



Hello! Welcome to your storefront. This online portal is designed to make ordering your printed materials as convenient and hassle-free as possible! This document contains tips to help you get started. If you ever have any questions or concerns, please feel free to give us a call, or email web@nohioprint.com.

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1: Navigating Your Homepage

1A) Finding your Document Library

When you log in to your storefront, on your upper left-hand side right under your company logo you will see your document library. Here you will see your printed materials organized by type (brochures, business cards, etc.). These categories however can be customized to be whatever you wish. For example, you may choose to use these categories to represent different departments within your company (marketing, HR, etc.).

The screenshot shows the Northern Ohio Printing website's account summary page. The top navigation bar includes 'Order Printing', 'Services', 'Resources', 'Help Center', 'About Us', 'Contact Us', and 'Account'. The user is identified as 'Derek Miller'. The main heading is 'Your Account Summary (216) 398-0000 Questions? Just ask.' Below this is a note to customers about pricing changes. The left sidebar contains several menu sections: 'Customer Service' (with 'Document Library' circled in yellow), 'Document Library' (with a search bar and a list of categories like Envelopes, Labels, Letterhead, etc.), and 'Additional Products'. The main content area has tabs for 'Profile', 'Estimates', 'Orders', 'Settings', and 'Search'. Under the 'Orders' tab, there are three status filters: 'Waiting For Your Response', 'Work in Progress', and 'Completed'. Below these are several order status bars, all showing zero counts: 'Items Saved in Shopping Cart (0)', 'Orders Waiting For Price Approval (0)', 'Orders Needing Management Approval (0)', 'Proofs Waiting For Response (0)', 'Files Sent, Unattached to Orders (0)', and 'Orders Available For Online Payment (0)'. A yellow highlight is placed over the 'Orders' tab and the status bars.

Click to view

1B) Viewing Order Status

In the lower center of your screen, you will also see the status of your orders. Here, you will be able to follow your order as it's in your shopping cart, awaiting approval, etc.

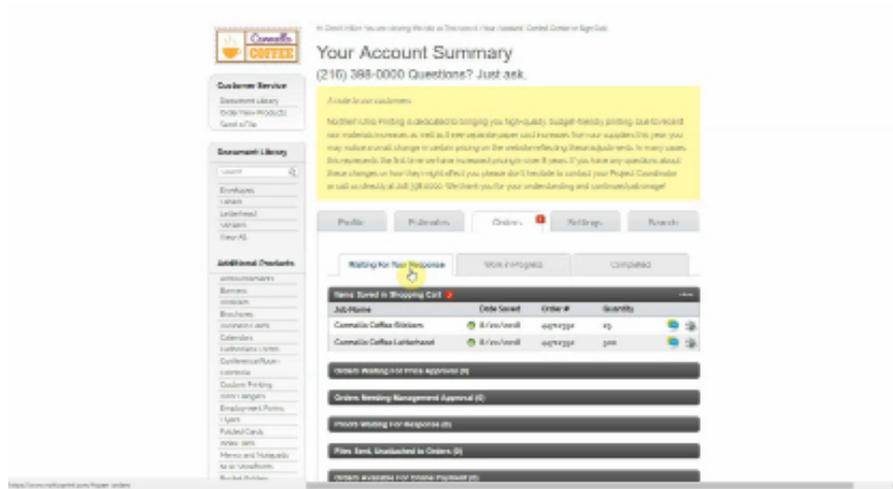
This screenshot is identical to the one above, showing the account summary page. However, a yellow rectangular box highlights the order status bars at the bottom of the page, specifically the sections for 'Items Saved in Shopping Cart (0)', 'Orders Waiting For Price Approval (0)', 'Orders Needing Management Approval (0)', 'Proofs Waiting For Response (0)', 'Files Sent, Unattached to Orders (0)', 'Orders Available For Online Payment (0)', and 'Low Inventory Alerts (0)'. The 'Orders' tab is also highlighted in yellow.

