

REBAC Print Shop

Introduction

Version: January 2008-A

The REBAC Print Shop is...

a web site providing easy customizing
and ordering of REBAC marketing materials.



- Brochures
- Flyers
- Postcards
- Others to come

Customize

Add your:

- Photo
- Name
- Company
- Address
- Phone
- Cell
- Email
- Web site
- Slogan/message
- Logo



“I am Your ABR®”

FirstName LastName

ABR® Designated Agent

Sample Realty

123 Main St

Anytown, ST 12345

Phone: 555-555-1234

Cell: 555-555-5678

Email: name@mycompany.com

www.mycompany.com

Enter your message or slogan here!



REBAC is a wholly-owned subsidiary of the
National Association of REALTORS®.

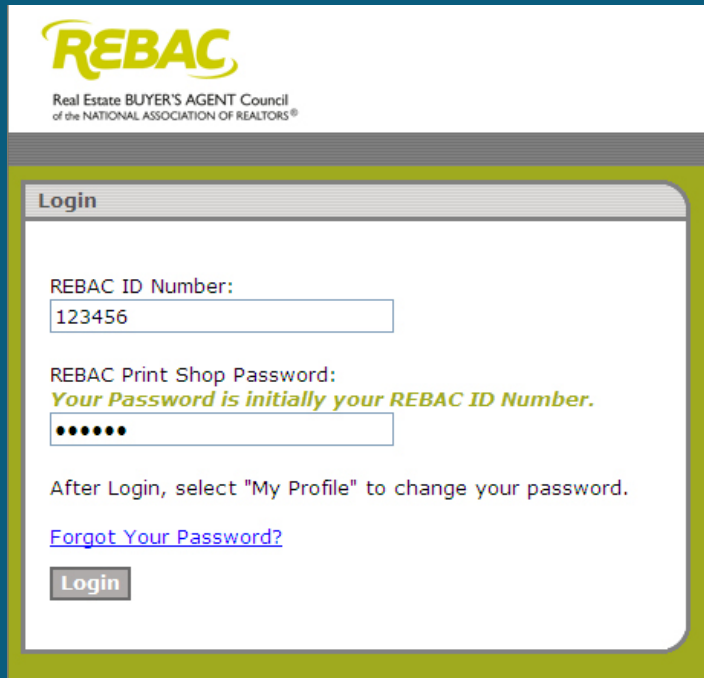
©2007



Process

- Login
- Select category and item
- Customize information and images
- Review PDF proof
- Select quantity or upload mailing list
- Add to shopping cart
- Checkout

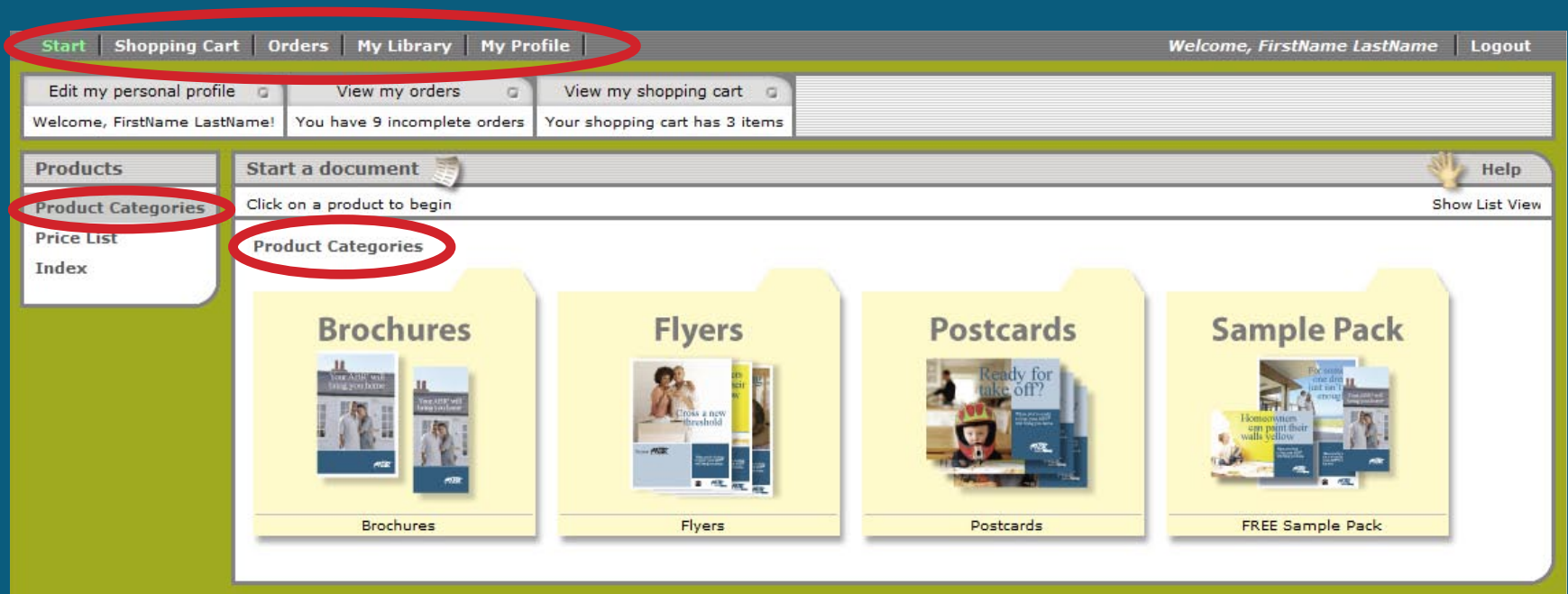
Login



The screenshot shows the REBAC Print Shop login interface. At the top is the REBAC logo with the text "Real Estate BUYER'S AGENT Council of the NATIONAL ASSOCIATION OF REALTORS®". Below the logo is a "Login" header. The form contains two input fields: "REBAC ID Number:" with the value "123456" and "REBAC Print Shop Password:" with masked characters. A note states "Your Password is initially your REBAC ID Number." Below the password field is a message: "After Login, select 'My Profile' to change your password." and a link "Forgot Your Password?". A "Login" button is at the bottom.

