

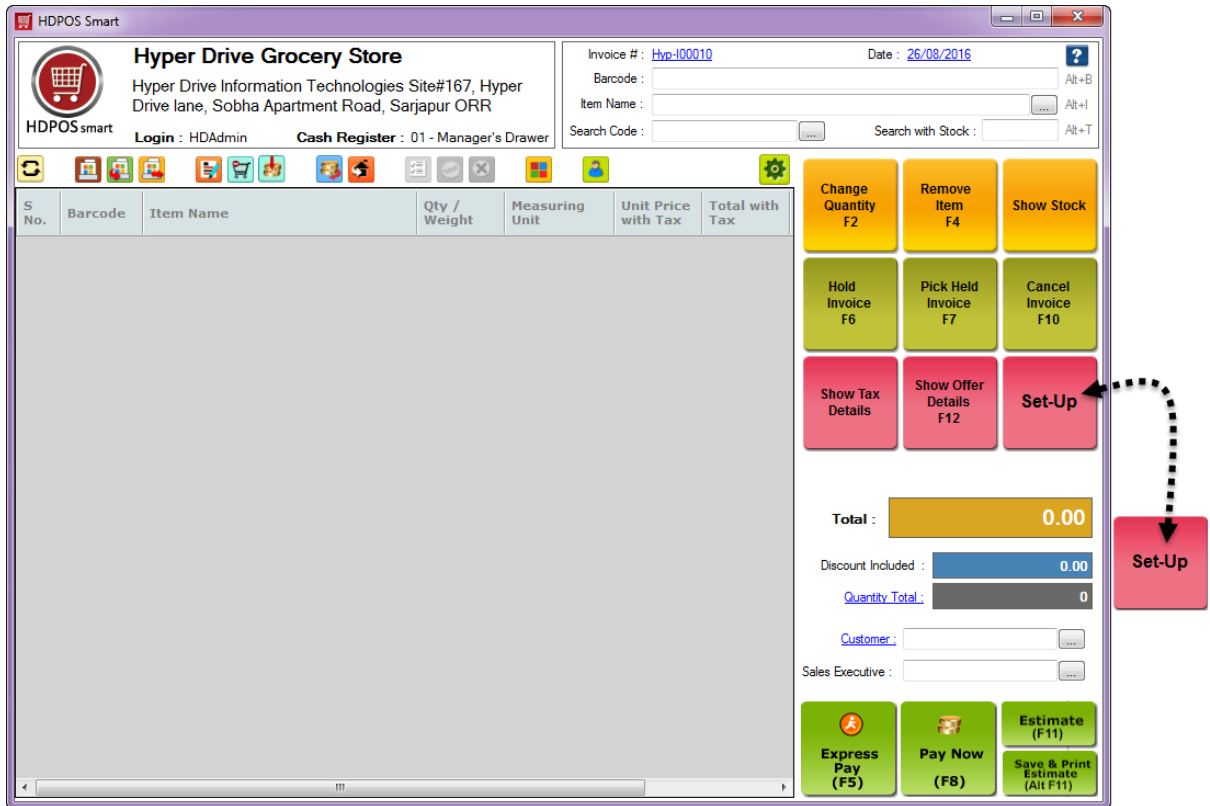
How to add or edit Business Location document settings in HDPOS smart?



