

Web2Print

A user guide

print.healthscotland.com

Contents

3	Introduction to Web2Print
4	How does it work?
5	How to log in
6	Web2Print navigation
7	– Home page
8	– Edit My Details
9	– Saved Projects
10	– Order History
11	– Open Catalogue
12	– My Shopping Basket
13	– Log Out
14	Customising materials

Welcome to the NHS Health Scotland Web2Print platform.

This online tool allows NHS Health Scotland (NHS HS) and our NHS Board partners' speedy access to an online custom-branded print portal. Web2print provides a simple and quick route to personalise and produce print materials, such as campaign posters and leaflets to specific audiences and to localised target groups. It provides users with existing artwork that can be customised by changing logos, images, text and vector files. Using Web2Print ensures flexibility in targeting print materials or web PDF files to specific audiences and geographical sectors. It has the ability to be used 24/7 and reach users beyond any boundaries.

Once registered as a user, the system is simple to use and follows a 'shopping cart' process. Details of previous orders will be stored on the system to allow for quick and easy re-ordering and a status of any current orders will also be provided to you.

To ensure good value for money, both minimum and maximum order quantities have been set with fixed prices arranged via the NHS Health Scotland Publishing team.

What are the benefits of Web2Print?

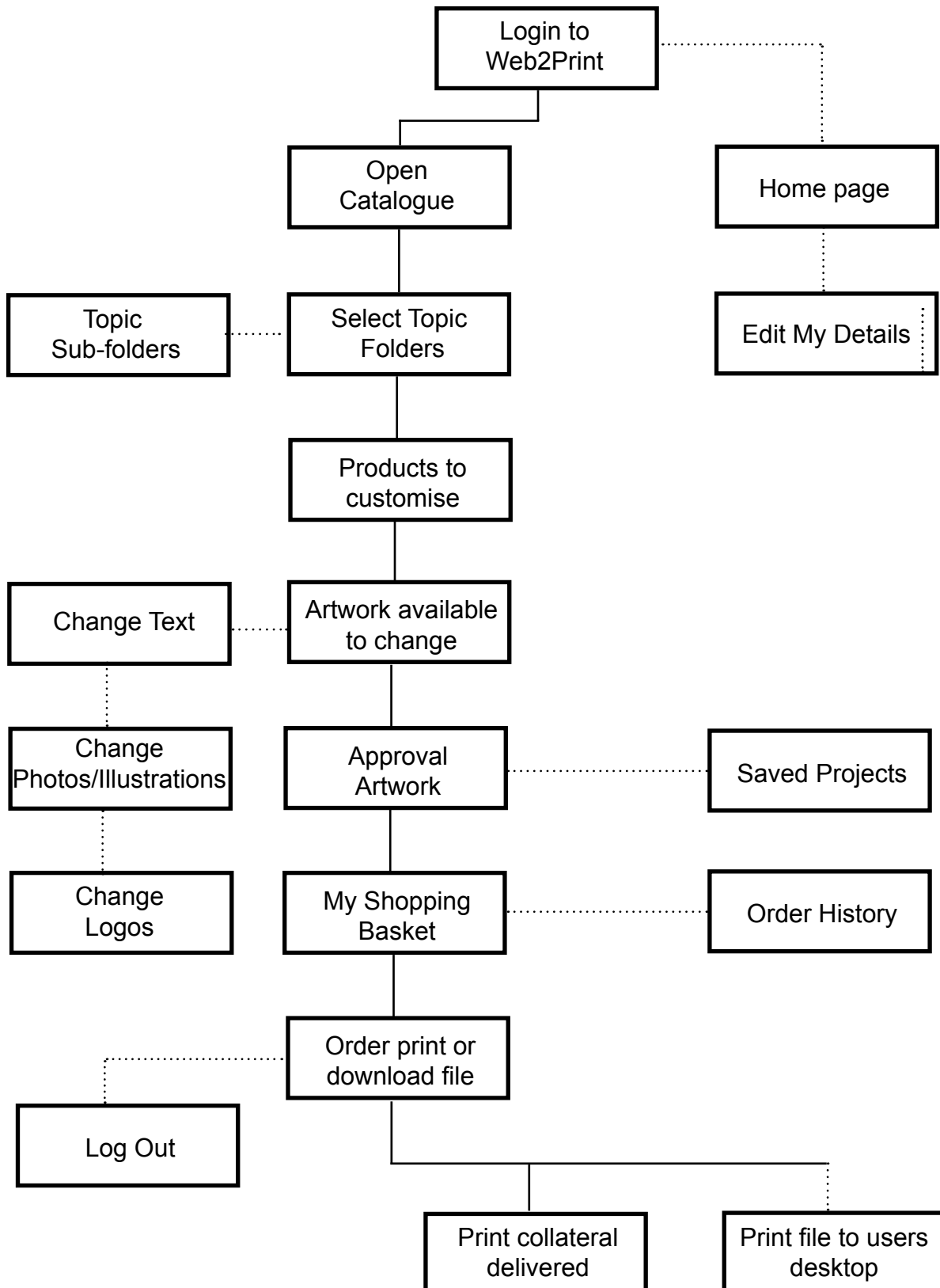
- Brand consistency – we can set and control design options based on NHS HS brand guidelines while allowing specific amendments to be made in one place.
- Customised content – allows for personalised content targeted at specific audiences.
- Digital asset management – all collateral and digital assets in one place making it easy to manage brand identity.
- Saves time – streamlined design, production, approval and delivery process.
- Saves money – provides 'print on demand' with no need to order in bulk, and no need to pay for excess warehousing or damaged waste.
- Inventory control – provides instant information on what material is being ordered and for whom.
- Approval process – all amendments/customisations are carried out at the Authoriser's risk.

