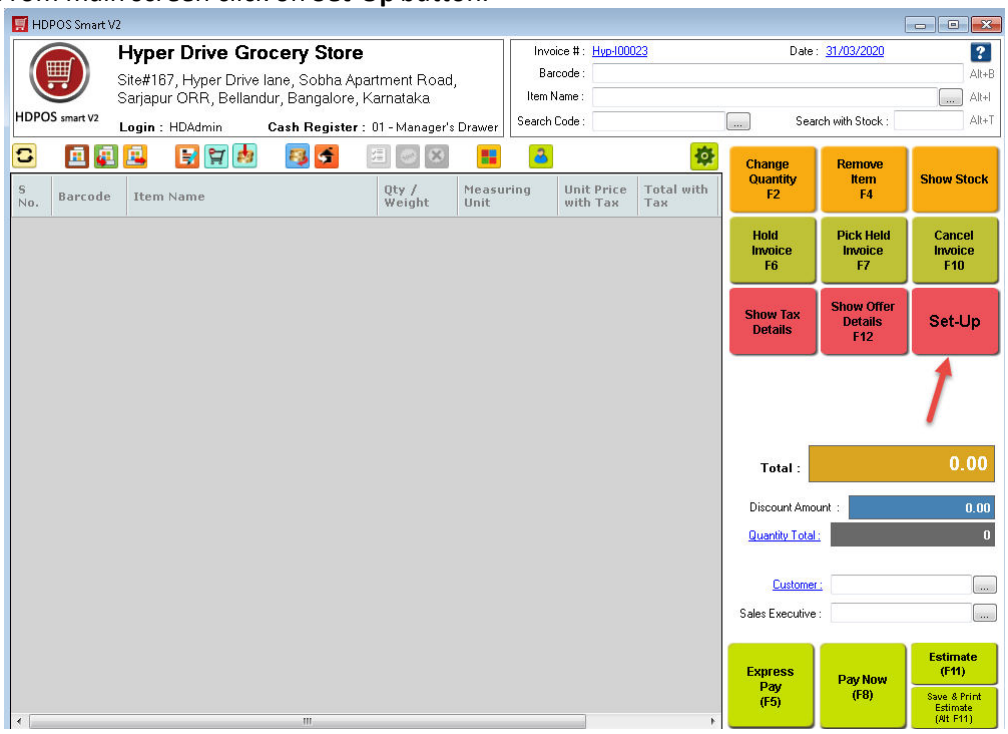
# How to save Report in PDF format in HDPOSsmart?



To save the Report in PDF format in HDPOSsmart, follow the below steps:

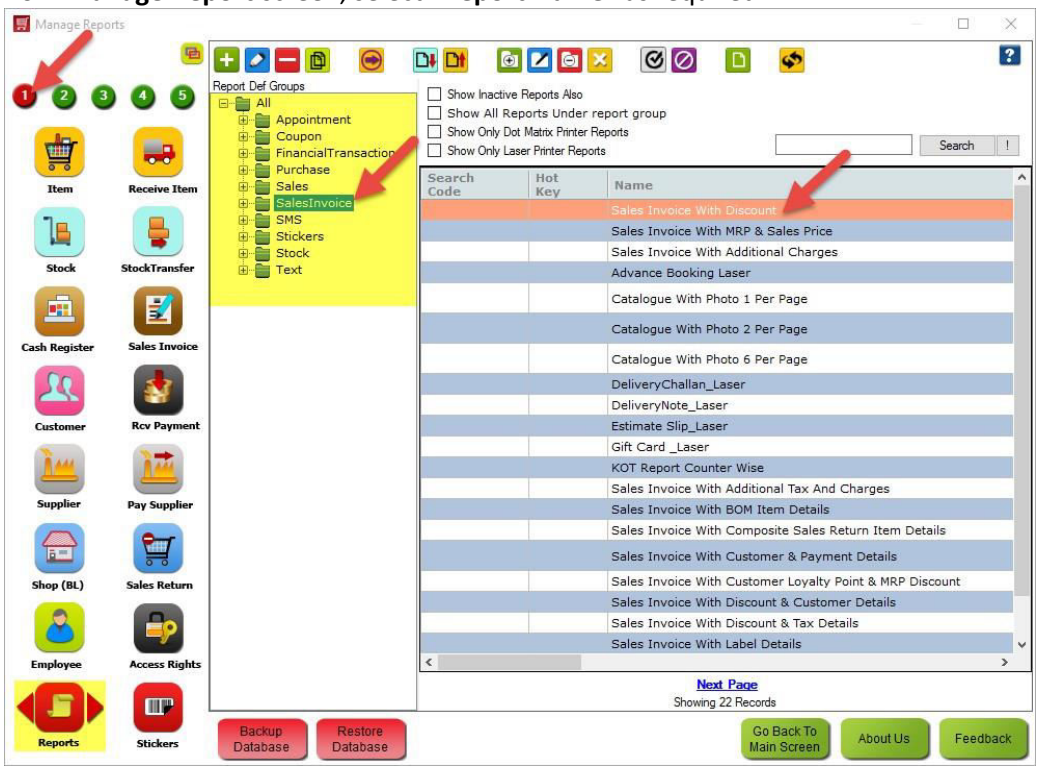
1. Run **HDPOSsmart**.
2. From main screen click on **Set-Up** button.



