



# **“Send Us Files” User Guide**

Enjoy this handy user guide, it should answer any questions you have. Of course, you can always contact us if you get stuck or have a question. Give us a call at 503-274-2030.

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### **1. Getting Started For Existing Users–**

#### **The First Time You Use The New Portal:**

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

<http://preciseportal2.precisionimages.com>

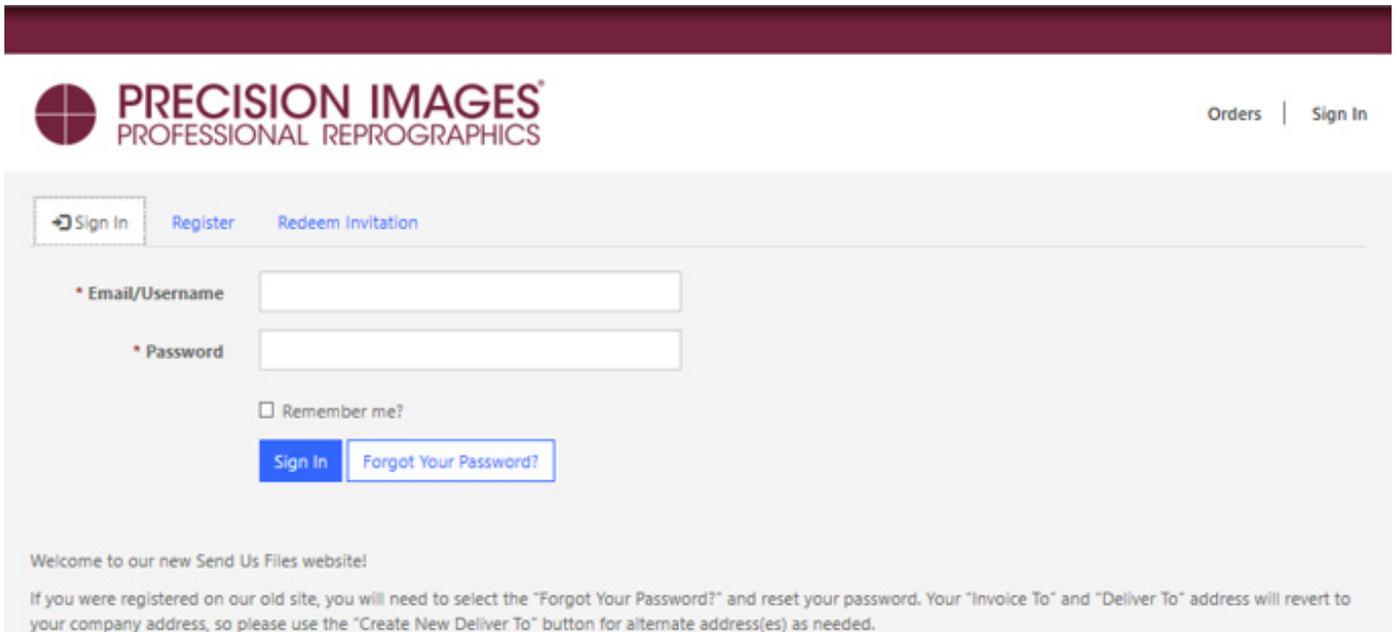
Or, simply click the “Send Us Files” icon on our homepage.

Click the “Forgot Your Password” button, and follow instructions to reset password. (There are requirements for length and special characters, as is the norm these days.)

