

LOADING, REDEEMING, CHECKING BALANCES GIFT CARDS

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HOW TO LOAD A GIFT CARD

- 1. Open a Table or Cash & Carry order
- 2. Once in the Order Screen, choose Other Options.



3. Choose Load Gift/Loyalty Acct



4. Swipe the Gift Card



5. Choose Load

Table: LOUNGE 15	Server: silverware		MAIN MENU	Page: 1/3 (
		* 6	BREAKFAST MAINS	FIRE	ALL DAY MENU	Send
		1	DESSERTS	a	LASSIC COCKTAILS	Reorder
(Gift/Loyalty Cards - Load Tender	_				
	Tap 'Load' to add tender to the card. For balance info	ormation	n tap 'Card Information'.		TAILS	Discount
		Card Ty	pe: Loyalty/Gift Card			m
	Car	d Numb	er. Hann hanne h		/ HOUR	Void
		Card En	ry: Swiped		RITS	× Cancel
	Load		Manual Entry	Find Cance		
(5	FIRE CA	FIRE CA		Other
T T J J	Subtotal: \$0.00 Taxes: \$0.00 Total: \$0.00	* C 6 *	****FIRE C4****	****FIRE C5**** ***	***FIRE C6****	Transfer
Description	Client			S 1	^	6
test	Assign Client		Groups Modifie	rs Quantity Spli	it Print	Pay

6. Enter the amount you wish to load on the Gift Card. Press OK.

ĺ.	Enter Amount	to Load:			CLASSIC COC
Gift/Loyalty Cards - Load Tender				\$100.00	
Tap 'Load' to add tender to the car	ок	1	2	3	
	Back	4	5	6	es.
	Clear	7	8	9	RI
Load	Cancel	0	00	+/-	

Tak	ble: LOUNGE 15	Server: silverware			MAIN MENU	Page:	1/3 < >	
Guest: 1 * <i>C1</i> *	L Cift Card (0017)		\$100.00	÷	BREAKFAST MAINS	FIRE	ALL DAY MENU	Send
			\$100.00	1				G
				*	DESSERTS		CLASSIC COCKTAILS	Reorder
				C 2 *	BEER KIDS N	IENU DELIVERY CHARGE	SPECIALTY COCKTAILS	Discount
				C 3 *	GLS WINE	BTL WINE	HAPPY HOUR	Woid
				* 4 *	OPEN ITEMS	NA BEVERAGE	SPIRITS	Cancel
		Subtotal	\$100.00	* C 5 *	****FIRE C1****	****FIRE C2****	****FIRE C3****	Other
		SERVICE CHARGE: Taxes: Total:	\$18.00 \$0.00 \$118.00	* C 6 *	****FIRE C4****	****FIRE C5****	*****FIRE C6****	Transfer
	Description	Client					<u>۲</u>	
	test	Assign Client			Groups Modifie	ers Quantity	Split Print	Pay

7. The Gift Card should now be loaded.

8. Choose Pay and tender out the order.

Table: LOUNGE 15	Server: silverware		MAIN MENU	Page:	1/3 < >	
Guest: 1	00.0012	÷	BREAKFAST MAINS	FIRE	ALL DAY MENU	Send
	0.00.00	1	DESSERTS		CLASSIC COCKTAILS	Reorder
		* C 2 *	REED VIDS N	AENUL DELIVERY CHARGE	SPECIALTY	Discount
		*	DEEK KIDS I	AENO DEETERI OIDINGE	COCKTAILS	
		C 3 *	GLS WINE	BTL WINE	HAPPY HOUR	Woid
		* C 4 *	OPEN ITEMS	NA BEVERAGE	SPIRITS	Cancel
	Subtotal \$100.00	* C 5 *	****FIRE C1****	****FIRE C2****	****FIRE C3****	O
	SERVICE CHARGE: \$18.00 Taxes: \$0.00 Total: \$118.00	* C 6 *	****FIRE C4****	****FIRE C5****	****FIRE C6****	Transfer
					53	
Description			Groups Modifie	ers Quantity	Split Print	Pay
test	Assign Client					

HOW TO CHECK BALANCE OF GIFT CARD

METHOD 1

1. From the Floorplan Screen, choose "Other Options."



2. Choose "Loyalty/Gift Card Balance"



3. Swipe the Gift Card

wipe/scan a loyalty/o	gift card to see the account	t details. Tap on 'Print'
Card Inquired:	:	
	Name	
Prev	neid Belence,	
\$110.99	part barance.	
 0	- Points	
E:	xpiry Date	
Never		
Mea: 0	l Plan Limit	
Mea:	ls Remaining	
		The second se
Modify Client	Order History	Preferences
Modify Client Rewards	Order History Manual	Preferences Print

METHOD 2

- 1. Open a Table or Cash & Carry order
- 2. Once in the Order Screen, choose Other Options.



