

CMS Client Config Print User Guide AstraZeneca UK

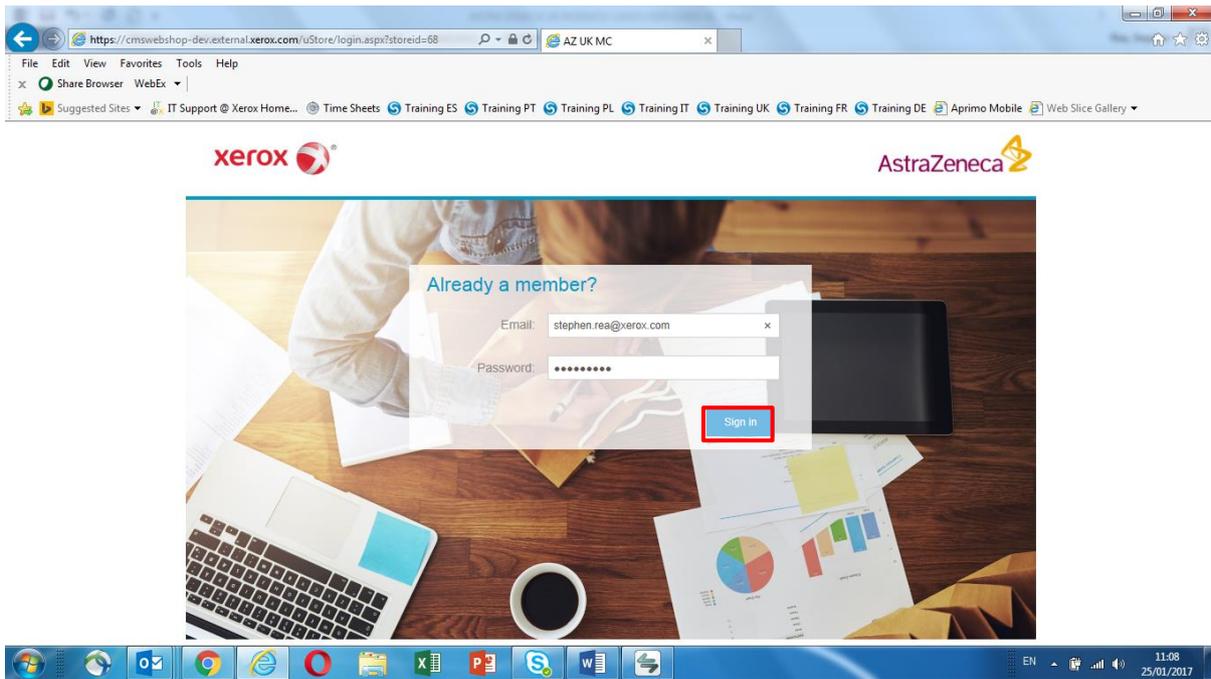
Version 2 (28/03/2017)

Contents

Page No

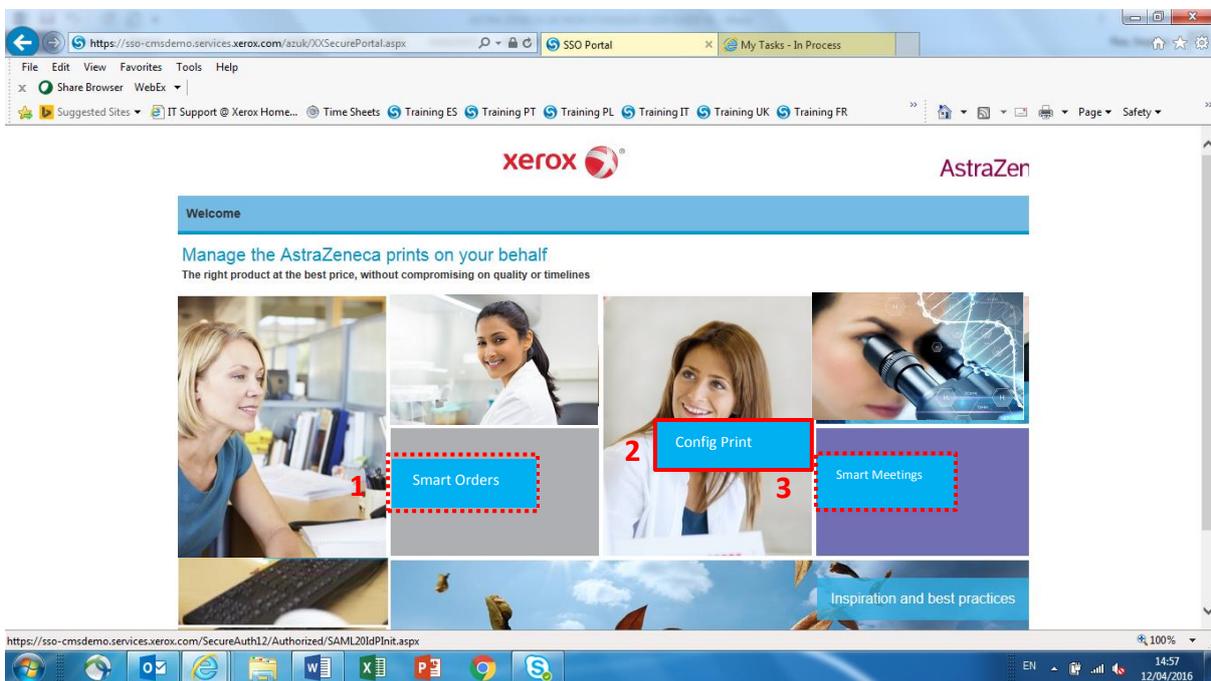
Client Portal Login	1
Client Portal	1-2
Configure Product Request	2
Product Item Specification	3-5
Shopping Cart Summary	6
Shopping Cart Summary (Lay Away)	6
Delivery Address Identification	7
Delivery Address Identification (AZ Site)	7
Delivery Address Identification (Other Address)	8
Checkout Request Summary	8-9
Request Summary	9
Request Confirmation	10
Request Status	10-11
Personal Information	12
Homepage	13
Signing Out	13
FAQ's	14

Client Portal Login



Using the URL provided...the 'Client Portal' login screen will be displayed.
Enter the 'Login Credentials' supplied and click 'Sign in' to enter the platform.

