

Introduction

Welcome to Ravensdown Online Ordering Portal System. This site has been created with the intention to assist users with the following:

- Ordering business cards

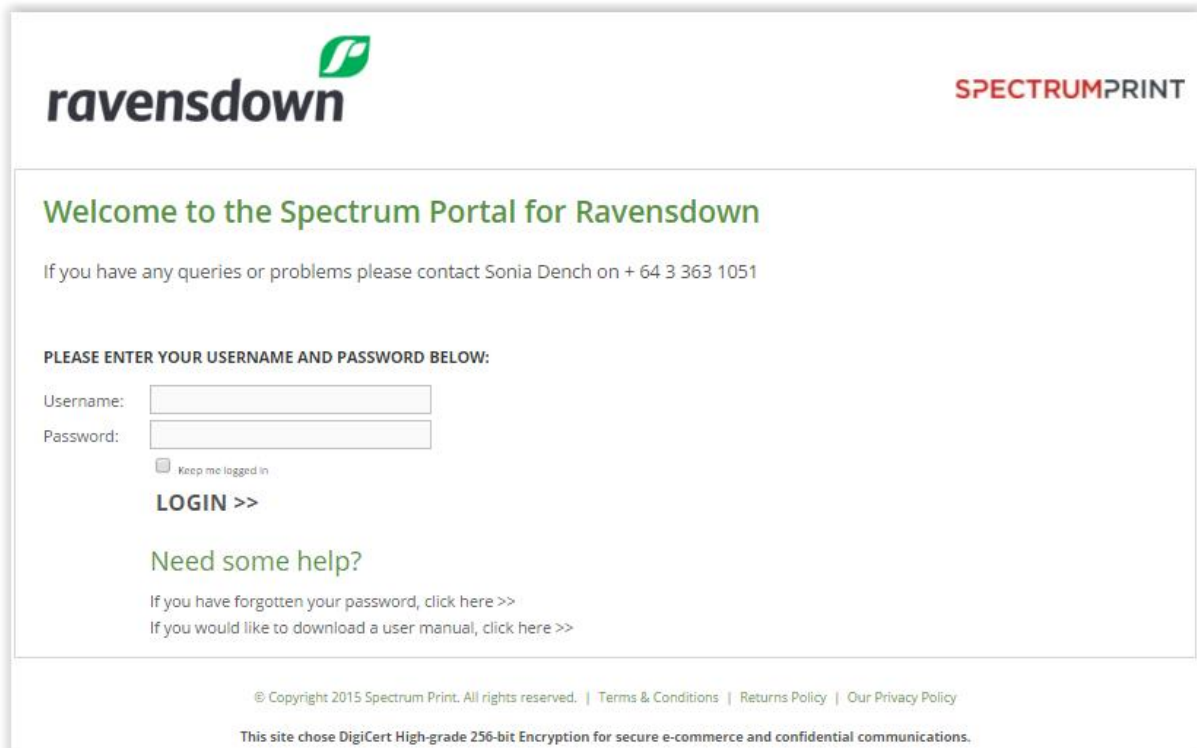
The site is a simple and easy method for users to access up to date information.

Logging In

To Access the site please go to the following URL using your Web Browser

<https://portal.bluestargroup.co.nz/login/ravensdown>

To log in, please enter your Username and Password. These will have been provided to you separately to this document. Either press your enter key or use your mouse to click on the Login Button.



The screenshot shows the login page for the Ravensdown Spectrum Portal. At the top left is the Ravensdown logo, and at the top right is the SPECTRUMPRINT logo. The main heading is "Welcome to the Spectrum Portal for Ravensdown". Below this, there is contact information for Sonia Dench. A prompt asks the user to enter their username and password. There are input fields for "Username:" and "Password:", a "Keep me logged in" checkbox, and a "LOGIN >>" button. A "Need some help?" section provides links for forgotten passwords and user manuals. The footer contains copyright information and a security statement.

ravensdown **SPECTRUMPRINT**

Welcome to the Spectrum Portal for Ravensdown

If you have any queries or problems please contact Sonia Dench on + 64 3 363 1051

PLEASE ENTER YOUR USERNAME AND PASSWORD BELOW:

Username:

Password:

Keep me logged in

LOGIN >>

Need some help?

