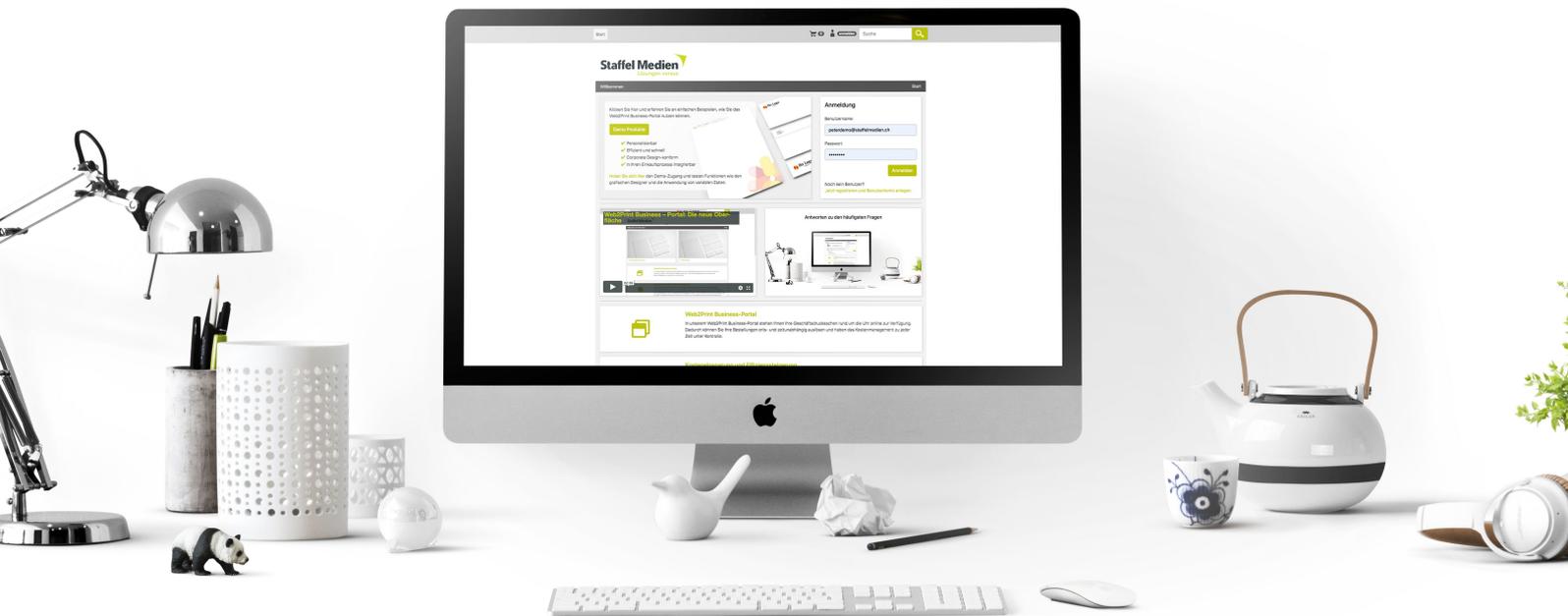


<https://shop.staffelmedien.ch>

# Web2Print Business Printing Portal v4.0

User manual



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## START PAGE

Start

anmelden Suche

# Staffel Medien

Lösungen voraus

Willkommen Start

Klicken Sie hier und erfahren Sie an einfachen Beispielen, wie Sie das Web2Print Business-Portal nutzen können.

**Demo Produkte**

- ✓ Personalisierbar
- ✓ Effizient und schnell
- ✓ Corporate Design-konform
- ✓ In Ihren Einkaufsprozess integrierbar

Holen Sie sich hier den Demo-Zugang und testen Funktionen wie den grafischen Designer und die Anwendung von variablen Daten.

**Anmeldung**

Benutzername

Passwort

Anmelden

Noch kein Benutzer?  
Jetzt registrieren und Benutzerkonto anlegen.

**Web2Print Business - Portal: Die neue Oberfläche**

Antworten zu den häufigsten Fragen

This manual will guide you on how to use the portal while explaining it's basic functions, advanced options, and new ones we have included to enhance your experience. Our new Printing Portal ( version 4.0 ) offers faster order processing speeds and a responsive user interface. We have not changed too much though, previous users of our Printing Portal should find it easy navigating this one.

### Demo Products (A)

We now offer the opportunity to test our new and improved printing portal. We have setup demo products from static products like Envelopes or Letterheads. Even customizable-products like Business Cards or Invitations. You can view the products without an account by pressing the button "Demo Produkte". If you want to test

advanced designer functions for Business Cards or Invitations, you can register a free account [here](#) or apply for DEMO login from our [website](#).

### User Login (B)

Here you can use your Username and Password to login to your customized web-shop to view your products. (Please remember to keep your username and password private). If you try to login and forgot your password, you will get the option to reset your password.

### Help video (C)

In this section you can find and watch our latest instructional videos online.

For all videos please visit [our YouTube page](#).

**F.A.Q. (D)**

This link directs you to the answers of our most frequently asked questions about our Web2Print-Business Solution.

Questions are categorized by following groups:

- General Questions
- Administration
- Technical Questions
- Special

**Search (E)**

This tool lets you find any product you’re looking for.

