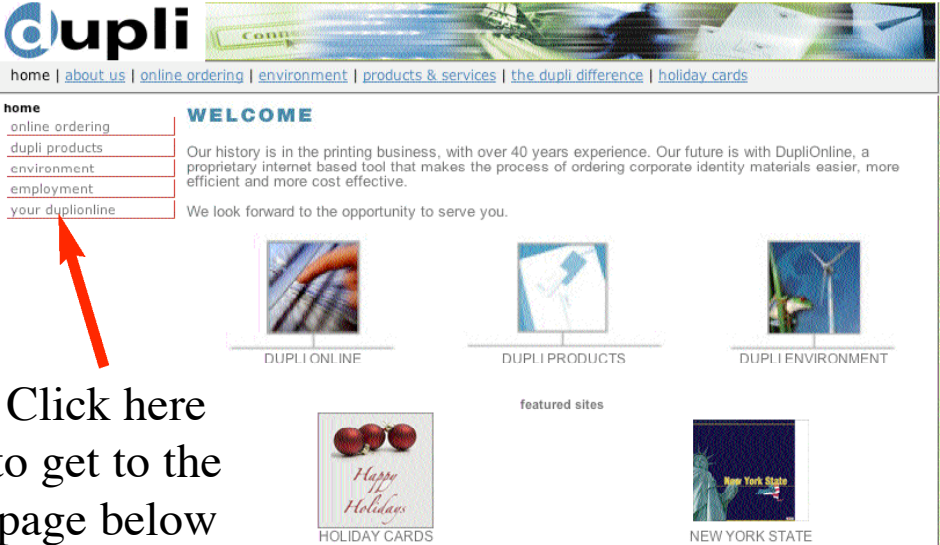


The UCHC Online Ordering System for Business Cards, Stationery and Envelopes

Go to: www.duplionline.com
You will see the following:



The screenshot shows the DupliOnline homepage. At the top left is the 'dupli' logo. Below it is a navigation bar with links: home | about us | online ordering | environment | products & services | the dupli difference | holiday cards. On the left side, there is a vertical menu with links: home, online ordering, dupli products, environment, employment, and duplionline. A red arrow points to the 'duplionline' link. The main content area features a 'WELCOME' message and a paragraph about the company's history and services. Below the text are three featured sites: DUPLI ONLINE, DUPLI PRODUCTS, and DUPLI ENVIRONMENT. At the bottom, there are 'featured sites' including 'Happy Holidays' and 'New York State'.

Click here
to get to the
page below

Enter **uchc** in these 3 places.
(lower case only)



The screenshot shows the DupliOnline homepage with a login form overlaid on the left side. The form has fields for 'Account Code', 'UserName', and 'Password', and a 'Sign In' button. A red box surrounds the form, and red arrows point to each of the three input fields and the 'Sign In' button. The rest of the page content is the same as in the previous screenshot, but the 'WELCOME' message and featured sites are partially obscured by the login form.

Then click on "Sign In"
to get to the Welcome Page

The Welcome Page

The items circled in red are present on many pages. Depending on your screen size, you may have to scroll to find them.

Click on any of these three blue tabs for more options.

The screenshot shows the 'Welcome to University of Connecticut Health Center' page. At the top, there are three blue navigation tabs: 'Create Order', 'Order Admin', and 'Contacts'. A red circle highlights these tabs. Below them is a 'Click here for help' link, also circled in red. The main content area is divided into two sections. The top section is titled 'Welcome to University of Connecticut Health Center' and contains a 'CLICK HERE' button (circled in green) to 'Order Letterheads, Envelopes & Business Cards'. To the right of this section is an 'Order Summary' box (circled in red). The bottom section is titled 'To Track Your Orders' and contains another 'CLICK HERE' button (circled in green). To the right of this section is a 'Logout' link (circled in red). The page also features a 'TO CREATE AN ORDER' section with a numbered list of steps and a 'TO TRACK AN ORDER' section with a numbered list of steps. A table of order tracking information is visible in the bottom right of the tracking section.

University of Connecticut Health Center

Create Order Order Admin Contacts

Click here for help

Welcome to University of Connecticut Health Center

Order Summary:

CLICK HERE To Order Letterheads, Envelopes & Business Cards

TO CREATE AN ORDER

1. "Click here" or go to "Create Order" at top of page
2. Select category in drop down.
3. Click "select" next to item you wish to order.
4. Type in all imprint information.
5. Click **VIEW PROOF!**
6. Click "add to shopping cart" & type in shipping information.
7. Click "submit order" to place order.
8. Click "complete order" to finish.
An order number will be generated & displayed in the upper right corner.
KEEP this number for confirmation/tracking purposes

CLICK HERE To Track Your Orders

TO TRACK AN ORDER

1. Click here or go to "order admin" at top of page
2. Click "track order"
3. Type in your order number
4. Click "tracking number" to track via UPS site for delivery information

Logout

Logged in as: uche

When creating a new order you can add one or more items to your "shopping cart". You must "save" or "checkout" the order before you **Logout**; otherwise your work will be lost. You'll see how on the pages that follow.

