Using the Product Import Wizard

If you have a long list of products, **POWER**EPOS provides the ability to bulk upload PLUs using the Product Import Wizard. This useful tool also allows for bulk import of PLU prices, including sales modifiers and prices schemes, and POS users.

In this guide, you will learn how to upload many PLU's at once to get your POS set up as efficiently as possible.

In this guide you will learn how to:

- Prepare your CSV file
- Select the CSV file to import
- Match fields
- Check for upload errors
- Check if the import is successful
- Publish PLUs to the POS

Prepare your .CSV file

1. Prepare your file in Excel or another spreadsheet program and save it as a .csv file. You can either prepare your own file from scratch or download and populate our sample CSV.

|	A	B	C	D	E	F	G	H	I	J	K	L
	PLU	Product Class	Printing Group	Reporting Group	Display Group	Long Description	Short Description	Order Text	Order Note	Price 1	Price 2	Price 3
2	1000	7	ENTREES	ENTREES	ENTREES	ENTREES	ENTREES	ENTREES				
3	1001	1	ENTREES	ENTREES	ENTREES	Garlic Bread	Garlic Bread	Garlic Bread		4.9	5.39	4.9
4	1002	1	ENTREES	ENTREES	ENTREES	Bruschetta Traditional	Bruschetta Traditional	Bruschetta Traditional		9.9	10.89	9.9
5	1003	1	ENTREES	ENTREES	ENTREES	Bruschetta Salmon	Bruschetta Salmon	Bruschetta Salmon		11.9	13.09	11.9
6	1004	1	ENTREES	ENTREES	ENTREES	Bruschetta Gourmet	Bruschetta Gourmet	Bruschetta Gourmet		11.9	13.09	11.9
7	1005	1	ENTREES	ENTREES	ENTREES	Garlic Pizza	Garlic Pizza	Garlic Pizza		10.9	11.99	10.9
8	1006	1	ENTREES	ENTREES	ENTREES	Bruschetta Pizza	Bruschetta Pizza	Bruschetta Pizza		12.9	14.19	12.9
9	1007	1	ENTREES	ENTREES	ENTREES	Quattro Pizza	Quattro Pizza	Quattro Pizza		12.9	14.19	12.9
10	1008	1	ENTREES	ENTREES	ENTREES	Pumpkin Pizza	Pumpkin Pizza	Pumpkin Pizza		14.9	16.39	14.9
11	1009	1	ENTREES	ENTREES	ENTREES	Arancini Rossa	Arancini Rossa	Arancini Rossa		14.9	16.39	14.9
12	1010	1	ENTREES	ENTREES	ENTREES	Arancini Bianca	Arancini Bianca	Arancini Bianca		15.9	17.49	15.9
13	1011	1	ENTREES	ENTREES	ENTREES	Antipasto Plate	Antipasto Plate	Antipasto Plate		18.9	20.79	18.9
14	1012	1	ENTREES	ENTREES	ENTREES	Chilli Prawns	Chilli Prawns	Chilli Prawns		15.9	17.49	15.9
15	1013	1	ENTREES	ENTREES	ENTREES	Garlic Prawns	Garlic Prawns	Garlic Prawns		15.9	17.49	15.9
16	1014	1	ENTREES	ENTREES	ENTREES	Lamb Prawns	Lamb Prawns	Lamb Prawns		16.9	18.59	16.9
17	1015	1	ENTREES	ENTREES	ENTREES	Seafood Plate	Seafood Plate	Seafood Plate		16.9	18.59	16.9
18												
19	2000	7	SALADS	SALADS	SALADS	SALADS	SALADS	SALADS				
20	2001	1	SALADS	SALADS	SALADS	Italian Salad	Italian Salad	Italian Salad		12.9	14.19	12.9
21	2002	1	SALADS	SALADS	SALADS	Chicken Caesar	Chicken Caesar	Chicken Caesar		14.9	16.39	14.9
22	2003	1	SALADS	SALADS	SALADS	Mediterranean Salad	Mediterranean Salad	Mediterranean Salad		14.9	16.39	14.9
23	2004	1	SALADS	SALADS	SALADS	Prawn Avo Salad	Prawn Avo Salad	Prawn Avo Salad		16.9	18.59	16.9
24	2005	1	SALADS	SALADS	SALADS	Chick Pesto Salad	Chick Pesto Salad	Chick Pesto Salad		14.9	16.39	14.9
25	2006	1	SALADS	SALADS	SALADS	Salmon Salad	Salmon Salad	Salmon Salad		16.9	18.59	16.9

