

## **Resend Daily Detail Email**

There are many reasons you may need to resend the Daily Detail Email (added a user, reimported data, need to update the previous night's GM note entry etc.)

## To trigger the daily email to be resent with a data reimport, follow the steps below:

- 1. Navigate to the Daily Journal (efish home page) [Operations > Daily Detail Email]
- 2. Select the location and date for which you would like to resend the email.
- 3. Click the [Reimport POS Data] option on the top right.
- 4. Enter the date(s) for which you wish to resend the email along with running a data reimport.
- 5. Leave the [Labor, Deposit, & Payouts checkboxes] unchecked unless you wish to EXCLUDE that data in the reimport.
- 6. Check the [(Re)Send Daily Email checkbox] under "Other Options" Before clicking the [Reimport] button.
  - This will trigger both the data reimport AND the Daily Detail Email to be resent with updated data once reimported. (allow 5-7min after clicking the reimport button for loading.)

orting - Accounting	► Administration    Here	ome 🔻	_	Ai	m Sign Out
Reimport PC	OS Data		×		
Location: Wired V	Vine Bar North				
Maximum date range:	14 days		M Ent	ries	Reimport POS Data
Start Date:		End Date:			
08/18/2023		08/18/2023			
Select Data That You V Checks and Payments a	Nant to EXCLUDE From The Reare always included in reimports.	import (if any) <mark>(toggle all)</mark>	Го Da \$0.	te Las 00 \$2,470	t year % ,167.47 -100.0%
Labor	Deposits	Payouts			
If you are re-importing la	abor, any changes made on using	efish will be overwritten.			
			- 84		
Other Options					
🗹 (Re)Send Daily Ema	ail				
		Cancel	Reimport %	Labor Cost	% of Sales

## To resend the Daily Detail email WITHOUT reimporting data, follow the steps below:

- 7. Navigate to the Daily Journal (efish home page) [Operations > Daily Detail Email.]
- 8. Select the location and date for which you would like to resend the email.
- 9. Click [Add/Edit GM Entries] on the top right.

	Daily Journal for Friday, August 18, 20	023	
Thu < Fri 08/18/2023	Location: Wired Wine Bar North V	Add/Edit GM Entries	CReimport POS Data



pointblanksoftware.com/help

- 10. In the GM Reporting tab type any letter or number in the note field or modify the present note in some way and click **[save.]**
- 11. Click the [Send Email Upon Saving] checkbox.
- 12. Click [Save.]

			ВКВ	- 0	8 /	18,				
GM Reporting Cash Reconcilia	tion Paid Outs To Process	Inventory	Labor Settings							
G M J O U R N A L										
B I U ABC ≣ ≣ ≣ Styles ▼ Paragraph ▼										
三 ]三   津 律   🤊 (*   ∞ 👾 😃 😻 🛷 🛞 HTML										
$-2$ $\square   \mathbf{x}_{1}   \mathbf{x}_{2}   \Omega $										
enter or modify any text in this field, then Click the [Send Email Upon Saving] checkbox followed by [Save]										
Path: p » strong » span										
Send Email Upon Saving										
Save Cancel	]									

• **Note:** Making any change to the existing GM journal text and then clicking the [Send Email Upon Saving] box before saving will resend that days Daily Detail Email.