

## **Background:**

CardsOnline, is a platform that has been in operation for more than 8 years, developed exclusively for the use of PlastiCard's Clients.

It is a platform designed to collect data, and order Photo ID / Membership cards online.

it requires no installation. You can access it from any computer that is connected to the Internet or by using our "PlastiCard" App available for download for both IOS and Android.

You can only use this platform if you have a User ID and a Password already issued to you by PlastiCard Ltd.

CardsOnline utilizes 256-bit encryption similar to those used by online banking. Your information is therefore extremely safe and secure.

CardsOnline is used by more than 500 organizations NZ wide, with more than 1 Million records and individual photos.

## **Contents:**

***(instructions manual for the online Platform)- Part I (Desktop Computer)***  
***(instructions how to use the App)- *App Newly released* - Part II***

### ***Instructions Manual (Part I)- Using a desktop computer***

Visit [www.cardsonline.co.nz](http://www.cardsonline.co.nz) and enter the your details in the box as per the image below, then click "Login"

Welcome - Please Login

Login Contact About

User ID :

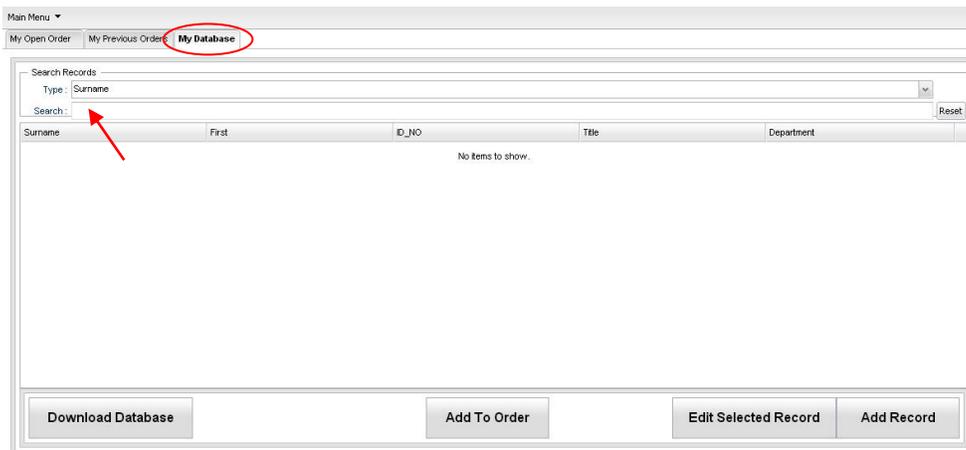
Password :

Login [Reset Password](#)

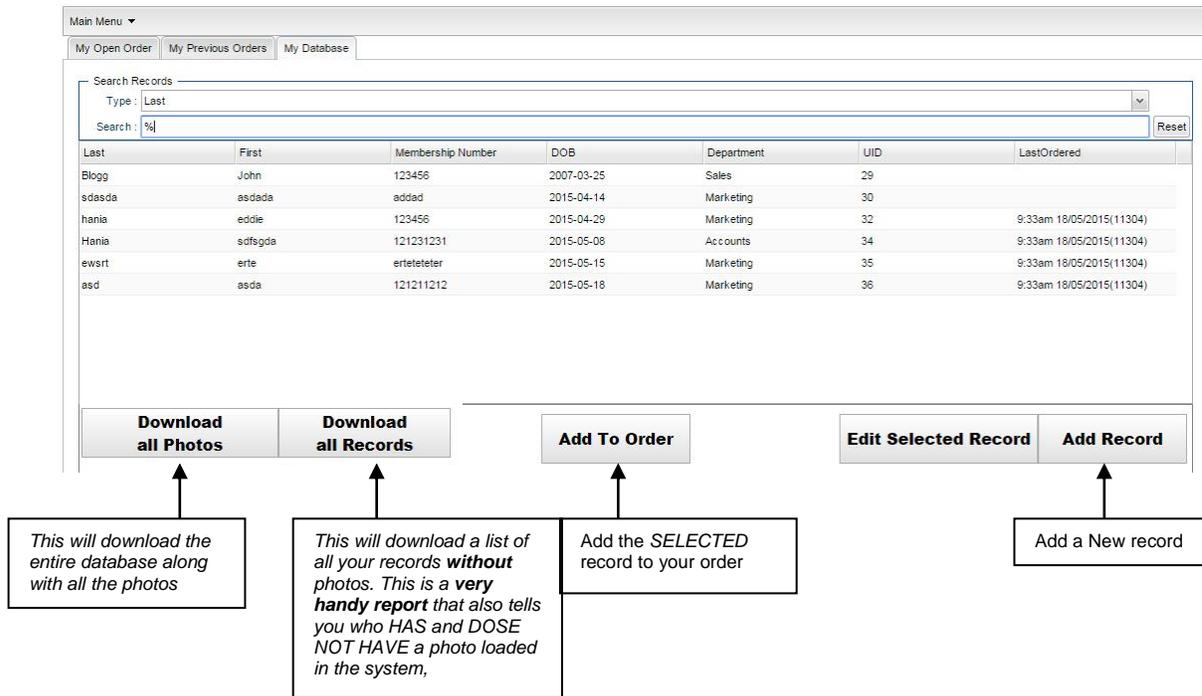
The main screen below will appear and by default the "My Database" tab is selected.

