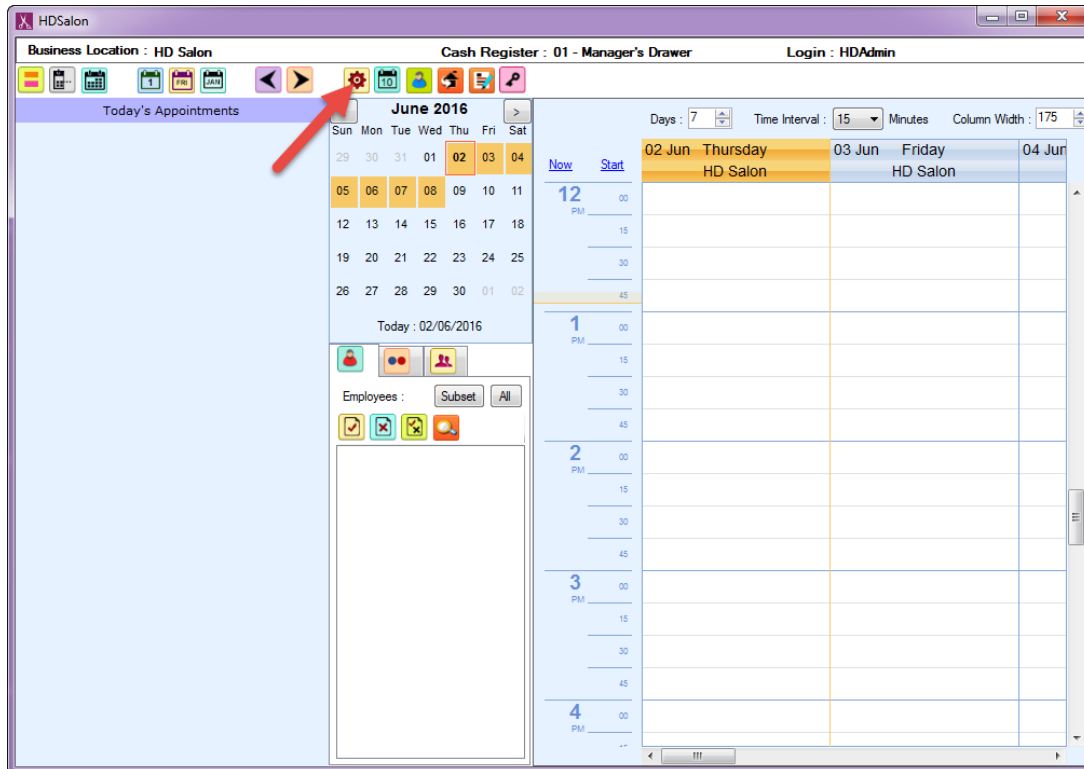


How to set up Business Location settings in HDSalon?

