

GRCCePRINT

Print Shop Pro

Online Ordering User Manual

GRCC Printing Orders College Promotional Materials



Concepts



PrePress
Print Production



Return or Investment
1 Happy Gang Dr
Pleasantville, USA

Ideas Happen Here
1 Happy Gang Dr
Pleasantville USA

Mailing Service

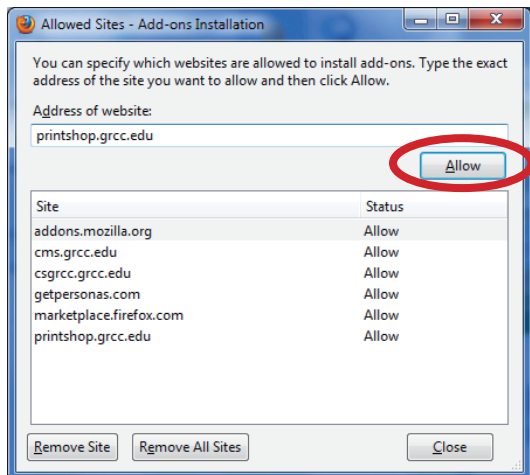
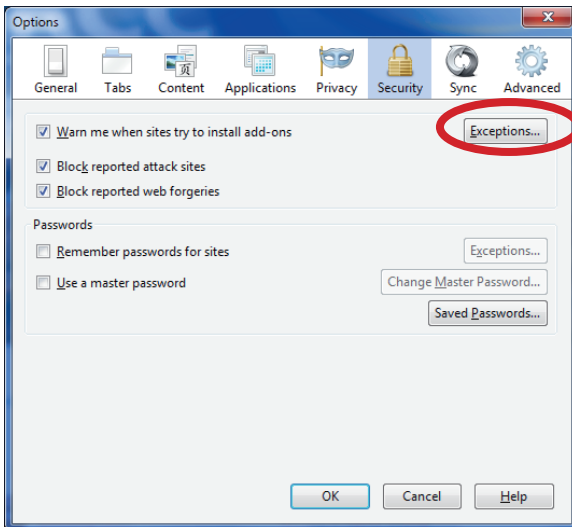
143 Bostwick Ave NE • Grand Rapids MI 49503
616-234-3960 • grccEprint@grcc.edu • cms.grcc.edu/grcceprint

How to Register

Before you start to register, first you will need to assure you have the latest version of Acrobat Reader. You can update at <http://get.adobe.com/reader/>

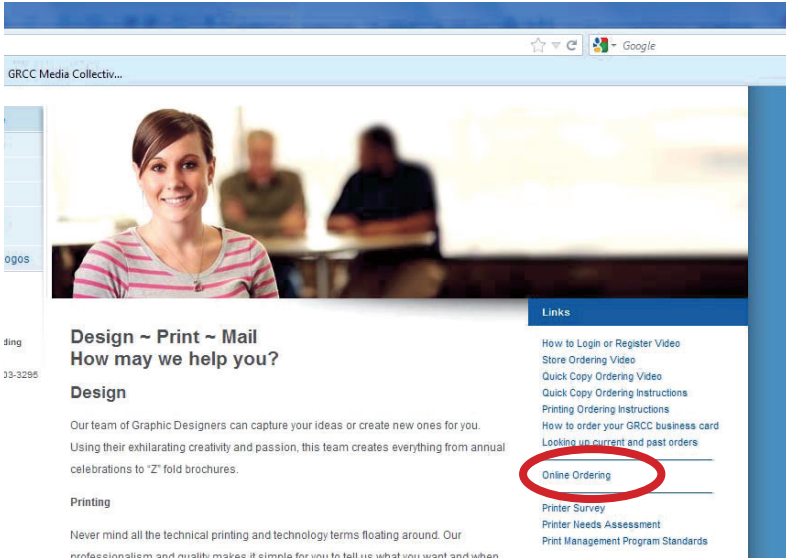
Using your Firefox browser, take care of your Pop Up Windows first.

***** Pop up Windows** - In your FireFox browser drop down menu, choose Tools, then Options and on the Options Menu, click on Security. To the right side you will see Exceptions. Click on it and in the Allow bar type printshop.grcc.edu and then click the Allow button and then the OK button.

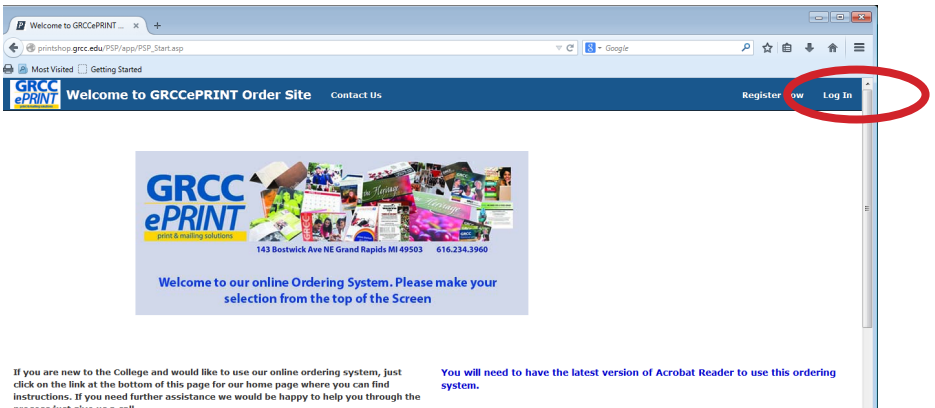


NEXT:

- Go to GRCCePRINT's home page on the web <http://cms.grcc.edu/printing>
- On the right hand side of our home page, click on "Online Ordering"



- Bookmark this site for future ordering
- Click on the "Log in" located in the blue bar on the top right hand side of the screen



- **Fill in the Profile form completely.** For your "Site", click on the drop down and choose your School/Company name and/or the department that ties into your budget number, for example east Grand Rapids Middle School or KISD Student Support Services, or Kent Garden Club and for "site address", use the address where your orders will need to be delivered to. Once you have all your information completely filled in click the "Register" button at the bottom. Please make sure you do not leave any information empty and do not leave the site without clicking the Register button.

Quick Copy
Printing Order
Store Orders
Register Now

Enter some basic information in order to take advantage of the features this site has to offer.
All fields are required.

Enter Your Contact Information

First Name

Middle Initial

Last Name

Email Address [? Show Help](#)

Phone Number [? Show Help](#)

Site Choose your department from drop down

Site Address [? Show Help](#)

Site City

Site State

Site Zip Code

Create Your Login

User Name

Password

Confirm Password

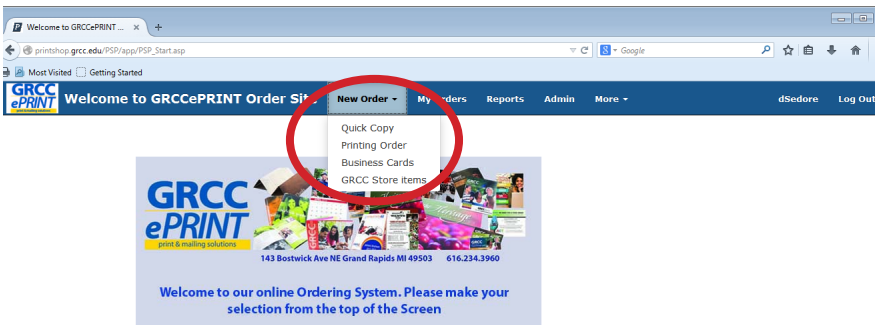
Select an Action

After you submit your registration, you will receive a confirmation email. Once your registration has been processed (allow one business day), you will be notified by email and you can begin using the system. If you need any assistance, please call us and we will gladly assist you through this process.

How to Place a Printing Order

The PRINTING ORDER option is for jobs requiring paper color changes, binding, note pads, color and black and white pages within the same document or other complex jobs.

TO BEGIN Log in to the GRCCePRINT online ordering using your login and password. Click on the "New Order" drop down and choose the category that best fits your order request. **Please Note the Quick Copy is for internal GRCC Faculty Employees only.**



If you are new to the College and would like to use our online ordering system, just click on the link at the bottom of this page for our home page where you can find instructions. If you need further assistance we would be happy to help you through the process just give us a call.

Review these options before choosing your request.

Copyright Materials: Please follow the Copyright laws.

- **Quick Copy:**

GRCC Instructional classroom materials. Our delivery schedule is located on our GRCCePRINT web page. Click our link at the bottom of this page.

- **Printing Order:**

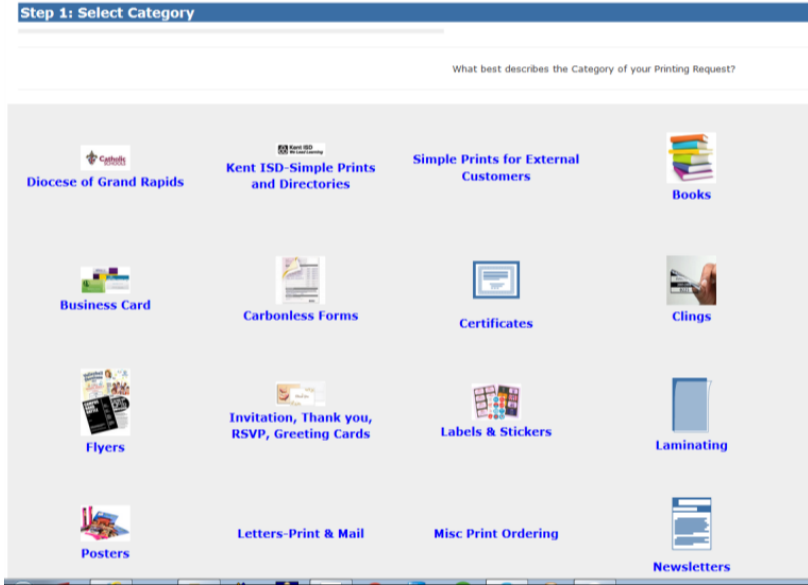
All other printing including: Color printing, Graphic design, variable data printing, Wide format printing, We

You will need to have the latest version of Acrobat Reader to use this ordering system.

