Express Press INCORPORATED ®

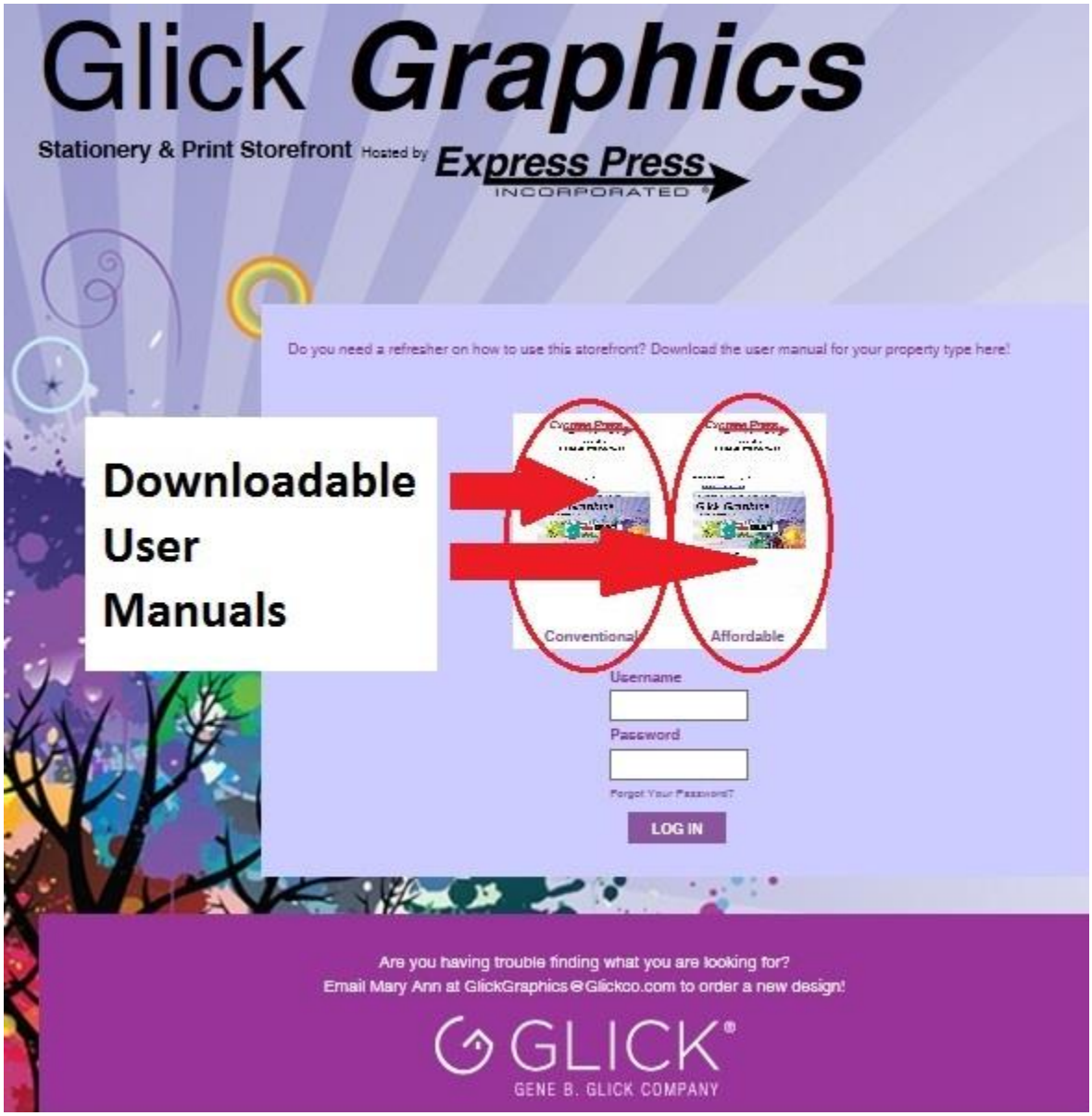
Gene B. Glick
Printing Storefront User Guide
CONVENTIONAL PROPERTIES

