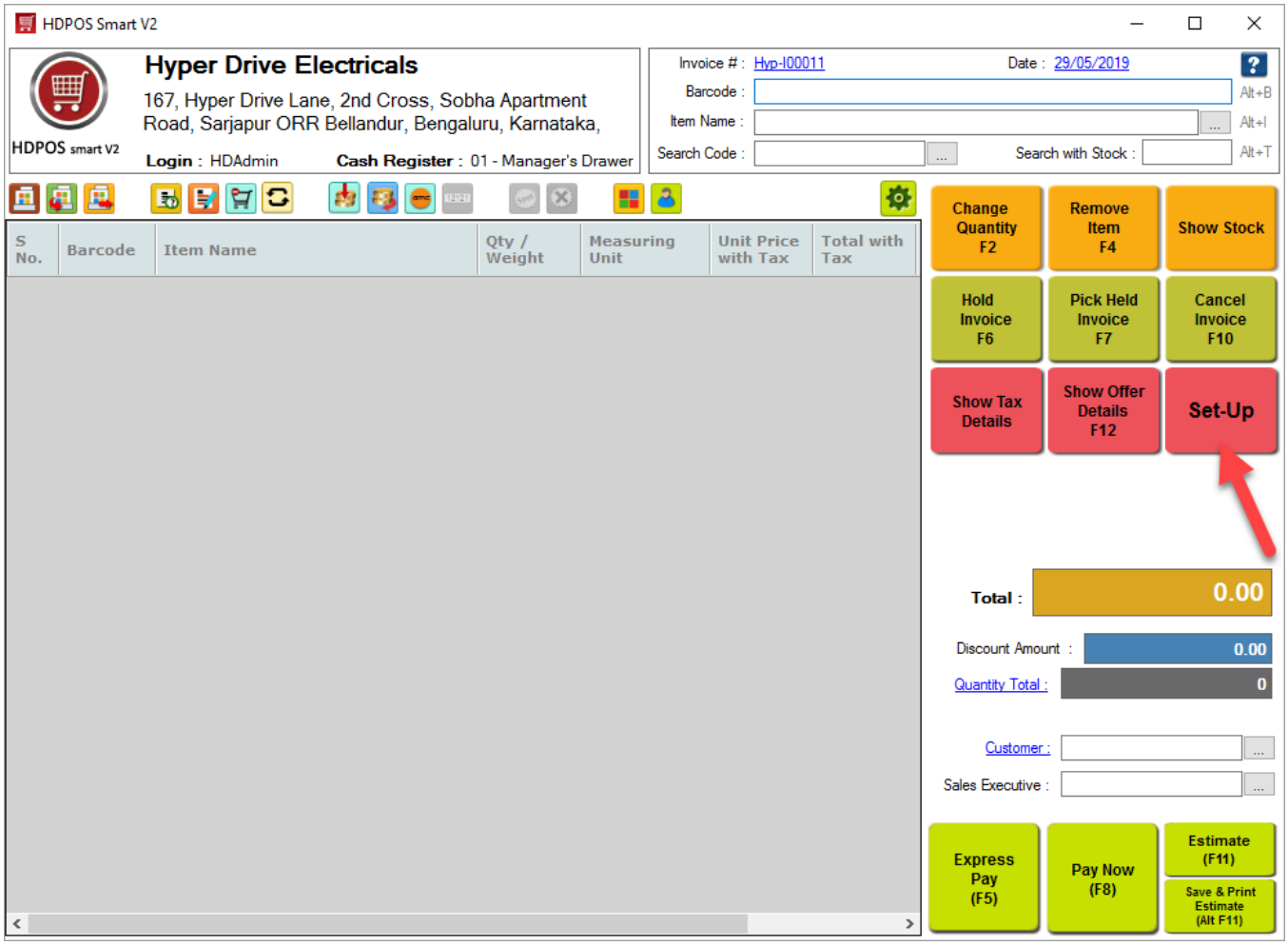
How to make bulk changes to items in HDPOS smart?

