

A RETAILER'S BEST FRIEND.



Defaulting a Receipt Design

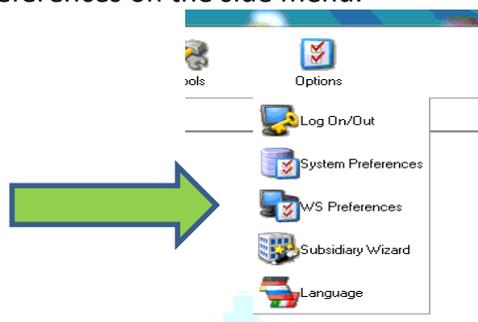
Version 9

https://youtu.be/OnWktJnFr_4

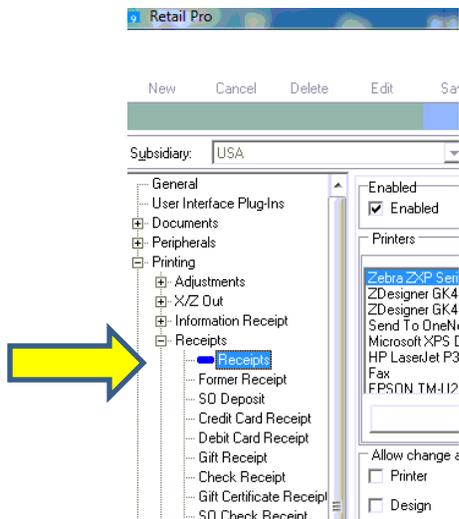
You may find you want to change your Default Receipt Printer settings, to choose a new Default Printer or a new Receipt Design. A reason to do this is if you changed your Receipt Design for a temporary period to promote an upcoming sale, special event, or other special promotion.

This guide will show you how to set a default printer, design and paper size for all tender types. There are many areas we can set default designs for, but this tutorial will focus on the Receipt area.

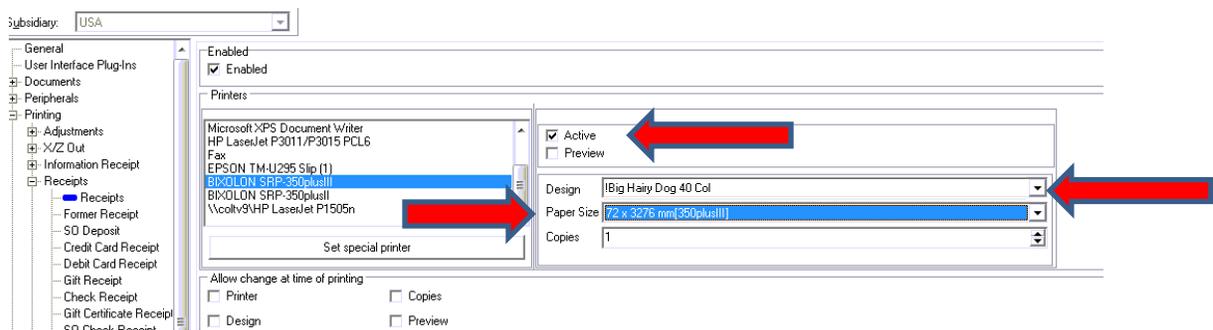
1. Starting from the main screen in Retail Pro, click the Options button on the top menu and then the W/S Preferences on the side menu.



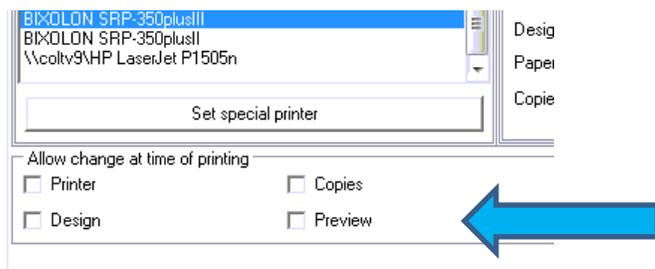
2. Next, expand Printing, then expand Receipts and choose the receipt tender type you would like to edit. The Receipts option is for your cash sales. This is the area we will be editing in this example.



