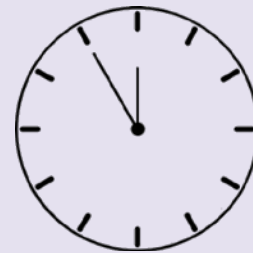




GO LIVE

BBIS Go Live - Countdown



Northgate BBIS Go Live Detail Sheet

Number 8

12th December 2011

Quality of Badge Details

QUALITY OF BADGE DETAIL

Please be aware that it is the responsibility of the Local Authority to quality assure the personalised information that will appear on the badge itself.

The information that you enter onto BBIS is what is used to print a badge, BBIS does not carry out spellchecks or initial capital checks. Once you have entered your badge information, you go into the Badge Holder Details page. On the Badge Request Region, you select the action of RESOLVE BADGE REQUEST. This will open up the Resolve Badge Request Region.

If you are not familiar with the step by step process please refer to the Online Training Guide for further details before using the live system.

For an approved badge, you choose SUBMIT FOR PRINTING and then check and complete any other details.

When you have checked all the detail, you click on SAVE. This then presents a confirmation message and you click OK. The action of clicking OK freezes the content of the badge and commits your LA to payment for that badge.

You must be sure that you are content with the detail for each badge before you click OK.

It is not possible to amend badge details after this point and corrections can only be made by ordering and paying for a second replacement badge.

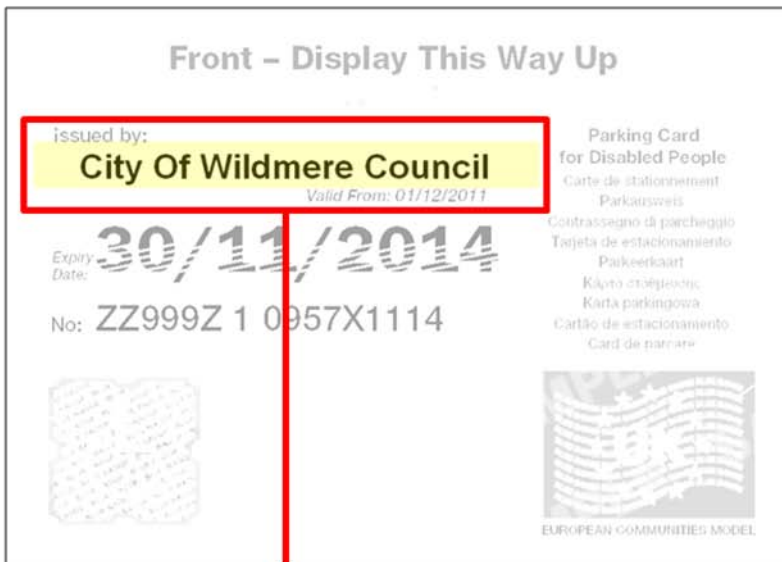
The details you need to check are:

- Local Authority Name -The name of the issuing authority on the front of the badge will appear exactly as input in DSS under 'System Setup / Local Authorities / Maintain Local Authority'.
- Person / Organisation name - Will appear exactly as input by BBIS users. Please ensure correct use of an initial capital letter and then lower case for both first name and surname.
- Photo - BBIS will show you the photograph exactly as it will appear on the badge. Please check that the photo is correctly positioned within the frame and that it is of passport photo quality.

We have attached below images that show recommended formats for the front and back of the badge together with common errors.

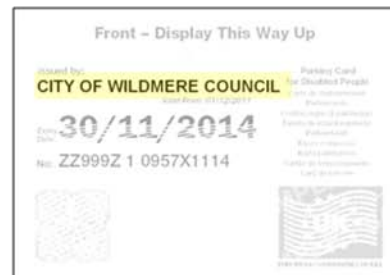
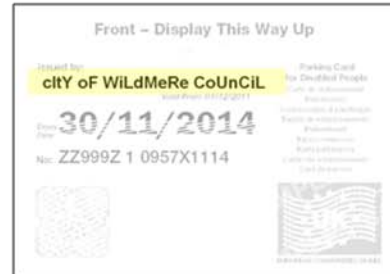
BADGE IMAGES - FRONT

Person Badge - Front



The name of the issuing authority on the front of the badge will appear exactly as input in DSS under 'System Setup / Local Authorities / Maintain Local Authority'

*LA Name	City of Wildmere Council
Enforcing LA	<input checked="" type="checkbox"/>



BADGE IMAGES - REAR

Person Badge - Back



The photograph uploaded should conform to the standards detailed in 'BBIS Go Live Detail Sheet 2 - DIGITAL PHOTOS'. A representation of how the image will look on the badge is shown in DSS when uploading.

The name of the person shown on the back of the badge will appear exactly as input in DSS under 'Badge Holder'

