Point 'n Click

Step by Step Guide _



Ordering & Updating Imprints Online



MARKETING, PRINT & ONLINE SOLUTIONS

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



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

DataGuide: P	Print products and solutions t	hat enhance sales - Windows Intern	et Explorer	
30- E	http://dataguide. onet.net /login.htm	d .	💌 🗟 🐓 🗙 🗖 Bing	م
ile Edit View	Favorites Tools Help			
· 🥂 -	 ✓ ✓ 	Search • • Choose Game •		
Favorites 😽	🛓 🏉 Suggested Sites 🔹 🙋 Free I	Hotmail 💋 Web Slice Gallery 👻 🚞 Microso	ft 🔹 🙋 Best of the Web 🧃 Channel Guide 👩 Internet Start 👩 Mi	icrosoft
🗧 DataGuide: Prir	nt products and solutions that enhanc	e	🏠 • 🔂 - 🖻 🖶 • Page	• Safety • Tools • 🔞 •
	D A T A	G U I D E	Point 'N Click Supply Management	-
	Customer Login			_
	This site supports Netsc Username and Passwor	ape 6.x or higher, Internet Explorer 5. d are case sensitive.	x or higher and Mozilla Firefox	
	Username:	johnsmith		
	Password:			
	For more information on efficient, call 1-800-343-	Log In how Point N Click Supply Manage 0583 or email <u>info@dataguide.com</u> .	nt can reduce costs and make your organization more	
	© Copyright 2006 Datagui	ide		
e			Internet	🐔 • 🔍 100%

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

🖉 Ordering Site - Windows Internet Explorer	
😋 😔 💌 🔊 http://dataguide.onet.net/cgi-bin/ver3/login.	ngi 💌 🖻 🕂 🗙 🔯 Bing 🖉
File Edit View Favorites Tools Help	
× 🕂 • 🗸 Search	Choose Game
🚖 Favorites 🛛 🖕 🍘 Suggested Sites 🔹 🔊 Free Hotmail	😰 Web Sice Gallery 🔹 🛅 Microsoft 👻 🔊 Best of the Web 😰 Channel Guide 😰 Internet Start 😰 Microsoft
Crdering Site	🛐 • 🔂 🐇 🖃 • Page • Safety • Tools • 🚱 •
A T A G U I D E SOLUTIONS FOR BUSINESS	Logged in as demo3 Loggut ADVANCED WEN TO PA DEMO CLICK HER
	New Order Show Basket Finish Ord
Imprints	Order Header
Business Cards	
Envelopes Required fields are ma	rked with an asterisk *
Note Cards	Date 7/15/2010
Cost Center	Phone
Shipping Address:	
Ship-to	Select Ship-to
Company	
Attn	•
Address	
Address	
City	State Zip
Ship Via	GROUND
For questions or comments, please send an email to: support@ dataguide.com	S
lone	Internet
Start Ordering Site - Windo	ordering - Micr

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

0.		http://dataguide	.onet.net/cgi-bin/ver3/login.cgi		v 🗟 49	X b Bing	2
Edi	Che	ore Ship to I	ocation . Windows Interne	t Explorer			
	a) have	Webserie of	et pet /ori his his 2/shistoralest?	collinum 12601226 scotter			
inn Item	CLOS Ship -to 14 15 16 17 18 19	E Please Sel Name ABS North Pat's Cabinets The Button Con vily Con vily Con vily Con vily Con vily Con vily Con vily Con vily Con vily	ect a Ship-to From the Tr Street Address 4596 Summer Avenue 3569 Walnut Street 632 Shutter Drive ad 9999 Forest Avenue 7887 First Class Ave 108 East Hain Street Unit 8	able Below City, State Zip Bath HE 04530 Springfield IL 62701 Hartford CT 06103 Auburn ME 04210 Houston TX 77008 Ayer RA 01403		NGude © Internet Start © Micro •	soft Safety - Tools - @ - ADVANCED WEB TO PRIM DEMO CLICK HERE
De	51 52	ABC Company ABC Company	1889 Rice Avenue 4756-3 Telephone Road	93030 Ventura CA 93003	✓ € 100% • ::		
			Shipping Address:				
			Ship-to		Select Ship-to		
			Company				
			Attn				
			Address				
			Address				
			City		State Z	ip	
			Ship Via GR	OUND			
For ques mment end an e	stions ts, ple email ort@ ide.co	or ase to:	Delivery Instructions				
datagui						Internet	
datagui						at pour true.	

