

## JobAid: My Saved Jobs

### Topic Overview

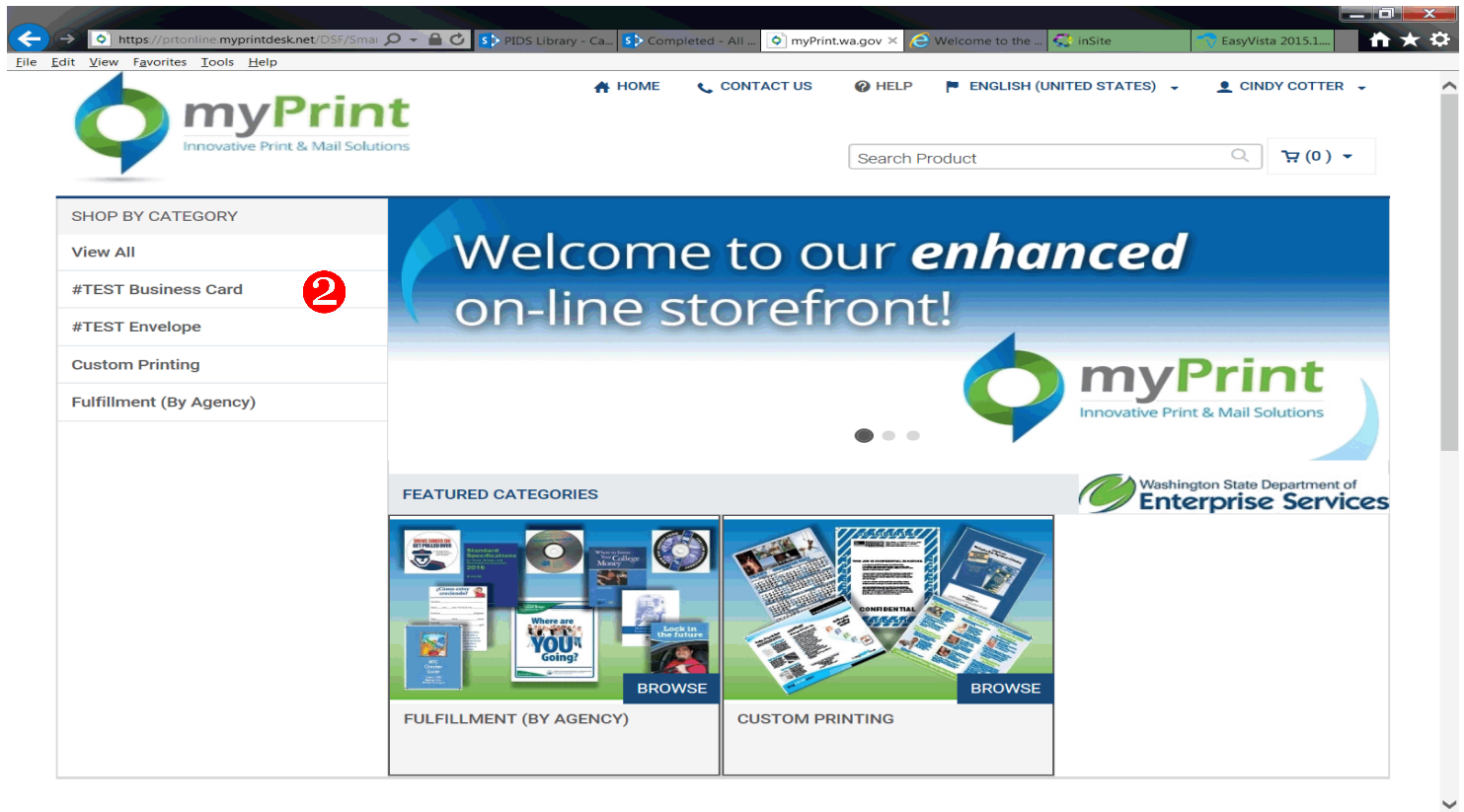
myPrint provides the ability to save jobs for future use. This document will walk you through the steps to create a saved job, and to access a saved job. The City of Pasco is the organization used for the purposes of creating this aid.

#### Navigation:

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


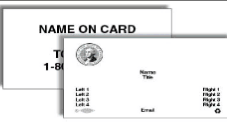









Creating a job to save for future use.

1. Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>
2. Click on the product you are creating. My Saved Jobs works on any product you purchase. This example uses Business Cards.



