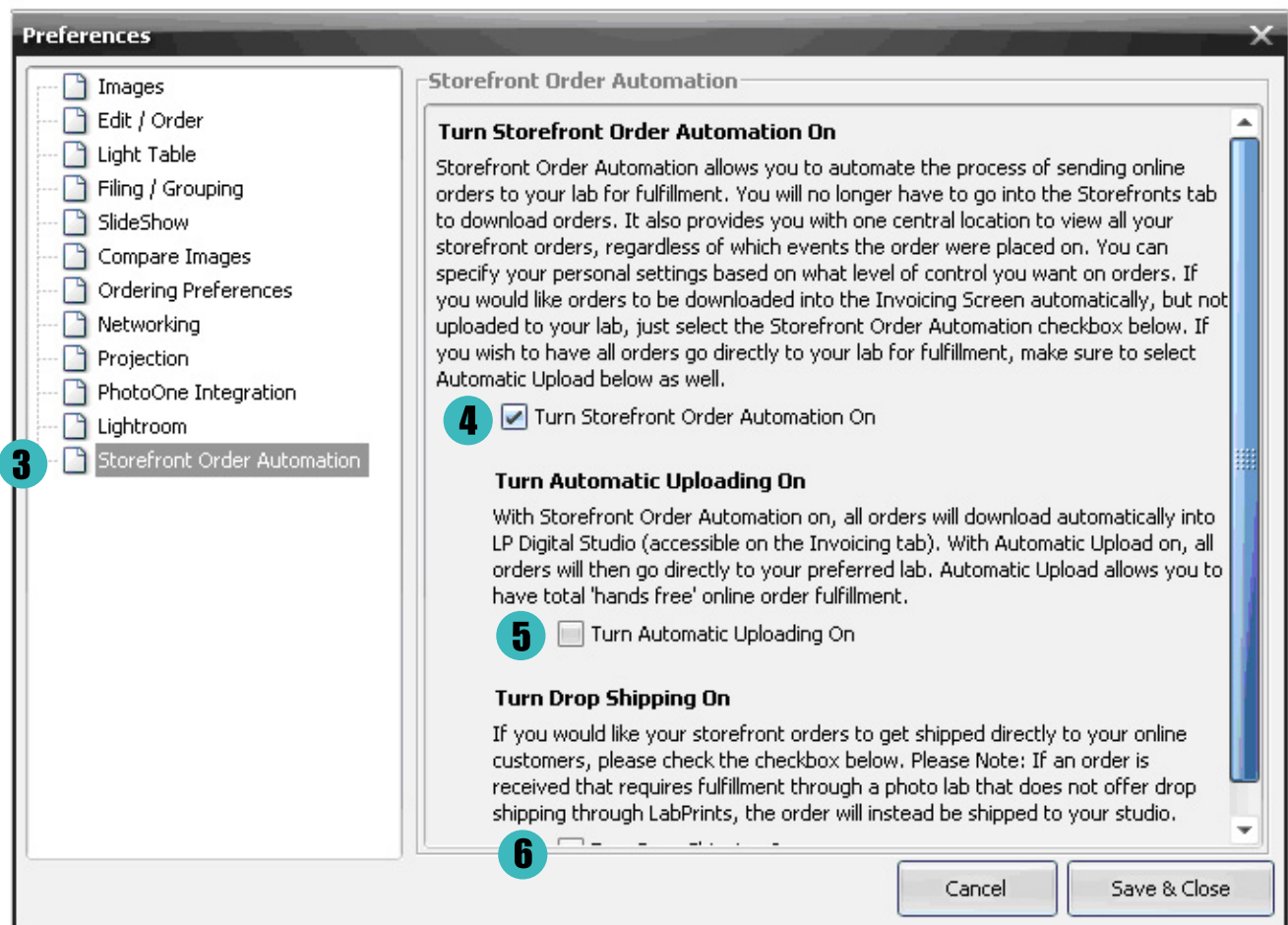# LabPrints LP

Introducing Storefront Order Automation 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 Automation** (see screen shot below)
4) To enable Storefront Order Automation and have online orders download automatically into the invoicing screen, check the box '**Turn Storefront Order Automation 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 Storefront Order Automation, 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 Storefront Order Automation window (**Tools >Storefront Order Automation**). This new window will not appear if there are NO new orders. It does appear when new orders are placed.
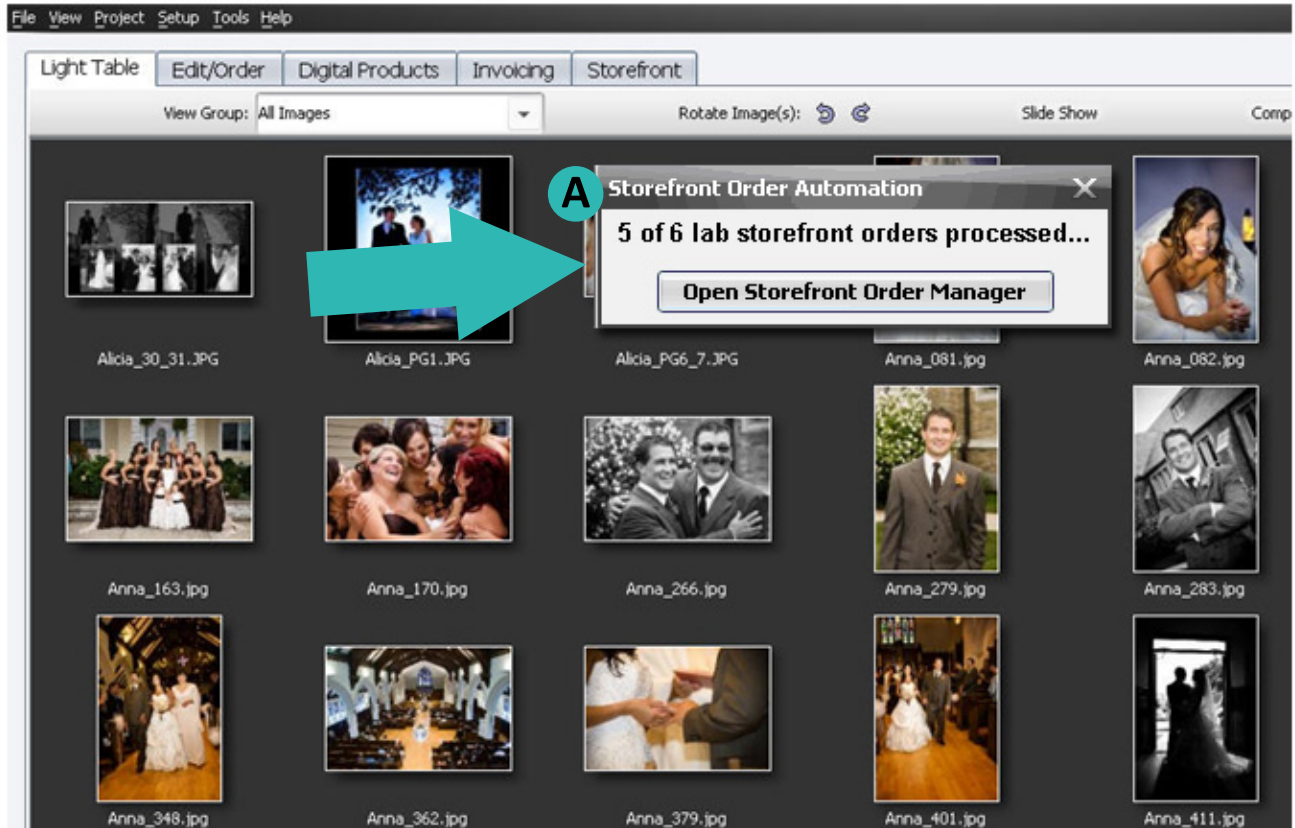

Referring to the screen shot below--all orders whether they have been placed to your lab or are waiting for upload to the lab by you, will be represented in this screen. Next to each order will be a symbol representing the status of the order. By clicking on the '**More Info**' button you can obtain 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.