Within the tool menu there is a feedback and contact us link. We would like to hear from you on provide us with comments on the site.

How does it work?

4

Web2Print is a faster and easier solution to not only ordering print online and allows you to customise materials to your own preferences. The following is a flowchart on how to use Web2Print and will help you to streamline the process and be able to track all artwork and orders.



How to log in

5

The URL for using NHS Health Scotland's Web2Print pilot is print.healthscotland.com. When you first enter this address please do not put <http://> at the front of the address. Once entered you can then bookmark the site for future use.

To gain access you will need a username, which will always be your email address, and a password, (which will be sent to you) your password can be changed to one of your own. Please remember passwords are case sensitive and must be inputted correctly. If you have forgotten your password, please click **forgotten password** on the login screen this will take you to the screen below with instructions on how to retrieve your password.

At the bottom of the page, a Contact and Feedback hyperlink enables you to send an email to the administrator of the site to report any access or technical issues you may be experiencing.

Once you log in you will be directed to the Open Catalogue page where you will have instant access to topic folders open for your selection (see page 11).

The screenshot shows the NHS Health Scotland Web2Print Platform login page. The page has a teal header with the URL print.healthscotland.com on the left and the NHS Health Scotland logo on the right. Below the header is a green banner with a photo of a family on the left, the text "Web2Print Platform" in the center, and "(Pilot)" on the right. On the right side of the banner is a login form titled "Please login" with fields for "Email" and "Password", a "Remember me on this computer?" checkbox, a "Login..." button, and a "FORGOTTEN PASSWORD? >>>" link. Red arrows point from labels to specific elements: "URL link" points to the URL in the header; "forgotten password link" points to the "FORGOTTEN PASSWORD? >>>" link; "username" points to the "Email" field; and "password" points to the "Password" field. At the bottom of the page, there is a footer with links: "User Manual | Contact and Feedback | Privacy Policy | Terms and Conditions" and a copyright notice: "© Red Tile Ltd 2003-2013. All rights reserved."

URL link

password

username

forgotten password link

print.healthscotland.com

NHS Health Scotland

Web2Print Platform

(Pilot)

Please login

Email

Password

☐ Remember me on this computer?

Login...

FORGOTTEN PASSWORD? >>>

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This tool features a simple navigation menu.

- **Home** – This takes you to the Home page and will identify that you have logged in.
- **Edit My Details** – Here you can edit your email address, password and delivery address.
- **Saved Projects** – Here you will see any products you have been working on. To continue your order from here use the edit button and continue to the checkout. You can delete the product using the wastebasket to the right. Any product you delete from the My Shopping Basket will be moved here.
- **Order History** – Here you will see any products you have ordered in the past. You can re-order by clicking on the Reorder link. This will take you to the product page where you can continue as normal (e.g. edit text and pictures, etc). It also shows the status of your order.
- **Open Catalogue** – This is where you will find the products that are available. These are arranged under topics. To access a Topic simply click the folder.
- **My Shopping Basket** – This is where you will find the products that you have added to your basket.
- **Log Out** – This will log you out of the NHS Health Scotland Web2Print tool.

navigation menu

print.healthscotland.com

NHS Health Scotland

Home Edit My Details Saved Projects Order History Open Catalogue My Shopping Basket Log Out

