

# 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.

ON STATUS COMMUNITY ADMIN AN INVITE OTHERS TO EMAIL NOTIFICA TMITCHELL®SGIA.ORG DAILY DIGEST REAL TIME	-	
EMAIL NOTIFICA TMITCHELL®SGIA.ORG DAILY DIGEST		EMBER:
TMITCHELL®SGIA.ORG		4
DAILY DIGEST	CATIC	NS
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DAILY DIGES	GEST	n
NO EMAIL	IL	

- 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**

 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.

1 to 12 of 12	threads (23 total approved posts)	Most Recently Updated •	Posts in my communities   50 per page   POST NEW MESSACE
	Thread Subject	Replies	Last Post
	Fashion, Print and the Future	0	2 days ago by <u>Heidi Ashley</u>
*	2017 Women in Print Survey	1	<u>3 days ago</u> by <u>Lane Hickey-Wiggins</u> Original post by <u>Taylor Mitchell</u>
*	Communication SubCommittee	3	<u>10 days ago</u> by <u>Heidi Ashley</u> Original post by <u>Taylor Mitchell</u>
*	WIP Interests Subcommittee	2	<u>one month ago</u> by <u>Heather Roden</u> Original post by <u>Taylor Mitchell</u>
* 0	Breakfast program/agenda	0	one month ago by Taylor Mitchell
*	Sub Content Subcommittee	0	one month ago by Taylor Mitchell

2. When creating a new discussion post, this is the screen that you will see. You can type in your message into the blank body or paste it from a previously created word document if you prefer. You also can cross-post a message, so that it will appear in the current community but also the selected community as well.

POST A MESSAGE					
WOMEN IN PRINT ALLIANCE					
NO ADDITIONAL DISCUSSIONS					
Taylor Mitchell					
Yes Automatically insert content preview for links					
11pt          • Paragraph         • B I U · (i)         E · · · · · · · · · · · · · · ·					

3. Once you've finished creating your post, you have a wide variety of options for posting or delivering your message. For this general section, pretend that you want to publish your post; you will then press the send button.

Attachment(s)	Ø ATT	АСН			
-	SEND	SCHEDULE	SAVE AS DRAFT	CANCEL	

4. When the screen loads up, you will see your post as a live discussion thread; Which can be found under the discussion homepage at the very top – depending on your settings.

### 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.

SCHEDULE		×
Specify a date and time to publish your discussion.		
08/23/2019 9:36 AM		i
	CANCEL	SCHEDULE

## **Cross Post a Discussion**

 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
_	
То	WOMEN IN PRINT ALLIANCE
Cross Post To	NO ADDITIONAL DISCUSSIONS
From	Taylor Mitchell
Subject	
	Yes Automatically insert content preview for links
	11pt ▼ Paragraph ▼ <b>B I</b> <u>U</u> <del>S</del> (;) <b>E E E E E E E E E E</b>
То	

WOMEN IN PRINT ALLIANCE	•	
NO ADDITIONAL DISCUSSIONS	•	
No Additional Discussions	•	
Apparel Decoration		
Commercial Printing		
Digital Packaging		
Digital Textile	=	Ξ
Educators & Students	-	_
Functional Printing		
Graphics Production		
Next Generation	-	
	NO ADDITIONAL DISCUSSIONS          No Additional Discussions         Apparel Decoration         Commercial Printing         Digital Packaging         Digital Textile         Educators & Students         Functional Printing         Graphics Production	NO ADDITIONAL DISCUSSIONS   No Additional Discussions  Apparel Decoration  Commercial Printing  Digital Packaging  Digital Textile  Educators & Students  Functional Printing  Graphics Production

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.

		ELL	
A PHOTO	nitchell@sgi 46%	a.org	
I PI	ROFILE	COMMUNITIE	5

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".

-		PARTICIPATE -			
	FIND A COMMUN				
	FIND A CERTIFIED INSTALLER				
	FIND A PRINTER - BY COMPANY				
1	FIND A PRINTER	- BY SPECIALTY			
	<b>BUYERS GUIDE -</b>	BY COMPANY			
	<b>BUYERS GUIDE -</b>	BY SPECIALTY			

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	Enter a full or partial city name
Country	(Country) •
	FIND MEMBERS CLEAR ALL

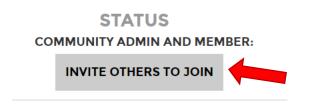
6. If the person is on Printerlink, then their name will pop up along with some general information. If that information is correct, you will want to click add as contact.



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.

Send Inv	vitation		×	
Invite <b>H</b>	<b>eidi</b> to beco	ome a contact?	:	
SEND	CANCEL			

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".



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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.

INVITE YOUR CONTACTS					
INVITE YOUR CONTACTS					
CHECK ALL UNCHECK ALL					
CONTACTS TO INVITE					
E Heidi Ashley					
E Heather Roden					
Kristin Lanzarone					
Denise Gustavson					
Christine Cachuela					
Lane Hickey-Wiggins					
FINISHED CANCEL					

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**

PRINTERLink SOP

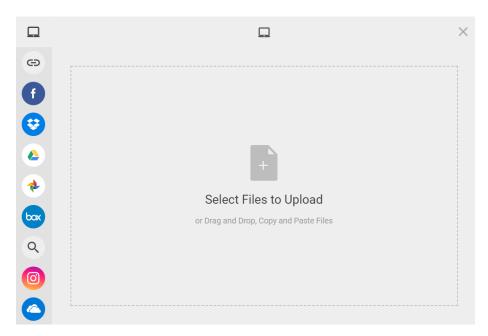
1. To change your profile, you will need to click on the drop-down button next to the circular picture icon in the upper right corner. A condensed menu will appear on screen; you will click on the profile tab.

			А РНОТО
UPLOAD A PHOTO	TAYLOR MITCHELL tmitchell@sgia.org		
	46	%	

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.

