# Great Feature for printing Gift Receipts at Point of Sale.
## December, 2014 – Retail Pro v8
**\*Part One \***     Configure which receipt design will be used

---

If you are using **Retail Pro** Version 8.60 Series it will be necessary to specify which receipt design you want to use to print the gift receipt. Unlike the normal Workstation Preferences for printing, this feature is looking for the instruction in a specific file. If you are using a custom design and or design name, you will need to specify this in the file called **GiftRcpt.ini** which resides in the **Plugins** directory of your **Retail Pro** install.

**Note**\*
This will only need to be done once and will apply to all Rpro workstations on the same network.
The following images and instructions will guide you through the process.
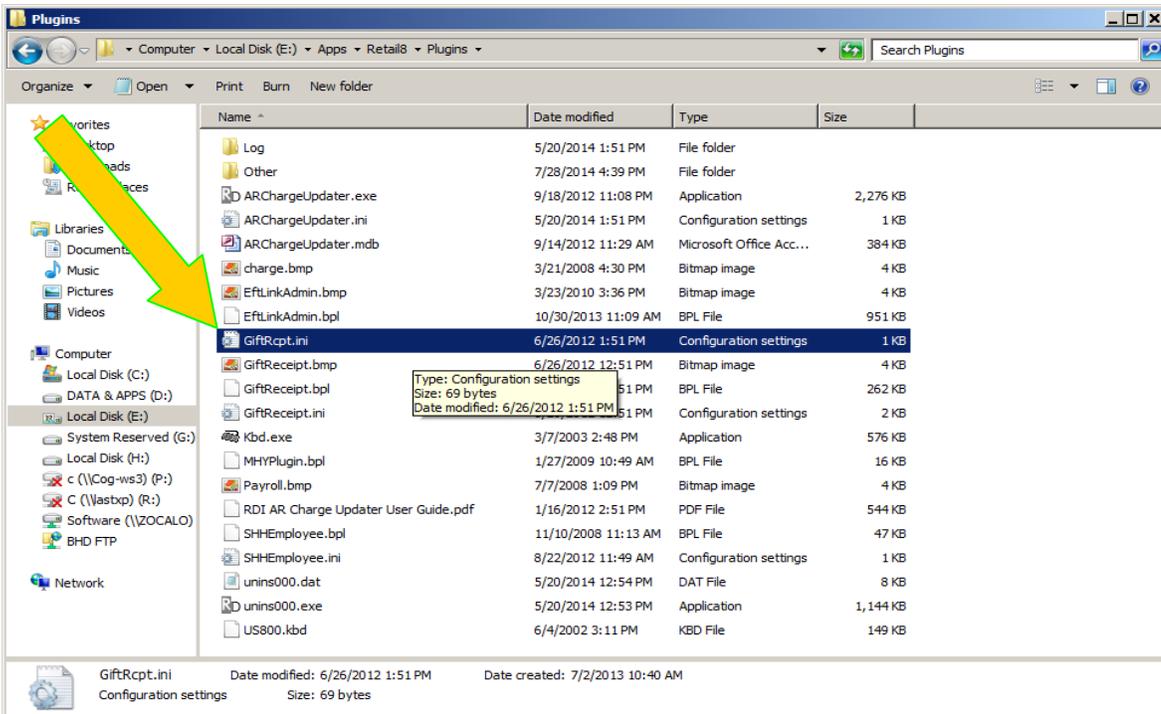For this example we are using Microsoft Windows 7.

