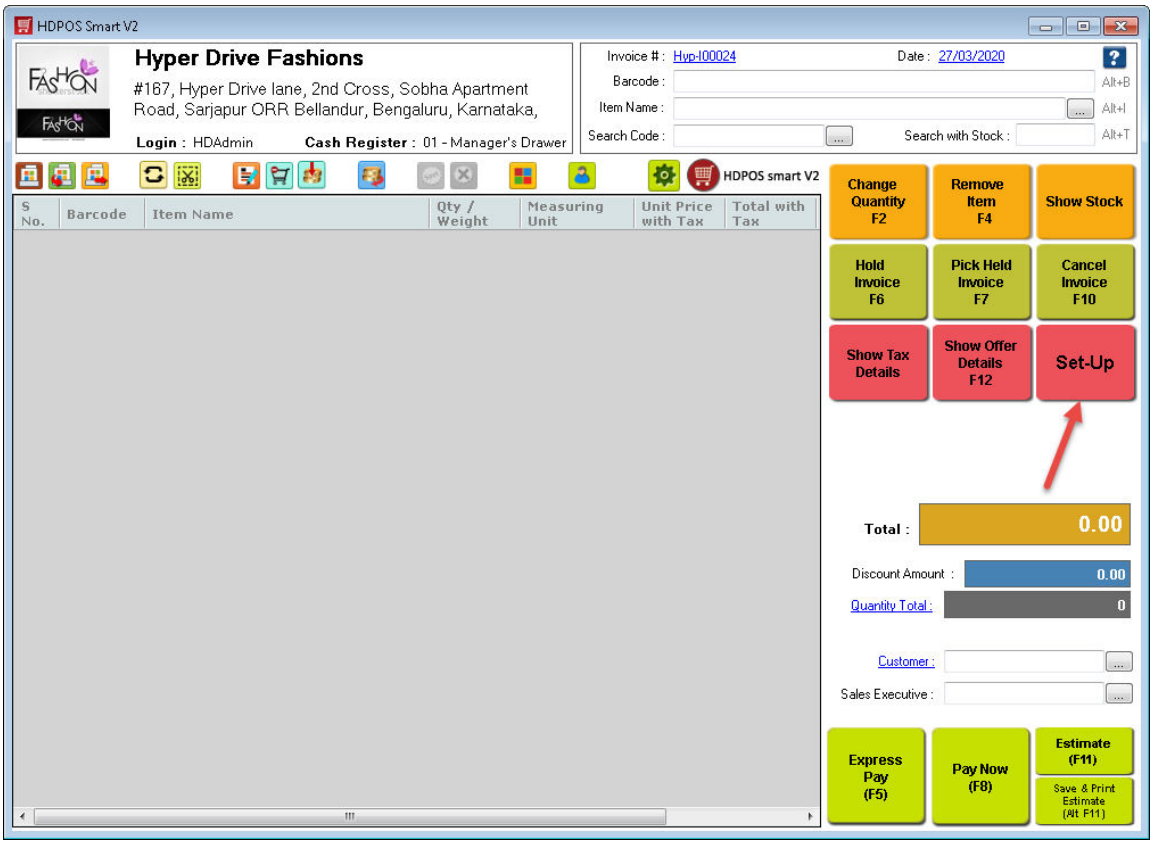
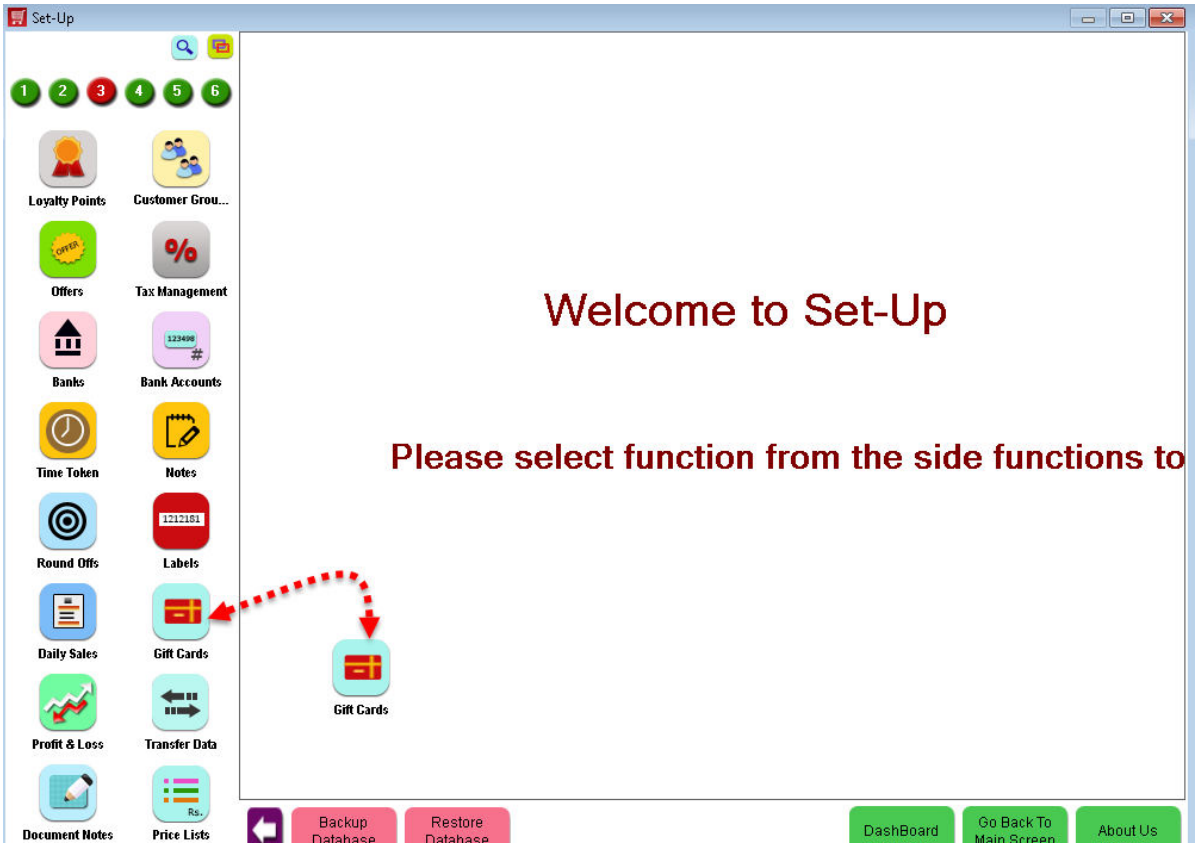
How to Recharge a Gift Card?

