

How to receive an email of every invoice made in your store?



HDPOS smart Tutorials

You, as a business owner would like to receive a copy of invoices via email as they are created. HDPOS smart allows you to receive invoice copy via emails even when the emails are not being sent to customers.

The steps to setup the same are as given below:

1. Run **HDPOS smart**.
2. Click on **Set-Up** button

HDPOS Smart

HD Stores
167, Green Glen Layout, Bellandur, Bangalore, Karnataka, 560013.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HD-100003 Date : 20/01/2016

Barcode : Alt+B
Item Name : Alt+I
Search Code : Search with Stock : Alt+T

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**

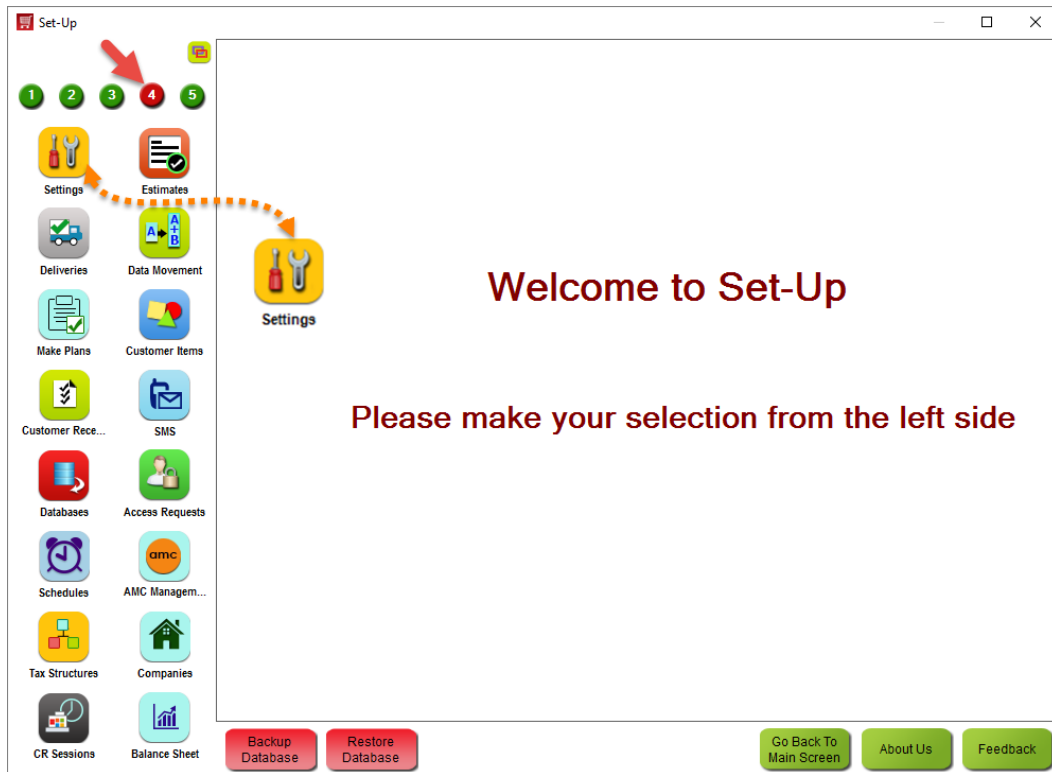
Total : 0.00
Discount Included : 0.00
Quantity Total : 0
Customer :
Sales Executive :

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

Set-Up



3. Click on **Settings** from the fourth page of Setup.



4. Click on **Email Settings**





5. Select **Sales Invoice Email** and click on **Edit Email Settings** button

Mail Type	From Email	From Name
PO Email		
Receive Payment Email		
Pay Supplier Email		
Estimate Invoice Email		
Sales Invoice Email		
System Email		
Appointment Email		
Coupon Email		
Cheque Email		
Advance Booking Email		
Online Product Enquiry Email		
Customer Item Email		

Total Records : 12

OK Cancel

6. Enter the data for email settings. Click on Update.

Following informations will be used for sending emails from this application.

Mail Type : Sales Invoice Email

User Information

Your Name : Sales Manager

Email Address : support@hyperdriveinfotech.com

Logon Information

User Name : support@hyperdriveinfotech.com

Password :

EMail Cc : blr_salesmgr@hyperdriveinfotech.com

EMail Bcc : saleshead@hyperdriveinfotech.com

Using Gmail Account Using Other Account

Server Information

Outgoing mail server (SMTP) : smtp.gmail.com

This sever requires an encrypted connection (SSL) :

Outgoing server Port number (SMTP) : 587

Update Cancel





7. Make sure you have provided **Email Cc** and/or **Email Bcc**. Enter the email ids on which you want to receive the email every time an invoice is made in HDPOS smart.

