



Online Store Tutorial

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Log In

- Go to the following:
<http://members.printable.com/spc/unitedsub/>
- Login

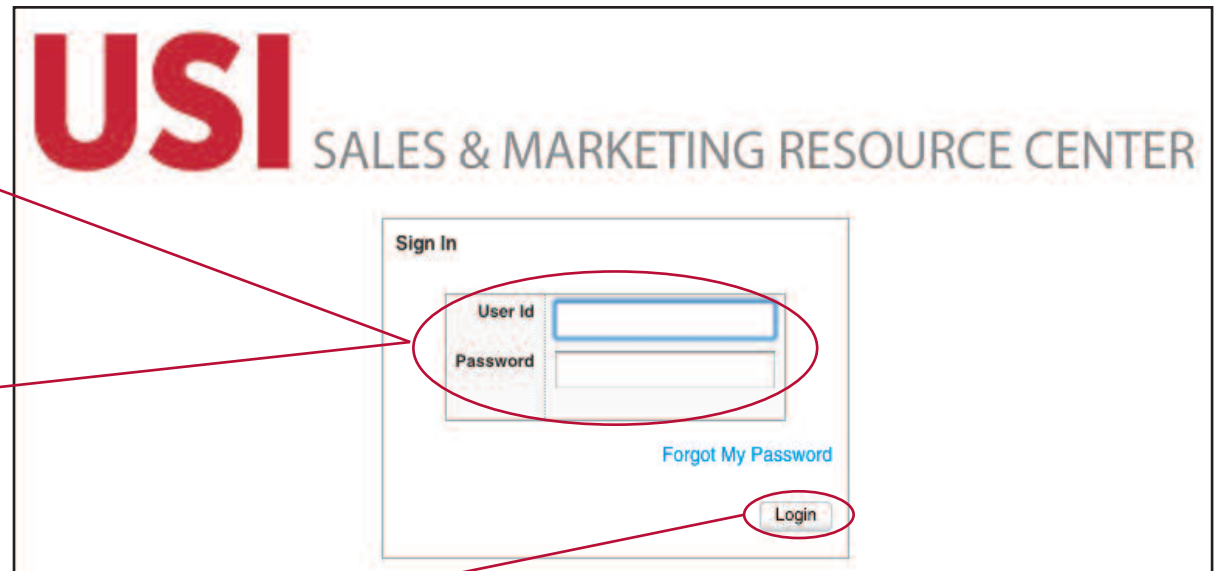
Enter your User ID:

Your User ID is your
email address

Example: 'SSample@unitedsub.com'
would be the
User ID for Susan Sample

Enter Password:

(Note: enter 'unitedsub' on first login.
You will then be prompted to change
your password.)

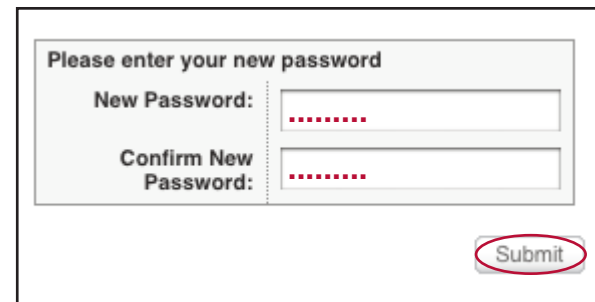


The screenshot shows the 'USI SALES & MARKETING RESOURCE CENTER' sign-in page. A red oval highlights the 'Sign In' section, which contains 'User Id' and 'Password' input fields. Another red oval highlights the 'Login' button. A red line points from the 'User ID' text to the 'User Id' input field. A third red line points from the 'Login' button to the 'Click on the 'Login' button' instruction below.

- Click on the 'Login' button

- You will be prompted after first login to change your password

- Click on the 'Submit' button



The screenshot shows a prompt to change the password: 'Please enter your new password'. It has two input fields: 'New Password:' and 'Confirm New Password:', both with red dotted lines indicating password strength. A red oval highlights the 'Submit' button at the bottom right.

