



Business 2 Business Help Guide

Contents

<u>Access your online Customer Area</u>	<u>3</u>
<u>Your Customer Area Homepage</u>	<u>4</u>
<u>File Upload</u>	<u>6</u>
<u>Ordering Products.....</u>	<u>7</u>
<u>Search Results</u>	<u>8</u>
<u>Ordering an Artwork Product</u>	<u>11</u>
<u>Preview the Artwork</u>	<u>12</u>
<u>Shopping basket.....</u>	<u>13</u>
<u>Order History</u>	<u>17</u>

Access your online Customer Area

If you have not already received your Customer Area user account details; then please contact Resource Print Solutions on 0113 205 8300.

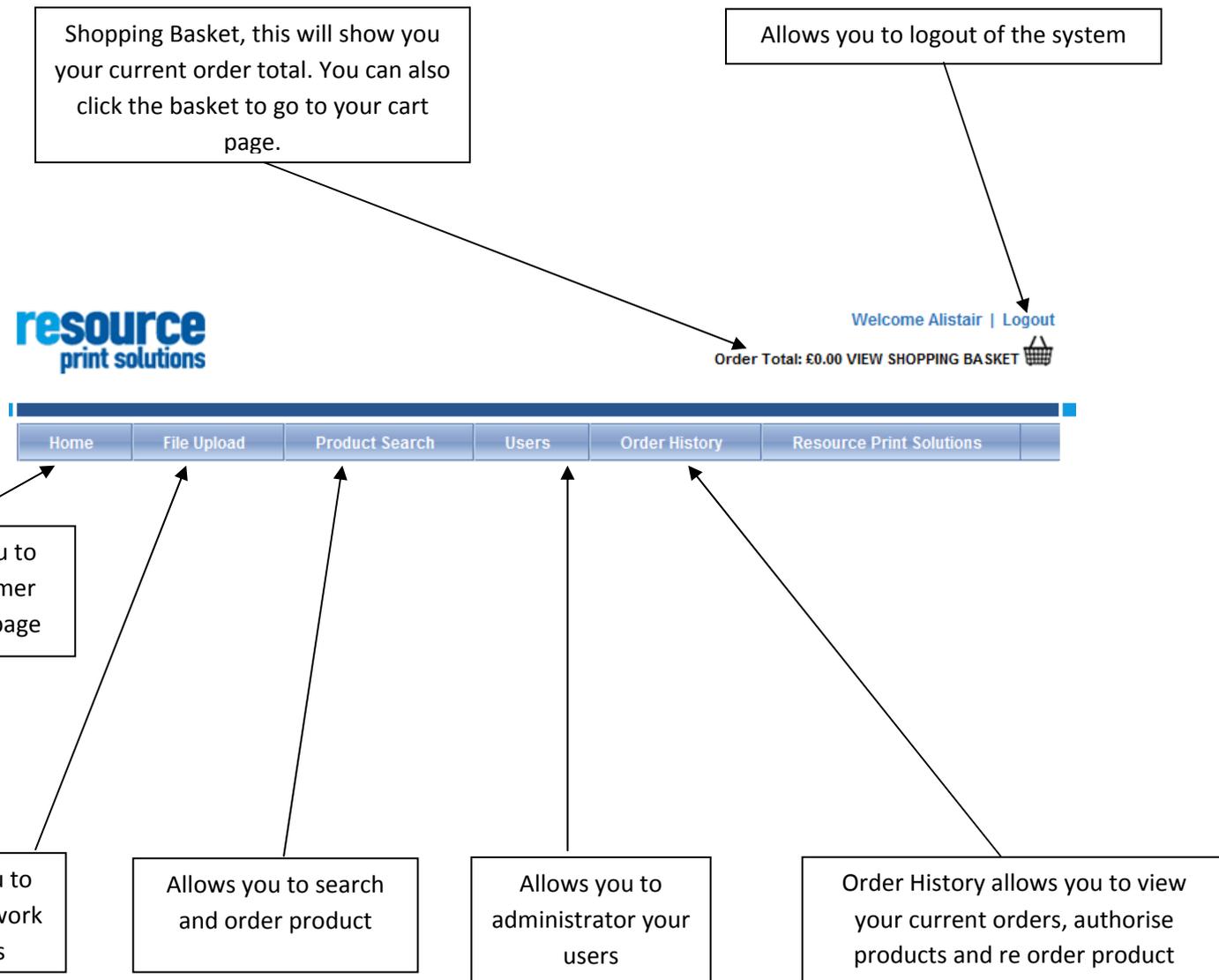
Once you have received your accounts you can log into your customer area using the login page below.

