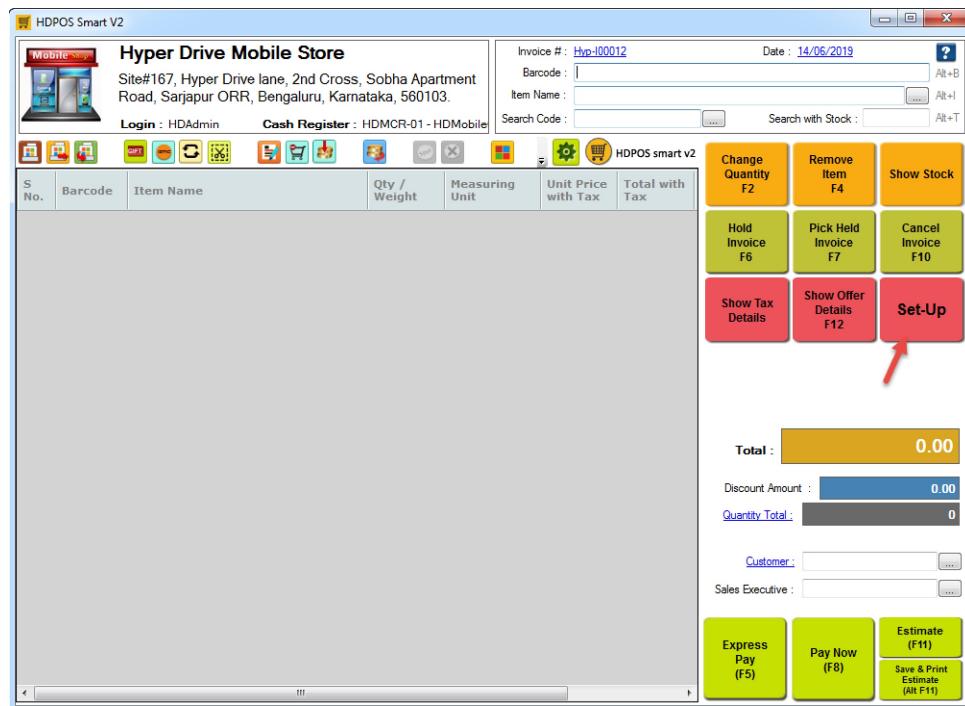


How to upload labels in bulk for all the Items in HDPOS smart?

HDPOS smart comes with a feature to create Label numbers of all your Items in a single upload of an excel file. With this feature, all you have to do is fill the label numbers of respective items in the excel then upload it to the application.

Steps to upload labels in bulk for all the Items are as follows :

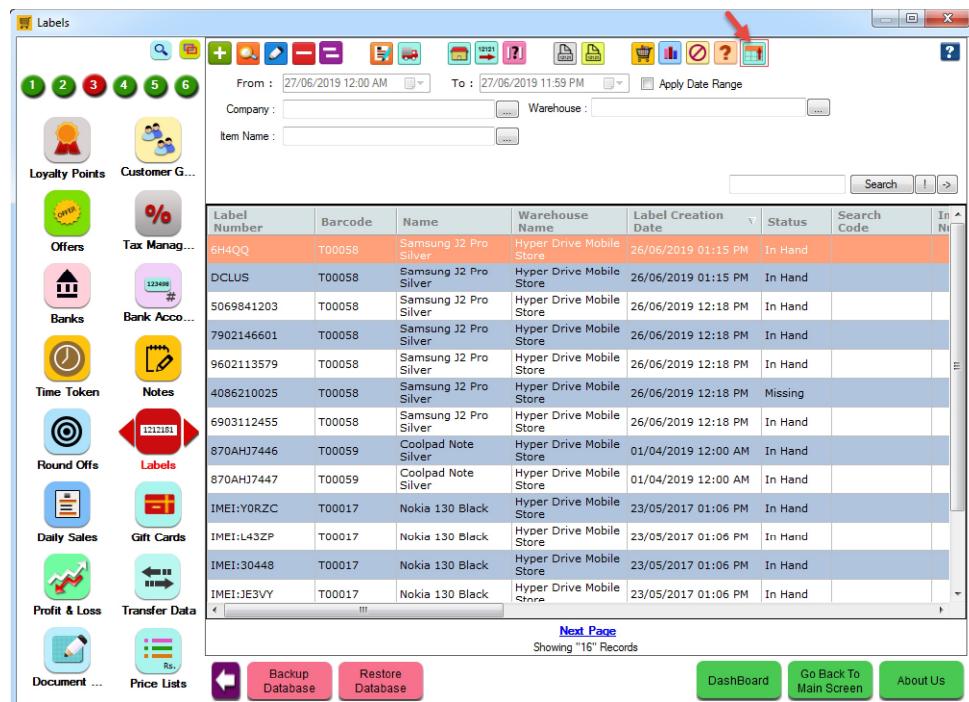
1. Run **HDPOS smart**.
2. Click on the **Set-Up** button from the main billing screen.