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

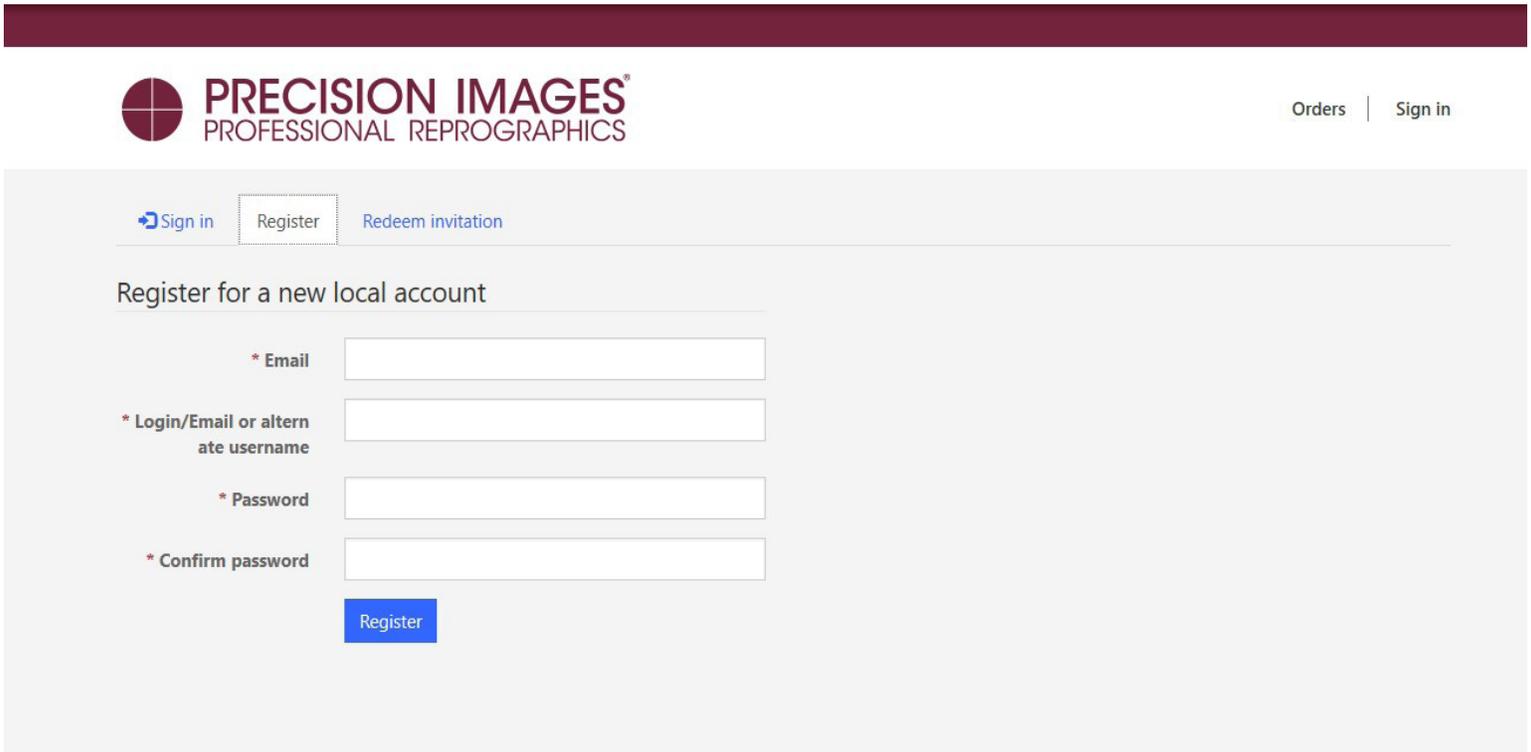
*\*\* We have migrated your email and Company address information from our old system, so you only need to “Reset” your password. If you have separate addresses for job sites or other locations you will need to add those in your new Address Book as needed, sorry but we did not migrate any old address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

*Please specifically check your Profile/Default Deliver To Address which will be used, unless otherwise specified. You will be set to “Use Company Address = Yes, if your billing and shipping address are the same. You will be set to “No”, if your shipping address is different from your billing (a PO Box for example). Please let us know if you are set to “Yes” and the address information is incorrect. Feel free to set “No” and put in your preferred default deliver to address. You can create other alternate addresses in the “My Address Book” area as needed.*