The screenshot shows the Resource Print Solutions website header with the logo and a 'Login' link. Below the header is a navigation bar with 'Home', 'File Upload', and 'Resource Print Solutions' buttons. The main content area features a mouse icon, the text 'customer area', and a login form with 'Username' and 'Password' fields and a 'Login' button. A callout box points to the Username field with the text 'Please enter your supplied username'. Another callout box points to the Password field with the text 'Please enter your supplied password. **IMPORTANT**, your password is case sensitive. Also type your password instead of cutting and pasting from an email'. Below the form is a link: 'If you would like to register to use our on-line ordering facility please [Contact Us](#)'. The footer contains a 'Help' dropdown and the copyright notice '©Resource Print Solutions 2008/2009'.

If you are still having problems entering the system, please use the Contact Us link on the login page or contact Resource Print Solutions on 0113 205 8300 and ask for your main contact.

Your Customer Area Homepage

Once you have entered your correct account details you're taken to the Customer Area Homepage. Where ever you are within your customer area you will be able to access your basket and also use the menu.



From the homepage you are able to quickly check your recent orders, create an order, upload a file or contact Resource Print Solutions.

Welcome to Resource Print B2B ?

Contact Details

Asif Choudry amc@resource-ps.co.uk
T: 0113 205 8306 M: 07939 723 190

David Hunter dh@resource-ps.co.uk
T: 0113 205 8337 M: N/A

David Woodcock dww@resource-ps.co.uk
T: 12342 M: 2342

Louise Evans le@resource-ps.co.uk
T: 0113 205 8316 M: N/A

Contact details for your main contacts for Resource Print Solutions

Send us a file
upload your artwork

Allows you to quickly upload any artwork or a file to the system

Create an order

Quickly create an order

Recent Orders

WebRef	Order Name	Order Date	Total Price	Status
WEB-46	Business Card	30/01/2009 12:23:00	5.98	Authorised

Recent Orders: This section quickly allows you to see your current orders and at what stage of the order process they are at.

File Upload

The file upload process lets you upload artwork and files for Resource Print solutions to Download. You can also download files that Resource Print Solutions have sent you.

resource print solutions

Welcome Alistair | Logout

al: £0.00 VIEW SHOPPING BASKET

Home File Upload Products Resource Print Solutions

File Upload

Comments

File

Browse...

Another File...

Submit

Comments allows you to share information with Resource Print Solutions about the Artwork or File

Upload your files to your Customer Area

Click browse to find the file you want to upload.

If you wish to send more than one file please select "Another File", this will allow you to upload more than one file.

To download files you need to select the disk icon, to delete a file please select the trash icon.

Your files

File name	Comments	File Download	Options
Batmobile.jpg	Artwork for the latest business card	67k	 

