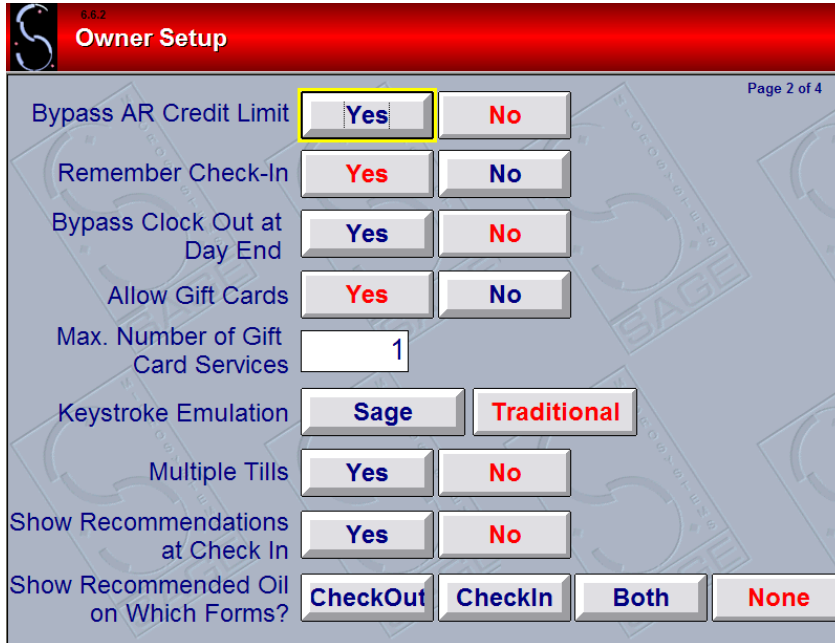


Instructions for Setting up a Gift Card Service in Quicktouch

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.



The screenshot shows the 'Owner Setup' screen in Quicktouch software. The screen is titled 'Owner Setup' and is page 2 of 4. The background has a faint 'SAGE' watermark. The following options are visible:

Bypass AR Credit Limit	Yes	No		
Remember Check-In	Yes	No		
Bypass Clock Out at Day End	Yes	No		
Allow Gift Cards	Yes	No		
Max. Number of Gift Card Services	1			
Keystroke Emulation	Sage	Traditional		
Multiple Tills	Yes	No		
Show Recommendations at Check In	Yes	No		
Show Recommended Oil on Which Forms?	CheckOut	CheckIn	Both	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

Ask For Certificate Number

Certificate Number Required

Certificate Number Must Be Unique

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.