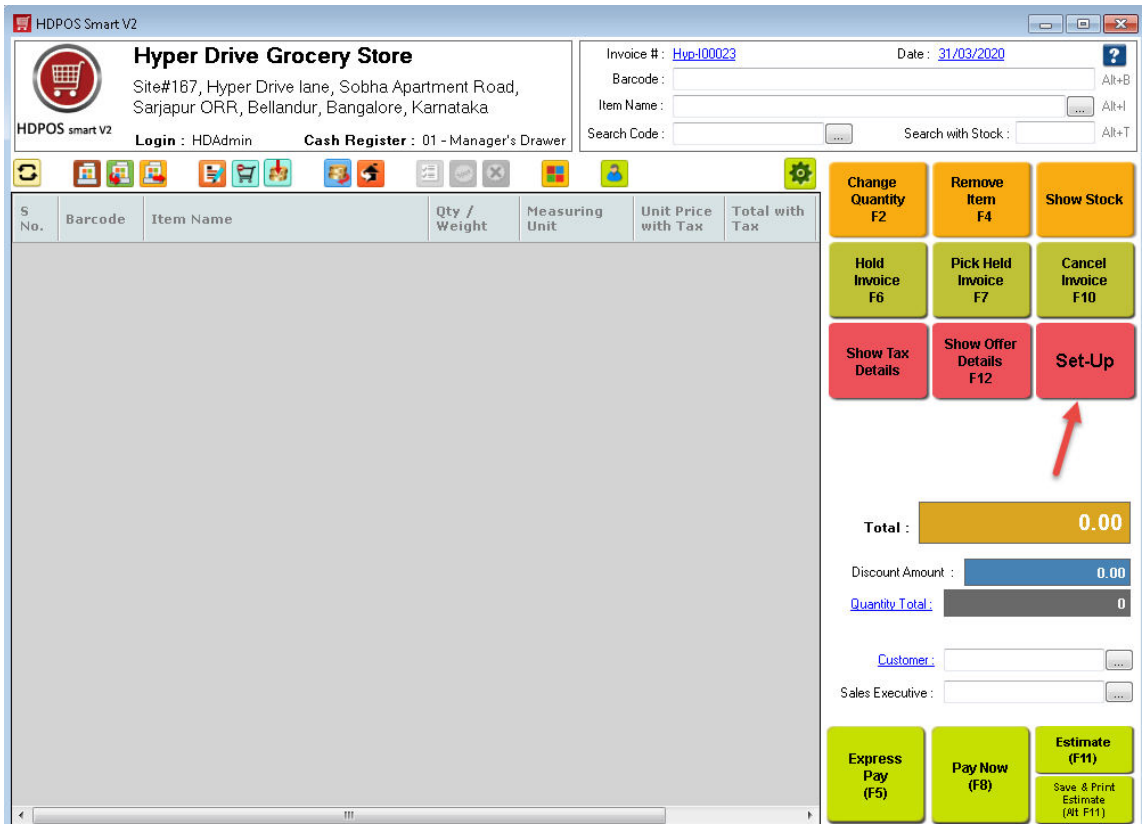
How to convert an existing Report to an Excel Report?

Reports are an integral part of any business. In HDPOS smart we provide you a list of reports supported by both laser and dot-matrix printers.