Search You have 1 saved project(s) 1 item(s) in your basket Balance £100.00 Help

Web2Print Platform

(Pilot)

Logged in Mr Shaun Hunter

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link to user guide

contact details and feedback to NHS Health Scotland

The home page will state that you have logged in. You will then see your user name identification as indicated. This will ensure that the system identifies your security details and will provide you with your user information, such as history, saved projects and other production details.

home page

log in identification name

print.healthscotland.com

NHS Health Scotland

Home Edit My Details Saved Projects Order History Open Catalogue My Shopping Basket Log Out

Search You have 1 saved **project(s)** 1 item(s) in your **basket** Balance **£100.00** [Help](#)

Web2Print Platform

(Pilot)

Logged in Mr Shaun Hunter

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This page will allow you to view your profile and contact details that will enable to the print collateral to reach your destination and also provide contact details to the supplier. These fields can be changed and updated if required. Here you can edit your email address, password and delivery address. The start from scratch box will allow you to change any details or updates that may be required.

The screenshot shows the 'Edit My Details' page on the NHS Health Scotland website. Red annotations highlight specific features:

- edit my details page**: Points to the 'Edit My Details' link in the top navigation bar and the 'Edit My Details' header on the left.
- edit my details page**: Points to the 'START FROM SCRATCH' button.
- delivery address**: Points to the 'Delivery Address' section.
- user contact details**: Points to the 'Contact' section.

print.healthscotland.com

NHS Health Scotland

Home | **Edit My Details** | Saved Projects | Order History | Open Catalogue | My Shopping Basket | Log Out

Search | You have 1 saved project(s) | 1 item(s) in your basket | Balance £100.00 | [Help](#)

Edit My Details | **START FROM SCRATCH**

| Disk: 0 KB |

Your data will not be shared with any 3rd parties other than our secure payment provider. *Mandatory

Billing Address:

Salutation	Mr
First Name *	Shaun
Surname *	Hunter
Company Name	NHS Health Scotland
Address Line 1 *	Woodburn House
Address Line 2	54 Canaan lane
City *	Edinburgh
County *	
Postcode *	Eh10 4SG
Country *	United Kingdom

Delivery Address:

Salutation	Mr
First Name *	Shaun
Surname *	Hunter
Company Name	NHS Health Scotland
Address Line 1 *	Woodburn House
Address Line 2	54 Canaan lane
City *	Edinburgh
County *	
Postcode *	Eh10 4SG
Country *	United Kingdom

Contact:

Phone *	0131 536 8794
Mobile	
Email *	shaun.hunter@nhs.net
Password *	*****
Re-enter Password *	*****

Save details

This page will allow you to save projects and will give you a thumbnail of the a visual representation of the product. This page will also give you the flexibility to make further corrections to the artwork if required and to go back and work on multiple files knowing that each project you have worked and made changes too is saved on the system. This gives you the flexibility to order at the same time or at different time periods, depending on the requirements of the client.

The screenshot shows the 'Saved Projects' page on the print.healthscotland.com website. The page has a teal header with the NHS Health Scotland logo. Below the header is a navigation bar with links: Home, Edit My Details, **Saved Projects** (highlighted with a red box and labeled 'saved projects'), Order History, Open Catalogue, My Shopping Basket, and Log Out. Below the navigation bar, a status bar shows 'You have 1 saved project(s)', '1 item(s) in your basket', and 'Balance £100.00'. The main content area is titled 'Saved Projects' and contains a table with columns: Order No., Preview, and Project Details. The table lists one project: '9557 / 89422' with a timestamp '07/03/2013 15:16:04', a preview image of a 'Keep Well' card, and the title 'TEST Keep Well BPA3 3987'. To the right of the project title is an 'Edit >' button (labeled 'job in progress') and a recycle bin icon (labeled 'delete saved project'). Below the table, a text box explains that saved projects include all projects currently working on and projects ordered for easy re-ordering, and that removing an item will not delete any images already saved and uploaded to the library. At the bottom of the page, there are links for 'User Manual', 'Contact and Feedback', 'Privacy Policy', and 'Terms and Conditions', and a copyright notice for Red Tie Ltd 2003-2013.

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NHS Health Scotland

Home Edit My Details **Saved Projects** Order History Open Catalogue My Shopping Basket Log Out

Search You have 1 saved project(s) 1 item(s) in your basket Balance £100.00 [Help](#)

Saved Projects

Order No.	Preview	Project Details
9557 / 89422 07/03/2013 15:16:04		TEST Keep Well BPA3 3987 Edit > 

Your saved projects include all projects you are currently working on and projects ordered for easy re-ordering. Click the "recycle bin icon" to remove these items if you wish.