Creating an Order, Step 1

Whether you get here from the Welcome Page or by clicking on the “Create Order” blue tab after already entering a previous item...

Use this drop-down menu to choose the product you wish to order

then

Scroll down until you find the specific style you want

Find Help here

Hints are here

Click here for help

Order Summary:

Hints: Click on an item (a Select button) to view details about the item. On the details page, you will be able to customize content if available.

Business Card

University of Connecticut Health Center
School or Entity

Employee Name
Title Line 1
Title Line 2
Title Line 3

Department or Office, Building or Suite
263 Farmington Avenue
Farmington, Connecticut 06034
Telephone (123) 456-7890 Facsimile (123) 456-7891
email: emano@uchc.edu
web: www.uchc.edu

Style 1

APPOINTMENT:

MON TUES WED THURS FRI

DATE: _____

TIME: _____

NOTES: _____

If you are unable to keep your appointment, please call 24 hours in advance.

Style 2

APPOINTMENT:

Office Address Line 1
 Office Address Line 2
 Office Address Line 3

MON TUES WED THURS FRI

DATE: _____

TIME: _____

NOTES: _____

If you are unable to keep your appointment, please call 24 hours in advance.

To show the entry fields, click the “Select” button of the style you want and you’ll go to Creating an Order, Step 2

The graphics on these catalog pages show where the various entry field will be placed on the piece.

Creating an Order, Step 2

Select the quantity and enter your data

then

Either click on the graphic or the "View Proof" button to create a proof

1-Sided Standard B Quantity

Imprints

School or Entity
School or Entity
Name
Title 1
Title 2
Title 3
Department or Office
Building/Suite
Address Line 1: 263 Farmington Avenue
City: Farmington
State: Connecticut
Zip: 06034
Telephone: :
Facsimile: :
Clinic: :
Cell: :
Email
Web

View Proof
Add to Shopping Cart
Cancel Edit

Pricing is here

Qty	Price	Price Type
500	\$24.00	Per Lot
1,000	\$29.00	Per Thousand
2,000	\$29.00	Per Thousand

BEWARE
You must create a proof after making any data entry changes, or the changes will not take effect

Summary:

Hints: Enter the information you want to appear on the item in the fields at the left of the screen. Then click "View Proof" to see how text you entered will appear on the item.
Click "Add to Shopping Cart" to add this item to your order.

Please see the next page for your options regarding proofs.

To save what you've entered for review at a later date, or to proceed with the order now, you must click the "Add to Shopping Cart" button for new items or click "Checkout" which will appear in this area.

Proofing

Check the quantity, review the proof, and correct any data entry errors

then

Either click on the graphic or the “View Proof” button to update the proof

University of Connecticut Health Center

1-Sided Standard BC
Quantity 500

Imprints

Get Default Imprints

School or Entity

School or Entity

Name Person's Name

Title 1 Person's Title

Title 2

Title 3

Department or Office Person's Department

Building/Suite

Address Line 1 263 Farmington Avenue

City Farmington

State Connecticut

Zip 06034

Telephone: (860) 679-xxxx

Facsimile: (860) 679-yyyy

Clinic

Cell

Email name@uchc.edu

Web

View Proof

Add to Shopping Cart

Cancel Edit

Person's Name
Person's Title

Person's Department
263 Farmington Avenue
Farmington, Connecticut 06034
Telephone: (860) 679-xxxx Facsimile: (860) 679-yyyy
email: name@uchc.edu

click image to view proof, click here for a pdf proof, click here for a printable version of this proof, click here to save this proof to your computer, click here to send this proof as an email

Summary:

Print

Hints:

Enter the information you want to appear on the item in the fields at the left of the screen, then click "View Proof" to see how text you entered will appear on the item.

Click "Add to Shopping Cart" to add this item to your order.

Qty	Price	Price Type
500	\$24.00	Per Lot
1,000	\$29.00	Per Thousand

Click here to add more items to the order, to submit the order or to save what you've done

Click image to view proof - updates the proof

Click here for a pdf proof - creates a pdf of the graphic only, which you can save to disk or print as you wish

Click here for a printable version of this proof - creates a pdf of the input data and the graphic which you can save or print as you wish

Click here to save this proof to your computer - automatically saves a pdf of the input data and the graphic to your disk

Click here to send this proof as an email - creates a pdf of the input data and the graphic and permits you to email it to one or more addresses with a note from you and your email address for return of comments.

It is ABSOLUTELY ESSENTIAL that you understand the importance of the proofing process. Once the proof is approved, the order will automatically be processed.

YOU HAVE TOTAL RESPONSIBILITY FOR THE CONTENT AND LAYOUT OF WHAT GETS PRINTED.

Checkout, Part 1

Check the quantity, and see the pricing for all the items on this order.

Note!

You can still delete or edit items at this point

Product	Quantity	Price	
1-Sided Standard BC Name	500	24.00	Delete Edit
Subtotal: *		24.00	

*This price total does not include tax or shipping

Shipping Address & Order Information

Order Information * Denotes Required Field

Contact Name
Contact Phone Number
Email Address
Re-Type Email Address
Email Address 2

Shipping Address

Saved Addresses
Attn:
Company Name
Address 1
Address 2
City
State/Province
Zip
Country
Tel
Fax
Residential?
 Yes No

Submit Order Cancel Save Order

Logged in as: uchw Logout

Enter your name and phone number, in case purchasing needs to contact you.

