

# TMU Graduate and Post-doctoral Students Business Cards Online Ordering Portal User Guide

Link to portal: <https://tmugradstudies.allegatorontodt.com/login>

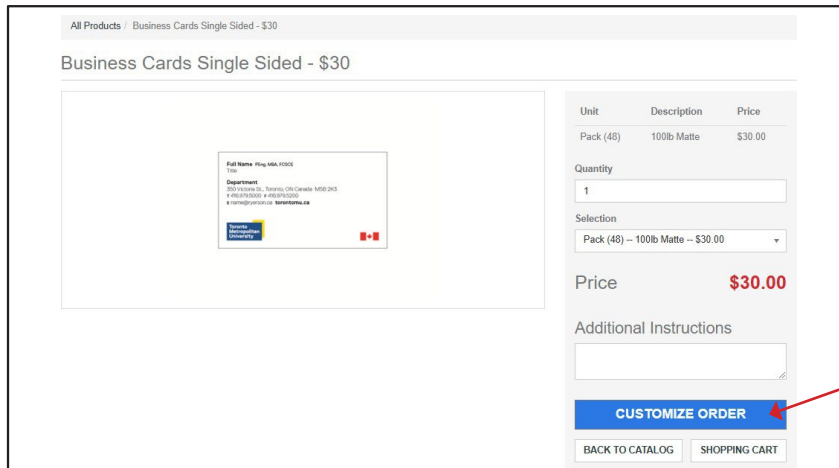
Log in using your username or email and password.

**When logging on for the first time, please create a new account. The portal is not synced to your TMU user ID.**

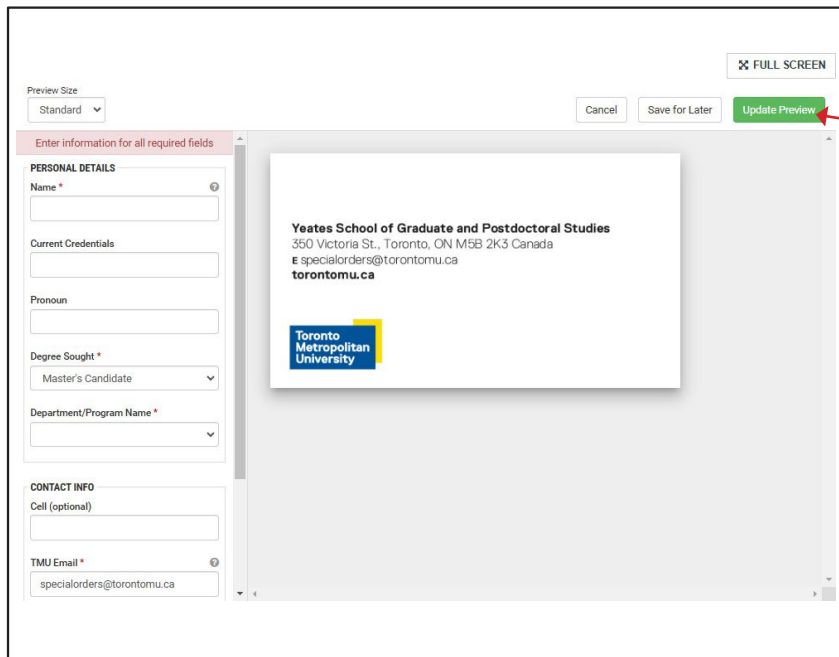
## Home screen menu

Select your product. You will be able to design the card or stationery on the next screen