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

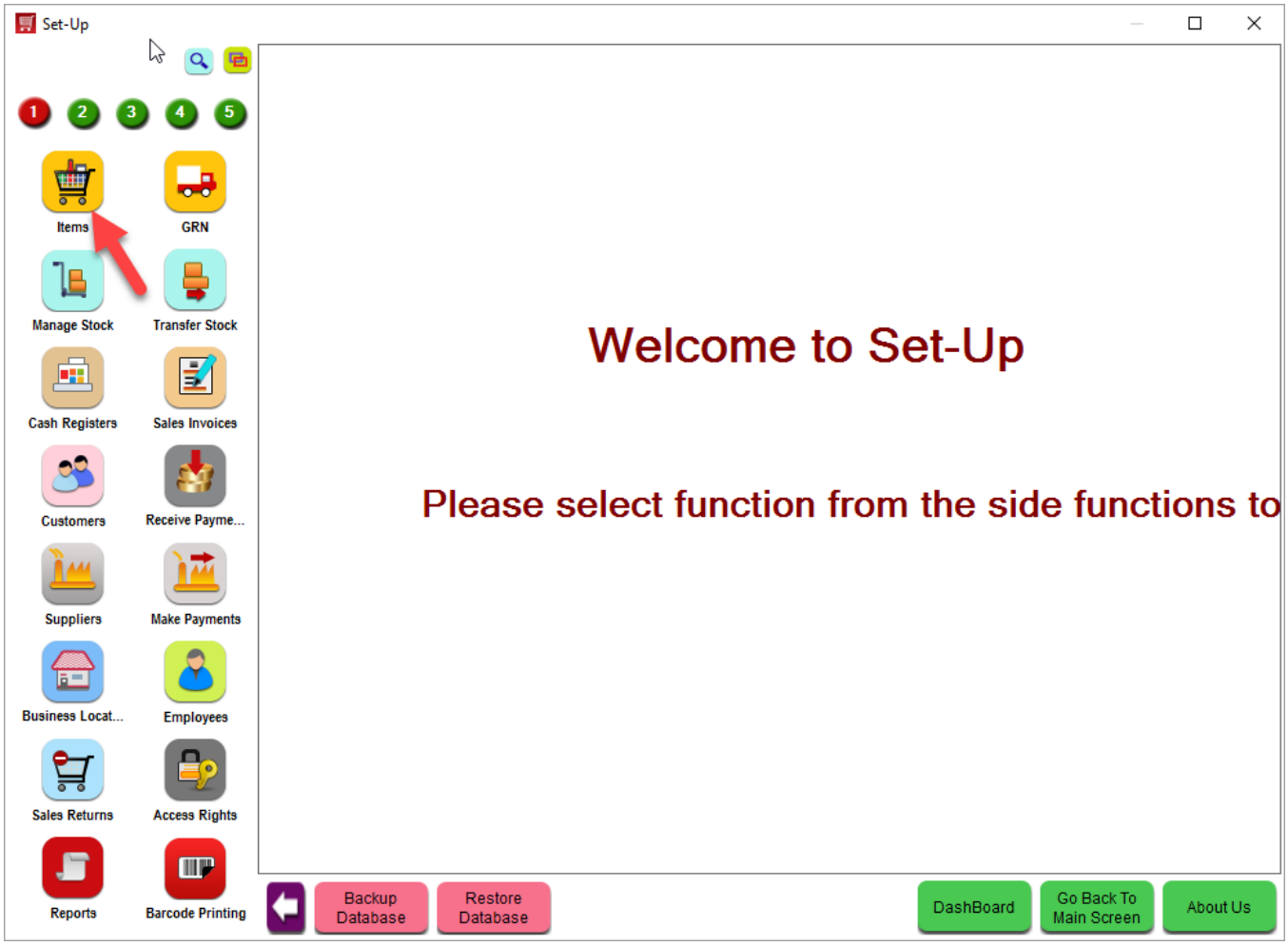
- Step-1: Export Items.
- Step-2: Make Bulk Changes.
- Step-3: Upload Items.

Step-1: Export Items -

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



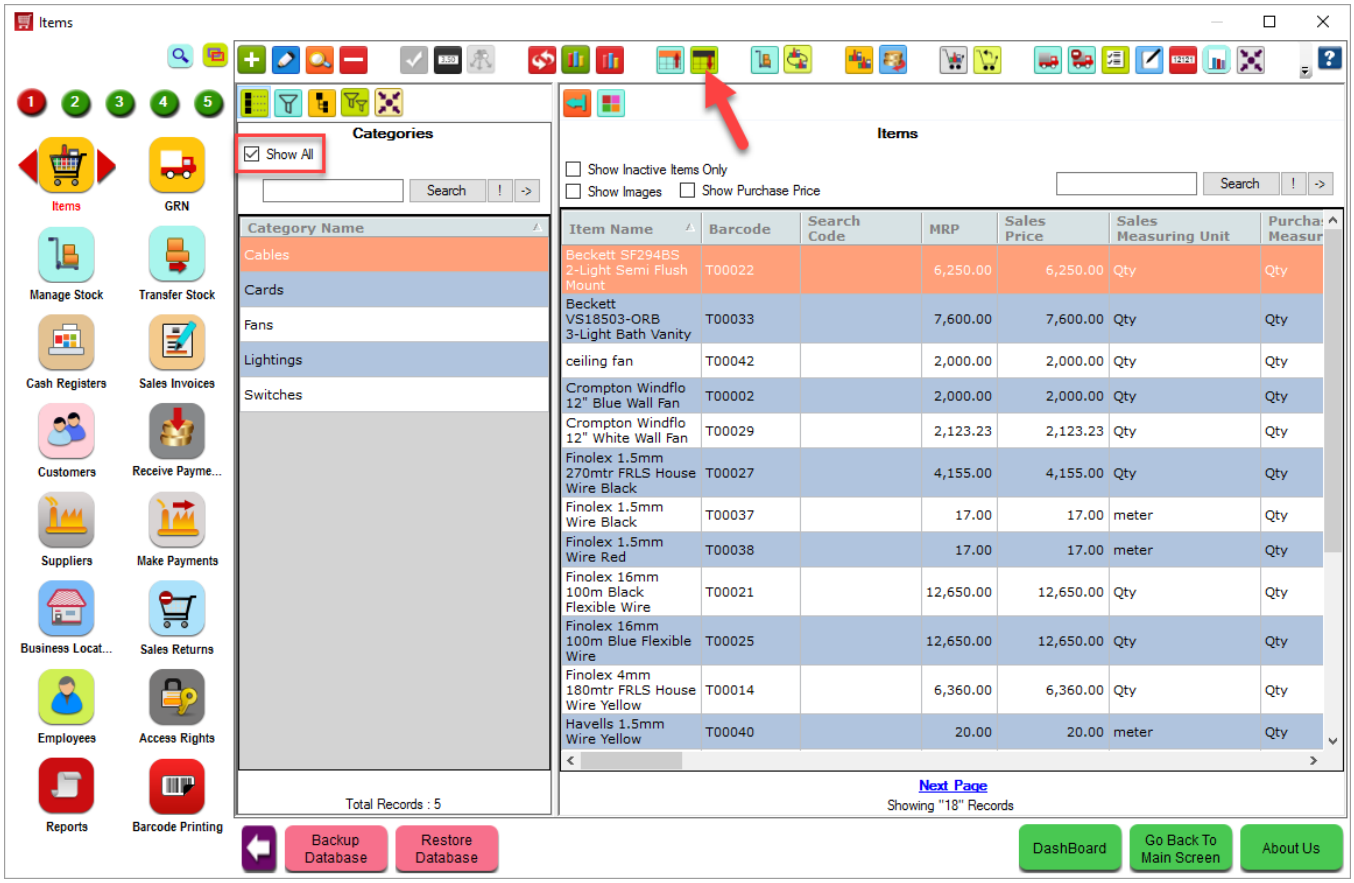
2. From 1st page of Set-Up, click on **Items**.



