

Instructions For:



Prepared for **Workers' Compensation Board**



Copy by Randy, additional content by Brent, design by Mickey.

Version 1.1

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Welcome

Enter <http://wcb.ionprintsolutions.com> in your browser address bar to access your **Action** site.
The login window will display. Enter your credentials and press the login button to enter **Action**.

WCB Workers' Compensation Board

Please Login

loginID:

Password: [Forgot your password?](#)

Remember my Login ID

If you have trouble logging in, please contact our support staff:
Phone: 1.888.955.8778
Email: support@ionprintsolutions.com

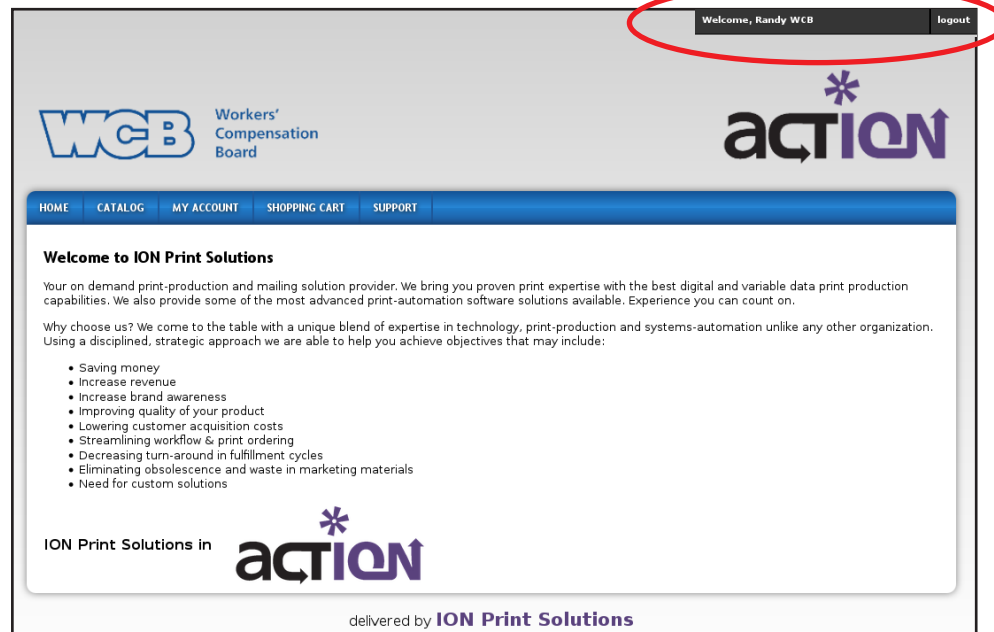
Home Page

For Extra Help

Instruction pdf's are located under the Support tab.

You should now be presented with your **Action** home page.

Displayed in the upper right corner is your name and a **logout** link.



There are 5 Menu Items for Site navigation:

Home

Catalog

My Account

Shopping Cart

Support

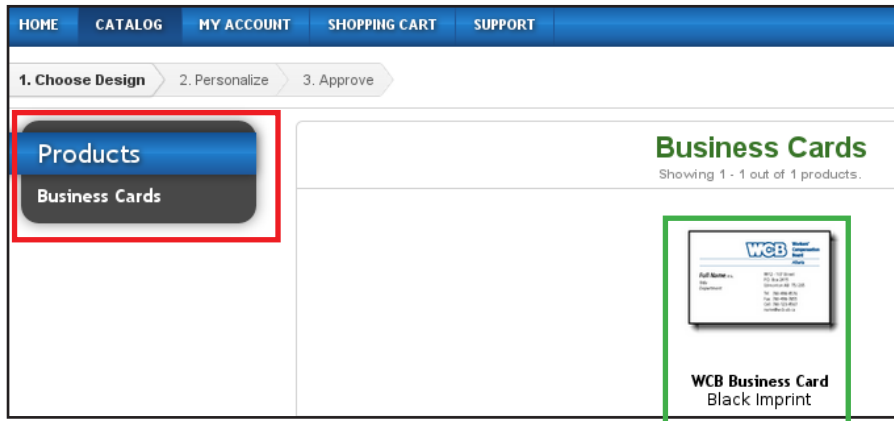
We will begin with the Catalog and go through the process of placing an order.

