

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

Fixed Price:

Variable Min: Max:

Actual Parts:

Parts Taxable:

Labor Pricing Method

Fixed Price:

Variable Min: Max:

Calculate Labor: Service Target Price:

Labor Taxable:

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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.