These instructions will take you through the process of importing and sending Online Orders.

To begin, click the Website Button located in the lower right of the screen.

To Retrieve Your Online Orders:

- 1) Make sure your User Name and Password are entered
- 2) Click the Get Orders button

Your online orders will be displayed. Double-Click an order to open it. If you do not already have the AutoRotate feature enabled you will be prompted to do so. We recommend using this feature.

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Orders S	Price Lists	Upload Event:	s 🙆 Queu	ed Events		
	Doub	le-click an ord	er to open it	for editing and	sendina	
	COUL	Click a	column hea	der to sort	schung	

User Nam	ne:	Password:	Get Order	Go to A	Go to Admin Area	
Orders S	🖇 Price Lists 🛛 🏹 U	pload Events	Queued Events			
Event ID	Event Name	Event Date	Customer Name	Order Total	Prints	
13373	Diana & Mark's	06/18/2004	jason canney	\$49.95	2	
14014	Diana & Mark's	06/18/2004	Amy Fici	\$41.95	2	
15427	Diana & Mark's	06/18/2004	Jennifer Brown	\$41.95	2	
17604	Diana & Mark's	06/18/2004	Laura Hogan	\$73.95	4	
13730	Michelle & Gregg'	06/19/2004	Amy Hackett	\$137.95	8	
15092	Michelle & Gregg'	06/19/2004	Susan Ricci	\$57.95	3	
9758 Stephanie & Mich		08/07/2004	rhonda macintosh	\$625.95	36	
19757	Stephanie & Mich	08/07/2004	stephanie and mi	\$1,714.95	103	
15080	Heidi & Sean's W	08/14/2004	Lisa O, Brien	\$89.95	5	
16495	Teresa & Simon's	09/10/2004	Teresa Louton	\$137.95	8	
16829	Michelle & Matth	09/18/2004	Christine E. Mac	\$25.95	1	
17148	Kathryn & Jonat	10/09/2004	Elizabeth MaGill	\$105.95	6	
20667	Joelle & David's	11/06/2004	Don Perry C/O A	\$25.95	1	
19405	Joelle & David's	11/06/2004	donald pare	\$25.95	1	
20944	Janice & Aykaz's	12/05/2004	Virginia Altomari	\$65.95	3	
25112	Katie & Patrick's	12/18/2004	x xx	\$25.95	1	
20308	Katie & Patrick's	12/18/2004	steve sedman	\$61.95	3	
21344	Erica Melito's Bat	02/05/2005	Ann Power	\$73.95	4	
	Double-c	lick an order to Click a colu	open it for editing ar mn header to sort	nd sending		

Next you will be prompted to browse to the folder containing the images for this order.

- 1) Navigate to the folder
- 2) Select the folder
- 3) Click Open



The ordered images will automatically populate the print sizes ordered.

1) Click the Review Order button to see your order



- 2) Right click on an image to edit or adjust the crop
- Click on the Complete Order button to send your order



Your online order is now ready to send to the lab for printing.

