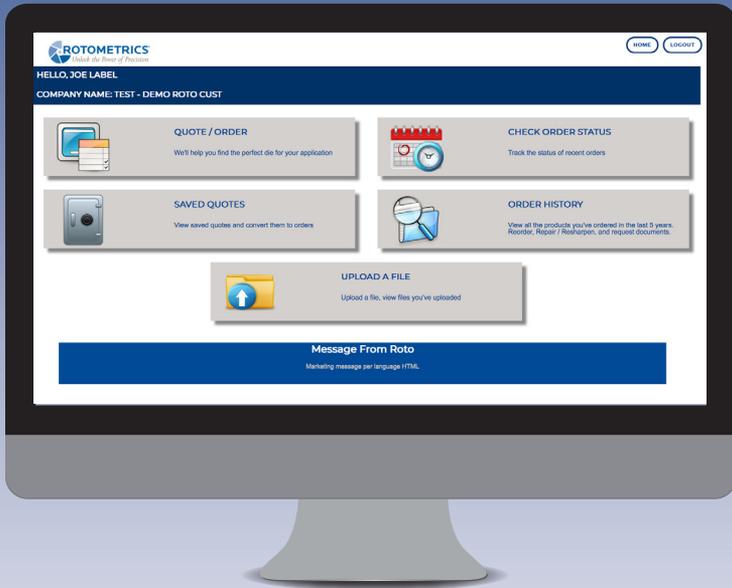


MY ROTO USER GUIDE



LEARN HOW TO:

QUOTE / ORDER

SEARCH SAVED QUOTES

CHECK ORDER STATUS

SEARCH ORDER HISTORY

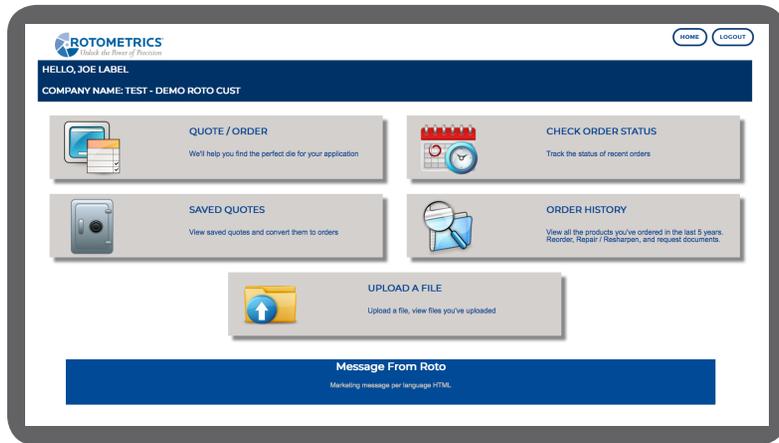
INITIATE A REPAIR / RESHARPEN

REORDER FROM ORDER HISTORY



WWW.MYROTO.ROTOMETRICS.COM

MY ROTO HOMEPAGE



How to Quote / Order

WHAT IS THE PERFECT DIE FOR MY APPLICATION?

Guided Buying I know What I Want

Type of Die Flex Solid Digital Flexible Die

Material Category Paper / Paper MDO / >= 12mil Liner Thermal Transfer / Paper

Lam / Paper / Paper 0024-.0026 PP / Any Liner PP / >= 12mil Liner PET / Paper PP / <12mil Liner Vinyl / Paper Paper / 44 PPK Paper / PET MDO / <12mil Liner Film / 44 PPK

Shape RCR Special Circle Ellipse Cross Lineal

QUOTE SPECS

Corner Radius

Number of Labels Across

Number of Labels Around

Label Size Across

Label Size Around

Coating None RotoRepel

QUOTE



1. From the homepage click **Quote / Order**.
2. Select Solid, Flex, or Digital Flexible Die.
3. Select the **Cutting Material**.
If not listed, select other and fill in description.
4. Select **Label Shape**. Select **Special Shapes** for simple or complex.
5. Fill in the **Quote Specs** and select **Quote**.



How to Quote / Order contd.

