Check Design Forms

Overview

Introduction

In this tutorial, you will learn how to enter check design forms for various Safeguard check products.

Some of the fields will be repetitive based on the information required by a check such as the Bank MICR information, while other fields will be specific to its product line/type. Variable information will include limitations to a product. FasTRAK® is a great example of this; you can only have black imprint ink and no custom logos are permitted.

Use the following sections to key in specific design forms by product line/type.

In This Section

These topics are covered in this section.

Laser Checks

Overview

Introduction   Laser checks are by for the most popular check style today. Used with a laser printer, the customer can quickly print a check needing only the variable information as we will print the standard information for them.

Reference your price pages for specific customer imprint information guidelines.

Laser Check   This is an example of the Laser Check design form:
Design Form
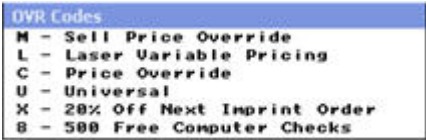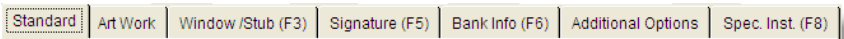
Laser Checks – New/Add Orders

Laser Checks cont.

To enter a new Laser Check design form, follow the steps below.

Step	Action
1	Navigate to **Contacts** from the **File** menu in CMS by clicking on the Sub-menu title **Contacts**.
2	Using the mouse, **Click** on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u>, <u>Short Name</u>, <u>Long Name</u>, or <u>Customer Number.</u>
3	Type the information you're looking for [Example: Phone number –area code not required]. Press **Enter**
4	Once the customer is highlighted in the customer list, press **Enter** to enter an order.
5	**Enter** the product number in the first field of the first line. *Note*: If you do not know the product number, enter the first few letters of the product code and press **Enter** to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press **Enter**.
6	In the next field enter an **N** for new [only available on the customer's first order] or an **A** for an add-on sale.
7	In the **Quantity** field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
8	Enter the **STK/Start #** ➧ **STK** – this field is no longer required. Press **Tab** to continue. ➧ **Start#** - if the order requires numbering, this field is used to indicate the starting number. If numbering is not needed, leave this field blank.

Laser Checks – New/Add Orders, cont.
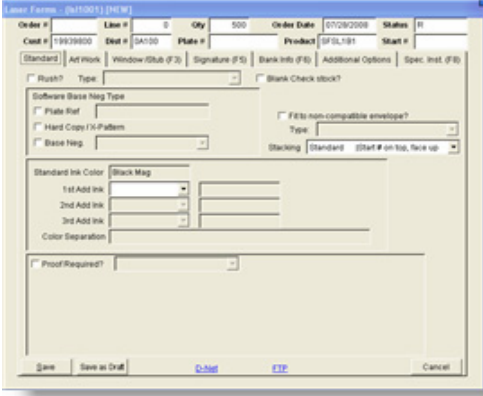
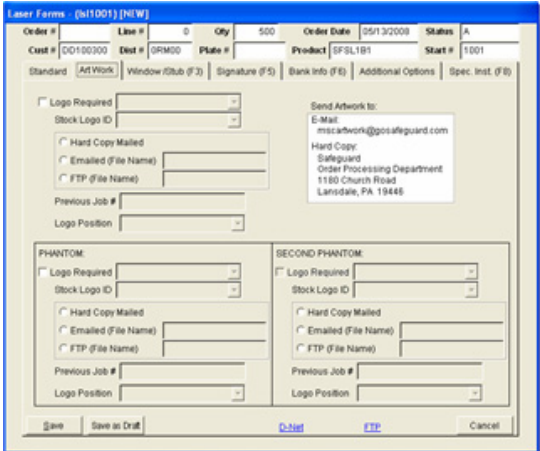| Step	Action
9	**OVR**, use this field to override the set price or to use special or value pricing. OVR Codes M – Sell Price Override L – Laser Variable Pricing C – Price Override U – Universal X – 20% Off Next Imprint Order 8 – 500 Free Computer Checks Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]
10	The **%** <Percentage> field is used to give an additional discount for the item. NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.
11	The **Price** field will fill automatically (unless **M** is in the OVR field in that case the price must be manually entered).
12	Add a recall date, REP code, and any comments in the last three fields. NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.
13	For orders that require a design form the **D** at the end of the product line field will change to a **T** when the design form is created.
14	Press **F9** to access the Design Form screens.
15	If this is an Add order, a pop-up will appear asking if you want to copy previous design form history. Click either the **YES** or **NO** button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form.
16	Use the Tabs at the top to navigate through the various screens necessary to complete the design form. Standard | Art Work | Window /Stub (F3) | Signature (F5) | Bank Info (F6) | Additional Options | Spec. Inst. (F8)

Laser Checks – New/Add Orders, cont.

Step	Action
17	Standard Screen:

Complete the fields required to place the customer's order:

- o **Rush** – place a check in the box if this order requires a rush. Use the drop-down to indicate Customer or Distributor paid rush option.
- o **Blank Check Stock** – place a check in the box if the customer is ordering blank check stock with special finishing. This step grays out the fields in the design form that are not applicable to blank check stock.
- o **Software Base Neg Type** – select the appropriate option by clicking in the box next to it. (This is a required field)
    - – Plate Ref – use this option to reference previous plate #. Enter the plate # in the open field.
    - – Hard Copy / X Pattern – use this option if the customer will submit a sample or X Pattern for reference.

NOTE: When *either* Plate Ref or Hard Copy / X Pattern is selected, the Base Neg field will populate with a default Base Neg. If there is a Base Neg that is a closer match to the X Pattern/software, select the number from the drop-down options available.

    - – Base Neg – use this option to reference a specific base neg #. Select the number from the drop-down options available.

Laser Checks – New/Add Orders, cont.

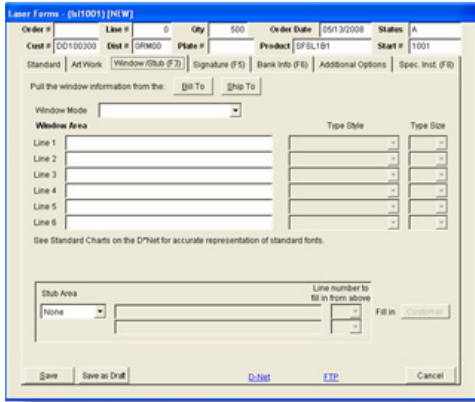| Step	Action

17, cont	<u>Standard Screen, cont:</u>
	   ○ **Fit to non-compatible envelope?** – if the box is not checked, the window will be set for the compatible envelope. Place a check in the box only if the customer is using an envelope that is **not** compatible with the base negative. Then select the appropriate option from the drop-down list.
	   ○ **Stacking** – select the drop-down option based on how the customer needs the checks collated in the box
	      – Standard – start # on top, checks face up
	      – N-NONSTD – start # on bottom, checks face up
	      – T-NONSTD – start # on top, checks face down
	   ○ **Standard Ink Color** – default is Black Mag. If multi-color is required, select from the drop-down options making sure to enter the color separation information below.
	   ○ **Proof Required** - click in the box next to this field. Then select the appropriate option from the drop-down listing.

18	<u>Artwork Screen:</u> Complete the fields required to place the customer's order: ○ **Logo Required** – click in the box next to this field. Then select the appropriate option from the drop-down listing.

Continued on next page

Laser Checks – New/Add Orders, cont.

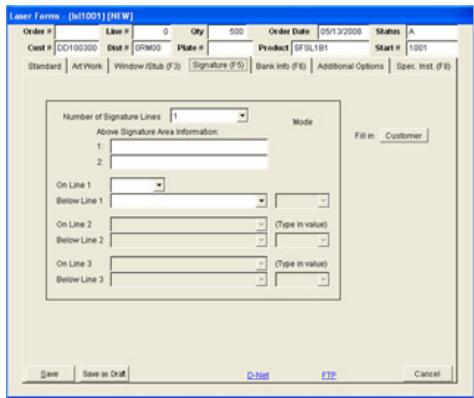| Step	Action
18, cont.	<u>Artwork Screen, cont.:</u> – Stock Logo ID – use this option to reference a logo from the standard logo cutbook. ▪ Enter the logo cutbook # in the Stock Logo ID field or select from the drop down options. – Custom to Follow – use this option if you will send either an electronic or hardcopy logo. Use the following section to specify how the custom logo will be sent. ▪ Hard copy mailed ▪ Emailed [include the file name] ▪ FTP [include the file name] – Previous Job – use this option to reference a previous job that used this logo ▪ Enter the previous plate or order # in the Previous Job # field. o **Logo Position** – select from the drop-down options to specify where the logo will be in conjunction with the window information. o **Phantom** - click in the box next to this field. Then select the appropriate option from the drop-down listing. o **Copy From Logo** – after you select Phantom, this button appears. Use this to copy logo information from above. – Stock Logo ID – use this option to reference a logo from the standard logo cutbook. ▪ Enter the logo cutbook # in the Stock Logo ID field. – Custom to Follow – use this option if you will send either an electronic or hardcopy logo. Use the following section to specify how the custom logo will be sent. ▪ Hard copy mailed ▪ Emailed [include the file name] ▪ FTP [include the file name] – Previous Job – use this option to reference a previous job that used this logo ▪ Enter the previous plate or order # in the Previous Job # field.

Laser Checks – New/Add Orders, cont.

