

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

PROFESSIONAL IMAGE **10% Off Badge Orders**
WHERE YOU GET ALL THAT COOL STUFF... WITH YOUR LOGO ON IT! See "General Info" tab for details & restrictions

Welcome Michelle Example. [Logout](#)
[Click here to View your Catalog](#)

MY BASKET

SHOPPING CART **STEP 1** **STEP 2** **STEP 3**

| Items in Cart | Quantity | Price | Line Total |
|--|----------|--------------------|------------|
|  Style DOVAL 1.5"x2.4" Printed Harriet Shift Manager | 2 | \$ 2.95 \$ 1.50 | |

[Remove](#)
[Edit](#)

[Continue Shopping](#) [Print](#)

[Remove](#)

[Edit](#)

[Add Similar](#)

[Add/Edit Personalization](#)

Click Add/Edit Personalization

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

** For this Example we will be using the Upload Spreadsheet Option **

A Personalization Window will pop up.

The screenshot shows a web application window titled "Add/Edit Personalization" with a "Close" button in the top right corner. A red message at the top says "Click on close button to go back to Shopping Cart." The window is divided into two main sections:

- Personalization Details:** A grey header bar with the text "Manually enter personalization details in the options provided below". Below it are three bullet points: "Step 1: Enter Personalizations details within the options below", "Step 2: Click on Submit", and "Step 3: Click on close button(Top Right)". This section contains two empty text input fields and a red "Submit" button.
- Download Template & Upload Personalizations details (OR):** A grey header bar with the same title. Below it are five bullet points: "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", and "Step 5: Click on close button(Top Right)". This section contains a "Download Template" link, a text input field, a "Browse..." button, and a red "Submit" button. A red note below reads "Note: Upload Xls or Csv files only".

A second, semi-transparent version of the "Download Template & Upload Personalizations details (OR)" section is overlaid on top of the first section, showing the same steps and form elements.

The Second Option Available is to
Upload your Personalization.

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

Once you Click on
Download Template
this window will appear.
Choose **Open with Excel**,
Click **OK**

Download Template

Note: Upload Xls or Csv files only

Opening Template.csv

You have chosen to open

Template.csv
which is a: Microsoft Office Excel Comma Separated Values File
from: http://www.badgeteam.com

What should Firefox do with this file?

Open with: Microsoft Office Excel (default)

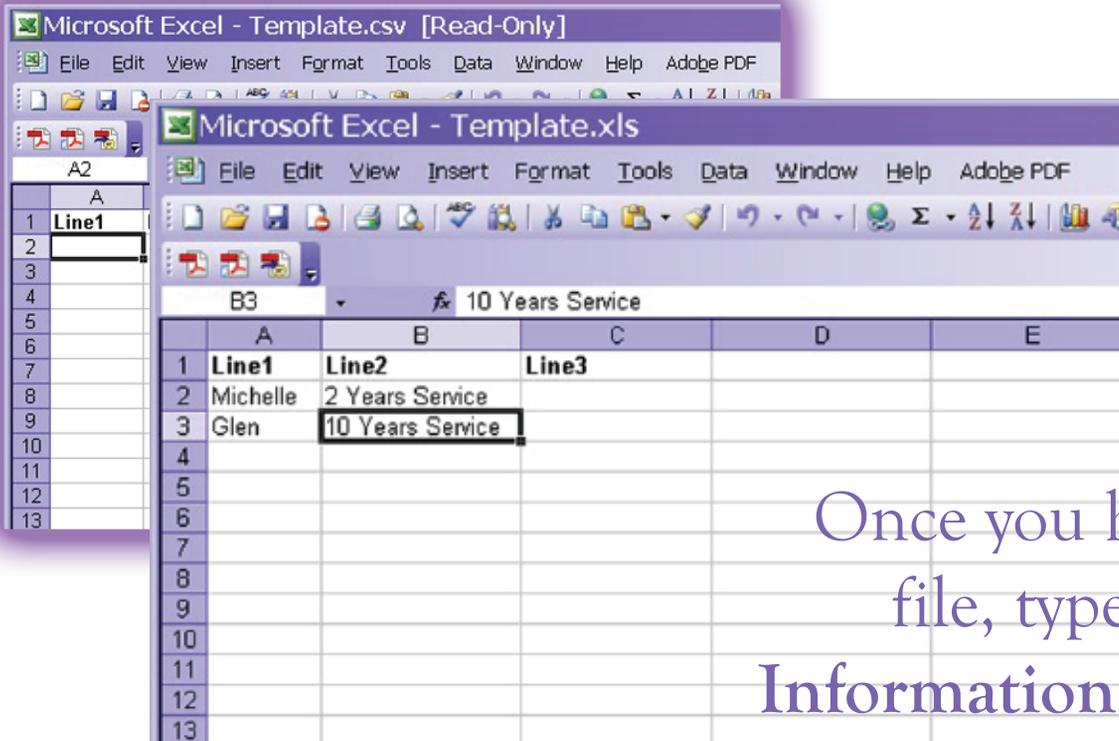
Save File

Do this automatically for files like this from now on.

