Bulk Edit Products

Products · https://spos.pk/docs/bulk-edit-products/

Bulk editing lets you change many products at once instead of opening each one separately. It is the fastest way to update prices, categories or stock details across a whole range, for example after a supplier price rise or a seasonal sale.

Bulk edit products

1. Go to **Products** from the Smart POS main menu and use the search or filters to find the products you want to change.
2. Select the products you want to edit, then choose the bulk edit option from the list actions.
3. Enter the new values for the fields you want to change, such as selling price, category or tax, and leave other fields untouched.
4. Review your changes carefully before saving, because bulk edits apply to every product you selected.
5. Save the changes, then open a few of the edited products to confirm the new values are correct.

Tip: Test a bulk edit on a small group of products first, so you can check the result before changing your whole catalogue.