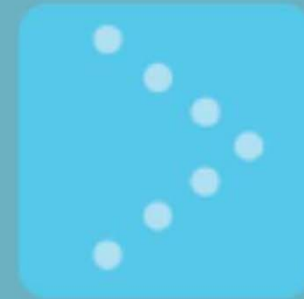# Bookseller Guide

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

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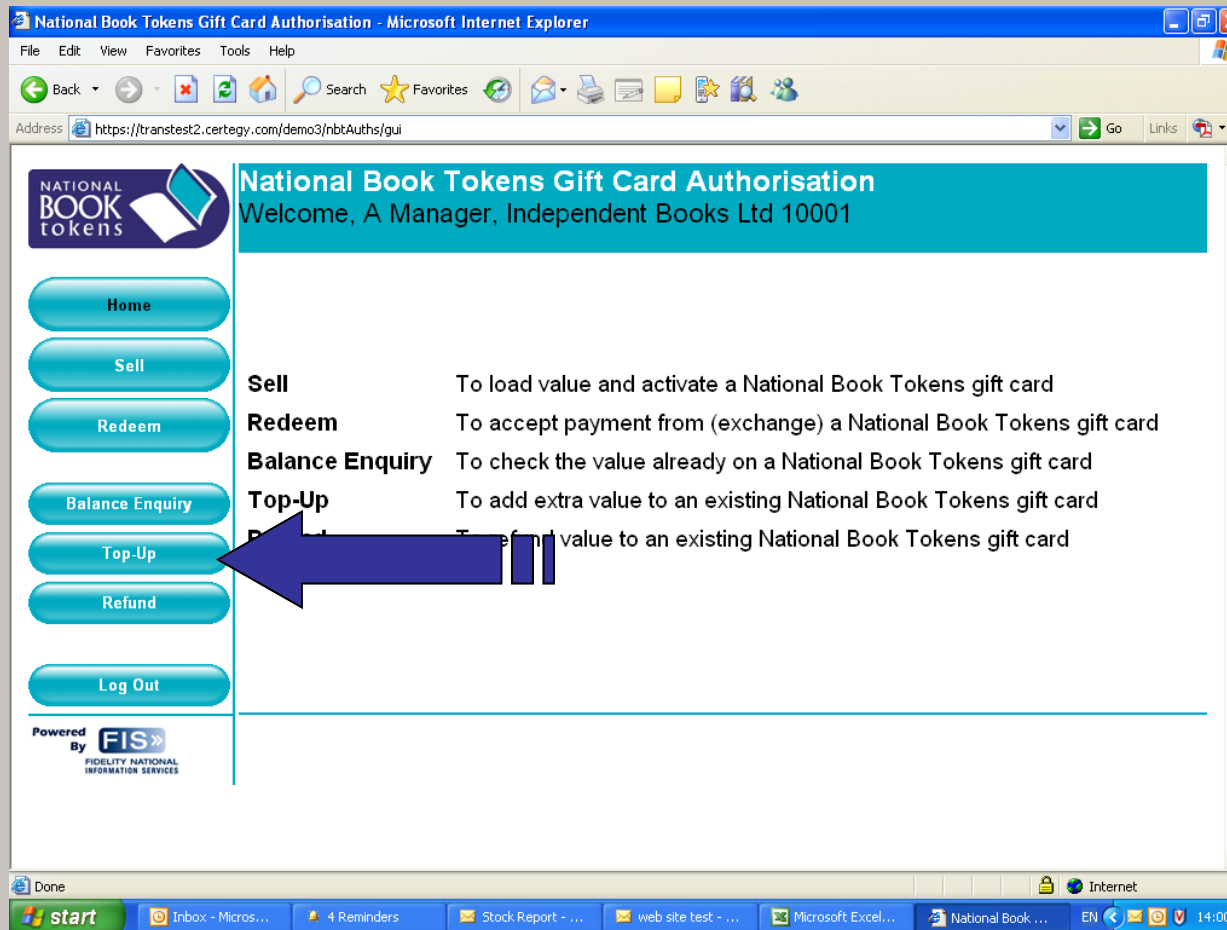
CLICK your mouse to start the demo