OK Cancel

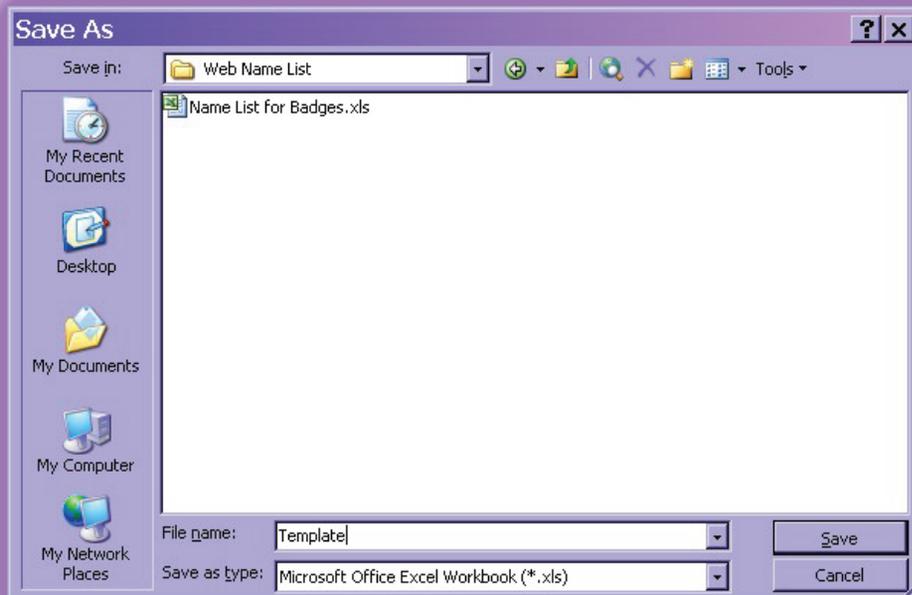
This is the
Blank Template

| | A | B | C | D | E |
|----|-------|-------|-------|---|---|
| 1 | Line1 | Line2 | Line3 | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |



NOTE: Do Not Delete the Information in the File - It is needed to Print your Badges!

Once you have opened the Excel file, type your **Personalization Information** for each line ordered:
1 Row per Badge



When finished,
Go to **File > Save As**.
Save as “**Template.xls**”
on your Desktop.
Close Excel.

Back at the Website,
Click on the “Browse...” Button

Click on close button to go back to Shopping Cart.

PERSONALIZATION DETAILS

Manually set 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)

LINKS

Submit

Download Template & Upload Personalizations Details
(OR)

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

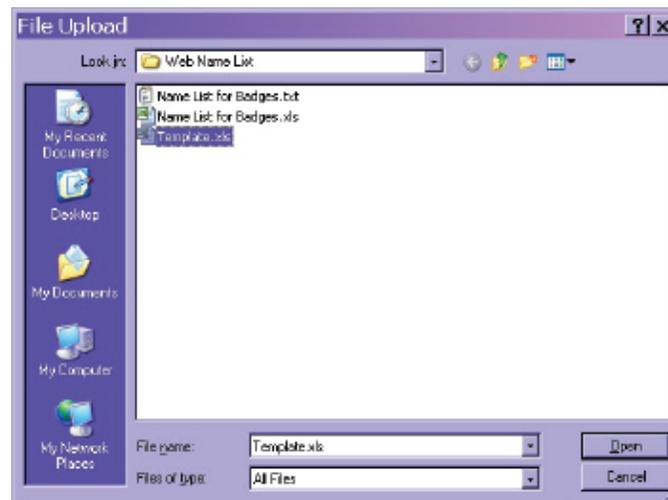
Download Template

Browse... **Submit**

Note: Upload Xls or Csv files only

example: line 1:Line1 Line2 Line3 Line 4

Submit



Select the “Template.xls”
file on your Desktop
& Click Open

Click Submit.

Download Template

C:\Documents and Settings\Art 2\Desktop **Browse...** **Submit**

Note: Upload Xls or Csv files only

Your Personalization will appear in the boxes above.

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

Michelle

Glen

Submit

Line2

2 Years Service

10 Years Service

Submit

C:\Documents and Settings\Art 2\Desktop Browse... Submit

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)

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

Submit

Check your Personalization for any Errors,
then Click the Submit Button directly
below your names to save the list.

Add/Edit Personalization [Close]

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"/> | <input type="text" value="2 Years Service"/> |
| <input type="text" value="Glen"/> | <input type="text" value="10 Years Service"/> |

Download Template & Upload Personalizations details (OR)

- 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)

Copy paste Personalizations details in the below Text (OR)

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

Message from webpage [Close]

 Peronalization details Updated Successfully.

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.

Phone: 985-649-5145

Fax: 985-649-3533

E-mail: sales@badgeteam.com

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