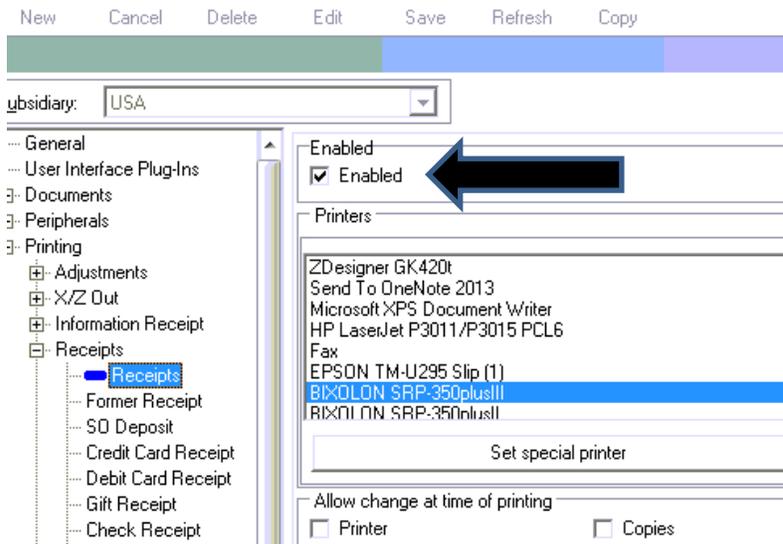
- Once you have selected the area to set the defaults, highlight the printer you want to use and set the Active checkbox to the right. Then, select a design and paper size.



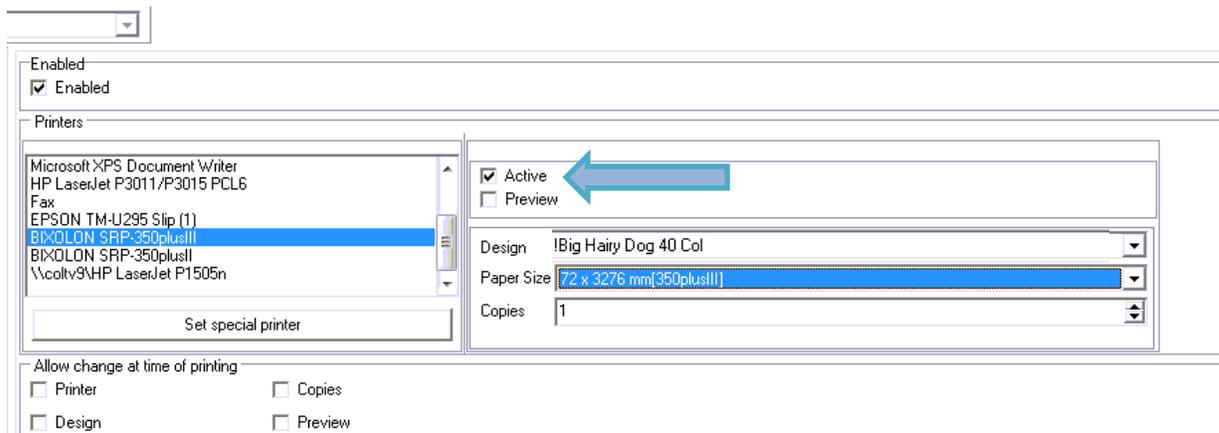
- Continue through the different document areas and set defaults for the receipt tender types you use. Former Receipts sets the defaults for reprinting a receipt from receipt form view.
- The 4 check boxes below the printers allow changes to be made at the time of printing. This is useful if you need to print a document to a different printer or would like the ability to choose the design when printing the document.



- If you do not want to have a receipt print for a specific receipt tender type, you can choose to disable the printing. Just **uncheck** the **Enabled** option on top of the print area.



- You would also **uncheck** the **Active** option for any printers you did **not** want the receipt to print on.



- Once you have set all the areas you would like, hit the Update button on the side menu to save your changes.