

SHAKOPEE

PUBLIC SCHOOLS

SEARCH:



HOME

505 Holmes St S., Shakopee MN 55379 • Phone: (952) 496-5000 ISD #720

Shakopee Public Schools Central Duplicating Print Job Submission Guide

This Guide includes the following:

Address of Website

Login Screen Shots

Editing Users Profile fields

Login Landing Page

Ways to Upload Files

Ordering Cart

1. Items

2. Shipping

3. Billing

Submission

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Document Services

Welcome to Document Services, your home for high quality Printing and Duplication services.

Are you new to our Online Printing Services?

Click on the Getting Started link below. It includes important information on obtaining an account, Installing our Print Driver, and identifies the minimum requirements for your computer.

[Read our Getting Started tips](#)

Hours

Monday-Friday 6am-6pm

Login

If you already have a WebCRD account, please log in below.

If you do not yet have a WebCRD account, click below to register.



Domain
User ID
Password

Log In

Upon initial Login, users need to input their Personal Information- This will be used for shipping and billing.

The screenshot shows a web browser window with the URL <http://10.30.2.115/fulfillment/profile/>. The page title is "WebCRD" and the main heading is "Provide Missing Contact Information". Below the heading, it states: "Additional contact information is required to access WebCRD. Fields with an * are required." The form is divided into two columns: "Address" and "Phone / Email".

Address	Phone / Email
First name * <input type="text"/> <i>First name is a required field.</i>	Email * <input type="text"/> <i>Email is a required field.</i>
Last name * <input type="text"/> <i>Last name is a required field.</i>	Work # * <input type="text"/> <i>Work # is a required field.</i>
Building * <input type="text"/> <i>Building is a required field.</i>	VoiceMail Extension * <input type="text"/> <i>VoiceMail Extension is a required field.</i>
Department <input type="text"/>	
Street 1 * <input type="text"/> <i>Street 1 is a required field.</i>	
City * <input type="text"/> <i>City is a required field.</i>	
State <input type="text" value="Minnesota"/>	
Zip * <input type="text"/> <i>Zip is a required field.</i>	
Country <input type="text" value="United States"/>	

Continue

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PRINTING MADE EASY

Ordering from Document Services has never been easier. **Upload a File** from your desktop, search for personal items in **My Files** or search the **Catalog**.

Upload A File

 No file selected.
 Select a file from your desktop. [Multiple Files?](#)
pdf

My Files

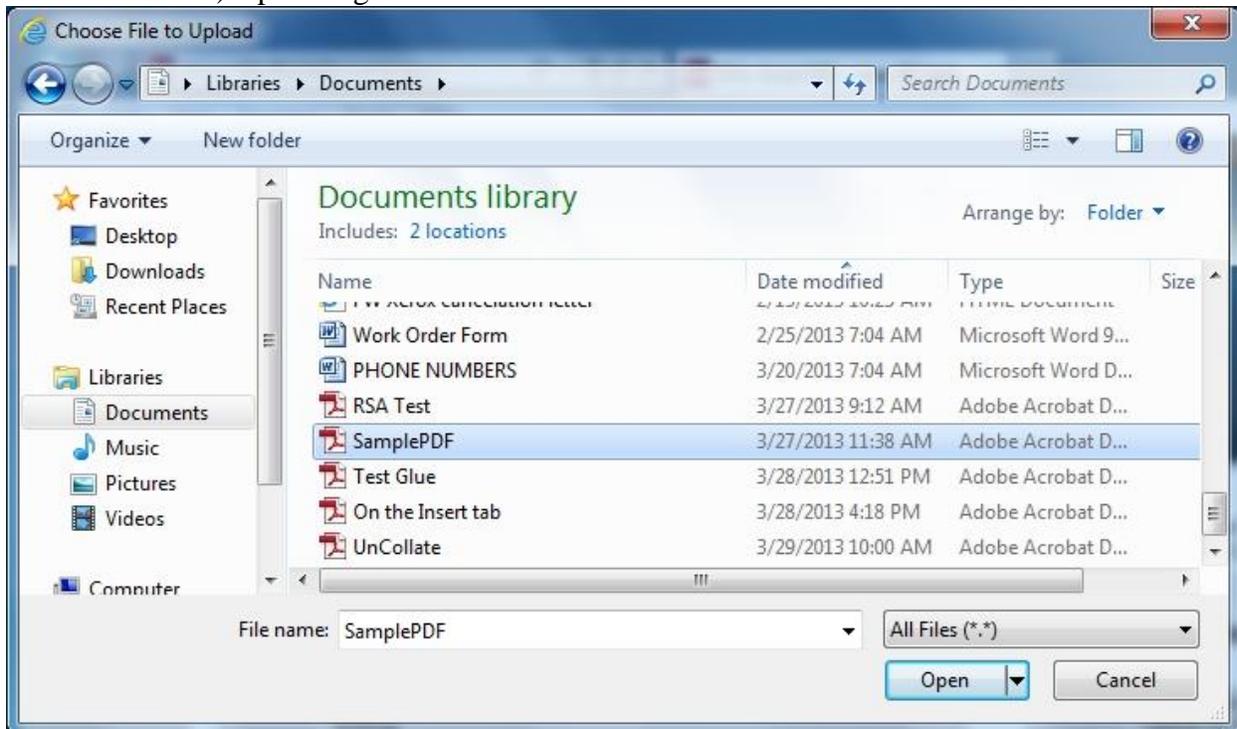
 Search your personal file cabinet for items to order. [Advanced Search](#)

Landing Page. Two ways to submit files for printing.
1. Uploading a file, 2. My Files

Upload A File

 Select a file from your desktop. [Multiple Files?](#)
pdf, xlsx, pptx, pub, doc, docx, gif, jpg, png, jpeg, xls

1.) Uploading a file. Click Browse Button. Chose file and click Go.