PRODUCT COMPARISON

PDR SHORT / MEDIUM RUNS	PDR LONG RUNS
<p>AccuPrime With Chrome</p>  <p>Description:</p> <ul style="list-style-type: none"> The workhorse with flexibility to convert a wide range of standard paper and film materials. <p>Treatment:</p> <ul style="list-style-type: none"> Chrome Rust / Surface Protection. <p>Price: \$151.00</p> <ul style="list-style-type: none"> Short/Medium Runs <= 500K (R152K m) Long Runs >> 500K (R152K m) 	<p>AccuPrime With FlexPlus</p>  <p>Description:</p> <ul style="list-style-type: none"> The workhorse with flexibility to convert a wide range of standard paper and film materials. <p>Treatment:</p> <ul style="list-style-type: none"> FlexPlus. Basic durability treatment. <p>Price: \$178.00</p>

6. From the **Product Comparison**, select the product rated to cut the material selected.
7. Click either **Save Quote** (to return at a later time) or **Configure Order** to proceed with quote.

ORDER SPECS **QUOTE SPECS**

Name: MARK ANDY, Model: 2200, Width: 7 **CHANGE PRESS**

Describe your material

Space Across

Space Around

Roll repeat

C/C Across

C/C Around

Special Plate Length

Special Plate Width

Cut Type To Liner To Face

Label Application Hand Auto

Pattern Centered

Die Mark

Upload File No file selected.

SAVE TO ORDER

Material Category: AccuPrime With Chrome: \$151.00

Type of Die: RCR Special Circle Ellipse

Shape: Cross Lineal

Corner Radius

Cavities Across

Cavities Around

Size Across

Size Around

Coating: None RotoRepel

REPRICE

8. Fill out **Order Specs**. To upload an attachment- select **Choose File**, navigate to the file, then click **Save to Order**.
9. From here you can:
 - A. Add Line Items for ordering additional items.
 - B. Copy Line Items for ordering multiples of the same product.
 - C. Click **gear** icon to configure / reconfigure item.
 - D. Click **X** icon to delete item.
 - E. Enter Ship Via / Comments or a PO Number if applicable.
 - F. Print Quote: Printable PDF of order details.
 - G. Click **Submit Order** **SUBMIT ORDER** for Processing and Production. A confirmation email will be sent.
 - H. Click **Save** **SAVE** to return at a later date to complete.

How to Search Saved Quotes

Quote Number	Product/Treatment	Item Description	Created By	Date Created	Expiration Date		
7413965	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	Joe Label	2018-02-27	2018-08-26	DELETE	COPY
7294503	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	Joe Label	2018-02-14	2018-08-13	DELETE	COPY
7294469	AccuPrime With Chrome	Shape: RCR, Size Across: 4.0, Size Around: 4.0	Joe Label	2018-02-14	2018-08-13	DELETE	COPY



- From the homepage click **Saved Quotes**.
Note: Quotes are saved for 180 days.

- Delete or copy a quote.

ITEMS	Product	Quote Specifications	Qty	Unit Net Price	Order Specification	Die Mark	Line status
	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	1	\$10.00	Configured	net die mark	CREATED
				Transaction Total		\$10.00	

TRANSACTION		Ship To	SET SHIP TO ADDRESS	Bill To	SET BILL TO ADDRESS
Quote Number	7413965	Company Name	Tel - Demo Roto Cast	Company Name	Tel - Demo Roto Cast
Ship Via / Comment		Address	800 Hewerton Lane	Address	800 Hewerton Lane
PO Number		Address 2		Address 2	
Created By Name	Joe Label	City	Hiboro	City	Hiboro
Last Updated By Name	Joe Label	State	IL	State	IL
Quote Date	2/25/2018	Zip	62049	Zip	62049
Quote Expiration Date	26/08/2018	Country	US	Country	US

- Click on **Quote Number** for transaction details. You can:

- Add Line Items for ordering additional items.
- Copy Line Items for ordering multiples of the same product.
- Click **“gear”** icon to configure / reconfigure item.
- Click **“X”** icon to delete item.
- Enter **Ship Via / Comments** or a **PO Number** if applicable.
- Print Quote: Printable PDF of order details.
- Click **Submit Order** at top for Processing and Production. A confirmation email will be sent.
- Click **Save** at top to return at a later date to complete.

