Bluebell bbPOS eReceipt User Manual

Contents

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Getting Started

A new "Receipt Option Box" will be prompted for every "Checkout". User may choose the receipt type in this option box.

1. eReceipt Only – Send the receipt to customer through e-mail
2. Hard Copy Receipt Only – Print the paper receipt
3. Cancel – Return to the previous screen.

New receipt option box looks like this:

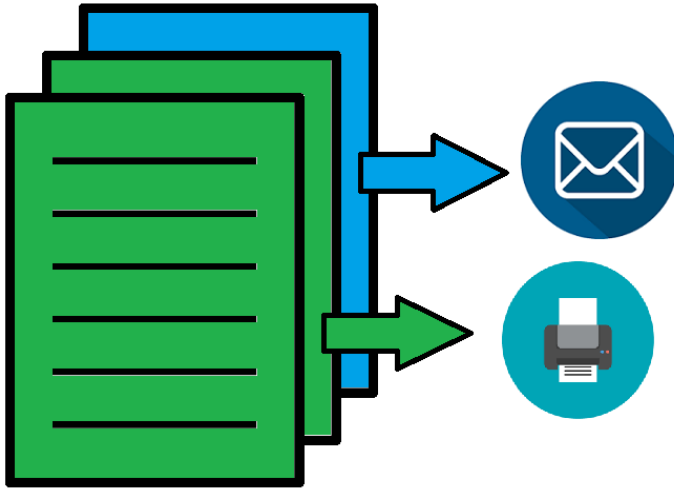The new eReceipt will look like this:

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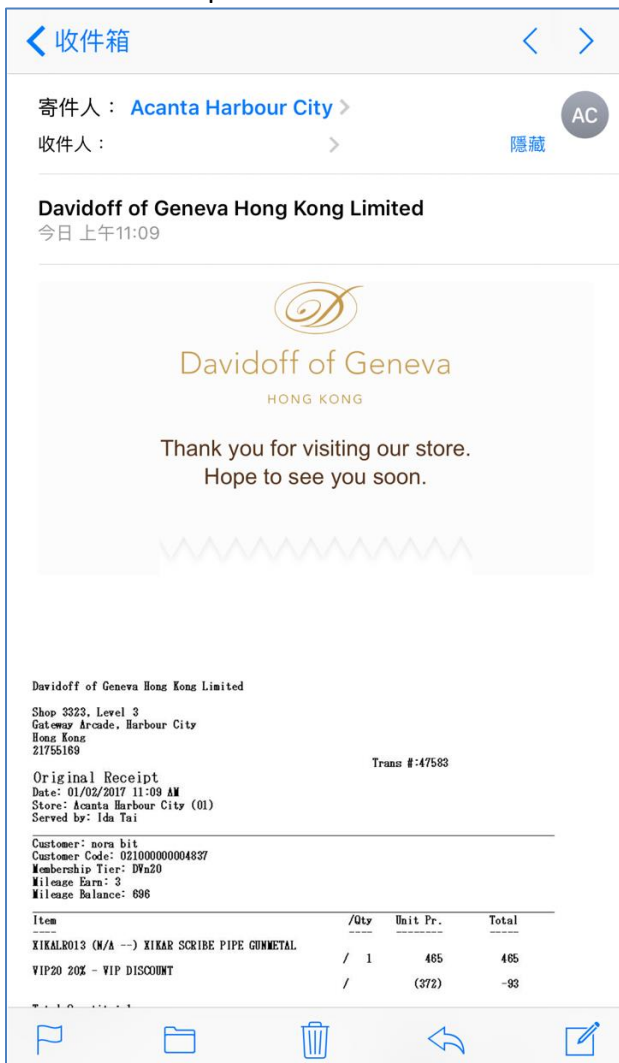
Procedure

User may choose the following steps to send or print receipts based on customer's preference.

1. eReceipt Only

If the system was set to print 3 copies of receipt for a transaction, first copy will be email to customer's mailbox, the other 2 copies will be printed.

1.1 Transaction without Customer

Receipt option box will be empty.

> i.   Input Customer email address
> ii. Select **[eReceipt Only]**
> iii. Continue with normal checkout process

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1.2 Transaction with Customer (no e-mail address in profile)

Receipt option box show customer name only.

eReceipt

Customer Name	TAI MAN CHAN
Last Sent	
Sent Times	
Customer Email	

✉ eReceipt Only	🖶 Hard Copy Only	✕ Cancel

    i.   Input Customer email address (for one time eReceipt email)
    ii.   Select **[eReceipt Only]**
    iii.   Continue with normal checkout process

1.3 Transaction with Customer (with e-mail address in profile)

Receipt option box show customer name, sent history and email address data collect from customer's profile.

eReceipt

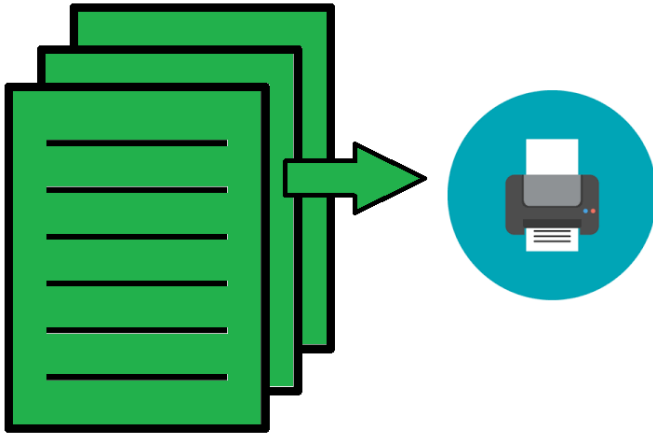|	
Customer Name	TAI MAN CHAN
Last Sent	27/01/2017
Sent Times	20
Customer Email	abc@bluebellgroup.com

✉ eReceipt Only	🖶 Hard Copy Only	✕ Cancel

    i.   Confirm email address with customer
    ii.   Select **[eReceipt Only]**
    iii.   Continue with normal checkout process

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2. Hard Copy Receipt/ Paper receipt Only

If the system was set to print 3 copies of receipts for a transaction, all 3 copies will be printed as usual.

2.1 Transaction with/ without Customer

eReceipt

Customer Name	TAI MAN CHAN
Last Sent	27/01/2017
Sent Times	20
Customer Email	abc@bluebellgroup.com

✉ eReceipt Only	🖶 Hard Copy Only	✗ Cancel

    i.   Select **[Hard Copy Only]**

    ii.   Continue with normal checkout process

3. Resend eReceipt

In case the customer needs an eReceipt again, user can resend it under the "Search Sales" function.

TX#	TX Type	TX Date
107365	Sale	07/02/2017 17:17:54
107364	Sale	07/02/2017 15:31:03
107363	Sale	07/02/2017 15:25:40
107362	Sale	07/02/2017 13:18:52
107361	Sale	07/02/2017 13:14:38
107360	Sale	07/02/2017 12:06:36
107359	Sale	07/02/2017 12:05:30
107358	Sale	07/02/2017 11:59:49

✉ eReceipt	🖶 Print	Load

    i.   Select specific sales

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ii.   Select **[eReceipt]**

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