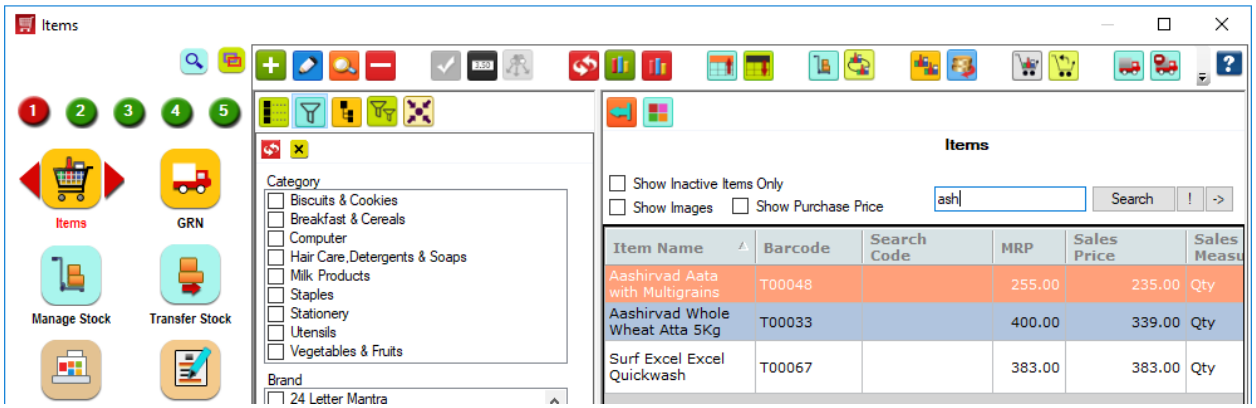
How to create a manual batch item?

HDPOS smart v2 Tutorials

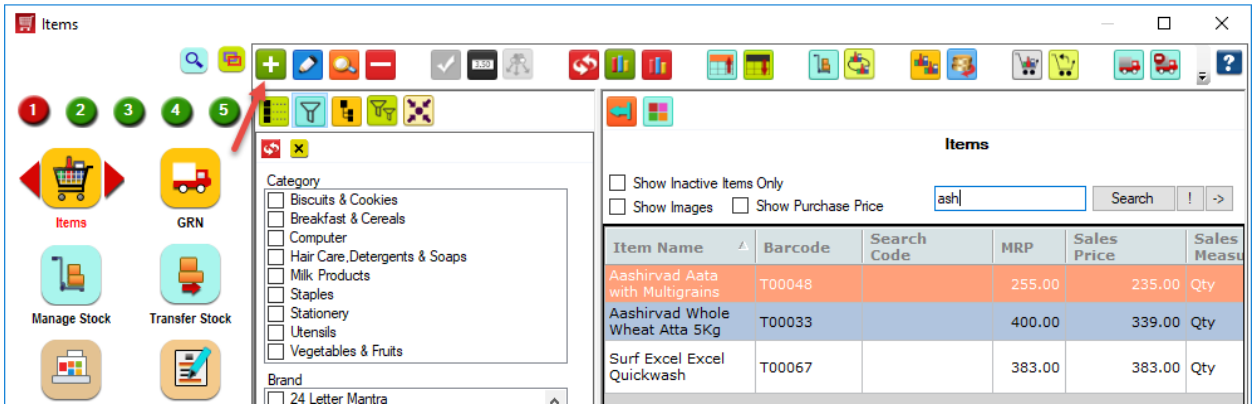
To create a manual batch item in HDPOS smart, follow the steps below.

