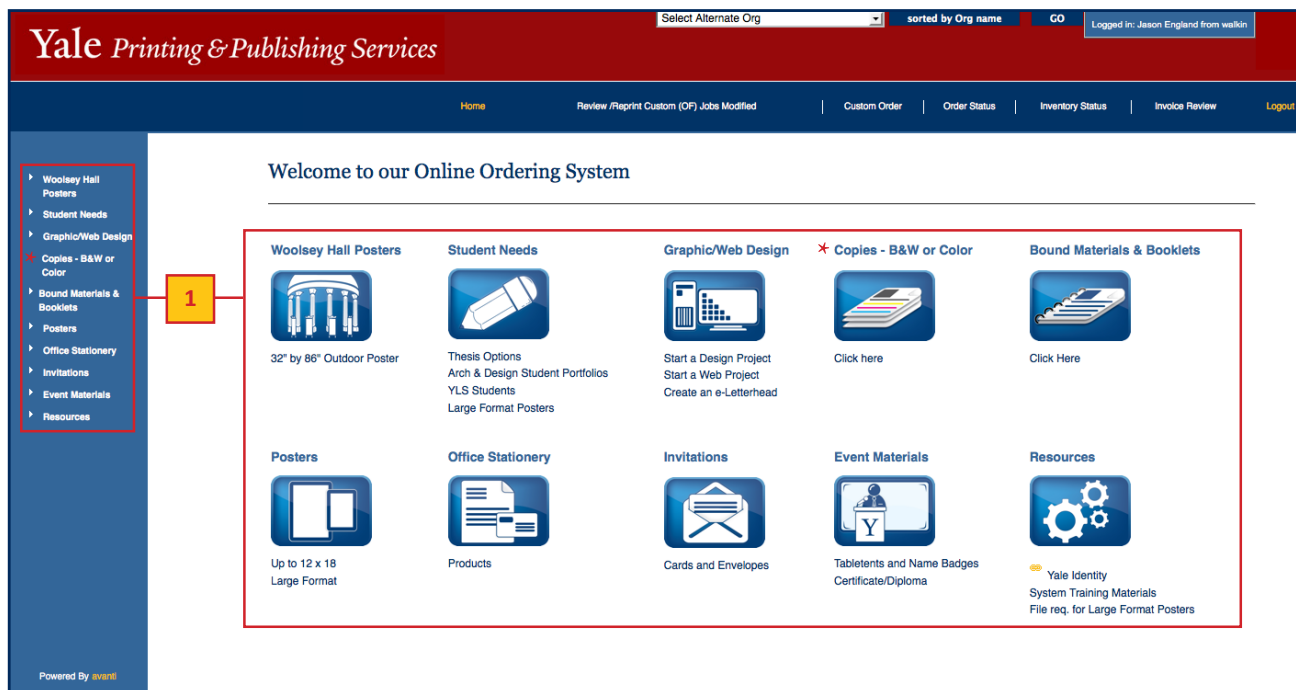


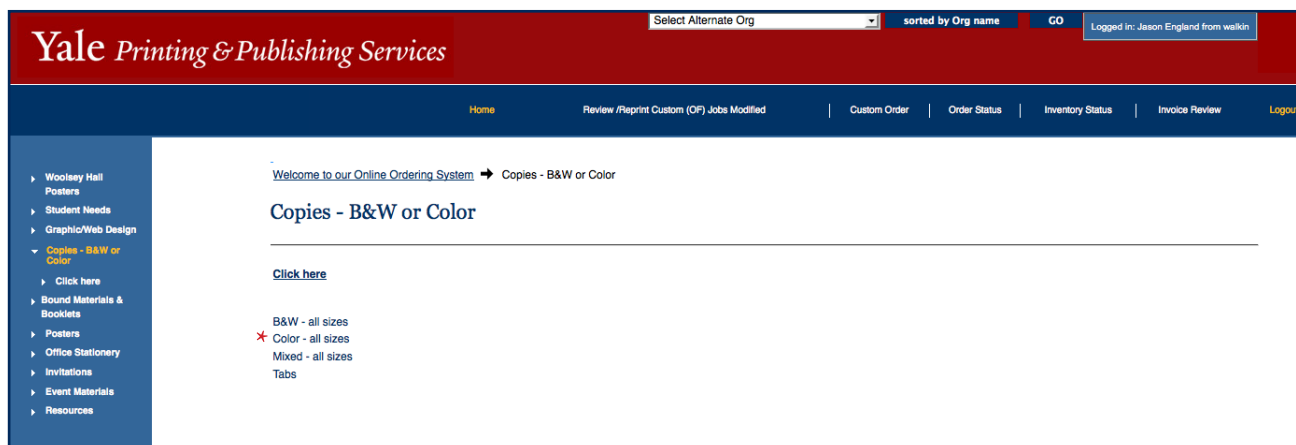
This guide will allow you to order YPPS' most common products.

