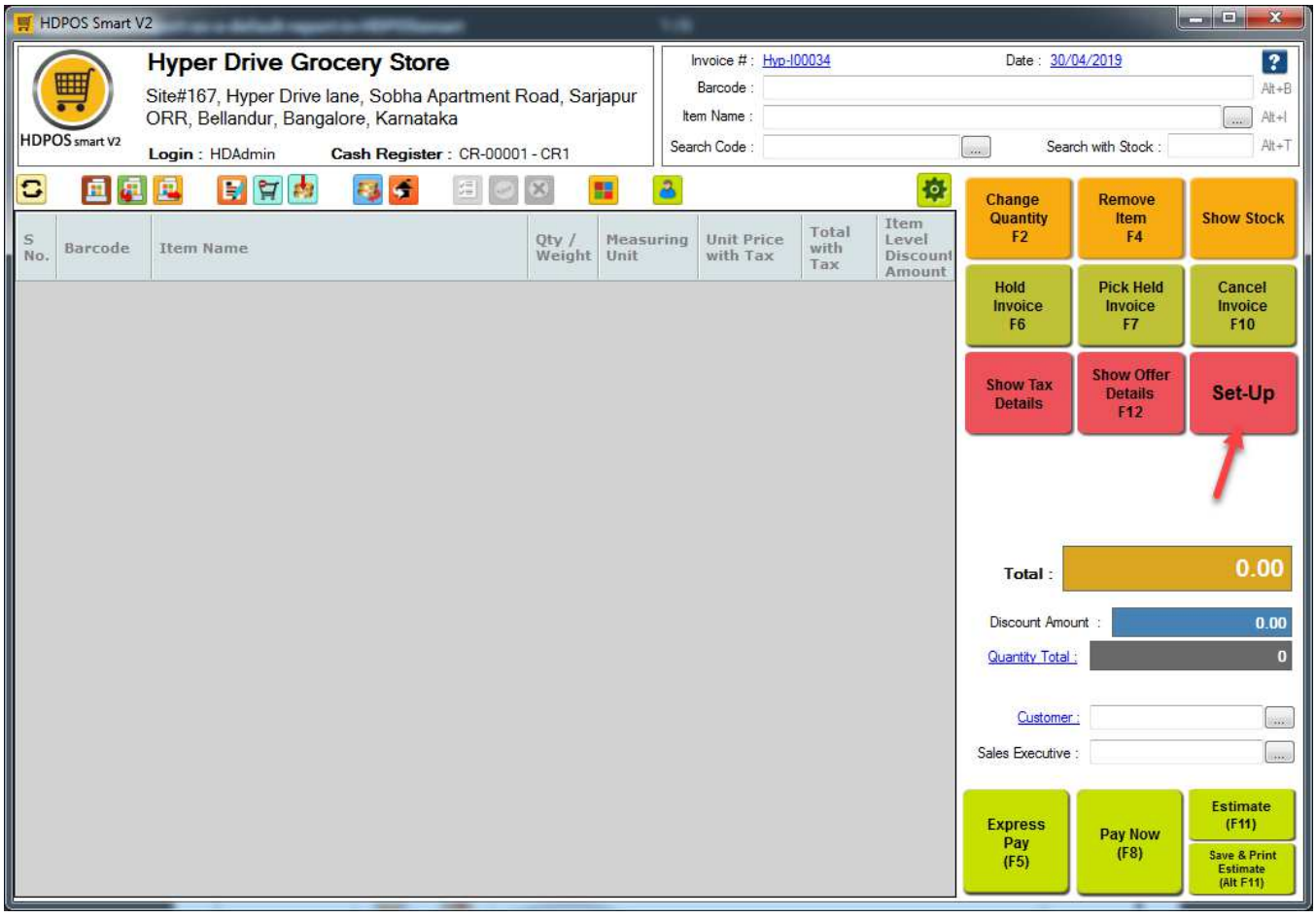
How to set a customized sales invoice report as a default report in HDPOSsmart?

