

NATIONAL
BOOK
tokens

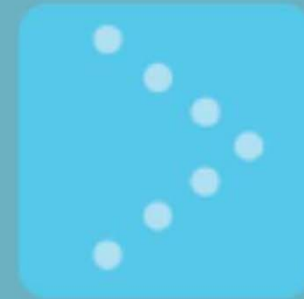


Bookseller Guide

How to TOP-UP 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

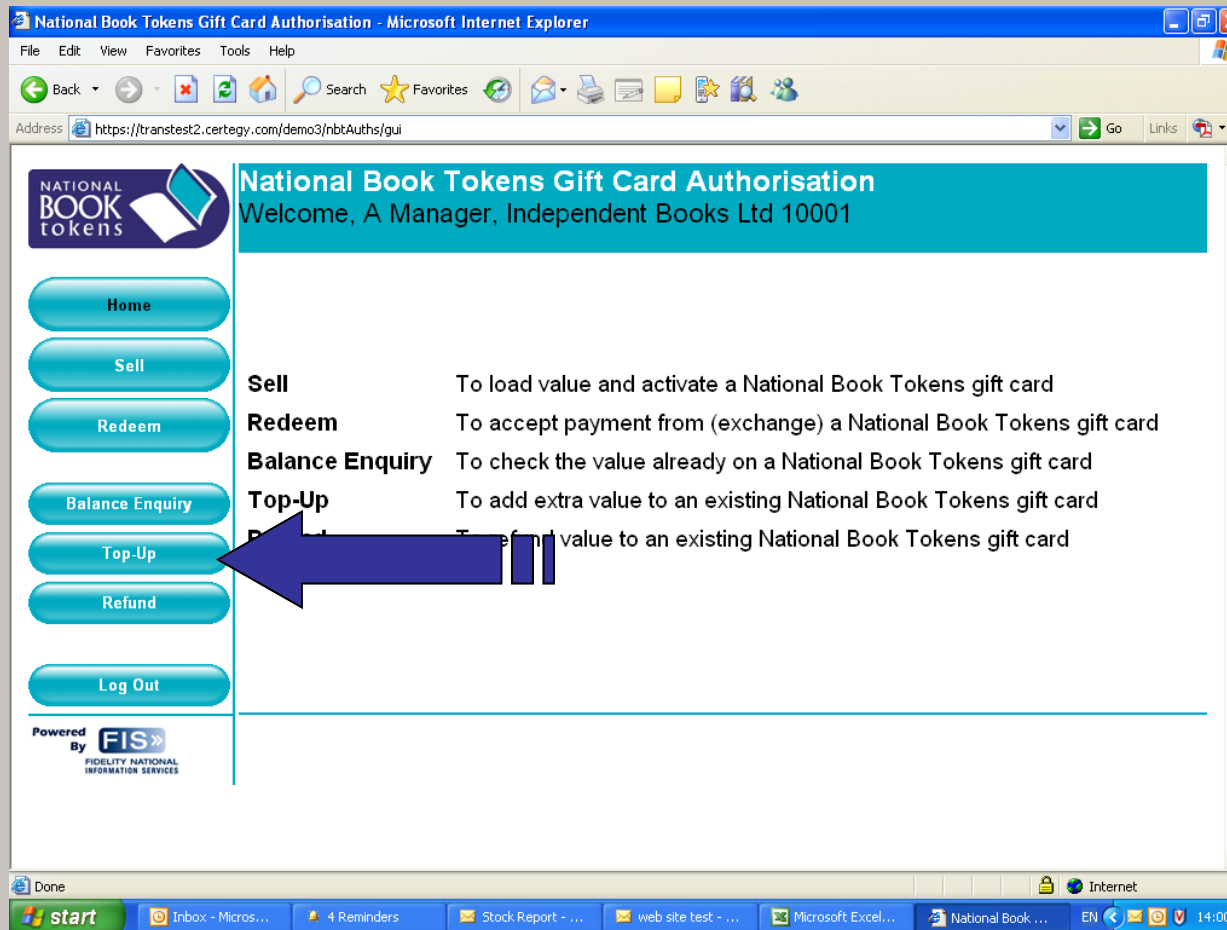


How to TOP-UP a National Book Token Electronic Gift Card

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

Click your mouse for the next slide

How to TOP-UP a National Book Token Electronic Gift Card



- A TOP-UP can only be performed on an activated card. If a card has not been activated, the SELL option should be used
- To TOP-UP a card, click the TOP-UP button