**Info panel (F)**

Here you can learn more about our Web2Print-Business Solution and all the benefits it has to offer.

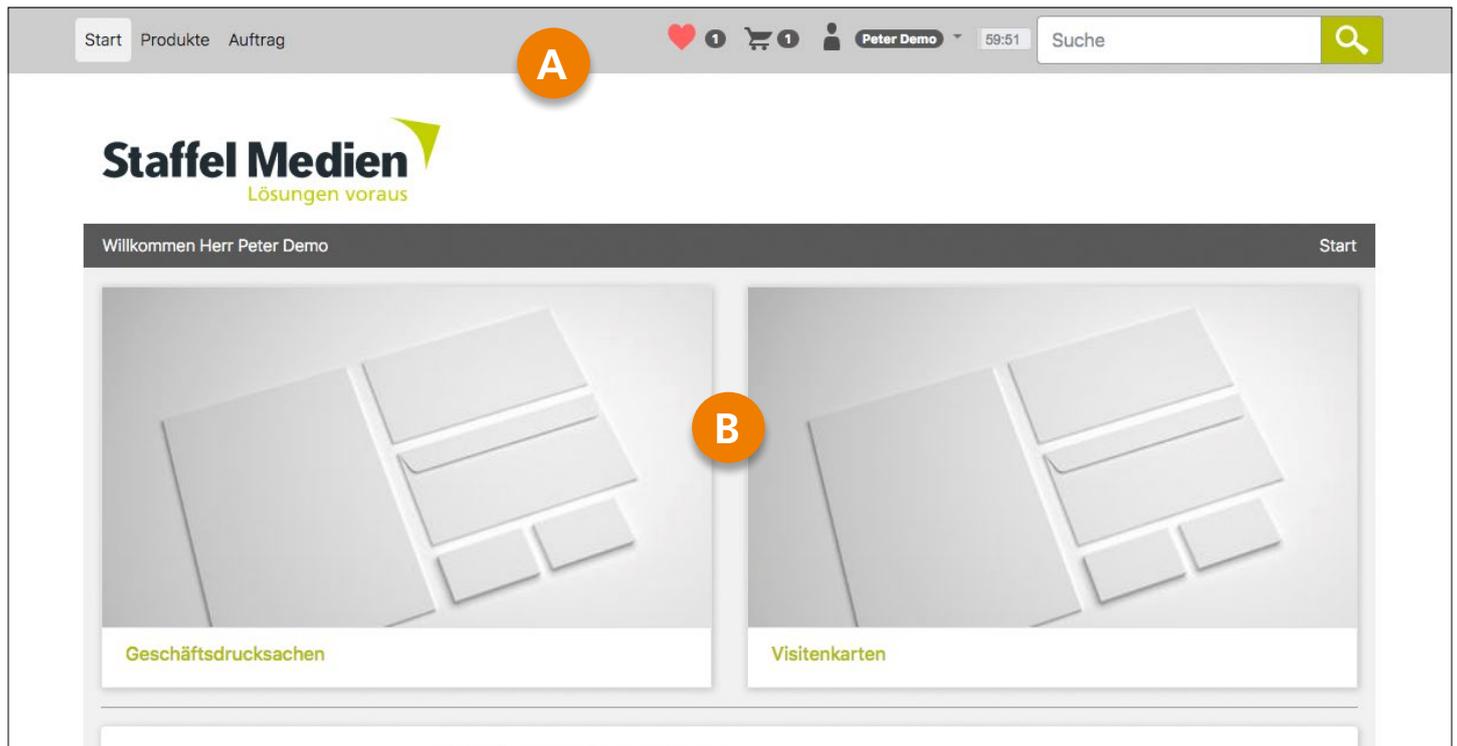
**Footer (G)**

In the footer you can find general information like how to contact us, what’s our social media, our website, links to request a Demo login, the latest issue of our magazine “StaffelNews”, and the download link for this manual.

At the bottom of the page are Impressum, AGB and Datenschutzerklärung.



## ONCE YOU LOGIN



### Navigation Menu (A)

Standard navigation menu on the left side:

- **Start**  
This button allows you to return to the start page of your portal.
- **Products**  
Here you can see all your products uncategorized
- **Orders**  
If you have access to these privileges you can check the status all orders made using your account or made on this portal by all users.

Standard navigation menu on the right side:

- **Favorites**  
This button gives you quick access to any products that you have marked as favorite.
- **Shopping cart**  
Shows the status of shopping cart and its contents.
- **User**  
This options allows users to log out or change any information about their account.

- **Timer**

Activity timer. You will be logged out from the portal after 60 minutes of inactivity. Pressing on it (or switching to another page) will reset counter to another 60 minutes.

- **Search**

Here you can search for products.

### Products folders (B)

Depending on how many and what products you have, you will see folders with different categories. Otherwise, there will be one folder labeled "Products".

This system will help you access your products with ease and can be customized based on your needs. You can always contact us if you're interested in changing the names of categories.

## PRODUCTS MENU

The screenshot displays the Staffel Medien web portal interface. At the top, there is a navigation bar with 'Start', 'Produkte', and 'Auftrag' buttons, along with a search bar and user information. The main content area features a 'Produktauswahl' header and a 'Filterkriterien' sidebar on the left. The sidebar includes options for 'Sprache' (Deutsch, Französisch, Englisch) and 'Ausrichtung' (horizontal and vertical). The main area contains a grid of product cards, each showing a product preview, its name, and its price per unit. A red circle 'B' highlights the filter sidebar, a red circle 'A' highlights the product grid, and a red circle 'C' highlights a specific product card.

