

1. Getting Started

Installation & Registration

HDPOS smart is a feature-rich, easy to use Point of Sale billing, inventory, and accounting management software available for 30 days **FREE TRIAL**

System Requirements

- Hard Disk Space: 80 GB
- RAM: 2GB
- Operating System: Windows XP, Windows 7, Windows 8, or Windows 10
- .Net Framework 3.5 runtime 5. Internet Information Service (IIS)
Windows Installer 3.1

NOTE: Please note that the list of requirements specified above are not exhaustive, and we request you to visit the [System Requirements](#) page before proceeding with installation. The steps to install HDPOS smart Stand Alone are as shown below:

Download and Installation

1. Click [here](#) to go to the download page
(Copy-paste <http://www.hdpos.in/hdpos-smart/download> into your browser if the link did not work)

HDPOS smart
Free trial for one month

HDPOS smart for single computer.

[Download HDPOS SA](#)

[Release Notes](#)

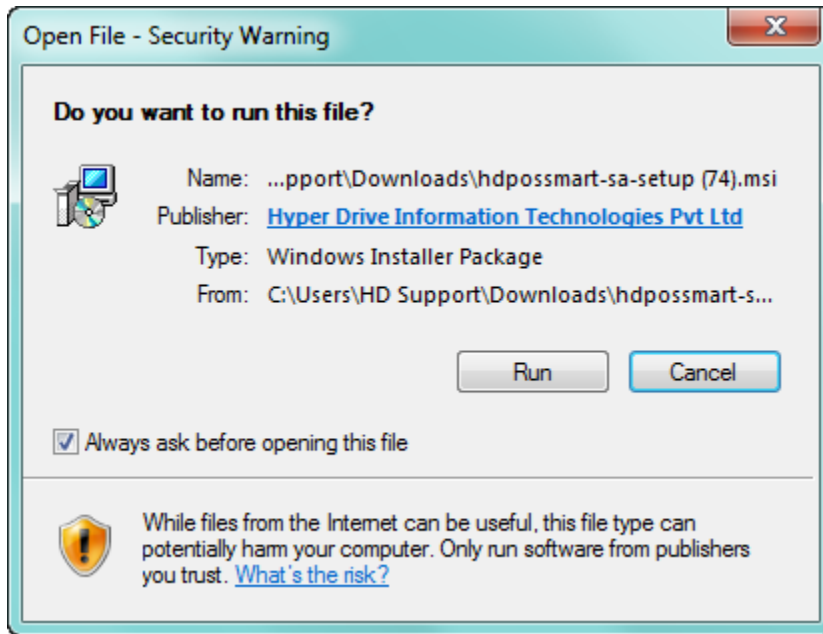
This is **full functionality software download**. Register it for **free** and get a trial license key for 30 days.

Please note: if you are running Windows XP and facing problems with application installation, most likely you need .Net framework 3.5 runtime.

See [System Requirement](#) section for details. Also read our [Tech Talk](#)

2. Click on **Download HDPOS SA** in the 'Download HDPOS smart for Single Cash Register' section to download the application.
3. Double-click on the downloaded file to install and click on **Run**.

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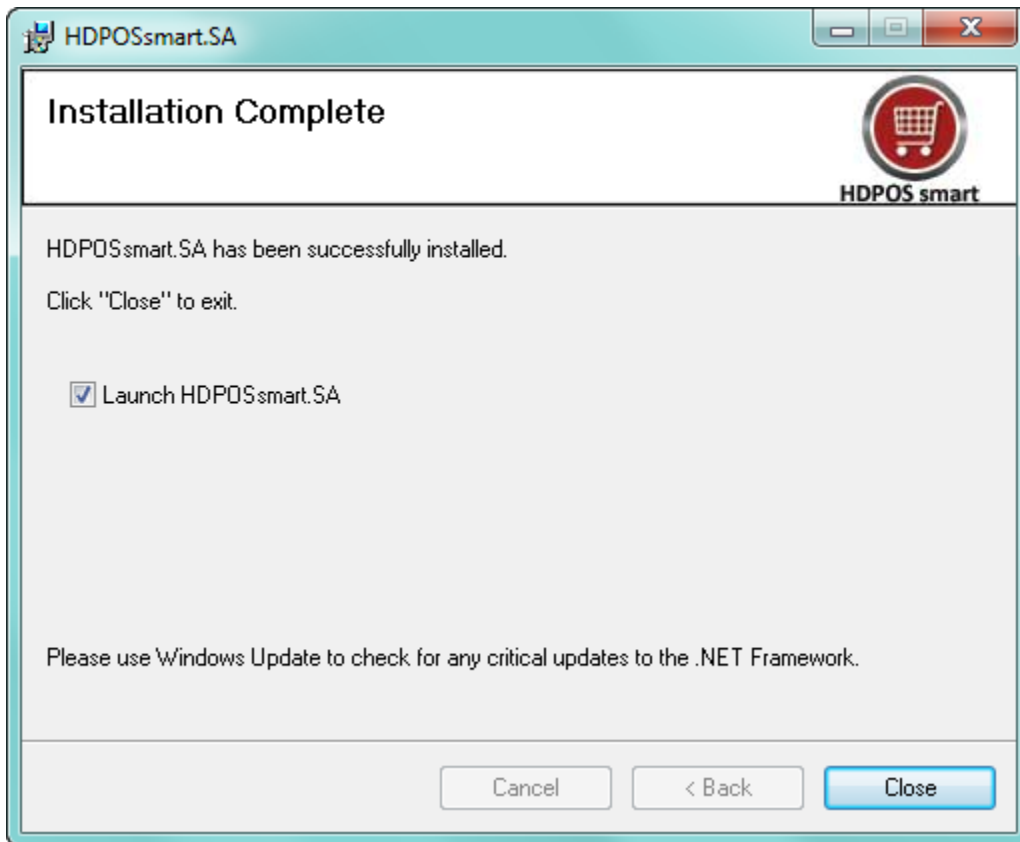