Click your mouse for the next slide

How to TOP-UP a National Book Token Electronic Gift Card

Screenshot of the National Book Tokens Gift Card Authorisation website. The page title is "National Book Tokens Gift Card Authorisation Sell (Load Value and Activate) Gift Card". The main content area displays a form with the text "Enter Employee PIN" followed by a text input field and a "Submit" button. A large blue arrow points to the "Submit" button. The sidebar on the left contains buttons for Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, and Log Out. The bottom of the form has "Help" and "Cancel" buttons. The browser's address bar shows "https://transtest2.certegy.com/demo3/nbtAuths/gui".

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

Click your mouse for the next slide

How to TOP-UP 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 TOP-UP screen

Click your mouse for the next slide

How to TOP-UP a National Book Token Electronic Gift Card

Top-Up Gift Card - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

NATIONAL BOOK tokens

National Book Tokens Gift Card Authorisation Top-Up 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 gift card - if topping-up multiple cards, only confirm once all the cards and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
<input type="text" value="633792 0340007881862"/>		

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

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- You will be taken to the TOP-UP screen
- Simply 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 TOP-UP a National Book Token Electronic Gift Card

Top-Up Gift Card - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

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

NATIONAL BOOK tokens

National Book Tokens Gift Card Authorisation Top-Up 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 gift card - if topping-up multiple cards, only confirm once all the cards and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
Clear 633792		Balance: £0.00

Check

Multiple Cards

Help Confirm Cancel

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Done Internet

start 3 Microsoft Office O... Microsoft Excel - stoc... Top-Up Gift Card - Mi... Document2 - Microsof... EN 14:24

- The remaining balance on the card will be displayed
- In this case the customer has REDEEMED all the current value on the card, so the balance is £0.00

Click your mouse for the next slide

How to TOP-UP a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Top-Up 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 gift card - if topping-up multiple cards, only confirm once all the cards and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card	Amount	Details
<input type="text" value="..."/>	50.00	Balance: £0.00
	£50.00	

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

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- Simply enter the required value to TOP-UP the card
- In this case the card is being TOPPED-UP for a student by their parents who have added £50.00 to the card

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How to TOP-UP a National Book Token Electronic Gift Card

National Book Tokens Gift Card Authorisation
Top-Up 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 gift card - if topping-up multiple cards, only confirm once all the cards and amounts have been entered.

Employee: Employee 1

National Book Tokens Gift Card		Amount	Details
Clear	633792 0340007881862	£ 50.00	Balance: £0.00
		£50.00	