LOGIN SCREEN – access by going to:

http://glickgraphics.com/

Select the "Stationery & Print" link

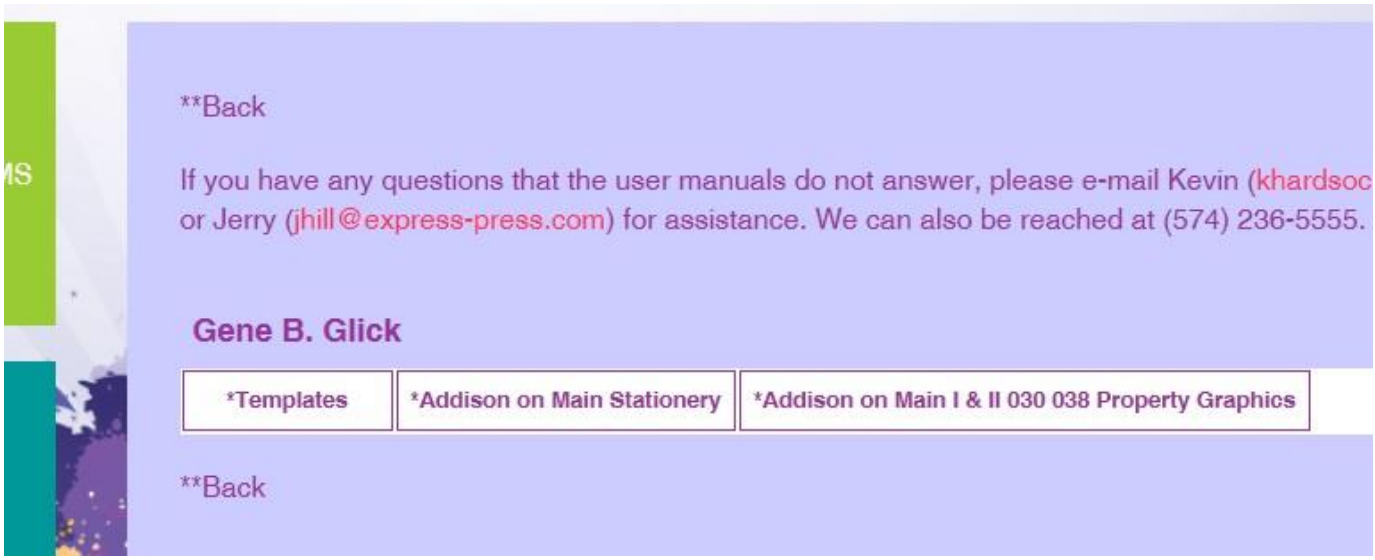
This will take you to a login screen for the storefront that looks like this:



There are now downloadable versions of this manual at the login page in case you need a refresher on how this works the next time you need to order.

Use the login & password provided to you by the Glick Marketing Department at that screen

Once you've logged in, you'll arrive at a screen like this where you'll begin to order your materials:

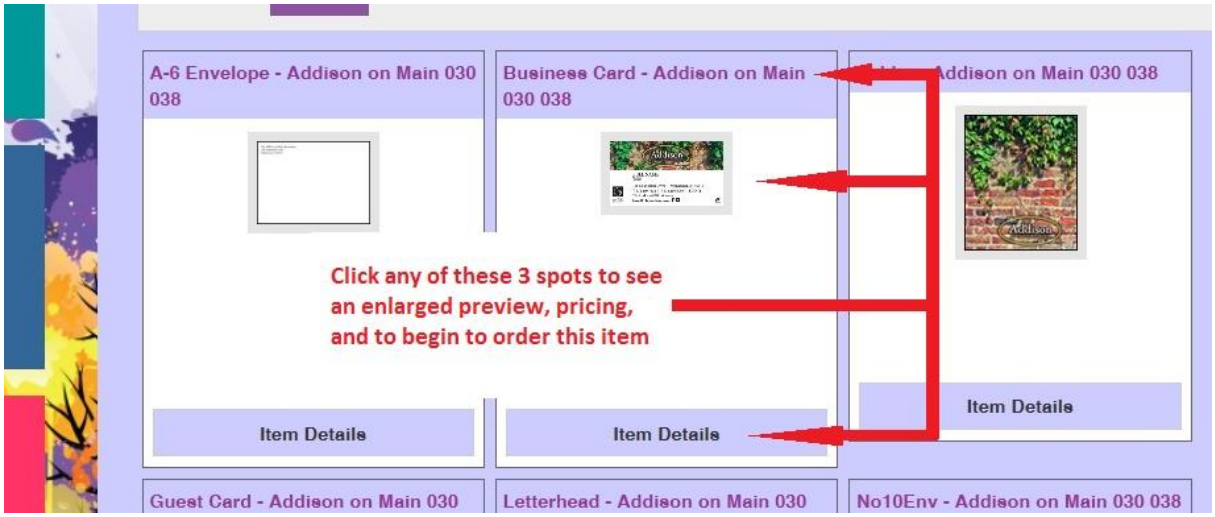


"Templates" – clicking on Templates will take you to all of the available marketing flyer templates, door hangers, etc., available for you to customize for your property

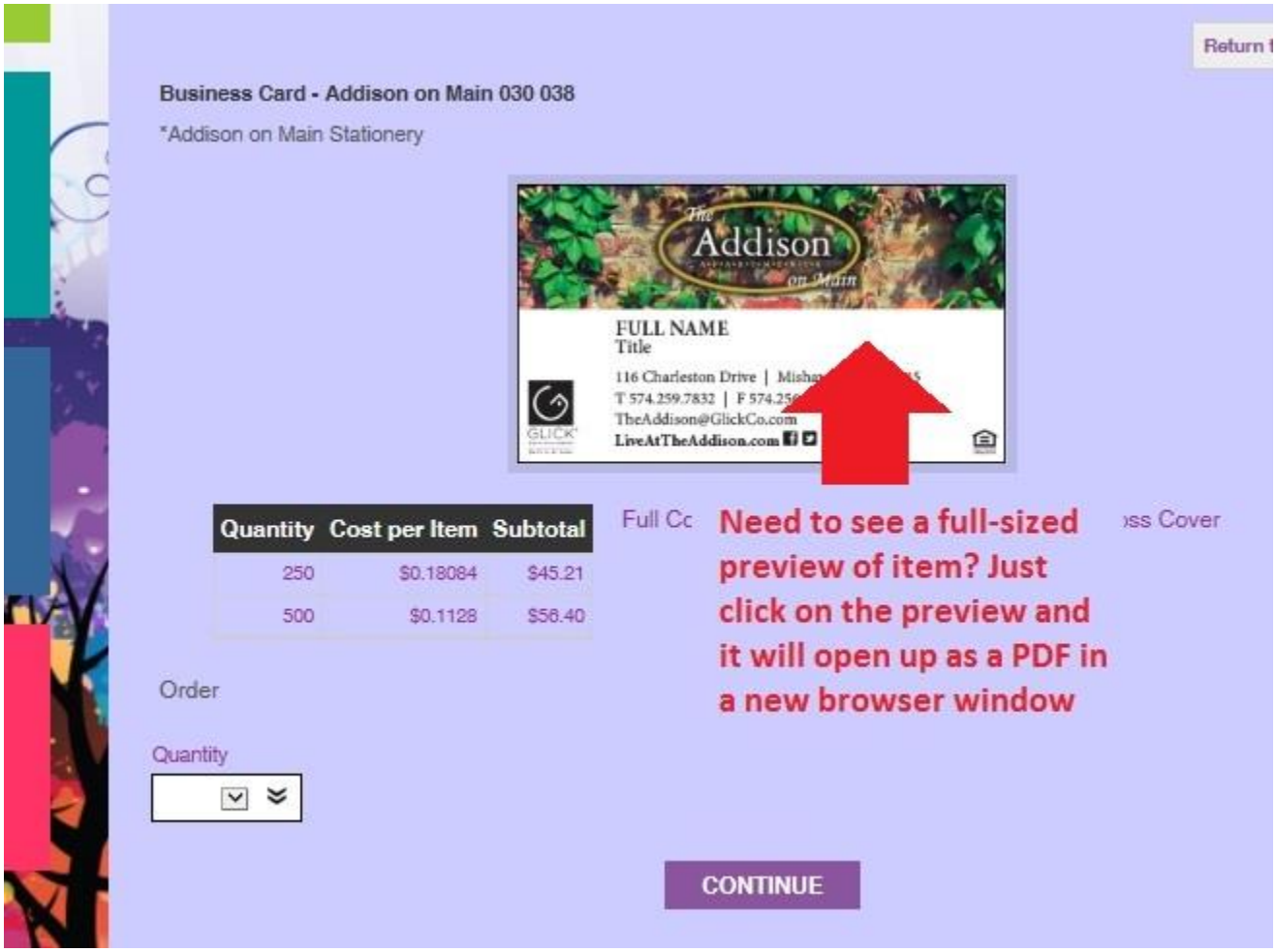
"[property name] Stationery" – clicking on your property's Stationery Catalog will take you to all of your stationery-related items (such as Letterhead, Business cards, envelopes, folders, notecards)

