

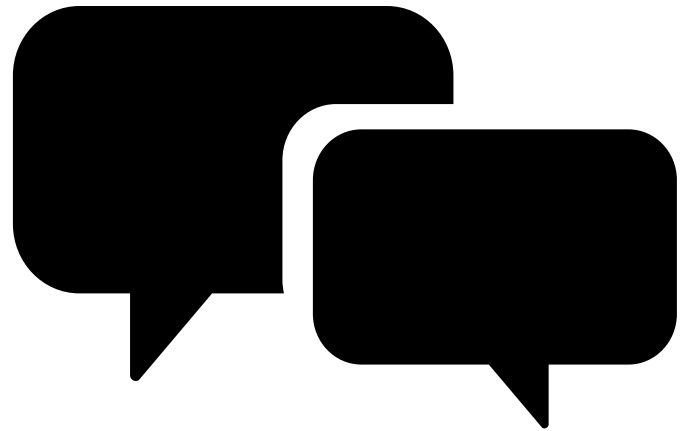


WELCOME TO 4PUG

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

Welcome to the *Perfect Pallets Post Press User Group!*

The group's purpose is to facilitate the free exchange of industry information between newspaper peers entrenched in post press operations.



4PUG MEMBERSHIP PROVIDES:



- Participate in **Discussion Forums**
- Communicate in real time with fellow members
- View current job postings in the **Career Section**
- Access our **Reference & Document Library, Mail-room Matters, Printer Hotline, & more!**
- Frequent member contests & draws



MAILROOM MATTERS

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

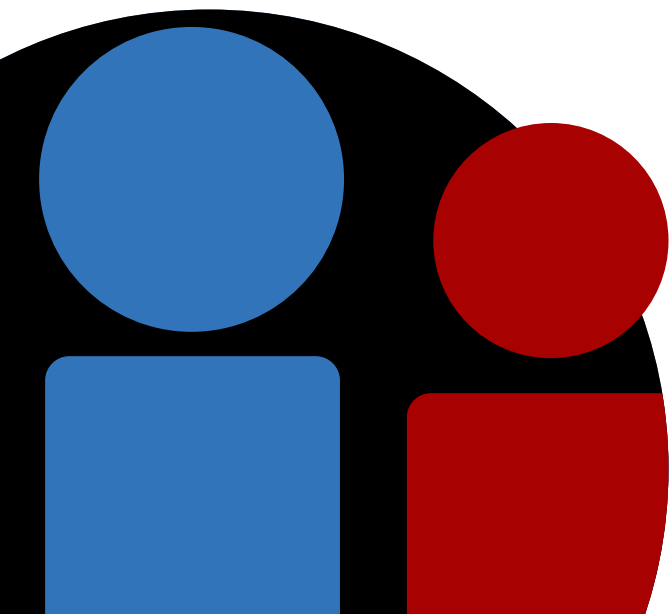
REGISTER YOUR MAILROOM FOR THE **4PUG** COMMUNITY

Mailroom Matters is a community group that allows fellow partners to access complete details provided by a "Mailroom" for emergency situations. Printers, Newspapers & Drivers will all be listed for contact information!



CONNECT THE COMMUNITY:

- Inform **Drivers, Printers, & Advertisers** about your procedures
- Provide contacts with your updated contact information.
- Save time & energy by providing complete details for emergency situations.





DISCUSSION FORUM

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON HOW TO USE THE *DISCUSSION FORUM*

Discussion Forum: This is where you will find various subject topics & categories.

Newspaper Post Press: This is where you will find a lot of mailroom managers posting about issues, tips, & info that can make your job easier.

Forum Topics: These lead to forum subjects and discussions



EASY TO ACCESS, EASY TO POST



- Log onto **4PUG**
- Click on **Community**
- Click on **Discussion Forum**
- Select a **Forum Topic**
- Select a **Forum Subject**
- Post in the forum



PRINTER **HOTLINE**

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON HOW TO USE THE **PRINTER HOTLINE**

Discussion Forum: This is where you will find various subject topics & categories.

Newspaper Post Press: This is where you will find a lot of mailroom managers posting about issues, tips, & info that can make your job easier.

