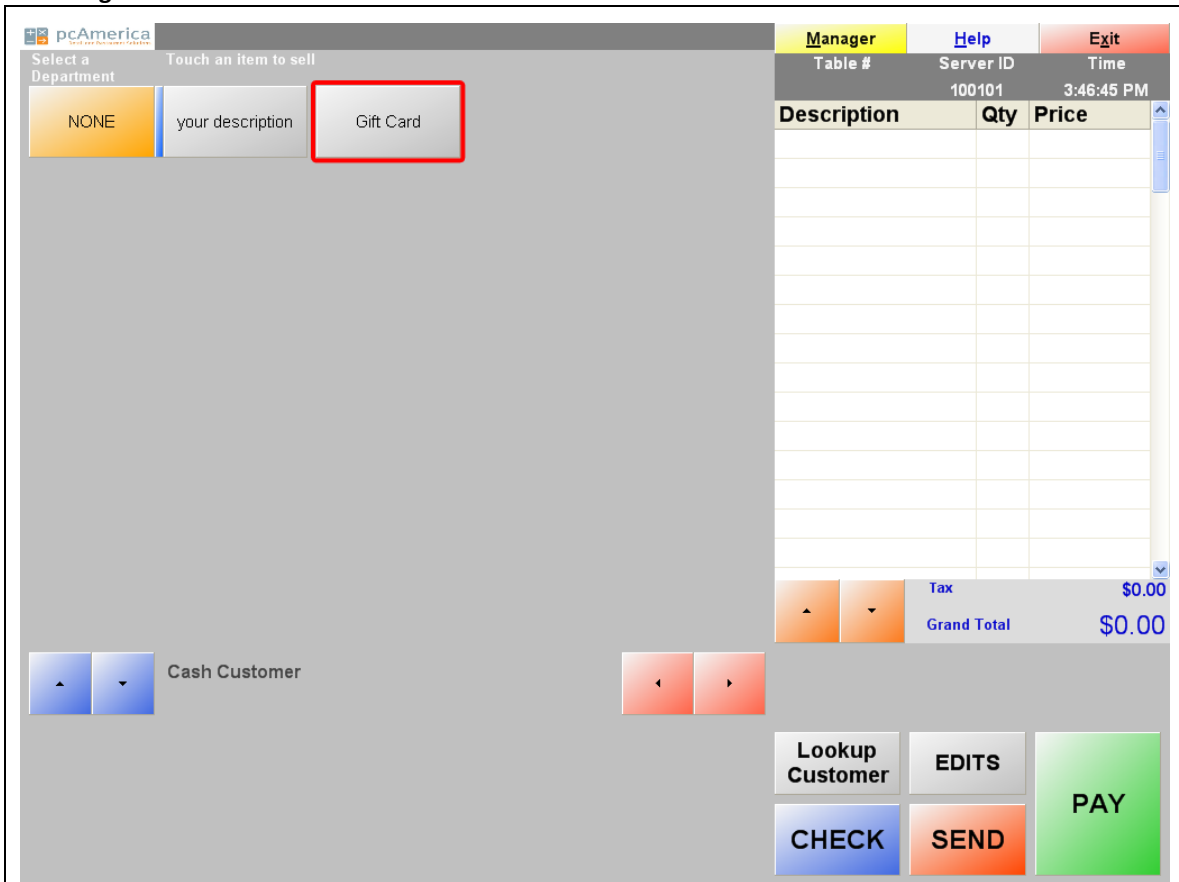

Creating & Using Gift Cards in RPE



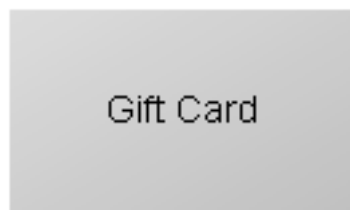
This documentation will show you how to create a gift card using the Restaurant Pro Express software. You will also learn how to use them as a payment method, apply funds to them, check the balance of the cards and a report you can run to view information on the cards.

Before you read this, make sure that you have valid gift cards with a number assigned to each one.

Creating Gift Cards



1. At the menu screen navigate to the **NONE** department (select the button on the left that says **NONE**). Here you will find an item named **Gift Card**.



2. Select the **Gift Card** Button.

Optionally you can either type in **gift_c** at the menu screen.



3. It will say **scan, swipe or type gift card ID** into the field below. If you have programmable Gift Cards that you can swipe then the magnetic swipe reader will read the number off the card and will show the number displayed as asterisks.

