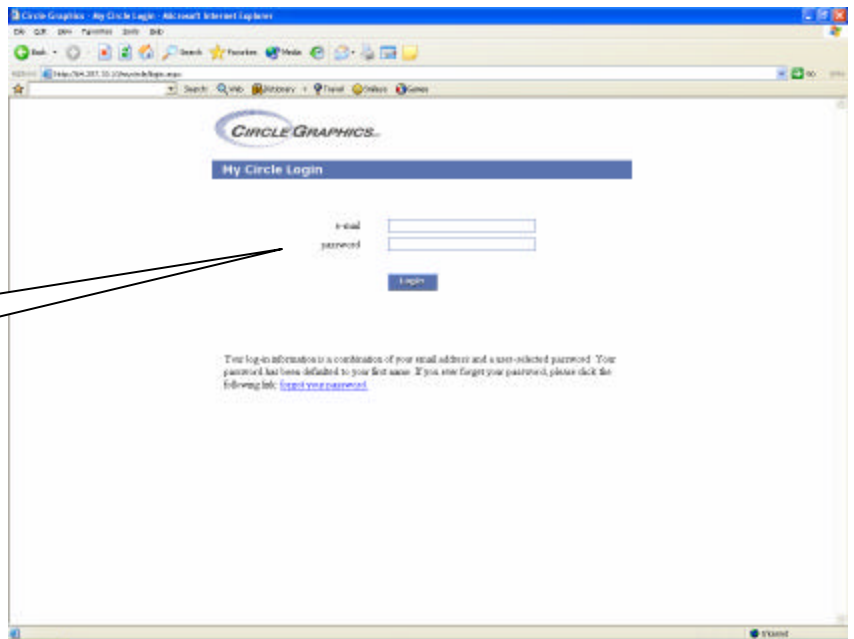




## My Circle Web Site Introductory Overview

You can get to the My Circle login screen by clicking on the MY CIRCLE link on the [www.circlegraphicsonline.com](http://www.circlegraphicsonline.com) home page.



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

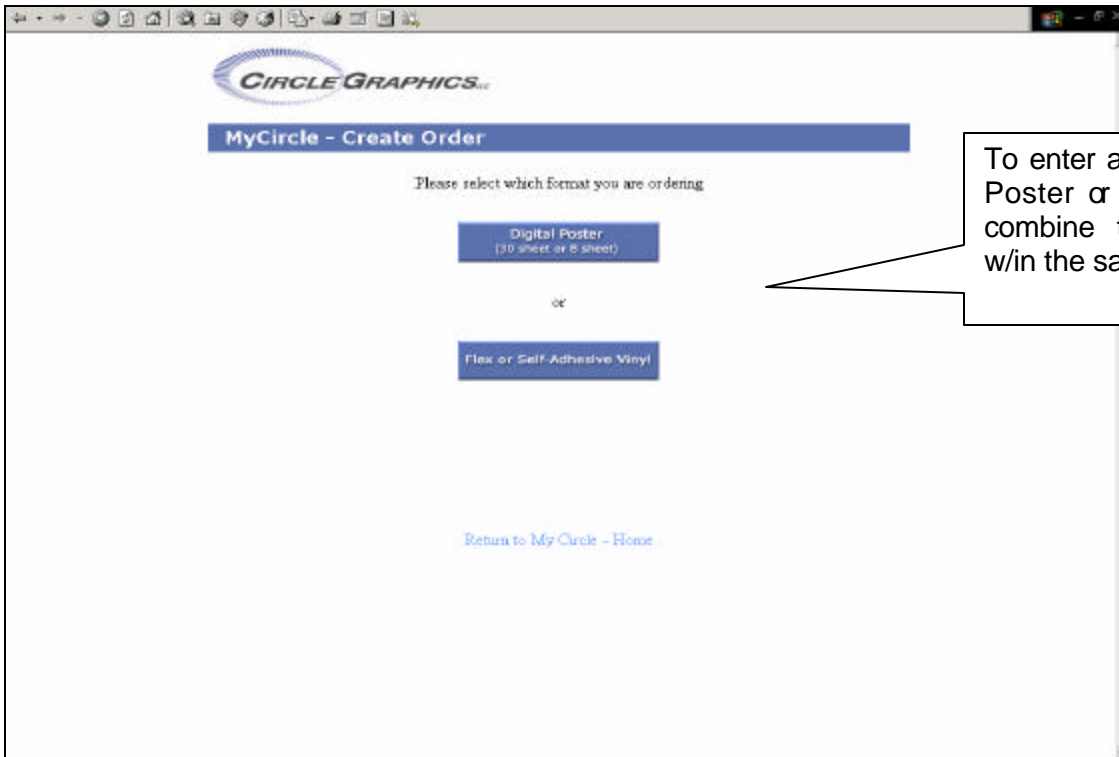
My Circle allows you to enter orders directly into our system (details on next several pages) as well as track your existing orders.

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.

