



relevant ecommerce™

# ZNODE MULTIFRONT GIFT CARD USER GUIDE

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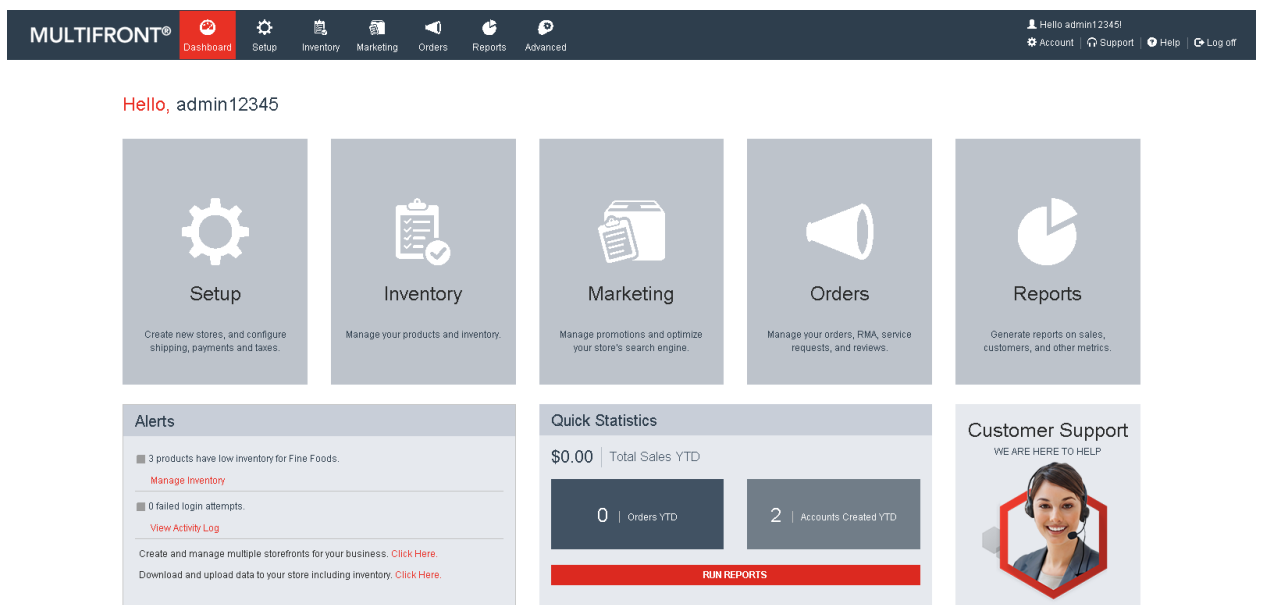
September 2015

## Gift Card User Guide

Gift Cards is a type of promotion that keeps a balance. The balance on the promotion can be applied to the total purchase by the customer. When the balance reaches zero the promotion (Gift Card) will expire.

### How to add Gift Cards:

1. Log into Multifront and select the **Marketing icon/link**.



The screenshot shows the Multifront dashboard. At the top is a dark navigation bar with the Multifront logo and several icons: Dashboard (selected), Setup, Inventory, Marketing, Orders, Reports, and Advanced. On the right of the navigation bar, it says "Hello admin12345" and provides links for Account, Support, Help, and Log off.

Below the navigation bar, the main content area displays a grid of icons for different sections: Setup, Inventory, Marketing, Orders, and Reports. Each icon has a brief description below it. The Marketing icon is highlighted with a red border.

Below the grid, there are three sections: Alerts, Quick Statistics, and Customer Support. The Alerts section shows two alerts: "3 products have low inventory for Fine Foods" with a "Manage Inventory" link, and "0 failed login attempts" with a "View Activity Log" link. The Quick Statistics section shows "Total Sales YTD" as "\$0.00", "Orders YTD" as "0", and "Accounts Created YTD" as "2". There is a red button labeled "RUN REPORTS". The Customer Support section features a "WE ARE HERE TO HELP" message and a photo of a smiling woman wearing a headset.

2. Select the Gift Card link.
3. The Gift Cards page is displayed listing of all the available gift cards in the Multifront.

