

The Design Studio would like to introduce you to the online business card ordering service. This service allows you to submit your orders electronically, which in turn allows for a faster and more efficient turnaround.

## Log in

- Go to **www.rhul.ac.uk/Services/Design-Studio/** and select Online Business Cards.
- You will be taken to a login screen.
- Select *Register here*.

User Menu  
Login  
Register  
Password Reminder

**Welcome to i2card**

RHUL registered users may login below or new users can [register here](#) for online access.

Email

Password  note: case sensitive

Remember Me

- Enter *RHUL1* as the company code.
- Complete your details.
- Create a password.
- Select *Register*.

User Menu  
Login  
Register  
Password Reminder

**i2card Registration**

Company Code  What's this?

First Name

Last Name

Email


Password

Confirm Password

- You will be sent an automated email confirming your registration is complete.
- You can now login using your email address and chosen password.


- You will be taken to a Welcome screen, where you can create a new business card by selecting the *New Card* button.
- You will only have a Card Reference No. if you have ordered a card previously.
- To view a sample business card, please select *Visual Identity* under *Corporate Guidelines* on the left hand side of the screen.

# Step 1 – New Card

- Fill in the details where applicable, all fields marked \* are mandatory.
- If you do NOT wish to enter a Tel, Fax or Mobile number, delete the zeros, leaving the box blank.
- Select required quantity from the pull down menu, the price will automatically change.
- Enter cost codes (you must have authorisation). Your order will not be processed without this information.
- On completion select *View Proof*.
- **Handy hint:** If your changes do not appear, select the *Refresh*  button.

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Visual Identity  
Email Support  
Orders Queries  
Technical Queries  
Logout

**Gail Nevin**  
**New Card**



1 NEW → 2 PROOF → 3 SAVE → 4 ORDER

**Card Selection** \* mandatory

Department  \*  
Division  (If available)

**Cardholder Details**

Name  \*  
Qualifications  
(same line as name)  
 (If applicable)  
Qualifications 2  
(below name)  
 (If applicable)  
Job Title  \*  
Tel +44 (0)1784   
Fax +44 (0)1784   
Mobile +44 (0)   
Email   \*

**Order Information**

Quantity  \* Cost @ £37  
Cost Code Centre Fund Expense  
   \* You must have authorisation to use this code.


Note: All orders will be delivered within 5 working days to the Founder's post room who will distribute them to the user.

## Step 2 – Proof


A proof of your business card will be shown, please ensure that all details are checked thoroughly. This may take a short time to view so please be patient. Note down the Card Reference Number (CRN) i.e. 2-150-i2c54 for future reference. If you wish to make any changes select *Edit Card*, make the relevant changes and *View Proof* again. This process can be repeated as many times as necessary. However, if you are happy with the content select *Save Card*.

User Menu  
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Visual Identity  
Email Support  
Orders Queries  
Technical Queries

Logout

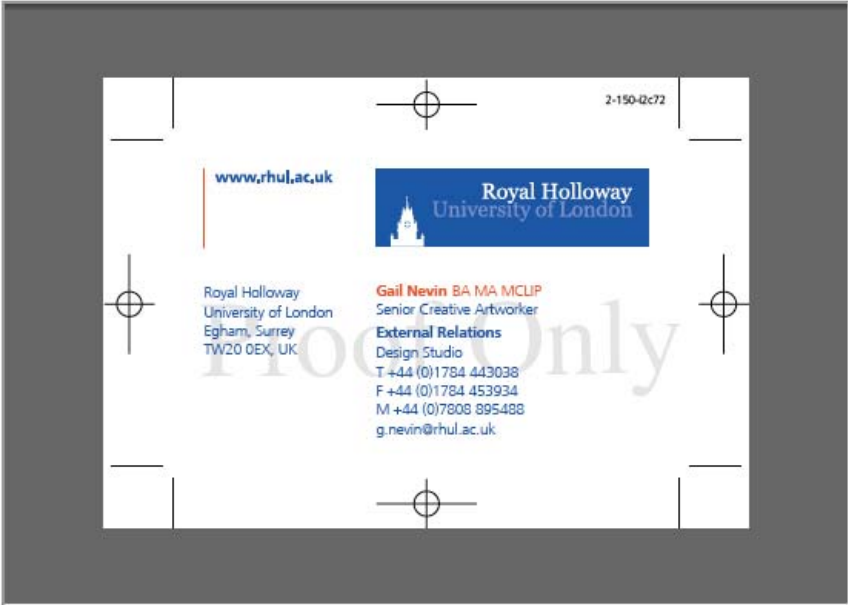


**Gail Nevin**  
View Card

www.rhul.ac.uk	
Royal Holloway University of London Egham, Surrey TW20 0EX, UK	<b>Title Name Qualifications</b> Job Title <b>Department</b> Department/Division T +44 (0)1784 300000 F +44 (0)1784 300000 M +44 (0)203000 300000 a.nevin@rhul.ac.uk

1 NEW → 2 PROOF → 3 SAVE → 4 ORDER

Order Status: Proof Card Reference No: 2-150-i2c72



2-150-i2c72

www.rhul.ac.uk

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Proof Only

[Edit Card](#) [Save Card](#)

## Step 3 – Save

- Your card has now been saved onto the i2card system under its own Card Reference Number (CRN) i.e 2-150-i2c54. If you wish to download a proof, print or email the file for approval select [Click Here](#).
- A PDF file will open. Click on the envelope symbol to send a copy by email for approval.
- To ensure you do NOT order the card before it has been approved, Select *Return to Main Menu*. From here it can be accessed at a later stage with your Card Reference Number.

