

# How to use Hold Note to assign table number for an invoice?



HDPOS smart Tutorials

In restaurant business it is necessary to track the tables in order to know which order came from which table. This can be achieved in HDPOS smart through **Hold Note** functionality.

Follow the below steps to do it:

1. Turn on setting for Hold Note.
2. Assign table number to invoice by using hold note.

## Step 1: Turn on setting for Hold Note.

- Run **HDPOS smart**.
- Select **Set-Up** from Main Invoice screen.

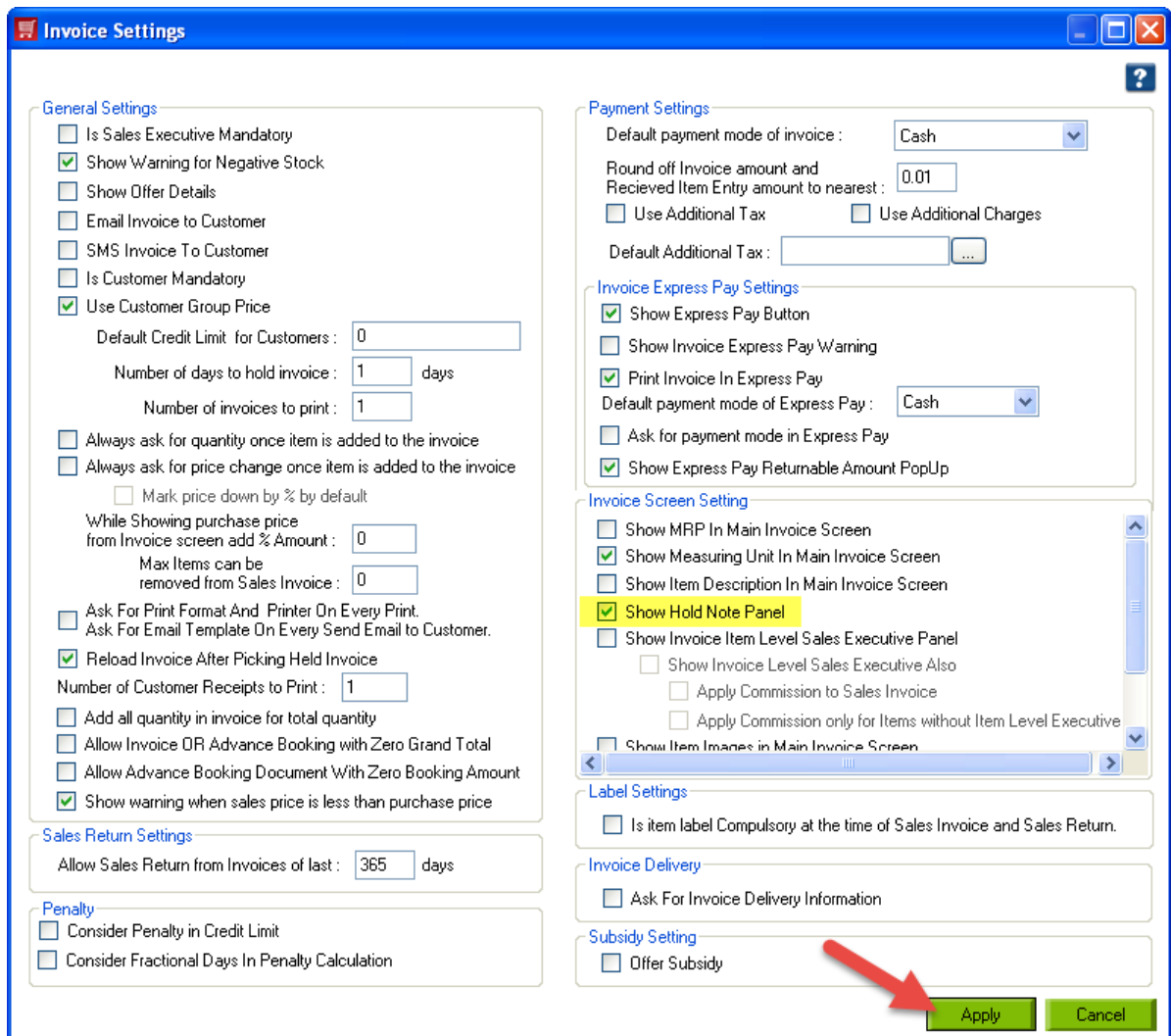
The screenshot displays the HDPOS smart interface for 'Hyper Drive Pizza Shop'. The top header includes the shop name, address, and login information. The main area features a table with columns for S. No., Barcode, Item Name, Qty / Weight, Measuring Unit, Unit Price with Tax, and Total with Tax. On the right side, there is a vertical toolbar with various function buttons. The 'Set-Up' button is highlighted with a red box, and a dashed arrow points to it from the right. Below the toolbar, there are fields for Total (0.00), Discount Included (0.00), and Quantity Total (0). At the bottom, there are buttons for Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11).