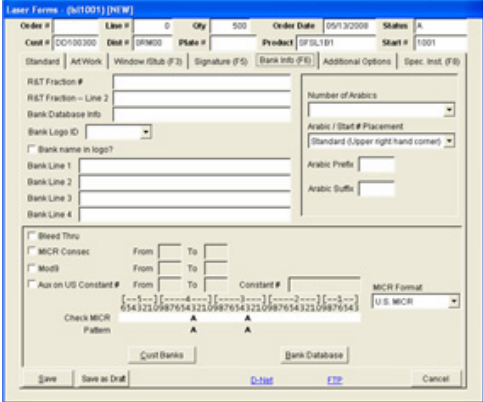| Step	Action
18, cont.	Artwork Screen, cont.: ○ **Logo Position** – select from the drop-down options to specify where the logo will be placed. ○ **Second Phantom** – follow the same steps to add a second phantom.
19	Window/Stub [F3] Screen: Complete the fields required to place the customer's order: ○ **Pull the window information from the** – click either the Bill To or Ship To button to pre-fill the window area. ○ **Window Mode** – select the appropriate option from the drop-down listing. ○ **Line 1 thru 6** – if the addresses on the customer record are different than what is required, enter the necessary information here. – Right click in the window area and the Special Characters box will pop up – If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. ○ **Type Style** – if different than the default, select from the drop-down options available. ○ **Type Size**– if different than the default, select from the drop-down options available.

Continued on next page

Laser Checks – New/Add Orders, cont.

Step	Action
19, cont.	<u>Window/Stub [F3] Screen, cont.:</u> o **Stub Area** – use the drop-down box to specify which stubs will receive printing. NOTE: Two lines of type are available on a stub. On a check where there is more than one stub and the stub imprints are different, enter one stub imprint in the Window/Stub screen and the second stub imprint in the Special Instructions screen, Window/Stub tab. o **Line number to fill in from above** – if the information being printed in the stub area is the same as information located in the window area, use the drop-down options to specify which line in the window area will be required. If it is different, simply enter in the information to be printed. – Right Click in the Stub area and the Special Characters box will pop up.
20	<u>Signature [F5] Screen:</u> Complete the field required to place the customer's order: o **Number of Signature Lines** – select the appropriate option from the drop-down listing. o **Above Signature Area Information** – enter the information to be printed above the signature line are. – Fill In – to pre-populate the above area with the customer's company name, click the Customer button. – Right Click and the Special Characters box will pop up.

Continued on next page

Laser Checks – New/Add Orders, cont.

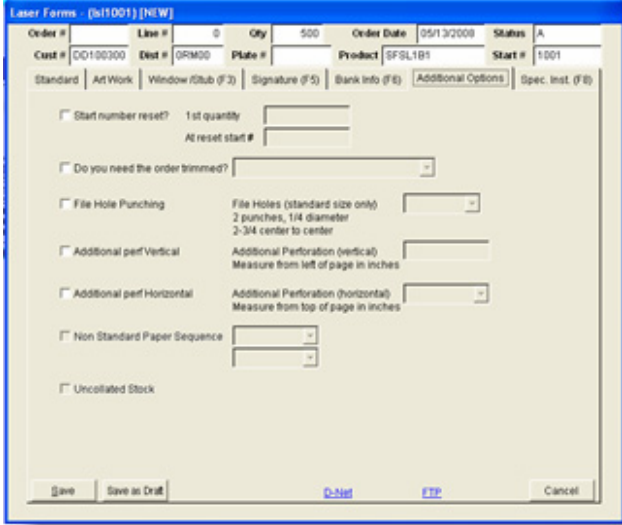| Step	Action
20, cont.	Signature [F5] Screen, cont.: o **On Line 1 thru 3** –select from the drop-down options. – By: – Per – Par: – Type In – if selecting this option, enter the information that is to be printed on the signature line in this box. o **Below Lines 1 thru 3** – either select from the drop-down listing, or enter the information into the field. o **Mode** - select the appropriate option from the drop-down listing.
21	Bank Info [F6] Screen: There are two ways to complete the Bank Information screen. - Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database. o **Cust Banks and Bank Database buttons** – Cust Banks – pulls bank data that is attached to the Customer. – Bank Database – pulls the information from the Bank Database. - Option 2: The other way is to enter the information manually by following the instructions below. o **R&T Fraction #** - enter the bank's R & T Fraction #

Continued on next page

Laser Checks – New/Add Orders, cont.

Step	Action
21, cont.	<u>Bank Info [F6] Screen, cont:</u> ○ **R & T Fraction # - Line 2** – use this for bank relationships that require an additional line of information in the area of the check [i.e. bank account #] ○ **Bank Database Info** – this is a read only field which displays whether the bank name and/or address is included in the logo. ○ **Bank Logo ID** – use the drop-down listing to locate the appropriate logo ID for the bank's logo. Click the D•NET button at the bottom of the screen to access the Bank Logo Book on-line. ○ **Bank Name in Logo** – if the name is in the logo, click in the box next to this field. ○ **Bank Line 1 thru 4** – enter the information that will be printed in the bank logo area of a check. - Right click in the Bank Line area and the Special Characters box will pop up. ○ **Bleed Thru** – click in the field if the customer requires bleed through numbering. ○ **MICR Consec**. – click in this field if the MICR numbering requires consecutive placement. – From and To – enter the range for the Consec placement ○ **Mod9**. – click in this field if the MICR numbering requires Mod9 placement. – From and To – enter the range for the Mod9 placement ○ **Aux on Us Constant #** – click in this field if the MICR numbering requires a Constant numbering placement. – From and To – enter the range for the Constant numbering placement – Constant # - enter the information that is to be printed as the constant. ○ **Check MICR** – enter the Route and Transit and customer Account information. ○ **MICR Format** – default for US is 'US'. Change the drop-down default if this requires no MICR, or Non-US MICR formatting. ○ **Number of Arabics** – select the appropriate option from the drop-down listing.

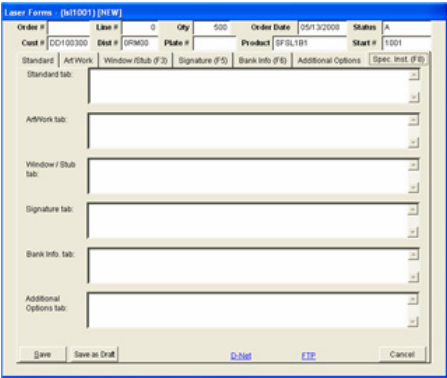# Laser Checks – New/Add Orders, cont.

Step	Action
21, cont.	Bank Info [F6] Screen, cont: NOTE: If an order does not require a start number and you select Number of Arabics or MICR Consec, you will receive a pop up box that states: *The starting check number was not entered on the order line and is now needed*. If a start # is not required, then the Number of Arabics must be NONE and MICR Consec cannot be checked. ○ **Arabic/Start # Placement** - select the appropriate option from the drop-down listing. ○ **Arabic Prefix** – enter the information that will be printed as a prefix to the Arabic number. ○ **Arabic Suffix** - enter the information that will be printed as a suffix to the Arabic number.
22	Additional Options Screen: Complete the fields required to place the customer's order: ○ Start Number Reset – select this option if numbering needs to be reset. – 1st quantity – enter the number/quantity where you would like the number reset to begin. – At reset start # - enter the start # for the second grouping.

Laser Checks – New/Add Orders, cont.

Step	Action
22, cont.	Additional Options Screen, cont.: o **Do you need the order trimmed**? – select this option if the order has a bleed [needs to be trimmed]. o **File Hole Punching** – select this option if the order needs file holes. File Holes (standard size only) – select the location for the file holes from the drop-down listing. o **Additional Perf Vertical** – select this option if additional VERTICAL perforations are required. – Additional Perforation Vertical - enter the perf position using measurements [i.e. 1 ¾]. Vertical perforations are measured from the left of page in inches. o **Additional Perf Horizontal** – select this option if additional HORIZONTAL perforations are required. – Additional Perforation Vertical - enter the perf position using measurements [i.e. 1 ¾]. Horizontal perforations are measured from the top of page in inches. o **Non-Standard Paper Sequence** – select this option if paper sequence is different from the standard option noted in the price pages. – Use the drop-down options to select 2nd and 3rd part sequence. o **Uncollated Stock** - select this option if the order is NOT to be collated.
23	Special Instructions Screen:

Continued on next page

Laser Checks – New/Add Orders, cont.

Step	Action
23, cont.	<u>Special Instructions Screen, cont.:</u> Complete the field required to place the customer's order: Enter any additional information composition might require to complete this order based on the variables located on these screens. ○ **Standard tab** ○ **Artwork tab** ○ **Window/ Stub tab** ○ **Signature tab** ○ **Bank Info tab** ○ **Additional Options tab** NOTE: The addition of information in the Special Instructions Screen has the potential of adding one day to the order processing time depending on the instructions noted.
24	Click the **Save** button to save the information.
25	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
26	Press **F10** to save the order.

Laser Checks – Repeat with Change Orders

Laser Checks   Follow the steps below to place **Repeat with Change** orders when converting from the previous design form to the enhanced design form.
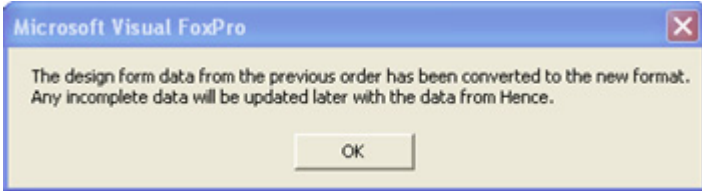
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press **F3** to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item and press **Enter**. *IMPORTANT NOTE:* Do **not** select options in the order entry screen from Detailed Order History. Select them on your design form. This automatically populates the order entry screen with option codes and fees. These options will remain on your design form unless you chose to remove them on your next order. IDEA: While in the Detailed Order History screen, note the chargeable options associated with the product to be reordered so you can populate the new design form with this information.
3	Reference the New/Add Order section steps 6 -12 for instructions on how to complete the additional order fields on the order entry screen. In step 6, enter **R** for repeat.
4	Press **F9** to access the enhanced Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the **Repeat w/Change** option and click the **OK** button to continue.

