

Product Notes - Pasting From Excel Into PRONTO

Bulk maintenance of Product Notes in PRONTO is now possible via a maintenance module which allows the pasting of data from Excel.

(Please note - this document refers to functionality available from PRONTO versions 1.49 and later.)

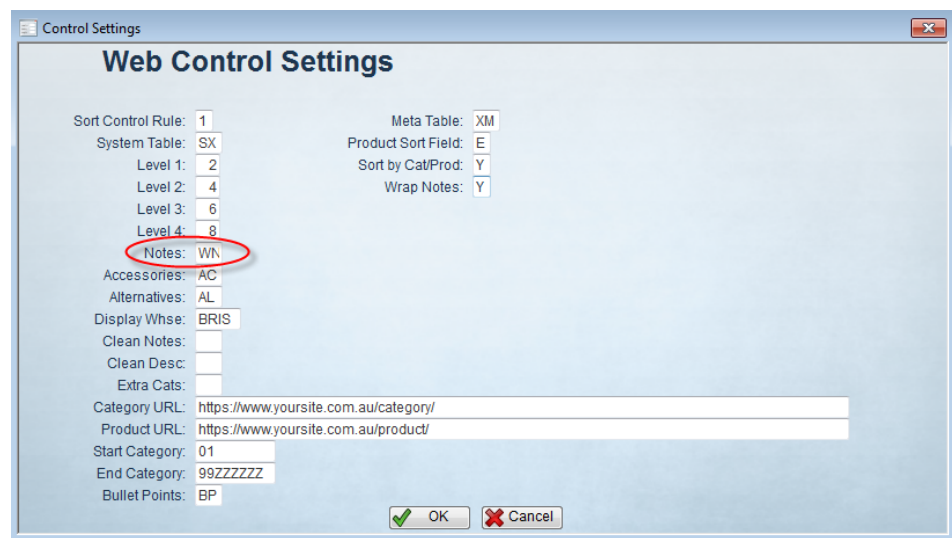
Step-by-step guide

To Paste Product Notes from Excel:

1. Create a spreadsheet with Product Note data in the following column format:

- **Product Code**
- **Note Type** (2-character code, eg. 'WN' for Web Notes)
- **Note text**

The '**Web Control Settings**' panel stores the relevant 2-character 'Notes' code. This can be found at '**Inventory**' --> '**User Inventory Programs**' --> '**Web Product Maintenance**' --> '**Control Settings**'.

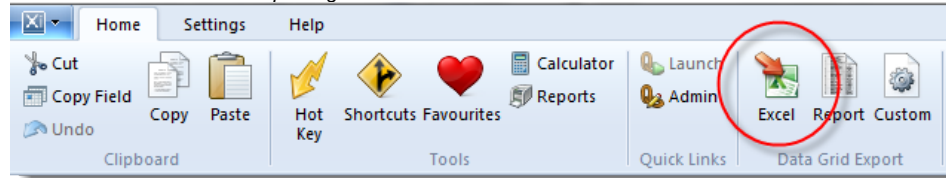


2. Select and copy the 3 columns of data, excluding header row if any.
3. Login to PRONTO.
4. Navigate to '**Inventory**' --> '**User Inventory Programs**' --> '**Web Product Maintenance**' --> '**Data Import and Export Menu**' --> '**Paste Notes from Excel**'.
5. Click '**Entry**'.
6. Click the '**Paste**' icon in the top navigation menu, or right-click and select '**Paste**'. Please note that Ctrl+V is not recognised within PRONTO.
7. Hit '**Esc**' to exit editing mode.
8. Select the required action from the following options:
 - **XReplace StockCodes** - clears existing note data of the selected type for the listed product codes only, replacing it with the current data.
 - **ZReplace All** - clears ALL existing note data of the selected type, and replaces it with current data.
 - **Append** - adds current data to existing note data.
9. Click '**Yes**' to confirm, or '**Cancel**' to go back.
10. On successful update, a confirmation message will appear. Click '**OK**' to dismiss.

TIP - To quickly create a template for note data:

1. Navigate to '**Inventory**' --> '**User Inventory Programs**' --> '**Web Product Maintenance**' --> '**Data Import and Export Menu**' --> '**Notes Grid for export**'.
2. Enter the required Note Type in the field when prompted (eg. 'WN' for Web Notes)
3. Click '**OK**'.
4. All current notes of the specified type will be displayed in a grid format.

5. Click the '**Excel**' icon in the top navigation menu.



6. An Excel spreadsheet containing the exported data will open.

7. Use this file as a template for the note data to be pasted back into PRONTO.

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