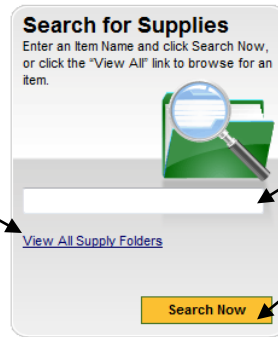# New CamosunPrint Interface - How To Order Supplies from the Printshop.

You can still place orders for office supplies, and classroom supplies using CamosunPrint.

When you log into your profile from the CamosunPrint webpage you will be on the **Home** page. From here you can access the supplies by choosing the **"Search for Supplies"** option.

If you **do NOT** know the name of the form or item you need you can open the list of folders by clicking the **View All Supply Folders** link.

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

If you know the item or form name, enter the name in the box provided and click **Search Now.**

Search Now ▶

View All Supply Folders

As with the old interface ``From Shared Archives" option, when you use the "View all supply folders" link you will see the *workgroup folders* that you have access to. **Workgroup folders** can be *Global* or *Divisional.*

- **Divisional** folders are set up by your department or division admin sec and can contain documents that are specific to your department or school. You must be a "member" of the particular division before you can view their folders. You may not see any workgroup folders if your dept does not use them or they are empty. In the example below, **ITS** is the divisional folder and there is one item in it that this person can order.

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	30

- **Global folders** are available to **ALL CamosunPrint users** and contain items, forms or documents that have been set up for easy ordering. There are currently two "global" folders called PRINTSHOP and SCHOOL PRINT ITEMS.

As with the old interface, when you open the folder called **PRINTSHOP or SCHOOL PRINT ITEMS** you will see that it contains various sub folders, organized by the type of items they contain. The screen shot below is only a sample of the structures. This may change as items are added and removed from the system. The number in the **Items** column represents the # of items in the folder.

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar. Use the Catalog link to select a different Workgroup or Click Home to select items outside the Catalog

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

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar. Use the Catalog link to select a different Workgroup or click Home to select items outside the Catalog.

Item Search	Item	
	File Name Details	

Folders ▼	Items
ACCESS	2
AECC	2
ARTS & SCIENCE	2
BUSINESS	2
CARPENTRY	3
CECT	2
CESE / CoOp	3
FOUNDATION	2
HHS	3
MECHANICAL \ METAL TRADES	3
SPORT & EXERCISE	2
STUDENT SERVICES	2
TRADES & TECH	2

PRINTSHOP folder   - organized by "type" of items.

SHOOL PRINT ITEMS folder – organized by Division

If you need to order some **Exam Booklets** and you do not know which folder they are in, you could search by entering the **item name** (or part of the name) into the top of the Search area then click **Search.**

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 | Exam book | Rows Per Page | 100 | Search |
| | File Name Details | | | | 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	30

The search results in this example would be as shown below. If this is not the correct item try a different spelling of the name and search again. If it is the correct item you can enter the desired quantity and add it to your cart.

Item Search	Item Name (doc title?)	Exam book	Rows Per Page	100	Search
	File Name Details				Clear
	Sort By	Item ▼ A-Z ▼ Go			

Exam Booklet
Bundle of 50 $10.50
                                                                        Qty [   ]
Located in PRINTSHOP / Classroom Supplies - General   [Add to Cart]

[1-1] of [1]
[Add All to Cart]

General Notes about the items available:

- Each item should have a colour image of the actual form or item it represents.
  This should help you identify the correct item.
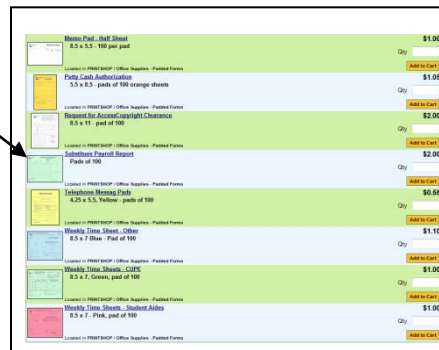
- Each item will be set up with a **preset "base" amt** and this amt could be: each, box, pkg, bundle, or pad. Usually the amt is identified in the top line with the item name.

Billing Receipt - Bundle of 50 forms $5.50
3 part, carbonless form - 1/2 page size
      Enter # of BUNDLES needed in the QTY box on the right side of the page   Qty [   ]
      More Details
Located in PRINTSHOP / Office Supplies - Carbonless Forms   [Add to Cart]

If you see the **More Details** link, you can click on it to see any additional information about the item.

