



# IDEA

## Quick Reference Tool for Document Creation

### Logging into IDEA

- Open your Web Browser and enter [www.affinitydigital.net](http://www.affinitydigital.net) into the Address Bar
- Enter your COM User ID and Password
- Click on **Login**

### Entering an Order

- Move your mouse over the **New Order menu**
- Move your mouse over **Start an Order**
- Click on **Document**
- **Select a product** and click on **Next**
- Complete all required fields (required fields are marked with a red asterisk(\*))
- Attach files to your order by clicking on **Manage Attachments**
- Tell us where to apply images or text in the **Additional Instructions** field
- If you need to send us a fax, click on **Add Faxes**
- Click on **Submit**
- Review the confirmation screen and click **Continue**
- Record your UTN and click on **OK**

### Attaching Files to your Order

- Click on **Manage Attachments**
- Click on **Browse**
- Tell us how to use the file
- Click on **Attach**
- Click on **Back to Order**

### Sending Faxes with your Order

- Click on **Add Faxes**
- Enter a description of your fax
- Click on **Add Fax**
- Click on **Back to Order**
- Click on **Show Fax Cover**
- **Print** the Fax Cover Sheet and fax everything to the number listed on the Fax Cover Sheet

### Downloading Delivered Files

- Move your mouse over the **Order List menu** and click on **Delivered**
- Click on the **UTN** number
- In the **Delivered Files** section, **click on the file's name**
- Click on **Save**

### Revision Requests

- Move your mouse over the **Order List menu** and click on **Delivered**
- Click on the **UTN** number
- Download and review the delivered files
- Click in the **Notes** field and enter your revision requests
- Click on **Revise**

### On Hold/Revision on Hold Resolution

- Move your mouse over the **Order List menu** and click on **On Hold**
- Click on the **UTN** number
- Review the notes
- Click in the **Notes** field and enter the information needed to resolve the problem
- Click on **Resolve**

### Requesting a Quote

- Move your mouse over the **New Order menu**
- Move your mouse over **Request a Quote**
- Click on **Document**
- Follow the steps for entering an order

### Approving a Quote

- Move your mouse over the **Order List menu** and click on **Quote Assessed**
- Click on the **UTN** number
- Click on **Approve and Order**
- Record the UTN
- Click on **OK**

### Search

- Click on the **Search** menu
- Enter a UTN
- Click on **Submit**

### Editing Your Account Info

- Move your mouse over the **Administration menu**
- Click on **Your Account Info**
- Click on **Edit**
- Enter your changes
- Click on **Submit**

### Ordering Items not Listed in IDEA

- Move your mouse over the **New Order menu**
- Move your mouse over **Start an Order**
- Click on **Document**
- **Select "FORM"**
- **Enter the Actual Product name in the Additional Instructions field**
- Follow the steps for entering an Order



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