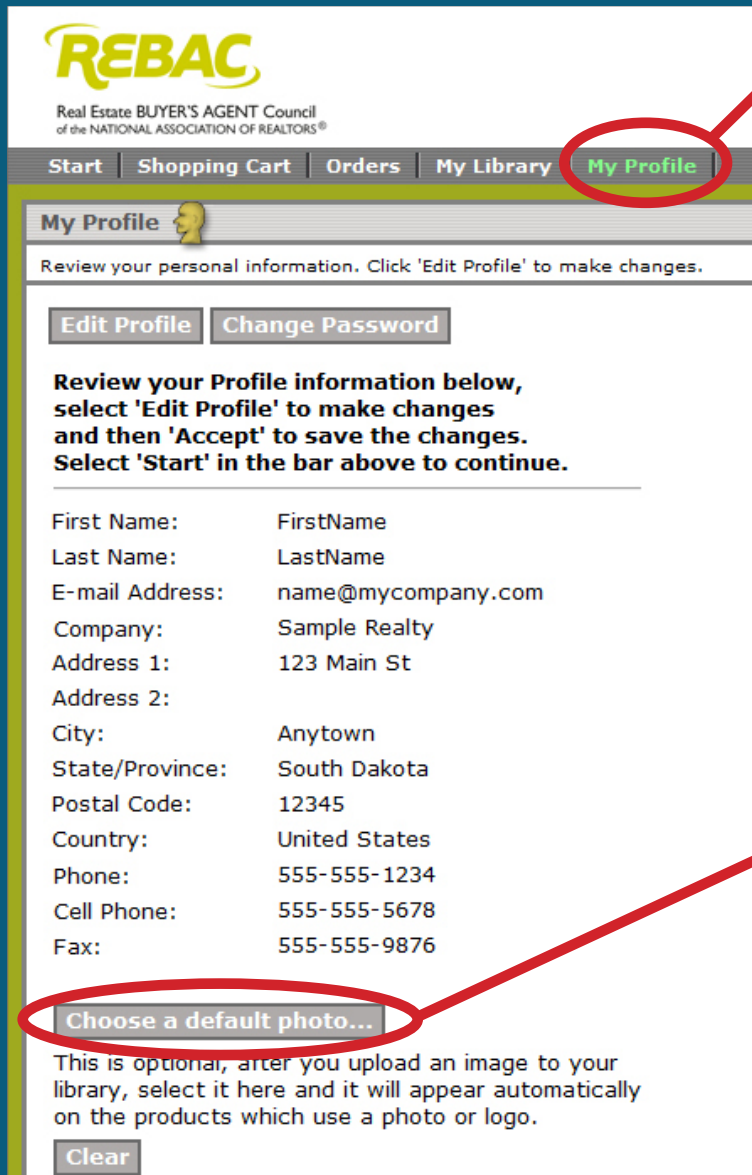
- Access the login page at:
www.printingstorefront.com/rebac
- Only current REBAC members may login.
- Upon login with your REBAC ID #, a REBAC Print Shop account is created with your contact information.
- The password is your REBAC ID # and may be changed after login.
- The [Forgot Your Password](#) link will only work if you have previously logged into the REBAC Print Shop and your e-mail address is stored in your profile. Otherwise, the password is your REBAC ID #.

Start



- Upon a successful login, a screen similar to this is displayed showing the product categories.
- The gray bar across the top displays: Start, Shopping Cart, Orders, My Library, and My Profile.

My Profile



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Start | Shopping Cart | Orders | My Library | **My Profile**

My Profile

Review your personal information. Click 'Edit Profile' to make changes.

[Edit Profile](#) [Change Password](#)

Review your Profile information below, select 'Edit Profile' to make changes and then 'Accept' to save the changes. Select 'Start' in the bar above to continue.

First Name:	FirstName
Last Name:	LastName
E-mail Address:	name@mycompany.com
Company:	Sample Realty
Address 1:	123 Main St
Address 2:	
City:	Anytown
State/Province:	South Dakota
Postal Code:	12345
Country:	United States
Phone:	555-555-1234
Cell Phone:	555-555-5678
Fax:	555-555-9876

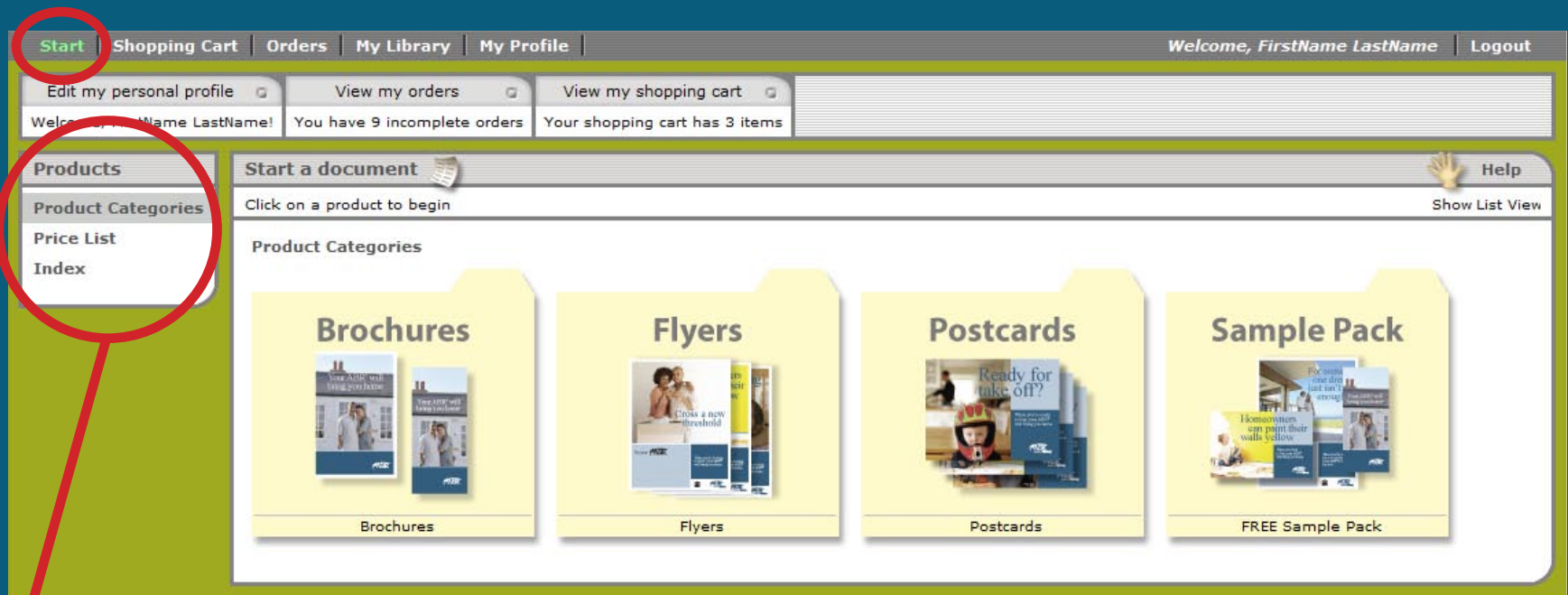
[Choose a default photo...](#)