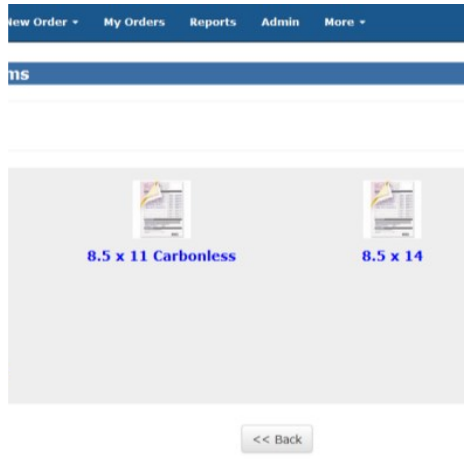
For Helpful Information on how to use our ordering system, please see our links below.

Step 1

Here are a variety of options for what you would want to order. Simply click on the option for which order you would like to place. If you do not see the category you need for your order, use the Misc Print Ordering category.



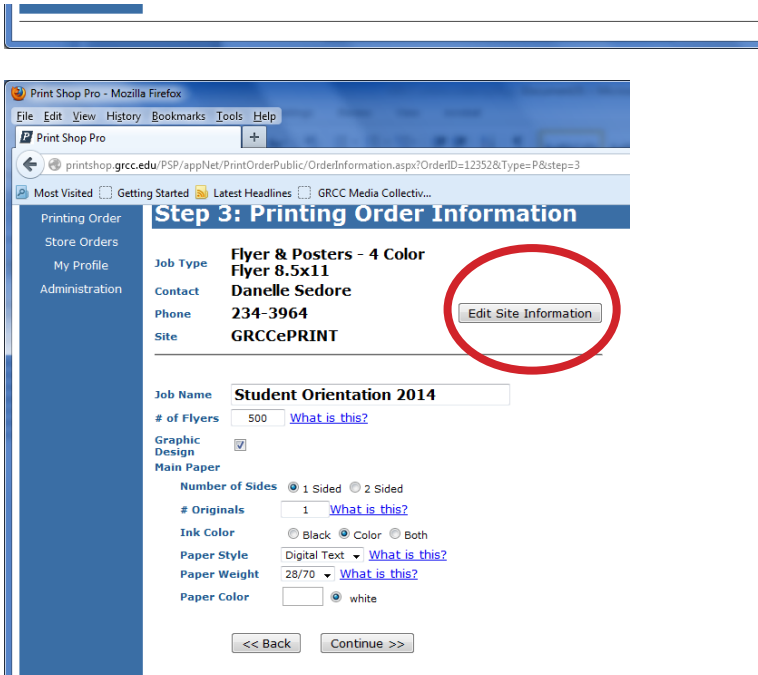
Step 2 Once you have chosen the appropriate category, you can choose the appropriate item in that category.



Step 3

Contact and Phone: The default will be your name & phone.

Site: This is your department name or the account name you are charging. ***NOTE:** if you have been authorized to place orders for different sites, you can click on the "EDIT SITE INFORMATION" button and choose the appropriate site you are ordering for.



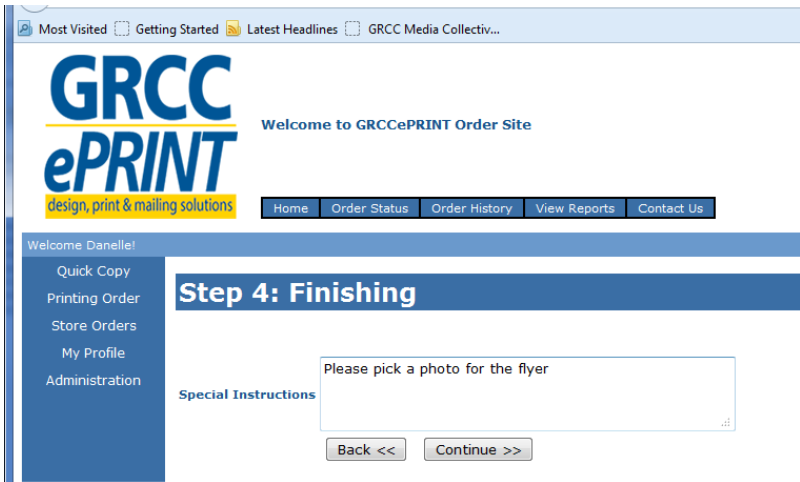
***NOTE:** if you have trouble understanding the questions the blue type to the right has a tip to help you understand the question. Simply click on the blue type for an explanation of the question.

Start by giving an Job Name: Enter a name for your job here (i.e., Student Orientation 2014). This will help you track the job later.

