

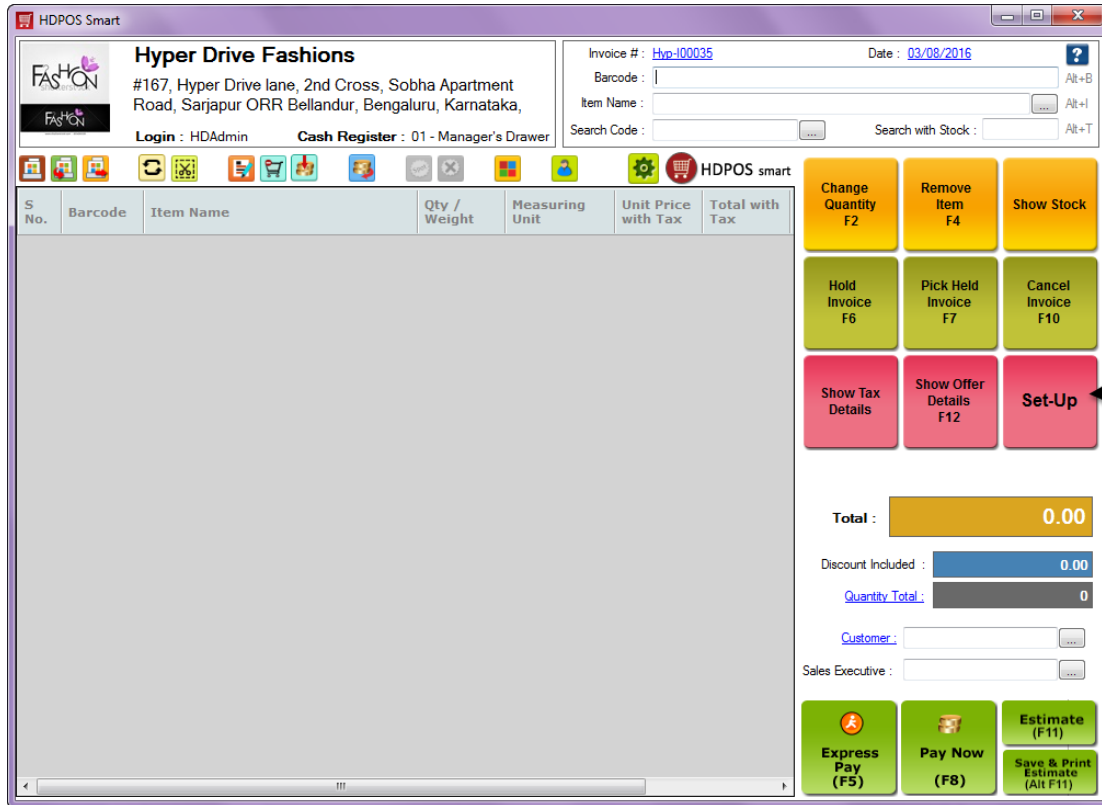
How to do email settings for different transactions in HDPOS smart?