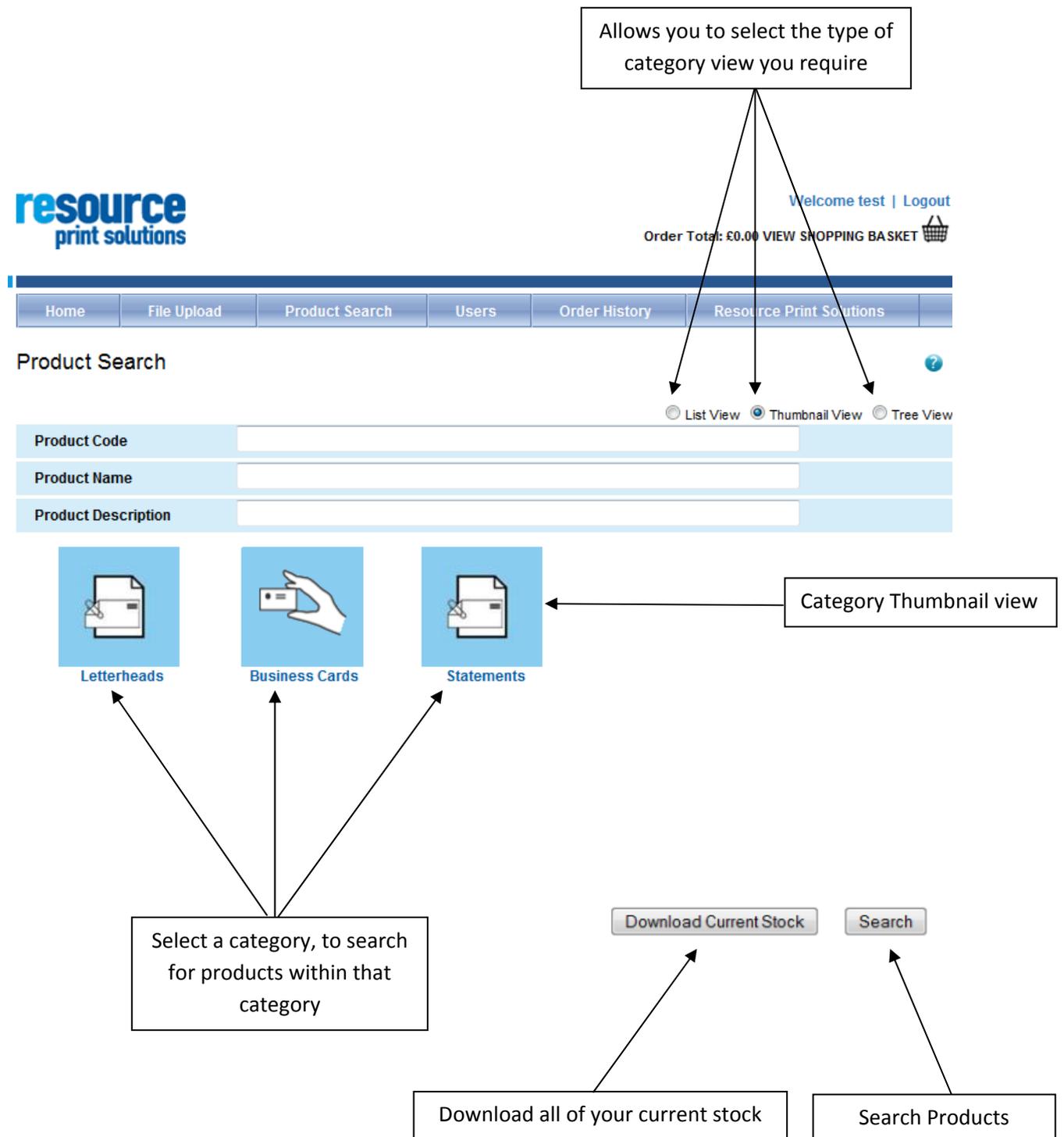
Size of the file you wish to download

Download the file

Delete the file from your customer area

Ordering Products

You can find your products to order by using the Product Search; you can search by Product Code, Product Name, Product Description or Category. You can also choose which view you wish to view your categories in. You can view it in a list view, thumbnail view or a tree view.



Home	File Upload	Product Search	Users	Order History	Resource Print Solutions
------	-------------	----------------	-------	---------------	--------------------------

Product Search

List View Thumbnail View Tree View

Product Code	<input type="text"/>
Product Name	<input type="text"/>
Product Description	<input type="text"/>
Company	Resource Print Solutions 

- Resource Print Solutions
 - Business Cards
 - Statements
 - Letterheads

Category Tree View

Home	File Upload	Product Search	Users	Order History	Resource Print Solutions
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Product Search

List View Thumbnail View Tree View

Product Code	<input type="text"/>
Product Name	<input type="text"/>
Product Description	<input type="text"/>
Company	Resource Print Solutions 

- Business Cards 
 - Business Cards
 - Statements
 - Letterheads
 - Resource Print Solutions

Category list

Search Results

There are two ways to view your search results, the list view and the thumbnail view. You can change your result view, by selecting which view you would like to see. You can also sort your results by the different headings. To order a stock product you enter the amount you wish to order and will be taken to the cart page. If you order an Artwork product you will be taken to the Artwork Creation section of your Customer Area.