This is where all searching takes place

To Search for any existing Record, Place the mouse cursor in the search box and start typing the first few letters of the person's last name. Data will populate below.



The buttons & what they do:



## **1- To order a Replacement Card:**

Search for the record then highlight it by clicking once on it so that it "selected" blue color, then click on the button "Add To order"

If you need to change some of the details in that record (i.e.; incorrect DOB) then

- Click on "Edit selected Record" first,
- Do the changes required
- Click on "Save and add to Order".

## **2- To order a new Card:**

If your cards have photos, then we assume that you have already taken some photo(s) and saved them on your computer.

a) Click on "Add Record"

b) Enter the required details in every field

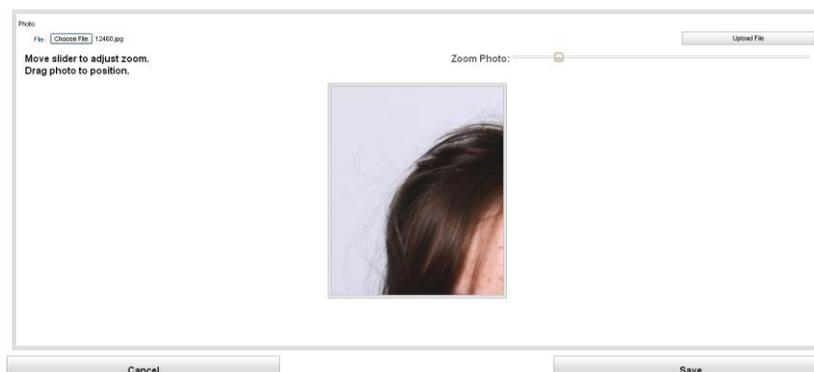
If your cards have photos on them then click on UPLOAD PHOTO

If your cards DO NOT require a photo, proceed to step "e" below

c) Click on Choose file, browse for the image you have taken and saved somewhere on your computer or network then click on Upload file.

d) A screen similar to the one below will appear that allows you to crop the image, by moving the slider, then to position the image by dragging it within the box

Once you finished please click on save, then "Save"



e) click on "Save and add to order"

### 3- Finalize your order and **submit it** to PlastiCard for printing

Order ID: 475  
Order for Mon Mar 11 14:15:42 NZDT 2013

Write any notes to use on this order here:

Search Order Records  
Type: Surname  
Search:  Reset

Surname	First	ID_NO	Title	Department
SMITH	Simon	1290	HCO - History	

Remove Record From Order

Submit Order

Any record(s) you add to your order will now appear under the "My Open Order" tab. This is a temporary holding area and it gives you an opportunity to review the cards you are **about to** order, you may remove any record(s) for the order or add others to it. Once you are satisfied with the records showing, click on the "Submit Order" Button.

Your order has now been submitted to us and you will receive your cards within 48 hours.

You will receive an automated email confirming that you have submitted an order. You will also receive another automated email once we process your order.

### 4- Looking up placed (Old) orders:

Search  
Order ID:

Start Date  
Start Date(Inclusive): Jul 24 2013

End Date(Inclusive)  
End Date: Jul 25 2013

Search Reset

Order ID	Status	Record Count	Created At	Submitted At	Dispatched At	Dispatch Method
1617	Dispatched	1	24/07/2013 07:16	24/07/2013 07:16	24/07/2013 07:19	Courier Post
1618	Dispatched	1	24/07/2013 07:40	24/07/2013 07:40	24/07/2013 07:41	Courier Post
1625	Dispatched	1	24/07/2013 13:05	24/07/2013 13:05	24/07/2013 13:07	Courier Post
1627	Dispatched	1	24/07/2013 14:02	24/07/2013 14:02	24/07/2013 14:07	Courier Post
1628	Dispatched	1	24/07/2013 14:08	24/07/2013 14:08	24/07/2013 14:12	Standard Post
1632	Dispatched	1	25/07/2013 07:13	25/07/2013 07:13	25/07/2013 07:15	Combined
1638	Dispatched	1	25/07/2013 12:09	25/07/2013 12:09	25/07/2013 12:10	Courier Post-2