1 Catalog Product Selection

- a. Select the product category from the left-hand navigation pane or click on one of the icons presented on your screen. *For this example, Copies – B&W or Color will be selected.*
- b. Once you have selected your product from the home page, you will be prompted with a request for more specific information.

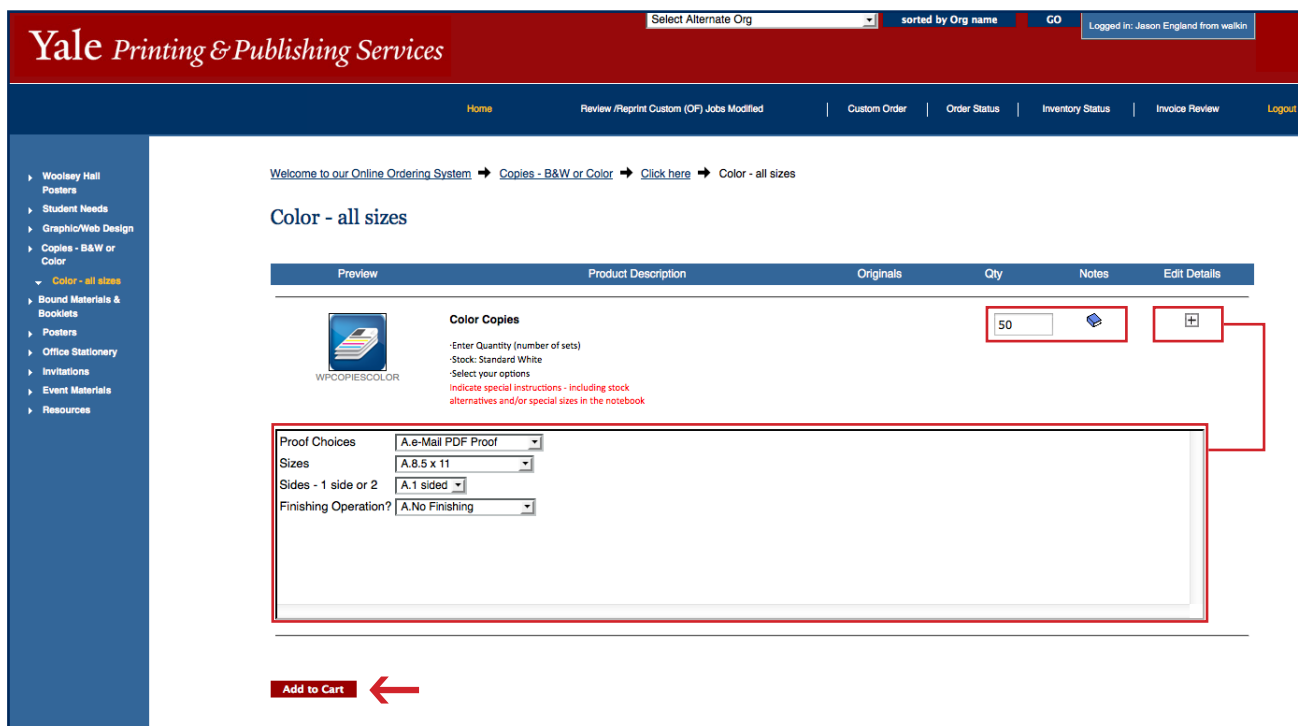


- c. Choose the type of copy needed. *Color - all sizes will be used for this example.*



