



Guide



Book

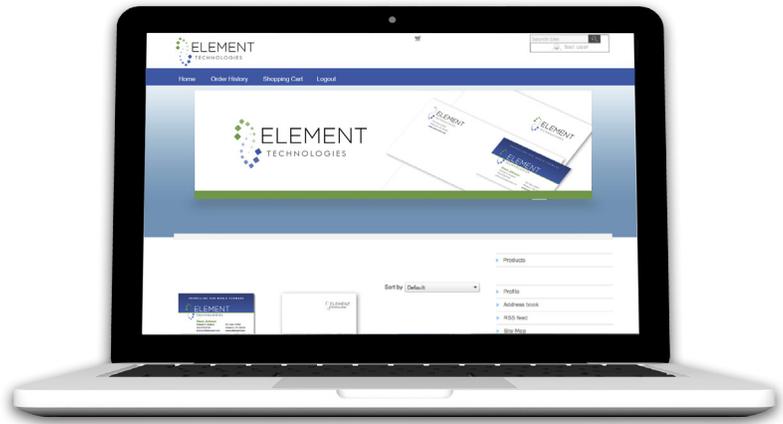
Streamlined Document
Management Solutions

dcopy.net/xpress



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➔ Introduction

Why It Works

We began setting up online ordering sites for our customers in 2006 to create a better system of document storage, proofing, and managing orders. Since then, we've expanded to maintaining over 100 sites for some of the largest companies and organizations in our region; and with great success. DigiXpress has proven time and again to increase accuracy, enhance job flow, and reduce cost for our customers.

We want to be an extension of your business. With DigiXpress, we create a flexible environment for you and your employees to manage and customize your print materials. It's time to make the switch to online ordering.

Our Commitment

At DigiCOPY, we value the relationships we have with each of our customers, and also believe in mutual commitment. We recognize your commitment to trust us with your company's files, utilize the site, and keep your online documents up-to-date. We in turn provide our the initial setup of your DigiXpress site at no cost to you!

Additional charges apply for add-on features. Ask a DigiCOPY Sales Representative for more information.

Fast Turnarounds

We're fast. It's part of what makes us stand out from other printers. We bend over backwards to meet your deadlines and never upcharge for tight turn times.

Convenient Hours

Most of our locations are open early, late, and weekends.

Features

Custom-Built Site

We not only provide you with a great system for document ordering and management, we also create a site unique to your company with your branding and color scheme. We do our best to make sure your DigiXpress site is an aesthetic extension of your current website. We can even add your twitter or blog feed.

Security

We use state-of-the-art technology to insure your privacy and documents are secure. Some of the features that ensure your security are:

- 24/7 Technical Staff on data center premises
- Proactive system monitoring
- Nightly backups
- Environmental and fire protection systems
- Reliable power and HVAC infrastructure
- Full network redundancy with multiple carriers and backbone diversity

Multiple Users

Give multiple users access to your site. You can limit the capabilities of each user and monitor their orders. There are no limits to the number of users that can be added and we can even give new users the ability to create their own account.

User Groups

User Groups allow you the flexibility to associate products with groups of users. This is a useful feature when multiple departments are accessing your company site but only need to see documents specific to their department.

Approvers

With our approval workflow, you can easily define which users need ordering approval and which users can approve orders. When a user who needs approval places an order, the appropriate approver is automatically notified by email to review the order.

Locations & Departments

For companies with multiple facilities and departments, we can enter all address and contact information to make ordering even more seamless. Users are connected to their default location in advance, making shipping and delivery requests fast and easy.

Document Organization

Documents can be organized into categories, acting like folders on your desktop. We work with you to ensure that your site document structure is well-organized and user-friendly.



Features

Static Documents

Static documents are any files provided by your company that we embed into your site. Since the print file and pricing are already loaded, ordering is fast and easy. Static documents only change if a new file is provided for us to embed, ensuring that users are always ordering the most current version.

Customizable Documents

Customizable documents are any files provided by your company that we setup to be editable by the user. This gives users the ability to manipulate text and images on the document template while still maintaining font and format standards. Available capabilities include:

- Live Proofing
- Edit Text
- Drop-down selections
- Upload & Resize Images
- Variable Data & Mail Merge
- Generate QR Codes

One-Time Orders

If desired, we can also give your users the ability to submit one-time orders for digital or hardcopy originals. Our one-time orders solution includes pre-loaded pricing, drop-down selections for paper and finishing, and user-entry fields for quantities and special instructions. This is a popular option for facilities with a large number of users that need to order their own original documents on a regular basis.