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:

🛇 Ordering Site - Windows Internet Explorer	
🔄 🕢 🔹 🔊 http://dataguide.onet.net/cgi-bin/ver3/login.cgi	💌 🖻 🔶 🐹 🙋 Bing
File Edit View Favorites Tools Help	
x 👼 • 🛛 🗸 Search • 🛉 Choose Game •	»
🌪 Favorites 🛛 🚔 🏉 Suggested Sites 👻 🙆 Free Hotmail 🖉 Web Silce Gallery 🔹 🚞 Micro	osoft * 🙋 Best of the Web 🙋 Channel Guide 🙋 Internet Start 🙋 Microsoft
Cordering Site	🦄 🔹 🔂 🕐 🖃 🖶 🖷 Page + Safety + Tools + 🔞 +
A T A G U I D E SOLUTIONS FOR BUSINESS	Logged in as demo3 Logout ADVANCE were to many DEMO CLICK HERE
	New Order Show Basket Finish Order
Imprints usiness cards vola cards ot cards	imprints. ESS CARDS DG-BROCH-ENV: DG-BROCHURE ENVELOPE Order now! • • • • • • • • • • • • • • • • • • •
For questions or comments, plasse send an enail to: https://www.comments.com/ angoorker order nowi	HINST CLASS MAIL Indow-Envelope DG-WIN-ENV: DG-WINDOW ENVELOPE Order now!
	Internet √2 - € 100% -
start 🖉 Ordering Site - Windo 🔛 online ordering - Micr	12:44 PM

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:

S S C + C + C + C + C + C + C + C + C +	i.cgi	× 8 ↔ ×	 Bing 	2
File Edit View Favorites Tools Help				
× 🕂 • 👻 🖓 Search	• I Choose Game • •			
🌟 Favorites 🛛 🖕 🏉 Suggested Sites 🔹 🔊 Free Hotmail	🙋 Web Sice Gallery 🔹 🚞 Microsoft	🔹 🙋 Best of the Web 🙋 Channel Guide	🙋 Internet Start 🙋 Micro	soft
Crdering Site		🙆 • 🖻) · 🖃 🖶 • Page •	Safety • Tools • 🔞 •
A T A G U I D E SOLUTIONS FOR BUSINESS	1	Logo	ed in as demo3 Logout	ADVANCED WEB TO PRI DEMO CLICK HERI
	1		New Order Sh	ow Basket Finish Orde
Imprints		Order Header		
Business Cards				
Envelopes Required fields are m	arked with an asterisk *	Also known as the Red	uisition #	
Note Cards		D-1- 7/16/2010		
Cost Center		Phone Phone		
Shinning Address:				
Ship-to	16	Select Ship-to		
Company	The Button Shoppe			
Attn		-		
Address	632 Shutter Drive			
Address				
City	Hartford	State CT Zip 06	103	
Ship Via	GROUND			
For questions or comments, please send an email to:	ns			
support@ dataguide.com				

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:

🚱 🔹 🙋 http://dat	taguide.onet.net	/cgi-bin/ver3/logi	n.cgi		~	2 4 × 0 Bin		
Edit View Favorite	es Tools Help	,						
M -		✓ ♀ Search	· · · Choos	e Game 🔹	1			
Favorites 🛛 🏤 💋 Sug	gested Sites •	Free Hotmail	Web Slice	Gallery 🔹 🚞 Mic	rosoft • 🖉 Best of the Web 🕻	Channel Guide 🖉 Ir	ternet Start 🖉 Mic	rosoft
Ordering Site						<u>.</u> • <u>.</u> ·	🗈 🌐 • Page •	Safety • Tools •
A T A G SOLUTIONS FO	DR BUSINESS	D E	3			Logged in	as demo3 Logoul	ADVANCED WEB TO DEMO CLICK HE
	-printes	turninise u cion					New Order	Show Basket Finish
elopes	Please m	ake sure the	text you wa	ant is not avail	able before selecting Add	new imprint.	hut diels Edit to	change the entry i
e Cards	Clicking I order. Add new	imprint R	lete that red eturn to Im es of 500.	ne to make a r cord from the o	at a provide the starting from	e entry you select, s been added to th	e order, it will no	t be removed from
e Cards	Clicking I order. Add new Order of 8 record * These	Delete will de imprint R Autity is Boxe Is. selections wi	eturn to Im es of 500.	ne to make a r cord from the o print Selectio	rew entry starting from th Jatabase. If that entry has n Finish Order er until you view the imprii	e entry you select, s been added to th	e order, it will no	t be removed from
e Cards	Clicking I order. Add new Order 8 record These Qty	imprint R imprint R Vity is Boxe selections with First Name	es of 500.	ne to make a r cord from the o print Selectio ded to the orden itial Last Nam	ew entry starting from th latabase. If that entry has n Finish Order er until you view the impri te Title	e entry you select, s been added to th nt. Address	City	Options
e Cards	Clicking I order. Add new Order of 8 record * These Qty	imprint R imprint R ity is Boxe is selections wi First Name Chris	et unit cloc cloc lete that rec et unit to Im es of 500.	ted to the ordential Last Name	ew entry starting from th database. If that entry har n Finish Order er until you view the imprin te Title Account Executive CEO	e entry you select, s been added to th nt. Addiress 800 S. Broadway 14 Sarino St	City Walnut Creek E	Options
e Cards	Clicking I order. Add new Order. 8 record * These Qly *	Delete will de mprint R bity is Boxe s. sel.cdons wi First Name Chris Chris Douglas	eturn to Im es of 500.	ded to the ord- titial Last Nam Estes Higgins Scott	ew entry starting from th statabase. If that entry har n Finish Order er until you view the imprii te Title Account Executive CEO Solutions Manager	Addiness Addiness 800 S. Broadway 14 Spring St 14 Spring St	City Walnut Creek E Waltham	Options dit Clone Delete >:ne Delete
e Cards	Clicking I order. Add new Order of 8 record * These Qty *	Delete will de mprint R bity is Boxe s. selections wi First Name Chris Chris Douglas John	I cick Cloid lete that red seturn to Im as of 500.	led to the orden fittel test Nam Estes Higgins Scott Doe	etw antry starting from try starbase. If the entry har n Finish Order er until you view the imprin to Title Account Executive CEO Solutions Manager Account Executive	Address B00 S. Broadway 14 Spring St 14 Spring St 1900 S. Broadway	City Walnut Creek E Waltham Walnut Creek E	Options dit Clone Delete Sine Delete dit Clone Delete
e Cards	Clicking I order. Add new Order of 8 record * These Qty *	Delete will de imprint R vity is Boxe selections wi First Name Chris Chris Douglas John marie	I click Cloid lete that red seturn to Im es of 500.	ieto marke a r cord from the c print Selectio ieto the ord- fitible set Nam Estes Higgins Scott Dee fricker	ever ancy starting from the stabase. If the entry har n Finish Order er until you view the imprin ter file Account Security CEO Solutions Manager Account Security Account Security	Addross 800 S. Broadway 14 Spring St 14 Spring St 800 S. Broadway 137 washington St.	City Walnut Creek F Waltham 4 Walnut Creek F Walnut Creek F Walnut Creek F	Options dit Clone Delete dit Clone Delete dit Clone Delete dit Clone Delete dit Clone Delete dit Clone Delete
