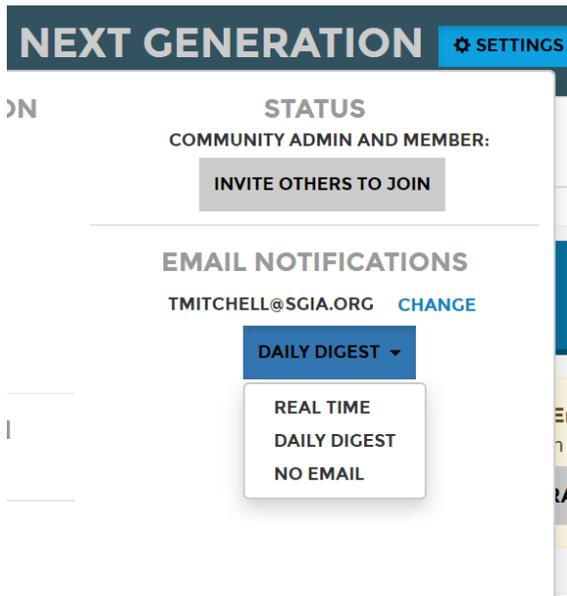


## PRINTERLink SOP

### Set Up Digests

1. To access your digest, you will start out in one of your community homepages.
2. From there you will click on the settings tab next to the community name. Once the settings window opens, you will look at the section “Email Notifications” and click on the drop-down button that is located underneath. This is where you will change your email notifications aka daily digests.



3. Real time digests mean that when a discussion post or comment is published, you will get an instant notification.
4. Daily digest means that you will get a condensed email every morning on all the discussions and comments that were occurring the day before.
5. No email means that you will get no notification on what is occurring in the community.

### Post a Discussion

1. To access all the discussion threads and to make comments, you will need to click on the correct community. Once there, you will click on the discussion tab. When the screen loads you have many options: you can click on a post you'd like to read and comment on; you can favorite/follow topics that interest you; you can even create your own discussion posts by clicking on the **Post New Message** button.

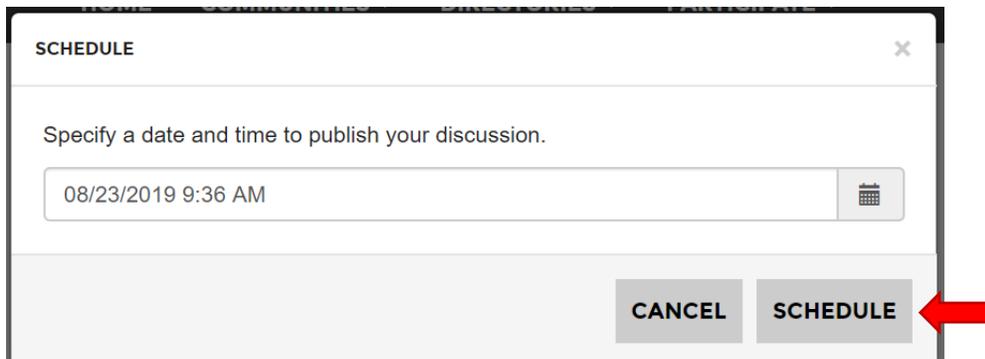


### What happens if I want to Schedule a post?

5. If you had a discussion post that you wanted to send at a specific time – or wanted to be live at a particular date – you can click the schedule button instead of hitting send.



6. It will take you to a pop-up screen, that allows you to pick a specific date and time that you would want the discussion post to go live. After you pick out your specifics, you hit schedule, and the system will take care of the publishing for you. However, as a precaution, you should always double-check that at the scheduled time, the discussion went live.



### **Cross Post a Discussion**

1. To cross post, you will follow instructions 1 & 2 of **Posting a Discussion**. However, before posting the discussion message you will want to press on the cross post drop down button as shown below (example 1). Once all the options drop down, you will click on the other community that you would like your discussion post to appear in (example 2).