Upload a file. This is where you can Browse to a file to upload.

2.) My Files. This is where you could chose previously uploaded files for resubmission.

Select the Quantity and click Add to Cart
 Upon completion click the Cart Icon (top right) of the screen.

Shopping Cart- Order Page

WebCRD

Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 96

Provide an optional name for your order.
Naming your order can be helpful for reordering.

Item 1 [Replace File](#) [Continue Shopping](#)

SamplePDF.pdf
9 Pages Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Refine Your Print Options:

Basic
Click to choose color, paper stock, double-sided output.

Additional
Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print **B/W, 2 Sided, White 8.5x11 Plain**

[Preview Document](#) Binding **Staple / Corner**

Enter special instructions for this item. [Provide a sample of the document before processing my order.](#)

Shipping Information [Add another Shipping Address](#) [My Default](#) [From My Contacts](#) [New](#)

Service Level Normal Note: Service Level selection may impact your order cost.

▼ [Glenda Theis](#) Qty Service Level Normal

Method Inter School Mail [Special Instructions](#)

Est. Delivery Date 04/01/2013

Billing Information [Change to](#) [My Default](#) [From My Contacts](#) [New](#)

Bill to [Glenda Theis](#) [Special Instructions](#)

Building Code

Here we can start by renaming our Job by clicking the link above.

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 96

Provide an optional name for your order.
Naming your order can be helpful for reordering.

Item 1 Replace File Continue Shopping



SamplePDF.pdf
9 Pages

Quantity **1**

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Refine Your Print Options:



Basic

Click to choose color, paper stock, double-sided output.



Additional

Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options

Print **B/W, 2 Sided, White 8.5x11 Plain**



Preview Document

Binding **Staple / Corner**

Enter special instructions for this item.

Rename Order ✕

Order name

Cancel Save

the document before processing my order.

Shipping Information

Service Level

Note: Service Level selection may impact your order cost.

▼ Glenda Theis

Qty

Service Level Normal

Method

Special Instructions

Est. Delivery Date 04/01/2013

Billing Information

Change to My Default From My Contacts New

Bill to Glenda Theis

Special Instructions

Building Code

Dept. Code

Start a New Cart

Continue Shopping

Place Order

Input a Name and click Save

Order name **New Order Name**

Item 1

[Replace File](#)

[Continue Shopping](#)



SamplePDF.pdf
9 Pages

Quantity **1**

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Refine Your Print Options:



Basic

Click to choose color, paper stock, etc.

Additional

covers, tabs, special services etc.

Your Selected Print Options

[Preview Document](#)

[Enter special instructions for this item.](#)

