


Bulk Stock Editor

The Bulk Stock Editor allows multiple fields in the stock item to be edited quickly across whole sub-departments or selected items. The editor has many flexible options making it easy to use, this guide gives just an introduction to the options available for editing.

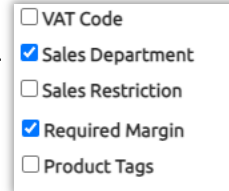
Chose the group of products that require changes

- Select **Bulk Add Items**. 
- Select all the sub-departments required [individual lines can also be added or removed from grid].

From the Configuration panel on the left hand side

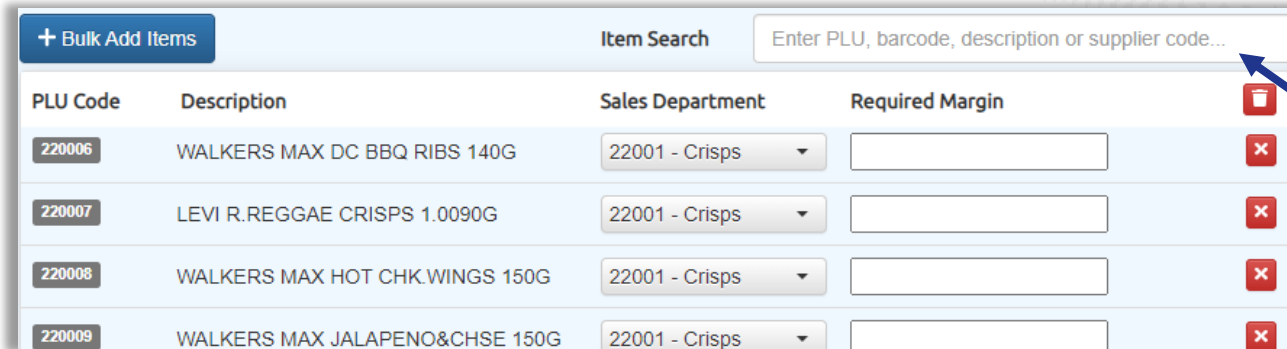
- Select all the fields that need to be edited, these will all be displayed on the grid.









NOTE: Many fields can be selected but screen will become crowded on smaller devices and more difficult to navigate.




VAT Code
 Sales Department
 Sales Restriction
 Required Margin
 Product Tags

The grid then displays all the selected stock items and the fields available to be amended.



PLU Code	Description	Sales Department	Required Margin	
220006	WALKERS MAX DC BBQ RIBS 140G	22001 - Crisps	<input type="text"/>	 
220007	LEVI R.REGGAE CRISPS 1.0090G	22001 - Crisps	<input type="text"/>	 
220008	WALKERS MAX HOT CHK.WINGS 150G	22001 - Crisps	<input type="text"/>	 
220009	WALKERS MAX JALAPENO&CHSE 150G	22001 - Crisps	<input type="text"/>	 

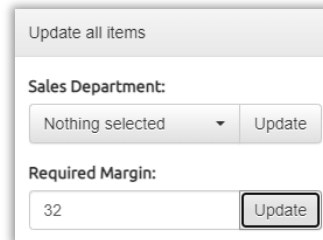
Individual items can be added to the grid using the Item Search bar.

Delete items from the grid using the red cross. 

Making changes to all items in the grid

- Enter the details required or select from the drop-down list against each field.
- Select Update to apply all changes to the grid.

NOTE Individual items can still be amended manually.

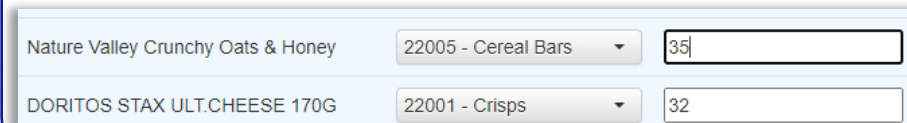


Update all items

Sales Department:
Nothing selected

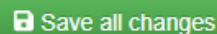
Required Margin:
32

Changes can be made to any individual items in the grid by selecting from the relevant drop-down or keying in the details required.



Nature Valley Crunchy Oats & Honey	22005 - Cereal Bars	<input type="text" value="35"/>
DORITOS STAX ULT.CHEESE 170G	22001 - Crisps	<input type="text" value="32"/>

WARNING Navigating away from the screen will lose all changes and selected items on the grid.

 Save all changes

When all changes are completed and checked

- Select **Save all changes** to post changes to the stock items.