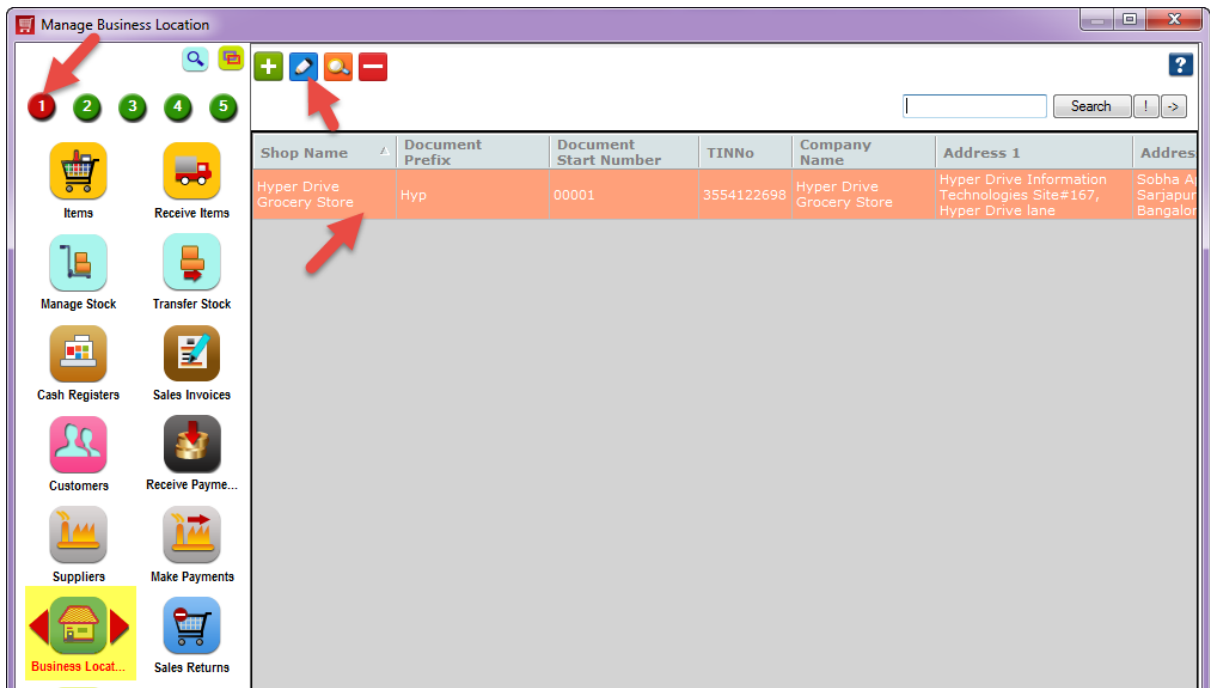
HDPOS smart Tutorials

Follow below steps to add or edit Business Location document settings in HDPOS smart:

1. Run **HDPOS smart**. Click on **Set-up** button from **Main Screen**.



2. Go to **1st Page**, click on **Business Location** icon. In **Manage Business Location** window, select shop name and then click on **Edit Business Location**.





3. From **Document Settings** section in **Edit Business Location** window select the settings you want add or edit. You can edit/add Printer **Setting**, **SMS Setting**, **E-mail Setting** and **E-mail Template Setting**.

Business Location Details

Company Name : Hyper Drive Grocery Store ...

Shop Name (Business Location) : Hyper Drive Grocery Store

Prefix for Documents : Hyp

Start Number for all documents : 00001

TIN Number : 3554122698

Address Line 1 : Hyper Drive Information Technologies Site#167, Hype

Address Line 2 : Sobha Apartment Road, Sarjapur ORR Bellandur Bang

City : Bangalore

State : Kamataka

Country : India

Pin :

Phone No : +91-80-4271 7700

Mobile No : +91-9916-717700

E Mail : Support@hyperdriveinfotech.com

Website : www.hdpos.in

Business Location TIN No :

ESIC No :

LBT No :

CST No :

PT Registration No :

Fax No :

Service Tax No :

Select Your Default Godown : Hyper Drive Grocery Store ...

Attachments

Update (F8) Cancel

Document Settings

Printer Setting : per Drive Grocery Store_Printer Setting ...

SMS Setting : lyper Drive Grocery Store_SMS Setting ...

Enable Email Email Setting : yper Drive Grocery Store_Email Setting ...

Email Template Setting : Grocery Store_Email Template Setting ...

