

craftprint

Stationery ordering system user guide

1	Introduction	1
2	Overview	2
3	The home page	2
4	Creating a new document	3
4.1	Editing previously created documents	4
5	Ordering your documents	5
6	Basket and checkout of order	6

1 Introduction

Welcome to the user guide
for The University of Manchester
online print ordering system.

Should you require any assistance during the
process of creating and ordering your documents
please do not hesitate to contact

andrew tait at craftprint ltd
tel **01204 694993** or
email andrew@craftprint.co.uk

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).

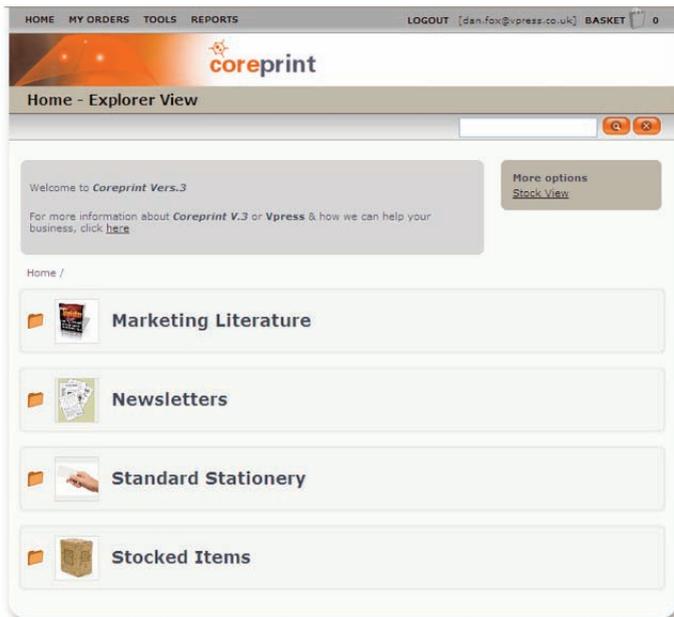


figure 1

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.

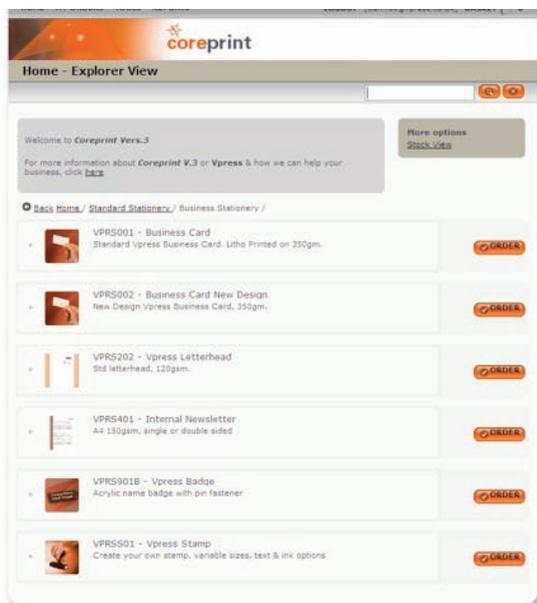


figure 2

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).

