Bookseller Guide

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

Recommended solution for booksellers with broadband computer access
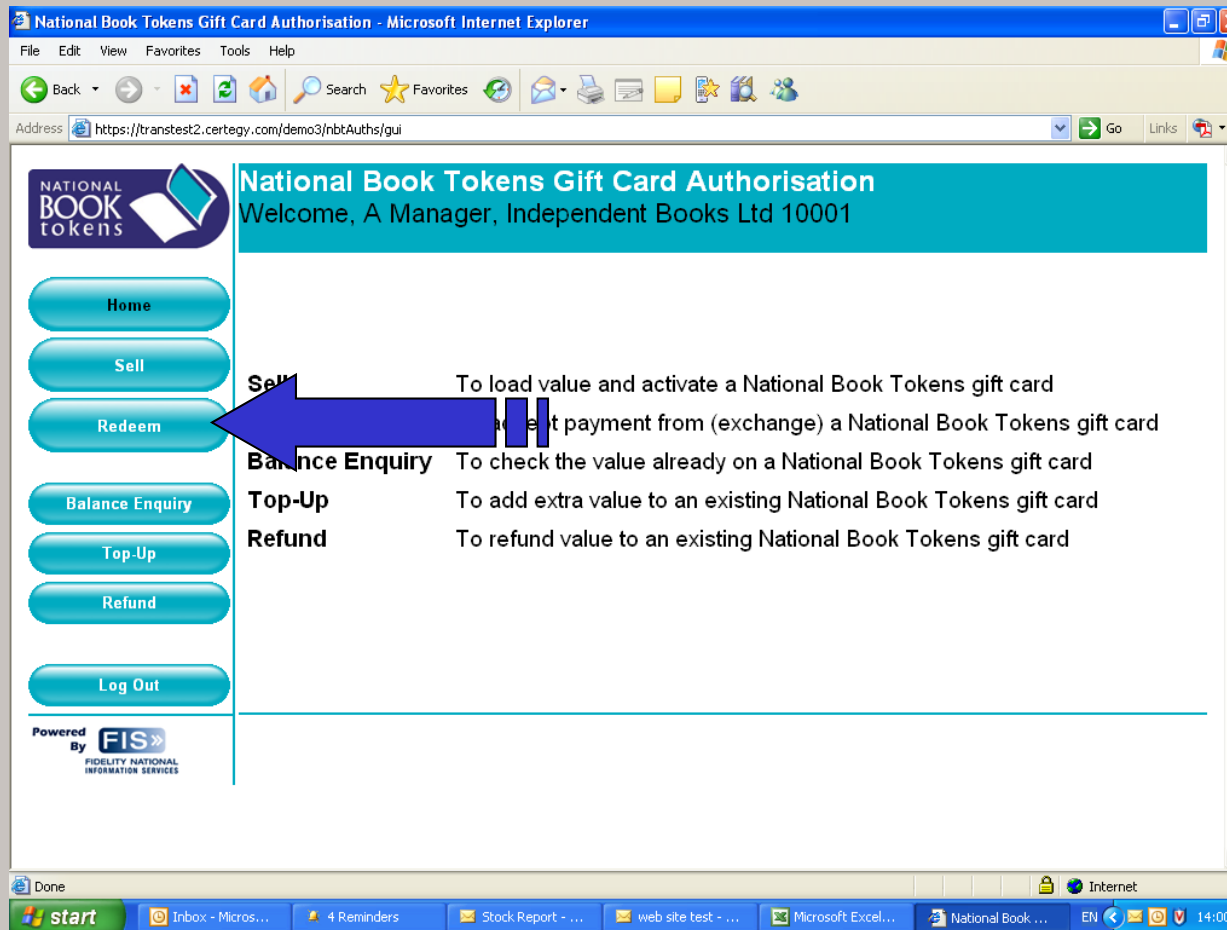
CLICK your mouse to start the demo

How to REDEEM a National Book Token Electronic Gift Card

- 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

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- On the HOME page, click the REDEEM button

