

GiftCard Quick Reference Guide

Accessing The Gift Card Application

1. At the main screen, press **F2**.
2. Press **2** to select **GiftCard**.
3. To return to the Debit/Credit application, press **F2** and then **1** to select **PAYMENT**.

Processing Transactions

Activating/Loading Cards

1. At the main screen, press **OK**.
2. Press **1** to select **ACTIV/LOAD**.
3. Enter your 3-digit clerk ID and press **OK**.
4. Swipe the card you wish to activate.
5. Enter the amount you wish to load on the card and press **OK**.

Loading A Card

1. At the main screen press **OK**.
2. Press **2** to select **LOAD**.
3. Enter your 3-digit clerk ID and press **OK**.
4. Swipe the card you wish to load.
5. Enter the amount you wish to load and press **OK**.

Voiding A Load

1. At the main screen press **OK**.
2. Press **3** to select **VOID**.
3. Enter your 3-digit clerk ID and press **OK**.
4. Swipe the gift card.
5. Enter the sequence number (**SEQ#**) found on the load receipt.
6. Enter the authorization number (**AUTH#**) found on the load receipt.

****Note : Loads can only be voided if they are contained in the current batch.**

Performing A Sale

1. At the main screen press **OK**.
2. Press **F1** to scroll down.
3. Press **4** to select **SALE**.
4. Enter your 3-digit clerk ID and press **OK**.

5. Swipe the gift card.
6. Enter the amount of the sale and press **OK**.

Reprinting The Last Successful Transaction

1. At the main screen press **OK**.
2. Press **F1** to scroll down.
3. Press **5** to select **REPRINT**.

Reporting Options

Transaction Enquiries

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **4** to select **REPORTS**.
4. Enter the supervisor password (**111111**).
5. Press **1** to select **TRANS ENQ**.
6. Press **1**, to select **ALL**, for a printout of all of the transactions, **OR**;
7. Press **2** to select **CLERK ID** for a printout of all transactions for a specific clerk, **OR**;
 - a. Enter the clerk ID and press **OK**.
8. Press **3** to select **DATE** for a printout of all the transactions for a specific date.
 - a. Enter the date in the format of **MMDDYY** and press **OK**.

Day End Totals

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **4** to select **REPORTS**.
4. Enter the supervisor password (**111111**).
5. Press **2** to select **DAY END TOTALS**
 - a. This will print out a summary of all of the transactions in the current batch.

Closing The Batch

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **4** to select **REPORTS**.
4. Enter the supervisor password (**111111**).
5. Press **3** to select **CLOSE BATCH**.
6. When prompted to confirm the deletion, press **F1** for **YES**.

Clerk Options

Adding A Clerk ID

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **5** to select **CLERK MENU**.
4. Enter the supervisor password (**111111**)
5. Press **1** to select **ADD ID**
6. Enter the clerk ID you wish to add and press **OK**.
7. When prompted to add another ID, select **YES** (press **F1**) to add another or **NO** (press **F3**) to return to the menu.

Deleting A Clerk ID

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **5** to select **CLERK MENU**.
4. Enter the supervisor password (**111111**).
5. Press **2** to select **DELETE ID**.
6. Press **F1** to delete all clerk IDs, **OR**;
7. Press **F3** to delete a single clerk ID.
 - a. Enter the clerk ID to be deleted and press **OK**.

Printing A Lists of Clerk IDs

1. At the main screen press the **ADMIN** button.
2. Press **F1** to scroll down.
3. Press **5** to select **CLERK MENU**.
4. Enter the supervisor password (**111111**).
5. Press **3** to select **PRINT ID LIST**.