

Emailing Receipts

Released in Alerion POS Version 5.2.1.0

An exciting new feature has just been released in Alerion that gives you the ability to email receipts (see Figure 1) to your customers. Its super simple to use and best of all the feature uses our [Phoenix Information Systems] email distribution system to send the emails.

From: noreply@pospro.go-mailer.com
To: jeff@phx-is.com
Cc:
Subject: Video Universe Sales Receipt #2

Sent: Tue 7/24/2018 10:22 AM

Video Universe
160 Chemawa Road N
Keizer, OR 97303

TRANSACTION NUMBER 2
Jul-24-2018 10:18:04 AM

SKU	DESCRIPTION	QUANTITY	EXTEND
T3	Rat Race 5 day rental for 1.50 DUE: Sun 29-Jul-2018 @ 06:00 PM	5	1.50
T100	Top Gun 5 day rental for 1.50 DUE: Sun 29-Jul-2018 @ 06:00 PM	5	1.50
100012	Pepsi 18oz 5 @ 1.89	5	9.45
BOTTLEDEP	Bottle Deposit 5 @ 0.10	5	0.50

Subtotal	12.95
Tax	0.00
Total	12.95

Payments	Cash: 20.00
Change	-7.05

Thank you for your business.

You are receiving this email because you requested an email receipt for the transaction listed above.
To be removed from our mailing list reply to this email with "REMOVE" as the subject line.
If you need to contact us please send an email to john@videouniverse.com.

Figure 1 Sample Email Receipt

Setup

To setup the email feature, you do just one thing. Enter your contact email into the program settings in Alerion – See Figure 2.

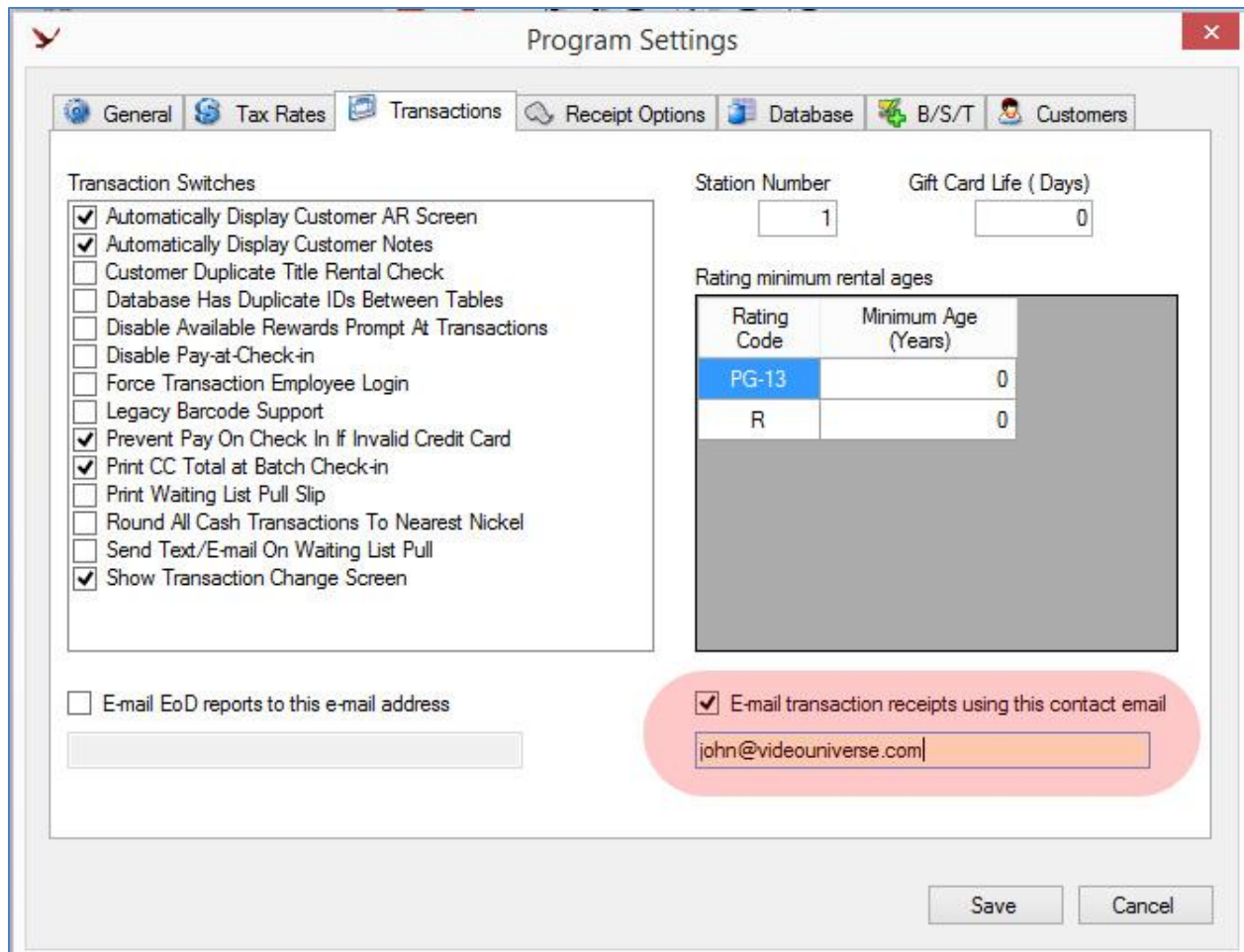


Figure 2 Program Settings

Emailing Receipt

When you are finishing a transaction, you will see a new text box near the finish button labeled **Email receipt To**.

