

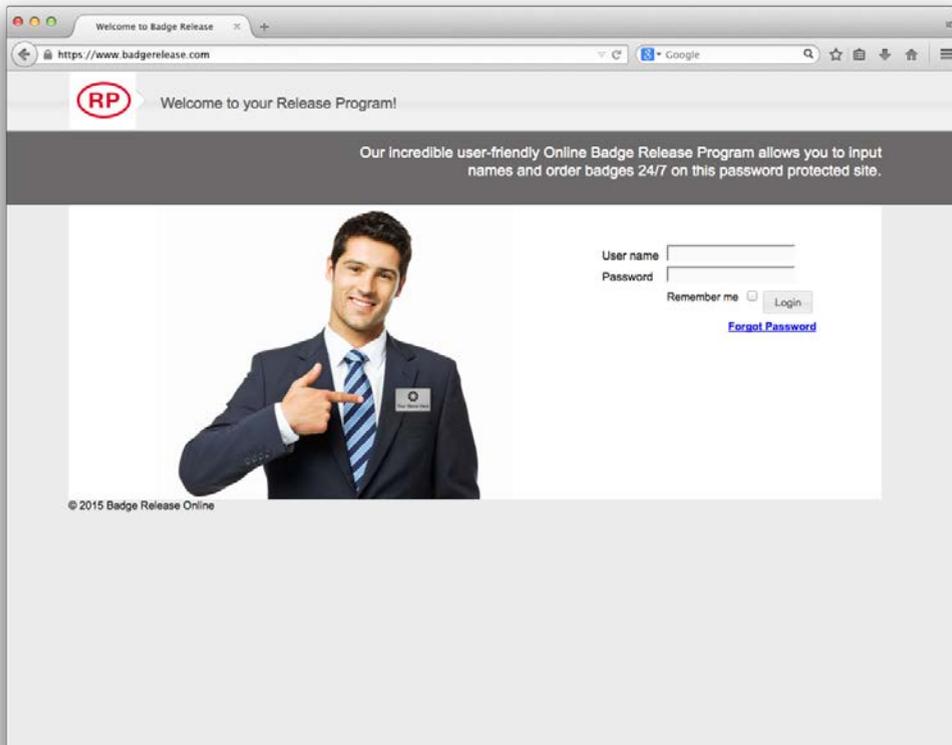
**DISTRIBUTOR'S GUIDE
FOR
BADGERERELEASE.COM**

Hello! I'm Brett! Let's start your tour of BadgeRelease.com



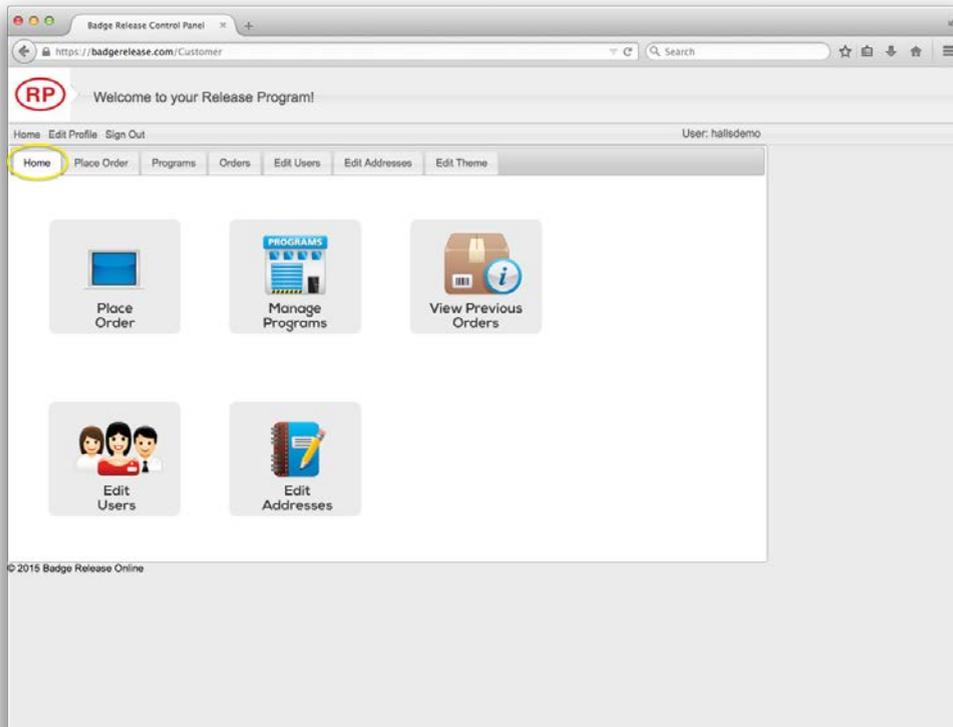
SAGE 50029 | ASI 59080 | PPAI 111778 | UPIC IDLINE
DISTRIBUTOR CENTRAL | TRADE ONLY 81710

I'll welcome you each time!



