



JobAid: MyPrint Navigation

Topic Overview

To access the enhanced Digital Storefront you will use the same URL as today when connecting to myPrint.

<https://prtonline.myprintdesk.net/DSF/>

Navigation in myPrint is controlled by a combination of navigation aids from the top menu bar, to a left navigation bar, to areas one can select in the body of the webpage. myPrint has role based security so the tasks each end-user can complete, and the products they can purchase may be different from person to person based upon their roles. Most end-users will be able to complete the following:

- Purchase Print materials
- Purchase Fulfillment materials
- Order and set up a Custom Print Job

Navigation: Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

1. Top Menu Bar

2. Left Navigation Bar

3. Specials (revolving carousel)

4. Categories for purchase (body of webpage)

5. Additional information (webpage footer)

SHOP BY CATEGORY

View All

Custom Printing

Fulfillment (By Agency)

What you need.
How you need it.
When you need it.

Washington State Department of
Enterprise Services

FEATURED CATEGORIES



FULFILLMENT (BY AGENCY)

CUSTOM PRINTING

Why you should choose us!

- Innovative Solutions
- Experienced People
- Superior Quality
- Fast Turnaround
- Great Customer Service

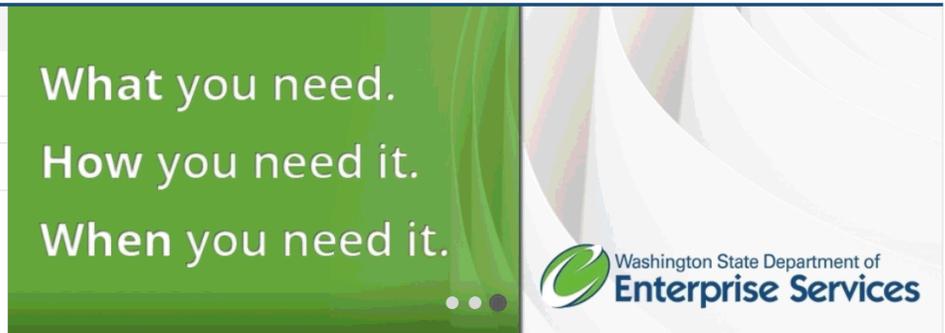
Enterprise Services Links (Opens in a new window)

- Printing
- Mail
- Fulfillment
- Agency Website

Top Navigation Bar

1. Home – brings you back to this page
2. Contact Us – provides contact information for Printing and Imaging
3. Help – access to online help
4. English – change your language
5. End-user Account Information – make changes to your account or review order history

- SHOP BY CATEGORY
- [View All](#)
 - [Custom Printing](#)
 - [Fulfillment \(By Agency\)](#)



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How you need it.
When you need it.

Washington State Department of
Enterprise Services

FEATURED CATEGORIES



Where are YOU Going?
Jack in the future

[BROWSE](#)

FULFILLMENT (BY AGENCY)



CONFIDENTIAL

[BROWSE](#)

CUSTOM PRINTING

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Enterprise Services Links (Opens in a new window)

- Printing
- Mail
- Fulfillment
- Agency Website

2. Contact Us - Contact information and website support information.

Customer Support

Contact your Print Shop

Washington State Department of Enterprise Services Customer Service
7580 New Market ST SW
Tumwater, WA 98501
United States
(360) 664-4343
printing@des.wa.gov

Contact a System Administrator

If you are encountering problems with the web site, please contact the site administrator at:

Printing DES
Tumwater
WA 98502
United States
(360) 664-4343
printing@des.wa.gov

Need help? Contact
your Customer Service
Representative

Andy Schoen
360.664.4335

Linda Strait
360.664.4366

From: DES Printing and Imaging <noreply@prt.wa.gov>
To: Cotter, Cindy (WaTech)
Cc:
Subject: Welcome to myPRINT/myFULFILLMENT

