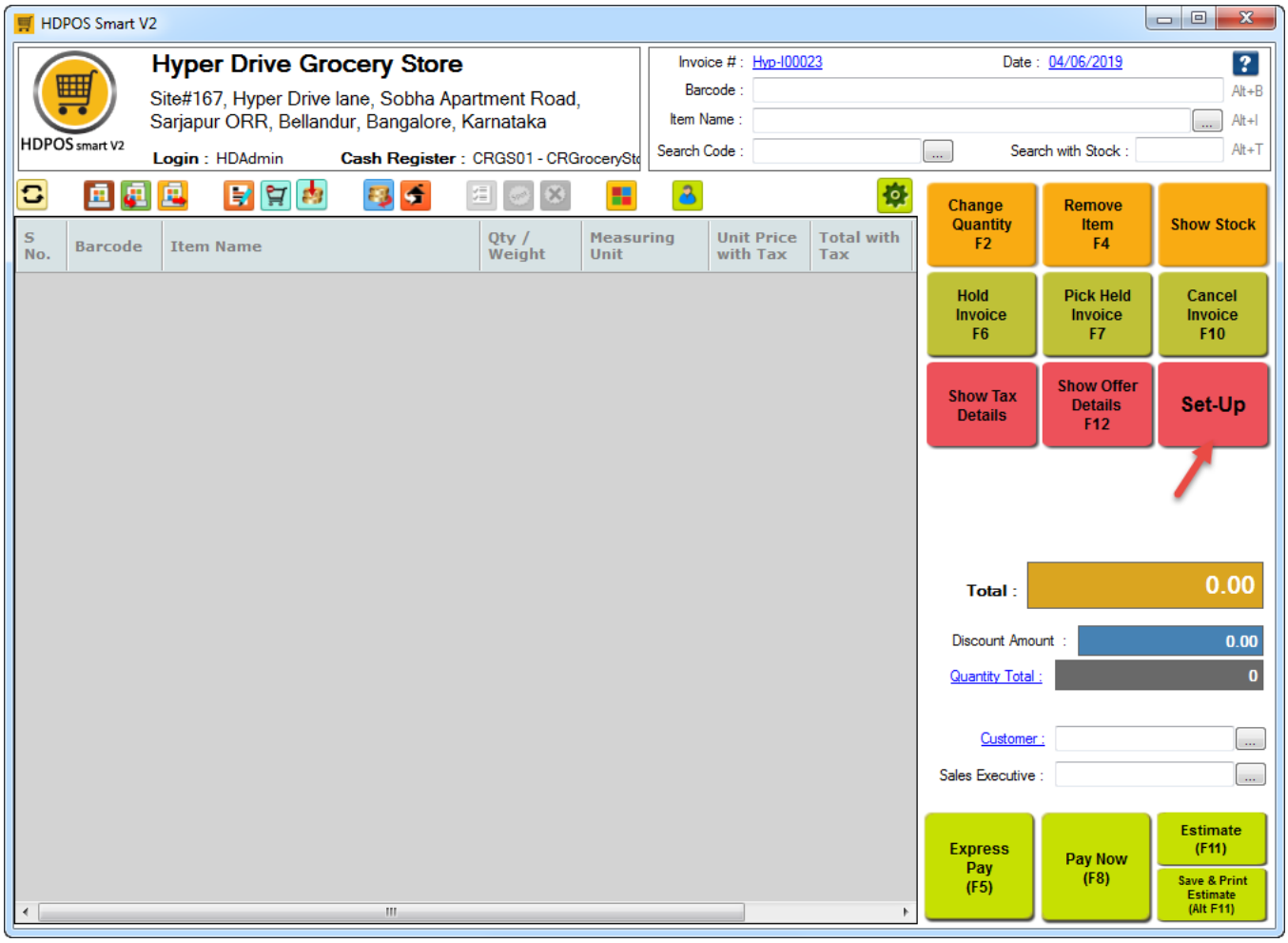
How to do bulk upload of employees in HDPOS smart?