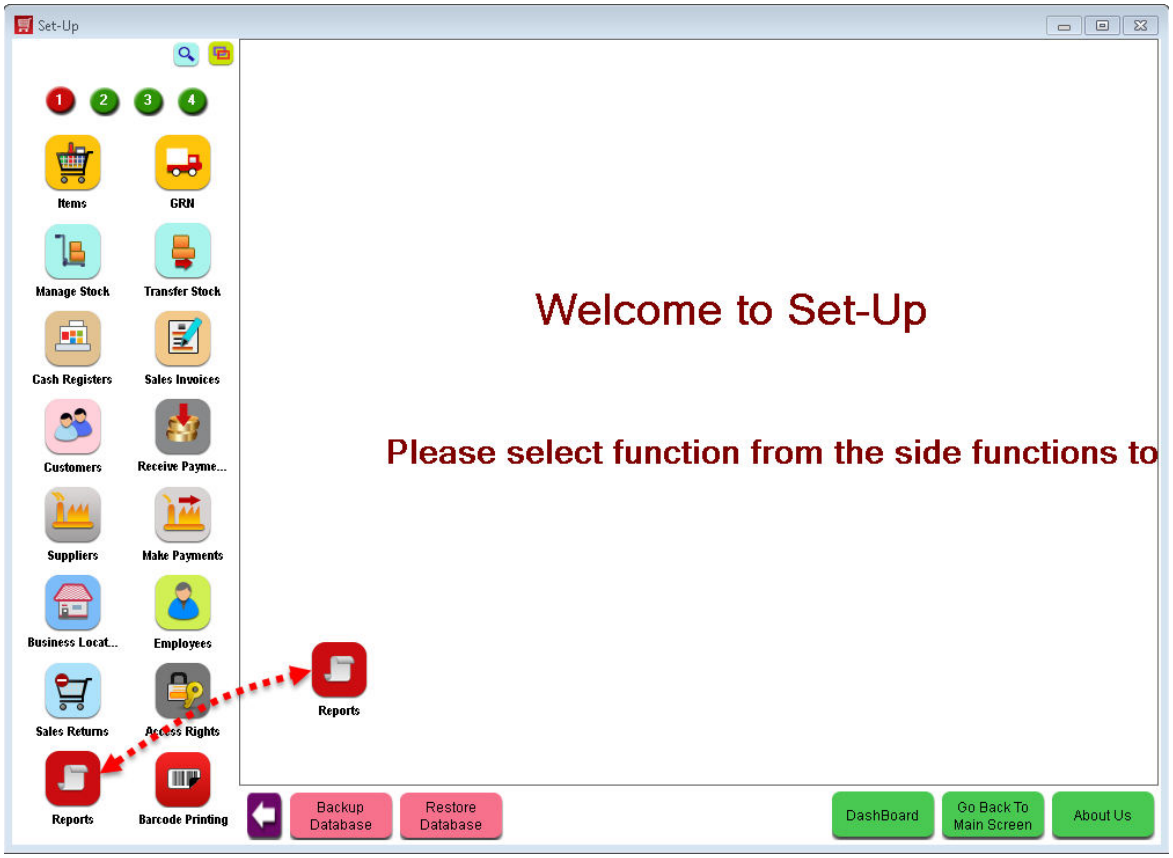
You can also convert any of the existing reports to a report that can be exported into excel.

Below are steps that you can follow to convert any of your existing report to Excel.

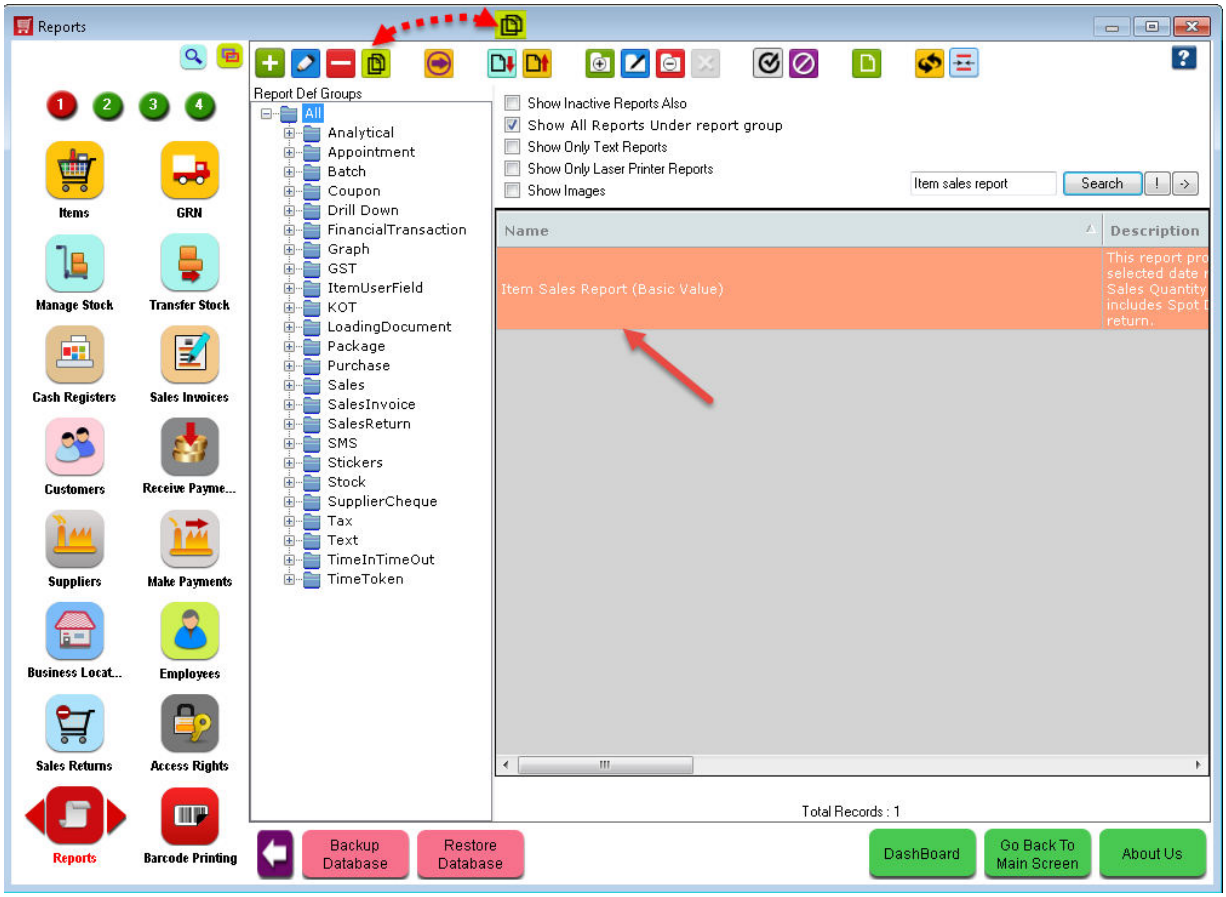
1. Run **HDPOS smart.**
2. Click on ***Set-Up*** button in the ***Main Screen.***