I'm Brett, the Badge Release guy! I'll welcome you each time you visit BadgeRelease.com.

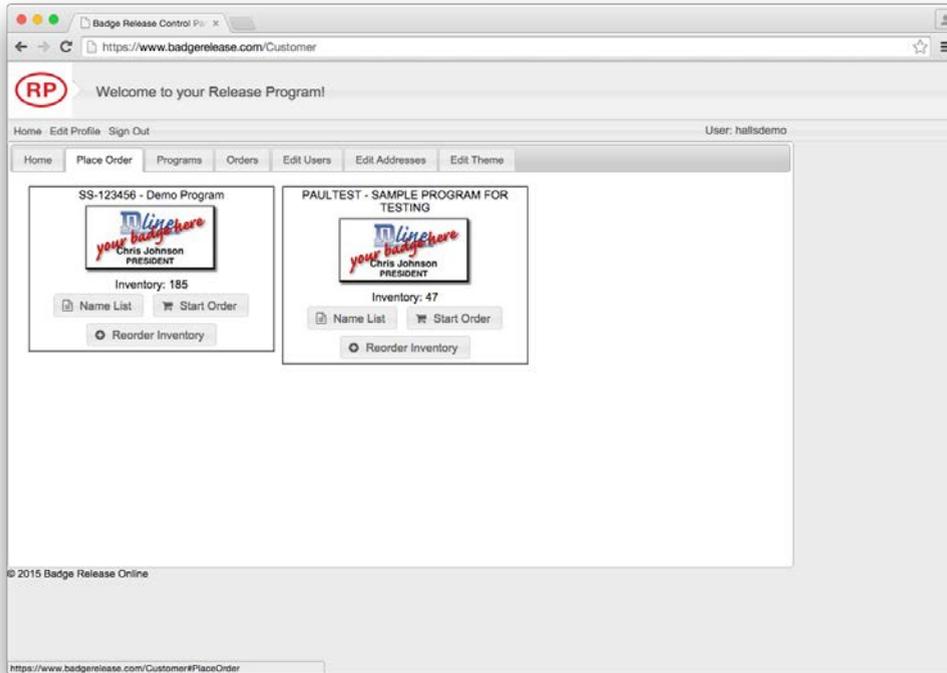
Here's your home screen



Five large buttons greet you for the main features of the site:

1. Place Order
2. Manage Programs
3. View Previous Orders
4. Edit Users
5. Edit Addresses

Place Order Tab



Click on either the **Place Order** button or **Place Order** tab

Buttons under your badge image are:

Name List displays list of names through program history.

Start Order brings you to order page to enter names.

Reorder Inventory takes you to the page to send a request to add products to your program.

Programs

This tab displays a list of your programs. Click on a column and the program image will display at the top of the screen. Enter information in the empty fields to search for a specific program.

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Program Number	Inventory	Users	Program Name
SS-123456	165	3	Demo Program
PAULTEST	47		SAMPLE PROGRAM FOR TESTING
SS-123456A	100		Sample program for testing address copying
PAULTESTC			TESTING COPY PROGRAM FUNCTION

 Shopping cart icon – brings you to order page

 Spreadsheet icon – displays Inventory Report

 List Icon – Displays list of names through program history

 Plus Icon – Allows you to request additional inventory of badges

Place an order!

Personalize Your Order

Welcome to your Release Program!

User: hallidemo

1 Personalization 2 Shipping Information 3 Review Order

Order Status: DRAFT Current Program: SS-123456: Demo Program

Order Blanks Bulk Upload

Personalization

Name * Required

Title Staff * Required

Fastener

Continue

Cancel Order

153-P8 Locking Jewelers Pin 1 Inventory Left: 99

155-P8 CLUTCH FASTENER WADH 0 Inventory Left: 00

+ Add To Order

Distributor message to be displayed on each page as the order is entered. It can optionally be included in the confirmation email as well.

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Click on the shopping cart in the program list to start an order.

Enter names and then click the **Add to Order** button or hit the enter key.

You will be able to place an order for multiple programs at one time.

Entering Names

After each name, hit enter or click the **Add to Order** button.

RP Welcome to your Release Program!

Home Edit Profile Sign Out User: hallidemo

1 Personalization 2 Shipping Information 3 Review Order

Order Status: DRAFT Current Program: SS-123456: Demo Program

Personalization

Name * Required

Title * Required

Fastener

153-PS Locking Jewelers Pin Inventory Left: 90

155-PS CLUTCH FASTENER WASH Inventory Left: 50

153-PS Locking Jewelers Pin (1)

Robin Smith MANAGER Locking Jewelers Pin (1)

Terry Williams STAFF Locking Jewelers Pin (1)

Steve Olson VOLUNTEER Locking Jewelers Pin (1)

Continue →

Cancel Order →

+ Add To Order

Distributor message to be displayed on each page as the order is entered. It can optionally be included in the confirmation email as well.

