

## How to Issue A Gift Card:

1. **Gift Card:** Click and open a table. Click on the button that says “Gift Card” it should be in the middle of the screen. Once you click the “Gift Card” button another Gift Card button will appear on the bottom half of the screen.



2. **Issue or Reload:** If it is a brand-new gift card click on issue, otherwise click on reload.



3. **Amount:** Type in the amount the customer would like to purchase, then click enter.



4. **Swipe and Enter code:** Swipe the Gift Card with the barcode on the right side. Enter the 3-digit CVN/CVS number. The number right below the barcode on the right side.



5. **Payment:** Process the payment as usual. Make sure the Customer pays for the gift card otherwise the Gift Card will not work.
6. **Receipt:** Please staple the Gift Card receipt and the till receipt together and stab it on the metal pole. It is always good to have a copy.
7. **Envelope:** If available place the Gift Card in an envelope and give both the receipt and envelope to the customer.