

Instructions For:



delivered by ION Print Solutions

Prepared for **Hudsons**



Copy by Randy, additional content by Brent, design by Mickey.

Version 1.1

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Welcome

Enter hudsons.ionprintsolutions.com in your browser address bar to access your **Action** site. The login window will display. Enter your credentials and press the login button to enter **Action**.



The logo is circular with a red border. The word "CANADIAN" is at the top and "TAP HOUSE" is at the bottom, both in white capital letters. The center of the logo features a stylized sunburst or starburst design in yellow and orange.

Please Login

loginID: [Forgot your password?](#)

Password: Remember my Login ID

Remember my Login ID

If you have trouble logging in, please contact our support staff:
Phone: 1.888.955.8778
Email: support@ionprintsolutions.com

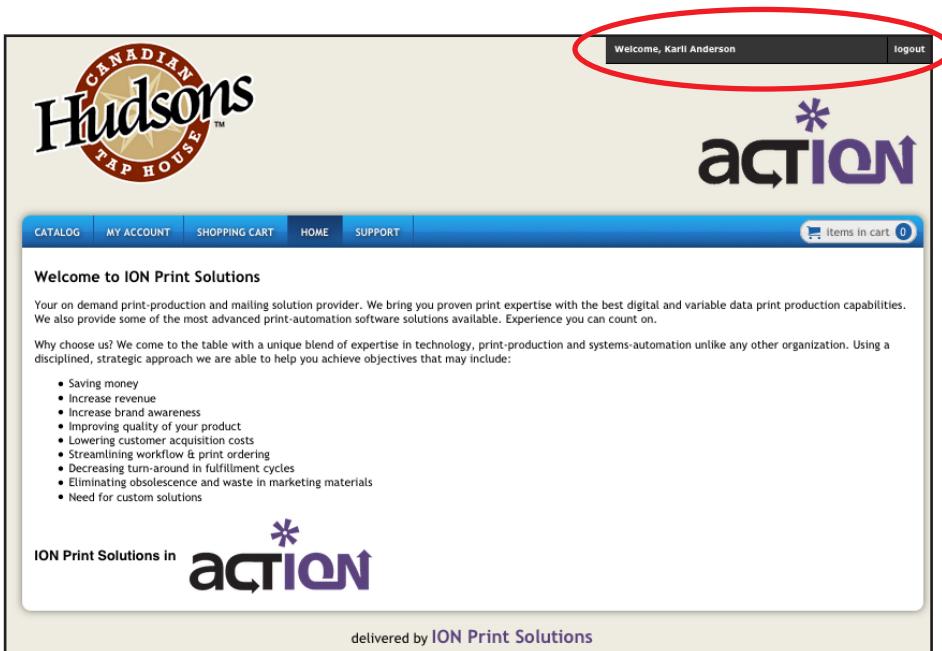
Login

Home Page

For Extra Help

Download the Site Instruction pdf located in the upper right corner.

You should now be presented with your **Action** Home page.
Displayed in the upper right corner is your **name** and a **logout link**.



There are 5 Menu Items for Site navigation:

Catalog

My Account

Shopping Cart

Home

Support

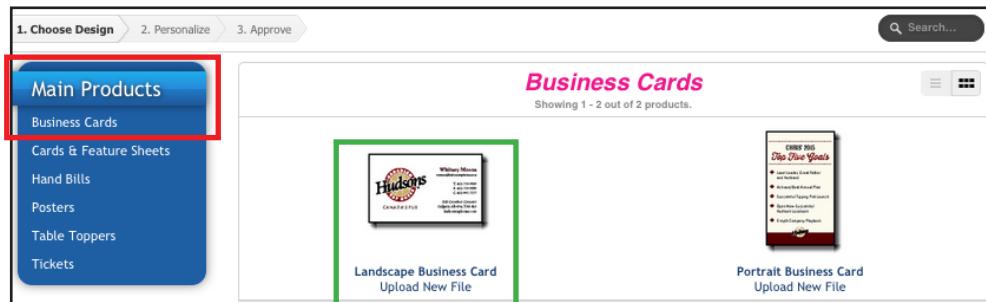
We will begin with the Catalog and go through the process of placing an order.

Catalog

Step 1:

Begin by selecting the Catalog button on the top.

Then select **Products** from the left side menu, select Business Cards and click on the **Business Card Image** that suits your needs.



How to Get Here

The screen below will be displayed after clicking the Catalog button.

