

# ID-Webbureau Setup Guide

## ID Card layout

Once you have ordered your ID-Webbureau ID Card scheme you will be asked to provide:-

A basic layout how you would like you card to look. This can either be faxed (0845 226 9925) or emailed to [support@id-webbureau.co.uk](mailto:support@id-webbureau.co.uk). You can also choose from a layout on page 3.

We also need to know what information you require printing on the card for instance:

Card Front might contain - Name, Job Title, Employee Number, Photo, Expiry Date

Card Reverse might contain - Return address information if card is lost

When we have this information we will email you with a pdf proof of your card. Please ensure that you check this proof thoroughly as we are not responsible for any mis-spelt wording or incorrect design features. You will be offered upto three initial proofs of your id-card. Any additional proofs are chargeable as extra at £15 per 15 minutes.

## Uploading Card details to the ID-Webbureau

Once you have approved your ID Card proof we will send you out a username and password. Please keep these details safe. You will be asked to login to [www.id-webbureau.co.uk](http://www.id-webbureau.co.uk)

When logged in follow these easy steps:-

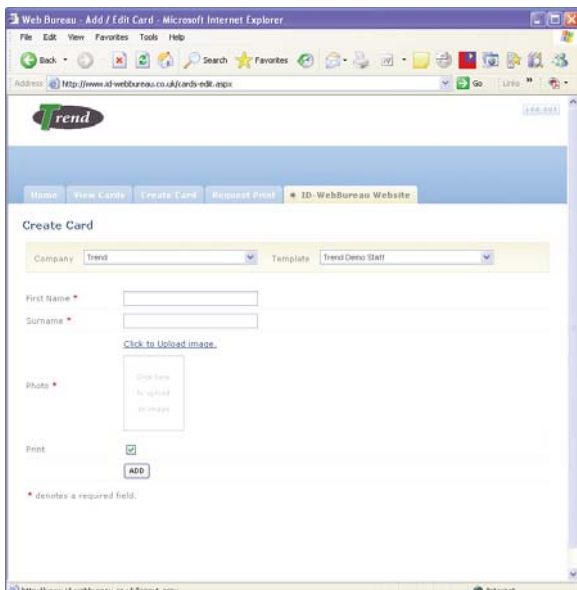
### Step 1.

Fill in the fields as required. Field marked with a \* are mandatory fields that must be filled in.

Uploading a photo.

As digital cameras have very high mega pixel rates and we only need a thumbnail file, you may have to reduce the image and file size of the photo. The photo needs to be under 100kb and larger than 200 pixels wide.

To help you reduce the size of the image please visit [www.shrinkpictures.com](http://www.shrinkpictures.com).



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## Uploading a photo continued.

If you have Microsoft Office installed you can edit the photo size using Microsoft Office Picture Manager. To open this program click on **Start>Programs>Microsoft Office>Tools** or simply right click on the picture and select Open With and select Microsoft Office Picture Manager.

Alternatively if you have Adobe Photoshop, Elements, Paintshop Pro or other image editing software.

## Step 2- Viewing your cards

The screenshot shows the 'View Cards' page in a Microsoft Internet Explorer browser. The address bar shows 'http://www.id-webbureau.co.uk/cards.aspx'. The page features a navigation menu with 'Home', 'View Cards', 'Create Card', and 'Request Print'. Below the menu, there are two dropdown menus for 'Company' (set to 'Trend') and 'Template' (set to 'Trend Demo Staff'). The main content area displays a table of 10 ID cards. The table has columns for 'FIRST NAME', 'SURNAME', 'EMPLOYEE ID', 'PHOTO', 'INSERTED', 'MODIFIED', 'PRINT', and 'DELETE'. Each row represents a card, with a small photo icon in the 'PHOTO' column. The 'PRINT' column contains a checkbox, and the 'DELETE' column contains a trash icon. At the bottom of the page, there is a 'Show 50 per page' dropdown and an 'UPDATE SELECTED CARDS' button.

