

How to create a gift card on the fly in the order form

Within QuickFlora POS you can create a new gift card on the fly while taking customer's order. Also this new card can be redeemed on same order.

Here is the process of creating a gift card on the fly in the order form:

Step 1- Login to QuickFlora POS and open the Phone Order or POS order form.

Step 2- Fill in Customer Details

Step 3- Search & Add items

Step 4- Fill in Shipping Details, Delivery Method etc

Step 5- Choose, Payment Method = Gift Card

The screenshot displays the 'Payment Information' section of the QuickFlora POS interface. It features a green header bar with the text 'Payment Information' and a dropdown arrow. Below the header, there are two main columns. The left column contains a 'Coupon Code' input field with 'Apply' and 'Remove' buttons below it. The right column is titled 'Payment Type' and has a dropdown menu currently set to 'Gift Card'. To the right of this is a 'Gift Card Payment Information' section with a table of input fields: 'Gift Card #' (with a dropdown arrow), 'PIN', 'Amount', and 'Approval Number'. Below this table is a green 'Check Card Balance' button and a label 'Balance Amount : \$'.

Step 6- Enter Gift Card/Voucher Number and Amount, click on Check Card Balance. System will verify if the Gift Card/Voucher Number already exists and if it doesn't already exist then system will issue the new gift card.

Step 7- After that you may have two cases:

Case 1: If Gift Card/Voucher amount is **greater** than Order amount then simply click on Book Order button to finally book the order.

Case 2: If Gift Card/Voucher amount is **less** than Order amount then you need to select an alternate payment method to pay remaining balance. Select Other Payment (Cash, Check, Credit Card) and click on Book order button to finally book.

After order is booked you can navigate to “Tools -> Gift Card List” under the left menu to see list of all gift cards. There you will see recently created gift card with the details of order on which it created/redeemed.

Gift Card List Create New Gift Card

Search Options

Gift Card #: Amount: Order #: Customer ID: Issue Date: Search

Edit	Gift Card	Amount	UsedAmount	Active	OrderNumber	CustomerID	IssueDate	EmployeeID	Location	Issued By	Flower Class Name	Class Price
	testGC11	40.00	40.00	True	27698		4/4/2019 2:19:08 AM		DEFAULT	Admin		0.0000