

Prairie Trail Software

Stand Alone Merchant Gift Card System

User's Manual

Version 1.0
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User's Manual	1
Welcome.....	3
Installation.....	3
Machine Requirements.....	3
Program Setup.....	3
Cards.....	5
Card Track Layout	5
Handling Cards.....	6
Receiving cards	6
Selling Cards	7
Transactions	8
Buy from card.....	8
Void.....	8
Credit.....	9
Reports	10
Daily Summary Report.....	10
Daily Detail Report	11
Card History Report	12
Clerk Summary Report.....	13

Welcome

Thank you for selecting this Gift Card system. This system is designed to help a small merchant provide electronic gift cards to your customers.

Installation

To install the system, put the diskette in your a: drive. Then, from the start menu, run a:install. This program will install the gift card system on your machine.

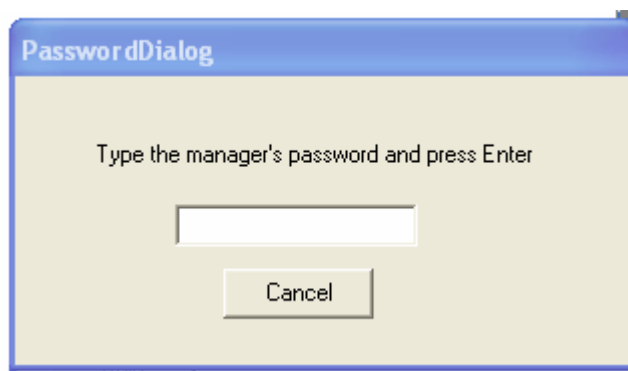
Machine Requirements

This program will run on any recent Windows system (Windows 95, 98, ME, NT, XP). Please have 2 Meg available on disk and 1 Meg of RAM.

You will need a keyboard card reader. This may be a card reader built into your keyboard or an “add on” card reader. The card reader should connect via the keyboard cable and not through any serial or parallel ports.

Program Setup

The first thing that you will have to do is go through the setup process. The first time that you run the program, it will not let you run any other functions until you have run setup. Go to the manager’s menu, and select Setup. You will need to enter the manager’s password. The password on the first time running the program is “1234”. Type in that value and press Enter.



In the setup screen, you can select the new manager’s password, set where you want to have the data backup files, fill in the values to print on the receipt, select if you want clerk id’s to be tracked, and set up the card structure.

Gift Card System Setup Version 1.2

New Manager's Password

Merchant Receipt Information

Location for backups:

Require Clerk ID Entry on Transactions?

Yes

No

Printer Type

Page Printer

Receipt Printer

Ok Cancel Card Setup

Select the new Manager's password and type it into the space provided. Keep a copy of the Manager's password written down in a safe place. We won't know what your Manager's password is. There are no "back doors" that would help us get past your password if you forget it. Press Enter or Tab to go to the next field.

Enter in the store information that you want printed at the top of the receipt. Press Enter or Tab to go to the next field.

The system will do backups for you on a periodic basis. Enter in where you want your backups saved. The entry here has to be a valid path on your computer. (No, entering “safe deposit box” will not work.) Press Enter or Tab to go to the next field.

Do you want to track which clerk did what with the gift cards? This can be a good way to track any problems (such as employee fraud). We recommend tracking clerk ID's. The program does not validate the clerk ID's. It simply collects them and reports them.

Press Card Setup to select how your cards are defined and used.

Press Ok when everything is the way you want it.

Cards

Card Track Layout

There are many different track layouts that can be used. For example, you could have gotten an ABA number so that the cards are consistent with the credit card networks. Other people simply get cards made up with their own format.

We recommend that you encode the card numbers with leading zeros. In that way, your cards will not fit with ATM's or credit card machines. Four zeros are sufficient. Then, we recommend that you select 2-3 digits that indicate your gift card. On track 2, there is space for up to 40 digits. You do not need to worry about running low on digits.

Both track 1 and track 2 can be used for the number. The program will read both tracks and take the card number from either track.

The credit card industry has standardized on a specific check digit algorithm. We recommend that you use that same algorithm as it is designed to catch when people transpose a digit or drop a digit when entering the number from the keyboard. This check digit algorithm is called a “Luhn10 Check Digit”. It is the last digit in the card number and will cause the card numbers to skip around a bit.

