

Email from the POS without a default Windows Mail Client

From the back office toolbar, go to **Help>>Configuration>>Phone/Shipping/Lottery/Miscellaneous** and in the *Company Information* section, configure your **Email** address.

Company Information	
Phone Number (Max Length 14)	(817)560-7007
Fax Number (Max Length 14)	(817)560-1234
Web Address	www.capauto.com
Email	test@capretail.com
Store ID# or TABC Permit #	

In the section named *CAP Email*, configure the **SMTP Server**, **SMTP Port**, **Email User** name and **Email Password** for your account. (You may need to contact your ISP or Email service provider to get this information.) This is a station specific setting and will need to be configured on all stations using this feature.

CAP Email	
SMTP Server	smtp.gmail.com
SMTP Port	465
Email User	capretailmail@gmail.com
Email Password	*****

Press **Accept** and then **Esc/Exit** from *Phone/Shipping/ Lottery/ Miscellaneous*.

In **Configuration**, select **Invoices & Receipts**. Configure the **Template for Message on Emailed Invoice/Receipt**. This information will be placed in the body of all e-mails generated when sending receipts.

Template for Message on Emailed Invoice/Receipt	This is a emailed receipt you requested from XXXX company Thank you and please come again XXXX company
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Press **Accept** and restart the program when finished.

You are now ready to e-mail receipts directly from CAP POS.

Printer Settings:

From the back office toolbar, go to **Help>> Configuration>>Printers**.

If you want to email receipts only, select the **Email** option for each tender type assignment. If you want the option to print a receipt, select the appropriate printer or select Email at the time of the sale.

CAP Configuration - Printer Assignments	
Cash Sales Receipt	Email
Charge Sales Receipt	Email
Payment Received On Account Receipt	Email
Second Copy of Receipt	Not Assigned
Third Copy of Receipt	Not Assigned
EDC Copy of Receipt	Email
Layaway Receipt	Email

Gmail Warning:

In order to use Gmail for your server, you may need to configure additional security settings in Gmail.

Follow the links below for Gmail specific instructions:

<https://accounts.google.com/b/0/DisplayUnlockCaptcha>

<https://security.google.com/settings/security/activity?hl=en&pli=1>

Using the POS:

Selecting the Email option during a transaction:

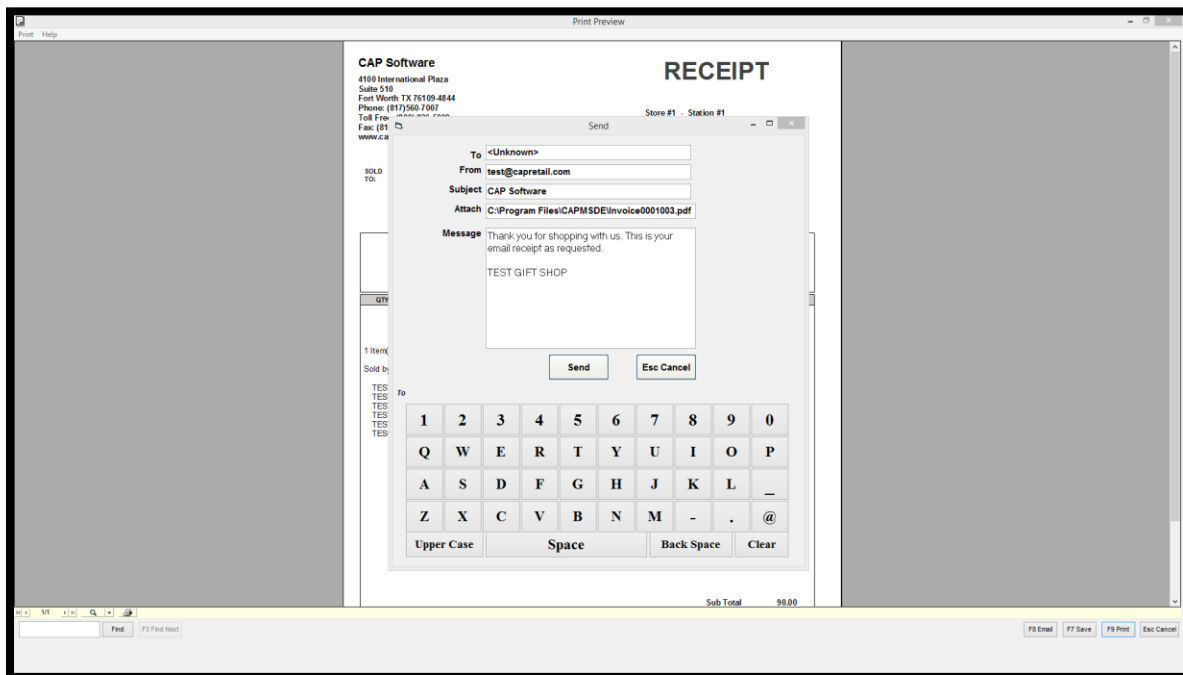
When you are finished adding items to a sale press **Tender** and select **Email**. This will create an email with a copy of the receipt. Finalize the sale by selecting the appropriate tender type.

The screenshot displays the CAP POS interface. At the top, it shows 'CAP POS', 'www.capretail.com', and the date 'Tuesday, October 14, 2014'. The interface is divided into several sections:

- Top Bar:** Contains buttons for PriceCheck, Quantity, Item, Name, Hot Keys, Open Dept, Operations, Exceptions, Tender, and Remark.
- Customer Information:** Shows 'Qty = 1' and 'Valued Customer'.
- Item List:** A table with columns: Qty, Item ID, Description, Price, and Total. It lists one item: '1 L5030 Monster Truck Conv Kit.rc10' with a price of 90.00 and a total of 90.00.
- Totals:** A summary box showing: Sub Total (90.00), Total Tax (16.75), Total Sale (106.75), and Amount Due (106.75).
- Tender Selection:** A grid of buttons for different payment methods: \$1 I, \$5 V, \$10 X, \$20 T, \$50 L, \$100 C, Cash 1, Cheque 2, Credit Crd 3, Debit 6, EBT 7, and Paypal 8. There is also an 'Exact Change' button.
- Receipt and Email Options:** Includes buttons for 'Accept F10', 'Cancel Esc', 'Email Receipt F9', and 'Switch Printer'.
- Bottom Bar:** Contains buttons for 'Sales Person' and 'Printer ON', along with a 'HELLO' message.

If a customer's name has an associated e-mail address in the Names module and their name was assigned to the sale, it will automatically populate the e-mail address and the receipt will be attached as a PDF. If a name was not selected, or no e-mail address is present, then you must manually type in the email address. The receipt will be attached as a PDF.

Press **Send** to email the receipt.



If you have your printer assignments all set to *Email*, you can tender directly from the main Multi-POS screen as well.

To e-mail a copy of a receipt, go to the main page of the POS. Select **Operations>>Find Transaction**. Search for the receipt by *Transaction* number, *Date*, or *Customer* name. Once found, press **Email**.

