



JobAid: Ordering Business Cards

Topic Overview

Please use the current URL to access the enhanced Digital Storefront. <https://prtonline.myprintdesk.net/DSF/>

This job aid is for end-users who order business cards. The enhanced myPrint application provides end-users with the ability to purchase print and fulfillment items from a one-stop shop. Available products can only be purchased by authorized individuals from your organization. As security is limited to individual authorized end-users, what is available in the navigation of this job aid may differ from what is on the screen before you. The City of Bremerton is the organization used for creating this training aid.

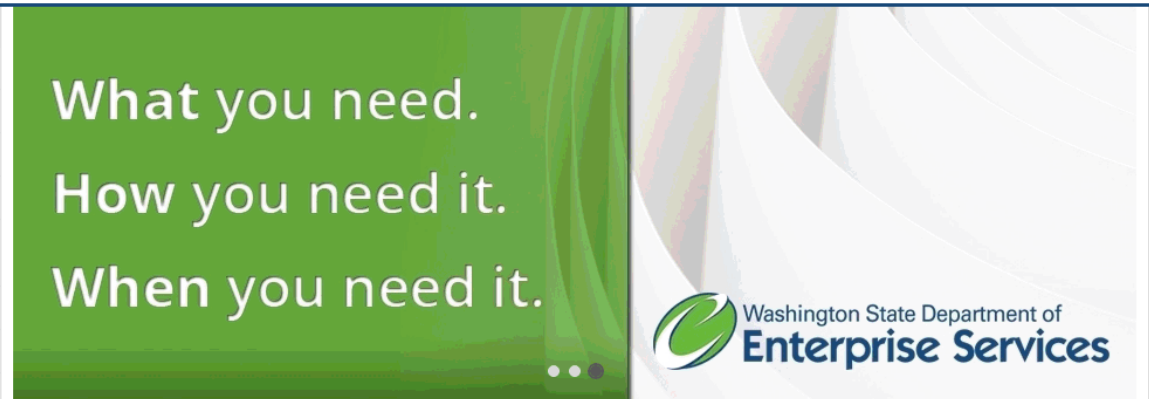
Navigation:

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

1. Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>
2. Click on **Business Cards** (you can click on it either in the left navigation bar, or in the body of the web page) This will bring you to the business cards selection page.

SHOP BY CATEGORY

View All
!Test LNI Business Cards
!Test LNI Envelope Category
!Test LNI Stationery
@!DSHS ALL Non-Fulfillment Products
#TEST Business Card 2
#TEST Envelope
!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

 <p>BROWSE</p> <p>FULLFILLMENT (BY AGENCY)</p>	 <p>BROWSE</p> <p>CUSTOM PRINTING</p>
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3. Select the type of business card you wish to purchase and click on **BEGIN**. This will open the business card purchase dialog box.

Note: *The products available for you to buy will be different based upon your role and assigned organization.*

All Categories

BUSINESS CARDS

Business Cards



IN THIS CATEGORY:



BEGIN

BRE BUSINESS CARD

3

4. Select your product type
5. Click on **BEGIN**. This will bring you to a personalization dialog box.

BRE BUSINESS CARD ✕

Item No.: 1476 1962 2111 2178

Business Card 1, 2, 3 and 4

Turn Around Time: 40 (Hour)

[Reset Filters](#)

* Select Product:

Choose

NO BRAILLE

BRAILLE 4

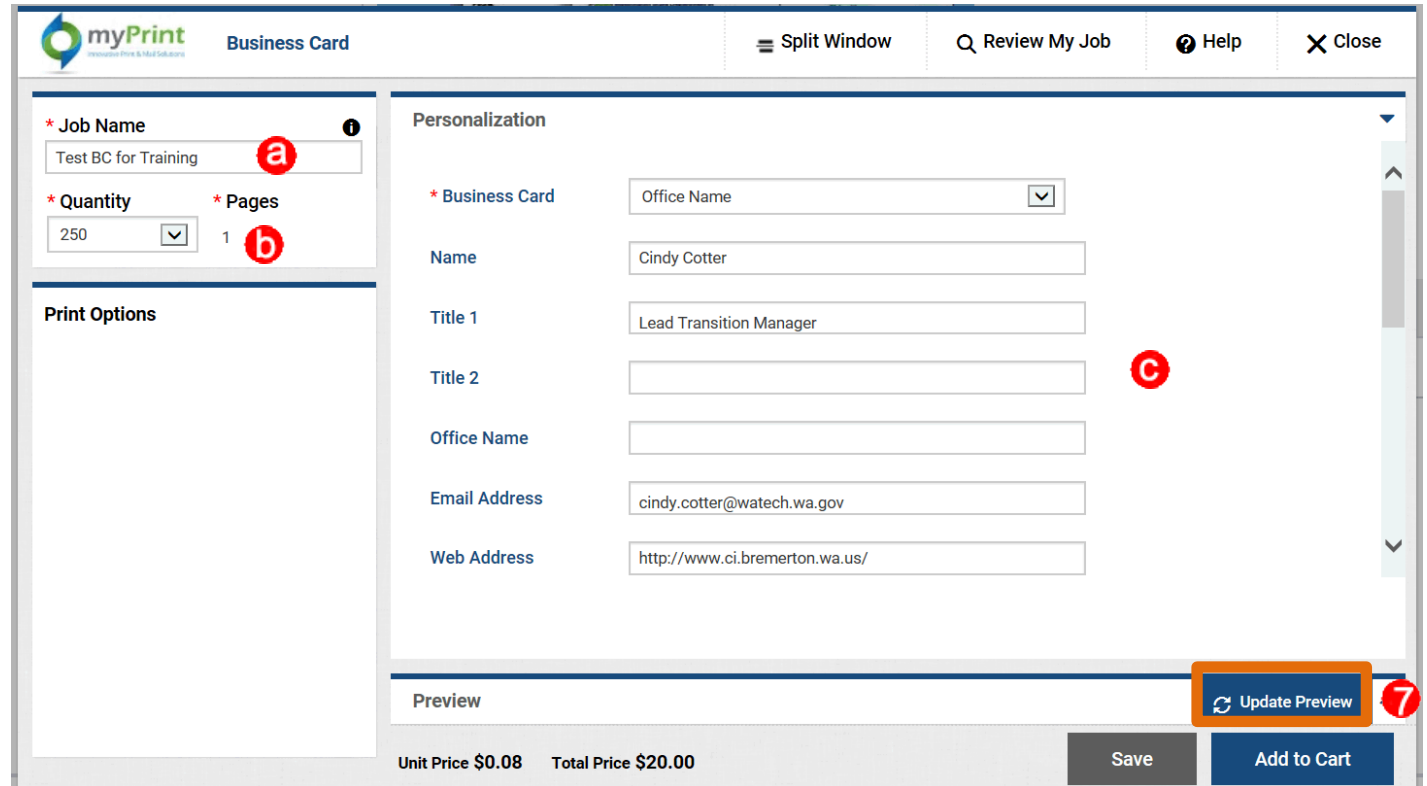
Product: Business Card

Continue Shopping
BEGIN 5

6. Complete the required fields.

- a. **Job Name** - Use a unique name to identify the product you are ordering. This makes re-orders easier.
- b. **Quantity** - Can only be ordered in increments provided in the drop down box
- c. **Personalization** information

7. Click on **Update Preview**. This will bring you to a preview of your order.



myPrint Business Card

Split Window Review My Job Help Close

* Job Name i
 Test BC for Training a

* Quantity v * Pages b
 250 1

Print Options

Personalization

* Business Card Office Name v

Name Cindy Cotter

Title 1 Lead Transition Manager

Title 2 c

Office Name

Email Address cindy.cotter@watech.wa.gov

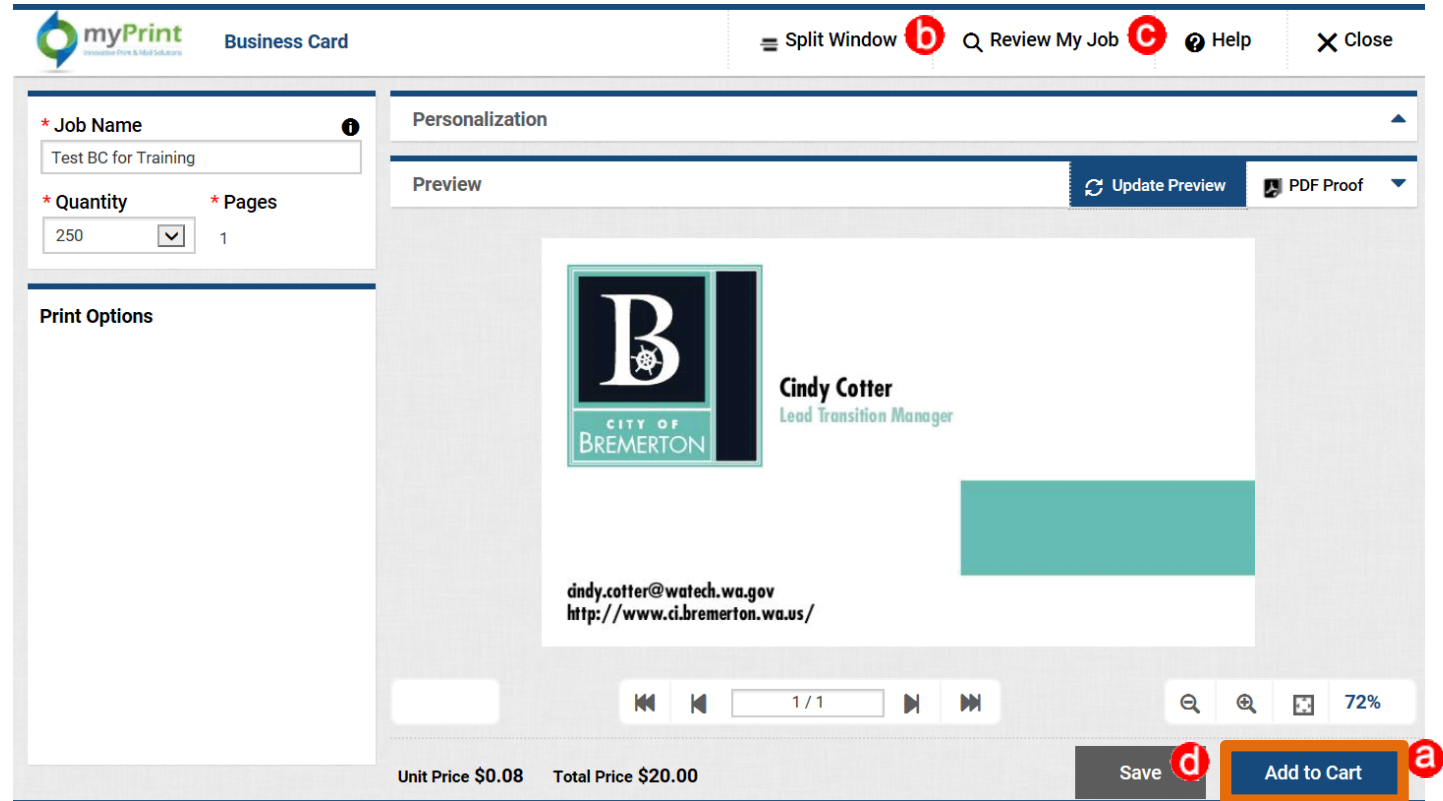
Web Address http://www.ci.bremerton.wa.us/