HDPOS smart Tutorials

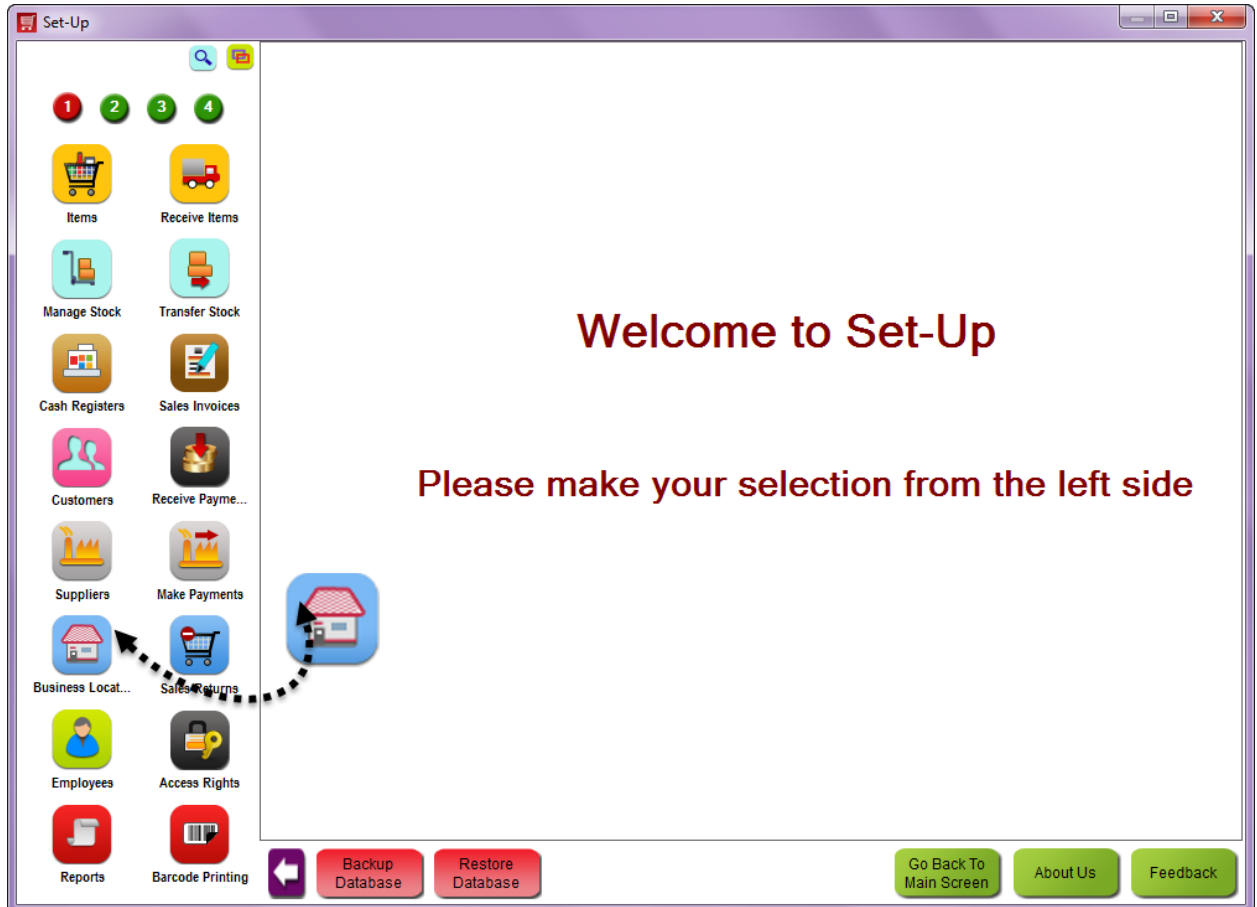
To do email settings for different transactions in HDPOS smart, follow the steps below:

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

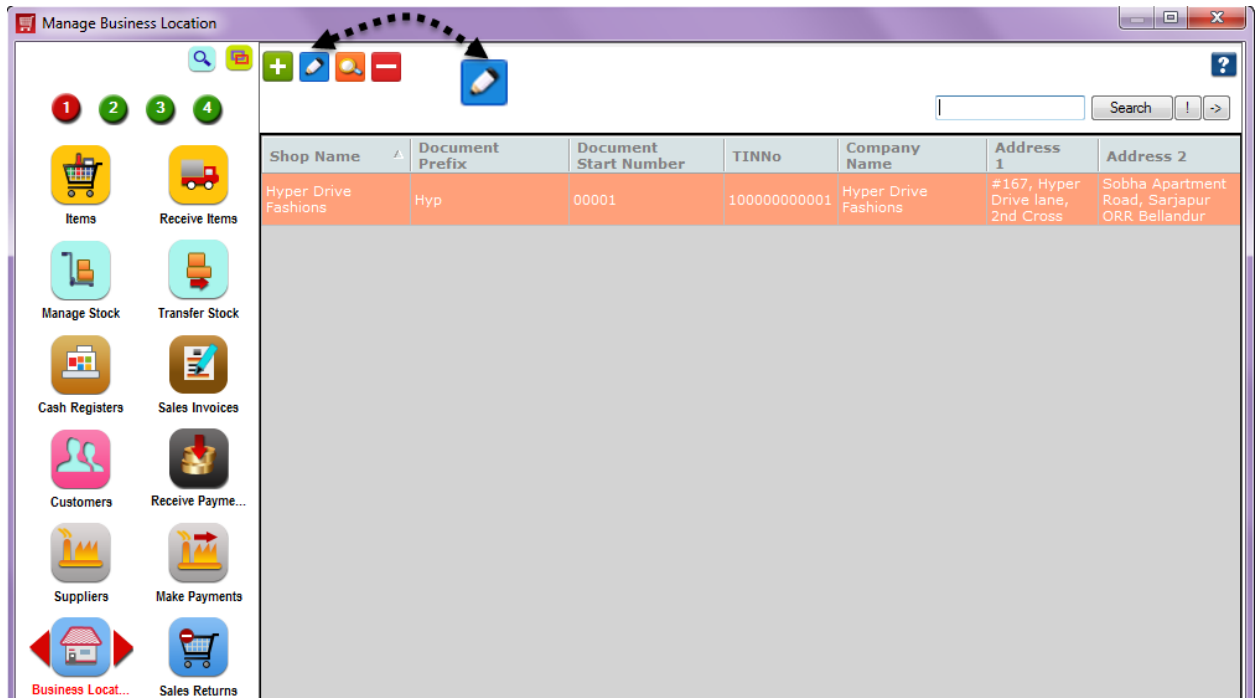



2. From Set-Up screen, go to 1st page and click on **Business Locations**.

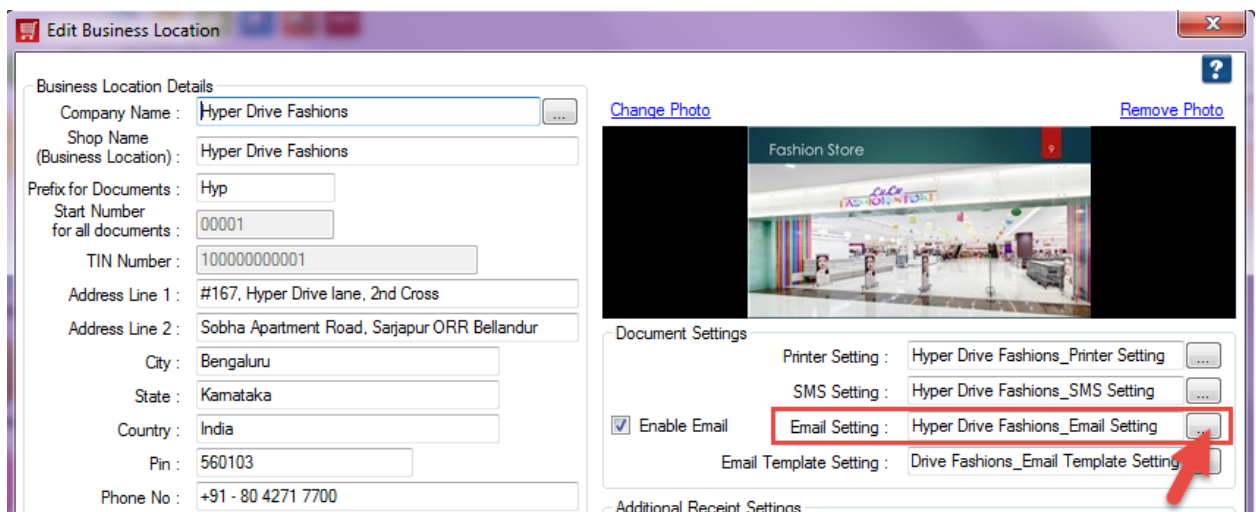




3. From **Manage Business Location** screen, click on **Edit Business Location** button.



4. Click on 3 dotted button  next to email settings field from document settings section in edit business location window.