If you have forgotten your password, click here >>

If you would like to download a user manual, click here >>

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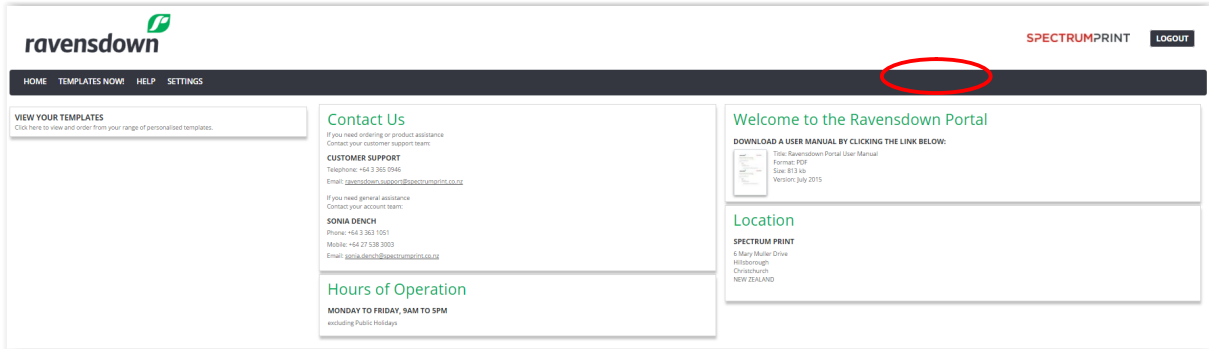
This site chose DigiCert High-grade 256-bit Encryption for secure e-commerce and confidential communications.

Once logged in, you have four menu options available on the right hand side of the window

Home
Templates Now!
Help
Settings

Home

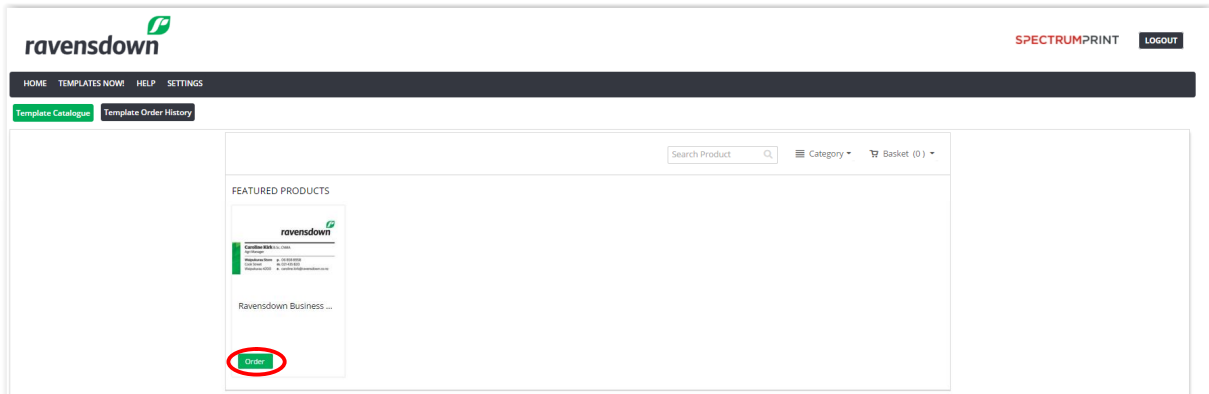
The Home Screen shows the Contact Us details, Hours of Operation and Welcome to the Ravensdown Portal.



