



Gene B. Glick

Printing Storefront User Guide

# AFFORDABLE PROPERTIES

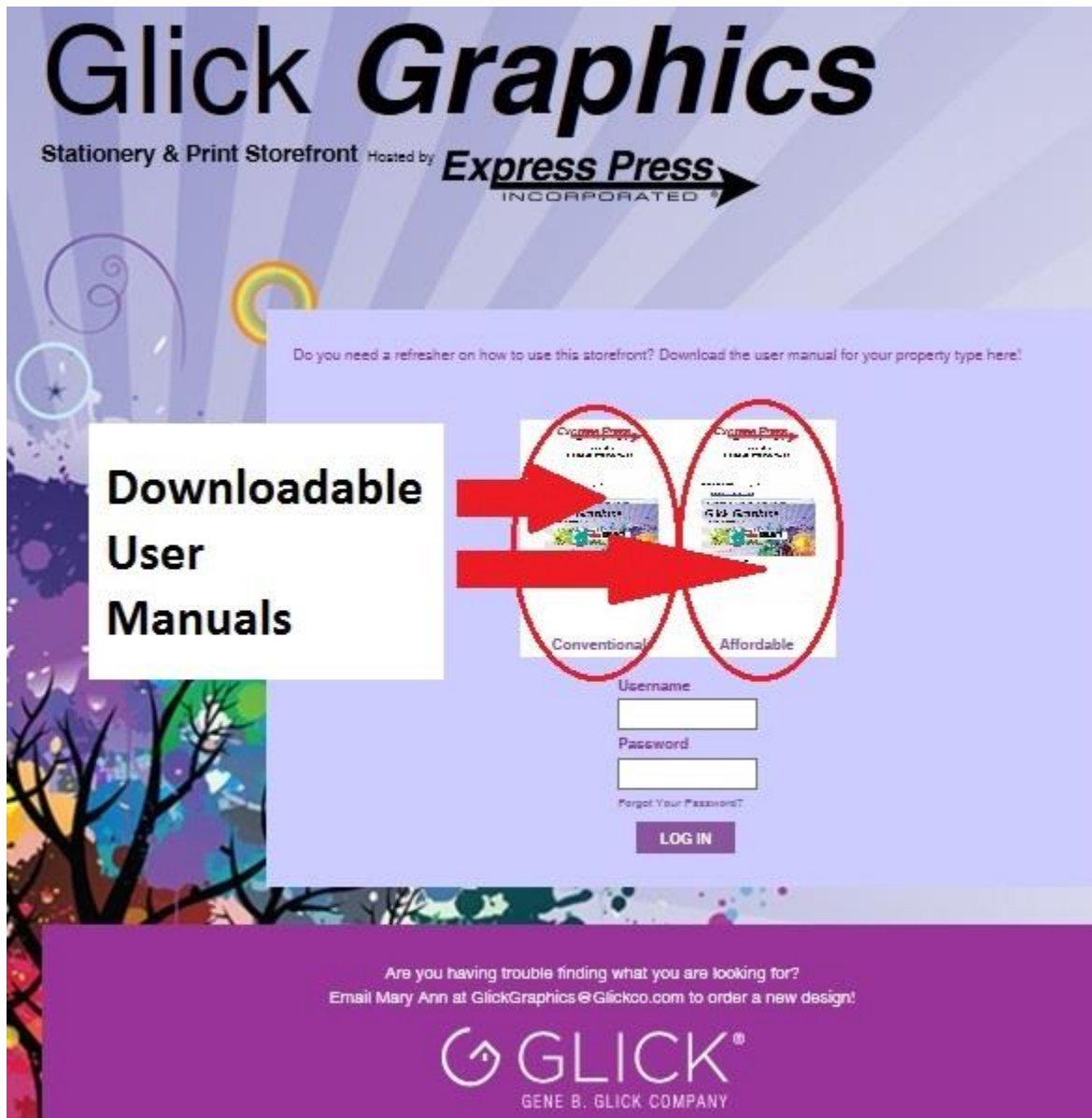
**LOGIN SCREEN** – access by going to:

<http://glickgraphics.com/>



Select the "Stationery & Print" link

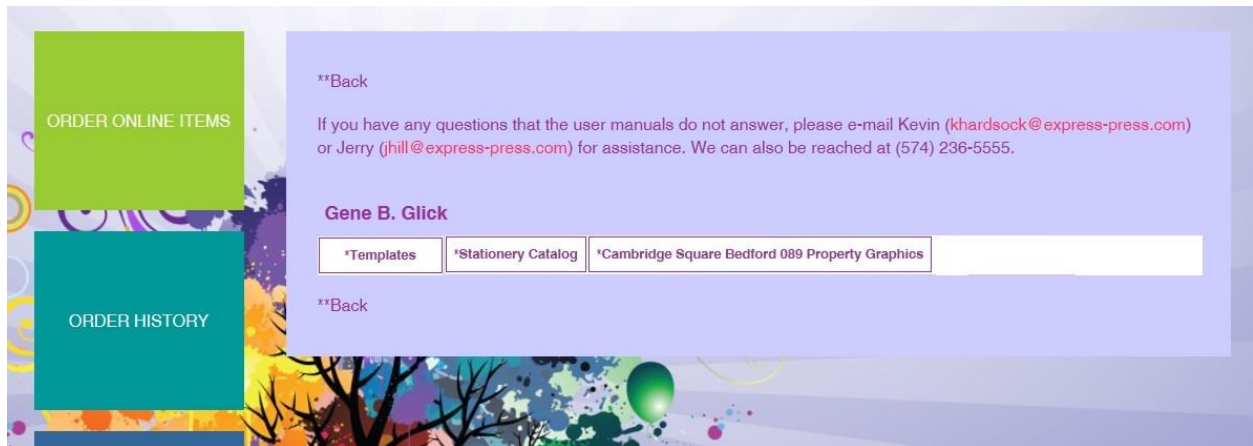
This will take you to a login screen for the storefront that looks like this:



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:

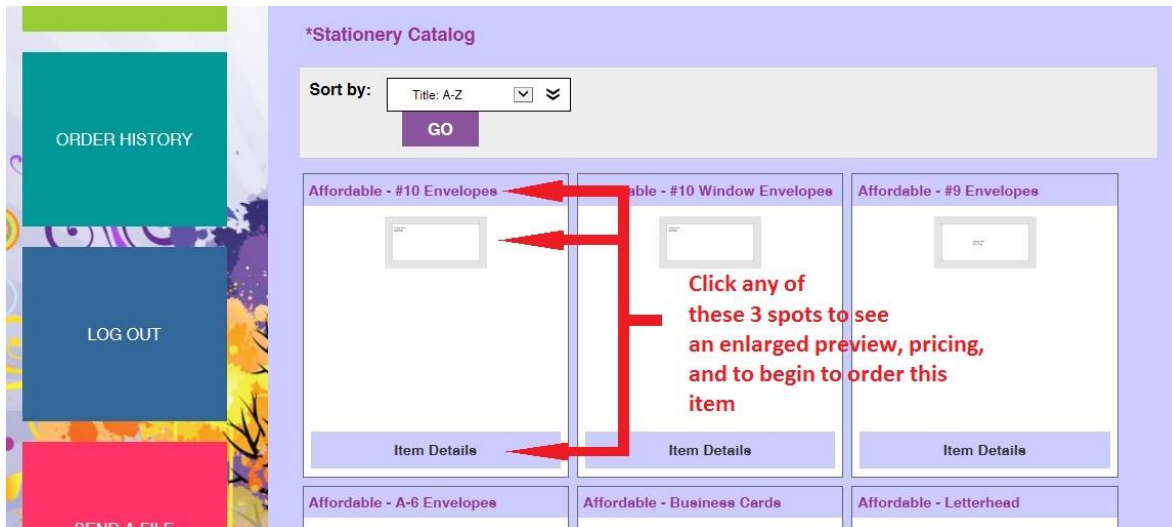


**“Templates”** – clicking on Templates will take you to all of the available marketing flyer templates, door hangers, etc., available for you to customize for your property

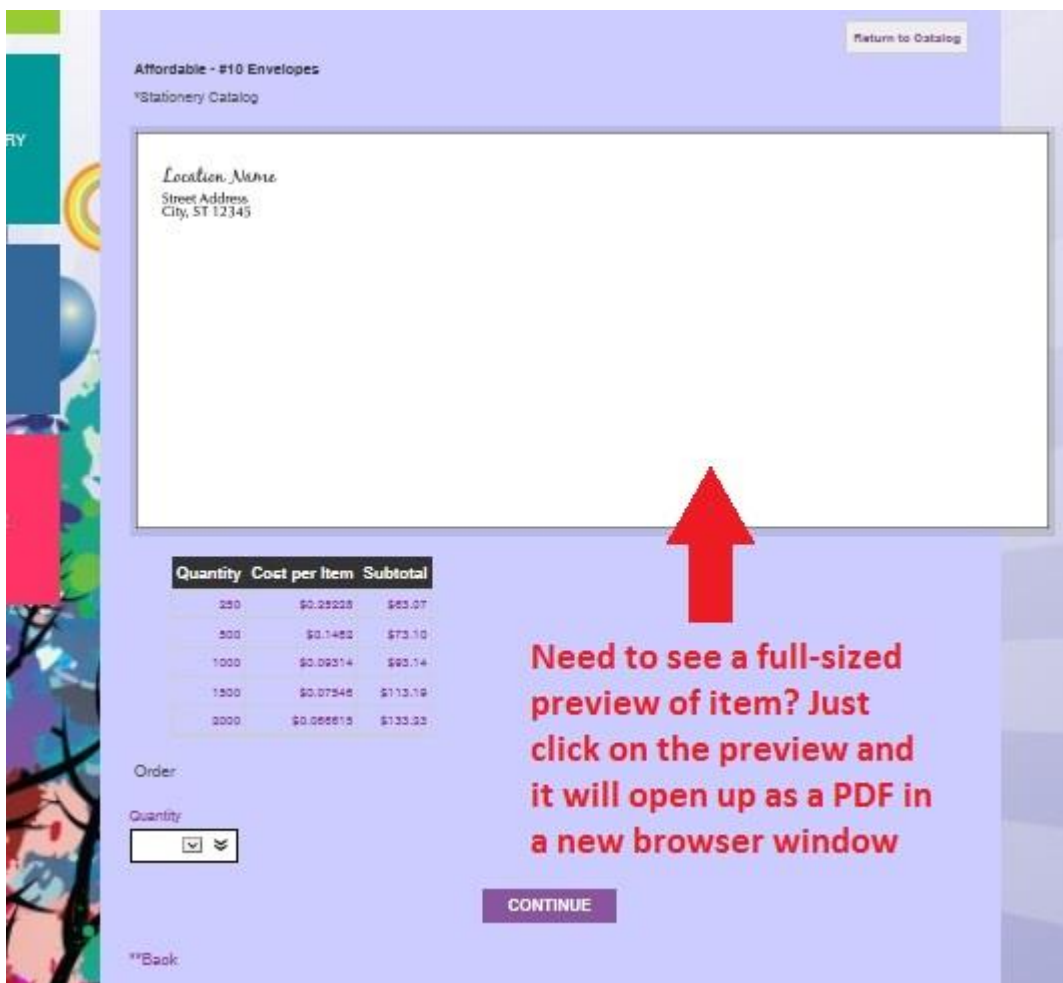
**“Stationery Catalog”** – clicking on Stationery Catalog will take you to all of your stationery-related items (such as Letterhead, Business cards, envelopes, folders, notecards) where you will select which property you want to order for in pull-down menus on each individual item

**“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.

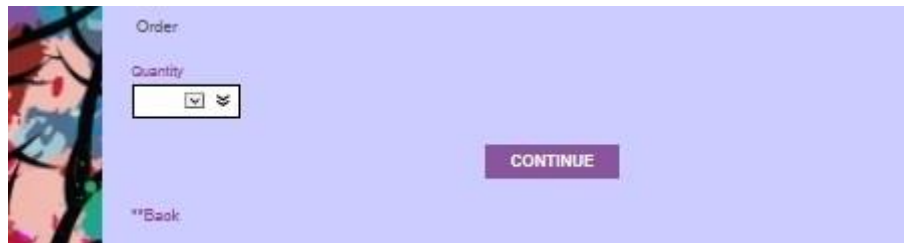
Clicking any of the three options listed on the previous page will take you to a screen that visually itemizes all available items in that catalog



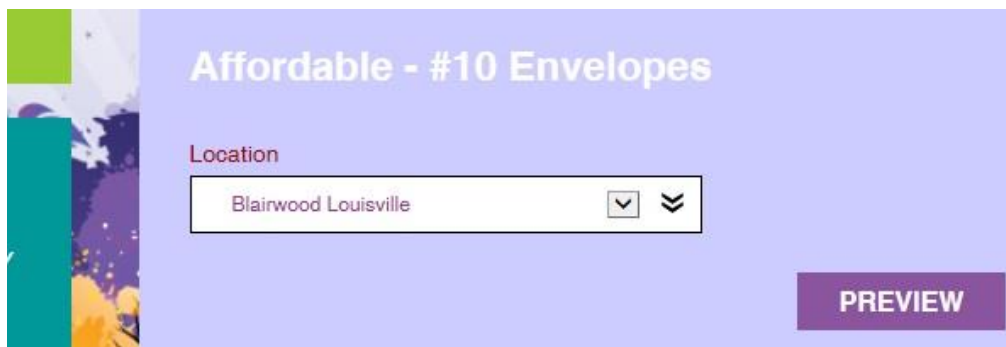
Clicking on any of the three above-indicated spots on any item will take you to a screen where you can see an enlarged preview of the item, see the pricing breakdown for various quantities, and select the quantity you wish to order:



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 strip with a colorful abstract pattern. The main area contains the text "Order:" in a small font. Below it, the word "Quantity" is displayed in a reddish-pink font. Underneath "Quantity" is a white rectangular dropdown menu with a small downward arrow icon on the right. To the right of the dropdown menu is a purple rectangular button with the word "CONTINUE" in white capital letters. At the bottom left, there is a small link that says "\*\*Back" in a reddish-pink font.

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. You may just need to select your property name from a pull-down for items like envelopes:

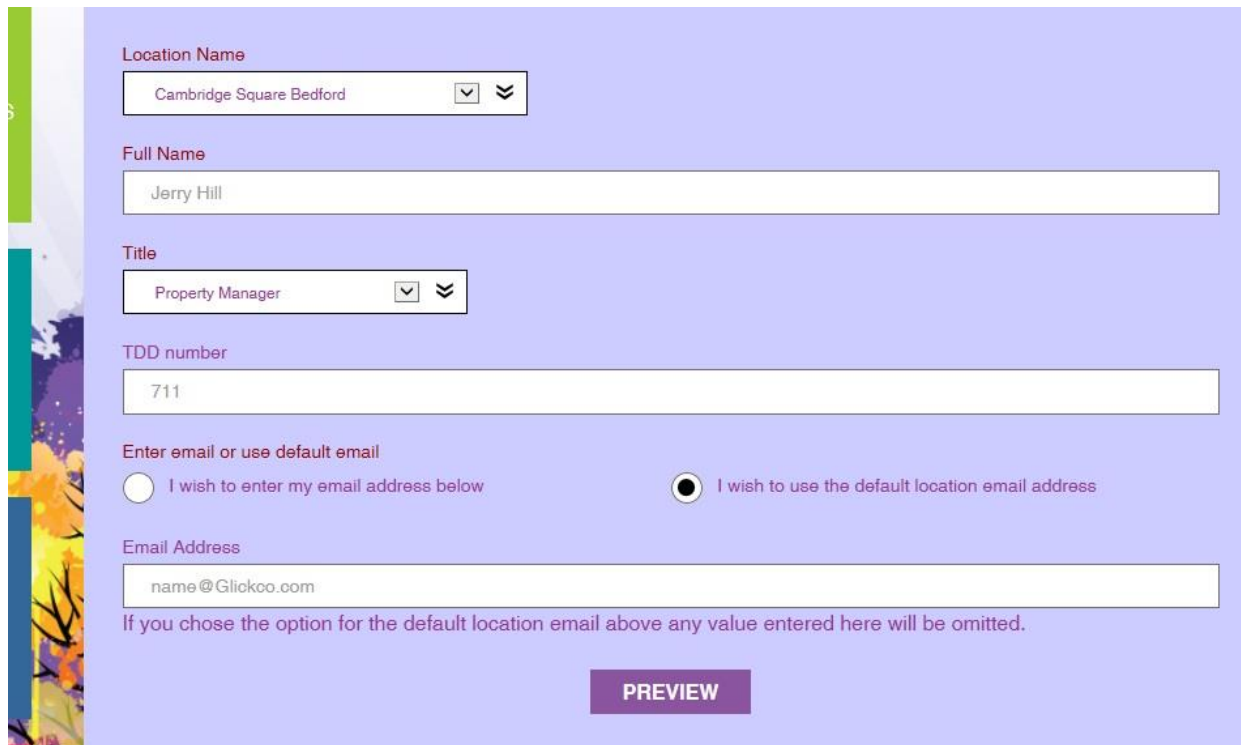
A screenshot of a web interface with a light purple background. On the left, there is a vertical strip with a colorful abstract pattern. The main area has the title "Affordable - #10 Envelopes" in a large, bold, white font. Below the title, the word "Location" is displayed in a reddish-pink font. Underneath "Location" is a white rectangular dropdown menu with the text "Blairwood Louisville" and a small downward arrow icon on the right. To the right of the dropdown menu is a purple rectangular button with the word "PREVIEW" in white capital letters.

