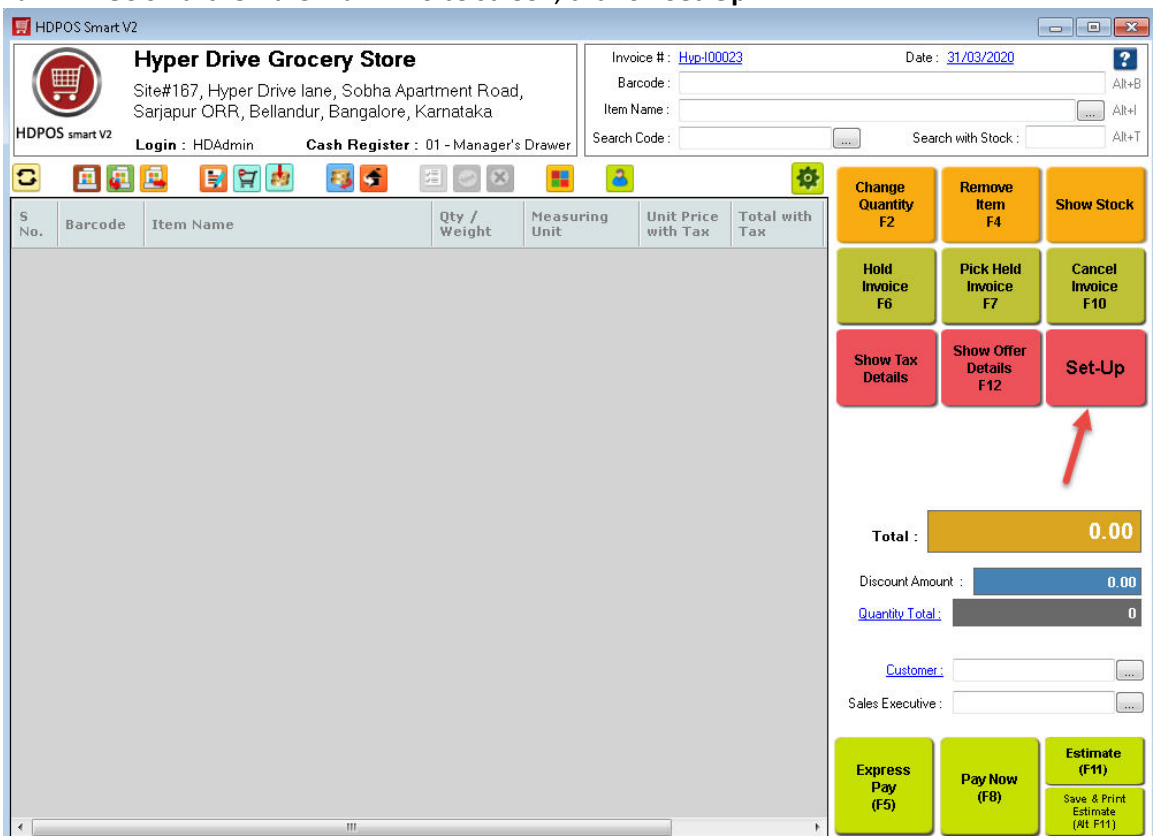
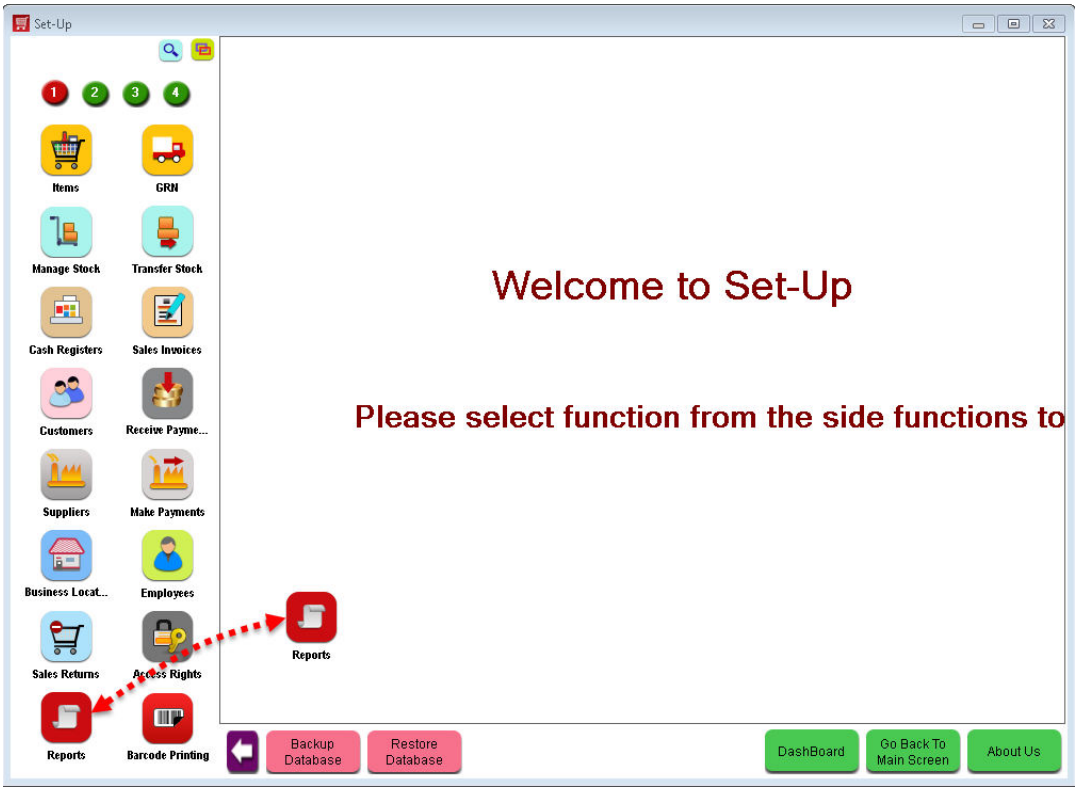
How to send reports through Email or SMS?