This is optional, after you upload an image to your library, select it here and it will appear automatically on the products which use a photo or logo.

[Clear](#)

- After the first login, review your contact information by selecting *My Profile*.
- Select *Change Password* to enter a new password.
- Select *Edit Profile* to make changes.
- The e-mail address is needed to send order notifications and to reset your password if forgotten.
- After an image has been uploaded to your library, it can be selected as the default photo to appear in new items.
- Select *Start* to continue.

Start



- *Start* will display the navigation panel on the left.
- *Product Categories* will display all available categories as shown above. Categories are represented with yellow folders.
- *Price List* displays a pricing table of all items.
- *Index* displays a selectable list of all categories and items.

Shopping Cart



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www.rebac.net

Start **Shopping Cart** Orders My Library My Profile Welcome, FirstName LastName Logout

Shopping Cart Help

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

Update Proceed to Checkout Continue Shopping


Thumbnail	ID	Description	Product	Quantity	Date Modified	Options	Price
	D-REB-00F05729	Sample_BR_Trifold_1	BR_Trifold_1	<input type="text" value="100"/>	11/3/2007 6:49 PM	Edit PDF Preview Duplicate Delete Hold	\$86.00
	D-REB-47F75729	PC_Jumbo_Ready for Take Off	PC_Jumbo_Ready for Take Off	<input type="text" value="100"/>	11/3/2007 6:59 PM	Edit PDF Preview Duplicate Delete Hold	\$60.00

Subtotal: \$146.00

Update Proceed to Checkout Continue Shopping

Hold for Later

Items to buy later: click 'Move to Cart' to move an item back to the shopping cart for purchase

Thumbnail	ID	Description	Product	Date Modified	Options
	D-REB-D35C5729	Sample_AD_Yellow Walls	AD_Yellow Walls	11/3/2007 6:57 PM	Edit PDF Preview Duplicate Delete Move to Cart



- *Shopping Cart* contains items ready for checkout.
- Select *Update* to apply a quantity change.
- *Edit, PDF Preview, Duplicate, Delete, Hold.*
- *Proceed to Checkout* or *Continue Shopping.*
- *Hold* moves items to the Hold for Later area which are not included in the checkout.

Orders

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www.rebac.net

Start | Shopping Cart | **Orders** | My Library | My Profile | Welcome, FirstName LastName | Logout

Orders  Help 

All of your recent and past order submissions can be found here.

View:

Order	Created	Items	Total Price	Status	Options
G-REB-9F34B4F6	10/19/2007 1:39 PM	BR_Trifold_1 AD_Dream Home	\$158.46	✓ Completed	Details

- Orders displays all current and previous orders.

Status:

- Pending
- In Process
- Cancelled/Rejected
- Completed
- Select *Details* to review order details.

Orders - Details

Order G-REB-9F34B4F6, created 10/19/2007 1:39 PM

Thumbnail	ID and Product	Description	Status	Comments	Options	Price
	D-REB-7605CBC4 BR_Trifold_1	BR_Trifold_1	Shipped		Reorder Details	\$86.00
	D-REB-EAA0CBC4 AD_Dream Home	AD_Dream Home	Shipped		Reorder Details	\$65.00

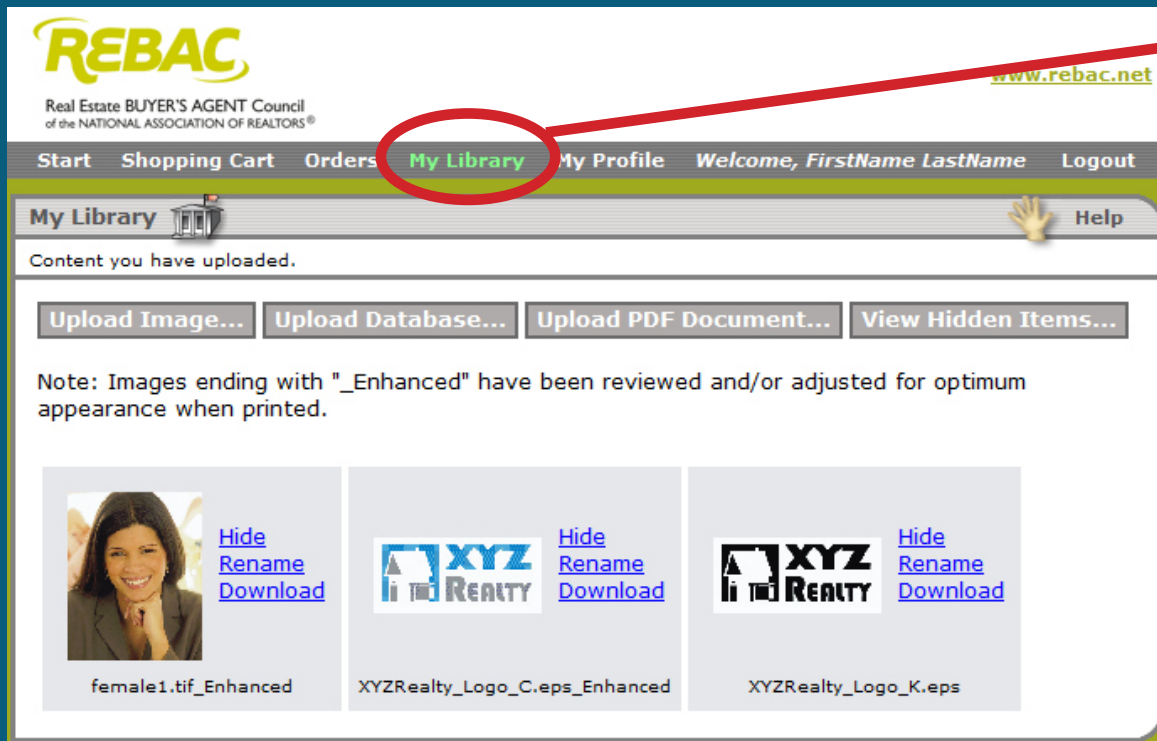
Subtotal	\$151.00
Shipping	+ \$7.46
Handling	+ \$0.00
Tax	+ \$0.00
Total Price	\$158.46
Payment Received	-\$158.46
Balance Due	\$0.00

