



# pixa print portal

QUICK START GUIDE: ARIZONA'S CHILDREN ASSOCIATION





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## WELCOME TO THE PIXA ONLINE PRINT PORTAL!

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At Pixa, we pride ourselves on being at the top of our game—which means providing our clients with the very best. Although we've offered you web-to-print services in the past, we recently realized that there is even better technology available.

Don't worry! The new system is just as easy to use. We are excited to give you access to the:

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### PIXA ONLINE PRINT PORTAL

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Our web-based document management center is an online library of your documents that significantly streamlines how you manage, order, and replenish your mission-critical documents.

This Quick Start Guide will take you step by step through the operation of the online print center so you are up and running in no time. We look forward to supporting you in all of your print and marketing needs.

***-The Pixa Team***

## instant access and control

Access your pre-selected documents at any time and from any place. Manage inventory, update time-sensitive information and reduce costs. These are just a few of the many benefits you'll enjoy with our new customized online order center.

Other benefits include:

- ▶ Central Repository for Printed Documents
- ▶ Brand Consistency Across All Markets
- ▶ Budget Management
- ▶ 24/7 Ordering
- ▶ Real-time Proofing
- ▶ Ease of Use
- ▶ Mobile Friendly

*Let's get started!*



## BEFORE YOU BEGIN, PLEASE HAVE THE FOLLOWING INFORMATION PREPARED:

- ▶ Name of Supervisor who has approved the order \*
- ▶ Program code for billing and supervisor approved quantity
- ▶ Reason for ordering

**Go to [azcadocs.com](http://azcadocs.com)**

Login with your Username and Password.



## View Dashboard

Once you have entered your username and password, you will be taken to the dashboard. This is the starting point to order documents for print and to manage your account.

From this screen you can:

- ▶ Find the specific product to be ordered
- ▶ Place an order
- ▶ View your order history

Select product category -for instance, Business Cards.

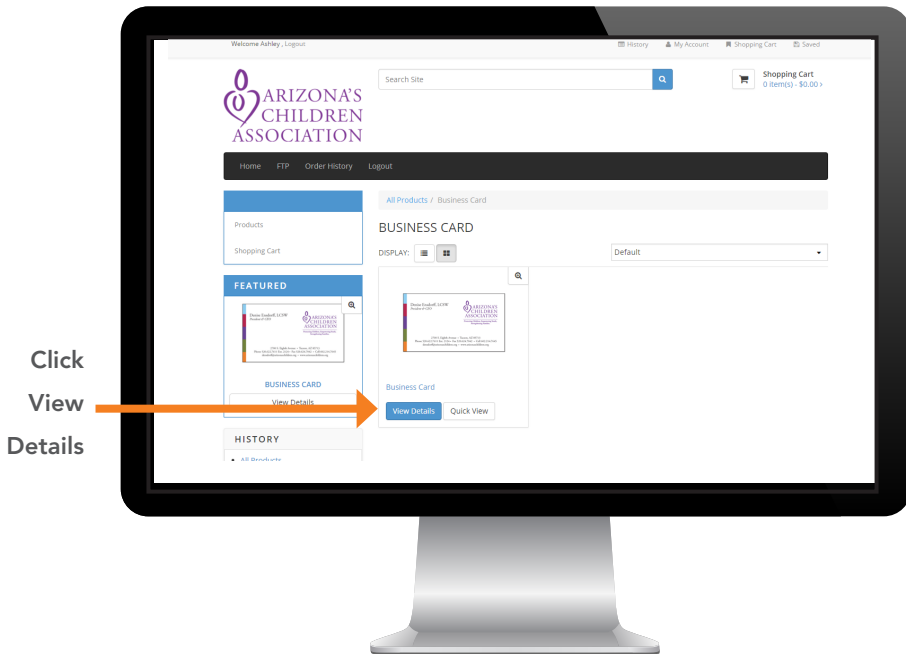
Click View  
Items to see  
all Business  
Cards.



