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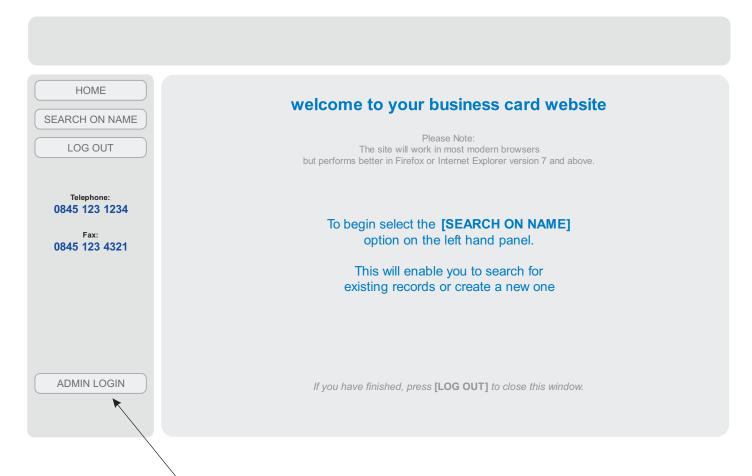
A pre-set password of your choice is then required to proceed.
Entering this will take you to your template/s.

Welcome to your
online template solution

Helpline Telephone:

0845 123 1234

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

MIL   **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

Corporate Finance

to proceed to your online template/s
enter correct password below
this will open a new window to begin ordering your cards

Password: [   ] [Enter]

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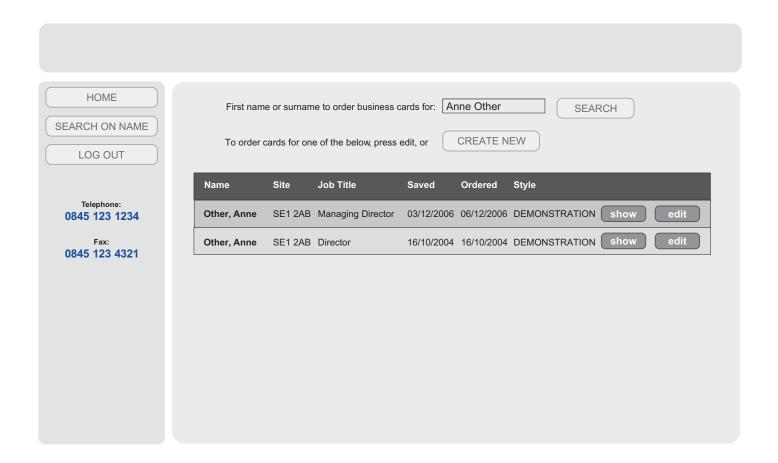
If you don't add anything here and click on **SEARCH**, all records produced for this customer will appear.