"[property name] Property Graphics" – clicking on your property's Property Graphics catalog will take you to items that may only pertain to your property, such as floor plans, flyers, or brochures for items or services that your property offers that don't apply to some of the other properties.

Clicking any of the three options listed on the previous page will take you to a screen that visually itemizes all available items in that catalog



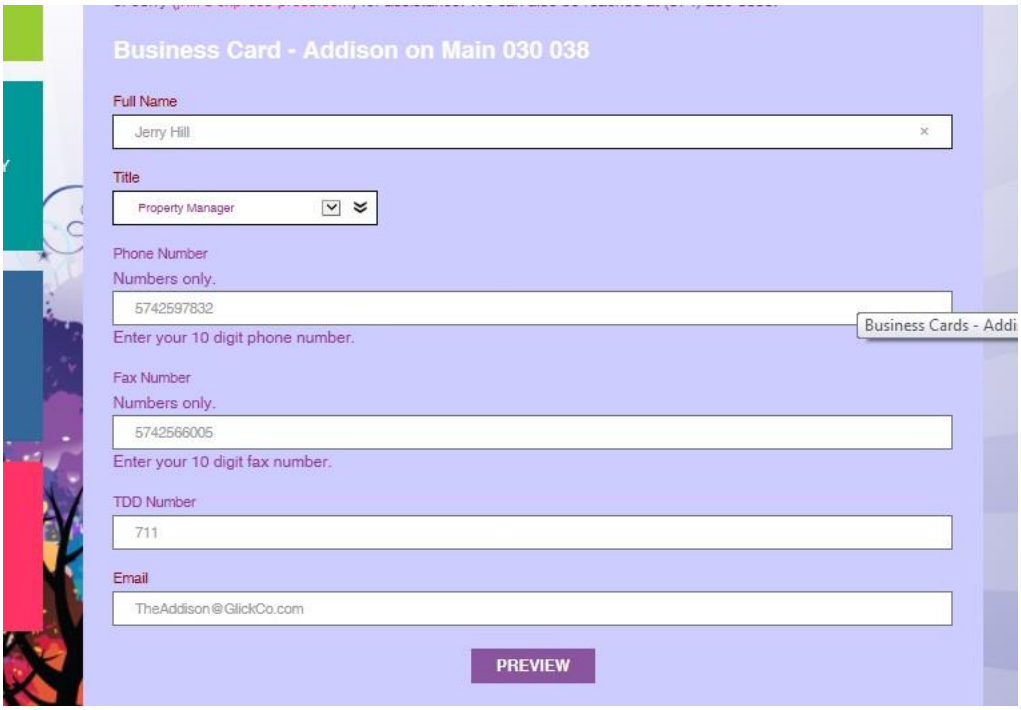
Clicking on any of the three above-indicated spots on any item will take you to a screen where you can see an enlarged preview of the item, see the pricing breakdown for various quantities, and select the quantity you wish to order:



Select the quantity you want to order from the pull down in the bottom left of this screen, then click the purple CONTINUE button:

IF YOU'RE ORDERING A BUSINESS CARD OR ITEM THAT REQUIRES PERSONALIZATION OR CUSTOMIZATION, you will be diverted to an interim screen where you can build your item & proof it in real time. On business cards, for instance, you'll have the ability to:

- **Enter the name for the cards**
- **Select the title for the person you're building the card for. NOTE: if the title you select calls for a different set of phone #'s, or address, they will change automatically and show up accurately in the preview (but may not change in the fields shown on this screen. Trust the proof preview, not the fields in these instances).**
- **If your property has a TDD #, enter it in the supplied field**



- **You have 2 options on your e-mail:**
    a) **Leave the e-mail address that your card defaults to – usually the generic property e-mail address**

b) **Change the default e-mail address already in that field to reflect the address you want to use**

Once correct info has been entered, click the purple "Preview" at the bottom of the screen.

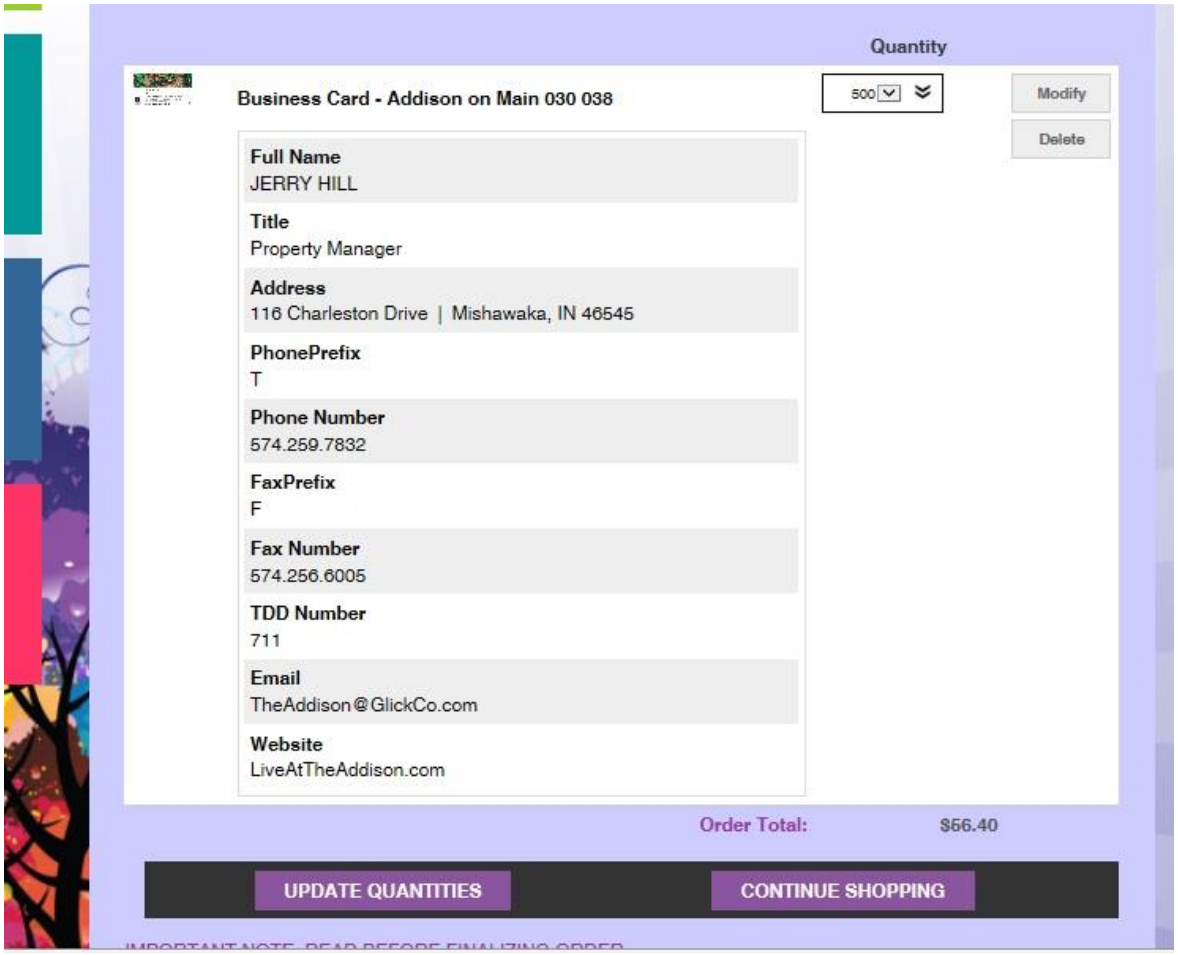
This will bring up a real-time merged proof of your BC using the information you entered in the previous screen (NOTE: if you want to see a high resolution full-sized proof in a separate screen, click on the on-screen thumbnail of the proof):