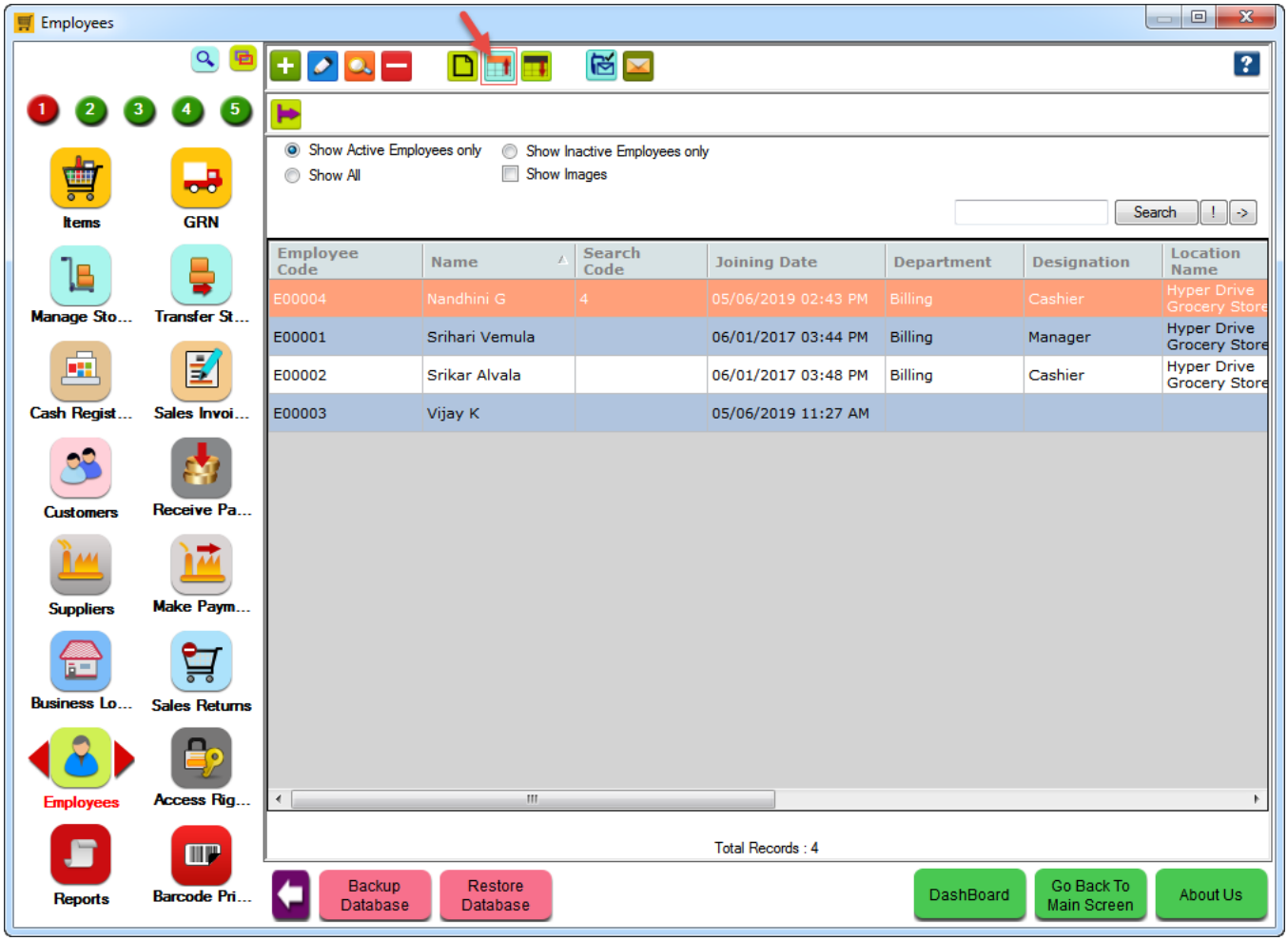
To do bulk upload of employees in HDPOS smart, follow the steps below.

