

NATIONAL
BOOK
tokens



Bookseller Guide

How to SELL a National Book Token Electronic Gift Card using the Web

Recommended solution for booksellers with
broadband computer access

CLICK your mouse to start the demo

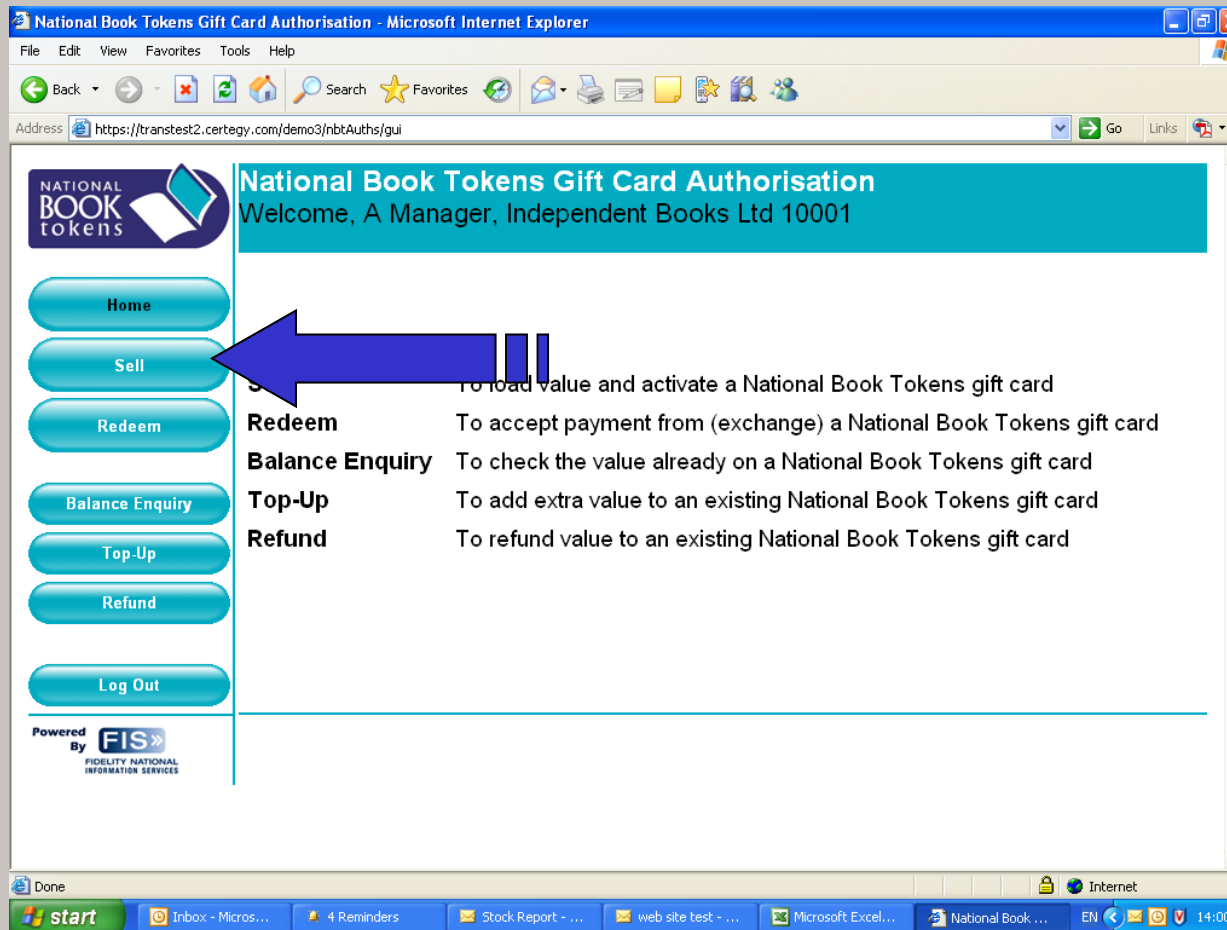


How to SELL a National Book Token Electronic Gift Card

- The following demonstration shows you how simple it is to SELL a National Book Token Electronic Gift Card
- Before you SELL an Electronic Gift Card make sure that you ring the SALE through your till and take payment from your customer
- The slide show will display the process of selling a National Book Token Electronic Gift Card and will highlight key points using animated arrows