4. Follow the on screen instructions.



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5. Wait till the installation is completed.
6. Click on **Close** after installation to close the window and run the HDPOS smart application.



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Application Registration

Once you have downloaded and installed the application installer MSI file from <http://www.hdpos.in> for HDPOS smart, to run the application for the first time, you will need to fill out the registration form and get yourself a trial license key which is available for free.

Product Registration

HYPER DRIVE

HDPOS smart
For single cash register

Thank you for trying our software. Get your trial key by registering with us.

Your Computer Id is : 1B92R7ZDI4

Registration

Your Name : Sanjay Joshi

Business Name : General Super Market

Business Type : Super Market

City : Bengaluru

Country : India

E-Mail : sanjayjoshi@abc.com

Phone : 8000000981

Referred By

How did you hear about us : Google

Referred By Name :

Referred By Phone :

I already have a key...

Register... Cancel

Contact Us : Support@HyperDriveInfoTech.com Phone : 080-42717700

Website : <http://www.hdpos.in>

In Product Registration form, you will have to fill the details about your Name, Business name and type, Location of your Business and Contact details. You can also fill the details about the person who has referred you about the product and the source name from where you came to know about our product.

Above the Registration details you will see **Your Computer Id** which is an ID generated by HDPOS smart and is unique to each computer.

After filling the registration details, click on **Register**. This will generate a 30 Days Trial Period License Key and you will receive this key in the E-mail address that is specified at the time of registration.



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Email Registration Form

Your registration key was emailed to

sanjayjoshi@abc.com

Please check your email and enter the registration key below

Registration Key :

After the registration is completed, you will receive a 30 Days Trial License Key in your email address. Enter the Trial Registration Key in **Email Registration Form** and click on **OK**.