- Enter the amount you would like to order.
- If you need Graphic Design click in the box.
- Choose how many sides you need it printed on.
- How many originals, number of pages, sides, you are submitting.
- Ink Color(s) for your order.
- Paper Style is either preset, depending on the template you chose, or you can click the drop down for paper choices.
- Same for Paper weight and Paper Color
- Click Continue

Step 4

Next you will be able to provide any information you feel needs to be know about the order you are submitting in the Special Instructions box. If you do not need to provide any special instructions it is OK to leave blank and click continue.



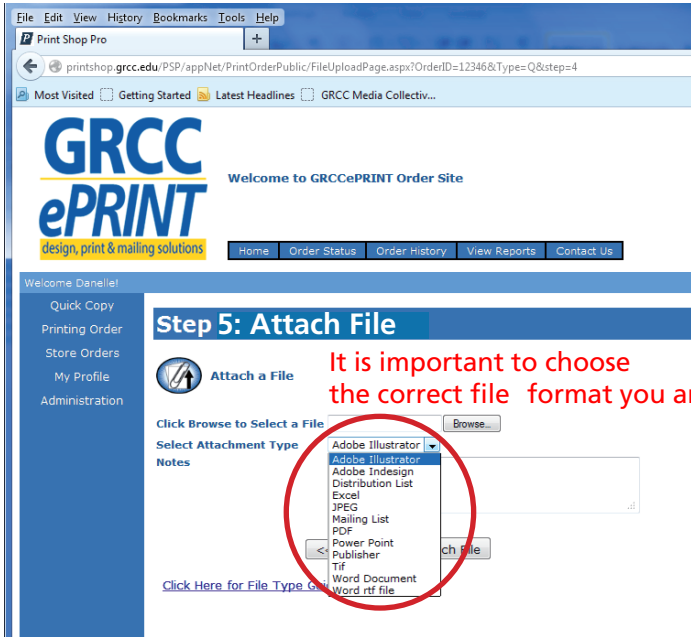
Step 5

This is where you will attach any files needed to produce your order. You can attach several files that are needed to complete your order. Click on "Yes" and the browser window will appear.

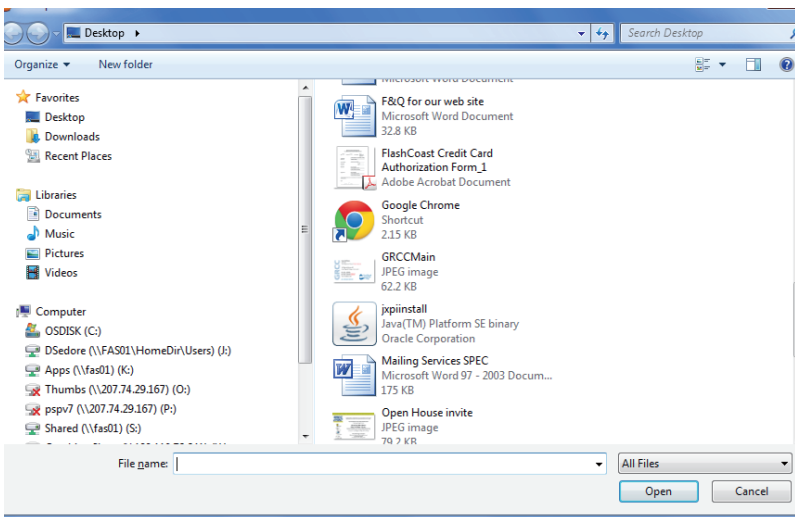


Step 5 Continued

Make sure you click on the "Select Attachment Type" drop down first to choose the file type you will be attaching. Then click the "Browse" button to navigate to your file.