Forum Topics: These lead to forum subjects and discussions



PRINTER PROBLEMS? NO PROBLEM:



- Log onto **4PUG**
- Click on **Tools & Resources**
- Click on **Printer Hotline**
- Click next until you get to the hotline form
- Fill out the required **contact & insert** details
- Submit the information & one of our regional representatives will get back to you shortly



DOCUMENT LIBRARY

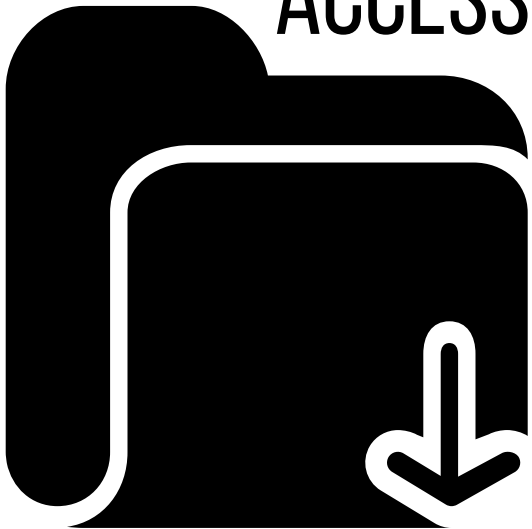
LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON HOW TO USE THE **DOCUMENT LIBRARY**

The **Document Library** is where every uploaded 4PUG document is organized for your quick, easy access to them! Here you can find newspaper standards, production reports, templates, guidelines, and more to make your operation needs more effective!



ACCESS TO ANY UPLOADED DOCUMENT:



- Log onto **4PUG**
- Click on **Tools & Resources**
- Click on **Document Library**
- Select a document of interest
- The Document will open
- View/ download the document



JOB POSTINGS

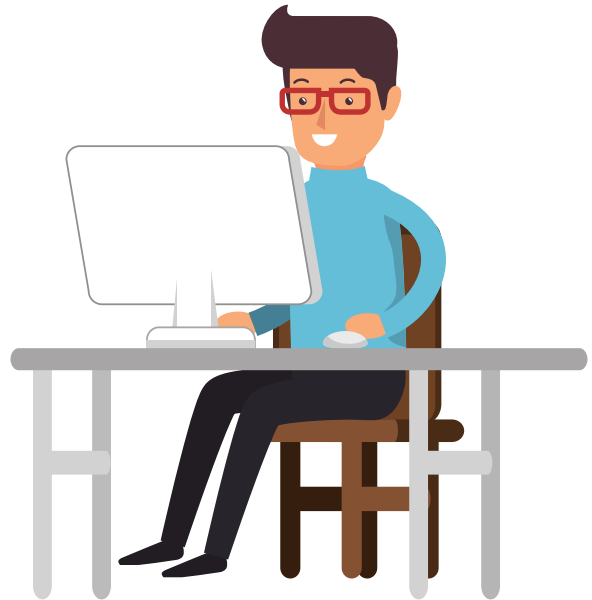
LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON HOW TO ACCESS CURRENT **JOB POSTINGS**

Use the **Job Postings** section to view and apply to all the current job postings we've received.

Note, if your an employer who would like a job posting for your organization uploaded to 4PUG please e-mail us the details at

contact@perfectpalletspostpress.com



YOUR JOB SEARCH MADE EASY:



- Log onto **4PUG**
- Click on **Tools & Resources**
- Click on **Job Postings**
- All current job postings will be displayed for you to view/apply to.
- Apply to the appropriate link ... Good luck!



PALLET REPORTER

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON HOW TO USE THE **PALLET REPORTER**

The **Pallet Reporter** is a useful tool designed to help you submit your perfect pallets counts anytime & anywhere.

Once submitted one of our regional representatives will contact you to verify the count & prompt a fast pickup with your **authorized carrier**.



QUICKER COUNTS, QUICKER PICKUPS:



- Log onto **4PUG**
- Click on **Tools & Resources**
- Click on **Pallet Reporter**
- Enter the required **contact** details
- Submit the form.
- A regional rep will contact you shortly after the count was submitted.



NEWS & EVENTS

LOG IN TO VIEW YOUR MEMBERSHIP BENEFITS

YOUR GUIDE ON NAVIGATING **NEWS & EVENTS, SEARCH, & CALENDAR**



The **News & Events** section is a place where you can read up on all of the latest industry articles!

STAY UP TO DATE ON INDUSTRY NEWS:

- Log onto **4PUG**
- Click on **News & Events** on the top header bar.
- Scroll down and select an **industry news topic**
- Read & Enjoy!

COMMUNITY SEARCH/CALENDAR



The **Community Search** allows you to look up members, articles, forums in a fast & easy method.



The **Community Calendar** reminds you of any holidays/events that could cause for **holiday closures & busy seasons!**

APART OF THE COMMUNITY:

- Log onto **4PUG**
 - Click on **Community**
 - Select **Community Search**
 - Fill out details & search.
-
- Log onto **4PUG**
 - Click on **Community**
 - Select **Calendar**
 - View the Calendar