1. Run HDPOS smart. From main invoice screen, click on Set-Up.

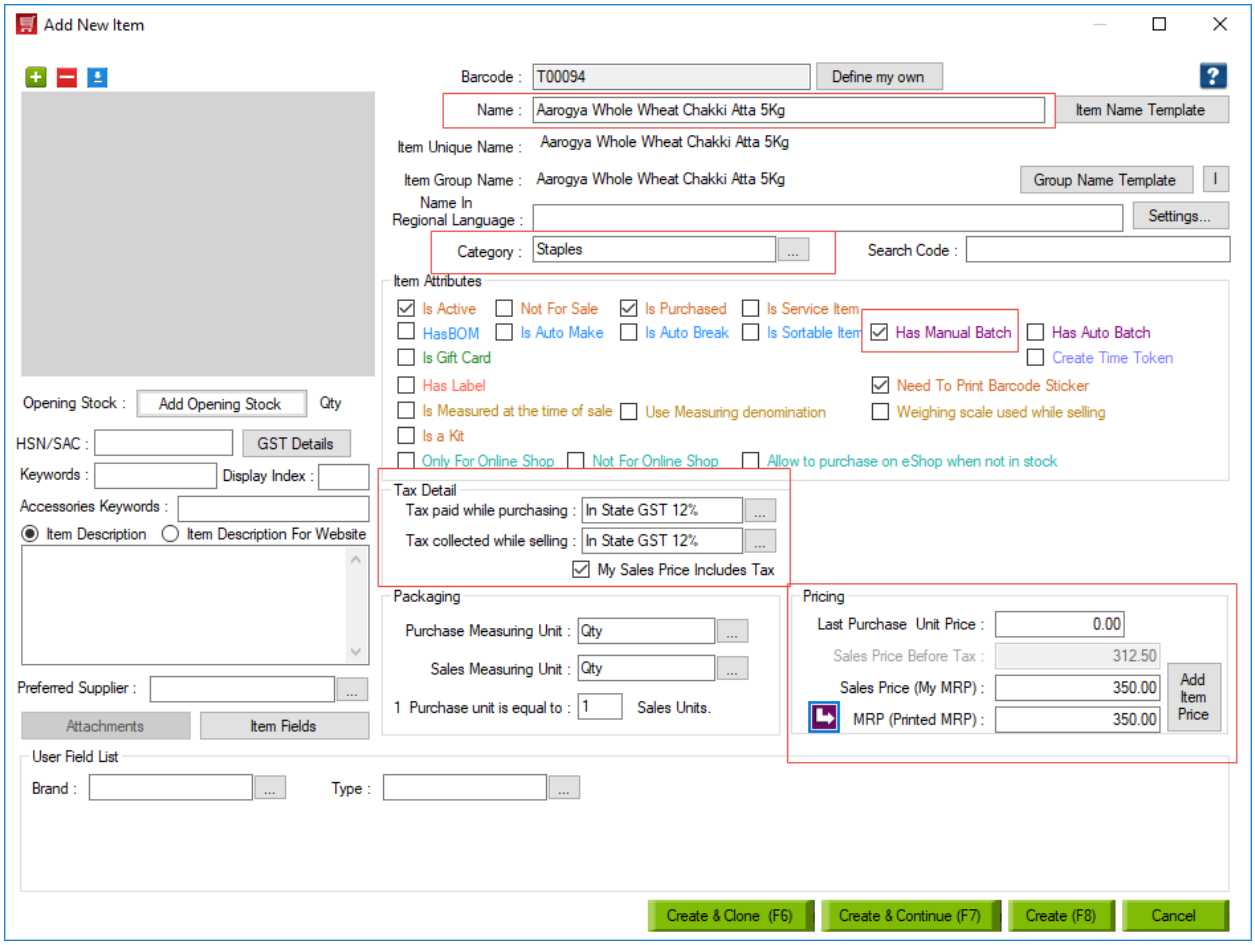
2. Go to **Items** module.



3. From Item Manager screen, click on **Add New Item** button from the tool strip.



4. From **Add New Item** screen, enter the item details as required.



   a. **Barcode:** The Barcode is auto generated. You can also type user defined barcode by clicking on **Define my own** button. (mandatory field)
   b. **Item Name:** Enter the item name. (mandatory field)
   c. **Category:** Enter the category name. (mandatory field)
   d. **Item Attributes:** Under Item Attributes section, check the checkbox "**Has Manual Batch**". (mandatory field)
   e. **Pricing:** Enter the Sales Price and MRP.
   f. **Tax Details:** Select the taxes applicable for purchase and sales.

5. Click on **Create.**