



# eOrder Web Application Tutorial

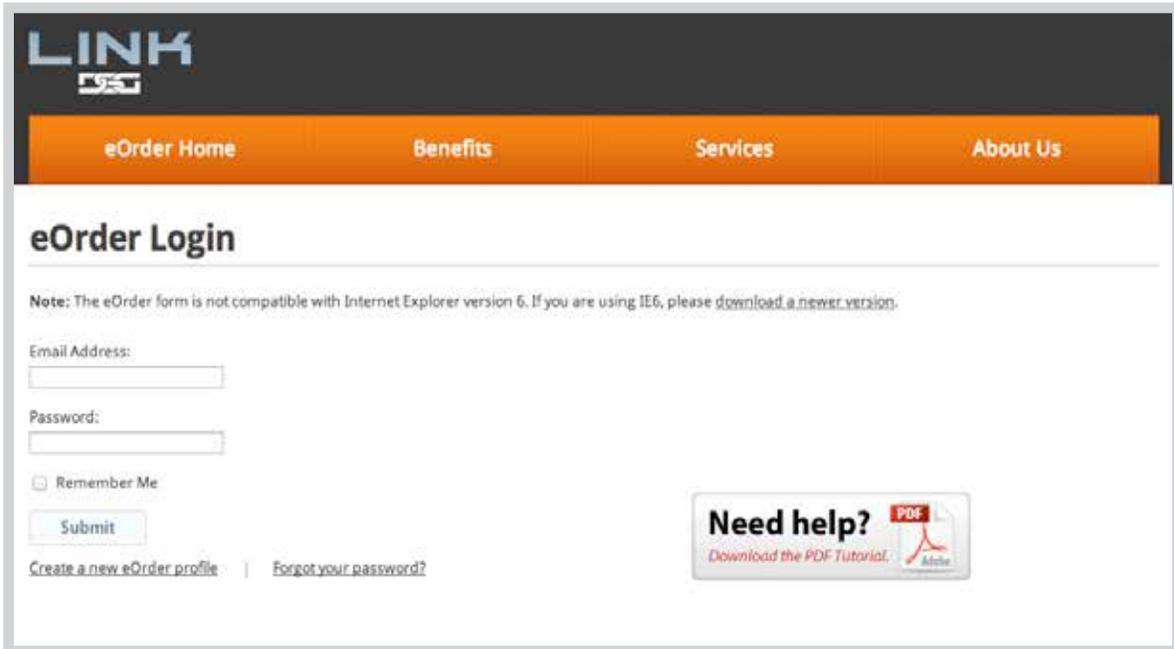


Link DSG's eOrder may be accessed directly by going to [www.linkdsg.com/eorder](http://www.linkdsg.com/eorder) or from the website ([www.linkdsg.com/](http://www.linkdsg.com/)).

1. From Link DSG's homepage ([www.linkdsg.com](http://www.linkdsg.com)) select **EORDER**.

The screenshot shows the LINK DSG homepage. At the top left is the LINK DSG logo. To the right, it says "Your Global Managed Print Service Provider" and "Support". Below this is a navigation bar with "Home", "Benefits", "Services", and "About Us". The main banner features an overhead view of a meeting and the text "One Standard" with a sub-headline: "Turn chaos to consistency with proven document policies and procedures. Get everyone on the same page and trim costs by up to 30 percent." Below the banner are five service highlights: "On-Site Document Imaging & Management", "Off-Site Document Imaging & Management", "Everywhere you are, and then some.", "Document Distribution", and "Scanning & Archiving". Each highlight includes a brief description and a "Learn more" link. On the right, there is a world map and contact information: "Get in touch today", "Toll-free North America: (888) 406-9091", "UK: 0844 3240986", and a link for "More contact information". At the bottom left, there is a "Place an eOrder" button with a shopping cart icon and a mouse cursor. In the center, it says "Your One Connection". At the bottom, there is a section titled "The latest at LINK" with a link to "LINK DSG partners with Asite & SaaS North America to Improve Content Management Capabilities for Building Projects".

