







- ✓ I can print and follow these instructions to create my T Card Planning System in under 10 minutes
- ✓ T Card Systems Visual Planning is used successfully by thousands of organisations around the globe
- ✓ T Card Systems are simple to understand and design
- ✓ T Card Systems are generally used in task and status orientated scenarios
- ✓ T Card Systems provide a fast visual overview with a simple click to see the detail
- ✓ Web T Cards allows everyone in my organisation to focus on the same overview and concentrate on their own tasks
- ✓ If I have questions or require help I can e-mail Support@WebTCards.com or call UK (+44)(0)7717-6531777

Some advantages of my WebTCard System

	Infinite reuse of T Cards		Find T Cards on any value
	Multi-User anywhere, any time		Filter T-Card Board
	e-mail T-Card		Pivot T-Card Board
	Automatic customised T Card Sort		Export T Cards to Excel

 **WebTCards** *Helping Business Plan, Review & Schedule*

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I can master my T Card System in 3 words

1. Board

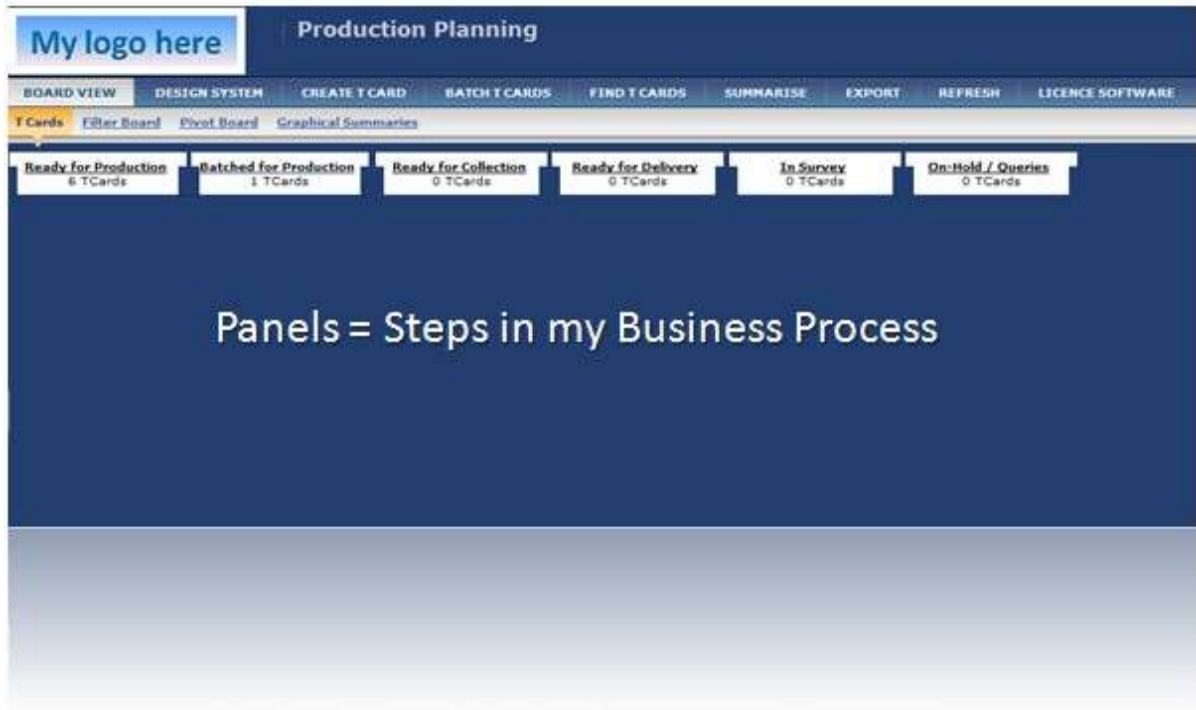
My Board represents my business process, e.g. Production Planning. I can create as many Boards as I require.



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2. Panel

My Panels represent steps in my business process, e.g. Enquiry, Order, Dispatch. I can create as many Panels as I require.



