Emailing the Customer's Receipt

Both Cash Register Express and Restaurant Pro Express have the ability to email receipts to your customers, providing a "green" alternative to traditional printed receipts.

Creating the Customer Account with a Valid Email Address

Manager / **Options**	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Administrative** then, **Customer Maintenance**.

4. At the **Customer Maintenance** screen select **Add**.

5. Enter the following required information:
   - **Customer Number** (tip: Use the phone number as the customer number for easy reference).
   - **First Name**.
   - **Last Name**.
   - **E-mail Address** (if this is not filled in then you will need to enter the customer's email address each time a transaction is done).

6. If applicable fill in the information under General Info.

7. Select **Save** and then select **Exit**.

Email Setup

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Manager

Options

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1. Select the **Manager** or **Options** button.

2. Enter the administrator password (default: admin) where applicable.
3. Select **Setup** then, **Setup Screen**.
4. Select the **Internet Features** tab.

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Setup Screen

Account Control	Company Info	Couponing	Hardware	Internet Features	Inventory	Invoice Settings
Payment Processing	Quick Invoicing & Alerts	Quick-Add	Receipt	Reports
Restaurant Features	Station Specifics	System Access	Touch Screen

SMTP E-mail Options
SMTP Server

SMTP Server Port 120
Connection Timeout 0

SMTP Authentication Type
 ● Anonymous / None
 ○ Basic (Clear Text)
 ○ NTLM

☐ Use SSL
Username

Password

Domain

Send As Address

Bcc

Portal Settings
URL

Portal ID
0
Username

Password

☐ Enabled

Scale   **Update**   **Exit**

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5. At the Left of this screen under SMTP E-mail Options the following information will need to be entered in order for the mass emails to be sent.

Note: This information can be acquired by contacting either the network administrator (who runs your email) or the company who is in charge of your email account (e.g. AOL, Yahoo, Gmail, etc…).
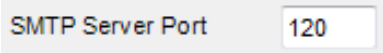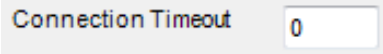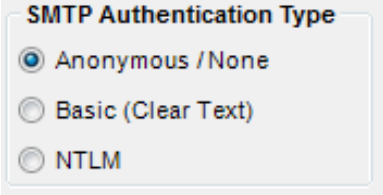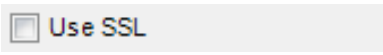
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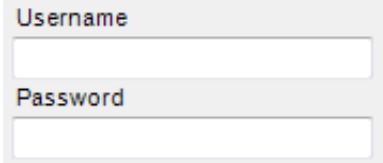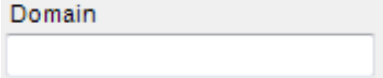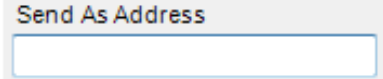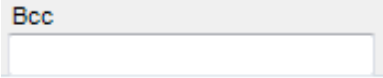</tr>
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SMTP E-mail Options
SMTP Server
smtp.gmail.com

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6. Under **SMTP Server** enter the address of your outgoing mail server.

For example: If you are using Gmail, this field should contain **smtp.gmail.com**.

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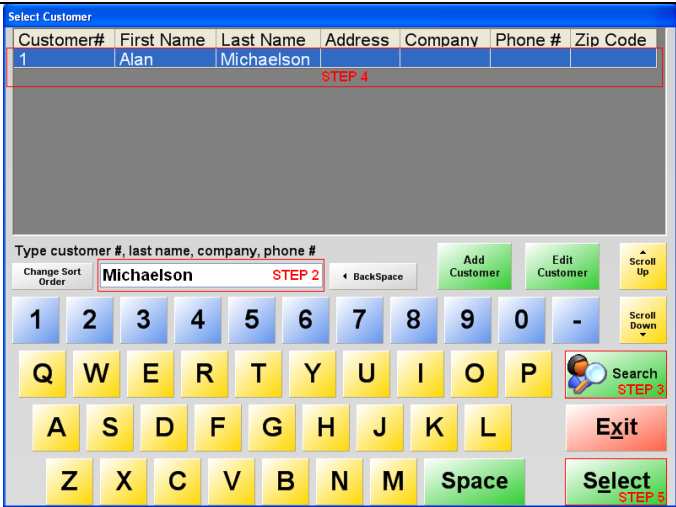|	
SMTP Server Port [120]	7. Under **SMTP Server Port** enter the port used to communicate with your outgoing mail server. If you are using Gmail, this field should contain **587** or **465**.
Connection Timeout [0]	8. Under **Connection Timeout** enter a value (in seconds) that the program will attempt to connect to the server. **Note**: If the value is left at **0** then the connection attempt will not timeout, and will continuously try to connect to the server.
SMTP Authentication Type ◉ Anonymous / None ○ Basic (Clear Text) ○ NTLM	9. Under **SMTP Authentication Type** select the server's authentication method. If you are using Gmail, **Basic (Clear Text)** should be selected.
☐ Use SSL	10. Check **Use SSL** if the server requires the use of a Secure Sockets Layer to communicate with it. If you are using Gmail, check this.
Username [ ] Password [ ]	11. These fields should contain a valid username and password for an email address on the mail server. If you are using Gmail, your username is your full email address.
Domain [ ]	12. This field should contain the domain that you are a part of. For more information please contact your network administrator.
Send As Address [ ]	13. This field should contain the email address you would like displayed in outgoing emails.
Bcc [ ]	14. If you would like to Blind Carbon Copy the email to another address enter the email address under **BCC**.

15. Select the **Receipt** tab.

16. Under Print Invoices select **Prompt Media**.

17. Under **Receipt Size** select one of the following:

    - **Receipt**
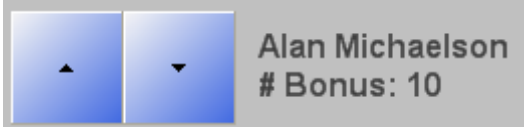   - **Short Receipt**

18. Select **Update**.

Emailing the Receipt

Lookup Customer or FIND	1. At the invoice screen, select **Lookup Customer** in RPE or **FIND** in CRE.
	2. Enter search terms. 3. Select **Search**. 4. Highlight a customer on the list. 5. Select, **Select**.
Alan Michaelson # Bonus: 10 or **Customer Info** 1 -- Alan Michaelson Bonus Points: 10 FIND QUICK FIND	6. In RPE, the customer's information will be located below the items on the touch screen. In CRE, the customer's information will be located near the **FIND** button.

7. After items are added to the invoice and it has been closed to a tender type, you will be asked how the customer would like the receipt.

8. Select **Email** (or Both).

9. If the customer you selected earlier had a email address setup in customer maintenance then this field will automatically be filled with that email address.

Note: If the customer would like the receipt sent to another email address you can select backspace and type in the alternate address.