



Great Feature for printing Gift Receipts at Point of Sale December, 2014

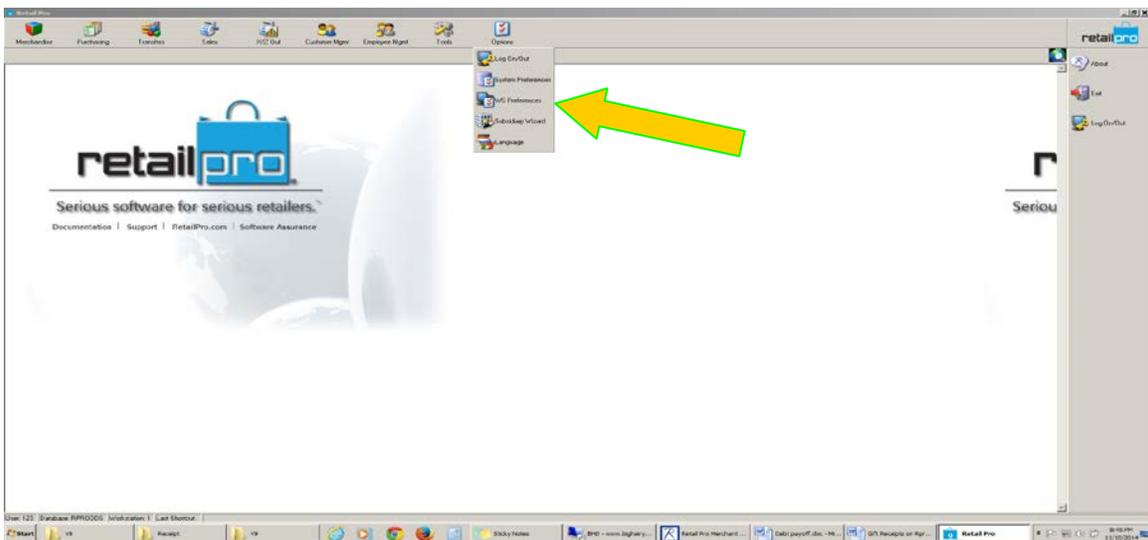
Retail Pro v 9

***Part One ***

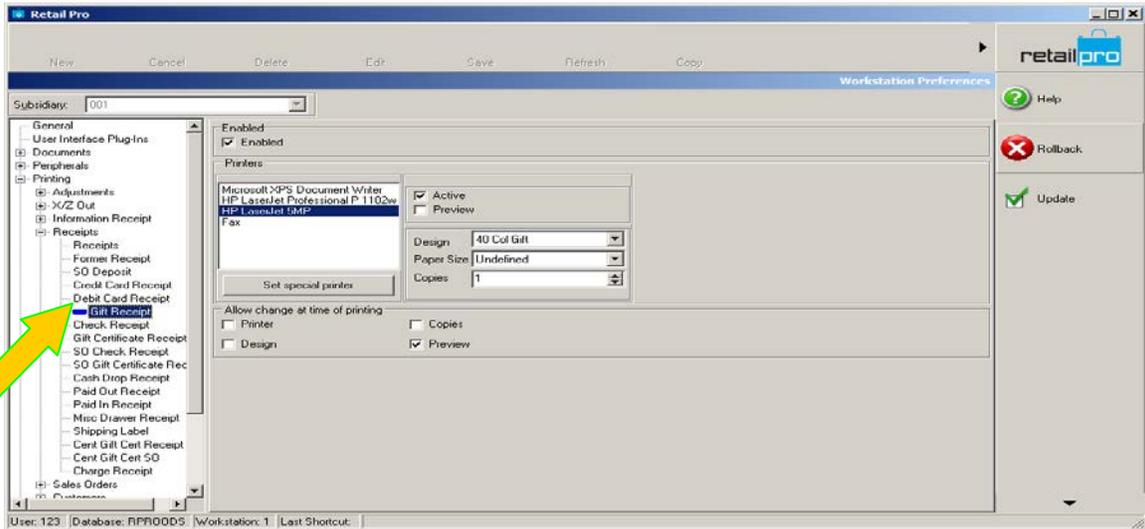
Configuring Workstation Preferences

First you will need to choose which design is to be printed as the Gift Receipt.