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

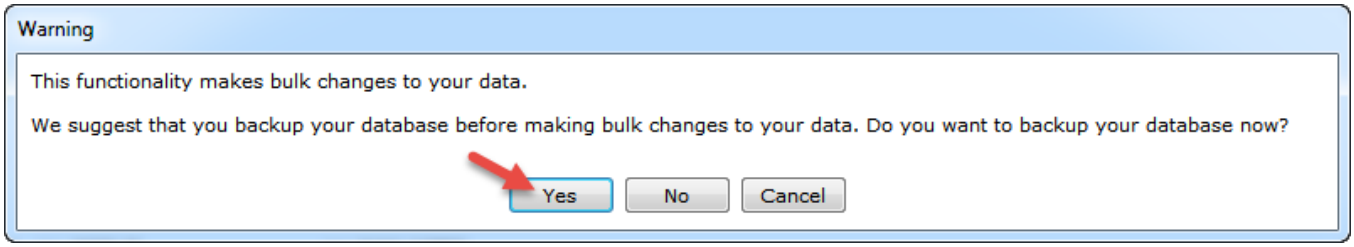


2. From 1st page, click on **Employee**.

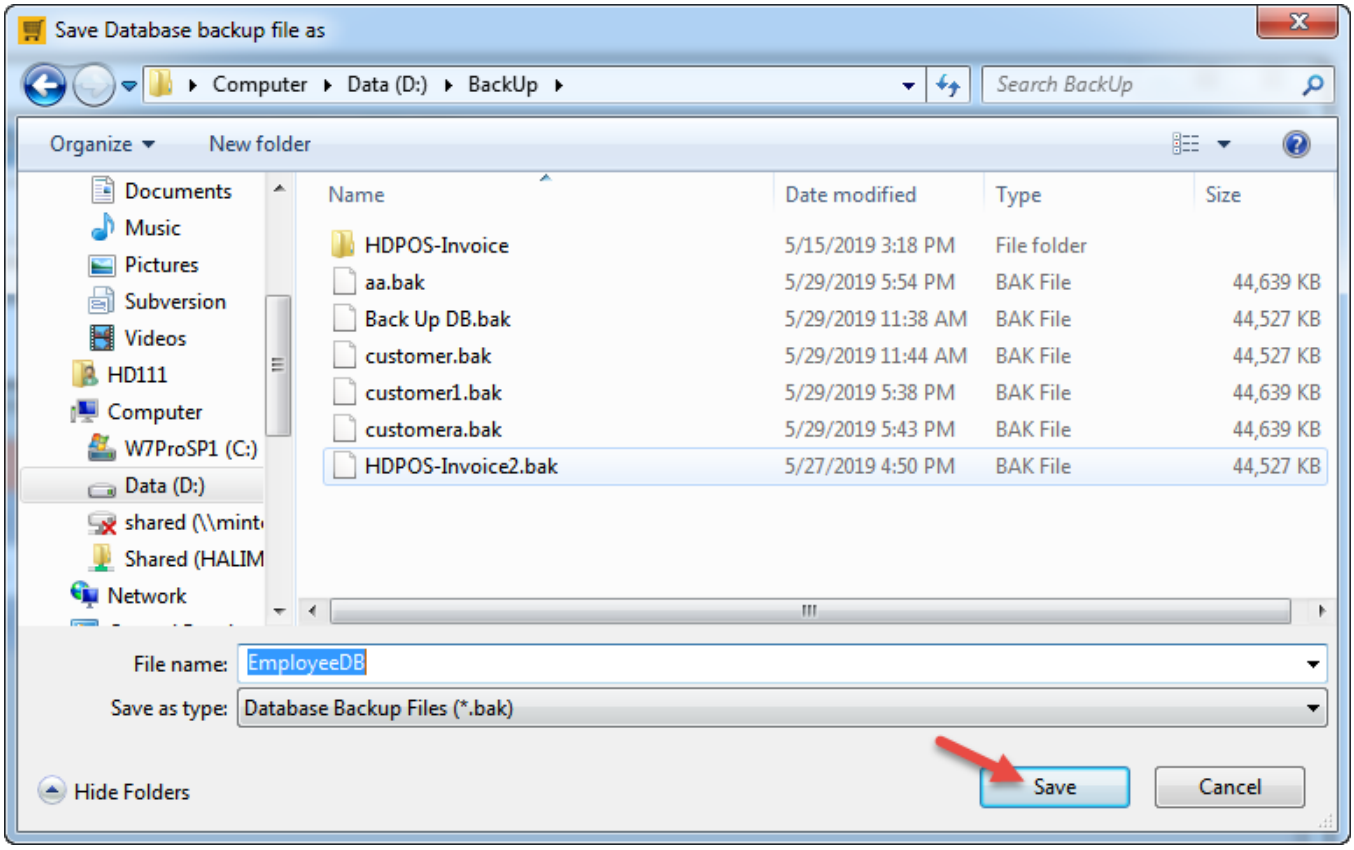
3. From **Manage Employee** screen, click on **Upload Employee** button.



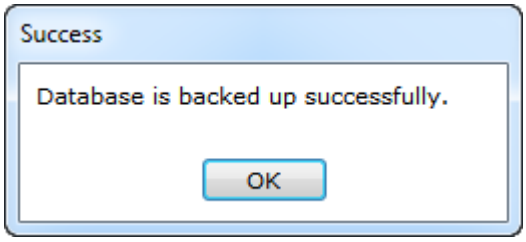
4. A warning message will be displayed as shown below. Click on **Yes**.