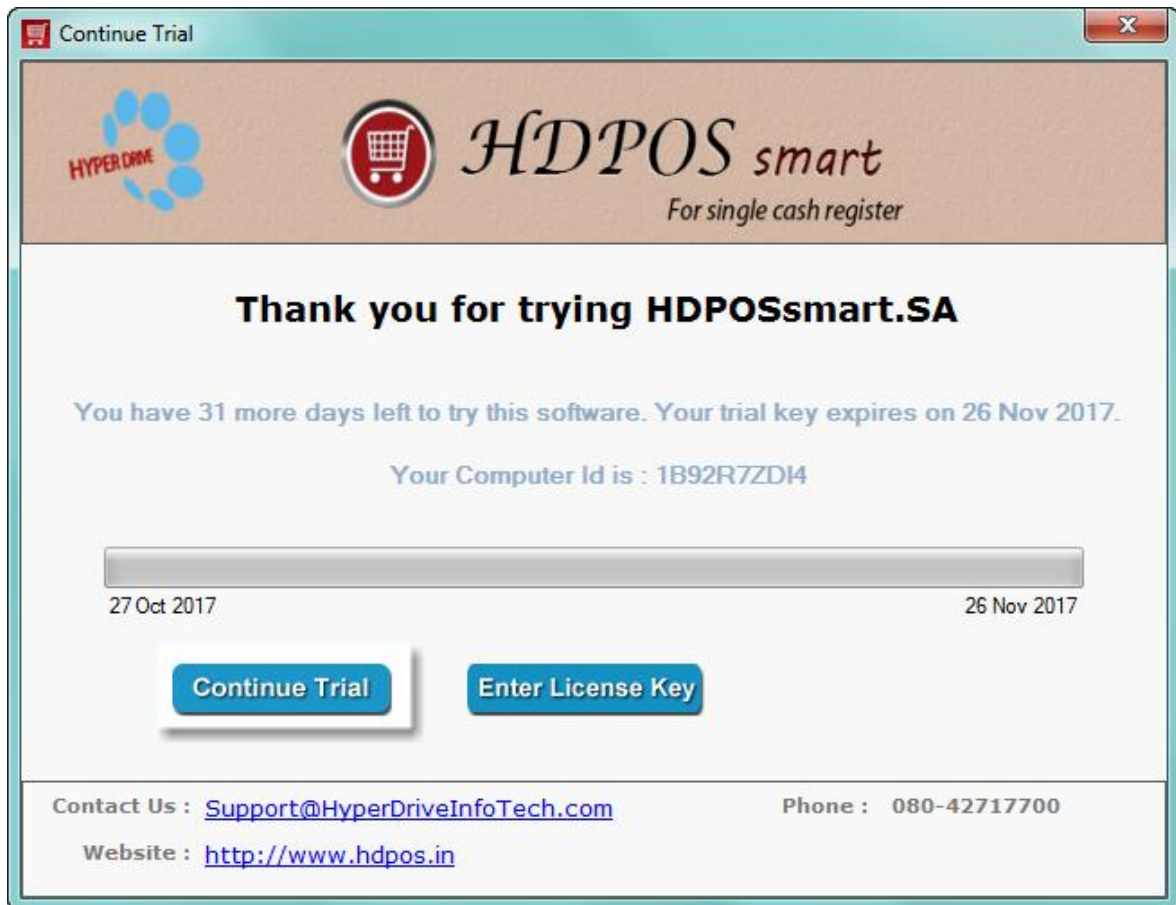
Success

Thank you for choosing to try "HDPOSsmart.SA".
Your trial period key will expire after 30 days from 27 Oct 2017, it will expire on 26 Nov 2017.
You will need to buy a permanent license key after that.



HDPOS smart

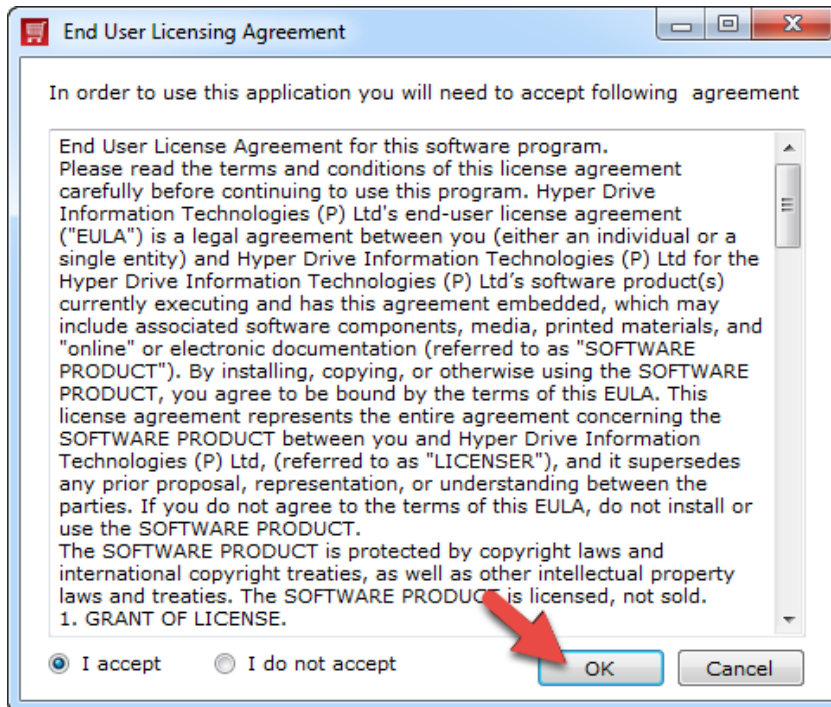
Click on **Continue Trial** button to start the application with the Trial license key.



You will have to read the user license agreement and select **I accept** if you agree to use this application. Click on **OK**.

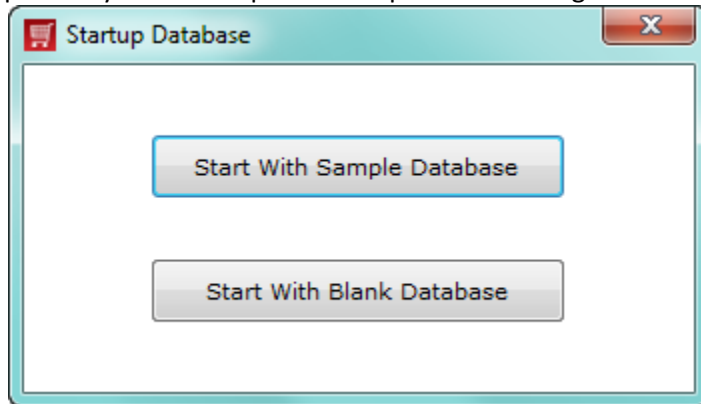


HDPOS smart



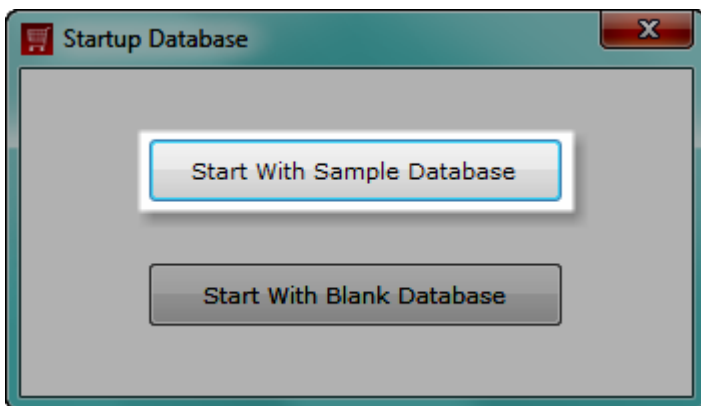
2. Startup Database

After the complete installation of the HDPOS smart software and you are running it as a trial version for the very first time then before starting the functionality of the software you have to select between the given databases i.e. the sample or blank database. So, here in this section we provide you the complete description of working with both the databases.