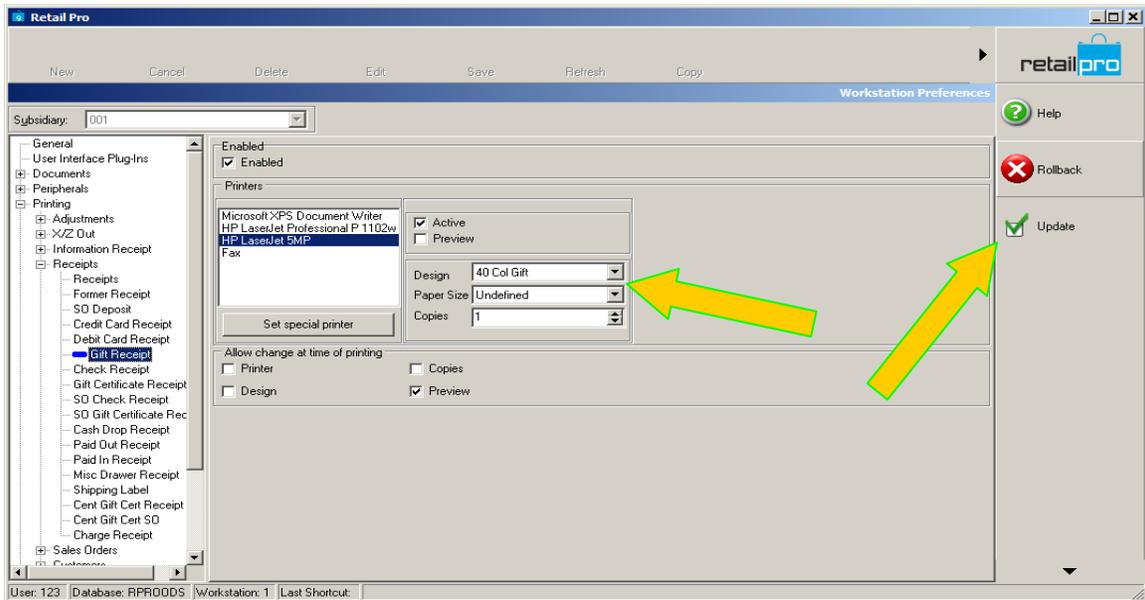
1 - On Retail Pro main menu select Options and then WS Preferences as seen below.



2 - On left side Expand Printing and expand Receipts by clicking on the + signs, click on Gift Receipt



3 - Select which printer you will use and make Active, then in Design drop down choose your desired design. Following this select Update as shown. Be sure to do this at all POS workstations.



You are now done with the workstation preferences setup and can proceed to Part Two.

Summary:

At Point of Sale, once you have updated a receipt you can then highlight the receipt from list view 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 one 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.

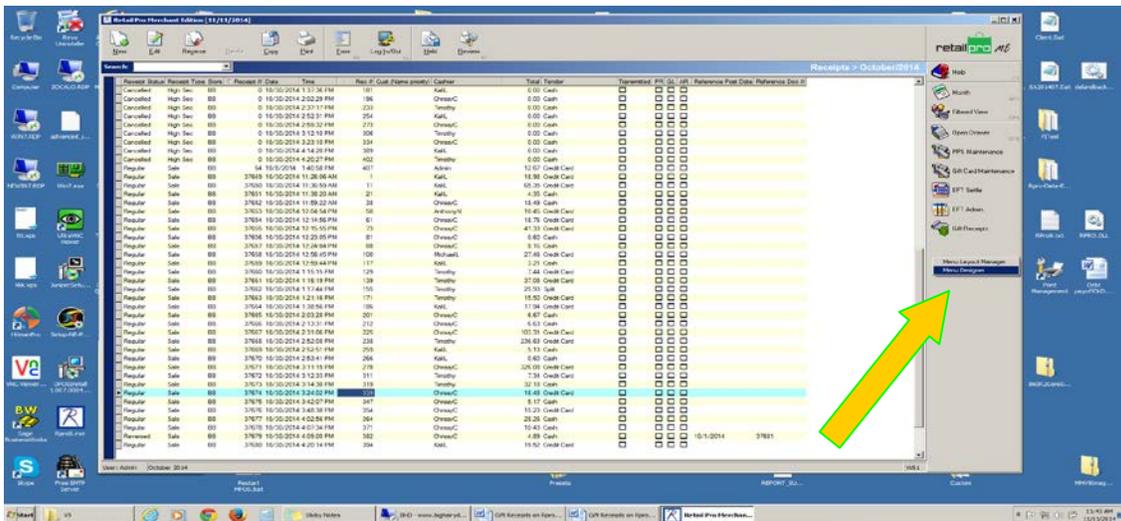
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*Part Two *