To set a customized sales invoice report as a default report in HDPOS smart, follow these steps:

1. Run **HDPOS smart**.

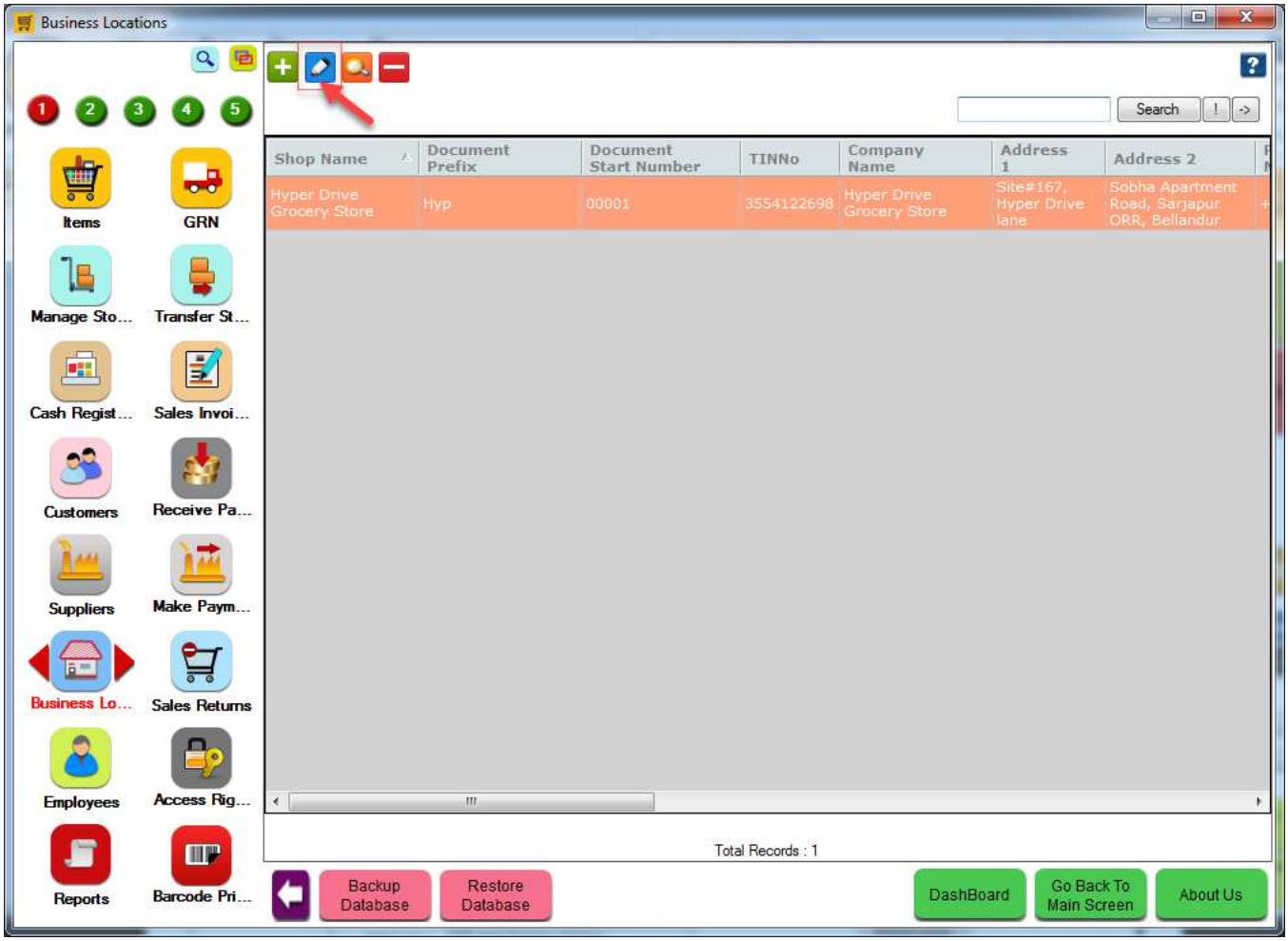
2. From main screen, click on **Set-Up**.



