



BUSINESS CARD PORTAL USER MANUAL

TABLE OF CONTENT

Introduction to the Business Card Portal.....	3
Welcome Page.....	4
Navigation	4
Registration	5
Forgotten Password	6
Business Card Portal Home Screen	7
Your Country	7
Your Data	8
Your Template	8
Preview	9
Delivery Address And Order Quantity.....	10
Approval of order.....	10
 Administration	 11
Navigation	11
Administration Area	11
Order Overview	12
Approval	12
Order for others.....	13

INTRODUCTION TO THE BUSINESS CARD PORTAL

Dear User,

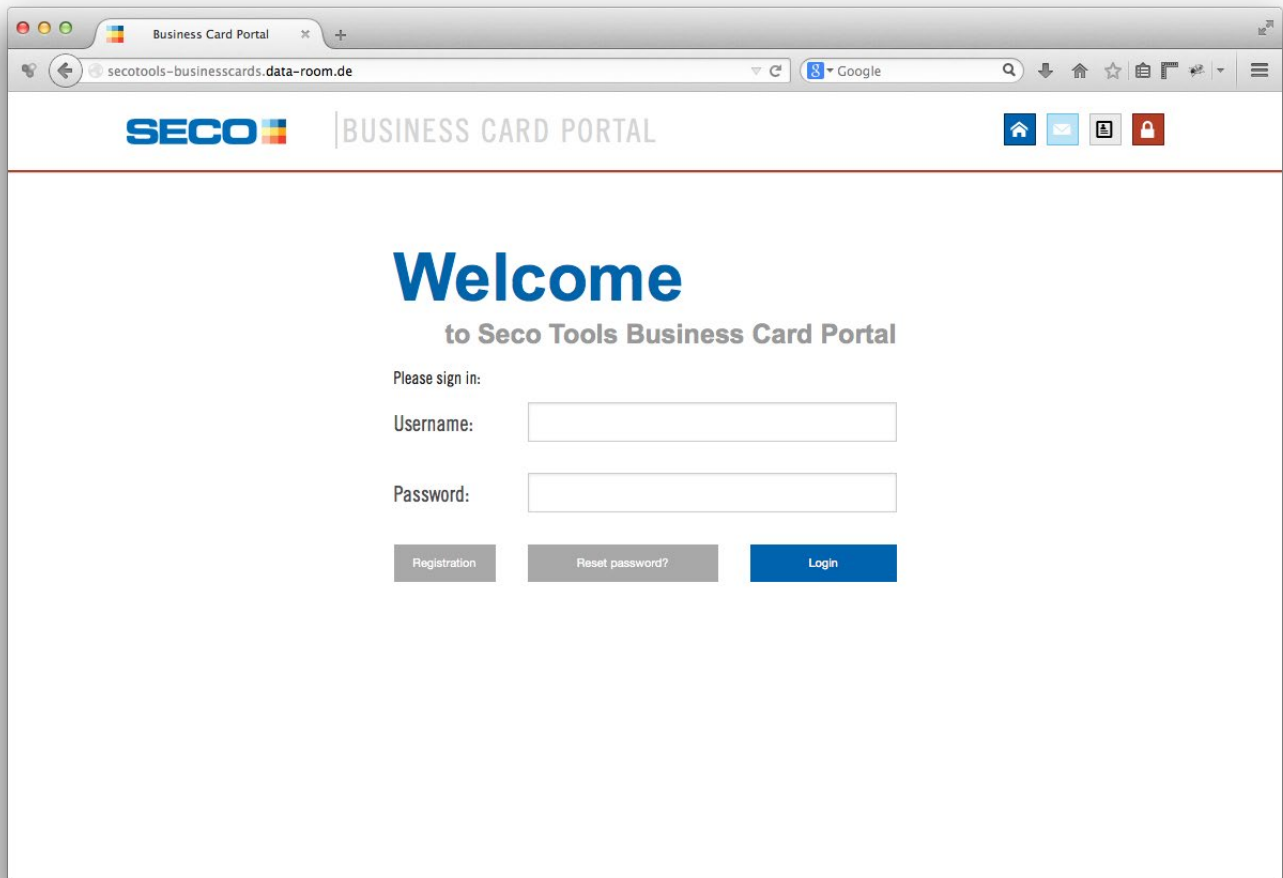
The Seco Business Card Portal is an easy solution to organise and order your personalised Seco business cards as Seco employee.

