

1



Log into your catalog and click on Name System. Enter your **Purchase Order (PO)** number. The **Ship To** and the **Ship Via** will default automatically. These fields can be manually updated if needed. Enter any **Comments** to include with the order. Enter a **Description** for the order. Then click on **Add** or simply choose an **SKU** and type the quantity and text to begin generating emblems.

2

As the user enters the **Emblem Type** (SP=Screen Print, EM=Embroidery, PP=Perfect Print), **Size**, **Font**, **Letter Color**, **Border Color** and **Fabric** from the pull-down menus, the **SKU** will automatically be generated. The menu on the right is for companies that already have **SKUs** set up in the catalog. Use this menu to select an **SKU** that is already in the system.

Move down the screen and enter the **Quantity** and text for **Lines 1, 2 and 3**. Once complete, click **Add to order**. Add each emblem separately and then click **Close** when finished.

3

Make any changes necessary to the added emblems. To delete an emblem, check off the box in the **del** column and then click on the **Delete** button. Once all changes have been made, click on **Refresh** to update the screen. Users can save an order by clicking on the **Save** button or print an order by clicking on the **Print** button. Once complete, click on **Send Order** to send the order to production. An email confirmation of the order will be sent. To discard the order and start a new order, click on **New Order**.