3. In **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 you check **Show All** checkbox.

b. Click on **Export Item List to Excel** button.



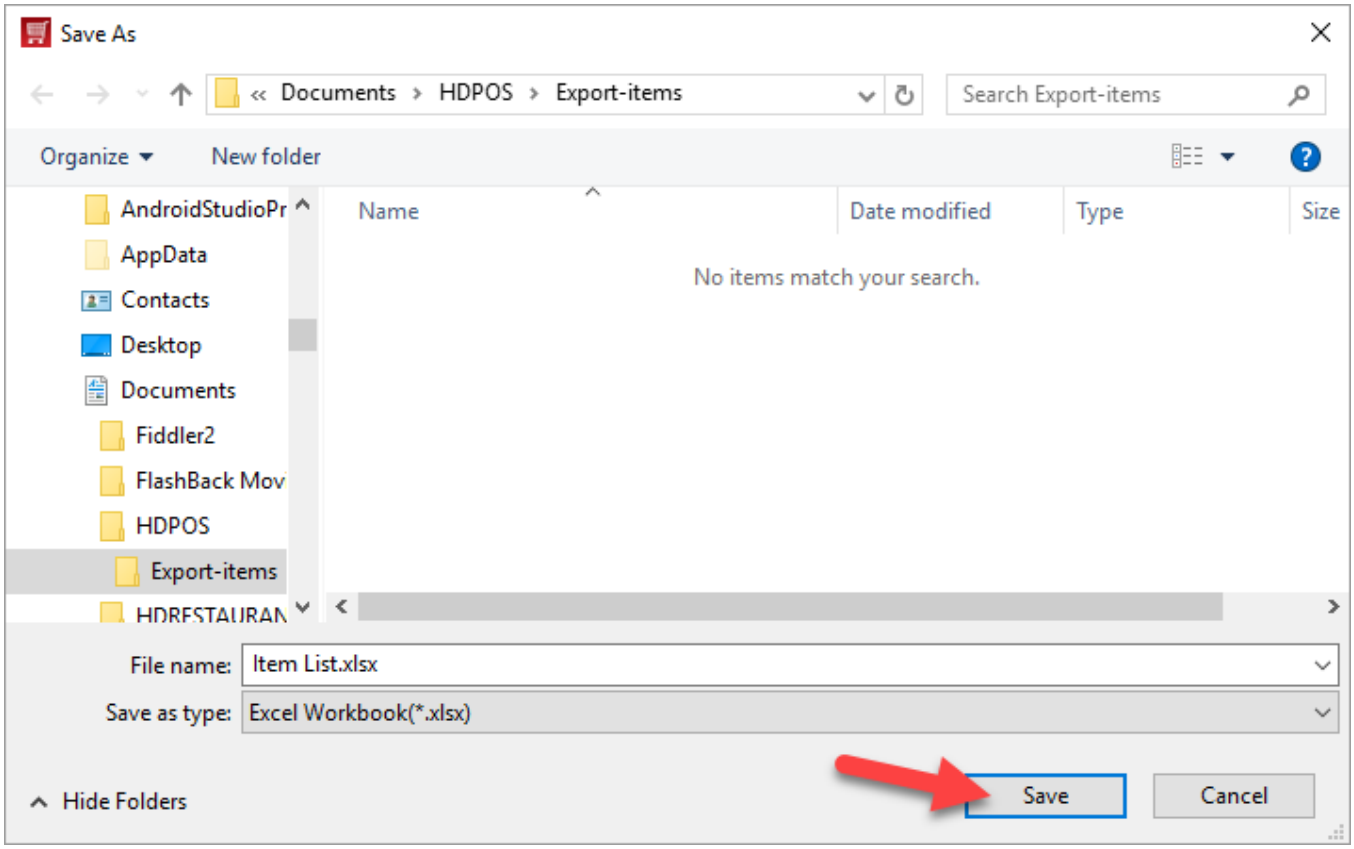
Note: If you want make changes to particular category items then uncheck the **Show All** checkbox and select that category. Click on **Export Item List to Excel** button.

4. On clicking **Export Item List to Excel** button -

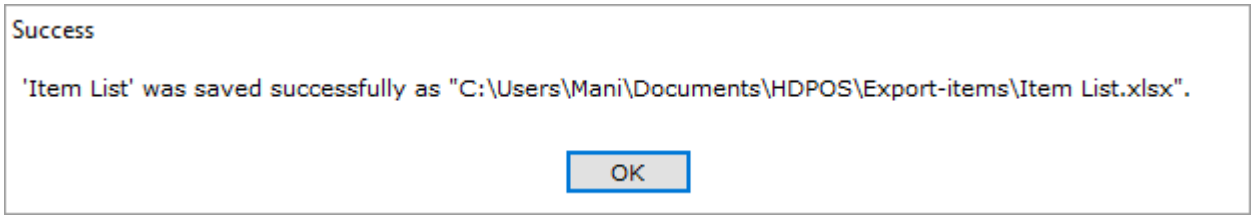
a. All the items' along with their details will be exported to an excel file.

b. A screen will be shown to you to save this excel file.

c. Choose a folder and enter a 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**.