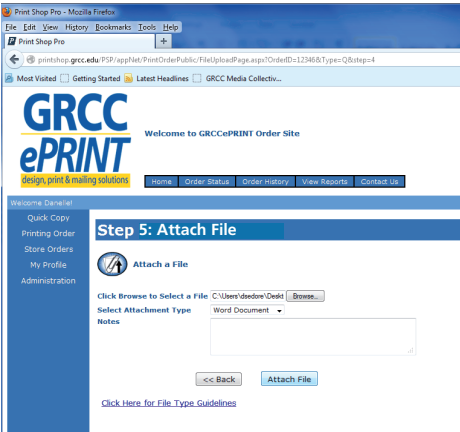


Find your file, click on it to highlight and then click the "Done" button

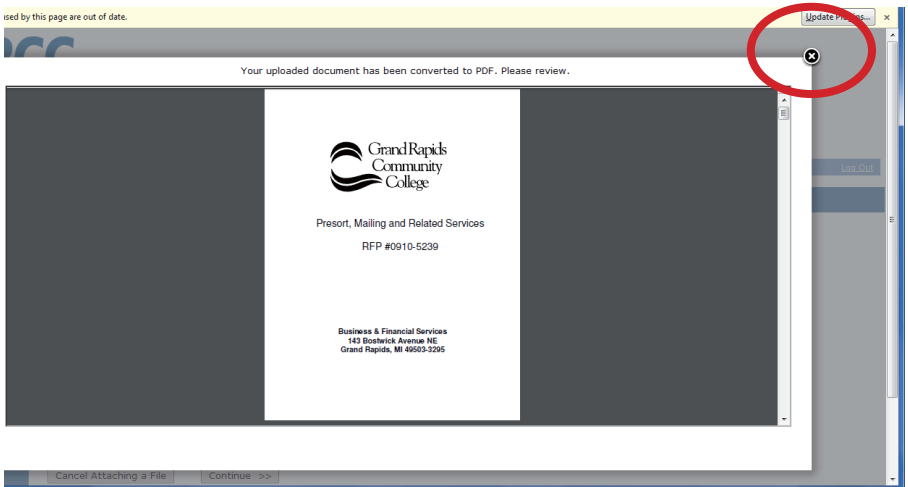


Step 5 Continued

Click on the "Attach File" and if you are submitting a Illustrator, InDesign, Power Point, Publisher or a Word document you will see a PDF proof pop up.



Please review your **entire proof** before closing the window because you will be authorizing this as your document to use for production. Once you have looked at the proof close the window by clicking on the circled X in the top right corner.



Step 6

The Billing and Delivery is your last step of the ordering process.

1. Click on the drop down window under "Account Number" and choose the appropriate number the order will be billed to. If you only have one number authorized to your profile this will be the only one you see.
2. Next click on the delivery option that best fits your delivery needs. If you choose Ship to Address the information you provided in your Profile under Site Address will automatically populate the "Ship to Address" window.
3. Click on "Finish" button to submit your order. You will receive a confirmation email with all your information for your order OR
4. If for some reason you need to "Save As Quote" click on the button. You can look this number up later to submit once you are ready. This saves to your history only and is not an order until it is SUBMITTED.
5. You can now log out or click on the "Printing Order" to submit another order.

The screenshot shows the GRCCePRINT Order Site interface. At the top, there are navigation links: Home, Order Status, Order History, View Reports, and Contact Us. The main heading is "Step 6: Billing and Delivery".

Job Name: English 101 Exam-DSedore
Type: Quick Copy - 8.5 x 11
Estimate: # of Copies: 30
Total: **\$2.44** (\$0.08 Each)

Billing: Account Number (dropdown menu highlighted with a red circle)
Please Select

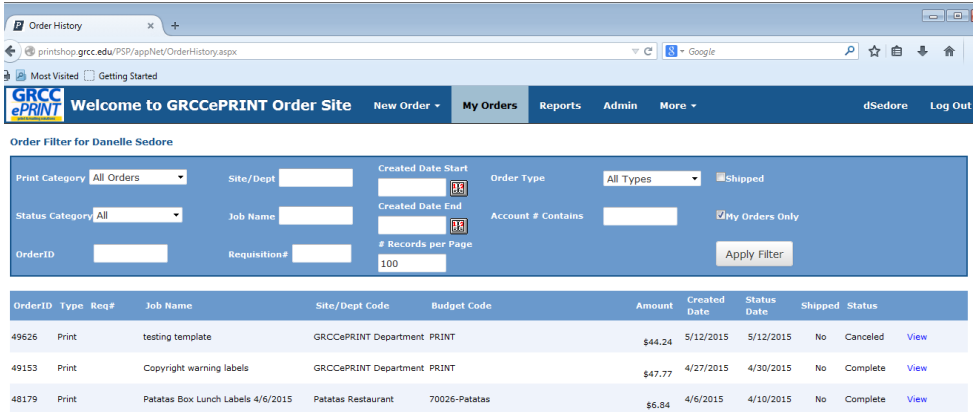
Delivery: Suggested Due Date: 5/8/2013
Delivery options (radio buttons):
 Hold For Pick Up
 Ship To Address
 Ship to Site (This group is highlighted with a red circle and labeled "See below before you choose.")
Pickup Location: I will pick-up at GRCCePRINT

Buttons at the bottom: << Back, Save As Quote, Cancel, Finish >>

- Hold for pick up means you will pick up at GRCCePRINT.
- Ship to Address means the address in your profile will populate the shipping label
- Ship to Site means the site in your profile, should be your department, will populate the shipping label.

Looking Up Order History to Place an Order

Once you place an order, save as quote or have previous orders in our system, you can look up these orders for either submission from the quote to an order or copy a previous order into a new order to submit for production. Log in to Print Shop Pro and at the top of the screen under "My Orders".



Order History

printshop.grcc.edu/PSP/appNet/OrderHistory.aspx

Welcome to GRCCePRINT Order Site

Order Filter for Danelle Sedore

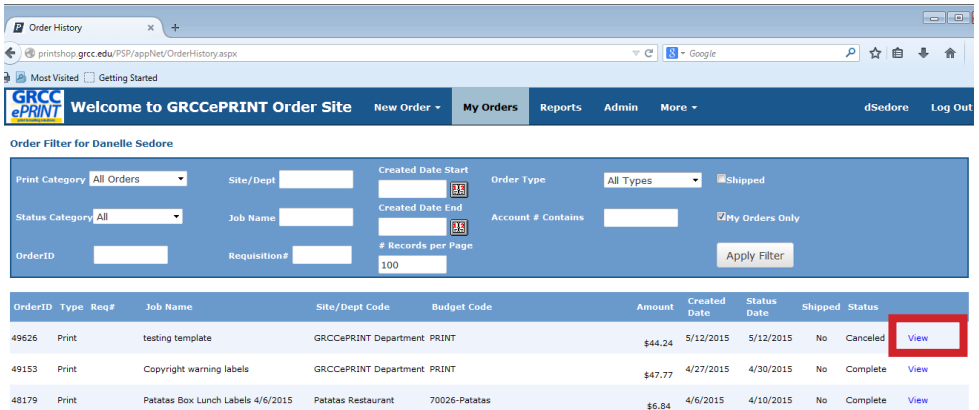
Print Category: All Orders | Site/Dept: | Created Date Start: | Order Type: All Types | Shipped

