

EXPRESS ORDERING STEP BY STEP

Log onto: <http://express.photosigns.com.au/Abc.Web.Express/>

Home Page: After Logging in with User Name and Password

The dashboard displays the following information:

- Header:** Email: abc@photosigns.com.au, Hotline: 1800 633 998, Resources, Settings, Log Off.
- Navigation:** HOME, ORDER HISTORY, ABC PHOTOS, ACCOUNTS, ONLINE LISTING.
- Left Sidebar:** Dashboard, New Order, Waiting for Approval, Request Board Removal, Current Jobs, Recent Properties, Office Details, View Price List, Pay Online, Download Print Ready Template, Terms and Conditions.
- Current Job Summary (Green Card):** 5 Total Current Jobs, 3 Jobs to Complete.
- Board Summary (Blue Card):** 5 Boards Awaiting Installation, 5 Boards Awaiting Removal.
- Current Jobs Table:**

ID	Address
1949934	25 NESTON AVENUE NORTH PLYMPTON
1949926	25 NESTON AVENUE NORTH PLYMPTON Photos
1947014	2 TEST ST SUNSHINE DIY
1947008	1 TEST ST SUNSHINE DIY
- Boards Awaiting Removal Table:**

Date	Count	Property
22 Feb, 2019	1	TESTING ST SUNSHINE
09 Dec, 2016	6	T N/A
09 Dec, 2016	9	N/A
09 Dec, 2016	8	N/A

Step 1: New Order / Tick Create New Order – Tab on left hand side under the Dashboard Tab.

The three selections for a new order are:

1. Search for Existing Property

This is to add to a previous order which already exists in the system

2. Create a new Property

This is a new Property order for Boards, Brochures, Photography & Floorplans or a Package

3. Order (Marketing Product)

This is to order all other marketing material to be delivered to your office which includes Sold/Leased Stickers, Enduro Frames, Corflutes etc.

The 'Online Order' page displays the following options:

- Search For Existing Property
- Create a new Property
- Order (Marketing Product)
For General Marketing Products

Enter Property Address then **SELECT SAVE** to proceed to product selection

Search For Existing Property

Create a new Property

Residential ▾ House ▾

Unit No 123 Test Street

Sunshine West 3020 VIC ▾

Save

Order (Marketing Product)

For General Marketing Products

Step 2: Selecting Products and Templates

Tabs are on the left side for all products available to order.

Your most ordered products can be added to your favourites and these will then come up first in the list. Hover your mouse over the product you wish to order and Click on Order.

123 Test Street Sunshine West VIC Shopping Cart - empty Checkout

PICK PRODUCTS ENTER ORDER DETAILS SUBMIT ORDER

Search Product Q

Favourite Products

Billboards

8 x 4 Photo Light Board C Photo Wrap C Text Wrap

Step 3: Select from the list of Templates available to your office. Each Product will need a Template selected in order to proceed to the next step.

Billboards

Add C Photo Wrap & Auction Overlay

Select a Template

--Please select a template--

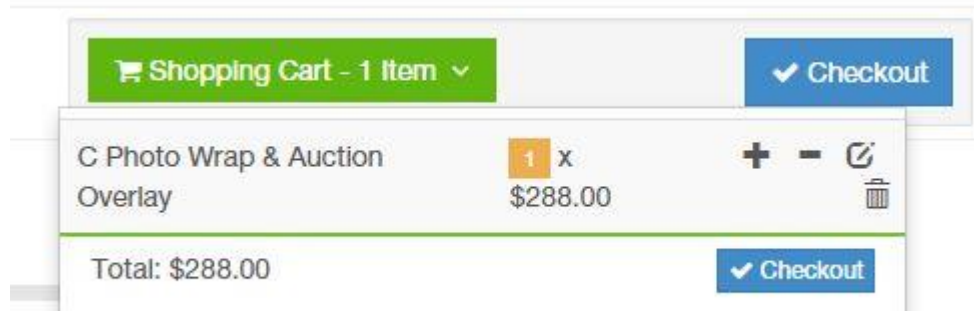
C Photo Board with Overlay Wrap Landscape (With Auction Overlay)

Price: \$288.00

Submit Back

Once templates have been selected - Press **SUBMIT** at bottom of page.