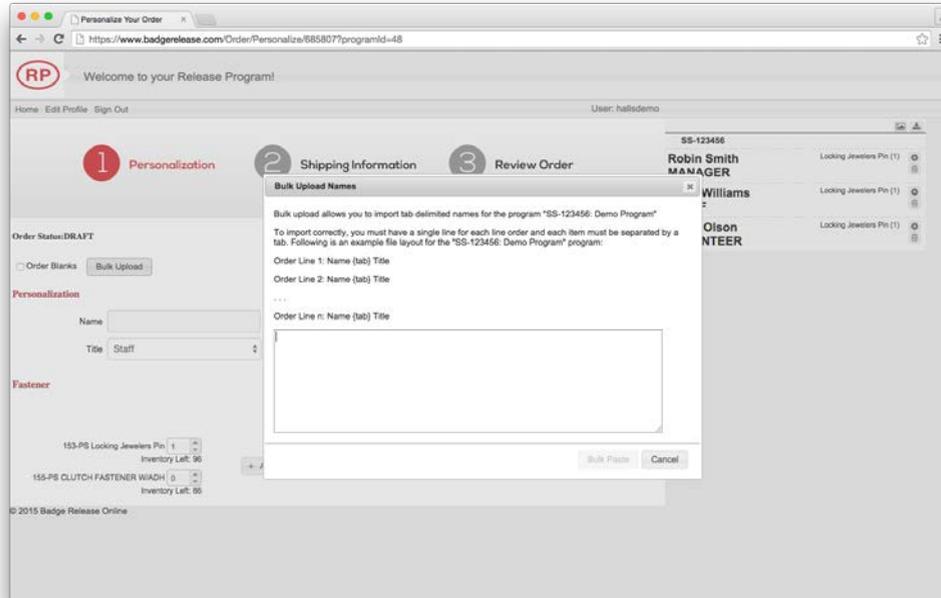
© 2015 Badge Release Online

Once names have been added to order, they will appear to the right of the screen (names for review will appear at the bottom on smaller screens). Icons near names allow you to:

- toggle thumbnails
- download name list
- edit badge information
- delete badge

Once all the names have been entered, click the **Continue** button. Next step is confirming shipping information.

Bulk Upload



If you have a long list of names to enter. Place them in a tab delimited spreadsheet. Copy your list and paste into the box provided.

Click on the **Bulk Paste** button. Your badges should appear to the right. Just as if you had entered them individually. Be sure to double check each name for accuracy.

Once all the names have been checked, click the **Continue** button. Next step is confirming shipping information.

Shipping Information

Personalize Your Order

https://www.badgerrelease.com/Order/Shipping/685807

Welcome to your Release Program!

User: halldemo

98-123456

Robyn Smith
MANAGER

Terry Williams
STAFF

Steve Olson
VOLUNTEER

Locking Jewelers Pin (1)

Locking Jewelers Pin (1)

Locking Jewelers Pin (1)

1 Personalization

2 Shipping Information

3 Review Order

Order Status: DRAFT

PO Number

Shipping Information

Select your shipping code from the following list:

Default: BADGERRELEASE, Test Company, 7145 B

Attention: Test Company
BADGERRELEASE
7145 BOONE AVE. N. SUITE 100
BROOKLYN PARK, MN 55428
Country: USA
Phone:

Shipping Notification

Send Shipping Notification Email

Email:

Ship Method:

US Mail

UPS Ground

Account Number Required:

Order Comments:

70 characters remaining.

Shipping Address

Attention To: Test Company

Company Name: BADGERRELEASE

Street: 7145 BOONE AVE. N. SUITE 100

Street 2:

City: BROOKLYN PARK

State/Province: MN

Postal/Zip Code: 55428

Country: UNITED STATES

Phone:

Notification Email:

Save Changes

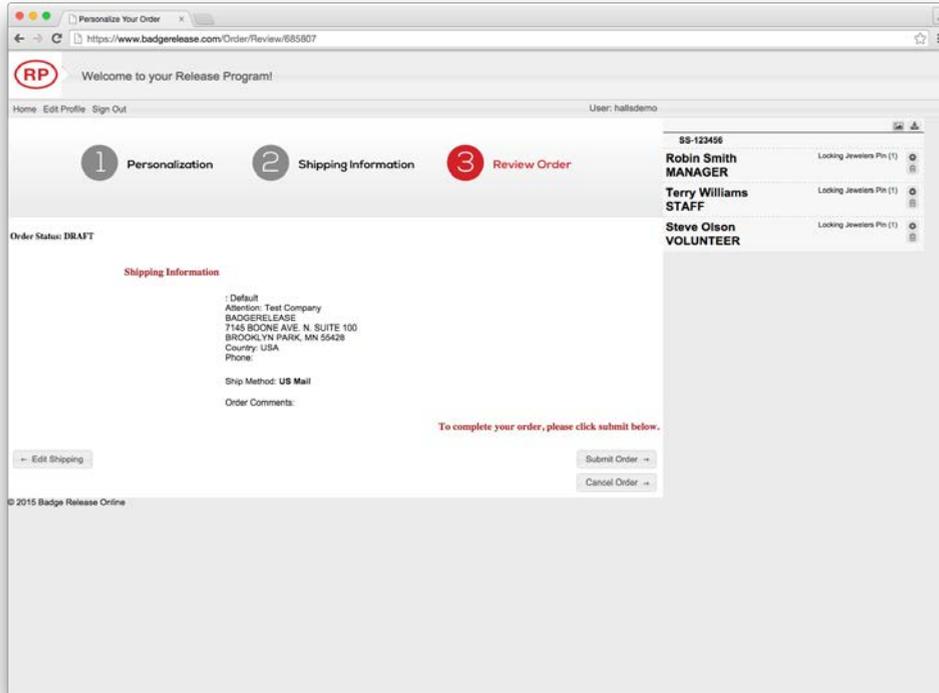
Review Order

Cancel Order

© 2015 Badger Release Online

If your shipping addresses are stored in badgerrelease they will automatically be filled in. You will also have a chance to modify or enter new addresses.

Final Review

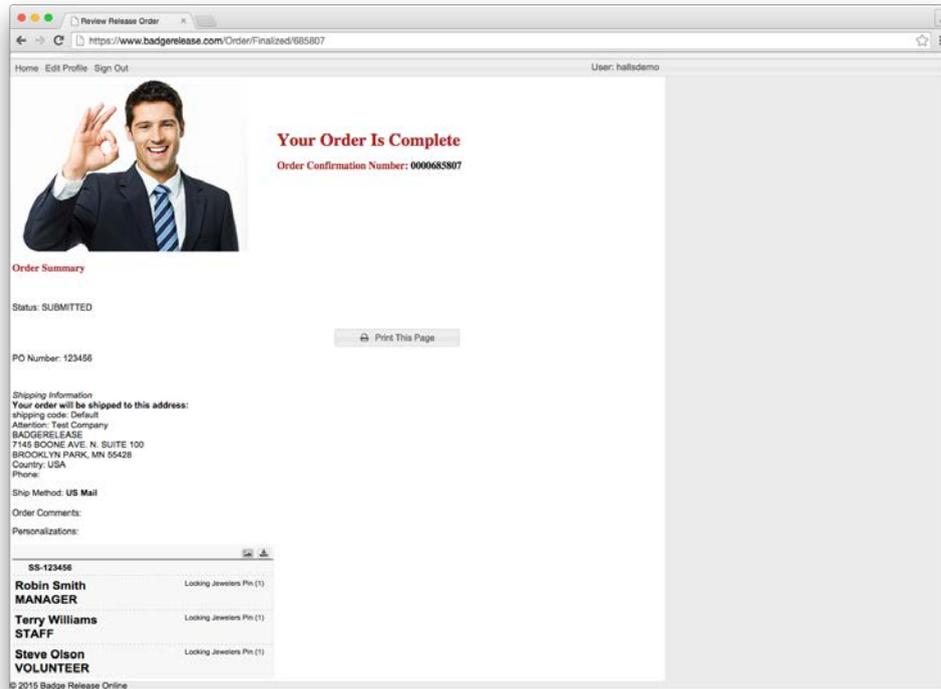


This is your final chance to make changes to names, fasteners and shipping addresses.

To edit a name, click on the  gear next to the name. It will take you back to the Edit Name page.

If your order is correct, click the **Submit Order** button.

Completed Order



The screenshot shows a web browser window with the URL <https://www.badgerelease.com/Order/Finalized/665807>. The page features a navigation bar with links for Home, Edit Profile, and Sign Out, and a user identification 'User: hallsdemo'. A large image of a smiling man in a suit making an 'OK' hand gesture is on the left. The main heading reads 'Your Order Is Complete' with the 'Order Confirmation Number: 000068807' below it. A 'Print This Page' button is centered. The 'Order Summary' section shows 'Status: SUBMITTED' and 'PO Number: 123456'. The 'Shipping Information' section states 'Your order will be shipped to this address:' followed by shipping code, attention, address (7145 BOONE AVE, N, SUITE 100, BROOKLYN PARK, MN 55428), country (USA), and phone. The 'Ship Method: US Mail' and 'Order Comments:' are also listed. A 'Personalizations:' section shows three items: 'SS-123456', 'Robin Smith MANAGER' (with 'Locking Jewellers Pin (1)' to its right), and 'Terry Williams STAFF' (with 'Locking Jewellers Pin (1)' to its right). A third item, 'Steve Olson VOLUNTEER' (with 'Locking Jewellers Pin (1)' to its right), is partially visible. The footer contains '© 2015 Badge Release Online'.

Hey I'm back to give you an A-OK on your order!

Your order will be shipped within 2-3 days. Allow additional time for USPS, UPS or Fedex shipping time.

