REBAC Print Shop

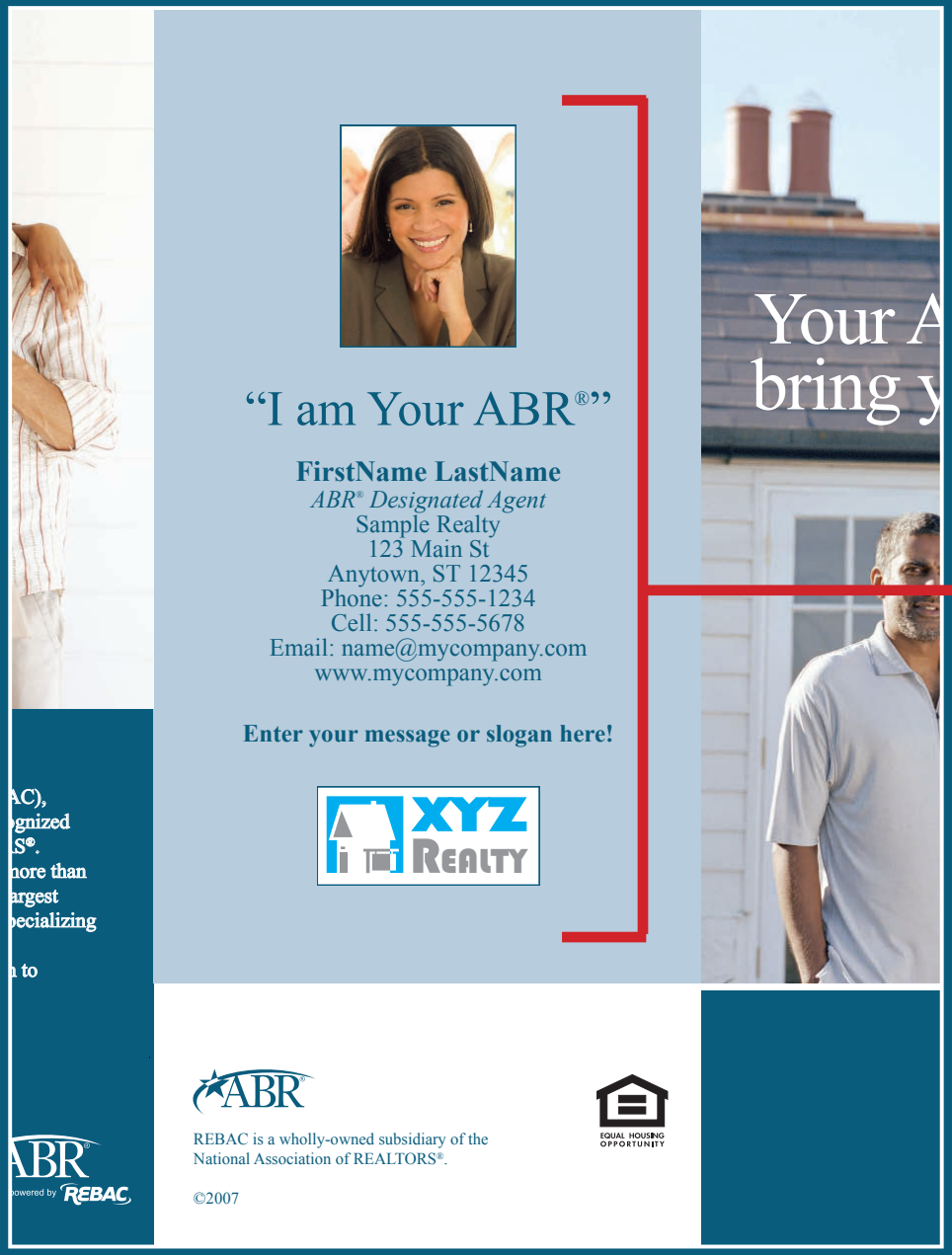
Introduction

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



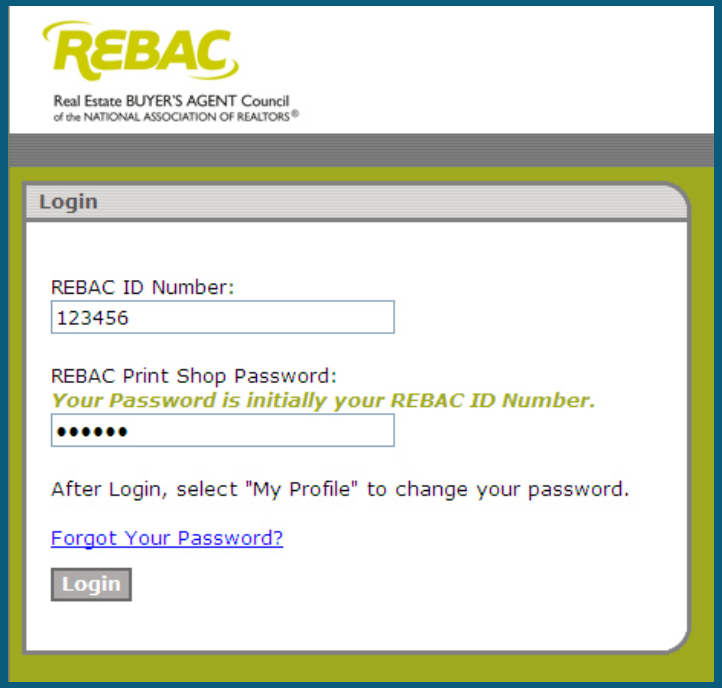
Customize

Add your:

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

Process

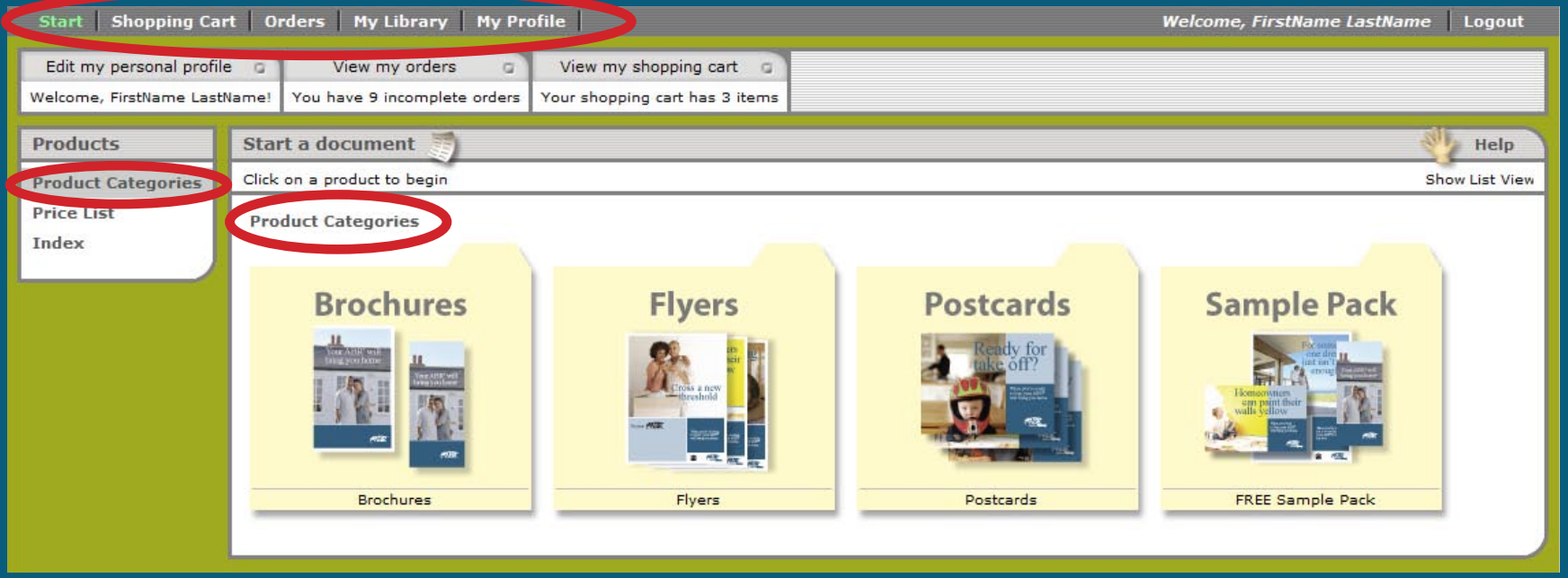
- Login
- Select category and item
- Customize information and images
- Review PDF proof
- Select quantity or upload mailing list
- Add to shopping cart
- Checkout



Login

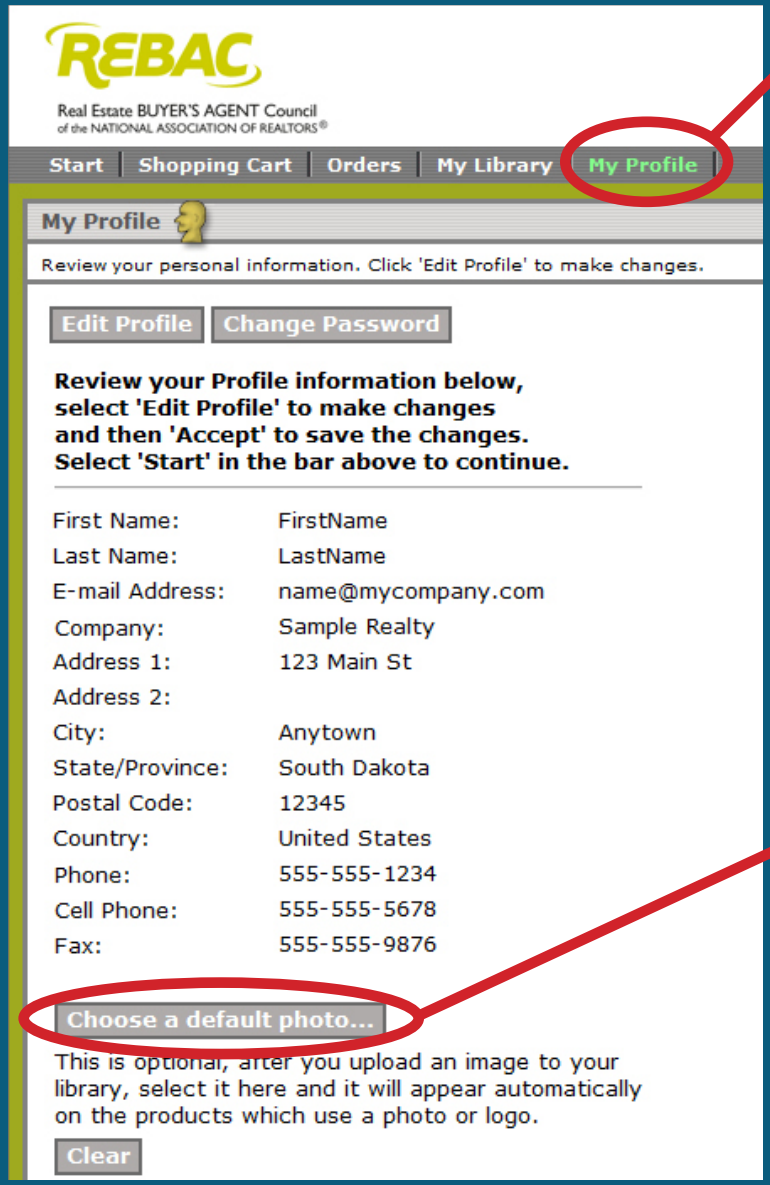
- Access the login page at: www.printingstorefront.com/rebac
- Only current REBAC members may login.
- Upon login with your REBAC ID #, a REBAC Print Shop account is created with your contact information.
- The password is your REBAC ID # and may be changed after login.
- The *Forgot Your Password* link 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



