

Guide to using online system

Landing Page:

Each new client will be issued with a unique log-in which will take the form:
www.bc-orders.co.uk/users/????

A pre-set password of your choice is then required to proceed.
Entering this will take you to your template/s.

<p>Welcome to your online template solution</p> <p>Helpline Telephone:</p> <p>0845 123 1234</p> <p><small>The site will work in most modern browsers but performs better in Firefox or Internet Explorer version 7 and above.</small></p>	<div data-bbox="842 1391 1315 1688"><p>MOL Mercy Lewis Limited</p><p>98 Huntley Street Aberdeen AB10 2DF Telephone: +44 (0)1224 423000 Direct: +44 (0)1224 423123 Fax: +44 (0)1224 423001 Mobile: +44 (0)7771 121212 Email: anne.other@mercy-lewis.co.uk Web: www.mercy-lewis.co.uk</p><p>Anne Other BSc Manager</p></div> <p>to proceed to your online template/s enter correct password below this will open a new window to begin ordering your cards</p> <p>Password: <input type="text"/> <input type="button" value="Enter"/></p>

Welcome Page:

To begin your search for existing name records click the **SEARCH ON NAME** button

If your account has been 'Approver' enabled then an additional **ADMIN LOGIN** button appears on the bottom left on panel

HOME

SEARCH ON NAME

LOG OUT

Telephone:
0845 123 1234

Fax:
0845 123 4321

ADMIN LOGIN

welcome to your business card website

Please Note:
The site will work in most modern browsers
but performs better in Firefox or Internet Explorer version 7 and above.

To begin select the **[SEARCH ON NAME]**
option on the left hand panel.

This will enable you to search for
existing records or create a new one

If you have finished, press **[LOG OUT]** to close this window.

*Optional 'approver' authorisation log-in.
Will only appear for those clients who have
requested this facility*

Search page:

Enter some or whole of name (either Christian or Surname) to locate previously created records with this character string.

If you don't add anything here and click on **SEARCH**, all records produced for this customer will appear.

HOME

SEARCH ON NAME

LOG OUT

Telephone:
0845 123 1234

Fax:
0845 123 4321

First name or surname to order business cards for:

Search results page:

Depending on your search criteria, a list with details will display.

You can either show an image or go into edit mode from here.

HOME

SEARCH ON NAME

LOG OUT

Telephone:
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0845 123 4321

First name or surname to order business cards for:

To order cards for one of the below, press edit, or

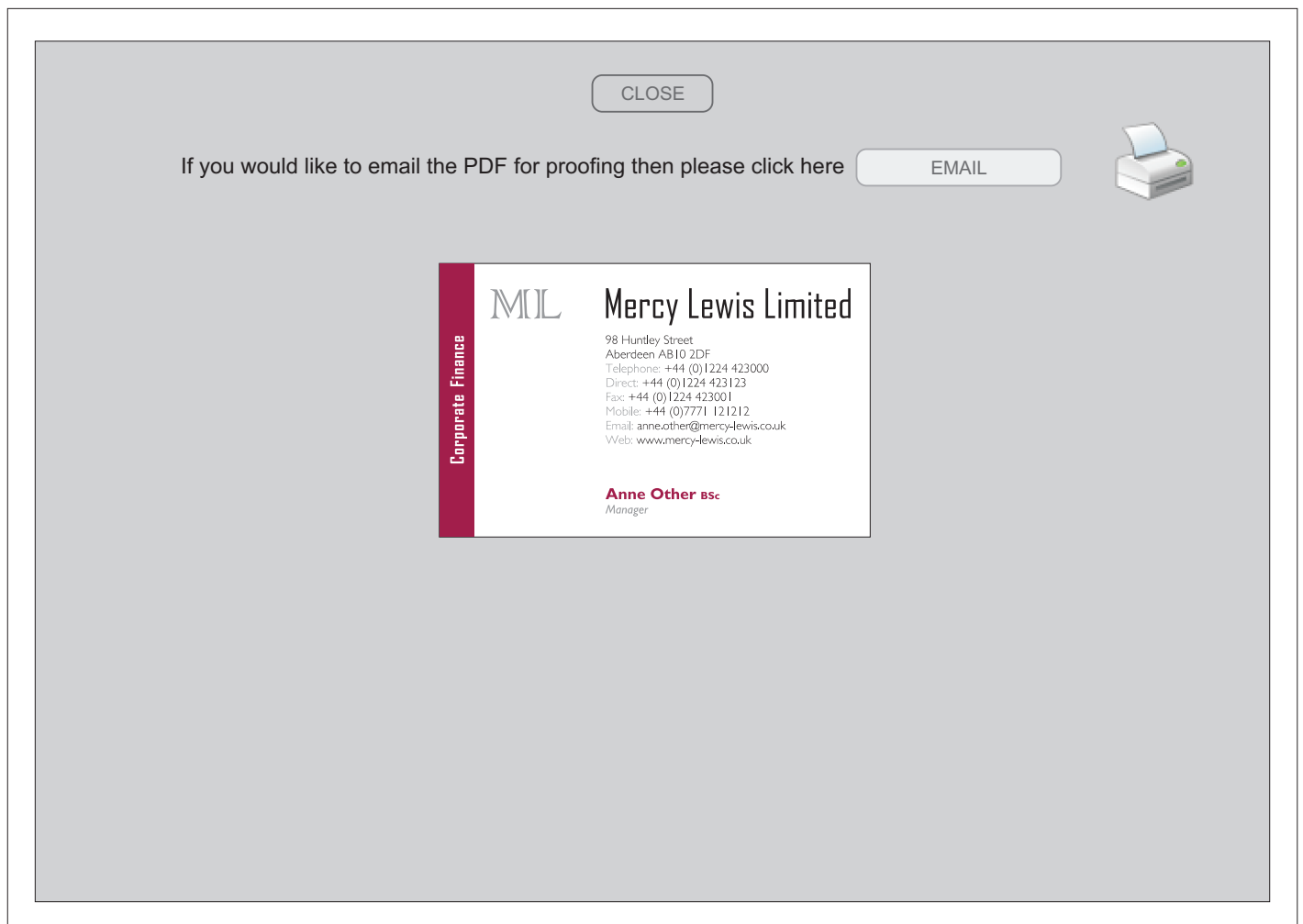
Name	Site	Job Title	Saved	Ordered	Style		
Other, Anne	SE1 2AB	Managing Director	03/12/2006	06/12/2006	DEMONSTRATION	<input type="button" value="show"/>	<input type="button" value="edit"/>
Other, Anne	SE1 2AB	Director	16/10/2004	16/10/2004	DEMONSTRATION	<input type="button" value="show"/>	<input type="button" value="edit"/>

