

**MANAGING CIQ  
ORDERS THRU  
PHOTOCAKE®  
ONLINE  
DECOPAC®**



celebrationIQ

## **PhotoCake Online and CelebrationIQ Come Together To Maximize Your Time and Your Guests' Experience!**

**PhotoCake Online and CelebrationIQ are designed to work together!**

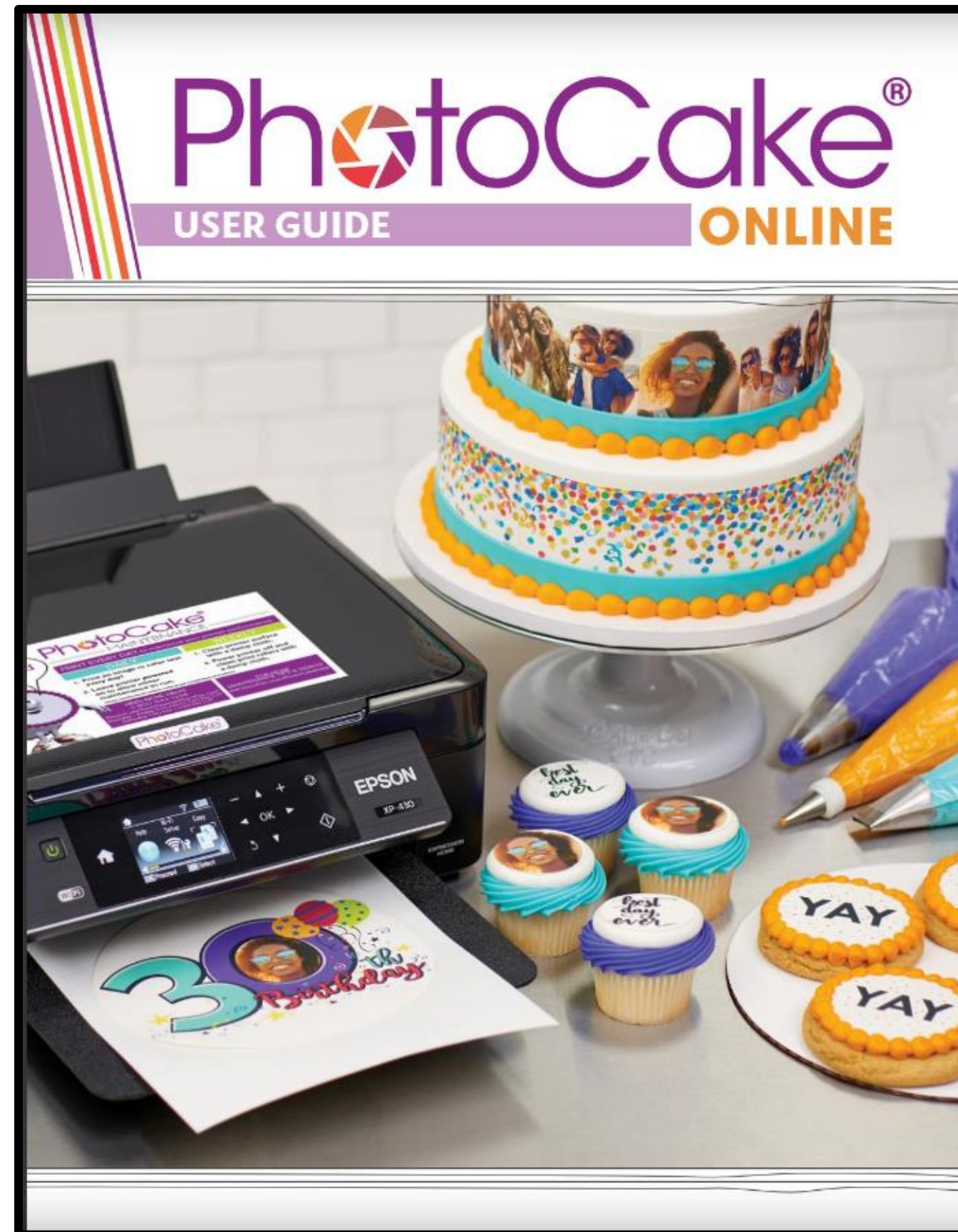
In this training deck you will learn:

- Setting Up Your New PhotoCake Online System
- Logging on to PhotoCake
- Quick Overview
- How to Print Your Customers Order Through CelebrationIQ Applications
- How to Use Your PhotoCake Online Applocation to Create Your In-Store Orders

**DECOPAC**



# Setting Up Your New PhotoCake Online System



**PhotoCake®**  
USER GUIDE ONLINE

*We Are Here to Help* ONLINE

**CONTACT PHOTOCAKE® TECHNICAL SUPPORT**

-  PhotoCake® Technical Support is available Monday-Friday, 7 AM to 7 PM, and Saturday, 7 AM to 2 PM, Central Standard Time
-  1-800-644-1228
-  Or contact us at DecoPac.com

 <https://www.decopac.com/photocake-user-guide>

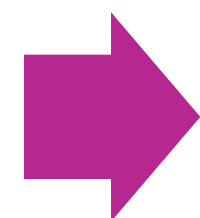
 [PhotoCake® ONLINE: Setup Your Application | DecoPac](#)

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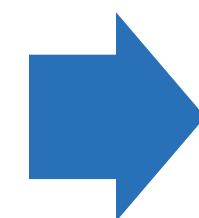
# Logging On To PhotoCake