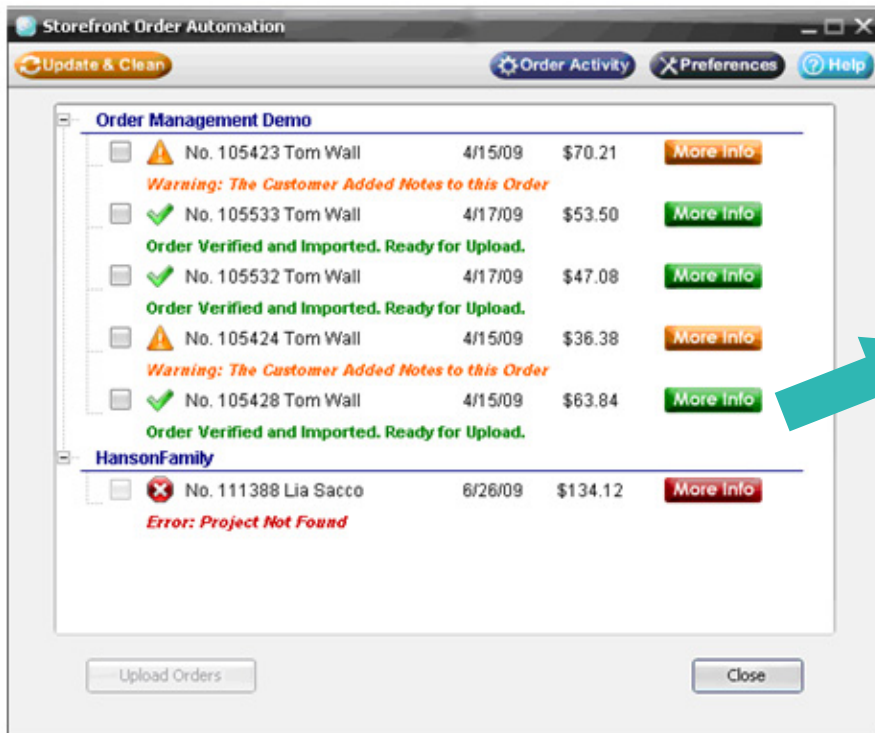
More info about your orders.

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.
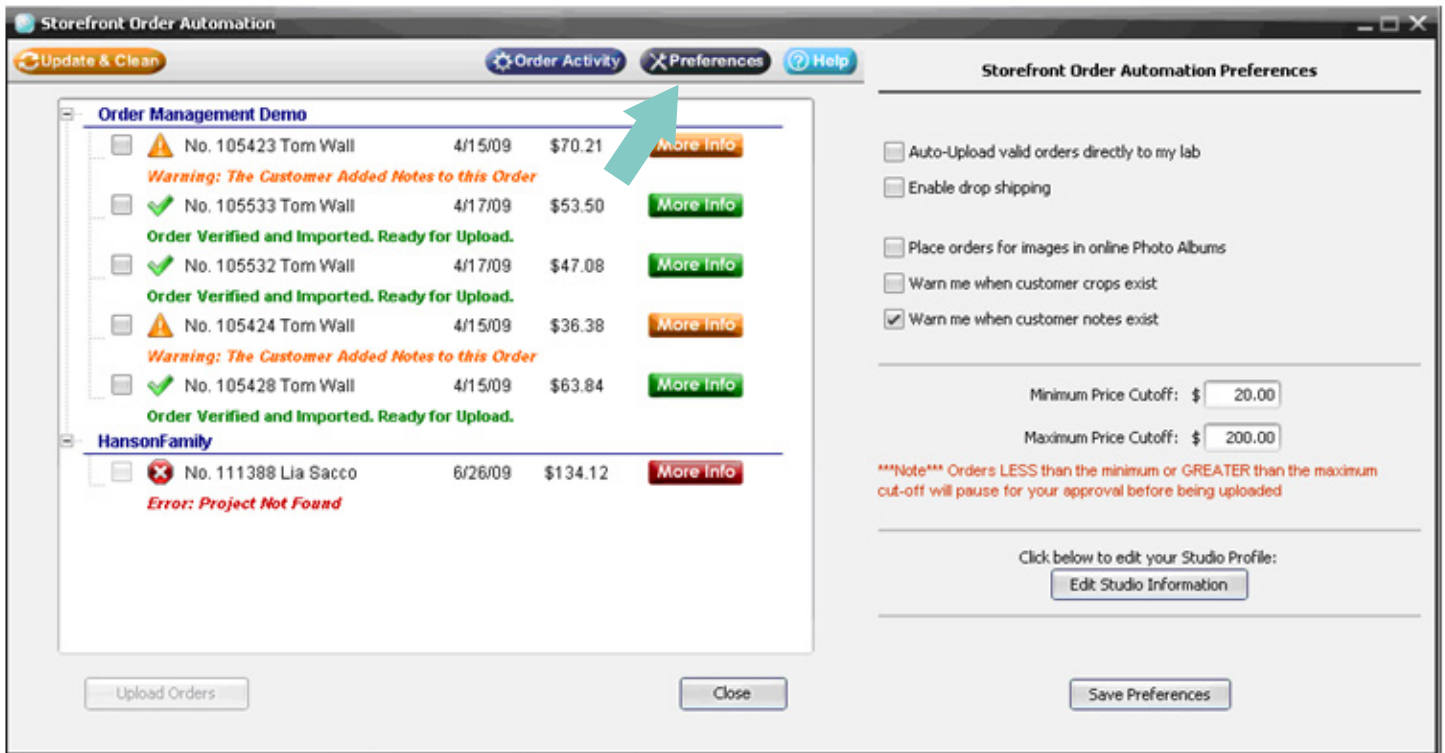
The 'Update & Clean' button will clear all orders from the window, if they have been sent to the lab. Basic order info will be retained in the system, however, and can be seen by clicking on 'Order Activity.' See screen shot below.
