

Picton Press Slicks Management Customer Portal

For technical support please contact:
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Create PDF Slicks

This feature allows you to generate a PDF slick for any title that has been proofed by Picton Press in an instant.

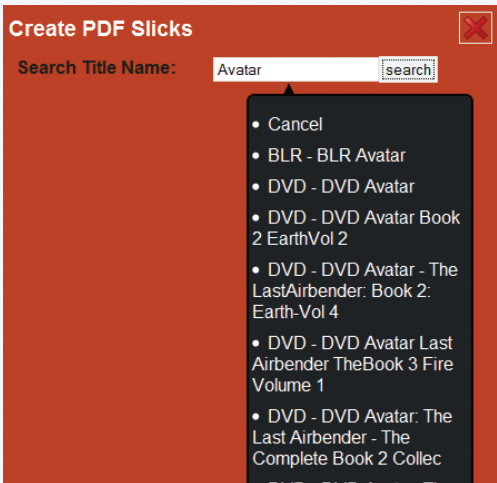
1. Simply click on Create PDF Slicks in the menu bar



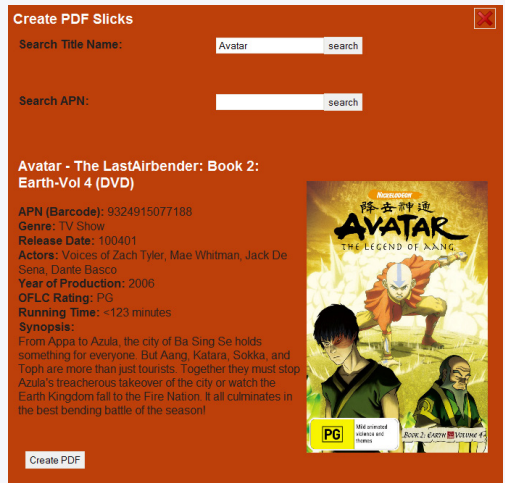
2. Search by Title Name or APN



3. Clicking search will give you a shortlist of titles

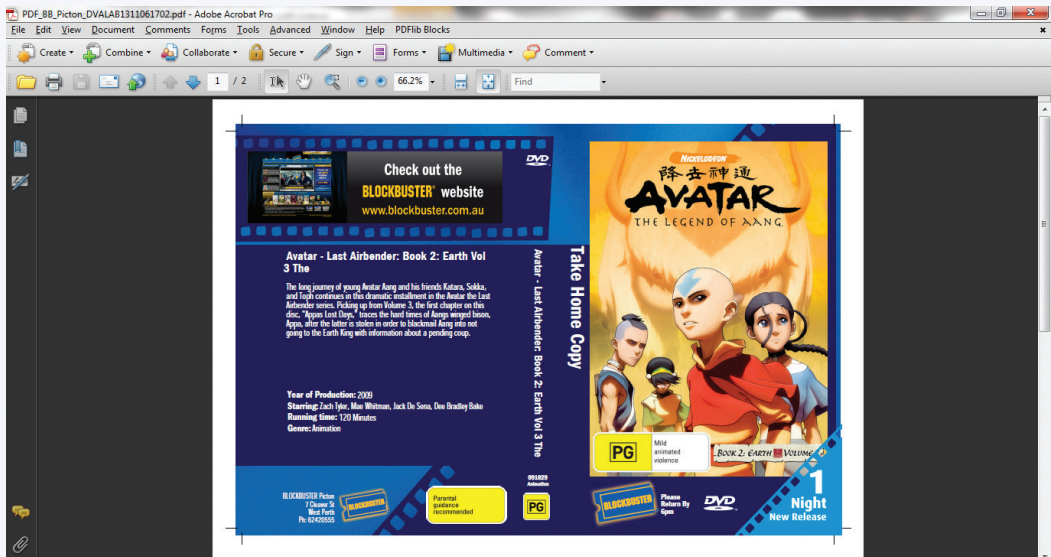


4. Select the title that you want out of the list. You will see all of the text information and the cover image for the selected title



5. Once you are happy that you have selected the correct title, click 'Create PDF'

Within a few moments (depending on your connection speed) you will see a PDF slick created with your store preferences open in a new window/tab. You can save this file, or print it directly from your browser for use in store



Notes on PDF's created out of the customer portal

- PDF's are created with trim marks and bleed like any file used for print production. You will need to trim the slick at the trim marks to use it in a case.
- PDF's are intended as a temporary measure for stores. We recommend that you order printed copies of any titles that you require slicks for.
- PDF's are created within the colour profiles that we use on production equipment, however we cannot guarantee colour matching when printed on your equipment.
- PDF's may contain artwork which is copyrighted. This artwork is intended only for use in the context of a Video Store promoting the title for rent.
- PDF's cannot be created for a store that does not have a current order, or is on credit hold.

CHANGING STORE INFORMATION AND PREFERENCES

Under each section on the main screen, there is an edit button which will raise the corresponding edit window. From this window you can edit store details and preferences. Where appropriate, holding your mouse over each field will give you a description of what the field relates to. When you have made changes, simply click the save changes button.

NOTE: Changes you make in these screens take effect immediately. Access to the customer portal is given on the understanding that you take responsibility for changes made on your account. If you do not feel comfortable making these changes please contact Picton Press to make them for you.

STORE ARTWORK

Store artwork is shown in the customer portal for information purposes only. The art you see on the screen is that which we will use to print your slicks. For this reason we asked that you contact Picton to make artwork changes such that we can ensure that marketing approval guidelines are met.

CHANGE PASSWORD

When you are first supplied with a password for the picslicks portal, it is a randomly generated one. We encourage you to change this password as soon as possible to something easy to remember. We recommend including at least 1 capital letter and 1 number in your password, with a minimum of 6 characters total.

LOG OUT

It is recommended that you click 'log out' each time you finish with Picslicks, rather than simply closing the window. This ensures that someone else using your computer cannot access your store's portal.

GROUPS OF STORES

Franchisee's who have a group of stores can apply to Picton for a group log in. This allows you to manage details for all stores in the group, as well as create PDF's for any stores in the group. Stores in a group can also have individual logins. For more information and to have a store group created, contact Picton Press.

PAYMENTS

The Picton Customer portal also allows you to make payments to Picton via Paypal. You do not need to have a Paypal account to do this, you can use any Visa or Mastercard. To process a payment for your store, click on "Make a Payment", enter the amount you wish to pay, then click "Pay Now" This will re-direct you to the Paypal payment gateway which will instruct you through the payment either from your Paypal account or direct from your credit card. Picton Press also accepts Internet Funds Transfers and Cheque.