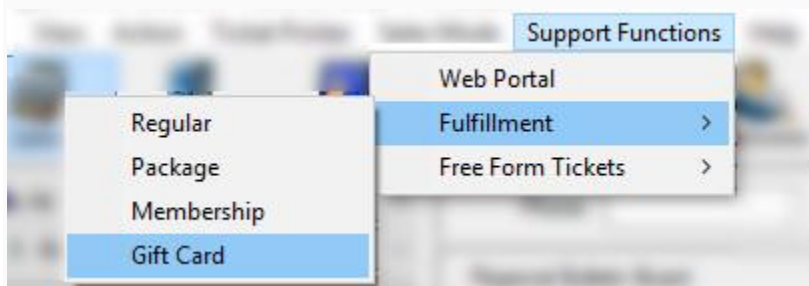# Gift Card Bulk Fulfillment

Clients that sell their Gift Cards online can process the cards through bulk fulfillment to fulfill these cards. Follow the steps below:

Fulfillment to Assign the Amount to Gift Cards

1. Log into Agile and Cash In.

2. At the top of the screen, click **Support Functions/Fulfillment/Gift Cards**.

3. In the Gift Card Fulfillment window, select the Gift Card program that is listed (i.e Agile Art House Gift Card, etc.).
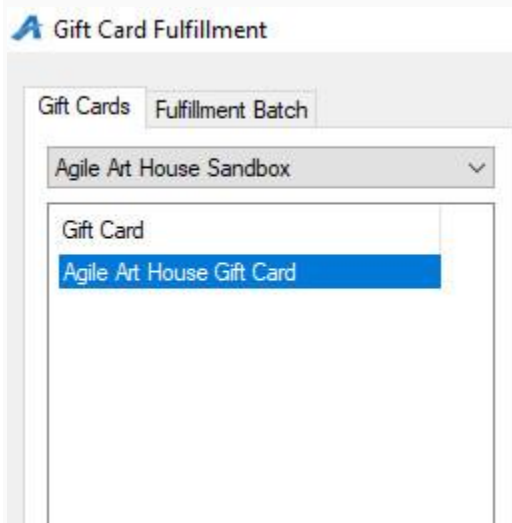
4. You will see a list of orders that need to be fulfilled. Checkmark the order(s) you wish to fulfill.

5. Click the **Ticket** Icon at the bottom of the screen.

6. In the Fulfillment Options window:

* Uncheck the **Print Payment Receipts**
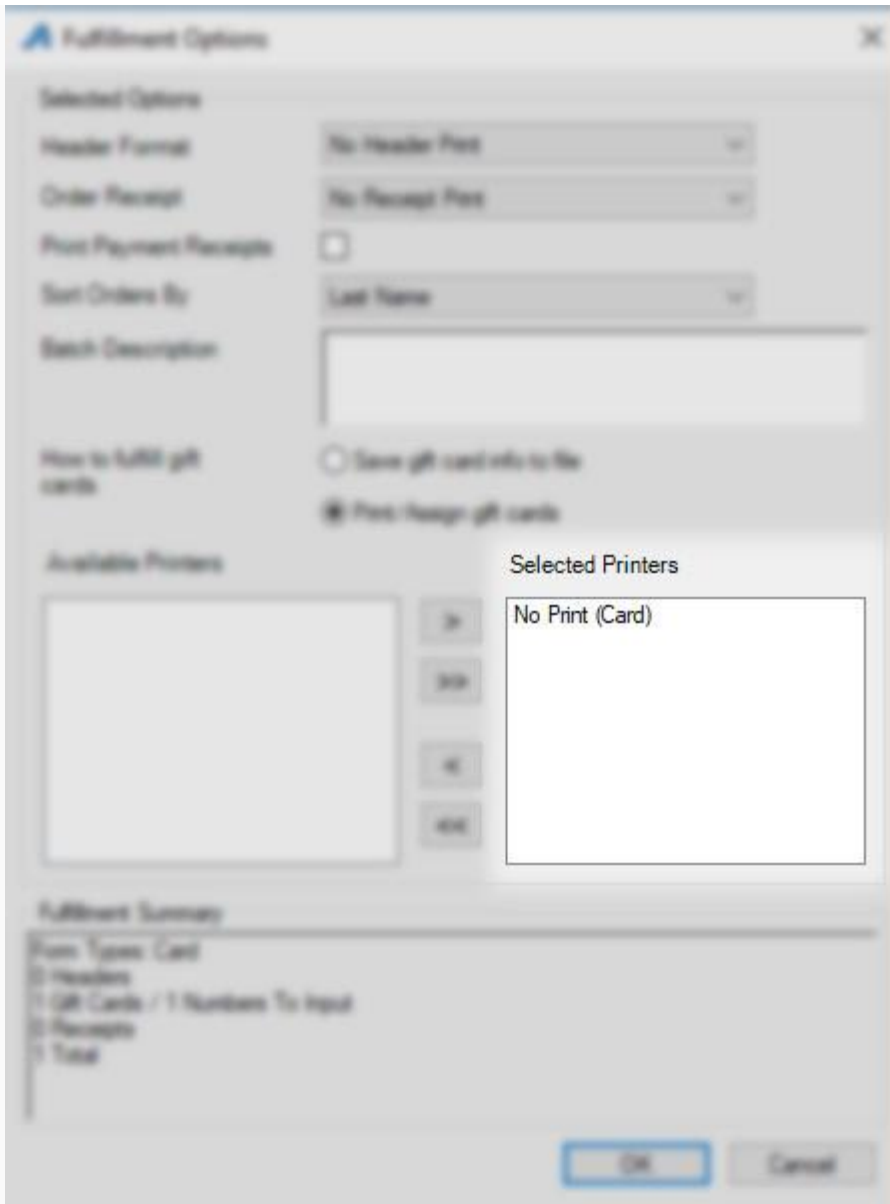
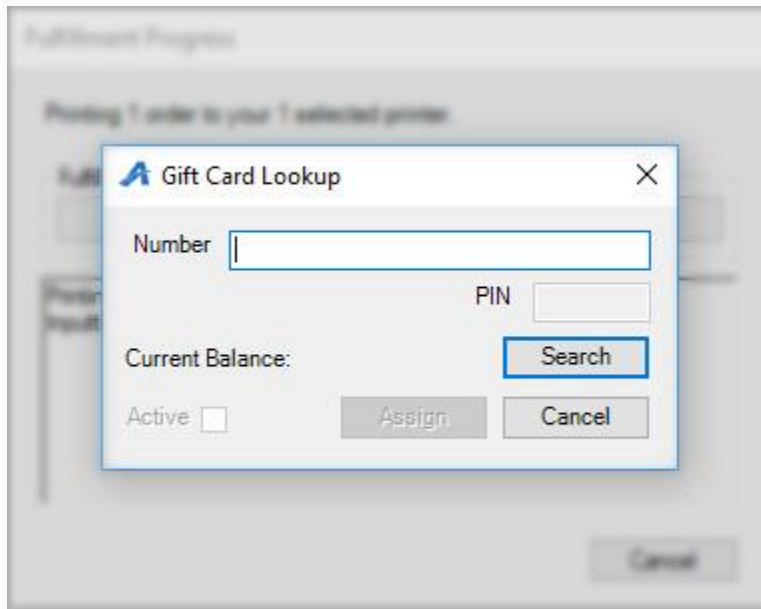