The screenshot shows the myPrint website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). A user profile for CINDY COTTER is also visible. Below the navigation bar is a search bar and a shopping cart icon showing 0 items. The main content area features a large banner with the text "Welcome to our enhanced on-line storefront!" and the myPrint logo. To the left of the banner is a "SHOP BY CATEGORY" menu with options: View All, #TEST Business Card (highlighted with a red circle and the number 2), #TEST Envelope, Custom Printing, and Fulfillment (By Agency). Below the banner, there are "FEATURED CATEGORIES" including "FULFILLMENT (BY AGENCY)" and "CUSTOM PRINTING", each with a "BROWSE" button and a preview of printed materials. The bottom right corner of the page features the logo for the Washington State Department of Enterprise Services.

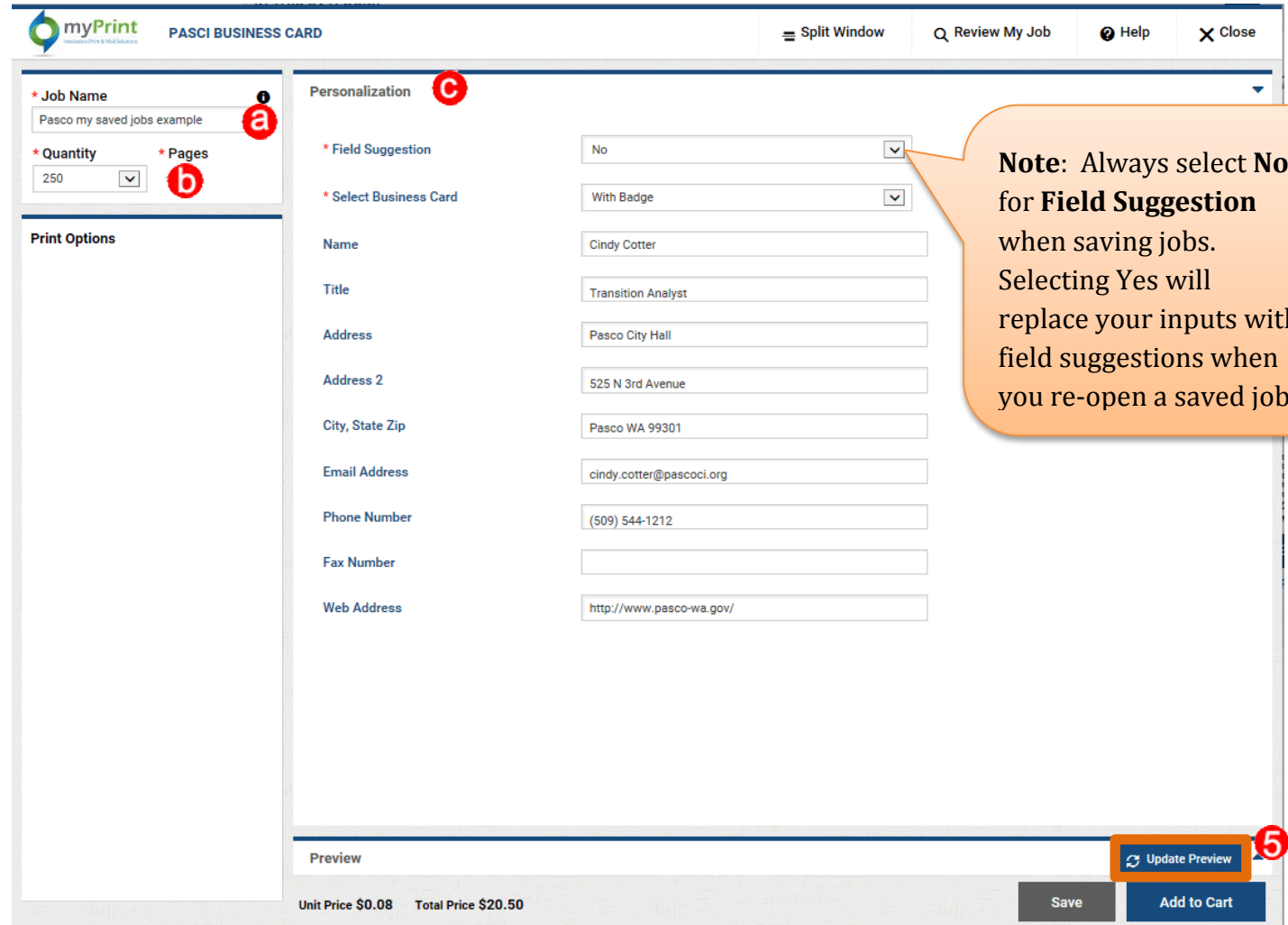
3. Click on **BEGIN** to select the product you wish to use. This example is for a City of Pasco Business Card.

