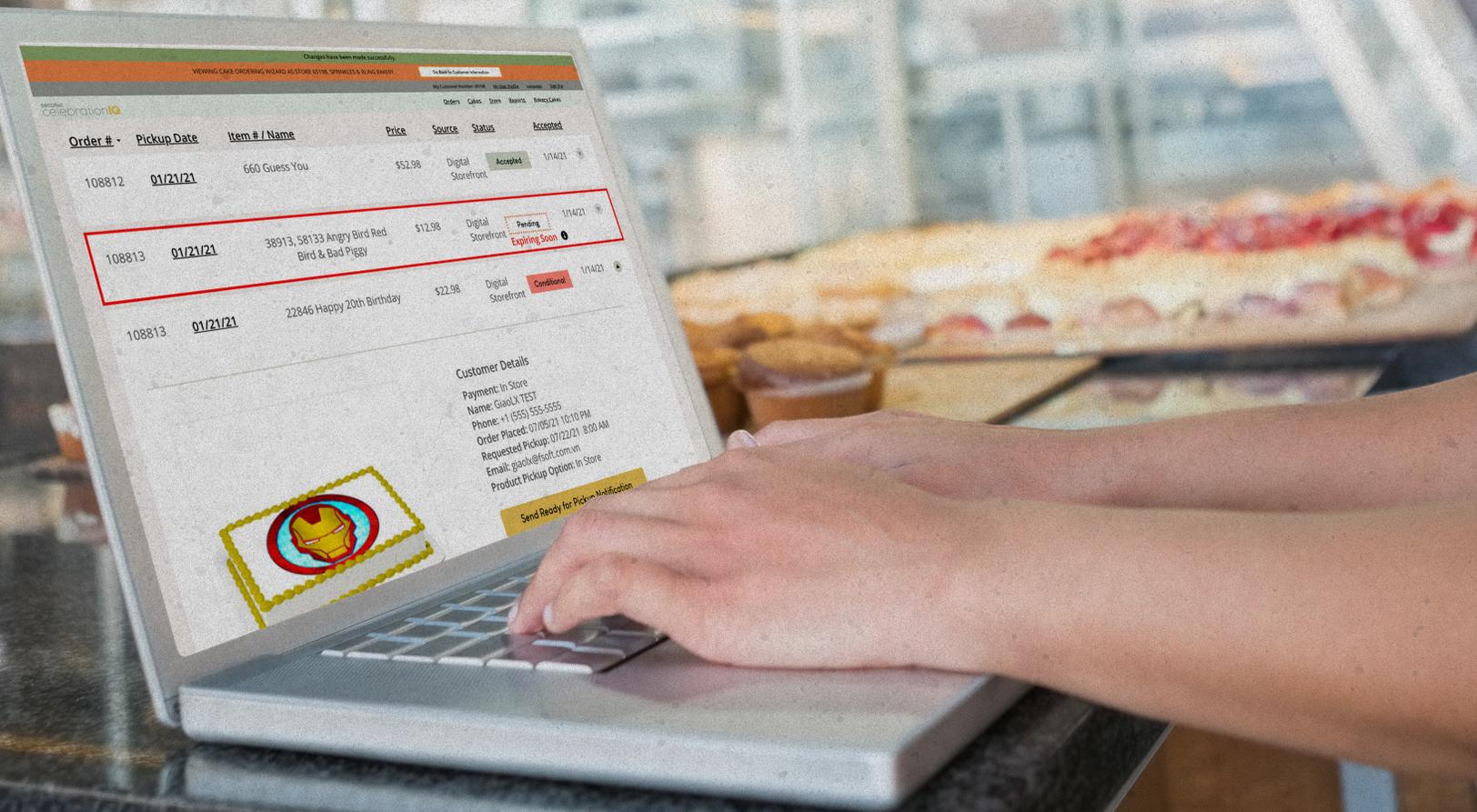


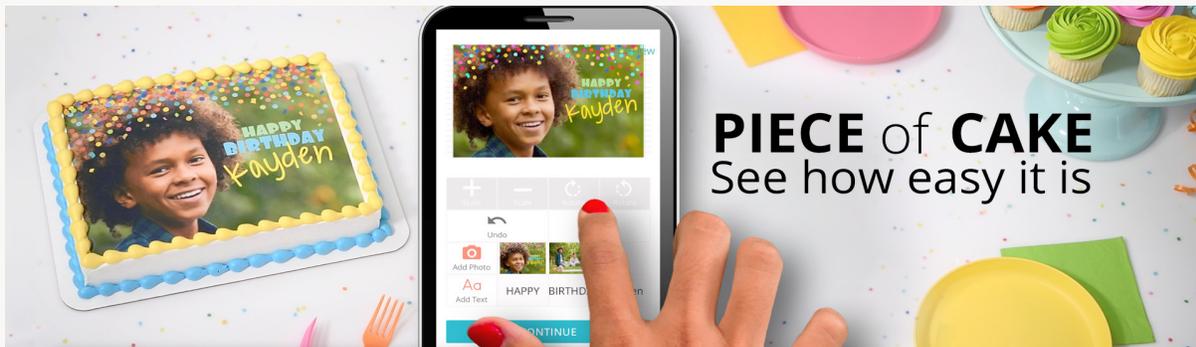
celebrationIQ™

user guide



WELCOME TO ONLINE ORDER MANAGEMENT

CelebrationIQ is customizable software that can seamlessly integrate with your existing site and provide a better means to manage your bakery business. Best of all, customers can shop 24/7 from any device and still get the same great experience.



PIECE of CAKE
See how easy it is

PRO TIP: Any computer with a fully updated web browser can be used to accept customer orders and manage your account. Any connected PhotoCake system will allow you to print customer PhotoCake designs in 3 easy steps.

WHAT YOU WILL NEED:

Setting up your bakery will take approximately 60 minutes. We recommend keeping it simple to start, as you can always go back in at any time and make changes and add new designs.

Before You Start:

Be sure you have the following information handy when you set up your bakery.

Your DecoPac Customer Number
The email address associated with your account

We have an easy setup form to help you collect all the information you need prior to setup.

Download the form at
www.CelebrationIQ.com/Documents

ACCOUNT SETUP

BAKERY SETUP

ORDERING SETUP

USING THE ADMIN

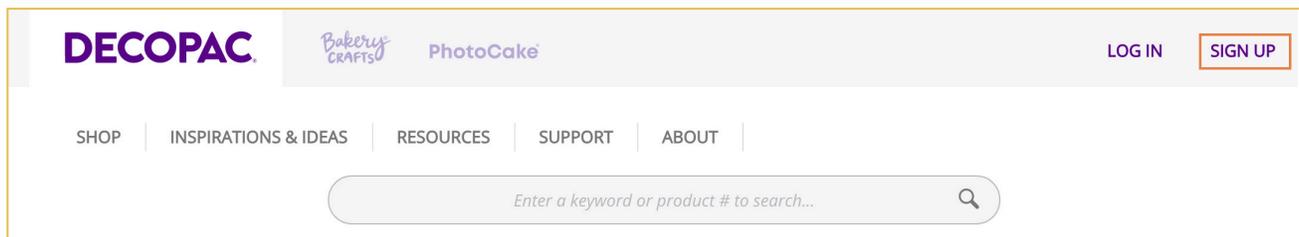
MASS UPDATES

MANAGING USER ROLES

ACCOUNT SETUP

1. To get started, you will need to have already established your DecoPac.com account. If you have not yet created this account, please go to www.decopac.com, select Sign Up and enter your DecoPac customer and store information. You will then need to wait 1 hour prior to setting up your CelebrationIQ account to ensure the DecoPac account gets into the system. If you don't have a DecoPac account, you can create one here.

Every CelebrationIQ user needs to sign up for DecoPac.com. If you already have a CelebrationIQ account and want to add a user, they will need to go to www.DecoPac.com and follow the account setup process.



Sign Up

Has your company purchased from DecoPac before?

Yes

No

[Continue](#)

Sign Up

1 Step 1 Enter Customer Information

2 Step 2 Complete Registration

Please Enter Your Customer Number and Billing Zip Code

* Customer Number

Your customer number can be found on past invoices, or by calling customer service

* Billing Zip

Verify by entering the zip code associated with your DecoPac account

[Verify Account](#)

PROTIP: Follow the account setup process on DecoPac.com to add additional CelebrationIQ users. Give them limited access by using Decorator Roles. Go to page 36 to learn how.

ACCOUNT SETUP

2. Once your DecoPac.com account has been established, visit <https://order.cakes.com/account-admin/setup> to begin your CIQ setup.
3. Enter your DecoPac customer number and email address, review and check the boxes to accept the terms and conditions, then click Submit.

Account Setup

Set Up Your Cake Ordering Website

The website setup tool can be used to make cake ordering more convenient for your customers on Cakes.com. To get started, please enter your DecoPac customer number found on your DecoPac invoice and the email address you use for your DecoPac account.

Customer Number ⓘ

Email Address ⓘ

Terms Of Use

Your Acceptance

Welcome to DecoPac, Inc. By using the <https://www.DecoPac.com> and <https://www.cakes.com> websites, including Powered by Cakes.com webpages (the "Websites"), further including all Content (as defined below) available through the Websites, or by accessing any associated content such as email feeds, social media profiles, feeds through apps or other related services provided by DecoPac (collectively the "Service"), the person or entity using the Service ("You") signify (a) that You have read and understood these Terms of Use ("TOU") (which include the Privacy Policy).

Printer Friendly Terms and Conditions

I represent that I operate a commercial retail or in-store bakery with information on file at DecoPac under the customer name of _____.

4. Verify your account information.

Account Setup

Verify Your Customer Information

The information to the right is information we have on file for your bakery. If this is correct, please move on to the next step. If this is not correct, please contact us to update your information.