Select your .CSV file to import

1. From the **POWER**EPOS *Management Console,* select the *Import Wizard* tile.
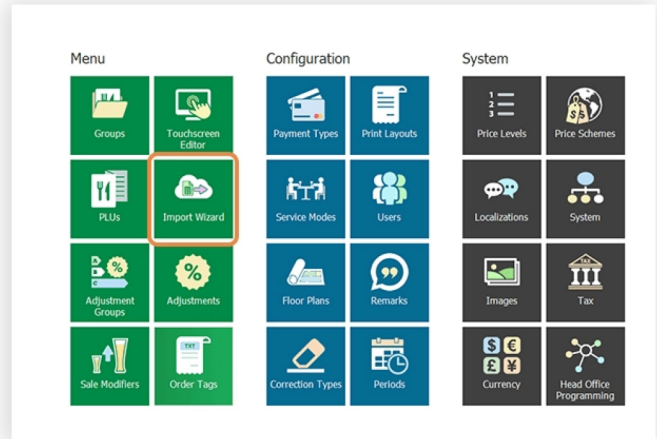
2. This will open the *Product Import Wizard* where we are presented with 3 options, *Import PLUs, Import PLU prices* and *Import POS users.* Each tab provides related information.
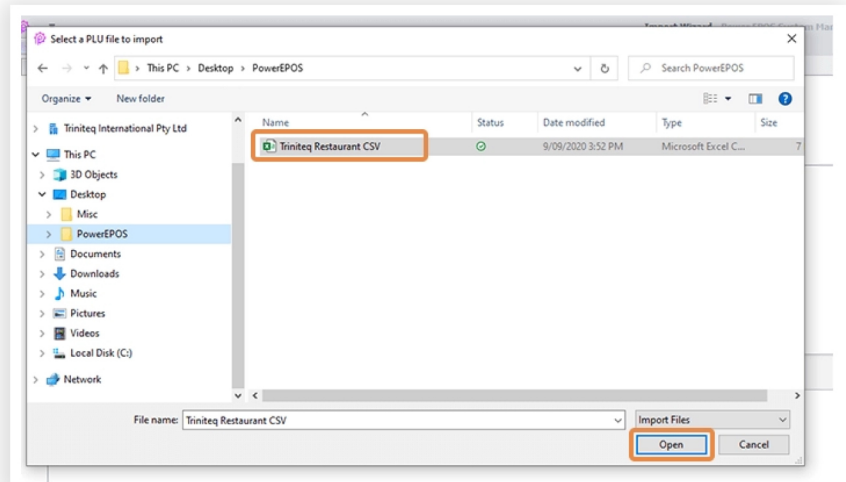
The *Import PLU* tab provides information on import fields and WaiterPOS export formats accepted by **POWER**EPOS.
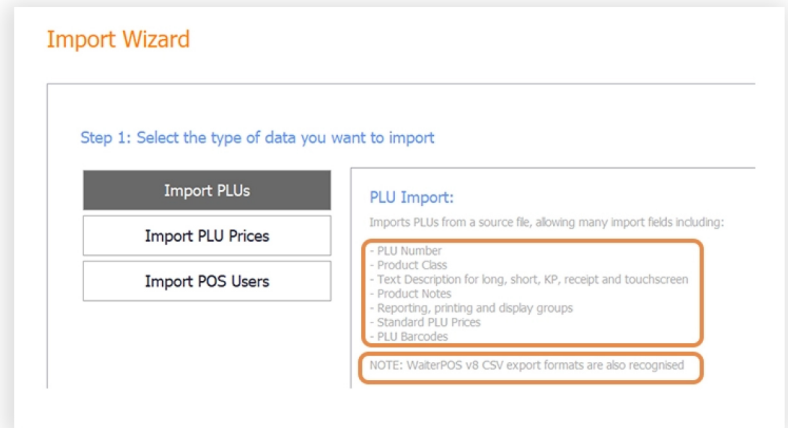
3. In our example, we will conduct a PLU import so we select the *Import PLUs* button then we hit next in the *Contol Panel.*
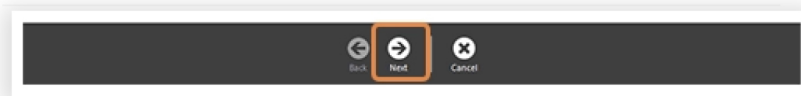
4. Locate and open the .CSV file to import it from your PC.

