

## **Sending a Text Message Receipt**

In normal concession activity, it is ***NOT*** recommended to send a receipt to a customer. However, if the need arises, there is an option. Here, we will walk through the procedure of sending a “Text Message Receipt.”

1. From the home screen, tap the “History” button.



- Once the history loads, look for the transaction you would like to send a **“Text Message Receipt”** for. This can be done by typing in the **“Search”** box or scrolling through the list.

The screenshot shows a mobile application interface with a search bar at the top, a list of transactions, and three action buttons at the bottom. The search bar is highlighted with a yellow circle. The transactions list includes details such as TSM number, payment type, date, time, status, and amount. The action buttons are labeled 'Credit Card Refund', 'Text Message A Receipt', and 'Restore To Order Picker'.

8:18 PM Tue Mar 22

05 Test League - Test Concession

Search For (Order #, Name, Cell #, Amount)

Search Clear

TSM-262502 *CC	03/22/2022 8:17PM - Delivered	John Holland - (405) 615-2346	\$9.00
TSM-262501 *CC	03/22/2022 8:16PM - Delivered	Window 2 005	\$9.00
TSM-262500 *CC	03/22/2022 8:15PM - PAID	Window 2 004	\$8.00
TSM-262499	03/22/2022 8:14PM - PAID	Window 2 003	\$5.00
TSM-262434 *CC	03/22/2022 2:17PM - Delivered	John Holland - (405) 615-2346	\$2.50
TSM-262404	03/22/2022 10:23AM - DELIVERED	Window 2 No name	\$8.00
TSM-262403	03/22/2022 10:20AM - REFUNDED	Window 2 JOHN	\$3.00
TSM-262402	03/22/2022 10:18AM - Delivered	Window 2 No name	\$2.00
TSM-262401	03/22/2022 10:10AM - Delivered		

Order Amount \$ 0

Credit Card Refund Text Message A Receipt Restore To Order Picker

3. Tap the “Transaction” you would like to send a “Text Message Receipt” for. The detail of the items sold will appear in the column on the right to help identify the correct transaction.

The screenshot shows a mobile application interface for a concession stand. The top status bar displays the time as 8:18 PM on Tuesday, March 22, and the battery level at 27%. The app title is "405 Test League - Test Concession".

On the left, there is a search bar with the placeholder text "Search For (Order #, Name, Cell #, Amount)". Below the search bar are "Search" and "Clear" buttons. A list of transactions follows, each with a transaction ID, payment method, date, time, status, and amount. A hand icon points to the transaction TSM-262501.

On the right, a detailed view of items is shown, circled in yellow. It lists three items: "1 Monster - Blue" for \$3.00, "2 Corn Dog" for \$4.00, and "1 Pickle" for \$1.00. Below this list is a summary section with "Order Amount" (\$8.00), "Convenience Fee" (\$1.00), and "Charged Amount" (\$9.00).

At the bottom, there are three large colored circles representing actions: a red circle for "Credit Card Refund", a green circle for "Text Message A Receipt", and an orange circle for "Restore To Order Picker".

Transaction ID	Payment Method	Date	Time	Status	Amount
TSM-262502	*CC	03/22/2022	8:17PM	Delivered	\$9.00
TSM-262501	*CC	03/22/2022	8:16PM	Delivered	\$9.00
TSM-262500	*CC	03/22/2022	8:15PM	PAID	\$8.00
TSM-262499		03/22/2022	8:14PM	PAID	\$5.00
TSM-262434	*CC	03/22/2022	2:17PM	Delivered	\$2.50
TSM-262404		03/22/2022	10:23AM	DELIVERED	\$8.00
TSM-262403		03/22/2022	10:20AM	REFUNDED	\$3.00
TSM-262402		03/22/2022	10:18AM	Delivered	\$2.00
TSM-262401		03/22/2022	10:10AM	Delivered	

Item	Quantity	Price
Monster - Blue	1	\$3.00
Corn Dog	2	\$4.00
Pickle	1	\$1.00

Category	Amount
Order Amount	\$ 8.00
Convenience Fee	\$ 1.00
Charged Amount	\$ 9.00

4. Tap the "Text Message a Receipt" button.

8:18 PM Tue Mar 22 405 Test League - Test Concession

Search For (Order #, Name, Cell #, Amount)