Additional Receipt Settings

Print second receipt on different printer Ask to print everytime

Second Receipt Printer :


Second Receipt Print Format :

Number of second receipts to print : 1 Additional Receipt Printers

Move Stock Setting

Move stock of deleted invoices to a specified godown.

Godown to keep stock of deleted invoices :


4. To add/edit **printer setting**, click on 3 dotted button  next to printer setting filed. You will see **Manage Printer setting** window as shown below.



| Name | Is System |
|---|-----------|
| Default_Laser | Yes |
| Default_Text | Yes |
| Hyper Drive Grocery Store_Printer Setting | No |

| Document Type | Report Format |
|--------------------------------|---|
| Advance Booking | Advance Booking Laser |
| C.R. Session | Cash Register Session Details_Laser |
| Cancel Appointment Details | Cancel Appointment Details_Laser |
| Cash Register Amount Details | Cash_Register_Amount_Details_3_Inch_Thermal_Laser |
| Cash Transfer Document Details | Cash_Transfer_Document_Details_3_Inch_Thermal_Laser |
| Change Price | ChangePriceDocument_Laser |
| Cheque | Cheque Details Laser |
| Customer Item | Customer Item Details_Laser |
| Customer Receipt | Customer Receipt 3 Inches_Laser |
| Delivery Challan | DeliveryNote_Laser |
| Dump Stock Correction | Stock Correction For Dump Items_Laser |
| Estimate | Estimate Slip_Laser |
| FA Transaction Document | FA Transaction Document Laser |
| Financial Account Transaction | FA Transaction Laser |
| Gift Card | Gift Card _Laser |
| Make Plan | Make Plan_Laser |
| New Appointment Details | New Appointment Details_Laser |


In **Manage Printer Setting** you can:

- **Add Printer Setting**  : You can add new printer setting.

Printer Setting :


- **Edit Printer Setting**  : You can edit printer setting.

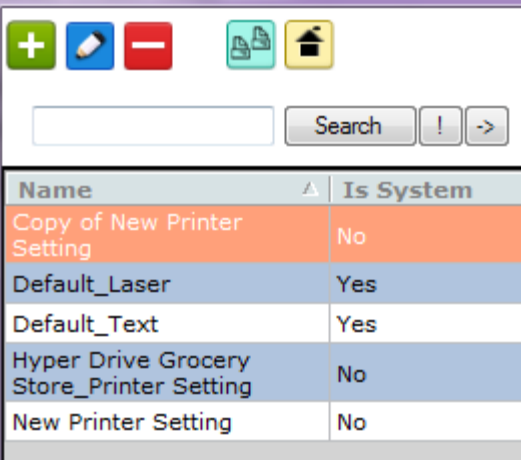
Printer Setting :

- **Delete Printer Setting**  : You can delete selected printer setting.
Note: You cannot delete system printer setting.





