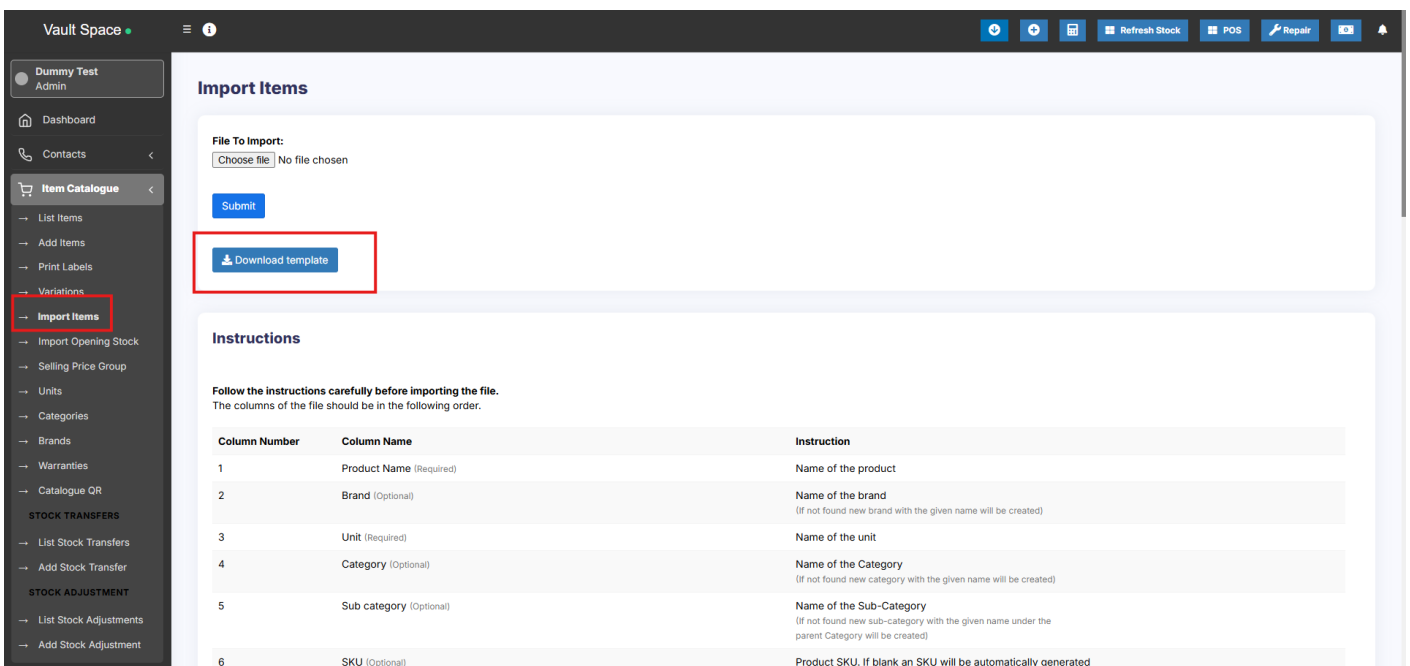


# Import/Export Products

## Import Products:

### Steps:

1. Go to Products -> Import Products
2. Download the template file.
3. Fill all the information as per the displayed columns name & instructions. Don't remove the heading from template file.
4. Import the file