# Placing an Order

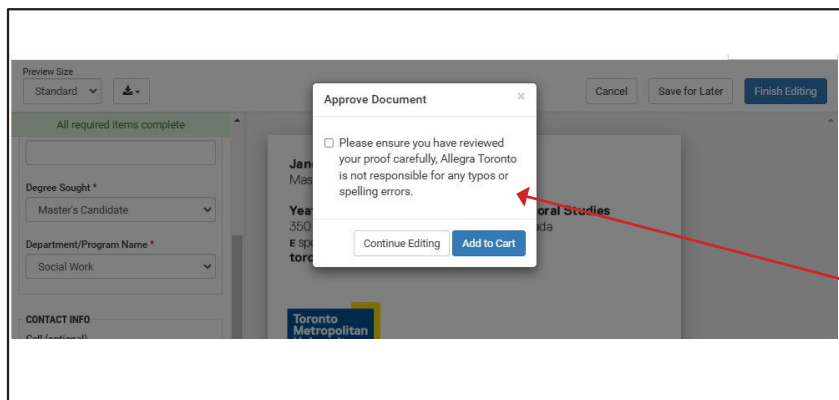


Select quantity, add additional information if needed (i.e. braille, etc), and select “CUSTOMIZE ORDER” to build the business card



Enter details for all required fields and select **Update Preview** for a preview of the card.

Review carefully and when ready, select “FINISH EDITING”



In the Popup, check box to Approve the document and **Add to Cart**

## Placing an Order (Continued)

This action will take you to the Shopping Cart to Check out.

You can continue shopping or choose to check out. You can also edit and or remove items in your cart.

**Please select your delivery location from the drop-down menu. If choosing the ship to home option, add your address here and it will be saved for future orders.**

The screenshot shows the checkout process. At the top, there is a 'Ship To' section with a dropdown menu showing 'Leslie Matic, Mailroom: Deliver to YDI-11th Floor (Grad Studies Office), 105 Bond St, Toronto, C'. Below this is a 'Shipping Method' dropdown menu with three options: 'Free - Pick up from Grad Studies Office at YDI-11th Floor (5-7 business days) \$0.00', 'Free - Pick up from Grad Studies Office at YDI-11th Floor (5-7 business days) \$0.00' (highlighted in blue), and 'RUSH to Home - Purolator TMU Grad Studies \$14.71'. A red arrow points to the second option. To the right, a summary shows 'Subtotal \$40.00', 'Shipping \$0.00', 'Tax \$5.20', and 'Total \$45.20'. A blue 'CONTINUE' button is at the bottom right.

Click 'Proceed to Checkout'

Click 'SUBMIT FOR APPROVAL' to send your order to the YSGPS team for review and approval.

Please allow 24-48 hours for review and approval.

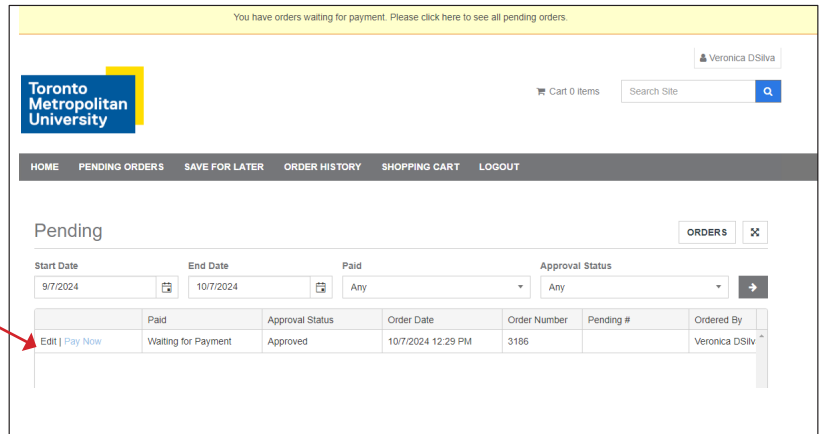
The screenshot shows the checkout page with a blue banner at the top that says 'Select SUBMIT FOR APPROVAL to send your request for approval. Once approved, you will receive a notification to pay for your order. Orders must be paid by credit card before it can be printed.' Below this is a 'Billing Address' section with the same address as the previous screenshot. To the right, a summary shows 'Subtotal \$40.00', 'Shipping \$0.00', 'Total Before Tax \$40.00', 'Tax \$5.20', and 'Total \$45.20'. A blue 'SUBMIT FOR APPROVAL' button is at the bottom right. Below the button, there is a small note: 'By submitting this order, you agree to our Terms of Use and Privacy Policy (please see links in footer)'. There is also a 'Comments (optional)' text area and a 'Shipping' section showing 'Business Cards Double Sided - \$40.00'.

