

BULK MAINTAIN FUNCTION



The Bulk Maintain Facility has two routines for modifying a range of stock item details. You can modify an entire range of items in one go, or step through a list of items modifying the details as required.

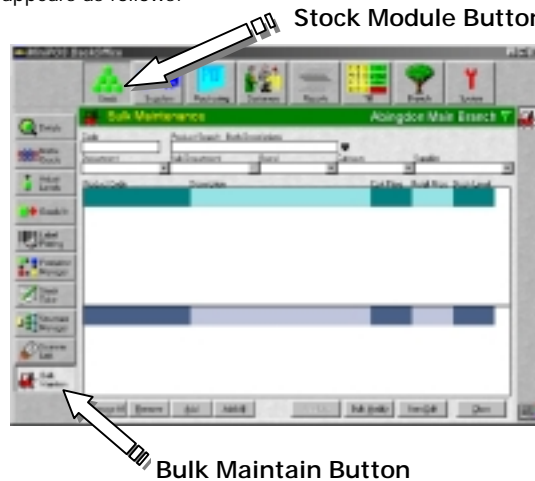
INTRODUCTION

The **Bulk Modify** facility in Bulk Maintenance allows you to change the details for a selected range of stock items in one simple process. You are able to select any range of stock items, the entire stock file if you wish, and then select which fields you wish to change. With the click of a button the entire range of items are modified with your changes. The Bulk Modify would be useful for example if you have a range of items that you wish to discontinue and you want to move all of these items into a Stock Structure Category called Discontinued. In addition you want to add a Discontinued Date to the 'Extra Info 2' Field for each of these stock item records. By selecting the range of items to work on and then setting the fields described above, you can apply these changes to all the items in your selected list in a single process.

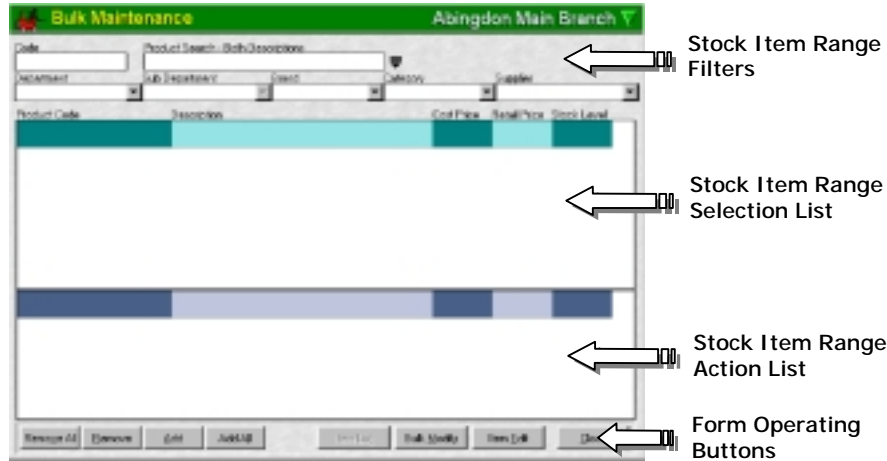
An alternative facility called **Item Edit** allows you to create a list of items on screen and then select which fields are shown alongside each item. You can then step through the list modifying any field as you wish. This facility is particularly useful for adding or maintaining stock item barcodes. These facilities greatly improve the speed of maintaining the stock file database, giving a quick means of correcting stock creation errors or modifying existing details on mass.

BULK MAINTAIN - SELECTING A RANGE OF ITEMS TO MODIFY

1. Click on the **Stock Module Button** at the top of the display.
2. Click on the **Bulk Maintain Button** from the displayed facilities on the left. The display now appears as follows:



The form that is now displayed is the standard MiniPOS™ Stock Item Selector Form:



This form is used to select a range of stock items to modify. You use this form for both the **Bulk Modify** and **Item Edit** routines.