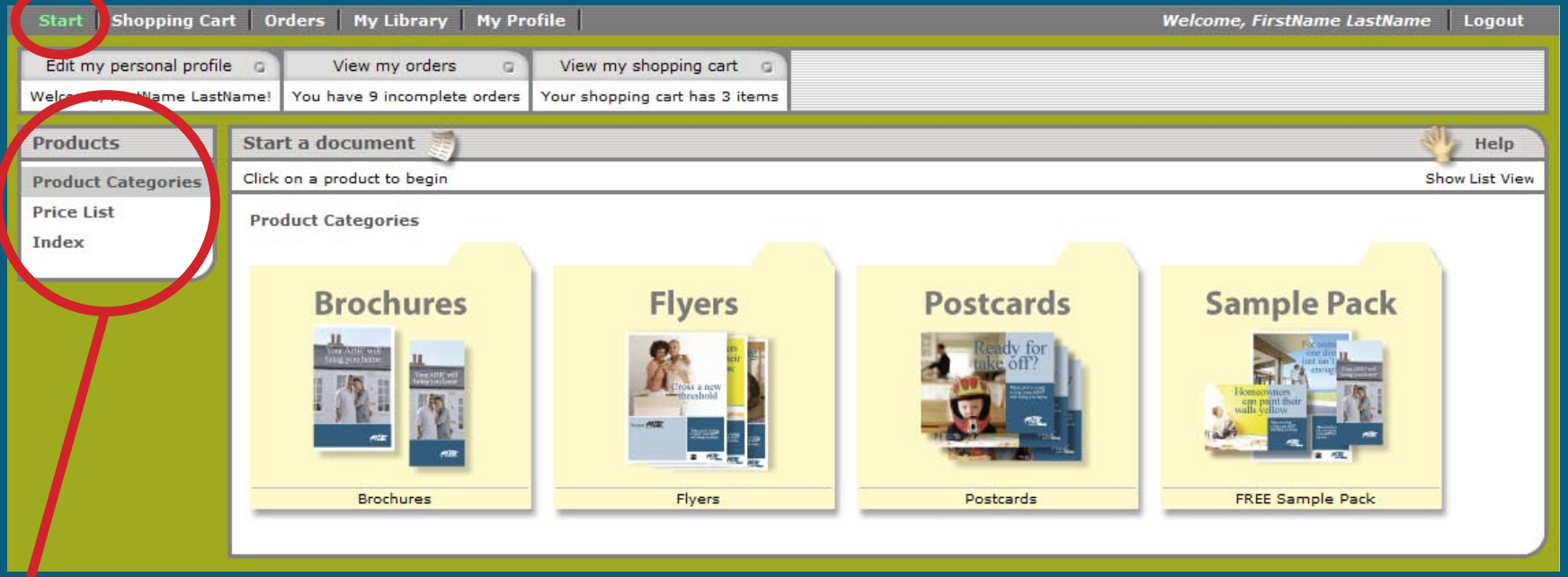
- Upon a successful login, a screen similar to this is displayed showing the product categories.
- The gray bar across the top displays: Start, Shopping Cart, Orders, My Library, and My Profile.

My Profile



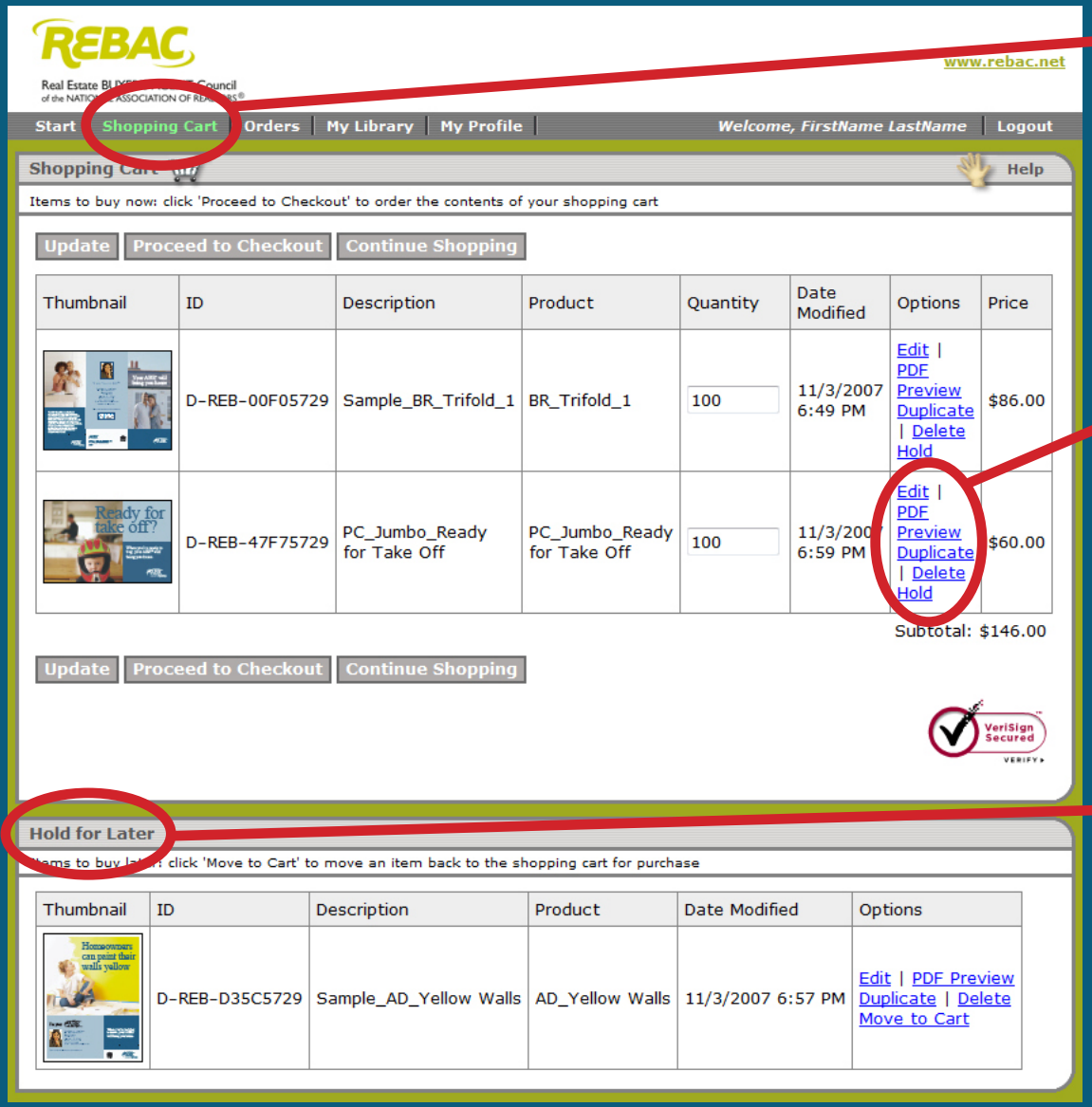
- After the first login, review your contact information by selecting *My Profile*.
- Select *Change Password* to enter a new password.
- Select *Edit Profile* to make changes.
- The e-mail address is needed to send order notifications and to reset your password if forgotten.
- After an image has been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

Start



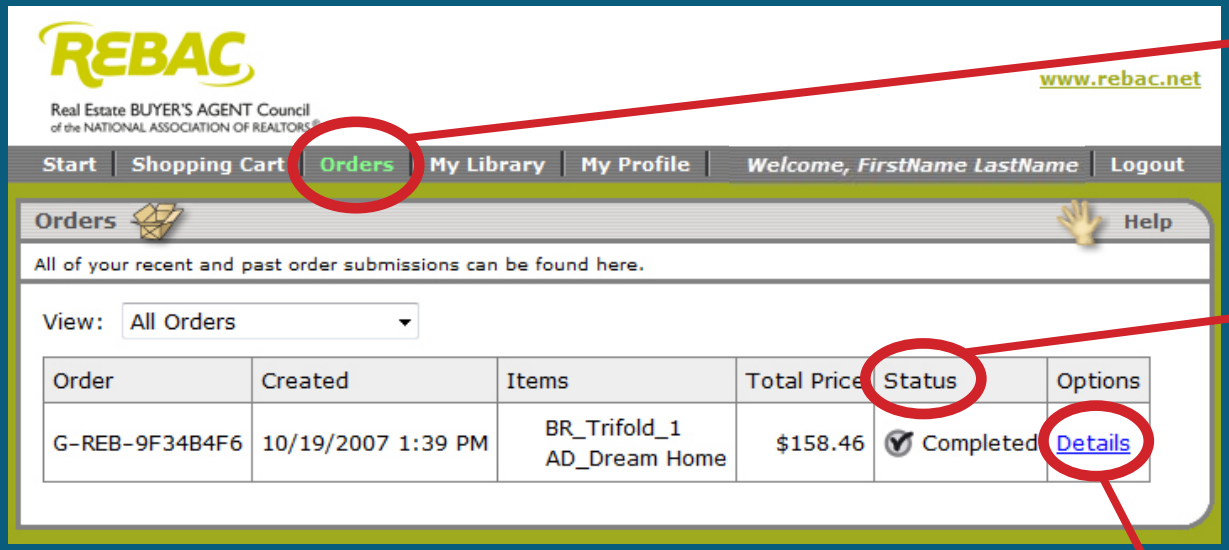
- *Start* will display the navigation panel on the left.
- *Product Categories* will display all available categories as shown above. Categories are represented with yellow folders.
- *Price List* displays a pricing table of all items.
- *Index* displays a selectable list of all categories and items.

