

Springfield College ordering instruction for Business Cards

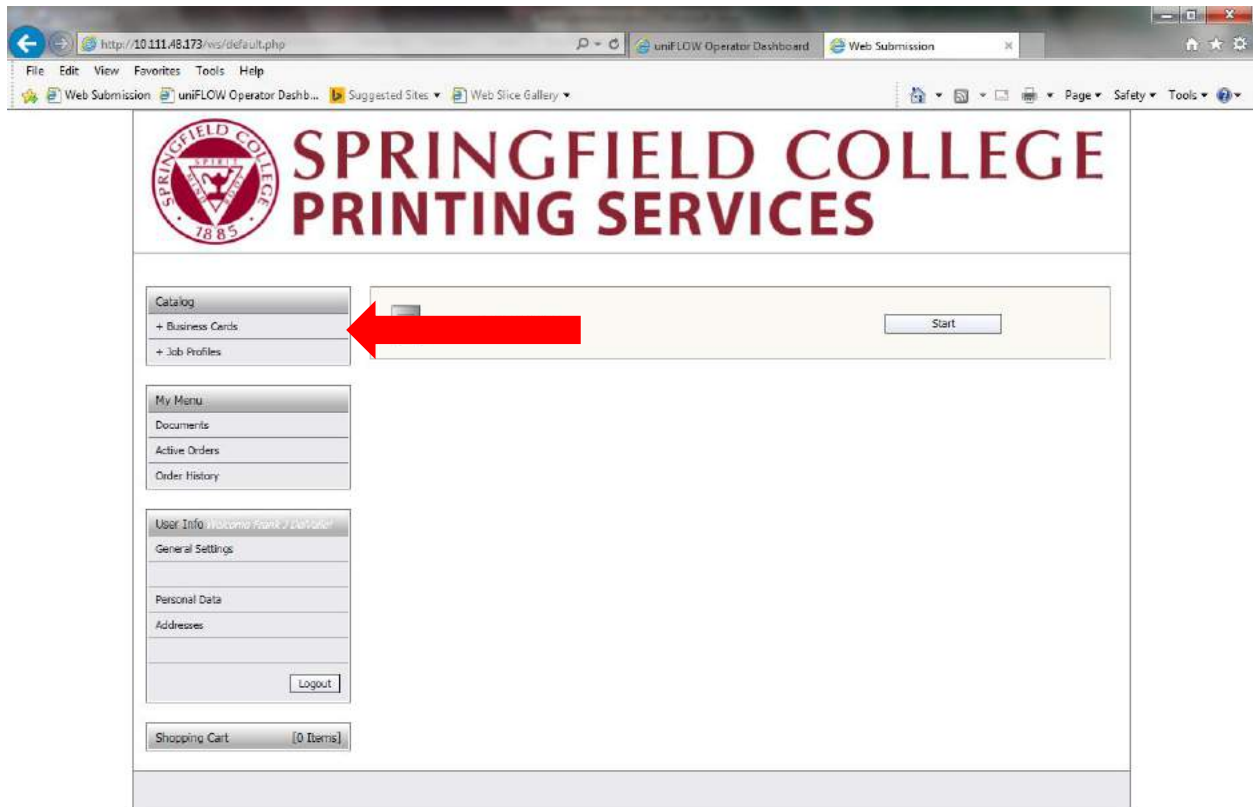
Go to Springfield College Print shop Business Card Web Portal below

<http://10.111.48.173/ws/default.php>

Login with your existing Springfield College Active Directory Account login & password same credentials used to Login to your Springfield College computer. All users with an existing Springfield College account can login.

The screenshot displays a web browser window with the URL <http://10.111.48.173/ws/default.php>. The page header includes the Springfield College logo and the text "SPRINGFIELD COLLEGE PRINTING SERVICES". A central message box states: "You have to be logged in before you can order your business cards! After logging in you will be able to continue with your business cards order." On the left side, there is a "Catalog" section with links for "+ Business Cards" and "+ Job Profiles". Below that is a "Login" section with input fields for "User name" and "Password", and a "Login" button. At the bottom left, there is a "Shopping Cart" section showing "[0 Items]". The Windows taskbar at the bottom of the screen shows the time as 2:25 PM on 11/4/2014.

After Logging in - Main Screen click on Business Cards



select Business cards from Catalog Menu

The screenshot shows a web browser window with the URL <http://10.111.48.173/ssi/default.php>. The browser tabs include "uniFLOW Operator Dashboard" and "Web Submission". The website header features the Springfield College logo (1885) and the text "SPRINGFIELD COLLEGE PRINTING SERVICES".

The left sidebar contains the following menu items:

- Catalog
 - + Business Cards
 - + Job Profiles
- My Menu
 - Documents
 - Active Orders
 - Order History
- User Info: Welcome Frank J DeVoll!
- General Settings
- Personal Data
- Addresses
- Logout
- Shopping Cart: (0 Items)

The main content area displays a table of business card products. The table has a search dropdown set to "Name" and a refresh button. The table contains the following data:

Name	Total/Color Pages	Order
SC MAIN	1/1	Order
SC SHS	1/0	Order
SC SHS BOSTON	1/0	Order
SC SHS CENTRAL	1/0	Order
SC SHS CHARLESTON	1/0	Order
SC SHS HOUSTON	1/0	Order
SC SHS MANCHESTER	1/0	Order
SC SHS MILWAUKEE	1/0	Order

The Windows taskbar at the bottom shows the time as 2:27 PM on 11/4/2014, with various application icons including Internet Explorer, Chrome, and Word.

