



Online User Guide

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1. INTRODUCTION

Welcome to the User Guide for the OfficeTeam online print ordering system

This system can be accessed via the following link: www.coreprint.net/buyer

Your Username and Password will be supplied by **Marketing**.

Please note that the log in process is case sensitive.

When you have your username and password type them in to the respective fields and then click LOGIN to enter the online system.

**SHOULD YOU REQUIRE ANY ASSISTANCE DURING THE PROCESS OF
CREATING AND ORDERING YOUR DOCUMENTS PLEASE DO NOT HESITATE
TO CONTACT **SARAH ROSE 020 8774 3451****

2. OVERVIEW

Every page in the system will have the top navigation bar which consists of -

- **Home** - Always returns you to the Home Page (Section 3)
- **My Orders** - Where you can view all the orders you have personally placed
- **Tools** - This allows you to change your password and personal details
- **Reports** - Depending on your permissions this will allow you to view all or just orders placed by you.
- **Logout** - To leave the system and return to the login page
- **Basket** - This shows you how many items you currently have in your basket, you can click on the basket to be taken to the basket page.

Below this information it will also display which page you are currently on.

Remember if you ever get confused as to what you are doing, you can just click on the 'Home' link and you will be returned to the home page.

3. THE HOME PAGE

When you first enter the system you will be presented with the HOME page (Figure 1).

From this page you will be able to navigate through the categories to view and order the products within them.

Some products may be required to be personalised before they are ordered. These need to be created and then saved as documents which can be retrieved in find so you can edit, delete or order them again at anytime.

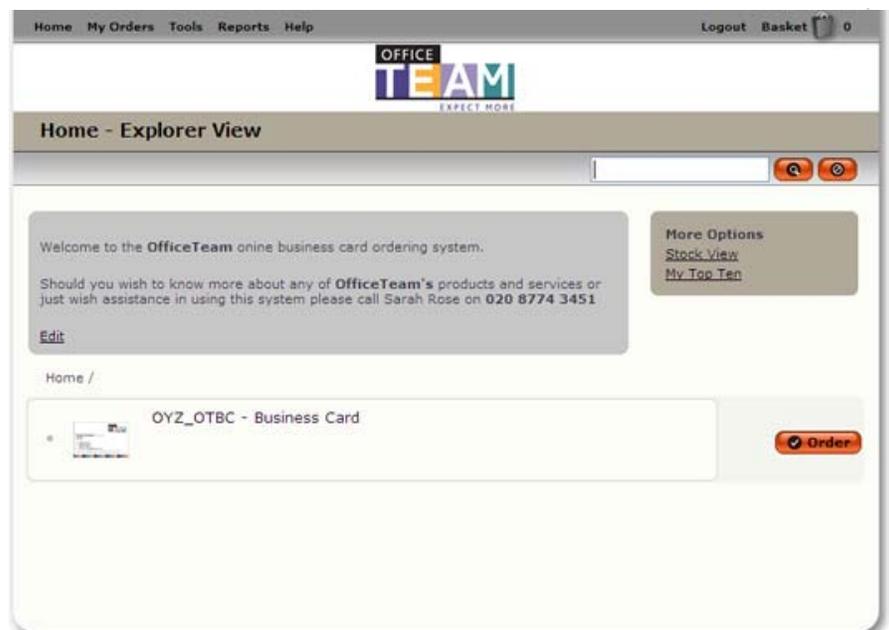


Figure 1

4. CREATING A NEW DOCUMENT

Documents are created from variable products and can be stored upon the system for future ordering by selecting 'Order' button for the correct product (figure 2) and then clicking 'New' (figure 3)

Any brand rules will be enforced by the system; however please be aware you are responsible for the information you enter (i.e. the spelling & images etc.), as this will be exactly what is printed when you order it.