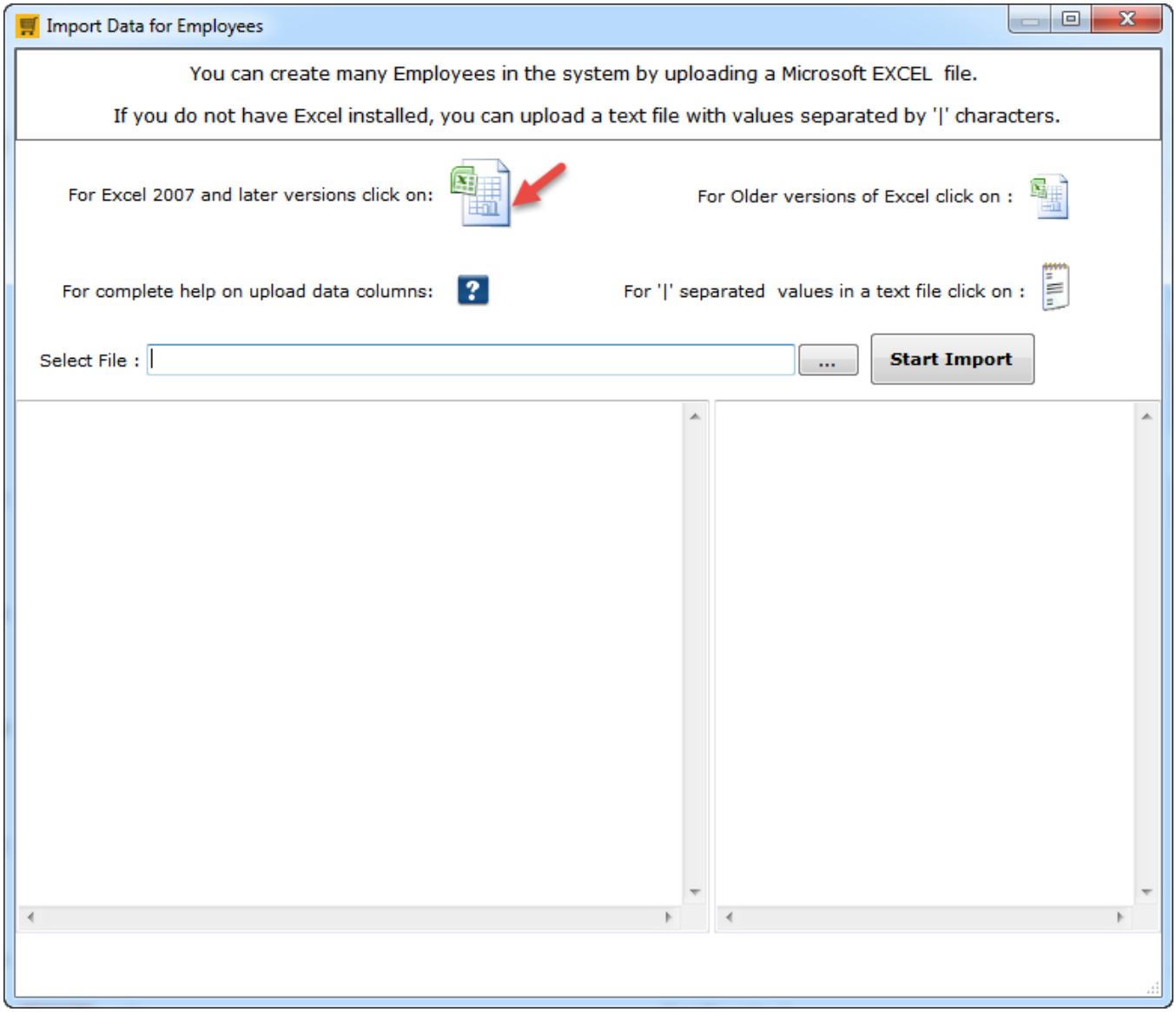
a. A screen will be shown to you to save this back up file. Choose a folder and enter any name for back up file. Click on **Save**.



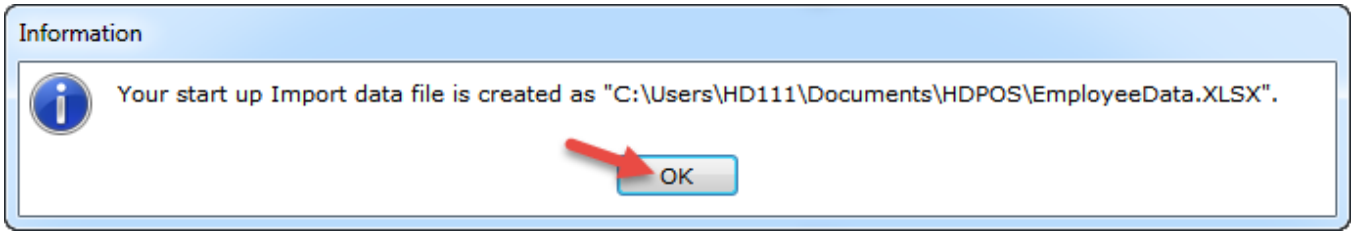
b. A message will be shown to you as database back up gets completed. Click on **OK**.