The left side menu contains a Products tab. Clicking on this category link will display all the associated products.

To Order:

Clicking on any of the category links under Products will display all the available products.

To add a product to your shopping cart click on the thumbnail image of the product you wish to order.

For this example we will order a business card.

Review & Approve

Step 2:

Upload the file you would like to print. Make sure to click **update image** when you have finished uploading.

IMPORTANT

After all information has been entered press the **Update Image** button. Whenever new data has been entered the **Update Image** button will have a green glow around it. This is a visual indicator that the entered information differs from the preview being displayed. Press **Update Image** to generate a new preview and save your changes. Also ensure the preview displays the current information before proceeding by clicking the button.

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Choose User: ALL(6) Karli Anderson



Whitney Mason
wmason@hudsonstaphouse.com
T. 403.719.9939
F. 403.719.9969
C. 403.992.7277
838 Crowfoot Crescent
Calgary, Alberta, T3G 4S3
hudsonstaphouse.com

This field is Required!

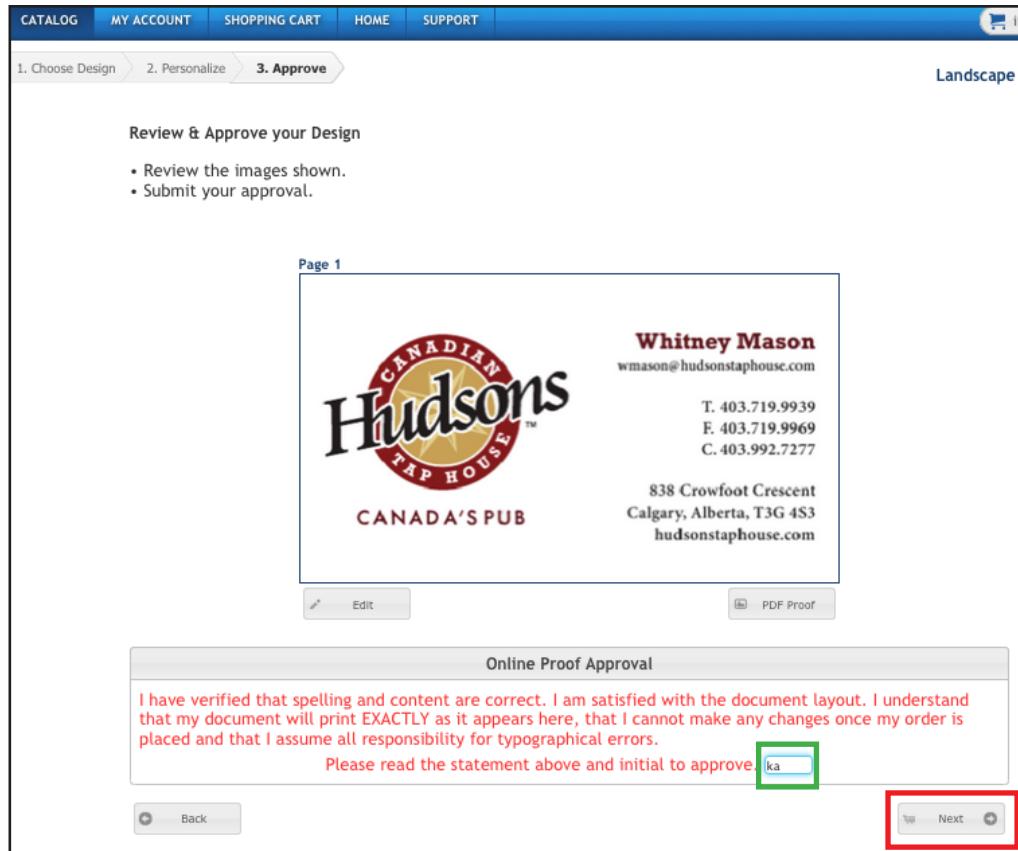
Step 3:

When you are ready to continue, press the **Review & Approve** button.

Proof

Step 4:

Once at the Approval page - double check your proof, then enter your initials in the **box** provided and click **Next**.



CATALOG MY ACCOUNT SHOPPING CART HOME SUPPORT

1. Choose Design 2. Personalize 3. Approve

Landscape

Review & Approve your Design

- Review the images shown.
- Submit your approval.