## POST A MESSAGE

To: **WOMEN IN PRINT ALLIANCE** ▼

Cross Post To: **NO ADDITIONAL DISCUSSIONS** ▼ 

From: Taylor Mitchell

Subject:

Yes  No Automatically insert content preview for links

11pt Paragraph **B** *I* U ~~S~~ { }     A ▼

       @ # Ix 

To: **WOMEN IN PRINT ALLIANCE** ▼

Cross Post To: **NO ADDITIONAL DISCUSSIONS** ▼

From:

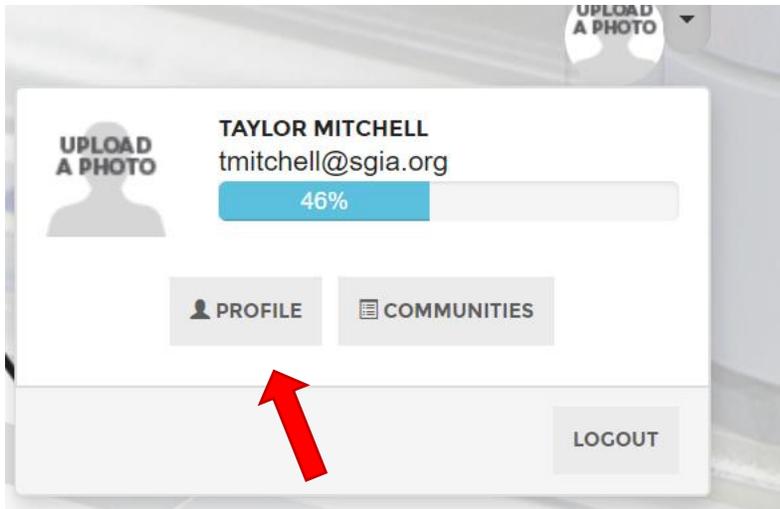
Subject: **No Additional Discussions** ▼

- Apparel Decoration
- Commercial Printing
- Digital Packaging
- Digital Textile
- Educators & Students
- Functional Printing
- Graphics Production
- Next Generation

2. Once selected you can either fill in your message and/or publish your post.

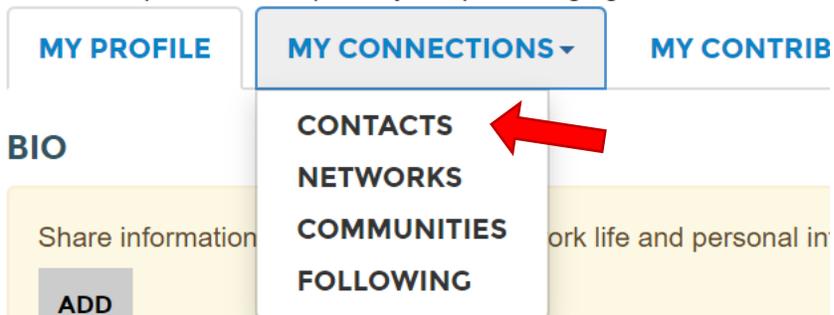
### Invite others to Join PL

1. To see your contacts, click on the dropdown button next to your photo in the upper right corner; when your condensed info box appears on the screen press the profile button.

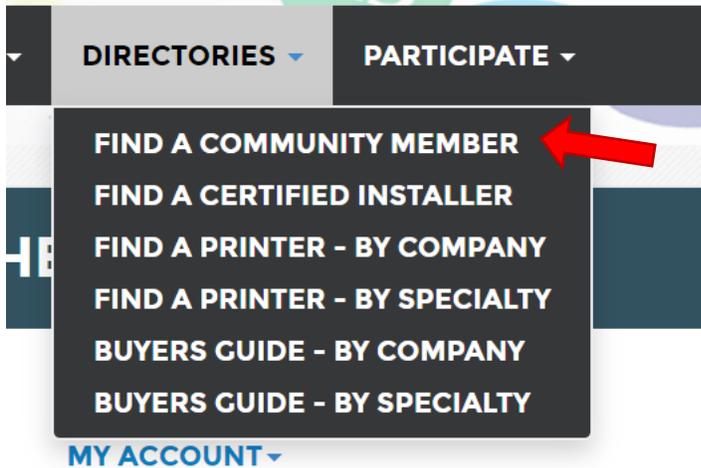


2. You will then be directed to your profile page. From there you will click on the “My Connections” button. Another drop-down menu will appear; you will then click on the “contacts” button.

