

GLA Stationery and Invitation Ordering System

User Guide

Introduction

Welcome to the User Guide for the GLA Stationery and invitation online print ordering system.

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

Your username and password are supplied by anthonyr@pureprint.com

Please note that the login 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.

If you need any help during the process of creating and ordering your stationery, please contact Anthony Rowell - anthonyr@pureprint.com

Overview

Every page in the system shows the top navigation bar, which consists of:

Home Always returns you to the Home Page (see Section 3)

My Orders View all the orders you have placed

Tools Allows you to change your password and personal details

Reports Depending on your permissions this will allow you to view all orders, or just orders placed by you

Logout To leave the system and return to the login page

Basket This shows how many items you currently have in your basket. You can click on the basket icon to be taken to the basket page

The toolbar also shows which page you are currently on.

The home page

From the home page you can navigate through the categories to view and order products.

Standard GLA business cards and invitations for events at City Hall are under the 'GLA Staff' category.

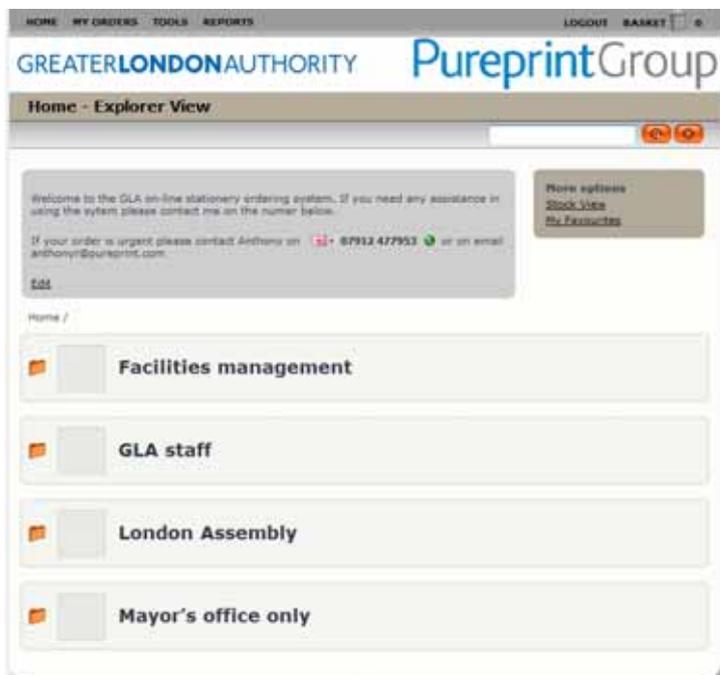


Figure 1

Creating a new document

To create a personalised item, select **'Order'** for the correct product (fig 2) and then **'New'** (fig 3).



Figure 2



Figure 3

The system gives you a blank template which you can complete by adding details into 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 details click **'Update'** to see a proof of your document on screen. Or generate a PDF proof by clicking on the **'PDF'** icon. PDF proofs can be saved to your pc for printing or emailing if required.

When you're 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 document with a different name.

Click **'Close'** when you have finished to return to the New/Find screen (Fig 3).

Please be aware you are responsible for the information you enter, and for checking the proofs. The items will be printed exactly as they appear on your screen at the 'order' stage.

Editing previously created documents

To amend a document already saved on the system, navigate to the New/Find screen (Fig 5), and 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 edit the information on it.

Ordering documents

To order a single document, from the New/Find screen click on the action **'Order'** on same line as the document title (Figure 5)

