Niagara College Canada
APPLIED DREAMS.

Online Business Card Order System

Administrators Guide

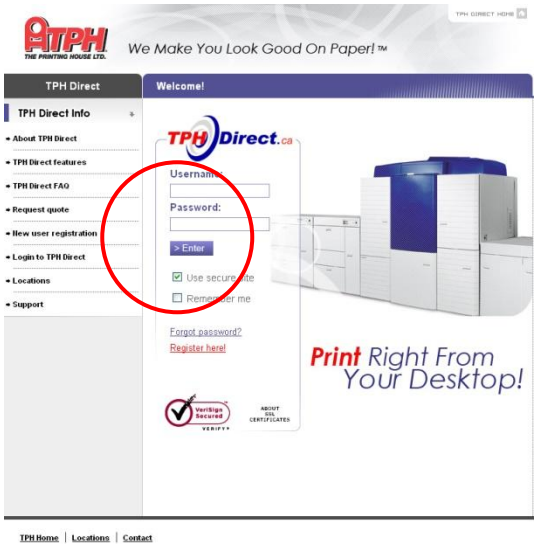
Address Book Instructions

Welcome to the Niagara College electronic Business Card ordering system.

Administrators of the Niagara College Online Business Card ordering software (the system) have the ability and authority to make changes to the staff database content for new and existing staff and faculty members' business cards. Staff and faculty requiring business cards will contact their Administrator to ensure their information is correct and to place an order for Niagara College business cards. The system uses a sophisticated and secure online payment system with shopping cart which at this time does not allow for alternate payment options.

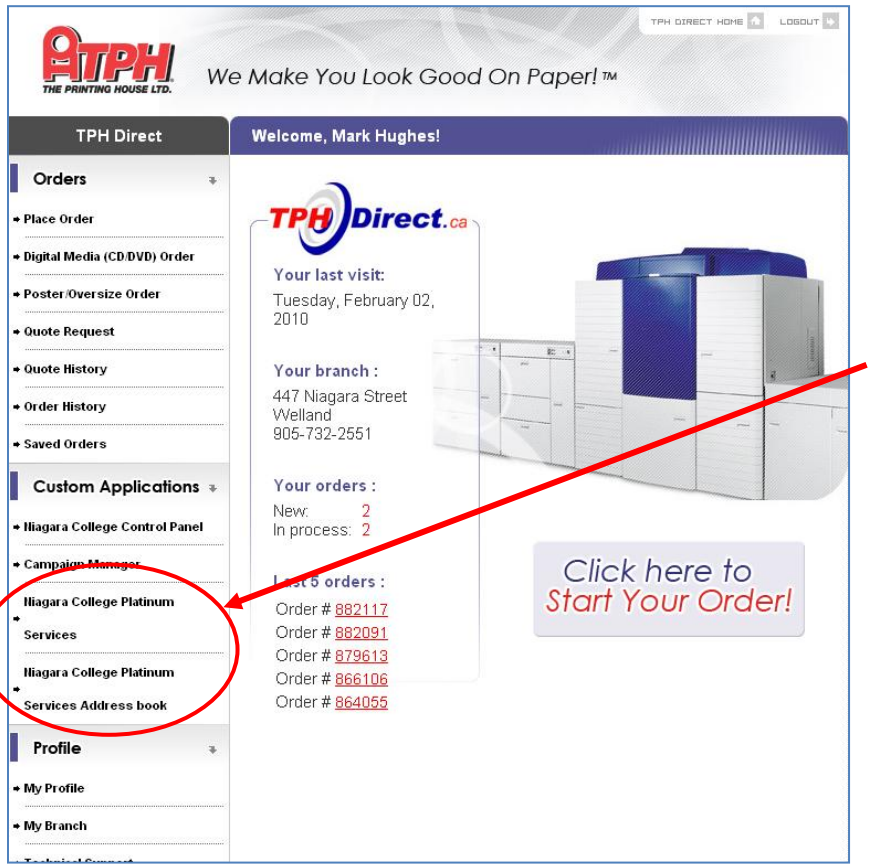
Administrators ordering business cards will submit their credit card receipts generated by the system in the same manner as any other business expense.