### Product Grid (A)

The product grid displays all of your products without the categories.

### Filters (B)

Filters give you the option to sort through your products so you easily find the ones and or one you're interested in. Here is an example of just a few of these filters:

- Horizontal / Vertical layout
- Language
- Color

Filters are a new option in the Printing Portal, and if you would like to have custom filters enabled in your portal please contact us.

### Product card (C)

The product card shows you a preview of the product, its name as it will appear on the Invoice and the estimate cost of production by quantity. The estimate cost always shows the lowest possible price per unit and that's only available when you order the maximum quantity. (You can easily calculate how much you are going to save in price per unit by ordering more of it.)

## PRODUCTS WITHOUT VARIABLES

The screenshot shows the product page for 'Briefbogen GL'. The page is divided into several sections:

- Preview Picture (A):** A large image showing a preview of the 'Briefbogen GL' product, which is a white sheet of paper with a yellow border and the 'Staffel Medien' logo.
- Bestellinformationen (B):** A table providing order information:
 

Versandfertig	0 Tage
Auf Lager	0 Stk.
Bestellnummer	SMAG BG GL
Artikelcode	SMAG BG GL
Gewicht	5,61 Gramm
Packungseinheit	1 000 Stk.
Mindestmenge	2 000 Stk.
Maximalmenge	5 000 Stk.
- Preis (C):** A table showing the price for different quantities:
 

Menge	1 000 Stk.	Preis
2 000	1.00	2.00
3 000	1.00	3.00
4 000	1.00	4.00
5 000	1.00	5.00
- Beschreibung (D):** A section providing detailed product information:
  - Umfang:** 2 Seiten
  - Format:** 210 x 297 mm
  - Daten:** Daten bei uns vorhanden, unveränderter Nachdruck, ohne «Gut zum Druck»
  - Druck:** 2/1-farbig Anthrazit Pantone 432 U, Grün Pantone 390 U (44B318608) / Grün Pantone 390 U (44B318608)
  - Ausrüsten:** auf Format schneiden, bandieren, verpacken und etikettieren
  - Papier:** Offset hochweiss FSC, 90 g/m<sup>2</sup>
- Order Summary (F):** A section for entering the quantity and price:
 

Menge	Bezeichnung	Gesamtpreis
2000	Briefbogen GL	CHF 2.00
- Favorite (E):** A heart icon in the top right corner of the page, used to mark the product as a favorite.

### Preview Picture (A)

This picture displays a Ready-to-Print preview of the selected product. If you click on the picture once it will enlarge.

### Information about product (B)\*

This section shows production time, minimum and maximum order quantity, package, etc...

### Price (C)\*

This section shows the estimated price and available amount.

### Description (D)\*

All the information about the products are in this section. Number of pages, colors, size, type of paper etc...

\*To open/close sections B, C and D press "mehr anzeigen"

### Favorite (E)

To quick access your Favorite products, you can press heart symbol on the navigation bar. (Check page 4.)

To unmark product as Favorite press the heart symbol again.

### Note (F)

If you have specific requests about this product, you can type in the field "Bemerkung".

## PRODUCTS WITH VARIABLES

Visitenkarten mit Icons Digital
Start / Produkte / Visitenkarten / Visitenkarten mit Icons Digital ♥



### Bestellinformationen

Versandfertig	0 Tage
Auf Lager	0 Stk.

mehr anzeigen

---

### Beschreibung

**Umfang** 2 Seiten  
**Format** 55 x 85 mm

mehr anzeigen

---

Menge	Bezeichnung	Gesamtpreis
<input style="width: 60px;" type="text" value="50"/>	<input style="width: 150px;" type="text" value="Visitenkarten mit Icons Digital"/>	<b>CHF 0.50</b>

Bemerkung

### Preis

	Menge	100 Stk.	Preis
	50	1.00	0.50
	400	1.00	4.00

mehr anzeigen



**Dieses Produkt mit Web-to-Print gestalten**

Produkt gestalten ✎

A

📦
Zur Produktauswahl

In den Warenkorb
🛒

Products that have variable fields (e.g. Business Cards) needs to be customized before you can put them in the shopping cart.

To start with the process press button “**Produkt Gestalten**” (A).

The screenshot displays a web2print interface for Staffel Medien. On the left, a preview of a business card is shown with the company logo and contact information for Peter Demo. A red circle 'A' highlights the preview area. Below the preview is a button labeled 'Vorschau als PDF laden'. In the center, a 'Formulardaten' section contains a dropdown menu with 'Peter Demo' selected and a 'Formulardaten verwalten' button. A red circle 'C' highlights this section. On the right, a form with various input fields is shown, including 'Vorname', 'Nachname', 'Position 1', 'Position 2', 'Telefon', 'Mobile', 'Fax', 'Adresse', 'PLZ, Ort', and 'Mail'. A red circle 'B' highlights the form area. At the bottom, there are buttons for 'Abbrechen' and 'Speichern'.

