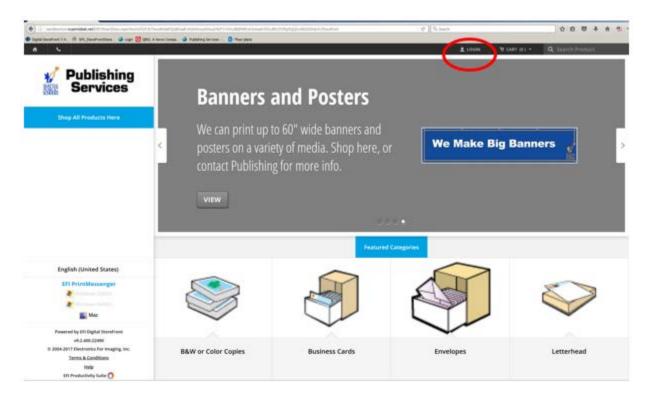
Digital Storefront User Guide

Go to: <u>Publishing online ordering site – DSF</u> (http://seattleschool.myprintdesk.net)

You'll see our storefront home page. The Login button is in the upper right.



Your Login:

User ID is your Seattle Schools log in (usually first and middle initial and last name)

If you self-register, you can create your own password.

If a login was created for you, you will receive a temporary password via email. You'll be asked to change the temporary password after you log in the first time. You need at least 7 characters, including a capital letter and a number.

If you have trouble logging in, please call Melinda Morrow at 252-0147 or Publishing Services at 252-0080.

Shopping

Select Product

The home screen shows some featured categories and products in the center of the screen, and a link for product categories on the left side of the screen. To see the full list, hover your mouse over "Shop All Products Here". Click on the category name or icon that you'd like to order.

We'll use "B&W or Color Copies" for this example.

Choose B&W or Color, and click the BUY NOW button.

IN THIS CATEGORY:			
	BUY NOW		BUY NOW
B&W COPIES	N.	COLOR COPIES	

Add files

You'll see a menu on the left and a preview of your job in the main part of the screen. Begin by clicking the "Add Files" button in the upper left to upload your files.

Color Copies					Q Review My Job	Help	X Close
Fles	Add Films	D					
* Job Name							
* Quantity	* Pages						
1	3						
Print Options							
* Print Options							
Print In Print in Co	Color/Sides	•					
Media()	Standard White)						
A Orienta Portuit		Þ					
OB Collate	a feta	Þ					
Binding & Cov	***						
- Dinding		Þ					
O Front O		•					
O Back C		Þ					Page 1
O Hand V	iph 1	•		-			
Additional Ser	vices		ни	1/2 H H		6.6	2 74%
Dutting		Unit Price \$0.84 Total Price \$0.84			Sa		dd to Carl

Choose the correct option in the Add Files window. Use "Upload Files" for any type of file saved on your computer. "Saved Files" are files you've previously uploaded to our system. Use "Other" if you need to send us a thumb drive or hard copy to work with.

Add Files		×
Upload Files	Saved Files	Other
Supported File Formats		Close

This example shows "Upload Files." Navigate to the file you want, select it, and click "Open."

File Upload			
🌀 🔵 🗸 🗼 🔹 Libraries 🔹	Documents - DSF -	👻 🌆 Search DSF	
Organize 🝷 New folder			III 👻 🔟 😨
★ Favorites ■ Desktop	Documents library	Ar	range by: Folder 🔻
Downloads Recent Places	Name *	Date modified	Туре
Mecent Places	Current companies	5/27/2015 4:44 PM	Microsoft Excel Wor
🥞 Libraries	DSF-74-Admin-Help	5/14/2015 11:42 AM	Compressed (zippe
Documents	bSF-74-Buyer-Help	5/14/2015 11:42 AM	Compressed (zippe
J Music	🔁 early learning cost centers	7/22/2015 12:04 PM	Adobe Acrobat Doc
Videos	email to schools	8/4/2015 4:21 PM	Microsoft Word Doc
Nucos	🔊 everything 2015-2016	8/3/2015 9:20 AM	Microsoft Excel Wor
🖳 Computer	Fake NCR form	7/29/2015 10:31 AM	Microsoft Word Doc
🏭 OSDisk (C:)	More DSF questions	8/7/2015 3:42 PM	Microsoft Word Doc
🕎 mkmorrow (\\CNOCMF	🗐 Operator notes	7/29/2015 12:53 PM	Microsoft Word Doc
•	Questions and notes	7/29/2015 4:29 PM	Microsoft Word Doc
👊 Network	SPS Budget COdes	5/14/2015 2:26 PM	Microsoft Excel Com
	🖳 test file mixed bw color	6/1/2015 2:14 PM	Microsoft Word Doc
	Things to add	7/30/2015 3:10 PM	Microsoft Excel Wor
	🔊 Users 7-20-15	7/27/2015 1:13 PM	Microsoft Excel Wor
	🔊 Users	5/20/2015 4:33 PM	Microsoft Excel Com
	•		
File na	me: test file mixed bw color	✓ All Files	•
	,	Open	Cancel