Laser Checks – Repeat with Change Orders, cont.

Step	Action
	NOTE: If you made a change to the original design form after it was shipped/invoiced when you do a repeat order, you will only have the choice of Repeat w/Change.
6	Another pop-up will appear. Click the **OK** button to continue to the enhanced Design Form screens. **Microsoft Visual FoxPro** The design form data from the previous order has been converted to the new format. Any incomplete data will be updated later with the data from Hence. OK
7	Visit the various screens and edit any variable information. – For orders with **Chargeable Options,** populate the chargeable options in the design form. – This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed. – For the Additional Options screen, please call Customer Service if you don't have access to the measurements needed for trimming and perforations. **NOTE:** "Same as last time" will be pre-populated in some fields within the design form. If these fields are **not** changing from the previous order, do **not** alter this information. – EXAMPLE: On the Window/Stub screen, if the customer did not have a stub on their check and the field indicates "Same as last time," do **not** change that information. That message is indicating that there will be no stub printed on the check based on the last order. – Since this is the initial transfer of information, you will not see "Same as last time" when you reorder.

Continued on next page

Laser Checks – Repeat with Change Orders, cont.

Step	Action
8	Click the **Save** button to save the information. Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
9	Press **F10** to save the order.

Laser Checks – Exact Repeat with Chargeable Options

Laser Checks Follow the steps below to place an **Exact Repeat with Chargeable Options** order when converting from the previous design form to the enhanced design form.

NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press **F3** to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
	IMPORTANT NOTE: Do **not** select chargeable options in the order entry screen from Detailed Order History. Select them on your design form. This automatically populates the order entry screen with option codes and fees. These options will remain on your design form unless you chose to remove them on your next order.
	IDEA: While in the Detailed Order History screen, note the chargeable options associated with the product to be reordered so you can populate the new design form with this information.
3	Reference the New/Add Order section steps 6 -12 for instructions on how to complete the additional order fields on the order entry screen. In step 6, enter **R** for repeat.
4	Press **F9** to access the enhanced Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the **Repeat w/Change*** option and click the **OK** button to continue.
	*NOTE: Because we need to transfer the data from the previous laser design form, every 'first' exact repeat with chargeable options using the enhanced design form requires the use of the **Repeat w/Change** option.

Laser Checks – Exact Repeat with Chargeable Options, cont.

Step	Action
	Additional Note: If you made a change to the original design form after it was shipped/invoiced when you do a repeat order, you will only have the choice of Repeat w/Change.
6	Another pop-up will appear. Click the **OK** button to continue to the new Design Form screens. Microsoft Visual FoxPro The design form data from the previous order has been converted to the new format. Any incomplete data will be updated later with the data from Hence. OK
7	Visit the various screens and edit any variable information. – Populate the **Chargeable Options** in the design form. – This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed. – For the Additional Options screen, please call Customer Service if you don't have access to the measurements needed for trimming and perforations. **NOTE:** "Same as last time" will be pre-populated in some fields within the design form. If these fields are **not** changing from the previous order, do **not** alter this information. – EXAMPLE: On the Window/Stub screen, if the customer did not have a stub on their check and the field indicates "Same as last time," do **not** change that information. That message is indicating that there will be no stub printed on the check based on the last order. – Since this is the initial transfer of information, you will not see "Same as last time" when you reorder.

Laser Checks – Exact Repeat with Chargeable Options, cont.

Step	Action
8	Click the **Save** button to save the information. Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
9	Press **F10** to save the order.

Laser Checks – Exact Repeat with No Chargeable Options

Laser Checks Follow the steps below to place an **Exact Repeat with NO Chargeable Options** order when converting from the previous design form to the enhanced design form. If you have chargeable options, please follow the steps in the previous section.

NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press **F3** to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
3	Reference the New/Add Order section steps 6 -12 for instructions on how to complete the additional order fields on the order entry screen. In step 6, enter **R** for repeat.
4	Press **F9** to access the enhanced Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the **Exact Repeat** option and click the **OK** button to continue. EDF Type EXACT REPEAT REPEAT W/CHANGE NEW RERUN BASE CHG OK NOTE: If you made a change to the original design form after it was shipped/invoiced when you do a repeat order, you will only have the choice of Repeat W/Change.

Laser Checks – Exact Repeat with No Chargeable Options, cont.

Step	Action
6	When the confirmation pop-up appears, click the **OK** button to continue.
7	The only fields that are available for modification are: – **Rush** (Standard screen), – **Stacking** (Standard screen), – **Start Number Reset** (Additional Options screen)
8	Click the **Save** button to save the information. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
9	Press **F10** to save the order.

Laser Checks – Exact Repeat Order

Laser Checks Follow the steps below to place **Exact Repeat** orders for products that have already been converted to the enhanced design form.

NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press **F3** to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
3	Reference the New/Add Order section steps 6 -12 for instructions on how to complete the additional order fields on the order entry screen. In step 6, enter **R** for repeat.
4	Press **F9** to access the Design Form screens. NOTE: It's necessary to access the design form because this step populates the order entry screen with option codes and fees.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the **Exact Repeat** option and click the **OK** button to continue. NOTE: If you made a change to the original design form after it was shipped/invoiced when you do a repeat order, you will only have the choice of Repeat W/Change.

Continued on next page

Laser Checks – Exact Repeat Order, cont.

Step	Action
6	Click the **Save** button in the design forms to save the information. This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.
7	Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
8	Press **F10** to save the order.

Laser Checks – Repeat with Change Orders

Laser Checks   Follow the steps below to place **Repeat with Change** orders for products that have already been converted to the enhanced design form.

NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press **F3** to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
3	Reference the New/Add Order section steps 6 -12 for instructions on how to complete the additional order fields on the order entry screen. In step 6, enter **R** for repeat.
4	Press **F9** to access the Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the **Repeat w/Change** option and click the **OK** button to continue. NOTE: If you made a change to the original design form after it was shipped/invoiced when you do a repeat order, you will only have the choice of Repeat W/Change.

Laser Checks – Repeat with Change Orders, cont.

Step	Action
6	Visit the various screens that <u>require</u> an edit and modify any variable information.
7	Click the **Save** button in the design forms to save the information. This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.
8	Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
9	Press **F10** to save the order.

Continuous Checks

Overview

Introduction

Continuous checks are offered to customers who use Dot Matrix – Pin feed printers. We offer the Sprint Series [Safeguard Standard] and Prestige Series [Safeguard Custom] in this program.

Reference your price pages for specific customer imprint information guidelines.

Continuous Check Design Form

This is an example of the Continuous Check design form:

Continuous Checks, cont.

**Continuous
Checks cont.**

To enter a new Continuous Check design form, follow the steps below.

Step	Action
1	Navigate to **Contacts** from the **File** menu in CMS by clicking on the Sub-menu title **Contacts**.
2	Using the mouse, **Click** on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u>, <u>Short Name</u>, <u>Long Name</u>, or <u>Customer Number.</u>
3	Type the information you're looking for [Example: Phone number –area code not required]. Press **Enter**
4	Once the customer is highlighted in the customer list, press **Enter**.
5	**Enter** the product number in the first field of the first line. *Note*: If you do not know the product number, enter the first few letters of the product code and press **Enter** to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press **Enter**. NOTE: If this is a repeat order, press **F3** to select from the Detailed Order History screen. Scroll through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
6	In the next field enter an **N** for new [only available on the customer's first order], **R** for repeat, or an **A** for an add-on sale.
7	In the **Quantity** field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.

Continuous Checks, cont.

Step	Action
8	Enter the **STK/Start #** [these fields are required on check orders]. ➢ *STK* – the color of the paper stock. Use the pop-up menu to select from the available options. ➢ *Start#* - if the order requires numbering, this field is used to indicate the starting number. Note: Black is the default for New/Add orders for the Arabic numbering on Sprint checks. Red Bleed-Through numbering is standard for Prestige checks.
9	**OVR**, use this field to over ride the set price or to use special or value pricing. OVR Codes M – Sell Price Override Q – Value Pricing U – Universal X – 20% Off Next Imprint Order Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting Value Pricing, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]
10	The **%** <Percentage> field is used to give an additional discount for the item. NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.
11	The **Price** field will fill automatically (unless **M** is in the OVR field in that case the price must be manually entered).
12	Add a recall date, REP code, and any comments in the last three fields. NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.
13	For orders that require a design form the **D** at the end of the product line field will change to a **T** when the design form is created.
14	Press **F9** to access the Design Form screens.
15	Select **New** in the **Order Type** field.
16	In the **Product Type** field, using the mouse, **Click** to select **Check**. Once your product type is highlighted click the **Select** button.

Continuous Checks, cont.