Once you have selected which product/s to order and selected your template/s, you will automatically be taken back to the products page to add more products if required e.g. Flagholder, Spot or Solar Lights. If you hover your mouse over the Shopping Cart Icon it will drop down your cart details so you can see which products you have already selected, pricing and quantity. You have the option to duplicate or remove the quantity, edit the template selected and removing the product entirely from your cart by selecting the Rubbish Bin Icon. If all Products are entered and correct Select **CHECKOUT**.



Step 4: Select *Contact Placing Order* from drop down list (this is not displayed on artwork) – You can add new contacts by selecting ‘*Manage the Contact List*’. Click on ‘*Add New Contact*’ at the bottom of the list. Fill in the details followed by **SAVE**. Once saved the details will appear in the drop down list where you can select the contact).

Contact Placing Order (Not Displayed on Artwork)

Test Testing	03 9313 0999	Email	abc@photosigns.com.au	Your Reference Number	Manage the Contacts list
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Board Installation Notes Must be filled in. If there are no specific instructions entered the installer will place the board at their discretion/where they see fit. If you have specific instructions for our driver to install the board please enter this in ‘*Board Installation Notes*’. Under the installation preferences you can also upload an install image showing the exact location. To upload an installation image Select **BROWSE** & upload file. If you have a ‘Preferred Installation Date’ this can be entered by selecting the Tick Box and selecting the date from the drop down calendar. *****There will be a charge to re-locate a board unless specific instructions were given at the time of ordering.*****

Board Installation Notes

Board Installation Notes

Installation Preferences

Standard Installation – Ground level installation (boards up to 8x6, elevated no more than 900mm off the ground & 300mm for larger boards)

High Installation – Installed on a wall or verandah/1st level roof, freestanding up to 8x6 elevated above 900mm OR 300mm for larger boards. A quote can be provided upon request.

Higher than 1st level Installation – Quotation will be forwarded for high installation charge. Please provide photo.

if you have any specific installation documents, please upload your installation diagram/map:

Any Preferred Board Installation Date?

Step 5: Accept Terms & Conditions to Proceed to Design Stage (DIY)

Make sure all products ordered are correct including quantities required. Ensure all relevant notes have been added. If you need to make any changes simply select the 'Back to Product Selection' button at the bottom left of screen. If all is correct Select **"I Accept Terms and Conditions & Continue"**

The screenshot shows two sections of a web form. The first section, titled 'Installation Preferences', contains three radio button options: 'Standard Installation - Ground level installation (boards up to 8x6, elevated no more than 900mm off the ground & 300mm for larger boards)', 'High Installation - Installed on a wall or verandah/1st level roof, freestanding up to 8x6 elevated above 900mm OR 300mm for larger boards. A quote can be provided upon request.', and 'Higher than 1st level Installation - Quotation will be forwarded for high installation charge. Please provide photo.' Below these is a text prompt 'if you have any specific installation documents, please upload your installation diagram/map:' followed by a 'Browse...' button. A checkbox 'Any Preferred Board Installation Date?' is also present. The second section, titled 'Listing on ABCrealestate.com.au', contains a checkbox 'Create a free Listing on ABCrealestate.com.au site'. At the bottom, there is a 'Back to product selection' button on the left and a blue button 'Agree to The Terms and Conditions set by ABC Photosigns & Continue' on the right, with a 'Terms and Conditions' link above it.

Step 6: Begin Design!

A Pop Up will appear that allows you to upload your images required now while you continue to design the remainder of your order.

The screenshot shows a pop-up dialog box with the title 'Upload Image Files in Background?'. The main text reads: 'To save time & speed up the design process you can start with uploading the files in the background first. Do you want to select the files to upload now?'. At the bottom right, there are two buttons: a blue 'Yes' button and an orange 'Not Now' button. The dialog box is overlaid on a blurred background of a website interface.

Step 6A: Select the **LAYOUT OPTIONS** first which is usually the Sale Type and Photo Quantity you wish to have displayed on your artwork.

The screenshot shows the 'Layout Options' section of a web form. It contains three dropdown menus: 'Unit No' with the selected value 'No', 'SaleType' with the selected value 'For Sale (With Auction Overlay)', and 'Photos' with the selected value '4 Photo'. Each dropdown menu has a small downward-pointing arrow on the right side.

