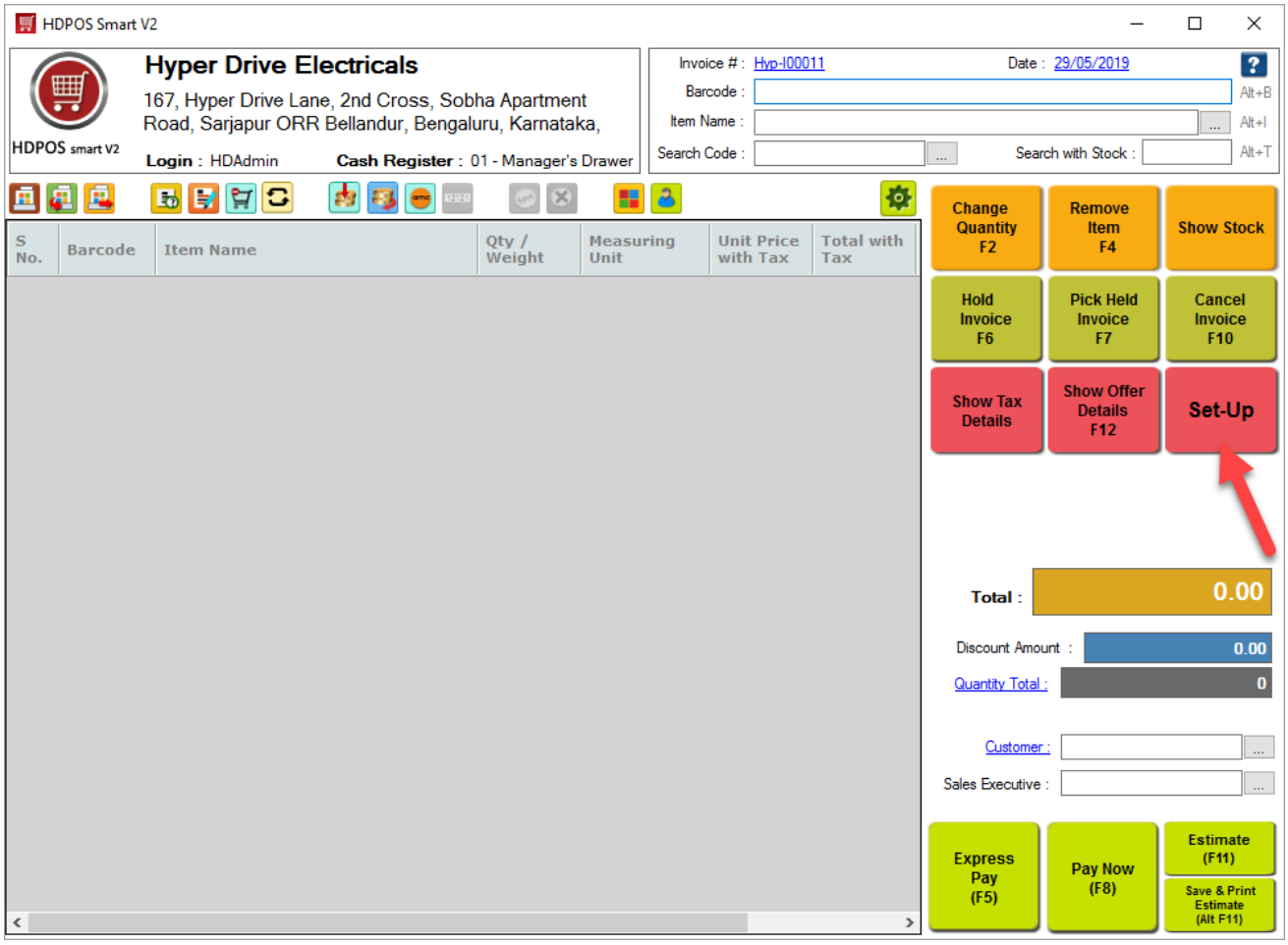
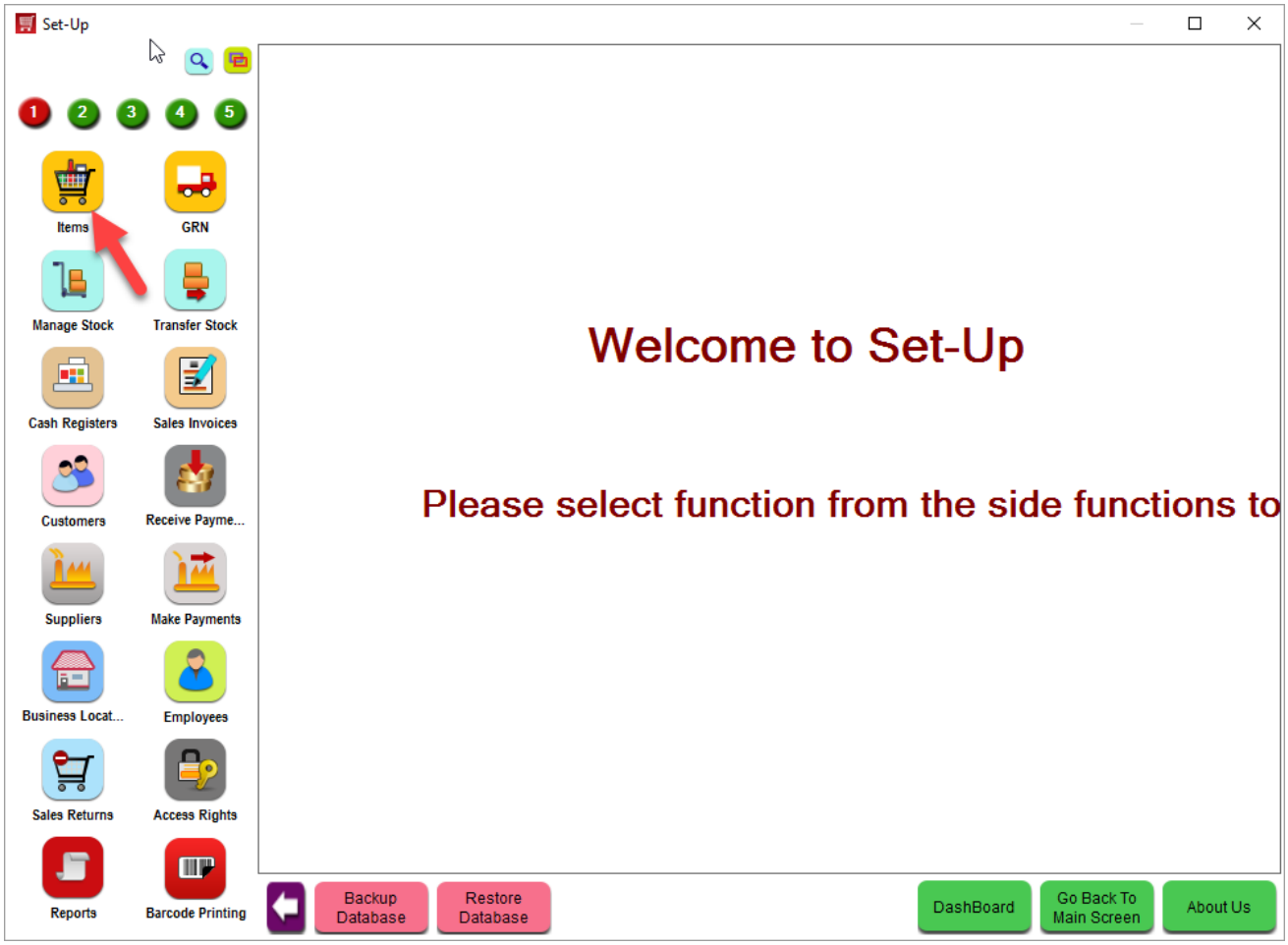
How to upload items through excel in HDPOS smart?