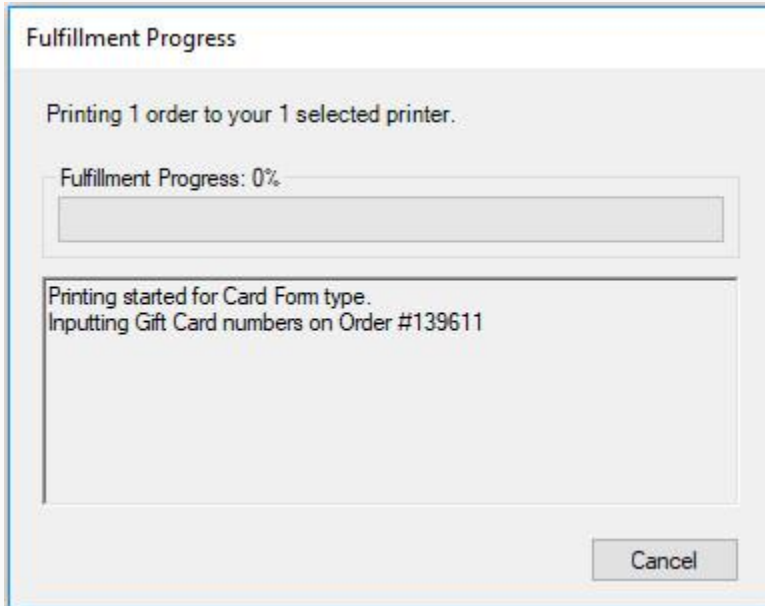* Select the **Print/Assign gift cards** Radio Button
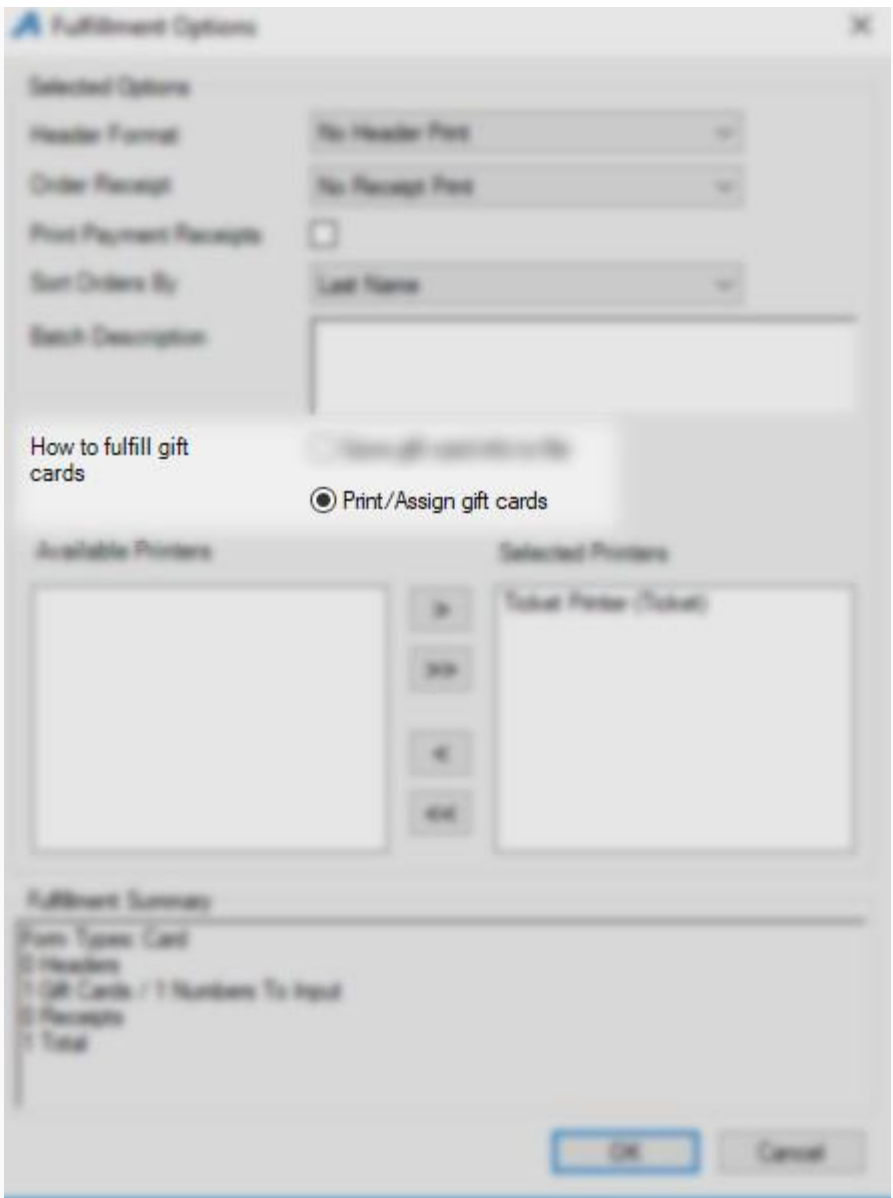
* Make sure that the "Faux Printer" is in the Selected Printers column.

