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## **User's Manual**

**Project name: TrueLoaded**

**Module: Gift Voucher**

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version 1.2

o s C o m m e r c e m o d u l e s  
I n t e g r a t i o n w i t h E R P s y s t e m s  
S e r v i c e s  
S k i n s

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## Introduction

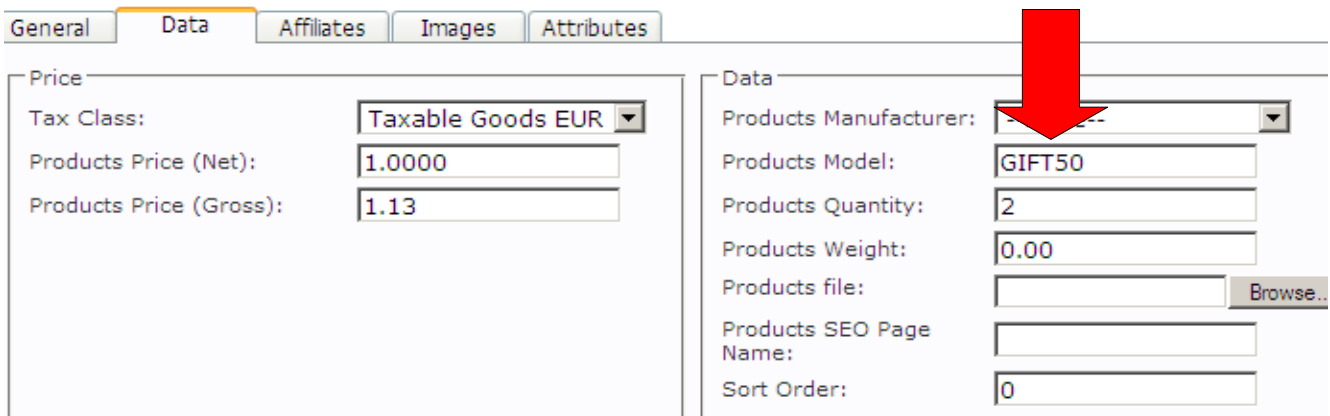
Vouchers present an electronic way of money transfer for purchasing product's on-line. The Gift Vouchers module gives a web-store Administrator a possibility to add extra money on a customer's account that he/she can use while paying for a product. The user can also purchase a quantity of vouchers and gift these to any person who uses this web-store.

Vouchers can be used for your account refilling or can be gifted to another customer of this web-store.

Vouchers are offered for sale like all other products in the web-store. After a voucher has been purchased by a customer, it appears in the **Gift Voucher Queue Release** section of Admin Panel.

## Creating A Gift Voucher

To create a Gift Voucher, one should create a product with the **Product Model** starting with the word "**GIFT**" in its name. For example, Product Model is *GIFT50*.



The screenshot shows the 'Data' tab of a product creation form. The form is divided into two main sections: 'Price' and 'Data'. The 'Price' section includes fields for 'Tax Class' (set to 'Taxable Goods EUR'), 'Products Price (Net)' (1.0000), and 'Products Price (Gross)' (1.13). The 'Data' section includes fields for 'Products Manufacturer' (indicated by a red arrow), 'Products Model' (GIFT50), 'Products Quantity' (2), 'Products Weight' (0.00), 'Products file' (with a 'Browse..' button), 'Products SEO Page Name', and 'Sort Order' (0).

## Gift Voucher Queue

From this section an Administrator can confirm voucher's paying capacity if the **Queue Purchases** option is set to "True" in the **Order Total Modules > Gift Vouchers** section of the Admin Panel.

The screenshot shows the 'Modules :: Order Total Modules' page. The 'Gift Vouchers' module is highlighted in the table. The 'Queue Purchases' option is set to 'true'.

