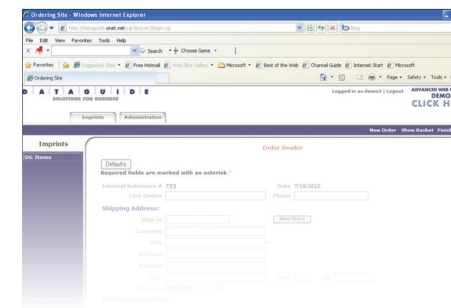
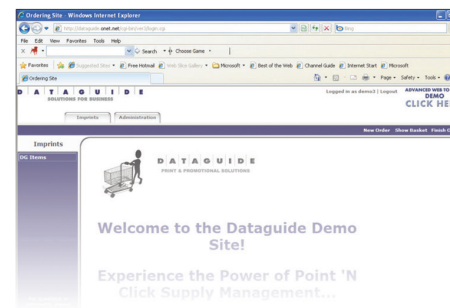
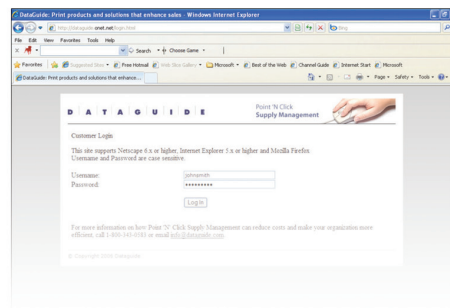
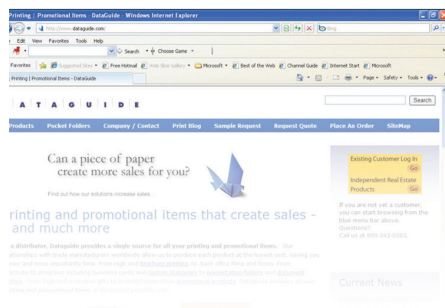