Reorder Inventory Request

The screenshot shows a web browser window with the URL <https://www.badgerrelease.com/Inventory/Reorder?programId=48>. The page features a logo with 'RP' in a red circle and the text 'Welcome to your Release Program!'. Below this, there are navigation links for 'Home', 'Edit Profile', and 'Sign Out', and the user's name 'User: hallidemo'. The main content area is titled 'Reorder Inventory' and contains two input fields: 'Quantity' with a value of '0' and 'PO Number'. A 'Submit' button is located below the 'PO Number' field. At the bottom left of the page, it says '© 2015 Badge Release Online'.



This is just a request – No order is placed at time of request. We will verify the validity of the request and provide updated reorder pricing.

Inquiries: Order List (Submitted & Drafts)

Badge Release Control Plus

https://www.badgerelease.com/Customer

Welcome to your Release Program!

User: hallsdemo

Home Place Order Programs **Orders** Edit Users Edit Addresses Edit Theme

Start Date: 2/20/2015 Filter by Status: All Ignore RMAs Ignore Voids

End Date: 2/27/2015

Confirmation Number	Order Date	Program Number	Program Name	Purchase Order	Reference Number	Order Number	Status	Tracking Number	Units Ordered
000084860	2/25/2015	PAULTEST	SAMPLE PROGRAM				DRAFT		1
000084872	2/25/2015	PAULTEST	SAMPLE PROGRAM/testing			044889	GRAPHICS		2
000084852	2/27/2015	PAULTEST	SAMPLE PROGRAM				DRAFT		1
000084874	2/27/2015	PAULTEST	SAMPLE PROGRAM				DRAFT		1
000084879	2/27/2015	PAULTEST	SAMPLE PROGRAM				DRAFT		1
000084807	2/27/2015	55-123456	Demo Program	123456			SUBMITTED		3

Download Page 1 of 1 20 1 View 1 - 6 of 6

© 2015 Badge Release Online

Click on the **Orders** tab to view order history. Date will default to the week prior. Enter a new start or end date to adjust your view.

Filter the list by entering information in the fields below the column headings. Click on the heading to sort by that column.

Click on the confirmation number to see the order details. Orders in draft mode can be submitted or deleted.

Download the order list by clicking on the **Download** button under the list.

Inquiries: Inventory & Activity

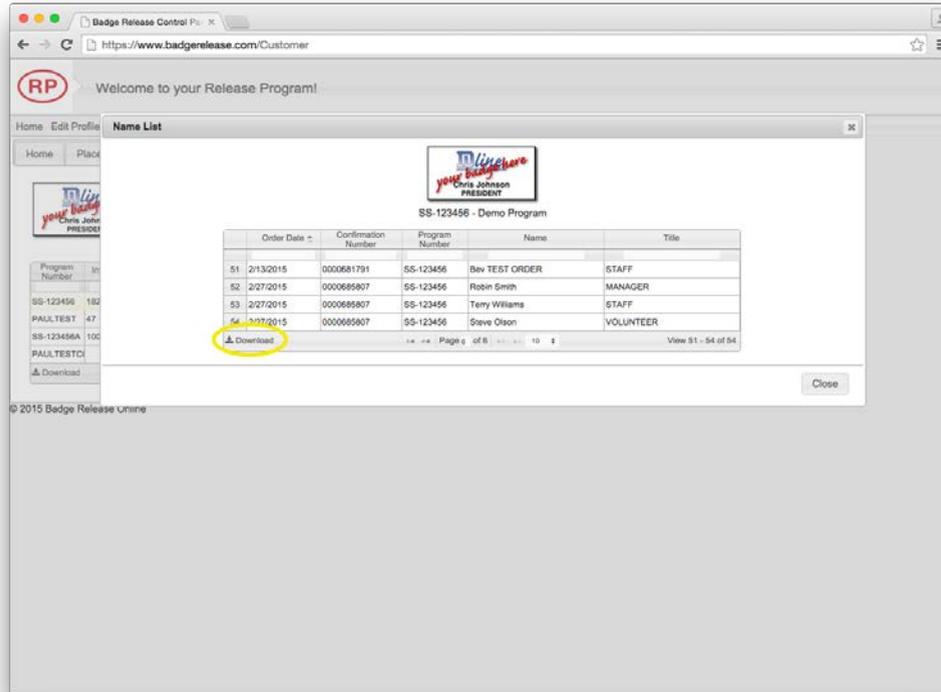
Confirmation Number Adjustment Status Purchase Order Reference Number Order Number Date CLUTCH FASTENER W/ADH Quantity CLUTCH FASTENER W/ADH Balance Locking Jewellers Pin Quantity Locking Jewellers Pin Balance Triple Circ Magnet Quantity

Confirmation Number	Adjustment	Status	Purchase Order	Reference Number	Order Number	Date	CLUTCH FASTENER W/ADH Quantity	CLUTCH FASTENER W/ADH Balance	Locking Jewellers Pin Quantity	Locking Jewellers Pin Balance	Triple Circ Magnet Quantity	
0000929554		SUBSHOP	123		G39973	2/6/2015			-2	87		
0000685362		SUBSHOP	1010		G39921	2/10/2015			-1	86		
Initial Purchase:												
Per Customer Request:												
Per Customer Request:												
0000681731		ENGRAVING TEST ORDER			G41339	2/13/2015			86	14	100	
0000685807		SUBMITTED	123456			2/27/2015			86	-1	88	
0000685807		SUBMITTED	123456			2/27/2015			86	-1	97	
0000685807		SUBMITTED	123456			2/27/2015			86	-1	96	

Filter the inventory list by entering information in the fields below the column headings. Click on the heading to sort by that column.