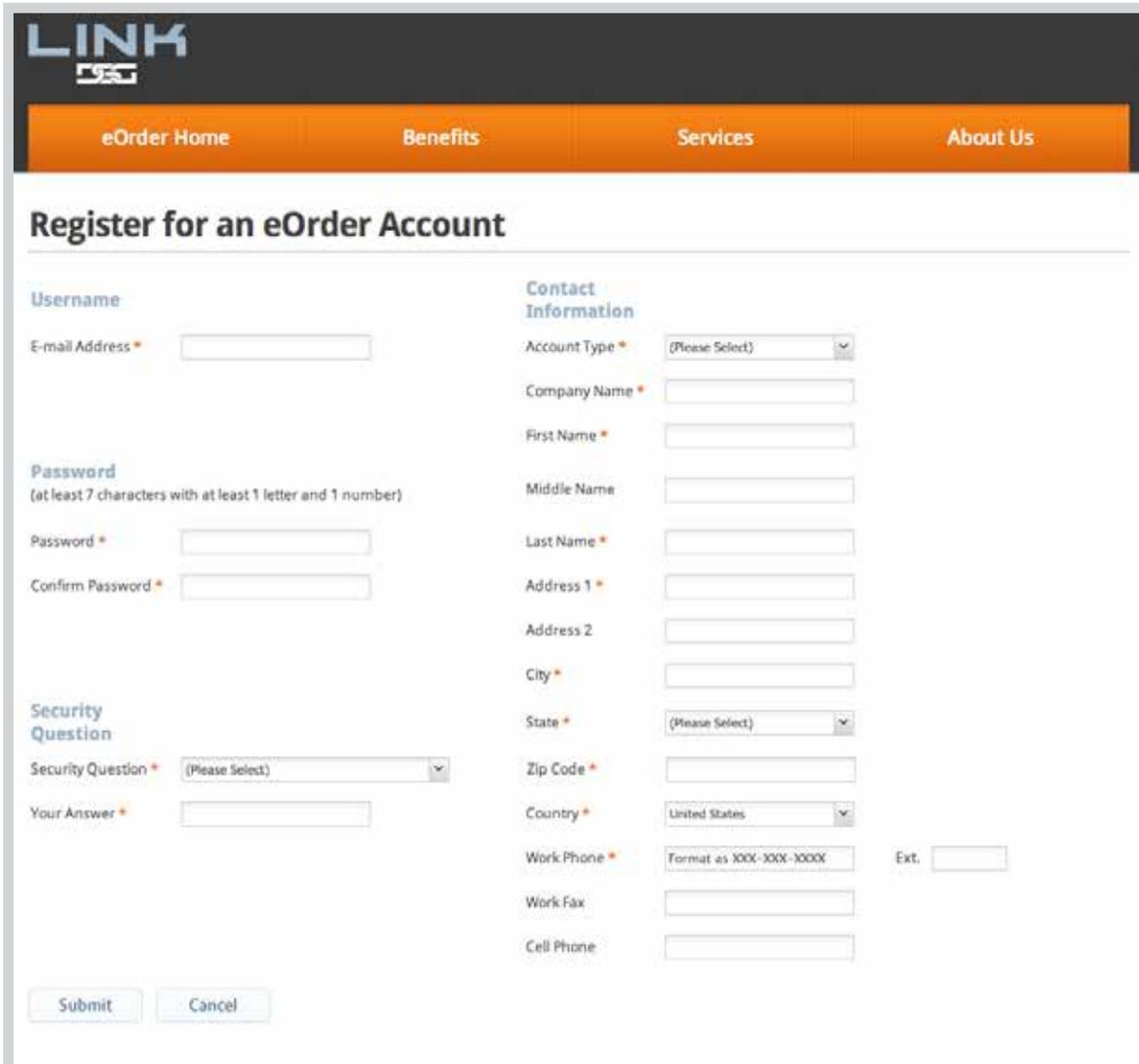
2. If you are a first time user and do not have a User Profile, you will need to create your profile before you can use the eOrder system. To do so, select the “**Create new eOrder Profile**” link.



The screenshot shows the eOrder Login page. At the top left is the LINK logo. Below it is a navigation bar with four orange buttons: "eOrder Home", "Benefits", "Services", and "About Us". The main heading is "eOrder Login". Below the heading is a note: "Note: The eOrder form is not compatible with Internet Explorer version 6. If you are using IE6, please download a newer version." There are two input fields: "Email Address:" and "Password:". Below the password field is a checkbox labeled "Remember Me". A "Submit" button is located below the "Remember Me" checkbox. At the bottom left, there are two links: "Create a new eOrder profile" and "Forgot your password?". On the right side, there is a "Need help?" button with a PDF icon and the text "Download the PDF Tutorial." and "More".

