

ePrintShop

User Guide

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Getting Started

ePrintShop Portal

The portal is your launch pad for the FCUSD ePrintShop system. It contains pertinent information, system alerts and relevant messages. It's important that you always access the ePrintShop system via the 'Login Here' button on the portal. In doing so you'll be able to ensure that you have the opportunity read any system alerts or posted messages.

Portal URL: <http://www.fcusd.org/printshop/>

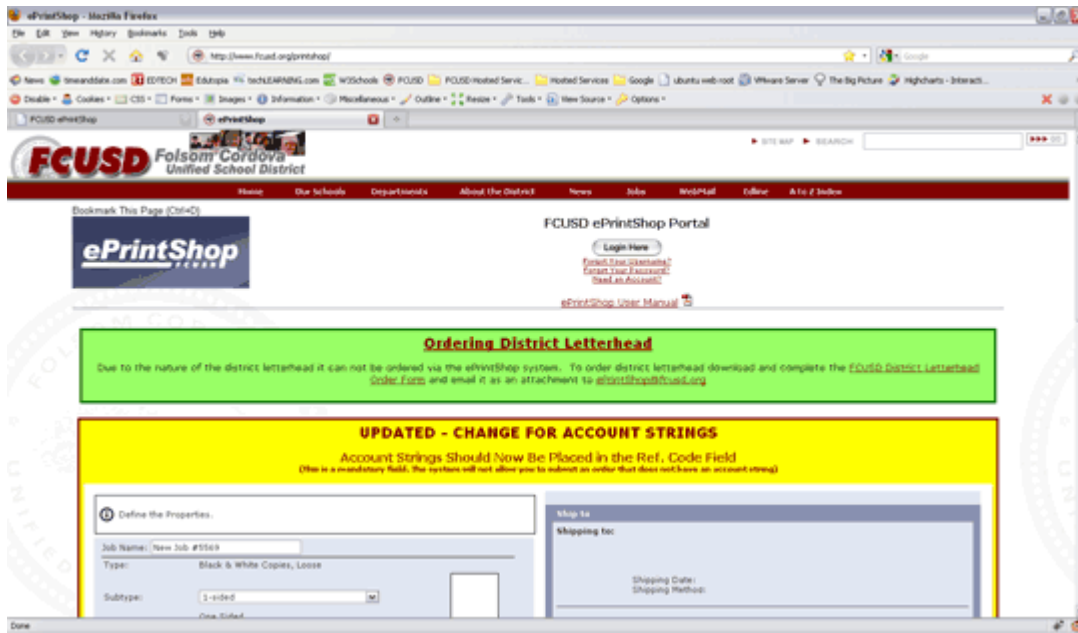


Figure 1: ePrintShop Portal

Important

When placing an order, **you will need to provide an Account String in the Ref. Code field**. To get to the Ref. Code you'll have to click on the *additional properties* link (see Placing an Order: Print Documents from Your Computer for a screen shot of where the *additional properties* link is located) to get to the screen with the Ref. Code field. You will not be able to place an order without providing an account string.

- If you leave this field empty your order will not be placed.
- If you don't provide a valid account string your order will be sent back.

Delays that result from not providing a valid account string occur as result of the print buyer and are the responsibility of the print buyer. No accommodations will be made by the Print Shop.

Logging In

If you need an account, have lost your password or forgotten your login click on the appropriate link located under the 'Login Here' button.

Login Here

[Forgot Your Username?](#)

[Forgot Your Password?](#)

[Need an Account?](#)


To log into the FCUSD ePrintShop system go to the ePrintShop portal (<http://www.fcusd.org/printshop/>) and click on the 'Login Here' button  at the top of the page. Be sure to read any relevant messages prior to logging in.



Figure 2: Login Screen

To log into *ePrintShop*, carry out the following steps:

- 1 Enter your username and password.
- 2 Click on *Login* The system identifies your credentials and opens the *Print Buyer* window.