Shopping Cart



- *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



- *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

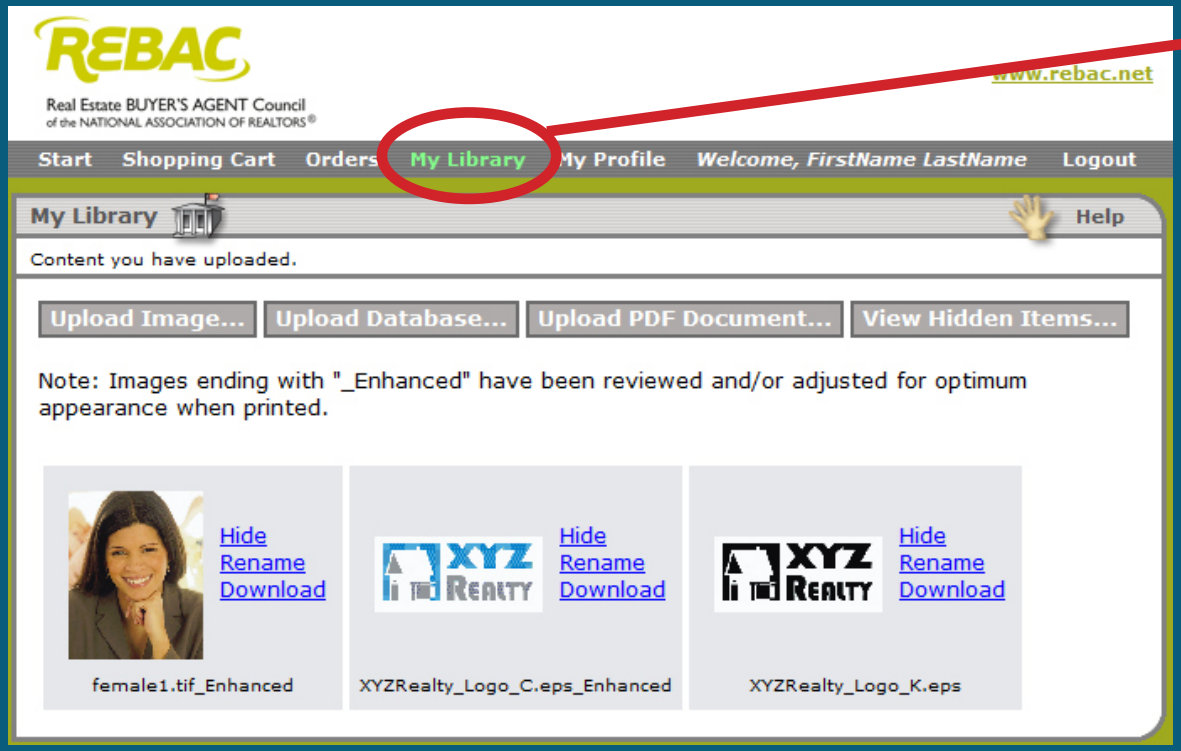
Subtotal		$151.00
Shipping	+	$7.46
Handling	+	$0.00
Tax	+	$0.00
Total Price		$158.46
Payment Received	-	$158.46
Balance Due		$0.00

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

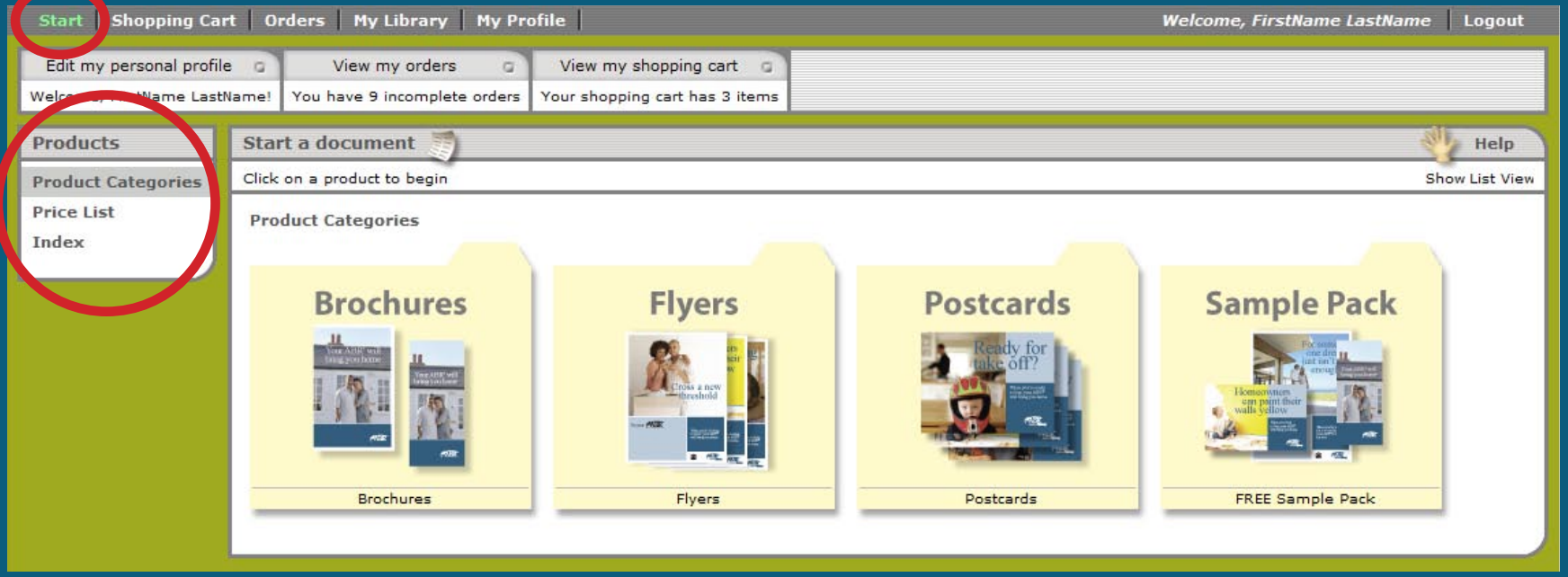
- Displays individual item status and price.
- Select *Details* of an item to review item details such as quantity.
- Select *Reorder* to place a copy of this item in the *Shopping Cart*.
- UPS tracking number

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.

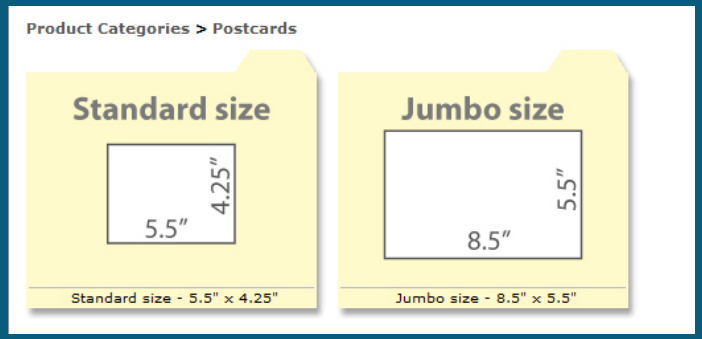
Category – Flyers

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

Category – Postcards

- The postcards category offers 15 design themes.

Category – Postcards

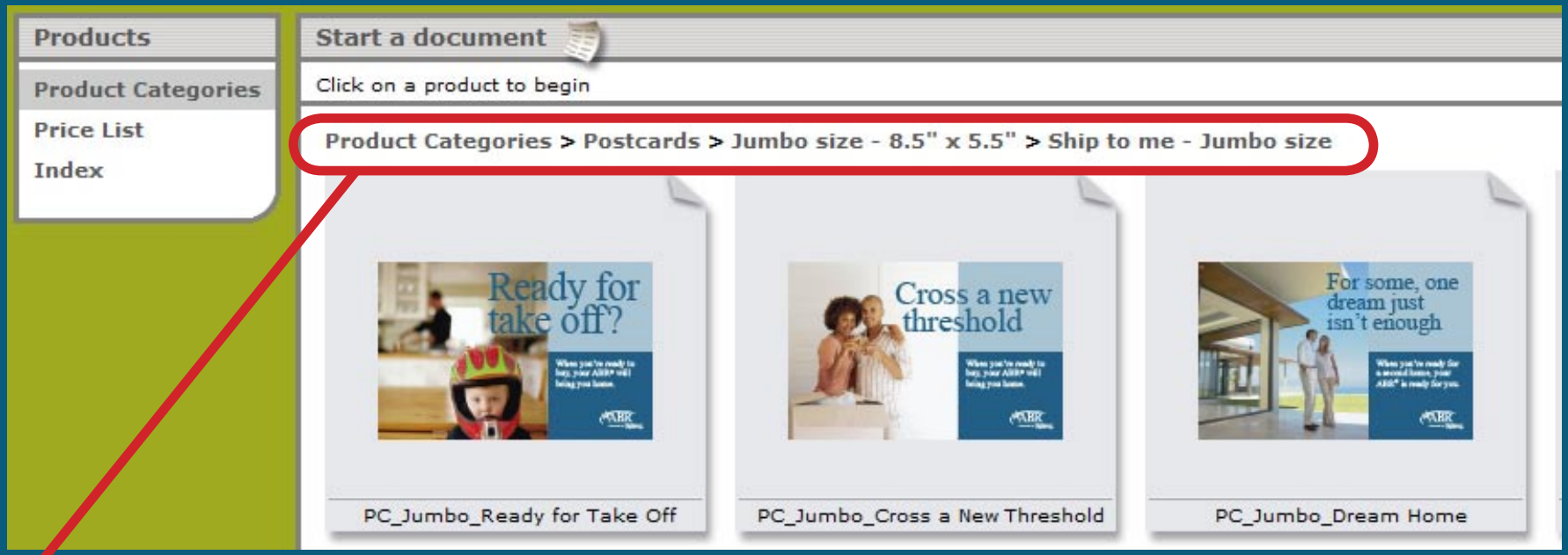


Postcards are offered in 2 sizes

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

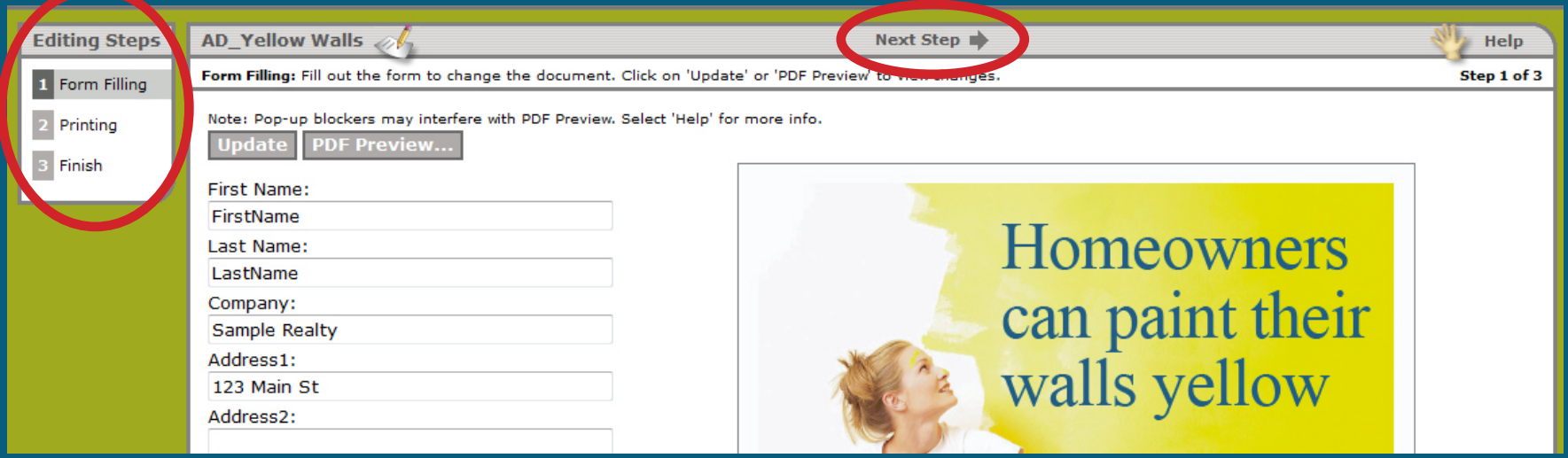
- Postcards can be ordered in bulk and shipped to you for addressing and mailing by selecting *Ship to me*.
- When *Mail to my list* is selected a mailing will need to be uploaded and the postcards will be printed and mailed for you.

