



Name Card Request

Name card request on the move

Do you have multiple sales personnel requesting for urgent name cards printing? Are you able to manage the request from various department or business units? Solve your trouble by delegating partial control to individual department admins.

Name card request is a simple tool that will allow you to delegate the printing request to your localized department administrators. You can define your segregation by Business Unit, Country, Location or any unit that you would want to subdivide administration. Once the segregation is defined, you can assigned prefixed name card format from your Office 365 pool and assign a responsible local administrator for each segregation. The tool will ensure the local administrator can only use the pre-defined format falling within the localized region.

Why customers use Name Card Request

- ▶ Too many users & locations to be managed by centralized Team
- ▶ Distribute and assign departments to handled each request
- ▶ Track all request through activity logs
- ▶ Generate costing by cost center or locations as per assigned territory
- ▶ Request can be done through mobile

Organization distributed by Many Groups or Locations

- Easily process users request for different groups, locations, countries outside of Head Quarter Office
- Department heads can have better control about request from isolated, remote location of their needs

All changes are directly updated and reflected from Office 365

Audit Logs for Compliance & Accountability

- All your changes for printing are logged and recorded
- Periodical data can be analyzed out of historical log records
- Costs can be controlled by studying utilization by Units

Additional Metadata for Users can be stored

No Compromise of Office 365 Administration Access

- Office 365 Admin access is reserved for Global IT in HQ
- Delegate only the department head or power user with to manage

Protected from constant Office 365 changes in UI or functions

Name Card Request

✕ Name Card Request ✓

Full Name
Yan

Contact
Yan Naing Kyaw

Contact:Job Title
Contact:Business Phone
Contact:Email Address

Quantity (Box)
3

Location
Singapore

Expected Collection Date
12/18/2017

Created

< Name Card Request ☑ ✎

Full Name
Yan

Contact
Yan Naing Kyaw

Contact:Email Address
yannaing@alfaconnections.com

Contact:Job Title
Solution Engineer
Contact:Business Phone

Contact:Home Phone

Quantity (Box)
3

Supplier

Location
Singapore

Expected Collection Date
12/18/2017

Created
12/1/2017 12:10 PM

Created By
Audrey Ng