

You can create a link to S.P. Richards Signature Series online flyers on your end user's home page or Account News in Dealer Station, is.D-Force, ECinteractive or is.D-Force 2. This provides easy access to flyer information for your end users.

Getting the Download Flyer HTML Code

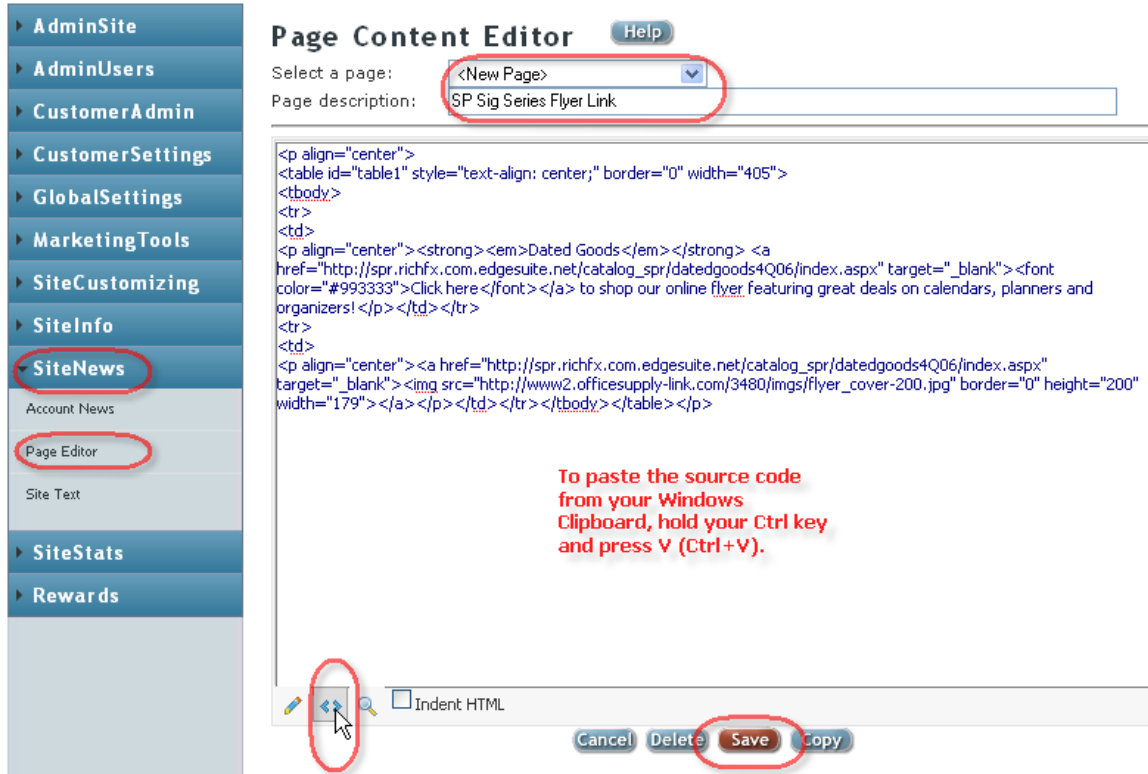
1. Go to <http://www.SPRdealerServices.com> and log in:
 - Click the **Group** box and enter your group number.
 - Click the **User ID** box and enter your user ID.
 - Click the **Password** box and enter your password.
 - Click the **Login** button.
2. Click the "Sales & Marketing Tools" link and then the "Signature Series Online" link.
3. The Download Signature Series Links web page opens.
 - Enter Your **SPR Customer number** if prompted.
 - **Agree** with the current quarter selection.(This download is specific to your customer number and the current quarter)
 - Click the **Go** button.
4. The list of available flyers appears.
5. Click the **Download Link** corresponding to the flyer to use. (This allows some JavaScript code to become available. This code is specific to the catalog name, version ID and distributor ID. This is the link to be used on the end user's home page.)
6. At the **File Download** prompt, click **Open**.
7. The flyer HTML Code information opens in **Notepad**.
 - To highlight all the text, click the **Edit** menu and choose **Select All**, or type Ctrl + A.
 - To copy the highlighted text, click the **Edit** menu and choose **Copy** or type Ctrl + C.

Creating the Home Page Link in Dealer Station or is.D-Force

1. Login to your Dealer Station or is.D-Force Admin Control Panel.
2. Click **System News**.
3. Choose the accounts that can view the flyer link on their home page.
 - To allow all accounts to view the flyer link, click **Default News**.
 - To select several individual **Accounts**, hold the Ctrl key while clicking each account number.
4. Click the text box to the right of the account numbers.
5. Click the **Edit** menu and select **Paste**, or right-click and choose **Paste**.
6. Click the **Create News** button. The accounts you selected can view the flyer link on their home page.

Creating the Account News Link in ECinteractive or is.D-Force2

1. Login to your ECinteractive or is.D-Force2 Admin Control Panel.
2. On the side navigation bar, click **SiteNews**, and click **Page Editor**.
3. Select a page where you want this to be viewed (such as **Home** for access by all accounts), or add a **New Page** (to apply to individual accounts) and enter a page description.
4. Click the **<> HTML** toolbar button at the bottom left of the Editor. The HTML view appears.
5. In the main box, paste the HTML code from the SPR Dealer Services Download Link, by holding your Ctrl key and pressing V (**Ctrl+V**).
6. Click the **Save** button.



7. If you added this to the Home page, click the Current Site link at the top right corner of the page to launch the home page of your end user storefront.
8. If you created a New Page to apply to individual accounts:
 - Click the **Account News** link on the side navigation bar.
 - From the **Available Pages** drop-down box, select the description entered for the SPR flyer.
 - In **Available Accounts**, hold the Ctrl key and select each account you wish to view the flyer. (Hint: to view the Account News yourself, select the Guest or Demo account.)
 - Click **Add**. The selected accounts move to the Assigned Accounts box, and the accounts you selected can view the flyer link on their Account News page.
 - Click the **Current Site** link at the top right corner of the page to launch your storefront.
 - Log in as Guest or Demo.
 - Under the **My Account** menu, select **News**.