



# pixa print portal

## QUICK START GUIDE: GIRL SCOUTS



## RECRUITMENT FLYER TIME/PRICE REFERENCE CHART

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### Timeline for order quantities UP TO 1000 flyers:

- ▶ Orders sent to Allegra by **10 a.m.** will be ready **2 business days later.**  
*(In by 10 a.m. Monday, ready by Wednesday. Pick-up after 3 p.m., delivery by 5 p.m.)*
- ▶ Orders sent to Allegra by **2 p.m.** will be ready **3 business days later.**  
*(In by 2 p.m. Monday, ready by Thursday. Pick-up after 3 p.m., delivery by 5 p.m.)*

	50	100	250	500	750
English/Spanish Layout	\$54.00	\$69.00	\$126.00	\$237.00	\$334.00
English Only Layout	\$39.00	\$50.00	\$79.00	\$129.00	\$188.00

### Timeline for order quantities OVER 1000 flyers:

- ▶ Production will run **5 business days.**
- ▶ Orders received by **Monday** will be ready **the following Monday.**

	1,000	2,500	5,000	7,500	10,000
English/Spanish Layout	\$344.00	\$400.00	\$508.00	\$670.00	\$790.00
English Only Layout	\$205.00	\$307.00	\$368.00	\$640.00	\$727.00

*If you have an order that does not fit the above production schedule, please contact Nicole Shores at 602-452-7094 | [nicoleshores@girlscoutsaz.org](mailto:nicoleshores@girlscoutsaz.org)*

## WELCOME TO THE PIXA ONLINE PRINT PORTAL!

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The Pixa / Girl Scout web-based ordering system is an online library of GSACPC forms and marketing materials that is streamlined to help manage, order and replenish key documents.

The chart on the left explains the pricing and turn-around times for our batch printing system. This helpful chart allows you to plan and understand when to expect your completed print project.

This Quick Start Guide will take you step-by-step through the ordering process on our new system. We've designed it to be very user friendly and hope you'll be up and running in no time!

***-The Pixa Team***

## instant access and control

Access your pre-selected documents at any time and from any place. Manage inventory, update time-sensitive information and reduce costs. These are just a few of the many benefits you'll enjoy with our new customized online order center.

Other benefits include:

- ▶ Central Repository for Printed Documents
- ▶ Brand Consistency Across All Markets
- ▶ Budget Management
- ▶ 24/7 Ordering
- ▶ Real-time Proofing
- ▶ Ease of Use
- ▶ Mobile Friendly

*Let's get started!*

## Go to [www.girlscoutsazdocs.com](http://www.girlscoutsazdocs.com)

Login with your Username and Password.

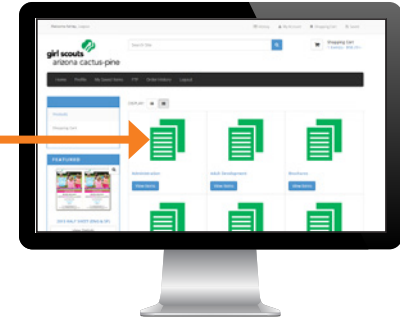
Log in here



## View Dashboard

Once you have entered your username and password, you will be taken to the dashboard. This is the starting point to order documents for print and to manage your account.

View  
Products  
here



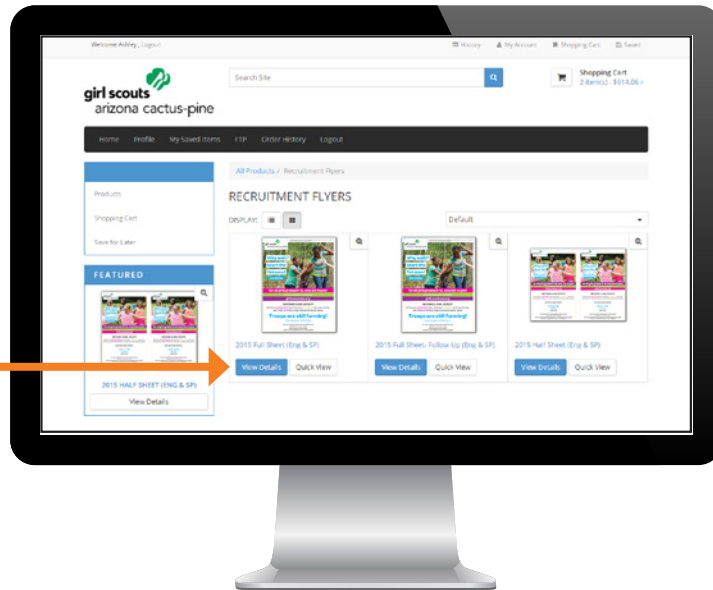
From this screen you can:

- ▶ Find the specific product to be ordered
- ▶ Place an order
- ▶ View your order history

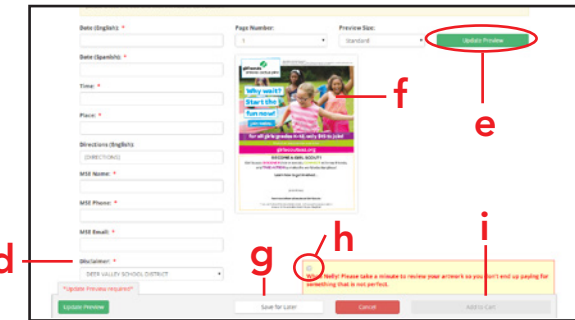
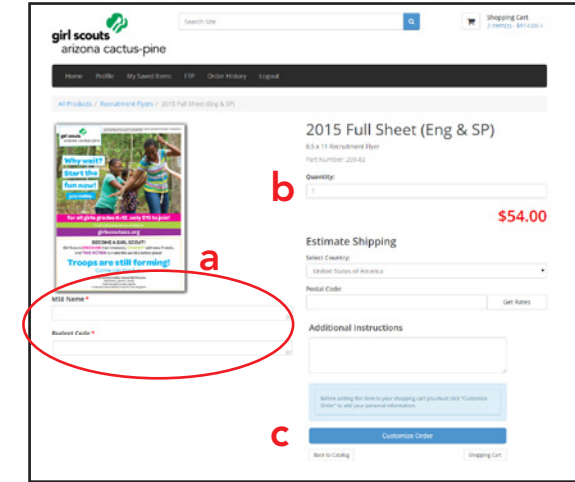
## Placing an order is easy.