**\*Logging on to PhotoCake will give you access to Cakes.com.**

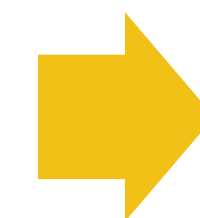
Click on Gray  
Icon in System  
Tray



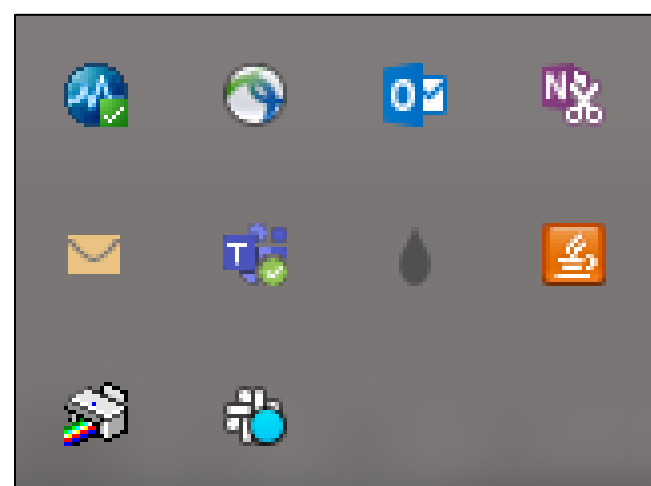
Enter  
Username and  
Password



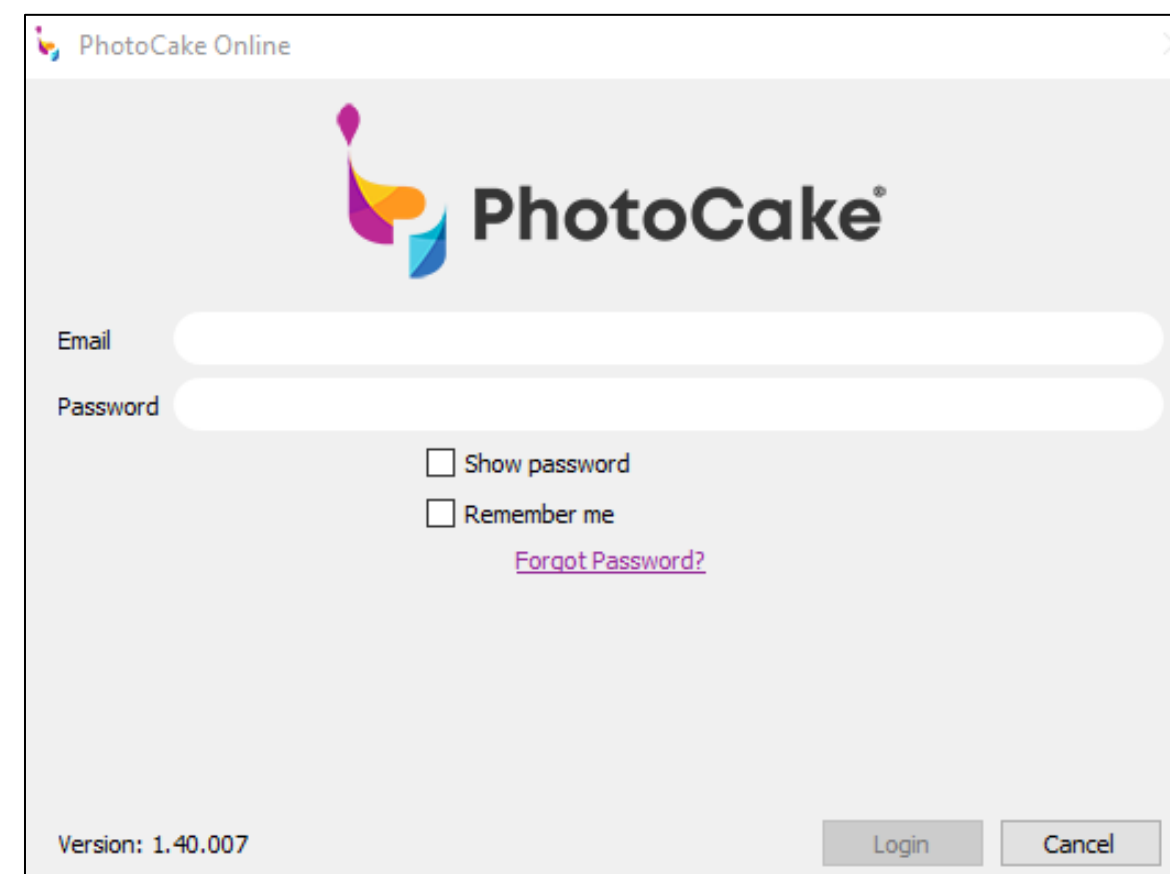
Loading Screen  
Appears



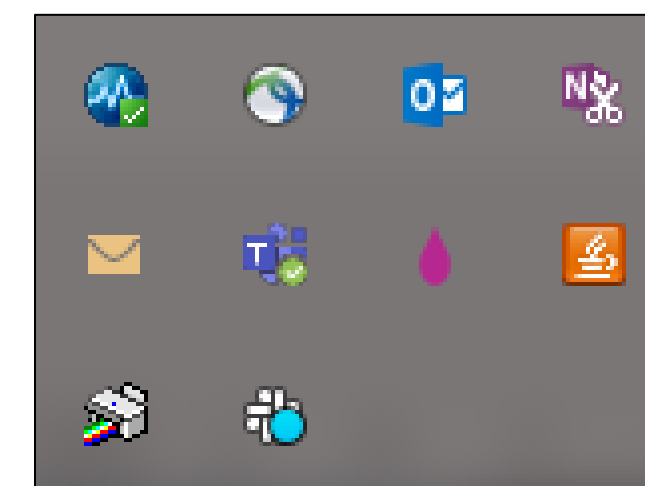
Notice Icon in  
System Tray is  
now pink



**Tip:** If the Icon is missing from the System Tray. Go to the Start Menu. Type in "PhotoCake" into the search menu. Click on the PhotoCake Logo and the Icon will reappear in the System Tray.



**Tip: Username is your email you use to log onto DecoPac.com**





# Overview

- A. Account Information
  - Language settings
  - Image Credits
  - Logout Option
- B. Helpful Links
- C. Alerts/Error messages
- D. Functionality Options
- E. Setup Version
- F. Icon – you can click on it while in any screen and it will bring you back to the main page

The screenshot shows the PhotoCake web application interface. At the top left is the PhotoCake logo. At the top right, there are language options (English, Español, Français), a welcome message for 'UNCLE DONUTS', and credit information (99 Media Credit(s) available, 1 Image Credit(s) available). A red error message at the top center reads: 'C. No PhotoCake Printer detected - Printing is disabled'. A central purple-bordered box contains a welcome message and helpful links: 'Welcome to PhotoCake! Below are some helpful links'. A red circle with the PhotoCake logo is overlaid on the bottom left of this box, with a line pointing to the 'Helpful Links' section. Below the box is a cartoon character of a purple cake with glasses. At the bottom right, there is a grid of nine icons for various functions: 'Print a Photo', 'Print an Image', 'Print a Frame + Photo', 'CelebrationIQ Order Queue', 'Print a PhotoCake .LIVE File', 'Print Merchandising Labels', 'Print a Saved Job', 'Delete Saved Jobs', and 'Printer Maintenance'. A purple bar at the top of this grid asks 'What would you like to do?'. At the bottom left, there is a 'Helpful tips for PhotoCake® users' link. At the bottom right, there is a 'Need help?' link with contact information and a version number '1.44.004'.

**A.** Account Information

**B.** Helpful Links

**C.** No PhotoCake Printer detected - Printing is disabled

**D.** Functionality Options

**E.** Setup Version

**F.** Icon – you can click on it while in any screen and it will bring you back to the main page

# Entering Image Credit to Print Licensed Images & Reports

- To Add Image Credits, select 'My PhotoCake'
- Image credits can also be purchased on DecoPac.com
- Ability to review Print History
  - Date Entered
  - Date Printed
  - Cost to Print Item
  - Media Access Code Number
  - Qty Added
  - Description and DecoPac Item # of Product
- Ability to Sort & Filter by Dates
- Ability to Export Reports to CSV file
- Select the 'Back' button to return to the main menu

The screenshot displays the PhotoCake online interface. At the top, there are language options (English, Español, Français) and a user greeting: 'Welcome UNCLE DONUTS'. Below this, it shows '99 Media Credit(s) available' and '1 Image Credit(s) available'. A purple arrow points to the 'Select My PhotoCake' button.