Client Portal



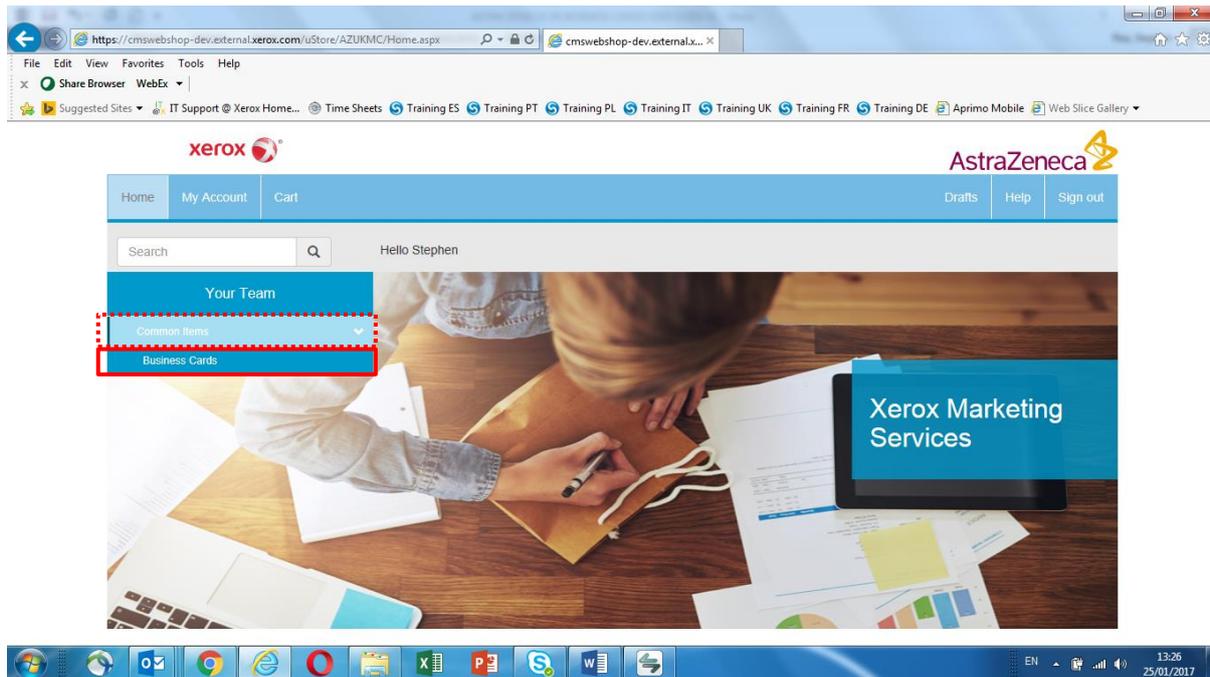
The **Client Homepage** allows access to any of these areas within the platform.

- 1) **Smart Orders**,
- 2) **Config Print** and
- 2) **Smart Meetings**

NB: This guide will cover the 'Config Print' (Business Cards) order process.

Click on 'Config Print' to start the 'Business Card' ordering process.

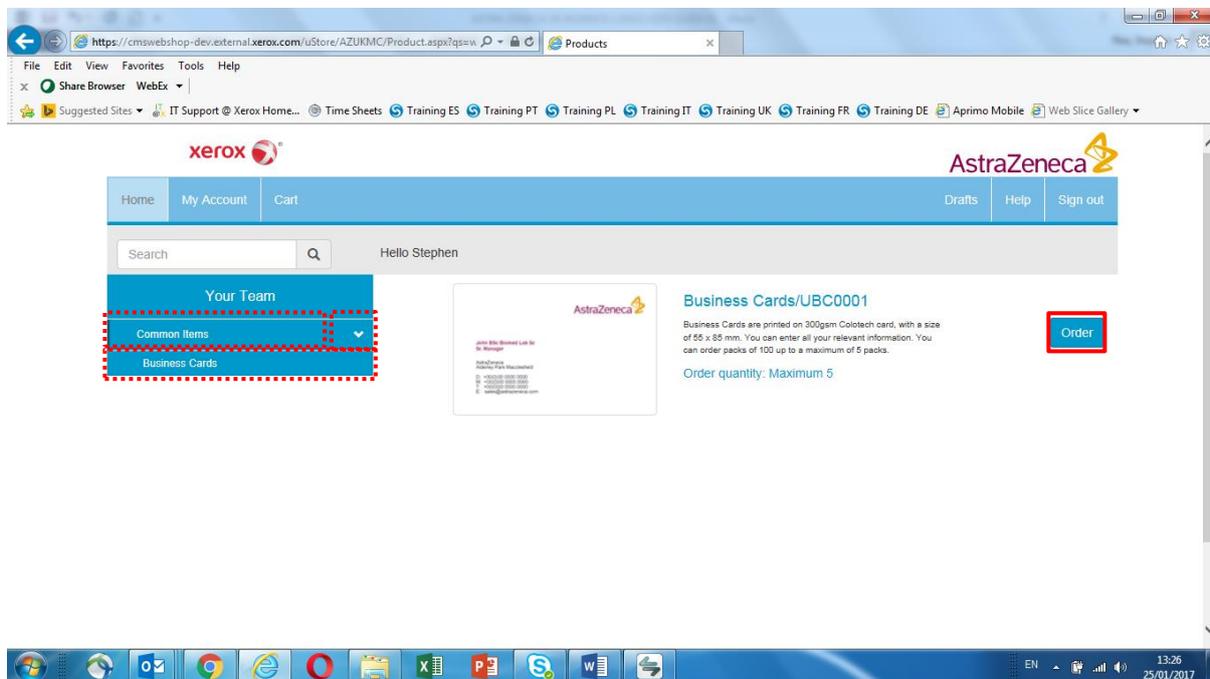
Client Portal



On the left hand margin, select '**Common Items**', as highlighted, to show all configurable print items, click the required item, e.g. '**Business Cards**' to start the '**Configurable Print**' order process.

NB: For '**Non Standard**' ordering or '**Smart Meetings**', please refer to the relevant '**User Guides**'.

Configure Product Request



After selecting the required item, click the '**Order**' button to initiate the details of the order request.

NB: If more than one type of the selected item is available, check the item description carefully before continuing.

Product Item Specification

https://cmswebshop-dev.external.xerox.com/uStore/AZUKMC/UBC0001_ProductE

File Edit View Favorites Tools Help

Suggested Sites IT Support @ Xerox Home... Time Sheets Training ES Training PT Training PL Training IT Training UK Training FR Training DE Aprimo Mobile Web Slice Gallery

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Home My Account Cart Drafts Help Sign out

Search Hello Stephen

Name* Stephen Rea

Select Location* AZ UKMC HQ

Job Title IT Technical Trainer

Qualifications - Optional BSc

Direct Tel +44 (0) 1132 725533

Mobile +44 (0) 7739 820008

Email Address* stephen.rea@xerox.com

* Indicates a required field

Is Single Sided Card

Refresh Preview

AstraZeneca

John Eric Brown Lab Sr. Manager

AstraZeneca
AstraZeneca Park, Macclesfield
D: +44(0)1625 0000 0000
M: +44(0)1625 0000 0000
T: +44(0)1625 0000 0000
E: john@astrazeneca.com

This screen confirms the **'Business Card'** content. Enter the required **'Name'**, **'Location'**, **'Job Title'** etc. and all mandatory fields that are shown with a **'Red Asterix *'**.

Scroll down to continue entering all information required on the **'Business Cards'**.

NB: **'Name'** etc. and other **'User Details'** are populated automatically using details saved within **'Personal Information'**, as detailed on [P.12](#).