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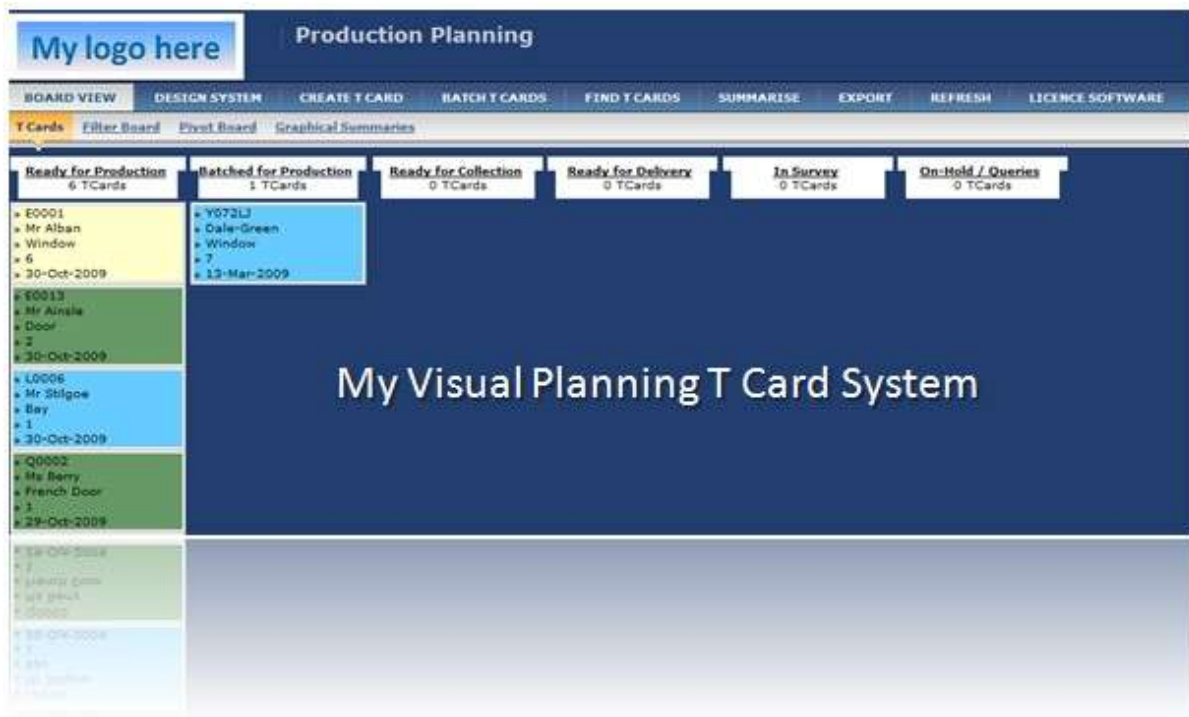
I can create my T Card Board and Panels

- a) From the Main Menu I click Design System
- b) I type the name of my business process into Board Name
- c) I click the Add New Panel button for each of my business steps and type the name of my business step into the Panel Name
- d) I click the save button



3. T Card

Each of my T Cards record the information required to complete a task. My T Cards can record, e.g. a Customer Name, Order Reference and Date. Each T Card can record up to 40 items of information. The Board displays summary information; I can click on a T Card to see the detail.



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I can create my T Cards to record information

This is what my T Card can look like:

Created By: ProductionPlanning on 06/04/2009 08:41, Modified By: ProductionPlanning on 12/03/2010 11:27

Board : Job Tracker System

T-Card Template : Job Card All

Panel : Design

* Customer : Warrington-Smyth

Customer Type : Commercial

* Our Ref. : KT234EF

* Due Date : 06-Apr-2009

Customer Contact : P.M Watson

Telephone : 07717-653178

Job Description : Lower Road Wedges

Save & Close Save & Add New Save & Copy Delete Cancel Print

[Click here to e-mail this TCard](#)

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I can design my T Card

T-Card Template Details (Tip : Choose a Name which describes the information you will type onto each card) :

Template Name :

Select Colours : Template Colour: Board Colour: Panel Colour:

Design your T-Card (Tip: Type a Label Name for each line of information you will record e.g.'Name', 'Quantity'etc)

Seq.	Label Name	Data Type	Max Chars	Mandatory	Header
1	Customer	Text	30	<input checked="" type="checkbox"/>	1
2	Customer Type	List	<input type="button" value="Edit"/>	<input type="checkbox"/>	
3	Our Ref.	Text	10	<input checked="" type="checkbox"/>	2
4	Due Date	Date/Time		<input checked="" type="checkbox"/>	2
5	Customer Contact	Text	30	<input type="checkbox"/>	
6	Telephone	Text	15	<input type="checkbox"/>	
7	Job Description	Text	900	<input type="checkbox"/>	

No. of characters available 5368 - Used 632

1. From the Main Menu I click Design System; T Card Template
2. In the Template Name, I name the type of information I will record on my T Cards
3. For each piece of information I want to record for a Task:
 - a) I type a label name
 - b) I click on the data type to choose the type of information, e.g. Text, Date, Yes/No or a value from a List – I can use Lists to dynamically change the colour of my T Cards
 - c) I type the maximum number of characters I want to type on to the T Card Line
 - d) I tick mandatory for each line of information which must be recorded on my T Card
 - e) In the header column I enter a number to choose which lines of my T Cards are displayed on my Board
 - f) I can record up to 40 items of information on each T Card
4. I click on Save to save the Design of my T Cards
5. I have successfully created my Web T Card Visual Planning System
6. I click on Board View, Create T Card to create my T Cards and record Task information

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7. I can refine the Design of my T Card system at any time by clicking Design System from the main menu

I can master the WebTCards advanced functions

1. For example:
 - a. From the Main Menu I click Design System – User to allow others to share my Board securely in real-time
 - b. From the Main Menu I click Board Settings – T Card Sort Order to set my T Cards to automatically sort on my Board
 - c. From the Main Menu I click Batch T Cards to move or delete T Cards in bulk
 - d. From the Main Menu I click Board View – Filter Board to choose which T Cards are displayed on the Board; this allows me to focus on my business priorities

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