Navigate using Microsoft Internet Explorer to https://www.tphdirect.ca/direct_Logon.aspx a web link also exists at https://www.niagaracollege.ca/marketing for your convenience.

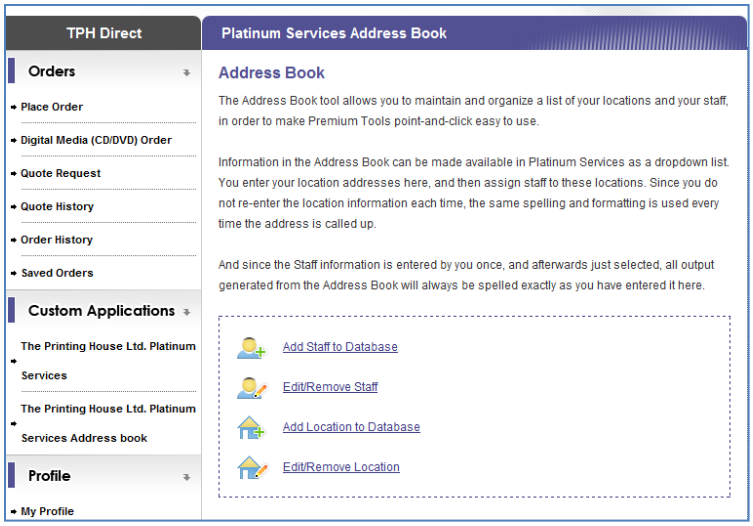


Administrators must log into the system using your College email address and supplied password which has been assigned to you by the system. If you do not know your password or did not receive an email containing this information, please contact Niagara College Marketing & Communications or The Printing House, Welland branch directly at 905-732-2551. You can change your password at any time by clicking on "My Profile" at the bottom of the left menu selections. Simply enter a new password in the fields where indicated and select "Update user Information".

A special note of interest: authorized users will be able to access the business card system remotely thus allowing users to order cards from virtually any location. Special shipping options can be arranged to send card orders worldwide.



Once logged into the online system administrators will be able to access the **Niagara College Platinum services Address Book** under the Custom Applications tab. The Address Book tool allows you to maintain and organize a list of your locations and your staff, for simple point-and-click easy to use.



To access the address book simply click on the link and users will be directed to 4 options.

