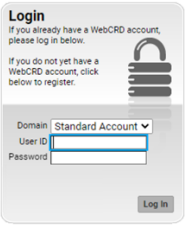
DocCenter Print Fulfillment Website (WebCRD) - First time use instructions

1) The Document Center WebCRD website can be found at:

   https://doccenter.farmington.k12.mn.us/open/login

Note: the very first time you enter the website; there is a warning about internet cookie settings.
This is normal – just click on the continue button to go to the login page.

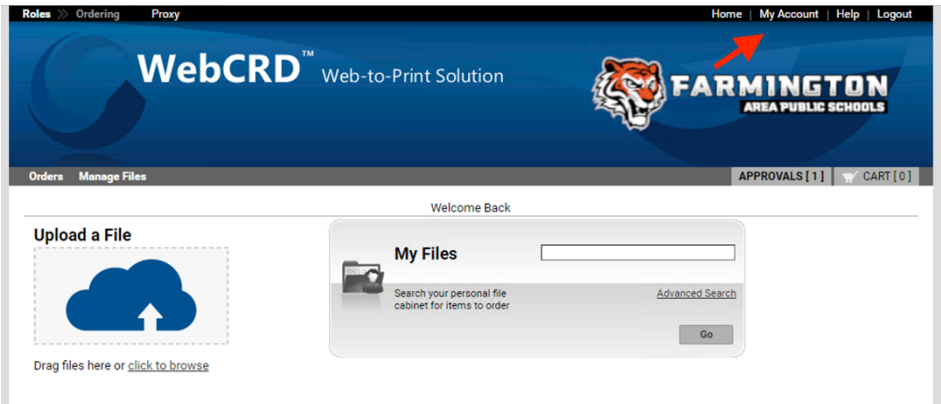
2) Your username and password will always be the same as your normal network login.



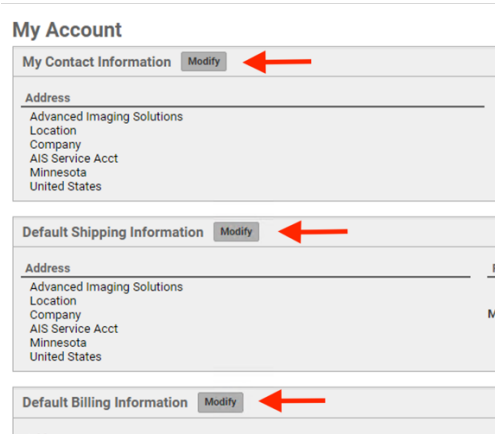
3) When you log in for the first time, be sure to fill out your personal profile under the "My Account" tab. Doing so will help you from having to manually enter your default contact and job ticket settings each time you place an order.

   To access your personal profile:

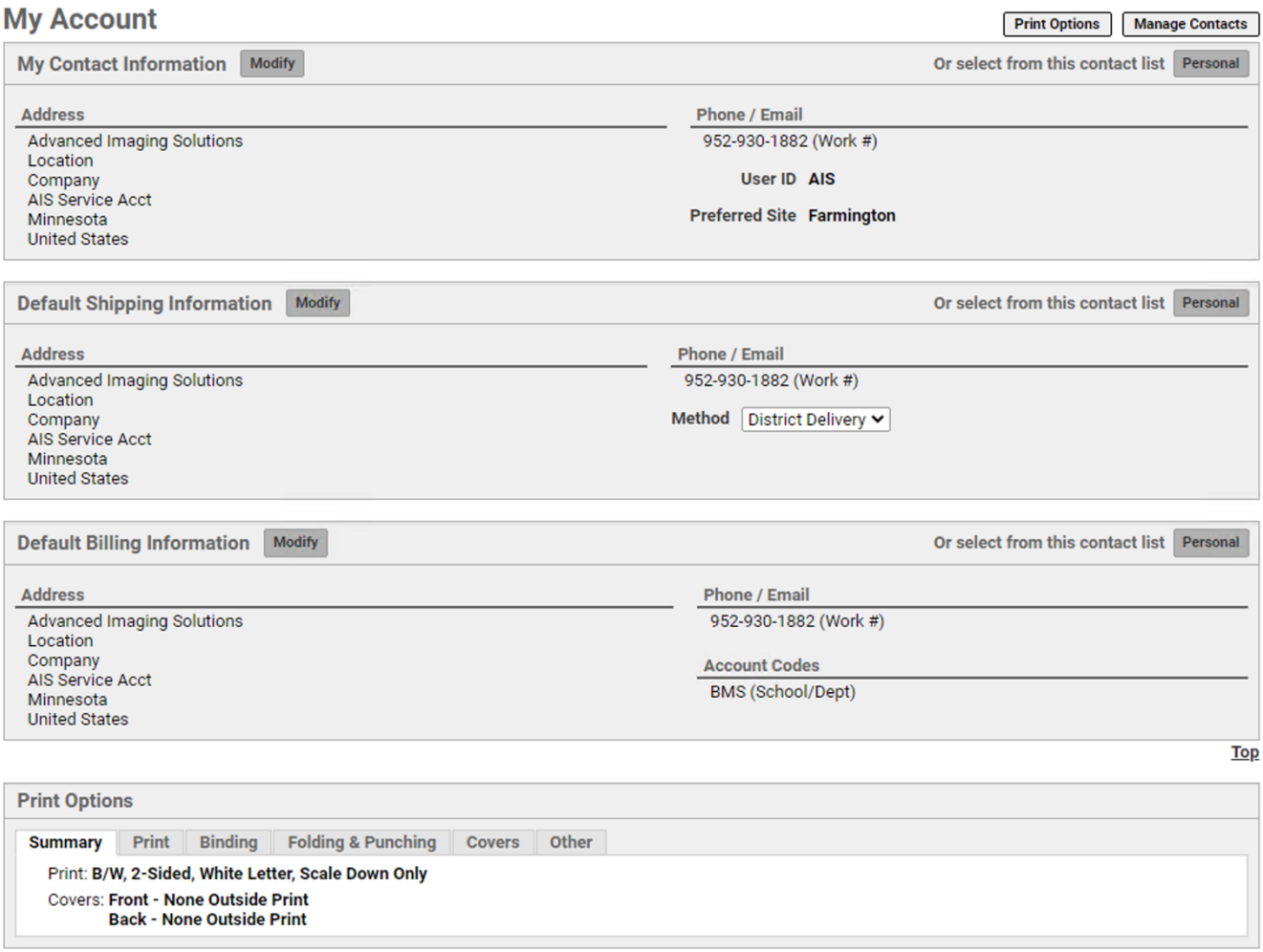
   Click on "My Account".



