



SWISS MEDICAL  
NETWORK

# Procedura Biglietti da visita

[brand.swissmedical.net/it](http://brand.swissmedical.net/it)



**Come accedere al mio conto ?**

# Dove connettersi?

Per ordinare i vostri biglietti da visita potete accedere in due modi:

1. Da Brand portal
  - 1.1 Andate sul sito **brand.swissmedical.net/it**
  - 1.2 Cliccate **Materiale di cancelleria**
  - 1.3 Cliccate **Biglietti da visita**
  - 1.4 Cliccate su **Ordinazione on-line**
  
2. Direttamente sul sito [www.gsmn-cards.ch](http://www.gsmn-cards.ch)



# Come connettersi ?

Una volta sulla pagina di connessione:

- Inserite il vostro **Nome utente**(1)
- Inserite la vostra **password**(2)
- Cliccate su **Accedi**(3)



Commande de documents en ligne

Veillez SVP vous connecter pour voir les documents disponibles.

Connexion

- 1
- 2
- 3

Se souvenir de moi

[Mot de passe perdu ?](#)

# Il vostro conto

Nella linguetta **Il mio conto**(1), trovate le seguenti informazioni:

- Comande recenti(2)
  - Nome della comanda
  - Data
  - Stato
  - Indirizzo di fatturazione (3)
- Indirizzo di consegna(4)

The screenshot shows the user account page for Swiss Medical Network. At the top right, a blue box labeled '1' highlights the 'Mon compte' link. Below the navigation bar, the 'Mon compte' section is visible. A blue box labeled '2' highlights the 'Commandes récentes' table. A blue box labeled '3' highlights the 'Adresse de Facturation' details. A blue box labeled '4' highlights the 'Administrer vos adresses' link.

**1** Mon compte Déconnexion

Catalogue de documents Aide en ligne Documents en attente 4 items

Accueil / Mon compte

### Mon compte

Bonjour **Swiss Medical Network** (vous n'êtes pas Swiss Medical Network ? [Déconnexion](#)). Depuis le tableau de bord de la section mon compte, vous pouvez consulter vos commandes récentes, gérer vos adresses de livraisons et de facturation et [éditer vos détails et votre mot de passe](#).

#### 2 Commandes récentes

COMMANDE	DATE	ÉTAT
#9090 Commande test	19 mai 2016	Terminée

#### Mes Adresses

Les adresses suivantes seront utilisées par défaut sur la page de commande.

##### 3 Adresse de Facturation

Swiss Medical Network  
Christèle Benoit  
Route du Muids 3 - CP 100  
1272 Genolier

##### 4 Administrer vos adresses

Swiss Medical Network  
Christèle Benoit  
Route du Muids 3 - CP 100  
1272 Genolier

**Come fare il proprio biglietto da visita?**

# Il vostro catalogo dei documenti

Nella linguetta **Catalogo dei documenti** (1) trovate i **modelli** (2) corrispondenti ai vostri bisogni.

Tutti i campi dovranno essere riempiti in seguito, scegliete dunque il modello adatto alle vostre esigenze.

The screenshot shows the 'Catalogue de documents' page of the Swiss Medical Network. At the top, there is a navigation bar with the logo, 'SWISS MEDICAL NETWORK', and links for 'Mon compte', 'Déconnexion', and 'Français'. Below the navigation bar, there are three tabs: 'Catalogue de documents' (highlighted with a blue box and labeled '1'), 'Aide en ligne', and 'Documents en attente'. A blue box on the right indicates '4 items'. The main content area is titled 'Modèles de documents disponibles' (labeled '2') and displays a grid of document templates. Each template card includes fields for 'Titre, Prénom, Nom', 'Fonction', 'T +41', 'M +41', 'F +41', 'e-mail@gsmn.ch', and the full address: 'Swiss Medical Network, Route du Muids 3, CP 100, CH-1272 Genolier, www.gsmn.ch'. The templates vary in the number of contact fields and the inclusion of a 'Centre de compétence, Département' field.

