

JobAid: Ordering State Standard Envelopes

Topic Overview

As part of the Digital Storefront myPrint enhancement effort the project team reviewed all customer products. The findings reflected the use of the same envelope, which resulted in making a category for state standard envelopes to eliminate duplication.

This job aid is for end-users who order state standard envelopes. This includes the following organizations:

<ul style="list-style-type: none"> Commission on Asian-Pacific American Affairs (AAA) 	<ul style="list-style-type: none"> Accountancy Board (ACB) 	<ul style="list-style-type: none"> Department of Agriculture (AGR) 	<ul style="list-style-type: none"> Washington State Arts Commission (ARTS) 	<ul style="list-style-type: none"> Bond Retirement and Interest Board (BRI) 	<ul style="list-style-type: none"> Board of Tax Appeals (BTA)
<ul style="list-style-type: none"> Cascadia Community College (CAS) 	<ul style="list-style-type: none"> Commission on Judicial Conduct (CJC) 	<ul style="list-style-type: none"> Coart of Appeals (COA) 	<ul style="list-style-type: none"> Department of Commerce (COM) 	<ul style="list-style-type: none"> Department of Archelogy and Historic Preservation (DAHP) 	<ul style="list-style-type: none"> Department of Early Learning (DEL)
<ul style="list-style-type: none"> Department of Enterprise Services (DES) 	<ul style="list-style-type: none"> Department of Financial Institutions (DFI) 	<ul style="list-style-type: none"> Department of Fish and Wildlife (DFW) 	<ul style="list-style-type: none"> Department of Health (DOH) 	<ul style="list-style-type: none"> Department of Licensing (DOL) 	<ul style="list-style-type: none"> Department of Retirement Services (DRS)
<ul style="list-style-type: none"> Department of Services for the Blind (DSB) 	<ul style="list-style-type: none"> Department of Social and Health Services (DSHS) 	<ul style="list-style-type: none"> Department of Veteran Affairs (DVA) 	<ul style="list-style-type: none"> Department of Ecology (ECY) 	<ul style="list-style-type: none"> Environmental and Land Use Hearing Office (EHO) 	<ul style="list-style-type: none"> Department of Employment Security (ESD)
<ul style="list-style-type: none"> Volunteer Firefighters Board (FIR) 	<ul style="list-style-type: none"> General Administration (GAE) 	<ul style="list-style-type: none"> Washington State Gambling Comm (GMB) 	<ul style="list-style-type: none"> Office of the Governor (GOV) 	<ul style="list-style-type: none"> Health Care Authority (HCA) 	<ul style="list-style-type: none"> Horse Racing Commission (HRC)
<ul style="list-style-type: none"> Industrial Insurance Appeals (IND) 	<ul style="list-style-type: none"> Liquor and Canibis Control Board (LIQ, LCB) 	<ul style="list-style-type: none"> Labor and Industries (L&I) 	<ul style="list-style-type: none"> Washington State Lottery (LOT) 	<ul style="list-style-type: none"> Military Department (MIL) 	<ul style="list-style-type: none"> Office of Administrative Hearings (OAH)
<ul style="list-style-type: none"> Office of Civil and Legal Aid (OCLA) 	<ul style="list-style-type: none"> Office of Financial Management (OFM) 	<ul style="list-style-type: none"> Washington State of Minority and Women's 	<ul style="list-style-type: none"> Parks and Recreation (P_R, REC) 	<ul style="list-style-type: none"> Public Disclosure Commission (PDC) 	<ul style="list-style-type: none"> Pierce College (PIE)

		Business Enterprises (OMW, OMWBE)			
<ul style="list-style-type: none"> • Pollution Liability Insurance (PLI) 	<ul style="list-style-type: none"> • Department of Printing (PRT) 	<ul style="list-style-type: none"> • Recreation and Conservation Office (RCO) 	<ul style="list-style-type: none"> • Department of Revenue (REV) 	<ul style="list-style-type: none"> • School for the Blind (SFB) 	<ul style="list-style-type: none"> • School for the Deaf (SFD)
<ul style="list-style-type: none"> • State Investment Board (SIB) 	<ul style="list-style-type: none"> • Sentencing Review Board (SRB) 	<ul style="list-style-type: none"> • Transportation Commission (TRC) 	<ul style="list-style-type: none"> • Utilities and Transportation Commission (UTC) 	<ul style="list-style-type: none"> • Washington Technology Solutions, Consolidated Technology Solutions (WaTech, CTS)) 	<ul style="list-style-type: none"> • Washington Student Achievement Council (WSAC)
<ul style="list-style-type: none"> • Washington State Patrol (WSP) 	<ul style="list-style-type: none"> • Workforce Training and Education (WTB) 				