Shipping Information

Service Level **Normal**

▼ **Glenda Theis** Qty **1**

Billing Information

Bill to **Glenda Theis**

Building Code

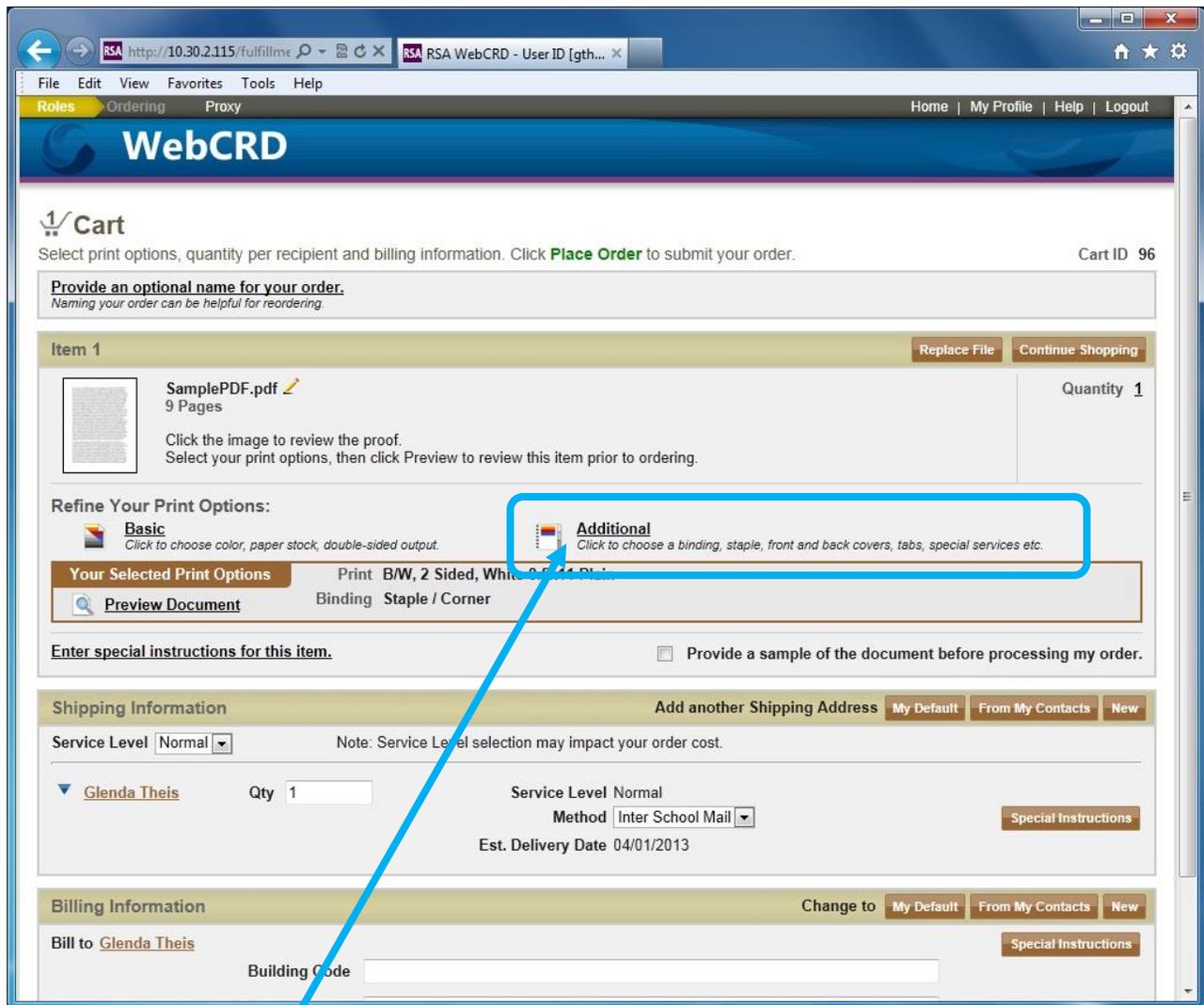
Dept. Code

[Start a New Cart](#)

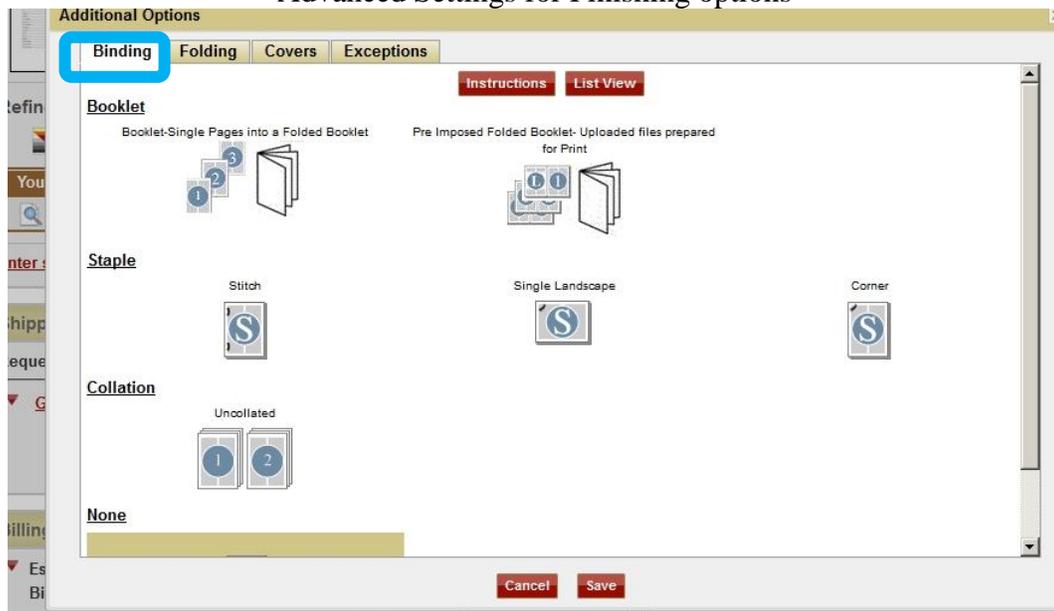
[Continue Shopping](#)

[Place Order](#)

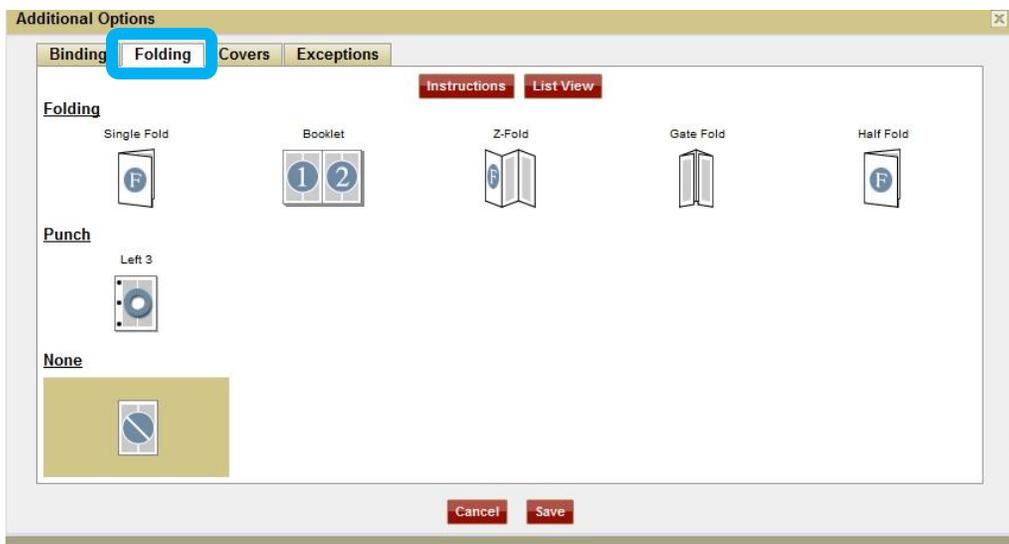
Basic options allow for selecting 1Sided or 2Sided and Paper Stock.
Chose save when finished making selections.



