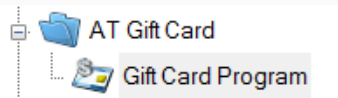


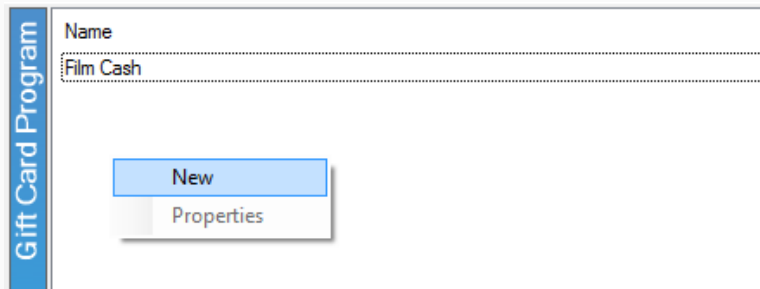
Setting Up a Gift Card Program

1. Log into **Administration**.
2. Click the **House** icon.
3. Open the folder that houses your **Gift Card Program**. If you do not have a folder with a Gift Card program, click here to learn how to [Create a Blue Sales Organization Folder](#).

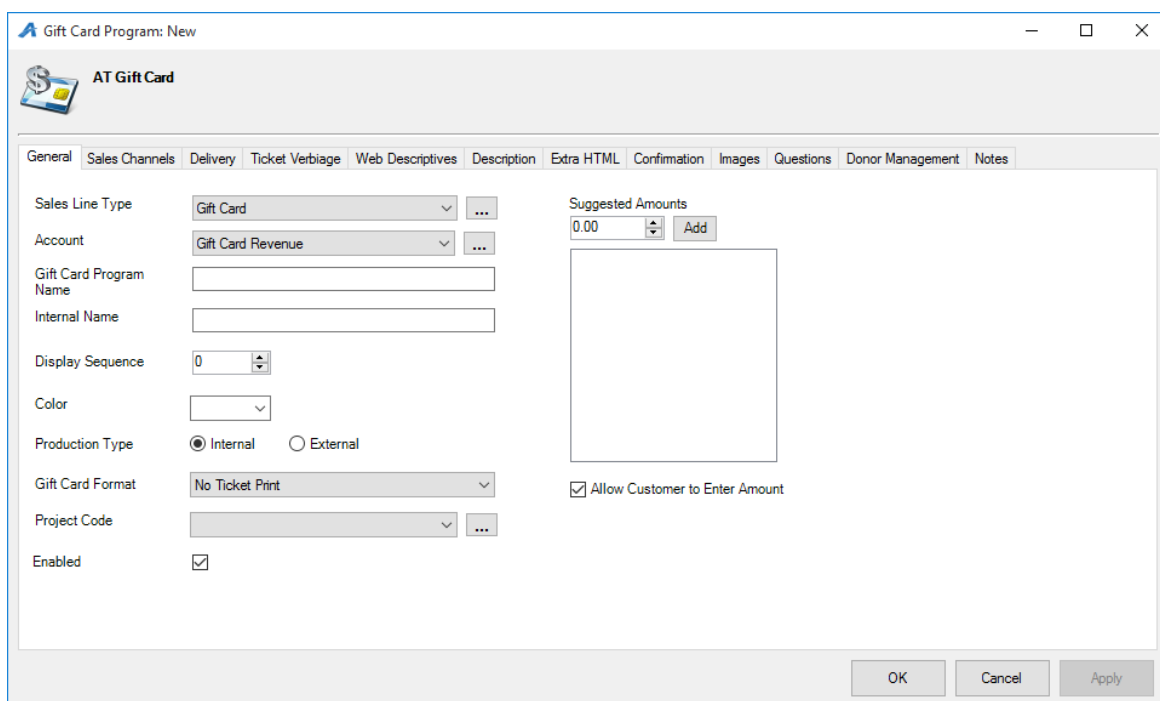


4. Click the **Gift Card Program** icon. 

5. Right-click in the **Gift Card Program** area and select **New**.



6. The **Gift Card Program: New** window should appear.

A screenshot of the "Gift Card Program: New" window. The window title is "Gift Card Program: New" and it has a standard Windows window border. The main area is titled "AT Gift Card" and contains a tabbed interface with the "General" tab selected. The "General" tab has several fields and options:

- Sales Line Type:** A dropdown menu set to "Gift Card".
- Account:** A dropdown menu set to "Gift Card Revenue".
- Gift Card Program Name:** An empty text input field.
- Internal Name:** An empty text input field.
- Display Sequence:** A dropdown menu set to "0".
- Color:** A dropdown menu.
- Production Type:** Radio buttons for "Internal" (selected) and "External".
- Gift Card Format:** A dropdown menu set to "No Ticket Print".
- Project Code:** A dropdown menu.
- Enabled:** A checked checkbox.
- Suggested Amounts:** A section with a "Suggested Amounts" label, a numeric input field set to "0.00", and an "Add" button.
- Allow Customer to Enter Amount:** A checked checkbox.

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

7. You will need to assign a sales line type and a revenue account. To enter a new **sales line** type or **account**, click the ellipsis button.

8. Enter a **Name** for the **Gift Card Program**.

9. Give the program an **Internal** name. *Note: Internal names can only be seen by staff.*

10. You will also need to choose a **Production Type**:

Production Type Internal External

- **Internal:** *With an internal gift card program, the Gift Certificate is produced by Agile (i.e. Print At Home Gift Certificate that has the Gift Card Number populated on the certificate).*
- **External:** *this is used when you have pre-printed cards and you are swiping the card to assign the number to the customer.*

11. Next, if you have **predetermined amounts** for your gift cards, enter them into the space provided. If you want to give the customer the ability to enter an open amount, check the box next to **Allow Customer to Enter Amount**.

12. Click **Apply** to save this information.

13. Next you will need to open the **Sales Channel** tab.

14. Select your **Sales Channels** and the days that you want your gift cards to be on sale.

15. Next, go to the **Delivery** tab and select your delivery methods.

16. Click **Apply**.

17. Next, click the **Web Descriptive** tab. This is where you will enter a short description about your gift card program that will be displayed on the website.

18. Next, open the **Images** tab. This is where you will insert any image that you want to appear on your gift card program's web page.

19. The **Questions** tab is used when you would like the customer to answer specific questions regarding the gift card. Often we use this for setting up an alternate shipping name & address as well as a gift card message.

Question Text	Type	Display Group	Usage	Sequence	Required	Enabled
Gift Recipient's Name	Textbox	Alternate Shipping	Order - Each Quantity	2	False	True
Address	Textbox	Alternate Shipping	Order - Each Quantity	3	False	True
Address 2	Textbox	Alternate Shipping	Order - Each Quantity	4	False	True
City	Textbox	Alternate Shipping	Order - Each Quantity	5	False	True
State	Dropdown	Alternate Shipping	Order - Each Quantity	6	False	True
Zip	Textbox	Alternate Shipping	Order - Each Quantity	7	False	True
Message to Gift Recipient	Text Area	Alternate Shipping	Order - Each Quantity	9	False	True

Note: you will need to generate the External Batches to send the print data to be printed onto the mag stripe cards. For this step, please call an Agile Support Representative.