Log In (cont.)

The first time you log in, you will be asked to select and answer a *Security Question*

- Click '*Save & Continue*'

Susan Sample

Password: *
Please re-type your password

Confirm Password: *

For future account verification, specify a security question and answer below to proceed.

Select a Security Question: *

Security Question Answer: *

Confirm Security Question Answer: *

Save & Continue **✓ Apply Changes**

Adding New Users

- To **add new users** submit your request to:
Alicia Gilbert
Phone 952.925.6763
Email: agilbert@unitedsub.com

Checking Profile Information

- **My Profile**

Click on the 'My Profile' link at the top of the menu to add/ or edit your profile information.

Providing this information automates form filling for versioned products, such as business cards etc.

(Note: if your contact information changes, you can always update your information here in the future.)

- Click on the 'Save & Continue' button when complete.

The screenshot displays the 'My Profile' page of the USI Sales & Marketing Resource Center. At the top right, the user 'Susan Sample' is logged in, with a 'My Profile' link circled in red. The page header includes the USI logo and navigation links: Home, Catalog, Shopping Cart, Order Manager, and a search bar. The breadcrumb trail shows 'Home » My Profile'. The profile section is titled 'Susan Sample' and contains several form fields:

- Password: [masked] (with a 'Please re-type your password' instruction)
- Confirm Password: [masked]
- Select a Security Question: [What city were you born in?]
- Security Question Answer: [masked]
- Confirm Security Question Answer: [masked]

A red box highlights the contact information section, which includes the following fields:

- First Name: Susan
- Last Name: Sample
- Company Name: United Subcontractors, Inc.
- Email Address: ssample@unitedsub.com
- Address 1: 5201 Eden Avenue
- Address 2: [empty]
- Suite: Suite 220
- City: Edina
- State: MN
- Zip Code: 55436
- Country: USA
- Toll Free Number: [empty]
- Phone Number: 800-000-0000
- Website: www.unitedsub.com

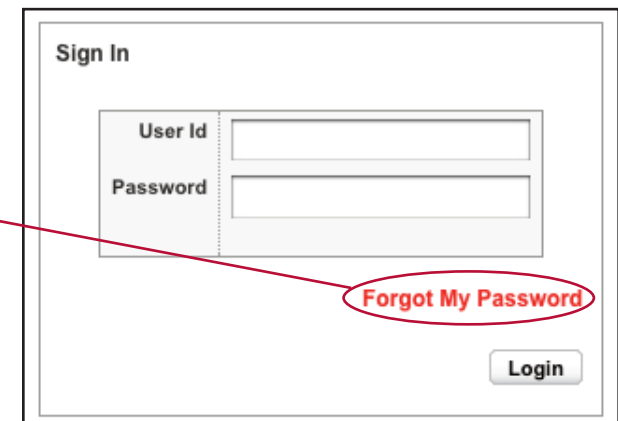
At the bottom right, the 'Save & Continue' button is circled in red, next to an 'Apply Changes' button.

Resetting Your Login Password

- **Forgot My Password**

Should you forget your password in the future you may

- Click on the '*Forgot My Password*' Button
- Enter your User ID and click on continue
- Answer the security question
- You then can type in a new password
- Click the '*Submit*' button



The screenshot shows a 'Sign In' form with two input fields: 'User Id' and 'Password'. Below the 'Password' field, there is a red link labeled 'Forgot My Password'. A red oval highlights this link, and a red line points from the first bullet point of the list to it. A 'Login' button is located at the bottom right of the form.

You will receive a message:
'*Password successfully reset*'

- Enter your User ID and your new password
- Click the '*Login*' button



The screenshot shows the same 'Sign In' form. The 'User Id' and 'Password' fields are now highlighted with a blue border. A red oval highlights the 'Login' button, and a red line points from the second bullet point of the list to it. At the bottom of the form, there is a green message box that says '✓ Password successfully reset. Please Login.'.

Catalog Navigation

- **Catalog Page**

Click on the 'Catalog' tab

There are 3 options to navigate the Catalog:

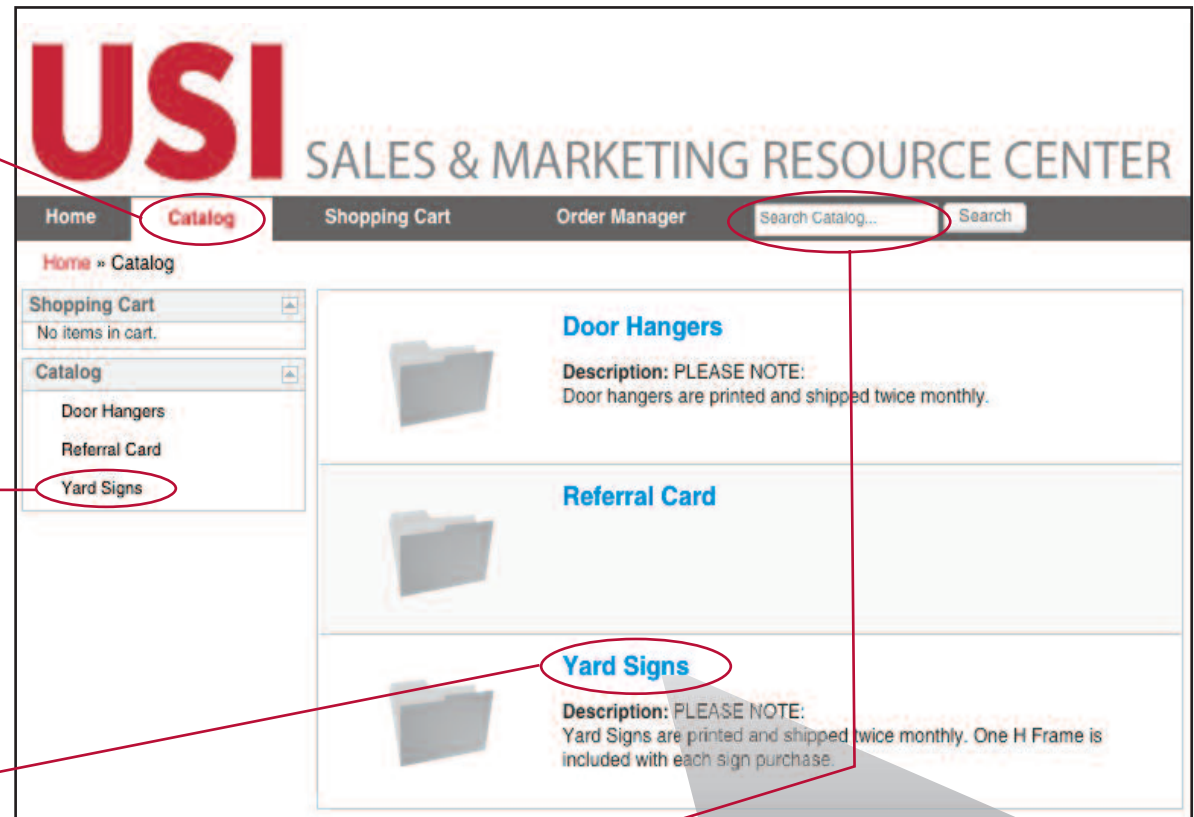
1. Clicking on an item name in the catalog tree

or

2. Clicking on a folder

or

3. Searching Catalog by entering in an item name and clicking on the search button



Versioned Collateral

- **Ordering a Versioned Product**

Fill in the form with your information.

Note: your profile information will automatically pre-populate applicable fields if you entered your information in 'My Profile' (page 5).

- **Ordering a Versioned Product for Someone Else**

Enter the form information and save it using the 'Save Form for Quick Fill' instructions on page 9.

