

Instructions

Setting up the DAL on your website is simple. Just complete the steps below and you should be up and running in a matter of minutes.

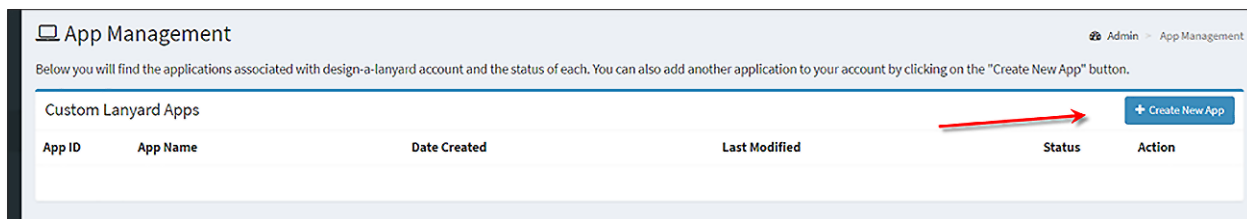
Step 1: Complete registration form

<https://www.promovision.com/dalv2/admin/signup>

Step 2: Create an App

Once you have received your confirmation email visit

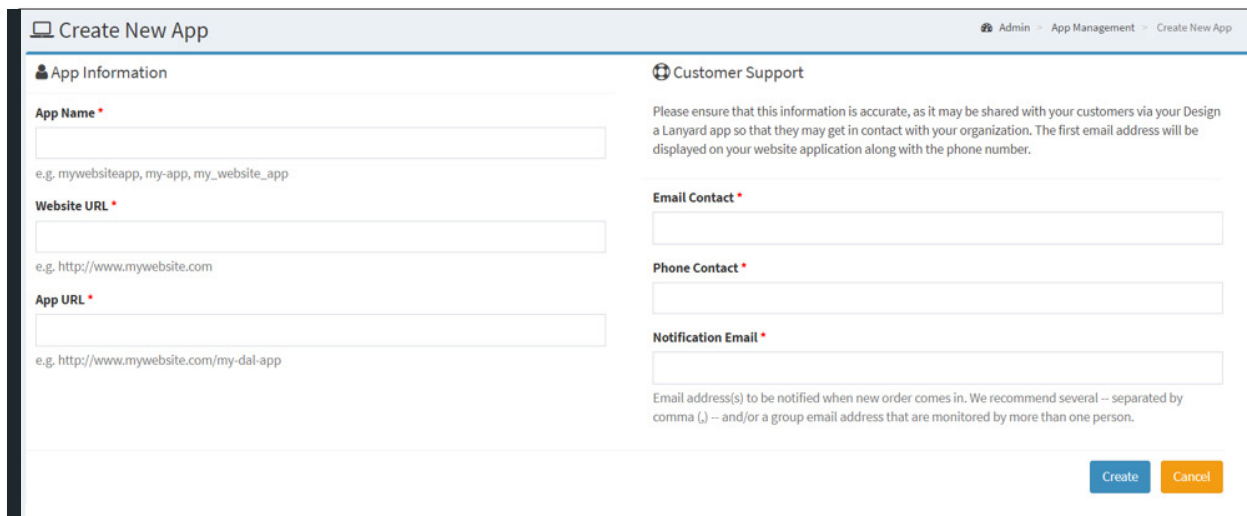
<https://www.promovision.com/dalv2/admin/app> and hit **"Create New App"**.



The screenshot shows the 'App Management' dashboard. At the top, there's a header with 'App Management' and a breadcrumb trail 'Admin > App Management'. Below the header, a message states: 'Below you will find the applications associated with design-a-lanyard account and the status of each. You can also add another application to your account by clicking on the "Create New App" button.' A table titled 'Custom Lanyard Apps' is displayed with columns: 'App ID', 'App Name', 'Date Created', 'Last Modified', 'Status', and 'Action'. A red arrow points from the 'Status' column to a blue button labeled '+ Create New App' located at the top right of the table.

Step 3: Setting App Preferences

Complete all of the required form fields. Note that many of these fields will be visible to your customers, so avoid shorthand or slang. Click **"Create"**.