Print Buyer Window

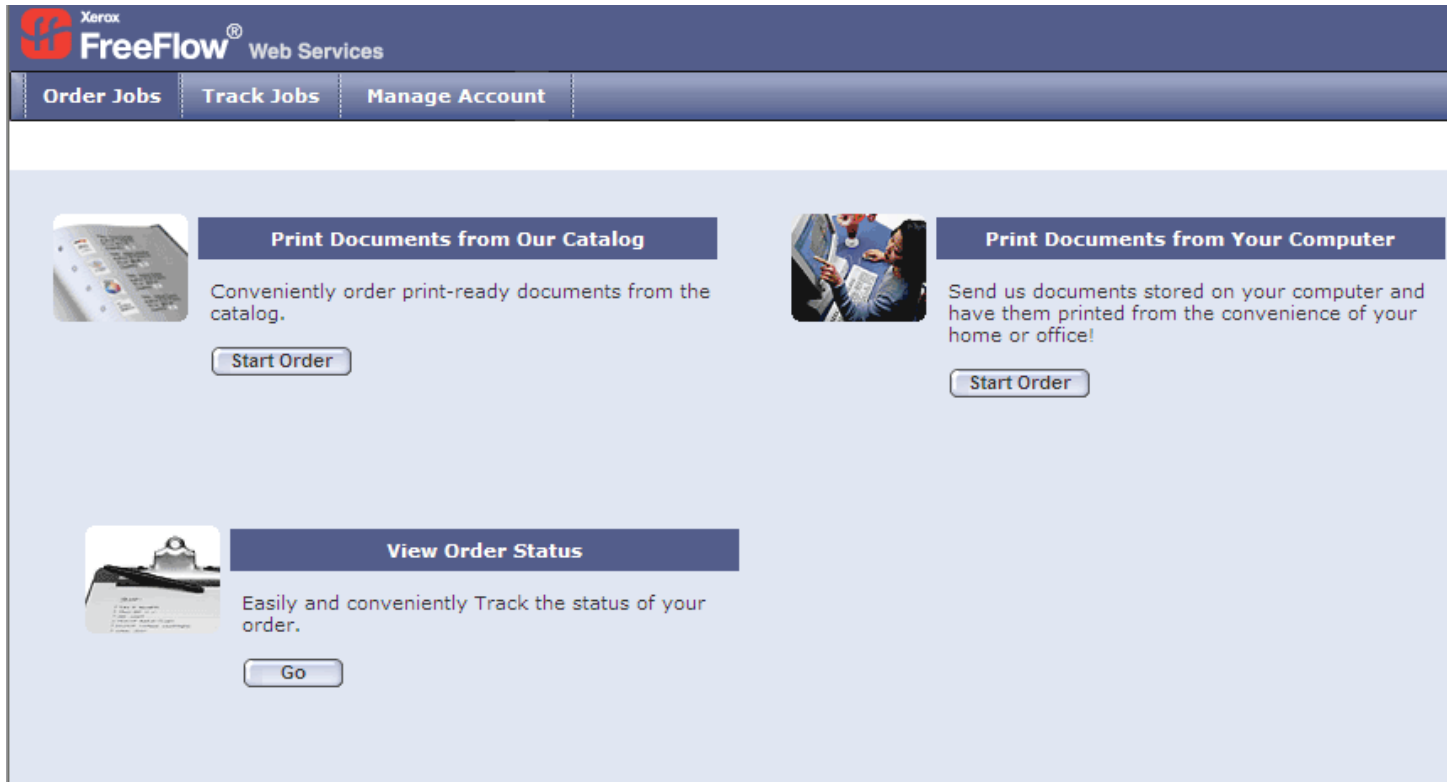


Figure 3: Print Buyer Window

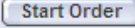
When logging in, the Print Buyer accesses the *Print Buyer* window.

The *Print Buyer** window is composed of the following elements:

- Print Buyer Tab Bar
- Links
- Print Buyer Panel

* The “Print Buyer” is the person who is placing the order.

Placing an Order

From the Print Buyer window select one (by clicking on the 'Start Order' button ) of the following order options.

- Print Documents from Our Catalog
- Print Documents from Your Computer

Note: With the exception of the following (business cards, district letterhead and elementary registration materials) all orders will follow the 'Print Documents from Your Computer.'

Print Documents from Your Computer

Once you've clicked on the 'Start Order' button under the *Print Documents from Your Computer*, the *Select File to Print* panel appears.

NOTE: If you upload a file that was originally scanned you may encounter a paper/page size mismatch. If this happens see the **Common Issues** section of this documentation for solutions and/or workarounds.




Figure 4: Select File to Print

Note: If you choose to "Send files separately," you will need to be sure that the Print Shop gets your original (preferably in digital format). Be sure to include the following information when delivering your original (whether in hard copy or digital): Print Buyer's name and Job Ticket number.

- 3 Select the "Click the Browse" button option and browse to the target file or select the *Send files separately* option in order to delay the file transfer.
- 4 Click on *Continue*; the *Choose Job Type* panel appears.

Job Types

- B/W copies, bound
- B/W copies, loose
- B/W copies, stapled
- Color copies, bound
- Color copies, loose
- Color copies, stapled
- Envelopes
- Index Tabs
- NCR
- Notepads

Note:

FCUSD business cards must be ordered from the Catalog and district letter head is ordered using the order form located on the ePrintShop portal page.

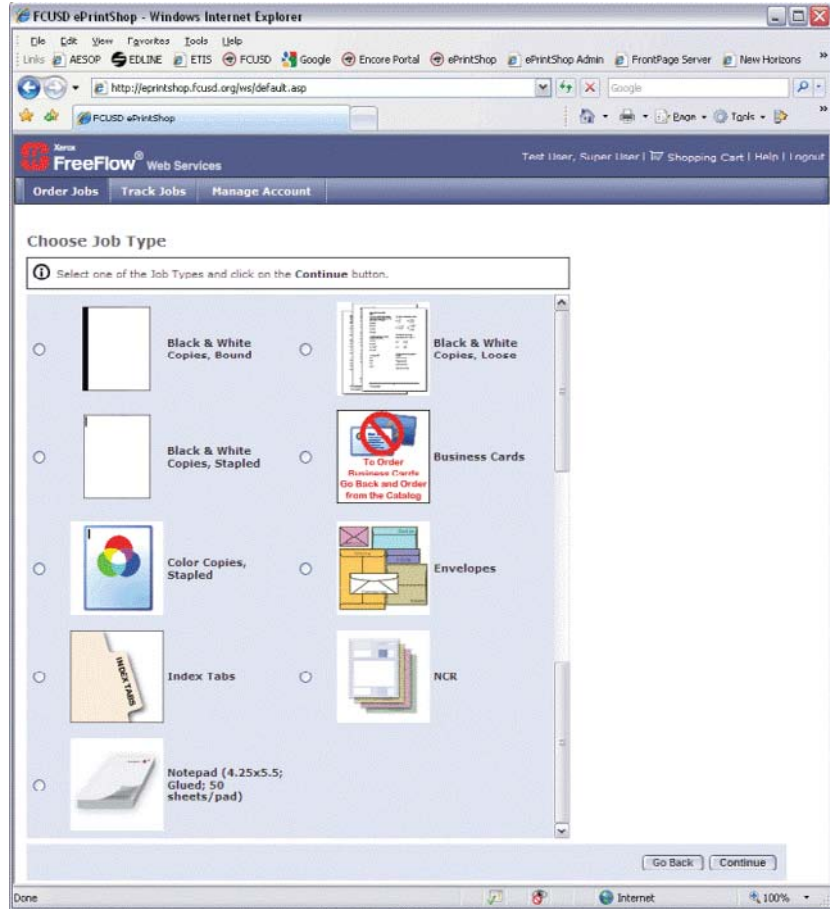


Figure 5: Choose Job Type

5 Click on the appropriate *Job Type* and then click on *Continue*; the *Edit Properties* window appears. Click on the 'here' link to expand and view additional properties.