- From 4<sup>th</sup> page of Set-Up click on **Settings- Invoice**.

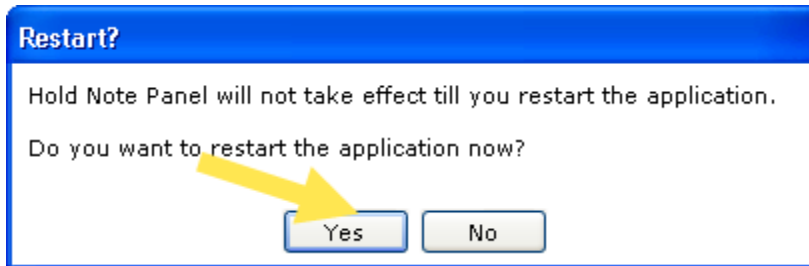


- In the **Invoice Settings** screen, under Invoice Screen Setting section, check the checkbox **Show Hold Note Panel** checkbox. Click on **Apply**.






- You will see a message to restart your computer click on **Yes**.



## Step 2: Assign table number to invoice by using hold note.

- From Main Invoice screen select items to make invoice and click on the three dotted  button near to **Hold Note**.  
(**Note:** Hold Note will be visible at the bottom of the screen only after selecting items for invoice.)

HDPOS smart

**Hyper Drive Pizza Shop**  
Site#187, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bellandur, Bangalore, KARNATAKA, 560103.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer


Invoice #: PIZ-00004 Date: 02/09/2015

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00030	7 Up (500 ml)	1	Qty	35.00	35.00
2	T00000001	Armando's pizza Large	1	Qty	500.00	500.00
3	T00042	Cesar Salad	1	Qty	150.00	150.00

