



Taking Payment

1. Process the sale as usual
2. Select the **"Split Payment"** button
3. Select **"Voucher"**, then scan barcode on the back of the gift card or e-voucher – if necessary, manually enter the 16-digit number
4. Press **"Go"**, then select **"Ok"**, then **"Ok"** again
5. If there isn't enough money on the gift card, select the additional payment method and complete the sale

Balance Check

1. Go to the admin screen, then select **"Charity Gift Card Balance"**
2. Scan the barcode on the back of the gift card or e-voucher – if necessary, manually input the 16-digit number

Refunding to a Gift Card

1. Start the refund as usual
2. Select **"Split Payment"**, then **"Voucher"**
3. Select **"Charity Gift Card"**, then scan the gift card - **please note that you can refund onto any gift card – it does not need to be the one that was used to make the purchase**

Selling a Card

1. Scan a gift card
2. Input the amount (minimum £10) the customer would like onto the gift card
3. Select **"Ok"** and complete as usual, choosing either cash or card.