

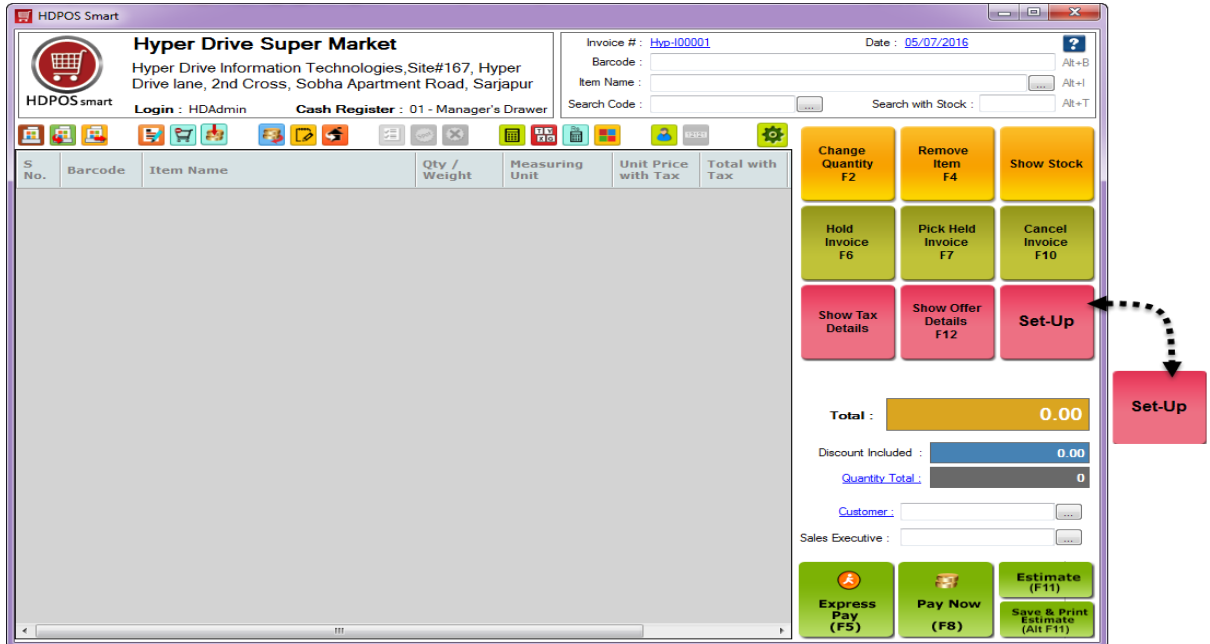
How to set a customized report as a default report in HDPOSsmart?



