RekordPOS | Quick guide

Load or change hundreds of products at once.

A spreadsheet in, a preview, then one click to import.

Typing a whole catalogue one product at a time takes days. Bulk upload takes a spreadsheet, shows you exactly what will happen, and only then writes anything. Bulk edit changes many existing products on one screen.

IN THIS GUIDE

1. **Download the template**
   A spreadsheet with the right columns
2. **Fill it in**
   One product per row
3. **Upload and preview**
   Nothing is saved until you confirm
4. **Bulk edit later**
   Change names, brands and alert levels in a table

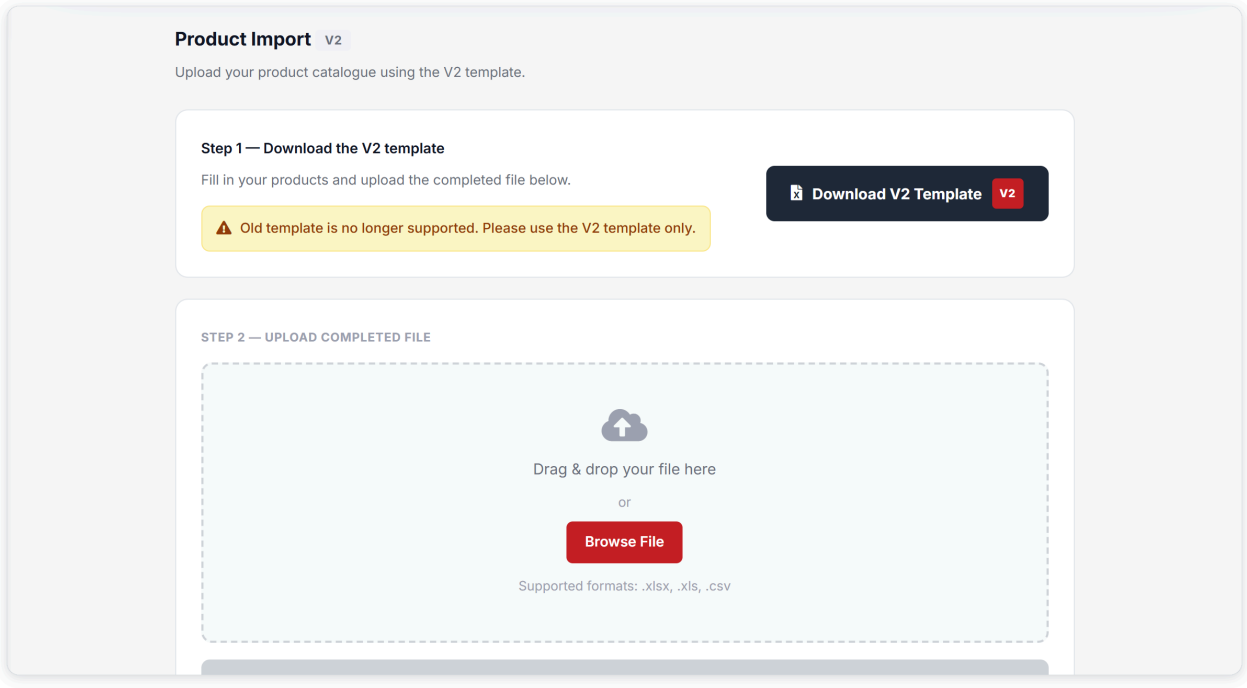
WHERE
Products, then Bulk Upload

FORMATS
xlsx, xls or csv

SAFE
You see a preview first

1 Download the template

Open **Products** and choose **Bulk Upload**. In Step 1, press **Download V2 Template**. It is a spreadsheet with a column for each detail of a product. Fill in one row for each product.



Step 1 is the template. Step 2 is the upload.

> **Use only the V2 template.** The old one is no longer supported, and a file made from it will be refused.

2 Fill it in carefully

Before you upload, check these. They prevent nearly every problem.

Do not rename or move the columns

The importer reads by column position, not by heading, so a moved column puts the wrong number in the wrong place.

Every code must be unique

A product code that is already used, or appears twice in your file, is skipped.

Dates look like 2027-01-31

Write expiry and manufacturing dates as year, month, day, with dashes.

New categories, brands and units are created for you

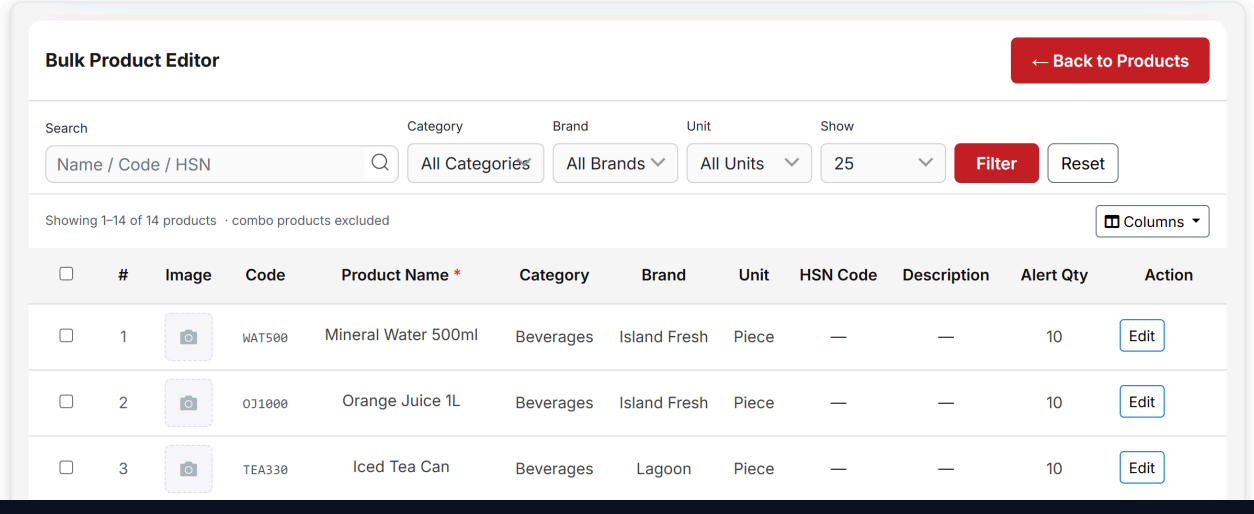
If a name is not in your lists yet, it is added during the import.

3 Upload and preview

In Step 2, drag your file onto the box or press **Browse File**. Then press **Analyse and Preview Import**. You see every row and what will happen to it, and **nothing is written until you confirm**. If a row has a problem, fix the spreadsheet and upload again.

4 Bulk Edit

For products you already have, open **Products** and press **Bulk Edit**. It shows the catalogue as a table you can change in place: name, category, brand, unit, description and the alert quantity. Use the filters at the top to narrow it, then press **Edit** on a row.



5 Which one should I use?

Starting out

Use Bulk Upload. Fill the template from your price list and import the whole catalogue.

Adding a new range

Bulk Upload again. Only new product codes are added, so your existing products are not touched.

Fixing names or brands

Use Bulk Edit. It is faster than opening each product.

Changing opening stock

Use a stock adjustment, so there is a record of what changed and why.

6 Check afterwards

After an import, open **All Product** and look at a few rows. Check the prices, the stock and the category. Then ring up one test sale of an imported product at the till before opening for customers.