To send reports through Email and SMS, follow the steps given below.

1. Run **HDPOS smart**. On the main invoice screen, click on **Set-Up**.



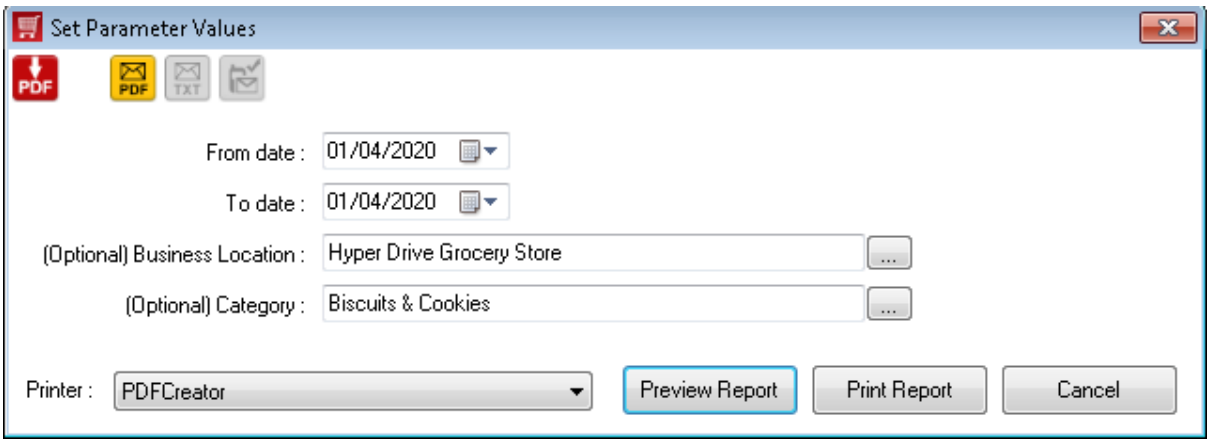
2. From the Set-Up screen, click on 1st page. Select **Reports**.