By default, the system will convert your file to PDF (if it's not already). You can also choose to "Save To My Files" if this is a file you are going to need to reprint periodically. Click "Add More Files" if you want to upload more than one file. Click "Upload" when you have all files listed.

Upload Files		×
test file mixed bw color.docx 12.49 KB	Convert To PDF	No of Page(s)
☑ Convert All To PDF (recommended)		
Add More Files		Upload

When the upload is finished, you'll see the number of pages, and the "Upload" button will have changed to "Done".

Upload Files			×
test file mixed bw color.docx 12.49 KB Conversion Completed Successfully	Convert To PDF	4	î
✓ Convert All To PDF (recommended)			
Add More Files		Dor	ne

Job Options

Give your job a name and adjust the quantity. (You can't adjust the number of pages if you have uploaded files.)

Files	Add Files
test file mixed bw co	lo 👻
* Job Name Test Color documer	t đ
* Quantity 5	* Pages 4

Select your desired print options.

Print	Options	
	Print In Color/Sides Print in Color:Double Sided	⊳
	Media(Pastel Orchid)	
Α	Orientation Portrait	⊳
1 2 3	Collate Collate into Sets	⊳

In this example, my only choice for "Print in Color/Sides" is color printing, but I can select single or double-sided print.

When selecting media, you can filer by size and weight to narrow down to appropriate choices. If you choose a colored media, it will be shown in the preview.

Media		×
Filter Size US Letter •	veight Bond (20 pound)/ 75 gsm 🔻	
Pastel Ivory	US Letter	
Pastel Orchid	US Letter	
Recycled Paper	US Letter	
Rocket Red	US Letter	
Special Customer Supplied	US Letter	
Standard White	US Letter	
US Letter, 3-Hole Punch	US Letter	
Fit content to paper - scale content up or down (use when file and page are different sizes)	•
	Cancel OK	

Use the Binding & Covers choices to ask for comb binding, 3-ring binding, or particular covers. You can also specify hand work such as hand folding or inserting.

Bindi	ing & Covers	
0	Binding No Binding	⊳
0	Front Cover No Front Cover	⊳
0	Back Cover No Back Cover	⊳
0	Hand Work None	⊳

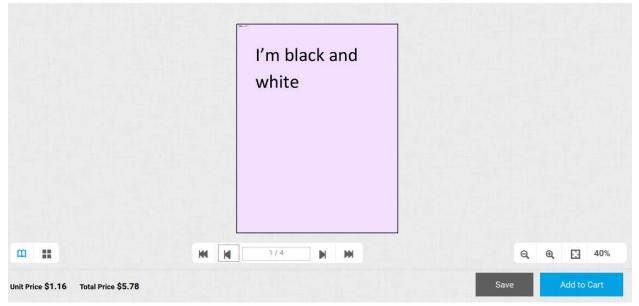
The Additional Services area includes all other common choices, such as drill (hole punching or drilling for comb or coil binding), folding, stapling, tab insertion, and lamination.

rint O	ptions			
\cup	None	V		
Addi	tional Services			
0	Cutting No Cutting	⊳		
0	Drill No Drill	⊳		
0	Fold No Folding	⊳		
0	Staple No Stapling	⊳	0 L	earn more about these options.
0	Tabs No Tabs	Þ	0	No Stapling Norshown in preview
0	Shrink Wrap No Shrink Wrap	⊳	1	2 Staples Left Side
0	Lamination No Lamination	Þ	1	Upper Left Corner
0	Special Pages			
0	Special Instructions		m	
0	Blank Pages		Unit	Price \$1.14 Total Price \$5.70

Choices such as Staples will be shown in the preview.

