

Login to PARTNERWEB

1 Be sure to have the following data available:

- PARTNERWEB internet address
- Your user name
- Your password

Ask your IT consultant in case you are missing some data.

2 Open internet browser and enter partnerweb address

3 Enter user name
(=logonname)

4 Enter password

5 Click on **LOGIN**.

Logoff from PARTNERWEB

Click on **LOGOFF** in the window **My Account**.

Customer Search

1 Click on **CUSTOMER ACCOUNT** in the quick start bar.

2 Enter the desired search parameters.

Customer Search

Please enter at least one search criteria.

Customer ID:

Logonname:

Firstname:

Lastname:

Email address:

3 Click on **SEARCH**.

Load customer account

1 Click on **DIRECT LOAD** in the quick start bar.

2 Enter the **Customer ID** or the **Logon name** of the customer account you are looking for.

Enter customer data

Please enter the customer ID or logonname of the account to which you want to make the deposit.

Customer ID:

Logonname:

3 Click on **SEARCH**.

Enter amount

Enter the desired amount for the deposit.

ID:

Firstname:

Lastname:

Current balance (EUR):

4 Enter the **amount**. You can also enter a **BOOKING TEXT** optionally.

Amount:

Description:

Confirmation

Do you really want to make this deposit?

Customer ID:

Firstname:

Lastname:

Logonname:

Amount (EUR):

Description:

5 Click on **SEND**.

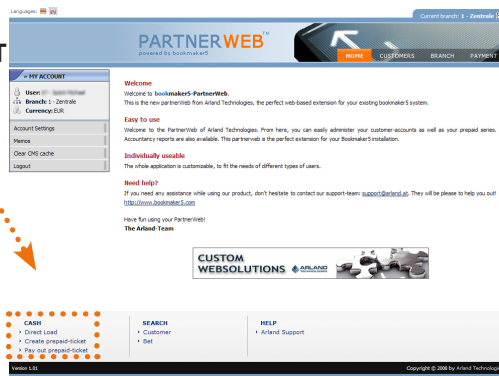
6 Confirm with **YES** to initiate the booking.

Please see the comprehensive Partnerweb-Manual for a detailed description of all functions of the Partnerweb.

Create prepaid ticket

- 1 Click on **CREATE PREPAID TICKET** in the quick start bar.

- 2 Enter the desired **AMOUNT** and the **NUMBER** of tickets you want to create into the text fields. Afterwards click on **CREATE**.



Create Prepaid Ticket

Please enter the desired amount to create a new prepaid ticket. If you have any troubles, feel free to contact our support.

Amount (EUR): 10.00
Quantity: 1

Create

- 3 Confirm the following message with **YES**.

Confirm
You would like to start the creation of multiple prepaid tickets. The total amount is shown below. Do you really want to start this operation?

Amount (EUR): 100.00
Quantity: 1
Total amount (EUR): 100.00

Yes No

- 4 On the screen you will get a confirmation for the creation of the ticket. Press the button **PRINT** in case you want to print the ticket.

Prepaid ticket created

The prepaid ticket has been successfully created, see the details below.

Total amount: 100.00 EUR
Remaining credits: 2113.00 EUR

Print Create another ticket

- 5 Click on **CREATE NEW TICKET** if you want to create another ticket.

Prepaid ticket	
Ticket number:	4942.4984.8068
PIN:	7827
Amount:	100.00 (EUR)
Created on:	27.08.08 15:10:26
Valid from:	27.08.08 15:10:26
Valid to:	29.12.99 23:59:59
Created By:	67 - michi
Branch:	1 - Zentrale

Payout prepaid ticket

- 1 Click on **PAYOUT PREPAID TICKET** in the quick start bar.

- 2 Enter the **PIN** and the **AMOUNT** to be paid out in the text field and click on **SEARCH**.



Pay out Quick Ticket

Enter the PIN of the desired quick ticket. If the submitted data is valid, and after final confirmation, the ticket balance will be cleared to 0.

PIN: 2196
Amount: 10

Search

- 3 As far as the ticket is valid you will get the message **Quick ticket found**. If you really want to pay out the ticket then click on **YES**.

Quick ticket found

The prepaid ticket corresponding to the PIN you've entered has been found (see the account information below).

Prepaid ticket	
Ticket number:	4067.8168.9100
PIN:	2196
Amount:	10.00 (EUR)
Created on:	27.08.08 15:17:29
Valid from:	27.08.08 15:17:29
Valid to:	27.08.08 15:24:28
Created By:	472 - suvo
Branch:	28 - BMSWeb Filiale

Do you really want to pay out this ticket?

Yes No

- 4 On the screen you will see the message **Ticket successfully paid out**.

Ticket successfully paid out

The prepaid ticket has been successfully paid out.