How To Change E-mails For Order And Offline Notices

Log into Letsget Web Portal

https://admin.letsget.net/Private/Welcome.aspx

If you need your login information again, please call 800-750-3947 or log a support ticket at http://www.granburyrs.com/support/login.php

1. On the left-hand navigation menu click on Locations and Menus

2. Click on Edit
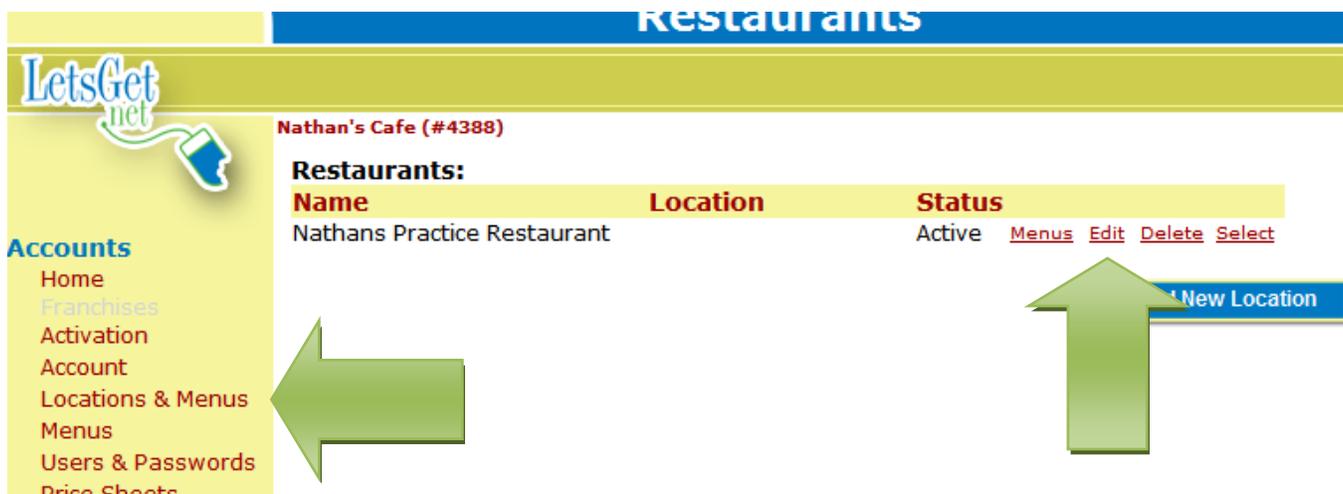
3. Scroll Down to the 4th section **ORDER NOTIFICATION**

4. Locate Secondary Order Notification
    a. Confirm there is a check mark in the small box left of "By Email"
    b. Enter the email address or addresses to which you want the notices to go. You may enter multiple addresses. Each address should be separated by a comma and no spaces.

ORDER NOTIFICATION

Primary Order Notification	○ No Primary Order Notification
	⦿ By Fax ($.10 charge per order)
	○ By Transmission to LetsGet Monitor or POS
	○ Direct to POS
	We strongly recommend fax or LetsGet Monitor/POS notification,
Secondary Order Notification	☐ By Email Enter Email Address
Confirm Notification	By Phone [ ] ($.25 charge per order)
	By Pager [ ]
	Email
Alert Override	Alert PSO if [100] out of [100] orders fail.
Last Alert Date	

5. Scroll to the bottom of the page and click blue **Save** button

Wed	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾ ☑
Thu	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾ ☑
Fri	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾ ☑
Sat	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾ ☑
Sun	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾	[ ]:[ ]	AM ▾	[ ]:[ ]	PM ▾ ☑

▸ indicates required field

[Cancel]   [Save]