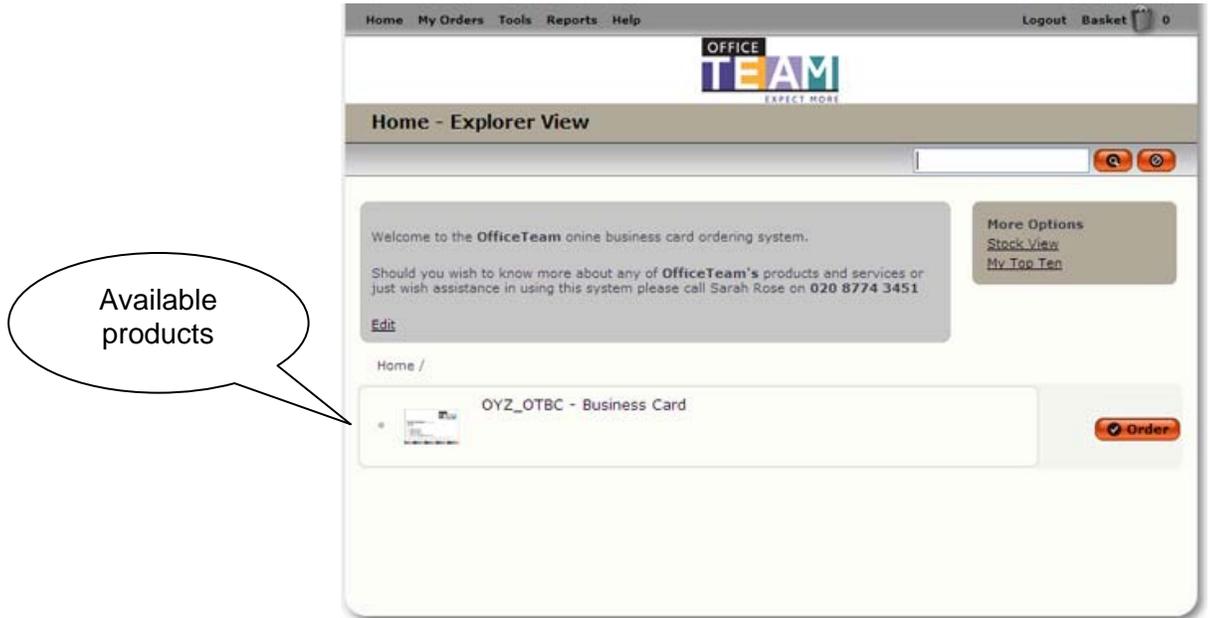
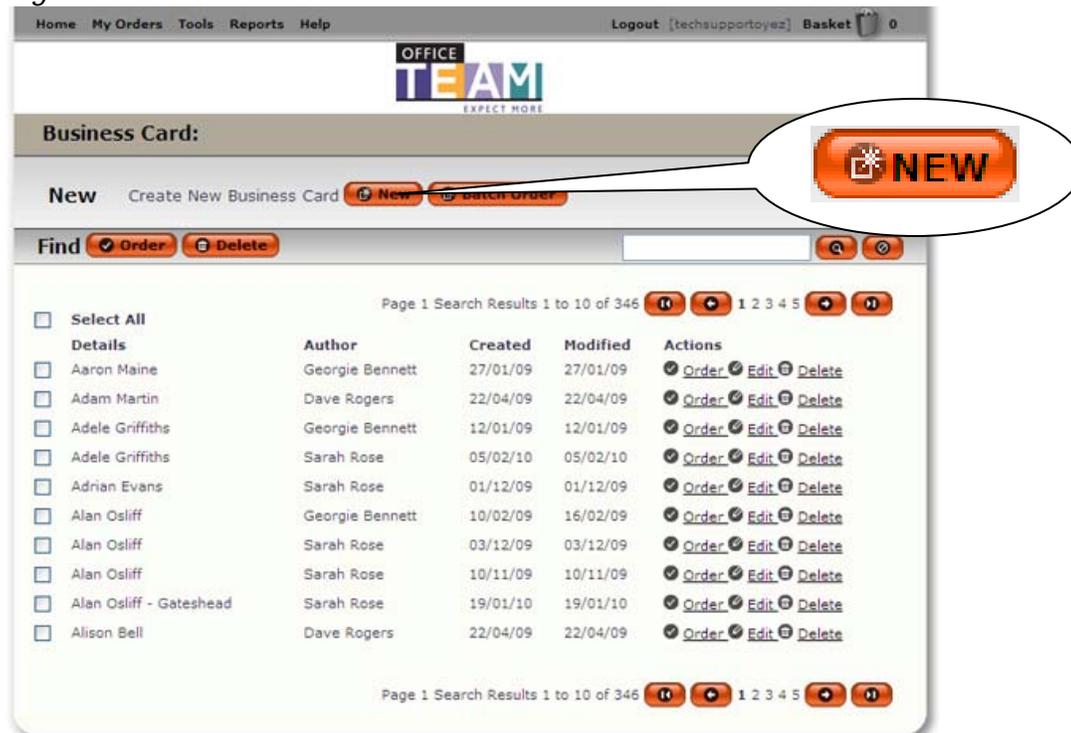


Figure 2

Figure 3



The system gives you a blank template which you can complete by adding your own details using the fields on the right hand side of the page.