## 2. Getting Started For New Users–

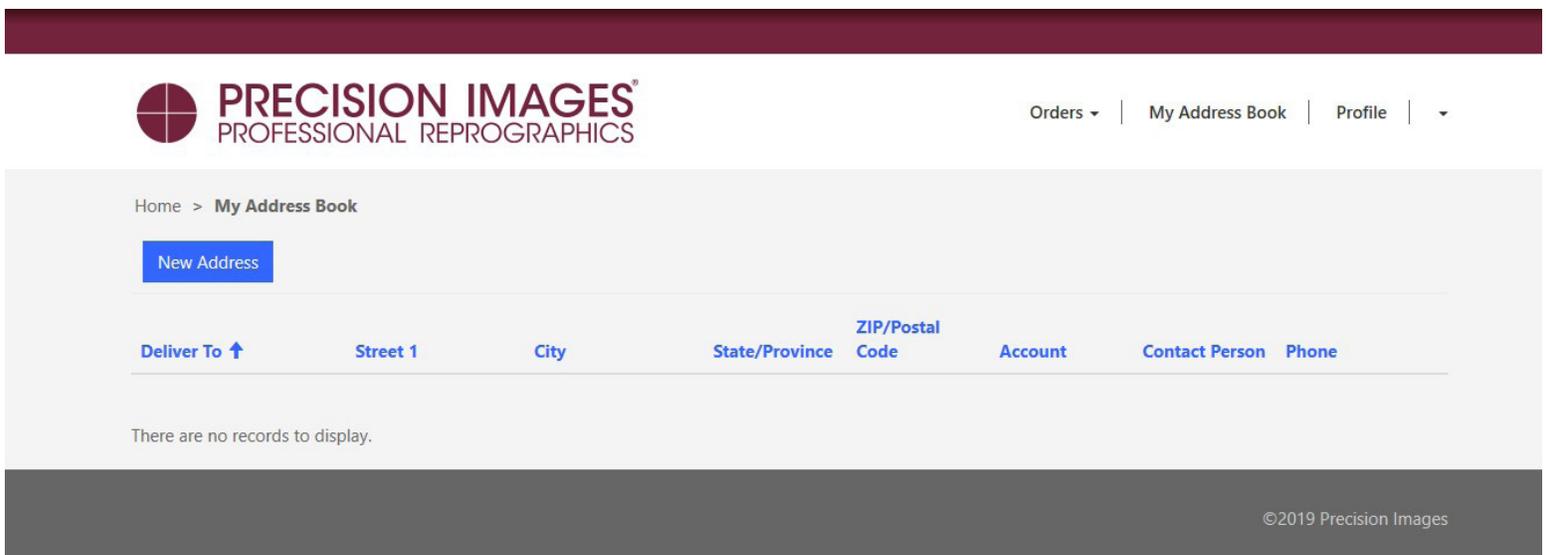
- Navigate to the new “Send Us Files” website located at: <http://preciseportal2.precisionimages.com> Or, simply click the “Send Us Files” icon on our homepage.
- Click on "Register".
- Fill in the email, user name, and password of your choice.
- When you click on the blue "Register" button, you will be take to your account dashboard.
- Next step is to create your "Profile" and/or submit a "New Order".



The screenshot shows the registration page for Precision Images. At the top left is the logo: a red circle with a white cross, followed by the text "PRECISION IMAGES" in a large, bold, serif font, and "PROFESSIONAL REPROGRAPHICS" in a smaller, sans-serif font below it. To the right of the logo are the links "Orders" and "Sign in". Below the logo is a navigation bar with three buttons: "Sign in" (with a blue arrow icon), "Register" (highlighted with a dashed border), and "Redeem invitation". The main heading is "Register for a new local account". Below this are four input fields, each with a red asterisk label: "\* Email", "\* Login/Email or alternate username", "\* Password", and "\* Confirm password". A blue "Register" button is positioned below the "Confirm password" field.

Above: The new account registration form, it's pretty straightforward.

Below: Once registered, this dashboard will appear:



The screenshot shows the user dashboard for Precision Images. At the top left is the same logo as in the registration form. To the right are the links "Orders" (with a dropdown arrow), "My Address Book", "Profile", and another dropdown arrow. Below the logo is a breadcrumb trail: "Home > My Address Book". A blue "New Address" button is located below the breadcrumb. Below the button is a table with the following columns: "Deliver To" (with an upward arrow), "Street 1", "City", "State/Province", "ZIP/Postal Code", "Account", "Contact Person", and "Phone". Below the table, the text "There are no records to display." is shown. At the bottom right of the page, the copyright notice "©2019 Precision Images" is displayed.