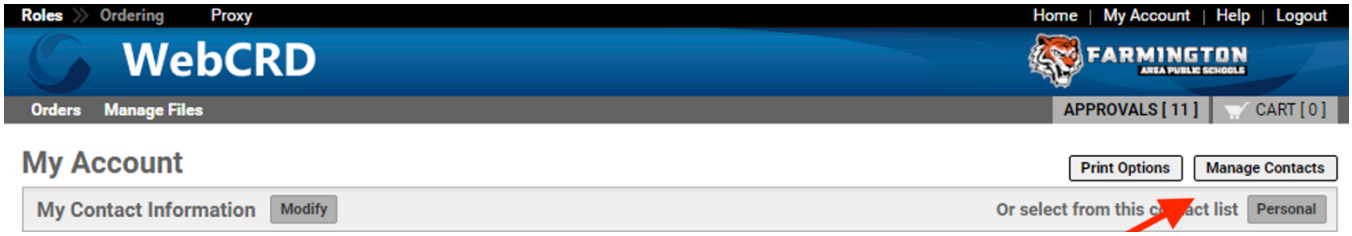
   Click on "Modify" for the "My Contact, Default Shipping, and Default Billing Information" sections.

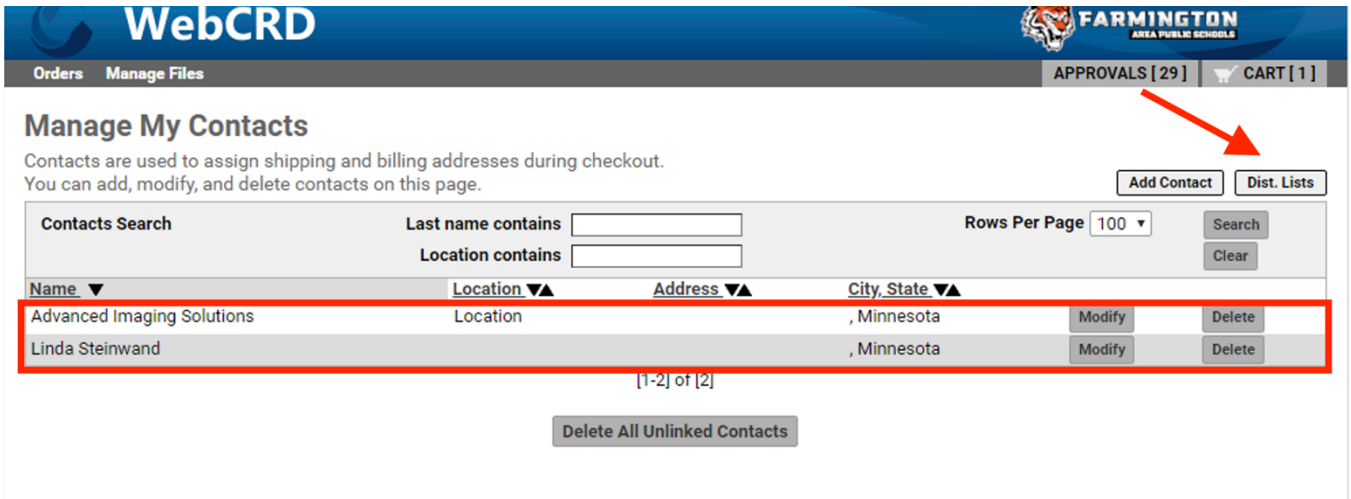


Critical items in your personal profile are:
· Your name, location name, e-mail address, and phone number.
· Your account code (in box labeled School/Dept).
· **Check the boxes next to “Use as my default shipping” and “Use as my default billing”.
· Your default job ticket settings. Please create initial settings for:
o Paper stock: “White Letter”
o Click on finishing options, and choose “Uncollated”
o When finished, always click on the Save button before continuing to avoid losing your choices.



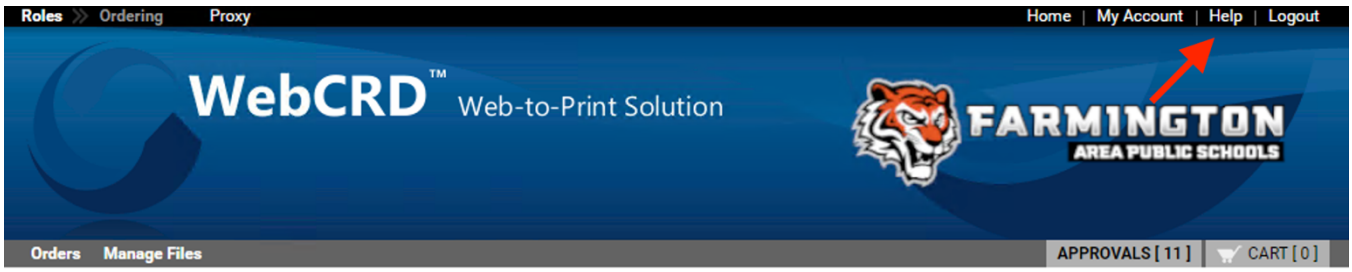
4) If you plan on using distribution lists, create them on the Manage Contacts button and then Dist. List.