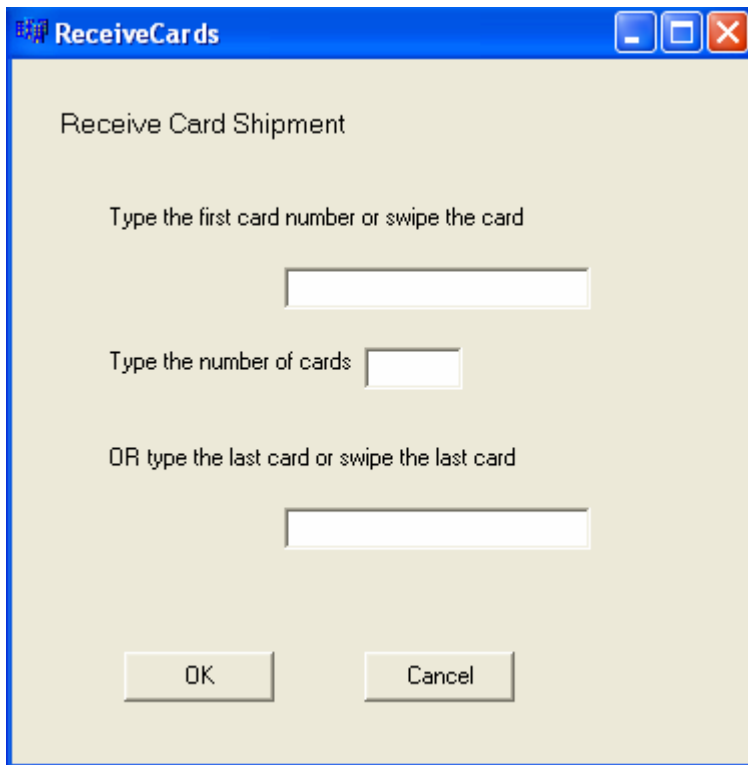
We recommend that you add some special check digits into the extra fields in the card tracks

Handling Cards

There are two steps that you go through before you can use a card. It first must be received into the system. (If you get a shipment of cards, you want to receive them into the system.) Then, when a card is sold, you activate that card.

Receiving cards

To receive a shipment of cards, start the program. Then, go up to the manager's menu and select "Receive Cards". You will be asked for your manager's password.



ReceiveCards

Receive Card Shipment

Type the first card number or swipe the card

Type the number of cards

OR type the last card or swipe the last card

OK Cancel

To receive cards, enter in the first card number by either swiping that card through your card swipe or by typing in the account number on that card and pressing the Tab key. Then, either fill in the number of cards to add or swipe the last card in the set. The system assumes that all the cards between those two numbers are to be added to the card database. You will be asked to ok the adding of that many cards before the system does it. And then you click on the OK button to leave.

Selling Cards

Cards have to be activated when they are sold and before they can be used by your customers. Press the Sell Card button on the main page to activate it and put money on the card.

Activate Card

Swipe the card to activate

15=111211012463815?

Type the amount to put on this card and press [Enter]

\$0.00

Type your id and press [Enter]

\$5
\$10
\$20
\$25
\$30
\$40
\$50
\$75

Ok Cancel

Card must be swiped to activate. The reason is that you do not want to have employees activating cards that are not actually sold. (The other reason is to make sure that the cards actually read properly. Some cards do not read correctly after a while on the shelf. This will prevent the cards from leaving your store when they do not work.)

Type in the amount to place on this card and press Enter. Or press one of the fast amount buttons on the right to place that amount on the card. If the clerk attempts to put more than \$100.00 on the card, a box will appear asking if the amount is correct.

If clerk ID entry is selected in Setup, then the clerk ID prompt and field will show. Type in the clerk ID and press ENTER. A message box will show to ask you to confirm placing that amount on the card.

Transactions

Buy from card

To purchase something using a gift card, click on the Buy From Card button on the main screen.



Slide the card through the slot

Amount of Sale: \$0.00

Clerk ID:

Sale

Ok Cancel

If you try to buy something that costs more than what is available on that card, a warning message will display and the amount of the transaction will be reduced to the amount left on the card. After the transaction is done, the clerk will be reminded to ask the customer for additional tender.

Void

To void the previous transaction, click on the Void button on the main screen. Voids will not erase that the previous transaction happened, they will simply mark the previous transaction as being voided. Voided transactions show up in the daily reports.

Only the last transaction can be voided. If a customer comes back after you have run another transaction, you have to run a credit instead of a void.

The clerk ID captured on a Void is the person who voided that previous transaction.

Void Last Transaction

Void the last transaction

Card Number:

Transaction Type:

Amount:

Clerk ID:

Void this transaction?

Credit

To issue a credit to a customer, click on the Credit button on the main screen.

