



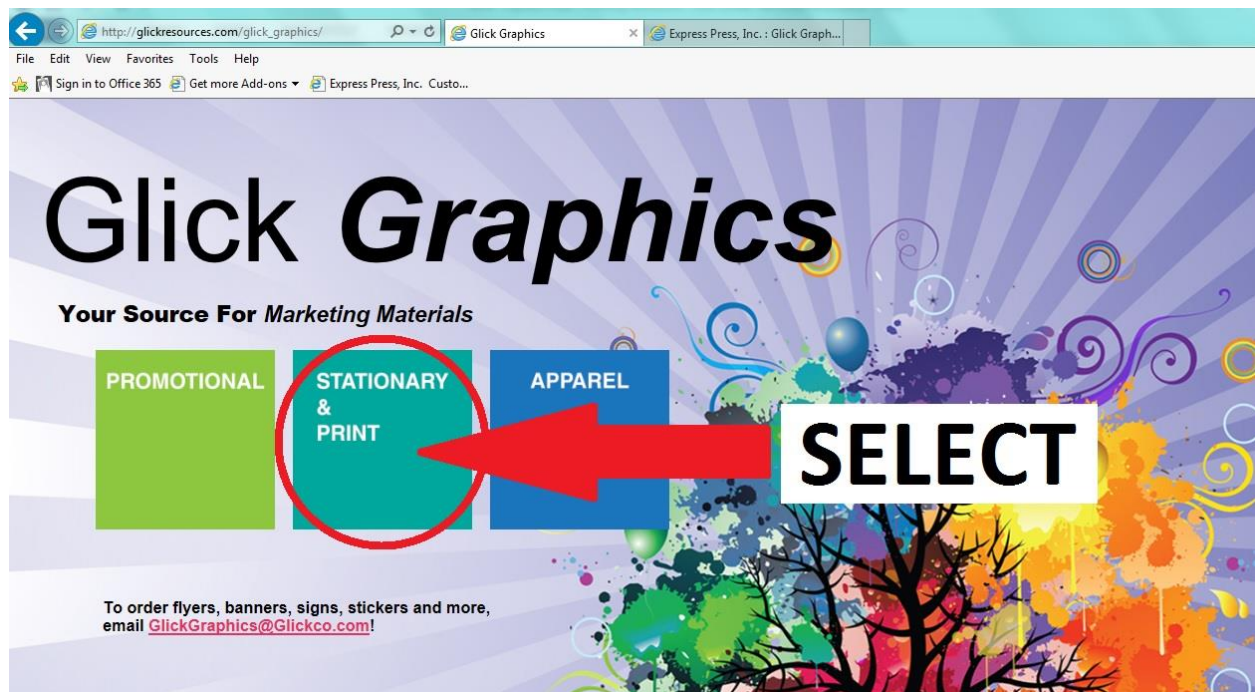
Gene B. Glick

Printing Storefront User Guide

CONVENTIONAL PROPERTIES

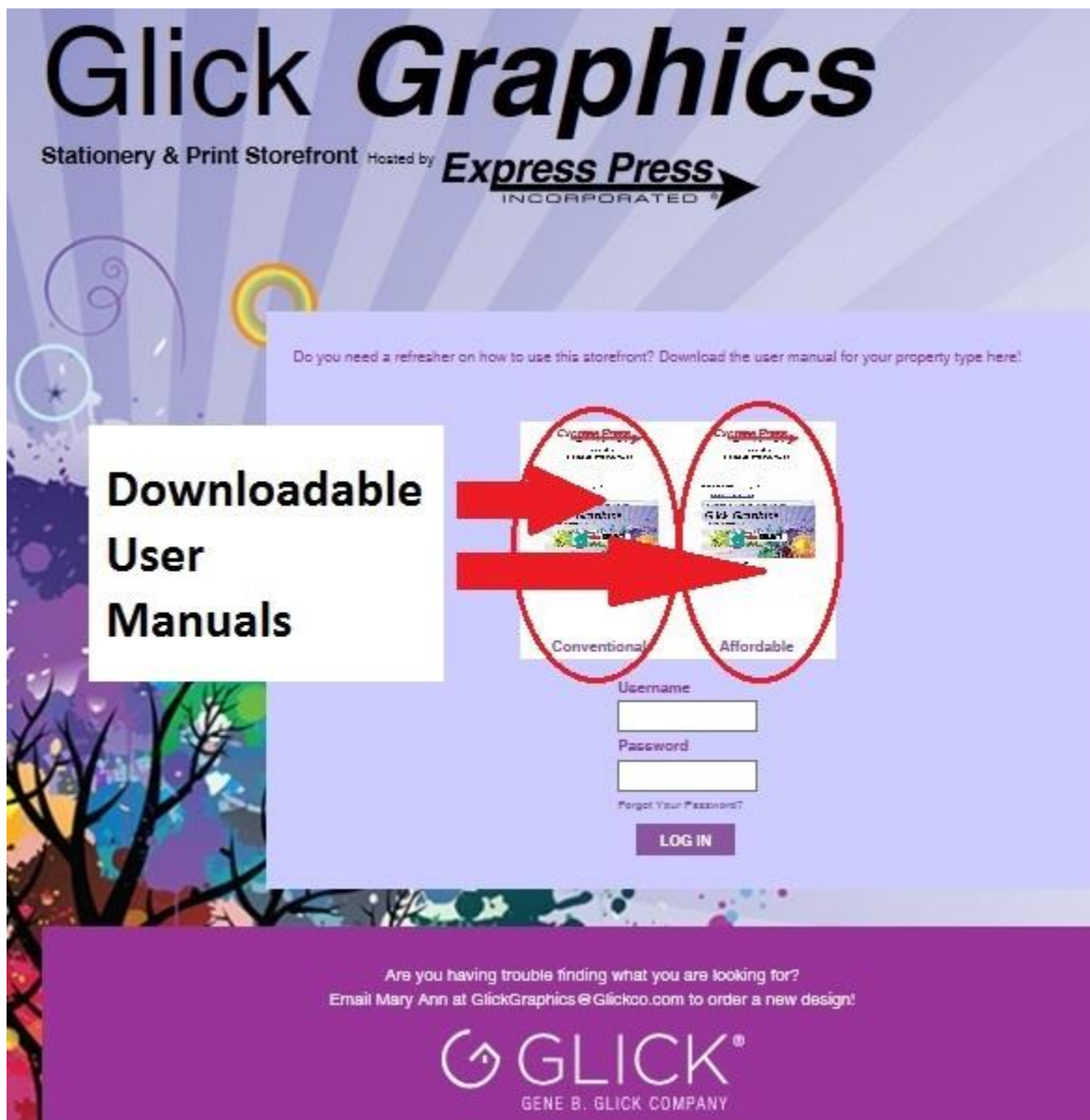
LOGIN SCREEN – access by going to:

<http://glickgraphics.com/>



Select the "Stationery & Print" link

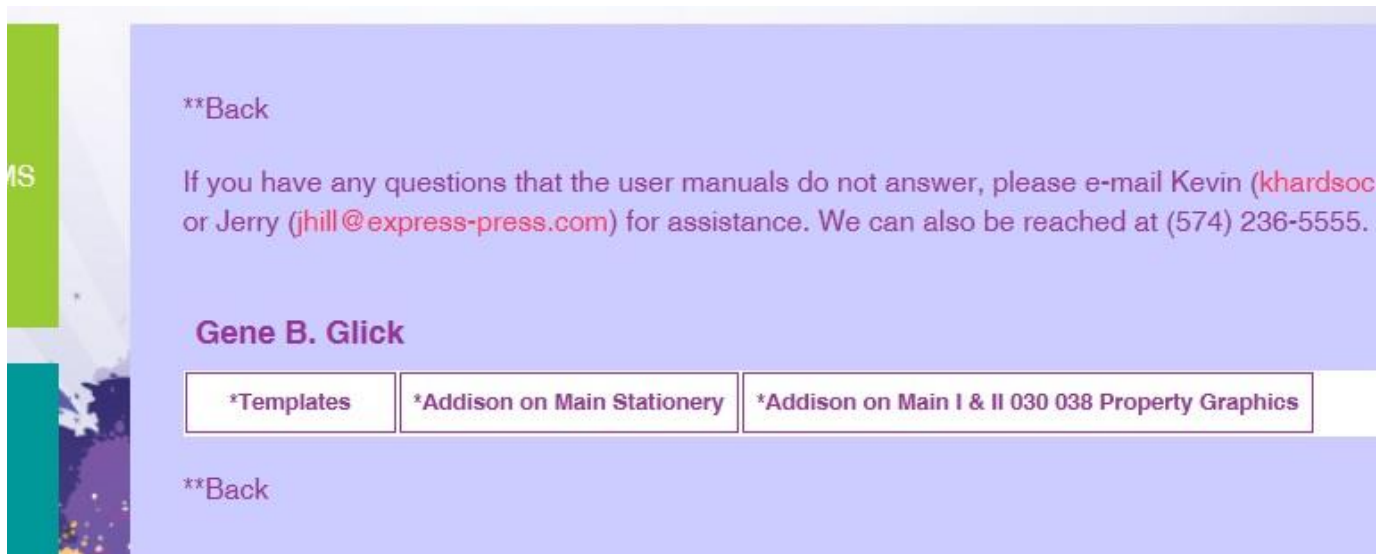
This will take you to a login screen for the storefront that looks like this:



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:

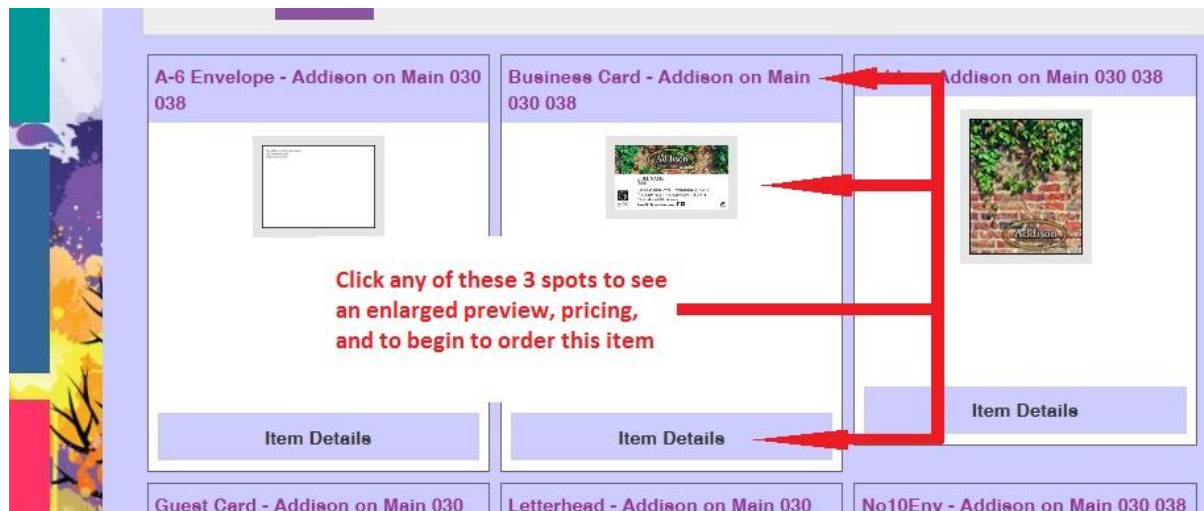


“Templates” – clicking on Templates will take you to all of the available marketing flyer templates, door hangers, etc., available for you to customize for your property