If you have a customer up on the transaction window and they have an email address, the box will default with the customer's email address on file. You can always clear the box and enter a new email address on the fly – see figure 3.

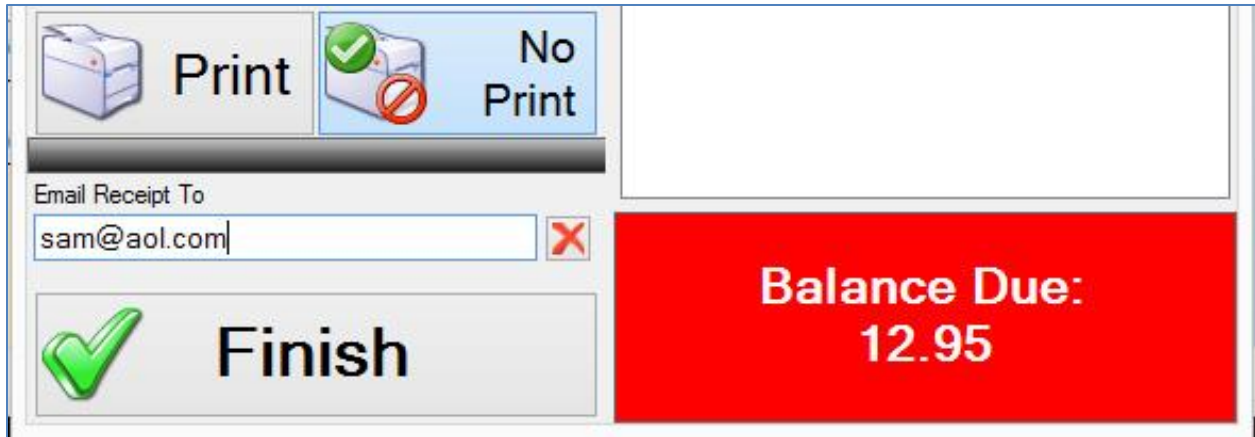


Figure 3 Email Text Box

Email Prior Receipt

You can email a prior receipt as well. From the reprint invoice feature, you will see a new function labeled **Email Receipt...** - see figure 4.

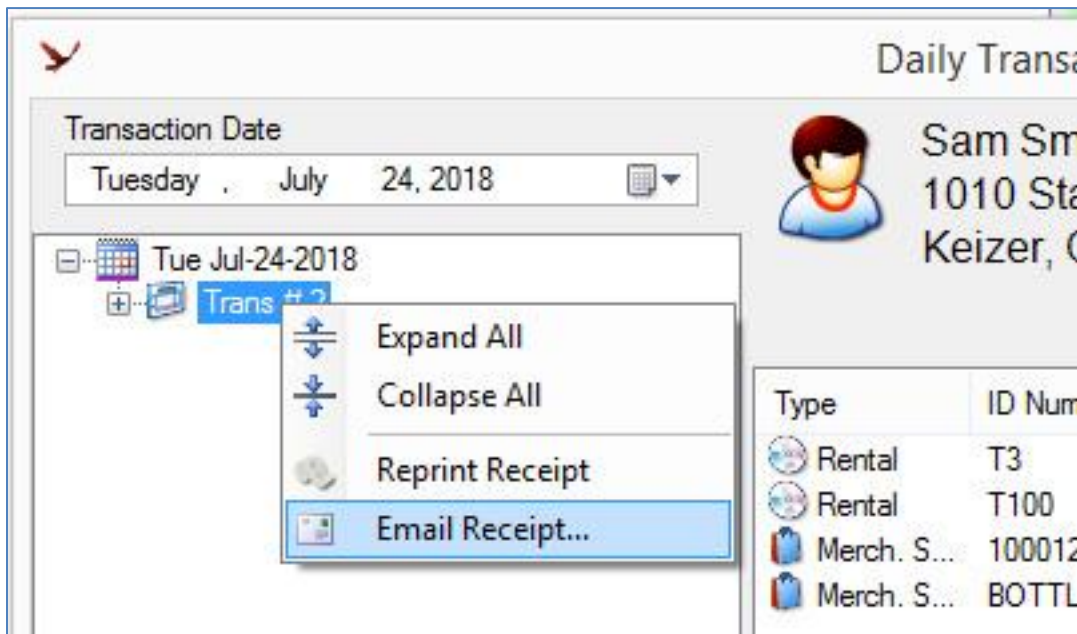


Figure 4 Email Prior Receipt

Requirements

- Internet connection
- Alerion Version 5.2.1.0 or higher