Pricing Structures

We create custom pricing for your company documents and pre-load pricing structures for each document you submit. This is an added benefit for your users as the total price for their document is calculated and displayed live based on user input.

Quantity Pricing

For static and customizable documents, we load a pricing structure that calculates based on the quantity specified by the user. This pricing structure is either calculated per one unit or per number of units (ex. 100, 250, 500). Our Regional Sales Manager will meet with you in advance to discuss pricing for your company before implementation.

Calculator Pricing

For one-time orders, we can create a pricing calculator that gives each user a number of options. Users have the ability to specify paper type, size, folding, binding, finishing, ink, and format options. Pricing is calculated instantly to give users an accurate total cost, assuming their specifications have been correctly entered. Calculators can also be used for job quoting.

Features

Shopping Cart

Our shopping cart feature allows you to verify your order and make any edits necessary before submission. Users can add multiple jobs to one order and select a completion date.

Delivery & Shipping Options

Users can choose to either have their order delivered to any local location free of charge or pickup at a DigiCOPY location. We also offer UPS 2nd Day Air and Ground Service options if needed. Charges for UPS shipping will be added to the order total price.

PO Codes

Your purchase order codes can be preloaded into the system to give users easy selection ability. PO codes can be required or optional and can be displayed specific to each user or department.

Job Tracking

Upon submission of your order, you will receive an immediate confirmation that your job was received. Our system generates an Order # that can be used in further communication with our store and to track the status of your order.

Order History

The order history feature is a fast and easy way to view past orders. Filtered searches allow you to find a specific job without looking through your entire history. You can also export your order history to an Excel, CSV, PDF, or Word Document which can be imported into other systems (shipping, financial, job management, etc.)

Re-Ordering

Re-ordering documents is a breeze when using the order history feature. A "reorder" button is displayed next to each job in your history which automatically adds it back into your shopping cart. All quantities, pricing, and files (whether static or customizable) are automatically added as previously ordered. From the shopping cart, you then have the ability to make any changes necessary or delete unwanted documents from a previous order.

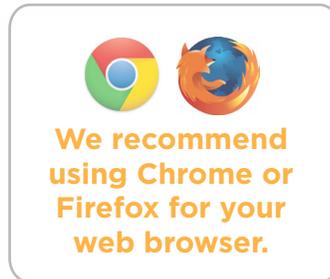
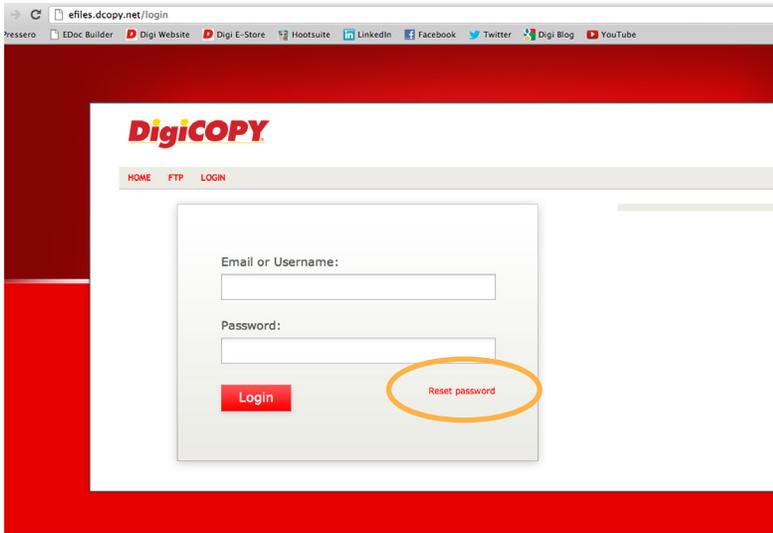