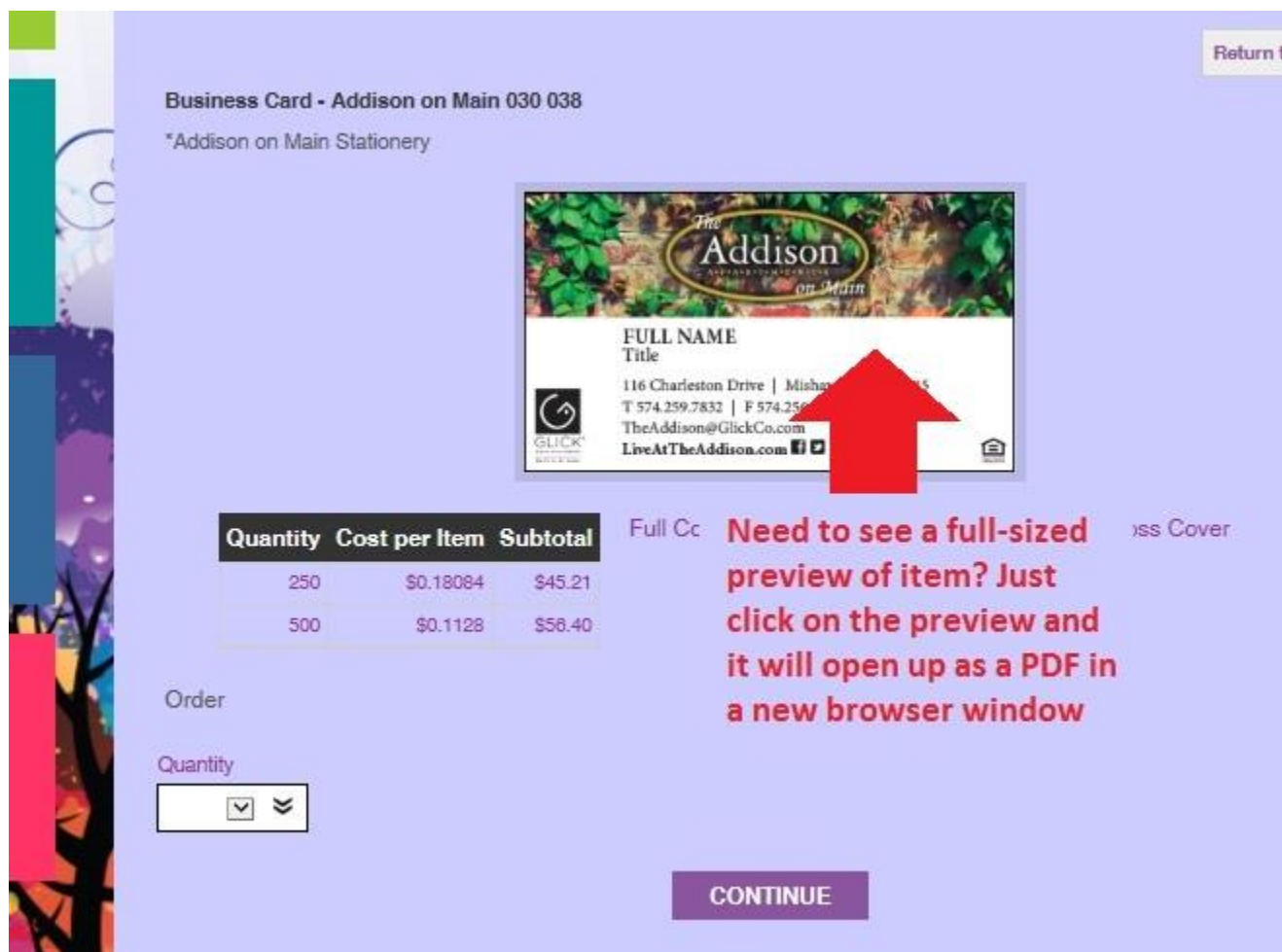
“[property name] Stationery” – clicking on your property’s Stationery Catalog will take you to all of your stationery-related items (such as Letterhead, Business cards, envelopes, folders, notecards)

“[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.

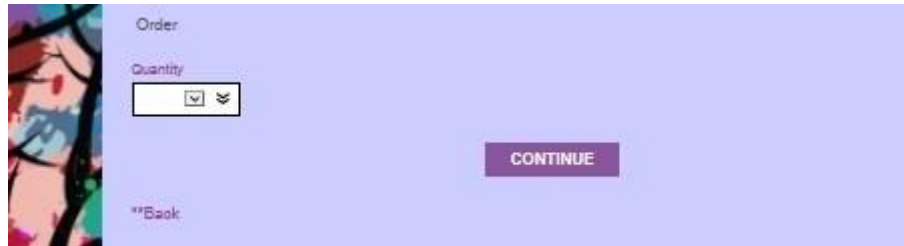
Clicking any of the three options listed on the previous page will take you to a screen that visually itemizes all available items in that catalog



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:

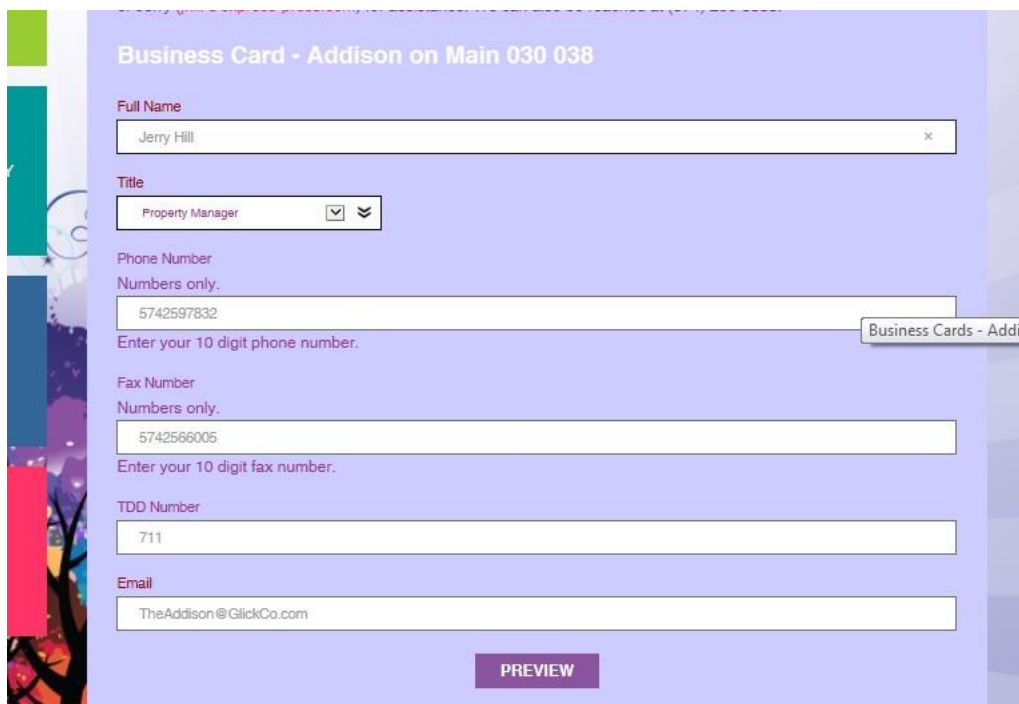


Select the quantity you want to order from the pull down in the bottom left of this screen, then click the purple CONTINUE button:

A screenshot of a web interface with a light purple background. On the left, there is a vertical decorative bar with a colorful, abstract pattern. The main area contains the text "Order:" followed by "Quantity:" and a dropdown menu showing "1". Below the dropdown is a purple button labeled "CONTINUE". At the bottom left, there is a link that says "**Back".

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

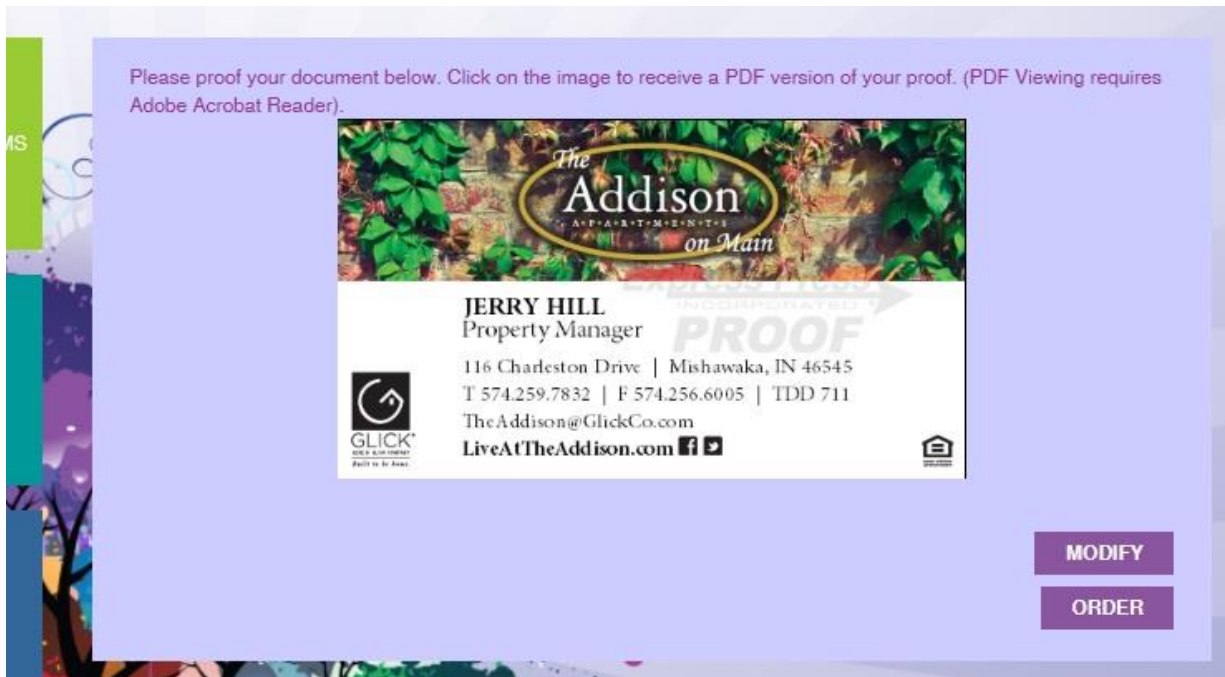
A screenshot of a web interface for building a business card. The title is "Business Card - Addison on Main 030 038". The form has several fields: "Full Name" with the value "Jerry Hill", "Title" with a dropdown menu showing "Property Manager", "Phone Number" with the value "5742597832", "Fax Number" with the value "5742566005", "TDD Number" with the value "711", and "Email" with the value "TheAddison@GlickCo.com". Each field has a label and a description. At the bottom right, there is a purple button labeled "PREVIEW".

