

HARBORTOUCH HOSPITALITY

Quick Reference Guide

ACTIVATE A GIFT CARD

1. Select "Gift Card" from menu.
2. Enter amount you wish to place on gift card.
3. Swipe gift card.
4. Complete transaction as you would any other.

ADD VALUE TO A GIFT CARD

1. Select "Gift Card" from menu.
2. Enter amount you wish to add to gift card.
3. Swipe gift card.
4. Complete transaction as you would any other.

REDEEM VALUE FROM A GIFT CARD

1. Place order.
2. Press the "Pay" button.
3. Enter amount you wish to deduct from gift card.
4. Select the Gift Card tender type.
5. Swipe card.

VOID A GIFT CARD TRANSACTION

NOTE: Void must be completed before performing a batch.

1. Re-open closed ticket.
2. Press "Pay" button.
3. Remove card payment and request a new form of payment.

CHECK A GIFT CARD BALANCE

1. Press the "Check Card Balance" button on the menu screen.
2. Swipe card.

DEACTIVATE A GIFT CARD

Cards are considered inactive after all of the funds have been used.

REPLACE A LOST OR STOLEN CARD

There is currently no method to replace a lost or stolen card.

END OF DAY PROCEDURES

Standard end of day procedures apply whether using gift cards or not.

IF YOU REQUIRE ASSISTANCE, PLEASE CALL
HARBORTOUCH TECHNICAL SUPPORT AT
866-563-3045



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