



Your Web-To-Print Portal User's Guide

Customized for:

Health
Leads[→]

Dear Valued Customer:

As a value-added service to Health Leads, Marcus Printing has deployed for you a **NEW** Web-to-Print portal which will allow your organization to conveniently order your most common print items over the Internet.

Some of the features of this new web-to-print portal include enhanced user - based permissions, easier navigation, a more robust Order History page, and enhanced ability for your company to have an online catalog of your most common print pieces, such as business cards, envelopes, and letterheads. You can order these print items from any computer with Internet access, anywhere. The system will lock your corporate look and identity, such as fonts, logos, layouts, and colors. It can also give you the flexibility to edit each element if needed. You can preview your order online before submitting it. That way you make sure that everything looks good and all the elements are where they're supposed to be. Once the order is submitted, we'll process it right away!

This is your "how-to" guide to your new web-to-print portal. In these pages you'll find detailed instructions on how to navigate the system and perform the most common tasks.

Here at Marcus Printing we are working hard to bring the best services to our customers. We are confident that this new web-to-print portal will ease and speed up the process of ordering print jobs for your organization.

Sincerely yours,

The Marcus Printing Team

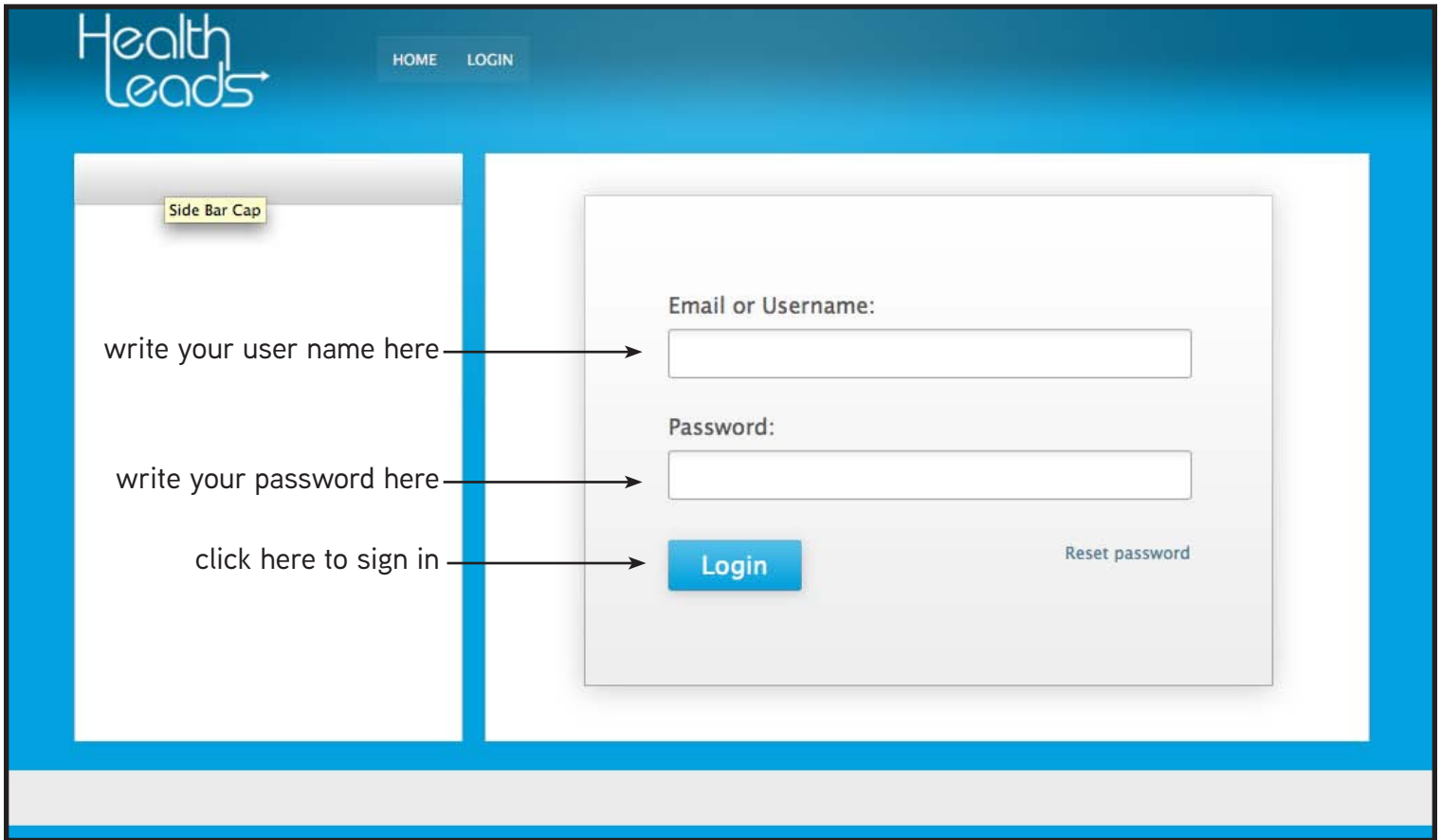
Welcome to Your Web-to-Print Center!

