JobAid: Ordering Business Cards

Topic Overview

Please use the current URL to access the enhanced Digital Storefront. [https://prtonline.myprintdesk.net/DSF/](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.
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.
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.
4. Select your product type

5. Click on **BEGIN**. This will bring you to a personalization dialog box.
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.
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.
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 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.
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**
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**
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**
13. Order Confirmation
   a. Approvals
   b. Print
   c. Continue Shopping

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.