

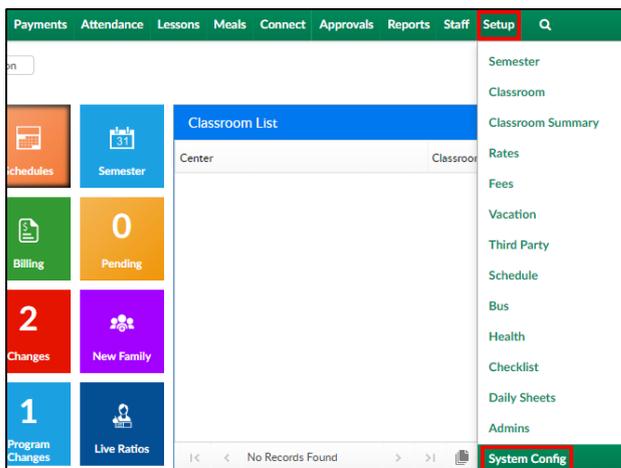
Family Record, Receipts Tab

Last Modified on 01/08/2019 3:49 pm EST

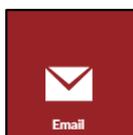
The Receipts tab within the Family record contains email receipts that were sent to parents after they register their existing student(s) into a program.

Setting up the Email Template

1. Click Setup, then select System Config



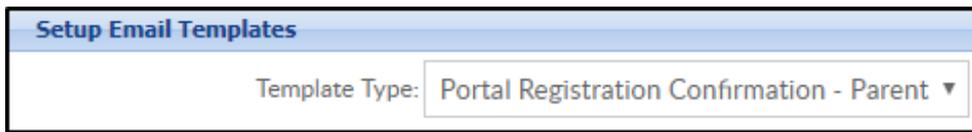
2. Select Email



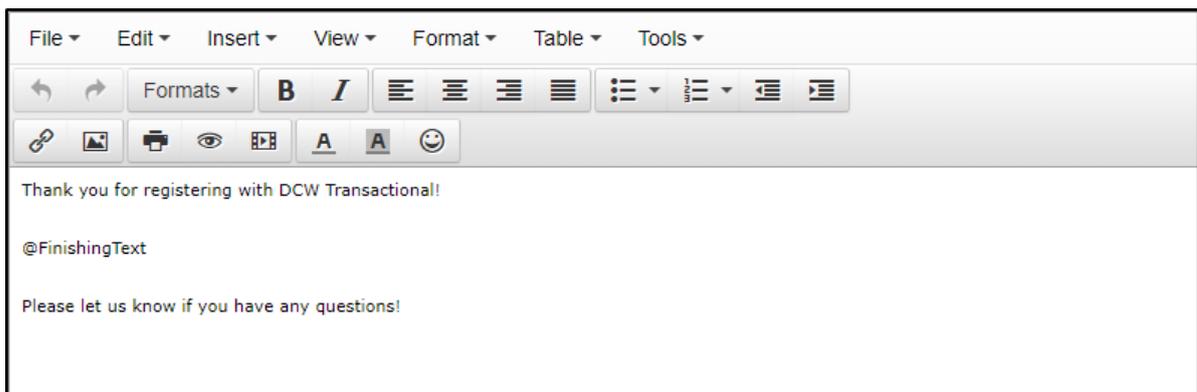
3. Navigate to the Template Type drop-down

A screenshot of a 'Setup Email Account' form. The form has several input fields: SMTP server (192.168.33.15:2525), SMTP User (dcw_jhennig), SMTP Password (masked with dots), Do Not Reply Email (donotreply@cirrusgroup.com), Email Timeout (Default - 20 seconds), and Staff-Sent Emails (Default - Send 'on behalf of' staff and with staff reply-to). There are also input fields for Max Emails Per Staff-Sent Batch (50) and two buttons: SAVE CONFIG and DELETE CONFIG. Below the form, there is a section titled 'Custom Email Template Types' with a sub-section 'Setup Email Templates'. A dropdown menu labeled 'Template Type' is highlighted with a red box, showing '--' as the selected option.