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

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

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card
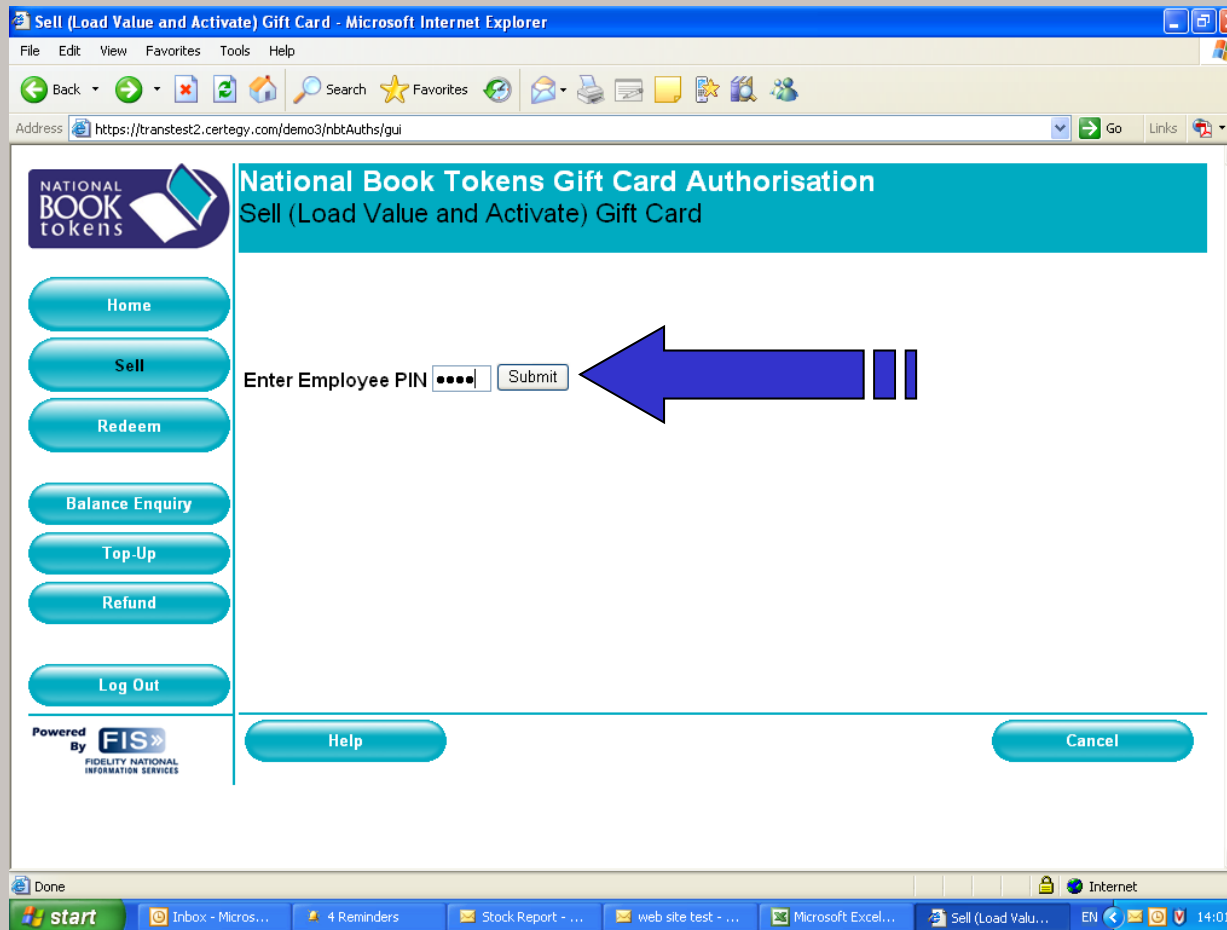
- Enter your PIN and click SUMBIT to continue to the REDEEM page

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- 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 REDEEM a National Book Token Electronic Gift Card