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



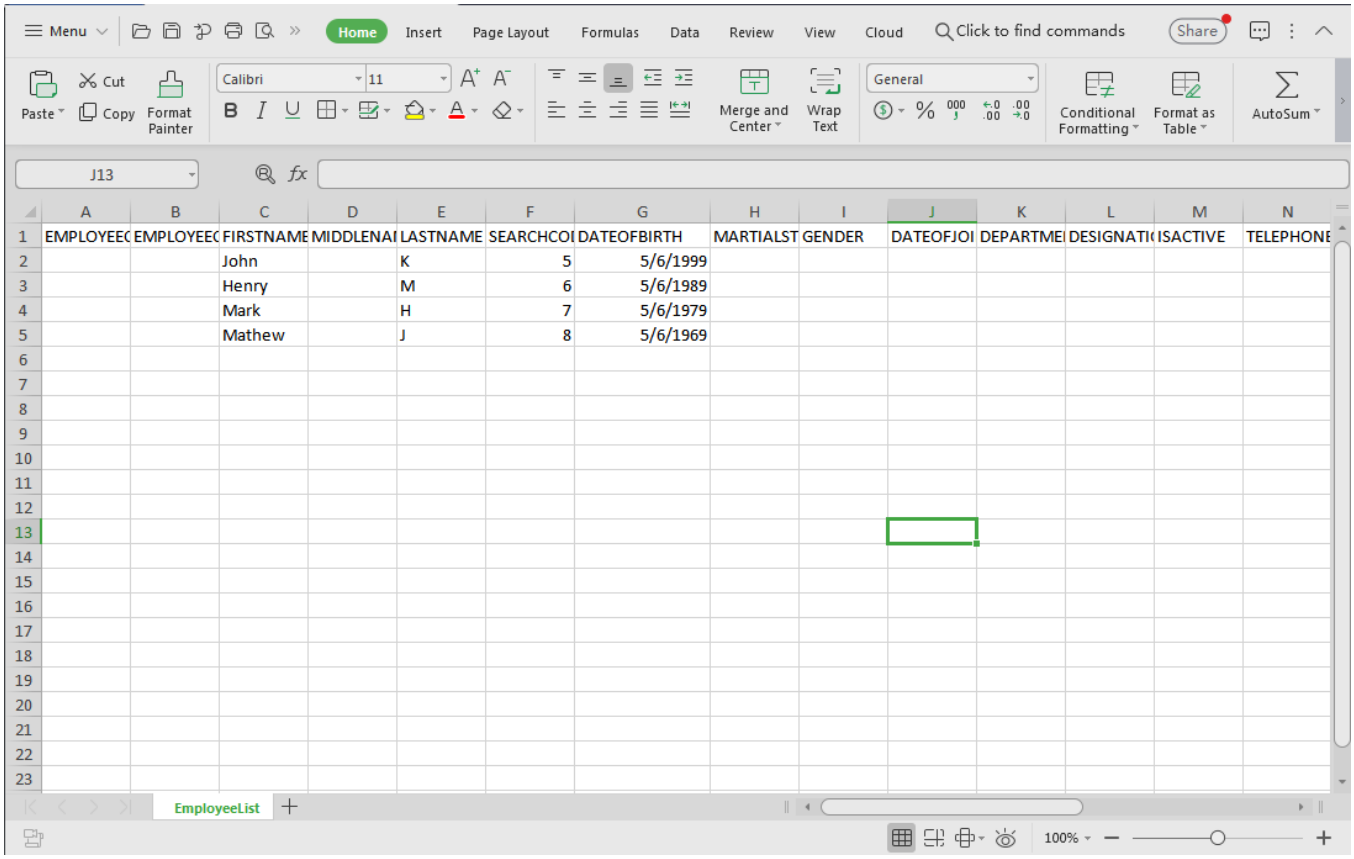
6. A message will be shown with the location of the excel file that gets created to enter details of employees. Click on **OK**.