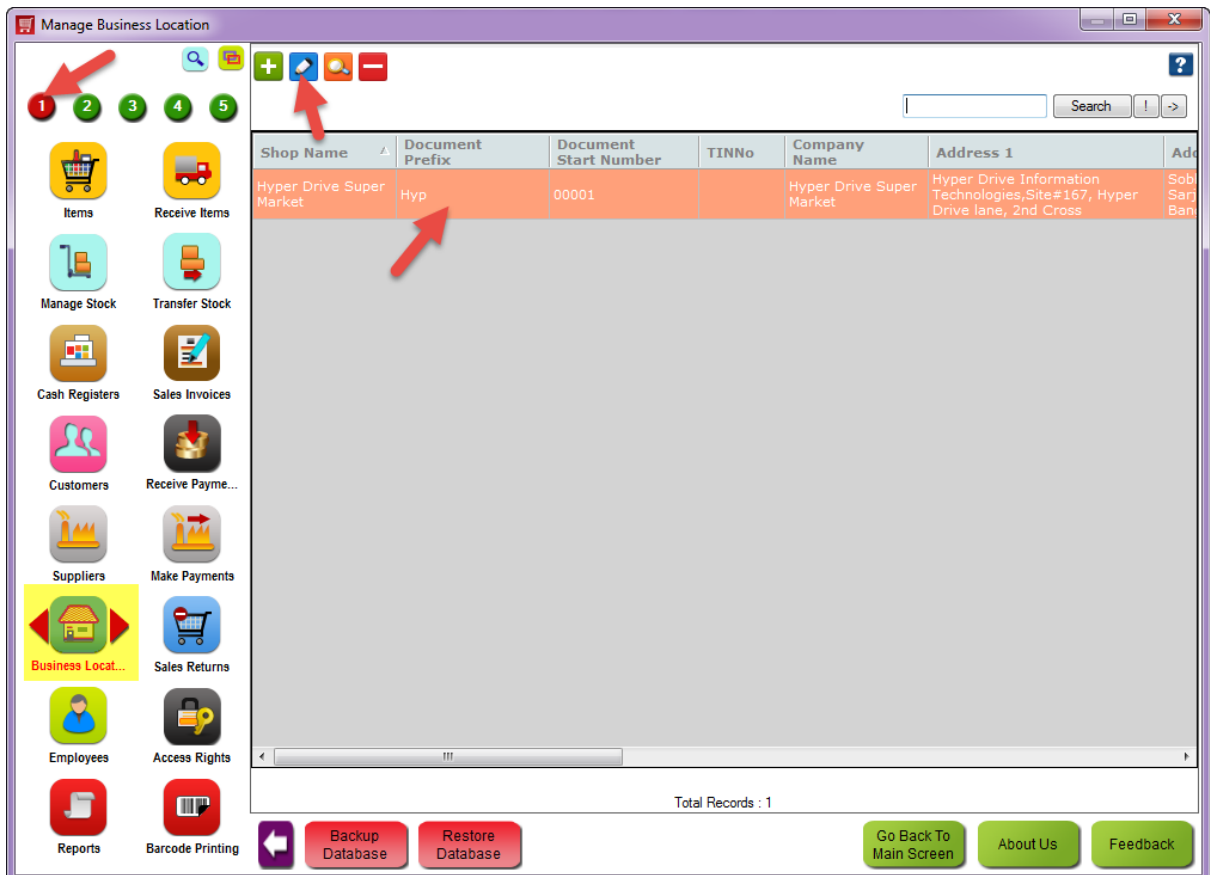
HDPOS smart Tutorials

To set a customized report as a default report in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. Click on **Set-up** button from **Main Screen**.



2. Go to **1st Page**, click on **Business Location** icon. In **Manage Business Location** window, select shop name and then click on **Edit Business Location**.





- From **Document Settings** section in **Edit Business Location** window select **Printer settings**.

Edit Business Location

Business Location Details

Company Name : Hyper Drive Mobile Store

Shop Name (Business Location) : Hyper Drive Mobile Store

Prefix for Documents : Hyp

Start Number for all documents : 00001

TIN Number : 10000000001

Address Line 1 : Site#167, Hyper Drive lane, 2nd Cross

Address Line 2 : Sobha Apartment Road, Sarjapur ORR

City : Bengaluru

State : Karnataka

Country : India

Pin : 560103

Phone No : +91-80 4271 7700

Mobile No :

E Mail : support@hyperdriveinfotech.com

Website : www.hdpos.in

Business Location TIN No :

ESIC No :

LBT No :

CST No :

PT Registration No :

Fax No :

Service Tax No :

GST No :

Select Your Default Godown : Hyper Drive Mobile Store

Document Settings

Printer Setting : Default_Laser

SMS Setting : Hyper Drive Mobile Store_SMS Setting

Enable Email Email Setting : Hyper Drive Mobile Store_Email Setting

Email Template Setting : e Mobile Store_Email Template Setting

Additional Receipt Settings

Print second receipt on different printer Ask to print everytime

Second Receipt Printer :

Second Receipt Print Format :

Number of second receipts to print : 1 Additional Receipt Printers

Move Stock Setting

Move stock of deleted invoices to a specified godown.

Godown to keep stock of deleted invoices :

File Setting

Save Invoice as File

Invoice Report Format :

File Path Template :

Save Sales Return as File

Invoice Report Format :

File Path Template :

Attachments Update (F8) Cancel

- To add/edit **printer setting**, click on 3 dotted button next to printer setting filed. You will see **Manage Printer setting** window as shown below with default printer settings.