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

- 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

- 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

- 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

- 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

- 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
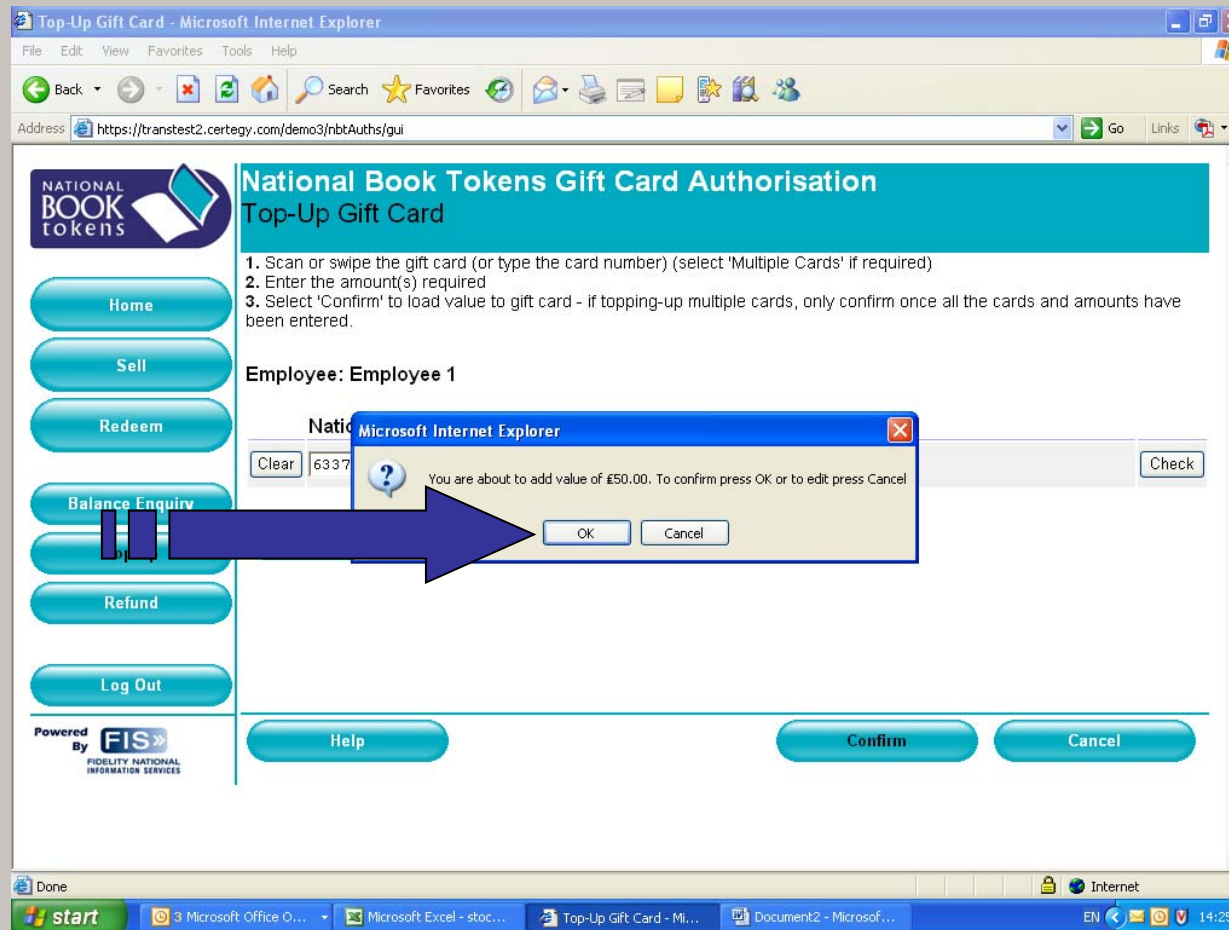