Advanced Settings for Finishing options



Binding gives us Booklets, Program finishing as well as Staple and Collation options.
Click Save after making selections.

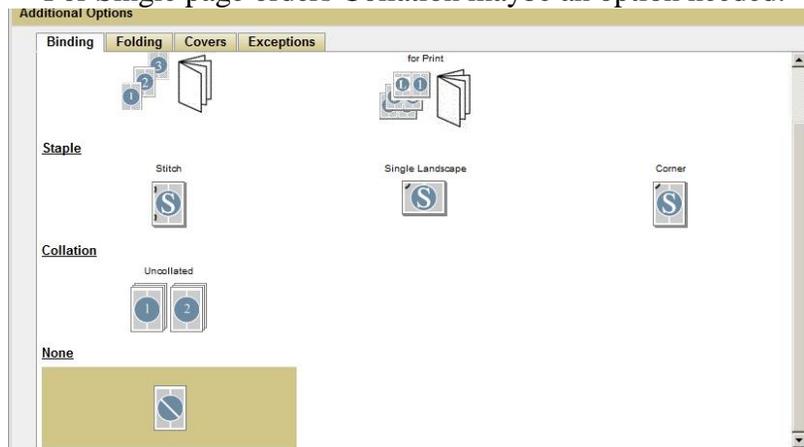


Folding gives us our Folding options as well as Punch selections. With Booklet or Program Orders these options are not needed.

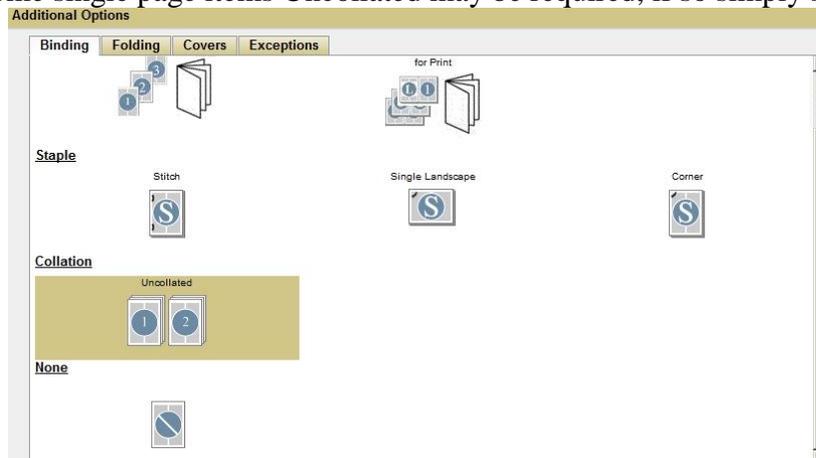


Cover Options.

For Single page orders Collation maybe an option needed.



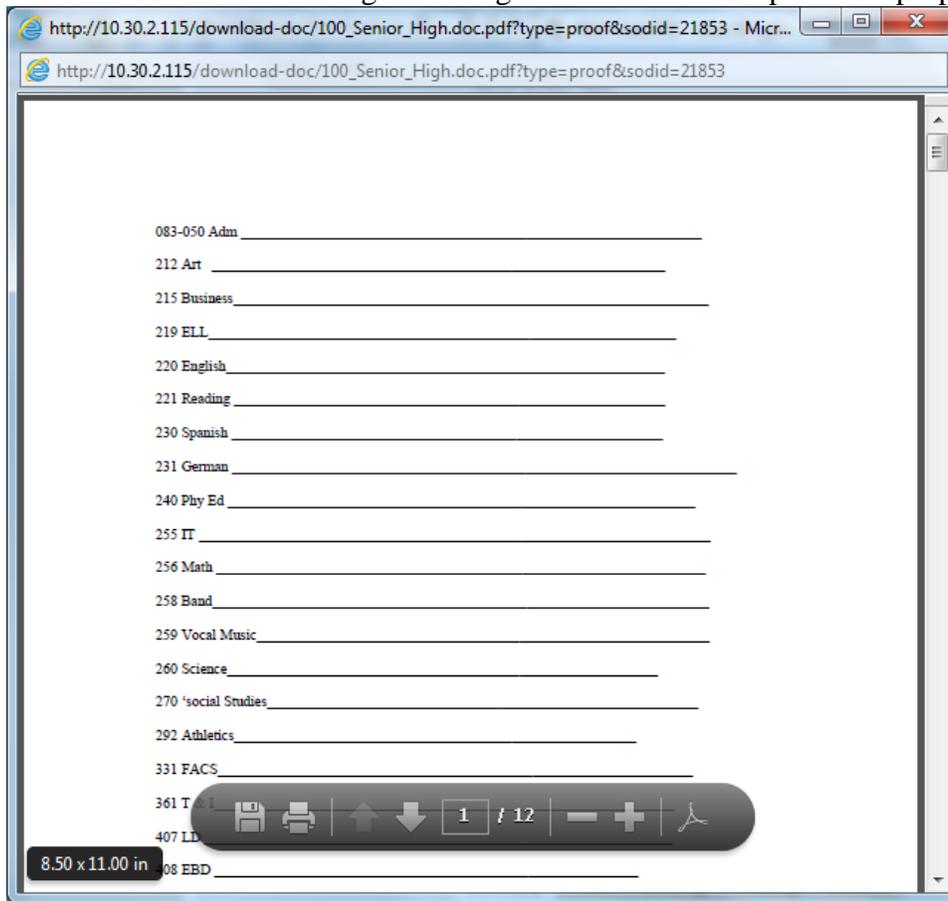
For Some single page items Uncollated may be required, if so simply select it.



