

Using Gift Cards

September 27, 2011

Contents

Introduction	1
Hardware Requirements	2
Activating the Gift Card Features in DataTrak	2
Setting the Gift Card Terminal	3
Viewing the Gift Card Payment Method	4
Viewing Gift Card Catalog Items	5
Viewing Gift Card Club Items	8
Processing Gift Card Transactions in POS	10
Selling a Gift Card	
Redeeming a Gift Card	13
Processing a Return to a Gift Card	15
Voiding a Gift Card Purchase	16
Managing Gift Card Balances	16
Finding a Gift Card Balance	17
Consolidating Gift Card Balances	18
Managing Gift Card Transactions	
Opening the Gift Card Transactions Page	19
Searching for a Gift Card Transaction	20
Setting Gift Card Security Roles	23

Introduction

The enhanced gift card features in DataTrak make it easier than ever for you to set up a gift/loyalty card program that you can use to sell and redeem closed-loop, stored value cards. Your customers can then use these gift cards to purchase products and services at your facility.

ABC is partnering with Valutec Card Solutions, a third-party gift card provider, to provide the following materials and services:

- Plastic gift cards and merchandising materials.
- Inventory tracking and re-order process for gift cards and merchandising materials.
- Processing and tracking of gift card transactions including activation, redemption, and balance inquiry.
- Reporting through Valutec.
- Gift card settlement.
- **Note:** To use the gift card program, you must have a merchant account with Valutec. Please contact your ABC account representative to get started!



Hardware Requirements

At this time you can only use a barcode scanner for gift cards; the MagTek reader will not work.

Activating the Gift Card Features in DataTrak

To enable you to use the gift card features in DataTrak, ABC will work with you to set up a merchant account with Valutec.

If you have multiple clubs, you can set up one merchant account for the company and use that account across all clubs. Another option is to create a pooling environment to move money appropriately among a group of clubs.

Once the merchant account is set up with Valutec, ABC will activate the following gift card features in DataTrak:

- Gift Card Terminal
- Payment Method
- <u>Catalog Items</u>

Note: The gift card catalog items are added to the Management category.

- <u>Club Items</u>
- Gift Card Balance Inquiry
- Gift Card Transactions



Setting the Gift Card Terminal

You can select the appropriate gift card terminal in the POS section of the Edit Workstation page. The list is populated based on the active gift card terminals defined for the club.

To select the gift card terminal

- 1. Click Setup.
- 2. In the Settings submenu, click **Workstation**.
- 3. On the Edit Workstation page, select the appropriate **Gift Card Terminal** from the list.

Edit Workstation BASIC ADVANCED		
General		
Station Number: Server Name: Club Number: Station Name: Show In List: Play Alert Sound:	1814 DT009003 9003 nancyh Yes Yes	✓
Default Page:	Attended Che	ck In 💌 🔍
POS Cash Drawer: Receipt Printer Attac	ched:	Open Via
Print Receipt (Quick	Cash):	No
Number of Line Feed	ds:	
Station Requires Acc	cess Code:	No 🍟 🥉
Allow Manual Credit	Card Entry:	No 🗸
Card Terminal Assig	ned:	None 📕 👻 🏅
Gift Card Terminal:		GC Term 1 💌 🄰
POS Display Group:	-	All options

4. Click Save.



Viewing the Gift Card Payment Method

The gift card payment method is pre-defined with the following attributes:

Field	Value	Access
Name	Vendor Gift Card	View only
Detail	Blank	View only
Count (close out)	Yes	View only
Income	No	View only
Allow Multiple	Yes	View only
Allow Change	Yes	View or Edit
Requires Member	No	View or Edit
Allow Negative Drawer Amounts	Yes	View only
Default Receipt Copies	1	View or Edit
Signature Line on Receipt	Yes	View or Edit

The following is an example of the gift card's Edit Payment Method page.

	1
Vendor Gift Card	
Yes	~
No	~
Yes	~
Yes	*
No	~
Yes	~
1	*
Yes	~
Vendor Gift Card	
	Vendor Gift Card Yes No Yes No Yes 1 Yes Vendor Gift Card

4 © 2011 ABC Financial Services, Inc. All rights reserved. CONFIDENTIAL



Viewing Gift Card Catalog Items

When gift cards have been activated for the club, these catalog items become available.