7. In the excel file that got opened, enter all details of employees of your business.

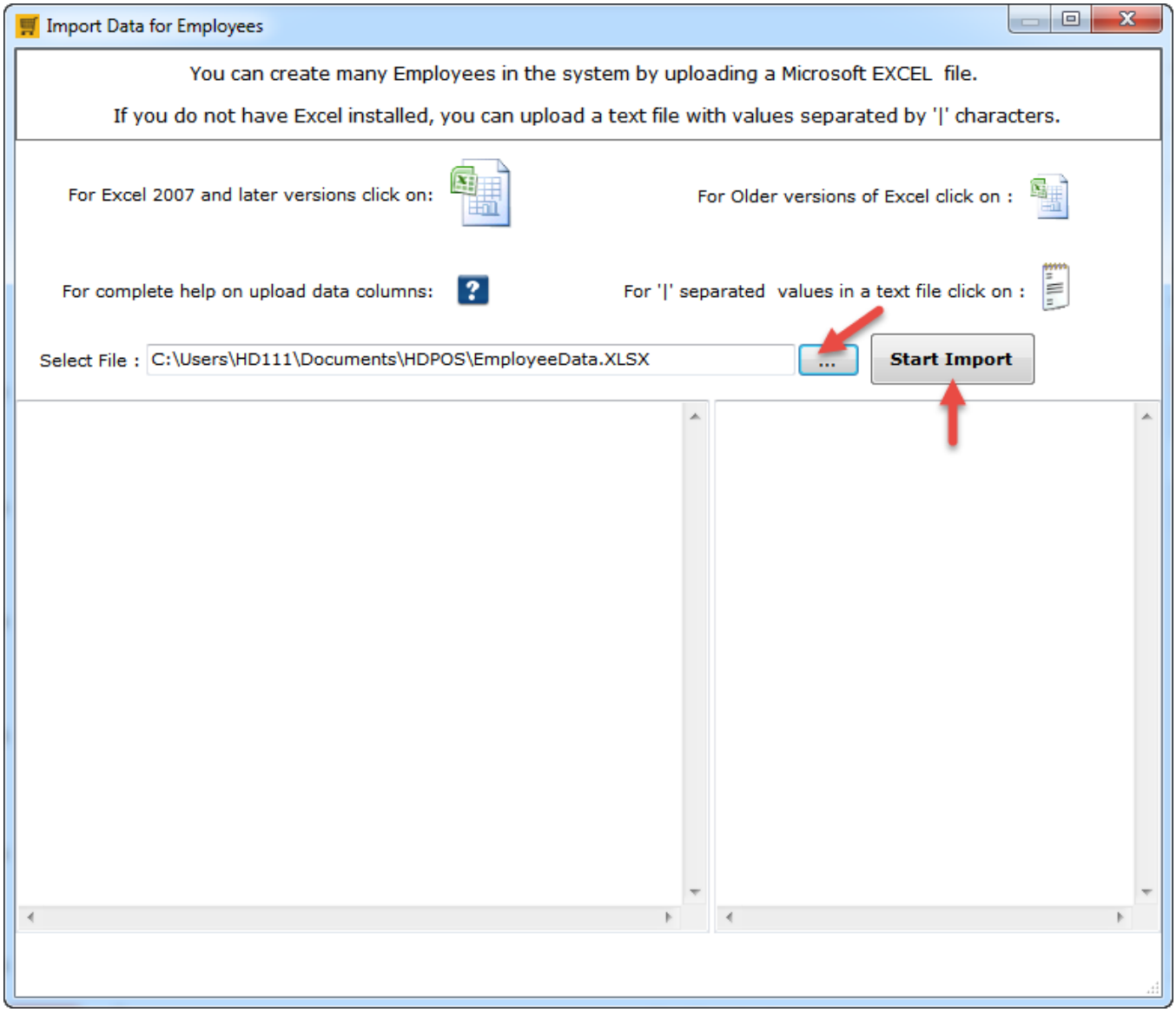
a. Mandatory fields in this excel file is **First Name** and **Last Name**.

b. If you don't enter any Employee Code, it will be generated automatically by the HDPOS.

