



POSTMASTERS

FROM DATASTREAM TO MAILSTREAM

System Training

for Web to Print Online Store

GETTING STARTED


Web to Print Online Store

- Log In
- Order Selection
- Checkout
- Order History
- Example Order



WEB TO PRINT LOGIN

Welcome Visitor, Login

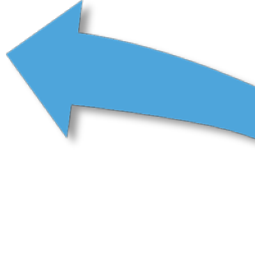


Home FTP Login

Email or Username

Password

Login



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ORDER SELECTION

The screenshot displays a website for direct mail marketing services. At the top left is a circular logo with a map of the United States. A search bar is located at the top center, and a shopping cart icon with the text "Shopping Cart (0 items) - \$0.00" is at the top right. A navigation bar below the logo contains links for "Home", "FTP", "Order History", "Login", and "Shipping Cart".

The main banner features a green mailbox with several envelopes flying out against a blue background. The text reads: "We help make your marketing take flight!" followed by "We provide a turnkey solution for direct mail marketing services". Below this is a "Learn about our services..." link and a "Show Me!" button.

Below the banner is a "DISPLAY" section with a grid icon and a list of product categories, each with a thumbnail image and a "View Details" button:

- Booklets
- Post Cards
- Business Card
- Digital Card
- Clippers
- Postcards

A large blue arrow points from the right side of the image towards the "View Details" button for the "Digital Card" category.

ORDER SELECTION

Home FTP Order History Logout Shopping Cart

All Products / Envelopes

Envelopes

How Many ?
1000

Type of Envelope ?
3038 - #10 Single Window

Total \$67.50

Additional Instructions

Please select your Business Unit Number and Department Number.

Business unit number (required)
0061

Department number (required)
039085

Add to Cart

Back to Catalog Shopping Cart

Order History Reports FTP Profile RSS feed Site Map

Products >

Profile Address book RSS feed Site Map


Select Product Details

Select Business Unit & Dept. #

ORDER SELECTION

Home FTP Order History Logout Shopping Cart

All Products / Business Card



Business Card

How Many?

Type of Paper?

Colors & Sides (110#)?

Total **\$60.00**

File Upload

At least one upload is required

Upload Print Ready Business Card Artwork

Additional Instructions

Please select your Business Unit Number and Department Number.

Business unit number (required)

Department number (required)

Upload
Custom
Artwork

CHECKING OUT

Select
Delivery

2 Items Shipping To

Post Masters 302 W Washington St
Indianapolis, IN 46204

Shipping options

In House Delivery \$0.00

Envelopes 1,000 \$67.50

Quantity = 1
How Many ? = 1000
Type of Envelope ? = 3038 - #10 Single Window

Business Card 1,500 \$0.00

Quantity = 1
How Many ? = 1500
Type of Paper ? = 110# Index Uncoated
Colors & Sides (110#)? = -- Select One --

ORDER SUMMARY

3 products shipping to 1 location

| | |
|--------------------------|----------------|
| Items: | \$80.26 |
| Shipping: | \$0.00 |
| Total Before Tax: | \$80.26 |
| Estimated Tax: | \$0.00 |
| Order Total: | \$80.26 |

Continue Shopping

Proceed to Checkout

Review
Pricing

Review
Order

CHECKING OUT

Idaho Department of Administration

Search Site

Shopping Cart
1 item(s) - \$81.01 >

Home FTP Order History Logout Shopping Cart

Checkout

Please fill out the following information before completing your order.

Comments or other information about this order (optional)

Payment Method

Monthly Billing

Order Item Summary

| (1) Item Shipping To Post Masters | | |
|-----------------------------------|----------|---------|
| Description | Quantity | Price |
| Envelopes | 1000 | \$81.01 |

ORDER SUMMARY

1 product shipping to 1 location


| | |
|--------------------------|----------------|
| Items: | \$81.01 |
| Shipping: | \$0.00 |
| Total Before Tax: | \$81.01 |
| Estimated Tax: | \$0.00 |
| Order Total: | \$81.01 |

Edit quantities or shipping options.

Monthly Billing →

Select
Monthly
Billing

ORDER CONFIRMATION

Shopping Cart
0 item(s) - \$0.00 >

[Home](#) [FTP](#) [Order History](#) [Logout](#) [Shopping Cart](#)

Thank you for your order. A summary of your order is below. You may want to print this page for your records.

Order #47 Reorder

Payment Pending

| | |
|-------------------|-------------------|
| PO Number | n/a |
| Order Date | 9/28/2016 5:10 PM |
| Subtotal | \$80.26 |
| Shipping | \$0.00 |
| Total | \$80.26 |

Notes

Order Form Information

- Checkout acceptance
- Select "I Agree".
I Agree

Bill To


- Post Masters
- 302 W Washington St
- Indianapolis, IN 46204

Ordered By

- Aleyant Test

[Print Summary](#)

Envelopes Approved

| | | |
|---|---------------------|---------|
|  | QTY | 1,000 |
| | Price | \$67.50 |
| | Item Number: | 3 |

REPORT WRITER: ORDER HISTORY

The screenshot shows a web application interface for an Order History report. At the top, there is a navigation bar with links for Home, FTP, Order History, Logout, and Shopping Cart. Below this is the title "Order History".

The filter section includes several dropdown menus: Start Date (8/28/2016), End Date (9/28/2016), Order Status (All), Approval Status (All), Ordered By (Just My Orders), and Billing To. A Search Text field and an Apply Filters button are also present. A "Show / Hide Order Filters" button is located below the filters.

At the bottom of the filter section, there are two buttons: "Export to Excel" and "Export to PDF".

The main data table has the following columns: OrderNumber, Order Date, Ordered by, Sub Total, Tax1, Shipping, Promo, Total, and PO Number. The table contains 9 rows of data, each with a "View Details | Reorder" link.

At the bottom of the table, there is a pagination control showing "1 - 9 of 9 items" and "25 items per page". A "Show Items in Each Order" link is also visible.

The footer contains links for Order History, Reports, FTP, Profile, RSS feed, and Site Map.

Select Reporting Parameters

QUESTIONS?

You can contact:

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