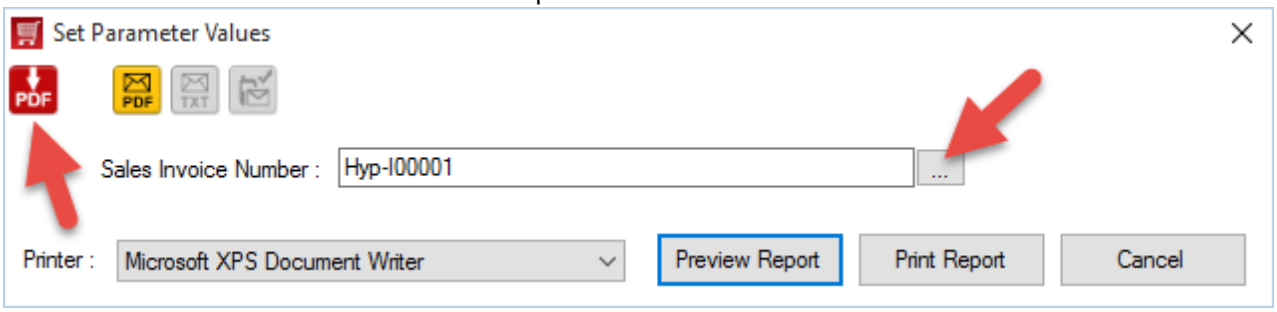

3. From **1st** page of Set-Up, click on **Report** button.



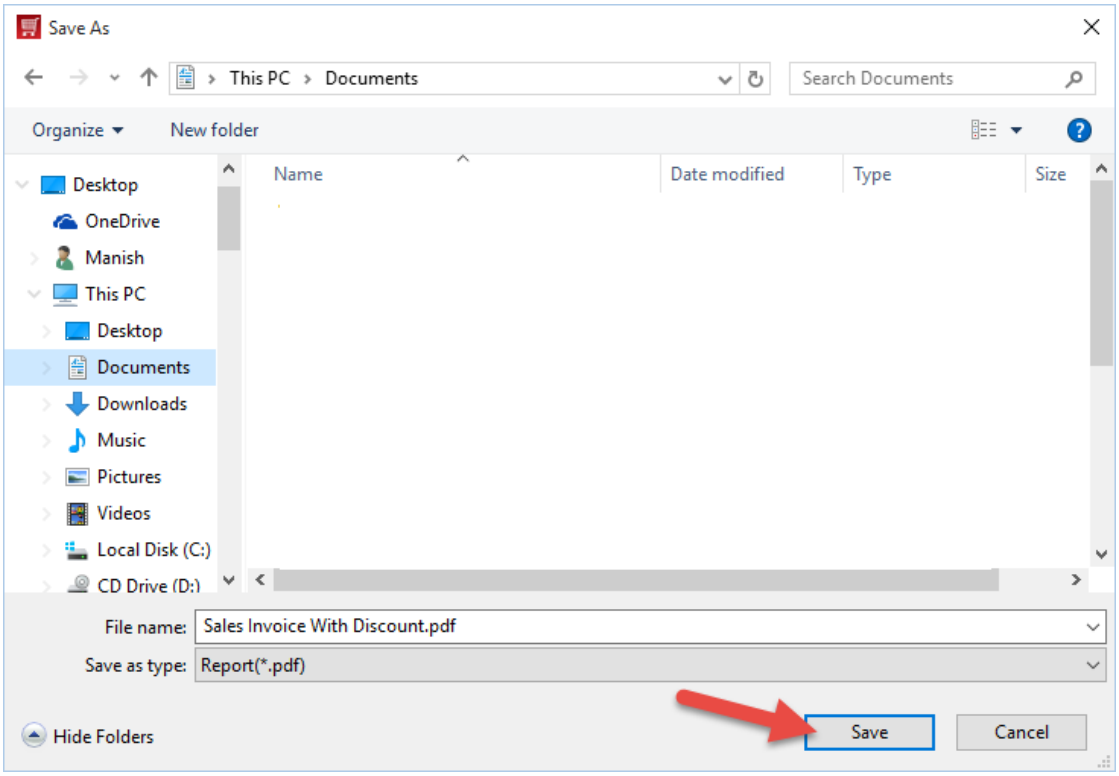
4. From **Manage Report** screen, select "**Report Name"** as required.




5. Double click on that report name.
6. You will get **Set Parameter Values** screen; in that click on **3-dotted button** beside on **Sales invoice number** and select the Invoice number as required and click on PDF button.




7. Once you click on PDF button it will ask you to where you want to save this report then select the location as required and **save** it in PDF format.


Save As
This PC › Documents
Search Documents
Organize
New folder
Desktop
OneDrive
Manish
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
CD Drive (D:)
Name
Date modified
Type
Size
File name: Sales Invoice With Discount.pdf
Save as type: Report(*.pdf)
Hide Folders
Save
Cancel