

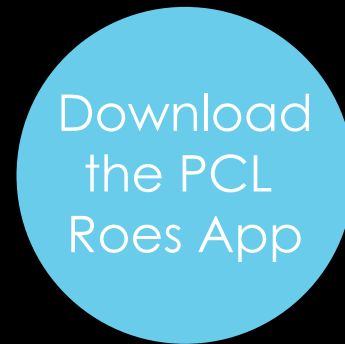


A quick guide to our Online Ordering Software.

Go to www.pcl.co.nz

On the bottom left of the homepage click on the blue dot “Download the PCL Roes App*”.

This will automatically start installing on your computer.

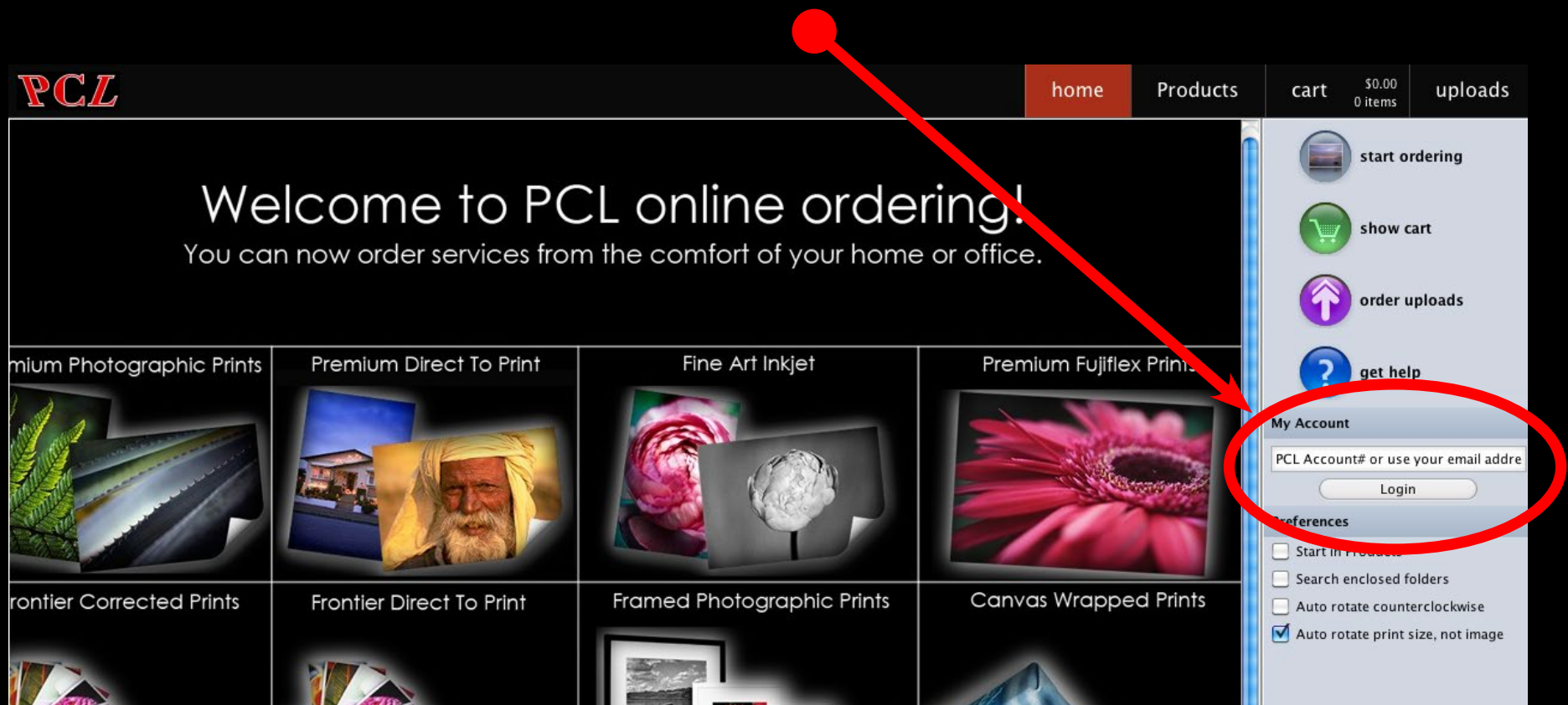


*Please note: The PCL ROES app requires Java to function, you can download it from <https://java.com>

Once ROES has been successfully installed on your computer, you are good to go!

