



# eOrder Web Application Tutorial



## Step 1

Link DSG's eOrder application may be accessed directly by going to [www.linkdsg.com/eorder](http://www.linkdsg.com/eorder), or from the website home page, [www.linkdsg.com](http://www.linkdsg.com).

From LINK DSG's home page, select **eOrder** from the upper right corner of the window.

The screenshot shows the LINK DSG website home page. At the top left is the LINK DSG logo. To its right, contact information is provided: North America: (888) 406-9091, UK: 0844 3240986, and a link for 'More contact information >'. On the right side of the top navigation bar, there are three links: 'Supplies', 'eOrder' (highlighted with a yellow box), and 'Support'. Below this is a secondary navigation bar with 'HOME', 'ABOUT US', 'BENEFITS', and 'SERVICES', each with a dropdown arrow. The main content area features a large 'one Partner' banner. The word 'one' is in a large, orange, lowercase font, and 'Partner' is in a smaller, grey, uppercase font. To the right of 'Partner' is a paragraph: 'Don't waste time chasing after multiple vendors. LINK gives you one contact for support, supplies, equipment, training, everything. One contact simplifies your life and saves you money.' Below the banner are three service cards, each with an icon, a title, and a description:

- On-Site Document Imaging & Management**: Equipment, supplies, support. Designed for your needs at a price that makes sense.
- Off-Site Document Imaging & Management**: Any size and any spec. For those jobs that require an extra level of expertise.
- Document Distribution**: Printed or electronically, get every document in front of the right people at the right time.

### Step 2

If you are a first time user and do not yet have a user profile, you will need to create your profile before you can use the eOrder system. To do so, select the **Create new eOrder Profile** link.

LINK DSC North America: (888) 406-9091  
UK: 0844 3240986  
[More contact information >](#) Supplies | eOrder | Support

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## eOrder Login

Email Address:

Password:

Remember Me

SUBMIT

[Create a new eOrder profile](#) | [Forgot your password?](#) | [PDF Tutorial](#)

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If you already have login credentials, please proceed to step 5.

### Step 3

Fill in all required information. Double check that you have entered your email address correctly. An email will be sent to you which requires you to validate your account.

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## Register for an eOrder Account

### Username

E-mail Address \*

### Password

(at least 7 characters with at least 1 letter and 1 number)

Password \*

Confirm Password \*

### Security Question

Security Question \* (Please Select) ▾

Your Answer \*

### Contact Information

Account Type \* (Please Select) ▾

Company Name \*

First Name \*

Middle Name

Last Name \*

Address 1 \*

Address 2

City \*

State \* (Please Select) ▾

Zip Code \*

Country \* United States ▾

Work Phone \*  Ext.

Work Fax

Cell Phone

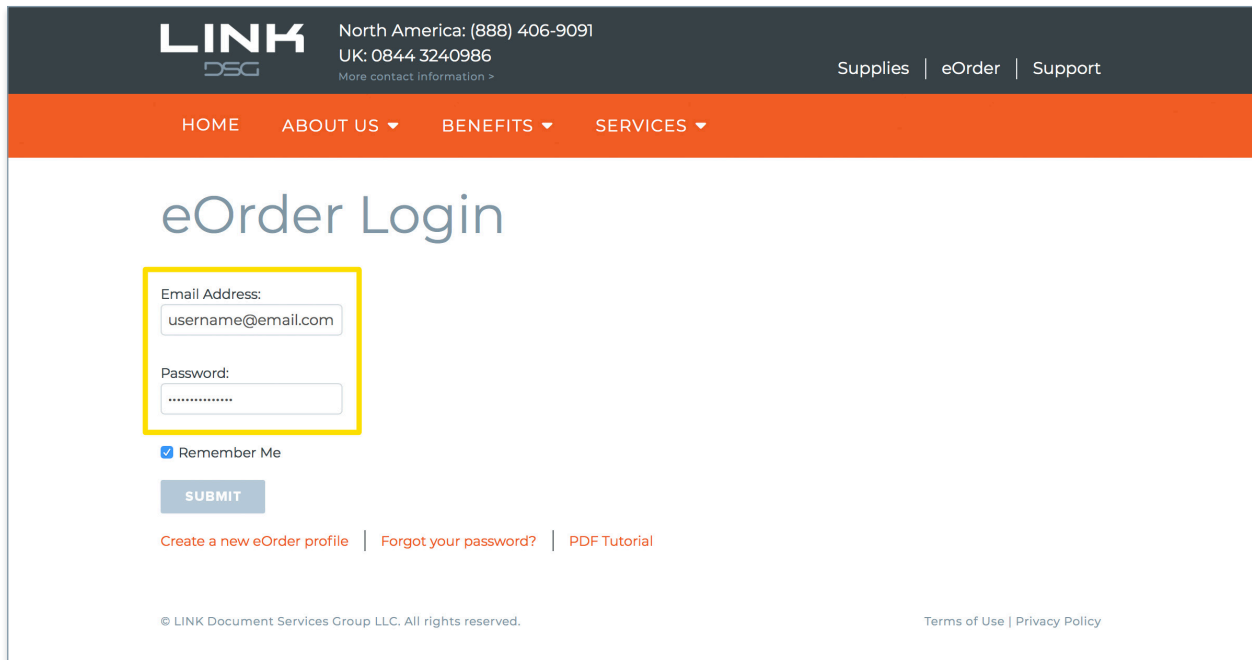
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### Step 4

When finished filling in all the required information, click **Submit**. Once your account has been validated via email, your account is ready to use.

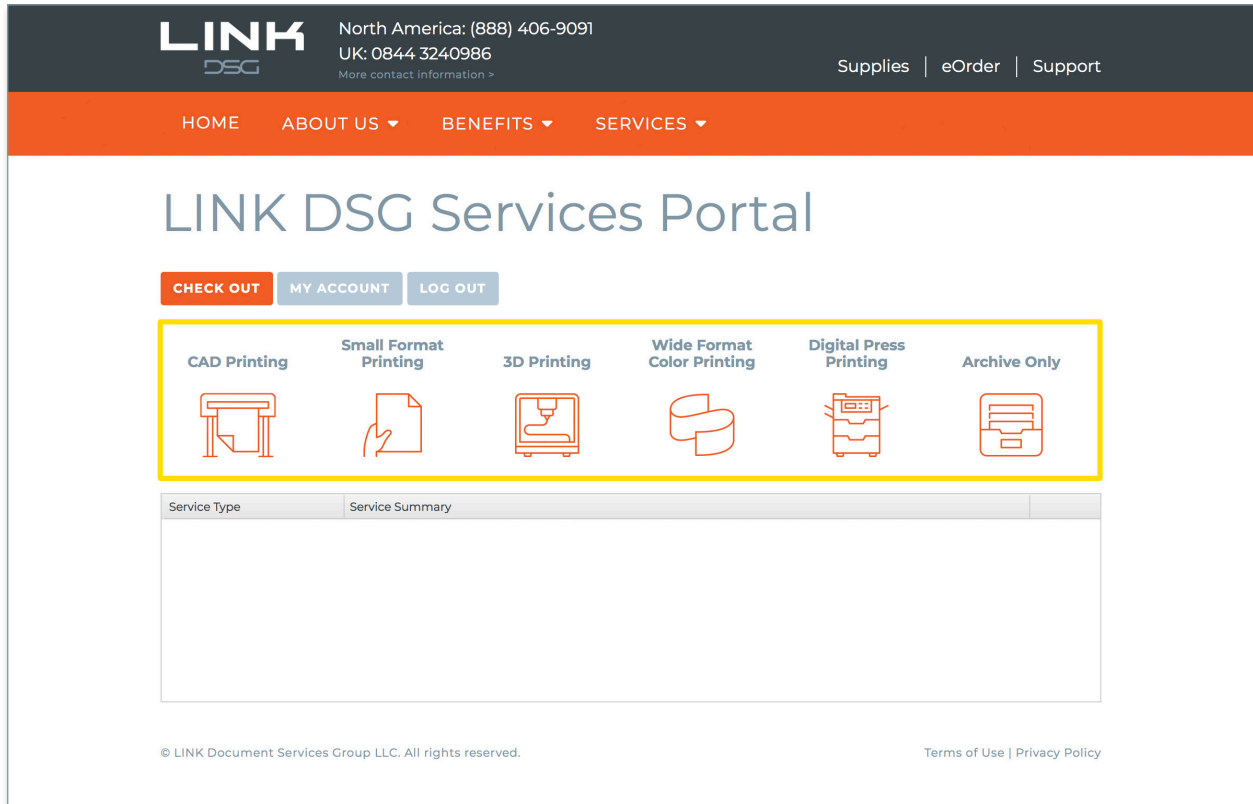
### Step 5

Now that you have your login credentials, you may log in to the LINK DSG eOrder portal.