Status Category: All | Job Name: | Created Date End: | Account # Contains: | My Orders Only

OrderID: | Requisition#: | # Records per Page: 100 | Apply Filter

OrderID	Type	Req#	Job Name	Site/Dept Code	Budget Code	Amount	Created Date	Status Date	Shipped	Status
49626	Print		testing template	GRCCePRINT Department	PRINT	\$44.24	5/12/2015	5/12/2015	No	Canceled View
49153	Print		Copyright warning labels	GRCCePRINT Department	PRINT	\$47.77	4/27/2015	4/30/2015	No	Complete View
48179	Print		Patatas Box Lunch Labels 4/6/2015	Patatas Restaurant	70026-Patatas	\$6.84	4/6/2015	4/10/2015	No	Complete View

Once you find the order you are looking for, on the far right hand side click on "view" to open the order up for you to review.



Order History

printshop.grcc.edu/PSP/appNet/OrderHistory.aspx

Welcome to GRCCePRINT Order Site

Order Filter for Danelle Sedore

Print Category: All Orders | Site/Dept: | Created Date Start: | Order Type: All Types | Shipped

Status Category: All | Job Name: | Created Date End: | Account # Contains: | My Orders Only

OrderID: | Requisition#: | # Records per Page: 100 | Apply Filter

OrderID	Type	Req#	Job Name	Site/Dept Code	Budget Code	Amount	Created Date	Status Date	Shipped	Status
49626	Print		testing template	GRCCePRINT Department	PRINT	\$44.24	5/12/2015	5/12/2015	No	Canceled View
49153	Print		Copyright warning labels	GRCCePRINT Department	PRINT	\$47.77	4/27/2015	4/30/2015	No	Complete View
48179	Print		Patatas Box Lunch Labels 4/6/2015	Patatas Restaurant	70026-Patatas	\$6.84	4/6/2015	4/10/2015	No	Complete View

Looking Up Order History to Place an Order Continued

This window shows you what was done on the order the last time it was produced. To make a new order click "Copy Order"

The screenshot shows the Print Shop Pro interface in a Mozilla Firefox browser. The URL is printshop.grc.edu/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=12220. The page displays order details for a job named "GRCCePRINT survey". A red box highlights the "Copy Order" button in the top navigation area. Other buttons include "<< Back" and "Print Ticket".

Job Name	GRCCePRINT survey	Status	Complete
Site	GRCCePRINT	Order Category	Misc Print Ordering
Contact	Danelle Sedore	Finished Size	8.5 x 11
Account Number	PRINT	Date Due	5/8/2013
		Date Ordered	4/29/2013
		Graphics Work Required	<input type="checkbox"/>

Sets/Copies: 100
Special Instructions: Perf on page 2, 6.5 inches from the top of the sheet

Purpose	Size	Style	Color	Weight	Sides	Originals
Main Paper	8-1/2 x 11	Digital Text	white	28/70	One Sided	2

Attachments:

File Name	Type	# Sheets	Note	Approval
32220_Open House survey sheets_04292013_DNS.pdf	PDF	2		Uploaded by Print Shop

Binding: None
Folding: None
Cutting: None
Hole Punch: None
Collate:

The next window that opens up is a copy of the order. To make a new order click on "Edit Order" which will enable you to make changes such as quantity, originals, attach a new file, ect.

The screenshot shows the Print Shop Pro interface in a Mozilla Firefox browser. The URL is printshop.grc.edu/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=12097. The page displays order details for a job named "TEST 6/3/2013". A red box highlights the "Edit Order" button in the top navigation area. Other buttons include "<< Back", "Copy Order", and "Print Ticket".

Job Name	TEST 6/3/2013	Status	Quote Only
Site	GRCCePRINT	Order Category	Quick Copy
Contact	Danelle Sedore	Finished Size	8.5 x 11
Account Number	PRINT	Date Due	6/5/2013
		Date Ordered	6/3/2013
		Graphics Work Required	<input type="checkbox"/>

Sets/Copies: 100
Special Instructions: (Cloned From Order#8397)

Purpose	Size	Style	Color	Weight	Sides	Originals
	8-1/2 x 11	Cover	white	80	Two Sided	1 / 1

Attachments: There are no files attached to this order.