PLEASE PROOF YOUR CARD CAREFULLY! Any errors that you approve here will be your responsibility.

If details need to be changed or corrected, please select the purple "Modify" button in the bottom right of the screen. This will take you back to the screen where you change the information entered in the fields & re-proof.

If the proof is correct as-is, select the purple "Order" button.

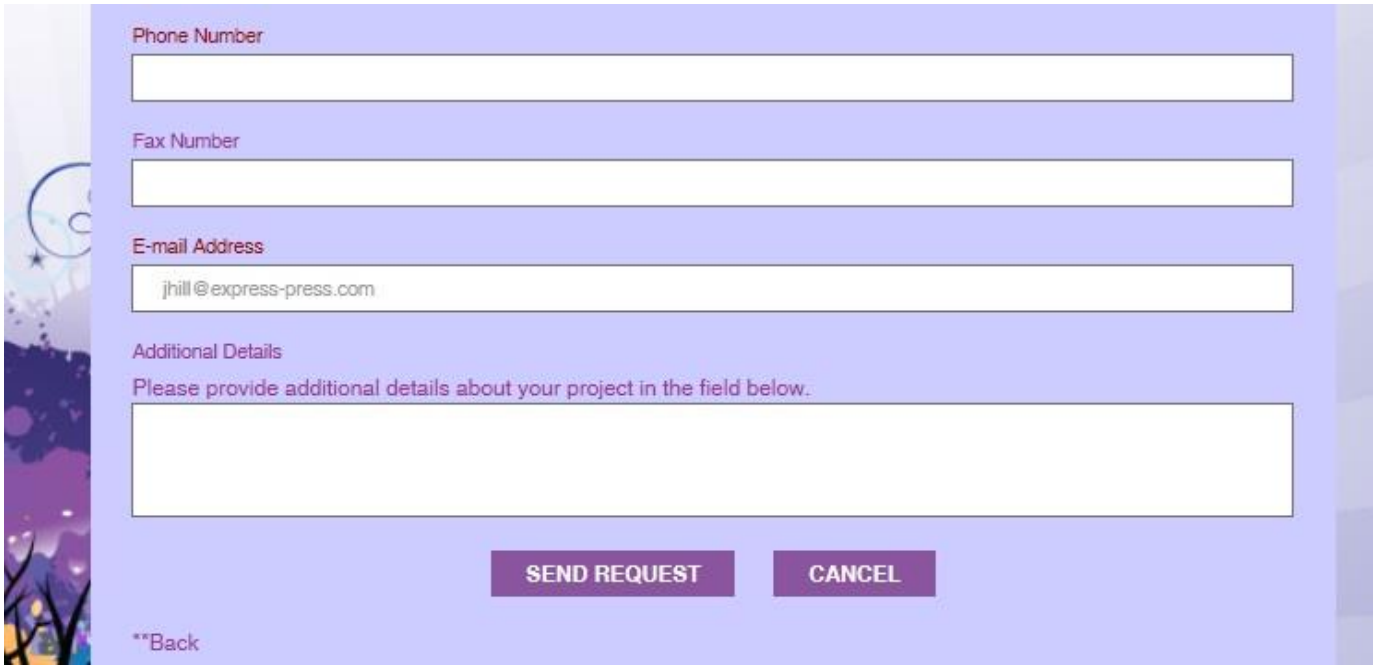
Selecting "Order" on an item will take you to an order review/checkout screen:



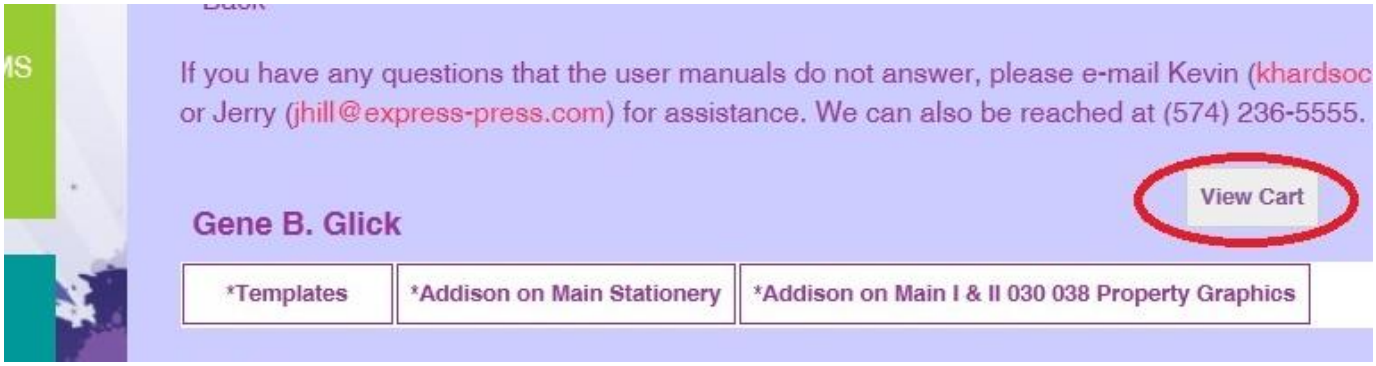
Here you have the following options:

a) **Delete any of the items you selected to order**
b) **Modify the copy (on items like business cards or marketing flyers)**
c) **Change quantities for any/all items. NOTE: if you change quantities, you must click on the purple "Update Quantities" button shown above once you're finished**
d) **View the pre-tax total of your order**
e) **If you've realized you need to order more items – click the purple "Continue Shopping" button and it will let you go back and add more to your order.**

If all is in order, scroll further down the page, and fill in any contact info and/or special instructions that are labeled in red (most, if not all, should be already filled out for you).