## Select Specific Product

Select specific product -for instance, choose the specific Business Card you'd like to order.

Click View Details.



# Enter Information

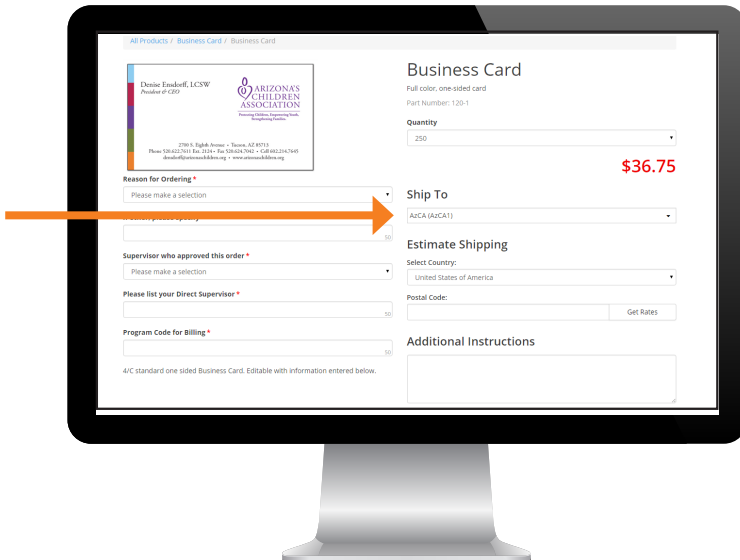
Enter the Reason for Ordering, Supervisor who approved the order, your Direct Supervisor and the Program Code for Billing.

Enter quantity as well.

Leave the "Ship To" as is-you can edit it at the Shopping Cart level.

Scroll down and click Customize Order.

Leave  
as is





# Customize

Customize all necessary information.

Click Update Preview to view your changes in a real-time proof. Make sure to review all pages in a document for spelling, addresses, phone numbers, etc.

Review the preview of your card. Click on Click to enlarge preview.

*\*\*\*This step is very important. If you have entered any information incorrectly and your cards are printed accordingly, your program will be responsible for payment of both the incorrectly printed cards AND any reprints required.*

When you are satisfied with the changes, click the check box to approve the proof.

Click Add to Cart.

The screenshot shows a web interface for customizing a card. At the top, a light blue banner reads "All required items have been completed." Below this, there are several form fields and a preview window. On the left, the "Name" field contains "Jane Smith, PhD". Below it are "overflow (optional)" fields, "Job Title Line 1" (Title 1), "Job Title Line 2" (Title 2), "Address" (711 E Missouri Avenue, Suite 200), "City" (Phoenix), "State" (AZ), "Zip" (85014), and "Phone" (602.123.4567). In the center, the "Page Number" is set to "1" and "Preview Size" is "Standard". To the right of these fields is a green "Update Preview" button, which is pointed to by an orange arrow from the text "Update Preview" on the right. The preview window shows a card design for "ARIZONA'S CHILDREN'S ASSOCIATION" with contact information: "711 E Missouri Avenue, Suite 200 • Phoenix, AZ 85014", phone numbers "(Phone) 602.123.4567 Ext. 4332 • (Fax) 602.236.5678 • (Cell) 602.335.0780", and the website "http://www.arizonaschildren.org". At the bottom of the preview window, there is a red-bordered box with a warning icon and the text: "Whoa Nelly! Please take a minute to review your artwork so you don't end up paying for something that is not perfect." An orange arrow points from the text "Approve Proof" on the right to this warning box. At the bottom of the interface, there are three buttons: "Update Preview" (green), "Cancel" (red), and "Add to Cart" (blue).

Approve Proof



# Review Cart & Shipping

Review Cart

Select shipping option

Select the Ship To address per item

If you need to add a new location, please move to Page 9.  
Otherwise skip to Page 10.