e Cards	Clicking I order. Add new Order 8 record * These Qly *	Delete will de mprint R vity is Boxe selections wi First Name Chris Chris Douglas John marie Peter	I click Cloid lete that red set of 500.	led to the ord- fitial Last Nam Estes Higgins Scott Doe fricker Azoff	ever ancy starting from try starbase. If the entry har runtil you view the imprir ter until you view the imprir ter Title Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	Address Boo S. Broadway 14 Spring St 14 Spring St 137 washington St. 00 S. Broadway	City Walnut Creek I Waltham Waltham Waltham Walnut Creek I Norwell	Options dt Clone Delete dt Clone Delete dt Clone Delete dt Clone Delete dt Clone Delete dt Clone Delete dt Clone Delete
e Cards	Clicking I order. Add new Order of 8 record * These Qly *	Delete will de rimprint R bity is Boxe (s) selections will First Name Chris Chris Chris Chris Douglas John marie Peter Peter	lete that rev lete that rev es of 500.	ded to the ordi- fitial Last Nam Estes Higgins Scott Doe fricker Azoff Azoff	leve ancy starting from the stabase. If the entry har rest and the entry har rest and the entry har rest and the entry har rest and the entry har ceo ceo ceo ceo ceo ceo ceo ceo ceo ceo	L. Address B00 S. Broadway 14 Spring St 14 Spring St 14 Spring St 150 S. Broadway 137 washington St. B00 S. Broadway 00 S. Broadway	City Walnut Creek E Walnut Creek E Walnut Creek E Norwell E Walnut Creek E	Options dl Clane Delete Clane Delete Clane Delete dl Clane Delete
e Cards	Clicking I order. Add new Order ou 8 record * These Qty * *	Chris Collete will de rimprint R S S S S S S S S S S S S S S S S S S S	Hint Click Cloiner determining Click Cloiner as of 500.	led to the ord bill to the ord bill to the ord bill to the ord bill to the ord bill to the ord bill to the ord bill to the ord	ever ancy starting from the stabase. If the entry har n Finish Order er until you view the imprir C Title Account Executive CEO Solutions Manager Account Executive Account Executive Account Executive Account Executive Account Executive	Address Boo S. Broadway 14 Spring St Boo S. Broadway 137 washington St. Boo S. Broadway 137 washington St. Boo S. Broadway 137 washington St. Boo S. Broadway	City Walnut Creek [Walnut Creek] Walnut Creek [Norwell] Walnut Creek] Walnut Creek] Walnut Creek]	Options dt Come Delete dt Come Delete
or questions or mments, please and an email to datagnide.com	Cicking I order. Add new Order of 8 record * These Qty * * * *	obeine will der imprint R Selection will der Selections wil First Nome Chris Chris Chris Chris Douglas John marie Peter Richard	eter that respectively a second secon	led to the ord print Selectio led to the ord life Lost Nem Ester Higgins Scott Dos fricker Azoff Banfield	ever ancive starting from the stabases. If the antry har an I Finish Order er until you view the imprin the Title Account Executive CEO Solutions Manager Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	Address Boo S. Broadway 14 Spring St Boo S. Broadway 137 mashington St. Boo S. Broadway Boo S. Broadway Boo S. Broadway 137 mashington St.	City Walthut Creek [Waltham Waltham Waltham Waltham Waltham Waltham Waltham Waltham Waltham E Waltham	Options di Cone Delete di Cone Delete

