



Set up the Receipt Groups Feature
RetailPro 8 Series
June, 2014

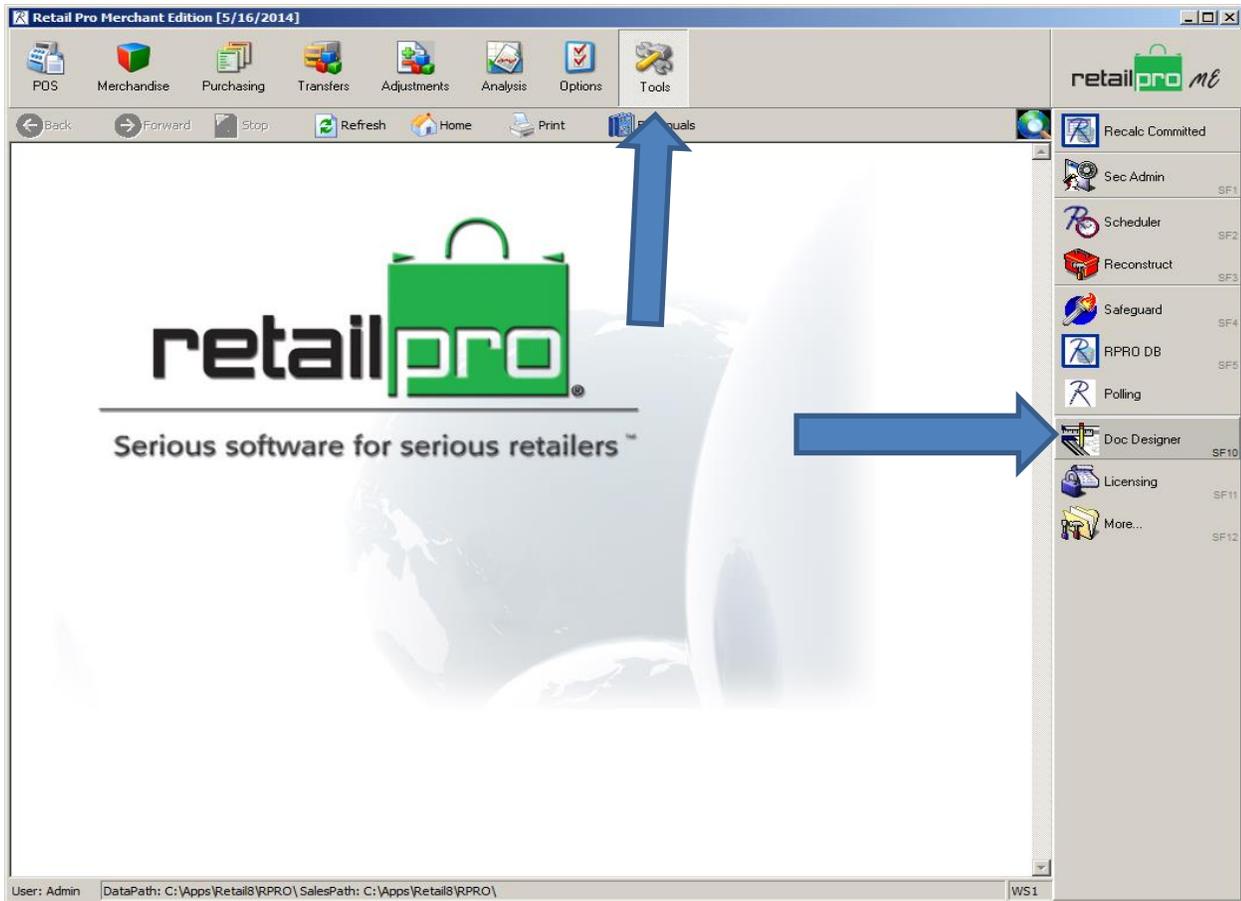
It is the last week of December and Christmas gift shopping is at an all-time high. Rather than wait to ask if customer would like a gift receipt you plan to automatically print one out with every sale. This is where a feature called Receipt Groups comes in handy.

With this option set up you can print the regular sale receipt and a gift receipt together.

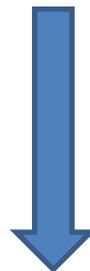
There are many other scenarios where this feature would be useful too.