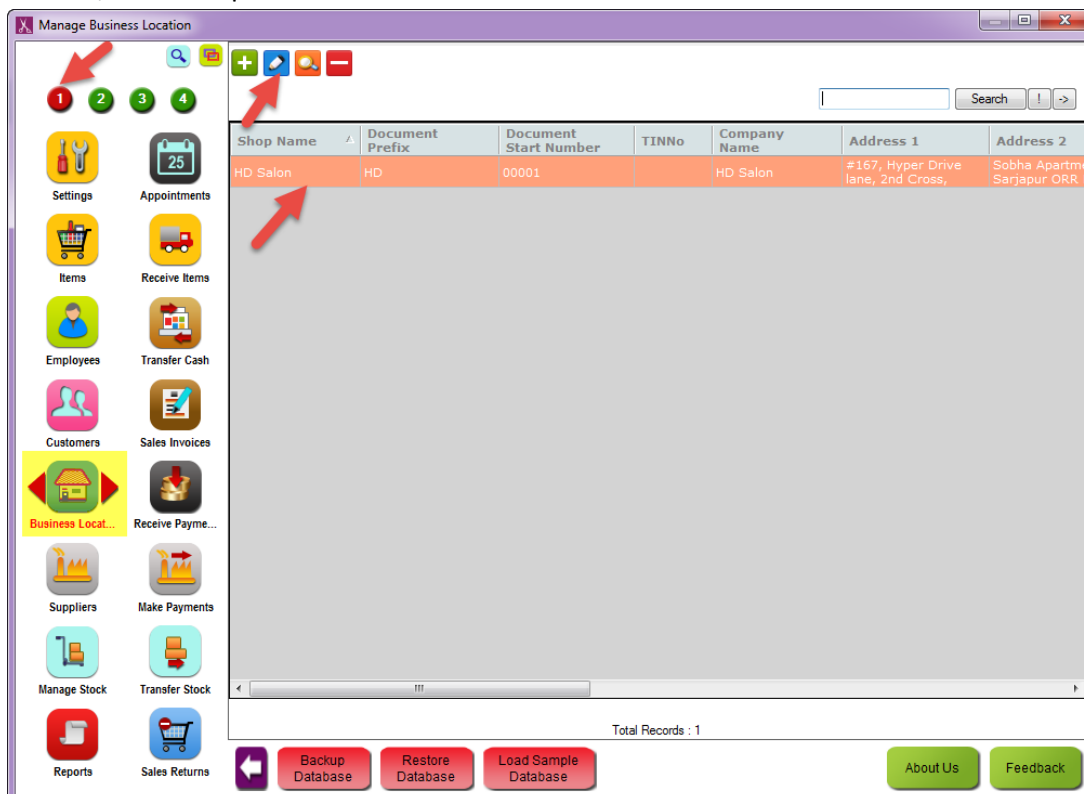


Follow below steps to do document settings in HDSalon:

1. Run **HDSalon**. 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**.





3. You will see the **Document Settings** section in **Edit Business Location** window. From there you can do **Printer Setting, SMS Setting, E-mail Setting and E-mail Template Setting.**

The screenshot shows the 'Edit Business Location' window with the following details:

- Company Name:** HD Salon
- Shop Name (Business Location):** HD Salon
- Prefix for Documents:** HD
- Start Number for all documents:** 00001
- TIN Number:** [Empty]
- Address Line 1:** #167, Hyper Drive lane, 2nd Cross.
- Address Line 2:** Sobha Apartment Road, Sarjapur ORR Bellandur
- City:** Bangalore
- State:** Kamataka
- Country:** India
- Pin:** 560103
- Phone No.:** 080-42717700
- Mobile No.:** [Empty]
- E Mail:** support@hyperdriveinfotech.com
- Website:** www.hdpos.in
- Business Location TIN No.:** [Empty]
- ESIC No.:** [Empty]
- LBT No.:** [Empty]
- CST No.:** [Empty]
- PT Registration No.:** [Empty]
- Fax No.:** [Empty]
- Service Tax No.:** [Empty]
- Select Your Default Godown:** HD Salon

Document Settings (highlighted):

- Printer Setting: Default_Laser
- SMS Setting: Default
- Enable Email:
- Email Setting: Default
- Email Template Setting: [Empty]

Additional Receipt Settings:

- Print second receipt on different printer
- Ask to print everytime
- Second Receipt Printer: [Dropdown]
- Second Receipt Print Format: [Dropdown]
- Number of second receipts to print: 1
- Additional Receipt Printers: [Button]