Sent: Mon 5/23/2016 1:23 PM

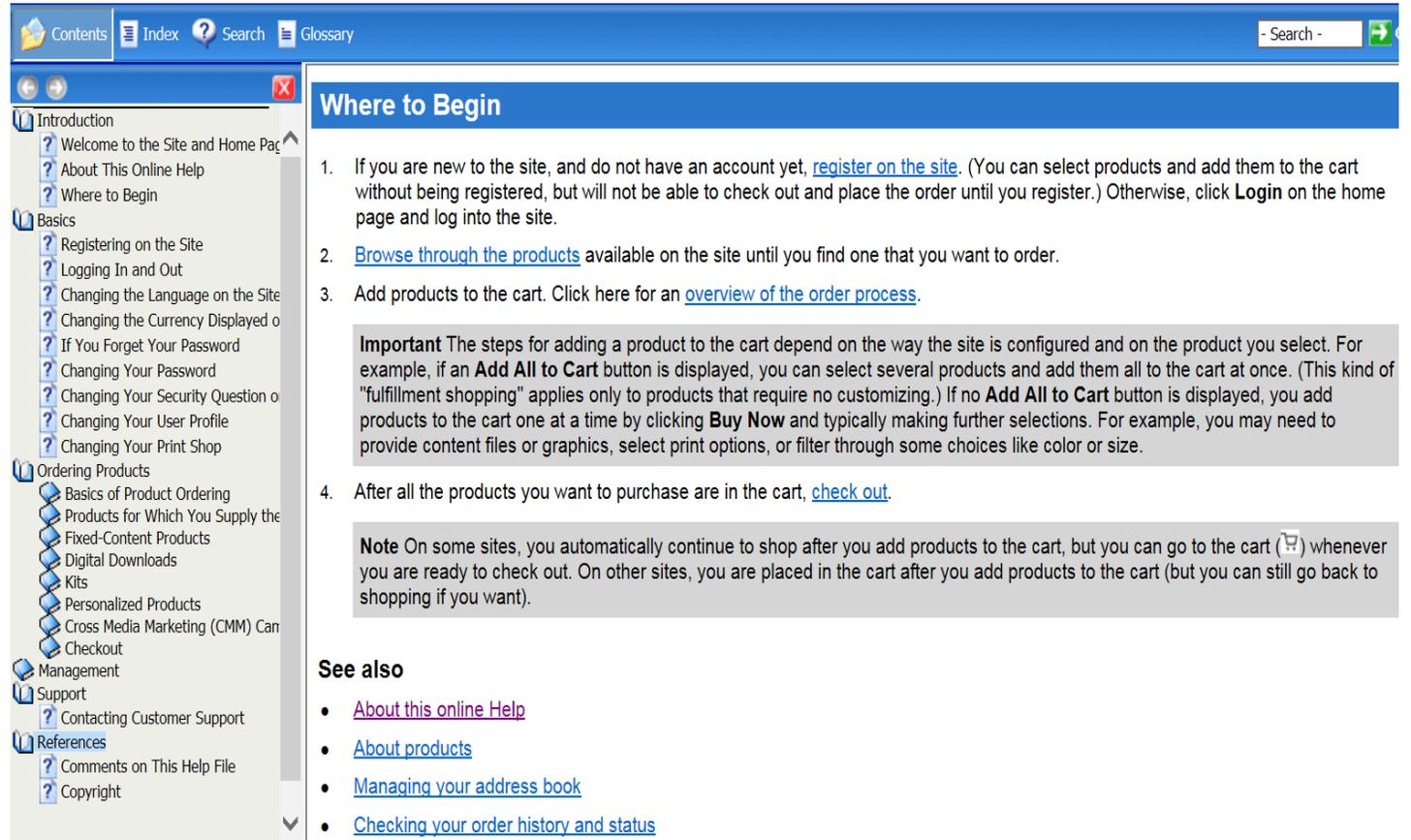
Dear Cindy |

Thank you for submitting your account registration request to myPRINT/myFULFILLMENT, your digital express lane for government fulfillment and printing needs. If you have trouble placing an order, we may still be validating your account. Please go to <http://myprint.wa.gov> to log in at any time.