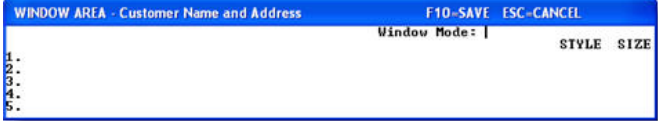| Step	Action
17	Use the **Tab** key to navigate through the fields within the design form and **Enter** the data required for that particular product type. NOTE: Check the bottom of the design form screen for additional screen prompts or buttons that need to be completed. Example of additional screen prompts: ``` F3=Window Area F4=Stub Area F5=Sig. Lines F6=Bank/MICR F8=Special Instructions F10=Save ESC=Exit Press ALT and release it then Press K to see KEYS menu ```
18	<u>Main Screen:</u> Enter the information required in the fields below: ➢ *Rush* – use the spacebar to place a ✓ in this field if the design form is for a rush order. ➢ *Proof* – enter the letter corresponding to the type of proof requested. [e.g. "F" = Fax proof]. NOTE: If the order requires an electronic proof, select fax and add a note in special instructions to let the plant know you require an electronic not fax proof. Use the corresponding CPROOFE code on the order screen. ➢ *Ink* – enter the corresponding 3-digit color code [BLK = black] in this field. NOTE: If this is a two-color job, enter one color here and key a note in special instructions for the additional color. ➢ *Reference Plate #* – this field is not currently active. ➢ *Envelope Required* – enter the envelope product code that corresponds with the check base neg#. ➢ *Software Name and Version* – enter the Base Negative for the check. ➢ *Software Altered* – Default is <N> for No, if they have altered it, enter <Y> for Yes. NOTE: Hardcopy X Pattern MUST be submitted if software has been altered in order to process this order. A Design Form with Altered Software <Y> WILL NOT transmit through Telecomm. Send hard copy.

Continued on next page

Continuous Checks, cont.

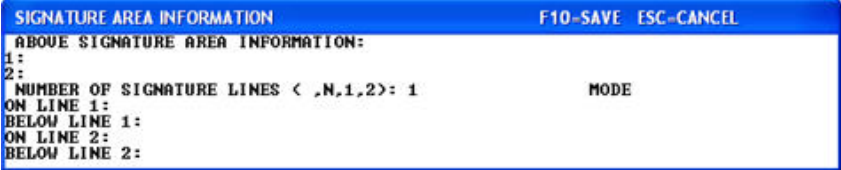| Step	Action
18, cont	Main screen, cont: ➢ ***Logo from SG Cutbook*** – place the corresponding logo number here. ➢ ***Logo***: ***Previous Plate #*** - enter the plate # for a previous job you are referencing for logo information ➢ ***Order Type*** – use the spacebar to scroll through the options ○ ***Laser***– the reference order type for the logo was a laser check ○ ***One-Write*** - the reference order type for the logo was a One-Write check ○ ***Form*** - the reference order type for the logo was a form ➢ ***Arabic POS*** – Use the spacebar to scroll through the options ○ ***None*** – no Arabic numbering required ○ ***Check*** – print Arabic # on check only ○ ***Stub*** – print Arabic # on stub only ○ ***Both***– print Arabic # on both the stub and the check ➢ ***Arabic Prefix*** – used to add a prefix to the Arabic # ➢ ***Arabic Suffix*** – used to add a suffix to the Arabic # ➢ ***Design from contains complete information*** – Use the spacebar to select and/or unselect the ✓ in the YES or NO field to let the plant know if the order can run, or needs to wait for artwork. ➢ ***Art/Sample to follow via*** – Use the spacebar to place a ✓ in the field next to the proper means by which you will send the plant the customer's artwork. ○ ***Email*** – use this option if you will send artwork via email ○ ***Hardcopy*** – use this option if you will send a live sample via mail or overnight carrier

Continuous Checks, cont.

Step	Action
19	Window Area [F3] screen: This is an example of the Window Area Continuous check screen: WINDOW AREA - Customer Name and Address F10=SAVE ESC=CANCEL Window Mode: | STYLE SIZE 1. 2. 3. 4. 5. Press **F3** to access the Window Area and enter the appropriate information in the fields below: ➢ *Window Mode* – use the spacebar to scroll through the options. This field indicates justification of the information in the window area. L= Left, R= Right, and C = Center ➢ **Lines 1 – 5** - Fill in the appropriate imprint information on each line. ➢ **Style** – press the <?> key then <Enter> to access a pop-up containing a list of options if the default is not the required font ➢ **Size** – Enter the size if the default is not the required size
20	Press **F10** to save the Window Area.
21	Stub Area [F4] screen: This is an example of the Stub Area Continuous check screen: STUB AREA INFORMATION F10=SAVE ESC=CANCEL 1: 2: ➢ *1 and 2* – enter the information the customer needs imprinted in the stub area. Up to 2 lines of text available.
22	Press **F10** to save the Stub Area.

Continued on next page
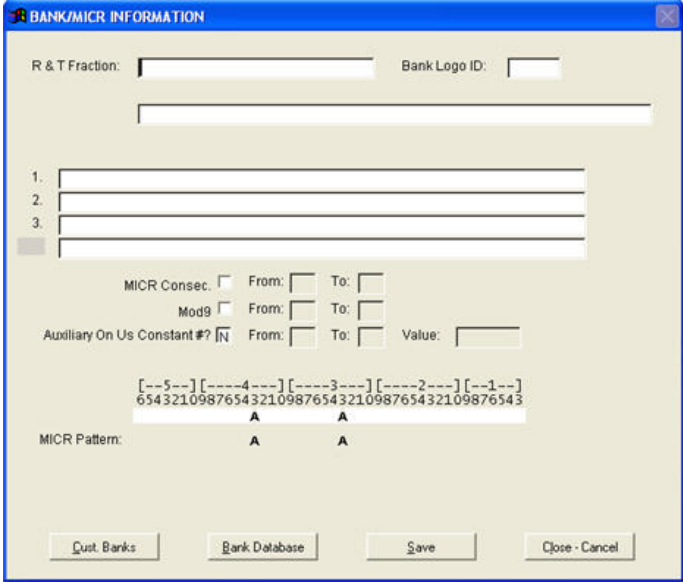
Continuous Checks, cont.

Step	Action
23	Signature Lines [F5] screen: This is an example of the Signature Lines Continuous check screen: ➢ ***Above Signature Area Information*** – enter the information to be imprinted above the signature area on a check. ➢ ***Number of Signature Lines*** – Default is one. Use the spacebar to scroll through the options [1, 2 or none]. ➢ ***On Line 1, 2*** – enter the information to be imprinted on the signature line. ➢ ***Mode*** – use the spacebar to scroll through the options [L=left, R=right, C=center] for how the information should be justified. ➢ ***Below Line 1, 2*** - enter the information to be imprinted below the signature line.
24	Press **F10** to save the Signature Area.

Continuous Checks, cont.

Step	Action
25	<u>Bank/MICR [F6] screen:</u> This is an example of the Bank/MICR Continuous check screen: Best Practice is to use the Bank Database to populate this screen. ➢ **Step One** – click the Bank Database button. ➢ **Step Two** – click either Bank Name or R&T Number and start typing the information you are trying to locate, once it's highlighted in the list, press Enter to select it. [Use the ↑↓ arrow keys as needed to move up and down the list of options.] ➢ **Step Three** - use the ↑↓ arrow keys to highlight the MICR title required and press Enter to select it. ➢ **Step Four** – click the YES button to add this to the Customer Bank Database [used on the Bank R&T report]. ➢ **Step Five** – type the account number. ➢ **Step Six** – click the Save button

Continued on next page

Continuous Checks, cont.

Step	Action
26	When populating the fields from scratch, tab through the following fields to populate as appropriate. ➢ **R&T Fraction** – enter the information the customer needs imprinted in the R&T Fraction area of the check. ➢ **Bank Logo ID** – locate the appropriate bank logo from the bank logo book and enter it here. ➢ **1, 2, and 3** – enter the information in the bank logo area of the check that is NOT part of the above mentioned bank logo. ➢ **MICR Consec** - Click in the field next to MICR *Consec*, to place a ✓ in the box. o **From and To** - enter the range for the MICR placement. (Generally number range is 52–45; occasionally the range is 56-45.) When you press \<Tab\> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➢ **MOD 9** –To indicate that Modulus 9 numbering is required for this MICR line, click the check box next to MOD 9 to add a ✓ . o **From and To** - enter the range. When you press \<Tab\> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➢ **Auxiliary On Us Constant #?** - Default is \<N\> for No. If the left consecutive number on the MICR line contains a constant number, type \<Y\> for Yes. o **From/To** - enter the two-digit position numbers between the On Us symbol positions in the left consecutive area where the constant number should be placed on the MICR line. Valid values are between 56 and 44. o **Value** - enter up to eight digits for the constant number. When you press **\<Tab\>** to continue, whatever you type is inserted on the MICR line in the From and To range indicated above.

Continuous Checks, cont.

Step	Action
26, cont	Bank/MICR screen, cont.: ➢ **MICR Pattern** – enter the bank Routing and Transit number [between the two "A"s] then enter the customer's account number. Populate the Account # fields using the following options: o **Numeric digit** = add account numbers in the appropriate fields. o **B** = Dash – use this if the account number has a dash o **C** = ON-US symbols – to populate the On US symbols in the account number o **Spacebar** = Space – to add a space if necessary
27	Click the **Save** button to save the BANK/MICR Area.
28	Special Instructions [F8] screen: This is an example of the Special Instructions Continuous check screen: SPECIAL INSTRUCTIONS F10=SAVE ESC=CANCEL Use this screen to enter any additional information the composition department might need to complete your Continuous check design.
29	Press **F10** to save the Special Instructions Area.
30	Press **F10** to save the design form.
31	Once back on the order screen, complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
32	Press **F10** to save the order.

One-Write Checks

Overview

Introduction	One-Write checks are a manual check writing system. Each system uses four main components.

> → Board
> → Journal
> → Register
> → Check

When ordering these items, they can be ordered individual or as kits. Kits are only available on new orders for One-Writes.

Reference your price pages for specific customer imprint information guidelines.

One-Write Check Design Form	This is an example of the One-Write Check design form:

One-Write Checks, cont.