- **Proof**

- Click on the 'Refresh' button

The screenshot shows a web form titled 'Insulation - Yard Sign' under the heading 'Product Information'. Below this is a section 'Version This Product' with a note '* Required Fields'. The form is divided into two main columns. The left column, titled 'Form', contains a 'Quick Fill Options' section with a search bar, a 'Select Logo*' dropdown with a 'Gallery...' button, and input fields for 'Phone Number*' (800-000-0000) and 'Website*' (www.webaddress.com). At the bottom of the form column is a 'Save Form for Quick Fill' section with a 'Name' input field and a 'Save' button. The right column, titled 'Proof', shows a preview of the yard sign. It features a 'Select a Logo' dropdown, a photo of a person insulating, and the text 'Insulate your savings!', 'Call the insulation experts', and '800-000-0000'. Above the preview are icons for 'Refresh' (a circular arrow), 'Zoom In' (a magnifying glass with a plus), and 'Zoom Out' (a magnifying glass with a minus). Red arrows from the text on the left point to these icons: one to the 'Refresh' icon, one to the 'Zoom In' icon, and one to the 'Zoom Out' icon.

- **Then click on the PDF icon to download a pdf for reviewing**

Please review the PDF proof thoroughly before finishing the order.
This is the only proof that will be provided.

Versioned Collateral (cont.)

- **Save Form for Quick Fill:**
 - You may save your information, or information entered for others, using the 'Save Form for Quick Fill' option
 - Enter in a 'Name' and click the 'Save' button
- **After reviewing & approving the proof, enter quantity and click 'Add to Cart'**

The screenshot displays a web form for creating a yard sign. The form is titled 'Insulation - Yard Sign' under the 'Product Information' section. Below this, the 'Version This Product' section contains a 'Form' subsection with the instruction 'Complete the form below and preview your results to the right.' The form fields include: 'Quick Fill' (with a search bar), 'Options' (with a 'Select Logo' dropdown set to 'Hastings Garage Doors' and a 'Gallery...' link), 'Phone Number*' (800-000-0000), and 'Website*' (www.webaddress.com). A 'Save Form for Quick Fill' section at the bottom of the form has a text input field containing 'Ben Smith Yard Sign' and a 'Save' button. A red circle highlights the 'Save' button, with a red line pointing to the corresponding bullet point in the list on the left. To the right of the form is a 'Proof' preview showing a yard sign design with the text 'Insulate your savings!', 'Call the insulation experts', and the phone number '800-000-0000'. Below the proof is an 'Enhanced View' link. At the bottom of the page, the 'Order Information' section shows a table with quantity ranges (10-99, 100+) and unit prices (\$18.75, \$17.00). Below the table, a 'Qty:' input field is highlighted with a red circle, and a green 'Add to Cart' button is also highlighted with a red circle.

Product Information

Insulation - Yard Sign

Version This Product

*Required Fields

Form
Complete the form below and preview your results to the right.

Quick Fill Search for... in Saved Quick Fills Search

Options

Select Logo* Hastings Garage Doors Gallery...

Phone Number* 800-000-0000

Website* www.webaddress.com

Save Form for Quick Fill: Ben Smith Yard Sign Save

Proof

Select a Logo

Insulate your savings!

Call the insulation experts

800-000-0000

www.xxxxxxxxxxxxxxxxxx.com

FRONT

[Enhanced View](#)

Order Information

Qty:	10-99	100+
Unit Price:	\$18.75	\$17.00

Price does not include tax

Qty: Minimum: 10

[Add to Cart](#)

Versioning - Using Saved Quick Fills

- **Using Existing Saved Quick Fills:**

- Go 'Saved Quick Fills'
enter a saved name
and click 'Search'

or

- Click 'Search' and a dropdown list of saved names will be available in the dropdown.

(The dropdown list will show 10 names at one time. Click on the arrow at the bottom of the list to show more names.)

- Click in 'Fill Form' and information saved will prepopulate. Click on the refresh button and view pdf.

- **After reviewing & approving the proof, enter quantity and click 'Add to Cart'**

The screenshot displays a web form titled 'Insulation - Yard Sign' under the heading 'Product Information'. Below this is a section 'Version This Product' with a note '* Required Fields'. The main form is divided into two columns: 'Form' and 'Proof'.