1) Add Staff to Database

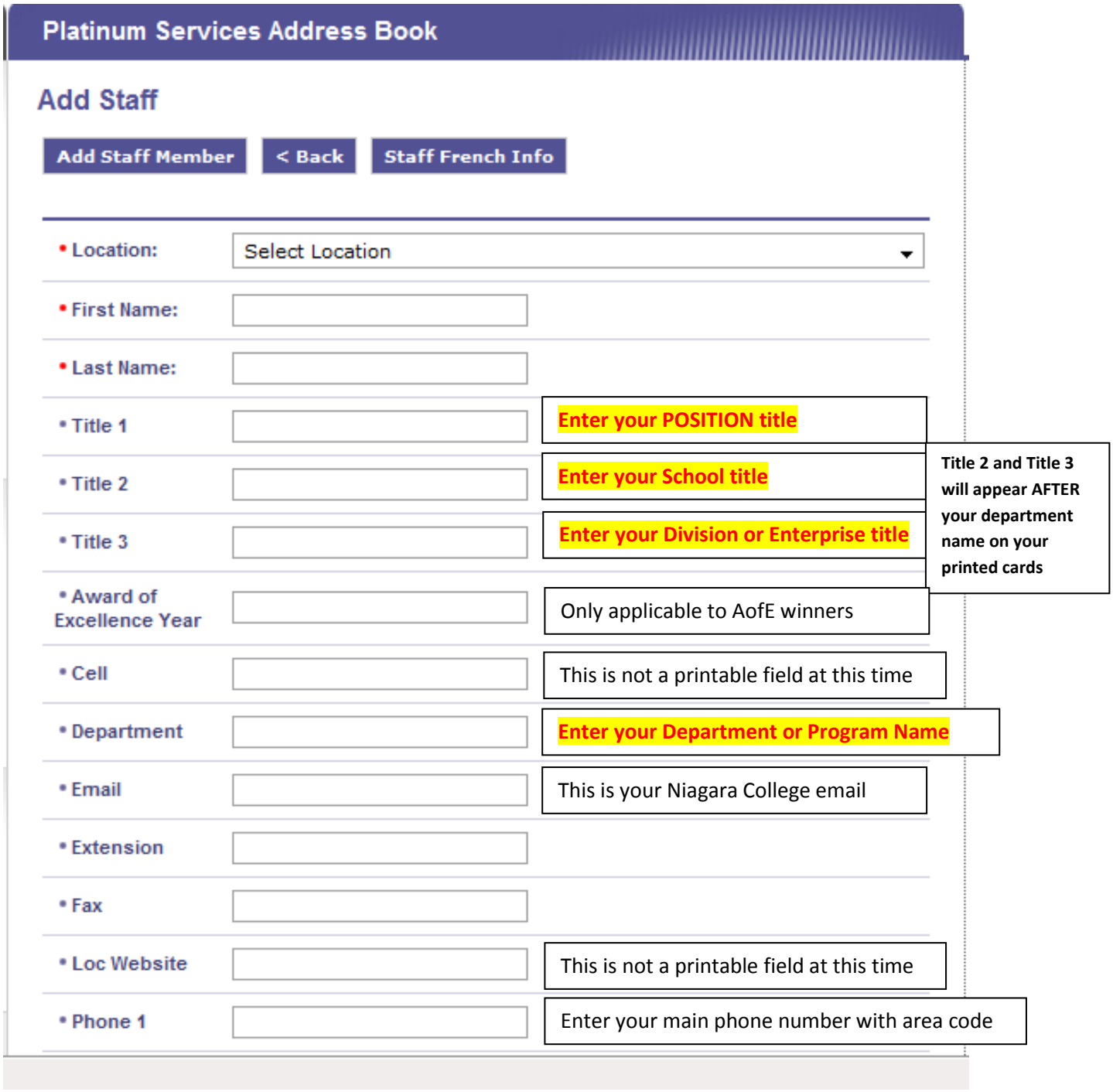
2) Edit/Remove Staff

3) Add Location to Database

4) Edit/Remove Location

Data Entry

Step 1: Add Staff to Database



For detailed instructions on how to fill in this form, please see page 4

Location: Select the location that the user would consider their primary work location

First Name: Enter the users desired first name

Last Name: Enter the users last name (Plus any professional designations)

Title 1: Enter the name of the users official position

Title 2: This field is for secondary information to your department

Title 3: additional space for professional description such as division or office name

NOTE: Title 2 & 3 appear AFTER your department per the attached sample:

Award of Excellence: Enter the YEAR OF AWARD in this field. Leave blank if the user is not an award of excellence winner

Cell: This is a default field from the ordering service. Niagara College does not subscribe to the printing of cell phone numbers on business cards. If a user requires a cell number on their card, please instruct them to use the double sided card template where they can print custom information on the back of their card

Department: If the user is support staff, enter the formal name of the person's department. If the user is faculty or other, you may add the name of the program or other descriptive detail. Remember the "Department" field always prints directly below the users "Title 1"

