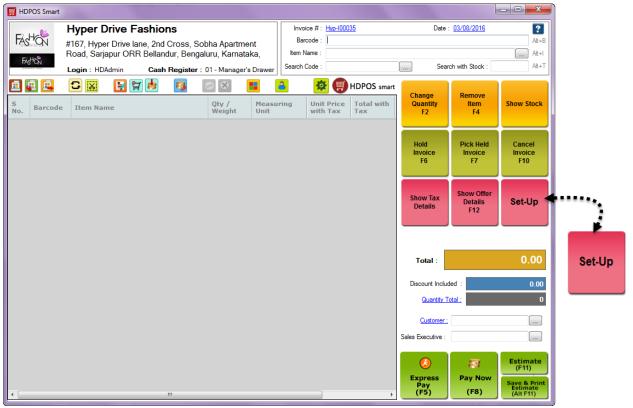
How to do email settings for different transactions in HDPOS smart?



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

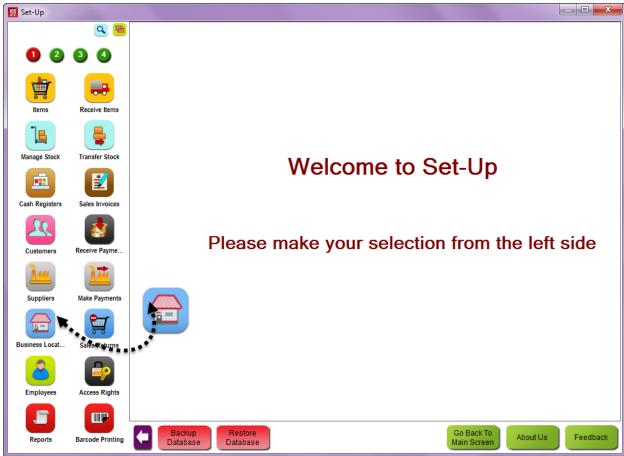
1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



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.



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HDPOS smart Tutorials

 ▲ 	Shop Name Hyper Drive Fashions	Document Prefix Hyp	Document Start Number 00001	TINNO 10000000001	Company Name Hyper Drive Fashions	Address 1 #167, Hyper Drive lane, 2nd Cross	Search ! . Address 2 Sobha Apartme Road, Sarjapur ORR Bellandur
eive Items		Prefix	Start Number		Name Hyper Drive	1 #167, Hyper Drive lane,	Address 2 Sobha Apartme
ive Items							Sobha Apartme Road, Sarjapur ORR Bellandur
sfer Stock							
ye Payme							
Payments							
Returns							
	Payments	Payments	Payments	Payments	Payments	Payments	Payments

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

🛒 Edit Business Loca	tion		×
Business Location De	tails		?
Company Name :	Hyper Drive Fashions	Change Photo	Remove Photo
Shop Name (Business Location) :	Hyper Drive Fashions	Fashion Store	
Prefix for Documents :	Нур	No OL STORT	
Start Number for all documents :	00001		
TIN Number :	10000000001		
Address Line 1 :	#167, Hyper Drive lane, 2nd Cross		
Address Line 2 :	Sobha Apartment Road, Sarjapur ORR Bellandur	Document Settings	
City :	Bengaluru	Printer Setting : Hyper Drive Fashions_Pr	inter Setting
State :	Kamataka	SMS Setting : Hyper Drive Fashions_SI	MS Setting
Country :	India	Enable Email Email Setting : Hyper Drive Fashions_En	nail Setting
Pin :	560103	Email Template Setting : Drive Fashions_Email Tem	mplate Setting
Phone No :	+91 - 80 4271 7700	Additional Receipt Settings	

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



			HDPO	S smart Tutorials
🛒 Manage Email Setting				
+	r 🔽 C, C	× 强 [
Search ! ->				Search ! ->
Name	Mail Type 🛛 🛆	From Email	From Name	
	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	
Total Records : 1			TOLAL MECOLOS : 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.



