

How-To Guide For The New Precision Images “Send Us Files” Portal 5-13-2019

Getting Started

The First Time You Use The New Portal:

1. Navigate to the new “Send Us Files” website located at:

<http://preciseportal2.precisionimages.com>

Or, simply click the “Send Us Files” icon on our homepage.

2. Click “Forgot Your Password” button, and follow instructions to reset password. You can keep it the same or change it. (There are requirements for length and special characters, as is the norm these days.)

3. Once you are into the new portal, please make sure your information has been transferred accurately.

*** We have migrated your email and Company address information from our old system, so you only need to “Reset” your password. If you have separate addresses for job sites or other locations you will need to add those in your new Address Book as needed, sorry but we did not migrate any old address book entries.*

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Orders | Sign in

Sign in Register Redeem invitation

* Email/Username wil@rmdemolition.com

* Password

Remember me?

Sign in Forgot your password?

Welcome to our new Send Us Files website!
If you were registered on our old site, you will need to select the “Forgot Your Password” and reset your password. Your “Invoice To” and “Deliver To” address will revert to your company address, please use the “My Address Book” area and create your alternate “Deliver To” address(es) as needed.

New features:

1. You can edit/add files/details for an Order until it is scheduled for production.
2. You can upload revised files to same Order after Production starts.
3. You can retrieve any PI scanned/created files from the same Order.

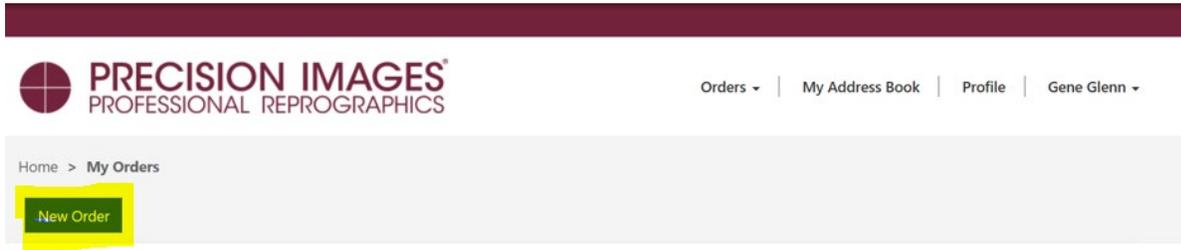
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Here’s what the new portal home page looks like – *so pretty!*

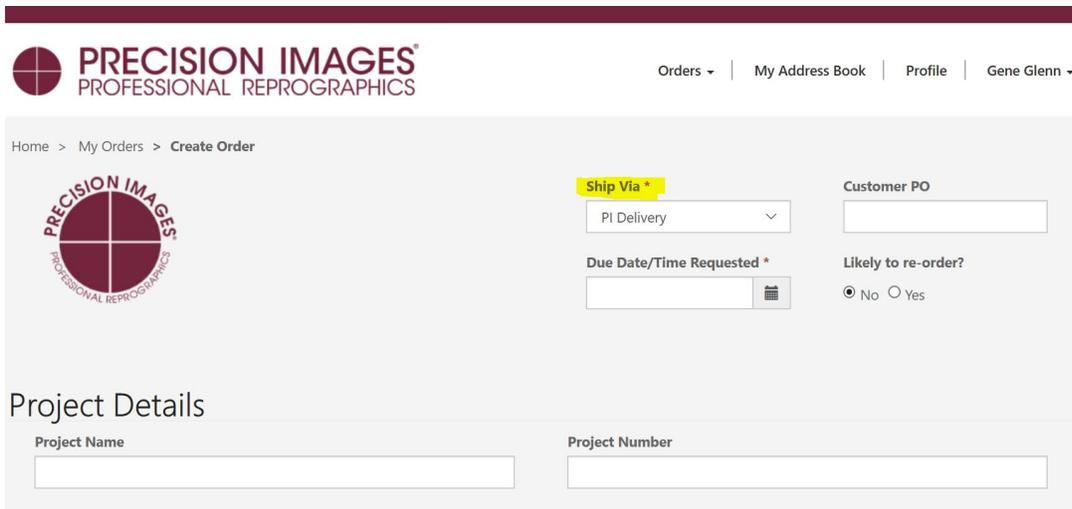
How To Guide For The New Precision Images “Send Us Files” Portal

Placing An Order

1. Click the New Order button:



2. Set up delivery, will call, rush orders, and shipping:



Ship Via *

- PI Delivery
- PI Delivery-RUSH
- UPS - 2nd Day
- UPS - Ground
- UPS - Next Day
- Will Call
- Will Call-RUSH
- Other (See instructions)

3. Next, you'll need to select a Due Date and Time:

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Orders | My Address Book | Profile | Gene Glenn

Home > My Orders > Create Order

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Ship Via *
PI Delivery

Customer PO

Due Date/Time Requested *

Likely to re-order?
 No Yes

Project Details

Project Name

Project Number

< March 2019 >

Su	Mo	Tu	We	Th	Fr	Sa		
24	25	26	27	28	1	2	^	^
3	4	5	6	7	8	9	08	: 40 AM
10	11	12	13	14	15	16		
17	18	19	20	21	22	23	v	v
24	25	26	27	28	29	30		
31	1	2	3	4	5	6		

- The Project Name and Project Number fields are optional, mostly for your future reference or for clarity during delivery.