Catalog

Step 1:

Begin by selecting the Catalog button on the top.

Then select **Products** from the left side menu and click on the **Business Card Image**.



How to Get Here

The screen below will be displayed after clicking the Catalog button.

The left side menu contains a products tab. Clicking on this category link will display all the associated products.

Data Entry

Step 2:

This is the Form Entry data screen.

This screen is where you enter the person's information for their business card.

We have allowed for several variations for this card as some Credentials can be very long and 'run into' the address. For this reason, this template was designed to automatically move the Credentials from beside the name to below the name if this occurs.

Example below is where the Credentials are too long to fit beside the persons name.

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Name:	<input type="text" value="Full Name"/>
Designation:	<input type="text" value="B.Sc. APA, CPA, EPA"/>
Title:	<input type="text" value="--Blank--"/>
Department:	<input type="text" value="--Blank--"/>
Address:	<input type="text" value="9912 - 107 Street"/>
Phone:	<input type="text" value="780-498-4576"/>
Fax:	<input type="text" value="780-498-7855"/>
Cell:	<input type="text" value="780-123-4567"/>
Email:	<input type="text" value="name@wcb.ab.ca"/>

Example below is where the Credentials do fit beside the persons name.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

1. Choose Design 2. Personalize 3. Approve WCB Business Card

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Name:	<input type="text" value="Full Name"/>
Designation:	<input type="text" value="B.Sc."/>
Title:	<input type="text" value="--Blank--"/>
Department:	<input type="text" value="--Blank--"/>
Address:	<input type="text" value="9912 - 107 Street"/>
Phone:	<input type="text" value="780-498-4576"/>
Fax:	<input type="text" value="780-498-7855"/>
Cell:	<input type="text" value="780-123-4567"/>
Email:	<input type="text" value="name@wcb.ab.ca"/>

The preview shows a business card for the Workers' Compensation Board of Alberta. The logo 'WCB' is in large blue letters, with 'Workers' Compensation Board' and 'Alberta' in smaller text to the right. Below the logo, the contact information is listed: '9912 - 107 Street, P.O. Box 2415, Edmonton AB T5J 2S5'. Contact details include 'Tel: 780-498-4576', 'Fax: 780-498-7855', 'Cell: 780-123-4567', and 'name@wcb.ab.ca'. A red box highlights the text 'Full Name, B.Sc.' in the address field, indicating where the user's name and designation are placed.

Drop Down

Several options are available in the dropdown for Title. If there is no appropriate title for this card select -- Custom Title-- and a text box will be displayed to enter the information required.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

1. Choose Design 2. Personalize 3. Approve

WCB Business Card

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Name:
Full Name
Designation:
B.Sc.

Title:
Title
--Custom Title--
--Blank--
Account Manager
Case Manager
Adjudicator
Supervisor
Manager
Senior Manager
Occupational Therapist
Employment Specialist
Exercise Therapist
Premium Auditor
Building Operator
Health Care Performance Specialist
Case Manager, Claims Resolution Team
Health, Safety and Environmental Coordinator

WCB Workers' Compensation Board
Alberta

Full Name, B.Sc.
Title
Department

9912 - 107 Street
P.O. Box 2415
Edmonton AB T5J 2S5
Tel: 780-498-4576
Fax: 780-498-7855
Cell: 780-123-4567
name@wcb.ab.ca

Back Next Review & Approve

Title:
--Custom Title--
Enter Title Here
Department:
Department

Full Name, B.Sc.
Title
Department

Drop Down

Several options are also available in the dropdown for Department. Again, if there is not an appropriate department for this card select -- Custom Department-- and a text box will be displayed to enter the information required.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