1. Log In.

Open your favorite web browser (Internet Explorer, Firefox, Chrome, Opera, Safari) and type the address:

<http://healthleads.marcusprinting.com>

Once you see the welcome screen, type in your user name and password. These fields are case-sensitive, so be sure that the Caps Lock key on your keyboard is not activated. Press the “Login” button

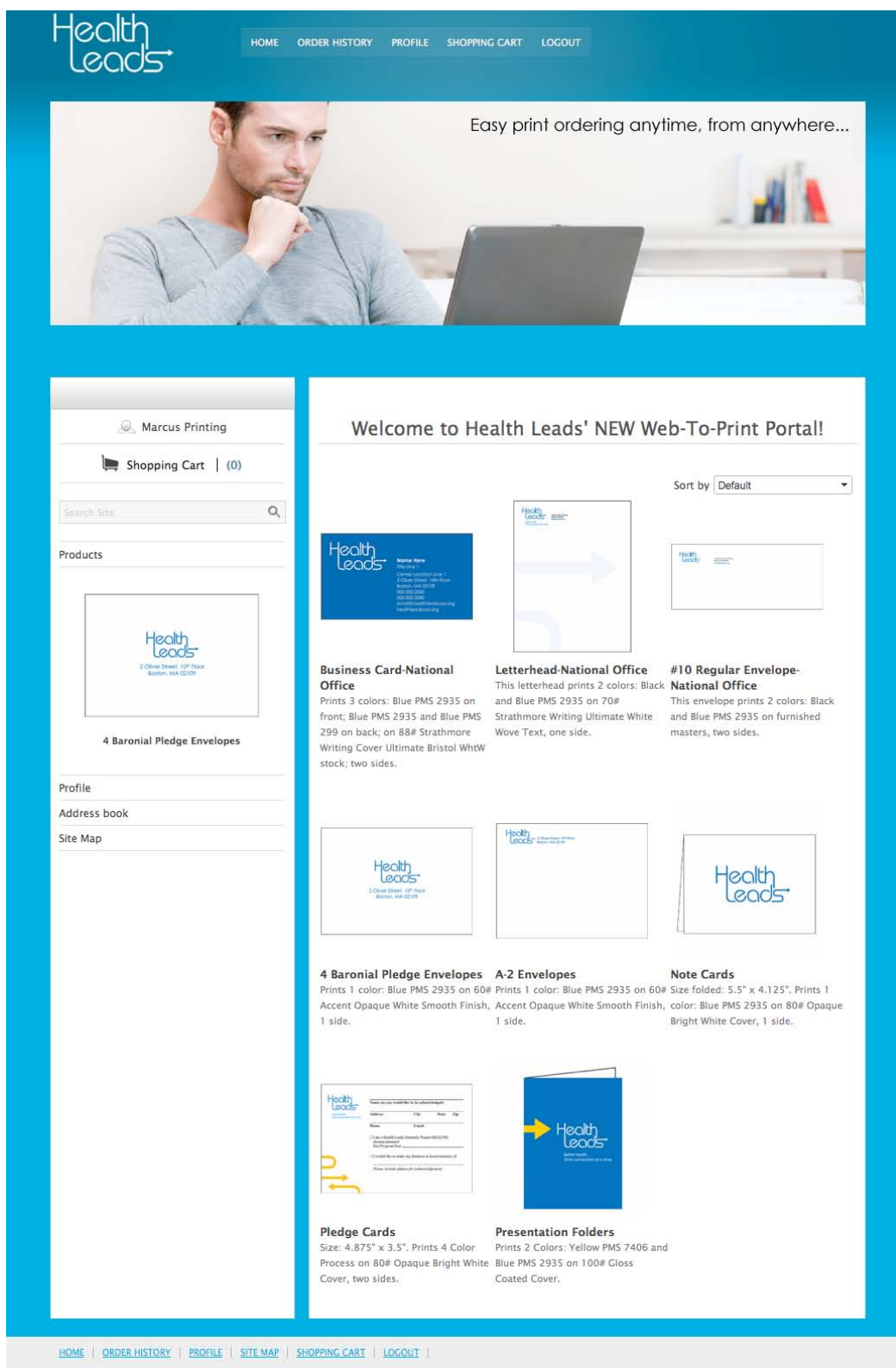


The screenshot shows the Health Leads login interface. At the top left is the "Health Leads" logo. To its right are "HOME" and "LOGIN" links. The main content area is divided into two sections. The left section, titled "Side Bar Cap", contains three instructions with arrows pointing to the right: "write your user name here", "write your password here", and "click here to sign in". The right section contains a login form with two input fields: "Email or Username:" and "Password:". Below the "Password:" field is a blue "Login" button. To the right of the "Login" button is a link that says "Reset password".

If you are having difficulties entering to the site, you can reset your password by clicking on the “Reset Password” link and following the easy on-screen instructions.

