

Managing and redeeming NowBookIt gift cards

NowBookIt gift cards on the POS

ESTIMATED TIME 5 minutes

A NowBookIt gift card is checked and spent from the POS payment screen. You can look up what is left on it, pay a whole order with it, or put part of its value against a bill and take the rest another way.

Before you start

- PowerEPOS integrated with NowBookIt.
- The **Gift Card Look Up** and **Gift Card Payment** buttons on your payment screen. Triniteq support adds these when the integration is set up — if they are not there, raise a ticket with us.
- The gift card itself, or the last 4 digits of a printed voucher code.

Checking a gift card

Looking the card up shows what is on it and whether it is still valid, without taking any money off it.

1

Open the payment screen

In the POS, open an order and select **Pay**.

2

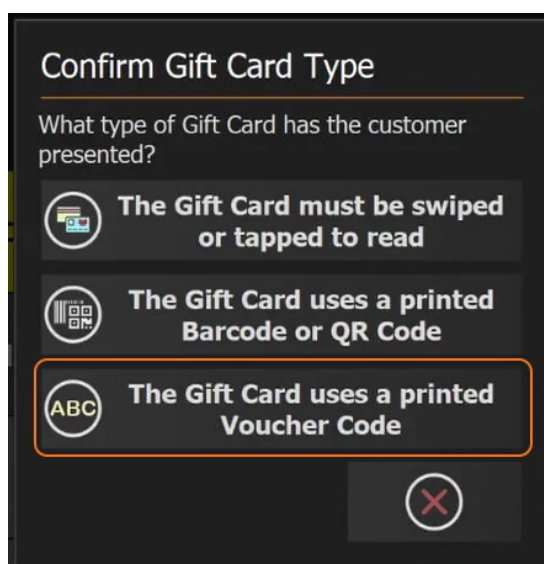
Select Gift Card Look Up



3

Say how the card is being read

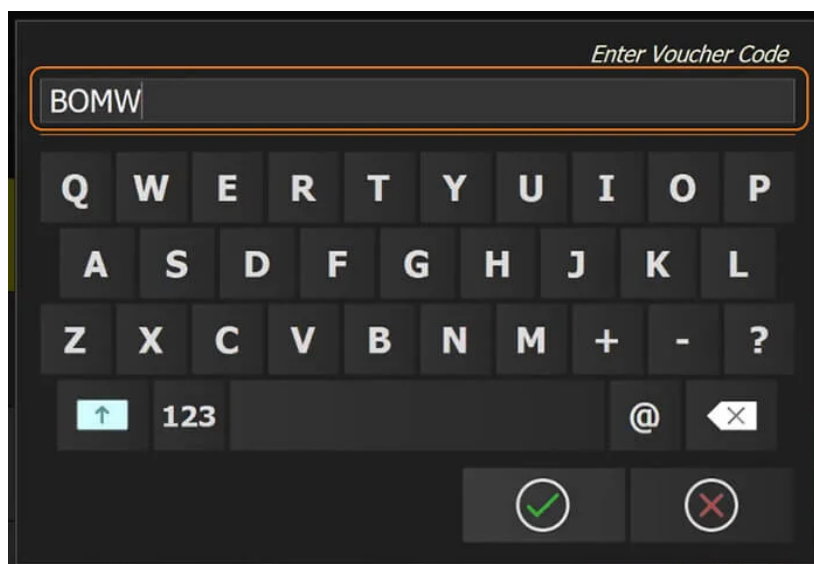
Three options are offered. If a scanner or reader is connected, swiping or scanning the card moves straight on. Otherwise choose the one that matches — a printed voucher code, in this example.