Page 1

Whitney Mason
wmason@hudsonstaphouse.com

T. 403.719.9939
F. 403.719.9969
C. 403.992.7277

838 Crowfoot Crescent
Calgary, Alberta, T3G 4S3
hudsonstaphouse.com

Edit PDF Proof

Online Proof Approval

I have verified that spelling and content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears here, that I cannot make any changes once my order is placed and that I assume all responsibility for typographical errors.

Please read the statement above and initial to approve

Back

You may click the **Edit** button if you find that you need to make an adjustment or view a **PDF Proof**.

Quantity

Note

The 'Review or Upload

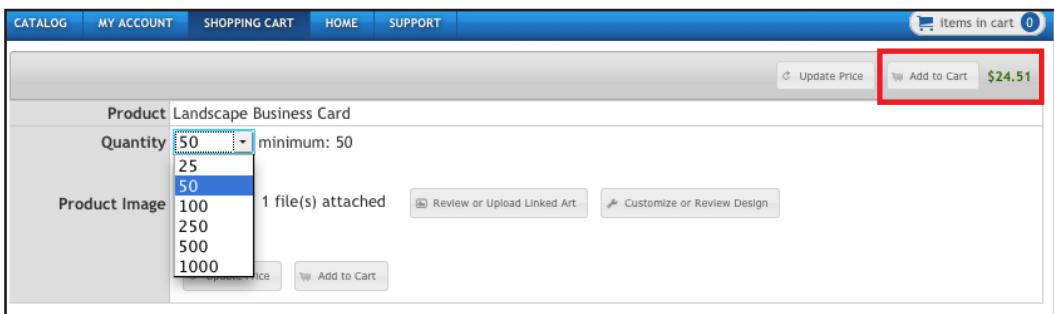
Linked Art' is for those orders that require files to be uploaded. For your business cards this option is not required.

If you change the quantity, you may press the Update Price button to reveal the new cost. This is not necessary as adding to the cart re-calculates the cost, but you may wish to view prices at different quantities for comparison.

Step 5:

This screen displays the item you wish to order and allows you to select a quantity. You may also press the 'Customize or Review Design' button to return back to the data entry screen, if you need to make changes.

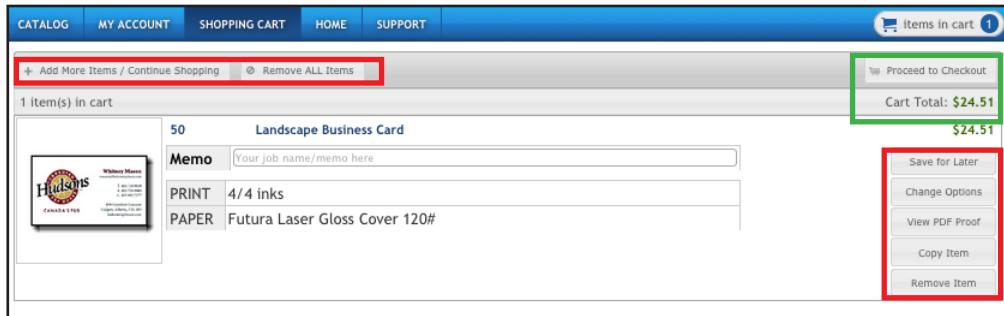
Press the 'Add to Cart' button to continue the ordering process.



Step 6:

Proceed to Checkout

Press the **Proceed to Checkout** button to complete this part of the ordering process.



Other Options to consider at this point:

Change Options

This allows you to go back and change the quantity. Once back at the quantity screen you may also navigate back to the very beginning and change all options you have previously selected including data entry.

View PDF Proof

View a PDF proof of this item.

Copy Item

Add an exact duplicate of this item to the ordering.

Remove Item

Remove this item from your shopping cart.

Add More Items / Continue Shopping

To add more items to your shopping cart.

Remove All Items

To remove all items and start over.

Shipping Location

Note

Please use the 2 digit province code as opposed to the actual province name for any addresses that you may enter.
I.E.: AB for Alberta