Miscellaneous Tasks		
Change Guests	Change Price Level	Item Lookup
Assign Client	Load Gift/Loyalty Acct	Check Gift/Loyalty Balance
Apply Gratuity	Tax Exempt	No Sale
Redeem Coupon	Redeem Points (Issue Coupon)	Order Details
Order History	Print Invoice (Order)	Split
Hold & Fire	Enable Customer Ordering	Transfer
Assign User	View Order Emails	Assign/Change Reservation
Apply Voucher	Generate Order Code	
	Close	•••

3. Choose "Check Gift/Loyalty Balance

4. Swipe the Gift Card

Loyalty/Gift Card Balance								
Swipe/scan a loyalty/gift card to see the account details. Tap on 'Print' to print the details.								
Card Inquired:	: - Name							
Prepaid Balance: \$110.99 Points								
Never	Never							
меал 0 Меал 0	Meal Plan Limit 0 Meals Remaining							
Modify Client	Order History	Preferences						
Rewards	Manual	Print						
Notify	Clear Client Data	Close						

HOW TO REDEEM A GIFT CARD

- **1.** From the Payment Screen, swipe the Gift Card.
- 2. Choose "Assign Client and Pay"

Che	ck: 11604	Quick Cash Payment:			
Guest: 1 1 CHEESE CAKE 1 CHEESE CAKE	\$6.00 \$6.00	\$16	\$20	\$30	\$40
		Payment Methods			
		hy did you swipe/scan? Assign Client	Credit PM Card	S Post On-Acct	Other
		Assign Client and Pay			
		Pay			
		Cancel			
				Funds Required	\$15.24
		Change Tip	Change Total	Remove Payment	Close Check
	Subtotal: \$12.00 SERVICE CHARGE: \$2.16 Taxes: \$1.08 Total: \$15.24	Previous N Check Ci	ext Biscount	O Other Ch	int eck

3. Choose Authorize.

Process Authorization	
You can change the amount by tapping 'Change Amou	nt' or 'Split Amount'. When ready, tap 'Authorize' or 'Force'.
Server Name: silverware	Card Type: GIFTCARD
Table Number: LOUNGE 6	Card Number:
Check Number:	Card Expiry:
Check Total: \$15.24	Card Holder:
Check Balance: \$0.00	Entry Method: Swiped
	Charge Amount:
	\$15.24
Authorize Manual	Amount Cancel

4. The Gift Card is now applied to the Check.

	Check: 11604		Quick Cash Payment:					
Guest: 1 0017 1 CHEESE CAKE 1 CHEESE CAKE		\$6.00 \$6.00	\$16	\$20	С	\$3	30	\$40
			Payment Methods Cash	Credit Card	PMS	5 Post	On-Acct	Other
			Current Payments:				*	
							Change Due:	\$0.00
			Change Tip	Change T	otal	Remove	Payment	Close Check
	Subtotal: 5 SERVICE CHARGE: Taxes: Total:	\$12.00 \$2.16 \$1.08 \$15.24	Previous N Cheek Cl	Jext heek Di	scount	Other	Prir Che	nt ck Exit

5. To Add a Tip, choose "Change Tip".

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	Check: 11604	Quick Cash Payment:					
Guest: 1 0017 1 CHEESE CAKE 1 CHEESE CAKE	\$6.00 \$6.00	\$16	\$20	C	\$	30	\$40
		Payment Methods					
		Cash	Credit Card	PMS	i Post	On-Acct	Other
		Current Payments:					
		Gift Card (0017)				\$0.00	\$15.24
						Change Due	\$0.00
		Change Tip	Change To	otal	Remov	ve Payment	Close Check
	Subtotal: \$12.00 SERVICE CHARGE: \$2.16 Taxes: \$1.08 Total: \$15.24	Previous N Citeok C	Vext heak Disc	count	Othe	Pri Che	nt eck

6. Enter the Tip Amount, press OK.

			\$5.00	
ок	1	2	3	
Back	4	5	6	
Clear	7	8	9	
Cancel	0	00	+/-	

7. You can now close the Check.

	Check: 11604		Quick Cash Payment:					
Guest: 1 0017 1 CHEESE CAKE		\$6.00 \$6.00	\$16	\$20	C	\$	30	\$40
		J 0.00	Payment Methods					
			Cash	Credit Card	PMS	S Post	On-Acct	Other
			Current Payments:					
			Gift Card (0017)				\$5.00	\$20.24
							Tip Amount	* \$5.00
			Change Tip	Change T	otal	Remo	ve Payment	Close Check
	Subtotal: SERVICE CHARGE: Taxes: Total:	\$12.00 \$2.16 \$1.08 \$15.24	Previous 1 Chuck C	Next Theak Dis	scount	Othe	Pri Chi	int eck