**Total : 685.00**

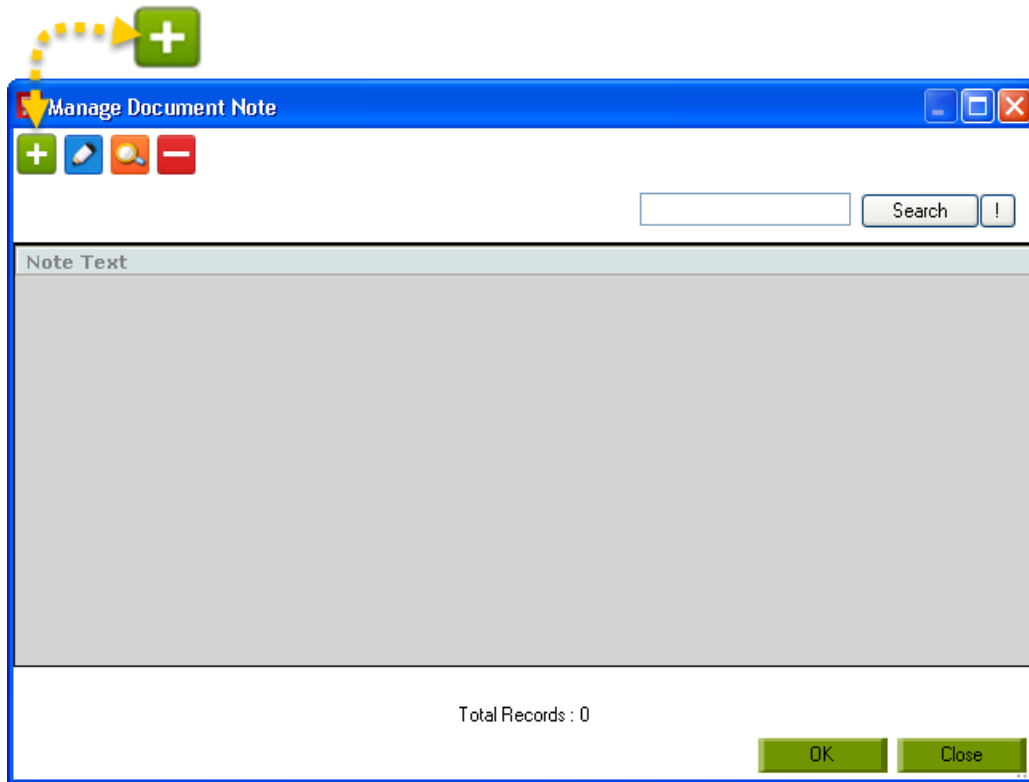
Discount Included: 0.00  
Quantity Total: 3

Customer:   
Sales Executive:

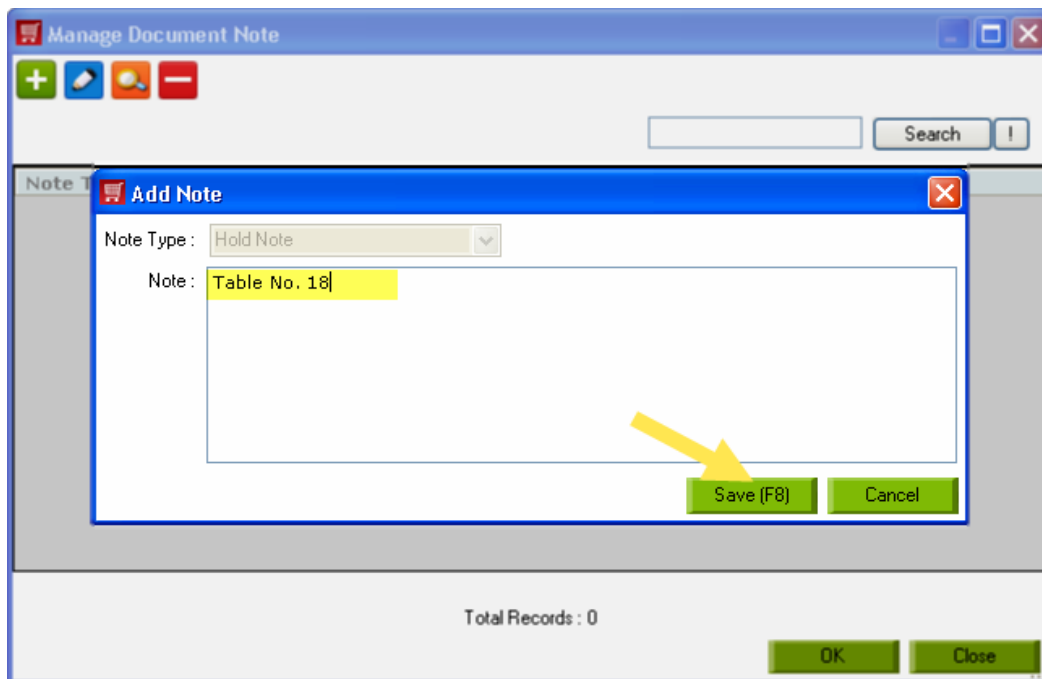
Choose Hold Note:   Hold



- Click on **Add Print Note** from **Manage Document Note** tool strip that opens.