FIRST NAME	SURNAME	EMPLOYEE ID	PHOTO	INSERTED	MODIFIED	PRINT	DELETE
oliver	tipper	00041072		09/05/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Test	Card	00043045		23/05/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
A	Nother-Test	00043144		23/05/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Billy	Hodgetts	00044585		29/05/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Billy	Hodgetts	00044592		29/05/2007	29/05/2007	<input type="checkbox"/>	<input type="checkbox"/>
Tariq	Osmani	00050197		06/06/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Micheli	Fernanda	00050623		08/06/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Billy	Hodgetts	00055284		02/07/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Andrew	Davies	00055963		09/07/2007	09/07/2007	<input type="checkbox"/>	<input type="checkbox"/>
John	Haigh	00057141		19/07/2007	n/a	<input type="checkbox"/>	<input type="checkbox"/>

This screen allows you to view your cards and also go back and edit them at any time.

To sort the cards into another order click on the blue headings

To unselect a card for printing - un tick the Print tick box and then select update selected cards

To select a card for re-printing - tick the Print tick box and then select update selected cards

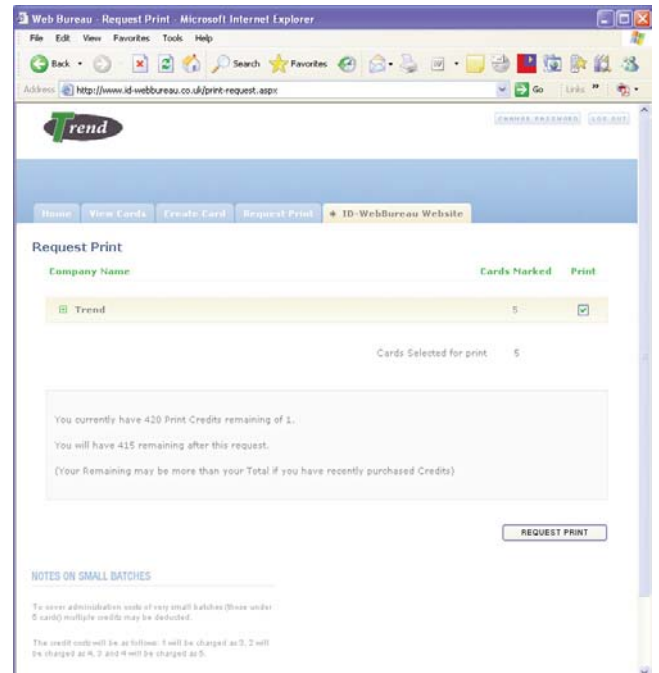
To edit a record click on the persons name and make the amendments, please then ensure that the Print box is ticked if you need the card re-printing or unticked if it is not to be printed.

If your company has multiple ID Card templates / designs then you can select the appropriate one from the drop down box on the right.

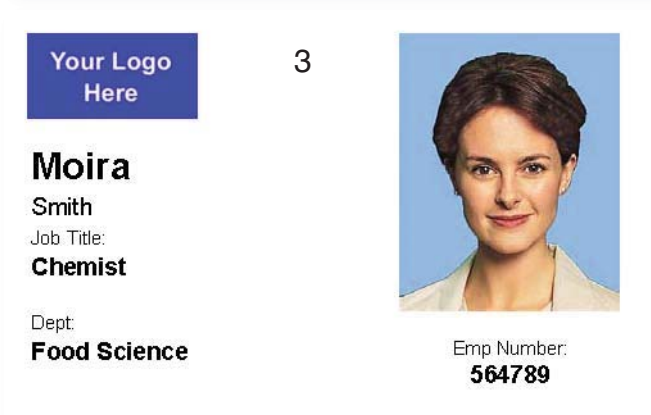
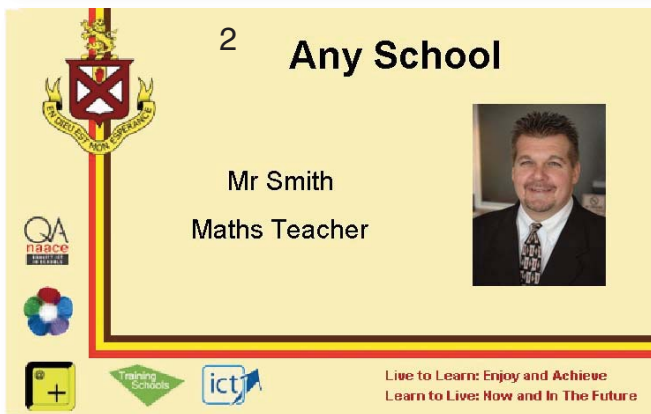
### Step 3 - Print Request

When you have your batch ready, click on the print Request tab.  
This will show you by company and template how many cards you have ready to print.