4 Creating a new document

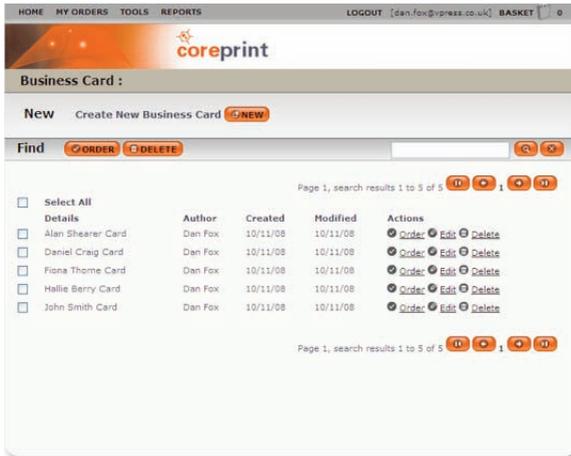


figure 3

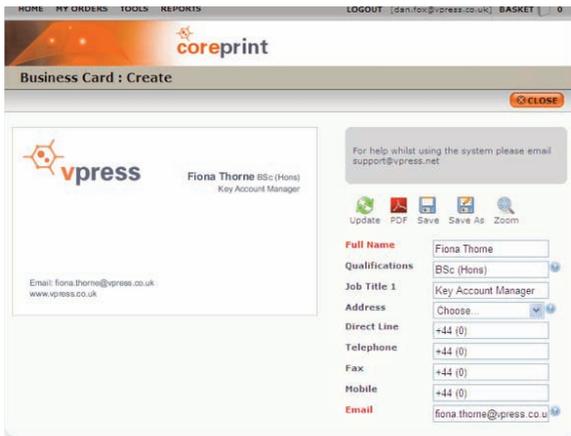


figure 4

5

Ordering your documents

When you have selected one or more documents for order you will be taken to the order screen (figure 7) 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 5

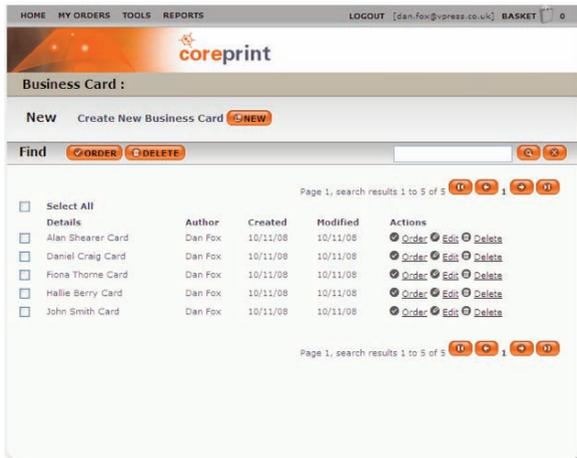


figure 6

6

Basket and checkout of order

When all products selected have been added to your basket on the order page (figure 7), you will then arrive at the basket page (figure 8). 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'

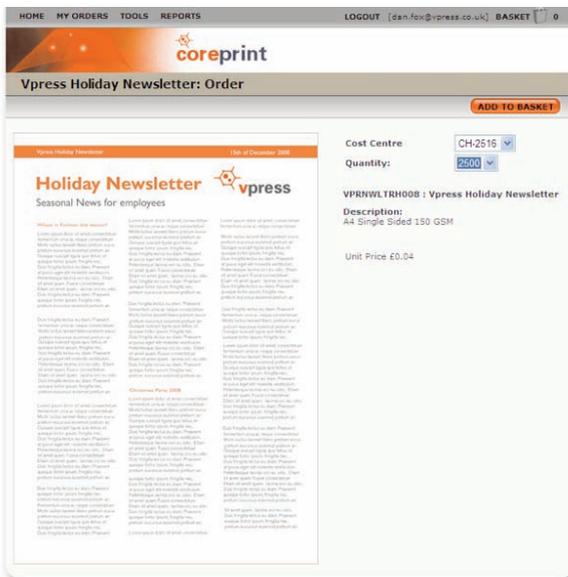


figure 7

6

Basket and checkout of order

From the Checkout page (figure 9), 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 8

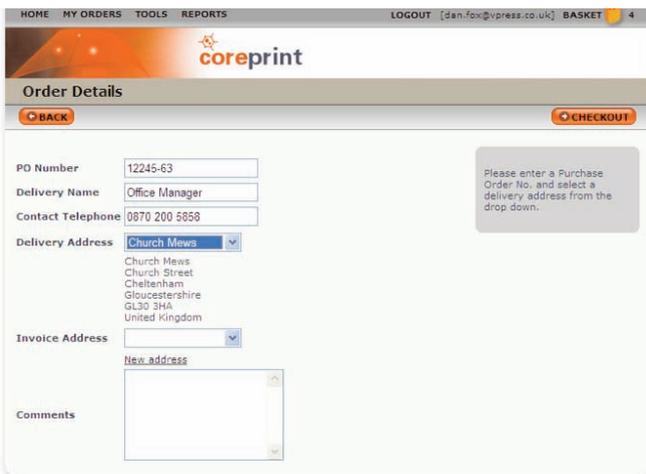


figure 9