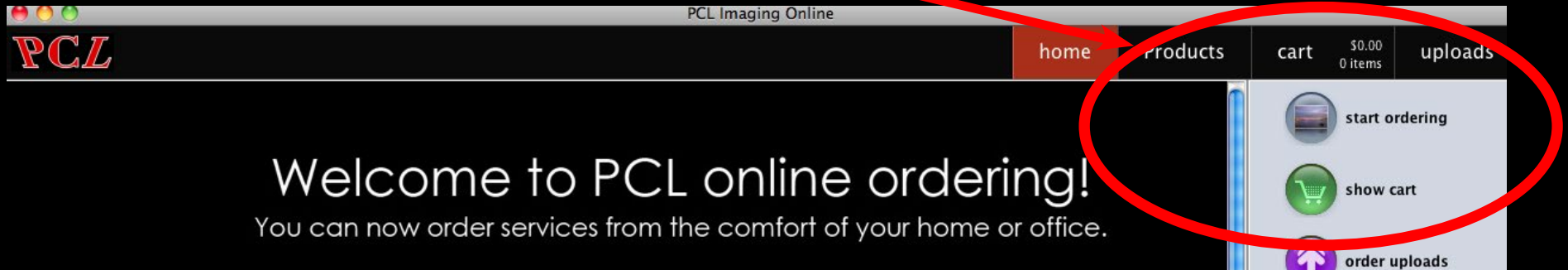
Login by simply typing in your unique school code. This will ensure that you see your catalogue AND that PCL knows who the order is from eg. "northshorehighschool"

Click on the 'Login' button (the button will flash blue on a successful Login).



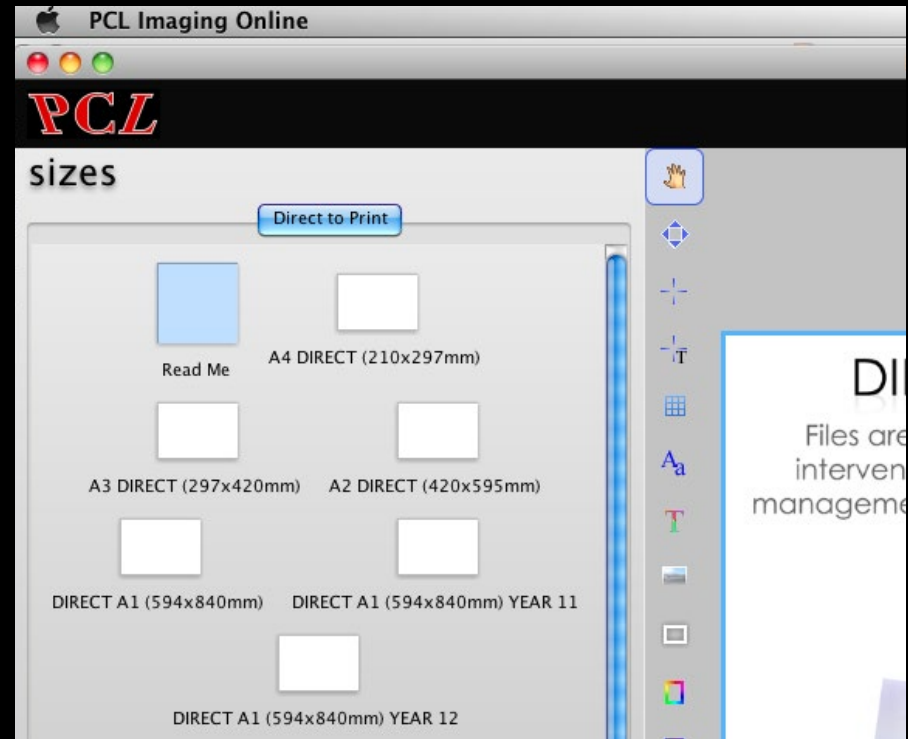
Creating an order

Click on either 'Start Ordering' or 'Products'.



