

Online Kiosk Ordering

Prepared for GE Money

Overview

Ordering desktop or handheld kiosks for your event is as simple as 1-2-3. To accomplish this, you must perform the following (general) steps:

1. Login to the IDN website (see page 1)
2. Enter order information (see page 3)
3. Submit order information (see page 9)

These steps are explained in much greater detail on the following pages.

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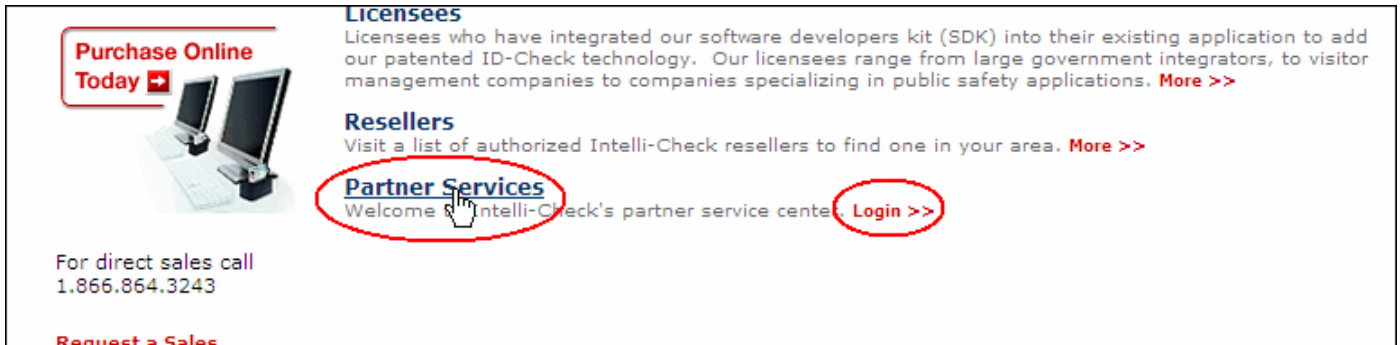
1 Login to the IDN website

1. Go to the IDN website. The URL is:
<http://www.intellicheck.com>
2. Click the **BusinessPartners** tab near the top of the screen:



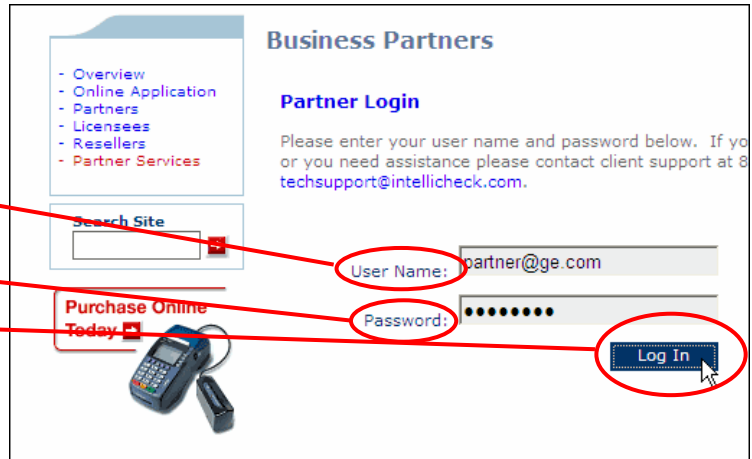
The **Business Partners** screen displays.

3. Click the **Partner Services** link or the **Login >>** link next to it.



The *Partner Login* screen displays.

4. Enter your **User Name** (⚠️ This will always be your e-mail address).
5. Enter your **Password**.
6. Click **Log In**.



The GE Money ordering screen displays

2 Enter Order Information

When placing an order, please keep in mind that events can occur in multiple locations. A separate order must be placed **for each location, not for each event.**

1. Enter your Name in the **Name:** field.

a. If your name is already in the database, select it by clicking the arrowhead and picking it from the list that displays.

a.