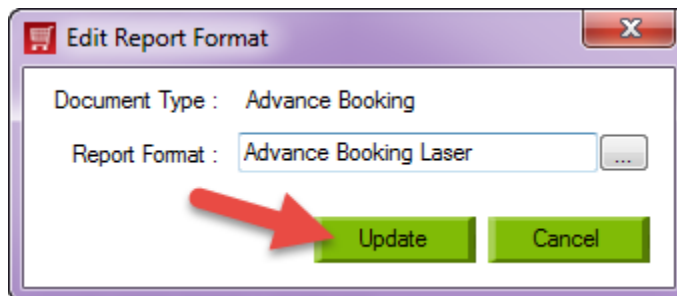


- **Clone Printer Setting**  : You can create copy of selected printer setting




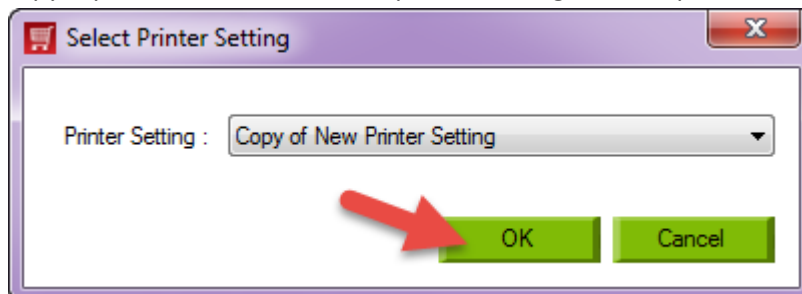
| Name | Is System |
|---|-----------|
| Copy of New Printer Setting | No |
| Default_Laser | Yes |
| Default_Text | Yes |
| Hyper Drive Grocery Store_Printer Setting | No |
| New Printer Setting | No |



- **Show All Business Location**  : You can see all the business locations on which selected setting has applied.
- **Edit Report Format**  : You can edit the report format for a printer.