Form Section:

- At the top, there's a search bar with a dropdown menu set to 'Saved Quick Fills' and a 'Search' button. A red circle highlights this dropdown.
- Below the search bar, a dropdown menu shows 'Results: Ben Smith Yard Sign'. A red circle highlights this dropdown.
- There are input fields for 'Select Logo*' (set to 'Hastings Garage Doors'), 'Phone Number*' (800-000-0000), and 'Website*' (www.webaddress.com).
- A 'Save Form for Quick Fill:' section with a 'Name' field and a 'Save' button.
- A 'Fill Form' button with a dropdown arrow and a 'Delete' button.

Proof Section:

- It shows a preview of the yard sign with the text 'Insulate' and 'Call the'.
- Below the preview, there's another 'Form' section with a search bar and a dropdown menu. A red circle highlights the dropdown menu.

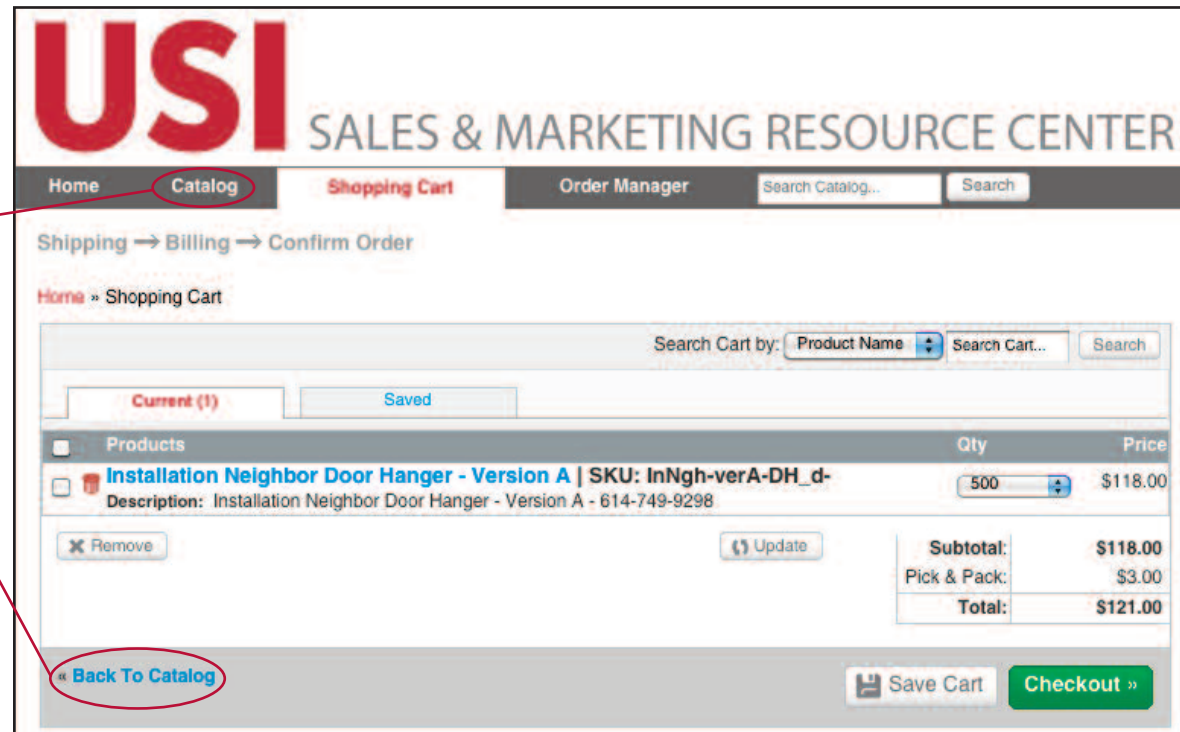
Order Information Section:

- It shows a table with 'Qty: 10-99 100+', 'Unit Price: \$18.75 \$17.00', and 'Price does not include tax'.
- Below the table, there's a 'Qty:' field with '100' and a 'Minimum: 10' note.
- A green 'Add to Cart' button with a plus sign icon. A red circle highlights this button.