The screenshot shows a 'Shopping Cart' interface. On the left, there are two annotations with orange arrows pointing to specific parts of the cart:

- 'Shipping Option' points to the 'Shipping options:' dropdown menu, which currently shows 'Customer Pickup \$0.00'.
- 'Ship To Address' points to the 'Ship To:' dropdown menu, which currently shows 'AzCA (Central Region (PHX))'.

The cart contains one item: 'Business Card' with a quantity of 250 and a price of \$36.75. The 'Job Item Name' is 'Janie Smith, BS, BHT'. The 'Details' section shows 'Quantity =>250'.

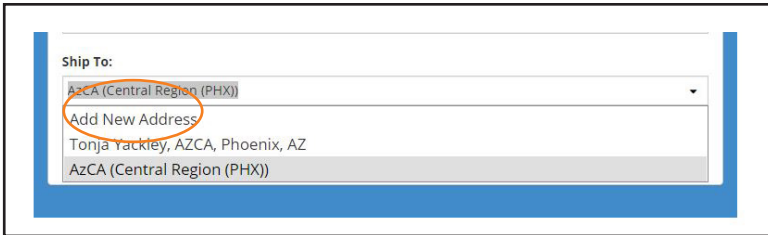
On the right side of the cart, there is an 'ORDER SUMMARY' section:

ORDER SUMMARY	
1 product shipping to 1 location	
Items:	\$36.75
Shipping:	\$0.00
Total Before Tax:	\$36.75
Estimated Tax:	\$2.92
<b>Order Total:</b>	<b>\$39.67</b>

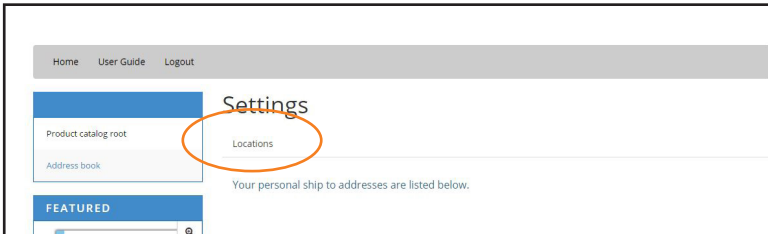
Below the order summary are two buttons: 'Continue Shopping' and 'Proceed to Checkout'.