You can check the status of your order on the 'Pending Orders' tab

The screenshot shows the 'Pending Orders' tab in a web application. At the top, there is a navigation bar with 'HOME', 'PENDING ORDERS', 'SAVE FOR LATER', 'ORDER HISTORY', 'SHOPPING CART', and 'LOGOUT'. Below this is a 'Pending' section with a table of pending orders. The table has columns for 'Paid', 'Approval Status', 'Order Date', 'Order Number', 'Pending #', and 'Ordered By'. The first row shows 'Waiting for Payment', 'Waiting for Approval', '10/7/2024 12:29 PM', '3186', and 'Veronica DSNV'. There is also a 'Start Date' and 'End Date' filter at the top of the table. At the bottom, there is a pagination bar showing '1 - 1 of 1 Items'.

# Payment

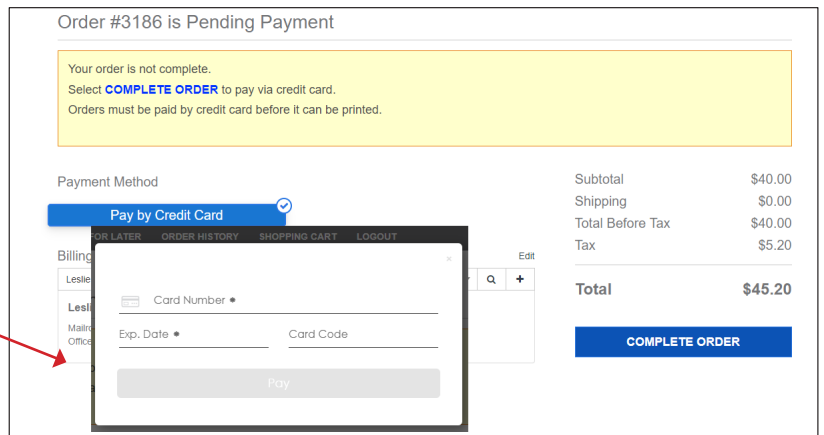
Once approved, you will receive an email confirmation. Orders must be fully paid before printing. To complete payment, to log back onto the portal and click 'PAY NOW' in your Pending Orders tab



Click on the 'Complete Order' button and a Credit Card Processing box will pop up.

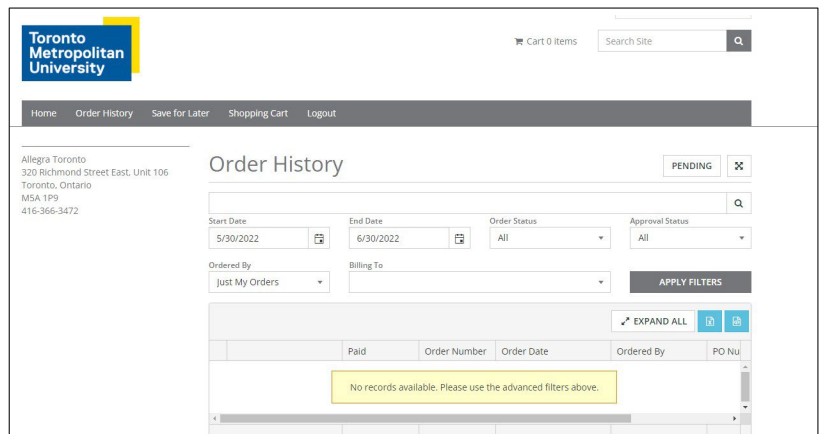
Enter credit card information to complete your transaction.

Once processed, your order will be printed and delivered to the selected location.



# Order History and Reorders

The Order History page will list your previous orders, so you can re-order items as required



If you have any questions about how to use the site, please email [l2mutic@torontomu.ca](mailto:l2mutic@torontomu.ca).