

We would like to introduce you to the updated izcard Online Stationery Ordering Service.

As part of our on-going online stationery system development, this service allows you to create letterheads, compliment slips and business cards and sends them via our recommended printer, Blue Mushroom.

Note: You must be an authorised Agresso user to be able to order stationery through this system. Once the izcard order has been placed an Agresso Order will need to be raised for Blue Mushroom before your order can be processed.

Log in

- Go to <http://www.rhul.ac.uk/iquad/services/commsander/brandguidelines/ourstationery.aspx>
- Select *Electronic stationery ordering system*
- You will be taken to a login screen
- Select *Register New User*
(You are required to register as a New User even though you may have already registered on the old system)
- Enter details
- Select *Register Now*

i2card.co.uk
online personalised stationery printing

Log-in Existing User
Register New User
Forgotten Password

Username: Gail Nevin
Password: password
Your First Name: Gail
Your Last Name: Nevin
Your Email Address: g.nevin@rhul.ac.uk
Delivery Address: Royal Holloway, University of London
Design Studio, Computer Centre Annex, Room cc015
Town/City: Egham, Surrey
Post Code: TW20 OEX

REGISTER NOW

- Select *Start*.

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Start Shopping Basket Orders **My Profile** Welcome, Gail Nevin Logout

My Profile Help

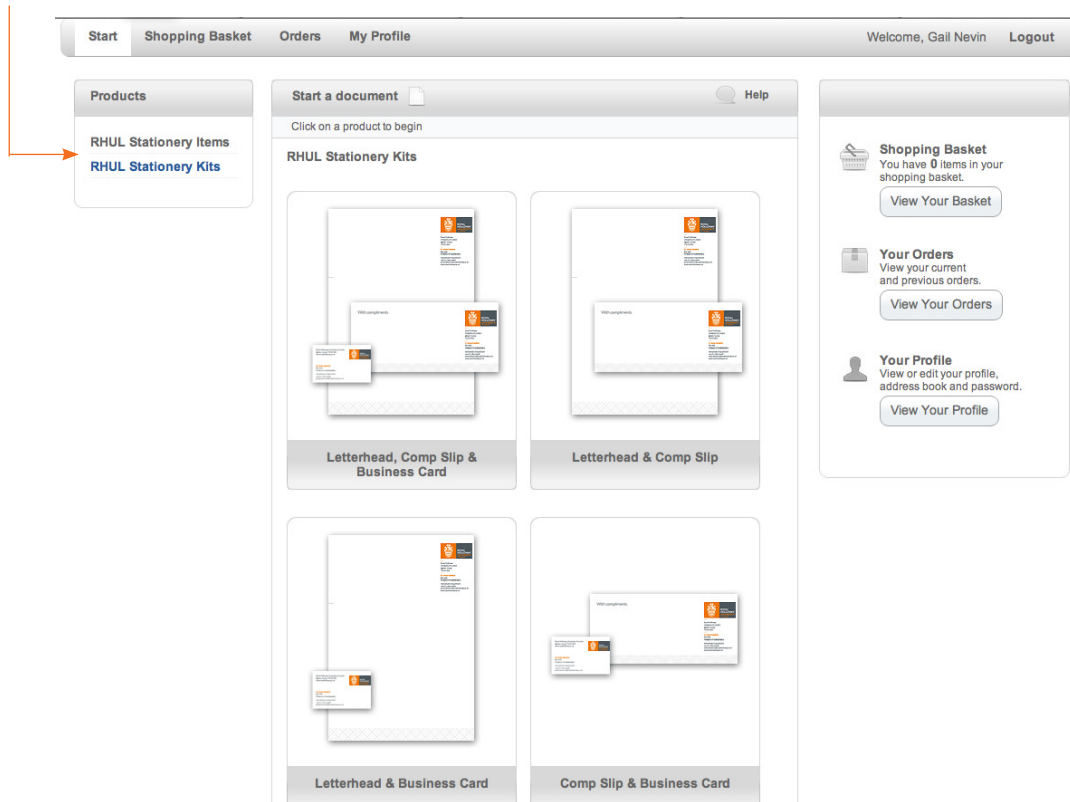
Review your personal information. Click 'Edit Profile' to make changes.

