

Ordering QR Codes through the DigiCopy Portal

This document will walk you through the process of ordering QR Codes for customers through SpotHopper's portal with our printing partner - DigiCopy.

Important things to note:

Before we get into how to place the order, here are some basic guidelines for ordering:

1. The maximum order per customer is 36 QR Code Flyers
2. The orders must be placed in intervals of 9. The reason for this is that nine 4x6 flyers fit on each page that DigiCopy prints, then they cut them out into individual cards from there.
 - a. 1 QR Code Flyer = 36
 - b. 2 QR Code Flyers = 18/18 or 27/9
 - c. 3 QR Code Flyers = 18/9/9
 - d. 4 QR Code Flyers = 9/9/9/9
3. Any Order that contains any of our ReviewShield options (flyer or table tent) should be ordered utilizing the laminated option - ALL cards in that order should be laminated. Any order that does not contain any of our Review Shield options, should not be laminated
 - a. The reason the whole order with Review Shield should be laminated is to help with the printing & fulfillment process. It makes sure the right review shield flyers go with the right business
 - b. The reason we are only laminating orders with Review Shield is that we are tracking performance of these QR Codes based on how many scans laminated versions get vs. unlaminated. To test this, we had to find a consistent grouping we chose "if order contains review shield, laminated = yes"

How To Order:

Step 1: Download the QR Code Flyers that you will be ordering for your customer through the SpotHopper platform

Step 2: Open the DigiCopy portal & log in using your SpotHopper email address:

<https://spothopper.dcopy.net/login>

Login

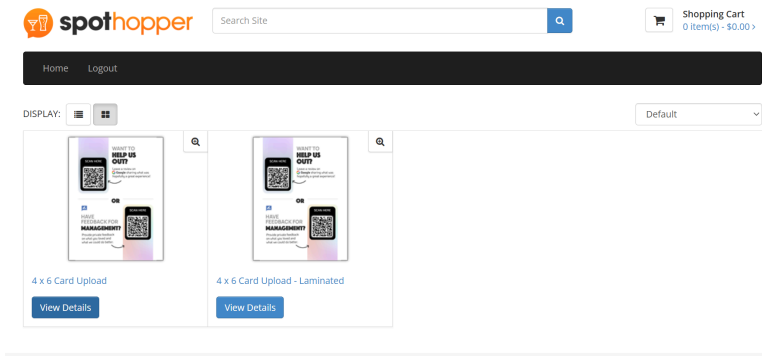
Email or Username
barb@spothopperapp.com

Password

Login

[Reset password](#)

Step 3: Once logged in, you will see two items to choose from: 4x6 Card Upload (this is just cardstock) and 4x6 Card Upload - Laminated (this is for orders with ReviewShield).



Step 4: Select the item that you will be printing by clicking the blue “view details” button. This will bring you to the page where you can select quantity and will be uploading the QR Code Flyer file.

Step 5: Choose the quantity that you would like to order from the drop down menu

All Products / 4 x 6 Card Upload

Upload your 4 x 6 artwork file at the right and then upload your shipping label for this project as well.
Bleed will be added and you will be shown a preview prior to checkout.

4 x 6 Card Upload

Quantity

- 9
- 9
- 18**
- 27
- 36

File Upload

At least one upload is Required

Upload File for Printing

[Choose File](#) No file chosen

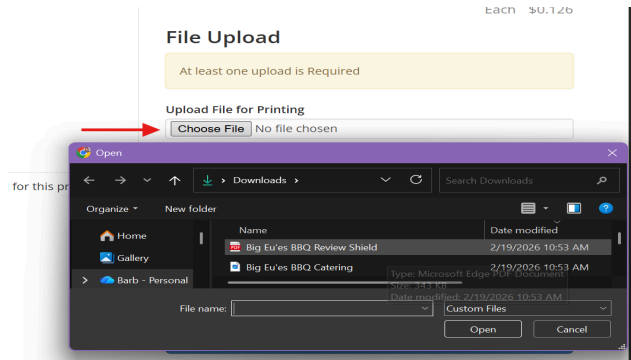
Upload your shipping label

[Choose File](#) No file chosen

Additional Instructions

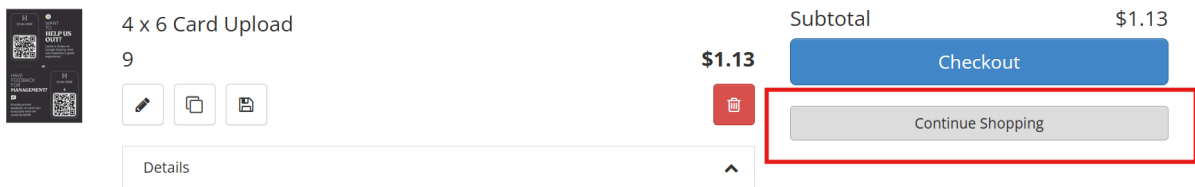
Step 6: Upload your QR Code Flyer file by clicking “choose file” and adding the flyer you downloaded in step 1

Step 7: Once you have uploaded the QR Code flyer, you will hit the blue “add to cart” button at the bottom of the page. If you have more items to add to your order, continue to step 8. If your full order of 36 is complete after this, proceed to step 9.