2.1 Starting with Sample Database

When HDPOS smart is first installed, a sample database is provided to allow the software to run immediately. This database contains sample data of items, customers, suppliers etc.. You can use this database to learn about Store Operations such as Sales, Purchase, Sales Return, Purchase Return etc. This section explains how to load sample database and print your first sales invoice.



Database Selection

Click on **Start with sample database** to start with one of the sample databases

- a. Choose the most relevant business type on the left panel
- b. Select from available databases
- c. Read description to understand what the database is about and to check if that matches with your requirements.
- d. Select the download file – the one with '.bak' file extension
- e. Click on **Download and Apply**.

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Sample Databases

Select Your Business Type

Business Type

- All Business Types
- Agricultural Store
- Appliances Store
- Automobiles
- Book Store
- Computer Peripherals
- Dry Fruits Store
- Electrical Store
- Fabric Store
- Furniture Store
- Garment Store
- Gift Store
- Grocery Store**
- Imitation Jewelry Store
- Mobile Phone Shop
- Optical Store
- Organic Store
- Paint Store
- Patanjali Store
- Pet Shop

Database Name	Sub Business Type	Language	Version	Last Updated Date
Grocery Store (GST)	Grocery Store	English	4509	23/08/2017 11:33 AM
Grocery Store (Hindi)	Grocery Store	Hindi	4172	17/01/2017 11:27 AM
Grocery Store	Grocery Store	English	4150	26/05/2017 12:14 PM

Total Records : 3

Description

Sample Database for a Grocery Store (India GST Compliance). The Items are categorized in multiple levels and you can see the stock as well as sales either at item level or at any level in category tree. All the default GST taxes are defined. Both In State and Out State taxes are assigned to the items. This database contains all GST related fields defined.

Downloads

- Grocery Store (GST).bak
- Grocery Store (GST).rar
- Grocery Store (GST).zip

Download and Apply

Download Only

Browse...

Drag & Drop Database File Here From Local Computer

Open Website

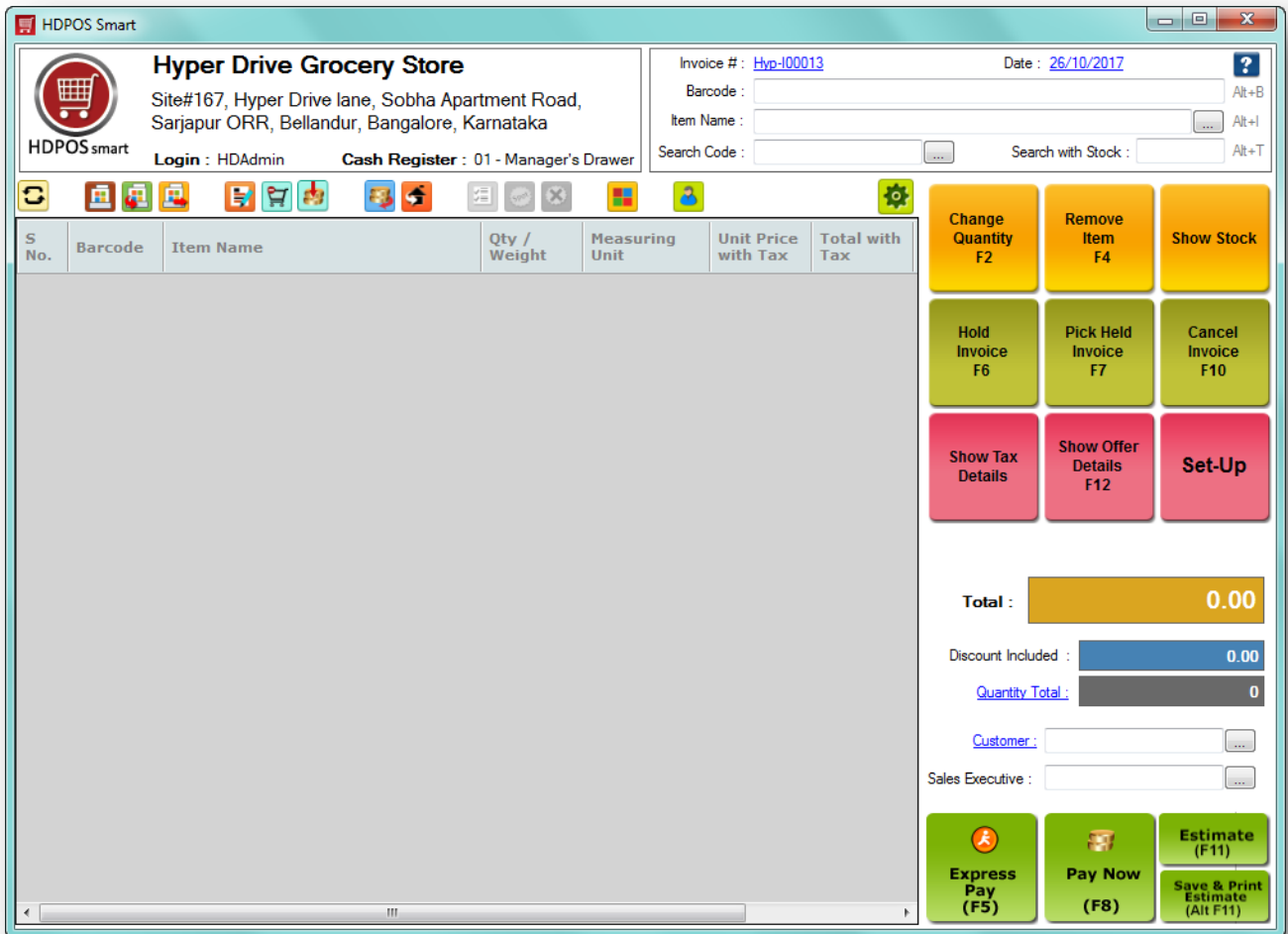
Close

On successful restore of sample database, the window that is displayed is the 'main invoice screen'. All the billing is done here.