4. Select the Template Type: Portal Registration Confirmation - Parent



5. Choose a message format
 - PLAIN
 - HTML (recommended)
6. Apply To: (This option is only available when setting up the template under the business level)
 - Current Center Only - the template will be created for the current center
 - All Centers - the template will be created for all centers under the business level
7. Enter a Subject for the email
8. Enter the email message



9. Click Save
10. This message will appear in the Receipts tab of returning families after registration

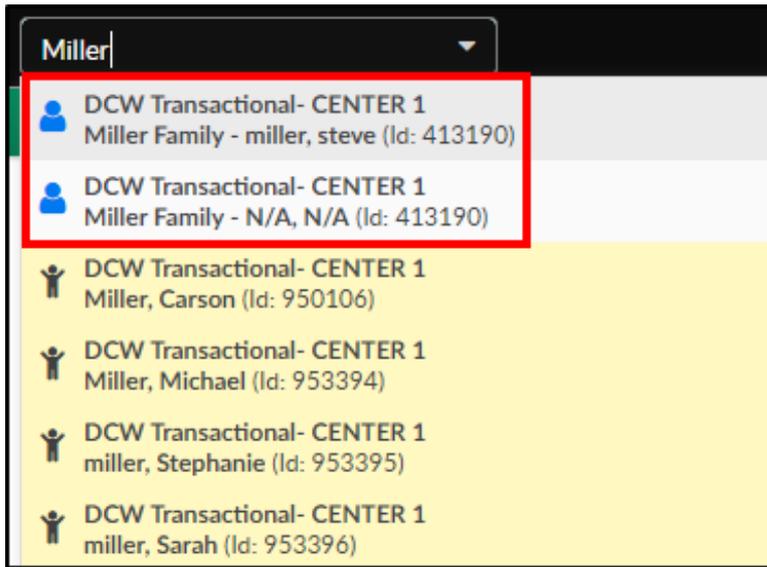
Please Note: Program specific Finishing Text can be setup in the [room configuration screen](#) .

Viewing Receipts

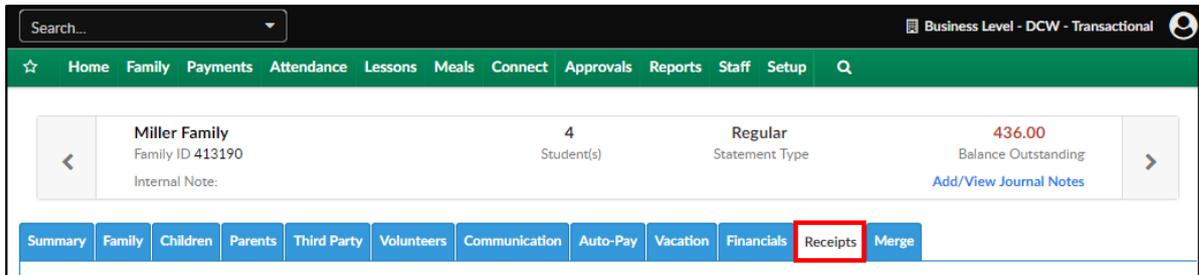
To view the email receipts sent to parents, follow the steps below:

1. Search by the student's last name in the top search field

2. Click on of the parent/guardian's name



3. Click the Receipts tab



4. Locate the receipt to view. **Please Note:** receipts are in order by date, newest on top. If there were several registration confirmation emails sent, they will all be listed separately

Receipts	
Receipt	
	01/08/2019
	01/08/2019
	01/08/2019
	12/28/2018
	12/28/2018
	12/21/2018
	12/21/2018
	12/18/2018
	12/10/2018
	12/06/2018
	11/15/2018

5. Click on the date to view. The receipt will display in the Receipt section

Receipts	Receipt
Receipt	N/A This is a confirmation email that a parent will receive when they register for a program.
 01/08/2019	Program: DCW Transactional- CENTER 1 Girl Scouts - Extra Programs - Extracurricular Activities 2018 We look forward to seeing you for our first Girl Scouts meeting on January 22!
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	
	