

Reprography EPFL, May 2005 - September 2008 / V-1.1 / roland.chabloz@epfl.ch

User's Guide for creating BUSINESS CARDS Online

The Basics

- › The use of this service (ordering cards via gaspar login) is restricted to those who are authorized to make Repro requests (secretaries or heads of units). These individuals must be given this right by the head of their unit.
- › One of the «fields» that must be filled in is the **account number**; the bill for business cards will be charged to your account, and it's typically a job outside regular budget limits. Please be sure about which account should be charged before making the request, so that you can fill in this field correctly.
- › The form: much of the information is **automatically available** (*unit name, first name, last name, tel, e-mail, etc.*), fill in the other fields, or modify the information that appears automatically.

The basic model: new standards as of November 2004

- › The international model (*3 lines: English - German - Italian*) is no longer available.
To avoid multiplying the different versions of our institutional name in various languages (to improve our «branding»), only the original name of the institution, «EPFL - Ecole Polytechnique Fédérale de Lausanne» can be mentioned on documents and business cards. As this name is clearly visible on the logo, **there's no need to repeat it elsewhere** on the card. Thank you for following these guidelines.
- › The School, institute and laboratory names (above / below the red line) must be spelled out -- acronyms are not recommended! (They are, however, accepted in the «address block» at the bottom left.
- › At the bottom of the address block, it is not necessary to add «**Switzerland**» because the «CH» in the zip code already is the official postal denomination for the country. If you can't resist, it must be on a line like this: CH -1015 Lausanne, **Switzerland**
- › The font used is «Frutiger Condensed»

More details about filling in the form

- › Please be aware that our data entry operator will use the data, as **you enter it**. For example, if you want lines in all caps, enter the information in ALL CAPS!
- › Except for the line «Title, first name, LAST NAME» that is in bold, all the lines are automatically programmed in normal text, if you want other formatting for fields of lines please be specific and fill this in at the bottom of the form, under «remarks».
- › In the fields 1 and 2 (School, Institute or Service), acronyms are not permitted. Abbreviations put in these fields **will not be used, and will be erased** by our operator when entering your data.

Details about the buttons

- › When you have finished composing your card, the system will save your data as soon as you click on the «view» (**visualiser**) button. Please note that at this stage, your card is still in «enter» (**saisie**) mode (it isn't yet sent to the printer). At this point you can print the «page proof» and show it to anyone concerned, and return later to the system to make changes and corrections by clicking on the «correct» (**corriger**) button.

Once you have corrected the data, and you have a definitive version, you need to click on the «command» (**commander**) button, **only this action permits the transfer of data to our operator** for entering your card into «production» mode.

Remark on the «page proof» = action «visualiser»

- › The page proof or visual check serves only for you to verify the transmitted information: it does not reflect in any way the final format. If you print out the page proof to show to anyone, please keep this in mind.

Contact

- › For all questions or modifications «after order» for business cards, please contact our assistant: **Mme Carinne Christinaz** at **342 82** or by e-mail: carinne.christinaz@epfl.ch

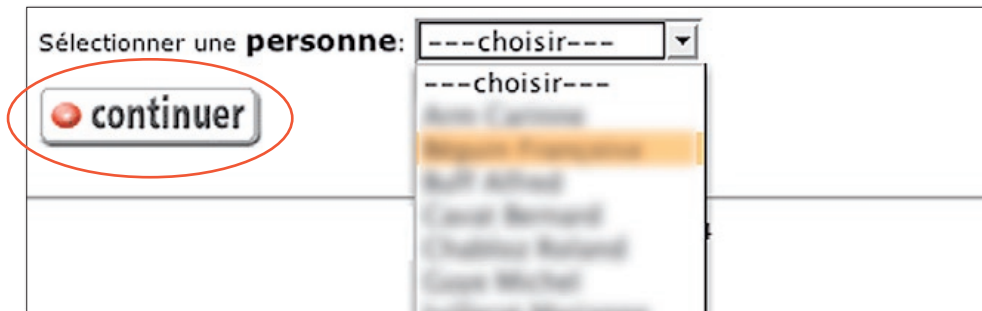
1 Start the order

- 1.1) click on «new order»
(note: we'll get to the other options at the end, at point No 7)