Unless you have a special arrangement typically your print request should be for five or more cards per batch. If the batch is less than five cards you will be charged a penalty, the details of which will be displayed to you when you click Print Request. You do have the option then to continue to print the batch or not.



### Sample ID Card Layouts



## Terms of Service ID-Verify

"the company" Visitor Management Ltd of Trent Business Centre, Canal Street, Long Eaton NG10 4HN.

"the client" - The customer whose name and address appears in the Invoice to box.

- 1) The client should vet all staff in accordance with BS7858 before being enrolled into the ID-Verify scheme.
- 2) The company do not warrant any work(s) carried out by the client or it's representatives.
- 3) The company shall not be held responsible for any of the client's representative's behaviour.
- 4) The company may suspend or expel the client or any of its representatives from the scheme in the event:-
  - i) A representative of the client uses the ID-Verify scheme for work not warranted by the client
  - ii) A representative of the client uses the ID-Verify scheme or symbol to commit a criminal offence.
  - iii) The client or any of it's representatives bring the scheme into disrepute.
- 5) After the initial twelve months this agreement will automatically renew for periods of twelve months. The client may give one calendar month's written notice at any time after the initial twelve month period to cancel the agreement.
- 6) Should the client cancel this agreement part way through a contract period no refund shall be given for any unused print credit or part of or unused ID-Verify credits.
- 7) Any invoices submitted to the client for payment will be paid to the Payment Terms above or within 7 days. Should the payment terms not be met the client may be suspended from the scheme.
- 8) Upon termination the client will remove from circulation any ID Cards bearing the ID-verify scheme logo, text number, ID number and website. Upon cancellation should any ID card subsequently attempt to be verified the user will receive a message to say the company is no longer part of the scheme.
- 9) The company may assign its right herein without the clients consent.
- 10) The company may use the clients name to promote the scheme without any further consent.
- 11) This list of terms is not exhaustive and may be altered from time to time during the life of the agreement. One month's written notice of additional terms will be given.

## Terms of Service ID-Webbureau

Pricing includes

We will provide basic website package:-

- \* Upload your logo onto each page
- \* Change the field names as requested
- \* Provide for a photo and signature to be uploaded
- \* Multiple users - based at one location.

### Card Design

- \* Provide one card template.
- \* An email proof will be sent to you for approval prior to production. Two design modifications included.

### Printing, Postage and Packing

- \* Delivery - 1st Class Royal Mail Post
- \* We operate Monday-Friday, excluding bank holidays
- \* Minimum Print Request 5 cards. If you require less than 5 cards printing in the batch, you will incur a penalty of upto 2 card prints for every print request less than 4 cards.
- \* Print requests larger than 100 may take multiple days to produce, we will advise of any extended printing time required.
- \* Print requests made over night or at the weekend will be executed next working day
- \* Cards can only be despatched to one site address. Should you require multiple delivery points, you will need to sign up for our Enterprise package

Special at additional cost:- Printing of cards using foil metallic colours, special mono ribbons i.e. silver, red; cards with magnetic strip, signature strip or smart cards.

### VMWebBureau - Enterprise version

The enterprise version of our web bureau, is fully customisable with lookup fields, multiple locations and users. If the basic version of the WebBureau does not meet your needs please speak to us about your exact requirements.

### Web Hosting Charge

After the first year a charge of £60 will be levied to take into account web hosting costs for your bureau website. Should this charge not be paid within 30 days, your service will be suspended. If the payment is not made after 60 days, your site will be removed without further notice. Your data will be stored for a further four months before being deleted. You can re-activate your account within the four month period but a charge of £75 will apply.

### Chages to name, address and or template.

It is the clients responsibility to advise Visitor Management Ltd of any change of address immediately as we are not repponsible for cards posted to the wrong location. Should you card template contain your address, you must specifically request that your template also be updated. Any updates to the template once approved are charged at £15 +vat for the first re-proof.

### Important ordering details.

The pricing for the Basic VMWebBureau site and printing is pre-payment only including delivery costs.

All Prices exclude VAT