

Name System

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Wolcome to your You are logged in as Click Here for PA WORLD Emblem Emblem Generator Order Tools Tracking Design Request Name System Waiting On Ap Rowered by LivePer Name System 551 Order Date: 4/26/2004 Required: 4/26/2004 Order: PO: Description: Ship Via: UPS GROUND Ŧ Ship To: . 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 Items: Add Save Refresh Delete Print Total Items: 0 Total Qty: 0 Alt-S: Save items, `: next line fields can be manually updated if needed. Enter any Qty Line1 SKU Line2 Line3 Comments de Comments to include with the order. Enter a ID: -Description: **Description** for the order. Then click on Add or simply Y Г ID: -Description: choose an SKU and type the quantity and text to begin

Y

2

generating emblems.

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 pulldown 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.





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**.





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