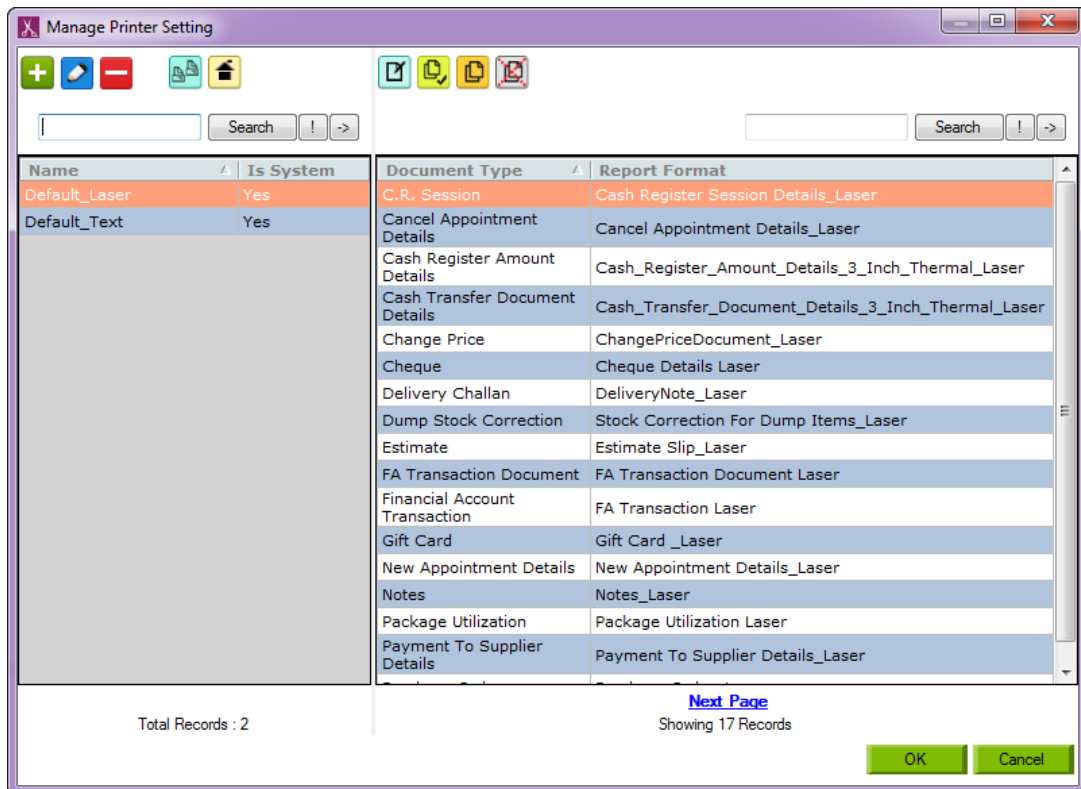
Move Stock Setting:

- Move stock of deleted invoices to a specified godown.
- Godown to keep stock of deleted invoices: [Dropdown]


Buttons: Attachments, Update (F8), Cancel

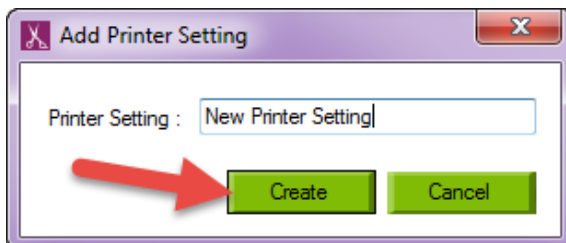
4. For **Printer Setting**, click on 3 dotted button. **Manage Printer setting** window will open. You can change the settings over there.




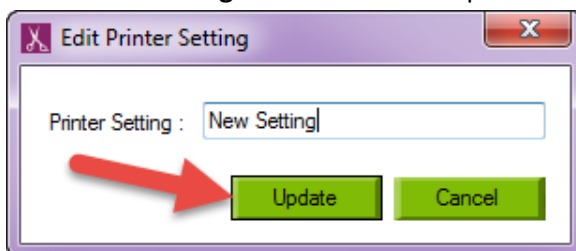




In **Manage Printer Setting** you can:

- **Add Printer Setting**  : You can add new printer setting.





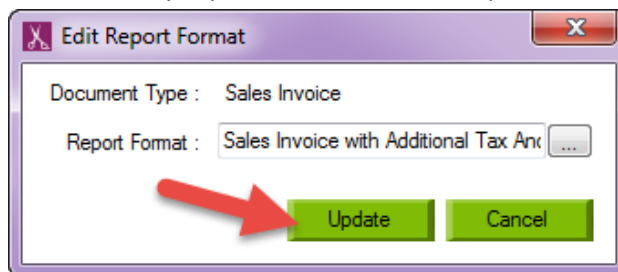
- **Edit Printer Setting**  : You can edit printer setting.