Red fields are mandatory and must be completed before you can save and order your document.

When you have finished filling in the document click **'Update'** to proof your document, or you can view a print quality PDF by clicking on the **'PDF'** icon.

When you are happy with the proof, click **'Save'** and give your document a document title (so you can easily find it from a list of documents when you need to edit or order it).

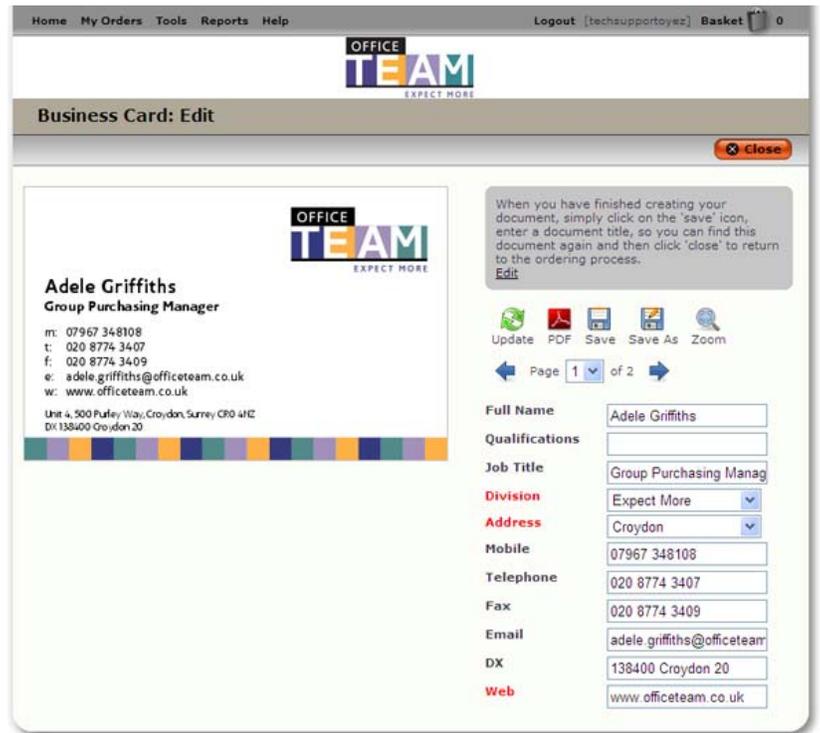


Figure 4

If you wish to create multiple documents at the same time, you can edit the document you are working on and click **'Save As'** to save an additional version of the document with a different name.

Click **'Close'**, when you are finished to return to the New/Find screen (Figure 3).

Please note that once you have created your document, this has not automatically been ordered. You will need to order your card from the product home page.

5. EDITING PREVIOUSLY CREATED DOCUMENTS

To make an amend to a document already saved on the system, navigate to the New/Find screen (Figure 5) click the action 'Edit' on the same line as the document title. This will take you to the document template page which will display a proof of the document and allow you to amend the information on it. For an overview of the functionality refer to point 4.0.