3. Now create a list of items that you wish to modify the details of as follows:

Stock Item Range Filters

Use the Stock Item Range Filters to create a list of stock items in the Stock Item Range Selection List shown above. You can list a specific range of stock items by selecting the appropriate **Department**, **Sub-Department**, **Brand**, **Category** or **Supplier** entries in the relevant drop-down lists. You can list the entire Stock Item Database by clicking on the **Department Drop-Down List Button** and clicking on the blank **Department** field (i.e. do not select any Department from the drop-down list, just click in the Department field).

You can select a range of stock items by entering text into the **Product Search Field**. By default, the Product Search Field searches both lines of description for each stock item in the database and lists any items with descriptions that match the text entered in this field. To start the search process and list matching stock items, type some text into the **Product Search Field**, followed by the **SPACE BAR** on your keyboard. The text you enter to match with, can be of any length and for any position within an item's description. For example; If you wish to list all stock items with **RED** anywhere in their descriptions, type in the text **RED** and press the **SPACE BAR**. *Don't forget that you will list items with RED as part of a word such as Hammered etc.* You can add additional text to the Search Field to further reduce the list remembering to press the **SPACE BAR** between each group of text entered. In this way a very specific range of items can be listed. For example; if the text **'TOP MAN AWAY'** was entered with spaces as shown, a stock list for all *Man United Away Tops* would show.

Stock Item Range Selection List

Depending on the Stock Item Range Filters chosen, a list of corresponding stock items will appear in the **Stock Item Range Selection List**. This list is used to select items to be added to the **Stock Item Range Action List**. You add items from the Stock Item Range Selection List to the Stock Item Range Action List by double clicking the item or by selecting the **Add Button**.

If you wish to add all of the items in the Selection List to the Action List you simply click the **Add All Button** at the bottom of the form.

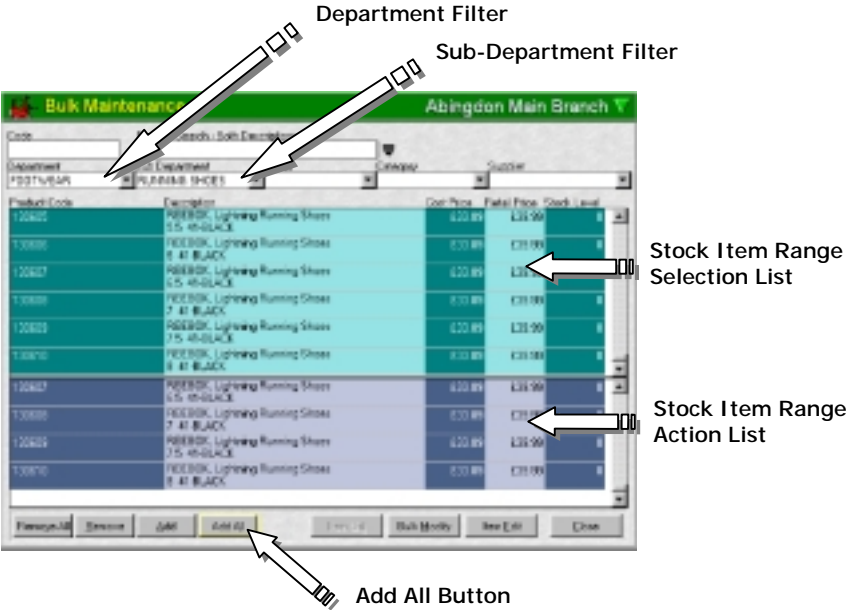
You can change the **Stock Item Range Filters** at anytime to list a different range of items to choose from. This gives you total flexibility in selecting products and creating a specific Action List.

Stock Item Range Action List

This list is created as described above and is the list of stock items that you will modify when running the **Bulk Modify** or **Item Edit** routines.

You can remove some or all of the items in the Stock Item Range Action List by clicking on an item and then clicking the **Remove Button** or you can remove all items in the list by clicking the **Remove All Button**.