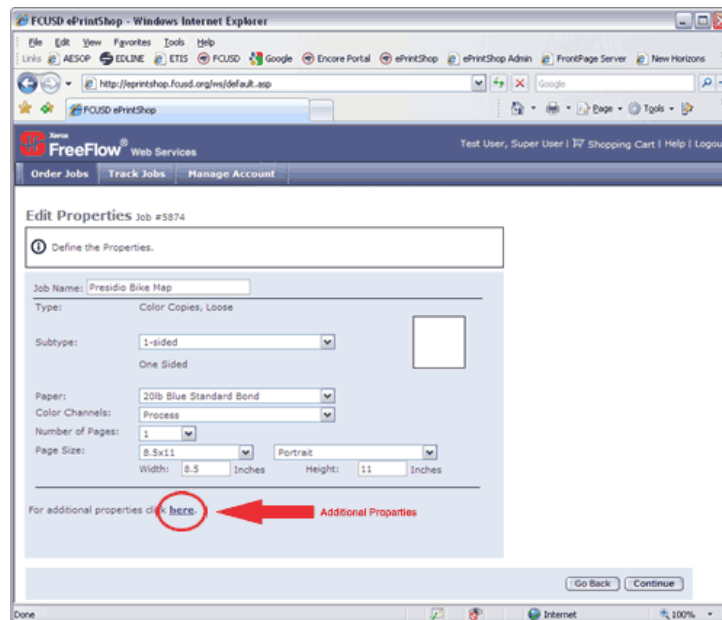


Figure 6: Edit Properties

Edit Job Properties & Additional Properties

The *Job Type* sub-panel contains the following elements:

- **Job Name** Auto-generated name based on the Job Number. This field can be edited so that the job name is more relevant and descriptive.
- **Type** Accesses the *Change Job Type* dialog box. The currently selected *Job Type* is displayed to the right of the link.
- **Subtype** Dropdown box that enables selecting one of the *Job Subtypes* available for this *Job Type*.
- **Finishing** Accesses the *Finishing* dialog box. The currently selected *Finishing* options are displayed to the right of the link. **(DO NOT CHANGE THIS SETTING)**
- **Number of Pages** Number of *Flat* pages. This is the planned number of pages for the ordered Job.
- **Page Size** Dropdown box that enables selecting a *Flat Page* size from one of the available *Flat Page* sizes (*Flat Page* is the page size prior to folding).
- **Orientation** Enables selecting from one of the two options; *Portrait* or *Landscape*. **(DO NOT CHANGE THIS SETTING)**
- **Width and Height** Displays the *Flat Page* dimensions according to the size selected in the dropdown box. You can use these boxes to enter other sizes. If the entered width and height dimension does not reflect one of the predefined sizes the *Flat Page Size* dropdown box will change to *Custom*.
- **Quantity** Dropdown box that enables selecting the number of copies from a predefined selection of number of copies for this *Job Type*. When *Copies* is accompanied with a text box, any number of copies can be entered.
- **Paper** Accesses the *Paper Type* dialog box. To the right of the link is displayed a dropdown box with the predefined *Paper* quality options.
- **Printing Quality** Accesses the *Printing Quality* selection dialog box for a specific output device selection. To the right of the link is displayed a dropdown box with the predefined *Printing Quality* options, selecting one of the options in the dropdown box causes an automatic device selection. **(DO NOT CHANGE THIS SETTING)**
- **Color Channels** Accesses the *Color Channels* dialog box. To the right of the link is displayed a dropdown box with the predefined *Color Channel* options. **(DO NOT CHANGE THIS SETTING)**

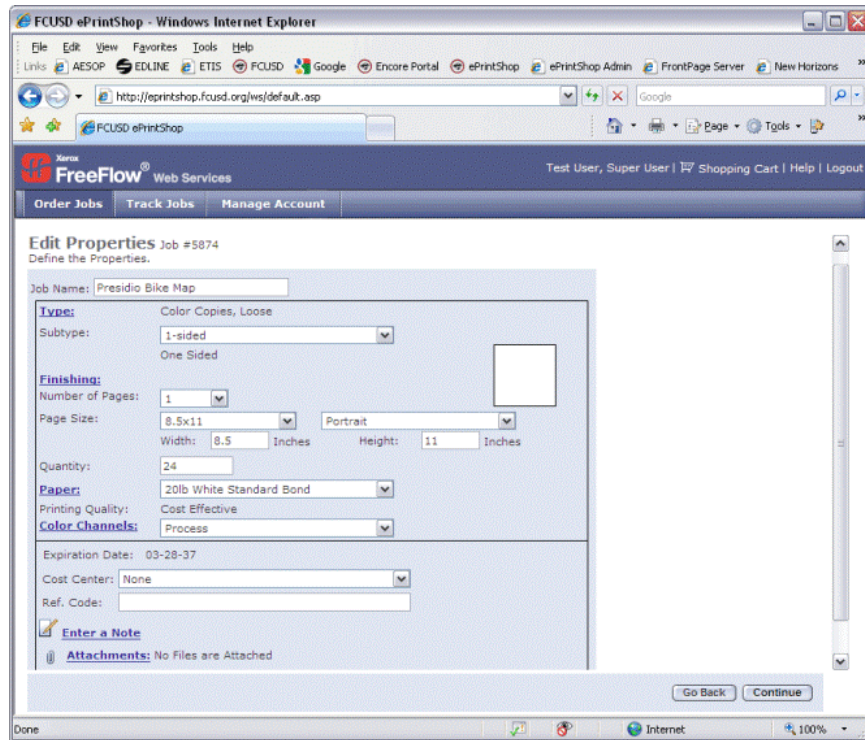


Figure 7: Edit Properties - Additional Properties

If you selected *Send Files Separately* the system doesn't have the advantage of having your document to analyze. Therefore, you will need to make sure that the job properties are correct.

Also, you will not have a *Preview the Job* screen if you did not upload a document. **6** Define the Job's properties and click on *Continue*; the *Preview the Job* panel appears.

