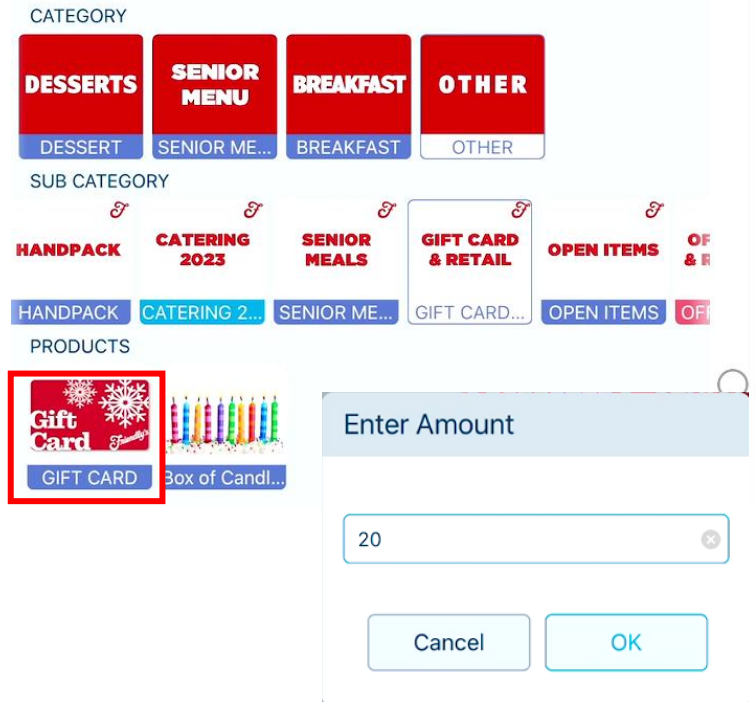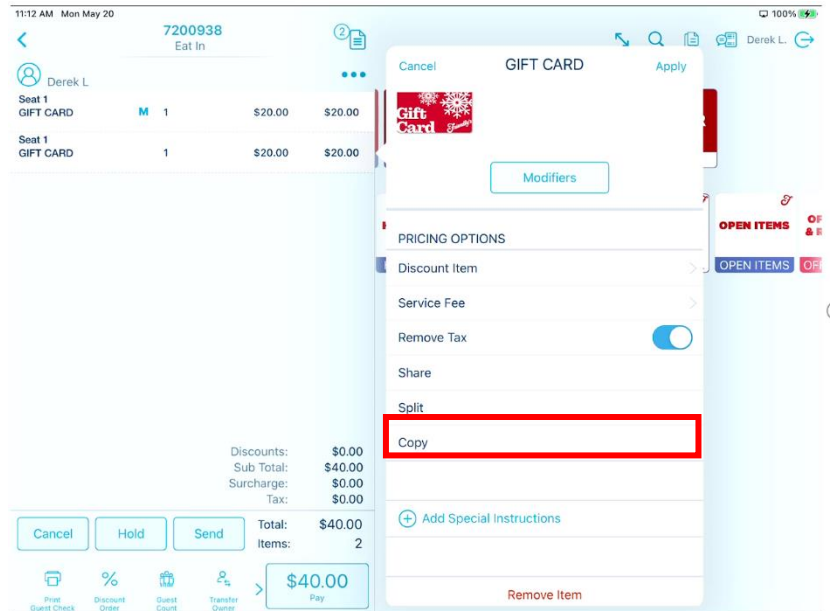# Gift Card Procedures

PURCHASING OR RELOADING A GIFT CARD

1. A gift card can be added to an existing transaction or a new transaction. The Gift Card product is located under the **'Other'** category tab.

2. Enter value of gift card being purchased and tap **"OK".**

3. If you are complete with the quantity of gift cards, then move to STEP 4. If the customer is ordering multiple cards with the same amount, we can use the copy feature or just simply continue to add Gift Cards in the denominations requested.
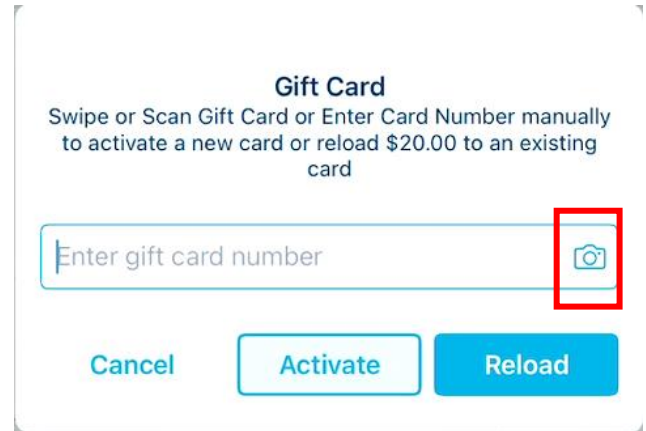
To Copy an Existing Item:

- Long press the item to engage the item popup menu
- Press Copy
- Repeat as necessary

