Web Administration Application

Bulk Loading

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1. Go to
   www.nationalbooktokens.com/giftcard
   and click Web Administration

2. Enter your GLN, user ID and
   password

Selecting Cards and Entering Bulk Details

1. Select a pack of unopened,
   sequentially numbered cards

2. Count out the number of cards you
   need to load, remembering to keep
   them in order

3. Enter the numbers of the first card
   and last card in the relevant fields
   (lowest first)

   Checking Card Numbers : There are
   special security features embedded in
   the card number. Due to this, to
   check card sequence you should
   disregard the final 'check' digit and
   look at the 3 numbers that
   immediately precede it – shown here
   in bold 633792088800000**716**0

4. Confirm the number of cards in your
   sequence by entering the figure in the
   'Number of Cards' field

Loading Value

1. Enter the amount to be loaded onto
   the cards — each card in the bulk
   load will have the same value loaded
   onto it

2. Click Load/Activate

3. Wait for the Results response and
   check that each card is loaded — this
   may take a few seconds

Tip

If you receive any error messages
click the Help Button to help resolve
the issue or explain the message

**PLEASE NOTE — you must only use
pre-packed sequential cards for bulk
loading. You should always check that
the number of cards you have loaded
matched the number of cards you
supply to your customer.**

**Special packs of sequential cards are
available for bulk loading. To ensure the
integrity of the sequence is maintained
you should only unopened packs. If the
pack has been opened you must
manually check that the card numbers
are sequential**