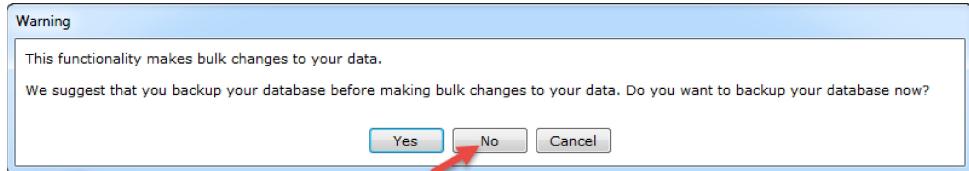
3. Go-to **3rd page** from Set-Up and click on **Labels** button.



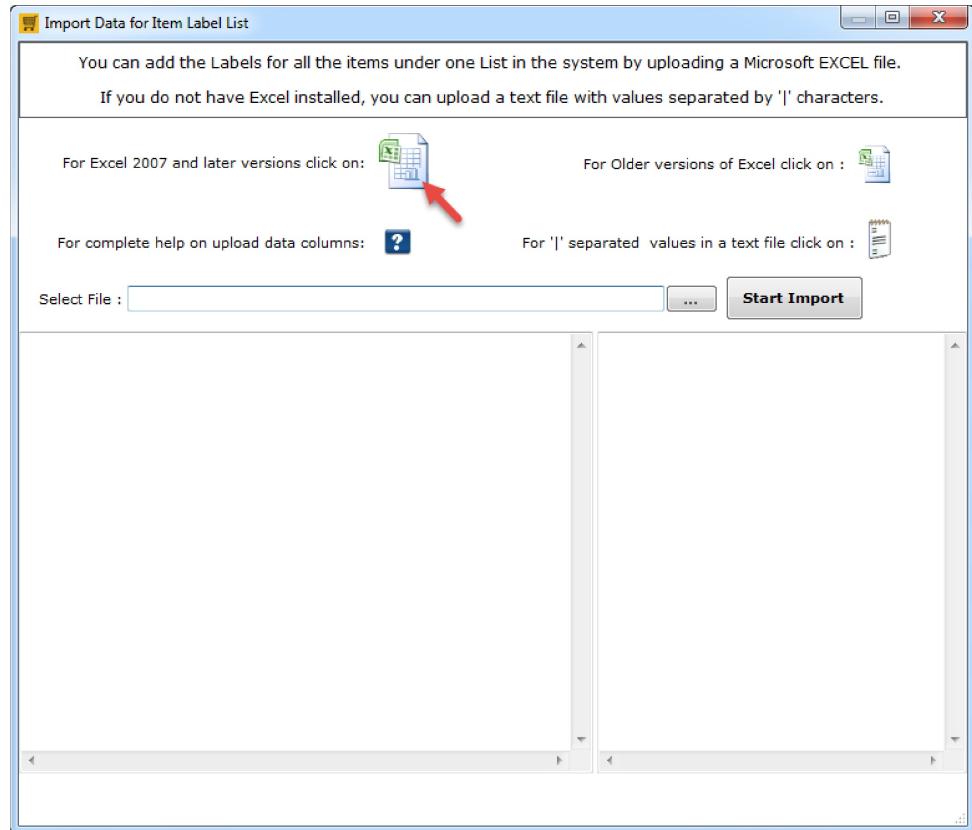
4. From **Manage Label** window, click on **Upload Labels** toolbar button.