Shipping Information:

Shipping Address	
First Name:	FirstName
Last Name:	LastName
Company:	Sample Realty
Address 1:	123 Main St
Address 2:	
City:	Southport
State/Province:	North Carolina
Postal Code:	28461
Country:	United States
Delivery Method:	UPS Ground: \$7.46
Tracking #:	1Z6571840348608438

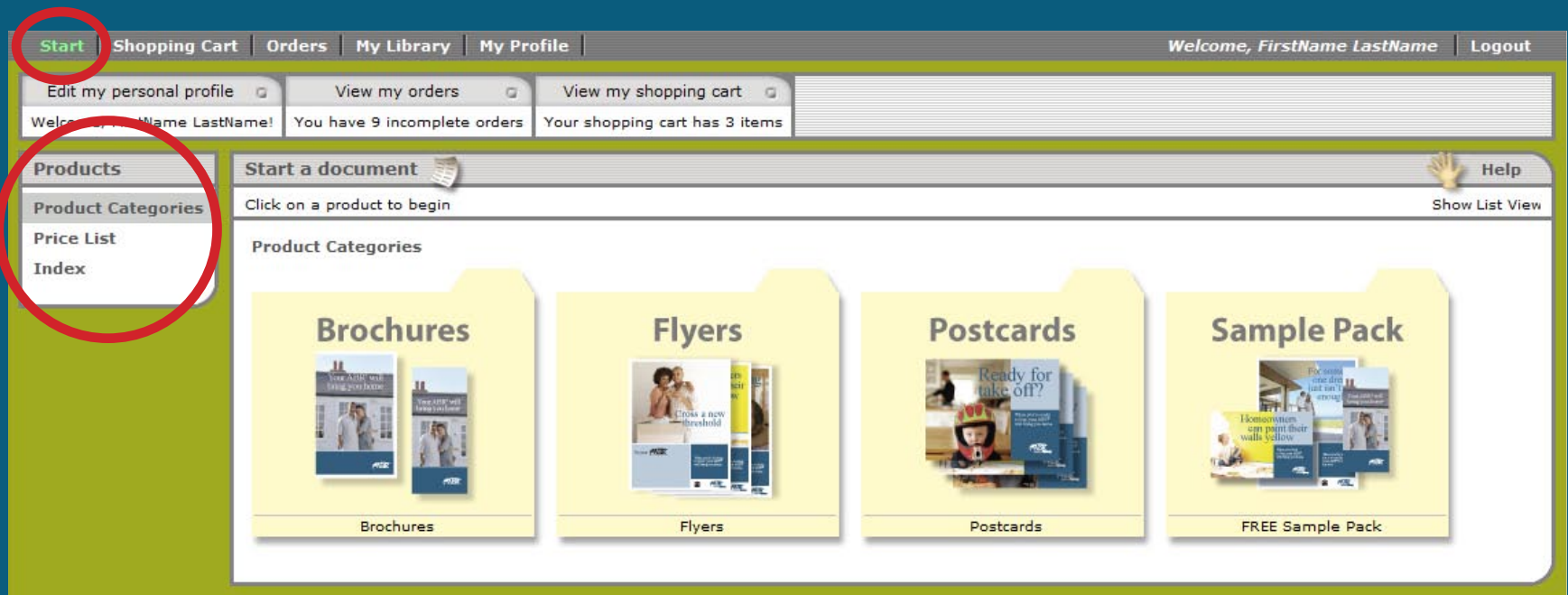
- Displays individual item status and price.
- Select *Details* of an item to review item details such as quantity.
- Select *Reorder* to place a copy of this item in the *Shopping Cart*.
- UPS tracking number

My Library



- My Library stores images and mailing lists.
- Upload images.
- Rename images.
- Upload databases/ mailing lists in .csv format.
- Hide images and lists no longer used.
- Note: Uploaded images used in an ordered item will be reviewed and/or adjusted for optimum appearance when printed and then will have "_Enhanced" added to their names.

Start



- If the navigation panel is not displayed, select *Start*.
- Return to this screen by selecting *Product Categories*.
- Next is an overview of each category.

Category – Brochures



- The brochures category offers bi-fold and tri-fold items explaining the benefits of working with an ABR®.
- Items are represented with gray rectangles.

Category – Flyers



- The flyers category offers 7 design themes.
- Flyers are 8.5" x 11" 1-sided sheets.

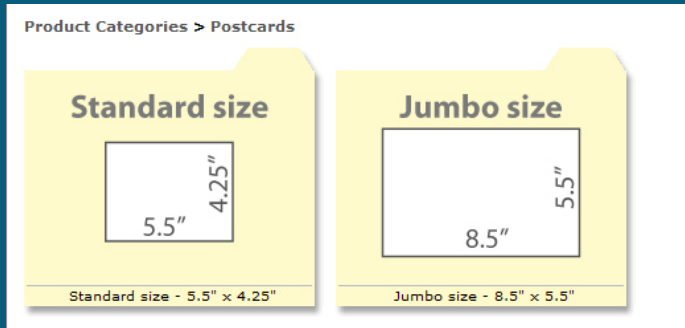
Category – Postcards

Product Categories > Postcards > Jumbo size - 8.5" x 5.5" > Ship to me - Jumbo size



- The postcards category offers 15 design themes.