1. Choose Design 2. Personalize 3. Approve

WCB Business Card

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Name:
Full Name
Designation:
B.Sc.
Title:
Title

Department:
Department
--Custom Department--
--Blank--
Board of Directors
Corporate Communications
Corporate Services
Customer Service
Government Relations
Human Resources
Information Management
Legal Services
Millard Health
Program Development and Risk Management
Employee & Corporate Services
Claims Contact Centre & Account Management
Disability & Information Management

Back Next Review & Approve

WCB Workers' Compensation Board
Alberta

Full Name, B.Sc.
Title
Department

9912 - 107 Street
P.O. Box 2415
Edmonton AB T5J 2S5

Tel: 780-498-4576
Fax: 780-498-7855
Cell: 780-123-4567
name@wcb.ab.ca

Remember

Remember to update image before leaving this page to save your changes.

Department:
--Custom Department--
Enter Title Here
Address:
9912 - 107 Street

Review & Approve

Once you are satisfied with the preview click the **Review & Approve** button.

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

Name:

Designation:

Designation Long:

Title:

Department:


Address:

Phone:

Fax:

Cell:

Email:





IMPORTANT

After all information has been entered press the **Update Image** button. Whenever new data has been entered the **Update Image** button will have a green glow around it. This is a visual indicator that the entered information differs from the preview being displayed. Press **Update Image** to generate a new preview and save your changes. Also ensure the preview displays the current information before proceeding by clicking the button.

Proof

Step 4:

Once at the Approval page - double check your proof, then enter your initials in the **box** provided and click **Next**.

You may click the Edit button if you find that you need to make an adjustment or view a PDF Proof.

HOME CATALOG MY ACCOUNT SHOPPING CART SUPPORT

1. Choose Design 2. Personalize 3. Approve WCB Business

Review & Approve your Design

- Review the images shown.
- Submit your approval.

Page 1

WCB Workers' Compensation Board
Alberta

Randy Kayfish, B.Sc.
IT Manager
Information Technologies

9912 - 107 Street
P.O. Box 2415
Edmonton AB T5J 2S5
Tel: 780-498-4576
Fax: 780-498-7855
Cell: 780-123-4567
randy@wcb.ab.ca

Edit PDF Proof

Online Proof Approval

I have verified that spelling and content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears here, that I cannot make any changes once my order is placed and that I assume all responsibility for typographical errors.

Please read the statement above and initial to approve.

Back Next

Quantity

Note

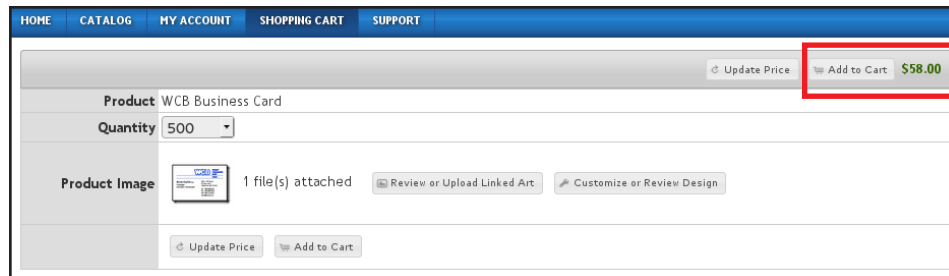
The **'Review or Upload Linked Art'** is for those orders that require files to be uploaded. For your business cards this option is not required.

If you change the quantity, you may press the Update Price button to reveal the new cost. This is not necessary as adding to the cart re-calculates the cost, but you may wish to view prices at different quantities for comparison.

Step 5:

This screen displays the item you wish to order and allows you to select a quantity. You may also press the **'Customize or Review Design'** button to return back to the data entry screen, if you need to make changes to this card.

