

Online Company Store
wolter.dcopy.net



Login

To login, go to wolter.dcopy.net.
This will bring you to the login screen below.

Enter your FULL email address and password.
Click **Login** to continue.

If you need login information contact Betsy Vornholt.

The screenshot shows a login form with a teal header containing a lock icon and the word "LOGIN". Below the header are two input fields: "Email or Username" and "Password". A teal "LOGIN" button is positioned below the fields. At the bottom of the form, there are two links: "Reset password" and "Create an account". Red ovals highlight these two links, with red lines pointing from them to the explanatory text below.

Reset Password

If you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.

Create an account

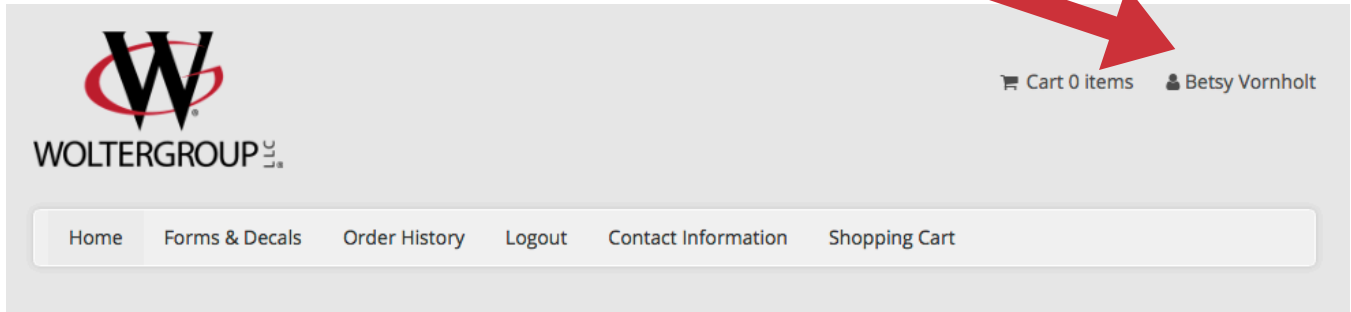
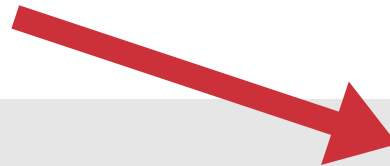
If you are purchasing items for your personal use, you will need to create an account with a non Wolter Group email.

Update Profile



Edit Profile

To get to profile, click on your name in the upper right corner



Here you can edit your profile information, change your password and manage your address book.





Home Page

Search Option

Products are searchable by name and product number.

WOLTERGROUP

Home Order History Logout Company Information Shopping Cart

Search Site

Wolter Group
Ellis Systems
Illinois Material Handling
Kensar Equipment
Wisconsin Lift Truck
Wolter Power Systems
Worldwide Investments
Worldwide Parts

DigiCOPY

Wolter Group
Ellis Systems
Illinois Material Handling
Kensar Equipment
Wisconsin Lift Truck
Wolter Power Systems
Worldwide Investments
Worldwide Parts

Pull Down Menus

Throughout the website, these pull-down menus will be active. These provide a quick method to find products.

Select Company you would like to browse

Select the category you need from the home page.

Sub Menus - Company Level



The screenshot shows the Wolter Group website interface. At the top left is the Wolter Group logo. To the right, it says 'Cart 0 items' and 'Admin User'. Below the logo is a navigation bar with links: Home, Order History, Logout, Contact Information, and Shopping Cart. On the left side, there is a search bar and a vertical menu with the following items: Wolter Group, Ellis Systems, Illinois Material Handling, Kensar Equipment, Wisconsin Lift Truck, Wolter Power Systems, Worldwide Investments, and Worldwide Parts. Below the menu is the 'DigiCOPY' logo. The main content area is titled 'Wolter Group' and shows 'All Products / Wolter Group'. It features a grid of eight product category tiles: APPAREL, BAGS & COOLERS, DRINKWARE, FORMS & DECALS, GOLF, HATS, PROMO ITEMS, and TRAINING. Each tile has its category name in large bold letters and a smaller label below it.



Product Organization

At the company level, all available options of product types will be visible.



Sub Menus - Product Pages

WOLTERGROUP

Home Order History Logout Contact Information Shopping Cart

Search Site

Wolter Group
Ellis Systems
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Wolter Power Systems
Worldwide Investments
Worldwide Parts

DigiCOPY

Miscellaneous

All Products / Wolter Group / Promo Items / Miscellaneous

Sort by Default

Bottle Opener - Black Vinyl

Bottle Opener - Blue Vinyl

Red Chip Clip - All Divisions

Stick To 'Em Phone Holder - All Divisions

Products

All available products will display at product level. Click on the product you are interested in.