2. Your Welcome Screen and Main Menu.

This is your welcome screen and main menu. From this menu you can access all the areas of your web-to-print center.



The screenshot displays the Health Leads web-to-print portal. At the top, a navigation bar includes links for HOME, ORDER HISTORY, PROFILE, SHOPPING CART, and LOGOUT. Below this is a hero banner featuring a man working on a laptop with the text "Easy print ordering anytime, from anywhere...".

The main content area is divided into two columns. The left column contains a sidebar with the following elements:

- Marcus Printing logo and name
- Shopping Cart icon and count (0)
- Search Site input field
- Products section with a thumbnail of a Health Leads envelope and the text "4 Baronial Pledge Envelopes"
- Profile link
- Address book link
- Site Map link

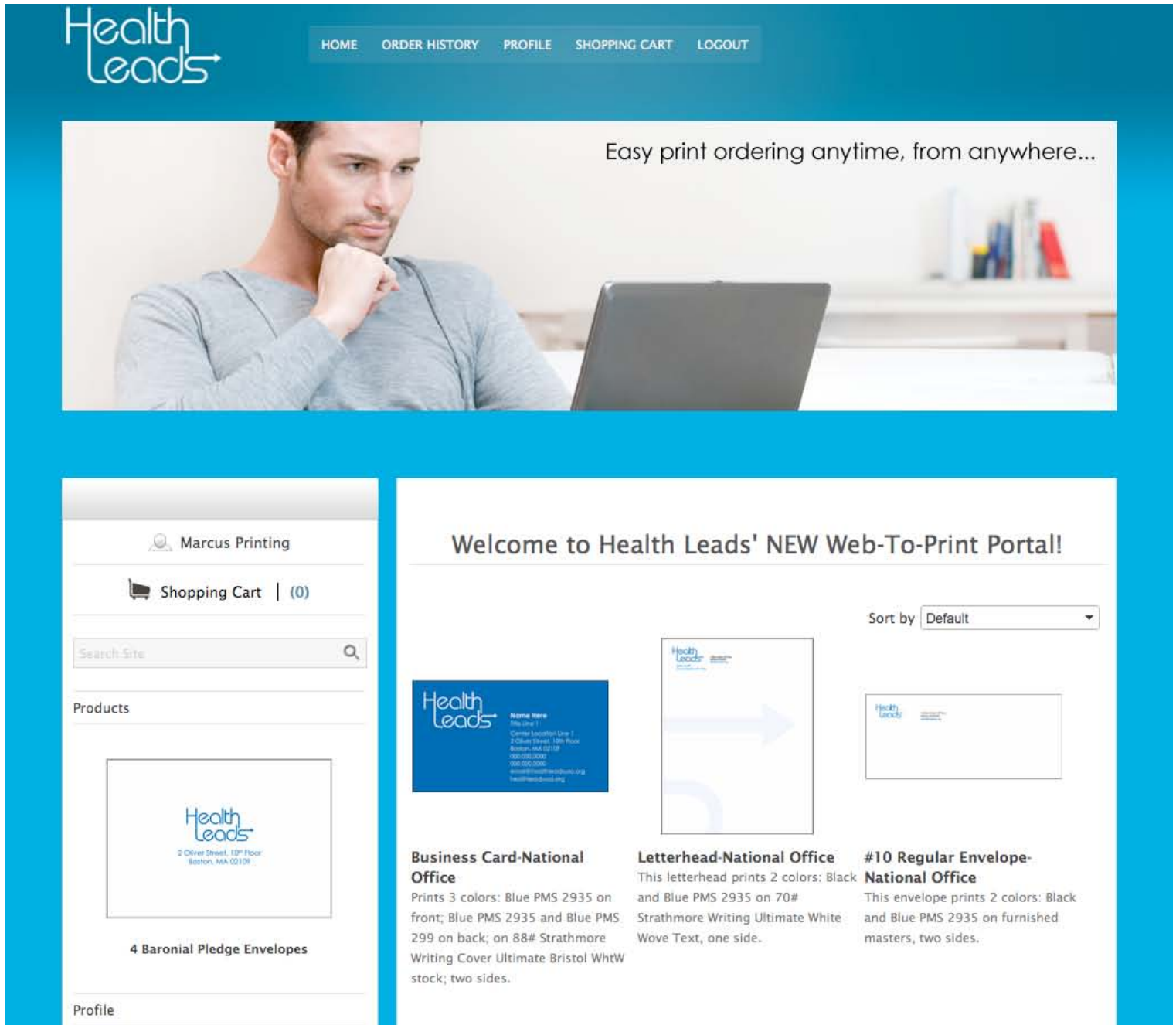
The right column displays a "Welcome to Health Leads' NEW Web-To-Print Portal!" message. Below this, a grid of product categories is shown, each with a thumbnail and a brief description:

- Business Card-National Office**: Prints 3 colors: Blue PMS 2935 on front; Blue PMS 2935 and Blue PMS 299 on back; on 88# Strathmore Writing Cover Ultimate Bristol White stock; two sides.
- Letterhead-National Office**: This letterhead prints 2 colors: Black and Blue PMS 2935 on 70# Strathmore Writing Ultimate White Wave Text, one side.
- #10 Regular Envelope-National Office**: This envelope prints 2 colors: Black and Blue PMS 2935 on furnished masters, two sides.
- 4 Baronial Pledge Envelopes**: Prints 1 color: Blue PMS 2935 on 60# Accent Opaque White Smooth Finish, 1 side.
- A-2 Envelopes**: Prints 1 color: Blue PMS 2935 on 60# Accent Opaque White Smooth Finish, 1 side.
- Note Cards**: Size folded: 5.5" x 4.125"; Prints 1 color: Blue PMS 2935 on 80# Opaque Bright White Cover, 1 side.
- Pledge Cards**: Size: 4.875" x 3.5"; Prints 4 Color: Process on 80# Opaque Bright White Cover, two sides.
- Presentation Folders**: Prints 2 Colors: Yellow PMS 7406 and Blue PMS 2935 on 100# Gloss Coated Cover.

At the bottom of the page, a secondary navigation bar includes links for HOME, ORDER HISTORY, PROFILE, SITE MAP, SHOPPING CART, and LOGOUT.