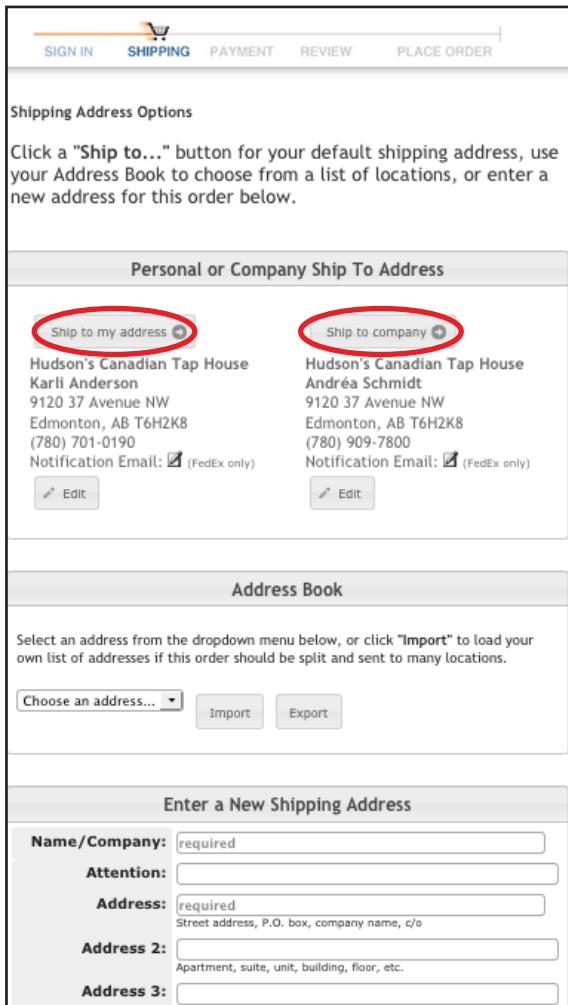
Step 7:

Here you select where to ship your order. Choose from 2 different addresses by clicking on the corresponding button.

'Ship to my address' is the address for the user that is currently placing the order.

'Ship to company' is the main address for Hudsons.

Here you also have the ability to add and edit shipping addresses.



The screenshot shows a web-based shipping interface. At the top, there are tabs: SIGN IN, SHIPPING (which is active), PAYMENT, REVIEW, and PLACE ORDER. Below the tabs, the title 'Shipping Address Options' is displayed. A descriptive text block says: 'Click a "Ship to..." button for your default shipping address, use your Address Book to choose from a list of locations, or enter a new address for this order below.' Below this, there are two main address sections. The first section, 'Personal or Company Ship To Address', contains two buttons: 'Ship to my address' (left) and 'Ship to company' (right). Both buttons are circled in red. Each button has a tooltip icon. Below each button is a list of address details: 'Hudson's Canadian Tap House' and 'Andréa Schmidt' for 'Ship to my address', and 'Hudson's Canadian Tap House' and 'Andréa Schmidt' for 'Ship to company'. There are also checkboxes for 'Notification Email' and 'FedEx only'. Each list has an 'Edit' button. The second section, 'Address Book', contains a dropdown menu 'Choose an address...', an 'Import' button, and an 'Export' button. The third section, 'Enter a New Shipping Address', contains fields for 'Name/Company' (required), 'Attention', 'Address' (required, with a sub-instruction 'Street address, P.O. box, company name, c/o'), 'Address 2' (Apartment, suite, unit, building, floor, etc.), and 'Address 3'.

Delivery

After selecting the shipping address you'll be taken to the shipping window.

This displays the turnaround times and has an option to select from 2 delivery times.

The screenshot shows a shipping window with the following sections:

- Choose your Production Turnaround Time:**

Turnaround Option	Production Time	Est. Cost
<input checked="" type="radio"/> Tuesday-Thursday Regular Tuesday/Thursday Delivery	4 business days	\$0.00
<input type="radio"/> Next Day Next Day (in by noon)	1 business days	\$10.00
- Choose your Shipping Method:**

Desired Method	Delivery Time	Est. Cost
<input checked="" type="radio"/> On Account	3 business days	\$0.00
- Estimated package weight: 0.36 lbs.
- Continue button
- * Estimate shown. Actual transit time depends on distance.

Optional: You may enter a purchase order or a reference number for your records.

The screenshot shows a payment method window with the following sections:

- Payment Method:**

Enter the information below to complete the payment options for your order.

Customer PO / Reference
PO-123456
- Continue button

Review

Here you may review your selections for the entire order before proceeding. Clicking on any of the red 'change' links will allow you to edit that particular area in the order process.