Navigation of Categories



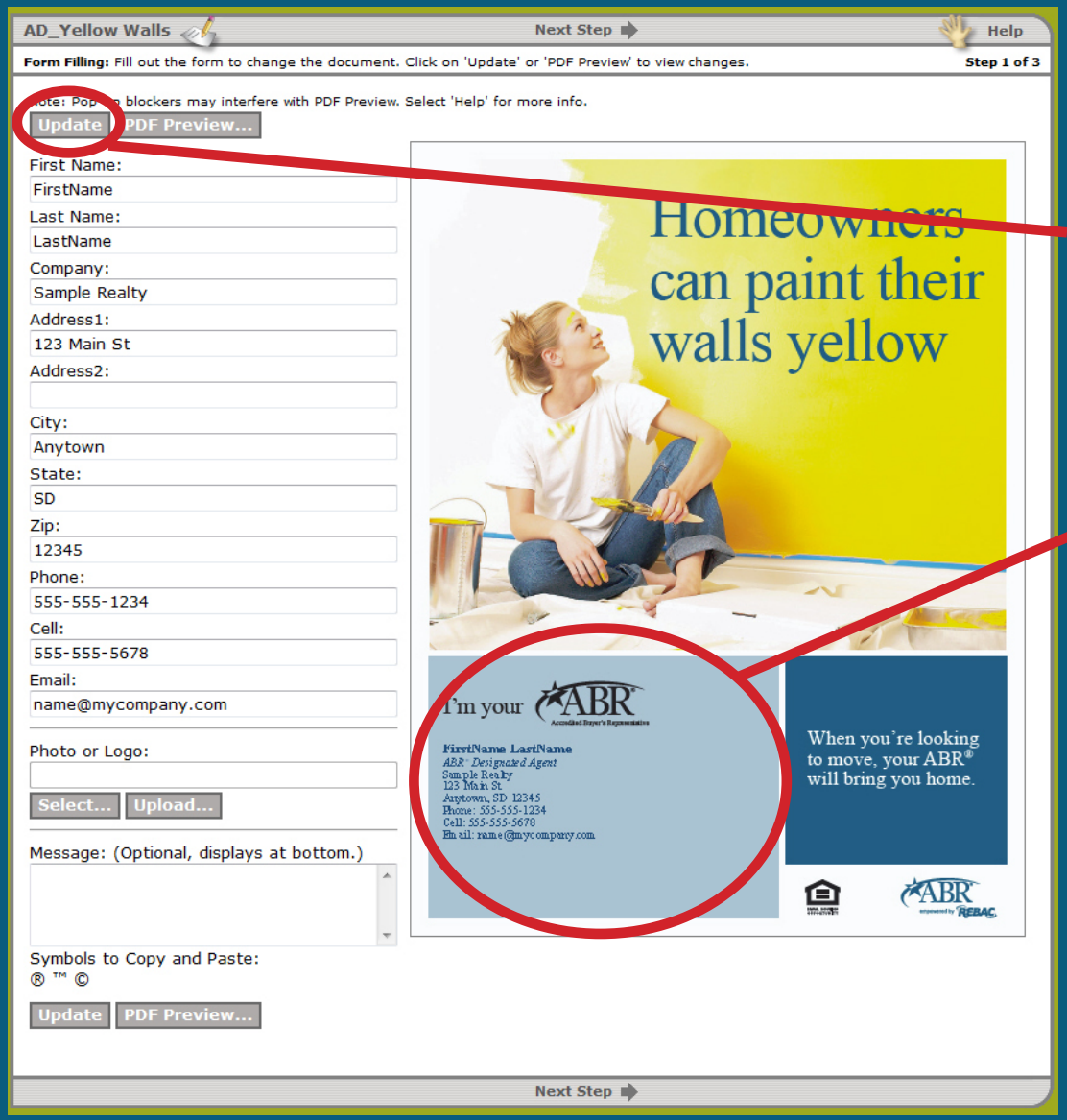
- The text above the items displays the path to the current location. Select any of the locations in the path to go directly to that location.
- Select *Product Categories* to display all the main categories.
- Selecting an item will start the editing steps for the item.

Editing Steps - Navigation



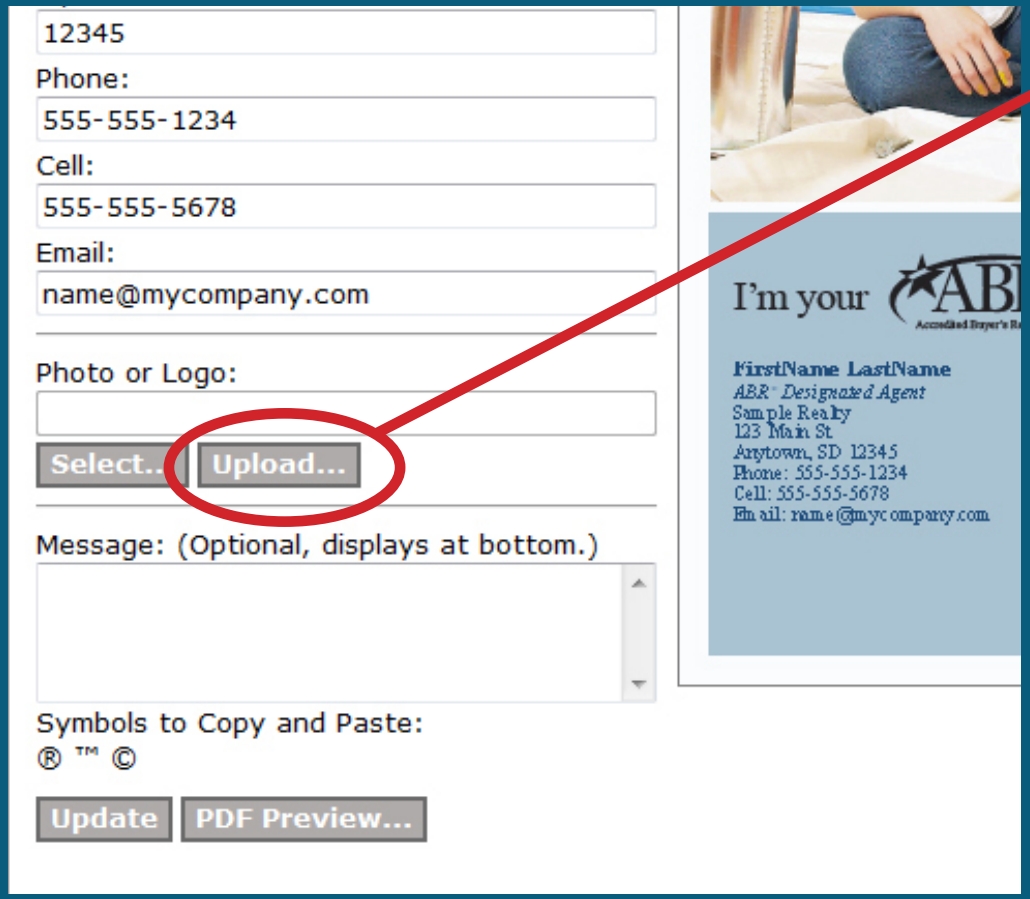
- The steps for each item are listed in the Editing Steps area.
- Typically: Form Filling, Printing, and Finish.
- Select *Next Step* to proceed.

Form Filling - Customize Data

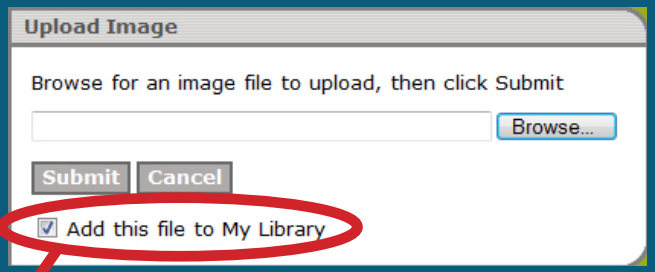


- Data fields are prefilled using *My Profile* data.
- Change the data fields for this item and select *Update* to submit the changes and display the results on the page.
- Note: Changes to the data fields for an item are only used for that item. Changes made in *My Profile* will apply when new items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