This platform offers you the opportunity to initiate orders for business cards from a selection of standardised templates following the corporate design and the requirements of your local subsidiary. Once you have registered, your information will be saved and the next time you can order with just a few clicks.

In the following we will guide you through our Business Card Portal, explaining the different sections and functionalities step by step.

WELCOME PAGE

After typing the web address www.secotools.com/businesscards into your browser, you will be navigated to the Business Card Portal welcome page.



To login to the portal, enter your user name and password and click on the Login-button. If you do not have an account yet, registration is required.

NAVIGATION

These buttons can be operated whether you are logged in or not.



Takes you back to the home page. Same as clicking on the Seco logo.



Takes you to the contact information page.



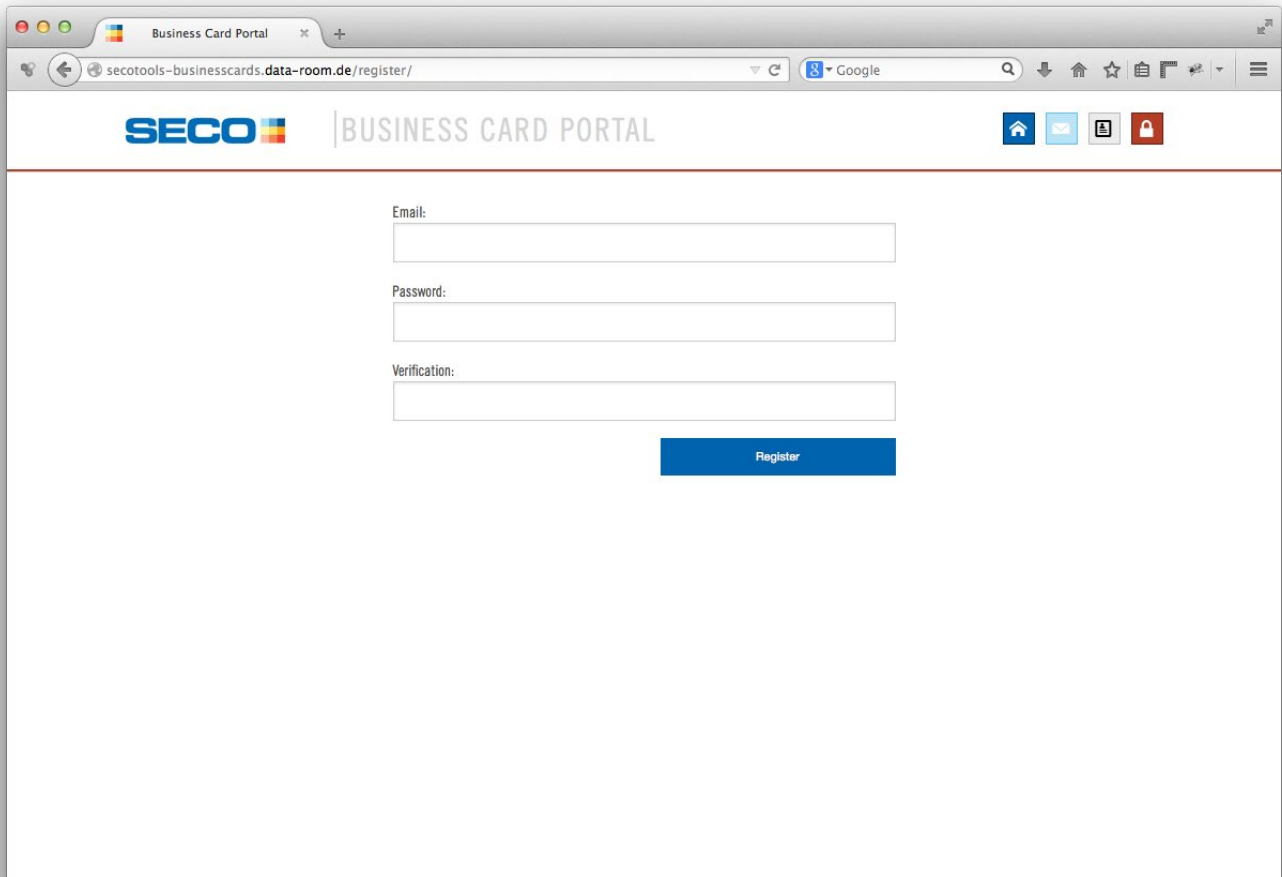
Takes you to the page containing the legal notice.



