



E-mailing Receipts

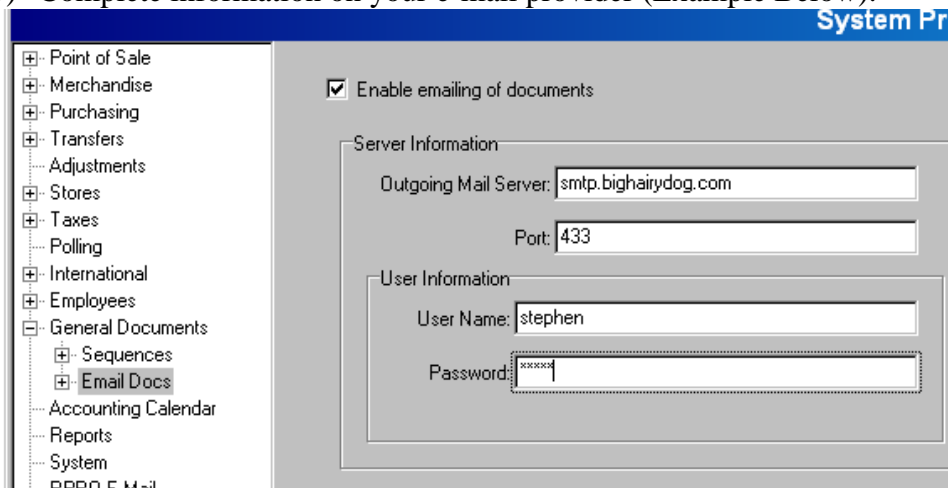
November, 2012

In Retail Pro v8

E-mailing receipts is a new built-in feature of Retail Pro 8.6 R2. It requires some configuration but will allow you to e-mail a receipt to the customer as a PDF attachment. Contact the BHD Service Department at 800-377-7776 to assist in getting this set up.

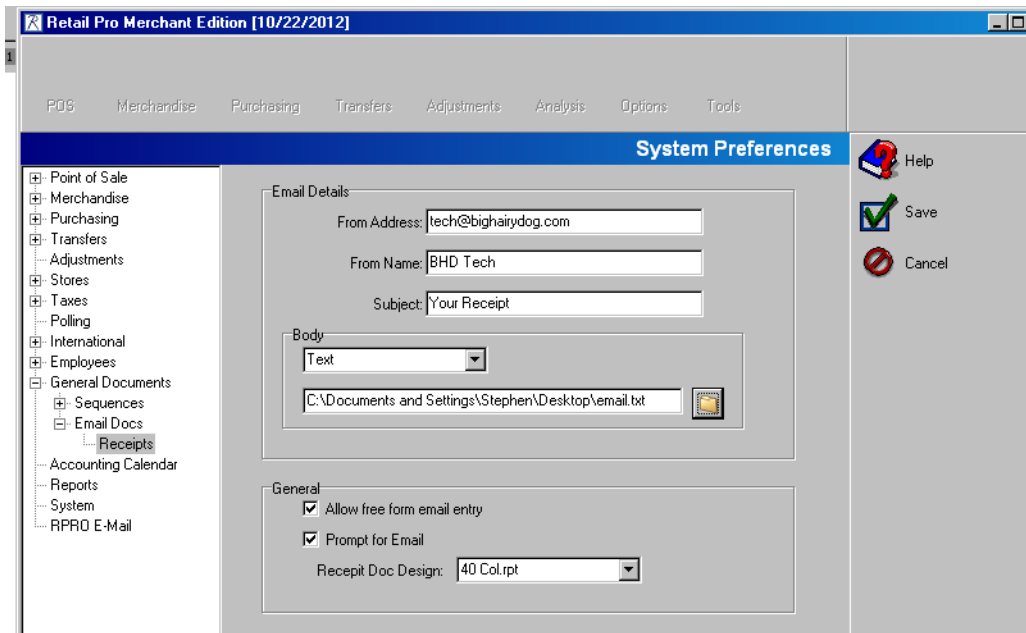
Configuration:

- 1) Go into Options → System Preferences
- 2) Click on the '+' next to 'General Documents'
- 3) Highlight 'Email Docs'
- 4) Check 'Enable e-mailing of documents'
- 5) Complete information on your e-mail provider (Example Below).



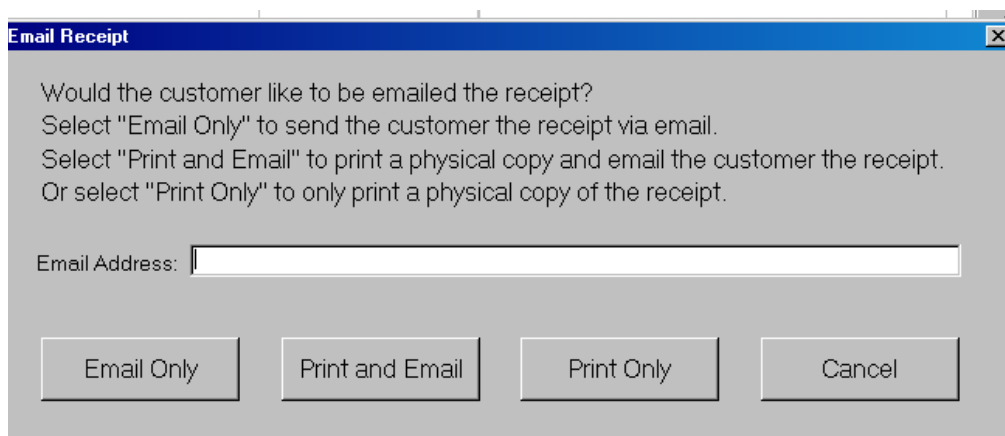
- 6) Click on the '+' next to 'Email Docs' and highlight 'Receipts'

7) Complete the information for what you want the e-mail to be (Example below)



- a. Put your e-mail address in 'From Address'
- b. Put what/who you want to display the email being from in 'From Name'
- c. Put the subject you want to display on their e-mail in 'Subject'
- d. In 'Body' you may either select 'Text' to create a text file to display, or you may select 'HTML' to have an HTML page display in the body
- e. Checking 'Allow free form email entry' will allow your employees at time of printing to type in the customer's e-mail address
- f. Checking 'Prompt for Email' will cause the system to prompt for an email address
- g. 'Receipt Doc Design' is a pull down menu with design options to use for the PDF attachment of the receipt

8) From the settings above you will receive the following prompt options prior to printing the receipt



If you are not currently on Retail Pro 8.6 R2 please contact our Service Department to schedule an update.

In Retail Pro v9 there is currently a plug-in available to allow for the emailing of a receipt.