Update your customer information with DecoPac:
1-800-DECOPAC (332-6722)
Open: 7 AM to 7 PM Central Time Monday through Friday, 7 AM to 2 PM on Saturdays, closed national holidays

Is your store information correct?

JENNIFER'S CAKES AND PASTRIES
3409 PARKMILL DR
KILLEEN TX 76542

Yes, Continue

PRO TIP:
Your address will match your billing address.

ACCOUNT SETUP

5. An email will be sent to you confirming your account setup has been a success. This confirmation email will also provide a link to create your account password.

Check Email Notification

Thank you. Your bakery information and email address have been verified. To continue your sign up, please check your email.

You should receive a message with a link redirecting you to a page where you can create your password. If you don't receive an email within a few minutes, please check your spam filter and junk email box.

Confirm Your CelebrationIQ™ Account

Welcome to CelebrationIQ. We're excited to have your bakery as part of our family. You are one step closer to creating a successful login for your personalized online ordering account.

Your user name and account email address is jenniferscakesandpastries@gmail.com.

Create your password to complete the setup process.

Thank you,
The CelebrationIQ Team

Create Your Password

6. Create your password.

Account Setup

Create Your Password

Welcome back. Before you can log in and set up your cake ordering information, please create a secure password.

Requirements:
Password must be at least 8 characters and contain at least one number and one capital letter.

Password

Does not meet requirements

Password Confirmation

Submit

PROTIP: Your password must be at least 8 characters and contain at least one number and one capital letter.

ACCOUNT SETUP

BAKERY SETUP

ORDERING SETUP

USING THE ADMIN

MASS UPDATES

MANAGING USER ROLES

The next setup can be done
two different ways:

Choose to utilize the auto-populated
options to get up and running fastest

or

Choose to set up each option manually.
Skip to page 9 to begin manual setup.

BAKERY SETUP: SIMPLE COMPLETE

7. In order to make the process quicker, we auto-populate basic options for your bakery setup. All settings and options can be changed in the Customer Admin at any time.

The options listed below will be auto-populated with commonly used information. **Please review all options before continuing.**

- Store Hours
- Holiday Hours
- Lead Time
- Cake Options
- Cake Pricing
- Size
- Flavors
- Frostings
- Frosting Colors

Let's Get Started!

We've taken the time to fill in basic options for you.

In Store

Store Hours:
Sunday - Saturday: 7:00 AM - 7:00 PM

Holiday Hours:
New Year's Day: Closed
Easter Sunday: Closed
Memorial Day: Closed
Independence Day: Closed
Labor Day: Closed
Thanksgiving Day: Closed
Christmas Day: Closed

Lead Time:
3 Days

Cake Options

Sizes: 1/4 Sheet: \$25.99 1/2 Sheet: \$51.99 Full Sheet: \$104.99 8" Round: \$25.99	Flavors: Chocolate White Marble	Frosting: Buttercream - White Buttercream - Chocolate
--	---	--

Frosting Colors:



Upcharges:
Generic Decoset: \$0.00
Licensed Decoset: \$0.00
Generic PhotoCake Edible Image: \$0.00
Licensed PhotoCake Edible Image: \$0.00

You can keep the selections made for you and change later if needed.
Or continue to the Customer Admin to make all selections.

[Continue with Selections](#) [Remove Selections & Continue](#)

8. You are ready to turn ordering on! You can enable online ordering at this time or choose a later date. This, too, can be changed at any point through the Customer Admin.

Your Bakery Setup is Complete!

Congratulations. Your bakery is now set up for customer orders on Cakes.com. You can begin accepting orders now or set up activation for a later date. Once you've made your selection, you'll be directed into your order queue.

Enable online ordering now

I'm not ready to accept online orders yet

Enable online ordering on a specific date:

[Go Back](#) [Continue to Customer Admin](#)

CONGRATULATIONS!
YOUR BAKERY SETUP IS NOW COMPLETE.

BAKERY SETUP: MANUAL METHOD

If you have not chosen the option for us to auto-populate the basic options, you will need to complete the minimum setup requirements to start taking orders online. This includes setting up Lead Times, Standard Hours, Cake Flavors, Cake Frostings and Frosting Color.

Before You Start:

Be sure you have the following information handy when you set up your bakery.

- Bakery standard hours
- Bakery holiday hours
- Cake flavors
- Cake sizes
- Cake prices
- Cake fillings
- Cake frosting flavors
- Cake frosting colors
- Upcharge amounts for cake decorations
- CelebrationIQ Welcome Message: 1-3 sentences highlighting your bakery (*optional*)
- Bakery Logo in .gif, .jpg, or .png file format (*optional*). Best results use an image with a size of 200 px wide
- Banner: Best results use an image with a size of 1856 px by 400 px (*optional*)
- Date you want to begin accepting online orders

Download the setup form at www.CelebrationIQ.com/Documents

STORE INFORMATION

The Store > *In Store* menu allows you to set your bakery hours and holiday hours. It also allows you to set up default and PhotoCake override lead times for your customers to view when they order a cake.

To set your store's hours navigate to *Store > In Store > Standard Hours > Edit*. Hours can be adjusted manually for each day of the week, or you can mark your bakery as open 24/7.

Edit Store Information

Enter Your Standard Hours

Had a change in hours? Adjust the days and times your bakery is currently open during a regular week. Remember there is a special page for holiday hours or other one time occasions. As always, if your hours change in the future, this section is always available for editing.

My bakery is open 24 hours, 7 days a week.

Day of Week	Open / Closed	Opening Time	Closing Time
Monday	<input checked="" type="checkbox"/> OPEN <input type="checkbox"/>	From: 8:00 AM ▼	To: 5:00 PM ▼
Tuesday	<input checked="" type="checkbox"/> OPEN <input type="checkbox"/>	From: 8:00 AM ▼	To: 5:00 PM ▼
Wednesday	<input checked="" type="checkbox"/> OPEN <input type="checkbox"/>	From: 8:00 AM ▼	To: 5:00 PM ▼

BAKERY SETUP

Edit Store Information

Enter Your Standard Hours

Had a change in hours? Adjust the days and times your bakery is currently open during a regular week. Remember there is a special page for holiday hours or other one time occasions. As always, if your hours change in the future, this section is always available for editing.

My bakery is open 24 hours, 7 days a week.

Day of Week	Open / Closed	Opening Time	Closing Time
Monday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Tuesday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Wednesday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Thursday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Friday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Saturday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM
Sunday	<input checked="" type="checkbox"/> OPEN	From: 8:00 AM	To: 5:00 PM

Time Zone
Alaska

You can set standard lead times and lead times specific to PhotoCake cakes.

- A. Clicking on the button toggles the information (e.g. Open to Closed).
- B. Clicking on the arrow brings a dropdown menu to make option selections (e.g. time of day).
- C. Select Save when you are ready to proceed to the next step.

Enter Your Order Lead Times

Do you need to adjust your order lead-times? Enter the amount of lead-time you and your staff need to produce the order. The lead-time shown begins when the order is placed. Lead times can always be adjusted.

Default lead time:

1 Day

Override your default lead times:

Sunday: 1 Hour

Monday: Enter Override Lead Time

Tuesday: Enter Override Lead Time

Wednesday: Enter Override Lead Time

Thursday: Enter Override Lead Time

Friday: Enter Override Lead Time

- D. Click into any days you need to make exceptions to. You can have two different lead times. One lead time for PhotoCake designs and a different lead time for all other designs.

BAKERY SETUP

CelebrationIQ gives you the ability to set up curbside and delivery options for your bakery. Choose options for in-store pickup, curbside, and home delivery.

Enter Your Curbside Pickup Information

In-Store Pickup
Enable in-store pickup for your store.

Curbside Pickup
Enable curbside pickup for your store.

Home Delivery
Enable home delivery for your store

Delivery Radius
Set a delivery radius from your store's address.

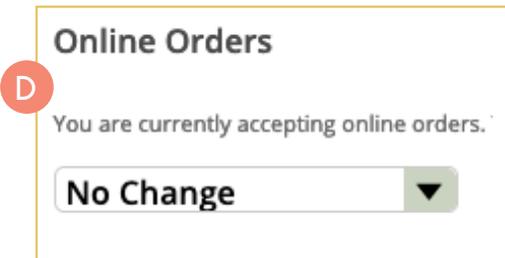
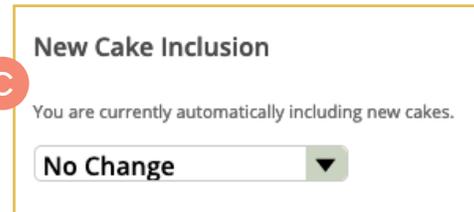
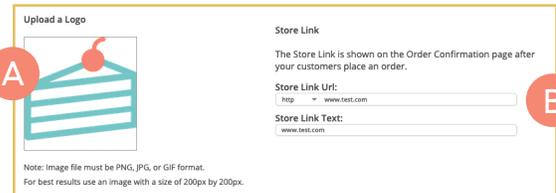
Pickup Page Message
Add a message to your store's cake pickup page.

Limit 90 characters

BAKERY SETUP

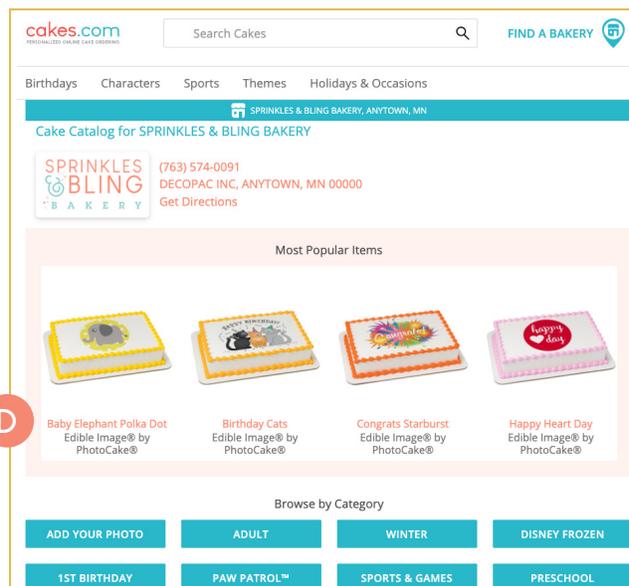
Under Store > Online you can change your bakery logo, the URL shown to customers, include new cake designs and update your Cakes.com online ordering status.