Matching Fields

1. Now we must match the fields from our .CSV file with the fields in **POWER**EPOS. You will notice that **POWER**EPOS has already matched the fields for us so we select *Proceed*.
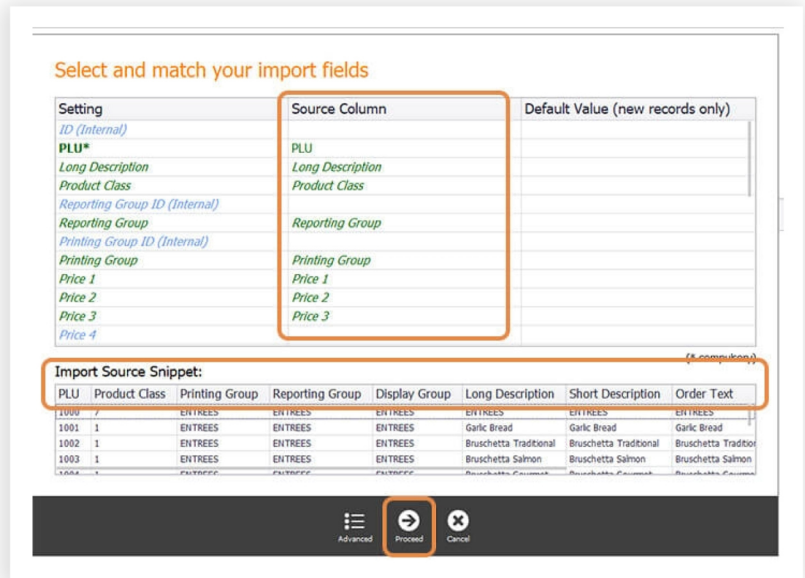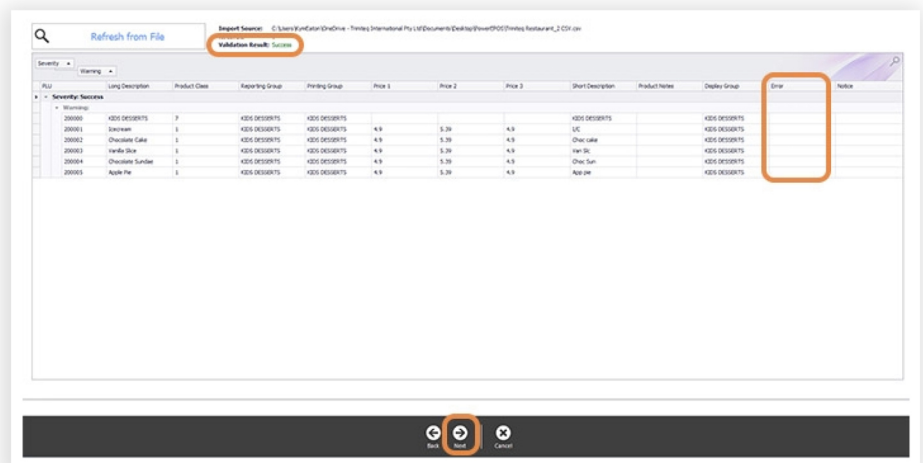
If we needed to match a field manually, we would use the drop-down on the right side of each source column field to select the correct field name.
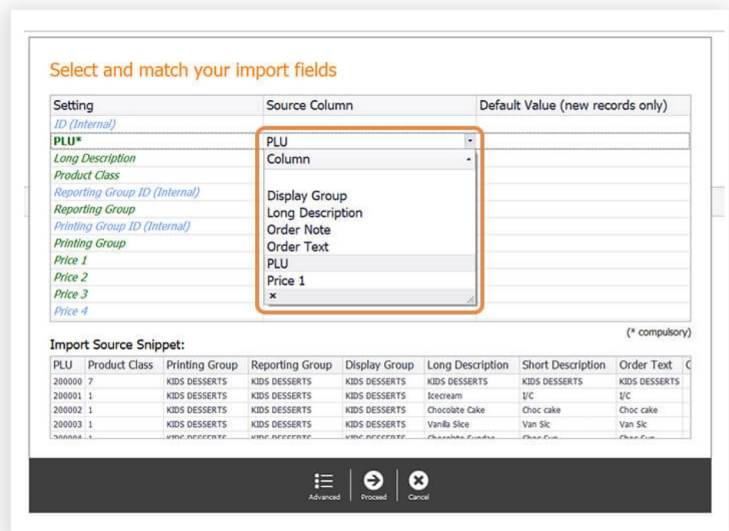
Check for upload errors

1. This screen allows us to check for errors. We'll check the *Validation Result* which is a success and under the *Errors* column, there are no errors listed which means our PLUs are correctly mapped, and

we click *Next*. If we did find a mapping error we would select *Back* to fix it in the previous screen.