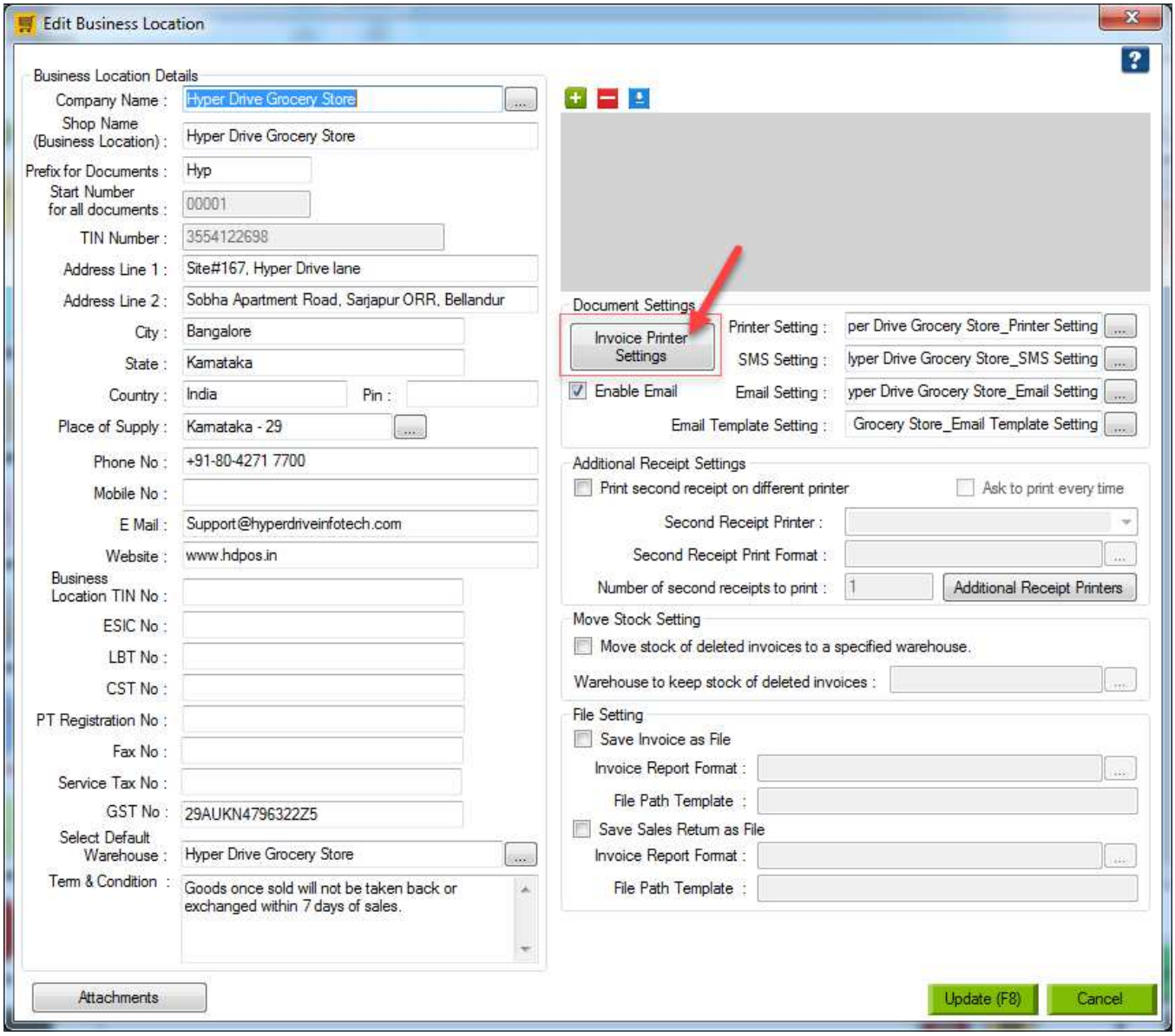
3. From the 1st page of **Set-Up**, click on **Business Location**.