- A. Change your bakery logo.
- B. Update the URL shown to customers when placing an order.
- C. New Cake Inclusion – Turn this option on if you want to automatically include all of DecoPac's new cake designs to your CelebrationIQ page.
- D. Online Ordering – Turn on/off Cakes.com ordering.



- E. Accepting Online Orders includes your store in our network of bakeries on the Cakes.com directory. The Cakes.com directory is an online listing of local bakeries and their various cake offerings. This is only available for some locations. Contact a CIQ Support member at Cakes@decopac.com for more information.

PROTIP: *Accepting Online Orders* can be set to take effect immediately or on a specific, future date.



BAKERY SETUP

CelebrationIQ offers multiple payment options customers for you to offer your customers. By default, your account is set to only offer customers in-store payment. You can also set your account to accept PayPal payments or integrate with your eCommerce shopping cart.

The screenshot shows the 'Payment Selections' configuration page. At the top right, there are navigation tabs for 'Store', 'Reports', and 'Ba'. Below these is a sub-menu with 'In Store', 'Online', and 'Payment Options'. The main content area is titled 'Payment Selections' and contains the following text: 'Choose how your customers can pay for their purchase. Select from In-store Only, Cart Integration or PayPal and PayPal Online Payments are separate features and only one of the features can be active on an account.' Below this, it states 'In-store Only Payment Option is Live' and 'Your customers will only have the option to pay at your store after their order is placed.' There is a 'Payment Options' section with a dropdown menu currently showing 'In-store Payment Only'. Other options in the dropdown include 'PayPal & In-store Payment', 'PayPal Online Payment Only', 'Cart Integration & In-store Payment', and 'Cart Integration Online Payment Only'. Below the dropdown is a text area for a message, currently empty, with a '90 Max Characters' limit. At the bottom right, there are three buttons: 'Cancel', 'Save as Draft', and 'Save'.

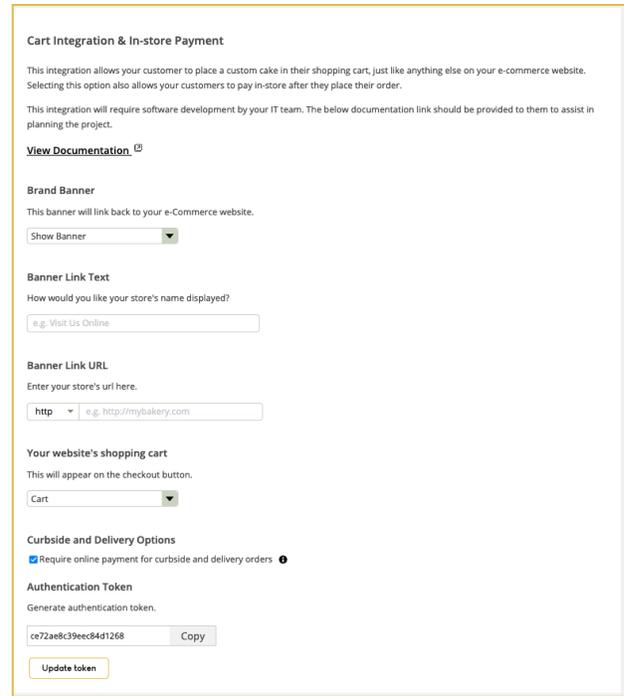
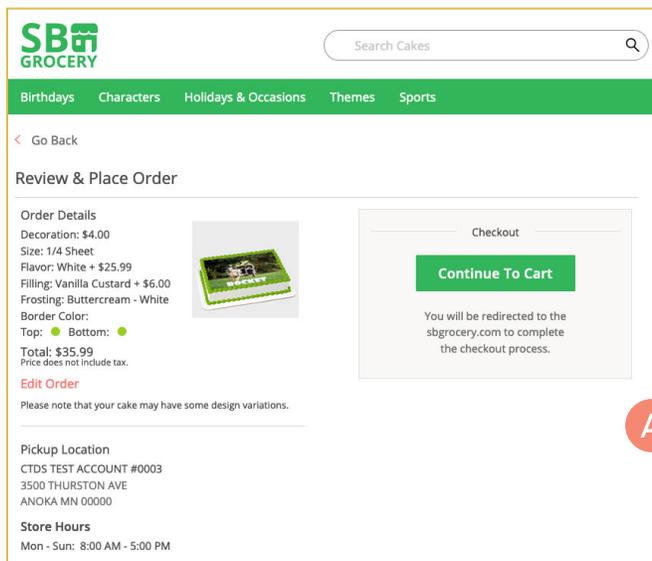
The screenshot shows the 'PayPal Online Payment Integration' configuration page. It features the PayPal logo at the top left. Below the logo, it says 'PayPal Online Payment Integration' and 'This integration will require a PayPal Business account. The below documentation link gives instructions on how to set up and this account.' There is a 'View Documentation' link. Under 'Curbside and Delivery Options', there is a checkbox labeled 'Require online payment for curbside and delivery orders' which is checked. Below this are two input fields: 'Client ID Sandbox' with the value '123456' and 'Client ID Live' which is empty. There is a 'Currency' dropdown menu set to 'USD' and a 'Testing Mode (Uses Sandbox Client ID)' toggle switch set to 'YES'.

A PayPal Business account is needed to set up PayPal and credit card payment. Full instructions are available online at: www.CelebrationIQ.com/payment-integration

The screenshot shows the 'Review & Place Order' page for 'SPRINKLES & BLING BAKERY'. The page has a search bar at the top right and navigation tabs for 'Birthdays', 'Characters', 'Sports', 'Themes', and 'Holidays & Occasions'. Below the navigation is a 'Go Back' link. The main content area is titled 'Review & Place Order' and contains 'Order Details' and a 'Pay' section. The 'Order Details' section lists: 'Decoration: \$0.00', 'Size: 1/4 Sheet', 'Flavor: White + \$20.55', 'Filling: No Filling', 'Frosting: Buttercream - White', 'Border Color:', 'Top: ● Bottom: ●', 'Total: \$20.55', and 'Price does not include tax.' There is an 'Edit Order' link and a note: 'Please note that your cake may have some design variations.' Below this is the 'Pickup Location' information: 'SPRINKLES & BLING BAKERY', 'DECOPAC INC 3500 THURSTON AVE', 'ANYTOWN MN 00000', '(763) 574-0091', and 'Store Hours: Mon - Sun: 8:00 AM - 5:00 PM'. The 'Pay' section has two options: 'Pay in store' with a 'Place Order' button, and 'Pay online' with buttons for 'PayPal', 'Pay Later', and 'Debit or Credit Card'. The page is powered by PayPal.

BAKERY SETUP

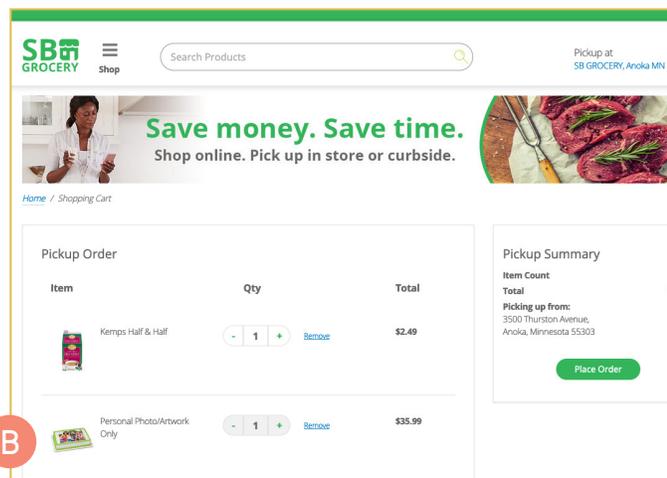
Cart integration allows your customers to shop on your eCommerce website for groceries, link over to your CelebrationIQ site to order a cake and purchase the entire order back on your eCommerce website. This integration requires developer programming. Full instructions are available online at: www.CelebrationIQ.com/cart-integration



A. Find and customize a cake on your CelebrationIQ cake ordering site.

B. Check out on your eCommerce site.

PROTIP: CIQ site branding can be customized to match your eCommerce website with the help of a CIQ Support member. Contact us at Cakes@decopac.com.



CELEBRATIONIQ SETTINGS

Under Bakery Cakes > CelebrationIQ Setting you manage your CelebrationIQ storefront banner and welcome message, the types of cake designs your bakery offers, enable CelebrationIQ online ordering, and more.

CelebrationIQ Settings

A My CelebrationIQ URL

<https://order.nqa.decopac.com/pbc/sprinkles-bling-bakery>

Bakery-specific lockdown can be turned on by adding "?kiosk=1" to the end of your URL above. Note that in order to turn lockdown off you will be required to clear your cache and cookies once initiated.

B Manage Background Options

Manage Cake Backgrounds and Offerings

Default Background: Airbrushed

Other Background Offerings

Standard
Edible Image® Printed by
Frosted

CHOOSE YOUR BACKGROUND TYPE:

STANDARD

EDIBLE IMAGE® PRINTED BY PHOTOCAKE®

AIRBRUSHED

FROSTED



C Edible Image® Printed by PhotoCake®

Choose your Edible Image® Printed by PhotoCake® offerings

Cake and Edible Imag ▼

A. You can set up a customized CelebrationIQ storefront with a unique URL. This is the URL customers can search and shop your online offerings. You can use this on any Marketing you do.