Manage Printer Setting

Name	Is System	Document Type	Report Format
Default_Laser	Yes	Advance Booking	Advance Booking Laser
Default_Text	Yes	C.R. Session	Cash Register Session Details_Laser
		Cancel Appointment Details	Cancel Appointment Details_Laser
		Cash Register Amount Details	Cash_Register_Amount_Details_3_Inch_Thermal_Laser
		Cash Transfer Document Details	Cash_Transfer_Document_Details_3_Inch_Thermal_Laser
		Change Price	ChangePriceDocument_Laser
		Cheque	Cheque Details Laser
		Customer Item	Customer Item Details_Laser
		Customer Receipt	Customer Receipt 3 Inches_Laser
		Delivery Challan	DeliveryNote_Laser
		Dump Stock Correction	Stock Correction For Dump Items_Laser
		Estimate	Estimate Slip_Laser
		FA Transaction Document	FA Transaction Document Laser
		Financial Account Transaction	FA Transaction Laser
		Gift Card	Gift Card_Laser
		Loading Document	Loading Document Detail_Laser

Total Records : 3

Next Page Showing 17 Records

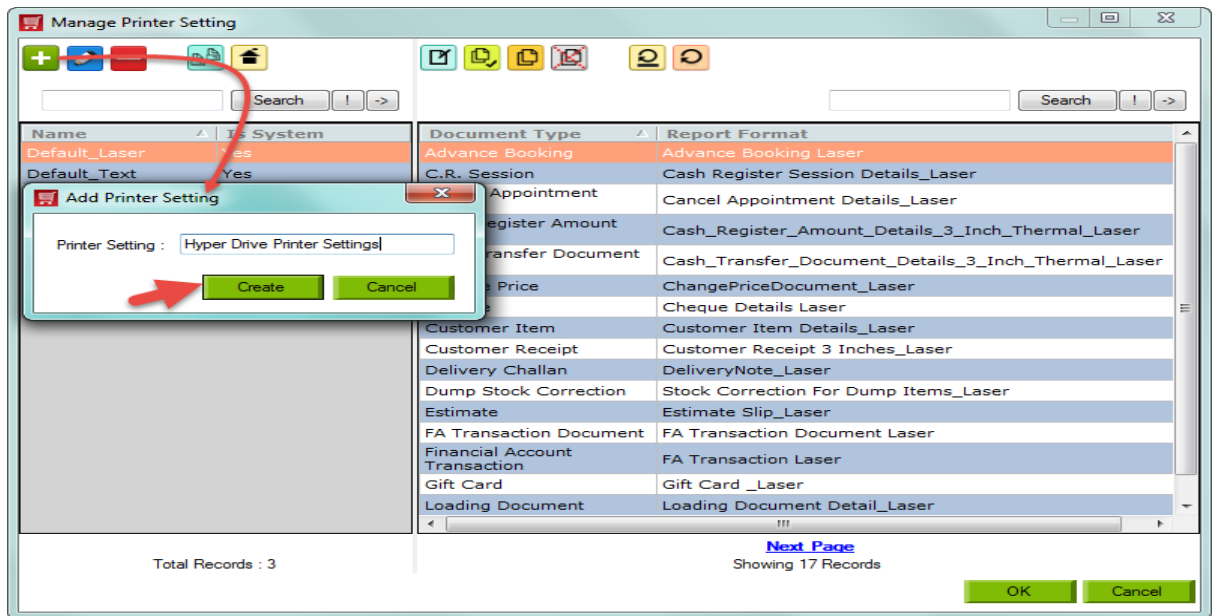
OK Cancel





- In **Manage Printer Setting** click **Add Printer Setting**



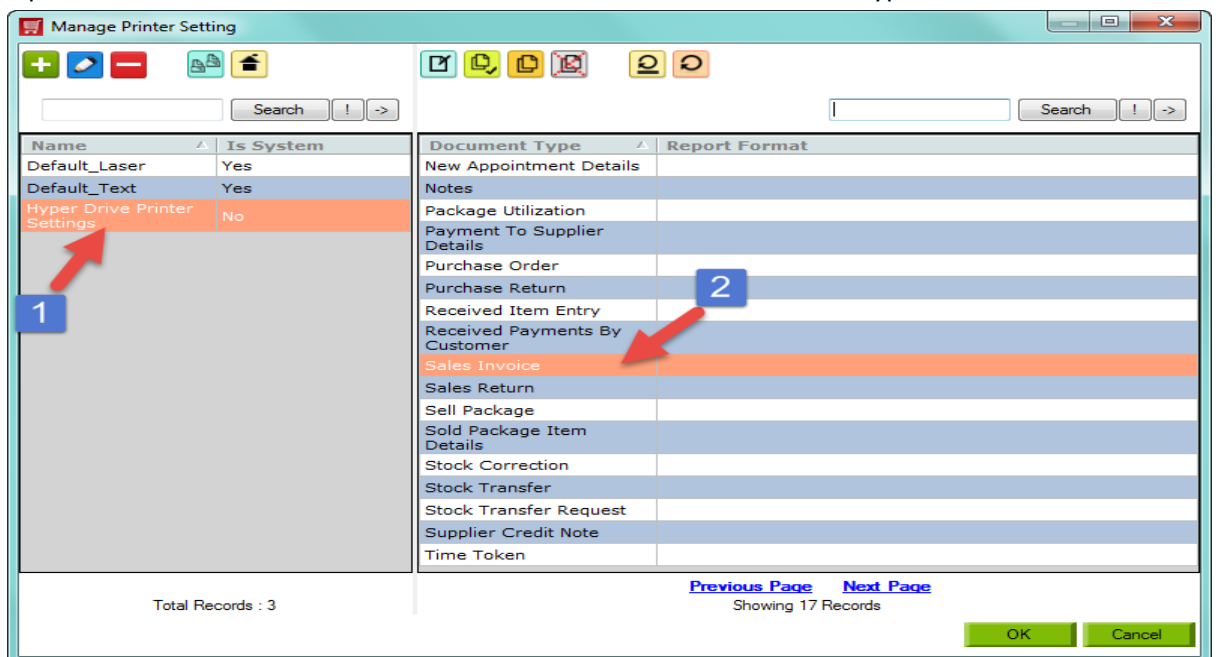


6. In **Add Printer Setting** window enter Printer Setting name and click on **Create**.




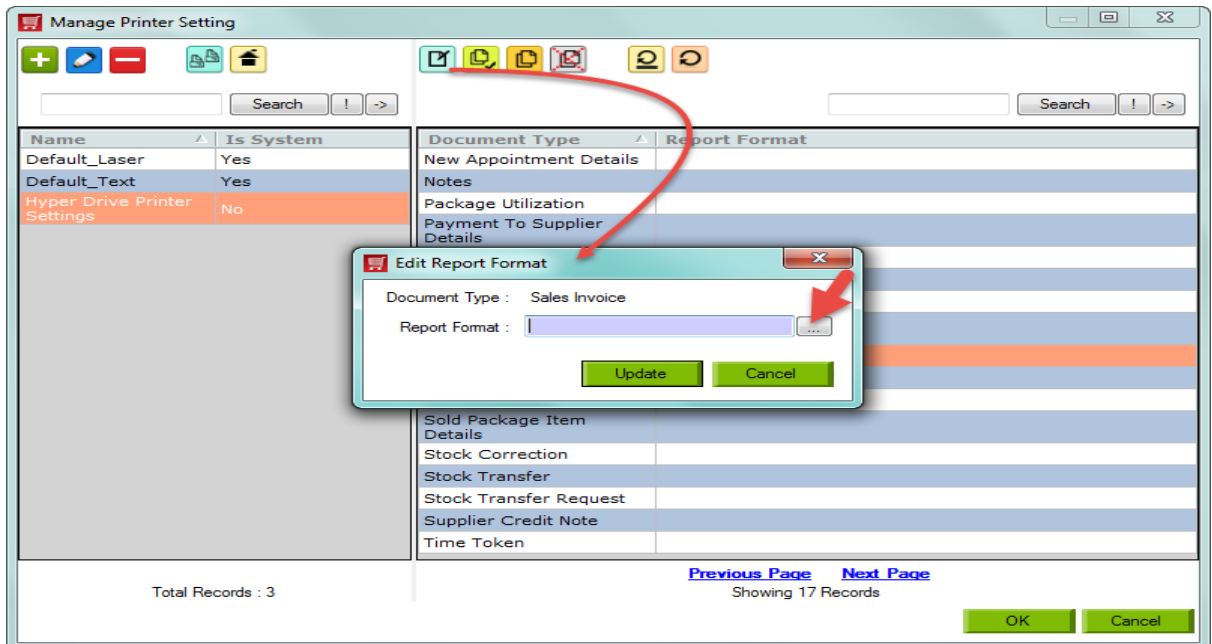
- **Edit Printer Setting**  : You can edit printer setting.
- **Delete Printer Setting**  : You can delete selected printer setting.
Note: You cannot delete system printer setting.
- **Clone Printer Setting**  : You can create copy of selected printer setting
- **Show All Business Location**  : You can see all the business locations on which selected setting has applied.