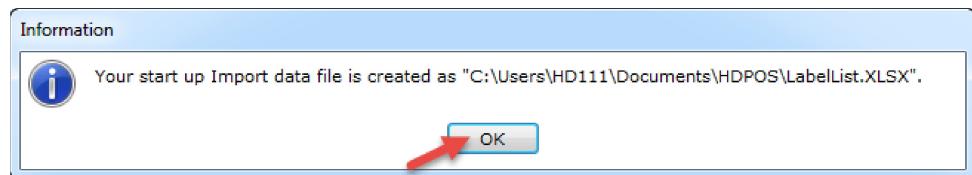
5. You will see a warning message suggesting you to take your database backup.



6. From **Import Data for Item Label List** window, click on excel file icon to generate an excel template for uploading labels.



7. You will see a message showing the path of the excel file saved.



8. In the excel sheet, you will see 4 columns **Barcode**, **Label Number**, **Warehouse**, and **Company**.

A screenshot of the WPS Office application window titled "LabelList.XLSX". The interface is similar to Microsoft Excel. The ribbon bar at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Cloud. Below the ribbon is a toolbar with various icons for file operations like Cut, Copy, Paste, and Format Painter, along with font and style tools. The main area shows a 16x4 grid of cells. Row 1 contains the labels "BARCODE", "LABELNUM", "WAREHOUSE", and "COMPANY" in cells A1, B1, C1, and D1 respectively. Row 2 is entirely empty. The status bar at the bottom shows the file name "LabelList.XLSX" and the zoom level "100%".

9. Enter the barcode of the item. Repeat the barcode if you want to upload multiple label numbers for the same item. If your items have label headings, then enter the heading name in a new column otherwise enter the label numbers in Label Number column. Enter the Warehouse and Company name in which you want the label to be uploaded.

A screenshot of the WPS Office application window titled "LabelList.XLSX". The data has been populated into the first eight rows of the spreadsheet:

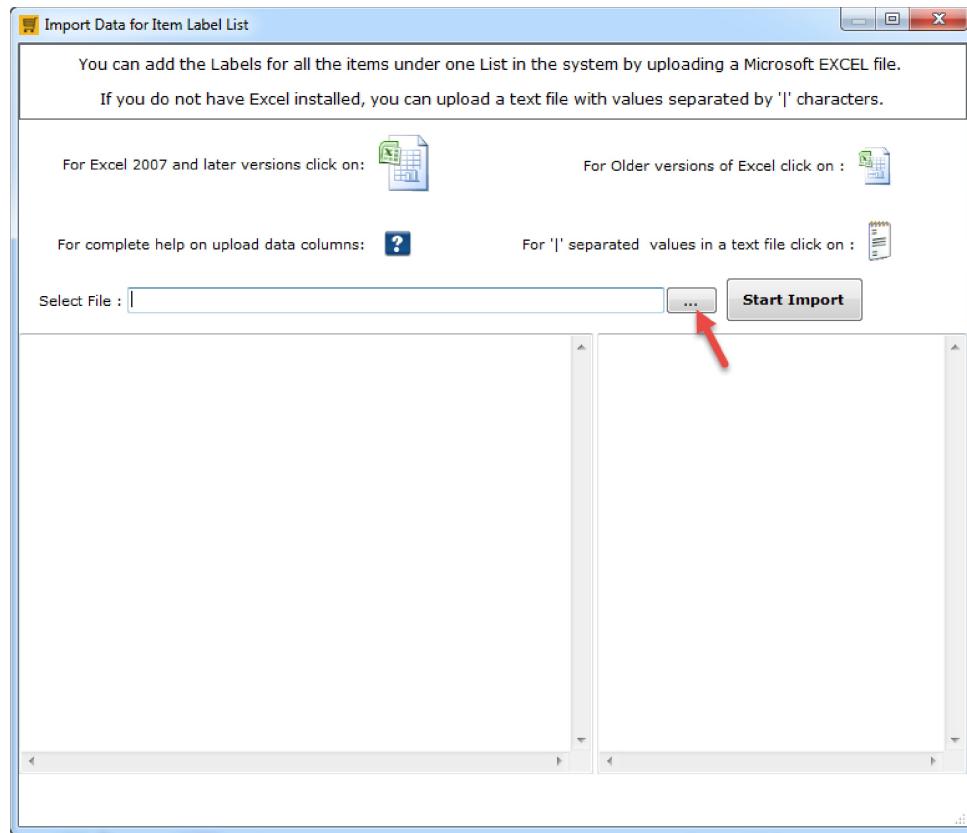
	BARCODE	LABELNUMBER	WAREHOUSE	COMPANY
2	T00058	9100150001	Hyper Drive Mobile Store	Hyper Drive Mobile Store
3	T00058	9100150002	Hyper Drive Mobile Store	Hyper Drive Mobile Store
4	T00058	9100150003	Hyper Drive Mobile Store	Hyper Drive Mobile Store
5	T00058	7902146601	Hyper Drive Mobile Store	Hyper Drive Mobile Store
6	T00059	6QW21E	Hyper Drive Mobile Store	Hyper Drive Mobile Store
7	T00059	5T78CC	Hyper Drive Mobile Store	Hyper Drive Mobile Store
8	T00059	9CNM21	Hyper Drive Mobile Store	Hyper Drive Mobile Store