Form Filling - Upload Image

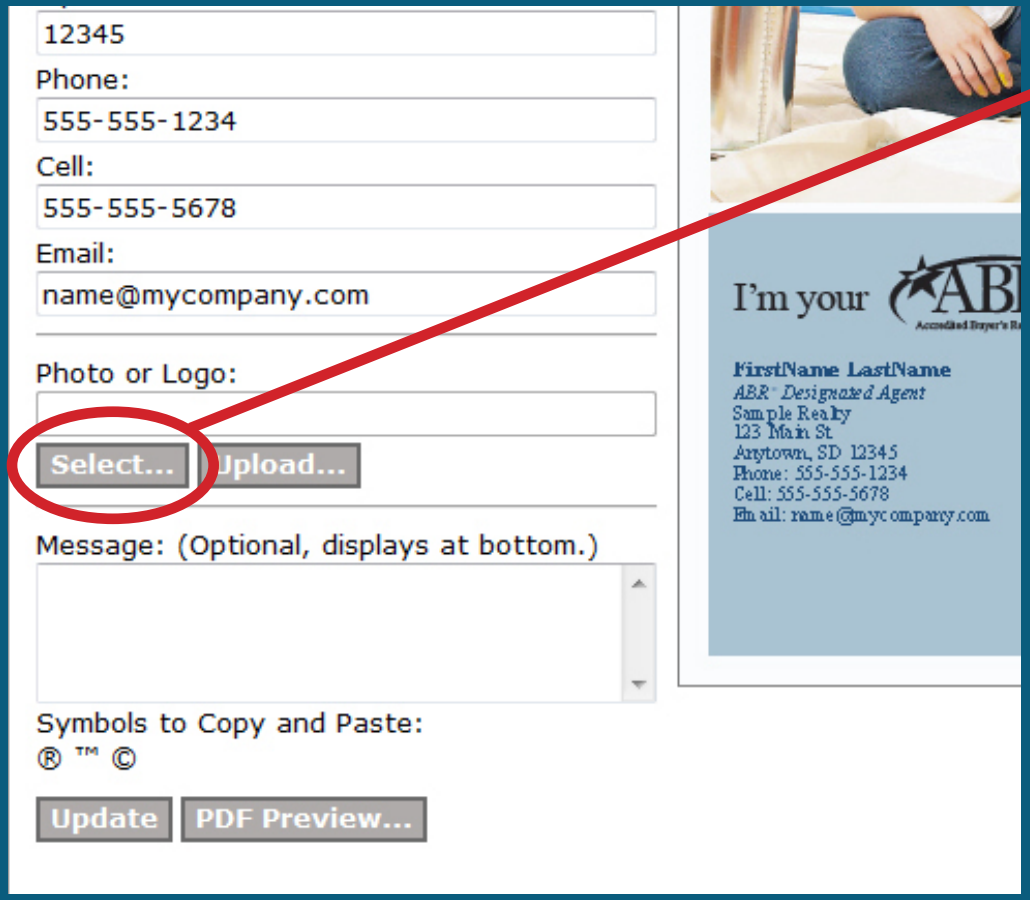


- Choose *Upload...* to submit an image from your computer:

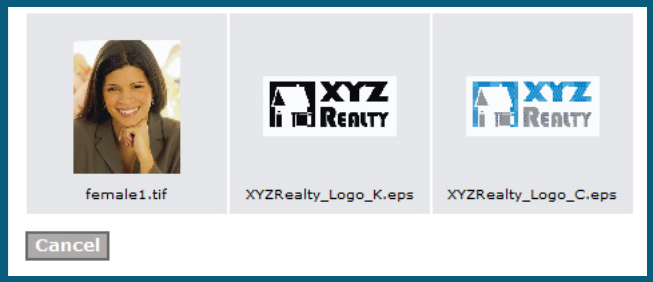


- Leave *Add this file to My Library* selected so the image can easily be used again.

Form Filling - Select Image

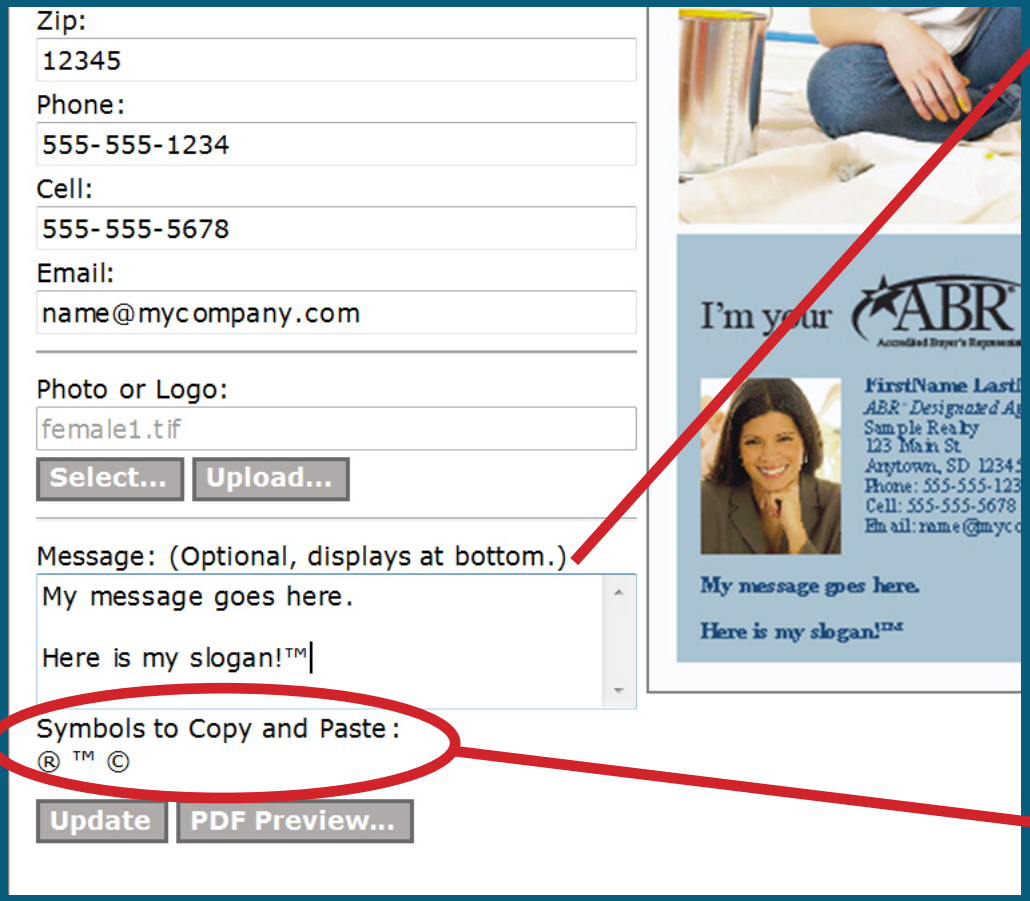


- Choose *Select*... to use an image previously uploaded to *My Library*:



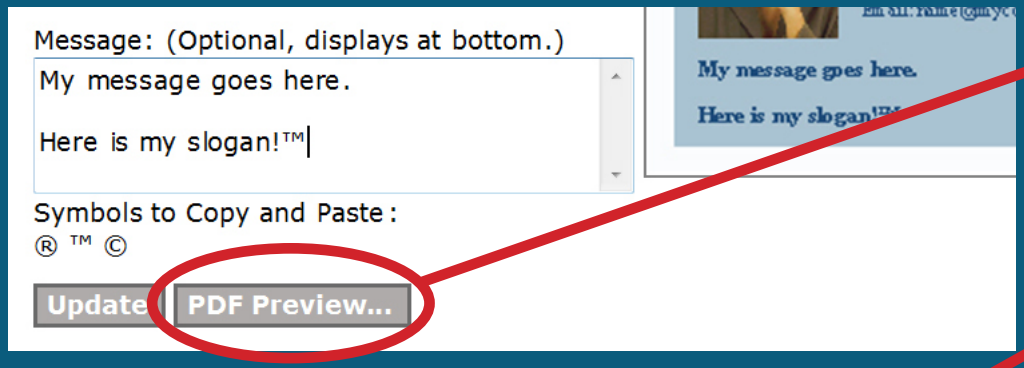
- If the desired image has been previously uploaded, use *Select*... to access the image from the library rather than uploading the same image again.

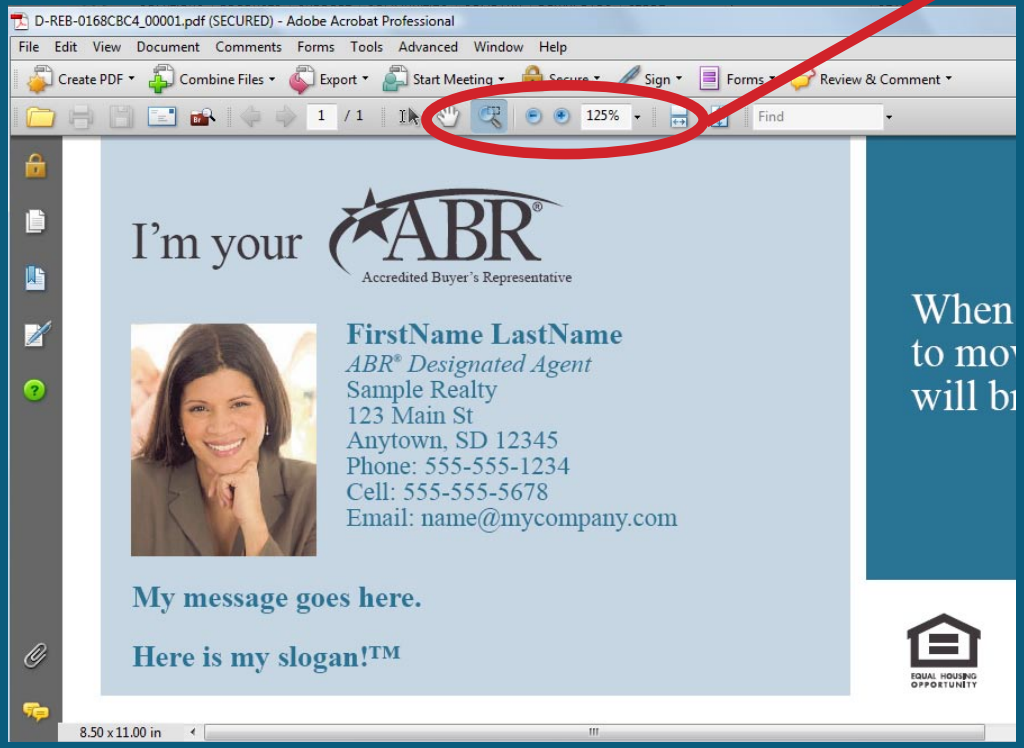
Form Filling - Message



- 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.