SIGN IN SHIPPING PAYMENT **REVIEW** PLACE ORDER

Review the information below, then click "Place Your Order". Place Your Order

Shipping Details

Shipping Address: [change](#)
Hudson's Canadian Tap House
Karli Anderson
9120 37 Avenue NW
Edmonton, AB T6H2K8
Canada
(780) 701-0190

Items Ordered: [change](#)
50 Landscape Business Card Price \$24.51

Item(s) Subtotal: \$24.51

Total Purchase Before Tax: \$24.51

Shipping Method: [change](#)
Turnaround: Tuesday-Thursday
Will ship: On Account

Payment Information

Payment Terms: [change](#)
Net 30

Estimated Tax: \$1.23
Rush Fee: \$0.00
Shipping & Handling: \$0.00

Billing Address: [change](#)
Hudson's Canadian Tap House
Andréa Schmidt
9120 37 Avenue NW
Edmonton, AB T6H2K8
(780) 909-7800

Grand Total: \$25.74

Order Notes

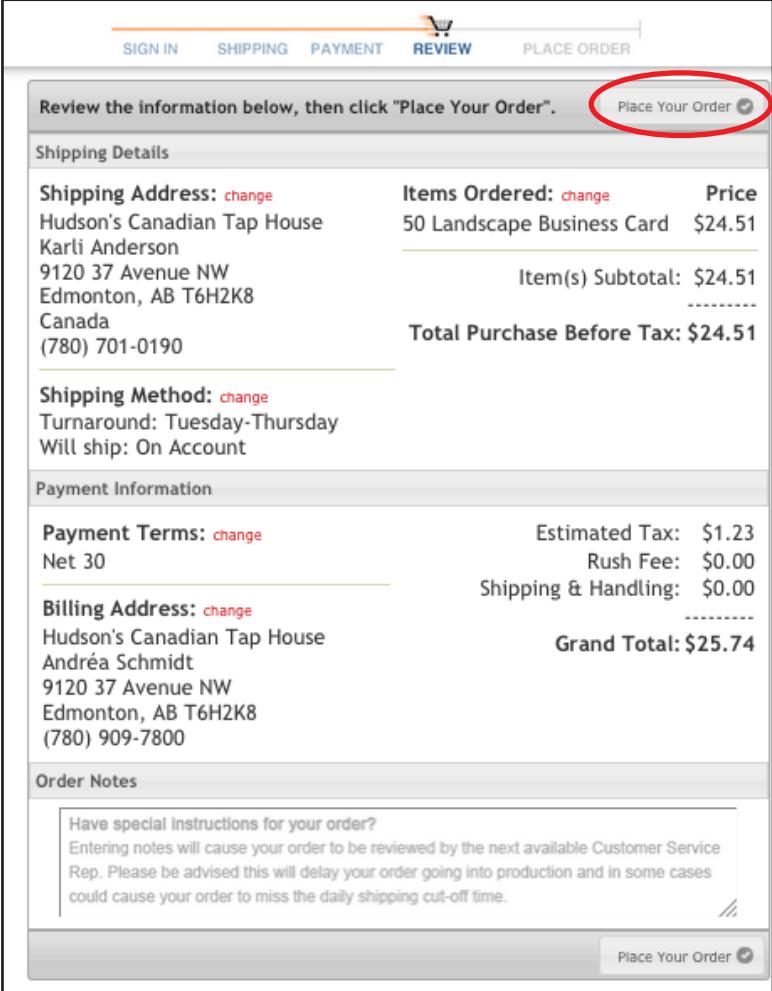
Have special instructions for your order?
Entering notes will cause your order to be reviewed by the next available Customer Service Rep. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

Place Your Order

Place Order

Step 8:

If you accept this order, press the 'Place Your Order' button. Your order is complete and entered into your **Action** site.



SIGN IN SHIPPING PAYMENT REVIEW PLACE ORDER

Review the information below, then click "Place Your Order". **Place Your Order**

Shipping Details

Shipping Address: [change](#)
Hudson's Canadian Tap House
Karli Anderson
9120 37 Avenue NW
Edmonton, AB T6H2K8
Canada
(780) 701-0190

Items Ordered: [change](#)
50 Landscape Business Card \$24.51

Item(s) Subtotal: \$24.51

Total Purchase Before Tax: \$24.51

Shipping Method: [change](#)
Turnaround: Tuesday-Thursday
Will ship: On Account

Payment Information

Payment Terms: [change](#)
Net 30

Estimated Tax: \$1.23
Rush Fee: \$0.00
Shipping & Handling: \$0.00

Grand Total: \$25.74

Billing Address: [change](#)
Hudson's Canadian Tap House
Andréa Schmidt
9120 37 Avenue NW
Edmonton, AB T6H2K8
(780) 909-7800

Order Notes

Have special instructions for your order?
Entering notes will cause your order to be reviewed by the next available Customer Service Rep. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

Place Your Order

Complete / Additional Orders

Add Another Order

You can add another order by choosing the catalog button or continue shopping.