* Click on **OK** to start the fulfillment process.

7. The Fulfillment Progress window will appear, and then the Gift Card Lookup window will appear.

8. Enter the Gift Card Number to assign the amount the customer has purchased. You can manually enter the number, or, if you have a credit card swipe attached to your computer, you can swipe the card. Click **Search** to find the PIN and then click **Assign** to add the amount to the card.
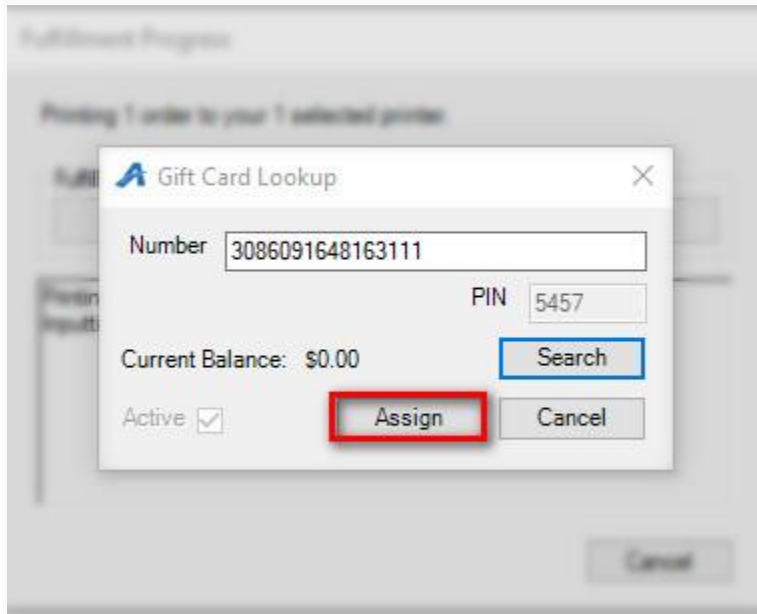
9. Click on **OK** to complete the Fulfillment process.
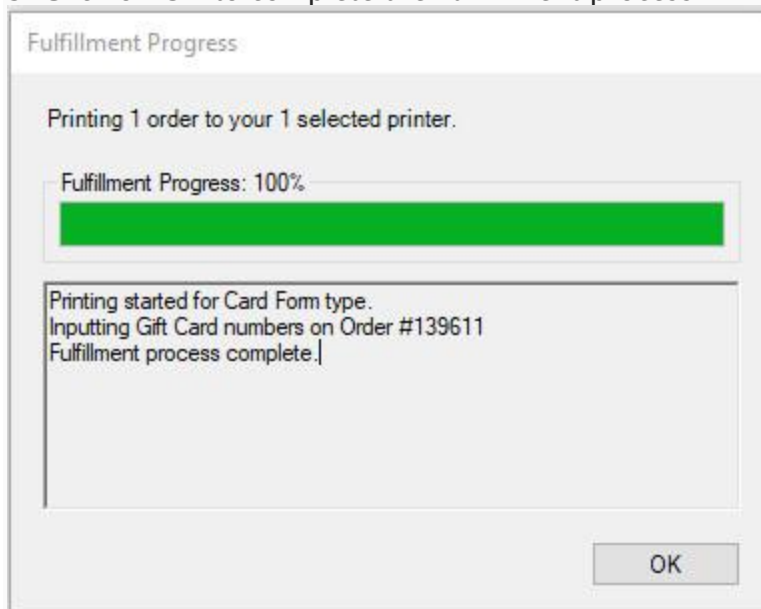
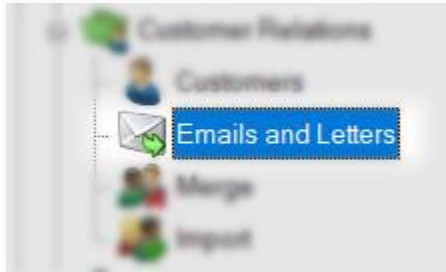**Printing the Gift Card Letters for Mailing**

