

# A RETAILER'S BEST FRIEND.



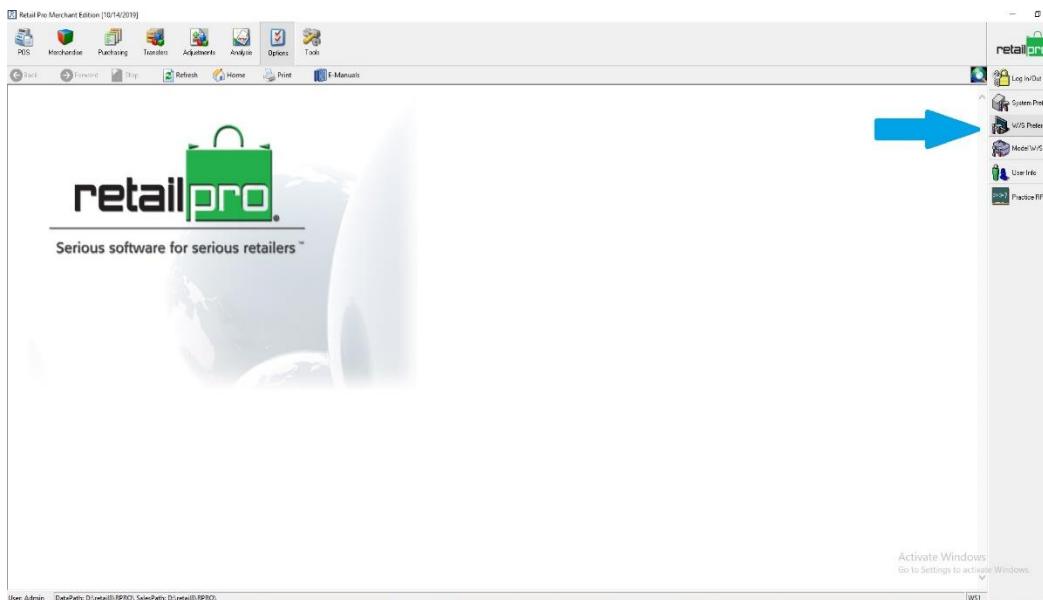
## Editing Emailed Receipts

*Version 8*

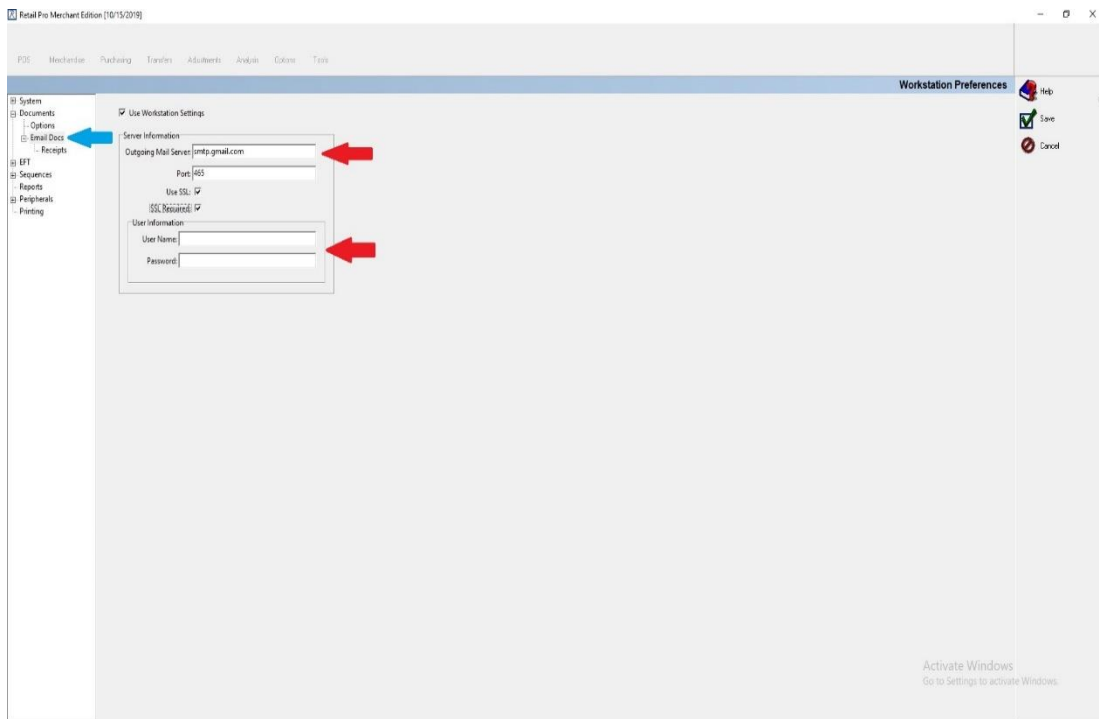
[https://youtu.be/6iQI\\_R89n8M](https://youtu.be/6iQI_R89n8M)