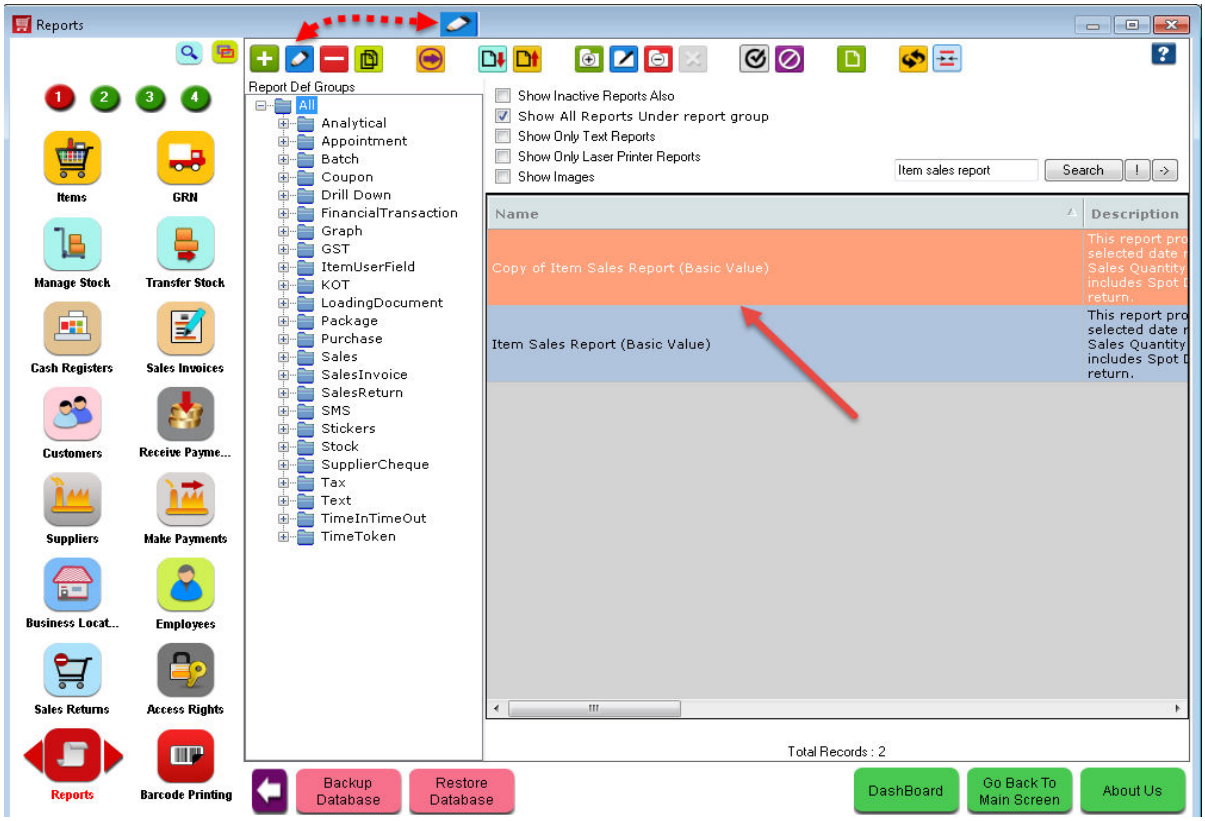
3. Select **Report** option from the ***1st page*** of **Set-Up.**