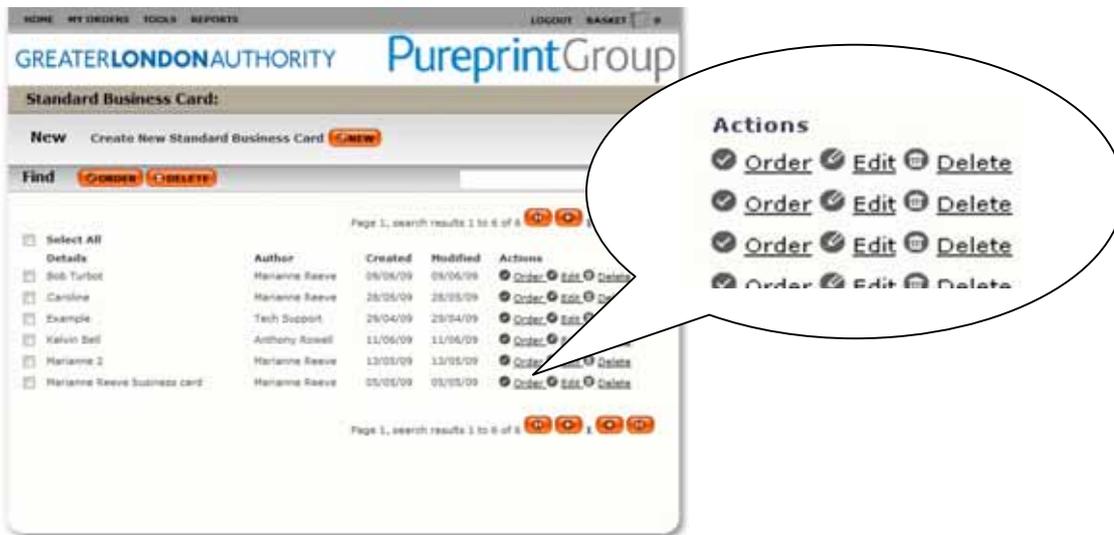


Figure 5

To order multiple documents check the boxes to the left of your document lines, then click on the **'Order'** button above the documents (Figure 6)

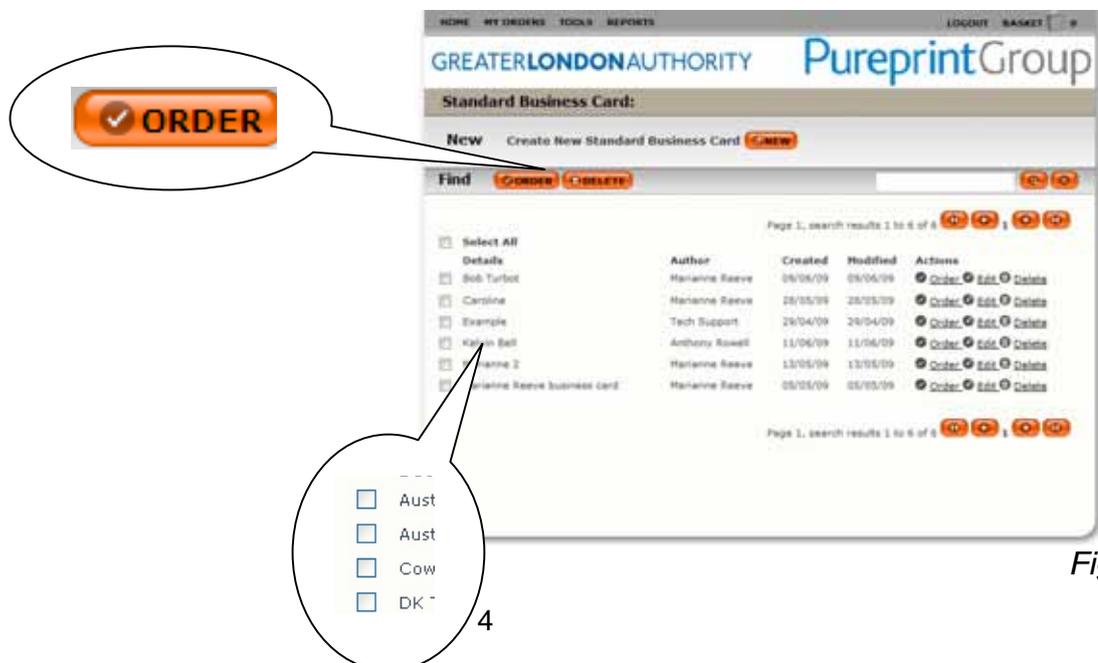


Figure 6

When you have selected your documents for order you will be taken to the order screen (fig 7) where you can view a final proof of the document and select an order quantity.

When you have checked 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.