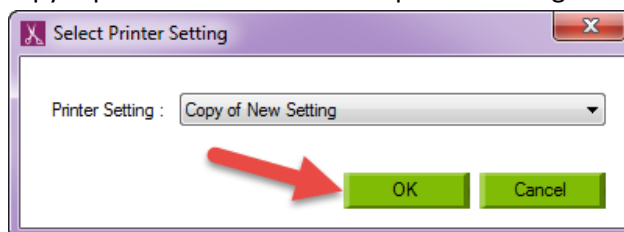
- **Delete Printer Setting**  : You can delete printer setting what you made. You cannot delete system printer setting.
- **Clone Printer Setting**  : You can copy the printer setting and make a clone of it.



Name	Is System
Copy of New Setting	No
Default_Laser	Yes
Default_Text	Yes
New Setting	No

- **Show All Business Location**  : You can see all the business locations on which selected setting has applied.
- **Edit Report Format**  : You can edit the report format for a printer. You cannot modify report format for default printer setting.



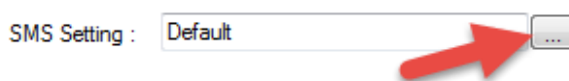
- **Copy Selected To**  : You can copy selected report format to other printer setting. You cannot copy report format to default printer setting. But you can copy report format from default printer setting to other printer setting.



- **Copy All To**  : You can copy the entire report format from one printer setting to other printer setting.
- **Clear Report Format**  : You can clear selected report format from printer setting. You cannot clear default printer setting.

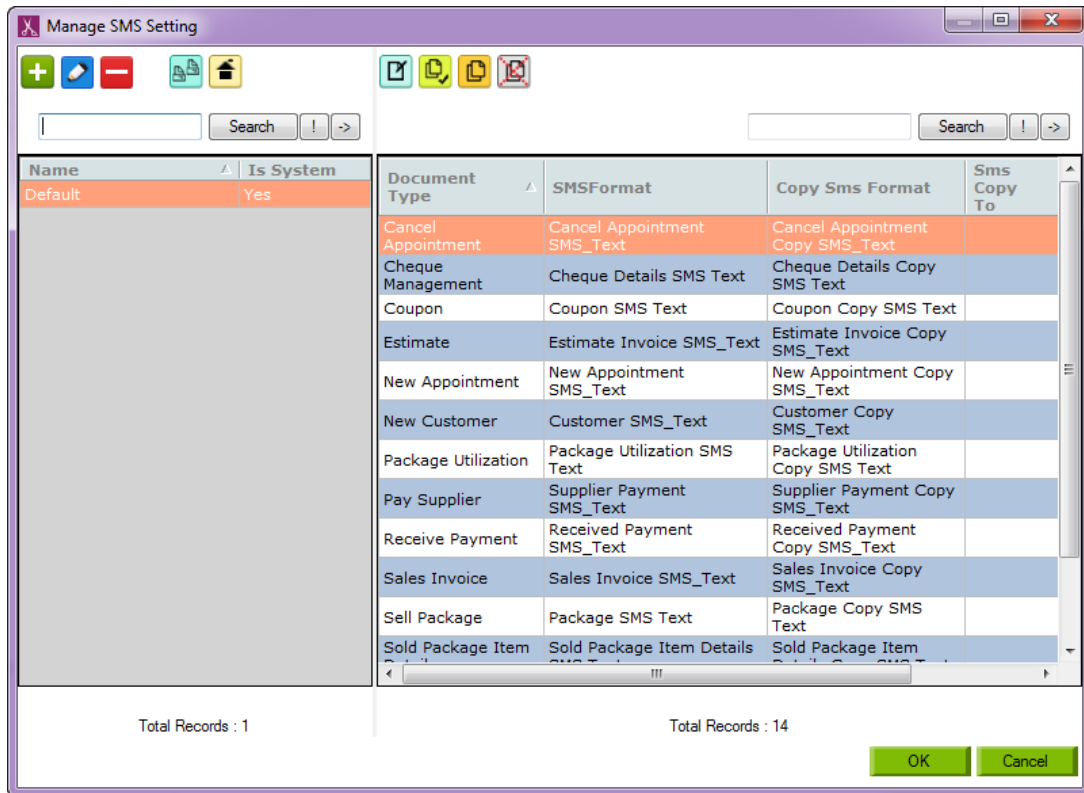
Click on **OK**.