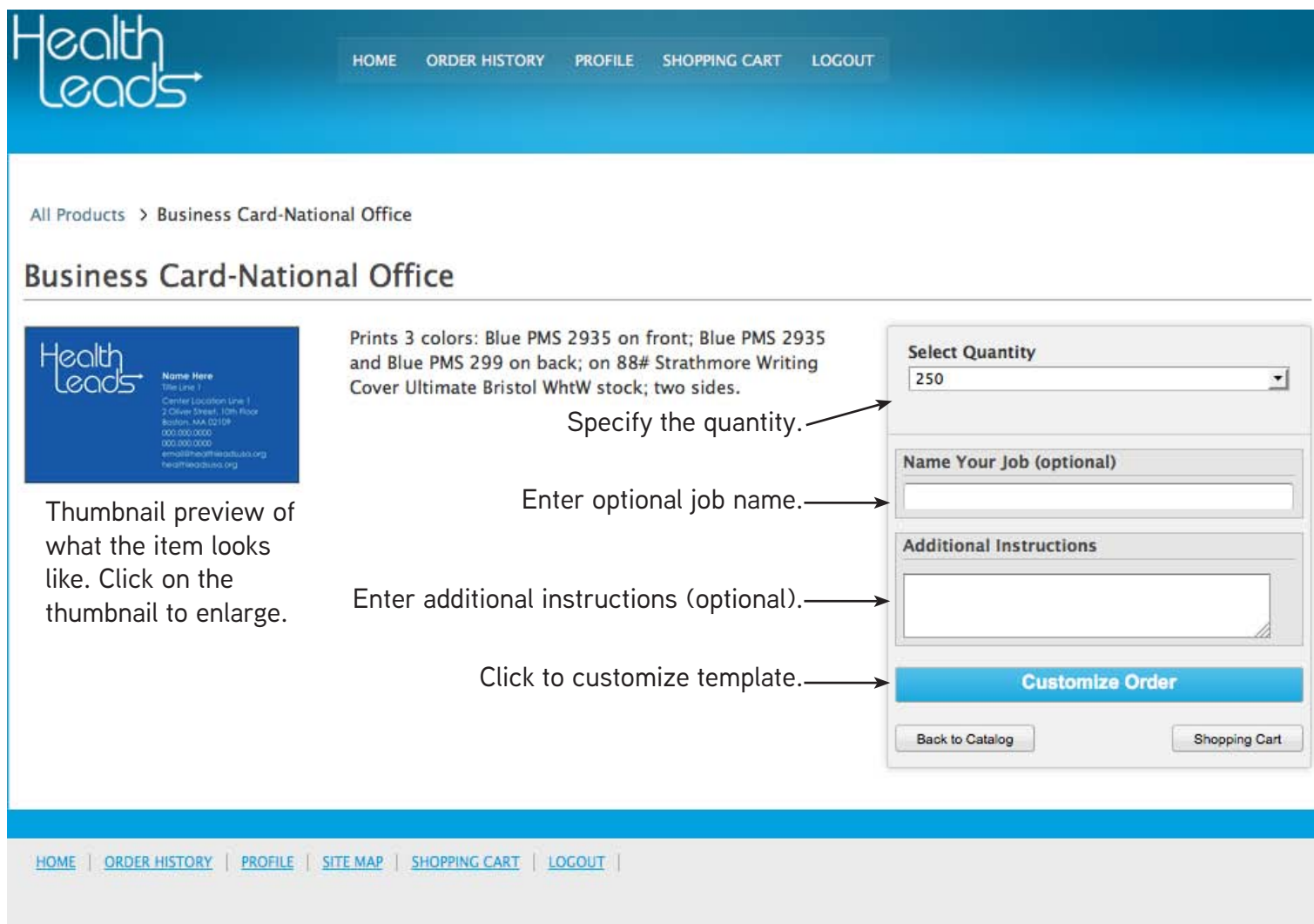
3. Starting the Ordering Process.

From this main page you can select any of these templates to place an order for it. Each user can only see the templates that are relevant to his/her location. Of all these items, the business card is the only template that requires customization. Click on the business card template to customize it.



The screenshot displays the Health Leads web-to-print portal. At the top, the 'Health Leads' logo is on the left, and a navigation bar contains links for HOME, ORDER HISTORY, PROFILE, SHOPPING CART, and LOGOUT. Below the navigation bar is a large banner image of a man looking at a laptop, with the text 'Easy print ordering anytime, from anywhere...'. The main content area is divided into two columns. The left column features a sidebar with the 'Marcus Printing' logo, a shopping cart icon showing '(0)', a search bar, and a 'Products' section displaying '4 Baronial Pledge Envelopes' with a preview image. The right column has a heading 'Welcome to Health Leads' NEW Web-To-Print Portal!' and a 'Sort by' dropdown menu set to 'Default'. Below the heading are three product categories, each with a preview image and a description: 'Business Card-National Office' (prints 3 colors: Blue PMS 2935 on front; Blue PMS 2935 and Blue PMS 299 on back; on 88# Strathmore Writing Cover Ultimate Bristol WhtW stock; two sides), 'Letterhead-National Office' (this letterhead prints 2 colors: Black and Blue PMS 2935 on 70# Strathmore Writing Ultimate White Wave Text, one side), and '#10 Regular Envelope-National Office' (this envelope prints 2 colors: Black and Blue PMS 2935 on furnished masters, two sides).

