

# Advantage Copy and Print Client Login System

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## INSTRUCTIONS FOR USE.

### PLEASE READ THIS WHOLE DOCUMENT BEFORE PROCEEDING

1. Go to <http://advcopy.co.uk/clientlogin.shtml>
2. Click on the yellow 'Click here to log in' button
3. Enter your company name and password you were supplied with by ADV Copy.  
(Please note: the password is case and space sensitive)

## Jobs

Here you can see the whole list of past jobs you've submitted to ADV Copy or have been submitted on your behalf.

### New Job

Click on the link at the left to raise a new job.

<b>Order number:</b>	Your own personal order number
<b>Title:</b>	The title of the job
<b>Details:</b>	Details about the job
<b>Quantity:</b>	The quantity you require
<b>Delivery Address:</b>	The address you require the finished job to be sent to. See <b>Addresses</b> below for more details.
<b>New Artwork:</b>	<p>If you need to submit artwork click on the <b>Select</b> button. A new window will pop up. Click on <b>Choose File</b> to select the file on your computer then click <b>Upload</b>. Depending on the size of file submitted it may take anything from a few seconds to a few minutes to upload, so please be patient.</p> <p>If you have multiple files to upload we recommend putting them in a zip file first as the CLS will only accept one file per job.</p> <p>Once the file has uploaded click <b>Accept and Close</b>.</p>
<b>Required Date:</b>	The date you require the finished job by
<b>Name:</b>	The name of the person submitting the job to ADV Copy
<b>Email Contact:</b>	The email address of the person submitting the job to ADV Copy

## **Repeat Job**

Within the list of previous jobs click on the  icon. You can then modify any of the information from the previous job including new artwork or changing the delivery address.

## Addresses

You can set up a list of alternative addresses for delivery.

Click on Addresses at the top, you can then either edit your main delivery address or create new addresses using the link on the left side. Please fill out as much information as possible when you create a new address.

After you have your alternative addresses you can easily select which address you want a certain job to go to by selecting it in the dropdown box when you create/repeat a job.

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Please remember to click **Log out** when you have finished

If you have any issues or problems with the Client Login System please contact us on 01344 489055 or email [sales@advcopy.co.uk](mailto:sales@advcopy.co.uk) and we will do our best to assist.