

Bookseller Guide

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

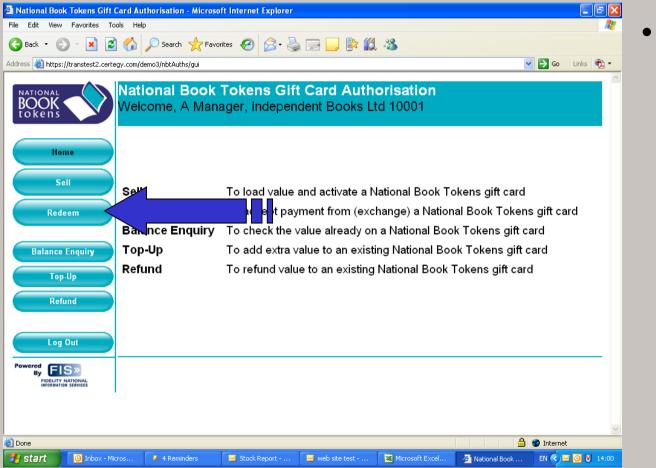
Recommended solution for booksellers with broadband computer access

CLICK your mouse to start the demo





- The following demonstration shows you how simple it is to REDEEM a National Book Token Electronic Gift Card
- Make sure that you REDEEM an Electronic Gift Card BEFORE you ring the transaction through your till
- The slide show will display the process of redeeming a National Book Token Electronic Gift Card and will highlight key points using animated arrows



On the HOME
 page, click the
 REDEEM button

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

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	1. Scan or swipe the gift card (or type the card number) (select 'Multiple Cards' if required)	
	 Enter the amount(s) to be deducted from the gift card(s) Select 'Confirm' to complete transaction - if making redemptions from multiple cards, only confirm 	once all the cards and
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You now need to
scan the
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The UNIQUE card number will now be displayed

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The current balance of the card will now be displayed

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- The value to be REDEEMED should now be added
- In this case a £6.99 book has been purchased

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If you are happy that the value to be REDEEMED from the card is correct, click OK

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

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- The REDEEM
 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





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

For demos of other functions please return to

www.nationalbooktokens.co.uk/webdemo