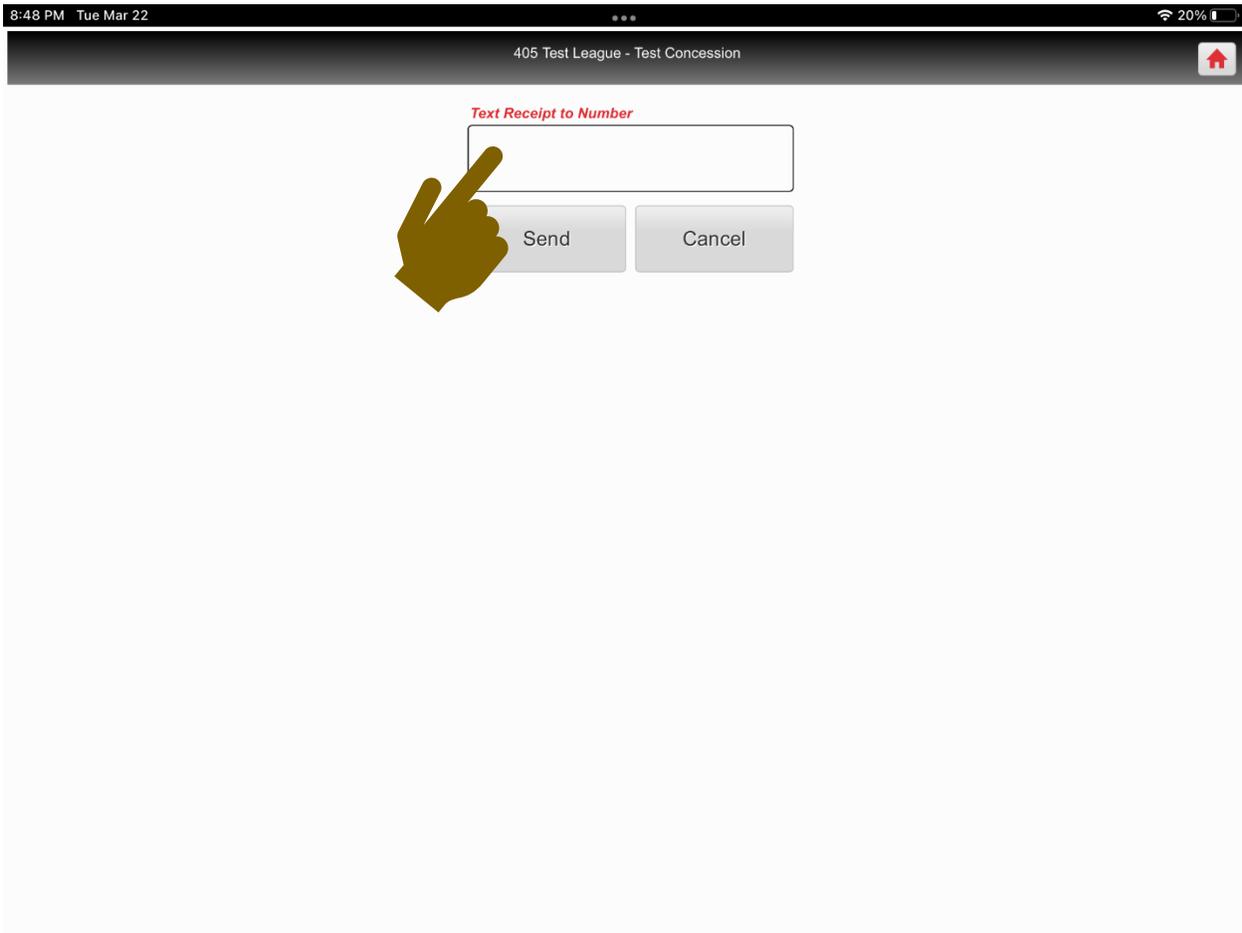
Search Clear

<b>TSM-262502 *CC</b> John Holland - (405) 615-2346	03/22/2022 8:17PM - Delivered	\$9.00
<b>TSM-262501 *CC</b> Window 2 005	03/22/2022 8:16PM - Delivered	\$9.00
<b>TSM-262500 *CC</b> Window 2 004	03/22/2022 8:15PM - PAID	\$8.00
<b>TSM-262499</b> Window 2 003	03/22/2022 8:14PM - PAID	\$5.00
<b>TSM-262434 *CC</b> John Holland - (405) 615-2346	03/22/2022 2:17PM - Delivered	\$2.50
<b>TSM-262404</b> Window 2 No name	03/22/2022 10:23AM - DELIVERED	\$8.00
<b>TSM-262403</b> Window 2 JOHN	03/22/2022 10:20AM - REFUNDED	\$3.00
<b>TSM-262402</b> Window 2 No name	03/22/2022 10:18AM - Delivered	\$2.00
<b>TSM-262401</b> Window 2 BU	03/22/2022 10:10AM - Delivered	