B. Manage the backgrounds you offer:

1. Choose Default Background. This choice will be shown with design on site until customer chooses a background.
2. Choose available background offerings:

Standard designs match DecoPac's supplied cake decorating instruction cards.

Edible Image uses a PhotoCake Enhanced Background.

Airbrushed shows the design with the top airbrushed.

Frosted shows the design with the top frosted.

C. This is where you can choose how your customers can order PhotoCake.

Edible Image Decoration only allows your customer to purchase only the printed edible image sheet.

Cake Only allows your customer to only purchase the cake they designed.

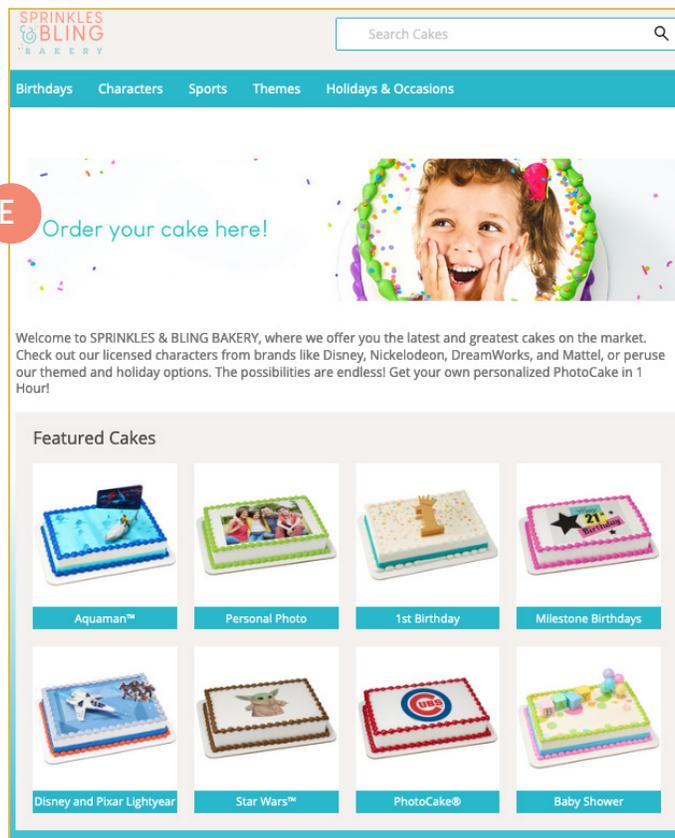
Cake and Edible Image allows your customer to purchase the cake they designed or just an edible image.

BAKERY SETUP

A CelebrationIQ site includes a custom home page with a unique url that can be shared online or linked to using a QR code. Send this link to your customers to let them know about your site!



D. This is where you enable or disable *Cake Ordering Online*. Enabling allows customers using your CelebrationIQ site the option to place an order online. Disabling still allows customers the ability to search and view your cake offerings, but instead directs customers to call to order.

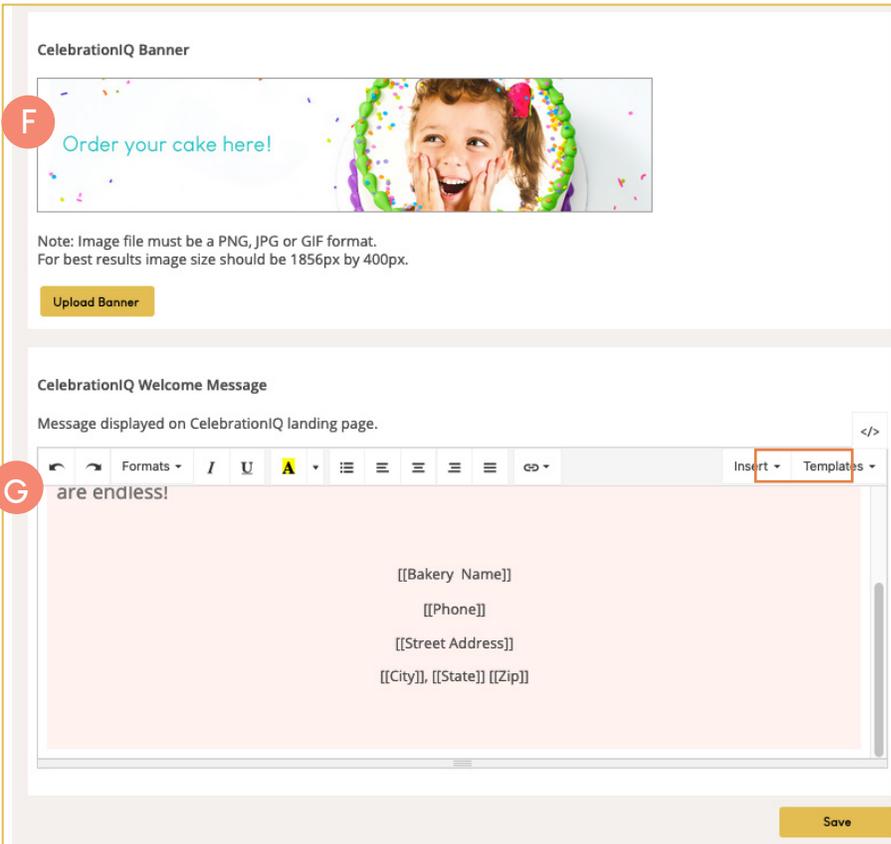


E. This shows what customers will see if viewing and/or shopping your custom CelebrationIQ URL. Through this custom URL, you can control your banner, welcome message, featured cakes, and more.

Enabling *Cake Ordering Online* lets customers purchase their cake online directly through your own custom CelebrationIQ URL.

Disabling this feature still gives customers the ability to search and view your cake offerings through the custom URL, but does not allow online ordering. Instead, your customers will be prompted to call your bakery to order.

BAKERY SETUP



F. You can customize the banner that appears on your custom URL's page here.

G. You can also include a custom welcome message for your customers. Some suggestions include: any special notes about ordering, new cake offerings, etc. There are templates readily available for you to utilize, found under the Templates tab within the welcome message editor.

For additional customization of your CIQ site, a branded color palette can be set up with the help of a CIQ Support member. Contact us at Cakes@decopac.com.

CAKE DETAILS

Adding cake flavors, sizes, surcharges, fillings, frosting flavors, and pricing for each.

Cake Flavors, Sizes & Prices

Cake Flavors		Cake Size		Base Price (\$)	Directions:
<input type="checkbox"/> NO	Carrot A	1/8 Sheet	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Chocolate	1/4 Sheet	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Marble	1/2 Sheet	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Red Velvet	Full Sheet	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Tres Leches	Pull Apart Cupcake Cake	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	White	7" Round	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Yellow	8" Round B	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO	Variety	9" Round	<input type="checkbox"/> NO	0.00	
<input type="checkbox"/> NO					
<input type="checkbox"/> NO					

- A. Choose one Cake Flavor, Filling, or Frosting Flavor you wish to offer; button will change from No to Yes when selected.
- B. Once a Cake Flavor, Filling, or Frosting Flavor has been selected, you will need to pick the Cake Size(s); button will change from No to Yes when selected.
- C. Add a price to create the base price for a Cake Flavor. Adding a price to a Filling or Frosting Flavor is considered an 'upcharge'.
- D. Choose the next Cake Flavor, Filling, or Frosting Flavor you wish to offer and repeat steps A through C.
- E. Clicking the "Cancel" button will cancel all changes.
- F. Clicking the "Save" button will save all changes.

PROTIP: If you wish to offer a Filling or Frosting Flavor at no extra cost, simply keep the price at \$0.00. This will allow the customer the option but not upcharge them.

Adding Frosting Colors and Cake Serving Sizes.

Edit Your Available Icing Colors

Available Icing Colors:

Select All:

A

Directions:

Use the colored check boxes to show the icing colors available at your bakery. Of course, if your color selections change in the future, it's easy to edit.

Edit Cake Serving Information

Alter your cake serving sizes

Serving sizes

1/8 Sheet	Serves 8 - 10	B
1/4 Sheet	Serves 20 - 25	
1/2 Sheet	Serves 40 - 50	
Full Sheet	Serves 80 - 100	

- A. Select the Frosting Colors you wish to offer.
- B. Suggested serving sizes are listed. You can override the suggested size by typing in the field.

CAKE DETAILS SETUP EXAMPLE

In this example we are looking at the *Flavors* menu found under the *Cakes* menu previously.

- A. Shows all of the cake flavors available for your bakery. Flavors may be turned *on* or *off* at any given time. To change cake sizes or prices select the cake flavor you want to make changes to. Click on the *yes/no* tab. Once you turn *on/off* the sizes and prices, select *Save* to accept the changes. Repeat the above steps for additional size and price changes
- B. This is a list of available cake sizes. Note: custom sizes are shown at the top of the list. Custom sizes can be added under Bakery Cakes > Custom Sizes.
- C. Cake sizes (dimensions and serving sizes) are shown in this menu. The dimensions and serving info can be changed in the *Serving Sizes* menu found within *Cakes*.
- D. Select *Save* for your edits to apply or *Cancel* to undo any edits made.

PRO TIP: Each cake flavor and size combination can have a custom price. Frosting set for a cake flavor and size will set what is called the *base price* for a cake. Frosting for a filling or frosting will create an 'upcharge', so if a customer chooses to add a filling or frosting with and additional price assigned to it, the upcharge will be applied to the base price. For example:

Full sheet Chocolate *base price:* \$23.99
 PhotoCake Design: \$5.00
 Strawberry filling: \$3.00
 Buttercream Frosting: \$1.00
Total cake price: \$32.99

PRO TIP: The customer sees the Frosting breakdown when making their cake details selection. Decoration is the same as 'Design' in the admin.