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

3. Fill in all required information:

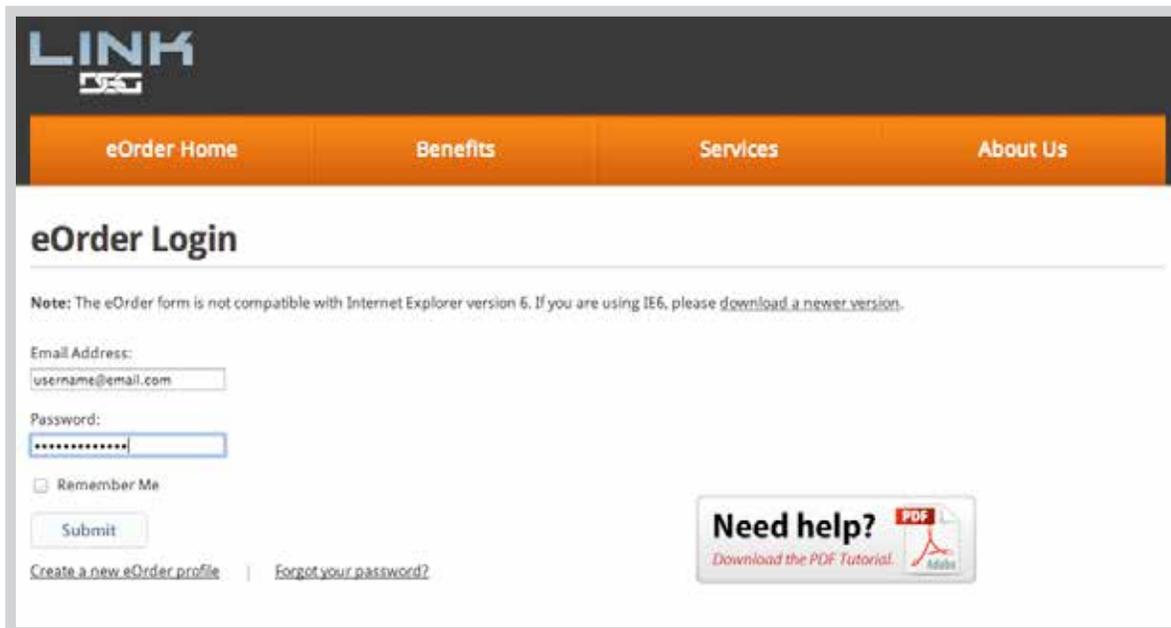


The screenshot shows the 'Register for an eOrder Account' page. At the top, there is a navigation bar with 'eOrder Home', 'Benefits', 'Services', and 'About Us'. The main heading is 'Register for an eOrder Account'. The form is divided into two columns: 'Username' and 'Contact Information'. The 'Username' section includes fields for 'E-mail Address', 'Password', and 'Confirm Password', with a note that the password must be at least 7 characters with at least 1 letter and 1 number. The 'Contact Information' section includes fields for 'Account Type', 'Company Name', 'First Name', 'Middle Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', 'Country', 'Work Phone', 'Work Fax', and 'Cell Phone'. There are also dropdown menus for 'Security Question' and 'Your Answer'. A 'Submit' button and a 'Cancel' button are at the bottom left.

Section	Field Name	Field Type
Username	E-mail Address *	Text
	Password *	Text
	Confirm Password *	Text
Contact Information	Account Type *	Dropdown
	Company Name *	Text
	First Name *	Text
	Middle Name	Text
	Last Name *	Text
	Address 1 *	Text
	Address 2	Text
	City *	Text
	State *	Dropdown
	Zip Code *	Text
	Country *	Dropdown
	Work Phone *	Text
	Work Fax	Text
Cell Phone	Text	