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

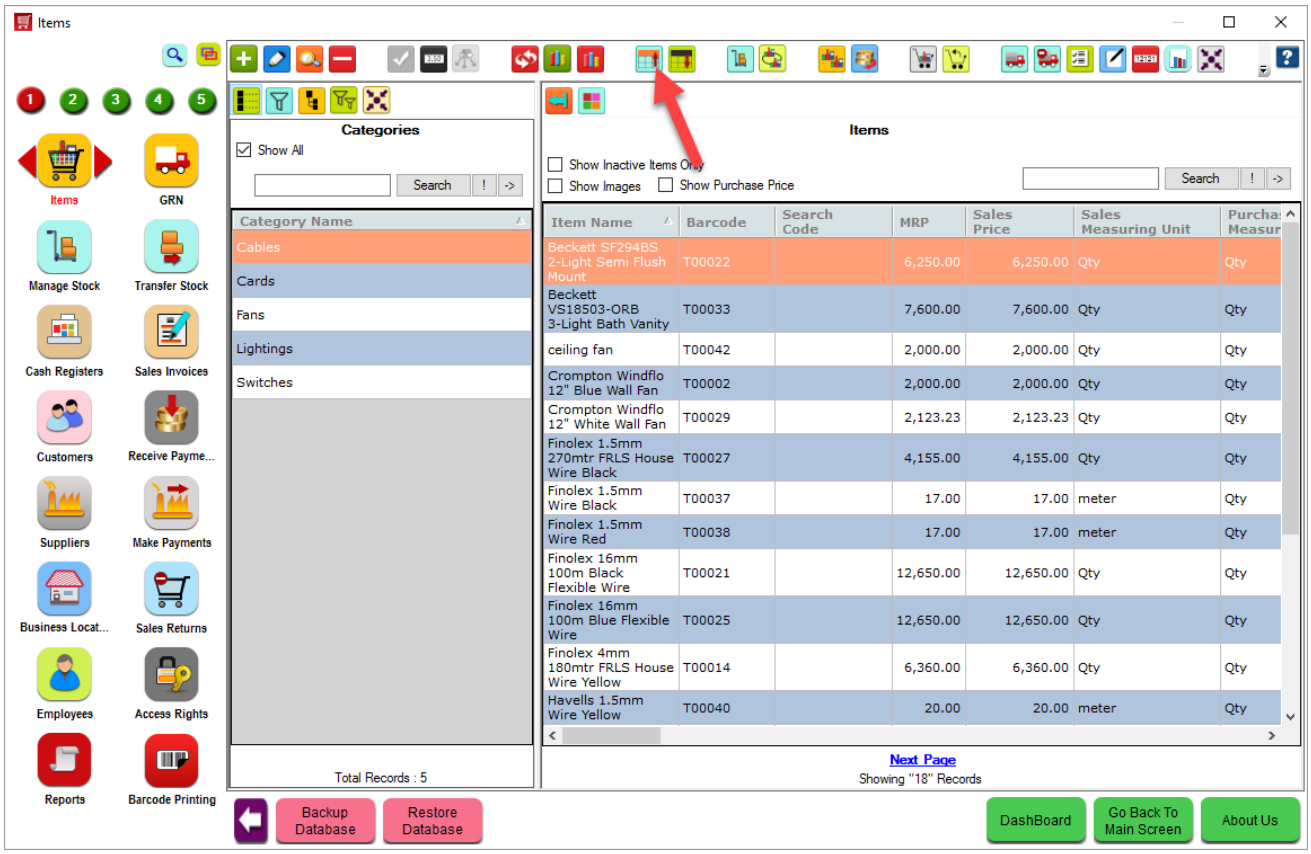
1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



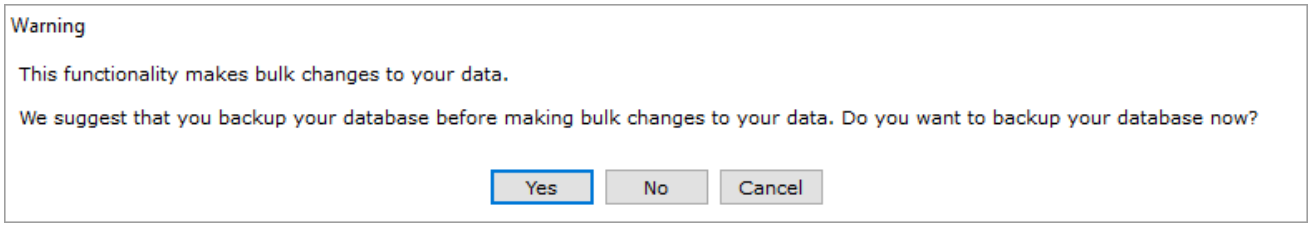
2. From Set-Up screen, click on 1st page and select **Items**.