RetailPro8 has a built-in feature that allows for the emailing of receipts to customers. This document covers how to adjust sender name, body, and subject of the email as well as the document that is attached to the email.

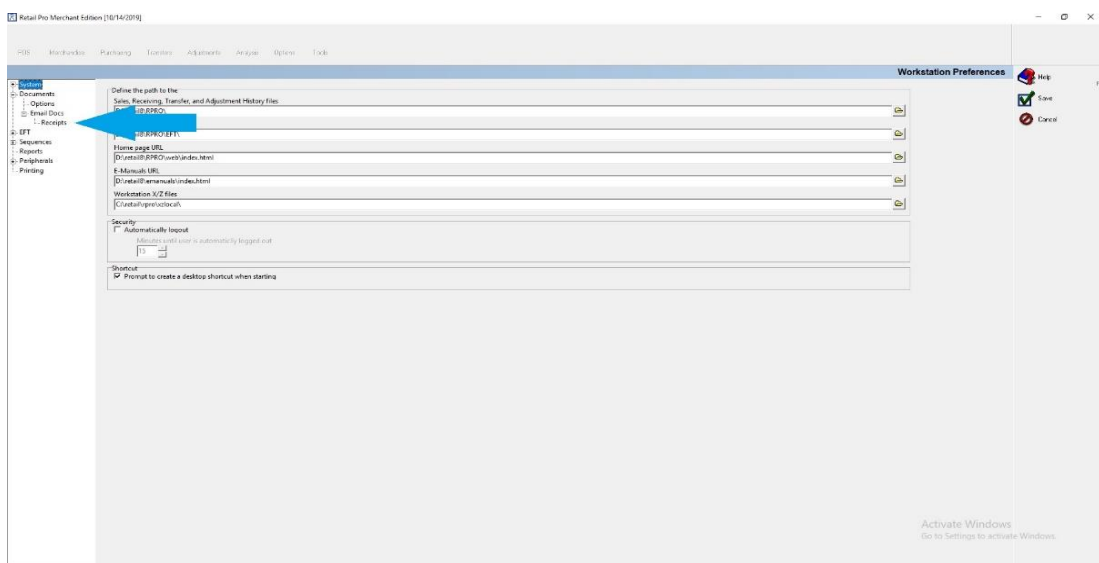
1. Starting from the main screen in Retail Pro, click on Options and then Workstation Preferences.



