



User Guide

*This document will guide users through the process of sending print jobs to the Printshop using the web-to-print software called **CamosunPrint**.*

Printshop Contact Information:

If you have general questions or concerns about the use of CamosunPrint please contact the Printshop by one of the following methods:

- Phone the main desk - **local 3061**
- Email from the Global Address Book* to - **Printshop Questions**
- Email from off campus to - **PrintShop@camosun.bc.ca**

Production Staff Contact Information

If you have **already sent a file** and have questions that relate to that particular print job you can email the production staff. Be sure to indicate the **Order #** and which **CAMPUS** you sent the original file to so the correct person will see your email.

- Email from the Global Address Book* to - **Printshop File Delivery**
- Email from off campus to - **Imaging@camosun.bc.ca**
- **Interurban** Production staff – **local 3894**
- **Lansdowne** Production staff – **local 3694**

* The **Global Address Book** referenced on this page is the one connected to the **Camosun Exchange server** as accessed through **MSOutlook** on a **college computer**. This is not linked in any way to CamosunPrint, or personal email address books on external mail servers (Hotmail, Telus, Shaw ect.)

Conventions

The following conventions are used in this guide:

🌀 **Note:** Indicates additional information that may be helpful as you work.

✖ **ALERT:** Indicates important information that you should read and pay attention to.

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Objectives

After reviewing this instruction manual, you will be able to place an order through *CamosunPrint* and should be able to do the following:


- ☐ Log into the CamosunPrint website
- ☐ Setup your profile, address book and change your password
- ☐ Know how to load the **SurePDF™** driver on home workstations
- ☐ Upload a file, create an order; and set the print options
- ☐ Track your order through the system and know where it is at all times
- ☐ Reorder from your online folders and access items from shared folders
- ☐ Place an order if you do not have an electronic version of your document
- ☐ Order pre-printed forms and other supplies from the Printshop catalog


Overview

CamosunPrint is a *modified* version of a web based printing utility called **WebCRD™**. All Camosun personnel will have access to CamosunPrint by using a personal “profile”. Users will be able to upload files for printing and can store common documents in their own “private” network folders.

Each user will also have access to their respective department’s “shared” folders, and some “global” folders that contain college wide documents, forms and Printshop supplies. From these various online folders you will be able to place orders for documents from any computer that has internet access.

With **CamosunPrint** you can order your print jobs a few different ways:

1. For **Non-PDF documents** and **image files**, access CamosunPrint by using **File/Print Function** or **Ctrl P** from within an application (MS Word, PowerPoint, Excel, Image Print wizard etc.) on your desktop computer. This method will utilize the built-in PDF creation software called **SurePDF™** to automatically convert your file to an **Adobe JobReady PDF™** and connect you with the **CamosunPrint** website.
 **Note:** Sometimes *pre-made* PDF files will not work if you try to send them to CamosunPrint through the SurePDF™ driver. If you get errors when trying to print this way try method #2.
2. You can upload and print **PDF files** through **CamosunPrint** by logging directly into your personal profile on the website. Once you are logged in, you can upload, manage and print files using your online folders.
3. You can also order “**hard copy**” printing by using CamosunPrint to set up the order details, then drop off the media (with order chit) to whichever Printshop will be completing the work.

 **Note:** If you click on a **HELP** button within the CamosunPrint web interface you will see “**generic**” **WebCRD™ help documents**. These instructions are accurate, but may contain wording that is slightly different than what you see in the CamosunPrint version. If you have a problem while using CamosunPrint, and the help files are not making sense; please contact the Printshop using one of the contact methods listed on the first page of this document.

Accessing the System

As mentioned in the Overview, CamosunPrint users can access the system by **logging directly onto the Web Site** or by using the **Print Command** to upload files using **SurePDF™**. Before you can send print jobs with CamosunPrint you must make sure that your profile information is set up.

This section will help you log in and set up your profile, address book and online folders. After you complete the login and set up your profile, there will be further sections to guide you through the ordering process using the Print Command with Sure PDF™, and from within your personal folders on the CamosunPrint website.

Login to CamosunPrint

Open your internet browser and copy/enter this URL into the text box on the address bar.
<http://camosunprint.camosun.bc.ca/>

✖ ALERT:

If you see a message about “cookies” or “uncertified browser”; make sure your web browser is configured as directed before you go on.

The Printshop will also add **Important Notices** to the logon page as required. Please check here for notices each time you log in to CamosunPrint.

Note: The colors and text you see on your screen may differ from the examples in this document. We may change the website design occasionally as feedback comes in from users. If you have any comments or suggestions about the website pages please forward them to the Printshop.

Login Credentials

Log into CamosunPrint using your **Camosun ID** (case sensitive: use a capital C and all 7 digits) and **initial password** as explained below:

- The last 3 numbers from your **Colleague ID** and the **first three letters of your last name, with a capital letter for the first letter only**. (Example: last name is Jones and ID is C0005555 your password would be 555Jon)

If you have problems with your login call the Printshop main desk at 3061.

When you log into the new interface for the first time you may see a **Missing contact Information** form. This form is explained on the next page.

Forgot your password? – If you forget your password you can click the link provided. Follow the instructions on the screen, and a temporary password will be emailed to you. If this link does not work please contact the Printshop to request a new password.

✖ **ALERT:** The “forgot password” link will only work if you have a valid email address in your profile.

First Time Use of New Interface

First Use of New Interface

We are now able to have **required** fields in user profiles. When the existing profiles were moved over from the old interface, we might not have all the information we needed for these mandatory fields. Please complete the form by filling in as many fields as you can. Any field with a * is “required” and must be filled in before you can proceed. Click **Continue** after you have finished filling in your information.



Default Printshop SITE

With the new version we are also able to differentiate between campuses now. Instead of all jobs going to one “site” and being manually split, we have assigned each user to a **default** site. This site will be the *default* job pickup location for all orders placed. If required, the job pickup location can be overwritten on each individual order; but only the Printshop can change the *default site* for users. Each site will have slightly different colour schemes on the order pages to help you identify which site you are on.

Roles

Are basically “permissions” for doing various duties in CamosunPrint. Most users will only have **Ordering** permissions and may not see anything listed. Some users may have Proxy or Approval permissions. When you click on the word “roles”, you will see a dropdown of any permissions you have been assigned. The details for the Proxy and Approval process are explained later in this document.

Understanding the HOME page

With the new interface, you always start off at the Home page. The only time you may see a different start page is if you have multiple “**Roles**” and you were on a different page when you logged off. After re-login will be at the “last” page you used before you logged out.

Your **Roles** are listed at the top left corner. (if applicable)

Your **default Printshop site** is identified here.



The **Ordering** process is now done with a “**shopping cart**”, which is similar to other online shopping sites.

The cart process is explained later in this document

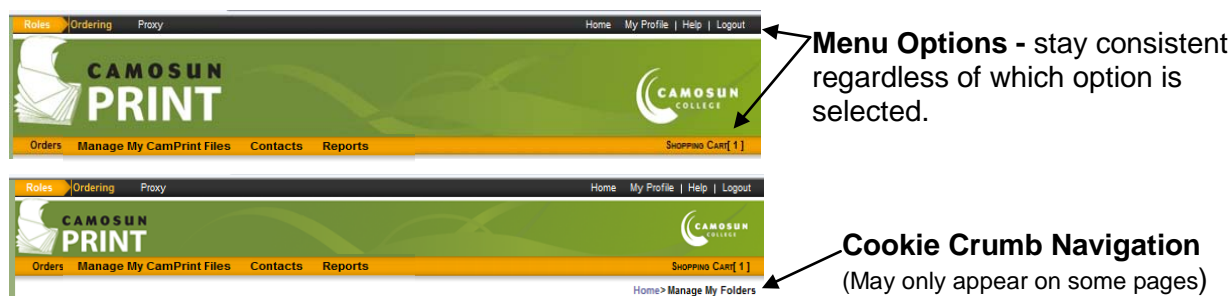
You can still place orders for **Hard Copy**, **Supplies**, by **Uploading PDF's**, or from your online **CamPrint Folders**. Simply choose the method you want and click on the associated link or button.

If you are working with a **document on your pc**, you can easily send it to CamosunPrint by using the print function from within your document. The Sure PDF™ software will convert the file to a PDF and upload it to CamosunPrint for you. This process will be explained on [page 16](#).

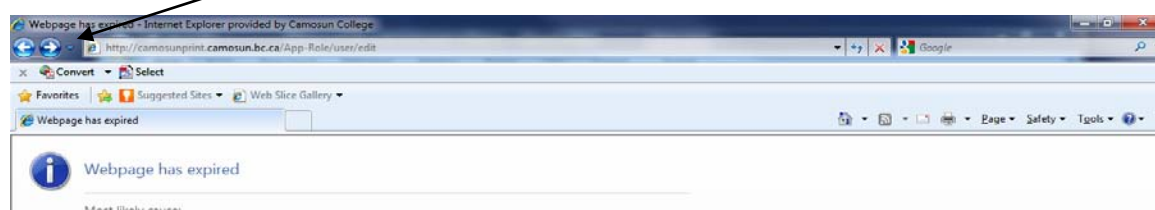
Navigating in the CamosunPrint Site

There are a couple of things you should be aware of when you are moving around within the CamosunPrint web pages. The following information will explain how the menu's and search functions work.

Menu Options: There are 2 **levels** of **Menu Options** in the CamosunPrint User interface. Each option you click on may have a sub-menu as shown below:



Note : Do not use the Back/Forward buttons on the browser window, it may cause an error.



Search/Filter Fields

The next thing to know about CamosunPrint is how to use the search and filter boxes. Almost all of the pages in CamosunPrint have **search/filter area** at the **top of the details section** of the page. Each page may contain numerous parameters depending on what page you are looking at. The two main pages are shown below:

My Orders

Find the status of an order (or saved item) from this page, and view the details of past orders. You can reorder a saved item or an rejected order (your current shopping cart items will be saved).

Order Search	Status: All	Created from:	Rows Per Page: 100	Search
Order name:		to:		Clear
Order Name	Order #	Created	Sending to	Status
Order 17097	04/13/2012	17097	04/13/2012	Susan Brogan
				Canceled
				View Reorder

On most pages, you can also change the **sort order** of the various columns by clicking on the arrows at the top of the column you want sorted. The up arrow will sort ascending and the down arrow will sort descending.

Manage My Folders

Find items to edit by selecting a folder or searching all folders. You may also create new folders, or identify which folder should be used as the "default" for storing files that are uploaded during the ordering process. You will NOT be able to delete a folder if there are items in it. To UPLOAD new files, you need to select a folder first.

Item Search	Item:	Created from:	Rows Per Page: 100	Search
File Name Details		to:		Clear
Expires Before				
Folders	Default	Delete	Items	
default			37	

If you want to search by a specific date range, you can click the calendar icon and pick the dates from the calendar that pops up. This prevents you from entering an incorrect date format.

On all search areas there are **Search** and **Clear** buttons. **Search** is the same as pressing the Enter key on your keyboard and will **run your search**. **Clear** will **empty all the search boxes** so you can start a new search or view all items again. The lower part of the page will change to reflect the results of your search.

Configure Your User Profile

Now that you know how to navigate through the web interface, you can go to “**My Profile**” and change your password. The new interface allows you to choose which emails you get from the Printshop when you place orders. You should have already set up the “required” fields when you logged into the new interface for the first time, but if you ever need to change your contact data, the “My Profile” page is where you would go.

To Use My Profile:



After you log in; click **My Profile**, to open your profile page.

This image reflects how your profile page will look. The next few steps will break down each section and explain what is required.

A screenshot of the 'My Profile' page. It contains several sections: 'My Contact Information' with fields for Address, Phone / Email, and College ID#; 'My Shop "To" Information' with fields for Address, Phone / Email, and Printing Services; 'My "To" Information' with fields for Address, Phone / Email, and Printing Services; and 'Email Options' with checkboxes for 'Print Available', 'Order for Production', 'Order for Pickup', 'Order Ready for Pickup', and 'Order Ready for Pickup for "Shop to" person'. There are also 'Printing Options' and a 'Change Password' link.

My Contact Information

This is where you will see the basic details of your profile. If you need to change any of the information on this section, use the **modify** button at the top.

A screenshot of the 'My Profile' page. The 'My Contact Information' section is highlighted. The 'Modify' button is highlighted with a yellow background. The 'Personal' button is also highlighted with a yellow background. The 'Change Password' link is highlighted with a yellow background.

Do **not** use this button. If you want to add a contact person to your profile, use the **Contacts** section as described on [page 7](#)

Change Password

If this is the first time you have logged into CamosunPrint you should set up a new secure password. Click on the link and you will see the **Change Password form**.

A screenshot of the 'Change Password' form. It has three input fields: 'Enter current password:', 'Enter new password:', and 'Confirm new password:'. There are 'Back' and 'Change Password' buttons at the bottom.

Enter your current password, then enter a new password in the next box. You will need to enter the new password again to confirm it. **Click Change Password** when done.

We suggest that users set the password up to match their computer logon password. This will save you having to remember yet another code!

Default “Ship to” & “Bill to” Information

You should **not change** anything in these sections. Leave the default information as is. If you want to add other people to your profile for alternate pickup people, use the **Contacts** section as described on [page 7](#).



The Default “Pickup” location is set up for each user by the administrators. If you need a **different campus** as your **default**, you need to **contact the Printshop**.

Email Options Section

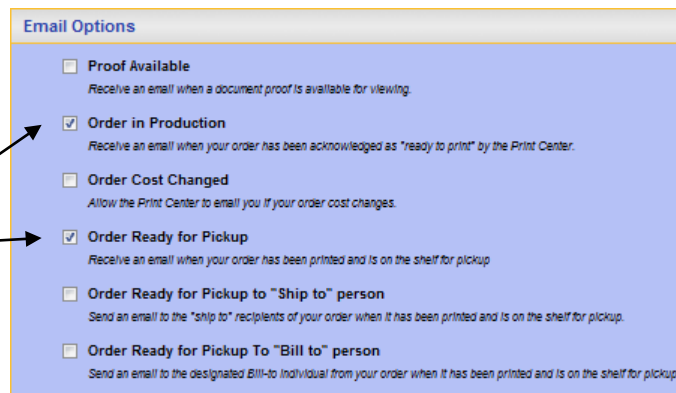
This is where you can choose which email messages you want to receive when your order is submitted.