4

Enter the code

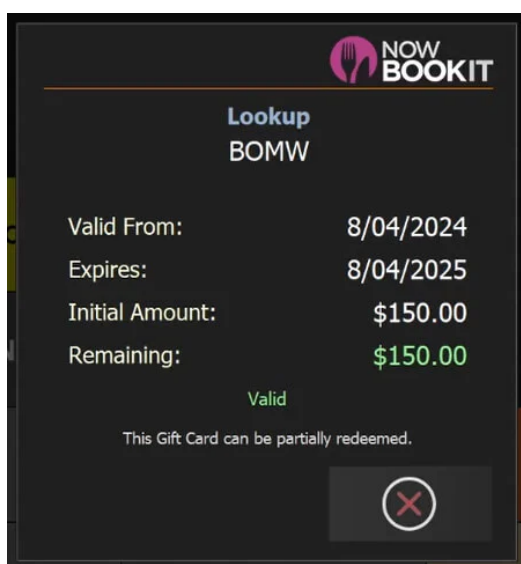
Type the last 4 digits of the code into the voucher code window.



5

Read the card's details

The POS shows the card: valid from, valid to, the initial amount and the amount remaining.

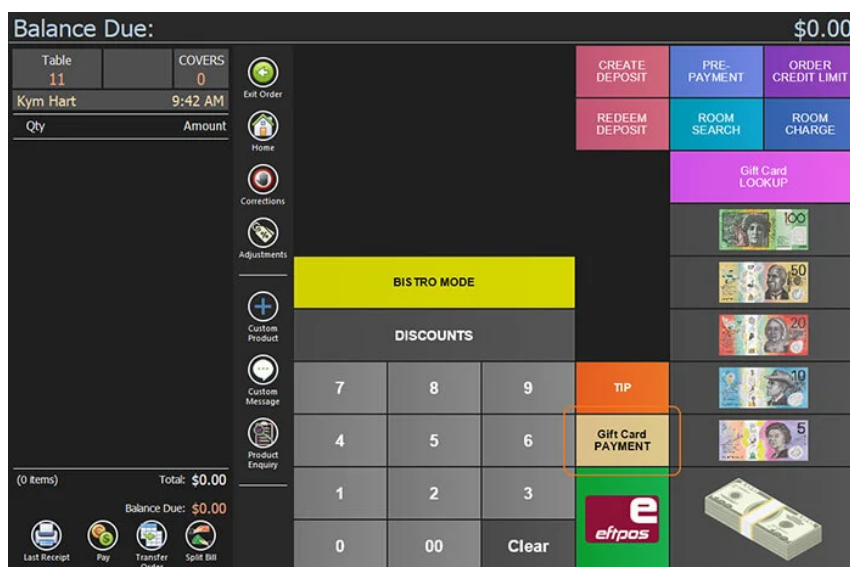


Paying an order with a gift card

6 Ring the order up and go to Pay

Open an order, add the products, and select **Pay**.

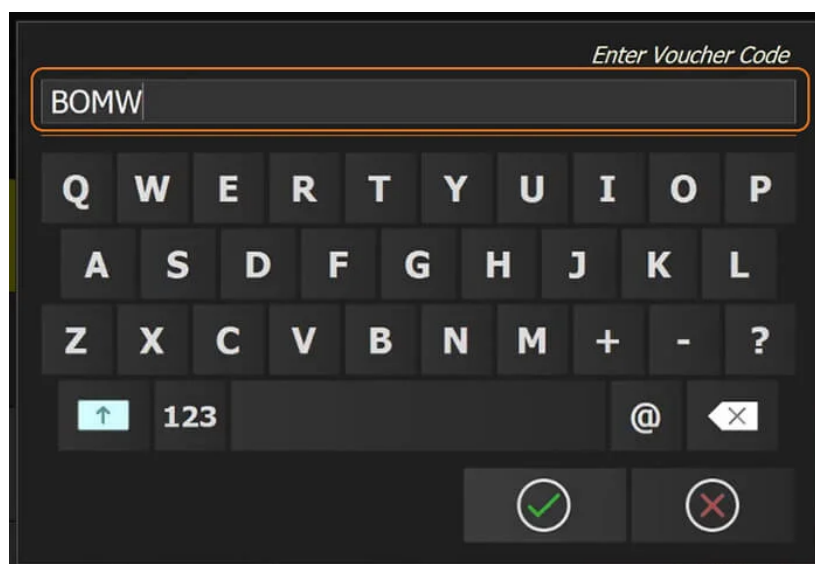
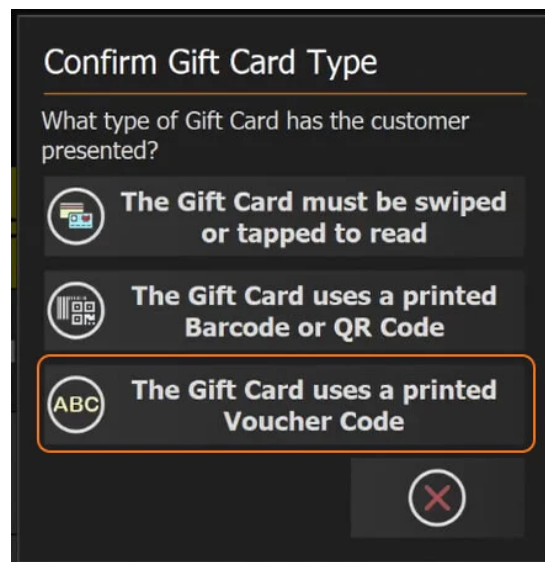
7 Select Gift Card Payment



