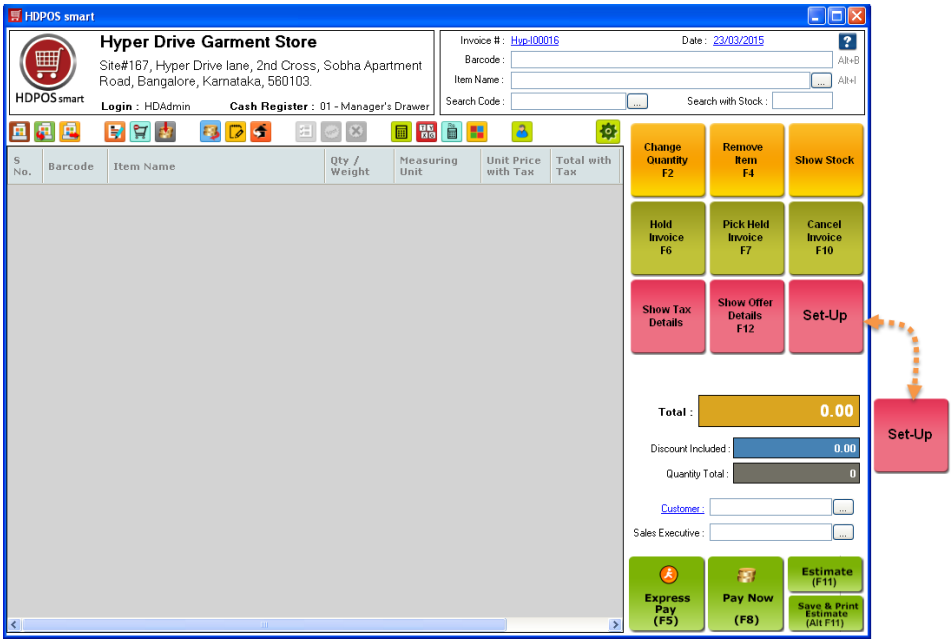
How to export a report from HDPOS smart?

Exporting a report means, you are bringing a report from HDPOS smart and saving it in any drive on your computer.

To export a report from HDPOS smart, follow the steps below.

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



2. Go to 1st page. Click on **Reports**.



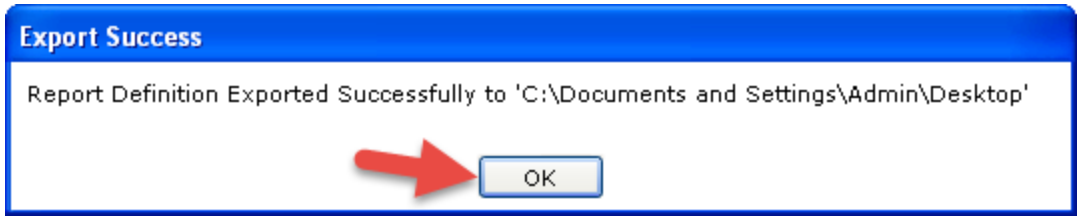
3. You will see the **Manage Reports** screen as shown below. Select a report you want to export and click on **Export** button  on tool strip.



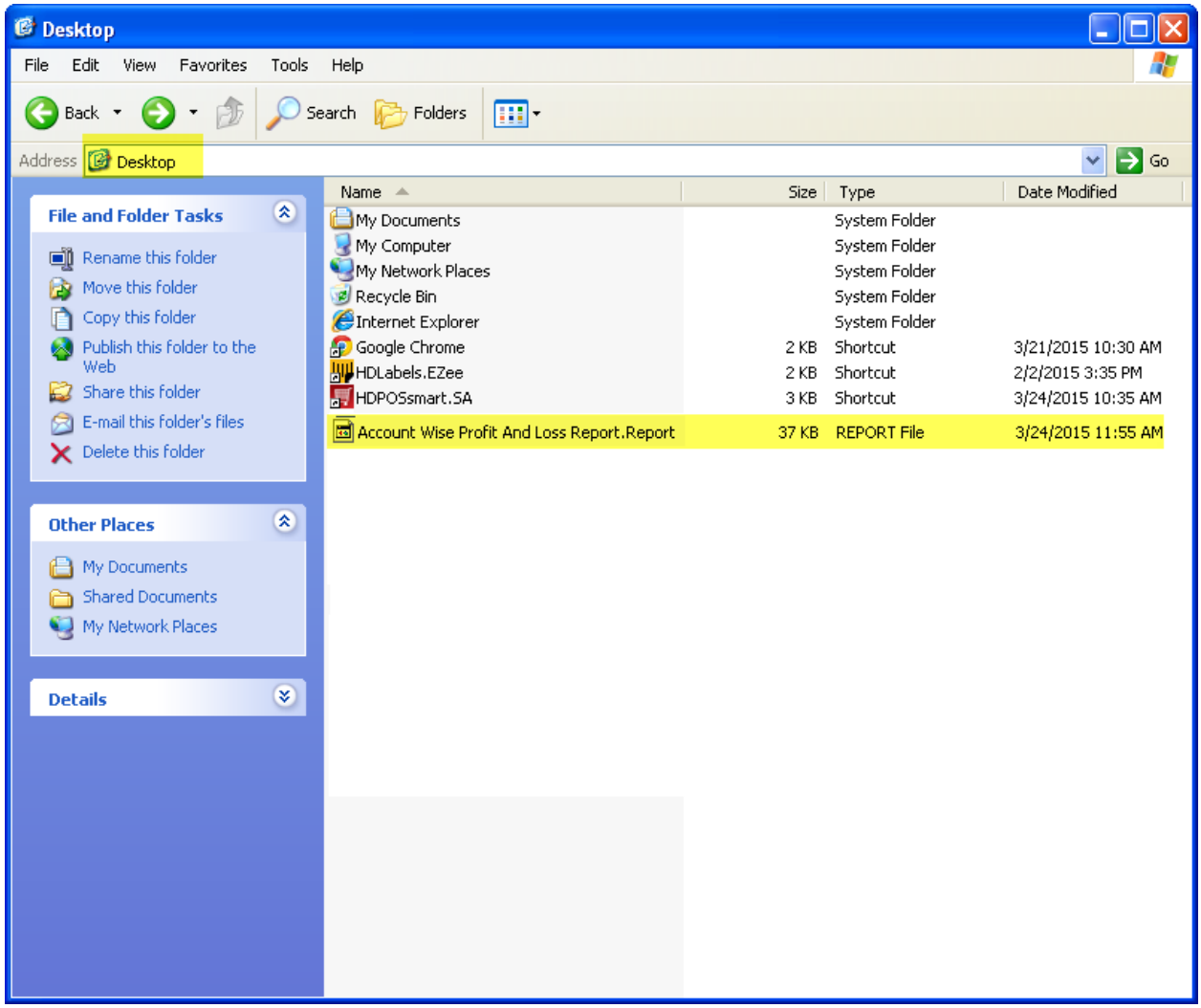
4. You will see **Browse for Folder** screen. Select a folder in which you want to save the report. Click on **OK**.



5. You will see the following success message as the report got exported successfully.



6. Go to the selected folder and see the report there.



Note: When you export a report the report still remains in your HDPOS smart. Only a copy of report is exported.