

Instructions For:



Prepared for Associated Engineering



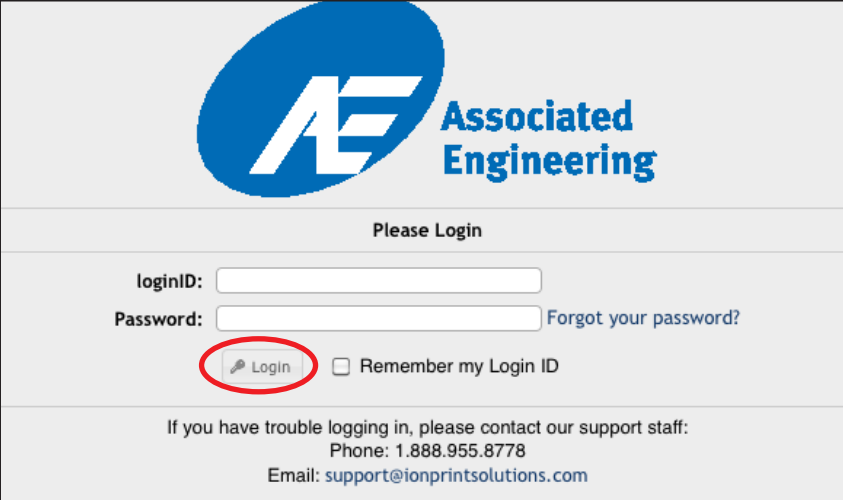
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Welcome

Enter <http://ae.ionprintsolutions.com> in your browser address bar to access your **Action** site.

The login window will display. Enter your credentials and press the login button to enter **Action**.



The login form for Associated Engineering features a blue oval logo with the letters 'AE' in white. Below the logo, the text 'Associated Engineering' is displayed in blue. The form is titled 'Please Login' and contains two input fields: 'loginID:' and 'Password:'. A 'Forgot your password?' link is located to the right of the password field. Below the password field is a red circle highlighting a 'Login' button with a key icon. To the right of the button is a checkbox labeled 'Remember my Login ID'. At the bottom of the form, there is a message: 'If you have trouble logging in, please contact our support staff: Phone: 1.888.955.8778 Email: support@ionprintsolutions.com'.

Associated Engineering

Please Login

loginID:

Password: [Forgot your password?](#)

☐ Remember my Login ID

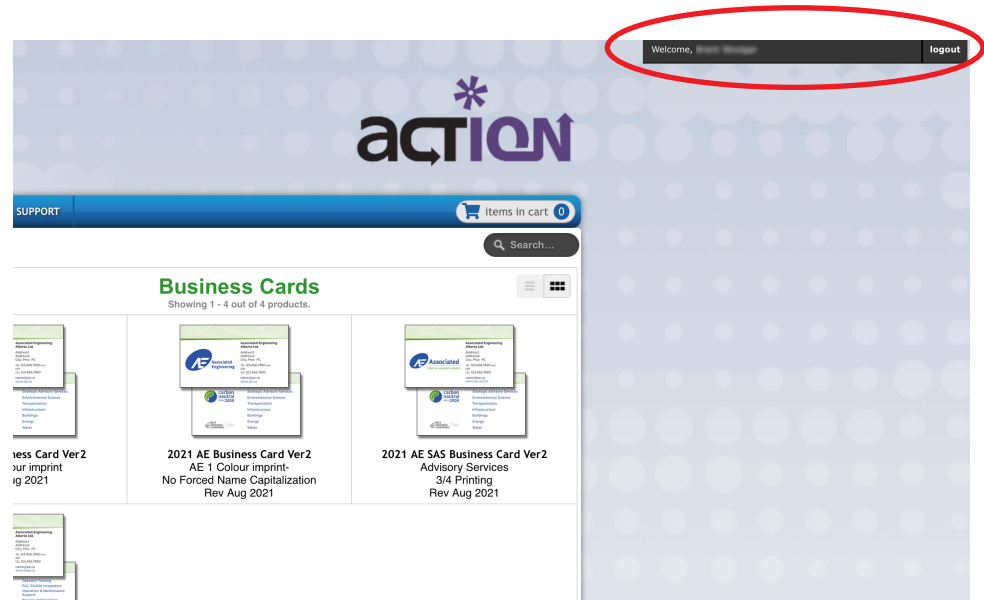
If you have trouble logging in, please contact our support staff:
Phone: 1.888.955.8778
Email: support@ionprintsolutions.com

Home Page

For Extra Help

Download the Site Instruction pdf located under the Support tab.

You should now be presented with your [Catalog](#) My Account page. Displayed in the upper right corner is your name and a logout link.



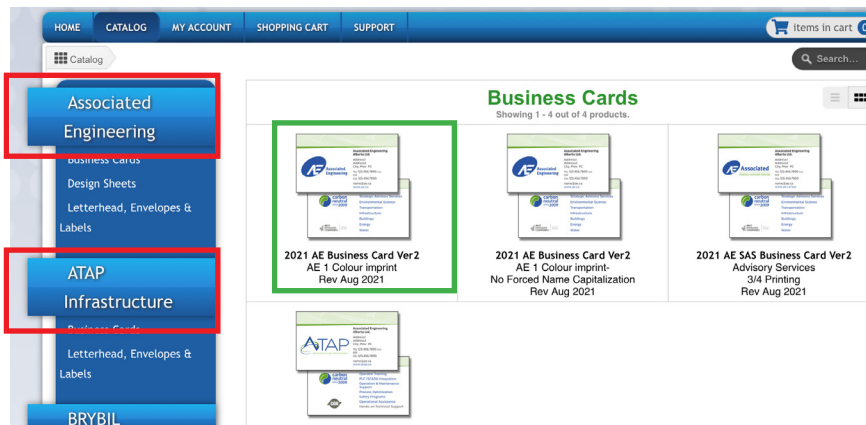
There are 5 Menu Items for Site navigation:

- Home
- Catalog
- My Account
- Shopping Cart
- Support

We begin with the Catalog and placing an order.

