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- General Settings**
- Navigation Settings
- Mappings

Name:

Category:

Button Header:

Color:

Font Size:

Confirmation:

Execute Once

Clear Selection

Toggle Values

Values:

Save

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  - Execute Bill Print Job
  - Execute Kitchen Orders Print Job
- Execute Ticket Command
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  - Move Orders
  - Change Order Price
- Lock Ticket
  - Lock Ticket
- Mark Ticket as Closed
  - Mark Ticket as Closed
- Save Report to File
  - Save EOD Reports to File
- Send Email
  - Test Email
- Start Process
  - AC Run Calculator
- Tag Order
  - AC Discount 10%
  - AC Discount 5%
  - AC Discount 15%

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Keyboard

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Editing Action (Save EOD Reports to File)

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Action Name:

Action Type:

Parameters:

Report Name:

File Name:

Keyboard

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Automation < Automation Commands [x] Actions [x] Editing Action (Test Email) [x]

**Actions**

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Action Name: Test Email

Action Type: Send Email

Parameters:

SMTP Server: smtp.gmail.com

SMTP User: [redacted]@gmail.com

SMTP Password: [redacted]

SMTP Port: 587

To E Mail Address: [redacted]@gmail.com

Subject: Report Test

CC Email Addresses: [redacted]@gmail.com

From E Mail Address: [redacted]@gmail.com

E Mail Message: Here is Report

File Name: D:\SambaPOS\Reports\WP\_[=Helper.GetUniqueString().substr(4,2)][=Helper.GetUniqueString().substr(6,2)][=Helper.GetUniqueString

Delete File: False

Bypass Ssl Errors: True

Save

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**Rules**

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General Settings

Rule Name: Test Email

Event Name: Work Period Ended

Custom Constraint List

Execute rule if: Matches

[Add Custom Constraint](#)

Actions: [Select Actions](#)

Save EOD Reports to File

Constraint: [ ]

Test Email

Constraint: [ ]

Tags: [ ]

Save

Keyboard Administrator Main Menu

4. Click the **Forwarding and POP/IMAP** tab.

5. In the "IMAP Access" section, select **Enable IMAP**.

6. Click **Save Changes**.

### Step 2: Change your IMAP settings in your email client

Use the table below to update your client with the correct information. For help updating your settings, search your email client's Help Center for instructions on setting up IMAP.

Incoming Mail (IMAP) Server	imap.gmail.com
	Requires SSL: Yes
	Port: 993
Outgoing Mail (SMTP) Server	smtp.gmail.com
	Requires SSL: Yes
	Requires TLS: Yes (if available)
	Requires Authentication: Yes
	Port for SSL: 465
	Port for TLS/STARTTLS: 587
Full Name or Display Name	Your name
Account Name, User name, or Email address	Your full email address
Password	Your Gmail password

**Troubleshoot problems**

Next, make changes on your email client

Go to your client, like Microsoft Outlook, and check these settings.

Incoming Mail (POP) Server	pop.gmail.com
	Requires SSL: Yes
	Port: 995
Outgoing Mail (SMTP) Server	smtp.gmail.com
	Requires SSL: Yes
	Requires TLS: Yes (if available)
	Requires Authentication: Yes
	Port for SSL: 465
	Port for TLS/STARTTLS: 587
	<b>If you use Gmail with your work or school account, enter <code>mail.domain.com</code>, then select Port 110.</b>
Server timeouts	Greater than 1 minute (5 is recommended)
Full Name or Display Name	Your name
Account Name, User Name, or Email address	Your email address
Password	Your Gmail password

