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Exporting Gift Cards (Focus Local Gift or myFocus Gift)



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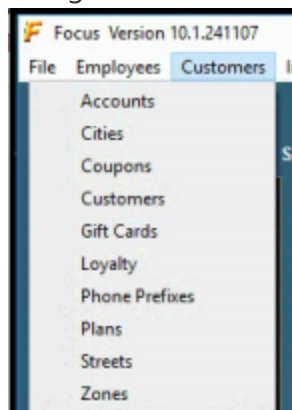
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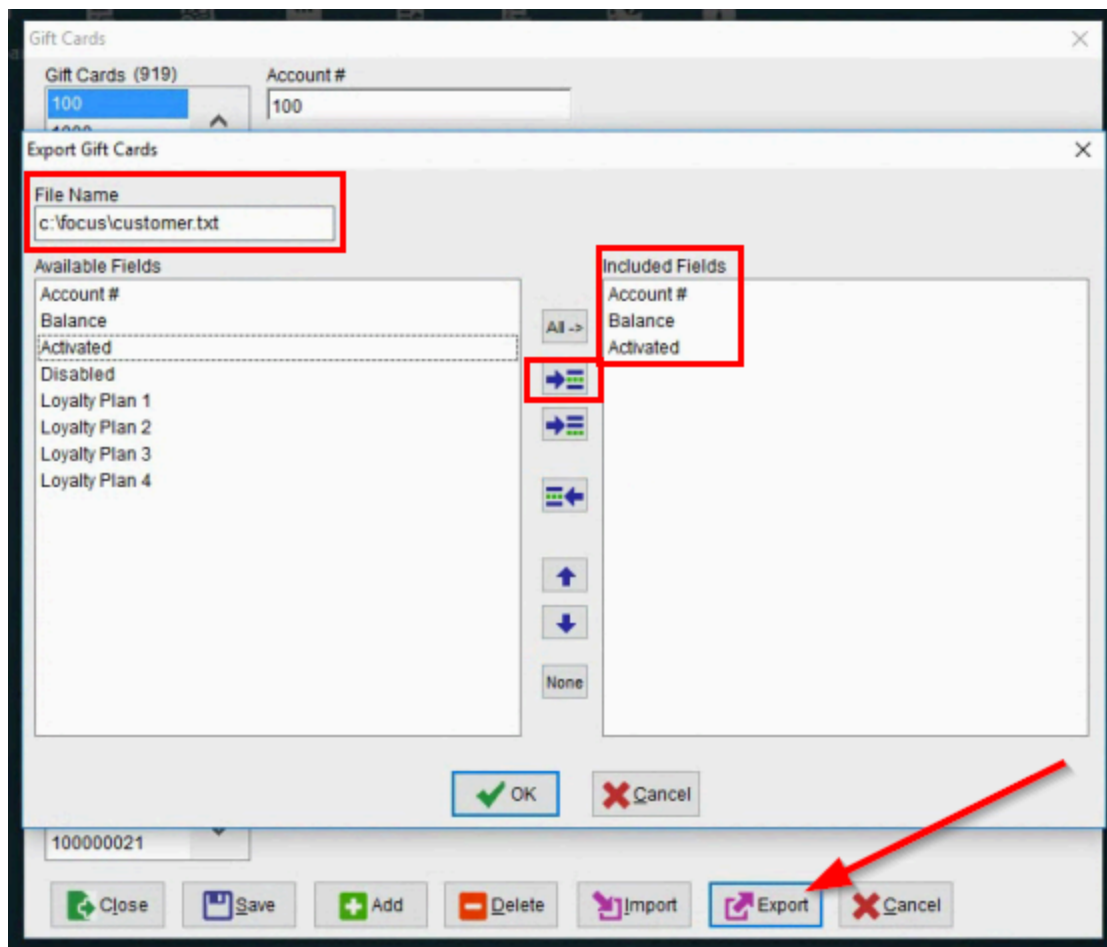
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Focus Local

Login into Setup (Wrench Icon > Setup)

Navigate to Customers > Gift Cards





Choose Export

Reset Export field using NONE option

Select Account #, Balance and Activated in Available Fields column and use the move arrow to move those to the included fields

Not the filename and path where the export will be saved

Press Ok

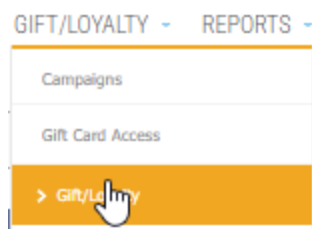
Navigate to the File just created and rename to <MerchantName>-<MID>-<FocushardwareKey>

Send file to the Gift Card Team

myFocus Gift

Browse to <https://my.focuspos.com/Login.aspx>

Login with your myFocus restaurant group credentials (role will need to be Store Owner or Corp Admin)



Navigate Menu dropdown Gift/Loyalty to the Gift/Loyalty page

Select GC Circulation Report

Choose either ALL stores or individuals depending on how your accountability is for Gift Cards (Corp Float vs Store Liability)

Active Status = All

Card Type = All

***Leave Card Range fields EMPTY*

View Report

The screenshot shows the 'View Report' button in the top right corner. Below it, there are filters for 'Store' (All), 'Active Status' (All), and 'Card Type' (All). The 'Range Start' and 'Range End' fields are empty. Below the filters, there is a table of gift card data. The table has columns for Card ID, Balance, Expiry Date, and Status. The data shows a list of gift cards, mostly with a balance of 0.00 and an expiry date of 8/7/2024, with a status of 'Not Activated'. A red box highlights the 'View Report' button and the export options menu. The export options menu is open, showing options for Word, Excel, PowerPoint, PDF, and TIFF file. A red arrow points to the 'Excel' option.

Card ID	Balance	Expiry Date	Status
11301131	0.00	8/7/2024	Not Activated
11301132	0.00	8/7/2024	Not Activated
11301133	0.00	8/7/2024	Not Activated
11301134	0.00	1/8/2024	Not Activated
11301135	0.00	8/7/2024	Not Activated
11301136	0.00	8/7/2024	Not Activated
11301137	0.00	8/7/2024	Not Activated
11301138	0.00	9/3/2024	Not Activated
11301139	0.00	8/30/2024	Not Activated
11301140	0.00	8/30/2024	Not Activated
1131	0.00	2/16/2024	Not Activated
1132	0.00	2/4/2020	Activated
1133	0.00	11/17/2023	Activated
1134	0.00	11/17/2023	Activated

To Export choose the Save Icon and select Excel

The file will be downloaded to your browsers default download path or may prompt for where to save depending on browsers configuration

Navigate to the File just created and rename to <MerchantName>-<MID>-<FocushardwareKey>

Send file to the Gift Card Team



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