An example of a Stock Item Range Action List is shown below:



MODIFYING THE DETAILS OF THE ITEMS IN THE ACTION LIST

4. When the range of stock items to be modified has been created, you have one of two options in the way that you modify the details:

Bulk Modify

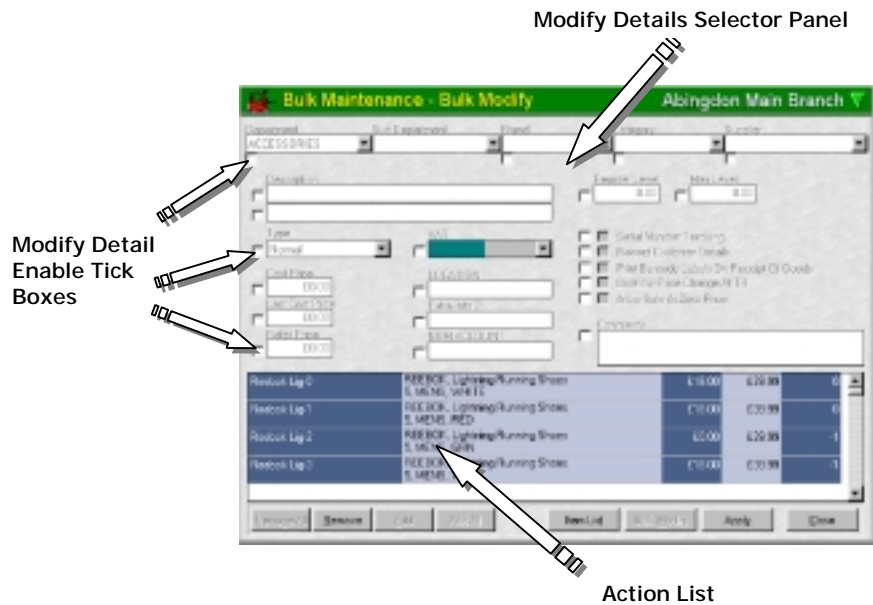
This button opens the **Bulk Modify Form** on which you can set details that will be applied to every item in the Action List in *one process*. If you wish to use this type of modification routine please continue reading the '**USING THE BULK MODIFY ROUTINE**' section below.

Item Edit

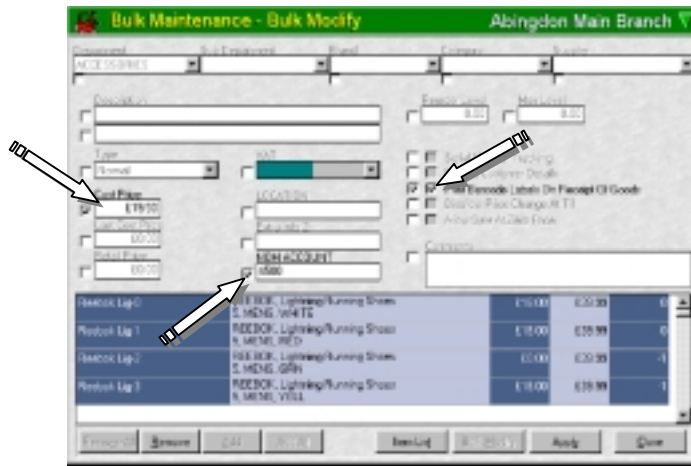
This button opens the **Item Edit Form** on which you can *step-through* each item in the Action List to check and or modify the details of as required. If you wish to use this type of modification routine please continue reading the '**USING THE ITEM EDIT ROUTINE**' section further on in this manual.

USING THE BULK MODIFY ROUTINE

1. Click on the **Bulk Modify Button** at the bottom of the form. The following form will display:



2. Click in the **Modify Detail Enable Tick Box** next to each Detail Field you wish to modify. *The Detail Field will become enabled with its label shown in Black.*
 3. Type in the text or set the fields you are modifying.
- An example of modified fields to apply is shown below:



The above example shows the **Cost Price**, **Extra Info 3 (NOM ACCOUNT)** and **Print Barcode Labels On Receipt Of Goods Flag** are to be changed for ALL the items in the Stock Range Action List.



