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Introduction

Retail Manager

This site will allow you to customize materials with your store information for store moves, remodels, closings, holiday hours, etc. You will be able to order posters/banners and save PDF’s from templates.

This document will describe the steps necessary to access and build these store materials.

Logging Into The Website

The Retail Manager website is accessible though the following URL (www.usccbrochurevault.com). Once at the Online Services page, click on Retail Manager (see Figure A below) to go to the login page.

You will use your same user name and password from Brochure Vault. If you do not have an existing user name, enter your information under New Users at the initial login screen (see Figure 1 below).
U.S. Cellular Storefront

This U.S. Cellular Storefront site is part of an overall re-write of all US Cellular print-on-demand sites and will be using a common storefront (see Figure 2 below) with those other item categories.

Figure 2

This training document will focus primarily on how to build and order posters, flyers and banners from “Retail Manager”.

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**StoreFront Options**

After you’ve logged in, you’ll be placed on the initial StoreFront main page. There are a number of features, buttons, etc. you should be aware of which are available from the StoreFront main page.

- **Start Button** – Start an item order
- **Shopping Cart** – To view the items in your shopping cart

- **Orders** – To view your order history

- **Logout** – To logout from the StoreFront…preferred method to just closing the browser window
StoreFront Ordering Process
After logging in, click on the Start button at the top of the screen to get to the storefront where you will build and order your materials.

Ordering products from the U.S. Cellular storefront uses the same process, regardless what items you are ordering:

Start/Login

**StoreFront:**
Select Template to Customize

**Form Filling:** Choose quantity, customize template

**Finish:** Fill optional special description

**Checkout:** Shipping, billing info, etc.

End
Building Your Materials

Form Filling

First, you’ll need to fill out a quick form to select the contents, look and feel of the materials you have selected. See Figure 3 below.

Figure 3

Fill out the form by:

1. Selecting the Quantity
2. Input all variable information – dates and/or store information (in some instances, you will be able to include up to two store locations).
3. Click on Update to see a sample. The image on the right of the screen will show you the product with the information you have input. If any of this information is not correct, simply go back to the appropriate section and make the correction. Click on Update again to see a revised sample.
4. Click on PDF Preview to see a PDF sample of the product (Figure 4 below)
5. Make sure to select the checkbox about reviewing the product
6. Click on Next Step (at top/bottom of page) if input is correct. This will take you to the Finish step.

**Finish**

The Finish step (Figure 5 below) allows you to fill out a description of item order with any special text you wish to enter.

![Figure 5](image)

You can go back and edit any of the information before you add it to the shopping cart. If everything is correct, do the following:

1. Give the order item a Description
2. Click Add to Shopping Cart
Shopping Cart and Checkout

Once you’ve completed assembling your order and you’re satisfied you are ready to check out, you can click the *Proceed to Checkout* button from the *Shopping Cart* web page.

You now have several options:

1. *Edit* the product (If you need to change something)
2. *PDF Preview* (To see the finished product)
3. *Duplicate* the order (To order more of the same thing)
4. *Delete* (This is permanent)
5. Put it on *Hold*

Now you can do the following:

1. If everything looks fine. Click *Proceed to Checkout*
2. If you want to add more product Click *Continue Shopping*, and you will go back to the Storefront (*Figure 2*).
Shipping

The Shipping step (Figure 6 below) allows you to add your shipping information. Your actual shipping charges will be displayed.

![Shipping Step](image)

Figure 6

Do the following:
1. Input all of the Shipping To Info
2. Select the Delivery Method*
3. You can click on Update Delivery Cost Estimates if you change the Zip Code.
4. Click Next Step, which will take you to the Payment step.

*Please Remember to refer to the UPS Ground Transit Time map when making your shipping choices.
Payment
The Payment step (Figure 7 below) allows you to enter the billing information.

Do the following:
1. Select Method of Payment to choose either Cost Center, or Credit Card
2. Put in your Cost Center (It will default to the Cost Center from your Profile)
3. Click Next Step, which will take you to the Order step.
Order

The *Order* step ([Figure 8](#) below) allows you to review your order and *Place Order* in the system.

![Figure 8](image_url)

You can go back and change any of the shipping and payment information before you place the order. If everything is correct, do the following:

1. Click *Place Order*

You will receive an email to let you know your order was submitted, and you will see this on your screen ([Figure 9](#)), to let you know it was ordered as well.

![Figure 9](image_url)

The order is complete. From the Storefront, you can check the status of your order by clicking on the *Orders* Tab at any time.
PDF Downloads
This new option is now available for some of the flyers.

How to Order PDF
You can tell which are downloadable by the text at the bottom of the product.

1. Select which product you would like to order
2. Fill out the Store Information (See Page 7)
3. Quantity will always be one
4. During Checkout it will skip Shipping Step
5. Make Payment (See Page 12)
6. Click Next Step
7. Place Order

You will get this screen to download the PDF. Just click on the link and you can download the PDF.

You can always come back to this page by going to Orders at any time.