



October, 2013

Sell/Use Gift Card

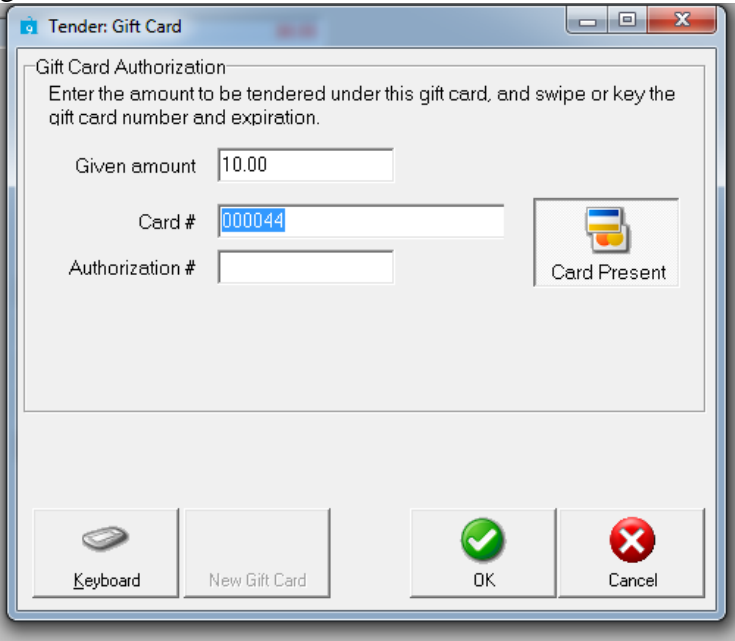
In Retail Pro v9

The following steps will outline how to **Sell/Use a Gift Card** to your Retail Pro v9.

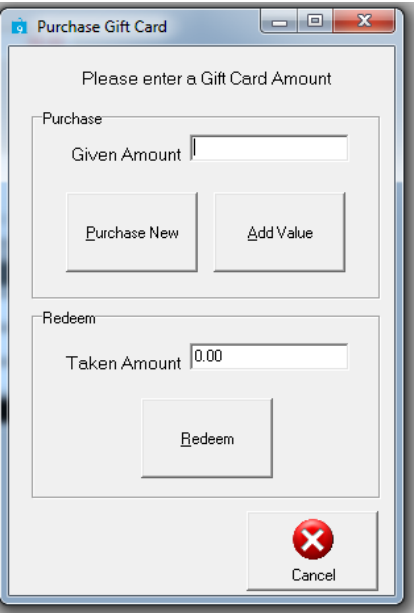
- 1) To Sell a Card
 - a. In Rpro Put any items on the receipt as you normally would, or go directly to tender if only purchasing a gift card.
 - b. Click on Gift Card Button on the side and a pop up will appear.

- c. Put in the Given Amount and Click Purchase New

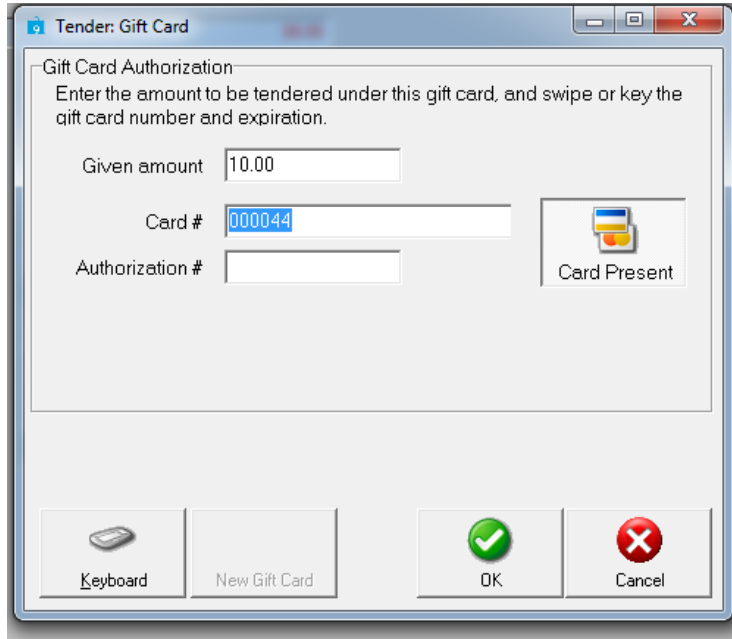
- d. Select Purchase Card and a box will appear for you to swipe or type in the gift card number.



- e. Then tender the receipt as per normal
- 2) 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.



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



Tender: Gift Card

Gift Card Authorization
Enter the amount to be tendered under this gift card, and swipe or key the gift card number and expiration.

Given amount 10.00

Card # 000044

Authorization #

Card Present

Keyboard New Gift Card OK Cancel

- e. Tender any remaining amount as normal