Navigation:

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

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

2. Click on **Envelope**

- SHOP BY CATEGORY
- View All
 - !Test LNI Business Cards
 - !Test LNI Envelope Category
 - !Test LNI Stationery
 - @!DSHS ALL Non-Fulfillment Products
 - #TEST Business Card
 - #TEST Envelope 2
 - !Test LNI Custom Printing
 - Custom Printing
 - Fulfillment (By Agency)



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

Washington State Department of
Enterprise Services

FEATURED CATEGORIES



BROWSE

FULFILLMENT (BY AGENCY)




BROWSE

CUSTOM PRINTING

3. Select any of the State Standard envelope options by clicking on **BEGIN**. This will open the envelope purchase dialog box.









All Categories #TEST ENVELOPE

#TEST Envelope



Test category for products orderable by ECY

IN THIS CATEGORY:

 BEGIN	 BEGIN	 BEGIN	 BEGIN 3
ESD NO 10 CUS WIN ENV 0641 #10 Custom Window Envelope	ESD NO 9 CUS WIN ENV 4095	POO ENV MATRIX Port of Olympia envelopes	STATE #10 ENVELOPES 1 COLOR
 BEGIN 3	 BEGIN 3	 BEGIN 3	 BEGIN 3
STATE #10 ENVELOPES 2 COLOR	STATE STANDARD - 10X13 ENVELO...	STATE STANDARD - 9X12 BLACK E...	STATE STANDARD - 9X12 GREEN E...

4. Select your product type:

Barnotch Envelopes – Have a notch in the window for bar encoding.

Standard Window Envelopes – Have the window placed at 7/8” from the bottom with a window size of 4 ½ “x 1 1/8”

Custom Window Envelope – Allows you to specify the window location in the envelope

Double Special Window – Allows you to specify the location of two windows in the envelope

Regular – No Window – Envelopes are a standard #10 envelope with no window.

5. Click on **BEGIN**. This will bring you to a personalization dialog box.

State #10 Envelopes 1 Color



Item No.:

State #0 Envelopes 1 Color

[Reset Filters](#)

* Select Product:

- Choose
- Barnotch Window
- Standard Window
- Custom Window
- Double Special Window
- REGULAR - NO WINDOW

4

Product:

Continue Shopping

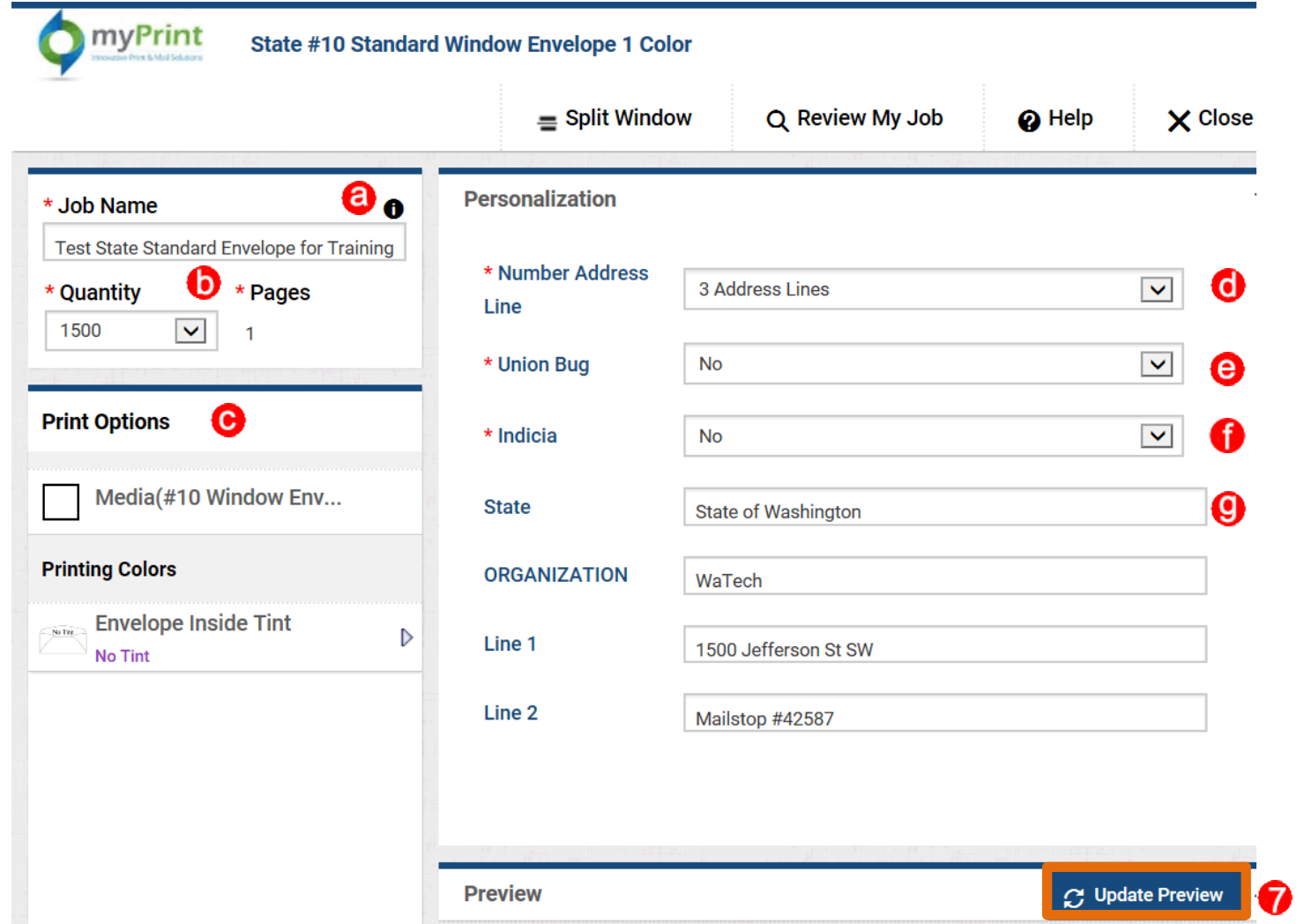
BEGIN

5

6. Complete the fields.

- a. **Job Name** - Use a unique name to identify the product you are ordering.
- b. **Quantity** - Can only be ordered in quantities indicated in the drop-down list.
- c. **Print Options** - Allows you to change the paper color and weight (thickness); add tint to the window.
- d. Select the number of lines for your address
- e. **Union Bug** - Means that employees who design the product that is being printed are represented by a labor union.
- f. **Indicia** markings are used as a substitute for stamps.
- g. Always type in **State of Washington**

7. Click on **Update Preview**.



The screenshot shows the myPrint interface for a job titled "State #10 Standard Window Envelope 1 Color". The interface includes a top navigation bar with "Split Window", "Review My Job", "Help", and "Close" options. The main content area is divided into two columns. The left column contains:

- Job Name:** "Test State Standard Envelope for Training" (marked with 'a')
- Quantity:** "1500" (marked with 'b')
- Pages:** "1" (marked with 'c')
- Print Options:** A section with a red 'c' callout, containing a checkbox for "Media(#10 Window Env..." and a "Printing Colors" section with "Envelope Inside Tint" set to "No Tint".

