



# Badges & Business Cards Quick Guide

## PURPOSE

To ensure all CCR&R staff receive their badges and business cards in a timely manner, we've outlined the standardized process below. Please follow these steps carefully to avoid delays.

# New Employee Needs Badge & Business Cards

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## Step-by-Step Process for Supervising Managers:

1. **Submit the “New Employee Submission Form.”**
  - a. This is the most important step because it triggers the entire workflow for the new employee.
2. **Place an order in Zip (Internal Purchasing Software).**
  - a. Submit a Zip request for both the badge and business cards.
  - b. Include the shipping address where materials should be sent.
3. **Track your order in Zip.**
  - a. Once your request is in, you can check Zip at any time to view the order status.

## What Happens Behind the Scenes:

- Once the New Employee Submission Form is submitted, the Marketing team is automatically alerted.
- Marketing sends the new employee their Marketing Welcome Email within their first 48 hours, which includes a link to the [Employee ID Form](#).
- The new employee must complete the Employee ID Form for Marketing to design their badge and business cards.
- Marketing creates the designs and places them in a shared folder accessible to Purchasing Specialist Joel.
- When Joel receives the Zip request from the supervising manager, he retrieves the design files and places the official order for printing and shipping.

### Important:

If the New Employee Submission Form is not submitted—or the employee does not complete the Employee ID Form—the process will be delayed.

# Existing Employee Needs Information Change (New Badge/Business Cards)

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## Step-by-Step Process for Supervising Managers:

- 1. Direct the employee to complete the Employee ID Form.**
  - a. This ensures Marketing has the updated information to revise their badge and business cards.
- 2. Place an order in Zip (Internal Purchasing Software).**
  - a. Submit a Zip request for updated badge and business cards.
  - b. Include the shipping address where materials should be sent.
- 3. Track your order in Zip.**
  - a. Once your request is in, you can check Zip at any time to view the order status.

## What Happens Behind the Scenes:

- Once the employee submits the Employee ID Form, Marketing receives an alert.
- Marketing updates the design files and saves them in the shared folder for Joel.
- When Joel receives the Zip request, he retrieves the updated designs and places the order for printing and shipping.

## If Staff Are Missing Their Badge or Business Cards

If you have employees who are still missing their badge or business cards:

- Submit a Zip request for those items.
- This is often the missing step that's holding up their delivery.