# Import

Visual Retail Plus
POS Software System

Using Import to Obtain Products Not in VRP

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# Introduction

The Import module provides a method of adding products to the inventory from another source. For example, this module can be used to import inventory from a previous POS system or from another store.

This eliminates the need to manually add each individual product, an advantage that scales with the amount of products to add. The imported product traits, UPC starting point ,and stores to receive the import can be specified.

# General Overview

- A source file with the product information must be available.

- The source file must be a tab-delimited text file

- The headers for each column of the source file must be known. Otherwise, the information may not be discernible when organizing it before an import.

- Templates are made that can be reused for later imports to properly organize the information of each product

- Templates must be used with source files that have matching columns

- A template must be created or loaded before importing.

# Before Using Import

Before beginning an import, a tab-delimited file with the products to be imported must be available. It should be kept somewhere where it can be easily found, such as on the desktop. The header for each column in the source file must also be known to prevent confusion when creating a template.

# Using Import

To begin an import, open VRP. Log in with an appropriate user name and password.
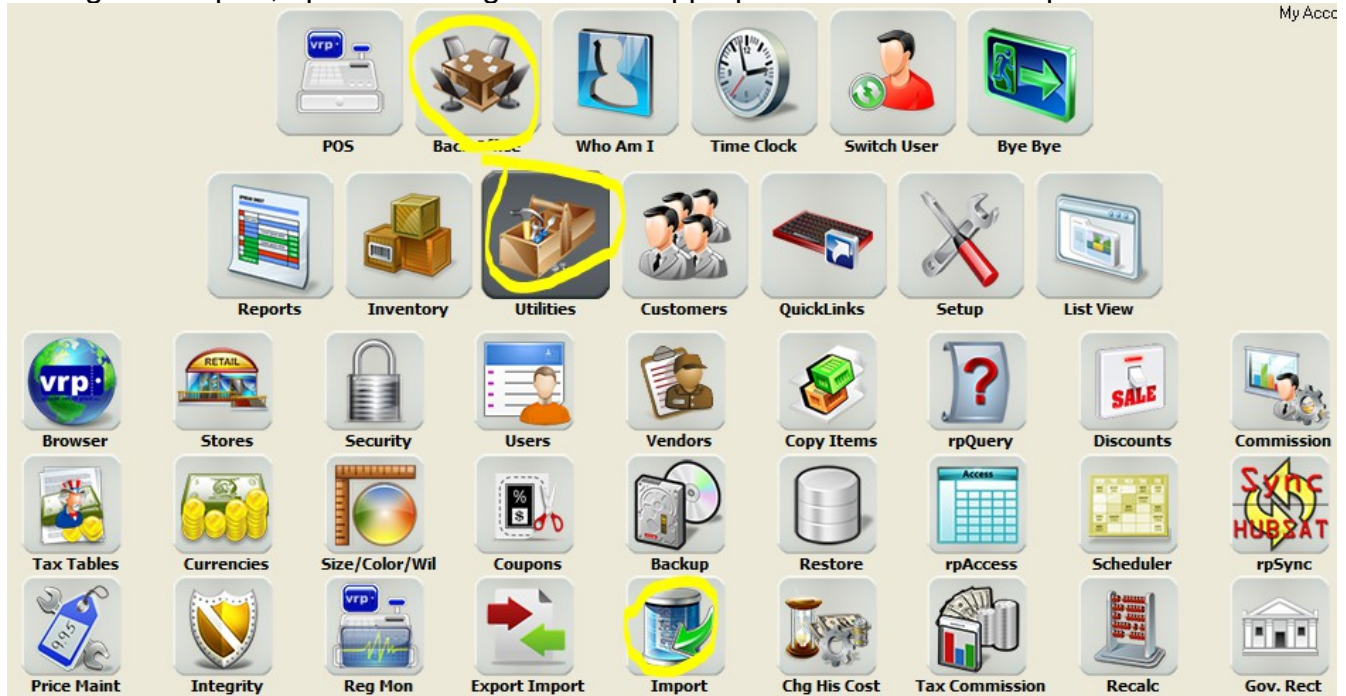


Click on Back Office, Utilities, and finally on Import. The interface will open. Now a template must be created.