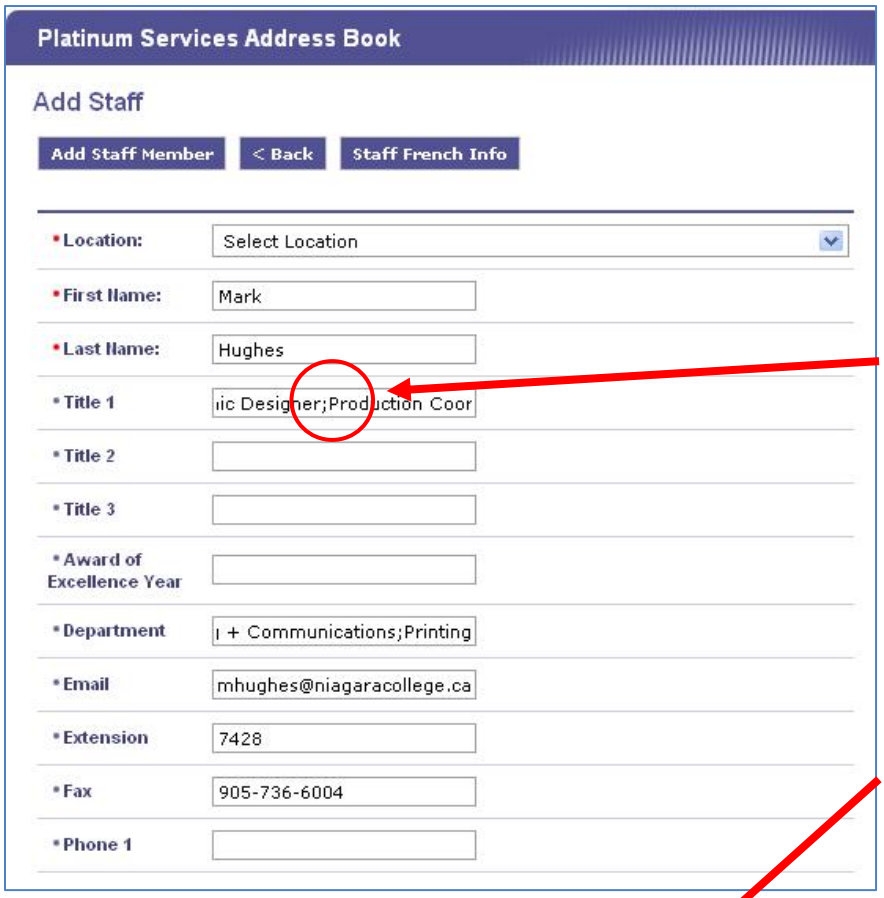
email: Enter the users Niagara College email address

Extension: Enter the users telephone extension

Fax: Enter the users Fax number

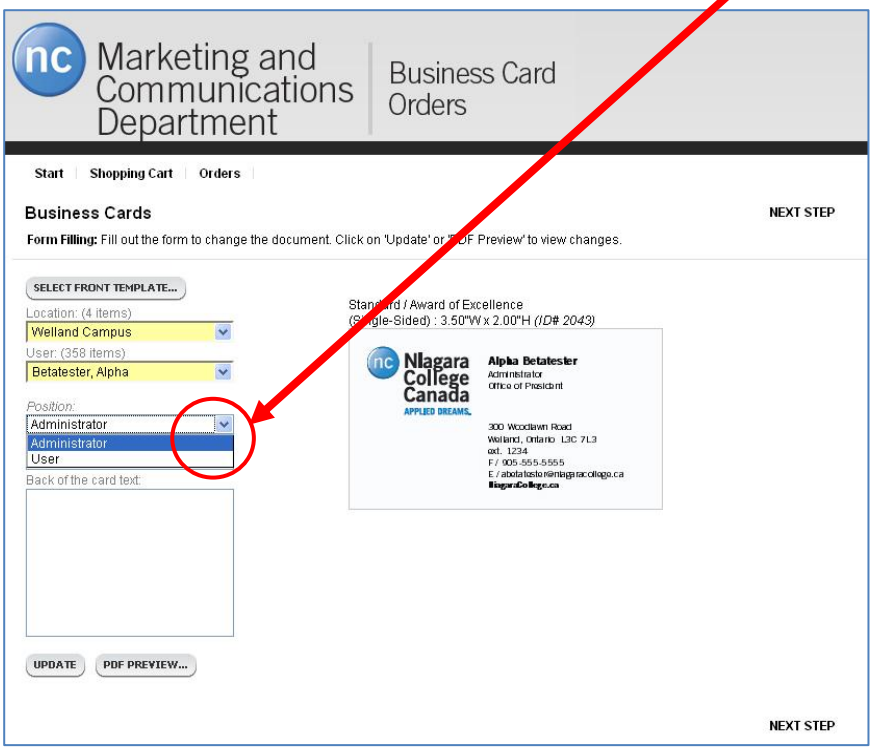
Loc website: This field is reserved for the NiagaraCollege.ca website. You can enter information but the card system only prints "NiagaraCollege.ca" on the front of all cards