Edit Profile Change Password Address Book

First Name: Gail
Last Name: Nevin
E-mail Address: g.nevin@rhul.ac.uk
Address 1: Royal Holloway, University of London
Address 2: Design Studio, Computer Centre Annex, Room cc015
City: Egham, Surrey
Postal Code: TW20 OEX
Country: United Kingdom

Edit Profile Change Password Address Book

- Select either *Royal Holloway Stationery Items* (e.g Business card, Letterhead or Compliment slip) or if more than one item is required select a *Kit* (shown below):

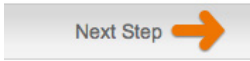


Enter Details

The screenshot shows the 'Enter Details' form for a 'Royal Holloway Letterhead'. On the left, an 'Editing Steps' sidebar shows '1 Enter Details', '2 Options', and '3 Finish'. The main form area has a title 'Royal Holloway Letterhead' and a 'Next Step' arrow. Below the title are 'Update' and 'PDF Preview' buttons. A note says: 'Fill out the personal details required for this product. Any field left blank it will be omitted from the layout. If you have any ordering or technical queries, please contact onlinestationeryqueries@rhul.ac.uk'. The form fields include: 'Title', 'Firstname' (Gail), 'Lastname' (Nevin), 'Qualifications', 'Job Title' (Senior Creative Artworker), 'Department' (Communications & External Relations), 'About Telephone Numbers' (with a note on international dial prefix), 'Telephone Number 1' (1784 443038), 'Telephone Number 2', and 'Email' (g.nevin@rhul.ac.uk). At the bottom, there are radio buttons for 'Choose a pattern for the footer': 'Circular' (selected), 'Diamond', and 'Square'. On the right, a preview of the letterhead shows the Royal Holloway logo and contact information for Gail Nevin, Senior Creative Artworker, with phone and email details and the website URL.

- Select *Update*, a preview will be shown on the right hand side of the screen
- Select *PDF Preview* to review your stationery

- PDF Preview will open in a different window
- If you are happy with your preview, go back to the izcard window and select *Next Step*



Options

- Select *Quantity Required* from the drop down menu and select *Next Step*

Royal Holloway Letterhead ← Previous | Next Step →

Options: Set printing options

Update

Quantity Required
500 (£98 + VAT)

Orders will not be processed without an accompanying Agresso Purchase Order.
Please ensure your i2card Order Confirmation number is included on your Agresso order along with clear delivery instructions.

Price Estimate:
Production Costs: £ 98.00

From receipt of the Agresso Purchase Order we will endeavour to deliver within 5 working days.

If you have any ordering or technical queries, please contact onlinestationeryQueries@rhul.ac.uk

Update

← Previous | Next Step →

Finish

- Type in a *Description* e.g Gail Nevin Letterhead
- Select *Add to Shopping Basket*

Royal Holloway Letterhead ← Previous | Add to Shopping Basket | Quit Without Saving ✕

Finish: Save your work by adding this document to your shopping basket

Description: Gail Nevin Letterhead

Product: Royal Holloway Letterhead
ID: D-00001624

PDF Preview

← Previous | Add to Shopping Basket | Quit Without Saving ✕

- If you wish to continue shopping for more stationery for other staff members select *Continue Shopping*.
- If wish to continue, select *Proceed to Checkout*.