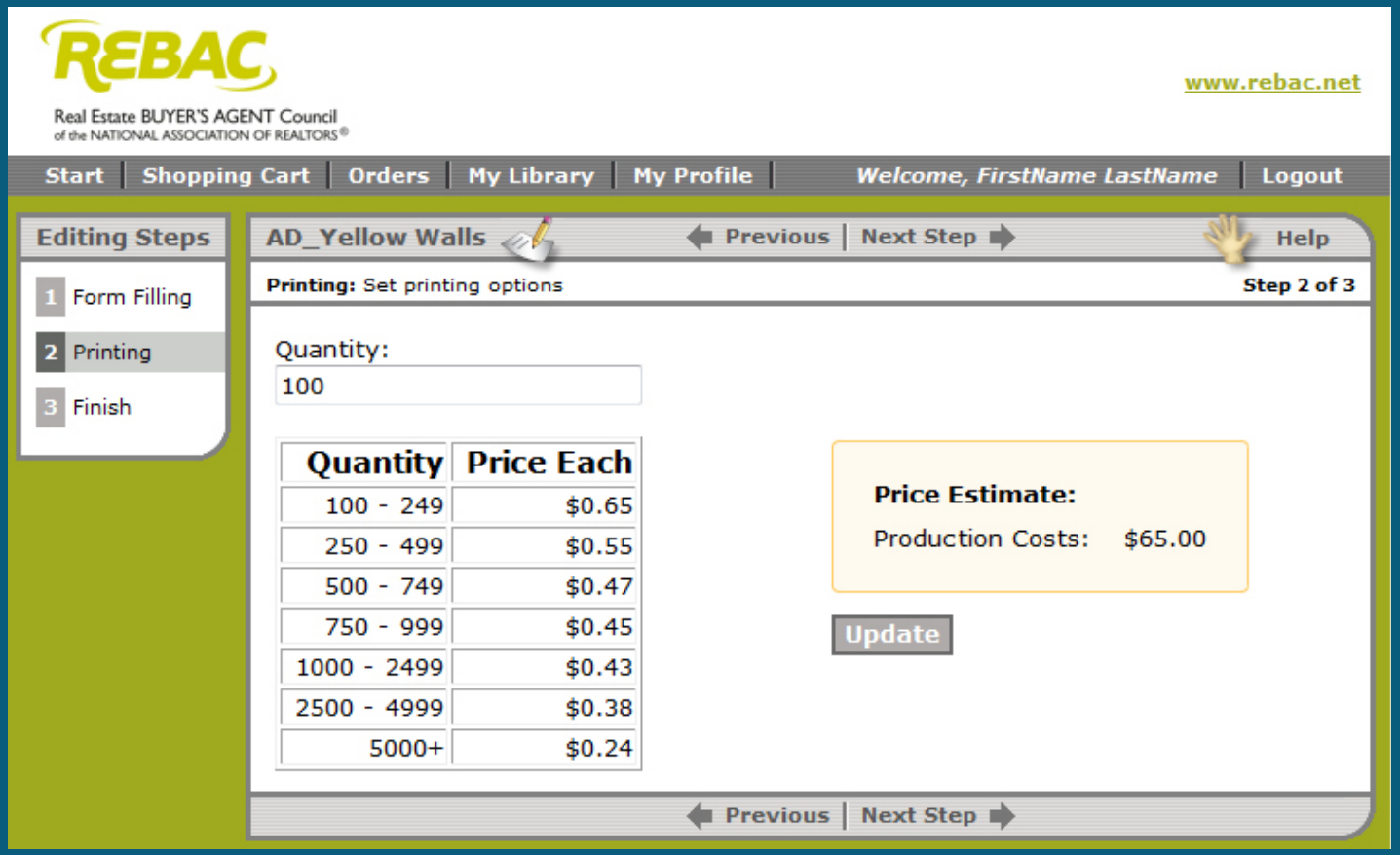
Form Filling - PDF Preview





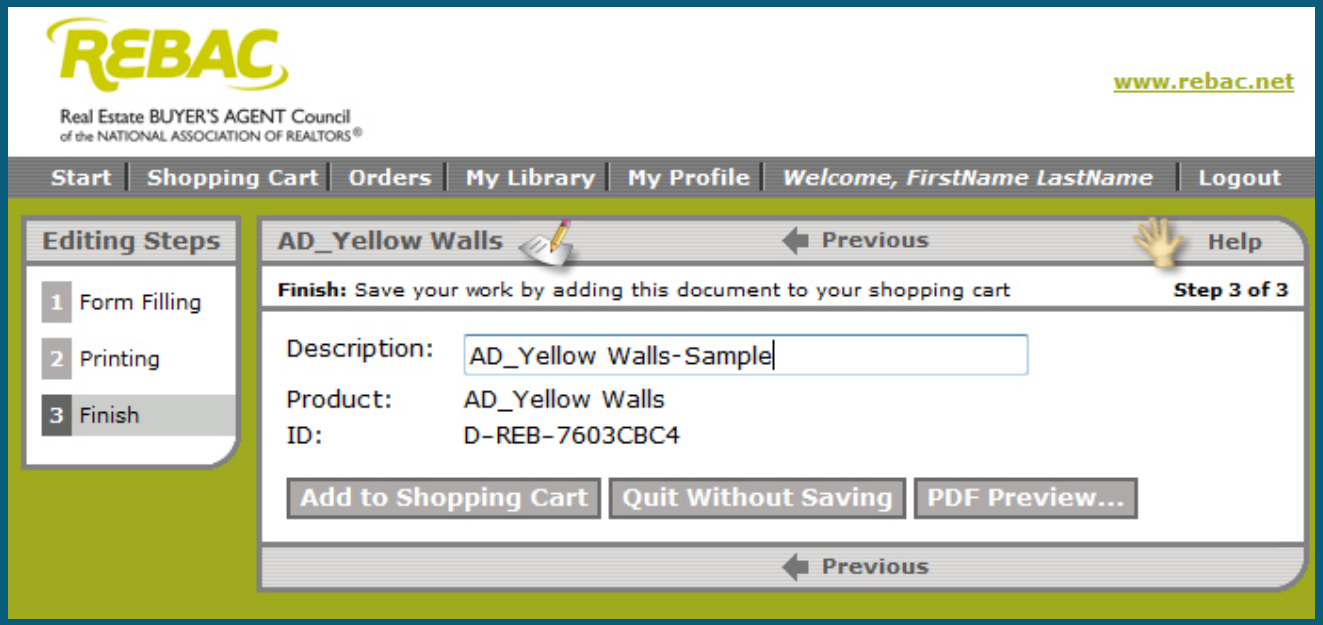
- Select *PDF Preview...* to open the item in Adobe Acrobat.
- This allows for closer inspection of the type using the magnification tools.
- Adobe Acrobat Reader is available for no charge at www.adobe.com
- The PDF Previews enable reviews on a display and are not printable.

Printing Step



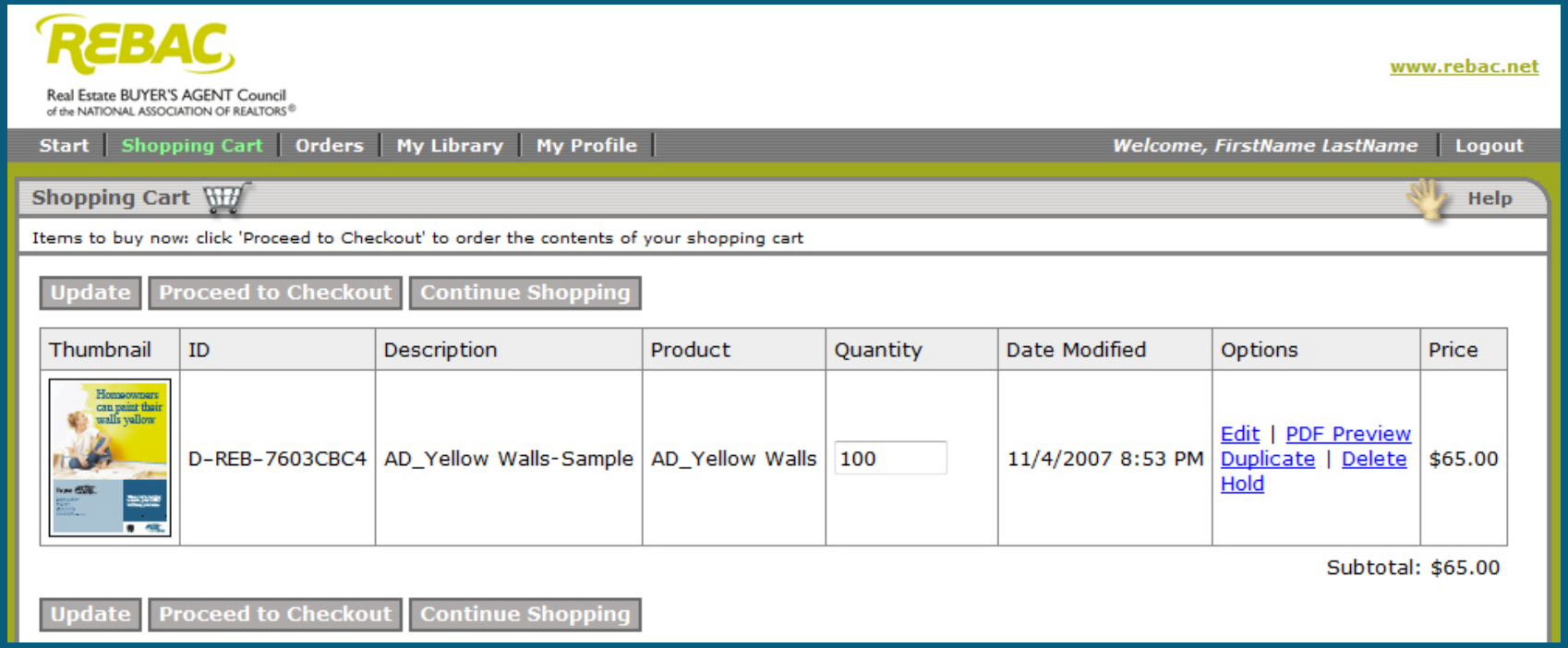
- Enter a quantity and select Update to display the cost.
- A price table displays the costs at various quantities.