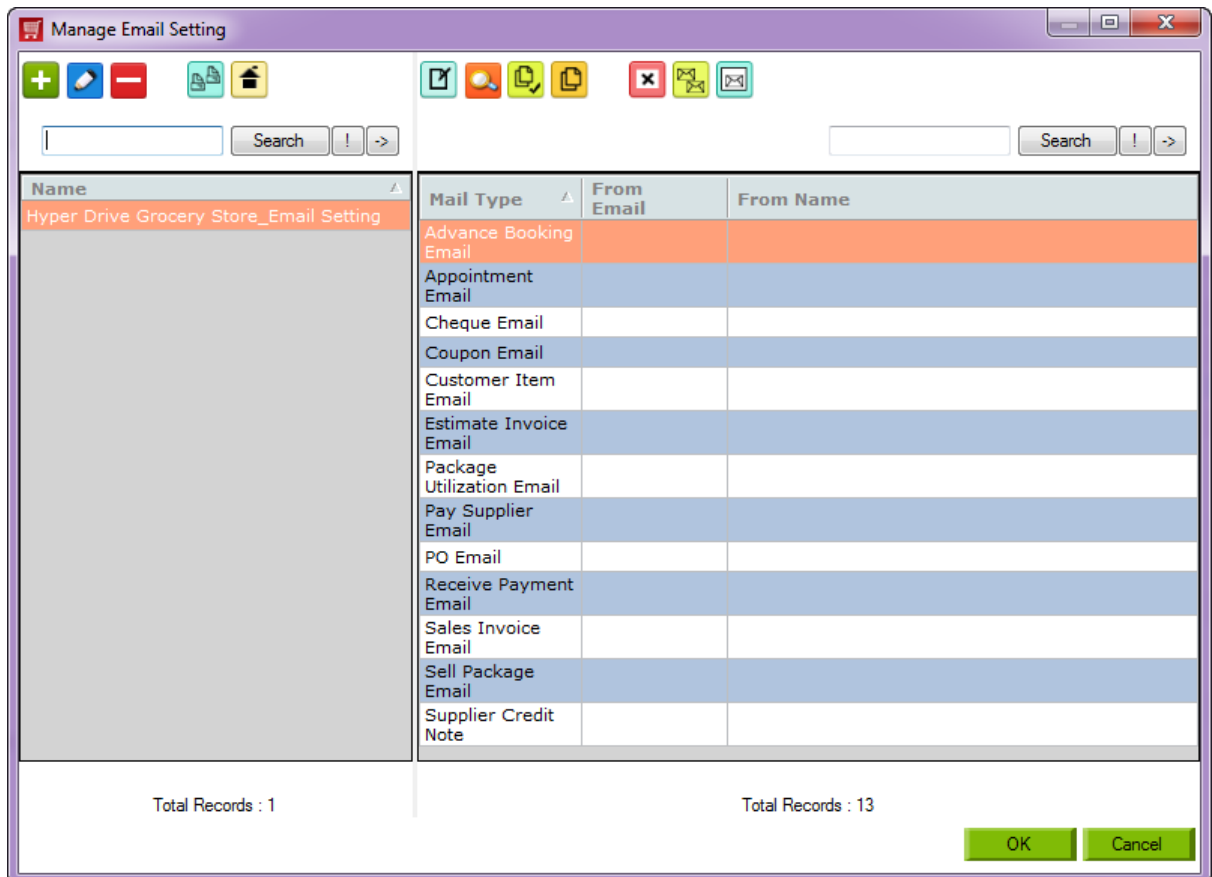


Note: You cannot modify report format for default printer setting.




- **Copy Selected To**  : You can copy selected report format to other printer setting. You cannot copy report format to default printer setting. But you can copy report format from default printer setting to other printer setting.




- **Copy All To**  : You can copy the entire report format from one printer setting to other printer setting.
- **Clear Report Format**  : You can clear selected report format from printer setting. You cannot clear default printer setting.



Note: All the button functionality in Email Setting is same as that of Printer Setting. In Email setting you can modify, delete, and clone the default setting. Other functionality in email setting are:

- **Clear Email Format**  : You can clear the selected setting.
- **Copy Email Format**  : You can copy email format from one setting.
- **Paste Email Format**  : You can paste email format to other setting.

7. To add/edit **Email Template Setting**, click on 3 dotted button  next to Email Template Setting filed. You will see **Manage Email Template Setting** window as shown below.



Manage Email Template Setting







Search Search

| Name | Type | Pdf Document Report | Is Active | Subject | Attachr Name |
|--|---------------------------|---------------------|-----------|---------|--------------|
| Hyper Drive Grocery Store_Email Template Setting | Advance Booking Email | | No | | |
| | Cancelled Appointment | | No | | |
| | Cheque Email | | No | | |
| | Coupon Email | | No | | |
| | Customer Item Email | | No | | |
| | Estimate Invoice Email | | No | | |
| | New Appointment | | No | | |
| | Package Utilization Email | | No | | |
| | Pay Supplier Email | | No | | |
| | PO Email | | No | | |
| | Receive Payment Email | | No | | |
| | Sales Invoice Email | | No | | |
| | Sell Package Email | | No | | |
| | Sold Package Item Details | | No | | |

Total Records : 1 Total Records : 17

OK Cancel

In **Manage Printer Setting** you can:

- **Add Email Template Setting**  : You can add email template setting. When you add template then email template type automatically generated from system.
- **Edit Email Template Setting**  : You can edit email template setting.
- **Delete Email Template Setting**  : You can delete email template setting what you made.
- **Clone Email Template Setting**  : You can copy the email template setting and make a clone of it.
- **Show All Business Location**  : You can see all the business locations on which selected setting has applied.
- **Edit Email Template**  : You can edit the email template format.
 - a. **Subject:** You can add the subject of the email.
 - b. **Attachment:** You can give the name of attached file.
 - c. **PDF Document Report:** You can select the document report from 3 dotted buttons.
 - d. **Body:** You can write the body of the Email.
 - e. **Is Active:** You can check the checkbox Is Active to activate the template.



f. Click on **Update**.

Edit Email Template

Type : Advance Booking Email

Is Active







Subject : Sales Invoice

Attachment : Sales Invoice

PDF Document Report : Sales Invoice With Additional Tax And ...

Body : Hello,
PFA your Sales Invoice.
ThankYou

Update Cancel

- **View Email Template**  : You can view the selected email template format.
- **Copy Selected To**  : You can copy selected email template format to other email template setting.
- **Copy All To**  : You can copy the entire email template format from one email template setting to other email template setting.
- **Clear Email Template**  : You can clear selected email template format from email template setting.
- **Activate Email Template**  : You can activate the deactivated email template format.
- **Deactivate Email Template**  : You can deactivate the email template format.

8. Click on **Update**.