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card



- On the home page, click the SELL button

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

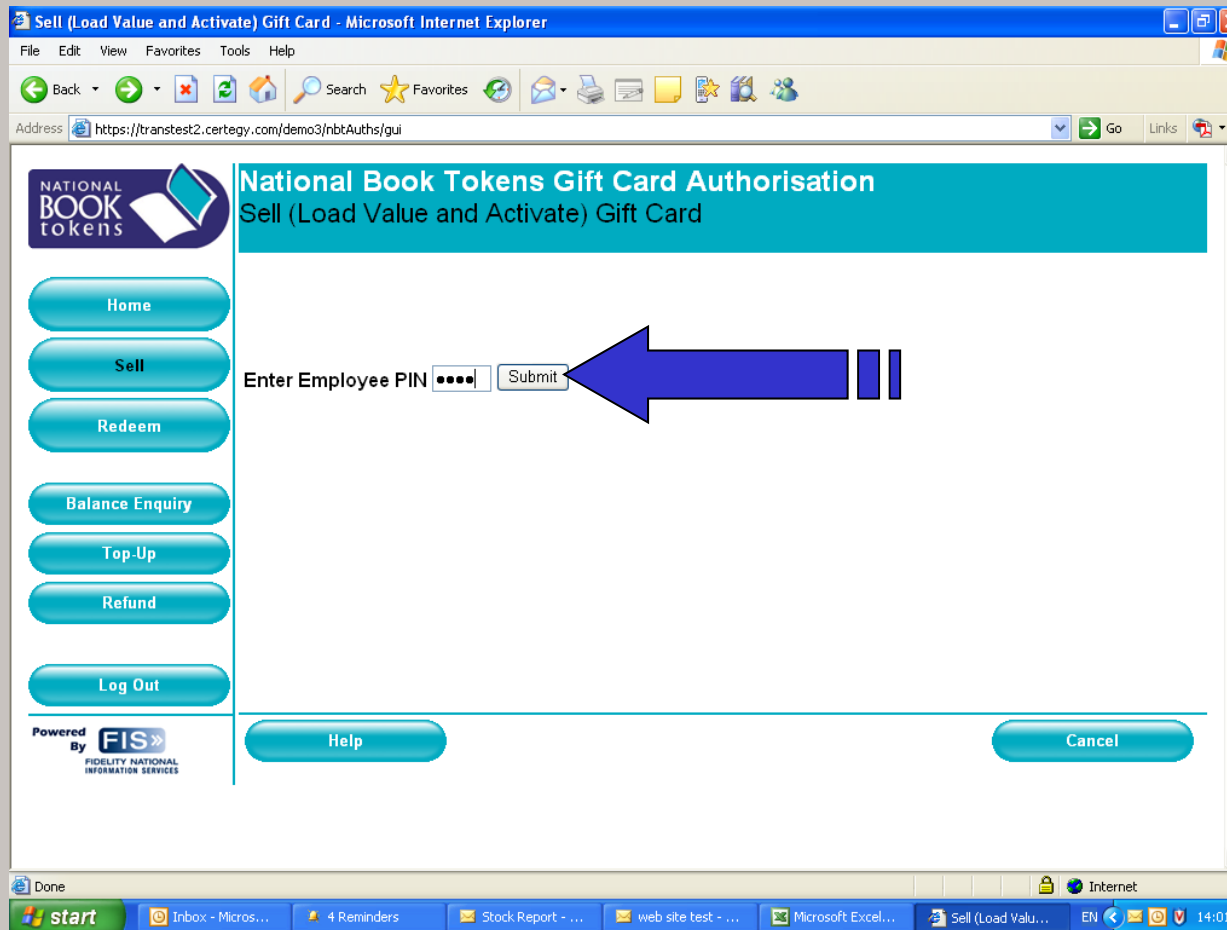
The screenshot shows a web browser window with the following elements:

- Browser Title:** Sell (Load Value and Activate) Gift Card - Microsoft Internet Explorer
- Address Bar:** https://transtest2.certegy.com/demo3/nbtAuths/gui
- Page Header:** NATIONAL BOOK tokens logo and "National Book Tokens Gift Card Authorisation Sell (Load Value and Activate) Gift Card"
- Navigation Menu (Left):** Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, Log Out
- Form:** "Enter Employee PIN" text label, an input field, and a "Submit" button. A large blue arrow points to the input field.
- Footer:** "Powered By FIS FIDELITY NATIONAL INFORMATION SERVICES" logo, "Help" button, and "Cancel" button.
- Taskbar:** Shows various open applications like "Inbox - Micros...", "4 Reminders", "Stock Report - ...", "web site test - ...", "Microsoft Excel...", and "Sell (Load Valu...".

