

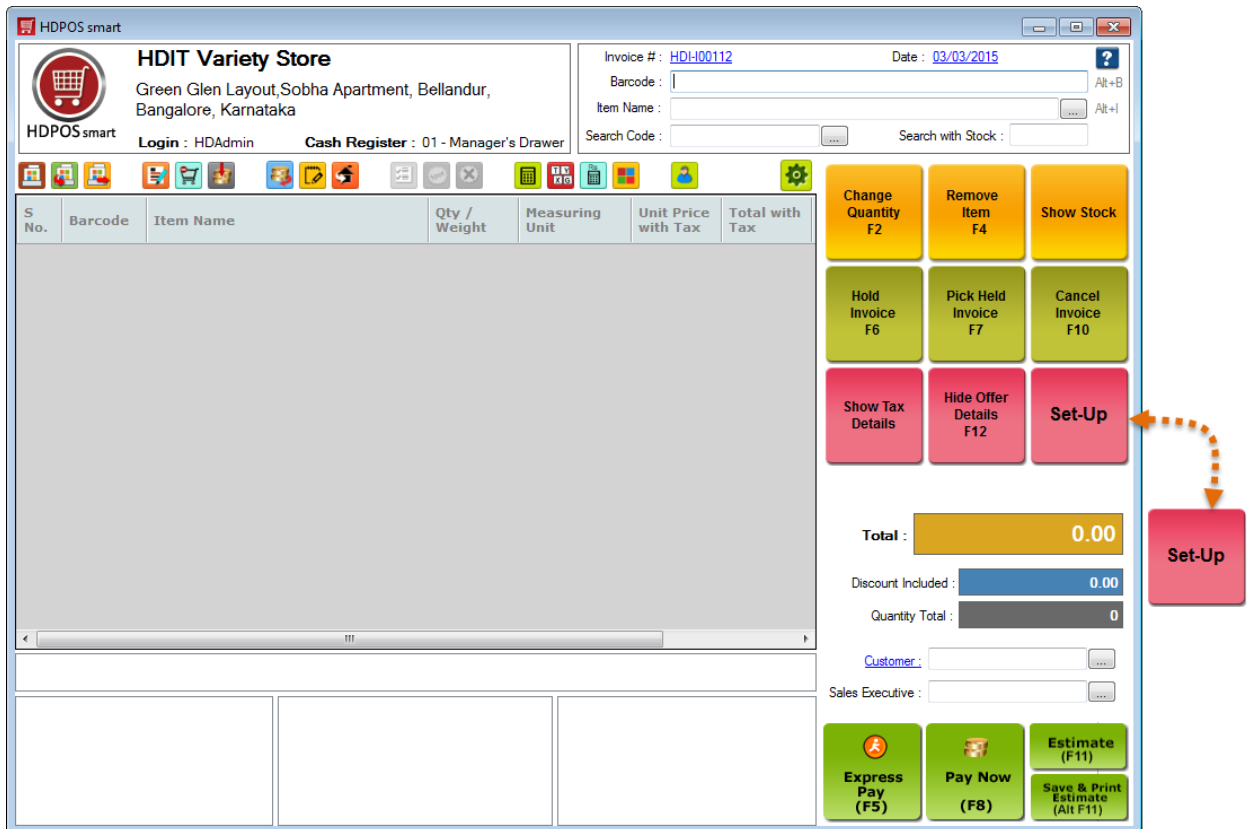
# How to Recharge a Gift Card?