Step 1:

Begin by selecting the Catalog button on the top if you are not already there. Select a company (AE, AEC, ATAP etc.) from the left side menu, select **Business Cards** and click on the **Business Card Image**. There are categories for each brand.



Choose the card appropriate to you.

To Order:

Clicking on any of the category links under Products will display all the available products.

To add a product to your shopping cart click on the thumbnail image of the product you wish to order.

Each product will have different information entry requirements and some products are more of an inventory style of ordering but most of the basic steps are required for each product.

For this example we will order a business card as this product requires the most user input.

How to Get Here

The screen below will be displayed after clicking the Catalog button.

The left side menu contains the products sorted by company name. Clicking on this category link will display all the associated products.

Data Entry

Add New Users

You will also be able to add new users to the system through the My Account menu item and then Manage Users.

Step 2:

This is the Form Entry data screen.

User Already in the System

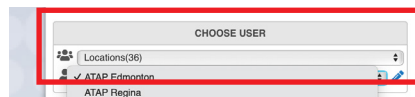
If the user has been added to the system, select them from the **drop-down menu** and all 'Like' fields will automatically be populated with the data from the system. You may edit any field with new information if required.

New User NOT in the System

If they are not in the system, enter their information into each corresponding field.

Add New User Profile

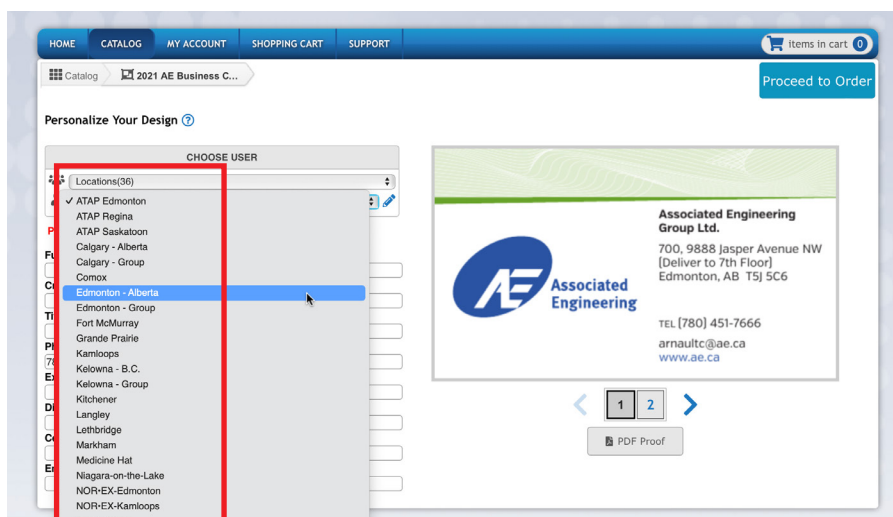
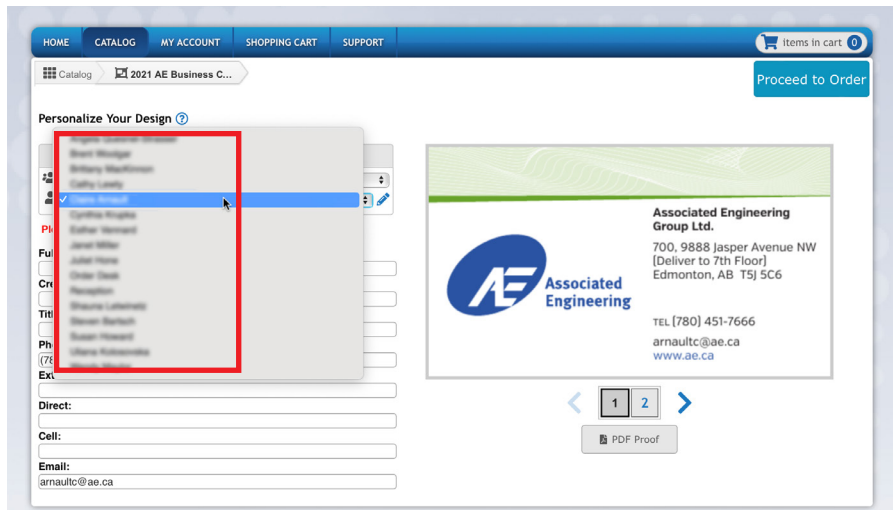
To keep user data for future use fill in the form and save profile. (see notes on 'My Account' later in this manual)



Select User or Location

A screenshot of a web application's 'Personalize Your Design' form. The form is titled 'Personalize Your Design' and has a dropdown menu open. The dropdown menu shows a list of users: 'Regina Customer Services', 'Brian Whelan', 'Bridget MacIntosh', 'Cathy Leary', 'ATAP Regina' (highlighted with a blue bar), 'Cynthia Rogers', 'Cathy Stewart', and 'Joni Miller'. The form includes fields for 'Order Date', 'Reception', 'Office Location', 'Phone Number', 'Email', and 'Fax'. The 'Email' field is pre-filled with 'arnaultc@ae.ca'. The form is enclosed in a red rectangular box. To the right of the form is a sidebar with the 'Associated Engineering Group Ltd.' logo and contact information: '700, 9888 Jasper Avenue NW [Deliver to 7th Floor] Edmonton, AB T5J 5C6', 'TEL [780] 451-7666', 'arnaultc@ae.ca', and 'www.ae.ca'. The sidebar also includes a 'Proceed to Order' button and a 'PDF Proof' button.