5. For **SMS Setting**, click on 3 dotted button.



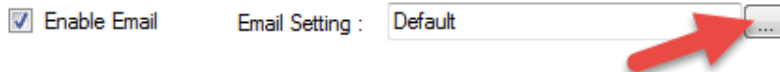


Manage SMS Setting window will open. You can change the settings over there.



Note: All the button functionality in SMS Setting is same as that of Printer Setting.

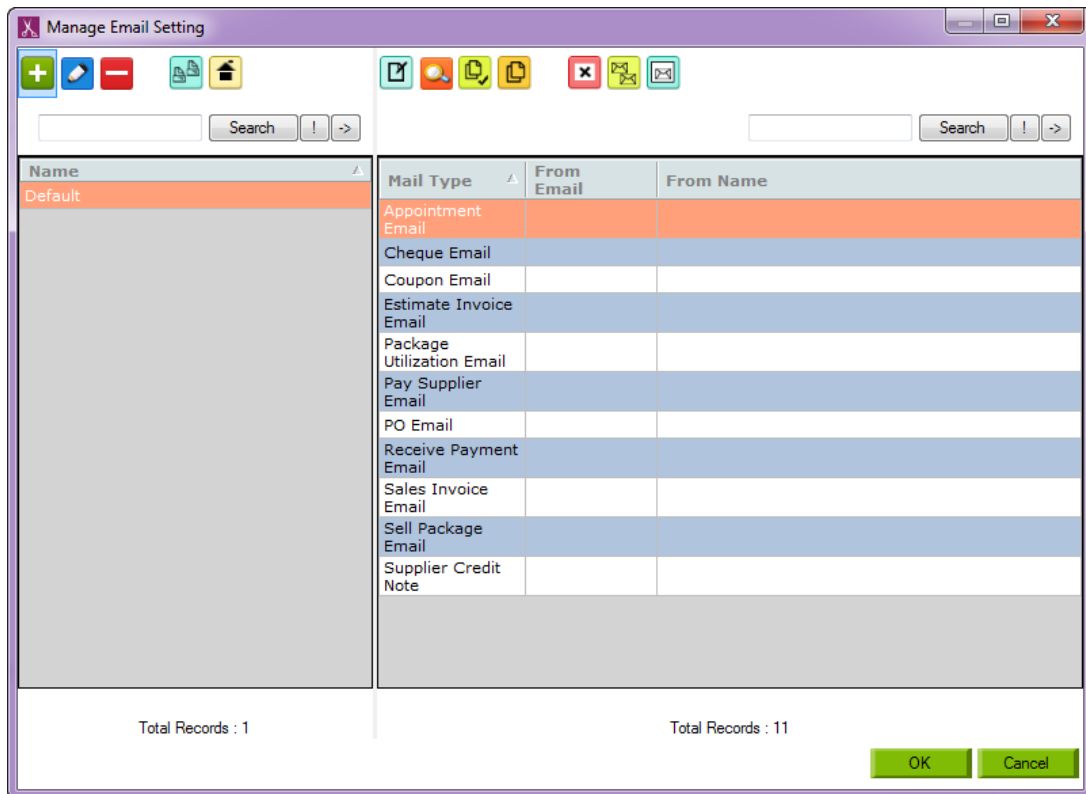
6. For **Email Setting**, click on 3 dotted button.






If you check the checkbox **Enable Email**, then it will enable the email and you can send that email.

Manage Email Setting window will open. You can change the settings over there.