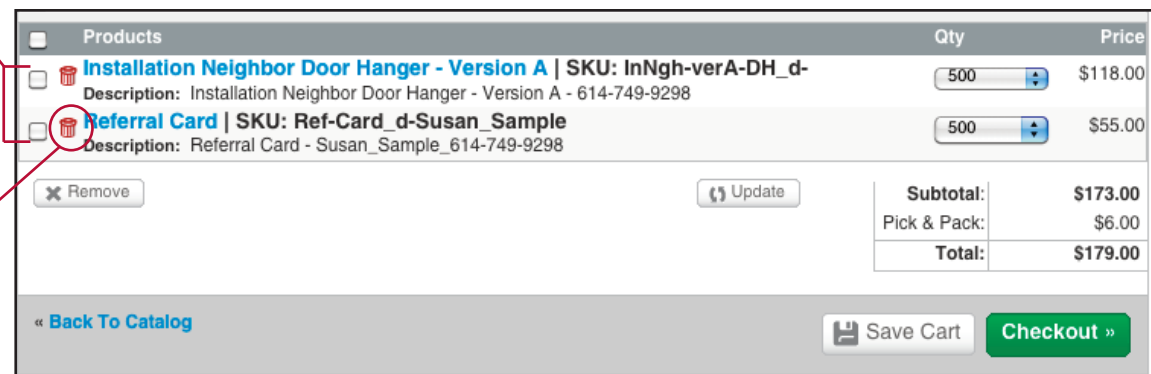
Shopping Cart - Continue Shopping

- To continue shopping, click the '*Back To Catalog*' link or '*Catalog*'

- Multiple products can be ordered at the same time



- You can delete items from the shopping cart that may not be needed by clicking on the 'trash can' icon, to remove, or by clicking in the box next to the item and clicking on the remove button.



Shopping Cart - Checkout

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Home Catalog **Shopping Cart** Order Manager Search Catalog... Search

Shipping → Billing → Confirm Order

Home » Shopping Cart

Search Cart by: Product Name Search Cart... Search

Current (2) Saved

Products	Qty	Price
<input type="checkbox"/> Installation Neighbor Door Hanger - Version A SKU: InNgh-verA-DH_d- Description: Installation Neighbor Door Hanger - Version A - 614-749-9298	500	\$118.00
<input type="checkbox"/> Referral Card SKU: Ref-Card_d-Susan_Sample Description: Referral Card - Susan_Sample_614-749-9298	500	\$55.00

Subtotal: \$173.00
Pick & Pack: \$6.00
Total: \$179.00

[« Back To Catalog](#)

- When the shopping cart order is complete, either click
 - 'Checkout' to finish the order

OR

- Save the shopping cart by clicking on the 'Save Cart' button
The saved shopping cart feature allows shopping cart items to be saved for future or repeat use.

Assign Shopping List

Select Cart: Create new cart...

Save Action: Copy

Name: SSampleOrder6-24-11

☒ Assign List

Shopping Cart - Shipping

- **Choose Shipping Address**

- 'Use an Existing Address'

or

- Change Address by clicking on the 'Change Address' button
(Note: If you have more than one location, you will see other locations that you may select by clicking on the radio button.)

or

- 'Use a New Address' by entering your information into the form field

- **Choose shipping method**

- from dropdown list and click 'Recalculate' to update shipping

- (Note: You can choose different shipping methods for each item in your order if you want to receive certain items before others.)