Point 'n Click®

Step by Step Guide

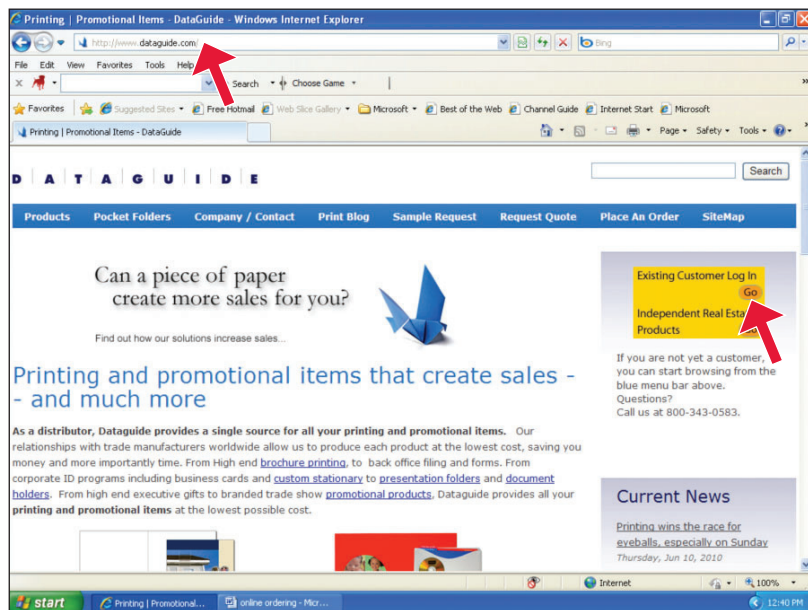


Ordering & Updating Imprints Online

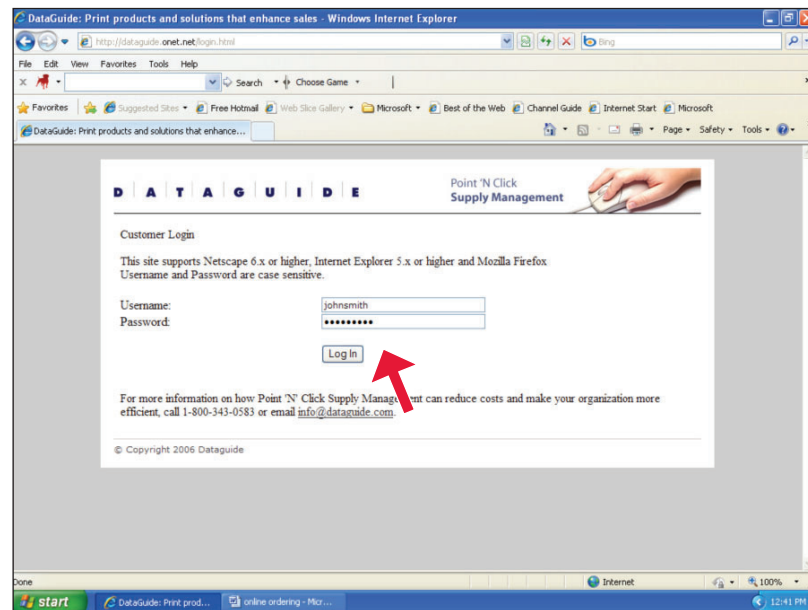
D | A | T | A | G | U | I | D | E
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657 Main Street, 2nd Fl • Waltham, MA 02451
(800) 343-0583 • (781) 891-3755
www.dataguide.com

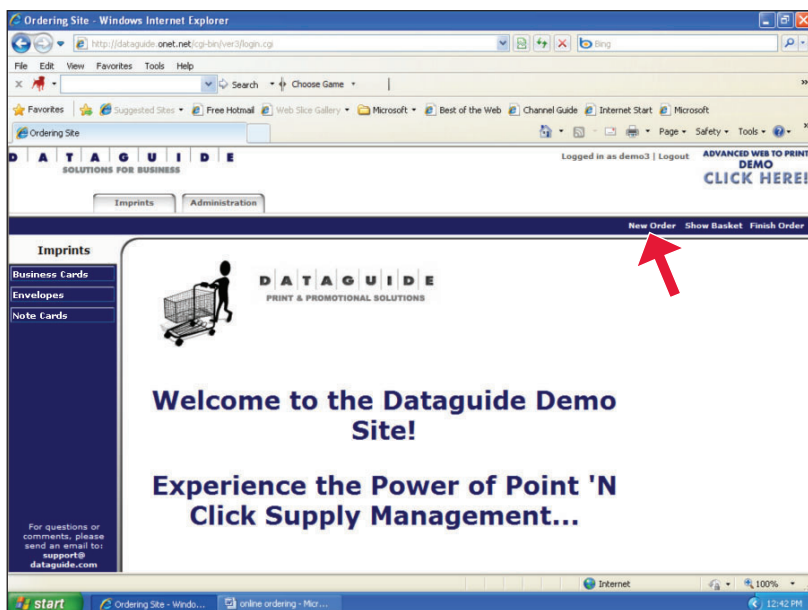
Step 1: Go to www.dataguide.com & click on Existing Customer Log In:



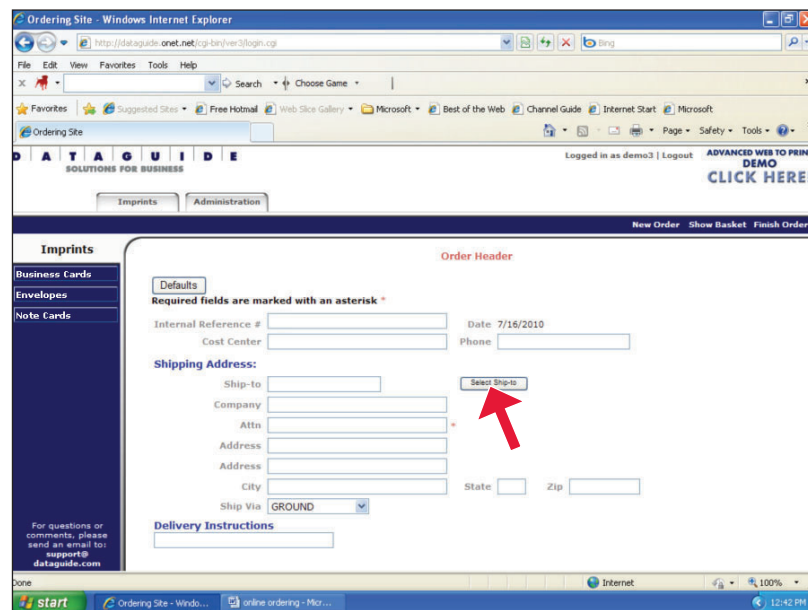
Step 2: Enter Username & Password (both are case-sensitive), then click Log In button:



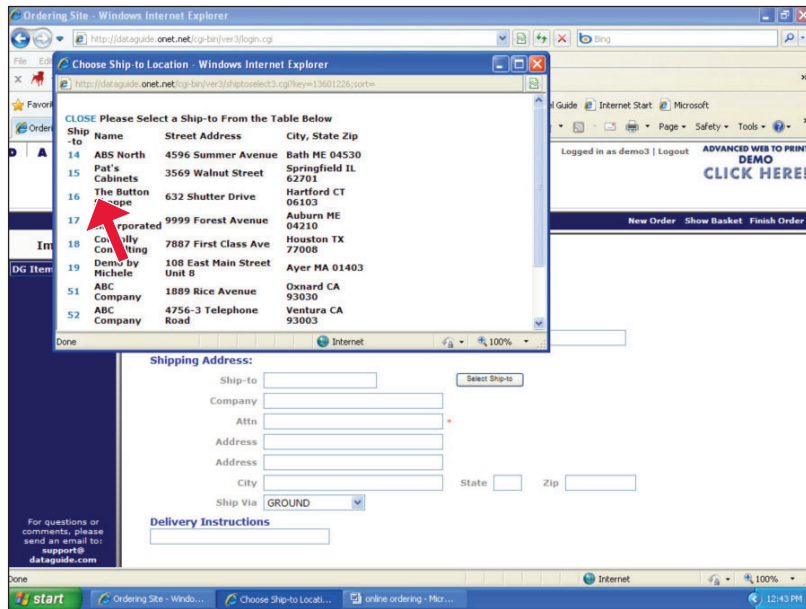
Step 3: Click on New Order to select the shipping location for this order:



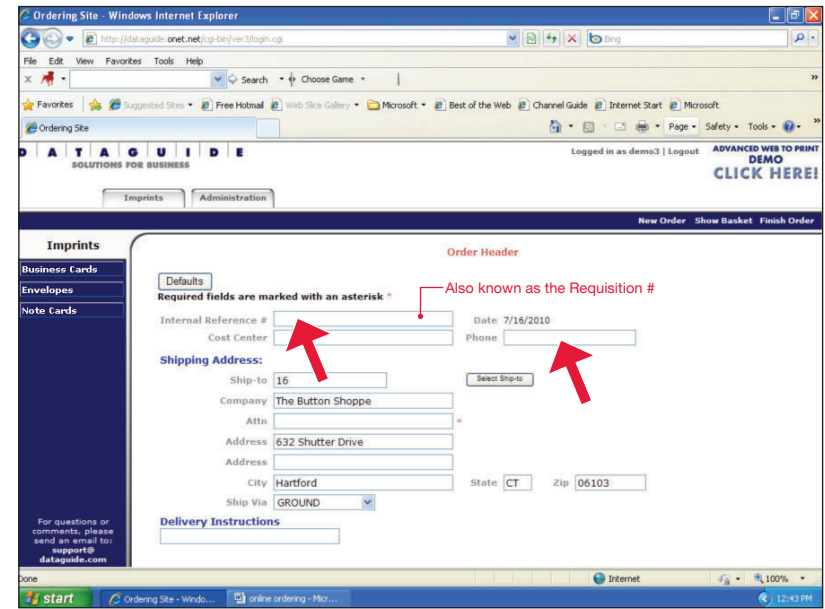
Step 4: Click on Select Ship-to button or the drop down arrow to view all shipping locations available:



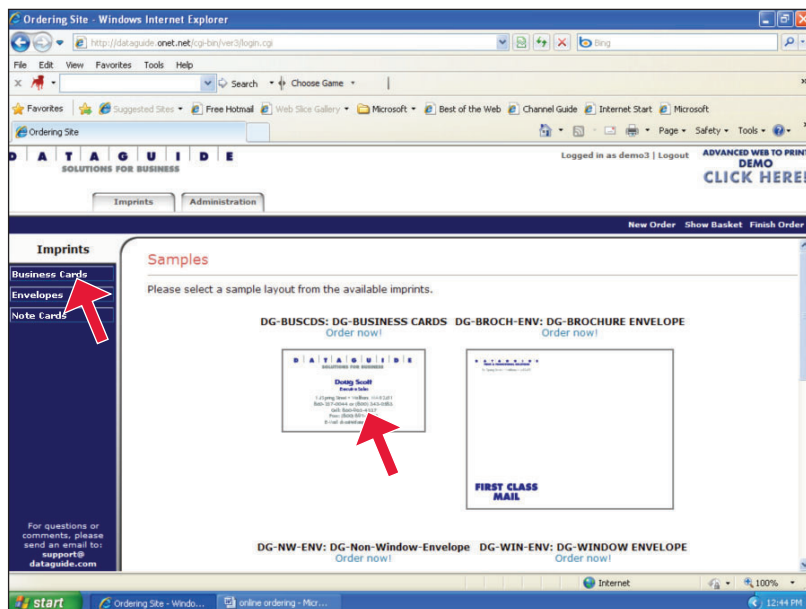
Step 5: Select a shipping location for this order (you must choose a shipping location for each order) and close the pop up box:



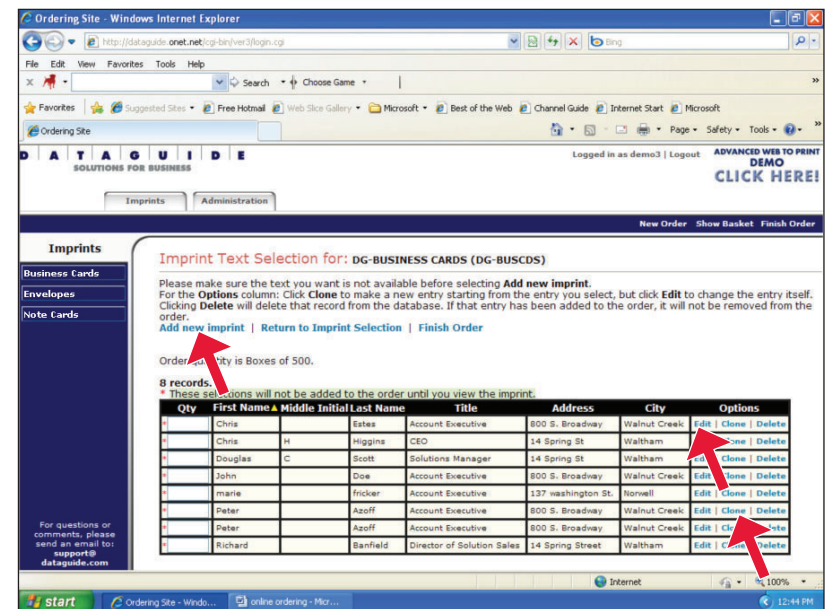
Step 6: Shipping information will fill in. Create an Internal Reference # to recognize the order in the future. Enter the rest of the information in the empty fields:



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:

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

Edit Imprint Text - DG-BUSINESS CARDS (DGBUSCDS)

