

GETTING STARTED WITH RUND00 · SETUP

Gift Cards, Start to Finish

A gift card is just a tender. Sell it, redeem it, refund onto it, and track it, all from Products → Gift cards.

THE FOUR EVERYDAY MOVES

1

Sell

Ring up the gift-card product, set a starting balance.

[Add](#) → [Activate Gift Card](#)

2

Redeem

Pick it as a tender at checkout.

[Sale](#) → [Gift card](#) → [Accept](#)

3

Refund

Load a return back onto a card.

[Return](#) → [Gift card](#) → [Refund](#)

Sell a card in 4 steps

- ① New sale, search your [gift-card product](#), click [Add](#).
- ② In [Activate Gift Card](#), scan or type the number, click [Look Up Gift Card](#).
- ③ Enter the [Initial Balance](#), click [Add](#).
- ④ Take payment. The sale flips the card to [Active](#).

Check & lock down

Find Card → Look Up

Balance shows in the modal; [See Card Page](#) for full history. Lost card? [Deactivate](#) freezes the balance and keeps the history. Not reversible, so be sure.

[Save the spreadsheet](#). When you generate or import card numbers, Rundoo downloads them once. It hides full numbers in the app after that, so that file is your only complete record.

[Short on the card?](#) Use [Split payment](#) to cover the rest with cash or card. Gift cards combine with any other tender.