- Step 1 – Add users you need for the distribution list to your Manage Contacts List.
- Step 2 – Click on the distribution list link, and create a new list using people from your Manage Contacts List.
- Step 3 – Save and use your new distribution list.





5) Because this system is designed for as much automation as possible, ensure that you have:
- Reviewed each document as a PDF to make sure it appears correct.
- Reviewed finishing items for each document ordered (i.e. stapled, collated/uncollated, type of paper, etc.).
- Reviewed your requested date(s) and delivery options.

Need additional help? Click on the “Help link” on the Welcome Screen.

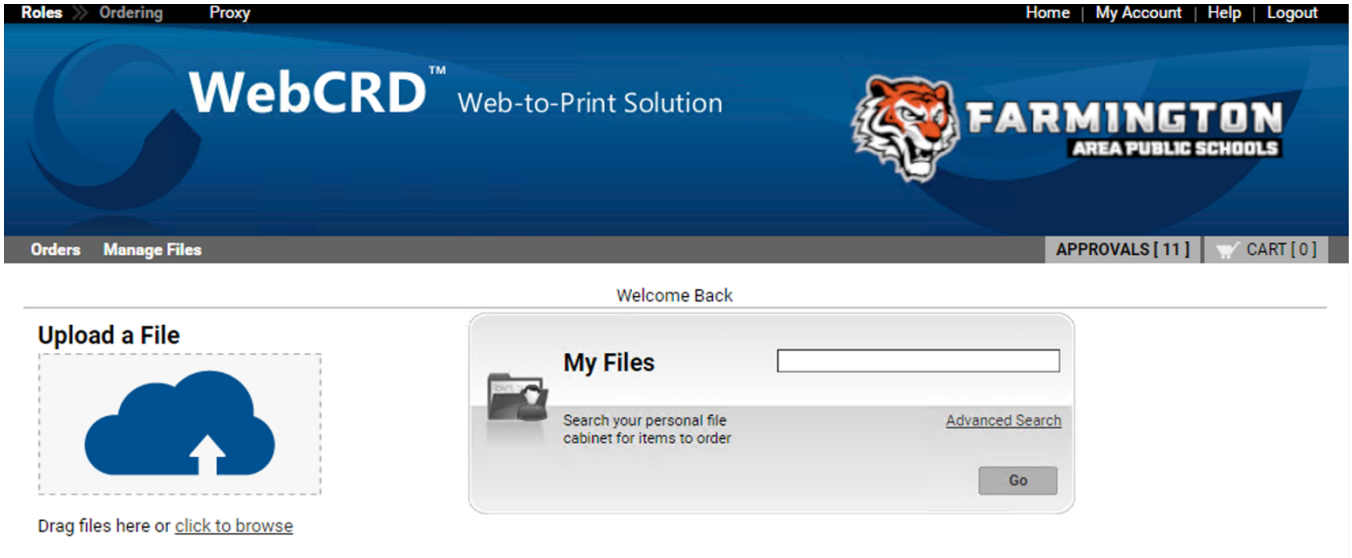


WebCRD Job Submission basics

WebCRD Print Fulfillment lets you place new print orders, reprint previous orders, view order status, modify un-submitted orders, and manage previously archived files.

