

# How to do settings for additional receipt in HDPOS smart?

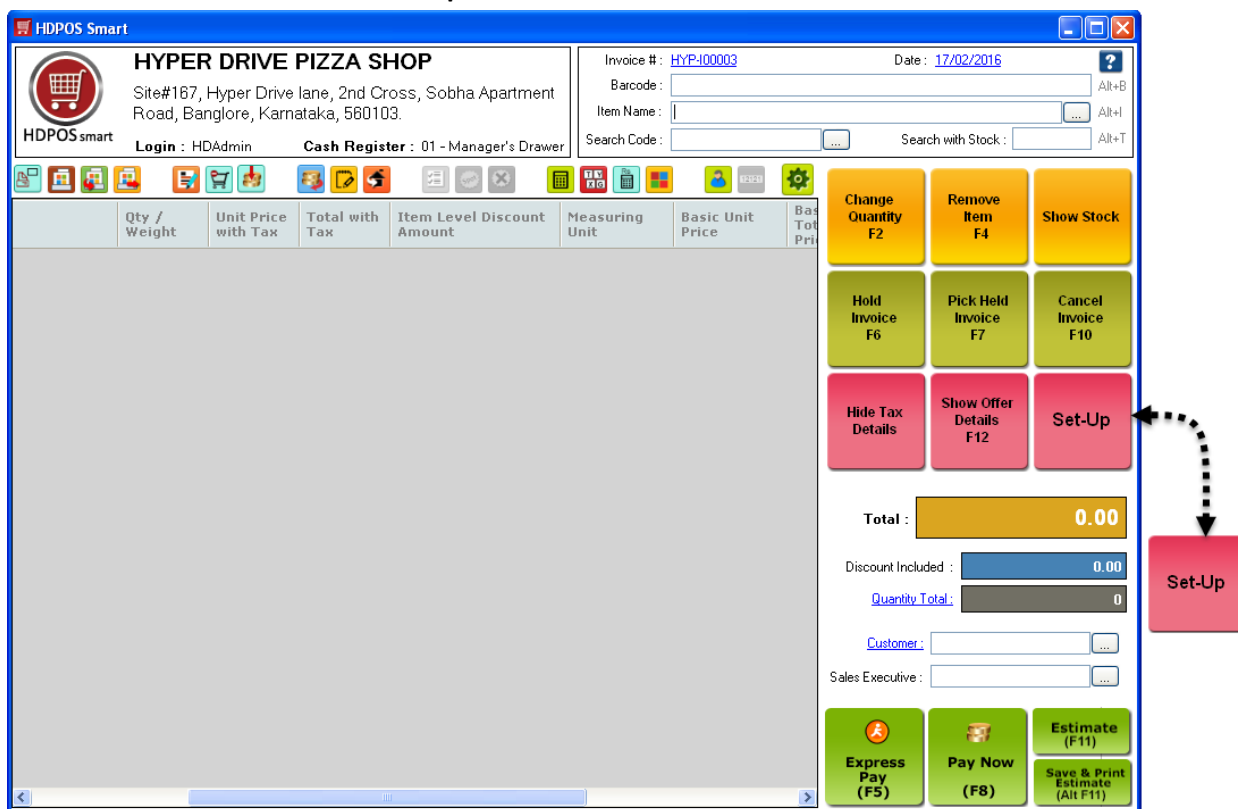


HDPOS smart Tutorials

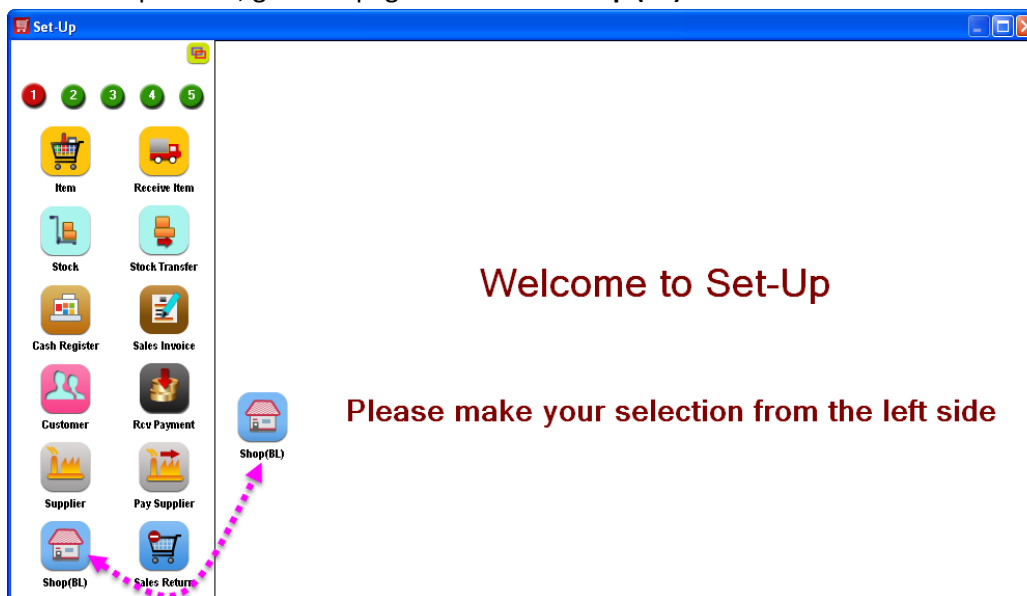
Sometimes in your business you may want to print additional receipts along with sales invoice or estimate. There may be situations to print KOT in restaurant business before printing the sales invoice. To handle such situations, you can use additional printer receipts in HDPOS smart.

To do settings for additional receipt in HDPOS smart, follow the steps below:

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

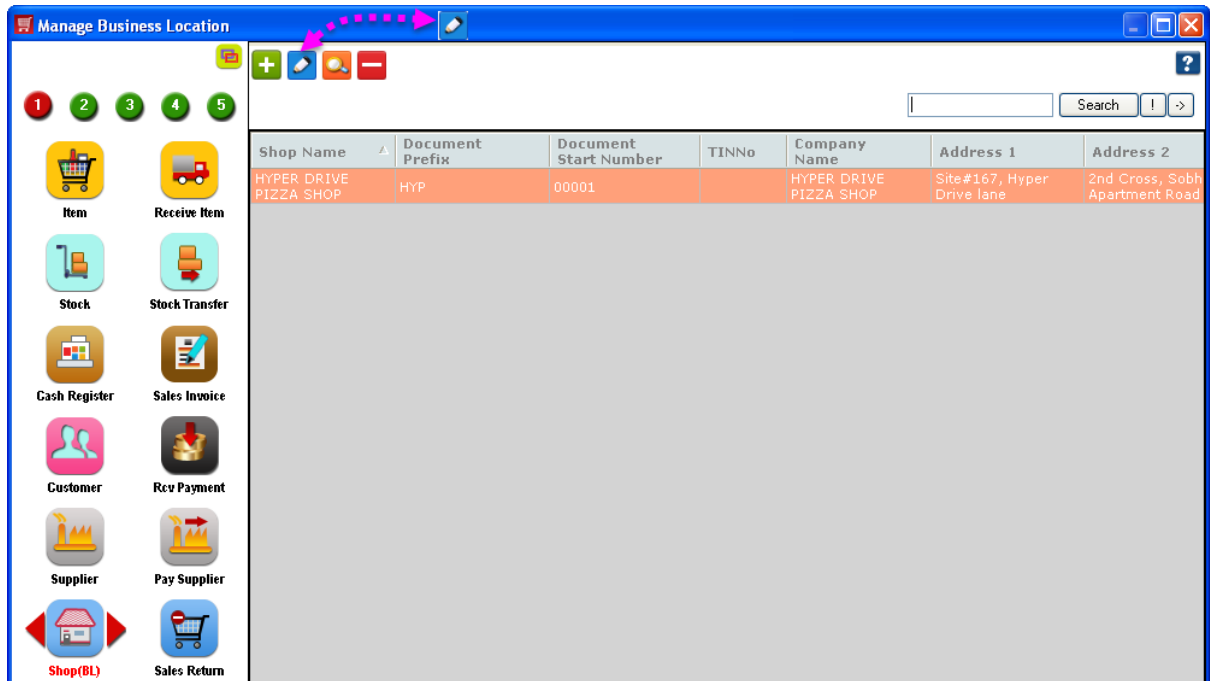


2. From Set-Up screen, go to 1<sup>st</sup> page and click on **Shop (BL)**.

