

A RETAILER'S BEST FRIEND.



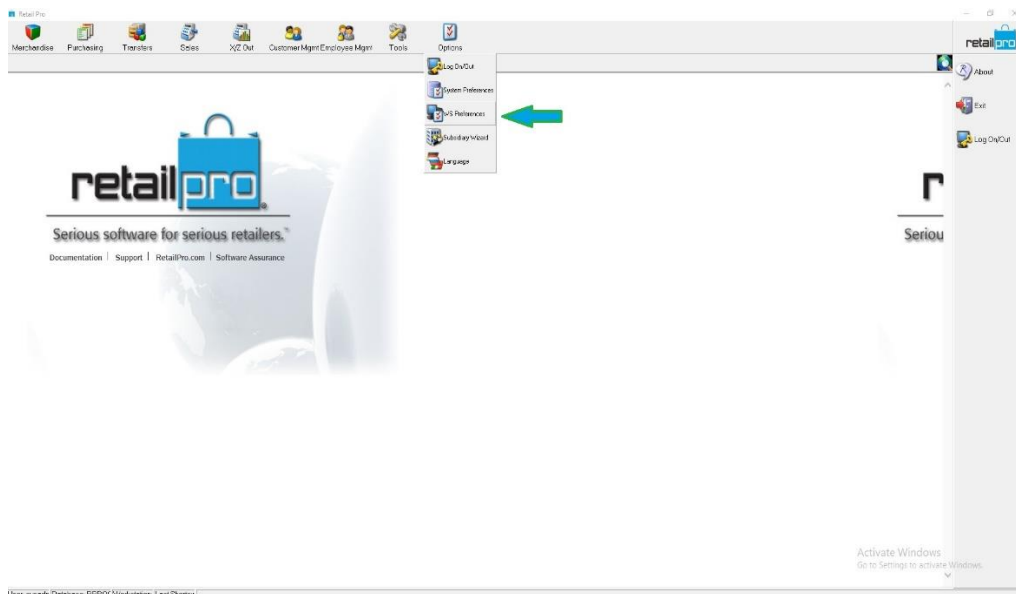
Editing Emailed Receipts

Version 9

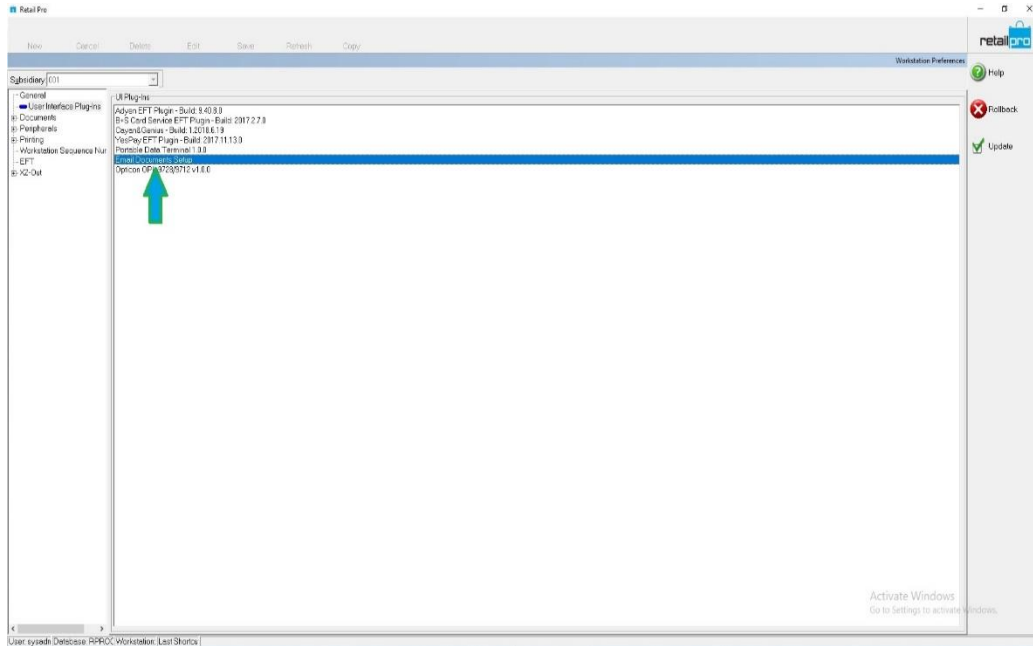
<https://youtu.be/-uV7eCOCGuw>

RetailPro9 has the ability to email receipts via the email document plugin. Once configured, the plugin allows for editing of email subject, body, and senders name, as well as changing the receipt document that is emailed. The email plugin uses the operating systems default PDF printer (configured separately) to generate and send emails with a receipt document as an attachment.