## Method #1

1 - Locate the **Retail Pro** icon on your desktop and right click on it.
2 - Select Open File Location
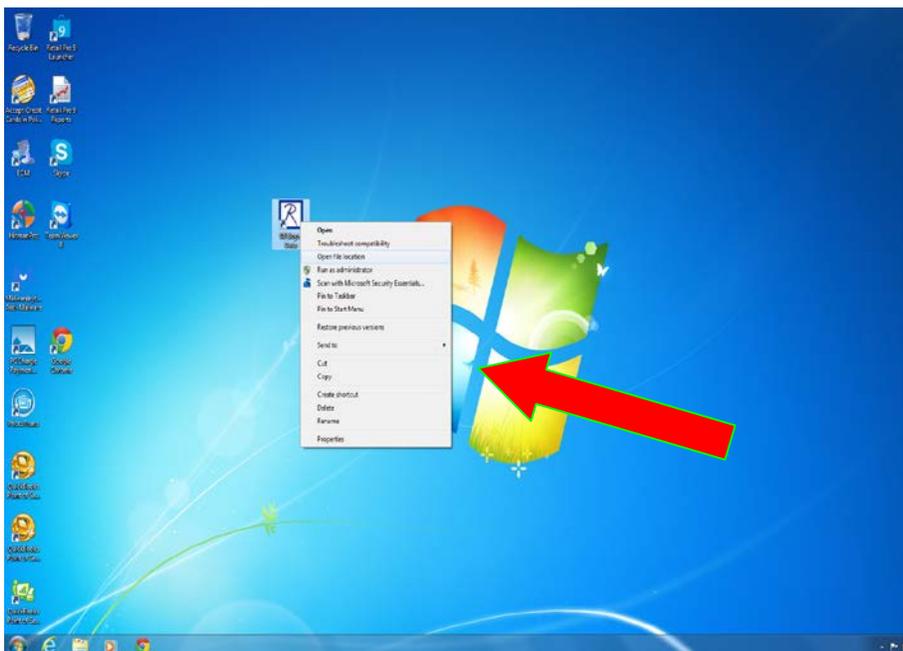
3 - You will now see the Folder called **Plugins**, go ahead and double click on it.
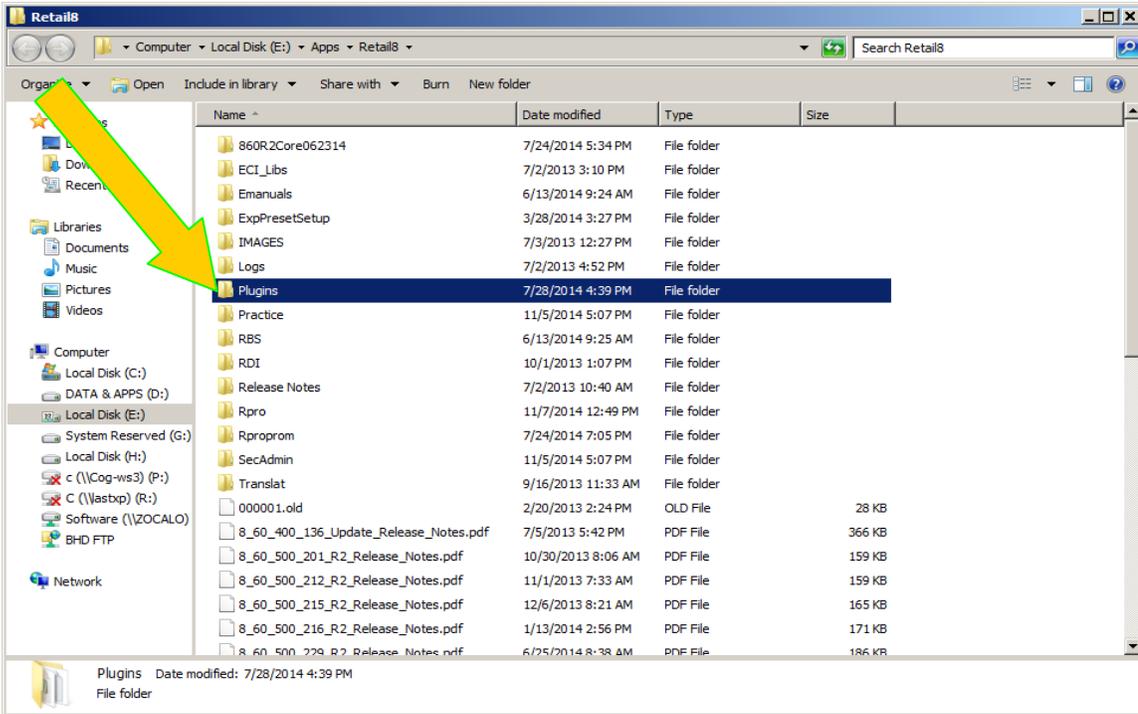


4 - Locate the file GiftRcpt.ini and double click on it.



