

# COMPUWARE ONLINE ORDER INSTRUCTIONS

## CREATE AN ACCOUNT

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Click **Create an Account** and fill in your information.

Please note: The address you enter on this page will become your default shipping address. If you would like to change your default shipping address or add another address at a later time, simply click on the **Profile** link in the header and choose the **My Addresses** tab. Then click **Add New Address**.

Also note that the address you are entering on the account page is not the address that will appear on your business card.

You will be asked to enter a password. This password will be your access to the order site for all future orders.

## PLACING AN ORDER

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### Select an Office

Select the appropriate office option from the drop down list.

### Product Details

Enter your county code, location, cost center and GL code into the appropriate box in the bottom left corner. Then select the desired quantity from the drop down list in the right column. Add any additional instructions you'd like to include and click **Customize Order** to proceed.

### Customize Your Card

To ensure that our business cards are consistent and promote our brand, please read the instructions on the form and below carefully before entering your information. Then enter the information that you want to appear on your card in the left-hand column on the page.

#### Title

Note: If your title and department fit onto one line, and do not extend past the right edge of the Compuware logo in the preview, please place both on one line. If this is the case, separate your title and department with a comma.

Example:

Title, Department

Only separate your title and department onto two lines if your title extends past the right edge of the Compuware logo in the card preview. In this case, please put your title on the first line

and your department on the second line. Note: A comma or other punctuation is not needed after your title in this case.

Example:

Title

Department

### Address

When adding an address that is not corporate headquarters, please make sure to use the abbreviation for state. For example, using MI as opposed to Michigan.

Also, a comma is not needed between the state and zip code. For example, please enter Detroit, MI 48226 as opposed to Detroit, MI, 48226.

### Phone Numbers

Please enter **numbers only** (no dashes or special characters) in the phone number fields.

### Social Media

Business cards will only show two social media accounts. You may choose to show a Twitter, LinkedIn or Skype account. If you enter accounts for all three, only the first two will show.

When entering a LinkedIn account, please be sure to [customize the Public Profile URL](#) for your page to something that is easy to type in.

For example: Instead of linkedin.com/pub/firstname-lastname/1b/807/41/en, try creating a URL like linkedin.com/pub/firstname-lastname. Note: You may need to add a middle initial or another distinguishing feature to make sure individuals reach your page and not someone with a similar name.

To proceed with your order, you must click **Update Preview** on the bottom left side of page and review the preview card. Make changes as needed.

Review the card display preview. If everything you entered is correct, click the **Yes, I approve this document** check box, then **Add to Cart**.

## SHOPPING CART

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To complete your order, select your desired shipping method from the **Shipping Options** menu.

Make sure the cards you'd like to order are listed and verify that the information is correct. To change your shipping address, select one from the drop down list or choose **Add New Address** to add a new location to your profile.

If you select **Add New Address**, you will be directed to the **Settings** page. Click **Add New Address** at the top of the right column, enter the new shipping address, and click **Save**. This will save in your address book. When you reorder cards, you will be able to choose from the

addresses you entered in your account. To return to the shopping cart, click the **Shopping Cart** link at the top of the page.

The **Order Summary** on the right side of the page shows the quantity ordered, estimated shipping costs, taxes and the order total. Please confirm these details.

If you'd like to order additional items, click **Continue Shopping**.

When ready, click **Proceed to Checkout**.

## CHECKOUT

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If you have any special instructions or requests regarding your order, please enter them in the **Special Instructions** field. Example: If your name or title extends beyond the character limit or if this is a rush order.

Verify that all your information is correct and click **Submit Order** to complete your order.

## REORDERING

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To reorder, click **Order History** at the top of the page. Set the appropriate filters and select the **Apply Filters** button to find the appropriate order.

If you'd like to resubmit the entire order with all cards listed, click **Reorder** next to the order number.

If you wish to select individual cards from an order that contains several different options, click the arrow to the left of the order number to expand the view. Click **Reorder** next to the individual cards you'd like to reorder.

You can then click **Edit** to make any necessary changes. If no changes are needed, click **Proceed to Checkout**.

If you have any questions during the ordering process, please call the Imperial Image at 978.251.0420 or email us at ***orders@imperial-image.com***.