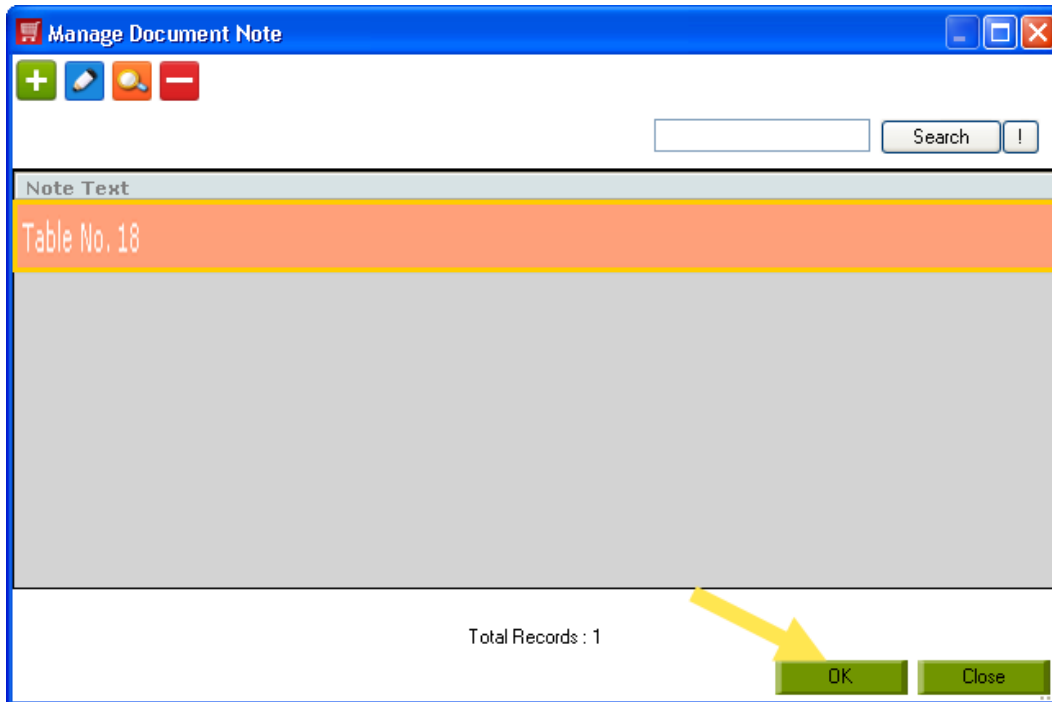


- Add Note screen opens enter the table number in **Note** section and click on **Save**.