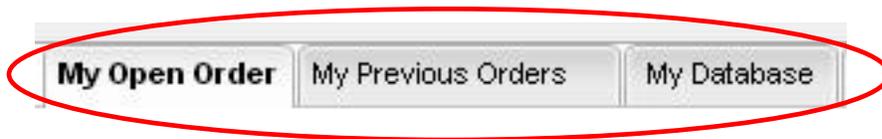
Open Selected Order Download Selected Order

- Click on the "My Previous Orders" tab and then click on search. This will display all orders placed. You may also search within a specific period.
- Highlight a particular order then click on "Open Selected Order" to view on screen
- Highlight a particular order then click on "Download Selected order" to download to your computer.

***Hint: downloading an order gives you all the photos in that order for your own use***

**Things to remember:**

- 1- Please be consistent how you enter the data (i.e.: date formats, capitalizing names...etc" as your cards will be printed exactly how your data was entered.
- 2- **Your order is not placed with us until you have clicked on "SUBMIT ORDER"**
- 3- It is more efficient to submit your order to us *ONLY* once you have completed adding all the records required. We prefer to get one batch containing multiple records, rather than multiple orders each containing only one record.
- 4- The main 3 tabs at the top right-hand corner of your screen are Self-descriptive and are very easy to figure out. Use them ☺

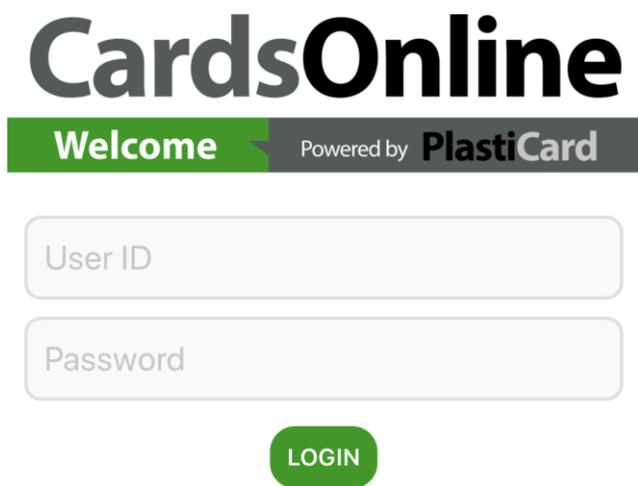


Please feel free to contact us either by email or phone if you have any questions at all We are always glad to assist. We welcome any suggestions you may have on improving our system; it is only with your help & feedback that we can make it better.  
Ph: 09-272-8653, info@plasticard.co.nz

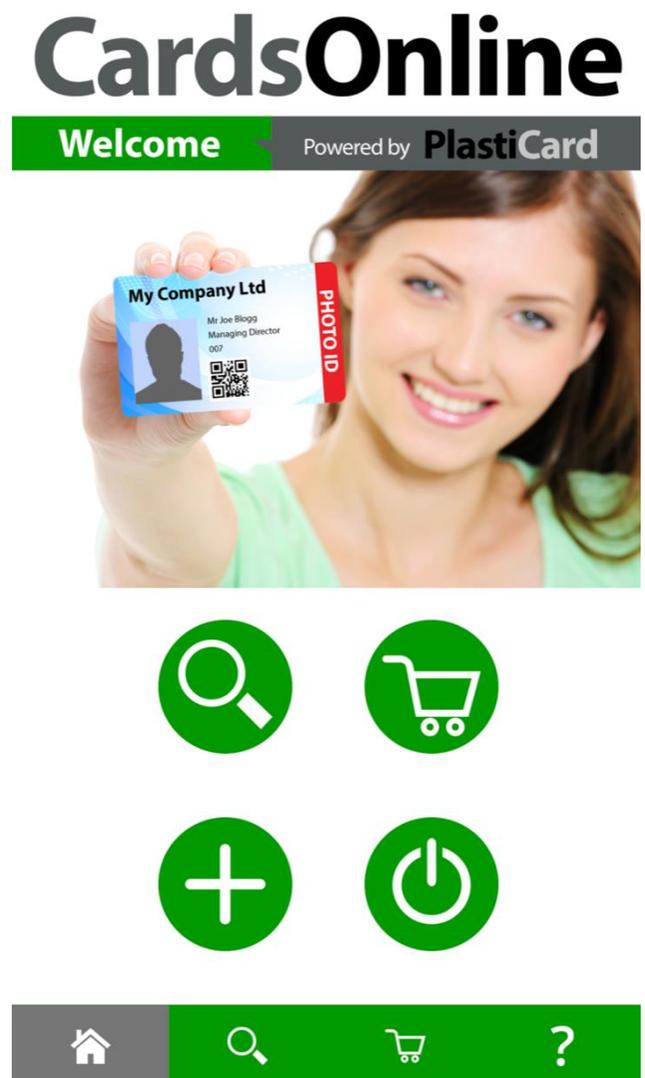
***Part II (instructions how to use the App)- App Newly released in April 2018***