Phone: Enter your primary main campus telephone number



If a user has more than one title and or department and would like a choice of alternate business cards, enter each title and or department name in the **Title 1** or **Department** field separated by a semicolon ";" (no spaces).

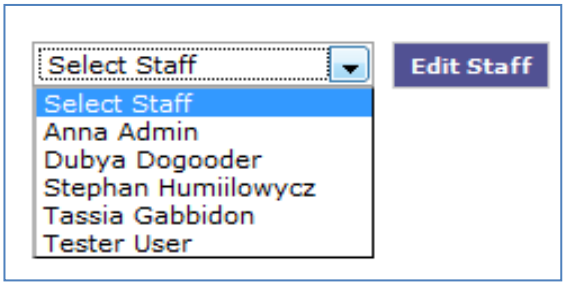
This will allow the user to select and print an individual business card per position or department



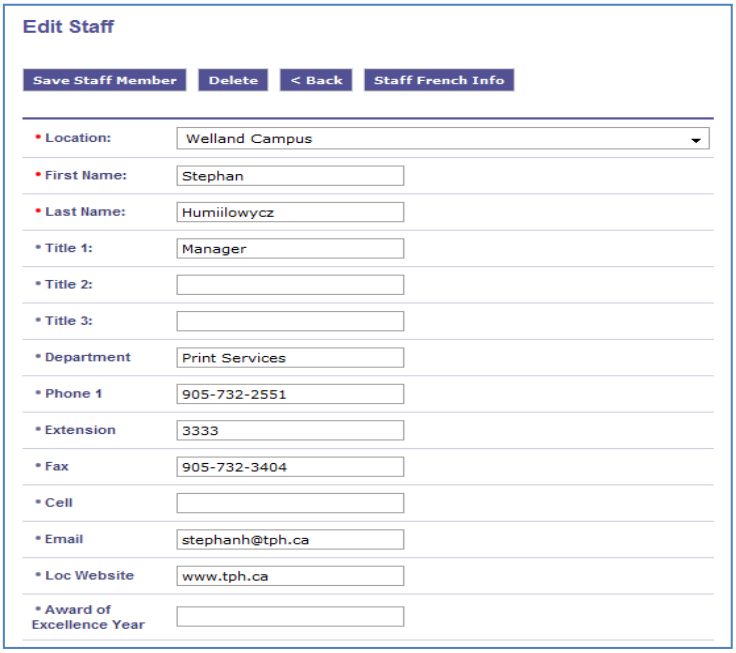
When complete, Click on **Add Staff Member** to save the user to the address book.

NOTE: All printed business cards generated by the "system" will be spelled exactly as you have entered into the database. Please proof your information.

Step 2: Edit/Remove Staff



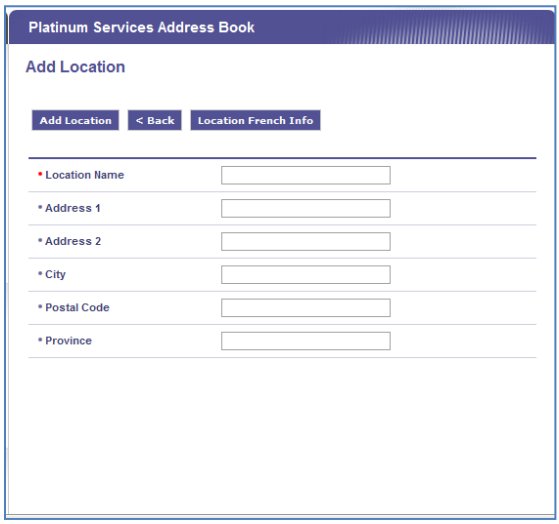
To Edit or Remove staff members from the address book start by choosing the staff member from the drop down menu, and make any necessary changes.