8

Confirm the card type and enter the code

Choose from the same three options. A swipe or scan moves straight on; for a printed voucher, select that option and enter the last 4 digits of the code.



9

PowerEPOS settles it with NowBookIt

PowerEPOS contacts NowBookIt and puts the card's funds against the transaction.

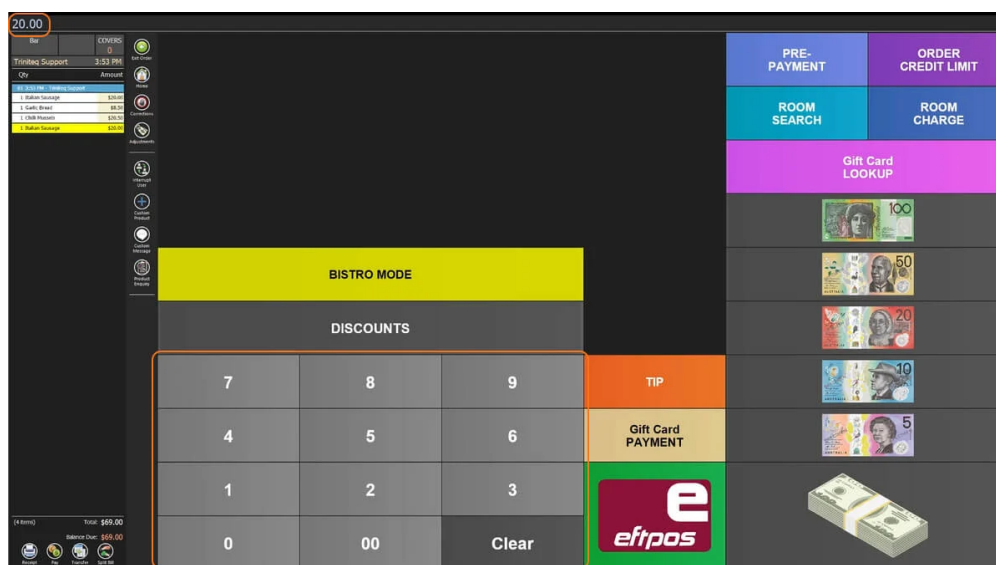
If the card holds less than the order, the rest still has to be paid by cash or card to finish the sale. If it holds more, the balance stays on the card until it expires.

Paying part of a bill with a gift card

You can put a set amount of the card against an order — \$20 of an \$80 bill, say — and take the rest another way.

10 Type the amount to redeem

Open the order, go to the **Pay** screen, and key in the amount you want to take off the card. It appears at the top left of the screen — \$20.00 in this example.



11 Take that amount from the card

Select **Gift Card Payment**, confirm the card type, and enter the last 4 digits of the voucher code if you are using one. The gift card pays the bill down by the amount you keyed in, and the balance due drops to the remainder.

12 Need a hand? Contact Triniteq Support

NEED A HAND? CONTACT TRINITEQ SUPPORT

Phone **1300 784 276**

Email **support@triniteq.com**

Our support team is here to help.