Binding: Staple 1 Top Corner (Discontinued)
Folding: None
Cutting: 9 cuts (Discontinued)
Hole Punch: None
Collate:

Looking Up Order History to Place an Order Continued

Once you have updated all the information to place a new order, click the "Save" button and then the "SubmitOrder" button.

Net/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=13097

Latest Headlines GRCC Media Collectiv...

<< Back Cancel Edit **Save** Estimate Price Each

Job Name **TEST 6/3/2013** Status Quote Only

Site GRCCePRINT Order Category Quick Copy Date Due 6/5/2013

Contact Danalle Sadore Finished Size 8.5 x 11 Date Ordered 6/3/2013

Account Number Account Number PRINT Graphics Work Required

Sets/Copies 100 Special Instructions (Cloned From Order#8397)

Purpose	Size	Style	Color	Weight	Sides	Originals
EDIT	8-1/2 x 11	Cover	white	80	Two Sided	1 / 1

Attachments There are no files attached to this order. Add New File

Binding Staple 1 Top Corner (Discontinued) Change

Folding None Change

Cutting 9 cuts (Discontinued) Change

Hole Punch None Change

Collate [E] [P] [F]

Reverse Collate [E] [P] [F]

Net/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=13097

Latest Headlines GRCC Media Collectiv...

<< Back Edit Order Copy Order Print Ticket Estimate \$10.31 Price Each (\$0.10 per Set)

Submit Order Cancel Order

Job Name **TEST 6/3/2013** Status Quote Only

Site GRCCePRINT Order Category Quick Copy Date Due 6/5/2013

Contact Danalle Sadore Finished Size 8.5 x 11 Date Ordered 6/3/2013

Account Number PRINT Graphics Work Required

Sets/Copies 100 Special Instructions (Cloned From Order#8397)

Purpose	Size	Style	Color	Weight	Sides	Originals
EDIT	8-1/2 x 11	Cover	white	80	Two Sided	1 / 1

Attachments There are no files attached to this order.

Binding Staple 1 Top Corner (Discontinued)

Folding None

Cutting 9 cuts (Discontinued)

Hole Punch None

Collate [E] [P] [F]

Reverse Collate [E] [P] [F]

Scoring

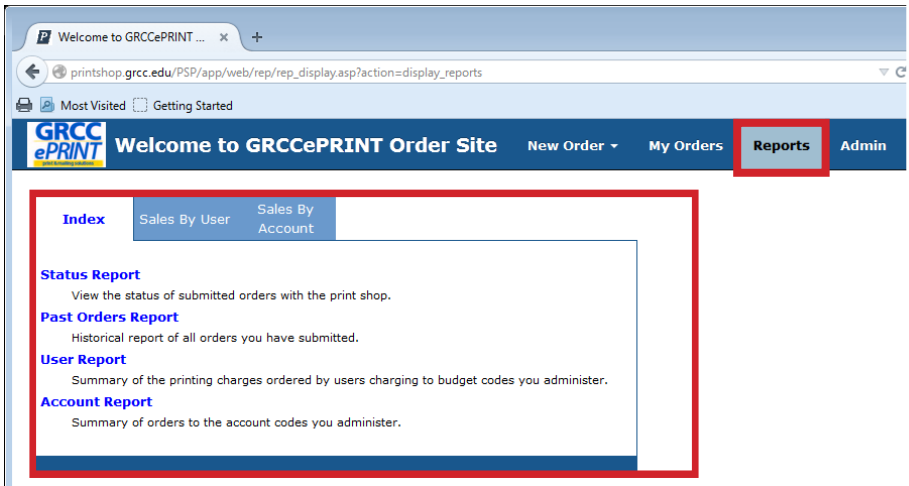
Perforating

Padding #: 0

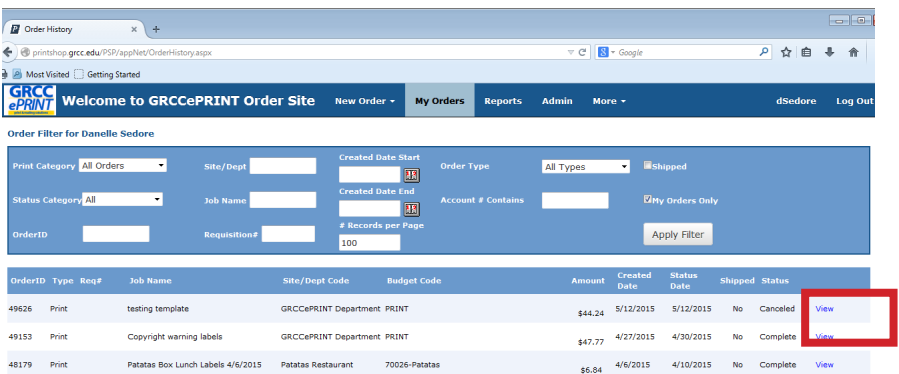
Ship To Hold for Pickup ESP/Student Worker will Pick up at GRCCePRINT

How to Use the Review Reports Tab

Print Shop Pro also offers reports for status of submitted orders, history of all the orders you have submitted, printing charges by users of specific accounts, and account reports. Click on the “View Reports” tab located under the “Welcome to GRCCePRINT Order Site”.