Product Item Specification

https://cmswebshop-dev.external.xerox.com/uStore/AZUKMC/UBC0001_ProductE

File Edit View Favorites Tools Help

Share Browser WebEx

Suggested Sites IT Support @ Xerox Home... Time Sheets Training ES Training PT Training PL Training IT Training UK Training FR Training DE Aprimo Mobile Web Slice Gallery

Email Address* stephen.rea@xerox.com

* Indicates a required field

Is Single Sided Card

Reverse Images*

If a science image is selected it is the responsibility of the card holder to ensure they know what the image shows – details can be found in the AstraZeneca OnBrand Download library. There may be exceptions in some cases for field personnel on which images can be used. Please check with your local Nominated Signatory if you are unsure about the suitability of an image.

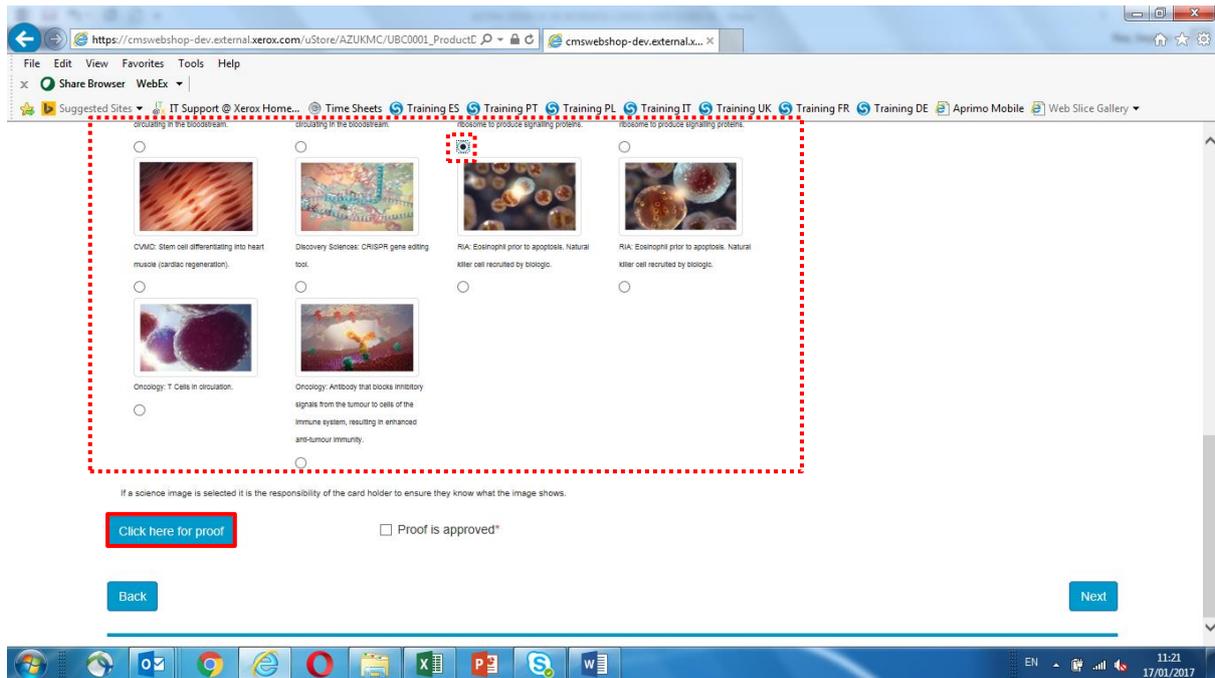
iDNA. Mitochondrial pieces of tumour DNA circulating in the bloodstream.
 iDNA. Mitochondrial pieces of tumour DNA circulating in the bloodstream.
 CVMC. Messenger RNA being read by a ribosome to produce signalling proteins.
 CVMC. Messenger RNA being read by a ribosome to produce signalling proteins.
 CVMC. Stem cell differentiating into heart muscle (cardiac regeneration).
 Discovery Science: CRISPR gene editing tool.
 RIA. Eosinophil prior to apoptosis. Natural killer cell recruited by biologic.
 RIA. Eosinophil prior to apoptosis. Natural killer cell recruited by biologic.

After scrolling down, select whether the **'Business Cards'** are to be **'Single Sided'**, or choose the preferred reverse image by selecting, as highlighted above.

NB: Only one image per order can be selected.

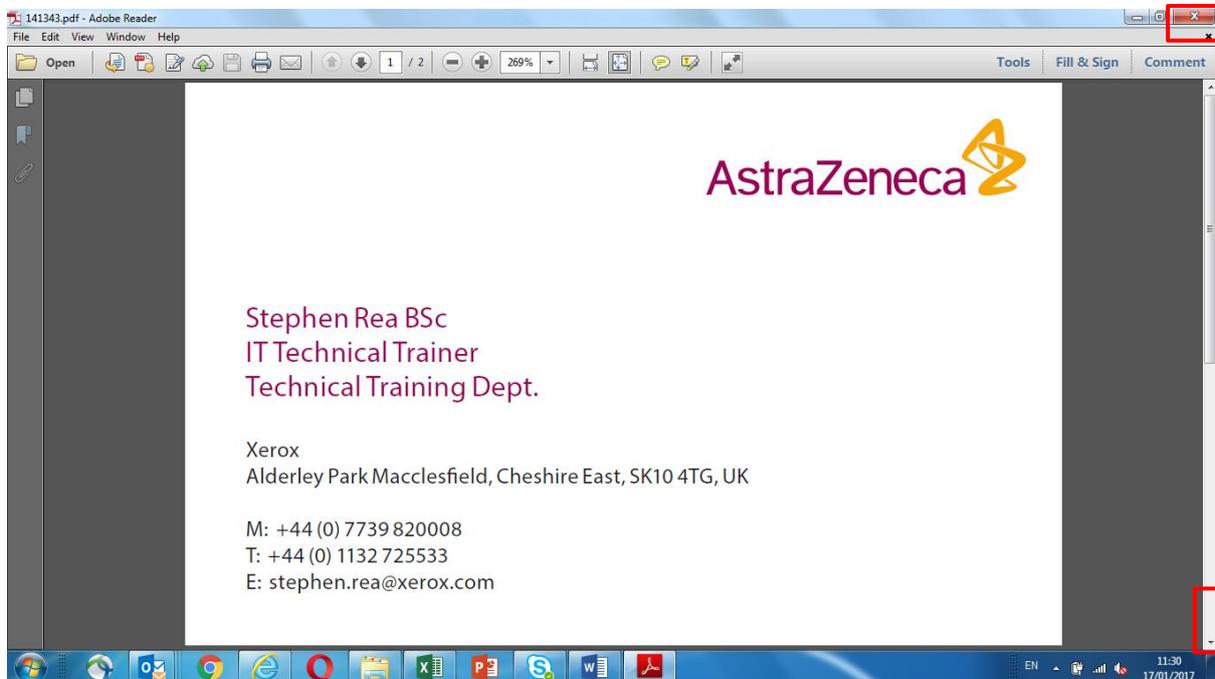
Scroll down to continue and to view a **'PDF Proof'** of the finished card, if required.

Product Item Specification



After scrolling down, in order to view a 'PDF Proof', click the 'Click here for proof' button.