All Categories	#TEST BUSINESS CARD			
#TEST Business Card				
IN THIS CATEGORY:				
 <p><b>NAME ON CARD</b></p> <p>BEGIN</p>	 <p><b>GREAT RIVERS</b></p> <p>BEGIN</p>	 <p><b>COM BUSINESS CARD</b></p> <p>BEGIN</p>	 <p><b>DSS BUSINESS CARD</b></p> <p>BEGIN</p>	
BUSINESS CARD	BUSINESS CARD GRBH	Commerce agency business cards	DSS agency business cards	
 <p><b>Lean</b></p> <p>BEGIN</p>	 <p><b>Washington State Department of Social Security Card</b></p> <p>BEGIN</p>	 <p><b>PASCI BUSINESS CARD</b></p> <p>BEGIN</p>	 <p><b>State Standard Business Card</b></p> <p>BEGIN</p>	
DSS_BC D7A0 3139 D7A0 DDD	DSS-BC RBC1 3147 RBC1	PASCI BUSINESS CARD	STATE STANDARD BUSINESS CARD...	
 <p><b>STATE STANDARD BUSINESS CARD...</b></p> <p>BEGIN</p>	 <p><b>WSP BC MATRIX</b></p> <p>BEGIN</p>			
STATE STANDARD BUSINESS CARD...	WSP BC MATRIX 1219, 2931, Heroes with Headsets			

4. Complete the fields. An asterick (\*) indicates required field.

- a. **Job Name** – use a unique name to identify the product you are ordering. This makes re-orders easier.
- b. **Quantity** – *Note:* can only be purchased by increments provided in the drop-down list.
- c. **Personalization** - Complete the information requested in the fields.

5. Click on **Update Preview**.



**myPrint** PASCI BUSINESS CARD

Split Window Review My Job Help Close

\* Job Name a  
Pasco my saved jobs example

\* Quantity b 250 \* Pages

Print Options

Personalization c

\* Field Suggestion No

\* Select Business Card With Badge

Name Cindy Cotter

Title Transition Analyst

Address Pasco City Hall

Address 2 525 N 3rd Avenue

City, State Zip Pasco WA 99301

Email Address cindy.cotter@pascoci.org

Phone Number (509) 544-1212

Fax Number

Web Address http://www.pasco-wa.gov/

Preview


Unit Price \$0.08 Total Price \$20.50

Update Preview 5 Save Add to Cart

**Note:** Always select **No** for **Field Suggestion** when saving jobs. Selecting Yes will replace your inputs with field suggestions when you re-open a saved job.

**6.** Click **Save** – this will take you to the **My Saved Jobs** screen.

**NOTE:** Saved jobs will last for **two years** and then they will be automatically deleted.



PASCI BUSINESS CARD

Split Window
Review My Job
Help
Close


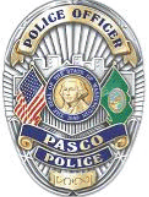
**\* Job Name**  
Pasco my saved jobs example