The screenshot shows the 'Product Search' page on the Resource Print Solutions website. At the top right, it says 'Welcome Alistair | Logout' and 'Order Total: £0.00 VIEW SHOPPING BASKET' with a basket icon. A navigation bar contains links for Home, File Upload, Product Search, Users, Order History, and Resource Print Solutions. The main heading is 'Product Search' with a help icon. Below it, it says 'Viewing 1- 8 of 25 products'. There are two radio buttons for 'Thumbnail View' (unselected) and 'List View' (selected). A 'Page show all' link is on the left, and a 'Sort Results By' dropdown menu is on the right, currently set to 'Product Name'. A table displays search results with columns for Product Code, Product Name, Details, Stock, and Batch Quantity. Each row includes a 'Product Details' link, a stock quantity, and a quantity input field with a basket icon. A 'Back to Product Search' button is at the bottom left. Three callout boxes provide instructions: 'Change the result view' points to the view radio buttons; 'Change the Order of your search results' points to the 'Sort Results By' dropdown; and 'Enter your order quantity and select the basket to add to your cart' and 'Select the basket to order an artwork product' both point to the quantity input fields and basket icons in the table rows.

Change the result view

Change the Order of your search results

resource print solutions

Welcome Alistair | Logout

Order Total: £0.00 VIEW SHOPPING BASKET

Home File Upload Product Search Users Order History Resource Print Solutions

Product Search

Viewing 1- 8 of 25 products

Thumbnail View List View

Page show all Sort Results By Product Name

PRODUCT CODE	PRODUCT NAME	DETAILS	STOCK	BATCH QUANTITY
RPS010 - E10	Keen To Be Green And Make More Money	Product Details	4079	<input type="text"/>
RPS040 - E23	Literature Stands	Product Details	0	<input type="text"/>
RPS012 - E12	Looking To Buy Or Sell A Business	Product Details	5618	<input type="text"/>

« Back to Product Search

Enter your order quantity and select the basket to add to your cart

Select the basket to order an artwork product

Product Search

Viewing 1- 3 of 3 products

Thumbnail View List View

Page show all

Sort Results By Product Name



Business Card

Product Details
Current Stock = 5000

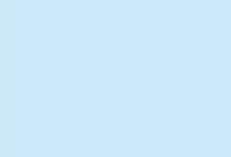


[« Back to Product Search](#)



Letterheads

Product Details
Current Stock = 1000



Statements

Product Details
Current Stock = 2000



Change the result view

Change the Order of your search results

Select the basket to order an artwork product

Enter your order quantity and select the basket to add to your cart

Ordering an Artwork Product

Ordering an Artwork product is a three step process; Customise Your Print, Proof Your Print and Add To Your Order.



Welcome Alistair | Logout

Order Total: £0.00 VIEW SHOPPING BASKET



remember me
Your Name
Your Position
T:1111 111111
M:2222 222222
F:3333 333333

hath lane, stanningley road
bramley, leeds ls13 3st
www.resource-ps.co.uk

Customise Print

Page 1

Name	<input type="text" value="Your Name"/>
Position	<input type="text" value="Your Position"/>
Telephone	<input type="text" value="T:1111 111111"/>
Mobile	<input type="text" value="M:2222 222222"/>
FAX	<input type="text" value="F:3333 333333"/>

Preview of your Artwork

Update the preview image of your artwork

Enter your Artwork information

Proceed to Stage Two of the Artwork Creation process

Preview the Artwork

The second step is to preview the Artwork, which gives shows you a PDF proof which will be used to print your Artwork.

resource print solutions

Welcome Alistair | Logout

Order Total: £0.00 VIEW SHOPPING BASKET

Home File Upload Product Search Users Order History Resource Print Solutions

1. Customise Your Print 2. Proof Your Print 3. Add To Your Order

Preview

remember me

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bramley, leeds ls13 3at
www.resource-ps.co.uk

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Incorrect OK

Help

Once you have proofed your artwork and you are happy with it you can then order the product, by entering how many units you require. You will then be taken to the shopping basket page.

