Adding a gift card from the admin portal

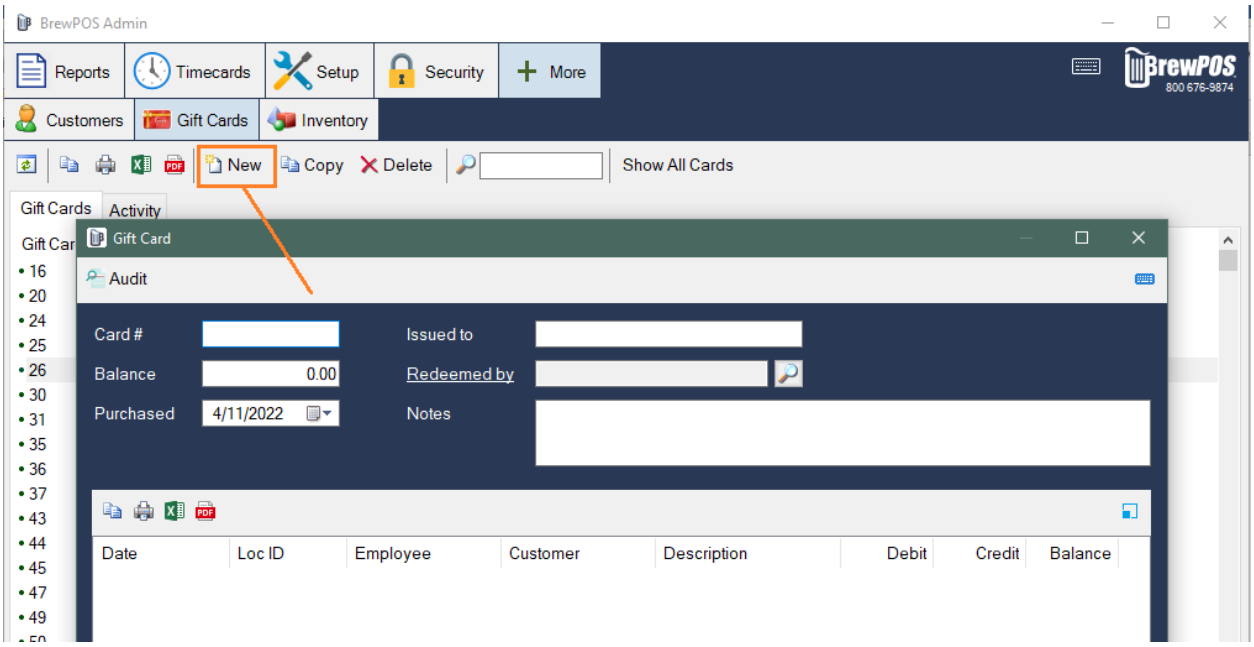
This is a great way to provide cards that are not “sold” meaning your not taking traditional tender for these cards.

In Admin, go to More->Gift Cards.

Click the New button on the toolbar.

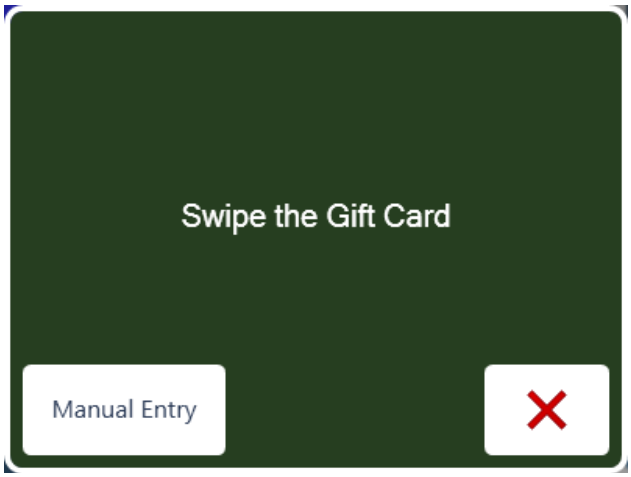
Enter the Gift Card number, the Balance for that card, and any notes you would like.

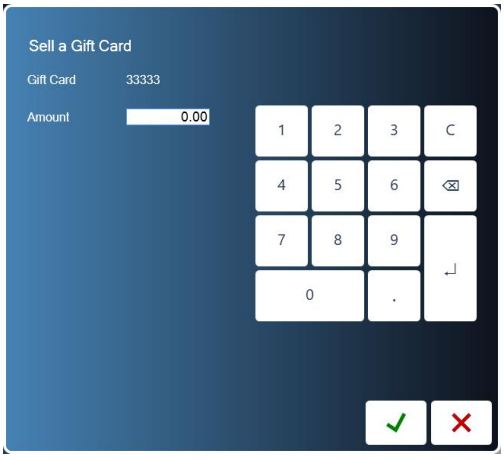
Save the card



Selling Gift Cards at the register

Add a Gift Card product to the ticket (typically in the Misc category). The screen will prompt to swipe the gift card on the chip reader. To sell a card with out a magnetic strip, tap the Manual Entry button and enter the card number on the next screen:

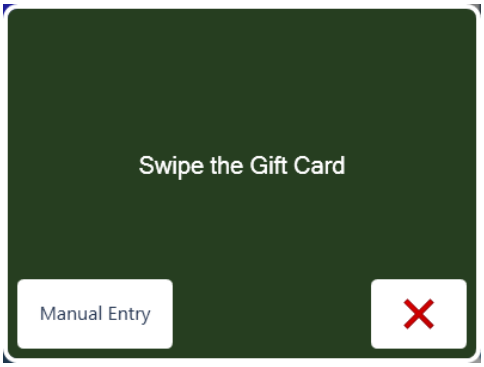


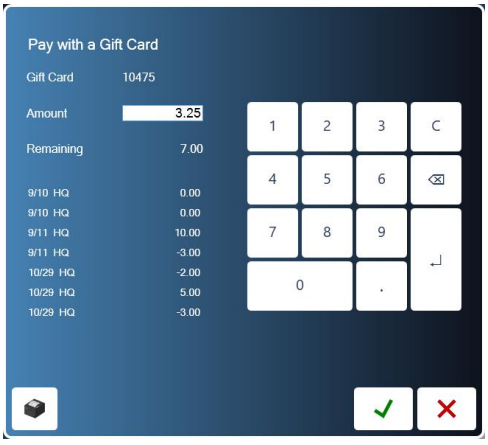


In the next screen, enter the amount to be added to the gift card's balance:

Redeeming Gift Cards

To pay using a gift card, go to the Payment screen ('Pay' button), tap the Gift Card button. To pay using a 'new' gift card, swipe the card on the chip reader. To pay using a gift card without a magnetic strip or a defective strip, tap the Manual Entry button and enter the gift card number.





On n the next screen, enter the amount to be paid with the gift card. The Amount field defaults to the remaining amount on the ticket: