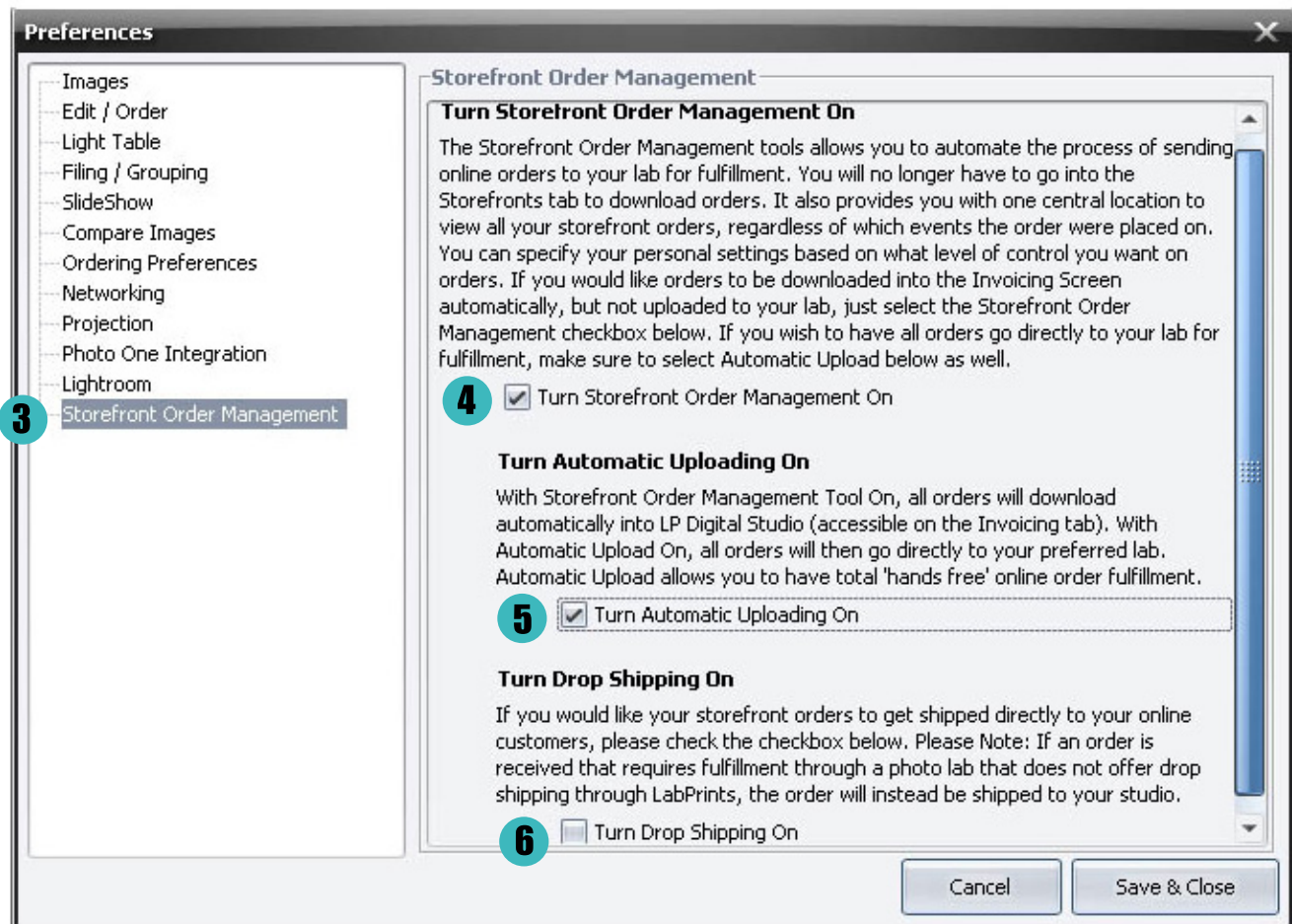


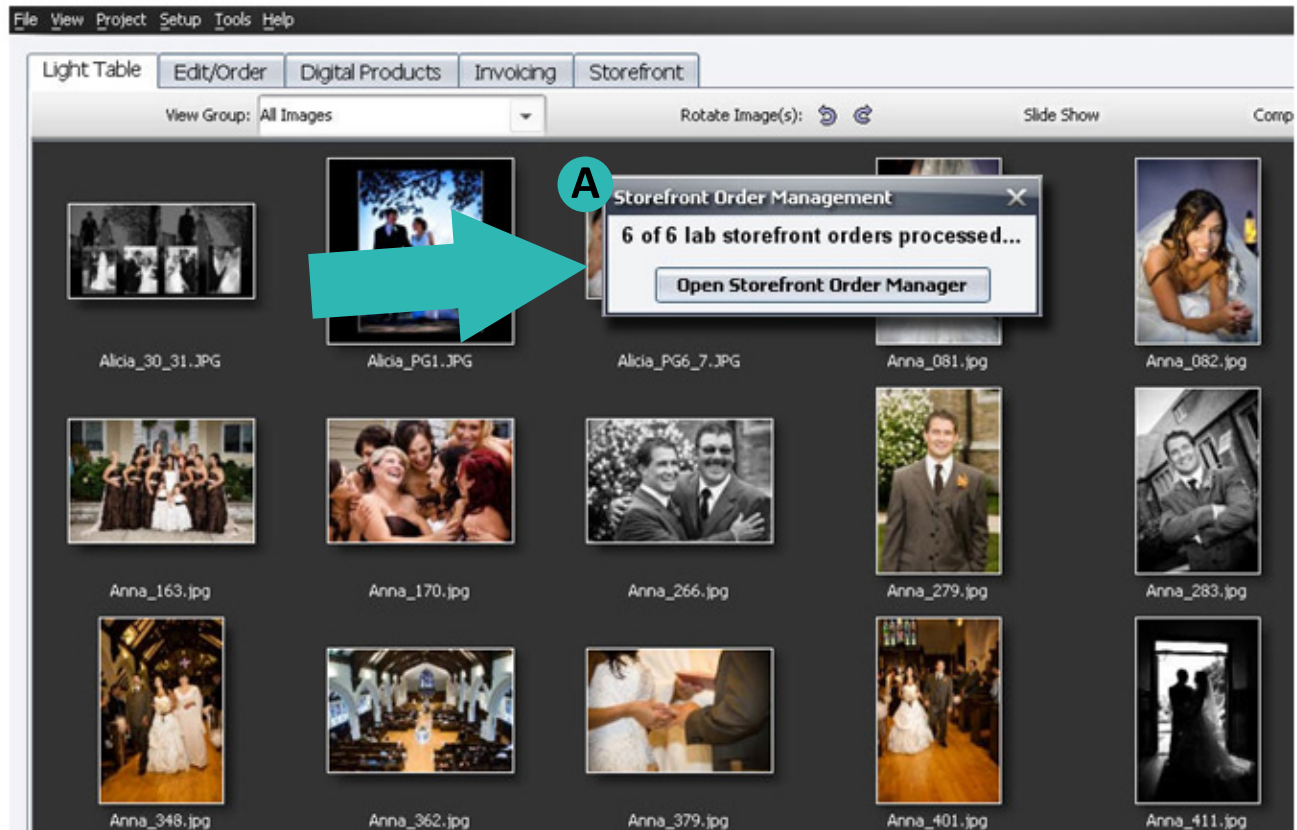
Introducing Order Management from LabPrints--a new way to send orders to your lab! You can choose to have all your online orders go directly to your lab (Automatic Uploading) or simply have orders download automatically into the invoicing screen (You can then check the order before manually sending onto the lab).

To get started:

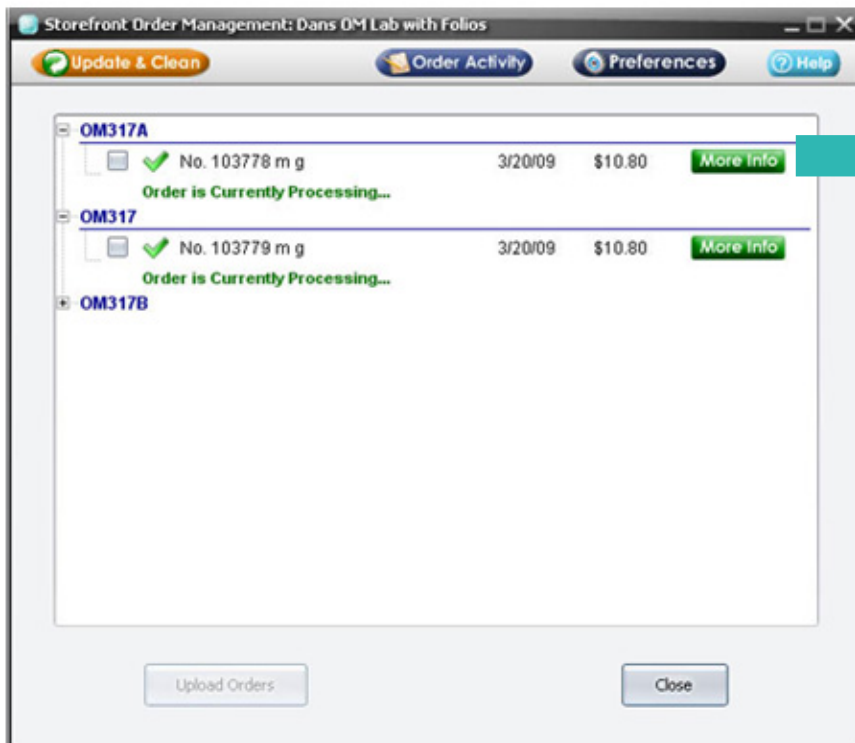
- 1) Open a project in LP Digital Studio
- 2) Go to >**Setup** in the upper-left hand corner, select >**Preferences**
- 3) Select > **Storefront Order Management** (see screen shot below)
- 4) To enable Order Management and have online orders download automatically into the invoicing screen, check the box '**Turn Storefront Order Management On**'
- 5) If you would like online orders to be sent directly to your lab, then ALSO check the box for '**Turn Automatic Uploading On.**' (You will be able to select a price threshold to determine what orders will be sent to your lab, if desired, along with several other options.)
- 6) Check the '**Turn Drop Shipping On**' if you want all orders to be shipped directly to your customers. (Drop shipping is only available if your lab offers it.)



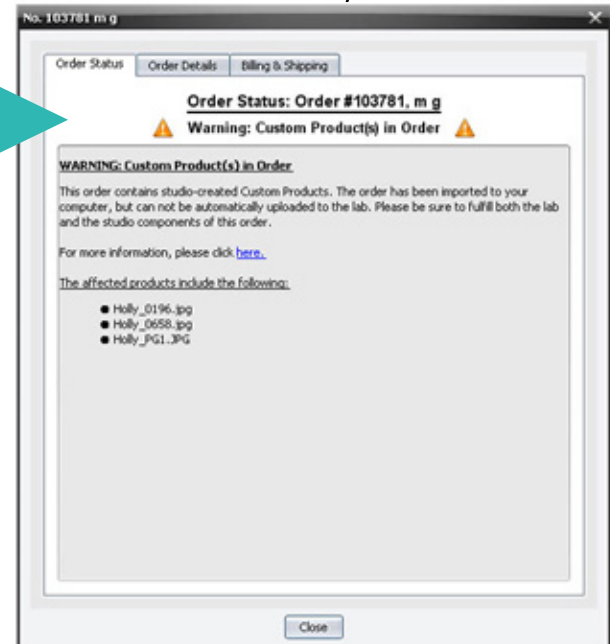
Once you have set up Order Management, you will still receive e-mails from LabPrints letting you know that an online order has been placed. Every time you open LP Digital Studio, the program will “look” for any storefront orders; whenever orders are present, this window(A) will appear to let you know, regardless of what project is open. You can close this if you’d like, and still get the order info in the main Order Management window (**Tools >Storefront Order Management**). This new window will not appear if there are NO new orders. It does appear when new orders are placed.



