

GC103N Batch Activating Gift Cards

There may be times when you want to give gift cards for an in-store promotion or a mailing campaign.

In all these instances, you would be activating or adding funds to a large number of cards.

In this course, we will show you how to accomplish this using a spreadsheet and the Gift Card Import.

The first step in activating a group of In-store gift cards is to create a Comma Separated Values or CSV file.

This can be done with spreadsheet software such as Excel or OpenOffice.

This file will then be imported into Eagle.

The CSV file must contain the following column fields in this exact order:

Card Number, Transaction Date, Dollar Amount, and Clerk.

A sample file has been provided for you in the Course Materials section.

The Card Number and the Dollar Amount are required fields.

Each row must contain a value in those fields.

The Transaction Date is optional and will default to the current date if left blank.

The Clerk field is also optional and will default to the current signed-on user if left blank.

Remember to enter the complete card number.

The dollar amount can be entered without the decimal point.

For example, we would enter 25 instead of 25.00 for an amount of twenty five dollars.

After creating the CSV file we will need to save it.

It must be stored on your 'C' drive in the '3apps' folder and within 'temp'.

In this example we will name the file 'CustomerAppreciation'.

Remember to change the file type to Comma Delimited or .csv before you save it.

The file must have the .csv file extension to import into the Gift Card Viewer.

From the Eagle Browser menu, click Accounts Receivable, and then select Gift Card Viewer. Or type GCV in the launch bar.

Open the Miscellaneous Menu, and select Option 4, 'Run Gift Card Import'.

The Gift Card Import box displays.

From the drop-down list on the 'File for Gift Card' field, select the correct .csv file.

Confirm the Spooler Channel Number.

Now Click 'OK'

A message box displays confirming the Import Gift Card file has been sent to the selected spooler channel.

The file is now available for review as a spooled 'Gift Card Add Funds Report' or GCVIMP.

Only the items which were successfully processed will appear on the report.

Review the count on the Records Read and Records Added to see if there were any issues.

The cards listed are activated and available for immediate use.

Click Refresh in the In-Store Gift Card Viewer to display the new information.

You should now be able to create a .csv file, run the Gift Card Import and review the GCVIMP report.

This procedure is useful for activating, adding funds, and tracking In-store gift cards that you are giving away for promotional purposes.

To sell multiple gift cards, you will still need to ring them up in POS as a normal sale.



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