As there are many locations and users for this business card, we have placed them all in a group of dropdowns. The first dropdown on the page allows you to choose: **Users, Locations or All**. The second dropdown displays the corresponding options of what you selected in the first dropdown.



Formating

Remember to update image before leaving this page to save your changes.

To maintain your corporate identity some fields only accept a certain format, such as the phone and cell numbers. In this case the format of the phone numbers must contain a "." (period) instead of a "-" (dash).

Please Note: Changing USER or LOCATION will reset this form

Full Name:

Credentials:

Title:

Phone: (780) 451-7666

Ext:

Direct:

Cell:

Please use periods instead of dashes

PDF Proof

MY ACCOUNT SHOPPING CART SUPPORT

Items in cart 0

Update Image

CHOOSE USER

USER or LOCATION will reset this form

CORPORATE SERVICES

Associated Engineering Group Ltd.

700, 9888 Jasper Avenue NW
(Deliver to 7th Floor)

Associated Engineering

TEL (780) 451-7666
arnaultc@ae.ca
www.ae.ca

Click to Update Image

PDF Proof

IMPORTANT

After all information has been entered press the **Update Image** button. Whenever new data has been entered the **Update Image** button will have a green glow around it. This is a visual indicator that the entered information differs from the preview being displayed. Press **Update Image** to generate a new preview and save your changes. Also ensure the preview displays the current information before proceeding by clicking the button.

Step 3:

When you are ready to continue, press the proceed to order and the **Approve** button.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

Catalog 2021 AE Business C...

Proceed to Order

Personalize Your Design

CHOOSE USER

Users(16)
Claire Arnault

Please Note: Changing USER or LOCATION will reset this form

Full Name:
Claire Arnault

Credentials:

Title:
EXECUTIVE ASSISTANT, CORPORATE SERVICES

Phone:
780.451.7666

Ext:

Direct:

Cell:

Email:
arnaultc@ae.ca

Claire Arnault
EXECUTIVE ASSISTANT, CORPORATE SERVICES

Associated Engineering Group Ltd.
700, 9888 Jasper Avenue NW
[Deliver to 7th Floor]
Edmonton, AB T5J 5C6

TEL 780.451.7666
arnaultc@ae.ca
www.ae.ca

Online Proof Approval

By selecting the "Approve" button below, I acknowledge that I have verified that the content and layout are correct and that printed colors may vary from what I see on the screen. I approve this for production.

Approve Cancel

Review & Approve

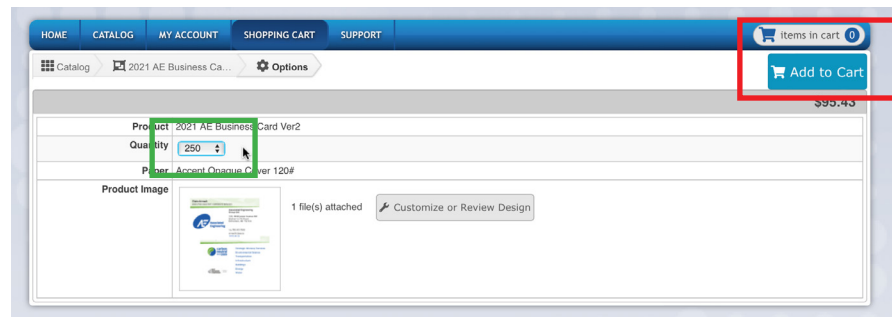
Proof

You may click the Edit button if you find that you need to make an adjustment or view a PDF Proof.

Step 4:

This screen displays the item you wish to order and allows you to select a quantity. You may also press the 'Customize or Review Design' button to return back to the data entry screen, if you need to make changes to this card.

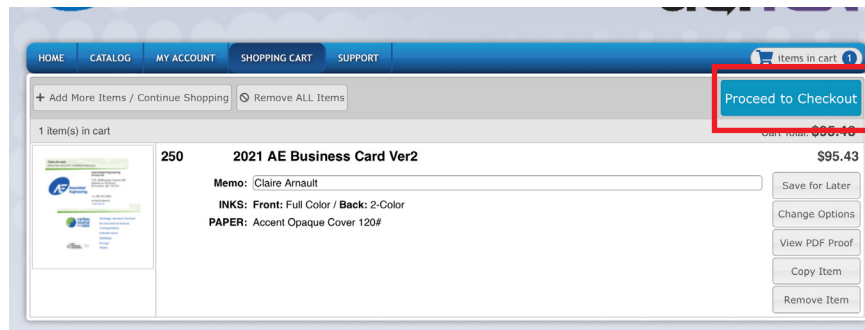
Press the '**Add to Cart**' button to continue the ordering process.



Step 5:

Proceed to Checkout

Press the **Proceed to Checkout** button to complete this part of the ordering process.



