

TYPICAL GIFT CARD TRANSACTIONS

1. Double click on PC Virtual Terminal icon on your desktop
2. Enter User name and password.

TERMINOLOGY	DESCRIPTION
ACTIVATE NEW CARD	This transaction type activates an inactive Gift card. This action places value on a card for the first time.
REDEEM VALUE POINTS	This transaction type reduces the dollar value of a gift card by the amount entered.
ADD VALUE/ ADD POINTS	This transaction type increases the dollar value of an already active gift card by the amount entered.
VOID TRANSCATIONS	Voids the last transaction.
CARD BALANCE	This transaction type looks up the current value of a gift card.
DEACTIVATE CARD	This transaction is the opposite of Activate transaction. Permanently disables a gift card. Normally utilized when gift card is lost or stolen.

