

How to assign a collection to a cash register?



HDPOS smart Tutorials

To assign a collection to a cash register, follow the steps below.

1. Run **HDPOS smart**.
2. Place the cursor in Item Name and press down arrow on the keyboard. You can see all items from all categories here.

HDPOS Smart

HDIT Variety Store
#167, Green Glen Layout, Bellandur, Bengaluru,
Karnataka, 560013.

HDPOS smart Login: HDAdmin Cash Register: 02 - Emp Cash Register

Invoice #: HDI-100034 Date: 17/12/2015

Barcode:

Item Name: All Purpose Flour
Baking Powder
Baking Soda
Barbie Doll
Bat Man
Choco Lava Cake
Cloth
Donald Duck soft toy
Dora Doll
Eggs
grapes

All items from all categories are displayed here for selection.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Sec Qty
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Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10

Show Tax Details Show Offer Details F12 Set-Up

Total: 0.00

Discount Included: 0.00

Quantity Total: 0

Customer:

Sales Executive:

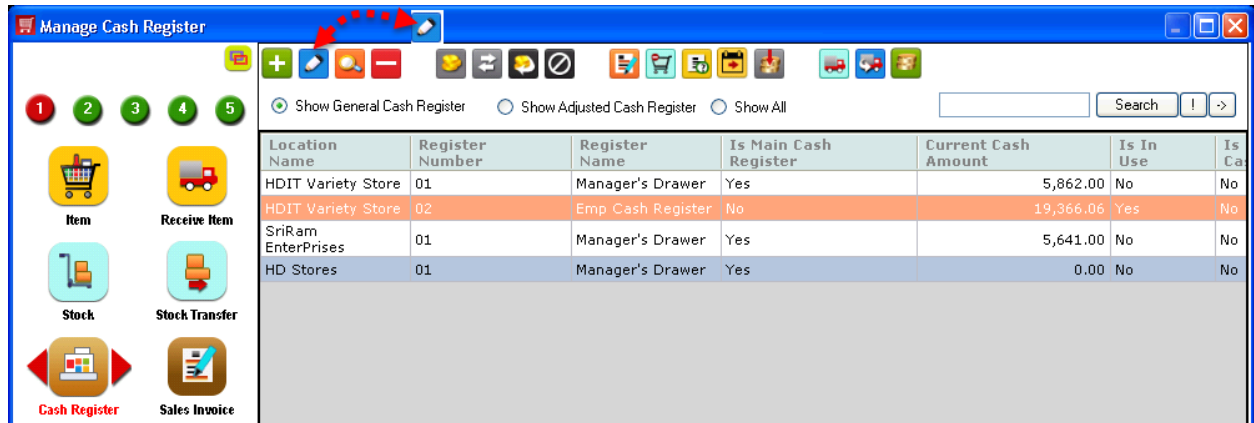
Express Pay (F5) Pay Now (F8) Estimate (F11) Save & Print Estimate (Alt F11)

Set-Up

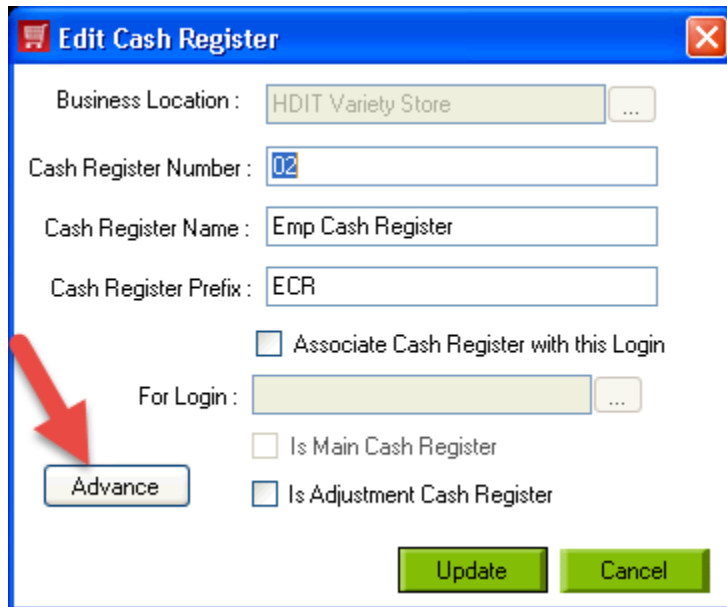
3. Click on the **Set-Up** button in the main screen.



