



# Uploading Plan/CAD Digital Files for Printing

## Step-by-Step Instructions



REPRO-ONLINE

## Instructions

This is the welcome screen which you will see after being redirected from the Carters Website Home Page.

Click on the **Getting Started** tab.



## Hint

Look for the Blue Arrow



**CARTERS**  
Your Building Partner

Carters National Support Office  
Private Bag 94027, Manukau, Auckland, 2241, New Zealand  
09-272 7200  
carters@repro-online.co.nz

Home Getting Started Login Upload & Print

Language:

- Welcome
- Downloads
- Printing from Hard Copy
- Scanning of Plans
- Price List
- Shipping
- F.A.Q.'s

### Welcome

Click on the 'Getting Started' tab.

**New User**

- Once in the 'Getting Started' page, click on the 'New User Button'
- You will need to complete a small amount of detail, please complete all fields, most importantly your address, phone number and email address.
- You will then be taken to the 'Upload' page which is self explanatory.

**NOTE:** If you want further clarification of the process, [Click Here](#) to obtain step-by-step instructions. If you still have any question call our friendly Helpdesk on 0275-750 367.

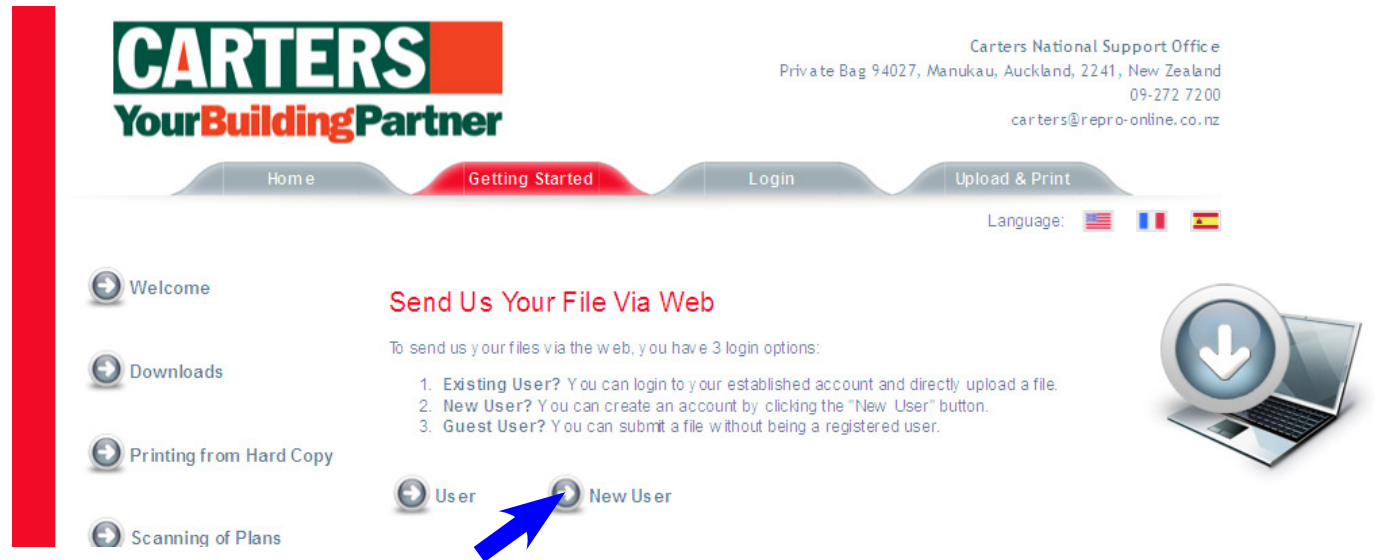
### Sending us Hard Copies of Plans or CAD Drawings for printing:

- Complete a 'Hard Copy Print Instruction' which you can obtain from our Carters Branch or download it by [Clicking Here](#) or download it from the 'Downloads' page.
- Place your plans in an envelope and either Courier or Post it to us, address's are shown on the Print Instruction sheet.
- Alternatively take the plans along to your Carters Branch, they will give an envelope into which you should place your plans and completed 'Hard Copy Print Instruction'.
- Your plans will be sent for printing by overnight Courier at no charge to you.