**CONGRATULATIONS!
 YOUR BAKERY SETUP IS NOW COMPLETE.**

ACCOUNT SETUP

BAKERY SETUP

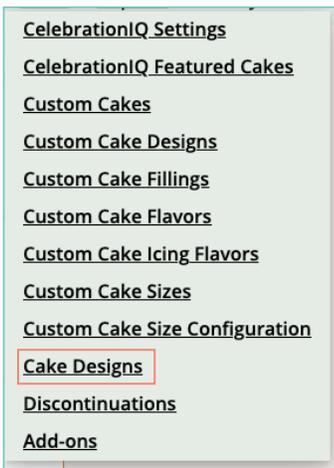
ORDERING SETUP

USING THE ADMIN

MASS UPDATES

MANAGING USER ROLES

CAKE DESIGNS



To select which DecoPac cake designs you would like to offer your customers, click on *Cake Designs* under the *Bakery Cakes* menu. The options that are available here to include or exclude are cake designs that your bakery is authorized for. You cannot view or select designs that your bakery is not authorized for.

PROTIP: New Cake Designs are set to automatically be excluded from your bakery. You will receive an alert banner on your admin account when new designs are available to review. If you wish to automatically include all new cake designs, find that option under *Store > Online*. Scroll to the bottom of the page and under 'New Cake Inclusion' you can choose 'No Change' (automatically include new cakes) or 'Change' to exclude all new cakes by default. After selecting your option, hit save to store the result chosen.

EDITING CAKE DESIGNS

- A. Choose a category from the dropdown box.
- B. Check the box(es) next to the product type(s) you want to view. Select the *Filter* button for results. Choosing a category and product type together will help narrow your search results.
- C. *Select All Cakes* to offer all cake design options on your bakery page. This is a shortcut to skip manually selecting each option within a specific filtered view.
- D. Check the box to include each individual cake design on your CIQ bakery page. Uncheck to exclude.
- E. *Clear All Cakes* to remove all cakes on this page from your CIQ site. This is another shortcut to skip manually selecting each option within a specific filtered view.
- F. Search for a specific cake design by name or item number. Select *Filter* to display cake options.
- G. **IMPORTANT: Be sure to click the *Update Cakes* button at the bottom of the page to save your selections!**

Cake Designs

You can choose which cake designs you want to display for your bakery. By default, all cakes available to you are included on your bakery page. To remove cakes from your bakery page, uncheck the box for that cake and click the **Save** button at the bottom of this page.

A New Cakes **F** Search by Name or Exact Cake Number

B DecoSet® / Cake Kit
 PhotoCake® Frame
 PhotoCake®
 PhotoCake® Strip

C **Select All Cakes** **E** **Clear All Cakes** **B** **Filter**

4 cakes

 (25354) Your Personal Photo <input checked="" type="checkbox"/> Include	 (28129) NBA Nothing But Net <input checked="" type="checkbox"/> Include	 (28127) My Little Pony Pony Pals <input checked="" type="checkbox"/> Include	 (28137) Power Rangers™ It's Morphin Time <input checked="" type="checkbox"/> Include
---	---	---	--

D **Include** **G** **Cancel** **Save**

CUSTOM CAKE DESIGNS - CREATING AND MANAGING

To access your bakery's custom cake offerings, go to *Bakery Cakes > Custom Cakes*.

Custom Cakes

A **New** **Inactive Cakes** **B** **C** **D**

Number	Name	Active	Vendor Cake	Price (if set)	
TMPL-333	Mint Cake	<input checked="" type="checkbox"/>	No		Edit
TMPL-222	Cupcake Cake	<input checked="" type="checkbox"/>	No		Edit

E **DecoPac Discontinued Cakes**

Number	Name	Active	Vendor Cake	Price (if set)	
21941	Thomas & Friends™ The No.1 Engine	<input checked="" type="checkbox"/>	No		Edit
11233	Bats	<input checked="" type="checkbox"/>	No		Edit

- A. Select *New* to create a custom cake. Then enter your cake information in the form (F).
- B. Switch between a view of active or inactive cakes. Active cakes are displayed on your CIQ bakery page, inactive cakes are not.
- C. Toggle checkbox on to make a cake active, toggle off to make inactive.
- D. Edit parameters of your custom cake design by selecting the *Edit* button of the cake you would like to make changes to.

F **New Custom Cake**

Enter Your Cake Information

Description *

Long description

Number *

Gender

Price in dollars

Age Groups (Hold Ctrl Key to select multiple options)

Categories (Hold Ctrl Key to select multiple options)

Cake Design

Cake Sizes (Hold Ctrl Key to select multiple options)

Trade Mark

Search Keywords

Images

Note: Image file must be a PNG, JPG or GIF format. For best results image size should be 72 DPI and 1000px by 1000px. Max file size is 200KB.

Upload Image: No file selected. Slideshow Position:

Upload Image: No file selected. Slideshow Position:

You can change:

- Description (short and long)
- Item Number* (for searching on CIQ)
- Gender
- Price
- Age Groups
- Categories
- Cake Designs
- Piped Inscription
- Cake sizes
- Trademark
- Search Keywords (ie. birthday, Fall)
- Images (upload up to 4 images of your custom cake)
- Small Object Warning
- Photo Upload

- E. Listing of discontinued cakes that have been made custom to your bakery. If you do not have discontinued cakes it will say *No cakes to display*.

PROTIP: You cannot choose a current DecoPac item number to use as your 'Item Number'. We suggest instead "TMPL-" then description, ie 'TMPL-3D Basketball'.



CREATING AND MANAGING CUSTOM CAKE FILLINGS, FLAVORS AND FROSTINGS

1. You can add any sort of custom flavoring to your cake with these menus. For example, to add a new custom cake flavor go to *Bakery Cakes > Custom Cake Flavors*. You will be greeted with this menu.
2. Click on *New Custom Cake Flavor* and enter a name for the custom flavor, then select *Create Cake Flavor*.

Name	Actions
chocolate	<button>Edit</button> <button>Delete</button>

New Custom Cake Flavor

Name
Angel Food Cake

Create Cake flavor

3. Now that we have the flavor created, to add an upcharge, navigate to *Cakes > Flavors* and click the small *Edit* button in the top right to navigate to *Cake Flavors, Sizes & Frosting*.

Cake Flavors	Cake Size	Base Price (\$)
<input type="checkbox"/> NO chocolate	XXXL <input type="checkbox"/> NO	0.00
<input checked="" type="checkbox"/> YES <input type="checkbox"/> Angel Food Cake	1/8 Sheet <input type="checkbox"/> NO	0.00
<input checked="" type="checkbox"/> YES <input type="checkbox"/> Carrot	1/4 Sheet <input type="checkbox"/> NO	0.00
<input checked="" type="checkbox"/> YES <input type="checkbox"/> Chocolate	1/2 Sheet <input type="checkbox"/> NO	0.00
<input checked="" type="checkbox"/> YES <input type="checkbox"/> Marble	Full Sheet <input type="checkbox"/> NO	0.00
<input type="checkbox"/> NO Red Velvet	Pull Apart Cupcake Cake <input type="checkbox"/> NO	0.00
<input type="checkbox"/> NO Tres Leches	7" Round <input type="checkbox"/> NO	0.00
<input checked="" type="checkbox"/> YES <input type="checkbox"/> White	8" Round <input type="checkbox"/> NO	0.00
<input type="checkbox"/> NO Yellow	9" Round <input type="checkbox"/> NO	0.00
<input type="checkbox"/> NO Variety	10" Round <input type="checkbox"/> NO	0.00
	Signature <input type="checkbox"/> NO	0.00
	Simple Signature <input type="checkbox"/> NO	0.00

Directions:
Update the cake flavors, sizes and prices that your bakery offers, or adjust your pricing. Anticipating more updates in the future? No problem. This page is always available to edit so your customers are always shown your latest cake options.
Note: Most bakeries only have a base price for Signature Cakes.

Cancel Save

- A. These are currently selected cake flavors. Cake sizes update independently for each flavor, so you will need to turn on all desired cake sizes for each flavor offering. Remember to hit it *Save* to capture any changes once you have finished.
- B. This is a list of all cake sizes (including any custom sizes of cakes you have set up). On this step you will toggle the cake size of choice to either *Yes* or *No*.
- C. This is the base price for the specified cake flavor and size combination. See the [PROTIP on page 16](#) for further description of the term base price.

PROTIP: When adding a price to frosting or to fillings, it's considered an upcharge, on top of the Cake flavor base price.

ACCOUNT SETUP

BAKERY SETUP

ORDERING SETUP

USING THE ADMIN

MASS UPDATES

MANAGING USER ROLES

USING THE ADMIN

LOG IN TO THE ADMIN

Log in to the CelebrationIQ Admin with your DecoPac.com email address and the password you gave when setting up your account. If you forgot your password, reset it by using the "Forgot your password?" link.

The type of user role you have will determine the page you see when you log in. A Store Level or Decorator Role login allows you to update a single store at a time. A Manager login allows you to update a group of locations.

A. When logging in using a Store Level or Decorator Role, you will see the Active Order Queue.

Order #	Pickup Date	Item Number / Name	Price	Source	Status	Accepted
344549	05/26/22	26474 Star Wars™ The Mandalorian The Child	\$27.98	CelebrationIQ	Accepted	05/10/22

B. When logging in using a Manager Role, you will see the Reports page. From here you have options to view reports for all stores, make mass updates or use the Location Login to edit stores individually.

Order #	Pickup Date	Item Number / Name	Price	Source	Status	Accepted
399153	08/26/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399149	08/26/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399142	08/26/22	19268 Jungle Animals	\$59.99	CelebrationIQ	Accepted	08/01/22

PROTIP: You can log in as an individual location or update all locations at the same time using a Manager Role. Go to page 33 to learn how.

USING THE ADMIN

ALERT MESSAGES

When DecoPac cake designs become available or are discontinued, you will see an alert message banner at the top of the CelebrationIQ Admin.