4 - You will see something very similar to the text below. The line that says Design=Gift.rpt specifies which design is being used. This is where you can specify your own custom design name. If you do change the name just save and close.
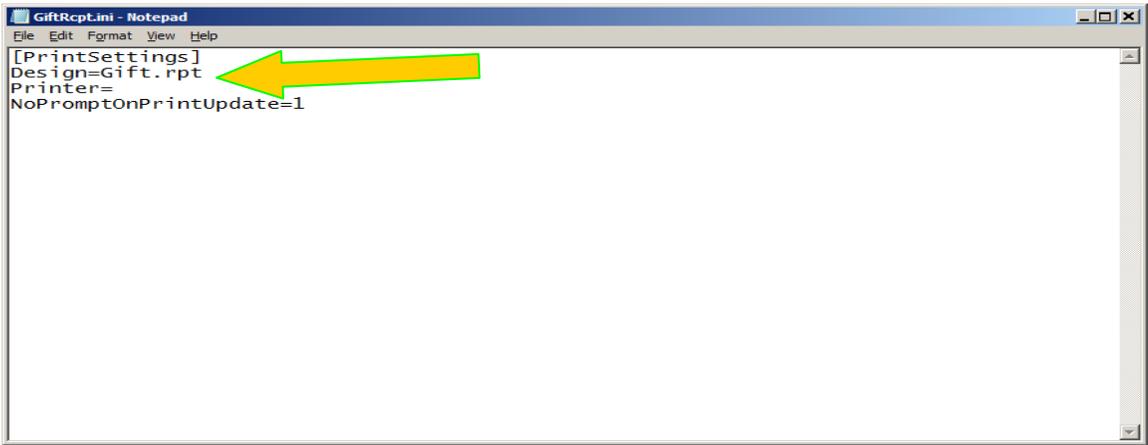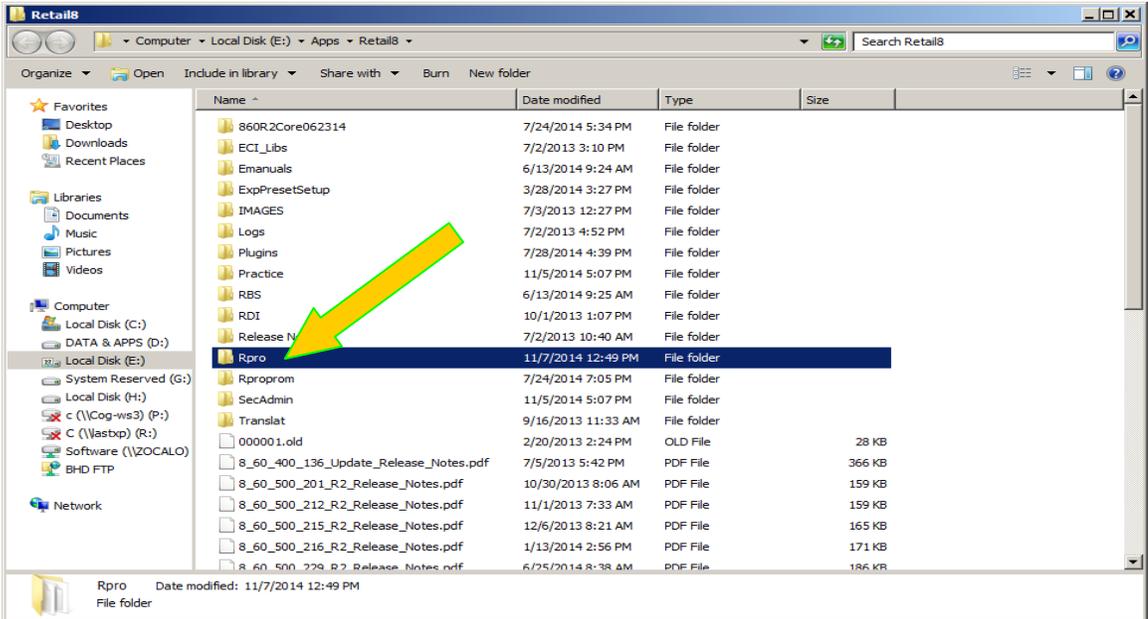
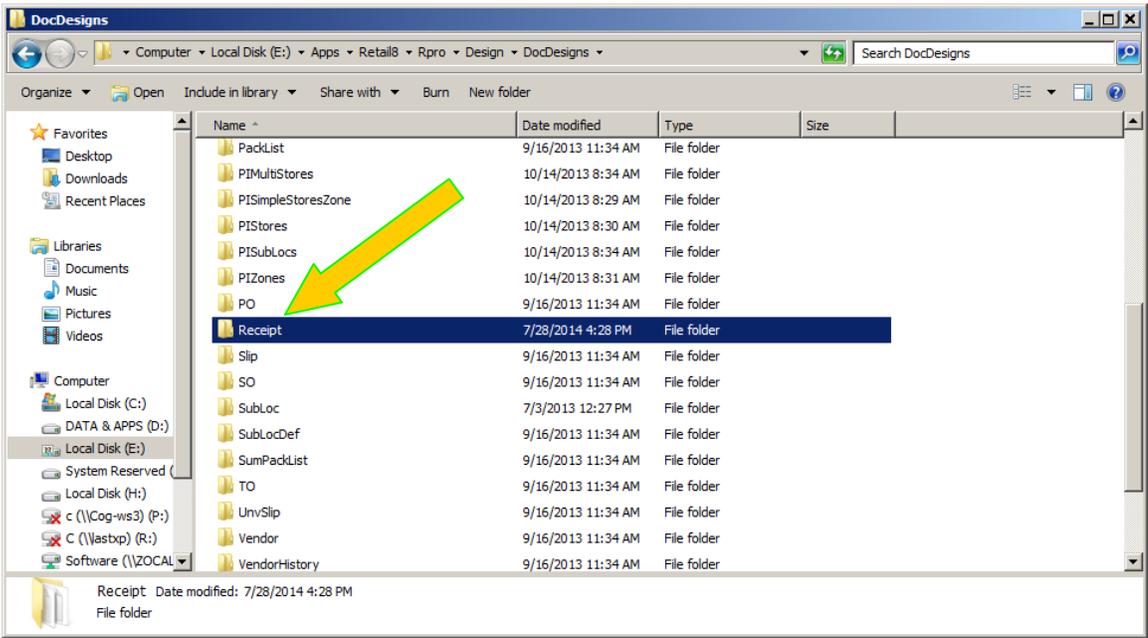You are now ready to proceed with the next steps of **Part Two** from within Rpro POS > Receipts menu.

