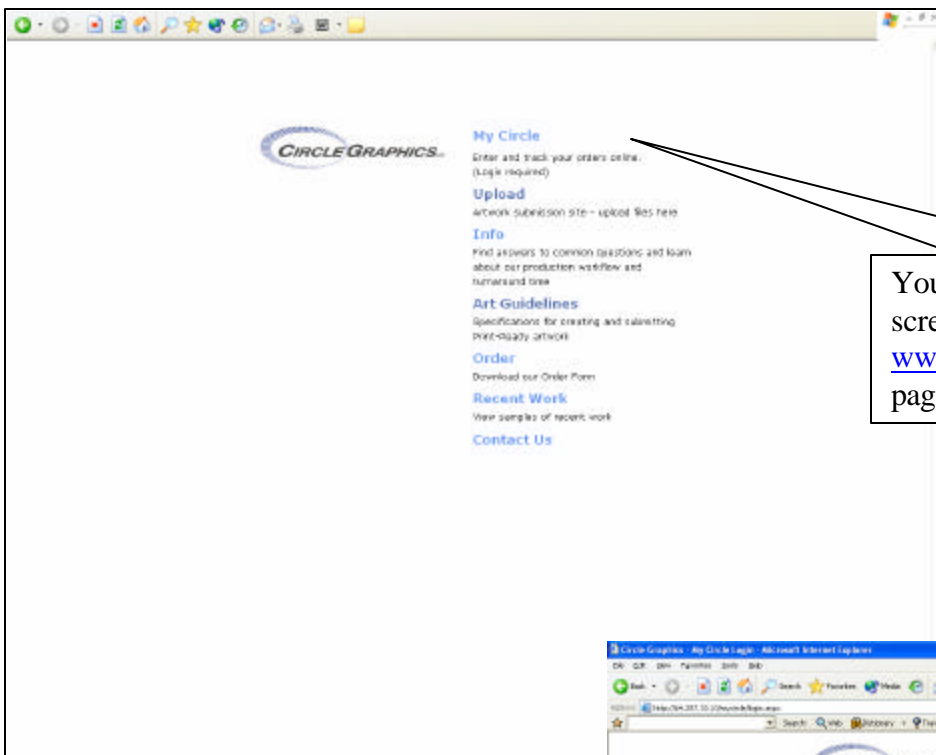




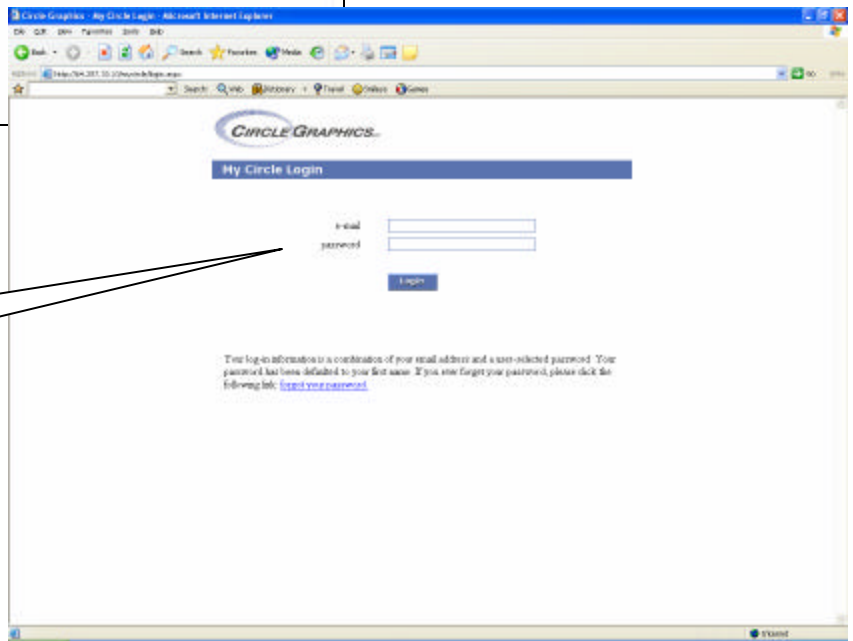
# My Circle Web Site – Discussion Paper

June 24, 2004



You can get to the My Circle login screen by clicking on this 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.



