



Version 1

IQ Retail – Gift Card Quick Guide

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team, ensuring that your program is a success.

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Loading Money onto a Gift Card

Treat as normal Sale

1. Point of Sale > cash sale
2. Enter Gift Card Stock Code
3. Unit Price = Amount the customer wants loaded onto the gift card > Enter
4. F9 for Loyalty
5. Enter in the number displayed on the gift card > Enter
6. Click F1 to total up sale (Proceed as normal)

Redeeming a Gift Card

1. Select F1 on POS to Total up the sale
2. Select F4 Loyalty Card to get the "Loyalty" tender type
3. Select X (whichever button says Gift card, you can change this according to the button you selected) to enter in an amount of points the customer wants to redeem
4. Enter in the customers card number > Click F10 Accept
5. You will now see the Loyalty value show up IF there were sufficient funds(points) available. You can then select additional tender types to make up the balance of the total.
6. Hit Enter to complete the sale
7. The points redeemed will now be removed off the customers card

Support

If you have any questions, please contact The Loyalty Box.

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