Credit Transaction

Slide the card through the slot

Amount of Credit:

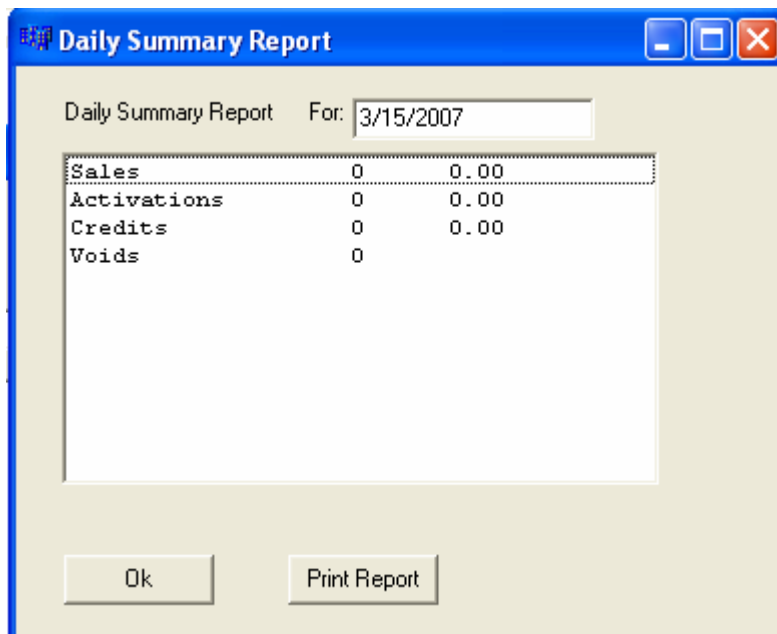
Clerk ID:

Reports

Reports help you manage the daily business as well as to track down problems.

Daily Summary Report

To run the daily summary report, go to the Reports Menu and select Daily Summary. Enter the manager's password and press Enter. The Daily Summary Report contains the numbers for today's sales, activations, voids. You may also select which day the report is to be run for. The default is for today. If you leave the date field empty, then the report is run for all days in the file.



Daily Summary Report For: 3/15/2007		
Sales	0	0.00
Activations	0	0.00
Credits	0	0.00
Voids	0	

You may print the report by clicking on the Print Report button.

Daily Detail Report

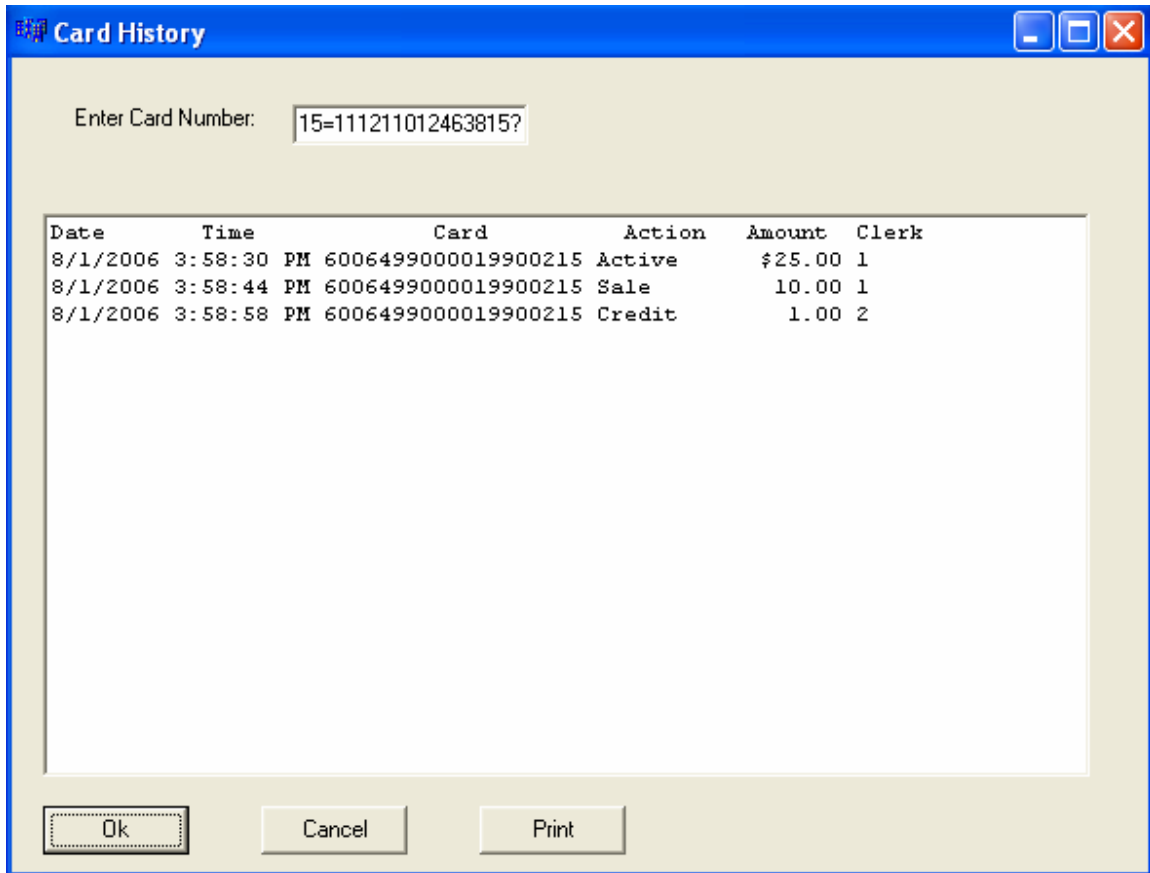
To get the transaction details for today, go to the Reports menu, and select Daily Detail. Enter the Manager's password and press Enter. The default is to have the report for today. If you want to put in another date, select the date field and put in the desired date. If you want the report to be for all time, simply enter zeroes for the date and press ENTER.