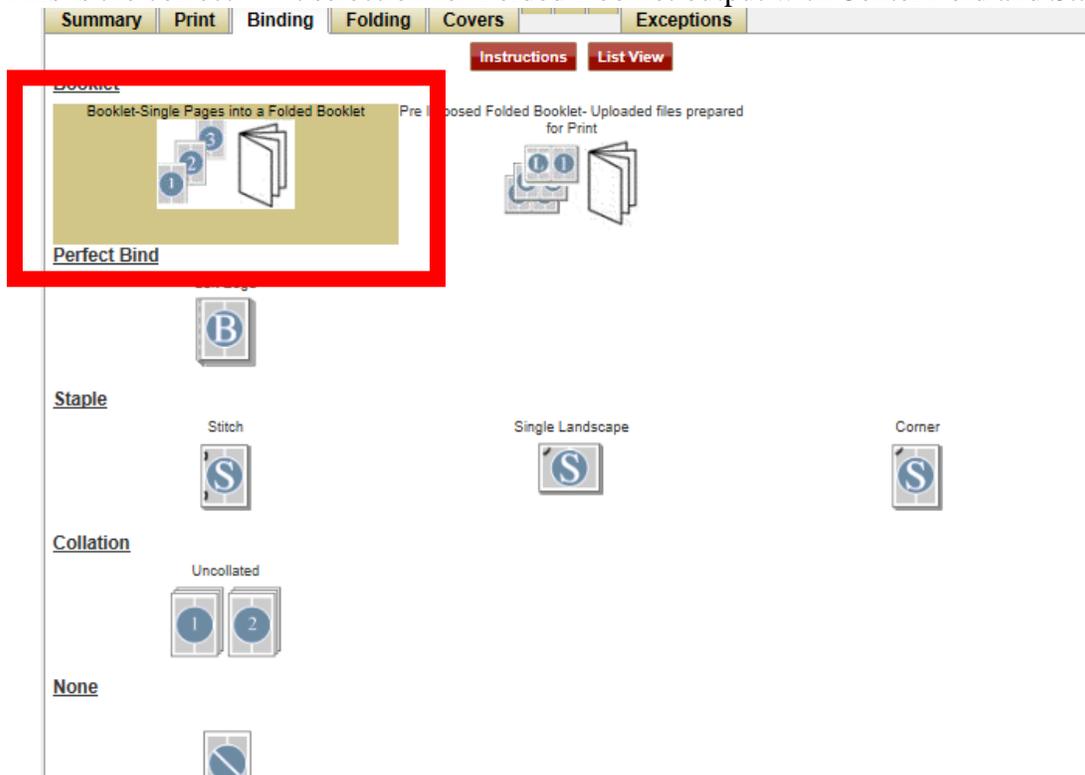
Finishing Options for Booklets and Folding.

A quick Note on Booklets.