An order confirmation will be emailed to this address

Submit Order - you are OK'ing the order from your standpoint. You'll be given one last chance to make any changes, after which the order is automatically sent to Purchasing for approval and release into production.

Cancel - wipes out everything you have done for every item on this order.

Save Order - saves everything you've done on this order so you can finish processing at a later time. When you return to finish the order, click the blue "Order Admin" tab, click on "Saved Orders" and click on the factory order number for your order to retrieve it.

Checkout, Part 2

This is your last chance to review each and every aspect of your order. It's "Go or No Go" at this point.

Be sure the data is correct before you hit "Complete Order"


University of Connecticut Health Center

Navigation: [Catalog](#) | [Start A New Order](#) | [Order Admin](#) | [Contacts](#)

[Click here for help](#)

Shopping Cart - Confirm Order Details

Product	Quantity	Price
1-Sided Standard BC Name: Person's Name	500	24.00



University of Connecticut Health Center

Person's Name
Person's Title

Person's Department
263 Farmington Avenue
Farmington, Connecticut 06034
Telephone: (860) 679-xxxx Facsimile: (860) 679-yyyy
email: name@uchc.edu

Subtotal: *	24.00
-------------	-------

*This price total does not include tax or shipping

Shipping Address & Order Information

* Denotes Required Field

Order Information	
Email Address	bill@twgco.com
Re-type Email Address	bill@twgco.com
Email Address 2	

Shipping Address	
Success	
Attn:	Receiving
Company Name	University of Connecticut Health Center
Address 1	West Receiving Dock
Address 2	263 Farmington Avenue
City	Farmington
State	CT
Zip	06034
County	HARTFORD
Country	US
Residential	No

Navigation: [<< Edit Order](#) | [Complete Order >>](#)

Logged in as: uchn | [Logout](#)

Checkout:
Review Order Details
Enter Order Information
Enter Shipping Information
Confirmation

Hints:
Not quite ready to place your order? You can save it by clicking the 'Save Order' button, and then come back and complete it later.
To find the order later, just log in and go to 'Order Admin' and then click the 'Saved Orders' link.

Edit order - you are back in control and can edit or delete to your heart's content.

Complete order - you are OK'ing the order for the final time. It's now out of your hands, and will be sent automatically to Purchasing for approval and release into production.

Order Admin

This screen shows all orders in the system, and their status. The red oval shows where you access various options. Note that there is only room to show the first item of each order on this list, although the rest are there.

Basic Search - search for the last N orders, or those entered in the last N days, where you can choose the value of N.

Advanced Search - search for a person's name on a business card, to find older orders.

Track Orders - by entering the factory order number you can determine the delivery status if the item has shipped.

Receipts - by entering the factory order number you can obtain a delivery receipt if the item has shipped.

Saved Orders - list any orders saved by users for eventual completion of processing.

A Word to the Wise. Saving the factory order # for your jobs will make finding repeats much easier.

Note: Click on a column header to sort by that column, clicking on the sorted column header will reverse the order.

Order #	Date	Approval	Status	Ship to Name	Ship to Address	Item(s)	Imprint Name(s)
1 667843	07/13/2007		cancelled	Receiving	University of Connecticut Health Center		
2 667223	07/12/2007	07/12/2007	processed	2P800346	University of Connecticut Health Center	2-Sided Standard BC - Optional Backer	Scarlett Anicette
3 667266	07/12/2007	07/12/2007	processed	2P800345	University of Connecticut Health Center	2-Sided Standard BC - Optional Backer	Suzanne McColi, M.S., L.P.C
4 667193	07/12/2007		requires approval	Patricia Reilly	University of Connecticut Health Center	#10 Reg	
5 666789	07/11/2007		cancelled	Receiving	University of Connecticut Health Center		
6 665560	07/10/2007		cancelled	Receiving	University of Connecticut Health Center		
7 665559	07/10/2007	07/12/2007	processed	2P800287	University of Connecticut Health Center	2-Sided Standard BC - Optional Backer	Anastasia Okoniewski, APRN
8 665551	07/10/2007		processed	2P799990	University of Connecticut Health Center	2-Sided Standard BC - Optional Backer	Dr.
9 665059	07/09/2007	07/09/2007	cancelled	Receiving	University of Connecticut Health Center		
10 664412	07/06/2007		cancelled				
11 664102	07/06/2007	07/10/2007	processed	2P799993	University of Connecticut Health Center	2-Sided Standard BC - Optional Backer	Carl Gjertson, M.D.

Summary:

Logged in as: uche Logout

To access any order, click on its order number (column 2). “Saved” orders will allow you to proceed with editing. All others will allow you to review details by clicking on the “Description” of each item at the bottom of the resulting screen. Clicking “Repeat this Order” will create a new order with the same items, quantities and imprints as the original. You should edit carefully before “Checkout”