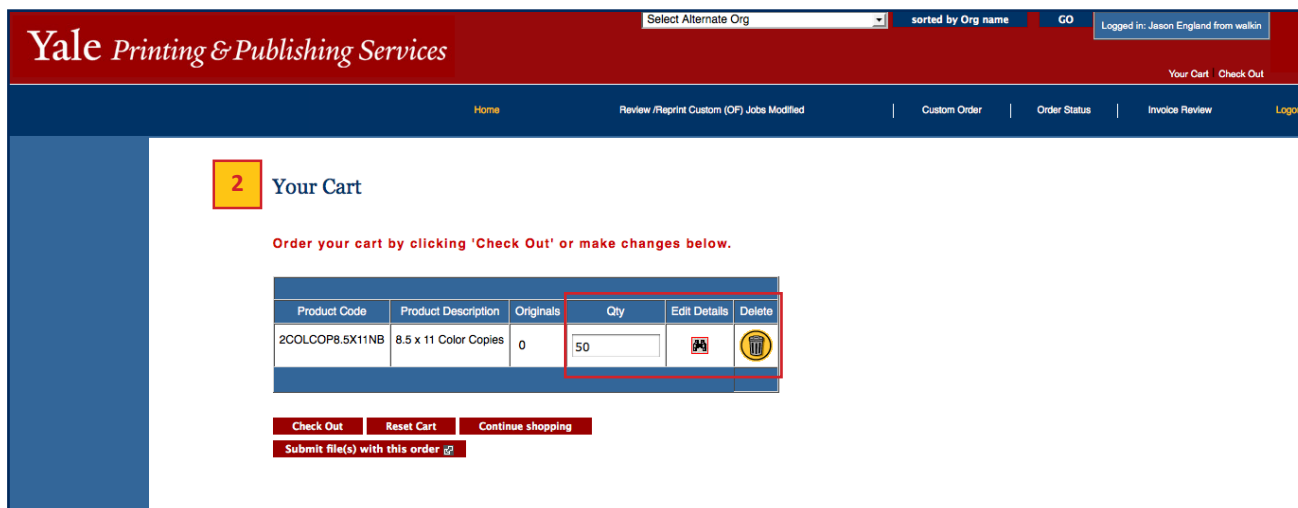
Catalog Product Selection *continued*

- d. Enter the quantity needed in the **QTY** text field, then [click] the **TAB** key or [click] the “+” sign under Edit Detail.
- e. Select your print options by answering the brief questions regarding **Proof Choices, Sizes, 1 sided or 2 sided, and the Finishing Operations requested.**
- f. Optional: [Click] on the **Notes** book icon to enter any special instructions for this print job.
A new window will appear for you to enter your notes. [Click] OK after adding special instructions. You will be returned to the previous screen.
- g. [Click] the **Add to Cart** button.
A status bar will appear to let you know that the product is being added to your cart.



2 Your Print Order Cart

- h. Review the products that you have added to **Your Cart** for accuracy. From this screen you can:
 - Change the quantity needed by entering a new value in the **QTY** text box.
 - Modify the print options selected on the previous screen using the **Edit Details** icon.
 - Remove the order from your cart by clicking the **Delete** icon next to the item you would like to delete.



Additional Cart Options

- i. Several options are available from **Your Cart**:
 - To add more items to your print order, click **Continue Shopping** to return to the home page.
 - If you would like to erase the entire order select the **Reset Cart** button.
 - Use the **Submit file(s) with this order** button to include a sample; a new window will appear allowing you to browse to files on your local computer or a networked drive.

The screenshot shows the 'Your Cart' page with a table containing one item: 2COLCOP8.5X11NB (8.5 x 11 Color Copies) with a quantity of 0 and a price of 50. Below the table are buttons for 'Check Out', 'Reset Cart', and 'Continue shopping'. A 'Submit file(s) with this order' button is also present. A dialog box is open over the 'Submit file(s) with this order' button, showing a 'File' field with a 'Browse...' button, a 'Description' field, and 'Submit' and 'Cancel' buttons. A note at the bottom of the dialog says 'It may take a few minutes for the proof to load depending on the size of the file.'