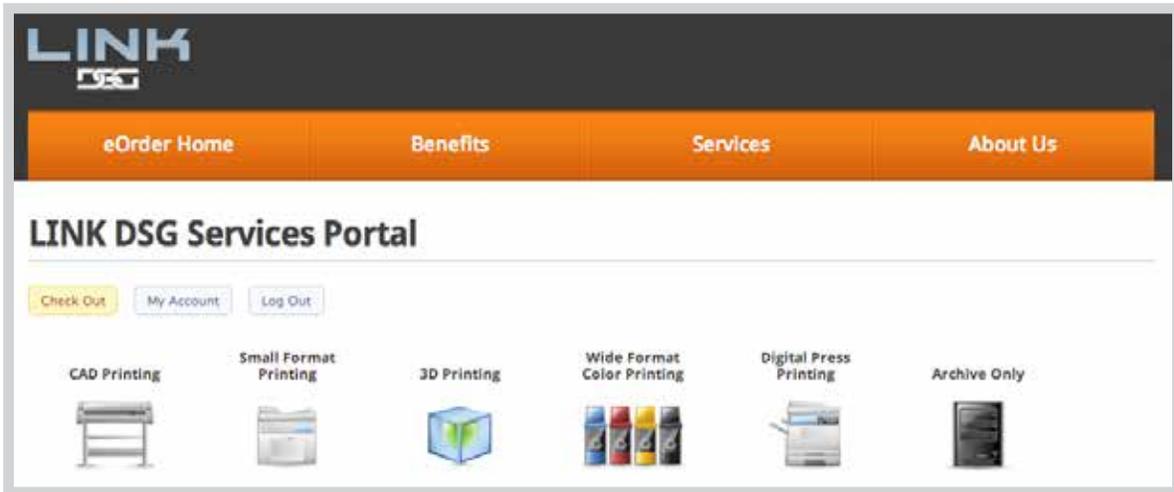
Buttons: Submit, Cancel

4. It is important that your email address is correct. You should double check that you have entered your email address correctly. An email will be sent to you which requires you to validate your email address. When finished filling in all the required information, click “**Submit**”. Once your email address is validated your account is ready to use.
5. Now that you have your login credentials, you may login to the Link DSG eOrder portal.

