

Save paper—Email Receipts

Tip for 10.15.18

Do you prefer your receipt printed or emailed to you? Ask your patrons!

In version 6: There isn't a specific email field for receipts. But you can print (save) the receipt as a PDF and email that to the patron.

In version 7: For any transaction, check the box to **Email Receipt** and/or **Print Receipt**. If your [email](#) is set up, and the patron has an email in [Patron Management](#), the Email field will automatically fill with their email address.