

# Quick Start Guide

## *Aurora Health Care*

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**schwaab,  inc**

# 1 LOGIN PAGE

You will login here: [aurora.schwaabstamp.com](http://aurora.schwaabstamp.com)



SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGIN

identification

User ID:

Password:

**LOGIN**

[lost password](#)

**Welcome to Aurora Health Care:**  
You must login to order products

[New Users Click Here](#)

**CONTACT INFORMATION**  
Schwaab Stamp  
11415 W. Burleigh Street  
Milwaukee, WI 53222  
Email: [aurorasupport@schwaab.com](mailto:aurorasupport@schwaab.com)  
Phone: 888-271-2129  
Fax: 800-935-9866

**Custom Stamps**  
Self-inking and pre-inked stamps are available in a variety of sizes and ink colors.

**Aurora Approved Templates**

**Stock Message Stamps**  
Stock stamps are available in a variety of standard messages.

**Daters**  
Stamps with rotating datebands, custom or stock. Available as pre-inked or self-inking.

**Stamp Pads and Ink**  
Replacement pads and refill ink for all your stamps.

**Price Marking Guns and Labels**

**PRODUCT INSTRUCTIONS**  
Click on the above link for PDF files of re-inking instructions for Excelmark Self-Inking Stamps, Excelmark Pre-inked Stamps and Xstamper.

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Enter your User ID and Password, then click **LOGIN**

## 2 PRODUCT CATEGORIES

This page shows all the Product Categories that are available.

The screenshot displays the Aurora Health Care website interface. At the top, there are logos for 'schwaab, inc' (ESTABLISHED 1881) and 'Aurora Health Care'. Below the logos is a navigation menu with links: SHOP HOME, CART, PRODUCT-SEARCH, CATALOG, ACCOUNT, ORDER HISTORY, HELP, and LOGOUT. The user is logged in as 'Aurora, Aurora Demo User'. A welcome message reads 'Welcome to Aurora Health Care: Aurora Demo User'. A blue button labeled 'New Users Click Here' is present. The main content area features several product categories, each with an image and a description:

- CONTACT INFORMATION:** Schwaab Stamp, 11415 W. Burleigh Street, Milwaukee, WI 53222. Email: [aurorasupport@schwaab.com](mailto:aurorasupport@schwaab.com), Phone: 888-271-2129, Fax: 800-935-9866.
- Custom Stamps:** Self-inking and pre-inked stamps are available in a variety of sizes and ink colors. (This link is circled in red in the image.)
- Aurora Approved Templates:** (Accompanied by the Aurora logo).
- Stock Message Stamps:** Stock stamps are available in a variety of standard messages.
- Daters:** Stamps with rotating datebands, custom or stock. Available as pre-inked or self-inking.
- Stamp Pads and Ink:** Replacement pads and refill ink for all your stamps.
- Price Marking Guns and Labels:** (Accompanied by an image of a price marking gun).
- PRODUCT INSTRUCTIONS:** Click on the above link for PDF files of re-inking instructions for Excelmark Self-inking Stamps, Excelmark Pre-inked Stamps and Xstamper.

At the bottom, there are links for 'add to favorites', 'legal information', and 'about us', along with the copyright notice: 'Copyright© 2012, Trodat GmbH ALL RIGHTS RESERVED'.

Here you will select the Product Category.....

**For demonstration purposes click on “Custom Stamps“**

\* Note – Selecting “ **Aurora Approved Templates**“ will allow you to choose from layouts that have been pre-defined

# 3 PRODUCT LINES

This page shows all the Product Lines that are available in the category you have chosen.

**schwaab, Inc**  
ESTABLISHED 1881

**Aurora Health Care**

SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

### Custom Stamps

<< BACK

 [Xstamper Pre-Inked Stamps](#)  
Xstamper® stamps are laser engraved using the latest technology allowing for detailed graphics, replicating of intricate logos and a more textured finished product. This process is by far the most convenient and offers the best quality impression. Lifetime Guarantee.