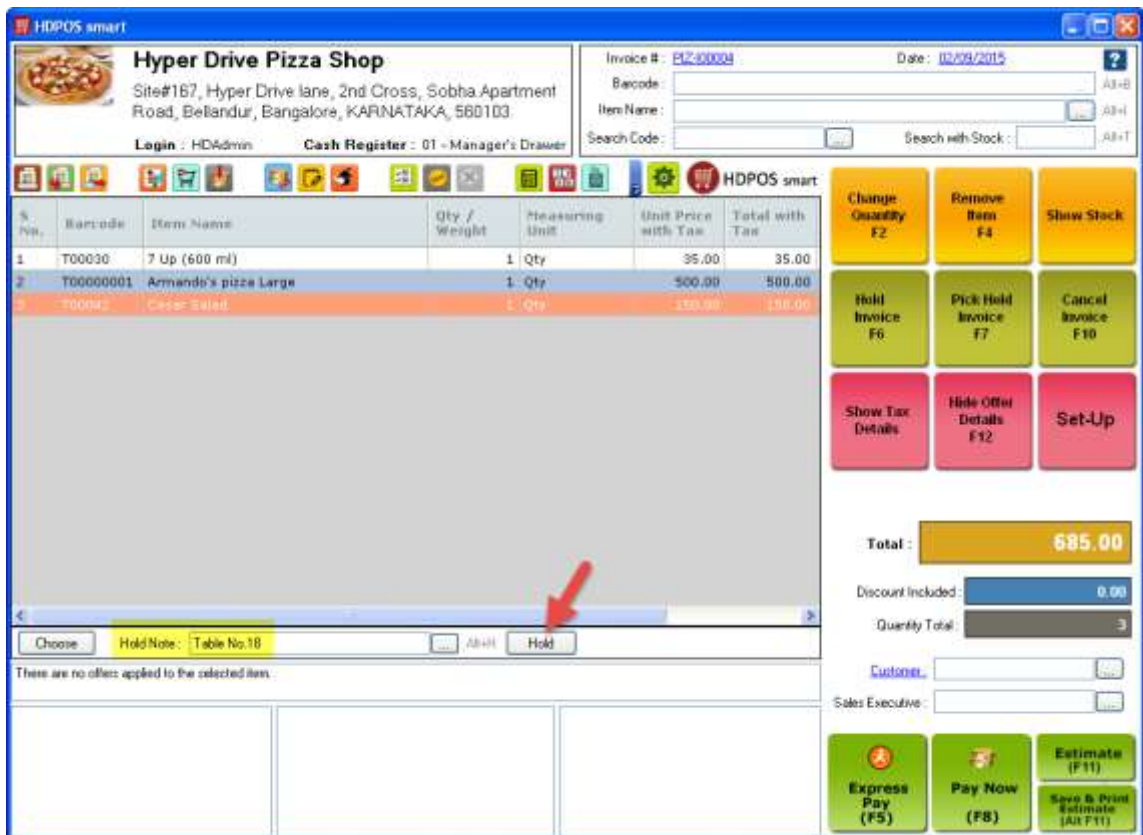




- Now select the table number and click on **OK**.



- Now to hold the invoice with selected table number click on **Hold** button.







- In the same way you can enter table number for different invoices and put them on hold.

Hyper Drive Pizza Shop  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment  
Road, Bellandur, Bangalore, KARNATAKA, 560103.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: EC200004 Date: 02/09/2015

S. No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00034	Cheeze Jalepeno Dip	1	Kg	20.00	20.00
2	T00038	Cheeze Garlic Bread	1	Kg	120.00	120.00
3	T0000004	Britani's Best Pizza	1	Qty	678.00	678.00
4	T00033	Coke	1	Kg	35.00	35.00

Total : 853.00

Discount Included : 0.00

Quantity Total : 4

Customer: Abhai Reddy

Sales Executive:

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Hold Invoice (F7), Cancel Invoice (F10), Show Tax Details, Hide Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt+F11)

Hyper Drive Pizza Shop  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment  
Road, Bellandur, Bangalore, KARNATAKA, 560103.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: EC100004 Date: 02/05/2015

S. No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00000023	Pizza Chicken	1	Qty	234.00	234.00
2	T00044	Veg salad	1	Kg	150.00	150.00
3	T00033	Pepsi (600 ml)	1	Kg	35.00	35.00

Total : 419.00

Discount Included : 0.00

Quantity Total : 3

Customer:

Sales Executive:

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Hold Invoice (F7), Cancel Invoice (F10), Show Tax Details, Hide Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt+F11)





- Click on **Pick Held Invoice** button on main screen, and you will see all the invoices that are on hold along with table number as shown below.

**Held Invoice**

Pick On Selection

Search !

Hold Note	Customer Name	Mobile Number	Billing Mobile Number	Cash Register	Total Item Qty
Table No. 7				01 - Manager's Drawer	3.00
Table No. 11	Abhijit Reddy	8088933221		01 - Manager's Drawer	4.00
Table No.18				01 - Manager's Drawer	3.00

Total Records : 3

Print As Token OK Cancel

- When you want to make an invoice for any of these held invoices, select it and click on **OK** and proceed with payment.