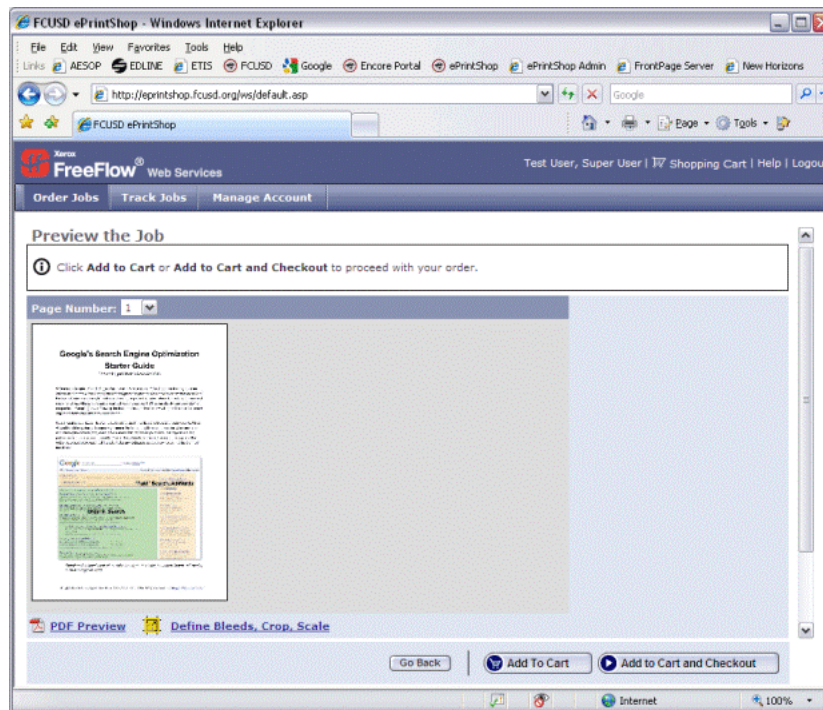


Figure 8: Preview the Job

7 Click on either *Add to Cart* or *Add to Cart and Checkout*.

Note: When clicking on *Add to Cart*, the Job is sent to the *Shopping Cart* and the user is returned to the *Choose a Template* window; when clicking on *Add to Cart and Checkout*; the *Shopping Cart* appears.

8 Click on *Add to Cart and Checkout*; the *Shopping Cart* appears (for the *Shopping Cart and Checkout* workflow, see those sections of this document).

Troubleshooting Orders

If you encounter any system issues during the ordering process (ie. Pricing Problems, Paper Selection issues, Paper/Page Size Mismatch, File errors) go to the **Common Issues** section of this document for solutions and/or workarounds.

Print Documents from Our Catalog

Currently there are not many templates in the FCUSD ePrintShop catalog. In the future the number of templates in the system will grow as we begin to populate site-specific folders with commonly or frequently printed items.

For now, the most common items ordered from the Catalog are FCUSD business cards and Elementary Registration Materials. However, there are some other templates currently in the catalog.

1 Once you've clicked on the *'Start Order'* button under the *Print Documents from Our Catalog*, the *Choose a Template* panel appears.