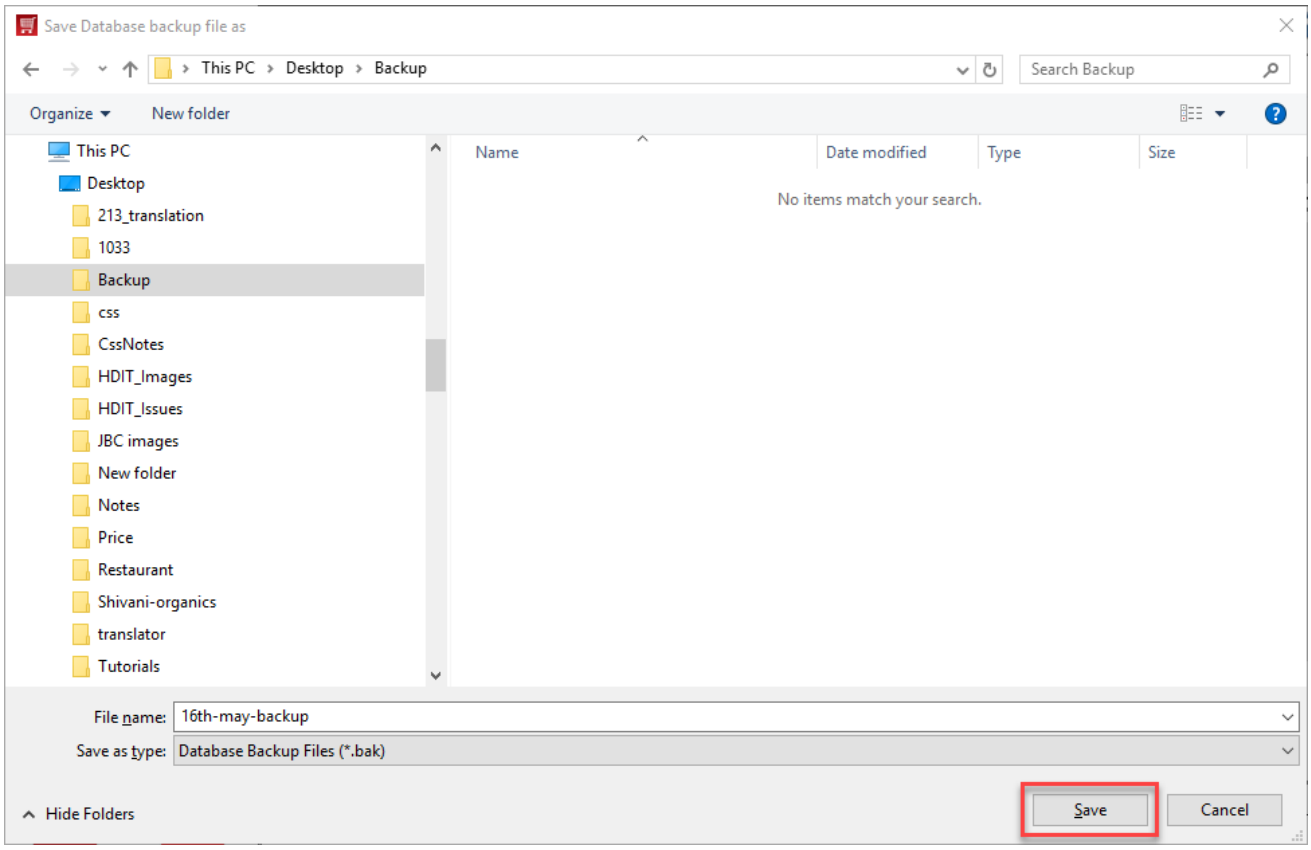
3. From **Items** screen, click on **Upload Items** button in the tool bar.



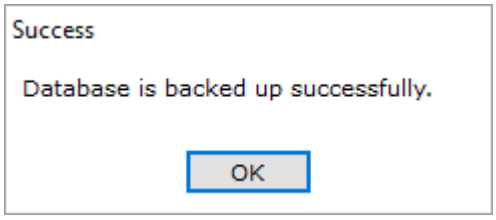
4. You will see a warning message to take a backup of the database.



