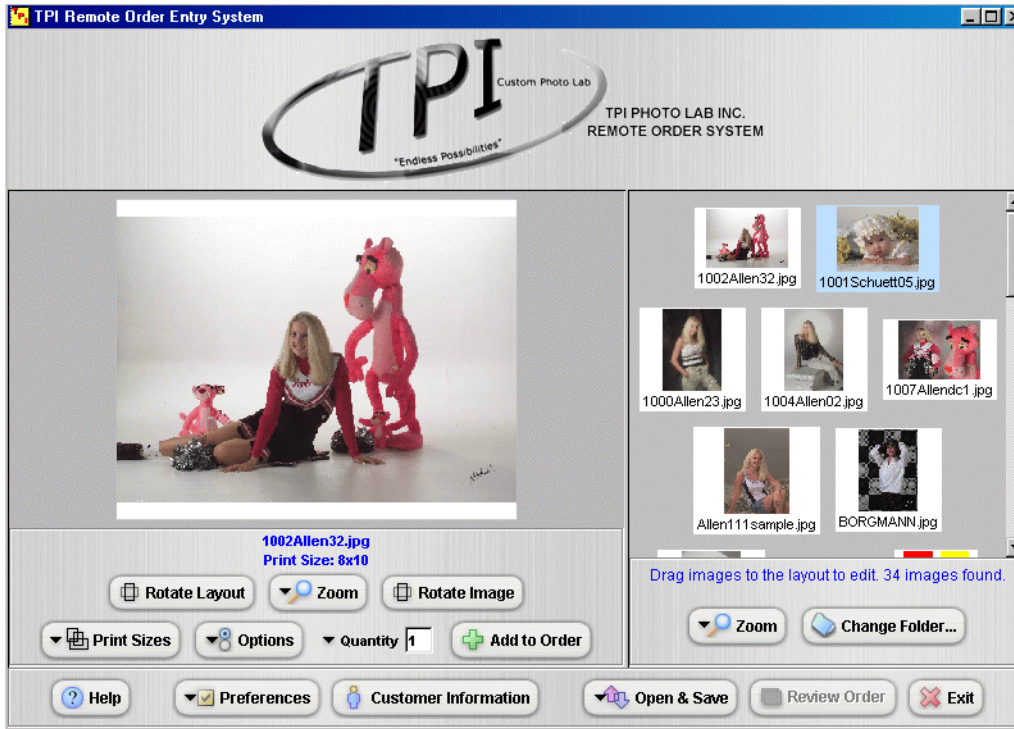# INTERNET ORDERING

SETTING UP YOUR COMPUTER

IT'S AS EASY AS **1 - 2 - 3**

**NOTE: WHEN LOADING THE WEB ORDER TOOLS:**

1. When you first load from the our link provided to you, it will load **JAVA** 1.4.1.02 and the web ordering application.

2. Close the application and then open again from the icon you were provided-the second time it will prompt you to put a **T.P.I.** shortcut for the web ordering tools on your desktop. From then on you will be able to launch our web ordering application from the desktop.
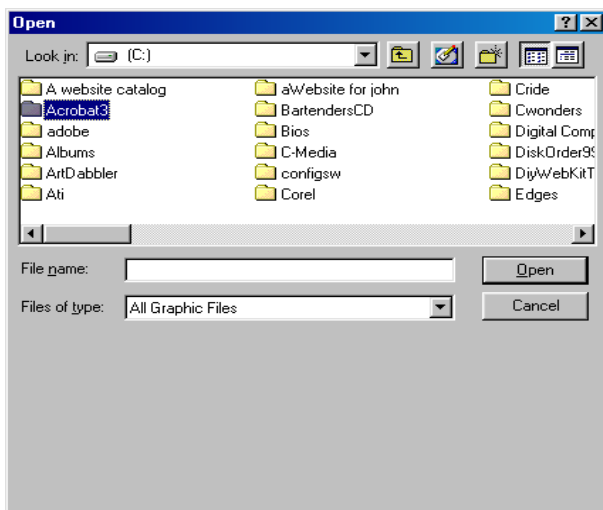
Loading images for order into thumbnail viewer:

NOTE: Images to be loaded for orders must be placed inside their own folder. All images in folder will load into viewer, unless the stop loading button is clicked before all images are done loading. Images **must** be in **JPG** format.

3. Click the change folder button in the lower center of the viewer screen.
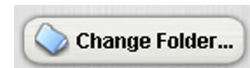
4. Navigate to the drive and select the folder with the images for your order.

YOU ARE NOW READY TO START YOUR ORDER

INTERNET ORDERING

CUSTOMER INFORMATION

Enter Customer Information ☒

👤 **Please enter your customer information**
This information is necessary to save or send orders.

Name
STUDIO NAME

Account No.
00001000

Email
Gene711@zoominternet.net

State
OH ▾

Tax Exempt
☑ Tax Exempt

FTP Account
roes

FTP Password
tpiroesbeta

OK

After installing the application the first window is your Customer Information it is **very** important that it is filled out correctly for our system to understand who the order is from.