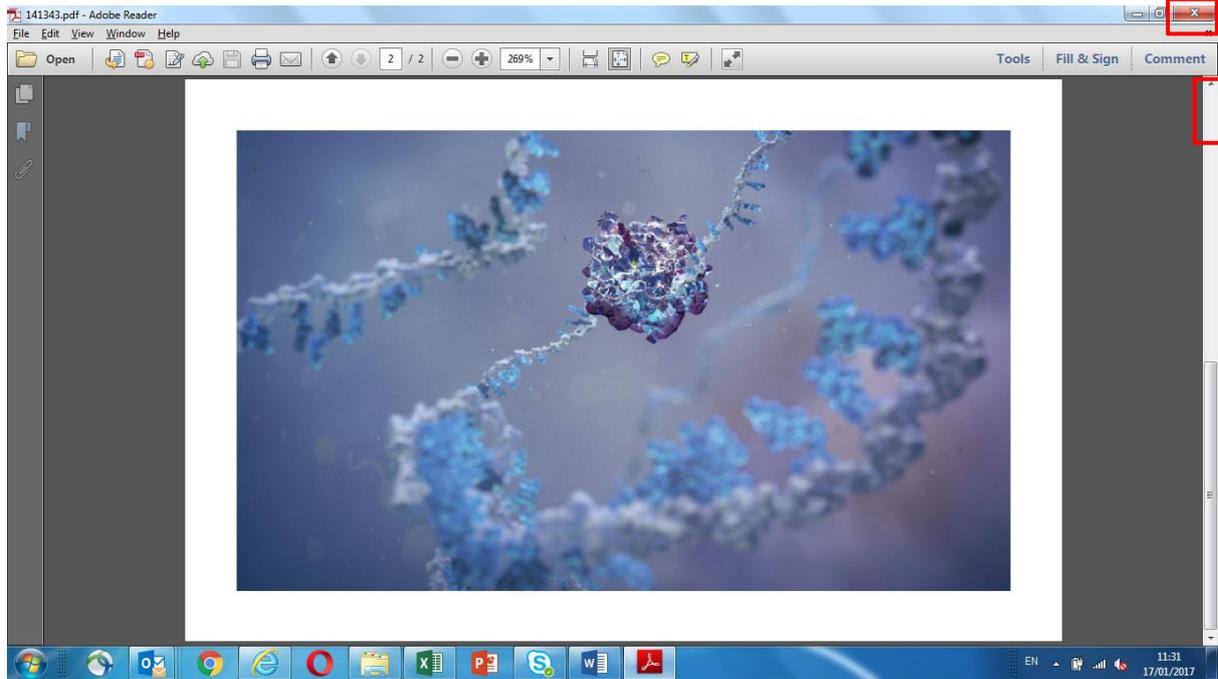
Product Item Specification (PDF Proof)



Above shows an example of the front 'PDF Proof' view.

Scroll down to see the rear view of the 'Business Cards', or click the red cross to close.

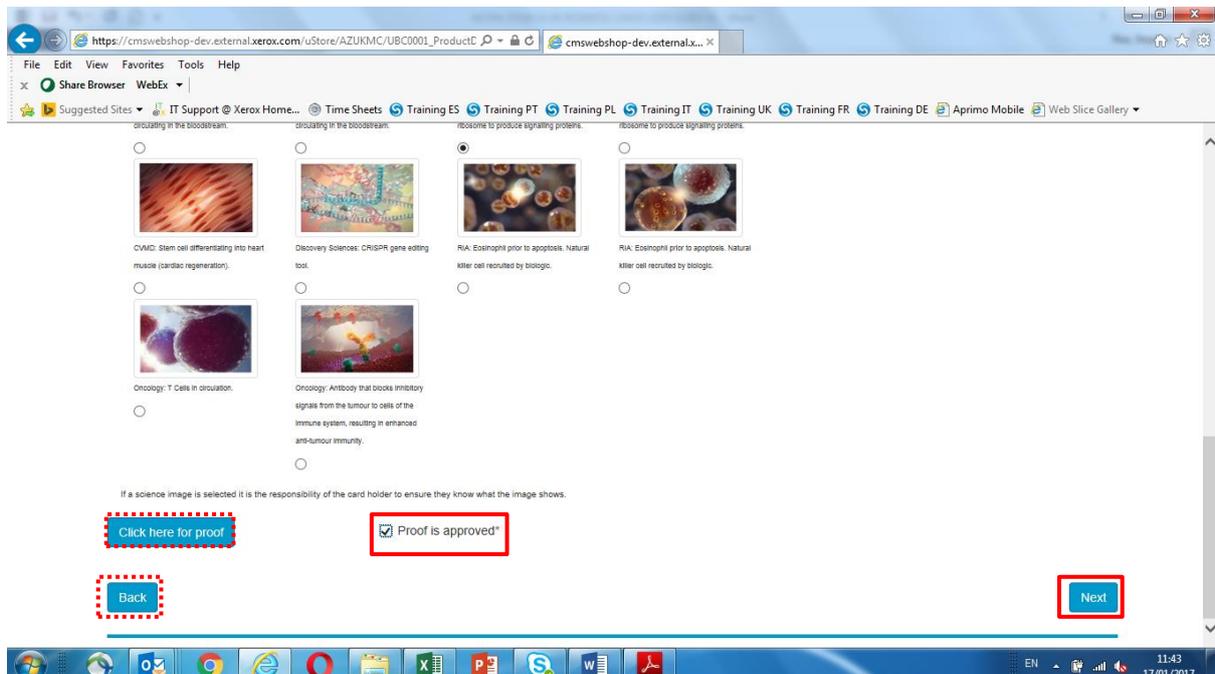
Product Item Specification (PDF Proof)



Above shows an example of the rear 'PDF Proof' view.

Scroll up to see the front view of the 'Business Cards', or click the red cross to close.