Category – Postcards



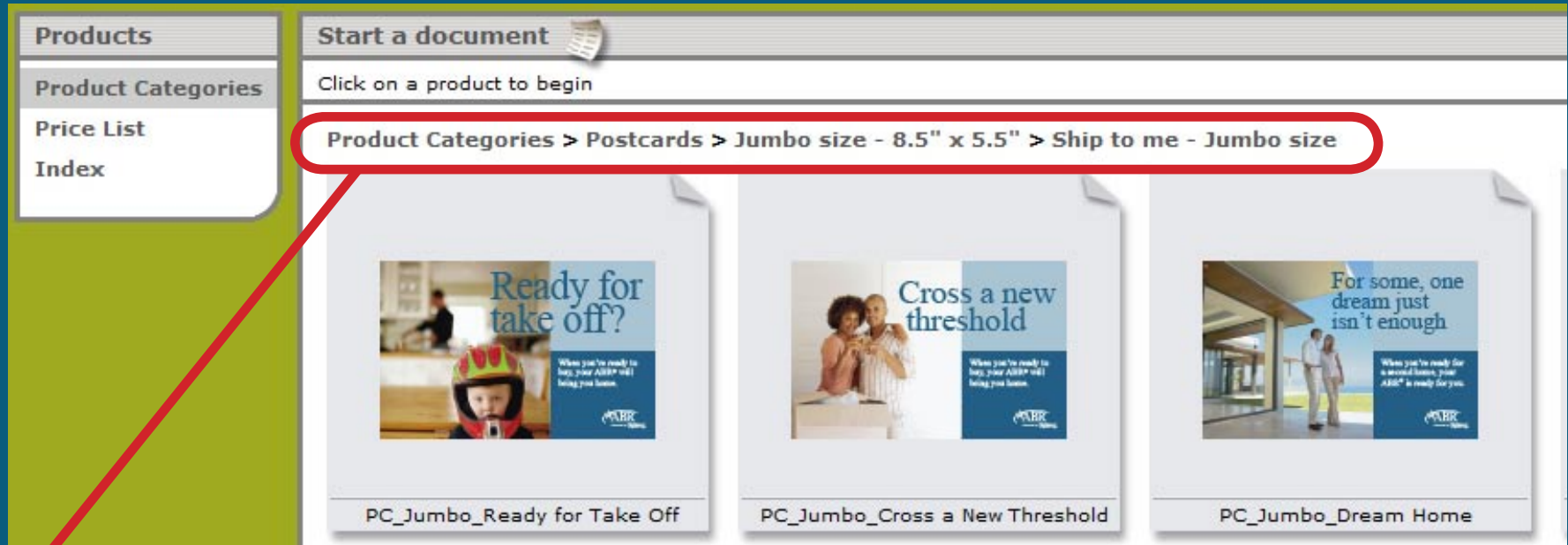
Postcards are offered in 2 sizes

- *Standard size, 5.5" x 4.25"*, require postage of 26¢ each.
- *Jumbo size, 8.5" x 5.5"*, require postage of 41¢ each.



- Postcards can be ordered in bulk and shipped to you for addressing and mailing by selecting *Ship to me*.
- When *Mail to my list* is selected a mailing will need to be uploaded and the postcards will be printed and mailed for you.

Navigation of Categories



- The text above the items displays the path to the current location. Select any of the locations in the path to go directly to that location.
- Select *Product Categories* to display all the main categories.
- Selecting an item will start the editing steps for the item.



Editing Steps - Navigation

The screenshot displays a web application interface for editing a document titled "AD_Yellow Walls". The interface is divided into several sections:

- Editing Steps (Left Sidebar):** A vertical list of steps: "1 Form Filling", "2 Printing", and "3 Finish". The "Form Filling" step is highlighted with a red circle.
- Top Navigation Bar:** Contains the document title "AD_Yellow Walls", a "Next Step" button with a right arrow (highlighted with a red circle), and a "Help" link.
- Main Content Area:**
 - Form Filling:** A section with instructions: "Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes." Below this are two buttons: "Update" and "PDF Preview...".
 - Form Fields:** A series of input fields for user information:
 - First Name:
 - Last Name:
 - Company:
 - Address1:
 - Address2:
 - Preview:** A large image showing a woman looking up at a yellow wall. The text "Homeowners can paint their walls yellow" is overlaid on the image.

- The steps for each item are listed in the Editing Steps area.
- Typically: Form Filling, Printing, and Finish.
- Select *Next Step* to proceed.

Form Filling - Customize Data

AD_Yellow Walls  Next Step → Help 

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. Step 1 of 3

Note: Pop-up blockers may interfere with PDF Preview. Select 'Help' for more info.

Update PDF Preview...

First Name:
FirstName

Last Name:
LastName

Company:
Sample Realty

Address1:
123 Main St

Address2:

City:
Anytown



State:
SD

Zip:
12345

Phone:
555-555-1234

Cell:
555-555-5678

Email:
name@mycompany.com


Photo or Logo:
 


Message: (Optional, displays at bottom.)

Symbols to Copy and Paste:
® ™ ©

Update PDF Preview...