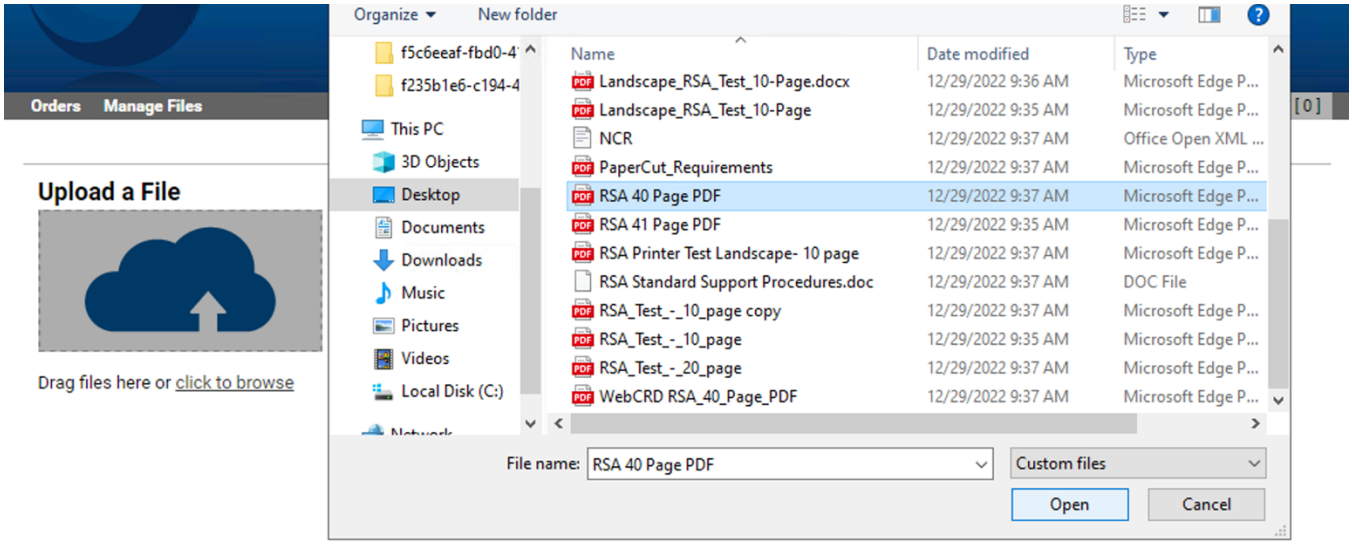
Place a new print order with WebCRD's simple, easy to use process:

1. Select the files you want to print (either upload new files or select existing files from your personal archives or from shared archives).
2. Select how you want the files printed. Specify options such as paper type, orientation, binding and finishing.
3. Select recipients and specify account code information for the order.
4. Confirm the order information and submit the order to the print center for production.