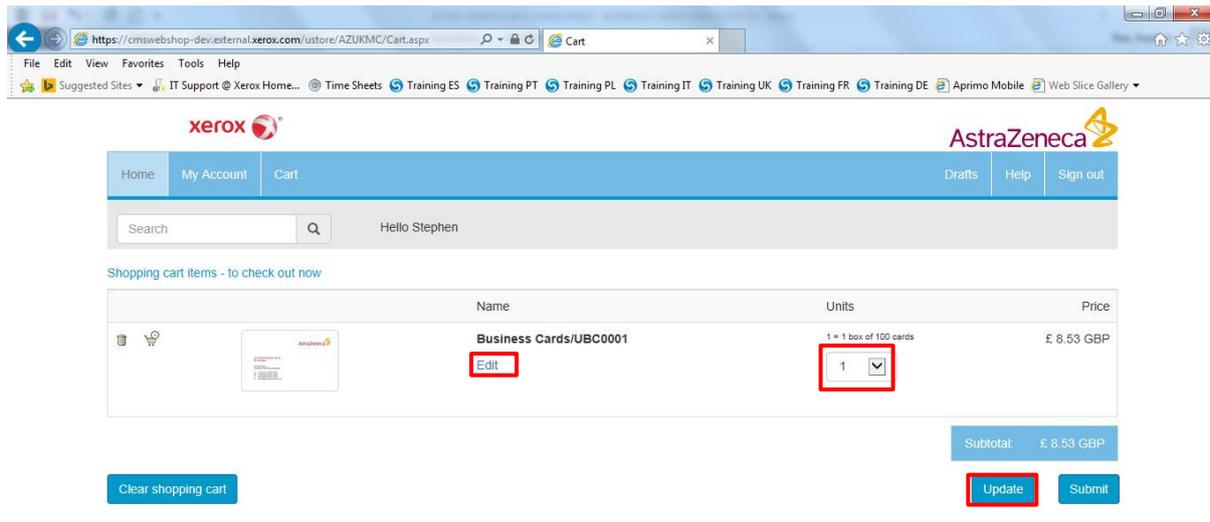
Product Item Specification



Once happy with the content of the 'Business Card(s)' and the 'PDF Proof', tick the box 'Proof is Approved' and click 'Next' to continue.

NB: Clicking 'Back' allows the user to edit any previous content selections.

Shopping Cart – Summary



Shopping cart items - to check out now

	Name	Units	Price
 	Business Cards/UBC0001 Edit	1 = 1 box of 100 cards 1 <input type="text" value="1"/>	£ 8.53 GBP

Subtotal: £ 8.53 GBP

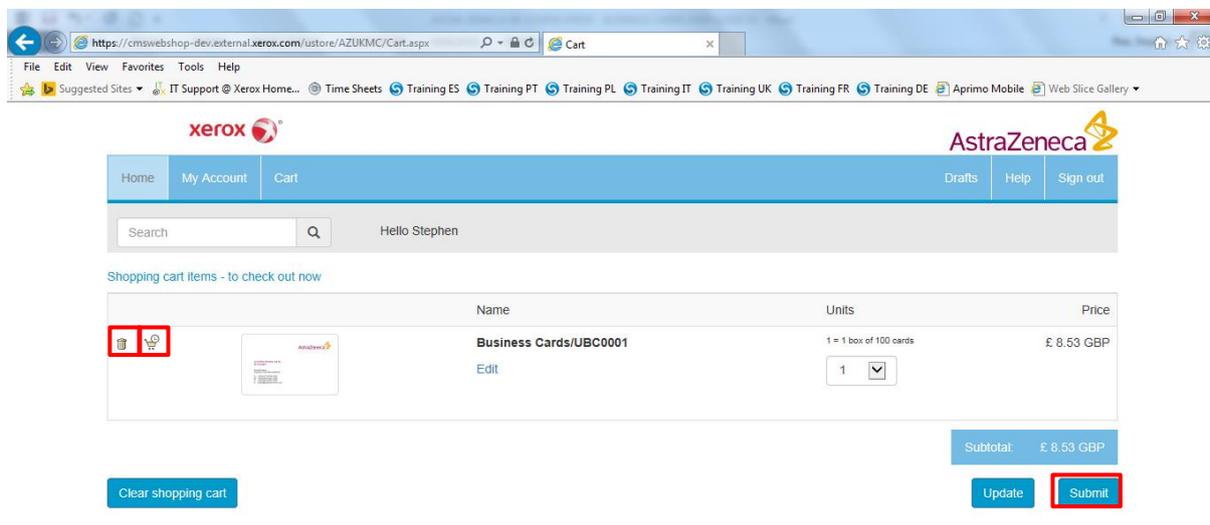
[Clear shopping cart](#) [Update](#) [Submit](#)



This request summary is just before **'Checkout'** and there is an opportunity to revise the information by clicking the **'Edit'** link and amending as required.

Select the number of **'Units'/'Boxes'** (100 per box) by clicking the dropdown, clicking **'Update'** will update any prices after changing quantities.

Shopping Cart - Summary (Lay Away)



Shopping cart items - to check out now

	Name	Units	Price
 	Business Cards/UBC0001 Edit	1 = 1 box of 100 cards 1 <input type="text" value="1"/>	£ 8.53 GBP

Subtotal: £ 8.53 GBP

[Clear shopping cart](#) [Update](#) [Submit](#)



The request can be saved for later by clicking on the **'Shopping Cart'** icon. This will move the request to a **'Draft'** status in the **'Shopping Cart'**. Alternatively, if it is no longer required, then click on the **'Trash Can'** icon to delete the request.

When ready to proceed after checking **'Details'** and **'Quantity'**, click **'Submit'** to continue.

Delivery Address Identification

https://cmswebshop-dev.external.xerox.com/uStore/AZUKMC/CheckOutFinal.asp

Check Out Final

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Home My Account Cart Drafts Help Sign out

Search Hello Stephen

Project Name Business Cards

Cost Centre* 5555

Department* IT Department

Delivery Information

Required Date* 15/02/2017

Delivery Address* AZ Site Other Address

Recipient* Stephen Rea

Email Address* stephen.rea@xerox.com

Phone* +44 (4) 4011 327255

The 'Project Details' are now displayed together with 'Required Date' and 'Recipient' information.

NB: Deliveries can be sent to any 'AZ Site', by using an address dropdown, or to any 'Other Addresses' via completion of the free type address boxes.

Select accordingly and check all details before scrolling down to confirm the 'Delivery Address'.

Delivery Address Identification (AZ Site)

https://cmswebshop-dev.external.xerox.com/uStore/AZUKMC/CheckOutFinal.asp

Check Out Final

Delivery Information

Required Date* 15/02/2017

Delivery Address* AZ Site Other Address

Recipient* Stephen Rea

Email Address* stephen.rea@xerox.com

Phone* +44 (4) 4011 327255

AZ Site (UK)* AZ UK MC

Building Building 12

Additional Order Information Replenishment

Back Next

If sending to an 'AZ Site', use the highlighted dropdown to select the appropriate 'Site Address' and click 'Next' to continue, after entering any 'Additional Order Information', if required.

NB: Clicking 'Back' will allow editing of any previous choices.

Delivery Address Identification (Other Address)

AZ Site Other Address

Recipient* Stephen Rea
Email Address* stephen.rea@xerox.com
Phone* +44 (0) 1132 725534
Address Line 1* One City West
Address Line 2 Gelderd Road
Zip Code LS12 6NJ
City Leeds
Additional Order Information Replenishment

[Back](#) [Next](#)

If sending to 'Other Addresses', use the highlighted 'Address Fields' to input the appropriate 'Address' details and click 'Next' to continue, after entering any 'Additional Order Information', if required.

NB: Clicking 'Back' will allow editing of any previous choices.

Checkout Request Summary

Project Name: Business Cards
Cost Centre: 5555
Department: IT Derpartment
Delivery Information
Required Date: 15/02/2017
Delivery Address: AZ Site
Recipient: Stephen Rea
Email Address: stephen.rea@xerox.com

[Back](#)

The request summary is now displayed; details of the order can be reviewed and edited, if required, by scrolling down the screen and clicking on the 'Back' button.