Use Special Instructions to enter any requests you can't specify elsewhere.

Job Preview Area



In the preview, you can switch between page view and thumbnail view using the page view and thumbnail buttons at the lower left of the preview area:



You can page through the preview using the arrows underneath it.

You can zoom in or out using the menu on the lower right.



If you hover your mouse over the Unit Price, it will show a cost breakdown for the selected elements of your job.

When you're satisfied, click Add to Cart. You'll be asked to approve the job.

Checkout

When you've finished shopping, click the shopping cart icon in the upper right of the screen. You can also see what's in your cart by hovering your mouse over the Cart icon.

	Test Color doc Quantity - 5	\$5.78
	Letterhead Quantity - 500	\$90.00
SubTotal		\$95.78

When you go to your shopping cart, you can:

- 1. Set a due date for the job
- 2. Click on any job name (underlined) to return to the job properties and edit your request
- 3. Change a quantity
- 4. Remove
- 5. Save for later (this saves the file and settings to your account without submitting it to the print shop)

CART 1 Due Date			
Products	Quantity	Unit Price	Total
2 <u>Letterhead</u> Item Name: Letterhead	3 500 • • Save for later	\$0.18	\$90.00
Color Document	10	\$0.96	\$9.60
Item Name: Color Copies	485 Save for later		

Click "Proceed to Checkout" when you're ready.

elect a shipping address & shipping options			
SHIPMENT 1 Please select a shipment type. Pick-Up at JSCEE-Publishing Services Center 🕑		Products Letterhead Item Name: Letterhead	
ADDRESS	Hours Of Operation	0fy Unit Price 500 \$0.18	Tota \$90.00
Melinda Morrow 2445 3rd Ave S Seattle WA - Washington - 98124 United States 2062520147 Publishing Services Walk Up	Sun : Closed Mon-Fri : 7:30 AM-5:00 PM Sat : Closed	Test Color document Item Name: Color Copies Dry Unit Price 5 \$1.16	Tota \$5.78
mkmorrow@seattleachools.org		Subtotal:	\$95.78 \$0.00
Add Another Recipient 🖌		Taxes: Total:	\$95.78

Check this information, then proceed to payment. You should have a choice of SPS Budget Codes or Pay at Store. (Generally, only use Pay at Store if this is a personal job and you will be paying sales tax.)

How would you like to pay?	
PAYMENT METHOD Please select a payment type.	
SPS Budget Codes Pay At Store	
SPS BUDGET CODES	
SPS Budget Code:	
Grant/Alt Budget Code:	

Click on the drop-down for SPS Budget Code. It should list the main codes for your school or department. If none of them are correct for the order, choose "Other – Grant/Alt" from the list and type in the desired code in the Grant/Alt Budget Code field.

SPS BUDGET CODES
SPS Budget Code:
▼.
1000 12345678
1C11 1234578
Other - Grant/Alt

Click Place My Order.

You'll receive an email confirming your order.

Managing Your Account and Jobs

Order History and Status:

Log in to the system.

Click on or hover over your name at the top of the screen to see a menu of account management choices.

	👤 MELINDA MORROW 👻	
ш	ORDER HISTORY & STATUS	
	MY PROFILE	
	ADDRESS BOOK	
	PRINT SHOP	
	MY SAVED FILES	
	MY SAVED JOBS	
	MY DOWNLOADS	
÷.	SPENDING ACCOUNTS USAGE	
	LOGOUT	

The first choice, Order History & Status, will show you a list of your orders and their statuses, and give you an option to re-order.