AT THIS POINT IT IS VERY IMPORTANT TO UNDERSTAND THAT THE MODIFICATIONS MADE TO THE ITEMS IN THE STOCK RANGE ACTION LIST WHEN THE BULK MODIFY ROUTINE HAS FINISHED WILL NOT BE REVERSIBLE. WITH SOME DETAIL FIELDS THIS MAY NOT BE SERIOUS AS THE CHANGE CAN SIMPLY BE CORRECTED WITH A DIFFERENT VALUE. WITH ITEM DESCRIPTIONS HOWEVER, AN INCORRECT MODIFICATION OR EVEN WORSE, A BLANKING OF A DESCRIPTION COULD HAVE VERY SERIOUS CONSEQUENCES ON YOUR STOCK FILE.

PLEASE TAKE CARE TO CHECK THAT THE MODIFICATIONS YOU HAVE ENTERED ARE CORRECT. A BULK MODIFY LOG IS AUTOMATICALLY CREATED BY MINIPOS AND RECORDS ALL CHANGES MADE FOR EACH BULK MODIFY SESSION AND CAN BE PRINTED AS REQUIRED.

4. When you have entered your modifications and checked that your entries are correct, click the **Apply Button**.

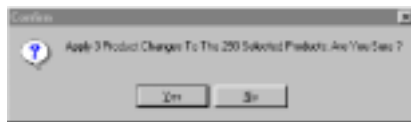
5. If you have opted to change the **Cost Price** for the items in the list, as in the previous example, the following Pop-Up will display when the **Apply Button** is selected:



This warning is to remind you that stock item cost prices (Branch Average Cost Price) cannot be changed if the item has a stock level greater than zero. This warning does display if you have opted to change the **Last Cost** field.

Click the **OK Button** on the Pop-UP to continue.

6. The following Pop-UP will inform you of the number of Detail fields being modified and the number of Stock Item Records that these modifications will effect:



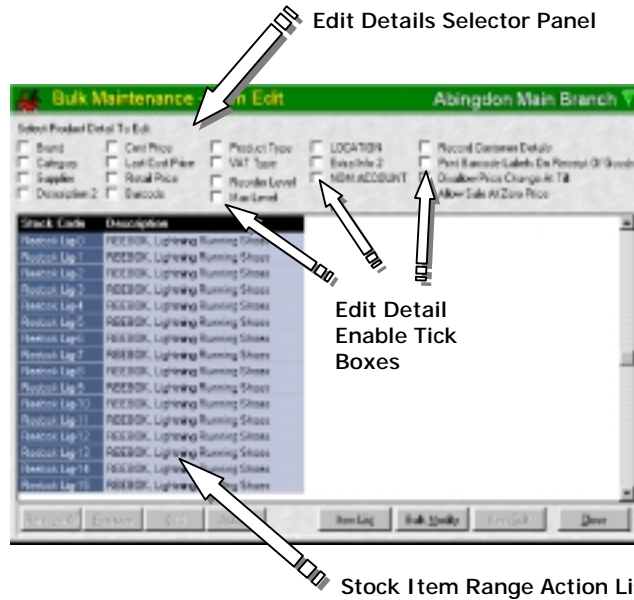
Click the **Yes Button** on the Pop-UP if you wish to continue or click the **No Button** to return to the Bulk Modification Form. If you select the **Yes Button** a Progress Pop-Up panel will display as the stock item records are modified.

7. If you are satisfied that all modifications have been applied correctly and you have no other modifications that you wish to apply to *this* Stock Range Action List, then you should click the **Remove All Button** to clear the list.