Back to text selection list

First Name: John
Middle Initial:
Last Name: Doe
Title: Account Executive
Address: 800 S. Broadway
City: Walnut Creek
State: CA
Zip: 94596
Direct: 9252566153
Toll Free: 8006502797
Fax: 9252740909
Cell: 9257889224
e-mail: chrisestes@dataguide.com

View Imprint View PDF

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

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:

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

View Imprint - DG-BUSINESS CARDS (DGBUSCDS)

Back to text selection list

First Name: John
Middle Initial:
Last Name: Doe
Title: Account Executive
Address: 800 S. Broadway
City: Walnut Creek
State: CA
Zip: 94596
Direct: 9252566153
Toll Free: 8006502797
Fax: 9252740909
Cell: 9257889224
e-mail: chrisestes@dataguide.com

☐ I agree to the Terms and Conditions.

★ You don't have to enter a quantity or Add to the Order unless you are planning on placing the order. Select Update the Database for future ordering.

★ Update the Database Add to the Order & Update the Database Add to the Order View Imprint View PDF

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

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:

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

Imprint Text Selection for: DG-BUSINESS CARDS (DGBUSCDS)

Please make sure the text you want is not available before selecting **Add new imprint**. For the **Options** column: Click **Clone** to make a new entry you select, but click **Edit** to change the entry itself. Clicking **Delete** will delete that record from the database. If that entry has been added to the order, it will not be removed from the order.

Add new imprint Return to Imprint Selection Finish Order

Order quantity is Boxes of 500.

8 records.

★ These selections will not be added to the order until you view the imprint:

| Qty | First Name & Middle Initial | Last Name | Title | Address | City | Options |
|-----|-----------------------------|-----------|----------------------------|--------------------|--------------|-----------------------|
| 2 | John | Doe | Account Executive | 800 S. Broadway | Walnut Creek | Edit Clone |
| 4 | Chris | H | Account Executive | 800 S. Broadway | Walnut Creek | Edit Clone Delete |
| 4 | Chris | H | Higgins CEO | 14 Spring St | Waltham | Edit Clone Delete |
| 4 | Douglas | C | Scott Solutions Manager | 14 Spring St | Waltham | Edit Clone Delete |
| 4 | John | Doe | Account Executive | 800 S. Broadway | Walnut Creek | Edit Clone Delete |
| 4 | marie | Tricker | Account Executive | 137 Washington St. | Norwell | Edit Clone Delete |
| 4 | Peter | Azoff | Account Executive | 800 S. Broadway | Walnut Creek | Edit Clone Delete |
| 4 | Peter | Azoff | Account Executive | 800 S. Broadway | Walnut Creek | Edit Clone Delete |
| 4 | Richard | Banfield | Director of Solution Sales | 14 Spring Street | Waltham | Edit Clone Delete |

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

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

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

Show Basket

Cancel Item View or Modify Imprint

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

Totals: Line Items 1
Test this is a test and only a test.

Continue Shopping Recalculate Finish Order

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

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

The screenshot shows the 'Ordering Site - Windows Internet Explorer' window. The address bar displays 'http://dataguide.onet.net/cgi-bin/ver3/login.cgi'. The page header includes 'ADVANCED WEB TO PRINT DEMO' and 'CLICK HERE!'. The main content area is titled 'Imprints' and contains a form for 'The Button Shoppe'. The form includes fields for 'Attn', 'Address' (632 Shutter Drive), 'City' (Hartford), 'State' (CT), and 'Zip' (06103). Below the form is a 'Delivery Instructions' section. A table lists the order items:

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

Below the table, it says 'Totals: Line Items 1' and 'Special Instructions:'. At the bottom of the form, there are two buttons: 'SEND' and 'ABANDON'. A red arrow points to the 'SEND' button.

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

The screenshot shows the 'Ordering Site - Windows Internet Explorer' window after clicking 'SEND'. The page displays the message: 'Your order 753 created Ticket number 71201'. Below this, it says: 'Click the number above to see the actual Ticket created. Please record and use the Ticket number for tracking purposes.' There is a link that says 'Click here to review your order'. A 'Print' button is visible in the top right corner.

**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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