To recharge a Gift Card, follow the steps given below.

1. Run **HDPOS smart**. From **Main Invoice Screen**, select **Set-up**.



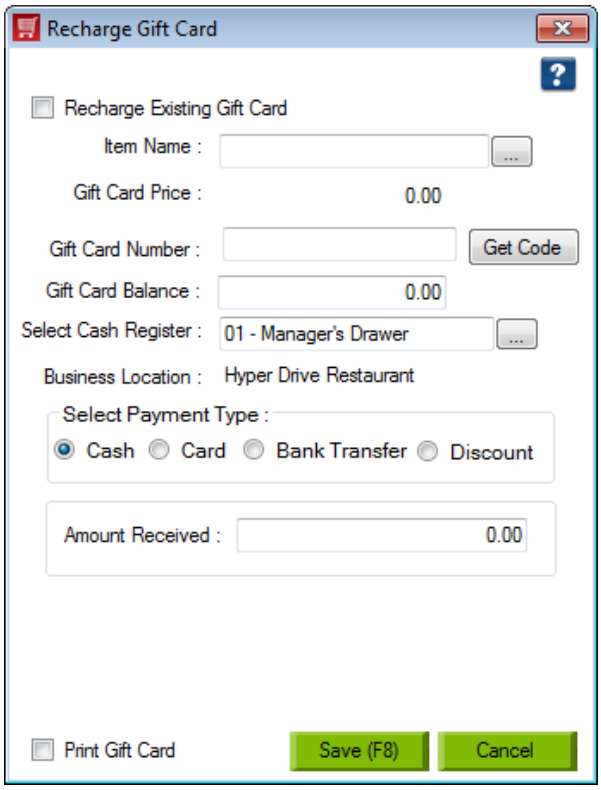
2. From the 3rd page of **Set-Up**, select **Gift Card.**



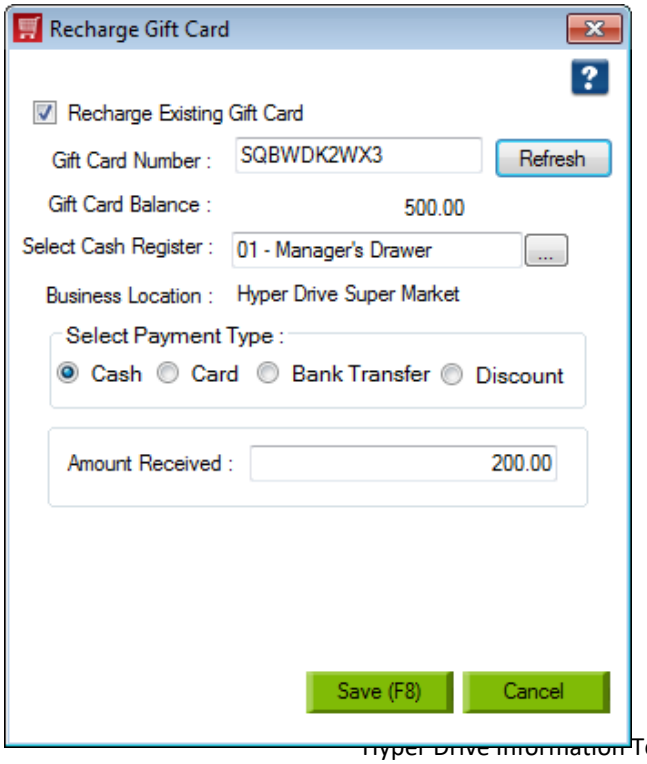
3. In the **Manage Gift Card** screen, you can see all the issued gift cards as shown below.
4. Click on **Recharge Gift Card** button.