The screenshot displays the Royal Holloway University of London i2card system interface. At the top, there is a blue header with the university logo and name. Below this, the main content area shows 'Gail Nevin Card Saved' and a preview of the i2card. The card preview includes the university logo, contact information, and a list of fields: Title, Name, Qualifications, Job Title, Department, and contact details (T, F, M, and email). A progress bar below the card shows four steps: 1 NEW, 2 PROOF, 3 SAVE (highlighted in red), and 4 ORDER. Below the progress bar, the 'Order Status: Saved' is confirmed, and the 'Card Reference No: 2-150-i2c56' is displayed. A message states: 'Your card has been saved in the i2card system. To download a proof, to email or print, [click here](#)'. Below this, it says: 'Card details are permanently saved and can be edited or ordered later by noting the card number above. Once an order is placed, a confirmation Email will be sent to you. To order click below.' At the bottom, there are two buttons: 'Return to Main Menu' and 'Order Card'. A red arrow points from the 'Click Here' link in the text above to the 'click here' link in the screenshot. Another red arrow points from the 'Return to Main Menu' button in the screenshot to the 'Return to Main Menu' text in the instructions above.

User Menu  
Home

Corporate Guidelines  
Visual Identity

Email Support  
Orders Queries  
Technical Queries

Logout

Royal Holloway  
University of London

www.rhul.ac.uk

Royal Holloway  
University of London

Royal Holloway  
University of London  
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Title Name Qualifications  
Job Title

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Department/Division  
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F +44 (0)1784 XXXXXXX  
M +44 (0)XXXX XXXXXXX  
a.nevin@rhul.ac.uk

1 NEW → 2 PROOF → 3 SAVE → 4 ORDER

Order Status: Saved Card Reference No: 2-150-i2c56

Your card has been saved in the i2card system. To download a proof, to email or print, [click here](#)

Card details are permanently saved and can be edited or ordered later by noting the card number above. Once an order is placed, a confirmation Email will be sent to you.

To order click below.

[Return to Main Menu](#) [Order Card](#)

## Step 3a – Edit

- Please enter the CRN and select *Edit Card*.
- Make the relevant changes.

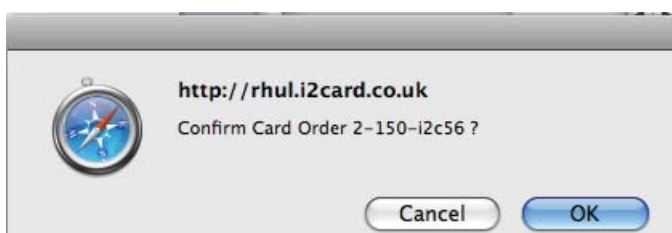
The screenshot shows the i2card interface for Gail Nevin. On the left is a navigation menu with links: User Menu, Home, Corporate Guidelines, Visual Identity, Email Support, Orders Queries, Technical Queries, and Logout. The main content area displays the user's name and a 'Welcome to i2card' message. To the right is a preview of a business card for Royal Holloway University of London, showing contact details like phone, fax, and email. Below the preview, there is a 'New Card' button and a field for 'Card Reference No.' containing '2-150-i2c56', followed by an 'Edit Card' button.

## Step 3b – Repeat Order

- If the card has already been ordered in the past a NEW Card Reference Number will be allocated upon saving.

## Step 3c – Confirm


- Upon approval go to the welcome screen and enter the CRN.
- Select *Edit Card*.
- The business card details will appear, you will again need to select *View Proof*, *Save Card*, then *Order Card*.
- A prompt will appear asking if you wish to confirm your card order. Select *OK* if you are happy to go ahead.



**Please note:** It is your responsibility to check that all details are correct. If any mistakes are made after the order has been confirmed you may incur additional costs for reprinting.

## Step 4 - Order


Your business card has now been ordered and will be sent directly to the external printer for printing.



Royal Holloway  
University of London

User Menu  
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Visual Identity  
Email Support  
Orders Queries  
Technical Queries  
Logout

Gail Nevin  
Order Complete



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M +44 (0)XXXXX XXXXXXX  
a.nevin@rhul.ac.uk

1 NEW → 2 PROOF → 3 SAVE → 4 ORDER

Order Status: Ordered  
Card Reference No: 2-150-i2c56  
[Return to Main Menu](#)

## Step 5 - Delivery

You will receive an automated email to confirm your order, showing the card CRN, quantity, price, cost codes and a link to view the card order for your reference.

From: support@i2card.co.uk;  
Subject: **i2card Order Confirmation 2-150-i2c56**  
Date: 25 June 2009 10:51:38 BST  
To: Gail Nevin



[View Card Order](#)

### i2card New Order Details

Company	Royal Holloway
Card Reference No.	2-150-i2c56
Card Back	
Cardholder Name	Gail Nevin
Order Quantity	200 Cost @ £37
Cost Code	5605 0001 40500
Ordered By	Gail Nevin
Order Email	<a href="mailto:g.nevin@rhul.ac.uk">g.nevin@rhul.ac.uk</a>

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If you spot an error, please immediately select *Order Queries* or *Technical Queries* under the *Email Support menu* on the left hand side of the screen. A response should be sent to you within 24 hours.

User Menu  
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Logout

Gail Nevin  
Welcome to i2card

Welcome to the online business card ordering service.  
First time users please click on the New Card button to proceed.

We will no longer be sending Purchase Orders. The Cardholder Name will become the PO Reference.

New Card

or enter Card Reference No. 0-0-000000 to Edit Card

All orders will be delivered within 5 working days to the Founder's post room who in turn distribute them to the user (person who ordered the business cards).

## Step 6 - Invoices

You are not required to use Purchase Orders as the Cost Code and user name is sufficient.

All invoices will be sent directly to the user (person who ordered the business cards) monthly.