Your User Name is cindy.cotter@watech.wa.gov Your Phone Number is listed as 360-764-5960 Your Email Address is cindy.cotter@watech.wa.gov

Please feel free to contact us with questions at 360-664-4343. Thank you for your business!

3. Help – online help regarding the application. Follow the links in the table of contents to navigate to online help topics.



The screenshot shows the myPrint online help interface. At the top, there are navigation links for Contents, Index, Search, and Glossary, along with a search bar. A left-hand navigation pane lists various help topics under categories like Introduction, Basics, Ordering Products, Management, Support, and References. The main content area is titled 'Where to Begin' and contains a numbered list of four steps for getting started on the site. Below the list, there are two highlighted boxes: one labeled 'Important' detailing the 'Add All to Cart' button and its usage, and another labeled 'Note' explaining how the shopping cart behavior varies between different site configurations. At the bottom of the main content area, there is a 'See also' section with four additional links.

Where to Begin

1. If you are new to the site, and do not have an account yet, [register on the site](#). (You can select products and add them to the cart without being registered, but will not be able to check out and place the order until you register.) Otherwise, click **Login** on the home page and log into the site.
2. [Browse through the products](#) available on the site until you find one that you want to order.
3. Add products to the cart. Click here for an [overview of the order process](#).
4. After all the products you want to purchase are in the cart, [check out](#).

Important The steps for adding a product to the cart depend on the way the site is configured and on the product you select. For example, if an **Add All to Cart** button is displayed, you can select several products and add them all to the cart at once. (This kind of "fulfillment shopping" applies only to products that require no customizing.) If no **Add All to Cart** button is displayed, you add products to the cart one at a time by clicking **Buy Now** and typically making further selections. For example, you may need to provide content files or graphics, select print options, or filter through some choices like color or size.

Note On some sites, you automatically continue to shop after you add products to the cart, but you can go to the cart (🛒) whenever you are ready to check out. On other sites, you are placed in the cart after you add products to the cart (but you can still go back to shopping if you want).