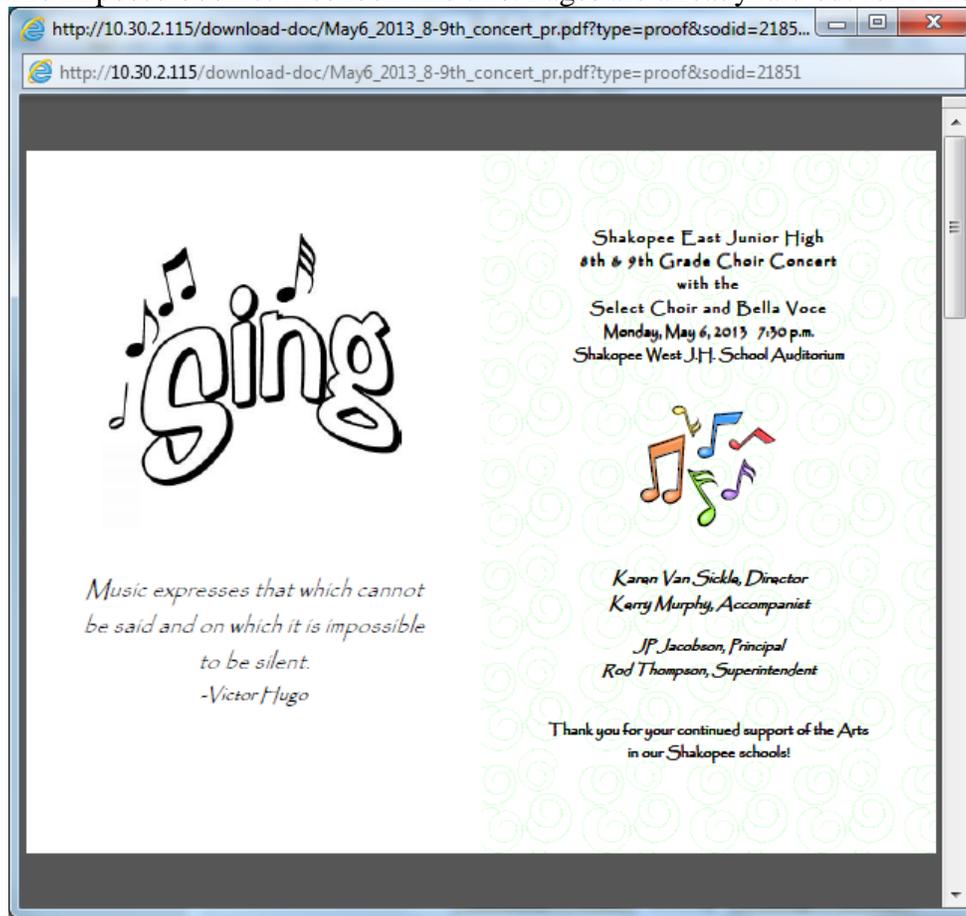
Regular booklet files look like this. Pages are single and need to be imposed for proper printing.



This is the correct Print selection for Folded Booklet output with Center Fold and Staple.

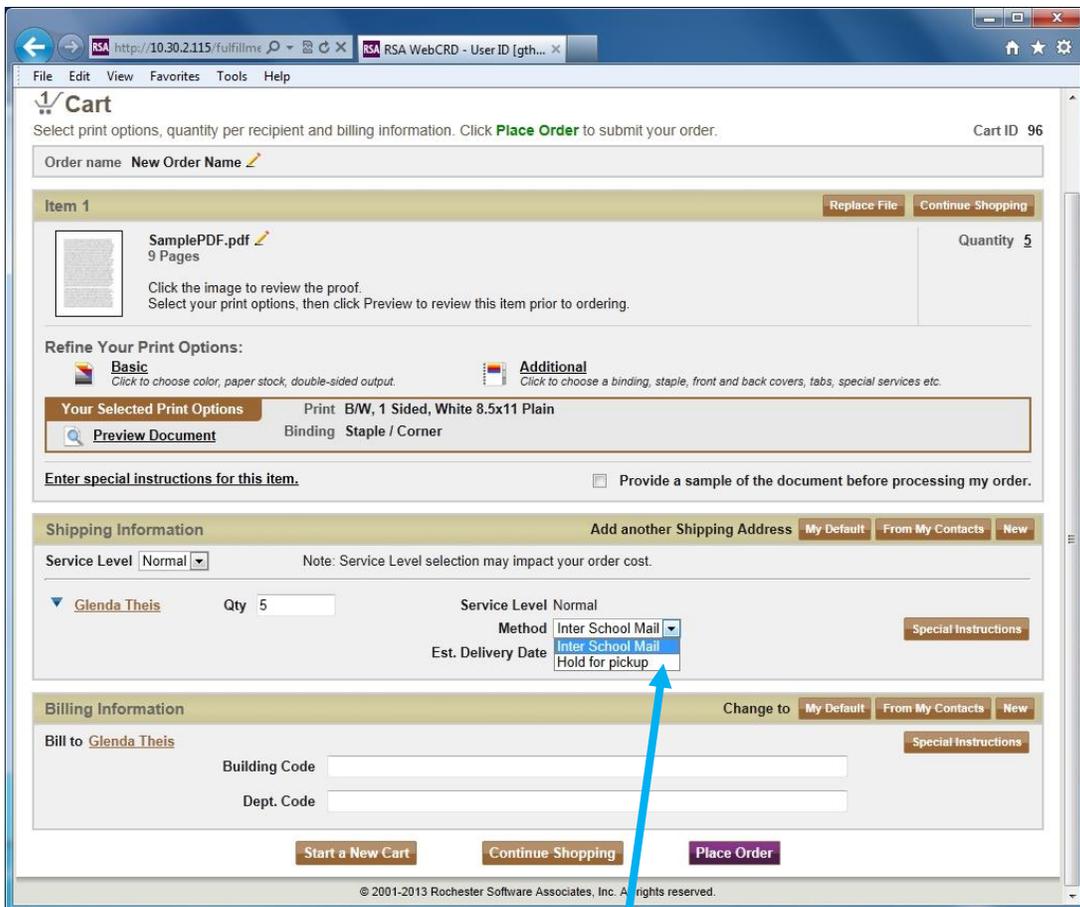


Pre Imposed booklet files look like this. Pages are already laid out for Print.