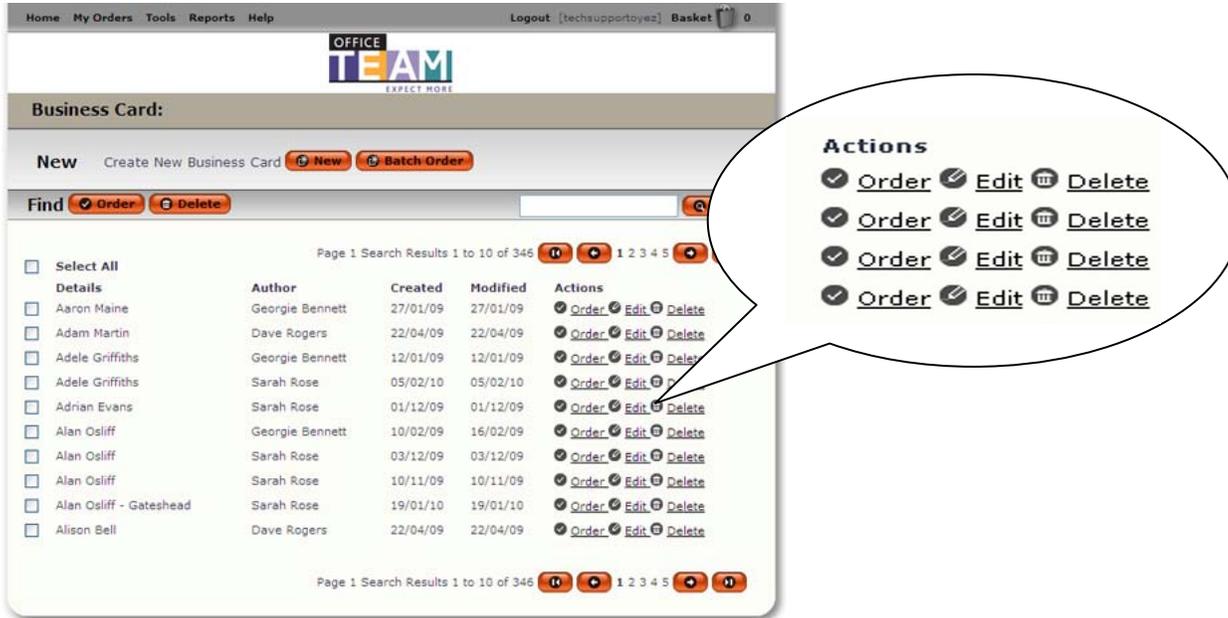


Figure 5

6. ORDERING YOUR DOCUMENTS