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:

🕢 🗢 🙋 http://dataguide. onet.net /cgi-bin/ver3/k	igin.cgi	💌 🗟 😚 🗙 😓 Bing	9
Edit View Eavorites Tools Help			
🖷 - 🔍 🗘 Sea	rch • • Choose Game •		
avorites 🛛 🖕 🌈 Suggested Sites 🔹 🔊 Free Hotm	al 🖉 Web Sice Galery 🔹 🛅 Microsoft 🔹 🖉 I	Sest of the Web 🖉 Channel Guide 🖉 Internet Start 🖉 Micro	soft
Drdering Site		🛅 • 🔂 · 🖃 🖶 • Page •	Safety + Tools + 🔞 +
A T A G U I D E SOLUTIONS FOR BUSINESS		Logged in as demo3 Logout	ADVANCED WEB TO PRIN DEMO CLICK HERE
Administration		New Order St	ow Basket Finish Order
Imprints			
Edit Imprint T	ext - DG-BUSINESS CARDS (DGBUS	CDS)	
Back to text select	In list		
elopes First name:	nnoc		
e Cards	Dee		
Last Name:	Assembly Everything		
Addrossi	POD C. Broadway		
Address.	Walnut Crook		
city.	CA		
zio:	94596		
Direct::	0252566153		
Toll Free:	8006502797		
Fax::	9252740909		
Cell::	9257889224		
	chrisestes@dataguide.com		
e-mail::			
e-mail:: view Imprint View rmments, please nd an annail to: lataguide.com	PDF		
e-mail:: View Imprint View Improrts: please mapports Istaguade.com	PDF	👩 😡 Internet	√a • € 100% •

