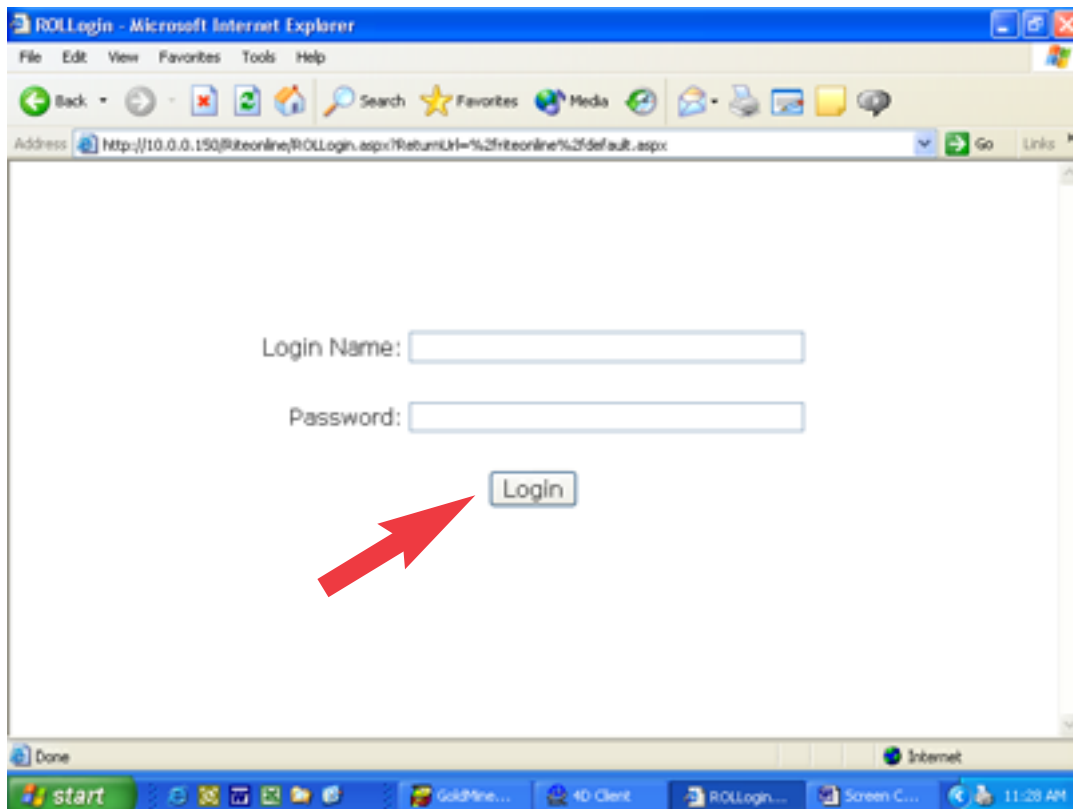


Online Ordering

1. Type “imageplus” for Login Name and Password.

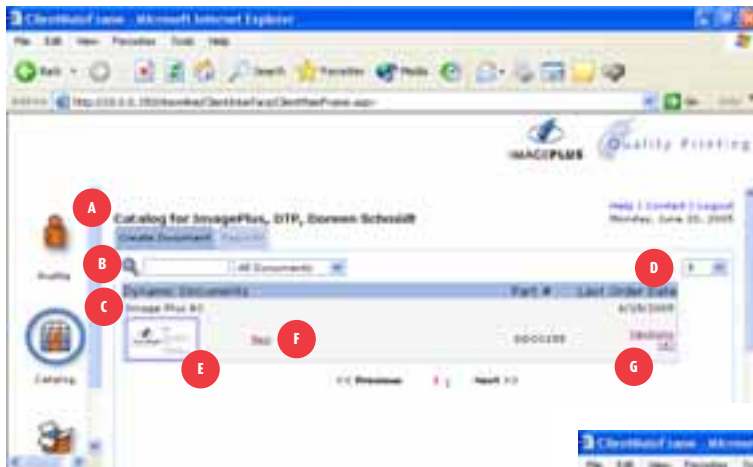


Information About the Catalog Icon:

Select  icon.

