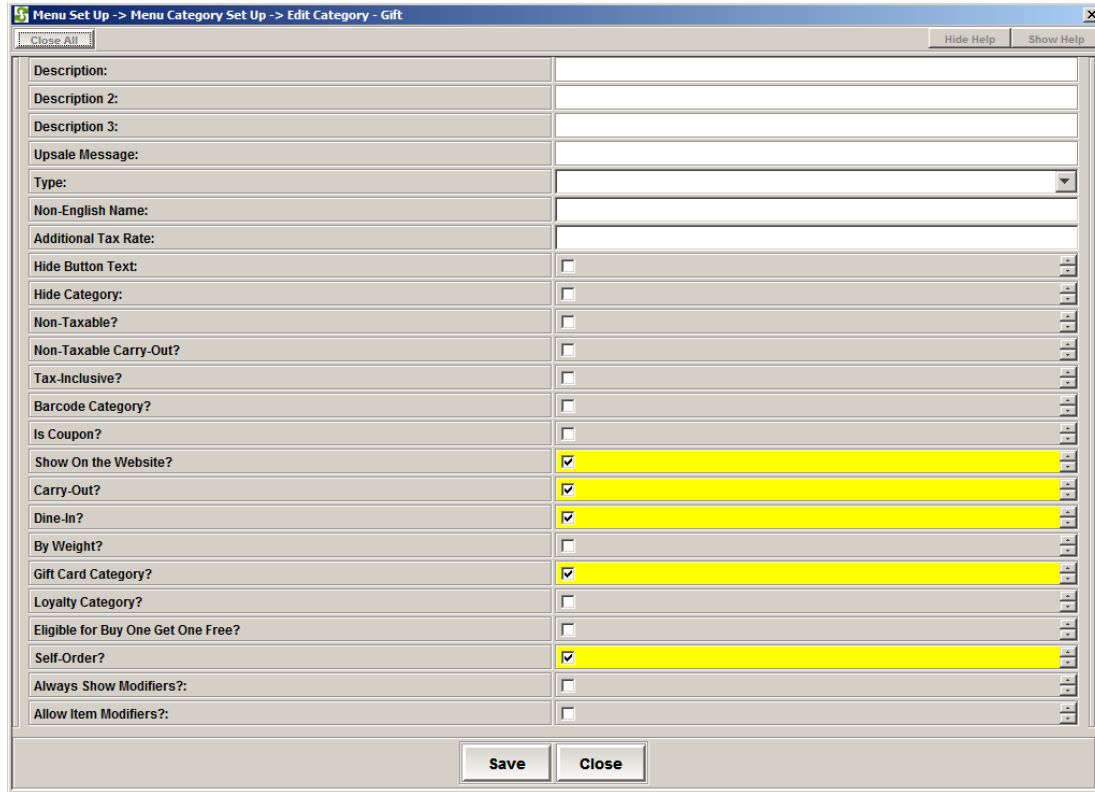


Gift Cards

Supermenu POS has built-in modules for managing Gift Cards and Gift Certificates at no additional costs.

To sell Gift Cards, first you need to create a menu Category for Gift Cards.

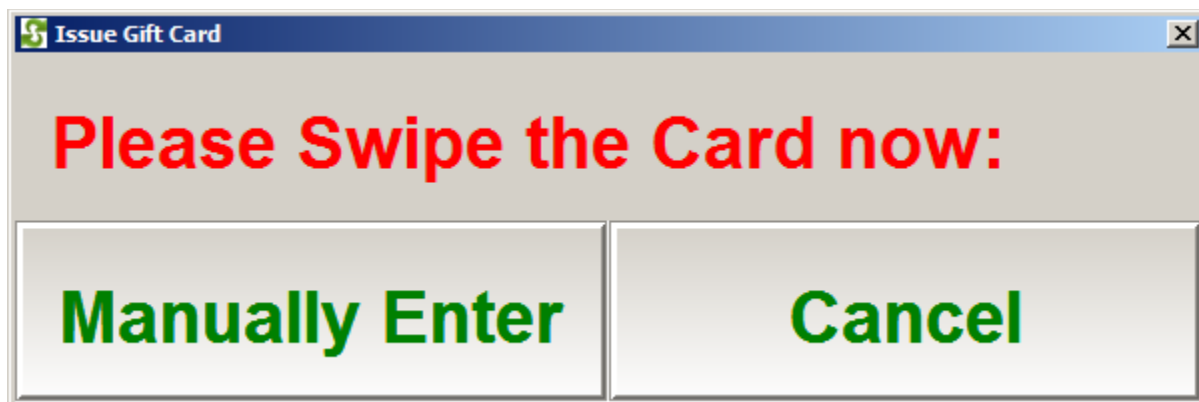
1. Go to Menu Set Up
2. Enter Gift Cards in the category
3. Click on Other Button next to Gift Cards
4. In the Other Screen, check the Gift Card check box, and click on Save Button
5. Click on Items button next to Gift Cards to enter the Gift Cards for sale:
6. Enter the Gift Cards like \$10 Gift Card, \$20 Gift Card, etc.
7. If you want to enter an open amount Gift Card, leave the price empty.