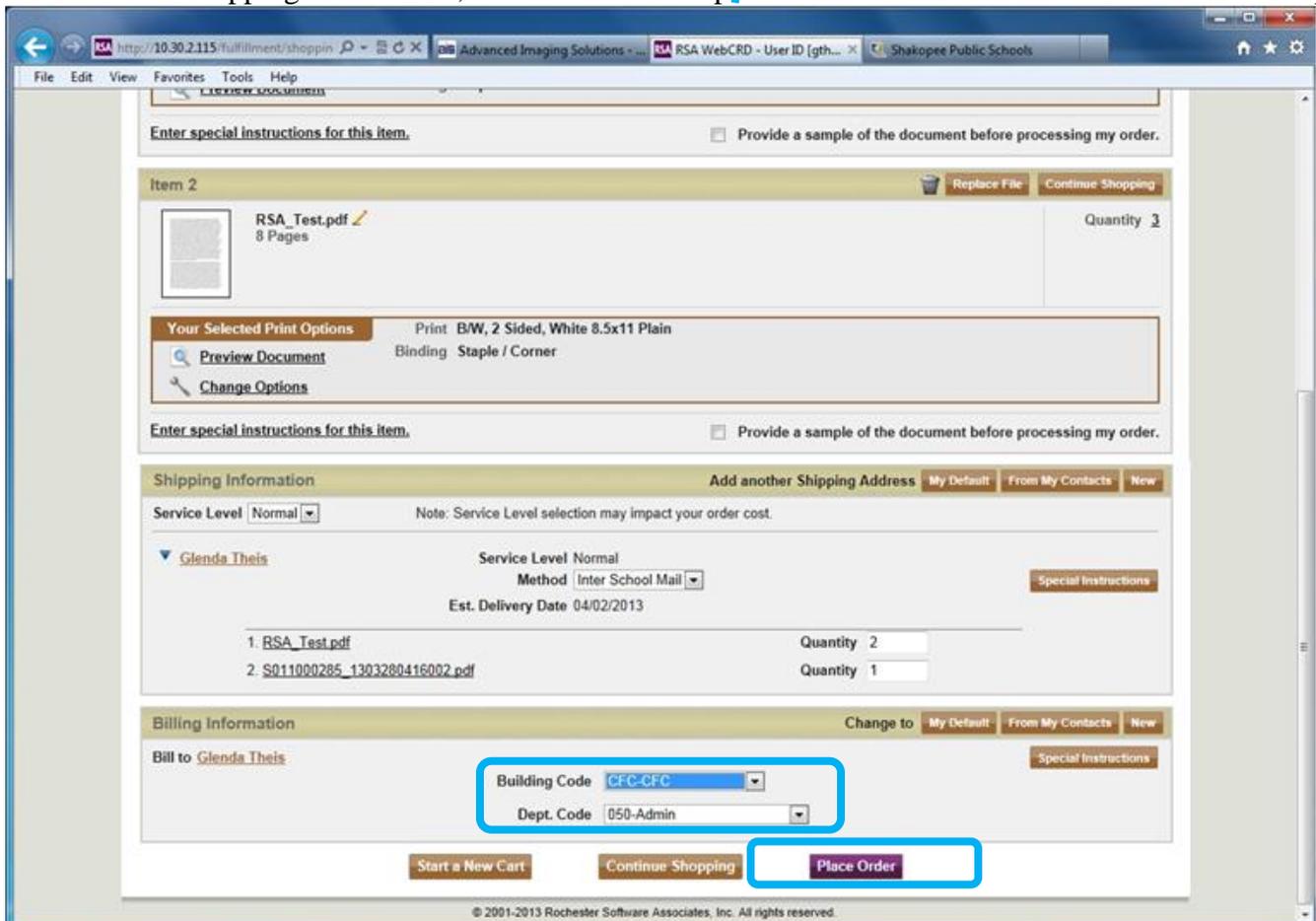


This is the Print Option for Print with Center Staple and Fold.





Next item is the Shipping Information, Select from the drop down list-Inter School Mail or Hold for Pickup.



Last steps are to ensure the Building Code and Dept fields are populated and then click Place Order.

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Orders | Manage Files | Contacts | Reports CART [0]

My Profile Email Options | Print Options | My Workgroups

My Contact Information Or select from this contact list **Personal**

Address	Phone / Email
Glenda Theis CFC Central Duplicating Central Duplicating Shakopee, Minnesota 55379 United States	gtheis@shakopee.k12.mn.us 952-496-5020 (Work #) 5020 (VoiceMail Extension) User ID gtheis

Default Shipping Information Or select from this contact list **Personal**

Address	Phone / Email
Glenda Theis CFC Central Duplicating Central Duplicating Shakopee, Minnesota 55379 United States	gtheis@shakopee.k12.mn.us 952-496-5020 (Work #) 5020 (VoiceMail Extension) Method Inter School Mail

Default Billing Information Or select from this contact list **Personal**

Address	Phone / Email
Glenda Theis CFC Central Duplicating Central Duplicating Shakopee, Minnesota 55379 United States	gtheis@shakopee.k12.mn.us 952-496-5020 (Work #) 5020 (VoiceMail Extension) Account Codes CFC (Building Code) 050 (Dept. Code)

[Top](#)

Email Options

<input type="checkbox"/> Order Cost Changed <small>Allow the Print Center to email you if your order cost changes.</small>	<input type="checkbox"/> Order Shipped <small>Receive an email when your order has been shipped.</small>
<input type="checkbox"/> Order Shipped To Recipients <small>Send an email to the recipients of your order when shipped.</small>	<input type="checkbox"/> Order Shipped To Billing <small>Send an email to the designated Bill-to individual from your order when shipped.</small>
<input checked="" type="checkbox"/> Item Expiration <small>Receive an email when your documents expire.</small>	<input checked="" type="checkbox"/> Order Receipt <small>Receive an email when your order has been submitted.</small>

[Top](#)

Print Options

Options Summary Print Binding Folding Covers

Print: B/W, 1 Sided, White 8.5x11 Plain

Save

Ensure under your Profile that all things relevant are set correctly.