Logs you in and out of the portal.

REGISTRATION

To register a new account, click on the register button on the welcome page. After clicking you will be navigated to the registration area.



The screenshot shows a web browser window with the address bar displaying 'secotools-businesscards.data-room.de/register/'. The page header features the 'SECO' logo and the text 'BUSINESS CARD PORTAL'. On the right side of the header, there are four icons: a home icon, an envelope icon, a document icon, and a lock icon. The main content area contains three input fields labeled 'Email:', 'Password:', and 'Verification:'. Below these fields is a blue button labeled 'Register'.

Here you need to enter your Seco Tools e-mail address, e. g. `bettina.palmen@secotools.com` and choose a password. Enter the password twice for verification. When you are done, click on the register button. You will be now led to the page that confirms your registration and will receive a confirmation e-mail.

The user has been created successfully.

An email has been sent to `bettina.palmen@secotool.com`. It contains an activation link you must click to activate your account.

[Back to login page.](#)

Click on the link in the e-mail and the registration will be successful. Now login with your chosen details on the welcome page.

FORGOTTEN PASSWORD

In case you have forgotten your password click on the reset password button on the welcome page.

Welcome

to Seco Tools Business Card Portal

Please sign in:

Username:

Password:

[Registration](#)[Reset password?](#)[Login](#)

After clicking the reset password button, you will be asked to enter your username or e-mail address. Type in your information and click on reset password.

Reset password

Username or email address:

[Reset password](#)

You will be receiving an e-mail containing a link to change your password and after clicking on the link you will be navigated to a page where you can choose a new password.

Change password

New password:

Verification:


[Change password](#)





Type in a new password and click on the change password button. When this is completed, you can go back to the welcome page and sign in with the new password.


BUSINESS CARD PORTAL HOME SCREEN



Once you have logged in successfully, you will be directed to the starting page of the Business Card Portal. The e-mail address will be filled automatically.

 BUSINESS CARD PORTAL





Change your **contact details**

Here you have the opportunity to update your contact details. Please verify your details before submitting.

1. First select your country

Country

2. Insert your data

Academic Degree	<input type="text"/>	Phone	<input type="text"/>
Academic Degree (local)	<input type="text"/>	Fax (international)*	<input type="text"/>
First Name*	<input type="text"/>	Fax	<input type="text"/>
First Name (local)	<input type="text"/>	Mobile	<input type="text"/>
Family Name*	<input type="text"/>	Email*	<input type="text" value="bettina.palmen@secotool.com"/>
Family Name (local)	<input type="text"/>	Company	<input type="text"/>
Title (local)	<input type="text"/>	Street	<input type="text"/>
Title (English)	<input type="text"/>	Zip	<input type="text"/>
Division (local)	<input type="text"/>	City	<input type="text"/>
Division (English)	<input type="text"/>	URL	<input type="text"/>
Phone (international)*	<input type="text"/>		

Submit

Your **Templates**

3. Please select the desired template.

YOUR COUNTRY

To start, you need to choose your subsidiary in the drop-down menu. The entry form and the offered templates correspond to the requirements set by your subsidiary.

1. First select your country

Country

After this, insert the remaining data in the text fields beneath.

YOUR DATA

There are two types of information. English information for international business cards and local information for local business cards. The fields marked “local”, allow you to write in your local characters. Fields marked with “international” shall contain your personal details in English language for international usage. See the Spanish example below. The visibility of the entered data, depends on the template chosen in the next step.

After submitting your data it will be saved to your account and the text fields already will be pre-filled with this information on your next login.

Click the submit button to transfer your informations to the business card templates.

The default language is English! Fields with the label 'local' can be filled with the local term and characters.

