

After you Click on Add to Cart,
this is what your window will look like

The screenshot shows a shopping cart page for 'PROFESSIONAL IMAGE'. At the top, there is a banner with the text 'PROFESSIONAL IMAGE' and 'WHERE YOU GET ALL THAT COOL STUFF... WITH YOUR LOGO ON IT!'. To the right of the banner, there is a red dashed box containing the text '10% Off Badge Orders' and 'See "General Info" tab for details & restrictions'. Below the banner, there is a 'MY BASKET' section with a shopping cart icon. The main content area is titled 'SHOPPING CART' and features a progress indicator with 'STEP 1', 'STEP 2', and 'STEP 3'. A search bar with the placeholder 'Enter Keyword' is also present. The 'Items in Cart' section is a table with columns for 'Items in Cart', 'Quantity', 'Price', and 'Line Total'. The first item is 'Style DOVAL 1.5"x2.4" Printed' with a price of \$2.95. The second item is 'Style DOVAL Style D Oval 1.5"x2.4" - Old Logo and First Name-' with a price of \$1.50. The quantity for the second item is set to 2. Below the table, there are buttons for 'Continue Shopping' and 'Print'. A context menu is overlaid on the right side of the table, showing options: 'Remove', 'Edit', 'Add Similar', and 'Add/Edit Personalization'.

Items in Cart	Quantity	Price	Line Total
Style DOVAL 1.5"x2.4" Printed		\$ 2.95	
Style DOVAL Style D Oval 1.5"x2.4" - Old Logo and First Name- Colors - White Optional Badge Holders: Magnetic Holder	2	\$ 1.50	

Click Add/Edit Personalization

NOTE: This option is not available for "Logo Only" Badges

** For this Example we will be using the Copy & Paste from file Option **

A Personalization Window will pop up.



The Third Option Available is to Copy & Paste your Personalization from either Notepad or Excel.

Example: 1 Line as Title

NOTE: Be Careful of Spelling since this is how it will be printed

First we will demonstrate Copying from Notepad.

Click on close button to go back to Shopping Cart.

Personalization Details

Manually enter personalization details in the options provided below

- Step 1 : Enter Personalizations details within the options below
- Step 2 : Click on Submit
- Step 3 : Click on close button(Top Right)

Line1

Submit

- Step 1 : Download the template
- Step 2 : Add Personalizations details in the downloaded t
- Step 3 : Upload the Personalizations details
- Step 4 : Click on Submit

Open Notepad for this Example.

Copy paste Personalizations details in the below Textbox (OR)