- (1) Select the product category you wish to order from.  
For instance, Recruitment Flyers.
- (2) Choose the specific piece you wish to order-for instance, the specific recruitment flyer-which you can see thumbnails of below.
- (3) Click the View Details button to begin customization or ordering.  
pages in the document.

Choose the  
specific product  
and click View  
Details



- Fill in MSE Name & Budget Code. These are required fields and can be found under the thumbnail.
- Enter quantity
- Click Customize Order
- On new screen, select school district for disclaimer
- Enter all necessary information, then click Update Preview for a real-time proof.
- This is a live preview. Make sure to review all pages each time you update.
- Click "Save for Later" to save changes without adding to your cart.
- Check box if you are satisfied with your changes
- Click "Add to Cart"



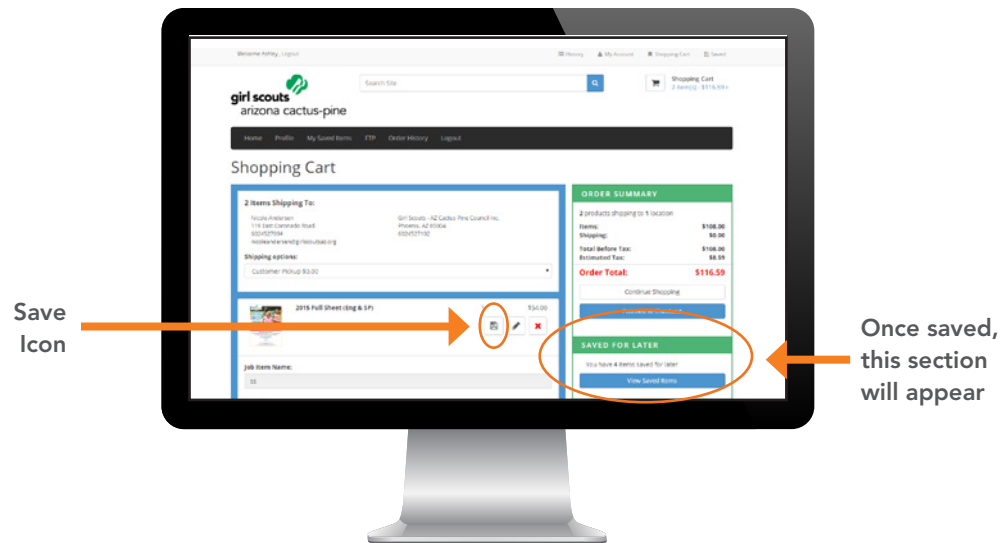
*\*If you need a proof approved by a school before placing your order, please see page 6*

## Proofing Your Order

- ▶ We provide a live proof so you can check the accuracy of any items ordered from the online print center. Please check the proof carefully before you add to cart.
- ▶ By approving your proof, you are verifying that the information is correct and ready to proceed to production. **NOTE: The proof will still need to go through your internal proofing process before Pixa receives the order.**
- ▶ Once you have approved your proof, your experience will be like any other online shopping cart.
- ▶ You can either add to your order or proceed to check out.
- ▶ Please reference the chart on the inside front cover for the production schedule and delivery times.

## View a Downloadable PDF Proof

- ▶ Go ahead and follow step h from page 5 (don't worry-it won't send your order to print yet)
- ▶ Select Add to Cart
- ▶ In the Shopping Cart, click the Save icon next to the selected product of which you'd like to view a downloadable PDF
- ▶ Once saved, you will see a Saved for Later area on the right of your screen



## View a Downloadable PDF Proof continued

- ▶ Click the View Saved Items button to view your product.
- ▶ Click Download PDF

We provide a proof so you can ensure the accuracy of any updates you make from the online print center. Please check the proof carefully before you continue with your order.

After viewing proof, you can either Add to Cart or Edit.

## Completing your Order

Once you have completed your order, you will see an Order Summary screen. The details on this page include your:

- ▶ Web Order Number
- ▶ Product Details
- ▶ Quantity
- ▶ Price
- ▶ Billing/Shipping Preferences

You will have the opportunity to print this screen for your records. You will also receive an email confirmation for your order.

### Ways to Continue:

- ▶ Order my products
- ▶ Continue using our website
- ▶ Logout

## That's it!

Your order is placed and you can get back to your day. We'll take it from here!

## THANK YOU FOR USING THE PIXA ONLINE PRINT PORTAL!

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I know! It's amazing isn't it? With 24/7 access, you have the convenience to place an order from anywhere. If you have additional questions while placing an order, please call your Girl Scout representative, Nicole Shores at 602-452-7094 or email her at [nicoleshores@girlscoutsaz.org](mailto:nicoleshores@girlscoutsaz.org). She will forward questions to our support staff.

Thank you! We appreciate your business.

*Eileen & Ted*

Eileen Rogers & Ted Raymond  
Principals



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