➔ Login & Profile

Logging In

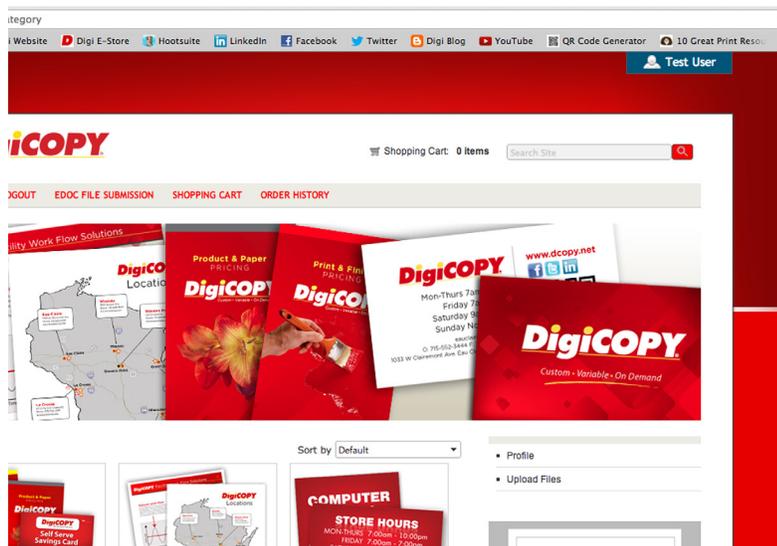
To login to your company DigiXpress site, open your web browser and in the address line type in the URL we provide (ex: companyname.dcopy.net). This will bring you to the login screen (below).

Enter your FULL email address and password. Click **Login** to continue.



Reset Password

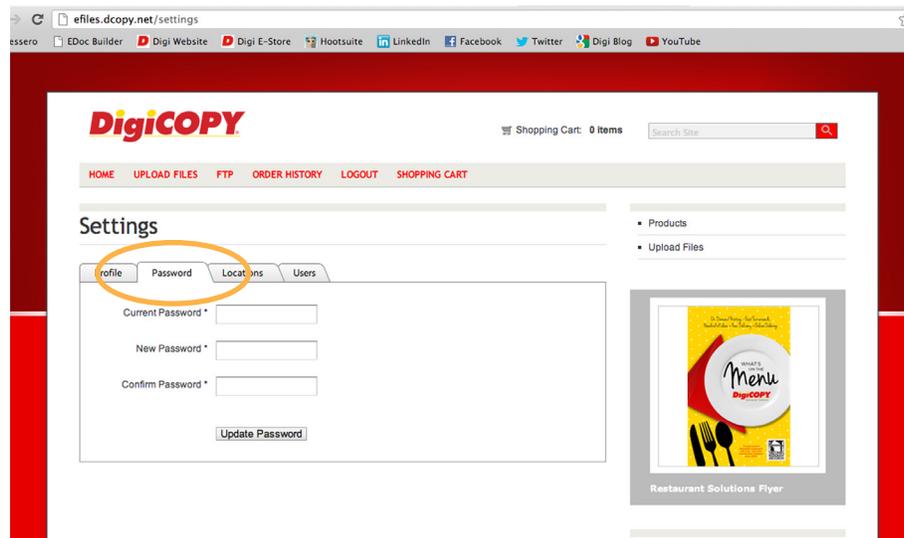
If this is your first time logging in or you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.



Profile Information

Once logged in, you will be brought to your company home page. Depending on your site layout, you will see a navigation menu on the right or lefthand side of the page. Click on **Profile** to access your contact and login information. You can update your login name and profile information as often as needed.

➔ Login & Profile



Changing Your Password

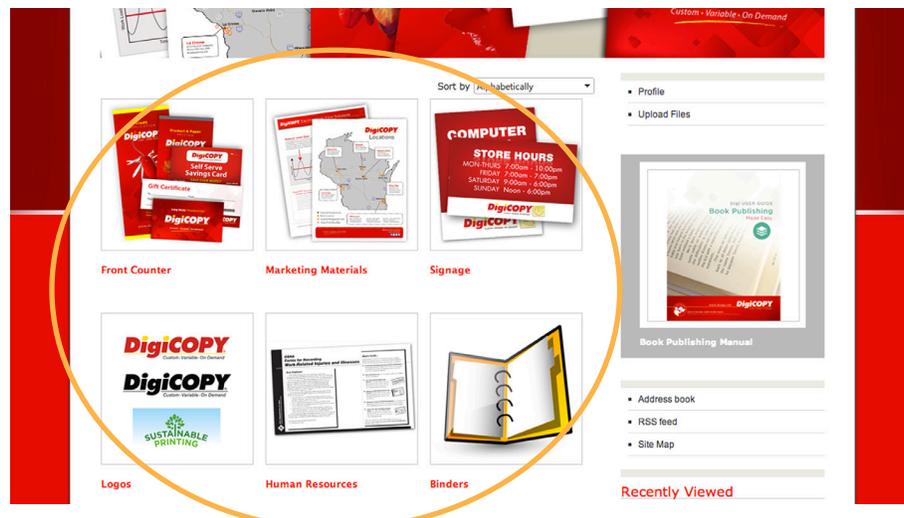
If this is your first time logging in, it's important that you change your temporary password to something unique. In the profile menu, click on the **Password** tab. You will be prompted to enter your current password and then create a new password. There is no limit to how long or short the password needs to be and you have the option to change your password as often as you choose.