 [ExcelMark Flash Pre-Inked Stamps](#)  
Features a premium, soft-touch handle with extra large sizes for oversized stamping requirements. Pre-inked for up to 50,000 impressions and re-inking is simple and mess free. Lifetime Guarantee.

 [ExcelMark Self-Inking Stamps](#)  
Features an attractive, clear mount for easy alignment of your stamp impression. The two-sided pad doubles the number of impressions and saves time and money.

 [Shiny ANTibac Self-Inking Stamps](#)  
ANTibac stamps have been treated with a fungistatic agent which kills up to 99.99% of the bacteria that come into contact with the stamp. This agent also retards the growth and action of bacteria and bacterial odors. This helps to prevent the spread of germs, provides a safe and healthy workplace and reduces absenteeism due to illness.

 [EcoLine PET Self-Inking Stamps](#)  
Self Inking, environmentally friendly stamps. Made from recycled water bottles, these stamps strike the perfect balance between quality and environmental responsibility.

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Here you will select the Product Line.....

For demonstration purposes click on “ExcelMark Flash Pre-Inked Stamps“

# 4 PRODUCTS

This page shows all the available products in the selected Product Line.

**schwaab, inc**  
ESTABLISHED 1881

**Aurora Health Care**

SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

**ExcelMark Flash Pre-Inked Stamps** << BACK

	<a href="#">FLASH PRE INKED STAMP - XL3-115E</a> Impression Area: 11/16" x 1-15/16" Prints up to 4 lines of custom text	\$ 16.04	Quantity: <input type="text" value="1"/>	ORDER
	<a href="#">FLASH PRE INKED STAMP - XL3-145E</a> Impression Area: 5/8" x 2-7/16" Prints up to 5 lines of custom text	\$ 18.34	Quantity: <input type="text" value="1"/>	ORDER
	<a href="#">FLASH PRE INKED STAMP - XL3-125E</a> Impression Area: 1" x 2" Prints up to 6 lines of custom text	\$ 18.34	Quantity: <input type="text" value="1"/>	ORDER
	<a href="#">FLASH PRE INKED STAMP - XL3-185E</a> Impression Area: 15/16" x 2-13/16" Prints up to 6 lines of custom text	\$ 20.64	Quantity: <input type="text" value="1"/>	ORDER
	<a href="#">FLASH PRE INKED STAMP - XL3-165E</a> Impression Area: 1-1/2" x 2-1/2" Prints up to 10 lines of custom text	\$ 20.64	Quantity: <input type="text" value="1"/>	ORDER

Here you will select the specific product.....

For demonstration purposes click on "ORDER" for the XL3-185E

# 5 EDIT TEMPLATE

This page allows you to customize your product in many different ways.



SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

edit template

<< BACK

selected product

Width: 2.750 in

Height: 0.880 in

Zoom: 100%

Preview image does not represent actual imprint size

UPDATE PREVIEW  Optimize available space EMAIL PROOF NEXT

Text Border

Text	Font samples	Size	B	I	U	Hor. Align
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

UPDATE PREVIEW



Up to 6 lines of text  
15/16" x 2-13/16"

**FLASH PRE INKED STAMP - XL3-185E**  
Impression Area: 15/16" x 2-13/16"  
Prints up to 6 lines of custom text  
\$ 20.64

Ink Color: Black

Choose Ink Color

NEXT SMALLER  
NEXT BIGGER

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# 5 EDIT TEMPLATE (continued)

These functions allows you customize your view.

**schwaab, inc** ESTABLISHED 1881

**Aurora Health Care**

SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

edit template

<< BACK

selected product

Width: 2.750 in

Height: 0.880 in

**AURORA MEDICAL CENTER**  
Attn: Billing Department  
123 W. Washington Blvd.  
Milwaukee, WI 53219

Zoom: 100%

Preview image does not represent actual imprint size

Font sizes optimized to fill available space

UPDATE PREVIEW  Optimize available space EMAIL PROOF NEXT

Up to 6 lines of text  
15/16" x 2-13/16"

**FLASH PRE INKED STAMP - XL3-185E**  
Impression Area: 15/16" x 2-13/16"  
Prints up to 6 lines of custom text  
\$ 20.64

Ink Color: Black  
Choose Ink Color

NEXT SMALLER  
NEXT BIGGER

Text	Font samples	Size	B	I	U	Hor. Align
AURORA MEDICAL CENTER	Arial	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Attn: Billing Department	Arial	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Center
123 W. Washington Blvd.	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Milwaukee, WI 53219	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

UPDATE PREVIEW

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## UPDATE PREVIEW

Click here to view any changes you make.

