

# Gift Card Lookup: Install Instructions

If you use the built-in Gift Card/Certificate module in LiquorPOS, you know there is no balance check at the Sales Screen. Well, now we've created one for you to use at each register that is simple for your clerks to access and use! Here's how to install and use it!

## Installing the Gift Card Lookup

The installation can be downloaded from <http://dash.posadvisors.com/files/GiftCardToolInstall.exe>.

1. Download the installer onto the register and run the file once it has finished downloading. It might appear at the bottom of your screen (Chrome), in the Download List (Mozilla Firefox) or simply launch (IE). If you are prompted for a password it is EncorePOS2018.
2. Click on Run and then on Yes when asked to confirm that you want to run this file.
3. Agree to the License Agreement and click Next.
4. The Utility creates and installs to the C:\encoreUtil folder, click Next if prompted.
5. Click Install.
6. The installation will proceed, click Finish.
7. The installer puts an icon on your desktop which you can use to run the Gift Card Lookup for the first time.



## Using the Gift Card Lookup

1. You can bring up the Gift Card Lookup in several ways. If the Task Bar is accessible on your register you can just click on the icon on the Task Bar. If you cannot access the Task Bar, the key combination Ctrl+Alt+G brings it up.
2. To get an accurate balance on a Gift Card, just type the Gift Card number in the Card Number field, or scan the barcode on the back of the card if you have cards with barcodes and hit Enter or the Search button to get the information on the card.
3. To look up another card, click on Clear and begin again.
4. To close the window, click on Close, or the X or just hit Escape. The window will minimize with any of those methods. If you want to truly shut down the Utility, use the Quit button.
5. The Gift Card Lookup will sit in the background and wait for the next time you need a balance!