Click **Update Password**.

➔ Categories & Documents

Select a Category

On the home page of your DigiXpress site, you will see various categories. These categories act similar to folders on your computer desktop and are a convenient way for your company documents to be organized. If your company only has a handful of documents loaded into the system, you may not see any categories. Instead the documents will be displayed directly on the home page.



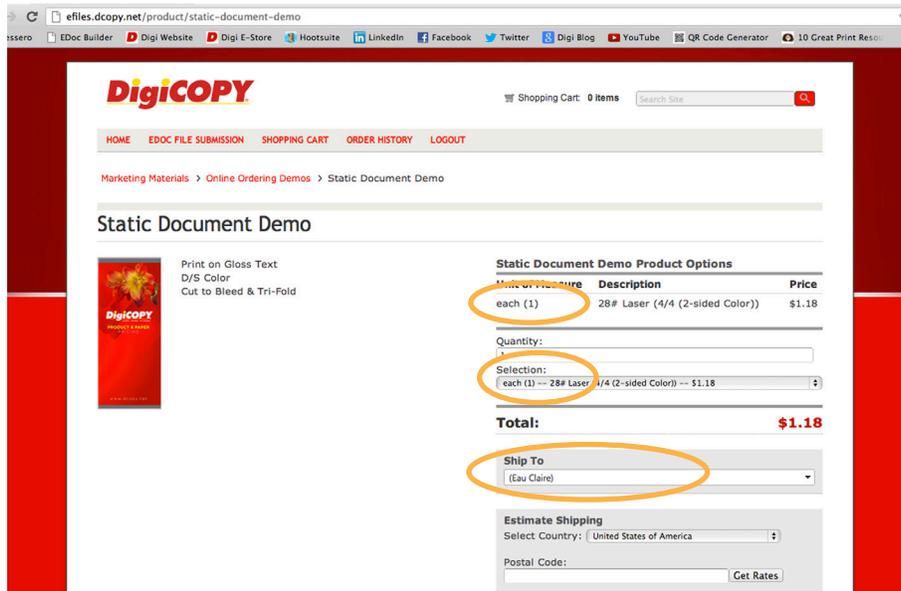
You will only see categories or documents that are specific to your department. Click on a category name or image to continue. Once a category is chosen, a list of documents will display. Select the document desired to continue.



➔ Categories & Documents

Static Documents

Static documents already contain pricing, production information, and embedded print ready files. This is a fast, easy way to order frequently-used company documents.



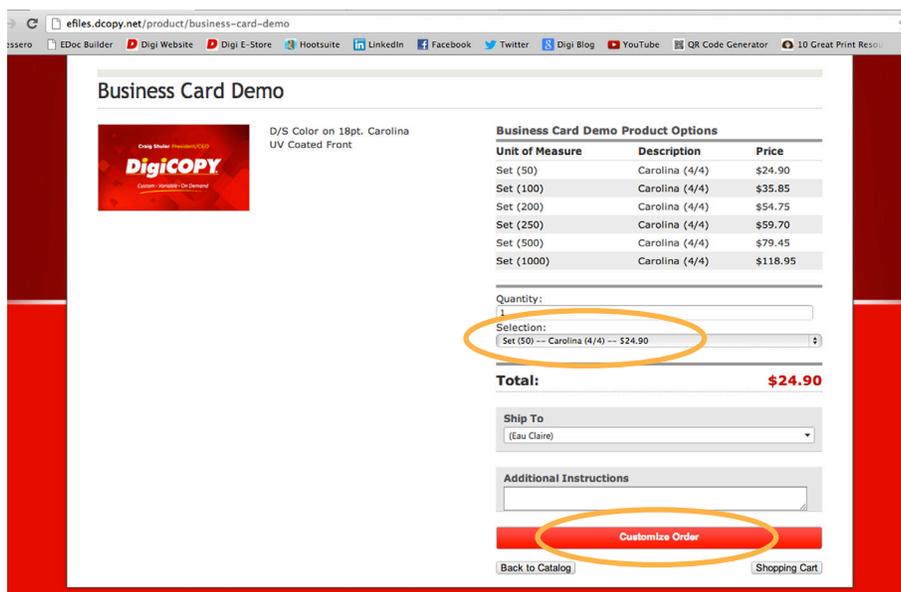
Quantity: The pricing structure shown here allows you to enter the desired number of prints.