- Vendor Gift Card \$0.00 no pre-set (any value)
- Vendor Gift Card \$10.00 pre-set (not pre-loaded)
- Vendor Gift Card \$20.00 pre-set (not pre-loaded)
- Vendor Gift Card \$50.00 pre-set (not pre-loaded)
- Vendor Gift Card \$100.00 pre-set (not pre-loaded)

nage Catalog I	tems			Club: All	
eneral					
Catalog:	All	~	Status:	Active	*
Type:	All	~	Profit Center:	All	*
Allow Discount:	All	*	Category:	All	~
Search By:	Item Name	*	Commissions:	All	*
Search Value:			Level:	All	*
Event:	All	*			
Include All	Exc	lude All	Deplo	y Selected Items	
Include All Item Name (95)	Exc	lude All	Deplo	oy Selected Items	
Include All Item Name (95) Vendor Gift Card	Exc	lude All	Deplo Ite GF	w Selected Items em UPC TCRD	
Include All Item Name (95) Vendor Gift Card Vendor Gift Card	Exc - \$0.00 - \$10.00	lude All	Deplo Ite GF GF	em UPC TCRD TCRD10	
Include All Item Name (95) Vendor Gift Card Vendor Gift Card	Exc - \$0.00 - \$10.00 - \$100.00	lude All	Deplo Ite GF GF	em UPC TCRD TCRD10 TCRD100	
Include All Item Name (95) Vendor Gift Card Vendor Gift Card Vendor Gift Card	Exc - \$0.00 - \$10.00 - \$100.00 - \$20.00	lude All	Deplo Ite GF GF GF GF	em UPC TCRD TCRD10 TCRD100 TCRD20	



Most of the Catalog Item fields are read only; however, you can change the Profit Center and Category.

The following is an example of the Vendor Gift Card - \$50.00 catalog item.

d - \$5	- \$50.(Allows I to Engine du			1	
		00 Gift Car	rd \$50	× ×	Minimum Quantity: Maximum Quantity: Default Quantity: Default Price: Stockable:	No 1 1 1 \$50.00 Yes	× 		
					Available	Sel	ected		
						🗲 CI	ub ABC		
			Fix	ed		→			
			Ye	s Y		←			
		~	Ye	s v		*			
		~	Ye	s v					
		*	Ye	is Y	Taxes				
		~	Ye	s v	Available	Sel	ected		
		~	Ye	s v	City Tax	->			
		> >	Ye	2 Y	Available Arkansas Tax City Tax County Tax State Sales Tax	5el → → ← ←	lect	ed	ed



The gift card catalog items are added to the Management category.

Edit Category		
Active		
* Name:	Management	<u> </u>
Description: (246/256)	Management	5
Display in POS:	Yes 🕶	
* POS Button Label:	Management	<
* Available Categories:	Select One	
Catalog Items:	Name (26)	Add
	Vendor Gift Card - \$0.00	
	Vendor Gift Card - \$10.00	Remove All
	Vendor Gift Card - \$100.00	
	Vendor Gift Card - \$20.00	(
	Vendor Gift Card - \$50.00	
	Annual Annual	and a summer



Viewing Gift Card Club Items

When gift cards have been activated for the club, these club items become available.

- Vendor Gift Card \$0.00 no pre-set (any value)
- Vendor Gift Card \$10.00 pre-set (not pre-loaded)
- Vendor Gift Card \$20.00 pre-set (not pre-loaded)
- Vendor Gift Card \$50.00 pre-set (not pre-loaded)
- Vendor Gift Card \$100.00 pre-set (not pre-loaded)

<u>Vendor Gift Ca</u> <u>Vendor Gift Ca</u>	<u>rd - \$10.00</u> rd - \$100.00	GFTCRD10 GFTCRD100			
Item Name (68 Vendor Gift Ca) r <u>d - \$0.00</u>	Item UPC GFTCRD			
Include All	Exclude All	Inactivate	Selected		
Search Value:					
Search By:	Item Name	*			
Profit Center:	All	~	Product Group:		
Event Level:	All	~	Commission:		
Event Type:	All	*	Allow Discount:		
Type:	All	~	Featured:		
Status:	Active	~	Category:		
Club:	Club ABC	~	Catalog:		