You will see:

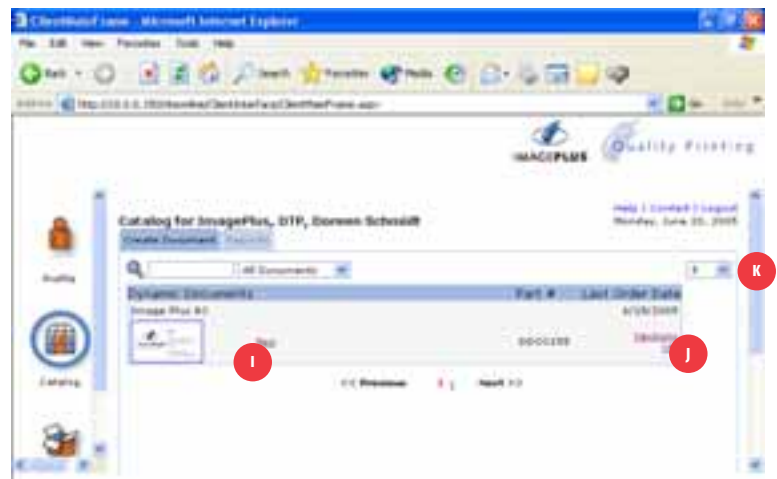
- A Title of page:** Catalog for (your company name), (your user name)
- B Two tabs:** Create Document (contains Business Cards)
Reprints (contains Stationery/Forms and Special Format Business Cards)
- C Search:** **To Use Search:** Type name of document, ie: Letterhead and change pull down menu from “All Documents” to “Document Name” and select “Search.”
To Search by Part Number: Type in the part number, i.e.: 2069. Change pull down menu to “Reference ID” and select **Search**.
To view full Reprint selection, change pull down to “All Reprints” and select **Search**.
- D “5” pull down:** Choose number up to 100 to change amount of items on screen.



Create Document tab & Reprints tab.

Create Document refers to variable information documents (ones you can make changes to), such as business cards.

Reprints refers to documents that will be printed without change, such as forms, envelopes, etc.



Use of Create Document Tab:

- E** Click on Business Card thumbnail to enlarge view.
- F** “New” allows you to create a new card.
- G** Links you to all previously created Business Cards.

Use of Reprints Tab:

- I** PDF icon for enlarged view (You may also print a hard copy from this view).
- J** Click box to include in order.
- K** Click **Order** to place order of item selected.

3a. Creating a New Business Card:

(Skip to Step 3c if you're reordering existing cards)

Click "New" to open the screen that allows you to fill out information for your card.



Type in the name of the person whose card you are creating in the "Version Name" box to identify your card. **Example:** Mary Smith. Consider this as the "Save As" filename. Type your name as you want it to appear on the printed card in the "Type Name" box.

Continue down the form, typing in appropriate information. *'d fields are required fields. If you don't fill them out, you will be unable to go on to the next step.

Tip: Forward and Back navigation tools are still active in the Internet Explorer Window tool bar to move between screens in case of an error or change.

When entering phone numbers, be sure to include the space between area code and number: (###) space ###-####.

If you are entering a fax number, type the number as described above, then verify that the pull down menu (if applicable) indicates "fax" and not blank. If no fax number is entered, be sure the pull down menu is set at the blank option.

When finished, scroll to top of entry area, click on the  (Preview) icon to view results. There will be a short wait. The screen will say "Processing Proof" while it's working. Then, Adobe Acrobat will open in the preview window and show you your proof. From the "proof" screen you can also print a hard copy to review. If you need to change anything, type it in the fields on the left and re-proof the document. If you're satisfied with the card as is, click  (Save) icon to save Business Card document. You may have to scroll up on the left to see the Save icon.

Click  to add to cart. Choose  for Reprints, choose  if you're ready to check out.

When the card is ready to order, go on to **Step 5**.

