



Reward-It Gift For Epos Now

Retailer Manual

Version
1.0.3

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Activating A Gift Card

1. Open the Reward-It Gift app.
2. Scan, swipe or enter the gift card number.
3. Press ACTIVATE.
4. Enter the value of the gift card sold and press ACTIVATE.
5. A receipt will be printed with the value of the gift card which can be handed to the customer.
6. Press OK to return to the till.
7. The new gift card will be added to the till as a new line item.

Paying With A Gift Card

1. Add the items to the order on the till.
2. Open the Reward-It Gift app.
3. Scan, swipe or enter the gift card number.
4. Press PAY.
5. Enter the amount to debit from the gift card and press PAY, taking note of the value of the gift card transaction value.
6. A receipt will be printed with the value of the gift card transaction and new card balance which can be handed to the customer.
7. Press OK to return to the till.

Reloading A Gift Card

To refund an item purchased with a gift card, we recommend reloading a gift card with the value of the returned goods. If the customer doesn't have a gift card (i.e. fully redeemed), activate a new gift card instead.

1. Open the Reward-It Gift app.
2. Scan, swipe or enter the gift card number.
3. Press RELOAD.
4. Enter the amount you to add to the card.
5. Press RELOAD.
6. A receipt will be printed with the value of the gift card reload and new card balance which can be handed to the customer.

Cancelling A Recent Transaction

1. Open the Reward-It Gift app.
2. Press VIEW RECENT TRANSACTIONS.
3. To cancel a transaction, press CANCEL
4. Or to refund a card activation, press REFUND.
5. Recent transactions are only available for 15 minutes.
6. If after this time you wish to reverse a transaction use PAY / RELOAD as appropriate.

The initial card activation can't be refunded once a gift transaction has take place.

Reprinting A Recent Receipt

1. Open the Reward-It Gift app.
2. Scan, swipe or enter the gift card number.
3. Press VIEW RECENT TRANSACTIONS.
4. Press PRINT on the transaction you wish to reprint.

Additional Notes

- The LAST CARD USED is stored per till operator and is available for 5 minutes.
- Recent Transactions are stored per location and are available for 15 minutes. If after this time, you wish to reverse a transaction use PAY / RELOAD as appropriate.