The following is an example of the Vendor Gift Card - \$50.00 club item.

it Club Items								Chec
Active								
ndor Gift Card - \$5	0.00 (-4) Ir	n Stock	ompany/Club Settings			Taxes		
UPC:	GFTCRD50		ltem (6)	Value		Name	Rate	2
Profit Center:	Pre Pay		Price:	50.00		None found		
Category:	Gift Card			h la				
Member Required:	No		Prompt for Price:	NO	<u> </u>			
Minimum Quantity:	1	1	Item on Hold:	No	\sim			
Maximum Quantity:	1		Allow Discount:	No				
Default Quantity:	1		alow Discouric.	140	101			
Default Price:	\$50.00		Default Discount:	None	~			
rendor:	None	<u> </u>	Override Discount (POS):	No	~			
Alternate Vendor:	None	×						
Featured Item:	No	~						
Nata:								
(239/256)	Gift Card - 50.00							
						Commissions		
			nventory			Commissions		
				-		Level 1	0.00	
	Gift Card \$50.00	1	ow Stock Level: 0	Size:				
			Case Quantity: 0	Color:		Level 2	0.00	\$
						Level 3	0.00	5
						·		Warra
ж								Manad
ate Type	Quantity	Vendor	Employee	Unit Cost		Reason	Note	
one found								
							_	
ac.	DataTrak					s	ave	Can



Processing Gift Card Transactions in POS

You can use Point of Sale to process gift card transactions including selling a gift card, redeeming a gift card, processing a return, and voiding a sale.

For step-by-step instructions, refer to the following topics:

- Selling a Gift Card
- <u>Redeeming a Gift Card</u>
- Processing a Return to a Gift Card
- Voiding a Gift Card Purchase

Selling a Gift Card

DataTrak provides inventory items you can use when selling gift cards. You can select an inventory item with a pre-set value of \$10.00, \$20.00, \$50.00, or \$100.00, or you can select an item with no pre-set limit and then add a gift card amount.

To sell a gift card

1. In Point of Sale, select the **Management** category or click Search to find the inventory item.

Point Of Sale	Display Group Caler	ndar <u>Receipts</u>	Gift Card Trans	actions Gift Card I	Balance Inquiry Check In
Member	Unfunded Events	Clear	PRODUCTS SERVI	ces Cate	gory: Management 👲
Member: Agreement #: Club Account Balance: Pre-Pay Balance: ABC Account: Club Account: Inventory UPC: Sale	LIZ A HOWARD ① X 900375498 \$0.00 Limit: \$1,000.00 \$0.00 Credit Card Total Current Due: \$539.99 Credit Card Search Load Previ		ABC Pay @ Club Down Payment ift Card \$100.00 Late Fees Punch Card	Cash Down Pymnt Gift Card \$0.00 Gift Card \$20.00 Misc Items Service Fees	Collection Fee Gift Card \$10.00 Gift Card \$50.00 Pre-Pay
Invoice Discount: No Waive Tax:	None				
Item Name	Item Unit Price D Quantity Extended Price	Item Discount	Waive F Tax f	Expiration Comm Date	aissions Pre-Tax Total
Extended Price: \$0.00	Discounts: \$0.00	Total: \$0.00	Tax: \$	0.00 Grand	Total: <u>\$0.00</u>
abc	DataTrak	Total	Quick Cash 👤	Return	rop/Add Close



2. Select a gift card item.

For example, to sell a gift card with a pre-set value of \$50.00, select **Gift Card \$50.00**.

oint Of Sale		Display Group	Calendar	Receipts	<u>Gift Card Tr</u>	ansactions	Gift
lember	Unfunded Ev	<u>vents</u>	<u>Cle</u>	ar	PRODUCTS S	ERVICES	
Member:	LIZ A HOWARD	(i) 🗾			att Card 50.00	Gift Ca	rd \$10
Agreement #:	900375498						
Club Account Balance:	\$0.00 Limit: \$1,0	00.00		G		Gift Ca	
Pre-Pay Balance:	\$0.00						
ABC Account:	Credit Card Tota	l Current Due: \$53	9.99 👲				
Club Account:	Credit Card						
nventory							
UPC:	Bearch						
ale	Gift	t Card - Purchas	e/Add Valu	le		;	4
Invoice Discount: No	one *	Gift Card Number:	70105257	44470000	0.0.1		7
Waive Tax:	None	one conditioning en	/018525/	44470000	021	Lookup	
Comment:		Balance:					
		Add Value Amount:	50.00				_
tom Namo			00.00				
icin munic					OK	Cancel	
					UK	cancer	

