

NATIONAL  
BOOK  
tokens



## Bookseller Guide

### How to do a BALANCE ENQUIRY on 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

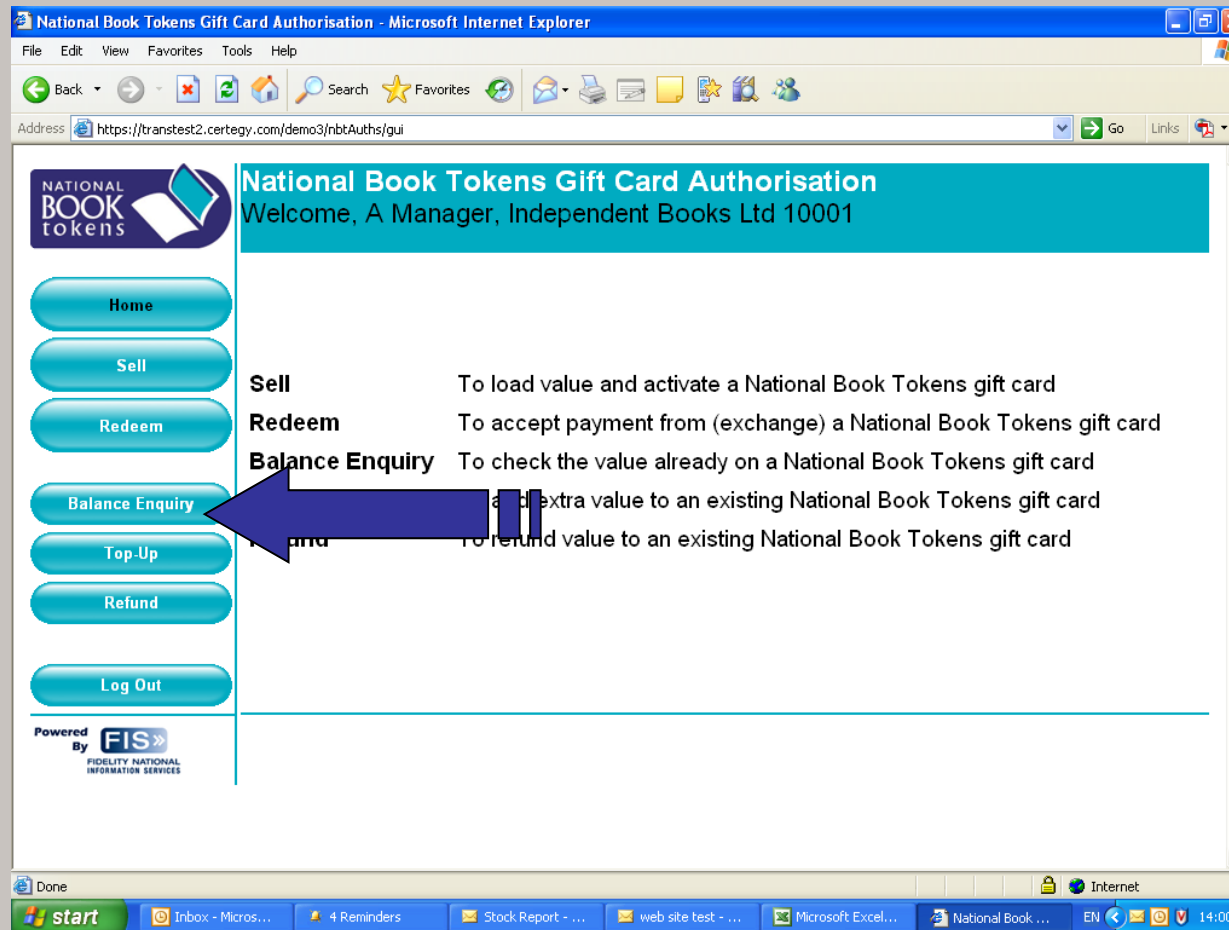


# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

- The following demonstration shows you how simple it is to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card
- The slide show will display the process of doing a balance enquiry and subsequent redemption on a National Book Token Electronic Gift Card and will highlight key points using animated arrows

Click your mouse for the next slide

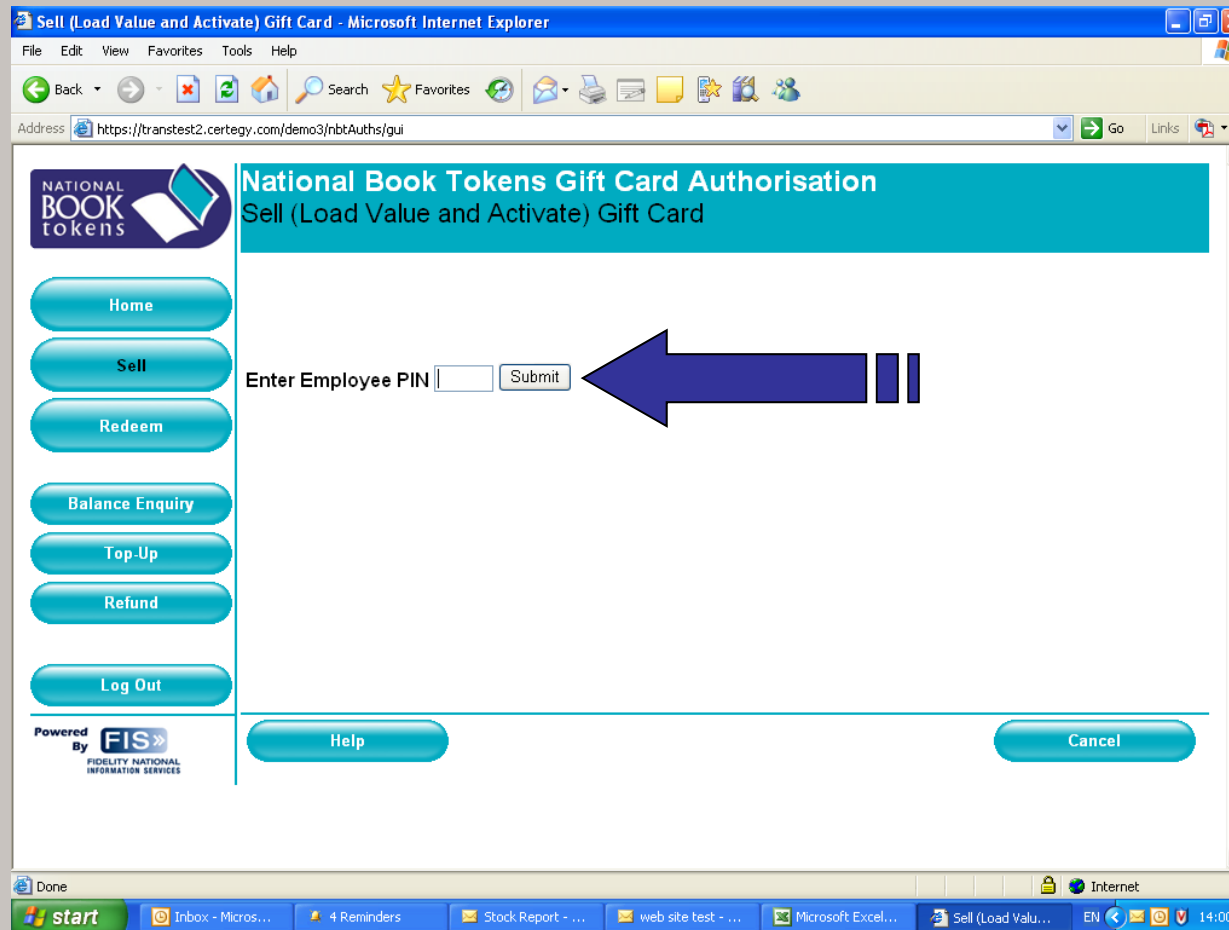
# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- On the home page, click the BALANCE ENQUIRY button

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



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

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# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

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

Home  
Sell  
Redeem  
Balance Enquiry  
Top-Up  
Refund  
Log Out

Enter Employee PIN  Submit

Help Cancel

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

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

Balance Enquiry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://transtest2.certery.com/demo3/nbtAuths/gui

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## National Book Tokens Gift Card Authorisation Balance Enquiry

1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)
2. The available balance will be displayed
3. If customer wants to use the gift card to make a purchase or top-up select either 'Redeem' or 'Top-up'.

Employee: Employee 1

National Book Tokens Gift Card Details

Clear 633792

Multiple Cards

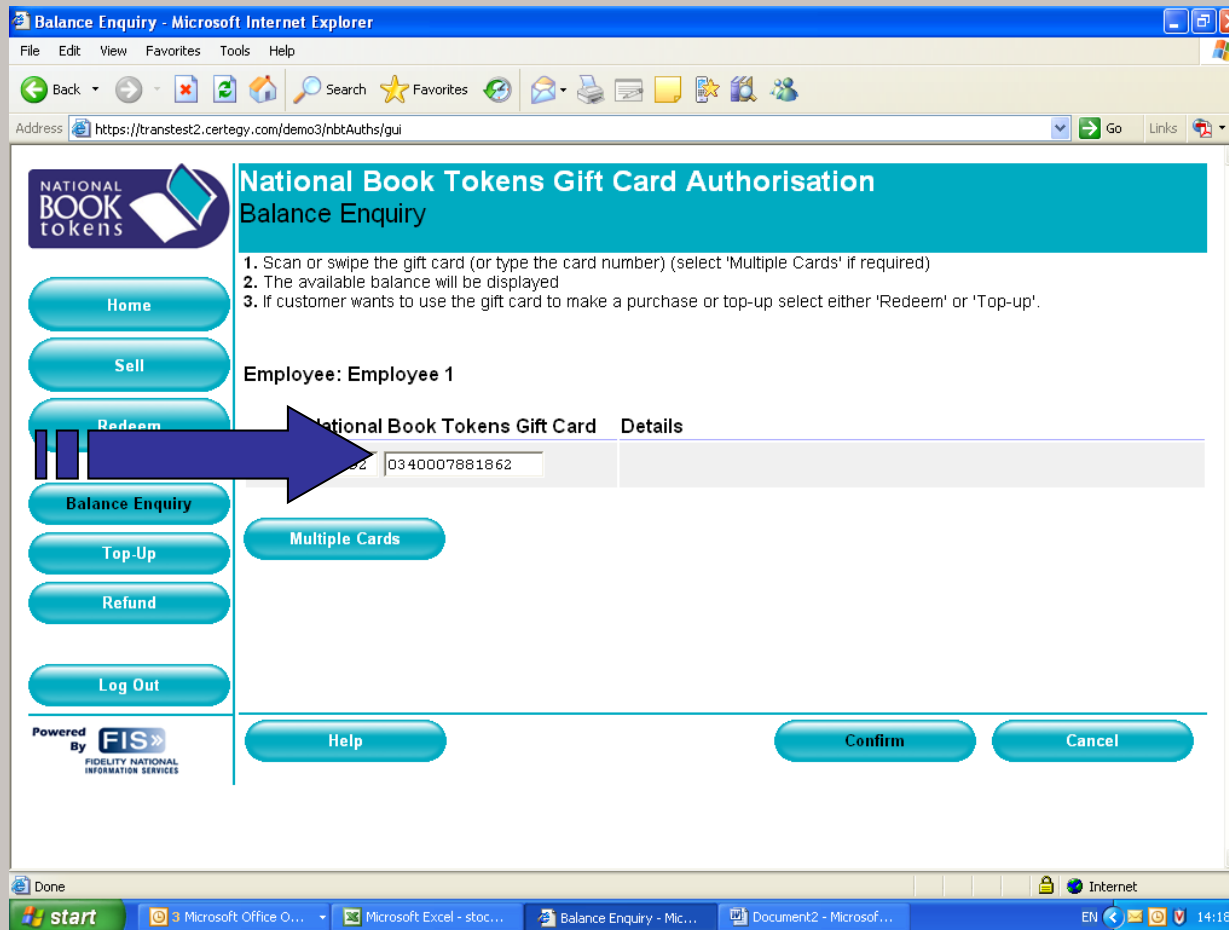
Help Confirm Cancel

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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

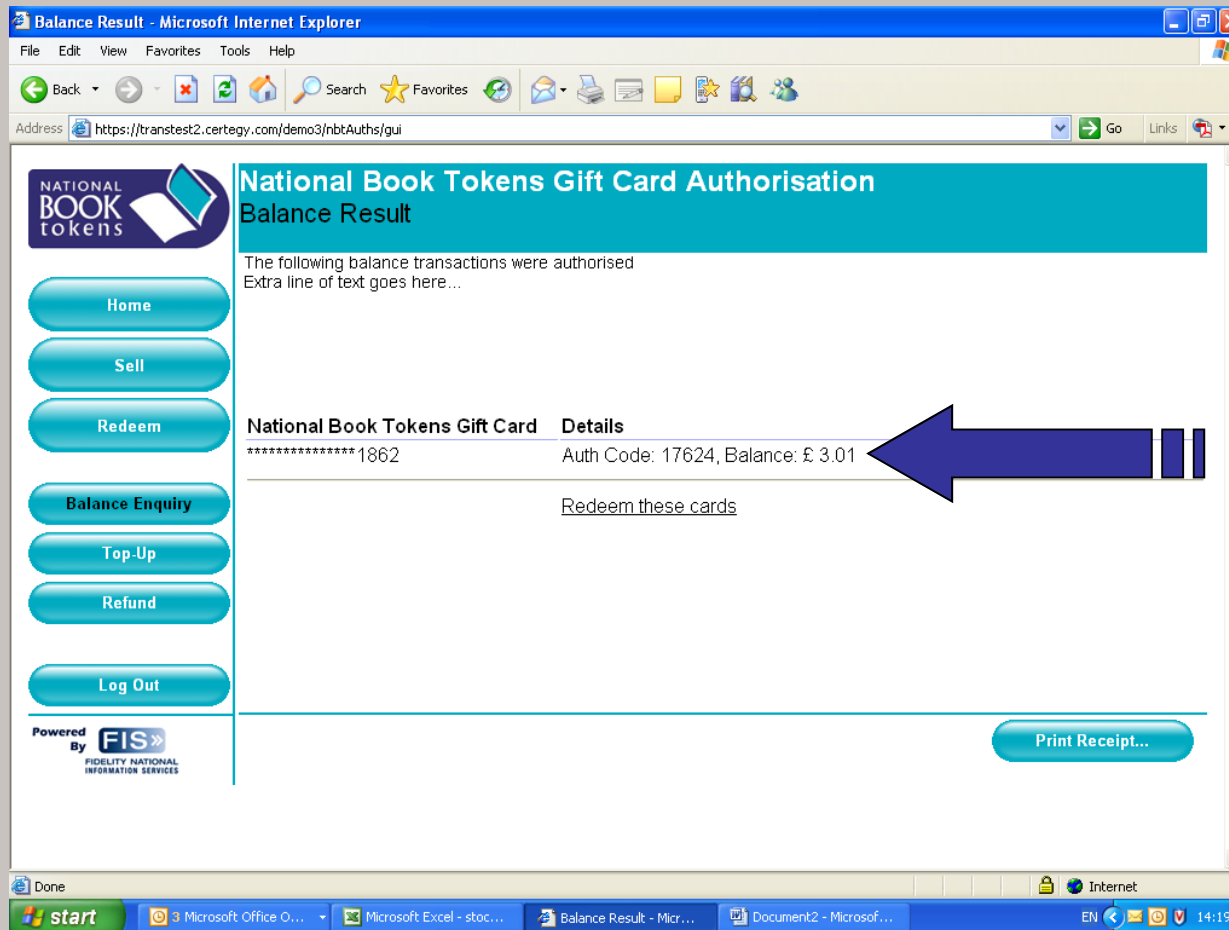
# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- The UNIQUE card number will now be displayed

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- Details of the card BALANCE will now be displayed

Click your mouse for the next slide



# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

Balance Result - Microsoft Internet Explorer

Address: https://transtest2.certegy.com/demo3/nbtAuths/gui

## National Book Tokens Gift Card Authorisation Balance Result

The following balance transactions were authorised  
Extra line of text goes here...

National Book Tokens Gift Card	Details
*****1862	Auth Code: 17624, Balance: £ 3.01

[Redeem these cards](#)

Print Receipt...

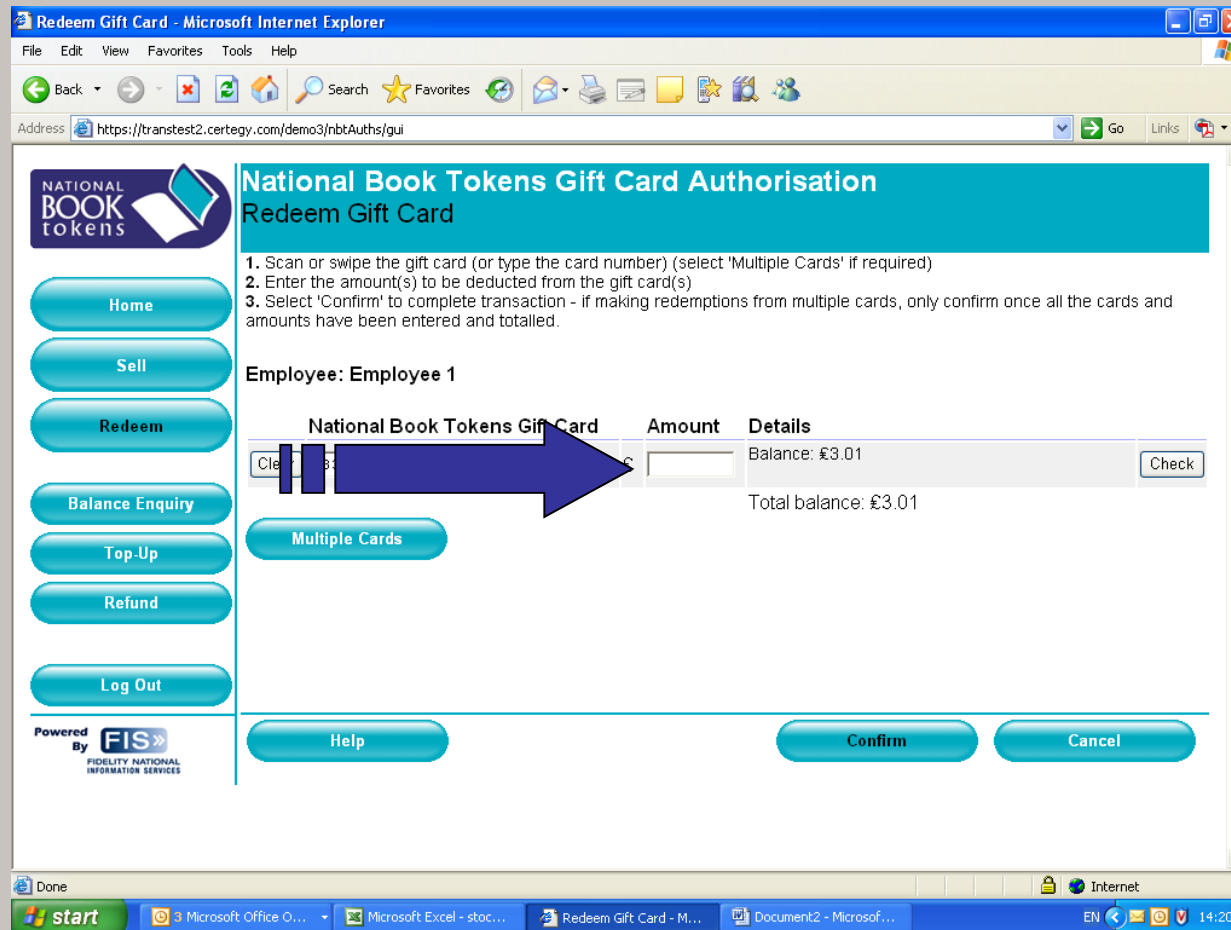
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- If the customer now wishes to REDEEM the balance on the card, this can be done by simply clicking the REDEEM THESE CARDS button

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

- You can now add the amount to be REDEEMED from the card



Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

The screenshot shows a web browser window titled "Redeem Gift Card - Microsoft Internet Explorer". The address bar shows the URL: <https://transtest2.certery.com/demo3/nbtAuths/gui>. The page content includes the National Book Tokens logo and a navigation menu on the left with buttons for Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, and Log Out. The main heading is "National Book Tokens Gift Card Authorisation Redeem Gift Card". Below this, there are instructions: "1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)", "2. Enter the amount(s) to be deducted from the gift card(s)", and "3. Select 'Confirm' to complete transaction - if making redemptions from multiple cards, only confirm once all the cards and amounts have been entered and totalled." The user is logged in as "Employee: Employee 1". A table displays the gift card details:

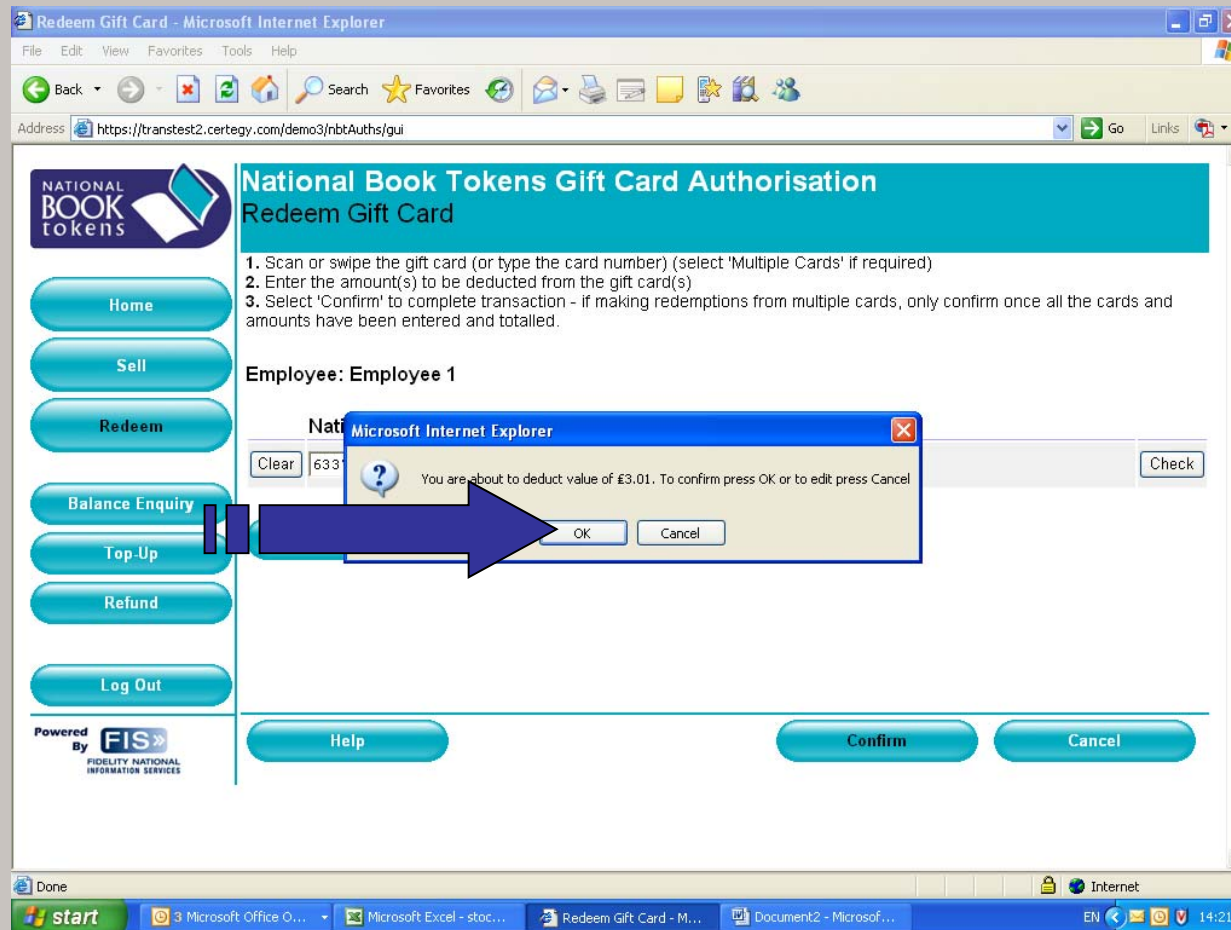
National Book Tokens Gift Card		Amount	Details
Clear	633792 0340007881862	£ 3.01	Balance: £3.01
		£3.01 Total balance: £3.01	

Below the table is a "Multiple Cards" button. At the bottom of the form, there are three buttons: "Help", "Confirm", and "Cancel". A large blue arrow points from the "Help" button towards the "Confirm" button.

- In this case the whole £3.01 has been REDEEMED from the card.
- If this is the correct amount click CONFIRM

Click your mouse for the next slide

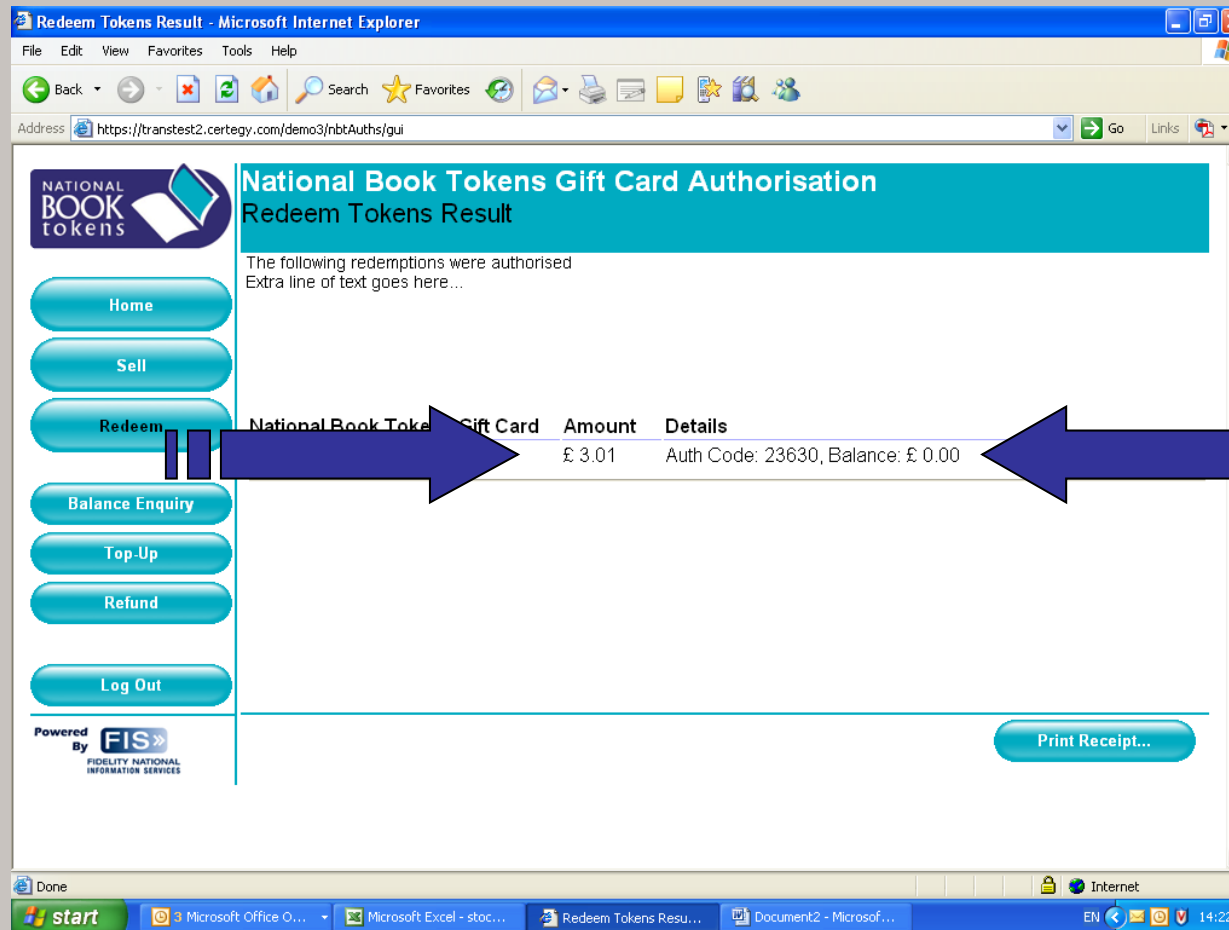
# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- You will be prompted to confirm that this is the correct amount to be REDEEMED from the card. If this is correct, click OK

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- The value (£3.01) has now been REDEEMED from the card
- The remaining balance is also shown

Click your mouse for the next slide

# How to do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card

The screenshot shows a web browser window with two overlapping pages. The foreground page is a receipt for an NBT Gift Card redemption. The background page is a balance enquiry page for the same card.

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

**NBT Gift Card - Redeem Receipt**

Card Number	Amount	Auth Code	New Balance
*****1862	£ 3.01	23630	£ 0.00

Ref: 1108056790      Tue 19/02/2008 14:20  
www.booktokens.co.uk

**Gift Card Authorisation**

Amount	Details
3.01	Auth Code: 23630, Balance: £ 0.00

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

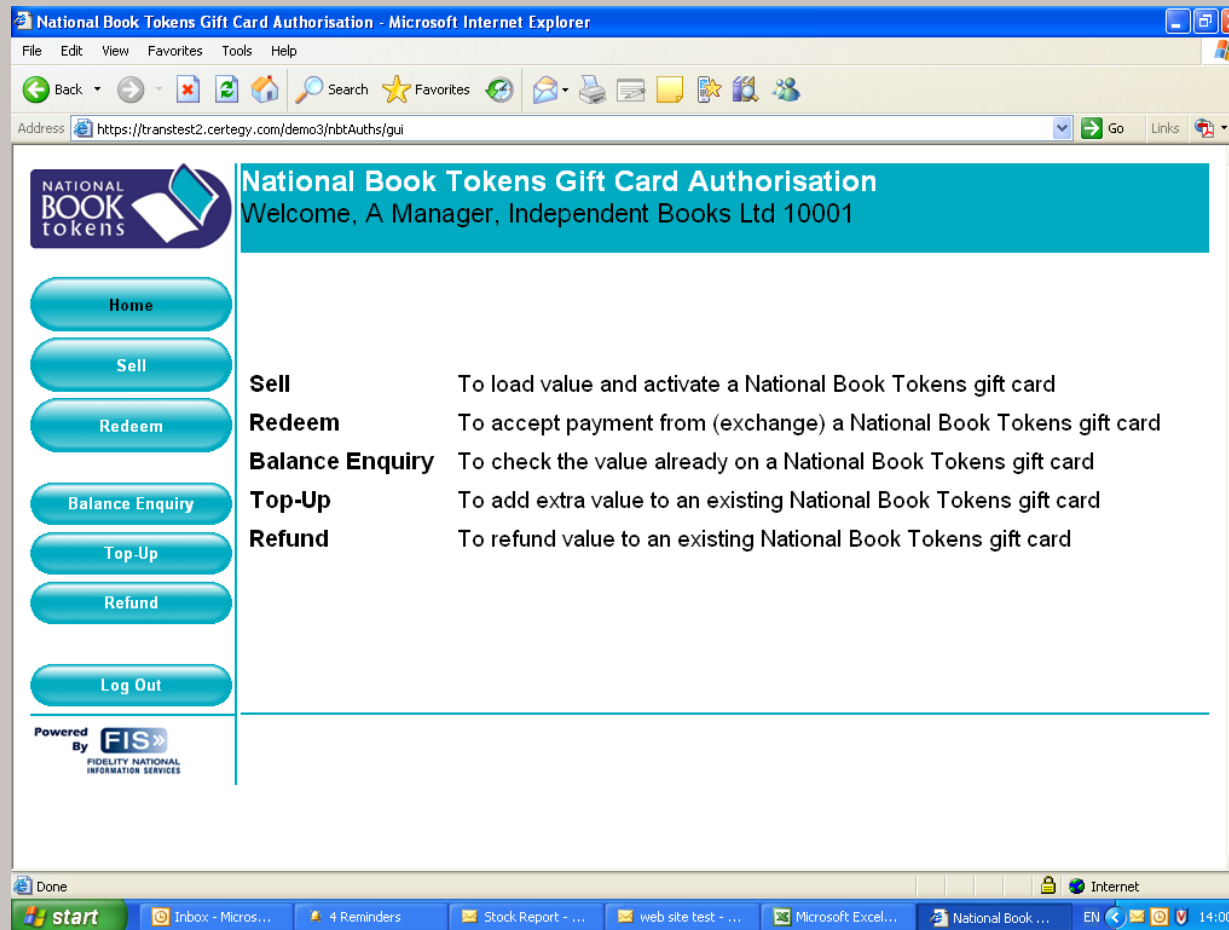
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A large blue arrow points from the bottom of the receipt window to the 'Print Receipt...' button on the background page.

- 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 do a BALANCE ENQUIRY on a National Book Token Electronic Gift Card



- The BALANCE ENQUIRY, and subsequent REDEMPTION, is now complete.
- The card should now be returned to the customer, even if the remaining balance is £0.00

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This now completes the demo for how to  
do a BALANCE ENQUIRY and  
subsequent redemption on a National  
Book Token Electronic Gift Card

For demos of other functions please return to

[www.nationalbooktokens.co.uk/webdemo](http://www.nationalbooktokens.co.uk/webdemo)