**One-Write
Checks cont.**

To enter a new One-Write Check design form, follow the steps below.

Step	Action
1	Navigate to **Contacts** from the **File** menu in CMS by clicking on the Sub-menu title **Contacts**.
2	Using the mouse, **Click** on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u>, <u>Short Name</u>, <u>Long Name</u>, or <u>Customer Number.</u>
3	Type the information you're looking for [Example: Phone number –area code not required]. Press **Enter**
4	Once the customer is highlighted in the customer list, press **Enter**.
5	**Enter** the product number in the first field of the first line. *Note*: If you do not know the product number, enter the first few letters of the product code and press **Enter** to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press **Enter**. NOTE: If this is a repeat order, press **F3** to select from the Detailed Order History screen. Scroll through the orders using the ↓↑ keys. Highlight the item and press **Enter**.
6	In the next field enter an **N** for new [only available on the customer's first order], **R** for repeat, or an **A** for an add-on sale.
7	In the **Quantity** field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.

One-Write Checks, cont.

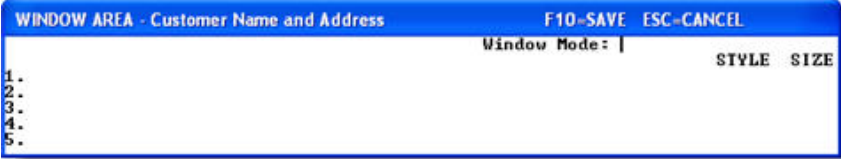| Step	Action
8	Enter the **STK/Start #** [these fields are required on check orders]. ➢ *STK* – the color of the paper stock. Use the pop-up menu to select from the available options. ➢ *Start#* - if the order requires numbering, this field is used to indicate the starting number.
9	**OVR**, use this field to over ride the set price or to use special or value pricing. OVR Codes M – Sell Price Override O – Value Pricing U – Universal X – 20% Off Next Imprint Order Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting Value Pricing, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]
10	The **%** <Percentage> field is used to give an additional discount for the item. NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.
11	The **Price** field will fill automatically (unless **M** is in the OVR field in that case the price must be manually entered).
12	Add a recall date, REP code, and any comments in the last three fields. NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.
13	For orders that require a design form the **D** at the end of the product line field will change to a **T** when the design form is created.
14	Press **F9** to access the Design Form screens.
15	Select **New** in the **Order Type** field.
16	In the **Product Type** field, using the mouse, **Click** to select **Check**. Once your product type is highlighted click the **Select** button.

One-Write Checks, cont.

Step	Action

17	Use the **Tab** key to navigate through the fields within the design form and **Enter** the data required for that particular product type.
	
	NOTE: Check the bottom of the design form screen for additional screen prompts or buttons that need to be completed.
	
	Example of additional screen prompts:
	
	`F3=Window Area   F4=Stub Area   F5=Sig. Lines`
	`F6=Bank/MICR   F8=Special Instructions   F10=Save   ESC=Exit`
	`Press ALT and release it then Press K to see KEYS menu`

18	<u>Main Screen:</u> Enter the information required in the fields below: ➢ **Rush** – use the spacebar to place a ✓ in this field if the design form is for a rush order. ➢ **Proof** – enter the letter corresponding to the type of proof requested. [e.g. "F" = Fax proof] NOTE: If the order requires an electronic proof, select fax and add a note in special instructions to let the plant know you require an electronic not fax proof. Use the corresponding PROOF code on the order screen. ➢ **Ink** – enter the corresponding 3-digit color code [BLK = black] in this field. NOTE: If this is a two-color job, enter one color here and key a note in special instructions for the additional color. ➢ **Electro Type** – enter the appropriate electro #, located in the Electro book. ➢ **Body Type** – enter the corresponding code for a top-write check, located in the Electro book. ➢ **Rem. Box Type** – enter the remittance box code located in the Electro book if the customer wants a different box than what comes with the specified electro. ➢ **Logo from SG Cutbook** – place the corresponding logo number here.

One-Write Checks, cont.

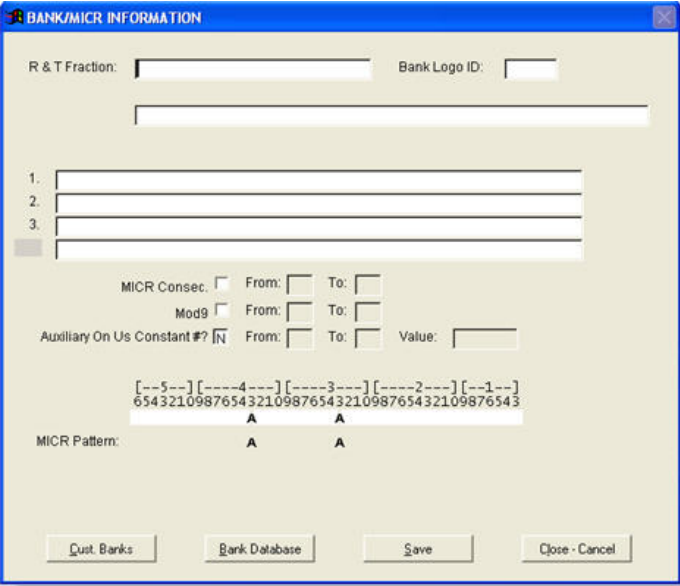| Step	Action
18, cont	Main screen, cont: ➢ **Logo**: **Previous Plate #** - enter the plate # for a previous job you are referencing for logo information ➢ **Order Type** – use the spacebar to scroll through the options o **Laser**– the reference order type for the logo was a laser check o **One-Write** - the reference order type for the logo was a One-Write check o **Form** - the reference order type for the logo was a form ➢ **DUPE Req** – enter the Dupe code located in the Electro book if the customer wants a different duplicate than what comes with the specified electro. ➢ **Arabic Prefix** – used to add a prefix to the Arabic # ➢ **Arabic Suffix** – used to add a suffix to the Arabic # ➢ **Design from contains complete information** – Use the spacebar to select and/or unselect the ✓ in the YES or NO field to let the plant know if the order can run, or needs to wait for artwork. ➢ **Art/Sample to follow via** – Use the spacebar to place a ✓ in the field next to the proper means by which you will send the plant the customer's artwork. o **Email** – use this option if you will send artwork via email o **Hardcopy** – use this option if you will send a live sample via mail or overnight carrier
19	Window Area [F3] screen: This is an example of the Window Area One-Write check screen: Press **F3** to access the Window Area and enter the appropriate information in the fields below:

Continued on next page

One-Write Checks, cont.

Step	Action
19, cont.	<u>Window Area [F3] screen, cont:</u> ➢ ***Window Mode*** – use the spacebar to scroll through the options. This field indicates justification of the information in the window area. L= Left, R= Right, and C = Center ➢ **Lines 1 – 5** - Fill in the appropriate imprint information on each line. ➢ **Style** – press the <?> key then <Enter> to access a pop-up containing a list of options if the default is not the required font ➢ **Size** – Enter the size if the default is not the required size
20	Press **F10** to save the Window Area.
21	<u>Stub Area [F4] screen:</u> This is an example of the Stub Area One-Write check screen: STUB AREA INFORMATION F10=SAVE ESC=CANCEL 1: 2: ➢ ***1 and 2*** – enter the information the customer needs imprinted in the stub area. Up to 2 lines of text available.
22	Press **F10** to save the Stub Area.
23	<u>Signature Lines [F5] screen:</u> This is an example of the Signature Lines One-Write check screen: SIGNATURE AREA INFORMATION F10=SAVE ESC=CANCEL ABOVE SIGNATURE AREA INFORMATION: 1: 2: NUMBER OF SIGNATURE LINES (,N,1,2): 1 MODE ON LINE 1: BELOW LINE 1: ON LINE 2: BELOW LINE 2:

One-Write Checks, cont.

Step	Action
23, cont.	Signature Lines [F5] screen, cont.: ➢ **Above Signature Area Information** – enter the information to be imprinted above the signature area on a check. ➢ **Number of Signature Lines** – Default is one. Use the spacebar to scroll through the options [1, 2 or none]. ➢ **On Line 1, 2** – enter the information to be imprinted on the signature line. ➢ **Mode** – use the spacebar to scroll through the options [L=left, R=right, C=center] for how the information should be justified. ➢ **Below Line 1, 2** - enter the information to be imprinted below the signature line.
24	Press **F10** to save the Signature Area.
25	Bank/MICR [F6] screen: This is an example of the Bank/MICR One-Write check screen: Best Practice is to use the Bank Database to populate this screen.

Continued on next page

One-Write Checks, cont.

Step	Action
25, cont.	Bank/MICR [F6] screen, cont.: ➢ ***Step One*** – click the Bank Database button. ➢ ***Step Two*** – click either Bank Name or R&T Number and start typing the information you are trying to locate, once it's highlighted in the list, press Enter to select it. [Use the ↑↓ arrow keys as needed to move up and down the list of options.] ➢ ***Step Three*** - use the ↑↓ arrow keys to highlight the MICR title required and press Enter to select it. ➢ ***Step Four*** – click the YES button to add this to the Customer Bank Database [used on the Bank R&T report]. ➢ ***Step Five*** – type the account number. ➢ ***Step Six*** – click the Save button When populating the fields from scratch, tab through the following fields to populate as appropriate. ➢ ***R&T Fraction*** – enter the information the customer needs imprinted in the R&T Fraction area of the check. ➢ ***Bank Logo ID*** – locate the appropriate bank logo from the bank logo book and enter it here. ➢ ***1, 2, and 3*** – enter the information in the bank logo area of the check that is NOT part of the above mentioned bank logo. ➢ ***MICR Consec*** - Click in the field next to MICR *Consec*, to place a ✓ in the box. o ***From and To*** - enter the range for the MICR placement. (Generally number range is 52–45; occasionally the range is 56-45.) When you press <Tab> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➢ ***MOD 9*** –To indicate that Modulus 9 numbering is required for this MICR line, click the check box next to MOD 9 to add a ✓ . o ***From and To*** - enter the range. When you press <Tab> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above.