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

🖉 🔜 👻 💽 http://dataguide.onet	.net/cgi-bin/ver3/logi	n, ogi	~	🗟 🏘 🗙 🙋 Bri			2
Edit View Favorites Tools	Help						
A.	V 🗘 Search	• • Choose Game •	1				3
Favorites 🛛 🚔 🏉 Suggested Sites	• 🙋 Free Hotmail	🖉 Web Slice Gallery 🔹 🛅	Microsoft + 🙋 Best of the Web 🧃	🖲 Channel Guide 🏿 🖉 Ir	iternet Start 🙋 Mi	icrosoft	
Ordering Site				👌 • 📾 · 1	🗈 🖶 🔹 Page	• Safety • Tools •	0-
A T A G U SOLUTIONS FOR BUSINES		3		Logged in	as demo3 Logoi	ADVANCED WEB T DEMO CLICK HI	ERE
Imprints	Administration				New Order	Show Basket Finish	Orde
Imprints	print Text Se	election for: pc-B	USINESS CARDS (DG-BUS	(DS)			
siness Cards			0011200 011100 (00 0001	10 HI 147000			-
velopes For th	e make sure the	text you want is not a	vailable before selecting Add	new imprint.	but click Edit to	change the entry	
velopes For the transmission of the formula of the	e make sure the ne Options colum Clicking Delete	text you want is not a nn: Click Clone to make will delete that record i	vailable before selecting Add a new entry starting from the from the database. If that en	new imprint. le entry you select, try has been adde	but click Edit to d to the order, i	o change the entry t will not be remove	ed
velopes Pleas velopes For th itself. from f	e make sure the e Options colum Clicking Delete the order.	text you want is not a in: Click Clone to make will delete that record	vailable before selecting Add a new entry starting from th from the database. If that en	new imprint. e entry you select, try has been adde	but click Edit to d to the order, i	o change the entry t will not be remove	ed
isiness Cards Pleas velopes Fleas ite Cards from Add r	e make sure the ne Options colum Clicking Delete the order. new imprint R	text you want is not a in: Click Clone to make will delete that record is teturn to Imprint Select	vailable before selecting Add a new entry starting from th from the database. If that en ction Finish Order	new imprint. e entry you select, try has been adde	but click Edit to d to the order, i	o change the entry t will not be remove	ed
velopes Pleas te Cards Add r Add r	e make sure the e Options colum Clicking Delete the order. eew imprint R	text you want is not a in: Click Clone to make will delete that record i seturn to Imprint Select	vailable before selecting Add a new entry starting from th from the database. If that en ction Finish Order	new imprint. e entry you select, try has been adder	but click Edit to d to the order, i	o change the entry t will not be remove	ed
siness Cards velopes te Cards for th test for the test for th test for the test for the test for the test for the test for the test for the test for the test for test for the test for the test for test for test	e make sure the e Options colun Clicking Delete the order. new imprint R	text you want is not a in: Click Clone to make will delete that record I keturn to Imprint Select as of 500.	vailable before selecting Add a new entry starting from th from the database. If that en tion Finish Order	new imprint. e entry you select, try has been adder	but click Edit to d to the order, i	o change the entry it will not be remove	ed
siness Cards Pleas velopes Fort te Cards Cards Order 8 rec	e make sure the e Options colum Clicking Delete the order. new imprint R r quantity is Boxe ords.	text you want is not a in: Click Clome to make will delete that record is teturn to Imprint Select es of 500.	vailable before selecting Add a new entry starting from th from the database. If that en ction Finish Order	new imprint. e entry you select, try has been adder	but click Edit to d to the order, i	o change the entry it will not be remove	ed
sinese Cards Pleas velopes For ti te Cards Add f Ordes 8 rec 1 to the time	e make sure the e Options colum Clicking Delete the order. new imprint R r quantity is Boxe ords. ise selections with ty First Name	text you want is not a in: Click Clone to make will delete that record I keturn to Imprint Selec as of 500.	vailable before selecting Add a new entry starting from the from the database. If that en ction Finish Order	new imprint. e entry you select, try has been adder nt. Address	but click Edit to d to the order, i	o change the entry it will not be remove Options	≥d
siness Cards velopes te Cards	e make sure the e Options colun Clicking Delete the order. new imprint R r quantity is Boxe ords. ise selections with ty First Name John	text you want is not a text you want is not a text you want is not a will delete that record i terr to Imprint Select as of 500. In the added to the is Middle Initial Last i Doe	valiable before selecting Add a new entry starting from th from the database. If that en tion Finish Order arder until you view the impri- tion Title Account Exercutive	new imprint. ie entry you select, try has been adder nt. Address 800 S. Broadway	but click Edit to d to the order, i <u>City</u> Walnut Creek	o change the entry t will not be remove Options Edit Clone	ed
siness Cards velopes tet Cards Orde 8 rec 2 2	e make sure the e Options colum Clicking Delete the order. even imprint R r quantity is Boxe ords. ses selections with first Namo John Chris	text you want is not a m: Click (Cone to make will delete that record i teturn to Imprint Selec es of 500. I not be added to the (24 Middle Initial Lost Dee Eates	valiable before selecting Add a new entry starting from th rom the database. If that en tion Finish Order and the second second second tame Title Account Executive Account Executive	new imprint. te entry you select, try has been adder nt. Address 800 S. Broadway 800 S. Broadway	City Walnut Creek	Options Edit Clone Edit Clone	ed
sinese Cards velopes te Cards Orde 8 rec 1 2 2 2	e make sure the e Options colum Clicking Delete the order. sew imprint R r quantity is Boxe ords. use selections wi First Name John Chris Chris	text you want is not a m: Click Clone to make will delete that record 1 (eturn to Imprint Selec es of 500. ■ not be added to the i >> Middle Initial Last N == Estes H Higgin	valiable before selecting Add a new entry starting from th rom the database. If that en ction Finish Order tion Finish Order Finish Order Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	new imprint. le entry you select, try has been adden Address 800 S. Broadway 800 S. Broadway 14 Spring St	City Walnut Creek Walnut Creek Walnut Creek	Options Edit Come Edit Come Edit Come	≥d