Removing an item from your saved projects will not delete any images you have already saved and uploaded to your library.

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saved projects

job in progress

make further amendments

delete saved project

Here you will see any products you have ordered in the past. You can re-order by clicking on the Reorder link. This will take you to the product page where you can continue as normal (e.g. edit text and pictures, etc). It also shows the status of your order.

order history

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NHS Health Scotland

Home Edit My Details Saved Projects **Order History** Open Catalogue My Shopping Basket Log Out

Search You have 1 saved project(s) 1 item(s) in your basket Balance £100.00 [Help](#)

Order History

No product found. Please try again.

Order No.	Item Description	Complete	Discount	Total
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Artwork items will appear here

Open Catalogue



This is where you will find the products that are available. These are arranged under the topics. In order to access a topic area of the appropriate folder you have to click to gain access. Some of the folders may contain sub folders in order to break down the topic area. Once you enter the category you will see this screen – again it is self-explanatory, you simply double click the product you want to select. You can see which category you are in on the line you are at. An added feature is that you can use the search at the top of the page (highlighted) to find the product. For instance if I search for “letter” it will return all the products with letter in the title from all categories. Or if you know the code or name it will bring up only that product.



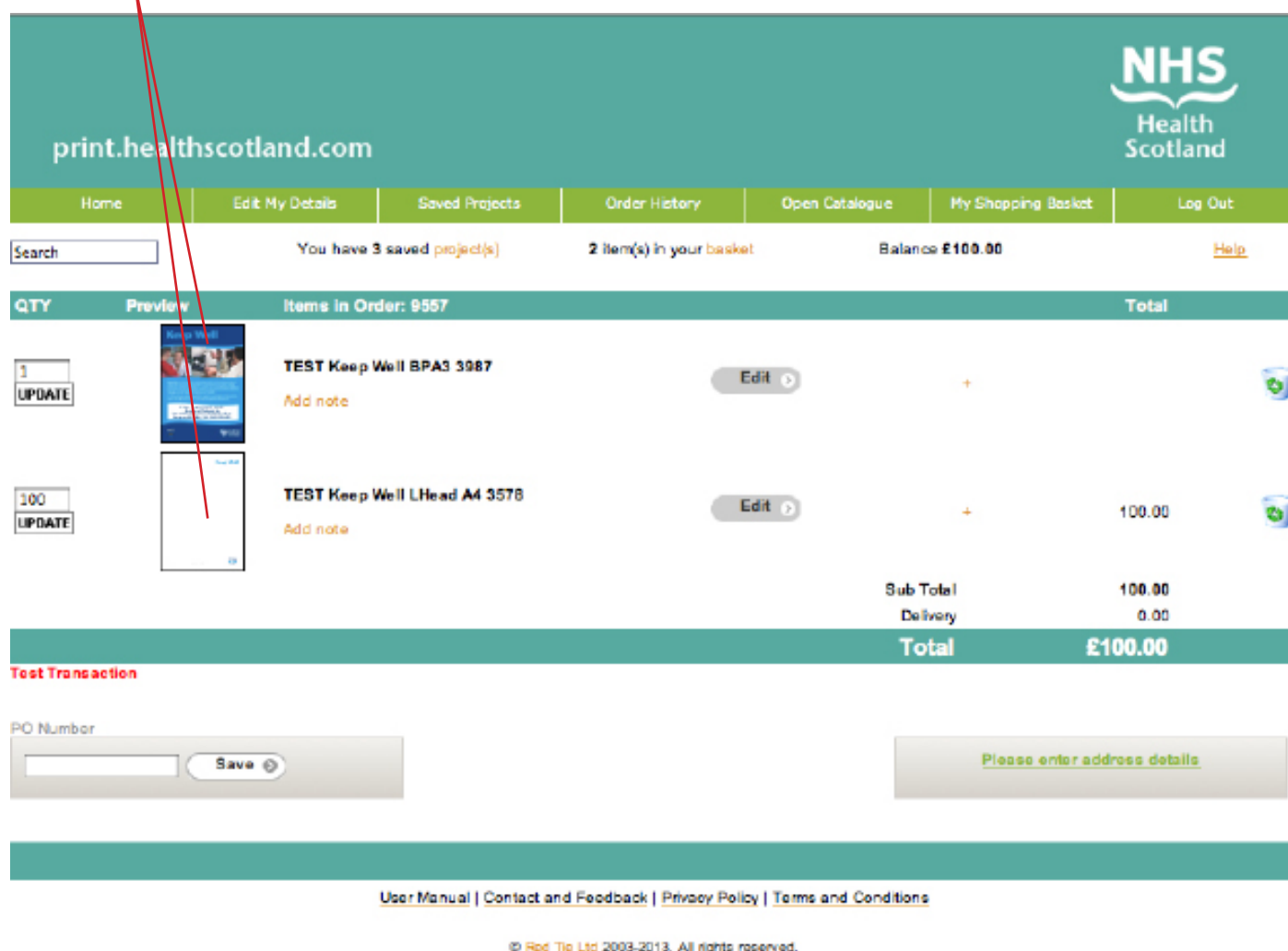
Once you have selected a folder you then have access to artwork for this particular topic or within some folder you may be taken to sub-folders that may extend the topics.