Your order has now been completed. You may click on any of the blue links on this page to perform additional functions.

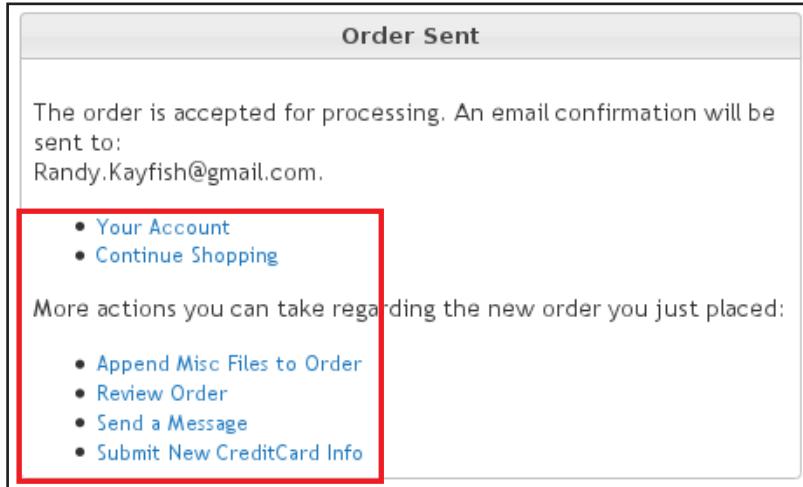
Order Sent

The order is accepted for processing. An email confirmation will be sent to:
Randy.Kayfish@gmail.com.

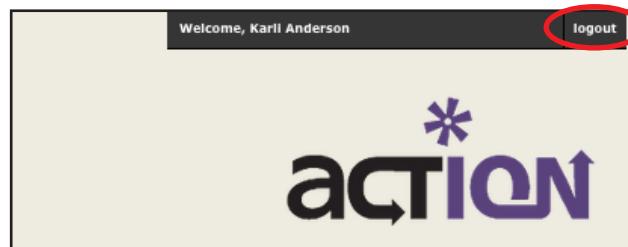
[Your Account](#)
[Continue Shopping](#)

More actions you can take regarding the new order you just placed:

[Append Misc Files to Order](#)
[Review Order](#)
[Send a Message](#)
[Submit New CreditCard Info](#)

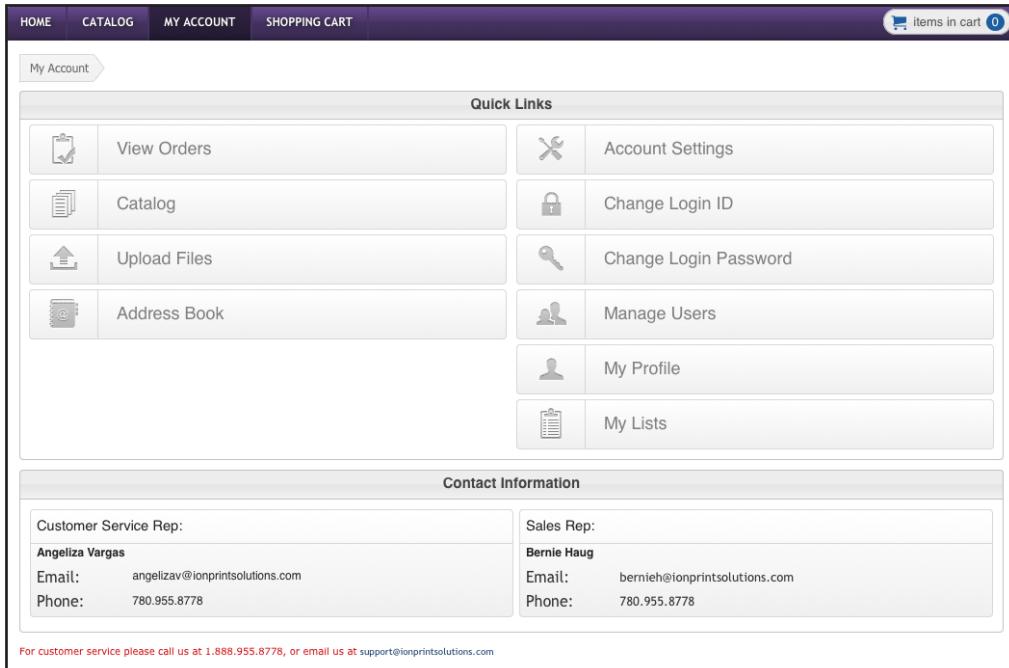


When you are ready to leave your **Action** site please use the Logout link located in the upper right of the screen.