Membership Assistant, Specialty Graphic Imaging Assn



3. When the screen loads, you will notice two sections: People you may know and Contacts. At this point in time, you’ll want to pay attention to the second section “Contacts”.
4. To add new contacts to your profile, you need to click on the “Directories” drop-down button and click on the “Find a Community Member”.



5. When the screen loads, you will either fill out either section. If you know the individuals first name, last name, company name, or email address you will fill in the first section. If you know the location of the individual, you will fill in the second section.

**NAME**

First Name

Last Name

Company Name

Email Address

**LOCATION**

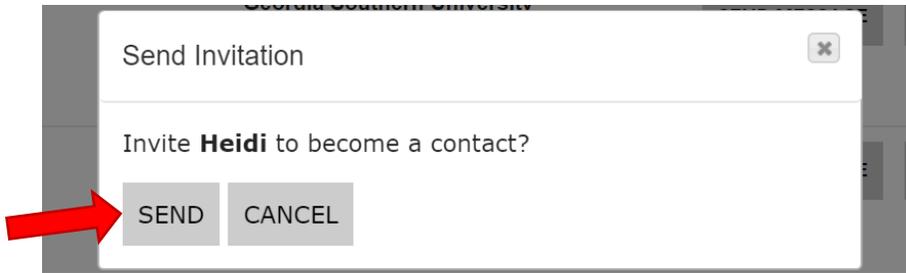
City

Country

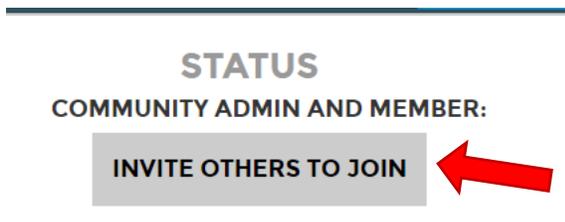
6. If the person is on Printerlink, then their name will pop up along with some general information. If that information is correct, you will want to click add as contact.



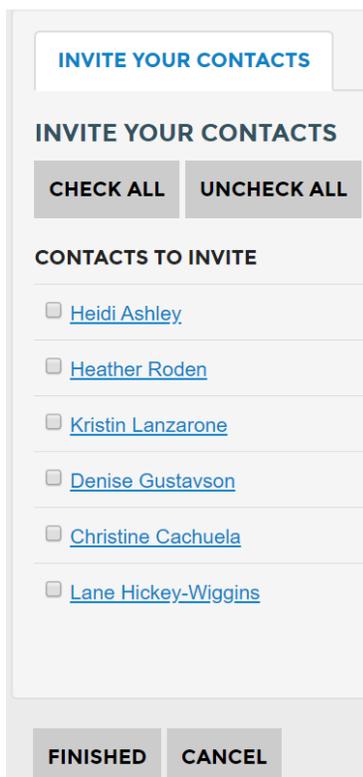
7. You will get one last pop up message asking if you want to send the person an invite to be a contact. If you are certain, click on the send button.



8. Once the person accepts your contact invite, you can then go back to whichever community you wanted to invite them to and click "invite others to join".