8. To exit the Bulk Maintain Form click the **Close Button** at the bottom of the form.

USING THE ITEM EDIT ROUTINE

1. Click on the **Item Edit Button** at the bottom of the form. The following form will display:



2. Click in each **Edit Detail Enable Tick Box** that you wish to edit details for. As you click in each **Enable Tick Box**, a new column will appear on screen displaying the relevant details for each item in the Stock Range Action List. If the number of columns to display exceeds the width of the form, **Scroll Bars** will appear to enable viewing of columns off screen.
3. You can add or remove columns of detail by selecting or de-selecting the relevant **Edit Detail Enable Tick Box**.
4. To edit individual detail fields in the list, click on the field and type in the new detail. You can use the **Cursor Keys on your keyboard** to move around the list as required. You do not need to press the **Enter Key** after each entry, as moving off of the field will automatically save your edited entry.
5. If you are editing a field where there are pre-defined entries in MiniPOS, such as **VAT Type**, a **Drop-Down List Button** will appear next to the field. You can either press the **Enter Key on your keyboard** or click on the button to display a list of possible entries to choose from.



PLEASE NOTE THAT WHEN YOU EDIT A DETAIL FIELD THE CHANGE IS APPLIED IMMEDIATELY. THERE IS NO APPLY BUTTON OR SAVE FUNCTION. CARE SHOULD BE TAKEN NOT TO MISTAKENLY ADD BLANK FIELDS.

ADDING OR EDITING ITEM BAR CODES

The **Edit Item** routine is particularly useful for adding or editing stock item barcodes. When the **Barcode Detail Enable Tick Box** is selected, a barcode edit field appears together with a field for **Barcode Qty** and **Barcode Price**.

If there are existing barcodes recorded for the items in the action list, the details will show in the fields.

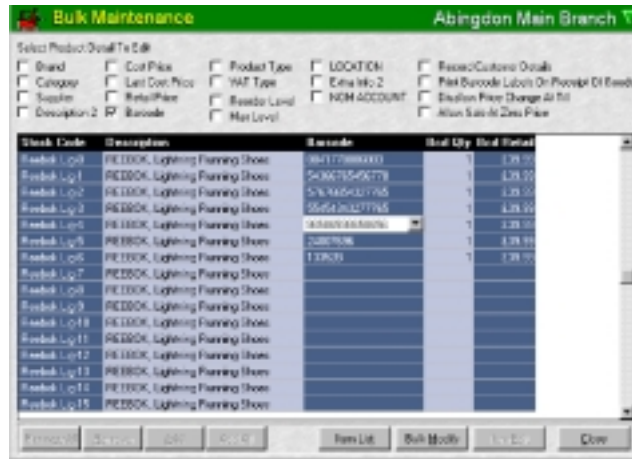
You can move to any entry in the list using the **Cursor Keys on the keyboard**.

If you scan in or type in a new barcode it will automatically be added for that stock item. You can move to the next item using the **Cursor Keys on the keyboard**.

When you click or move to a Barcode field in the list a **Drop-Down List Button** appears alongside the barcode field. By clicking this Drop-Down List Button, all barcodes recorded against that stock item will show in the drop-down list. You can add to or edit any of the existing bar codes as required.

By default the **Barcode Quantity field** is set to **1** signifying that this barcode relates to a single selling unit. If the barcode you are adding is for an outer pack containing a quantity of single selling units, the quantity of units can be entered into the **Barcode Quantity Field**.

The **Barcode Price Field** is the price that will appear at the till when this barcode is scanned. Usually a **System Flag** automatically links the stock item retail price to the barcode price.



6. When you have finished editing the Stock Range Action List you can either close the form completely by clicking the **Close Button**, (This will keep the Stock Range Action List for when you next return to Bulk Maintenance) or you can return to the Bulk Maintenance Panel by clicking the **Item List Button**.
7. When you no longer wish to keep the Stock Range Action List, you should click the **Remove All Button** on the Bulk Maintenance Panel.
8. To exit the Bulk Maintain Form click the **Close Button** at the bottom of the form.