## ZOOM

Adjust the zoom to control the size of the screen preview.

## 5 EDIT TEMPLATE *(continued)*

These functions allow you to customize the text.

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**Aurora Health Care**

SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

edit template << BACK

selected product

Width: 2.750 in Height: 0.880 in Zoom: 100%

**AURORA MEDICAL CENTER**  
Attn: Billing Department  
123 W. Washington Blvd.  
Milwaukee, WI 53219

Preview image does not represent actual imprint size

Font sizes optimized to fill available space

UPDATE PREVIEW  Optimize available space EMAIL PROOF NEXT

Up to 6 lines of text  
15/16" x 2-13/16"

**FLASH PRE INKED STAMP - XL3-185E**  
Impression Area: 15/16" x 2-13/16"  
Prints up to 6 lines of custom text  
\$ 20.64

Ink Color: Black  
Choose Ink Color

NEXT SMALLER  
NEXT BIGGER

Text	Font samples	Size	B	I	U	Hor. Align
AURORA MEDICAL CENTER	Arial	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Attn: Billing Department	Arial	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Center
123 W. Washington Blvd.	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Milwaukee, WI 53219	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

UPDATE PREVIEW

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### TEXT

Here you will customize the text for this specific product. Even though you will be changing what is here, your saved template will NOT be altered and you will have the option (next page) to save this as a new template.

### FONT

To change the font style, click on the DOWN ARROW and choose accordingly. If you are not sure how a particular font looks, click on the FONT SAMPLE button and you will be able to view all the available styles.

### SIZE

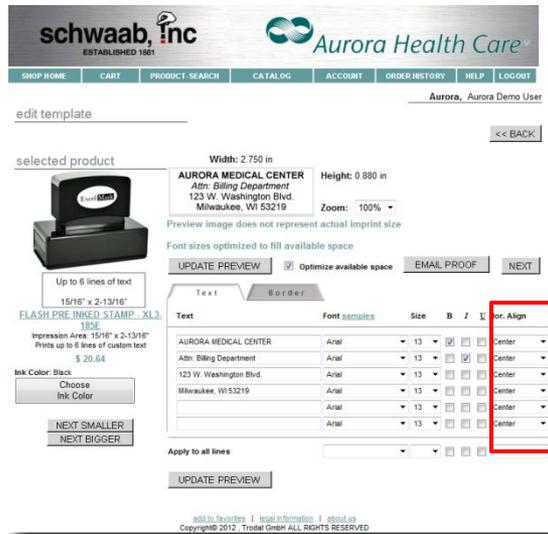
Here you have the option to change the height of the text.  
**HINT:** 12 Point = 1/8", 24 Point = 1/4", 36 Points = 3/8"

### B, I and U

These attributes will allow you to customize your typestyle.  
**B** is **Bold**, *I* is *Italic* and U is Underlined.

# 5 EDIT TEMPLATE *(continued)*

These functions allow you customize the alignment of the text, optimize the available space and view a proof



- **Horizontal Alignment**  
Selecting any of these choices will align your text.



- **Email Proof**  
Clicking here will give you the opportunity to have a PROOF (Actual Size) emailed to you for your review and records.

## 5 EDIT TEMPLATE (continued)

These functions allow you to customize the spacing of the text or select the next bigger or smaller product.



SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

edit template

<< BACK

selected product

Width: 2.750 in

Height: 0.880 in

Zoom: 100%

**AURORA MEDICAL CENTER**  
Attn: Billing Department  
123 W. Washington Blvd.  
Milwaukee, WI 53219

Preview image does not represent actual imprint size

Font sizes optimized to fill available space

UPDATE PREVIEW  Optimize available space EMAIL PROOF NEXT

Up to 6 lines of text  
15/16" x 2-13/16"

FLASH PRE INKED STAMP - XL3-185E  
Impression Area: 15/16" x 2-13/16"  
Prints up to 6 lines of custom text  
\$ 20.64

Ink Color: Black  
Choose Ink Color

NEXT SMALLER  
NEXT BIGGER

Text Border

Text	Font samples	Size	B	I	U	Hor. Align
AURORA MEDICAL CENTER	Arial	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Attn: Billing Department	Arial	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Center
123 W. Washington Blvd.	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Milwaukee, WI 53219	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

UPDATE PREVIEW

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### Next Smaller

Clicking here will put your text on the next smaller size stamp

### Next Bigger

Clicking here will put your text on the next bigger size stamp

# 5 EDIT TEMPLATE *(continued)*

The functions allow you to customize borders and graphics.

**schwaab, inc**  
ESTABLISHED 1881

**Aurora Health Care**

SHOP HOME | CART | PRODUCT SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

edit template << BACK

selected product

Width: 2.750 in  
Height: 0.880 in  
Zoom: 100%

**AURORA MEDICAL CENTER**  
Attn: Billing Department  
123 W. Washington Blvd.  
Milwaukee, WI 53219

Preview image does not represent actual imprint size

Font sizes optimized to fill available space

UPDATE PREVIEW  Optimize available space EMAIL PROOF **NEXT**

Up to 6 lines of text  
15/16" x 2-13/16"

**FLASH PRE INKED STAMP - XL3-185E**  
Impression Area: 15/16" x 2-13/16"  
Prints up to 6 lines of custom text  
\$ 20.64

Ink Color: Black  
Choose Ink Color

NEXT SMALLER  
NEXT BIGGER

UPDATE PREVIEW

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- **BORDER**  
Click on this tab and you have the option to place a border around the text by choosing "Border on". Then select your thickness, distance and shape.

**HINT:**

12 Point = 1/8"  
24 Point = 1/4"  
36 Points = 3/8"

For demonstration purposes  
Click "NEXT"

# 6 PROOF READING

This page will give you the opportunity to proof your work and add your item to the Shopping Cart, while being able to save your layout as a new template (if applicable).

The screenshot shows the Schwaab, Inc. website interface. At the top, there are logos for Schwaab, Inc. (ESTABLISHED 1881) and Aurora Health Care. Below the logos is a navigation bar with links: SHOP HOME, CART, PRODUCT-SEARCH, CATALOG, ACCOUNT, ORDER HISTORY, HELP, and LOGOUT. The user is logged in as 'Aurora, Aurora Demo User'. The main content area is titled 'proof reading' and contains a search bar with the text 'proof reading'. Below the search bar is a 'selected product' section. The product is a 'FLASH PRE INKED STAMP - XL3-185E' with a price of \$20.64. The product image shows a black stamp with the text 'Excel Mart'. A red arrow points to the 'ADD TO CART' button, which is circled in red. The 'ADD TO CART' button is highlighted with a red circle. The 'your imprint' section shows the text 'AURORA MEDICAL CENTER Attn: Billing Department 123 W. Washington Blvd. Milwaukee, WI 53219'. Below the imprint is a 'Zoom' dropdown menu set to 100%, and 'Width: 2.750 in' and 'Height: 0.880 in'. The 'SAVE AND ADD TO CART' button is also visible. A red arrow points to the 'ADD TO CART' button with the text 'Please check carefully before you proceed!'.

## ■ Add to cart

If it is not necessary to save this layout for future reference, just click ADD TO CART.

