



University of Connecticut



ADVANCED E-PRINTING STATIONERY ORDERING SYSTEM USER GUIDE

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Introduction



Welcome to **ADVANCED E-PRINTING**, the Corporate Ordering System for UCONN's printing needs. **ADVANCED E-PRINTING** provides the most cost effective way for UCONN to procure business cards and stationery items. It ensures order accuracy and consistency by providing online proofing for offered products that conform to corporate standards.

Using the System

The system is designed to provide a consistent workflow for ordering to ensure a positive user experience. In addition to placing orders, a user may also review, copy and track shipment of orders.

A link or URL is provided to access **ADVANCED E-PRINTING**. By clicking this link or entering the URL, a pop-up is presented with the following General Information page (Fig #1):

Welcome and General Information

Welcome to the Stationery Ordering System for the University Of Connecticut. If you have any questions regarding our services, please feel free to contact Karen White at (860) 486-2623.

Please review the following ordering information then click Continue to proceed:

- Once you have selected a UCONN Division and product, see the Item Catalog page for the stationery style options and pricing.
- The information typed in the imprint information page will print **exactly** as typed.
- The items will print **exactly** as the proof shown on the Item Proof page.
- Once you place your order, items cannot be changed or deleted.
- Your order will be printed and shipped within 10 business days.
- All orders will be shipped via UPS ground transportation, arriving within 1-5 business days.
- Orders cannot be shipped to a P.O. Box address. A physical address must be provided.

Orders that must not be entered into the ordering system.

- **SPECIAL ORDERS** (Any item that cannot be produced exactly as needed on the site.)
- **RUSH ORDERS** (Receipt guaranteed in 5 days or less.)

Print Schedule

Monday	Order Download
Tuesday / Wednesday	Print
Thursday / Friday	Ship

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Fig#1



This page provides order information and general instructions. It can be updated to communicate system enhancements and alerts to the user. The user is responsible for reviewing this information for updates prior to ordering. After reviewing the information, the user clicks on "Continue" to proceed.

The user is presented with the main Order page (Fig#2).