The main menu asks 'What would you like to do?' and offers several options:
 

- Print a Photo (camera icon)
- Print an Image (globe icon)
- Print a Frame + Photo (frame icon)
- CelebrationIQ Order Queue (warning icon)
- Print a PhotoCake .LIVE File (folder icon)
- Print Merchandising Labels (Bettercreme logo)
- Print a Saved Job (printer icon)
- Delete Saved Jobs (trash can icon)
- Printer Maintenance (printer icon)

The 'My PhotoCake' section is active, showing a 'Media Credit' purchase option for \$14.432 (EACH). Below this is a 'Print History' table with the following data:

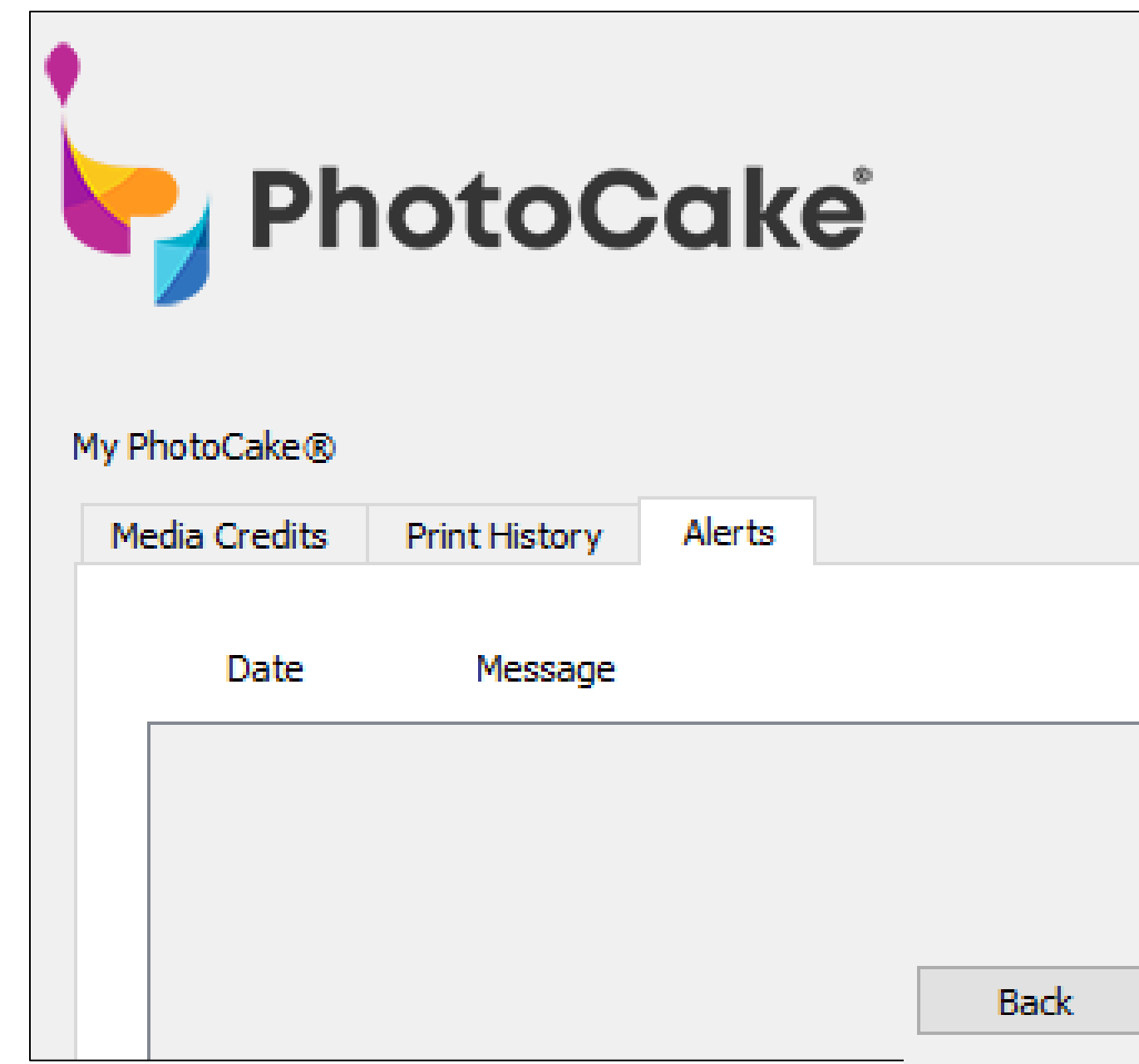
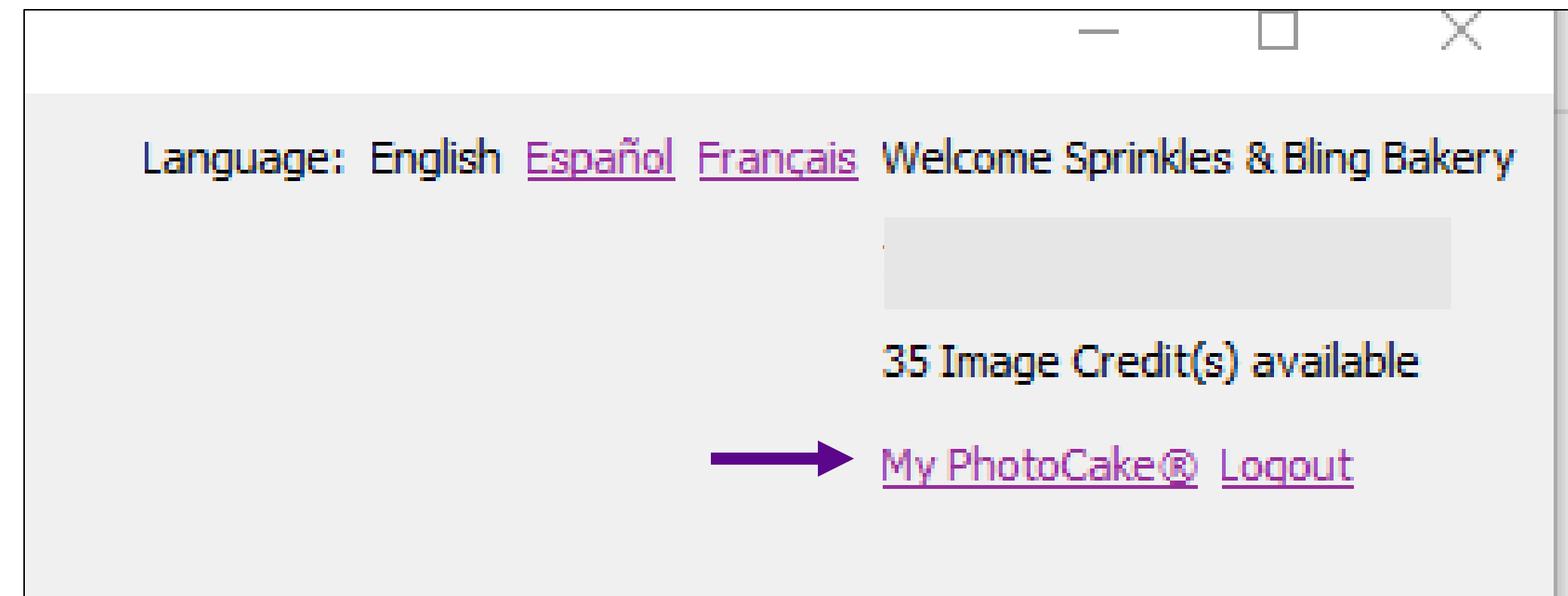
Printed	Item Number	Quantity	Cost	Description
11/18/19	N/A	1	\$0.00	
11/18/19	N/A	1	\$0.00	
11/18/19	25501	1	\$0.00	
11/18/19	23762	1	\$0.00	
11/18/19	23381	1	\$0.00	
11/18/19	23755	1	\$0.00	
11/18/19	22752	1	\$0.00	
11/18/19	20006	1	\$0.00	
11/18/19	20008	1	\$0.00	1st Birthday Monkeys
11/18/19	23764	1	\$0.00	2019 Grad
11/18/19	25501	1	\$0.00	#1 Best Dad Ever!
11/18/19	23762	1	\$0.00	#2019 Grad