HOME
SEARCH ON NAME
LOG OUT

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0845 123 4321

First name or surname to order business cards for: Anne Other
Anne Other

SEARCH

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

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0845 123 4321

First name or surname to order business cards for: [Anne Other]   SEARCH

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

Name	Site	Job Title	Saved	Ordered	Style		
Other, Anne	SE1 2AB	Managing Director	03/12/2006	06/12/2006	DEMONSTRATION	show	edit
Other, Anne	SE1 2AB	Director	16/10/2004	16/10/2004	DEMONSTRATION	show	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
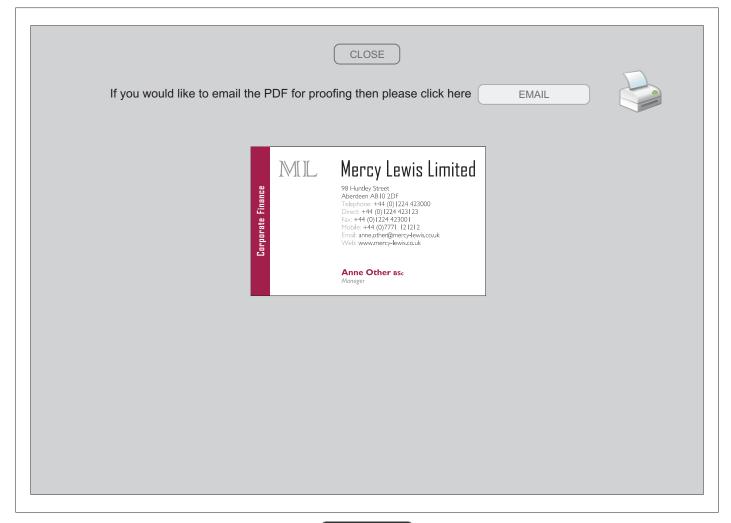
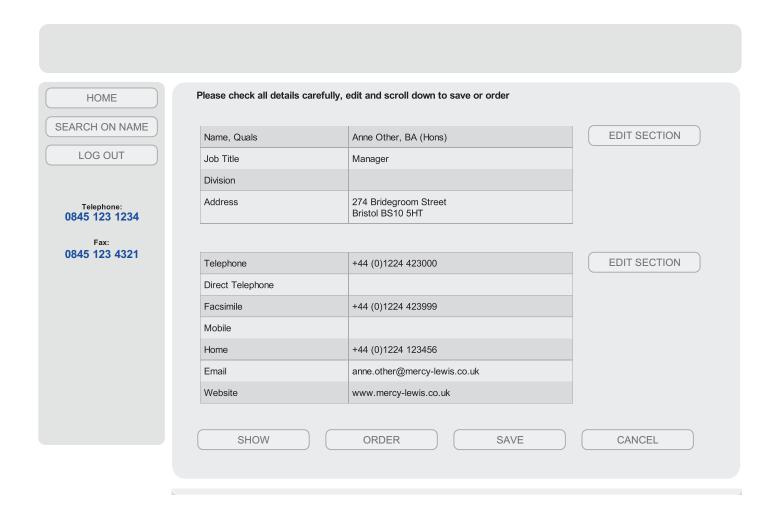3) close window and return to names list

Image Preview

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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0845 123 4321

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

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

Telephone	+44 (0)1224 423000	EDIT SECTION
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	

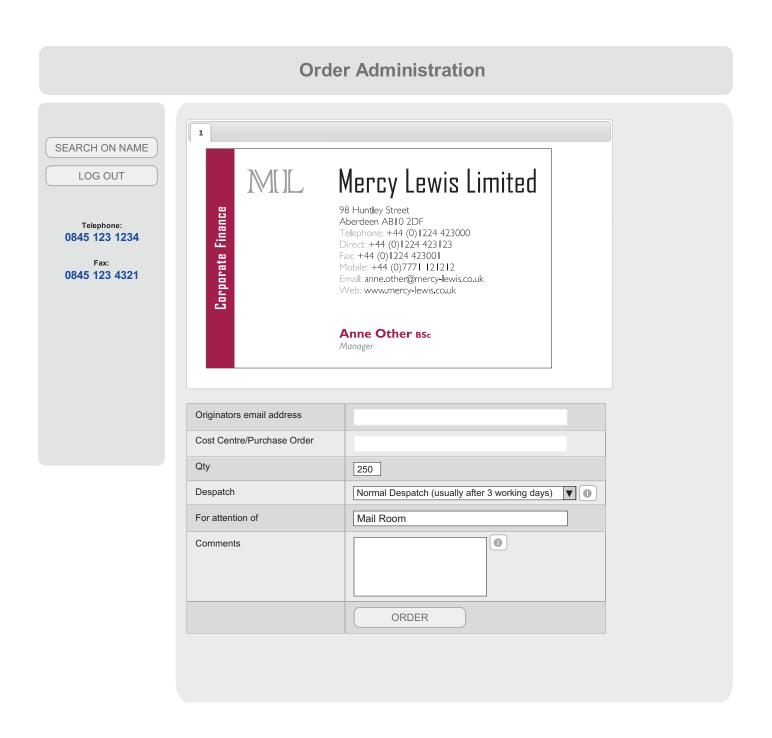| SHOW	ORDER	SAVE	CANCEL

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

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| 1 |

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Email: anne.other@mercy-lewis.co.uk
Web: www.mercy-lewis.co.uk

Anne Other BSc
Manager

Originators email address	
Cost Centre/Purchase Order	
Qty	250
Despatch	Normal Despatch (usually after 3 working days) ▼ ⓘ
For attention of	Mail Room
Comments	ⓘ
	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.*