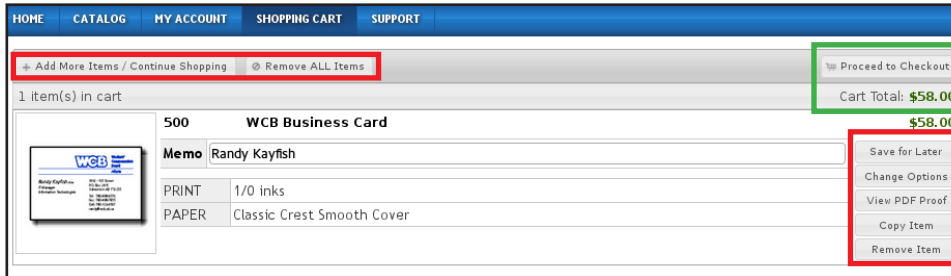
Press the **'Add to Cart'** button to continue the ordering process.



Step 6:

Proceed to Checkout

Press the **Proceed to Checkout** button to complete this part of the ordering process.



Other Options to consider at this point:

Change Options

This allows you to go back and change the quantity. Once back at the quantity screen you may also navigate back to the very beginning and change all options you have previously selected including data entry.

View PDF Proof

View a PDF proof of this item.

Copy Item

Add an exact duplicate of this item to the ordering.

Remove Item

Remove this item from your shopping cart.

Add More Items / Continue Shopping

To add more items to your shopping cart.

Remove All Items

To remove all items and start over.

Shipping Location

Note

Please use the 2 digit province code as opposed to the actual province name for any addresses that you may enter. I.E.; AB for Alberta

Step 7:

Here you select where to ship your order. Choose from 2 different addresses by clicking on the corresponding button.

'Ship to my address' is the address for the user that is currently placing the order.

'Ship to company' is the main address for Workers Compensation Board.

Here you also have the ability to add and edit shipping addresses.

The screenshot displays the 'Shipping Address Options' page. At the top, a progress bar shows 'SIGN IN', 'SHIPPING', 'PAYMENT', 'REVIEW', and 'PLACE ORDER'. The main heading is 'Shipping Address Options'. Below this, a paragraph explains that users can click a 'Ship to...' button for their default shipping address, use their Address Book, or enter a new address. The 'Personal or Company Ship To Address' section contains two address cards. The first card, 'Workers Compensation Board Randy WCB', has a 'Ship to my address' button circled in red. The second card, 'Workers Compensation Board Sandra West', has a 'Ship to company' button circled in red. Below these are 'Address Book' and 'Enter a New Shipping Address' sections.

Shipping Address Options

Click a "Ship to..." button for your default shipping address, use your Address Book to choose from a list of locations, or enter a new address for this order below.

Personal or Company Ship To Address

Ship to my address	Ship to company
Workers Compensation Board Randy WCB 9925 107th St Edmonton, AB T5J2S5 (780) 498-7460 Notification Email: <input checked="" type="checkbox"/> (FedEx only)	Workers Compensation Board Sandra West 9925 107th St Edmonton, AB T5J2S5 (780) 498-7460 Notification Email: <input checked="" type="checkbox"/> (FedEx only)
<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

Address Book

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Enter a New Shipping Address

Name/Company: required

Attention:

Address: required
Street address, P.O. box, company name, c/o

Address 2:
Apartment, suite, unit, building, floor, etc.

Address 3:

City:

After selecting the shipping address you'll be taken to the shipping window.

This displays the turnaround times and has an option to select from 2 delivery times.

The screenshot shows a web interface for the shipping window. At the top, there are navigation tabs: 'SHIPPING CART' and 'SUPPORT'. Below this is a progress bar with steps: 'SIGN IN', 'SHIPPING', 'PAYMENT', 'REVIEW', and 'PLACE ORDER'. The 'SHIPPING' step is currently active. The main content area is titled 'Choose your Production Turnaround Time:' and contains a table with the following data:

Turnaround Option	Production Time	Est. Cost
<input checked="" type="radio"/> 3-5 Day 3-5 Day	3 business days	\$0.00

Below this table is another section titled 'Choose your Shipping Method:' with a table:

Desired Method	Delivery Time	Est. Cost
<input checked="" type="radio"/> Customer Pickup	3 business days	\$10.00
<input type="radio"/> Local Delivery	3 business days	\$35.00

At the bottom of the shipping window, it states 'Estimated package weight: 4.32 lbs.' and includes a 'Continue' button. A note below reads: '* Estimate shown. Actual transit time depends on distance.'