3. Select a report that you wish to send through Email or SMS.

4. Run the report by double clicking on it or clicking on the **Run** button.

5. You will see a screen of '**Set Parameter Values**'. Enter all required parameters detail.

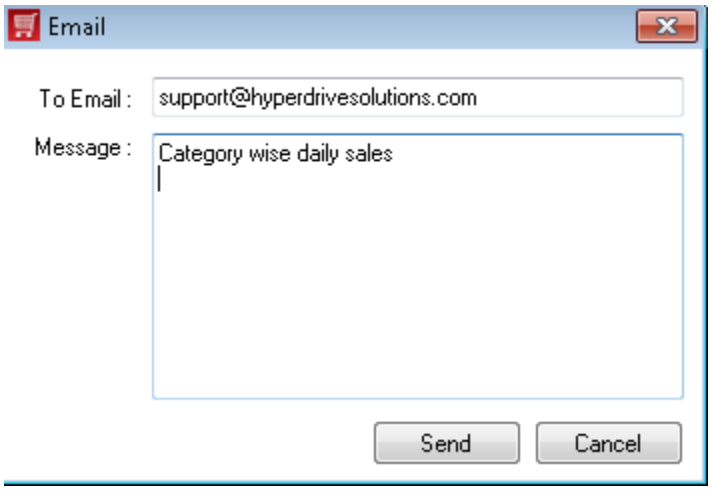


Note:

- For Laser Reports, only **Save as PDF** and **Send email with PDF attachment** buttons are enabled in the tool strip.
- For Text reports all four buttons are enabled in the tool strip.

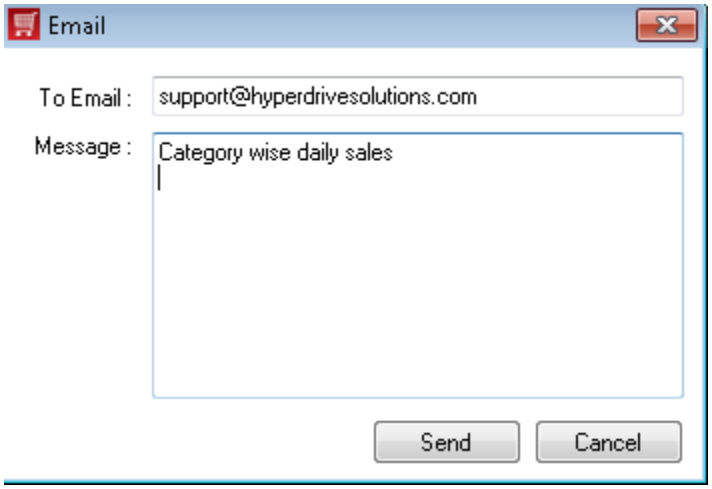
To Send Email:

6. **Laser Report:**
   - If the selected report is a laser report, then to send the report through email, click on the button **Send email with PDF attachment** from the tool strip.
   - When you click on this button, the report will be generated and you will see the following screen where you enter the **email id** and **message** as shown below.



   - Click on **Send** button, the report will be sent as PDF attachment in the email.

7. **Text Report:**
   - If the selected report is a text report, then to send the report through email, click on the button **Send Text report as Email body** from the tool strip.
   - When you click on this button, the text report that you have selected will be generated and you will see the following where you enter the email id and message as shown below.



   - When you click on **Send**, the report will be sent as PDF attachment in the email.

To Send SMS: Only text reports can be sent as SMS.

8. Select a text report and click on the button**, Send text report as SMS** . The report will be generated and you will see the following screen, to send the SMS to a number which you want.
    - Enter the **number** and **name**.
    - Select the type of SMS as **Transactional SMS**.
    - Adjust the text in the SMS Body and click on **Send**.