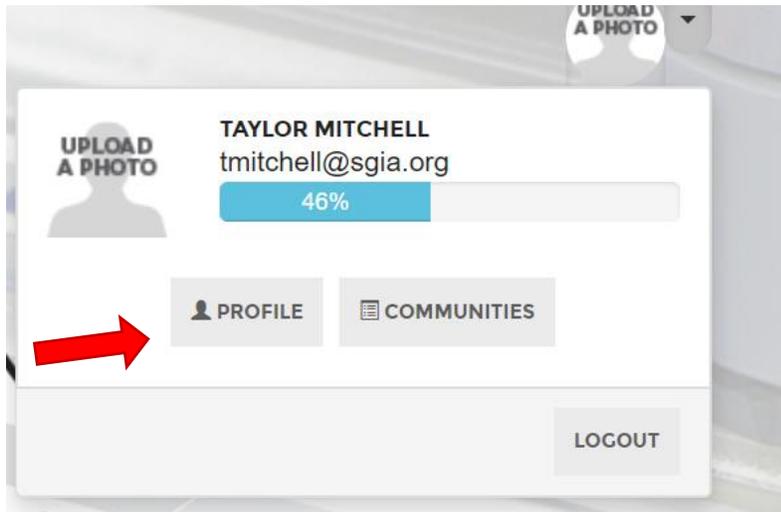
9. The final step is to be in the tab "Invite your contacts"; check all the contacts you would like to invite; and finally hit the finished tab. The checked contacts will get a message from the system that they have been invited to a public community.



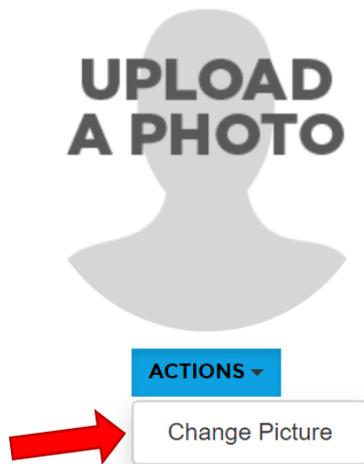
**Note: This is only used for PUBLIC Communities. This does not work for PRIVATE Communities, nor should it be used that way.**

### Upload Profile Photo

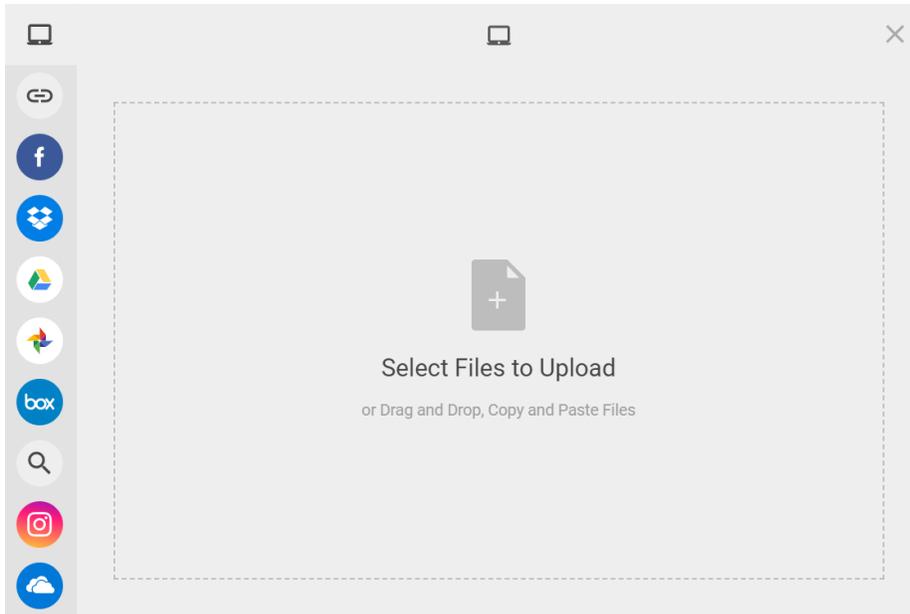
1. To change your profile, you will need to click on the drop-down button next to the circular picture icon in the upper right corner. A condensed menu will appear on screen; you will click on the profile tab.



2. When the screen appears, you will see a section where your profile picture would be located. If you have never uploaded a picture to your account than the default image will be a grey silhouette with the words **Upload a Photo**. To upload the image, you will click the “Actions” drop-down and select “Change Picture”.



3. A box will appear on the screen with a multitude of ways to upload a photo. Once you have selected the photo from your preferred destination, you can crop and position the image as you would like. After that, you will click on the upload button at the bottom.



4. Once the screen reloads, your selected photo should appear where the default image once resided. If at any time you want to change the photo or remove it, you will click the drop-down button and follow the appropriate buttons.

