

# A RETAILER'S BEST FRIEND.



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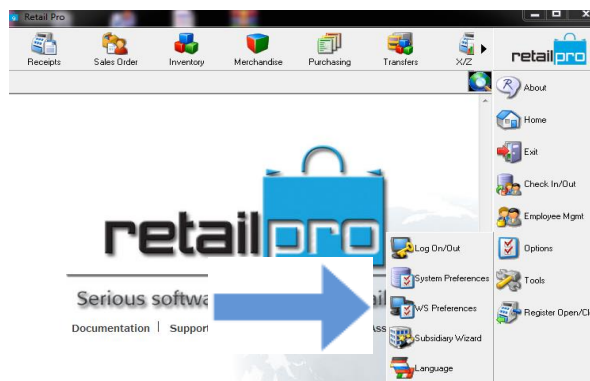
## Emailing Receipts in Retail Pro

Version 9

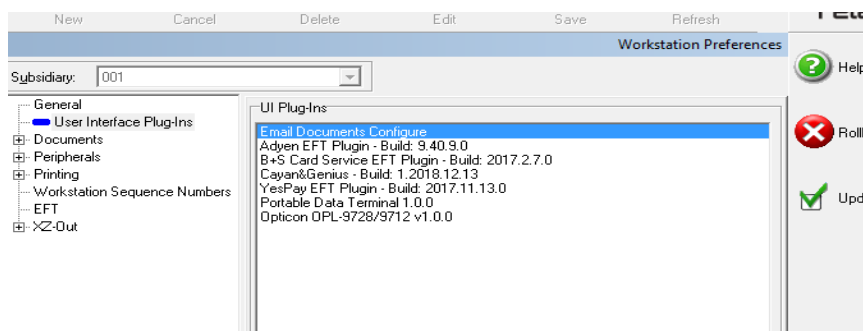
<https://youtu.be/eQy72ddXXq8>

Retail Pro 9 had a plugin that allows receipts to be emailed to customers. There is some additional setup and purchase that accompanies this plugin. For more information and pricing, please contact Big Hairy Dog at 916-368-1070.

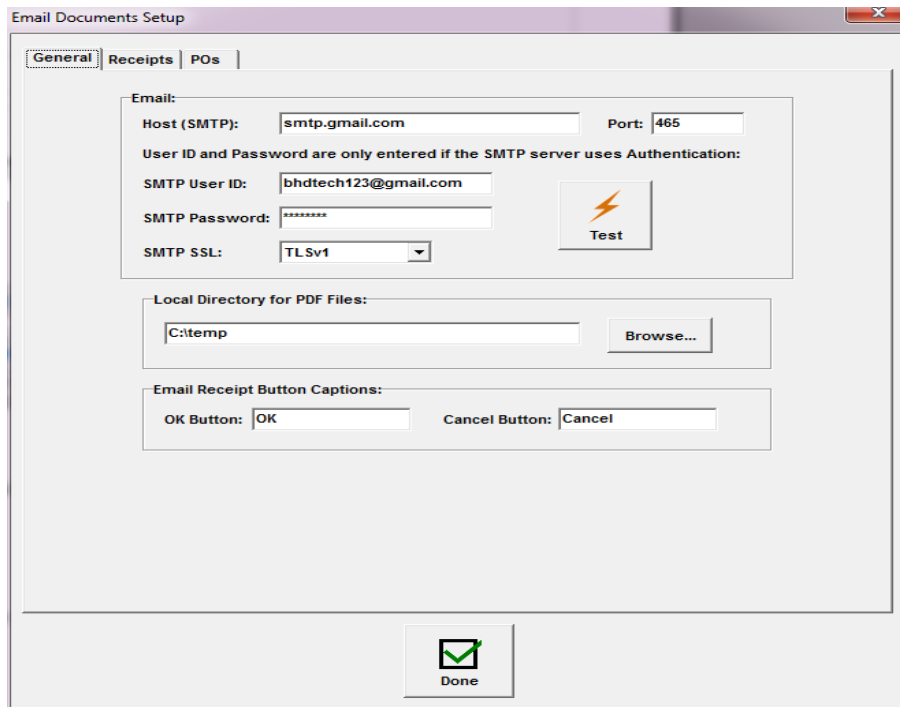
### *Email Receipts Setup:*



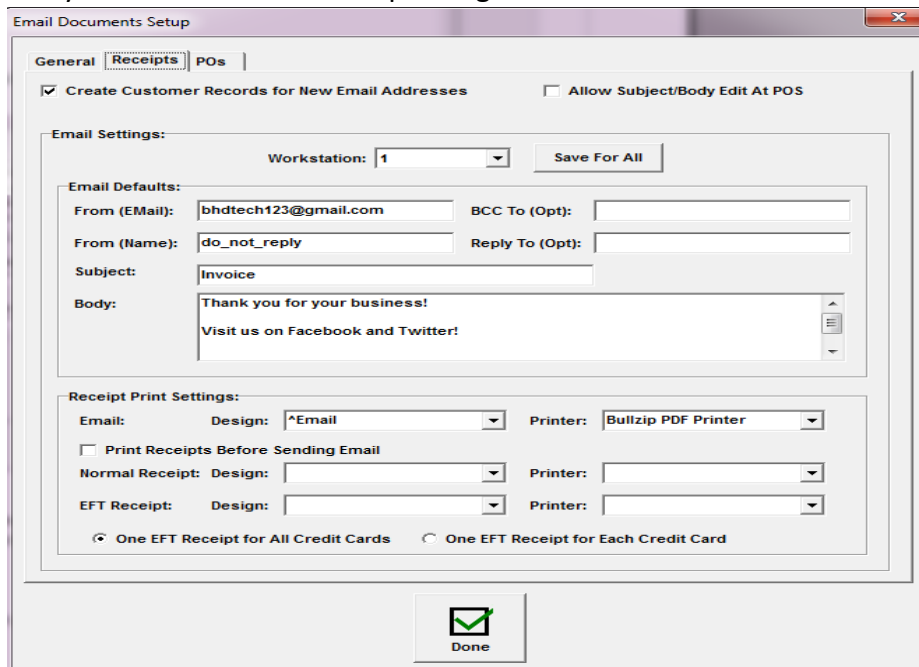
1. In Retail Pro, go to Options → WS Preferences
2. Then User Interface Plugins → Email Documents



- This is where we setup the email credentials we will be using including the SMTP Host, Port and email information.



- The Receipts Tab on top is where you will enter all the email info. Fill out what you'd like in the Subject, Body and choose which receipt design will be emailed.



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

The screenshot shows a dialog box titled "Email Receipt". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog is divided into several sections:

- Send To (Email Address):** A text box containing the email address "nicholasm@bighairydog.com". To its right is a "CC:" label followed by an empty text box.
- Subject:** A text box containing the word "Invoice".
- Message:** A larger text area containing the text "Thank you for your business!" and "Visit us on Facebook and Twitter!".
- Buttons:** At the bottom left is a "Cancel" button with a red prohibition icon. At the bottom right is an "OK" button with a green checkmark icon. In the center bottom, there is a "Status:" label above an empty text box.

6. Here, the cashier can fill in the email address if the customer does not have one on their profile. If the Email Address is updated, the cashier will be prompted to update the customer record.
7. There is also an option to email the receipt from the former receipts list by adding the Email Receipt button to using menu designer.