

How to use On Screen Numpad Keyboard that is provided in HDPOS smart?

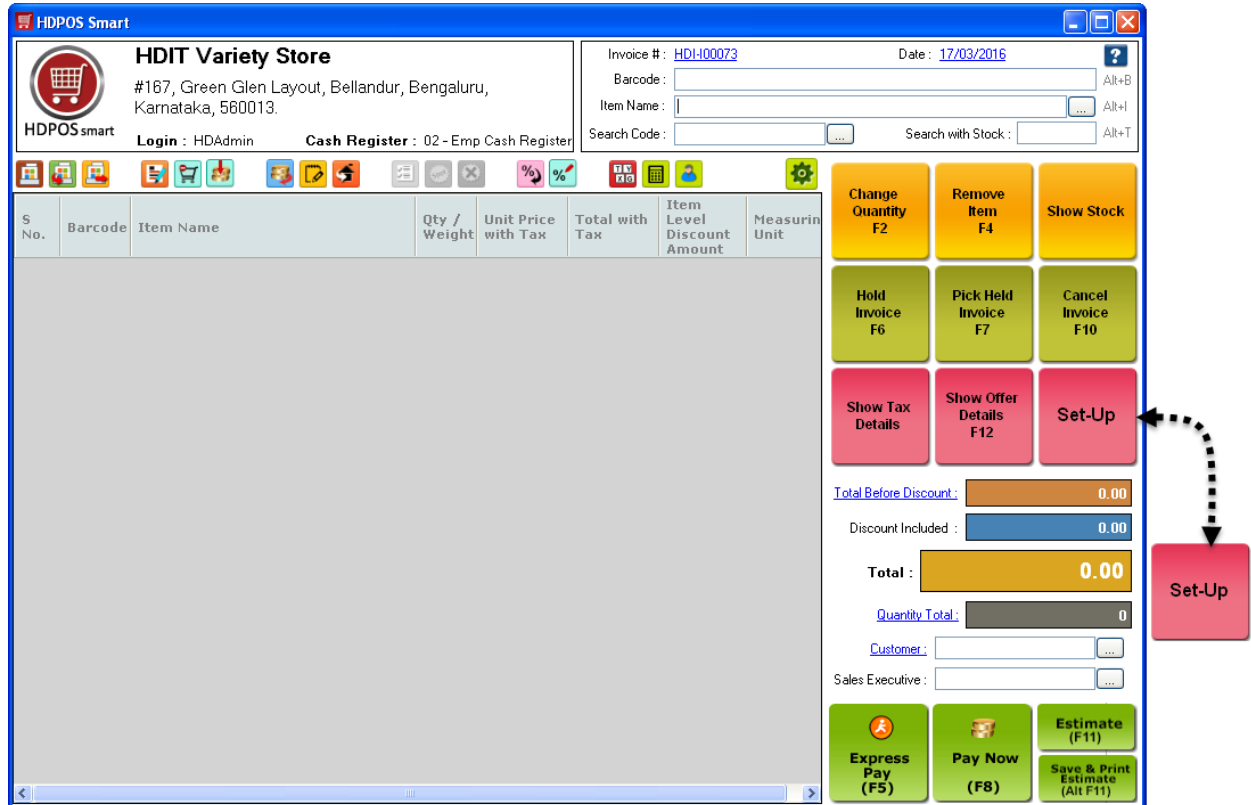


HDPOS smart Tutorials

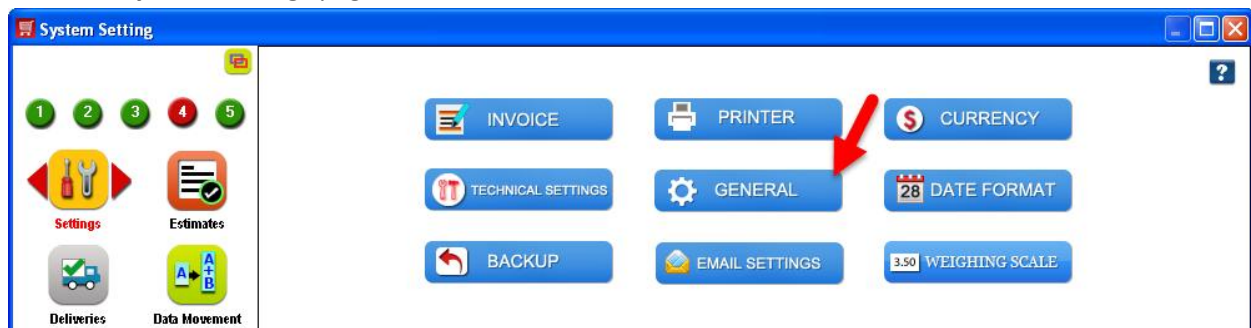
On screen Numpad Keyboard will be useful while using HDPOS smart in touch screen devices and when you have any problem with keyboard that is attached to your computer.