Enter gift card amount:

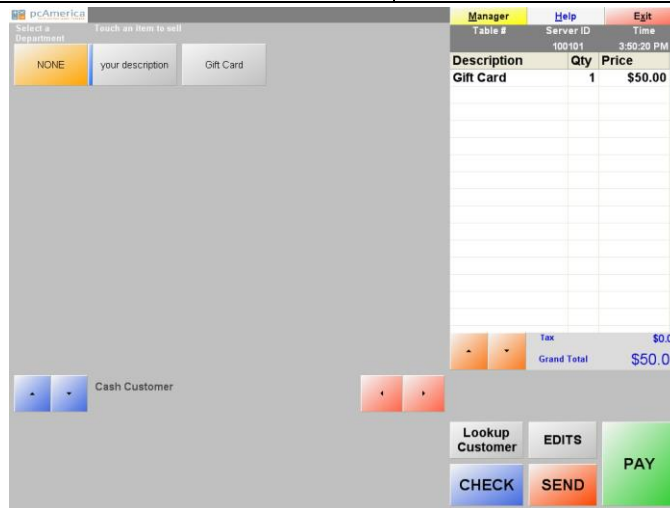
50.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear	Cancel
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OK

- Once you enter the number or swipe your gift card then the window (pictured left) will appear.
- On this screen, you will enter the amount you want to put on your gift card (e.g. \$50.00).
- Select **OK**.



- The gift card will be shown on the menu screen.
- To activate the Gift Card so that it may be used as a type of payment (tender) select **PAY** and choose a payment method.

Congratulations you have created a Gift Card in RPE!

Next you will learn to use the created Gift Card as a payment method.

Paying with Gift Cards

1. On the menu screen of Restaurant Pro Express, (using the Gift Card example from the previous step) ring up a few items on the menu that do **not** exceed \$50.00. The Two items in this example are Steak and Fries with a grand total of \$9.42.

The screenshot shows the Restaurant Pro Express POS interface. The top bar includes the pcAmerica logo and navigation buttons for Manager, Help, and Exit. The main menu area has a 'Select a Department' dropdown and a 'Touch an item to sell' prompt. The menu items are: NONE, your description, Gift Card, Steak, and Fries. On the right, a summary table displays the following data:

Description	Qty	Price
Steak	1	\$4.37
Fries	1	\$5.05
Tax		\$0.00
Grand Total		\$9.42

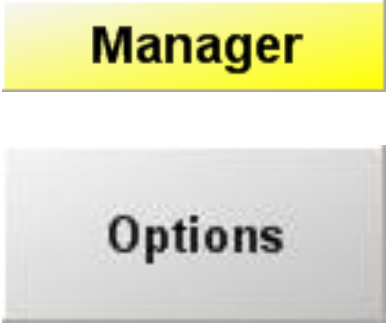
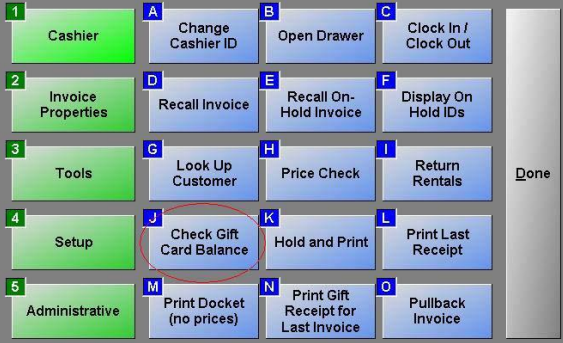
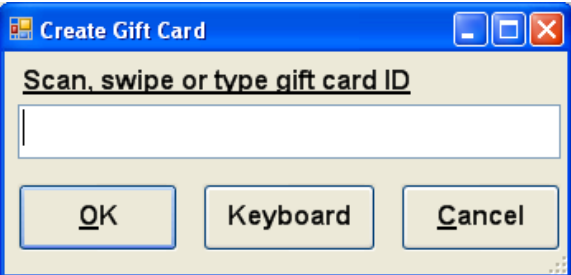
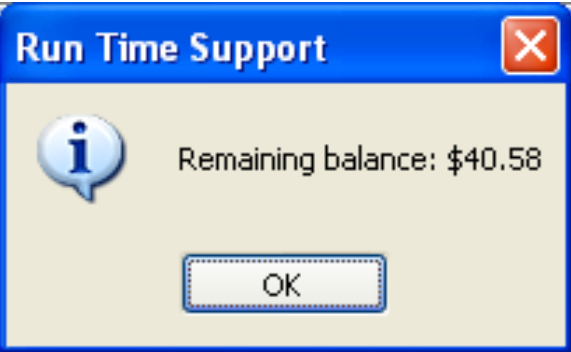
At the bottom, there are buttons for 'Cash Customer', 'Lookup Customer', 'EDITS', 'CHECK', 'SEND', and 'PAY'.