# Scelta del logo

Scegliete il logo dell'istituto

The screenshot displays the Swiss Medical Network website interface. At the top left is the logo and text "SWISS MEDICAL NETWORK". At the top right are links for "Mon compte", "Déconnexion", and a language selector for "Fre". Below the header is a navigation bar with "Catalogue de documents", "Aide en ligne", and "Documents en attente", followed by a blue button labeled "4 items". A breadcrumb trail reads "Accueil / Modèles de documents disponibles / Visit Cards - Swiss Medical Network / Swiss Medical Network - VC 1F 2L". A progress indicator shows three steps: "1 | Etablissement" (highlighted), "2 | Adresse", and "3 | Quantité". The main content area features five logo selection cards, each with a radio button, a logo, the text "SWISS MEDICAL NETWORK MEMBER", and the institution name: "Centre du Sein", "Genolier Laboratoires", "Genolier Neurocentre", "Genolier Swiss Oncology Network", and "Swiss Medical Network". At the bottom, there is a form field labeled "Titre Prénom Nom".

# Scelta dell'indirizzo

Potete scegliere tra gli indirizzi proposti o aggiungere un indirizzo personalizzato.

The screenshot displays the Swiss Medical Network website interface. At the top, the logo and name 'SWISS MEDICAL NETWORK' are visible on the left, and user options 'Mon compte', 'Déconnexion', and 'Français' are on the right. A navigation bar contains 'Catalogue de documents', 'Aide en ligne', and 'Documents en attente', with a '4 items' indicator on the right. Below this, a breadcrumb trail reads: '# Accueil / Modèles de documents disponibles / Visit Cards - Swiss Medical Network / Swiss Medical Network - VC 1F 2L'. A progress indicator shows three steps: '1 | Etablissement', '2 | Adresse' (highlighted in blue), and '3 | Quantité'. The main content area features six address cards, each with a circular icon, contact details, and a name: 'Centre du sein', 'Genolier Laboratoire', 'Neurocentre', 'Swiss Oncology Network', 'Personnalisée', and 'Swiss Medical Network'. The 'Swiss Medical Network' card is highlighted with a blue border. Below the cards, a form is shown with fields for 'Titre Prénom Nom', 'Fonction', '+41', 'email@', and 'Zone adresse personnalisée si besoin'. To the right of the form, a preview of the selected address is displayed: 'Titre Prénom Nom', 'Fonction', 'T +41', 'email@', 'Swiss Medical Network', 'Route du Muids 3, CP100, CH-1272 Genolier', and 'www.asm.ch'. Social media icons for LinkedIn and Facebook are located in the top right corner of the form area.

# Scelta delle quantità

Ora potete scegliere la quantità desiderata.

The screenshot displays the Swiss Medical Network website interface. At the top left is the logo and name 'SWISS MEDICAL NETWORK'. On the top right, there are links for 'Mon compte', 'Déconnexion', and 'Français'. Below the header, there is a navigation bar with 'Catalogue de documents', 'Aide en ligne', and 'Documents en attente', along with a '4 items' indicator and a shopping cart icon. The breadcrumb trail reads: 'Accueil / Modèles de documents disponibles / Visit Cards - Swiss Medical Network / Swiss Medical Network - VC 1F 2L'. A progress indicator shows three steps: '1 | Etablissement', '2 | Adresse', and '3 | Quantité', with the third step being the active one. The main content area features five radio button options for quantity: 200, 300, 400, 500, and 1000. Below this, there is a form with input fields for 'Titre Prénom Nom', 'Fonction', '+41', 'email@', and 'Zone adresse personnalisée si besoin'. To the right of these fields, there are icons for a cloud and a printer. A preview area on the right shows the resulting text: 'Titre Prénom Nom', 'Fonction', 'T +41', 'email@', and the address 'Swiss Medical Network, Route du Muids 3, CP100, CH-1272 Genolier, www.gsmn.ch'.

# I vostri dati

Per i **dati personali** (1), cliccate su ogni campo e inserite le informazioni richieste. Se il campo di un riquadro diventa rosso, diminuite il numero di caratteri.

Avete la possibilità sia di **scaricare** il biglietto da visita nel formato .jpeg o .pdf, sia di stamparlo (2).

Dopo aver verificato tutte le informazioni, cliccate su **Aggiungere al carrello** (3).

The image shows a screenshot of a web form for the Swiss Medical Network. The form is divided into two main sections. The top section contains a table with fields for personal information. A blue box labeled '1' highlights the top part of this table, which includes fields for 'Titre Prénom Nom', 'Fonction', '+41', 'email@', and 'Zone adresse personnalisée si besoin'. A dropdown menu is open over the 'Titre Prénom Nom' field, showing options like 'Titre Prénom Nom', 'Fonction', 'T +41', and 'email@'. A blue box labeled '2' highlights a small icon in the top right corner of the form. The bottom section of the form features the Swiss Medical Network logo and the text 'SWISS MEDICAL NETWORK'. A blue box labeled '3' highlights a button in the bottom right corner that says 'Ajouter au panier'.