## ■ Template name / Save and Add to cart

If you would like to save this layout as a template for future use, name the template and click SAVE AND ADD TO CART. This template will be saved to YOUR TEMPLATE folder. (HINT: Templates will be saved in alphabetical order)

**For demonstration purposes click on "ADD TO CART"**

# 7 SHOPPING CART

This page allows you to review your Shopping Cart.

schwaab, inc  
ESTABLISHED 1881

Aurora Health Care

SHOP HOME | CART | PRODUCT-SEARCH | CATALOG | ACCOUNT | ORDER HISTORY | HELP | LOGOUT

Aurora, Aurora Demo User

my shopping cart

Use the [Special Instructions](#) link in your cart to specify special requests, or other information necessary for processing these items.

You can enter your Routing Instructions or any other information regarding this order. If the instructions apply to the **ENTIRE ORDER**, they only need to be entered once. If there are **SPECIAL INSTRUCTIONS** per line item, please enter them accordingly.

[UPDATE CART](#) [CONTINUE SHOPPING](#) [CHECK OUT](#)

Qty	Product	SKU	Custom	Special	Price each	Subtotal	Remove
1	FLASH PRE INKED STAMP - XL3-185E Ink Color:Black	XL3-185E	<a href="#">Preview</a>	<a href="#">Instructions</a>	\$ 20.64	\$ 20.64	<input type="checkbox"/>
Total						\$ 20.64	

order by keyword

Use this area to add an item to your shopping basket by performing a keyword search.

Keyword(s):

[add to favorites](#) | [legal information](#) | [about us](#)  
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- **Update cart**  
If you make a change (ex: quantity, remove) click UPDATE CART to save your changes. If not, the changes will not be processed.
- **Continue shopping**  
When you have more items to order, click here and return to the HOME page to make your next selection.
- **Preview**  
Click here to view the layout for this line item.
- **Special Instructions**  
Clicking here allows you to enter any special instructions that may be needed to successfully order this product.
- **Check out**  
Clicking here will take you to the check out page.

For demonstration purposes  
click on "CHECK OUT"

# 7 CHECK OUT

This page is where you will check out.



[SHOP HOME](#) | [CART](#) | [PRODUCT - SEARCH](#) | [CATALOG](#) | [ACCOUNT](#) | [ORDER HISTORY](#) | [HELP](#) | [LOGOUT](#)

Aurora, Aurora Demo User

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change billing address

Profile: 191-1400-640010 ▾

Name: CORPORATE BILLING  
Company: AURORA HEALTH CARE  
Address: PO BOX 343930  
MILWAUKEE, WI 53234-3930  
United States  
Phone: 262-569-2205  
Fax:

change shipping address

Profile: 103 ▾

Name: Lea Polasek  
Company: AMC - OSHKOSH  
Address: 855 N. WESTHAVEN DRIVE  
OSHKOSH, WI 54904  
United States  
Phone: 920-456-7023  
Fax: 103

my shopping cart

Use the [Special Instructions](#) link in your cart to specify special requests, or other information necessary for processing these items.  
You can enter your [Routing Instructions](#) or any other information regarding this order. If the instructions apply to the [ENTIRE ORDER](#), they only need to be entered once. If there are [SPECIAL INSTRUCTIONS](#) per line item, please enter them accordingly.

To select **GL NO**: Click on "Drop Down Arrow" next to [Billing Address Profile](#)"

To select **FACILITY CODE**: Click on "Drop Down Arrow" next to [Shipping Address Profile](#)"

[CONTINUE SHOPPING](#) | [<< BACK](#) | [CONFIRM AND SUBMIT ORDER](#)

Qty	Product	SKU	Custom	Special	Price each	Subtotal
1	<a href="#">FLASH PRE INKED STAMP - XL3-185E</a> Ink Color:Black	XL3-185E	<a href="#">Preview</a>	<a href="#">Instructions</a>	\$ 20.64	\$ 20.64
						Total \$ 20.64
						Shipping (Included in Price) ▾ \$ 0.00
						Sales Tax \$ 0.00
						Grand Total \$ 20.64

billing option

Invoice

G/L No.: 191-1400-640010

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- **Change billing address – Profile:**  
Select the correct Cost Center by clicking the down arrow
- **Change shipping address – Profile:**  
Select the correct Shipping ID by clicking the down arrow
- **Confirm and Submit Order**  
Click here to submit your order