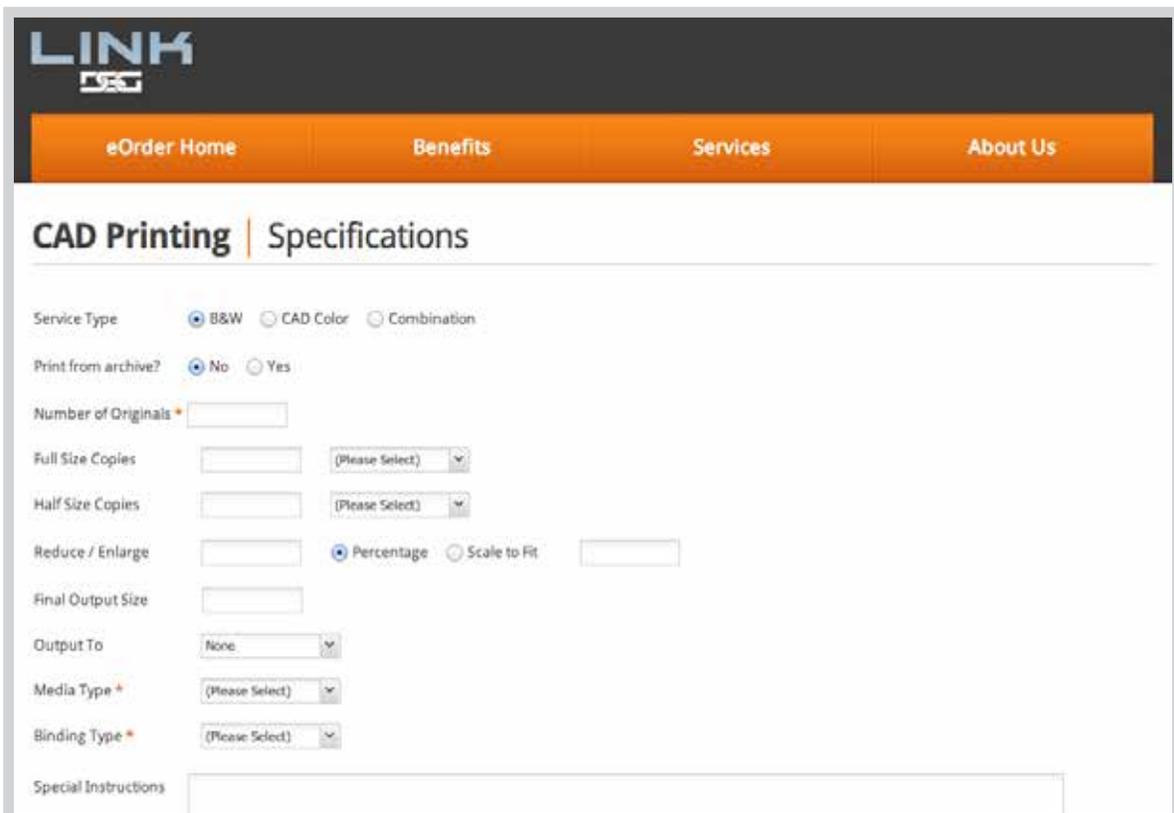


The screenshot shows the eOrder Login page. At the top left is the LINK DSG logo. Below it is a navigation bar with four orange buttons: eOrder Home, Benefits, Services, and About Us. The main heading is "eOrder Login". Below the heading is a note: "Note: The eOrder form is not compatible with Internet Explorer version 6. If you are using IE6, please download a newer version." There are two input fields: "Email Address:" with the placeholder "username@email.com" and "Password:" with a masked password "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember Me". A "Submit" button is located below the "Remember Me" checkbox. At the bottom left, there are two links: "Create a new eOrder profile" and "Forgot your password?". On the right side, there is a "Need help?" button with a PDF icon and the text "Download the PDF Tutorial."

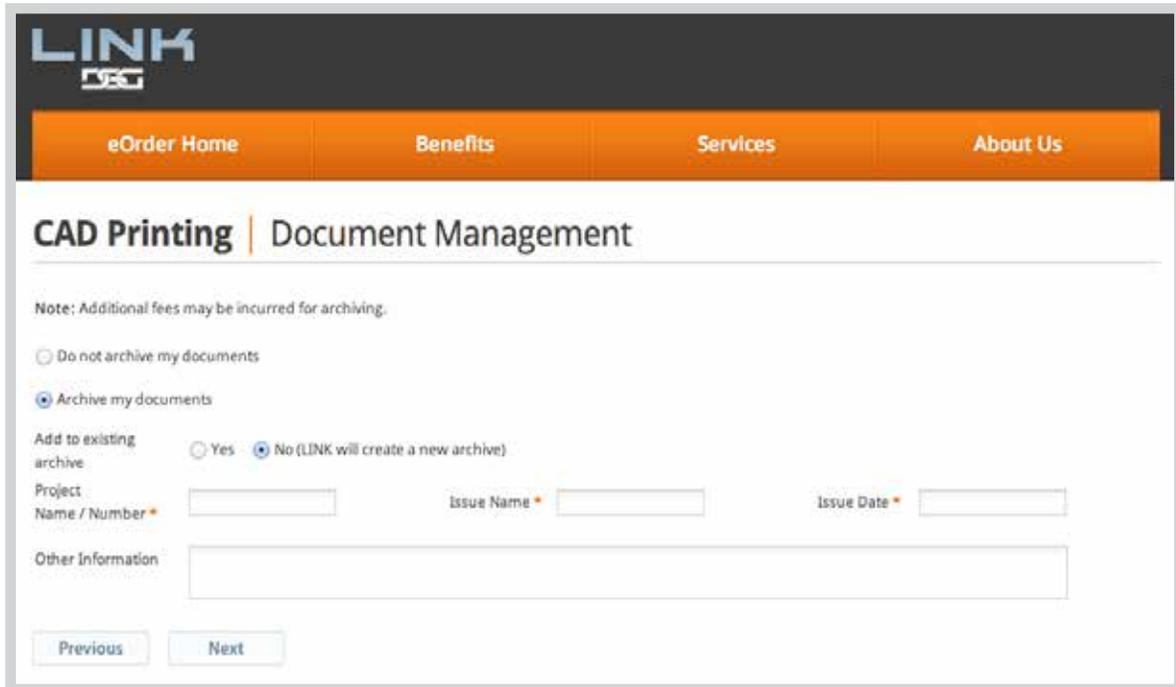
6. After you enter your login information, you will be in the main eOrder page. Here you choose appropriate service for the order you wish to place (for example, CAD Printing, 3D printing, Small Format Printing, Wide Format Printing, Digital Press & Archive). You may choose multiple services on a single order.



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.