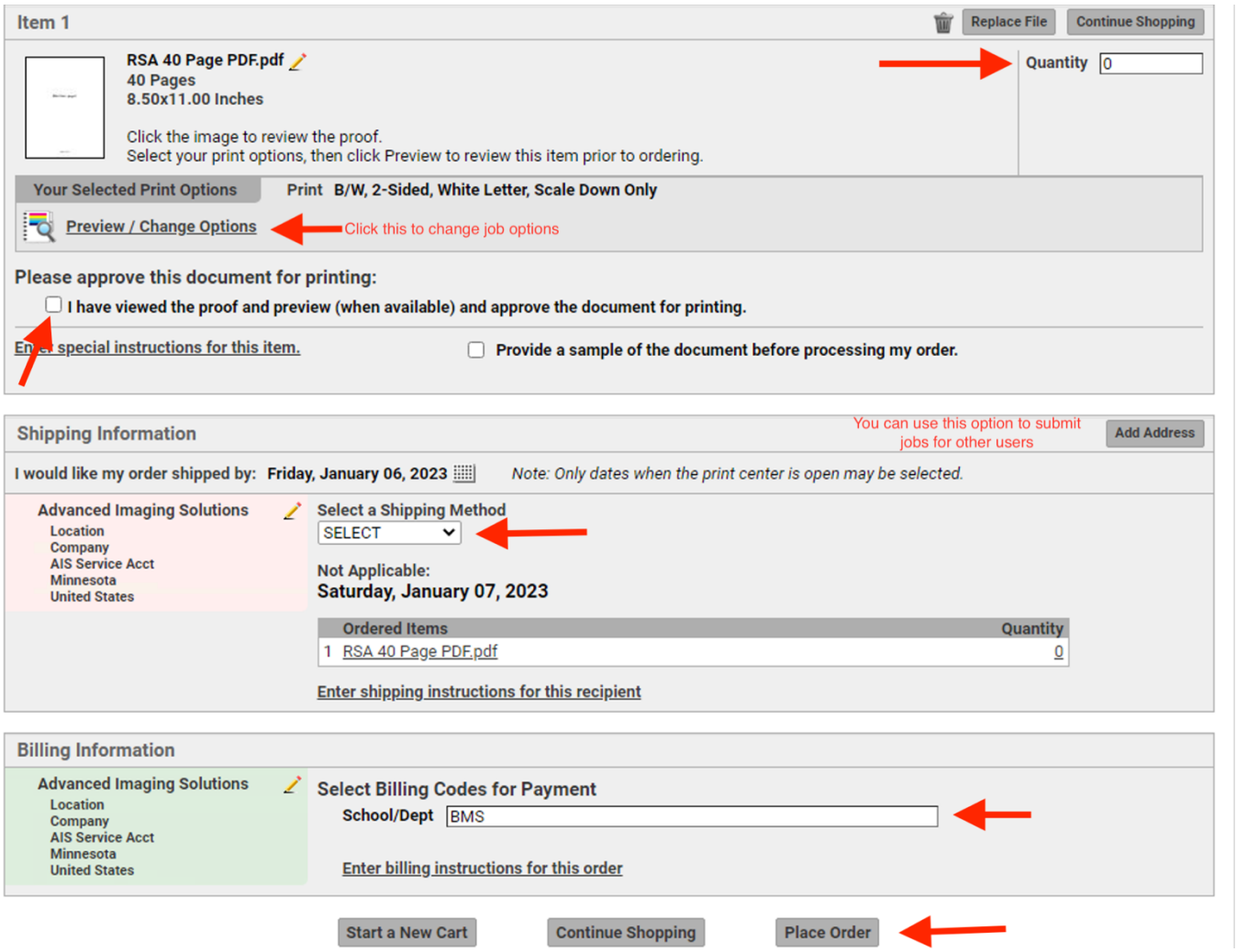


Upload a new file:

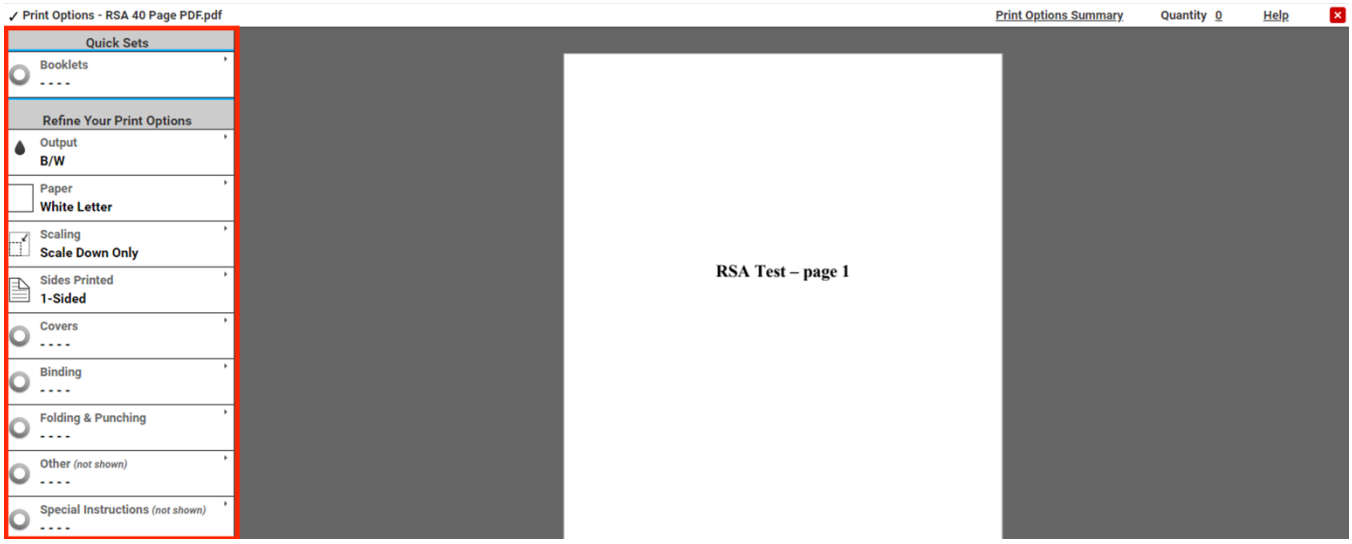
1. Click on the Upload a File button or click to browse link. You can also drag files onto the Upload a file box.
2. Select a file using the Choose File dialog box, and then click Upload.