2 Choose a person

- 2.1) Select the person from your unit or service for whom you are going to compose the business card
(Note: only those persons for whom you have the right to order cards will appear on this list)
- 2.2) Click on the «continue» button



3 Enter the billing information

- 3.1) Enter the «centre financier»
- 3.2) Enter the «No. de Fonds» . Please check this for accuracy.
- 3.3) Enter «quantité» desired (= rolldown menu : 100, 200 ou 300 cards)
- 3.4) If the person for whom you are creating the card belongs to several units, the «autres...» enables you to choose which will appear on the composition.

Centre financier	3.1	<input type="text"/>
No. Fonds	3.2	<input type="text"/>
Quantité:	3.3	<input type="text" value="100"/> pièces (prix: 100 pc Frs 40.-, 200 pc Frs 80.-, 300 pc Frs 120.-)

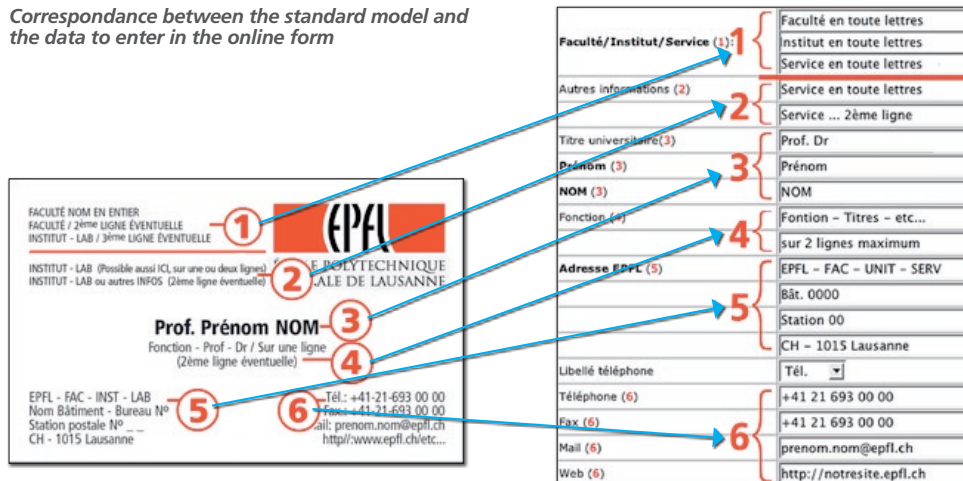
Repro - cartes de visite	
choisir l'affectation :	
Faculté/Institut/Service (1):	<input type="text"/> autres... 3.4

4 Look at the «standard model» before composing

The goal is to carefully place the «6 parts» (or blocks of lines) corresponding to fields for data entry

FACULTÉ NOM EN ENTIER FACULTÉ / 2ème LIGNE ÉVENTUELLE INSTITUT - LAB / 3ème LIGNE ÉVENTUELLE	①	
INSTITUT - LAB (Possible aussi ICI, sur une ou deux lignes) INSTITUT - LAB ou autres INFOS (2ème ligne éventuelle)	②	E POLYTECHNIQUE ALE DE LAUSANNE
Prof. Prénom NOM	③	
Fonction - Prof - Dr / Sur une ligne (2ème ligne éventuelle)	④	
EPFL - FAC - INST - LAB Nom Bâtiment - Bureau N°	⑤	
Station postale N° __ CH - 1015 Lausanne	⑥	Tél.: +41-21-693 00 00 Fax.: +41-21-693 00 00 Mail: prenom.nom@epfl.ch http://www.epfl.ch/etc...

Correspondance between the standard model and the data to enter in the online form



5 Compose the business card

Here are the details for **business card data** (or available «fields»).

- » Please be aware that our data entry operator will enter the data, as **you provide it**. For example, if you want lines in all caps, enter the information in ALL CAPS! (Note: for all fields you can enter your data in ALL CAPS or in lowercase.)
- » All lines are programmed in normal text, except the line «title, firstname, lastname» which is in bold.