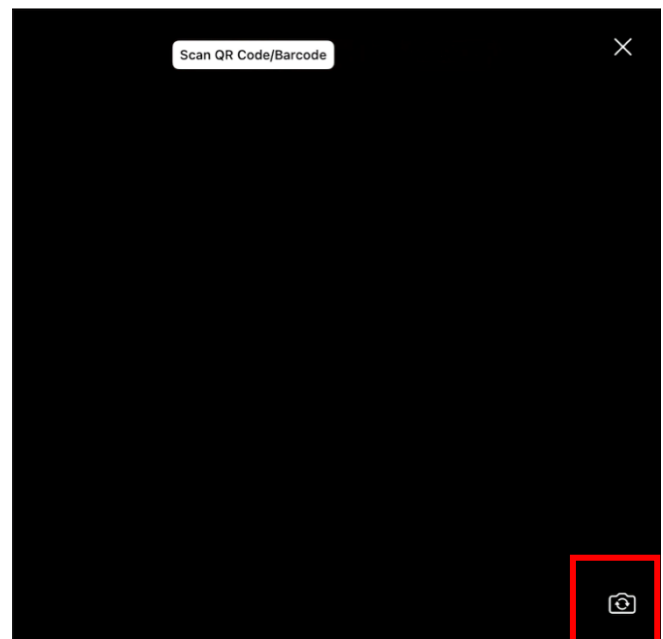4. Press '**Pay'** and select payment method and proceed with payment.

5. Once the order balance due is fulfilled (or at least a partial payment is made to satisfy the cost of the gift card being purchased), the system will request the card number (for the first gift card, if applicable) be swiped, scanned, or manually entered. You can scan the card by selecting the camera icon.

Gift Card

Swipe or Scan Gift Card or Enter Card Number manually to activate a new card or reload $20.00 to an existing card

Enter gift card number

Cancel   Activate   Reload

6. If using the camera feature, once the camera window pops up you can scan the gift card by holding the barcode on the back of the card in camera view on the front camera or as the recommended method turn the camera around using the reverse icon.
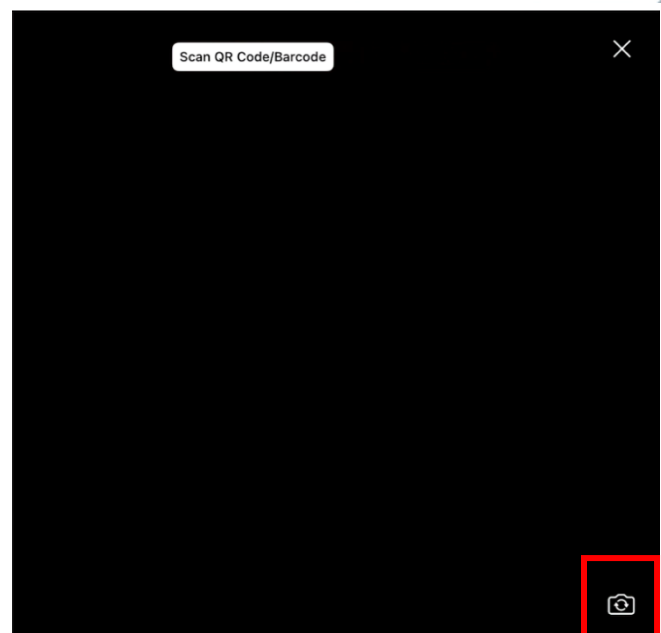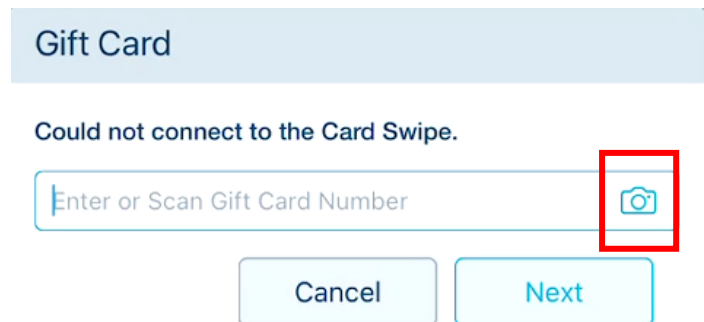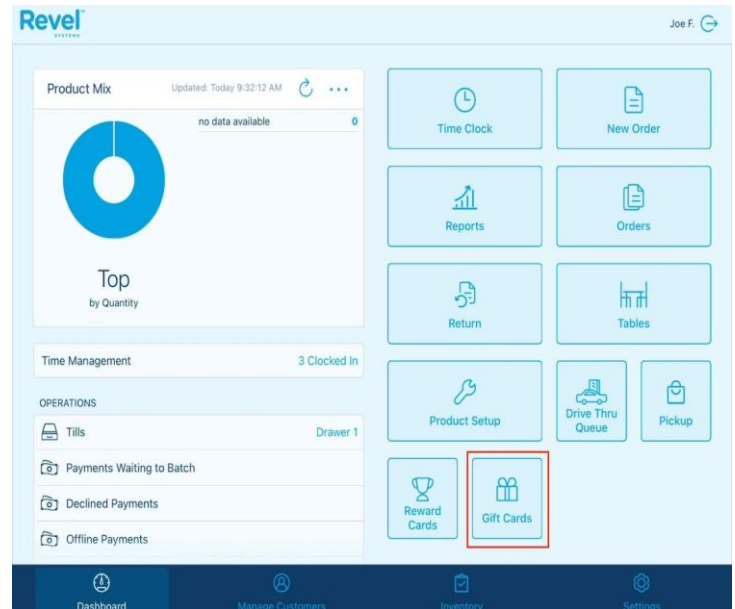