New [cakes](#) for you to review. Please take a look.

- You will only see these messages appear once you are logged in.
- Click on the link and you will be brought directly to the page to review the cake designs.
- The message will continue to appear until either a new alert message is available, or you have clicked on the link.

ONLINE ORDERING CHANNEL TOGGLE

Online ordering channels can be toggled on and off from any page in the Admin when logged in as a store location. Click on the ON/OFF links in the header next to "CIQ" or "Cakes.com" to enable or disable ordering. You are also able to find your store URL here.

The screenshot displays the CelebrationIQ Admin interface. At the top, there are navigation tabs for Reports, Bakery Cakes, and ONLINE ORDERING CHANNELS. The ONLINE ORDERING CHANNELS section shows CIQ ON and cakes.com ON. A callout box highlights the Cakes.com channel, showing the store URL www.cakes.com/pbc/sprinkles-bling-bakery and an 'Enable Ordering Now' toggle set to ON.

Below the callout, the main dashboard shows the following order statistics:

Category	Count
New Orders	0
Accepted Orders	3
Accepted Conditionally	0
All Active	3

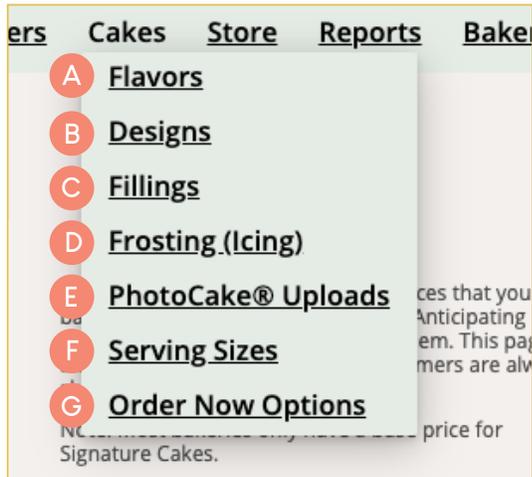
Below the statistics is a table for 'Most Recent Orders':

Order #	Pickup Date	Item Number / Name	Price	Source	Status	Accepted
399153	08/10/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399149	08/20/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399142	08/03/22	19268 Jungle Animals	\$59.99	CelebrationIQ	Accepted	08/01/22

At the bottom of the page, there is a footer with the following text: 1-800-DecoPac, FAQ, TERMS OF USE, PRIVACY POLICY, DO NOT SELL MY INFORMATION, DATA PROCESSING, CONTACT US, © 2022 CelebrationIQ. All Rights Reserved.

CAKES

Cake detail styles can be found under *Cakes* in the main menu of your CIQ dashboard.



Note: The other options under the 'Cakes' menu follow the same guidelines as the Flavors menu.

- A. **Flavors** – This menu is used to add/remove cake flavors and add your frosting. Frosting will reflect the base cost of the cake to your customer.
- B. **Designs** – This menu allows you to charge your customers for top of cake decorations offered from DecoPac. (e.g. PhotoCake Images, Frames, DecoSets, Cupcake Rings and more). This cost will be reflected when your customer chooses their cake size.
- C. **Fillings** – This menu is used to add/remove cake fillings and enter your frosting. Pricing will be reflected to the cake total when flavor is chosen by your customer.
- D. **Frosting** – This refers to your frosting flavors you offer. In this menu you can add your frosting flavors and enter a price that will be added to the cake price when your customer chooses their frosting flavor.
- E. **PhotoCake Uploads** – This menu is used to retrieve any images uploaded from customers. This menu is also used to re-send PhotoCake Upload tickets to the customer in the event their image expires or they want a different image.
- F. **Serving Sizes** – This menu is used to create and edit serving sizes for any style of cake.
- G. **Order Now Options** – These provide your customers the ability to order a cake design with only the options pre-selected by your bakery. The customer will not be able to change the cake size, flavor, filling, or frosting. If enabled, the cake is only available to order as-is.

BAKERY CAKES

The Bakery Cakes menu is where you make further customizations to your bakery settings, for example custom cake size and flavor setups, candle add-ons and cake design management.

- 
- A. **Settings** - This option is used to enable/disable CelebrationIQ ordering, manage DecoSet background offerings, add a hero image and personal message to your CIQ page and obtain your bakery's custom URL.
 - B. **Featured Cakes** - This is used to manage which cakes will appear on your CIQ home page.
 - C. **Custom Cakes** - Use this option to add any custom or specialty cake that your bakery provides that is not a DecoPac cake design.
 - D. **Custom Cake Designs** - Used to add upcharge options to custom cakes (Only available for custom cakes).
 - E. **Custom Cake Fillings** - Used to add additional custom cake fillings to your bakery offerings.
 - F. **Custom Cake Flavors** - Used to add additional custom cake flavors to your bakery offerings.
 - G. **Custom Cake Frosting Flavors** - Used to add additional custom Frostings (Frosting) flavors to your bakery offerings.
 - H. **Custom Cake Sizes** - Used to add custom sized (or non-standard) cakes to your bakery offerings.
 - I. **Custom Cake Size Configuration** - Used to limit specific designs from your bakery offerings to specific cakes, ie pull apart cake.
 - J. **Cake Designs** - Used to select which DecoPac cake designs you would like to offer for your bakery. By default, all cakes are available to you on your bakery page. To remove any cakes from your bakery page, you will uncheck the box for that cake and click 'update cakes' button at the bottom of the page.
 - K. **Discontinuations** - Used to view discontinued cakes. You can add any discontinued item back to your bakery's offering by selecting the 'Copy to Custom' button.
 - L. **Add-Ons** - Used to select which DecoPac candles you choose to offer your customers as an add-on to their cake order.

DISCONTINUED CAKES

Discontinued DecoPac cake designs can still be made available to show your customers if you have any on-hand inventory left of the discontinued design. An alert banner will appear at the top of your admin screen after you log in. It will inform you of any discontinued items. By default, all discontinued cake designs are excluded from any future ordering. Navigate to *Bakery Cakes > Discontinuations* to view new discontinued cakes.

Once you have depleted your inventory you can then remove/exclude the cake design.

Discontinued Cakes

Cakes on this page have been marked as discontinued. You can choose to include or exclude them from your listings. If you wish to continue offering this cake after it has been removed from DecoPac's standard cakes, click 'Copy to Custom' to clone the cake to your custom cake listings and automatically exclude the DecoPac version.

All Discontinued Cakes

DecoSet® / Cake Kit
 PhotoCake® Frame
 PhotoCake®
 PhotoCake® Strip

D

7 Discontinued, Unduplicated Cakes

B 

(24929) 25th Anniversary

Included

E 

(26938) 100 Days Sharper

Included



(26939) 100th Day of School

Included

C 

(26902) 21st Birthday

Included

F 

(26903) 30th birthday

Included



(20021) 21st Birthday

Included



(20024) 25th Anniversary

Included

DecoPac Discontinued Cakes				
Number	Name	Active	Vendor Cake	Price (if set)
G 24434	Vibrant Fruit	H <input checked="" type="checkbox"/>	No	<input type="button" value="Edit"/> I
22383	Urban Fish	<input checked="" type="checkbox"/>	No	<input type="button" value="Edit"/>

- A. New discontinued cake designs will automatically appear as options to view.
- B. To view other discontinued cake designs by category, use the drop-down menu. Select the *Filter* button for results.
- C. Search for a specific cake design by name or item number. Select *Filter* to view the cake selection.
- D. Check the box(es) next to the Product Type(s) you want to view. Select the *Filter* button for results.
- E. Clear filtered results.
- F. Check the box to include and select *Copy to Custom*. This will convert the cake design to a custom-to-your-bakery design and will appear under your Custom Cakes.
- G. Indicates DecoPac item number and name of discontinued—now custom—cake design.
- H. Checked box indicates item is active and orderable. Once you have depleted your inventory, you can uncheck this box to mark the cake design as inactive, so it will be unavailable to order.
- I. You can edit any of the cake parameters for this new custom cake design (e.g. description, age group, price in dollars, keywords etc.) Then select *Create Custom Cake* to save the changes.

PROTIP: View a list of your discontinued cake designs that were copied to custom by navigating from *Bakery Cakes > Custom Cakes*.

MY USER PROFILE

This is where you can change your password, access billing information, and add contacts to receive order email communications. Select *Edit* to amend information on this page.

My Customer Number: 65198 **My User Profile** **Langu**

My User Profile

Update Your Account Settings

Name

Account Name: SPRINKLES & BLING BAKERY

User Name:

Password

Password must be at least 8 characters and contain at least one number and one capital letter. If you leave your password blank, it will not be changed.

Old Password

New Password

Confirm Password

Notifications

Set up your e-mail notifications in the way that best fits your order process. You can sign up as many members of your staff as you like, and customize when and why their notifications are sent.

Email	Notification Trigger	Notification Frequency	
<input type="text" value="sprinkles.bling@decopac.com"/>	Order Accepte ▼	Order ▼	- C
<input type="text" value="sprinkles.bling@decopac.com"/>	Order Placed ▼	Order ▼	-
<input type="text" value="+"/>			

D **E**

- A. Reset your password. Passwords must be at least 8 characters and contain at least one number and one capital letter.
- B. Add contacts to receive email notifications for orders placed and orders accepted.
- C. Remove a contact to not receive email notifications.
- D. Cancel any changes.
- E. Save to accept changes.

PROTIP: Each email notification can be set up to be sent on a daily basis or per order received.

USING THE ADMIN

REPORTS

To review your past orders and performance, we offer flexible reporting templates. Navigate to *Reports* at the top of the page.

PROTIP: All reports can be exported as a .csv file or printed. Simply click one of the two buttons in the top right corner of your report.



