

Instructions For:



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**.



Please Login

loginID:

Password: [Forgot your password?](#)

☐ 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

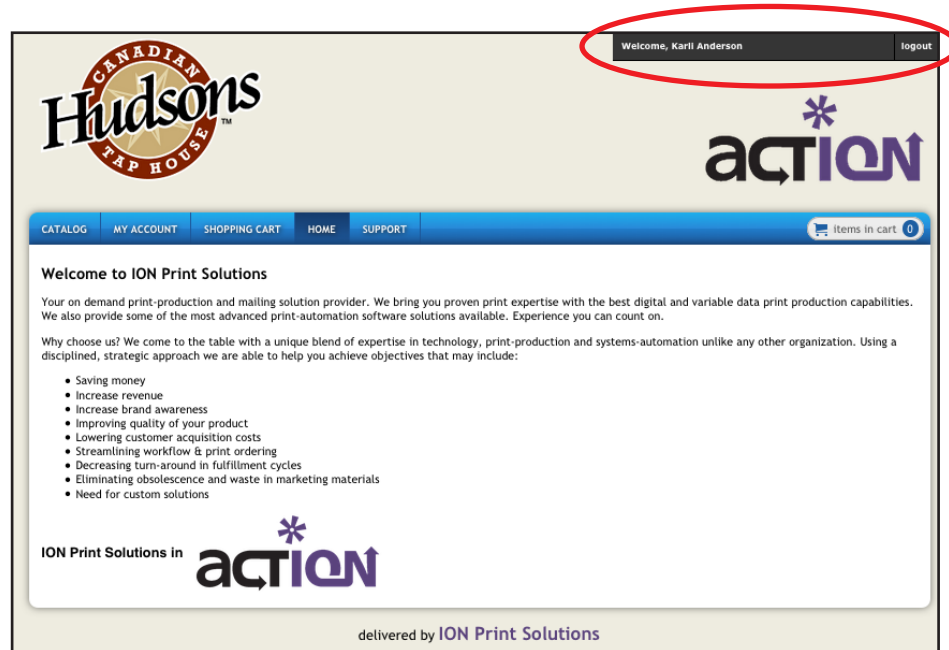
Home Page

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

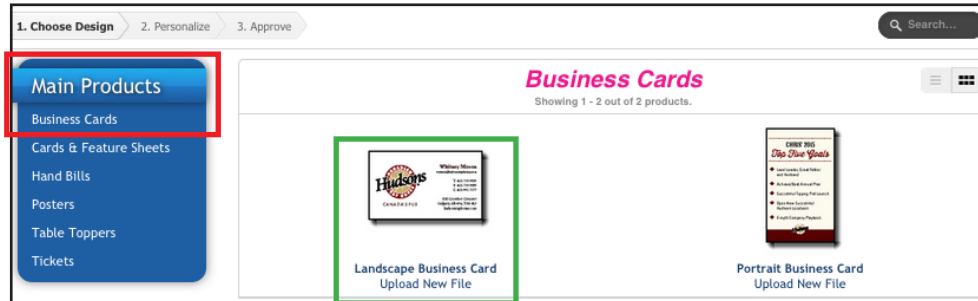
We will begin with the Catalog and go through the process of placing an order.

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 Update Profile



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

Upload *This field is Required!*

Update Image PDF Proof

Back Next

Review & Approve

Step 3:

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

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

Landscaper

Review & Approve your Design

Proof

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

Quantity

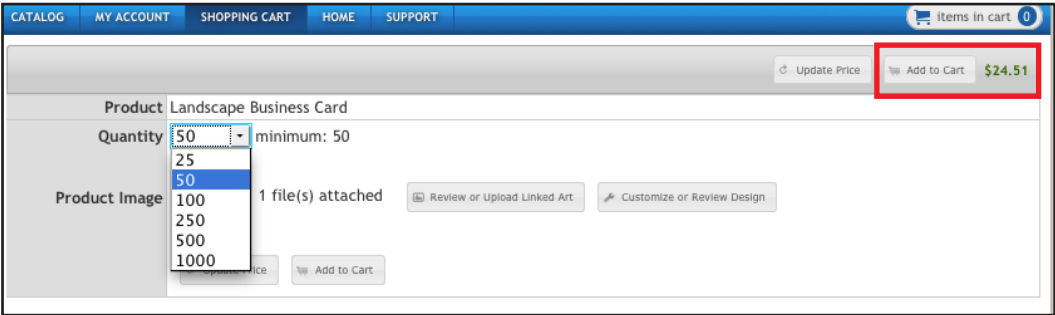
Note
The **'Review or Upload Linked Art'** is for those orders that require files to be uploaded. For your business cards this option is not required.

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.

The screenshot shows a shopping cart interface with a blue header bar containing navigation links: CATALOG, MY ACCOUNT, SHOPPING CART, HOME, and SUPPORT. On the right of the header, there is a shopping cart icon and the text 'Items in cart 1'. Below the header, the cart contains one item: 'Landscape Business Card' with a quantity of 50. The item details include a memo field, print settings (4/4 inks), and paper type (Futura Laser Gloss Cover 120#). On the right side of the cart, there is a 'Proceed to Checkout' button highlighted with a green box. Below this button, the cart total is displayed as '\$24.51'. At the bottom right, there is a vertical list of buttons: 'Save for Later', 'Change Options', 'View PDF Proof', 'Copy Item', and 'Remove Item', with the 'Remove Item' button highlighted by a red box.

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.

SIGN INSHIPPINGPAYMENTREVIEWPLACE ORDER

Shipping Address Options

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.

Personal or Company Ship To Address

Ship to my address

Hudson's Canadian Tap House
Karli Anderson
9120 37 Avenue NW
Edmonton, AB T6H2K8
(780) 701-0190
Notification Email: ☒ (FedEx only)

Edit

Ship to company

Hudson's Canadian Tap House
Andréa Schmidt
9120 37 Avenue NW
Edmonton, AB T6H2K8
(780) 909-7800
Notification Email: ☒ (FedEx only)

Edit

Address Book

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Choose an address...

Import

Export

Enter a New Shipping Address

Name/Company: required

Attention:

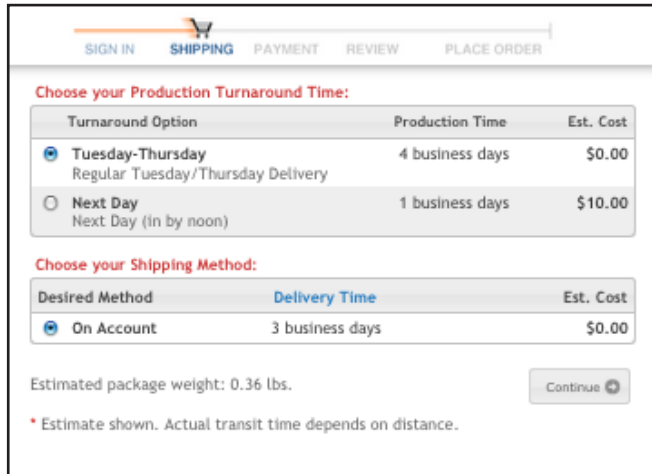
Address: required
Street address, P.O. box, company name, c/o

Address 2:
Apartment, suite, unit, building, floor, etc.