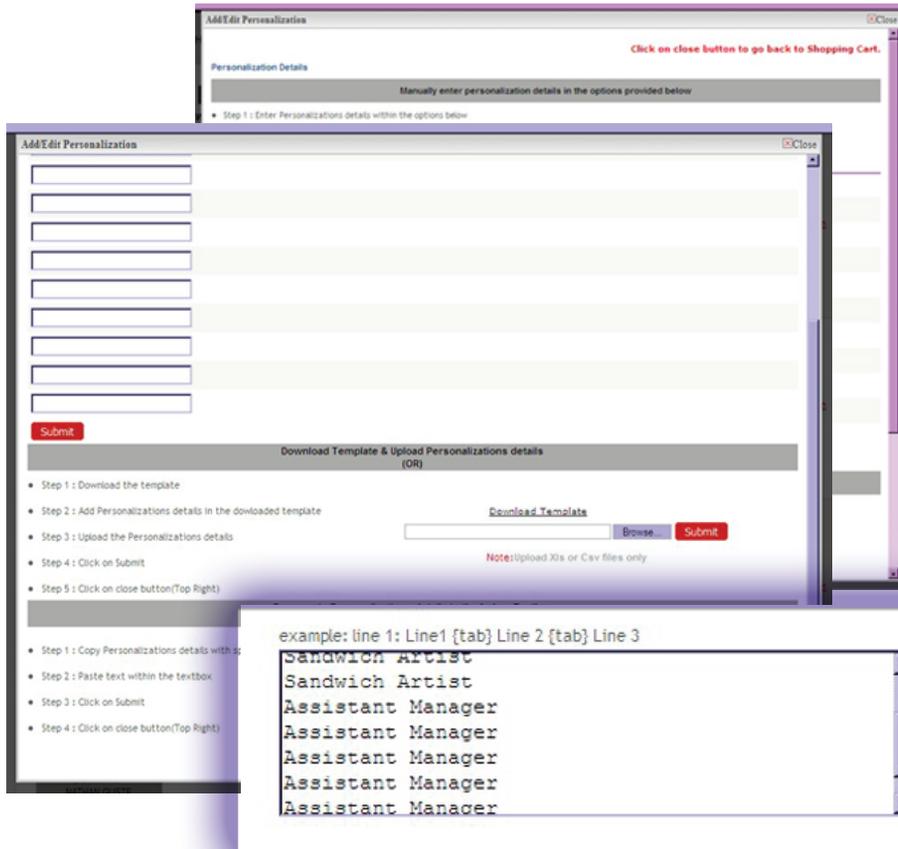
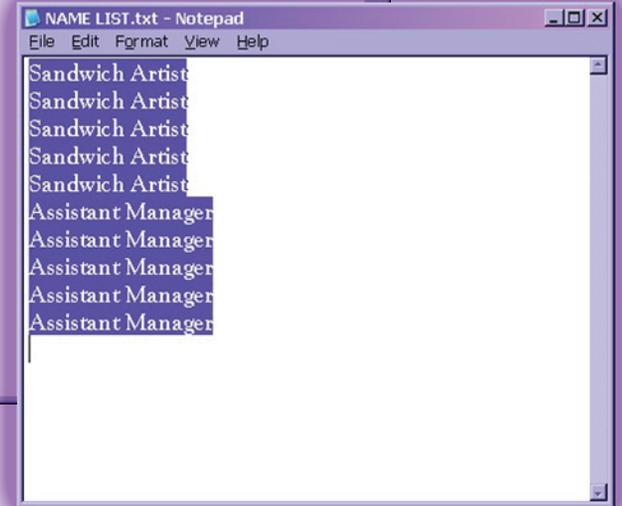
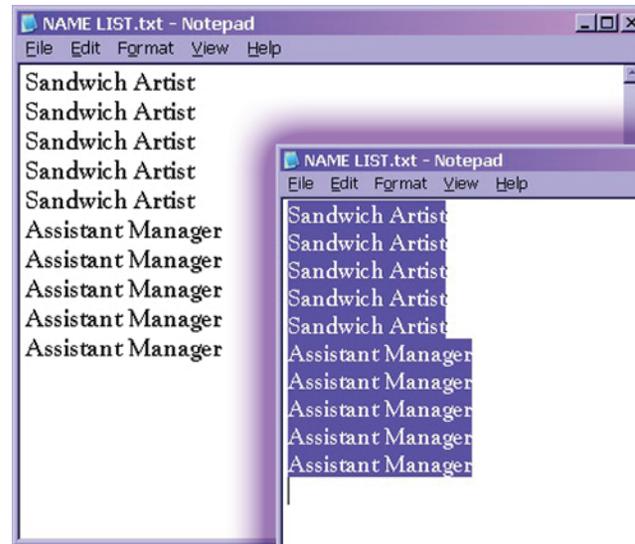
- Step 1 : Copy Personalizations details with space separator
- Step 2 : Paste text within the textbox
- Step 3 : Click on Submit
- Step 4 : Click on close button(Top Right)

example: line 1: Line1 [tab] Line 2 [tab] Line 3

Submit

Type your Personalization Information into Notepad.
For Multiple Lines on your Badges, hit “ Tab” between Lines.
For Multiple Badges, hit “ Enter” between Badges.

This is your Notepad Window
type your Personalization here
& Save. Select All (Ctrl + A)
Copy (Ctrl + C).



