MANAGING CIQ ORDERS THRU PHOTOCAKE® ONLINE

DECOPAC

PhotoCake
PRINT ON DEMAND SYSTEM

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

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Setting Up Your New PhotoCake Online System
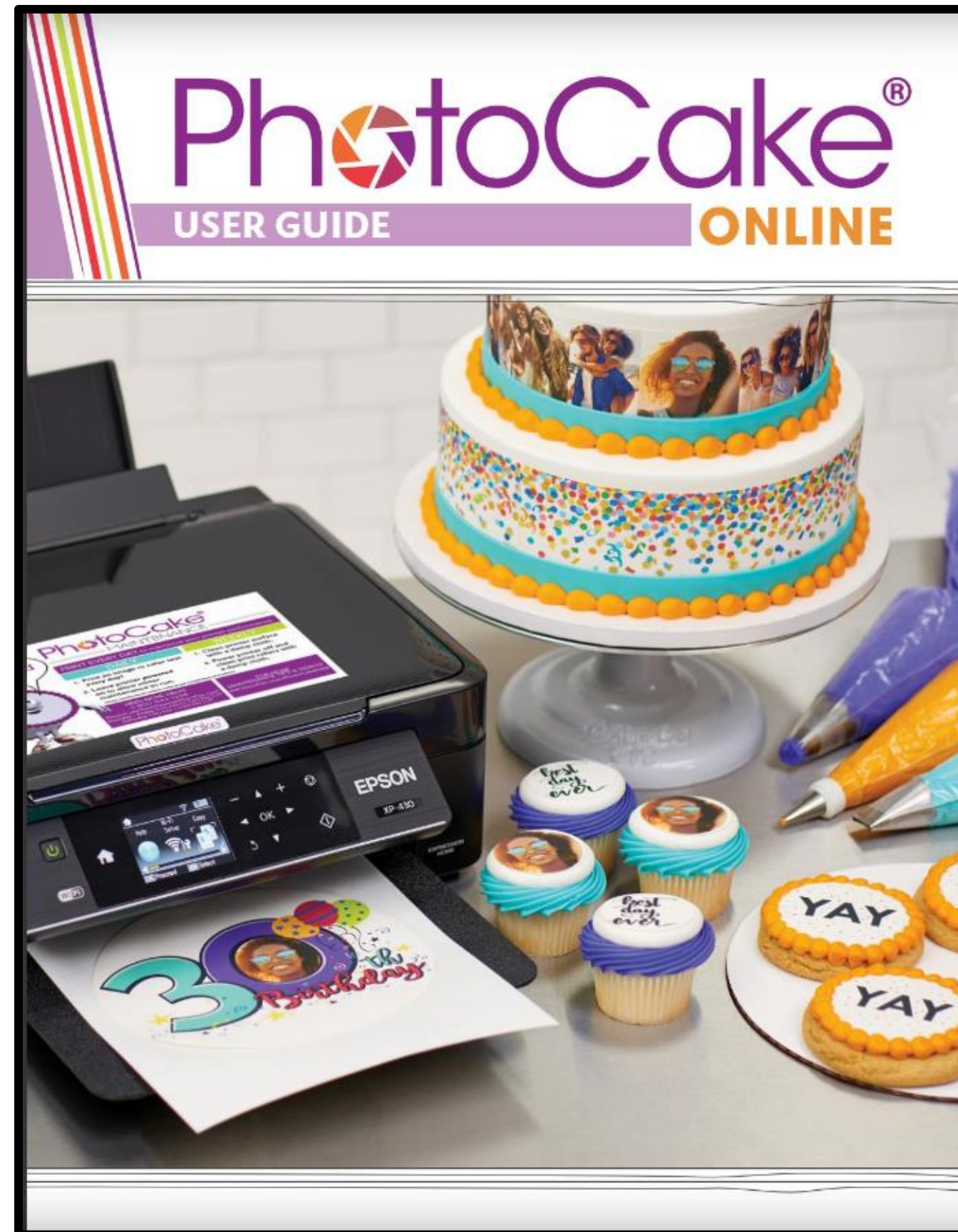
https://www.decopac.com/photocake-user-guide
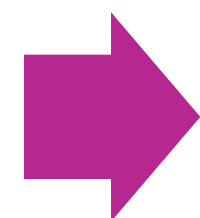
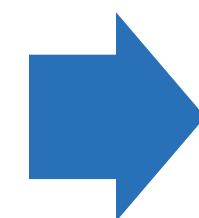PhotoCake® ONLINE: Setup Your Application | DecoPac

Logging On To PhotoCake

*Logging on to PhotoCake with give you access to Cakes.com.

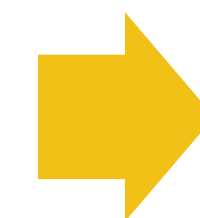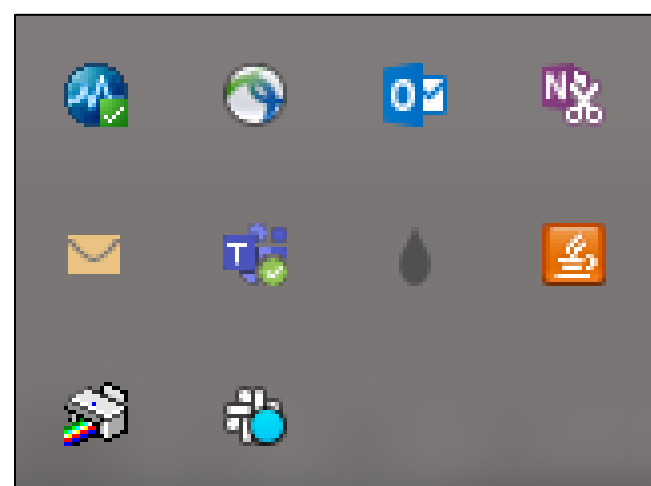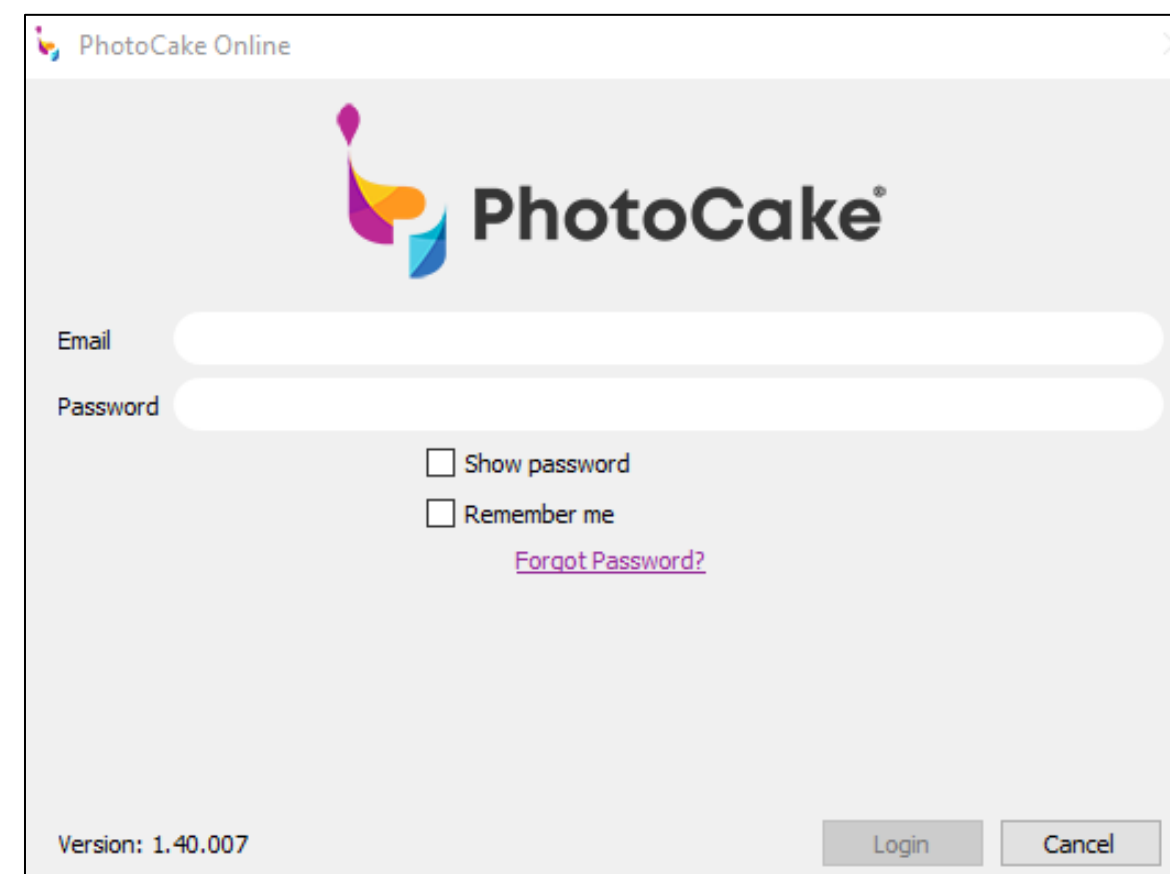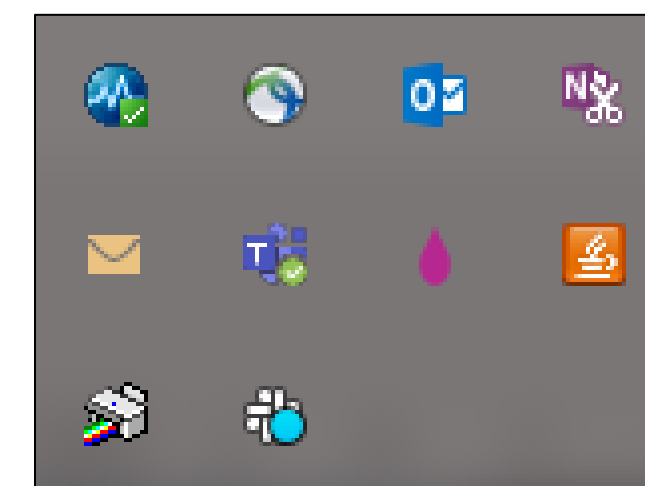| Click on Gray Icon in System Tray	→	Enter Username and Password	→	Loading Screen Appears	→	Notice Icon in System Tray is now pink

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

PhotoCake Online

Email

Password

☐ Show password
☐ Remember me
Forgot Password?

Version: 1.40.007   Login   Cancel

PhotoCake®

✔ Connected to Server

✔ Logging in to Account

✔ Loading Account Information

◯ Loading Authorized List

Loading Phrases

Loading Thumbnails

Version: 1.40.007   Close

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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

PhotoCake F.

C. No PhotoCake Printer detected - Printing is disabled

Language: English Español Francais Welcome UNCLE DONUTS
99 Media Credit(s) available
1 Image Credit(s) available **A.**
gout

What would you like to do?

D.

Welcome to PhotoCake!
Below are some helpful links

B.
Redeem a Media Access Code
Purchase Image Credits
Order PhotoCake® Supplies
View How-To's & Update Materials
Update My Application

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

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

Need help? Call a PhotoCake® Technical Support Representative
(800) 644-1228 Hours: M - F 7AM - 7PM & Saturday 7AM - 2PM Central

E. 1.44.004

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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

PhotoCake® ONLINE: Image Credits and Quick Links | DecoPac

PhotoCake® Online Image Credits
Services

PhotoCake®

IMAGE CREDITS

#14432 (EACH)

My PhotoCake

Media Credit

Print Histo

From: 11/18/19 to: 12/18/19 Refre

Printed	Item Number	Quantity	Cost	
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	22762	1	$0.00	#2019 Grad

Language: English Español Français Welcome UNCLE DONUTS

99 Media Credit(s) available

1 Image Credit(s) available

Select My PhotoCake 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

Back

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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

Language: English Español Français Welcome Sprinkles & Bling Bakery

35 Image Credit(s) available

My PhotoCake® Logout

PhotoCake®

My PhotoCake®

Media Credits | Print History | Alerts

Date   Message

Back

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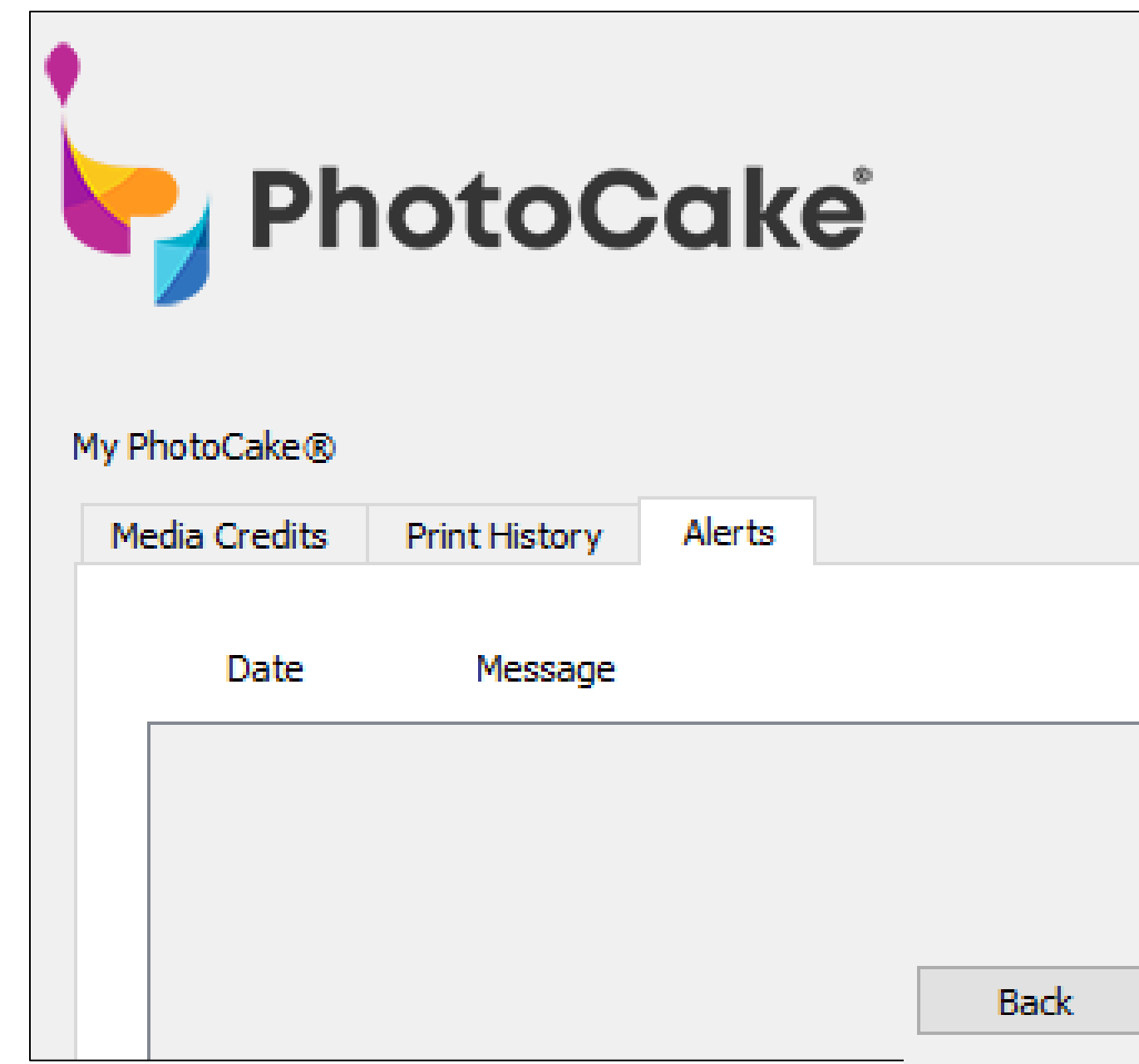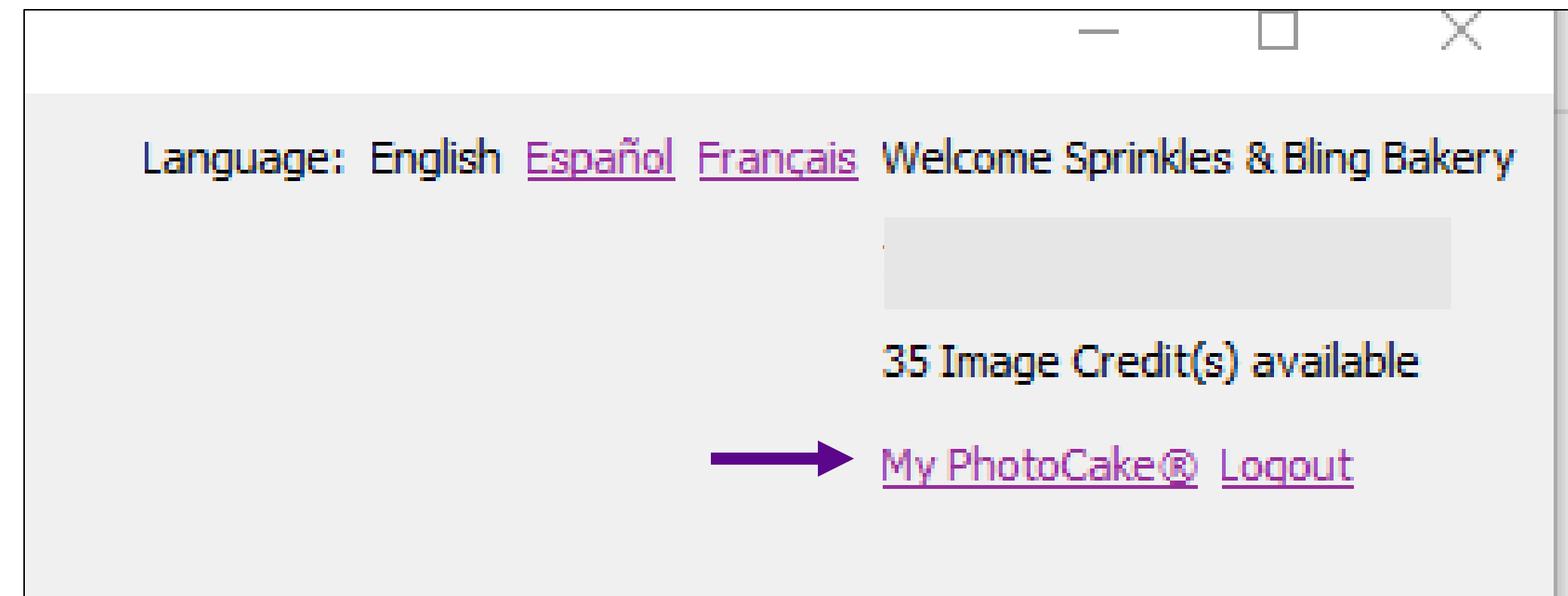
celebration**IQ**

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 utalizing your PhotoCake On-line application.

Take a tour on what your guest experiences when placing their order:
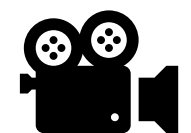
Cakes.com Consumer Experience Video | DecoPac

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HOW TO PRINT YOUR CELEBRATIONIQ ORDERS

1. **Open your PhotoCake Online application from your bakery computer.**

2. **Select 'CelebrationIQ Order Queue'**

How to print your online orders 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"**

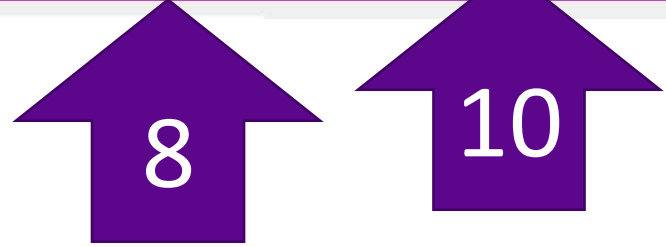# HOW TO PRINT YOUR ONLINE ORDERS

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**

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PhotoCake®
PRINT ON DEMAND SYSTEM

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.

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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
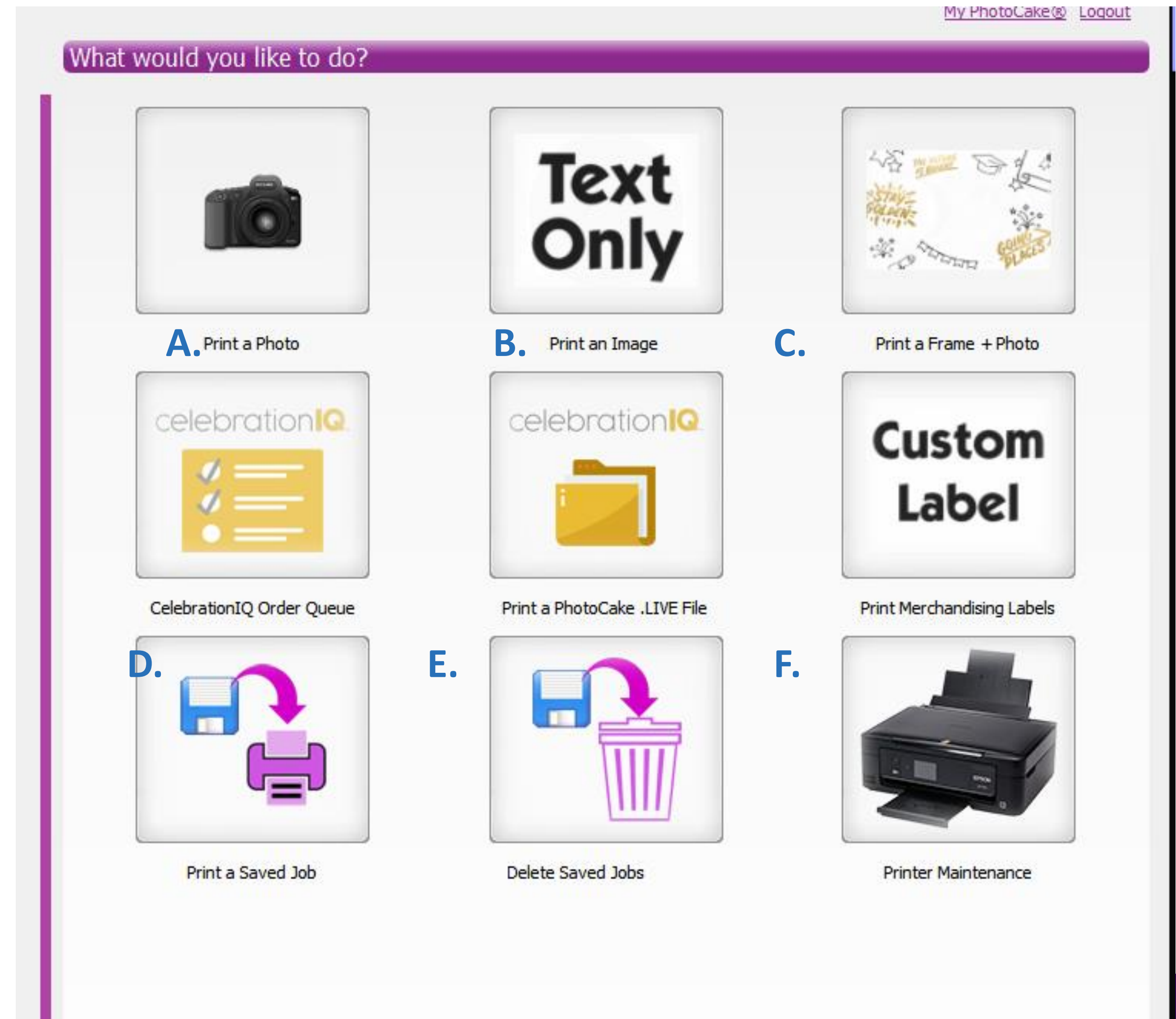
Functionality: Basic Printing Steps

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!

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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

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Functionality: Collage

No PhotoCake Printer detected - Printing is disabled
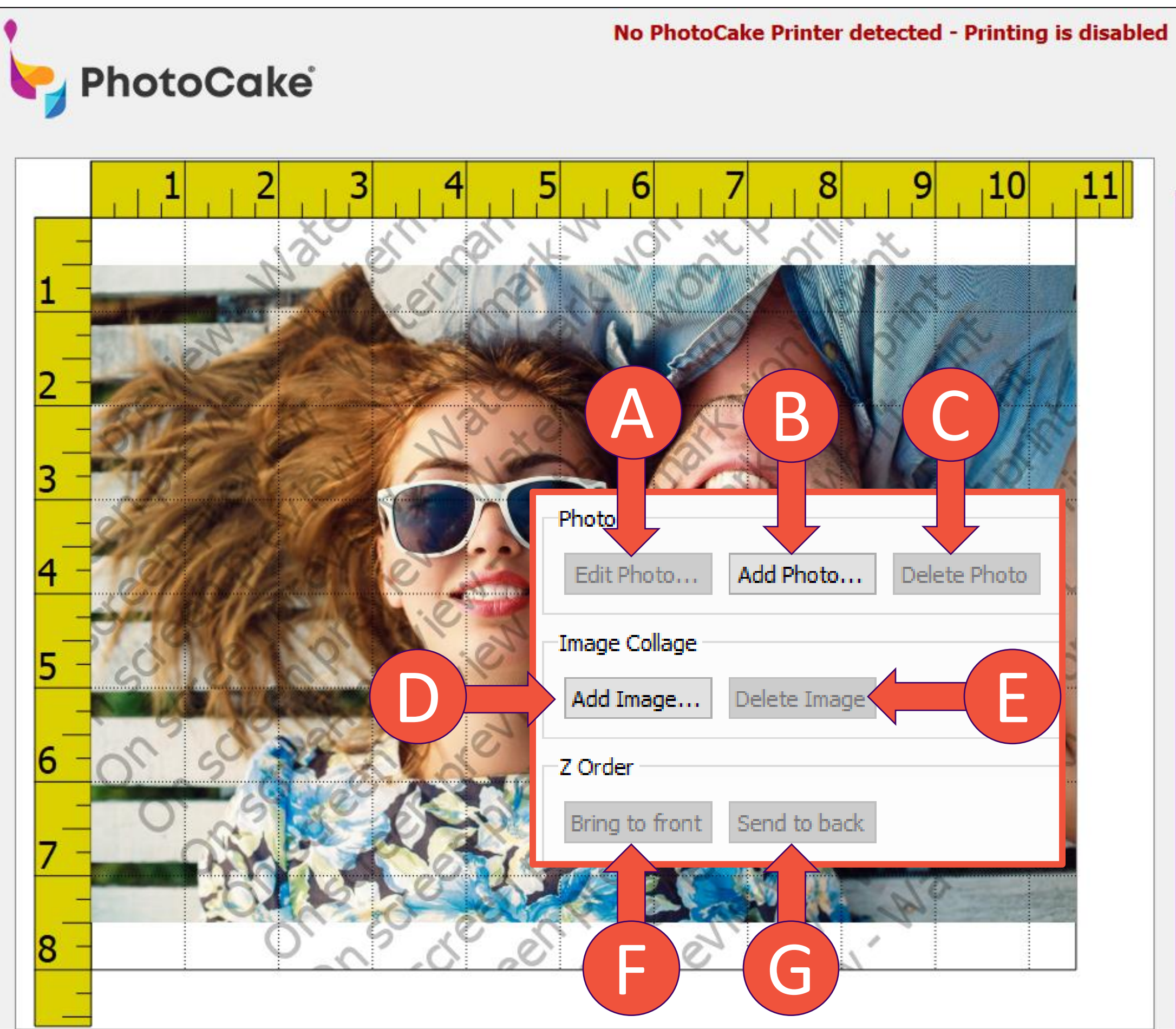
A. GO back to the screen in the "Edit the Photo"section and make new changes to your images.

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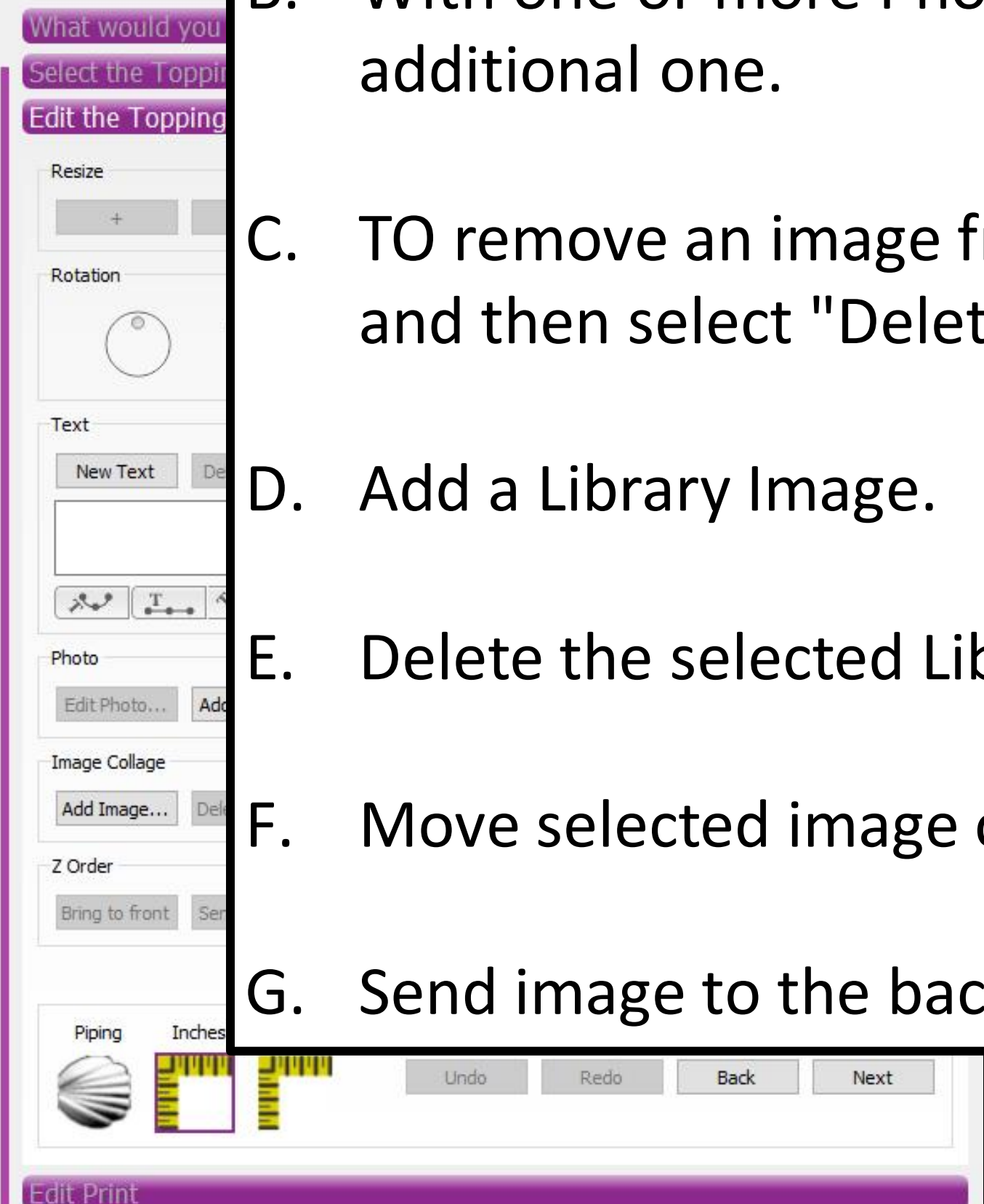
Helpful tips for PhotoCake® users
Have questions? We have your answers.

Need help? Call a PhotoCake® Technical Support Representative
44-1228 Hours: 7AM - 7PM Central   1.41.016

PLEASE NOTE

Licensed Images cannot be used in a Collage

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Functionality: Multi-Site

1. Using personal photos and media with pre-cut sites, you can select unique images for each pre-cut site of the sheet!

2. Pre-cut site selection will only appear when applicable on the 'Edit the Topping' meu.

3. To select a site, click on the circle on that site
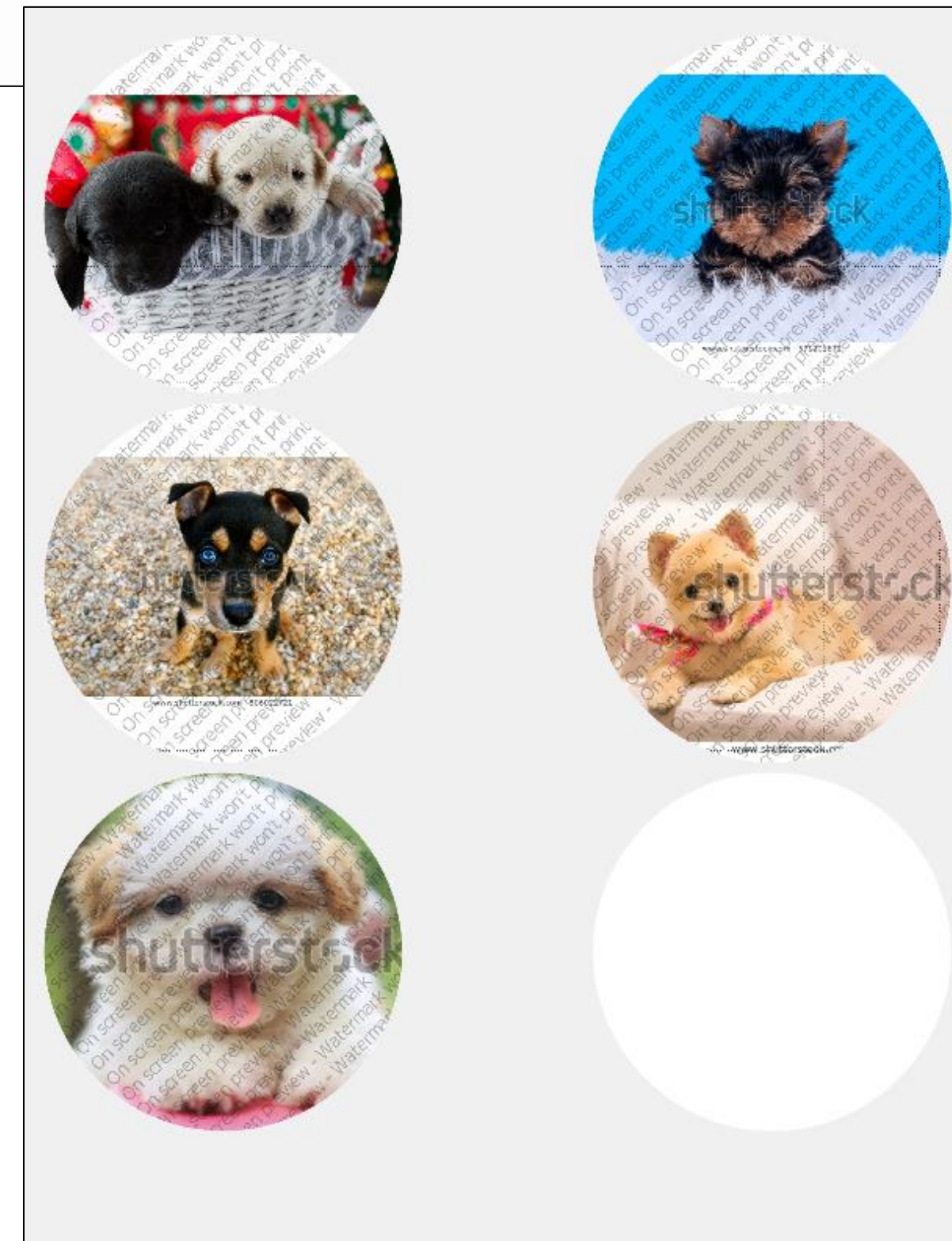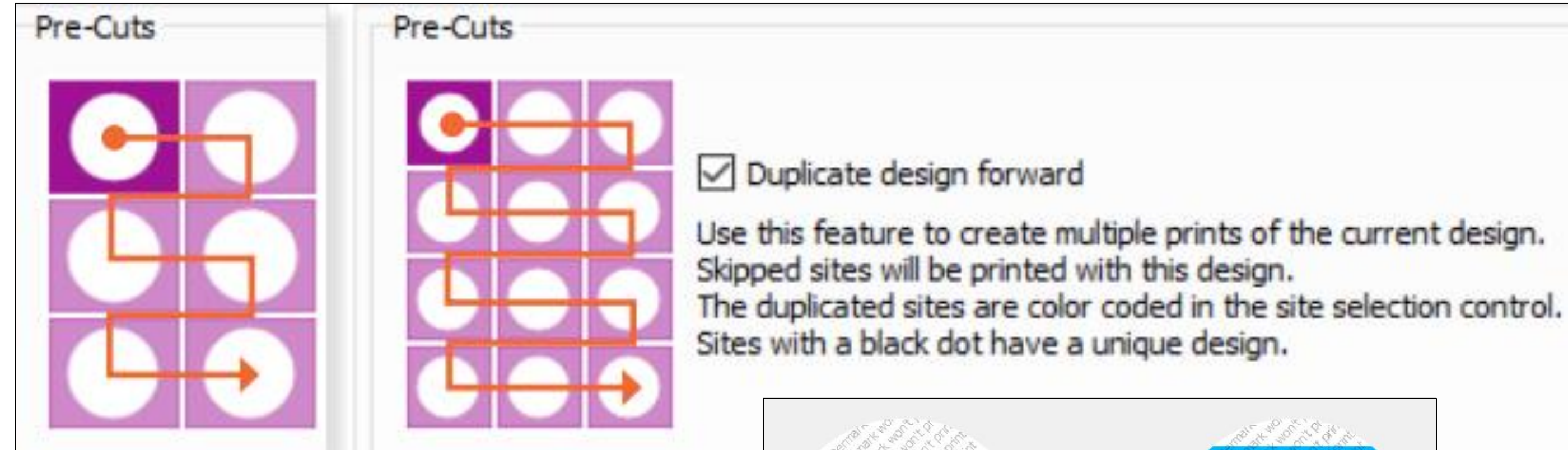
4. Add photos and text as needed.

5. 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.

6. If you require only 2 out of 6 images to be unique, apply your first design to the first site. Then, click on the 4th site and apply your 2nd design, this will create a sheet with 2 different designs on it.

7. 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.

☑ Duplicate design forward

Use this feature to create multiple prints of the current design.
Skipped sites will be printed with this design.
The duplicated sites are color coded in the site selection control.
Sites with a black dot have a unique design.

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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.

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Select the Topping

PhotoCake® Frosting Sheets™

1/4 Sheet Extended - Item #5260

Custom

Width: 14.00

Height: 14.00
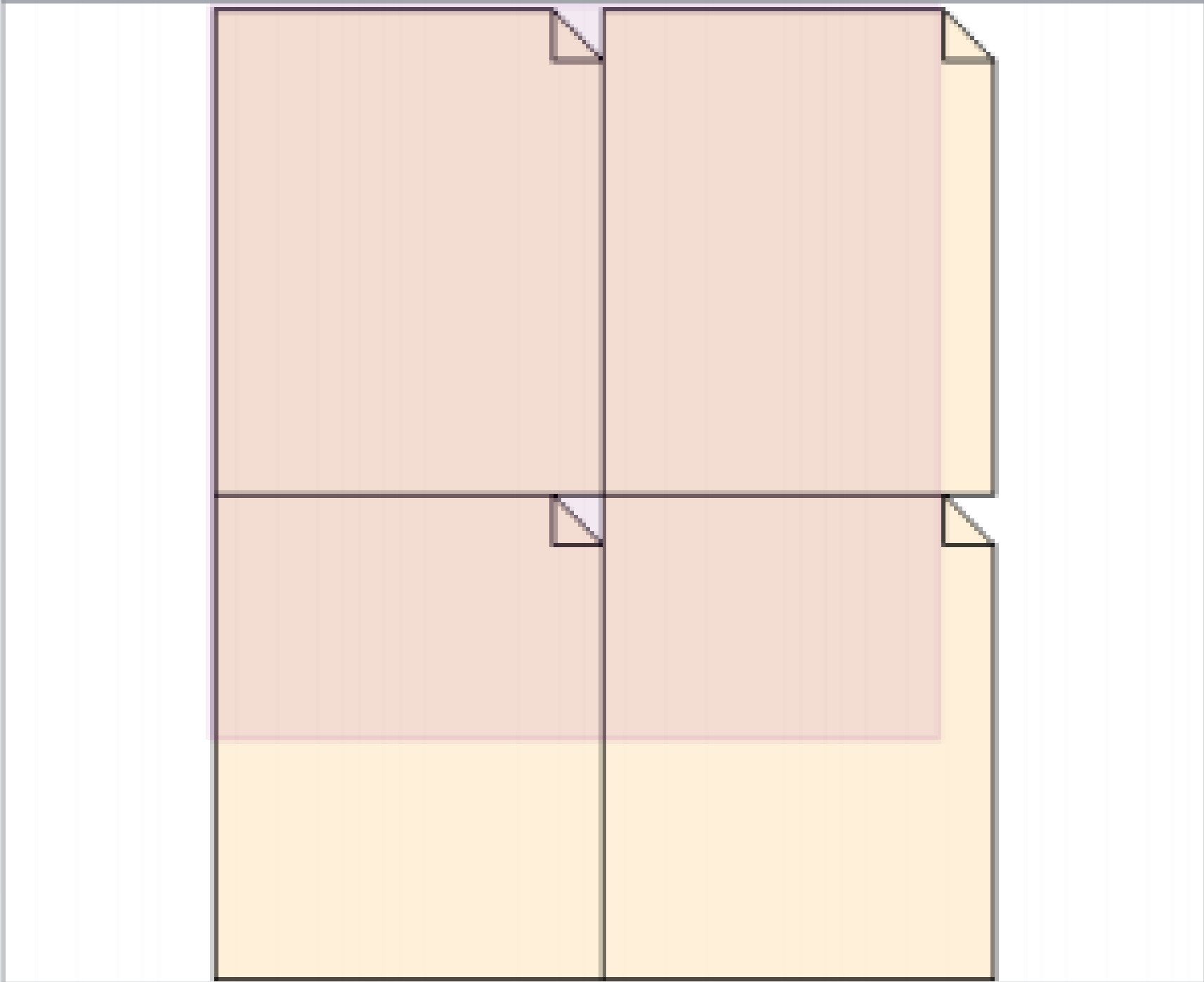
Sheet Print Area: 7.5 x 9.25

○ Rectangle
◉ Square
○ Ellipse
○ Circle

Back   Next

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📞 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.

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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](#)