Ship To: You may have the ability to select a desired location for delivery/shipment. If you do not see this option, your default location will be used.

Click **Add to Cart**.

Customizable Documents

Customizable documents give you the ability to edit text and/or images. Any documents such as business cards or mailers that require personalized information are commonly setup as customizable documents.



Quantity: The pricing structure shown here is based on pre-set quantities. Select the quantity (100, 250, 500, or 1000) you'd like to order.

Specify the delivery/shipping location if applicable.

Select **Customize Order** to continue. In the next screen you will be able to customize your template.

➔ Categories & Documents

Left Toolbar: The left toolbar contains all editable fields that have been built into this document. Start at the very top and work your way down. Fields that are marked with an asterisk (*) are required. You may see text fields, drop-down fields, or image selection/upload fields.

The screenshot shows the DigiCOPY online ordering interface. The **Left Toolbar** is highlighted with a red circle and contains the following fields: "Your Name:" (with sub-fields for FirstLast Name), "Title:" (with sub-field for Job Title), "Email:" (with sub-field name@dcopy.net), "Office Phone:" (with sub-field 000-000-0000), "Cell Phone:" (with sub-field 000-000-0000), "Fax:" (with sub-field 000-000-0000), "Select Your Address:" (with a dropdown menu set to Corporate), and "Enter QR Code URL:". The **Top Toolbar** is highlighted with a red circle and contains "Page Number:" (with a dropdown menu set to 1), "Preview Size:" (with a dropdown menu set to Standard), and an "Update Preview" button. The **Bottom Toolbar** is highlighted with a red circle and contains an "Update Preview" button, a red asterisk "*Update Preview required*", an "Add to Cart" button, and a "Cancel" button. A checkbox "Yes, I approve this document" is also visible. The main content area shows a preview of a document with the DigiCOPY logo and the text "FirstLast Name Job Title" and "Custom - Variable - On Demand".

Top Toolbar: Allows you to adjust the preview size of your document (if needed). By default, your preview size is set to **Standard**. You can choose **Large** or **X-Large** for a larger preview size. If your template has more than one page, you can select the **Page Number** to view any additional pages.

Bottom Toolbar: After filling in all required fields, select **Update Preview** to see your updated document with the information you entered. You will not be able to click **Add to Cart** until you have updated your preview, proofed your document, and selected "Yes, I approve this document."

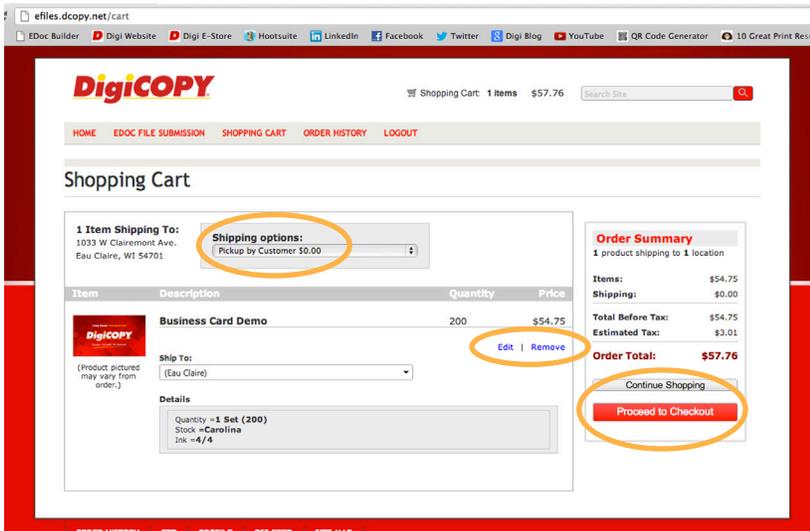
Watch our training videos at
www.dcopy.net/customer-support/online-ordering

One-Time Orders

You may have the option to submit one-time orders, giving you the ability to upload your own files. One-time orders may simply be a digital original project that will give you various options for the printing and finishing of your file, or your company's site may have project-specific options such as "Upload a Postcard" or "Upload a Business Card". These project-specific options will give you only the options specific to that type of project.