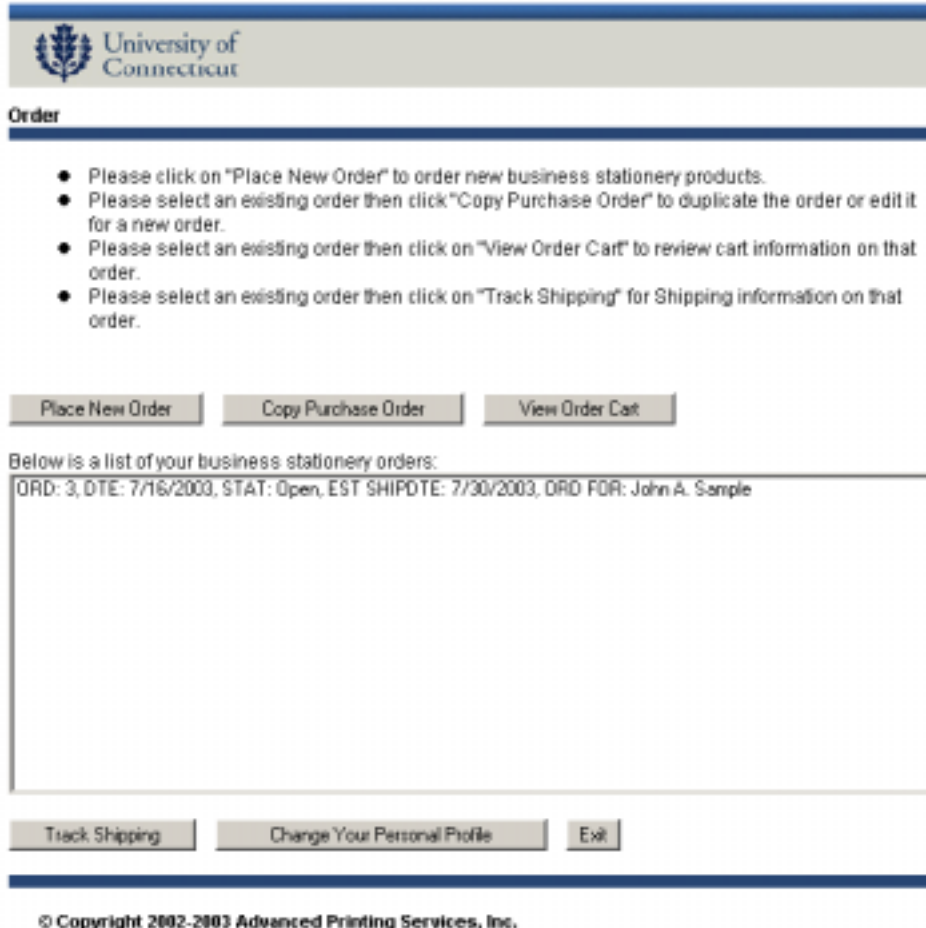


Fig #2

This is the main page of the site.

On the main Order page the user has the functionality to:

- **Place** a new order
- **Copy** an existing order
- **Review** an order
- **Track** a shipment

To place an order, the user clicks on "Place New Order".

The user is presented with the Order Division page (Fig #3) that displays selectable icons for divisions within UCONN that are supported by the online system.

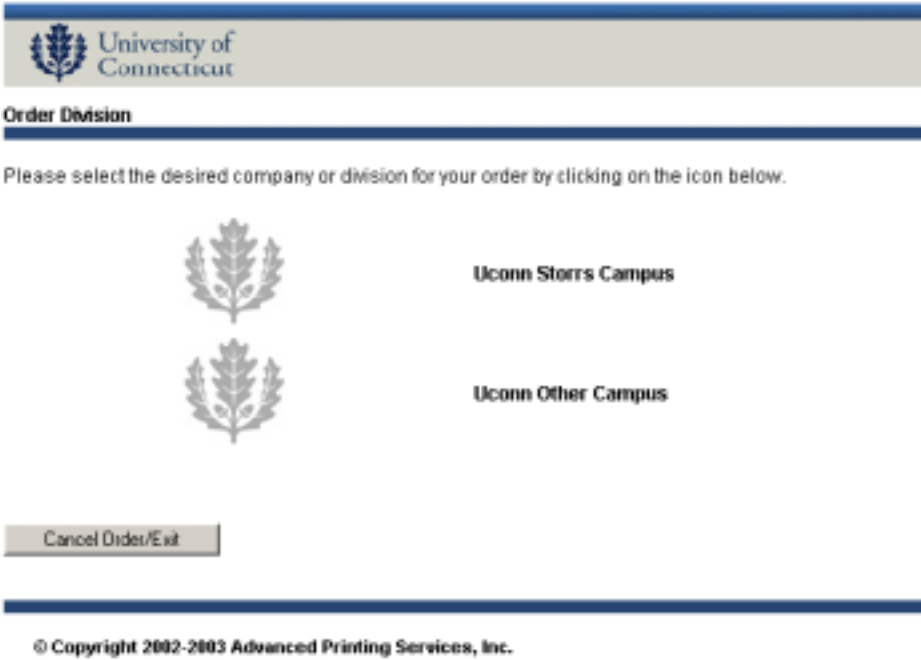


Fig #3

The user has the functionality to:

- Select a division icon
- Cancel / exit the system
- Go back to the main menu.

By canceling or exiting the site at this time, or at any time that this option is available within the site, the order will be canceled and the **ADVANCED E-PRINTING** window will close. The user will be brought back to the UCONN site. “Back To Main” will bring the user back to the main Order page (Fig #2).

To continue with the order, select the desired division icon.

The Order Product Lines page is presented with product line options available for only the division selected.

For example, selecting the UCONN Storrs icon, the following page is presented (Fig #4):



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Order Division Products - Uconn Storrs Campus

Please choose the desired product line available to order for your company or division then select continue.

