

## ORDERFORM

OrderForm is a service, provided by Nucleus, that enables you to quickly, easily and safely create a secure order form to your website along with secure order processing facilities.

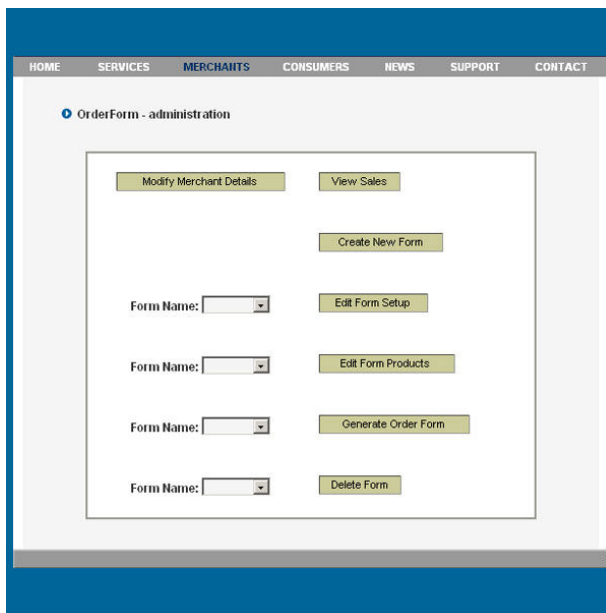
The OrderForm creates a product order form for you as per your settings and design chosen via the OrderForm Administration. You also have many ways that the OrderForm processes the order, either via real time credit card gateway or encrypted so that you can securely login later on the CreditCardGuard secure server and retrieve the order details.

Here's an overview of the way that OrderForm functionality would be added to a website we'll call Your-Site:

OrderForm requested

You will receive a login and password to the administration area, which is located at:  
<https://www.creditcardguard.net.nz/og/admin.php>

Below screenshot shows you the window after you have logged in.



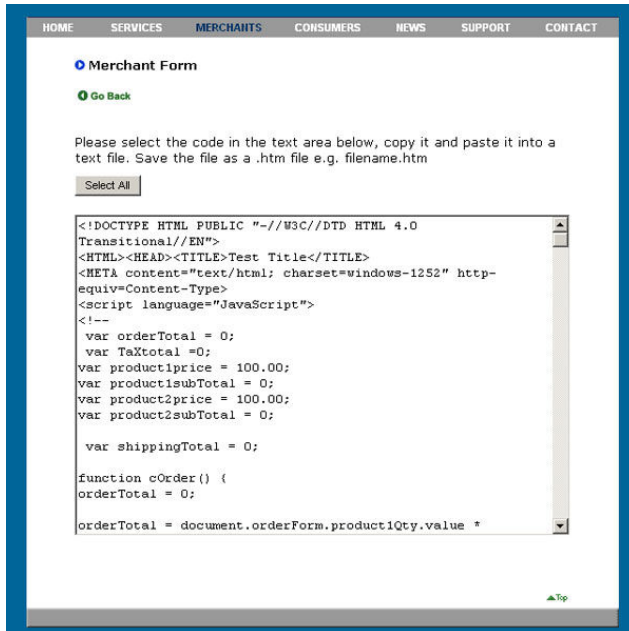
You can then click on “create a new form”

This is the OrderForm set-up where you can set all your preferences and configuration for the amount of products that you want to display on your form that is generated later. You can choose what options that you want displayed such as customer form fields that they must fill out before submitting the order form that you create.

Once you proceed to step two, you can enter the product details, then save the order form that you have set-up. You will have the ability to add as many products per form as you want – up to 100 per form page.

**You can create as many Order Forms as you like.**

You can then generate it by clicking on “Generate Order Form” in the Administration menu window



You then click on “select all” button and copy or save the form to your PC as a .html page ... you can name it any name that you wish.

Then you can upload the completed orderform.htm to your website and link to it via your existing web pages.

Please note that you can cut and paste the source code as it is into an existing website page template to make it look like the rest of your website.

The order form is already to go and will work straight away.

