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# Gift Cards: Setup & Use



SMRT Support

7 months ago · Updated

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## Introduction

Gift cards in SMRT work like most gift cards systems. A customer can buy a gift card in SMRT; the CSR would enter an amount and scan the unique gift card barcode. The gift card order can then be paid like any other order in SMRT. Then, the same or another customer can use the gift card for full or partial payment of their order. The gift card can also be transferred to account credit if the customer wants to use it during a drop-off instead of a pickup.

Help

This article covers the manufacturing of cards, setup of cards in SMRT, loading of a card and lastly, redeeming a loaded card.

## Manufacturing of Cards

Make sure that every barcode is unique and random, Code 128 barcode preferably around 10 characters. Try an example barcode in SMRT to make sure it scans before having them all created.

## Gift Card Setup

To enable the use of gift cards within SMRT, you need to add a special item type.

This is all you have to do to configure the gift card system in SMRT, and the steps are outlined below

1. Go to Settings -> Detailing & Pricing -> Price Lists.
2. Click '+ Add New':

Price Lists

Admin

Create Custom Price List

## Base Price List

Select Customer / Price List

Item Types
Special Cares
Alterations

Search 
Select categories 
Select departments 
More Actions 
+ Add New
Save

Image	Name	Price	Settings	Status
	<input type="text" value="2pc Gown- Bottom"/>	<input type="text" value="19.28"/>	<input type="button" value="Settings"/>	<input type="button" value="Disable"/>
	<input type="text" value="2pc Gown- Bottom -G"/>	<input type="text" value="19.28"/>	<input type="button" value="Settings"/>	<input type="button" value="Disable"/>

3. Enter a gift card name. --> Select the Retail category. --> Optionally change department and the item image.

Image	Name	Price	Settings	Status
	<input type="text" value="Gift Card"/>	<input type="text" value="0"/>	<input type="button" value="Settings"/>	<input type="button" value="Disable"/>

**Category**

**Type**  
☒ Gift card

**Department**

**Image**

**Item name alias**  


Primarily used as an identifier for exports to other systems

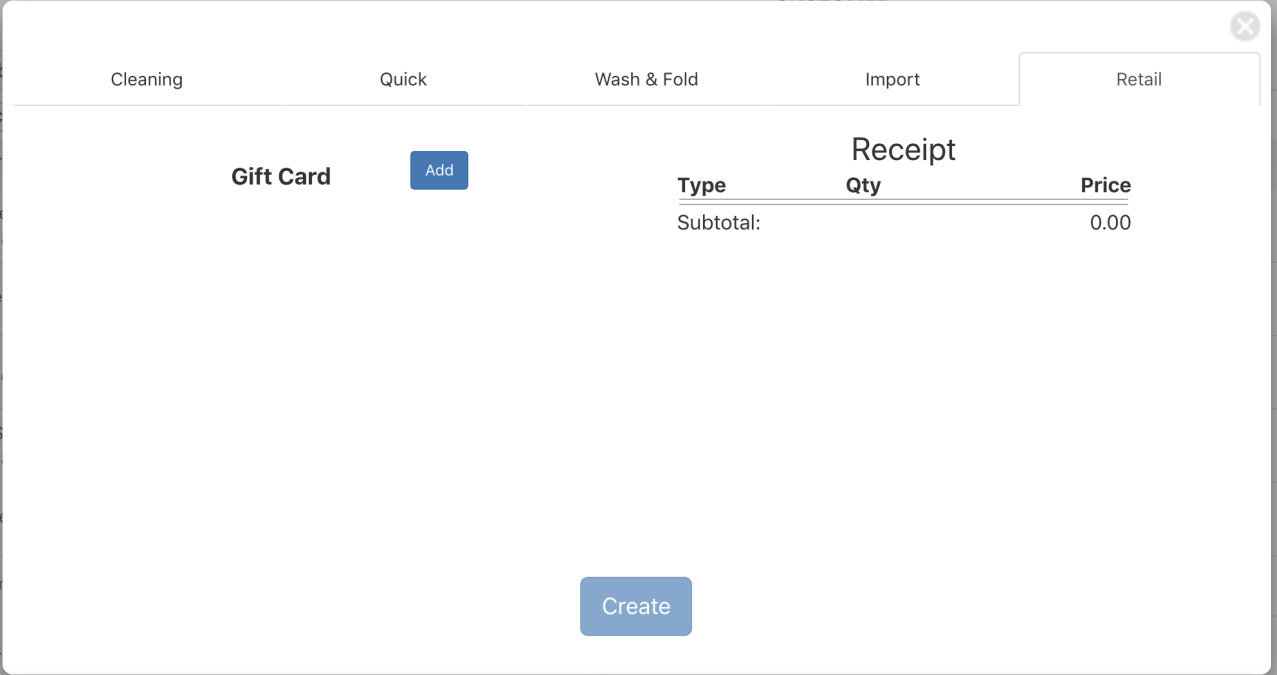
4. Select Gift card for the type.

