

How to Receive Copy of Order Confirmation Emails

On inTouch first go to 'Management'

image-1613146419137.png

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

image-1616155286374.png

Once done press 'Finished'

image-161615538197.png

And 'Exit'

image-1613148262170.png

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

image-1613148605714.png

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**If so click 'Yes' to upload
image-1613148727380.png**

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And 'Main Menu'

image-1613588916403.png

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