

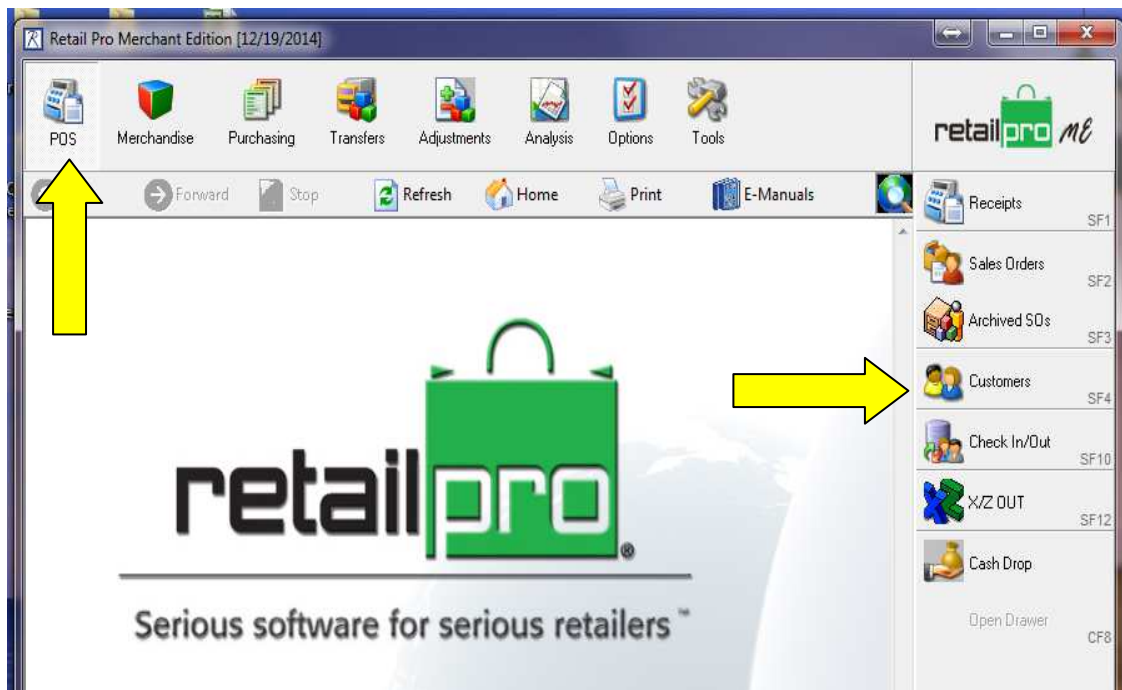


BIG HAIRY DOG Feature of the Month

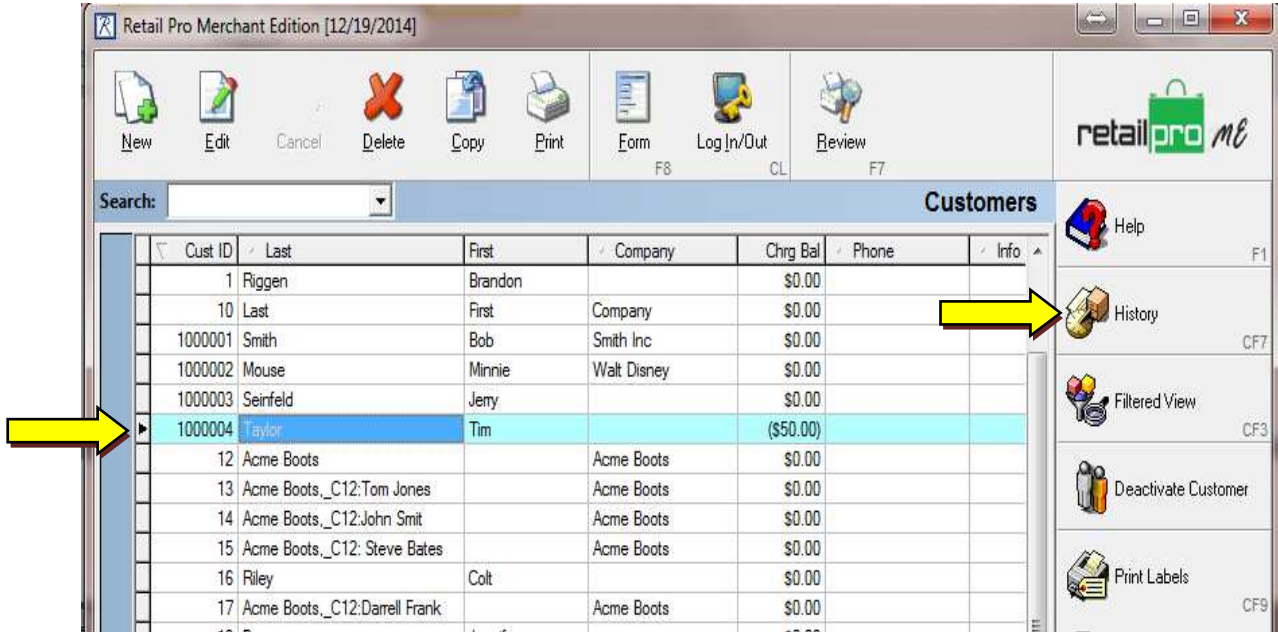
Customer History February, 2015 Retail Pro v8

In Retail Pro v8 you **View** and **Print** a **Customer's History**. (Note: you can set the number of History months available: Go to **Options**, then **System Preferences**, then **Point of Sale**, then **Customers**, about $\frac{3}{4}$ the way down the page you can set **Number of prior months to include in period totals**)

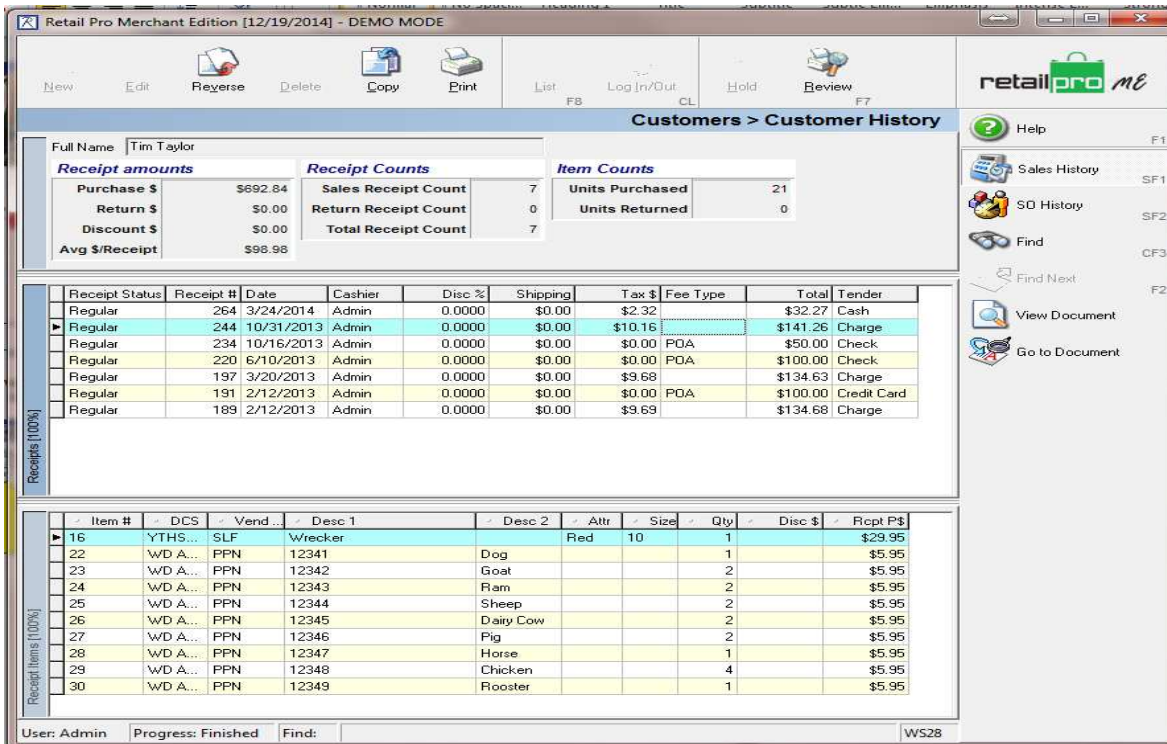
1. We will start with **Viewing** a **Customer's History**. First go to **POS** on the Top Menu then select **Customers** on the Side Menu.