Address 3:

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 the 'SHIPPING' step in a checkout process. At the top, a progress bar indicates the steps: SIGN IN, SHIPPING (active), PAYMENT, REVIEW, and PLACE ORDER. Below the progress bar, the heading 'Choose your Production Turnaround Time:' is followed by a table with two options. The first option, 'Tuesday-Thursday Regular Tuesday/Thursday Delivery', is selected with a radio button and shows a production time of '4 business days' and an estimated cost of '\$0.00'. The second option, 'Next Day Next Day (in by noon)', shows a production time of '1 business days' and an estimated cost of '\$10.00'. Below this table, the heading 'Choose your Shipping Method:' is followed by another table with one option, 'On Account', which is selected and shows a delivery time of '3 business days' and an estimated cost of '\$0.00'. Below the shipping method table, the text 'Estimated package weight: 0.36 lbs.' is displayed next to a 'Continue' button. A footnote at the bottom states: '* Estimate shown. Actual transit time depends on distance.'

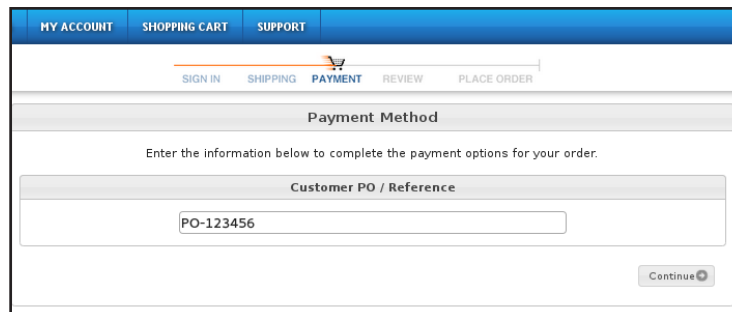
| Turnaround Option | Production Time | Est. Cost |
|--|-----------------|-----------|
| <input checked="" type="radio"/> Tuesday-Thursday Regular Tuesday/Thursday Delivery | 4 business days | \$0.00 |
| <input type="radio"/> Next Day Next Day (in by noon) | 1 business days | \$10.00 |

| Desired Method | Delivery Time | Est. Cost |
|---|-----------------|-----------|
| <input checked="" type="radio"/> On Account | 3 business days | \$0.00 |

Estimated package weight: 0.36 lbs. Continue

* 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 the 'PAYMENT' step in a checkout process. At the top, a progress bar indicates the steps: SIGN IN, SHIPPING, PAYMENT (active), REVIEW, and PLACE ORDER. Below the progress bar, the heading 'Payment Method' is followed by the instruction 'Enter the information below to complete the payment options for your order.' Below this instruction, there is a section titled 'Customer PO / Reference' with a text input field containing the value 'PO-123456'. A 'Continue' button is located at the bottom right of the form.

MY ACCOUNT SHOPPING CART SUPPORT

SIGN IN SHIPPING **PAYMENT** REVIEW PLACE ORDER

Payment Method

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

Customer PO / Reference

PO-123456 Continue

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 INSHIPPINGPAYMENTREVIEWPLACE 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

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

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 INSHIPPINGPAYMENTREVIEWPLACE 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

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.