- 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:

The screenshot shows a web interface for reviewing an order. The main content area displays details for a 'Business Card - Addison on Main 030 038'. The details include:

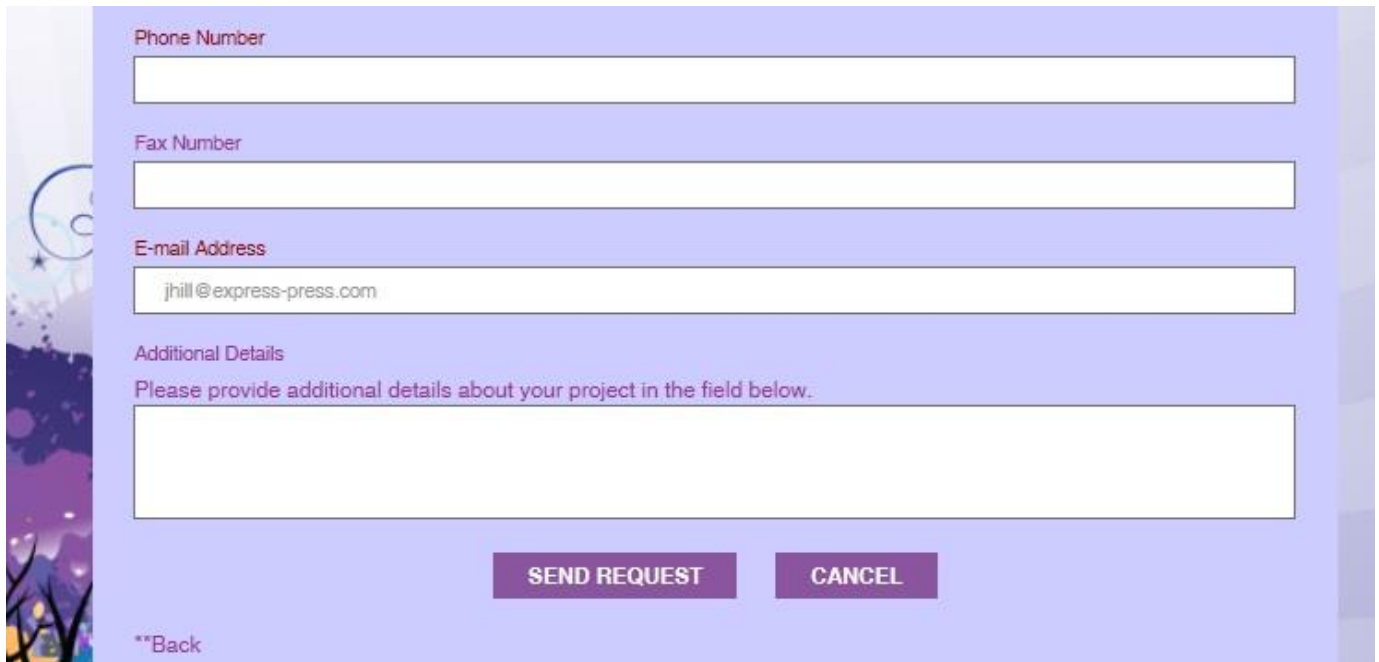
- Full Name: JERRY HILL
- Title: Property Manager
- Address: 116 Charleston Drive | Mishawaka, IN 46545
- PhonePrefix: T
- Phone Number: 574.259.7832
- FaxPrefix: F
- Fax Number: 574.256.6005
- TDD Number: 711
- Email: TheAddison@GlickCo.com
- Website: LiveAtTheAddison.com