7. Select the printer settings added in **Step 6** and from right section **Manage Printer Settings** select the document type for which you want to attach a customized report as shown below. Here I have selected **Sales Invoice** as document type.

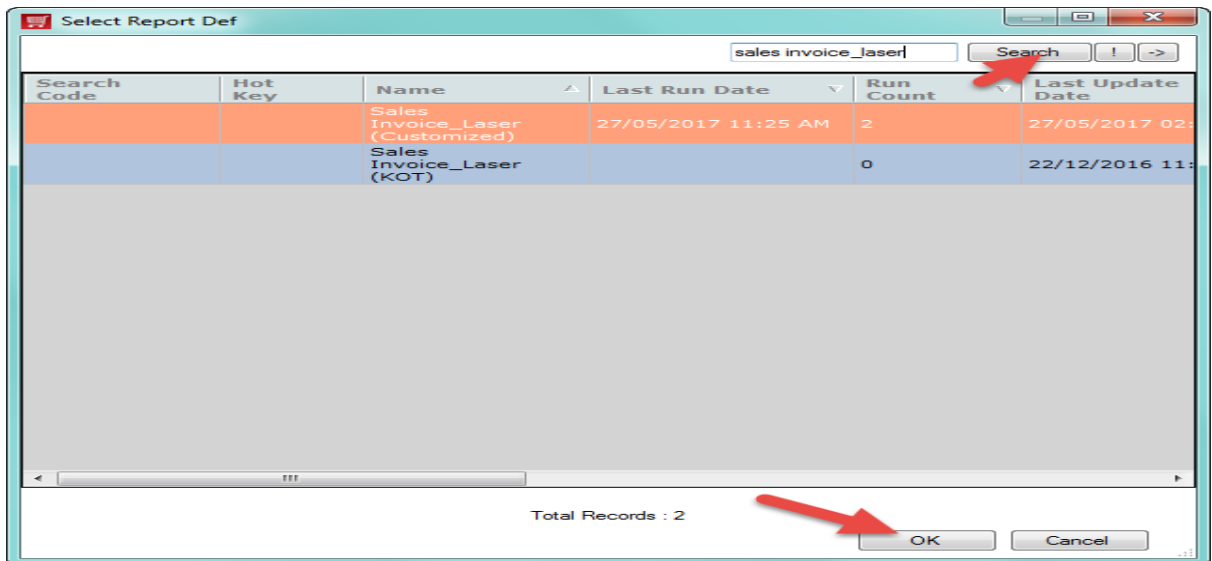




8. Click on **Edit Report Format** .
9. From **Edit Report Format** click on three dotted button next to **Report Format** filed.



10. You will see the **Select Report Def** screen, type the customized report name in the search box and click on **Search**.



11. Select that report and click on **OK**.





12. Click on **Update**.

The screenshot shows the 'Manage Printer Setting' window with an 'Edit Report Format' dialog box open. The dialog box contains the following information:

Document Type :	Sales Invoice
Report Format :	Sales Invoice_Laser (Customized)

At the bottom of the dialog box, there are two buttons: 'Update' and 'Cancel'. A red arrow points to the 'Update' button.

