ORDERING WITH:
INSTANT ACCESS 2.0

LOGIN

orders.mbdkeepsakes.com
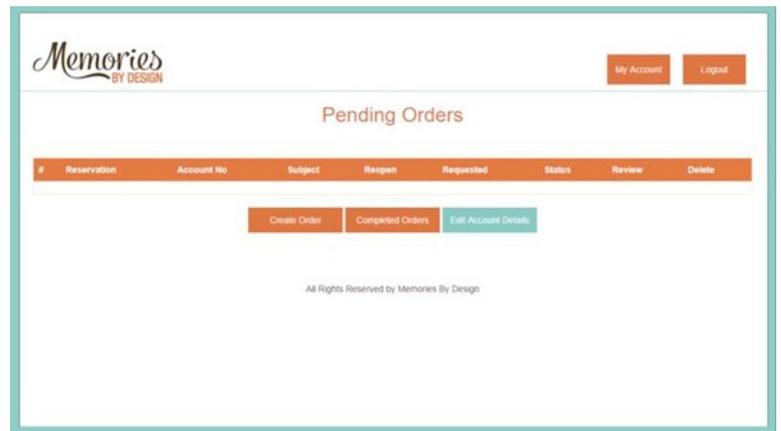
Enter your login and password information that was emailed to you and then press "Login."

PENDING ORDERS PAGE

Here you will see the current video projects you've created. To start a new order, click "Create Order."

VIDEO INFORMATION

- Choose the "Style Option" (either Contemporary or Traditional) and make the "Video Type" display "Funeral." You can also choose the number of "Loving Memories Photo Albums" you want to order for the customer.
- There is also an option for you to be notified by email when your order is complete. Simply click on the "Yes" button and fill out your name, email, and phone number. Our system will automatically send you an email once our editors finish the video.

VIDEO INFORMATION CONTINUED

- Fill out the Name of the deceased as you would like it to appear on the video, along with the date of birth and death text. We have the most commonly used phrases pre-populated into the textbox but you can type in whatever your customer desires.
- You can type in the dates of Birth and Death numerically or click on the month and year in our calendar and populate it that way.
- You can scroll through our Closing Quote/Verse and choose one that best suites the customer or select V-99 Custom and type out an original quote.

DUE DATE + TIME

- The Due Date/Time is very important for our editors. Once you've entered the date you will see a clock icon, click on that and HOURS and MINUTES will appear.
- You can scroll through the numbers to pick the appropriate time you need the video completed and be sure to remember to choose either AM or PM.
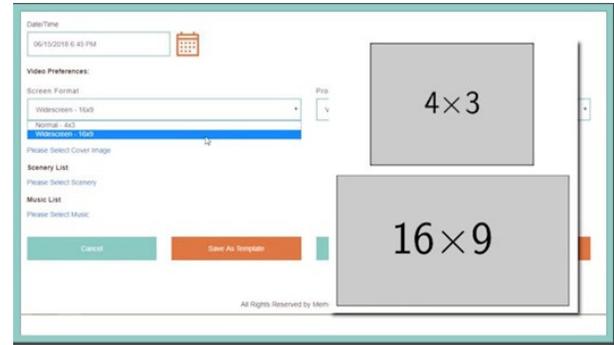
SCREEN FORMAT SELECTION

Now, choose the screen format. Something to keep in mind, if you have chosen the CONTEMPORARY STYLE, it is only available in 16x9. Choose the one appropriate for your service.