- The UNIQUE card number will now be displayed

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- The current balance of the card will now be displayed

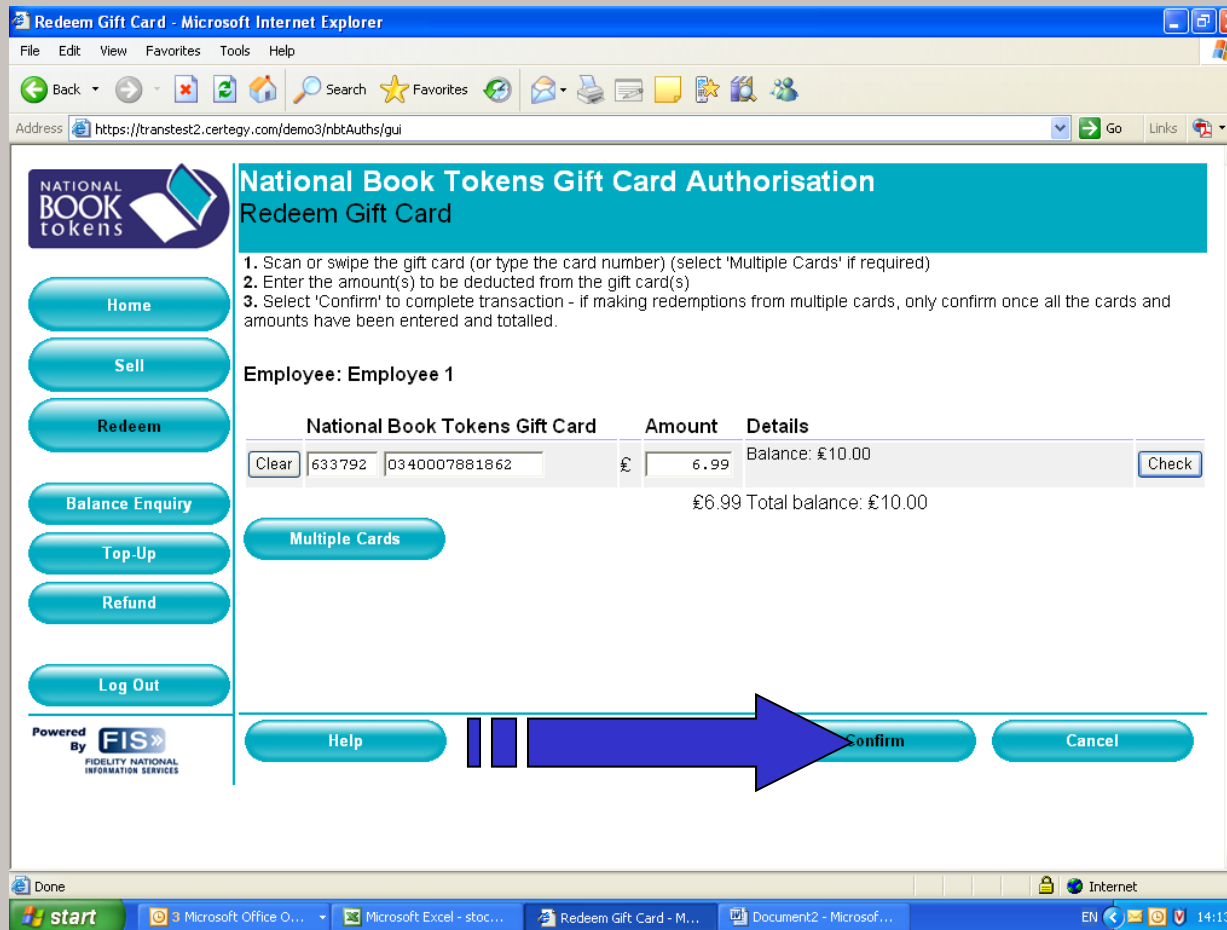## Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card
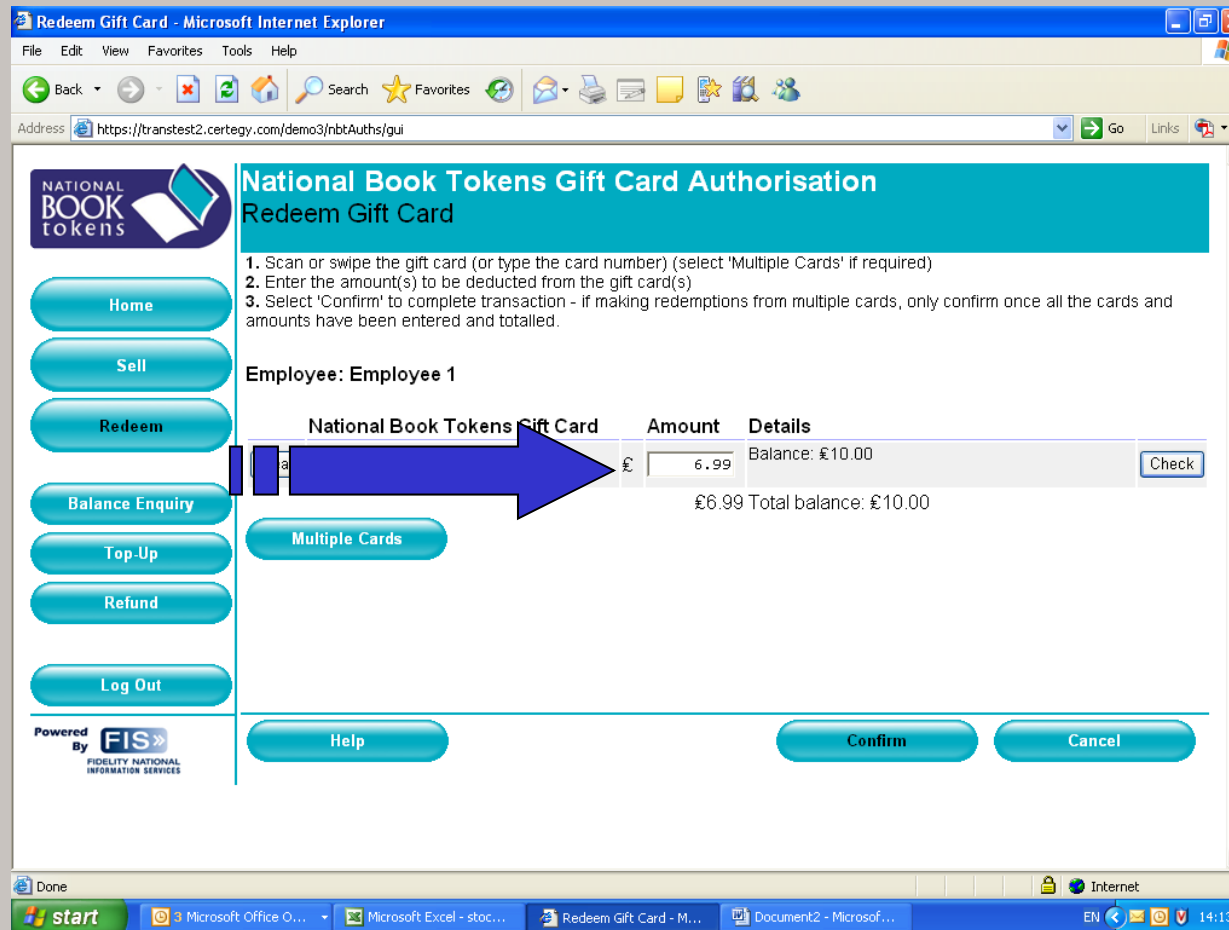
- The value to be REDEEMED should now be added
- In this case a £6.99 book has been purchased