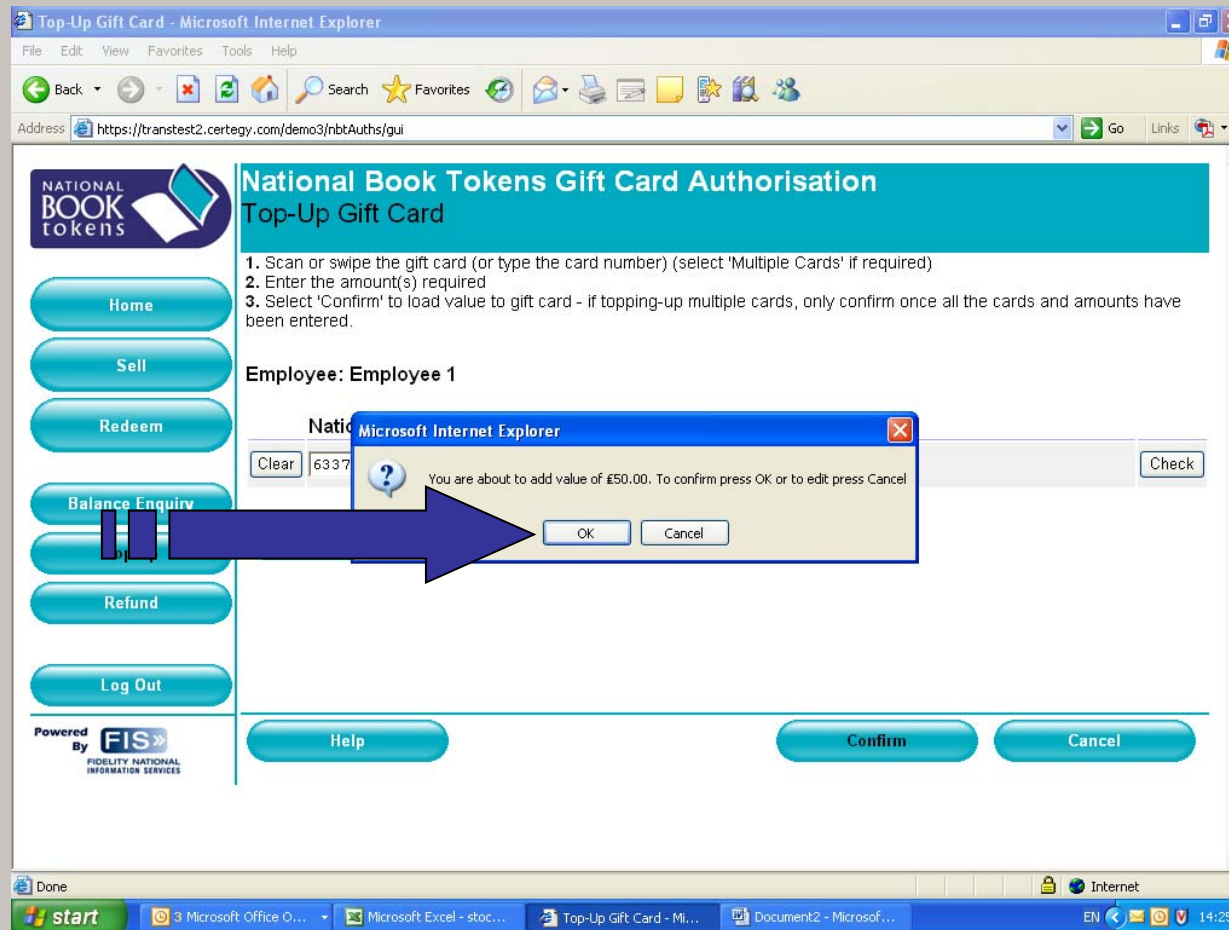
Multiple Cards

Confirm

- If this is the correct value to be added to the card, click CONFIRM

Click your mouse for the next slide

How to TOP-UP 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 TOP-UP a National Book Token Electronic Gift Card

Top-Up Tokens Result - Microsoft Internet Explorer

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

National Book Tokens Gift Card Authorisation

Top-Up Tokens Result

The following top-up transactions were authorised
Extra line of text goes here...

National Book Tokens Gift Card	Amount	Details
	£ 50.00	Auth Code: 75622, Balance: £ 50.00