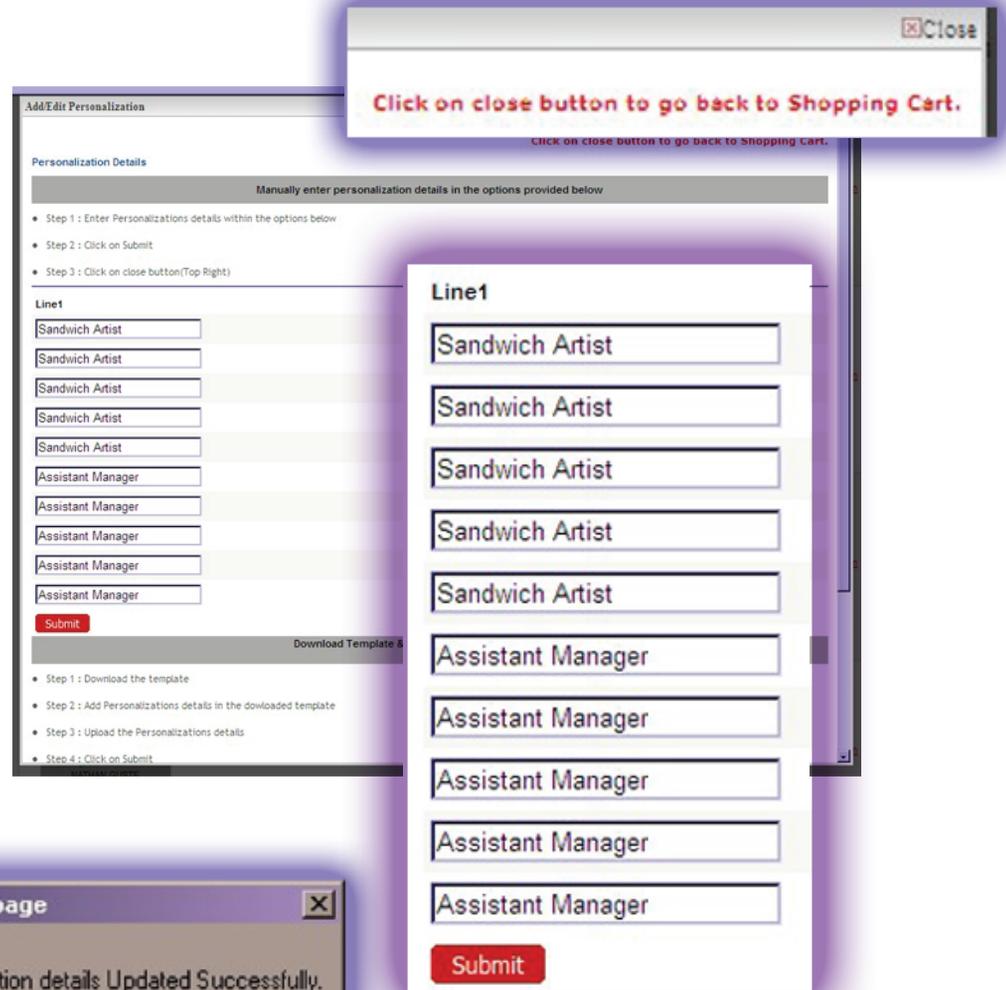
Back at the Website,
Click in the Bottom
Window & Paste (Ctrl + V)
the Text into the Box.
Click Submit.

Your **Personalization** will appear in the boxes at the top.

Check the information inside the boxes for accuracy, then Click the **Submit Button** directly below your text to save the list.

This window will appear letting you know that your **Personalization** was **Saved**.

Click **OK**, then **Close the Personalization Window** to return to your cart.



The next steps show how to copy from Excel instead of Notepad.

Now we will demonstrate Copying from Excel.

Add/Edit Personalization Close

manually enter personalization details in the options provided below

- Step 1 : Enter Personalizations details within the options below
- Step 2 : Click on Submit
- Step 3 : Click on close button(Top Right)

Line1	Line2
<input type="text"/>	<input type="text"/>

Download Template & Upload Personalizations details (OR)

- Step 1 : Download the template
- Step 2 : Add Personalizations details in the dowloaded template
- Step 3 : Upload the Personalizations details
- Step 4 : Click on Submit
- Step 5 : Click on close button(Top Right)

[Download Template](#)

Note:Upload Xls or Csv files only

Copy paste Personalizations details in the below Textbox (OR)

- Step 1 : Copy Personalizations details with space separator
- Step 2 : Paste text within the textbox
- Step 3 : Click on Submit
- Step 4 : Click on close button(Top Right)

Open Excel for this Example.