The PlastiCard app puts both the platform and the camera in the palm of your hand. Download our App "PlastiCard Limited" from the Apple or Android stores. Once you start the App you will need to login using the same User ID and password Issued to you for the desktop version.

***LOGIN SCREEN***



***HOME SCREEN***



***BUTTONS & WHAT THEY DO (Please familiarize yourself with these icons):***

-  Search records
-  Cart
-  Add new record
-  Edit record
-  Delete record
-  Cancel
-  Take photo
-  Save
-  Save and add to cart
-  Add to cart
-  Remove from cart
-  Logout



Welcome

Please Log In

**TO ADD A NEW RECORD CLICK ON**





Last	<input type="text" value="Smith"/>
First	<input type="text" value="Jane"/>
Number	<input type="text" value="1001"/>
Expiry Date	 <input type="text" value="01/07/2018"/>
Photo_Link	<input type="text" value="2"/>





**Enter the required details, take the photo & click on**

**to save and add**

**to cart**

**TO SEARCH FOR AN EXISTING RECORD CLICK ON**



Search By

Last

%

Last Khan  
First Shane  
Number 1001  
Expiry Date : 01/07/2018  
Photo\_Link 2  
LastOrdered 12:50 21/02/2018(23106)



ADD RECORD TO CART



EDIT RECORD

Last Khan  
First Nisha  
Number 1001  
Expiry Date : 01/07/2017  
Photo\_Link 3  
LastOrdered 12:50 21/02/2018(23106)



Last Singh  
First Ranveer  
Number 1002  
Expiry Date : 01/07/2017



VIEW CART



Once you have added all the required records to your cart, be sure to click on **"Submit Order"** this will create an order and send it to us for processing, and your cart will be cleared.

		Submit Order	Finalize & Submit Order to PlastiCard for processing
Last	Khan		Remove Record from Order
First	Nisha		
Number	1001		
Expiry Date :	01/07/2017		
Photo_Link	3		
Last	Singh		
First	Ranveer		
Number	1002		
Expiry Date :	01/07/2017		
Photo_Link	4		
Last	Singh		
First	Manveer		
Number	1002		
Expiry Date :	01/07/2017		
Photo_Link	5		

## **Dispatch Methods & ETA's**

By default all orders will be dispatched by overnight courier (Courier Post), unless otherwise instructed. All orders placed by 1:00 pm will be processed and dispatched within 24 hours.

If, and only upon request, your order was dispatched by regular NZ. Post, please allow 3-7 days for normal delivery, rural areas please allow up to 10 working days.

If your order was dispatched by Courier post, you will be emailed all the tracking details once your order is dispatched

## **Useful Information:**

- When you place an order, a unique automatically generated order number will be emailed to you clearly showing all the records you ordered cards for.
- When your order is processed and dispatched, you will also be automatically notified. All tracking information will be included.
- If you realize that you have made a mistake please notify us immediately.
- If you have already received notification your order has been processed it may already be too late to cancel or change your order.
- If you edit a record **after** you have submitted an order **but before** you have been notified that it has been processed, the change **Will take effect** when your order is processed.
- If you place more than one order on the same day, they will all be combined together and sent in one package
- Please do not supply your user ID and password to any other party. If you require another user to use the platform within your organization, please let us know and we will create their own credentials for them. This helps all parties identify all orders and charges clearly.
- If you forget your user ID / your password, please drop us a line and we will be delighted reset them for you.

*Please feel free to contact us either by email or phone if you have any questions at all We are always glad to assist. We welcome any suggestions you may have on improving our system; it is only with your help & feedback that we can make it better.  
Ph: 09-272-8653, info@plasticard.co.nz*