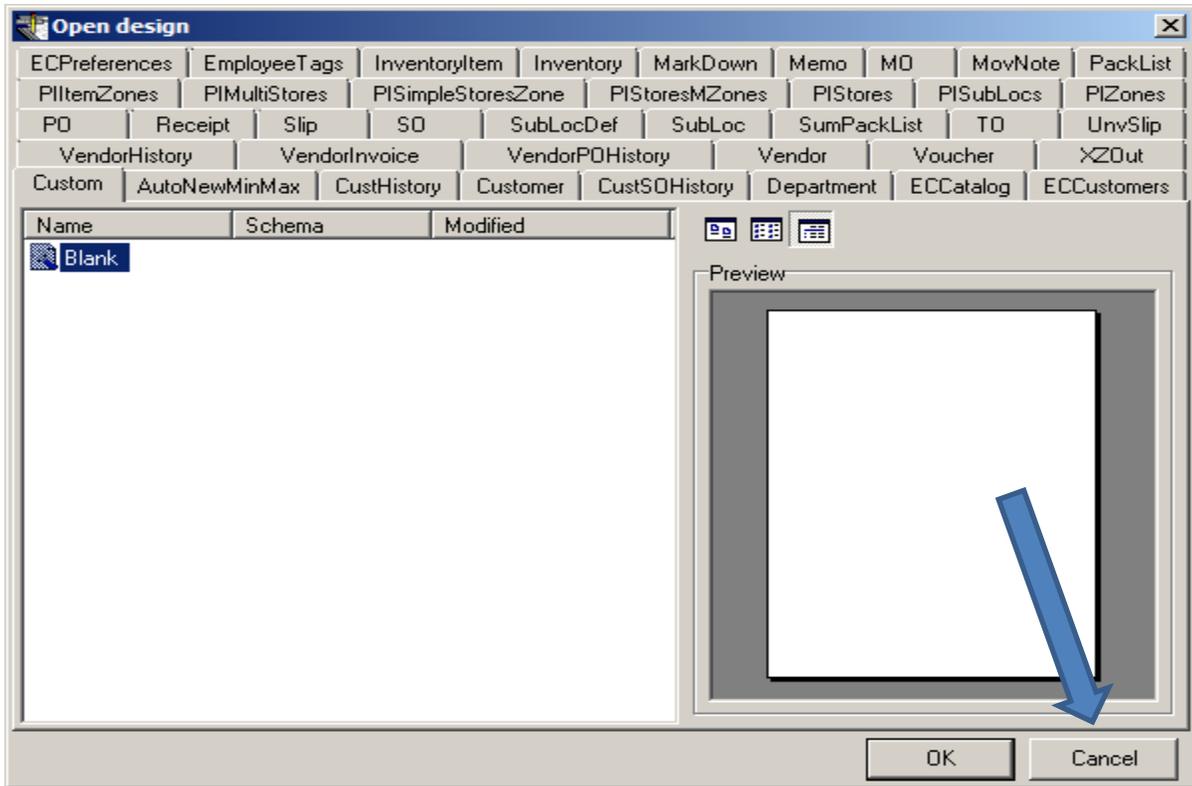
You will be using the tool called Doc Designer which can be found under the Tools Menu.

As shown on the following page.

