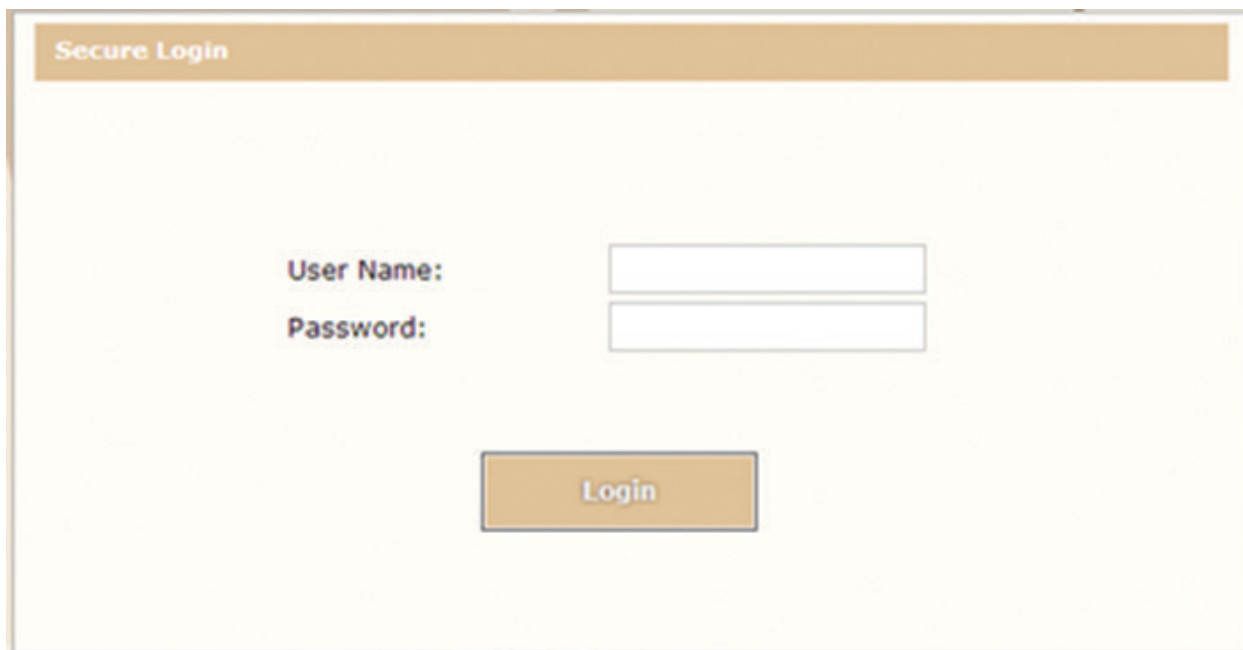


Once you have registered an account, visit <https://v2.printsys.net/> to login onto the business card ordering tool. Enter your User Name and Password.



The image shows a 'Secure Login' form. At the top, there is a header bar with the text 'Secure Login'. Below this, the form contains two input fields: 'User Name:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a 'Login' button.

You will be presented with a number of template options. Please choose the right description to determine which business card template is the correct one for you. All faculties (except for JMSB) and departments should use the CONU-BC-EN (Business Card in English) or CONU-BC-RV (Business Card Bilingual) templates. John Molson School of Business Employees must chose templates marked JMSB.



The image is a screenshot of a web application's 'Browse Items' page. At the top, there is a search bar. Below it, a message states '6 item(s) available in 1 section(s)'. The main content area is titled 'Business Cards (6)' and lists several templates, each with a small thumbnail icon and a description:

- DS-CONU-BC-EN**: Business card CONU Concordia University English
- DS-CONU-BC-RV**: Business card CONU Concordia University French and English
- BC-JMSB-RV**: Business card CONU Concordia University JMSB Bilingual
- BC-JMSB-EN**: Business card CONU Concordia University JMSB English
- BC-JMSB-GIIM-EN**: Concordia Business card Goodman Institute English
- BC-JMSB-GIIM-RV**: Concordia Business card Goodman Institute French and English

After you have selected a template, please add your information. The first view will be the English side, if your business card is double sided, the French version will be on the other side.