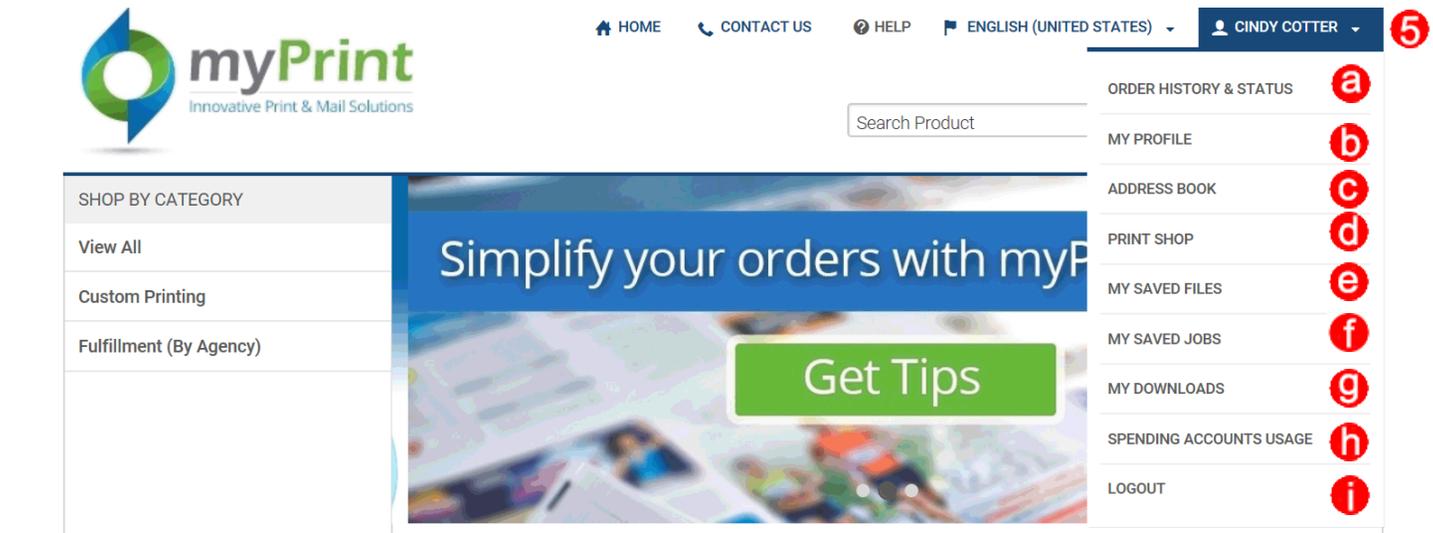
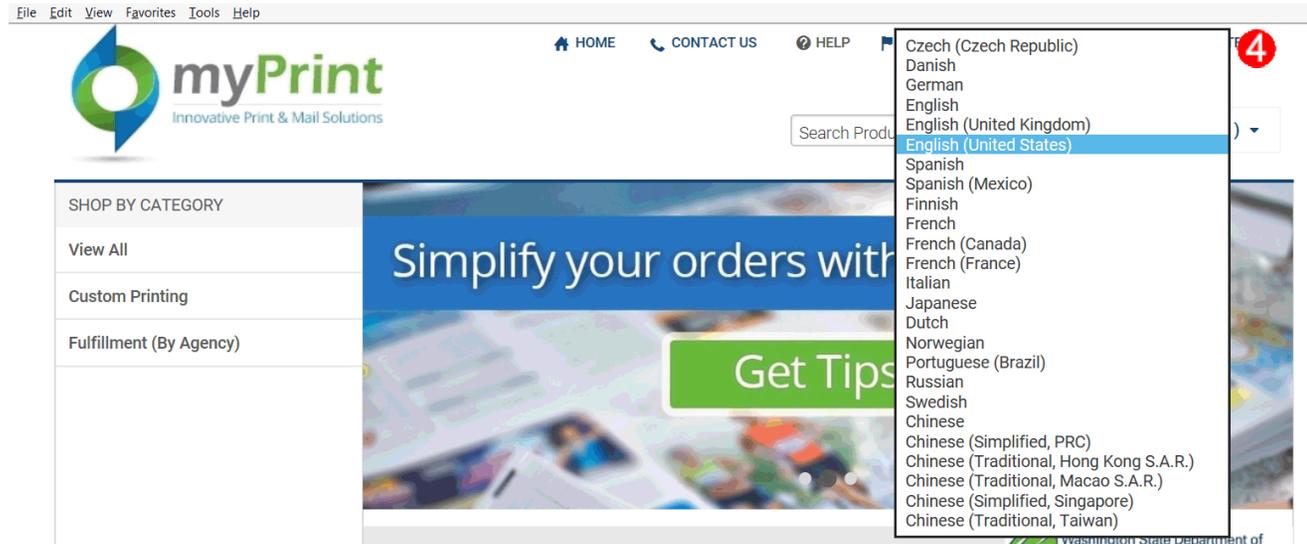
See also

- [About this online Help](#)
- [About products](#)
- [Managing your address book](#)
- [Checking your order history and status](#)

4. Language– the application is set to United States English. If you need to change the language, this is where to do it.