How to check Order Status

Open	Order Number	Tracking Number	Item Description/Treatment	CustomerMark	Ship Method	Customer PO	Scheduled/Actual Ship Date
	6485563 - 1		Challenger Rotary Die		FedEx Next Day		09-MAR-2018
	6485562 - 1		RD90 Rotary Die CP1		FedEx Next Day		09-MAR-2018
	6485557 - 2		Removable Blade Sheeter		FedEx Next Day		07-MAR-2018
	6485557 - 1		Floating Blade Sheeter		FedEx Next Day		07-MAR-2018



- From the homepage click **Check Order Status**.

- Scroll to folder or search by **Order Number**, **Customer Mark** or **PO Number**.

- Click on **folder icon** for order details.

CHECK ORDER STATUS		Submitted for Review	Preliminary Fabrication	Finishing / QC	Awaiting Shipping	Shipped
Order Number	6485563	Press	ALLIED	Center to Center Across	0	
Date Ordered	01-MAR-2018	PPA	ALLIED	Center to Center Around	0	
Current Status	Preliminary Fabrication	Roll Repeat	12	Pattern Centered	Y	
Customer PO		Cut type		Coating	None	
Die Mark		Label Application		Special Width		
Ship Method	FedEx Next Day	Corner Radius	0	Plate Length		
Tracking Number		Label Shape	Circle	Special Height	0	
Scheduled Actual Ship Date	09-MAR-2018	Label Around	2	Material		
Item Description/Treatment Name	Challenger Rotary Die	Label Around	2			
Request Documents		Label Size Across	2			
Select document to be emailed:		Label Size Around	2			
EMAIL DOCUMENTS		Total Labels	4			



- View **Order Status Bar**

Request order documents emailed

If shipped, a tracking number is provided linking to carrier site.



How to Search Order History

HELLO, JOE LABEL
COMPANY NAME: TEST - DEMO ROTO CUST

ORDER HISTORY

Product: Flexible Die
Die Mark: EST 17029
Label Shape: RCR
Label Size Across: 2.0
Label Size Around: 3.0

PO Number: []
Die Serial Number: []
Order Date: Last 90

SEARCH ORDER HISTORY

1. From the homepage click **Search Order History**.
2. Select the **Product Type** or **Other Criteria** you would like to search for. The more criteria, the quicker the search will be.

ORDER HISTORY

Product: Solid Die
Die Mark: EST 17029
Label Shape: Rotary Die
Label Size Across: 10.5
Label Size Around: 5.6875

PO Number: []
Die Serial Number: []
Order Date: [Enter Range]
From Date: 03/03/2017
To Date: 03/03/2018

SEARCH ORDER HISTORY

Open	Die Serial Number	Die Mark	Product Family	Label Shape	Label Size Across	Label Size Around	Labels Across	Labels Around	Press Manufacturer	Press Model	Press Width	Teeth	Image
	WHQ27-03-00106	EST 17029	Rotary Die	Special	10.5	5.6875	1	4	MARK ANDY	P-SERIES	13	182	
	WHQ27-03-00206	304-147519	Rotary Die	Special	10.75	4.4381	3	2	MARK ANDY	P-SERIES	13		
	WHQ27-03-01082	493	Rotary Die	RCR	3.25	2	1	3	MARK ANDY				

3. From here you can filter on **Die Mark, Label Size, Press**, etc.
 - Hovering over **camera icon** displays the image.
 - Click **camera icon** to view in new window.
 - Click **folder icon** for order details.

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0238

Number of times Repaired / Resharpended: 0

REORDER REPAIR / RESHARPEN

4. On the **Detail Page**- View your die history and either **Initiate a Repair** or **Reorder** and have order docs emailed.



