

Thank you for purchasing the EZGift program. This program will allow you to manage, sell, and redeem gift cards from your PC.

To start, copy the files to your hard disk. The files are: EZGift.EXE and EZGift.xml.

The .xml file contains the location that you will use for backing up your data. You don't have to modify that file right away.

Double click on the EZGift icon.

The first thing is to go into the Manager mode and do the initial setup. The default manager password is "1234". Once in the manager mode, you can set that password to something more meaningful to you. Write that password down in a safe place!

In the manager mode, go into card set up. You will want to take one of your cards and swipe it through the card reader. In this way, the system can figure out how many tracks you have. You can also set how many digits are in the prefix that uniquely identifies your cards.

Go back to the main screen. In order to sell any cards, you have to first receive the cards into the system. Go into the managers menu and select receive cards. Swipe the first card and enter how many cards in sequence you have.

Once a card is received into the system, you can "sell" the card by the ActivateCard function. In this function, you place a value on the card.

Now that you have received a card and activated it, you can sell items based on that card.

Click on the Sale button. Swipe the card that you want to sell on, enter the amount of the sale and if you are tracking the clerks, enter the clerk id. The system will only sell on cards that have been received into the system and activated with an amount.