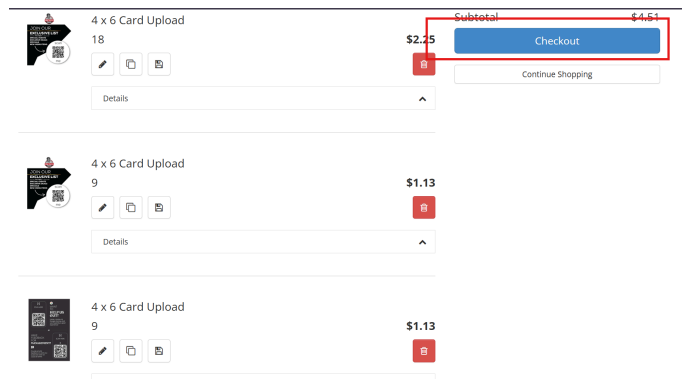


Step 8: click “continue shopping” and repeat steps 4-7 until your order is complete

Shopping Cart



Step 9: Once all items have been added to your cart, click the blue checkout button



Step 10: This is where you will proof your files. You can either view and approve them individually by clicking the green “proof ready” button under each image, or you can approve all proofs at once by clicking “approve all” at the top (this is the most efficient option).

Proof Your Files

Approve All

Subtotal \$4.51
Shipping \$0.00
Tax \$0.00

Your proof is being generated, once approved you will be able to check out. Please click Proof Ready button to look at your proof.

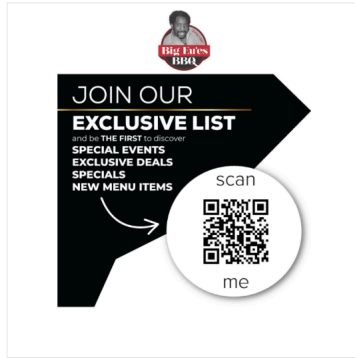
Total \$4.51

Continue



4 x 6 Card Upload \$1.13
Upload Field: Upload File for Printing

Proof Ready



4 x 6 Card Upload \$1.13
Upload Field: Upload File for Printing

Proof Ready

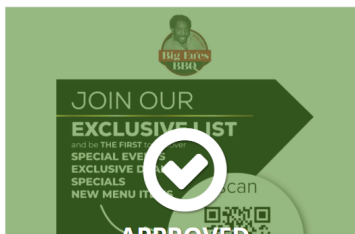
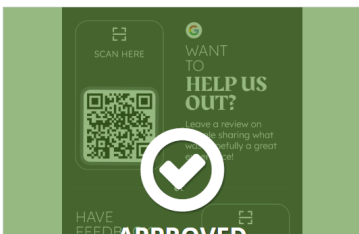
Step 11: Once all proofs are approved, they will turn green with a checkmark and say approved. You will then click the blue “continue” button

Proof Your Files

Subtotal \$4.51
Shipping \$0.00
Tax \$0.00

Your proof is being generated, once approved you will be able to check out. Please click Proof Ready button to look at your proof.

Total \$4.51



Continue

Step 12: This will bring you to a shipping page. You do not have to do anything here. Click the blue “continue” button again

Step 13: Finally, you will end on the checkout page. On the checkout page, you will be required to enter the Restaurant Name & Address, with an option to also include the company owner’s name. This information is required, as that is how we will obtain shipping information to ship the order.

Payment Method

Submit Order Here

Company Name *

Contact Name

Address *

City, ST Zip Code *

Comments (optional)

Subtotal	\$12.24
Shipping	\$0.00
Total Before Tax	\$12.24
Tax	\$0.97

Total **\$13.21**

Complete Order

Step 14: Last but not least, click the blue “Complete Order” button - and BAM! You’ve placed your order with DigiCopy 😊

Barb Slagter (SpotOps), then receives a notification that the order has been submitted and will attach shipping information based on the details you provided. This eliminates the email that you have been sending to the QR Codes email address.