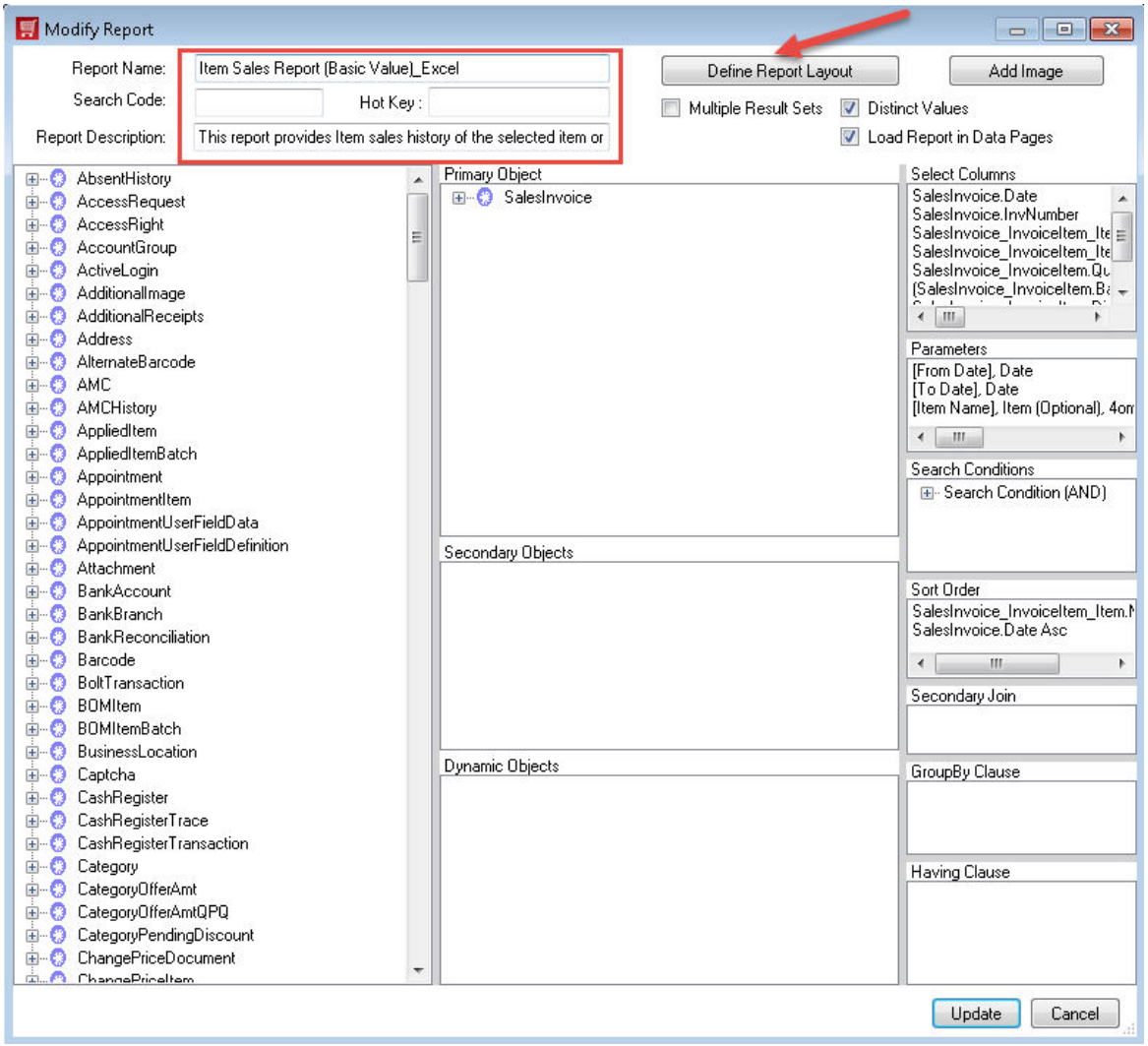
4. Select a report that you want to see in excel (E.g. Let's look for the report **Item's sales report** and convert the same to excel)Select the 1st report ***Item Sales Report(Basic Value)*** and from the tool Strip **R*eports menu*** select ***Clone***  option (This is to make a copy of the report so the original report can still be used) .