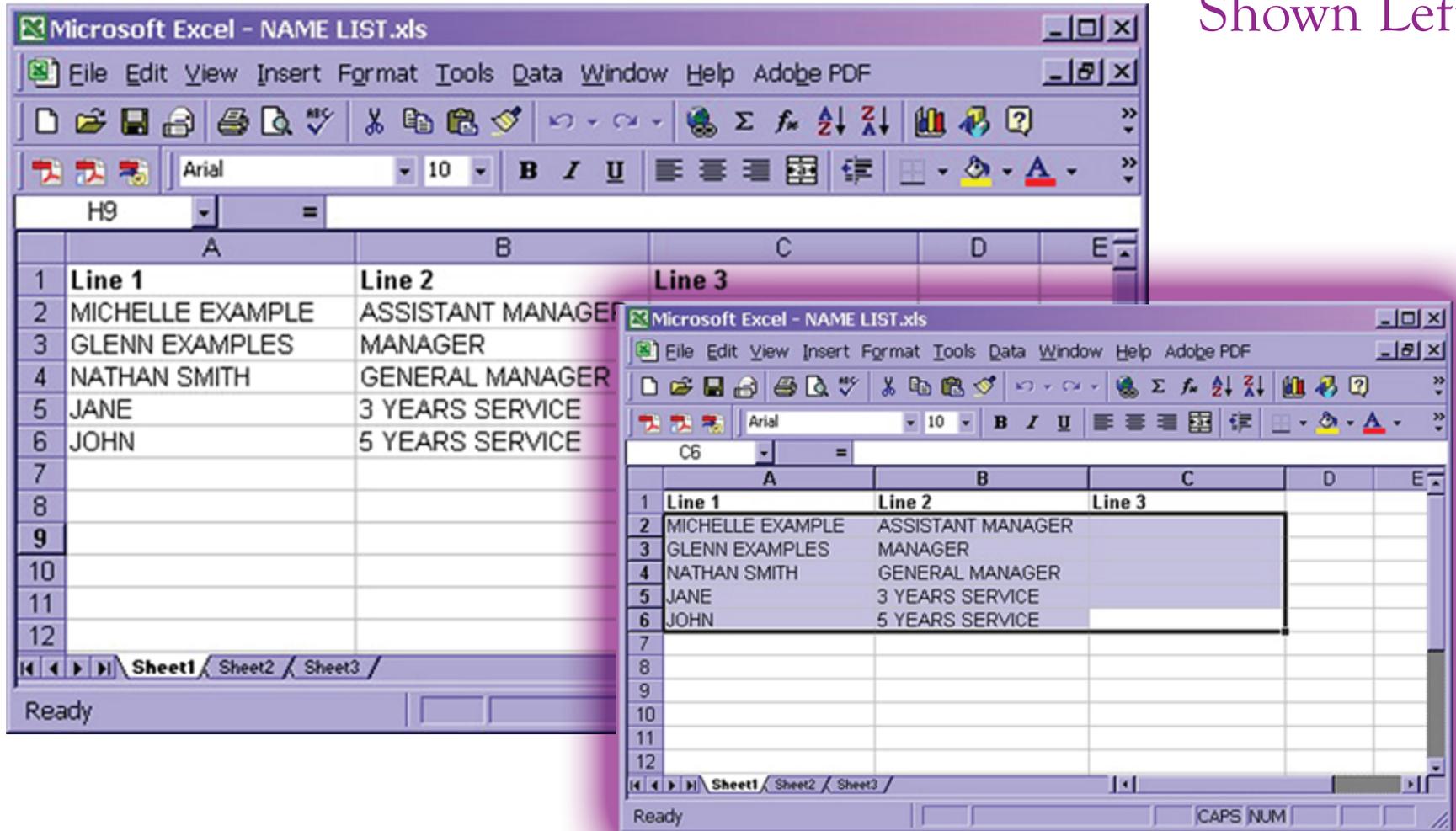
Copy paste Personalizations details in the below Textbox (OR)

- Step 1 : Copy Personalizations details with space separator
- Step 2 : Paste text within the textbox
- Step 3 : Click on Submit
- Step 4 : Click on close button(Top Right)

example: line 1: Line1 [tab] Line 2 [tab] Line 3

Type your Personalization Information into Excel.
For Multiple Lines on your Badges, hit “ Tab” between Lines.
For Multiple Badges, hit “ Enter” between Badges.