The screenshot shows the 'GE Money' interface. At the top, there is a 'Select Name:' dropdown menu currently displaying 'Roger Ramjet'. A list of names is open below it, including '-Please Select / Add New-', 'second', 'first', 'Sa', 'third', 'Clark Kent', 'Noman Jones', and 'Roger Ramjet'. A mouse cursor is pointing at 'Clark Kent'. Below the dropdown is a 'Name:' text input field. Underneath is a 'Products' section with a table:

| Product | Description | Qty |
|------------------|--|----------------------|
| ELO Touch Screen | Credit Card Application Touch Screen device. This is a table top device. | <input type="text"/> |

b. If your name is not in the database, type it in and click **Save Name**

b.


This screenshot shows the same 'GE Money' interface. The 'Select Name:' dropdown now displays '-Please Select / Add New-'. The 'Name:' text input field is empty. Below it, two buttons are visible: 'Save Name' and 'Delete Name'. The 'Save Name' button is circled in red. A red arrow points from the 'Save Name' button in this screenshot to the 'Save Name' button in the previous screenshot. Below the buttons is the same 'Products' table as in the previous screenshot:

| Product | Description | Qty |
|------------------|--|----------------------|
| ELO Touch Screen | Credit Card Application Touch Screen device. This is a table top device. | <input type="text"/> |

i If you wish to delete a name from the database, select it from the list and click **Delete Name**.

2. Under **Products**, enter the quantity desired for each type of kiosk.

You can select from ELO desktop devices or MC70 handheld devices, and you can order either or both at the same time.

 If you are NOT ordering one of these types of kiosks, enter a zero (0) in the **Qty** field for that item.


| Products | | |
|------------------|--|--------------------------------|
| Product | Description | Qty |
| ELO Touch Screen | Credit Card Application Touch Screen device. This is a table top device. | <input type="text" value="3"/> |
| MC70 Handheld | Credit Card Application Handheld device. This is a mobile unit. | <input type="text" value="0"/> |

3. Enter shipping (delivery) information in the **Order Ship To Address** area.

- a. If the shipping address is already in the database, select it by clicking the arrowhead and picking it from the list that displays.
- b. If the shipping address is not in the database, see “**3b. Type in a new address**” on the next page.

3a. Pick an address from the database:

Order Ship To Address

Shipping Address: 

Shipping Name:

First Name:


Last Name:

Company Name:

Address 1:


Address 2:

City:

State: 


Zip:

Phone:

 Please remember that events can occur in multiple locations. A separate order must be placed **for each location, not for each event.**

3a. (cont'd)

The information is filled in automatically if the ship to address is already in the database.

 If you wish to delete a shipping address from the database, select it from the list and click [Delete Address](#).



Order Ship To Address

Shipping Address: My Shipping

Shipping Name: My Shipping

City: Testville

State: Arkansas

Zip: 99999

Phone: 555-999-9999

Save Address Delete Address


3b. Type in a new address:


Enter a *Shipping Name* to identify the destination for this shipment.

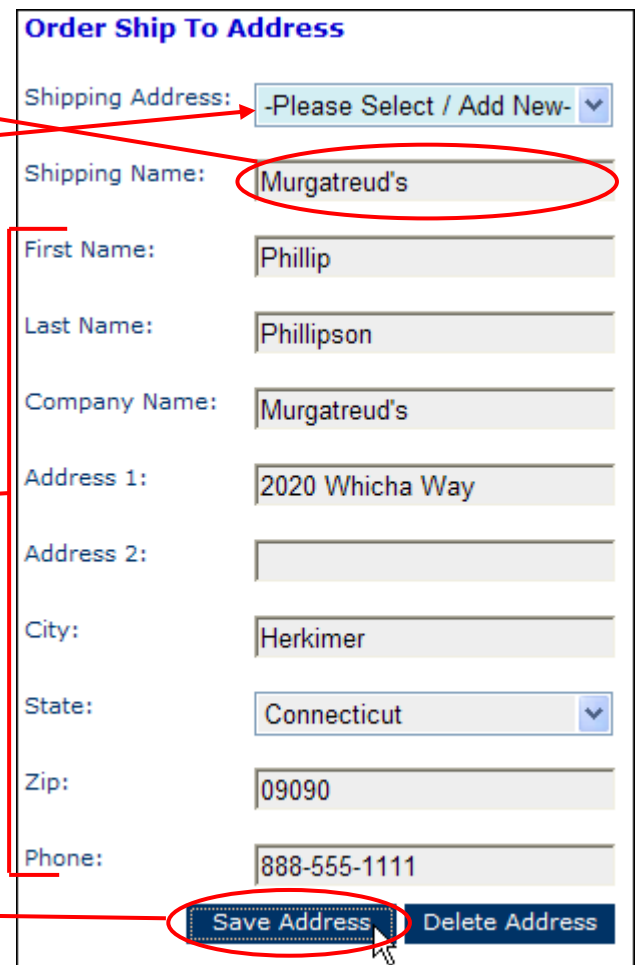
When you save this *Order Ship to Address* information (by clicking [Save Address](#) as described below) that name will be available in the *Shipping Address* list for future use.

