

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

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Username:   
Password:   
Your First Name:   
Your Last Name:   
Your Email Address:   
Delivery Address:   
  
Town/City:   
Post Code:

- Select *Start*.

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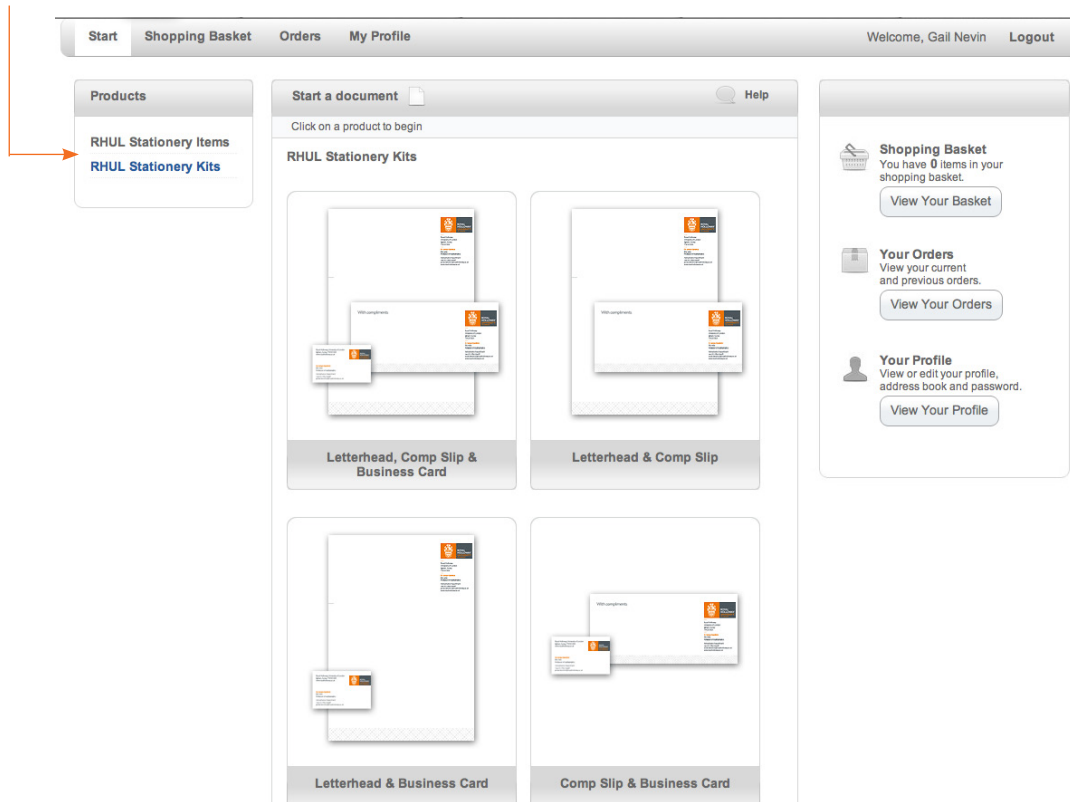
Start Shopping Basket Orders **My Profile** Welcome, Gail Nevin Logout

My Profile Help

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

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

- 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

Editing Steps

- 1 Enter Details
- 2 Options
- 3 Finish

Royal Holloway Letterhead Next Step →

Enter Details: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. Step 1 of 3

**Update** **PDF Preview**

**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](mailto:onlinestationeryqueries@rhul.ac.uk)

**Title**

**Firstname**

**Lastname**

**Qualifications**

**Job Title**

**Department**

**About Telephone Numbers**

This letterhead has allowance for two telephone numbers. Both numbers will be formatted with the international dial prefix: +44 (0). Therefore please do NOT include a leading zero in your telephone numbers.

**Telephone Number 1**

**Telephone Number 2**

**Email**

**Choose a pattern for the footer**

Circular

Diamond

Square

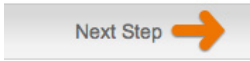
**ROYAL HOLLOWAY**  
UNIVERSITY OF LONDON

Royal Holloway  
University of London  
Egham, Surrey  
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Gail Nevin  
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Communications & External Relations  
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- 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.

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](mailto:onlinestationeryQueries@rhul.ac.uk)

Update

Price Estimate:  
Production Costs: £ 98.00

← 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*.


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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*

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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 'View:' dropdown menu set to 'All Orders'. A table of orders is displayed:

Order	Created	Items	Price	Status	Options
G-00001184	11/5/2013 1:30 PM	Gail Nevin Letterhead	£ 117.60	 In Process	<a href="#">Details</a>

- You will be sent an automated email from [support@izcard.co.uk](mailto: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](mailto: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
				<b>TOTAL: £ 117.60</b>

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

[JPEG preview](#)

[PDF proof](#)

ALL ENQUIRIES regarding i2card orders should be sent to [support@i2card.co.uk](mailto:support@i2card.co.uk)

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