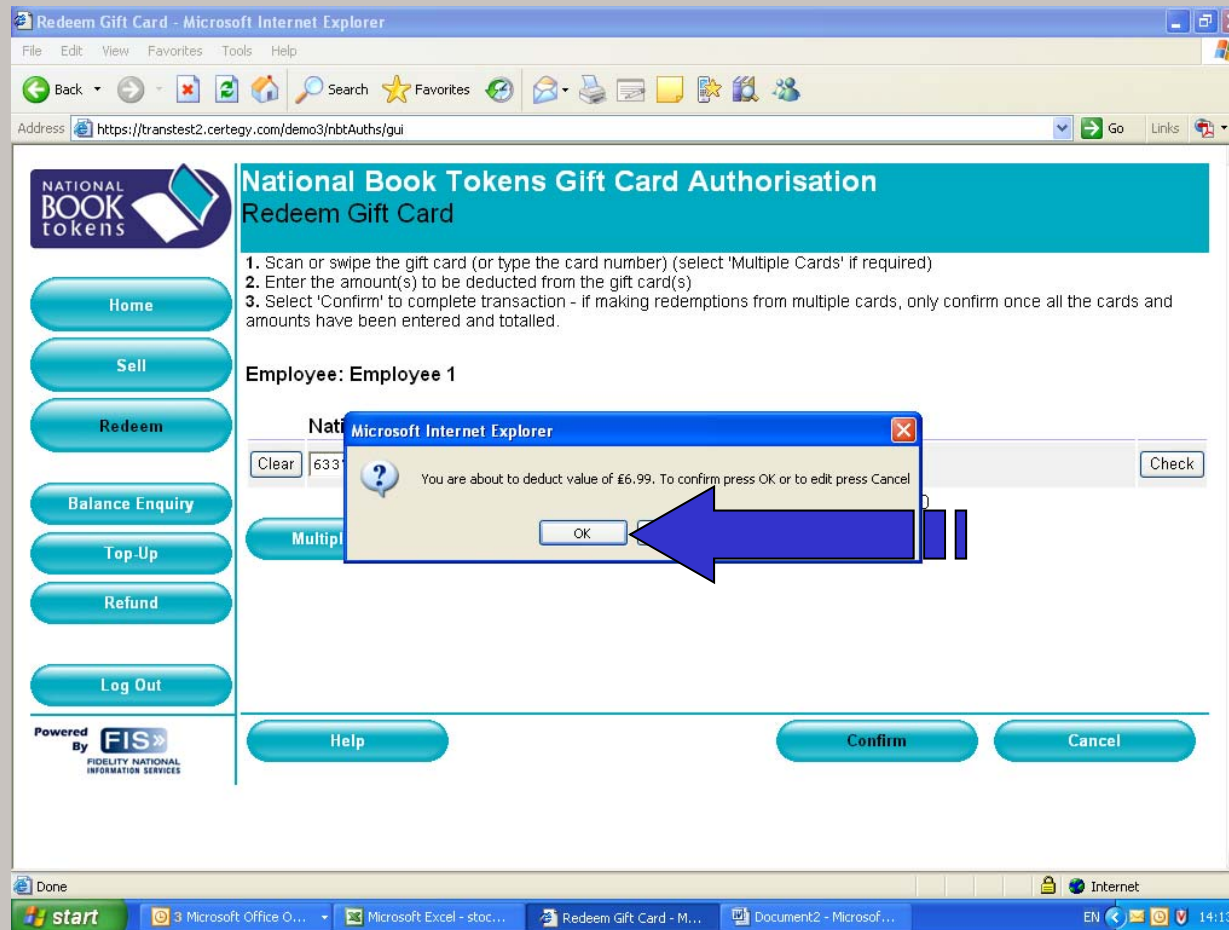
Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- If this is the correct value to be redeemed, from the National Book Tokens Electronic Gift Card, click CONFIRM