Business Cards

Letterheads (Standard and Monarch)

Envelopes

Cancel Order/Exit Back To Division Continue

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Fig #4

Business Cards, Letterhead (Std and Monarch), Envelopes #10 regular/window, #9, monarch, A2), Note Cards, Materials Cards, Memo Pads, Pleasure Pads and Buck Slips are the product lines currently available for UCONN Storrs via the site.

The user has the functionality on the Order Division page to:

- Cancel the order and exit from this page
- Go back to the main Order menu page (Fig #2)
- Continue with the order

To continue, the user must select a product option and click "Continue".

The Item Catalog page (Fig #5) is presented that displays all available items for that product line. Each item displayed is a sample of the product with a description. Each style is presented with a dropdown menu containing quantity and price information.

The user has the functionality on the Item Catalog page to:

- Cancel the order and exit at this time
- Go back to the Order Product Lines page (Fig #4) if another product line is desired.



Item Catalog - Uconn Storrs Campus - Business Card

- The graphics shown below are for **STYLE PURPOSES ONLY**. Please proceed to the next screen to see what you can have printed on your order.
- Please use the drop-down box to select quantities.



Front	Back
	
Style BCUCONNS - UCONN Storrs Campus - 2 color	
Qty/Price: <input type="text"/>	
<input type="button" value="Continue"/>	

Fig #5

To continue, select a Qty/Price option associated with the desired style, and click the "Continue" button under the dropdown menu. The user is presented with the Item Edit page (Fig #6).



Item Edit - Uconn Storrs Campus - Business Card

Info will be printed on your business cards exactly as you type it.

Order Item	Style BCUCONNS - UCONN Storrs Campus - 2 color Qty: 500, Price: \$16.40
School/Campus/Entry *	<input type="text"/>
Name *	<input type="text"/>
Title *	<input type="text"/>
Title II	<input type="text"/>
Department	<input type="text"/>
Address *	<input type="text"/>
Unit *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/> - <input type="text"/>
Telephone *	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Facsimile	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Home Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Cell	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Email	<input type="text"/>

* This is a required field.

Cancel Order/Exit

Back To Catalog

Continue

Fig #6

Style BCUCONNS was selected for this example.

On the Item Edit page, the user is presented with entry fields to capture information that is specific to this style. Some product styles, for example, only require an address thus, only the address field or dropdown menu is presented. Other products may not require data to capture, in which case, only the style description is presented. Information is required in the fields that have an asterisk. Basic editing is supported by providing a pop-up alert after clicking "Continue" for conditions such as incomplete phone numbers, non-numeric numbers and required fields not entered.

The user has the functionality on the Item Edit page to:

- Cancel the order and exit at this time
- Go back to the previous page (Fig #5) for a different style.

To continue with the order, enter the desired data. For example...



Item Edit - Uconn Storrs Campus - Business Card

Info will be printed on your business cards exactly as you type it.

Order Item **Style BCUCONNS - UCONN Storrs Campus - 2 color**
Qty: 500, Price: \$16.48

School/Campus/Entity *

Name *

Title *

Title II

Department

Address *

Unit *

City *

State *

Zip Code * -

Telephone * () -

Facsimile < > -

Home Phone < > -

Cell < > -

Email

* This is a required field.

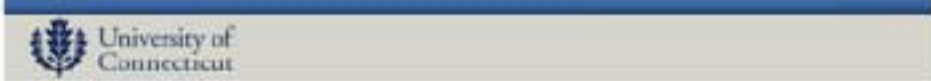
Cancel Order/Exit

Back To Catalog

Continue

Fig #7

... then select "Continue". The user will be presented with the Item Proof page (Fig #8). A summary of the quantity and pricing information is displayed.