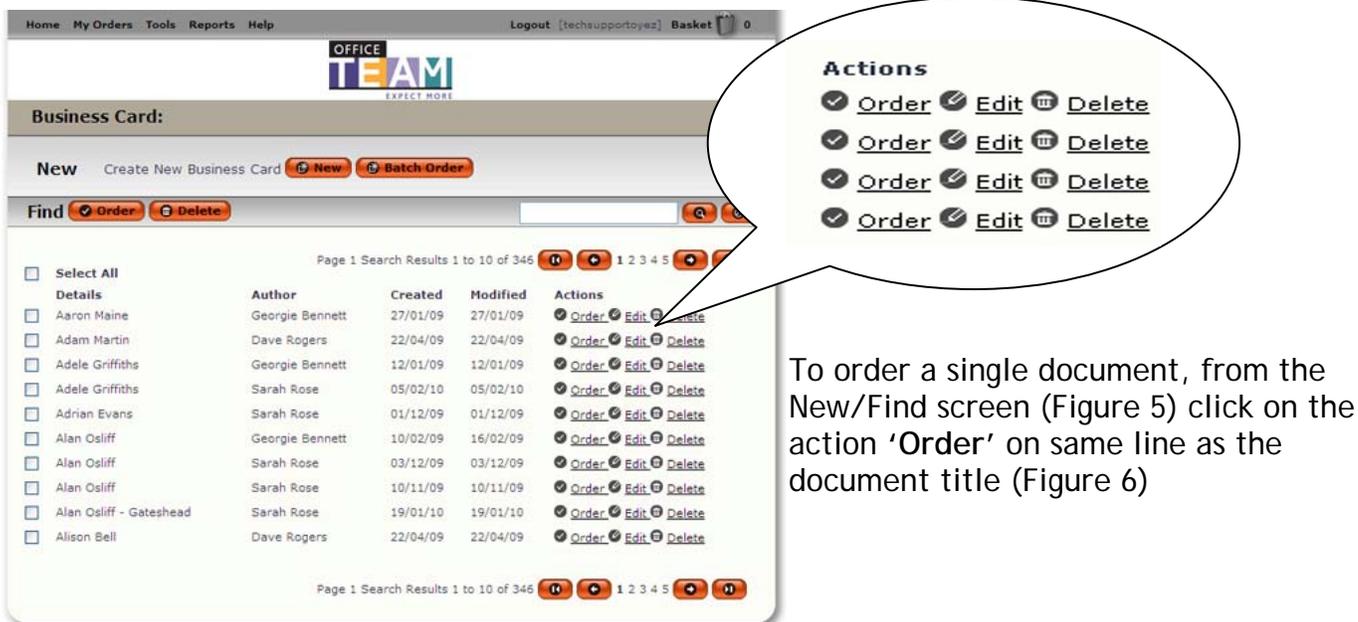


Figure 6