**Type**  
☒ Gift card

5. The gift card now exists and will show up under the Retail tab in the order box. Navigate back to the POS to verify that it's there.

## Loading a Gift Card

1. When a customer wishes to purchase a gift card, press New Order and go to the Retail tab. Now, press "Add" next to the gift card in the list of retail items types to the left.



The screenshot shows the SMRT Systems POS interface. At the top, there are tabs for Cleaning, Quick, Wash & Fold, Import, and Retail. The Retail tab is selected. Below the tabs, there is a section for "Gift Card" with an "Add" button. To the right, there is a "Receipt" table with columns for Type, Qty, and Price. The table shows a "Subtotal" of 0.00. At the bottom, there is a "Create" button.

Type	Qty	Price
Subtotal:		0.00

2. Now scan the barcode present on a new, previously unused gift card, in the barcode field to the right:

Cleaning Quick Wash & Fold Import Retail

**Gift Card** Add

**Receipt**

Type	Qty	Price
Gift Card	Barcode	0

Enter amount and scan barcode

Subtotal: 0.00

Create

3. It is possible to create several gift cards at once. Once you're done, press "Create" to create the order.

Cleaning Quick Wash & Fold Import Retail

**Gift Card** Add

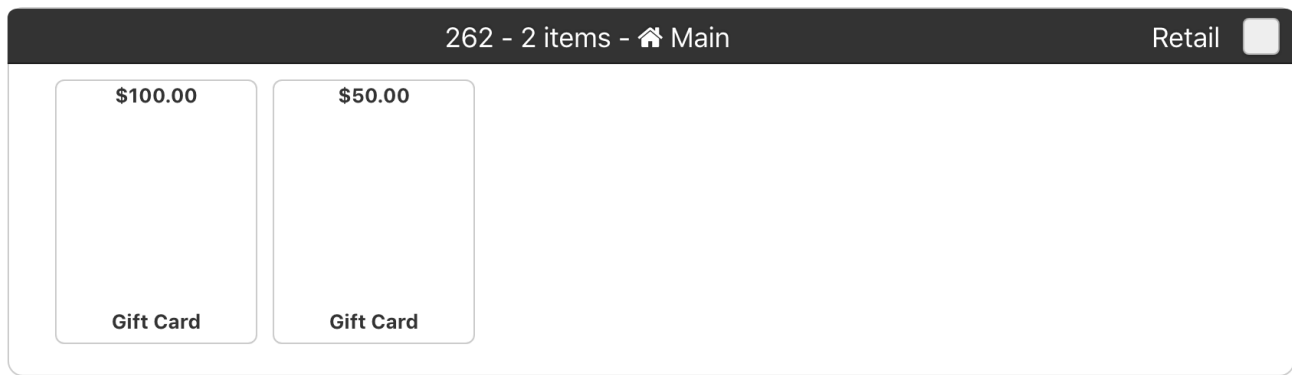
**Receipt**

Type	Qty	Price
Gift Card	giftCard1	100
Gift Card	giftCard2	50

Subtotal: 150.00

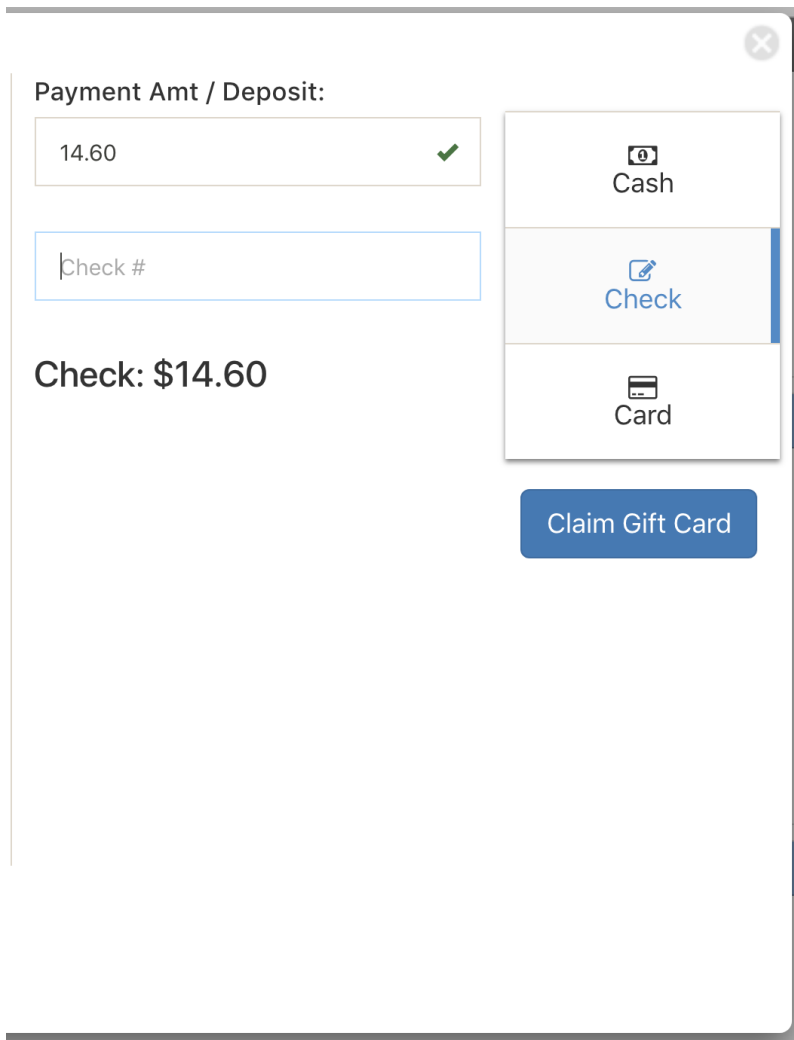
Create

4. An order with the gift cards is created and can be paid as usual. The gift cards can be used only after they are paid for.