All transactions for the program will be listed. Including balances of optional fasteners, etc.

Inquiries: Program Name lists



RP Welcome to your Release Program!

Home Edit Profile

Home Place

SS-123456 - Demo Program

Order Date	Confirmation Number	Program Number	Name	Title
2/13/2015	0000681791	SS-123456	Rev TEST ORDER	STAFF
2/27/2015	0000685807	SS-123456	Robin Smith	MANAGER
2/27/2015	0000685807	SS-123456	Tony Williams	STAFF
2/27/2015	0000685807	SS-123456	Steve Olson	VOLUNTEER

Download

Page 1 of 1 View 51 - 54 of 54

Close

© 2015 Badge Release online



See all the names that have been ordered for a program.

Filter the name list by entering information in the field below the column headings.

List can be downloaded to a spreadsheet by clicking on the **Download** button below the list.

Edit Profile Screen

The screenshot shows a web browser window with the URL <https://www.badgerelease.com/Customer#>. The page header includes a logo with 'RP' and the text 'Welcome to your Release Program!'. Below the header is a navigation menu with 'Home', 'Edit Profile', and 'Sign Out'. The user is identified as 'User: hallsdemo'. The main content area features a 'PROGRAMS' tab and an 'Edit My Profile' modal window. The modal contains the following fields and buttons:

- First Name:** Demo
- Last Name:** Account
- Email Address (optional):** (empty field)
- UserName:** hallsdemo
- Change Password:** (button)
- Save Profile:** (button)
- Cancel:** (button)

© 2015 Badge Release Online

Edit profile allows you to:

- update name
- email address
- user name
- password.

Manage Program End-Users

The screenshot shows a web browser window with the URL <https://www.badgerelease.com/Customer#>. The page title is "Welcome to your Release Program!". The user is logged in as "User: hallsdemo". The navigation menu includes "Home", "Place Order", "Programs", "Orders", "Edit Users", "Edit Addresses", and "Edit Theme". The main content area shows a program titled "SS-123456 - Demo Program" with an "Edit Order Screen" button. Below this is a table of programs and a table of users.

Program Number	Inventory	Users	Program Name	
SS-123456	182	3	Demo Program	
PALLTEST	47		SAMPLE PROGRAM FOR TESTING	
SS-123456A	100		Sample program for testing address copying	
PALLTESTC			TESTING COPY PROGRAM FUNCTION	

User Name	First Name	Last Name	
iddemo	Art	Remak	
andrea	andrea	volker	
pauberf	Demo	User	

Page 1 of 1 | View 1 - 3 of 3

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Click on a row to display program image and program number.

The list of users for this program will be listed to the right. Use buttons below user list to **Add New User** or **Add Existing User**. Edit a current user by clicking on the  gear next to their name. Delete a user by clicking on the  trash can near their name.

Add a New User

The screenshot shows a web browser window with the URL <https://www.badgerelease.com/Customer#>. The page displays a welcome message and navigation links. A modal dialog titled "Add New User" is open, containing the following fields and controls:

- First Name*** and **Last Name*** text input fields.
- Email Address (optional)** text input field.
- Active** checkbox, which is checked.
- UserName*** text input field.
- Password*** text input field.
- Retype Password*** text input field.
- Save User** and **Cancel** buttons at the bottom.

A text box on the right side of the dialog provides instructions: "The new user will automatically be added to the selected program. To add them to more programs and adjust their permissions, AFTER CREATING the user here, click the edit button next to the new user's name when it appears in the list."

In the background, a table lists programs and their inventory:

Program Number	Inventory
SS-123456	182
PALLTEST	47
SS-123456A	100
PALLTESTC	

To add a new user select a program and click **Add New User** button. Enter the user information and click **Save User**

Edit User Permissions & Programs

The screenshot shows the 'Edit User' form in the Badge Release Control system. The form is titled 'Edit User' and is located at the URL <https://www.badgerelease.com/Customer#>. The user is logged in as 'User: hallsdemo'. The form includes the following fields and sections:

- User Information:**
 - First Name: Art
 - Last Name: Remsik
 - Email Address (optional): somebody@someline.com
- Active:**
- User Name:** iddemo
- Change Password:**
- Permissions:**
 - User Can Edit Profile
 - User Can Submit Orders
 - User Can View Order Summary
 - User Can Edit Address
 - User Can View Inventory Activity
 - User Can Generate Reports
 - User Can Reorder Inventory
- User's Programs:**

Program Number	Program Name
55-123456	Demo Program
- Other Programs:**

Program Number	Program Name
PAUL TEST	SAMPLE PROGRAM FOR TESTIN
55-123456A	Sample program for testing address
PAULTEST	TESTING COPY PROGRAM FUNC

At the bottom of the form, there are buttons for 'Save User' and 'Cancel'.