Modules	Sort Order	Action	Gift Vouchers
COD additional fee	4		<b>Display Total</b> Do you want to display the Gift Voucher value?
Discount Coupons	9		<input type="radio"/> true <input type="radio"/> false
<b>Gift Vouchers</b>	<b>740</b>		<b>Sort Order</b> Sort order of display. <input type="text" value="740"/>
Low Order Fee	4		<input checked="" type="radio"/> true <input type="radio"/> false
Shipping	2		
Sub-Total	1		
Tax	3		
Total	800		

Module Directory:  
/var/www/vhosts/trueloaded.com/httpdocs/includes/modules/order\_total/

A voucher will be invalid until it is confirmed, i.e. it won't be accepted for paying in the web-shop. This is necessary when a customer pays for the voucher not by on-line payment method but, for example, by Money Order. In that case, the voucher should be confirmed by an Administrator after the money has been transferred. To do that, the Administrator should go to the **Vouchers/Coupons > Gift Vouchers Queue** section and select a voucher in the list, and then click the **Redeem** button.

The screenshot shows the 'Vouchers/Coupons :: Gift Voucher Release Queue' page. A voucher is listed with a 'redeem' button.

Customers	Order-No.	Voucher Value	Date Purchased	Action
Yana Luois	12	£50.00	12/21/2006 18:03:02	

Displaying 1 to 1 (of 1 gift vouchers) Page 1 of 1

Then, he/she should click the **Confirm** button to permit using of the voucher. After clicking the **Confirm** button, a customer receives an email notifying that he/she can use the voucher while purchasing products in the web-shop.

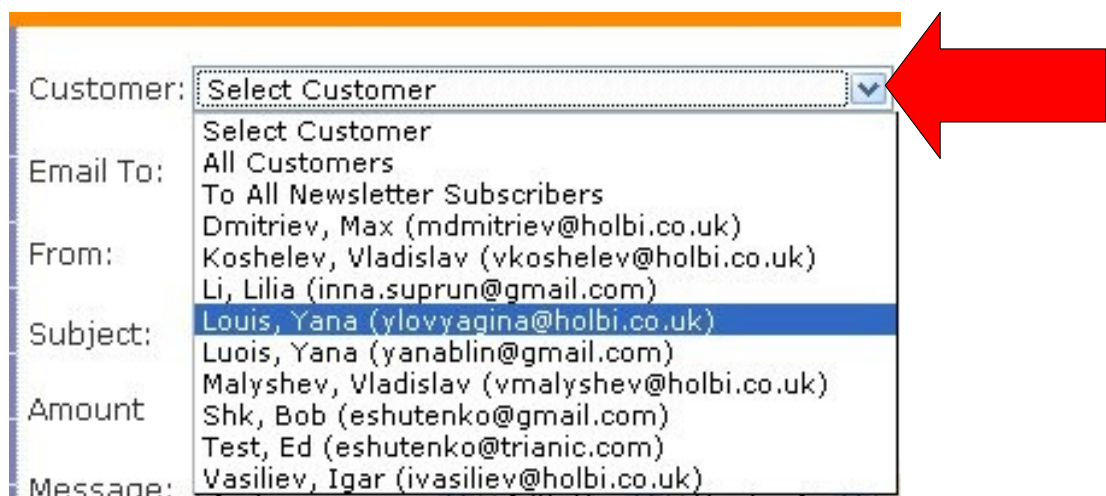
*Note: If the Queue Purchase option is set to "False", all the vouchers will be permitted for use automatically.*

If the money is transferred in on-line mode, it's not necessary to activate the "Queue Purchase" option in the Order Total Modules section. If you disable this option (select the "False" radio button), the vouchers won't be set in queue and will be immediately available for paying.

## Mail Gift Voucher

From this section an Administrator can email a voucher of any value to any or all customers.

1. From the Admin Panel > Vouchers/Coupons section click the **Mail Gift Voucher** link.
2. In the **Customer** dropdown list, select a customer whom you wish to email a voucher to. *Note: You can also send the voucher to **All Customers** or **All Newsletter Subscribers**.*



Customer: Select Customer

Email To: All Customers  
To All Newsletter Subscribers

From: Dmitriev, Max (mdmitriev@holbi.co.uk)  
Koshelev, Vladislav (vkoshelev@holbi.co.uk)  
Li, Lilia (inna.suprun@gmail.com)

Subject: Louis, Yana (ylovyagina@holbi.co.uk)  
Luois, Yana (yanablin@gmail.com)  
Malyshev, Vladislav (vmalyshev@holbi.co.uk)

Amount: Shk, Bob (eshutenko@gmail.com)  
Test, Ed (eshutenko@trianic.com)

Message: Vasiliev, Igar (ivasiliev@holbi.co.uk)

If you wish to send copies of your email to a few addresses, you can specify the coma separated email addresses in the **Email To** field.