Note:

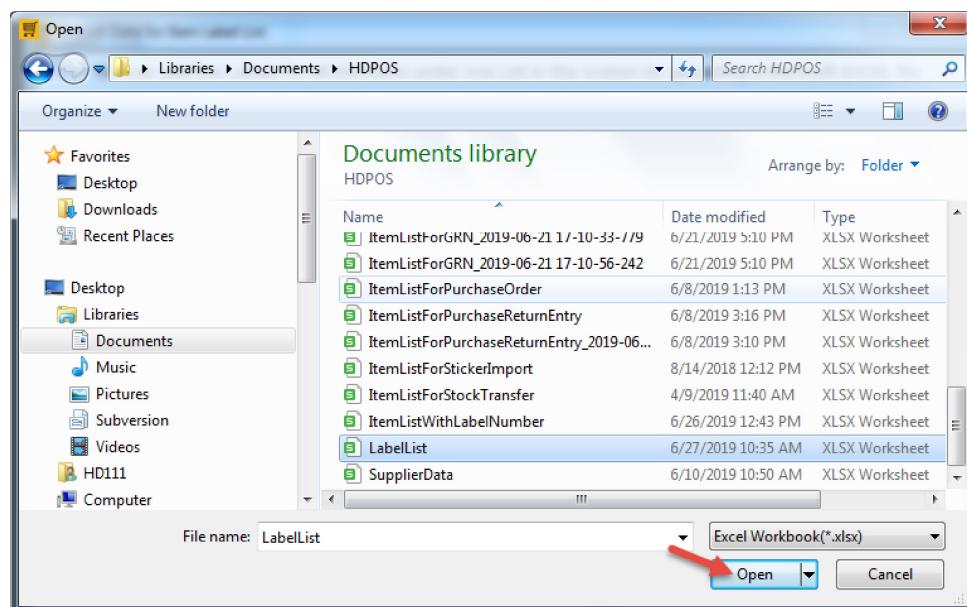
- i) If you have different label headings for different items, then you will have to create as many columns as your label heading names.

ii) If you don't specify the Warehouse name, labels will be uploaded with the Warehouse name as Blank and status as Not in Hand.