- For security you will be prompted to enter your 4 digit employee PIN

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card



- Once you have entered your security PIN, click submit and you will proceed to the SELL screen

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Sell (Load Value and Activate) Gift Card

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. Enter the amount(s) required
3. Select 'Confirm' to load value to the card - if making multiple card sales, only confirm once all the card numbers and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card Amount Details

Clear 633792 Check

Multiple Cards

Help Confirm Cancel

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- You now need to scan the barcode on the back of the Electronic Gift Card, or enter the code manually here

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Sell (Load Value and Activate) Gift Card

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. Enter the amount(s) required
3. Select 'Confirm' to load value to the card - if making multiple card sales, only confirm once all the card numbers and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
0340007881862	£	Card has not been activated yet

Buttons: Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, Log Out, Multiple Cards, Help, Confirm, Cancel

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- The UNIQUE card number will now be displayed

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Sell (Load Value and Activate) Gift Card

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. Enter the amount(s) required
3. Select 'Confirm' to load value to the card - if making multiple card sales, only confirm once all the card numbers and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
<input type="text" value="633792 0340007881862"/>	£ <input type="text"/>	Card has not been activated yet

- You will also be alerted to the status of the card i.e. whether it has been activated or not

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Sell (Load Value and Activate) Gift Card

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. Enter the amount(s) required
3. Select 'Confirm' to load value to the card - if making multiple card sales, only confirm once all the card numbers and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card		Amount	Details
Clear	633792 0340007881862	£ 10.00	Card

Multiple Cards

Help Confirm Cancel

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- You now need to add the value, required by the customer, to the card
- For an example £10.00 has been added here

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Sell (Load Value and Activate) Gift Card

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. Enter the amount(s) required
3. Select 'Confirm' to load value to the card - if making multiple card sales, only confirm once all the card numbers and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
Clear 633792 0340007881862	£ 10.00	Card has not been activated yet
	£10.00	