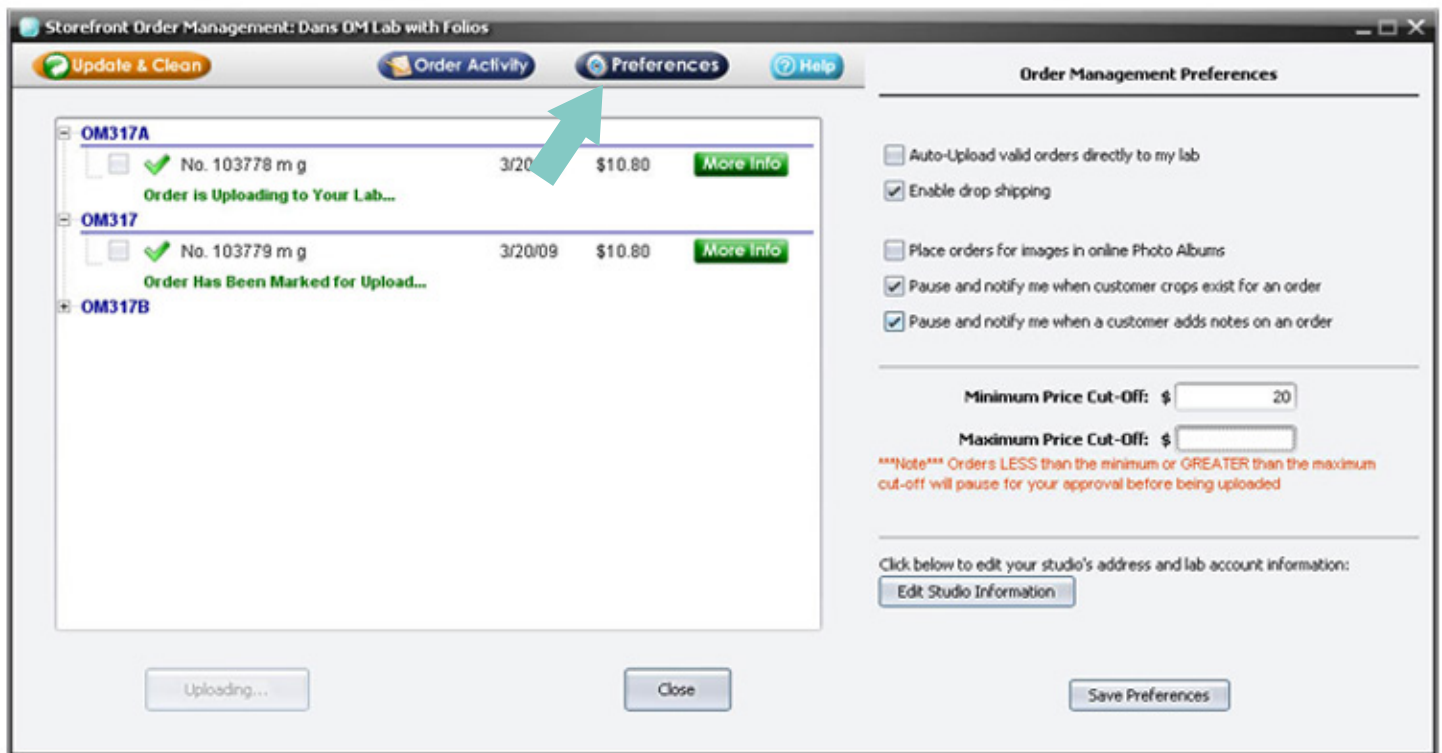
Referring to the screen shot below--all orders whether they have been placed to your lab or are waiting for upload to the lab by you, will be represented in this screen. Next to each order will be a symbol representing the status of the order. By clicking on the ‘**More Info**’ button you can obtain more clarification and directions if necessary. After you resolve issues you will need to return to the screen on the left and select the appropriate order check boxes, then click on ‘Upload Orders’ button.