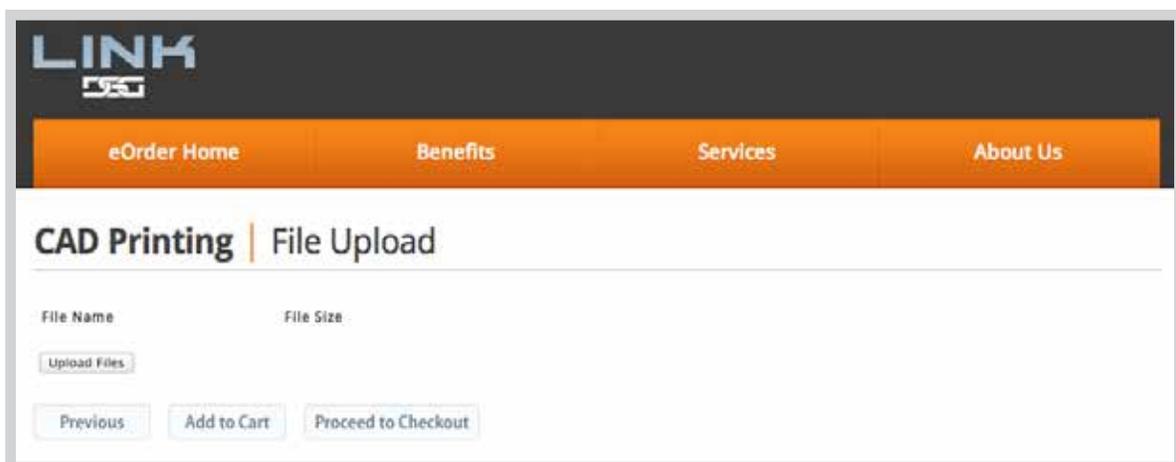


- After filling in your requirements, you have an option to Archive your documents in Link DSG's Document Management System. If you choose to Archive your documents, you may be billed additional archiving charges.



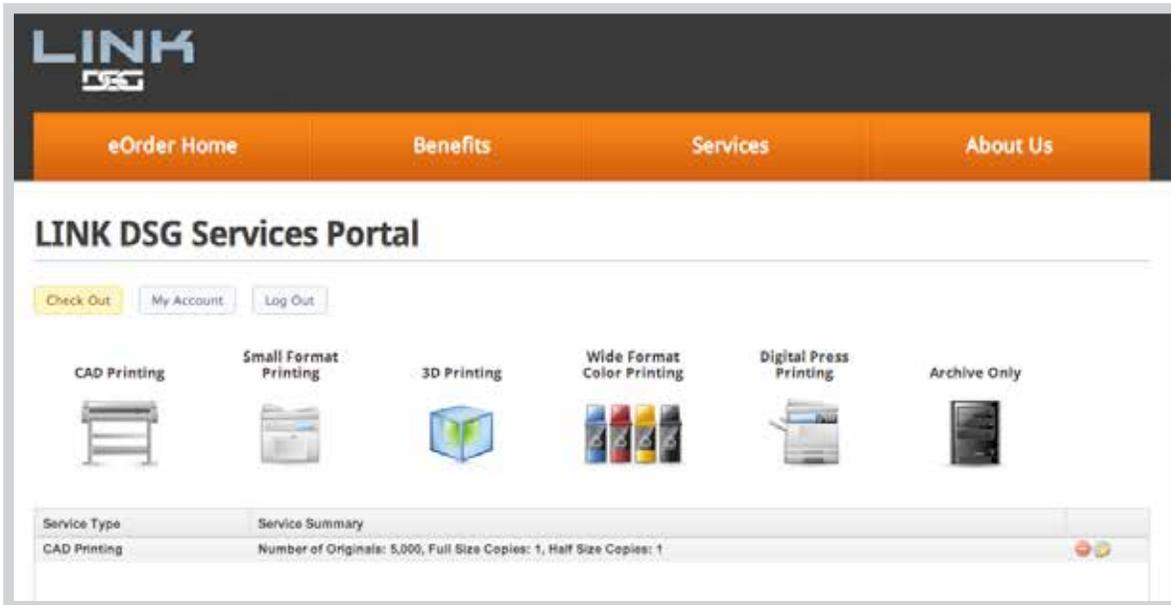
The screenshot shows the 'CAD Printing | Document Management' section of the application. At the top, there is a navigation bar with 'eOrder Home', 'Benefits', 'Services', and 'About Us'. Below this, the title 'CAD Printing | Document Management' is displayed. A note states: 'Note: Additional fees may be incurred for archiving.' There are two radio button options: 'Do not archive my documents' (unselected) and 'Archive my documents' (selected). Under the 'Archive my documents' option, there are two sub-options: 'Add to existing archive' with 'Yes' (unselected) and 'No (LINK will create a new archive)' (selected). Below these are three input fields: 'Project Name / Number \*', 'Issue Name \*', and 'Issue Date \*'. A larger text area labeled 'Other Information' is also present. At the bottom, there are 'Previous' and 'Next' buttons.