You will see your catalogue on the left. We have included sizes A4 – A1 and have divided the A1's into year groups.

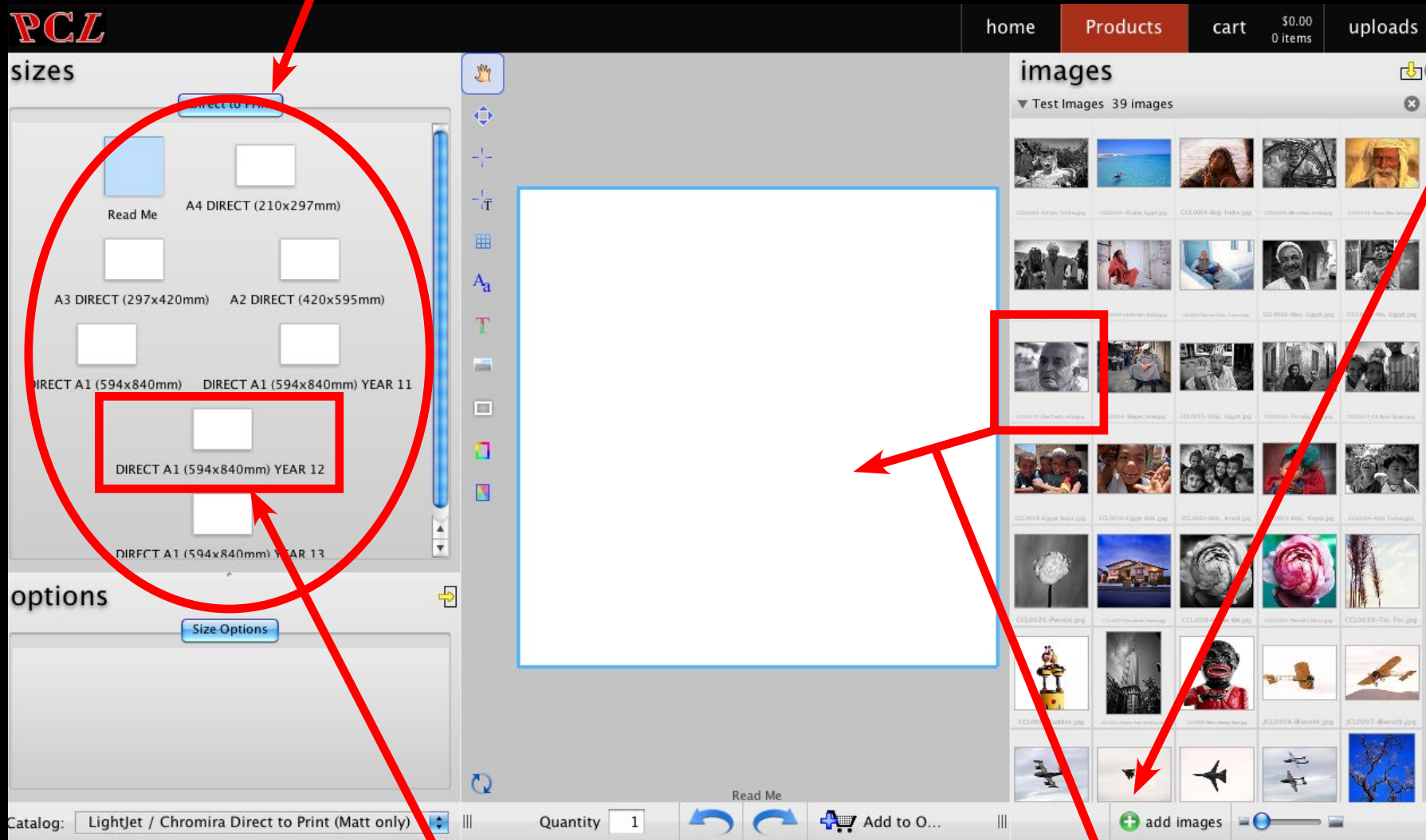
Keep in mind that you are not limited to those sizes. If you would like custom sizes please let us know and we will add them to your catalogue.