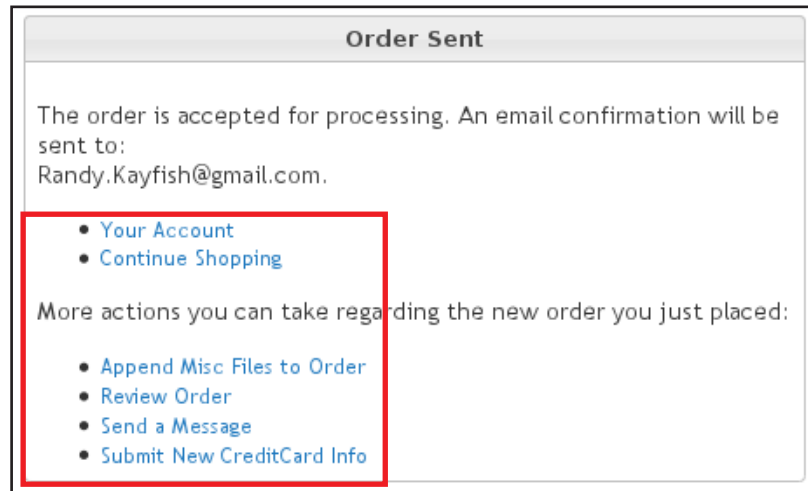
Place Your Order

Complete / Additional Orders

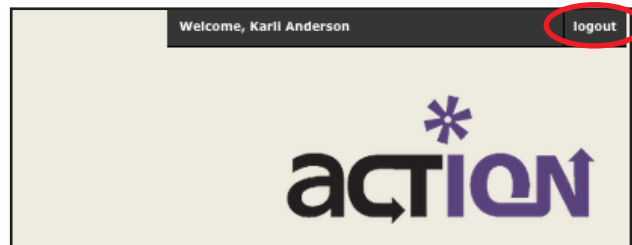
Add Another Order

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.



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:

HOME

CATALOG

MY ACCOUNT

SHOPPING CART

Items in cart 0

My Account

Quick Links

View Orders

Catalog

Upload Files

Address Book

Account Settings

Change Login ID

Change Login Password

Manage Users

My Profile

My Lists

Contact Information

Customer Service Rep:
Angeliza Vargas
Email: angelizav@ionprintsolutions.com
Phone: 780.955.8778

Sales Rep:
Bernie Haug
Email: bernieh@ionprintsolutions.com
Phone: 780.955.8778

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.

HOME

CATALOG

MY ACCOUNT

SHOPPING CART

Items in cart 0

My Account

Manage Users

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

User Group: ALL, 4 user(s) Manage User Groups Add New User

| Contact Name | Group Name | LoginID | Allow Order | Allow Approval | Allow Admin | |
|--------------|------------|---------|-------------|----------------|-------------|--|
| User One | ALL | User1 | X | X | X | |
| User Three | ALL | User3 | X | X | | |
| User Two | ALL | User2 | X | X | | |

Edit

Remove

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

HOME

CATALOG

MY ACCOUNT

SHOPPING CART

items in cart

0

My Account

My Orders

Search...

8 result(s)

show: 10 | 25 | 50

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

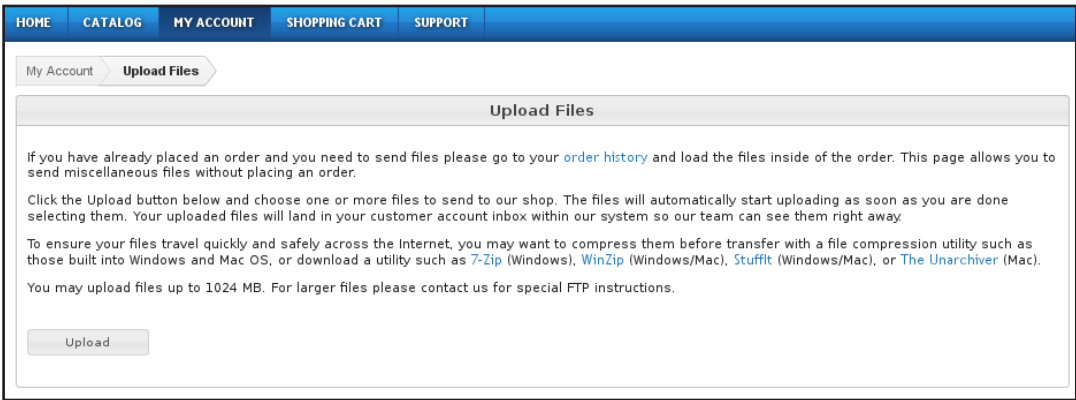
Click to re-order form. Useful to order a single product from a previous order. However, we recommend using the catalog for your ordering needs.

Invoice (Not yet Implemented)

Order Progress

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.



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
Search...

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

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





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

ION Print Solutions

#7 2002 - 8th Street Nisku, AB T9E 7Y8

Tel: 780 955 8778 Fax: 780 955 2270

www.ionprintsolutions.com