### Preview - Ready-to-Print (A)

This displays preview page/pages of your customized product. To refresh the preview, you can press the button "**Aktualisieren**". If you want to download/print low resolution PDF, press "**Vorschau als PDF laden**".

### Variable fields (B)

Depending on your design you will have a few or several text fields that are necessary to complete. Not all fields are required. If fields have input instructions (e.g. format in which you need to put phone number) please be sure to follow them it. Templates are based on Corporate Design for your company.

### Load/Save from database (C)

You can Save/Load your work to the database and use it later when you need to place another order.



To save your work, type the description (e.g. Person Name) in the field **Formulardaten** and press "**neu anlegen**"



If you have already saved your work in the database and you just want to update it, press button "**aktualisieren**"

For more Database options press "**Formulardaten verwalten**"

## MANAGE DATABASE ENTRIES

Visitenkarten mit Icons Digital / Formulardaten Verwalten

Niederlassung: Staffel Medien AG, Zürich

Benutzer: Peter Demo

Suche: Name, Vorname

Bezeichnung	Nachname	Vorname	geändert am
Remo Thöny	Thöny	Remo	28.06.2018 10:53
Caela Miresse	Miresse	Caela	12.07.2018 16:04

Vorherige 1 Nächste

CSV Daten importieren weniger anzeigen

**1. CSV-Vorlage herunterladen**

Bitte laden Sie die CSV-Vorlage herunter, um sie nach der Bearbeitung wieder hochzuladen.

Vorlage mit Daten

Vorlage ohne Daten

**2. CSV-Daten hochladen**

Die befüllte CSV-Vorlage kann nun hochgeladen werden.

Datei wählen ...

Daten anhängen

Daten ersetzen

Zurück zur Gestaltung

To see advanced options for importing/exporting data to the database, press **“CSV Daten importieren”**.

### Filter/Search database (A)

Here you can search for entries in the database. Depending on your user privileges you can access your data entries and all other users. To select and edit an existing entry press the pencil button. To delete an existing entry press the X button.

### Download CSV data (B)

You have options to download CSV data with all entries, or a template for CSV data that allows you to fill it with your own entries.

### Upload CSV data (C)

If you made a spreadsheet\* based on a downloaded template, you can upload it here. You can replace or add existing database entries (Daten ersetzen & Daten anhängen).

\* The format of your data must be text .csv, it needs to have “;” as field delimiter and be saved as Unicode UTF-8 standard.

# DESIGNER PRODUCTS



### Bestellinformationen

<b>Versandfertig</b>	0 Tage
<b>Auf Lager</b>	0 Stk.

mehr anzeigen

### Preis

		<b>Ab CHF 100.00</b>	
Menge	100 Stk.	Preis	
1	100.00	1.00	
100	100.00	100.00	

mehr anzeigen

### Beschreibung

**Umfang**

**Format**

Schachtel mit Schieber  
Schachtel Rillmass: 138 x 65 x 17 mm  
Zuschnitt: 138 x 174 mm  
Schieber Rillmass: 136 x 64 x 17 mm  
Zuschnitt: 222 x 145 mm

mehr anzeigen

Menge	Bezeichnung	Gesamtpreis
<input type="text" value="1"/>	<input type="text" value="Waffel-Box (personalisiert)"/>	<b>CHF 1.00</b>

Bemerkung

### Verfügbare Vorlage(n)

Bezeichnung	Dateiname	
Waffel-Box (personalisiert)	Staffel Medien AG/Waffelschachtel_Box.desd	

A


Zur Produktauswahl

In den Warenkorb


In order to put a product in your shopping cart you must customize it. To customize your product, press the brush icon (A). The Viva Designer will open and allow you to customize your product.



After you are done go to the menu and close the product.

You will be returned to the product page and see the option to save a copy of your design for later use. Once the save is complete the preview picture should now reflect your most recent changes.

Type template description and desired template name with extension .desd at then end, and press button "Speichern".

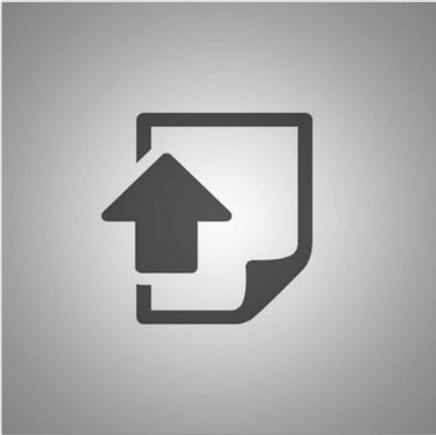
Bezeichnung	Dateiname	
Waffel-Box (personalisiert)	Staffel Medien AG/Waffelschachtel_Box.desd	

### Gestaltete Vorlage

Vorschau	Bezeichnung	
	Waffel-Box (personalisiert)	
<p><input checked="" type="checkbox"/> Als neue Vorlage speichern</p>		
<p>Bezeichnung</p> <input type="text" value="Waffel-Box (personalisiert)"/>		
<p>Dateiname</p> <input type="text" value="Waffel-Box (personalisiert) Neu.desd"/>		
<div data-bbox="1310 1825 1501 1870" style="background-color: #92d050; color: white; padding: 5px; border-radius: 5px; display: flex; align-items: center;"> <span>Speichern</span>  </div>		

## UPLOAD PRODUCTS

Flyer A5 hochladen
Start / Produkte / Flyer A5 hochladen



### Bestellinformationen

**Versandfertig** 0 Tage  
**Auf Lager** 0

mehr anzeigen

---

### Beschreibung

**Umfang** einseitig  
**Digitaldruck** 4/0-farbig Skala

mehr anzeigen

---

Menge	Bezeichnung	Gesamtpreis
1	Flyer A5 hochladen	<b>CHF 0.00</b>

**Bemerkung**

Datei hochladen

Zur Produktauswahl

In den Warenkorb

For products that do not change in size, number of colors or type of paper, we have a special "Upload Product" page.