# Il vostro carrello

Nel carrello (1), potete:

- Eliminare dei biglietti da visita(2)
- Effettuare delle correzioni(3)
- Registrare un ordine da mettere in attesa di conferma (4)
- Aggiungere al carrello i biglietti da visita che sono in attesa di conferma (5)
- Procedere con l'ordine (6)

The screenshot displays the user interface of the Swiss Medical Network website. At the top right, a blue box labeled '1' contains a shopping cart icon and the text '1 item'. Below this, the navigation bar includes 'Catalogue de documents', 'Aide en ligne', and 'Documents en attente'. The main content area is titled 'Panier' and shows a list of items. The first item is a business card for 'SWISS MEDICAL NETWORK' with a red 'x' icon in a blue box labeled '2'. To its right, a 'Save for Later' button is highlighted with a blue box labeled '3', and a 'Click here to re-edit' link is highlighted with a blue box labeled '4'. Below the item list, a blue button labeled '6' says 'Procéder à la commande →'. At the bottom, a section titled 'Saved for later (2 Products)' is highlighted with a blue box labeled '5'. It shows a business card for 'GENOLIER' with an 'Ajouter au panier' button.

**Come ordinare?**

# I dettagli della fatturazione

Per poter completare l'ordine, riempiete i seguenti campi:

- Completate i dettagli della fatturazione (1)
- Spuntate la casella (2) se l'indirizzo di spedizione è diverso da quello di fatturazione
- Accettate le condizioni generali e cliccate su ordina (3)

The screenshot shows a web form titled 'Commande' (Order) with a blue header bar containing the text 'Si vous avez plus d'une adresse, vous pouvez choisir une par défaut ici.' and a link 'Configurer l'Adresse'. The form is divided into two main sections: 'Détails de la facturation' (Billing details) and 'Votre commande' (Your order).

**1** The 'Détails de la facturation' section is highlighted with a blue box. It contains the following fields:

- Nom de la commande \***: A text input field.
- Adresse prédéfinie**: A dropdown menu with the text 'Choisir une adresse...'. A blue arrow points to the dropdown arrow.
- Prénom \*** and **Nom \***: Two text input fields.
- Etablissement**: A text input field containing 'Swiss Medical Network'.
- Adresse e-mail \*** and **Téléphone \***: Two text input fields containing 'cartedevsite@gsmn.ch' and '+41 22 366 98 52' respectively.
- Pays \***: A text input field containing 'Suisse'.
- Adresse \***: A text input field containing 'Route du Muids 3 - CP 100'.
- Département, bureau, etc. (optionnel)**: A text input field.
- Code postal \*** and **Ville \***: Two text input fields containing '1272' and 'Genolier' respectively.
- Canton**: A text input field containing 'VD'.

**2** A blue box highlights the checkbox 'Expédier à une adresse différente ?' located below the billing details section.

**3** A blue box highlights the 'Commander' button in the 'Votre commande' section. The 'Votre commande' section also includes:

- Swiss Medical Network - VC 1F 2L** with a link 'Click here to re-edit'.
- 1 | Etablissement:** Swiss Medical Network
- 2 | Adresse:** Swiss Medical Network
- 3 | Quantité:** 200
- A checkbox 'J'ai lu et j'accepte les conditions générales de vente \*'.

At the bottom of the form is a section for 'Notes de la commande' with a text input field.

# L'indirizzo di consegna è diverso da quello di fatturazione?

Se l'indirizzo di spedizione è diverso da quello di fatturazione, vogliate completare tutti i campi.

The screenshot displays a checkout interface for Swiss Medical Network. It features two identical address forms, one for shipping and one for billing. The shipping form is titled 'Expédier à une adresse différente ?' and includes a dropdown for 'Adresse prédéfinie'. The billing form is titled 'Adresse prédéfinie'. Both forms have the following fields: Pays (Suisse), Adresse (Route du Muids 3 - CP 100), Département (optional), Code postal (1272), Ville (Genolier), and Canton (VD). To the right, a summary box shows the product 'Swiss Medical Network - VC 1F 2L', a 'Click here to re-edit' link, and a list of items: 1 | Etablissement: Swiss Medical Network, 2 | Adresse: Swiss Medical Network, and 3 | Quantité: 200. Below this is a checkbox for 'J'ai lu et j'accepte les conditions générales de vente' and a blue 'Commander' button.





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