



## TRI-STATE MYORDERDESK QUICK REFERENCE

### Accessing the Tri-State MyOrderDesk System

1. Using your web browser, navigate to <http://www.tristateprinting.net/worldkitchen>.
2. Choose the layout you would like to setup by clicking on the icon or link below the icon.
3. The MyOrderDesk login window will open; login with the credentials provided via email.
4. A page will open with your editable sign form.
5. Once you are logged into the MyOrderDesk site, all sign layouts can be accessed using the "Order" button on the left side of the page.

### Creating a Sign

1. Enter details about the job on the left side of the screen – QTY per store, SORT ORDER and Quantity (*note: a total quantity must be chosen*).
2. Using either the drop-down menu, or manual type-in fields, enter your information.
3. To view your changes, click the "Refresh" button on the right side of the page, under the proof preview.
4. To view the PDF larger, or to print, click the "View PDF Proof" on the right side of the page, under the proof preview.
5. Once you are satisfied with your entries, click "Add to Cart" on the left side of the page.
6. Click "Add to Your Order" to add more files to your cart.
7. Click "Check Out" when you are ready to submit files for approval.
8. Click "Request Approval."
9. An approval request will be sent to Chuck via email.

### View/Approve Proofs

1. Click on the link(s) in the approval request sent via email.
2. Click on the "History" Tab.
3. Filter the results using the drop-down menu(s) if necessary.
4. To view a PDF proof, click "Proof Accepted" to open a window where you can download the proof as a PDF file.
5. Click the "W" (waiting approval) to open the form screen.
6. To approve or deny the proof click the "Approvals" tab in the top left corner.
7. If you'd like, you can leave a comment in the text field provided. Click either "Approve" or "Deny." An email will be sent to the person who submitted the form alerting them of the approval or request for changes.
8. To finalize an approved order, click "Checkout" and then click "Place Order."
9. Once "Place Order," is chosen an email will be sent to Tri-State to alert them that a file is ready for print layout.