The *Shipping Name* can be anything you wish, and not necessarily the same as the *Company Name*.

Enter the balance of the information (*First Name*, *Last Name*, etc.) for this delivery.

 You may continue with the order without saving the shipping information, but complete information must be entered to ensure proper delivery.

 If you want this shipping information saved for future use, type in the information manually and click [Save Address](#) to save any entered information to the database.



Order Ship To Address

Shipping Address: -Please Select / Add New-

Shipping Name: Murgatred's

First Name: Phillip

Last Name: Phillipson

Company Name: Murgatred's

Address 1: 2020 Whicha Way

Address 2:

City: Herkimer

State: Connecticut

Zip: 09090

Phone: 888-555-1111

Save Address Delete Address

4. In the *Shipping Instructions* area, enter the following information:

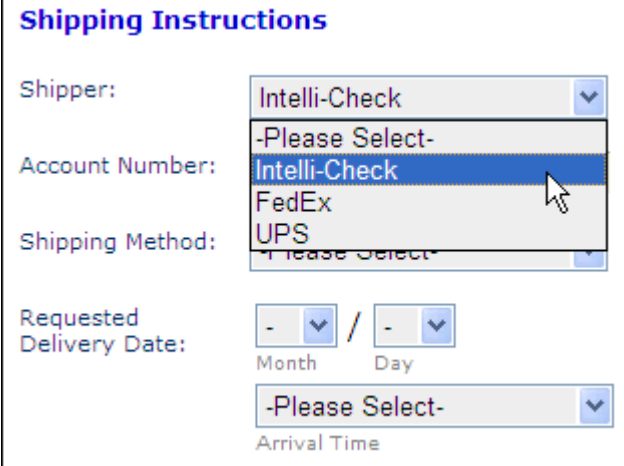
a. **Shipper:** This can be Intelli-Check, FedEx or UPS.

 Select Intelli-Check if Intelli-Check is to determine the *Shipper*. If you have specific requirements, select FedEx or UPS.

b. **Account Number:** For FedEx or UPS shipments enter your account number for Intelli-Check to use. You do not need to enter an account number if you select Intelli-Check as your shipper.

c. **Shipping Method:** Select the shipping method you'd like from the list.

d. **Requested Delivery Date:** For delivery on a specific date, choose the *Month* and *Day* from the lists, as shown.



Shipping Instructions

Shipper: Intelli-Check

Account Number: -Please Select-

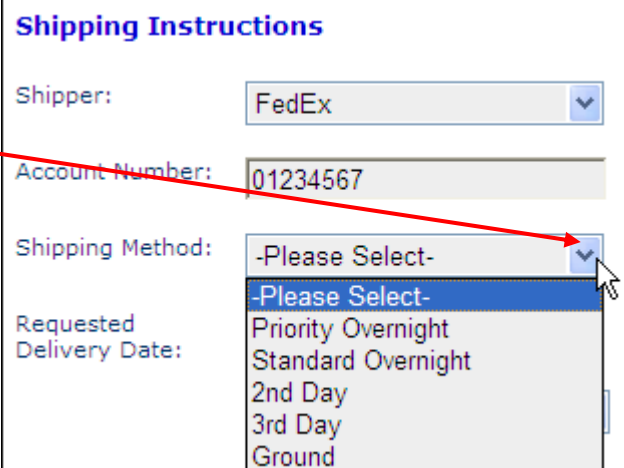
Shipping Method: -Please Select-

Requested Delivery Date: - / -

Month Day

-Please Select-

Arrival Time



Shipping Instructions

Shipper: FedEx

Account Number: 01234567

Shipping Method: -Please Select-

Requested Delivery Date:

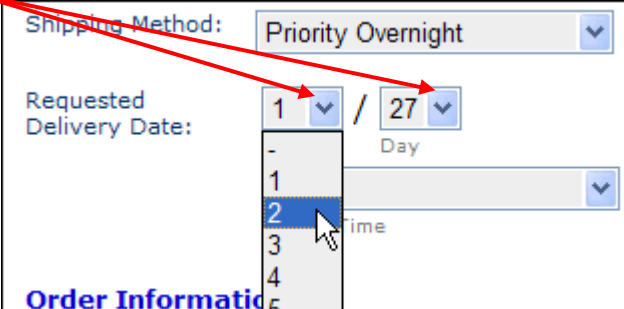
Priority Overnight

Standard Overnight

2nd Day

3rd Day

Ground



Shipping Method: Priority Overnight

Requested Delivery Date: 1 / 27

Day

1

2

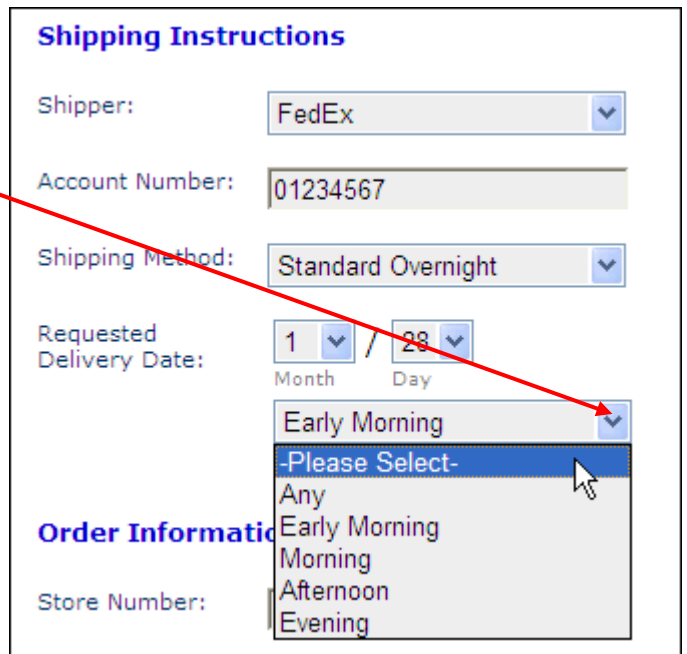
3

4

5

Order Information

e. **Arrival Time:** Select an approximate arrival time for your shipment from the list as shown.



The screenshot shows a form titled "Shipping Instructions" with the following fields:

- Shipper: FedEx
- Account Number: 01234567
- Shipping Method: Standard Overnight
- Requested Delivery Date: 1 / 28 (Month / Day)
- Arrival Time: A dropdown menu is open, showing options: Early Morning, -Please Select-, Any, Early Morning, Morning, Afternoon, and Evening. A mouse cursor is pointing at the "-Please Select-" option.

Below the shipping instructions, the "Order Information" section is partially visible, showing a "Store Number:" field.

5. In the **Order Information** area, enter the following information:

- a. **Store Number:** Type in the number of the store to which this order is to be sent.
- b. **Event Start:** Type in the date the event will start.
- c. **Event End:** Type in the date the event will end.
- d. **Connection Type:** From the list, select the type of network connection that will be used at the location.

Order Information

Store Number:

Event Start:

Event End:

Connection Type:

Special Configuration:

- e. **Special Configuration:** Enter any special configuration needs, instructions or other miscellaneous information into this area.

Order Information

Store Number:

Event Start:

Event End:

Connection Type:

Special Configuration:

3 **Submit the Order**

Once you have entered all the required information on this screen, click the [Submit](#) button.

Order Information

Store Number:

Event Start:

Event End:

Connection Type:

Special Configuration:

This action has the following effects:


- The order is transmitted to Intelli-Check.
- A copy of the order is sent to the e-mail addressed that you entered as your *User Name*.
- The browser displays a *Thank You* screen:

[Logout](#)

GE Money

Thank You

Thank you for placing your order. If you have any questions please contact client support at 800.444.9542, ext 700.

GE Money


From this screen you can logout or place another order.

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