Next Step →



I'm your  **ABR**
Accredited Buyer's Representative

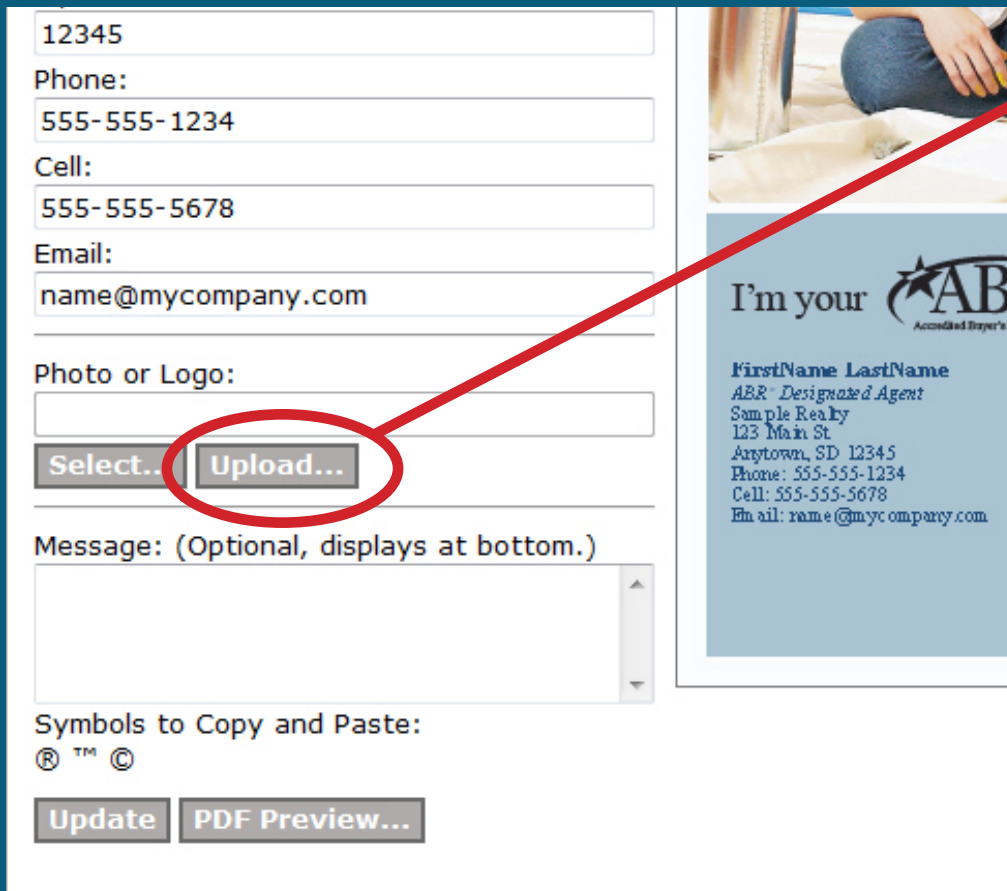
FirstName LastName
ABR - Designated Agent
Sample Realty
123 Main St
Anytown, SD 12345
Phone: 555-555-1234
Cell: 555-555-5678
Email: name@mycompany.com

When you're looking to move, your ABR® will bring you home.

- Data fields are prefilled using *My Profile* data.
- Change the data fields for this item and select *Update* to submit the changes and display the results on the page.
- Note: Changes to the data fields for an item are only used for that item. Changes made in *My Profile* will apply when new items are started.

Form Filling - Upload Image



12345

Phone:
555-555-1234

Cell:
555-555-5678

Email:
name@mycompany.com

Photo or Logo:

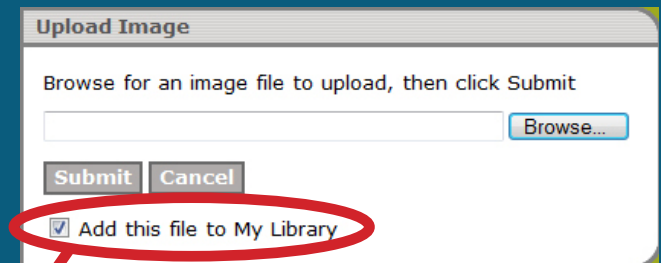
Select... Upload...

Message: (Optional, displays at bottom.)

Symbols to Copy and Paste:
® ™ ©

Update PDF Preview...

- Choose *Upload...* to submit an image from your computer:



Upload Image

Browse for an image file to upload, then click Submit

Browse...

Submit Cancel

☒ Add this file to My Library

- Leave *Add this file to My Library* selected so the image can easily be used again.

Form Filling - Select Image

12345

Phone:
555-555-1234

Cell:
555-555-5678

Email:
name@mycompany.com

Photo or Logo:

Select... Upload...

Message: (Optional, displays at bottom.)

Symbols to Copy and Paste:
® ™ ©

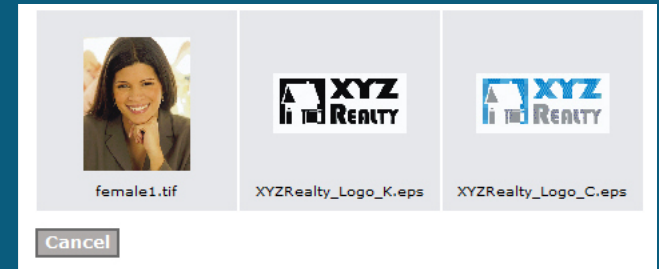
Update PDF Preview...



I'm your **ABR**
Accredited Buyer's Representative

FirstName LastName
ABR® Designated Agent
Sample Realty
123 Main St
Anytown, SD 12345
Phone: 555-555-1234
Cell: 555-555-5678
Email: name@mycompany.com

- Choose *Select...* to use an image previously uploaded to *My Library*:



- If the desired image has been previously uploaded, use *Select...* to access the image from the library rather than uploading the same image again.

Form Filling - Message

Zip:
12345

Phone:
555-555-1234

Cell:
555-555-5678


Email:
name@mycompany.com

Photo or Logo:
female1.tif
Select... **Upload...**

Message: (Optional, displays at bottom.)
My message goes here.
Here is my slogan!™

Symbols to Copy and Paste :
® ™ ©

Update **PDF Preview...**



The preview shows a card with a photo of a woman, the ABR logo, and the text: 'I'm your ABR Designated Agent', 'Sample Realty', '123 Main St', 'Anytown, SD 12345', 'Phone: 555-555-1234', 'Cell: 555-555-5678', 'Email: name@mycompany.com', 'My message goes here.', and 'Here is my slogan!™'. A red line connects the 'Message' field to the preview, and another red line connects the 'Symbols' section to the list of symbols.

- Enter a message, slogan, or other information to appear on the item.
- Select *Update* to view how the information will appear.
- Use returns to force text to start on a new line.
- Symbols: ® ™ © can be inserted via Copy and Paste into any data field.

Form Filling - PDF Preview

Message: (Optional, displays at bottom.)

My message goes here.

Here is my slogan!™

Symbols to Copy and Paste :
® ™ ©

Update PDF Preview...

