Course Description:
CSM's Marketing department has launched a new solution for ordering business cards. *Order Companion* by Linemark, is an on-line system that allows on-demand ordering of cards by authorized purchasers. This process benefits each department by allowing ordering on demand (24-7), quicker turn around, and options for order quantities (250 or 500). CSM templates are available to facilitate easy, user friendly ordering. This training will step you through the process of registering to use *Order Companion*, placing an order, proofing, tracking orders and reordering. You will also review the resources available from the Marketing web site. Note, this training is required in order to be granted authorization to order business cards.

Audience:
- Cost center managers or a designated alternate

Course Length:
- 1 hour

Course Outline:
- Logging on for the first time
  - Register
  - Create your account

- Review ‘Launch Pad’
  - Digital library
  - Track orders
  - Chat
  - Manage your account

- Enter an order
  - Select template
  - Create job
  - Complete entry of business card info
  - Proof (PDF format)
  - Approval
  - Add order to shopping cart

Course Outline (cont’d):
- Shopping Cart
  - If need be, edit card
  - Notes feature
  - Verify shipping address
  - Chose shipping method
  - Enter PO number
  - Review
  - Complete order (will be reviewed by Marketing)

- Track Orders
  - Reorders
  - Order history report (to Excel)

- Marketing web resources
  - Templates ➔ Business Cards
  - *Order Companion* link
  - Pre-filled requisitions
  - FAQ’s

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Prerequisites:
- Basic understanding of computer usage and using an Internet browser

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
Technical Training Coordinator
Wendy Cleary
Ext. 7610, email wendyc

Technology Associate
Debbie Proctor
Ext. 7729, email debrap