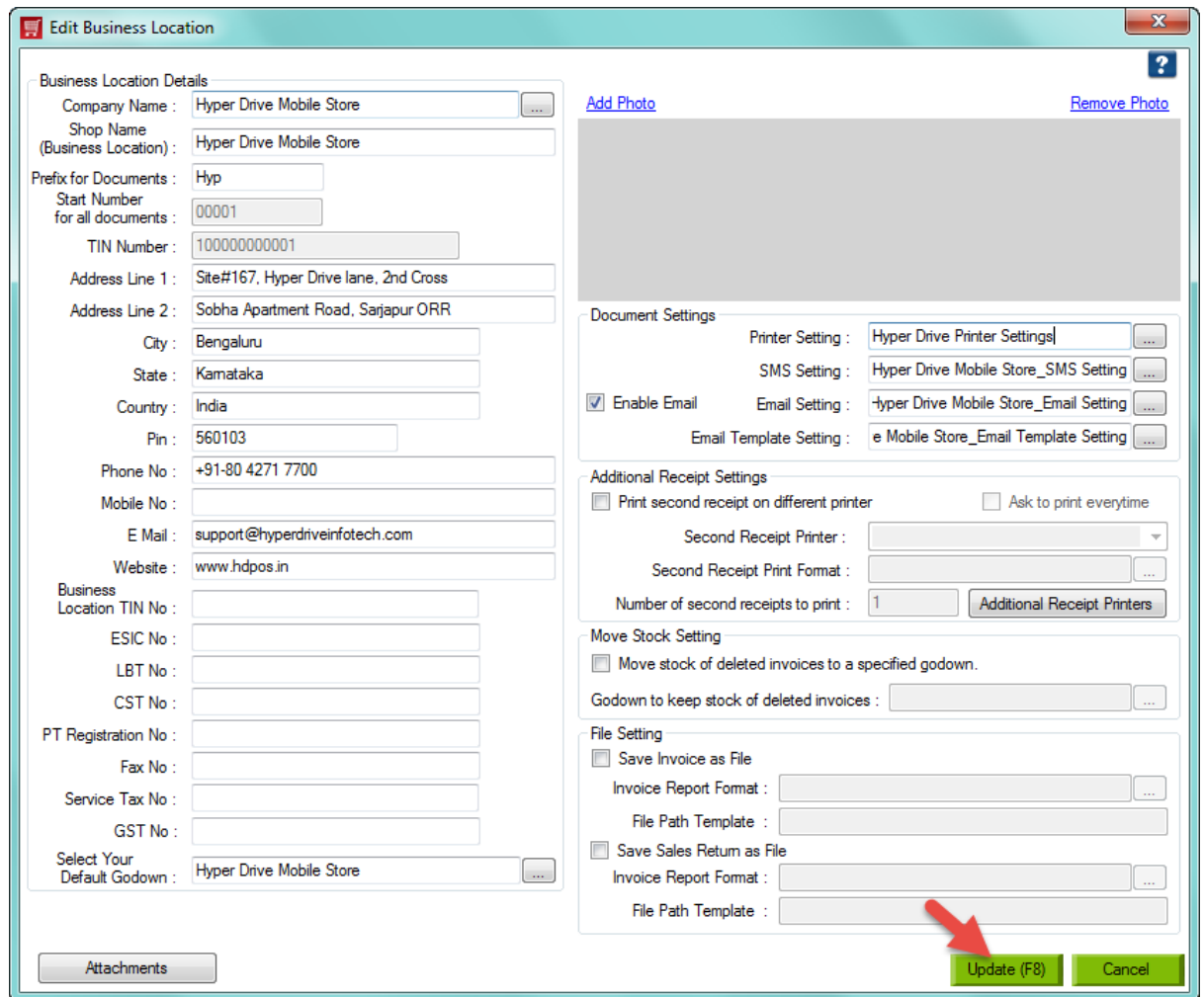
13. Click on **OK** in Manage Printer Setting.

The screenshot shows the 'Manage Printer Setting' window with the 'Sales Invoice' row highlighted in the 'Document Type' column. The 'Report Format' column for this row shows 'Sales Invoice_Laser (Customized)'. At the bottom right of the window, there are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.





14. Click on **Update** button in Edit Business Location.



15. Follow the above steps to set customized report to other document types.