Quantity

Note

The 'Review or Upload Linked Art' is for those orders that require files to be uploaded. For your business cards this option is not required.

If you change the quantity, you may press the Update Price button to reveal the new cost. This is not necessary as adding to the cart re-calculates the cost, but you may wish to view prices at different quantities for comparison.

Checkout

Other Options to consider at this point:

Change Options

This allows you to go back and change the quantity.

Once back at the quantity screen you may also navigate back to the very beginning and change all options you have previously selected including data entry.

View PDF Proof

View a PDF proof of this item.

Copy Item

Add an exact duplicate of this item to the ordering.

Remove Item

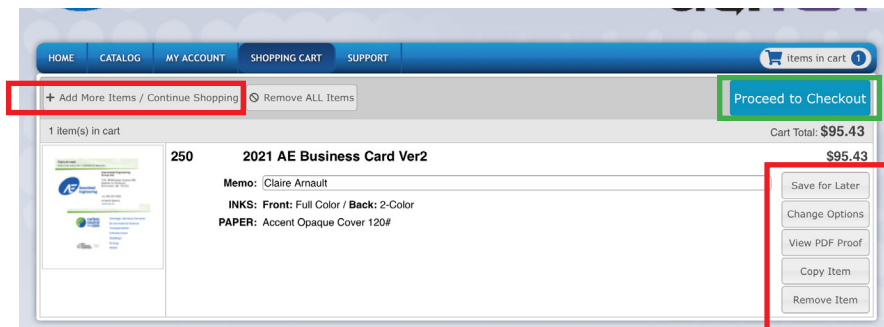
Remove this item from your shopping cart.

Add More Items / Continue Shopping

To add more items to your shopping cart.

Remove All Items

To remove all items and start over.



Shipping Location

Step 7:

Here you select where to ship your order. Choose from 2 different addresses by clicking on the corresponding button.

'Ship to my address' is the address for the user that is currently placing the order.

'Ship to company' is the main address for Associated Engineering Group Ltd.

You also have the ability to add and edit shipping addresses.

Note

Please use the 2 digit province code as opposed to the actual province name for any addresses that you may enter.

I.E.; AB for Alberta

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT Items

1 Address 2 Shipping 3 Payment 4 Review 5 Finish

Shipping Address Options

Click a "Ship to..." button for your default shipping address, use your Address Book to choose from a list of locations, or enter a new address for this order below.

PERSONAL OR COMPANY SHIP TO ADDRESS

Ship to my address →
Associated Engineering
500, 9888 Jasper Avenue NW
Edmonton, AB T5J 5C6
(780) 451-7666
CA
Notification Email: (FedEx/UPS)
Edit

Ship to company →
Associated Engineering
Associated Engineering
500-9888 Jasper Ave NW
Edmonton, AB T5J 5C6
(780) 453-3871
Notification Email: (FedEx/UPS)
Edit

ADDRESS BOOK

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Search Address Book list...

Choose an address... Import Export

Delivery

After selecting the shipping address you'll be taken to the shipping window.

This displays the turnaround times and has an option to select from 2 delivery times.

The screenshot shows the 'Shipping' step (2) of a 5-step checkout process. The 'Choose your Production Turnaround Time' section has two options: '5 to 7 Days' (selected) and '5 to 7 Business Days'. The 'Choose your Delivery Method' section has three options: 'On Account-AE' (highlighted with a red box), 'On Account-Ver2', and 'Non delivery'. The 'ORDER SUMMARY' on the right shows the item '250 - 2021 AE Business Card Ver2' for \$95.43, with a subtotal of \$95.43, estimated tax of \$4.77, and a grand total of \$100.20.

TURNAROUND OPTION	PRODUCTION TIME	EST. COST
<input checked="" type="radio"/> 5 to 7 Days	5 business days	\$0.00
<input type="radio"/> 5 to 7 Business Days		

DELIVERED METHOD	DELIVERY TIME	EST. COST
<input type="radio"/> On Account-AE	5 business days*	\$0.00
<input type="radio"/> On Account-Ver2	5 business days*	\$0.00
<input type="radio"/> Non delivery	5 business days*	\$35.00

Estimated package weight: 0.9 lbs.
* Estimate shown. Actual transit time depends on distance.

ORDER SUMMARY	
Continue	
Items Ordered:	Price
250 - 2021 AE Business Card Ver2	\$95.43
Item(s) Subtotal:	\$95.43
Estimated Tax:	\$4.77
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$100.20

Optional: You may enter a purchase order or a reference number for your records.

The screenshot shows the 'Payment' step (3) of a 5-step checkout process. The 'PAYMENT METHOD' section has two options: 'Purchase Order' (selected) and 'Pay with New Card'. The 'CUSTOMER PO / REFERENCE' field contains 'PO-123456'. The 'PROJECT NAME' field is empty. The 'ORDER SUMMARY' on the right shows the item '250 - 2021 AE Business Card Ver2' for \$95.43, with a subtotal of \$95.43, estimated tax of \$4.77, and a grand total of \$100.20.