Click on **Save Staff Member** to return to the previous screen.

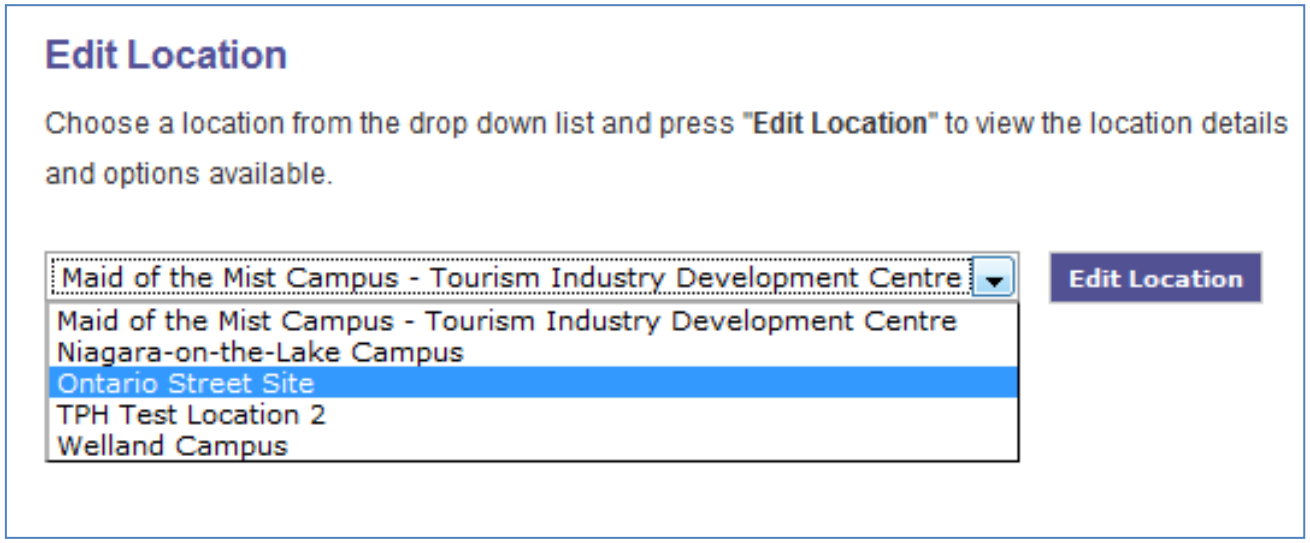
Press **Delete** to remove the staff member from the database.

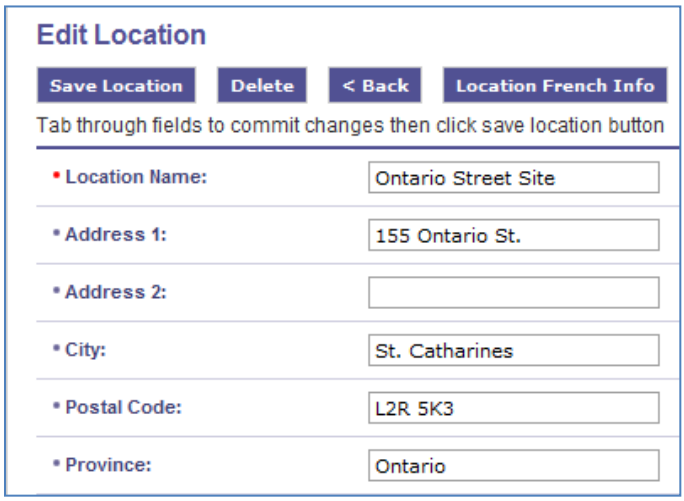
Step 3: Add Location to Database



If a user has an alternate location, enter it in this section. Simply fill the necessary fields. Click on **Add Location** to save to save it to the locations list.