Or for more customizable items, such as business cards you'll have the ability to:

- Select your property location from the "Location Name" menu
- 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



The screenshot shows a web form with a light purple background. On the left, there is a vertical decorative bar with green, teal, and yellow autumn-themed graphics. The form fields are as follows:

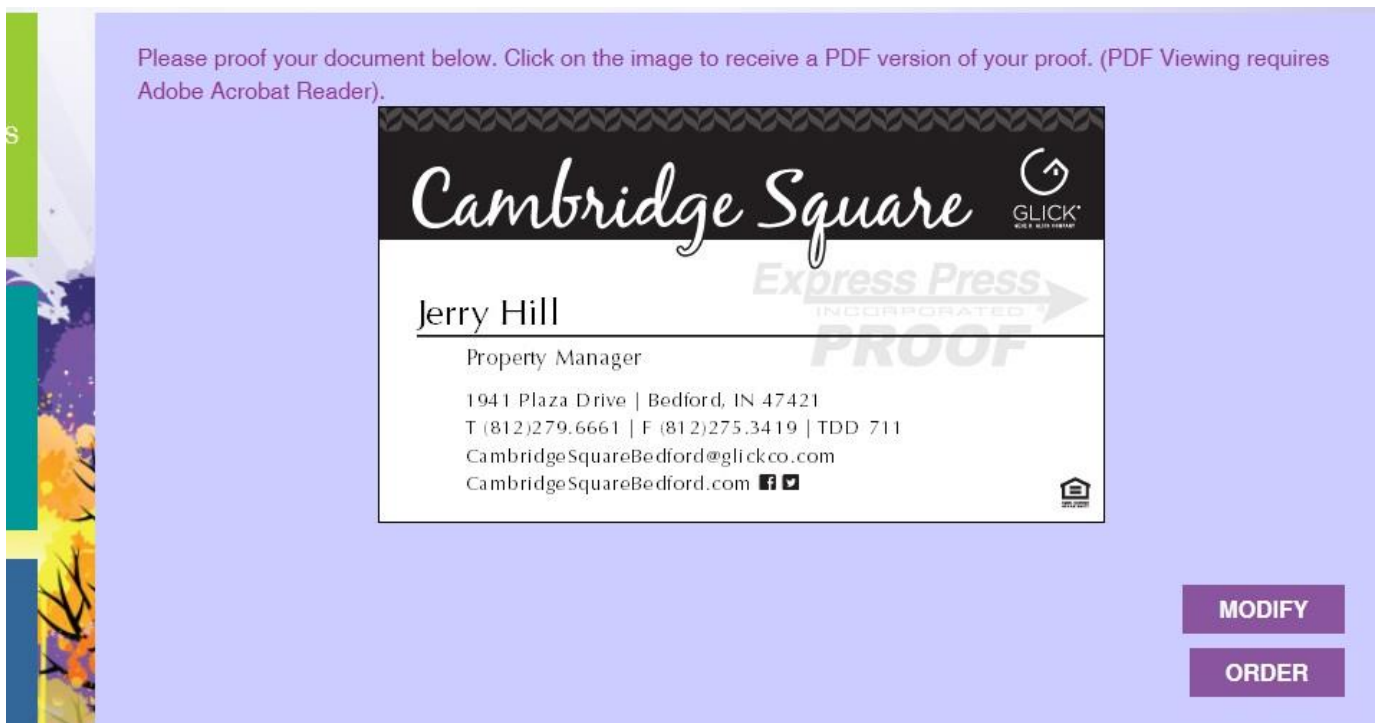
- Location Name:** A dropdown menu showing "Cambridge Square Bedford" with expand/collapse arrows.
- Full Name:** A text input field containing "Jerry Hill".
- Title:** A dropdown menu showing "Property Manager" with expand/collapse arrows.
- TDD number:** A text input field containing "711".
- Enter email or use default email:** Two radio buttons. The first is labeled "I wish to enter my email address below" and is unselected. The second is labeled "I wish to use the default location email address" and is selected.
- Email Address:** A text input field containing "name@Glickco.com".
- Footer note:** "If you chose the option for the default location email above any value entered here will be omitted."
- Preview button:** A purple button with the text "PREVIEW" in white.