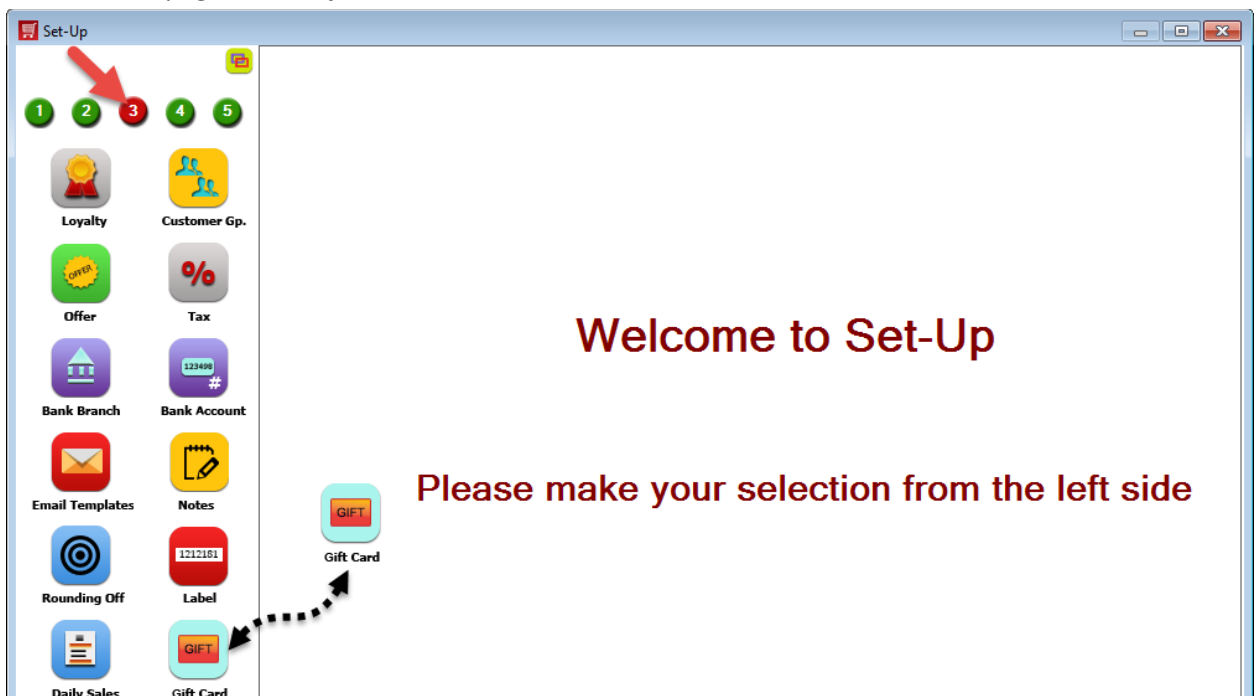
HDPOS smart Tutorials

To recharge a Gift Card, follow the steps given below.

1. Run **HDPOS smart**. From **Main Invoice Screen**, select **Set-up**.



2. From the 3rd page of **Set-Up**, select **Gift Card**.





3. In the **Manage Gift Card** screen, you can see all the issued gift cards as shown below.
4. Click on **Recharge Gift Card** button.

The screenshot shows the 'Manage Gift Card' application window. On the left is a sidebar with icons for Loyalty, Customer Gp., Offer, Tax, Bank Branch, Bank Account, Email Templates, Notes, Rounding Off, Label, Daily Sales, Gift Card, Sales Vs Purchase, Send FA Data, Document Notes, and Price List. The 'Gift Card' icon is highlighted in yellow. At the top, there are filter buttons: 'Show All', 'Show Issued Gift Card', 'Show Cancelled Gift Card', and 'Show Zero Balance Gift Card'. A table displays the following data:

Gift Card Number	Gift Card Amount	Gift Card Balance	Status	Gift Card Issue Date
SQBWDK2WX3	500.00	500.00	Issued	25/02/2015 03:37 PM
FPE7VUSMPW	500.00	150.00	Issued	25/02/2015 03:36 PM
G5VGK4TK5Q	500.00	500.00	Issued	25/02/2015 03:36 PM

At the bottom right, it says 'Total Records : 3'. The bottom bar contains buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'.



5. **Recharge Gift Card** screen will be opened as shown below.