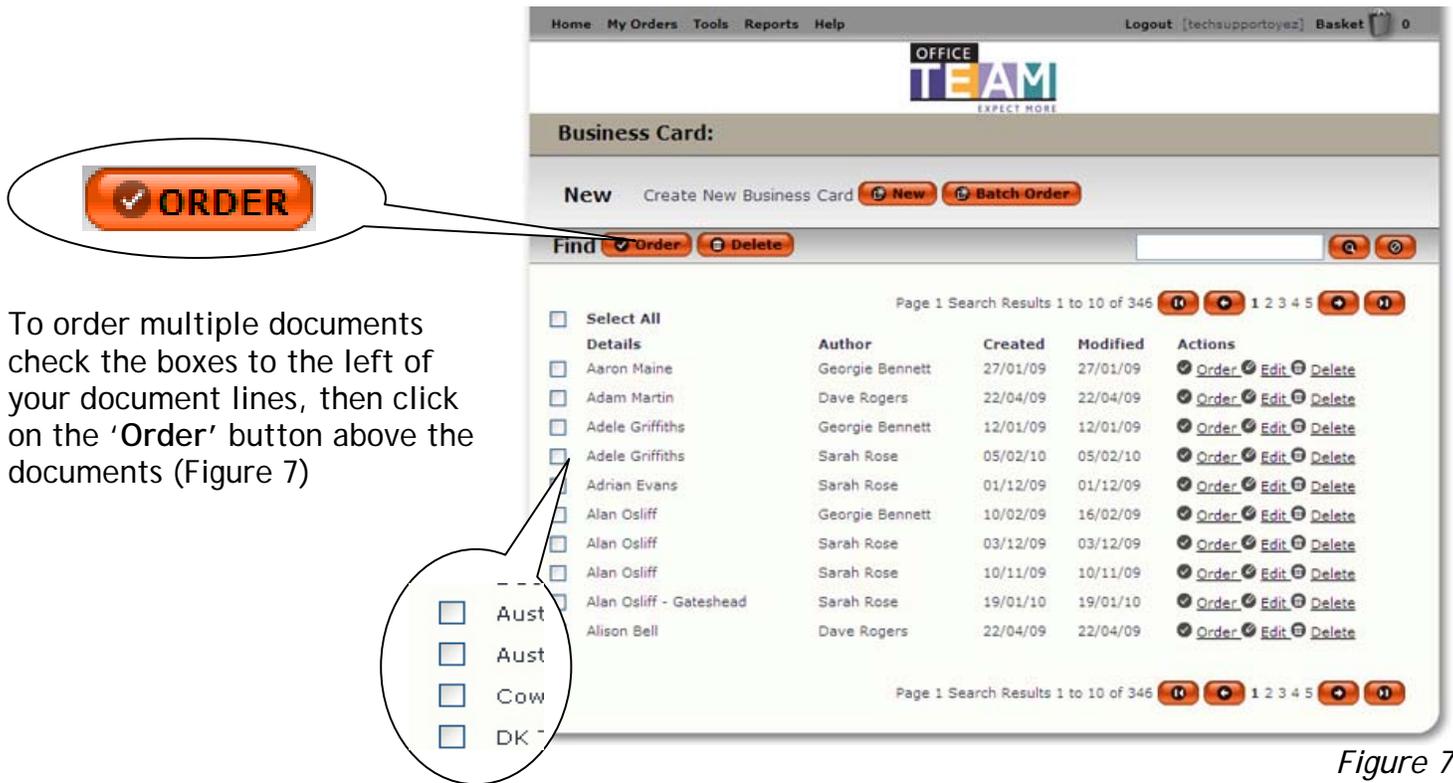
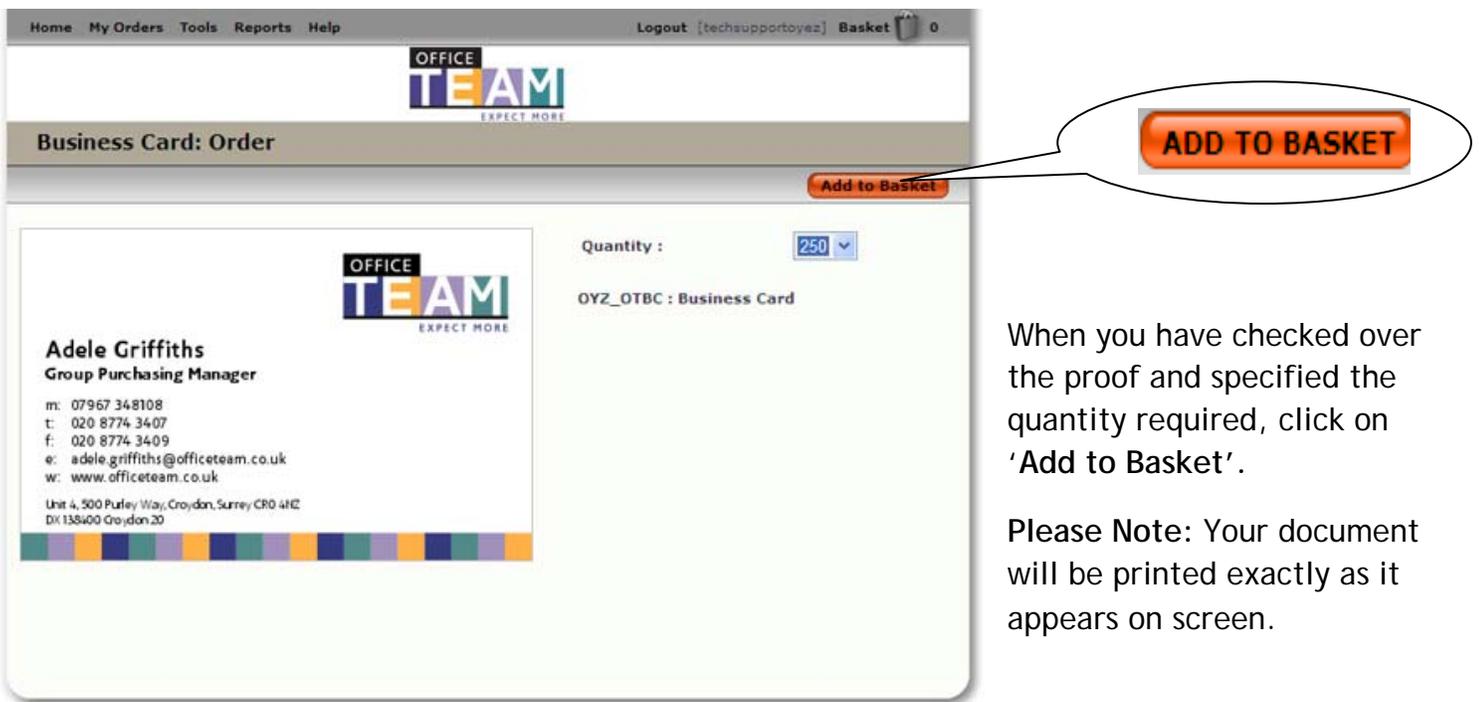