- If this is the correct value to be added to the card, click CONFIRM

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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
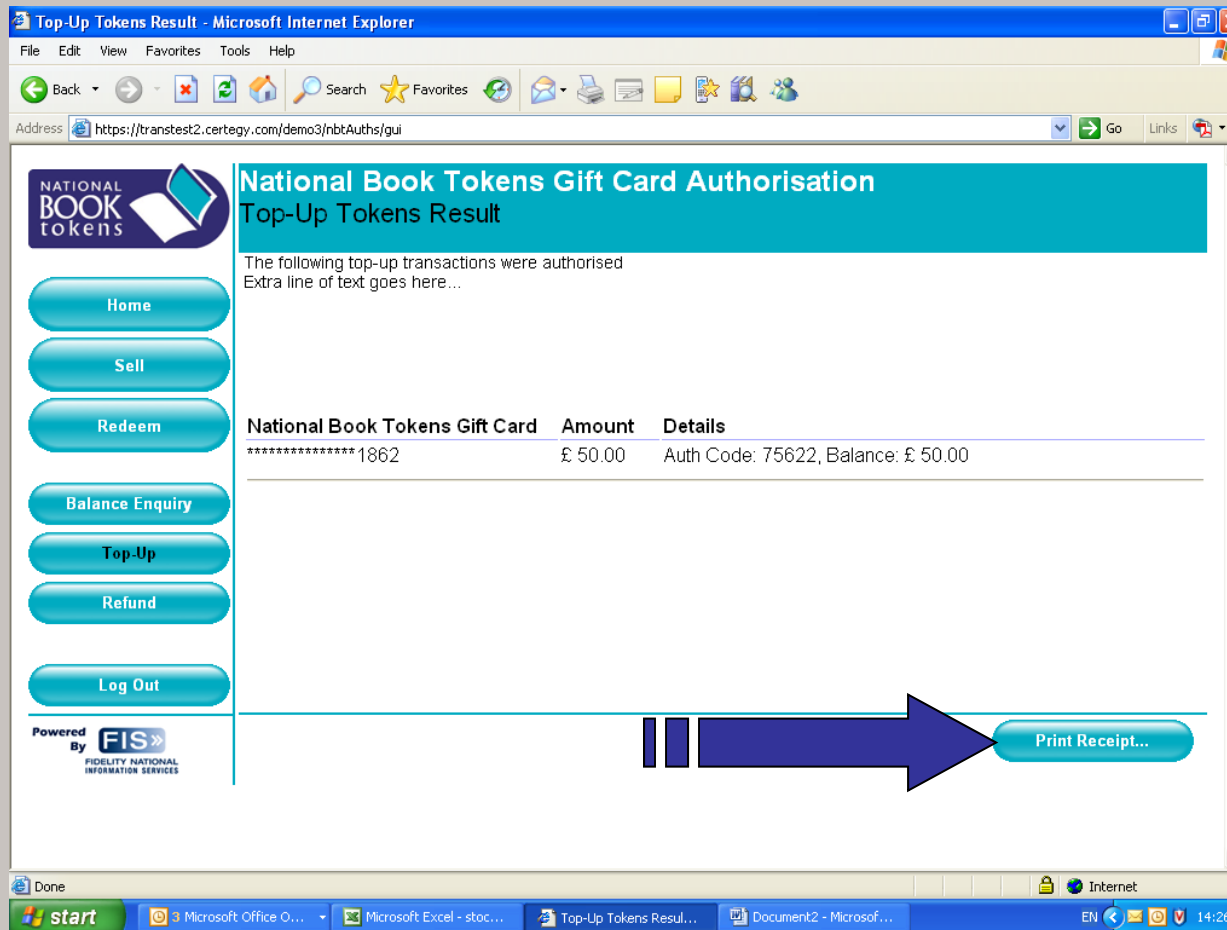
- The card has now been TOPPED-UP with the required value