Daily Detail Report For:

Date	Time	Card	Action	Amount	Clerk
Sales		0		0.00	
Activations		0		0.00	
Credits		0		0.00	
Voids		0			

Card History Report

When there is a question about the usage on a card, use the card history report to show all the activity on a specific card. Go to the Reports Menu and select Card History. Enter the manager's password and press Enter. Then, slide the card through the card reader or type in the card number. That card's history will be shown including the clerk ID that was entered on each transaction.



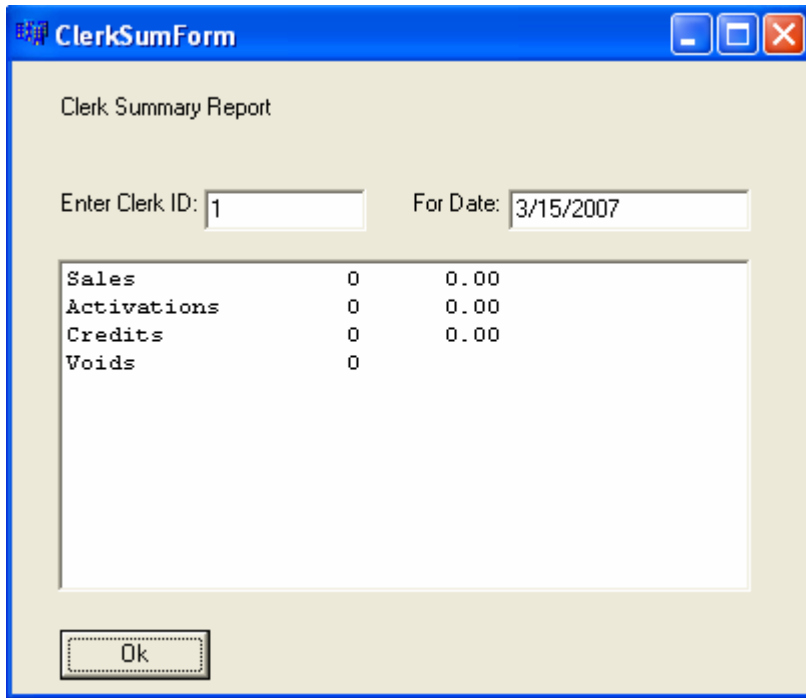
The screenshot shows a software window titled "Card History". At the top, there is a text input field labeled "Enter Card Number:" containing the value "15=111211012463815?". Below this is a table with the following data:

Date	Time	Card	Action	Amount	Clerk
8/1/2006	3:58:30 PM	6006499000019900215	Active	\$25.00	1
8/1/2006	3:58:44 PM	6006499000019900215	Sale	10.00	1
8/1/2006	3:58:58 PM	6006499000019900215	Credit	1.00	2

At the bottom of the window, there are three buttons: "Ok", "Cancel", and "Print".

Clerk Summary Report

To get the summary report by clerk, select Clerk Summary on the reports menu. Enter the clerk to summarize on and press Enter.



ClerkSumForm

Clerk Summary Report

Enter Clerk ID: For Date:

Sales	0	0.00
Activations	0	0.00
Credits	0	0.00
Voids	0	

Ok