**Step 6**

Once you are logged in, you will be on the main eOrder page. Choose the appropriate service for the type of order you wish to place (e.g., CAD Printing, Small Format Printing, 3D Printing, Wide Format Color Printing, Digital Press Printing, or Archive Only). You may choose multiple services on a single order.



**Step 7**

For each service chosen, you will be asked to provide basic information about your order, such as how many copies you would like printed. Please complete all the required information for each service, and then click **Next**.

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## CAD Printing SPECIFICATIONS

Service Type  B&W  CAD Color  Combination

Print from archive?  No  Yes

Number of Originals\*

Full Size Copies  (Please Select ▾)

Half Size Copies  (Please Select ▾)

Reduce / Enlarge   Percentage  Scale to Fit

Final Output Size

Output To  ▾

Media Type\*  ▾

Binding Type\*  ▾

Special Instructions

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### Step 8

After filling in your requirements, you have the option to archive your documents in LINK DSG's Document Management System. If you choose to archive your documents, you may be billed additional archiving charges. Once all necessary information has been entered, click **Next**.

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## CAD Printing

DOCUMENT MANAGEMENT

**Note:** Additional fees may be incurred for archiving.

Do not archive my documents

Archive my documents

Add to existing archive  Yes  No (LINK will create a new archive)

Project Name/#\*  Issue Name\*  Issue Date\*

Other Information

PREVIOUS NEXT

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### Step 9

For each service you choose you may upload files.

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## CAD Printing

FILE UPLOAD

File Name	File Size
<input type="button" value="Upload Files"/>	

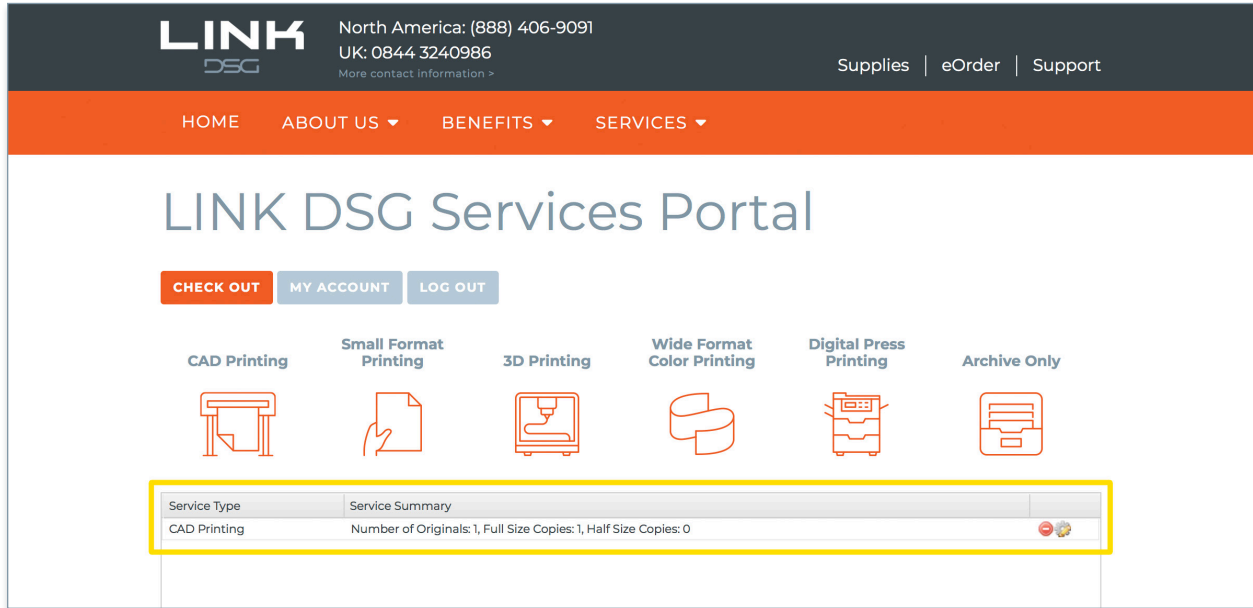
PREVIOUS ADD TO CART PROCEED TO CHECKOUT