- For each service you choose you may upload files.

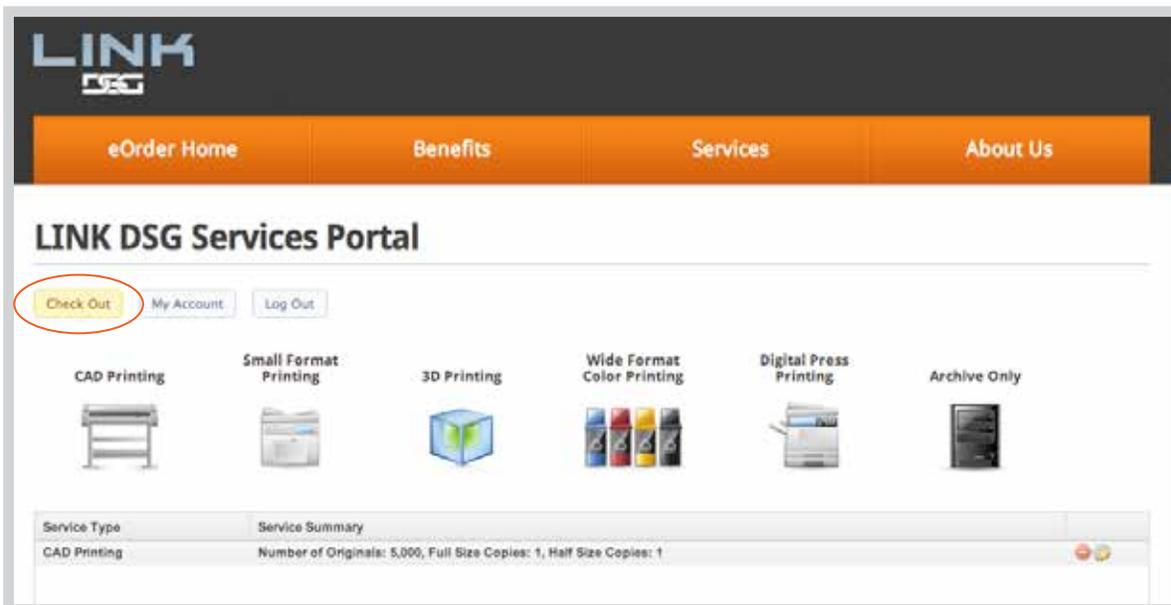


The screenshot shows the 'CAD Printing | File Upload' section of the application. It features the same navigation bar as the previous form. The title is 'CAD Printing | File Upload'. Below the title, there are two columns: 'File Name' and 'File Size'. An 'Upload Files' button is located below these columns. At the bottom of the form, there are three buttons: 'Previous', 'Add to Cart', and 'Proceed to Checkout'.

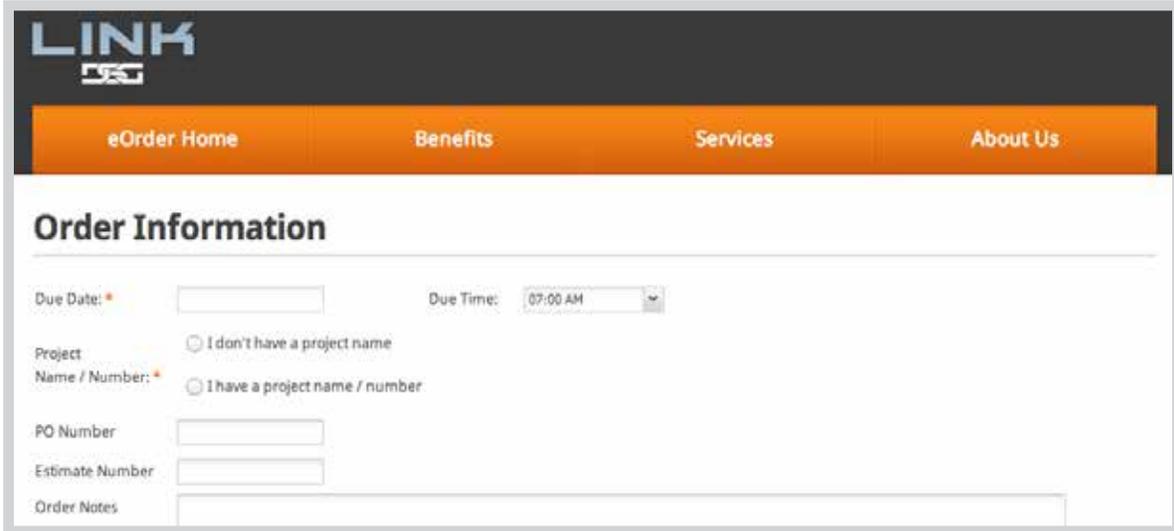
10. When you are finished creating your order and you click on “**Add to Cart**” button your files appear in your shopping cart as shown in the example below:



11. When you finished building your order, click on “**Checkout**”:



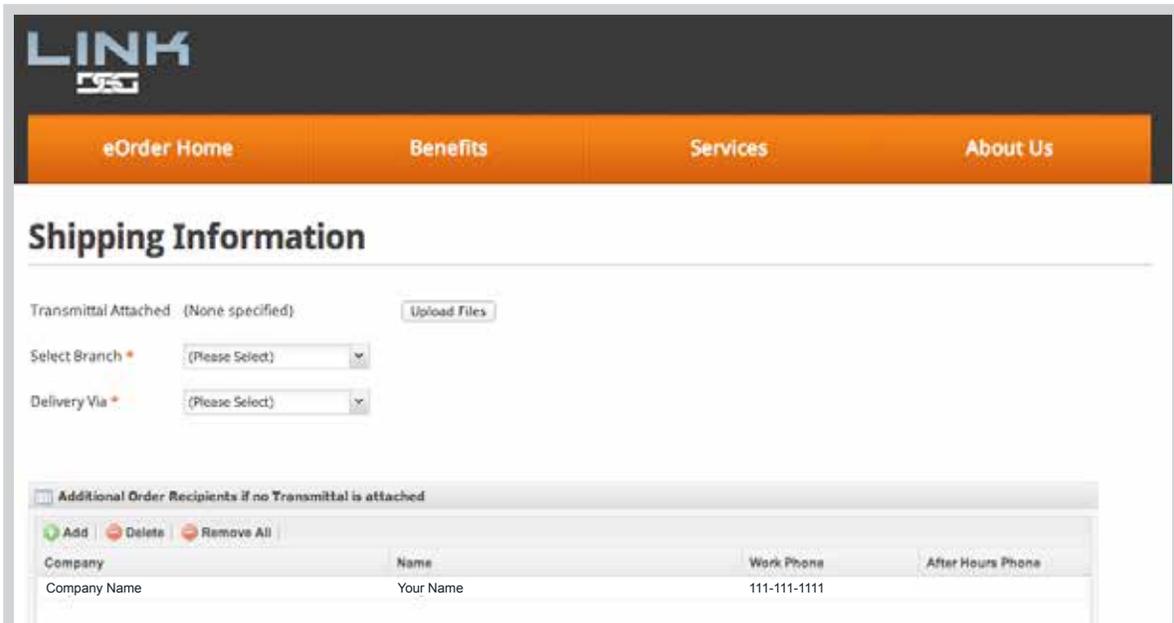
12. Fill in all the appropriate information about your order, for example, due date and time, project number, your P.O. If you have an estimate for your order please provide the estimate number. Also, specify any notes or special instructions about your order here.



The screenshot shows the 'Order Information' section of the web application. It features a navigation bar with 'eOrder Home', 'Benefits', 'Services', and 'About Us'. Below the navigation bar, the 'Order Information' form includes the following fields:

- Due Date:** A text input field.
- Due Time:** A dropdown menu currently set to '07:00 AM'.
- Project Name / Number:** A radio button selection with two options: 'I don't have a project name' and 'I have a project name / number'.
- PO Number:** A text input field.
- Estimate Number:** A text input field.
- Order Notes:** A large text area for entering notes.

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. Click on **“Submit Order”** after making sure the information you provided is correct. You have just placed an order electronically using Link DSG's eOrder.



The screenshot shows the 'Shipping Information' section of the web application. It features the same navigation bar as the previous form. Below the navigation bar, the 'Shipping Information' form includes the following fields and sections:

- Transmittal Attached:** A dropdown menu currently set to '(None specified)' and an 'Upload Files' button.
- Select Branch:** A dropdown menu currently set to '(Please Select)'.
- Delivery Via:** A dropdown menu currently set to '(Please Select)'.
- Additional Order Recipients if no Transmittal is attached:** A section with a table for adding recipients.
 

Company	Name	Work Phone	After Hours Phone
Company Name	Your Name	111-111-1111	