## Method #2

Alternately you can simply rename your own custom design to Gift.rpt and will not need to make changes to the GiftRcpt.ini file.

1 - Begin by following steps 1 and 2 of Method #1 above, then instead double click on the Rpro folder.



2 - Continue by double clicking on the Design folder then the DocDesign folder and lastly the Receipt folder, as seen below.

3 - You will see a list of all the current design files. Locate your custom receipt design file. Could be something like BHD_Gift.rpt. Then simply right click and choose to rename to Gift.rpt and save. If there is already a design with that name then rename it first to something like Old-Gift.rpt and proceed with renaming the selected design file.
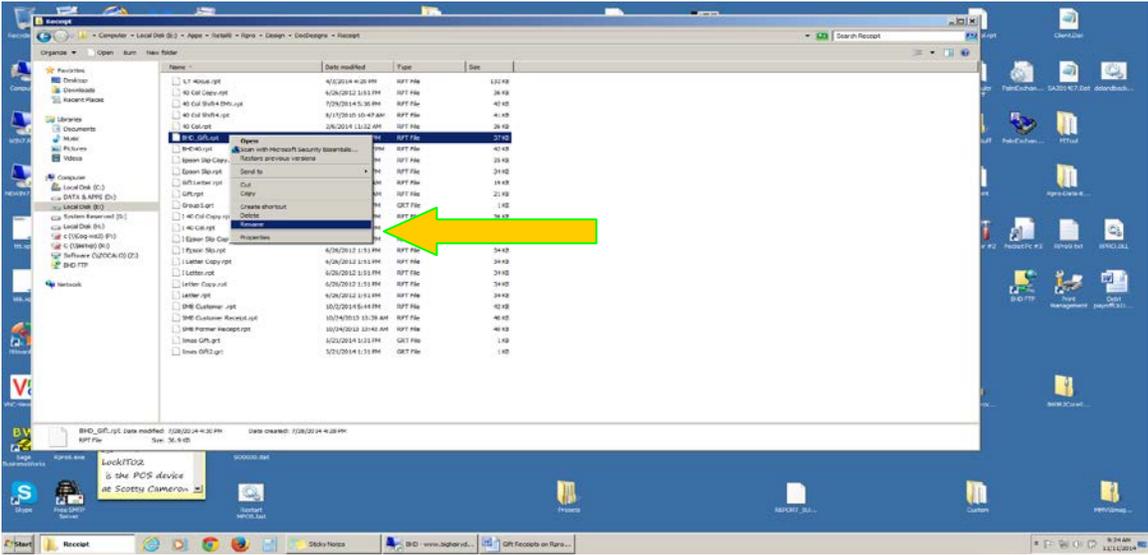


You are now ready to proceed with the next steps of **Part Two** from within Rpro POS > Receipts menu.

# Great Feature for printing Gift Receipts at Point of Sale.

**\*Part Two \***     Configure POS to add the Gift Receipt button.

This feature is available in releases of Retail Pro Version 8.60 and with all **Retail Pro** Version 9.
Note\* This feature is basically identical for Versions 8 and 9.

Once you have tendered and updated a receipt you can then highlight the receipt from the receipt listing and with an added Gift receipt button on your screen choose to print a gift receipt. The interesting thing about this feature is it allows you to print multiple receipts if there is more than one gift recipient on the purchase. Or you can simply select to print a receipt that only lists the actual gift item rather than all other items purchased at the same time. Below are the steps that show how this is done.

First you will want to add the Gift Receipt Button to your side menu bar. You will need to be logged into **Retail Pro** with sufficient rights to do this. If you have more than one POS workstation, this step will need to be done at each one.