How to initiate a Repair / Resharpener

Die Serial Number: WHQ17-03-00106
Die Mark: EST 17029
Product Family: Rotary Die
Label Shape: Special
Label Corner Radius: 0
Order Line Number: 1
PO Number: 30841 - 147519

Label Size Across: 10.5
Label Size Around: 5.6875
Labels Across: 1
Labels Around: 4
Label Space Across: 0
Label Space Around: 0
Order Date: 02-MAR-2017

Teeth: 182
Press Manufacturer: MARK ANDY
Press Model: P-SERIES
Press Width: 13
PSA: 1/8 CP 20
Order Number: 6159972
Order Type: NEW

Image:

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0238

Number of times Repaired / Resharpended: 0

Select document to be emailed: []

REORDER REPAIR / RESHARPEN EMAIL DOCUMENTS

1. Navigate to the **Order History Detail** of the individual product. See search Order History. Select **Repair / Resharpener**.

REPAIR / RESHARPEN

PO Number: []
Date Needed: []

Product Model: RD90
Die Serial Number: WHQ17-03-00106
Die Mark: EST 17029
Current Over / Under PD: 0.0238

Normal Resharpenering
Blade/Flat Modification
Sketch Enclosed
See Comments
Label Application: []
Testing Material: []
Comments: []

Material Change
Tooling Damaged
Would you like to add RotoRepe?

Material Description: []
Shipping Instructions: []

Instructions For Repair: []

GENERATE REPAIR / RESHARPEN FORM

2. Fill in the applicable information on the **Repair / Resharpener Screen**.
3. Print the **Repair / Resharpener packing slip** and include with the die shipment.

ROTOMETRICS
Cutting 48 Years of Precision

Repair/Resharpener Packing Slip

Ship To: 1234 U.S. Tape & Label

PO Number: 6159972
Date Needed: []
Customer Rep: Alicia Pierce

Product Model: RD90
Die Serial Number: WHQ17-03-00106
Die Mark: EST 17029
Current Over/Under PD: 0.0238

Repair Type:

Normal Resharpenering Material Change
 Blade/Flat Modification Tooling Damaged
 Sketch Enclosed Add RotoRepe?
 See Comments

Label Application: Hand Auto
Testing Material: Included Not Included

Comments: [] Material Description: []
Instructions For Repair: [] Shipping Instructions: []



How to Reorder from Order History

Die Serial Number	WHQ17-03-50106	Label Size Across	10.5	Teeth	182
Die Mark	EST 17029	Label Size Around	5.6875	Press Manufacturer	MARK ANDY
Product Family	Rotary Die	Labels Across	1	Press Model	P-SERIES
Label Shape	Special	Labels Around	4	Press Width	13
Label Corner Radius	0	Label Space Across	0	PPA	1/8 CP 20
Order Line Number	1	Label Space Around	0	Order Number	6159972
PO Number	30841 - 147519	Order Date	02-MAR-2017	Order Type	NEW

Image

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0038

Number of Times Repaired / Resharpened: 0

Select document to be emailed:

[REORDER](#) [REPAIR / RESHARPEN](#) [EMAIL DOCUMENTS](#)

1. Navigate to the **Order History Detail** of the individual product. See search **Order History**. Select **Reorder**.
2. If the product is not available, an email will be sent to the CSR with the pertinent information. If available you will be taken to the **Order Detail Page**.

ⓘ A reorder is an exact replica of the original order. If anything other than Die Mark changes it should be entered as a new order. This includes material to be cut. If you have any questions please ask your CSR

ORDER SPECS	QUOTE SPECS
Name: MARK ANDY, Model: P-SERIES, Width: 13	AccuPrime With Chrome: \$100.00
Describe your material: 8040	Material Category
Space Around: 0.12900	Type of Die: Flat
Bull repeat: 18.0000	Shape: Special
C/C Around: 8.2000	Special Shape: Special
Special Plate Length	Cavities Across: 1
Special Plate Width	Cavities Around: 2
Cut Type: To Line	Size Across: 3.00000
Label Application	Size Around: 8.12900
Pattern Centered: True	Coating: None
Die Mark: <input type="text" value="385-P-13"/>	
Upload File: <input type="button" value="Browse"/> No file selected.	
<input type="button" value="Upload File"/>	
SAVE TO ORDER	

3. The only attributes that can be changed is the Die-Mark and a file can be uploaded. Click **Save to Order**.
Please note: A reorder is an exact replica of the original order. If anything other than Die Mark changes, a new order should be entered.
4. Print **Order, Submit Order, or Save / Delete the quote**.