User Manual for Card Ordering Program

An instruction and training manual on how to create your first card order



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# How to log in

To log in with a pre-made account you must enter an e-mail address into the main page’s window as in the highlighted area in the figure below:

A screenshot of a computer

Description automatically generated

To know if you were successful then your name will appear in the top-left corner and highlighted in green. Otherwise, if you had mis-typed your e-mail you will receive an error and will have to check that you typed it correctly, or you can speak to your database administrator to correct your user details.

A screenshot of a computer

Description automatically generated

If you are not registered, then follow the instructions in the subsequent section to sign up as a new user. Please note that you can only have one email address registered at a time, per user.

To log-out securely, simply click the button below and this will clear your credentials stored in the local system. This will clear the details in the upper-left corner of the page.

# How to sign up as a new user

To sign up as a new user you must press the “Sign-up” button to bring up a separate window. This will allow you to enter the required details to use the program fully (be able to preview and order cards).

A screenshot of a login page

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A screenshot of a login page

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If you have entered the required information then you will be able to sign-up as a new user successfully (with confirmation), or you will receive feedback from the program requesting more information. You will not be able to change your details within this program without assistance from the database administrator.

Please write down or remember your e-mail address to log-in and refer to page 3 for log-in instructions.

# How to order cards

Cards can only be ordered by logged-in users, so refer to page 3 if you have not yet logged in or page 5 if you have not followed the sign-up process. Once you can see you are logged in as the correct user (see top-left corner for your name) then we can proceed to the ordering view.

In the ordering view (everything to the middle and right-side of the page) you can select the upper drop-down menu to select cards by occasion. In this example below the menu starts with birthday cards because it is in alphabetical order:

A screenshot of a computer

Description automatically generated

Everything below this options menu is loaded automatically from the database, and by selecting one item from the card list by clicking on it will show you a preview of that card’s front cover. Only the text after “Message:” will be included within the card’s inlay, so “Card ID: 9” will say “Congratulations” for example.

The cards list can be comprehensive so scrolling down using either arrow keys or controlling the list using a mouse wheel is advised, but you will always find the list of cards will be grouped by their occasion and may share similar messages but not ID.

A screenshot of a card

Description automatically generated

Next, a quantity of cards is to be entered along with a card size. The default quantity ranges from one to one thousand, or else more than one order would have to be created. Card sizes are according to standard print measurements and can be changed from the list of options – A4 being the largest and A6 being the smallest size dimensionally.

A screenshot of a computer screen

Description automatically generated

If all fields have been entered to your specifications, and you have re-checked all details are correct up to this stage, press the ‘Add to Orders’ button to proceed with this order. A notification will display and give you your order number, keep this number safe, and if there are any issues with your order you can contact support using the details at the end of this document.

# Future support

Support hours:

08:00-18:00 (UK) Monday to Friday

Contact details:

* E-mail: [support@cardorderinggroupplc.online](mailto:support@cardorderinggroupplc.online)
* By phone: (+44) 0800123900
* Social media support: Follow “card ordering group” on: FriendBook, Tweeter, Pictogram, ClipClap

Request form (send via E-mail):

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone Number |  |
| Operating system |  |
| Request |  |
| Priority (low, high) |  |

Note: Feature requests are charged additionally to base software costs. We can accommodate for:

* additional input fields
* card designs and occasions
* security certificates
* mobile designs

## Roadmap

Planned updates will be included with a yearly support subscription, this funds development and refinement and for hosting the roll-out of newer application versions.

2025 updates provisioned for development and release:

* Better user interface scaling
* Uploading custom images and custom messages
* Disable or delete cards from the database
* Pricing options
* Add different cards to a cart at the same time