Click on 'file' in the top left corner of the interface and then click or roll over Open. Select Source File. Navigate to where the source file is and either double click it or click it once then click Open at the bottom right.
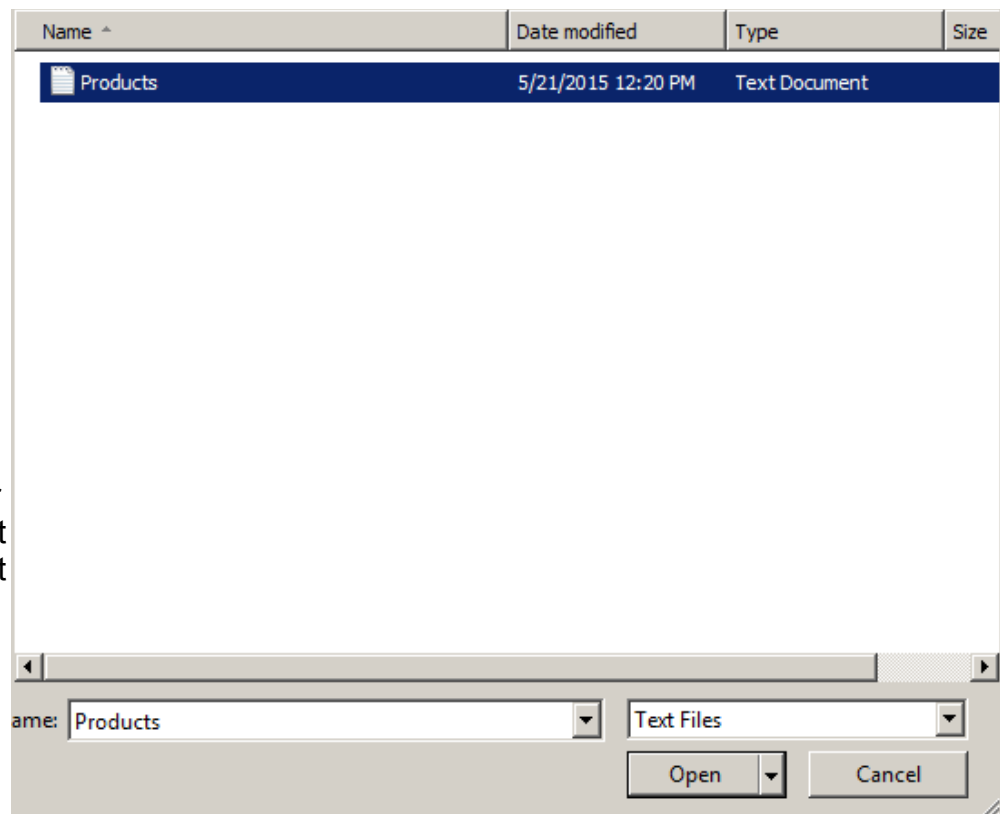
The SourceColumn fields will populate depending on how many columns there are in the source file. Each column will be numbered in the Seq column.

| Seq | SourceColumn | VRPColumn | | Import |
|-----|-------------|-----------|---|--------|
| 1 | 800110 | | ▼ | ☐ |
| 2 | SHGEL | | ▼ | ☐ |
| 3 | SHOWER GEL | | ▼ | ☐ |
| 4 | REG | | ▼ | ☐ |
| 5 | GI/OR | | ▼ | ☐ |
| 6 | SULAMITH | | ▼ | ☐ |
| 7 | 2.75 | | ▼ | ☐ |
| 8 | 17.00 | | ▼ | ☐ |
| 9 | -8.00 | | ▼ | ☐ |

Click on the first field under VRP Column. Select the information category that the entry on that row represents. In this image, 800110 is a SKU/UPC. UPC can either be typed or selected by clicking the down arrow under VRPColumn. After selecting a category, click the white box under the Import column. The box can remain unchecked if that specific column will not be imported from the source file.

| Seq | SourceColumn | VRPColumn | | Import |
|-----|-------------|-----------|---|--------|
| 1 | 800110 | UPC | ▼ | ☑ |
| 2 | SHGEL | ProductID | ▼ | ☑ |
| 3 | SHOWER GEL | Description | ▼ | ☑ |
| 4 | REG | Size | ▼ | ☑ |
| 5 | GI/OR | Color | ▼ | ☑ |
| 6 | SULAMITH | VendorID | ▼ | ☑ |
| 7 | 2.75 | UnitCost | ▼ | ☑ |
| 8 | 17.00 | SalePrice | ▼ | ☑ |
| 9 | 8.00 | MSRP | ▼ | ☑ |

After filling every VRPColumn field, the template can be saved by going to File, then Save Template.

Next, choose which stores to import the products into. The hub server should be used to perform a multi-store import.

**Stores**
- ☑ 03
- ☑ 06
- ☑ 07
- ☑ TF
- ☑ 09
- ☑ 99
- ☑ WH

Clicking Find Next UPC will start the import at the first available UPC. If the UPC exists already, it will not be overwritten unless specified in the following options.

UPC Start At

[ ]

Find Next UPC

If a vendor is not specified for each item, a vendor must be indicated in the Vendor field, which will apply to every item in the import. The WIL and Tax Rule are optional. If the source file has headers on the top row, it can be skipped over by checking the Skip Header Row box. Otherwise, the module will attempt to import the row as a product which may result in errors. Checking the Override Existing box overrides existing products with UPCs present in the products that are being imported.

| Vendor | | ☐ Skip Header Row |
| WIL | | ☐ Override Existing |
| Tax Rule | | |

Finally, select Import or Cancel to cancel.

| Import | Bye Bye |