One-Write Checks, cont.

Step	Action
25, cont.	Bank/MICR [F6] screen, cont.: ➢ ***Auxiliary On Us Constant #?*** - Default is <N> for No. If the left consecutive number on the MICR line contains a constant number, type <Y> for Yes. ○ ***From/To*** - enter the two-digit position numbers between the On Us symbol positions in the left consecutive area where the constant number should be placed on the MICR line. Valid values are between 56 and 44. ○ ***Value*** - enter up to eight digits for the constant number. When you press **<Tab>** to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➢ ***MICR Pattern*** – enter the bank Routing and Transit number [between the two "A"s] then enter the customer's account number. Populate the Account # fields using the following options: ○ **Numeric digit** = add account numbers in the appropriate fields. ○ **B** = Dash – use this if the account number has a dash ○ **C** = ON-US symbols – to populate the On US symbols in the account number ○ **Spacebar** = Space – to add a space if necessary
26	Click the **Save** button to save the BANK/MICR Area.
27	Special Instructions [F8] screen: This is an example of the Special Instructions One-Write check screen: SPECIAL INSTRUCTIONS F10=SAVE ESC=CANCEL Use this screen to enter any additional information the composition department might need to complete your One-Write check design.

One-Write Checks, cont.

Step	Action
28	Press **F10** to save the Special Instructions Area.
29	Press **F10** to save the design form.
30	Once back on the order screen, complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
31	Press **F10** to save the order.

FasTRAK® Checks

Overview

Introduction   FasTRAK® checks are a great option for customers that require a Check-on-the-go. Compact and easy to use, it's an available check for customers who might be automated and yet require a manual check.

Reference your price pages for specific customer imprint information guidelines.

FasTRAK®   This is an example of the FasTRAK® Check design form:
Check Design
Form

FasTRAK® Plus Kits

FasTRAK® Plus Kits

Follow these steps to order the FasTRAK® Plus kit.

Step	Action
1	Navigate to **Contacts** from the **File** menu in CMS by clicking on the Sub-menu title **Contacts**.
2	Using the mouse, **Click** on the method by which you will be searching for a contact to place an order. NOTE: You can search by Phone Number, Short Name, Long Name, or Customer Number.
3	Type the information you're looking for [Example: Phone number –area code not required]. Press **Enter**
4	Once the customer is highlighted in the customer list, press **Enter**.
5	Enter a **Kit Product Code** located in your FasTRAK® price pages. *Note*: If you do not know the product number, enter the first few letters of the product code and press **Enter** to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press **Enter**.
6	In the next field enter an **N** for new [only available on the customer's first order], or an **A** for an add-on sale.
7	Enter the **STK/Start #** [these fields are required on check orders]. ➢ *STK* – the color of the paper stock. Use the pop-up menu to select from the available options. ➢ *Start#* - if the order requires numbering, this field is used to indicate the starting number.
8	Tab through the fields until you reach the Comments field and press **Enter**.

FasTRAK® Plus Kits, cont.

Step	Action
9	Tab to the comments field and press **F9** to create the check design form.
10	Select **New** in the **Order Type** field and click the **Select** button.
11	Click on each **Screen Tab** to complete the appropriate information. Secondary Area (F4) Imprint Information (F3) Format Area (F5) Reserved Standard | Window Area (F3) | Stub Area (F4) | Sig. Lines (F5) | Bnk/MICR (F6) | Spec. Instr. (F8) | Optional Imprint (F5)
12	Standard Screen: Enter the information required in the fields below: ➢ *Logo from SG Cutbook* – place the corresponding logo number here. ➢ *Arabic Prefix* – used to add a prefix to the Arabic # ➢ *Arabic Suffix* – used to add a suffix to the Arabic #
13	Window Area [F3] screen: Click the screen tab to access the Window Area and enter the appropriate information in the fields below: ➢ *Window Mode* – click the drop-down arrow to view the options and select it by clicking on it. This field indicates justification of the information in the window area. L= Left or C = Center ➢ *Style & Size*– click the drop-down arrow to access a pop-up containing a list of options, then click on the option to select it. ➢ *Lines 1 – 5* - Fill in the appropriate imprint information on each line.

FasTRAK® Plus Kits, cont.

Step	Action
14	<u>Sig. Lines [F5] screen:</u> Click the screen tab to access the Signature Area and enter the appropriate information in the fields below: ➢ ***Above Signature Area Information*** – enter the information to be imprinted above the signature area on a check. ➢ ***Number of Signature Lines*** – Default is one. Click the drop-down arrow to view a list of options [1, 2, or none]. ➢ ***On Line 1, 2*** – enter the information to be imprinted on the signature line. ➢ ***Mode*** – enter the appropriate option in the Mode field [L=left, R=right, C=center] for how the information should be justified. ➢ ***Below Line 1, 2*** - enter the information to be imprinted below the signature line.
15	<u>Bank/MICR [F6] screen:</u> Click the Get Bank button to access the Bank/MICR screen and key in the appropriate information. Best Practice is to use the Bank Database to populate this screen. ➢ ***Step One*** – click the Bank Database button. ➢ ***Step Two*** – click either Bank Name or R&T Number and start typing the information you are trying to locate, once it's highlighted in the list, press Enter to select it. [Use the ↑↓ arrow keys as needed to move up and down the list of options.] ➢ ***Step Three*** - use the ↑↓ arrow keys to highlight the MICR title required and press Enter to select it. ➢ ***Step Four*** – click the YES button to add this to the Customer Bank Database [used on the Bank R&T report]. ➢ ***Step Five*** – type the account number. ➢ ***Step Six*** – click the Save button

FasTRAK® Plus Kits, cont.

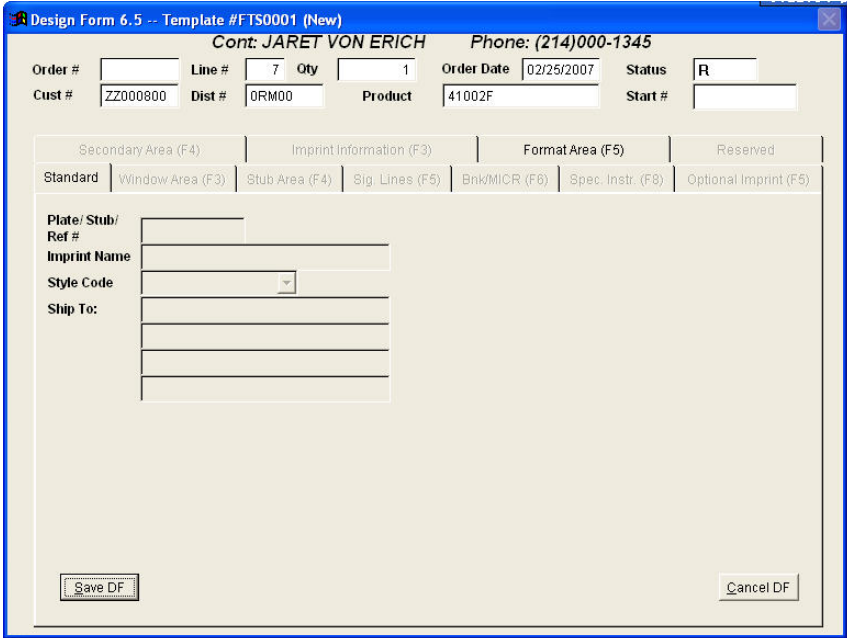| Step	Action
16	<u>Bank/MICR [F6] screen, cont.:</u> When populating the fields from scratch, tab through the following fields to populate as appropriate. ➤ ***R&T Fraction*** – enter the information the customer needs imprinted in the R&T Fraction area of the check. ➤ ***Bank Logo ID*** – locate the appropriate bank logo from the bank logo book and enter it here. ➤ ***1, 2, and 3*** – enter the information in the bank logo area of the check that is NOT part of the above mentioned bank logo. ➤ ***MICR Consec*** - Click in the field next to MICR *Consec*, to place a ✓ in the box. o ***From and To*** - enter the range for the MICR placement. (Generally number range is 52–45; occasionally the range is 56-45.) When you press <Tab> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➤ ***MOD 9*** –To indicate that Modulus 9 numbering is required for this MICR line, click the check box next to MOD 9 to add a ✓ . o ***From and To*** - enter the range. When you press <Tab> to continue, whatever you type is inserted on the MICR line in the From and To range indicated above. ➤ ***Auxiliary On Us Constant #?*** - Default is <N> for No. If the left consecutive number on the MICR line contains a constant number, type <Y> for Yes. o ***From/To*** - enter the two-digit position numbers between the On Us symbol positions in the left consecutive area where the constant number should be placed on the MICR line. Valid values are between 56 and 44. o ***Value*** - enter up to eight digits for the constant number. When you press **<Tab>** to continue, whatever you type is inserted on the MICR line in the From and To range indicated above.

FasTRAK® Plus Kits, cont.