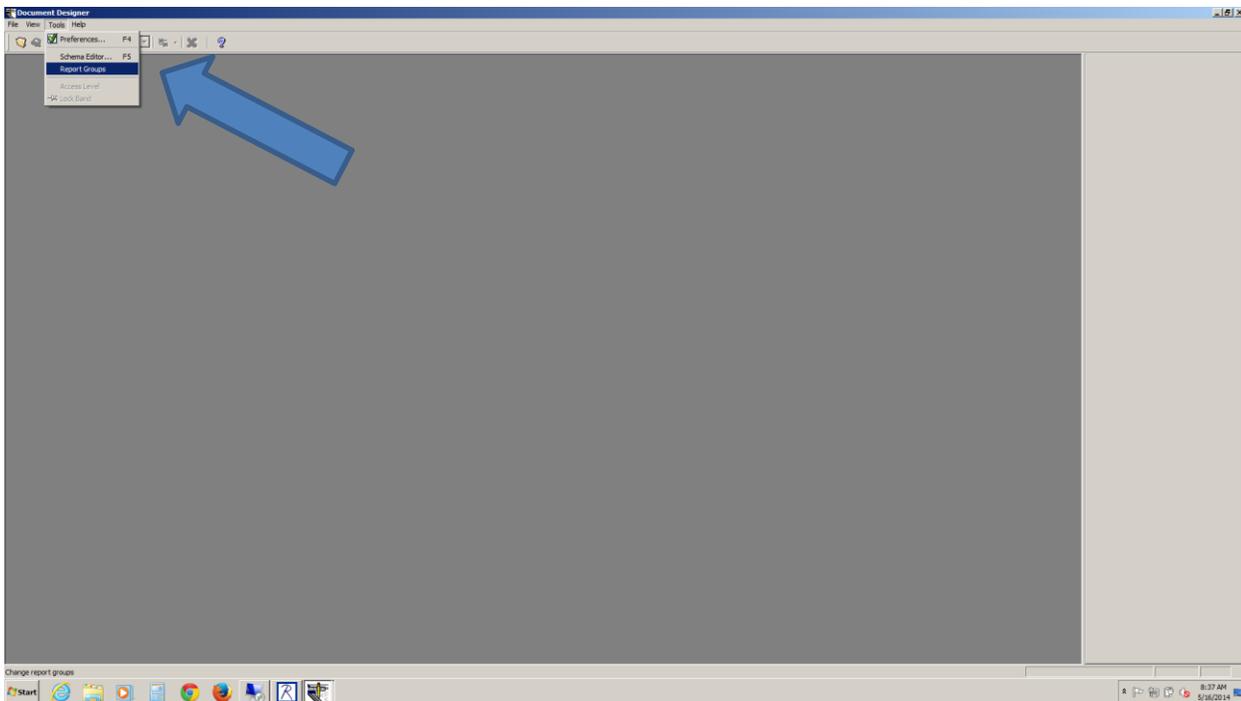


Once Doc Designer opens you will see the following page, go ahead and click on Cancel in the pop up box.

