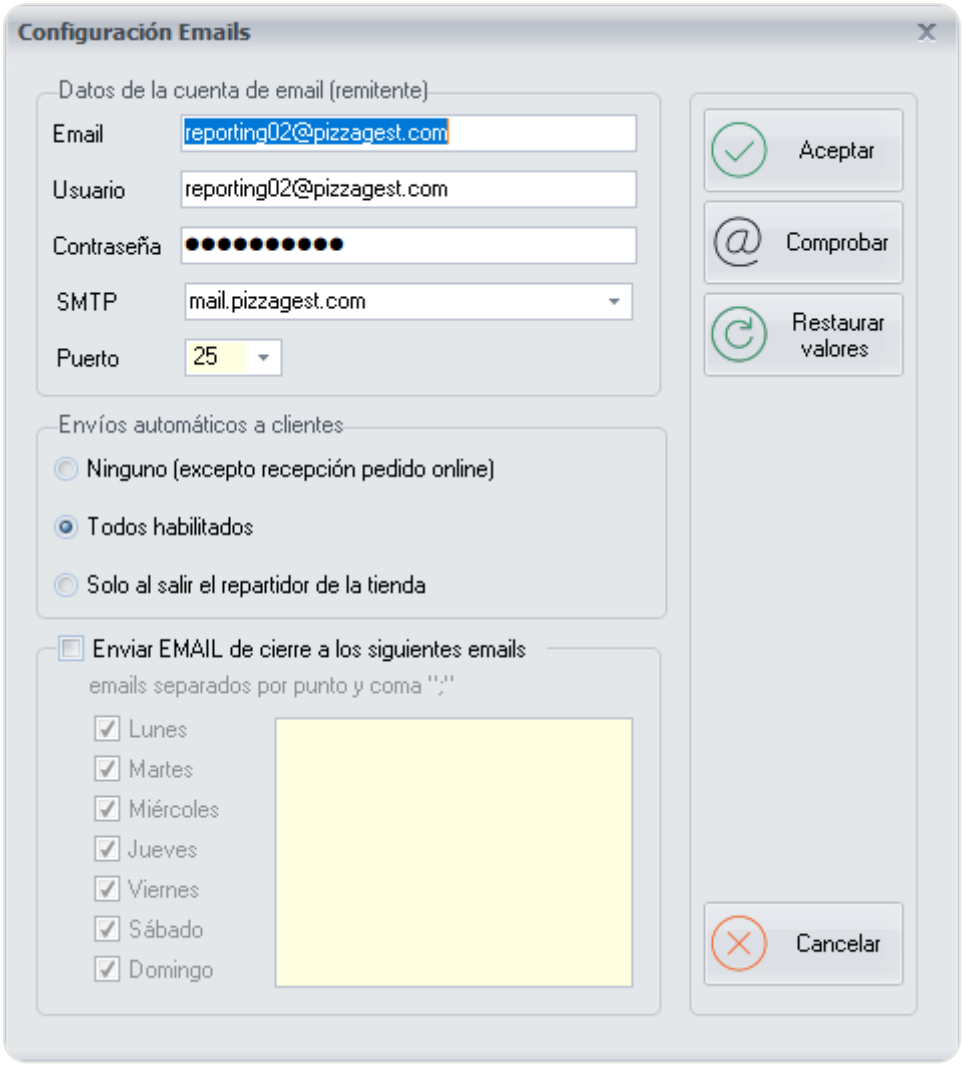
Email Settings

On this screen you set up the email account PizzaGest sends emails from and which automatic emails are sent.

How to get here: email button on the General Options screen.



> Emails can only be sent to customers who have authorized it and who have the**Authorize GDPR** field enabled (the customer authorizes the use of their data for commercial purposes) on the Customer Management screen.

Email account data (sender)

- **Email**: the email address the emails are sent from.
- **User**: the user of the email account entered in the **Email** field. In most cases it is the same as the email.
- **Password**: the password of the email account entered in the **Email** field.
- **SMTP**: the SMTP server of your email account. The account provider has to give it to you.
- **Port**: the port of the SMTP server of your email account. The account provider has to give it to you.

Automatic emails to customers

There are two automatic emails: the one that warns that the driver is leaving the branch to deliver the delivery order, and the one that confirms that you have

received the order, when the customer places it from the web.

Option	Driver departure warning	Web order confirmation
None (except online order receipt)	Not sent	Sent
All enabled	Sent	Sent
Only when the driver leaves the branch	Sent	Not sent

Daily closing notification email

You can also send a notification email when you do the Daily closing. It can be sent to several email accounts, and you choose the days of the week on which you want it to be sent.

This email shows:

- The number of orders of the day.
- The total sales of the day.
- The total expenses of the day.
- The person responsible for the closing.

In addition, you receive the reports of the day's cash counts, the day's delayed orders and the day's total sales, which can be obtained from the Daily Reports

screen.

Buttons

They are on the right side of the screen:

- **Check**: if you add a recipient email in the box below and click this button, you check whether you receive a test email from PizzaGest. This way you verify that the account data is set up correctly.
- **Restore values**: restores the default email values. An internal PizzaGest account appears as the sender email account, although it is recommended that each user have their own personal account.
- **Ok**: click it when you have finished the Email settings.
- **Cancel**: closes the screen without saving.

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