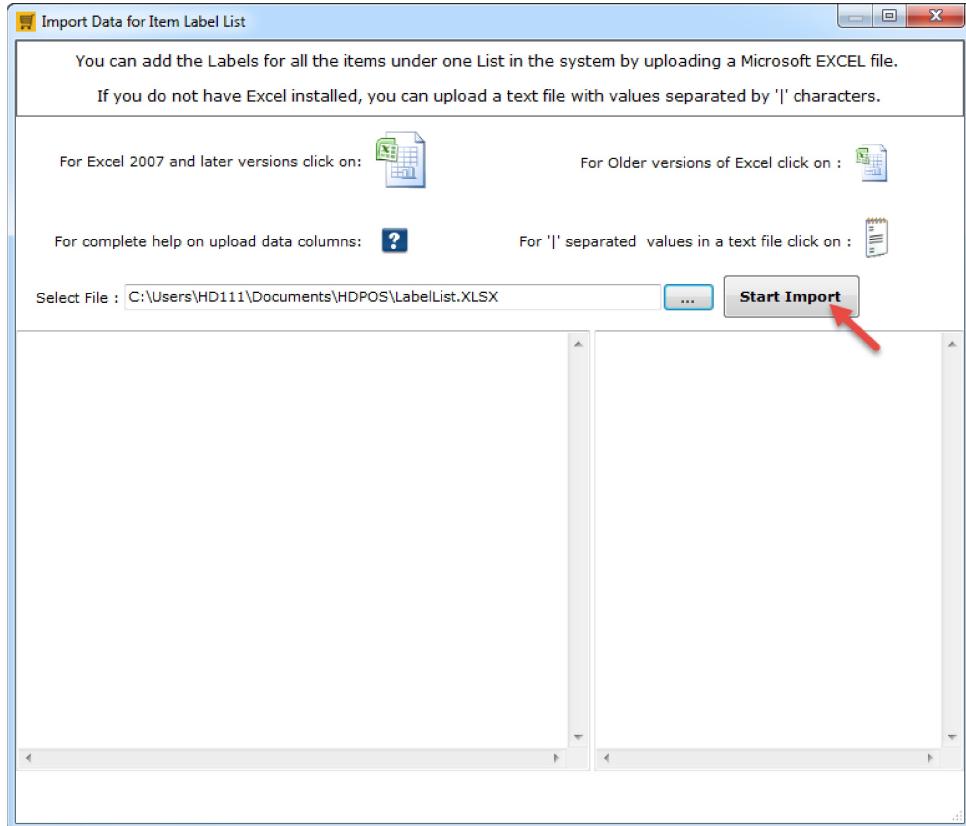
10. After saving the excel file. Click on the 3 dotted button to select the file.



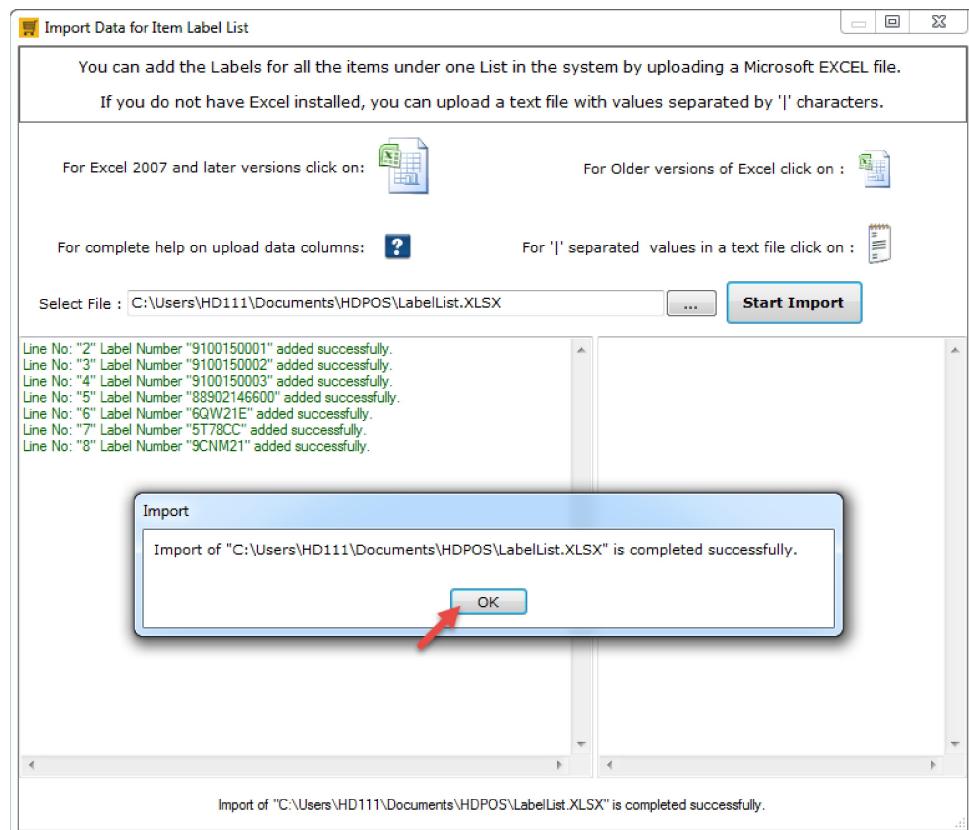
11. Select the excel file from its saved location and click on **Open**.