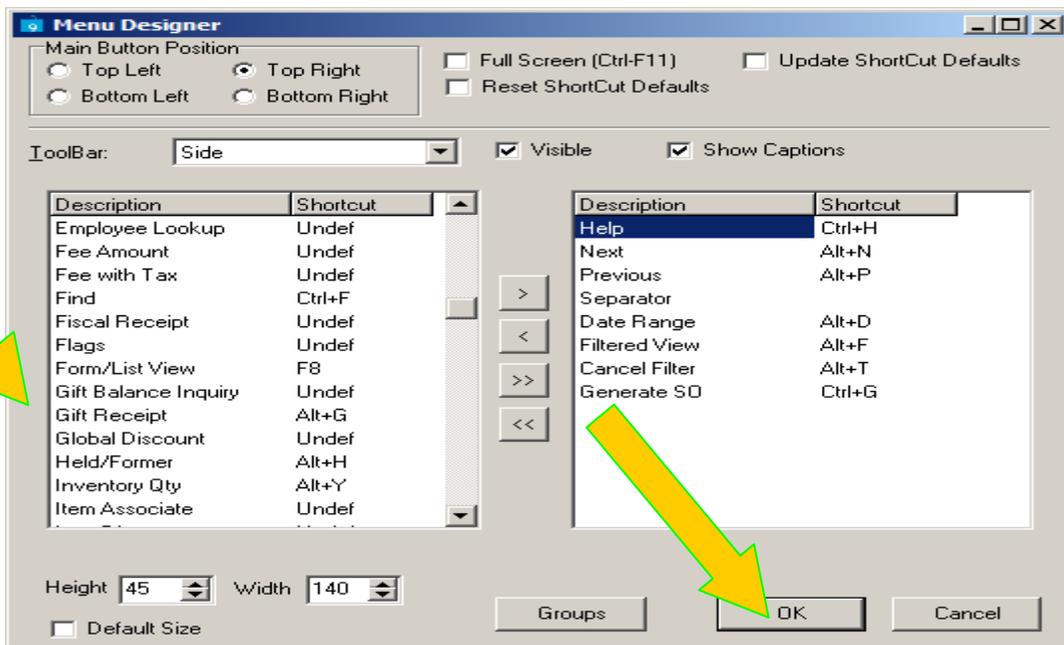
Adding Gift Receipt Button to POS menu.

First you will want to add the Gift Receipt Button to your side menu bar.