All you need to do for this product is to decide your print quantity (A) and to upload your Ready to Print file (B). For any special requests, you can make a note in the field "**Bemerkung**".

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## ORDERS

Aufträge
Start / Aufträge

Status Niederlassung

Periode Bestellt von

Auftragssuche

Auftrag	Bestellnummer	Bezeichnung	Bestellt am	Status	Bestellt von
A63412		SMAG Staffel Sweet Box	19.02.2019	Abgeschlossen	Demo Peter
A64004		Ihre Bestellung vom Freitag, 17. Mai 2019	17.05.2019	Abgeschlossen	Demo Peter
A64086		Ihre Bestellung vom Dienstag, 28. Mai 2019	28.05.2019	Abgeschlossen	Demo Peter
A64150		SMAG Staffel Sweet Box vom Dienstag, 11. Juni 2019	11.06.2019	Abgeschlossen	Demo Peter
A63599		Your order from Thursday, July 11, 2019	11.07.2019	InArbeit	Demo Peter
AP63606		TEST Printplus 5 VIVA	11.07.2019	InArbeit	Demo Peter

### Filtering results (A)

You can search and filter your orders here. Depending on your access privilege, you will be able to see all the orders made by your company.

### List of Orders (B)

List of orders contain Description, date when Order was made and its status.

Clicking on the specific order shows you more details about that order.

## SHOPPING CART

Warenkorb Start / Warenkorb

Meine Bestellung

- Warenkorb** 1
- Lieferung 0
- Rechnungsoptionen
- Zusammenfassung

Meine Produkte

- Favoriten** 1

### Warenkorb

Bezeichnung	Menge	Preis	
	Gewicht	CHF	
 Briefbogen GL <small>weniger anzeigen</small>	2 000 Stk. 11.22 kg	2.00 Exkl. MwSt.	 
<b>Umfang</b>	2 Seiten		
<b>Format</b>	210 x 297 mm		
<b>Daten</b>	Daten bei uns vorhanden, unveränderter Nachdruck, ohne «Gut zum Druck»		
<b>Druck</b>	2/1-farbig Anthrazit Pantone 432 U, Grün Pantone 390 U (44B318608) / Grün Pantone 390 U (44B318608)		
<b>Ausrüsten</b>	auf Format schneiden, bandieren, verpacken und etikettieren		
<b>Papier</b>	Offset hochweiss FSC, 90 g/m <sup>2</sup>		
Summe		2,00	

 **Produktauswahl**

 **Warenkorb leeren**

**Zusammenfassung** 

### Separate steps (A)

You can find a list of separate settings that allow you to modify your order here along with products you've marked as your favorite.

### List of items in the cart (B)

This list displays all the products in your shopping cart. To see more details about each product you can press button "**mehr anzeigen**".

### Order summary (C)

When you are satisfied with the product delivery and invoice, you can skip separate steps and press button "**Zusammenfassung**".

Here you have the option to completely empty your shopping cart by pressing the button "**Warenkorb leeren**".

# DELIVERY

Lieferung
Start / Warenkorb / Lieferung

Meine Bestellung

**Warenkorb** 1

**Lieferung** 0

Rechnungsoptionen

Zusammenfassung

Meine Produkte

**Favoriten** 1

Lieferadresse ▼

Staffel Medien AG, Zürich ... Peter Demo

**Neue Adresse**

Anrede ▼

Vorname / Nachname

Firma

Zusatz 1

Zusatz 2

Strasse / Nr.

Land ▼

Schweiz

PLZ / Ort

Diese Adresse für zukünftige Bestellungen merken

Versandart / Liefertermin ▼

Lieferung durch uns (Standard)

Geben Sie für die oben angegebene Lieferadresse die Menge für die Lieferung ein

**Lieferverteiler** weniger anzeigen

Bezeichnung	Fertig Tage	VPE Stück	Auftrag Stück	Rest Stück	Lieferung Stück
Briefbogen GL	0	1 000 5,61 g	2 000 11.22	2 000 11.22	<input style="width: 100%;" type="text" value="2000"/>

Versandkosten an oben angegebene Lieferadresse: CHF 0.00 (11.22 kg)

[Lieferung anlegen](#)

[Warenkorb anzeigen](#)

[Zusammenfassung](#)

All the options regarding Delivery are on this page.

### Delivery address (A)

In the drop down menu "**Lieferadresse**" you will find all the saved addresses for your user. You can also fill in new delivery address by checkmark "**Neue Adresse**" and than checkmark "**Diese Adresse für zukünftige**

### Bestellungen merken"

Also you can select Standard or Express delivery and see possible dates for it. You can set delivery for later date if suggested date is not working for you.