Edit email settings

Following informations will be used for sending emails from this application.

Mail Type : Sales Invoice Email

User Information

Your Name : Sales Manager

Email Address : support@hyperdriveinfotech.com

Logon Information

User Name : support@hyperdriveinfotech.com

Password : *****

E-Mail Cc : blr_salesmgr@hyperdriveinfotech.com

E-Mail Bcc : saleshead@hyperdriveinfotech.com

Using Gmail Account Using Other Account

Server Information

Outgoing mail server (SMTP) : smtp.gmail.com

This sever requires an encrypted connection (SSL) :

Outgoing server Port number (SMTP) : 587

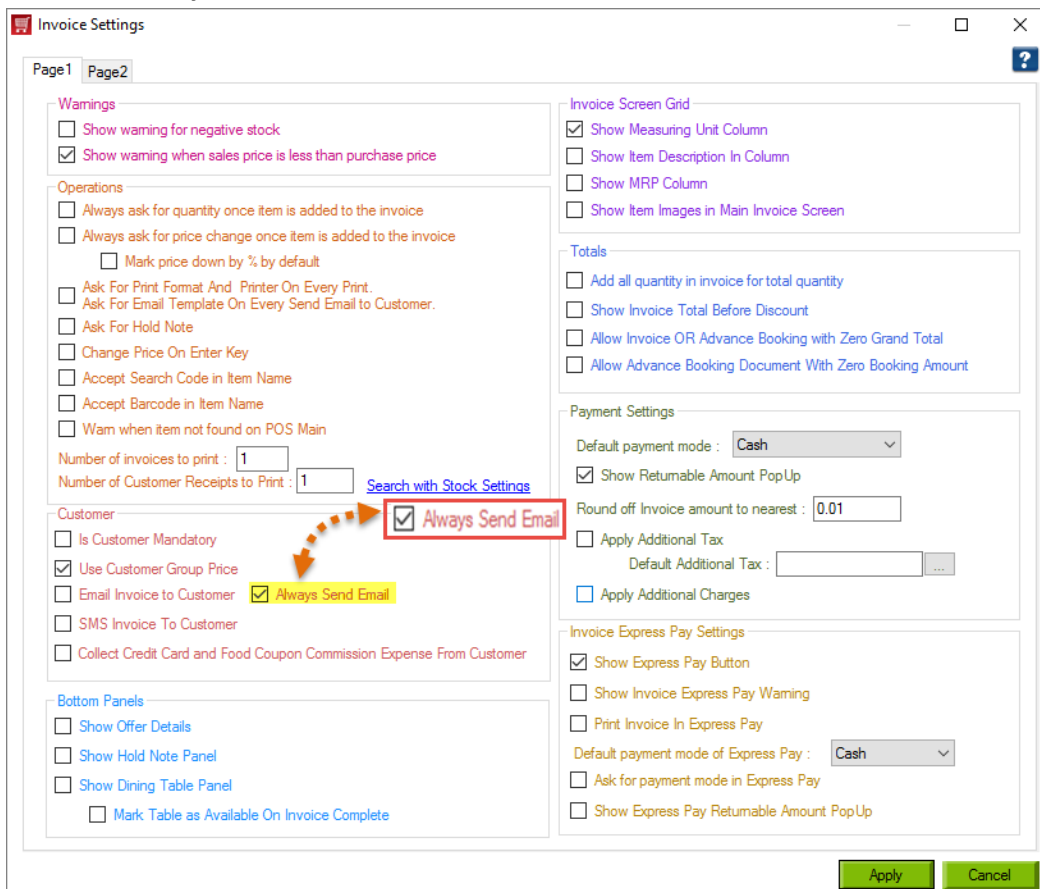
Update Cancel

Now every time an invoice is made, an email is sent to all the mail IDs provided in the **Cc** and the **Bcc** list even if the email is not being sent to the customer.

8. Click on **Update**
9. Click on **OK**.
10. Click on **Invoice** in **Settings** window



11. Check the **Always Send Email** checkbox under customer section.



12. Click on **Apply**.