Optional: You may enter a purchase order or a reference number for your records.

The screenshot shows a web interface for the payment window. At the top, there are navigation tabs: 'MY ACCOUNT', 'SHOPPING CART', and 'SUPPORT'. Below this is a progress bar with steps: 'SIGN IN', 'SHIPPING', 'PAYMENT', 'REVIEW', and 'PLACE ORDER'. The 'PAYMENT' step is currently active. The main content area is titled 'Payment Method' and contains the text: 'Enter the information below to complete the payment options for your order.' Below this is a section titled 'Customer PO / Reference' with a text input field containing the value 'PO-123456'. A 'Continue' button is located at the bottom right of the form.

Review

Here you may review your selections for the entire order before proceeding. Clicking on any of the red 'change' links will allow you to edit that particular area in the order process.

SIGN IN SHIPPING PAYMENT **REVIEW** PLACE ORDER

Review the information below, then click "Place Your Order". [Place Your Order](#)

Shipping Details

Shipping Address: change Workers Compensation Board Sandra West 9925 107th St Edmonton, AB T5J2S5 Canada (780) 498-7460	Items Ordered: change 500 WCB Business Card	Price \$58.00
		Item(s) Subtotal: \$58.00

		Total Purchase Before Tax: \$58.00

Shipping Method: [change](#)
Turnaround: 3-5 Day
Will ship: Customer Pickup

Payment Information

Payment Terms: change Net 30 PO: PO-123456	Estimated Tax: \$3.40 Rush Fee: \$0.00 Shipping & Handling: \$10.00

Grand Total: \$71.40	

Billing Address: [change](#)
Workers Compensation Board
Sandra West
9925 107th St
Edmonton, AB T5J2S5
(780) 498-7460

Order Notes

Have special instructions for your order?
Entering notes will cause your order to be reviewed by the next available Customer Service Rep. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

[Place Your Order](#)

Shipping Address: change Workers Compensation Board Sandra West 9925 107th St Edmonton, AB T5J2S5 Canada (780) 498-7460	Items Ordered: change 500 WCB Business Card	Price \$58.00
		Item(s) Subtotal: \$58.00

		Total Purchase Before Tax: \$58.00

Shipping Method: [change](#)
Turnaround: 3-5 Day

Step 8:

If you accept this order, press the 'Place Your Order' button. Your order is complete and entered into your Action site.

SIGN IN SHIPPING PAYMENT REVIEW PLACE ORDER

Review the information below, then click "Place Your Order". **Place Your Order**

Shipping Details

Shipping Address: change	Items Ordered: change	Price
Workers Compensation Board Sandra West 9925 107th St Edmonton, AB T5J2S5 Canada (780) 498-7460	500 WCB Business Card	\$58.00
Item(s) Subtotal:		\$58.00
Total Purchase Before Tax:		\$58.00

Shipping Method: [change](#)
Turnaround: 3-5 Day
Will ship: Customer Pickup

Payment Information

Payment Terms: change Net 30 PO: PO-123456	Estimated Tax: \$3.40 Rush Fee: \$0.00 Shipping & Handling: \$10.00
Grand Total: \$71.40	

Billing Address: [change](#)
Workers Compensation Board
Sandra West
9925 107th St
Edmonton, AB T5J2S5
(780) 498-7460

Order Notes

Have special instructions for your order?
Entering notes will cause your order to be reviewed by the next available Customer Service Rep. Please be advised this will delay your order going into production and in some cases could cause your order to miss the daily shipping cut-off time.

Place Your Order

Complete / Additional Orders

Add Another Order

You can add another order by choosing the catalog button or continue shopping.