Step 4: Edit/Remove Location





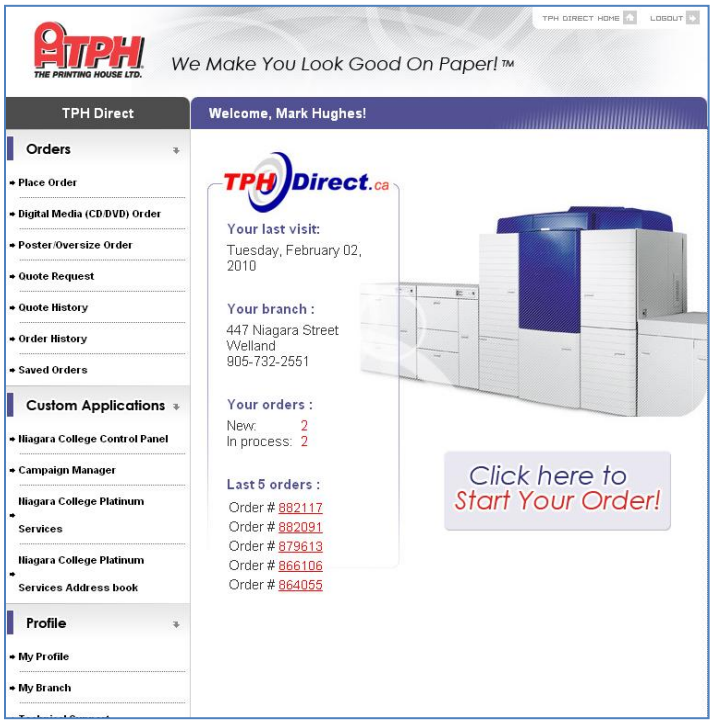
Once opened the information can be edited, saved or deleted.

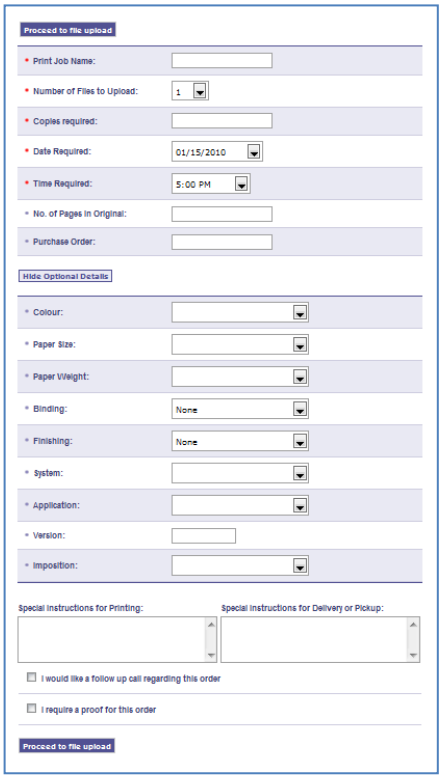
Note: When deleting a location you will be prompted to choose another location to link the existing users within that location to the new location.

Adding Photos and images to international business cards:

The Administrator must log into the system to load your photo into the database. **IMPORTANT:** all photos must be named to match the user's email name to auto-connect to the system database. Eg. John Smith's email is jsmith@niagaracollege.ca – the photo must be named "jsmith.jpg"

Uploading must be done from the primary system website. Navigate your web browser to https://www.tphdirect.ca/direct_Logon.aspx. Click **"PLACE ORDER"** in the top left area of the page





Print Job Name: Please enter a description of what you are uploading (eg. Photo for john smith). You may enter more detail in the special instructions area if further attention is required. Leave all other fields blank and click **proceed to the upload**. The photo will be added to the database within 1 business day and will be available for all future orders.

For further assistance, please contact Niagara College Marketing and Communications or The Printing House, Welland branch at 905-732-2551