At the bottom of the interface, there is a 'Back' button.



# Functionality: Alerts

- To view alerts, select 'My PhotoCake'
- Alerts will list any messages sent out to customers as a mass notification system:
  - New Updates/Functionality
  - Issues
  - New Images being available
- Select the 'Back' button to return to the main menu

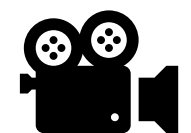


## **Printing your guests' orders right from your computer using your PhotoCake On-Line application.**

**PhotoCake On-Line and CelebrationIQ are designed to work together to maximize your special-order cake execution.**

Your guest places their order on-line and it is sent right to your bakery computer and ready to print utilizing your PhotoCake On-line application.

Take a tour on what your guest experiences when placing their order:



[Cakes.com Consumer Experience Video | DecoPac](#)












# HOW TO PRINT YOUR CELEBRATIONIQ ORDERS

1. Open your PhotoCake Online application from your bakery computer.
2. Select 'CelebrationIQ Order Queue'

Language: [English](#) [Español](#) [Français](#) Welcome UNCLE DONUTS  
99 Media Credit(s) available  
1 Image Credit(s) available  
[My PhotoCake@](#) [Logout](#)

What would you like to do?

 Print a Photo	 Print an Image	 Print a Frame + Photo
 CelebrationIQ Order Queue	 Print a PhotoCake .LIVE File	 Print Merchandising Labels
 Print a Saved Job	 Delete Saved Jobs	 Printer Maintenance

# How to print your online orders

## 3. View new orders

## 4. Accept Order

- Green Thumbs up
- Red Thumb declines order and you will NOT be able to access order- do NOT use this feature.

## 5. Select Edible Media Type – review order for details

## 6. Select Print Order Form

- Insert plain paper into printer
- Select “print”

The screenshot shows the PhotoCake dashboard with a navigation bar at the top. The bar includes status indicators: Alert (1 Orders in alert), New (4 Orders to Accept), Accepted (4 Accepted Orders), Conditional (0 Orders to Accept), Pending (0 Pending Orders), and Closed (0 Closed Orders). A 'Print Order Form' button is highlighted with a purple arrow labeled '6'. Below the navigation bar, a list of orders is shown. The order for 'Stacey Ficek' (Order: 4608) is highlighted with a purple arrow labeled '3'. To the right, a detailed view of the order is shown, featuring a 'Happy Birthday' cake with a dog's face. Below the cake image, there are three buttons: 'Cancel' (red thumb down), 'Print' (green thumbs up), and 'Ready for Pickup' (green checkmark). A purple arrow labeled '4' points to the 'Print' button. At the bottom right, there is a 'Print Order Form' button with a purple arrow labeled '6' pointing to it.

The screenshot shows a dialog box titled 'What would you like to do?'. Below the title, there is a section for 'Select the Topping'. The options are: 'PhotoCake® Premium', '1/4 Sheet Extended - Item #44626', and '1/4 Sheet Cake'. The '1/4 Sheet Cake' option is highlighted with a red box and a purple arrow labeled '5'. Below the options, there is a section for 'Orientation' with radio buttons for 'Portrait' and 'Landscape'.





# HOW TO PRINT YOUR ONLINE ORDERS

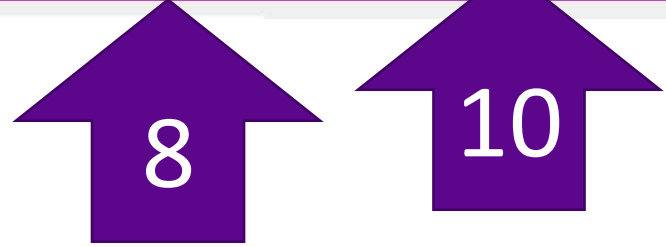
7. Insert Edible Media in the printer making sure it matches the media type previously chosen

8. Select 'Print' to print the edible image

9. Head to decorating station with your edible image to complete order

10. Go back to order queue and select 'Pickup' to send text to guest to let them know their cake is ready

The screenshot shows the PhotoCake web interface. At the top, there is a notification: "No PhotoCake Printer detected - Printing is disabled". The interface includes a navigation bar with status filters: Alert (1 Orders in alert), New (4 Orders to Accept), Accepted (4 Accepted Orders), Conditional (0 Orders to Accept), Pending (0 Pending Orders), and Closed (0 Closed Orders). A "Back" button is also present. The main content area is divided into three sections: a list of orders, a large image of a cake, and order details. The order list shows several orders, with the "Picture Frame" order (Order: 4590) highlighted. The cake image shows a "Happy Birthday" cake with a dog's photo. The order details section includes "Payment Type / Method" (IN-STORE), "Pickup / Delivery Option" (IN-STORE), "Order Details" (Order: 4590, Source: cakes.com, Product: Happy Birthday Party Hats, Item #: 19435, Size: 1/4 Sheet, Flavor: Marble, Filling: Fruit - Fresh Strawberry, Icing Flavor: Buttercream - White), and "Border" (Top: Yellow, Bottom: Yellow). At the bottom right, there are three buttons: "Cancel", "Print", and "Ready for Pickup".