Scan QR Code/Barcode

7. Once the card has been scanned press either Activate or Reload depending on the status of the gift card.

8. The system will validate and display the amount on the card and should print a 'gift receipt' to be handed to the customer with the gift card.
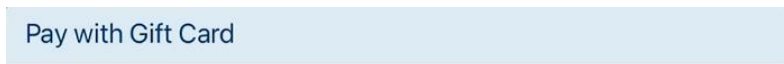
CHECKING THE BALANCE OF A GIFT CARD

1. Log into your point of sale & tap '**Gift Cards'** from the Dashboard.

2. You will be presented with a pop-up window prompting you to choose with '**Managing a Gift Card'.** This allows you to view the remaining balance on an already activated gift card.

3. You can swipe the gift card OR use the camera system. This is done by selecting the camera icon.

4. If using the camera feature, once the camera window pops up you can scan the gift card by holding the barcode on the back of the card in camera view on the front camera or as the recommended method turn the camera around using the reverse icon.
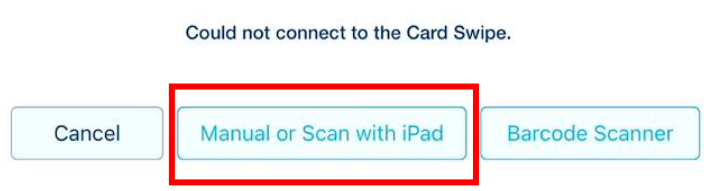
5. A window will appear and display the current value.
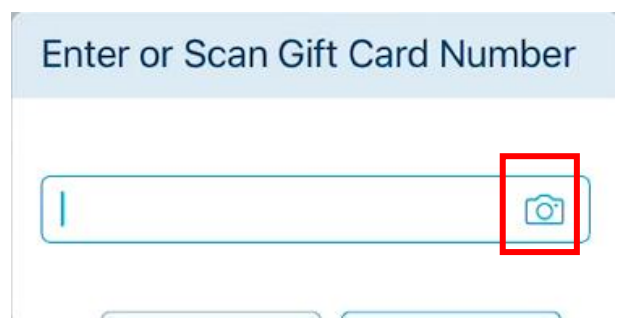
PAYING WITH A GIFT CARD

1. Follow regular transaction procedures and steps of service. A gift card can be used as a partial or full payment amount depending on the value stored on the card.
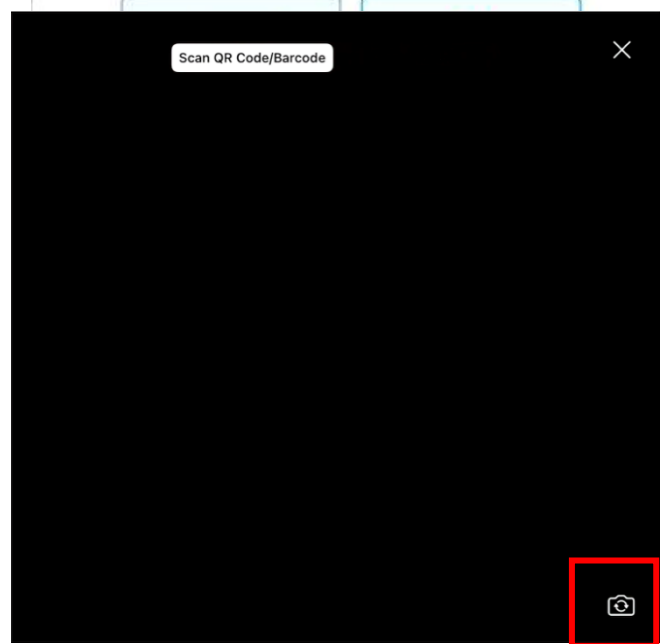

2. As many locations do not have a swipe device we will use the camera system. This will be done by pressing **'Manual or Scan with iPad'**

3. The next screen will allow you to swipe the card, enter the card number manually, or use the camera feature.

4. If using the camera feature, once the camera window pops up you can scan the gift card by holding the barcode on the back of the card in camera view on the front camera or as the recommended method turn the camera around using the reverse icon.

5. Once the card has been scanned press Ok. This will apply a gift card payment to the transaction.