Menu Set Up -> Menu Category Set Up -> Edit Category - Gift	
Description:	
Description 2:	
Description 3:	
Upsale Message:	
Type:	
Non-English Name:	
Additional Tax Rate:	
Hide Button Text:	<input type="checkbox"/>
Hide Category:	<input type="checkbox"/>
Non-Taxable?	<input type="checkbox"/>
Non-Taxable Carry-Out?	<input type="checkbox"/>
Tax-Inclusive?	<input type="checkbox"/>
Barcode Category?	<input type="checkbox"/>
Is Coupon?	<input type="checkbox"/>
Show On the Website?	<input checked="" type="checkbox"/>
Carry-Out?	<input checked="" type="checkbox"/>
Dine-In?	<input checked="" type="checkbox"/>
By Weight?	<input type="checkbox"/>
Gift Card Category?	<input checked="" type="checkbox"/>
Loyalty Category?	<input type="checkbox"/>
Eligible for Buy One Get One Free?	<input type="checkbox"/>
Self-Order?	<input checked="" type="checkbox"/>
Always Show Modifiers?:	<input type="checkbox"/>
Allow Item Modifiers?:	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

Gift Management - Selling Gift Cards

To sell a gift card, click on the Gift Card Item on the order taking screen, Swipe the gift card when the pop up screen appears.



Gift Management - Redeem Gift Card

To Redeem Gift Card, Click on Gift Button on the Payment Screen, the Swipe Card Screen will appear, swipe the card, the payment amount will be reduced by the gift card amount.

Please Select Payment Type			
CASH CHECK CREDIT ACCOUNT		Tips: <input type="text"/>	Clear
		Total Amount: 15.38	
		Cash Drawer	
Notes: <input type="text"/>	Clear		
Cash Tendered: \$ <input type="text"/>		Clear	
Change: \$ <input type="text"/>			
1	2	3	
4	5	6	
7	8	9	
Back	0	.	
			5
			10
			20
			50
			100
			200
Gift		Split Payments	Done
			Cancel