ORDER HISTORY & STATUS	MY PROFILE	ADDRESS BOOK	PRINT SHOP	MY SAVED FILES	MY SAVED JOBS	
MY DOWNLOADS SPENE	DING ACCOUNTS US	AGE				
Time periodShow stateAll Orders	tus	2	ort by Order Date			
Order # <u>56</u> Order Date 8/10/2015 9:52:20 PM Due Date 8/11/2015 6:30:00 PM Total <u>\$1.19</u>		ln produ <u>test w ta</u> l				
Order # <u>55</u> Order Date 8/7/2015 8:53:43 PM Due Date 8/10/2015 5:30:00 PM Total \$2.13		Shipped test coil b	<u>bind job</u>			<u>Re-Order</u>
Order # <u>54</u> Order Date 8/7/2015 5:31:44 PM Due Date 8/10/2015 2:30:00 PM Total \$25.10		Shipped comb bo	und job			<u>Re-Order</u>
Order # <u>53</u> Order Date 8/7/2015 4:41:13 PM Due Date 8/7/2015 11:00:00 PM Total \$9.45		Shipped <u>Test boo</u> l	<u>klet bw</u>			<u>Re-Order</u>
Order # <u>52</u> Order Date 8/6/2015 11:08:12 PM Due Date 8/7/2015 8:00:00 PM Total \$3.50		Shipped Test broc	hure			<u>Re-Order</u>

Clicking an Order # will take you to the order confirmation.

Clicking the job title will take you to a summary of the instructions for the job, including the files you uploaded.

Clicking "Re-Order" will place the items from that order into your cart.

My Profile

Use these features to edit your profile, including your contact information, department, and password.

To access it, log in. Click on your name in the upper right of the screen. Choose My Profile. Click on "Edit Profile" to edit contact information, or the individual edit links for Security Question and Password.

ORDER HISTORY & STATUS	MY PROFILE	ADDRESS BOOK	PRINT SHOP	MY SAVED FILES	MY SAVED JOBS	
MY DOWNLOADS SPEN	DING ACCOUNTS U	SAGE				
						Edit Profile
Nickname		Melinda Morre	ow			
Name		Melinda Morro	ow			
User Name		mkmorrow				
Title		Publishing Ser	vices Analyst			
Email		mkmorrow@s	eattleschools.org			
Security Question						<u>Edit</u>
Your School or Dept.		Test Departm	ent			
Print Shop		Publishing Ser	vices Center			
Address		Melinda Morr Test Departm 2445 3rd Ave 5 Seattle, WA 98 United States	ent 5 3124			
Phone Number 1		2062520147				
Password						Edit

Note: If you are editing your full profile, the field called "Company" should be your department or school. It has to be an exact match for how your department or school is named in the system. If you need to change this because you've changed positions, feel free to call Melinda Morrow at 206-252-0147 or Publishing Services at 206-252-0080 for assistance.

My Saved Files

This is where you can find and delete files you have previously saved to the system.

ORDER	HISTORY & STATUS	MY PROFILE	ADDRESS BOOK	PRINT SHOP	MY SAVED FILES	MY SAVED JOBS	
MY DO\	WNLOADS SPENE	DING ACCOUNTS US	AGE				
Support	ed File Formats						Add Files
FOF	DSF - Image Referen 3 Pages Uploaded : 7/8/2013 8						<u>Remove</u>
FOF Addr	Operator notes.doc 14 Pages Uploaded : 8/7/2015 1						<u>Remove</u>

Clicking the file name will open it. Clicking Remove deletes it from the system.

Saved files are automatically deleted after one year.

My Saved Jobs

These are jobs (files + ordering information) that you have saved.

ORDER HI	STORY & STATUS	MY PROFILE	ADDRESS BOOK	PRINT SHOP	MY SAVED FILES	MY SAVED JOBS		
	NLOADS SPENI	DING ACCOUNTS US	AGE					
J	Booklet test Added: 8/6/2015 3:5	8:54 PM PDT						<u>Remove</u>
	Please note: The pro	oduct is no longer act	ive or was deleted by an	administrator since	you last saved it.			
	<u>comb bound job</u> Added: 8/7/2015 10:	23:47 AM PDT				2)pen Job	<u>Remove</u>

You can open or remove them.

Saved jobs are automatically deleted after one year.