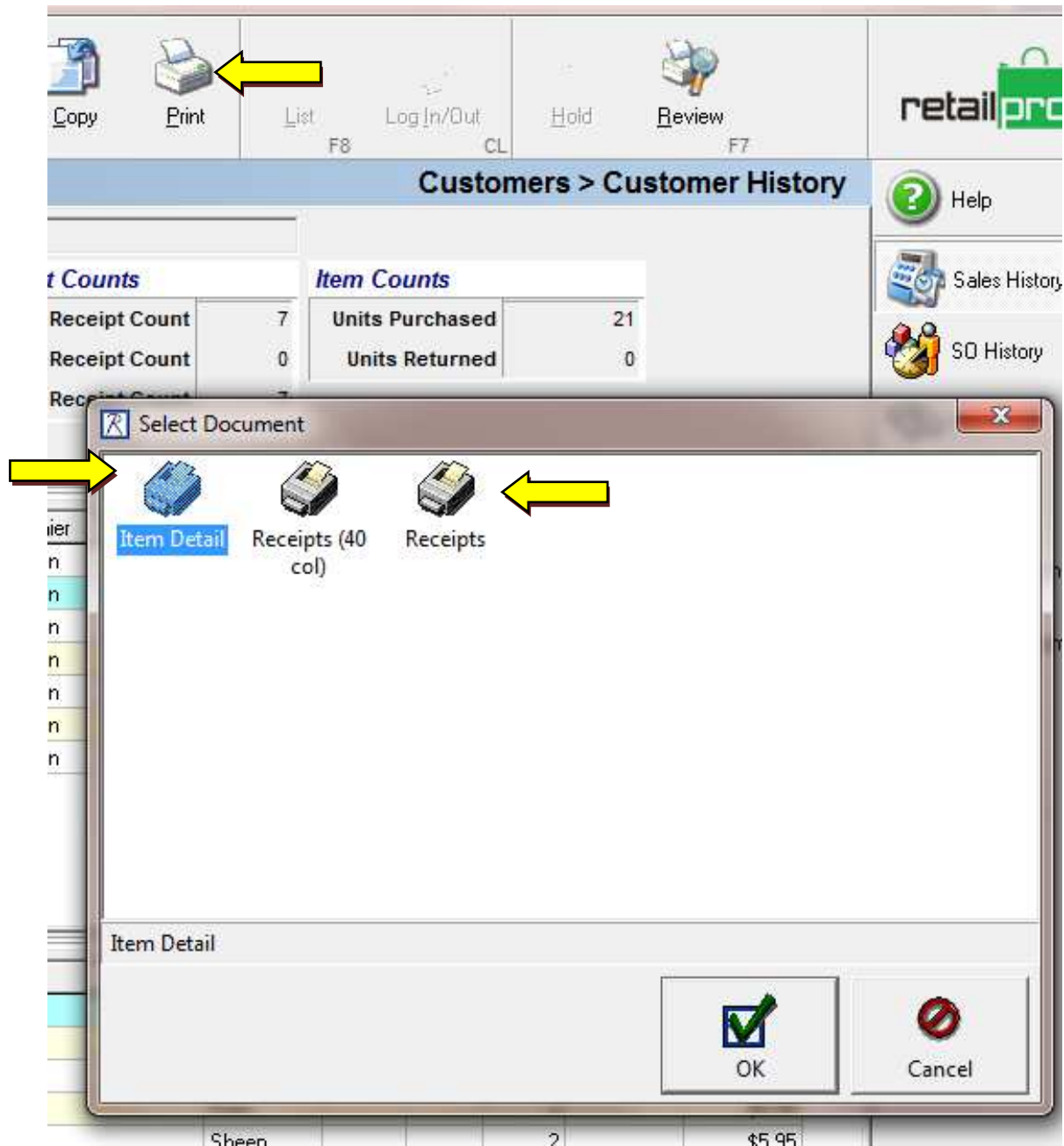
2. Next we will locate the **Customer** we want to **View**.



