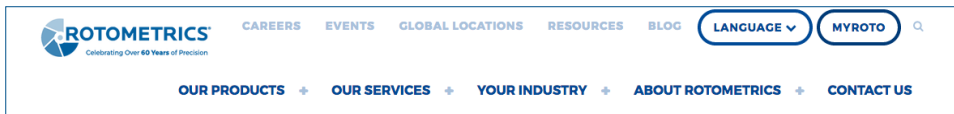



MY ROTO QUICK START GUIDE

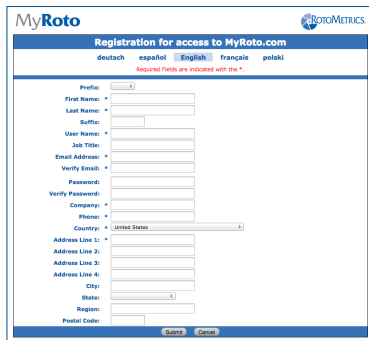


1. Navigate to the rotometrics.com homepage and click **MyRoto**  in the upper right hand corner.

2. Select **Register for MyRoto**.

3. Fill in all required information.
Once your registration has processed you will receive an email with your username and password.

You can now begin using MyRoto.



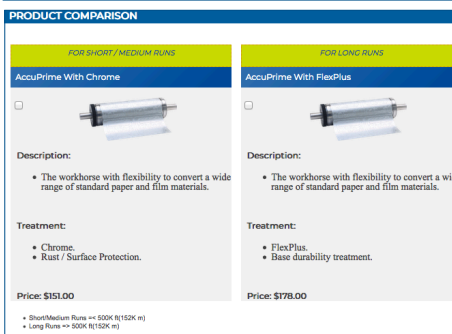
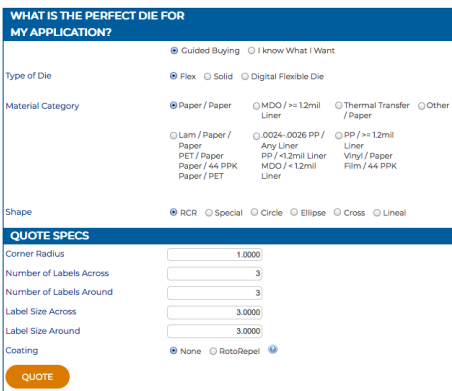
QUOTE/ORDER

1. Navigate to the **Quote/Order**.
Select the **Type of Die**,
Cutting Material and **Label Shape**.

2. Fill in the quote specifications
and click **Quote**.

3. From the **Product Comparison**,
select the product rated to cut
the material selected.

Click either **Save Quote**
(to return at a later time) or
Configure Order to proceed
with quote.



TRACK MY DIE

Open	Order Number	Tracking Number	Item Description/Treatment	Customer Mark	Ship Method	Customer PO	Scheduled/Actual Ship Date
	648552 - 1		Challenger Rotary Die		FedEx Next Day		09-MAR-2018
	648552 - 1		R500 Rotary Die CFI		FedEx Next Day		09-MAR-2018
	648557 - 2		Removable Blade Sheeter		FedEx Next Day		07-MAR-2018
	648557 - 1		Flashing Blade Sheeter		FedEx Next Day		07-MAR-2018

1. Navigate to **Check Order Status**. Filter or scroll to the order and click the **folder icon** . If it has a tracking number, you can also click it from here to open the carriers website.

CHECK ORDER STATUS

Submitted for Review
Preliminary Fabrication
Finishing / QC
Awaiting Shipping
Shipped

Order Number	648553	Press	ALLIED	Center to Center Across	0
Date Ordered	01-MAR-2018	91A	ALLIED	Center to Center Amount	0
Current Status	Preliminary Fabrication	Still Repeat	12	Pattern Contained	Y
Customer PO		Cut type		Coating	None
Die Mark		Label Application		Special Width	
Ship Method	FedEx Next Day	Corner Radius	0	Flapa Length	
Tracking Number		Label Shape	Circle	Special In-Height	0
Scheduled Actual Ship Date	09-MAR-2018	Label Across	2	Material	
Item Description/Treatment Name	Challenger Rotary Die	Label Around	2		
		Label Size Across	2		
		Label Size Around	2		
		Total Labels	4		

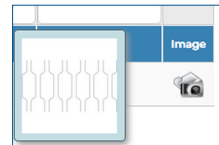
Request Documents
 Select document to be emailed:

Submitted for Review
Preliminary Fabrication
Finishing / QC
Awaiting Shipping
Shipped

2. From here you can the **Order Status Bar**. If the order has shipped there is also a tracking number that links to the carrier site.

ORDER HISTORY

Order	Die Serial Number	Die Mark	Product Family	Label Shape	Label Size Across	Label Size Around	Label Size	Label Angle	Label Amount	Label Angle	Order Date	Print Date	Ship Date	Ship Method	Press Width	Tracks	Image
	641927-03-0008	EST-7000	Rotary Die	Special	9.5	5.875	1	4	MARK-JEND	P-00005	0				100		
	641927-03-0009	91A-9100T	Rotary Die	Special	5.875	4.000	2	2	MARK-JEND	P-00005	10				80		
	641927-03-0010	91A	Rotary Die	91A	3.25	0	1	2	MARK-JEND	P-00005	7				80		



1. Navigate to **Order History**. Fill in primary search criteria for the order you are looking for.
2. Filter/scroll to the order you are looking for. Hover over the **camera icon** on right to see the label cavity shape. Select the **folder icon** to see the order details.