- Click on 'Continue Order' button

The screenshot shows a web form for selecting shipping options. The top section, 'Choose Shipping Address: (All Products)', has two radio buttons: 'Use an Existing Address' (unselected) and 'Use a New Address (This order only):' (selected). The 'New Address' section includes fields for Country (United States), Company (Insulation Co.), Attn (Susan Sample), and four address lines (Addr1: 123 Sample Blvd, Addr2, Addr3, Addr4). City (Worcester) and State (Massachusetts) are dropdown menus, and Zip (01606) is a text field. A red asterisk indicates the Zip field is required. The bottom section, 'Choose Shipping Method: (All Products)', features a dropdown menu with a red circle around it, showing a list of FedEx services: FedEx Ground®, FedEx First Overnight®, FedEx Priority Overnight®, FedEx Standard Overnight®, and FedEx 2Day®. Below this is a table with columns for 'Ship To', 'Ship Method', 'Instructions', 'Qty', and 'Price'. It lists two items: 'Neighbor Door Hanger - Version A' and 'Referral Card', both with a quantity of 500 and a price of \$8.33. A red circle highlights the 'Recalculate' button in the bottom right corner. The bottom right corner also contains a 'Continue' button in a green box.

Ship To	Ship Method	Instructions	Qty	Price
Neighbor Door Hanger - Version A	FedEx Ground®		500	\$8.33
Referral Card	FedEx Ground®		500	\$8.33

Subtotal:	\$173.00
Shipping:	\$16.66
Pick & Pack:	\$6.00
Total:	\$195.66

Shopping Cart - Billing

- Billing Information**

All Credit Card purchases must use the billing address of the credit card holder

- Use a New Address by entering your information into the form field

- Choose Credit Card Type and enter in all credit card information

- Click on the 'Continue Order' button

Choose Billing Address: (All Products)

☐ Use an Existing Address: Attn:

☒ Use Shipping Address

☐ Use a New Address (This order only):

Country:

Company:

Attn:

Addr1:

Addr2:

Addr3:

Addr4:

City:

State:

Zip:

**Required Field*

Choose Payment Method:

☒ Credit Card

Credit Card Type:

Credit Card Number:

Expiration:

Security Code:

First Name on Card:

Last Name on Card:

Phone Number:

SKU	Description	Ship Method	Qty	Price
<input type="checkbox"/> InNgh-verA-DH_d-	Installation Neighbor Door Hanger - Version A - 614-749-9298	FedEx Ground®	500	118.00
<input type="checkbox"/> Ref-Card_d-Susan_Sample	Referral Card - Susan_Sample_614-749-9298	FedEx Ground®	500	55.00

Subtotal: \$173.00

Shipping: \$16.66

Pick & Pack: \$6.00

Total: \$195.66

Shopping Cart - Confirm/Complete Order

- **Confirm Order**

- Review your order, checking that all information is correct.

Please note the Blue **'[Change]'** options available in multiple areas. Click this option if you need to make a change prior to completing order.

- Click on 'Complete Order' button

Shipping → Billing → Confirm Order

Current Ship To Address	Insulation Co. Susan Sample 123 Sample Blvd Worcester, MA 01606 US [Change]	Purchase Order Number: 12345	
		Current Bill To Address	Insulation Co Susan Sample 123 Sample Blvd Worcester, MA 01606 US [Change]

Items				
1	Name Installation Neighbor Door Hanger - Version A	SKU InNgh-verA-DH_d-	Qty 500	Price \$118.00
	Description Installation Neighbor Door Hanger - Version A - 614-749-9298	Ship Method FedEx Ground® [Change]	Est. Weight 14.0000 Pounds	Shipping Price \$8.33
	Ship To Susan Sample 123 Sample Blvd Worcester, MA 01606 US [Change]			
2	Name Referral Card	SKU Ref-Card_d-Susan_Sample	Qty 500	Price \$55.00
	Description Referral Card - Susan_Sample_614-749-9298	Ship Method FedEx Ground® [Change]	Est. Weight 2.0000 Pounds	Shipping Price \$8.33
	Ship To Susan Sample 123 Sample Blvd Worcester, MA 01606 US [Change]			

Subtotal:	\$173.00
Shipping:	\$16.66
Pick & Pack:	\$6.00
Total:	\$195.66

[Back](#) [Complete Order »](#)

Shopping Cart - Order Confirmation



- **Your order is now complete.**
You may either print or view your detailed summary.