Step-2: Make Bulk Changes -

7. The excel file will open. Make all changes as required.

For Example: In this excel file,

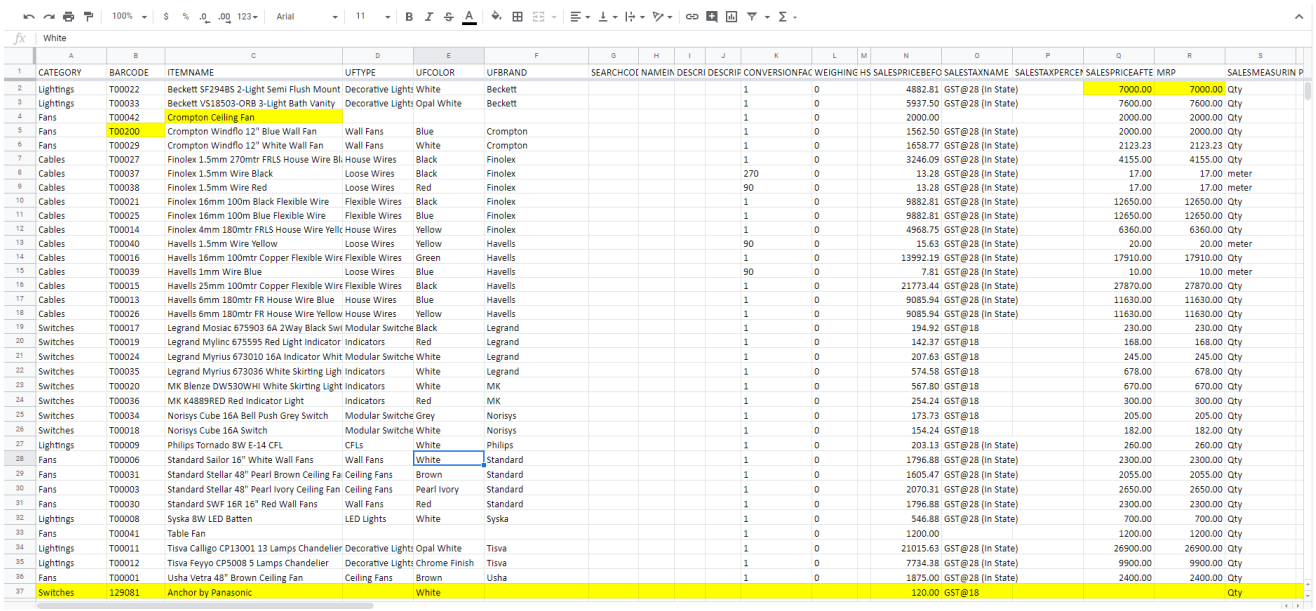
a. Changed **barcode** for **Crompton Windflo 12" Blue Wall Fan** from **T00002** to **T00200**.

b. Changed **Item Name** for **ceiling fan** to **Crompton Ceiling Fan**.

c. Changed **Sales Price** and **MRP** for an item barcode T00022 from **6250** to **7000**.

d. Added a new item with name **Anchor by Panasonic**.

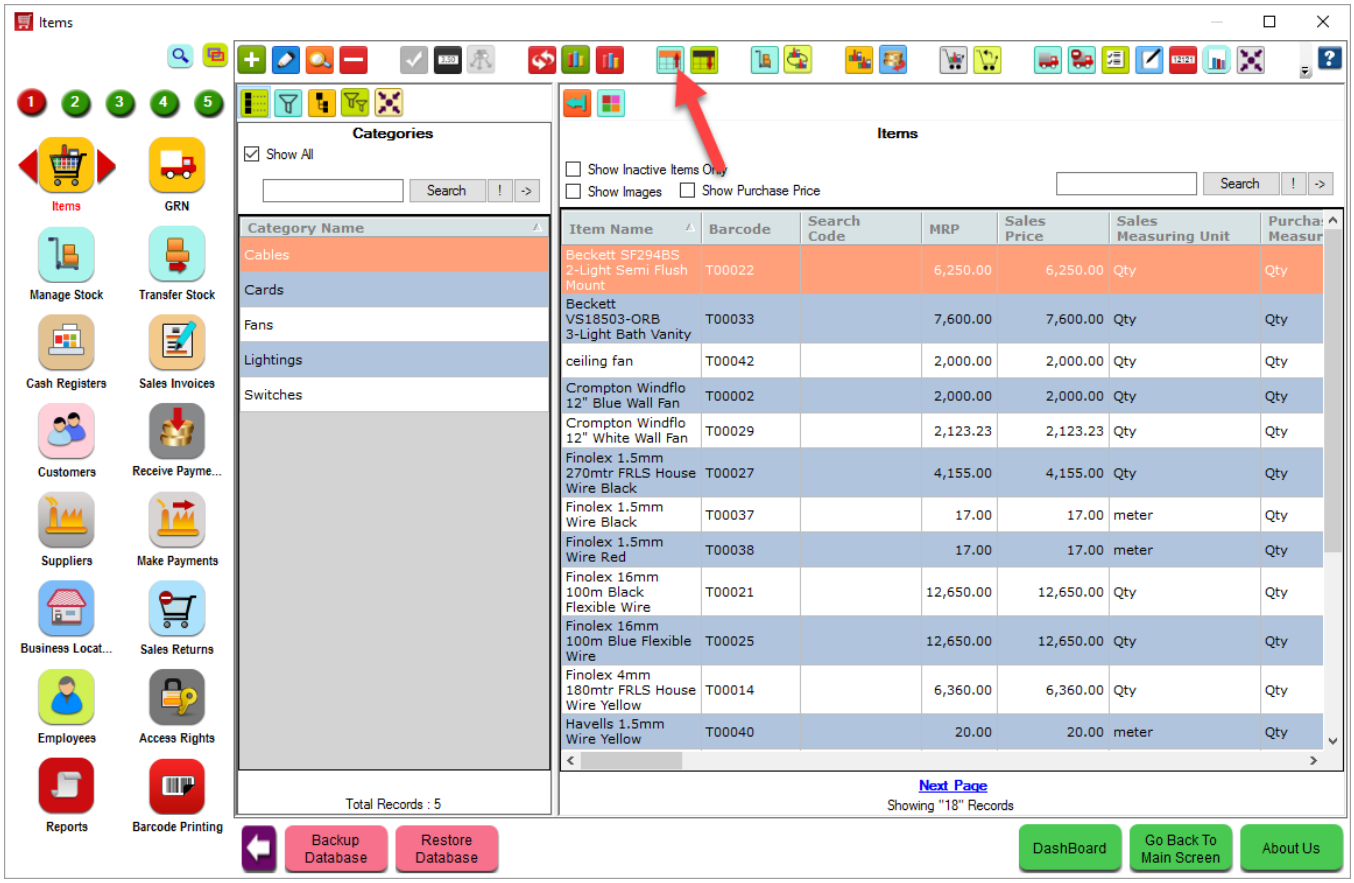
f. Save the excel file and close it.