Finish Step



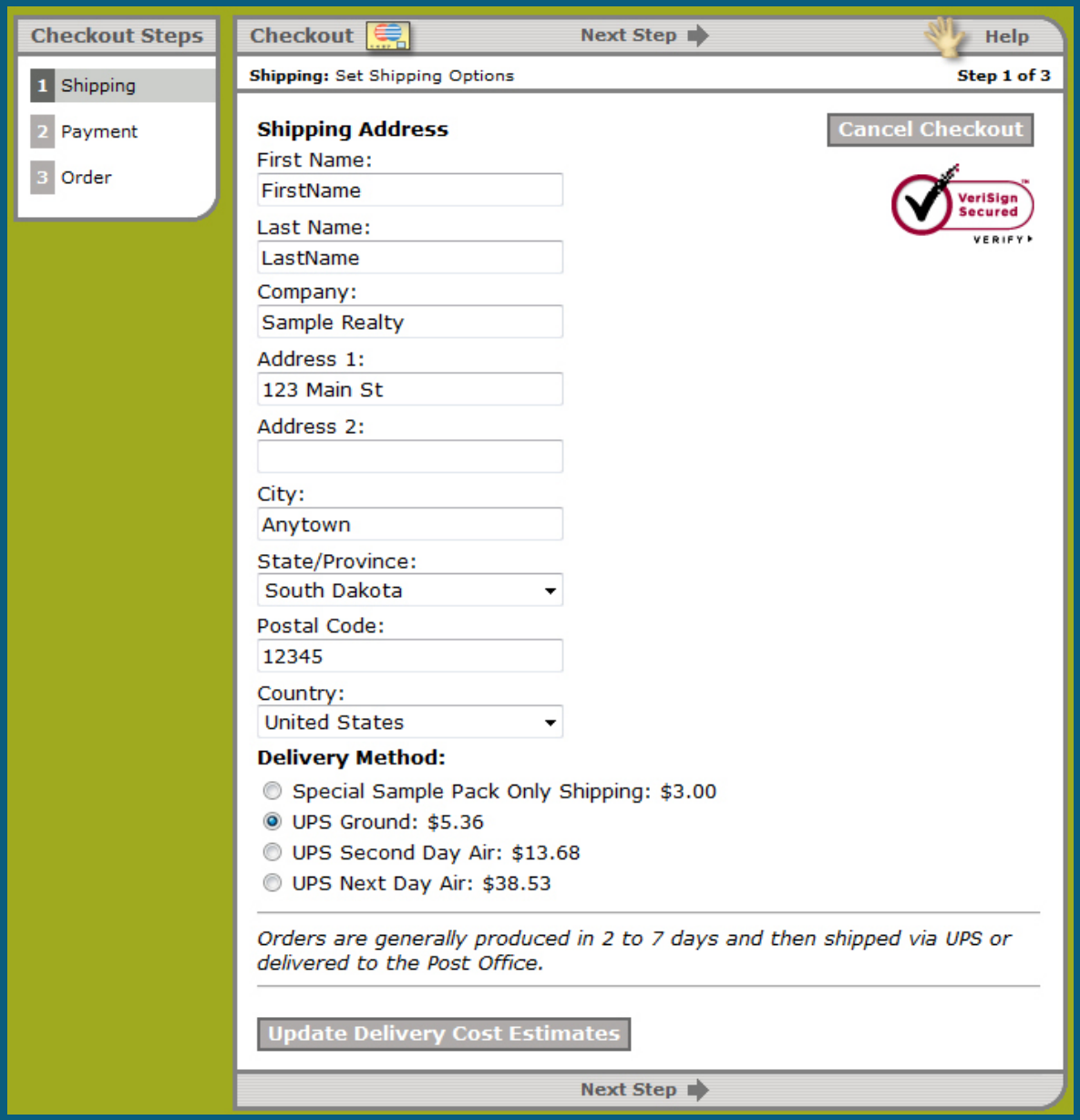
- Accept or change the Description for the item used in your shopping cart. This is useful when ordering different variations of the same item.
- Select *Add to Shopping Cart* to save the customized item and display the shopping cart contents.

Shopping Cart



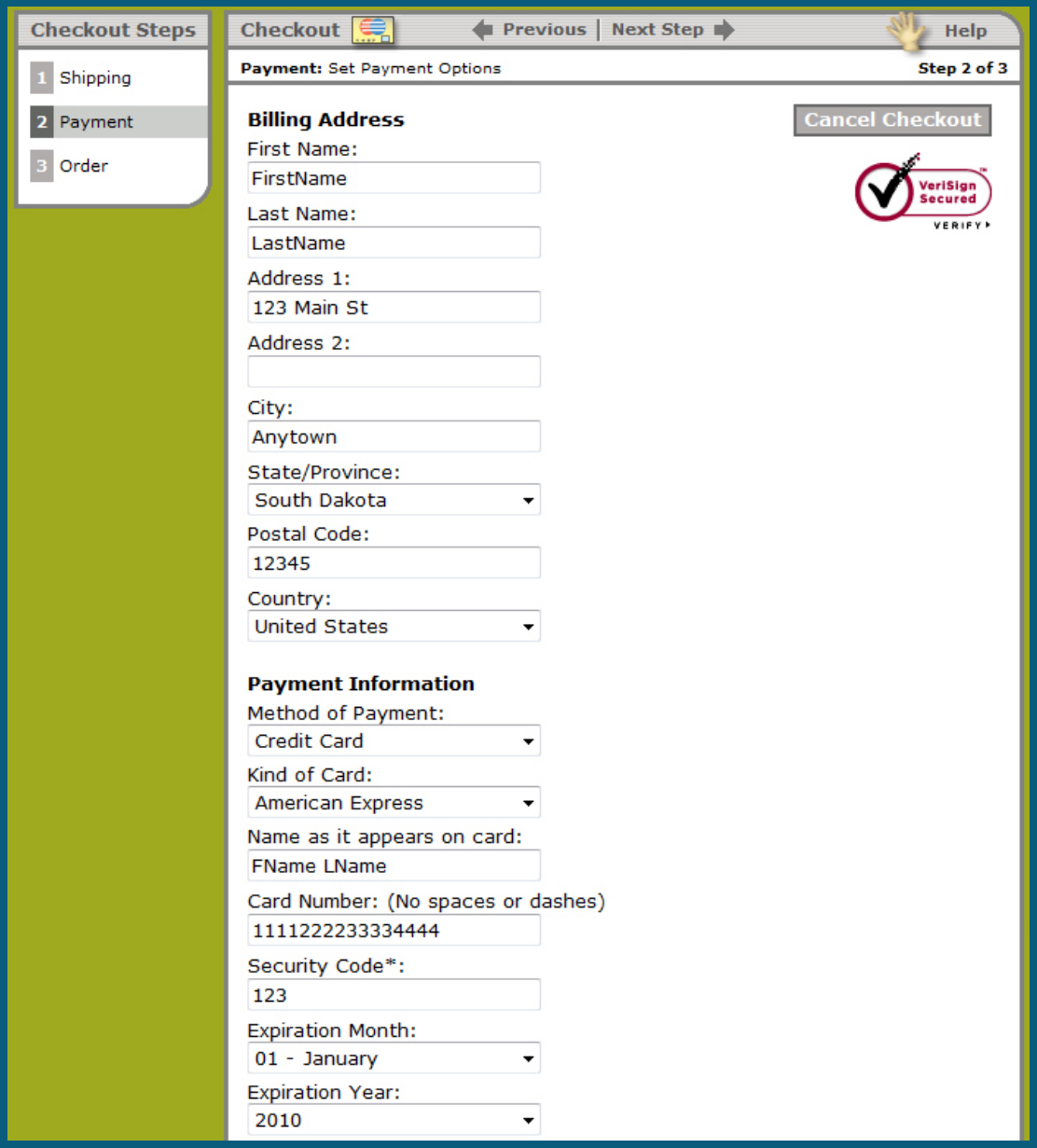
- Select *Continue Shopping* to add additional items.
- Select *Proceed to Checkout* to purchase the items in the shopping cart.
- *Hold* will place items in a Hold for Later area which are not included when *Proceed to Checkout* is selected.

Checkout - Shipping



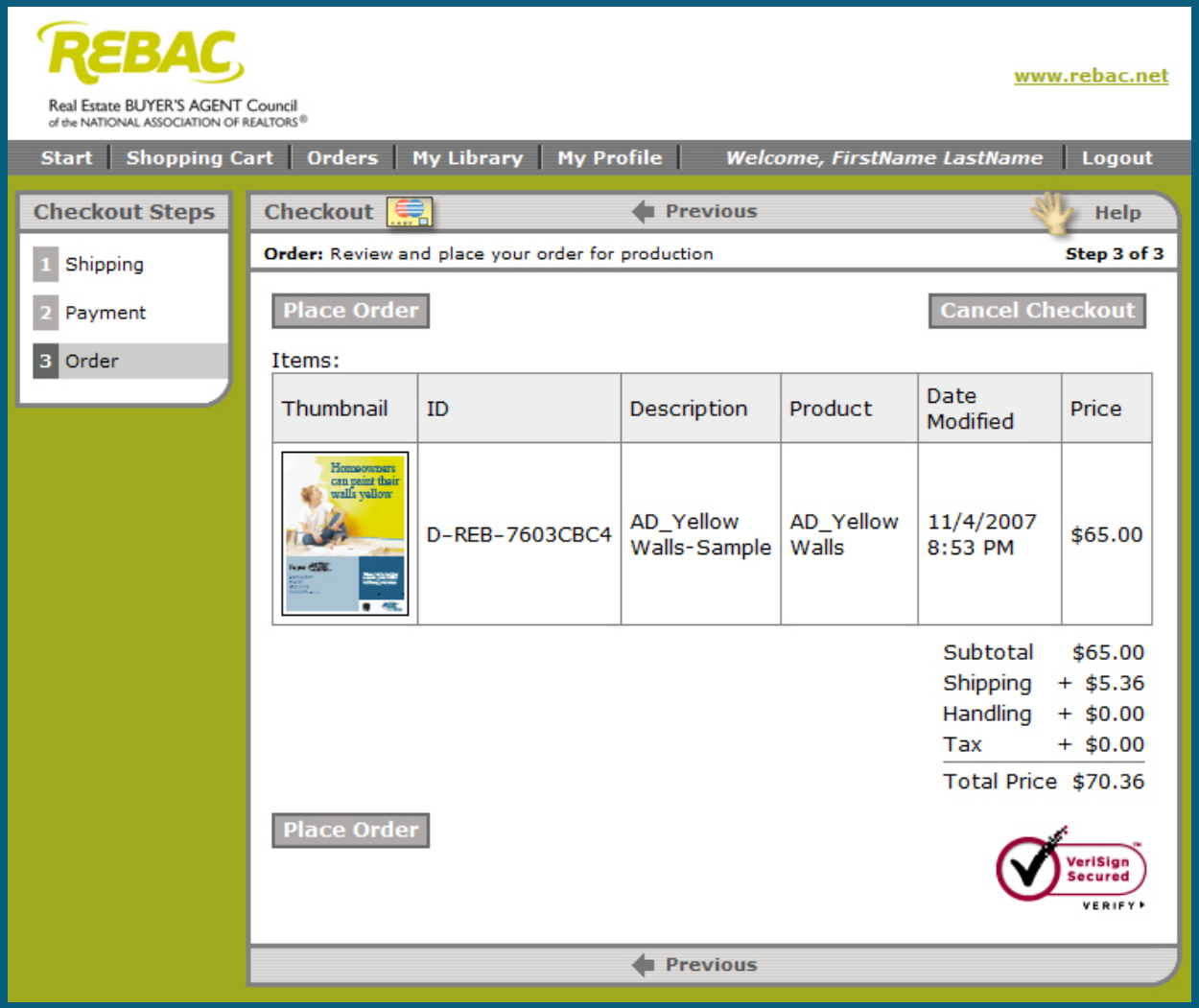
- The shipping address is prefilled with *My Profile* data.
- If you change the address, select *Update Delivery Cost Estimates* to display updated rates from UPS.
- Select a delivery method.

