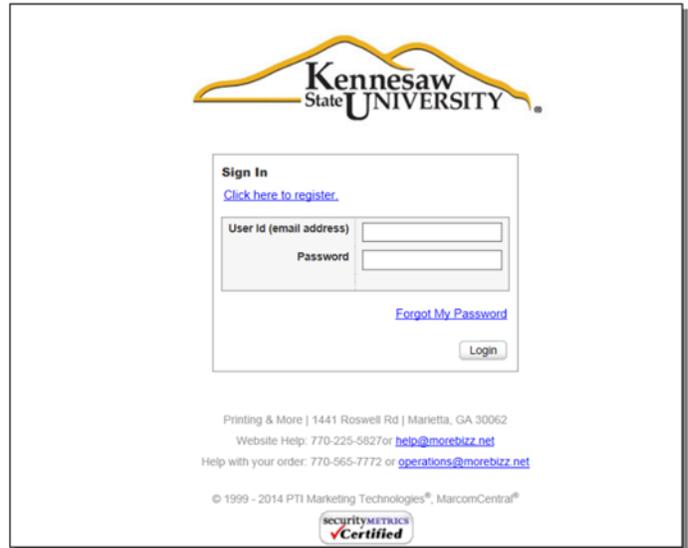


Quick Start Guide - New Website for ordering KSU Stationery (business cards, letterhead, envelopes etc).

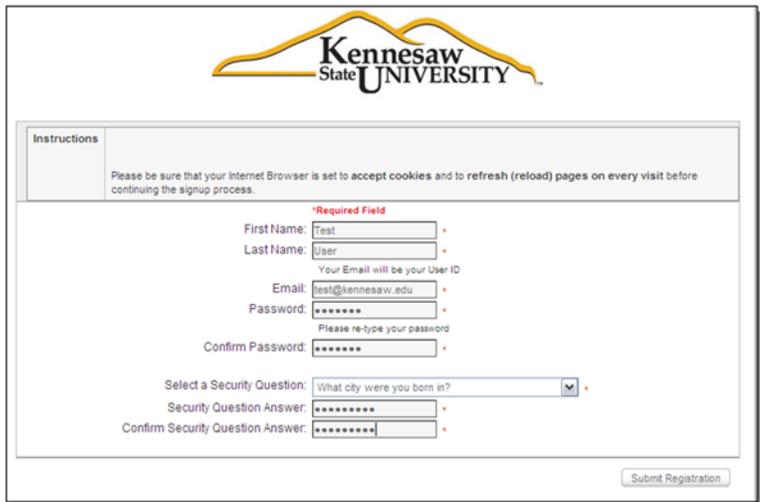
Link to website: <http://members.printable.com/morebizz/arc/>

1. Create your user account: Follow the 'Click Here to Register' link to set up your account.



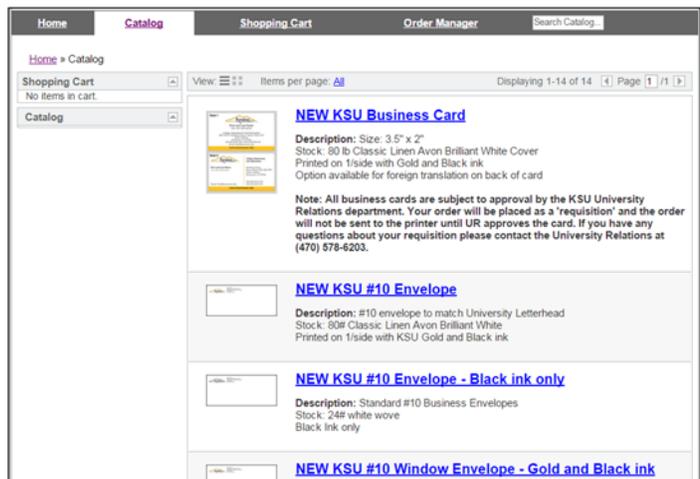
The screenshot shows the 'Sign In' section of the website. At the top is the Kennesaw State University logo. Below it is a 'Sign In' box with a 'Click here to register' link. The box contains two input fields: 'User Id (email address)' and 'Password'. Below these fields is a 'Forgot My Password' link and a 'Login' button. At the bottom of the page, there is contact information for 'Printing & More' and a 'securityMETRICS Certified' logo.

2. Fill in the required info and click 'Submit Registration'.



The screenshot shows the registration form. At the top is the Kennesaw State University logo. Below it is an 'Instructions' box with text about cookies. The main form has several fields: 'First Name' (Test), 'Last Name' (User), 'Email' (test@kennesaw.edu), 'Password' (*****), and 'Confirm Password' (*****). There is also a 'Select a Security Question' dropdown menu (What city were you born in?) and 'Security Question Answer' and 'Confirm Security Question Answer' fields (both *****). A 'Submit Registration' button is at the bottom right.

3. Now you are on the main catalog page which shows all of the products we have ready for order. Click on the first item you want to order (letterhead for this example).