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1C) Checking Out

Having trouble checking out once your items are in your cart? Watch the video below to see how to begin the checkout process and put in your shipping and payment information, which will then be saved for future purchases:

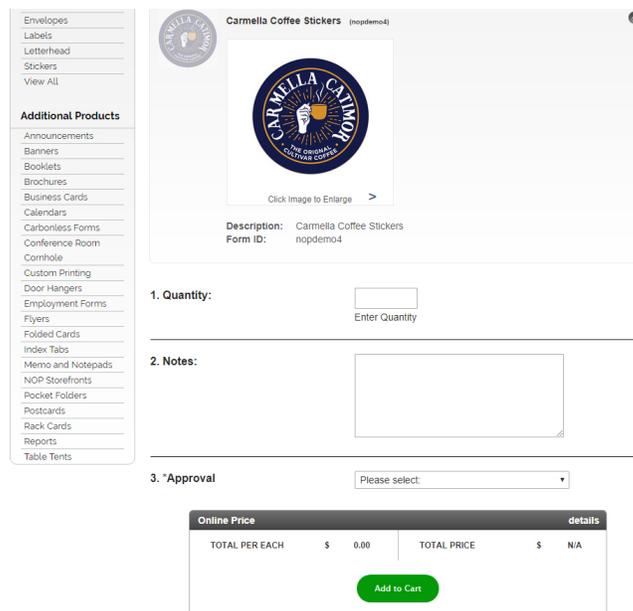


Click to view

2: Order Pages

2A) Static Pages

We have two types of ordering pages; static and variable. Static is your standard ordering page in which the product will not change design. Default fields include quantities, side notes, and approval. These fields are customizable to fit your needs. An example of this is below:



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2B) Variable Pages

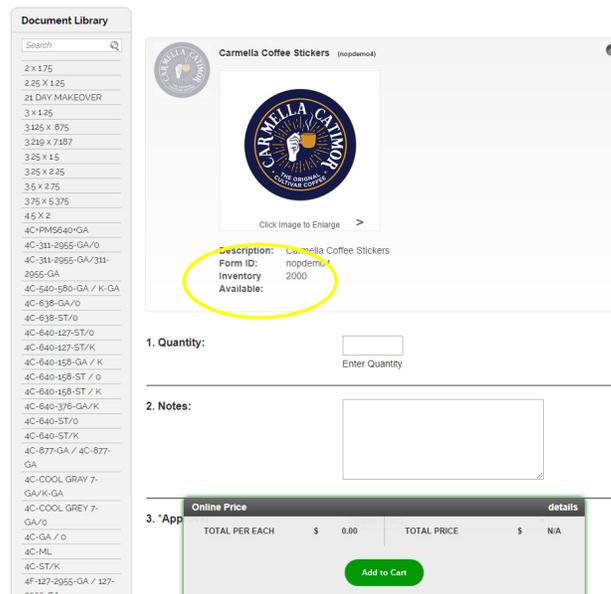
The other kind of ordering page available is a variable ordering page. This kind of page includes a template in which you can type in information for those items that change frequently for each order (business cards, letterheads, etc.). Fields are customizable, and fields such as phone number can be formatted to a desired style (eg. 000.000.0000 or +1 000-000-0000). You will see a preview of your card on the page, and clicking on the 'View Proof File' button will show you a hi-rez proof. Watch the video below to see this in action.



Click to view

2C) Inventory

Another capability of our storefronts is the ability to manage inventory. By storing your inventory, this feature ensures quicker turn-around time by cutting out the time it takes to print! Email notifications can be set for when inventory is low as well. Check out the image below to see where you can find your current inventory.



