

Bluebell bbPOS eReceipt User Manual

Contents

Gettir	ig Started	3
Proce	dure	4
1.	eReceipt Only	4
2.	Hard Copy Receipt/ Paper receipt Only	
3.	Resend eReceipt	6

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:

く 收件箱		$\langle \rangle$				
寄件人: Acanta Harbour(收件人:	City > >	AC 隱藏				
Davidoff of Geneva Hong Kong Limited 今日 上午11:09						
	D					
Davidoff	of Geneva					
HON	IG KONG					
HON						
Thank you for	visiting our store.					
Hope to s	ee you soon.					
Davidoff of Geneva Hong Kong Limited						
Shop 3323, Level 3 Gatemar Arcade, Harbour City Hong Kong 21755169	T 8.107.00					
Original Receipt Date: 01/02/2017 11:09 AM Store: Acanta Marbour City (01) Served by: Ida Tai	Truns #:47583 Original Receipt Date: 01/02/2017 11:09 AM Store: Acanta Harbour City (01) Stored by 1 da Tai					
Customer: nora bit Customer Code: 02100000004837 Membership Tier: DVn20 Mileage Earn: 3 Mileage Balance: 696						
Item	/Qty Unit Pr.	Total				
XIKALRO13 (N/A) XIKAR SCRIBE PIPE GUNNETAL	/ 1 465	465				
VIPZO ZOX - VIP DISCOUNT	/ (372)	-93				
P D						

Page 3 of 7

bluebell

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.

eReceipt				
Customer Name				
Last Sent				
Sent Times				
Customer Email				
eReceipt Only	Hard Copy Only	× Cancel		

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

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 N	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

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

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

- Select [Hard Copy Only] i.
- Continue with normal checkout process ii.

3. Resend eReceipt

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

TX#	ТХ Туре	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	P rint	Load

i. Select specific sales

Page 6 of 7

ii. Select [eReceipt]

Copyright 2017 © Bluebell (Asia) Ltd. All rights reserved.

bluebell