By default, everyone will have

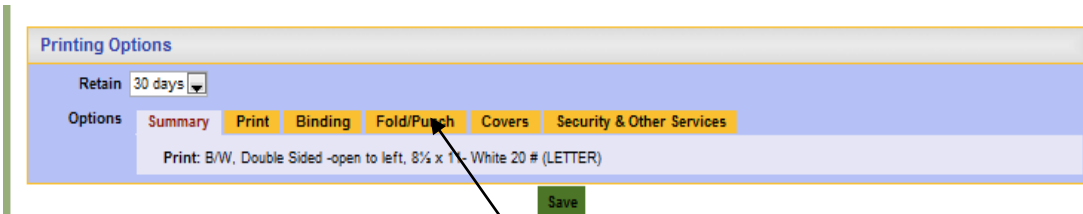
Order in Production and

Order Ready for Pickup selected.

You can change these options if desired.



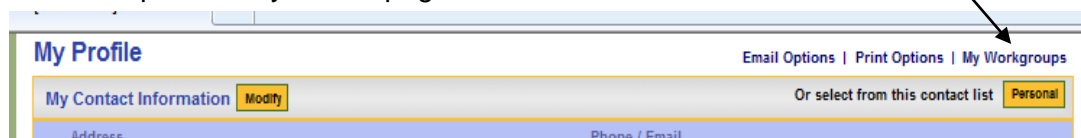
Printing Options Section – the settings in this section should reflect the **basic** printing options that will apply to the **majority** of print jobs you will send. You can always change/add to these options on each individual order, but this will provide a standard template to start with.



You can set detailed options by using the **Tabs**. Remember that these settings should only reflect **your most common** print job requirements. The print options are explained in depth starting on [page 21](#). Click **Save** if you have made changes to your profile.

My Workgroups

All users are assigned to workgroups based their school or division. To see which ones you belong to, and if you have any **file upload** or have given **proxy privileges**; click on the **My Workgroups** option at the top of the My Profile page.



Most users will only belong to one or two workgroups and will only be able to access the files in their assigned workgroup folders. There are also some “global” folders that everyone can access, but these will be explained later in the Ordering Supplies section starting on [page 28](#). More information about the workgroups is on the next page.

In the example below, the user is only a member of the *ITS* group, and they are *authorized* to send files to this workgroup folder but have *not allowed* proxy ordering.

More details about uploading files to the group folder will be addressed in the [Managing Folders](#) section on page 8.

If you want to **allow other users to place orders on your behalf**, you need to check this box.

Note: Only selected people will be given permission to proxy, or place orders on behalf of others, and you can find out who those people are by asking your admin secretary. The Proxy process will be explained later. Proxy permissions can be activated or deactivated as often as needed. This can be a handy feature if you have a program assistant who would be printing your course materials for you.

If you need to have a proxy person set up for your group/folder please contact the Printshop with your request. You will need to supply the Colleague ID and name of the person who is authorized to print for you. Refer to [pages 35 & 36](#) for more details about proxy ordering.

Click **Save** if you have made changes to your workgroups details. Click the **Back** button to return to the main profile page.

Using Contacts

With CamosunPrint, your contacts are people who are authorized to pick up print jobs for you. The contact names in your list can easily be accessed during the order process. **If you always pick up your own orders, and do not place orders for other users; you can skip this section.**

Note: Remember that these addresses are not connected to your Camosun email address list and must be **manually managed**.

From the menu bar, click the **Contacts** option.



You will see your name as the default and you can click **Add Another Person** link if you want more names in your list (details on using this feature are on the next page).

Click **Modify** to change the details or **Delete** to remove a person from your list.

Use the **Delete All** button if you need to clear your list and start again. (This will not remove your default user information.)

Add Another Contact Person – after you click the Add Another Person button a new page will open where you can enter the details about the new person. Fill in the required fields, and as much of the other details as possible.

Leave the **Account Codes** field **blank**. (Codes **MUST** be entered with the **exact wording** used in CamosunPrint, AND most users will not have access to all accts, so this is something that needs to be set up by the Printshop staff.

Click **Save**, to store your changes, if you see the following “actions” message, leave the option at the default choice and click **Save**, then; click **Back** to return to the previous page.

The new person should now show up in your list, and can be added to your order forms.

Contacts Search			Last name conta
			Location conta
Name ▼	Campus ▲	Bldg & ro	
Susan Brogan	Lansdowne		
Robin Drader			

Manage Your Online CamPrint Folders

The next thing you might want to do is organize your CamosunPrint online folders. If you have common documents that you re-print often you can store them in your personal folders, or in your “workgroup” folders (if applicable) if you want all members of your group to access them.

🔗 **Note:** ALL documents that are uploaded to CamosunPrint for printing will be automatically saved to your **Default** folder and purged after 2 days if not altered.

The CamosunPrint folders are not linked directly to your desktop PC and will need to be manually managed. If you make changes to a “source” document, you will need to upload it again to your CamosunPrint folder and “expire” the old version. Any files stored in your online folders will be available for printing from any computer that has an internet connection. You can create new personal folders as required and use the CamosunPrint file retention parameters to keep your files current.

If you are a Department Manager, or Admin Secretary; you may want to create shared workgroup folders for your department’s use.

🔗 **Note:** *The group/folder administrator will have to review any files that have been submitted for upload and either allow them to be added to the group/folder or not. Any file that is sent to the group folder will automatically have a copy saved in the user’s personal folder. That way documents are not “lost” if the file is not accepted for adding to the group folder.*

If you would like more information about shared folders please contact the Printshop to request group folder access. You will be given a copy of the “**CamosunPrint Guide for Workgroup Managers**” to assist you with the set up and management of your group folders.

Manage My CamPrint Files - click on **Manage My CamPrint Files**.



Your list of folders will open:

The top part is the **SEARCH** area where you can search your folders for a specific file.

You will only have the **Default** folder showing at first.

Manage My Camprint Folders

Find items to edit by selecting a folder or searching all folders.
You may also create new folders, or identify which folder should be used as the "default" for storing files that are uploaded during the ordering process.
You will NOT be able to delete a folder if there are items in it.
To UPLOAD new files, you need to select a folder first.

Create a New Folder – by clicking on the Create New Folder link

A **Create Folder** box will pop up, enter a name in the box provided and click **Create**.

You will see the new folder in the list after you click the **Create** button

Any **New Folders** can be set as the **"default"** if desired, and they will have a **Delete** option. Click on any folder to open it and upload files into the folder, or keep creating new folders until you have the structure you want.

You cannot create sub-folders within these folders, and you are limited to uploading only PDF files.

Note: You will NOT be able to delete the initial *default* folder or any folders that have files in them. You will have to move all files out of a folder if you want to remove that folder. Also, any **files** uploaded into CamosunPrint cannot be "deleted", instead; you need to "expire/purge" the file and it will eventually be removed during routine server maintenance.

Rename a Folder - Click on the *pencil icon* next to the name, if you need to **rename** a folder.

The name will change to a text box.

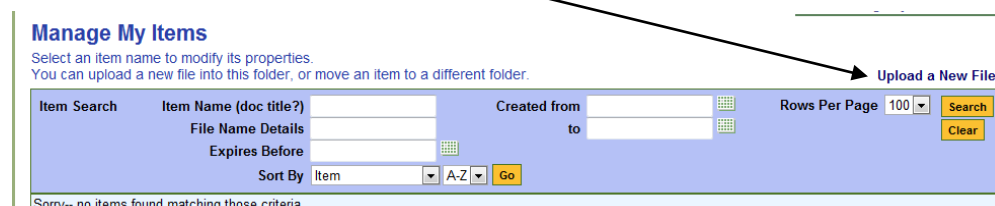
Enter the new name and click **Save**.

Click the red X to cancel the change.

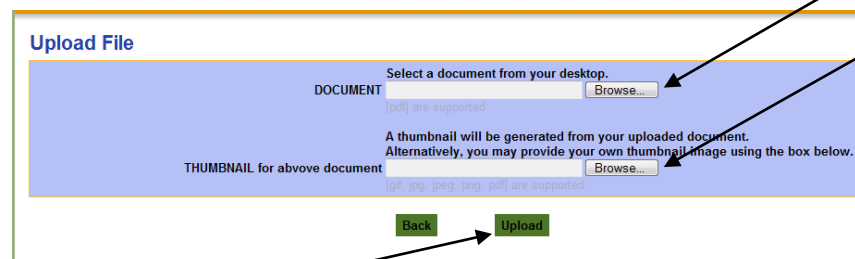
The instructions on the next page will explain more about file uploads, moving files between folders, setting expiry dates and purging old files.

Upload Files to Your Folders

When you click one of your folder names it will open that folder. From there you can upload files or images, into the folder. In the example below, there are no files yet, so all you will see is the search area. Click on **Upload a New File**.



The **File Upload** page will appear:



Use the first **Browse** button to navigate to a **PDF** document file.

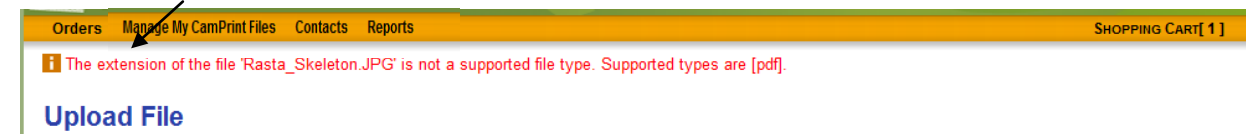
Use the second box **ONLY** if you want a specific image used for the thumbnail. (Sometimes the auto-generated thumbnail is not very clear, use this option if you have a better thumbnail image you want to use)

IF your thumbnail images are over 170 px in length or width they will not upload and you will NOT get an error message.

Click **Upload** when you have selected a valid file(s).

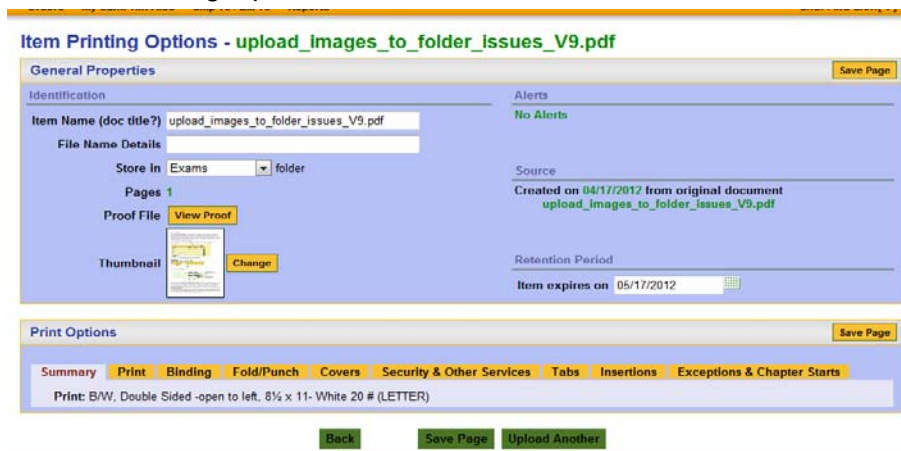
Use the **Back** button if you want to quit and go back to the previous screen.

If you attempt to upload a document file that is **NOT** a **PDF** you will get a “file extension” error at the top of the CamosunPrint screen and that file will not get added to the folder.



If you need to print Images or items that are not PDF's, you should open the file on your PC and use the Print Command with the CamosunPrint printer (SurePDF™) to convert and upload the file at the same time. The instructions for using SurePDF™ start on [page 16](#). The instructions for uploading Images start on [page 33](#).

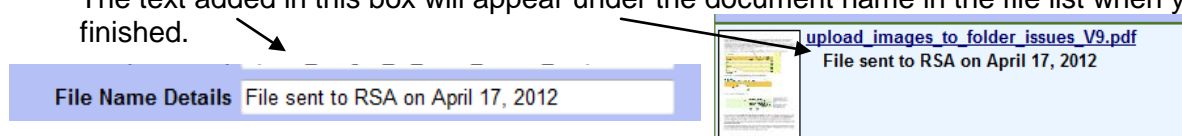
Set up Printing Options for Uploaded Files - After using the Upload File button successfully, the Item Printing Options screen will show.



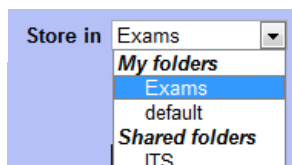
All of the options you set up here will be retained with the file. This saves you having to configure printing options each and every time you reorder this document.

General Properties – The top part of the Item Printing Options screen should be set up as shown. The list below the image will explain what each item means.

1. **Item Name**- the *file name* is used as the item name, you can change this if desired.
2. **File Name Details**, is where you can add other descriptive text about the file if needed. The text added in this box will appear under the document name in the file list when you are finished.



3. **Store in Folder** – this will default to the name of the folder you were in when you uploaded it, but, it does not mean you need to keep it there. You can choose to store it in any of your personal folders, or you can send a “copy” of this file to a “shared folder” if your department is using this feature.



❧ **Note** Most departments have not set up the shared folders yet so do not send a file to your shared folder unless you are certain it will be managed by someone. Refer to the guide on *Workgroup Folder Management* for more information on using this feature.

4. **Pages** – refers to the page count for the original document and cannot be edited. Make sure there are no BLANK pages at the end of your documents or you will be charged for them.
5. **Proof File** - press the **View Proof** button to view the file in Adobe Reader.
- ❧ **Note:** there is no “Preview” button on this page. When you submit this file as an order you will be able to see the detailed “preview” and use Presets if needed.
6. **Thumbnail** – will show you the current thumbnail associated with the file. Click **Change** if you want to create a different thumbnail image for the file. The *thumbnail* will show up in the folder list after you save the file as shown in the *File Name Details* example above.
7. **Alerts** - this area will let you know if there are any issues with the file, or if it will expire soon.
8. **Source** – shows you the date the file was uploaded and the “original” file name.
9. **Retention Period** – is the date that this item will “expire” on. After this date the item will be Purged or removed from the “active” file list and eventually deleted from the system. Click on the Calendar icon to change the expiry date.

Print Options

If this document will be printed in **Black and White** and is a simple job, you can go ahead and set up your printing options on this page. If you want to print this using colour ink, or it has a lot of exceptions, insertions or special needs, you may not want to set up the print options on this form.