The Products Screen

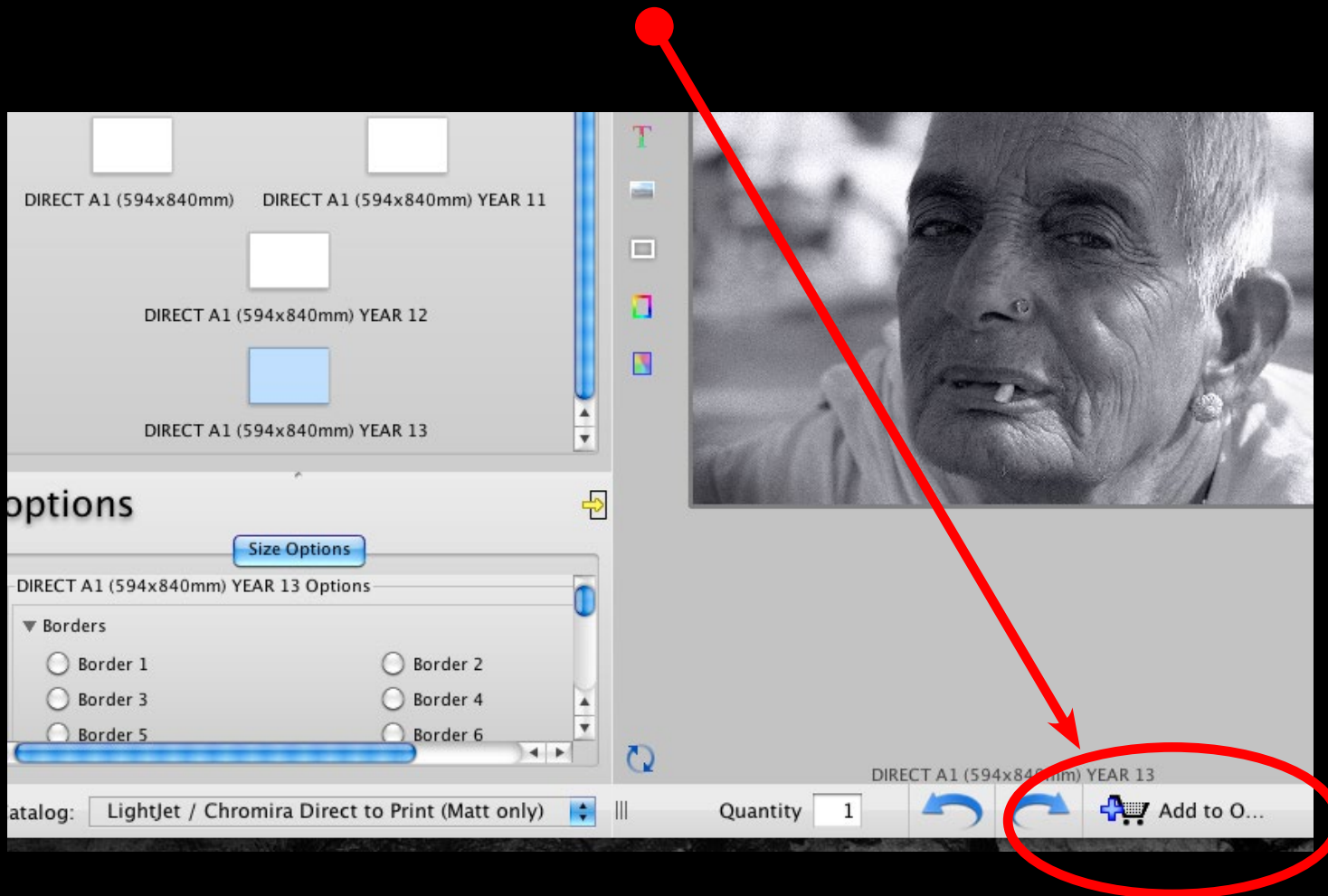
The School's catalogue.

Images are loaded from your computer here.