Your order has now been completed. You may click on any of the blue links on this page to perform additional functions.

Order Sent

The order is accepted for processing. An email confirmation will be sent to:
Randy.Kayfish@gmail.com.

- [Your Account](#)
- [Continue Shopping](#)


More actions you can take regarding the new order you just placed:

- [Append Misc Files to Order](#)
- [Review Order](#)
- [Send a Message](#)
- [Submit New CreditCard Info](#)

When you are ready to leave your **Action** site please use the Logout link located in the upper right of the screen.

Welcome, Randy WCB

[logout](#)



Site Administration

The My Account page has several options:

The screenshot shows the 'My Account' page with a blue navigation bar containing 'HOME', 'CATALOG', 'MY ACCOUNT', 'SHOPPING CART', and 'SUPPORT'. Below the navigation bar is a 'My Account' breadcrumb and a 'Quick Links' section with buttons for 'View Orders', 'Account Settings', 'Catalog', 'Change Login ID', 'Upload Files', 'Change Login Password', 'Address Book', 'Manage Users', 'My Profile', and 'My Lists'. A 'Contact Information' section follows, displaying details for 'Customer Service Rep: Angeliza Vargas' and 'Sales Rep: Bernie Haug', including email and phone numbers. A red footer note reads: 'For customer service please call us at 1.888.955.8778, or email us at support@ionprintsolutions.com'.

Manage Users

This is where you enter new users, or edit existing users.

You can share the below link with others to create new profiles.

The screenshot shows the 'Manage Users' page with a blue navigation bar. Below the navigation bar is a 'My Account' breadcrumb and a 'Manage Users' breadcrumb. A message reads: 'Admins: Share this link with users if you want them to create their own user profiles: http://ionprintsolutions.presswise.com/account/edit_profile.php?token=Z3UwduRvRu4'. Below the message is a 'User Group' dropdown set to 'ALL, 2 user(s)' and a '+ Add New User' button. A table lists users with columns for 'Contact Name', 'Group Name', 'LoginID', 'Allow Order', 'Allow Approval', and 'Allow Admin'. Two users are listed: 'Randy WCB' and 'Sandra West'. Red boxes highlight the edit and remove icons for each user.

Contact Name	Group Name	LoginID	Allow Order	Allow Approval	Allow Admin
Randy WCB	ALL	wcb_randy	X	X	X
Sandra West	ALL	sandra	X	X	X

Edit

Remove

Edit/Update Your Profile Information

HOME	CATALOG	MY ACCOUNT	SHOPPING CART	SUPPORT
My Account		Edit Profile		
USER PROFILE				
LoginID: <input type="text" value="wcb_randy"/>				
CONTACT				
Name: <input type="text" value="Randy WCB"/>				
Company: <input type="text" value="Workers Compensation Board"/>				
Title 1: <input type="text"/>				
Title 2: <input type="text"/>				
Email 1: <input type="text" value="Randy.Kayfish@gmail.com"/>				
Email 2: <input type="text"/>				
Main Telephone: <input type="text" value="780 498-7460"/>				
Ext: <input type="text"/>				
Cell: <input type="text"/>				
Direct Phone: <input type="text"/>				
Other Phone: <input type="text"/>				
Company Phone: <input type="text"/>				
Fax: <input type="text"/>				
Address1: <input type="text" value="9925 107th St"/>				
Address2: <input type="text"/>				
Address3: <input type="text"/>				
City: <input type="text" value="Edmonton"/>				
State/Province: <input type="text" value="AB"/>				
Zip: <input type="text" value="T5J2S5"/>				
Country: <input type="text" value="Canada"/>				
URL 1: <input type="text"/>				
URL 2: <input type="text"/>				

Order #	Received	Summary	Status
N223	Feb 23, 2015	PO: ION Test 2 - NB 250 - WCB Business Card - [Kim Agnew] 250 - WCB Business Card - [Delicia Teo] 250 - WCB Business Card - [Julie Villadsen] 250 - WCB Business Card - [Julie Petryna]	Production

Click to re-order form. Useful to order a single product from a previous order.