PAYMENT METHOD	
Enter the information below to complete the payment options for your order.	
Purchase Order Pay with New Card	
CUSTOMER PO / REFERENCE	PROJECT NAME
PO-123456	

ORDER SUMMARY	
Continue	
Items Ordered:	Price
250 - 2021 AE Business Card Ver2	\$95.43
Item(s) Subtotal:	\$95.43
Estimated Tax:	\$4.77
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$100.20

Here you may review your selections for the entire order before proceeding. Clicking on any of the red 'change' links will allow you to edit that particular area in the order process.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT Items in cart 1

1 Address 2 Shipping 3 Payment 4 **Review** 5 Finish

SHIPPING DETAILS

Shipping Address: [change](#)
Associated Engineering
Associated Engineering
500-9888 Jasper Ave NW
Edmonton, AB T5J 5C6
(780) 451-7666

Shipping Method: [change](#)
Turnaround: 5 to 7 Days
Will Ship: On Account-AE

PAYMENT INFORMATION

Billing Address: [change](#)
Associated Engineering Group Ltd.
Suite 500,
9888 Jasper Avenue NW
Edmonton, AB T5J 5C6
(780) 451-7666

Payment Type: [change](#)
Net 30

ORDER SUMMARY

Place Your Order

Items Ordered:	Price
250 - 2021 AE Business Card Ver2	\$95.43
Item(s) Subtotal:	\$95.43
Estimated Tax:	\$4.77
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$100.20

PROJECT NAME

[change](#)

SPECIAL INSTRUCTIONS

NOTE: Entering any special instructions will cause your order to be reviewed by the next available Customer Services Representative. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

Place Order

Step 8:

If you accept this order, press the 'Place Your Order' button.
Your order is complete and entered into your Action site.

HOME

CATALOG

MY ACCOUNT

SHOPPING CART

SUPPORT

items in cart

1

1

2

3

4

5


Address

Shipping


Payment

Review


Finish

Shipping Address: 


Associated Engineering
Associated Engineering
500-9888 Jasper Ave NW
Edmonton, AB T5J 5C6
CA
(780) 453-3871

Shipping Method: 

Turnaround: 5 to 7 Days
Will Ship: On Account-AE


Billing Address: 

Associated Engineering Group Ltd.
Suite 500,
9888 Jasper Avenue NW
Edmonton, AB T5J 5C6
(780) 451-7666

Payment Type: 

Net 30

PROJECT NAME



SPECIAL INSTRUCTIONS

NOTE: Entering any special instructions will cause your order to be reviewed by the next available Customer Services Representative. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

ORDER SUMMARY

Place Your Order

Items Ordered:

Price

250 - 2021 AE Business Card Ver2 \$95.43

Item(s) Subtotal:

\$95.43

Estimated Tax:

\$4.77

Turnaround Fee:

\$0.00

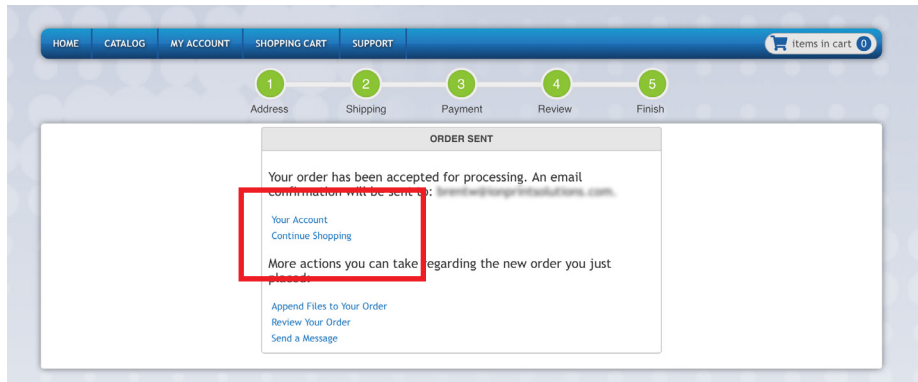
Shipping & Handling:

\$0.00

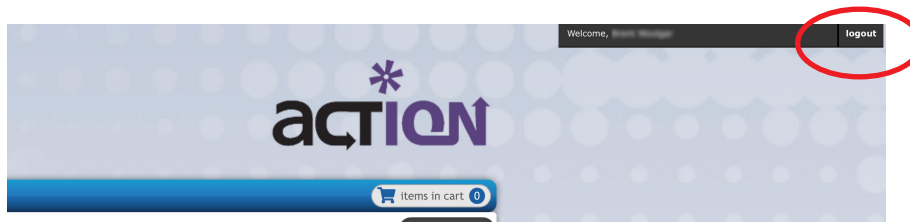
Grand Total:

\$100.20

Your order has now been completed. You may click on any of the blue links on this page to perform additional functions.



When you are ready to leave your **Action** site please use the Logout link located in the upper right of the screen.



Complete / Additional Orders

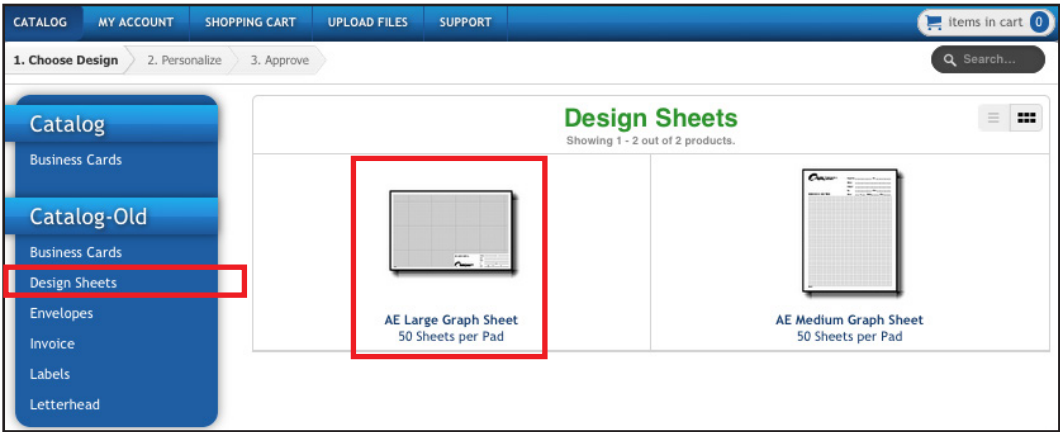
Add Another Order

You can add another order by choosing the catalog button or continue shopping.