3b. Changing an existing Business Card:







(Skip to Step 3c if you're ordering reprints without changes)

Select “**New**” from Business Card selection.

Choose the “**List Versions**” link (on the left side of your screen).

Editing card information:

Select **Copy** button of the card you want to change, and the information will automatically fill in the blanks in the variable information section. **Note:** Be *sure* to reselect the correct address from the pull down menu.

You may overwrite an existing card and keep the same version name. Make your changes. Select  New proof appears on screen. Select  if correct. The message “Do you wish to overwrite...” plus a check box appears on the screen. To keep the edited version with the same name, click the check box and Save . Click  to add to cart, Choose  for Reprints, choose  if you're ready to check out.

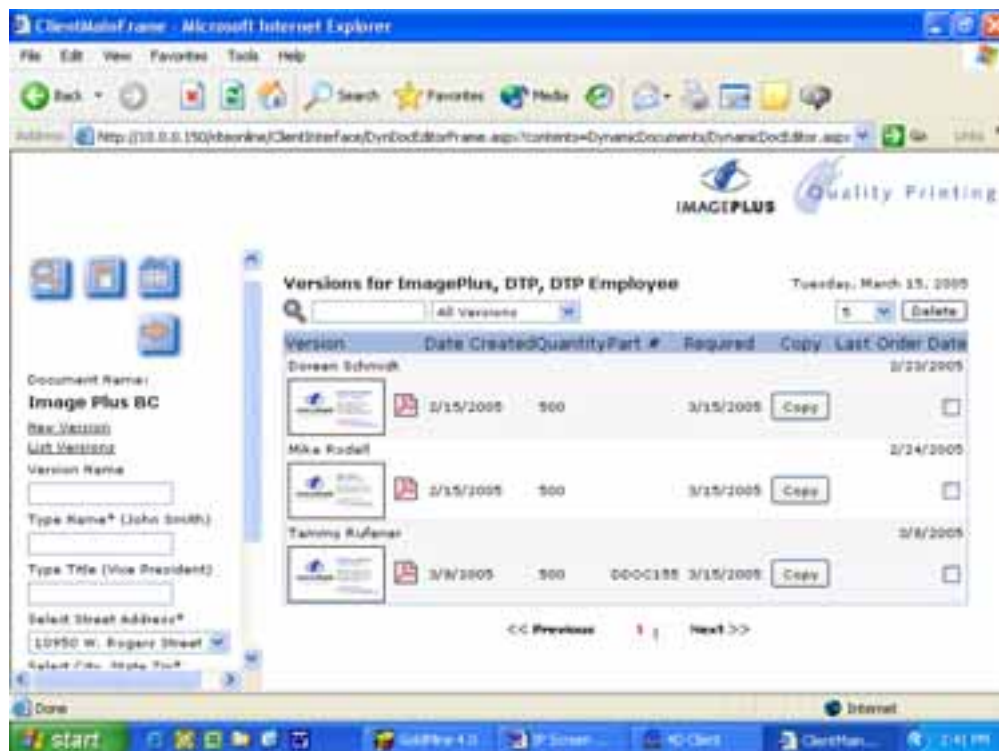
Deleting an existing card

Select “List Versions” (on the left side of your screen), select the card to be deleted by checking the box under the “Delete” heading. You may view the card first, by clicking on the .pdf link. When selection is made, scroll to the top of the list and select the “Delete” button. Card will be deleted.

Note: You cannot delete a document or overwrite a file that is part of a pending order.

Tip: Use the Search area to quickly find cards in the list. Be sure to change pull down menu to “Document Name” and not leave it as “All Documents” before clicking Search.