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Introduction to Billing Screen



Item Selection

You select the items for billing here. Items can be selected either by using item name, barcode, or search code.

This image shows a close-up of the search fields in the HDPOS Smart interface. It includes the following fields and labels:

- Invoice #: [Hyp-100013](#) Date: [27/10/2017](#)
- Barcode: Alt+B
- Item Name: Alt+I
- Search Code: Search with Stock: Alt+T

Display Area

The display area provides information regarding items that are currently added to the sale-in-progress. Each item that is scanned appears here as a line item. The line item contains information regarding the item – Item Name, Sales Price, MRP, Tax etc.



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S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00030	Saffola Losorb Oil 5L	1	Qty	742.00	742.00
2	T00023	Britannia Nutri Choice	1	Qty	20.00	20.00
3	T00024	Britannia Good Day Rich Butter Cookies	1	Qty	40.00	40.00

General Functionality Operations

You can perform numerous operations on the invoice being created, such as changing the quantity of an item added for invoicing, removing an item, cancelling the invoice, etc., using the 9 general functionality buttons.



Totals

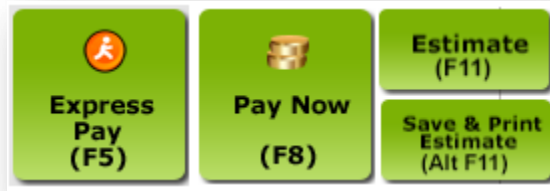
This section of the main invoice screen provides the details about the total amount of the invoice, the discount included and the total quantity of all items in the invoice.

Total :	721.80
Discount Included :	80.20
Quantity Total :	3

HDPOS smart

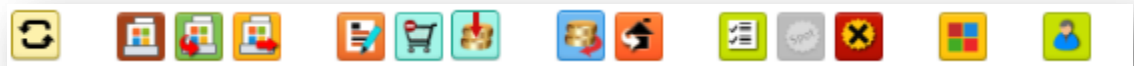
Payment Options

This section of the billing screen provides you options to save ongoing sales invoice with various payment options. The exact functionalities of each payment options will be explained in greater detail later in the manual.



Tool bar Options

There are several buttons in the toolbar that allows you to perform different tasks, both on the invoice- such as allowing a discount, and on other documents, such as creating a cash transfer. The exact functionalities of each button will be explained in greater detail later in the manual.



- You can configure the toolbar buttons i.e. add or hide buttons from the toolbar.

2.2 Printing your first sales invoice

Adding Item(s) to sale invoice

Adding item is the first step in processing a sales transaction. Items can be selected either by using item name, barcode, or search code.

- **To add an item by scanning:**

Scan item's barcode

Invoice #: [Hyp-I00025](#) Date: [26/10/2017](#) ?
Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock: Alt+T

- **To add an item by item name:**


Type item's name in **Item Name** field and press Enter.

Invoice #: [Hyp-I00013](#) Date: [26/10/2017](#) ?
Barcode: Alt+B
Item Name: Alt+I
Search Code: Alt+T

- **To add an item by search code:**

Type item's search code in **Search Code** field and press Enter

HDPOS smart

Invoice # : Hyp-I00013	Date : 26/10/2017	
Barcode : <input type="text"/>		Alt+B
Item Name : <input type="text"/>	<input type="button" value="..."/>	Alt+I
Search Code : <input type="text" value="10"/>	<input type="button" value="..."/>	Search with Stock : <input type="text"/>
		Alt+T

HDPOS smart adds the item to billing screen grid and displays "1" in the **Qty/Weight** column. If there are two or more quantities of an item, choose the item and click on **Change Quantity (F2)** and enter the quantity.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00030	Saffola Losorb Oil 5L	1	Qty	742.00	742.00
2	T00023	Britannia Nutri Choice	1	Qty	20.00	20.00
3	T00024	Britannia Good Day Rich Butter Cookies	1	Qty	40.00	40.00

- You can also scan the item repeatedly to increase the quantity.

Continue to Payment

HDPOS smart allows you to receive payments in numerous payment modes that includes, but not limited to cash, card, food coupons, cheques, etc... In order to receive payments and save the Ongoing invoice, you can use any one of the payment options – **Express pay**, or **Pay Now**.

Express Pay (F5)

Express Pay is used for quick billing. Clicking on **Express Pay (F5)** will save the invoice with cash payment and print the invoice.