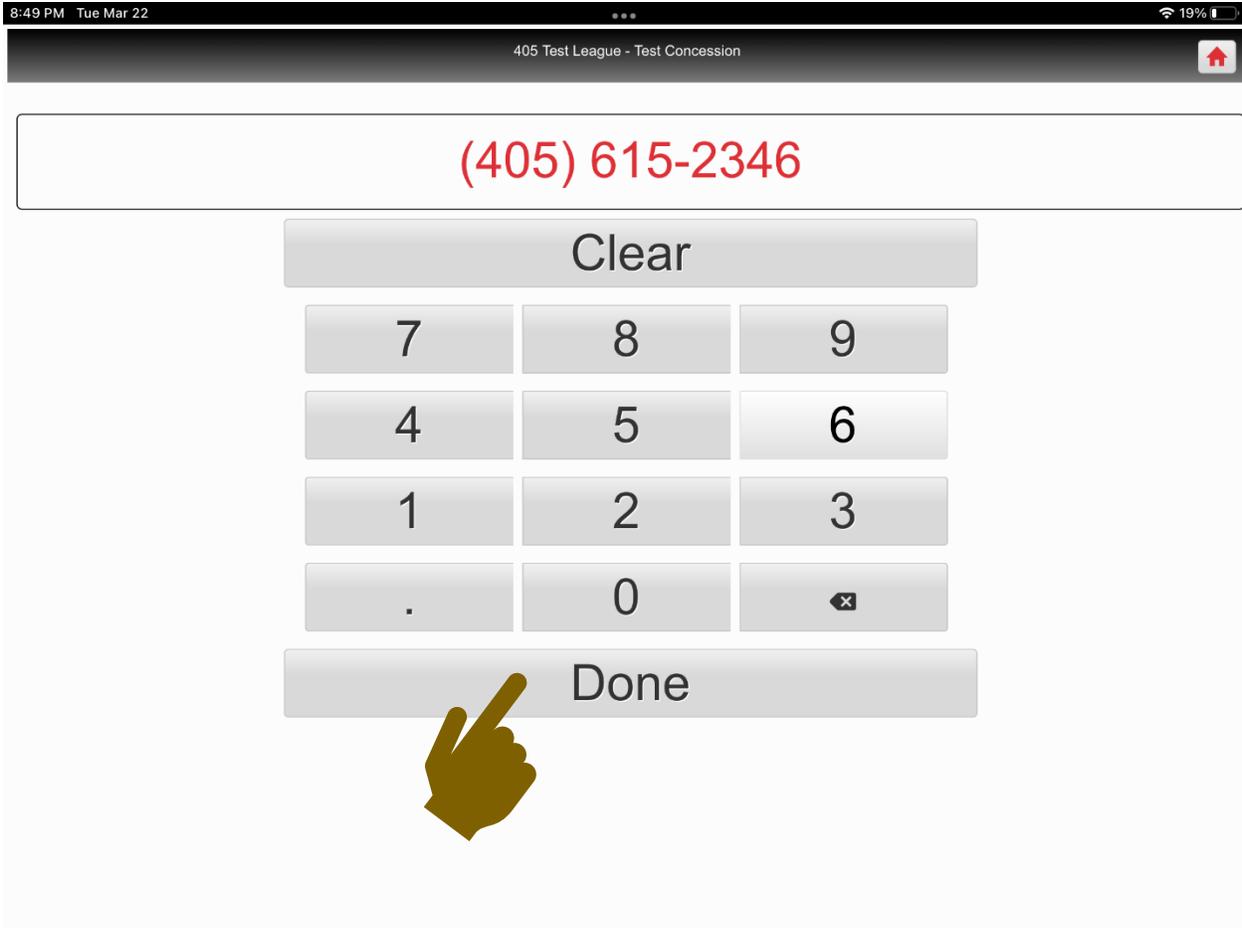
1 Monster - Blue	\$3.00
2 Corn Dog	\$4.00
1 Pickle	\$1.00
Order Amount	\$ 8.00
Convenience Fee	\$ 1.00
Charged Amount	\$ 9.00