2. Next we validate the data against the current **POWER**EPOS configuration. In this screen, we are presented with *6 Notices* which, when hovered over tell us that the reporting group *Kids Deserts* does not exist, but will be created from this import. Then we click *Next,* to move to the next screen.
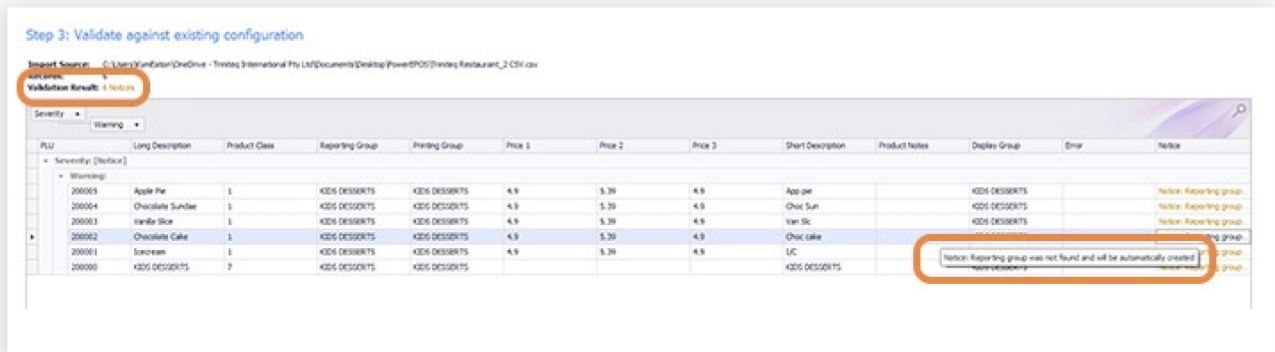
Check if the import is successful

1. Once the import is complete we receive the *Import Result* and, as our import was a success, we click *Finish* which brings us back to the *Management Console*.
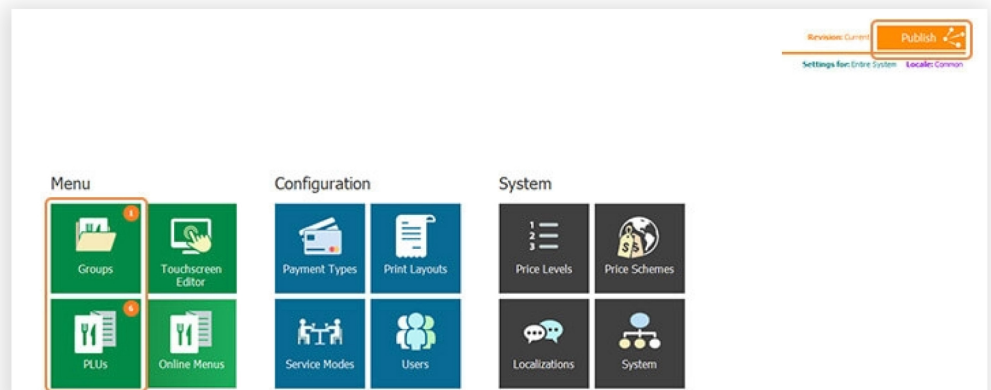

Publish our PLUs to the POS

Now we must publish our imported PLUs to our POS terminals. In the *Management Console*, we can see that there are 6 new PLUs to publish and 1 new Group which was created during our import.

1. From the *Management Console,* we move up and select the *Publish* button top right on the screen.

2. We then select the items we want to publish and the outlets we want to publish to.
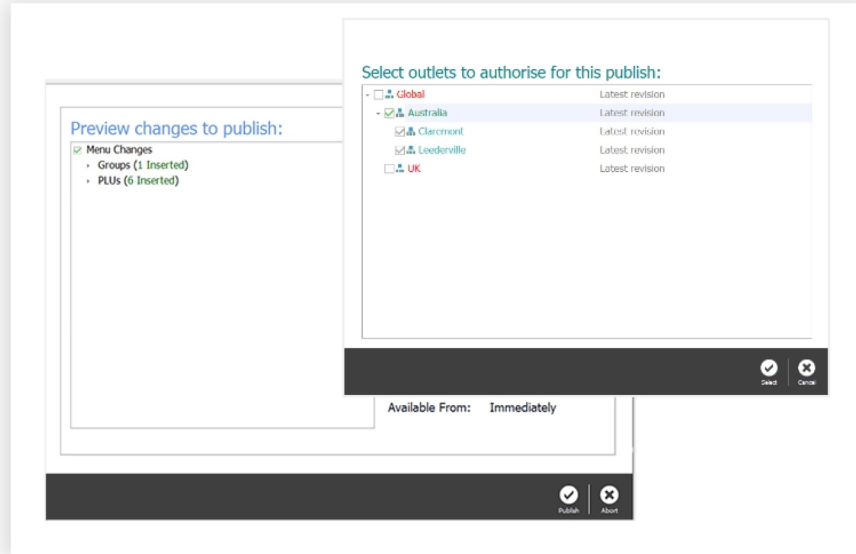
3. Once our changes have been published, we receive the *Complete* message with the revision number that can be used in the *Revision Management Tool,* to wind back changes if necessary.