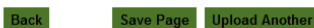
Read the alert on the next page then determine if you wish to continue or skip to the next section.

✖ **ALERT:** if you want this job to be printed in **Colour**, or have **complicated binding and finishing** options, you should click **Save Page**, then go to the **My CamPrint Folders** page, as shown on [page 30](#). Set the file up in the **Unsubmitted Item in Cart** page. That way you can use the Presets and Preview functions to make sure your job is set up correctly. After you have set up the print options using that method you do not have to send it right away, you can save the file details and submit it later.



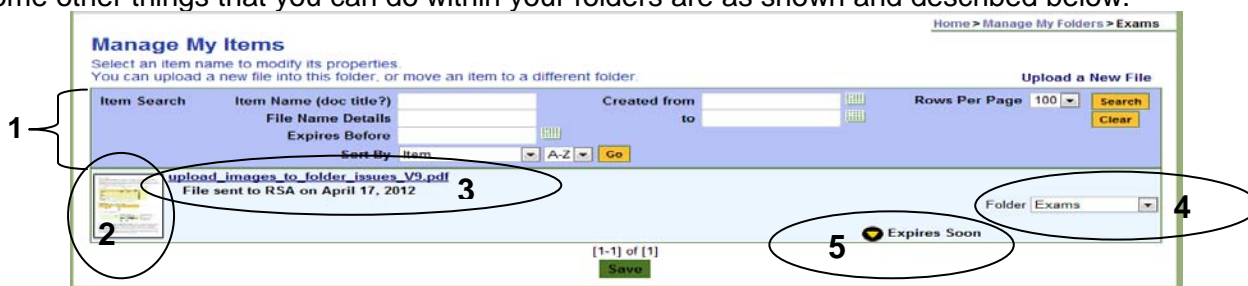
Summary Tab - will show you which options are currently set up for this document. If you need to change any of the print details use the tabs to find the options required. If you need a detailed description the print options, refer to [page 21](#).

When you have finished setting up the print options you can **save the page** and use the back button to return to your folder list.

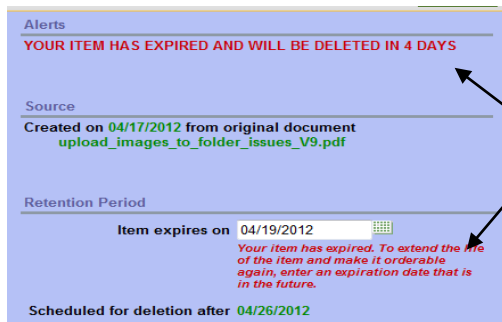


Other Folder / File Actions

Some other things that you can do within your folders are as shown and described below:



1. Use the **Search** boxes to find a particular file.
2. **Preview** the file by clicking on the icon of the document.
3. Open the **Printing Options** page for the file by clicking on the file name.
 - a. This is where you would **Change File Retention Dates** if required.



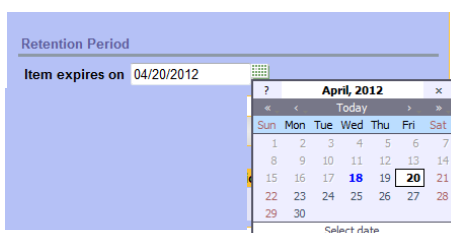
This how the item details will look if it has *Expired*. The **Alert** and **Retention** sections will give you information about what to do if you want to retain this item. Click on the Calendar icon to change the expiry date.

4. **Move a file to another folder** by choosing a different folder from the drop down list in the Folders column. (do not choose a "shared" folder unless you are certain that there is someone in your department who is managing the folder. ALSO, if you choose a "shared folder, it will send a "copy" to that folder, but your original document will remain in this folder.)
5. **Status** if the file is due to expire or has already expired; you may see a symbol in this area. The symbols in this column will reflect the **Retention period** for the files:
 - a. 🕒 This symbol means the file is set to be "purged" within 2 days.
 - b. 🗑️ This symbol means the file has already been "purged", see the NOTE below.
 - c. **NO symbol** in this column means the file is **not** going to **expire** soon.
 - d. Retention times can be changed as mentioned in step 3.

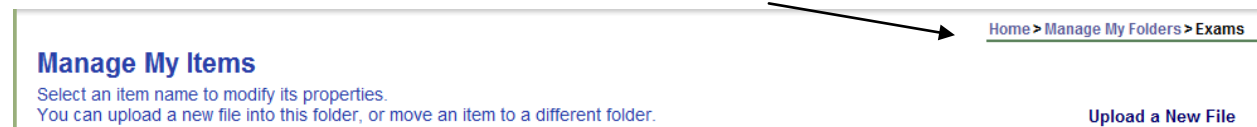
📝 **Note:** you may still see "Purged" files for a few days, but will not be able to use them. The purged items will disappear when the site administrators run a periodic "file clean-up" on the server.

RETENTION dates in the new version:

In the previous version of CamosunPrint you were limited in how long you could retain a file by preset options, with the new version you can pick any date you want by using the calendar.



When finished setting the retention, click **Save** to store your changes.
Use the navigation “cookie trail” to return to the main folder page, or home page.



Install Sure PDF

SurePDF™ Driver

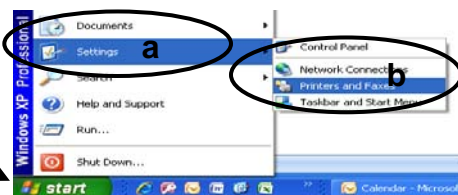
The **File/Print** or **Ctrl P** command will allow you to utilize the **Sure PDF™ driver**. You can upload a file from a desktop application (MS Word, Excel, etc.) to the CamosunPrint system. SurePDF™ will automatically convert the file to a PDF and allow you to proof it prior to loading it to CamosunPrint. You only need to install the SurePDF™ driver once.

Note: If you are using a college owned computer you should already have the SurePDF™ driver installed. If you are printing from home, or from a private computer, you will need to install the SurePDF™ driver before you can access convert & send files to CamosunPrint from your desktop.

Check for Existing CamosunPrint/SurePDF™ Utility:

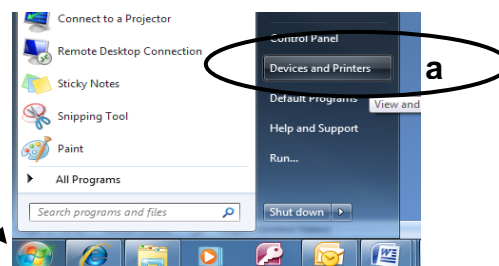
If you want to confirm whether or not you have the correct driver on your computer you can easily check by going into your list of printers.

1. With Windows XP - click **Start** and choose
 - a. **Settings**
 - b. **Printers and Faxes**



With Windows 7 – click the **start button** and choose

- a) **Devices and Printers**



2. When you see your list of printers, depending on how your folder view is set up; you should see one of these printer icons:



If you see either of these icons, it confirms that **CamosunPrint/SurePDF™** has already been installed and is ready to use. Skip to [Page 16](#) for **SurePDF™ – Place an Order** instructions.

If you **DO NOT** see CamosunPrint in the list you need to contact the **ITS Help Desk** to request the installation.

If you are working from your **home computer**, or laptop; you will need to install the SurePDF driver. This is an easy process but you need to have administrator privileges.

To install the SurePDF™ Driver onto a Private Computer:

1. Go to the Web site at:
camosunprint.camosun.bc.ca
2. Click the **OFF CAMPUS USERS** link on the left side of the login page.
3. A new window will open showing the available drivers.

Off Campus Users

(any Non-College computers will also need the SurePDF driver installed)

Using the correct Print Driver ensures that your document prints accurately...

[Click Here to Download the SurePDF Driver](#)

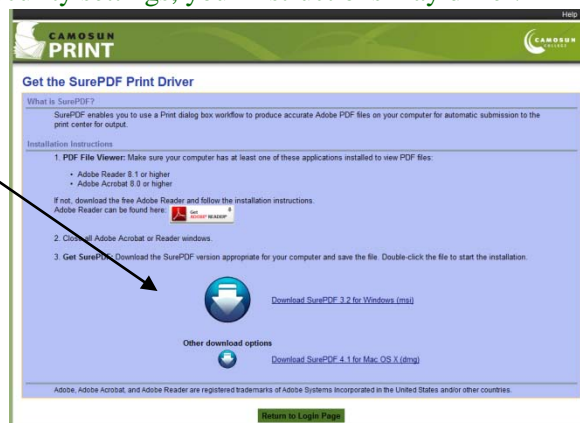
Using a Camosun Computer?

If you do not see CamosunPrint in your list of printers, or if you get an error message when you try to use it, please submit a work order to the [HelpDesk](#), and request that the SurePDF driver be installed or reinstalled.

✱ **ALERT: You must have Adobe Reader 8.1 or higher installed BEFORE you can install SurePDF. A link for the free download of Adobe Reader is provided on the SurePDF™ window.**

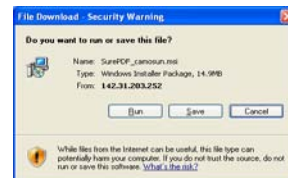
📝 **Note:** These instructions show examples for a “standard” Windows XP system. If you are using Vista, Windows 7, Mac, or you have changed any default security settings, your instructions may differ.

4. Choose the correct driver for your operating system by clicking the appropriate “download” link.
5. You will **need to be an administrator of the computer** in order to install the SurePDF™ driver.
6. Depending on which type of file you chose to download the next steps will be slightly different.
 - a. If you chose the **(msi)** file skip to **step 7**.
 - b. If you are using a **MAC**, you should choose the **(dmg)** download. There are no instructions in this document for MAC installations, just follow the prompts given when you click the download button.
7. If you chose the **Windows(msi) download** you will see a **File Download** dialog box. You can either **RUN** the installation directly from the website, or **Save** the file and run the **SurePDF_camosun.msi** from a folder on your PC.

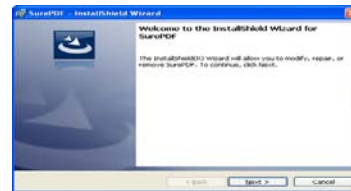


📝 **Note:** when deciding which way to install this file; consider the speed and reliability of your internet connection. If you are using a reliable high speed connection you will be okay to **open/run** this off the webserver. If you have an older modem or use a dial-up system you may want to **save** the file to your desktop and then **run** the install from your PC, this will help to avoid possible speed issues and errors.

- a. Clicking **Run** will open yet another security warning. The box will either have Run/ Don't Run options or it could have Run / Cancel options. In either case, you want to click **RUN**.



- b. Finally, you should see the **installation wizard**. Click **Next** to continue with the installation.



- c. For **new installations**, the next screen you should see is the **User Agreement**.

Read the agreement then click on the **Choose to accept...** option to enable the next button.

Click **Next** and proceed to the next page and step **d** to continue with the installation process.

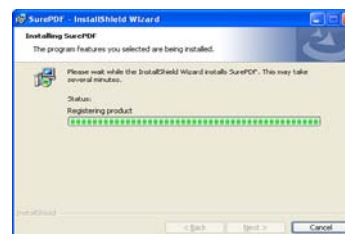
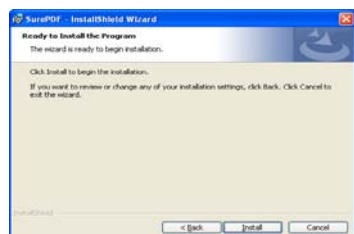


Note : If you do **not** see the **License Agreement** and instead are given options of **Modify, Repair, or Remove** it means you **already have** the SurePDF driver installed.

If CamosunPrint is not working properly you can repair or modify it, otherwise you should choose cancel at this stage and skip over the next few steps to the next section.



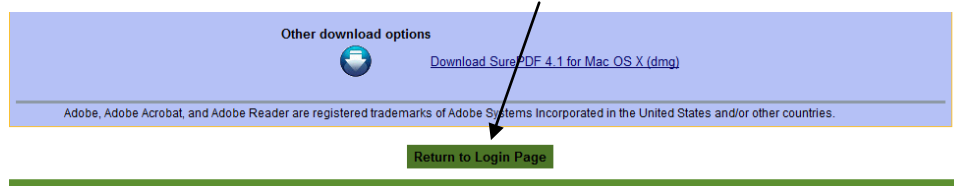
- d. Click **Install** to continue. You will see **progress screens** and your monitor may flicker during the installation process.



- e. Click **Finish** when the wizard is complete. The driver should now be loaded and you are ready to place an order. If you want, you can check for the driver by following the instructions on [page 13](#).



Note : If you close the SurePDF™ window it will also close the CamosunPrint logon window. To return to the CamosunPrint login window use the **Return to Login Page** button at the bottom of the SurePDF™ window.



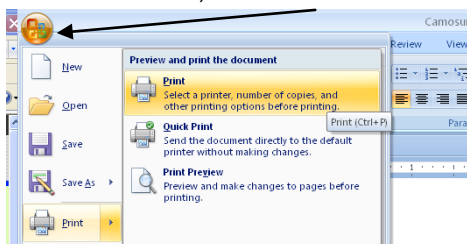
SurePDF™ - Place an Order

Use Print Command Method to Access CamosunPrint

Once the SurePDF™ driver is installed and ready to use you can **open any document** or file on your computer and send it, through the printer utility; to the Printshop.

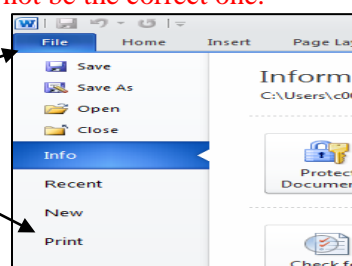
Note: If the document is already in **PDF format**, and you get an error during this process; you can always order the document from within CamosunPrint using the **Upload a PDF** method as described on [page 30](#).

If you have **Office 2007**, use the **Office Button** and choose **Print** or press keys **Ctrl & P**.



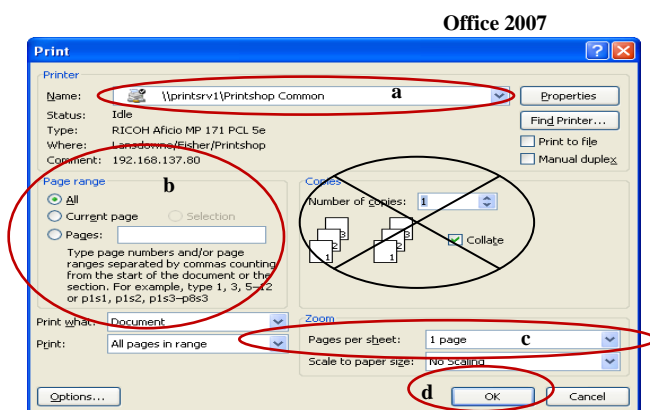
✗ ALERT: If you have a **Quick Print** icon on the Quick Access Toolbar, **DO NOT USE IT**. This option will send the job to your *default* printer which may not be the correct one.

If you are using **Office 2010**, the Office Button has been replaced with a **File** tab. Click on the **File** tab and choose **Print** from the column of options on the left side.



Depending on which version of Office you are using, the **Print Dialog box** will look different; as shown below. If you are printing the **entire document**, you only need to do step **a** and **d**. If you want a specific **print range** or want **multiple pages printed per sheet** *you must set b or c parameters up at this stage*.

- Check to see **which printer** is currently selected and change the printer to **CamosunPrint** if needed.

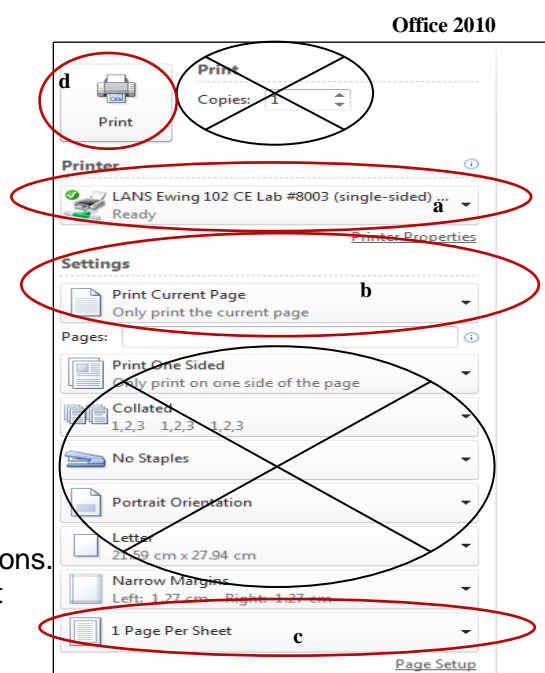


b. determine the Print Range

c. set up # of pages you want per sheet

You do not need to setup any other printing options. The plex, # of copies, paper stock etc will be set up in CamosunPrint.

d. Click OK or Print to open SurePDF.

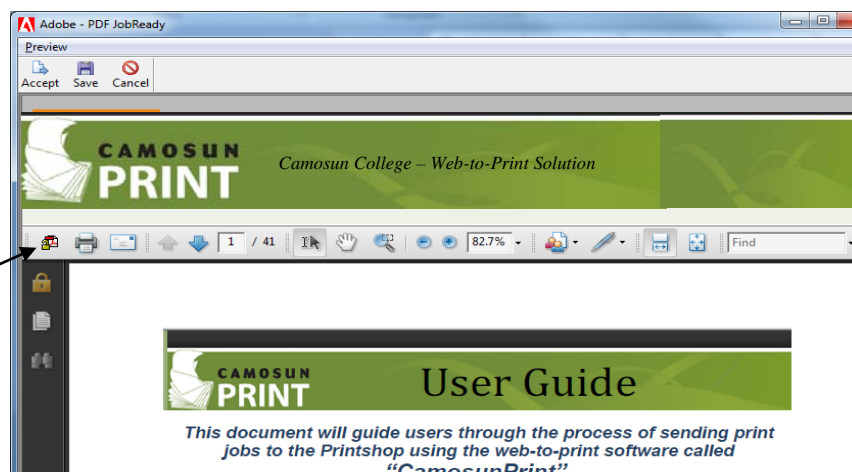


Depending on the size of the document, it may take a few seconds for anything to happen.

Adobe PDF JobReady screen should appear, and your document will show up in **PDF format** for you to **proofread**. Read through the document to make sure it looks correct.

You will see an Adobe PDF toolbar with various options to choose from.

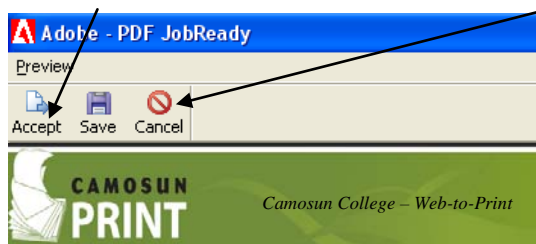
For example: If you want to email or print this PDF you can do so from this page.



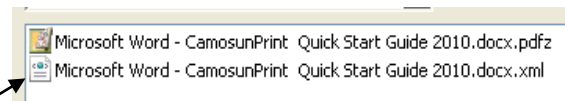
Note: If you are proofing an **Excel Spreadsheet**, and the image in SurePDF™ is showing on its side (Landscape); use the **Ctrl, Shift +** keys to flip it around to the correct orientation temporarily. This setting will not be retained on the uploaded file.

4. Click **Accept** if the document looks okay.

If the document needs any edits use the **Cancel** button and go back into the document and make your changes.



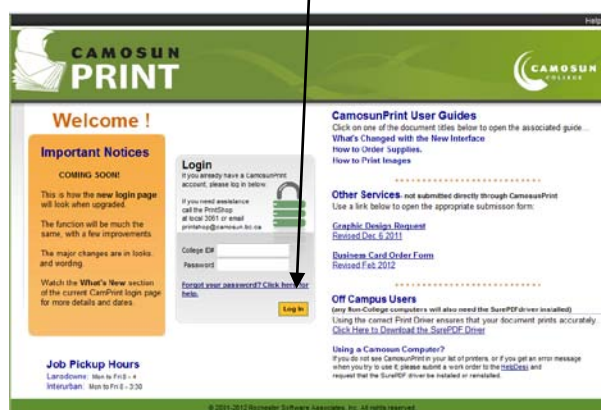
Note: If you click the **Save** button, the software will create 2 files as shown in the example here. These files must be kept together and it can be quite confusing if you try to open the file later. You are better off to use the built in Save As / PDF or XPS feature within the MS Office applications if you need a saved copy of the file in PDF format.



5. After you click **Accept** you will be brought to the **CamosunPrint Login page** where you need to enter your College ID and password in the Login panel. Click the **Log In** button after you have entered your credentials.

Note: You should have already received your password from the Printshop. If you have used CamosunPrint to set up your profile and new password, but have forgotten your password; you can use the Forgot Password link.

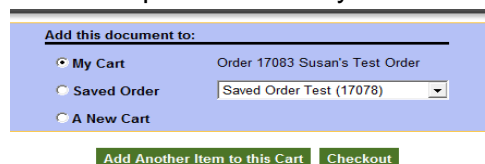
If you do not have a password yet, contact the Printshop using the email address listed on the first page of this document.



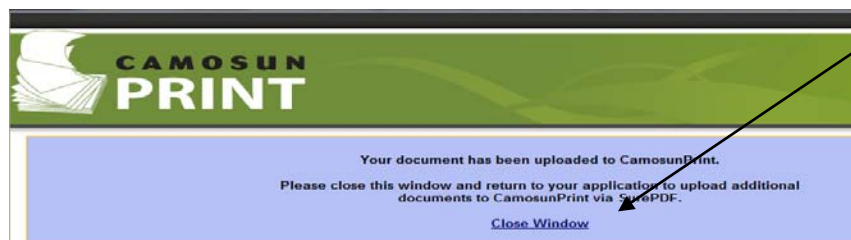
Once you are successfully logged in, the order process will automatically continue.

Shopping Cart Options

With the new version of CamosunPrint you will see additional options to allow you to deal with the **shopping cart**. The messages/options you see will depend on the status of your shopping cart, but you will always see the *Add Another Item...* and *Checkout* buttons.



Add Another Item to this Cart when you click this button, regardless of which option you choose for the “Add this document to” part of the form; the following message appears:



When you click **Close Window**, you will be **logged out of CamosunPrint**, and the **webpage will close** and the item will be saved in your chosen “Add document to” option until you add the next item(s). When you add the next item, make sure you choose the same **Add Document to** option if you want all the items on the same form.

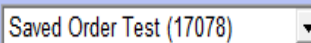
Checkout The examples below will outline what happens when you select the various options for the **Add this document to:** section and click *Checkout*.

The **Adobe PDF Job Ready – Unsubmitted items** form will always appear, but the contents of the form will vary depending on the option chosen. (Instructions for completing the Unsubmitted items form will be explained on the next page.)

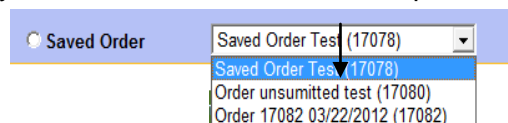
My Cart This option shows up for **all** examples at the top of the page, whether you have items in your cart or not.

- If you have items in your cart the new document will be added to the existing order, and you will see the *Unsubmitted Items* form with all existing items, plus the new one.
- If you do not have items in the cart, it will start a new cart and the document will be the **ONLY** item in the cart, and thus; the only item on the *Unsubmitted Items* form.

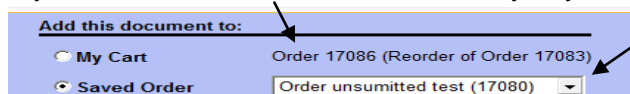
A New Cart This option will **only** show up if you **have items in your cart**. If you choose to open a new cart, the status of the **existing unsubmitted order will be changed to saved**, and your document will be the only item in a new cart, and thus; the only item on the unsubmitted items form.

Saved Order  If you want to add this item to a *Saved Order* you can do this by choosing that option, and selecting which order you want to add to; from the drop down list. *(The list will only contain orders listed with “saved” status in your Camosun Print Orders page.)*

Once you have selected a saved order, click **Checkout**. The **Unsubmitted Orders** form will open with the existing saved order details, **plus** the item you just uploaded.



If you have **unsubmitted items** already in your cart, and you have chosen to add this item to a **Saved Order**; unlike the **New Cart** option, it will not affect the contents of the *current* cart. When you click **Checkout**, the “saved” order form will open. After you submit the order the *original* unsubmitted “CART” items will still be present, and the status for that original unsubmitted order will not change. If you **Cancel** this new order, it will still save the details as a *Cancelled* order; and the *original* “cart” will still show as the “unsubmitted” cart.



Adobe Job Ready – Unsubmitted Orders form

When you click on the Checkout button you will be taken into the **Adobe PDF Job Ready - Unsubmitted Order in Cart** form where you will set up the printing options and submit the order.

Read through the following section for instructions on how to complete the order form.

Unsubmitted Items in Cart

This page is similar to the *Adobe- PDF Job Ready Order* page mentioned above.

You will ALWAYS see a page like this whenever you place an order through CamosunPrint.

The next few pages will take you through the **Unsubmitted Items in Cart** page, section by section; to explain how to complete and submit an order.

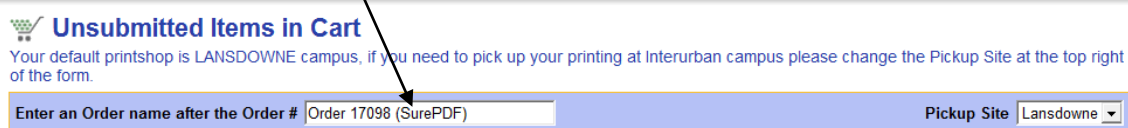
With different order methods this form may appear slightly different but the majority of the options on this page will be the same.


In areas where the options are different, these variations will be shown and explained.

Note: If you **Cancel** the job, **Close** the webpage or **logout**, the job details will be saved in your **My Orders** section of the **Home Page** as an **Unsubmitted or Cancelled Job**. From there you can view, modify or reorder it at any time by following the instructions on [page 37](#)

Order Information - the top of this page will look different depending on which method you used to upload the file.

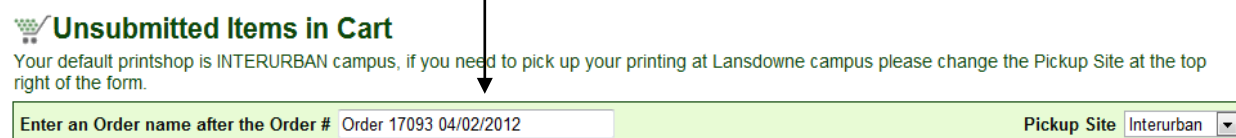
Print Command / SurePDF™ uploaded file: the Order Name box will show the **order #** and identify that it was a **Sure PDF** uploaded file.




 **Unsubmitted Items in Cart**
Your default printshop is LANSDOWNE campus, if you need to pick up your printing at Interurban campus please change the Pickup Site at the top right of the form.

Enter an Order name after the Order # Pickup Site

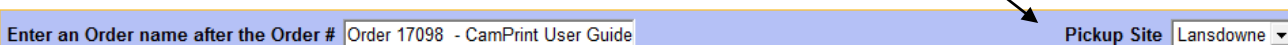
Home Page, Uploaded files – Uploading a new file from within the CamosunPrint website Home page **will show the order # and date.**



 **Unsubmitted Items in Cart**
Your default printshop is INTERURBAN campus, if you need to pick up your printing at Lansdowne campus please change the Pickup Site at the top right of the form.

Enter an Order name after the Order # Pickup Site

For both of the above examples, you need to add a **descriptive name** for your order **after the #** and make sure your **Pickup Site** is correct, as shown in the example below. (You **no longer** have to enter the “campus” name in the order name as with the previous version of CamosunPrint.)




Enter an Order name after the Order # Pickup Site

As mentioned previously, the **Pickup Site** is determined from your “default” site; which has been configured by the CamosunPrint administrator. If the default site is not correct, contact the Printshop and request that it be changed. The pickup site choice will impact the available options in the **Recipients, Quantity and Due Date** section.

Printing Options

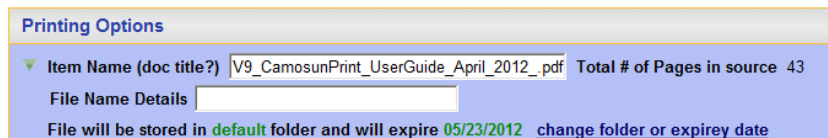
Some of the Printing Options will be slightly different depending on which method you used to upload the file. These differences are described when they exist.