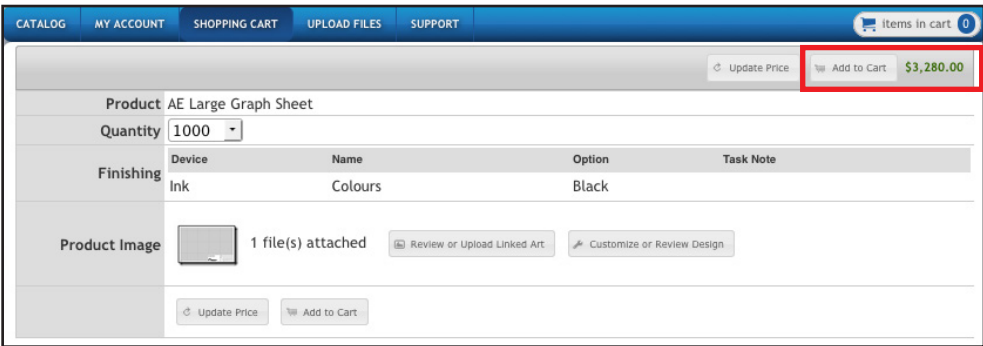
Ordering Finished Products

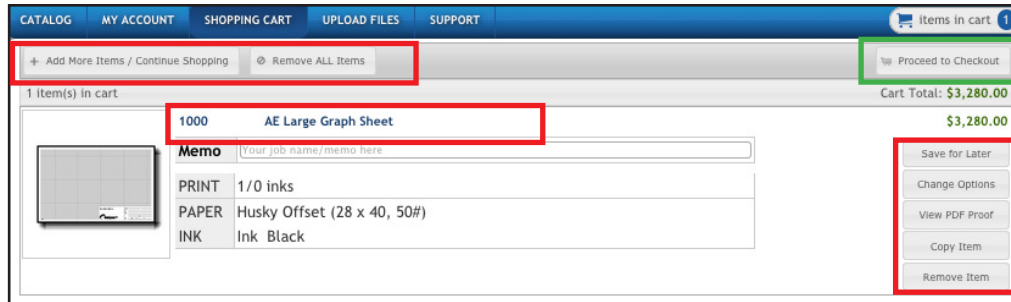
Ordering Forms

Ordering finished products ie; Design Sheets. Begin by selecting a product from the **Design Sheets** Category.



Select the quantity of the product and press the **Add to Cart** button.





Use the **Add More Items / Continue Shopping** to add more products to the shopping cart. **Remove All Items** to start over or **Proceed to Checkout** if you have no more products to order.

Upon pressing **Proceed to Checkout** you will complete this order in the same manner as the Business Card example.

Other Options to consider at this point:

Change Options

This allows you to go back and change the quantity. Once back at the quantity screen you may also navigate back to the very beginning and change all options you have previously selected including data entry.

View PDF Proof

View a PDF proof of this item.

Copy Item

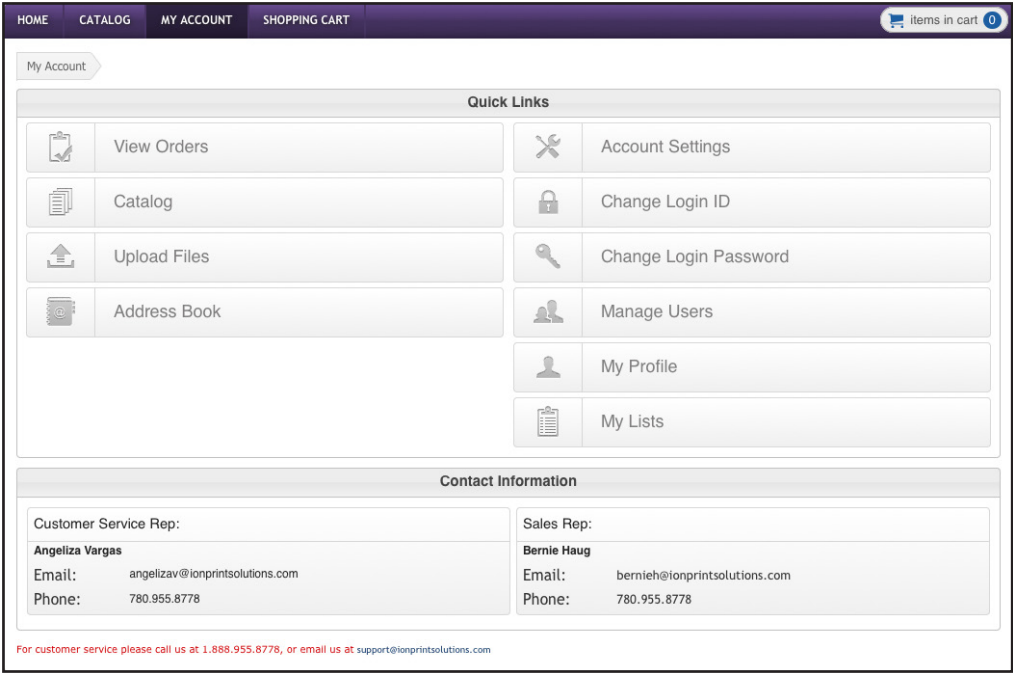
Add an exact duplicate of this item to the ordering.