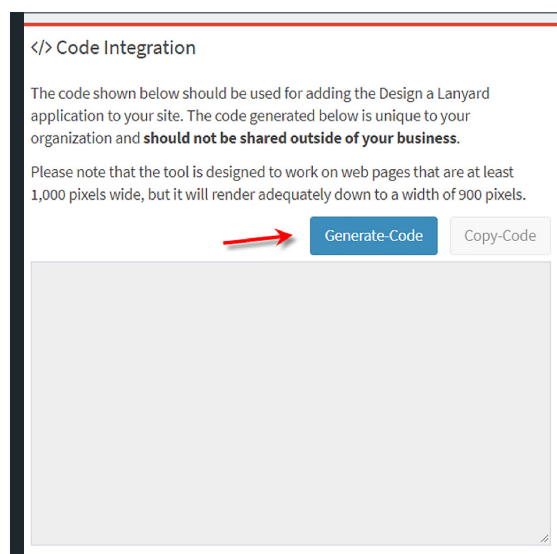
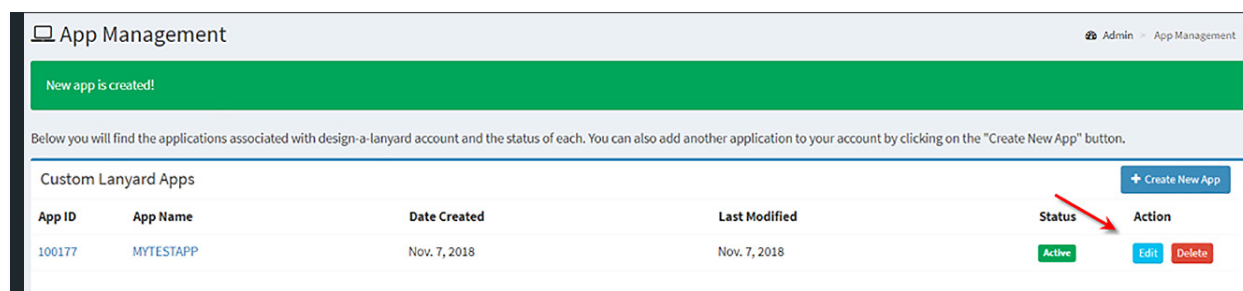
The screenshot shows the 'Create New App' form. The header includes 'Create New App' and a breadcrumb trail 'Admin > App Management > Create New App'. The form is divided into two main sections: 'App Information' and 'Customer Support'. The 'App Information' section contains three required fields: 'App Name *', 'Website URL *', and 'App URL *', each with a text input field and an example below it (e.g., 'mywebsiteapp, my-app, my_website_app' for App Name; 'http://www.mywebsite.com' for Website URL; 'http://www.mywebsite.com/my-dal-app' for App URL). The 'Customer Support' section contains three required fields: 'Email Contact *', 'Phone Contact *', and 'Notification Email *', each with a text input field. A note below the 'Notification Email' field states: 'Email address(es) to be notified when new order comes in. We recommend several -- separated by comma (,) -- and/or a group email address that are monitored by more than one person.' At the bottom right of the form are two buttons: 'Create' (blue) and 'Cancel' (orange).

Creating a Design-A-Lanyard (DAL) App for Your Business

Step 4: Setting Preferences

Visit <https://www.promovision.com/dalv2/admin/app/> (you will be brought there automatically if you completed steps 2-3 above). Here you will see a list of available apps. Note that as of the Nov 2018 release you can have multiple DAL apps per Promovision account.

Click the “**Edit**” button.



- » Scroll down to the “**\$ Pricing**” section, which is on the left side. Here you can decide whether to show pricing on your app. should you elect change the currency symbol from “\$” to something else and you can set a pricing adder %. For example, if your cost is \$1 and you add 20% the tool will show that the lanyard costs \$1.20. You may change this any time you like. The options in this section will default to showing pricing at a 40% markup.
- » To the right, the “**Defaults**” section allows you to change the default lanyard color from Royal Blue and the default imprint color from white. You can also opt to not default to not showing a break-away.

- » Further down the page is a “**CSS Styling**” area. This on requires more advanced knowledge and can/will be skipped by most users, but know it’s here if you want to change the look of your app.
- » **THE MOST IMPORTANT STEP** is generating the code for your website. You will find this feature in the lower right of the page. Just click the “Generate Code” button, then copy the code into a web page on your site and you are done!

For questions or help please
contact Shane Lemay at
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