The screenshot shows the 'Reports' section of the CelebrationIQ admin interface. At the top, there is a navigation bar with 'Orders', 'Cakes', 'Store', 'Reports', and 'Bakery Cakes'. Below this, the 'Reports' section is titled 'View Order Detail Report'. It includes instructions: 'To review your online orders, we offer flexible report templates. Simply choose the time period and we'll generate a detailed report.' There are two dropdown menus for 'Select Report Type' (Yearly, Monthly, Dally) and 'Select Dates' (From: 2022 August, To: 2022 August). A 'Show Report' button is present. Below the filters, a table displays 'Orders 8/2022 to 8/2022'. The table has columns for Order ID, Customer #, Order Source, Category, Customer Name, Cake, Cake Size, Cake Flavor, and Ca. Three orders are listed. At the bottom of the table, there are 'Export' and 'Print' buttons. The footer contains links for 1-800-DecoPac, FAQ, TERMS OF USE, PRIVACY POLICY, DO NOT SELL MY INFORMATION, DATA PROCESSING, and CONTACT US, along with a copyright notice for 2022 CelebrationIQ.

FOOTER LINKS AND INFORMATION

Located at the bottom of every page, you will see these options:



- A. Provides a phone number to contact a DecoPac representative by phone.
- B. Provides a link to Frequently Asked Questions pertaining to CelebrationIQ
- C. Provides the complete Terms of Use that you agreed to when you set up your CelebrationIQ account.
- D. DecoPac, Inc. respects your privacy needs and concerns. This Privacy Policy pertains to your accessing DecoPac.com, CelebrationIQ and all other content available through the service. Please read carefully.
- E. Provides a quick way to contact DecoPac for any questions or concerns you may have about your CelebrationIQ account.
- F. Provides further details on how we collect and use your information.

USING THE ADMIN

ORDER QUEUE

Upon login, you will see your order queue page. This page is used to view and maintain your CelebrationIQ orders.

The screenshot displays the Order Queue interface. At the top, there are four summary cards: 'New Orders' (4), 'Accepted Orders' (0), 'Accepted Conditionally' (0), and 'All Active' (4). Below these is a section titled 'Most Recent Orders' containing a table with columns for Order #, Pickup Date, Item Number / Name, Price, Source, Status, and Accepted. The table lists four orders with various statuses: New, Accepted, Conditional, and Cancelled.

Order #	Pickup Date	Item Number / Name	Price	Source	Status	Accepted
10255	10/31/21	23837 Aquaman™	\$25.99	Cakes.com	New	
10254	10/31/21	23837 Aquaman™	\$51.99	Cakes.com	Accepted	10/27/21
10252	10/31/21	19448 Aged To Perfection	\$25.99	Cakes.com	Conditional	10/27/21
10251	10/30/21	23837 Aquaman™	\$51.99	Cakes.com	Cancelled	

- A. This menu gives you a quick overview of how many orders you have accepted currently.
- B. This menu gives you a view of all upcoming orders with the ability to accept or cancel them.
- C. This is the order number.
- D. Customer's requested pickup date.
- E. DecoPac item number/name of the cake.
- F. Order source (where the order was placed).
- G. Date when the order was accepted.

There are five statuses for orders.

- **New:** This indicates new orders that have yet to be accepted or canceled.
- **Accepted:** This means you have accepted a customer's order and will fulfill the order by the pickup date.
- **Conditional:** This means you have accepted a customer's order but will require more info or clarification from the customer.
- **Canceled:** This status is used to cancel orders that you cannot fulfill.
- **Expired:** If a new order hasn't be accepted within 36 hours of the pickup, it will expire.

PROTIP: You can also manage orders using the PhotoCake Online or PhotoCake Live Order Queue.

USING THE ADMIN

When you select an order, it will expand with additional order details.

- A. Customer details show on this screen once an order is accepted.
- B. Customer's requested pickup date.
- C. Clicking this button sends a communication to the customer that their order is ready.
- D. Print order details
- E. Cancel the order.
- F. Review the list of available reasons in the pop-up and select the option that best describes why the order is being canceled.
- G. Cake details.
- H. Hyperlink to the *.live* file which can be downloaded for use in a disconnected PhotoCake Live system
- I. These are comments from the **customer** stating any special requests for additional writing or decorations the customer may be looking for on their cake. A customer may also place a note asking the decorator to call them with any questions that the decorator may have about their cake order.
- J. Comments that the **bakery employee** may leave (visible to bakery employees only).

To view past orders, navigate to *Orders > Order History*

CELEBRATIONIQ CUSTOMER ORDER FLOW

Customer designs and orders a cake via CelebrationIQ.

A. Communication is sent to Customer.

B. Communication is sent to the Bakery.

Bakery accepts the cake order.

A. Communication is sent to customer.

B. Communication is sent to the bakery.

Bakery processes the cake order.

Bakery clicks 'Ready for Pickup' link.

Text is sent to the customer indicating the cake is ready for pickup (if applicable).

Customer pays for and receives cake in the manner they chose when placing the order.

celebrationIQ

Hi Guest,

Thank you for ordering from Cakes.com! Your order #4010 has been submitted to Sprinkles and Bling Bakery. You will receive an email confirmation once the bakery has accepted your order.

[Tell us about your excitement!](#)

If you have any questions about your order, to make changes or to cancel your order, please contact the bakery directly. We've provided the bakery's contact information below.

Requested Pick-Up Date is: 05/14/19 12:00 AM

Pickup Location:

Sprinkles and Bling Bakery
3500 Thurston Ave
Anoka, MN
55303
(394) 242-2120

Your Information:

Guest
(556) 555-5555
info@decopac.com

Your Cake Details:

Name: Batman™ Chase is On
Description: Bring your Batman™ cake to the next level by adding in this realistic Gotham City background Edible Image® Printed by PhotoCakes®! Order and personalize your cake today.
Size: 14 Sheet
Cake Flavor: Red Velvet
Filling Flavor: Same as Frosting
Frosting Flavor: Cream Cheese



Please note that your cake may have some design variations.

Order Total:

\$41.00

Payment due at time of pick up

What Happens Next

You will receive an email confirming your pick-up date and total payment amount once this order has been accepted by the bakery. Payment will be made at the bakery at the time of pick-up. If you have any questions about your order, please contact the bakery directly.

celebrationIQ

An order was just accepted by your bakery via your Cakes.com Personalized Online Ordering account with DecoPac. Click on the link below to sign in and manage this order.

[Active orders for your Bakery](#)

Please contact the consumer directly with any questions related to this order. Payment is due upon order pick-up.

Requested Pick-Up Date is: 05/14/19 12:00 AM

Pickup Location:

Sprinkles and Bling Bakery
3500 Thurston Ave
Anoka, MN
55303
(394) 242-2120

Your Information:

Guest
(556) 555-5555
info@decopac.com

Your Cake Details:

Name: Batman™ Chase is On
Description: Bring your Batman™ cake to the next level by adding in this realistic Gotham City background Edible Image® Printed by PhotoCakes®! Order and personalize your cake today.
Size: 14 Sheet
Cake Flavor: Red Velvet
Filling Flavor: Same as Frosting
Frosting Flavor: Cream Cheese



Please note that your cake may have some design variations.

Order Total:

\$41.00

Payment due at time of pick up

ACCOUNT SETUP

BAKERY SETUP

ORDERING SETUP

USING THE ADMIN

MASS UPDATES

MANAGING USER ROLES

ACCOUNT INFORMATION

After logging in as a manger, you will see the Account Information Report page. This page allows you to view the Cakes.com and CelebrationIQ Ordering Status for each location. Use the dropdowns to easily sort locations.. When logged in as a Manager, you are also able to view reports for all locations. **Please contact your DecoPac Sales Representative for more details on how to access this option.**

[Mass Updates](#) [Reports](#) [Settings](#)
[Order and Performance Reports](#)
[Account Information Report](#)

celebrationIQ[Location Login](#) [Mass Updates](#) [Reports](#) [Settings](#)

Reports

Account Information Report

Master:

Group:

Division:

Location:

Cakes.com Ordering:

CelebrationIQ Ordering:

[Show Report](#)

Account Information Report Results

[Export](#) [Print](#)

Name	Store #	Phone #	Address	Customer #	Group	Division	Cakes.com Ordering	CIQ Ordering
SPRINKLES & BLING BAKERY	1234	(763) 574-0091	DECOPAC INC 3500 THURSTON AVE ANYTOWN MN 00000 US	65198	NON-GROUP CUSTOMERS	SPRINKLES & BLING BAKERY - No Group Customer	Online	Online

1-800-DecoPac[FAQ](#)[TERMS OF USE](#)[PRIVACY POLICY](#)[DO NOT SELL MY INFORMATION](#)[DATA PROCESSING](#)[CONTACT US](#)© 2022 CelebrationIQ. All Rights Reserved.

PROTIP: All reports can be exported as a .csv file or printed. Simply click one of the two buttons in the top right corner of your report.



MANAGER LOGINS FOR MULTIPLE LOCATIONS

For bakeries and retail stores with more than one location, the CelebrationIQ admin allows multiple updates and changes to be made by one user. *Location Login* allows you to log into stores individually to make edits and accept orders. *Mass Updates* gives the ability to make a single update and these changes are made all at once for all bakery locations selected

LOCATION LOGIN

If logged in as a manger, the top menu will show a *Location Login* link.

- A. Search for the location you'd like to log in as. The Filter Locations button allows you search by phone number, address, etc.
- B. Click the "Log in as Location" button to log in as that location.

Location Login

celebrationIQ Location Login Mass Updates Reports Settings

Log In To Location

Logging in as the location will allow you to manage orders and make updates as that location.