To use On Screen Numpad Keyboard, follow the steps below.

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



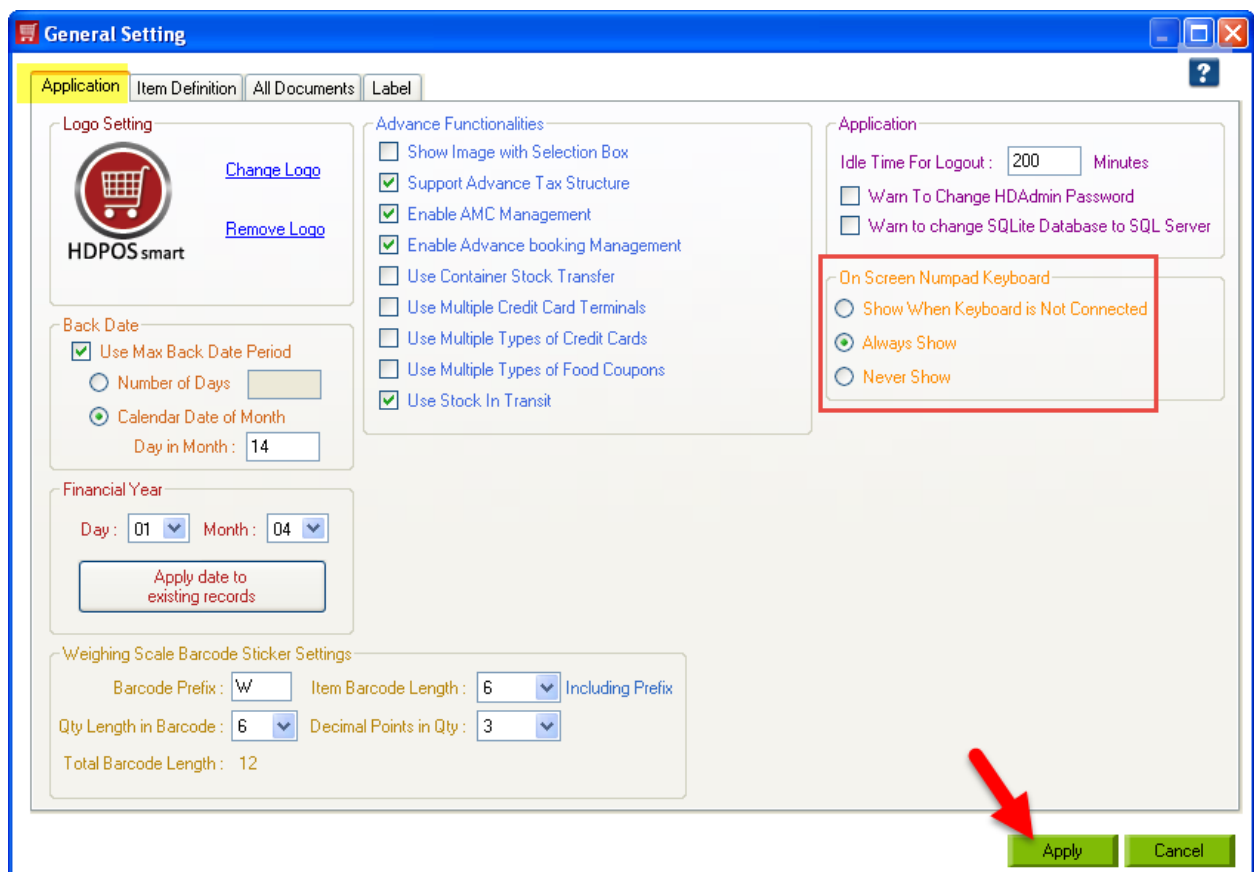
2. In the Set-Up screen, go to 4th page. Click on **Settings**.
3. From the **System Settings** page, click on **General**.