Academic Degree	Dr.	Phone	01234567
Academic Degree (local)	Dr.	Fax (int.)	+34 1234589
First Name	Bettina	Fax	01234589
First Name (local)	Bettina	Mobile	+ 346365478912
Family Name	Palmen	Email*	bettina.palmen@secotools.com
Family Name (local)	Palmen	Company	Seco Tools
Title	Project Manager	Street	C/ Santa Maria 45, 3º, 2ª
Title (local)	Gerente de Proyecto	Zip	28012
Division	Group Marketing Communications	City	Madrid
Division (local)	Grupo de Comunicaciones de Marketing	URL	www.secotools.com
Phone (int.)	+34 1234567		

Submit

YOUR TEMPLATE

In the last step of the ordering process you choose a template for your business card. The number of templates available depends on your subsidiary.

Local information will be displayed in your local language and all other information will be displayed in English.

Click on the preview picture to choose your preferred template and you will be navigated to a detailed view.

Your Templates

3. Please select the desired template

Business Card int QR Code



Business Card local QR Code Spain



Business Card local Spain



Business Card local & int Spain



PREVIEW



In the preview you can check the information you have entered on the page before. If you need to change anything, click the BACK button in the lower right corner of the page.

Business Card Portal

secotools-businesscards.data-room.de/order/start/business-card-local-int-spain

Google

Login


SECO BUSINESS CARD PORTAL

Order

Preview

Please check your details and enter your delivery address.

Business card front side



DR. BETTINA PALMEN


Gerente de Proyecto
Grupo de Comunicaciones de Marketing

Seco Tools

Tel: 01234567
Fax: 01234569
Móvil: + 346365478912
bettina.palmen@secotools.com

C/ Santa Maria 45, 3º, 2ª
28012 Madrid
España
www.secotools.com

Business card back side



DR. BETTINA PALMEN

Project Manager
Group Marketing Communications

Seco Tools

Phone: +34 1234567
Fax: +34 1234569
Mobile: + 346365478912
bettina.palmen@secotools.com

C/ Santa Maria 45, 3º, 2ª
28012 Madrid
Spain
www.secotools.com

Delivery address

Company

Seco Tools

Contact

Bettina Palmen

Street

C/ Santa Maria 45, 3º, 2ª

Zip

28012

City

Madrid

Country

Spain

Order quantity

100

☒

200

☐

500

☐

ⓘ Your order will be approved by your country admin.
ⓘ By clicking on the "Order"-button you are submitting a legally binding order.

Back

Order

DELIVERY ADDRESS AND ORDER QUANTITY

Beneath the preview you can enter a delivery address. The text fields will be pre-filled with your data but can be changed into a differing address.

After that please choose the amount of business cards you want to order. To select the preferred amount click on the corresponding check box.

If you have selected an amount and all data is correct please click on the order button to initiate the ordering process for your business cards.

Delivery address		Order quantity	
Company	<input type="text" value="Seco Tools"/>	100	<input checked="" type="radio"/>
Contact	<input type="text" value="Bettina Palmen"/>	200	<input type="radio"/>
Street	<input type="text" value="C/ Santa Maria 45, 3º, 2º"/>	500	<input type="radio"/>
Zip	<input type="text" value="28012"/>		
City	<input type="text" value="Madrid"/>		
Country	<input type="text" value="Spain"/>		

ⓘ Your order will be approved by your country admin.
ⓘ By clicking on the "Order"-button you are submitting a legally binding order.

[Back](#) [Order](#)

Shortly afterwards you will receive a confirmation mail to your e-mail account.

Thank you for your order!

Shortly you will receive an order confirmation mail.

[New Order](#)

APPROVAL OF ORDER

After you have ordered your business card, the country-administrator will check your order and will either approve or reject it. In case of rejection you will receive an e-mail explaining the reason for the rejection and then you have the chance to restart the ordering process.

