



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	X
Close All	Hide Help Show Help
Description:	
Description 2:	
Description 3:	
Upsale Message:	
Туре:	
Non-English Name:	
Additional Tax Rate:	
Hide Button Text:	
Hide Category:	
Non-Taxable?	
Non-Taxable Carry-Out?	
Tax-Inclusive?	
Barcode Category?	
Is Coupon?	
Show On the Website?	
Carry-Out?	
Dine-In?	
By Weight?	
Gift Card Category?	
Loyalty Category?	
Eligible for Buy One Get One Free?	
Self-Order?	
Always Show Modifiers?:	
Allow Item Modifiers?:	
Save	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.

S Issue Gift Card	×
Please Swipe the	e Card now:
Manually Enter	Cancel

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 P	Please Select Payment Type										
CASH		Tip	s:		Clear						
CHECK	K		Tot	al Am	ount:						
CREDI [.]	Г			15.38	3						
ACCOL	JNT		c	ash Drav	wer						
Notes:					Clear						
	Cash Te	ndered: \$			Clear						
	(Change: \$									
1	2	3		5	10						
4	5	6	20		50						
7	8	9									
Back	0	•	1	00	200						
Gift	Pa	Split syments	D	one	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:

S Please Select Payment Type										
		Tip	s:	Clear						
CREDI	т		Total Ar	nount:						
ACCOL	JNT		228.	38						
			Cash Dr	awer						
Notes:				Clear						
	Cash Te	endered: \$		Clear						
	(Change: \$								
1	2	3	5	10						
	E									
4	0	0	20	50						
7	8	9								
			400	000						
Back	0	•	100	200						
Gift	Pa	Split ayments	Done	Cancel						



On the Next Screen, click on Gift Certificate:

Select Gift Type								
Please Select a Choice								
Gift Card								
Gift Certificate								
Cancel								

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

🕃 Gift Cert	tificates			A	CCC	DUN	г				22	×
Enter t	he Am	ount:										
Enter t	he Gift	Certifi	cate Nu	umer:								
Select	the Gif	t Certif	icate Is	suer:								Ŧ
1	2	3	4	5	6	7	8	9	0	-	=	<-
Q	w	E	R	т	Y	U	I	o	Р	ſ]	۱
A	s	D	F	G	н	J	к	L	;	•	@	-
z	x	с	v	в	N	м	M , . / Space Clea					Clear
	ОК							Cancel				



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 A	Amounts below:	^	CREDIT			Paymen	t Amount:		
114.19	Pay		GIFTCE	RT		11	4.19		
114.19	Pay		ACCOU	INT		Tips:	Clear		
						Open Ca	ish Drawer		
		E	Notes:				Clear		
				Cash T	endered: \$		Clear		
			Change: \$						
			1	2	3	10	20		
			4	5	6	30	40		
	_	-				50	60		
Tota	l Order		7	8	9	70	80		
Amoun	t: \$228.38		Back	0	•	90	100		
						Complete Order	e Cancel Split		

Then enter the Number and Issuer:



🖇 Gift Cert	tificates			AC	COU	NT						
Enter t	he Am	ount:					114.19					
Enter t	he Gift	Certifi	cate Nu	ımer:								
Select	the Gif	t Certif	icate Is	suer:								•
1	2	3	4	5	6	7	8	9	0	-	=	<-
Q	w	E	R	т	Y	U	I	o	Р	ſ]	١
A	s	D	F	G	н	J	к	L	;	•	@	-
z	x	с	v	в	N	м	M , . / Space CI				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, the click on Enable Loyalty:

1		Cupormonu Cift) o Jouoliu					
Check Gift Card Balance	Check Gift Card Transactions	Subermenn eur & rodard					
		Supermenu has built-in Gift and Loyalty Features					
Check All Gift Card Balances		For Gift Cards, you can purchase any kinds of Gift Cards. To set up Gift Cards, go to Menu Set Up, create a new category for Gift Card, click on Edit, and check the Gift Card Check Box. Then enter the Gift Card items, such as \$10 Gift Card, \$50 Gift Card, etc.					
Gift Certificate Vendor Set Up	Gift Certificate Report	To sell a Gift Card, click on the gift card item on the menu, then swipe the gift card. To redeem a Gift Card, click on Pay, the Gift button.					
Enable Loyalty		To redeem Gift Certificates, which are normally sold via external services such as restaurant.com or Groupon, click on Pay, then Gift, or Split Payment.					
l		The loyalty program is similar to Gift Card. You					
Check Loyalty Card	Check Loyalty Card	first register the customer by click on Save on					
Balance	Transactions	You will also specify the loyalty categories and loyalty points for each item purchased.					
Check All Loyalty Card Balances	Close	TO redeem loyalty points, click on Loyalty button, then swipe the card, if the loyalty points exceed the threshold, the points will be redeemed and balance updated.					