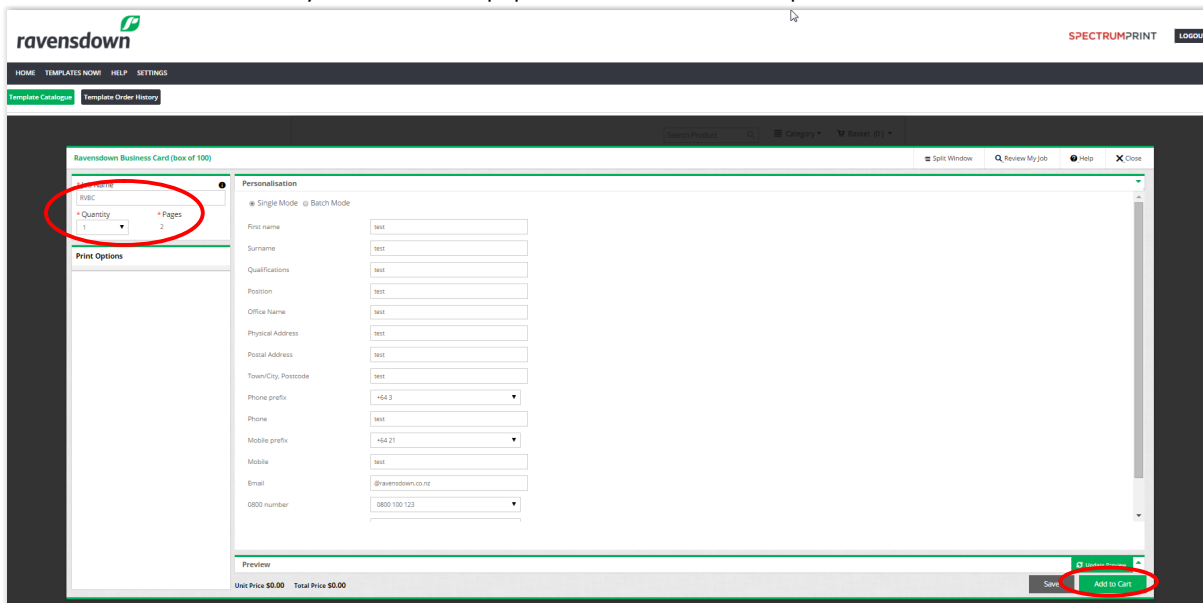
Templates NOW!

Click on the Templates NOW! button this will then display 2 more tabs. Templates Catalogue tab displays the templates available. Template Order History will display previous orders

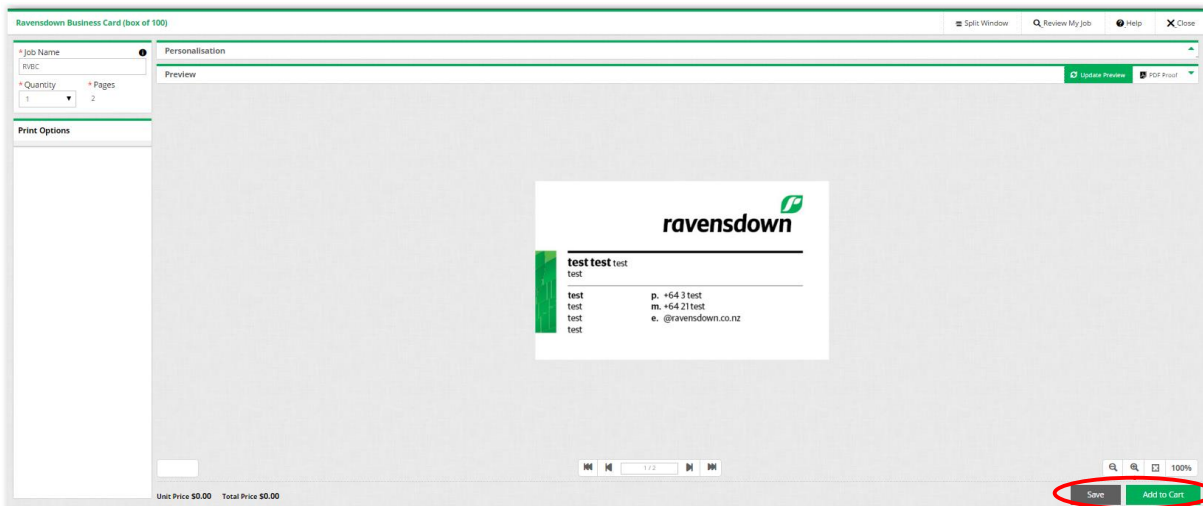
Under the Templates Catalogue button click on the order button to progress