1 - Right click on side menu while on the receipts summary page and select Menu Designer from the Pop Up.
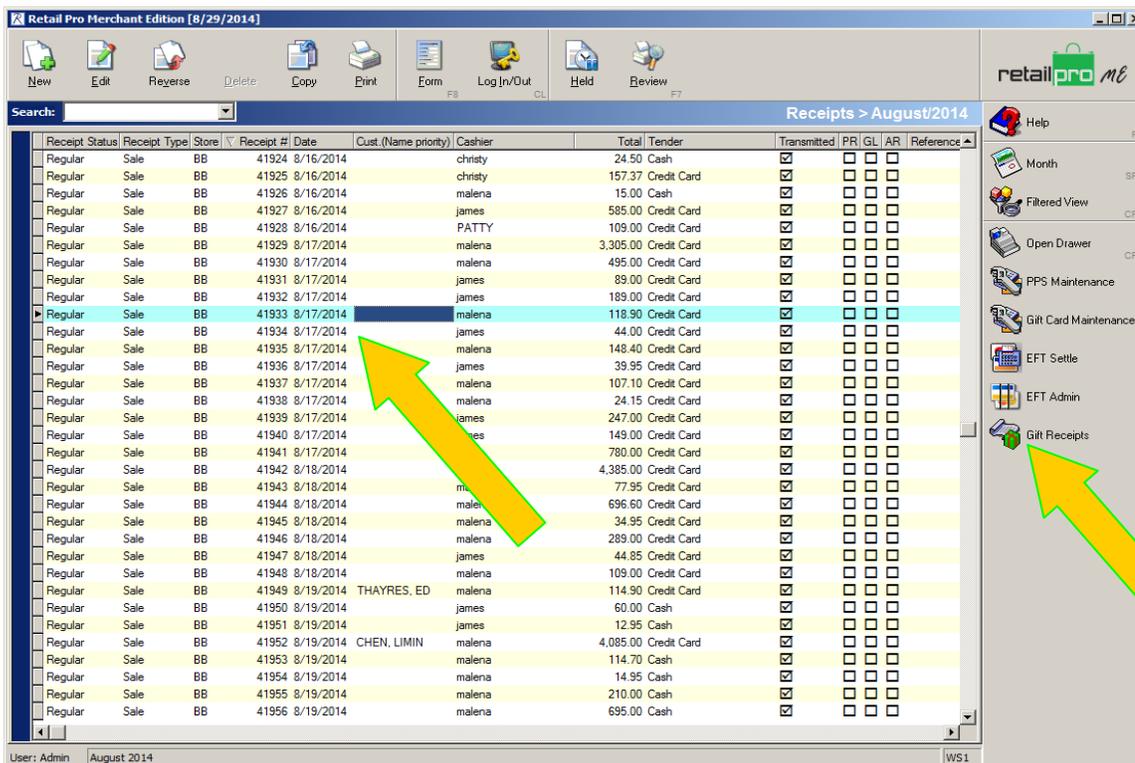