D-REB-0168CBC4_00001.pdf (SECURED) - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 125% Find

I'm your **ABR®**
Accredited Buyer's Representative

FirstName LastName
ABR® Designated Agent
Sample Realty
123 Main St
Anytown, SD 12345
Phone: 555-555-1234
Cell: 555-555-5678
Email: name@mycompany.com

When to move will be


My message goes here.

Here is my slogan!™

8.50 x 11.00 in

- Select *PDF Preview...* to open the item in Adobe Acrobat.
- This allows for closer inspection of the type using the magnification tools.
- Adobe Acrobat Reader is available for no charge at www.adobe.com
- The PDF Previews enable reviews on a display and are not printable.

Printing Step



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www.rebac.net

Start | Shopping Cart | Orders | My Library | My Profile | Welcome, FirstName LastName | Logout

Editing Steps

1 Form Filling

2 Printing

3 Finish

AD_Yellow Walls

Previous | Next Step

Help

Printing: Set printing options

Step 2 of 3

Quantity:

Quantity	Price Each
100 - 249	\$0.65
250 - 499	\$0.55
500 - 749	\$0.47
750 - 999	\$0.45
1000 - 2499	\$0.43
2500 - 4999	\$0.38
5000+	\$0.24

Price Estimate:

Production Costs: \$65.00

Update

Previous | Next Step


- Enter a quantity and select Update to display the cost.
- A price table displays the costs at various quantities.

Finish Step

The screenshot shows the REBAC website interface. At the top left is the REBAC logo with the text 'Real Estate BUYER'S AGENT Council of the NATIONAL ASSOCIATION OF REALTORS®'. At the top right is the URL 'www.rebac.net'. Below this is a navigation bar with links: 'Start', 'Shopping Cart', 'Orders', 'My Library', 'My Profile', 'Welcome, FirstName LastName', and 'Logout'. The main content area is titled 'AD_Yellow Walls' and includes a 'Previous' button and a 'Help' button. A message states: 'Finish: Save your work by adding this document to your shopping cart Step 3 of 3'. Below this, there are fields for 'Description' (containing 'AD_Yellow Walls-Sample'), 'Product' (containing 'AD_Yellow Walls'), and 'ID' (containing 'D-REB-7603CBC4'). At the bottom of the form are three buttons: 'Add to Shopping Cart', 'Quit Without Saving', and 'PDF Preview...'. A 'Previous' button is also located at the very bottom of the form.

- Accept or change the Description for the item used in your shopping cart. This is useful when ordering different variations of the same item.
- Select *Add to Shopping Cart* to save the customized item and display the shopping cart contents.

Shopping Cart





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www.rebac.net

Start | **Shopping Cart** | Orders | My Library | My Profile


Welcome, *FirstName LastName* | Logout

Shopping Cart 

Help 

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

Update | **Proceed to Checkout** | Continue Shopping

Thumbnail	ID	Description	Product	Quantity	Date Modified	Options	Price
	D-REB-7603CBC4	AD_Yellow Walls-Sample	AD_Yellow Walls	<input type="text" value="100"/>	11/4/2007 8:53 PM	Edit PDF Preview Duplicate Delete Hold	\$65.00

Subtotal: \$65.00

Update | **Proceed to Checkout** | Continue Shopping

- Select *Continue Shopping* to add additional items.
- Select *Proceed to Checkout* to purchase the items in the shopping cart.
- *Hold* will place items in a Hold for Later area which are not included when *Proceed to Checkout* is selected.


Checkout - Shipping

Checkout Steps


1 Shipping

2 Payment

3 Order

Checkout 

Next Step ➔

Help 

Shipping: Set Shipping Options

Step 1 of 3

Shipping Address

First Name:

Last Name:

Company:

Address 1:

Address 2:

City:

State/Province:

Postal Code:

Country:

Delivery Method:

☐ Special Sample Pack Only Shipping: \$3.00

☒ UPS Ground: \$5.36


☐ UPS Second Day Air: \$13.68

☐ UPS Next Day Air: \$38.53

Orders are generally produced in 2 to 7 days and then shipped via UPS or delivered to the Post Office.

Update Delivery Cost Estimates

Cancel Checkout


VERIFY

Next Step ➔

- The shipping address is prefilled with *My Profile* data.
- If you change the address, select *Update Delivery Cost Estimates* to display updated rates from UPS.
- Select a delivery method.


Checkout - Payment


Checkout Steps

1 Shipping

2 Payment

3 Order

Checkout 

[Previous](#) | [Next Step](#) 

Help

Payment: Set Payment Options

Step 2 of 3

Billing Address

First Name:

Last Name:

Address 1:

Address 2:

City:

State/Province:

Postal Code:

Country:

Payment Information

Method of Payment:

Kind of Card:

Name as it appears on card:


Card Number: (No spaces or dashes)

Security Code*:

Expiration Month:

Expiration Year:

Cancel Checkout


VERIFY

- The billing address is prefilled with *My Profile* data.
- Enter the credit card information and select *Next Step* for a final review of the order.

Checkout - Place Order


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[Start](#) | [Shopping Cart](#) | [Orders](#) | [My Library](#) | [My Profile](#) | [Welcome, FirstName LastName](#) | [Logout](#)

Checkout Steps


- 1 Shipping
- 2 Payment
- 3 **Order**

Checkout  [Previous](#) [Help](#)

Order: Review and place your order for production **Step 3 of 3**


[Place Order](#) [Cancel Checkout](#)

Items:

Thumbnail	ID	Description	Product	Date Modified	Price
	D-REB-7603CBC4	AD_Yellow Walls-Sample	AD_Yellow Walls	11/4/2007 8:53 PM	\$65.00

Subtotal \$65.00
Shipping + \$5.36
Handling + \$0.00
Tax + \$0.00
Total Price \$70.36

[Place Order](#)



[Previous](#)

- Review the order and select *Place Order*.
- The *Orders* list will be displayed.

Orders

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Start | Shopping Cart | **Orders** | My Library | My Profile | Welcome, FirstName LastName | Logout

Orders Help

All of your recent and past order submissions can be found here.