Click on any of the reports to view the content of the report. One feature of the “Past Order Report” is that you can click on the “view” to the far right and copy into a new order and follow the same process the “Order History” to create a new order.



GRCCePRINT

Print Shop Pro

Online Ordering User Manual

GRCC Store Ordering



Concepts



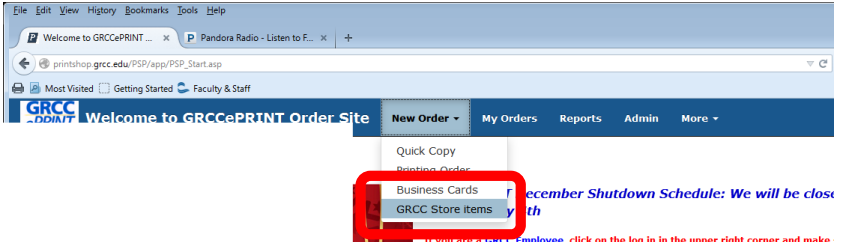
PrePress
Print Production



Mailing Service

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How To Place A Store Order

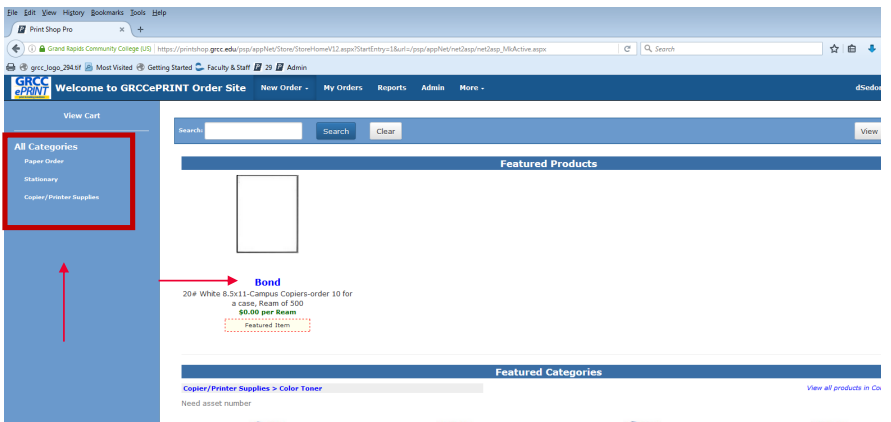


If you are a GRCC Employee, click on the log in in the upper right corner and make a purchase.
 If you are a non-GRCC Employee, click on the Register Now in the upper right corner and create an account completely.

Once you log in, under the NEW ORDER Tab click on GRCC Store Items Click on the topic to the left of the screen and click on the Category you which to order from. You can also click on the item if it is in the "Featured Category" or click on "View all Products" to the right of the Featured Category

You will need to have the latest version of Internet Explorer

GRCC Instructional classroom materials [Our delivery schedule](#)



If you are ordering paper for the copier/printers, click on the bond. If you want a color paper, click on the paper order in the blue to the left of the screen.

The first screenshot shows the product page for 'Bond'. A red arrow points to the 'Bond' heading. Below it, the product description reads: '20# White 8.5x11-Campus Copiers-order 10 for a case, Ream of 500 \$0.00 per Ream'. A red dashed box highlights the text 'Featured Item'.

The second screenshot shows the 'Add to Cart' button. A red arrow points to the button with the text 'Click Add to cart'. Below the button are 'Continue Shopping' and 'View Cart' links.

The third screenshot shows the 'Shopping Cart' page. A red arrow points to the 'Qty' box containing the number '10'. Another red arrow points to the 'Checkout' button. Below the cart table, a red arrow points to the '<< Continue Shopping' link. A summary table at the bottom right shows: Subtotal: \$0.00, Sales Tax (0%): \$0.00, Order Total: \$0.00.

Enter how many reams in the QTY box, put 10 for a case, and click Checkout or Continue Shopping.

Make sure you select your account number in the drop down and the date you need it. Also if we are delivering your items please click on Ship to Site. In the Special Instructions you will need to put the Copier/Printer ID number, located on the front of the device.

The screenshot shows a web browser window with the URL <https://printshop.grcc.edu/PSP/appNet/Store/FinishStoreOrder.aspx?Store>. The page title is "Welcome to GRCePRINT Order Site". The navigation menu includes "New Order", "My Orders", "Reports", "Admin", and "More".

Contact Information

<< Continue Shopping View Cart

Contact Name: Danelle Sedore
Phone Number: 3964
Site / Dept: GRCePRINT Department

Account Number

You are viewing account numbers for site GRCePRINT Department...

PRINT

Show All My Account Numbers

Shipping Information

Suggested Due Date: 9/7/2017

Rush? Yes No

Delivery Hold For Pick Up Ship To Address Ship to Site

Special Instructions

Notes: [Empty text box]

Select An Action

Cancel Order Save Estimate Submit Order

<< Continue Shopping View Cart

After you have reviewed your last page for all the information, click Submit Order and log out.