Preview 7 Update Preview

Unit Price \$0.08 Total Price \$20.00 Save Add to Cart

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.



myPrint Business Card

Split Window **b** Review My Job **c** Help Close

Personalization

Preview Update Preview PDF Proof

* Job Name **i**
Test BC for Training

* Quantity * Pages
250 1

Print Options

B
CITY OF BREMERTON

Cindy Cotter
Lead Transition Manager

cindy.cotter@watech.wa.gov
http://www.ci.bremerton.wa.us/

1 / 1 72%

Unit Price \$0.08 Total Price \$20.00

Save **d** Add to Cart **a**

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.

✓ I Agree

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

Search Product


🛒 (1)

CART

Due Date

Selected Print Center

Washington State Department of Enterprise Services

Products	Quantity	Unit Price	Item Tax	Total
 Test BC f...aining Item Name: Business Card	250	\$0.08	\$0.01	\$20.00
Save for later Remove				

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

Subtotal: \$20.00
Taxes: \$1.78
Total: \$21.78

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

CLEAR CART

PROCEED TO CHECKOUT →

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**

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	21 d	22	23	24	25	26
27	28	29	30	01	02	03

Time :

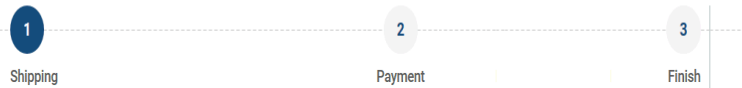
11:00AM
e
⌵

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

Cancel

Save f

- 11.** Checking out
 - a. Input shipping information
 - b. Verify phone number, organization, and email are correct.
 - 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 [Products](#)

SHIPMENT 1

Please select a shipment type.

Campus Mail

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

Test BC for Training

Item Name: Business Card

Qty	Unit Price	Tax	Total
250	\$0.08	\$0.01	\$20.00

Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$1.78

Total: \$21.78

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.

* City:

Country:

* State/Province/Region:

* Zip/Postal Code:

* Phone Number 1:

Organization: b

* Email:

Delivery Instructions c

Save to My Address Book d

e

You must click save to proceed with checkout.

f

← CONTINUE SHOPPING g
PROCEED TO PAYMENT →

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](#)

2
Payment

3
[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):

Products

Test BC for Training

Item Name: Business Card

Qty	Unit Price	Tax	Total
250	\$0.08	\$0.01	\$20.00

Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$1.78

Total: \$21.78

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.

← CONTINUE SHOPPING

PLACE MY ORDER
→ b

13. Order Confirmation

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

Shipping

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation to the store.

Payment

3

Finish

Order Confirmation

Status: **Approval required** a

As of 5/31/2016 4:10:57 PM PDT

<p>Order placed by:</p> <p>Cindy Cotter cindy.cotter@watech.wa.gov ltestusability 1500 Jefferson Olympia WA - Washington 98501 United States 3604079453</p>	<p>Print Center</p> <p>Washington State Department of Enterprise Services printing@des.wa.gov 7580 New Market ST SW Tumwater WA - Washington 98501 United States (360) 664-4343</p> <p>Hours Of Operation</p> <p>Sun : Closed Mon-Fri : 8:00 AM-5:00 PM Sat : Closed</p>
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SHIPMENT 1
Campus Mail

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

Products

Test BC for Training

Item Name: WATECH-BC 3143, 3134

Qty	Unit Price	Total
250	\$0.08	\$20.00

Payment Method:
Purchase Order

Organization Code:
1234

Subtotal	\$20.00
Shipping	\$0.00
Taxes	\$1.78
Total	\$21.78

← CONTINUE SHOPPING c

PRINT b

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

14. Confirmation emails

You will receive:

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