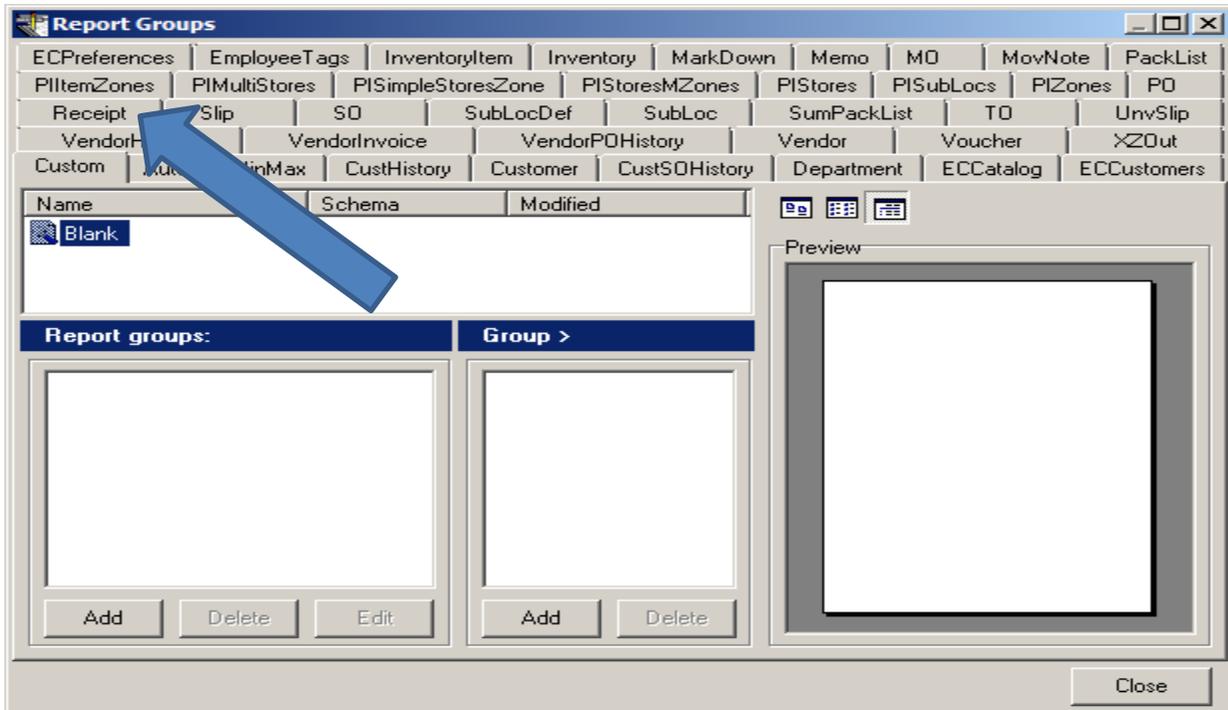




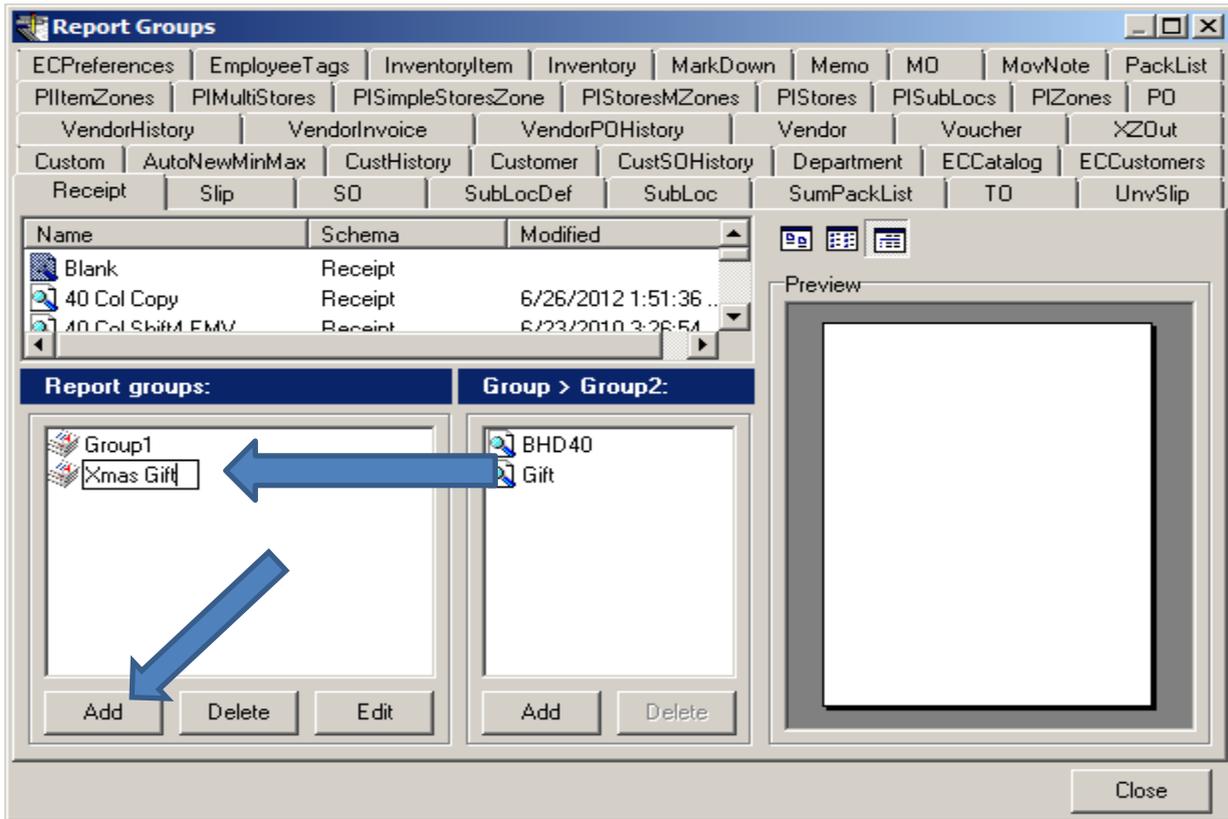
Next click on Tools, top left corner and select the option Report Groups



The following box will appear, select Receipt tab, keeping in mind that on your tab list it may be in a different position.