velopes Eards Pelasses Tart to the Cards Add a Cards Order Tart to the Cards Add a Cards Order Tart to the Card a Cards Order Tart to the Card a Cards Order Tart to the Card a C	e make sure the e Options colum Clicking Delete the order. tew imprint R r quantity is Box ords. r guantity is Box ords. y First Name Chris Chris Douglas	text you want is not a m: Click Clone to make will delete that record i deturn to Imprint Selec es of 500. In not be added to the : A Middle Initial Last N Dee Estes H Higgin C Scott	valiable before selecting Add a new entry starting from th rom the database. If that en tion Finish Order internation Finish Order internation Finish Order Account Executive Account Executive Account Executive Solutions Manager	new imprint. e entry you select, try has been adder 800 S. Broadway 800 S. Broadway 14 Spring St 14 Spring St	City Walnut Creek Walnut Creek Walnam Waltham	Options Edit Clone Edit Clone Edit Clone Delete Edit Clone Delete	ed
siness Cards velopes te Cards	e make sure the he Options colum Clicking Delete the order. reue imprint R quantity is Boxe ords. rese selections wi ty First Name Chris Chris Chris Douglas John	Lext you want is not a m: Click Clone to make will delete that record i leturn to Imprint Selec es of 500. I not be added to the i A Hiddle Initial Last k Dee Estes H Higgen C Scett Doe	valiable before selecting Add a new entry starting from th rom the database. If that en- tion Finish Order Internation Finish Order Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	new imprint. le entry you select, try has been adder 00 S. Broadway 800 S. Broadway 14 Spring St 14 Spring St 800 S. Broadway 00 S. Broadway	City Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Waltham	Options Edit Cone Edit Cone Edit Cone Delete Edit Cone Delete Edit Cone Delete Edit Cone Delete	ed
volopes ands volopes for the Cards Please for the Cards Order B received and the Cards Order	e make sure the e Options colum Clicking Delete the order. even imprint R quantity is Box ords. e selections wi ty First Name Chris Chris Deuglas John marie	Lext you want is not a recty you want is not a recty is not a construction of the will delete that record 1 teturn to Imprint Select as of 500. In the added to the i Middle Initial Last the Eates H Miggin C Scatt Dee Fricker	Valiable before selecting Add a new entry starting from th from the database. If that en ction Finish Order International Starting Starting Account Executive Account Executive Solutions Manager Account Executive Account Executive Account Executive	new imprint. e entry you select, try has been added address Boo S. Broadway Boo S. Broadway Boo S. Broadway 14 Spring St 14 Spring St 14 Spring St 14 Spring St 13 Spradway 12 Spradway 13 Spradway 13 Spradway	City Walnut Creek Walnut Creek Waltham Waltham Waltham Walnut Creek Waltham	Options Edit Clone Edit Clone Edit Clone Delete Edit Clone Delete Edit Clone Delete Edit Clone Delete Edit Clone Delete	ed
sciness cards velopes te Cards For the Cards For guestions or For guestions or	e make sure the e Options colum Clicking Delete the order. sew imperint R r quantity is Boxe ords. isse selections with y First Navit y First Navit y First Selections with Deuglas Deuglas John marie Peter	text you want is not a	valiable before selecting Add a new entry starting from th rom the database. If that en tion Finish Order Into Title Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	new imprint. le entry you select, try has been added been added be	City Walnut Creek Walnut Creek Waltham Walnut Creek Norwell Wannut Creek Norwell Wannut Creek	Options Edit Clone Delete Edit Clone Delete	ed
Err questions or comments, plass	e make sure the e Options colum Clicking Delete the order. euew imprint R quantity is Boxe ords. isse selections wi ty First Name John Chris Chris Chris Chris Dauglas John marie Peter Peter	Lext you want is not a m: Click Clone to make will delet that record i lexturn to Imprint Selec es of 500. I not be added to the i been Atifical Initial Last k Deen Estes H Higgin C Scott Doe Fricker Azoff Azoff	valiable before selecting Add a new entry starting from th from the database. If that en- tion Finish Order Internation Finish Order Internation Finish Order Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive Account Executive	new imprint. le entry you select, try has been adden Address Boo S. Broadway 14 Spring St 14 Spring St 14 Spring St 1500 S. Broadway 127 weshington St. Boo S. Broadway 100 S. Broadway	City Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Norwell Walnut Creek Wanut Creek Wanut Creek	Options Edit Cone Edit Cone Edit Cone Delete Edit Cone Delete	ed
Error guestions or comments, plase send an email to: detergindo com email detergindo com email extendino com email detergindo com email extendino com email detergindo com email	e make sure the e Options colum Clicking Delete the order. tew imprint R quantity is Box ords. isse selections wi y First Name Data Chris Chris Dauglas John Dauglas John Pater Peter Richard	text you want is not a text you want is not a set of solo. If not be added to the i addet the solo of solo. If not be added to the i addet initial lost to be added to the i addet initial lost to be added to the i addet initial lost to be added to the i addet initial lost to addet init	valiable before selecting Add a new entry starting from th rom the database. If that en tion the database. If that en the second second second second the second second second account second second second second second second second second second Account second	new imprint. e entry you select, try has been adder 800 S. Broadway 800 S. Broadway 14 Spring St 14 Spring St 800 S. Broadway 127 washington St. 600 S. Broadway 127 washington St. 600 S. Broadway 14 Spring Street	City Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek Walnut Creek	Options Edit Cone Edit Cone Edit Cone Edit Cone Delete Edit Cone Delete	ed