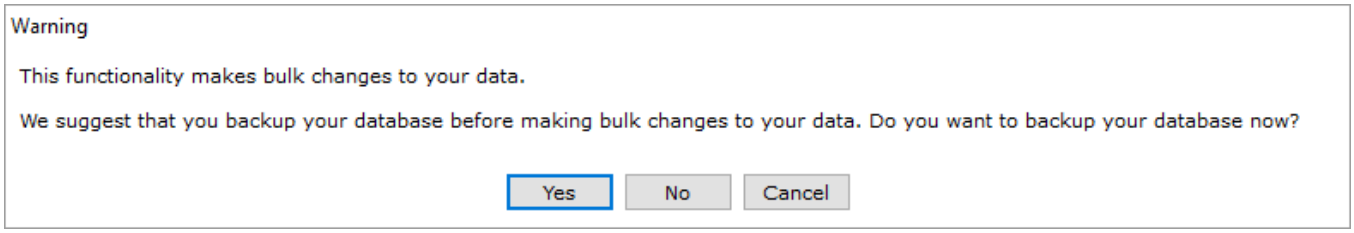
CATEGORY	BARCODE	ITEMNAME	UFTYPE	UFCOLOR	UFBRAND	SEARCHCOD	NAMEIN	DESCRI	DESCRIF	CONVERSIONFAC	WEIGHING	HS	SALESPRICEBEFO	SALESTAXNAME	SALESTAXPERCE	SALESPRICEAFTE	MRP	SALESMEASURIN P
Lightings	T00022	Beckett SF294BS 2-Light Semi Flush Mount	Decorative Lights	White	Beckett					1	0		4882.81	GST@28 (In State)		7000.00	7000.00	Qty
Lightings	T00033	Beckett VS18503-ORB 3-Light Bath Vanity	Decorative Lights	Opal White	Beckett					1	0		5937.50	GST@28 (In State)		7600.00	7600.00	Qty
Fans	T00042	Crompton Ceiling Fan								1	0		2000.00			2000.00	2000.00	Qty
Fans	T00200	Crompton Windflo 12" Blue Wall Fan	Wall Fans	Blue	Crompton					1	0		1562.50	GST@28 (In State)		2000.00	2000.00	Qty
Fans	T00029	Crompton Windflo 12" White Wall Fan	Wall Fans	White	Crompton					1	0		1658.77	GST@28 (In State)		2123.23	2123.23	Qty
Cables	T00027	Finolex 1.5mm 270mtr FRLS House Wire Bl	House Wires	Black	Finolex					1	0		3246.09	GST@28 (In State)		4155.00	4155.00	Qty
Cables	T00037	Finolex 1.5mm Wire Black	Loose Wires	Black	Finolex					270	0		13.28	GST@28 (In State)		17.00	17.00	meter
Cables	T00038	Finolex 1.5mm Wire Red	Loose Wires	Red	Finolex					90	0		13.28	GST@28 (In State)		17.00	17.00	meter
Cables	T00021	Finolex 16mm 100m Black Flexible Wire	Flexible Wires	Black	Finolex					1	0		9882.81	GST@28 (In State)		12650.00	12650.00	Qty
Cables	T00025	Finolex 16mm 100m Blue Flexible Wire	Flexible Wires	Blue	Finolex					1	0		9882.81	GST@28 (In State)		12650.00	12650.00	Qty
Cables	T00014	Finolex 4mm 180mtr FRLS House Wire Yellc	House Wires	Yellow	Finolex					1	0		4968.75	GST@28 (In State)		6360.00	6360.00	Qty
Cables	T00040	Havells 1.5mm Wire Yellow	Loose Wires	Yellow	Havells					90	0		15.63	GST@28 (In State)		20.00	20.00	meter
Cables	T00016	Havells 16mm 100mtr Copper Flexible Wire	Flexible Wires	Green	Havells					1	0		13992.19	GST@28 (In State)		17910.00	17910.00	Qty
Cables	T00039	Havells 1mm Wire Blue	Loose Wires	Blue	Havells					90	0		7.81	GST@28 (In State)		10.00	10.00	meter
Cables	T00015	Havells 25mm 100mtr Copper Flexible Wire	Flexible Wires	Black	Havells					1	0		21773.44	GST@28 (In State)		27870.00	27870.00	Qty
Cables	T00013	Havells 6mm 180mtr FR House Wire Blue	House Wires	Blue	Havells					1	0		9085.94	GST@28 (In State)		11630.00	11630.00	Qty
Cables	T00026	Havells 6mm 180mtr FR House Wire Yellow	House Wires	Yellow	Havells					1	0		9085.94	GST@28 (In State)		11630.00	11630.00	Qty
Switches	T00017	Legrand Mosiac 675903 6A 2Way Black Swi	Modular Switche	Black	Legrand					1	0		194.92	GST@18		230.00	230.00	Qty
Switches	T00019	Legrand Mylinc 675595 Red Light Indicator	Indicators	Red	Legrand					1	0		142.37	GST@18		168.00	168.00	Qty
Switches	T00024	Legrand Myrius 673010 16A Indicator Whit	Modular Switche	White	Legrand					1	0		207.63	GST@18		245.00	245.00	Qty
Switches	T00035	Legrand Myrius 673036 White Skirting Ligh	Indicators	White	Legrand					1	0		574.58	GST@18		678.00	678.00	Qty
Switches	T00020	MK Blenze DW530WHI White Skirting Light	Indicators	White	MK					1	0		567.80	GST@18		670.00	670.00	Qty
Switches	T00036	MK K4889RED Red Indicator Light	Indicators	Red	MK					1	0		254.24	GST@18		300.00	300.00	Qty
Switches	T00034	Norisys Cube 16A Bell Push Grey Switch	Modular Switche	Grey	Norisys					1	0		173.73	GST@18		205.00	205.00	Qty
Switches	T00018	Norisys Cube 16A Switch	Modular Switche	White	Norisys					1	0		154.24	GST@18		182.00	182.00	Qty
Lightings	T00009	Philips Tornado 8W E-14 CFL	CFLs	White	Philips					1	0		203.13	GST@28 (In State)		260.00	260.00	Qty
Fans	T00006	Standard Sailor 16" White Wall Fans	Wall Fans	White	Standard					1	0		1796.88	GST@28 (In State)		2300.00	2300.00	Qty
Fans	T00031	Standard Stellar 48" Pearl Brown Ceiling Fa	Ceiling Fans	Brown	Standard					1	0		1605.47	GST@28 (In State)		2055.00	2055.00	Qty
Fans	T00003	Standard Stellar 48" Pearl Ivory Ceiling Fan	Ceiling Fans	Pearl Ivory	Standard					1	0		2070.31	GST@28 (In State)		2650.00	2650.00	Qty
Fans	T00030	Standard SWF 16R 16" Red Wall Fans	Wall Fans	Red	Standard					1	0		1796.88	GST@28 (In State)		2300.00	2300.00	Qty
Lightings	T00008	Syska 8W LED Batten	LED Lights	White	Syska					1	0		546.88	GST@28 (In State)		700.00	700.00	Qty
Fans	T00041	Table Fan								1	0		1200.00			1200.00	1200.00	Qty
Lightings	T00011	Tisva Calligo CP13001 13 Lamps Chandelier	Decorative Lights	Opal White	Tisva					1	0		21015.63	GST@28 (In State)		26900.00	26900.00	Qty
Lightings	T00012	Tisva Feyyo CP5008 5 Lamps Chandelier	Decorative Lights	Chrome Finish	Tisva					1	0		7734.38	GST@28 (In State)		9900.00	9900.00	Qty
Fans	T00001	Usha Vetra 48" Brown Ceiling Fan	Ceiling Fans	Brown	Usha					1	0		1875.00	GST@28 (In State)		2400.00	2400.00	Qty
Switches	129081	Anchor by Panasonic		White									120.00	GST@18				Qty