### 3. Setting Up A New Profile–

- Once you are logged in the dashboard will appear, in the upper right corner, click on "Profile".
- Fill in the fields and "Deliver To Address".
- Click the blue "Submit" button.
- Note\*: If you have deliveries that go to more than one location, you can add more addresses by clicking on "My Address Book".

Home > Profile

## Profile

**CONTACT INFORMATION**

Full Name \*

Email \*

Account Name \*

Job Title

Business Phone \*

Mobile Phone

**Default Deliver To Address**

Use Company Address?  
 No  Yes

Address

**CONTACT PREFERENCES**

Preferred Method of Contact  
Any

Submit

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### 4. Placing An Order

In the Dashboard, click the "New Order" button.

Home > My Orders

**New Order**

Orders | My Address Book | Profile | Gene Glenn

# Placing An Order, continued...



Home > My Orders > Create Order



Ship Via \*

PI Delivery ▾

Customer PO

Due Date/Time Requested \*

Likely to re-order?

No  Yes

## Project Details

Project Name

Project Number

Ship Via \*

PI Delivery ▾

PI Delivery

UPS - 2nd Day

UPS - Ground

UPS - Next Day

Will Call

Other (See instructions)

Set up delivery, will call, rush orders, and shipping:  
Shipping, delivery, rush, and will call information is here.

Left: Shipping options drop down menu.

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

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

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.

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Ship Via \*  
PI Delivery ▾

Customer PO

Due Date/Time Requested \*

Quote

Project Details

Project Name

Pick Up Originals  No  Yes

Invoice To

June 2019

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

08 : 37 AM

Pick Up Originals  No  Yes

Originals To  ▾

Next, set the intended invoice recipient and click "Continue to the Next Step of Order":

**Invoice To**

**Company \***  
Northwest Integrators LLC

**Attention: \***  
Gene Glenn

**Continue to Next Step of Order** **Cancel**

### 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 your order does not include attached files, please use this same process and define the sections of your hard copy as required.*

- 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 +.

**Create**

**Group Description \***  
Artwork Name, Drawings, Specifications, Set name, etc.

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.

Upload files separately: I require a different Number of Copies, Process, and Details for each file.

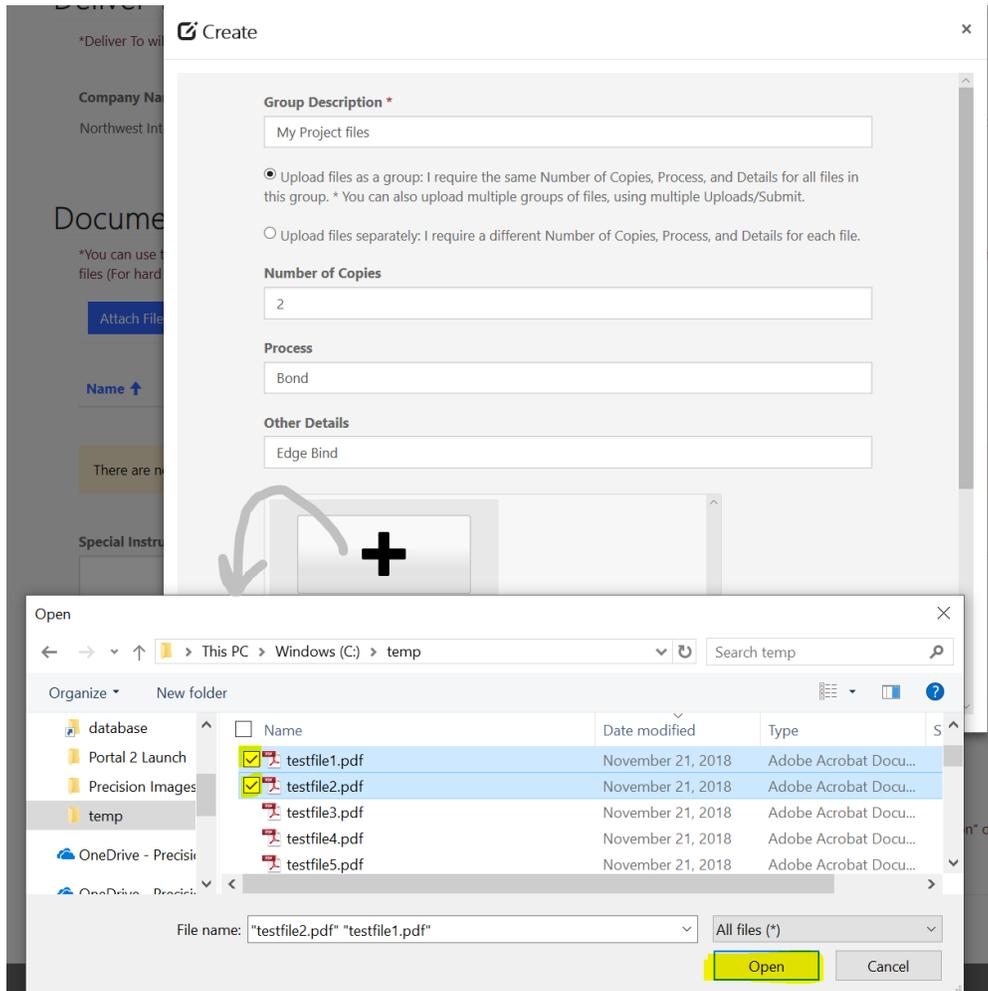
**Number of Copies**  
[Empty text input field]