3. Now I will click on **History** to see this **Customer's History**.



4. You can Select any Receipt in the top portion and view the receipt items in the bottom portion of the window.
5. You can Click **Print** on the top tool bar and **Item Detail** to print out the items for the selected Receipt, or All Receipts. You may also Select **Receipts** and print out the Summary of the **Customer History** without details.



- After selecting Print style, be sure to choose **All Listed Records** or print for a single **Selected Record**.



Customer History for: Tim Taylor

Purchase \$: \$692.84	Sales ReceiptCount: 7	Units Purchased: 21
Return \$: \$0.00	Return ReceiptCount: 0	Units Returned: 0
Discount \$: \$0.00	Total ReceiptCount: 7	
Avg \$/Receipt: \$98.98		

Status	Recpt#	Str	Date	Time	Cashier	Disc \$	Tax \$	Fee	Shipping	Total	Tender
Regular	264	ROS	3/24/2014	3:47:32 PM	Admin	\$0.00	\$2.32	\$0.00	\$0.00	\$32.27	Cash
	11		WOMSH- WIL	You Go! Shoe				11	Grn Qty: 1	\$ \$29.95	
Regular	244	ROS	10/31/2013	8:33:28 AM	Admin	\$0.00	\$10.16	\$0.00	\$0.00	\$141.26	Charge
	16		YTHSHC SLF	Wrecker				10	Red Qty: 1	\$ \$29.95	
	22		WDANIF PPN	12341		Dog			Qty: 1	\$ \$5.95	
	23		WDANIF PPN	12342		Goat			Qty: 2	\$ \$11.90	
	24		WDANIF PPN	12343		Ram			Qty: 2	\$ \$11.90	
	25		WDANIF PPN	12344		Sheep			Qty: 2	\$ \$11.90	
	26		WDANIF PPN	12345		Dairy Cow			Qty: 2	\$ \$11.90	
	27		WDANIF PPN	12346		Pig			Qty: 2	\$ \$11.90	
	28		WDANIF PPN	12347		Horse			Qty: 1	\$ \$5.95	
	29		WDANIF PPN	12348		Chicken			Qty: 4	\$ \$23.80	
	30		WDANIF PPN	12349		Rooster			Qty: 1	\$ \$5.95	
Regular	234	ROS	10/16/2013	8:51:31 AM	Admin	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	Check
Regular	220	ROS	6/10/2013	10:13:32 AM	Admin	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	Check
Regular	197	ROS	3/20/2013	8:25:09 AM	Admin	\$0.00	\$9.68	\$0.00	\$0.00	\$134.68	Charge
	37		MENSHC ADD	1 DMX Runner Pro				10.0	Qty: 1	\$ \$124.95	
Regular	191	ROS	2/12/2013	1:10:40 PM	Admin	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	CreditCard
Regular	189	ROS	2/12/2013	1:09:04 PM	Admin	\$0.00	\$9.69	\$0.00	\$0.00	\$134.68	Charge
	21		MENSHC ADD	1 DMX Runner Pro				9.5	Qty: 1	\$ \$124.95	