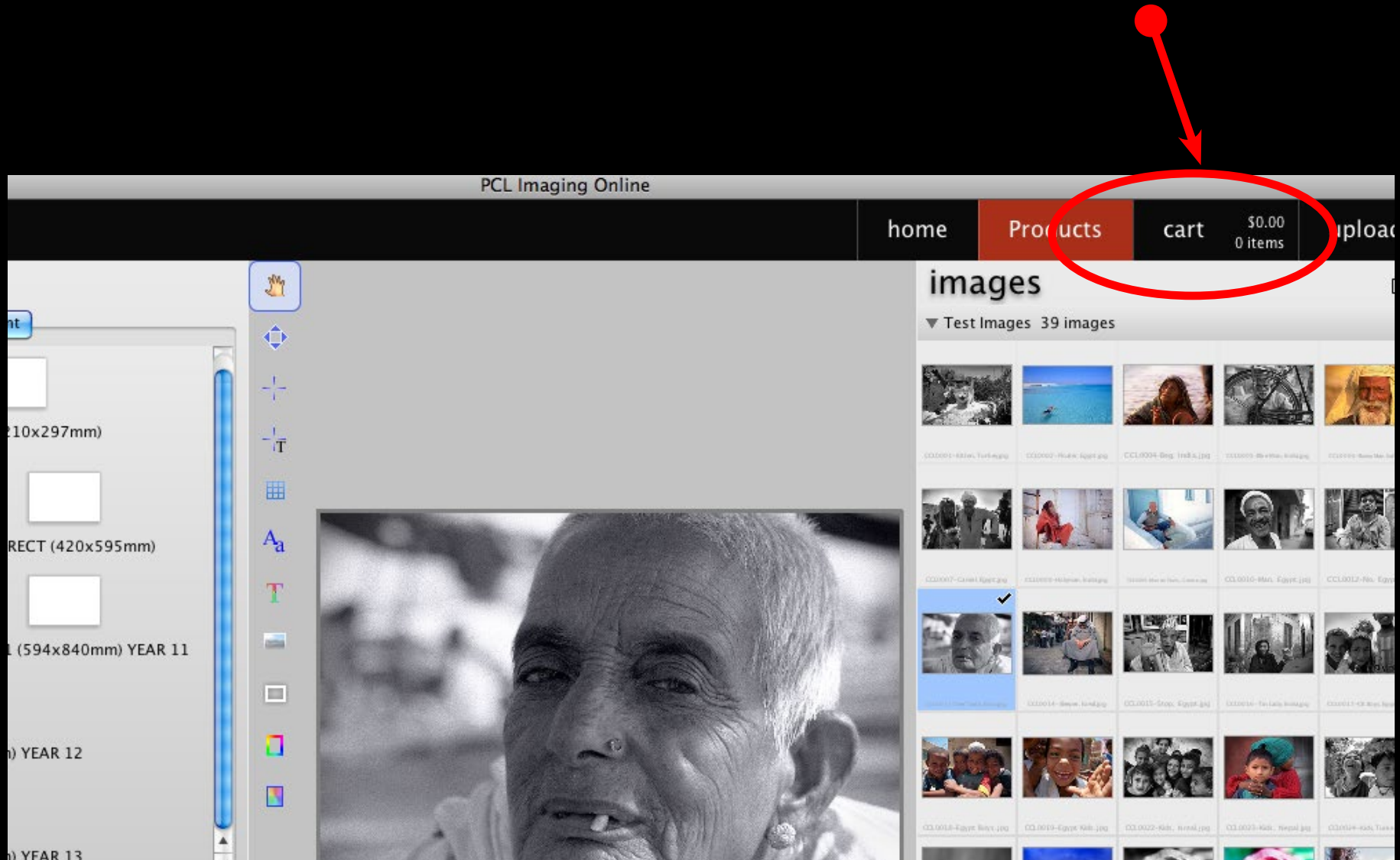
Selected a template on the left then drag an image on to it here.

Add the image to the order once you are happy with it.



Quick Tips–You can select multiple images then drag and drop them on to a template. Once you answer Yes to the pop up message they will be automatically added to the cart.

Once you have added all of your images to an order click the “cart” button.



The Cart

The items you have ordered.