Customer: Louis, Yana (ylovyagina@holbi.co.uk)

Email To: johnsmith@mail.com, Use this for sending single emails, otherwise use dropdown above

From: Holbi TrueLoaded <vnr>

Subject:

Amount:

3. In the **Subject** field, specify a subject of your email.

Subject:

4. In the **Amount** field, specify the voucher's value in the web-shop currency. For example, if your web-shop basic currency is British Pounds, you should specify the voucher's amount in pounds.

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Customer:  ▼

Email To:  Use this for sending single em

From:

Subject:

Amount:

5. In the **Message** box, specify a text of your email and click the **Send Email** button.

Message:

Arial 1 (8 pt) Heading 1 **B** *I* U ~~S~~ x<sub>2</sub> x<sup>2</sup> [Clipboard] [Cut] [Paste] [Undo] [Redo] [Link] [Unlink] [Image] [Table] [Table Border] [Table Cell] [Table Row] [Table Column] [Table Merge] [Table Split] [Table Sort] [Table Filter] [Table Hide] [Table Show] [Table Refresh] [Table Reset] [Table Default] [Table Cancel] [Table Help] [Table Info] [Table ?]

Decimal numbers [List Bulleted] [List Numbered] [List None] [List Toggle] [List Undo] [List Redo] [List Help] [List Info] [List ?]

Text of the Email!

Path: body

**send mail**

6. In the Preview page, click the **Send Mail** button to send your email to a customer.

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**Customer:**  
johnsmith@mail.com,

**From:**  
Holbi TrueLoaded <vmalyshev@holbi.co.uk>

**Subject:**  
Gift Voucher

**Amount**  
50

**Text of the Email!**

E-mail

## Gift Vouchers Sent

- The sent voucher will appear in the **Gift Vouchers Sent** list. To view information about sent vouchers, go to the **Coupons/Vouchers > Gift Vouchers Sent** section of Admin Panel. This list shows all the vouchers ever sent, as well as **Sender's Name, Voucher Value, Voucher Code, and Date Sent**.

Senders Name	Voucher Value	Voucher Code	Date Sent	Action
Admin	£23.00	ae01bdf3bc	08/22/2006	ⓘ
Admin	£23.00	269ffbe089	08/22/2006	ⓘ
Admin	£23.00	7d984176d6	08/22/2006	ⓘ
Admin	£12.00	1f39f5	10/20/2006	ⓘ
Admin	£10.00	123456798	11/07/2006	ⓘ
Admin	£10.00	123456798	11/09/2006	ⓘ
Admin	£10.00	123456798	11/10/2006	ⓘ
<b>Admin</b>	<b>£50.00</b>	<b>b1b7e6</b>	<b>12/21/2006</b>	▶

Displaying 11 to 18 (of 18 gift vouchers) << Page 2 of 2 >>

- Summary information is also displayed in the right column:

- Senders ID** (if any)
- Amount Sent** (vouchers value sent to the customer)
- Date Sent**
- Voucher Code**
- Email Address** (customer's email address)
- Redeemed/Not Redeemed** – whether the voucher was used or not.

[25] £50.00

Senders ID: 0  
 Amount Sent: £50.00  
 Date Sent: 12/21/2006  
 Voucher Code: b1b7e6  
 Email Addr: ylovayagina@holbi.co.uk

Not Redeemed

- If the voucher was used, the following additional information is also displayed on the right:

- Date Redeemed** (the date when the voucher was used)
- Customers ID**
- Customers IP Address**

[20] £23.00

Senders ID: 0  
 Amount Sent: £23.00  
 Date Sent: 08/22/2006  
 Voucher Code: 7d984176d6  
 Email Addr: user1@lxnew.triasphera.local

Date Redeemed: 08/22/2006  
 IP Address: 192.168.1.40  
 Customer Id: 101

## Sending Vouchers From Website

### Important Information:

When a user sends a Gift Voucher to a friend from the web-store frontend, he/she should pay attention to the basic currency used in the store. The basic currency is that one displayed in the **Currencies** box when the user is visiting the website at the first time during one session.