**CIRCLE GRAPHICS**  
Full Color Digital Poster Order Form - (Step 1 of 2)

Select Customer: [Dropdown]

Job Reference (PO#, etc)  
Contract # [Text]  
Sequence # [Text]

**Local Contact**  
Name: [Text]  
Telephone: [Text] Cell: [Text]  
Fax: [Text] Email: [Text]

**Original Contact**  
Lead Contact: [Dropdown]  
Name: [Text]  
Telephone: [Text] Cell: [Text]  
Fax: [Text] Email: [Text]

**Billing Information**  
Address 1: [Text]  
Address 2: [Text]  
City, State Zip: [Text]

**Artwork Sent Via**  
 Art already uploaded on Circle's general FTP Site  
 Please use the upload link provided after placing the order  
 Via Designing Cactus  
 E-mail order of previous job  
 Other

**Proof Method**  
 Not Required  
 Email  
Email 1: [Text] [Add Email]  
Note: any of the individuals listed above has authority to approve this proof.  
 Hard Copy (\$30 shipping charge)  
Attention: [Text]  
Company: [Text]  
Address 1: [Text]  
Address 2: [Text]  
City, State Zip: [Text] [Dropdown]  
Phone: [Text]

[Continue]

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.

**Full Color Digital Poster Order Form - (Step 2 of 2)**

**Poster Details**  
Product: [Dropdown]  
Quantity: [Text]  
Advertiser: [Text]  
Design: [Text]  
Required Receipt Date: [Text] (date format: mm/dd/yyyy)

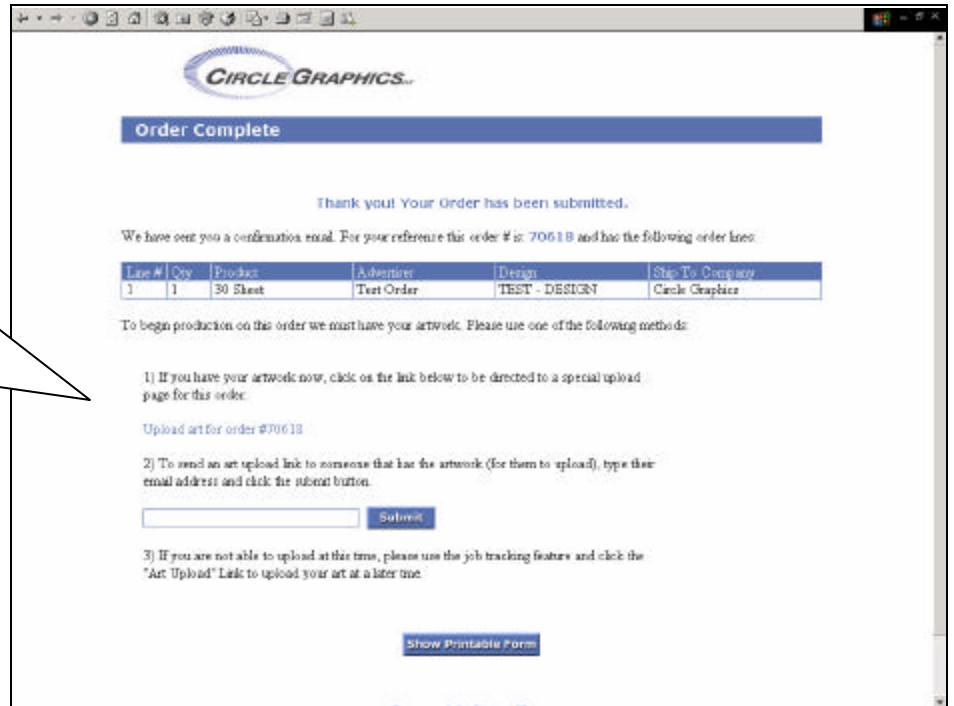
**Shipping Information**  
Ship Method:  Ground  2nd Day Air  Next Day Air  
[Select From Previously Used Shipping Addresses]  
Attention: [Text]  
Company: [Text]  
Address: [Text]  
Address 2: [Text]  
City, State Zip: [Text] [Dropdown]  
Phone: [Text]  
Fax: [Text]  
Email: [Text]

**Order Notes**  
[Text Area]

[Previous] [Add Item] [Finish Order]

Leaf	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.



## ORDER TRACKING

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

[Show Printable Form](#)

Order-Line	Art Upload	Product	Order Line Status	Advertiser	Bill to Customer	Order Date	Proof Sent	Proof Approval	Actual Print Date	Target Ship Date	Actual Ship Date	Ship FC
6607-1	[Upload Art] [Proof]	30 Sheet 3	Customer Approval	OCOL Regional Med Phoenix White Phoenix	Lance of Elmore Rouge Mark Headlee	06/17/04 12:00AM	06/24/04 05:48PM		06/26/04	12:00AM		DL
6607-2	[Upload Art] [Proof]	30 Sheet 3	Customer Approval	OCOL Regional Med Phoenix Black Phoenix	Lance of Elmore Rouge Mark Headlee	06/17/04 12:00AM	06/24/04 05:48PM		06/26/04	12:00AM		DL
6609-1	[Upload Art] [Proof]	30 Sheet 4	Post Press	BBLT Childrens	Lance of Elmore Rouge Dawn Roberts	06/17/04 12:00AM			06/24/04 04:13PM	06/26/04 12:00AM		DL
70326-1	[Upload Art] [Proof]	30 Sheet 20	Post Press	Sand Ogden Bobby	Lance of Elmore Rouge Amy Skyles	06/23/04 12:00AM	06/23/04 07:25AM	06/24/04 06:22PM	06/24/04 06:22PM	06/26/04 12:00AM		DL

[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	
Line Item Cost	\$137.00
Freight Cost	\$0.00
Tax	\$0.00
Order Line Cost	\$137.00

Ship/Print Dates / Milestones	
Order Date	06/18/04 12:00AM
Art Rev'd Date	06/18/04 03:23PM
Prepress Complete	06/18/04 03:59PM
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

Tracking Numbers	
	W64344945976

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!*