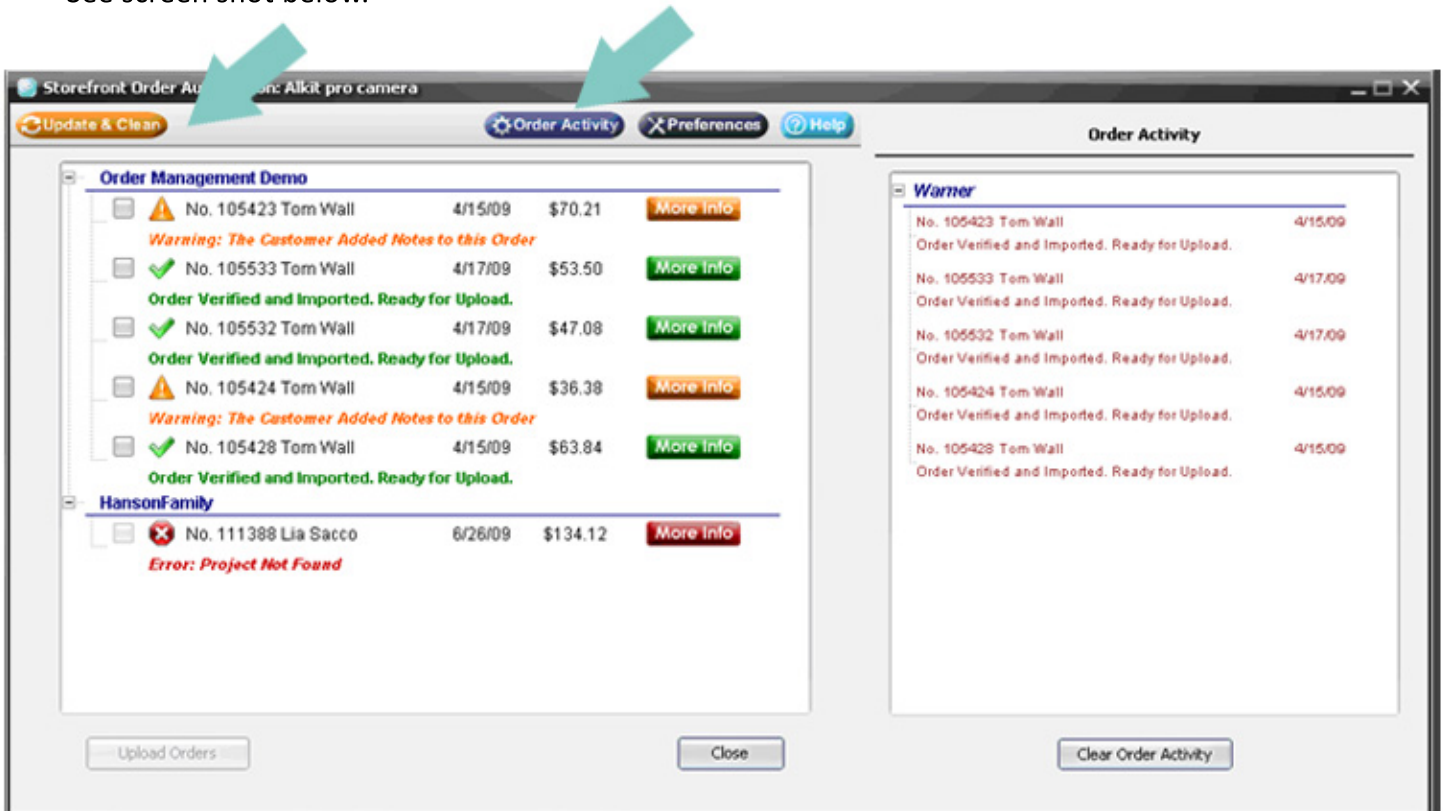
Part of Storefront Order Automation is our new Cropping tool for your customers! You can opt to **require** your customers to crop all of their images, you can have it be **optional**, or you can select to not use the Cropping tool. You will see the NEW Cropping feature in the Event Setup process. See screen shot below.