ROYAL HOLLOWAY UNIVERSITY OF LONDON

Start Shopping Basket Orders My Profile Welcome, Gail Nevin Logout

Shopping Basket Help

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping basket

Proceed to Checkout Edit Current Document Continue Shopping

| Item | Description | Product | Date Modified | Quantity | Options | Price |
|---|-----------------------|---------------------------|-------------------|----------|--|---------|
|  D-00001624 | Gail Nevin Letterhead | Royal Holloway Letterhead | 11/5/2013 1:08 PM | 500 | Edit PDF Preview Duplicate Delete Hold | £ 98.00 |

Subtotal: £ 98.00

Proceed to Checkout Edit Current Document Continue Shopping

Delivery

- Select *Next Step*

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Start Shopping Basket Orders My Profile Welcome, Gail Nevin Logout

Checkout Steps

- 1 Delivery
- 2 Order

Place your order Next Step → Help

Delivery: Set Delivery Options Step 1 of 2

Cancel Checkout

Deliver To
Design Studio

Gail Nevin
Royal Holloway
CC015, Computer Centre Annex
Egham, TW20 0EX

Price Estimate:
Subtotal: £ 98.00
Delivery: £ 0.00
VAT: £ 19.60
Total Price: £ 117.60


Delivery Method
 Purchase Order

Next Step →

Order

- Select *Place Order*

The screenshot shows the 'Place your order' page in the online ordering system. The Royal Holloway University of London logo is in the top left. The navigation bar includes 'Start', 'Shopping Basket', 'Orders', and 'My Profile'. The user is logged in as 'Gail Nevin'. The checkout steps are: 1. Delivery, 2. Order (highlighted). The main content area shows a table of items for purchase:

| Item | Description | Product | Date Modified | Quantity | Price |
|---|-----------------------|---------------------------|-------------------|----------|---------|
|  D-00001624 | Gail Nevin Letterhead | Royal Holloway Letterhead | 11/5/2013 1:08 PM | 500 | £ 98.00 |

Summary of costs:

- Subtotal: £ 98.00
- Delivery +: £ 0.00
- VAT (UK) +: £ 19.60
- Total Price: £ 117.60**

Buttons for 'Place Order' and 'Cancel Checkout' are visible. Navigation arrows for 'Previous' are also present.

Orders

- You can view existing orders from the pull down menu

The screenshot shows the 'Orders' page. The navigation bar includes 'Start', 'Shopping Basket', 'Orders', and 'My Profile'. The user is logged in as 'Gail Nevin'. A pull-down menu is open under the 'Orders' tab, showing the following options:

- ✓ All Orders
- Orders Pending Review
- Orders In Process
- Completed Orders
- Approval Declined

The main content area shows a message: "Your order has been placed. Check the list below to follow its progress." Below this is a table of orders:

| Order | Created | Items | Price | Status | Options |
|------------|-------------------|-----------------------|----------|------------|---------|
| G-00001184 | 11/5/2013 1:30 PM | Gail Nevin Letterhead | £ 117.60 | In Process | Details |

The 'View:' dropdown is set to 'All Orders'.

- You will be sent an automated email from *support@izcard.co.uk* to confirm your order whereby you can check your pdf proof and order status.
- **Orders will not be processed without an accompanying Agresso Purchase Order for Blue Mushroom. Please ensure your izcard Order Confirmation number is included in the Description field on your Agresso order along with clear delivery instructions.**
- **From receipt of the Agresso Purchase Order we will endeavour to deliver within 5 working days.**

Order Confirmation: G-00001184

Order placed: 11/5/2013 1:30:02 PM +00:00

Ordered by Gail Nevin

Email: g.nevin@rhul.ac.uk

Deliver to:

Gail Nevin
Royal Holloway
CC015, Computer Centre Annex
Egham
tw20 oex

Invoice to:

Gail Nevin

This order consists of the following items:

| Document ID | Product Name | Description | Quantity | Price |
|-------------|---------------------------|-----------------------|----------|------------------------|
| D-00001624 | Royal Holloway Letterhead | Gail Nevin Letterhead | 500 | £ 98.00 |
| | | | | Delivery: £ 0.00 |
| | | | | VAT: £ 19.60 |
| | | | | TOTAL: £ 117.60 |

[Click here](#) to view order status.

[JPEG preview](#)

[PDF proof](#)

ALL ENQUIRIES regarding i2card orders should be sent to support@i2card.co.uk

i2card is owned and operated by Blue Mushroom Ltd