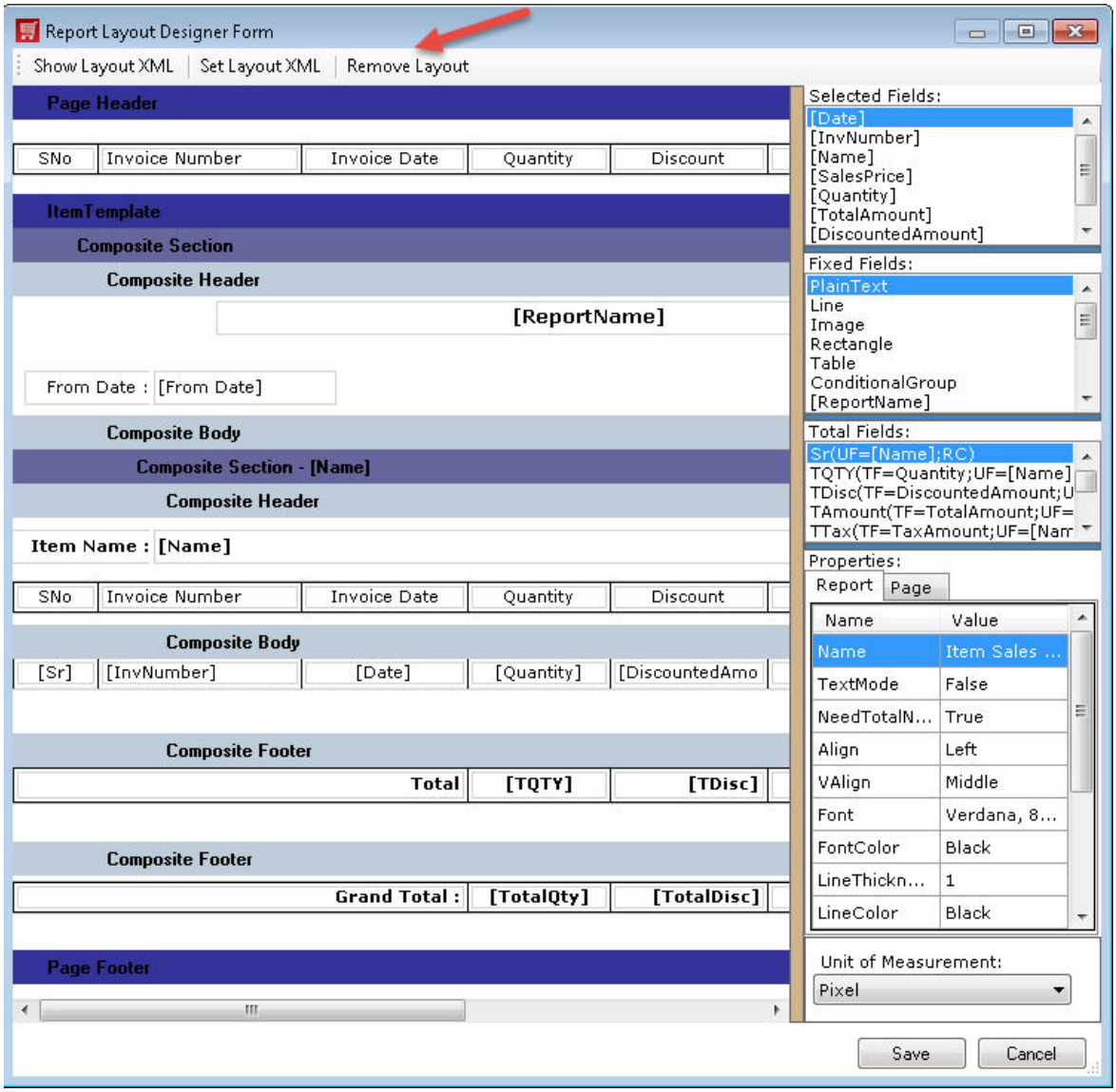
5. You should see a copy of the report as shown below. Select the same and click on ***Modify Report*** option from the tool strip.