3 - The screen below will appear, simply double click on the Gift Receipts label and then click OK.
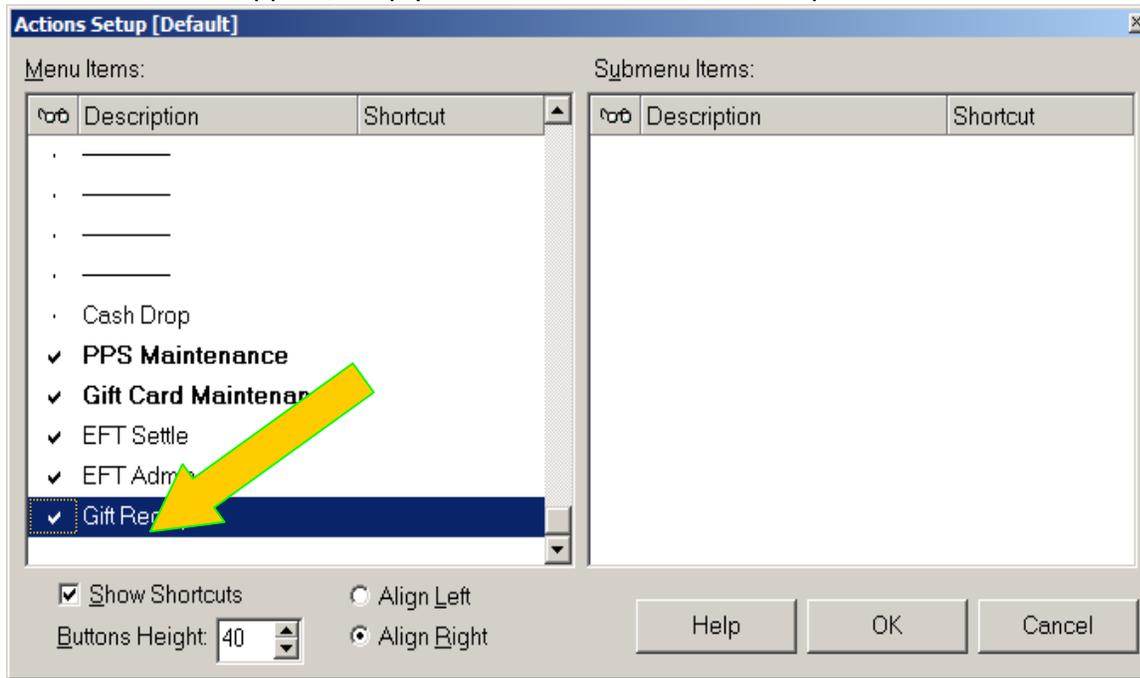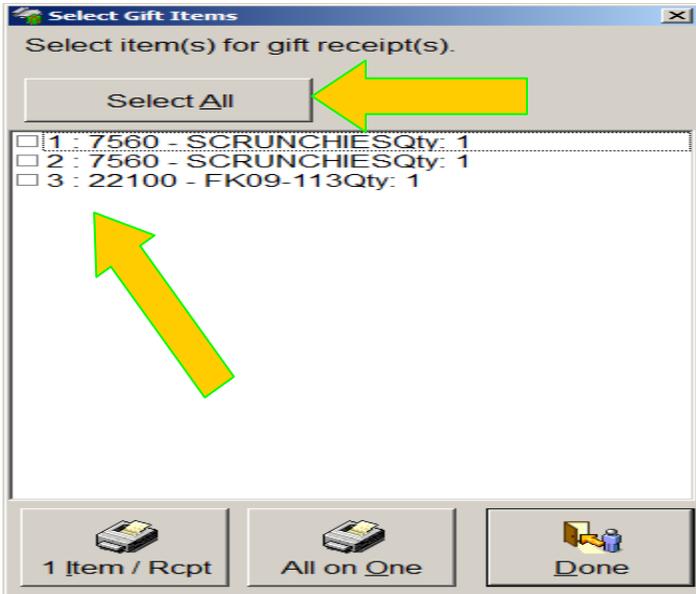