1. Switch to Administration in Agile.

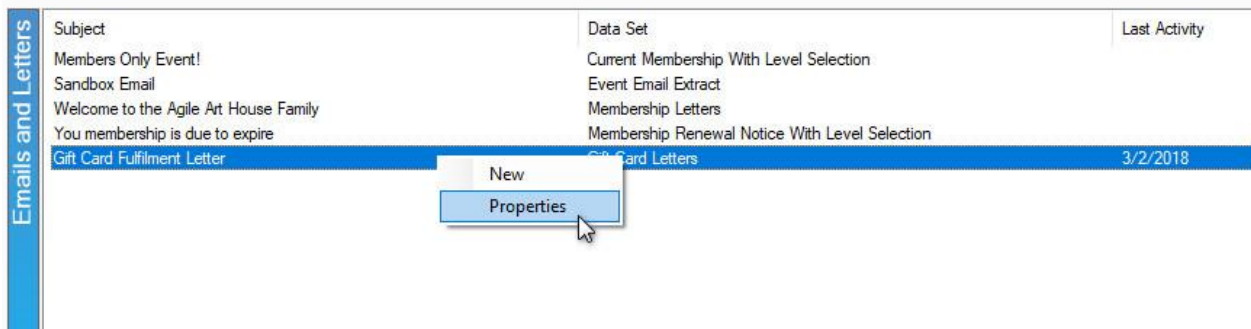2. Open the **House** Icon to see all the folders in the organization tree.