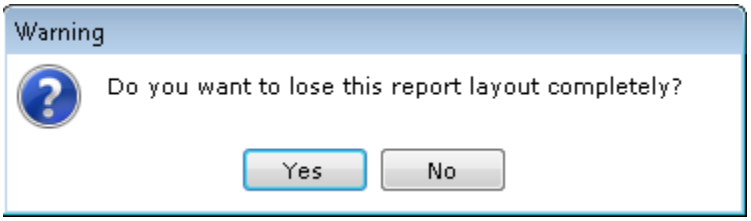
6. You will see ***Modify Report Screen.*** *In this screen,*
   - Rename the report to ***Item Sales Report(Basic)_Excel***
   - Enter hot key as ***Ctrl + E*** *(For this you have to click on Ctrl and E buttons.)*
   - Click on ***Define Report Layout button.***



7. This will bring up the ***Report Layout Designer Form*** where you need to click on ***Remove Layout*** option.



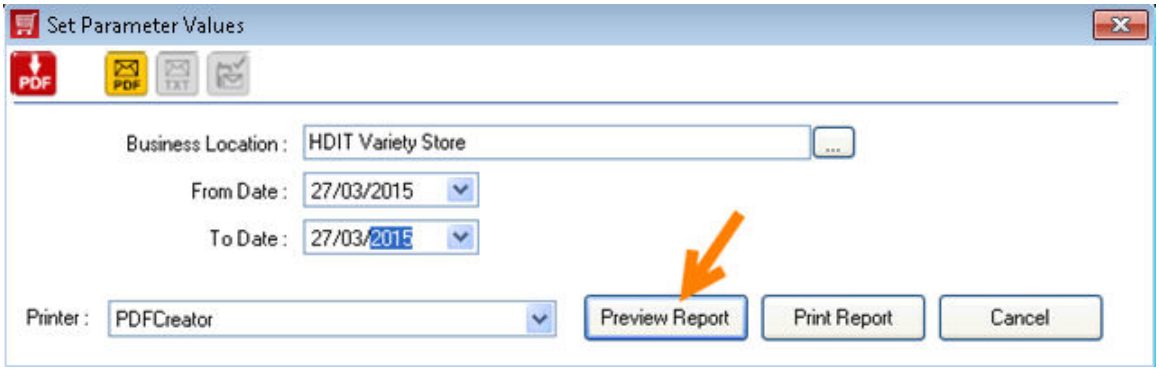
- Click on ***Remove Layout*** will display a ***warning message*** as shown below. Click on ***Yes*** & click on ***Save*** *in* ***Report Layout Designer Form*** to save the changes.



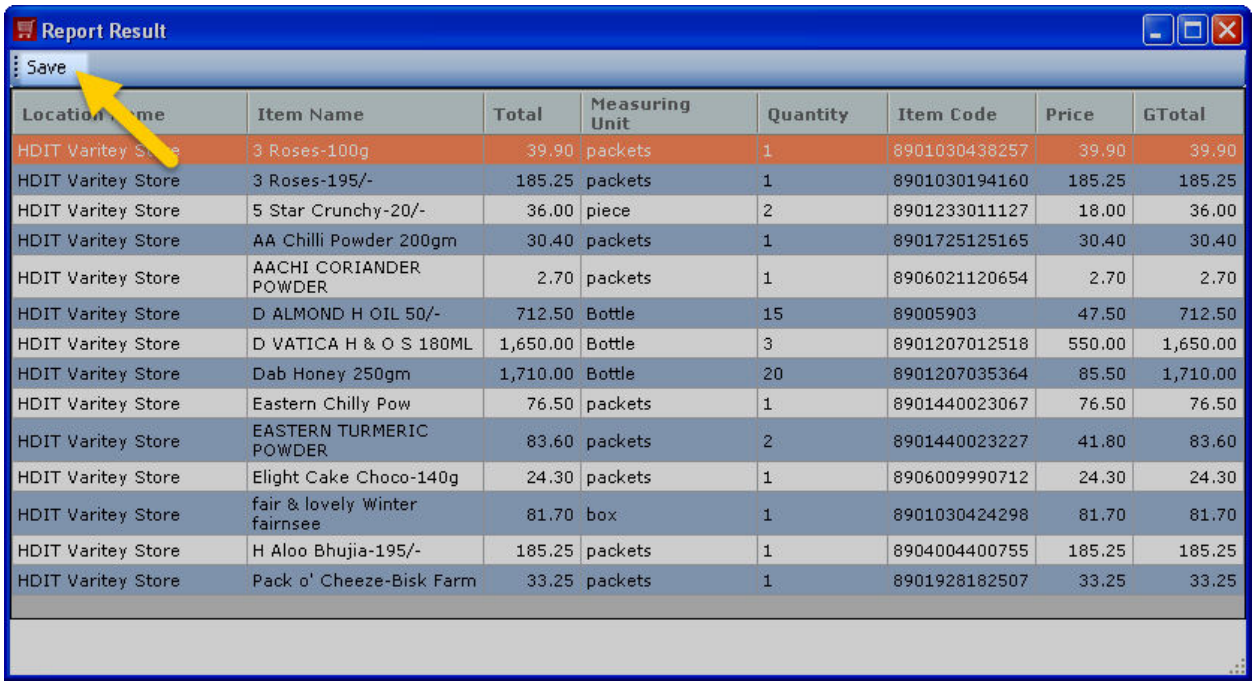
8. Click on ***Update*** in ***Modify Report screen.***