PRODUCTION TYPE

Choose the Production Type, which is based on the number of photos in your order. You'll need to distinguish between a 6 min video and 9 min video that is with or without scenery.
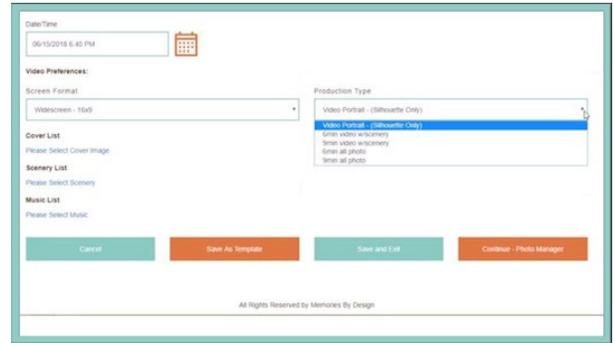
SELECTION POP-UP

- When selecting the covers, scenery, and music a window will pop up allowing you to preview the options.
- Choose the selection you want by clicking on the small circle that is next to the item you want and then click on Done.
- Once you have finished filling out the order information, you can click on Save & Exit to come back to the order later or choose Continue - Photo manager to upload your order images.
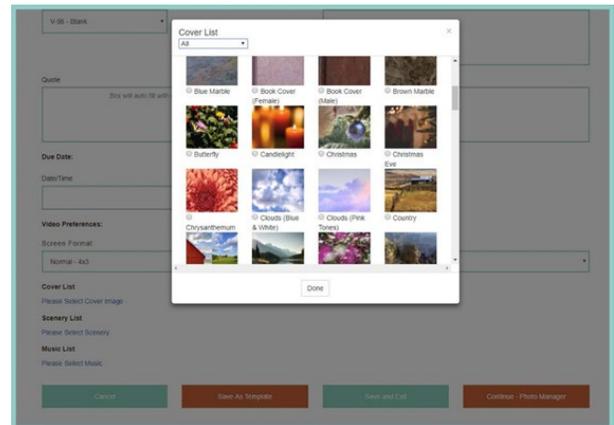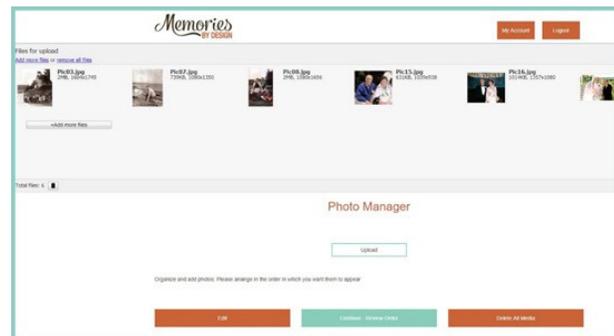

PHOTO UPLOAD SCREEN

- Here you can add photos to the top window by selecting "+add more files" and finding your scanned photos.
- If you have any specific notes or captions to add to a photo, click on the small notepad symbol next to any photo here in the top window.
- When your photos are ready hit the "Upload button." You will see your photos populate the bottom of the page.

ORGANIZE PHOTOS

- Now that your photos are on the bottom of the page, you will see them numbered with any notes you have added. Here you can click and drag any photo into a new position.
- If you have to add more photos later, you can arrange them all into the correct order on this page as well.
- Once you have uploaded your photos are satisfied they are in the correct order, Click on Continue – Review Order. This will take you to the review order page
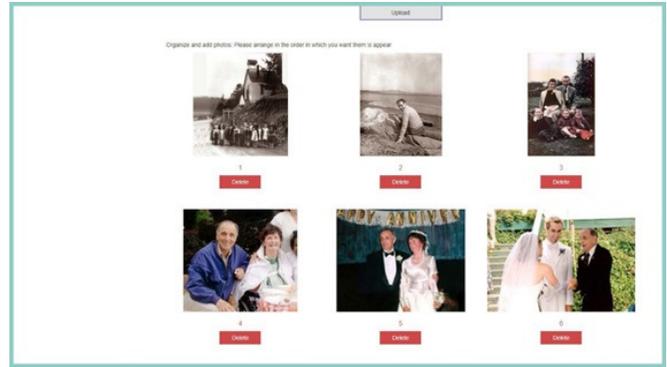
REVIEW ORDER PAGE