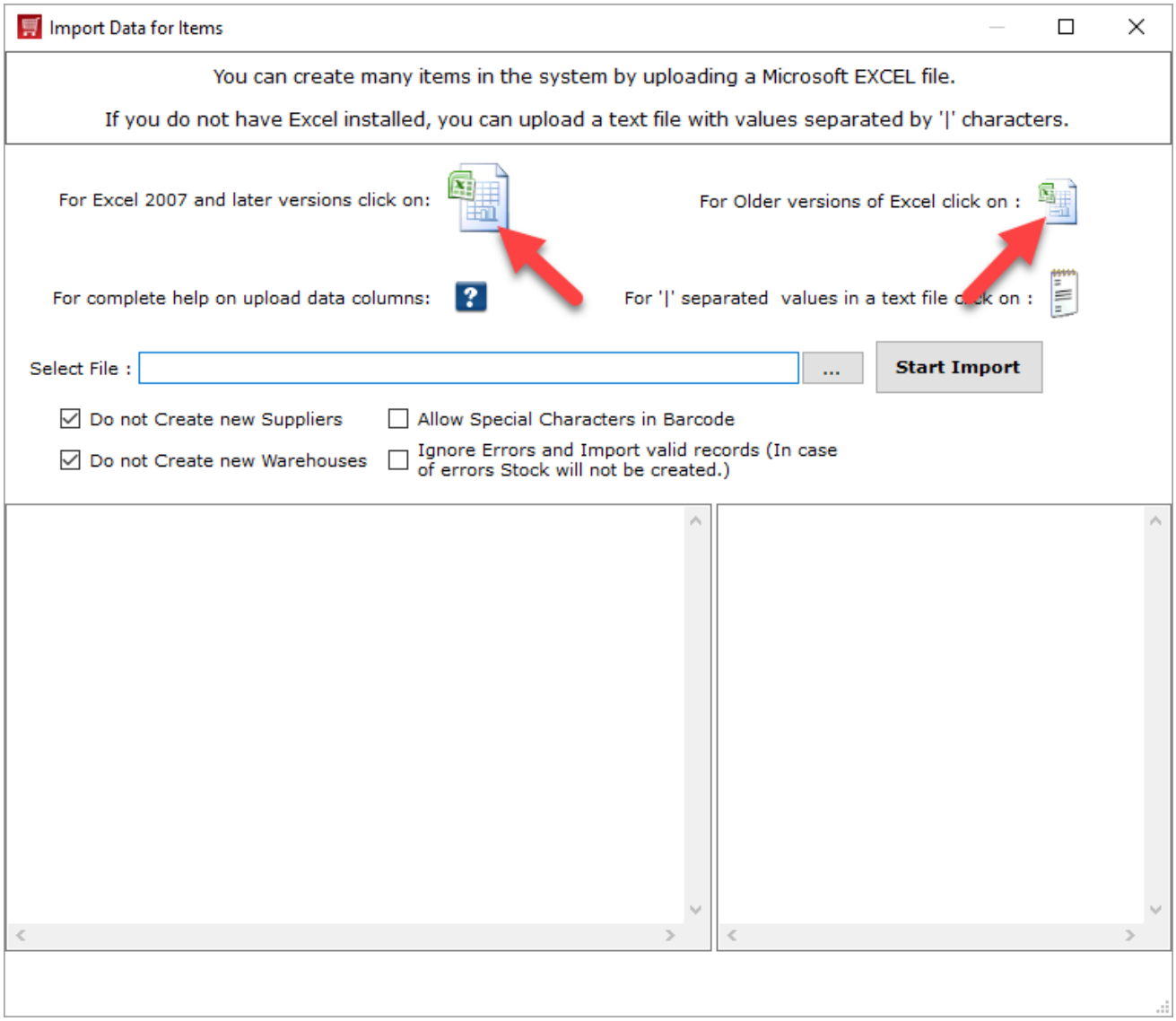
a. Click on **Yes** to take a back up of your database. A screen will be shown to you to save this back up file. Choose a folder and enter any name for back up file. Click on **Save**.



