



Q **Emailing Receipts in Retail Pro**
Version 8

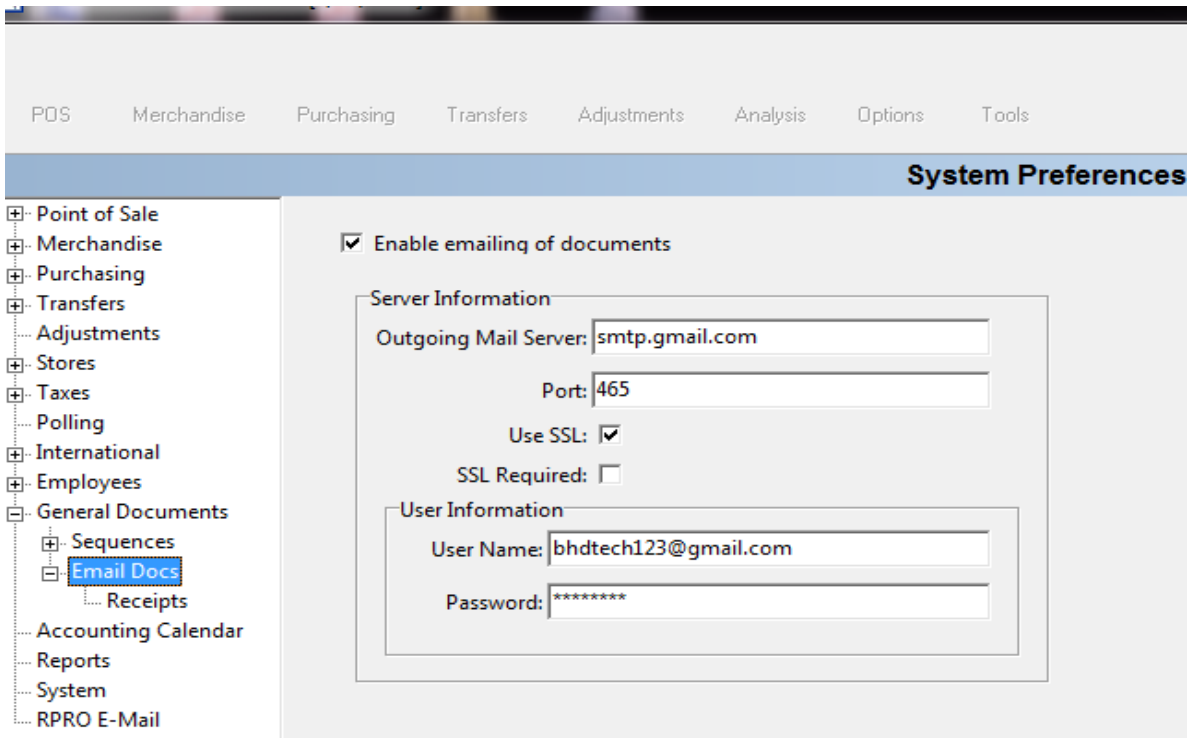
<https://youtu.be/ouCpCF7sajA>

Starting in Retail Pro Version 8.7, the Email Receipts feature is available for use. We will go over the setup and use of the feature below.

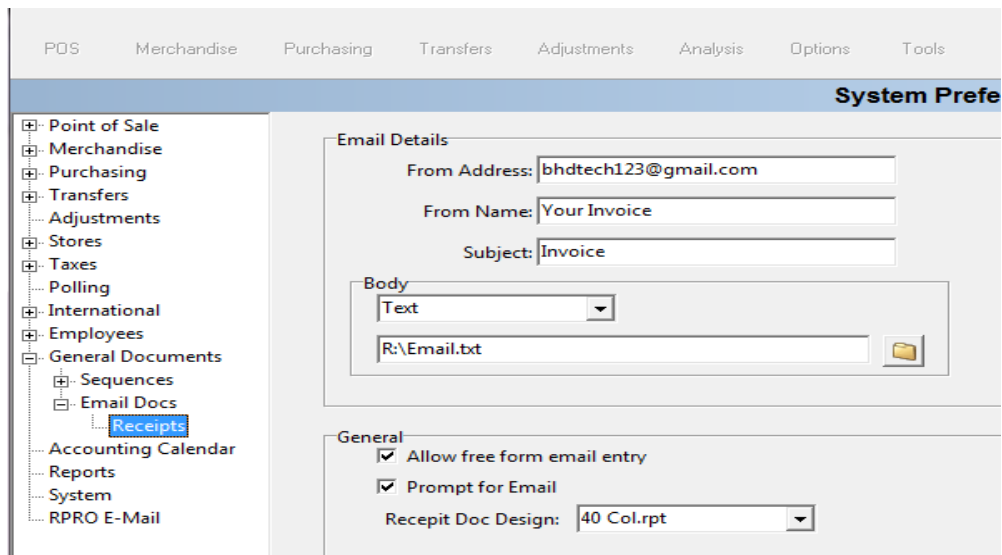
Email Receipts Setup:



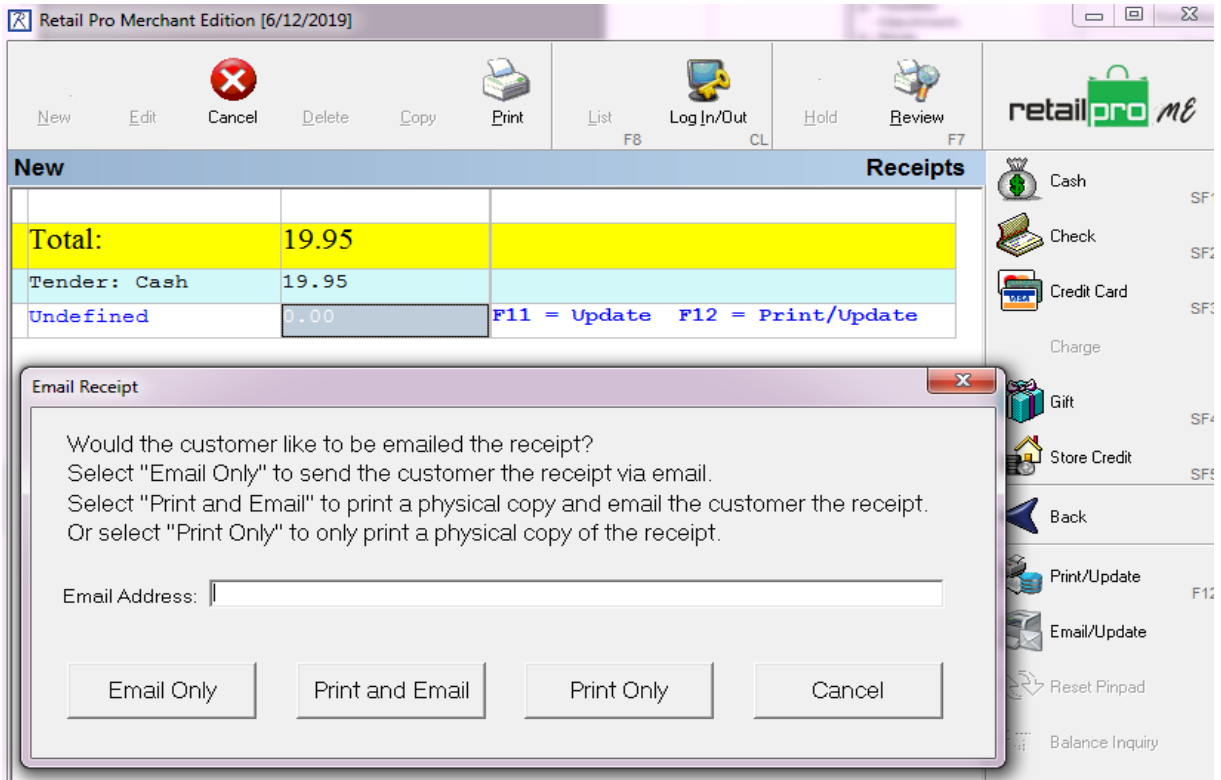
1. In Retail Pro, go to Options → System Preferences
2. Then General Documents → Email Docs
3. This is where we setup the email credentials we will be using including the SMTP Host, Port and email information.



- The Receipts Area on the side is where you will enter all the info you'd like to be included in the email. The Body of the email can be written into a text file and saved here. There are also options for Prompting the cashier for the customer Email. This is where the receipt design is chosen as well.



- Once the setup is complete, when a transaction is finished the Email Receipts box will pop up.



- Here, the cashier can fill in the email address if the customer does not have one on their profile. If the customer has an email address on profile, it will populate automatically. The email address will not be updated on the customers profile if entered here.
- Receipts can also be emailed from the former receipts list. Simply find the receipt and print it. The above Email Receipt dialogue will pop up.