

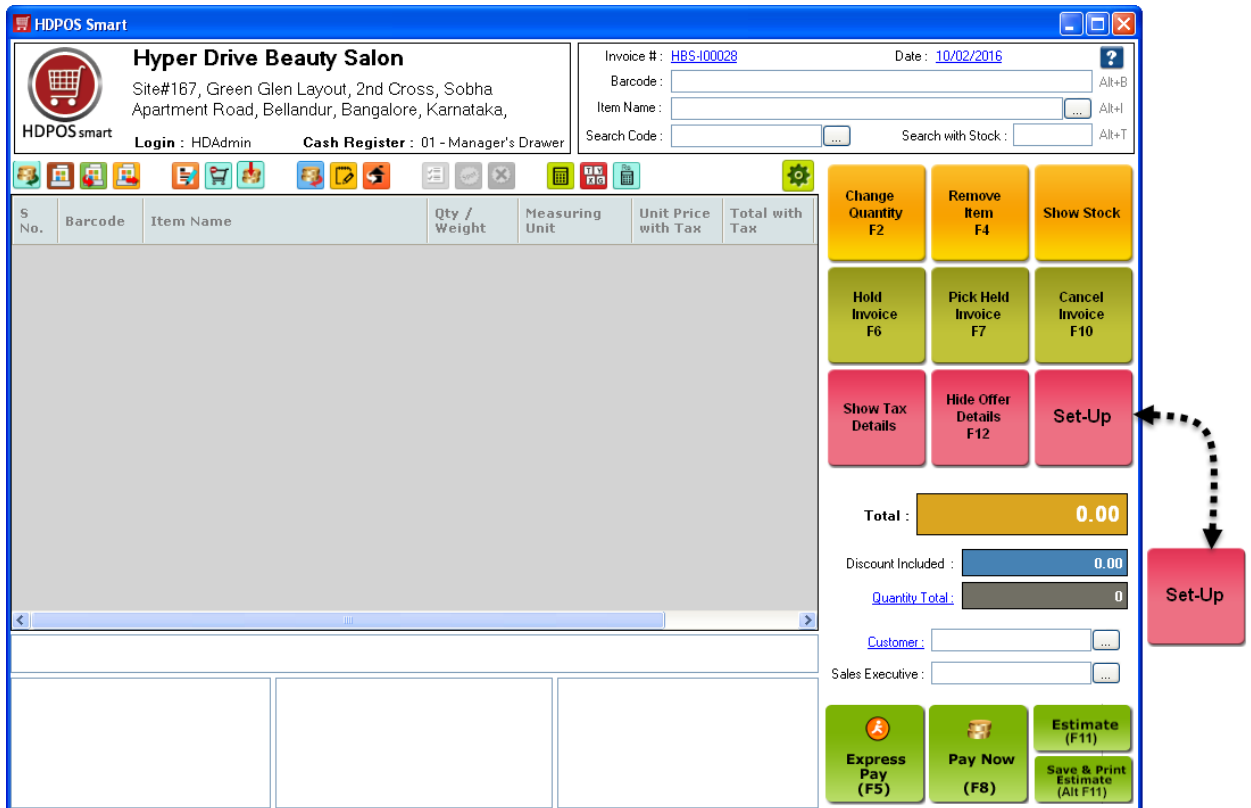
How to add a package?