 **Note** : The default “**print**” options that appear when you submit a CamosunPrint/SurePDF job are “gathered” from your profile. If you made changes to the default print options when you set up your profile ([page 6](#)) those changes will be reflected here. You can change, or add to, these basic print options if you want to.

When you **save THIS** print job, it will **retain** the new settings and use them the next time you print **this** document from your CamosunPrint folder. The “default” settings will not be changed; they are only a starting point for all **new** documents that are uploaded.

The top part of the Printing Options section is where you will see the most variations with upload methods, as explained in the various examples below:

Print Command / SurePDF™ uploaded file



Printing Options

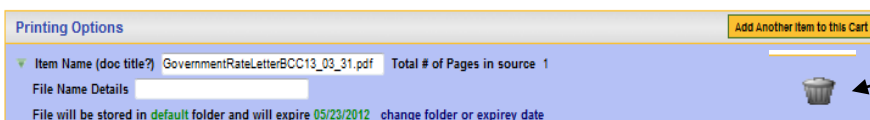
▼ Item Name (doc title?) Total # of Pages in source 43

File Name Details

File will be stored in **default** folder and will expire 05/23/2012 [change folder or expiry date](#)

This example is the only one without the **Add Item** button. This is because the option to add another item was provided at a separate step, as explained on [page 18](#).

Upload PDF from CamPrint Home Page



Printing Options [Add Another Item to this Cart](#)

▼ Item Name (doc title?) Total # of Pages in source 1

File Name Details

File will be stored in **default** folder and will expire 05/23/2012 [change folder or expiry date](#)

If you have **multiple items** on any order form, you will see a **trash can** icon.

If you need to remove an item, click on the trash can.

Hard Copy Order

Supply Order

or

Ordered from *My CamPrint Folder*

The various fields on the Printing Options section are explained below:

- **Item Name:**
 - If **uploaded** (SurePDF or Upload in CamPrint); this will be defaulted to the “file name”. This can be overwritten if desired.
 - If it is a **Hard Copy** Order, there is no “file name” to use so you will need to give the document a descriptive name.
 - If this is a **Supply/CamPrint Folder** order, the item name is preset and you cannot change it.
- **Total # of pages in source:**
 - If an **upload** - this is automatically calculated from the source file. (make sure there are no “blank” pages in your document that you may be charged for)
 - If **Supply** order - the page count has been set up by the item creator.
 - If **Hard Copy** – you need to add up all original pages and enter the number in the box. (The estimate relies on this information, if you enter an incorrect # of pages your actual cost may change)
- **File Name Details** – can be used to enter extra information on every type except supplies, and CamPrint folder orders.
- **File Source, Required Output and File Instructions** - are **only** on the **Hard Copy** order form. Choose the applicable source from the drop down list, and give any additional instructions as needed. Choose what you want the **output** to be. Usually this will be Copy/Print only, but if you want; you can ask us to scan the item, binding only etc.
- **Ordered From / File Stored in...** - will show you where the file was ordered from, or where the file will be stored once it is uploaded. For **new files**, you will also see when the file is set to **expire**. You can use the **change folder or expiry date** option if you want the file to be stored in a specific CamPrint folder. (information on CamPrint folder management is on [page 8](#))

The printing options will be pretty much the same for all types of orders except **supplies**, which will **not have any presets or other options**; since most are pre-printed or do not require printing.

Preset Buttons - these buttons are templates that include commonly used options. The appearance and number of presets may change as the application is updated. The last button will clear all preset options and return you to your “default” options.

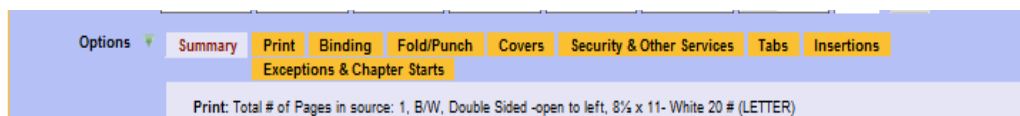


Note Hover your mouse over a preset option to see a description of what options contains. Keep in mind that choosing a preset will override your default settings, and any settings you have already applied.

✖ **ALERT:** If you are sending a job that you need to be printed in **COLOUR INK**, you should **FIRST** use one of the **COLOUR templates**, then **add the other options** you need. This will ensure that you use the correct **Paper Stock** for colour printing.

Options section

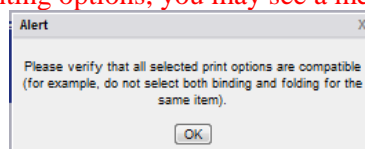
The **Summary** tab is a good place to look first as it will show you which options are *already* selected for this document. These “default” settings come from the options you chose in your profile when you set it up, as explained on [page 6](#).



The options you see may vary depending on the number of pages in the document. (For example, you will not see a staple option for single page documents.) There are too many options to explain them all in this guide. Go through the tabs to see what is available. Feel free to come to the Printshop and get a quick tutorial if you have difficulty understanding any of the options.

✖ **ALERT:** If you choose two or more incompatible printing options, you may see a message alert.

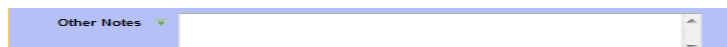
This does not prevent the choice; it just notifies you that CamosunPrint may not be capable of processing these options together.



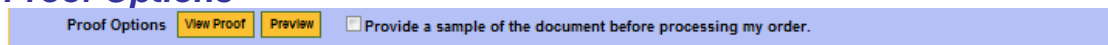
If you see this message please review your binding and finishing options to make sure you have not asked for something impossible. If your request is valid, please add “instructions” on the applicable tabs to help the Production staff know exactly what you need.

Any settings you apply to this document will be retained when you submit or save the order. This makes the order process much faster if you ever need to re-order this document.

Other Notes: is a place where you can enter other specific instructions about how you want the item processed. If this is a complex job, you can also enter “please call for further instructions” in the notes box as a prompt for the production staff. Be sure to give a phone number!

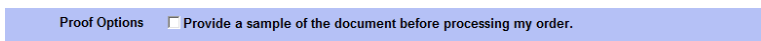


Proof Options




Use the View Proof or Preview buttons to see what your document will look like when it is printed. If desired, you can request a sample of the document to be sent to you for approval before the item is printed.

Print Command / SurePDF™ uploaded file, since you already “proofed” the document and “accepted” it during the Adobe PDF JobReady™ process; the buttons for View Proof and Preview are not available. You can still request a sample proof of the document if desired.



View Proof – will open the document in Adobe Viewer so you can see how the finished document will look.

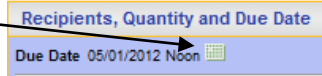
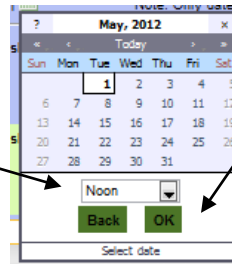
Preview – if available, click the preview button to open the SurePreview window where you will see a “realistic” rendering of your document, complete with whatever binding you have chosen. This is different than the Proof. If you have chosen a specific paper colour, this will show as well (colours may not be completely accurate, but should be close enough to give you an idea of how it will look. Different browser settings will affect the display).

 **Note:** With PREVIEW, if you change print options; CamosunPrint will *automatically* save the changes and the next time you click preview, you will see the changes reflected on the web view. This is a good place to check how your finished document will look. If you are working with colours it may help to see if they look good together or not.

Recipients, Quantity and Due Date – This section is the same regardless of which method you used to place the order. This is where you would set up how many copies you want, when you want it and what time it is needed for.

Due Date/Time - is the date/time you require the job done by. Default is 2 days.

You can change the Due Date by clicking on the calendar icon and choosing a new date. Change the time by using the down arrow.



Click **OK** to accept the change.
Click **Back** to close the calendar

Recipients – will show only your name by default and does not need to be changed unless you need the job to be picked up by someone else, or if some of the finished items are going to one person, and some to another person or people.


Multiple Recipients

If you need to split this order between two or more people, use the **From My Contacts** button if this person is already set up in your profile (see [page 7](#)), or click **NEW** to add a new person to your profile on-the-fly. You will see an additional person added to the order form as shown in the example here;

You can set the # of copies for each individual as required

You can also choose separate pickup methods if required. Remember that the method options are limited by site. Add delivery notes if required.

Method of pickup – is where you can define your job pickup details if required. Use the Delivery Notes button to open text box for entering specific request details.

 **Note:** The pickup methods are limited by the **Pickup Site** listed at the top of the order form. If you need to have items printed at each campus, choose “**Send Some to Both Campuses...**” and add a **Deliver Note** to explain exactly what is needed and who is picking them up.

Rush Jobs - If you change the date & time so it falls within the rush parameters, (currently set at 1hr) you will see the words RUSH added to the details in your Order History.

 **Note:** Additional charges may apply to rush jobs depending on how busy the Print shop is at the time of the order.

Billing – is where you will see how much the job is estimated to cost you or your department. If you click on the dollar amount you will open the “invoice” so you can see the exact cost breakdown.

The screenshot shows the 'Billing Information' form. Callout 1 points to the 'Order Placer' field (Susan Brogan). Callout 1a points to the 'Change to' buttons (My Default, From My Contacts, New). Callout 2 points to the 'Approve' checkbox. Callout 3 points to the 'Account Code' dropdown menu. Callout 4 points to the 'Percentage' box (0%). Callout 5 points to the 'Add Split' button. Callout 6 points to the 'Delivery Notes' button. The form also displays an 'Estimate' of \$3.80 and a 'Total Split Percentage' of 0%.

1. **Order Placer** – is defaulted to “you”. You do not need to change this information
- 1a **Change to** buttons - IGNORE these - if you need to split the cost of this job, use the Add Split button (#5) instead.

2. **Approve** – click to add a check mark to this box to approve the order.

If you forget to add the check mark you will get a reminder —————→

The dialog box says: 'Confirm. Your total is \$5.88. Click OK to approve this price and submit the order.' with 'Cancel' and 'OK' buttons.

3. **Account code** - choose which account to charge this print job to.
 - If this is a **PRIVATE** job that you will **personally** be paying for, you need to select the “**CASH – INVOLVED at PICKUP**” account. You will receive an invoice when you pick up the job at either Printshop which has to be paid at the Bookstore.

Note: Your profile was set up with certain charge codes as approved by your admin sec. If you need to be able to charge printing to another account that is not currently in your list, please have your admin sec approve the request; then submit the information to the Printshop. The account will be added to your profile list before the end of the next business day.

4. **Percentage box** - would be set to 100 % for most jobs. If you are only using one account code you do not need to enter anything, If you need to split the cost of a print job between two or more cost center accounts you will need to use the **Add Split** button and the percentages MUST add up to 100%.
5. **Add Split** - you can click this button up to 4 times to split the cost between 4 different accounts. The total % amount must add up to 100% or you will get an error message when you try to submit the job.
6. **Delivery Notes** – click this button to open a text box that can be used for extra notes.

Submit, Add to, or Cancel the Order

When you have everything set up the way you want, and are ready to complete this order; you need to click the **Submit** button at the bottom of the page. If you change your mind about the order, you will have other options for canceling the process, or adding another item to your form.

Orders sent through CamosunPrint / SurePFD you will only have two options at the bottom of the page.

Cancel Order

Submit This Order

Orders sent through the CamosunPrint HOME page you get three options:

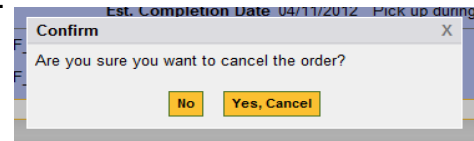
Empty the Cart

Add Another Item to this Cart

Submit This Order

The next page will outline the actions that occur when you use the various buttons.

If you choose **Cancel Order**, you will see a confirm message, and after clicking yes, the page will close and you will be prompted to close the webpage. The order details will be saved as “cancelled” .



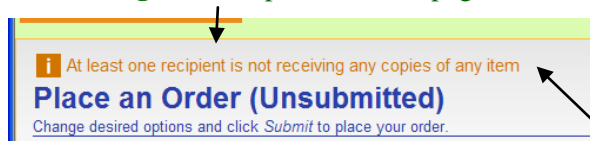
If you choose **Empty the Cart**, it is similar to using cancel, but you will be given the option of saving the order details or not. (If you choose Yes, the order status will be “**Saved**”, if you choose NO, the order status will be “**Cancelled**”).



Add Another Item will bring you to the home page where you can choose the type of item you want to add. Once you have selected a file to add, you will be brought back into the order form to set up the details for the new item.

Submit This Order, regardless of order type, you should see the **Order Submitted** page and the order will be sent to the Printshop.

Note: If you click Submit and do not see the “Order Submitted” confirmation page, you should check for a message at the top of the order page. The message will explain what fields you need to fix.



Messages will vary depending on the information that is missing.

This particular error means that you have not entered a Qty for this order.

Order Submitted Page

Is your “**ESTIMATE**” for the print job. The final amount billed may be different than the estimated price if the production staff needs to add setup costs or make other adjustments to the job. You can print this invoice to use as a “pick up” receipt.

If this is private printing, do NOT pay the amount shown on this page, you will be invoiced at the Printshop when you pick up the job.



Use the **Logout** menu option to close this window or can choose to **print** this page for your records

Email Notification

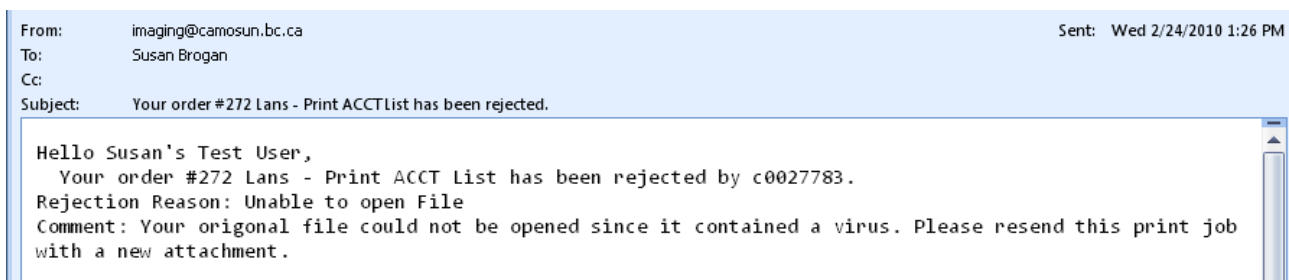
The email options you selected when you set up your profile may affect which emails you receive, but if you did not change any of the defaults, this will apply to you:

As soon as the production team has checked your order and approved it for printing you will be sent an email from the Imaging Center to let you know your order has been received. You will get another email once the job is complete and ready for pickup.