Gift Card
1
2
3
4
5
Loyalty
Customer Gp.
Offer
Tax
Bank Branch
Bank Account
Email Templates
Notes
Rounding Off
Label
Daily Sales
Gift Card
Sales Vs Purchase
Send FA Data
Document Notes
Price List
Show All
Show Issued Gift Card
Show Cancelled Gift Card
Show Zero Balance Gift Card
Search
Gift Card Number
Gift Card Amount
Gift Card Balance
Status
Gift Card Issue Date
SQBWDK2WX3 500.00 500.00 Issued 25/02/2015 03:37 PM
FPE7VUSMPW 500.00 150.00 Issued 25/02/2015 03:36 PM
G5VGK4TK5Q 500.00 500.00 Issued 25/02/2015 03:36 PM
Total Records : 3
Backup Database
Restore Database
Go Back To Main Screen
About Us
Feedback

5. **Recharge Gift Card** screen will be opened as shown below.



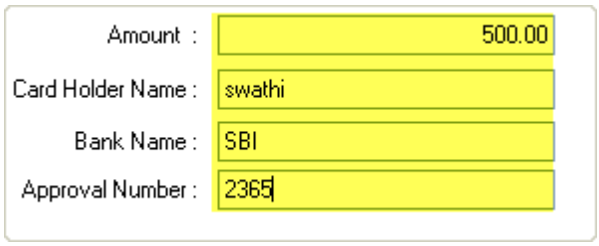
6. Check the **Recharge Existing Gift Card** checkbox.



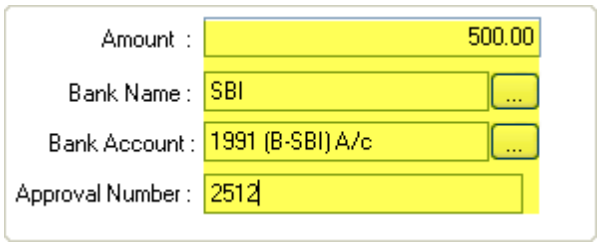
- **Gift Card Number**: Selected gift card's number will be displayed here.
- **Gift Card Balance**: Balance of the selected giftcard is displayed here.
- **Select Cash Register**: Select the cash register into which you want to transfer the payment you are taking for recharging the gift card. The default **Cash Register** gets selected by default.
- **Business Location**: By default current business location name will be displayed here.
- **Select Payment Type:** Select the payment type through which you are receiving payment from customer.
  - **Cash:** If you are receiving payment from customer through cash, then select this option and enter the amount received.



  - **Card**: If you are receiving payment from customer through card, then select this option and enter the amount received and card details.



  - **Bank Transfer**: If you are receiving payment from customer through bank transfer, then select this option and enter amount and select the Bank Name, Bank Account and Approval Number.

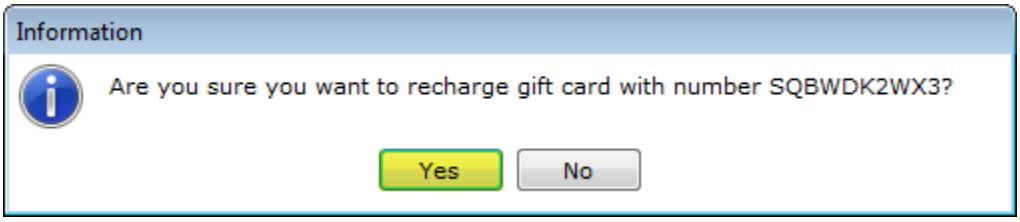


  - **Discount**: If you want to give discount to customer, you can recharge a gift card with it and give to customer. Enter the amount of discount that you are giving in **Amount Received** field.

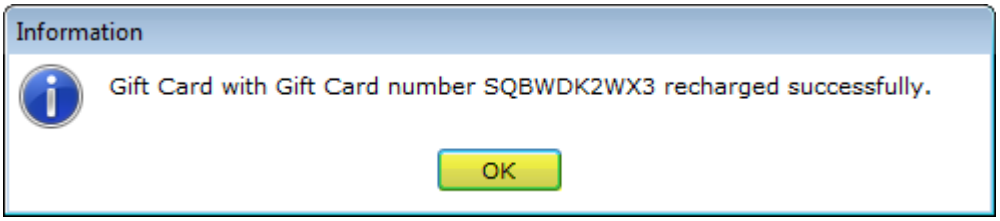


- Click on **Save**.

7. You will see a message as shown below. Click on **Yes** to recharge the gift card.



8. You will see message as shown below. Click on **OK**.



9. You can see the **Recharged Gift Card** amount from the **Manage Gift Card** Screen.