**Import Items**

**File To Import:**  
Choose file No file chosen  
Submit  
[Download template](#)

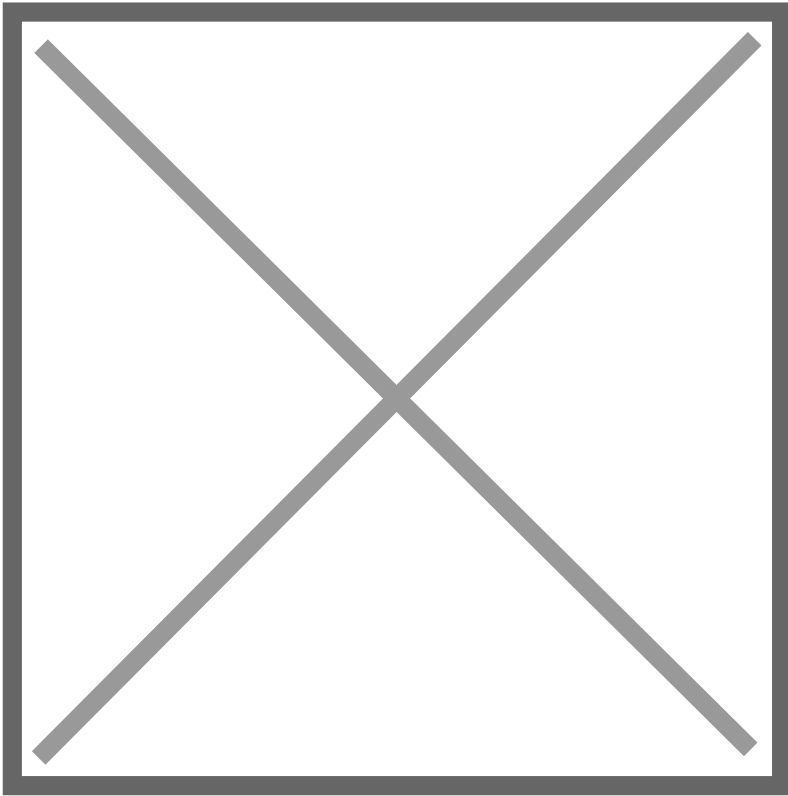
**Instructions**

Follow the instructions carefully before importing the file.  
The columns of the file should be in the following order.

Column Number	Column Name	Instruction
1	Product Name (Required)	Name of the product
2	Brand (Optional)	Name of the brand (If not found new brand with the given name will be created)
3	Unit (Required)	Name of the unit
4	Category (Optional)	Name of the Category (If not found new category with the given name will be created)
5	Sub category (Optional)	Name of the Sub-Category (If not found new sub-category with the given name under the parent Category will be created)
6	SKU (Optional)	Product SKU. If blank an SKU will be automatically generated

## Common Errors:

1. **Error:** UNIT not found  
**Solution:** Make sure the unit you provided in excel file is already present in the system. Go to Products -> Units, add the unit & import the file again.
2. **Error:** The separation symbol could not be found the separation symbol could  
**Solution:** Format your cells in excel as text in your excel for the expiry date field and give the date as specified(11-25-2018).



## Not well-defined error:

Many times it can show some not well-defined errors like “non-numeric value encounter” or others

In this case, the best way is to split your import into multiple files.

For example, if you’re importing fil with 500 products, divide it into 2 files of 250 each and import it.

## Export Products:

The products can be exported in excel/pdf formats from the list products screen.

In version 4.7.8, a new export feature is added to export the product in the same template as the import product template.

In the list products screen, click the download excel button.

## Removing Action Column in Export File:

While you export the products list in excel, cv or pdf, the actions button column might be added in the exported files. In order to avoid this, use the column visibility feature and hide the actions button.

Filters

All Products Stock Report

Show 50 entries

Export to CSV Export to Excel Print Column visibility Export to PDF

+ Add Search ...

Action	Product image	Product	Business Location	Unit Purchase Price	Selling Price	Current stock	SKU
Actions-		100 Plus	Kiosk Makanan	0	RM 1.88	128.00 Pieces	86670
Actions-		Books	Interns Test	0.00	RM 111.25	2.00 Pieces	86650
Actions-		Books	Interns Test	0.00	RM 250.00	18.00 Pieces	86655
Actions-		Canvas 24inch*36inch	Interns Test	0.00	RM 17.50	386.00 Pieces	ES018723
Actions-		Choki Choki Individual	Kiosk Makanan	0	RM 0.88	120.00 Pieces	86663
Actions-		Choki Choki Pack	Kiosk Makanan	0	RM 2.38	61.00 Packaging	86662
Actions-		CornToz	Kiosk Makanan	0	RM 1.00	97.00 Pieces	86664
Actions-		Dutch Lady 200ml	Kiosk Makanan	0	RM 1.88	135.00 Pieces	86658

Check the document for making the visibility selection permanent

Revision #5

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