Site Administration

The My Account page has several options:

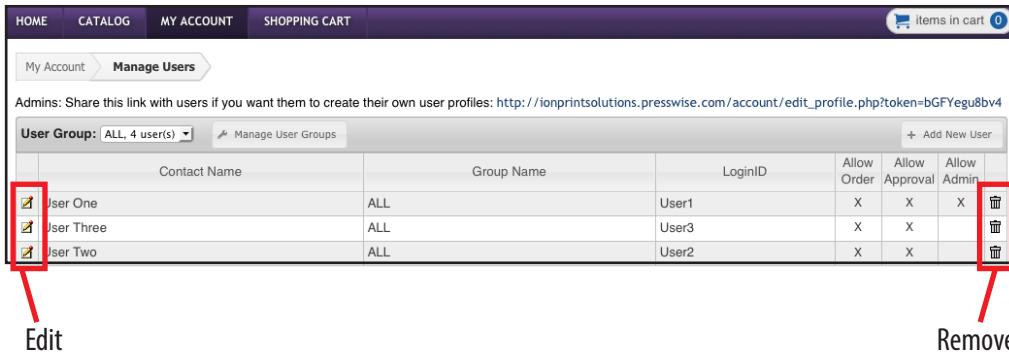


The screenshot shows the 'My Account' page with a navigation bar at the top. The 'MY ACCOUNT' tab is selected. Below the navigation bar is a 'Quick Links' section with eight items: 'View Orders', 'Account Settings', 'Catalog', 'Change Login ID', 'Upload Files', 'Change Login Password', 'Address Book', 'Manage Users', 'My Profile', and 'My Lists'. Below this is a 'Contact Information' section with two tables: 'Customer Service Rep' (Angeliza Vargas, angelizav@ionprintsolutions.com, 780.955.8778) and 'Sales Rep' (Bernie Haug, bernieh@ionprintsolutions.com, 780.955.8778). At the bottom, a note says 'For customer service please call us at 1.888.955.8778, or email us at support@ionprintsolutions.com'.

Manage Users

This is where you enter new users, or edit existing users.

You can share the below link with others to create new profiles.



The screenshot shows the 'Manage Users' page with a navigation bar at the top. The 'MY ACCOUNT' tab is selected. Below the navigation bar is a message for admins: 'Admins: Share this link with users if you want them to create their own user profiles: http://ionprintsolutions.presswise.com/account/edit_profile.php?token=bGfYegu8bv4'. Below this is a table with columns: 'User Group', 'Contact Name', 'Group Name', 'LoginID', 'Allow Order', 'Allow Approval', and 'Allow Admin'. The table contains three rows: 'User One' (Group ALL, LoginID User1, Allow Order X, Allow Approval X, Allow Admin X), 'User Three' (Group ALL, LoginID User3, Allow Order X, Allow Approval X, Allow Admin X), and 'User Two' (Group ALL, LoginID User2, Allow Order X, Allow Approval X, Allow Admin X). Red boxes with arrows point to the 'Edit' icon next to 'User One' and the 'Remove' icon next to 'User Two'.

My Profile

Edit/Update Your Profile Information

USER PROFILE	
LoginID:	<input type="text" value="User1"/>
CONTACT	
Name:	<input type="text" value="User One"/>
Company:	<input type="text" value="ION Print Solutions"/>
Title 1:	<input type="text" value="Digital Production"/>
Title 2:	<input type="text" value="Web Integrated Products"/>
Email 1:	<input type="text" value="UserOne@ionprintsolutions.com"/>
Email 2:	<input type="text"/>
Main Telephone:	<input type="text" value="780-955-8778"/>
Ext:	<input type="text"/>
Cell:	<input type="text"/>
Direct Phone:	<input type="text"/>
Other Phone:	<input type="text"/>
Company Phone:	<input type="text"/>
Fax:	<input type="text" value="780-955-2270"/>
Address1:	<input type="text" value="#7 2002 - 8th Street"/>
Address2:	<input type="text"/>
Address3:	<input type="text"/>
City:	<input type="text" value="Nisku"/>
State/Province:	<input type="text" value="AB"/>
Zip:	<input type="text" value="T9E 7Y8"/>
Country:	<input type="text" value="Canada"/>
URL 1:	<input type="text"/>
URL 2:	<input type="text"/>