5. End-user Account Set Up - The application allows you to customize your end-user account. From here you can:

- a. Review your order history
- b. Update your profile information
- c. Create and update an address book
- d. Select your print shop
- e. Save and re-use files
- f. Save and re-use jobs
- g. Download information
- h. Monitor a spending account
- i. Logoff the application



a. **Order History and Status**

For more detailed information on Order History and Status, please review the **Order History** job aid

Search order history using time period (one week, one month, three months, six months or a year), status, or sort (order date, order number, status, total cost, due date), or order name

Order History & Status	ORDER HISTORY											
My Profile	Time period	Show status	Sort by									
Address Book	All Orders	All	Order Date									
Print Shop	Search by Order ID											
My Saved Files	<table border="1"> <tr> <td>Order # 87337</td> <td>Approval Required</td> <td>Re-O</td> </tr> <tr> <td>Order Date : 5/24/2016 4:05:42 PM</td> <td>WaTech Transition Management Posters</td> <td></td> </tr> <tr> <td>Due Date : 5/31/2016 2:30:00 PM</td> <td></td> <td></td> </tr> </table>			Order # 87337	Approval Required	Re-O	Order Date : 5/24/2016 4:05:42 PM	WaTech Transition Management Posters		Due Date : 5/31/2016 2:30:00 PM		
Order # 87337	Approval Required	Re-O										
Order Date : 5/24/2016 4:05:42 PM	WaTech Transition Management Posters											
Due Date : 5/31/2016 2:30:00 PM												
My Saved Jobs	<table border="1"> <tr> <td>Order # 87335</td> <td>In Production</td> <td>Re-O</td> </tr> <tr> <td>Order Date : 5/24/2016 3:54:51 PM</td> <td>WaTech Transition Management Business Cards</td> <td></td> </tr> <tr> <td>Due Date : 6/1/2016 2:00:00 PM</td> <td></td> <td></td> </tr> </table>			Order # 87335	In Production	Re-O	Order Date : 5/24/2016 3:54:51 PM	WaTech Transition Management Business Cards		Due Date : 6/1/2016 2:00:00 PM		
Order # 87335	In Production	Re-O										
Order Date : 5/24/2016 3:54:51 PM	WaTech Transition Management Business Cards											
Due Date : 6/1/2016 2:00:00 PM												
My Downloads	<table border="1"> <tr> <td>Order # 86705</td> <td>In Production</td> <td>Re-O</td> </tr> <tr> <td>Order Date : 5/6/2016 4:48:05 PM</td> <td>WaTech Transition Management Letterhead</td> <td></td> </tr> <tr> <td>Due Date : 5/16/2016 8:00:00 AM</td> <td></td> <td></td> </tr> </table>			Order # 86705	In Production	Re-O	Order Date : 5/6/2016 4:48:05 PM	WaTech Transition Management Letterhead		Due Date : 5/16/2016 8:00:00 AM		
Order # 86705	In Production	Re-O										
Order Date : 5/6/2016 4:48:05 PM	WaTech Transition Management Letterhead											
Due Date : 5/16/2016 8:00:00 AM												
Spending Accounts Usage	<p>Total Records: 3 10 Per Page Page 1 Of 1</p>											

b. **My Profile and Status** - Use this to edit your profile or edit (change) your password.

For more detailed information on **My Profile and Status**, please review the Edit Profile job aid

Order History & Status	MY PROFILE	
My Profile b Address Book Print Shop My Saved Files My Saved Jobs My Downloads Spending Accounts Usage	Edit Profile	
	Nickname	Cindy Cotter
	Name	Cindy Cotter
	User Name	cindyC
	Title	Transition Management Lead
	Email	cindy.cotter@watech.wa.gov
	Security Question	Edit
	Organization	!testusability
	Department	WaTech
	Print Shop	Washington State Department of Enterprise Services
	Address	Cindy Cotter !testusability 1500 Jefferson Olympia, WA 98501 United States
	Phone Number 1	3604079453
	Password	Edit

To make changes to your profile, click on the **“Edit Profile”** button

To change your password click **Edit**

c. Address Book

You can use the Address Book to add, edit, or delete addresses you frequently use. The address book lets you avoid entering information each time you wish to ship an order to someone. You can select a person from your address book during the checkout process.