Items to pay attention to are Building and Dept codes as well as the default ship to and any finishing that is set.

Default Print options are seen on the next page.

Default Billing Information

Make desired changes to your default billing information. Accounting codes specified here will also be used as order defaults. Fields with an * are required at all times, fields with an + are required to submit an order.

<p>Address</p> <p>First name* <input type="text" value="Glenda"/></p> <p>Last name* <input type="text" value="Theis"/></p> <p>Building+ <input type="text" value="CFC"/></p> <p>Department <input type="text" value="Central Duplicating"/></p> <p>Street 1+ <input type="text" value="505 s. Holmes St."/></p> <p>City+ <input type="text" value="Shakopee"/></p> <p>State <input type="text" value="Minnesota"/></p> <p>Zip+ <input type="text" value="55379"/></p> <p>Country <input type="text" value="United States"/></p>	<p>Phone / Email</p> <p>Email+ <input type="text" value="gtheis@shakopee.k12.mn.us"/></p> <p>Work #+ <input type="text" value="952-496-5020"/></p> <p>VoiceMail Extension+ <input type="text" value="5020"/></p> <p>Account Codes</p> <p>Building Code <input type="text" value="CFC"/></p> <p>Dept. Code <input type="text" value="050"/></p>
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Actions:

- Apply changes to my default addresses that use this information: **Personal, Billing, Shipping**
 Apply changes to my Billing address only.
- This will create a new contact in your Personal Contacts list.

Print Options

Options

Summary Print Binding Folding Covers

Output B/W
Plex 1 Sided
Paper stock White 8.5x11 Plain

Instructions

Save

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Help

The screenshot shows a Windows Internet Explorer browser window displaying a help page. The address bar shows the URL: http://10.30.2.115/webhelp/en/WebCRDMasterHelp/Subsystems/Fulfillment/Fulfillment_Left.htm#CSHID=FUL_OrderingHomePage|StartTopic=Content%2FWebCRDFulfillment%2F02_Home%2FFUL_O. The browser's navigation bar includes icons for Home, Back, Forward, Stop, Refresh, and Search. A breadcrumb trail reads: "You are here: Using the Ordering Home Page > Using the Ordering Home Page".

Using the Ordering Home Page

The Ordering Home page provides quick access to the functions you will use most frequently. This page can be extensively customized, so you may see different options and content than other users see, or different options and content than WebCRD's default Ordering Home page. The default configuration is described here.

From this page, you can:

- Add items to your cart:
 - [Upload files from your desktop](#)
 - [Add items to your Cart from the Catalog or from My Files](#)
 - [Search for items in the Catalog or in My Files](#)
 - [Add a special order item to your Cart](#)
- [Add documents to the active book](#) (optional feature; shown only when in Book mode and if licensed).
- Access orders waiting for your approval (if you are an approver)
- Access your orders that have been rejected (if any)
- [View your Cart](#)
- [View and work with your orders](#)
- Manage your files
- [Work with your personal Contacts list](#)
- [View reports](#) about your orders

Click the **Home** link at the top of any Ordering page to return to the Ordering Home page.

Click the **My Profile** link at the top of any Ordering page to [view or change your profile](#), which contains your ordering and account default settings.

What's on this page

- Content for this page varies. This page typically contains links for common ordering functions.
- Notifications area: Available on Ordering pages. Click one of the links to go to Approvals, Rejected Orders, the Book Details page, or to your Cart.

The left sidebar of the browser contains a "Table of Contents" section with a search box and a "Favorites" section. The "Table of Contents" includes links such as "Ordering with WebCRD", "Task Aids", "Using the Ordering Home Page", "Logging in to WebCRD", "Requesting a User ID", "Using the Provide Missing Information Page", "Using the Ordering Home Page", "Adding Items to Your Cart", "Uploading New Files to Your Cart", "Adding Items from the Catalog or from My Files", "Searching the Catalog from the Ordering Home Page", "Using the Select By Workgroup Page", "Using the Select By Folder Page", "Using the Select Items Page to Add Items to Your Cart", "Adding a Special Order Item to Your Cart", "Using the Proxy Mode Page", "Using the Proxy for User or Proxy for File", "Using the Cart Page", "Ordering Variable Data Forms", "Managing Your Orders", "Working with Your Personal Contacts List", "Working with My Files", "Working with My Profile", "Creating Reports about Your Orders", "SurePDF Workflow (if available)", "MultiSite Ordering (if available)", and "Book Assembly (if available)".

Help is available on all screens by clicking Help in the Top Right of the page.