3. Starting the Ordering Process *(continued)*.



The screenshot shows the Health Leads website interface. At the top is a navigation bar with links: HOME, ORDER HISTORY, PROFILE, SHOPPING CART, and LOGOUT. Below this is a breadcrumb trail: All Products > Business Card-National Office. The main heading is "Business Card-National Office".

On the left is a thumbnail preview of a business card. To its right is a description: "Prints 3 colors: Blue PMS 2935 on front; Blue PMS 2935 and Blue PMS 299 on back; on 88# Strathmore Writing Cover Ultimate Bristol WhtW stock; two sides." Below the description is a "Specify the quantity." label with an arrow pointing to the "Select Quantity" dropdown menu, which is currently set to 250.

Below the thumbnail is a text box: "Thumbnail preview of what the item looks like. Click on the thumbnail to enlarge." To the right of the thumbnail is a text box: "Enter optional job name." with an arrow pointing to the "Name Your Job (optional)" input field.

Below the job name field is a text box: "Enter additional instructions (optional)." with an arrow pointing to the "Additional Instructions" text area.

Below the instructions field is a text box: "Click to customize template." with an arrow pointing to the "Customize Order" button.

At the bottom of the form are two buttons: "Back to Catalog" and "Shopping Cart".

On this screen you will specify the quantity you wish to order for this particular item, add an optional name to your job, and specify additional instructions for this particular item. Then click on the "Customize Order" button to start customizing your template.

From here you can also go back to the catalog, to the shopping cart, or to any part of the site without adding this item to the cart.

4. Customizing Your Template.

Please enter the information below and click "Update Preview". Items marked with an asterisk (*) are required.

Name Information

Name *

Name Here

1

Title Line 1

Title Line 1

2

Title Line 2

Contact Information

Center Location Line 1

Center Location Line 1

3

Address Line 1 *

2 Oliver Street, 10th Floor

4

City *

Boston

ST *

MA

Zip Code *

02109

Phone

000.000.0000

5

Cell Phone

000.000.0000

E-Mail

email@healthleadsusa.org

6

Page Number: 1

Preview Size: Standard

Update Preview

7

Health Leads

Name Here

Title Line 1

Center Location Line 1

2 Oliver Street, 10th Floor

Boston, MA 02109

000.000.0000

000.000.0000

email@healthleadsusa.org

healthleadsusa.org

Change the size of the preview image.

Toggle between front and back views.

Update Preview

7

Update Preview required

8

☐ Yes, I approve this document.

Add to Cart

Cancel

This is your template customization screen. As you can see, you can edit the information in the business card, but you can't edit the colors, change the logo or edit the card layout. Required fields are marked with an asterisk (*). If you can't fill all fields, just leave them blank and the system will adjust automatically. Here are your options for this template:

1. Enter the person's name as you want it to appear on the business card.
2. Enter the person's title. There are two lines set up in case you need more space.
3. Enter the person's center location. If not provided, leave the field blank.
4. The address information for your location is already entered for you. You can edit the address if you need to.
5. Enter the person's phone and cell phone numbers. If not provided, leave the field(s) blank.
6. Enter the person's e-mail address. If not provided, leave the field blank.
7. Click on the "Update Preview" button to see a preview with the new information.
8. After you're satisfied with how the template looks, check the box labeled "Yes, I approve this document" and click on the "Add to Cart" button to proceed to your cart. You can't proceed any further unless you check the box.

Your Web-to-Print Portal User's Guide

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5. Shopping Cart.



[HOME](#)
[ORDER HISTORY](#)
[PROFILE](#)
[SHOPPING CART](#)
[LOGOUT](#)

Shopping Cart

1 Item Shipping To:

Robin Nelson
Health Leads
2 Oliver Street
10th Floor
Boston, MA 02109
617-209-7827
rnelson@healthleadsusa.org

Shipping options:

Delivery ▾

[Continue Shopping](#)
[Proceed to Checkout](#)

Item	Description	Quantity	Price
	Business Card-National Office Job Item Name: Name Here Edit Remove Details Select Quantity =250	250	

After you customize your template, you'll be taken to your shopping cart. From this screen you can choose to add another item to your order (click on the "Continue Shopping" button), you can edit/view/delete the item(s) on your cart, or proceed to checkout to finalize your order.