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The screenshot displays the HDPOS Smart interface for Hyper Drive Grocery Store. The store address is Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka. The login is HDAdmin and the cash register is 01 - Manager's Drawer. The invoice number is Hyp-100013, dated 26/10/2017. The interface includes a table of items, a toolbar with various icons, and a right-hand panel with buttons for actions like Change Quantity, Remove Item, Show Stock, Hold Invoice, Pick Held Invoice, Cancel Invoice, Show Tax Details, Show Offer Details, Set-Up, Express Pay, Pay Now, Estimate, and Save & Print Estimate. The total amount is 802.00, with a discount of 0.00 and a quantity total of 3. The customer and sales executive fields are empty.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00030	Saffola Losorb Oil 5L	1	Qty	742.00	742.00
2	T00023	Britannia Nutri Choice	1	Qty	20.00	20.00
3	T00024	Britannia Good Day Rich Butter Cookies	1	Qty	40.00	40.00

- To proceed to save invoice, click on **Express Pay (F5)**.
- Enter the Received Amount and click **Ok (F8)**.

The Returnable Amount dialog box shows the following details:

- Number : Gen-100001
- Total Before roundoff : 802.00
- Roundoff Amount : 0.00
- Final Total : 802.00
- Received Amount : 900 (with a left arrow button)
- Returnable Balance : 98.00

Buttons at the bottom are OK (F8) and Cancel.



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- This can be configured in settings to accept either cash or card as payment modes, and specify to either print the invoice or not after saving.

Pay Now (F8)

Clicking on Pay Now will display the **Pay Now** window where you can specify amounts collected against different modes of payments such as cash, card, etc.

The screenshot shows the 'Pay Now' window with the following details:

- Invoice Number:** Hyp-100013
- Invoice Date:** 27/10/2017
- Customer Info:** Customer, Sales Executive, Customer Email, Customer Mobile Number, Send email to Customer, Send sms to Customer.
- Invoice Info:** Total Before roundoff: 802.00, Roundoff Amount: 0.00, Total: 802.00. Quantity Total: 3, Number of Items: 3, Discount Included: 0.00, Tax Included: 38.19. Tax Details: CGST@2.5 (19.10), SGST@2.5 (19.10).
- Payment Detail:** Pending Amount: 0.00, Cash: 900.00. Amount Received: 900.00.
- Bottom Section:** Note, Total Commission Expense: 0.00, Total Received Amount: 900.00, Returnable Balance: 98.00, Save Returnable Amount as Customer Advance (F4):
- Buttons:** Save & Print Estimate (F11), Save Estimate (F12), Save & Print Invoice (F5), Save Invoice (F8), Cancel.

- Enter the amount in **Amount Received** and click on **Save** or **Save&Print Invoice**

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Sl.No	Item Name	Qty.	Rate	Total
1	Saffola Losorb Oil 5L	1	742.00	742.00
2	Britannia Nutri Choice	1	20.00	20.00
3	Britannia Good Day Rich Butter Cookies	1	40.00	40.00
Total Qty: 3			Grand Total :	802.00
			Tendered-AMT:	900.00
Tax: CGST@2.5 : 19.10			Change Due:	98.00

THANK YOU FOR SHOPPING

Printer Setup

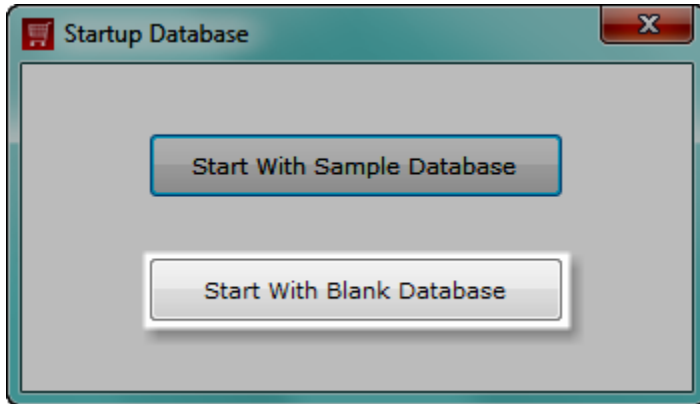
HDPOS smart supports all types of printers which Windows can recognize. If you do not have printer ready, you can print sales invoice with **Microsoft XPS document Writer** or **PDF Creator**. Here are the steps to configure your printer to print your sales invoice.



- Click on Start
- Select **Devices and Printers**.
- Select Microsoft XPS Document Writer or PDF Creator if installed on your computer.
- On mouse right click, select **Set as default printer**.

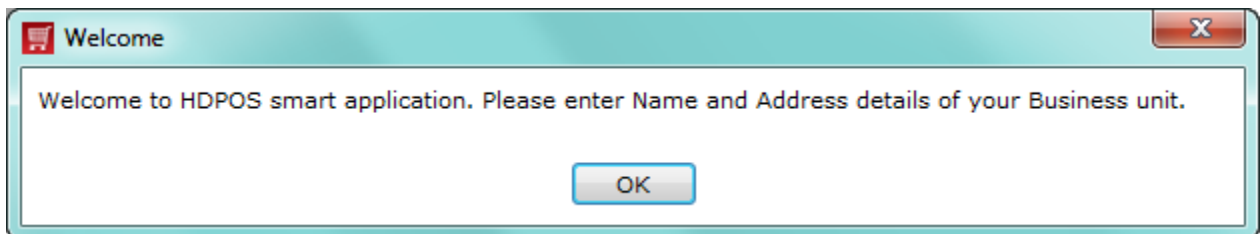
2.2 Starting with Blank Database

If you choose to start with a blank database, all the details such as company name, shop name, Items, customers have to be entered manually. This section will show you how to set up your database with the basic -inventory. If you are started with sample database, you do not need to set up the database from scratch.



