

## Instructions for Setting up a Gift Card Service in Quicktouch

1. Gift Cards must first be “Enabled” in the Quicktouch system. To do this:
  - a. From the Main Menu go to 8 – System Management
  - b. Then 2 – General Setup Options
  - c. Go to page 2, and go to Owner Setup.
  - d. Go to page 2, set Allow Gift Cards to Yes, and choose the # of Gift Card services you will offer, typically 1.

6.0.2  
**Owner Setup** Page 2 of 4

Bypass AR Credit Limit	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/>		
Remember Check-In	<input type="button" value="Yes"/>	<input type="button" value="No"/>		
Bypass Clock Out at Day End	<input type="button" value="Yes"/>	<input type="button" value="No"/>		
Allow Gift Cards	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/>		
Max. Number of Gift Card Services	<input type="text" value="1"/>			
Keystroke Emulation	<input type="button" value="Sage"/>	<input type="button" value="Traditional"/>		
Multiple Tills	<input type="button" value="Yes"/>	<input type="button" value="No"/>		
Show Recommendations at Check In	<input type="button" value="Yes"/>	<input type="button" value="No"/>		
Show Recommended Oil on Which Forms?	<input type="button" value="CheckOut"/>	<input type="button" value="CheckIn"/>	<input type="button" value="Both"/>	<input type="button" value="None"/>

2. Create or Modify your Gift Card Service by going to:
  - a. 3 – Inventory and Service Management
  - b. 3 – Service Management
  - c. 1 – Service Maintenance
  - d. On page 1, set the parts pricing method to Variable, and set the range accordingly

6.6.2 Service Maintenance

Service Name:  Service Total

Parts Pricing Method

Price

Min  Max

Parts Taxable

Labor Pricing Method

Price

Min  Max

Service Target Price

Labor Taxable

Page 1 of 6

3. Flag the Gift Card service to be treated as a Gift Card
  - a. Go forward to page 6 of Service Maintenance
  - b. Set the Gift Card Service Option to Yes

6.6.2 Service Maintenance

Gift Card Page 6 of 6

Service Group: \*None\*

Suppress when included in Service Package

Gift Card Service

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Ask For Certificate Number

Certificate Number Required

Certificate Number Must Be Unique

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Mileage on Invoice Required

Labor Description:

Labor Description Editable at Checkout?

- c.
- d. Click OK at the top to save your changes
- e. Exit completely out of Quicktouch (out to the Windows Desktop), then go back in to apply the changes

**After following the above steps, the Quicktouch system will track Gift Cards as such, thereby breaking them out on Sales Reports in the desired manner.**