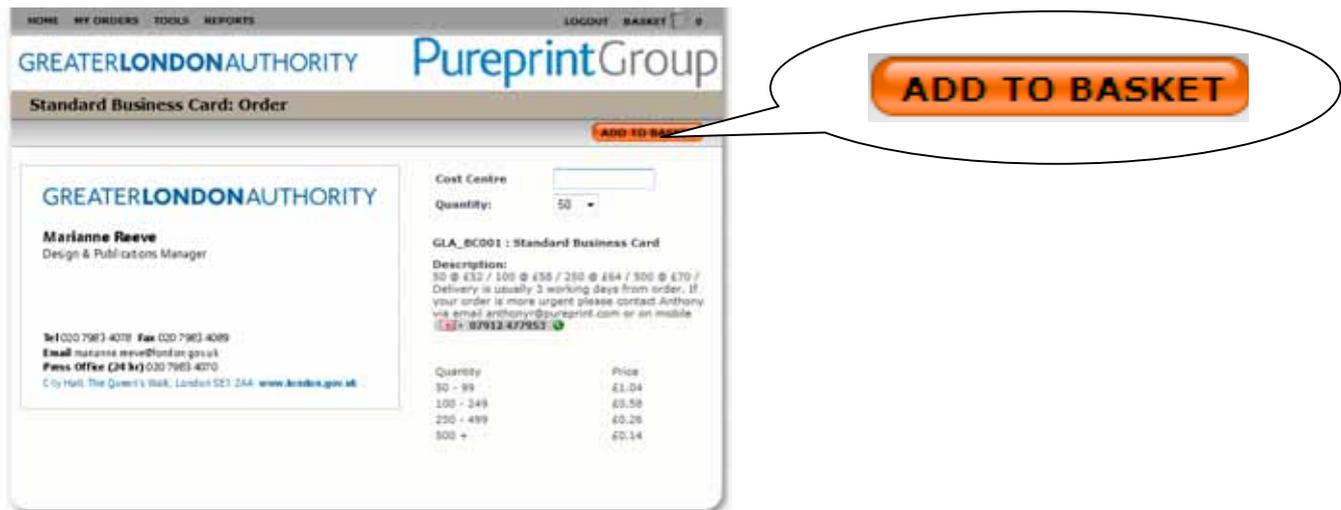


Figure 7

Basket and checkout

The Basket page lists all products to be ordered, the quantity and the total cost. It also gives you the opportunity to remove items from your basket if required.

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

Please note that you must raise a purchase order for Pureprint Group before you can complete the checkout process.



Figure 8

From the Checkout page (fig 9), enter your PO number and delivery details. If your delivery or invoice address is missing, 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 your order.

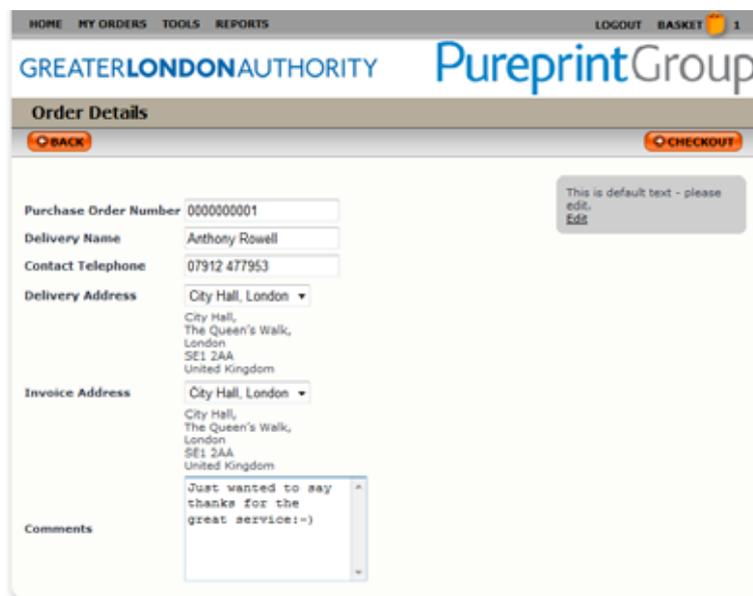


Figure 9