Step 6B: Proceed to the Text and Images Section and fill in all the text and image details. Any field with a red asterisk * must be filled in.

Text & Image Details

Page 1

Auction Details:

Inspection Details:

Contact 1, First Name: Q ...







Last Name:

Mobile:

Phone:

Email:

Select Agent Details

 Angela Corso ✉ angelac@photosigns.com.au ☎ 9313 0999 📠 0421253872 <input type="button" value="Select"/>	 Arthur Syrett ✉ arthurs@photosigns.com.au ☎ 0448 027 179 <input type="button" value="Select"/>	 Chontelle Stephens ✉ proof@photosigns.com.au ☎ 00000000 <input type="button" value="Select"/>
 Don Matheson ✉ Don@photosigns.co.nz ☎ 34567843 📠 0448960987 <input type="button" value="Select"/>	 Emma Borich ✉ emmab@photosigns.com.au ☎ 0418564406 <input type="button" value="Select"/>	 Lynda Gear ✉ layout8@photosigns.com.au ☎ 0000 0000 📠 0400000000 <input type="button" value="Select"/>

Click on the 'Search Icon' (magnified glass) beside Contact 1. Selection of agents that have been entered via the Agent Management Section will appear. Select agent required and it will autofill the Contact Details (Name, Mobile Name and Email Address).