5. You will see **Email Setting Manager** as shown below.





Manage Email Setting

Search [] [!] [→]

Name	Mail Type	From Email	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email		
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		
	Package Utilization Email		
	Pay Supplier Email		
	PO Email		
	Receive Payment Email		
	Sales Invoice Email		
	Sell Package Email		
	Supplier Credit Note		

Total Records : 1 Total Records : 13

OK Cancel

6. To add Email settings, select any one mail type and click on **Edit Email Settings** button. For example, I selected Sales Invoice Email.



Name	Mail Type	From Email	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email		
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		
	Package Utilization Email		
	Pay Supplier Email		
	PO Email		
	Receive Payment Email		
	Sales Invoice Email		
	Sell Package Email		
	Supplier Credit Note		

7. You will see **Edit Email Settings** screen as shown below. Enter the details and click on **Update**.
- Enter all the required information like as **Your Name, Email address, User Name & Password**.
 - If you want to send this Invoice to any other persons also you can add his/her name in **Email Cc** or **Email Bcc** options.
 - In the above screen you can see there are two formats have been given to send an email.
 - **Using Gmail Account:** When you want to send an Email using **gmail account**, select this radio button and click on **Update** button.



Edit email settings

Following informations will be used for sending emails from this application.

Mail Type : Sales Invoice Email

User Information

Your Name : Hyper Drive Fashions Bangalore

Email Address : hyperdrivefashions@gmail.com

Lagon Information

User Name : hyperdrivefashions@gmail.com

Password :

EMail Cc : admin@hyperdrivefashions.com

EMail Bcc : sales@hyperdrivefashions.com

☒ Using Gmail Account ☐ Using Other Account

Update Cancel

- **Using Other Account:** If you want to send an Email using other account than Gmail, select this radio button and enter the following details.
 - **Outgoing mail server (SMTP):** Enter the SMTP server name.
 - **This server requires an encrypted connection check box:** Check this checkbox.
 - **Outgoing server port number:** Enter the outgoing server port number.
 - Click on **Update** button.



Edit email settings

Following informations will be used for sending emails from this application.

Mail Type : Sales Invoice Email

User Information

Your Name : Hyper Drive Fashions Bangalore

Email Address : hyperdrivefashions@gmail.com

Logon Information

User Name : hyperdrivefashions@gmail.com

Password :

E-Mail Cc : admin@hyperdrivefashions.com

E-Mail Bcc : sales@hyperdrivefashions.com

☐ Using Gmail Account ☒ Using Other Account

Server Information

Outgoing mail server (SMTP) : smtp.mail.yahoo.com

This sever requires an encrypted connection (SSL) : ☒

Outgoing server Port number (SMTP) : 587

Update **Cancel**

8. The details will be added and you will see the screen as shown below.



- To copy the same settings for any other **Mail Type**, select the **Mail Type** that has email settings and click on **Copy Email Setting** button from toolbar.





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Name	Mail Type	From Email	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email		
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		
	Package Utilization Email		
	Pay Supplier Email		
	PO Email		
	Receive Payment Email		
	Sales Invoice Email	hyperdrivefashions@gmail.com	Hyper Drive Fashions Bangalore
	Sell Package Email		
	Supplier Credit Note		

Total Records : 1

Total Records : 13

OK

Cancel

10. Select the new **Mail Type** for which you want to apply email settings and click on **Paste Email Setting** button from the toolbar.



Manage Email Setting

Search ! ->

Name	Mail Type	From Email	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email		
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		
	Package Utilization Email		
	Pay Supplier Email		
	PO Email		
	Receive Payment Email		
	Sales Invoice Email	hyperdrivefashions@gmail.com	Hyper Drive Fashions Bangalore
	Sell Package Email		
	Supplier Credit Note		

Total Records : 1

Total Records : 13

OK Cancel

11. You can see the copied email settings as shown below.

Manage Email Setting

Search ! ->

Name	Mail Type	From Email	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email	hyperdrivefashions@gmail.com	Hyper Drive Fashions Bangalore
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		