12. After selecting the file, click on Start Import button to upload the labels.



13. After successful upload of all the labels, you will see a success message.



14. You can see all the labels uploaded from excel by searching with **Item Name** in **Manage Label** window.

The screenshot shows the 'Labels' management window with a toolbar at the top containing various icons for file operations like New, Open, Save, Print, etc. Below the toolbar are search and filter fields: 'From : 27/06/2019 12:00 AM' and 'To : 27/06/2019 11:59 PM', an 'Apply Date Range' button, 'Company : []', 'Warehouse : []', and 'Item Name : []'. To the left of the main grid is a sidebar with six circular buttons numbered 1 to 6, each with a corresponding icon: Loyalty Points (person), Customer G... (shoe), Offers (offer icon), Tax Manag... (percentage icon), Banks (house icon), and Time Token (clock icon). Below these are 'Bank Acco...', 'Notes' (notebook icon), 'Labels' (red arrow icon), 'Gift Cards' (gift card icon), 'Transfer Data' (arrow icon), and 'Price Lists' (chart icon). The main area is a grid table with columns: Label Number, Barcode, Name, Warehouse Name, Label Creation Date, Status, Search Code, and In N. The grid contains 16 records, each representing a label with details like 'Label Number' (e.g., 9CNNM21, ST78CC, 6QW21E, etc.), 'Barcode' (T00059, T00059, T00059, etc.), 'Name' (Coolpad Note Silver, Coolpad Note Silver, Coolpad Note Silver, etc.), 'Warehouse Name' (Hyper Drive Mobile Store, Hyper Drive Mobile Store, Hyper Drive Mobile Store, etc.), 'Label Creation Date' (27/06/2019 11:32 AM, 27/06/2019 11:32 AM, 27/06/2019 11:32 AM, etc.), 'Status' (In Hand, In Hand, In Hand, etc.), and 'Search Code' (various unique codes). At the bottom of the grid are 'Next Page' and 'Showing "16" Records' buttons. Along the bottom are several navigation buttons: 'Document ...' (left arrow), 'Backup Database' (pink button), 'Restore Database' (pink button), 'DashBoard' (green button), 'Go Back To Main Screen' (green button), and 'About Us' (green button).

Label Number	Barcode	Name	Warehouse Name	Label Creation Date	Status	Search Code	In N
9CNNM21	T00059	Coolpad Note Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
ST78CC	T00059	Coolpad Note Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
6QW21E	T00059	Coolpad Note Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
88902146600	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
9100150003	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
9100150002	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
9100150001	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	27/06/2019 11:32 AM	In Hand		
6H4QQ	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 01:15 PM	In Hand		
DCLUS	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 01:15 PM	In Hand		
5069841203	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 12:18 PM	In Hand		
7902146601	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 12:18 PM	In Hand		
9602113579	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 12:18 PM	In Hand		
4086210025	T00058	Samsung J2 Pro Silver	Hyper Drive Mobile Store	26/06/2019 12:18 PM	Missing		