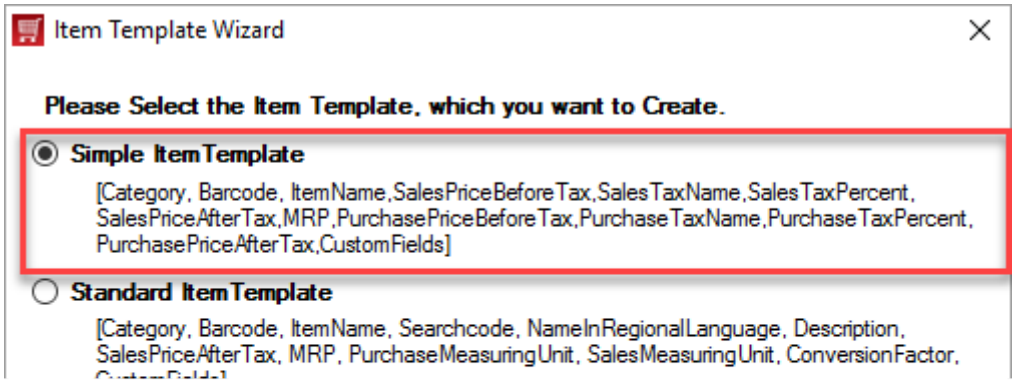
b. Success message will be shown to you as database back up gets completed.



5. Import Data for Items screen will open. Click on **Excel** 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

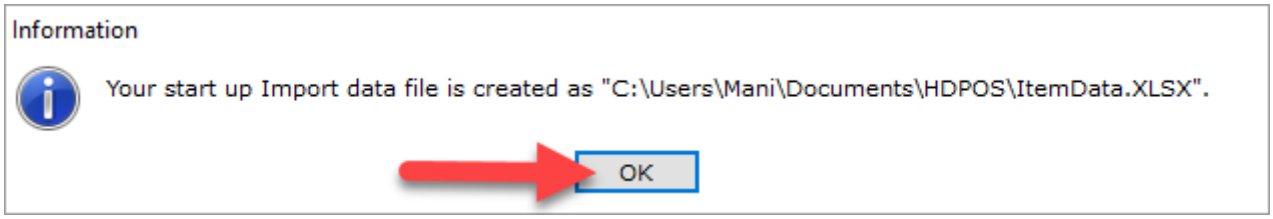
b. Barcode-If you don't enter any value, it will be auto generated.

c. Item Name

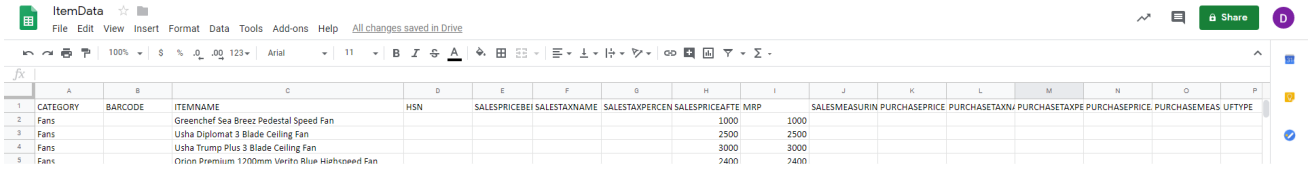
d. Stock (optional, however if this column is included you would also need to include warehouse column)

e. Warehouse-You can enter value as "**DEFAULT**" or warehouse name.