After checking all order details, scroll down the screen and select 'Checkout' to submit the order request.

Checkout Request Summary continued...

Recipient: Stephen Rea
Email Address: stephen.rea@xerox.com
Phone: ++44 (0) 1132 725534
AZ Site (UK): AZ UK MC
Building: 12
Additional Order Information: Replenishment
Product Name: Business Cards
Quantity (Box(es) of 100): 1
Price: £ 8.53 GBP
Total Price: £ 8.53 GBP

[Back](#) [Submit Order](#)

The request summary is now displayed; details of the order can be reviewed and edited, if required, by scrolling down the screen and clicking on the **'Back'** button.

After checking all order details, scroll down the screen and select **'Checkout'** to submit the order request.

Request Summary

Thank you for your order!
 An email notification has been sent to you with information regarding your order
 Order number: **883431**

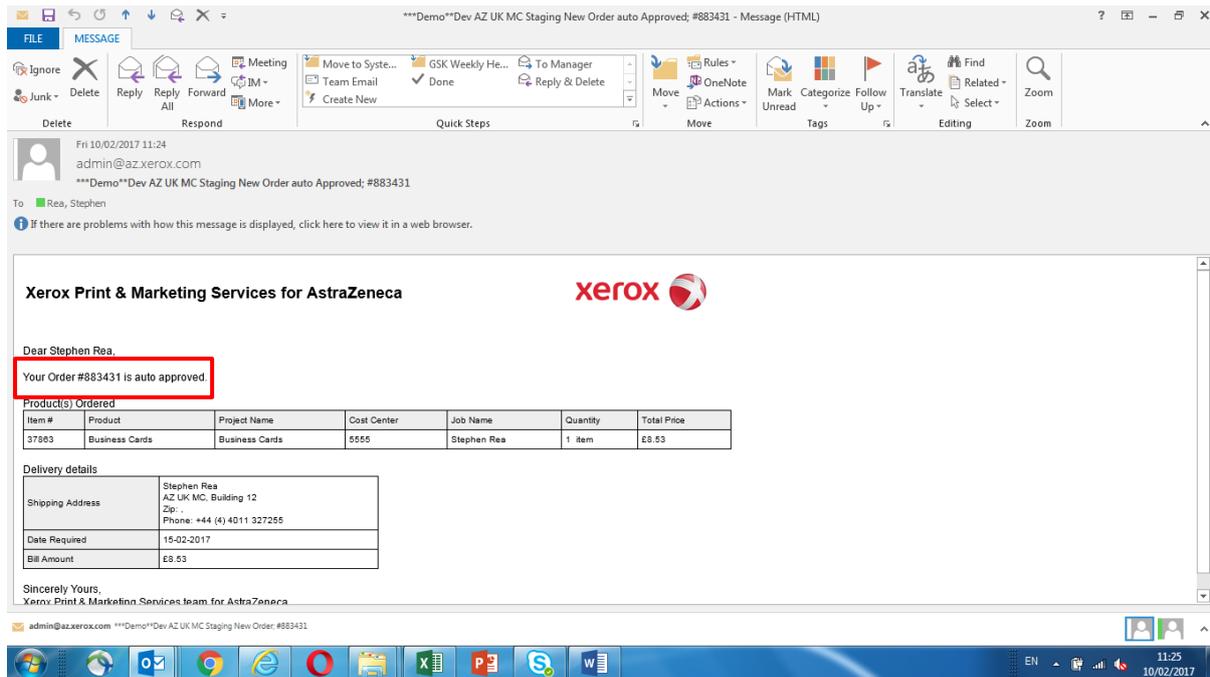
[Print order details](#) [Continue Shopping](#) [PDF Download](#)

The order has now been submitted and a confirmation **'Request Number'** is displayed.

If there is a requirement to add a new request, then click **'Continue Shopping'**.

NB: Clicking the **'PDF Download'** button allows a PDF of the acknowledgment to be downloaded, if required. Clicking the **'Print Order Details'** button allows users to print confirmed order details.

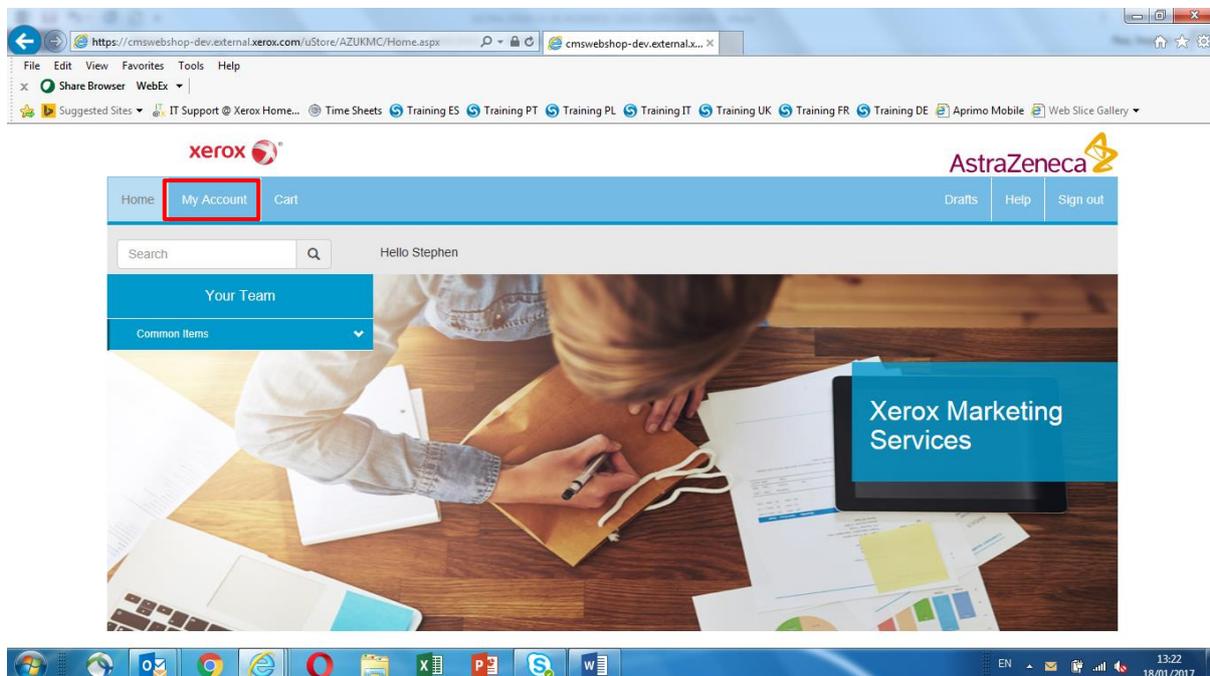
Request Confirmation



Upon submission of an order, an automated email confirmation will be sent summarizing the request details.

NB: 'Business Card' orders are approved automatically.

Request Status



To 'View' an order status of any previously placed orders, click on the 'My Account' tab, as highlighted above at the top of the screen.

NB: This will allow access to the individual user's 'Order History'.