The Edit User tab allows you to edit user permissions for the programs they are assigned.

You can use this tab to easily add or delete programs from a user's profile.

Finally, this is where you can update user profile information, including their email address and password.

Edit Order Screen Notes

The screenshot shows a web browser window with the URL <https://www.badgerelease.com/Customer#>. The page displays a navigation menu with options: Home, Place Order, Programs, Orders, Edit Users, Edit Addresses, and Edit Theme. A table lists programs with columns for Program Number, Inventory, Users, and Program Name. A modal dialog titled "Edit Order Screen" is open, showing a text editor with a toolbar and a text area containing a distributor message. The dialog also features "Save" and "cancel" buttons.

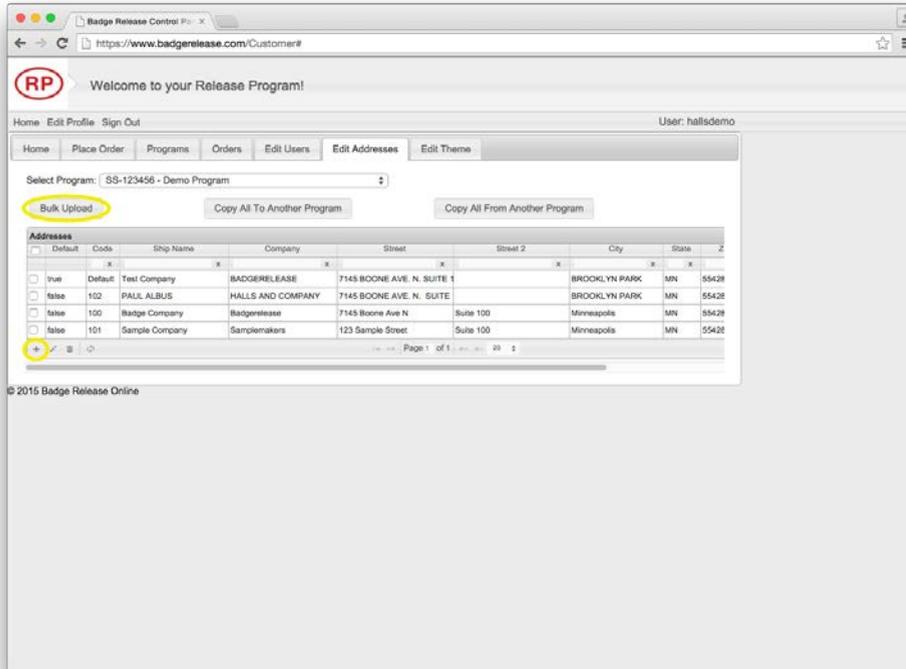
Program Number	Inventory	Users	Program Name
SS-123456	182	3	Demo Program
PAULTEST	47		SAMPLE PROG
SS-123456A	100		Sample program
PAULTESTC			TESTING COPY

Distributor message to be displayed on each page as the order is entered. It can optionally be included in the confirmation email as well.

When you select a program on the program tab, you can click on the **Edit Order Screen** button to edit notes.

These notes are seen by anyone entering orders for this program. You can customize the notes as you like!