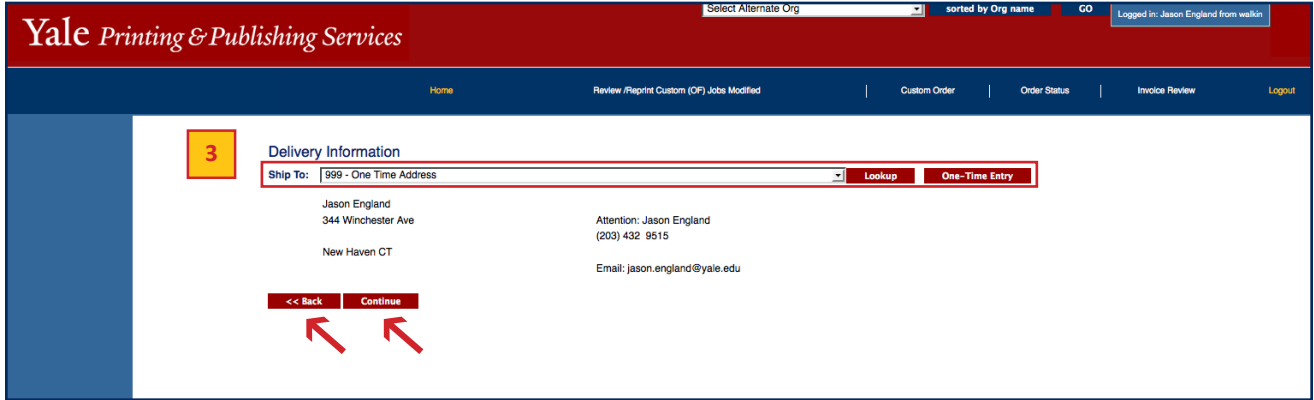
Check Out

- j. Once your cart is ready for processing, [click] **Check Out**.

This screenshot is identical to the previous one, but a red arrow points to the 'Check Out' button in the button bar below the table.

3 Delivery Information

- k. Review the **Ship To** pre-populated address associated with your name.
 - If the address is incorrect, use the drop-down list to choose another address (the addresses displayed are associated with your ORG) or [click] on **Lookup** for a full listing and search capabilities.
 - Alternately, you can create a new address by clicking **One-Time Entry** and entering in the required delivery information.
- l. [Click] **Continue** to proceed with your print order or **Back** to return to the previous screen.



4 Order Information

- m. Double-check that your Delivery Information is correctly filled in along with the product(s) in your Cart, Job Description, Contact Information, Additional Information, Additional Notes, and Payment Options.
 - If the Delivery Information is incorrect, use the **Return to Address Info** button located on the bottom of the page to edit the delivery information.
 - Always update the **Job Description** to include key words related to your job for future job or invoice review.
 - To modify the selection(s) in your cart refer back to step **2**.
 - Update the Contact Information if needed.
 - If you would like to have another individual be involved with communications regarding this print order, please [click] in the **Check** box next to **Do you wish to enter an alternate contact for this job?** Alternate Contacts, associated with your ORG, will be available from drop-down lists after you make this selection. In the **Contact Type** drop down box Indicate for each alternate contact, whether the individual is a Main Contact, Alternate Contact, or Proof Contact.

Yale Printing & Publishing Services

Select Alternate Org sorted by Org name GO Logged in: Jason England from walkin

Your Cart Check Out

Home Review /Reprint Custom (OF) Jobs Modified Custom Order Order Status Invoice Review Log

4

Confirm Delivery Information:

Ship to Address	
Company Name	Jason England
Address (Must include a room #)	Test Order
City	New Haven
State/Province	Connecticut
ZIP/Postal Code	
Contact	Jason England
Phone Number	()
E-Mail	jason.england@yale.edu

Check that Cart is Correct:

Product Code	Product Description	Originals	Qty	Edit Details	Delete
2COLCOP8.5X11NB	8.5 x 11 Color Copies	0	50		

Job Description - Please replace with an accurate description of your Project

Web Product Order for walkin by Jason England

Contact Information

Name: Jason England
 Email: jason.england@yale.edu
 Address Line 1: 344 Winchester Avenue
 Address Line 2: Ground Floor
 City: New Haven
 State: CT Connecticut
 Zip Code: 06511
 Telephone: 203-432-9515

Alternate Contact Information

Alternate Contact 1
 Contact: A-1462 - Mike Smith
 Contact Type: Alternate Contact

Alternate Contact 2
 Contact: aa34 - Assef Ashraf
 Contact Type: Proof Contact

Alternate Contact 3
 Contact:
 Contact Type:
 Do you wish to enter an alternate contact for this job?

Additional Information

Delivery Options: --SELECT--
 Payment Options: --SELECT--
 Pick Up Options: --SELECT--
 FSC Stock (Y or N) --SELECT--

Additional Job Notes

Please enter pick up details (including location) and/or additional job instructions below

Payment Options:

WALKIN or Non-PTAEO customers please check None and disregard the PTAEO below

Row	Project	Task	Award	Expenditure	Organization	% to Split on Job
1	1033084	00	0001DB	XXXXXX	537001	100

Pay with PTAEO
 None (check here if paying by Cash, Check or Credit Card)

Date Required: 1/29/2013

Check Out **Return To Address Info**

Order Information *continued*

- Select options from the **Additional Information** section as required.
 - Enter optional **Additional Job Notes** if they are needed.
 - In the **Payment Options** section, enter the PTAEO's being billed or choose None if you are a customer who is not using a PTAEO to process payment.
 - Enter the **Date Required** in the available text box or [click] the **calendar icon** to use the calendar pop out. *By default, the system will choose a date that is three days from your order date.*
- n. Once you have reviewed the form for accuracy and confirmed that it is correct, [click] **Check Out** to proceed with your print order or **Cancel** to return to the previous screen.