9. Press **Ctrl + E** to run the report or **double click** on the report name to run it.

10. In the screen that opens select the **date range** and click on **Preview Report** button.



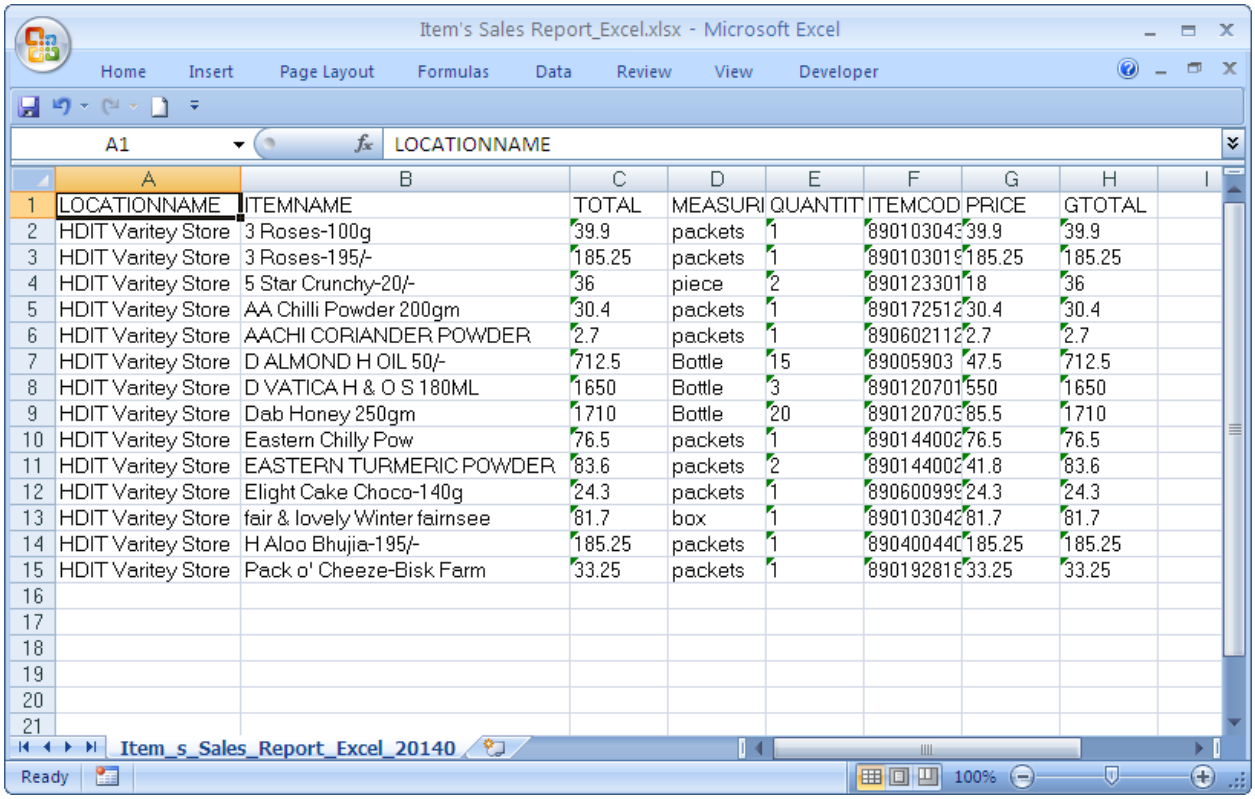
11. You should see a report as shown below with a ***Save*** button. Click on ***Save*** to ***save the report in Excel***.