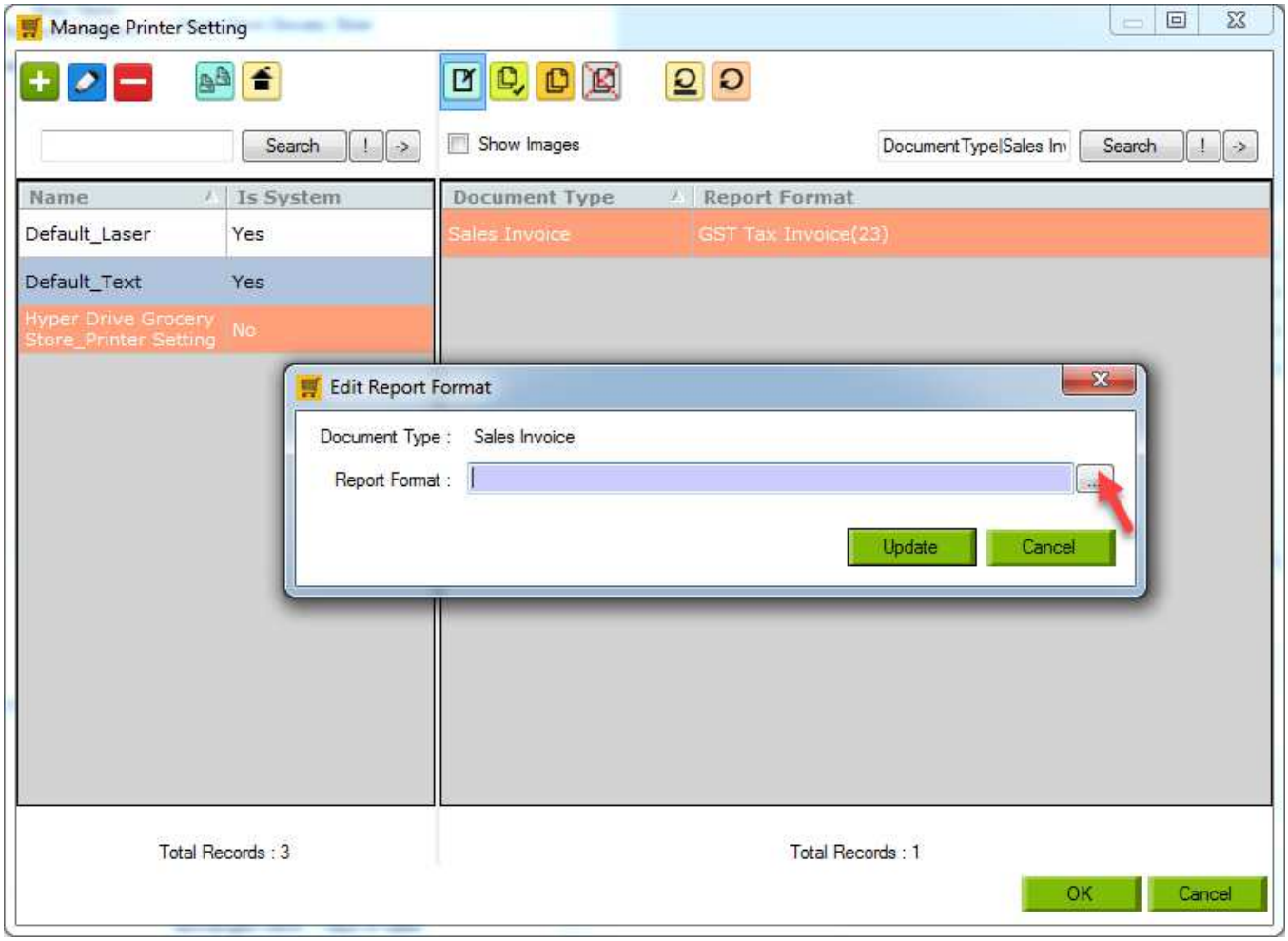
4. In **Manage Business Location** window, select shop name and then click on **Edit Business Location** as shown below.