Note: All the button functionality in Email Setting is same as that of Printer Setting. In Email setting you can modify, delete, and clone the default setting. Other functionality in email setting are:

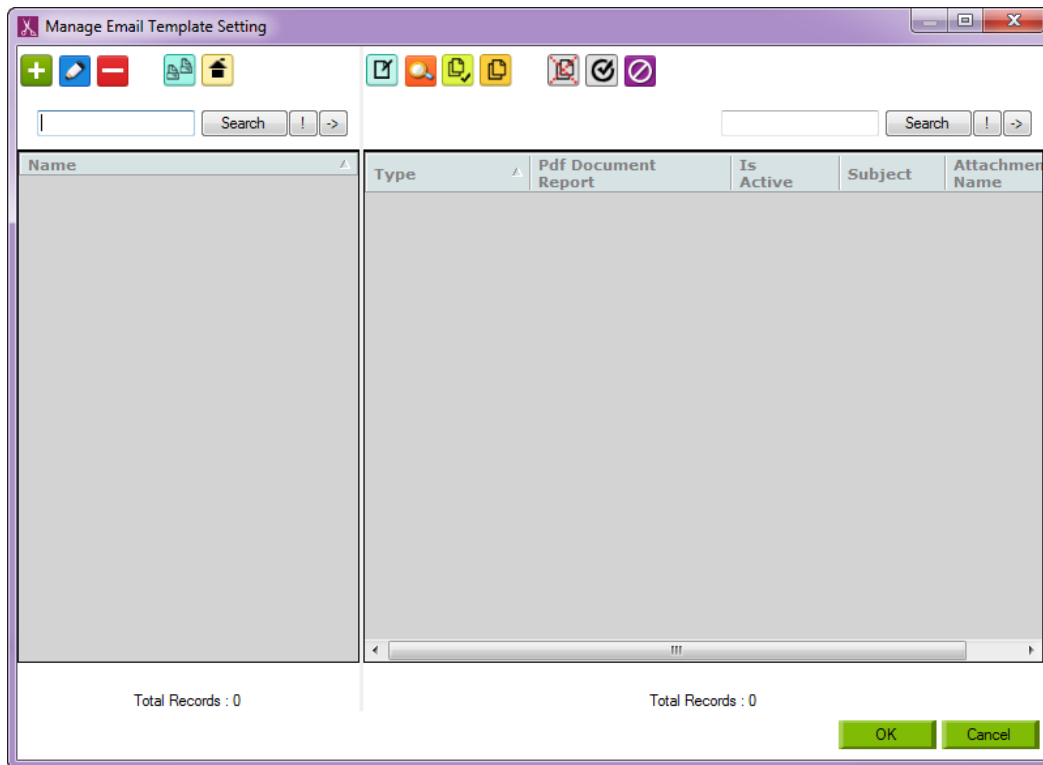
- **Clear Email Format**  : You can clear the selected setting.
- **Copy Email Format**  : You can copy email format from one setting.
- **Paste Email Format**  : You can paste email format to other setting.

7. For **Email Template Setting**, click on 3 dotted button.




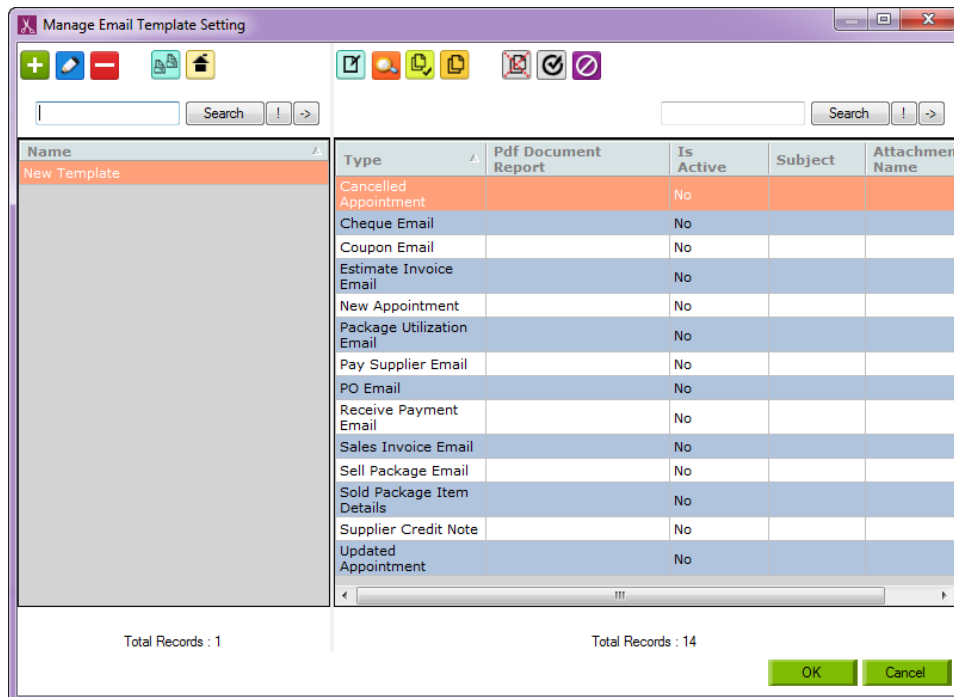
Manage Email Template Setting window will open. You can change the settings over there.










