



October, 2013

Sell/Use Gift Card

In Retail Pro v8

The following steps will outline how to **Sell/Use a Gift Card** to your Retail Pro v8.

- 1) First in retail pro to ease the use of gift cards you will need to go into Options -> WS Preferences. Click on plus next to EFT and highlight Options and turn on Prompt for Gift Card transaction type.

Options

Use EFT configuration settings for workstation

None

Prompt for Gift card transaction type

- 2) To Sell a Card
 - a. In Rpro Put any items on the receipt as you normally would, or go directly to tender if only purchasing a gift card.
 - b. On the tender screen put in the amount of the gift card in the Undefined Area (ex: 50.00)

	Base
Total:	0.00
Undefined	50.00

- c. Click on Gift Card Button on the side and a pop up will appear.

Gift Card transaction type

Purchase card

Redeem card

Add value

Cancel

- d. Select Purchase Card and a box will appear for you to swipe or type in the gift card number.

Gift Card Tender

Enter the gift card information below or swipe the card now.

Amount: (50.00)

Card #:

Exp. Date: / _

Authorization:

Status: Awaiting user input

Authorize

Numpad Cancel Force Authorization OK

- e. Then tender the receipt as per normal
- 3) To use a Card
- a. In Rpro Put any items on the receipt as you normally would.
 - b. Go to Tender
 - c. Click on Gift Card Button on the side and a pop up will appear.

Gift Card transaction type

Purchase card Redeem card Add value Cancel

- d. Select Redeem Card and a box will appear for you to swipe or type in the gift card number.

Gift Card Tender

Enter the gift card information below or swipe the card now.

Amount:

Card #:

Exp. Date:

Authorization:

Status:

- e. Tender any remaining amount as normal