5. In **Edit Business Location** window click on **Invoice Printer settings**.

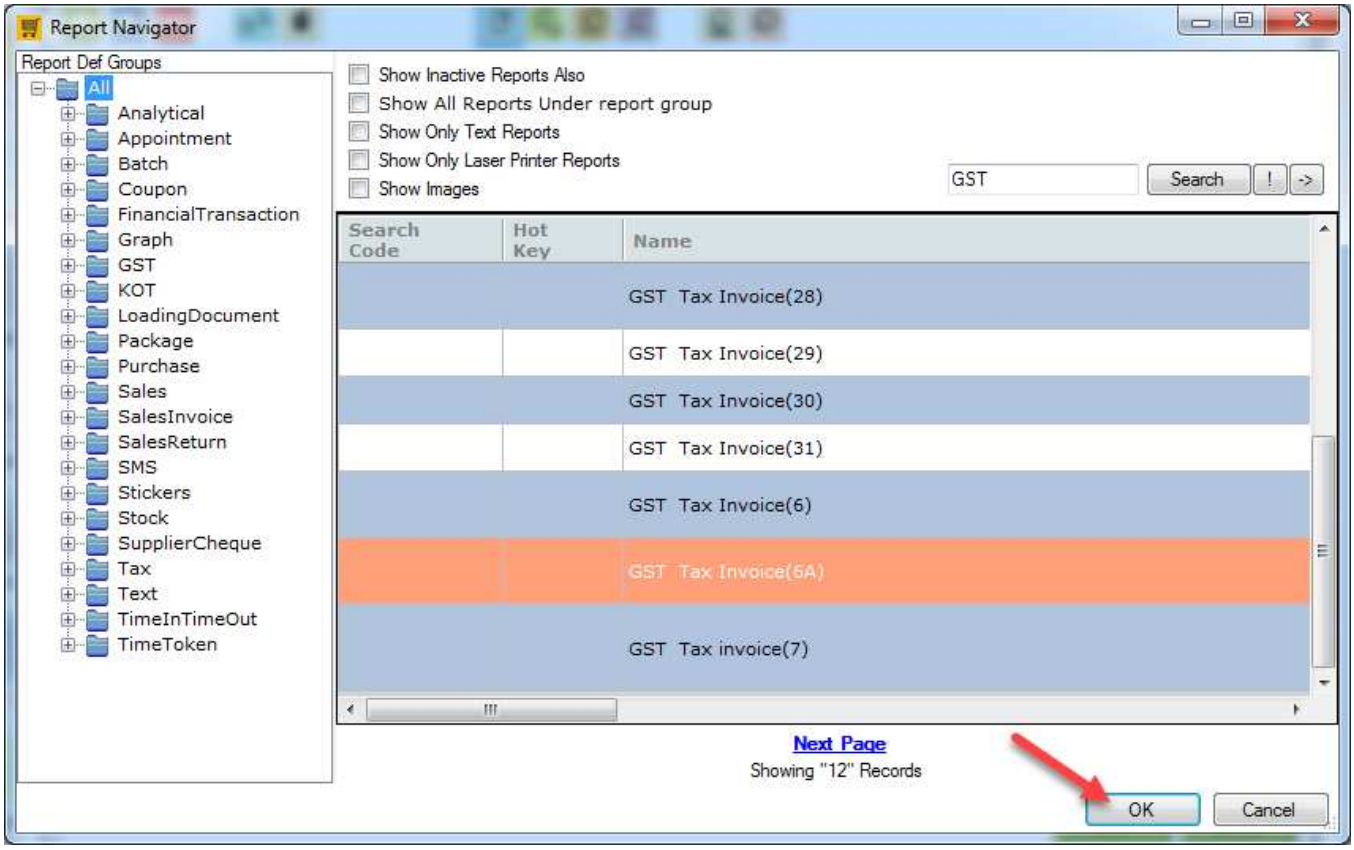


6. This will open the **Edit Report Format** window with Sales Invoice as document type. Click on the 3-dotted button to select the Sales Invoice report format.

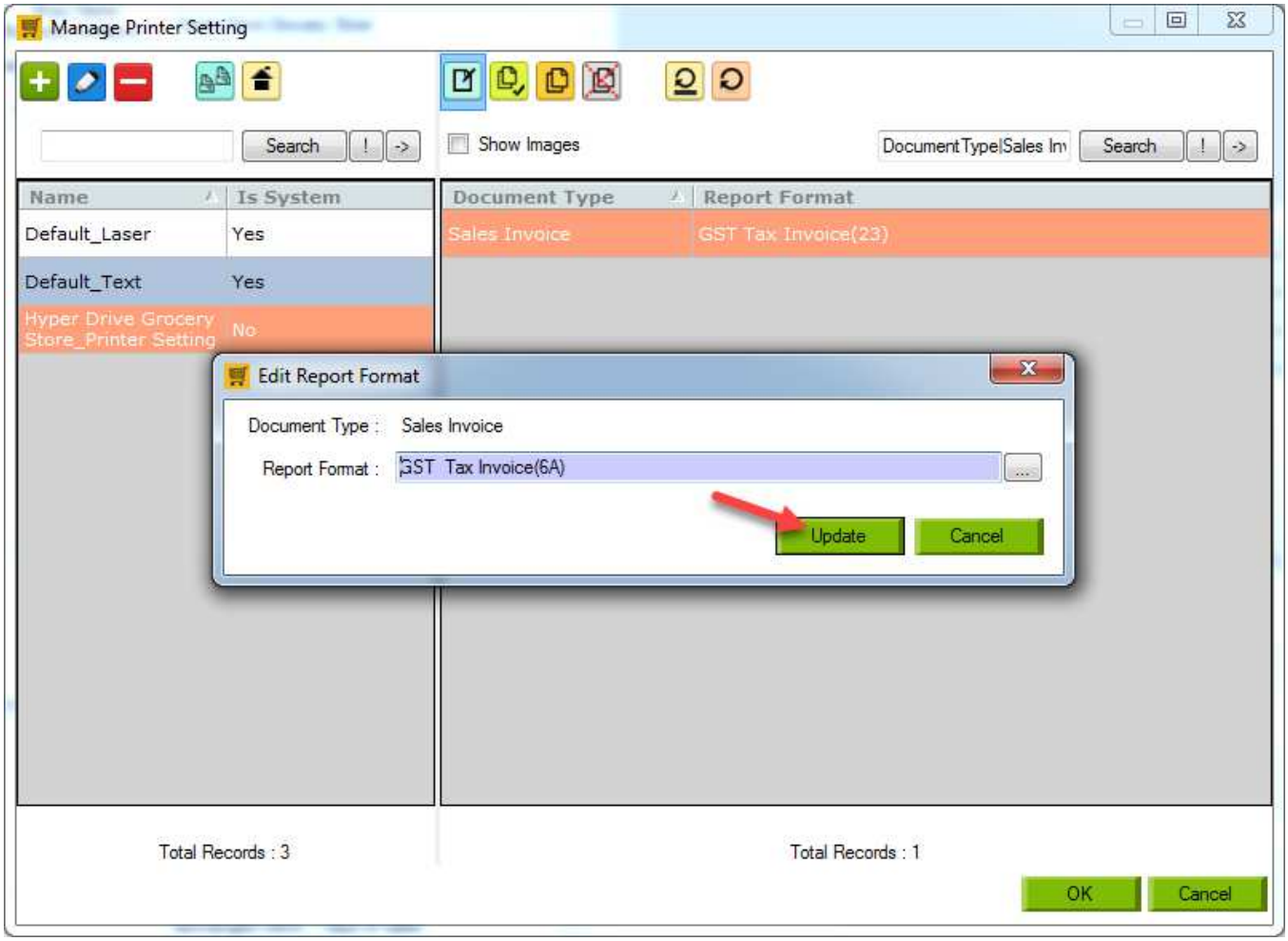


7. Select **Sales Invoice** group from the report definition groups, search for the report name and click on **OK**.

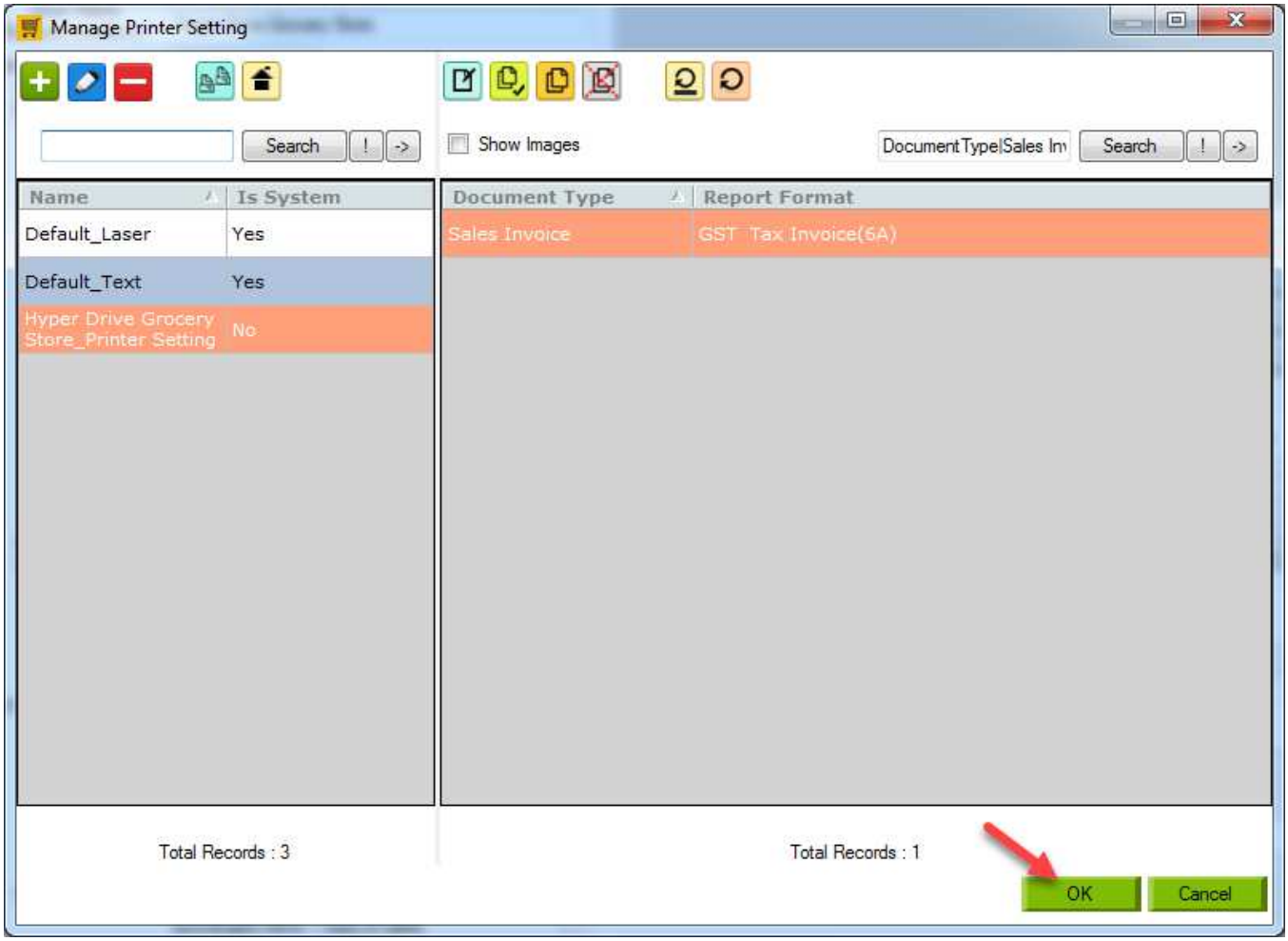
Note: With **Show Images** checkbox **ON** you can also see the preview of the report format by mouse hover on the image.