# Your Complete Print-on-Demand Cake Decorating Solution For Your In-Store Cake Orders

## PhotoCake On-Line

- Use your Bakery Computer to access our expansive image library, or upload and print your Guests' personal photos!
- Easily apply your PhotoCake Ediable Image to your baked goods.
- With designs for all your favorite brands, holidays, and occassions, there's somethign for every celebration!
- PhotoCake Ediable Image DecoSet Backgrounds offer a quick way for you to simplify cake decorating without comprimising quality.
- Look at how you can utalize your PhotoCake On-Line to add the personal touch.

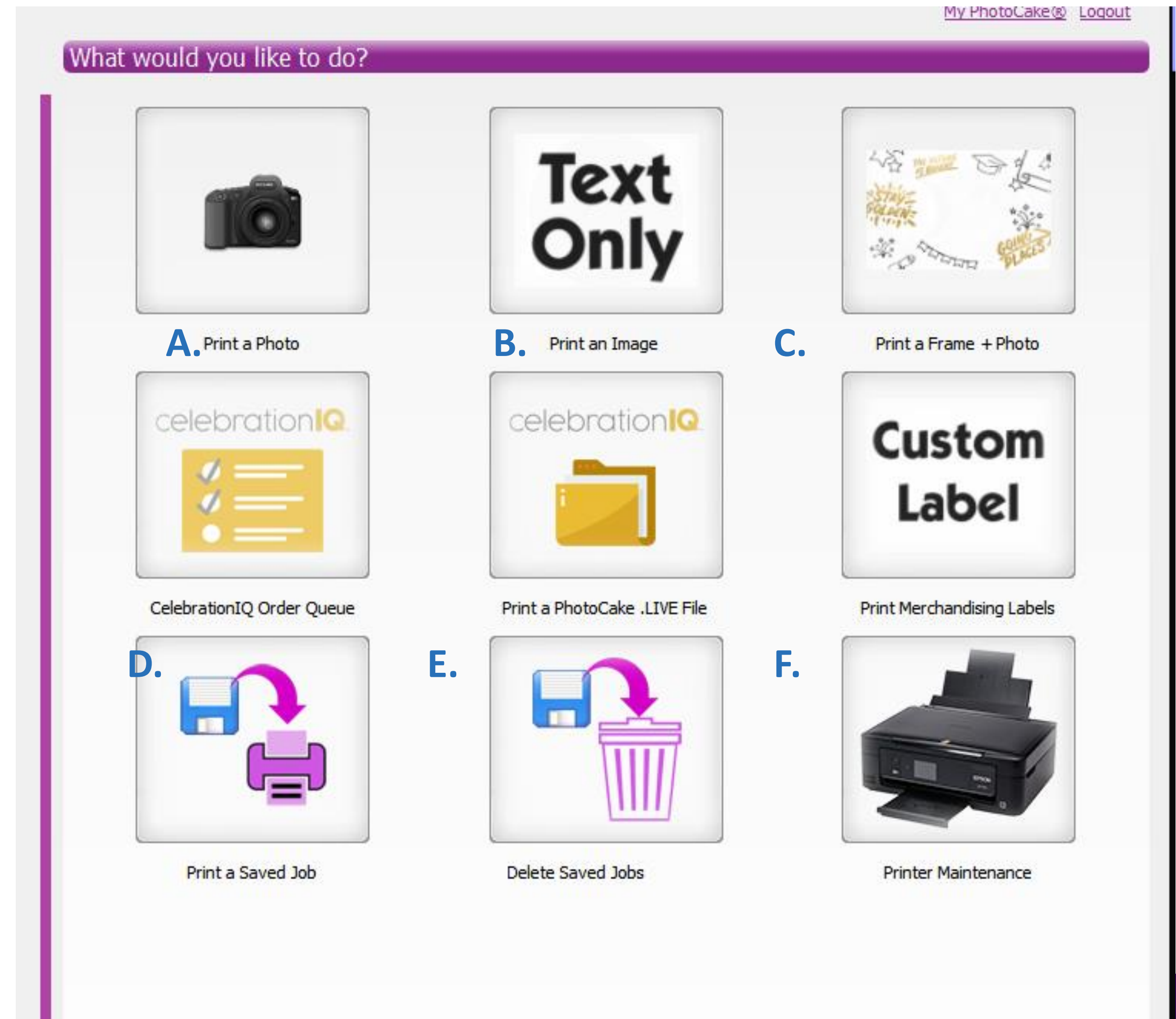


If your guest places their order on-line they do all the designing!

If not use your PhotoCake On-line system to design your guest's order.

# Functionality: Printing Options

- A. Photo
- B. Print an Image
- C. Print a Frame + Photo
- D. Cakes.com Order Queue
  - You will print your online orders here.
- E. Cakes.com PhotoCake .LIVE Order
  - You will never need to access this
- F. Print Merchandising Labels





# Functionality: Basic Printing Steps

1. Select one of these options:
  - Print a Photo
  - Print an Image
  - Print a Frame + Photo
2. Select the Image
  - Able to search by item #, name, or using a filter
3. Select the Topping
  - Choose edible media type
4. Edit the Topping
  - Resize, rotate, add text, add photos, etc.
5. Edit the Print
  - Print Preview, change the qty to print, etc.
6. Print!





# Functionality: Selecting Media Types

- Select the Topping-  
    PhotoCake Premium
- Selecting the Topping Once Narrowed Down
  - ¼ Sheet Extended Item #44626
  - 2" Circles Item #44622
  - Extended Strips- Item #44630
  - 7.5" Circles- Item #44627
- Ability to select Portrait or Landscape as well!

Select the Topping

Lucks Print-Ons®

Lucks Print-Ons®

PhotoCake® Frosting Sheets™

PhotoCake® Premium ←

PhotoCake® Printables

Orientation

Portrait  Landscape

Select the Topping

Lucks Print-Ons®

Precut Shapes

Strips - Item #13589

2" Circles - Item #25156

3" Circles - Item #25155

6" Circle - Item #15887

7.5" Circle - Item #13993

8.25" Circle - Item #25154

Business Cards - Item #25159

5" Bars - Item #24066

Strips - Item #13589

Extended Strips - Item #25160

3" Donuts - Item #25157

# Functionality: Editing Images

- Resizing
  - Width with make the image as wide as possible
  - Height as tall as possible
- Rotate
  - Can be rotated freely or by degree
- Text
  - Create any message or select from a list of phrases.
  - Text can be curved and adjusted
  - 20 Fonts and 32 Colors available