- 3. In the Gift Card Purchase/Add Value dialog box, enter the gift card number:
 - o If you scan the gift card using a barcode scanner, DataTrak automatically triggers the Lookup balance transaction to the vendor.
 - o If you must type in the gift card number, for example from a magnetic stripe card, you must type in the number and then click **Lookup** to trigger the balance transaction to the vendor.
- 4. When the lookup is complete, the card balance is displayed in the dialog box.
 - o For a new inactivated card, the balance field displays \$0.00.

Gift Card - Purchase	e/Add Value	×
* Gift Card Number:	7018525744470000039	Lookup
Balance:	\$0.00	
Add Value Amount:	50.00	
	Add	/alue Cancel



o If the card is deactivated, the CARD DEACTIVATED message appears.

Gift Card - Purchase,	Add Value	×
* Gift Card Number:	7018525744470000096	Lookup
Balance:	CARD DEACTIVATED	
Add Value Amount:	20.00	
	Add	Value Cancel

o If the card is expired, the CARD EXPIRED message appears.

Gift Card - Purchase,	Add Value	×
* Gift Card Number:	7018525744470000104	Lookup
Balance:	CARD EXPIRED	
Add Value Amount:	20.00	
	Add Value	Cancel

o If no card is entered or swiped and you click OK, the following error message will appear: Scan or type a gift card number and perform lookup before adding value to a card.

Gift Card - Purchase,	Add Value	×
* Gift Card Number:	7018525744470000021	Lookup
Balance:		
Add Value Amount:	50.00	
Scan or type a gift card perform lookup before to a card.	l number and 🗙 ок adding value	Cancel

- 5. For the Add Value Amount
 - o If you selected a gift card with a pre-set value, you cannot change this field.
 - If you selected a gift card with no pre-set value you can enter the gift card amount.
 DataTrak validates the amount you enter with the minimum and maximum amounts that your club set with Valutec.



6. Click Add Value.

The transaction is sent to the Valutec. If any errors are received from the vendor during the transmission of this transaction, you will be directed to the <u>Gift Card</u> <u>Transactions</u> page to review the error and retry the transaction providing you have the appropriate security roles.

Search 👱 Gift Card	l Transactions			Gi
Transaction Date/Time (44)	Card #	Status	Error	Balance
09/12/2011 03:13 pm	****0013	Processed		\$1,149.00
09/12/2011 03·12 pm	****0030	Processed		\$101.28 0
09/12/2011 02:10 pm	****0039	Error	CARD NOT FOUND Retry	\$0.00
09/12/2011 02:10 pm	****0039	Processed		\$101.28 0
09/12/2011 02:08 pm	****0039	Error	CARD NOT FOUND Retry	\$0.00
09/12/2011 02:07 pm	****0039	Processed	man and a second	\$101.28

7. Click **Total** to select the payment method.

Note: You cannot use Club Account to pay for a gift card.

8. Click **Finish** to complete the sale.

Redeeming a Gift Card

You can select the Vendor Gift Card payment method when customers use a gift card to purchase items at the club.

To redeem a gift card

- 1. In Point of Sale, ring up the sale.
- 2. Click Total to complete the sale.
- 3. On the Complete Sale page, select the Vendor Gift Card payment method.
 - o If you scan the gift card using a barcode scanner, DataTrak automatically triggers the Lookup balance transaction to the vendor.
 - o If you must type in the gift card number, for example from a magnetic stripe card, you must type in the number and then click **Lookup** to trigger the balance transaction to the vendor.
- 4. When the card balance is returned
 - o If the current balance on the member's card equals or exceeds the purchase, the total of the purchase is displayed in the amount field.
 - o If it is not enough, then the card balance is entered in the Amount field and DataTrak prompts you to enter another form of payment.
- 5. Click **OK** to complete the sale.

This will trigger the Sale transaction to the vendor.