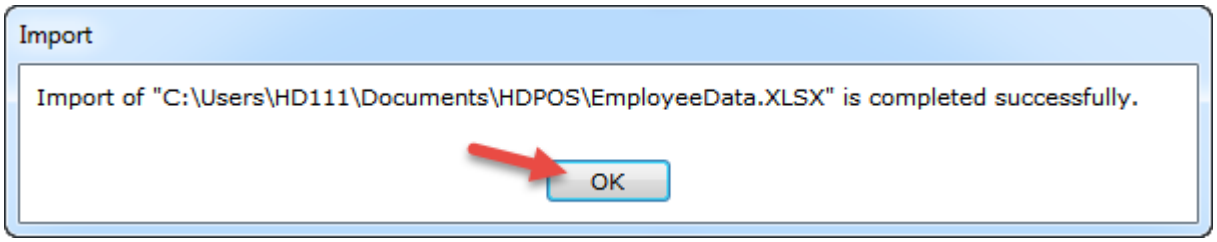


8. After entering all details of employees. Save and close the excel file.

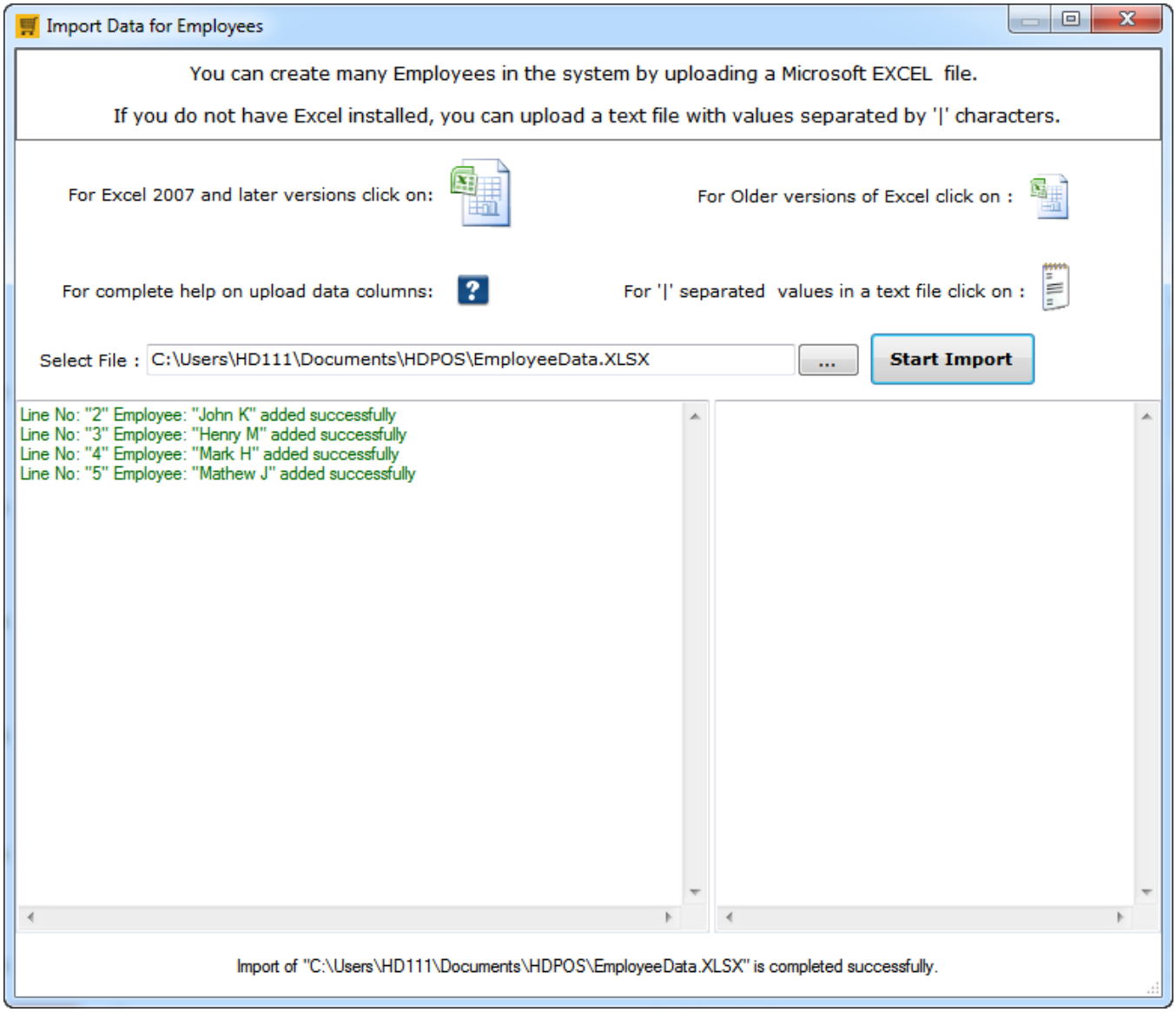
9. Go back to HDPOS smart. In **Import Data for Employees** screen, select the saved excel file of items by clicking on beside **Select File** field. Click on **Start Import** button.



