

How to import a report to HDPOS smart?

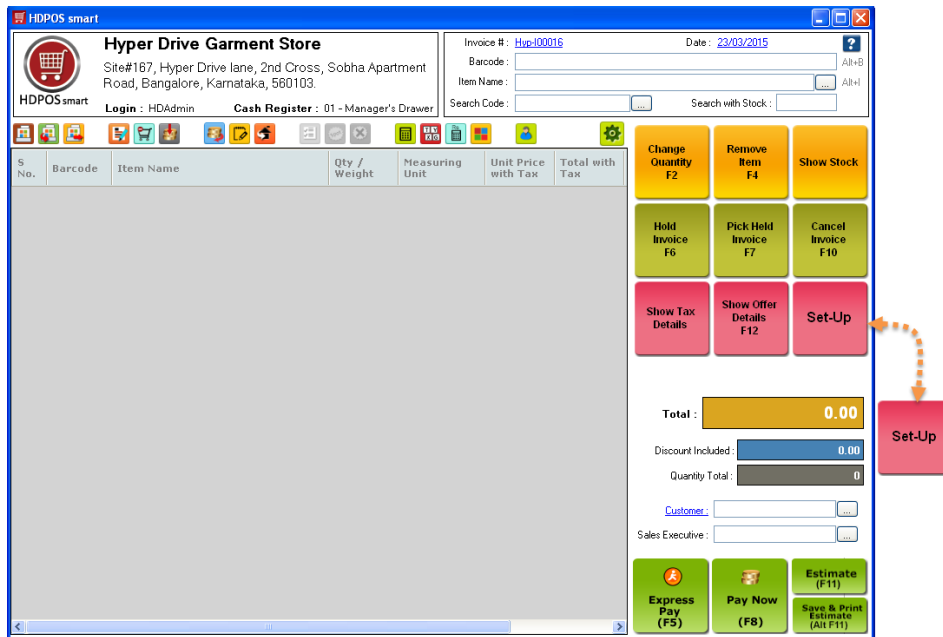


HDPOS smart Tutorials

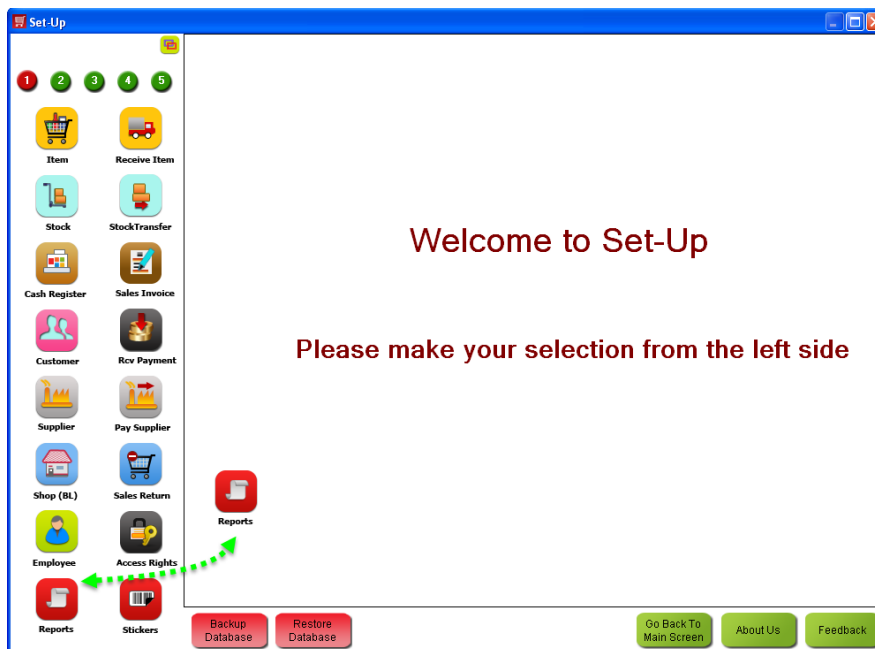
When you receive any customized or updated report from our team, we will mail you that report. To view that report, you need to import it to HDPOS smart.

To import a report to HDPOS smart, follow the steps below.

1. Download the attached report files from email to a separate folder on your computer.
2. Run **HDPOS smart**. Click on **Set-Up** button on main screen.



3. Go to 1st page. Click on **Reports**.

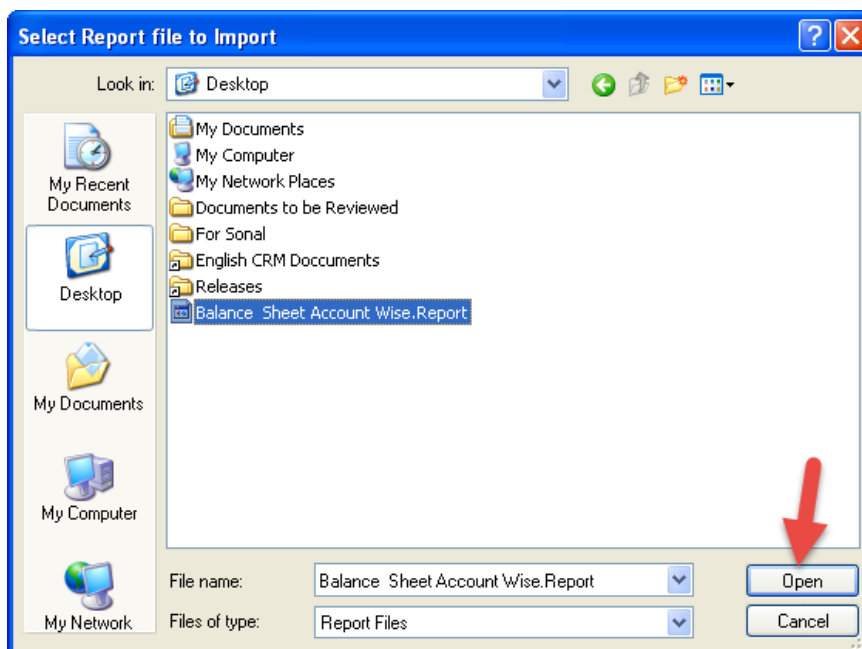




4. You will see the **Manage Reports** screen as shown below. Click on **Import** button on tool strip.

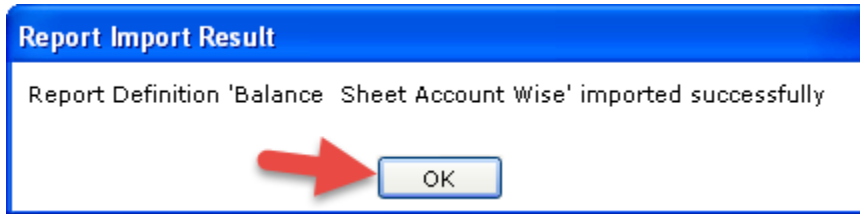


5. Choose the folder where you have downloaded the reports. Select the report and click on **Open** button.





- The report will be added to HDPOS smart. You will see the following message as the report added successfully. Click on **OK**.



- Select the report and run it to see.