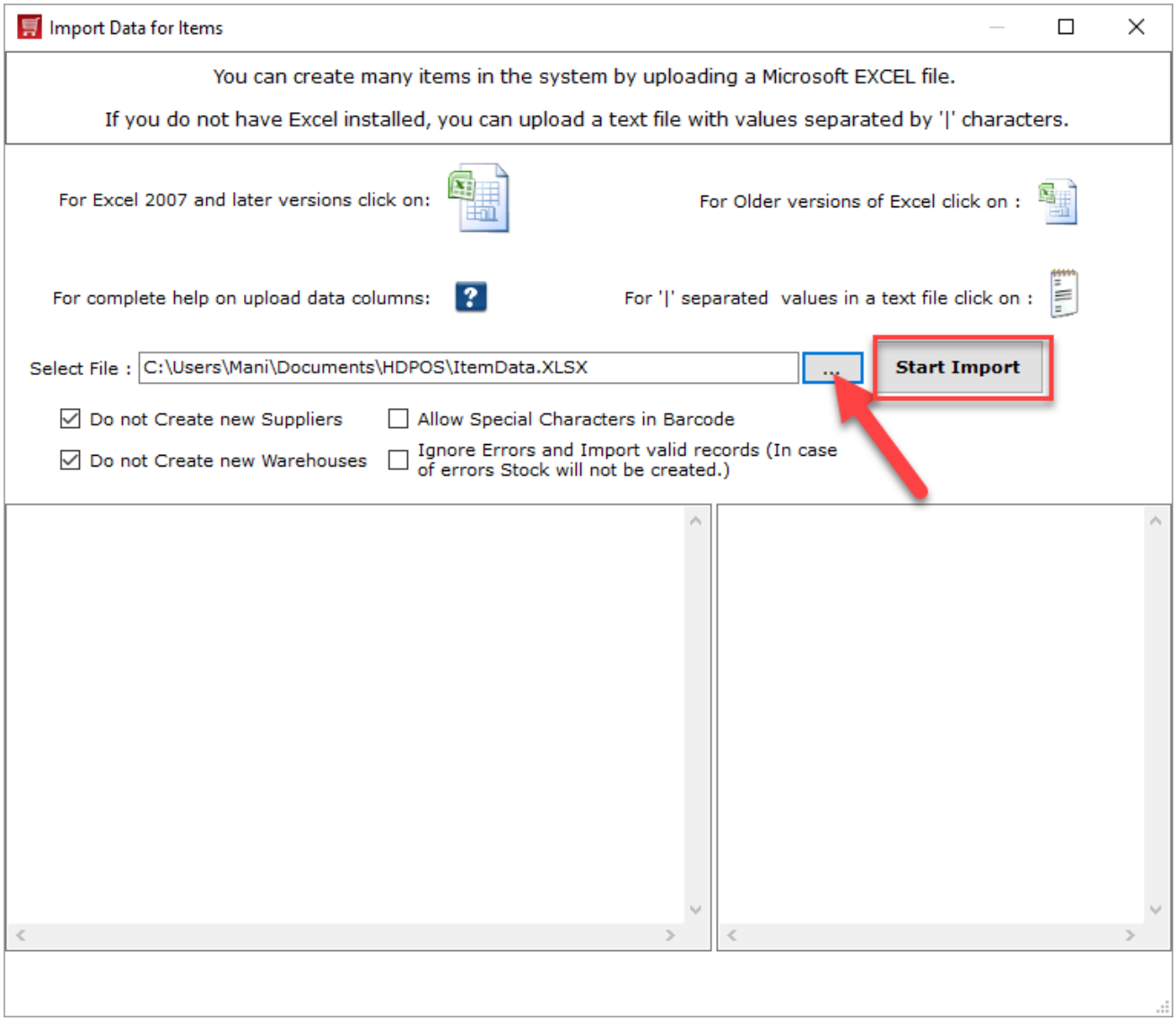
9. You will see a message as shown below with the location of file where it got saved. Click on **OK**.



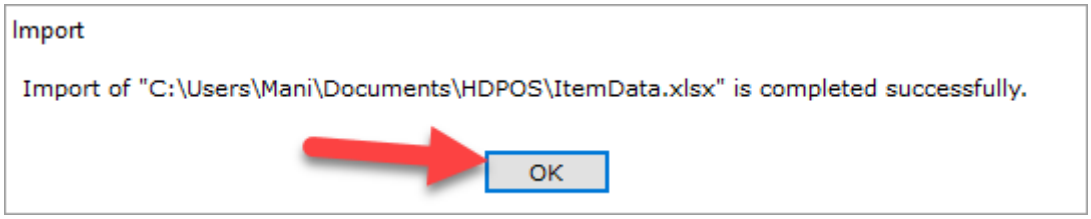
10. The excel file will open automatically. Enter values for all columns. Save the excel file and close it.



11. Go back to HDPOS smart. In **Import Data for Items** screen, select the saved excel file of items by clicking on three dotted button 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 getting updated successfully that you added in excel file.

14. You can see all items that got uploaded.