



relevant ecommerce™

ZNODE MULTIFRONT GIFT CARD USER GUIDE

April 2016

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 on the left and user information 'Hello admin12345!' on the right, along with links for Account, Support, Help, and Log off. Below the navigation bar, the main content area is divided into several sections. On the left, there are five large grey tiles for 'Setup', 'Inventory', 'Marketing', 'Orders', and 'Reports', each with an icon and a brief description. Below these is an 'Alerts' section with two items: '3 products have low inventory for Fine Foods' and '0 failed login attempts'. To the right of the alerts is a 'Quick Statistics' section showing '\$0.00 | Total Sales YTD' and two cards for '0 | Orders YTD' and '2 | Accounts Created YTD'. On the far right is a 'Customer Support' section with a 'WE ARE HERE TO HELP' message and a photo of a smiling woman wearing a headset. A red 'RUN REPORTS' button is located at the bottom of the Quick Statistics section.

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		

Show 10 Per Page Page 1 / 1

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 Hello admin12345! Account Support Help Log off

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

Search

Name Balance Card Number Account Id

Exclude Expired

SEARCH CLEAR

ID	Name	Card Number	Create Date	Expiration Date	Amount	Edit	Delete
1	Gift Card	4MBVL8UJLL	22-Jul-2015	31-Jul-2015	\$5.99		
2	Special Gift Card	DYKL79X45J	22-Jul-2015	31-Jul-2015	\$10.00		

Show 10 Per Page Page 1 / 1

- 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

Gift Card Name *

Store Name

Gift Card Amount *

Expiration Date *

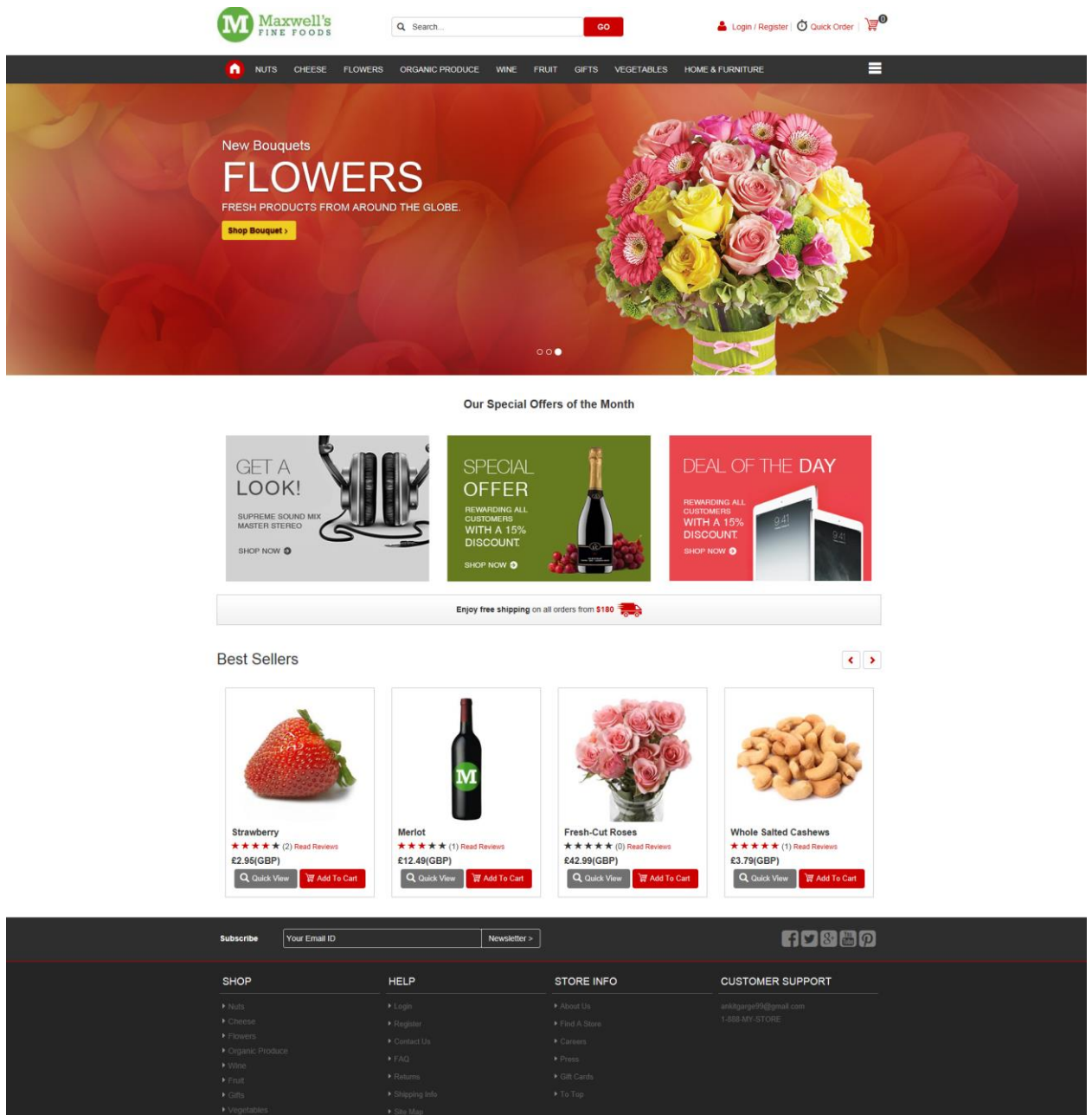
Enable this gift card for an existing customer account.