This is your Excel Window - Type your Personalization here using 1 Row per Badge & 1 Column per Line as Shown Left.



Once you have completed your list & Saved the file, Select All the Personalization then Copy (Ctrl + C)

Back at the Website, Click in the Bottom Window & Paste (Ctrl + V) the Text into the Box. Click Submit

Add/Edit Personalization Close

manually enter personalization details in the options provided below

- Step 1 : Enter Personalizations details within the options below
- Step 2 : Click on Submit
- Step 3 : Click on close button(Top Right)

Line1	Line2
<input type="text"/>	<input type="text"/>

Download Template & Upload Personalizations details (OR)

- Step 1 : Download the template

Copy paste Personalizations details in the below Textbox (OR)

- Step 1 : Copy Personalizations details with space separator
- Step 2 : Paste text within the textbox
- Step 3 : Click on Submit
- Step 4 : Click on close button(Top Right)

example: line 1: Line1 {tab} Line 2 {tab} Line 3

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example: line 1: Line1 {tab} Line 2 {tab} Line 3
MICHELLE EXAMPLE          ASSISTANT MANAGER
GLENN EXAMPLES  MANAGER
NATHAN SMITH    GENERAL MANAGER
JANE    3 YEARS SERVICE
JOHN    5 YEARS SERVICE
```

Your **Personalization** will appear in the boxes at the top.

Check the information inside the boxes for accuracy, then Click the **Submit Button** directly below your text to save the list.

Add/Edit Personalization Close

Click on close button to go back to Shopping Cart.

Personalization Details

Manually enter personalization details in the options provided below

- Step 1 : Enter Personalizations details within the options below
- Step 2 : Click on Submit
- Step 3 : Click on close button(Top Right)

Line1	Line2
<input type="text" value="MICHELLE EXAMPLE"/>	<input type="text" value="ASSISTANT MANAGER"/>
<input type="text" value="GLENN EXAMPLES"/>	<input type="text" value="MANAGER"/>
<input type="text" value="NATHAN SMITH"/>	<input type="text" value="GENERAL MANAGER"/>
<input type="text" value="JANE"/>	<input type="text" value="3 YEARS SERVICE"/>
<input type="text" value="JOHN"/>	<input type="text" value="5 YEARS SERVICE"/>

Download Template & Upload Personalizations details (OR)

Line1	Line2
<input type="text" value="MICHELLE EXAMPLE"/>	<input type="text" value="ASSISTANT MANAGER"/>
<input type="text" value="GLENN EXAMPLES"/>	<input type="text" value="MANAGER"/>
<input type="text" value="NATHAN SMITH"/>	<input type="text" value="GENERAL MANAGER"/>
<input type="text" value="JANE"/>	<input type="text" value="3 YEARS SERVICE"/>
<input type="text" value="JOHN"/>	<input type="text" value="5 YEARS SERVICE"/>

The screenshot displays a web application interface for managing personalizations. It is divided into three main sections, each with a set of instructions:

- Section 1: Add/Edit Personalization**
 - manually enter personalization details in the options provided below
 - Step 1: Enter Personalizations details within the options below
 - Step 2: Click on Submit
 - Step 3: Click on close button(Top Right)
- Section 2: Download Template & Upload Personalization**
 - Step 1: Download the template
 - Step 2: Add Personalizations details in the downloaded template
 - Step 3: Upload the Personalizations details
 - Step 4: Click on Submit
 - Step 5: Click on close button(Top Right)
- Section 3: Copy paste Personalizations details in the below Textbox**
 - Step 1: Copy Personalizations details with space separator
 - Step 2: Paste text within the textbox
 - Step 3: Click on Submit
 - Step 4: Click on close button(Top Right)

The interface includes two columns of input fields labeled 'Line1' and 'Line2', a 'Submit' button, and a 'Close' button in the top right corner. A 'Message from webpage' dialog box is overlaid on the screen, displaying a yellow warning icon and the text: 'Peronalization details Updated Successfully.' with an 'OK' button.

This window will appear letting you know that your Personalization was Saved. Click OK, then Close the Personalization Window to return to your cart.

If you need any additional help
please do not hesitate to contact us.

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Business Hours: Mon. - Fri. 8 am - 5 pm
Central Time