Additional Information   X

Billing Receipt - Bundle of 50 forms
3 part, carbonless form - 1/2 page size

Also available in electronic format on the HR Webiste. Once stock is used up, this item will no longer be available in hard copy.

[Close]

Some of the items that are available online will soon be unavailable as pre-printed forms. If we are using up a stockpile of a particular item there will also be a note in the instructions to that effect.

Use the **CLOSE** button on the bottom of the message to return to the item list.

- Items that are no longer stocked will be removed from the list when we run out of stock.
- As new items are added, they will show up in the appropriate folder.
- Sometimes we will list special items that are only available for a limited time. Check for the **Specials** folder for deals! **Note:** if there are no items in the Specials folder it will NOT appear in the folder list.

Printshop Workgroup Folder

All CamosunPrint users will be able to see all the folders and Items in the Printshop folder. This is where all the pre-printed forms and supplies are located. The items are organized into folders based on their type. You can use the search boxes at the top of the screen if you know the item name.

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar.
Use the Catalog link to select a different Workgroup or click Home to select items outside the Catalog.

| Item Search | Item | | Rows Per Page | 100 | Search |
| | File Name Details | | | | Clear |

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

School Print Items Workgroup Folder

This folder contains copies of some items that are listed in the Printshop folder. The folders in this workgroup are organized by school or division and contain "School Specific" items that are customized for that area.

If your school or division has a specialized item that they order frequently, you can request that it be added to your specific folder. Contact the Printshop for more details about special items.

Folders ▼	Items
ACCESS	2
AECC	2
ARTS & SCIENCE	2
BUSINESS	2
CARPENTRY	3
CECT	2
CESE / CoOp	3
FOUNDATION	2
HHS	3
MECHANICAL \ METAL TRADES	3
SPORT & EXERCISE	2
STUDENT SERVICES	2
TRADES & TECH	2

Below are a couple of examples of specialized content:

FOLDER CORNER LABELS – ACCESS
Arts & Science
Min. Order -105 labels, sold in multiples of 15
Extra line for comments

Located in SCHOOL PRINT ITEMS / ACCESS

Chip Board- Bundle of 125 Sheets
22.5 x 34.5 no cutting req'd

Located in SCHOOL PRINT ITEMS / MECHANICAL \ METAL TRADES

Drafting Paper - Carton of 2000 sheets
#70 White, 19 x 25

Located in SCHOOL PRINT ITEMS / MECHANICAL \ METAL TRADES

Placing an Order for Supplies

If you open any folder you will see the pre-printed forms that are for listed for that subject.
To order an item, follow the steps shown below:

1. Check to see if there are additional notes for the item. Click the **More Details** link if there is one.

2. Enter a **QTY** (how many pkg, bundles etc you need.)

3. This step is based on how many different items you need to order.
   - If you are **NOT** ordering **multiple** items, you can just click on the **Add to Cart** button after you have entered the desired Qty. The item will show as "**In Cart**" after you click the Add to Cart button.

   - If you need to order **multiple items,** you can search for other items and add the qty for each item.
     o When you have added a qty for **all the items** you need, click **Add ALL to Cart** at the bottom of the page

When you click any add to cart button, the **order form will not open automatically**, but the count in your shopping cart will increase by the number of item you have ordered. When you are done adding items you **can click on the Shopping cart link to open the order form** and complete the order.

Submit the Supplies Order

Once you have added supply items to your cart, you need to click on the **Shopping Cart** link to open the order details form The **Unsubmitted Items in Cart** page is similar to other order forms, but there will **not** be any print options.

The next page will show the order page and list the parameters for completing and submitting the form

You need to enter the **Order Name**, check your **pickup site** .

If you have chosen multiple items they will be stacked on the form.
You have the option of entering specific notes for each item if required.

Click the **Trash Can** if you need to remove an item

Enter a **Due Date & Time** by clicking the calendar icon

NOTE: supplies cannot be filled immediately due to staffing levels. Please allow two days.

Confirm the **Qty(s)**

Approve the order
Enter your **Account Code(s)**
and click **Submit.**

The order will be sent to the Printshop and the items you chose will be put on the shelf for you to pickup. Depending on how you set up your email preferences, you may receive an email when the order is accepted and then another one when it is ready to be picked up.