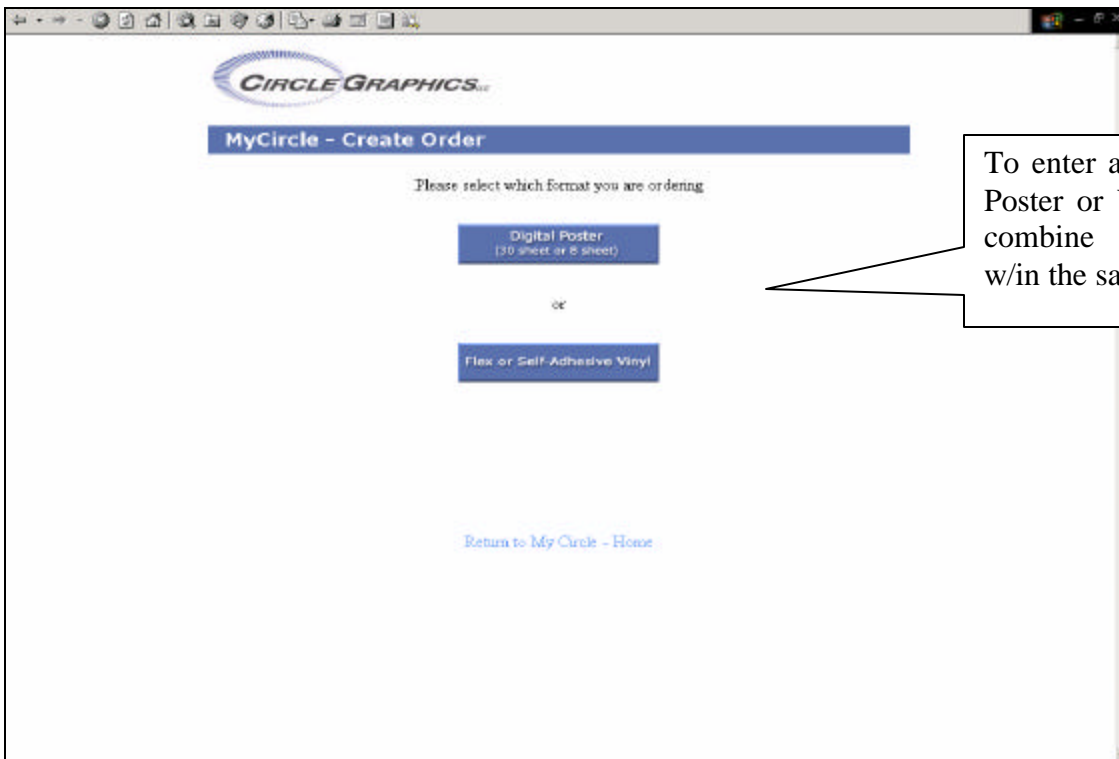
My Circle allows you to enter orders directly into our system (details on next several pages) as well as track your existing orders.

You can track your orders by looking at your:

- 1) Open (unshipped) Orders
- 2) Orders for Last 90 Days
- 3) All Orders



## ENTERING AN ORDER VIA MY CIRCLE



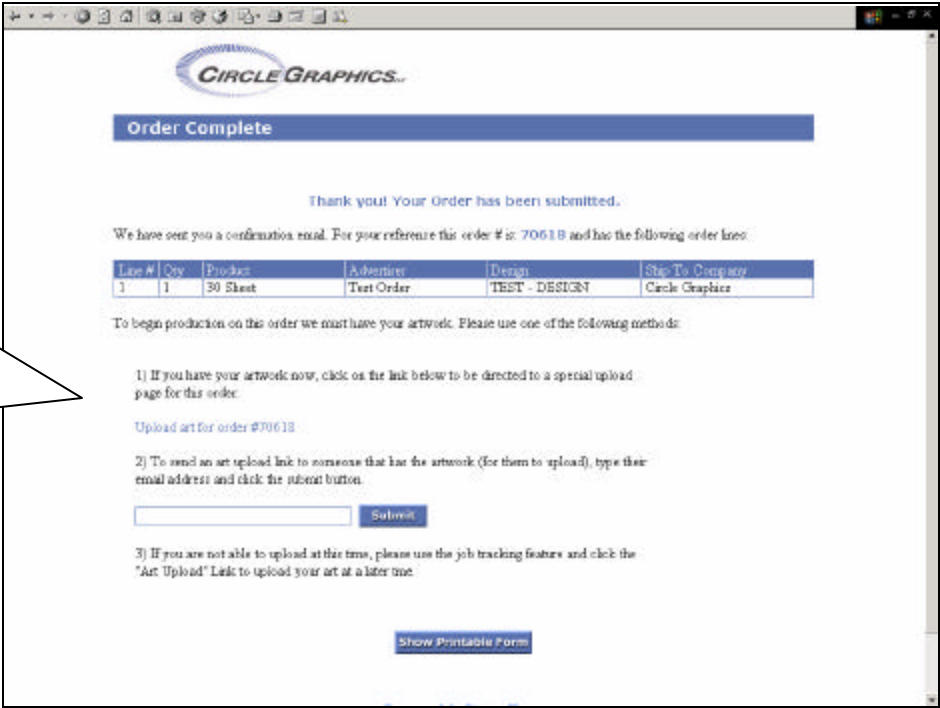
To enter an order, select either Poster or Vinyl (as we do not combine these product types w/in the same order).

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.

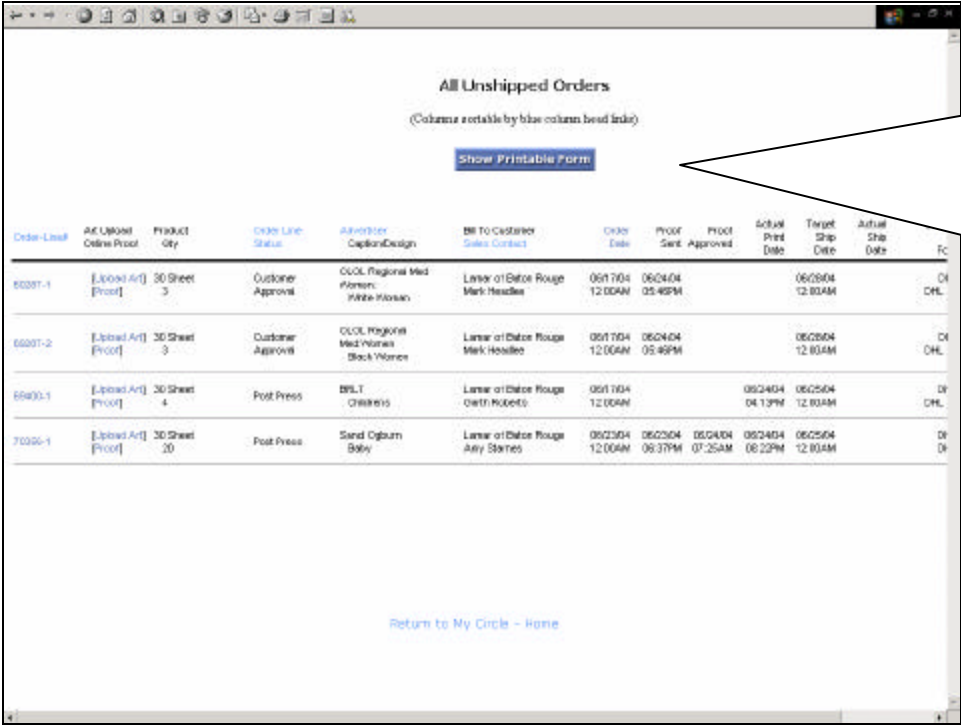
Leaf	Product	Qty	Advertiser	Design	Ship To

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.

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



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 Rec'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	
	WG4344945976

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 a big help to you in helping you PLACE and TRACK your production orders.*

*As always, THANKS for your business!*