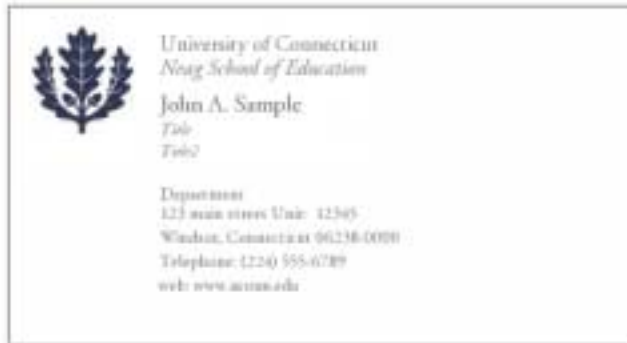


Item Proof - Uconn Storrs Campus - Business Card

Information will be printed exactly as shown.

If you chose a two-sided business card, the back side of the card will appear below as part of the proof.

Proof



Style BCUCONNS - UCONN Storrs Campus - 2 color

Edit Proof

Item Number: 1
Item Quantity: 500
Item Price*: \$16.48

*Tax and freight are not included in price, if applicable.

If all the information entered on this order is correct, click on Add To Cart.

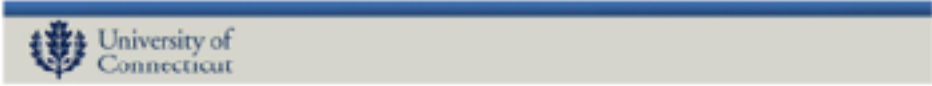
Cancel Order/Exit Print Back To Imprint Information Add To Cart

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The user has the functionality on the Item Proof page to:

- Edit Proof (returns user to the Item Edit page Fig#7)
- Cancel / exit order (since it has not yet been placed)
- Print a copy of this page
- Go back to imprint information (returns user to the Item Edit page Fig#7)
- Add to cart

Each item within a style supports a limited number of lines based on the item's design. If the user exceeds the line limit by inputting too much information, such as:



Item Edit - Uconn Storrs Campus - Business Card

Info will be printed on your business cards exactly as you type it.

Order Item **Style BCUCONNS - UCONN Storrs Campus - 2 color**
Qty: 500, Price: \$16.48

School/Campus/Entity *

Name *

Title *

Title II

Department

Address *

Unit *

City *

State *

Zip Code * -

Telephone * () -

Facsimile () -

Home Phone () -

Cell () -

Email

* This is a required field.

Cancel Order/Exit

Back To Catalog

Continue

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Fig #9

... the following page (Fig #10) is presented after selecting "Continue":



Item Proof - Uconn Storrs Campus - Business Card

Information will be printed exactly as shown.

If you chose a two-sided business card, the back side of the card will appear below as part of the proof.

Proof



Style BCUCONNS - UCONN Storrs Campus - 2 color

- The area highlighted in **Yellow** exceeds the maximum **6** lines allowed. Line spaces, if seen in this highlighted area, are included in the line count.
- Please click on "Edit Proof" to remove information associated with the highlighted area(s) to reduce the number of lines.

Edit Proof

Fig #10

The highlighted area defines the section of the product that exceeds the limit. A description of this area is described along with the line limit. To correct the exceeded line count, the user must click "Edit Proof" to go back to the Item Edit page and remove non-required data to bring the line count down before placing the order.

If all the data is accurate, the user can select "Add To Cart" from the Item Proof page (Fig #8) to add the order to the Order Cart (Fig #11).



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Order Cart

Remove	Item #	Description	Quantity	Price	Copy
<input type="checkbox"/>	1	Style BCUCOMNS - UCONN Storrs Campus - 2 color	250	\$15.45	

Total: \$15.45

*Price includes shipping and does not include tax.

Please complete or validate the following to finalize the order:

Order placed for:

Ship to Person *

Ship to Address *

Ship to City *

Ship to State *

Ship to Zip *

External Email

FRS Expense Number

P-Card Payment (With this option selected, the next screen will be our secure credit card site.)

To place your order, click the *Place Order* button below.

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Fig #11

The Order Cart page displays the items, description, quantity and price. Shipping information, "Order placed for" name and payment method options, (FRS Expense Number or P-Card Payment) are also displayed.

To add a new item to the cart, click on "Add Another Item To Cart".

The Order Division page (Fig #3) is presented to continue the process of choosing a new item and capturing the item information.

To edit an item in the cart, click on the item description.



