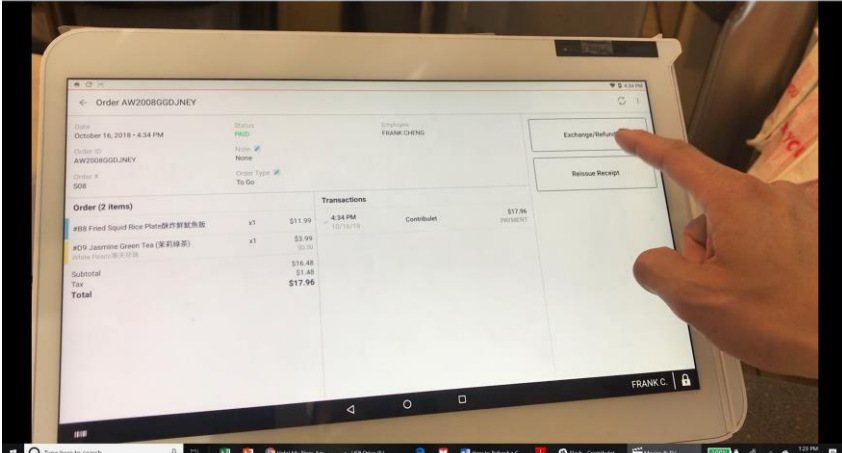
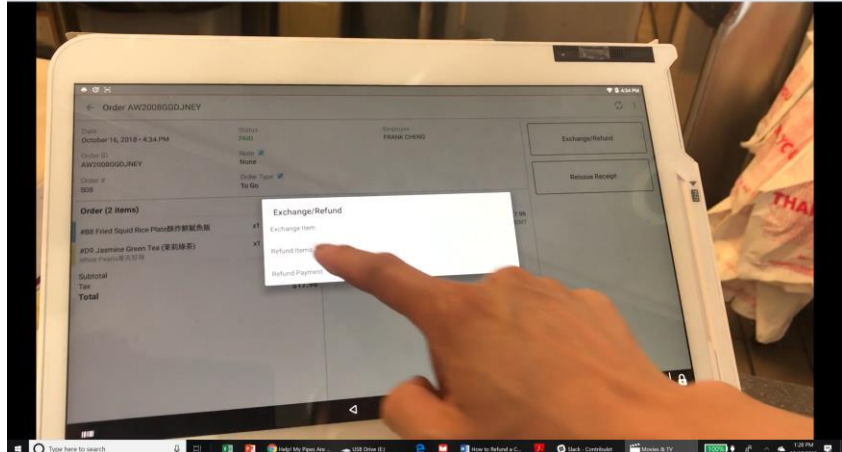
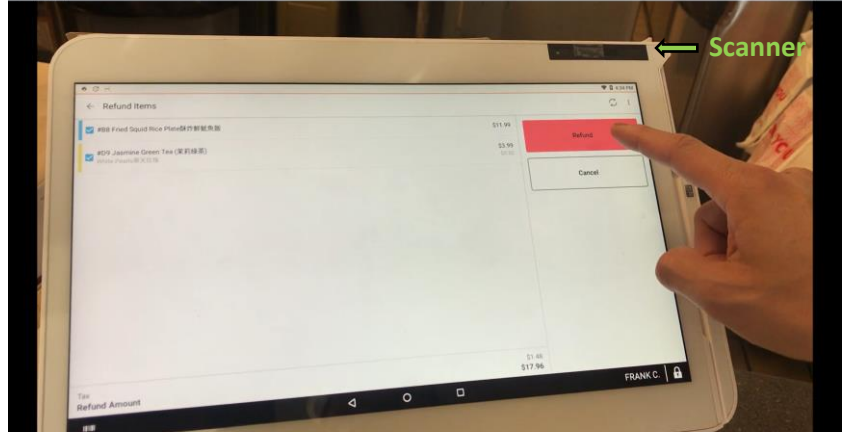




How to Refund a Contribulet e-Gift Card or Voucher on the Clover POS System

#	Step	What You See
1	To refund an e-Gift Card or Voucher, select "Orders"	
2	On the Order Screen, select the order to refund	

#	Step	What You See
3	Select "Exchange/Refund"	 <p>The screenshot shows the 'Order AW2008GGD.JNEY' screen. The order date is October 16, 2018, at 4:34 PM. The order ID is AW2008GGD.JNEY. The order type is BSR. The order contains two items: #88 Fried Squid Rice Plate (炸鱿鱼饭) for \$11.99 and #09 Jasmine Green Tea (茉莉绿茶) for \$3.99. The subtotal is \$16.48, tax is \$1.48, and the total is \$17.96. The 'Exchange/Refund' button is highlighted with a red box and a finger pointing to it.</p>
4	Select "Refund Items"	 <p>The screenshot shows the 'Exchange/Refund' dialog box. The dialog has three options: 'Exchange Item', 'Refund Items', and 'Refund Payment'. The 'Refund Items' option is selected and highlighted with a red box and a finger pointing to it.</p>
5	Check the items to refund. Then select "Refund"	 <p>The screenshot shows the 'Refund Items' screen. The order items are listed with their prices. The 'Refund' button is highlighted with a red box and a finger pointing to it. A green arrow labeled 'Scanner' points to the top right corner of the screen.</p>



#	Step	What You See																								
6	Check the screen to confirm that the refund for the selected order was processed.	<p>The screenshot shows a tablet displaying the Contribulet interface for order AW2008GGD.JNEY. The status is 'REFUNDED'. The order items and their prices are:</p> <table border="1"> <thead> <tr> <th>Order (2 Items)</th> <th>Quantity</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>#88 Fried Squid Rice Plate-酥炸雙魚飯</td> <td>x1</td> <td>\$11.99</td> </tr> <tr> <td>#D9 Jasmine Green Tea (茉莉綠茶)</td> <td>x1</td> <td>\$3.99</td> </tr> <tr> <td>Subtotal</td> <td></td> <td>\$16.48</td> </tr> <tr> <td>Tax</td> <td></td> <td>\$1.48</td> </tr> <tr> <td>Total</td> <td></td> <td>\$17.96</td> </tr> </tbody> </table> <p>The Transactions table shows a refund of \$17.96:</p> <table border="1"> <thead> <tr> <th>Transaction</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Contribulet</td> <td>(\$17.96) REFUND</td> </tr> <tr> <td>Contribulet</td> <td>\$17.96</td> </tr> </tbody> </table>	Order (2 Items)	Quantity	Price	#88 Fried Squid Rice Plate-酥炸雙魚飯	x1	\$11.99	#D9 Jasmine Green Tea (茉莉綠茶)	x1	\$3.99	Subtotal		\$16.48	Tax		\$1.48	Total		\$17.96	Transaction	Amount	Contribulet	(\$17.96) REFUND	Contribulet	\$17.96
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