

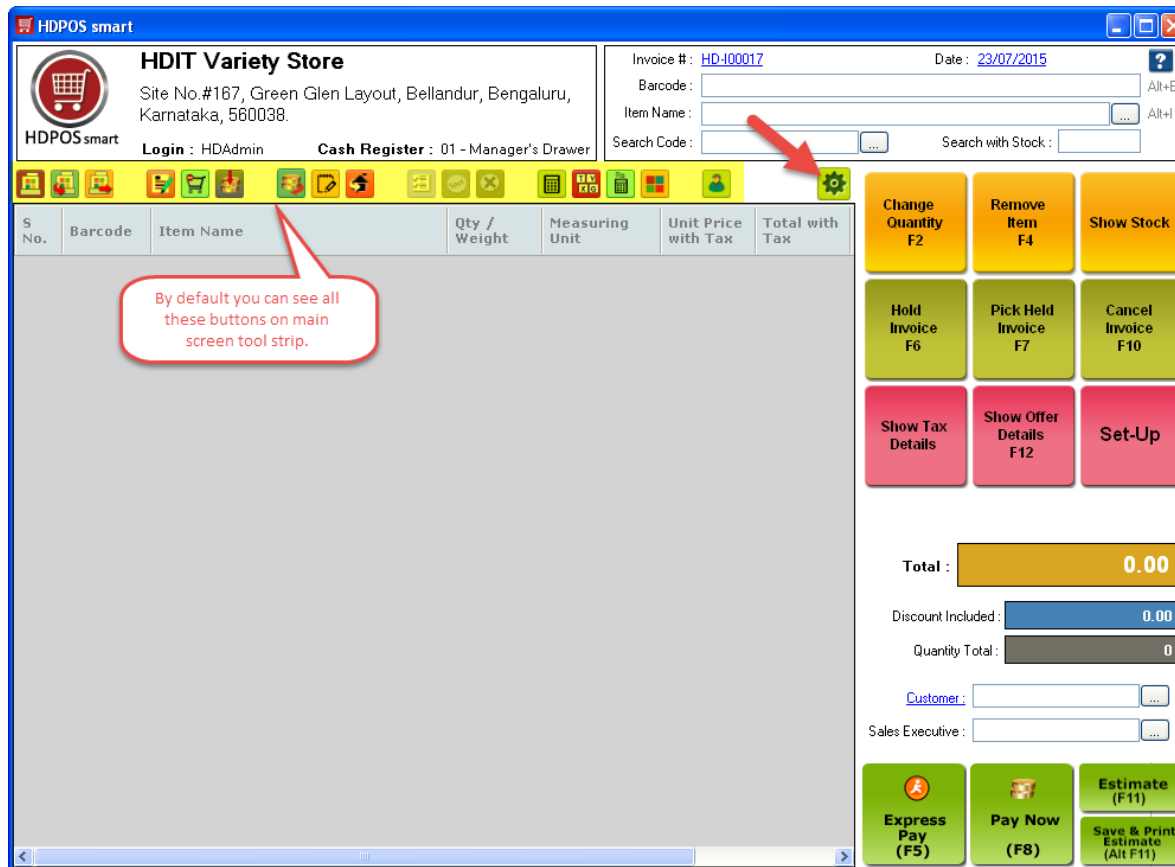
## How to rearrange buttons on main screen tool strip?



HDPOS smart Tutorials

To rearrange buttons on main screen toolbar in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. From the Main Screen, you can see the default tool strip buttons as shown below.