2. Select the **Pay** button and choose **Gift Card**.
3. The window will appear that says **scan, swipe or type gift card ID**. Enter the correct number of the gift card or swipe your gift card through your magnetic swipe reader.
4. Select **Ok** and it should print a receipt displaying the **Gift Card number** and the **amount remaining** on the gift card.

You have just successfully completed a transaction using a Gift Card

Next you will learn how to check the gift card balance.

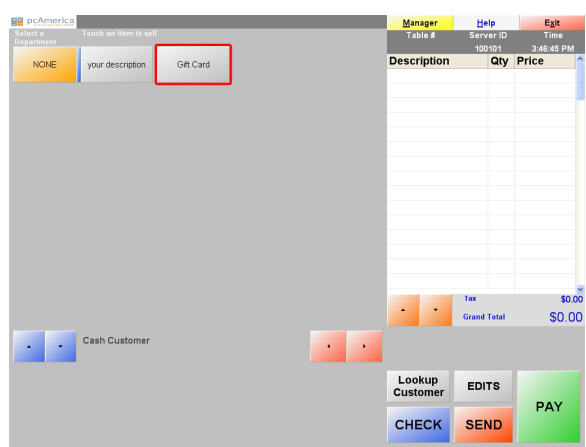
Checking the gift card balance

	<ol style="list-style-type: none"> 1. To check the balance of a gift card that has been already sold, you first have to go to your Options screen. 2. Select Manager or Options and enter the administrator password (where applicable).
	<ol style="list-style-type: none"> 3. Then select Cashier (1) and then Check Gift Card Balance (J).
	<ol style="list-style-type: none"> 4. The window will appear that says scan, swipe or type gift card ID. 5. Enter the gift certificate number or swipe your gift card in the field displayed.
	<ol style="list-style-type: none"> 6. A box similar to this should display your balance as well as print a receipt.

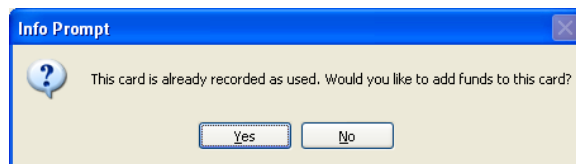
Next you will learn how to apply funds to an existing Gift Card.

Adding Funds to a Gift Card

Adding funds to a Gift Card is very similar to creating one.



1. At the menu screen of RPE select the **Gift Card** button and swipe the already being used Gift Card number in the corresponding field.



2. The screen pictured left should display.
3. Select **Yes**.



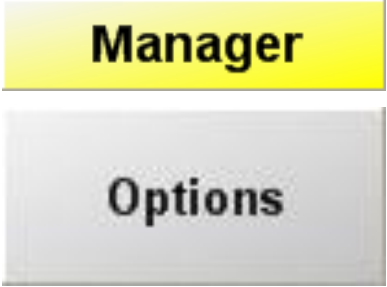

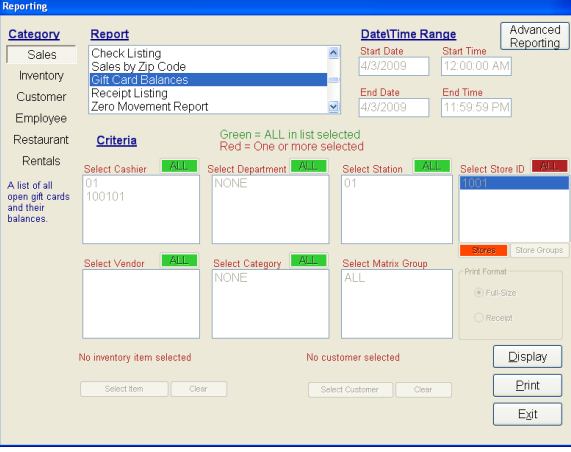
4. Type in the amount that you would like to add to the gift card and select **OK**.



5. Select **PAY** and select a payment method.

You have successfully added funds to an existing gift card

Gift Card Reporting

	<p>There is a report you can run to display all of the open gift cards and their balances.</p> <ol style="list-style-type: none"> To print the Gift Card balance report, you first have to go to your Options screen. Select Manager or Options and enter the administrator password (where applicable).
	<ol style="list-style-type: none"> Select Administrative (5) and then Reporting (L).
	<ol style="list-style-type: none"> Under Category Sales scroll down until you see the Gift Card Balances report. You can either select Display to show the report on the screen or (provided you have a full size printer installed) select Print to print the report.