Date: Today		
	imaging@camosun.bc.ca	Your order #248 has been printed and is available for pickup at the Printshop.
	imaging@camosun.bc.ca	Your order #248 Lans - CamosunPrint Guide has been received by the printshop.

Rejected Print Jobs

The Printshop production staff has the ability to **REJECT** print orders if there are problems with the file, documents are not formatted properly or information given is not clear. You will receive an email if your job is rejected stating the reason for the rejections and what needs to be done when you re-submit the order.



Instructions for re-submitting an order are on [page 37](#) in the **View / Modify an Order** section.

The next few sections will explain **other methods** for placing orders from within the CamosunPrint website. Keep in mind that no matter which method you use to open a file for printing, you will have to use the **Unsubmitted Items in Cart** process as was explained in the section on the previous pages. If you have an order with multiple items included, refer to [pages 31](#) for specialized instructions.

CamPrint Home Page – Place an Order

To place an order from within CamosunPrint you need to log into your profile on the website as shown on [page 2](#). Once you are in your profile, you should be on the **Home** page.

❖ **ALERT:** Before placing new orders **ALWAYS** check the contents of your shopping cart. If there are items in the cart, you need to either submit or empty the cart or else any new items will be added to whatever is in the cart already.

The look of the home page is quite different from the old version. This is where you would start the process of submitting a new order.

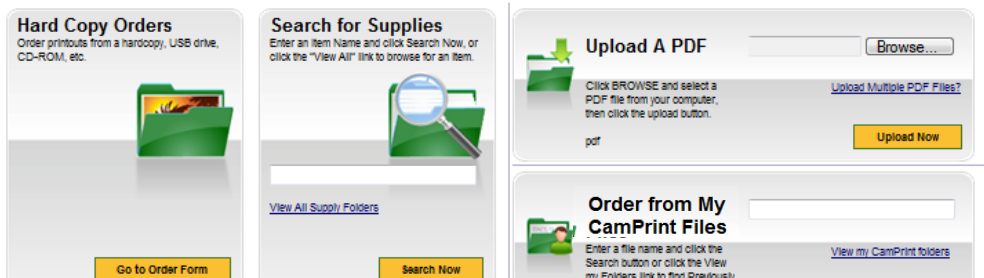
Click the **Orders** link, If you want to look at your **previous orders**. Follow the instructions on [page 37](#)

If you want to see the contents of the **Shopping Cart**, click on the link and follow the instructions for **Unsubmitted Items in Cart** form on [page 19](#)

This next few pages, in this section of the guide; will explain how to place new orders using the various options on the Home page.

New Orders Placed from CamPrint Home Page

From within the home page you can place new orders using **4 different methods**. Once you decide how you wish to place your order, the setup for the print job is the same as shown in the **Unsubmitted orders in Cart** directions on [page 19](#).



Hard Copy Orders

The first method for sending print jobs from within CamosunPrint utilizes **non-digital** sources such as **flash drives, cd/dvd,** or **“hardcopy” (printed media)**.

When you click on the **Go to Order Form** in the Hard Copy Orders section, you will see the **Unsubmitted Items in Cart** page.



Depending on the contents of your **Shopping Cart**, you may see slightly different versions of the order form.

- If you do **NOT** have any items in your cart, a “new” cart will be started. As with other orders, you will be assigned an order number, but since there is no “electronic” file to draw information from, the **Order name** will default to the **Order # plus the date**.

You will have to add a **descriptive ORDER name after the order #**, and then enter the **document title** in the Item Name box.

The image shows the 'Unsubmitted Items in Cart' page for a new cart. It has a blue header with 'Enter an Order name after the Order # Order 17102 04/28/2012' and a 'Pickup Site' dropdown set to 'Lansdowne'. Below is a 'Printing Options' section with a table containing one item: 'Special Order Item'. The table has columns for 'Item Name (doc title?)', 'Total # of Pages in source', 'File Name Details', 'File Source', 'Required Output', and 'File Instructions'. The 'File Source' is set to 'Hardcopy' and 'Required Output' is 'Copy/Print Only'. There is an 'Add Another item to this Cart' button.

- If you already have **ITEMS in your Shopping Cart** the form will contain those items, plus you will see a new entry for the **Special Order Item**, and you will see a **trash can** icon next to it.

Enter the **document title** in the Item Name box.

The image shows the 'Unsubmitted Items in Cart' page for a cart with existing items. It has a green header with 'Enter an Order name after the Order # Order 17102 04/28/2012' and a 'Pickup Site' dropdown set to 'Lansdowne'. Below is a 'Printing Options' section with a table containing one item: 'Special Order Item'. The table has columns for 'Item Name (doc title?)', 'Total # of Pages in source', 'Total Ordered', 'File Name Details', 'File Source', 'Required Output', and 'File Instructions'. The 'File Source' is set to 'Hardcopy' and 'Required Output' is 'Copy/Print Only'. There is a trash can icon next to the item name. There is an 'Add Another item to this Cart' button.

Regardless of how many items there are, you will need to fill in the **Page #, File Source, Required Output,** and **File Instructions** as required for this item. Refer to [page 19](#) for assistance with the Unsubmitted Items in Cart form. When you are ready to submit the job, make sure you fill out a **submission chit** (green form) to attach to your source media, the drop the media off at the Printshop.

Hard Copy Submission Chit

Every "Hard Copy" order **must have a submission chit** attached to the source media. The chit should contain the **order #, your name and file details**.

This chit is the link that the production staff uses to "join" the electronic job details with the actual source document, disc or drive.

The submission chits are usually printed on pads of bright green paper, and can be ordered from the Printshop at no charge.

CamosunPrint - Hard Copy Order

Name: _____

Phone: _____ ☐ security needed

CamosunPrint order #: _____

Attached is:

☐ Hardcopy (paper) ☐ CD/DVD

☐ Memory stick ☐ Shared Drive

File name and location (CD/stick/shared drive only): _____

Note: _____

Supplies Ordering

The next thing is how to order supplies and pre-printed items.

If you know the name (or part of the name) of the item you can enter it into the box provided and click **Search Now**, or you can use the **View All Supply Folders** link to look through the entire list.

Search for Supplies

Enter an Item Name and click Search Now, or click the "View All" link to browse for an item.

[View All Supply Folders](#)

When you use the **View All Supply Folders** link, you will see a page that contains a list of folders.

Each user may see different folders depending on the **workgroups** they belong to. In the example below, the ITS folder is a department folder and only members of the ITS workgroup will see this particular folder in their list.

There are currently two **global** folders that ALL users will have access to, the bulk of supplies are located in the **Printshop** folder. **School Print Items** are "copies" of specific items that have been separated out to make it easier for departments to find their specialized items.

Welcome, Susan

Browse for items by selecting a Workgroup, or search for items using the search bar.
Click Home to select items outside the Catalog.

Item Search	Item	File Name Details	Rows Per Page	Search	Clear
Workgroup	Campus	Dept.	Folders	Items	
ITS		Information Technology Services	1	1	
PRINTSHOP		Global Printing	10	74	
SCHOOL PRINT ITEMS	BOTH	Print Items for Specific Schools	13	29	

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Department Folder

Global Folders

Note: if there is an item that your department orders frequently, you can send a request to the Printshop and ask that it be added to your school or department folder.

School Print Items – folder contents

Item Search	Item	File Name Details
Folders		Items
ACCESS		2
AECC		2
ARTS & SCIENCE		2
BUSINESS		2
CARPENTRY		3
CECT		2
CESSE / CoOp		3
FOUNDATION		2
HHS		3
MECHANICAL / METAL TRADES		3
SPORT & EXERCISE		2
STUDENT SERVICES		1
TRADES & TECH		2

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Printshop – folder contents

Item Search	Item	File Name Details
Folders		Items
Bookstore Items		2
Classroom Supplies - CE		3
Classroom Supplies - General		3
Envelopes - Non Printed		17
Envelopes - Printed		6
Letterhead		2
Office Supplies - Carbonless Forms		6
Office Supplies - General		5
Office Supplies - Padded Forms		13
Paper Stock - Inter-College		17

Open the desired source folder and choose a sub-folder that contains the item you want to print.

More instructions on the next page.

Selecting Items to Print from Global Folders

When you are inside a chosen sub-folder you will see a list of items. If the item you need is not in this folder you can use the “cookie” navigation links to move back to the previous list, or all the way back to the main catalog screen.

To order an item, simply add a **qty** to the box. If you want to add more than one item you move around in different folders and keep adding QTYS.

You can click **Add to Cart**, after each qty is added or wait until you have all the items entered, then click **Add All to Cart**.

The descriptions of each item should tell you about what you are ordering, and if the **Qty** entered should reflect an individual item or a bundle/ pad. If there is a **More Details** link, click on it to see the additional Information for this item.

After you have finished adding all the items you need, and have clicked **Add to Cart**, you will not see anything happen on screen; but the number of items in your **shopping cart** should equal the amount of items you chose.

Click on the **Shopping Cart** link to open the **Unsubmitted Items in Cart** form.

Because this is a supply item, there will not be any printing options to worry about. Complete the **Unsubmitted Items in Cart** form as explained on [page 19](#) and submit the order.

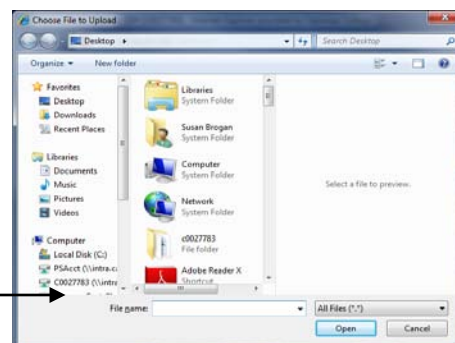
You can remove any item you don't need by using the trash can.

Upload a PDF

You can choose to upload 1 file by clicking the **Browse** button, or you can click the link and upload multiple files (Multiple files will be submitted on the same order form.)

Regardless of how many files you are uploading, clicking the Browse button will allow you to navigate to a PDF file on your PC.

Choose a file and click to highlight it. When you see the file name in the box, click **Open**



With single files, the chosen file path & name will show up in the text box on the Home page. If you chose to upload multiple items, the selected files will show in a list format.

In both examples, you need to click the **Upload** button to continue.

✖ **ALERT:** If you try to upload a file that is not a PDF you will get an error message at the top of the screen and the file will not be uploaded. For Non-PDF files it would be faster to use SurePDF™ method for printing as explained starting on [page 16](#).

If the file format is acceptable you will see the **Unsubmitted orders in Cart** page. Follow the instructions starting on [pages 19](#) to set up your print options and complete the order.

Order from My CamPrint Files

To send print jobs from items stored in your personal CamosunPrint folders..

1. In the My CamPrint Files area,

- If you do NOT know the name of file you need, click on the **View my CamPrint Folders** link to open your list of folders.

Click on a folder to open it and view the contents.

- If you know the name of the file you are looking for you can enter (all or some) of the name in the text box provide and click **Search My Files Now**

- c. If found, the item will show as in the example below

The screenshot shows the 'Select Items' interface. At the top, there's a header with instructions: 'Add items to your cart by entering quantities and clicking Add Another Item at the bottom. For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first.' Below this is a search bar with 'Item Name (doc title?)' set to 'LeavesRequest', 'File Name Details' set to 'LeavesRequest_Apr_2_2012.pdf', and 'Sort By' set to 'Item'. A 'Pickup Site' dropdown is set to 'Lansdowne'. A 'Rows Per Page' dropdown is set to '100'. A 'Search' button is visible. Below the search bar, a list of items is shown, with one item 'LeavesRequest_Apr_2_2012.pdf' listed. A 'Qty' input field is next to it. A 'View Proof' button is also present. At the bottom, there's a 'Add All to Cart' button.

If the file was not found, you will see nothing in the list, and you can enter new search parameters, or you can use the navigation cookies to return to the Home page or My Files list.

Select Items

Add items to your cart by entering quantities and clicking Add Another Item at the bottom. For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first.

The screenshot shows the 'Select Items' interface. At the top, there's a header with instructions: 'Add items to your cart by entering quantities and clicking Add Another Item at the bottom. For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first.' Below this is a search bar with 'Item Name (doc title?)' set to 'happy', 'File Name Details' set to 'happy', and 'Sort By' set to 'Item'. A 'Pickup Site' dropdown is set to 'Lansdowne'. A 'Rows Per Page' dropdown is set to '100'. A 'Search' button is visible. Below the search bar, a message says 'Sorry-- no items found matching those criteria'. At the bottom, there's a 'Add All to Cart' button.

2. To place an order for a file in your folder, click on the folder that contains the file you want to print and then choose the correct file. In this example there are two files in the default folder.

Click on the **thumbnail** or **View Proof** to view the document. Click on the **File Name** to view the current print options.

The screenshot shows the 'Items in folder: Sue's Default' page. It has a header with 'Folders Sue's Default' and 'Item Form #'. Below this is a search bar with 'Sort By' set to 'Item' and 'A-Z'. A 'Generic Keyword Search' box is present. Below the search bar, two items are listed: 'CamosunPrint Quick Start Guide 2010.pdf' and 'CamosunPrint User Guide 2010.pdf'. Each item has a 'View Proof' button and a 'Qty' input field. At the bottom, there's a 'Back Complete Save' button. A note box on the right says: 'Note: This example only shows the Default folder. If you have set up other folders in your profile as explained pages 8-12; they will appear in the list.'

3. You need to enter the number of copies needed in the **QTY** box in order to continue.
4. After clicking **Complete**, you will be on the **Place an Order (Unsubmitted)** page, refer to the instructions that start on [page 19](#) to complete the order placing process.

Place an Order with Multiple Items

With CamosunPrint, when you place an order from the **Home Page** you will have the option to add more than one file or "item" to an order.

- Orders sent through the **print command / SurePDF™** will **not** have the **ADD Items button** on the order form. The option to add items occurs during the upload process instead, as explained on [page 18](#). Even if you chose to add multiple files via SurePDF™, the form will contain multiple items, and you can remove items; but you cannot add anymore items to orders when in the **Adobe – PDFJobReady** version of the order form.