Yale Printing & Publishing Services

Select Alternate Org sorted by Org name GO Logged in: Jason England from walkin

Home Review /Reprint Custom (CF) Jobs Modified Custom Order Order Status Invoice Review

Confirm Delivery Information:

Ship to Address	
Company Name	Jason England
Address (Must include a room #)	Test Order
City	New Haven
State/Province	Connecticut
ZIP/Postal Code	
Contact	Jason England
Phone Number	()
E-Mail	jason.england@yale.edu

Check that Cart is Correct:

Product Code	Product Description	Originals	Qty	Edit Details	Delete
2COLCOP8.5X11NB	8.5 x 11 Color Copies	0	1		

Job Description - Please replace with an accurate description of your Project

Web Product Order for walkin by Jason England

Contact Information

Name: Jason England
 Email: jason.england@yale.edu
 Address Line 1: 344 Winchester Avenue
 Address Line 2: Ground Floor
 City: New Haven
 State: CT Connecticut
 Zip Code: 06511
 Telephone: 203-432-9515

Do you wish to enter an alternate contact for this job?

Alternate Contact Information

Alternate Contact 1
 Contact: A-1462 - Mike Smith
 Contact Type: Alternate Contact

Alternate Contact 2
 Contact: aa34 - Assef Ashraf
 Contact Type: Proof Contact

Alternate Contact 3
 Contact:
 Contact Type:

Additional Information

Delivery Options: Call When Ready
 Payment Options: Cash Payment
 Pick Up Options: No
 FSC Stock (Y or N): -SELECT-

Additional Job Notes

Please enter pick up details (including location) and/or additional job instructions below

Payment Options:

WALKIN or Non-PTAEO customers please check None and disregard the PTAEO below

Row	Project	Task	Award	Expenditure	Organization	% to Split on Job	
1	1033084	00	0001DB	XXXXXX	537001	50	+
2	2222222	22222222	222222	XXXXXX	222222	50	-

None (check here if paying by Cash, Check or Credit Card)

Date Required: 1/29/2013

Check Out **Return To Address Info**

click the "+" sign to add additional PTEAO's and the "-" sign to remove them

5 Order Confirmation

- o. A receipt for your order will display.
 - Please review the information and save it for your records.
 - To end your session please use the Logout button in the top left of the screen.

Yale Printing & Publishing Services

Sorted: All Items | Org sorted by Org name | GO | Logged in: Jason England from 841300

Home | Review /Reprint Custom (OP) Jobs Modified | Custom Order | Order Status | Inventory Status | Invoice Review | **Logout**

You Just created Job # TC000095

[Review Attached Files](#) | [Print Order Confirmation](#) | [Return To Product List](#)

Your Order Confirmation is shown below - please print this page for your records.

CUSTOMER INFORMATION		JOB TITLE	
Customer Code	841300	Title	Web Product Order for 841300 by Jason England
Customer Name	HSCMSV Member Services	ORDER/PAYMENT INFORMATION	
Submitted By	Jason England	Job Number	TC000095
PO Number	JE24	Date Submitted	06/13/2013
Phone	203-432-9515	Date Required	06/18/2013
Email	jason.england@yale.edu	Payment Type	1111111-11111111-111111-XXXXXX-111111 50% 2222222-22222222-222222-XXXXXX-222222 50%
Ship To	Jason England Jason England 34 Winchester Avenue 375 New Haven, CT 06511	Delivery Options:	Call When Ready
		Payment Options:	Cash Payment
		Pick Up Options:	No
		Job Notes:	
JOB DETAILS			
0 Files Uploaded			
Item Ordered	Qty		
Proof Choices: A.e-Mail PDF Proof Sizes: A, 8.5 x 11 Sides - 1 side or 2: A, 1 sided Finishing Operation?: A.No Finishing			

Note - if at first you do not see all order details, click here to refresh.