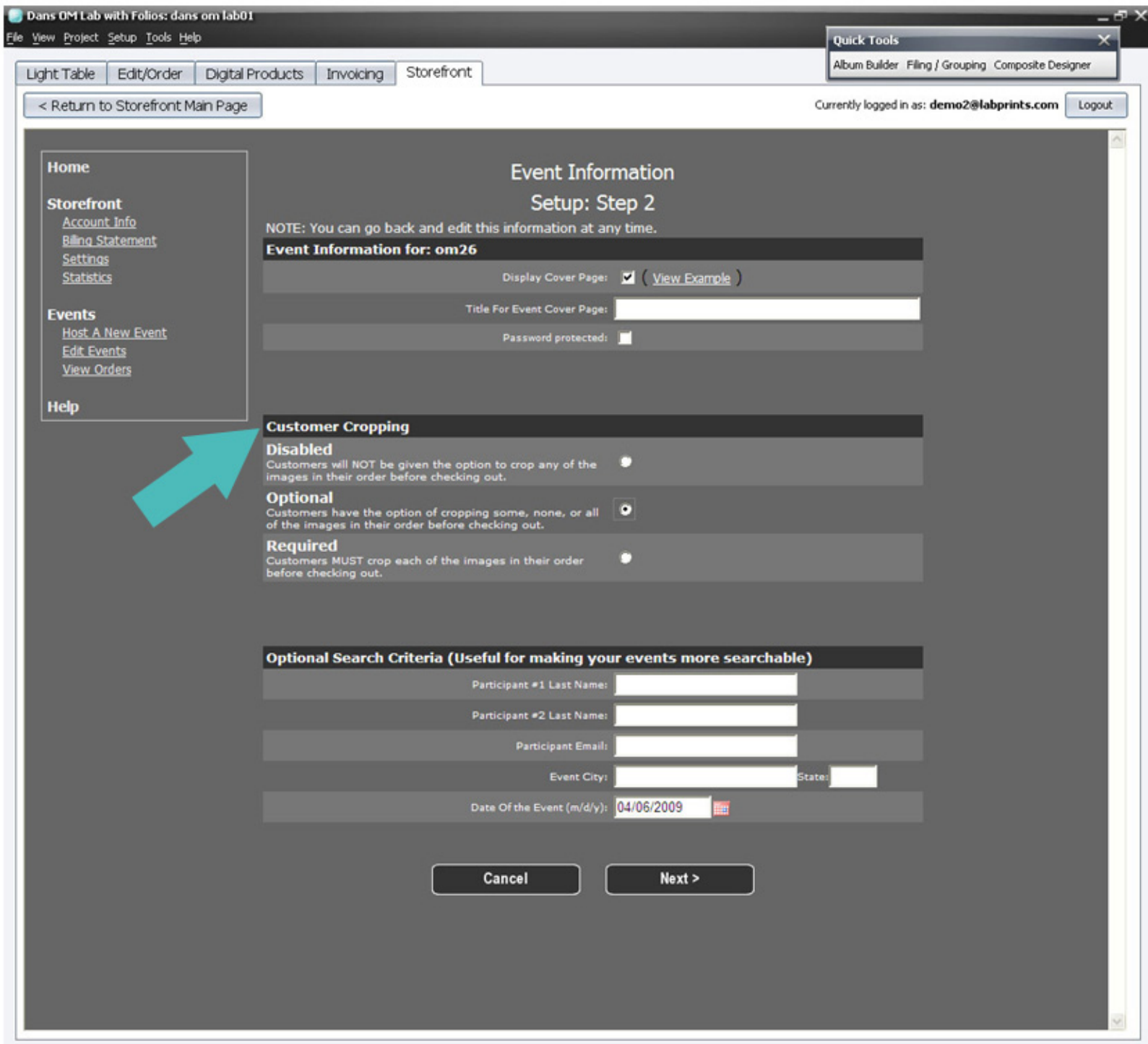
Select 'Disabled' if you do NOT wish to offer Customer Cropping.
Select 'Optional' if you want to give your customers the option to custom crop their images.
Select 'Required' if you want to make Customer Cropping mandatory.

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