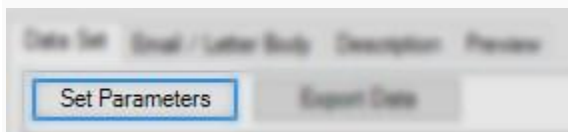3. Click the Green **Customer Relations** folder.
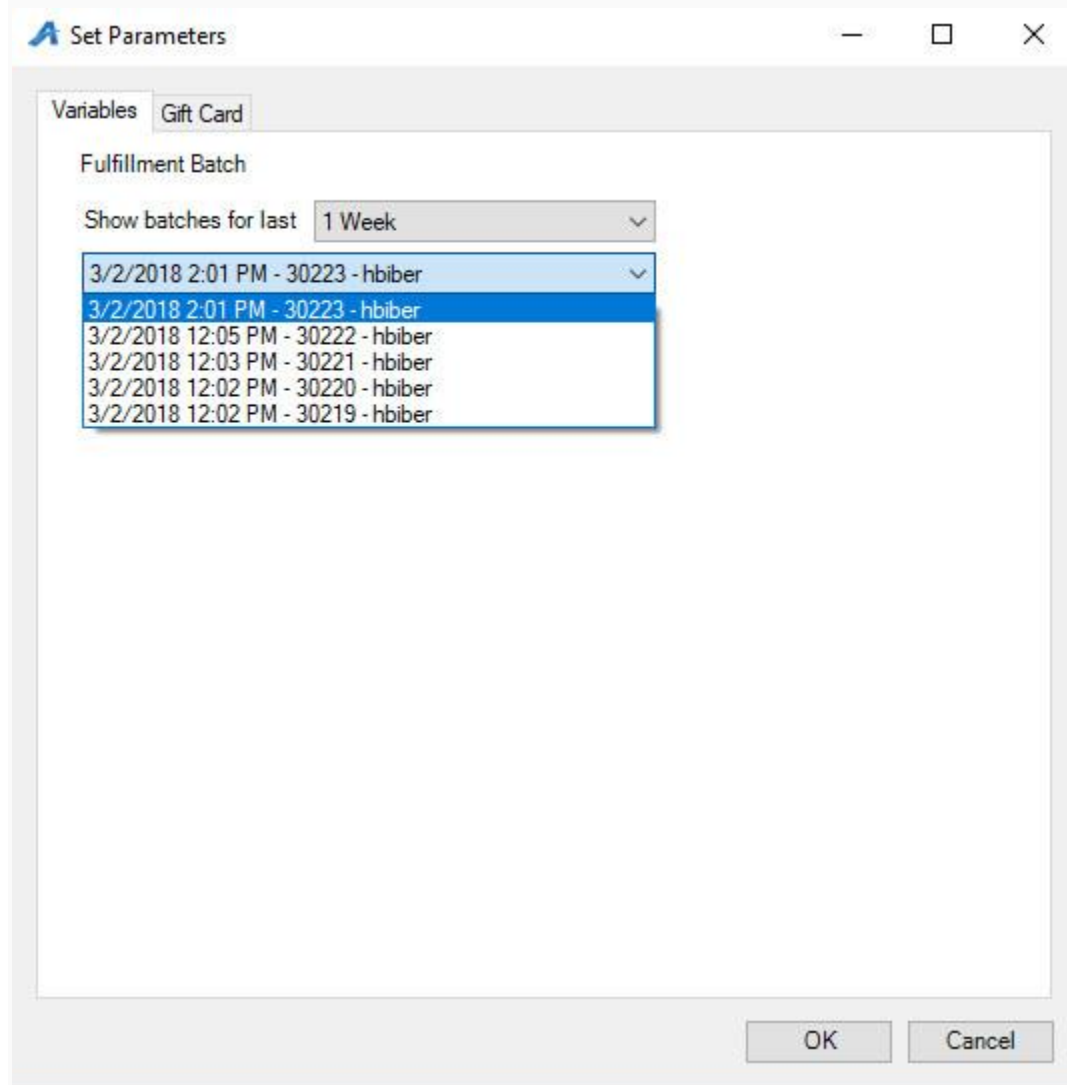
4. Select **Emails and Letters.**