Product Order Page



Quantity

Choose your quantity here. Some products are sold in bundles. Price will automatically update as you update your selection.

WOLTERGROUP INC.

Home Order History Logout Contact Information Shopping Cart

All Products / Ellis Systems / Promo Items / Miscellaneous / Red Chip Clip - All Divisions

Red Chip Clip - All Divisions

Inventory: 203
Part Number: WG-CL02WG

Quantity:

Price: **\$19.16**

Additional Instructions:

ADD TO CART

BACK TO CATALOG SHOPPING CART

Product info

Current inventory and product information will display here. You cannot order more than inventory amount.

Add to cart

Once you have decided on a quantity, click to **ADD TO CART**.



Checkout Process

Choose Shipping Location

Choose destination from pull down menu.

The screenshot shows a 'Shopping Cart' page with the following sections:

- Shipping Address:** Admin User, DigiCOPY, 222 East Erie Street, Suite 106, Wisconsin, Milwaukee, WI 53203, 4142914050, test@dcopy.net
- Ship To:** Admin User, DigiCOPY, 222 East Erie Street, Suite 10...
- Shipping options:** DigiCOPY Delivery \$0.00
- ORDER SUMMARY:**

1 product shipping to 1 location	
Items :	\$19.16
Shipping :	\$0.00
Total Before Tax :	\$19.16
Estimated Tax :	\$0.00
Order Total :	\$19.16

Buttons: CONTINUE SHOPPING, PROCEED TO CHECKOUT
- Item:** Red Chip Clip - All Divisions, 25, \$19.16. Includes buttons for DUPLICATE, SAVE FOR LATER, EDIT, and REMOVE.
- Details:** Quantity = 25

Edit and Remove Items

You have the option to "Edit" or "Remove" items from your shopping cart.

Proceed to checkout

If everything is correct, click to move to checkout screen.

Checkout - Corporate Orders



Enter Business Purpose

Checkout

Note:

When paying by credit card you must fill out the billing address at the bottom of this screen and ensure that the address you are entering matches the billing address on your credit card.

Also note that we are unable to deliver to P.O. Boxes - please correct your delivery address to a physical location prior to placing your order.

Additional Information

Business Purpose-Required for Corporate Orders *

ORDER SUMMARY

1 product shipping to 1 location
Items : \$19.16
Shipping : \$0.00
Total Before Tax : \$19.16
Estimated Tax : \$0.00
Order Total : \$19.16

EDIT QUANTITIES OR SHIPPING OPTIONS.

SUBMIT ORDER HERE

Corporate Users Only - Select An Account Number

Comments or other information about this order (optional)

Payment Method

Submit Order Here

Billing Address

3125 Intertech Drive, Brookfield, WI, 53045 (Corporate)

- o 3125 Intertech Drive
- o Brookfield, WI 53045

EDIT ADDRESS

Submit Order

When complete, select **Submit Order**.

**Do not change
billing address**

Enter Account Code from pull down menu

Each user will have a pull down menu with pre designated Account Code they are approved to use.



Checkout - Personal Orders

Enter Business Purpose

For personal jobs enter "personal"

Checkout

Note:

When paying by credit card you must fill out the billing address at the bottom of this screen and ensure that the address you are entering matches the billing address on your credit card.

Also note that we are unable to deliver to P.O. Boxes. Please correct your delivery address to a physical location prior to placing your order.

Additional Information

Business Purpose-Required for Corporate Orders *

ORDER SUMMARY

1 product shipping to 1 location	
Items :	\$19.16
Shipping :	\$0.00
Total Before Tax :	\$19.16
Estimated Tax :	\$0.00
Order Total :	\$19.16

EDIT QUANTITIES OR SHIPPING OPTIONS.

PAY BY CREDIT CARD

Corporate Users Only - Select An Account Number

Comments or other information about this order (optional)

Payment Method

Submit Order Here

Pay By Credit Card

Name on Credit Card

Billing Address

Credit Card Number

- 3125 Intertech Drive
- Brookfield, WI 53045

Security Code

EDIT ADDRESS

Expires

Submit Order

When complete, select **Submit Order**.



Billing address must match credit card or order will not process properly

Payment Info

Credit payment is required for personal jobs.

Order History & Reorder



Viewing Orders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system.

Export Order Details

You have the option to export your order history to Excel or a PDF. Click the appropriate icon to create a report.