products available within the topic folder



As you can see in the example below the first product has been approved by the user, and the second has still to be approved by the user. Please remember that all items in My Shopping Basket (once approved) will be ordered when you complete the order process. You can remove items by using the bin button on right hand side of the item. This will then move the item from My Shopping Basket to Saved Projects.

products in basket



The screenshot shows the 'My Shopping Basket' interface on the NHS Health Scotland website. The header includes the NHS Health Scotland logo and the URL 'print.healthscotland.com'. A navigation bar contains links: Home, Edit My Details, Saved Projects, Order History, Open Catalogue, My Shopping Basket, and Log Out. Below the navigation bar, a status bar indicates 'You have 3 saved project(s)', '2 item(s) in your basket', and a 'Balance £100.00'. A 'Help' link is also present.

QTY	Preview	Items in Order: 9557	Total
1 UPDATE		TEST Keep Well BPA3 3987 Add note Edit	+
100 UPDATE		TEST Keep Well LHead A4 3578 Add note Edit	100.00
		Sub Total	100.00
		Delivery	0.00
		Total	£100.00

Test Transaction

PO Number

[Please enter address details](#)

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This navigation button will log you out of the Web2Print system and link you back to the login page. Once you have done this your log in identification will not appear. Although you may wish to log out the information such as order history and shopping basket will still be intact when you log to the Web2Print system again.

log out button

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NHS Health Scotland

Home | Edit My Details | Saved Projects | Order History | Open Catalogue | My Shopping Basket | **Log Out**

Search: You have 4 saved **project(s)** 1 Item(s) in your **basket** Balance €100.00 [Help](#)

Web2Print Platform (Pilot)

Logged in as Bhaun Hunter

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identification name

Here you will have access to assets in the image library to customise materials, and will be able to change photographs, logos and text. Once you have done this you will be able to preview the changes before ordering printed copies and adding artwork and print requirements to your basket.

edit

assets to customise

preview changes

TEST Keep Well BPA3 3587

Images:

Image 1
Image 2
Image 3
Image 4

The next step

Qty:

Add to Basket

pages to edit

pages

notes to aid production

Notes to Production

picture library selection

print quantities required

add to shopping basket

Once you have made the necessary changes to the artwork you will be asked to approve this. Again you can print, use best preview and use the 'click here' button at the bottom if further changes are required and you wish to edit the product. If you have more than one page on the product you can tick the tick box for each page as you go, then once all pages are approved click on the Approve button, This will take you to the continue order page. Once you have approved the product you will proceed to phase 3, the order summary.

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NHS Health Scotland

Home Edit My Details Saved Projects Order History Open Catalogue My Shopping Basket Log Out

Search You have 3 saved project(s) 2 item(s) in your basket Balance £100.00 Help

1. Select print 2. Edit - Sign off printed material 3. Order summary 4. Confirm order & payment

TEST Keep Well BPA3 3987

Print this page

Fit to Window Best Preview

Keep Well

Keep Well is a free health check programme for 40 to 54 year olds to help keep you as well as possible. By carrying out a simple health check you can find out if there is a chance you could develop conditions like heart disease and diabetes. We can also give you advice about the changes you can make to improve your health.

To find out more about Keep Well, speak to a member of the practice team, call 0800 22 01 58 or visit www.KeepWell.scot.nhs.uk

Where to get a health check
Blackwood Partnership
Govan Health Centre, 5 Drumoyne Road
Glasgow, G51 4BJ, Tel: 0141-831-8470

NHS healthscotland

tick approval box

Please check thoroughly before placing order then TICK BOX and click APPROVE to confirm.

proceed to order summary

Approve

Alternatively please [click here](#) to edit your printed material.

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change artwork further