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

On the customer screen, click on Save Button:



Exit		Timeca	ard	N	lo Sale	Ord	ers	Re	fresh	Money Drop	Gift (& Loyalty	License	Help	Minimize
First	Name		Sup	Super 🔎 Last Name Menu 🔎									ANVIL (6666)		
Comp	bany Na	ame		Email											
Telep	hone		202	202 3333333 🔎 📔 Ext Hotel / Apt Fan 🗉											
Stree	t Numb	ber	111	111 Street Name ANVIL											
Address Line 2 Map Code 6666 🔎 🗹										1					
City			HE	RNDC	DN 🔽	Zip	Cod	e		State	DC 🗖				
Comments Very Good															
	Save		History Directions Clear All												
	Deliver	У			Pick-	k-Up Car				Out Dine-In				Caller	IDs
1	2	3		4	5	6	7	8		0				Ord	ers
														Dispat	cher
Q	w	E		R	т	Y	U	1	0	P	I	1	١	Deferred	Orders
			╞						— <u> </u>	-				Time	ard
A	S	D		F	G	н	J	K		;		@	-		
														No S	ale
z	x	(:	v	В		1	М		•	1	Space	Clear	M	in

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



The customer will then be associated with 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:

🚰 Menu Set Up -> Menu Category Set Up -> Edit Category - Salad 🔀									
Close All	Hide Help Show Help								
Description:	www								
Description 2:	wwwrertertert								
Description 3:	www								
Upsale Message:	43543543543543545								
Туре:									
Non-English Name:									
Additional Tax Rate:									
Hide Button Text:	•								
Hide Category:	<u> </u>								
Non-Taxable?									
Non-Taxable Carry-Out?									
Tax-Inclusive?									
Barcode Category?									
Is Coupon?									
Show On the Website?									
Carry-Out?									
Dine-In?	×								
By Weight?									
Gift Card Category?									
Loyalty Category?									
Eligible for Buy One Get One Free?									
Is Inventory Category?	×								
Self-Order?	×								
Always Show Modifiers?:									
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	Licens	e Help	Minimize		
•	arry-Out	: Walk-In	Custome	r	Undo	Salad	2 Mediu	m 12" 2 Top PIZZAS	oping	2 Large 14" 2 Topping PIZZAS			
1 Mec	dium Reg	gular Col	d Cut		6.49		1						
2 20 Wings & Large Cheese PIZZA 52 99						Calzone	Calzone 50 Wings & Large			Cheeseburger			
2 30 V	dium Slic	ed Turke	v Bread	22A :t	6.49		Ch	eese PIZZA		enecseburger			
			, <u> </u>			Pizza	Reg	Regular Cold Cut			· Hot Cut		
						Pizza Delight	2 Large	Cheese PIZ	ZZAS	Veç	jgie		
						Gyro	Itali	an Meat Ba	lls	Italian Che	eese Steak		
						Subs							
						Dessert	Sliced	Sliced Turkey Breast			30 Wings & Large Cheese PIZZA		
						Pasta	Chick	Chicken Parmesan		Pizza Burger			
		Sub Tota			\$73.45	Wings	Eggpl	ant Parmes	an	Falafel			
Ad	iuetmont /	Discount	(0.00%	N	\$0.00			-					
	Juounenti	Тах	(10.00	~/ %)	\$0.00	Side Orders	Chick	en Shawar	ma	Super	Cheese		
		Total	(10.00	<i>/•</i>)	\$70.45								
		TULA			\$73.43	Drinks							
L	Gra	tuity (Tips)			\$0.00								
Defer	Split	Loyalty	Price +/-	For Whom	Modify Item	Gift							
Pay	Sen	d N	ote	Void	Back	Coupons							

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:



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



5 points will be added to the Loyalty Account.	×
ОК	

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%