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Welcome Alistair | Logout

Order Total: £0.00 VIEW SHOPPING BASKET

Home File Upload Product Search Users Order History Resource Print Solutions

1. Customise Your Print 2. Proof Your Print 3. Add To Your Order

Add to Cart

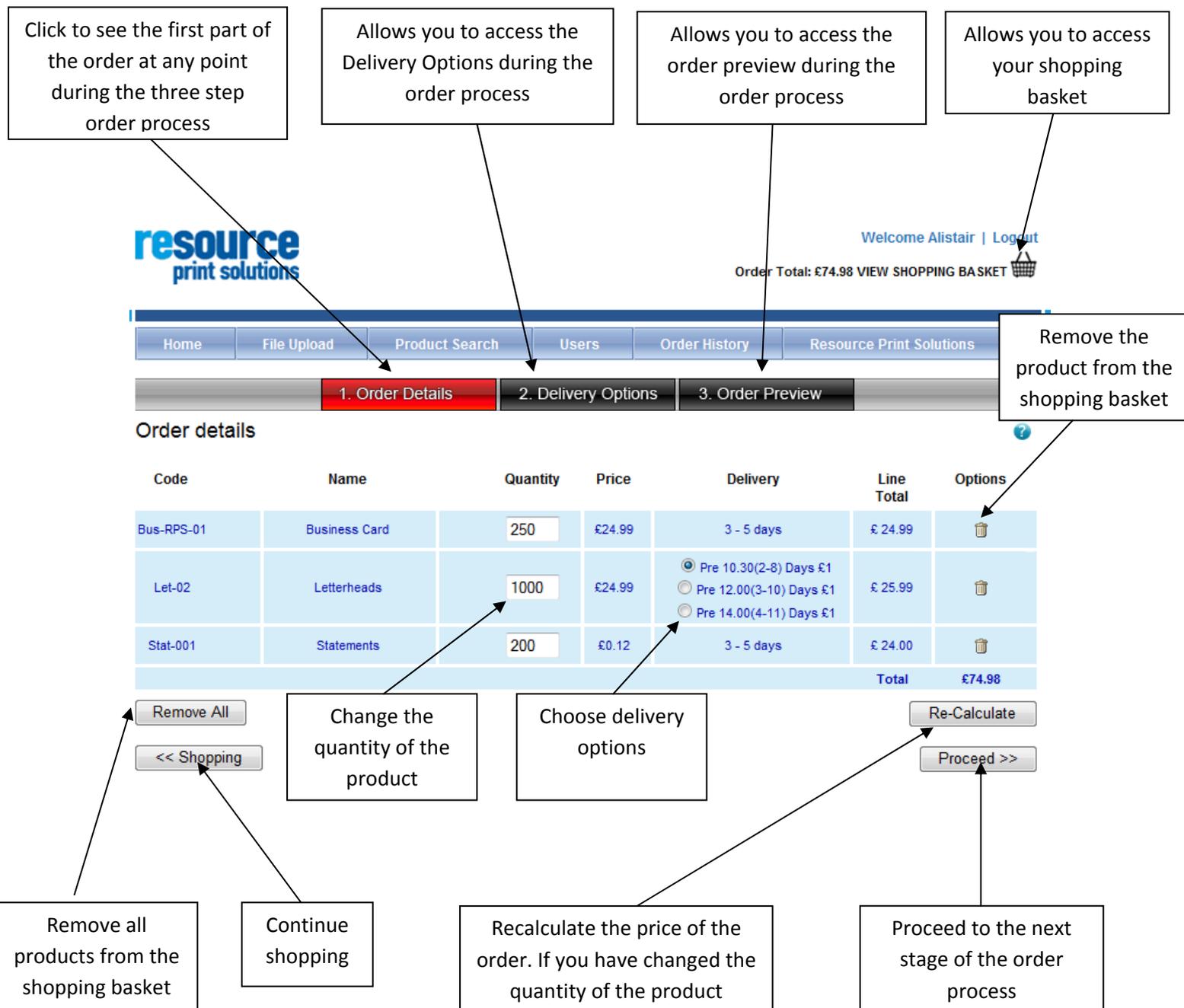
By adding this to the cart you agree that the PDF Proof is correct and ready for print.

Add to Basket

Shopping basket

Your shopping basket allows you to order as many products from your customer area in one visit to the site. As you browse through the site, you can add products to your shopping basket. You can access this at anytime by clicking the basket icon in the top right hand corner of the page.

Once you are in your shopping basket you can remove products or change the quantity of your products. If you change the quantity of your products you will need to hit the recalculate button.



The next stage of the order process is to select the delivery options of where the order is going. The whole order can only be delivered to one address. You can select from the delivery address drop down a list of available addresses. If the address is not on the available list, you can use the one-off address option. However, if you plan to use this address frequently, you can contact Resource Print Solutions to add this to the drop-down list for future use.