The screenshot shows a window titled "Recharge Gift Card" with a close button (X) and a help button (?). The "Recharge Existing Gift Card" checkbox is unchecked. The form contains the following fields and controls:

- Item Name : [text input] [dropdown arrow]
- Gift Card Price : 0.00
- Gift Card Number : [text input] [Get Code button]
- Gift Card Balance : [text input] 0.00
- Select Cash Register : 01 - Manager's Drawer [dropdown arrow]
- Business Location : Hyper Drive Restaurant
- Select Payment Type :
  - Cash
  - Card
  - Bank Transfer
  - Discount
- Amount Received : [text input] 0.00
- Print Gift Card checkbox
- Save (F8) button
- Cancel button

6. Check the **Recharge Existing Gift Card** checkbox.

The screenshot shows the same "Recharge Gift Card" window, but now the "Recharge Existing Gift Card" checkbox is checked. The form contains the following fields and controls:

- Gift Card Number : SQBWDK2WX3 [Refresh button]
- Gift Card Balance : 500.00
- Select Cash Register : 01 - Manager's Drawer [dropdown arrow]
- Business Location : Hyper Drive Super Market
- Select Payment Type :
  - Cash
  - Card
  - Bank Transfer
  - Discount
- Amount Received : [text input] 200.00
- Save (F8) button
- Cancel button



- **Gift Card Number:** Selected gift card's number will be displayed here.
- **Gift Card Balance:** Balance of the selected giftcard is displayed here.
- **Select Cash Register:** Select the cash register into which you want to transfer the payment you are taking for recharging the gift card. The default **Cash Register** gets selected by default.
- **Business Location:** By default current business location name will be displayed here.
- **Select Payment Type:** Select the payment type through which you are receiving payment from customer.
  - **Cash:** If you are receiving payment from customer through cash, then select this option and enter the amount received.

Amount Received :	500.00
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- **Card:** If you are receiving payment from customer through card, then select this option and enter the amount received and card details.

Amount :	500.00
Card Holder Name :	swathi
Bank Name :	SBI
Approval Number :	2365

- **Bank Transfer:** If you are receiving payment from customer through bank transfer, then select this option and enter amount and select the Bank Name, Bank Account and Approval Number.

Amount :	500.00	
Bank Name :	SBI	...
Bank Account :	1991 (B-SBI) A/c	...
Approval Number :	2512	

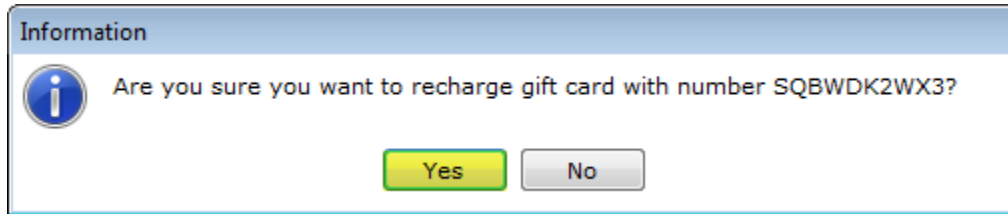
- **Discount:** If you want to give discount to customer, you can recharge a gift card with it and give to customer. Enter the amount of discount that you are giving in **Amount Received** field.

Amount Received :	500
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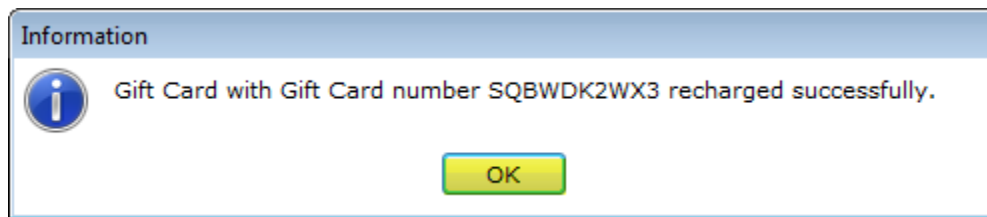
- Click on **Save**.



7. You will see a message as shown below. Click on **Yes** to recharge the gift card.



8. You will see message as shown below. Click on **OK**.



9. You can see the **Recharged Gift Card** amount from the **Manage Gift Card** Screen.

Manage Gift Card

1 2 3 4 5

Show All Show Issued Gift Card Show Cancelled Gift Card Show Zero Balance Gift Card Search

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Total Records : 3

Backup Database Restore Database Go Back To Main Screen About Us Feedback