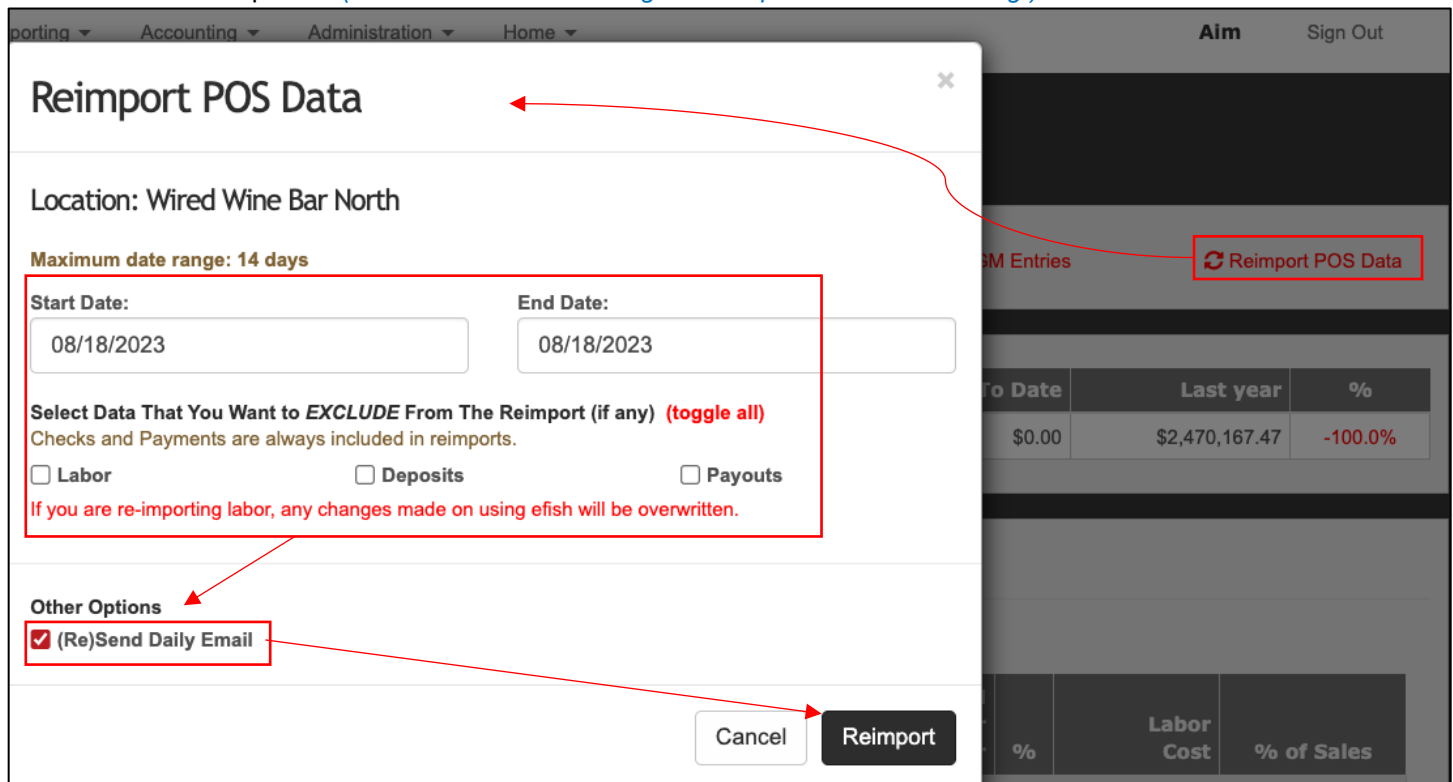


## Resend Daily Detail Email

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.)



**Reimport POS Data**

Location: Wired Wine Bar North

Maximum date range: 14 days

Start Date: 08/18/2023 End Date: 08/18/2023

Select Data That You Want to **EXCLUDE** From The Reimport (if any) (toggle all)  
Checks and Payments are always included in reimports.