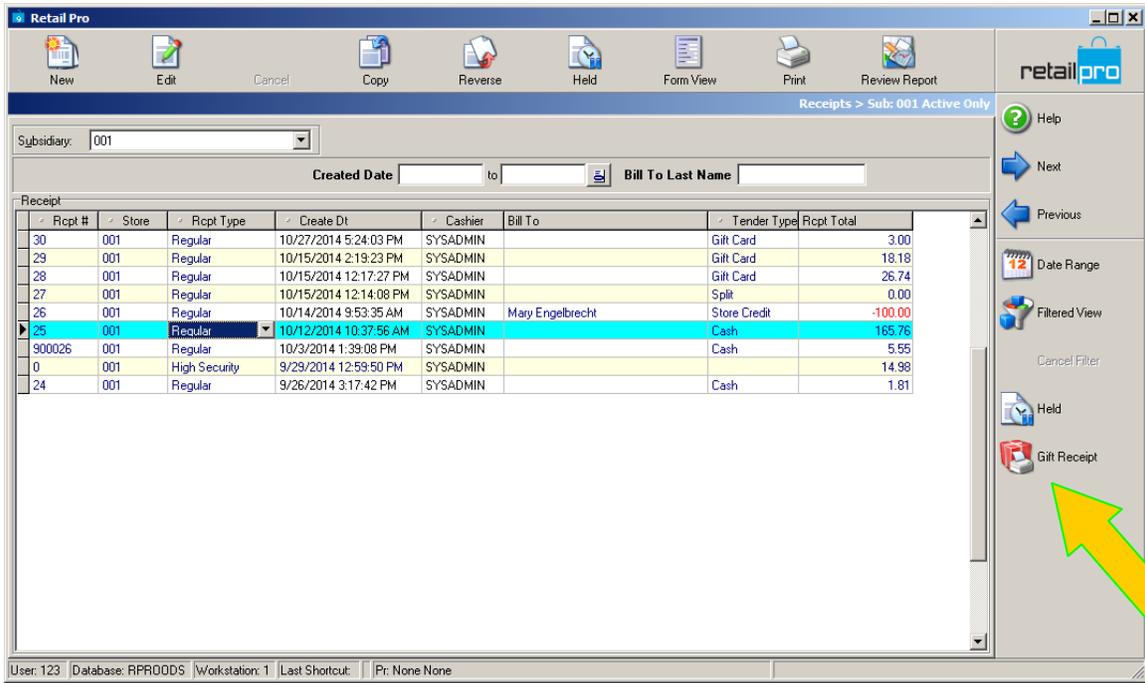
- 1 - Open the receipt summary page as seen below From Main Menu select Receipts.
- 2 - Right click on side menu bar while on the receipts summary page and select Menu Designer from the Pop Up-



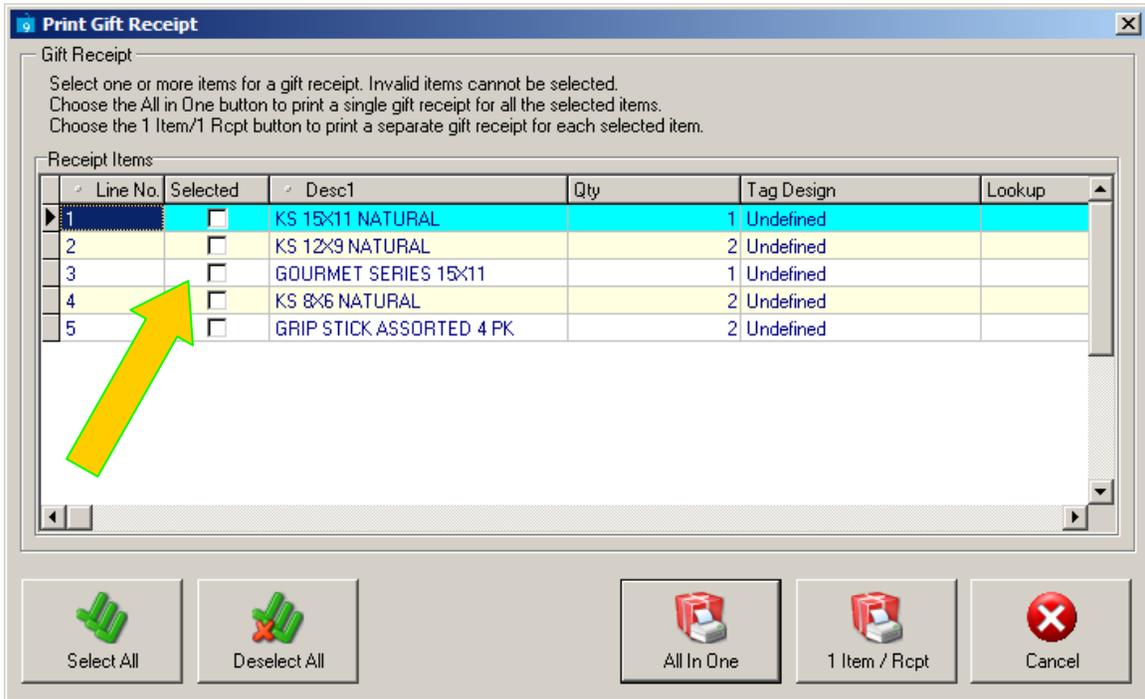
- 3 - The screen below will appear, simply double click on the Gift Receipt label and OK.