6. Completing Your Order.



[HOME](#)
[ORDER HISTORY](#)
[PROFILE](#)
[SHOPPING CART](#)
[LOGOUT](#)

Checkout

Please fill out the following information before completing your order.

Payment Information

Comments or other information about this order (optional):

Purchase Order Number not provided

Order Summary

1 Products
1 Shipping Locations

[Edit quantities or shipping options.](#)

Submit Order!

Order Item Summary

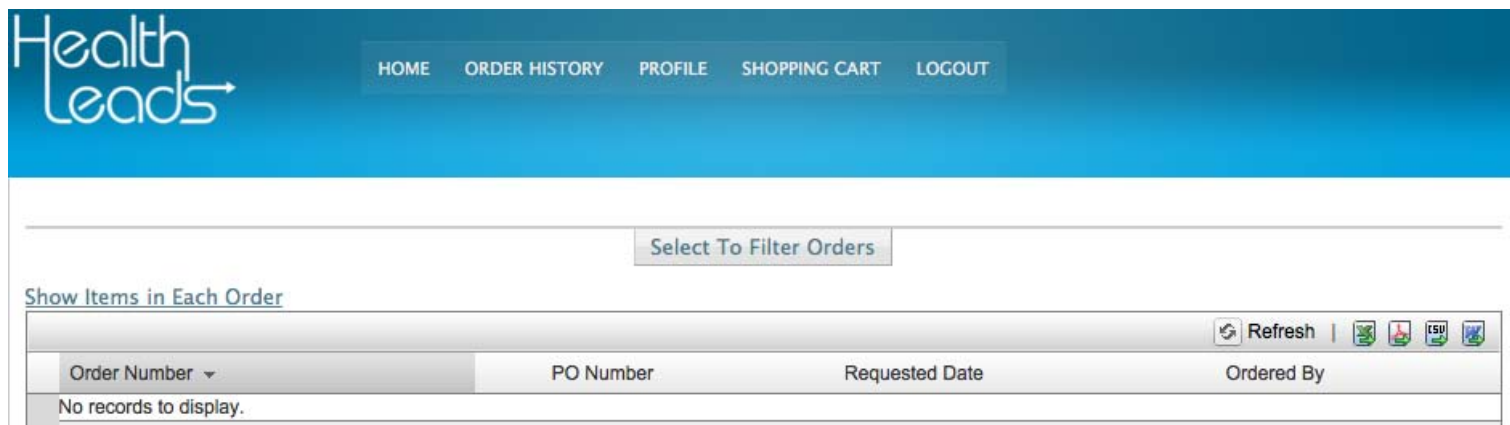
(1)Item Shipping To :Health Leads

Description	Quantity
Business Card-National Office	250

[HOME](#) |
 [ORDER HISTORY](#) |
 [PROFILE](#) |
 [SITE MAP](#) |
 [SHOPPING CART](#) |
 [LOGOUT](#)

The checkout process is simple. Here you will verify that all the information is correct. Enter the appropriate information in the blank fields (P.O. number and any comments or instructions about the order). To place the order, click on the green "Submit Order!" button on the right side of the screen.