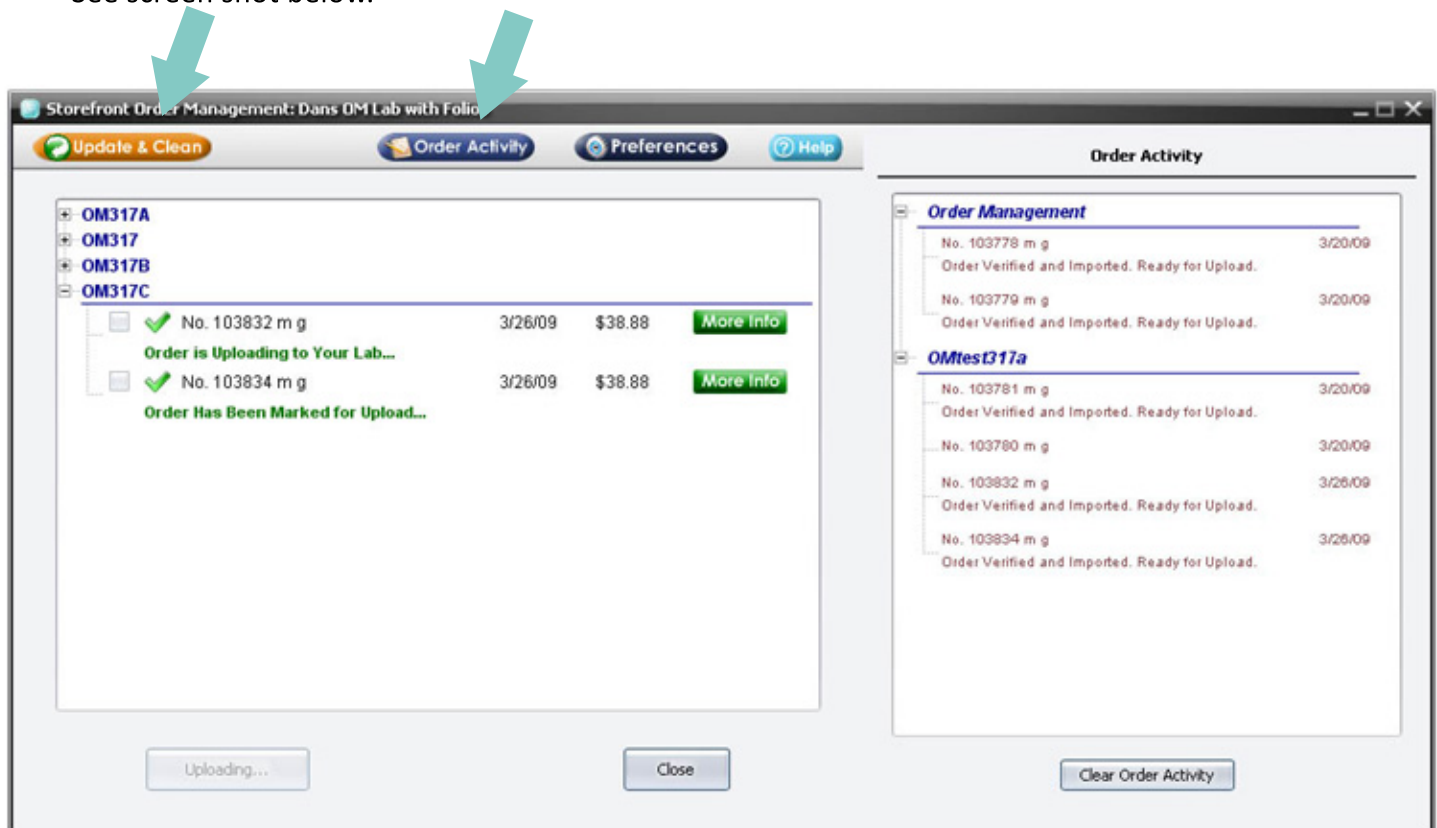
More info about your orders.



The **'Preferences'** button is another place for you to turn on 'Auto-Upload' and 'Drop Shipping.' (See screen shot below.) If you select to have your orders be sent directly to your lab, you can still define criteria to "pause" certain orders from being sent. For example, if you would like all orders under \$20 to be paused so that you can combine with other small orders, input \$20 in the Price Minimum field. If you want extremely large orders to be paused, then place a dollar amount in the Maximum field (i.e. \$500--all orders \$500 and over will be paused for your approval before going to your lab). In certain situations, pausing may occur automatically. For example, when someone places an order for a custom product or service, the order will pause waiting for your input.



The 'Update & Clean' button will clear all orders from the window, if they have been sent to the lab. Basic order info will be retained in the system, however, and can be seen by clicking on 'Order Activity.' See screen shot below.



Part of Order Management is our new Cropping tool for your customers! You can opt to require your customers to crop all of their images, you can have it be optional, or you can select to not use the Cropping tool. You will see the NEW Cropping feature in the Event Setup process. See screen shot below.

Dans OM Lab with Folios: dans om lab01

File View Project Setup Tools Help

Light Table Edit/Order Digital Products Invoicing Storefront

Quick Tools
Album Builder Filing / Grouping Composite Designer

< Return to Storefront Main Page

Currently logged in as: demo2@labprints.com Logout

Home

Storefront
Account Info
Billing Statement
Settings
Statistics

Events
Host A New Event
Edit Events
View Orders

Help

Event Information Setup: Step 2

NOTE: You can go back and edit this information at any time.

Event Information for: om26

Display Cover Page: ☒ (View Example)

Title For Event Cover Page:

Password protected: ☐

Customer Cropping

Disabled
Customers will NOT be given the option to crop any of the images in their order before checking out. ☒

Optional
Customers have the option of cropping some, none, or all of the images in their order before checking out. ☐

Required
Customers MUST crop each of the images in their order before checking out. ☐

Optional Search Criteria (Useful for making your events more searchable)

Participant #1 Last Name:

Participant #2 Last Name:

Participant Email:

Event City: State:

Date Of the Event (m/d/y): 04/06/2009

Cancel Next >

Select 'Disabled' if you do NOT wish to offer Customer Cropping.
Select 'Optional' if you want to give your customers the option to custom crop their images.
Select 'Required' if you want to make Customer Cropping mandatory.

If you need additional help please contact support through our website:
<http://labprints.com/website/support.php>