



Reward-It Gift For Epos Now

Back office Instructions

Version
1.0.0

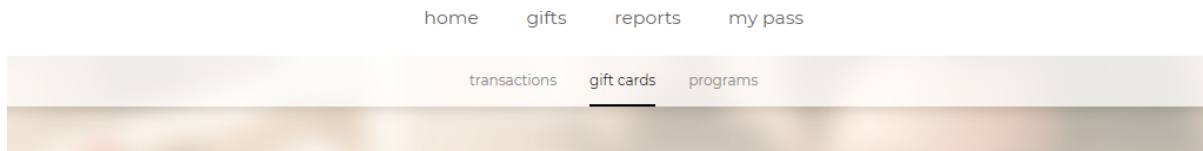
Date:
10 July 2018

Gift Card Management

Blocking a Card

To block a lost or damaged card follow instructions below.

- Click on gift cards header
- Search for card number using short code
- Click Block card



Cards

Q Export to Excel Block Activate

Status	Reg.	Card number	Member	Program	Reg. date	Total value lo...	Total value purch...	Balance
		245550		EPOS Now Gift		50.10	10.10	40.00
		245188		EPOS Now Gift		0.00	0.00	0.00
		243449		EPOS Now Gift		0.00	0.00	0.00
		240908		EPOS Now Gift		0.00	0.00	0.00
		238381		EPOS Now Gift		0.00	0.00	0.00

Gift Card Reports

Float Report


To produce reports click on reports icon.

- Add date range
- Choose file type
- Choose totals per period
- Click generate

The screenshot shows the 'Gifts Reports' interface. It has two radio buttons: 'Gifts transaction report' (unselected) and 'Gifts float report' (selected). There are two date input fields: 'Date from' with the value '10/07/2018' and 'Date until' with the value '11/07/2018'. Below these are two dropdown menus: 'File type' set to 'PDF' and 'Show totals' set to 'Per day'. At the bottom right are 'Reset' and 'Generate' buttons.

Example Report

EPOS Now DEMO - Giftcard float report



Period: 10/07/2018 until 11/07/2018
Establishment:

Date	Float value start	Value loaded	Value purchased	Float value update	Float value end
10-07-2018	0.00	50.10	10.10	40.00	40.00
11-07-2018	40.00	325.00	164.00	161.00	201.00
12-07-2018	201.00	0.00	0.00	0.00	201.00

Gift Card Reports

Gift Card Transaction Report


To produce reports click on reports icon.

- Add date range
- Choose program
- Choose specific terminal / location or leave blank for all locations
- Choose file type
- Choose totals range
- Click generate

The screenshot shows a web interface titled "Gifts Reports". It has two radio buttons: "Gifts transaction report" (selected) and "Gifts float report". There are two date pickers: "Date from" set to "10/07/2018" and "Date until" set to "11/07/2018". A "Gifts program" dropdown is set to "EPOS Now Gift". A "Terminal name" dropdown is set to "Retail test terminal". There are two more dropdowns: "File type" set to "PDF" and "Show totals" set to "Per day". At the bottom right are "Reset" and "Generate" buttons.

Example Report

EPOS Now DEMO - Gifts Transaction Report



Period: 10-07-2018 until 11-07-2018

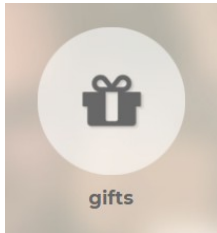
Program:	EPOS Now Gift							
Date	# Activated	Value Activated	# Purchased	Value Purchased	# Refund	Value Refund	# Reload	Value Reload
10-7-2018	1	50.00	2	10.10	0	0.00	1	0.10
11-7-2018	8	375.00	3	164.00	0	0.00	0	0.00
Total	9	425.00	5	174.10	0	0.00	1	0.00

Transactions

Viewing transactions

To view gift card transactions in real time.

