Processing Refunds within InTouch

The option to allow refund first needs to be enabled to do this, you go into management > Occasional Menu > Options.

Once in options, select the "Security" tab and on the right hand side in the "Orders" section look for the "Refunds" drop down box

2021-08-06 13_43_40-Window.png

With refunds enabled, you can now go into "review orders" in the occasional menu,

2021-08-06 13_11_16-Window.png

In review orders, you will need to select which day the order was placed on and then select "Review Orders" from the menu provided.

2021-08-06 13_11_54-Window.png

Onc you select the day and review orders, you can select the order that needs to be refunded

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