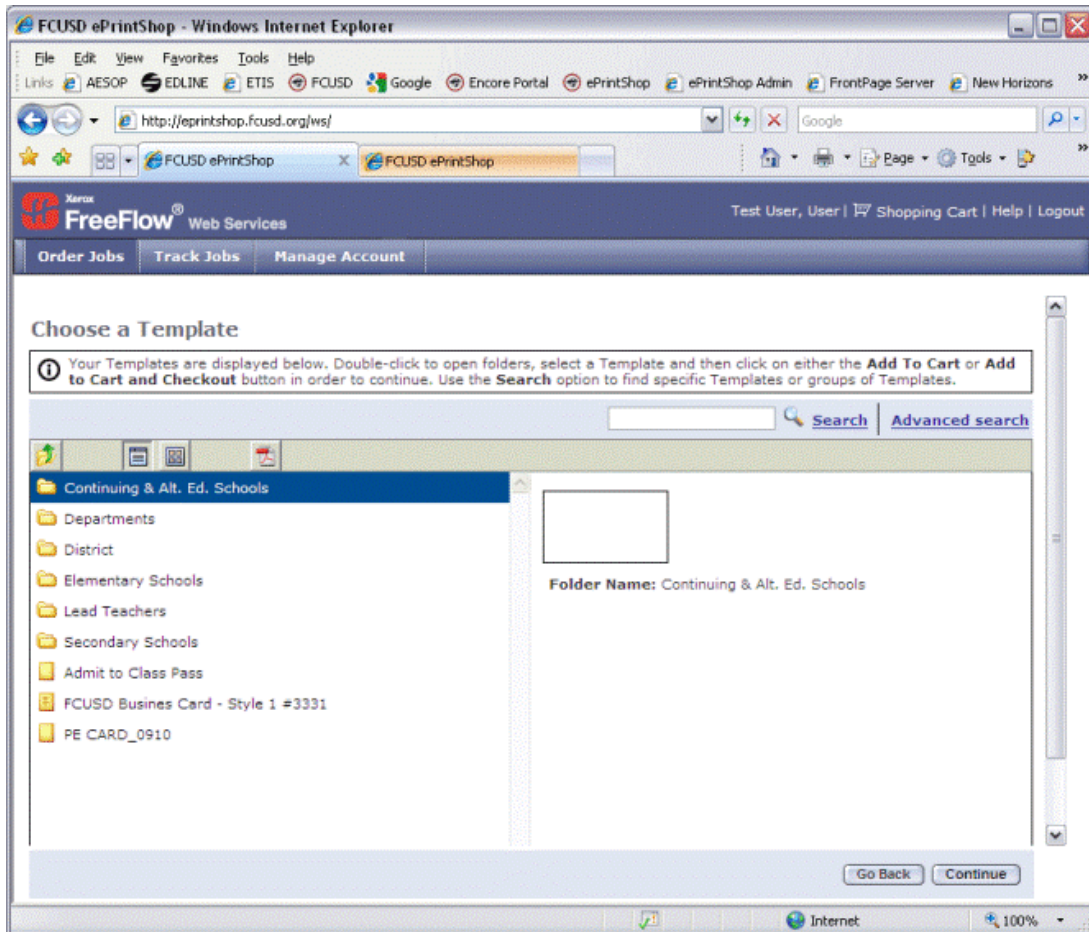


Figure 9: Choose a Template

2 Select a target template and then click on *'Next'*; the *'Enter the Variable Information'* panel appears.

3 Enter the appropriate *Variable* information and then click on either *Add to Cart and Checkout* or *Add to Cart*.

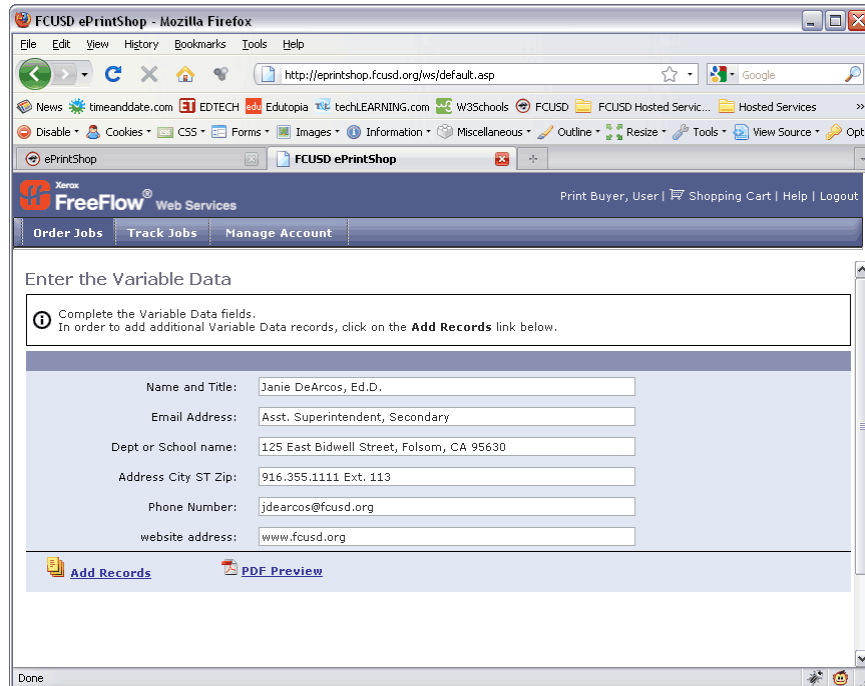


Figure 10: Enter Variable Data

4 Click on the *Continue* button.

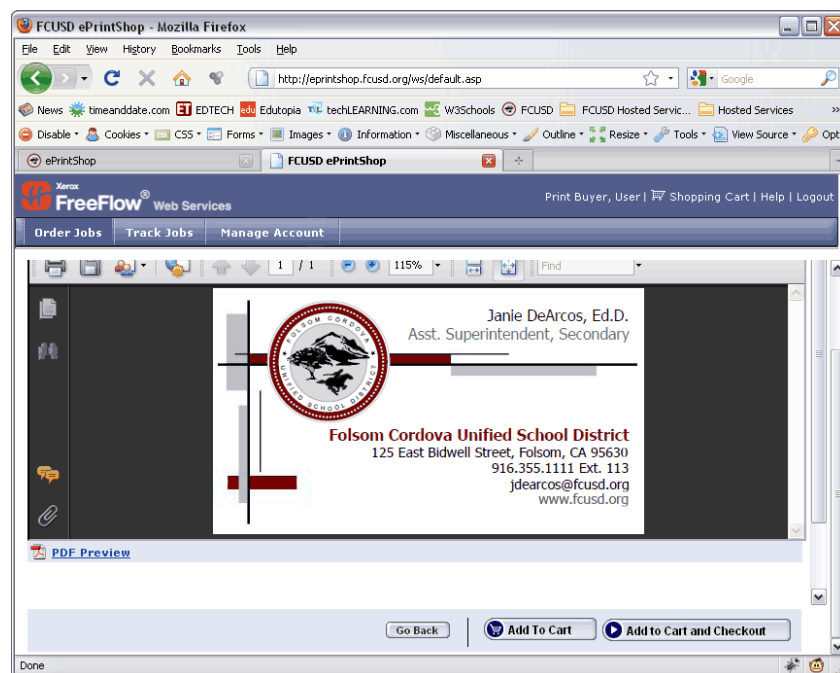


Figure 11: Preview of Catalog Template Order

Note: When clicking on *Add to Cart*, the Job is sent to the *Shopping Cart* and the user is returned to the *Choose a Template* window; when clicking on *Add to Cart and Checkout*; the *Shopping Cart* appears.

Shopping Cart

The *Shopping Cart* window is composed of the following elements:

- **Job Record** – Comprises a unique Job number created automatically by the application, a *Note* button, *Save for Later* and *Delete* buttons, a thumbnail, a *Job Name* (linked to the *Edit Properties* window), *Copies* dropdown box and *Price*.
- **Note** – Enables viewing and/or modifying the *Note*. The note can be viewed by the Print Provider and can serve as a communication channel between the Print Buyer to the Print Provider for special instructions]
- **Save for Later** – Enables transferring the Job to the *Saved Jobs* queue for future use.
- **Delete** – Removes the Job from the *Shopping Cart* as well as from the entire system.
- **Job Name and Edit Properties Link** – Displays the Job name and accesses the *Edit Properties* window, which enables carrying out various changes to the Job's properties
- **Copies** – Enables determining the number of copies to be printed.
- **Get Quote** – Enables calculating the price of each Job in the order and the cumulative quote for the order.



Figure 12: Shopping Cart

Note: When ordering from the *Shopping Cart*, all Jobs remaining in the *Shopping Cart* are ordered together.

To order the Job from the *Shopping Cart*, continue with the following steps:

- 1 For any Jobs that are not to be ordered at this time either click on Delete or Save For Later.
- 2 Click on *Get Quote*; the individual Job prices, *Subtotal* and *Proceed to Checkout* button appear.

Checking Out

Checkout, which completes the ordering workflow, is exactly the same in all the workflows. *Checkout* consists of the following stations:

- Select address
 - Select shipping method
 - Review order summary
 - Place the order
- Continue with the following steps:
- 1 If the prices are acceptable, click on *Proceed to Checkout*; the *Choose a Shipping Address* appears.



Figure 13: Choose a Shipping Address

- 2 To edit an existing address, click on *Edit*.
- 3 To select an address, click on the *Show Address Book* link.
- 4 To enter a new shipping address, click on the *Enter a new Shipping Address* link.
- 5 To ship to more than one address, click on the *Ship to multiple Addresses* link.
- 6 After the appropriate address(es) have been added, click on *Continue*; the *Choose Your Shipping Options* window appears.



Figure 14: Place the Order

7 To choose date for shipping, click on *Choose the Shipping Date*

NOTE: If you change the shipping date you will need to contact the Print Shop directly to ensure that they are aware that there's a non-system default generation date.

8 In a choice a *Shipping Method* is available, select a *Shipping Method*.

Order Confirmation

Thank you for the order. Please check in the Track Jobs for the status of your order. For your convenience, it is recommended to **print** out this page.