The screenshot shows the 'Unsubmitted Items in Cart' page. It has a header with 'CAMOSUN PRINT' and 'Unsubmitted Items in Cart'. Below this is a message: 'Your default printshop is LANSDOWNE campus, if you need of the form.' A button labeled 'Adobe - PDF JobReady' is circled in red.

Note: all files submitted within an order will share the same Order Name, Due Date, Pickup Location and Cost Centre details but will be “printed” as individual jobs. All “items” within the order must be completed before the “order” itself will be confirmed as “printed” and the email sent to the user.

On the **Unsubmitted Items in Cart** page:

- In the **Order Information** section if you want to add another file item all you need to do is click the **Add Another Item** button.

- Or, you can also use the button at the **bottom of the form**:

- After clicking the button you will be taken to the **Home** page where you can choose your next item. You can add supplies, a file from your CamPrint folder, or even a Hard Copy item.
- Back on the **Unsubmitted Items in Cart** page, in **Printing Options** each item added will be in its own section, in a different color for easy readability as shown below:

Here you can see there are two separate “item” sections.

Each “item” is treated as a separate “print job” at the production end, and can be set up with different printing options (refer to [page 21](#) for help with print option setup)

If you need to remove an item, click the trash can

- In the **Recipients, Quantity and Due Date** section, you can **only change the quantity** for each **individual** item, the rest of the options will be the same for **ALL** items:
 - The **Recipient** should **not be changed**, but you can add another person if needed. (Refer to instructions on [page 7](#) for assistance with adding another person.)

- In the **Billing Information** section, all the options relate to **ALL** items, you **cannot** specify different cost accounts to individual items.
 - If an item needs to be billed to another cost account you will have to submit it as a separate order, or use the **Add Split** button and include note in the **Delivery Notes** box to explain which part is charged to which acct.
- As with regular orders, you need click in the **Approve** box before you submit the order.
- Do not use the **Change to** buttons, this is a feature we do not support.

- Click the **Delivery Notes** button to open a text box for adding more details for billing.

The rest of the process for submitting an order with multiple items is the same as with conventional orders. You will get an email once the order has been **accepted by the production staff at the Printshop** and another to notify you when **all** the items in the order have been **completed** and are waiting for you to pick them up. (If you changed any email options in your profile, you may not receive the emails as described)

Upload Digital Images

If you want to have images printed by the Printshop, through CamosunPrint, there are a few things to consider:

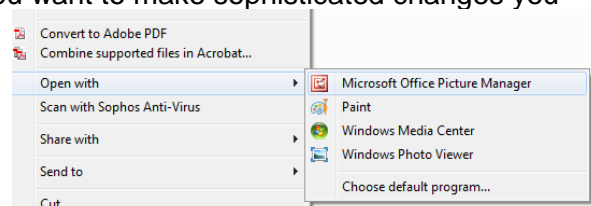
- **How many** pictures do you want to print
- What **size** of printouts do you need
- **How many** images do you want to print **Per Page**

Once you know the answers to the above questions you are ready to begin. Follow the instructions below to prepare your images for uploading to CamosunPrint.

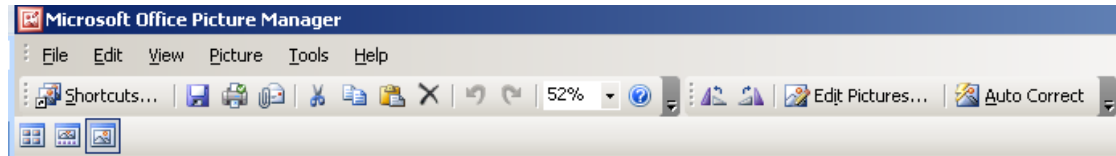
1. **Select the images** you want to print and **COPY** them into a new folder on your desktop. You do not have to do this step, but it makes the task easier to manage, especially if you have a lot of images in your base folder.

Note: There are many different software packages on the market for working with images but for most College PC's you will either use **Windows Picture and Fax Viewer** or **Microsoft Office Picture Manager**.

- a. If you need to make any **changes** to the images (file size, darken, lighten, crop etc.) you should open them with **Microsoft Office Picture Manager**.
- b. **Windows Picture and Fax Viewer** (called **Windows Photo Viewer** on **Windows 7**) on allows you to rotate or flip the image; or open it in **Microsoft Paint**. This software will allow you to add text to your photo or make crude edits but if you want to make sophisticated changes you should use Photoshop.
- c. **Right-click** on an image and choose **Open With ...** pick the software you want to use from the list.



- d. The following toolbar options are available when you use **Picture Manager**. You can experiment with the *Edit Pictures...* settings. When you are ready to print the files; continue on with the instructions at step 3.



- **Windows Picture and Fax Viewer** gives you fewer options. You can only **Rotate/Flip** the image.



There is a button that will “**open the item for editing**”. If you click this button the image will open in **Microsoft Paint**.

2. Go through all your pictures in either, Picture Viewer or Manager; to make sure they are set up exactly as you want them to print.
 - a. If you make changes to the images remember to save the changes.
 - i. If you *copied* the images as suggested in step 1, you will still have the originals in case you do not like the finished product.
 - ii. If you are editing the original image files, I suggest that you save the edited images with a new name to a different folder.
 - b. Continue with step 3 once you are happy with your chosen images.
3. Choose **Print** from within the viewer/manager software or highlight the chosen images and right-click to choose Print from the drop down menu.

The next thing you will see is the **Photo Printing Wizard** but , Windows 7 wizard is different than Windows XP. The next page will go through the steps for each type of wizard.

Windows XP:

- a) The first screen you see when you are using **Windows XP** is the Welcome screen. Click **Next>**.

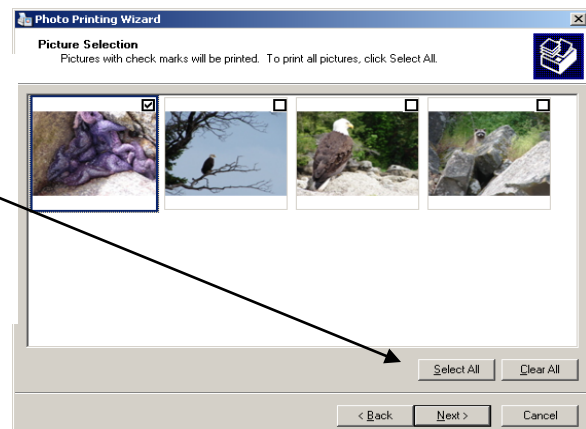


- b) The next screen you will see is **Picture Selection**

Select the images you want to print.

If you have all the images in a separate folder you can use the **Select All** button.

Click **Next** when you are ready to continue.



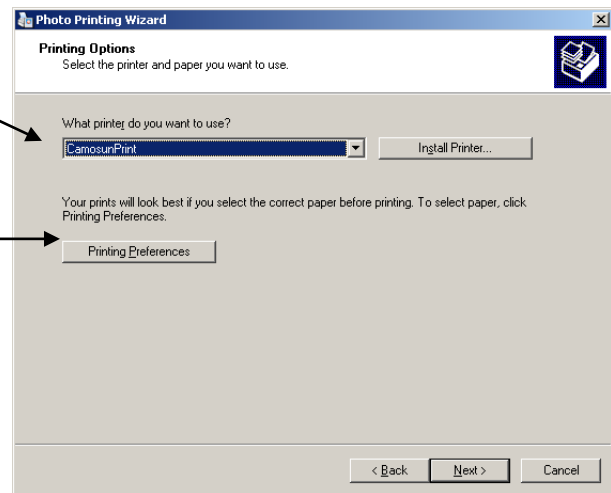
- c) Next you will choose the **Printing Options**. Here is where you need to pay special attention!

Choose **CamosunPrint** as your printer.

If you need to change the orientation for the images use the **Printing Preferences** button

This will open a window where you will be able to change from **Portrait** to **Landscape**.

Click **Next** when ready to move on.

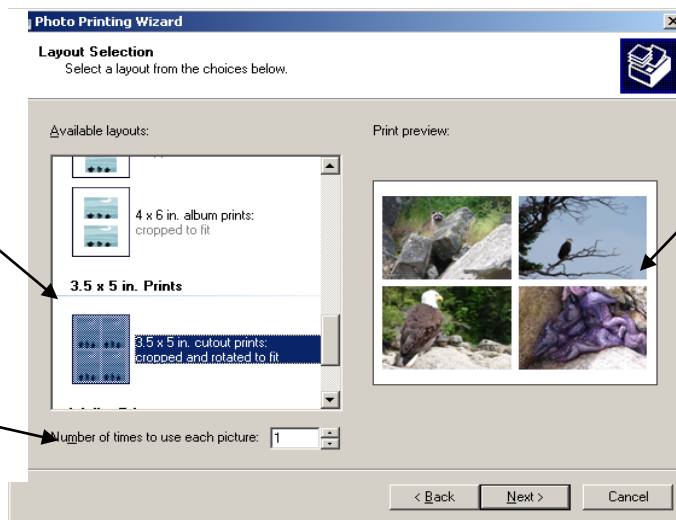


- d) The **Layout Selection** screen will be where you determine how you want the pictures laid out on the page.

Scroll down the list of **Available Layouts** until you find the one that suits your requirements.

You can choose full page, 4x6, 3x5 or wallet size.

Change this number to reflect how many times you want to **repeat each picture**.



After you choose an option, the **Print Preview** will change to show the option you chose.

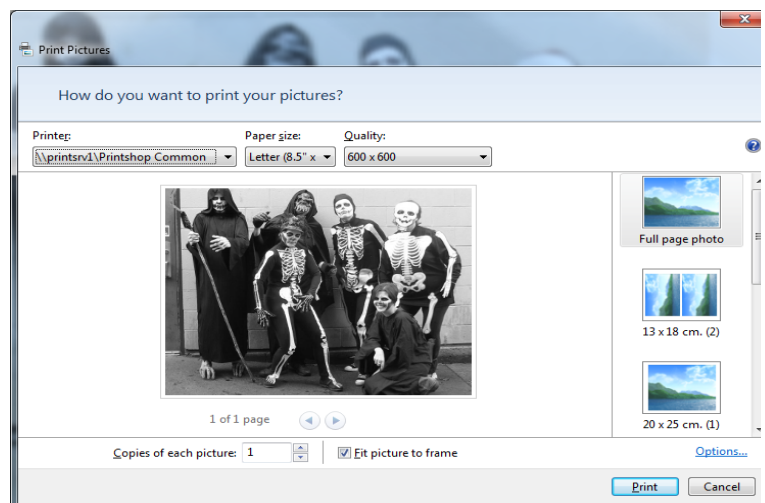
Click **Next** after you have the layout chosen.

- e) The last screen will be the **Completion window** (not shown) click **Finish** and skip to step 4.

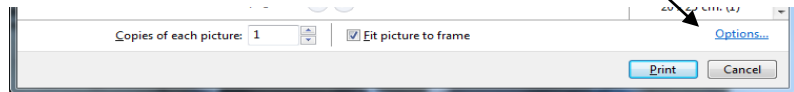
Windows 7:

The first screen you see with Windows 7 is like a combination of steps c & d from the windows XP instructions.

- Choose **CamosunPrint** as your printer.
- choose the **Paper Size**
- Quality** —The Printshop colour printers will only print to max 600 DPI - for quick print images 300 DPI will give a good quality printout. If you want a high quality print you can use 600.
- Do not use the higher DPI settings, the file size will be too large and they will not print properly.
- Layout** – scroll down the right side and choose the layout you need.
- Copies** - enter the amount of copies of **each** picture you want.

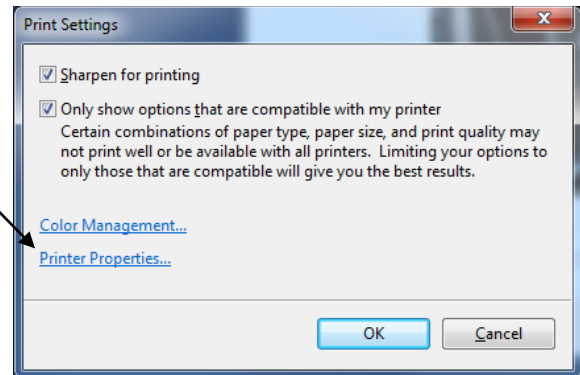


- g) **OPTIONS** if you want to change the orientation of the page, click on the Options link at the bottom right of the screen.

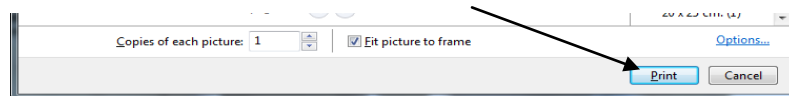


When you see this message, click on **Printer Properties** to open another message box where you can change the orientation.

The other Color Management screen should not be used; it contains settings that you cannot change.



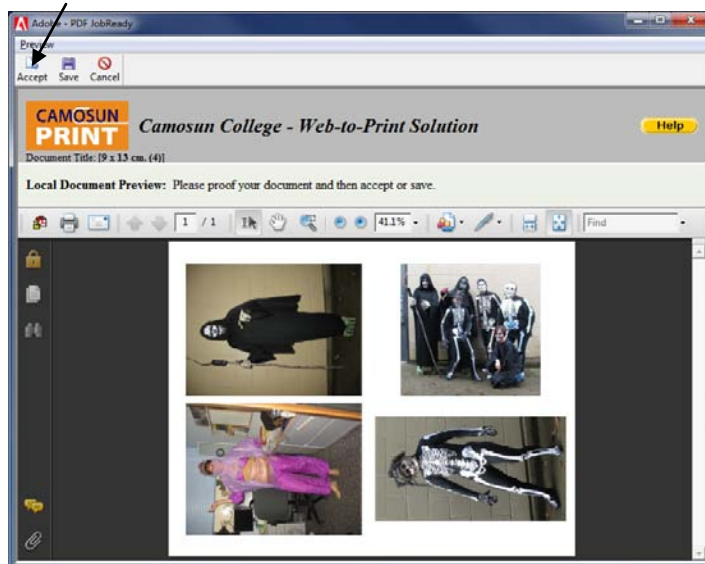
- h) After you have everything set up as desired, click the **Print** button and proceed to step 4.