Step-3: Upload Items -

8. From **Items** screen, click on **Upload Items** button.



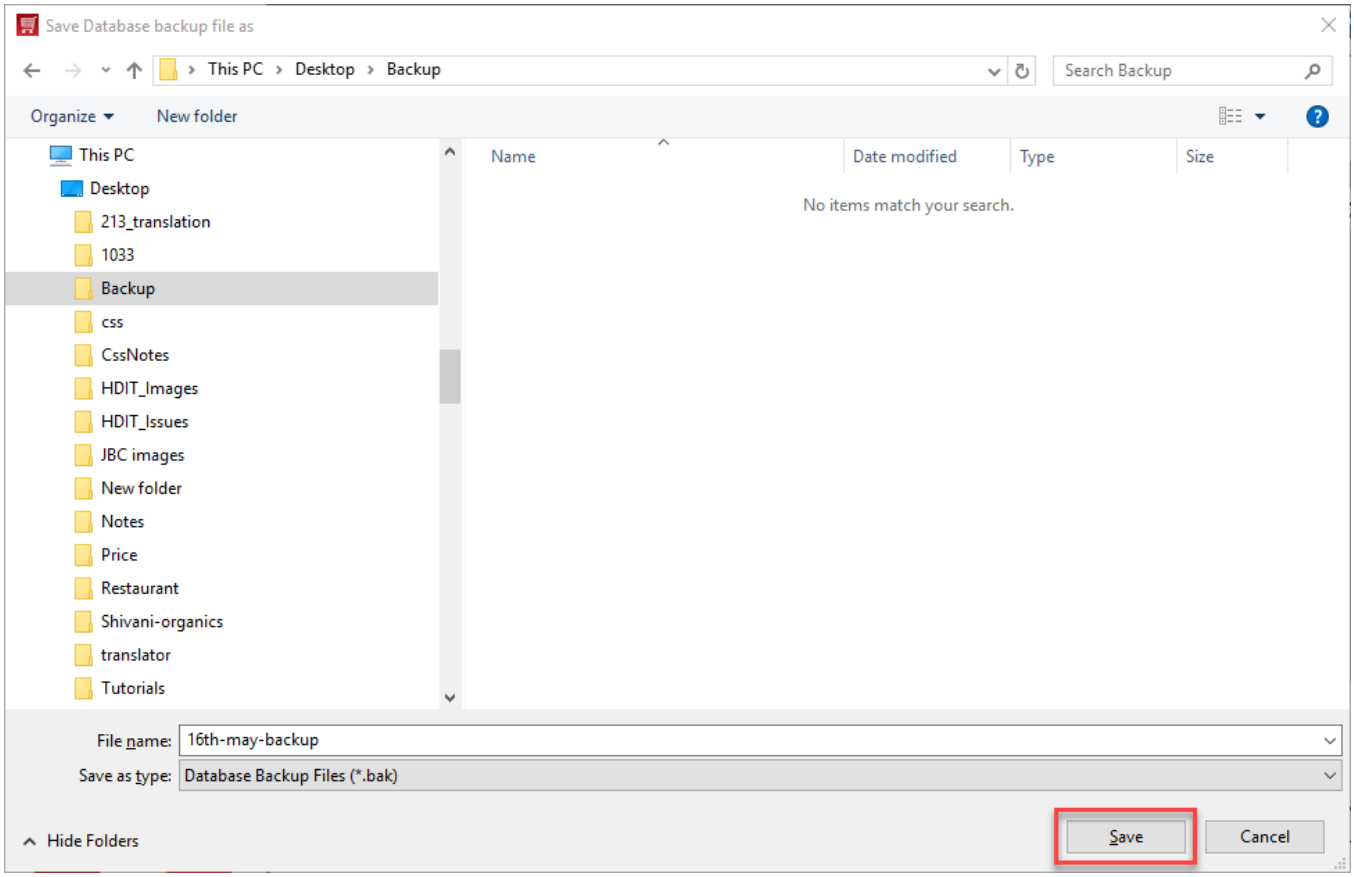
9. A warning message will be shown to you as below.



