Welcome to Econoprint’s ORDERS system!
Administrators serve a vital role in the ORDERS system. Not only can you place and approve orders, but you can also manage your company address book and user accounts associated with your company. This allows you to tailor the ORDERS site to your needs, and maintain internal control over users and privileges without involving Econoprint staff.

As an Administrator, you are also an Approver and a Customer within the system. Please review the Customer Guide for general notes about how to place orders, maintain your personal address book, change your password, and switch companies. Also, review the Approver Guide for information on how the approval process works.

Address Book Management

The ORDERS system can store addresses for future use. Each user has a personal address book that only he or she may access. As an Administrator, you can also create address book entries for any company you administer using the Address Book link under Administration. See figure 1:

Users will be able to use any company shipping addresses you set up for them.

Depending on the address, it may be eligible for Econoprint courier service. Please contact your Econoprint representative to determine if a particular address is in Econoprint’s courier area.

A note for large organizations: If you are an administrator in an organization that contains parent and subsidiary companies, we recommend creating company address book entries at the highest level. All subsidiaries may use a parent company’s address book.
Inviting Users

Using the **Invite User** link, you can create a new account for a prospective user of the ORDERS system.

Complete all fields on the form (see figure 2), including the personal message to let the user know what he or she will be able to do. Be sure to select which company the user should belong to, as well as the user’s access level. You may invite users to be either Customers or Approvers. Be sure you give Approver permission only to those users who have purchase authority for your company’s products.

A user invitation will be e-mailed to the recipient, along with a temporary password. Once the user confirms their e-mail account, he or she may log in to ORDERS and begin placing (and possibly approving) orders.

Managing Users

As an administrator, you may also change user home companies and permission levels using the **Manage User** link (see figure 3):

To prevent a user from accessing the ORDERS system, such as when a user leaves your company, be sure to **uncheck the Is active checkbox**.

To change user e-mail addresses or create and manage other users with administrator privileges, please contact your Econoprint representative.