3. After the file is processed, the screen will show the job with some options required to submit the job..



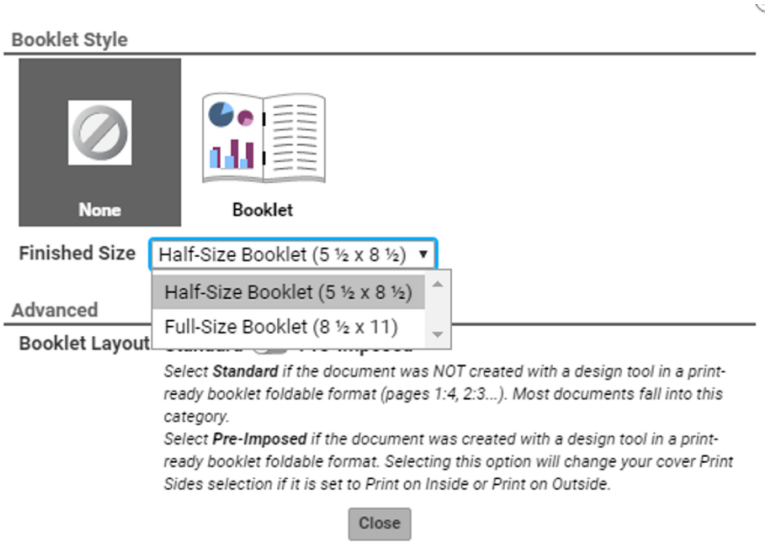
4) If you want to change any printing options other than your defaults, select Preview/Change Options.



Selecting printing options

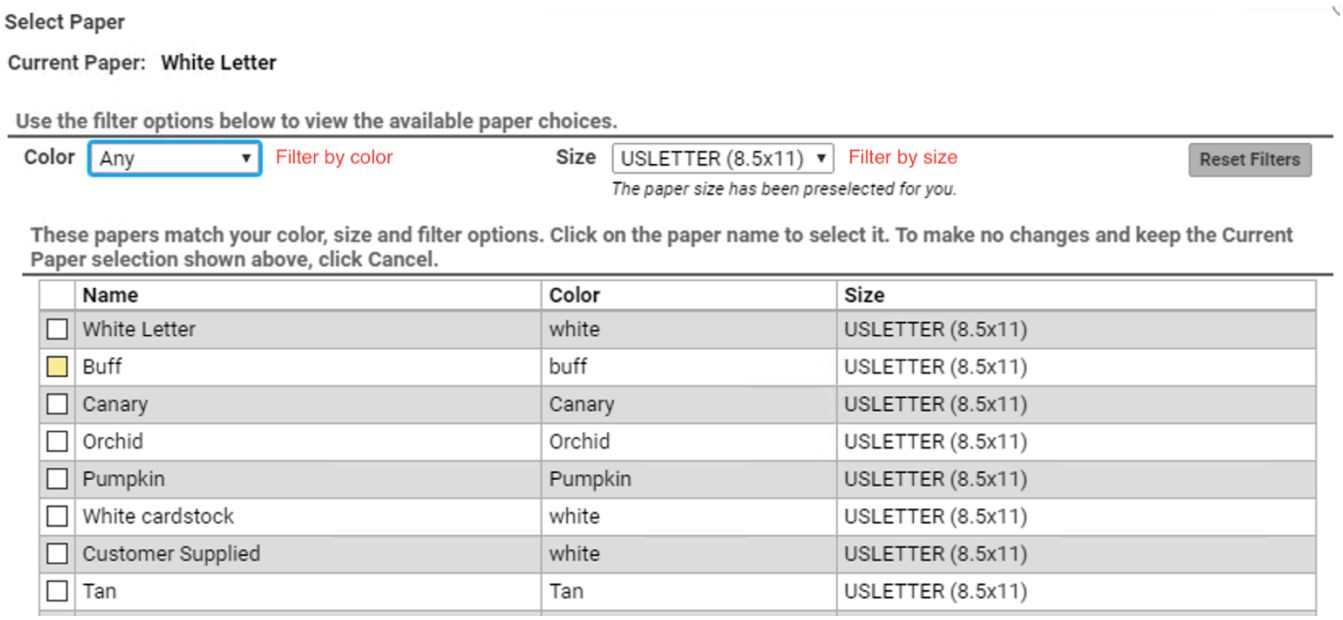
The Summary tab of the Printing Options section displays the current print settings.
Click a tab to select printing options.

Booklets Half-Size Booklet will fold a LTR size sheet of paper in half. Full-Size Booklet will fold an 11x17 sheet of paper in half.