Billing

Billing Address:	Administrator line 1 tel-oviv 20 United States	Payment Method	Purchase Order
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Ship to Administrator

Shipping to:	Administrator line 1 tel-oviv 20 United States
Shipping Date: 4/3/2006 1:00:00 PM	

Job: 721 Royal Cargo Letterhead - 2 #721 Copies: 50 Price: \$21.29

Ordered by: Administrator

Cost Center: line 1 Ref. Code: 1234

Continue Shopping

Figure 15: Order Confirmation

View Order Status

Clicking on the *View Order Status Go* button immediately accesses the *Search* view of the *Track Jobs* window. The *Search* view enables:

- Locating and viewing Jobs and Job properties, according to the status of the Job Other *Track Jobs* views enable:
- Ordering Jobs that are ready to be ordered (Jobs waiting in the *Shopping Cart*)

The screenshot displays the 'Track Jobs - Search' interface in the FreeFlow Web Services application. The interface includes a navigation menu on the left with options like 'Saved Jobs', 'Shopping Cart', 'Approval', 'Printing', 'Shipping', 'Received', and 'Search'. The main area shows a search results table for 113 jobs. The table has the following columns: Job #, Status, Job Type, Job Subtype, Job Name, Creation Date, Quantity, First Name, and Last Name. The data rows show various job statuses such as 'Deleted', 'Shipped', 'Received', 'Ready for Ship', and 'Printing'. Below the table, a detailed view for Job # 6 is provided, including a PDF preview, job name 'Royal Cargo Letterhead #6', order number 2, quantity 50, pages 1, job type 'Letter Head', and job subtype 'One Side'. The user is identified as Administrator, and the order date is 21-03-06 16:12. The interface also includes buttons for 'Edit Properties', 'Re-order Job', and 'Search Order'.

Job #	Status	Job Type	Job Subtype	Job Name	Creation Date	Quantity	First Name	Last Name
1	Deleted	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 12:20	20	Administrator	
1	Deleted	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 12:30	30	Administrator	
5	Shipped	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 15:50	50	Administrator	
6	Received	Letter Head	One Side	Royal Cargo Le	21/03/2006 15:50	50	Administrator	
7	Ready for Ship	Brochure	Custom	Frequent Flyer	21/03/2006 16:50	50	Administrator	
8	Ready for Ship	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 16:50	50	Administrator	
9	Printing	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 16:50	50	Administrator	
10	Shipped	Brochure	Two Sides Sing	Frequent Flyer	21/03/2006 16:50	50	Administrator	
13	Shipped	Post Card	Two Sides	Frequent Flyer	21/03/2006 16:50	50	Administrator	
23	Printing	Business Card	One Side	Royal Cargo Bu	21/03/2006 22:30	300	Administrator	
24	Printing	Poster	Color Poster	Royal Resort PC	21/03/2006 23:10	100	Administrator	
26	Ready for Ship	Post Card	Two Sides	Frequent Flyer	21/03/2006 23:50	50	Administrator	

Job #: 6, **Order #:** 2
Job Name: Royal Cargo Letterhead #6
Quantity: 50, **Pages:** 1
Job Type: Letter Head
Job subtype: One Side

User: Administrator
Order Date: 21-03-06 16:12
Delivery Date: 24-03-06 09:00
Reference #:
[Attachments:](#) No Files are Attached

[Edit Properties](#) [Re-order Job](#) [Search Order](#)

Figure16: Tracking Jobs

Track Jobs

Use *Track Jobs* to find the status of your Jobs, to order Jobs that are ready to be ordered and waiting in the *Shopping Cart* and to initiate various Job-related operations, such as reprints and approval cycles.

1 Once you've clicked on the 'Go' button under the *Track Jobs*, the following panel appears.



Figure 17: Track Job Views

Track Jobs features the following views:

- **Saved Jobs** *Saved Jobs* serves as a terminal for all Jobs that require being saved. These Jobs can be viewed by the Print Provider but are not ordered until the Print Buyer adds them to the *Shopping Cart* and orders them.
- **Shopping Cart** All of the Jobs in the *Shopping Cart* are ready to be ordered. For more information on the *Shopping Cart*, see page 21.
- **Approval** For users without Job ordering privileges, the *Approval* queue holds all Jobs until approved by a *Supervisor* or *Administrator* with *Approval* capabilities. For users with *Approval* capabilities, *Approval* displays all of the Jobs awaiting approval and enables approval or rejection.
- **Printing** The *Printing* window displays all the Jobs ordered that are currently in the Print Providers *Printing* queue.
- **Shipping** The *Shipping* window displays all of the Jobs ordered that the Print Provider has shipped.
- **Received** The *Received* window displays all of the Jobs ordered that the Print Buyer has received from the Print Provider.
- **Search** *Search* offers a variety of methods to locate a specific Job or a group of Jobs that bear a common denominator.

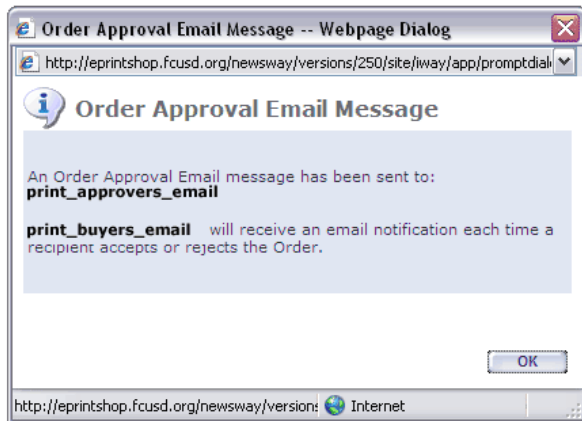
Approval Workflow

There are two types of Print Buyers user accounts in the ePrintShop system: *Users* and *Super Users*. *Super Users* can place orders with no approval, while *Users* can only create orders.

Orders created by *Users* require approval before they can be submitted to the Print Shop.

The following process occurs when a *User* places an order.

1. User creates orders.
2. Approval email is sent to designated approver and order is placed into the users' approval queue.



3. Approver can either approve or reject the order. Either way an email will be sent to the user notifying them of the approver's action.
 - a. If approved, the order is placed into the users shopping cart and the user must log into the system and perform the final order submittal.
 - b. If rejected, the order is goes back to the user for action.