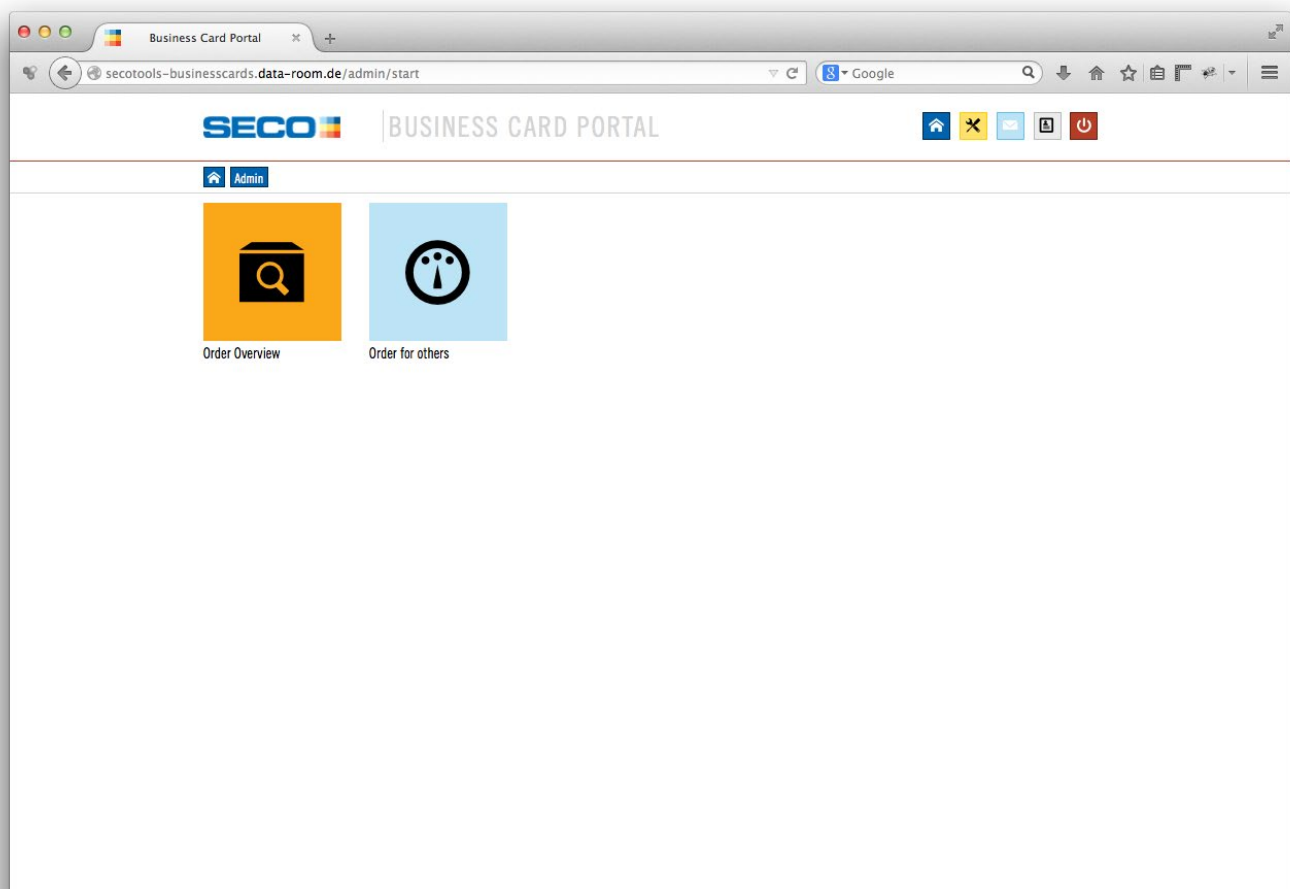
NAVIGATION

If you are logged in as an administrator, your navigation will contain an additional icon. This icon takes you to the administration area.



ADMINISTRATION AREA

Here you have two options. You can either go to the order overview or you can order business cards for your colleagues.



ORDER OVERVIEW

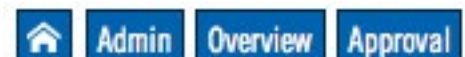


In the upper area you can see which countries you administrate and how many orders there are awaiting approval. In the example given we are the administrator of Germany and have two open orders.

Below you see the overview of open, approved and rejected orders.