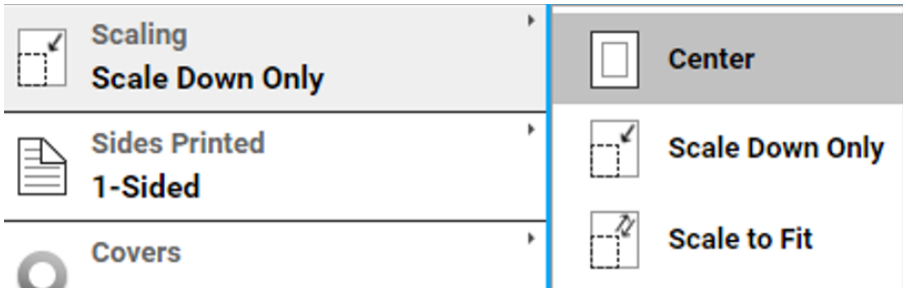
Color Choose Color or B/W.

Paper Choose paper size and color.

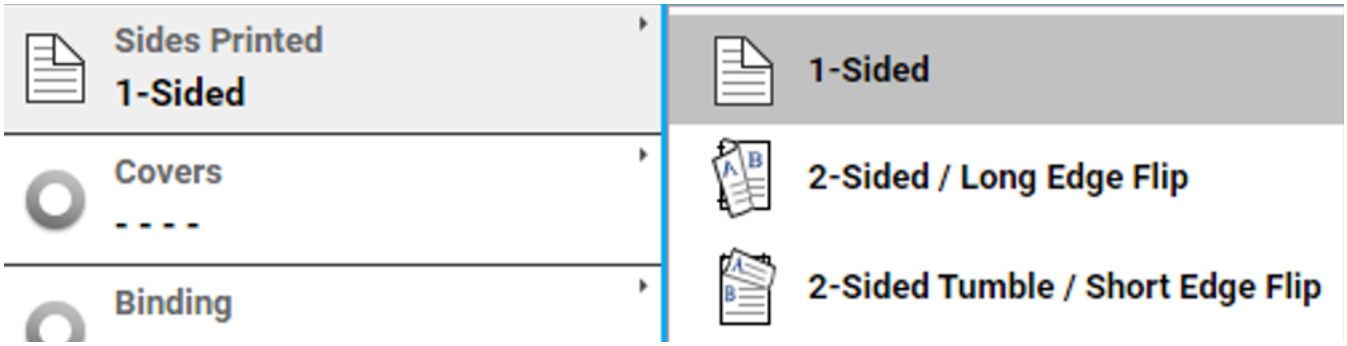


	Name	Color	Size
☐	White Letter	white	USLETTER (8.5x11)
☐	Buff	buff	USLETTER (8.5x11)
☐	Canary	Canary	USLETTER (8.5x11)
☐	Orchid	Orchid	USLETTER (8.5x11)
☐	Pumpkin	Pumpkin	USLETTER (8.5x11)
☐	White cardstock	white	USLETTER (8.5x11)
☐	Customer Supplied	white	USLETTER (8.5x11)
☐	Tan	Tan	USLETTER (8.5x11)

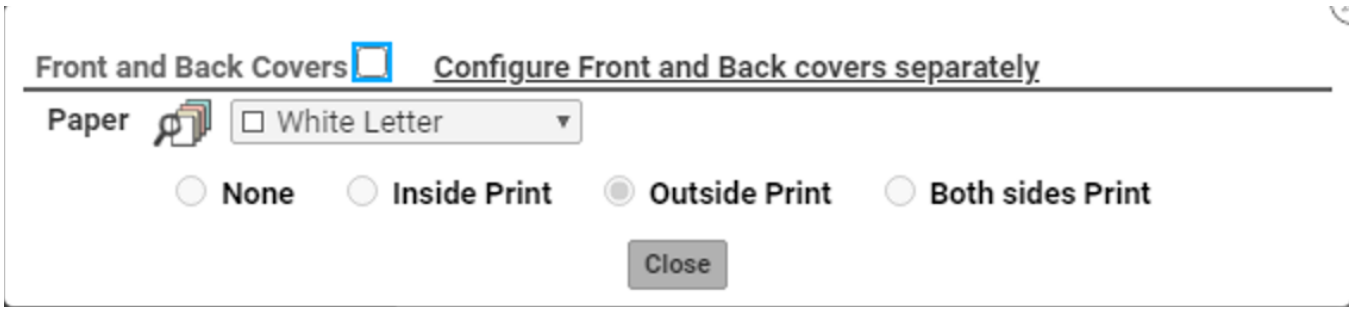
Scaling



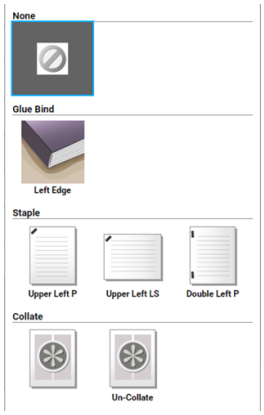
1-Sided Choose 1-sided or 2-sided and which edge the paper will rotate on. (Typically long edge).