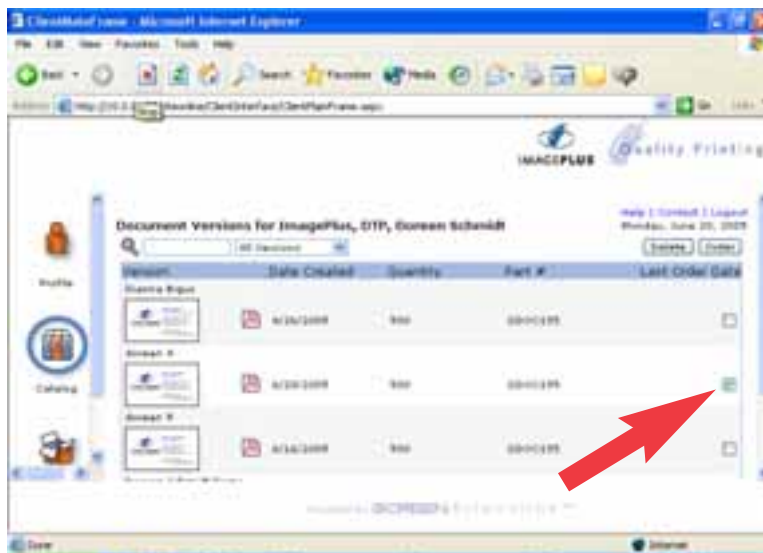
When ready to order, go on to **Step 5**.



3c. Ordering Reprints of an existing Business Card:

Open  icon.

Click on **Versions** link (on the right side of your screen).




Scroll through the list and click the check box for the Business Card you want to reprint, or do a search by document name.

If quantity needs to be changed, double click on the quantity and a type-in window will open. Hit “enter” on your keyboard to exit this window and continue. You may also change the quantity in the cart screen.

Click **Order**

When ready to Check Out, go on to **Step 5**.

4. Ordering Reprints (Stationery/Forms):

Select  if coming from "New" Business Card Screen

Select 

Select **Reprints** tab

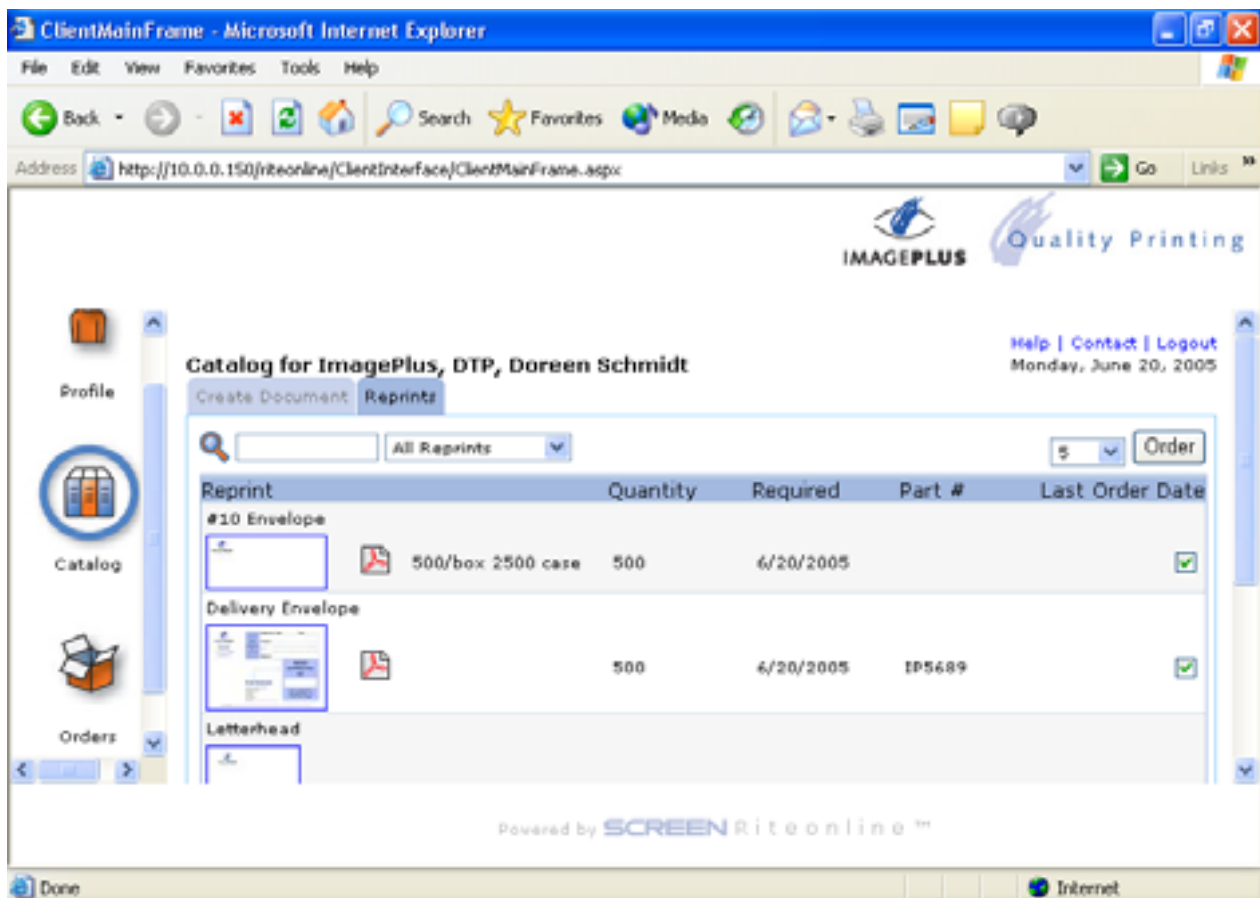
Reprints list can be scrolled through by use of scroll bar or searched for as mentioned before by using **Search** feature. You may also lengthen the list of items from 5 to 100 as needed.