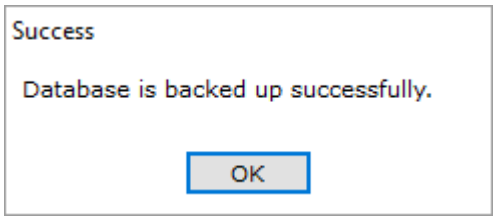
10. Click on **Yes** to take a back up of your database.

a. A screen will be shown to you to save this back up file.

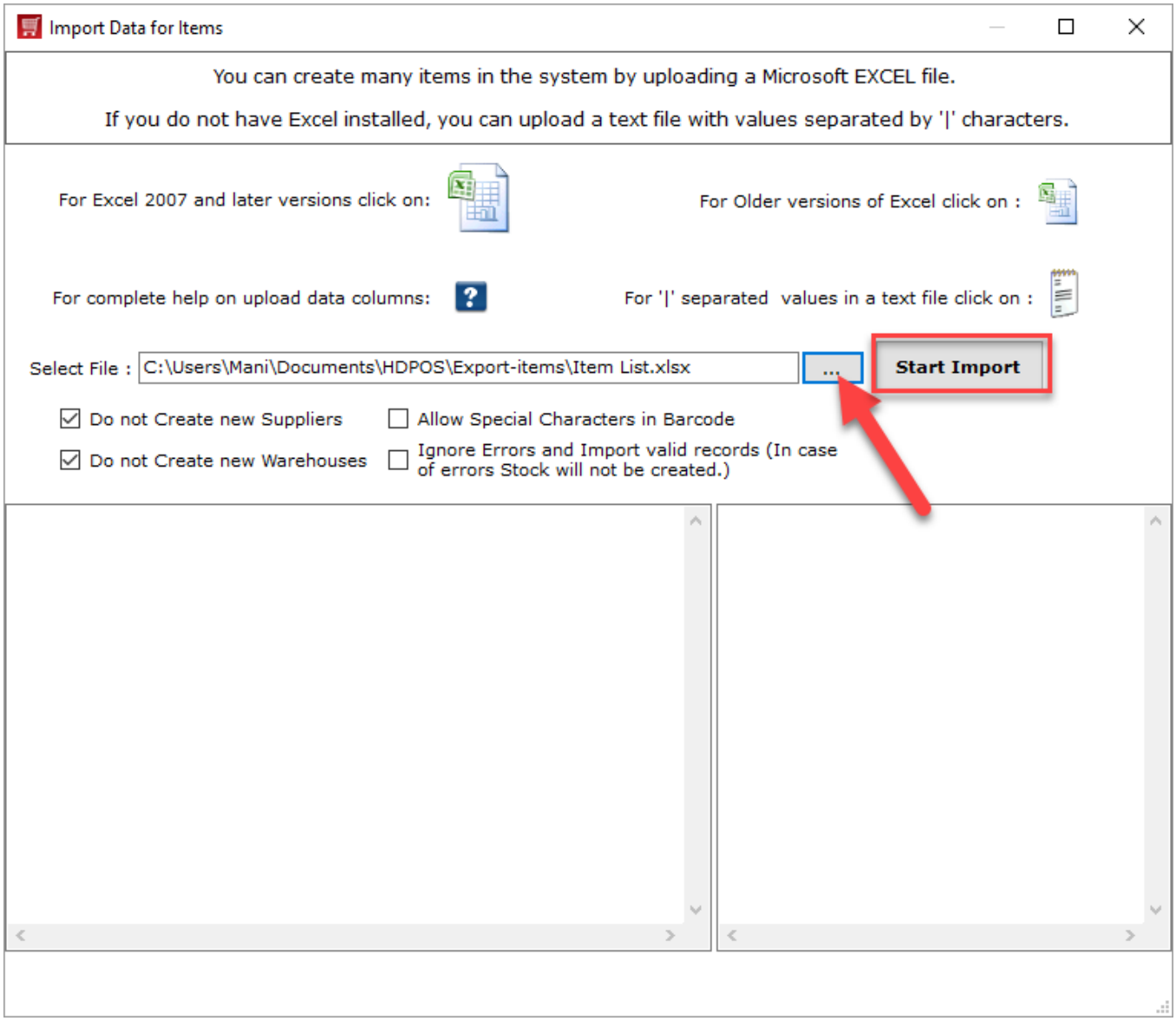
b. Choose a folder and enter any name for back up file. Click on **Save**.