Request Status

Click on the 'Order History' link to display a list of 'Historic Jobs'.

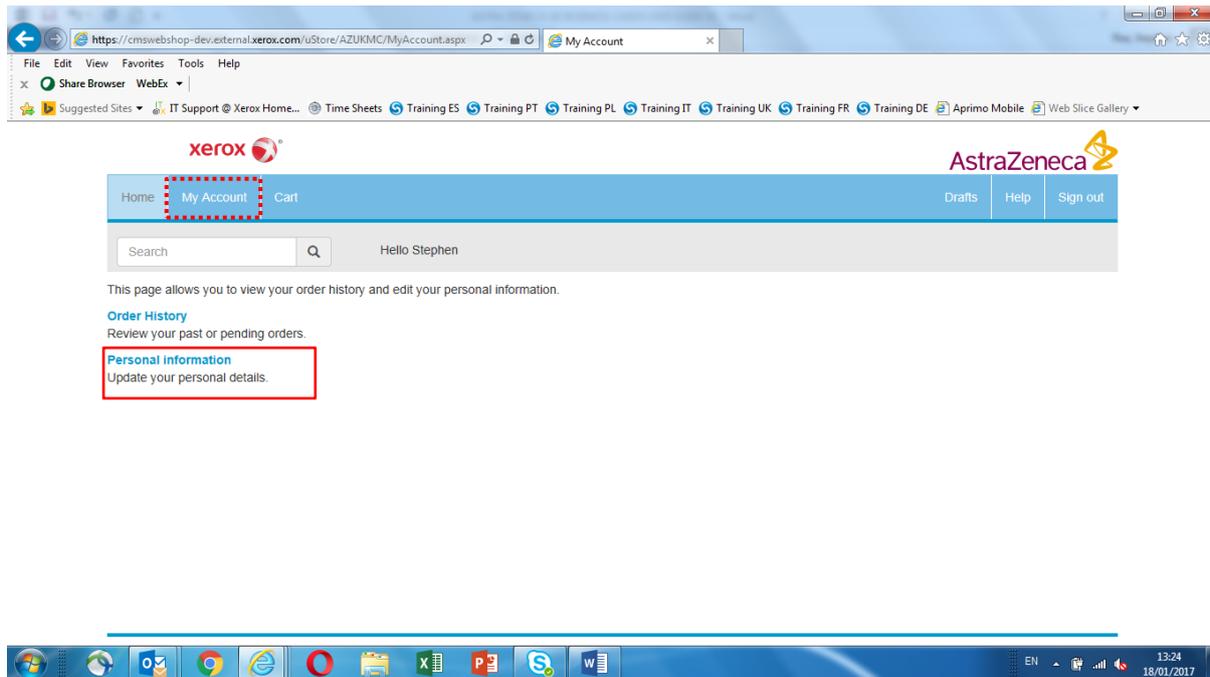
Request Status

Order#	Order date	Total amount	Status	Show receipt
883431	10/02/2017	£ 8.53 GBP	Order in Pre-Production	Show receipt
773331	10/02/2017	£ 10.78 GBP	Order in Pre-Production	Show receipt
333331	27/01/2017	£ 10.78 GBP	Order in Pre-Production	Show receipt
723331	26/01/2017	£ 10.78 GBP	Order in Pre-Production	Show receipt
782331	26/01/2017	£ 10.78 GBP	Order in Pre-Production	Show receipt
881331	25/01/2017	£ 8.53 GBP	Order in Pre-Production	Show receipt
671331	25/01/2017	£ 8.53 GBP	Order in Pre-Production	Show receipt
321331	25/01/2017	£ 8.53 GBP	Order in Pre-Production	Show receipt

Recent orders will be displayed together with their 'Order Status'. There is also an option to search for any placed 'Order ID's' using the highlighted search box above.

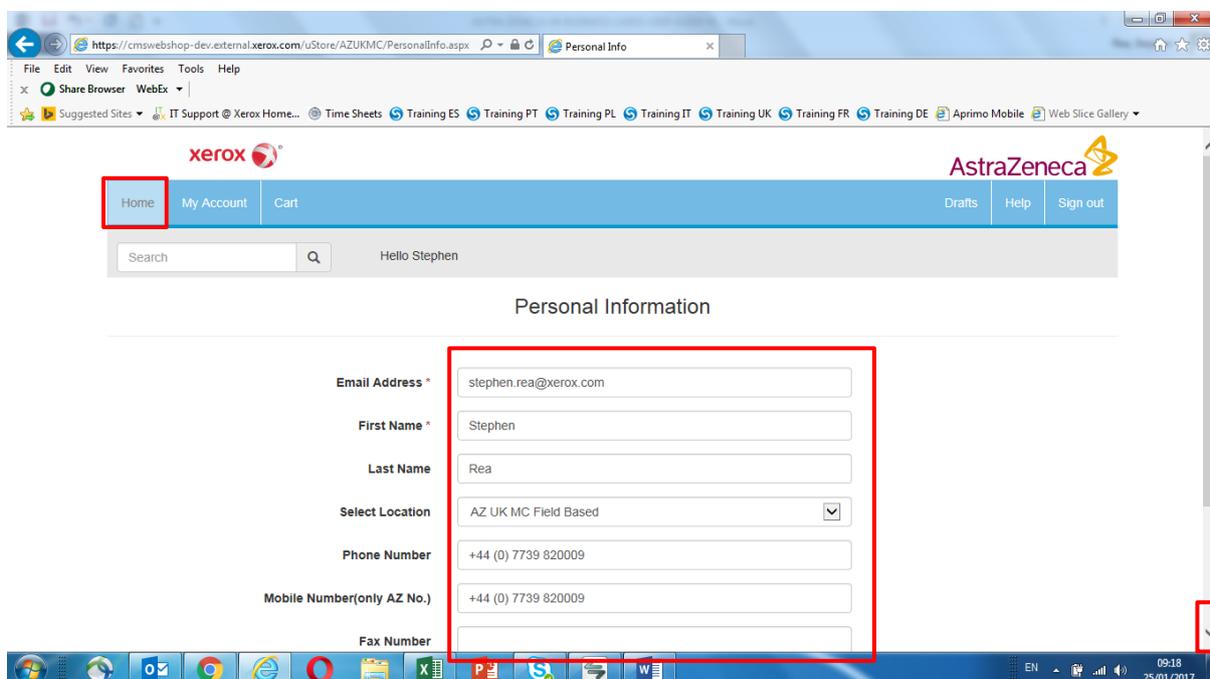
Click back on the 'My Account' button to be returned back to the previous screen or 'Home' to be sent back to the 'Homepage'.

Personal Information



Within the 'My Account' screen/area, clicking the 'Personal Information' link allows users to edit their own details and any defaults that are used when placing orders.