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The Item Edit page, (Fig # 8), is presented. This page can be accessed by clicking, "Edit Proof" or "Back To Imprint Information" as before.

To copy an item in the cart, click on the copy icon .

The Item Proof page (Fig #8) is presented for the copied item with a new item number. Again, the item can be edited by clicking "Edit Proof" or "Back To Imprint Information". The copied item is added to the cart after clicking "Add To Cart".

To remove an item from the cart, select the check box(es) next to the item(s) to be deleted (Fig #12) .


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Order Cart

Remove	Item #	Description	Quantity	Price	Copy
<input type="checkbox"/>	1	Style BCUICONNS - UCONN Storrs Campus - 2 color	250	\$15.45	
<input checked="" type="checkbox"/>	2	Style BCUICONNS - UCONN Storrs Campus - 2 color	250	\$15.45	

Total: \$30.90

*Price includes shipping and does not include tax.

Please complete or validate the following to finalize the order:

Order placed for:

Ship to Person +

Ship to Address +

Ship to City +

Ship to State +

Ship to Zip +

External Email

FRS Expense Number

PCard Payment (With this option selected, the next screen will be our secure credit card site.)

To place your order, click the *Place Order* button below.

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Fig #12



By clicking “Remove”, (above the check box), the items are deleted and the order cart is redisplayed with a new total amount and re-numbered items. (Fig #13)

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Order Cart

Remove	Item #	Description	Quantity	Price	Copy
<input type="checkbox"/>	1	Style BCUCONHS - UCONN Storrs Campus - 2 color	250	\$15.45	

Total: \$15.45

*Price includes shipping and does not include tax.

[Add Another Item To Cart](#)

Please complete or validate the following to finalize the order:

Order placed for:

Ship to Person *

Ship to Address *

Ship to City *

Ship to State *

Ship to Zip *

External Email

FRS Expense Number

PCard Payment (With this option selected, the next screen will be our secure credit card site.)

To place your order, click the *Place Order* button below.

[Cancel Order/Exit](#) [Place Order](#)

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Fig #13

Since the order has not yet been placed, it can still be canceled by clicking on “Cancel Order/Exit”. When all desired items have been proofed and added to the cart for an order, enter “Order placed for” information and click on “Place Order” to complete the order process.

Note: Once the order is placed, items can no longer be added to the cart or edited.

To complete your order, select a method of payment.



If purchasing with an **FRS Expense Number**, type the number and proceed to click on the "Place Order" button.

If purchasing with a **PCARD**, click on the check box that will route you to our secure credit card processing site. (Figure #13B.)



Order Info	
Total Amount:	15.45
Credit Card Information	
Card Number:	<input type="text"/>
Cards Accepted - American Express - MasterCard - Visa	
Exp Date:	<input type="text" value="09"/> / <input type="text" value="2003"/>
Billing Information	
Name	<input type="text"/> *
Address	<input type="text"/> *
City	<input type="text"/> *
State	<input type="text"/> *
Zip Code	<input type="text"/> *
*Required Field	
Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.	
<input type="button" value="I Authorize this transaction"/> <input type="button" value="Reset"/>	

- Input the required information and
- Click "I Authorize this transaction". The credit card approval process will return back a decision of authorized or declined.
- If authorized...your order has been placed and is now in an "Open" status, pending production.

Once the order has been downloaded for print production, (at minimum, 1x per week), your order will move to "Processing" status.





To review the status of your order, access **Advanced E-PRINTING**. A pop-up is presented with the following General Information page (Fig #1). Click "Continue" to access the main Order page:

Order

- Please click on "Place New Order" to order new business stationery products.
- Please select an existing order then click "Copy Purchase Order" to duplicate the order or edit it for a new order.
- Please select an existing order then click on "View Order Cart" to review cart information on that order.
- Please select an existing order then click on "Track Shipping" for Shipping information on that order.