Home Order History Logout Contact Information Shopping Cart

Search Site

Order History

Start Date: 6/30/2019 End Date: 7/30/2019 Order Status: All Approval Status: All

Ordered By: Just My Orders Billing To: [Empty]

APPLY FILTERS

EXPAND ALL [Excel Icon] [PDF Icon]

	Order Nu...	Order Date	Ordered By	SubTotal	Tax	Shipping
▶ View Details	215709	07/29/2019 17:35 PM	Admin User	\$40.66	\$0.00	\$0.00
▶ View Details	215299	07/25/2019 11:06 AM	Admin User	\$194.25	\$10.88	\$0.00
▶ View Details	215102	07/24/2019 09:44 AM	Admin User	\$0.00	\$0.00	\$0.00
▶ View Details	214818	07/22/2019 11:13 AM	Admin User	\$83.64	\$4.68	\$0.00
▶ View Details Reorder	214805	07/22/2019 10:39 AM	Admin User	\$39.92	\$2.04	\$0.00
▶ View Details Reorder	214705	07/19/2019 13:25 PM	Admin User	\$194.25	\$10.88	\$0.00
				\$552.72	\$28.48	\$0.00

25 items per page 1 - 6 of 6 items

DigiCOPY

Reordering

Reordering a project is as simple as a mouse click. You can edit your quantities and instructions at that time.



Contact Information

Martje Wetherall - Customer Service Representative
(P) 414-291-4050
wetherall@dcopy.net

Jon Lee - Manager
(P) 414-291-4050
lee@dcopy.net

Wayne Rice - Director of Online Solutions
(C) 414-791-8017
rice@dcopy.net

Craig Pannemann - Senior Account Representative - Promo Products
(C) 262-483-7601
pannemann@dcopy.net

Fulfillment Facility

DigiCOPY
222 E. Erie Street
Milwaukee, WI 53202
milwaukee_erie@dcopy.net
P: 414-291-4050

Hours of Operation
Monday - Thursday 7am-10pm
Friday 7am-7pm
Saturday 9am-6pm
Sunday Noon-6pm

dcopy.net/onlineordering

ONLINE COMPANY STORE- *FAQ*

Question: *What is an online company store?*

Answer: *The company store is an online portal for Wolter Group employees to obtain all branded merchandise, forms and decals.*

Question: *Will there still be items stored at the Brookfield branch (in the marketing department) if I need something right away?*

Answer: *ALL items will be housed at DigiCOPY, which means you/your department will need to make sure and plan ahead when running low on materials or need to obtain items for a customer, Tradeshow/event, etc.*

Question: *Will I have my own login to enter the online store?*

Answer: *Authorized Wolter employees will be given a login to purchase for company use. All employees can create a login to purchase promo materials for personal use.*

Question: *How do you reset a forgotten password?*

Answer: *Go to **wolter.dcopy.net** and click the reset button.*

Question: *Is this an auto reset email that will be sent to the user?*

Answer: *Yes, A new password will be generated and sent to you via email. Please check your spam folder if the message is not received within 30 minutes.*

Question: *How do I place an order?*

Answer: *The online portal is your standard online shopping experience.*

Question: *I need items short notice, ITS AN EMERGENCY, how do I get these STAT?*

Answer: *Contact the customer service representative at DigiCOPY to see what we can do. Martje Wetherall (414) 291-4050.*

ONLINE COMPANY STORE- FAQ

Question: *What are my options for ordering?*

Answer: *All orders will be processed through the online portal.*

Question: *Can I purchase an item not offered on the online storefront?*

Answer: *No, any non-compliant items need to go through the marketing department.*

Question: *When will my order ship?*

Answer: *All orders will be processed in 1-2 days. Orders should be in hand in 1 – 3 days.*

Question: *When will my order arrive?*

Answer: *Orders should be in hand in 1 – 3 days.*

Question: *How does the fulfillment & shipping process work?*

Answer: *You will be prompted to choose your delivery address. DigiCOPY will deliver local orders (Brookfield Branch) with no delivery cost. Other deliveries will be shipped using a Wolter Group UPS account.*

Question: *Which forms of payment are accepted?*

Answer: *For Corporate orders you will be prompted to pay with GL Coding to Branch/Dept. For personal orders you will be prompted to pay with a Debit/Credit Card.*

Question: *Will I receive a confirmation of my order?*

Answer: *An automated confirmation will be sent to your email at the time of ordering.*

Question: *Can I check the status of my order?*

Answer: *You are able to log in to check status at any point of the ordering process.*

ONLINE COMPANY STORE- FAQ

Question: *I'm having trouble placing my order, who should I contact?*

Answer: *The customer service representative is Martje Wetherall (414) 291-4050.*

Question: *Is there a return policy for Digi produced items (embroidery, sizing issues, etc.)*

Answer: *DigiCOPY has a 100% guarantee. Contact Martje Wetherall at (414) 291-4050. She will help solve all issues.*

Question: *My order hasn't been approved by my manager, what should I do?*

Answer: *Contact your manager to get approval.*