

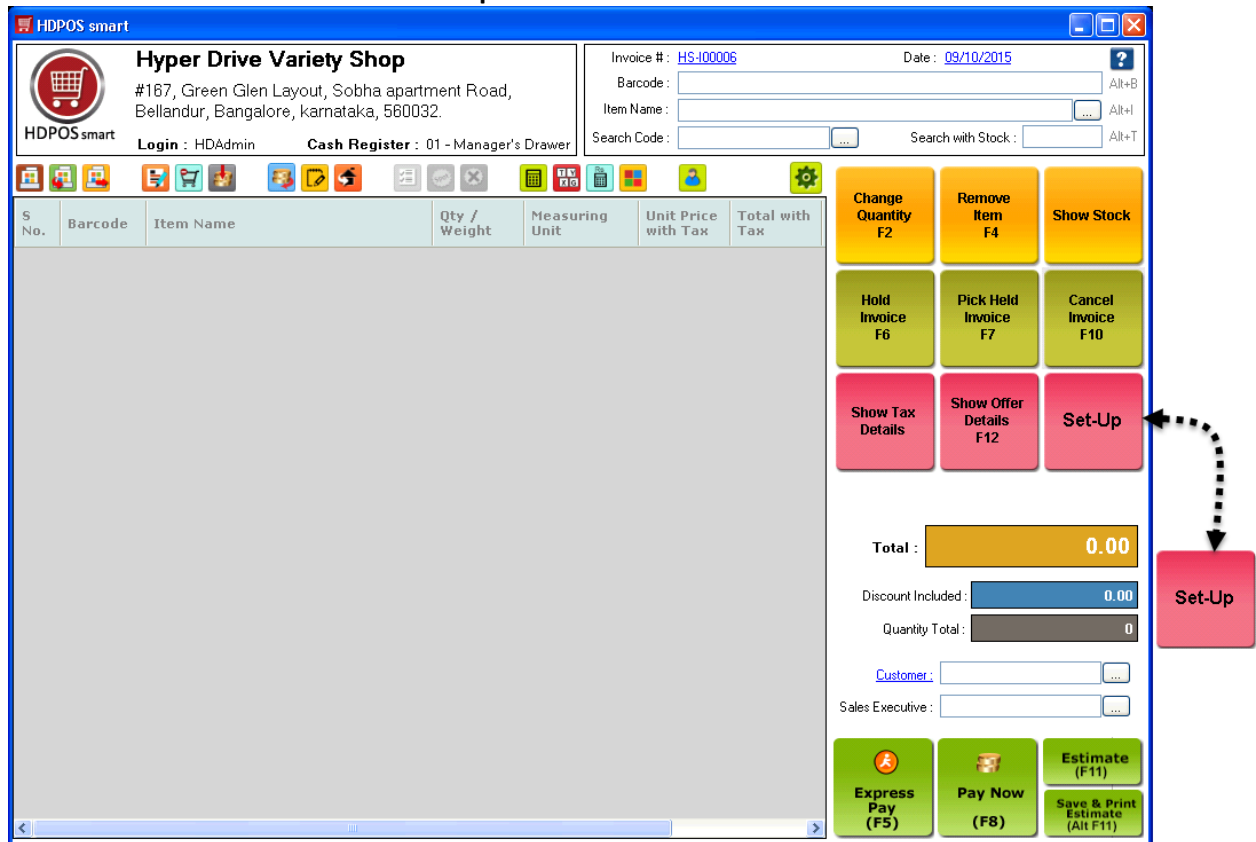
How to reorder the buttons in Set-Up screen?



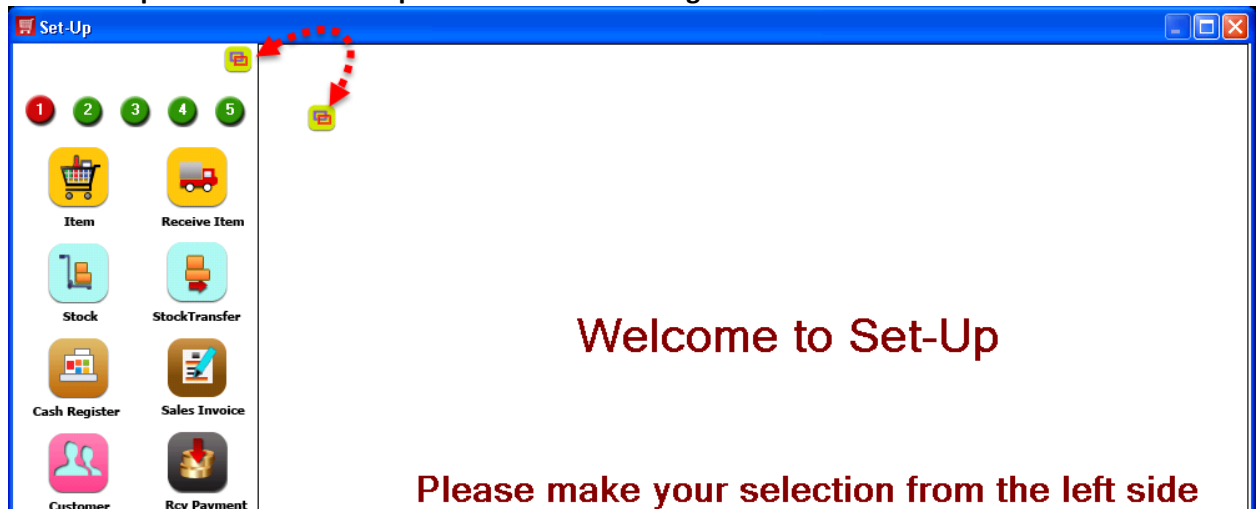
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To reorder the buttons in Set-Up screen in HDPOS smart, please follow the below steps:

1. Run **HDPOS smart**.
2. From main invoice screen click on **Set-Up** button.



3. From **Set-Up** screen click on **Setup Button Reorder Manager** button.





4. You can see the **Setup Button Reorder Manager** screen with all buttons of Set-Up screen.



5. On the right hand side of the screen, you will see the following options to reorder the buttons of the Set-Up screen.

6. **Move Action:**

- Interchange(Alt):
- Insert(Shift)
- Grouping(Ctrl):

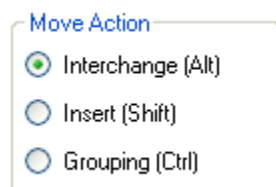
7. **Interchange (Alt):** It is used to interchange the buttons from one position to another position.

- If you are using some buttons frequently, you can keep them in 1st page of Set-Up for easy access.

To Interchange the buttons, please follow the below steps:

For Example: You want to interchange the **Item button** and **SMS button**.

- Select **Interchange** radio button from **Move Action** section. Or by pressing the **Alt** button also you can interchange the buttons.



- Drag any one button and drops it on the button with which you want to interchange.



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- After Interchange, you will see screen as below.
- You can see on the screen that modules have been interchanged.



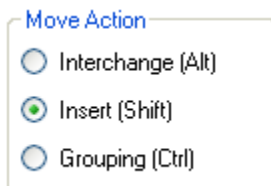


8. **Insert (Shift):** It is used to insert a button in between any other two buttons.

- Use this option if you want to insert any button in between other two buttons to change the position of it.

To Insert a button, please follow the below steps:

- Select **Insert** radio button from **Move Action** section. Or by pressing the **Shift** button also you can interchange the buttons.



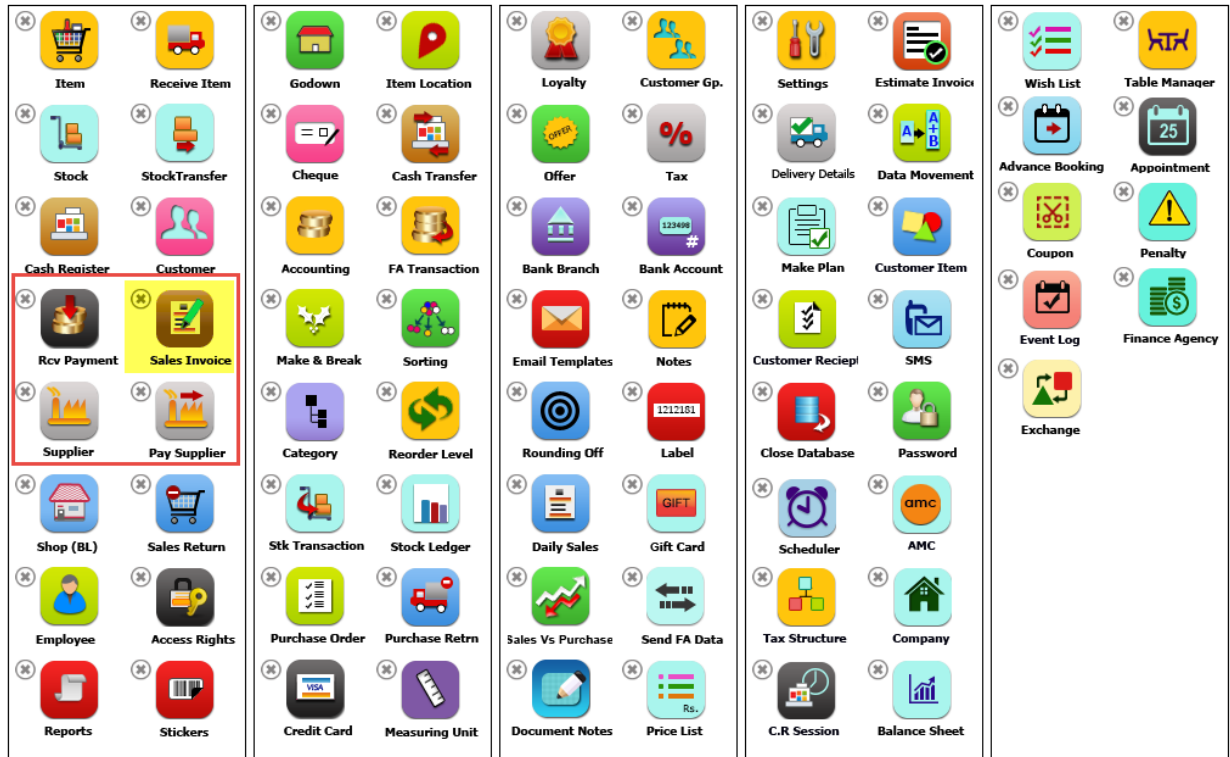
- Drag any one button and drops it in between the buttons where you want to insert.
- **For Example:** You want to insert the **Sales Invoice** button in between **Rcv Payment** and **Supplier**.



- After Interchange, you will see screen as below.
- You can see on the screen that modules have been interchanged.



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9. In **Setup Button Reorder Manager** screen after making the changes as you require, click on **Save** button.