

Yale Printing & Publishing Services (YPPS) has created a new online ordering system to support the Yale community. The versatile self-service system allows for more control of print orders and provides greater order accuracy.

System Requirements

The following are required in order for YPPS Online Ordering Tool to operate effectively:

- Any Windows or Mac Operating System.
- Most up-to-date web browsers excluding Google Chrome.

How to login to the YPPS Online Ordering Tool

When you need to use the online ordering tool, simply:

1. Launch a browser.
2. Go to the YPPS website (<http://ypps.yale.edu/>).
3. Choose "YPPS Work Order" from the top left navigation pane to reveal the drop down menu.
4. In the drop down menu **Click** "Current work order system" as your choice.
5. Log into the system using your Yale **NetID** and **password**.
6. If you will be using a PTAE0 to process payment of your order, select an **ORG** from the drop-down list of options available or use the text box provided to add a new **ORG** to your list, otherwise select **walkin-ADMPPS Walk-in Customer** to use a different form of payment.
7. Then [click] **Login**. The YPPS Online Ordering System welcome screen will appear.

Need Assistance?

If you cannot log into YPPS Online Ordering System or have questions and issues about specific system functions:

- Email: yppssupport@yale.edu
- Call the YPPS Customer Service help desk at **203.432.6560**.
- Contact your YPPS Customer Service Representative.

System training materials can be also found on the YPPS website: ypps.yale.edu/workorder-training

YPPS Online Ordering Home Page

	Section	Description
1	Catalog Order	Most commonly ordered products.
2	Custom Order	Unique items not found in our standard catalog.
3	Review/Reprint Custom (OF) jobs Modified	Review or reprint a previously placed "Custom Order".
4	Order Status	List "open" or "completed" orders for a specific date range.
5	Resources	Online training materials and other news.
6	Invoice Review	List invoice totals by job number from a specific date range.
7	Inventory Status	Review the on-hand inventory for your Items stored at YPPS.

The screenshot shows the YPPS Online Ordering Home Page. At the top, there is a navigation bar with the Yale Printing & Publishing Services logo and a dropdown menu for 'Select Alternate Org'. Below this is a secondary navigation bar with links for Home, Review/Reprint Custom (OF) Jobs Modified, Custom Order, Order Status, Inventory Status, Invoice Review, and Logout. The main content area is titled 'Welcome to our Online Ordering System' and features a grid of product categories: Woolsey Hall Posters, Student Needs, Graphic/Web Design, Copies - B&W or Color, Bound Materials & Booklets, Posters, Office Stationery, Invitations, Event Materials, and Resources. A sidebar on the left contains a list of categories with a red box around the 'Woolsey Hall Posters' link, labeled with a '1'. Yellow callout boxes with numbers 2 through 7 are placed over various elements: 2 is over the 'Custom Order' link, 3 is over the 'Welcome to our Online Ordering System' text, 4 is over the 'Order Status' link, 5 is over the 'Resources' category, 6 is over the 'Invoice Review' link, and 7 is over the 'Inventory Status' link.

7. Not available to all users