Home » Manage Orders » Order Summary

Order Date: 8-24-11
Current Ship To
Insulation Co.
Susan Sample
123 Sample Blvd
Worcester, MA 01606
US

Purchase Order Number: 12345
Current Bill To
Insulation Co.
Susan Sample
123 Sample Blvd
Worcester, MA 01606
US

☐ Options

SKU	Description	Cost Center	Ship To	Ship Method	Qty	Price
<input type="checkbox"/>  iNgh-verA-DH_d	Installation Neighbor Door Hanger - Version A		Current	FedEx Ground®	500	\$118.00
<input type="checkbox"/>  Ref-Card-d	Referral Card		Current	FedEx Ground®	500	\$55.00

Subtotal:

\$173.00

Shipping:

\$16.66

Pick & Pack:

\$6.00

Total:

\$195.66

[View Detail Summary](#)

[print this page](#)

Order Manager

- Click on the 'Order Manager' tab.
The order manager lets you search all jobs that you have ordered.

- Search by 'Orders' and enter the date range (or click on the calendar icon).

- Click the 'Search' button.

- The order manager allows you to **reorder** an item that you have previously ordered. Simply click on the check box next to the item and click 'Reorder Selected Items'. Your item will be added to the shopping cart. Click on the shopping cart tab to reorder the item and proceed to checkout.

USI SALES & MARKETING RESOURCE CENTER

Home Catalog Shopping Cart **Order Manager** Search Catalog... Search

Home » Manage Orders

Search For: Orders

Order/Req #

Display by Order

From: 6/20/2011

To: 6/27/2011

Search

Records 1 to 2 of 2

<input type="checkbox"/>	Options	Items	Order Number	Ordered By	Impersonator	Created
<input type="checkbox"/>		5	USI-2	Susan Sample		6/21/11
<input type="checkbox"/>		2	USI-5	Susan Sample		6/25/11

Reorder Selected Items

Order Manager (cont.)

- To view the status of an order, select an option from the dropdown list.

To view the **tracking information** for an order that has shipped, select 'shipped' from the dropdown.

The screenshot shows the 'USI SALES & MARKETING RESOURCE CENTER' header. Below it is a navigation bar with links: Home, Catalog, Shopping Cart, and Order Manager (highlighted in red). To the right of the navigation bar is a search bar labeled 'Search Catalog...' with a 'Search' button. Below the navigation bar, the breadcrumb 'Home » Manage Orders' is visible. The main content area contains a search form. The 'Search For' dropdown is set to 'Orders'. The 'Order Status' dropdown is highlighted with a red circle. Below it is a 'Display by Order' dropdown. The 'From' date is set to 6/20/2011 and the 'To' date is set to 6/27/2011. The 'New Order' dropdown is also highlighted with a red circle, and its menu is open, showing options: New Order, Order Accepted, Work In Progress, Shipped (highlighted with a red circle), Requisitioned, and Paid. A 'Search' button is located to the right of the date fields.

System Requirements

Windows Platform:

Microsoft® Internet Explorer® 7.0, 8.0
Mozilla® Firefox®

Macintosh Platform:

Mozilla® Firefox®
Safari™
Google Chrome™ browser

*****Pop-up Blocker must be turned off on your computer.***

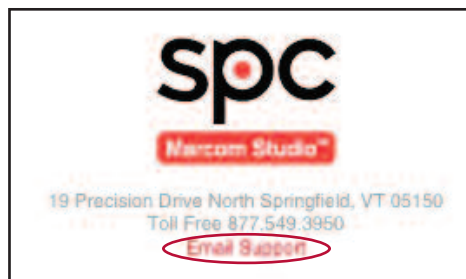
*Directions: Click on the tools button, and then click Pop-up Blocker,
click on Turn Off Pop Up Blocker.*

Questions

New user sign ups:

- Submit your request to:
Alicia Gilbert
Phone 952.925.6763
Email: agilbert@unitedsub.com

Technical Support:



Click on the 'Email Support' link
in Online Store - to send an email to our Technical Support Team
or
Call us Toll Free at 877.549.3950