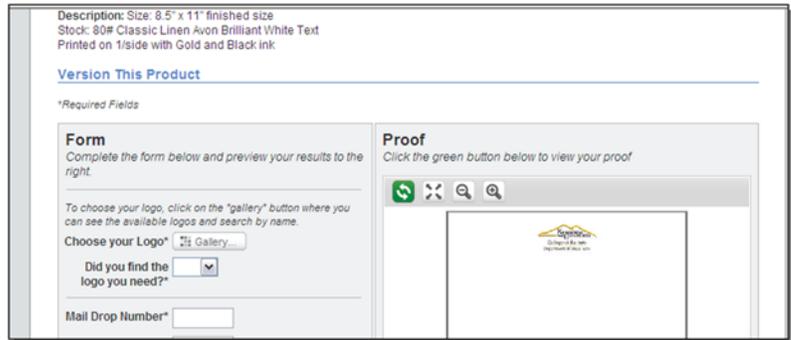


The screenshot shows the main catalog page. At the top are navigation links: Home, Catalog, Shopping Cart, Order Manager, and Search Catalog. Below the navigation is a 'Shopping Cart' section with 'No items in cart.' and a 'Catalog' section. The main content area displays a list of products. The first product is 'NEW KSU Business Card' with a description: 'Size: 3.5" x 2"', 'Stock: 80 lb Classic Linen Avon Brilliant White Cover', 'Printed on: Inside with Gold and Black ink', and 'Option available for foreign translation on back of card'. Below this are two other products: 'NEW KSU #10 Envelope' and 'NEW KSU #10 Envelope - Black ink only'. The page also includes a note about business card approval and a 'View: [icon] Items per page: All' and 'Displaying 1-14 of 14'.

- First, choose your department's logo. Click on the Gallery button () to see the logos. From the gallery view you can also search by name.

If you can't find your logo, it will need to be created for you before you can complete your order. Please

send an email to: logos@kennesaw.edu to request your logo.



Description: Size: 8.5" x 11" finished size
Stock: 80# Classic Linen Avon Brilliant White Text
Printed on 1/size with Gold and Black ink

Version This Product

*Required Fields

Form
Complete the form below and preview your results to the right.

To choose your logo, click on the "gallery" button where you can see the available logos and search by name.

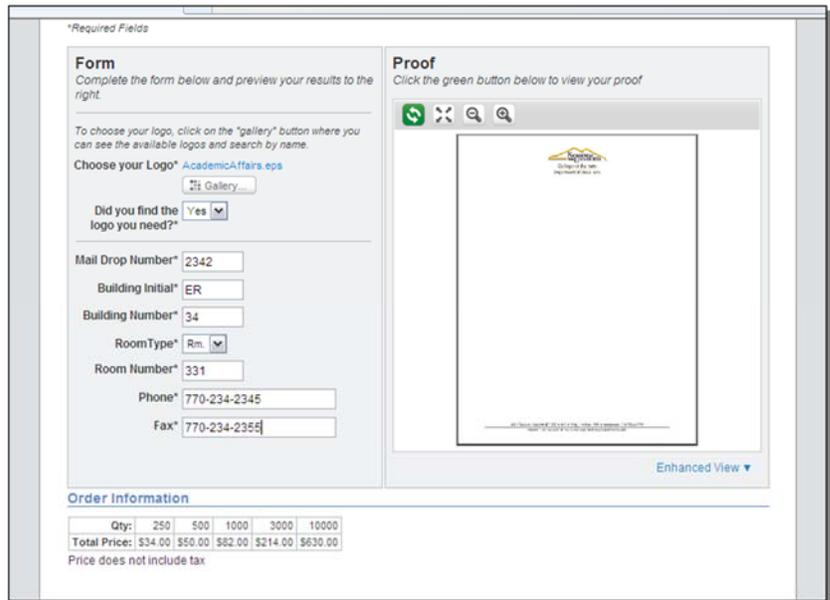
Choose your Logo*

Did you find the logo you need?

Mail Drop Number*

Proof
Click the green button below to view your proof

- Now complete the rest of the fields on the left side and click the green 'Refresh' button on the right side above the preview image. Your custom proof will be created onscreen.



*Required Fields

Form
Complete the form below and preview your results to the right.

To choose your logo, click on the "gallery" button where you can see the available logos and search by name.

Choose your Logo* AcademicAffairs eps

Did you find the logo you need? Yes

Mail Drop Number* 2342

Building Initial* ER

Building Number* 34

RoomType* Rm.