**MULTIFRONT®** Dashboard Setup Inventory **Marketing** Orders Reports Advanced Hello admin12345! Account Support Help Log off

**Gift Cards** [+ ADD](#)  
Create and Manage stored value gift cards for your customers.

**Search**

Name  Balance  Card Number  Account Id

Exclude Expired

[SEARCH](#) [CLEAR](#)

[Advanced Search](#) | [Clear](#)

ID	Name	Card Number	Create Date	Expiration Date	Amount	Edit	Delete
1	Gift Card	4M8VL9UJUL	22-Jul-2015	31-Jul-2015	\$6.99	<a href="#">Edit</a>	<a href="#">Delete</a>

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4. Click on “Add” button. The “Add a New Gift Card” page is displayed.

**MULTIFRONT®** Dashboard Setup Inventory **Marketing** Orders Reports Advanced

**Add a New Gift Card**

**General Information**

Card Number

Gift Card Name \*

Store Name

Gift Card Amount \*

Expiration Date \*

☐ Enable this gift card for an existing customer account.

[SUBMIT](#) [CANCEL](#)

- Enter the following details:
  - Gift Card Name: Enter a name for the gift card.
  - Store Name: Select a store name from drop-down list.
  - Expiration Date (MM/DD/YYYY): Select the expiration date for this gift card.
  - Gift Card Amount: Enter the amount for the gift card.
  - Enable this gift card for an existing customer account: Select if you want the gift card to be access by particular Account ID. If selected, enter the Account ID.
- Click Submit. The Gift Cards Page is displayed listing the newly added Gift card.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Reports Advanced

Gift Cards  
Create and Manage stored value gift cards for your customers.

**This Gift Card Number will be use only for associated Account ID at the time of checkout.**

Search  
Name:  Balance:  Card Number:  Account Id:   
Exclude Expired:   
Exclude Expired:

SEARCH CLEAR

ID	Name	Card Number	Create Date	Expiration Date	Amount	Edit	Delete
1	Gift Card	4MBVL9UJUL	22-Jul-2015	31-Jul-2015	\$6.99		
2	Special Gift Card	DYKL79X45J	22-Jul-2015	31-Jul-2015	\$10.00		

Show 10 Per Page

- Click on Edit link to review associated Account ID.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Reports Advanced