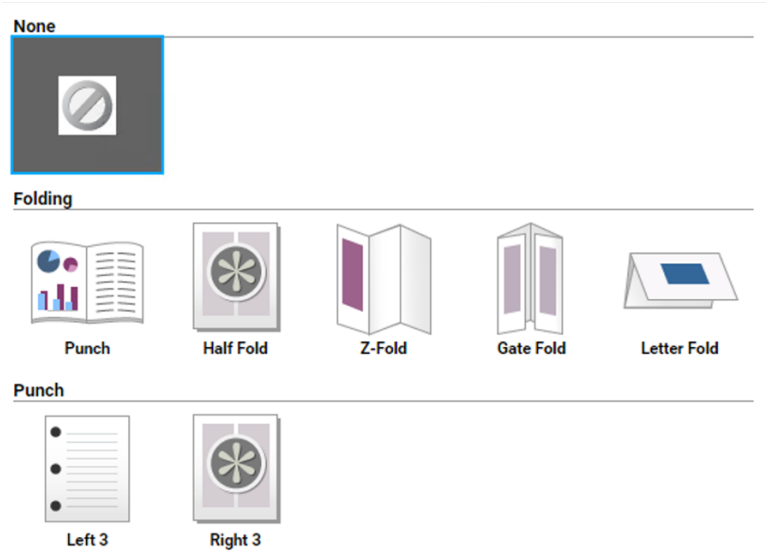
Covers Configure covers if needed.



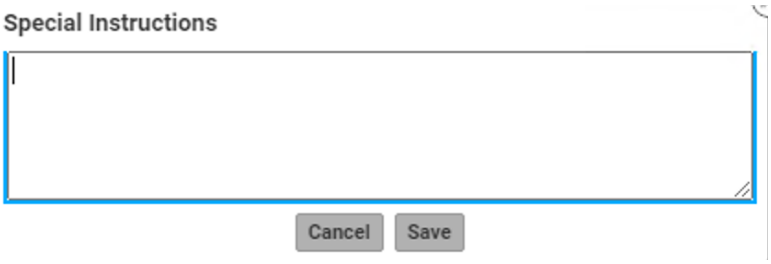
Binding Choose stapling options. (Glue Bind is for Perfect Bind glue bound booklets).



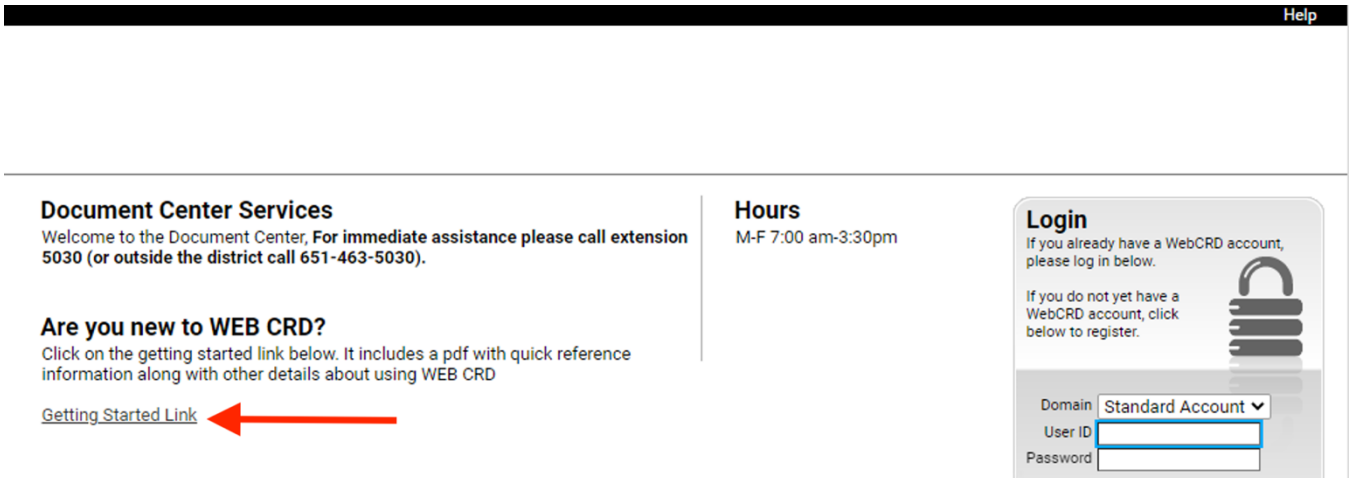
Folding & Punching Choose between different types of folds and hole punch.



Special Instructions Add any special instructions to the job.



Need additional help?

Click on the "Getting Started link" on the Welcome Screen located at

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