



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





- 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



On the home page, click the BALANCE ENQUIRY button

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



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

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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

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The UNIQUE card number will now be displayed

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Redeem National Book Tokens Gift Card	B Details Auth Code: 17624, Balance: £ 3.01				
Balance Enquiry	Redeem these cards				
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 Details of the card BALANCE will now be displayed

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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

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

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

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

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National Book Toke Home Sell National Book Toke Sell National Book Toke Sift Card Amount Details £ 3.01 Auth Code: 23630, Balance: £ 0.00 Print Receipt Print Receipt	•	been REDEEMED from the card The remaining balance is also shown
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- 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

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- 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





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