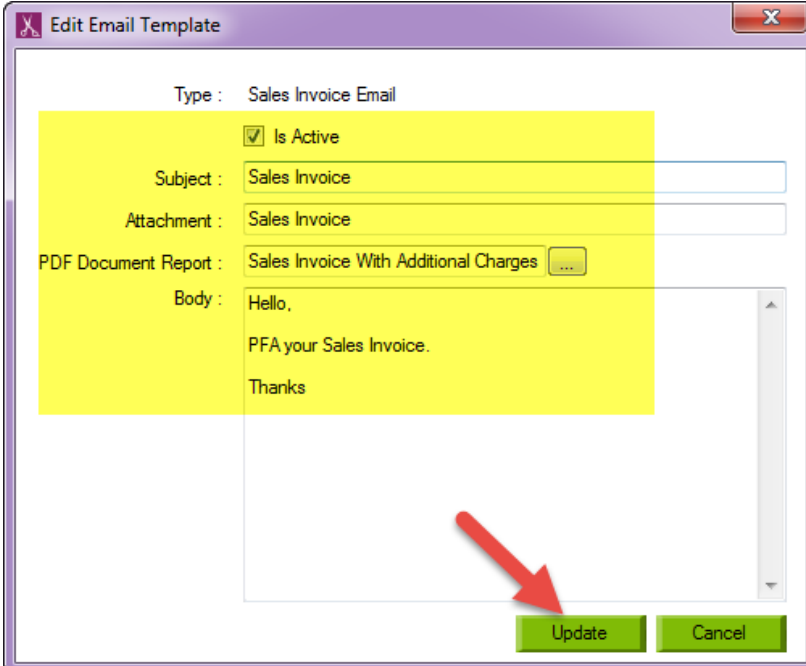
In **Manage Printer Setting** you can:



- **Add Email Template Setting**  : You can add email template setting. When you add template then email template type automatically generated from system.









- **Edit Email Template Setting**  : You can edit email template setting.
- **Delete Email Template Setting**  : You can delete email template setting what you made.
- **Clone Email Template Setting**  : You can copy the email template setting and make a clone of it.
- **Show All Business Location**  : You can see all the business locations on which selected setting has applied.
- **Edit Email Template**  : You can edit the email template format.
 - a. **Subject:** You can add the subject of the email.
 - b. **Attachment:** You can give the name of attached file.
 - c. **PDF Document Report:** You can select the document report from 3 dotted buttons.
 - d. **Body:** You can write the body of the Email.
 - e. **Is Active:** You can check the checkbox Is Active to activate the template.
 - f. Click on **Update**.



- **View Email Template**  : You can view the selected email template format.
- **Copy Selected To**  : You can copy selected email template format to other email template setting.





- **Copy All To**  : You can copy the entire email template format from one email template setting to other email template setting.
- **Clear Email Template**  : You can clear selected email template format from email template setting.
- **Activate Email Template**  : You can activate the email template format.
- **Deactivate Email Template**  : You can deactivate the email template format.

Click on **Ok**.

8. Click on **Update**.