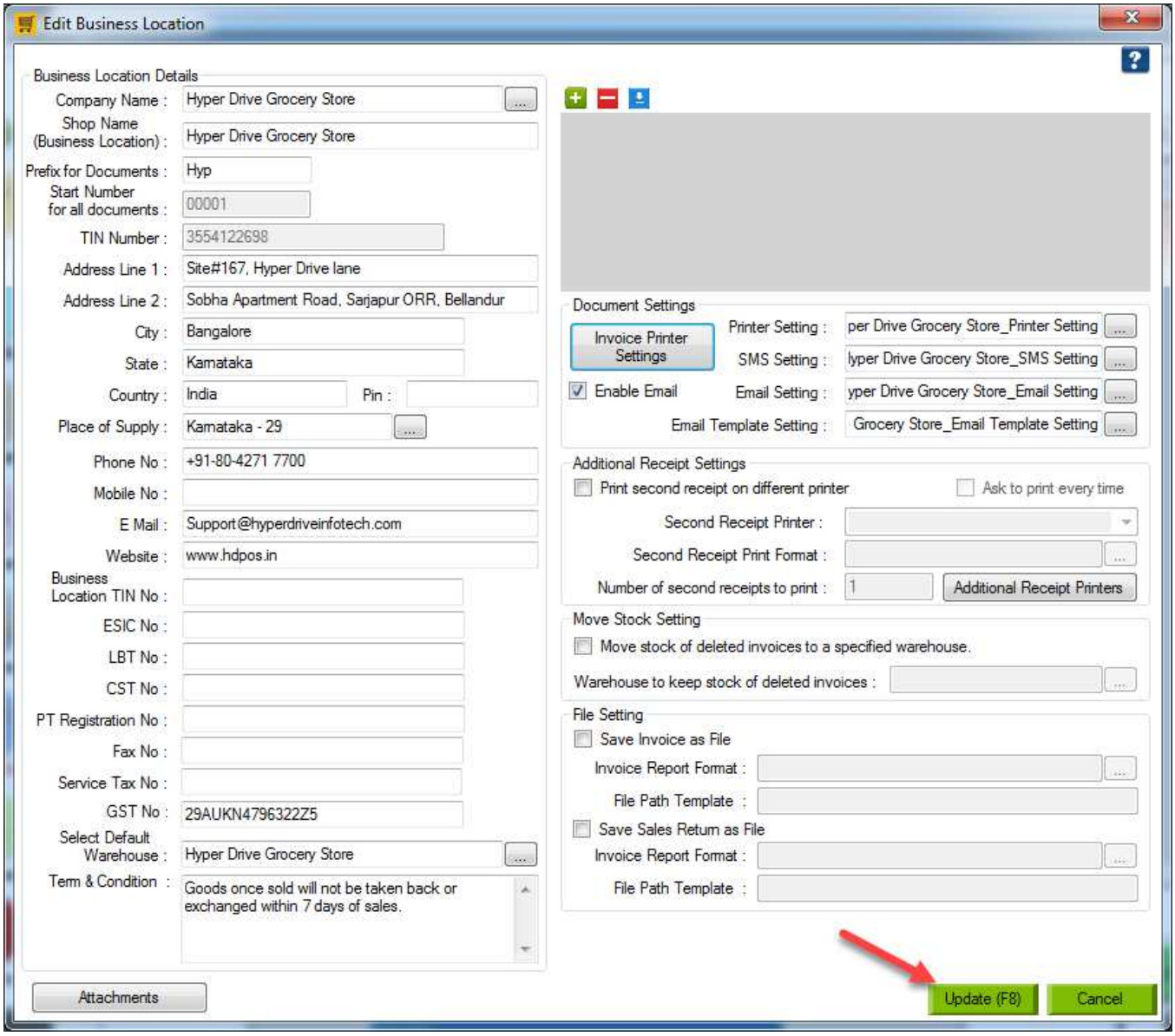
8. Click on **Update** button to set the report format.