**Edit Gift Card - Special Gift Card**

**General Information**

Card Number: DYKL79X45J

Gift Card Name \*: Special Gift Card

Store Name: Fine Foods

Gift Card Amount \*: \$ 10

Expiration Date \*: 31-Jul-2015

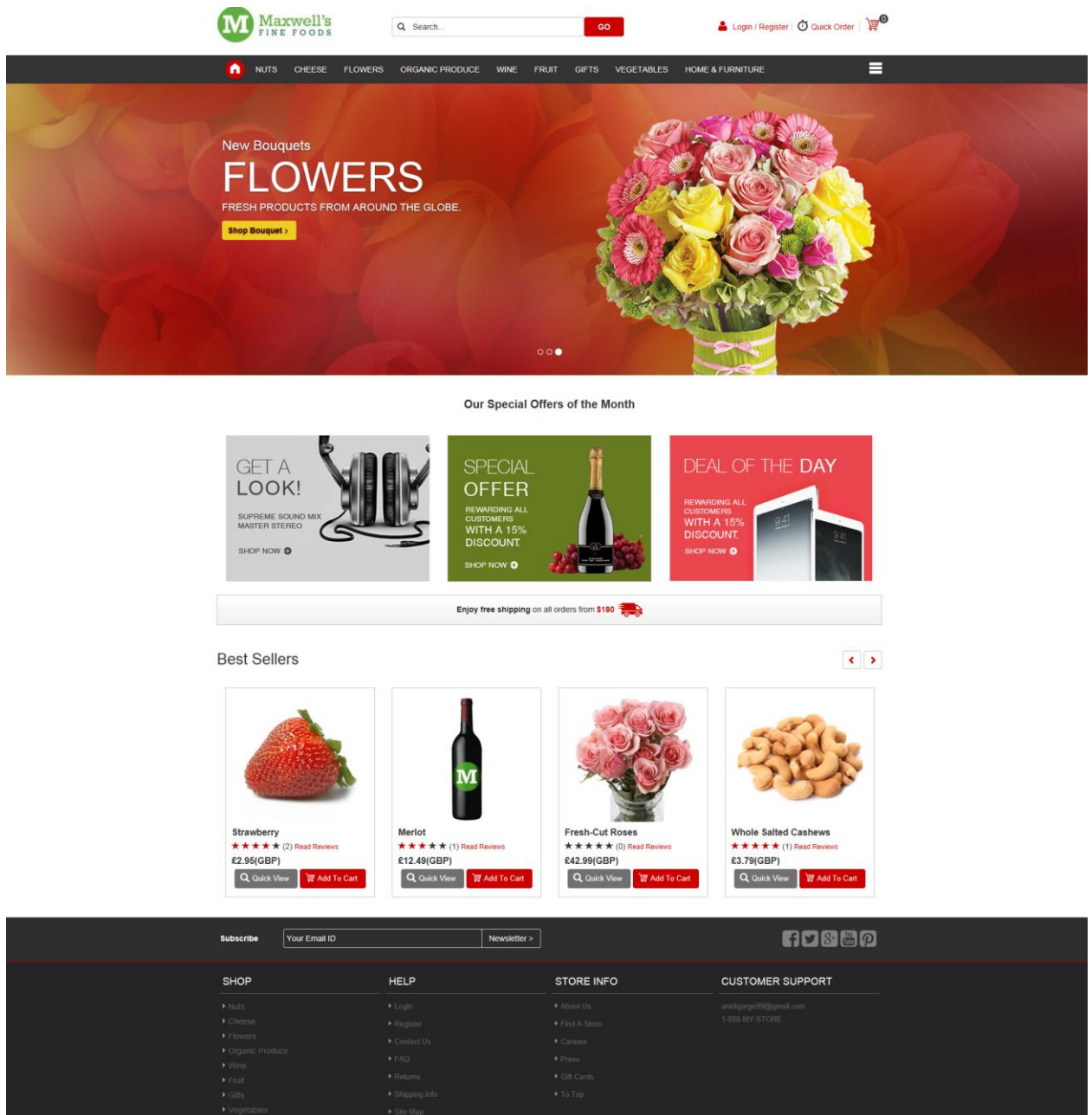
☒ Enable this gift card for an existing customer account.

Account ID \*: 11522


SUBMIT CANCEL


## How to Apply Gift Card in Demo Site:

1. Open MVC Demo Site, Home page displays with Special Products.



2. On the top menu, click on the Login/Register link.
3. Login with User who has Gift Card provided by Admin. (Ex. Account ID – 11522)
4. Select any Product and click on the Add to cart button. It will redirect to the My Cart page.
5. Click on Checkout button.
6. Enter all valid address in the Shipping and Billing Section and click on the “Next Step” button. It will redirect to the Shipping Method Page.
7. In this steps select any shipping options to calculate the Shipping Rate. On clicking on the Next Step button it will redirect to the Order Review Page.
8. On Order Review Page, click on Continue button, user will redirect to the Payment Page.
9. On Payment page user can apply Gift Card.
10. Click on Gift Card link.




admin12345 | Log off | Quick Order | 

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[FLOWERS](#)
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[HOME & FURNITURE](#)

## PAYMENT

Checkout Step 4 of 4

Total Payment due is: **\$46.14**

**Selected Shipping Address:**

Site Admin  
527 Pleasant hill road Lot B  
jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

**Selected Billing Address:**

Site Admin  
527 Pleasant hill road Lot B  
jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

**Shipping Method:**

Custom Flat Rate

**Select Payment Method:**

Credit Card

Cash On Delivery


Paypal Express


**Gift Card**



**Gift Card**

Gift Card Number \*

11. Apply valid Gift Card.




admin12345 | Log off | Quick Order | 


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## PAYMENT

**Checkout Step 4 of 4**

Total Payment due is: **\$36.14**

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jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

**Selected Billing Address:**

Site Admin  
527 Pleasant hill road Lot B  
jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

**Shipping Method:**

Custom Flat Rate

**Select Payment Method:**

Credit Card

Cash On Delivery

Paypal Express

**Gift Card**

**Gift Card**

Amount Applied	\$10.00
Gift Card Balance	\$0.00
Order Total	\$36.14

Use another gift card?

