


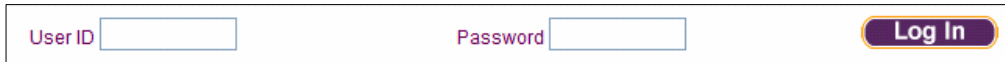
# DocCenter Print Fulfillment Website (WebCRD) - First time use instructions

1) The Document Center WebCRD website can be found at:  <http://doccenter.farmington.k12.mn.us/>

You can also find a link labeled **Document Center Web Submission** at the Farmington Intranet home page under “other staff resources”.

Note: the very first time you enter the website; there is a warning about internet cookie settings. This is normal – just click on the continue button to go to the login page.

2) Your username and password will always be the same as your normal network login.

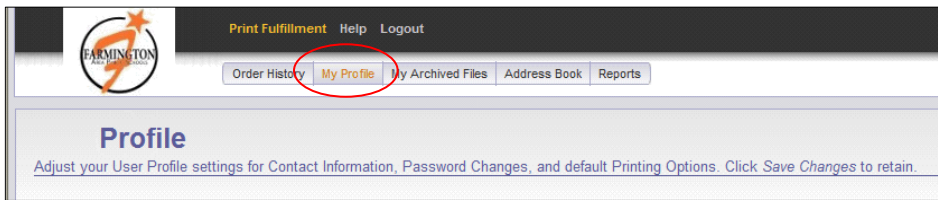


User ID  Password

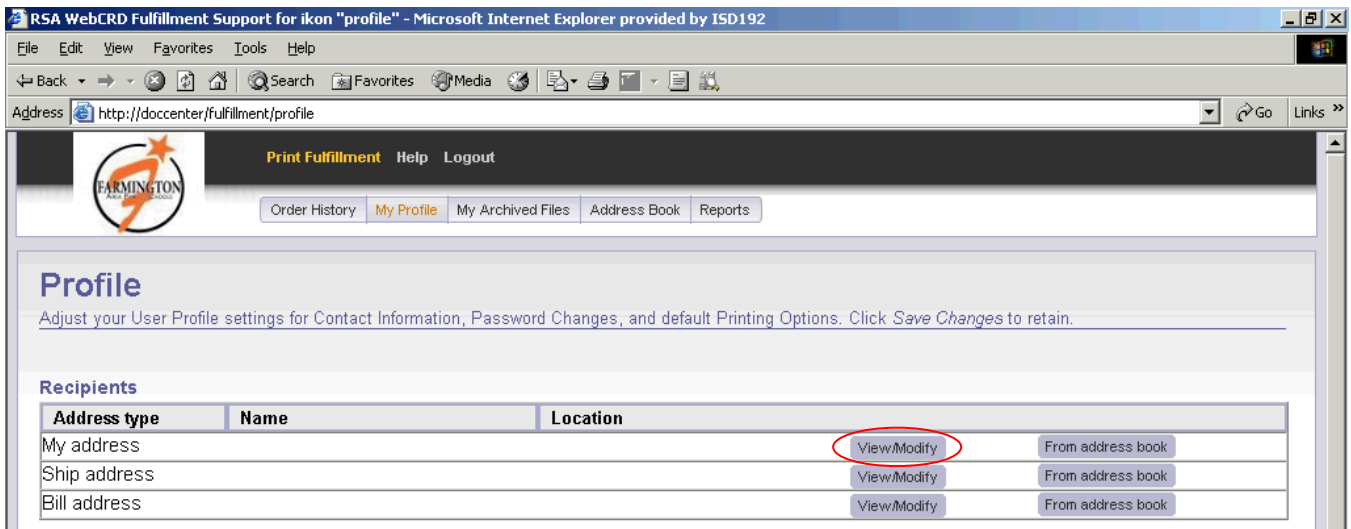
3) When you log in for the first time, be sure to fill out your personal profile under the “My Profile” tab. Doing so will help you from having to manually enter your default contact and job ticket settings each time you place an order.

To access your personal profile:

- Click on “My Profile”.



- Click on “View/Modify” on the “My address” line.



Critical items in your personal profile are:

- Your name, location name, e-mail address, and phone number.
- Your account code (in box labeled School/Dept).
- \*\*Check the boxes next to “Use as my default shipping” and “Use as my default billing”.
- Your default job ticket settings. Please create initial settings for:
  - Paper stock: “White Letter”
  - Click on finishing options, and choose “Uncollated”
  - When finished, always click on the **Save** button before continuing to avoid losing your choices.

When completed, your Name and location should appear on all 3 lines in the Recipients area\*\*.

Address type	Name	Location		
My address	Al Johnson	CE	View/Modify	From address book
Ship address	Al Johnson	CE	View/Modify	From address book
Bill address	Al Johnson	CE	View/Modify	From address book

4) If you plan on using distribution lists, create them on the Address Book tab.

[Address Book](#)

- Step 1 – Add users you need for the distribution list to your address book.
- Step 2 – Click on the distribution list link, and create a new list using people from your address book.
- Step 3 – Save and use your new distribution list.