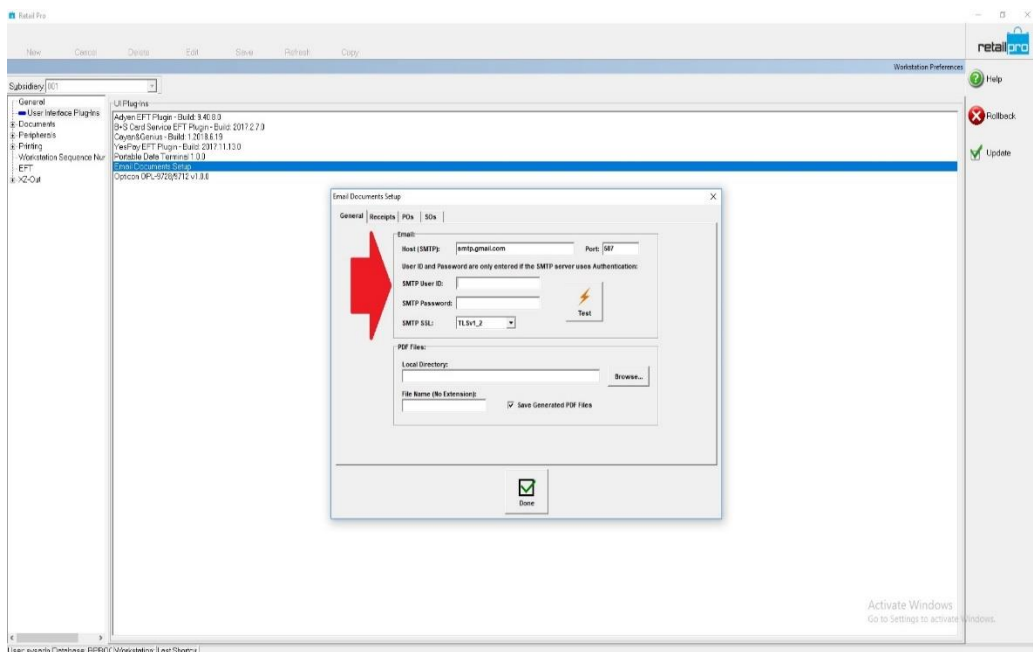
1. Starting from the main screen in Retail Pro, click on Options and then Workstation Preferences.



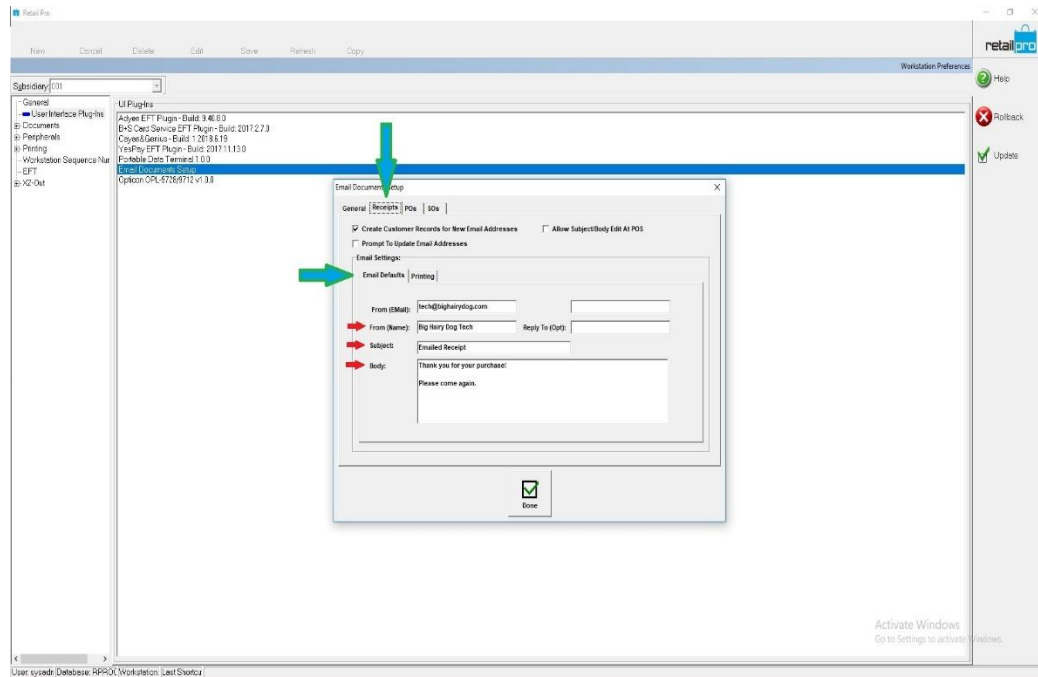
- From the Workstation Preferences menu, select User Preference Plug-Ins from the menu on the left and then Double-click on the Email Documents Setup.



- Under the General tab, enter the email providers smtp settings and the account login and password. For example, Gmail uses smtp.gmail.com, PORT 587, and requires TLS1_2. Gmail also requires that the “allow less secure apps” option be enabled within the Google account settings.



- Select the Receipts tab at the top and then select the Email Defaults tab. From you, make any desired changes to the From (Name), Subject, and Body fields.



- Select the Printing tab. Change the emailed document by select the desired one from the Receipt Design drop down menu. To save changes, press the Bone button at the button, followed by the Update button.