Step	Action
16, cont	Bank/MICR [F6] screen, cont.: ➢ ***MICR Pattern*** – enter the bank Routing and Transit number [between the two "A"s] then enter the customer's account number. Populate the Account # fields using the following options: o **Numeric digit** = add account numbers in the appropriate fields. o **B** = Dash – use this if the account number has a dash o **C** = ON-US symbols – to populate the On US symbols in the account number o **Spacebar** = Space – to add a space if necessary
17	Click the **Save** button to save the BANK/MICR Area.
18	Click the **Save DF** button to save the design form.
19	Once back on the Order screen, press **Enter** to move to the next line item. Continue to press the **Enter** key until you reach the Deposit Ticket line item.
20	Tab to the comments field and press **F9** to create the deposit ticket design form.
21	When the **Choose Order Type and Design Form** dialog box appears, click the **Select** button to continue.
22	Complete the desired fields in the Design form. Click the **Save DF** button to save the design form. NOTE: The heading and information are going to be similar to the check. Reference steps 13 and 16 to enter the variable information needed t order a FasTRAK® deposit ticket.
23	Once back on the Order screen, press **Enter** to move to the next line item. Tab to the comments field and press **F9** to create the design form for the endorsement stamp.

FasTRAK® Plus Kits, cont.

Step	Action
24	When the **Choose Order Type and Design Form** dialog box appears, click the **Select** button to continue.
25	On the Format/Area [F5] screen, complete lines 1 – 6 (if applicable) with the desired information in the Design form. Click the **Save DF** button to save the design form.
26	Once back on the order screen, complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
27	Press **F10** to save the order and transmit.

3-On-A-Page

Overview

Introduction

3-On-A-Page checks are one of the most popular manual checks that Safeguard offers. When ordering a 3-On-A-Page check, you will need to reference your price pages for all of the possible options available – to include accessories.

Chargeable options can be selected in the design form and, when the design form is saved, the option codes and charges will pre-populate in the order entry screen.

Reference your price pages for specific customer imprint information guidelines.

3-On-A-Page Check Design Form

This is an example of the 3-On-A-Page Check design form:

3-On-A-Page, cont.

3-On-A-Page   Follow these steps to order the 3-On-A-Page checks.

Step	Action
1	Navigate to **Contacts** from the **File** menu in CMS by clicking on the Sub-menu title **Contacts**.
2	Using the mouse, **Click** on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u>, <u>Short Name</u>, <u>Long Name</u>, or <u>Customer Number.</u>
3	Type the information you're looking for (example: Phone number –area code not required). Press **Enter**
4	Once the customer is highlighted in the customer list, press **Enter**.
5	**Enter** the product number in the first field of the first line. *Note*: If you do not know the product number, enter the first few letters of the product code and press **Enter** to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press **Enter**. Use the **Tab** key to navigate through the following fields.
6	In the next field enter an **N** for new customers only, **R** for repeat, or an **A** for an add-on sale.
7	In the **Quantity** field type in the amount if different from the default <which is the smallest quantity>.
8	Enter the **STK** <this field is required on check orders>. NOTE: If you attempt to Tab passed the STK field, a pop-up box will appear for you to select a valid "Stock Color" option available for the product.

Continued on next page

3-On-A-Page, cont.

Step	Action
9	Enter the **Start #** <this field is required on check orders>.
10	**OVR**, use this field to over ride the set price or to use special or value pricing. Select from the option available by product line in the pop-up by entering the corresponding letter or number. When selecting Flex Pricing, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]
11	The **%** <Percentage> field is used to give an additional discount for the item. NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.
12	Add recall date, REP, and any comments in the last three fields.
13	Once in the Comments field, press **F9** to access the Design Form screens.
14	If this is an Add order, a pop-up will appear asking if you want to copy previous design form history. Click either the **YES** or **NO** button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form.
15	The 3-On-A-Page Design Form screen will appear. To work through the screen, use the mouse to click on the Screen Tabs. This is an example of those tabs: Standard | ArtWork | Standard (cont) | Window /Stub (F3) | Signature (F5) | Bank Info (F6) | Spec. Inst. (F8)

Continued on next page

3-On-A-Page, cont.

Step	Action
16	Standard screen: Complete the following fields as necessary: ➢ **Rush** – Use the mouse to place a √ in the field to select a rush. (NOTE: When selected, the rush option code and charge will pre-populate in the order entry screen after you save the Design Form.) ➢ **Customized Check Style** – Click in this field if this order will have a custom check style. Additionally, click in the field next to the option for how you will send the copy of the custom check style. *Hard Copy Mailed* – a hard copy of the custom check style is being mailed. *Emailed – File Name* – the custom check style is being emailed. Enter the file name in the field that appears. *Previous Job* – use this option to reference a previous job that used this custom check style. Enter the previous plate or order # in the Previous Job # field. ➢ **Check Style** – Click on the drop down arrow to view options and select one by clicking on that option. ➢ **Standard Ink Color –** Default is Black Mag. ➢ **1st Ink Color –** Click on the drop-down arrow to select from the standard options OR select the last option "Other PMS #" to select a PMS match and enter the PMS # in the field that opens. ➢ **2nd Ink Color –** Same as above. ➢ **Color Separation –** This field is used to specify how color separation needs to be for two color jobs. (NOTE: Character limit is 75.)
17	Artwork screen: Complete the following fields as necessary: ➢ **Logo Required –** Use the mouse to place a √ in the field to select logo if applicable. Then select from the drop down option for logo type. NOTE: A message will pop up telling you that if black is part of the logo, then you must select additional black ink on the Standard screen. Black Mag cannot be used in the logo.

Continued on next page

3-On-A-Page, cont.

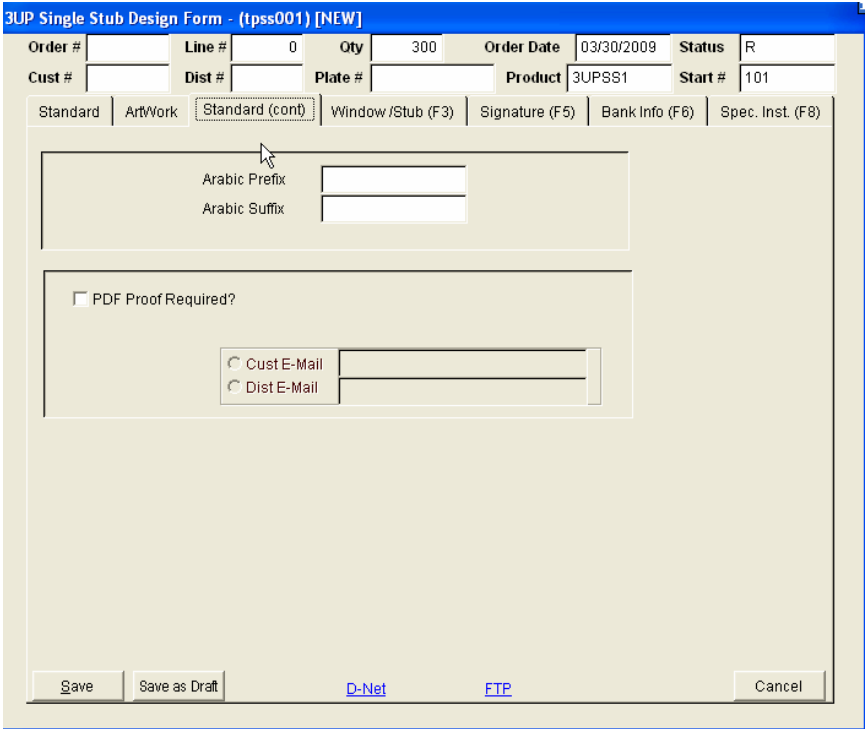| Step	Action
17 cont.	Artwork screen (cont.): Complete the following fields as necessary: **Options:** *Stock Logo ID* **–** Enter the stock number from the cut book in the appropriate field. *Custom to Follow* – use this option if you will send either an electronic or hardcopy logo. Check off either Hard copy mailed or Emailed (File Name) *Previous Job* – Enter the previous job # in the appropriate field. **Artwork Sent:** *Hard Copy Mailed* – Select this option and send to the address listed on the screen when mailing artwork. *Emailed – File Name* – Select this option if emailing digital artwork and enter the artwork file name (Example: basketball.eps) ➢ **Logo Position –** Click on the drop-down arrow to select the appropriate option. ➢ **Phantom Logo –** click in the box next to this field. Then select the appropriate option from the drop-down listing. **Options:** *Stock Logo ID* - Enter the stock number from the cut book in the appropriate field *Custom to Follow* – use this option if you will send either an electronic or hardcopy logo. Use the following section to specify how the custom logo will be sent. *Previous Job* – Enter the previous job # in the appropriate field. **Artwork Sent:** *Hard Copy Mailed* – Select this option and send to the address listed on the screen when mailing artwork. *Emailed – File Name* – Select this option if emailing digital artwork and enter the artwork file name (Example: basketball.eps)

3-On-A-Page, cont.

Step	Action
17 cont.	<u>Artwork screen (cont.):</u> ➢ **Back Print -** click in the box next to this field. Then select the appropriate option from the drop-down listing. ***Options:*** <u>*Custom to Follow*</u> – use this option if you will send either an electronic or hardcopy logo. Use the following section to specify how the custom logo will be sent. <u>*Previous Job*</u> – Enter the previous job # in the appropriate field. ***Artwork Sent:*** <u>*Hard Copy Mailed*</u> – Select this option and send to the address listed on the screen when mailing artwork. <u>*Emailed – File Name*</u> – Select this option if emailing digital artwork and enter the artwork file name (Example: basketball.eps)

3-On-A-Page, cont.