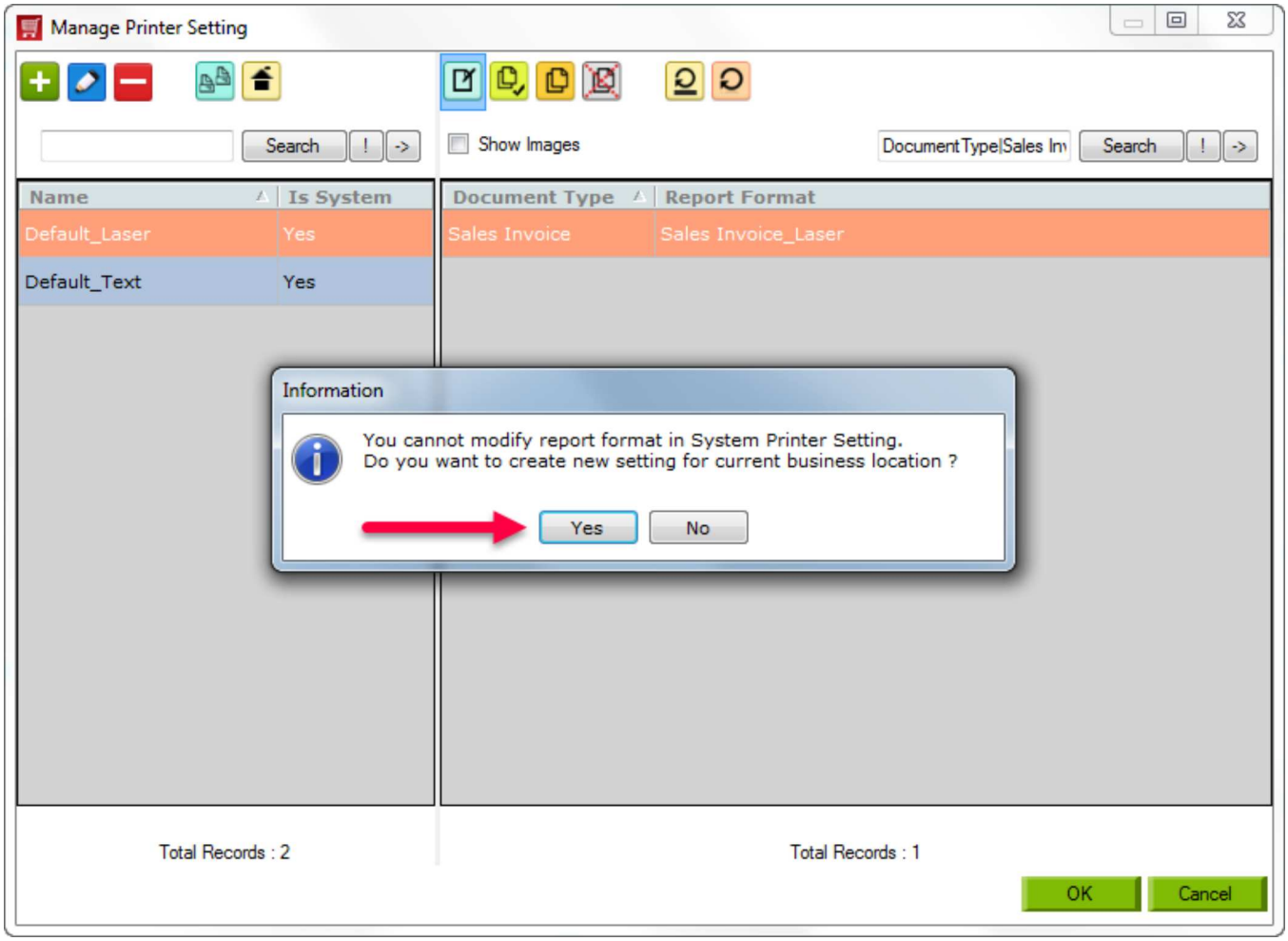
9. The selected sales invoice can be seen on the **Manage Printer Setting** screen, click on **OK**.



10. Click on **update** to save changes.



Note: If you have only default printer settings for your Business Location then clicking on invoice printer settings you will see a message as shown below. Click on **Yes**, this will create a new printer setting for your business location as we do not allow to edit default printer settings.


Manage Printer Setting
Search
Show Images
DocumentType|Sales In
Search
Name
Is System
Default_Laser
Yes
Default_Text
Yes
Document Type
Report Format
Sales Invoice
Sales Invoice_Laser
Information
You cannot modify report format in System Printer Setting.
Do you want to create new setting for current business location ?
Yes
No
Total Records : 2
Total Records : 1
OK
Cancel