

# How to Group Icons in Set-Up Window of HDPOS smart?

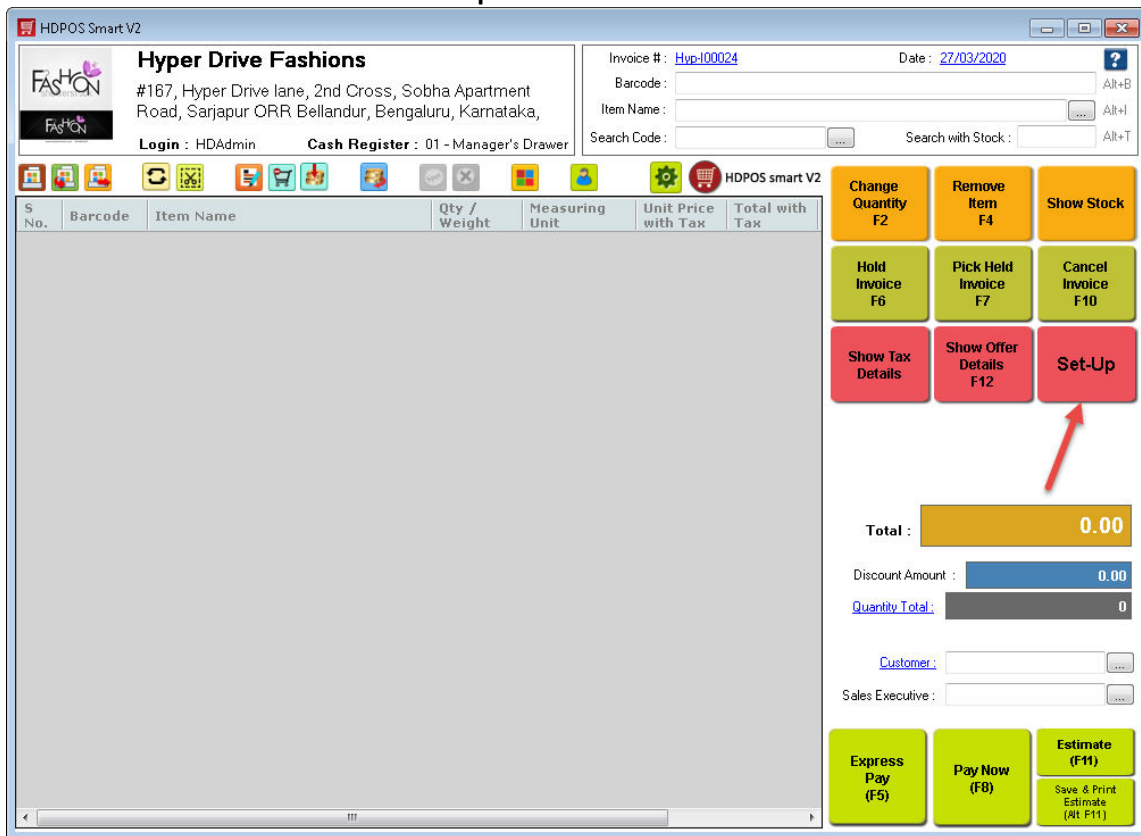


HDPOS smartV2 Tutorials

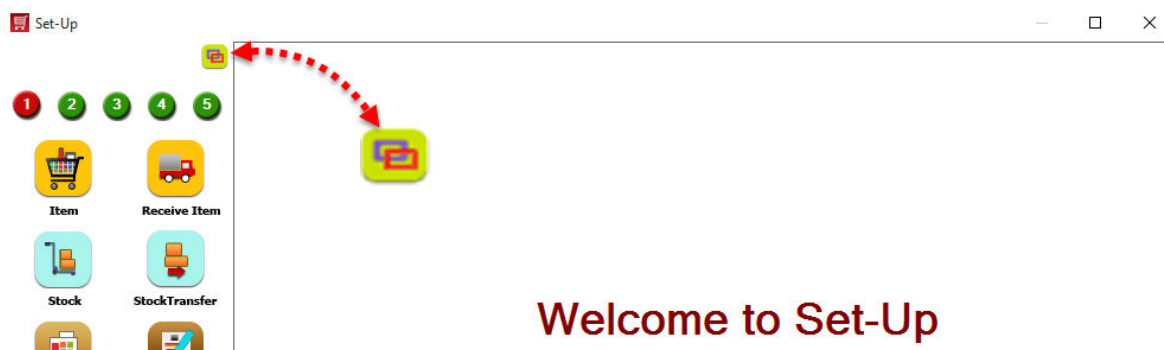
HDPOS smart allows you to group icons in Set-Up window for your convenience. You can group icons based on functionalities. For e.g., you can create a group of all accounting related features-*Accounting, FA Transactions, Balance Sheet* and *Send FA Data* for easy access.