## Instructions

Having clicked on the **Getting Started** tab you will now see this screen.

As you have not yet registered, click on the **New User** button.



The screenshot shows the CARTERS website interface. At the top left is the logo "CARTERS Your Building Partner". To the right, contact information for the Carters National Support Office is provided: Private Bag 94027, Manukau, Auckland, 2241, New Zealand, 09-272 7200, and carTERS@repro-online.co.nz. A navigation bar contains tabs for "Home", "Getting Started" (highlighted in red), "Login", and "Upload & Print". Below the navigation bar, there are language selection options for US, France, and Spain. On the left side, a vertical menu lists "Welcome", "Downloads", "Printing from Hard Copy", and "Scanning of Plans". The main content area features a section titled "Send Us Your File Via Web" with instructions on how to upload files via the web, listing three options: Existing User, New User, and Guest User. Below this, there are two buttons: "User" and "New User", with a blue arrow pointing to the "New User" button. To the right of the main content, there is an illustration of a laptop with a download icon (a circle with a downward arrow) overlaid on the screen.

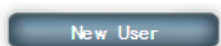
## Instructions

Having clicked on the **New User** button you will be taken to the **New User Login** screen.

Complete the required detail in each of the boxes.

- Enter a **User Name**
- Enter your chosen **Password**
- Re-Enter your chosen **Password**
- Enter your **Email Address**

Once all the boxes have been completed click on the **New User** button.

A screenshot of the CARTERS website's "New User Login" page. The page features the CARTERS logo at the top left, with the tagline "Your Building Partner". To the right of the logo, contact information for the Carters National Support Office is provided, including a private bag address in Auckland, New Zealand, a phone number (09-272 7200), and an email address (carters@repro-online.co.nz). A navigation bar contains links for Home, Getting Started, Login (highlighted in red), and Upload & Print. Below the navigation bar, there is a language selection menu with flags for the USA, France, and Spain. On the left side, a vertical menu lists various services: Welcome, Downloads, Printing from Hard Copy, Scanning of Plans, Price List, and Shipping. The main content area is titled "New User Login" and contains four input fields: "User Name \*:", "Password \*:", "Confirm Password \*:", and "Email \*:". Below these fields is a "New User" button and a link that says "already registered? Click Here". Three blue arrows point to the input fields, and one blue arrow points to the "New User" button.

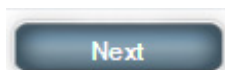
## Instructions

Having clicked on the **New User** button you will be taken to the **Contact Information** screen

Complete the required detail in each of the boxes.

- Select your **Home Branch** from the drop-down list. *[Note: This is the branch at which you have your Carters account.]*
- Enter your **Carters Account Number**
- Enter your **First Name**
- Enter your **Last Name**
- Enter your **Company Name** *[Note: This is the Company Name of your Carters account.]*
- Enter your **Street Address 1** *[Note: This is the first line of your normal delivery address]*
- Enter your **Street Address 2** *[Note: This is the second line of your normal delivery address]*
- Enter your **Suburb**
- Enter your **City**
- Enter your **Postal Code**
- Enter your **Phone Number**
- Enter your **Fax Number** or N/A
- Enter your **Email Address**

Once all the boxes have been completed click on the **Next** button.



CartersUser1\_210611



**CARTERS**  
Your Building Partner

Home

Carters National Support Office  
Private Bag 94027, Manukau, Auckland, 2241, New Zealand  
09-272 7200  
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Language:   

Welcome

Downloads

Printing from Hard Copy

Scanning of Plans

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### Contact Information

Home Branch : \* -- Select Home Branch --

Carters Account Number : \*

First Name : \*

Last Name : \*

Company Name : \*

Street Address1 : \*

Street Address2 :

Suburb : \*

City : \*

Postal Code : \*

Phone : \*

Fax : \*



E-mail : \*

Next

## Instructions

Having clicked on the **Next** button you will be taken to the **Select Job Options** screen

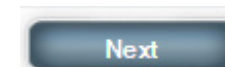
Complete the required detail in each of the boxes.

