



myepos

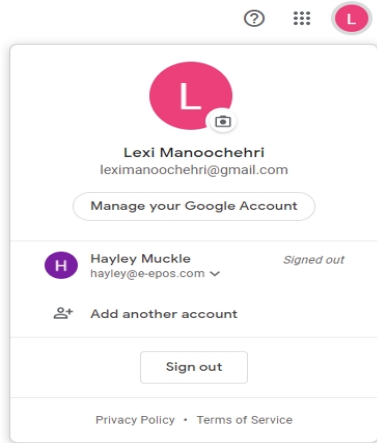
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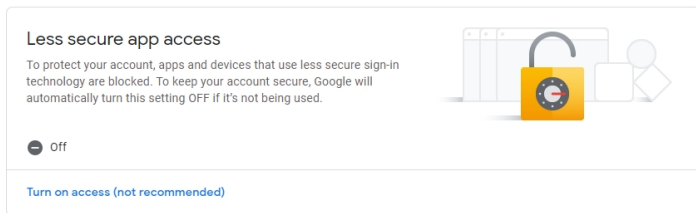
Google mail Setup

We recommend using email to send email receipts.

Firstly create a google account. Sign in on google and choose manage your google account.



Choose security and scroll down to less secure app access.



Turn on Access.

← Less secure app access

Some apps and devices use less secure sign-in technology, which makes your account vulnerable. You can turn off access for these apps, which we recommend, or turn it on if you want to use them despite the risks. Google will automatically turn this setting OFF if it's not being used. [Learn more](#)



Till Setup

On the EPOS System.

Go to settings, choose email account from the left-hand side

The screenshot displays the 'System Configuration - Email Account' page. On the left is a sidebar menu with categories like 'Network Paths / Terminal Config', 'Theme Settings', 'Company Information', 'Service Charge Settings', 'Product Enquiry Fields', 'Head Office Update Configuration', 'eCommerce Connection Settings', 'Fuel Prices Per Litre', 'Customer Display Text', 'Hotel Interface', 'Staff Appointments', and 'Online Order System'. Below these are sub-categories: 'Email Account', 'POS Report', 'Order Printer /', 'Hardware Settings', 'Customer Settings', 'EFT / Other Settings', 'Email Messages', 'POS Options', 'Receipt Options', 'Admin Options', 'Eat In / Take Out', and 'TFT Display'. The 'Email Account' sub-category is selected. The main area contains fields for 'Sender Name' (myEPOS), 'Sender Email' (leximanoochehri@gmail.com), 'Reply To' (leximanoochehri@gmail.com), 'User Name' (leximanoochehri@gmail.com), and 'Password' (masked with asterisks). A 'Show' button is next to the password field. Below these is the 'Mail Server' section with radio buttons for 'Manually Configure' and 'GMAIL' (selected). The 'GMAIL' option has a text field containing 'smtp.gmail.com:587' and a checked checkbox for 'Use SSL?'. A 'Keyboard Off' button is in the top right. At the bottom, there is a 'Search' button, a 'Quick Search' input field, and 'Cancel' and 'Save' buttons.

Sender Name: Shop Name
Sender Email: Gmail email address
Reply To: Gmail email address
Username: Gmail email address
Password: Gmail Password

Use

When setting up a customer ensure you enter an email address:

Customers Module
 Id: 00008 Clear
 Name: Charlie Willetts 3 Orders Present View
 Address: 6 St Peters Walk
 Town: Droitwich
 County: Worcestershire
 Area: Bromsgrove List X
 Country:
 Post Code: WR98EU List
 Mobile:
 Land Line:
 Email: lexi@myepos.com
 Last Activity: 27/01/2021
 No. of Sales: 19
 Sales Value: £1235.90
 Account Balance: £1062.00 Print

Q W E R T Y U I O P <-- 7 8 9
 A S D F G H J K L Enter 4 5 6
 \ Z X C V B N M / ' * 1 2 3
 " & @ % SPACE : + , - _ 0 00 .
 Edit Details On CAPS On Cancel Save Create A New Order Order Present - Click To Open

When you complete payment on the change screen choose Email invoice

Thu 28 Jan 2021 Tara Kirkland 11:37:18 Store #1 Server Online Receipt Printer On-line 1 Orders Waiting Review
 Print Delivery Note **Email Invoice** Print Invoice Print Gift Receipt Print Receipt
Transaction Value
£14.10
 Cash
£20.00
 Change Due
£5.90
Touch Here to Exit
 myepos touch
 Copyright (c) 2021 All Rights Reserved
 Dealer Licence for Demonstration Purposes Only
 Not Licenced for End User

Confirm email address or manually enter one

On-Screen Keyboard
 lex@myepos.com CLEAR
 Q W **E** R T Y U I O P <-- 7 8 9
 A S D F G H J K L Enter 4 5 6
 \ Z X C V B N M / ' * 1 2 3
 " & @ % SPACE : + , - _ 0 00 .
 < > ; = ? | () [] £ # ! ^
 Clear Field & Exit CAPS On Shift Off Cancel OK

Press OK and the invoice will be sent by email.