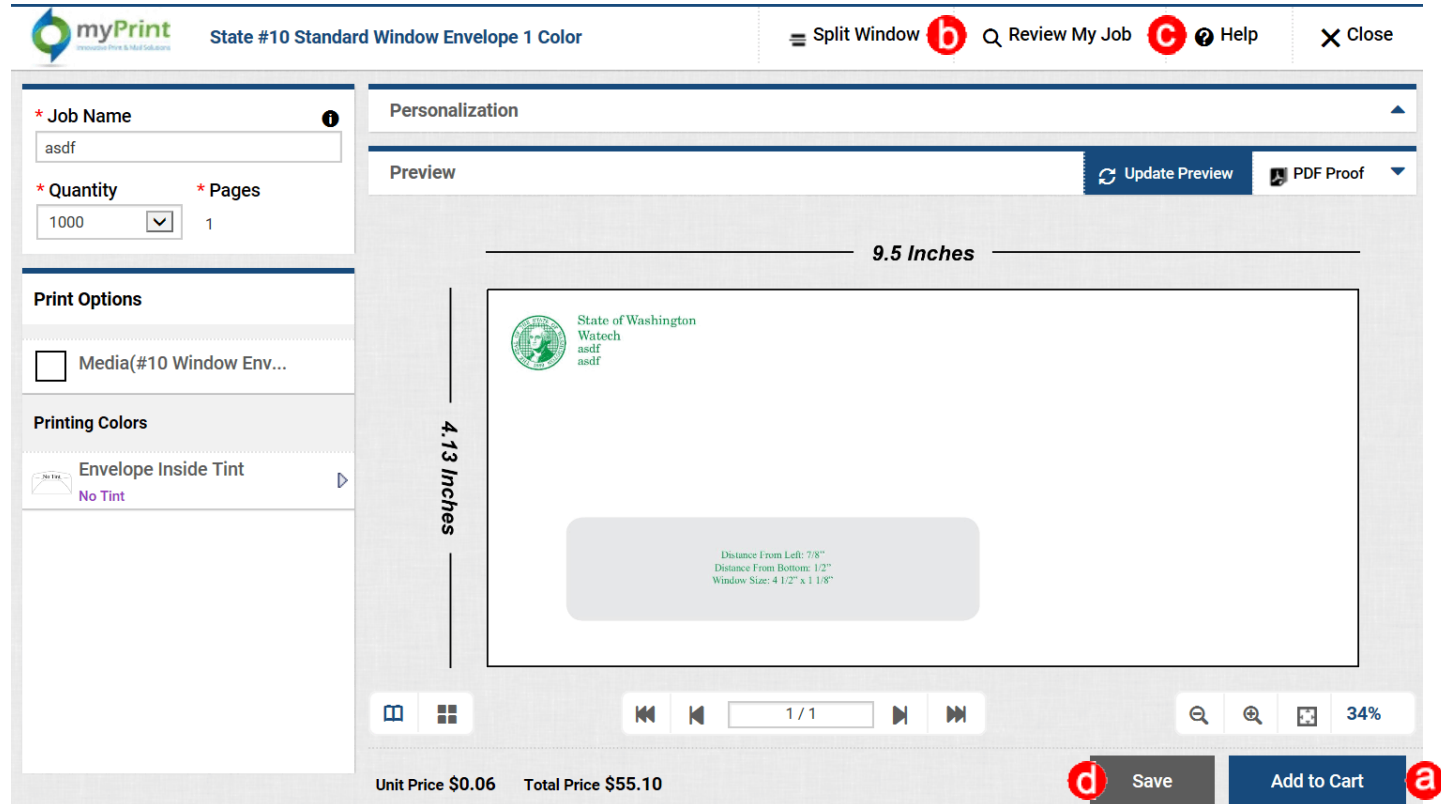
 The right column contains the **Personalization** section:

- Number Address Line:** "3 Address Lines" (marked with 'd')
- Union Bug:** "No" (marked with 'e')
- Indicia:** "No" (marked with 'f')
- State:** "State of Washington" (marked with 'g')
- ORGANIZATION:** "WaTech"
- Line 1:** "1500 Jefferson St SW"
- Line 2:** "Mailstop #42587"

 At the bottom of the interface, there is a "Preview" section with an "Update Preview" button (marked with '7').

8. From the preview you can:

- a. Review and approve your order by clicking on **Add to Cart**.
- b. Modify your order by clicking on **Split Window** and updating your field entries. *This view allows you to remain in preview while updating information.*
- c. **Review My Job** provides a Summary Page.
- d. **Save** will save the job for future use.



The screenshot shows the myPrint web interface for a job titled "State #10 Standard Window Envelope 1 Color". The interface includes a top navigation bar with "Split Window" (marked with a red 'b'), "Review My Job" (marked with a red 'c'), "Help", and "Close". On the left, there are input fields for "Job Name" (value: asdf), "Quantity" (value: 1000), and "Pages" (value: 1). Below these are sections for "Print Options" (Media: #10 Window Env...), "Printing Colors" (Envelope Inside Tint: No Tint), and "Personalization". The main area is a "Preview" window showing a window envelope design with dimensions of 9.5 inches by 4.13 inches. The design includes the State of Washington logo and the text "State of Washington Watech asdf asdf". A grey box in the center of the envelope contains the text: "Distance From Left: 7/8", "Distance From Bottom: 1/2", and "Window Size: 4 1/2" x 1 1/8". At the bottom of the preview, there are navigation controls (back, forward, page 1/1, zoom 34%) and a status bar showing "Unit Price \$0.06" and "Total Price \$55.10". At the bottom right, there are "Save" (marked with a red 'd') and "Add to Cart" (marked with a red 'a') buttons.