Managing Addresses

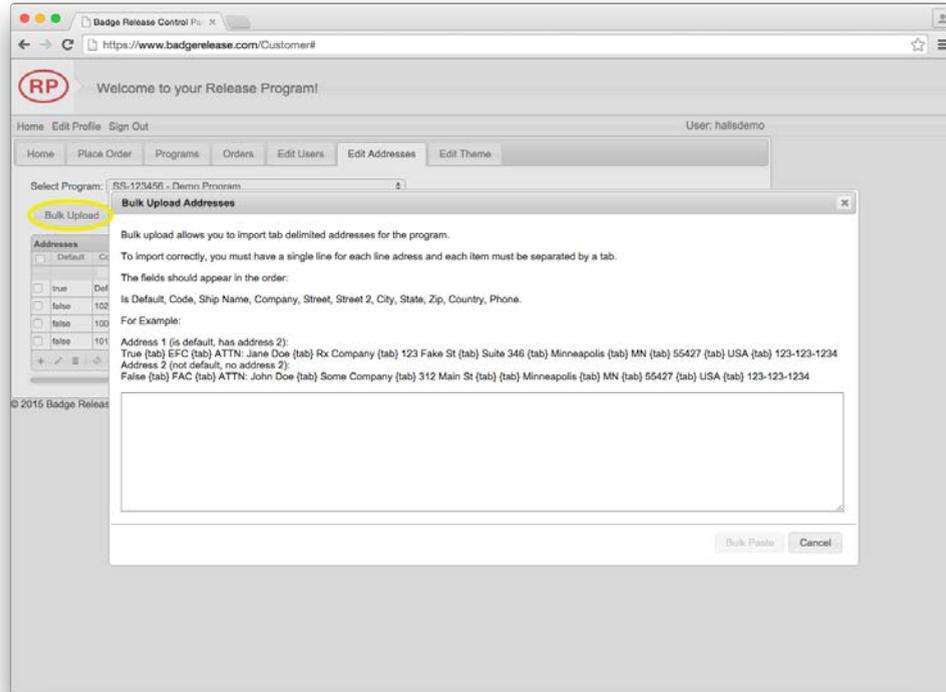


Select program from drop down menu. Revise addresses and enter key to save.

To add an address, click the **+ sign** in the bottom left corner.

If this should be the default address, click default.

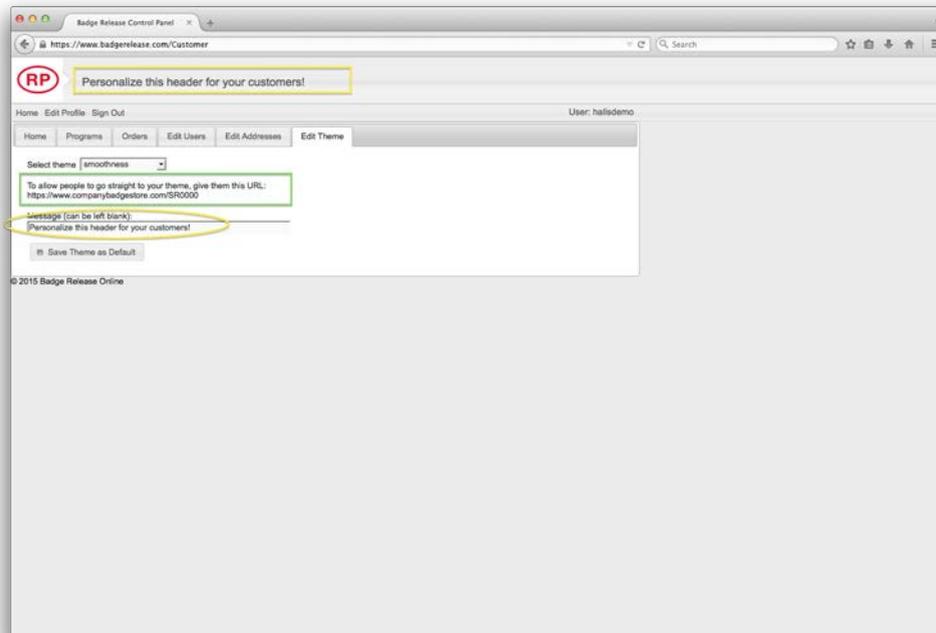
Bulk Upload Address Lists



Have a long list of addresses to upload? This feature will let you upload from a spreadsheet.

Follow formatting on screen to properly configure your spreadsheet. Customer service is happy to help with this feature!

Customize your theme!



Standard theme is Smoothness. If you'd like to change the look of your page, choose from one of the available themes.

You can update the banner text at the top of the screen. Remember to save your choices when done!

There is a link to direct customers to your custom themed page.

Examples of theme colors shown on the next 3 pages!

Customize your theme!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Personalize your header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize your header for your customers!

Customize your theme!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):



Personalize your header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize your header for your customers!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses E

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Ed

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!

Customize your theme!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home

Programs

Orders

Edit Users

Edit I

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home

Programs

Orders

Edit Users

Edit Addresses

Edit 1

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Personalize your header for your customers!

Home Edit Profile Sign Out

Home

Programs

Orders

Edit Users

Edit Addresses

Edi

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize your header for your customers!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home

Programs

Orders

Edit Users

Edit Addresses

Edit

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!

Customize your theme!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Edit

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses

Select theme

To allow people to go straight to your theme, give them this URL: <https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Edit Theme

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!

Save Theme as Default



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Edit

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!

Customize your theme!



Welcome to your Release Program!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Edit T

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Welcome to your Release Program!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses E

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Personalize this header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Address

Select theme

To allow people to go straight to your theme, give them this URL:
<https://www.companybadgestore.com/SR0000>

Message (can be left blank):

Personalize this header for your customers!



Personalize your header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Ed

Select theme

To allow people to go straight to your theme, give them this URL:
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Message (can be left blank):

Personalize your header for your customers!

Customize your theme!



Personalize your header for your customers!

Home Edit Profile Sign Out

Home Programs Orders Edit Users Edit Addresses Edit

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Home Edit Profile Sign Out

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Message (can be left blank):

Personalize this header for your customers!