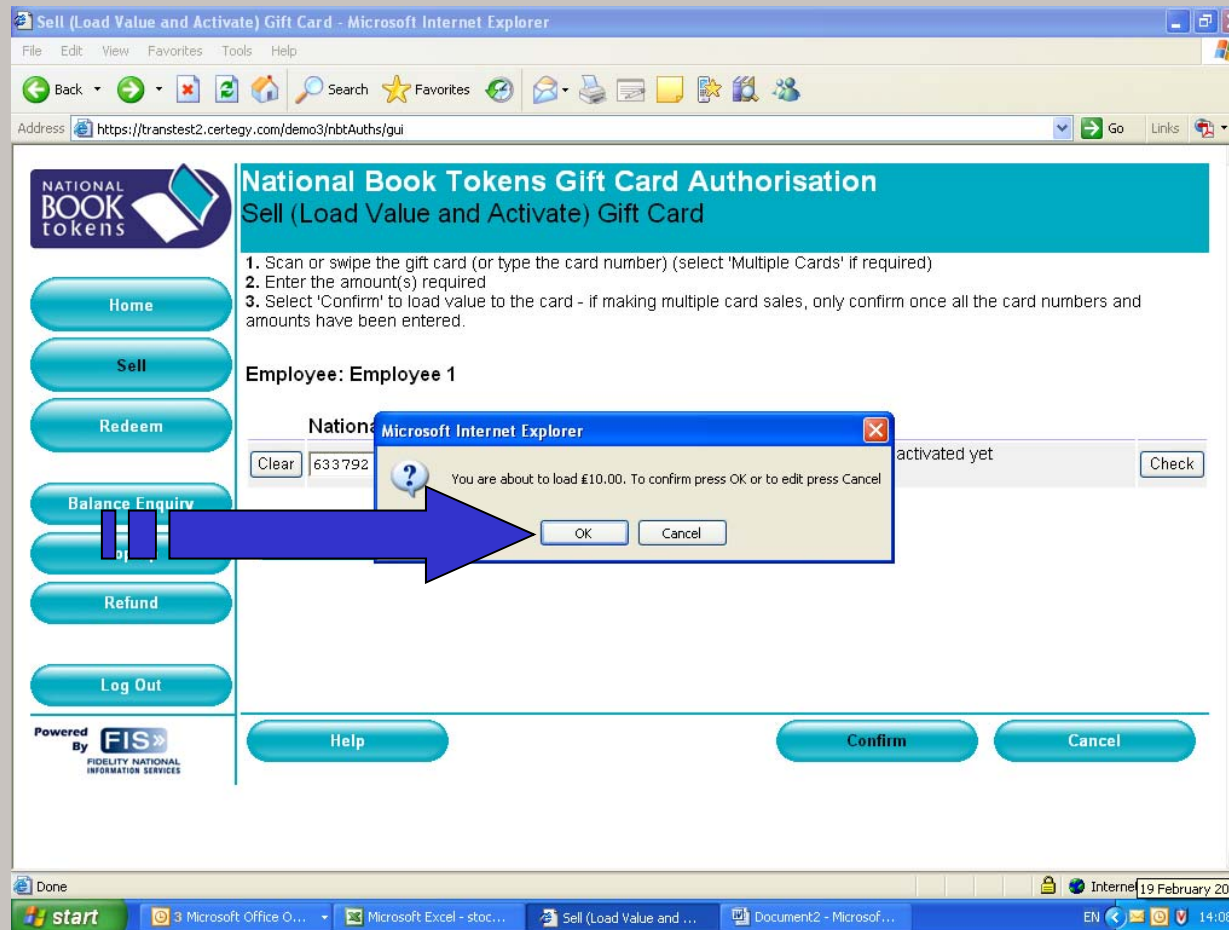
Multiple Cards

Confirm

- If the value entered is correct, click CONFIRM

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card



- For accuracy you will be prompted to check the value you are about to add to the card.
- If the correct value has been added, click OK

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

The screenshot shows a web browser window titled "Load/Activate Result - Microsoft Internet Explorer". The address bar displays "https://transtest2.certegy.com/demo3/nbtAuths/gui". The main content area is titled "National Book Tokens Gift Card Authorisation Load/Activate Result". Below the title, it states "The following Load/Activate transactions were authorised" and "Extra line of text goes here...". A table displays the transaction details:

National Book Tokens Gift Card	Amount	Details
	£ 10.00	Auth Code: 17624, Balance: £ 10.00

Two blue arrows point from the text on the right to the "Amount" and "Details" columns of the table. The left sidebar contains navigation buttons: Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, and Log Out. The bottom of the page features a "Print Receipt..." button and a "Powered By FIS" logo.

- The card has now been activated and the value added.
- The screen now displays the value that has been added to the card and the available balance

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Load/Activate Result

The following Load/Activate transactions were authorised
Extra line of text goes here...

National Book Tokens Gift Card	Amount	Details
*****1862	£ 10.00	Auth Code: 17624, Balance: £ 10.00

Print Receipt...

- At this point, you may wish to print a receipt for your customer
- Simply click the **PRINT RECEIPT** button and a receipt will be generated for printing

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card

The screenshot shows a web browser window with two overlapping pages. The background page is a receipt for an NBT Gift Card. The foreground page is a card authorization page.

Independent Books Ltd 10001
7 HIGH STREET ROW
NBT SHOPPING CENTRE
NBT RETAIL PARK, CH1 1LX

NBT Gift Card - Load/Activate Receipt

Card Number	Amount	Auth Code	New Balance
*****1862	£ 10.00	17624	£ 10.00

Ref: 1108056760 Tue 19/02/2008 14:07
www.booktokens.co.uk

Card Authorisation

Details
Auth Code: 17624, Balance: £ 10.00

Buttons: Refund, Log Out, Print Receipt...

