Shout

Shout is your new Web-to-print portal that is built to provide your customers with customisable point of sale marketing materials for their business.

Contents

Accessing the site

Is determined by the customers requirements but generally will look something like this:

https://shout.finsbury.com.au/[customername]

The login page will also vary depending on the customer's site requirements. Standard features will include a login section that looks like this:

New accounts

Click on the **Create an account** link below the **New to our store** heading. You'll need to fill in your details into the form that pops up:

You'll receive an email to activate your account.

Once activated, you'll be able to login by entering your email address and password in the **Already a member** section on the login page:

Navigating the site

Once you've logged in, you'll see the Home page. The layout will vary depending on the design of the site, but may be similar to the example. There is a navigation panel at the top which includes a user admin link, a drafts link and a cart link.

There are 3 different types of products that you can order: Static content downloads, Variable content downloads and products that will be manufactured and delivered.

Drafts

The system will save any variable orders you were working on, which are accessible via the 'drafts link in the site navigation. You can delete, save or continue your work from this screen

Last Draft Orders ❓

Delete	Continue	Save		Product Name	Creation Date
✕	▷	📝		Teach and Enrol A1 Poster - 1	12/09/2018 09:03:53
✕	▷	📝		Teach and Enrol A1 Poster 1	12/09/2018 09:03:44
✕	▷	📝		Teach and Enrol A1 Poster - 1	12/09/2018 09:03:27

Saved Draft Orders

Delete	Continue	Product Name	Description	Creation Date
No records to display.				

Ordering static content downloads

As there is no variable content in a static product a user can just add the item to their cart by following the order procedure: click on 'More' and then 'add to cart'

Teach and Enrol A1 Poster 1

Download only

From $0.00   MORE

Ordering variable content downloads

For variable content downloads, click the **More** button below the product.

Teach and Enrol A1 Poster - 4

Download only

From $0.00   MORE

Fill in any variable content fields on the Customise tab. You can click on Refresh preview to see how the content you are filling in will change the final product. In the example below, you can add a logo by uploading it via the image editor.

School Logo

No Image Selected

Select ➤
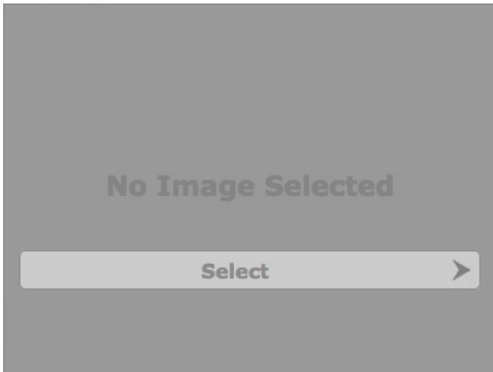
Page 1

REFRESH PREVIEW

BACK

NEXT

Once you are happy with the product, click on the **Next** button. You can click on **Proof** to see a low-resolution proof of your artwork. Click **Add to Cart once you're happy with the artwork**.

Click on **Checkout to finalise your order**

Enter in a billing address, which the system will then reuse for future orders.

As the product is a download only item, select **use billing address** for the shipping options.

Address Details > Payment & Submission

BILLING ADDRESS

| Billing Address Testing | ▾ | 📄 ADD... |

Selected address
John Citizen ✏ Edit...
Optus
1 Lyonpark Rd
Macquarie Park, Australian Capital Territory 2113
Australia

SHIPPING

Select Shipping Address

🔘 **Use billing Address**
⚪ **Select from My Shipping Addresses**

Order Items

Name	No. of Units
Teach and Enrol A1 Poster - 4	1 Item

Service

| Shipping Provided | ▾ |

[< BACK]   [NEXT >]

Click **Checkout to complete**

ORDERED ITEMS

Name	Units	Price
![icon] **Teach and Enrol A1 Poster - 4**	Total: 1 Item	$0.00 AUD

Goods and services tax (GST):	$0.00 AUD
Total:	-

< BACK   CHECKOUT

You will receive an order number.

Your order has been received successfully.

Order number: 880521

order confirmation text

PRINT ORDER DETAILS   CONTINUE SHOPPING

You will then receive an email notifying you that the system has received your order.

Within about 5 minutes, you will receive a second email that will include a link to immediately download your high-resolution customised artwork.

You are able to download the same piece of artwork again by clicking on **user > account > Order History.**

Click on your order number and then click on the download icon next to your product.

You can retrieve old orders at any time as long as the template is still available in the system

Ordering products to be manufactured and delivered

The last type of product you can order is a product that is to be manufactured and delivered.

The process is the same as ordering a Editable or Non Editable content download, except that you need to specify a shipping address during the Checkout. Click on **Set Shipping Address** and provide your delivery address details. Then click **Submit**. Then click **Next**.

If the client requires payment on the site, you'll need to provide these details on the next screen. There are several options available to customers including Cost Centre, Credit Card and Invoice. This will depend on the clients need. Click **Checkout**.

You'll then receive an order number and an email confirming your order details and payment method. The product you have ordered will be manufactured and dispatched to your shipping address.

Your order has been received successfully.

Order number: 880521

order confirmation text

PRINT ORDER DETAILS   CONTINUE SHOPPING

You are able to reorder the same product by going to **user > account > Order History**, click on your order number and then click on the **reorder link**.