Your order has been placed. Check the list below to follow its progress.

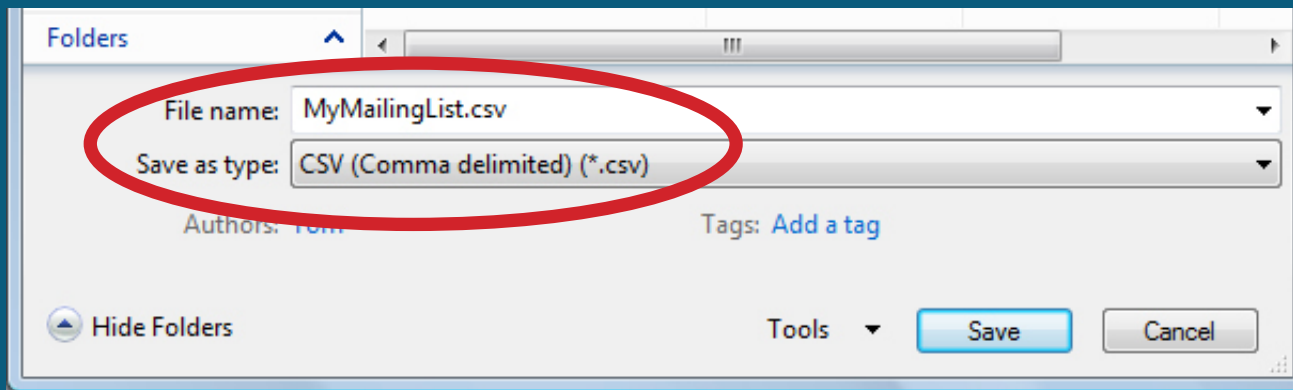
View:

Order	Created	Items	Total Price	Status	Options
G-REB-B7415724	11/4/2007 9:23 PM	AD_Yellow Walls-Sample	\$70.36	In Process	Details

- The current and previous orders are listed.
- The Status will be updated as the order progresses.
- Select *Details* for more information.
- E-mail notifications will be sent when an order is placed and when the items are shipped. The UPS tracking number will be included.
- Select *Logout* if finished.

Mailing Lists - Requirements

- Uploaded lists must be Comma Separated Value (.csv) files.
- If your list is in Microsoft Excel, save a copy of your file to upload by selecting Save As, and change the file type to .csv



Mailing Lists - Upload

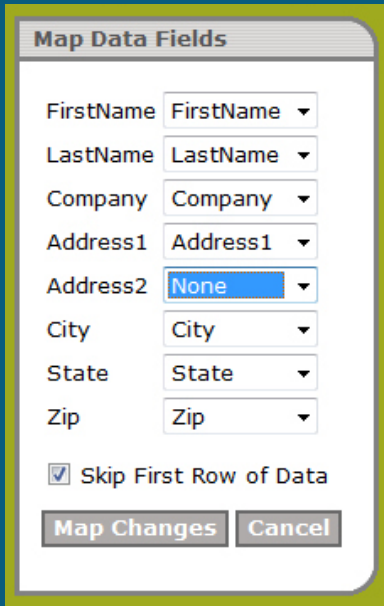
The screenshot shows a multi-step wizard titled 'PC_Mail_Jumbo_Ready for Take Off'. The 'Editing Steps' sidebar on the left lists: 1 Form Filling, 2 Data List (selected), 3 Printing, and 4 Finish. The main panel is titled 'Data List: Provide a data list to drive individualized output' and 'Step 2 of 4'. It contains three bullet points: 'Uploaded lists must be Comma Separated Value (.csv) files.', 'If your list is in Microsoft Excel, save a copy of your file by selecting Save As, and change the file type to .csv', and 'If your list has a FullName field rather than FirstName and LastName fields, map the FullName to the FirstName field and select None for LastName when uploading.' Below the text are two buttons: 'Upload and Map Data Fields...' (circled in red) and 'Select Data List from Library...'. Underneath is a section 'Data List to Merge:' with '(None Specified)' and a 'Clear' button. Navigation buttons 'Previous' and 'Next Step' are at the bottom.

- Items that require a mailing list will include a Data List step.
- Select *Upload and Map Data Fields...*

The screenshot shows a dialog box titled 'Data List: Upload a Data List'. It features a text input field, a 'Browse...' button, and 'Submit' and 'Cancel' buttons at the bottom.

- Select *Browse*, locate the .csv file, and then select *Submit*.

Mailing Lists - Map Fields



Map Data Fields




FirstName	FirstName
LastName	LastName
Company	Company
Address1	Address1
Address2	None
City	City
State	State
Zip	Zip

☒ Skip First Row of Data

Map Changes Cancel

- The *Map Data Fields* window is displayed.
- The left column displays fields to be printed on the item. The right column is the data in the .csv file.
- For each field, select the matching field in the data file.
- Select *None* for fields without a match.
- Select *Skip First Row of Data* if it contains field names.
- Select Map Changes when finished.
- *Tip:* If your list has a FullName field, match it to the FirstName field and select None for LastName.

Mailing Lists - PDF Preview

PC_Mail_Jumbo_Ready for Take Off  Previous | Next Step  Help 



Data List: Provide a data list to drive individualized output Step 2 of 4

- Uploaded lists must be Comma Separated Value (.csv) files.
- If your list is in Microsoft Excel, save a copy of your file by selecting Save As, and change the file type to .csv
- If your list has a FullName field rather than FirstName and LastName fields, map the FullName to the FirstName field and select None for LastName when uploading.

[Upload and Map Data Fields...](#) [Select Data List from Library...](#)


Data List to Merge:
[Uploaded List](#) 2 Records

[Clear](#) [PDF Preview with Data List ...](#) Preview the first records of the data list.

 Previous | Next Step 

- Once a list has been uploaded, the number of records is displayed and a *PDF Preview with Data List...* button is available.
- Select up to the first 10 records to be included in the PDF Preview.
- Review the PDF to verify the addresses display correctly.
- Select *Next Step* and proceed like other items.


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Improvements

- The REBAC Print Shop is continually evolving to improve the user experience and there may be differences between the current web site and this presentation.
- Comments and suggestions are welcome at REBAC@realtors.org