- 6. Click Finish to complete the transaction.
 - If it processed correctly, the transaction is completed and the receipt is printed. The gift card transaction history/status is recorded on the Gift Card Transactions page.
 - o If the transaction fails, DataTrak returns to the Complete Sale page and highlights the failed transaction with an error message.
 - If you receive an error indicating an Invalid Card/Deactivated Card then you can void the gift card transaction and pay with another form of payment including another gift card, or you could close out of POS to cancel the entire sale.
 - If NSF is returned then you can choose an additional payment option to finalize the sale, void the gift card transaction or close out of POS to cancel the entire sale.
 - If multiple gift cards are used for payment and two succeed but one fails, all vendor transactions are voided and DataTrak returns to the Complete Sale page with the gift card transaction causing the error highlighted giving you the option of voiding the transaction and selecting another form of payment to finish the transaction.

The receipt will display the amount charged the gift card, the authorization code returned by the vendor, and the remaining Gift Card balance.

	R	eceipt	
	Clu	ıb ABC	
	09/13/2011 12:20	PM #9003-29-	-2
	Employee:	Stephanie Vilde	er
	Menbe	r Info	
	Name Àgreement # Barcode # Prepay Balance	LIZ A HOWAR 90037549 90037549 \$0.0	2D 98 98
ABC Upc	T-shirt # Misc Iteas	1 @ \$10.00	\$10.00
	Tot	als	
Exte Sub Tax Tota	ended Price Total		\$10.00 \$10.00 \$0.00 \$10.00
	Vendor Gift Card Card # X Authorization Gift Card Bala	l \$10.0 XXXXXXXXXXXXXX 72668 nce \$40	021 391 .00
Anov	unt Collected nge Due		\$10.00 \$0.00

14 © 2011 ABC Financial Services, Inc. All rights reserved. CONFIDENTIAL



Processing a Return to a Gift Card

If necessary, you can process a return to a gift card.

To process a return to a gift card

- 1. In POS find the member.
- 2. Click Load Previous Sale then find and select the member's receipt.
- 3. When the transaction is loaded in POS, click **Return**.
- 4. Select Vendor Gift Card for the payment method.
- 5. In the Gift Card Purchase/Add Value dialog box enter the gift card number:
 - o If you scan the gift card using a barcode scanner, DataTrak automatically triggers the Lookup balance transaction to the vendor.
 - If you must type in the gift card number, for example from a magnetic stripe card, you must type in the number and then click **Lookup** to trigger the balance transaction to the vendor.
- 6. Click OK.
- 7. Click Finish.

The transaction is sent to the Valutec. If any errors are received from the vendor during the transmission of this transaction, you will be directed to the <u>Gift Card Transactions</u> page to review the error and retry the transaction providing you have the appropriate security roles.

Search 🛓 Gift Card	l Transactions			Gi
Transaction Date/Time (44)	Card #	Status	Error	Balance V
09/12/2011 03:13 pm	****0013	Processed		\$1,149.00
09/12/2011 03·12 pm	****0039	Processed		\$101.28 6
09/12/2011 02:10 pm	****0039	Error	CARD NOT FOUND <u>Retry</u>	\$0.00
09/12/2011 02:10 pm	****0039	Processed		\$101.28 0
09/12/2011 02:08 pm	<u>****0039</u>	Error	CARD NOT FOUND Retry	\$0.00
09/12/2011 02:07 pm	****0039	Processed	man man	\$101.28
V. Contraction		And Constant		



Voiding a Gift Card Purchase

If necessary, you can void a gift card purchase.

Note: If more than one gift card was used in the transaction, you must perform a Return instead.

🖻 ABC DataTrak W	ebpage Dialog		1
		Void Transaction	
Date/Time: Grand Total: Member: Reason Code: Comment:	09/15/2011 09:05 AM -\$50.00 LIZ A HOWARD None	If more than one gift card is used in the transaction, it cannot be voided - you must perform a Return instead.	a return.

To void a gift card purchase

- 1. On the *Receipts* page find the member's receipt.
- 2. Select the receipt and click Void.
- 3. In the Void Transaction dialog box, select the **Reason Code**.
- 4. Click Finish

The transaction is sent to the Valutec. If any errors are received from the vendor during the transmission of this transaction, you will be directed to the <u>Gift Card Transactions</u> page to review the error and retry the transaction providing you have the appropriate security roles.