The screenshot shows a web interface for editing a business card template. On the left is a 'FORM' panel with the following fields: 'Required information', 'FIRST NAME:' (empty), 'LAST NAME:' (empty), 'CHOOSE AN ACADEMIC DEGREE 1:', 'CHOOSE AN ACADEMIC DEGREE 2:', 'CHOOSE AN ACADEMIC DEGREE 3:', 'OTHER ACADEMIC DEGREE:', 'TITLE:', and 'CHOOSE A DEPARTMENT:'. The main preview area shows a business card for Concordia University with the logo and contact information: 'CONCORDIA.CA' and '514-848-2424'. The interface includes a 'Templates:' dropdown menu with 'joannabaldwin' selected and a 'Load' button.

As you fill in your information it will be displayed in the viewer. All information on the English side will automatically be translated to the French side with the exception of your name, degrees and job titles.

This screenshot shows the same interface as the previous one, but with the form fields filled out. The 'FORM' panel now contains: 'FIRST NAME:' 'joanna', 'LAST NAME:' 'Baldwin', 'CHOOSE AN ACADEMIC DEGREE 1:', 'CHOOSE AN ACADEMIC DEGREE 2:', 'CHOOSE AN ACADEMIC DEGREE 3:', 'OTHER ACADEMIC DEGREE:', 'TITLE:' 'Customer Service Coordinator', and 'CHOOSE A DEPARTMENT:'. The preview area shows the updated business card for Joanna Baldwin, Customer Service Coordinator at Digital Store. It includes the Concordia University logo and contact information: 'MAILING ADDRESS: 145 DE MAISONNEUVE BLVD. W., LB-018-1, MONTRÉAL, QUÉBEC, CANADA H3G 1M8, CONCORDIA.CA' and 'STREET ADDRESS: 1400 De Maisonneuve Blvd. W., LB-018-1'. The interface also shows a 'Preview' button and a 'Print' button in the top right of the preview area.

Once you have completed the form, you may save the template and add the item to the shopping cart.

The screenshot shows the 'Options' bar at the bottom of the interface. It contains a 'Save template as' dropdown menu, an 'OK' button, and an 'Add to shopping cart' button.

You will have the opportunity to view a PDF proof of your business card. If you notice a mistake you may edit the template at this time.



After you have confirmed the template, choose the quantity of business cards you wish to order. Please note that the price does not include taxes.

Price and quantity

| Quantity | | |
|---|-------------|----------------|
| Business card CONU Concordia University French and English | | |
| <input type="radio"/> | 2000 | \$275.00 |
| <input type="radio"/> | 1000 | \$165.00 |
| <input type="radio"/> | 500 | \$100.00 |
| <input checked="" type="radio"/> | 250 | \$60.00 |
| Total price: | | \$60.00 |

Create a new Business card CONU Concordia University French and English.

After reviewing your order, you will need to enter your shipping details, department and the budget code to be charged.

Your shopping cart

| Item ID | Description | Qty | Price | Status | Remove | Modify |
|---------|---------------|-------------------|----------------|---------|--------|--------|
| 1 | DS-CONU-BC-RV | Untitled document | 250 | \$60.00 | ✓ | ✗ |
| | | | \$60.00 | | | |

Save my shopping cart for my next session.

Additional Information

Special request(s) or comment(s):
PLEASE SHIP TO J. BALDWIN, S-LB018-1

Department : DIGITAL STORE

Budget Code : JBOXXX

Once you confirmed your order. You will be able to generate a printable receipt. Your business cards will be delivered to the location you specified in 7-10 business days.

Order Confirmed

Thank you for your order. You can view your order's status any time by clicking on "Order History" from the menu bar.

Order # 1176

[View printable receipt](#)