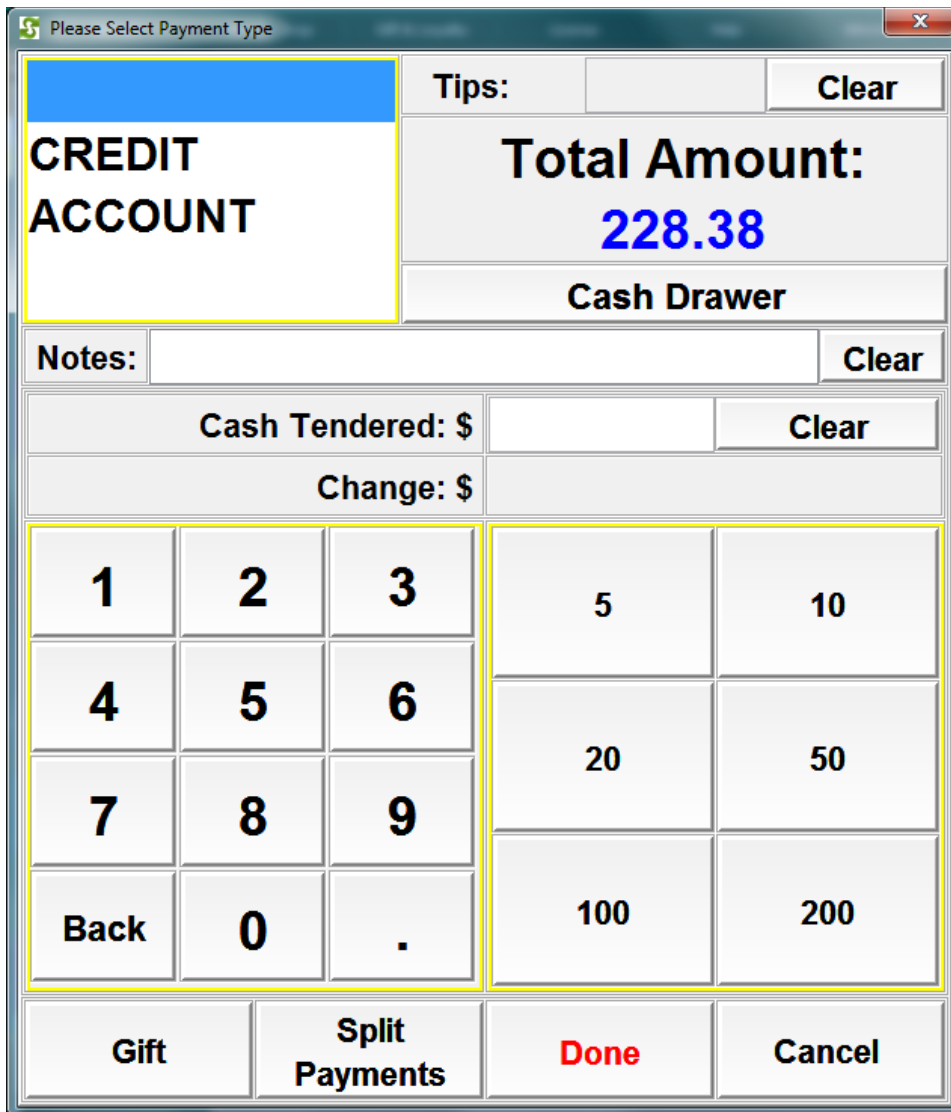
Gift Management - Gift Certificate

There are two types of Gift Certificate: Internal and external Gift Certificates.

External Gift Certificates are Gift Certificates sold by third party vendors such as Groupon, restaurant.com, etc. These gift certificates are not stored in the POS and the restaurant needs to check the validity of these certificates against the third-party's online database.

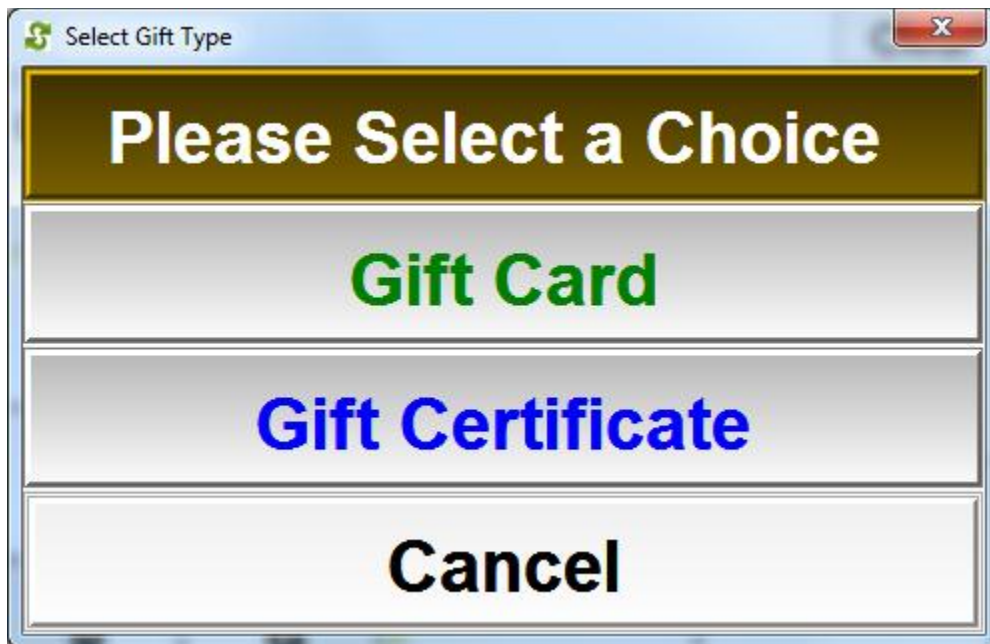
To redeem these gift certificates in the system, there are two ways:

First, on the payment screen, click on the Gift Button:



Please Select Payment Type				
CREDIT ACCOUNT		Tips:	Clear	
		Total Amount: 228.38		
		Cash Drawer		
Notes:			Clear	
Cash Tendered: \$			Clear	
Change: \$				
1	2	3	5 10 20 50 100 200	
4	5	6		
7	8	9		
Back	0	.		
Gift		Split Payments	Done	Cancel

On the Next Screen, click on Gift Certificate:



On the next screen, enter the amount, certificate number and issuer and click on OK.