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:

	3/login.cgi	🎽 🖻 🔭 🗙 💿 Bing	م
File Edit View Favorites Tools Help			
x 🕂 • 🔍 🖓 🖓	Search • 🔶 Choose Game • 🔰		
🌟 Favorites 🛛 🙀 🏉 Suggested Sites 🔹 🔊 Free H	stmail 🙋 Web Sice Gallery 🔹 🚞 Microsoft 🔹 🙋 Br	st of the Web 🙋 Channel Guide 🙋 Internet Start 🙋 Micror	soft
🥭 Ordering Site		🏠 • 🔂 · 🖂 🖶 • Page • :	Safety • Tools • 🔞 •
A T A G U I D E SOLUTIONS FOR BUSINESS	* You don't have to enter Add to the Order unless the order. Select Update	a quantity or Logged in as demo3 Logged ; you are planning on placing e the Database for future ordering.	ADVANCED WEB TO PRI DEMO CLICK HER
		New Order Sh	ow Basket Finish Ord
Imprints Business Cards View Imprin Back to text sele	t - DG-BUSINESS CARDS (DGBUSCDS) ction list		
invelopes First Nam	e: John	and an I and an I and	I I I
Note Cards Middle Initia	d:	DATAG	
Last Nam	e: Doe	SOLUTIONS FOR	BUSINESS
Titl	e: Account Executive		
Addres	s: 800 S. Broadway	John F	
Cit	y: Walnut Creek	John L	<i>loe</i>
stat	e: CA	Account Exe	ecutive
71	0: 94596	800 S. Broadway • Waln	ut Creek CA 9459
Direct	:: 9252566153	925-256-6153 or (8	300) 650-2797
Direct Toll Free	:: 9252566153 :: 8006502797	925-256-6153 or (8 Cell: 925-78	300) 650-2797 8-9224
Direct Toll Free Fax	2252566153 200502797 2252740909	925-256-6153 or (8 Cell: 925-78 Fax: (925) 22	800) 650-2797 8-9224 74-0909
Toll Free Fax Cel	:: 9252566153 :: 8006502797 :: 9252740909 :: 9257889224	925-256-6153 or (8 Coll: 925-78 Fax: (925) 27 E-Majl: christetes@c	800) 650-2797 8-9224 74-0909
Direct Direct Toll Free Faa Cel e-mai	9252566153 8006502797 9252740909 9252740909 1 9258224 1 chrisestes@dataguide.com	925-256-6153 or (8 Cell: 925-78 Fax: (925) 27 E-Mail: chrisestes@d	800) 650-2797 8-9224 74-0909 dataguide.com
For questions or	:: 9252566153 :: 8006502797 :: 9252740909 :: 9252740909 :: chrisestes@dataguide.com ie Terms and Conditions.	925-256-6153 or (8 Cell: 92578 Fax: (925) 22 E-Mail: chrisestes@d	800) 650-2797 8-9224 74-0909 Jataguide.com
For questions or communit, plase and an email to the	12 9252566153 12 8006502797 12 9252740909 12 9252740909 12 9257899224 12 (chrisestes@dataguide.com 14 Erema and Conditions. 14 ase Add to the Order & Update the Data	925-256-6153 or (8 Cell: 925-78 Fax: (925) 22 E-Mail: chrisestes@d base Add to the Order View Imprint View Pi	800) 650-2797 8-9224 74-0909 dataguide.com
For questions or comments, plasse sesseporté dataguide comments dataguide comments dataguide comments desporté dataguide comments et update the Datal	11: 0252566153 11: 000502797 12: 9252740909 11: 9257889224 11: Chrisestes@dataguide.com 11: Terms and Conditions. tase Add to the Order & Update the Data	925-256-6153 or (8 Cell: 925-78 Fax: (925) 22 E-Mail: chrisesles@d	000) 650-2797 8-9224 74-0909 dataguide.com

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

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:

💽 🗢 🙋 http://dataguid	le.onet.net/cgi-bin/ver3/login	cgi	× 2	1 47 × 5 Bing	۶.
le Edit View Favorites Tr	ools Help				
A	🗸 🗘 Search	▪ ♦ Choose Game ▪			>>
Favorites 🛛 👍 🏉 Suggester	d Sites 🔹 🙋 Free Hotmail	🕖 Web Slice Gallery 🔹 🚞 Microsoft 🔹	🔊 Best of the Web 🔊	Channel Guide 🙋 Internet Start 🙋 Micro	soft
Ordering Site				🏠 • 🔝 - 🖃 🖶 • Page •	Safety + Tools + 🔞 + 🕺
A T A G U SOLUTIONS FOR BU	U I D E SINESS			Logged in as demo3 Logout	ADVANCED WEB TO PRINT DEMO CLICK HERE!
Imprint	s Administration				
		3 		New Order S	how Basket Finish Order
Imprints	Company	The Button Shoppe			^
cipace Carde	Attn				
uelenes	Address	632 Shutter Drive			
velopes	Address				
te Lands	City	Hartford	State CT	Zip 06103	
	Ship Via	GROUND			
	Delivery Instruction	15			
	Item	Description	II/I Oty		
	DGBUSCDS	DG-BUSINESS CARDS John Doe Account Executive 800 S. Broadway	BX/500 2		
	Totals: Line Items 1 Special Instructions	:			
For questions or comments, please send an email to: support@ dataguide.com	SEND ABANDON)			
•				😧 Internet	 • • • • • • • • • • • • • • • • • • •
	The second se				2 12:48 PM

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



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

Thank You



MARKETING, PRINT & ONLINE SOLUTIONS

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