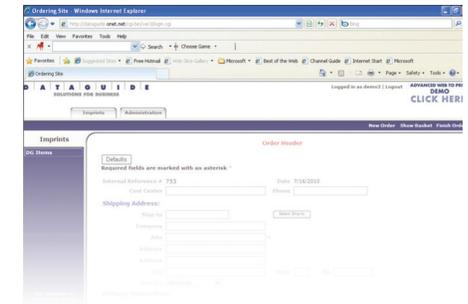
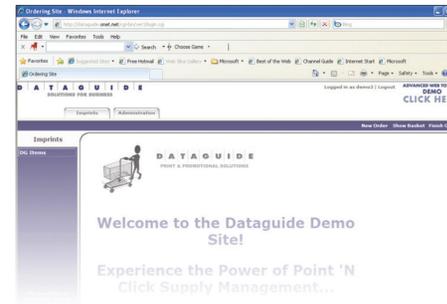
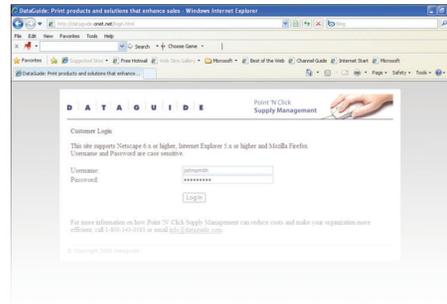
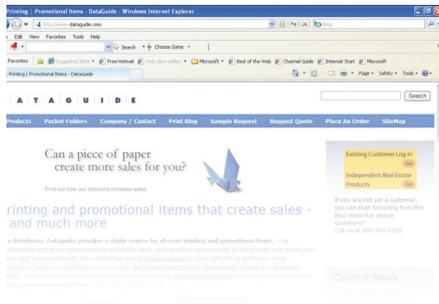