9. Clicking **Add to Cart** will bring up an approval dialog box that you must click to proceed. Click **I Agree**.

10. This will bring you to a your cart. You can:

- a. **Continue Shopping.**
- b. **Clear Cart.**
- c. **Proceed to Checkout**
– **Note:** *if you select this option, you have to set the **Due Date** first.*

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

9
✓ I Agree

You must click "I Agree" in order to move to your cart



HOME CONTACT US HELP ENGLISH (UNITED STATES) CINDY COTTER TEST

Search Product

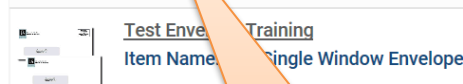
🛒 (1)

CART

Due Date

Selected Print Center

Washington State Department of Enterprise Services

Products	Quantity	Unit Price	Item Tax	Total
	4000	\$0.06	\$0.00	\$222.80
Save for later Remove				

You must select a **Due Date** before you can proceed with your order

Subtotal: \$74.00
Taxes: \$6.59
Total: \$80.59

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING **a**

CLEAR CART **b**

PROCEED TO CHECKOUT → **c**

The application automatically lets you know the earliest date the item(s) can be picked up. Unavailable dates are grayed out. To pick a Due Date you:

- d. Click on a non-grayed out date to select when you wish to pick your item(s) up.
- e. Use the Drop Down box to specify a time for pick up.
- f. Click on **Save**.
- g. Click on **Proceed to Checkout** – *step not shown*

CART

Due Date ⌄ Choose a Requested Due Date & Time

← JUNE 2016 →

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	a	22	23	24	25	26
27	28	29	30	01	02	03

Time :

11:00AM
▼
b

(GMT-08:00) Pacific Time (US & Canada)

Cancel
Save
c

11. Checking out

- a. Input **shipping information**.
- b. Verify **phone number, organization, and email**.
- c. Add additional **Delivery Instructions** if necessary
- d. Click **Save to My Address Book** if you frequently ship to this address.
- e. Click **Save Changes**
- f. **Add Another Recipient** if desired and click **Save Changes** again.
- g. Click on either **Continue Shopping** or **Proceed to Payment**.



Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

ADDRESS a

[Add from Address Book](#)

[Mail Stop Lookup \(Opens in a new window\)](#)

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

Products

Subtotal: \$74.00

Taxes: \$6.59

Total: \$80.59

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

* City:

Country:

* State/Province/Region:

* Zip/Postal Code:

* Phone Number 1:

Organization:
 b

* Email:

Delivery Instructions

Save to My Address Book d

e


You must click save to proceed with checkout.

f


g

12. Payment


- a. Choose a **Payment Method** and input the appropriate information. *Payment options will vary based upon your organization and role settings.*
- b. Click on **Place My Order**.



Shipping



Payment



Finish

How would you like to pay?

PAYMENT METHOD a

Please select a payment type.

Cost Center

COST CENTER

* Organization Code:

Purchase # or Budget Code (20 Character Limit):

Subtotal: \$74.00

Taxes: \$6.59

Total: \$80.59

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING

PLACE MY ORDER → b

13. Order Confirmation

- a. Approvals.
- b. Print.
- c. Continue Shopping.

Shipping
Payment
3 Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order

Order Number: **87527**
 Status: **Approval required**
As of 5/31/2016 4:10:57 PM PDT

Whether your order requires approval or not depends on your security settings. This example requires approval.

Order placed by:
Cindy Cotter
 cindy.cotter@watech.wa.gov
 ltestusability
 1500 Jefferson
 Olympia
 WA - Washington
 98501
 United States
 3604079453

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

Hours Of Operation

Sun : Closed
 Mon-Fri : 8:00 AM-5:00 PM
 Sat : Closed

SHIPMENT 1
 Campus Mail

ADDRESS
 Cindy Cotter
 1500 Jefferson
 Olympia
 United States
 WA - Washington - 98501 3604079453
 ltestusability
 cindy.cotter@watech.wa.gov

Products

Subtotal:	\$74.00
Taxes:	\$6.59
Total:	\$80.59

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

[← CONTINUE SHOPPING](#)
[PRINT](#)

14. Confirmation emails

You will receive:

- A confirmation email.
- Another email indicating if your request was approved.
- Or denied.