At the top right, there is a 'Quantity' dropdown menu set to '500', and two buttons: 'Modify' and 'Delete'. At the bottom right, the 'Order Total' is displayed as '\$66.40'. At the bottom, there are two large buttons: 'UPDATE QUANTITIES' and 'CONTINUE SHOPPING'. A small note at the very bottom reads 'IMPORTANT NOTE: READ BEFORE FINALIZING ORDER'.

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).



Phone Number

Fax Number

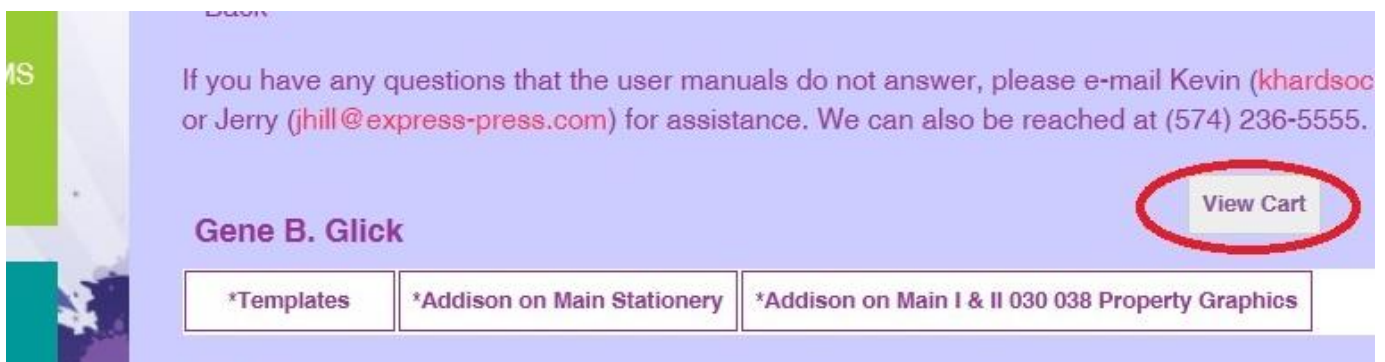
E-mail Address
jhill@express-press.com

Additional Details
Please provide additional details about your project in the field below.

SEND REQUEST CANCEL

[**Back](#)

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" button has appeared in the first screen after login in:**



If you have any questions that the user manuals do not answer, please e-mail Kevin (khardsoo) or Jerry (jhill@express-press.com) for assistance. We can also be reached at (574) 236-5555.

Gene B. Click

View Cart

*Templates *Addison on Main Stationery *Addison on Main I & II 030 038 Property Graphics

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:

Stationery & Print Storefront Hosted by **Express Press**
INCORPORATED

Thank you for placing an order with us. You should receive your order in 7 to 10 business days. If you need it sooner, please contact Kevin Hardsock at khardsock@express-press.com (574-236-5555) or Jerry Hill at jhill@express-press.com (317-409-5595).

Your Name	Jerry Hill
Gene B. Glick Property Name	Addison on Main Apartments
Gene B. Glick Property Number	030/038
Address	116 Charleston Drive
City, State, Zip	Mishawaka, IN 46545
Phone Number	(574) 259-7832
Fax Number	
E-mail Address	jhill@express-press.com
Additional Details	TEST TEST TEST - DO NOT PROCESS - Jerry

ORDER ONLINE ITEMS

ORDER HISTORY

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.