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

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

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- The value REDEEMED from the card will now be displayed, plus the remaining card BALANCE

Click your mouse for the next slide

How to REDEEM a National Book Token Electronic Gift Card

- 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 REDEEM a National Book Token Electronic Gift Card

- 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 REDEEM a National Book Token Electronic Gift Card
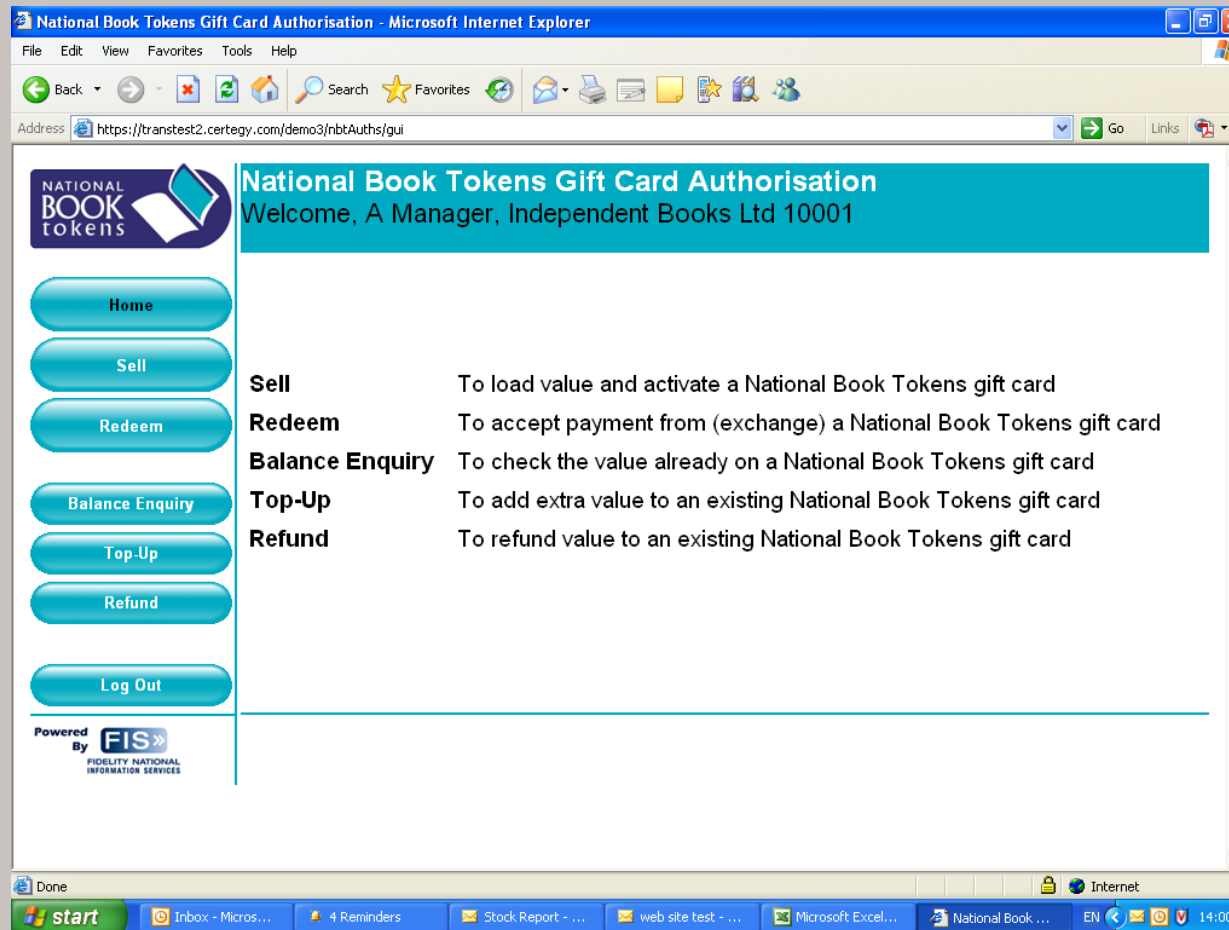
- The REDEEM transaction is now complete and you should return to the National Book Tokens HOME page in readiness for your next transaction.

- The page can, of course, be minimized and remain in the background while you continue to work on your PC

Click your mouse for the next slide

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