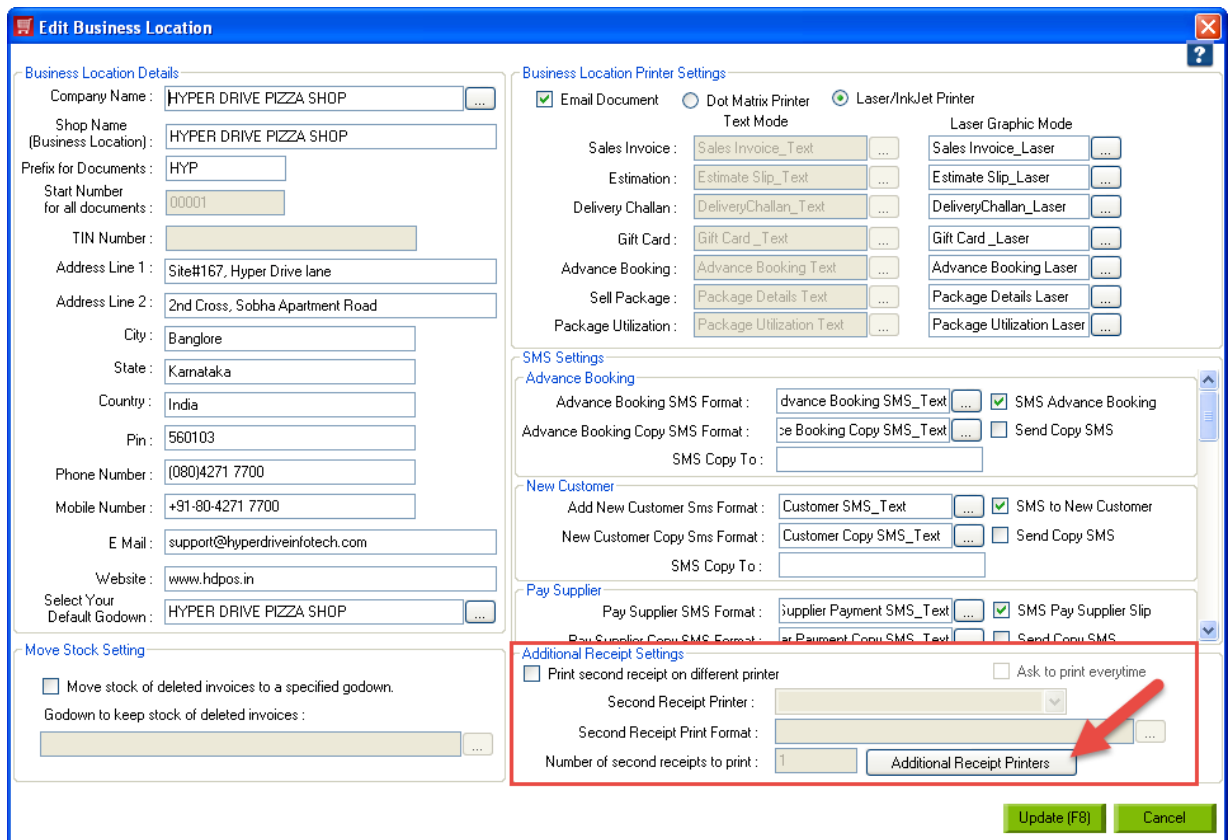




- From **Manage Business Location** screen, select the business location and click on the **Edit Business Location** button.

