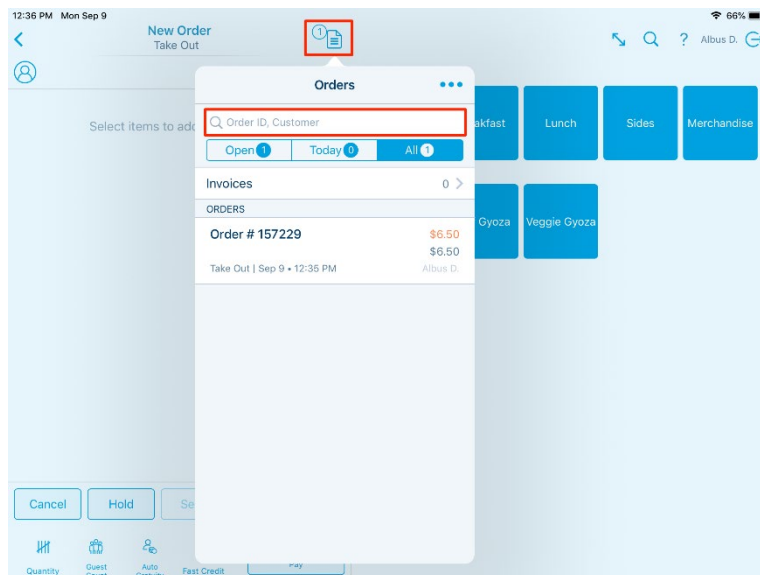



You may be asked for a customer receipt from a previous business day from a customer or your business office. The below steps will provide detailed instructions on sending a customer receipt via email.

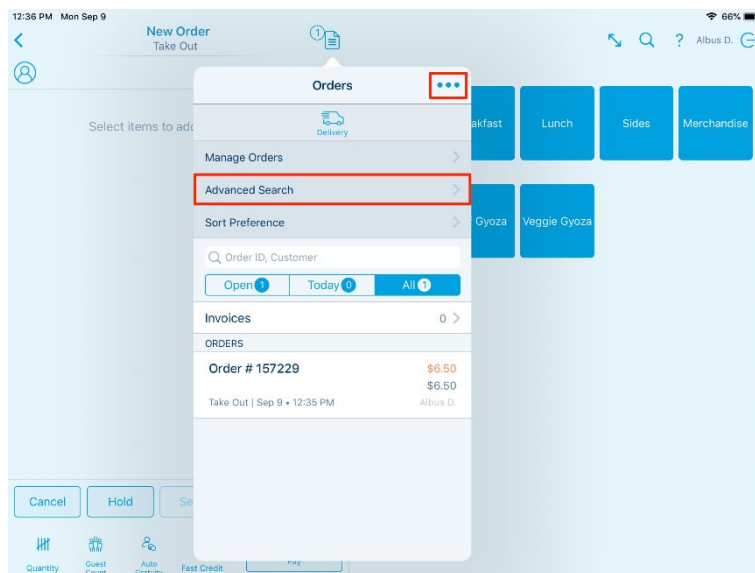
1. On the Point of Sale, at the top of a **New Order**, locate the **Orders** icon. A screen will open and you can search by **Order ID** or **Customer Name**:



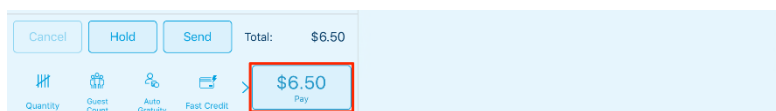
2. Tap the  icon and select **Advanced Search**. This lets you choose from search functions, such as Credit Card and Date Range:

3. On the **Advanced Search**, you can search by:

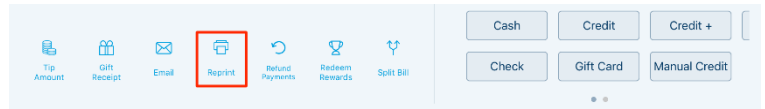
- **Order ID** - If you have the customer's order ID, as printed on their initial receipt, you can search by it to reprint.
- **Credit Card** - If you have the customer's credit card number (last four digits) that they used for the initial order, you can search by this to find all associated orders. Then, you can select the order that needs reprinted.
- **Date Range** - Use this to narrow down search results by the date in question to better find the receipt, if Order ID or Credit Card numbers are unavailable.



4. Once you have located the original order, you'll see it displayed on the order screen. Tap the **Pay** button at the bottom:



- On the **Pay screen**, choose **Reprint** at the bottom and your receipt will reprint:

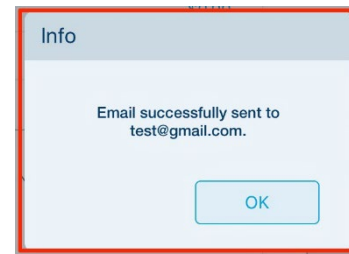


Then, an email icon will appear on the pay screen:



- Enter the customer's email address.
- Once the email is sent, you'll see a confirmation on the screen:

The 'Email Receipt' form. At the top, the text 'test@gmail.com' is entered, with a red arrow pointing to it. Below the text input are several buttons for selecting email domains: @gmail.com, @sbcglobal.net, @, @aol.com, @comcast.net, @hotmail.com, @yahoo.com, @msn.com, and @mac.com. At the bottom of the form are three buttons: Cancel, Clear, and Send (highlighted with a red box).



And that's it! Now you can successfully send email receipts to your customers.