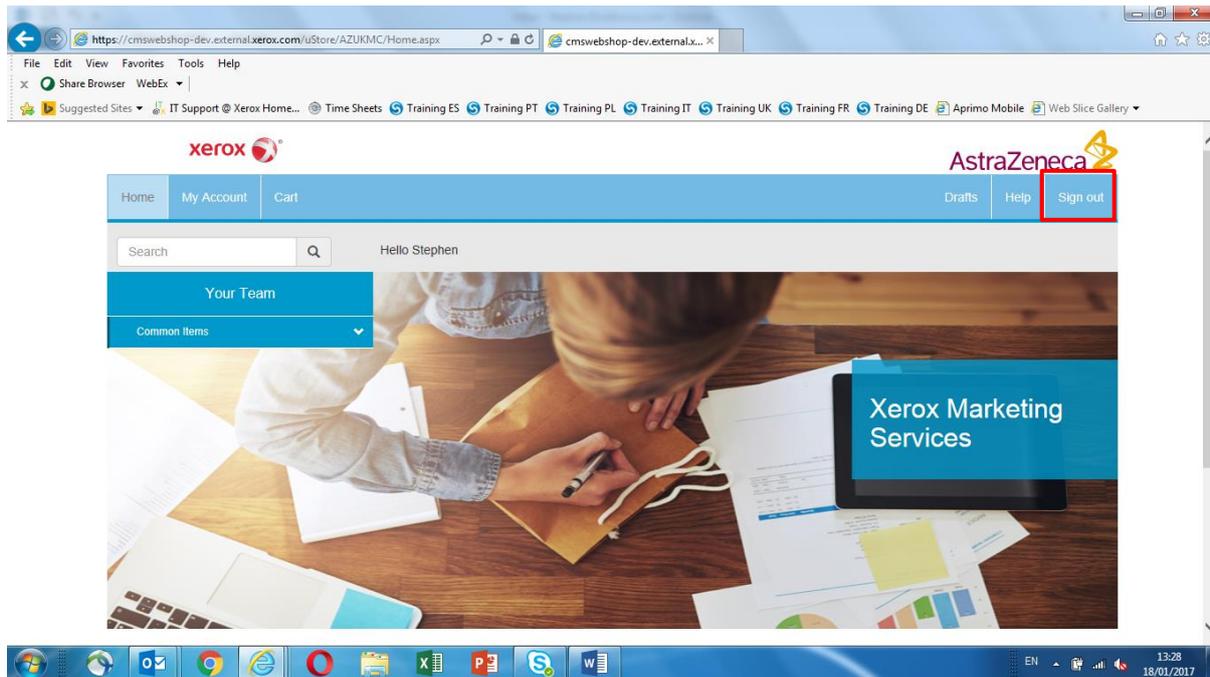
Personal Information



Edit any incorrect 'Personal Details' within 'Personal Information', as highlighted above, scroll down after making changes and click 'Save' to update.

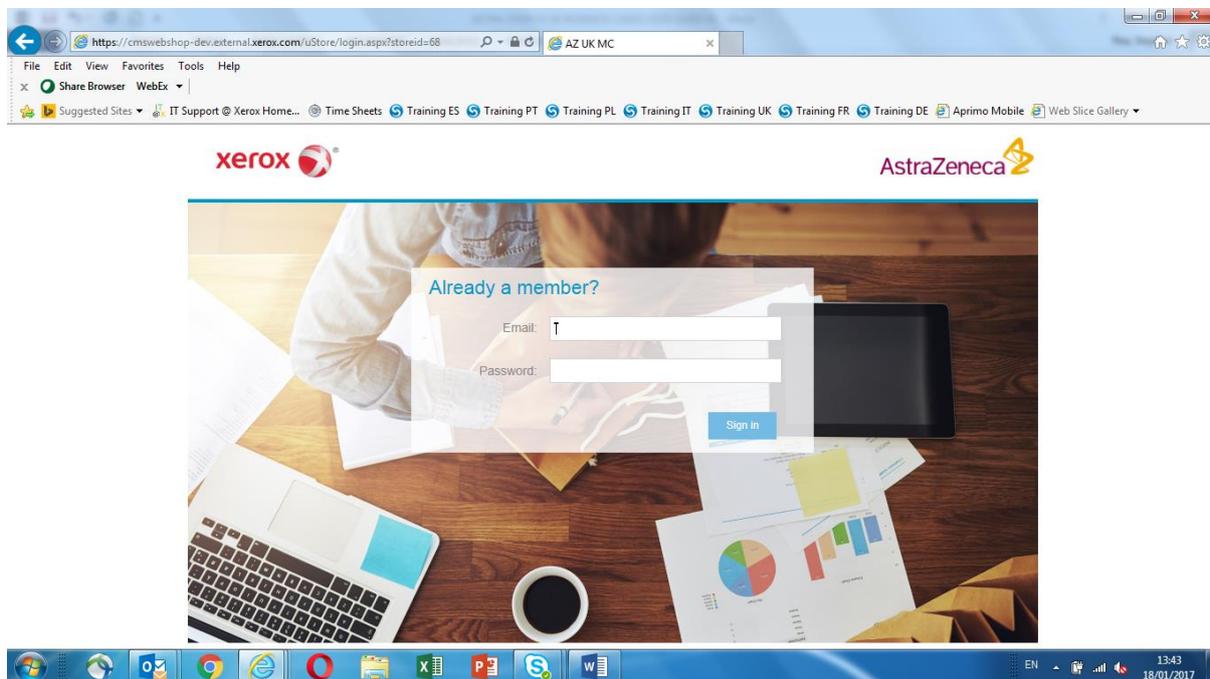
NB: Click on the 'Home' button at any time to be returned back to the homepage.

Home Page



Click on the **'Sign Out'** button, as highlighted above, at the top of the screen to log out of the platform at any time.

Signing Out



NB: Please refer to the **'Non Standard'** user guide for guidance on ordering any **'Ad Hoc'** items.

NB: Please refer to the **'Smart Meetings'** user guides for guidance on setting up a meeting.

NB: Please refer to the **'Smart Orders'** user guide for guidance on ordering any **'Smart Order'** items.

Click here to return to the ['Contents Page'](#).

AZ Config Print FAQ's

1. What items are available?

Currently business cards are the first items available to AZ UKMC staff, however this may be expanded to other common items as required.

2. What is the lead time for business cards?

The service level is 5 working days from submission of order.

3. How many can I order?

The system allows a minimum of one box of 100, in 100 steps to a maximum of 5 boxes of 100.

4. What is the specification?

The specification conforms to AZ Brand guidelines and is sized 55 X 85mm, printed on 300gsm Colotech card

5. Can I have a printed reverse image?

Yes, you can select an image from a range as part of the configuration process, but please note the guidelines relating to specific images relating to certain business units.

6. Can I add my qualifications?

Yes, the system contains a drop down of frequently used qualification options.

7. What if I my qualification is not listed?

Contact AZUKMCService@xerox.com and we will look to add your qualifications to the system.

8. Do I see a proof of the business card?

Yes. Part of the configuration process is to view a proof, and the user needs to click a button to signify proof approval prior to proceeding. If you notice an error, you can go back and correct, and re-proof.

9. What if I notice an error after submission, can I change it?

Unfortunately, no. The process is automated and on submission sends the file direct to print.

Click here to return to the ['Contents Page'](#).