To group the icons in Setup window of HDPOS smart, please follow the steps given below:

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

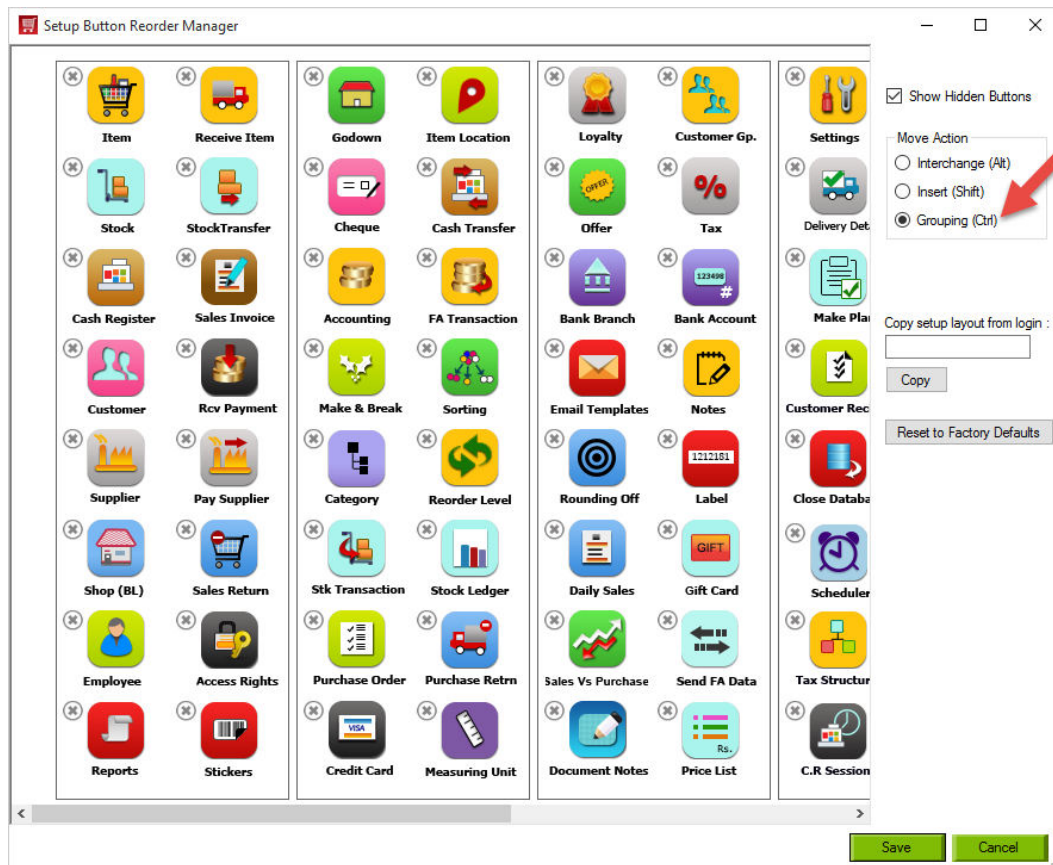


3. From the Setup window, click on **Setup Button Reorder Manager**  button.





4. In **Setup Button Reorder Manager** window, click on **Grouping (Ctrl)** Radio button on the right side of the screen.



5. Drag an icon and drop it on another icon with which you want to group it, to create a group. For e.g., drag the **FA Transaction** icon and drop it on the **Accounting** icon to create a new group.





6. A new group is created as shown below:



7. Drag and drop other icons as required to make them a part of this group.

8. To rename the group, click on the Group Name and enter the new name of the group.





9. Click on **OK** in the **Rename Group** window to save the new name for the group.
10. To create more groups, repeat steps 5 to 9.
11. Click on **Save** to save changes.