Heading *

Body Copy

No. of Bed

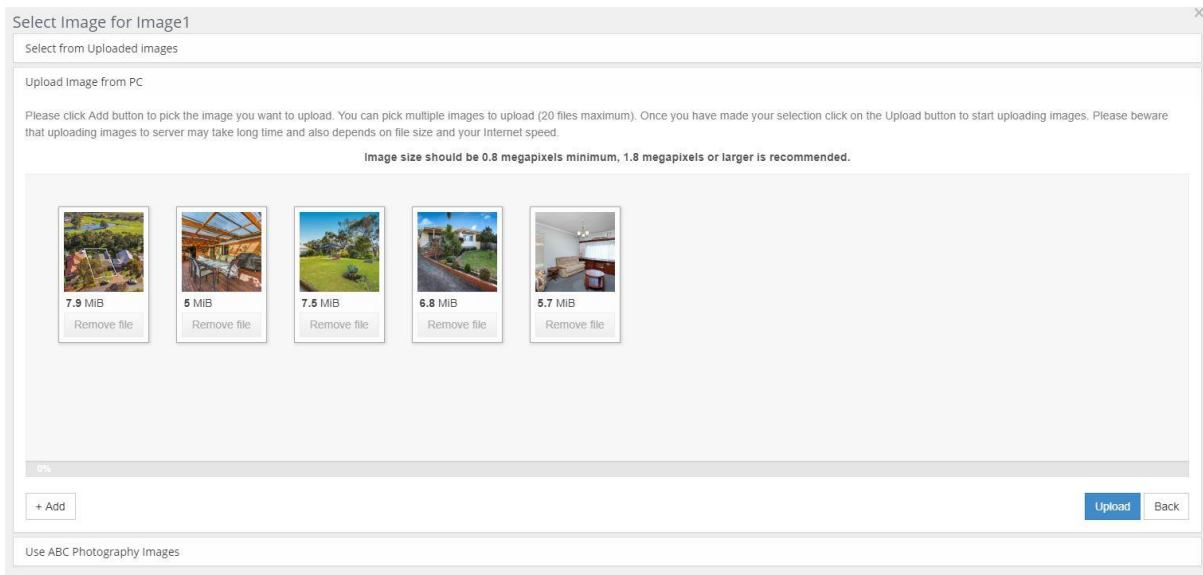
No. of Bathroom

No. of Carport/garage

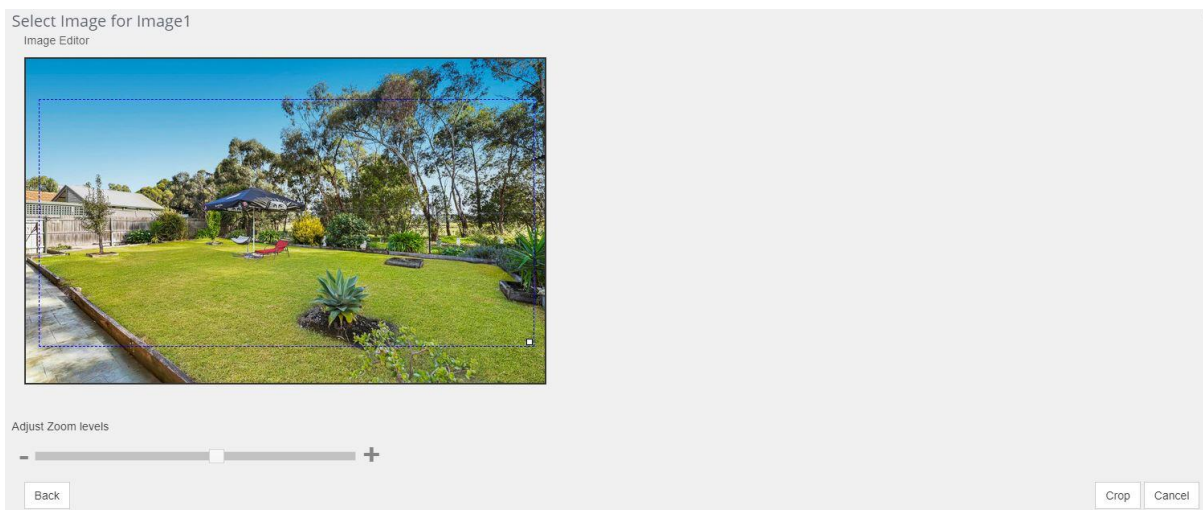
No. of Studyroom

Step 6C: Fill in the Text, Heading, body copy, bathrooms etc.

Step 6D: Selecting Images - Click Select, find images required and select 'Upload'.



Once images have been uploaded, you will be asked to Select Images for each Image Section and crop the image to suit the area allowed on your template by 'Adjusting the Zoom Levels'. Once you have adjusted the zoom level and are happy select 'Crop' and do this same process for each photo required.



Step 6E: Save Your Artwork/View Proof

Scroll down to the bottom of the page and select 'Save / Preview' your artwork will be displayed on the right hand side of your screen. Review your proof and make any changes required, proceed to designing your next product or approve for printing.

Approve All & Print Job
Help
Cancel & Let ABC Complete The Design

✓ C Photo Board with Overlay Wrap...

C Photo Board with Overlay Wrap (With Auction Overlay)

Layout Options

Unit No:

Sale type:

Photos:

Text & Image Details

Page 1

Auction Details:

Inspection Details:

Contact 1, First Name:

Last Name:

Mobile:

Phone:

Email:

Contact 2, First Name:

Last Name:

Mobile:

Phone:



Email:

Heading *:

1

Auction

Ray White®

Sale

3 🏠 2 🚗 1 📍 2 🚗

Beautiful Home

- 3 Bedrooms
- 2 Bathrooms
- 2 Car Garage
- Close to Schools, Shops and Public Transport
- Must be SOLD!

Test Testing

03 9313 0999
abc@photosigns.com.au
www.raywhiteeppingvic.com.au
9401 5200

Ray White Epping

To email or print a hard copy for your office click on Icons above the Preview Image on the right. Text or images can be changed at any time. Any changes that are made, MUST be updated by clicking on **SAVE & PREVIEW**. You will then see the updated proof on screen. **ENSURE THAT YOU SAVE AND PREVIEW EVERY CHANGE YOU MAKE!**

Please follow these steps for each product in your order. Each product has its own tab and design that needs to be completed. Once you have completed a design and all fields have been filled in a green tick will appear on the product you have designed and you can either approve your order* or proceed to designing your next product.

*If you have ordered a pack you cannot not approve the job until each product has been designed, all required fields filled in and saved, as the system releases all products at the same time.

Once you are happy with the design click on the GREEN APPROVE ALL & PRINT JOB near the top of the page and enter in contact details. Once approved your order is sent direct to the printers. There is no internal proof reading or checking on our end, please ensure proofs are correct as this will be the final print.

For any further assistance please contact;
ABC Photosigns Head Office Customer Support Line:
(03) 9313 0999 / abc@photosigns.com.au