



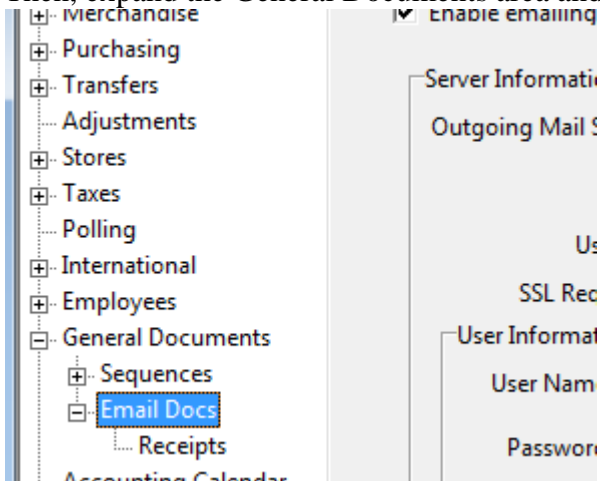
December, 2013

Using Email Receipts

In Retail Pro v8.6 R2

The following steps will outline how to set up and use the emailing receipts function in the July 2013 (7/13) Hot Fix of 8.6 R2.

- 1) The Emailing Receipts function can use any outgoing mail server with or without SSL. The first thing we need to do is turn it on.
- 2) From the main screen of retail pro go to Options, and System Preferences.
- 3) Then, expand the General Documents area and the Email Docs area.



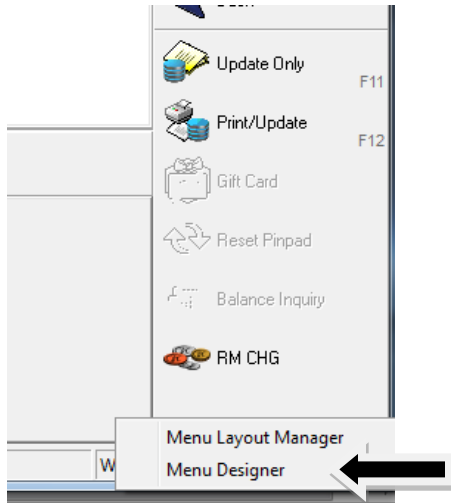
- 4) Now, highlight Email Docs. This is where we enable the email docs functionality. Check the box to enable it. Then fill in the fields for outgoing mail server and the port. Also fill in the other info. SSL is a security function that most email clients use.

- 5) After all this is filled out, choose the Receipts on the side menu under Email

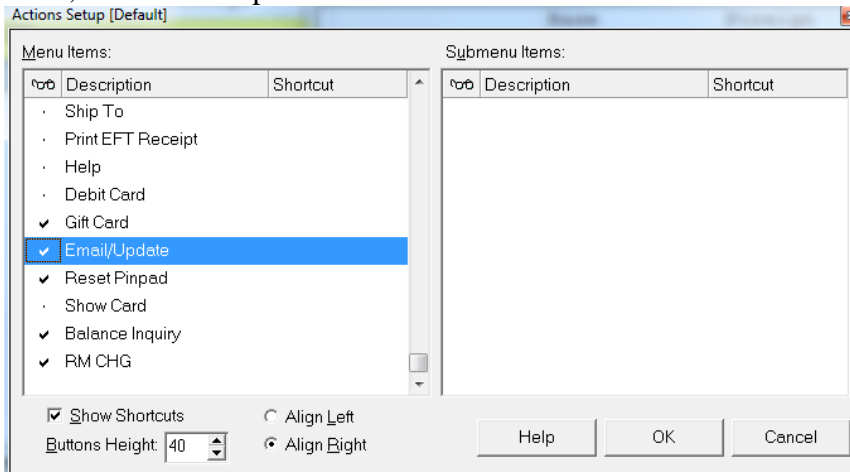
- Merchandise
- Purchasing
- Transfers
- Adjustments
- Stores
- Taxes
- Polling
- International
- Employees
- General Documents
 - Sequences
 - Email Docs
 - Receipts**
- Accounting Calendar
- Reports
- System
- RPRO E-Mail

Docs.

- a. Fill in the email details on the top and the From Name and Subject Line.
 - b. The Body area is where you can insert a Text Document to be in the body of the email along with the Receipt. Just simply create the text document with what you would like it to say and then browse for it using the folder in the picture above.
 - c. Any receipt design can be used, just choose it in this section.
- 6) Then we can save our settings on the side menu and test out the emailing of receipts!
 - 7) Go into a new receipt, we will need to add a new button on the tender screen using Menu Designer. To get there, right click on the side menu in the Tender screen.



8) Then, find Email/Update in the list and check the icon next to it.



9) Then finish the transaction and take a tender. Use the Email/Update button instead of the Print/update button.

a. You can free form in the email address of the customer and choose to print and email or email only. And you are done setting up emailing receipts!