4. As with regular CamosunPrint jobs you will see the **AdobePDF Job Ready** screen. This step will be the same regardless of which operating system you are using.

Note: If you get an error at this stage please make note of the error message and forward it to the Printshop. You may require an Adobe Upgrade before this process will work.

Click **Accept**, if the preview looks ok.

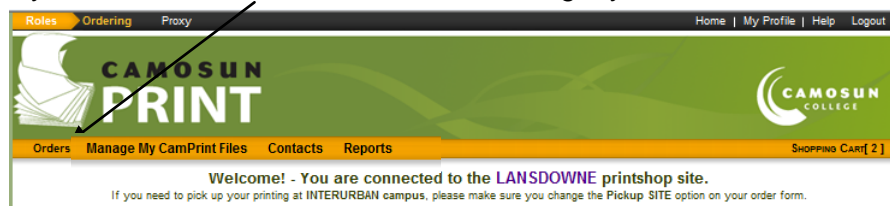


5. **Log into CamosunPrint** when prompted and decide which **cart option** to use, (refer to [page 18](#) for help with cart options). When you see the **Unsubmitted Items in Cart** page complete the form to submit your order. (Refer to page 19 [Unsubmitted Items in Cart](#) for help with this form)

Note: Don't forget to use the "colour Ink" preset, in the Print Options section of the order form; if you want the images printed in colour on high quality paper..

Order History

If you click on the **Orders** link on Home Page, you will see the list of all your orders.



On this page you can sort/filter by various parameters. If you do not see the order you need, check the **Status** box in the search area. If you have **filtered the list by a particular status**, you will not see every order.

A screenshot of the 'My Orders' page. It features a search area with a 'Status' dropdown menu set to 'All'. Below the search area is a table of orders. The table has columns for Order Name, Order #, Created, Sending to, and Status. Each row represents an order and includes buttons for View, Reorder, and Modify. A bracket on the right side of the table points to these buttons, indicating they allow for specific tasks based on the order's status and retention dates.

Order Name	Order #	Created	Sending to	Status	View	Reorder	Modify
Order 17105 (SurePDF)	17105	04/27/2012	Susan Brogan	Canceled	View	Reorder	
Order 17104 (SurePDF)	17104	04/27/2012	Susan Brogan	Canceled	View	Reorder	
Order 17103 (Reorder of O...	17103	04/27/2012	Susan Brogan	Unsubmitted			Modify
Order 17102 04/26/2012	17102	04/26/2012	Susan Brogan	Saved			Modify
Order 17101 (SurePDF)	17101	04/26/2012	Susan Brogan	Completed	View	Reorder	
Order 17100 Do Not Print	17100	04/23/2012	Susan Brogan	Canceled	View	Reorder	
Order 17099 04/23/2012	17099	04/23/2012	Susan Brogan	Canceled	View	Reorder	
Order 17098 - CamPrint U...	17098	04/23/2012	Susan Brogan	Saved			Modify
Order 17097 04/13/2012	17097	04/13/2012	Susan Brogan	Canceled	View	Reorder	
Order 17096 04/10/2012	17096	04/10/2012	Susan Brogan	Canceled	View	Reorder	
Order 17095 04/10/2012	17095	04/10/2012	Susan Brogan	Canceled	View	Reorder	
Order 17094 04/10/2012	17094	04/10/2012	Susan Brogan	Canceled	View	Reorder	
Order 17092 V9 TEST Do No...	17092	03/29/2012	Susan Brogan	Production	View	Reorder	
Order 17091 (SurePDF)	17091	03/29/2012	Susan Brogan	Canceled	View	Reorder	
Order 17090 How to place ...	17090	03/29/2012	Susan Brogan	Canceled	View	Reorder	
Order 17089 (Reorder of O...	17089	03/29/2012	Susan Brogan	Canceled	View	Reorder	

The buttons on this side of the page will allow you to do certain tasks depending on the type of order and retention dates.

The various actions and options for stored orders will be explained on the next few pages.

Order Status – Definitions

There are quite a few items in the Status list. These are set up in the base application and cannot be changed at this time, therefore; some will not be used and may be changed in the future. Some of the meanings are obvious; others a bit more obscure, this list will give you a breakdown of what they mean.

Unsubmitted - job is stored in your profile on the server, has not been submitted for printing yet.

Received – the job has been received at the Printshop and has been acknowledged by a production tech and has been sent to a production queue. (You will receive an email at this stage)

Make Ready – these are jobs that require special set up or configuration before they can be sent to the print queue. This may include graphics, image resizing or other format tasks. There may also be another interim step needed for *make ready* items if a user needs to approve the job.

Production / In Production – mean the same thing, that the file has been sent to the production queue and is now being prepared for printing.

Offline Finishing – means that the job has been printed but requires something else before it is complete. This could include spiral binding, folding, cutting etc.

Ready to Ship / Completed – We do not ship print jobs, so “*ready to ship*” may be a bit misleading. Both of these options mean the same thing - the print job is finished and sitting on the shelf ready for pickup. (You will receive an email at this stage)

On Hold - If the Printshop is notified by a user to hold off on a job, or there are pieces of a file missing, the order may be placed on hold.

Cancelled - if the user cancels a job it will still show up on the server until the administrator clears it off. Until they are cleared off, cancelled print jobs can be re-activated and submitted if desired.

Pending Approval – if a job was sent to our graphic design department they will usually require approval of the work before the job can be sent to production.

- This status may also be applied to large or expensive print jobs that require approval by department administrators. (If you are an Approver, you may receive emails when items require your approval)

Pending Payment – some personal, or external jobs may have to be prepaid before we can print them.

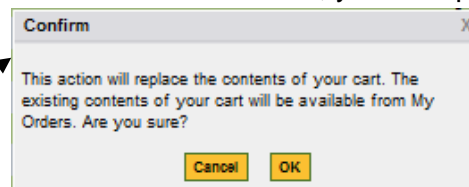
Changes to Submitted Orders:

If you notice an error after you have submitted an order, if the status is listed as **Received** or **Production** you may still be able to make changes to your order or stop the printing if required. Phone the Printshop main desk at 3061, have your **order number** ready.

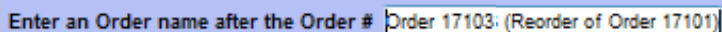
View Jobs – Some jobs will only have a View button and cannot be modified or reordered. This is usually because the item has expired or been purged. If you can edit the item and change the retention date it will once again show up as being able to reorder.

Reorder Jobs – any order in your list that has a **reorder** button can be re-ordered.

- If there are **no items in your shopping cart** when you click the reorder button, you will open the **Unsubmitted Items in Cart page**.
- **If you have items in your shopping cart** when you click the reorder button, you will get a message warning that you will be replacing the contents of your cart.
 - If you click **ok** the order details will be stored as a **saved** order.
 - If you choose **Cancel** you can then go into the shopping cart and submit the outstanding items, then start the reorder process again.



When the **Unsubmitted Items in Cart** page opens the Order Name will reflect that this is a reordered item.



Change the name as you would with a new order. The rest print options should be the same as you set up for the original order. Make changes if required then click **Submit**. If you need help with the order form, refer to [page 19](#).

Modify Orders – some orders will have the **Modify** button as an option. As with the reorder button, the action after clicking the Modify button depends on the contents of your shopping cart. When you are in the **Unsubmitted Items in Cart page**, you can change options as needed and **Submit** the order or **Empty the Cart** and cancel the order.

Proxy Ordering

If you have been given **Proxy Privileges** by your group administrator, or CamosunPrint administrator, then you will be able to use **Proxy** access to send print jobs for other users that have authorized you to do so.

The **Proxy** option will be on the top left of the page, if have correct privileges.



If you do not see the Proxy link please contact the Printshop to request proxy access. You will need to know the **College ID** for all the people you are authorized to proxy for.

Note: you will **not** be able to send a proxy order for a person until **they have allowed proxy ordering** from within their CamosunPrint profile. Refer to [page 7](#) for instructions about allowing proxy access.

When you click on the Proxy button the page will change to the **Proxy Mode** screen.

Proxy Mode
Find a user to order for, or search for a workgroup to manage.

Place an Order for a Different User

Search for User Search

Enter the User Name or ID

Administer a Workgroup

Search for User Search

Enter the User Name or ID

In the top text box, enter the first name, last name or ID for the person you need to order for and click **Search**. Depending on your workgroup, there could be a few people in your list.

Proxy for User
Click the name of the user to proxy for.

User Search Search Clear

Search for User: susan ☐ Include Workgroups Rows Per Page: 100

Enter the User Name or ID

First	Last	Company	Location	User ID
SUBAN	BROGAN	IT	INTERURBAN	c0027763

[1-1] of [1]

Click on a name to select the correct person and start the order process.

If you cannot find the person you need you will have to check with that person to make sure they have allowed proxy ordering on their profile (see [page 7](#) for how to do this). The workgroup administrator will also need to make sure the user has proxy access for the workgroup.

After you have clicked on the correct person CamosunPrint will take you to the **Home** page. This page will look exactly like the usual *home page*, **but you will see that you are now Acting on Behalf of ###.**

Roles Ordering Switch User Exit Home My Profile Help Logout

CAMOSUN PRINT

Orders Manage My CamPrint Files Contacts Reports SHOPPING CART [0]

Acting on behalf of c0027763

Welcome! - You are connected to the LANSLOWNE printshop site.

If you need to pick up your printing at INTERURBAN campus, please make sure you change the Pickup SITE option on your order form.

CAUTION: Before you start a NEW order, check the contents of your Shopping Cart!

If you have any items in your shopping cart, they will have to be submitted, canceled, or saved, before you place a new print order.

If you start a new order when you have any items in your shopping cart, you will add to the contents of that cart order instead of creating a new "blank" order.

Do you want to print a file that is on your computer?

Open the file you want to print and use the PRINT command (ctrl+p).

Choose CAMOSUNPRINT as your PRINTER then follow the directions on screen to convert it to a PDF and send it to CamosunPrint.

For most Copy, Supplies, Fax orders, or if the file is already a PDF, use the appropriate button below.

Hard Copy Orders

Order printouts from a hardcopy, USB drive, CD-ROM, etc.

[Go to Order Form](#)

Search for Supplies

Enter an item Name and click Search Now, or click the "View All" link to browse for an item.

[View All Supply Folders](#)

[Search Now](#)

Upload A PDF

[Browse...](#)

Click BROWSE and select a PDF file from your computer, then click the upload button.

[Upload Multiple PDF Files?](#)

[Upload Now](#)

My CamPrint Files

Enter a file name and click the Search button or click the View my Folders link to find Previously uploaded CamosunPrint files.

[View my CamPrint folders](#)

[Search My Files Now](#)

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You can now place orders from **that person's Order History or Camprint folder(s)** or from **"your"** desktop, using one of the order methods described starting on [pages 27](#), just like you would for a "personal" order.

Once you determine which file to print, you will see the usual **Unsubmitted Items in Cart** page. If you need assistance refer to [pages 19](#) to complete the order.

If you cancel or log out before submitting the order, the details for that order will be saved in the other persons order list, not yours.

Note: any emails regarding an order placed by **proxy** will be sent to the person you sent the job for. You will not be notified about the jobs you send for others unless you change the recipient in those orders.

Change Recipient in Proxy Orders

If you want to be notified by email when the job has been received and completed **instead of** the person you are ordering for, you need to “temporarily” change the “recipient” email address for this order so **your email** address is the one listed.

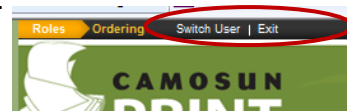
To change the recipient you need to go to the **Recipients, Quality and Due Date** section of the **Unsubmitted Items in Cart** page.

a. Click on the **person's name**.

b. When you click on the person's name, you will open their contact information.

When you are finished with proxy orders for this person you can either:

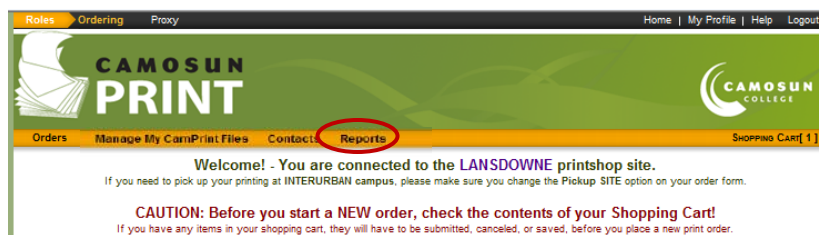
- Use the **Switch User** option to place orders for someone else
- Click **Exit** to return to your profile or
- Choose **Logout** from the main menu.



Reporting Capabilities

Reports give you information on orders you have placed. You will only be able to run reports on your own information.

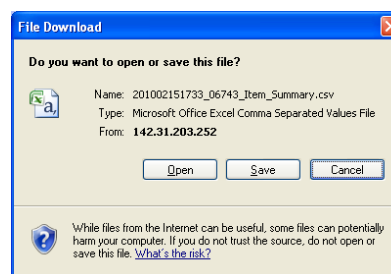
Click **Reports** from the **menu options** to see reports of your own activity.



This opens the Reports page and allows you to choose one of seven different reports.

Enter the parameters for the type of data you want to see and then click **Continue**.

You will be given the opportunity to **save** the report, **open** it or **cancel** the request.



If you plan to use the data, or modify anything you should save the file to a specific location on your PC. If you open the file from this dialog box it will be stored in a TEMP folder and you may not be able to find it again unless you remember to do a “Save As”.

- There is no Back button or Cancel option on the Accounting Reports page, so to close this page you will have to choose a different menu option from the main toolbar.

Group Folder Administration

Each college division has a single group folder already set up for their area. Each group folders is set up with a specific profile and has been assigned a separate username and Password. To be able to manage the group folders, users must log in using the “group” profile credentials.

If you are a division/school administrator and would like to have the logon information for your “group folder” please contact the Printshop at the “Printshop Questions” email address as given on the first page of the user guide.

The Group logon can be shared by one or more user, but should be limited to administrators to help maintain file integrity and reduce redundancy.

Once logged into the group folder the administrator can set up sub- folders for other departments in their division or school as required, assign Proxy privileges, and manage which users can access each sub-folder.

If you would like more information about group folder administration please contact the Printshop and request the special user guide called “**Managing Group Folders & Proxy Function**”.