View Orders

Order #	Received	Summary	Status
N289	Mar 11, 2015	10 - ION Print Solutions Instruction Manual	Production
N288	Mar 11, 2015	5000 - ION Print Solutions Letterhead	Production
N287	Mar 11, 2015	1500 - ION Print Solutions BC	Production
N286	Mar 11, 2015	500 - ION Print Solutions BC 250 - ION Print Solutions BC 1000 - ION Print Solutions BC 500 - ION Print Solutions BC	Production

Click to re-order form. Useful to order a single product from a previous order.

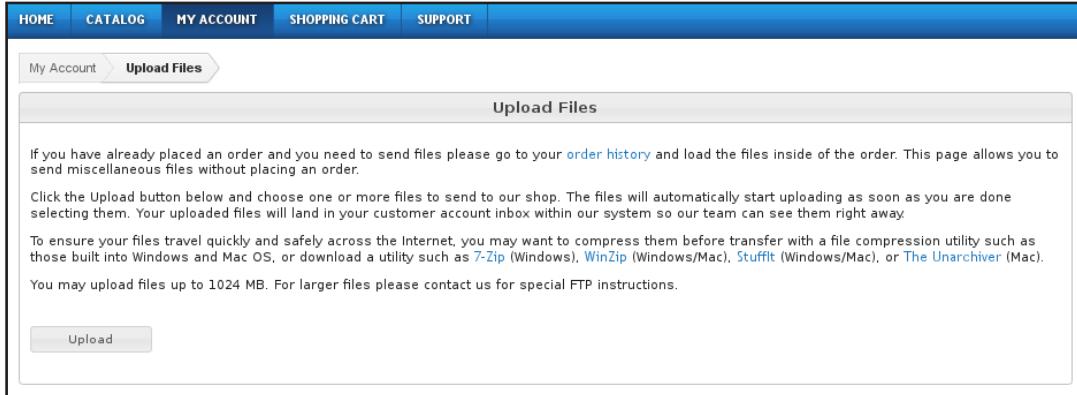
Invoice (Not yet Implemented)

Order Progress

However, we recommend using the catalog for your ordering needs.

Upload Files

If you need to upload files please use the 'Upload Files' menu item. Your Account Manager and CSR will be notified when you do so.



HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

My Account > **Upload Files**

Upload Files

If you have already placed an order and you need to send files please go to your [order history](#) and load the files inside of the order. This page allows you to send miscellaneous files without placing an order.

Click the Upload button below and choose one or more files to send to our shop. The files will automatically start uploading as soon as you are done selecting them. Your uploaded files will land in your customer account inbox within our system so our team can see them right away.

To ensure your files travel quickly and safely across the Internet, you may want to compress them before transfer with a file compression utility such as those built into Windows and Mac OS, or download a utility such as [7-Zip](#) (Windows), [WinZip](#) (Windows/Mac), [StuffIt](#) (Windows/Mac), or [The Unarchiver](#) (Mac).

You may upload files up to 1024 MB. For larger files please contact us for special FTP instructions.

Upload

Change Login ID

My Account > **Change LoginID**

Change your LoginID

Old LoginID:
Password: [Forgot your password?](#)
New LoginID:

Change Login ID or Retrieve a Forgotten Password

PASSWORD ASSISTANCE

Enter the loginID associated with your account:

Once you click Continue, we'll send you an e-mail message containing a helpful personalized link.
If you've forgotten your password and can no longer use the e-mail address that you associated with your account, you will need to [contact us](#) for assistance.

Change Your Password

My Account > **Change Password**

Change your Password

Old Password:
New Password:
Confirm Password:

View Your Previous Order

My Account > **My Orders**

My Orders

1 result(s) show: 10 | 25 | 50

Order #	Received	Summary	Status
N152	Jan 30, 2015	PO: PO#123456 500 - Business Card	AUTO New

action*



+ POSITIVELY CHARGED
PRINT SOLUTIONS



delivered by ION Print Solutions

ION Print Solutions specializes in print and mail strategies, developed to maximize your return-on-investment. We promote a variety of products to grow your business including; data driven, one-to-one marketing and mail; email campaigns; display format products; digital and offset print; and creative that is memorable and impactful.

For customer service please call us at 1.888.955.8778, or email us at support@ionprintsolutions.com

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