You will then select the payment type for the remaining amount for the order.

The second way of redeeming gift certificates is to click on the Split Payment button, in the split payment screen like below, click on GIFTCERT

Split Payment

Enter the Split Amounts below:

114.19	Pay
114.19	Pay

**CREDIT
GIFTCERT
ACCOUNT**

Payment Amount:
114.19

Tips: Clear

Open Cash Drawer

Notes: Clear

Cash Tendered: \$ Clear

Change: \$

1	2	3	10	20
4	5	6	30	40
7	8	9	50	60
Back	0	.	70	80
			90	100

**Total Order
Amount: \$228.38**

Complete Order

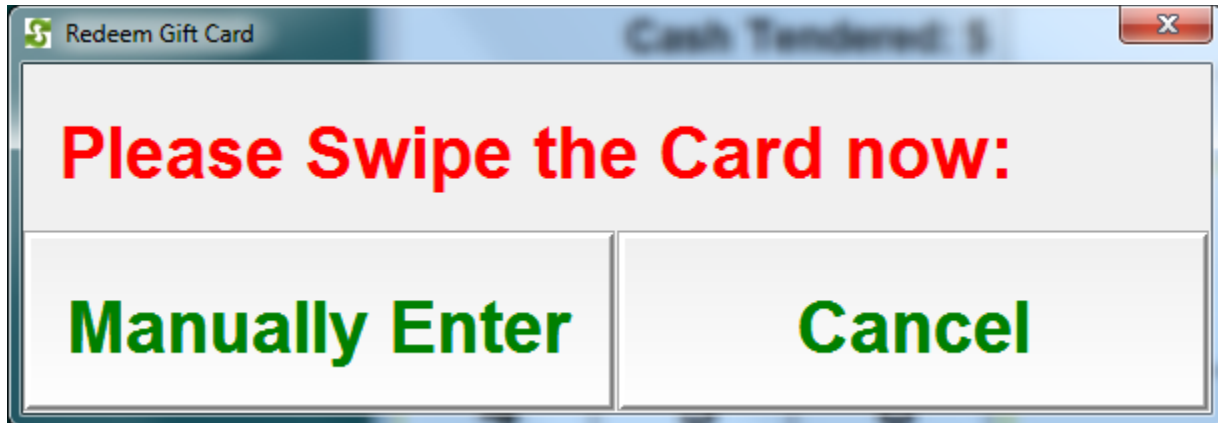
Cancel Split

Then enter the Number and Issuer:

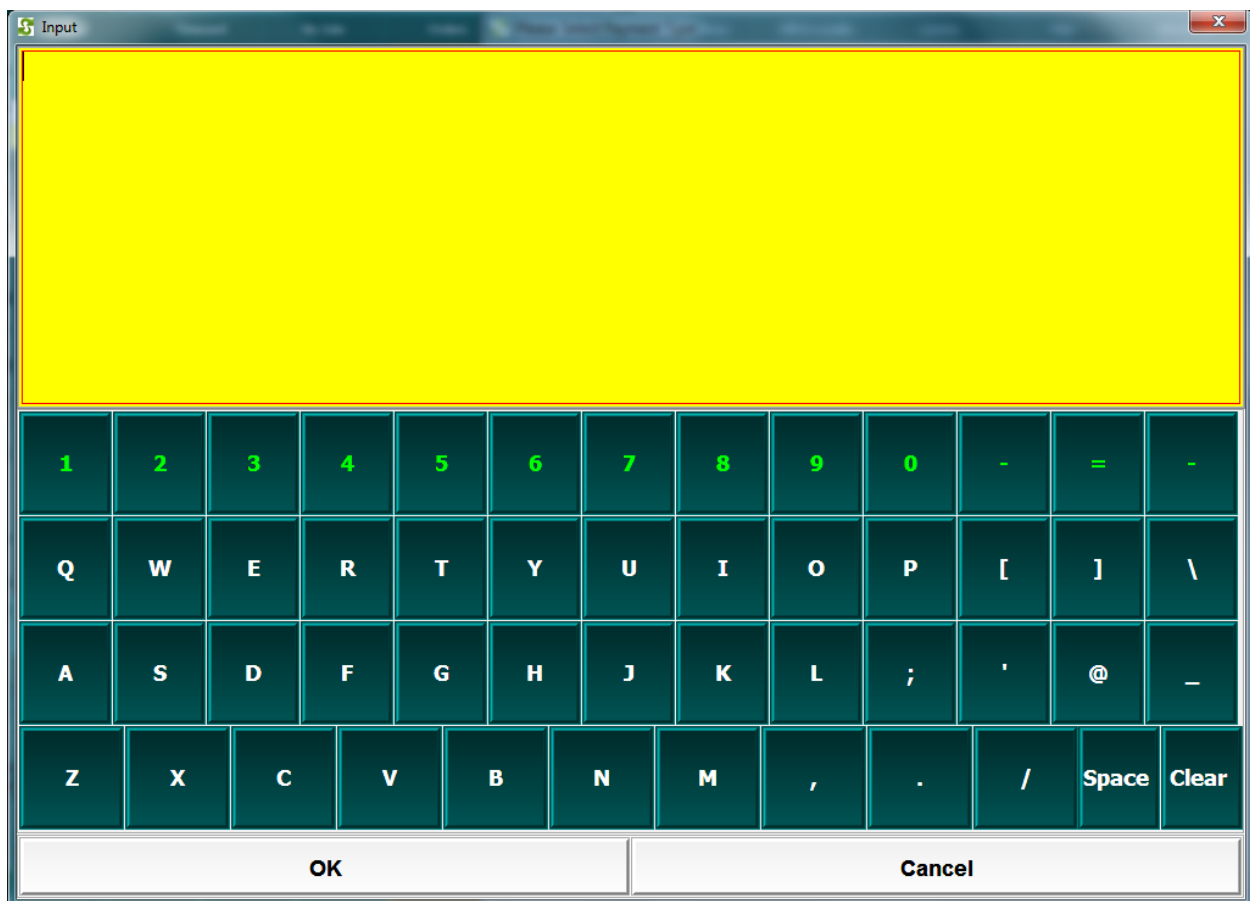
Enter the Amount:										114.19		
Enter the Gift Certificate Number:												
Select the Gift Certificate Issuer:										▼		
1	2	3	4	5	6	7	8	9	0	-	=	<-
Q	W	E	R	T	Y	U	I	O	P	[]	\
A	S	D	F	G	H	J	K	L	;	'	@	_
Z	X	C	V	B	N	M	,	.	/	Space	Clear	
OK										Cancel		

Internal Gift Certificates that works like Gift Cards:

The internal gift certificates are issued by the restaurants. The system will store and track the balances of the gift certificates, which can be reused and refilled. Technically they will be treated as if they are Gift Cards with manually entered numbers. For example, when issuing or redeeming Gift Certificates, first see the following screen:



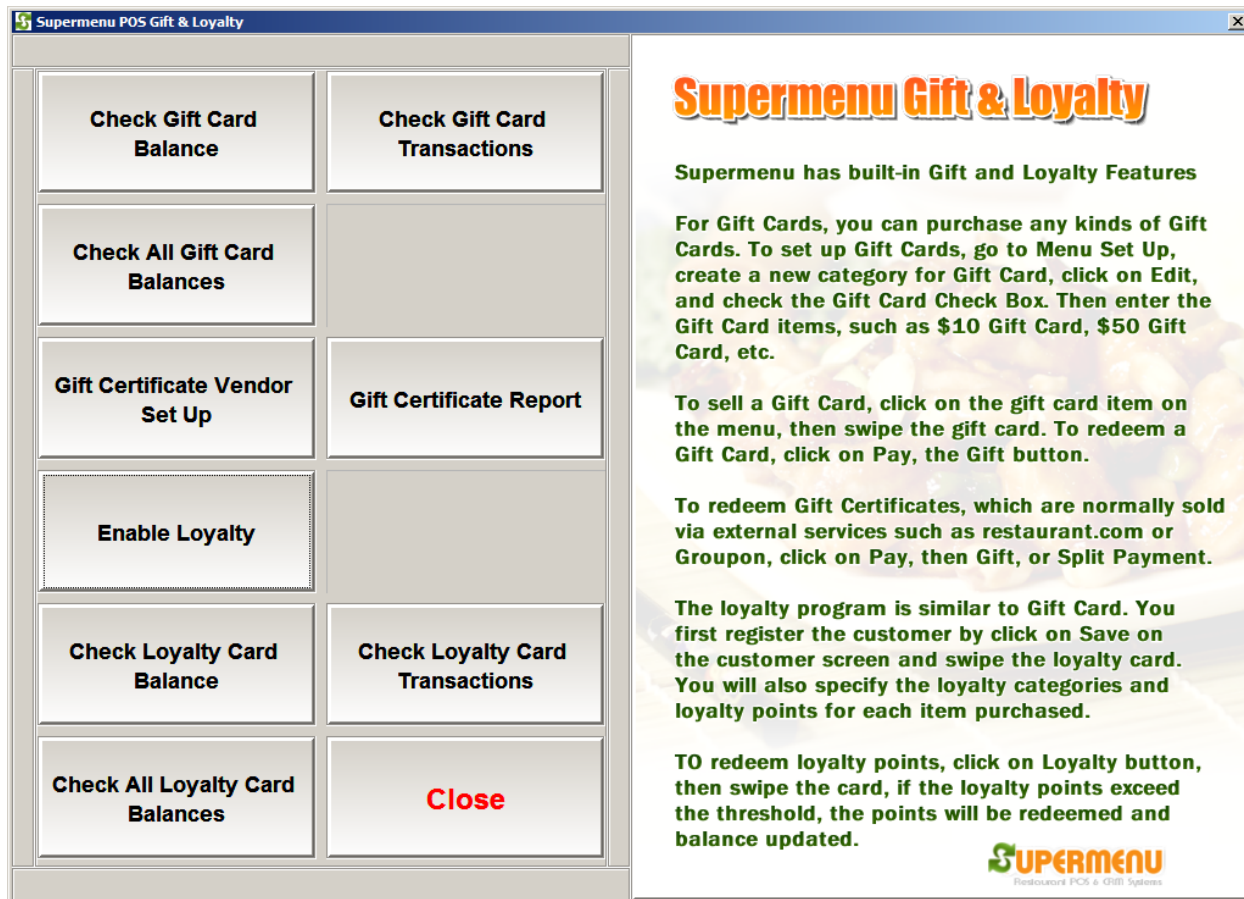
Click on Manually Enter and Enter the Gift Certificate Number in the following Screen:



Loyalty Management

Supermenu Loyalty program can work in conjunction with Gift Cards.

To enable loyalty, go to Gift & Loyalty, then click on Enable Loyalty:



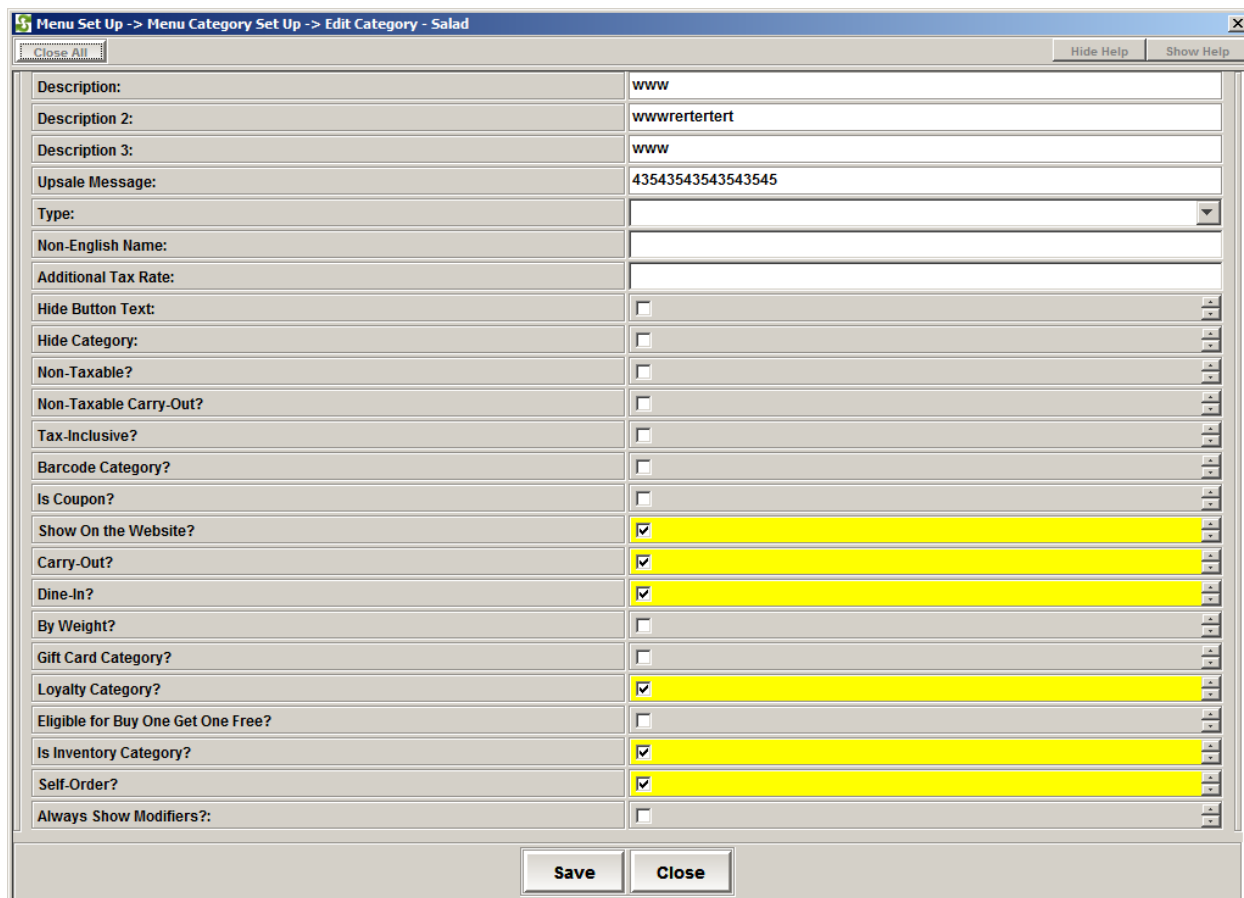
After the loyalty is enabled, you can register customers with the loyalty cards.