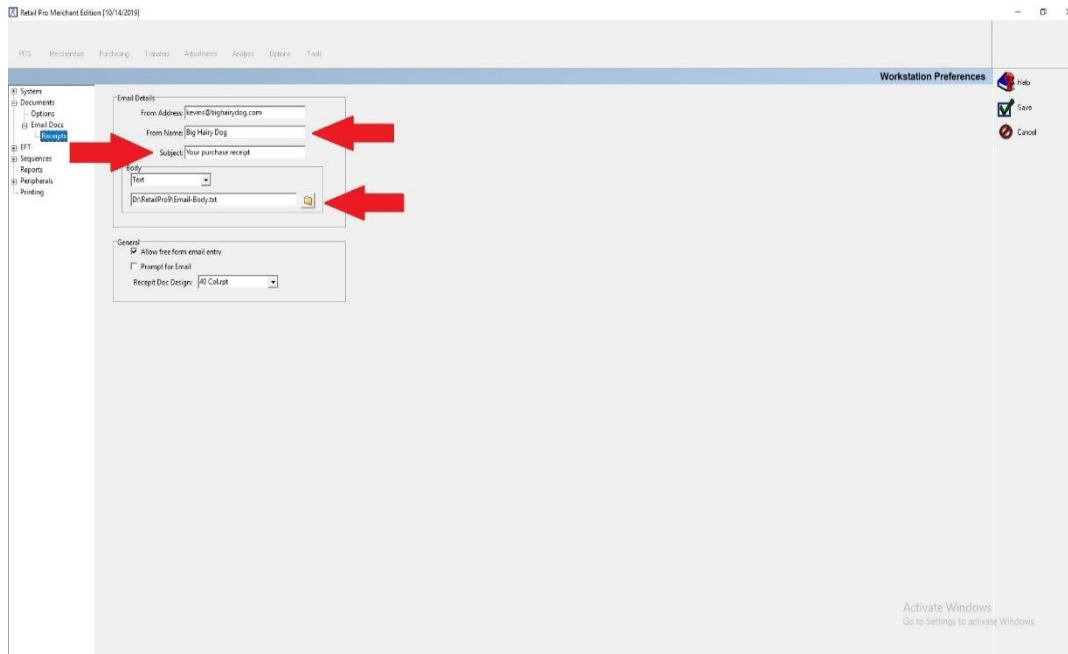
- From the Workstation Preferences menu, select Documents, Email Docs. Enter the email providers smtp settings and the account login and password. For example, Gmail uses smtp.gmail.com, PORT 587, and use SSL and require SSL must be checked. Gmail also requires that the “allow less secure apps” option be enabled within the Google account settings.



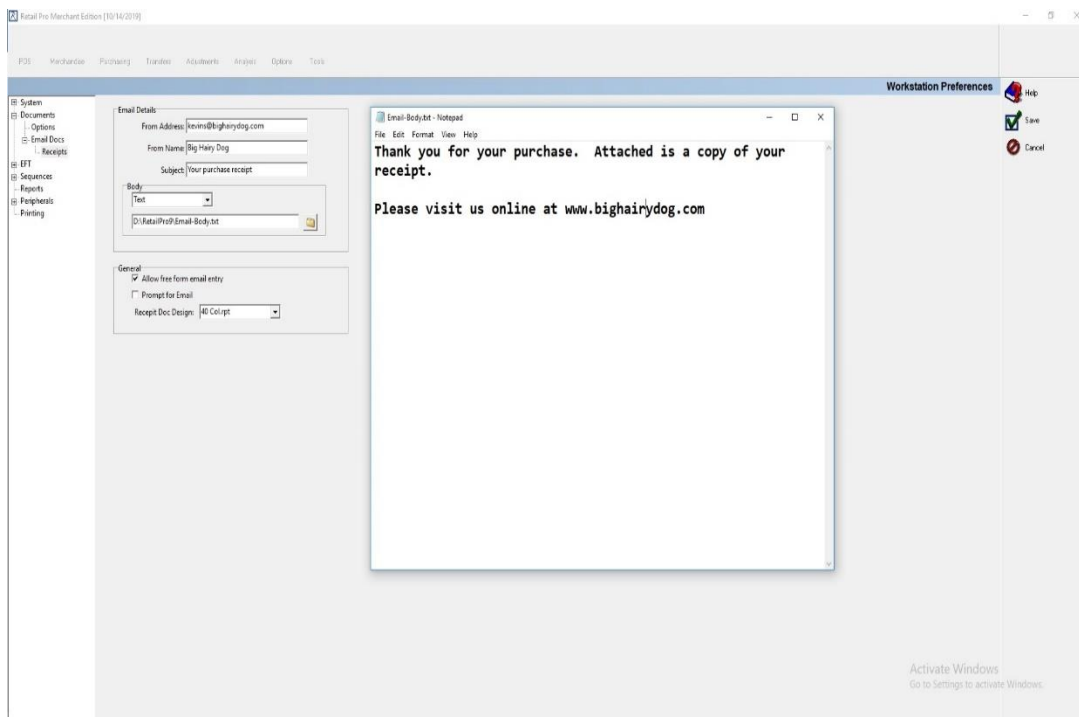
- Select the Receipts Tab.



4. Make any desired changes to the Front Name and Subject. The body of the email is stored as a text document. The path is listed in the Body section.



5. To edit the body of the email, locate the text document at the path listed and open it. Make any desired changes to the body of the email and save it.



- Choose the desired document to be emailed via the drop-down menu and then press Save to apply your changes.

