How to Receive Copy of Order Confirmation Emails

On inTouch first go to ‘Management’

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Then ‘Occasional Menu’

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Click on 'Internet Options'

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Go to 'Confirmation'

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You will then see a box called 'Email'

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At the bottom you will see 'Send BCC to'

image_1616155191461.png

In this box you will need to add the email where you wish to receive the copy of the confirmation email

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Once done press 'Finished'

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And 'Exit'

image_1613148262170.png

If you have Online Ordering with us it will ask you to ‘Upload Menu to Website’

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If so click ‘Yes’ to upload

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And 'Main Menu'

image-1613588916403.png

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