Common Issues

Unable to Obtain a Price Quote

This tends to occur when one of the parameters used to price out jobs by the system is unavailable (ie. paper selection (due to stock or size mismatch), etc.) or if the job became a "custom job." When this occurs the system will allow you to proceed with your order submittal if you simply hit the *Continue* button. You can still obtain a job quote by using the Print Shop pricing guide (available on the ePrintShop portal in PDF format) and manually pricing out your job.

Paper/Page Size Mismatch

This is a common issue when scanned documents are uploaded when you print documents from your computer. Typically the scanned document isn't exactly 8.5x11 (US Letter); it may be 8.62x11.41. In this situation the system presents these disparities and suggests resolutions.

When you upload a document the *File Report* screen pops up. If a Paper/Page size mismatch occurs you will receive a message in this report with a *Click here to review these problems* link and an *I want the Print Provider to resolve these problems* check box You must "click to review the problem" and accept the mismatched properties. If you do not do this you will not be able to obtain a price quote and will not be able to place the order. **(You cannot place an order without a price.)**

When this issue arises you can select from the solutions offered by the ePrintShop solutions.

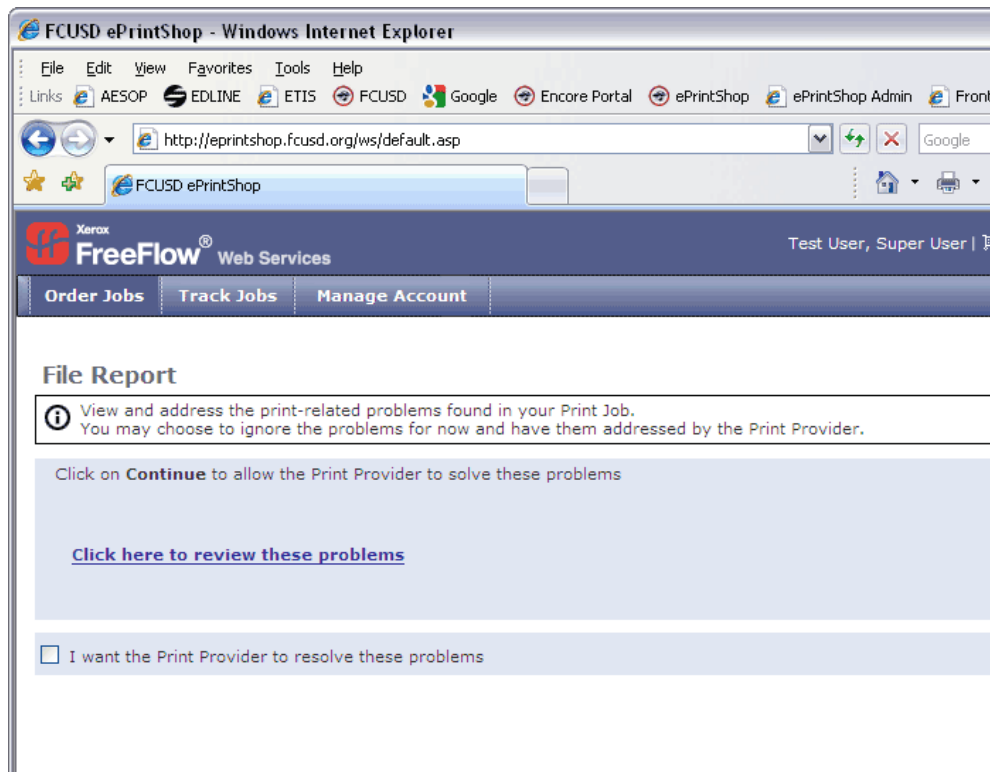


Figure 18: File Report

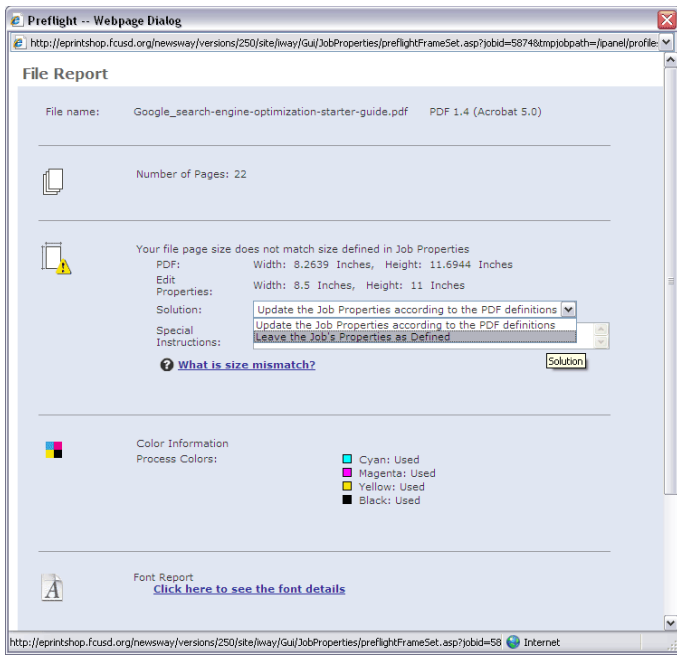


Figure 20: File Report - Solution Exmple 1

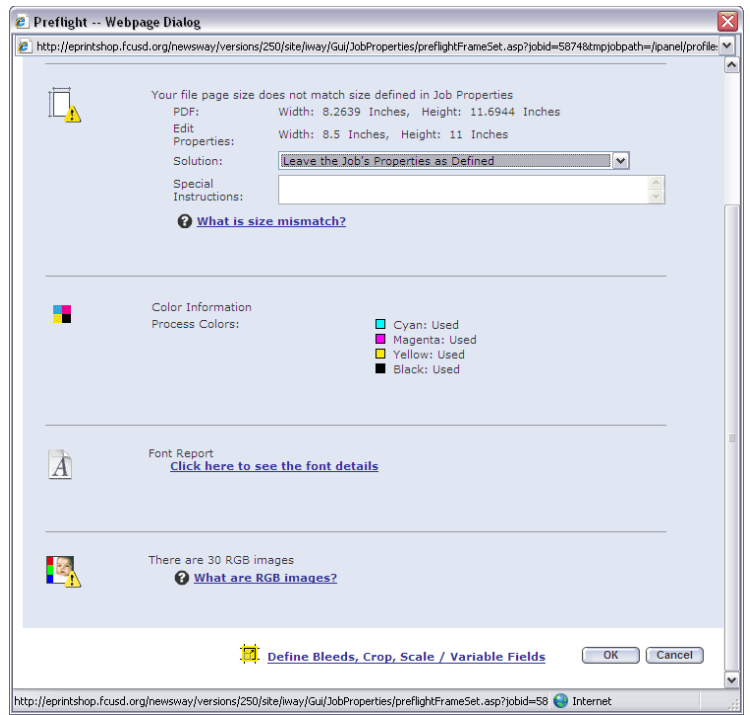


Figure 21: File Report - Solution Example 2

ePrintShop

User Guide

Paper Names

- 20lb Blue Standard Bond
- 20lb Buff Standard Bond
- 20lb Canary Standard Bond
- 20lb Goldenrod Standard Bond
- 20lb Green Standard Bond
- 20lb Ivory Standard Bond
- 20lb Orchid Standard Bond
- 20lb Salmon Standard Bond
- 20lb White Standard Bond
- 24lb Microprint White Standard Bond
- 60lb Celestial Blue Standard Bond
- 60lb Cosmic Orange Standard Bond
- 60lb Fireball Fuchsia Standard Bond
- 60lb Galaxy Gold Standard Bond
- 60lb Lunar Blue Standard Bond
- 60lb Orbit Orange Standard Bond
- 60lb Planetary Purple Standard Bond
- 60lb Pulsar Pink Standard Bond
- 60lb Re-entry Red Standard Bond
- 60lb Solar Yellow Standard Bond
- 60lb Terra Green Standard Bond
- 65lb Celestial Blue Astrobrite Cardstock
- 65lb Fireball Fuchsia Astrobrite Cardstock
- 65lb Galaxy Gold Astrobrite Cardstock
- 65lb Gamma Green Astrobrite Cardstock
- 65lb Lunar Blue Astrobrite Cardstock
- 65lb Orbit Orange Astrobrite Cardstock
- 65lb Pulsar Pink Astrobrite Cardstock
- 65lb Re-entry Red Astrobrite Cardstock
- 65lb Solar Yellow Astrobrite Cardstock
- 65lb Terra Green Astrobrite Cardstock
- 65lb Terrestrial Teal Astrobrite Cardstock
- 90lb White Standard Cardstock

Astrobrite		Colorsource	