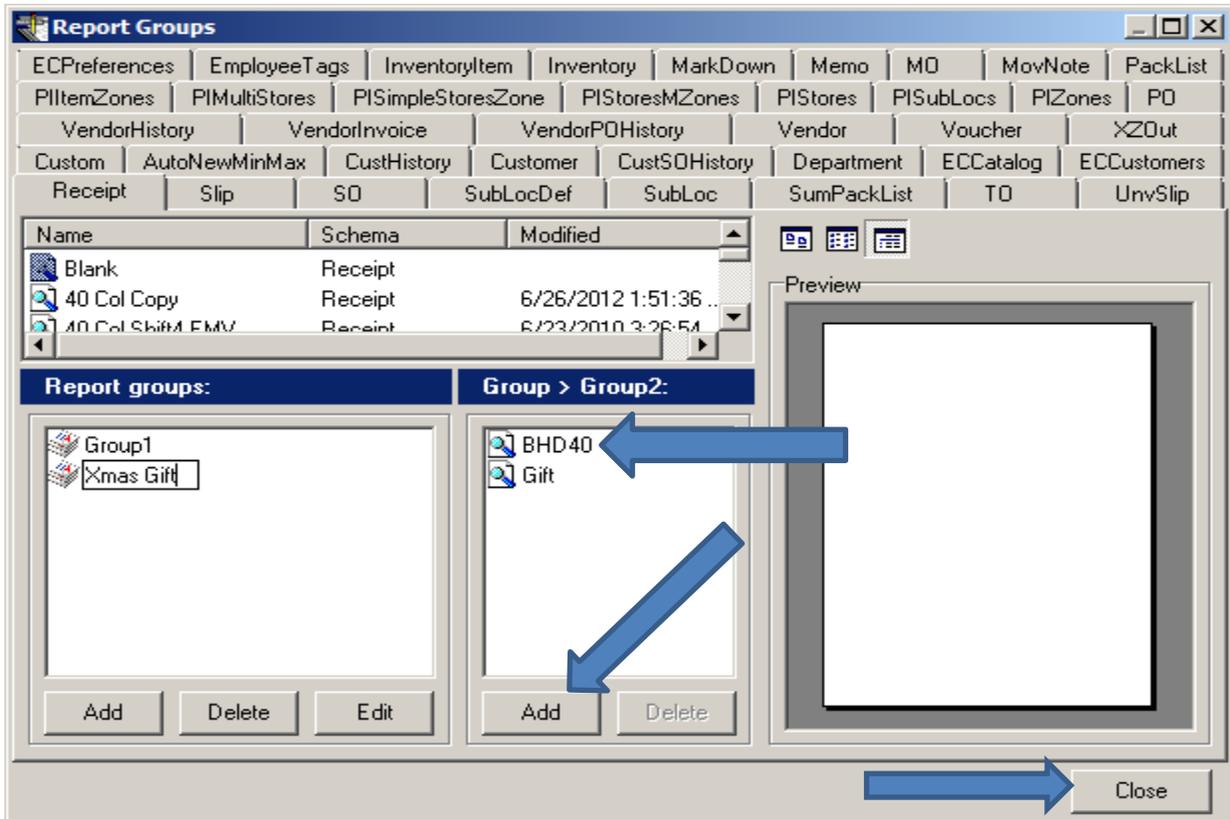
You will now choose to add a new Group. You can name it whatever you prefer



Next you will add the document designs that will form the Receipt Group.

By scrolling the design list, you will be selecting both the regular design and your gift design to form this new Receipt Group. Simply highlight the desired design and click Add. Do this for both designs.

We have chosen the standard receipt design BHD 40 (note that your design may have a different name)