You will now have a Gift Receipts button on your receipt summary page as seen below.
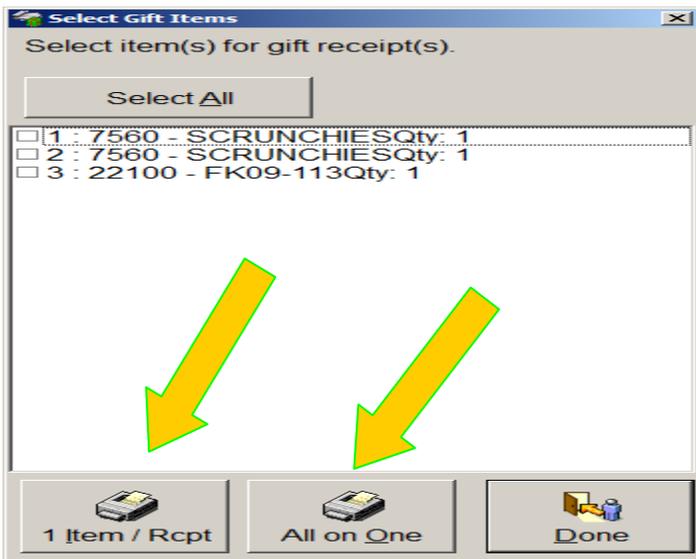4 - Select the receipt needing a printed gift receipt and click on the Gift Receipt Button.



You will see the following box pop up. This is where your options begin.

6 - Select which item on the receipt will be included. If all items then click Select All.



The button labeled 1 Item / Rcpt means that one receipt will print for each item checked off on the list.
The All on One button means that all selected items will print on one single receipt.
If you choose not to print a Gift Receipt then simply click on Done and the box will go away.



ENJOY!