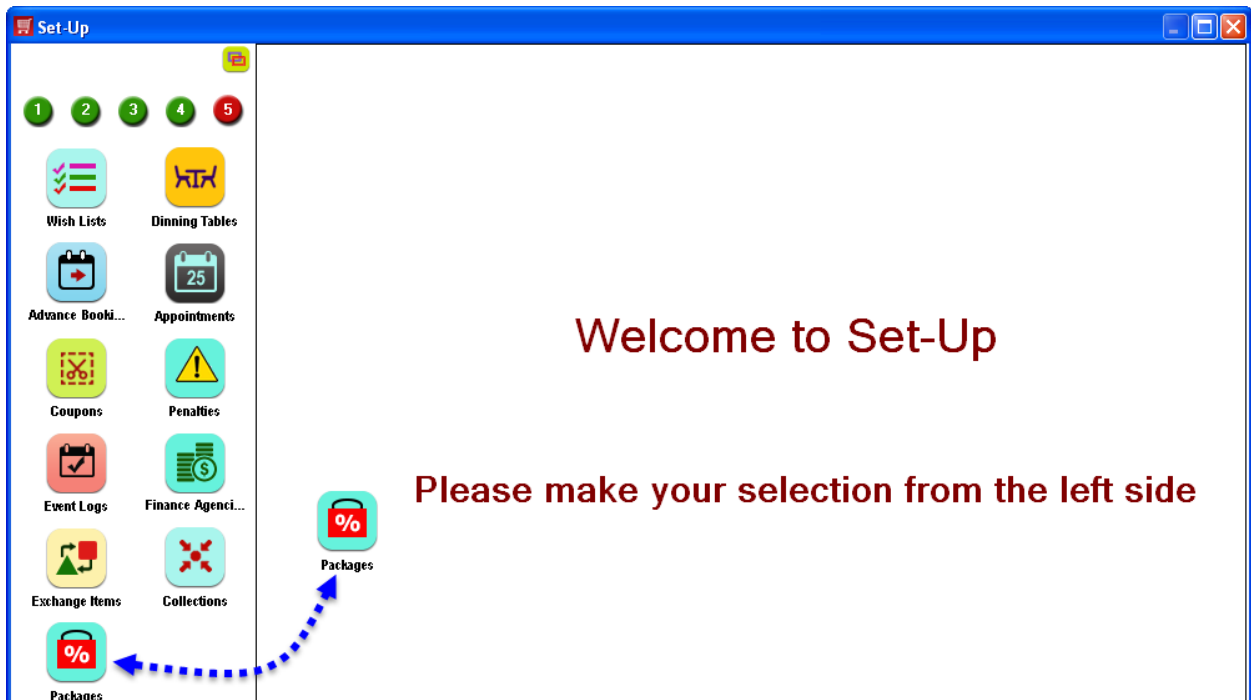
HDPOS smart Tutorials

To add a package in HDPOS smart, follow the steps below:

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.