Show card selected

Clicking on SHOW alongside any record displayed will produce a new window with an image of the card.

From this screen you can either:

- 1) print to local printer using the printer icon
- 2) email a pdf proof to anybody else who may need to view it before ordering
- 3) close window and return to names list



Edit card selected

Clicking on **EDIT** alongside any record displayed will produce this new window with a summary screen of details

From here you can:

- 1) edit details in either of the two sections, save any changes made
- 2) preview your card
- 3) save details for returning at a later time
- 4) order cards when satisfied they are correct

HOME

SEARCH ON NAME

LOG OUT

Telephone:
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Please check all details carefully, edit and scroll down to save or order

Name, Quals	Anne Other, BA (Hons)
Job Title	Manager
Division	
Address	274 Bridegroom Street Bristol BS10 5HT

EDIT SECTION

Telephone	+44 (0)1224 423000
Direct Telephone	
Facsimile	+44 (0)1224 423999
Mobile	
Home	+44 (0)1224 123456
Email	anne.other@mercy-lewis.co.uk
Website	www.mercy-lewis.co.uk

EDIT SECTION

SHOW ORDER SAVE CANCEL

Order page

Add cost centre etc. (we can provide extra fields for any additional information that may be required)

Select quantity and service level (if there is an option provided)

Only add 'comments' if absolutely necessary.

Once order submitted, a confirmation will be sent to the originators email address

Order Administration

SEARCH ON NAME


LOG OUT

Telephone:
0845 123 1234

Fax:
0845 123 4321

1

Corporate Finance



Mercy Lewis Limited

98 Huntley Street
Aberdeen AB10 2DF
Telephone: +44 (0)1224 423000
Direct: +44 (0)1224 423123
Fax: +44 (0)1224 423001
Mobile: +44 (0)7771 121212
Email: anne.other@mercy-lewis.co.uk
Web: www.mercy-lewis.co.uk

Anne Other BSc
Manager

Originators email address	<input type="text"/>
Cost Centre/Purchase Order	<input type="text"/>
Qty	<input type="text" value="250"/>
Despatch	Normal Despatch (usually after 3 working days) ▼ ⓘ
For attention of	<input type="text" value="Mail Room"/>
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> ⓘ
<input type="button" value="ORDER"/>	

Proofing options

The system has 3 options for proofing:

- 1) End user creates own card, takes responsibility for content and places order.

- 2) When reaching the **SHOW** card window, end user or administrator can email a pdf copy to a third party for their approval, before coming back at a later stage and placing order.

- 3) Full authorisation - End user creates their card and places it as an order. It then gets emailed to a designated approver, who will go online via a password protected admin area and either:
 - ✓ approve it for print (order sent through to us automatically)
 - or
 - ✗ reject the request (sent back to end user with reasons given)

This full authorisation process needs special configuration and contact details of the person responsible for the approval decision making.