7. Order History.



Health Leads

HOME ORDER HISTORY PROFILE SHOPPING CART LOGOUT

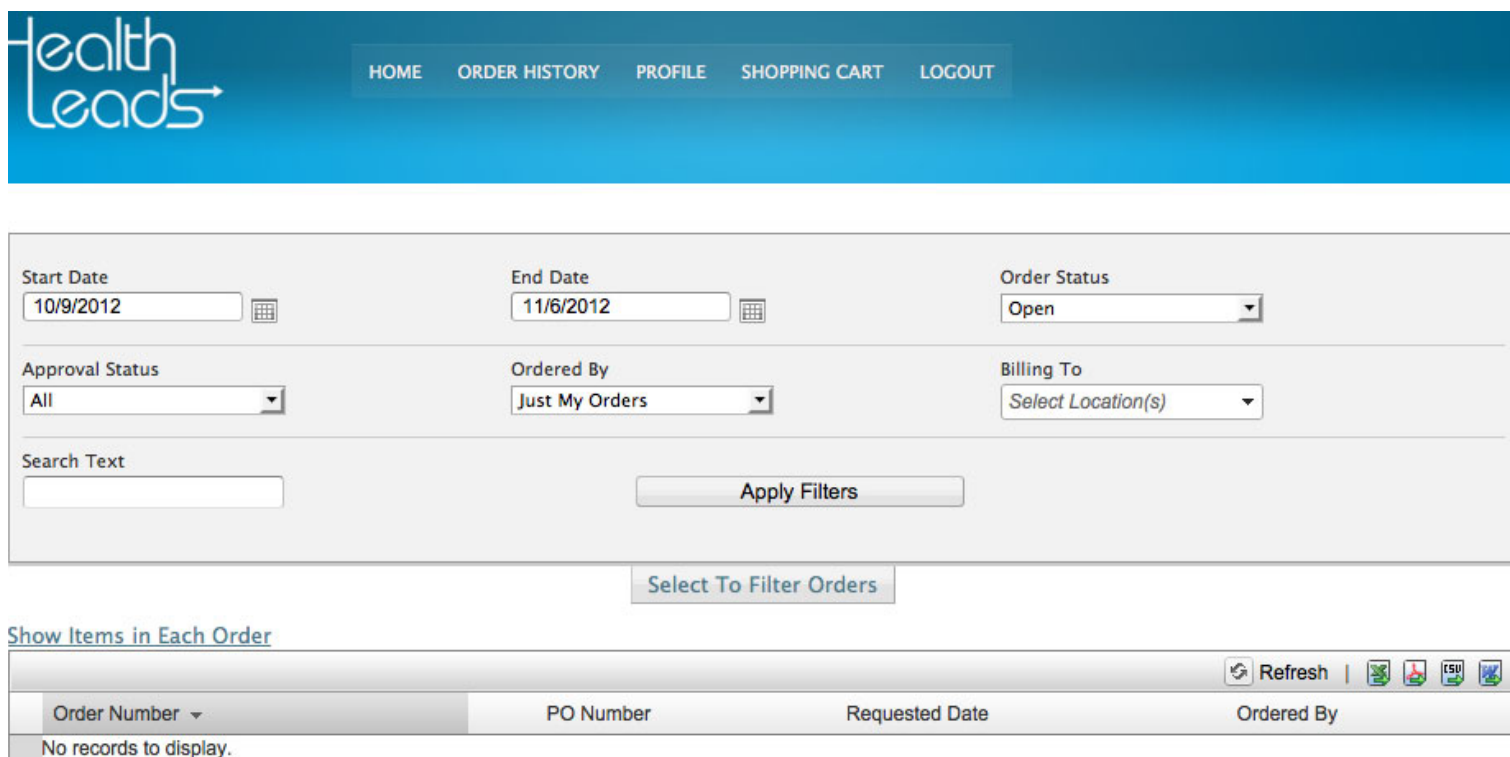
Select To Filter Orders

Show Items in Each Order

Refresh | [Excel] [PDF] [CSV] [Word]

Order Number ▼	PO Number	Requested Date	Ordered By
No records to display.			

When you click on the “Order History” link on the top menu, you’ll be taken to your Order History page. In here you can view past orders, process re-orders, and export the data to Excel, PDF, CSV and Word. You can filter the list through the “Select To Filter Orders” option. Clicking on this link will display different filtering options, such as date, status, person who ordered, and keywords. See the image below for all the different filtering options.



Health Leads

HOME ORDER HISTORY PROFILE SHOPPING CART LOGOUT

Start Date: 10/9/2012 [Calendar]

End Date: 11/6/2012 [Calendar]

Order Status: Open ▼

Approval Status: All ▼

Ordered By: Just My Orders ▼

Billing To: Select Location(s) ▼

Search Text: [Input]

Apply Filters

Select To Filter Orders

Show Items in Each Order

Refresh | [Excel] [PDF] [CSV] [Word]

Order Number ▼	PO Number	Requested Date	Ordered By
No records to display.			

8. User Profiles.

Settings

Profile **Password**

First Name *

Marcus

Last Name *

Printing

Title

Default Location

National Office ▼

Email

prep@marcusprinting.com

Phone

Fax

Login

MPC

Update

On the “Profile” section of the portal, you will be able to edit your own personal information and change your password. Once you enter the information, click on the “Update” button.

We are here to help your organization with all of your printing needs. If you have any comments or questions, do not hesitate to contact us.



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