Remove Item

Remove this item from your shopping cart.

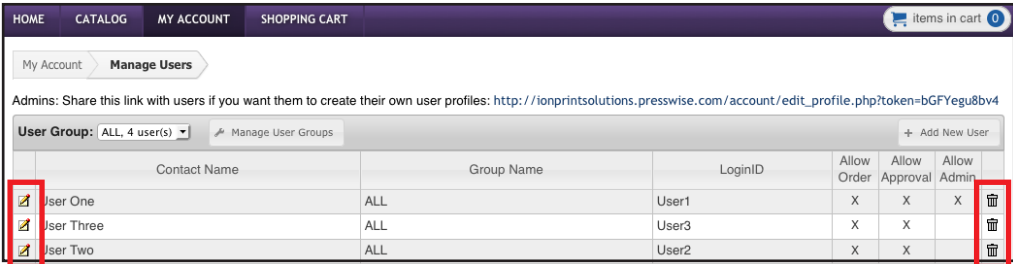
Site Administration

The My Account page has several options:



Manage Users

This is where you enter new users, or edit existing users.
You can share the below link with others to create new profiles.



Edit

Remove

Edit/Update Your Profile Information

My Profile

USER PROFILE	
LoginID:	<input type="text" value="User1"/>

CONTACT	
Name:	<input type="text" value="User One"/>
Company:	<input type="text" value="ION Print Solutions"/>
Title 1:	<input type="text" value="Digital Production"/>
Title 2:	<input type="text" value="Web Integrated Products"/>
Email 1:	<input type="text" value="UserOne@ionprintsolutions.com"/>
Email 2:	<input type="text"/>
Main Telephone:	<input type="text" value="780-955-8778"/>
Ext:	<input type="text"/>
Cell:	<input type="text"/>
Direct Phone:	<input type="text"/>
Other Phone:	<input type="text"/>
Company Phone:	<input type="text"/>
Fax:	<input type="text" value="780-955-2270"/>
Address1:	<input type="text" value="#7 2002 - 8th Street"/>
Address2:	<input type="text"/>
Address3:	<input type="text"/>
City:	<input type="text" value="Nisku"/>
State/Province:	<input type="text" value="AB"/>
Zip:	<input type="text" value="T9E 7Y8"/>
Country:	<input type="text" value="Canada"/>
URL 1:	<input type="text"/>
URL 2:	<input type="text"/>

View Orders

HOME

CATALOG

MY ACCOUNT

SHOPPING CART

items in cart

0





My Account

My Orders

Search...

8 result(s)

show: 10 | 25 | 50

Order #	Received	Summary	Status
N289	 Mar 11, 2015	10 - ION Print Solutions Instruction Manual	Production
N288	 Mar 11, 2015	5000 - ION Print Solutions Letterhead	Production
N287	 Mar 11, 2015	1500 - ION Print Solutions BC	Production
N286	 Mar 11, 2015	500 - ION Print Solutions BC 250 - ION Print Solutions BC 1000 - ION Print Solutions BC 500 - ION Print Solutions BC	Production

Click to re-order form.
Useful to order a single
product from a previous
order. However, we
recommend using the
catalog for your ordering
needs.

Invoice (Not yet
Implemented)

Order
Progress

If you need to upload files please use the 'Upload Files' menu item. Your Account Manager and CSR will be notified when you do so.

[HOME](#) | [CATALOG](#) | [MY ACCOUNT](#) | [SHOPPING CART](#) | [SUPPORT](#)

[My Account](#) > [Upload Files](#)

Upload Files

If you have already placed an order and you need to send files please go to your [order history](#) and load the files inside of the order. This page allows you to send miscellaneous files without placing an order.

Click the Upload button below and choose one or more files to send to our shop. The files will automatically start uploading as soon as you are done selecting them. Your uploaded files will land in your customer account inbox within our system so our team can see them right away.

To ensure your files travel quickly and safely across the Internet, you may want to compress them before transfer with a file compression utility such as those built into Windows and Mac OS, or download a utility such as [7-Zip](#) (Windows), [WinZip](#) (Windows/Mac), [Stuffit](#) (Windows/Mac), or [The Unarchiver](#) (Mac).