The screenshot shows the 'Delivery Options' section of a web form. At the top, there are three tabs: '1. Order Details', '2. Delivery Options' (which is highlighted in red), and '3. Order Preview'. Below the tabs, the 'Delivery Options' title is followed by a help icon. There are two radio buttons: 'Company Address' (selected) and 'One-off Address'. A dropdown menu for 'Delivery Address' is open, showing a list of addresses starting with 'Head Office Leeds'. Below this, there are two more radio buttons: 'Delivery To Me' (selected) and 'Delivery To Another Person'. A group of form fields is enclosed in a bracket on the right, including 'Requestor Name' (filled with 'Colin Smith'), 'Telephone', 'Email' (filled with 'colin@red-koala.co.uk'), 'Purchase Order Number', and 'Purchase Order Comments'. A 'Proceed' button is at the bottom right. Three callout boxes provide additional information: one points to the radio buttons, another to the address dropdown, and a third to the 'Delivery To Another Person' option.

Allows you to change between a pre entered address and a one-off address

Select a delivery address from the pre populated drop-down list.

If you require the order to be delivered to a person who is different to the requester. Then you can select this button and add in their details. They will not receive the emails only the requestor will.

The Requester name is the person who will receive the product and also the person who will receive the confirmation emails of what stage the delivery is at.

If you wish to enter a purchase order number for your order you can do so in the delivery options, by filling in the fields as shown in the below diagram.

Purchase Order Number	<input type="text"/>
Purchase Order Comments	<input type="text"/>

The final process of the order is to confirm that the order is correct and you wish to go ahead with it.

Confirmation



Please check all the details are correct. If they are, hit the 'order' button to place your order

Delivery Details		Invoice Details	
Delivery Address	Alistair GRaham Resource Print Solutions Bath Lane Stannigley Lane Leeds West Yorkshire England LS	Invoice Address	Head Office Resource Print Solutions Bath Lane Stannigley Lane Leeds West Yorkshire England LS
Requestor	Alistair GRaham 0845 279 9816 ali@red-koala.co.uk	Purchaser Order #	P0999
Deliver to	0845 279 9816 ali@red-koala.co.uk	Purchase Order Comments	Require for new starter

Order Details					
Quantity	Code	Name	Price	Delivery	Line Total
1000	Let-02	Letterheads	£24.99	£0.00	£24.99
250	Stat-001	Statements	£0.12	£0.00	£30.00
250	Bus-RPS-01	Business Card	£24.99	£0.00	£24.99
Total					£79.98

Comments

Terms and Conditions

I agree to the terms and conditions

Order

As you can see from the diagram above you are given a summary of your order. Where and who the order is going to be delivered to, the invoice address for this particular order and also a summary of all of the products which have been ordered.

The comments section allows you to leave any special requirements for your order. Whether it is urgent and you require them before the delivery time.

Before you complete the order process, you must read and agree to the terms and conditions.

Once you have agreed to the terms and conditions and you have made your order and email will be sent to your company's authoriser to authorise the order. If you already are an authoriser the email will have been sent to Resource Print Solutions.

Order History

The order history section of the site allows you to view current orders and also search for any past orders to re-order them. If you are an authoriser you can also authorise order items here.

The search field allows you to search through your order history to find orders. You can search by a web reference, an order status, a product name, date range or product type.

To change the status of an order item you need to select the order from the list. Then change the drop-down list to Authorised and press the Update Status button.

Order Admin

Web Ref Status Product

Company Dates to Type

<input type="checkbox"/>	OrderType	Web Ref	Product Name	Company Name	Order Date	Order Status	Total Price			
<input checked="" type="checkbox"/>	S	WEB-60	Letterheads	Resource Print Solutions	12/02/2009	Authorised	24.99		View Details	Reorder
<input type="checkbox"/>	S	WEB-59	Letterheads	Resource Print Solutions	12/02/2009	Delivered	24.99		View Details	Reorder
<input type="checkbox"/>	S	WEB-59	Statements	Resource Print Solutions	12/02/2009	Delivered	30.00		View Details	Reorder
<input type="checkbox"/>	a	WEB-59	Business Card	Resource Print Solutions	12/02/2009	Delivered	24.99		View Details	Reorder

To delete an order completely please select the trashcan.

You can re-order a product by selecting re-order