- You have 2 options on your e-mail:
  - a) Select "I wish to enter my e-mail address" if you want to put your own e-mail address on your cards.
  - b) Selecting "I wish to use the default location e-mail address" will populate your card with your property's generic property-named e-mail address. NOTE: If you choose this option, ignore the fact that the e-mail field says [name@Glickco.com](mailto:name@Glickco.com) – the template will not use this information
- (NOTE: Some properties have 2 locations on site/that they manage. These properties may have a template in their Stationery Folder for a 2-SIDED Business Card which will display one property on the front of the card, and the other property on the back. It works the same as above, the difference being that:
  - a) Name and title will populate the same on both sides of the card
  - b) If you enter your own e-mail it will use that e-mail on both sides
  - c) If you select the default location e-mail it will use the default property e-mail address for property A on the first side and the default property e-mail address for property B on the back side
- Some of these dual-location properties may also have each property listed by itself in the Single-sided template as well, in case that is ever needed.



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:

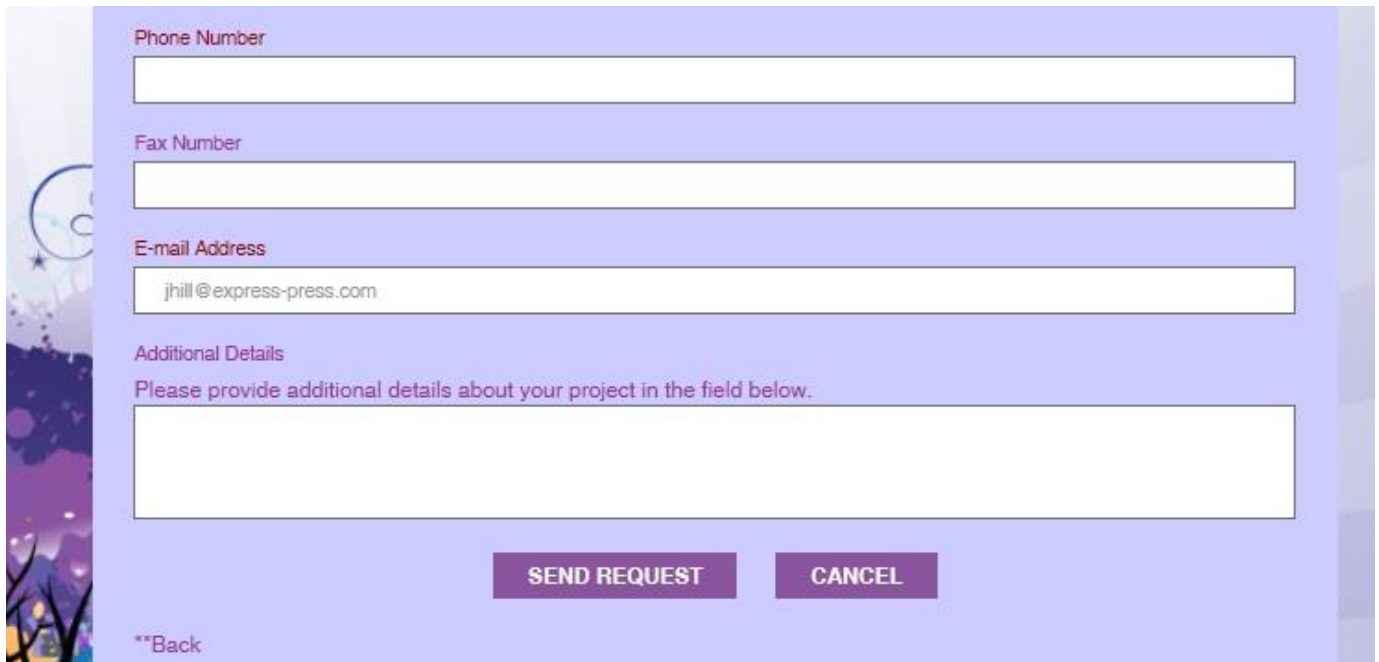
The screenshot shows an order review/checkout screen for an item named "Affordable - #10 Envelopes". The item is listed with a quantity of 1000. To the right of the item name are two buttons: "Modify" and "Delete". Below the item name is a form with several fields: "Location" (Cambridge Square Bedford), "Location Name" (Location Name), "Street Address" (Street Address), "City State Zip" (City, ST 12345), "RomNumerals", and "LocationName2ndPart". At the bottom of the screen, the "Order Total:" is displayed as "\$93.14". Below the total are two large buttons: "UPDATE QUANTITIES" and "CONTINUE SHOPPING". At the very bottom, there is an "IMPORTANT NOTE: READ BEFORE FINALIZING ORDER" section, which states: "In order for us to process your order, after you have filled out the necessary fields below, you MUST scroll to the bottom of the page and click the SUBMIT REQUEST button. If you do not do this WE WILL NOT RECEIVE YOUR".

