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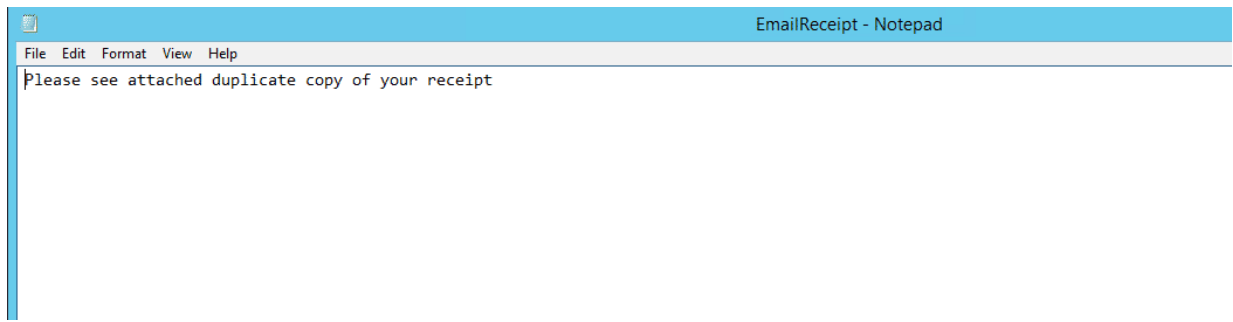
To edit the email template that is sent with the receipt, go to:

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

Next Notepad will display with the body text.

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

EmailReceipt - Notepad

File   Edit   Format   View   Help

Please see attached duplicate copy of your receipt

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

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