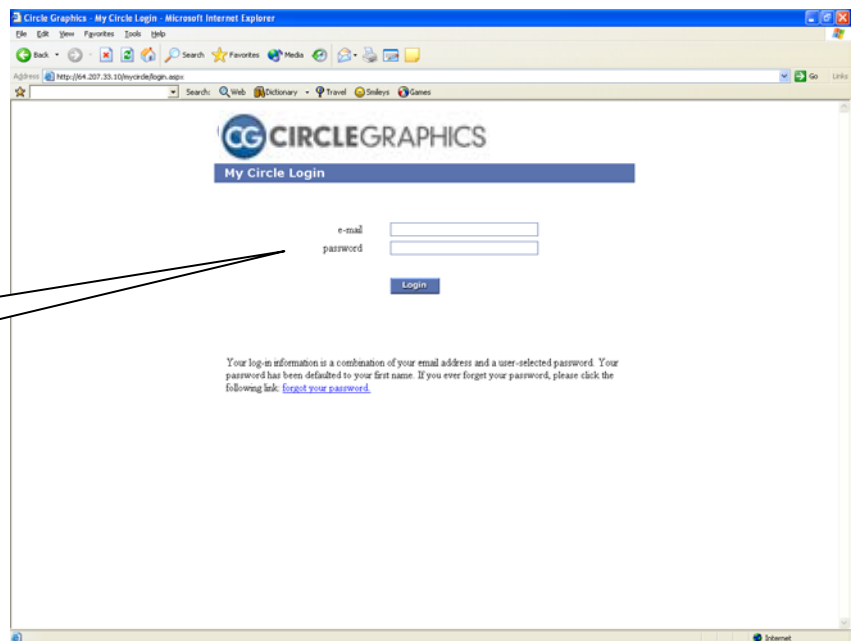




My Circle Web Site Introductory Overview

You can get to the My Circle login screen by clicking on the MY CIRCLE link on the www.circlegraphicsonline.com home page.



Use your email address to login and your FIRST NAME as your password.

My Circle allows you to enter orders directly into our system (details on next several pages) as well as track your existing orders.

You can track your orders by looking at your:

- 1) Open (unshipped) Orders
- 2) Orders for Last 90 Days
- 3) All Orders
- 4) Look up by Order Number



ENTERING AN ORDER VIA MY CIRCLE



To enter an order, select either Poster or Vinyl (as we do not combine these product types w/in the same order).

The order form is 2 pages long. On this first page, most of the info will default from your login name. However, you must select how you are sending your artwork and what proof method you would like for your job.

Please note that if you order for more than one office, that you will need to select the appropriate office that the order should be billed to at the top of Step 1 of 2 before proceeding.

The second page of the order form is where you add the line items for the order and select the SHIP TO and SHIP METHOD info for each line. You can also add ORDER NOTES that will apply to the entire order. These notes serve as a reliable method to communicate info to Circle about special requirements for your order.

You can add multiple lines to your orders by filling out all of the information at the top of the screen. Once this information is filled out, click "Add Item" to lock the line into the order. The top half of the screen will reset to a blank form to enter the new line item.

Line#	Product	Qty	Advertiser	Design	Ship To

Once you submit your order, you have the option to upload your art directly or email the link to the person responsible for the creative. The sooner we receive your artwork, the quicker we can move your job into prepress and production.

CG CIRCLEGRAPHICS

Order Complete

Thank you! Your Order has been submitted.

We have sent you a confirmation email. For your reference this order # is: 70618 and has the following order lines:

Line #	Qty	Product	Advertiser	Design	Ship To Company
1	1	30 Sheet	Test Order	TEST - DESIGN	Circle Graphics

To begin production on this order we must have your artwork. Please use one of the following methods:

- 1) If you have your artwork now, click on the link below to be directed to a special upload page for this order.

[Upload art for order #70618](#)

- 2) To send an art upload link to someone that has the artwork (for them to upload), type their email address and click the submit button.

- 3) If you are not able to upload at this time, please use the job tracking feature and click the "Art Upload" Link to upload your art at a later time.

ORDER TRACKING

All Unshipped Orders
(Columns sortable by blue column head links)

Order-Line#	Art Upload Online Proof	Product Qty	Order Line Status	Advertiser Caption/Design	Bill To Customer Sales Contact	Order Date	Proof Sent	Proof Approved	Actual Print Date	Target Ship Date	Actual Ship Date	Ship Fc
89287-1	[Upload Art] [Proof]	30 Sheet 3	Customer Approval	OLOL Regional Med Women: White Woman	Lamar of Baton Rouge Mark Headlee	06/17/04 12:00AM	06/24/04 05:46PM		06/24/04 12:00AM	06/28/04 12:00AM		DI DHL
68287-2	[Upload Art] [Proof]	30 Sheet 3	Customer Approval	OLOL Regional Med/Women: Black Women	Lamar of Baton Rouge Mark Headlee	06/17/04 12:00AM	06/24/04 05:46PM		06/24/04 12:00AM	06/28/04 12:00AM		DI DHL
89400-1	[Upload Art] [Proof]	30 Sheet 4	Post Press	BRLT Childrens	Lamar of Baton Rouge Garth Roberts	06/17/04 12:00AM		06/24/04 04:13PM	06/24/04 12:00AM	06/25/04 12:00AM		DI DHL
70356-1	[Upload Art] [Proof]	30 Sheet 20	Post Press	Sandi Ogburn Baby	Lamar of Baton Rouge Amy Starnes	06/23/04 12:00AM	06/23/04 06:37PM	06/24/04 07:25AM	06/24/04 08:22PM	06/25/04 12:00AM		DI DI

[Return to My Circle - Home](#)

Order tracking reports provide important milestone date visibility and an ability to sort by different column headings depending on the info you're looking for. Additionally, you can upload art, proof your job or pull up a detailed order summary page (see next page) that has shipment tracking info.

Click the printable report to get a PDF version of this online info.

Circle Graphics - Order Tracking - Microsoft Internet Explorer

Order Tracking for Order: 69591 Line: 1

[Show Printable Form](#)

Order Information			
Customer	Lamar of Baton Rouge	Sales Contact	Trey Roberts
Advertiser	Vertigo	Design	Summer Fun
Product	30 Sheet	Proof Method	No Proof Required
		Ship to Company	Lamar of Baton Rouge

Job Pricing		Significant Dates / Milestones		Tracking Numbers	
Line Item Cost	\$137.00	Order Date	06/18/04 12:00AM	W64344945976	
Freight Cost	\$0.00	Art Rec'd Date	06/18/04 03:23PM		
Tax	\$0.00	Prepress Complete	06/18/04 03:59PM		
Order Line Cost	\$137.00	Proof Sent Date			
		Proof Approved			
		Actual Print Date	06/19/04 08:39AM		
		Target Ship Date	06/23/04 12:00AM		
		Ship Method Actual	DHL 2DA		
		Ship Method for Billing	DHL Ground		
		Req'd Receipt Date	06/25/04 12:00AM		

Order Line Status	
	Shipped

Order Notes

This order-line summary screen contains specifics about an individual line item on your order including milestone dates, tracking info, pricing, and order notes (notes pertinent to the entire job).

END OF OVERVIEW

*Everyone here at Circle hopes that MY CIRCLE will be more convenient for you and will help when **PLACING** and **TRACKING** your production orders.*

*As always, **THANKS** for your business!*