


Updating the Product List

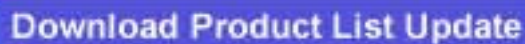
The product list is updated periodically and is made available to MARS users who hold a current licence.

i *To minimise disruption to your HSD product profiles and your business turnover, when a product is discontinued, where possible a suitable alternative is selected. This will update all HSD product profiles that contained the old discontinued product with the alternative.*

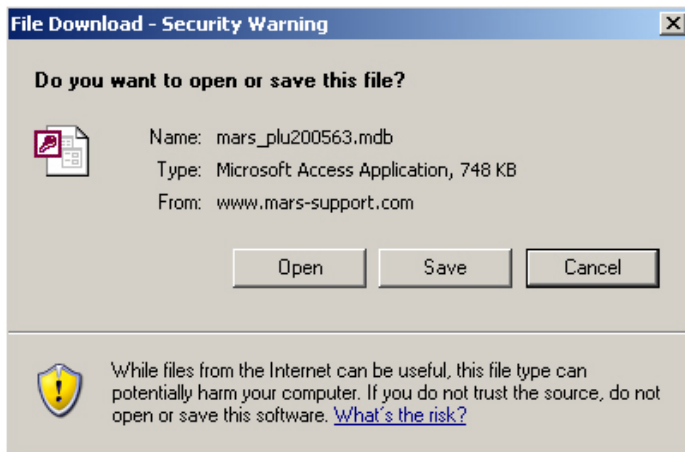
To update the product list, firstly download and save the update file (MARS_PLU_XXXXXX.mdb – XXXXXX represents the year, month and date of the update).

Downloading the Product List Update File

1. Click the **Downloads** button 
2. Click on the link to download the file

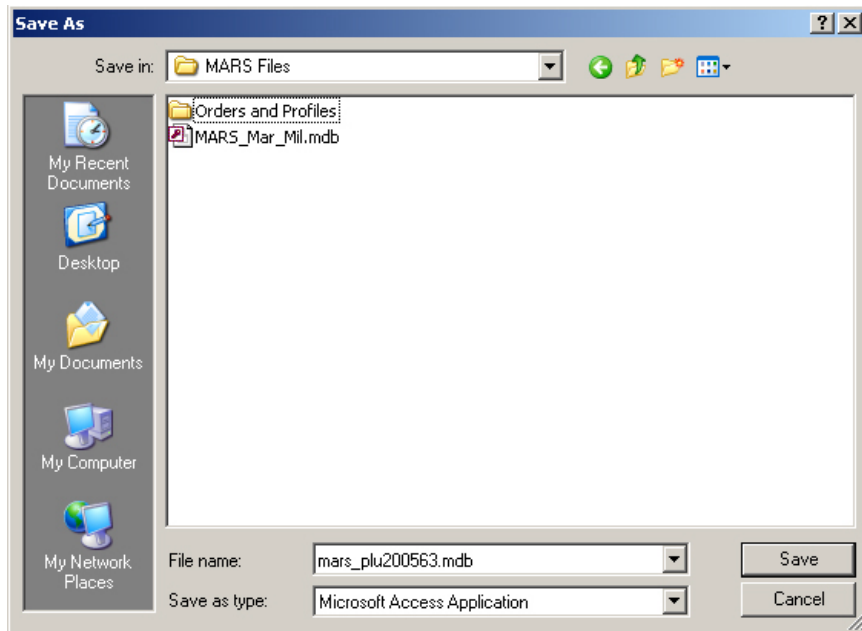


3. A window will appear asking you whether you want to **Save** or **Open** the file.



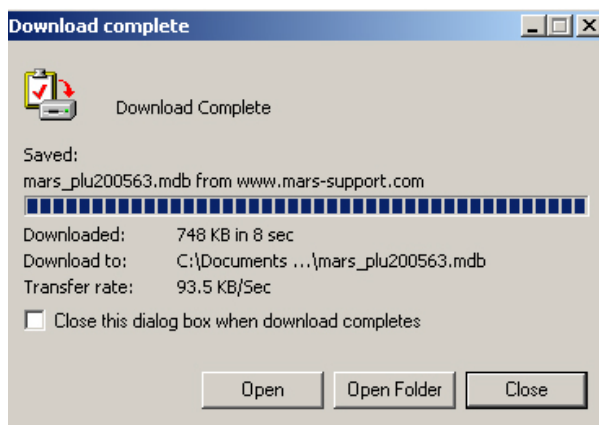
4. Select **Save** to save it to your computer.

