ZENOTI: ACTIVATING & REDEEMING GIFT CARDS

ACTIVATE

1. Launch the POS from the queue

2. Click the "**GIFT CARD**" tab in the bottom left-hand side.

3. Inside of the Gift Card menu, click the "**PREDEFINED**" Tab

4. A dialogue menu will appear giving you available choices for pre-defined discounted gift card for sale

5. Click the "**SELECT**" button next to the gift card being purchased

6. Add the gift card to the invoice by clicking the blue "**ADD**" button in the bottom right of the gift card menu

7. Confirm that the gift card has been scanned correctly by reviewing the card # field. Ensure that it only contains numbers, no letters, hash tags, or other symbols

8. After clicking the "**ADD**" button, an on-screen message will appear asking you to confirm the total on the gift card. Click the "**OK**" button.

9. After clicking "**OK**", the gift card will be applied to the invoice as an item being purchased by the customer. **Confirm that it has been added by reviewing the list of items on the invoice.**

REDEEM

1. On POS checkout screen select "**PREPAID/GIFT**" from the payment options.

2. Manually type the Gift Card number or scan the card.

3. Edit the amount in the "**AMOUNT**" field, and "**TIPS**" in the Tip field to the amount the client wants to redeem.

   – If the amount exceeds the balance on Gift Card you will receive an alert showing the balance available. Update the amount with the available balance.

   – You can redeem more than one gift card in each checkout transaction.

4. Click "**ADD PAYMENT**" to redeem gift card. If card balance is less than amount, use different payment type to collect the remaining amount.