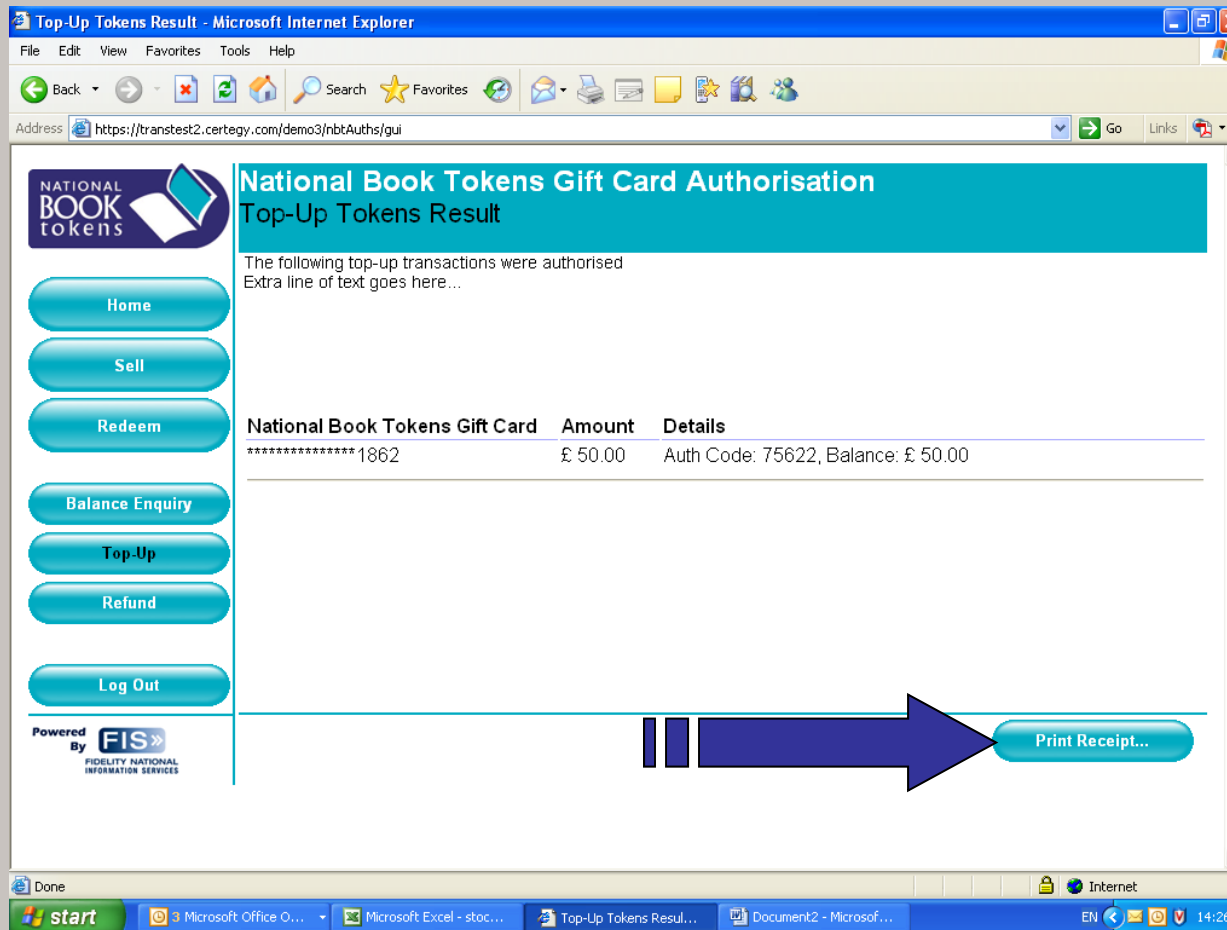
Print Receipt...

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- The card has now been TOPPED-UP with the required value
- The VALUE ADDED and the current BALANCE are now displayed

Click your mouse for the next slide

How to TOP-UP a National Book Token Electronic Gift Card



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'National Book Tokens Gift Card Authorisation' page. The page title is 'Top-Up Tokens Result'. Below the title, it states 'The following top-up transactions were authorised' followed by 'Extra line of text goes here...'. A table lists the transaction details:

National Book Tokens Gift Card	Amount	Details
*****1862	£ 50.00	Auth Code: 75622, Balance: £ 50.00

At the bottom right of the page, there is a 'Print Receipt...' button. A large blue arrow points from the left towards this button. On the left side of the page, there is a vertical navigation menu with buttons for Home, Sell, Redeem, Balance Enquiry, Top-Up, Refund, and Log Out. The page is powered by FIS (Fidelity National Information Services).