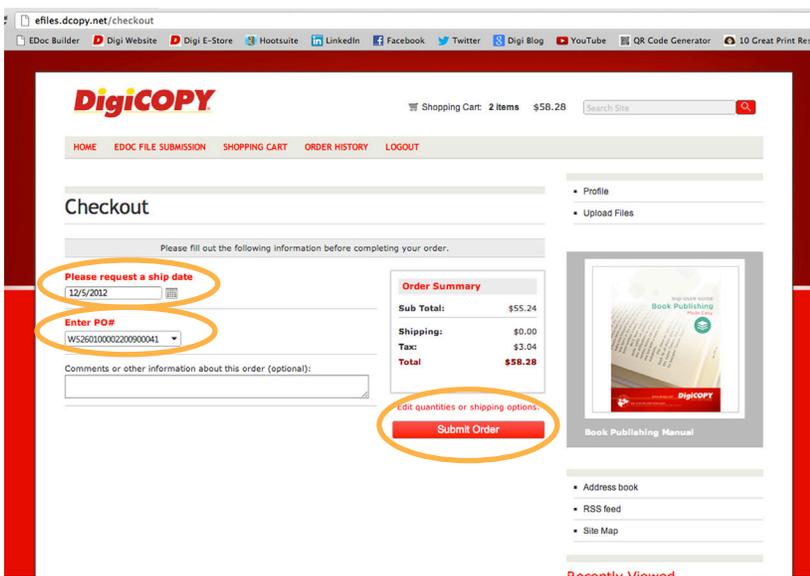


➔ Checkout



Shopping Cart

The Shopping Cart shows a summary of all requested items. Under **Shipping Options** select whether you'd like to pick up your job or need it delivered. You can also **Edit** or **Remove** items in your cart. It's easy to continue adding items by clicking **Continue Shopping** under the Order Summary or clicking **Home** in the top menu bar. When ready to submit your order, click **Proceed to Checkout**.



Checkout Screen

In the checkout screen you will finalize your order before submitting. Select a **Ship Date**, enter and select a **PO Code** (if applicable), and add any comments regarding your order.

If you need to return to the shopping cart from this screen to make any adjustments, click on **Edit quantities or shipping options** directly above the Submit Order button.

Click **Submit Order** when ready.

➔ Checkout

Thank you for your order. A summary of your order is below. You may want to print this page for your records.

Order #7893

PO Number: WS260100002200900218
Order Date: 12/3/2012 1:17 PM
Subtotal: \$55.24
Shipping: \$0.00
Tax1: \$3.04
Total: \$58.28

Bill To: 1033 W Clairemont Ave.
Eau Claire, WI 54701

Ordered By: Test User
test@dcopy.net
715-252-9044

Notes: Test is a test

Expand All

Item Name	Total Items	Price	Approval Status
Flyer Demo	1	\$0.49	Approved
Business Card Demo	200	\$54.75	Approved

Print Summary

Order Confirmation

Once your order is submitted, you will receive confirmation of your order. Make note of the **Order #** as this is how you will track and reference your job. You can click the arrow to the left of each product (at the bottom of the screen) to expand details for each.

If your order needs approval by a supervisor, you may see "Waiting for Approval" next to each document.

Click **Print Summary** for a printable version of your order confirmation.

➔ Order History

Viewing Orders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system. Your orders, by default, will be sorted by Order #. You can sort by other specifications by clicking at the top of each column.

Select To Filter Orders

Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Date
2610	test	8/27/2012 2:14:55 PM	Cathy Triphan	\$12.75	\$0.70	\$0.00	\$0.00	8/28/2012 7:00 PM
2609	test	8/27/2012 2:13:39 PM	Cathy Triphan	\$25.50	\$1.40	\$0.00	\$0.00	8/28/2012 7:00 PM
2608	2098	8/27/2012 2:04:33 PM	Cathy Triphan	\$68.00	\$3.74	\$0.00	\$0.00	8/28/2012 7:00 PM
				\$106.25	\$5.84	\$0.00	\$0.00	\$112.09

By clicking the arrow to the left of each order number, you will see an expanded view of your order. To see a complete summary of your order, click **View Details** to the right of the Order #.

