

**EFI PACE**

DSF-Pace Seminar

Instructor: Heather Sheahan

**Day 1**

**9:00 – 9:15**

Introductions  
Expectations & Goals

**9:15 – 10:15**

Overview e-Commerce  
Discussion

*Buyer's Perspective  
Production Optimize  
Storefronts Function  
Companies Function  
Products Use-Cases*

**10:15 – 10:30**

BREAK

**10:30 – 12:00**

Storefront  
Customizations  
/Themes Set up

**12:00 – 1:00**

LUNCH

**1:00 – 3:00**

Media Setup  
*Characteristics  
Creating/Editing  
Functions*

**3:00 – 3:15**

BREAK

**3:15 – 6:00**

Print Services Setup  
*Categories (PS)  
Services  
Editing/Adding  
Functions  
Pricing*

**Day 2**

**9:00 – 10:00**

Review Print Shop  
Company Set Up  
Payment Methods  
Password Policies  
Manage and Edit  
Delivery Methods  
Create A User

*(5 min. break)*

**10:00 – 12:00**

Pricing

**12:00 – 1:00**

LUNCH

**1:00 – 2:00**

Practice  
*Media, Print Services,  
Pricing*

**2:00 – 3:00**

Build Adhoc Products

**3:00 – 3:15**

BREAK

**3:15 – 4:30**

Build Ticket Templates

**4:30 – 5:30**

Build Product Categories  
Discuss Functions,  
Security and Buyer  
Experience  
Users  
Groups

**5:30 – 6:00**

Question & Answers

**Day 3**

**9:00 – 10:00**

Build Categories  
Security Discussions

**10:00 – 10:30**

Build Static Products

**10:30 – 10:45**

BREAK

**10:45 – 11:00**

Build Fulfillment  
Products

**11:00 – 12:00**

Setup and Managing  
Price Sheets by Company

**12:00 – 1:00**

LUNCH

**1:00 – 1:15**

Language Management  
Special Features

**1:15 – 2:30**

Build Ticket Templates

**2:30 – 2:45**

BREAK

**2:45 – 4:00**

Build Products (3-5)  
*Static  
Adhoc  
Discuss VDP  
Non-print/Fulfill*

**4:00 - 6:00**

Users/ Groups Setup  
Order Processing and  
Check Out

**9:00 – 9:15**

Products Review

**9:15 – 10:30**

Order Processing and  
Check Out

**10:30 – 10:45**

BREAK

**10:45 – 11:00**

Working with Pace Item  
Templates

**11:00 – 12:00**

Workflow management  
*Status  
Job/Order Processing  
Invoicing  
Autosubmission*

**12:00 – 1:00**

Questions & Answers  
Marketing/Maintenance  
Users/Groups/Security  
Questions & Answers  
Checking Workflow  
Processes

**Day 4**