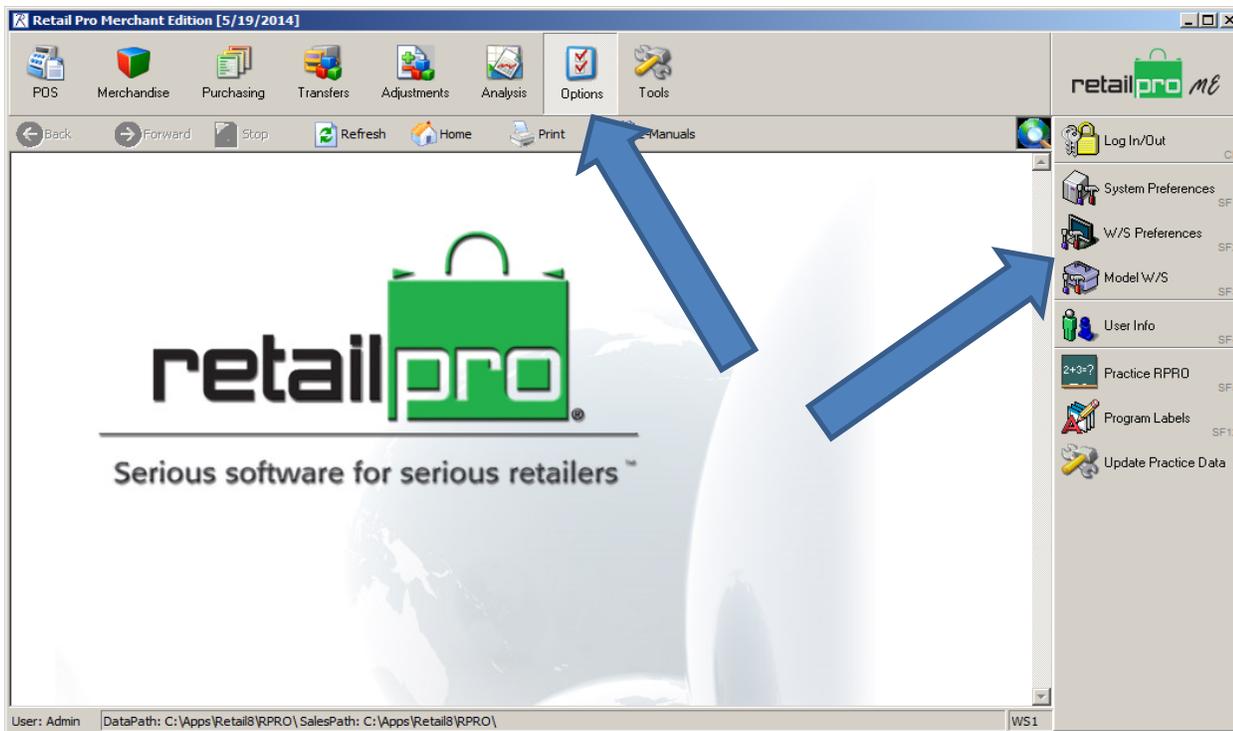
Next just click on Close, your new Receipt Group will automatically be saved. Go ahead and exit out of the Doc Designer tool.

The next step involves making the new Receipt Group your default selection for printing receipts on new sales tickets.

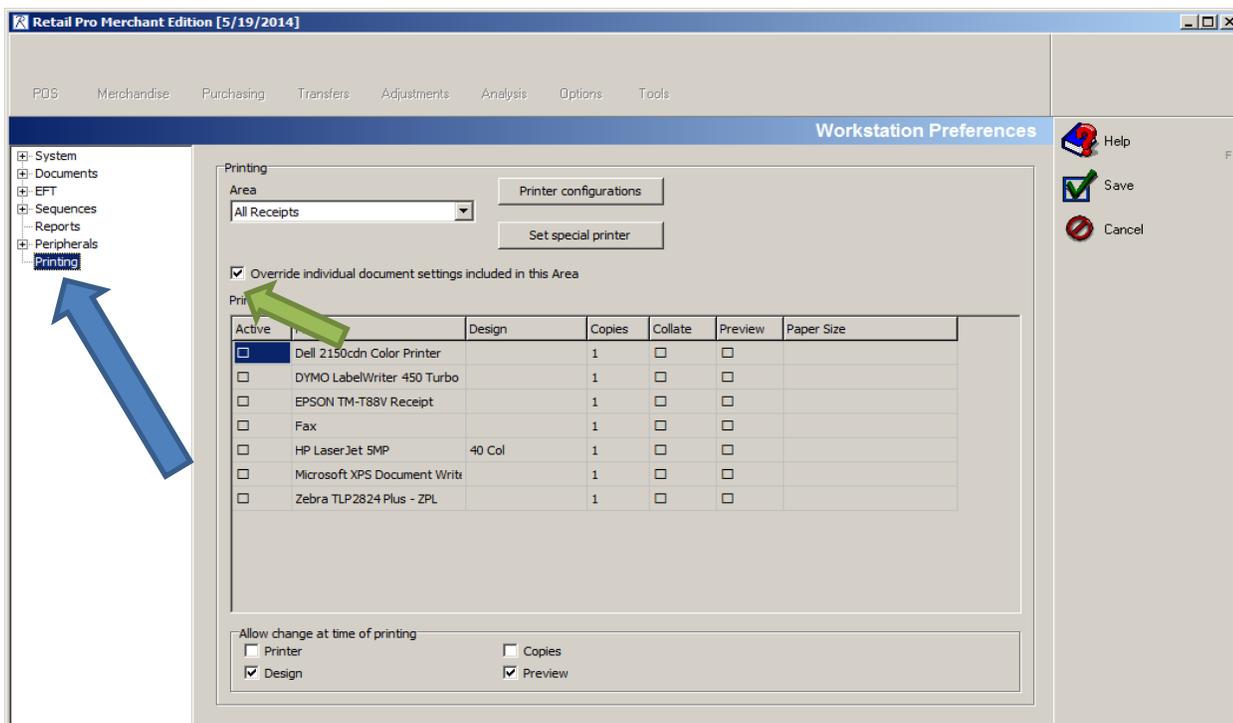
You will need to setup this task on an individual workstation basis within the Workstation Preferences as follows.