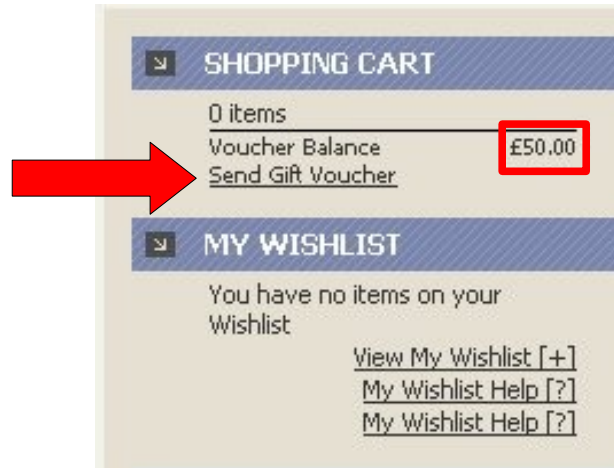


If **British Pound** currency is displayed in the box, the Gift Voucher amount will be sent in **GBP**. If a user selects any other currency for buying products on site, he/she should remember about this fact while sending a Gift Voucher to a friend. That's why the user should keep one of the following rules:

- 1) Either remember (or write down) a basic currency of the web-store while visiting the website at the first time, and recalculate the money before sending a voucher if he/she has changed the basic currency.
- 2) Or, not change the currency on site before sending a voucher and send the voucher's amount in basic currency of the web-store.

### How To Send Vouchers from the website Front End?

1. When a user has received an email confirming that he/she can use a voucher, he/she can go to the web-store frontend (log in to the shop) and click the **Send Gift Voucher** link in the **Shopping Cart** box. The **Voucher Balance** information is displayed here as well.



- Then, he/she should specify the **Name** and **Email** of an addressee, as well as **Gift Voucher Amount** in appropriate fields. He/she can also specify some text in the **Message** box that will show as an additional text in the body of a standard notification email.

Recipients Name:

Recipients E-Mail Address:

Amount of Gift Voucher:

Message to Recipients:  
 Hi John!  
 Greetings!  
 I'm gifting a 10 pounds voucher for you to buy what you wish in the on-line shop.

- Then, he/she should click **Continue** and **Send**. After that, an email will be sent and the **Voucher Balance** will change in the **Shopping Cart** box, because sent amount will be subtracted from initial value of the Gift Voucher.



**Important Information:**

**Gift Vouchers Queue**

Some Payment Modules – such as PayPal, Check Money Order, etc. - have the “put in queue” default feature. If a customer uses such payment modules while purchasing the Gift Voucher (GV), he/she won't see the Gift Voucher on the web-site immediately after purchasing. The GV will be put in “queue” until an Administrator redeems it in the Admin Panel.

To redeem the Gift Voucher, the Administrator should go to the Admin Panel > Vouchers/Coupons > **Gift Vouchers Queue** section, select a voucher in the list and click the **Redeem** button on the right. Then, click the **Confirm** button to confirm redeeming.

After that, the customer will receive an automatic email notification, running the following:

*“You recently purchased a Gift Voucher from our online store.  
For security reasons this was not made immediately available to you.  
However this amount has now been released. You can now visit our store  
and send the value via email to someone else”*

When such notification has been received, the customer can go to the web-store and send a voucher to a friend (as it is described above).

**Enable Download**

The Gift Vouchers do not need shipping method enabled during the purchasing, because the GV is an on-line digital product which does not need shipping and delivery services. But to make it working properly, an Administrator needs to set up this feature in the Admin Panel. To do that, the Administrator should go to the Admin Panel > Configuration > **Download** section and make sure the **Enable Download** option is set to “True”.