# Point 'n Click®

## Step by Step Guide

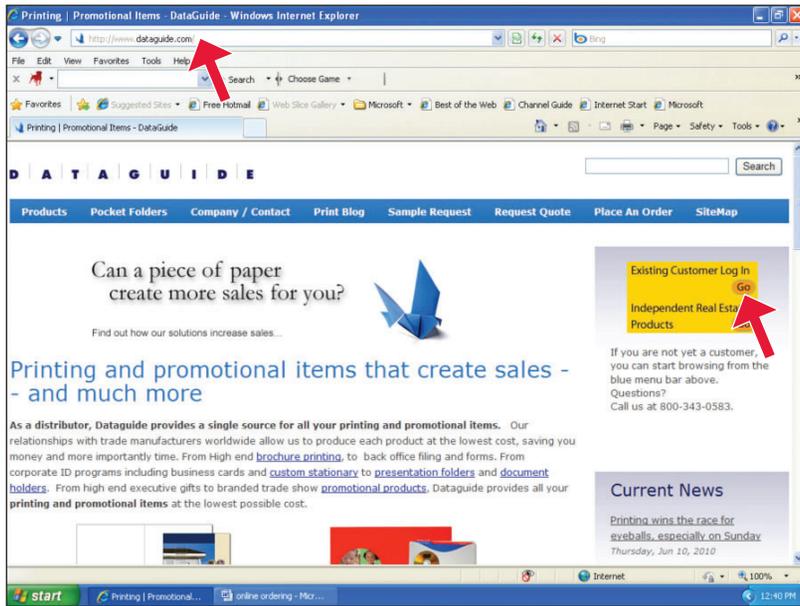


## Ordering & Updating Imprints Online

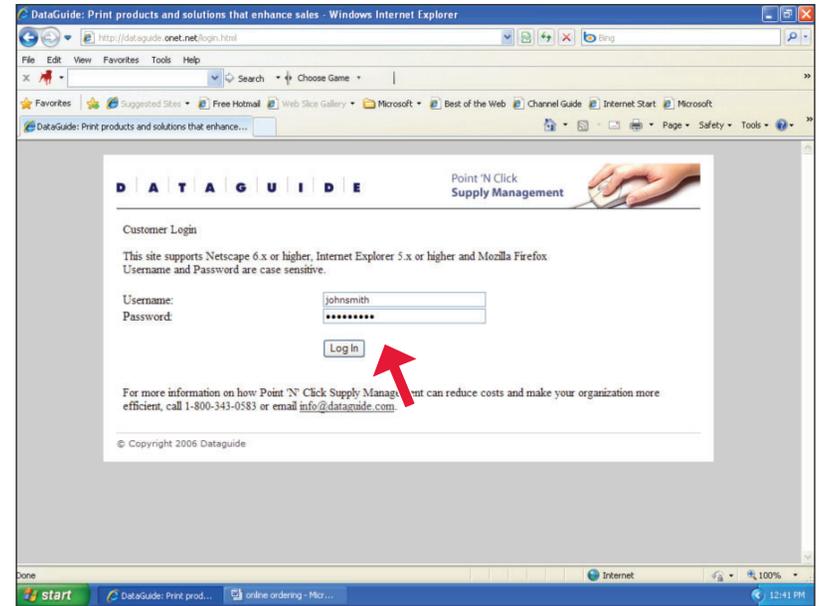
**D | A | T | A | G | U | I | D | E**  
**MARKETING, PRINT & ONLINE SOLUTIONS**

657 Main Street, 2nd Fl • Waltham, MA 02451  
(800) 343-0583 • (781) 891-3755  
[www.dataguide.com](http://www.dataguide.com)

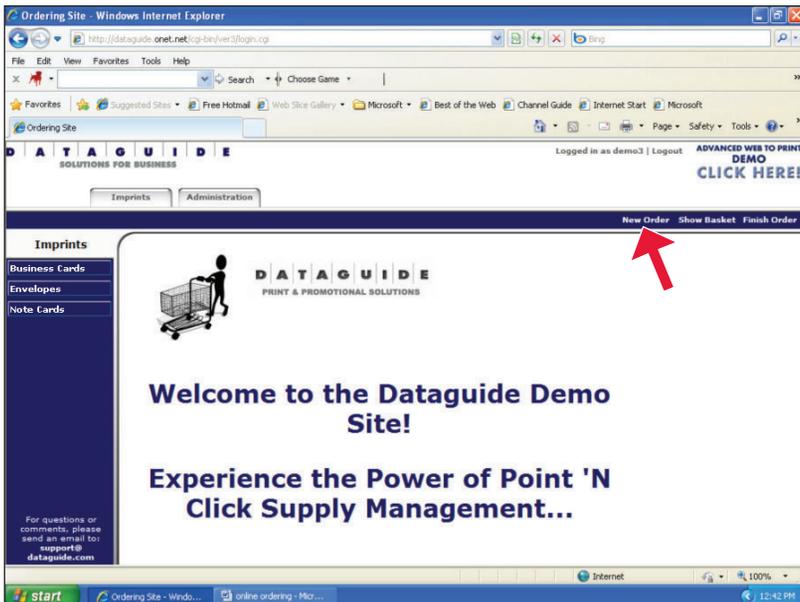
**Step 1:** Go to [www.dataguide.com](http://www.dataguide.com) & click on Existing Customer Log In:



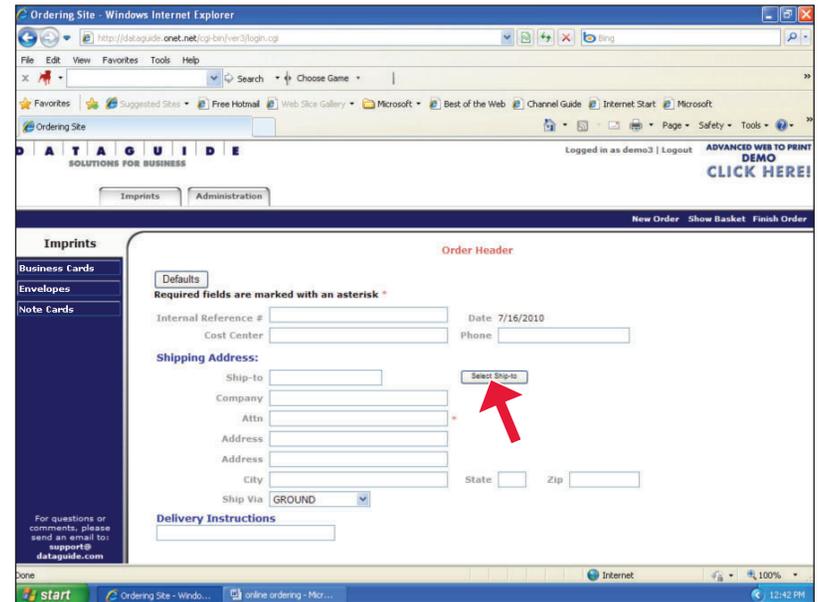
**Step 2:** Enter Username & Password (both are case-sensitive), then click Log In button:



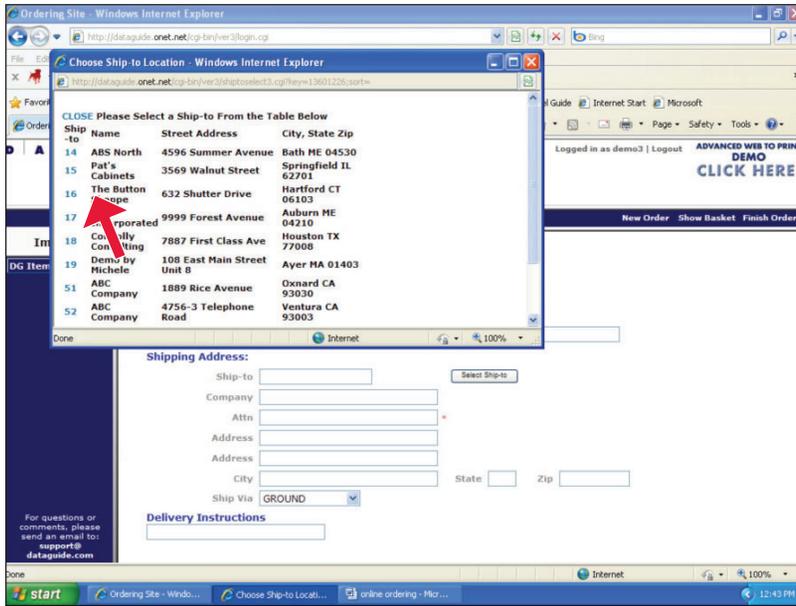
**Step 3:** Click on New Order to select the shipping location for this order:



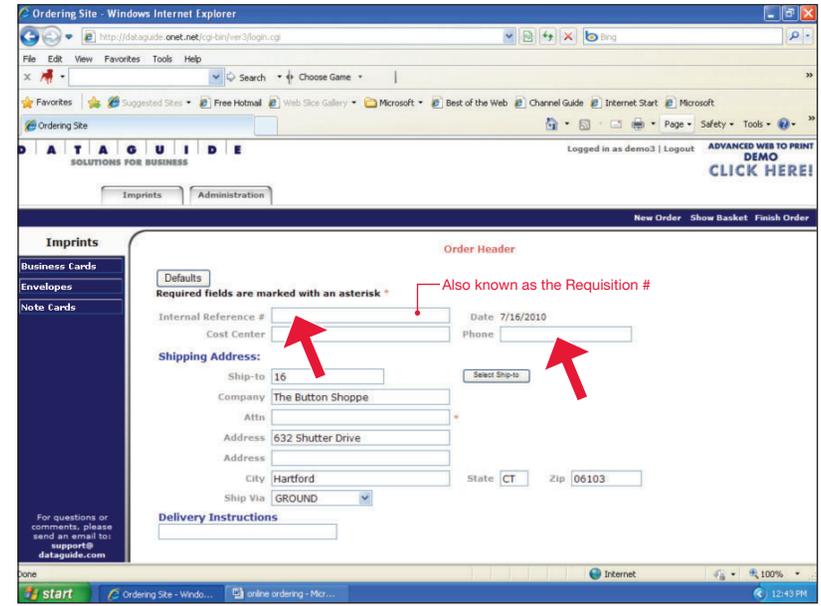
**Step 4:** Click on Select Ship-to button or the drop down arrow to view all shipping locations available:



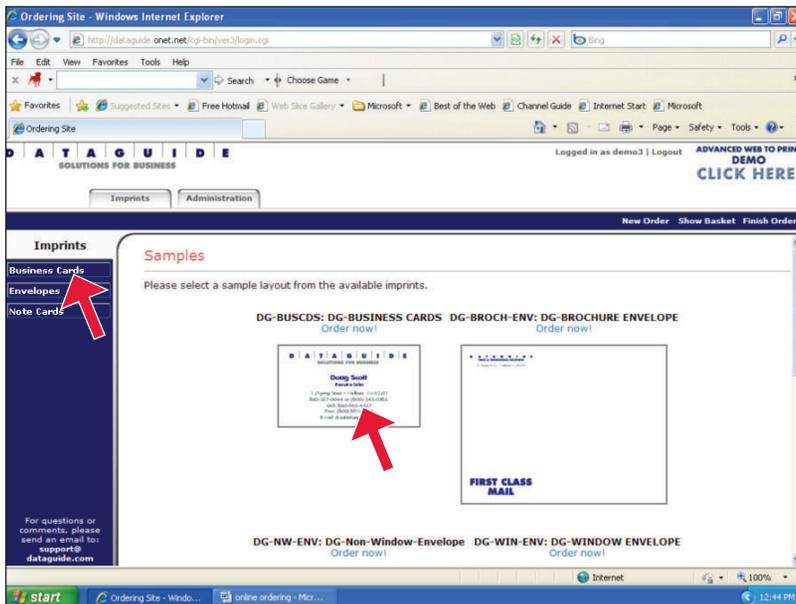
**Step 5:** Select a shipping location for this order (you must choose a shipping location for each order) and close the pop up box:



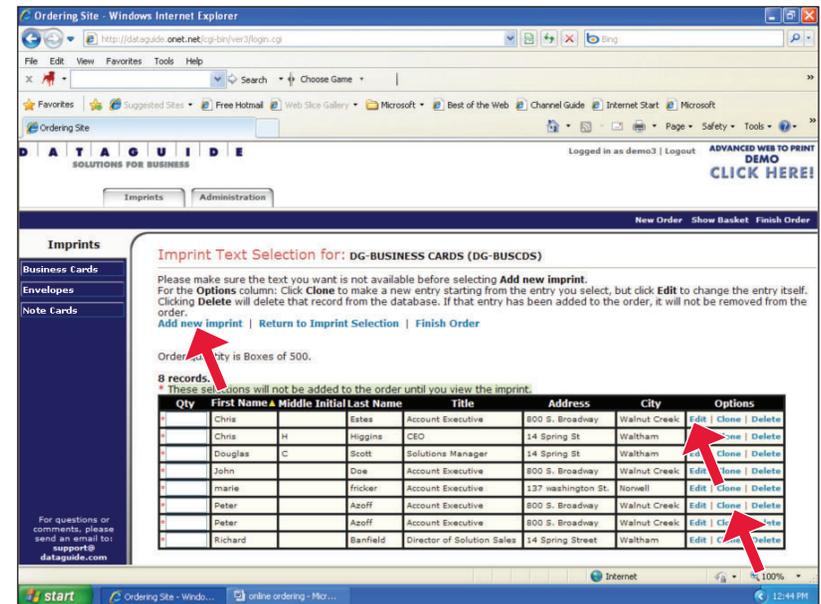
**Step 6:** Shipping information will fill in. Create an Internal Reference # to recognize the order in the future. Enter the rest of the information in the empty fields:



**Step 7:** Select the imprint catalog that you wish to order from on the left side and click on the item you wish to order:

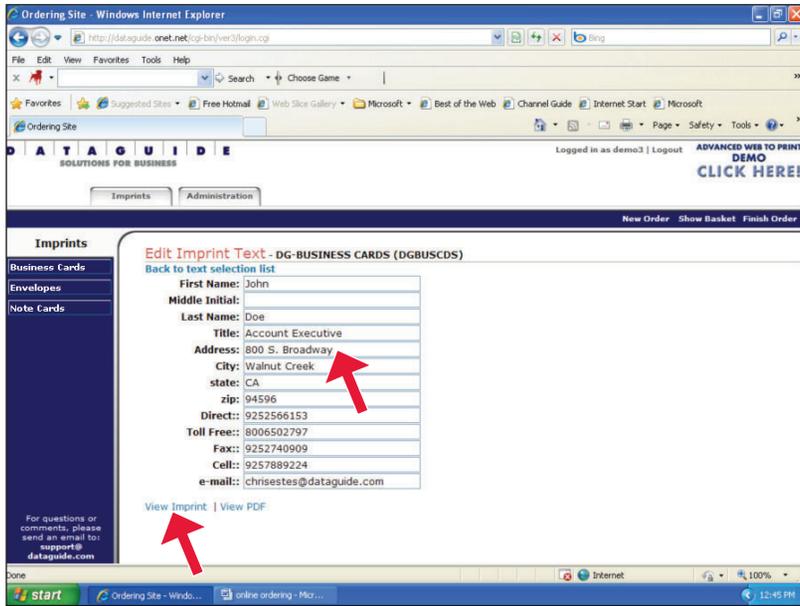


**Step 8:** If ordering a new card click Add new imprint to set up a new card. If ordering an existing card fill in the quantity you need and then click Edit to change the existing card or Clone to create a new card from one that already exists:

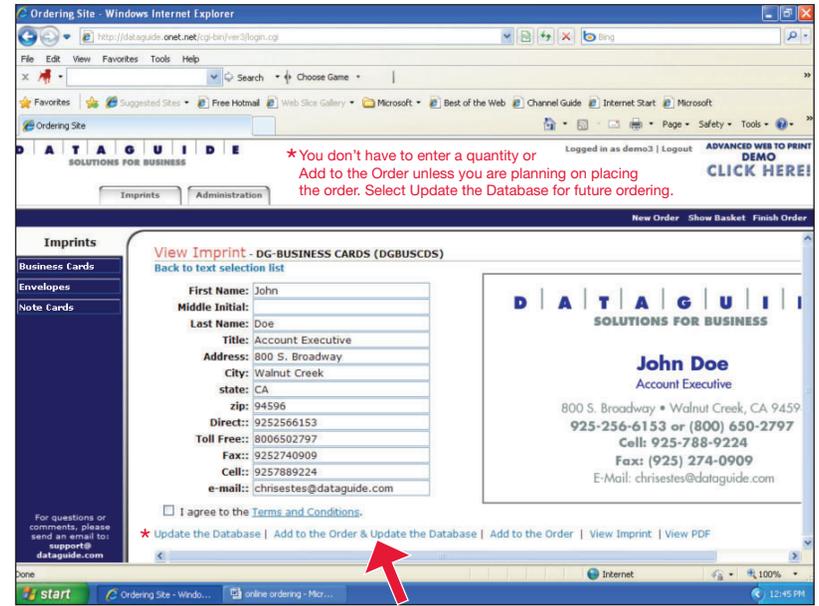


Please note you can update, edit and add new entries to the database at anytime without placing an order.

**Step 9:** Enter new content or modify the content for the item you're ordering then click View Imprint to review and approve the proof:

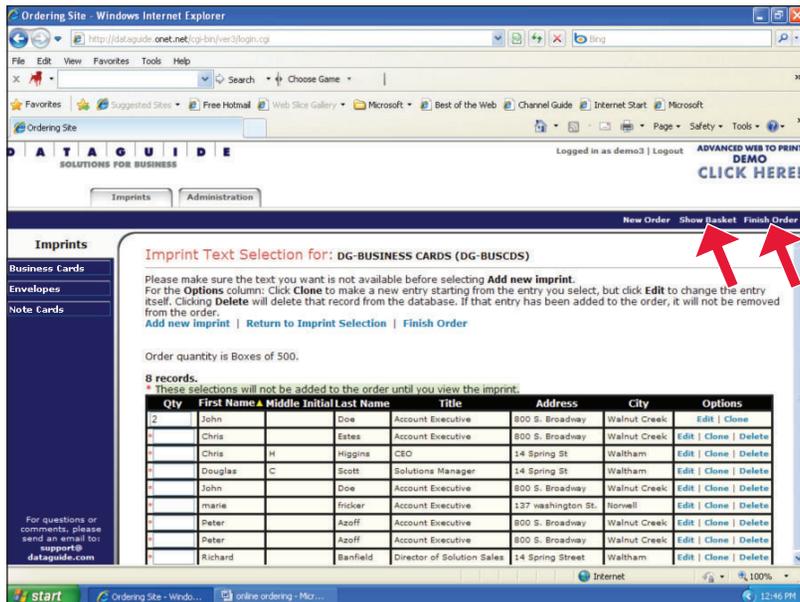


**Step 10:** Review for any errors, make any necessary changes. Once all information is correct, indicate quantity if placing a new order and click on Add to Order & Update Database. Click on Update the Database to only save the changes:

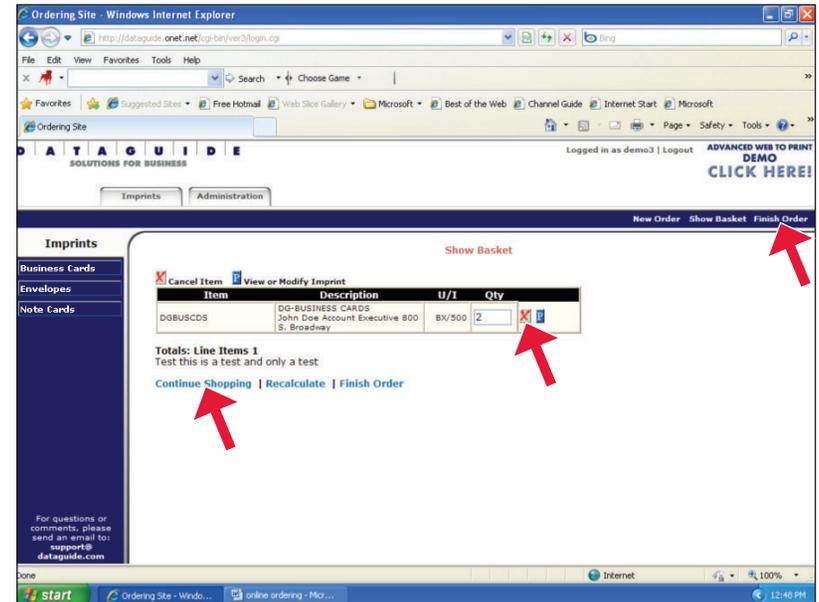


Add or change items at anytime without placing an order. Make changes and click Update the Database.

**Step 11:** Add any additional items you want to this order and click either Show Basket or Finish Order:



**Step 12:** Add or remove items as necessary: once complete click Finish Order:



**Step 13:** The Order Summary page will appear. Review all information and click SEND at the bottom once order is correct and complete:

Ordering Site - Windows Internet Explorer  
http://dataguide.onet.net/cgi-bin/ver3/login.cgi

ADVANCED WEB TO PRINT DEMO  
CLICK HERE!

Imprints Administration

New Order Show Basket Finish Order

Imprints

Company The Button Shoppe  
Attn  
Address 632 Shutter Drive  
Address  
City Hartford State CT Zip 06103  
Ship Via GROUND

Delivery Instructions

Item	Description	U/I	Qty
DGBUSCDS	DG-BUSINESS CARDS John Doe Account Executive 800 S. Broadway	BX/500	2

Totals: Line Items 1  
Special Instructions:

SEND ABANDON

For questions or comments, please send an email to support@dataguide.com

**Step 14:** Once you click SEND, an order number will be produced and your order will be sent to print:

Ordering Site - Windows Internet Explorer  
http://dataguide.onet.net/cgi-bin/ver3/login.cgi

ADVANCED WEB TO PRINT DEMO  
CLICK HERE!

Imprints Administration

New Order Show Basket Finish Order

Imprints

Business Cards  
Envelopes  
Note Cards

Your order 753 created Ticket number 71201

Click the number above to see the actual Ticket created  
Please record and use the Ticket number for tracking purposes

[Click here to review your order](#)

Print

For questions or comments, please send an email to support@dataguide.com

**This completes your step by step guide for Ordering & Updating Imprints Online.  
For further assistance please call us at (800) 343-0583.**

# Thank You

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