Germany 2			
OPEN APPROVALS			
Business Card local Germany	PDF-Download	2014 Sep 02	approve order
Business Card local & int Germany	PDF-Download	2014 Sep 29	approve order
APPROVED			
Business Card local Germany	PDF-Download	2014 Sep 02	already approved
Business Card int QR Code	Elanders	2014 Sep 15	already approved
Business Card local & int Germany	PDF-Download	2014 Sep 29	already approved
REJECTED			
Business Card local Germany	PDF-Download	2014 Sep 02	order rejected

APPROVAL



By clicking on the current status of an open order, you will get further information and have the opportunity to reject or approve the order. The status of an already rejected or approved order can not be changed, but can be viewed as well.

SECO

BUSINESS CARD PORTAL

[Admin](#)[Overview](#)[Approval](#)

Order initiated by: Dr. Bettina Palmen

Download High Res PDF

Please define where the business card will be printed!

Provider*

Country-Admin Germany

Comment (Required on reject)

Upon approval a confirmation mail will be sent to the chosen provider.

Back to overview

Reject

Approve

By clicking on the download icon, you can preview and download the high resolution PDF of the business card that has been ordered.

Although the bleed and printing marks are not visible, they exist in the PDF.



By selecting the provider, you define where the business card will be printed. In the case of approval you may choose to initiate an order at Elanders or at your local print shop. In the later case you need to select Country-Admin to organise the printing inquiry yourself. The provider and whoever made the order will receive a confirmation mail.

Provider*

Country-Admin Germany

Upon approval a confirmation mail will be sent to the chosen provider.

If the order is being rejected, a reason is required. Whoever ordered the business cards will get an e-mail with the entered reason.

Comment (Required on reject)

ORDER FOR OTHERS



If you choose the option to order for others in the administration area you will be directed to an order page. Type in the information of the employee you want to order for and then click the submit button. This is similar to "Your Data", which you have entered while learning how to place an order.

There are two types of information. English information for international business cards and local information for local business cards. The fields marked "local", allow you to write in your local characters.

In the upper right corner, you can click the clear button to clear all information you have entered.

If you are done with this click the submit button.

A screenshot of a web browser showing the "Business Card Portal" order form. The browser address bar shows "secotools-businesscards.data-room.de/admin/order/user". The page has a header with the "SECO" logo and "BUSINESS CARD PORTAL". Below the header is a navigation bar with a home icon and an "Order" button. The main form area contains two columns of input fields. The left column includes fields for Academic Degree, Academic Degree (local), First Name*, First Name* (local), Family Name*, Family Name* (local), Title* (local), Title, Division (local), Division, Phone (int.)*, Phone, Fax (int.)*, and Fax. The right column includes fields for Mobile, Mobile two, Email*, Company, Street, Zip, City, Country* (a dropdown menu), URL, Region, State, and PO Box. A "clear" button is located in the top right corner of the form area, and a "Submit" button is at the bottom right.

In the next step you need to choose a template for the business card.


First select a country and then click on the desired template.

Your Templates


Please select the desired template.

Country Japan


Business Card int qrcode




Business Card local Japan



Business Card local qr code Japan



Business Card local & int Japan



Subsequent you will be directed to the preview page. Here you can check the preview, change the delivery address if needed and decide about the amount of the ordered business card, by clicking on the corresponding check box.

Business Card Portal

secotools-businesscards.data-room.de/order/start/business-card-local-int-japan

Login


SECO

BUSINESS CARD PORTAL


Order

Preview

Business card front side



Business card back side



Delivery address

Company

John Doe

Contact

John Doe

Street

5-3, Yaesu 1-Chome

Zip

100-8994

City

Tokyo

Country

Japan

Order quantity

100

200

500

① Your order will be approved by your country admin.

② By clicking on the "Order"-button you are submitting a legally binding order.

Back

Order

If you have checked the order please click on the order button to initiate the ordering process. You will be directed to the page you see below, and you and the employee you have ordered for will receive a confirmation e-mail.

Thank you for your order!

Shortly you will receive an order confirmation mail.

[New Order](#)

As administrator you need to approve the order, like you did in the “Order Overview”.

In case you have questions or need support, please contact our Seco Business Card Portal Support Team at mediaplatform@secotools.com