5. The **Save File** dialog window will open for you to select the destination of the file on your computer




*The use of the **MARS Files** folder is highly recommended but not obligatory*

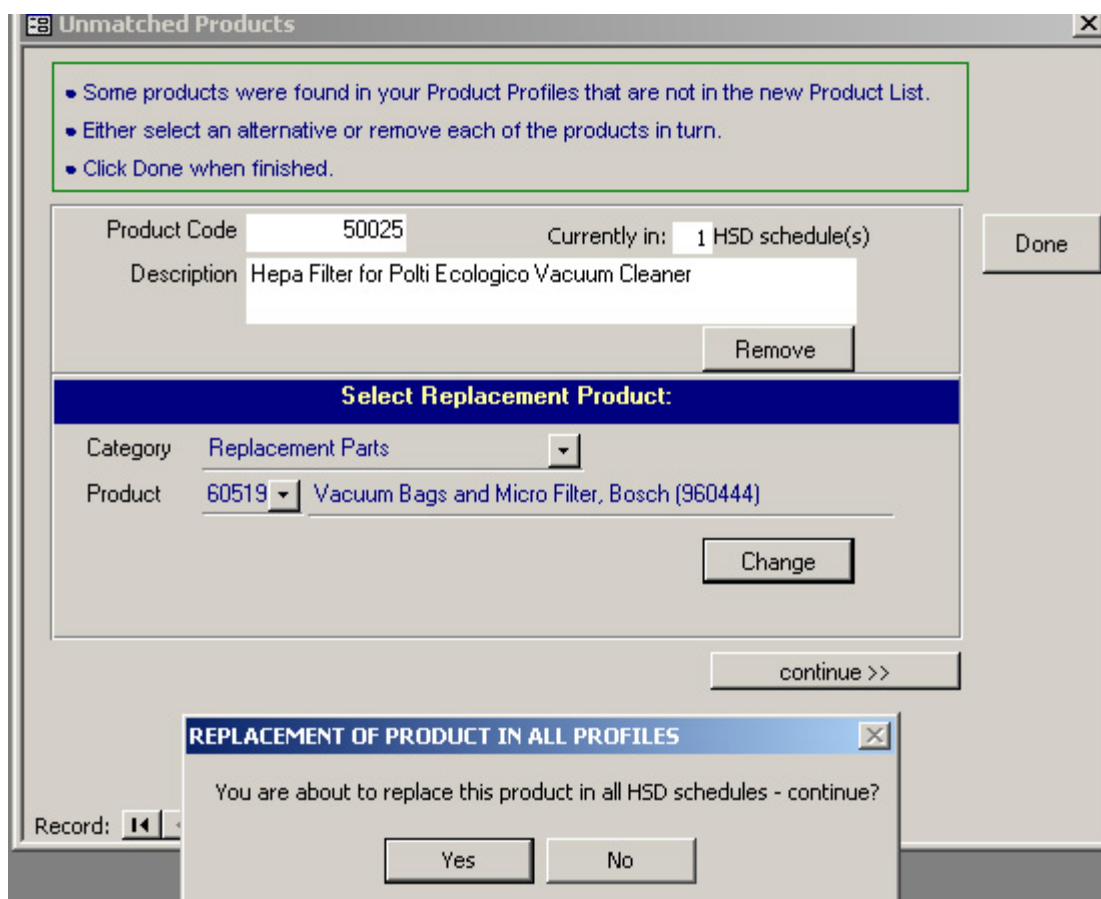
6. Click **Save** to start the download
7. You may see the **Download Complete** message window.
8. Click **Close** to close this message window.



To update the product list within **MARS**, start **MARS** and follow the instructions for **Product List Updates**.

Importing the Product List Update into MARS

1. Click the **System** button  on either the **People Menu** or the **MARS toolbar**
2. Select **Imports** from the **System Menu**
3. Select **Product List Update** from the **Imports Menu**
4. A Find File dialogue window will open. Locate the file, click once on it then click **Open**
5. If there are products in HSD product profiles that are now no longer available, you will be presented with the **Unmatched Products** window



6. The products that are no longer available are displayed in the top half of the window. The number of HSD schedules that currently contain the product is also indicated here.

Replace

1. Select a replacement product from the bottom section by first selecting the **category**, then selecting the **product** from the drop-down lists.
2. Click **Change**
3. Confirm that you do indeed wish to replace the product in all HSD schedules by clicking **Yes**.

Remove

1. Remove the product from all HSD schedules by clicking **Remove**
2. Confirm that you do indeed wish to remove the product from all HSD schedules by clicking **Yes**

Click **Continue** to proceed to the next product. The record indicators at the bottom of the window show you how many there are.



7. When you have either replaced or removed all unmatched products, click **Done**
8. Click **OK** on the confirmation message box window to proceed with the update

You will see a message indicating that product list version xx (old version number) will be updated to version xx (new version number)

9. Click **OK** to proceed

When the product list has been updated, you will see a message window indicating the update has been successful.

10. Click **OK** to continue