☐ Labor ☐ Deposits ☐ Payouts

If you are re-importing labor, any changes made on using efish will be overwritten.

Other Options

☒ (Re)Send Daily Email

Cancel Reimport

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, 2023

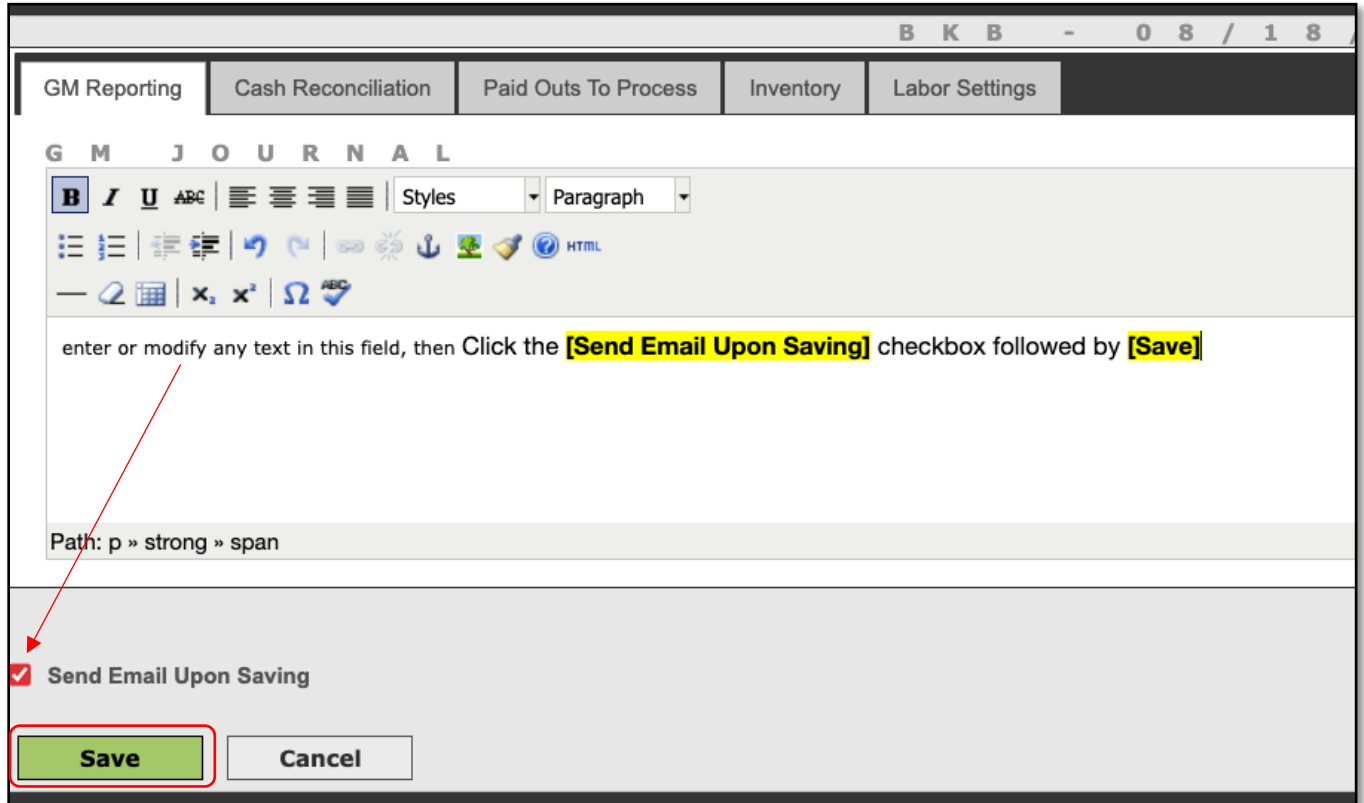
Thu < Fri 08/18/2023 📅 > Sat

Location: Wired Wine Bar North

Add/Edit GM Entries

Reimport POS Data

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.]**



- **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.