## Redeeming a Gift Card

1. To Redeem a gift card, there are two options. The most common use case is to pay off an order ready for pickup. In the Payment box, press the blue "Claim Gift Card" as shown below. You can also convert a gift card to account credit, to be used for a future order. Go to the payment tab and press "Add Credit", after which you select gift card.



The screenshot shows a web interface for gift card management. At the top, there's a header with the date and time '6/29/23, 11:13 AM' and the title 'Gift Cards: Setup & Use – SMRT Systems Help Center'. The main content area is a form titled 'Payment Amt / Deposit:'. It contains a text input field with the value '14.60' and a green checkmark icon. Below this is another text input field labeled 'Check #'. To the right of these fields is a vertical stack of three buttons: 'Cash' (with a cash icon), 'Check' (with a check icon and highlighted in blue), and 'Card' (with a card icon). Below the 'Check' button is a blue button labeled 'Claim Gift Card'. The text 'Check: \$14.60' is displayed below the 'Check #' field.

2. Regardless of whether you're using the gift card as a payment method, or converting it to account credit, you're shown the same prompt asking you to scan the gift card:

### Scan Gift Card

Barcode

3. Once scanned, you're shown the balance on the card. You can redeem the full or a partial amount. Lastly, click "Redeem" to finish redeeming the card.

#giftCard1

[Rescan card](#)

Available balance: 100.00

Amount to redeem:

\$

⌵

Max

[Redeem \\$ 100.00](#)

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