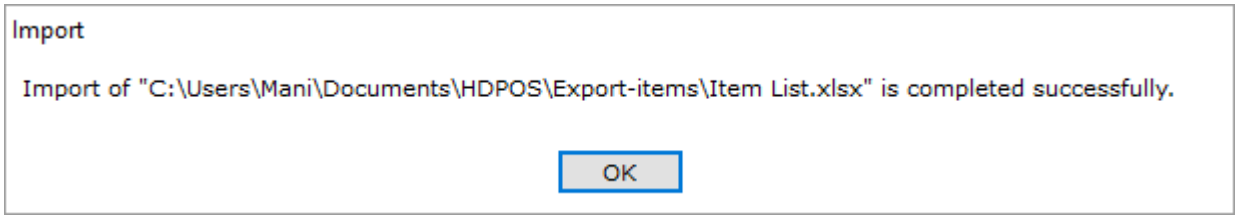
c. A message will be shown to you as database back up gets completed. Click on **OK**.



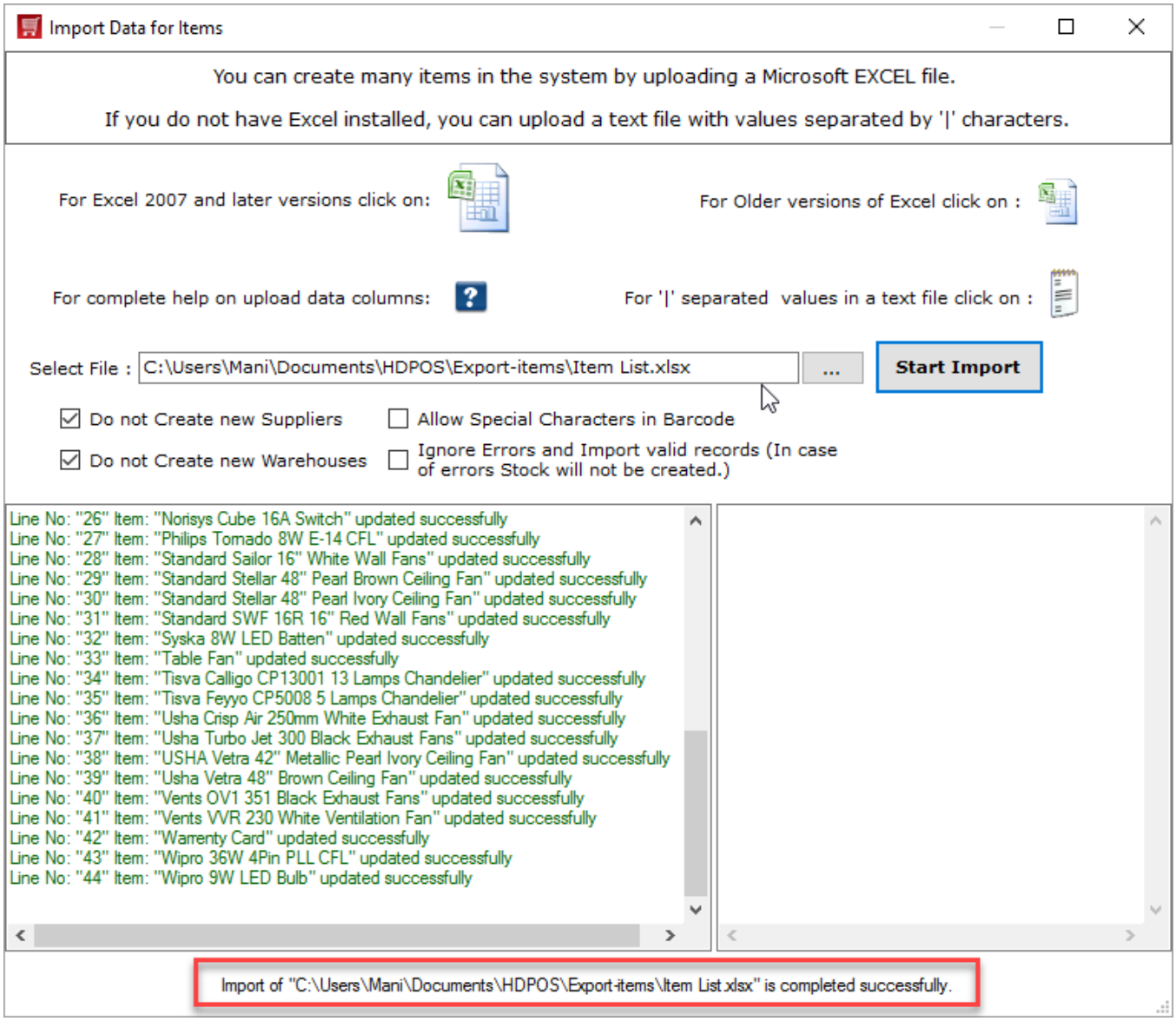
11. **Import Data for Items** screen will open. Select the saved excel file of items by clicking on three dotted button beside **Select File** field. Then click on **Start Import** button.



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 with all changes what you made in excel file.



14. Close this screen.

15. You can see all items with updated data.