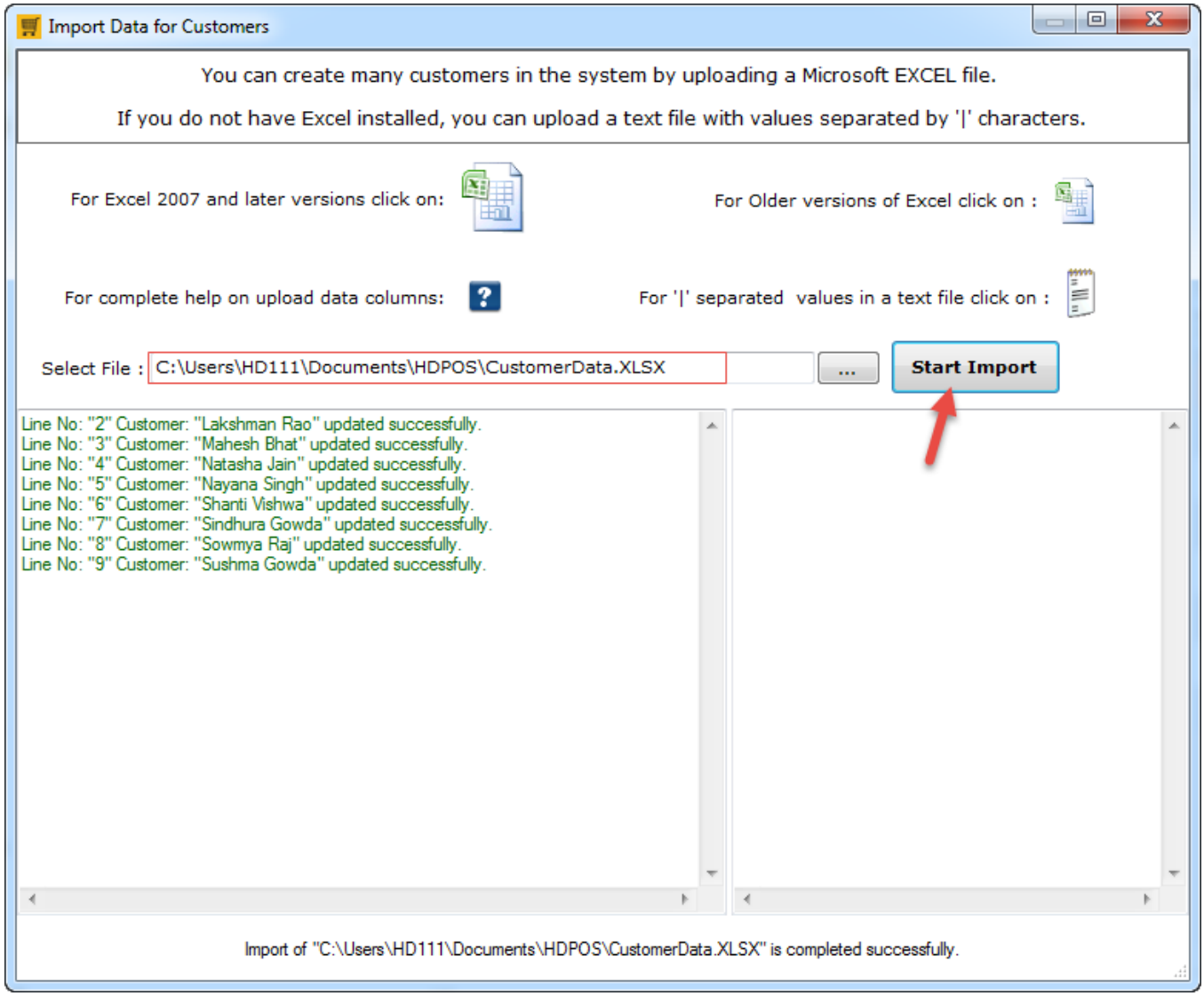
3. Open Excel file and add **Loyalty Number** and **Loyalty Opening Balance** in it.

Note: To add Loyalty Opening Balance you need to do loyalty settings before exporting file. For this you can refer our tutorial **"How to add Loyalty Points Settings in HDPOS smart?"**



4. **Import Customers** in HDPOS Smart. Then **Select File** and click **Start Import**. This will import your Customer List into HDPOS Smart.




Import Data for Customers
You can create many customers 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:\Users\HD111\Documents\HDPOS\CustomerData.XLSX
...
Start Import
Line No: "2" Customer: "Lakshman Rao" updated successfully.
Line No: "3" Customer: "Mahesh Bhat" updated successfully.
Line No: "4" Customer: "Natasha Jain" updated successfully.
Line No: "5" Customer: "Nayana Singh" updated successfully.
Line No: "6" Customer: "Shanti Vishwa" updated successfully.
Line No: "7" Customer: "Sindhura Gowda" updated successfully.
Line No: "8" Customer: "Sowmya Raj" updated successfully.
Line No: "9" Customer: "Sushma Gowda" updated successfully.
Import of "C:\Users\HD111\Documents\HDPOS\CustomerData.XLSX" is completed successfully.