Catalog Product Selection

a. Select the product category from the left-hand navigation pane or click on one of the icons presented on your screen. For this example, **Copies – B&W or Color** will be selected.

b. Once you have selected your product from the home page, you will be prompted with a request for more specific information.

c. Choose the type of copy needed. **Color - all sizes** will be used for this example.
Catalog Product Selection continued

d. Enter the quantity needed in the **QTY** text field, then [click] the **TAB** key or [click] the “+” sign under Edit Detail.

e. Select your print options by answering the brief questions regarding **Proof Choices, Sizes, 1 sided or 2 sided, and the Finishing Operations requested**.

f. Optional: [Click] on the **Notes** book icon to enter any special instructions for this print job. A new window will appear for you to enter your notes. [Click] **OK** after adding special instructions. You will be returned to the previous screen.

g. [Click] the **Add to Cart** button. A status bar will appear to let you know that the product is being added to your cart.

2 Your Print Order Cart

h. Review the products that you have added to **Your Cart** for accuracy. From this screen you can:

* Change the quantity needed by entering a new value in the **QTY** text box.

* Modify the print options selected on the previous screen using the **Edit Details** icon.

* Remove the order from your cart by clicking the **Delete** icon next to the item you would like to delete.
Additional Cart Options

i. Several options are available from Your Cart:
   - To add more items to your print order, click Continue Shopping to return to the home page.
   - If you would like to erase the entire order select the Reset Cart button.
   - Use the Submit file(s) with this order button to include a sample; a new window will appear allowing you to browse to files on your local computer or a networked drive.

Check Out

j. Once your cart is ready for processing, [click] Check Out.
Delivery Information

k. Review the Ship To pre-populated address associated with your name.
   • If the address is incorrect, use the drop-down list to choose another address (the addresses displayed are associated with your ORG) or [click] on Lookup for a full listing and search capabilities.
   • Alternately, you can create a new address by clicking One-Time Entry and entering in the required delivery information.

l. [Click] Continue to proceed with your print order or Back to return to the previous screen.
Order Information

- Double-check that your Delivery Information is correctly filled in along with the product(s) in your Cart, Job Description, Contact Information, Additional Information, Additional Notes, and Payment Options.
  - If the Delivery Information is incorrect, use the Return to Address Info button located on the bottom of the page to edit the delivery information.
  - Always update the Job Description to include key words related to your job for future job or invoice review.
  - To modify the selection(s) in your cart refer back to step 2.
  - Update the Contact Information if needed.
  - If you would like to have another individual be involved with communications regarding this print order, please [click] in the Check box next to Do you wish to enter an alternate contact for this job? Alternate Contacts, associated with your ORG, will be available from drop-down lists after you make this selection. In the Contact Type drop down box indicate for each alternate contact, whether the individual is a Main Contact, Alternate Contact, or Proof Contact.
Order Information continued

- Select options from the Additional Information section as required.
- Enter optional Additional Job Notes if they are needed.
- In the Payment Options section, enter the PTAEO’s being billed or choose None if you are a customer who is not using a PTAEO to process payment.
- Enter the Date Required in the available text box or [click] the calendar icon to use the calendar pop out. By default, the system will choose a date that is three days from your order date.

n. Once you have reviewed the form for accuracy and confirmed that it is correct, [click] Check Out to proceed with your print order or Cancel to return to the previous screen.
Order Confirmation

- A receipt for your order will display.
  - Please review the information and save it for your records.
  - To end your session please use the Logout button in the top left of the screen.