Account Id *

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.

The screenshot shows the checkout page for Maxwell's Fine Foods. The top navigation bar includes the logo, a search bar, and user account options (admin12345, Log off, Quick Order). The main navigation bar lists categories: NUTS, CHEESE, FLOWERS, ORGANIC PRODUCE, WINE, FRUIT, GIFTS, VEGETABLES, and HOME & FURNITURE. The page title is "PAYMENT" and it indicates "Checkout Step 4 of 4". The total payment due is \$46.14. The shipping and billing addresses are both "Site Admin, 527 Pleasant hill road Lot B, jena, LA, US 71342, Ph: 1-888-Your-Store". The shipping method is "Custom Flat Rate". Under "Select Payment Method", the "Gift Card" option is highlighted with a red box. To the right, there is a "Gift Card" section with a "Gift Card Number" input field and an "Apply Gift Card" button.

11. Apply valid Gift Card.

The screenshot shows the checkout page for Maxwell's Fine Foods. The page is titled "PAYMENT" and is "Checkout Step 4 of 4". The total payment due is \$36.14. The shipping and billing addresses are both "Site Admin, 527 Pleasant hill road Lot B, jena, LA, US 71342, Ph: 1-888-Your-Store". The shipping method is "Custom Flat Rate". Under "Select Payment Method", "Gift Card" is selected. A table shows "Amount Applied" of \$10.00, "Gift Card Balance" of \$0.00, and "Order Total" of \$36.14. There is a field for "Use another gift card?" and two buttons: "Apply Gift Card" and "Pay Remaining Balance".

Maxwell's FINE FOODS Search... GO admin12345 | Log off | Quick Order |

NUTS **CHEESE** **FLOWERS** **ORGANIC PRODUCE** **WINE** **FRUIT** **GIFTS** **VEGETABLES** **HOME & FURNITURE**

PAYMENT

Checkout Step 4 of 4

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

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

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

Use another gift card?

Apply Gift Card **Pay Remaining Balance**

12. Click on "Cash on delivery" payment option.



- NUTS
- CHEESE
- FLOWERS
- ORGANIC PRODUCE
- WINE
- FRUIT
- GIFTS
- VEGETABLES
- HOME & FURNITURE
-

PAYMENT

Checkout Step 4 of 4

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

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

Cash On Delivery

Confirm That You Will Pay For This Order On Delivery.

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:

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.

5. Here Applied Gift Card amount displays.

The screenshot shows the MULTIFRONT® interface with the 'Orders' tab selected. The order details are as follows:

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

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.



admin12345 | Log off | Quick Order |

- NUTS
- CHEESE
- FLOWERS
- ORGANIC PRODUCE
- WINE
- FRUIT
- GIFTS
- VEGETABLES
- 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 *

Invalid Gift Card

Apply Gift Card

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

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	4MBVL9UJUL	22-Jul-2015	31-Jul-2015	\$6.99		
2	Special Gift Card	DYKL79X45J	22-Jul-2015	31-Jul-2015	\$0.00		

Show 10 Per Page Page 1 / 1