- Field 1** » Three lines, in normal text. Data can be entered in ALL CAPS or lowercase. **You are not required to enter all 3 lines:** you can, for example, just put your School and leave one or two lines blank, then put the rest of your information (Institute or Service) in the block in «field 2» in bold under the red separating line; especially if you want to have your affiliation appear in bold. *Reminder: Affiliations must be spelled out: abbreviations will be corrected by us.*
- Field 2** » Two lines, in normal text. Data can be entered in ALL CAPS or lowercase.
- Field 3** » One line, «Title, Firstname, LASTNAME», in **bold**
- Field 4** » Two lines, «Titles, functions, etc..», in normal text (avoid «too much» information)
- Field 5** » four lines, block of lines «mailing address», left-aligned in normal text
- Field 6** » Four lines, Block of lines «Tel - Fax - Mail - Web», right-aligned in normal text

Faculté/Institut/Service (1):	1	» SCHOOL (spelled out - no abbreviations) » SCHOOL (second line) » INSTITUTE, LAB OURSERVICE (spelled out - no abbreviations)
Autres informations (2)	2	» INSTITUTE, LAB OR SERVICE (your choice, can also be put here) RED LINE » INST. LAB. OR OTHER INFO (official names)
Titre universitaire(3)	3	» Title (Prof. Dr) Firstname LASTNAME
Prénom (3)	3	
NOM (3)	3	
Fonction (4)	4	» Titles, functions, etc... » Titles, functions, etc... (2nd line)
Adresse EPFL (5)	5	» EPFL - FAC - INST, etc. (abbreviations OK) » Bât. 0000 (Building (abbr and office no.)) » Station 00 (postal station) » CH - 1015 Lausanne (+ also Switzerland - optional)
Libellé téléphone		
Téléphone (6)	6	» Tel. +41 21 693 (choose French or English) » Fax +41 21 693 » Email: prenom.nom@epfl.ch » Web: http://votresite.epfl.ch
Fax (6)	6	
Mail (6)	6	
Web (6)	6	

5.1 Remarks (for the data entry operator) (at the bottom fo the form)

Use this field for entering remarks for the data entry operator, about possible changes or functions not available in the form (such as «School or Institute-Lab in bold please»).

Note: the amount of text that you can enter in this field is unlimited, if part of it is hidden, just scroll down to see it.

Remarques

6 The action buttons



This button has several functions:

- a) function «**save**» the composition = stay in **enter mode** (or waiting) : when you have finished composing the texts in the form and you click for the first time on «**visualiser**» this saves your data; if you go back later on the system for changing/correcting your card, clicking on «**visualiser**» will update your composition.
- b) the function «**visualiser**» gives you access to the «page proof» page.



The «**annuler**» function allows you to globally erase everything.

Remark: as long as you have not yet clicked on the «commander» button!



The «**corriger**» button lets you, **during the current session**, go back at any moment to the form to make corrections (essentially a «back» button).

Attention: as long as you have not clicked on the «commander» button, your card stays in data entry mode.



The «**commander**» button is the most important one! When your data is finalized, clicking on this button **transfers the data to our data entry operator** for initiating the «fabrication» mode.

Attention: at this point, no further corrections are possible.

7 Other functions: managing your cards

- **cartes de visites** › Return to the beginning = new order
- **mode d'emploi** › User's Guide = this PDF to download
- **contact** › Contact the operator by mail = carinne.christinaz@epfl.ch
- **quitter** › Quit

● commandes
[en saisie] [en attente] [en cours] [archivées] [facturées] [toutes les commandes]

- [en saisie] Card composed, saved in the system memory = waiting for changes or corrections from you. Only **you** can change or delete the order. Attention: as long as your card is in this mode, **the data entry operator doesn't have the information!**
- [en attente] You have already clicked on «commander», the card is thus sent to the operator but not yet finished = **no modifications are possible** (if necessary: contact the operator by phone or e-mail).
- [en cours] The card is being printed.= **no changes are possible.**
- [archivées] **The card is finished** an e-mail is sent to inform you as to its availability. The card is now «billable».
- [facturées] The amount is billed and debited from the account you entered in the form.
- [toutes les commandes] See all the orders you have entered, regardless of their status.