Managing Gift Card Balances

From Point of Sale you can find a gift card balance and consolidate gift card balances.

For step-by-step instructions, refer to the following topics:

- Finding a Gift Card Balance
- <u>Consolidating Gift Card Balances</u>



Finding a Gift Card Balance

To find a gift card balance

1. In POS, select the member and then click the **Gift Card Balance Inquiry** link at the top of the page.

<u>sipts</u>	<u>Gift Card Tr</u>	ransactions Gift Card Balance Inquiry Chec				
ζ <mark>Αιι</mark>	PRODUCTS S	ERVICES	Categ	ry:	Manageme	ent 👤
	IC Pay @ Club	Cash Do	wn Pymnt	C	ollection Fee	
λ ζ L	own Payment	Gift Ca	rd \$0.00	GI	t Card \$10.0	0
211 مif	L Card \$10000	Gift Care	d \$20.00	∧ <u>Ģif</u>	t Card \$50.0	o

- 2. In the Gift Card Balance Inquiry dialog box, enter the gift card number.
 - If you scan the gift card using a barcode scanner, DataTrak automatically triggers the Lookup balance transaction to the vendor and the balance is returned if one exists.
 - o If you must type in the gift card number, for example from a magnetic stripe card, you must type in the number and click **Lookup** to trigger the balance transaction to the vendor and the balance is returned if one exists.
- 3. When the transaction is complete, the balance is returned or a message is displayed to indicate the card's status (such as deactivated or expired).
 - o If the card is active, then the current balance is displayed even if it is \$0.00.
 - o If it is a new, inactivated card, the current balance displays \$0.00.

Gift Card - Balance	Inquiry	×
* Gift Card Number:	7018525744470000021	Lookup
Balance:	\$20.00	
Add Value Amount:		
Add Value Amount:	\$20.00 Add Val	lue Cancel

- 4. If you do not want to add value to the card, click **Cancel**.
- 5. If you want to add value
 - o Type the amount in the Add Value Amount field and click **Add Value**. The add value amount must be greater than \$0.00.
 - Click Total to select the payment method.
 Note: You cannot use Club Account to pay for a gift card.
 - o Click **Finish** to complete the sale.



The transaction is sent to the Valutec. If any errors are received from the vendor during the transmission of this transaction, you will be directed to the <u>Gift Card Transactions</u> page to review the error and retry the transaction providing you have the appropriate security roles.

Consolidating Gift Card Balances

To consolidate gift card balances

- 1. In POS, click Gift Card Balance Inquiry at the top of the page.
- 2. In the Gift Card Balance Inquiry dialog box, enter the first gift card number.
 - If you scan the gift card using a barcode scanner, DataTrak automatically triggers the Lookup balance transaction to the vendor and the balance is returned if one exists.
 - If you must type in the gift card number, for example from a magnetic stripe card, you must type in the number and click **Lookup** to trigger the balance transaction to the vendor and the balance is returned if one exists.
- 3. Make a note of the balance, and then click **Cancel**.
- 4. Select the member and then select the **Management** category.
- 5. Click Gift Card \$0.00 and scan or enter the member's other gift card.
- 6. In the **Add Value Amount** field enter the amount from the first gift as noted in Step 3 above.
- 7. Click Add Value.
- 8. If the Edit Sale Item dialog box appears, select the employee to receive commissions and then click **OK**.
- 9. At the bottom of the Point of Sale page, click Total.
- 10. On the Complete Sale page, click the Vendor Gift Card payment method.
- 11. In the Gift Card Redeem dialog box scan the first gift card for which you checked the balance in **Step 2** above.
- 12. Click OK.
- 13. Click **Finish** to complete the transaction.

The transaction is sent to the Valutec. If any errors are received from the vendor during the transmission of this transaction, you will be directed to the <u>Gift Card Transactions</u> page to review the error and retry the transaction providing you have the appropriate security roles.

Managing Gift Card Transactions

The *Gift Card Transactions* page is accessible through the *Point of Sale* menu and is automatically accessed through POS in the event of a vendor transaction failure having to do with Activation, Add Value, Redemption, Balance Inquiry, and Deactivation.