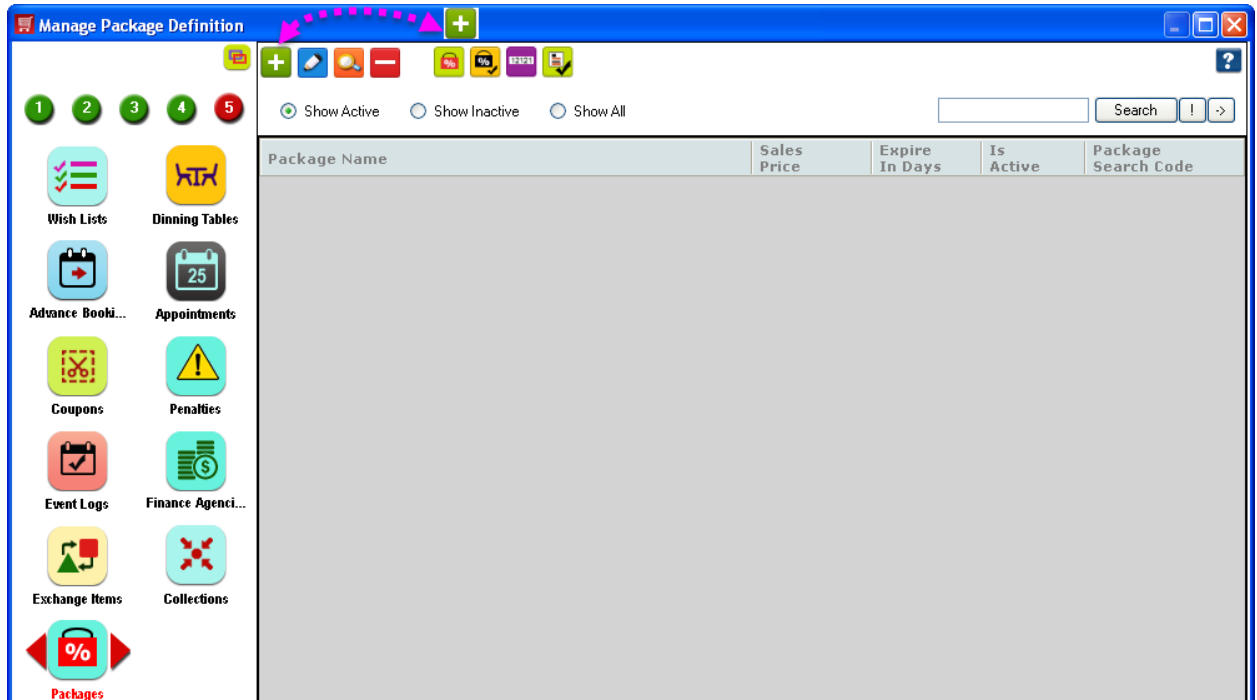


2. In Set-Up screen, click on 5th page. Select **Packages** icon.





3. You will see **Manage Package Definition** screen. Click on **Add Package** button in the tool bar.



4. You will see **Add Package** screen as shown below.

- a. **Package Name:** Enter the name of package here.
- b. **Package Search Code:** Enter the search code of the package here.
- c. **Expire in Days:** Enter the number of days in which the package is going to expire.
- d. **Is Active checkbox:** By default this is checked that means, the package is active in HDPOS smart.


Package Name : Expire In Days :

Package Search Code : Is Active

- e. You can add items that come under this package by selecting them with **Barcode** or **Item Name** or **Search Code**.

[Add Item](#)

Barcode : Item Name : ... Search Code : ...

- f. Once the items are added, you can change the quantity of items by clicking on **Change Quantity**  button in the tool bar.



Change Item Quantity


Code : T00054

Name : Banana Fruit Facial

Quantity : Qty

Change (F8) **Cancel**

Clicking on **Change** button will change the quantity.


- g. You can remove any item from package by selecting that item and clicking on **Remove Item**  button in the tool bar. A confirmation message box will be shown as below.

Confirm

Are you sure you want to remove "Eyebrow Threading" from list?

Yes **No**

Clicking on **Yes** will remove the item from grid of Add Package.

- h. To give discount on any one item, select that item and click on **Discount on Selected Item**  button in the tool bar.

- You can enter the discount as **flat** value or **percentage**.
- Click on **OK** to apply the discount on item's price.

Apply Discount On Selected Item

Apply Discount on Amount : 1,600.00

Discount Flat 50

Discount Percent (%) 3.13

OK (F8) **Cancel**

- If you want to give discount on multiple items, you can select the items by pressing **Ctrl + mouse left click** (OR) **Shift + mouse left click**. Click on **Discount on Selected Item** button in the tool bar.
 - Now enter the discount as flat value or percentage.
 - Click on **OK** to apply the discount on all selected items.
- If you want to give any free items, you can mention the quantity of free item in **Free Quantity** column.



- k. You can see the **Sales Price, Discount Percent, Total Price, Effective Unit Price** and **Total Amount** per item in the grid as shown below.
- l. Click on **Save** button to save the package details.

Package Name: Seasonal Pampering Expire In Days: 30
Package Search Code: 01 Is Active

Add Item
Barcode: Item Name: Search Code:

S No.	Barcode	Search Code	Item Name	Paid Quantity	Free Quantity	Total Quantity	Sales Price	Discount Percent	Total Price	Effective Unit Price
1	T00054		Banana Fruit Facial	2.00	0.00	2.00	800.00	3.13	1,550.00	775.00
2	T00063		Aroma Manicure	1.00	0.00	1.00	300.00	5.00	285.00	285.00
3	T00062		Aroma Pedicure	1.00	0.00	1.00	400.00	5.00	380.00	380.00
4	T00064		Hair Cut	1.00	0.00	1.00	250.00	5.00	237.50	237.50
5	T00065		Eyebrow Threading	1.00	1.00	2.00	30.00	5.00	28.50	14.25

Total Amount: 2,481.00
Save (F8) Cancel

- 5. You can see the added package details as shown below.

1 2 3 4 5
 Show Active Show Inactive Show All Search

Package Name	Sales Price	Expire In Days	Is Active	Package Search Code
Seasonal Pampering	2,481.00	30	Yes	01