Project Details

Project Name <input type="text" value="My big project in Portland"/>	Project Number <input type="text" value="PDX345"/>
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- Are we scanning hard copy files or do you need to send Order related items to us? If so, please change "Pick Up Originals" to YES. If Yes, please also define the "Originals To selection" as required.

Do you want Precision Images to Pick-Up the Originals from Your Location?

Pick Up Originals <input type="radio"/> No <input checked="" type="radio"/> Yes	Originals To <input type="text" value="Return"/>
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- Next, set the intended invoice recipient and click "Continue to the Next Step of Order":

Invoice To

Company * Northwest Integrators LLC	Attention: * <input type="text" value="Gene Glenn"/> <input type="button" value="Q"/>
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- Uploading Documents:

You will now be on the Documents section on the Order form. *Just a reminder, you can scroll up and down on the order form as needed to edit any information at any point.*

The Documents section has been broadly enhanced for those more complex orders but is still quick and easy for attaching a few files, we hope you like it. If you are order does not include attached files, please use this same process and define the sections of your hard copy as required.

Documents

*You can use the "Attach File(s)/Create Document List" button as many times as needed to create your file(s) or document(s) list. You can attach one, many, or no files (For hard copy) for each "Submit".

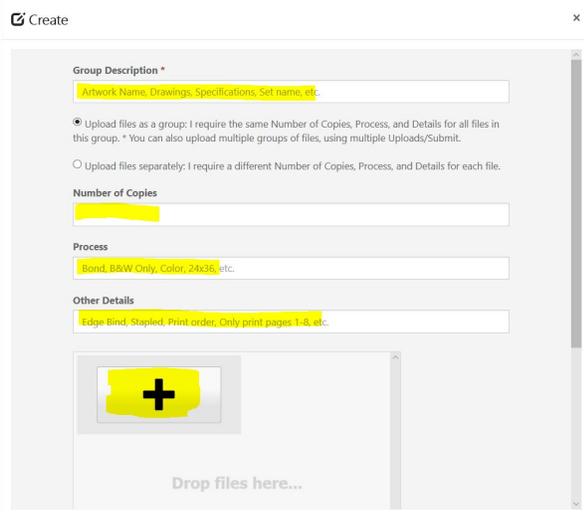
Name ↑	FileName	Number of Copies	Process	Other Details	Edit
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There are no records to display.

This is the new Attach File Create Document list form below.

Here you'll add Group Description, Number of Copies, Process, and Other Details as you require.

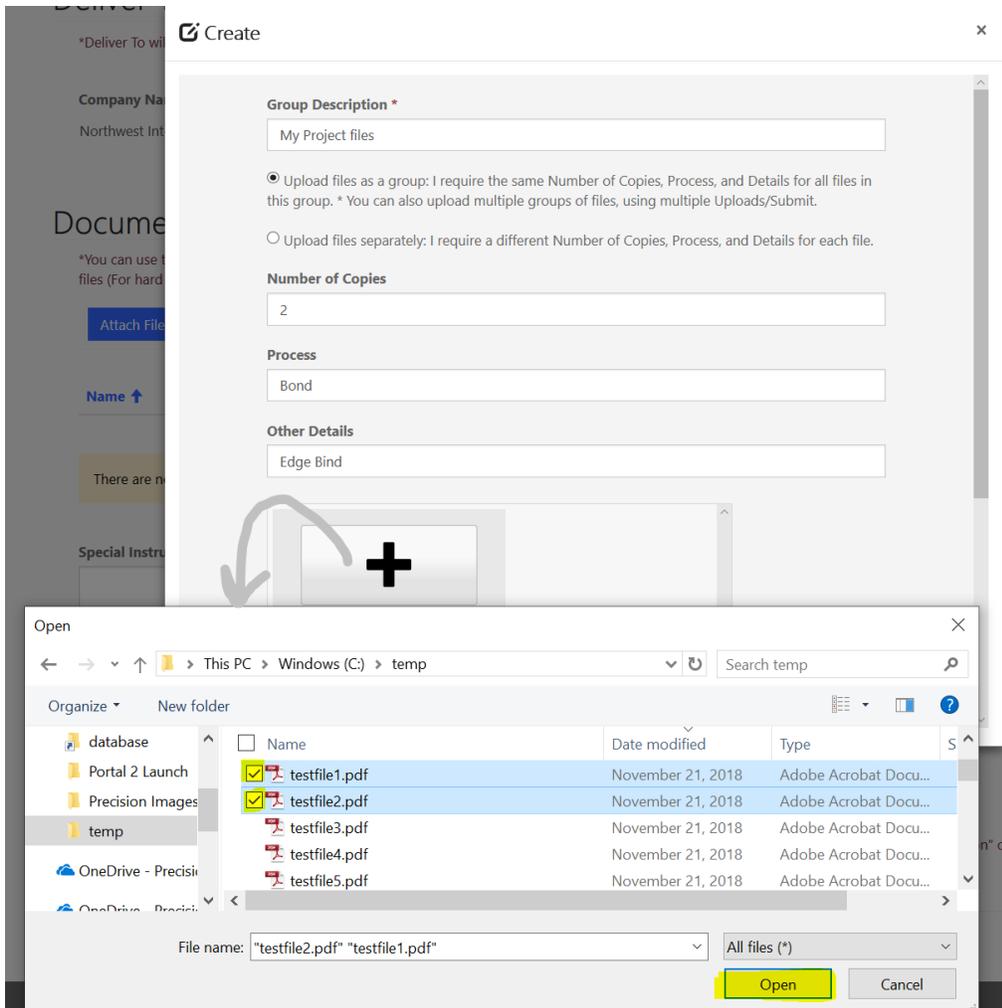
You can select the + sign to add your files using File Explorer, or drag and drop your files from another window onto the white space next to the big +.