Room Number* 331

Phone* 770-234-2345

Fax* 770-234-2355

Proof
Click the green button below to view your proof

Enhanced View

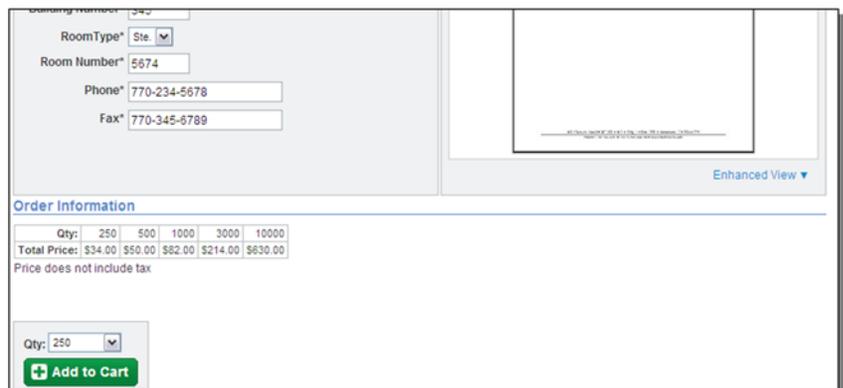
Order Information

Qty:	250	500	1000	3000	10000
Total Price:	\$34.00	\$50.00	\$82.00	\$214.00	\$630.00

Price does not include tax

This is the final proof, so be sure to look carefully for any typos or errors. You can zoom in and out or move your view, or you can open a pdf of the item. This pdf can be saved and emailed for approval if needed. To make changes, edit your information on the left and click the refresh button again.

- When your item is customized as needed, select the quantity and click 'Add to Cart'.



RoomType* Ste.

Room Number* 5674

Phone* 770-234-5678

Fax* 770-345-6789

Proof
Click the green button below to view your proof

Enhanced View

Order Information

Qty:	250	500	1000	3000	10000
Total Price:	\$34.00	\$50.00	\$82.00	\$214.00	\$630.00

Price does not include tax

Qty: 250

7. Now you should see your shopping cart. If you need to order more items, click on the Catalog link at the top and continue shopping. If you are ready to checkout, click the Checkout button.

Products	Qty	Price
KSU Letterhead SKU: KSU_LH- Description: Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black ink -	250	\$34.00

Subtotal: \$34.00

Buttons: Remove, Update, Back To Catalog, Save Cart, Checkout

8. Enter your **shipping** address and click Continue.
You don't have to select a Shipping Method.

Products	Description	Ship To	Ship Method	Instructions	Qty	Shipping Price
KSU Letterhead KSU_LH-	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black ink -	Current	N/A		250	\$0.00

Subtotal: \$34.00
Shipping: \$0.00
Total: \$34.00

Buttons: Back, Continue

9. Enter your **billing** address. This must be the billing address for your credit card. *Payment Method is Credit Card.* Click Continue.

SKU	Description	Ship Method	Qty	Price
KSU_LH-	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black ink -		250	\$34.00

Subtotal: \$34.00
Shipping: \$0.00
Total: \$34.00

Buttons: Back, Continue

10. Confirmation screen:
Check over all information carefully before completing your order.

At the bottom of the page, enter your credit card info. Click Complete Order.

Shipping → Billing → Confirm Order

Current Ship To Address	MBS Seth 3000 Northwoods Pkwy Seegar Building 352 Marietta, GA 30303 [Change]	Purchase Order Number:	Current Bill To Address	3000 Northwoods Pkwy Marietta, GA 27253 US [Change]
-------------------------	---	------------------------	-------------------------	--

1	Name	SKU	Qty	Price	
	KSU Letterhead	KSU_LH-	250	\$34.00	
Description		Ship Method	Shipping Price		
Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black Ink -		N/A [Change]	\$0.00		
Ship To Seth 3000 Northwoods Pkwy Marietta, GA 30303 [Change]					
				Subtotal:	\$34.00
				Shipping:	\$0.00
				Total:	\$34.00

Credit Card Type:

Credit Card Number:

Expiration:

Security Code:

First Name on Card:

Last Name on Card:

Phone Number:

[Back](#) [Complete Order »](#)

11. Your order is complete.
Once you see your purchase order number you are finished!

This is your order summary.

Be sure to print this screen to use as your receipt.

You can also log in later and click on the 'Order Manager' to review your previous orders, print receipts or place reorders.

Test User | My Profile | Log Out

Kennesaw State UNIVERSITY

Home Catalog Shopping Cart **Order Manager** Search Catalog

Home » Manage Orders » Order Summary

Order Date:	2/27/2012	Purchase Order Number:	02272012180759561	print this page
Current Ship To	MBS Seth 3000 Northwoods Pkwy Seegar Building 352 Marietta, GA 30303	Current Bill To	1680 Gibbs Shoals Rd Greer, SC 29650 US	

<input type="checkbox"/>	Options	SKU	Description	Ship To	Ship Method	Qty	Price	
<input type="checkbox"/>		KSU_LH-	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black Ink -	Current		250	\$34.00	
							Subtotal:	\$34.00
							Shipping:	\$0.00
							Total:	\$34.00

[View Detail Summary](#)

Need Help?

Questions about an order?

Ron Meckler

770.565.7772

ronmeckler@morebizz.net

Website questions?

Seth Caldwell

770.225.5816

seth@morebizz.net

Don't see the item you need?

Pat Schanen

770.225.5830

patschanen@morebizz.net