Place New Order Copy Purchase Order View Order Cart

Below is a list of your business stationery orders:

ORD: 4, DTE: 7/16/2003, STAT: Open, EST SHIPDTE: 7/30/2003, ORD FOR: John Sample
 ORD: 3, DTE: 7/16/2003, STAT: Open, EST SHIPDTE: 7/30/2003, ORD FOR: John A. Sample

Track Shipping Change Your Personal Profile Exit

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Fig #15

Order Item # 3 & 4 in Fig #15 illustrates a purchase order that is in "Open" status.

Order Status:

Open = pending production


Processing = job in process

Shipped = order has been completed and shipped

To review an order, click on the order, then click "View Order Cart".

The Order Cart is presented as per Figure #14 (below):




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Order Cart

Item#	Item Order Id	Description	Quantity	Price
1	4.1	Style BCUCONHS - UCONN Storrs Campus - 2 color	500	\$16.48
Total:				\$16.48

*Tax and freight are not included in price, if applicable.

Order placed for: John Sample

Ship To: Not Available

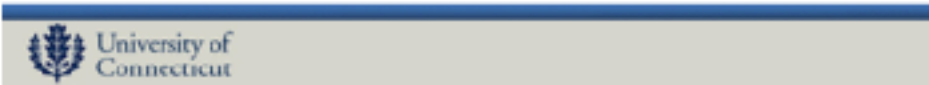
To return to the main order page, click on [Back To Main](#).

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Fig #14

Because this order has been placed, the copy functionality is not available. The "Order placed for" name is static, shipping information is displayed (if available), and an Item Order Id has been assigned to each item as a reference number.

To review an individual item, click on the description to display the Item Summary page which displays the proof. (Fig #15).



Item Summary - Uconn Storrs Campus - Business Card

Information will be printed exactly as shown.

If you chose a two-sided business card, the back side of the card will appear below as part of the proof.

Proof



Style BCUCONNS - UCONN Storrs Campus - 2 color

Item Number: 1
Item Order Id: 4-1
Item Status: Open
Item Quantity: 500
Item Price*: \$16.48

*Tax and freight are not included in price, if applicable.



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Fig #15

The page is presented for informational purposes only and does not allow editing.

To return to the Order Cart (Fig #14), click on "Back To Cart".

To return back to the main Order page (Fig #15) from the Order Cart page, click on "Back To Main".

To track shipping, click on "Track Shipping" on the main Order page (Fig #15) after selecting the desired order. If there is no tracking number associated with the order, the user will be presented with the following:

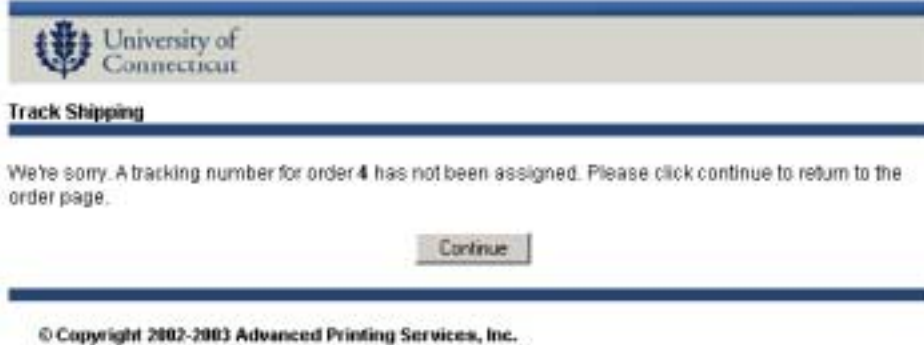


Fig #16

Otherwise, the user will be linked to the shippers tracking system for a status.

Copying an order:

If a user would like to place a new order based on a previous order's information, **Advanced E-PRINTING** provides a copy feature to copy a placed order as a new order.

From the main Order page (Fig #15), select the desired order then click on "Copy Order". Each item of the order is copied into a new order and the Order Cart page (Fig #11) is presented. Each item can be edited or removed as desired before placing.

Questions regarding additional services or products may be posed to Karen White, Purchasing Department at (860) 486-2623.

Thank you for ordering with



via **Advanced E-PRINTING**.