	reentry red paper, cardstock		salmon paper
	planetary purple paper		goldenrod paper
	fireball fuschia paper, cardstock		canary paper
	pulsar pink paper, cardstock		ivory paper
	orbit orange paper, cardstock		pink paper
	cosmic orange paper		orchid paper
	galaxy gold paper, cardstock		blue paper
	solar yellow paper, cardstock		green paper
	terra green paper, cardstock		
	gamma green cardstock		
	lunar blue paper, cardstock		
	terrestrial teal paper, cardstock		
	celestial blue paper, cardstock		
	white paper, cardstock		

PrintShop Pricing

District Letter Head

- \$45.00/set (500 sheets/set)

B/W Copies

- \$0.005/printed side (plus per sheet paper price)

B/W Copies Per Sheet Paper Costs

- Astrobrite Paper: \$0.022/sheet
- Colorsource Paper: \$0.014/sheet
- Standard White Paper: \$0.007/sheet
- Astrobrite Cardstock: \$0.44/sheet
- Domtar Cardstock: \$0.029

Color Copies

- \$0.12/printed side (plus per sheet paper cost)

Color Copies Per Sheet Paper Costs

- 8.5x11: \$0.019/sheet
- 8.5x14: \$0.025/sheet
- 11x17: \$0.043/sheet
- Coverstock: \$0.028/sheet

Envelopes

- Diploma Envelope (6x9): \$14.20/500
- Invitation Envelope (A-2): \$14.69/250
- Report Card Envelope (9x12): \$46.10/500
- Standard (#10) Envelope: \$22.50/500
- Standard Window (#10) Envelope: \$24.08/500

Business Cards

- Business Cards: \$10.00/box [250/box]

NCR

- 2-part: \$0.12/copy
- 3-part: \$0.18/copy
- 4-part: \$0.24/copy
- 5-part: \$0.30/copy

Index Tabs

- Index Tabs (5 per set/row):
\$0.65/set

Pads of Paper (8.5x11; cut to pads)

- \$0.90/2 pads of 50 sheets - Basic White Paper
- \$1.20/2 pads of 50 sheets - Colorsource Paper
- \$1.60/2 pads of 50 sheets - Astrobrite Paper
- \$0.90/4 pads of 50 sheets - Basic White Paper
- \$1.25/4 pads of 50 sheets - Colorsource Paper
- \$1.65/4 pads of 50 sheets - Astrobrite Paper
- \$0.95/6 pads of 50 sheets - Basic White Paper
- \$1.25/6 pads of 50 sheets - Colorsource Paper
- \$1.65/6 pads of 50 sheets - Astrobrite Paper
- \$1.00/8 pads of 50 sheets - Basic White Paper
- \$1.30/8 pads of 50 sheets - Colorsource Paper
- \$1.70/8 pads of 50 sheets - Astrobrite Paper
- \$1.05/10 pads of 50 sheets - Basic White Paper
- \$1.35/10 pads of 50 sheets - Colorsource Paper
- \$1.75/10 pads of 50 sheets - Astrobrite Paper

Pad Dimensions

- 2-up original: 8.5 x 5.5 inches
- 4-up original: 4.25 x 5.5 inches
- 6-up original: 4.25 x 3.66 inches
- 8-up original: 4.25 x 2.75 inches
- 10-up original: 4.25 x 2.2 inches

Finishing

(plus printing and per sheet paper cost)

- Stapling: \$0.005/staple

All Prices Subject to Change.

Prices current as of Wednesday November 3, 2010

- Perfect (Tape) Bind: \$0.55/bind
(includes front & back covers)
- Comb Bind: \$0.60/bind
(includes front & back covers)

Print Time Charges

- Regular Print Time
Up to 14 days; No Surcharge
- Express Print Time
Up to 7 days; 50% Surcharge
- Urgent Print Time
Up to 2 days; 75% Surcharge