**Process**  
Bond, B&W Only, Color, 24x36, etc.

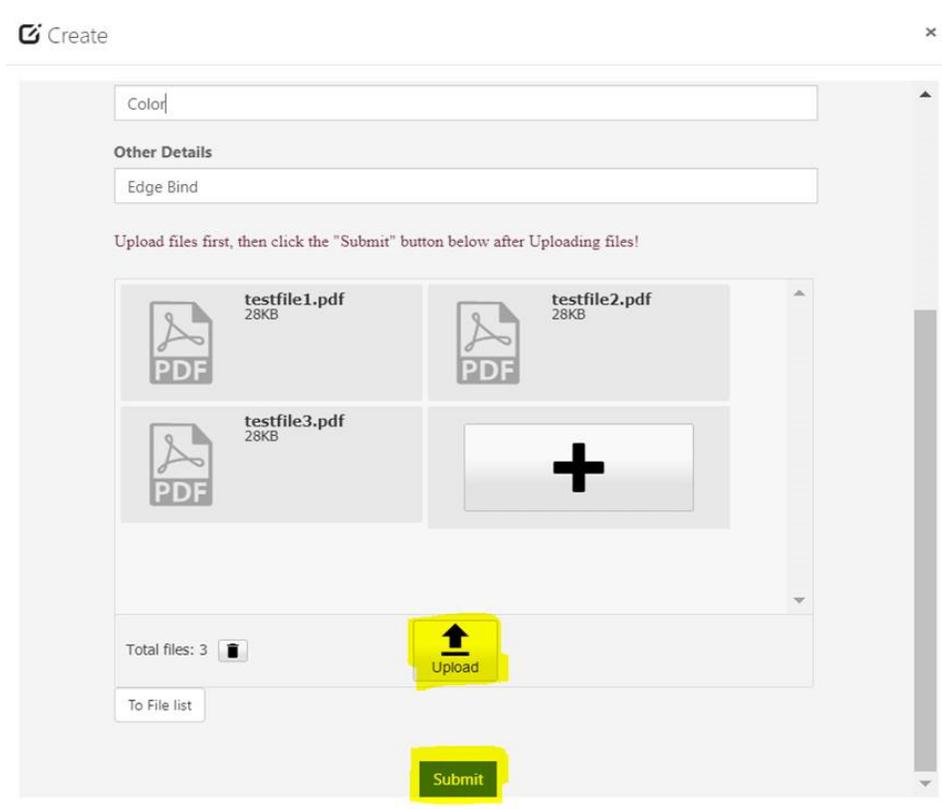
**Other Details**  
Edge Bind, Stapled, Print order, Only print pages 1-8, etc.

**+**  
Drop files here...

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):



After the files have been Uploaded, please notice you can Add or Remove files 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

## 5. Changing An Order

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.

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PROFESSIONAL REPROGRAPHICS

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

## 6. Adding Addresses For Pick-up and Delivery

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 number to aid our delivery drivers in a quick delivery.*

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PROFESSIONAL REPROGRAPHICS

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 ▾ |