

## Purchase Gift Card

activeworks | outdoors Field Manager - Windows Internet Explorer provided by Yahoo!

https://forms.reserveamerica.com/FieldMgrHome.do?e\_Worker=LogIn&e\_TagVariableName=Switch&e\_Param=6&defaultContract=GA&orms\_session\_id=B40A0598-B70F-47AD-B898-8645659C2B8E86.e\_RoleLocationDropDown=32003575

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activeworks | outdoors Field Manager

ACTIVEworks. | Outdoors Field Manager

Home Map Availability Open Cash Drawer Search: Site Reservations Reports POS Admin Financials Help Launch Pad Sign Out

PANOLA MOUNTAIN STATE CONSERVATION PARK Terry Trowbridge - GA Contract  
GA - Park Manager - PANOLA MOUNTAIN STATE CONSERVATION PARK - Georgia State Parks

CURRENT PARK STATUS - 2014-04-07 08:57 EDT

SITE TYPE	AVAILABLE	TYPE OF USE	MAKE BOOKING
PRIMITIVE CAMPING	5	OverNight	WALK-IN
PICNIC SHELTER	4	Day	WALK-IN

TOTALS FOR TODAY

ACTIVITY	TOTAL
Quick List for: no selection	

ACTIVITY

ACTIVITY	TOTAL	MAKE BOOKING
Check-ins	8	
Check-outs	0	
No-Shows	0	
Walk-ins	0	
Reservations	0	RESERVATION
POS Sales	0	PURCHASE
Gift Cards	0	PURCHASE

CHARGE POS RETURN RELOAD

BULLETINS

Support Contact Information

Helpdesk/Inventory  
Phone: 1-888-579-6758  
Inventory Email: ActiveOutdoorsGAInventory@activenetwork.com  
Helpdesk Email: AO.supportRA@activenetwork.com  
Escalations: ActiveOutdoorsGASupervisor@activenetwork.com  
*The above contact information is NOT to be given out to customers.*

Customer Service  
Phone: 1-800-864-7275  
Email: ActiveOutdoorsGADNRSRT@Activenetwork.com

In Field Manager, Click the Purchase box beside the Activity, Gift Cards.

## Purchase Gift Card

The screenshot shows the 'Purchase Gift Card' page within the activeworks software. The interface includes a top navigation bar with links like File, Edit, View, Favorites, Tools, Help, and a search bar. Below this is a toolbar with links to Google, eBay, Web Slice Gallery, and Yahoo! Mail. The main header reads 'ACTIVEworks | outdoors Field Manager'. The sub-header indicates the location is 'PANOLA MOUNTAIN STATE CONSERVATION PARK' and the user is 'Terry Trowbridge - GA Contract'. A note on the right says 'Note: Click Swipe Card before swiping the card to read correctly.' Red arrows numbered 1, 2, and 3 point to specific fields: arrow 1 points to the 'AMOUNT' input field, arrow 2 points to the 'CARD #' input field, and arrow 3 points to the 'GIFT CARD' input field. The bottom of the screen shows a footer with the ACTIVE network logo, copyright information, and a 'WHAT'S YOUR ACTIVE?' section.

**1** Enter the dollar value to add to the gift card. (Must be greater than \$5).

**2** Either Click the Swipe Card button (if you have the peripheral card reader device) to populate the gift card number field OR manually enter the gift card number printed on the back top of the card.

**3** Click Add to Cart

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ACTIVEworks Outdoors Field Manager

Home Map Cancel Cart Open Cash Drawer Help Search: Site Reservations

Your Cart 1

Customer Name General Public CHANGE CUSTOMER

Actions ADD POS PRODUCT PAY OUTSTANDING BALANCE NEGOTIATE PRICE Add Order

Items ORDER ITEM QTY FEE TYPE PRICE

<input type="checkbox"/>	Purchase Gift Card	GIFT CARD	1	POS Fee	\$50.00
<input type="checkbox"/>	Gift Card Sale(New - 1)	Card Number: *****4199		Order Total	\$50.00
<input checked="" type="checkbox"/> REMOVE ORDER <input checked="" type="checkbox"/> SPLIT ORDER <input checked="" type="checkbox"/> APPLY DISCOUNT <input checked="" type="checkbox"/> REDEEM POINTS <input checked="" type="checkbox"/> FEES <input checked="" type="checkbox"/> ADJUST FEES TO PAST PAID <input checked="" type="checkbox"/> REJECT REFUND <input checked="" type="checkbox"/> CHARGE POS					
Totals	Total Price \$50.00				
Outstanding	Total Past Paid \$0.00				
Payment	Type	Amount	Currency	Minimum Payment Due \$50.00	
	<input type="button" value="Cash"/>	<input type="text" value="50.00"/>	USD	<input type="button" value="SWIPE CARD"/>	
	<input type="button" value="MasterCard"/>				
	<input type="button" value="Visa"/>				
	<input type="button" value="Money Order"/>				
	<input type="button" value="Discover"/>				
	<input type="button" value="American Express"/>				
	<input type="button" value="Travelers Check"/>				
	<input type="button" value="GIFT CARD"/>				

1 Select Payment Method.

2 Click Process Order and finish sale like any other POS transaction.

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