

How to Edit the Email Receipt Template

When emailing a receipt from Rest Professional, a global template can be configured to display in the body of the email.

Note: You will require the security level permissions of Statistics/Company Details/Passwords & above to edit the receipt email template.

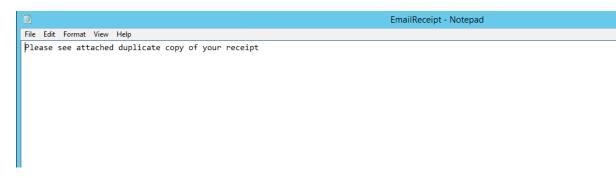
To edit the email template that is sent with the receipt, go to:

- Other > Utilities > Company Details > Defaults Tab
- Edit text files
- Select Duplicate receipt email text from the drop-down list
- Select Edit

	Company Details
ieneral Charges/Taxes	🖙 Internal Accounts Defaults Advertising Water Invoicing Third Party
	& reports Remittance Printing styles Now ork order Owner statement default v Counter rpt Creditor cheque style
Compar	y Logo to be printed on report headers Browse
Owner, Property, Tenant De	efaults
Income & Exper Owner tenancy agreement Tenant tenancy agreement Tenant Invoice Cor Miscellaneous defaults	ry/Postage 5.00 Disbursement Fee 0.00 nditure Fee 30.00 Inspection Fee(Excl) 50.00 fee default 30.00 Inspection Frequency M6 fee default 0.00 Holiday Management Fee 10.00
Edit text files Duplic	ate receipt email text 🗸 Edit
SMS provider email addres SMS default reply string. N Next Tax Invoice No. End Of Month Wizard Internal Payment Method	© Text@messages.com.au DTE: Does not apply to merge SMS's 101036 Auto deposit (EFT) ↓ Cancel - ESC

Next Notepad will display with the body text.

- Update the text file if required
- Select File > Save



Note: This text will send as the body of the receipt email with the receipt sent as an attachment.

01/03/2022 11:27 am AEDT