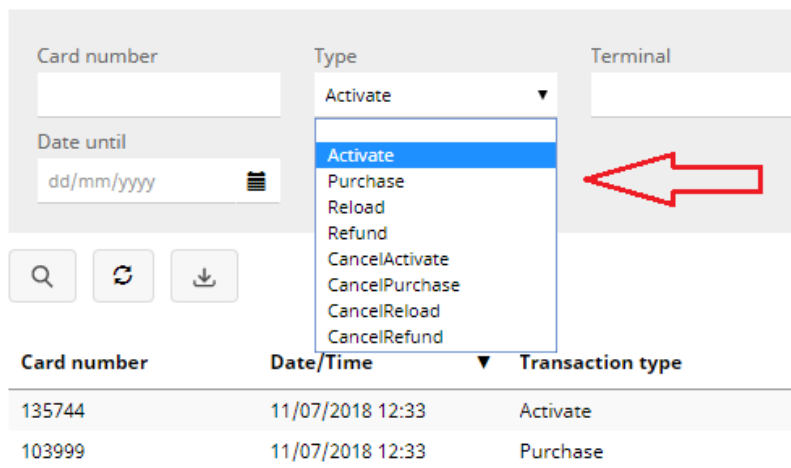
Click Gifts icon



Transactions will appear in the following order:

- Card number short code (last 6 digits)
- Date and time stamp
- Type of transaction
- Can be drilled down to menu

Transactions



The screenshot shows a web interface for viewing transactions. At the top, there are three filter fields: 'Card number', 'Date until' (with a date format 'dd/mm/yyyy' and a calendar icon), and 'Terminal'. Below these are three buttons: a search icon, a refresh icon, and a download icon. A dropdown menu is open under the 'Type' filter, showing options: 'Activate', 'Purchase', 'Reload', 'Refund', 'CancelActivate', 'CancelPurchase', 'CancelReload', and 'CancelRefund'. A red arrow points to the 'Purchase' option. Below the filters is a table with the following data:


Card number	Date/Time	Transaction type
135744	11/07/2018 12:33	Activate
103999	11/07/2018 12:33	Purchase





- Transaction value
- Location
- Program relevant to multiple schemes
- Card Status

To export data click

Transactions


Card number Type


Date until 




   

Transactions Screen

Transactions

Card number Type Terminal Date from  Apply Reset

Date until 

Card number	Date/Time	Transaction type	Amount	Terminal	Program	Card status
135744	11/07/2018 12:33	Activate	60.00	PC Terminal	EPOS Now Gift	Active
103999	11/07/2018 12:33	Purchase	19.00	PC Terminal	EPOS Now Gift	Active
103999	11/07/2018 12:32	Purchase	80.00	PC Terminal	EPOS Now Gift	Active
103569	11/07/2018 12:32	Purchase	65.00	PC Terminal	EPOS Now Gift	Active
103569	11/07/2018 12:31	Activate	80.00	PC Terminal	EPOS Now Gift	Active
108758	11/07/2018 12:30	Activate	10.00	PC Terminal	EPOS Now Gift	Active
149091	11/07/2018 12:30	Activate	25.00	PC Terminal	EPOS Now Gift	Active
142708	11/07/2018 12:28	Activate	40.00	PC Terminal	EPOS Now Gift	Active
148739	11/07/2018 12:28	Activate	10.00	PC Terminal	EPOS Now Gift	Active
103999	11/07/2018 12:27	Activate	100.00	PC Terminal	EPOS Now Gift	Active
245550	10/07/2018 15:41	Purchase	10.00	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:33	Reload	0.10	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:32	Purchase	0.10	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:31	Activate	50.00	Retail test termi...	EPOS Now Gift	Active

Transactions

Searching card history

To quickly view historical transactions of a particular card follow steps below.

- Type card short code
- Choose date range if required
- Click Apply

This will show card activation date and all subsequent transactions for the required card.

Transactions

Card number: 245550 Type: Terminal: Date from: 10/07/2018

Date until: 10/07/2018

Card number	Date/Time	Transaction type	Amount	Terminal	Program	Card status
245550	10/07/2018 15:41	Purchase	10.00	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:33	Reload	0.10	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:32	Purchase	0.10	Retail test termi...	EPOS Now Gift	Active
245550	10/07/2018 15:31	Activate	50.00	Retail test termi...	EPOS Now Gift	Active

Searching date range of transactions

- Type Date from range there is a calendar option
- Type Date Until
- Click Apply