Location Name	Item Name	Total	Measuring Unit	Quantity	Item Code	Price	GTotal
HDIT Varitey Store	3 Roses-100g	39.90	packets	1	8901030438257	39.90	39.90
HDIT Varitey Store	3 Roses-195/-	185.25	packets	1	8901030194160	185.25	185.25
HDIT Varitey Store	5 Star Crunchy-20/-	36.00	piece	2	8901233011127	18.00	36.00
HDIT Varitey Store	AA Chilli Powder 200gm	30.40	packets	1	8901725125165	30.40	30.40
HDIT Varitey Store	AACHI CORIANDER POWDER	2.70	packets	1	8906021120654	2.70	2.70
HDIT Varitey Store	D ALMOND H OIL 50/-	712.50	Bottle	15	89005903	47.50	712.50
HDIT Varitey Store	D VATICA H & O S 180ML	1,650.00	Bottle	3	8901207012518	550.00	1,650.00
HDIT Varitey Store	Dab Honey 250gm	1,710.00	Bottle	20	8901207035364	85.50	1,710.00
HDIT Varitey Store	Eastern Chilly Pow	76.50	packets	1	8901440023067	76.50	76.50
HDIT Varitey Store	EASTERN TURMERIC POWDER	83.60	packets	2	8901440023227	41.80	83.60
HDIT Varitey Store	Elight Cake Choco-140g	24.30	packets	1	8906009990712	24.30	24.30
HDIT Varitey Store	fair & lovely Winter fairnsee	81.70	box	1	8901030424298	81.70	81.70
HDIT Varitey Store	H Aloo Bhujia-195/-	185.25	packets	1	8904004400755	185.25	185.25
HDIT Varitey Store	Pack o' Cheeze-Bisk Farm	33.25	packets	1	8901928182507	33.25	33.25

12. In the ***Save As*** dialog box that opens ***select the location*** to save the excel report.

13. This will display a success message to confirm that the file has been saved and will open the report in excel as shown below.



	A	B	C	D	E	F	G	H	I
1	LOCATIONNAME	ITEMNAME	TOTAL	MEASURI	QUANTIT	ITEMCOD	PRICE	GTOTAL	
2	HDIT Varitey Store	3 Roses-100g	39.9	packets	1	8901030	39.9	39.9	
3	HDIT Varitey Store	3 Roses-195/-	185.25	packets	1	8901030	185.25	185.25	
4	HDIT Varitey Store	5 Star Crunchy-20/-	36	piece	2	8901233	18	36	
5	HDIT Varitey Store	AA Chilli Powder 200gm	30.4	packets	1	8901725	30.4	30.4	
6	HDIT Varitey Store	AACHI CORIANDER POWDER	2.7	packets	1	8906021	2.7	2.7	
7	HDIT Varitey Store	D ALMOND H OIL 50/-	712.5	Bottle	15	8900590	47.5	712.5	
8	HDIT Varitey Store	D VATICA H & O S 180ML	1650	Bottle	3	8901207	550	1650	
9	HDIT Varitey Store	Dab Honey 250gm	1710	Bottle	20	8901207	85.5	1710	
10	HDIT Varitey Store	Eastern Chilly Pow	76.5	packets	1	8901440	76.5	76.5	
11	HDIT Varitey Store	EASTERN TURMERIC POWDER	83.6	packets	2	8901440	41.8	83.6	
12	HDIT Varitey Store	Elight Cake Choco-140g	24.3	packets	1	8906009	24.3	24.3	
13	HDIT Varitey Store	fair & lovely Winter fairnsee	81.7	box	1	8901030	81.7	81.7	
14	HDIT Varitey Store	H Aloo Bhujia-195/-	185.25	packets	1	8904004	185.25	185.25	
15	HDIT Varitey Store	Pack o' Cheeze-Bisk Farm	33.25	packets	1	8901928	33.25	33.25	
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