12. Click on “Cash on delivery” payment option.





Search...

GO

admin12345 | Log off

Quick Order



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Checkout Step 4 of 4

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[Change Address](#)

### Selected Billing Address:

Site Admin  
527 Pleasant hill road Lot B  
jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

### Shipping Method:

Custom Flat Rate

### Select Payment Method:

Credit Card

Cash On Delivery

Paypal Express

Gift Card

### Cash On Delivery

☒ Confirm That You Will Pay For This Order On Delivery.

**Complete Purchase**

13. Click on Complete Purchase.

## How to View Applied Gift Card in Admin Site:

1. Log into Multifront Admin
2. Click on Orders tab
3. Click on View Orders
4. Click on manage link of Order

**MULTIFRONT®** Dashboard Setup Inventory Marketing **Orders** Reports Advanced

Hello admin12345! Account Support Help Log off

**View Orders**  
Search and download orders and update order status.

**Search**

ID:  First Name:  Last Name:  Company Name:   
 Account Id:  Begin Date:  End Date:  Store Name:   
 Order Status:

**SEARCH** **CLEAR**

ID	Store Name	Order Status	Payment Status	Name	Date	Amount	Payment Type	Manage	RMA	Capture
1	Fine Foods	PENDING APPROVAL	COD_PENDING	Danial Nicholas	22-Jul-2015 12:17:32	\$36.14	COD			

Show 10 Per Page

**Download Orders**

Starting Order ID:   
 Orders higher than the Starting Order ID will be downloaded.

**DOWNLOAD ORDERS TO CSV** **DOWNLOAD ORDER LINE ITEMS**



5. Here Applied Gift Card amount displays.

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Dashboard
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**Orders**
Reports
Advanced

Hello admin12345!
Account
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Help
Log off

Order ID : 1

VOID OR REFUND

BACK

Order Information

Order Status	PENDING APPROVAL	UPDATE ORDER STATUS	Gift Card Amount	\$10.00
Payment Status	COD Payment Pending		Payment Method	COD
Order Date	22-Jul-2015 12:17:32		Transaction ID	
Order Amount	\$36.14		Purchase Order	
Shipping Amount	\$1.00		Shipping Method	Custom Flat Rate
Tax Amount	\$2.15		Tracking Number	
Discount Amount	\$0.00		Promotion Codes	

Customer Information

Shipping Address	Danial Nicholas Pleasant Street Road Jena, LA 71342 Tel: Email: danial.nicholas1991@gmail.com	Billing Address	Danial Nicholas Pleasant Street Road Jena, LA 71342 Tel: Email: danial.nicholas1991@gmail.com
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Order Items

Line Item ID	Product Name	Product Code	Description	SKU	Quantity	Price	Ship Date	Ship Address	Tracking Number	Transaction Number
1	Fresh-Cut Roses	FCR122		SKFCR123	1	\$42.99		Default Address		

Additional Instructions

**Note:**

If user tried to apply same gift card having zero balance or tried to apply expired gift card then “Gift Card Invalid” validation message will be displayed.




GO

admin12345 | Log off | Quick Order |



NUTS

CHEESE

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Checkout Step 4 of 4

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Ph: 1-888-Your-Store  
[Change Address](#)

### Selected Billing Address:

Site Admin  
527 Pleasant hill road Lot B  
jena, LA, US 71342  
Ph: 1-888-Your-Store  
[Change Address](#)

### Shipping Method:

Custom Flat Rate

### Select Payment Method:

Credit Card

Cash On Delivery

Paypal Express

Gift Card

### Gift Card

Gift Card Number \*

Invalid Gift Card

Apply Gift Card

Once Gift Card applied, it will deduct Gift Card Amount.

MULTIFRONT®



Hello admin12345!

[Account](#) | [Support](#) | [Help](#) | [Log off](#)

### Gift Cards

Create and Manage stored value gift cards for your customers.

+ ADD

#### Search





Exclude Expired

Exclude Expired

SEARCH

CLEAR

Advanced Search | Clear

ID	Name	Card Number	Create Date	Expiration Date	Amount	Edit	Delete
1	Gift Card	4MBVL9UJUL	22-Jul-2015	31-Jul-2015	\$6.99		
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