Lieferung
Start / Warenkorb / Lieferung

Meine Bestellung

**Warenkorb** 1

**Lieferung** 2

Rechnungsoptionen

Zusammenfassung

Meine Produkte

**Favoriten** 1

Alle Positionen des Warenkorbs wurden zu Lieferungen zusammengefasst.

**Lieferverteiler** weniger anzeigen

---

**Lieferung** Lieferung durch uns (Standard) am 31.07.2019

**Versandkosten** CHF 0.00 (5.61 kg)

Staffel Medien AG  
Peter Demo  
Binzstrasse 9  
CH-8045 Zürich

Bezeichnung	Menge
Briefbogen GL   Fertig in 0 Tagen	1 000 Stk.

Lieferung auflösen

---

**Lieferung** Lieferung durch uns (Standard) am 31.07.2019

**Versandkosten** CHF 0.00 (5.61 kg)

Staffel Medien AG  
Max Muster  
Binzstrasse 15  
CH-8045 Zürich

Bezeichnung	Menge
Briefbogen GL   Fertig in 0 Tagen	1 000 Stk.

Lieferung auflösen

Warenkorb anzeigen

Zusammenfassung

### Split delivery (B)

In this section you can split your delivery into two or more packages. For each delivery you can choose separate addresses.

## INVOICE

Meine Bestellung

**Warenkorb** ①

**Lieferung** ②

**Rechnungsoptionen**

**Zusammenfassung**

Meine Produkte

**Favoriten** ①

**A** Rechnungsadresse

Anrede

Vorname / Nachname

Firma

Zusatz 1

Zusatz 2

Strasse / Nr.

Land

PLZ / Ort

**B** Bestellnummer

Ihre Referenz

Bezeichnung

Bemerkung

**C** Rechnungserstellung

Bezahlung

**Invoice address (A)**

You can choose Invoice address from the dropdown menu if you have several branches or institutions defined for payment.

**Note (B)**

Fields "**Bestellnummer**" and "**Ihre Referenz**" will show up on the Invoice. If you have any special requests for the payment, you can enter it in the field "**Bemerkung**"

**Invoice options (C)**

Payment options are in this section.

# ORDER SUMMARY

Warenkorb
Start / Warenkorb / Zusammenfassung

Hallo Herr Peter Demo

Nachfolgend finden Sie die Details Ihrer Bestellung aufgeführt. Bitte kontrollieren Sie diese Angaben sorgfältig. Nachdem Sie alles kontrolliert haben, senden Sie diese bitte durch Klick auf 'Zahlungspflichtig kaufen' an uns.

### Auftragsdetails weniger anzeigen

**Bezeichnung** Ihre Bestellung vom Dienstag, 23. Juli 2019

**Bestellnummer**

**Ihre Referenz**

**Bezahlung** Rechnung

**Rechnungserstellung** Rechnung pro Lieferland (Standard)

**Bemerkung**

<b>Bestelladresse</b> Staffel Medien AG Peter Demo Binzstrasse 9 CH-8045 Zürich	<b>Rechnungsadresse</b> Staffel Medien AG Peter Demo Binzstrasse 9 CH-8045 Zürich
---	---

### Ihre Lieferungen weniger anzeigen

**Lieferung** Lieferung durch uns (Standard) am 31.07.2019

**Versandkosten** CHF 0.00 (5.61 kg)

Staffel Medien AG  
 Peter Demo  
 Binzstrasse 9  
 CH-8045 Zürich

Bezeichnung	Menge
Briefbogen GL   Fertig in 0 Tagen	1 000 Stk.

**Lieferung** Lieferung durch uns (Standard) am 31.07.2019

**Versandkosten** CHF 0.00 (5.61 kg)

Staffel Medien AG  
 Max Muster  
 Binzstrasse 15  
 CH-8045 Zürich

Bezeichnung	Menge
Briefbogen GL   Fertig in 0 Tagen	1 000 Stk.

### Warenkorb weniger anzeigen

Bezeichnung	Menge	Preis
	Gewicht	CHF
<div style="display: flex; align-items: center;">                  Briefbogen GL             </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><span style="font-size: 0.8em;">▼</span> mehr anzeigen</span> </div>	2 000 Stk.	2,00
	11.22 kg	Exkl. MwSt.
Summe ohne Mwst		2,00
7.70 MwSt.		0,15
Summe		2,15

Warenkorb anzeigen

Zahlungspflichtig kaufen

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## USER

Start Produkte Auftrag

Abmelden  
Einstellungen

Staffel Medien  
Lösungen voraus

Alle Benutzer Start / Benutzerverwaltung

Benutzerverwaltung  
**Alle Benutzer**  
**Einstellungen**  
**Passwort ändern**  
**Benutzer hinzufügen**  
 Adressverwaltung  
**Kundenadresse**  
**Lieferadressen 4**  
**Rechnungsadressen 0**

Benutzersuche  
 Name, Benutzername    nur aktivierte Benutzer

Aktiviert	Nachname	Vorname	Benutzer	Niederlassung	Berechtigung	
✓				Staffel Medien AG, Zürich	Benutzer	<input type="button" value="edit"/> <input type="button" value="delete"/>
✓				Staffel Medien AG, Zürich	Administrator erweitert	<input type="button" value="edit"/> <input type="button" value="delete"/>
✓	Demo	Peter	peterdemo-@staffelmedien.ch	Staffel Medien AG, Zürich	Administrator erweitert	<input type="button" value="edit"/> <input type="button" value="delete"/>
✓				Staffel Medien AG, Zürich	Administrator erweitert	<input type="button" value="edit"/> <input type="button" value="delete"/>
✓				Staffel Medien AG, Zürich	Benutzer	<input type="button" value="edit"/> <input type="button" value="delete"/>

Vorherige 1 Nächste

Benutzer hinzufügen +

All the settings for the user can be found on this page.