5. Right-click on **Gift Card Fulfillment Letter**, and select **Properties**.

6. Click the **Set Parameters** button.

7. In the Variables tab, select the Fulfillment batch that you just printed from the drop-down and select **OK**.

8. The orders you just printed will appear in the Data Set window.

9. Click the Preview tab.

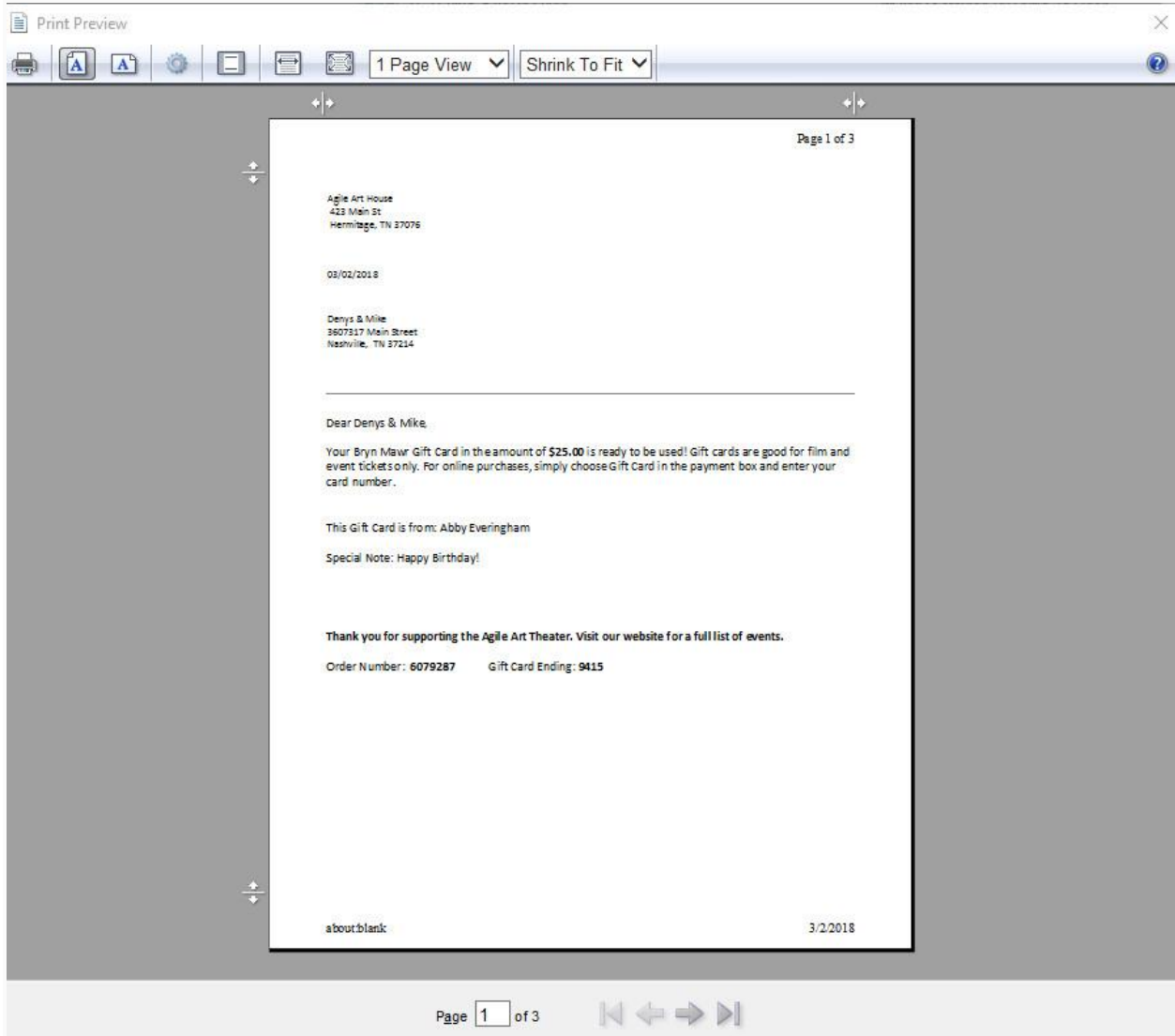10. At the bottom of this