### Edit the Topping

Resize

+ - Stretch to Width Stretch to Height

Rotation

0

Text

New Text Delete Text Happy Birthday

Happy Birthday

Beatnik Barbie Dark Red

Photo

Edit Photo... Add Photo... Delete Photo

Image Collage

Add Image... Delete Image

Z Order

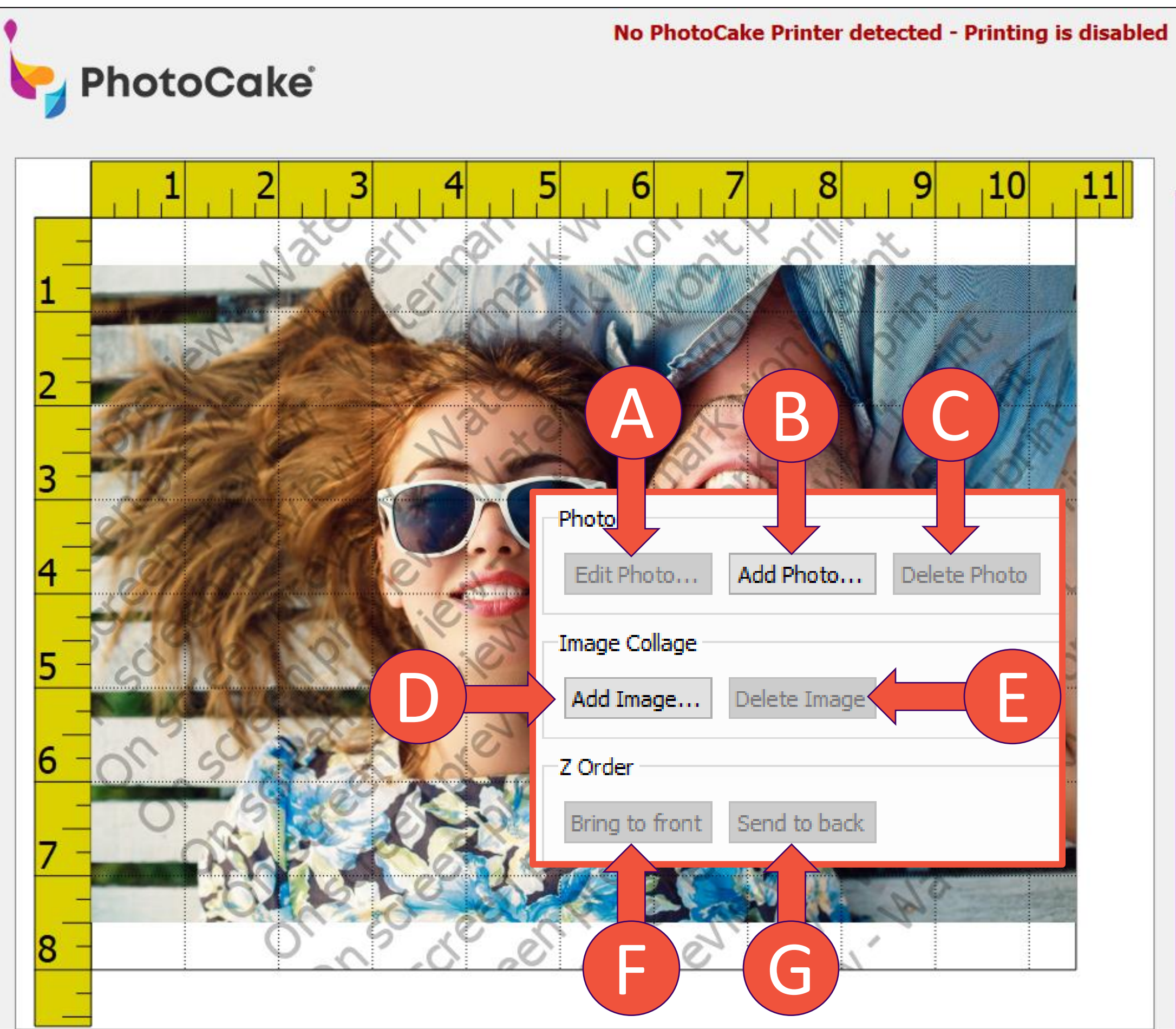
Bring to front Send to back

Piping Inches Centimeters

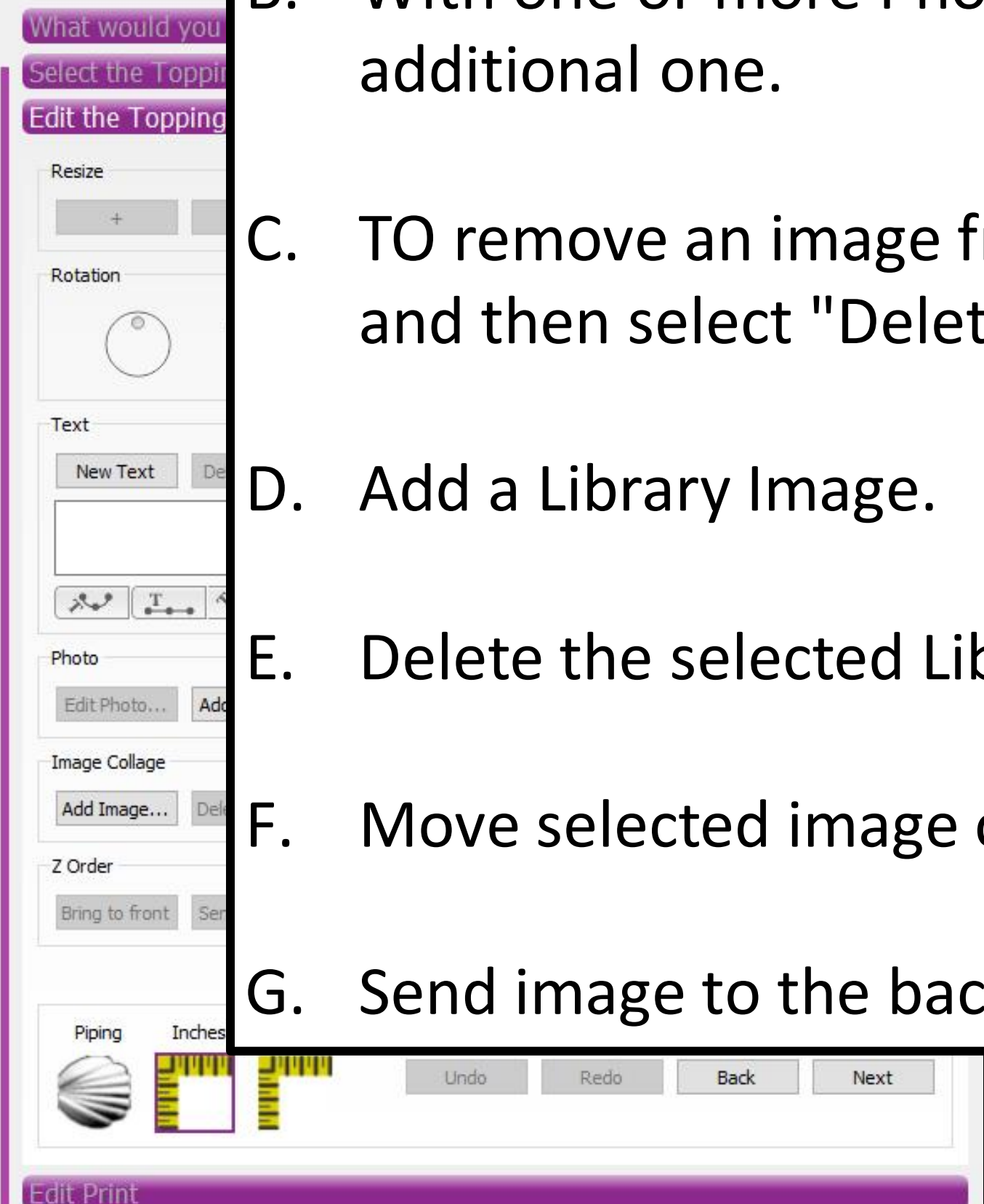
Undo Redo Back Next



# Functionality: Collage



- A. GO back to the screen in the "Edit the Photo" section and make new changes to your images.
- B. With one or more Photos already on the Canvas, add an additional one.