The screenshot shows a web form titled "Create" with a close button (x) in the top right corner. The form contains several sections:

- Group Description ***: A text input field with the placeholder text "Artwork Name, Drawings, Specifications, Set name, etc." highlighted in yellow.
- Upload options**: Two radio buttons. The first is selected and labeled "Upload files as a group: I require the same Number of Copies, Process, and Details for all files in this group. * You can also upload multiple groups of files, using multiple Uploads/Submit." The second is labeled "Upload files separately: I require a different Number of Copies, Process, and Details for each file."
- Number of Copies**: A text input field with a yellow highlight.
- Process**: A text input field with the placeholder text "Bond, B&W Only, Color, 24x36, etc." highlighted in yellow.
- Other Details**: A text input field with the placeholder text "Edge Bind, Stapled, Print order, Only print pages 1-8, etc." highlighted in yellow.
- File Upload Area**: A large white rectangular area with a yellow square containing a black plus sign (+) in the top left corner. Below the area is the text "Drop files here..." in a light gray font.

Once you have the files selected, click "Open", which puts those files in the upload queue.



You are now ready for Upload (First), then finally Submit (Second):

Other Details

Edge Bind


 **testfile2.pdf**
28KB



Total files: 2 

 Upload

To File list

Upload files first, then click the "Submit" button below after Uploading files!

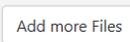
 Submit

After the files have been Uploaded, please notice you can Add or Remove from this Uploaded Queue below as needed before clicking "Submit".

Other Details

Edge Bind

File name	File size	
testfile1.pdf	28890	 Remove
testfile2.pdf	28890	 Remove

 Add more Files

Upload files first, then click the "Submit" button below after Uploading files!

 Submit

Your files will then appear in the Documents area

Now that you have signed in you will see a form that has many similarities to the old Send Us files form. Let's go through a few of the basics before proceeding with a new order.

Orders in production and making changes:

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Orders ▾ | My Address Book | Profile | Gene Glenn ▾

Home > My Orders > Create Order

My Orders
In-Production Orders

Ship Via *
PI Delivery ▾

Customer PO

Due Date/Time Requested *

Likely to re-order?
 No Yes

Selecting the Orders link at the top of the form yields two sub selections; including My Orders and In-Production Orders. Any Order you create will stay in your My Orders area until Precision Images has formally put the Order into production. You can make any changes to your Order up until the time production starts. After production starts you still can convey changes via the same Order using the Revised Files section and the Revision Instructions notes section. We will discuss revisions after going through the initial order process.

Setting Up Pick-up and Delivery Addresses

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Orders ▾ | My Address Book | Profile | Gene Glenn ▾

Home > My Address Book

New Address

Deliver To ↑	Street 1	City	State/Province	ZIP/Postal Code	Account	Contact Person	Phone
JobShack UofP	5000 N Willamette Blvd.	Portland	OR	97203	Northwest Integrators LLC	Chris	503-887-3229 ▾
Jobsite PSU	724 SW Harrison St	Portland	OR	97210	Northwest Integrators LLC	Heather	503-799-7337 ▾

Selecting the “My Address Book” link allows you to create alternate address locations and contacts that you may need for your Orders. To create a New Address, just select the New Address button and fill out the form as required, then click Submit. You can easily edit any existing entry by selecting the pulldown arrow to the right of the entry.

*Be sure to include contact and phone to aid our delivery drivers in a quick delivery.