### Settings (A)

To get to the settings, click on your name in the navigation bar and choose “**Einstellungen**”

### User or Address options (B)

This is a list of available options for your user. You can edit settings for the current user, change passwords or create a new user. You can also access and edit all delivery addresses, and payment options.

(This all depends on your user privileges. All users do not have these options.)

### User List (C)

This is a list of all registered users for this account. If you are the administrator you will be able to edit or delete existing users.

## USER RIGHTS

Benutzerverwaltung

**Alle Benutzer**

**Einstellungen**

**Passwort ändern**

**Benutzer hinzufügen**

Adressverwaltung

**Kundenadresse**

**Lieferadressen** 2

**Rechnungsadressen** 0

### Benutzereinstellungen

---

Benutzername / Single Sign-On

Freigabe E-Mail

Kostenstellen

Benachrichtigung bei Freigabe

Benachrichtigung bei Bedarfsmeldung

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### Berechtigungen

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**Aktiviert**  **Niederlassungen anzeigen**  **Warenkorb anzeigen**

Benutzerverwaltung

Aufträge anzeigen

Viva Formulardaten anzeigen

Viva Online Gestaltung



 Abbrechen
Speichern 

If you have administrator rights, you will be able to change access privileges for each user on your account (D).

### Aktiviert

With this checkmark you can temporary activate/deactivate users access.

### Niederlassungen anzeigen

You can select if user able to see other branches/departments from your company.

### Warenkorb anzeigen

Select if user will be able to see shopping cart or not.

### Benutzerverwaltung

You can choose some of the pre-defined tiers of user rights in this drop-down menu.

### Aufträge anzeigen

Select if user will be able to see none, all or just their own orders.

### Viva Formulardaten anzeigen

Select if user can see all the database entries or just its own. (See page 9)

### Viva Online Gestaltung

Select if user can just order Designer products or if the user can customize them.

## ORDER APPROVAL PROCESS

For an additional cost we offer the implementation of requisitioning process. We set this up for certain products or users.

Notification for products that require approval will show up next to the product name (A).

### Step 1.

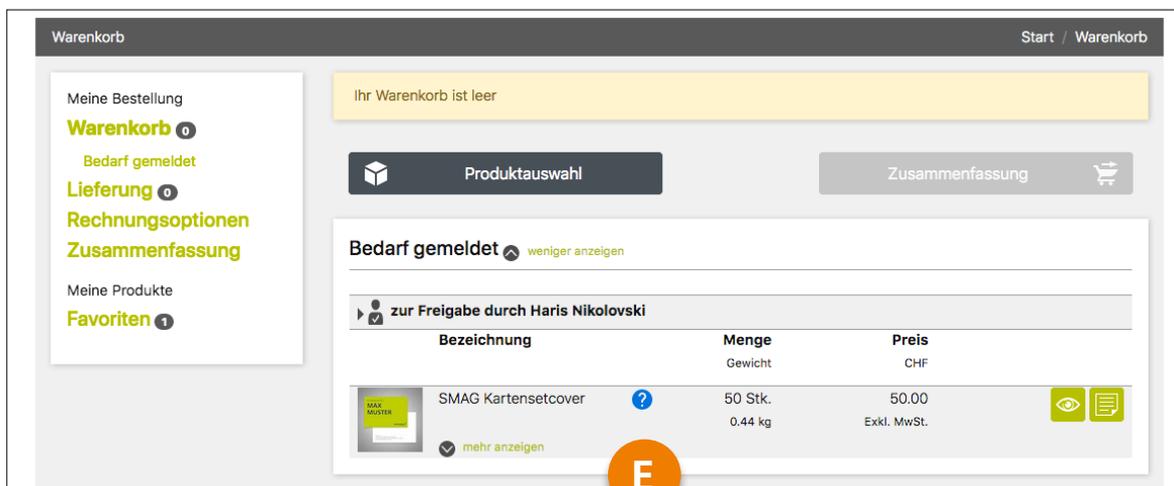
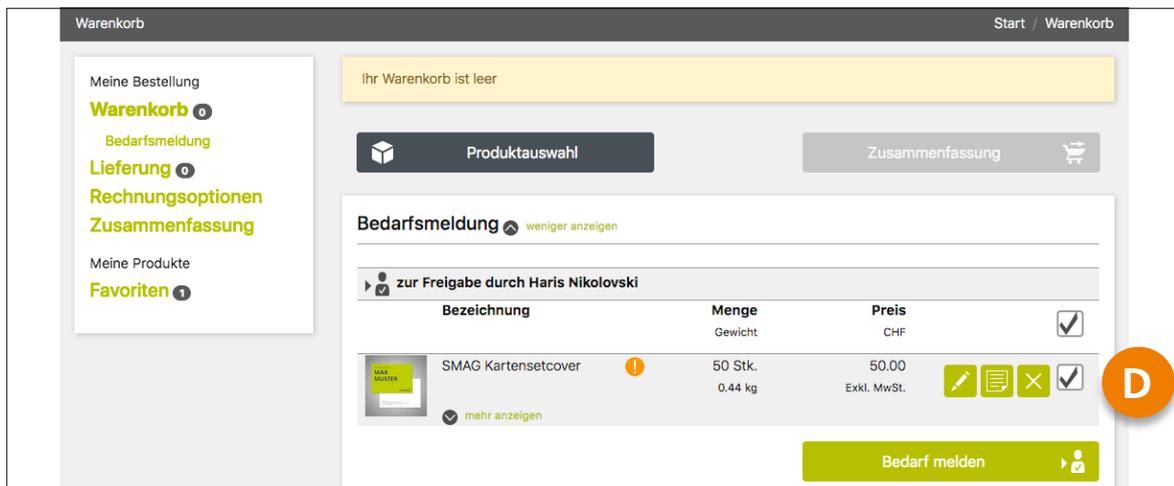
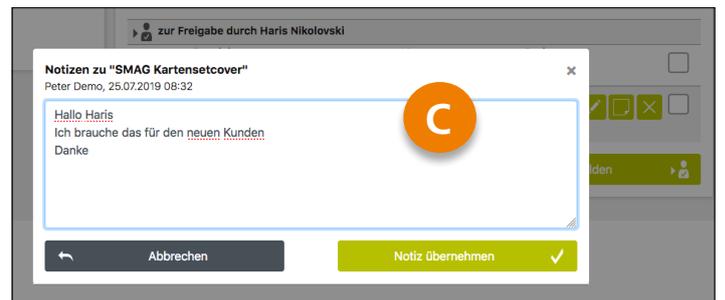
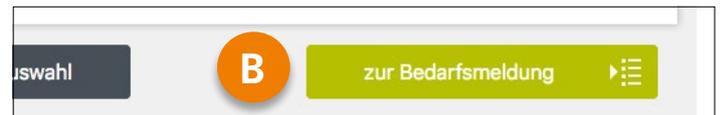
Choose a product and customize it as needed. Select quantity and press button **“zur Bedarfsmeldung”** (B).