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

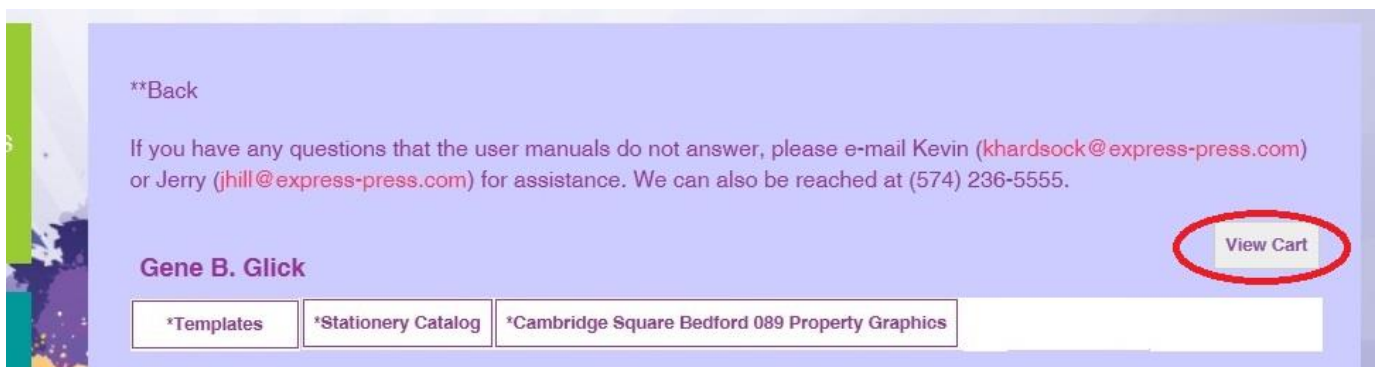
E-mail Address  
jhill@express-press.com

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:**



\*\*Back

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

Gene B. Glick

\*Templates \*Stationery Catalog \*Cambridge Square Bedford 089 Property Graphics

View Cart

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](mailto:khardsock@express-press.com) (574-236-5555) or Jerry Hill at [jhill@express-press.com](mailto:jhill@express-press.com) (317-409-5595).

Your Name	Jerry Hill
Gene B. Glick Property Name	Cambridge Square Bedford
Gene B. Glick Property Number	089
Address	1941 Plaza Drive
City, State, Zip	Bedford, IN 47421
Phone Number	(812) 279-6661
Fax Number	
E-mail Address	<a href="mailto:jhill@express-press.com">jhill@express-press.com</a>
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](mailto:jhill@express-press.com) or Jeff Hodges at (574) 277-3355 / [jhodges@express-press.com](mailto:jhodges@express-press.com).