Click on .pdf  symbol to enlarge view.

Check box by item to be ordered.

When finished, click **Order** button to place in cart.

When ready to order, go on to **Step 5**.



ClientMainFrame - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://10.0.0.150/riteonline/ClientInterface/ClientMainFrame.aspx>

IMAGEPLUS Quality Printing

Help | Contact | Logout
Monday, June 20, 2005

Catalog for ImagePlus, DTP, Doreen Schmidt

Create Document Reprints

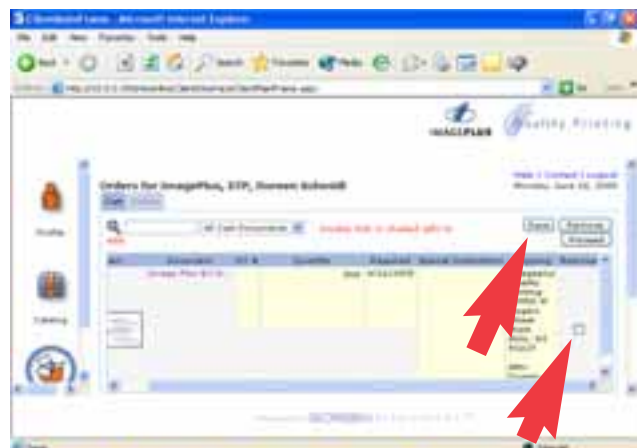
Search All Reprints 5 Order

Reprint	Quantity	Required	Part #	Last Order Date
#10 Envelope	500	2500 case		6/20/2005
Delivery Envelope	500	500	IP5689	6/20/2005
Letterhead				

Powered by SCREEN Riteonline™

Done Internet

5. Checking Out:



Clicking the  **Order** icon allows you to view the order cart.

You may change quantity, enter a required date, add special instructions and shipping information per item by **double clicking** in the shaded area.

If double clicking Required Date, a “v” symbol will appear. Click to see a calendar. Double click on date required. Click anywhere else on the page to close the screen.

Be sure to click the **Save** button if changes have been made.



If you choose to Remove an item from the cart, click the check box and click **Remove** button.

When finished with editing information, click **Proceed** button.

A Manifest will appear on the screen of all the items ordered (see example at left). You may print the Manifest by clicking the **Print** button.

Clicking the **Confirm** button submits your order to your Administrator for approval of your order.

A message will appear on your screen “Your order has been submitted,” or “Your order has been submitted for approval.” The order is now complete.

To Log Out, press the **Logout** Link located to the right side of your screen.

Quit out of Internet Explorer.