PCL Home Products **Cart \$161.00** 7 items Uploads & Saved Carts

cart [Clear Cart](#) [Show Receipt](#) **options**

	Photo	Applied Options	Price	Quantity	Total	
1			\$20.00	1	\$20.00	Edit Item Delete Item
DIRECT A1 (594x840mm) YEAR 11 00 Test Images\CCL0013-One Tooth, India.jpg						
2			\$20.00	1	\$20.00	Edit Item Delete Item
DIRECT A1 (594x840mm) YEAR 11 00 Test Images\CCL0008-Holyman, India.jpg						
3			\$20.00	1	\$20.00	Edit Item Delete Item
DIRECT A1 (594x840mm) YEAR 11 00 Test Images\CCL0002-Floater, Egypt.jpg						
4			\$20.00	1	\$20.00	Edit Item Delete Item
DIRECT A1 (594x840mm) YEAR 11 00 Test Images\CCL0004-Beg, India.jpg						
5			\$20.00	1	\$20.00	Edit Item Delete Item
DIRECT A1 (594x840mm) YEAR 11 00 Test Images\CCL0005-Bike Man, India.jpg						

Total Prints: 7 **Sales tax: 15.000%** **Total Images: 7** **Total Size: 11.46 MB** **Total Price: \$161.00**

[Complete Order](#) [Save for later](#)

- Special instructions for PCL Imaging.

- Date required.

- Alternative courier or postal address.

Totals.

Click to complete the order.


Account Information

Fill out your details


PCL

Enter Your Account Information:

Name / Studio Name	School Name
PCL Account# or use your email address	School Account
Email Address	contact@pcl.net.nz
Address	30 Karaka Street, Newton, Auckland
City, Post Code	1010
Phone #	09 309-8090

 Cancel

Total Price: \$5.75

Next 

IMPORTANT — This field is automatically populated with your school's login. Do not change it.



Shipping

Choose the shipping method.

PCL

Ship to you by:

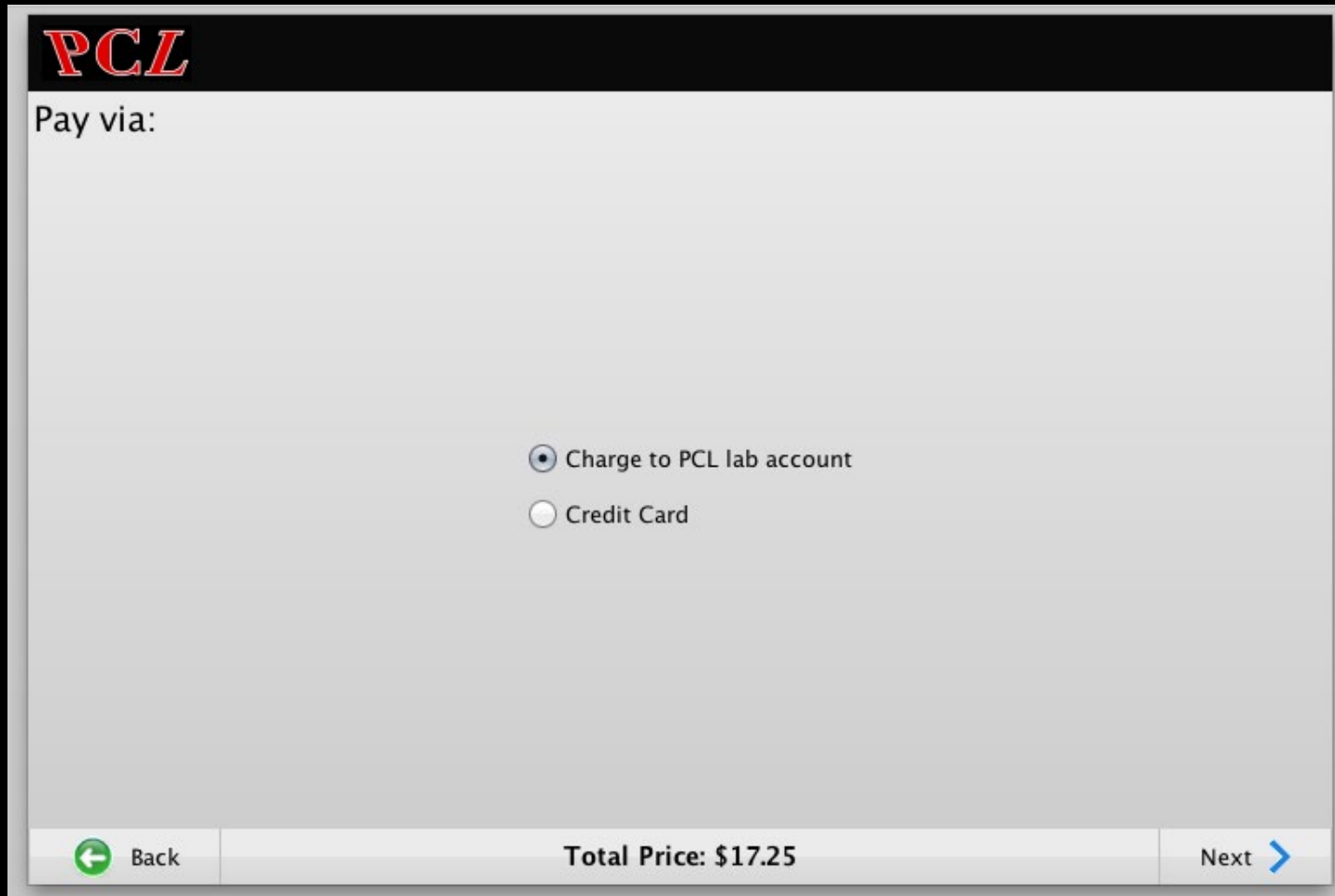
Pick Up At Lab \$0.00

Courier Auckland (Orewa/Tuakau next day) \$10.00

[← Back](#) **Total Price: \$5.75** [Next >](#)

Payment

Choose the payment method.



The image shows a payment selection screen for PCL. At the top left is the PCL logo in red. Below it, the text "Pay via:" is displayed. Two radio button options are listed: "Charge to PCL lab account" (which is selected) and "Credit Card". At the bottom, there is a navigation bar with a "Back" button (green left arrow), the text "Total Price: \$17.25" in the center, and a "Next" button (blue right arrow).

PCL

Pay via:

Charge to PCL lab account

Credit Card

[← Back](#) **Total Price: \$17.25** [Next >](#)

Sending Order

Choose how you are sending the order to us.

PCL

Send to us by:

Send now via the Internet

Save for sending later

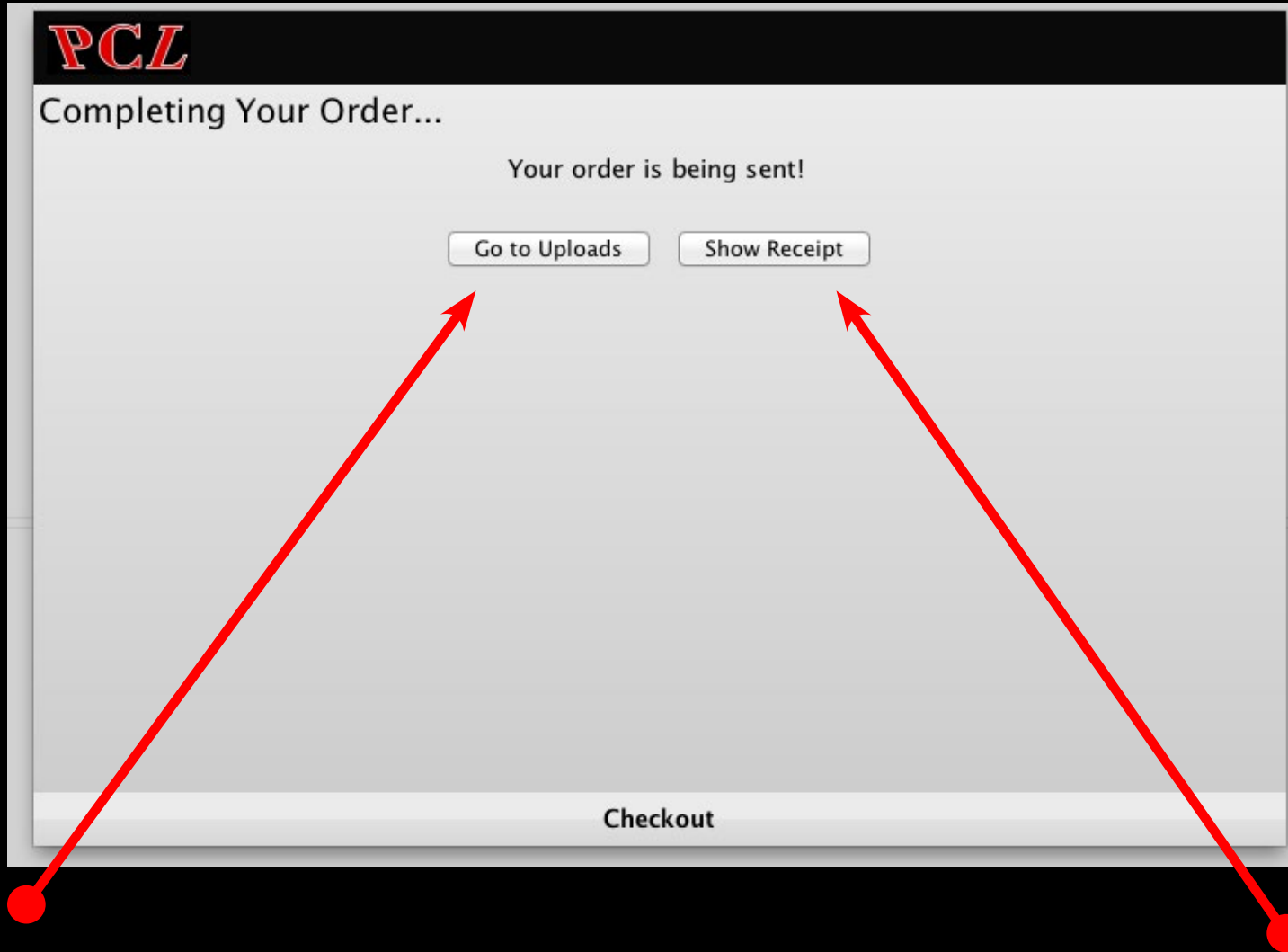
Save to disk for alternate delivery

 Back

Total Price: \$17.25

Send Now 

Completing the Order



Go to the uploads window.


Click to print or save a copy of your order.

Sample Receipt/Report

Your PCL Imaging Online Order

[Print Order](#)

Lab Order ID: order_ **School account** _14644e07b55_397
Number: 14644e07b55_396
For: **School Name**
Email address is here

Item #	Photo	Images	Print Size	Options	Quantity	Price per print	Total
1		CCL0013-One Tooth_India-1.jpg	A4 DIRECT (210x297mm)		1	\$5.00	\$5.00
Order Options							Matt \$0.00 Date Required 20th August \$0.00
Shipping	Shipping and Special Instructions shown here			Courier Auckland (Orewa/Tuakau next day) \$10.00			
Total Prints: 1				Total Price incl GST: \$17.25			

[Click to show Print Size Summary](#)


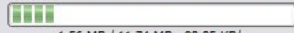
[Click to show Images Summary](#)





Uploads Window

PCL Home Products Cart \$0.00 0 items Uploads & Saved Carts


uploads

order **Your School Here** 13b4fed0e7e_494.ro, 11.74MB
Wed Jul 23 23:20:39 NZST 2014

  1.56 MB / 11.74 MB, 98.85 KB/s

 Show Order  cancel  Reopen as new order  Remove

saved carts

 Send All

Use a schedule

Send all orders at:
: AM

Old orders

Remove old orders:
After two weeks

Email Confirmation

When we have successfully received your order you will be sent a confirmation email.

Should you not receive this confirmation email then we have not received your order. You will need to either contact us or create a new order.

File Set-up

Format 8 bit jpegs.

Colour Mode sRGB only.

Image Size 100% of final print size at 300 PPI (Pixels/Inch).

File naming School_Student Name_Board #_Class Name.jpg

e.g. nrthshorehigh_JohnB_Board1_photography.jpg

PCL
IMAGING

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Auckland 1010
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