5) Because this system is designed for as much automation as possible, ensure that you have:

- Reviewed each document as a PDF to make sure it appears correct.
- Reviewed finishing items for each document ordered (i.e. stapled, collated/uncollated, type of paper, etc.).
- Reviewed your requested date(s) and delivery options.

[Log In](#)

Need additional help? Click on the “Getting Started link” on the Welcome Screen.



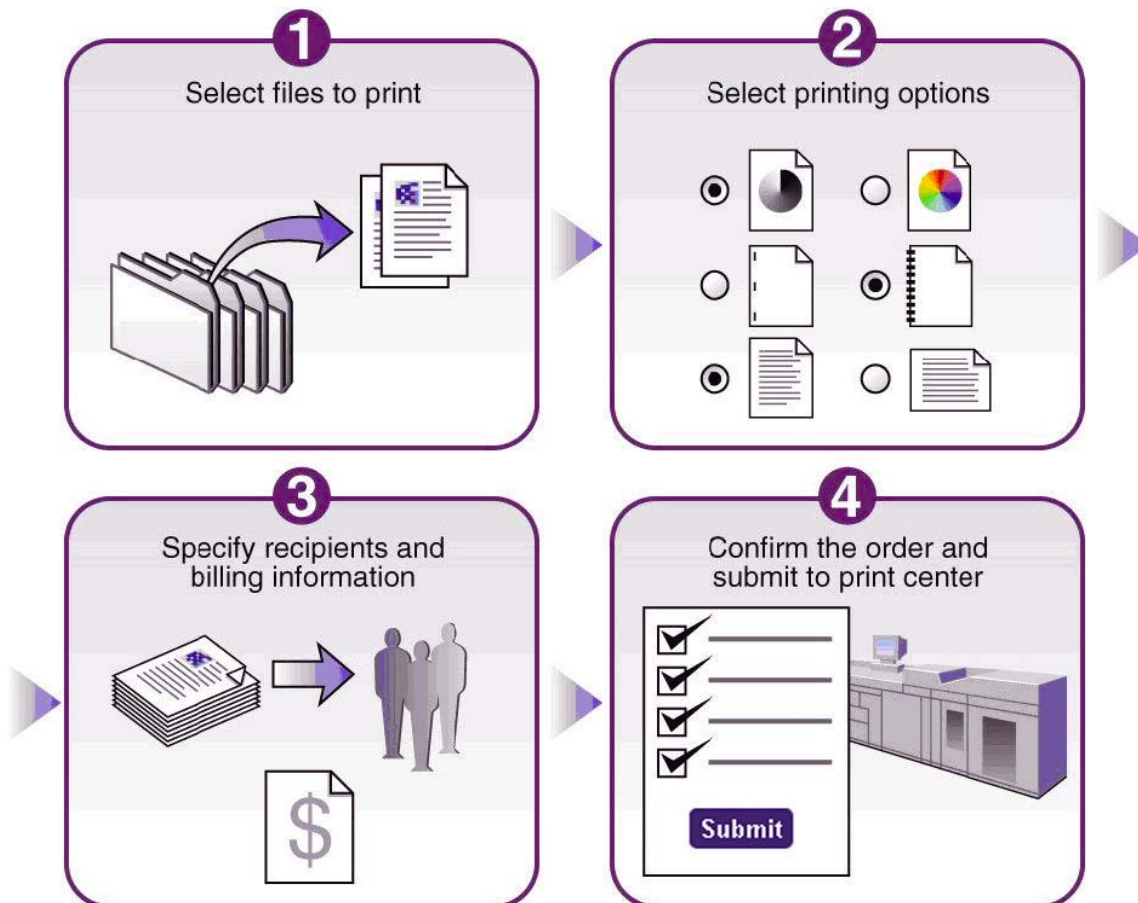
[Getting Started](#)

## WebCRD Job Submission basics

WebCRD Print Fulfillment lets you place new print orders, reprint previous orders, view order status, modify un-submitted orders, and manage previously archived files.

Place a new print order with WebCRD's simple, easy to use process:

1. Select the files you want to print (either upload new files or select existing files from your personal archives or from shared archives).
2. Select how you want the files printed. Specify options such as paper type, orientation, binding and finishing.
3. Select recipients and specify account code information for the order.
4. Confirm the order information and submit the order to the print center for production.





## Select one or more files

Select the files you want to print (either upload new files or select existing files from your personal archives). Select one or more files to print. Do one of the following to select file(s) for your order:

### Upload a new file:

1. Click
2. Select a file using the Choose File dialog box, and then click **Upload**.

New Order

**From my computer**

File name

Education report.doc

3. After the file is converted, and ready for approval, the number of pages will populate, and the **View Proof** button will be available. If your page does not automatically refresh, click on **Check for Proof**.

▼ File Education report.doc Pages 0

▼ File Education report.doc Pages 10

**NOTE: You must click on the approve checkbox in order to process your order.**

Or...