A Filter Locations Quick Search CLEAR

Customer Number	Name	Group	Division	Phone
1486	BUTTERCREAM BAKERY & CAFE	NON-GROUP CUSTOMERS	BUTTERCREAM BAKERY & CAFE - No Group Customer	(707) 255-6700
3544	LUNDS & BYERLY'S - UPTOWN MPLS	LUNDS & BYERLY'S	None	(612) 825-2440
3796	LUNDS & BYERLY'S BAKE SHOP	LUNDS & BYERLY'S	None	(952) 915-4800
5509	LUNDS & BYERLY'S - ST. CLOUIS	LUNDS & BYERLY'S	None	(320) 252-4112

B Log in as Location

- C. Once you are logged in as a location, you can make updates as if you were logged in as that store. You can also view and accept orders.
- D. To log out from the location, click the "Back to Customer Information" button at the top.

Viewing Account Admin as Store 65198, SPRINKLES & BLING BAKERY. Back to Customer Information

My Customer Number: 65198 My User Profile Activity Log Help Sign Out

celebrationIQ Orders Cakes Store Reports Bakery Cakes ONLINE ORDERING CHANNELS ON cakes.com OFF

New Orders: 0 Accepted Orders: 3 Accepted Conditionally: 0 All Active: 3

Most Recent Orders

Order #	Pickup Date	Item Number/Name	Price	Source	Status	Accepted
399153	08/18/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399149	08/20/22	26394 Baby Shark Sharktastic!	\$49.99	CelebrationIQ	Accepted	08/01/22
399142	08/03/22	19268 Jungle Animals	\$59.99	CelebrationIQ	Accepted	08/01/22

C Back to Customer Information

1-800-DecoPac FAQ TERMS OF USE PRIVACY POLICY DO NOT SELL MY INFORMATION DATA PROCESSING CONTACT US © 2022 CelebrationIQ. All Rights Reserved.

MASS UPDATES

MASS UPDATES

Mass Updates allows multiple updates and changes to be made all at once for all bakery locations. This saves time and allows for consistency throughout the accounts bakeries.

The following options can utilize the mass updates feature:

- Accept Terms of Use
- Order Lead Times
- Cake Flavors and Designs
- Cake Fillings
- Cake Frosting Flavors
- Cake Frosting Colors
- Cake Decorations Upcharge
- Cake Serving Sizes
- Store Standard Hours
- Store Holiday Hours
- CelebrationIQ Settings
- Order Lead Times
- Store Online Information
- Customer Cake Exclusions
- Discontinued Cakes
- Custom Cakes
- Custom Decoration Categories
- Custom Cake Flavors
- Custom Cake Fillings
- Custom Cake Frosting Flavors
- Custom Cake Sizes

Search locations

Select Stores by Hierarchy:

Master: 0 - NO GROUP ▼

Group: 700001 - NON-C ▼

Division: 265198 - SPRINKLES & BLING BAKERY ▼

Find

Select Attributes to Update

- [Accept Terms of Use](#)
- [Cake Flavors](#)
- [Cake Fillings](#)
- [Cake Frosting Flavors](#)
- [Cake Frosting Colors](#)
- [Cake Decorations Upcharge](#)
- [Cake Serving Sizes](#)
- [Store Standard Hours](#)
- [Store Holiday Hours](#)

Select specific location(s)

1 location(s) selected for bulk update.

Select: All, None

#65198 - SPRINKLES & BLING BAKERY

CelebrationIQ Ordering

Enable CelebrationIQ ordering to allow customers to place orders on CelebrationIQ.

No Changes ▼

Push to locations after saving

- A. Use these options to sort through your bakeries.
- B. Any of the settings listed here can be changed on a mass level.
- C. Enable or disable certain locations from changes you will make.

- D. Make any updates.
- E. If a feature has a "Push to locations after saving" checkbox, it will need to be checked to make the changes.

ACCOUNT SETUP

BAKERY SETUP

ORDERING SETUP

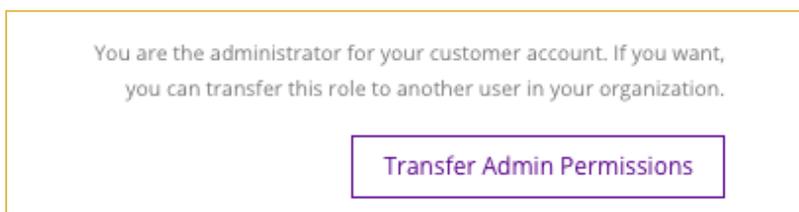
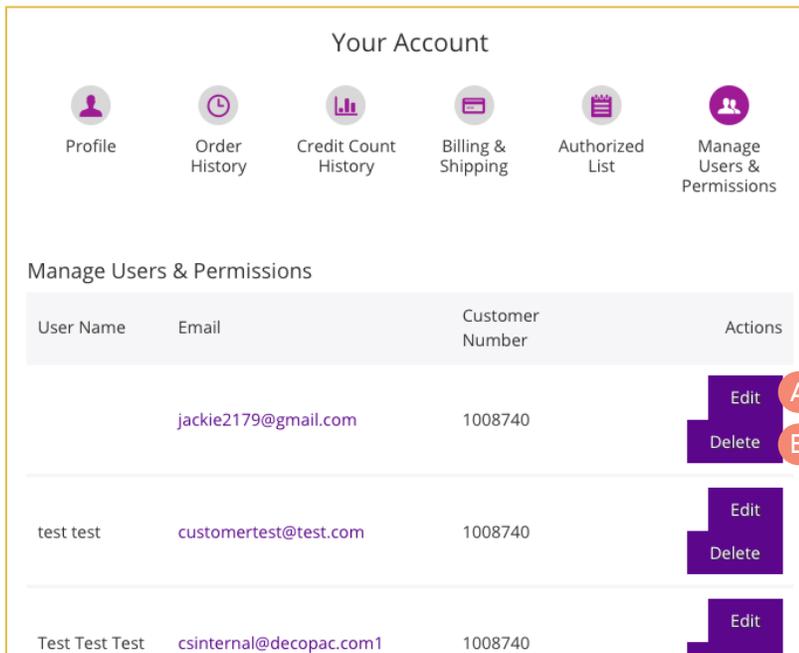
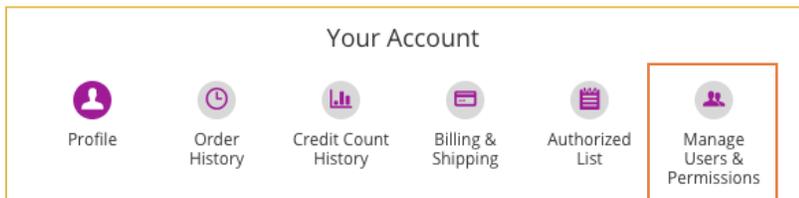
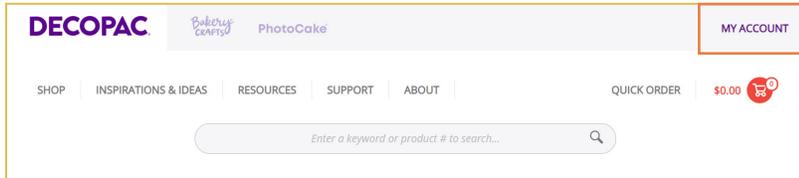
USING THE ADMIN

MASS UPDATES

MANAGING USER ROLES

MANAGING USER ROLES

Your bakery can have multiple users on your CelebrationIQ account to help manage your store's orders and information. This will allow you to assign specific roles to help manage and control permissions for each user.



Control Permissions for Decorators

- Primary User – DecoPac will need to set this up.
- Additional Users for your account are made by creating another user profile on DecoPac.com. Use the same Customer Number and Billing Zip Code as the Account Admin. Each user profile must be assigned an unused email address.
- To give a new user access and update user roles:

1. Login to DecoPac.com account using your Admin Credentials.
2. Select *My Account*
3. Select *Manage Users & Permissions*

A. From *Edit* you can adjust the kinds of access this account will have.

B. *Delete* removes a user account.

This will be a permanent deletion. You cannot add this user account back into the admin account. Only delete if the employee is no longer with the bakery.

PROTIP: You can grant someone else primary authorization on your account by selecting *Transfer Admin Permissions*.

MANAGING USER ROLES

Edit Online User

* Email

test@test.com

First name

Last name

Title

* Phone

222-123-1234

Receive e-mails from DecoPac

Can purchase on DecoPac.com

Can access PhotoCake Online

Cakes.com Manager Access

Cakes.com Decorator Access [Update Role Permissions](#)

Update

Cancel

A. The CelebrationIQ Manager Access option grants full access to the user to perform all functions.

B. The CelebrationIQ Decorator Access option grants access to only the designated options under *Decorator Permissions*.

- After granting this access, the user will receive an email prompting to reset their password.
- A Second email will also be sent to the admin's email notifying them of the changes to the user's permissions.

C. Select *Update Role Permissions*. Select the check boxes for each access you would like for the decorator role.

PROTIP: No matter what level of access the user has, they will be able to view both Active Orders and Order History for CelebrationIQ

Decorator Permissions

Cake Information

Flavors

Designs

Fillings

Icing

Serving Sizes

Store Information

In Store

Online

Reports Order Summary

Order Summary

Order Detail

Performance

Bakery Cakes

Kiosk Settings

Kiosk Featured Cakes

Custom Cakes

Custom Cake Designs

Custom Cake Fillings

Custom Cake Flavors

Custom Cake Icing Flavors

Custom Cake Sizes

Custom Cake Size Configuration

Cake Designs

Discontinuations

Add-Ons

Update

Cancel

A. Check the boxes of the "features" you want your decorator's to have access to changing. (See glossary for more details around each feature)

Thank you for choosing celebrationIQ as your
online order management system

For further help setting up your CelebrationIQ
Admin Account, contact our dedicated
onboarding support team at
CAKES@DECOPAC.COM

celebrationIQ™

3500 thurston avenue • anoka, minnesota 55303

1-800-DECOPAC (1-800-332-6722) ESPAÑOL: 1-800-898-3063 FAX: 763-502-0534

CELEBRATIONIQ SUPPORT: 1-800-332-6722

