

Our new **easyID** website has been developed to create a user friendly data upload facility, giving you more control in the ordering process. Previously uploaded data can be seen at a glance, and re-ordering lost or expired cards can be done very quickly. Perfect for photo ID cards, and any small, ongoing orders.

**Getting Started:**

If you haven't already done so, contact CardSprint and ask to be set up for easyID online ordering:  
 Phone 08 8132 2800  
 Email: shane@cardsprint.com.au

After you receive your login details:

Go to **www.easyid.com.au**.

Click on the left icon as an existing user.

Enter in your login and username.

From here you can choose the most appropriate option. If you are ready to upload new data click on the left icon.

If you want to see previously uploaded data, click on the right icon.

**Uploading data:**

Simply fill in the fields shown on screen. These have been set up to reflect the data required for your specific card.

Name	Julie Jenkins
Type	Driver
ID Number	0004
Expiry Date	31-01-2012

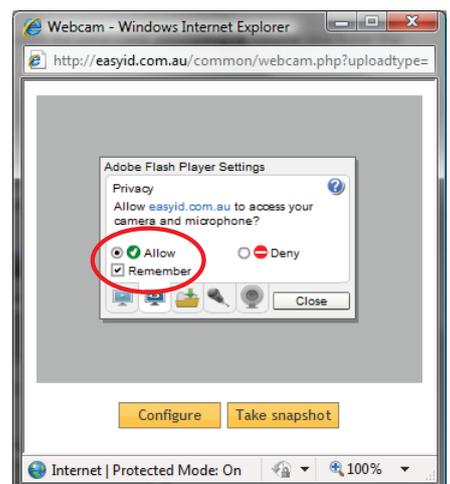
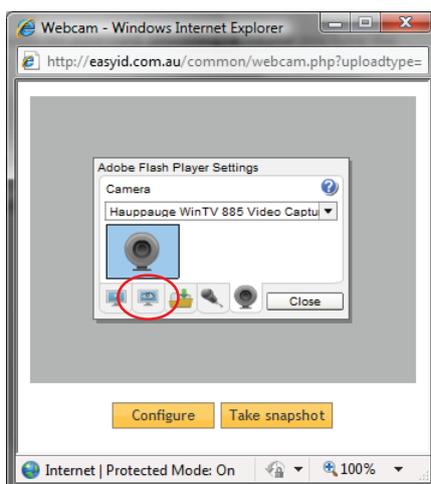
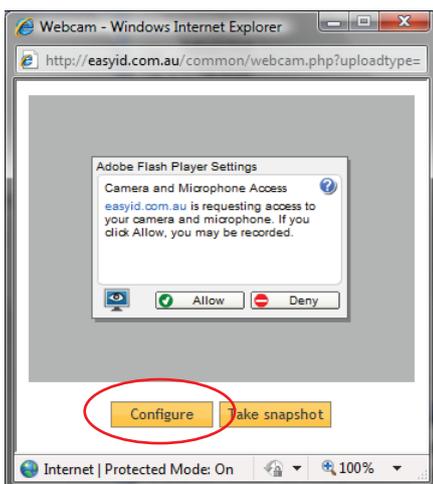
To attach an image, there are 2 options. For a saved image on your PC, simply click **browse** and navigate to the image. If you have a webcam, and the card holder is present, click on the **Get from webcam** button. You will need to click on the **Allow** button every time unless you change the settings as follows:

Only if using a web cam:

Click on the configure button

Click on the Privacy icon (second from left)

Click "Allow" and "Remember"



**Cropping Images:**

When a photo is uploaded from your PC, or captured via a web cam, you can crop the image to remove any unnecessary background. The crop box has been set up to keep the same height and width ratio as used in your card design, so what you see within the lighter shaded area is what will print on your card. To resize the cropping area, click on a corner or edge, and move the arrow while holding your mouse button down. The whole crop area can be moved by holding your mouse button in the centre and moving.





## Database.

Each record is saved in the easyID database. Apart from the user editable data, other information includes the date the record was created, and the date the order was last submitted for printing. The most recently uploaded record will be on the bottom of the list.

Show only non-submitted

<input type="checkbox"/>	Created	Last submit	ID	Name	Type	ID Number	Expiry Date	Photo	Printed	
<input type="checkbox"/>	15-07-2011	15-07-2011	6	Sam Sample	Employee	0001	27-12-2012		yes	
<input type="checkbox"/>	15-07-2011	15-07-2011	7	John Citizen	Employee	0002	27-12-2012		yes	
<input type="checkbox"/>	29-07-2011	29-07-2011	8	Kylie Smith	Driver	0003	27-12-2011		yes	
<input type="checkbox"/>	01-08-2011		9	Julie Jenkins	Driver	0004	31-01-2012		no	

## Filtering records.

You can hide all previously submitted records by clicking the **Show only non-submitted** box on the top left of the table:

Show only non-submitted

## Sorting records.

Each column can be sorted by clicking the arrows in each column header: Clicking this again will reverse the sort order.

**Editing a record.** Click on this icon on the right of the row: Make the required change and press **save**.

**Deleting a record.** Click on the red X on the far right of the row: If you have multiple deletions, put a tick in the box on the left of the column:  and press **Delete Selected**.

## Removing old records

To remove records older than a certain date, click on the **Purge** button and enter the date. This will delete all records created prior to this date.

## Submitting an order.

Highlight the cards you want to submit for printing by clicking the tick box on the left of the column.

These can include newly uploaded records, and previous records which you may or may not have edited. If you want to submit all orders showing in the list, click on the top left tick box. When ready, click on the **Submit selected** button. A new window will pop up to confirm your details and the number of records to be submitted. You can also add comments relating to the order. Press **OK** to complete the order. CardSprint will receive the data and process the order for you.

Submit ✕

Company name: Cardsprint

Submit date: 01-08-2011

Number of entries: 2

Submitted by:

E-mail address:

Delivery address:

Comments:

## Need more help?

If you need any assistance with using easyID, or if you have any suggestions for improvement, please send us an email - shane@cardsprint.com.au, or give us a call on (08) 8132 2800.