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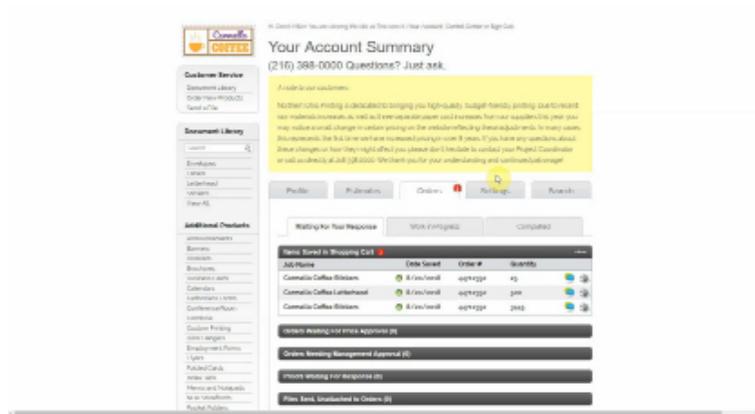
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3: Admin Priviledges

If you are the owner or a manager of your company, you may be set up for the admin control panel. From here you can set up shipping/payment information, branches, and employee storefront accounts.

3A) Add Shipping and Payment Options

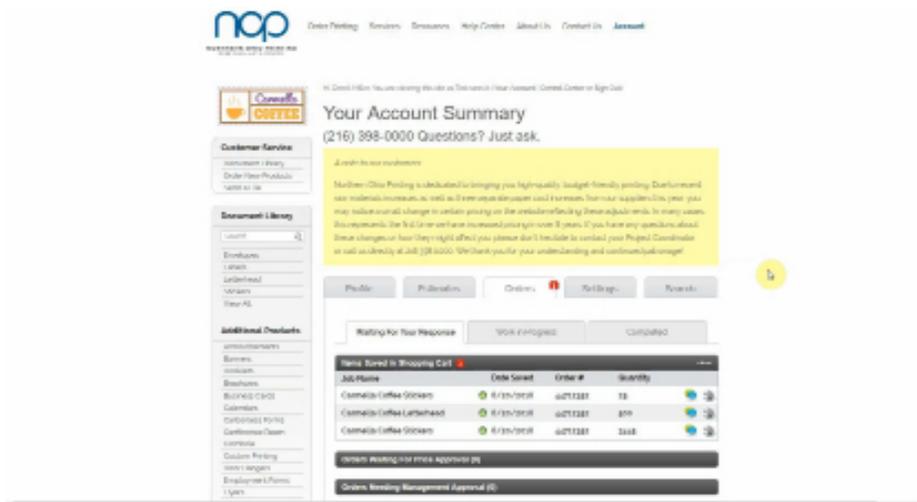
Check out the video below to see where to add shipping/payment information



Click to view

3B) Account Setup

The below video shows you where you can change your password or set up a general employee account for your storefront. You can either set up the account for them, or send an invitation link with attached permissions.

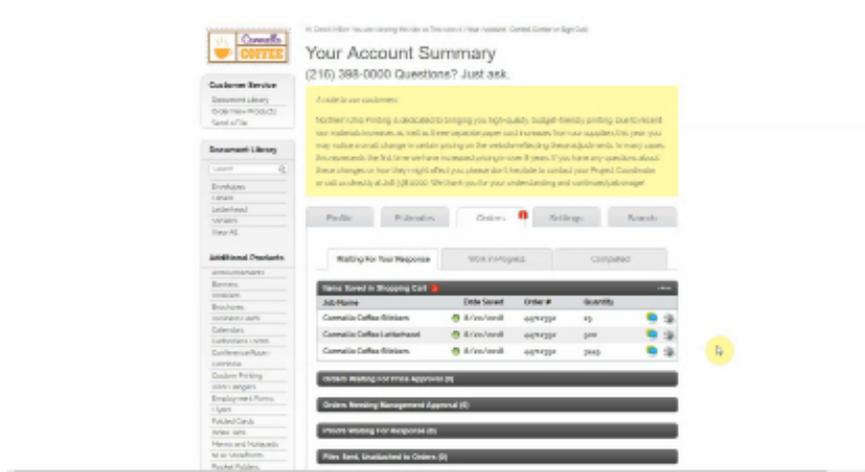


Click to view

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3C) Branch Setup

Do you have branches set up? Check out the video below to see how to setup your branch information and create accounts specific to that branch.



Click to view

4: White Label Storefronts

Want your storefront to be even more customized to fit your company? With White Label Storefronts, you are able to personalize the layout and the design of your storefront to match your company's needs and branding. For more information on White Label Storefronts, contact your customer service representative.