- C. TO remove an image from the collage, Click on the image and then select "Delete Photo" to get rid of it.
- D. Add a Library Image.
- E. Delete the selected Library Image.
- F. Move selected image on top of the others on the canvas.
- G. Send image to the back of canvas.



Helpful tips for PhotoCake® users  
Have questions? We have your answers.

Need help? Call a PhotoCake® Technical Support Representative

14-1228 Hours: 7AM - 7PM Central 1.41.016

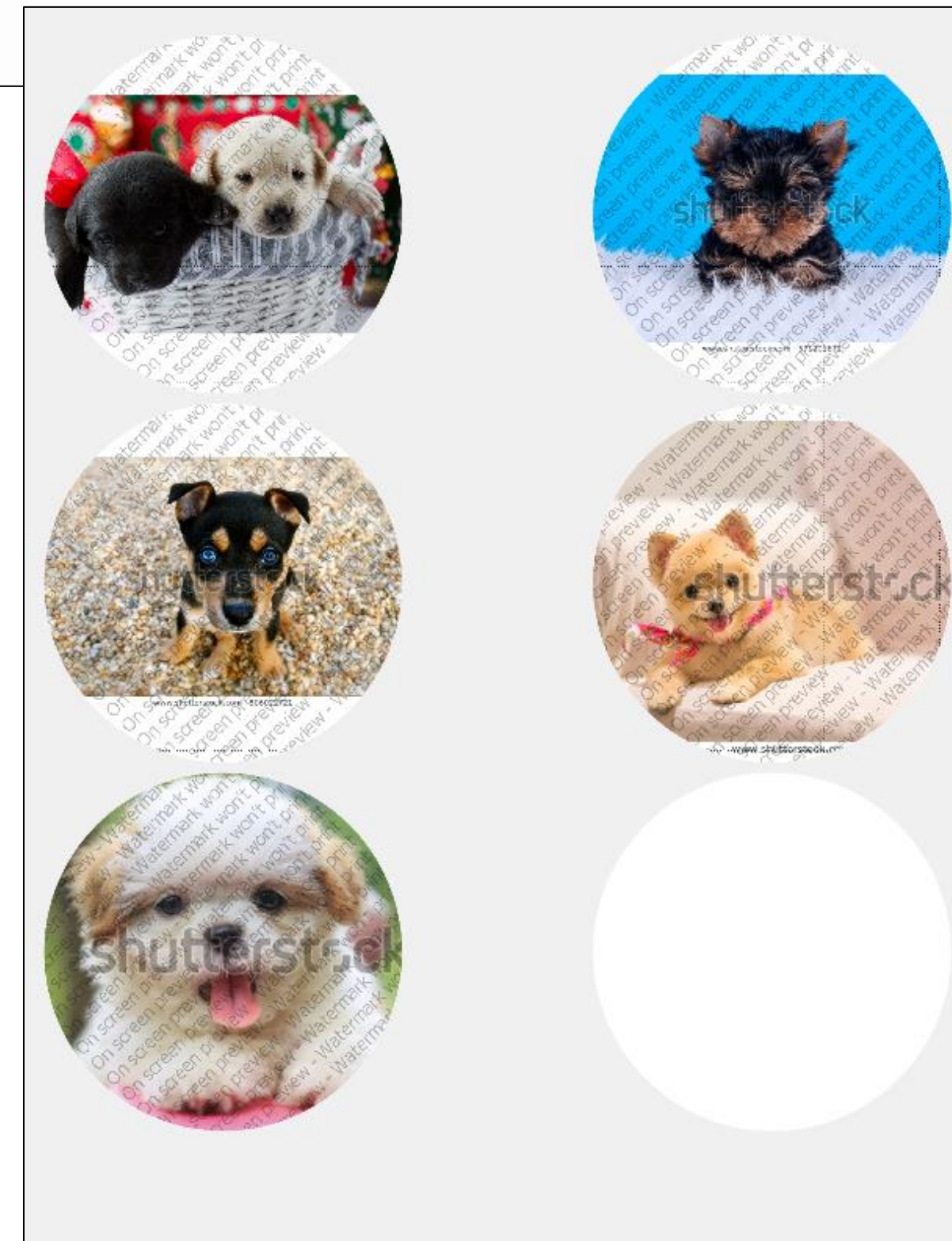
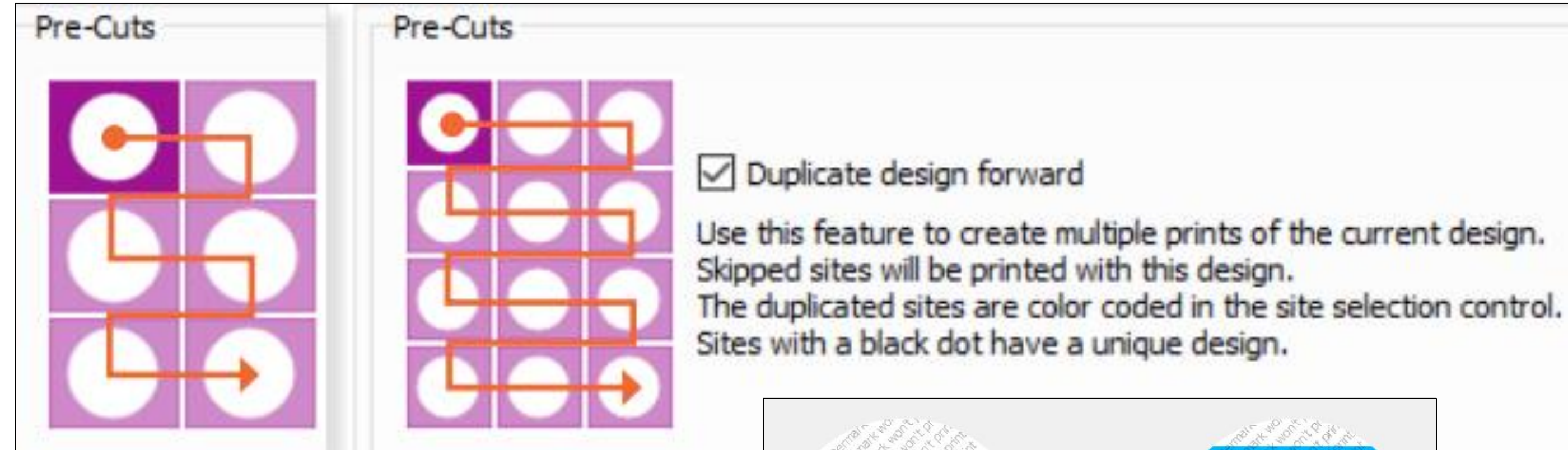
**PLEASE NOTE**

*Licensed Images cannot be used in a Collage*



# Functionality: Multi-Site

- Using personal photos and media with pre-cut sites, you can select unique images for each pre-cut site of the sheet!
- Pre-cut site selection will only appear when applicable on the 'Edit the Topping' menu.
- To select a site, click on the circle on that site
- Add photos and text as needed.
- By default, your design is duplicated forward to all sites, if you do not require a unique design on each site of your pre-cut, simply click 'Next' and all pre-cuts will have the same design.
- If you require only 2 out of 6 images to be unique, apply your first design to the first site. Then, click on the 4<sup>th</sup> site and apply your 2<sup>nd</sup> design, this will create a sheet with 2 different designs on it.
- The Pre-Cut site selection menu is color coded for convenience; identical sites will have matching colors, and sites with a black dot have a unique design.



\*Images will print in REVERSE order than shown on screen.

# Functionality: Media Sizes & Custom Options

Cakes come in all kinds of shapes and sizes.

- **½ Sheet Cake** – Print 1 image on 2 separate ¼ Size Edible Sheets, which can then be fit together
- **¼ Sheet Cake** – Print 1 image on a single ½ Size Edible Sheets
- **⅛ Sheet Cake** – Print 2 smaller images on ½ Size Edible Sheets which can then be cut apart
- Print for **unique sizes** and shapes of a cake. As with the ½ sheet style, larger pictures can be printed on multiple pages and then aligned on the cake for a full image.

Select the Topping

PhotoCake® Frosting Sheets™

1/4 Sheet Extended - Item #5260

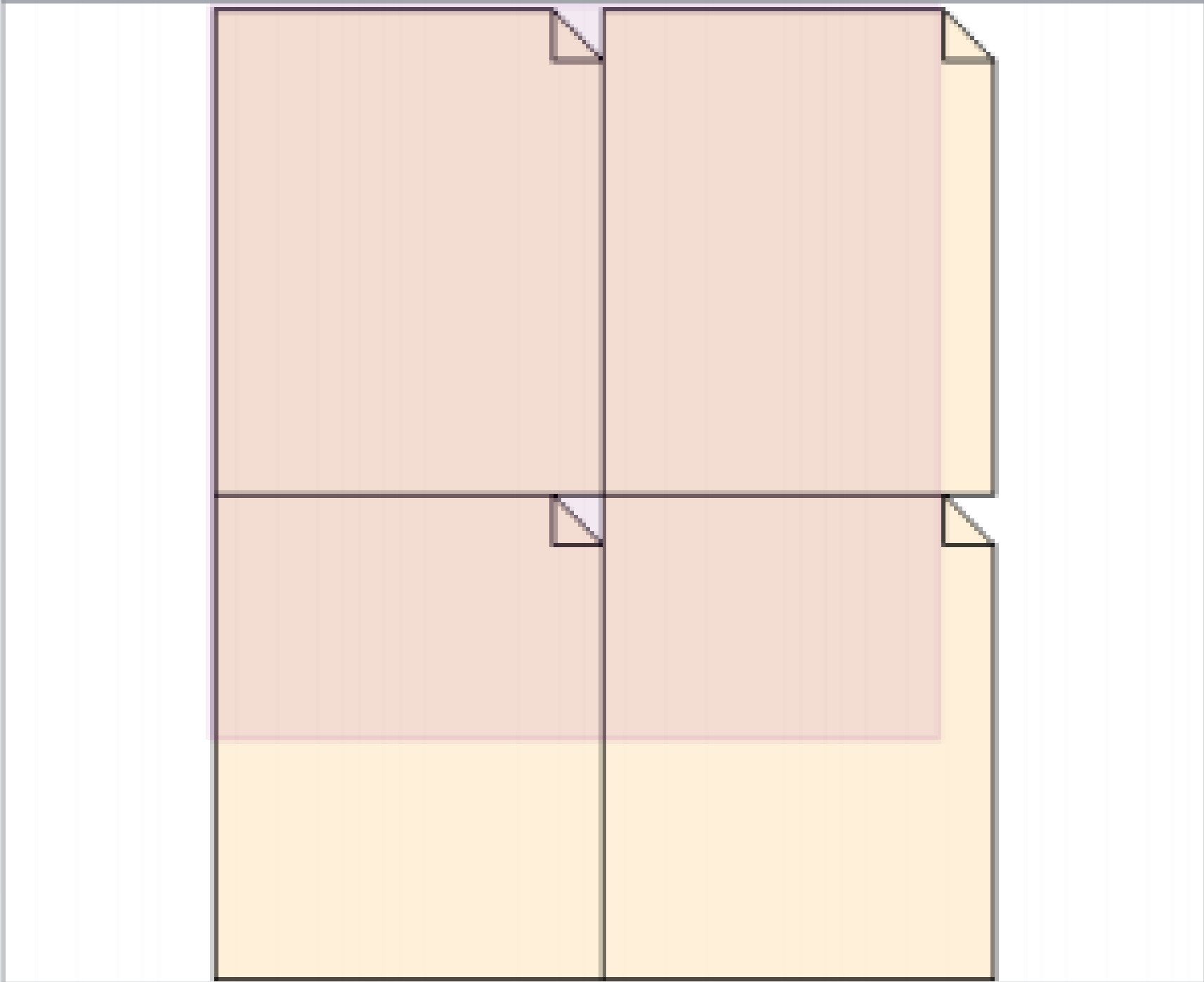
Custom

Width:

Height:

Sheet Print Area: 7.5 x 9.25


Rectangle  
 Square  
 Ellipse  
 Circle







# Technical Support Provided

 1-800-644-1228 Option 2

Press 2 for PhotoCake/Live Support

Press 3 for PhotoCake Online Support

\*Live agent technical hardware support is available: Monday- Friday 7am-7pm CST and Saturday 7am-2pm CST  
After hours leave a message including contact number and receive a call back within 2 hours.





# Online Technical Support and Training Resources



Home Page: [DecoPac Inc. - On Top of the World's Best Cakes | DecoPac](#)

Account Help: [Customer Service | DecoPac](#)

Videos: [DecoPac](#)

Publications: [DecoPac](#)

Printer Maintenance: [PhotoCake® | DecoPac](#)