### Step 2.

When you select the note icon you can send a message to the person who needs to approve the order (C). Checkmark the product that requires approval (D).

### Step 3.

Press button **“Bedarf melden”**. Now you will see a blue question mark next to the product that you sent for approval (E).



The screenshot shows the Staffel Medien web portal interface. At the top, there is a navigation bar with 'Start', 'Produkte', and 'Auftrag'. A user profile 'Haris Nikolovski' is logged in, and the time is 59:50. A search bar is on the right. The main header features the Staffel Medien logo and the tagline 'Lösungen voraus'. Below this, a 'Warenkorb' (Shopping Cart) section is active, showing 'Ihr Warenkorb ist leer' (Your shopping cart is empty). A sidebar on the left contains navigation links: 'Meine Bestellung', 'Warenkorb', 'Bedarf von Besteller', 'Lieferung', 'Rechnungsoptionen', 'Zusammenfassung', 'Meine Produkte', and 'Favoriten'. The main content area shows a 'Bedarf von Besteller' (Request from customer) section for 'Bedarf von Peter Demo'. It contains a table with one item:

Bezeichnung	Menge	Preis	
	Gewicht	CHF	<input type="checkbox"/>
 SMAG Kartensetcover <span>?</span>	50 Stk. 0.44 kg	50.00 Exkl. MwSt.	<input type="checkbox"/>

Below the table are three buttons: 'Freigaben an Besteller' (with a person icon), 'In den Warenkorb' (with a shopping cart icon), and 'Freigabe ablehnen' (with a lightning bolt icon). A 'Produktauswahl' button is also visible above the table.

The user/users responsible for approval will receive an email with a notification telling them that a request for approval has been made.

Once they login there will be a question mark on the navigation bar with the total number of requests waiting for approval (A).

Here you can read notes left for you by clicking the written note icon. Checkmark the requested product and choose one of the following options:

### 1. Freigaben an Besteller

This will allow the user who made the request to finish their order.

### 2. In den Warenkorb

With this button you can put the product in your shopping cart and complete the order yourself.

### 3. Freigabe ablehnen

This allows you to deny the request.

The screenshot shows a confirmation message 'Rückmeldung von Haris Nikolovski' (Feedback from Haris Nikolovski). It contains a table with one item, where the 'Freigabe' (Release) checkbox is checked with a green checkmark:

Bezeichnung	Menge	Preis	
	Gewicht	CHF	
 SMAG Kartensetcover <input checked="" type="checkbox"/>	50 Stk. 0.44 kg	50.00 Exkl. MwSt.	<input type="checkbox"/>

Below the table are four icons: an eye, a document, a shopping cart, and a close button (X).

The user that sent the approval request will now see a green checkmark next to the product name and the option to put the item in their cart.



**Contact us:**

**Monday to Friday**

8:00 am - 12:00 pm & 1:30 pm - 5:00 pm

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