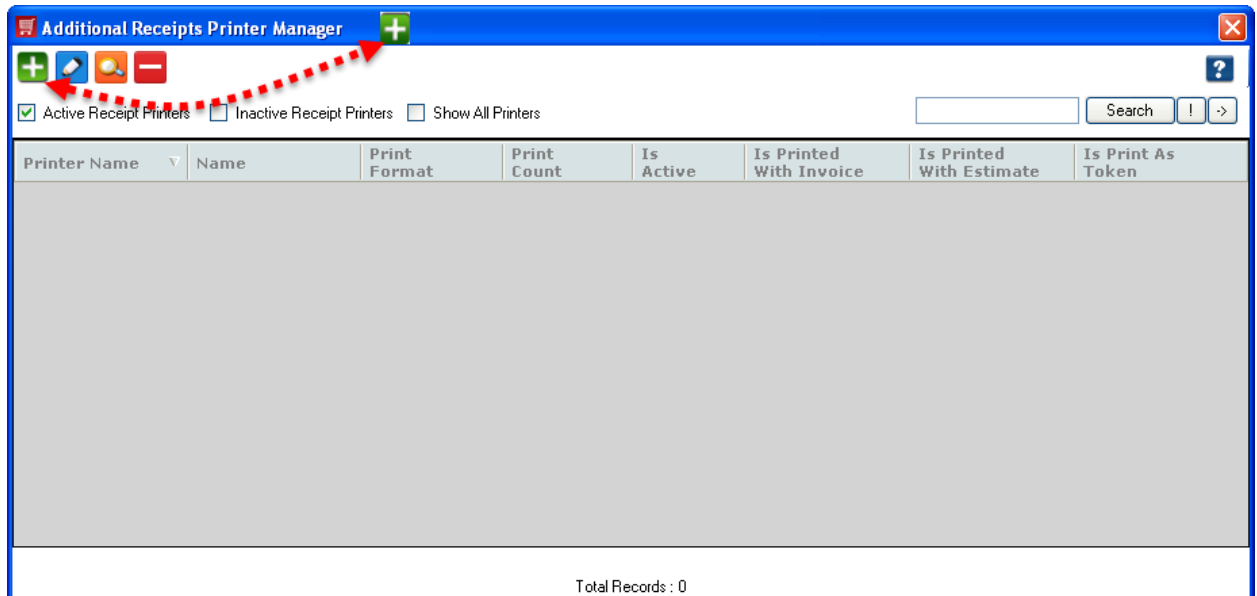


- In **Edit Business Location** screen, under **Additional Receipt Settings** section, click on Additional Receipt Printers button.

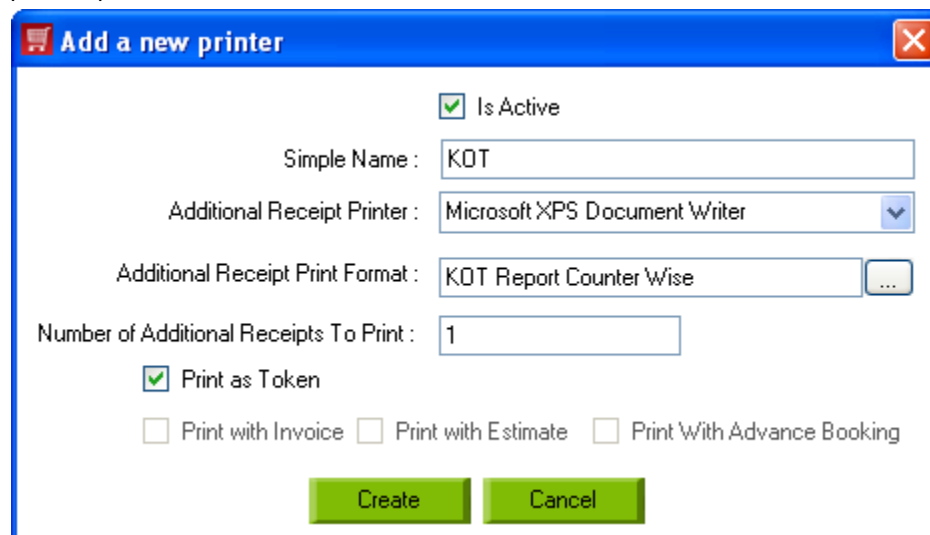




5. You will see the following screen of **Additional Receipts Printer Manager**. Click on the **Add Printer** button in the screen.



6. You will see **Add a new printer** screen as shown below.
- Simple Name:** Enter the Simple Name for the second receipt to be printed.
  - Additional Receipt Printer:** Select the printer in which the second receipt gets printed.
  - Additional Receipt Print Format:** Select the report that is used to print the second receipt.
  - Number of Additional Receipts to Print:** Enter the number of prints you want to print.
  - Print as Token checkbox:** Check this checkbox, if you want to print items in Token form. For eg: While making a sales invoice, you may want to print items as KOT before printing the invoice. When this checkbox is checked you can directly print invoice items as token (as KOT).





- f. **Print with Invoice checkbox:** Check this checkbox to print the additional receipt on selected printer when the sales invoice is printed.
  
- g. **Print with Estimate checkbox:** Check this checkbox to print the additional receipt on selected printer when the estimate is printed.
  
- h. **Print with Advance booking checkbox:** Check this checkbox to print the additional receipt on selected printer when the advance booking document is printed.