

BIG HAIRY DOG FEATURE OF THE MONTH



THE INDUSTRY LEADER IN
RETAIL PRO SALES & SUPPORT

How to sell gift cards

Version 8

<https://www.youtube.com/watch?v=zj53zfDmTuo>

The purpose of selling a gift card, is to give the customer additional methods to purchase products. At least once everyone has used the option of gift cards as a gift. It's fast, it's easy, and in style. Not only does a gift card invite a customer into shop more but it's a powerful means of advertising as well.

1. Starting from the main screen in Retail Pro, click POS.
2. Then Receipts.
3. Click new to start a new receipt.
4. Then click tender.
5. Enter the amount of the gift card in undefined.
6. Select Gift Card from the menu.
7. Click on Purchase Card.
8. Swipe or key in the card #.
9. Click authorize.
10. The gift card first must be paid for. We are going to pay for this gift card using cash. So click on cash.
11. Now, double check to make sure your gift card amount is the change amount in red and the cash is the tender amount in black.

12. Click on Print Update.