

Business Card Request

Issue

- Want to streamline collection of information when employees need to order business cards
- Wish to see a preview of what final card will look like
- Should notify a specific department once a request is submitted

Solution

- SharePoint list: used to track business card orders
- Canvas App form: used to collect information for business card
- Power Automate: used to send email when new order is submitted

Business Card Request

Business Card Request - New Request

Example Business Card

* Request for
John Doe

* Location
Appleton

* Full Name
John Doe

* Job Title
Maker of Great Things

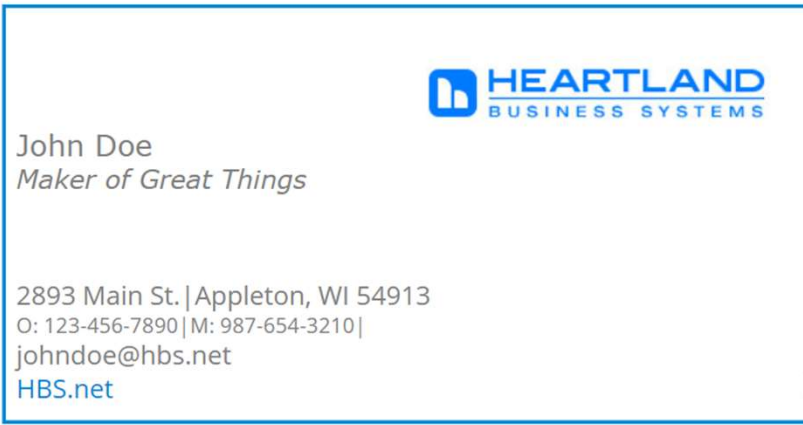
Job Title 2

* Address on Card
2893 Main St.
Appleton, WI 54913

* Email
johndoe@hbs.net

Office Number
123-456-7890

Ext



The example business card features the HEARTLAND BUSINESS SYSTEMS logo in the top right corner. The text on the card reads: John Doe, Maker of Great Things, 2893 Main St. | Appleton, WI 54913, O: 123-456-7890 | M: 987-654-3210, johndoe@hbs.net, and HBS.net.