See the instructions on the following pages.

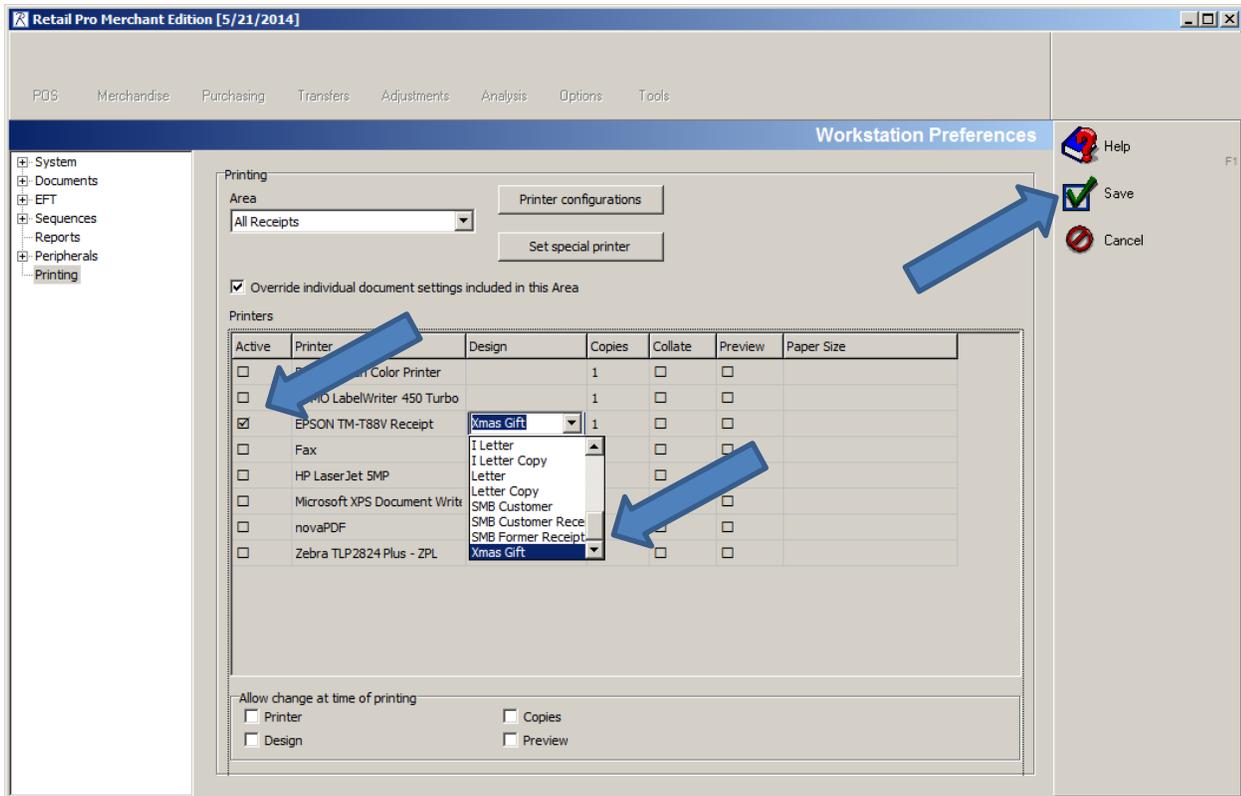
With your Retailpro Main menu open, select Options and then W/S Preferences.



Now select the option Printing on the left side. If all Receipts are set to print the same way, you may already have the box **Override individual document settings** included in this Area box checked as seen above and below.



If this is the case simply go to the printer you have selected as Active and in the Design Column menu drop down choose the new Receipt Group you have created. The last step is to click Save and that is it! You will now be printing a regular receipt and a gift receipt on every sale.



The Doc Designer steps are identical for Retail Pro Version 9.

Have a great Holiday season!