- 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 TOP-UP a National Book Token Electronic Gift Card

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

NBT Gift Card - Top-Up Receipt

Card Number	Amount	Auth Code	New Balance
*****1862	£ 50.00	75622	£ 50.00

Ref: 1108056805 Tue 19/02/2008 14:25
www.booktokens.co.uk

Card Authorisation

Details
Auth Code: 75622, Balance: £ 50.00

Refund

Log Out

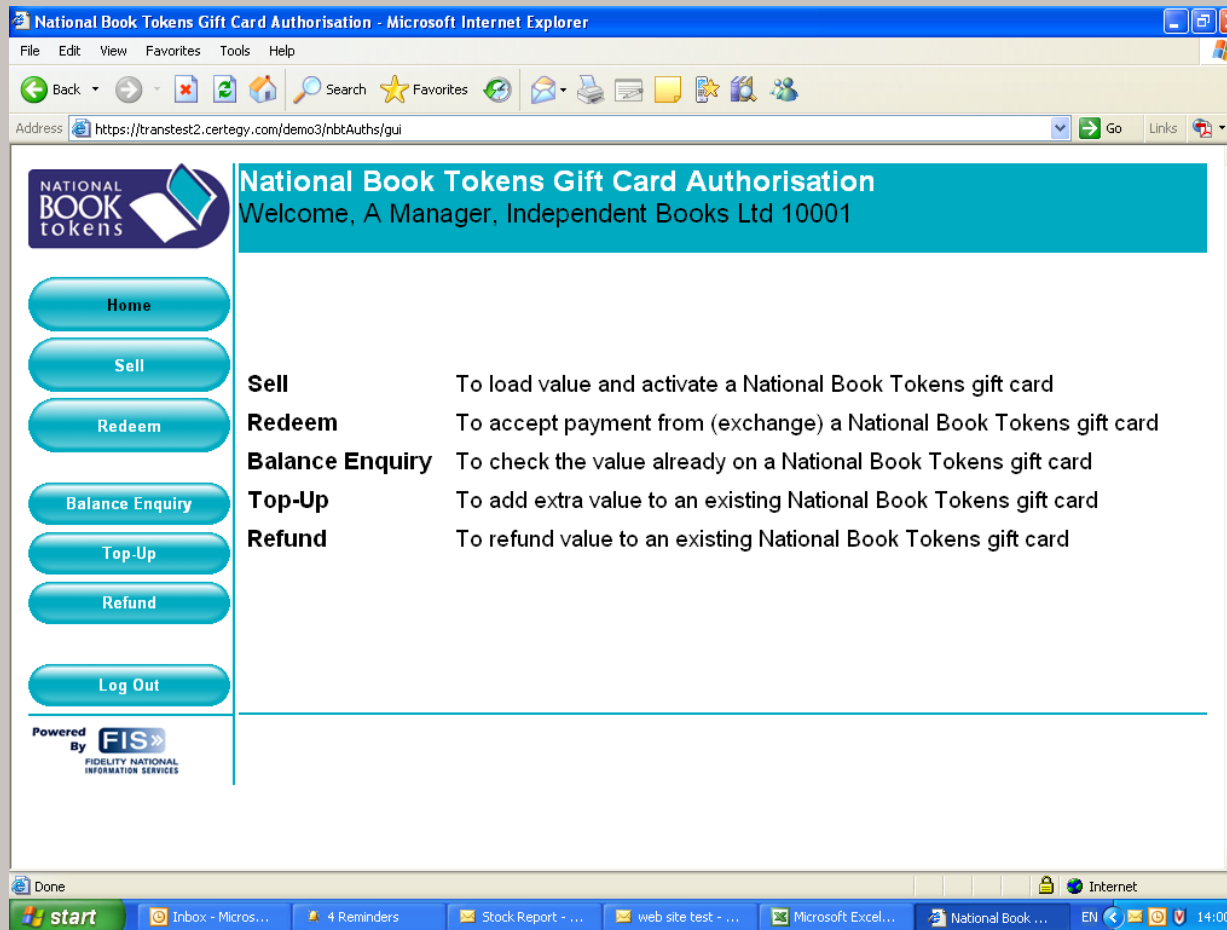
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Print Receipt...

- 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 TOP-UP a National Book Token Electronic Gift Card



- The TOP-UP procedure is now complete. You should return to the HOME page in readiness for your next National Book Token transaction

Click your mouse for the next slide

NATIONAL
BOOK
tokens



This now completes the demo for
how to TOP-UP a National Book
Token Electronic Gift Card

For demos of other functions please return to

www.nationalbooktokens.co.uk/webdemo