1. Studio Name (no abbreviations please)

2. Account number (this must be **exactly** as the lab has it entered) We suggest calling the lab and we will give it to you.

3. Current e-mail address (Please notify us if address is changed).

4. State which studio resides in.

5. Tax exempt or not

6. FTP Account is roes (all in lower case)

7. FTP Password is tpiroesbeta   (all in lower case)

INTERNET ORDERING

CROPPING AND SIZING

5. If you need to adjust the size of the thumbnails in the viewer, click on the zoom button directly on the left in the thumbnail viewing area. You can make the images larger or smaller to suit you needs.

6. To load images into the ordering screen (white frame) in the the thumbnail viewer, either double-click on an image or simply drag an image into the ordering area. When needing different images to be the same size, quantity, and crop simply select the first image and hold down the shift key and select the needed images and double click on the last one and they will load automatically.

7. When image is in the order screen...If you want the image or crop to have a different orientation - (Horizontal or Vertical) - you can click either the **ROTATE CROP** or the **ROTATE IMAGE** buttons.

If the image you selected needs to be adjusted you can crop and or size the image within the large image **ordering** window. **(A)** The cursor will turn into a hand when it passes over the large image area - you can then position the **image** anywhere in the ordering window. **(B)** Sizing the image within the crop box: Simply click the **ZOOM** Button and **then a** slider bar appears. You can then zoom the image smaller or larger within the crop with the slider bar.
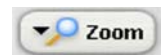
8. Now that you've adjusted the crop and positioning, Click **Options** to add any optional services (if needed) to the print i.e. Spray, mount, die cut etc.
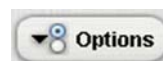
9. Then click the **ADD TO ORDER** Button and the image becomes part of the order. Repeat the previous steps with the rest of the order, until complete.

10. When your order is complete - click the **REVIEW ORDER** Button.

INTERNET ORDERING

ORDER REVIEW

11. In the order review and confirmation window you have the opportunity to verify your order and make changes if needed, To delete an item just right click and delete, click on options to make changes and change quantities if needed.

12. To print out a copy of your order - click on the **SHOW ORDER** Button.

You now need to print out your order. Or, the system will also save a copy of the form on your computer and you can print them later or leave them archived on your computer.
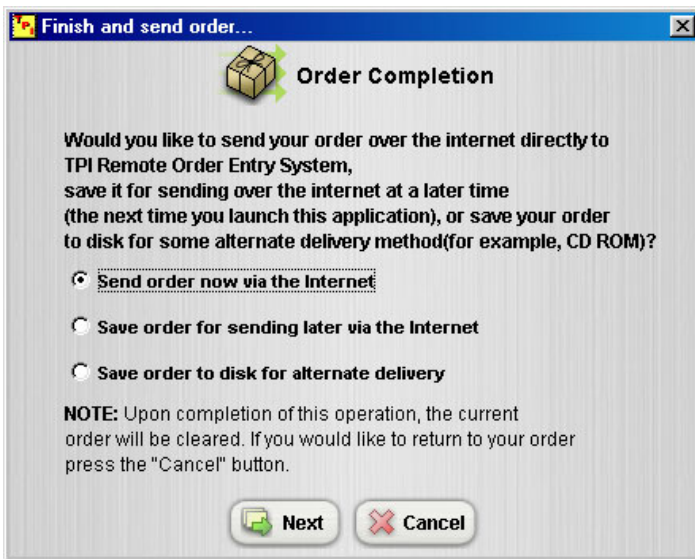**T.P.I Strongly suggests you print a copy of your order.**

INTERNET ORDERING

To go back to finish submitting your order from the printable version of the order summary, exit out of the browser window

You are now ready to send your order to T.P.I.

Finish and send order...

Order Completion

Would you like to send your order over the internet directly to TPI Remote Order Entry System, save it for sending over the internet at a later time (the next time you launch this application), or save your order to disk for some alternate delivery method(for example, CD ROM)?

- ⊙ Send order now via the Internet
- ○ Save order for sending later via the Internet
- ○ Save order to disk for alternate delivery

NOTE: Upon completion of this operation, the current order will be cleared. If you would like to return to your order press the "Cancel" button.

Next   Cancel

There are two options for submitting your order to the lab.

1. Click the **SAVE ORDER TO DISK** button. This will save the entire order in zip format onto your computer. You can then burn multiple jobs to a CD and ship the CD to T.P.I.

2. Click the **SEND ORDER** button. This will zip up the entire order and automatically send the job to the lab. The order is then processed as soon as your order is sent

Sending order...
Order sent successfully!
Thank you for your order.
OK

3. Soon after your order has been successfully submitted you receive an e-mail that gives your work bag number. If you do not receive an e-mail reply within a couple of hours, please call customer service to receive a status on your order.

After you have clicked **OK** in the sent successfully window, you are automatically taken back to the Remote Ordering Window. You can either: submit another order or load a new folder and send more orders or exit.