

# updating a gift certificate

Follow these steps to update the recipient name on a previously sold gift certificate.

## Updating the Recipient

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Select Gift Certificates from the View List drop down menu.
3. Select a filter option by using the Filter by drop down menu. In this example we will filter gift certificates by Past Date.
4. Select your desired date range using the calendar and click the Select Date button.
5. Access the gift certificate you wish to update by double clicking on the gift certificate from the list.
6. From the Edit Gift Certificate window you have the ability to update the recipients first and last name. Click the Search button, select the customer from the Search for Customer screen by clicking once on their name and then clicking the Select button.
  - If the customer name does not appear in the Search for Customer screen, click the Add New button to add the recipient name to your system. Once entered you will be able to then search for the new customer name and select them from the Search for Customer screen.
7. Click the Save Gift Certificate button.
8. You can verify the recipient name update by viewing the list of gift certificates.