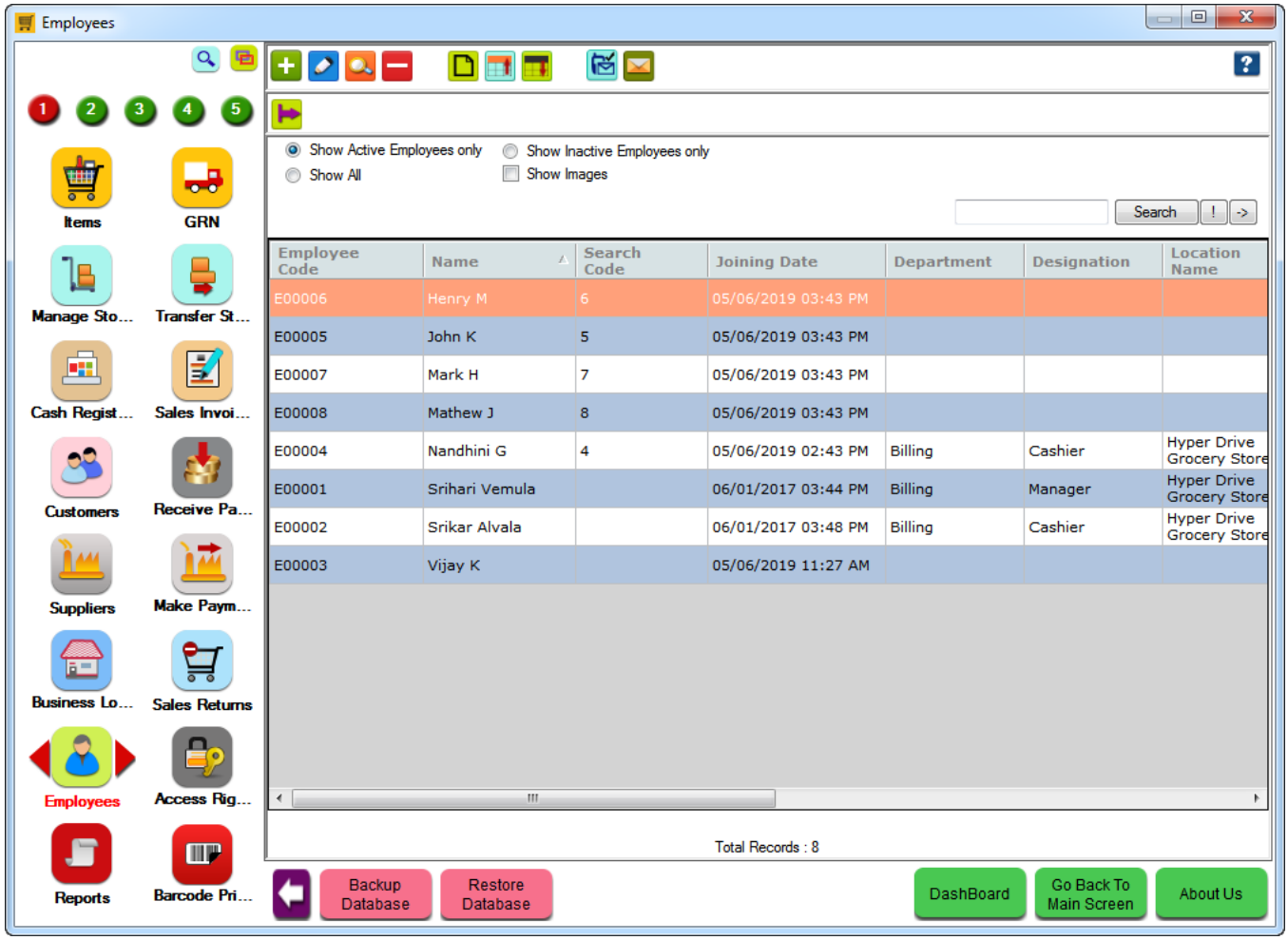
10. All details will be validated and a message will be shown to you. Click on OK.



11. You can see all employees details are added into screen.



12. Close the above screen and you can see all employees details got uploaded into HDPOS smart.


Employees
Items
GRN
Manage Sto...
Transfer St...
Cash Regist...
Sales Invoi...
Customers
Receive Pa...
Suppliers
Make Paym...
Business Lo...
Sales Returns
Employees
Access Rig...
Reports
Barcode Pri...
Show Active Employees only
Show Inactive Employees only
Show All
Show Images
Search
Employee Code
Name
Search Code
Joining Date
Department
Designation
Location Name
E00006 Henry M 6 05/06/2019 03:43 PM
E00005 John K 5 05/06/2019 03:43 PM
E00007 Mark H 7 05/06/2019 03:43 PM
E00008 Mathew J 8 05/06/2019 03:43 PM
E00004 Nandhini G 4 05/06/2019 02:43 PM Billing Cashier Hyper Drive Grocery Store
E00001 Srihari Vemula 06/01/2017 03:44 PM Billing Manager Hyper Drive Grocery Store
E00002 Srikar Alvala 06/01/2017 03:48 PM Billing Cashier Hyper Drive Grocery Store
E00003 Vijay K 05/06/2019 11:27 AM
Total Records : 8
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
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