				90
			HDPOS sr	nart Tutorials
🛒 Manage Email Setting				
+ 2 - 🔊 🕤 🦈	r 🔍 C, C	× 🛯	M	
Search ! ->				Search ! ->
Name A Hyper Drive Fashions_Email Setting	Mail Type 🛛 🛆	From Email	From Name	
	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

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- 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.



	HDPOS smart Tutor	ials
🛒 Edit email setti	ings	۲
Following inform	mations will be used for sending emails from this application.	?
Mail Type :	Sales Invoice Email	
- User Information	n	h
Your Name :	Hyper Drive Fashions Bangalore	
Email Address :	hyperdrivefashions@gmail.com	
- Logon Informati	ion	ור
User Name :	hyperdrivefashions@gmail.com	
Password :		
EMail Cc :	admin@hyperdrivefashions.com	
EMail Bcc :	sales@hyperdrivefashions.com	
O Using	g 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.



		HDPOS smart Tutorials
🛒 Edit email sett	ings	×
Following infor	nations will be used for sending emails from this application	. ?
Mail Type :	Sales Invoice Email	
- User Information	1	
Your Name :	Hyper Drive Fashions Bangalore	
Email Address :	hyperdrivefashions@gmail.com	
- Logon Informati	on	
User Name :	hyperdrivefashions@gmail.com	
Password :	*****	
EMail Cc :	admin@hyperdrivefashions.com	
EMail Bcc :	sales@hyperdrivefashions.com	
O Using	g Gmail Account 💿 Using Other Account	
- Server Informat	ion	
	Outgoing mail server (SMTP) : smtp.mail.yahoo	.com
This sever re	quires an encrypted connection (SSL):	
	Outgoing server Port number (SMTP) : 587	
	Upda	te Cancel

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



			HDPOS smart Tutorials
🛒 Manage Email Setting			
+	r 🔽 C, C	× 强 [
Search ! ->			Search ! ->
Name 🕹 🕹 🕹 Name	Mail Type 🛛 🛆	From Email	From Name
	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		
	Email		Hyper Drive Fashions Bangalore
	Sell Package Email		
	Supplier Credit Note		
Total Records : 1			Total Records : 13
			OK Cancel

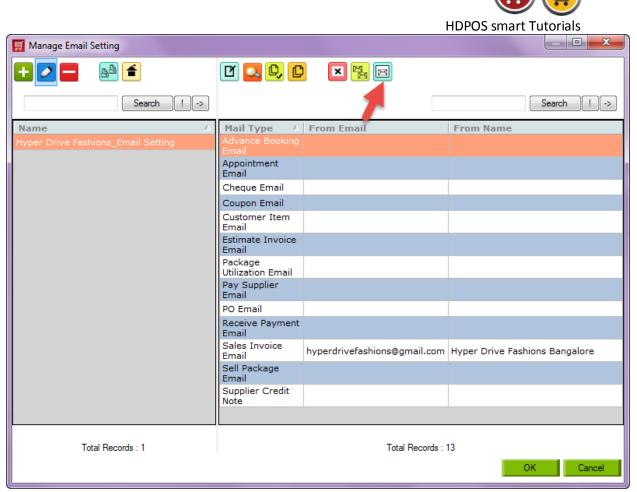
9. To copy the same settings for any other **Mail Type**, select the **Mail Type** that has email settings and click on **Copy Email Setting** button from toolbar.



			HDPOS smart Tutorials	
📕 Manage Email Setting				
🛨 🔼 🚍 📤 🖆	r 🔽 C, C			
Search ! ->		7	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		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.





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

🛒 Manage Email Setting			
🛨 🔼 🗖 📥 🗲	r 🔽 C, C		
Search ! ->			Search ! ->
Name 🛆	Mail Type 🛛 🛆	TTOIL EIGH	From Name
Hyper Drive Fashions_Email Setting	Advance Booking Email		Hyper Drive Fashions Bangalore
	Appointment Email		
	Cheque Email		
	Coupon Email		
	Customer Item Email		
	Estimate Invoice Email		