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**Step 10**

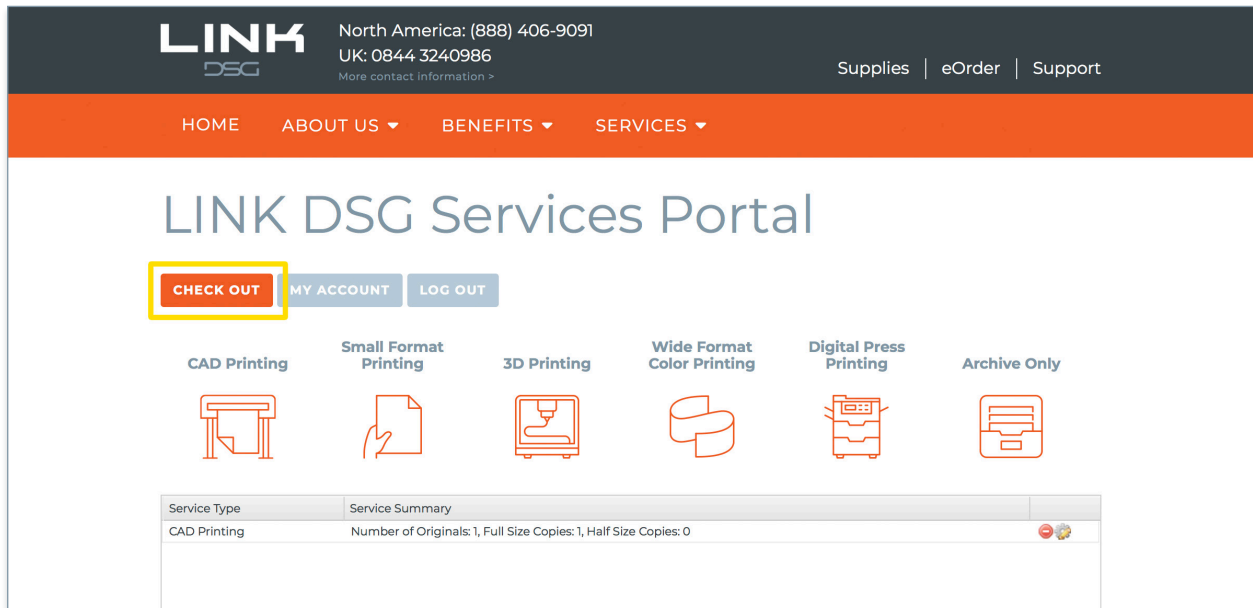
When you are finished creating each portion of your order, click on **Add to Cart**. Your files will appear in your shopping cart as shown in the example below.



You may add additional services to your order at this time.

**Step 11**

When you are finished building your entire order, click on **Check Out**.



## Step 12

Fill in all the appropriate information about your order, for example, due date and time, project number, your P.O. If you have an estimate for your order please provide the estimate number. Also, specify any notes or special instructions about your order here.

Once all necessary information has been entered, click **Next**.

The screenshot displays the 'Order Information' form within the LINK DSG web application. The header includes the LINK DSG logo, contact information for North America (888) 406-9091 and UK 0844 3240986, and navigation links for Supplies, eOrder, and Support. A secondary navigation bar contains HOME, ABOUT US, BENEFITS, and SERVICES. The main form area is titled 'Order Information' and contains the following fields:

- Due Date:** A text input field containing '3/8/2018'.
- Due Time:** A dropdown menu showing '05:00 PM'.
- Project Name / Number:** A radio button selection with two options: 'I don't have a project name' (unselected) and 'I have a project name / number' (selected). A text input field next to the selected option contains 'My Project'.
- PO Number:** An empty text input field.
- Estimate Number:** An empty text input field.
- Order Notes:** A large, empty text area for entering notes.

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT'. The footer contains the copyright notice '© LINK Document Services Group LLC. All rights reserved.' and links for 'Terms of Use' and 'Privacy Policy'.

### Step 13

You can attach transmittal information to your order and choose the closest LINK DSG branch to process your order. You can also specify the method of delivery or you may choose to pick up your order.

Once you have verified that all the information you provided is correct, click on **Submit Order**. You have just placed an order electronically using LINK DSG's eOrder.

LINK DSG North America: (888) 406-9091  
UK: 0844 3240986  
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## Shipping Information

Transmittal Attached (None specified)

Select Branch \* (Please Select) ▼

Delivery Via \* (Please Select) ▼

**Additional Order Recipients if no Transmittal is attached**

Company	Name	Work Phone	After Hours Phone
Your Company	Your Name	555-867-5309	555-867-5310

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