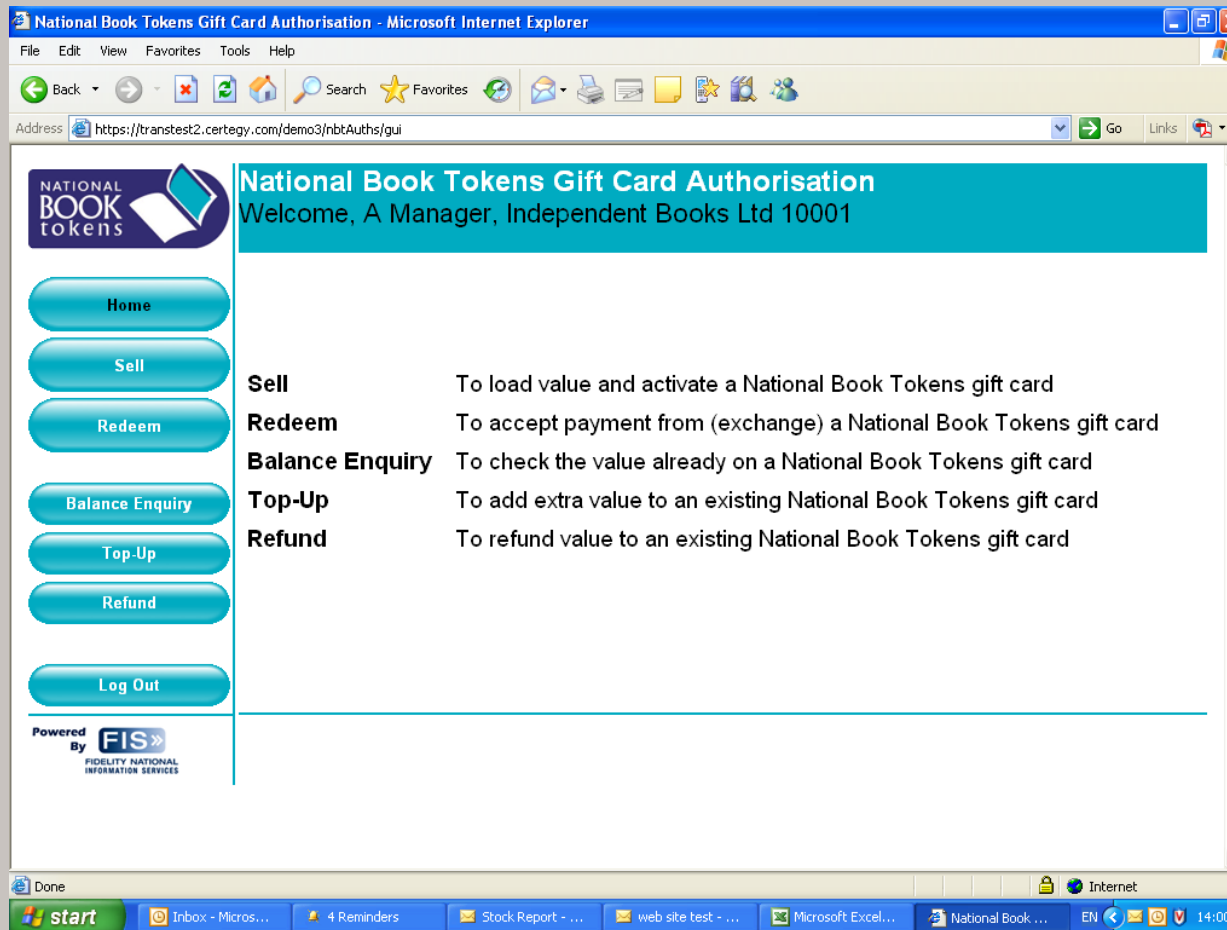
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Windows taskbar: Microsoft Office, Microsoft Excel, Load/Activate Resul..., https://transtest2.c..., Document2 - Micros..., 14:10

- You may then print out a receipt, using your default or nominated printer, for your customer

Click your mouse for the next slide

How to SELL a National Book Token Electronic Gift Card



- The SELL transaction is now complete and you should return to the National Book Tokens HOME page in readiness for your next transaction.
- The page can, of course, be minimized and remain in the background while you continue to work on your PC

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This completes the demo for how to SELL a
National Book Token Electronic Gift Card

For demos of other functions please return to

www.nationalbooktokens.co.uk/webdemo

