

powered by

**iiTOPs™**

## MANUFACTURES OVERVIEW

*iiTOPs* is a dynamic web-based office productivity software application for retailers working directly with Memorial Manufacturers or Producers. The program manages your customer's in-house administrative tasks to manage orders efficiently. Orders are transmitted clearly and completely via automated email notification with attached supporting documents as needed. Your order verification documents such as **Acknowledgments**, **Proofs** and **Revisions** become easily and instantly retrievable. Email notifications are used to record processing steps such as approvals or revisions requests. The programming is specifically designed to support Suppliers who provide design and inscription specs utilizing detailed proofs and other images for confirmation of the complete design. Users define their own Vendors and Products for their own secure platform.

Email notifications include a **Link** to the user's "real time" order and any attachment to support the order such as a preliminary drawing, design, photo or **Signed Approval**. Therefore everyone involved can view the **exact** same information anytime throughout the process. A **Link** is also provided on every notification whereby you can quickly respond directly to the Email of the User who actually generated the order.

**Complying with 2 simple protocols is all that is needed on your end, these are:**

- 1. Receive orders by Email.** It is recommended that a specific Email address be used if possible. For example [orders@yourcompany.com](mailto:orders@yourcompany.com) as opposed to [john@yourcompany.com](mailto:john@yourcompany.com) whereby orders might be overlooked if that person is absent. Email notifications will clearly state their purpose and their Acct. No. See example below. Use the first link to open and print the order and any attachment. Use the second link if you would like to send an email reply directly to the order originator. A reply to the system email will be delayed.