### Select a file from an archive:

1. Click the "From My Archives" button.



2. On the Folders page, click on the folder name whose files you wish to display, or search for files by typing criteria in the search bar and clicking **Enter** to display matching files.

WebCRD [Print Fulfillment](#) [Proxy Order](#) [Form Order](#) [Help](#) [Logout](#)

[Order History](#) [My Profile](#) [My Archived Files](#) [Address Book](#) [Reports](#)

**Folders for group AdminGroup--Administration Bldg; Limit:**

Select a folder from which to choose files

**Folders List**

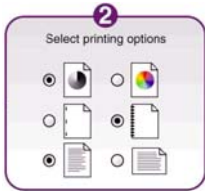
File search: File  Start date  Display size 25

Form #  End date

Folders	File
<a href="#">Admin Documents</a>	7
<a href="#">Continuing Ed Docum...</a>	1

( 1 - 2 of 2 )

3. On the Files page, type quantities for the items you want to print, and then click **Save** to move those items to the Order Summary section of the page. Click on **Complete** when done.



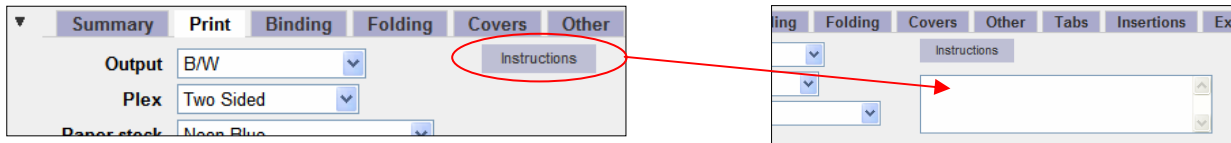
## Selecting printing options

The Summary tab of the Printing Options section displays the current print settings. Click a tab to select printing options.

1. Summary and Print tabs are always shown; other tabs may be shown or hidden on a site-by-site basis.



2. Click **Instructions** to display a text box for typing additional order instructions for each type of printing option.



3. Switch between List View and Pictogram View by clicking the appropriate button. [List View](#) or [Icon View](#)



General options shown – your site may differ in options offered



## Recipients

Each recipient may be initially shown open or closed (depending on your server configuration). If necessary, click the arrow ► to open a recipient.

**Recipients** Add Another Recipient [My Default](#) [From Address Book](#) [From Distribution](#) [New](#)

▼ **Rebecca Morris** Qty  Due Date   Time

Method  Location

**Recipients** Add Another Recipient [My Default](#) [From Address Book](#) [From Distribution](#) [New](#)

▼ **Rebecca Morris** [See Details](#) Due Date   Time

Method  Location



1. WebCRDGettingStarted.pdf  **Quantity**

2. education\_report.pdf  **Quantity**

► **Sara Smith** [See Details](#) Due Date   Time

1. Click a button to add new recipients (your default recipient, from your address book, from a distribution list, or a new recipient).

**Add Another Recipient** [My Default](#) [From Address Book](#) [From Distribution](#) [New](#)

2. Remove a recipient by clicking . A red check mark is shown , and the recipient is removed the next time the page is saved.



## Confirm the Order and Submit

You have 3 choices when finished.

- 1) Save the order for placing later.
- 2) Submit the order to submit your request to the Document Center.
- 3) Cancel your order to cancel.

1. Make any changes, and then:

click **Save** to submit your order at a later time

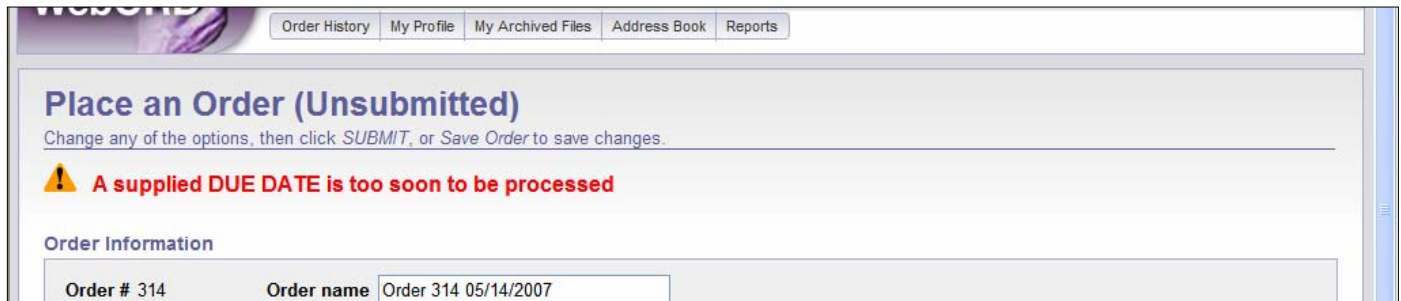
**OR**

Click **Submit** to save your changes and submit the request to the Document Center.

**OR**

Click **Cancel Order** to cancel the order.

2. If there is a conflict with your order, a message in large red letters will appear at the top of your order, informing you of the needed correction. The example below would require a different due date.



Need additional help?

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