4. In **General Settings** screen,

- Click on the **Application** tab.
- Under **On Screen Numpad Keyboard** group, you will see 3 radio buttons. Select any one radio button.
 - **Show when Keyboard is not connected:** Select this radio button if you want to use Numpad when the keyboard is not connected to your computer where HDPOS smart is running.
 - **Always Show:** Select this radio button if you want to see Numpad always. If this radio button is checked, Numpad will appear in all screens (like Express pay Pop-up, Pay Now screen, Receive Item Entry etc.) wherever you can enter amount.
 - **Never Show:** Select this radio button if you don't want to see Numpad in any screen anytime.
- For eg. I have selected **Always Show** radio button.
- Click on **Apply** button.



5. Come back to the main screen and add items for the invoice.

- Enter the customer name and sales executive name.
- Click on **Pay Now** button.



S No.	Barcode	Item Name	Qty / Weight	Unit Price with Tax	Total with Tax	Item Level Discount Amount	Measuring Unit
1	T00004	Sand play tools	1	1,000.00	1,000.00	0.00	Qty
2	T00076	Pick Up Sticks	1	100.00	100.00	0.00	Qty

6. Click in the **Amount Received** field and you will see the Numpad keyboard as shown below.
7. Enter the amount using the buttons of Numpad and click on **Done** button.
 - You can move the cursor by clicking on Arrow buttons on Numpad.
 - You can also use **Backspace** and **Delete** buttons if you want to correct the amount.
 - Click on **Settings** button to change the layout of Numpad and click on **OK**.

Layout

1 2 3 7 8 9
4 5 6 4 5 6
7 8 9 1 2 3
0 0

Show

Show When Keyboard is Not Connected
 Always Show
 Never Show

OK Cancel



Keypad

1100

Backspace

1 2 3

4 5 6

7 8 9

0 .

Del Clear

< >

Settings

Done

8. In the **Pay Now** screen, click on **Save Invoice** button.

Pay Now

Invoice Number : HDI-100073 Invoice Date : 17/03/2016

Customer Info
Customer: Amit Alt+C Sales Executive: Chitra K Alt+S
Available Credit Limit : 25,000.00 Customer Email: Send email to Customer
Customer Mobile Number: Send sms to Customer

Additional Charges
Freight : 0.00
Packing : 0.00

Invoice Info
Total Before roundoff : 1,100.00 Quantity Total : 2
Roundoff Amount : 0.00 Number of Items : 2
Total : 1,100.00 Discount Included : 0.00
Tax Included : 99.10

Tax Details
Catering Levy 18.02
Service Tax 45.05
VAT 36.04

Payment Detail
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Pending Amount : 0.00
Cash : 1,100.00

Amount Received : 1,100.00 Alt+A Ctrl+P

Note : Pick Message
Total Commission Expense : 0.00
Total Received Amount : 1,100.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

Save & Print Estimate (F11) Save Estimate (F12) Save & Print Booking (F6) Save Booking (F7) Save & Print Invoice (F5) Save Invoice (F8) Cancel



Pay Now Invoice Number : HDI-100073 Invoice Date : 17/03/2016

Customer Info

Customer: Alt+C Sales Executive: Alt+S
Available Credit Limit: 25,000.00 Customer Email: Send email to Customer
Customer Mobile Number: Send sms to Customer

Additional Charges

Freight:
Packing:

Invoice Info

Total Before roundoff: <input type="text" value="1,100.00"/>	Quantity Total: <input type="text" value="2"/>	Tax Details: Catering Levy 18.02 Service Tax 45.05 VAT 36.04
Roundoff Amount: <input type="text" value="0.00"/>	Number of Items: <input type="text" value="2"/>	
Total: <input type="text" value="1,100.00"/>	Discount Included: <input type="text" value="0.00"/>	
	Tax Included: <input type="text" value="99.10"/>	

Payment Detail

Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon

Amount Received: Alt+A Ctrl+P

Pending Amount:
Cash: 1,100.00

Note:

Goods Delivered: Print Delivery Challan:

Total Commission Expense:
Total Received Amount:
Returnable Balance:
Save Returnable Amount as Customer Advance (F4):