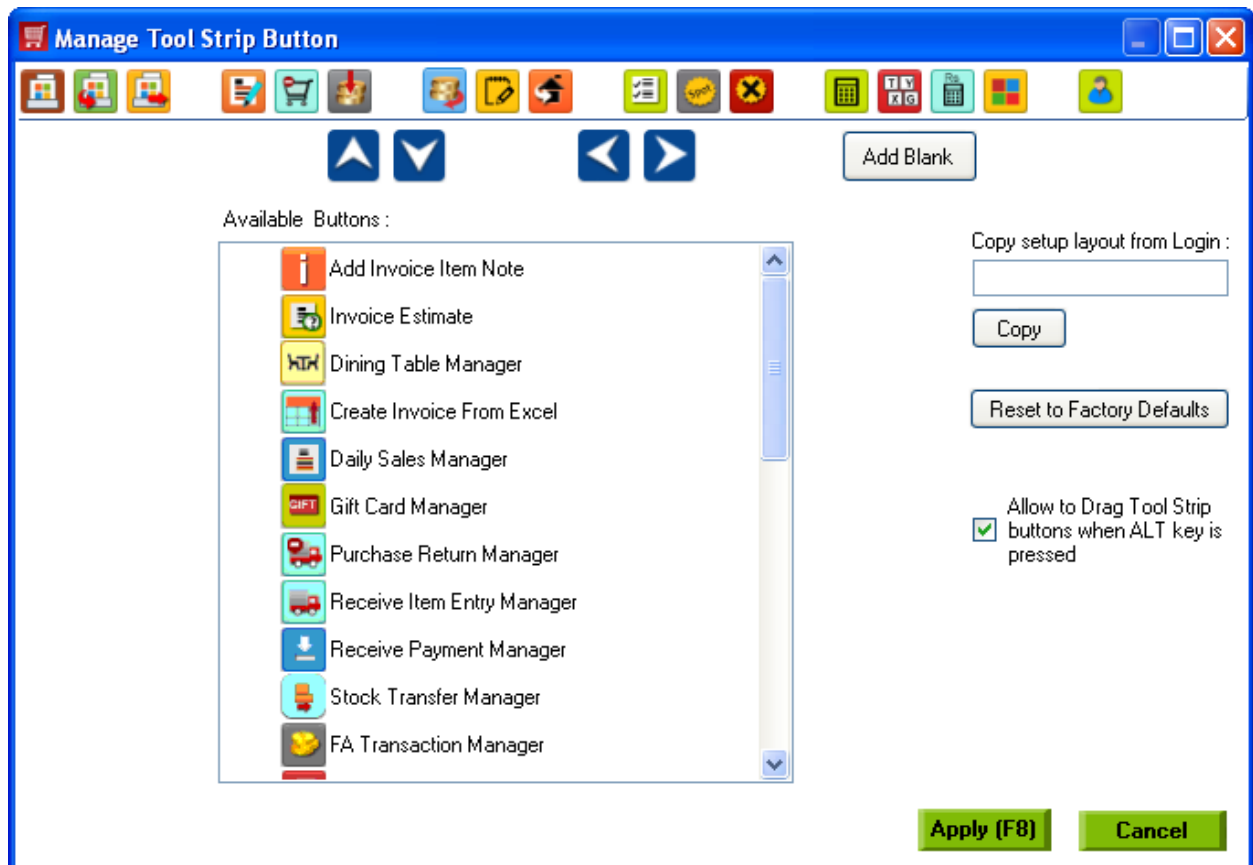
2. The default tool strip buttons on main screen are:





- Current Cash Register Amount Details,
- Cash Register Transfer Document
- Change Cash Register
- Sales Invoice Manager
- Sales Return Manager
- Receive Payment
- Change Item Price
- Add Notes
- Change Business Location
- Show Purchase Price
- Add Spot Discount
- Cancel Spot Discount
- Calculator
- On –Screen Keyboard
- Currency Calculator



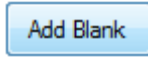
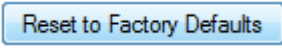
- Pictorial Billing
- Switch User
- Add Label

3. To rearrange them, click on **Manage Tool Strip**  button.
4. You will see **Manage Tool Strip Button** screen as shown below.



5. To add any button on the main screen tool strip, select it from **Available Buttons** Section and click on up arrow button .
6. To remove any button from main screen tool strip select it from tool strip and click on down arrow button .
7. If you want to change the position of any tool strip button, select it and click on the left or right arrow button   based on requirement to move the button to left or right.