# Add New Location

Under the Ship To section, select Add New Address

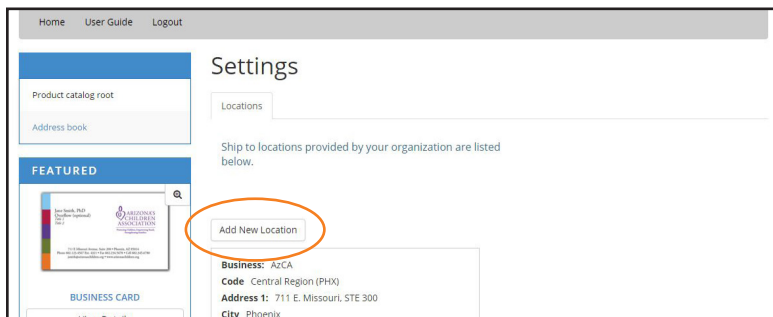


This will take you to a new screen. From the new screen, select Locations tab



# Add New Location Continued

Select Add New Location



Home User Guide Logout

## Settings

Product catalog root  
Address book

**FEATURED**

**BUSINESS CARD**  
View Details

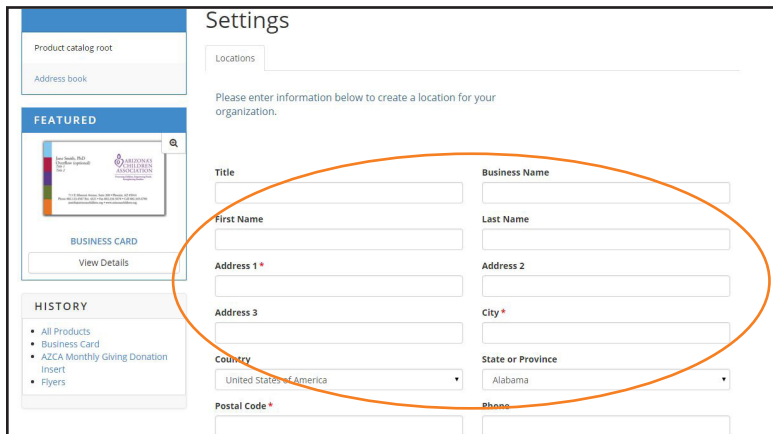
Locations

Ship to locations provided by your organization are listed below.

**Add New Location**

**Business:** ASCA  
**Code:** Central Region (PHQ)  
**Address 1:** 711 E. Missouri, STE 300  
**City:** Phoenix

Fill out information to create a new location for your organization.



Product catalog root  
Address book

**FEATURED**

**BUSINESS CARD**  
View Details

**HISTORY**

- All Products
- Business Card
- AZCA Monthly Giving Donation
- Insert
- Flyers

## Settings

Locations

Please enter information below to create a location for your organization.

**Title**

**Business Name**

**First Name**

**Last Name**

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**Country**  
United States of America

**State or Province**  
Alabama

**Postal Code \***

**Phone**

## NOTE:

When filling out the new location information, you will be prompted to enter a code. This is simply what will show in the drop down menu when selecting addresses.

Please make sure you enter the street address in the code section.

For example, if the new location is:

3780 S. 4th Avenue Extension, Ste. K  
Yuma, AZ 85365

Then the code you should enter is:

3780 S. 4th Avenue Extension, Ste. K



The image shows a screenshot of a web form with a black border. The form is divided into several sections. On the left, there is a 'Fax' label above an empty input field. Below that is a 'Code \*' label above another empty input field, which is circled in orange. On the right, there is an 'Email' label above an empty input field. Below that is a 'General Information' label above another empty input field. At the bottom right of the form, there are two buttons: a blue 'Save' button and a red 'Cancel' button.

When finished, click Save.

Click on your Shopping Cart to return to your item and the new address you added will now appear in the Ship To drop down menu.

# Send Order

Proceed to Checkout

The screenshot displays the Arizona's Children's Association website's shopping cart interface. At the top left is the organization's logo. A search bar and a shopping cart icon with '1 Item(s) - \$39.67' are at the top right. A navigation bar includes 'Home', 'User Guide', and 'Logout'. The main heading is 'Shopping Cart'. The left column contains shipping information: '1 Item Shipping To:' with address '3780 S. 4th Avenue Extension, Yuma, AZ 85305, Ste. K', 'Shipping options:' set to 'Customer Pickup \$0.00', a 'Business Card' for 'Jane Smith, BS, BHT' with quantity '250' and price '\$36.75', and 'Ship To:' set to '(3780 S. 4th Avenue Extension)'. The right column is the 'ORDER SUMMARY' showing '1 product shipping to 1 location', 'Items: \$36.75', 'Shipping: \$0.00', 'Total Before Tax: \$36.75', and 'Estimated Tax: \$2.92', resulting in an 'Order Total: \$39.67'. At the bottom of the summary are two buttons: 'Continue Shopping' and 'Proceed to Checkout', with the latter highlighted by an orange oval.

Click Invoice Me to send invoice

Please contact Diana Torres if you have any questions or concerns about the ordering process or if you do not receive your cards within 2 weeks of placing the order. If you make errors in your submitted card order and want to cancel or change your order, email [DTorres@arizonaschildren.org](mailto:DTorres@arizonaschildren.org) immediately.

**NOTE:**

Your order is not received by Pixa until an authorized person in your organization has approved it.

**THANK YOU FOR USING THE PIXA ONLINE PRINT PORTAL!**

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