window, click the **Show All** button, and then click **Print**.
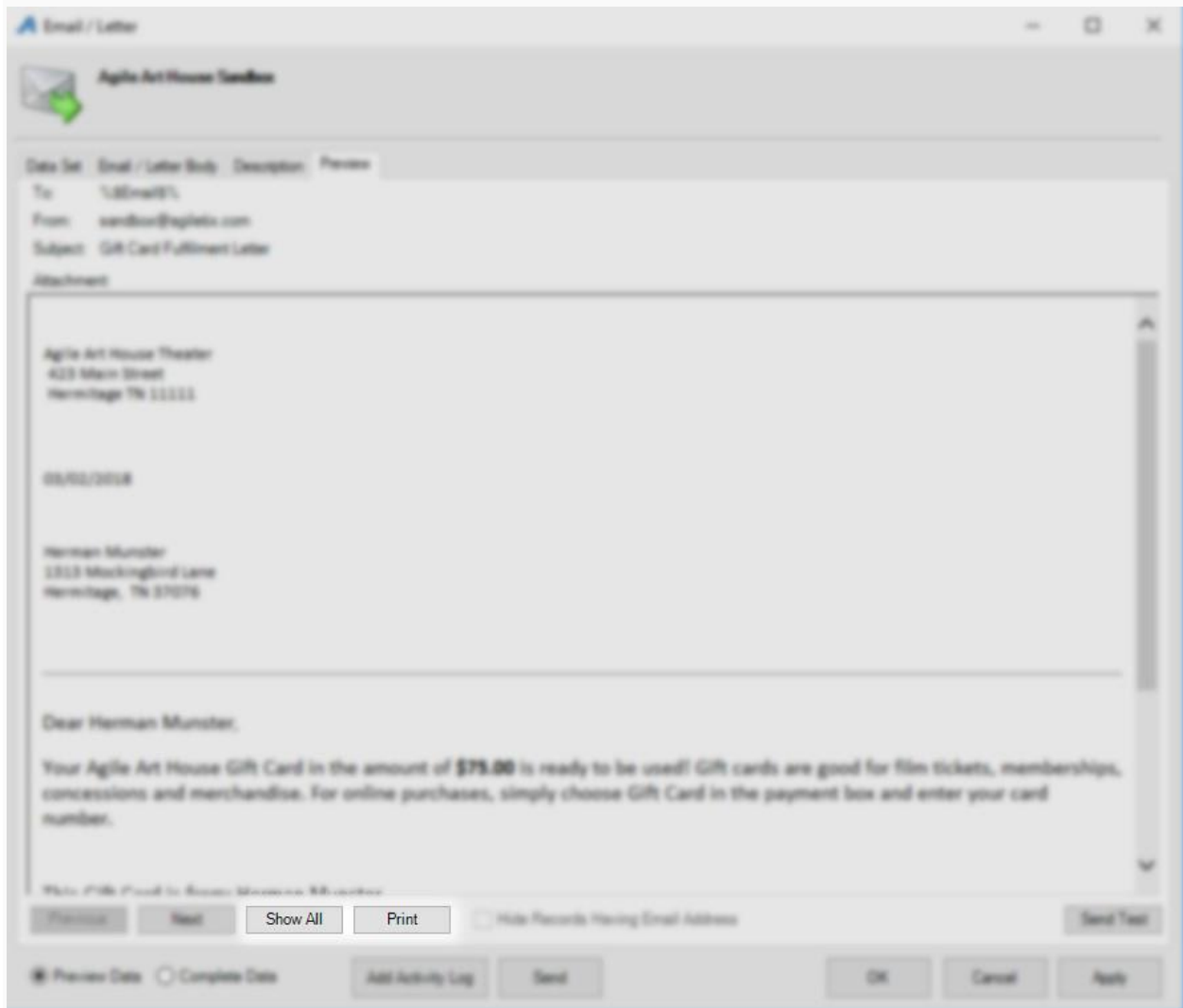
11. A CRM Activity Log window will appear. Click **Yes** so that the activity log will be saved for when you printed these letters.
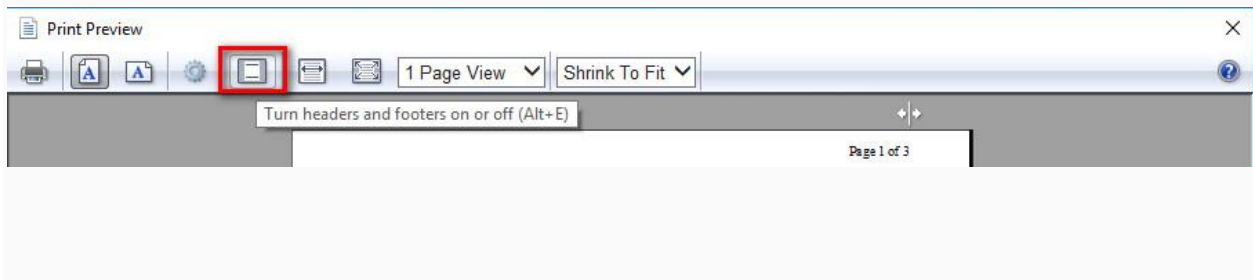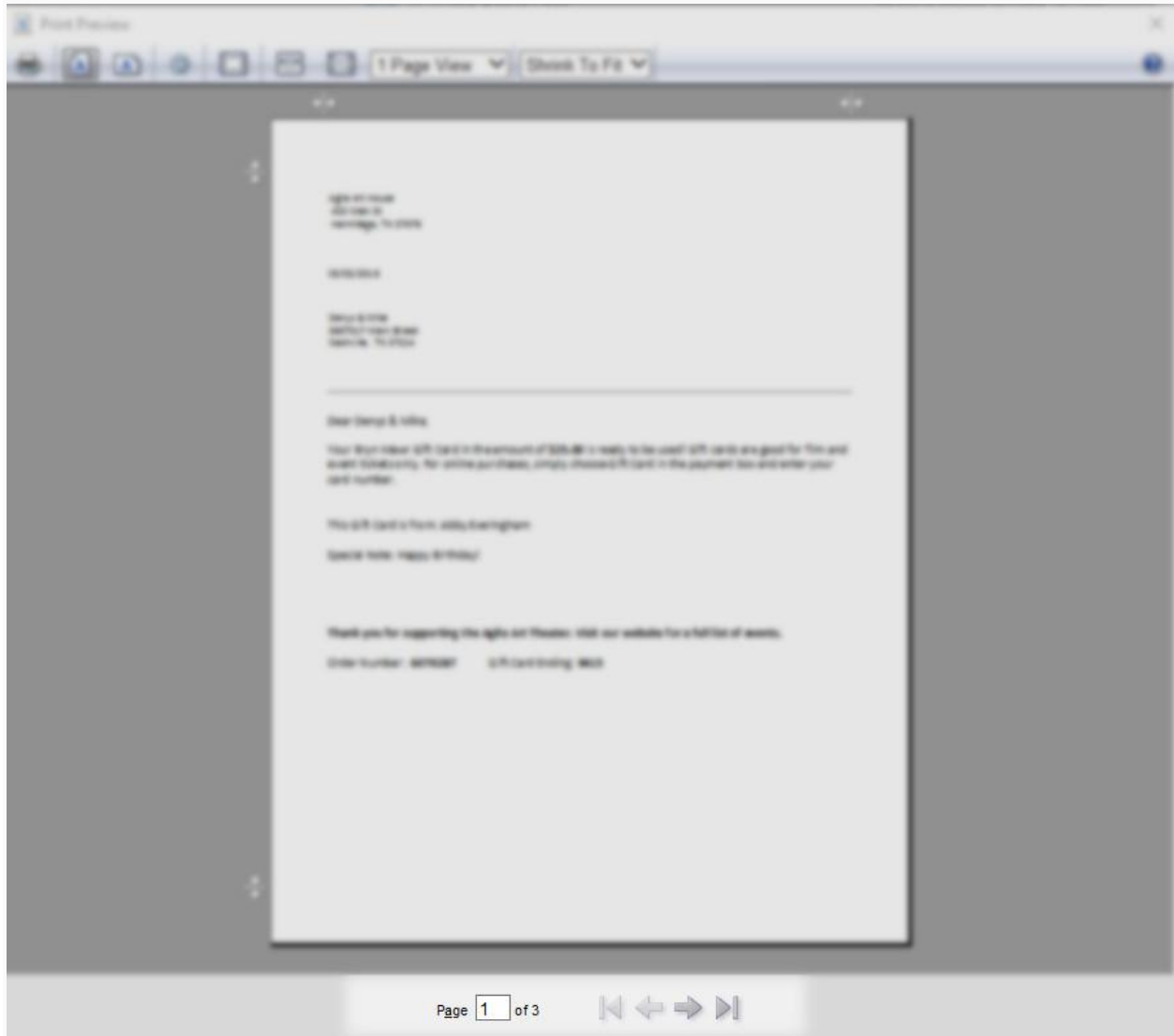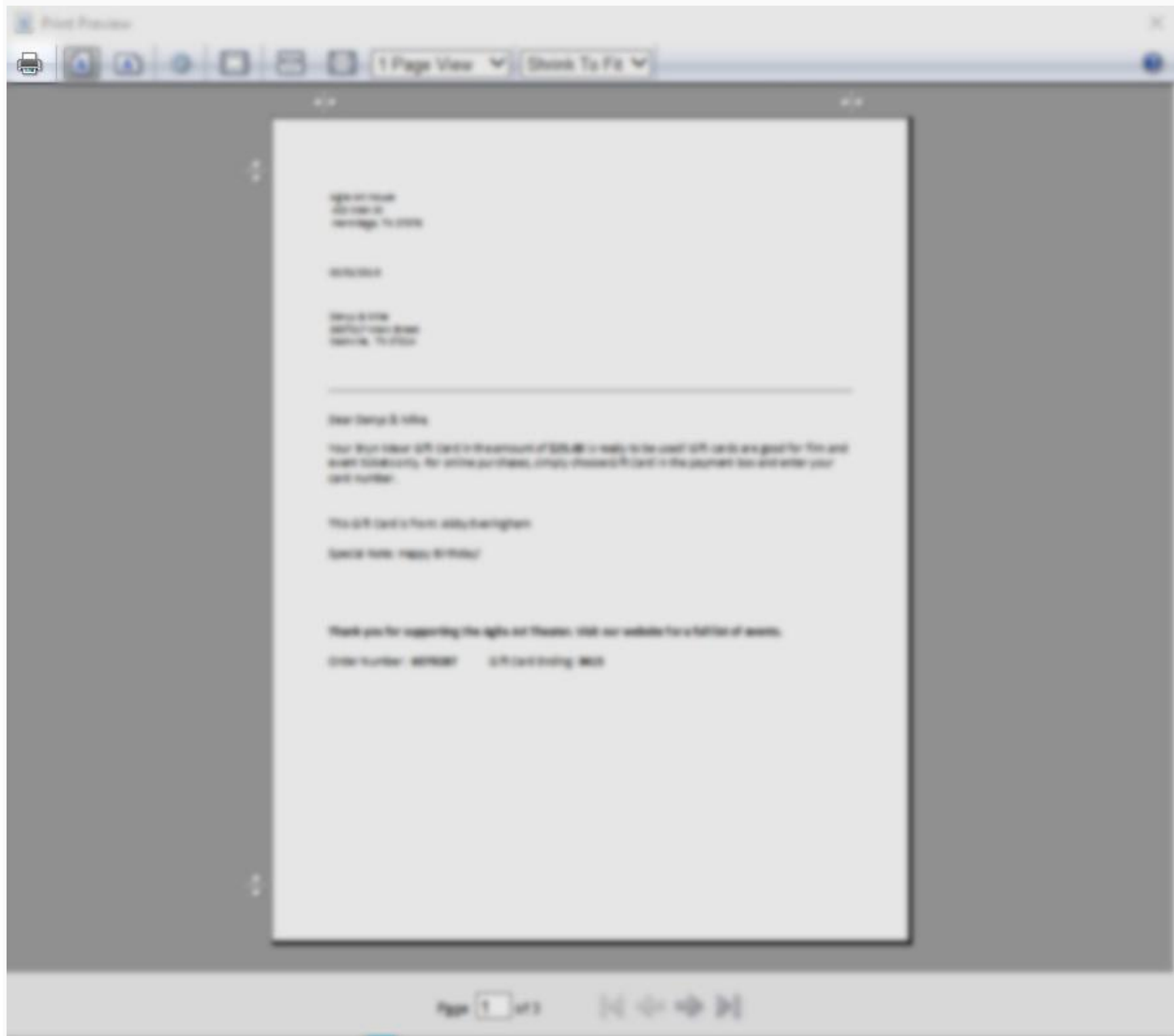
12. The Print Preview window will open.

13. In the menu at the top of the screen, click the middle icon to turn the headers and footers off.

14. You can click the arrows at the bottom of the window to scroll through each letter, if there is more than one letter.

15. Click the **Printer** Icon from the menu at the top of the window when you are ready to print the letters.

16. Once completed, click **OK** to close the letter window.