Company & Business Location

- The first time you login to HDPOS smart when you are starting with a blank database, you will be prompted with a message as shown below, click on **OK** to enter your Business Location Name and Address details.



- Enter your Company and Shop Name (Business Location) and other details as required and click on **Create (F8)**.

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Add New Company

Business Location Details

Company Name : General Super Market
Shop Name (Business Location) : General Super Market- Banglaore

Prefix for Documents : Gen
Start Number for all documents : 00001
TIN Number :
Address Line 1 :
Address Line 2 :
City :
State :
Country : Pin :
Place of Supply :
Phone No :
Mobile No :
E Mail :
Website :
Business Location TIN No :
ESIC No :
LBT No :
CST No :
PT Registration No :
Fax No :
Service Tax No :
GST No :
Term & Condition :

Document Settings

Invoice Printer Settings
Printer Setting : Default_Laser
SMS Setting : Default
Email Setting : Default
Email Template Setting :
 Enable Email

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 Create (F8) Cancel

- To go through the main billing, set up of the software required field has to be mentioned about your business, here you have to essentially mention the name of the company and the shop. It is to be recalled that all the mentioned fields can be edited later according to the needs.

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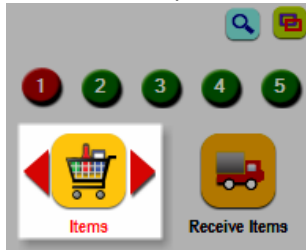
Setting up Basic Inventory

In order to process sales invoice when you start with blank database, you need to create atleast an item in your database. This section will explain you create an item/product with basic information.

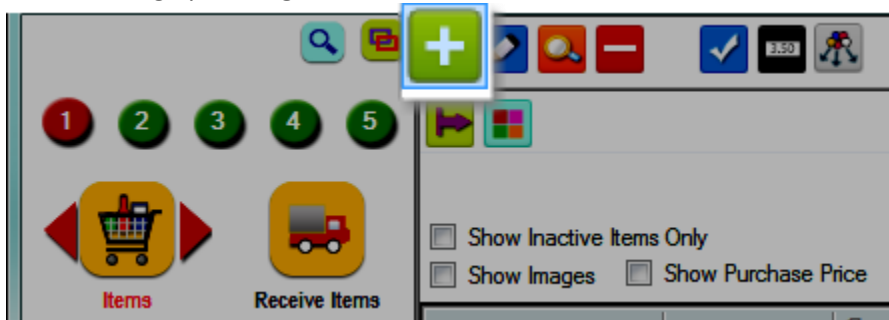
- Click on **Set-Up** button.



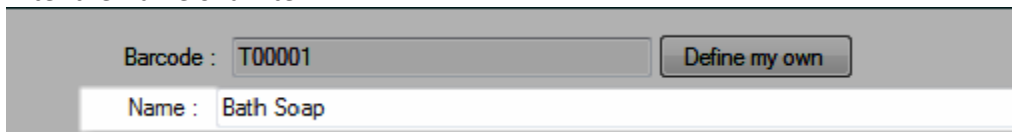
- From the Set-Up, select **Items**



- This will bring up **Manage Items** screen, click on **Add Item** toolbar button.

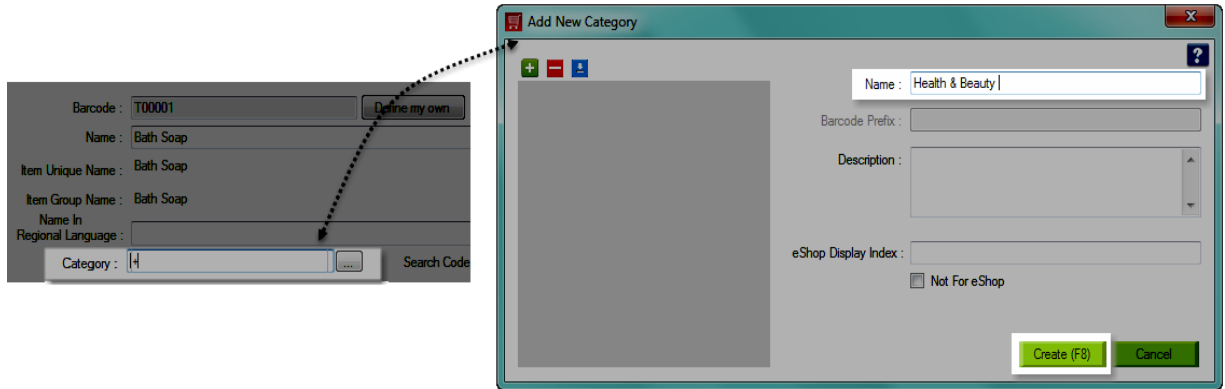


- Enter the Name of an Item

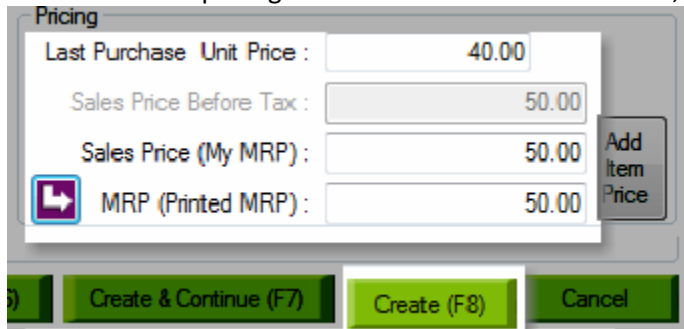
A screenshot of a form for entering item details. It has a 'Barcode' field with the value 'T00001' and a 'Define my own' button. Below it is a 'Name' field with the value 'Bath Soap'.