- From 1st page of Set-Up screen, click on **Cash Register**.
- From **Manage Cash Register** screen, select any Cash Register and click on **Edit Cash Register**.



- From Edit Cash Register screen, click on Advance button.



- From **Collection** in Cash Register Detail screen,
 - Check the checkbox **“Only Allow Collection”**.
 - Select the collection name which you want to assign to cash register and click on **Save**.





- Click on **Update** button in **Edit Cash Register** screen.

Edit Cash Register

Business Location : HDIT Variety Store ...

Cash Register Number : 02

Cash Register Name : Emp Cash Register

Cash Register Prefix : ECR

Associate Cash Register with this Login

For Login : ...

Is Main Cash Register

Is Adjustment Cash Register

Advance

Update Cancel

- You will see a message box to restart the application. Click on **Yes**.

Restart?

Changes in the advance search condition for the cash register will not take effect till you restart the application. do you want to restart the application now?

Yes No

- Application will be restarted and you will see the main screen of HDPOS smart.
- Click on the 3-dotted button to open the Item Manager. You will only see items from Toys Category.



HDPOS Smart

HDIT Variety Store
#167, Green Glen Layout, Bellandur, Bengaluru,
Karnataka, 560013.
Login : HDAdmin Cash Register : 02 - Emp Cash Register

Invoice #: HDI400034 Date: 17/12/2015
Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock: Alt+T

Item Manager

Show Images Search ! ->

Show All Category Items

Category Name Search ! ->

Item Name	Barcode	Search Code	MRP	Sales Price
Barbie Doll	T00043		1,600.00	1,600.00
Bat Man	T00008		1,092.00	1,092.00
Donald Duck soft toy	T00007		1,155.00	1,155.00
Dora Doll	T00005		1,260.00	1,260.00
Hot wheels Blue Car	T00001		1,260.00	1,260.00
LEGO Creator	T00053		3,000.00	3,000.00
Micky Mouse Club set	T00006		1,260.00	1,260.00
Play Session	T00040		630.00	630.00
Princess Story Book	T00010		1,575.00	1,575.00
Remote Helicopter	T00002		1,575.00	1,575.00
Sand play tools	T00004		525.00	525.00
Spiderman Mask	T00009		1,413.00	1,413.00
Teddy Bear	T00003		1,260.00	1,260.00

Total Records : 13

OK (F8) Cancel

Total Records : 5

Change Quantity F2 **Remove Item F4** **Show Stock**

Hold Invoice F6 **Pick Held Invoice F7** **Cancel Invoice F10**

Show Tax Details **Show Offer Details F12** **Set-Up**

Total : 1,600.00

Discount Included : 0.00

Quantity Total : 1

Customer : ...

Sales Executive : ...

Express Pay (F5) **Pay Now (F8)** **Estimate (F11)**

Save & Print Estimate (Alt F11)

12. As you can see below, you won't be able to see other category items.



HDPOS Smart

HDIT Variety Store
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Karnataka, 560013.
Login : HDAdmin Cash Register : 02 - Emp Cash Register

Invoice #: HDI400034 Date: 17/12/2015
Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock: Alt+T

Item Manager

Show Images Search ! ->

Item Name	Barcode	Search Code	MRP	Sales Price
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Categories
 Show All Category Items
 Search ! ->

Category Name
Books
Electronics
Food
Garments
Toys

Total Records : 5

Total Records : 0
OK (F8) Cancel

Change Quantity F2 **Remove Item F4** **Show Stock**
Hold Invoice F6 **Pick Held Invoice F7** **Cancel Invoice F10**
Show Tax Details **Show Offer Details F12** **Set-Up**

Total : 1,600.00
Discount Included : 0.00
Quantity Total : 1
Customer : ...
Sales Executive : ...

Express Pay (F5) **Pay Now (F8)** **Estimate (F11)**
Save & Print Estimate (Alt F11)