Order History & Status	ADDRESS BOOK
My Profile	<input type="text" value="Search by First Name, Last Name, Address, Email, Company,"/> Add New
Address Book	<p>Your address book is empty.</p> <div data-bbox="1583 634 1896 878" style="border: 2px solid orange; padding: 10px; width: fit-content; margin: 10px auto;"> <p>To Add entries to the Address Book Click Add New</p> </div>
Print Shop	
My Saved Files	
My Saved Jobs	
My Downloads	
Spending Accounts Usage	

d. **Print Shop**
Printing and
Imaging print shop
information

Order History & Status	PRINT SHOP	
My Profile	Sort By	<input type="text" value="Name"/> <input type="text" value="Sort Ascending"/>
Address Book	Search By	<input type="text" value="search by print center name or address"/>
Print Shop d	<input checked="" type="radio"/>	<p>Washington State Department of Enterprise Services</p> <p>7580 New Market ST SW Tumwater WA 98501 (360) 664-4343</p> <p>Sun Closed Mon-Fri 8:00 AM-5:00 PM Sat Closed Current Print Center Time 5/26/2016 3:35:41 PM</p>
My Saved Files		
My Saved Jobs		
My Downloads		
Spending Accounts Usage		

e. **My Saved Files** – Use this to save images you will use often when creating print jobs.

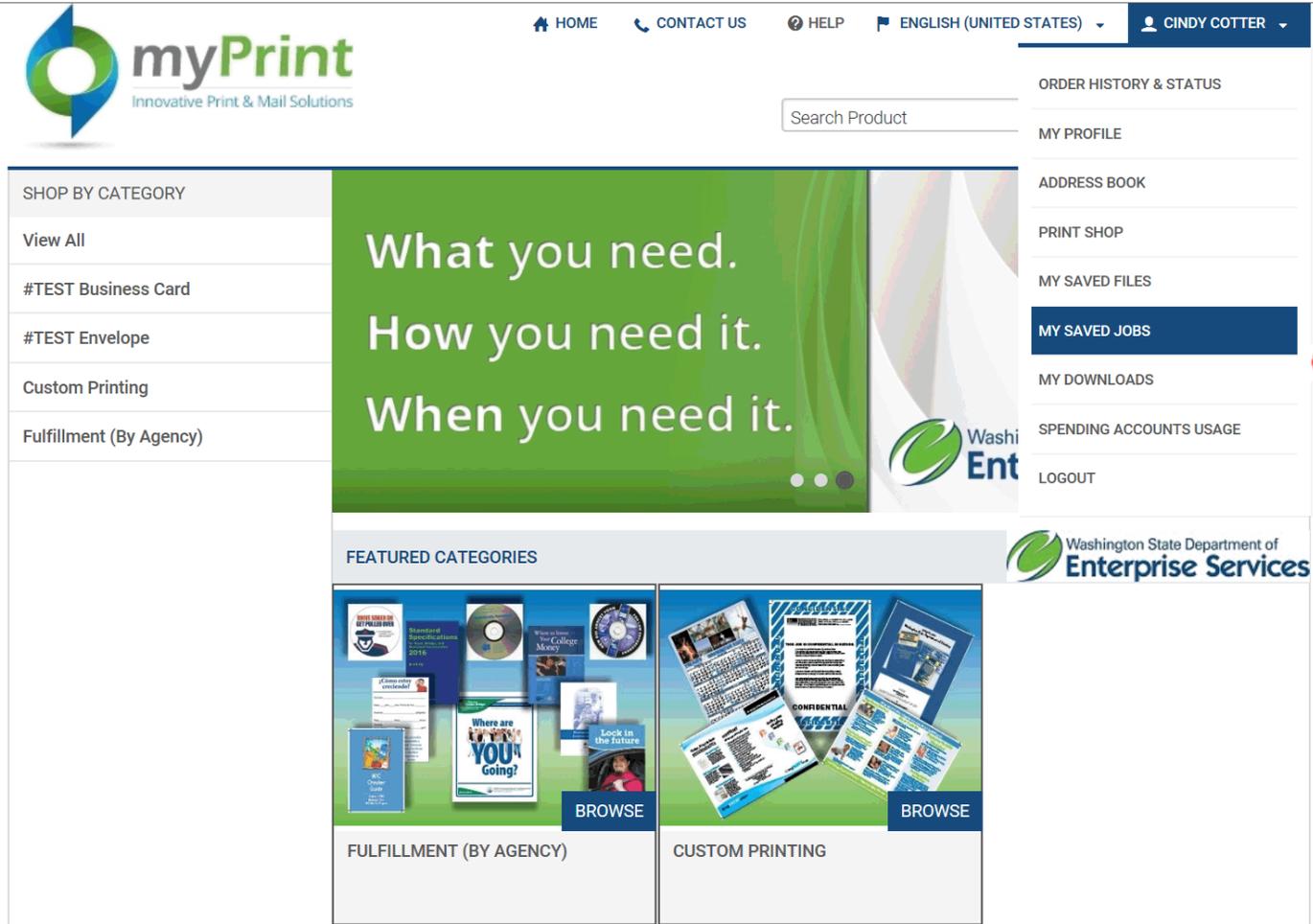
For more detailed information on My Saved Files, please review the **Saved Files** job aid