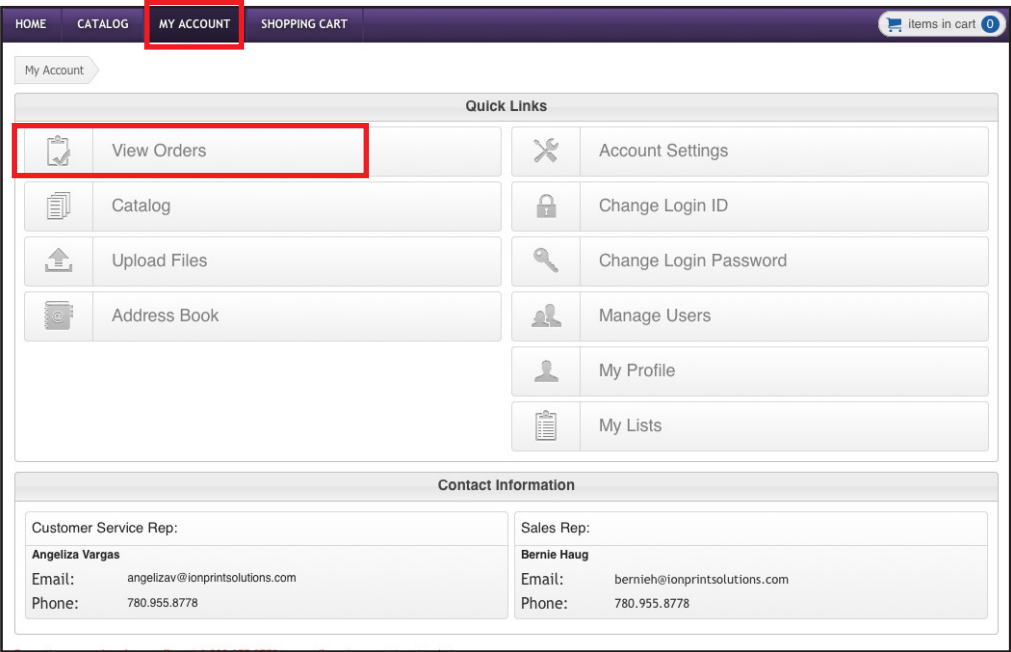
You may upload files up to 1024 MB. For larger files please contact us for special FTP instructions.

Upload

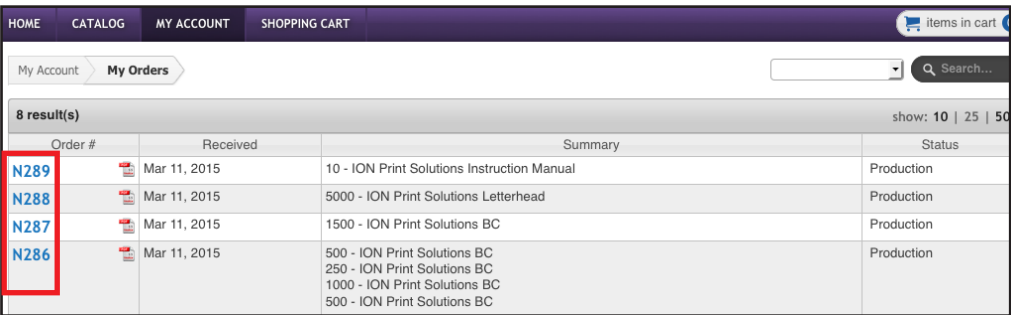
Re-Order Items

Re-Order

Step 1:
Login as usual. Under the My Account tab select View Orders.



Step 2:
Select the job number you want to repeat. In this case N286.
You can see the dates ordered, the product ordered and persons name (for Business Cards with names)



Re-Order Items

Step 3:

You can select each individual item you want to re-print by selecting the green re-order button.

#	ITEM DESCRIPTION	STATUS	AMOUNT
1	500 1/0 ION Print Solutions BC Size: art: 3.500 x 2.000 cut: 3.500 x 2.000 (24-UP) Paper: D105 Ultra Print White Gloss Cover 110 12x18 Item: accepted	Production	
2	250 1/0 ION Print Solutions BC Size: art: 3.500 x 2.000 cut: 3.500 x 2.000 (24-UP) Paper: D105 Ultra Print White Gloss Cover 110 12x18	Production	\$2.70

Step 4:

This enters the job back into the shopping cart.

You can approve as is, change the quantity with the pull down, or edit the cards information.

Product: ION Print Solutions BC

Quantity: 500

Paper: D105 - Ultra Print White Gloss Cover 110 12x18

Product Image: 1 file(s) attached

Buttons: Update Price, Add to Cart (\$4.29), Customize or Review Design

If you choose "customize or review design" you will be taken to the data entry page. You can create a new PDF proof or edit the existing info. The re-order item is then added back into the cart and ordered as usual.

Change Login ID

My Account

Change LoginID

Change your LoginID

Old LoginID:

Password:

[Forgot your password?](#)

New LoginID:

Change LoginID

Change Login ID or Retrieve a Forgotten Password

PASSWORD ASSISTANCE

Enter the loginID associated with your account:

Enter loginID...

Continue

Once you click Continue, we'll send you an e-mail message containing a helpful personalized link.

If you've forgotten your password and can no longer use the e-mail address that you associated with your account, you will need to [contact us](#) for assistance.

Change Your Password

My Account

Change Password

Change your Password

Old Password:

New Password:

Confirm Password:

Change Password

View Your Previous Order


My Account

My Orders

My Orders

Search...

1 result(s)show: 10 | 25 | 50

Order #	Received	Summary	Status
N152	 Jan 30, 2015	PO: PO#123456 500 - Business Card	AUTO New



ION Print Solutions specializes in print and mail strategies, developed to maximize your return-on-investment. We promote a variety of products to grow your business including;

Data driven, one-to-one marketing and mail; email campaigns; display format products; digital and offset print; and creative that is memorable and impactful.

For customer service please call us at 780.452.9103, or email us at orderdesk@ionprintsolutions.com

ION Print Solutions
16419 117 Avenue
Edmonton, AB T5M 3V3
Tel: 780 452 9103
Fax: 780 452 2519

www.ionprintsolutions.com