- In the **Date Required** box, either enter the date or select drop-down calendar  
- Enter the **Number of Copies** required
- In the **Media** box from the drop-down list select from the options:
  - *Tyvek*
  - *80gsm Bond Paper*
- In the **B&W or Colour?** box from the drop-down list select from the options:
  - *B&W*
  - *Colour*
- In the **What Size?** box from the drop-down list select from the options:
  - *A0, A1, A2, A3 or A4*
- In the **Do you want Plans Bound?** box from the drop-down list select from the options:
  - *No, Supply loose*
  - *Staple Left Edge - \$5 per set*
  - *Staple & Bind Left Edge - \$10 per set*

- In the **Shipping** box from the drop-down list select from the options:
  - *Courier to my address*
  - *Send to my Carters Branch*
  - *Collect*
  - *Other, Specify in Comments/ Instructions box.*

- Enter any special instructions in the **Comments/ Instructions** box

Once all the boxes have been completed click on the **Next** button.

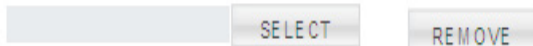


## Instructions

Having clicked on the **Next** button you will be taken to the **Upload Your Files** screen.

This is where you will select the file [or files to be uploaded for printing.

- Click on the **Select** box,



*This will take you to your computer's hard disk which will allow you to select the PDF [or other] file to upload.*

- The **File Name** will appear in the panel alongside the **Select** button
- If you have more than one file to upload repeat the process in the 2nd selection bar. If you have more than three files to upload click on the ADD button to open up more selection bars.
- To complete the file upload process click on the **Upload Now** button.



## Instructions

Having clicked on the **Upload Your Files** button the upload process is complete you will then be taken to this summary screen.

- Your **Job Ticket number** is shown. *This is the reference number for tracking your Order.*
- To view a copy of Job Ticket click on the **View Your Ticket** button.

[View Your Ticket](#)

A copy of the **Job Ticket** will be emailed to the **Email Address** you entered when you set up your account.

***This is the last Step in the process of Uploading Files for printing.***

***Should there be any questions you have about this process please email us at: [support@plans-online.co.nz](mailto:support@plans-online.co.nz)***

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1 Select Job Options 2 Upload Your File(s) 3 Review

**Thank You for Placing your Order**

Your confirmation number is: **215900**

Clickbutton "View Your Ticket" below to see full order information.

File Name	File Size
Merc1.pdf	3 Mb

[View Your Ticket](#)



## Sample Job Ticket

- This is a sample copy of the Job Ticket that can be printed from the system [refer previous page] and is also emailed to you.
- We suggest that you file this **Job Ticket** as your reference.

## Sample Job Ticket

Submitted : 6/20/2011 10:51:24 PM

Order Number : 210909

Print



### Store Information

**Store Name :** Carters National Support Office

**Address :** Private Bag 94027, Manukau, Auckland, 2241, New Zealand

**Phone :** 09-272 7200

**Email :** carters@repro-online.co.nz

### Customer Information

**Home Branch:** Albany

**Carters Account Number:** 1234

**Customer Name :** New Test

**Company :** NewTester

**Address :** 1 Test St Tester  
Tester 1234

**Suburb:** Tester

**Phone :** 09-1234 1234

**Fax :** 09-1234 1234

**Email :** newtest@repro-online.co.nz

### Order Information

**Date Required :** 26 Jun 2011 12:00:00

**Number of Copies :** 2

**Media :** Tyvek

**B&W or Colour? :** Black & White

**What Size? :** A0 - [1189x841]

**Do you want Plans Bound? :** No, supply loose