With the appropriate security roles, you can use the *Gift Card Transactions* page to perform the following tasks:

• View vendor transaction failures for a particular club and retry the failed vendor transaction (not all failed transactions will be able to be retried).



- Search for a particular subset of transactions.
- View vendor transaction history for a particular club.
- View full gift card numbers if security level grants.
- View the receipt image for a particular transaction.
- Look up the balance of a gift card.
- Print transactions for a given date range.
- Save a particular transaction history view to Favorites.

Opening the Gift Card Transactions Page

To open the Gift Card Transactions page, click the link at the top of the Point of Sale page.



The Gift Card Transactions page displays all gift card transactions.

Search 🛓 Gift Card	I Transactions					Favorites	Check
Transaction Date/Time (75)	Card #	Amount	Receipt #	Authorization Code	Transaction Type	Status	Error
07/28/2011 04:04 pm	****0021	\$1.00	9003-2050-137	75231735	Sale	Processed	
07/28/2011 04:03 pm	****0021				Balance	Processed	
07/28/2011 04:00 pm	****0021	\$1.00	9003-2050-136	77121528	Sale	Processed	
07/28/2011 03:59 pm	****0021				Balance	Processed	
07/28/2011 03:56 pm	****0021	\$1.00	9003-2050-135	05870900	Sale	Processed	
07/28/2011 03:56 pm	****0021				Balance	Processed	
07/28/2011 03:55 pm	****0021	\$1.00	9003-2050-133	45152681	Sale	Processed	
07/28/2011 03:55 pm	****0021				Balance	Processed	
07/28/2011 02:42 pm	****0021	\$1.00	9003-2050-128	42812498	Sale	Processed	
07/28/2011 02:42 pm	****0021		and the second	and wanter	Balance	Processed	~



Searching for a Gift Card Transaction

You can use the Search page to filter the view, select output columns, set the sort order, and save search favorites.

Search Filters

The following are the search filters:

- Club
- Transaction Type
- Card Last Four (last four digits of the card number)
- Receipt #
- Amount
- Status
- Transaction Date
- Members
- Employees

Output Columns

You can select output columns and set their sort order.

Transaction Date/Time – Required

This column is required. If you remove it you will receive an error as shown below:





Card # (truncated card number) – Required

This column is required. If you remove it you will receive an error as shown below:

🖉 ABC DataTrak Webpage Dialog	X
Error	
Card # cannot be unselected	
OK	

- Authorization Code
- Amount
- Balance
- Employee
- Error
- Member
- Receipt #
- Status
- Transaction type
- Vendor Date/Time



Favorites

You can save a particular set of search criteria to *Favorites*. Simply set your filters and configure your output columns and then click **Save** in the Favorites box. When the Create Favorite dialog box appears, type a name for the favorite and then click **OK**.

abc 🖉	ABC DataTrak Webpage Dialog 🛛 🔀				
		Create Favorite			
F	avorite:	New			
* N	lame:	Processed			
[C	efault:	No			
		OK Cancel			



Setting Gift Card Security Roles

The security functions for Gift Cards are in the POS category. You can create and configure security roles with the following functions:

- **Gift Card Full Card Number View:** Allows you to view the full card number on the Gift Card Transactions page.
- **Gift Card Retry Transaction Perform:** Allows you to retry a gift card transaction.
- Gift Card Transactions Access: Allows you to view the Gift Card Transactions page.

The gift card security functions in the POS category are shown in the image below.

Edit Security Access Roles			
General			
* Name: G	ft Card		Descrip
(i) Click on a security function for a description of its usage.			
Functions		Expand All	
— Y	es / No 💌	POS	
	Yes	Card Terminal Selection - Perform	
	Yes 💙	Club Account Adjust - Perform	1
	Yes 💌	Club Account Billing - Access	
	Yes 💌	Drawer Add/Drop - Perform	
	Yes 💌	Drawer Close - Perform	
	Yes 💌	Drawer Open for No Sale - Perform	
	Yes 💌	Drawer Summary - Access	
	Yes 💌	Drawers - Access	
	Yes 💙	Drawers Multi Club - Access	
	No 💌	Gift Card Full Card Number - View	X
	No 💌	Gift Card Retry Transaction - Perform	
	No 💌	Gift Card Transactions - Access	
	y v		