

Placing a Multiorder in SignStudio Advanced (SSA)



This guide explains how to place separate projects into one order—something we call a multiorder.

1. Log in and open SSA

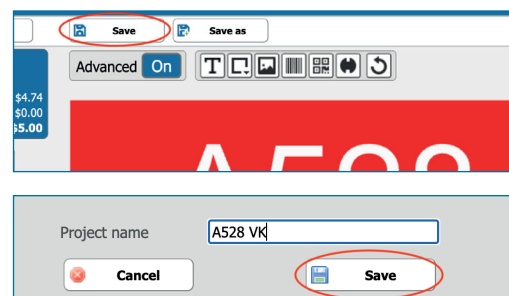
Log in and click on any **Order** button from the home page to open SSA. You can now start your project.



2. Save signs in projects

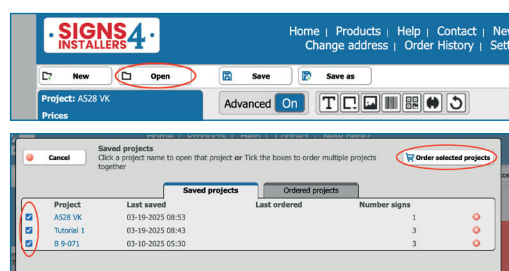
When you have finished working on your project, click on **Save project**, give it a name, and then **Save**.

Hold off on placing an order at this point. After repeating this process with at least one more project, you can combine them into a single order.



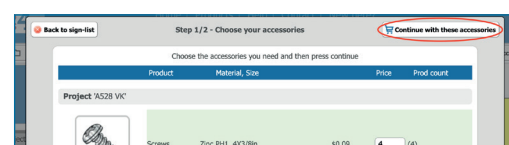
3. Select projects and order

Click on **Open project** from SSA to find all projects saved in your account. Tick the boxes next to the projects you want to order and then proceed with **Order selected projects**.



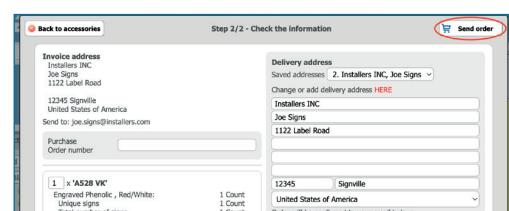
4. Select accessories

Select any accessories you wish (or none!). When you are satisfied, click on **Continue with these accessories**.



5. Finalise your order

Review your signs to make sure they look right and make any changes if necessary. Then save the project and order as usual. The signs are typically produced and dispatched on the same day (depending on the cut-off time for each material) for next working day delivery, while the invoice is sent separately within two weeks.



Tip!

In the last step of the order, you can choose how many copies you want of each project. Handy if you need more copies of some sets than others.

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