**\* Quantity** 250 **\* Pages** 1

**Print Options**

Personalization

Preview Update Preview PDF Proof

**Cindy Cotter**  
Transition Analyst

Pasco City Hall  
525 N 3rd Avenue  
Pasco WA 99301

(509) 544-1212  
cindy.cotter@pascoci.org

<http://www.pasco-wa.gov/>

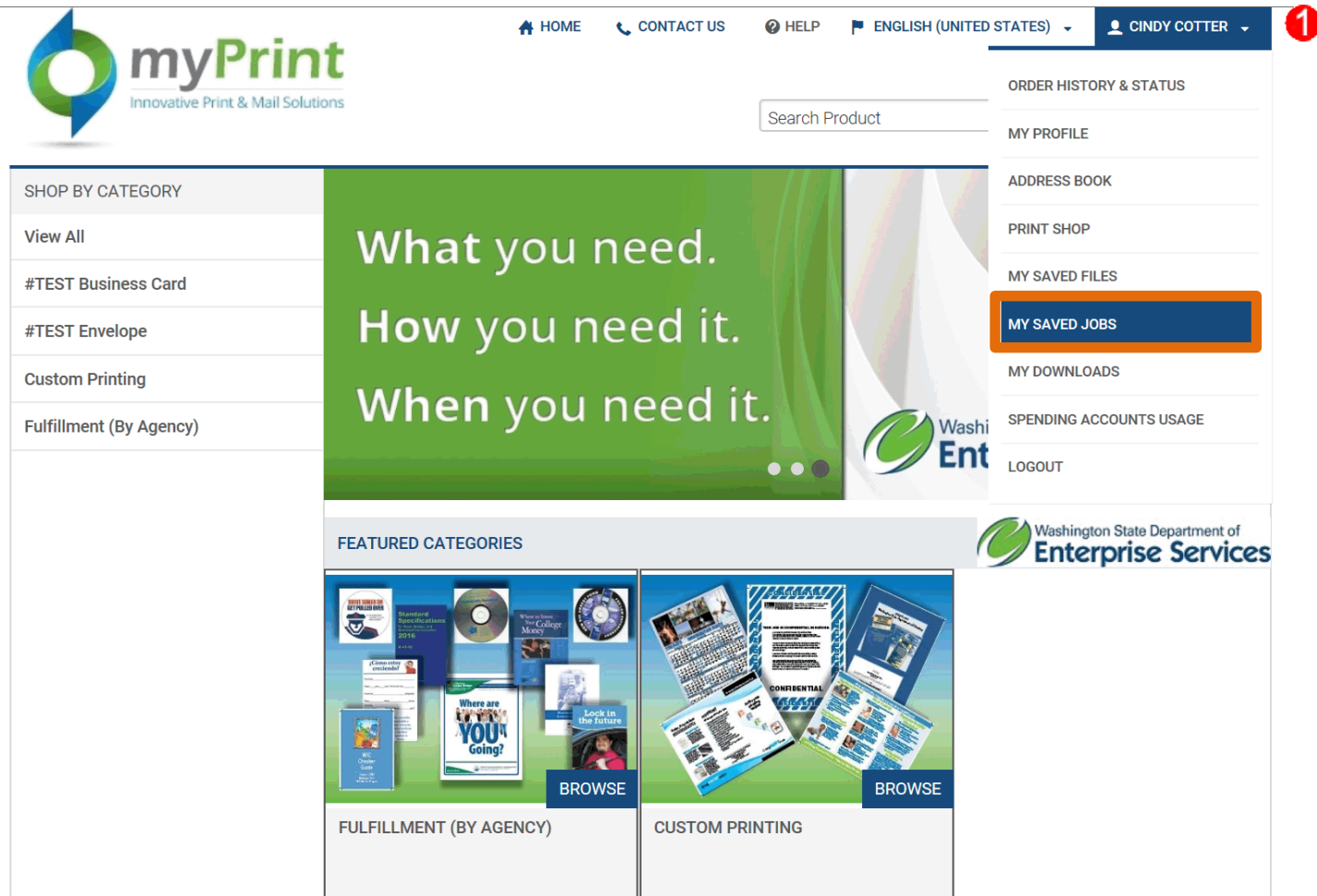
1 / 1

Unit Price \$0.08 Total Price \$20.50

6
Save
Add to Cart

## Accessing Saved Jobs


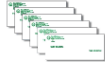


1. Click on your name in the upper right-hand corner and scroll down to **My Saved Jobs**. This will bring you to the Saved Jobs Screen.



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. The top navigation bar includes links for HOME, CONTACT US, HELP, and ENGLISH (UNITED STATES), along with a user profile dropdown for CINDY COTTER. A search bar is located on the right side of the page. Below the navigation bar is a large green banner with the text "What you need. How you need it. When you need it." and the Washington State Department of Enterprise Services logo. To the left of the banner is a "SHOP BY CATEGORY" menu with options: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). To the right of the banner is a user menu with options: ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS (highlighted with an orange box), MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. Below the banner is a "FEATURED CATEGORIES" section with two categories: FULFILLMENT (BY AGENCY) and CUSTOM PRINTING, each with a "BROWSE" button and a preview image of printed materials.

**2.** Click on **Open Job** next to the job you wish to order. Make any needed changes, or complete the steps to place the order.

**3.** To remove saved jobs click on **Remove**.

Order History & Status	MY SAVED JOBS
My Profile	 <p><a href="#">Copy_Copy_Test BCs for Training3</a>            Added: 6/6/2016 12:37:26 PM PDT            Expiration: 6/6/2018 12:36:58 PM PDT</p> <p><a href="#">Open Job</a> <a href="#">Remove</a></p>
Address Book	
Print Shop	
My Saved Files	
<b>My Saved Jobs</b>	 <p><a href="#">Test State Envelope</a>            Added: 6/6/2016 1:00:02 PM PDT            Expiration: 6/7/2018 1:14:47 PM PDT</p> <p><a href="#">Open Job</a> <a href="#">Remove</a></p>
My Downloads	
Spending Accounts Usage	
	 <p><a href="#">Test Standard BCs</a>            Added: 6/7/2016 3:07:46 PM PDT            Expiration: 6/7/2018 1:54:24 PM PDT</p> <p><a href="#">Open Job</a> <a href="#">Remove</a></p>
	 <p><a href="#">Test WaTech Card for MySavedJobs</a>            Added: 6/8/2016 1:29:52 PM PDT            Expiration: 6/8/2018 1:27:29 PM PDT</p> <p><a href="#">Open Job</a> <a href="#">Remove</a></p>

Open Job
Remove