Figure 7

When you have selected one or more documents for order you will be taken to the order screen (Figure 8) where you will view a final proof of the document and select an order quantity.

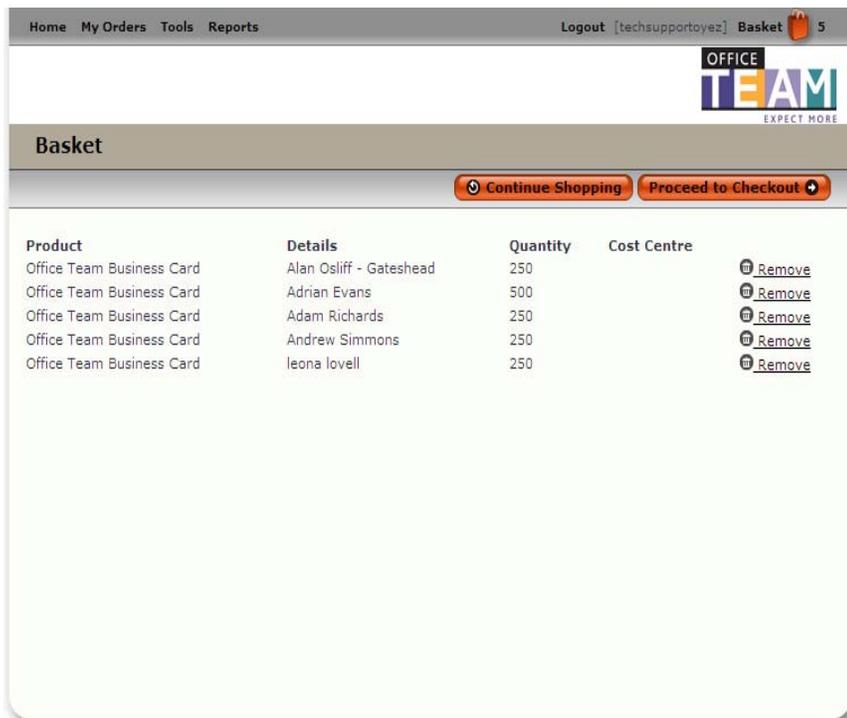


When you have checked over the proof and specified the quantity required, click on 'Add to Basket'.

Please Note: Your document will be printed exactly as it appears on screen.

Figure 8

6. BASKET & CHECKOUT OF ORDER



When all products selected have been added to your basket on the order page (figure 8), you will then arrive at the basket page (figure 9). This page lists all products in your basket, including quantity and cost. It also gives you the opportunity to remove one or more items from your basket if required.

To add more products to your basket click 'Continue Shopping', otherwise to complete your order 'Proceed to Checkout'

Figure 9

From the Checkout page (figure 10), enter your PO number, change the Delivery name if incorrect, add a contact number if required and select a delivery and invoice address from the drop down. If the delivery and/or invoice address are missing from the list of addresses, you can enter a new address by clicking on 'New Address'.

You may also add additional comments to the order, when all elements are complete click 'Checkout', your order is then completed and you will see an order summary and receive an email confirming what you have ordered.

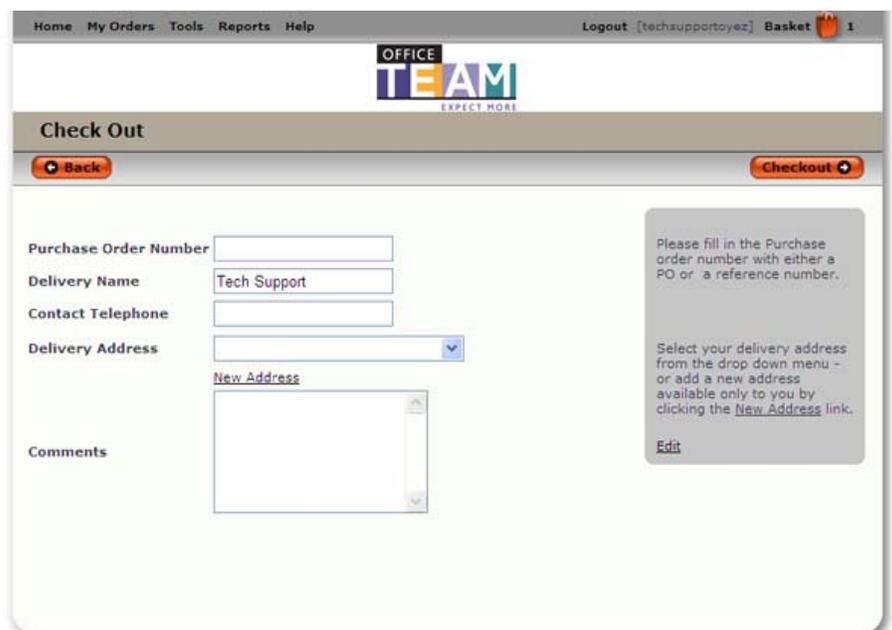


Figure 10