- On the review order page you can look over all the order details, including what photos you are sending. If you are satisfied that everything is correct, click on the Submit button.
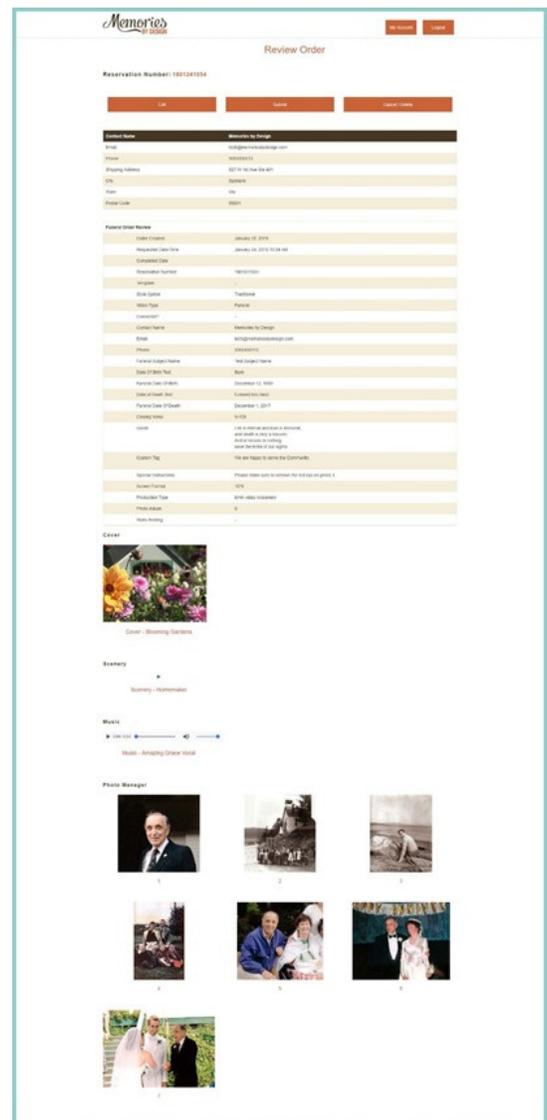
COMPLETED ORDERS

- When an order is ready to download, you will find it by clicking "Completed Orders" on the front page. Now you will see a list of completed orders.
- If we host your videos online, click that link in the "Hosting" column to access your video.
- When you're ready to download the files, click the down arrow in the "Download" column. If you find that an error has been made, click the 'Re-open' button and write a note describing what needs to be changed.
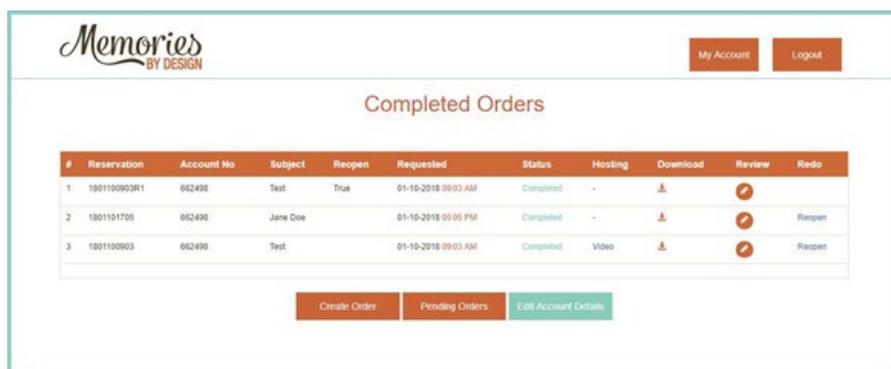
DOWNLOAD ORDER FILES

- Clicking the "Download" button brings you to this page, which shows you all finished files associated with this order.
- Click 'download' next to the files you need. Depending on your browser settings, the files may go to your default Downloads folder on your computer, so check there if you're not sure where they went.