On the customer screen, click on Save Button:

The screen will pop up asking you to swipe the loyalty card:



Then you will need to define the loyalty categories to enable programs like “buy x number of certain items, then get 1 free”. For example, “buy 10 coffees and then get 1 free”, etc. To enable loyalty, go to All Set Up, then Category Set Up, click on Edit Button next to the Category, then check Loyalty Category check box:



Description:	www
Description 2:	wwwrertertert
Description 3:	www
Upsale Message:	43543543543543545
Type:	
Non-English Name:	
Additional Tax Rate:	
Hide Button Text:	<input type="checkbox"/>
Hide Category:	<input type="checkbox"/>
Non-Taxable?	<input type="checkbox"/>
Non-Taxable Carry-Out?	<input type="checkbox"/>
Tax-Inclusive?	<input type="checkbox"/>
Barcode Category?	<input type="checkbox"/>
Is Coupon?	<input type="checkbox"/>
Show On the Website?	<input checked="" type="checkbox"/>
Carry-Out?	<input checked="" type="checkbox"/>
Dine-In?	<input checked="" type="checkbox"/>
By Weight?	<input type="checkbox"/>
Gift Card Category?	<input type="checkbox"/>
Loyalty Category?	<input checked="" type="checkbox"/>
Eligible for Buy One Get One Free?	<input type="checkbox"/>
Is Inventory Category?	<input checked="" type="checkbox"/>
Self-Order?	<input checked="" type="checkbox"/>
Always Show Modifiers?:	<input type="checkbox"/>

Save Close

Then go to all other set up, change loyaltyMinimum to 10 or any numbers that will specify how many items you need to purchase before you can get 1 free item.

For example, if we make Sub as a loyalty item, then add some subs to the order, before placing the order, click on the loyalty button on the order screen:

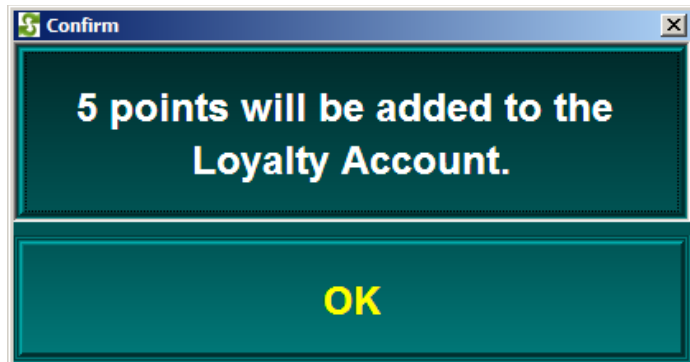
Exit	Timecard	No Sale	Orders	Refresh	Money Drop	Gift & Loyalty	License	Help	Minimize
Carry-Out: Walk-In Customer			Undo	Salad	2 Medium 12" 2 Topping PIZZAS	2 Large 14" 2 Topping PIZZAS			
1 Medium Regular Cold Cut 6.49				Calzone	50 Wings & Large Cheese PIZZA	Cheeseburger			
1 Medium Veggie 6.49				Pizza	Regular Cold Cut	Regular Hot Cut			
2 30 Wings & Large Cheese PIZZA 53.98				Pizza Delight	2 Large Cheese PIZZAS & 30 wings	Veggie			
1 Medium Sliced Turkey Breast 6.49				Gyro	Italian Meat Balls	Italian Cheese Steak			
				Subs	Sliced Turkey Breast	30 Wings & Large Cheese PIZZA			
				Dessert	Chicken Parmesan	Pizza Burger			
				Pasta	Eggplant Parmesan	Falafel			
				Wings	Chicken Shawarma	Super Cheese			
				Side Orders					
				Drinks					
				Gift					
				Coupons					
Sub Total \$73.45									
Adjustment / Discount (0.00%) \$0.00									
Tax (10.00%) \$0.00									
Total \$73.45									
Gratuity (Tips) \$0.00									
Defer	Split	Loyalty	Price +/-	For Whom	Modify Item				
Pay	Send	Note	Void	Back					