Order History & Status	MY SAVED FILES
My Profile	<p>Supported File Formats</p> <p>Add Files</p>
Address Book	
Print Shop	
My Saved Files	
My Saved Jobs e	
My Downloads	
Spending Accounts Usage	

Click here to save images frequently used.

f. **My Saved Jobs** –
Use this to save
orders you
frequently make

For more detailed
information on My
Saved Jobs, please
review the **My
Saved Jobs** job aid



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. To the right are navigation links: HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile dropdown for CINDY COTTER. A search bar labeled 'Search Product' is positioned below the navigation. On the left side, there is a 'SHOP BY CATEGORY' menu with options: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). The main content area features a large green banner with the text 'What you need. How you need it. When you need it.' and a 'Washing State Department of Enterprise Services' logo. Below the banner is a 'FEATURED CATEGORIES' section with two sub-sections: 'FULFILLMENT (BY AGENCY)' and 'CUSTOM PRINTING', each with a 'BROWSE' button and a collage of various printed materials. On the right side, there is a vertical menu with options: ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, **MY SAVED JOBS** (highlighted in blue), MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. A small red Facebook icon is visible to the right of the 'MY SAVED JOBS' button.

g. **My Downloads**

Order History & Status
My Profile
Address Book
Print Shop
My Saved Files
My Saved Jobs
My Downloads
Spending Accounts Usage 9
MYPRINT MESSENGER
WINDOWS (32BIT)
WINDOWS (64BIT)
MAC

MY DOWNLOADS

The **My Downloads** feature is not available at this time. When it is turned on, you will receive notification.

ORDER HISTORY & STATUS
MY PROFILE
ADDRESS BOOK
PRINT SHOP
MY SAVED FILES
MY SAVED JOBS
MY DOWNLOADS
SPENDING ACCOUNTS USAGE
LOGOUT

h. **Spending Account Usage**

Order History & Status	SPENDING ACCOUNTS USAGE			
My Profile	Usage Date	Order #	Amount Used	Balance
Address Book	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #fff9c4; padding: 20px; text-align: center;"> <p>The Spending Account feature is not available at this time. When it is turned on, you will receive notification.</p> </div>			
Print Shop				
My Saved Files				
My Saved Jobs				
My Downloads				
Spending Accounts Usage				

