

Proshop Tee Times – How to use Gift Cards

We allow you to do gift cards in several forms. We recommend plastic cards with magnetic strip or barcode, but you can use paper with unique serial numbers.

How to Sell a Gift Card

1. Start a sale as normal
2. Select item "Gift Card Add Value"
3. When prompted, enter the value of the gift card
4. Change the quantity if you are selling more than one card.
5. Click on CHECK OUT to complete the sale
6. Specify the form of payment (Cash, Check, Credit, etc) and click OK.
7. After the form of payment clears, the system will ask you to swipe (or enter) the first gift card. If you sold more than one card, it will prompt you once for each card.

How to Redeem a Gift Card

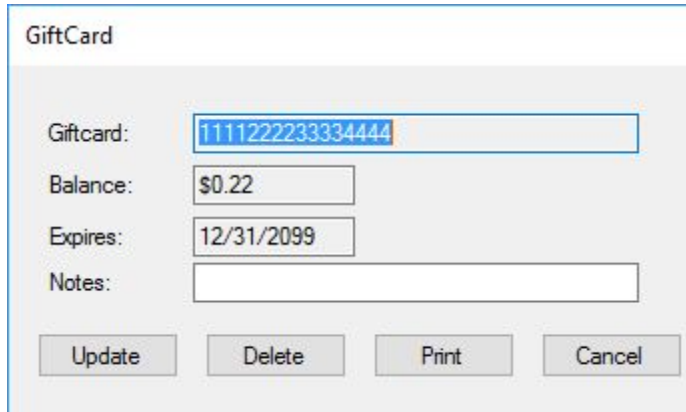
1. Start a sale as normal.
2. Add items the customer wants to purchase.
3. Click Check Out to get to the Check Out Screen.
4. Enter the gift card amount to be redeemed.
5. Enter the remaining balance (if any) as Cash, Check, Credit, etc.
6. Click OK to complete the sale.
7. The system will prompt you to swipe the card. If the card balance is less than the amount you wanted applied to the card, the system will let you know the card balance and return you to the Check Out screen.
8. If the gift card balance was completely used, put the zero balance gift card in your box of unused gift cards so you can use it again.

How to Redeem multiple Gift Cards in one sale.

1. Start a sale as normal.
2. Add items the customer wants to purchase.
3. Click Check Out to get to the Check Out Screen.
4. Click on Split Payments
5. Click Gift Card and enter the value you want applied to the first gift card.
6. The system will prompt you to swipe the gift card (or enter the gift card number).
7. Repeat steps 5 and 6 for each gift card you want to redeem.
8. Click Cash, Check, or Credit if you need to apply a different form of payment.
9. Once the total amount tendered is greater than or equal to the balance due, the Split Payments screen will close and receipts will print.
10. If the gift card balance was completely used, put the zero balance gift card in your box of unused gift cards so you can use it again.

How to Check a Gift Card Balance

1. From the tee sheet, click on the SALES button.
2. When the sales screen appears, click on CHECK GIFT CARD BALANCE
3. When prompted, swipe the card or enter the card number.



The screenshot shows a software interface titled "GiftCard". It contains four input fields: "Giftcard:" with the value "1111222233334444", "Balance:" with the value "\$0.22", "Expires:" with the value "12/31/2099", and "Notes:" which is empty. Below these fields are four buttons: "Update", "Delete", "Print", and "Cancel".

4. You can add notes and update, print the gift card balance, or delete the gift card (which will zero the balance).

How to get a List of Gift Cards with Balances

1. Click on the REPORTS button.
2. Click on the POS Reports tab.
3. Click on GIFT CARD BALANCES REPORT

How to Check Gift Card History

1. From the tee sheet, click on the SALES button.
2. When the sales screen appears, click on GIFT CARD HISTORY REPORT
3. When prompted, swipe the card or enter the card number.
4. You will see every addition and sale associated with this gift card.