In the next pop up screen, swipe the loyalty card, if the loyalty card is valid, the customer will earn points based on how many subs they purchase:

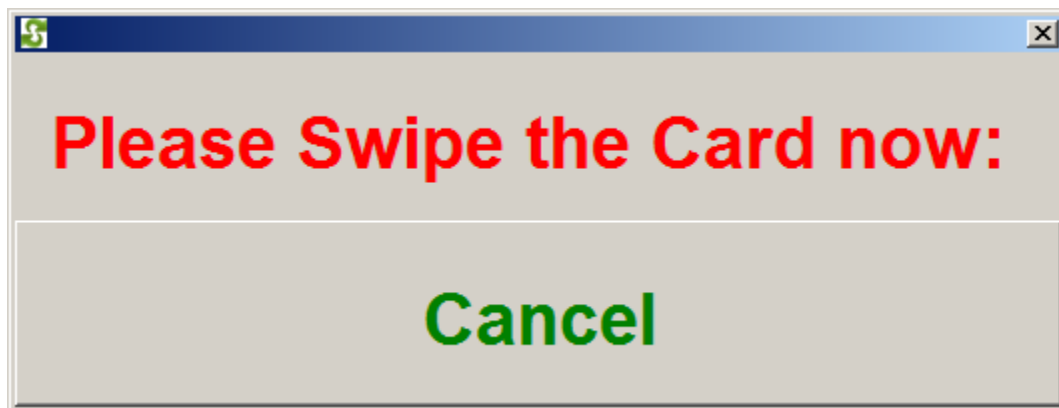
Please Swipe the Loyalty Card now to Find the Customer:

Cancel

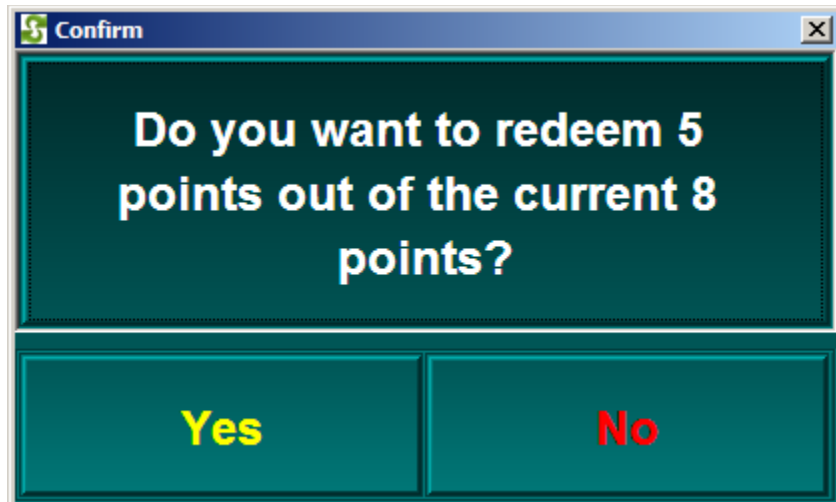
The following screen will pop up telling you how many points the customer has earned in this order.



You can check the loyalty point balance by going to the Gift & Loyalty Screen and click on Check Loyalty Balance button and swipe the loyalty card.



To redeem the loyalty points, add a loyalty item to the order, then click on the Loyalty Button on the order screen, swipe the loyalty card, if there are enough points, the next screen will pop up:



If you click on Yes, the loyalty item added to the order will be discounted 100%