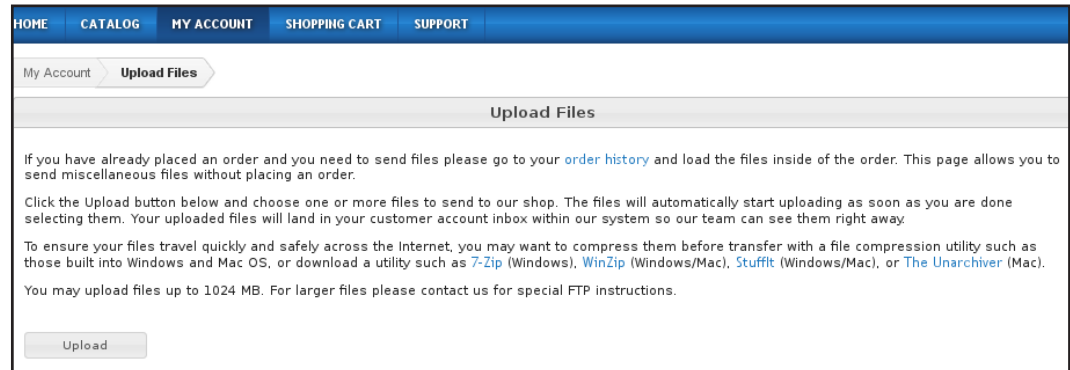
However, we recommend using the catalog for your ordering needs.

Invoice (Not yet Implemented)

Order Progress

Upload Files

If you need to upload files please use the 'Upload Files' menu item. Your Account Manager and CSR will be notified when you do so.



The screenshot shows a web interface for a customer account manager. At the top, there is a navigation bar with links for HOME, CATALOG, MY ACCOUNT, SHOPPING CART, and SUPPORT. Below this, a breadcrumb trail shows 'My Account' followed by 'Upload Files'. The main heading is 'Upload Files'. The content area contains the following text:

If you have already placed an order and you need to send files please go to your [order history](#) and load the files inside of the order. This page allows you to send miscellaneous files without placing an order.

Click the Upload button below and choose one or more files to send to our shop. The files will automatically start uploading as soon as you are done selecting them. Your uploaded files will land in your customer account inbox within our system so our team can see them right away.

To ensure your files travel quickly and safely across the Internet, you may want to compress them before transfer with a file compression utility such as those built into Windows and Mac OS, or download a utility such as [7-Zip](#) (Windows), [WinZip](#) (Windows/Mac), [Stuffit](#) (Windows/Mac), or [The Unarchiver](#) (Mac).

You may upload files up to 1024 MB. For larger files please contact us for special FTP instructions.

At the bottom of the content area, there is a button labeled 'Upload'.

Change Login ID

My Account > **Change LoginID**

Change your LoginID

Old LoginID:

Password: [Forgot your password?](#)

New LoginID:

Change Login ID or Retrieve a Forgotten Password

PASSWORD ASSISTANCE

Enter the loginID associated with your account:

Once you click Continue, we'll send you an e-mail message containing a helpful personalized link.

If you've forgotten your password and can no longer use the e-mail address that you associated with your account, you will need to [contact us](#) for assistance.

Change Your Password

My Account > **Change Password**

Change your Password

Old Password:

New Password:

Confirm Password:

View Your Previous Order

My Account > **My Orders** My Orders

1 result(s) show: 10 | 25 | 50

Order #	Received	Summary	Status
N152	Jan 30, 2015	PO: PO#123456 500 - Business Card - [Leila Shahin]	AUTO New





ION Print Solutions specializes in print and mail strategies, developed to maximize your return-on-investment. We promote a variety of products to grow your business including; data driven, one-to-one marketing and mail; email campaigns; display format products; digital and offset print; and creative that is memorable and impactful.

For customer service please call us at 1.888.955.8778, or email us at support@ionprintsolutions.com

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