

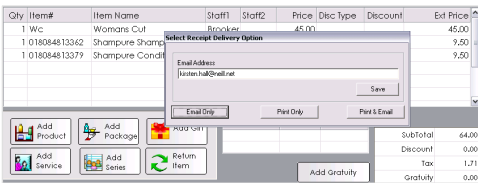
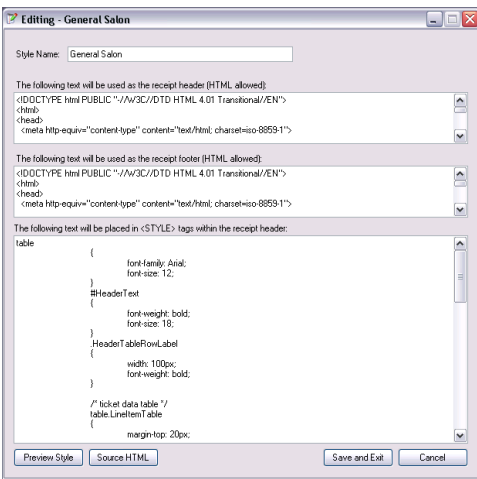
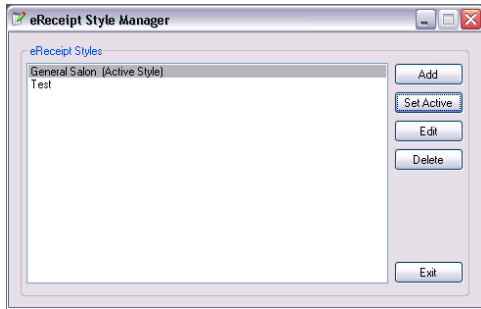
eReceipts

Use this guide to customize your electronic receipts.

Email Template Configuration

This feature allows you to customize your electronic receipts. HTML functionality is optional. You can use basic text if you are unfamiliar with HTML code. We recommend getting help from your web designer to create the HTML/CSS code. Both the Header and Footer fields will accept HTML while the Style field requires CSS.

1. From the main menu bar click the SBLauncher (Light Bulb icon) button, and then click Receipt Styles button (or double click the eReceipt Style Manager desktop shortcut).
2. Click the Add button to create a new receipt style.
3. Enter the name of the style and then click the OK button.
4. Enter the receipt header information in the header field. Enter the receipt footer information in the footer field.
5. The style box is the actual “body” of the receipt. This must be completed by a graphic designer or left blank.
6. Click the Preview Style button to preview your receipt.
7. The Source HTML button is reserved for graphic designers.
8. Click the Save and Exit button when finished.
9. Once you have saved your receipt style, you will set the one you want as active. Highlight by clicking once on the style and then click the Set Active button. You will see that the active style is selected by the active style in parenthesis.
10. Exit button when you are finished.



SalonBiz

1. From the main menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click the Set Default Settings button.
4. Scroll to the question, Email Receipt to Customer? Select ‘Yes’ from the drop down menu and then click the Save Answer button.
5. Click the Return to Previous Screen button.
6. From each ticket in SalonBiz when either the Print Ticket or Process Ticket button is selected you will be prompted with Receipt Delivery options.
 - Email Only – will automatically email the receipt to the client without printing a physical receipt.
 - Print Only – will print a physical receipt only.
 - Print & Email – will print a physical receipt and email a receipt to the client.
7. You can also enter a new email address or update email information in the Email Address field. This information will automatically update the client information file. Click the Save button if changes are made.
 - ❖ If the delivery option is set to email and the email fails to send, you will receive an error message.

neilltechnologies™
creators of SalonBiz® and SpaBiz®

303 south pine street | hammond la 70403
office 888.889.2802 | fax 985.429.9561
web salonbiz.com + spabiz.com

Ticket: 2
Staff: Js
Date: 9/25/2009
Drawer: reception
Status: Processed
Customer: Joe Customer

Qty	Item Number	Item Name	Staff 1	Staff 2	Price	Discount	Ext. Price
1	Ss1	Sample Service	Js		15.00	3.00	10.18
1	018084820681	Active Composition 2oz	Js		21.00	0.00	17.82

Sub Total: 33.00
Discount Total: 5.00
Sales Tax: 1.35
Gratuity Total: 3.00
Ticket Total: 32.35
Payments: 37.60
Change: -5.25

Pay Type	Amount	#
Cash	15.00	
Check	22.60	1234

follow us [f](#) [t](#) [b](#)

Please help protect our environment by limiting printed materials.