You have the option to export your order history to Excel, PDF, CSV, or Word. Click the appropriate icon in the upper righthand corner of your order history.



➔ Order History

The screenshot shows the DigiCOPY Order History page. At the top, there's a navigation bar with links for HOME, UPLOAD FILES, FTP, ORDER HISTORY, LOGOUT, and SHOPPING CART. Below this is a search and filter section with fields for Start Date (7/30/2012), End Date (8/27/2012), Order Status (All), Approval Status (All), Ordered By (Just My Orders), and Billing To (Select Location(s)). A Search Text field and an Apply Filters button are also present. A button labeled "Select To Filter Orders" is circled in orange. Below the filters is a table titled "Show Items in Each Order" with columns for Order Number, PO Number, Requested Date, Ordered By, SubTotal, Tax, Shipping, PromoDiscount, Total, and Request Ship Date. The table lists three orders: 2610, 2609, and 2608.

Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Total	Request Ship Date
> 2610	test	8/27/2012 2:14:55 PM	Cathy Triphan	\$12.75	\$0.70	\$0.00	\$0.00	\$13.45	8/28/2012 7:00 PM
> 2609	test	8/27/2012 2:13:39 PM	Cathy Triphan	\$25.50	\$1.40	\$0.00	\$0.00	\$26.90	8/28/2012 7:00 PM
> 2608	2098	8/27/2012 2:04:33 PM	Cathy Triphan	\$68.00	\$3.74	\$0.00	\$0.00	\$71.74	8/28/2012 7:00 PM
				\$106.25	\$5.84	\$0.00	\$0.00	\$112.09	

Searching Orders

If your order history contains a large number of orders, you may want to search for a specific order. Click on **Select to Filter Orders** for an expanded list of options. You can choose to search by date, order status, users, billing address, or specific text.

The screenshot shows the DigiCOPY Order History page with a detailed view of order 2610. The "Select To Filter Orders" button is still visible at the top. The table for order 2610 is expanded to show a detailed view of the items. The "Reorder" button is circled in orange. The detailed view shows the product "Restaurant Solutions Menu" with a price of 25 and a status of "Order Received".

Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Total	Request Ship Date
2610	test	8/27/2012 2:14:55 PM	Cathy Triphan	\$12.75	\$0.70	\$0.00	\$0.00	\$13.45	8/28/2012 7:00 PM
				Product	Item Name	Total Items	Price	Status	Approval Status
				Restaurant Solutions Menu		25	\$12.75	Order Received	Approved
> 2609	test	8/27/2012 2:13:39 PM	Cathy Triphan	\$25.50	\$1.40	\$0.00	\$0.00	\$26.90	8/28/2012 7:00 PM
> 2608	2098	8/27/2012 2:04:33 PM	Cathy Triphan	\$68.00	\$3.74	\$0.00	\$0.00	\$71.74	8/28/2012 7:00 PM
				\$106.25	\$5.84	\$0.00	\$0.00	\$112.09	

Reordering

It's easy to re-order a document via the Order History screen. To do this, simply click Reorder next to the Order #. If your previous order had multiple documents, expand the order by clicking the arrow to the left of the Order #, then click **Reorder** next the necessary document. The file, pricing information, and specifications from your previous order will be re-entered into your shopping cart.

Once in the shopping cart, you can click the **Edit** option to make any necessary changes to the order specifications.



At DigiCOPY, we want to be an extension of your business. That's why we continually strive to offer the latest technology, products and services to help you manage your business, maximize communication effectiveness, and enhance your marketing. We are your partner in propelling your business forward.

⇒ Color Matching

Our state-of-the-art color matching technology combines the power of digital print with the effectiveness of consistent color. We build your color profile into our equipment and pair it with accurate document creation to produce consistent color output.

⇒ Facilities Management

We have the expertise to create comprehensive facilities management systems that improve workflow and cut costs. Whether it's an on-site print facility or a virtual system, we offer unique solutions that can be customized for your business.

⇒ Fast Turnarounds

We're fast. It's part of what makes us stand out from other printers. We bend over backwards to meet your deadlines and never up charge for tight turn times.

⇒ Convenient Hours

Most of our locations are open early, late and weekends.

⇒ Pickup & Delivery

We offer local pickup and delivery and also ship via Spee-Dee, UPS, and Fed Ex.



8 Statewide Locations

Eau Claire, Green Bay, La Crosse,
Milwaukee, Stevens Point & Wausau



www.dcopy.net