4 - You will now have a Gift Receipt button on your receipt summary page as seen below.



5 - To use the button first highlight 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.



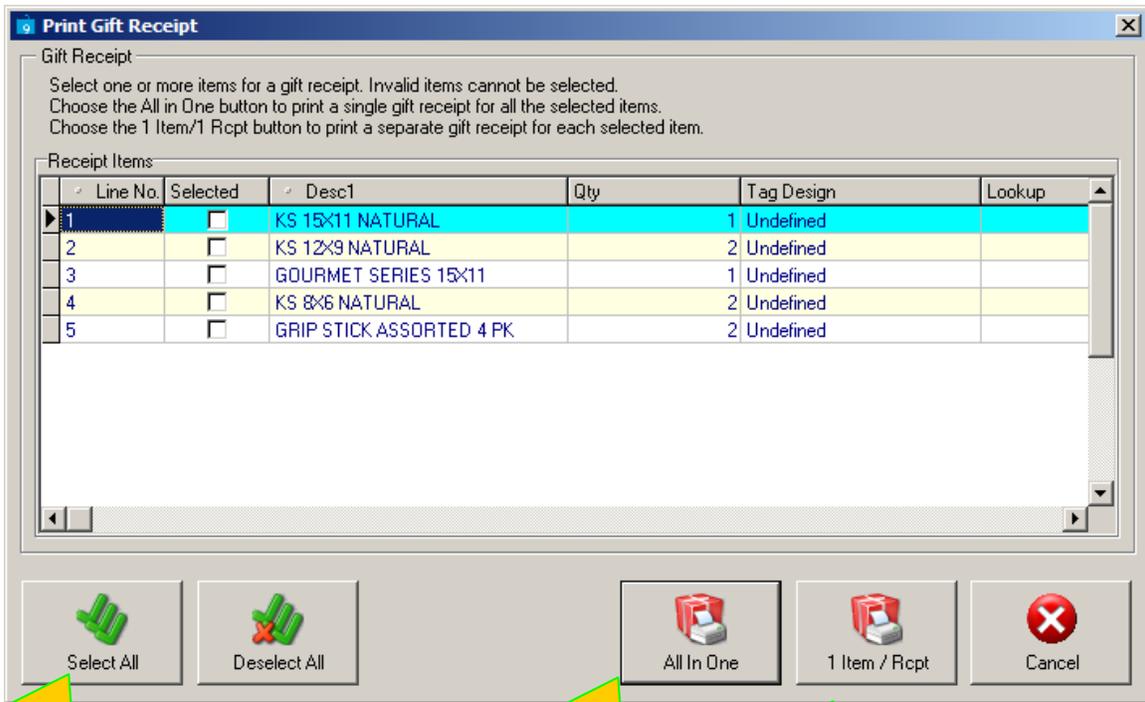
Note*

By default, Rpro places all available columns under this Print Gift Receipt Box and it may be necessary to customize these columns by just dragging them into position. It is important to be aware there is one called "Selected". This one is useful if you plan to use the feature that allows to select only certain items.

The button labeled 1 Item / Rcpt means that one receipt will print for each item checked off on the list.

The All in One button means that all selected items will print on one single receipt.

6 - If you choose not to print a Gift Receipt then simply click on Cancel button and the box will go away.



ENJOY!