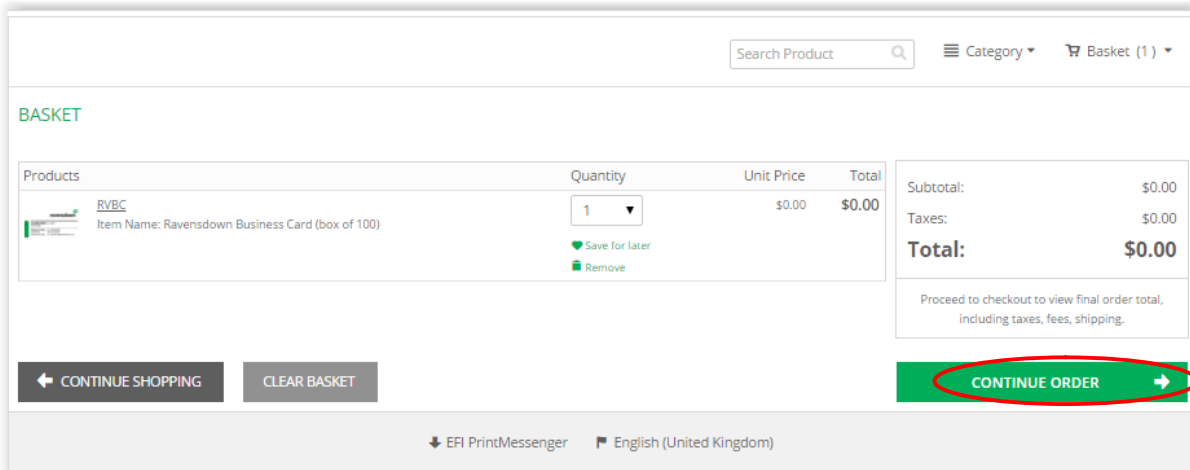
Fill in a Job Name and Quantity as below. Then populate the fields under the personalisation section



If you click on the update preview this will display an image of the business card for you to view (this may take a few seconds)



If you need to edit your Business card click on the down arrow next to the PDF Proof and you can make changes and then update preview again. If you are now happy with the card then select add to cart, this will then display what is in your basket.



Click on Continue order and fill in the delivery and shipping options.

1 Shipping 2 Payment 3 Finish

Select a delivery address & shipping options

SHIPMENT 1
Please select a shipment type.
Local Delivery by Spectrum Print ▼

ADDRESS
[Add from Address Book](#)

First Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State/Province/Region:

Zip/Postal Code:

Country:

Phone Number 1:

Products
RVBC
Item Name: Ravensdown Business Card
(box of 100)

Qty	Unit Price	Total
1	\$0.00	\$0.00

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

Company:

Email:

Delivery Instructions

Save to My Address Book

You must click save to proceed with checkout.

Click on the Proceed to Purchase button.

Select your payment type and place order by clicking on Place My Order

Shipping **2** Payment **3** Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Zero Payment

ZERO PAYMENT

Thank You
Not applicable

Products
RVBC
Item Name: Ravensdown Business Card
(box of 100)

Qty	Unit Price	Total
1	\$0.00	\$0.00

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

[← CONTINUE SHOPPING](#) [PLACE MY ORDER →](#)

You will then receive a Order Confirmation

Shipping **2** Payment **3** Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: **650** Status: **In production** Order Date: 22/10/2015 14:19:07 NZDT
As of 22/10/2015 14:19:16 NZDT

Order placed by:
Gillian Rule
Gillian.Rule@ravensdown.co.nz
United States

SHIPMENT 1
Local Delivery by Spectrum Print

ADDRESS
Gillian Rule VI - (U.S.) Virgin Islands -
United States
Gillian.Rule@ravensdown.co.nz

Products
RVBC
Item Name: Ravensdown Business Card
(box of 100)

Qty	Unit Price	Total
1	\$0.00	\$0.00

RVBC
Item Name: Ravensdown Business Card
(box of 100)

Qty	Unit Price	Total
1	\$0.00	\$0.00

Payment Method:
Zero Payment

Subtotal: \$0.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.00

[← CONTINUE SHOPPING](#) [PRINT](#) [REORDER](#)

You can continue shopping or Logout