

## Quick Data Online Business Card Processing Menu. (Single Card)

### Step 1 – Go to Your Store

The screenshot shows the Quick Data online store homepage. At the top, there is a navigation bar with links for Home, My Account, and Cart. On the right side of the navigation bar, there are links for Drafts, Help, and Sign Out, along with a small flag icon. Below the navigation bar, the main content area features a blue header with the text "Welcome to Quick Data" and a search bar. The main content area is divided into several sections: a "Business Cards" section, a "Welcome to Quick Data" section, a "QuickData's online store is a quick, easy, and efficient way for you to purchase the prints and advertising that you want!" section, and a "4-Step Process" section. The 4-Step Process section includes: 1. Select a product (Select a document from one of the groups listed on the left), 2. Customize (Customize the document and attach a receipt list), 3. Order (Specify the quantity, shipping and pricing options, and place an order), and 4. Delivery (Fully personalized documents are shipped to the destination of your choice). Below the 4-Step Process section, there are three main sections: "Order" (Documents from our catalog), "Upload" (Documents from your computer), and "Check Status" (Follow the status of your order from the "My Account" tab). At the bottom of the page, there is a copyright notice: "© 2016 Quick Data USA Inc."

### Step 2 – Go to the top right and Log-into the account

The screenshot shows the top right corner of the Quick Data online store homepage. The navigation bar includes links for Drafts, Help, and Sign In. The Sign In link is circled in red. Below the navigation bar, there is a search bar with a magnifying glass icon. A vertical line is drawn to the right of the search bar.

We already setup an account for you. The password is just temporary; user can change to a new password after log-in.

User name: Create a new one.

Password: Create a new one.

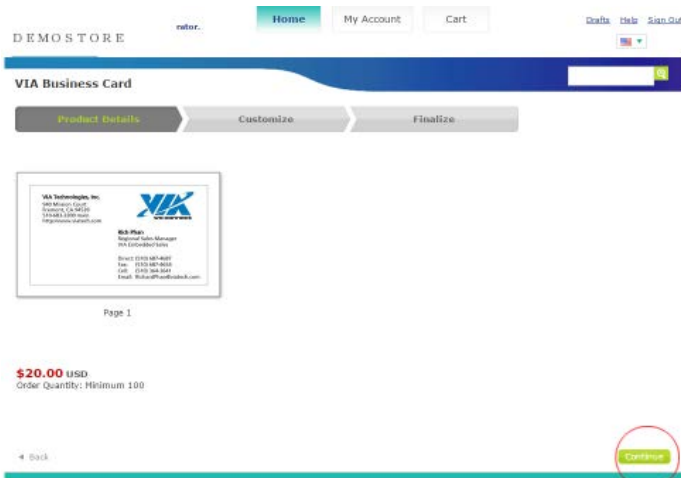
**Step 3 – Go to the Left-hand side and click on Business Cards**



**Step 4 – Under the business card Item. Click on Place an Order.**(Go to next Screen)



**Step 5 – Click on the Continue Button on the bottom right corner.**  
(Please make a notice you may need move your browser down a little to see that button).



## Step 6 – Data Input Screen.

Please fill in the information for the business card.

You can click on the **Refresh Preview Link** to view your card at any time.

Once all the information is fill in, please click on the **Next** button to go to the next screen.


DEMOSTORE [rator.](#) [Home](#) [My Account](#) [Cart](#) [Drafts](#) [Help](#) [Sign Out](#)

VIA Business Card

Product Details **Customize** Finalize

Name	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>
Direct	<input type="text" value="(510) 687-4687"/>
Fax	<input type="text" value="(510) 687-4654"/>
Cell (Optional)	<input type="text"/>
Email	<input type="text"/>

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[Refresh Preview](#)

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## Step7 – Select the Quantity and Proof

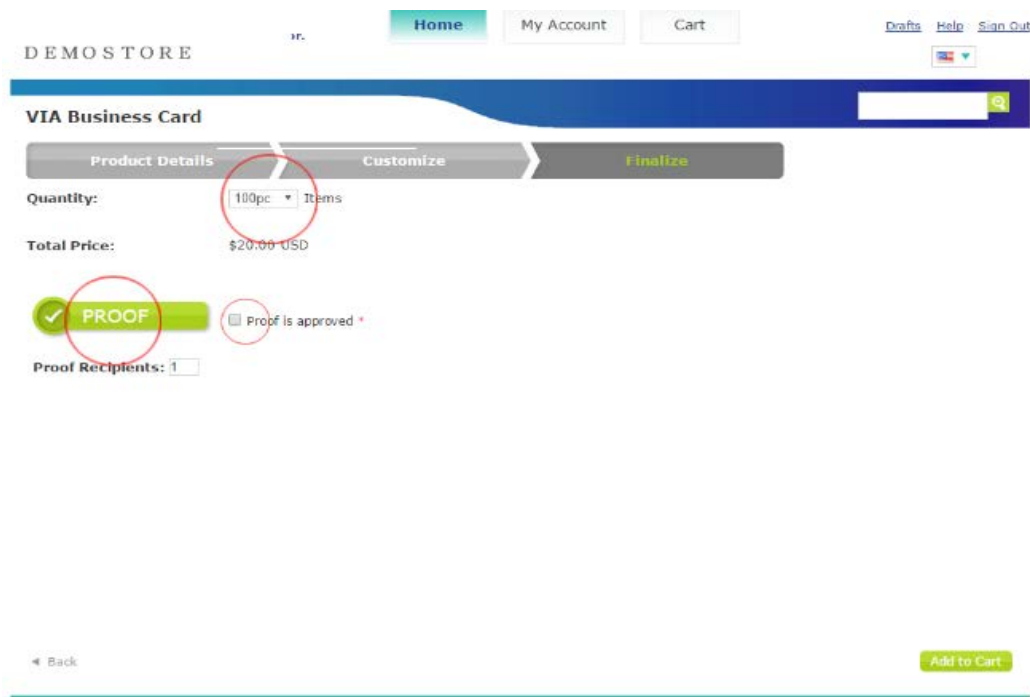
**Select** the Quantity you need.

**Click** on the Green **Proof Button** to see the design.  
(You can view a final preview of the card).

If is ok, close the pop-up windows

Click on the small square box **(Proof is approved\*)**

Click on the button **Add to Cart** at the right Corner.



## Step 8. – Check out

If you like to add another card, please click on **Continue Shopping** and repeat the **Step3 to 7**.

If you only have one item, please click on **Checkout**.

Review your billing address and click **Next** at the bottom right corner.

View the order item again and click on the **Checkout** Button.

Our system will send you a conformation.