Checkout - Payment



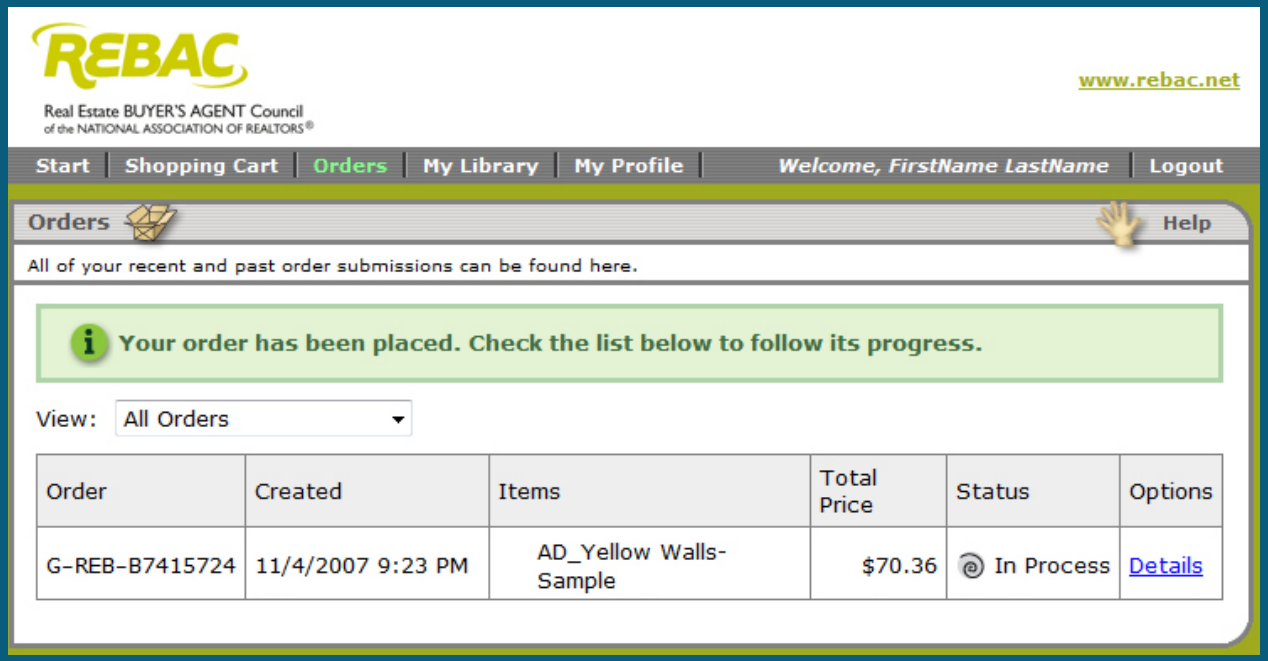
- The billing address is prefilled with *My Profile* data.
- Enter the credit card information and select *Next Step* for a final review of the order.

Checkout - Place Order



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

Orders

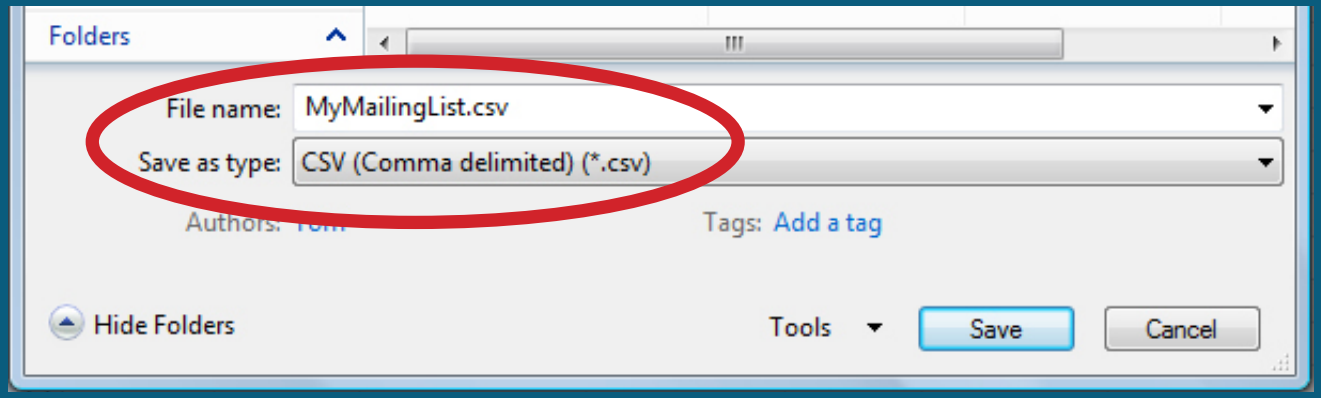


- The current and previous orders are listed.
- The Status will be updated as the order progresses.

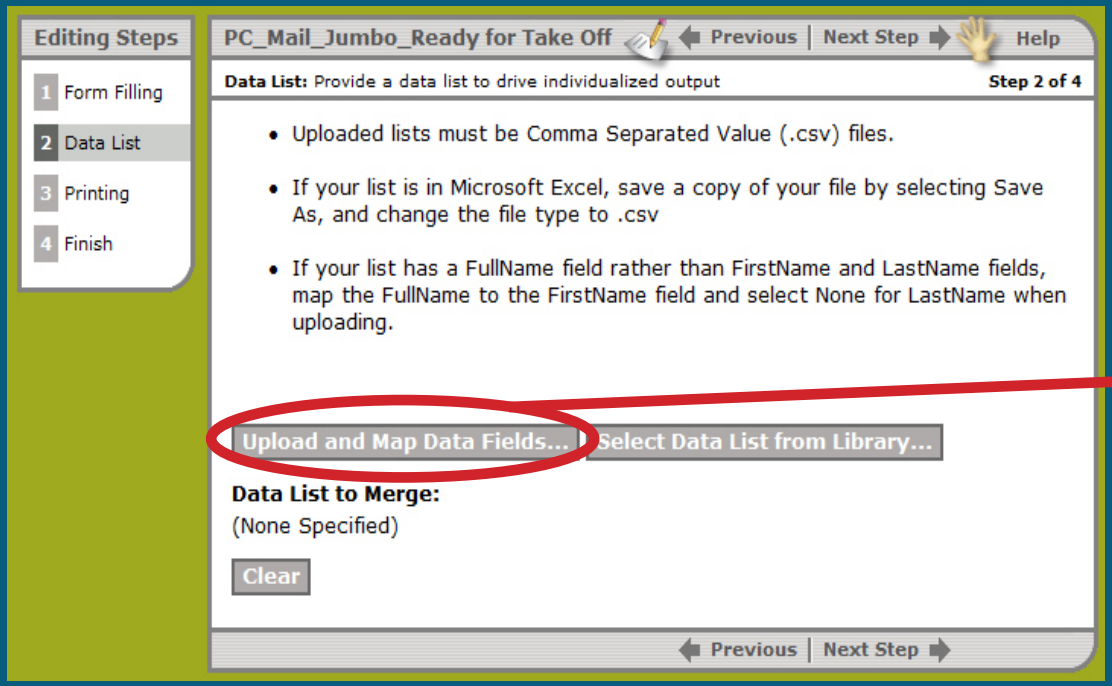
- Select *Details* for more information.
- E-mail notifications will be sent when an order is placed and when the items are shipped. The UPS tracking number will be included.
- Select *Logout* if finished.

Mailing Lists - Requirements

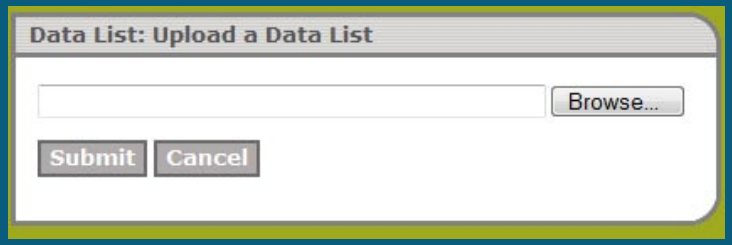
- Uploaded lists must be Comma Separated Value (.csv) files.
- If your list is in Microsoft Excel, save a copy of your file to upload by selecting Save As, and change the file type to .csv



Mailing Lists - Upload

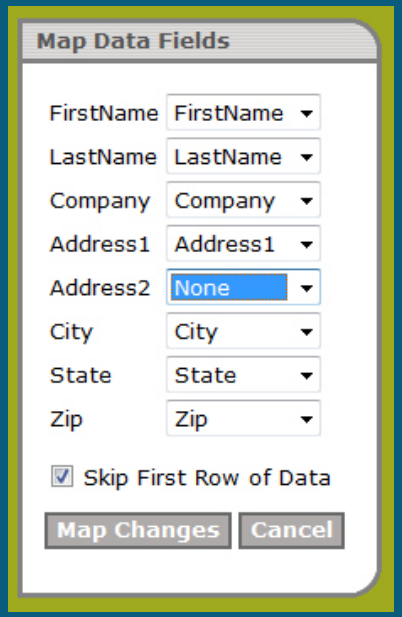


- Items that require a mailing list will include a Data List step.
- Select *Upload and Map Data Fields...*



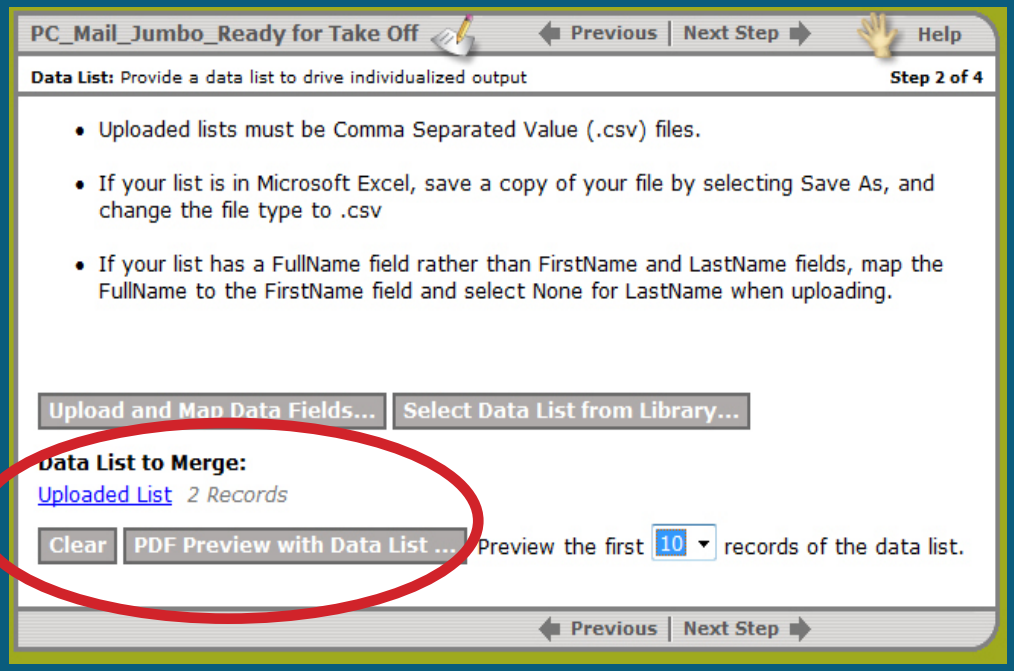
- Select *Browse*, locate the .csv file, and then select *Submit*.

Mailing Lists - Map Fields



- 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



- 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.

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