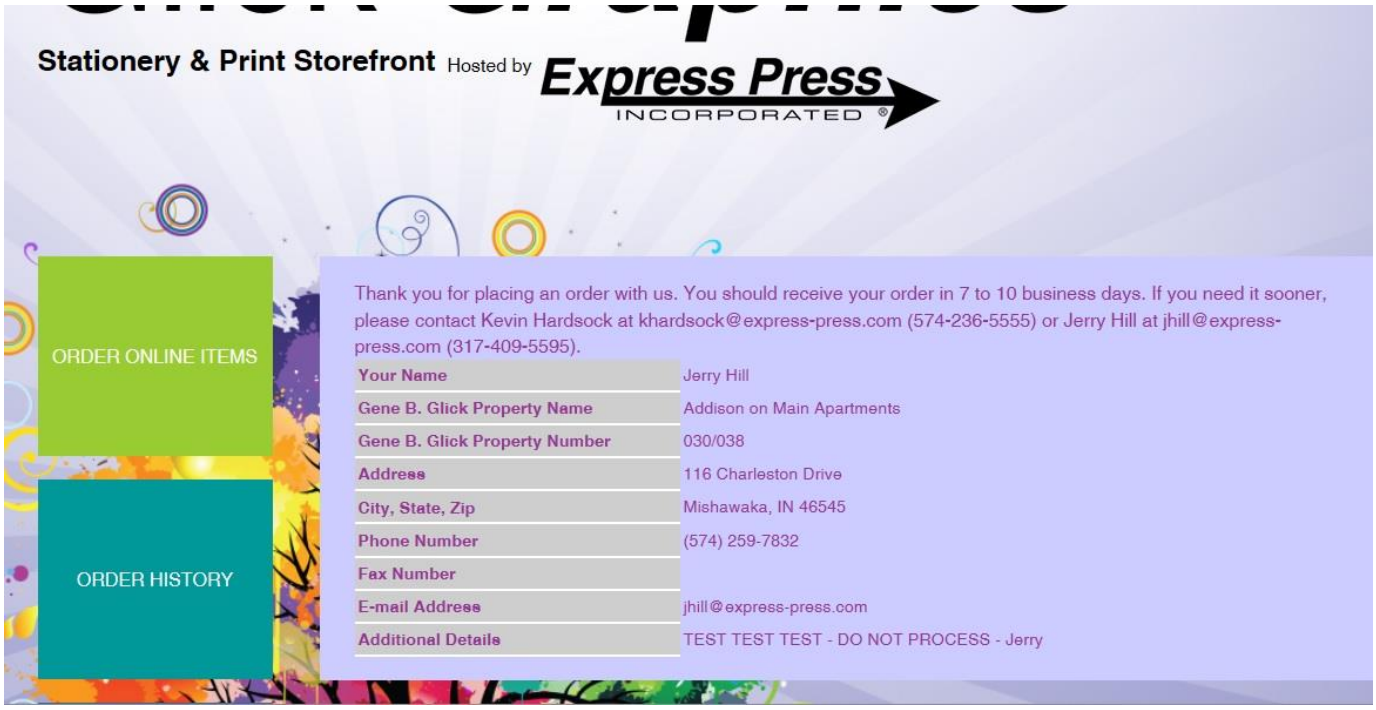


Once you've entered the needed info into the above fields, click the "Submit Request" button to finalize your order. IMPORTANT NOTE: If you fail to click this button, your order will not be received and as a result will not be processed. You can however re-access those items and finalize your order. If you click on the Order Online Items box (big green box near the upper left), or log back in at a later time, you'll see a new little "View Cart" buttom has appeared in the first screen after loggin in:



Clicking on this button will take you back to the checkout screen where all of your items will be waiting for you to finalize the order.

When you click the purple "Submit Request" it will a) send us a notification via e-mail that an order is waiting to be processed, b) it will send you an e-mail notification that your order has been submitted & received, and c) you will see a screen in your web browser like this:



If you have questions or problems with anything on your property's material templates, please contact Jerry Hill at (317) 409-5595 / jhill@express-press.com or Jeff Hodges at (574) 277-3355 / jhodges@express-press.com.