Step	Action
18	**Standard (cont) screen:** Complete the following fields as necessary: ➢ **Arabic Prefix -** If a Prefix is required, enter the data in this field (up to 4 characters allowed) ➢ **Arabic Suffix -** If a 1-character Suffix is required, enter the data in this field. ➢ **PDF Proof –** Use the mouse to place a √ in the field to select if a pdf proof is required. ***Options:*** <u>Cust Email:</u> - Click the box to select this option and enter the email address. <u>Dist Email:</u> - Click the box to select this option and enter the email address. **3UP Single Stub Design Form** - (tpss001) [NEW] Order # Line # 0 Qty 300 Order Date 03/30/2009 Status R Cust # Dist # Plate # Product 3UPSS1 Start # 101 Standard | ArtWork | Standard (cont) | Window /Stub (F3) | Signature (F5) | Bank Info (F6) | Spec. Inst. (F8) Arabic Prefix [ ] Arabic Suffix [ ] ☐ PDF Proof Required? ○ Cust E-Mail [ ] ○ Dist E-Mail [ ] Save Save as Draft D-Net FTP Cancel

Continued on next page
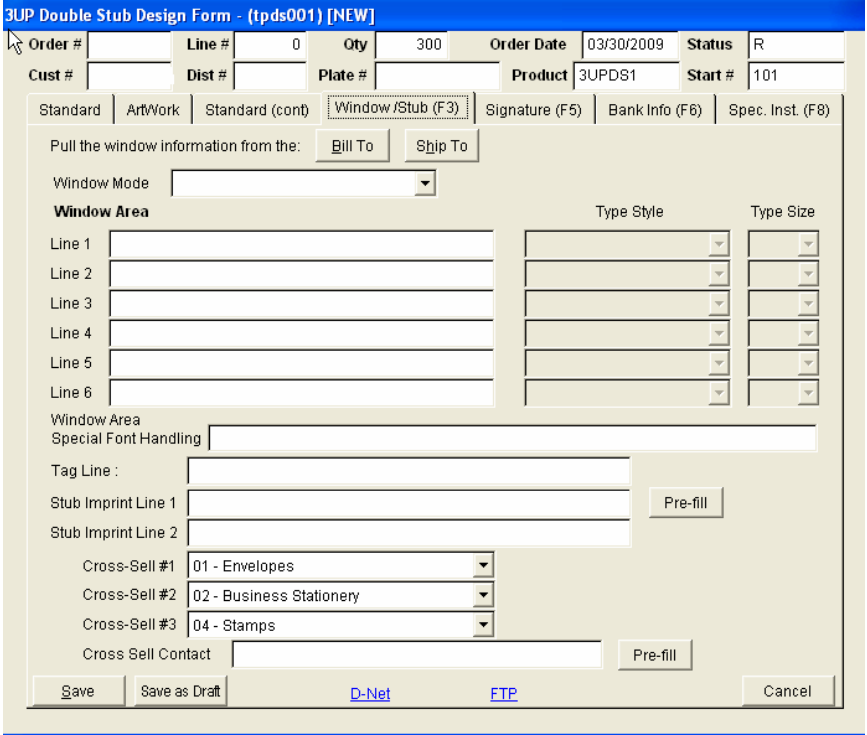
3-On-A-Page, cont.

Step	Action
19	<u>Window/Stub [F3] screen</u>: Complete the following fields as necessary: ➢ **Pull the window information from the** – click either the Bill To or Ship To button to pre-fill the window area. ➢ **Window Mode** (This is a required field) – Click on the drop-down arrow to select Center, Left or Right. (This specifies justification for Window imprint) ➢ **Window Area (Line 1 thru 6)** – Enter imprint information required. Up to 6 lines available. ▪ Right click in the window area and the Special Characters box will pop up. ▪ If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. ➢ **Style/Size** – Click on the drop-down arrow to select from the available options. ➢ **Window Area Special Font Handling** – provide a brief instructions for additions or adjustments to the copy entered in the Window Area. ➢ **Tag Line** – Enter the information that is to be printed below the "Amount in Words" line as the customer's tag line. Universe typestyle up to 35 characters (NOTE: Reference the April 8, 2005 release for details.) ➢ **Stub Imprint Line 1 –** For double stub check styles only. This line can be pre-filled with the information in Line 1 of the window area. ➢ **Stub Imprint Line 2 -** For double stub check styles only. ➢ **Cross Sell #1 –** Click on the drop-down arrow to select a Cross Sell option. ➢ **Cross Sell #2 –** Same as above. ➢ **Cross Sell #3 –** Same as above. ➢ **Cross Sell Contact –** This pre-fills based on line 1 of the Window Area section.

3-On-A-Page, cont.

Step	Action
19 cont.	<u>Window/Stub [F3] screen (cont.)</u>
20	<u>Signature [F5] screen:</u> Complete the following fields as necessary: ➤ **Number of Signature Lines –** Default is one. Select from the drop-down options for more than one. o Right click in the window area and the Special Characters box will pop up. o If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. ➤ **Above Line 1 –** Enter the information that is to be printed above the signature line. (NOTE: Reference Sig Options sheet – DSC#804213)

Continued on next page

3-On-A-Page, cont.

Step	Action
20 cont.	<u>Signature [F5] screen (cont.):</u> Complete the following fields as necessary: ➢ **Above Line 1B -** Enter the information that is to be printed above the signature line. (NOTE: Reference Sig Options sheet – DSC#804213) ➢ **Below Line 1 –** This defaults to Authorized Signature. Highlight, delete and enter different information that needs to be printed below line one. ➢ **Mode –** Click the drop-down arrow to select justification for the signature imprint information. NOTE: If selecting additional lines and imprint, additional fields will appear. Enter the information as per the previous steps.

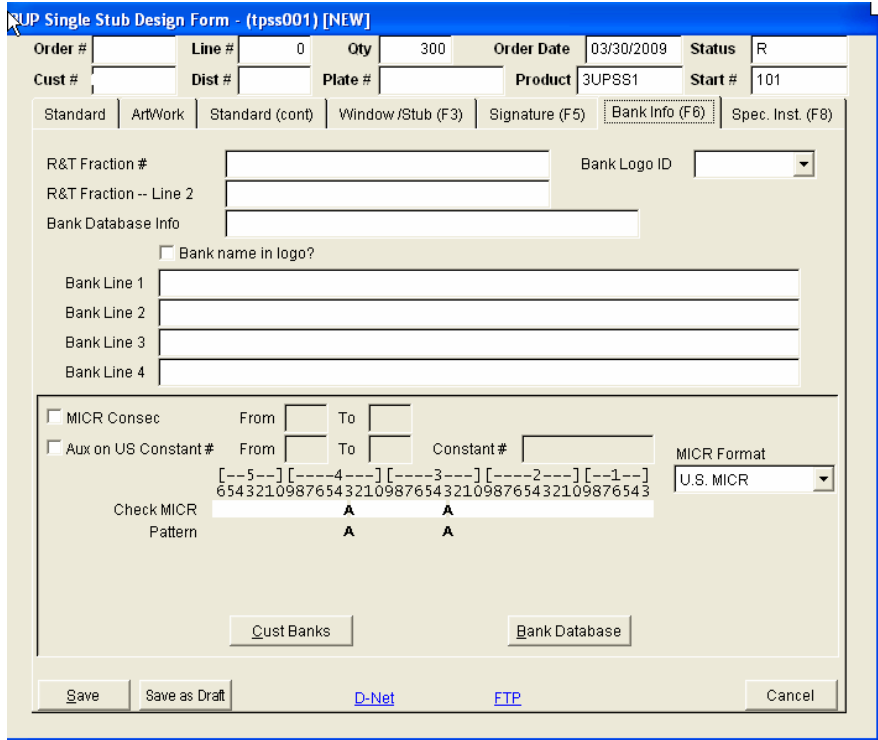*Continued on next page*

3-On-A-Page, cont.

Step	Action

21	Bank Info [F6] screen:
	
	There are two ways to complete the Bank Information screen.
	
	- Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database.
	
	  o **Cust Banks and Bank Database buttons**
	    – Cust Banks – pulls bank data that is attached to the Customer.
	    – Bank Database – pulls the information from the Bank Database.
	- Option 2: The other way is to enter the information manually by following the instructions below.
	
	Complete the following fields as necessary:
	➫ **R & T Fraction # -** Enter the R & T Fraction # required.
	➫ **Bank Logo Id** – Reference the Bank Logo Cut Book to locate the correct logo # and key it here.
	➫ **R & T Fraction -– Line 2 –** Used for orders where a second line is required such as the account #.
	➫ **Bank Database Info –** Not available (fills in when the Bank Database is used to complete this screen)
	➫ **Bank Name in Logo** – If the Bank's name is located in the logo, use the mouse to check this box.
	➫ **Bank Line 1 thru 4** – Use **1, 2, 3 & 4** fields to specify what additional information is to be printed with the bank logo such as address if required by the bank
	➫ **MICR Format** – Click the MICR Format drop down box to choose U.S. MICR, Non-US MICR or No MICR Required.

Continued on next page

3-On-A-Page, cont.

Step	Action
21 cont.	<u>Bank Info [F6] screen (cont.):</u> Complete the following fields as necessary: ➢ **MICR Consec** – If adding consecutive numbering, use the mouse to place a √ in the field. Tab and key in the number sequence for the Arabic placement in the MICR line. (NOTE: Standard is 52 to 45.) ➢ **Auxiliary On US Constant** – If a constant number is required in the MICR line use the mouse to place a √ in the box next to "Auxiliary ON US Constant". Specify placement and key in the Constant # information. ➢ **Tab** to the MICR line and key in the Account Number to be printed.
22	Click the **Save** button to save the design form.

Continued on next page

3-On-A-Page, cont.

Step	Action
23	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
24	Press **F10** to save the order and transmit.