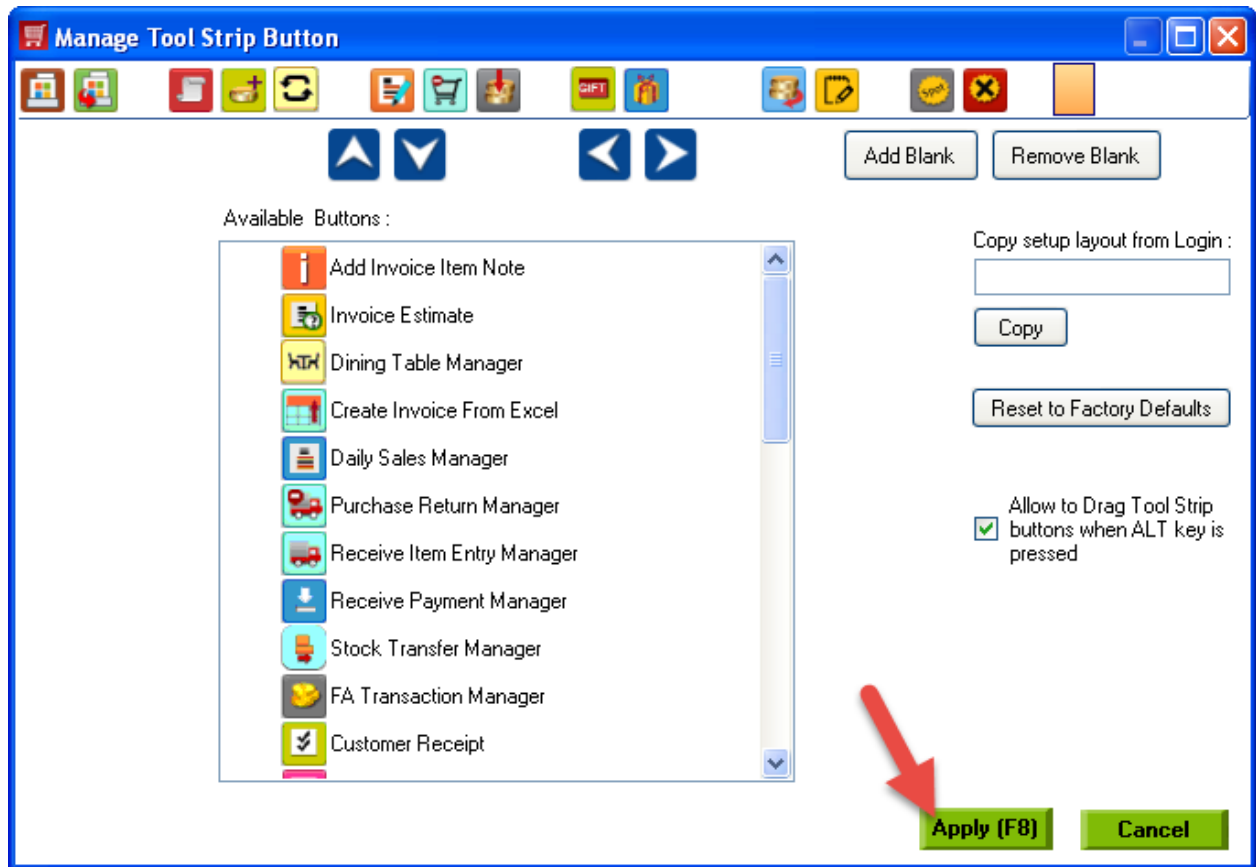
8. **Add Blank:** If you want to give space between any two buttons on tool strip, select the button after which you want to add blank space and click on **Add Blank**  button.
9. **Copy setup layout from login:** Enter the login name from where you want to copy the layout of main screen tool strip. Click on **Copy** button to copy the layout.  
**Note:** This is useful when you have many employees and want to keep the same layout for all employees. Set the layout for one employee and copy the layout for all other employees, so that they all will have same button on main screen tool strip.
10. **Reset to Factory Defaults**  button: To see the default buttons on the main screen click on **Reset to Factory Defaults**.
11. **Allow to Drag Tool Strip Buttons when ALT key is pressed** check box: When this checkbox is checked you can drag the tool strip buttons by pressing the ALT key on your keyboard.
12. **Available Buttons :** The available buttons that you can keep on main screen tool strip are:
  - Add Invoice Item Note
  - Invoice Estimate
  - Dining Table Manager
  - Create Invoice from Excel
  - Daily Sales Manager
  - Gift Card Manager
  - Purchase Return manager
  - Receive Item Entry manager
  - Stock Transfer Manager
  - FA Transaction Manager
  - Report manager
  - Customer Receipt
  - New Customer Receipt
  - Add Customer Item
  - AMC Manager
  - Add New FA Transaction
  - Issue Cheque FA Transaction
  - Simple Change Price
  - Show Tax Structure Detail
  - View Purchase Price History
  - Appointment Manager
  - Composite Sales Return



- Additional Licenses
- Apply Coupon to Invoice
- Print Invoice as Token
- Advance Booking
- Redeem Loyalty Points.
- Exchange
- Change Sales Tax
- Edit Sales Tax
- Sell Package
- Manage Sold Packages

13. After making all the changes you require, click on **Apply** button.

14. For Eg. I have changed the tool strip buttons as shown below and clicked on **Apply**.



15. The main screen tool strip will be changed as shown below.



HDPOS smart

**HDIT Variety Store**  
Site No.#167, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560038.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HD-100017 Date: 23/07/2015  
Barcode:  Alt+B  
Item Name:  Alt+I  
Search Code:  Search with Stock:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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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 : 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)