- Select the Item Category
Enter '+' in category field and enter the Category Name

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- Enter the Item's pricing details - Last Purchase unit Price, Sales Price (My MRP)



- Click on **Create(F8)**

- After adding an item click on **Go Back To Main Screen**  to proceed to sales invoice.

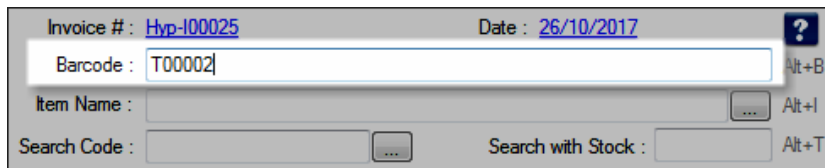
Quick Sales Invoice with Cash Payment

Adding Item(s) to sale invoice

Adding item is the first step in processing a sales transaction. Items can be added invoice screen either by using item name, barcode, or search code.

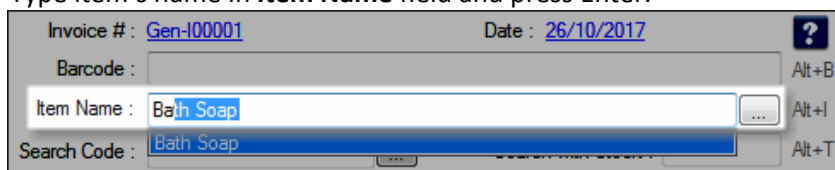
- **To add an item by scanning:**

Scan item's barcode



- **To add an item by item name:**

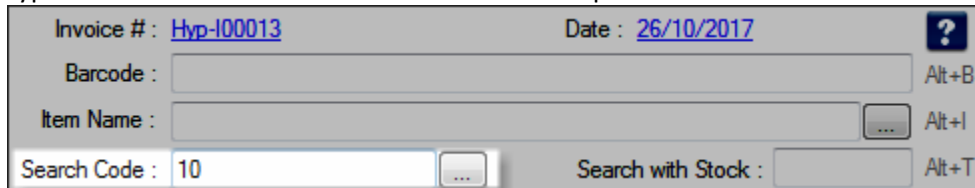
Type item's name in **Item Name** field and press Enter.



HDPOS smart

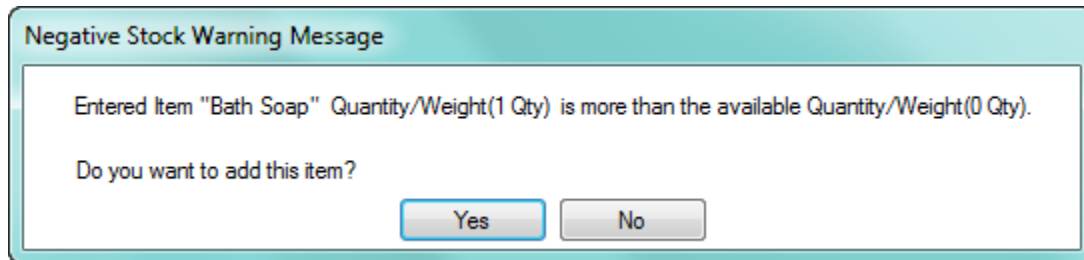
- **To add an item by search code:**

Type item's search code in **Search Code** field and press Enter



The screenshot shows the top section of the HDPOS smart interface. It includes fields for 'Invoice #' (Hyp-I00013), 'Date' (26/10/2017), 'Barcode', 'Item Name', 'Search Code' (10), and 'Search with Stock'. There are also keyboard shortcuts: Alt+B for Barcode, Alt+I for Item Name, and Alt+T for Search with Stock. A help icon (?) is visible in the top right corner.

- You will be prompted with warning message, as we have not added a stock for the item created. Click **Yes** to continue to add item.



The dialog box is titled 'Negative Stock Warning Message'. It contains the text: 'Entered Item "Bath Soap" Quantity/Weight(1 Qty) is more than the available Quantity/Weight(0 Qty). Do you want to add this item?'. There are two buttons: 'Yes' and 'No'.

- HDPOS smart adds the item to billing screen grid and displays "1" in the **Qty/Weight** column. If there are two or more quantities of an item, choose the item and click on **Change Quantity (F2)** and enter the quantity.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00001	Bath Soap	1	Qty	50.00	50.00

- You can also scan the item repeatedly to increase the quantity.

Receiving Payment

- Click on **Express Pay (F5)**.
- Enter the **Amount Received** and click on **OK (F8)**.

