
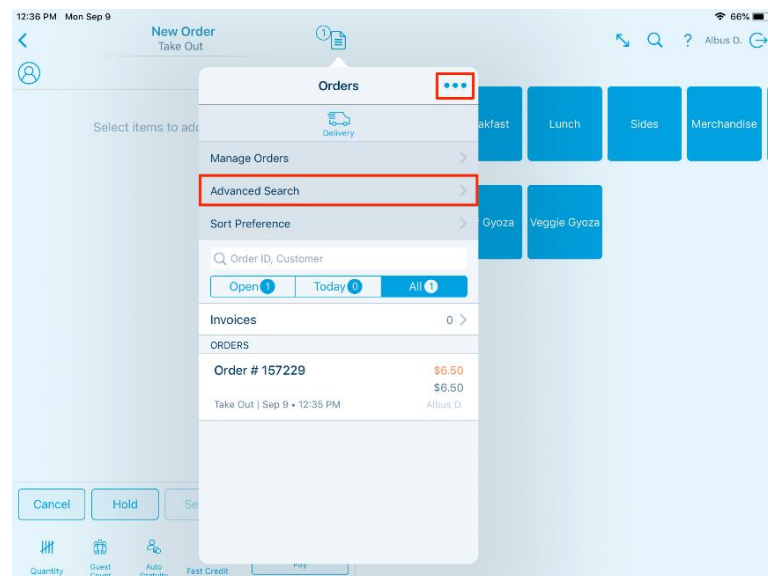
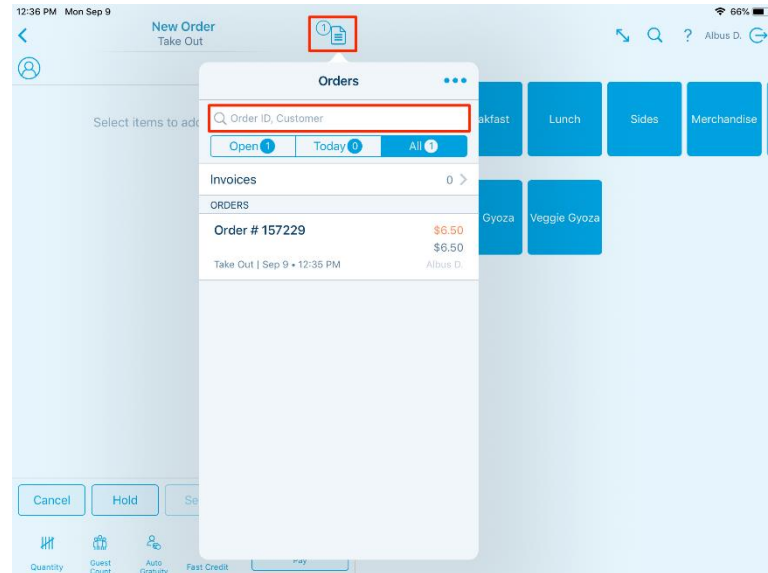
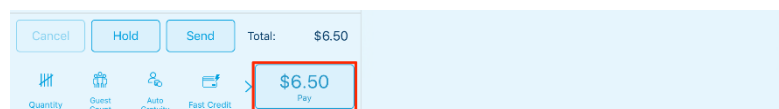


You may be asked for a customer receipt from a closed order or a previous business day. These steps will provide detailed instructions on reprinting and emailing receipts.

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.



5. On the **Pay** screen, choose **Reprint** at the bottom and your receipt will reprint.

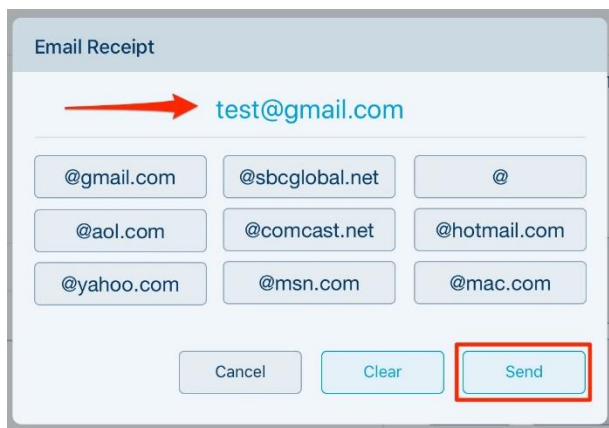


6. To email a receipt, select the email icon on the pay screen.



1. Enter the customer's email address.

2. Once the email is sent, you'll see a confirmation on the screen:



A screenshot of the 'Email Receipt' screen. At the top, it says 'Email Receipt'. Below that, there is a text input field containing 'test@gmail.com' with a red arrow pointing to it. Underneath the input field is a grid of buttons for email domains: @gmail.com, @sbcglobal.net, @, @aol.com, @comcast.net, @hotmail.com, @yahoo.com, @msn.com, and @mac.com. At the bottom of the screen are three buttons: Cancel, Clear, and Send (highlighted with a red box).