When the form is submitted on your web site, it will go to the secure SSL web address of <https://www.creditcardguard.net.nz/checkout.php>

It then depends on what setting that you have chosen in the administration “Merchant details” whether the credit card entered by the purchaser will be processed in real time or encrypted and saved on our secure server so that you can login to this order login to retrieve the order details.

<https://www.creditcardguard.net.nz/og/orders/>

Or the other option of having the order emailed to you.

You would receive an email receipt of the order in any of the above options, as does the purchaser.

Below is an example of a generated order form that can be saved as a html page.  
 This one below is also available like this via the Administration area

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| Product   | Price    | Quantity             | Item total           |
|---|----------|----------------------|----------------------|
| <b>One</b><br>Rsdfgbsdgb. dsfvdsfv dfsv<br>dfsv | \$100.00 | <input type="text"/> | <input type="text"/> |
| <b>Two</b><br>dsfvdsfv dfsv dsfv                | \$100.00 | <input type="text"/> | <input type="text"/> |
| <b>Shipping</b>                                 |          |                      | <input type="text"/> |
| <b>Sub Total</b>                                |          |                      | <input type="text"/> |
| <b>GST (in total)</b>                           |          |                      | <input type="text"/> |
| <b>Total</b>                                    |          |                      | <input type="text"/> |

#### Billing Information

Required information is marked with a red star \*

Company:

Name:  \* Street:  \*

City:  \* State:  \*

Post Code:  \* Country:

#### Delivery Information

Company:

Name:  Street:

City:  State:

Post Code:  Country:

#### Contact Information

Email:  \* Phone:  \*

You can custom the check out via your admin login to the OrderForm system; you can ad your company logo and company details that will display on the secure checkout page.

#### Below is the link to the OrderForm demo

<http://www.creditcardguard.net.nz/og/ccg.php>

Please enter 0000 as your Username and leave the Password field blank  
 You can fill out this demo and proceed to produce a demo order form that you copy and paste into your website template or page, you can then customise the look etc and test it  
 It won't allow you to do any real checkout transactions, as it's a demo.

You don't need SSL secure server on your website, because we provide this via the secure checkout on the CreditCardGuard secure server.

Security is extremely important to online shoppers. The reassurance and peace of mind provided by OrderForm will make potential customers more likely to choose your online store

Below is an example of the editing product information for your form.

HOME SERVICES **MERCHAITS** CONSUMERS NEWS SUPPORT CONTACT

OrderForm - edit product information - Test form

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STEP 2

**Product Information**  
Edit your product information below.

**Product Number 1**

Name:  Price:

Description:

Shipping and Handling:  per item

**Product Number 2**

Name:  Price:

Description:

Shipping and Handling:  per item

[Tip](#)

Example of some of the set-up details

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OrderForm - edit setup - Test form

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**Notification**  
CreditCardGuard will automatically notify you when an order is made through your OrderGuard orderform. Please enter below the email address to which you'd like notification sent.

Email:

**Sales Tax**  
Are you required to charge sales tax?

Tax name (e.g. GST):  Tax amount (e.g. 12.5):

**Shipping and Handling**  
Select your preferred method for calculating Shipping and Handling costs.  
(You will be asked to enter Shipping and Handling charges in the next step)

None No Shipping and Handling fees apply.

One S&H per order One Shipping and Handling charge applies to an entire order.

S&H charged per item Shipping and Handling is calculated on the product(s) selected.

**Page Display Options**

Page Title:

Page Colour: Hex Code:

Font Style:  Style 1  Style 2  Style 3  Style 4

Font Size:  Size 1  Size 2  Size 3

Return URL:   
Please enter the address to which you would like visitors to return to after completing their order eg. mycompany.co.nz/thankyou.htm

**Pricing:**

Nucleus hosting customers can use the OrderForm service for only \$5.50 per month. Non-Nucleus customers can also take advantage of the OrderForm service for only \$11.00 per month. Prices exclude GST for nz residents.

**How do I learn more?**

If you have any questions or would like to talk further, please don't hesitate to contact us. We'd love to hear from you and will do our very best to meet your needs.

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