Credit Card Refund Text Message A Receipt Restore To Order Picker

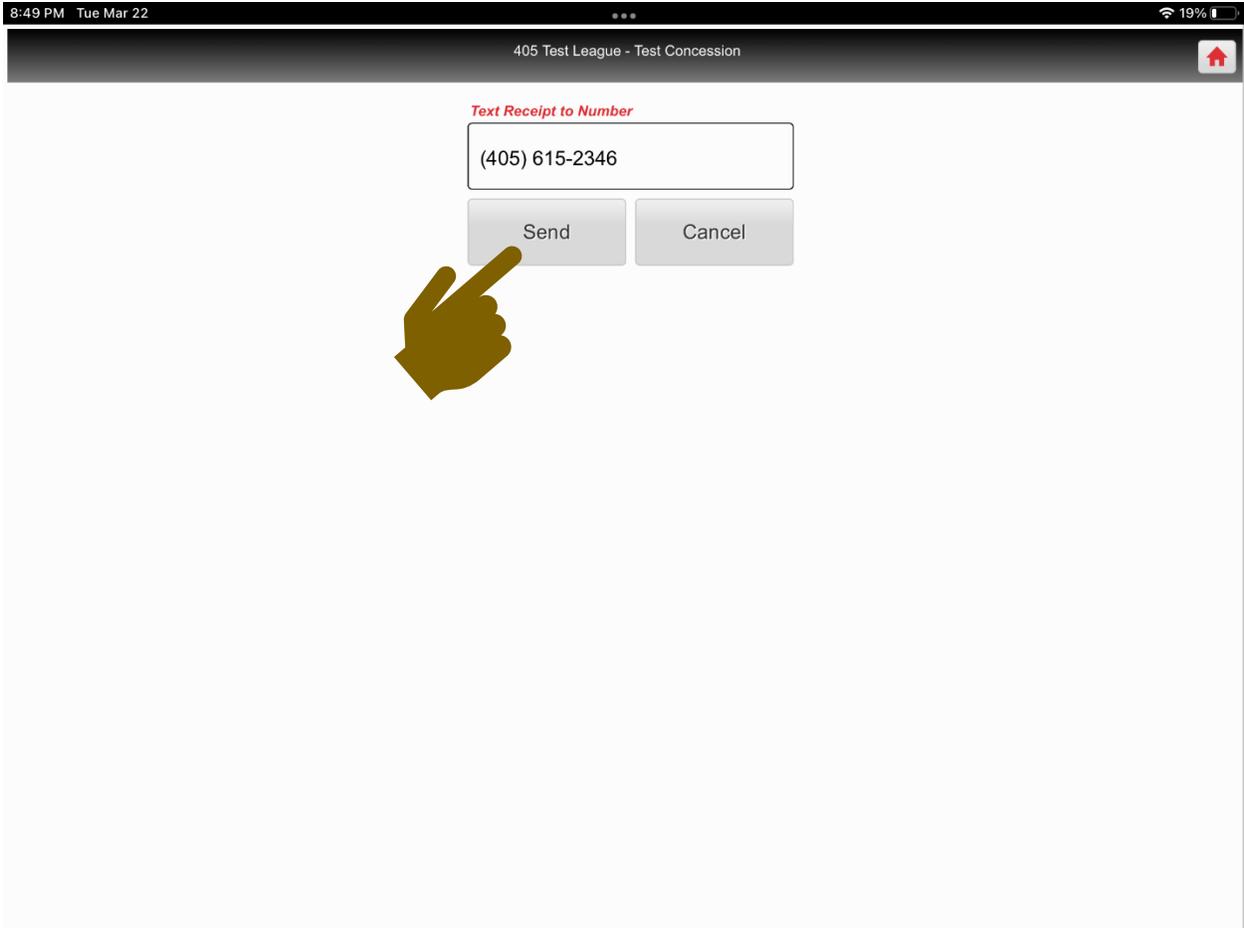
5. A screen will appear with a **“Text Receipt to Number”** box. Tap on the box.



6. A numeric keypad will appear. Type the phone number of the customer you are sending a **“Text Message Receipt”** to. Tap the **“Done”** button at the bottom of the screen.



7. The **“Text Message a Receipt”** screen will re-appear with the phone number. Tap the **“Send”** button.



8. The customer will receive a **“Text Message Receipt.”**