- 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

- 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

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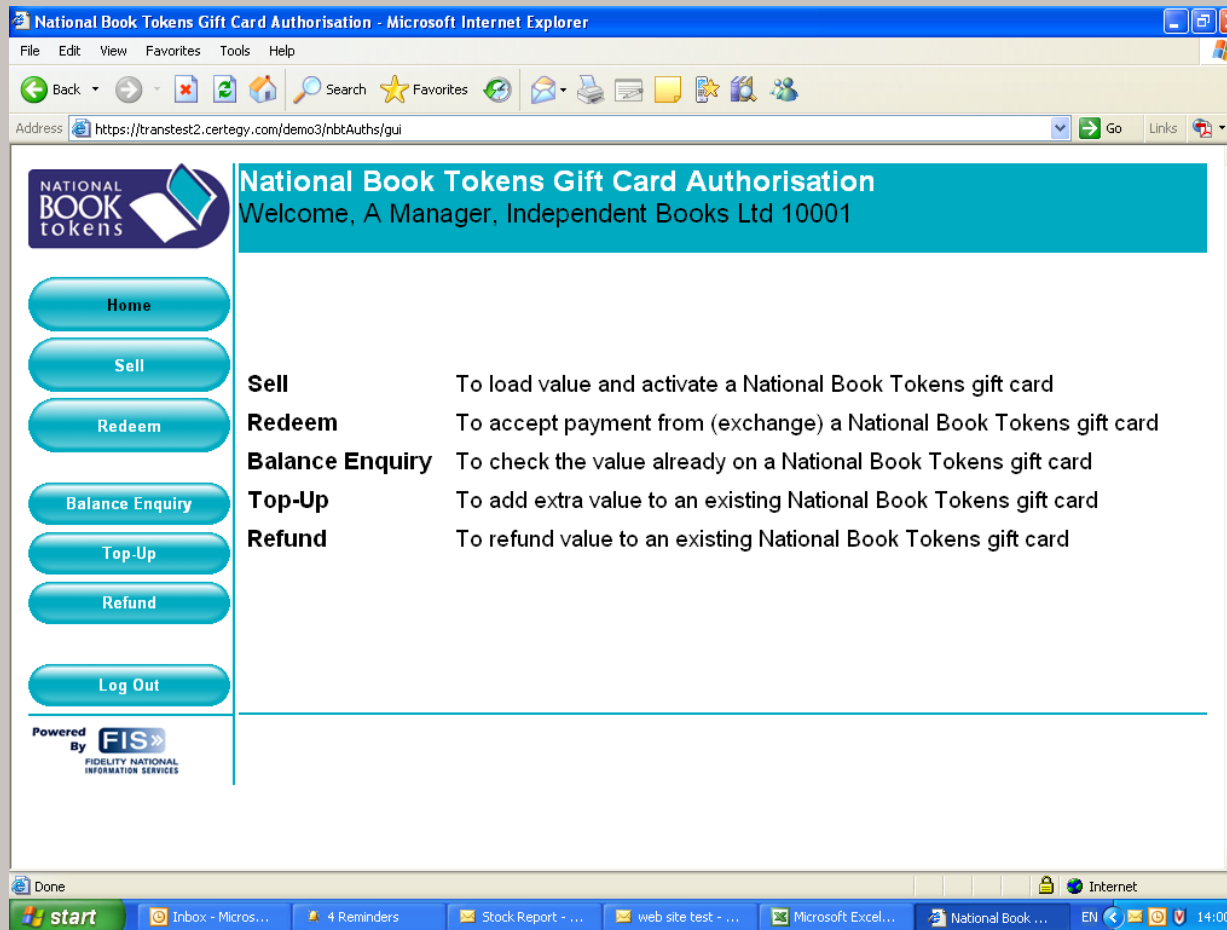
- The TOP-UP procedure is now complete. You should return to the HOME page in readiness for your next National Book Token transaction

Click your mouse for the next slide

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