Fill Out Variable Fields of Business Cards

The screenshot displays a web browser window with the URL <http://10.111.46.173/vis/default.php>. The browser tabs include "uniFLOW Operator Dashboard" and "Web Submission". The page header features the Springfield College logo and the text "SPRINGFIELD COLLEGE PRINTING SERVICES".

The main content area is divided into a left sidebar and a central form. The sidebar contains the following sections:

- Catalog**
 - + Business Cards
 - + Job Profiles
- My Menu**
 - Documents
 - Active Orders
 - Order History
- User Info** (Welcome Frank J. Lavoie!)
 - General Settings
 - Personal Data
 - Addresses
 - Logout
- Shopping Cart** (0 Items)

The central form displays the following information:

- Copy Count: Cost: 0.00 USD / 1 Copy x 1 Row(s)
- VDP Template Name: SC MAIN
- Manual Data Input**

The delimiter used in the VDP template cannot be used in the fields below.
The delimiter used to create this template is: ;

Name:

Degree (Optional):

Title:

Department (Optional):

Toll-Free (Optional):

Office (10 Digits):

Mobile (Optional):

Fax (10 Digits):

Email (Username only):

No preview available
- Navigation buttons:

The Windows taskbar at the bottom shows the time as 2:28 PM on 11/4/2014, with icons for various applications including Internet Explorer, Photoshop, and Word.

Example of All Fields filled out properly

“Copy Count” number of boxes (500 per box)

The screenshot displays the Springfield College Printing Services web application. The page header features the college's logo and the text "SPRINGFIELD COLLEGE PRINTING SERVICES". The main content area is a form titled "Manual Data Input" for a VDP Template named "SC MAIN". The form includes the following fields and values:

Field	Value
Copy Count	1
Cost	0.00 USD / 1 Copy x 1 Row(s)
VDP Template Name	SC MAIN
Name	John Doe,
Degree(Optional)	Ph.D.
Title	Special Interest
Department (Optional)	President
Toll-Free (Optional)	8001231234
Office (10 Digits)	4136785789
Mobile (Optional)	
Fax (10 Digits)	4131231234
Email (Username only)	jd@sc.edu

The form also includes a "Generate preview" button and a "No preview available" message. The interface includes a sidebar with navigation options like "Catalog", "My Menu", "User Info", and "Shopping Cart". A red arrow points to the "Copy Count" field, which is currently set to 1.

Select "Generate Preview" – Verify that all information on Business Card is entered correctly before submitting

The screenshot displays a web browser window with the URL <http://10.111.48.173/ws/default.php>. The browser tabs include "uniFLOW Operator Dashboard" and "Web Submission". The application interface features a left sidebar with navigation options: "Catalog" (Business Cards, Job Profiles), "My Menu" (Documents, Active Orders, Order History), "User Info" (General Settings, Personal Data, Addresses, Logout), and "Shopping Cart" (0 Items).

The main content area shows a "Manual Data Input" form for a VDP Template named "SC MAIN". The form fields and their values are:

Field	Value
Name	John Doe
Degree (Optional)	Ph.D.
Title	Special Interest
Department (Optional)	President
Toll-Free (Optional)	8001231234
Office (10 Digits)	4136786789
Mobile (Optional)	
Fax (10 Digits)	4131231234
Email (Username only)	jdoe

A "Generate preview" button is located below the form, with a red arrow pointing to it. Below the button is a preview of the business card:

SPRINGFIELD COLLEGE
SPRINGFIELD CO
JOHN DOE, Ph.D.
Special Interest
President
263 Alden Street
Springfield, MA 01109-3797
(800) 123-1234 • (413) 678-6789
FAX: (413) 123-1234
Email: jdoe@springfieldcollege.edu
springfieldcollege.edu

At the bottom of the preview area are "Back", "Delete Order", and "Next" buttons. The system tray at the bottom right shows the time as 2:37 PM on 12/4/2014.

Once you have verified that all information “Select “Next”

The screenshot displays a web browser window with the URL `http://10.111.48.173/vsa/default.php`. The page title is "uniFLOW Operator Dashboard" and the browser tab is "Web Submission". The interface is divided into a sidebar and a main content area.


Sidebar:

- Catalog:** + Business Cards, + Job Profiles
- My Menu:** Documents, Active Orders, Order History
- User Info:** Welcome Frank J. DeVito, General Settings, Personal Data, Addresses, Logout
- Shopping Cart:** [0 Items]

Main Content Area:

- Copy Count:** 1
- Cost:** 0.00 USD / 1 Copy x 1 Row(s)
- VDP Template Name:** SC MAIN
- Manual Data Input:**
The delimiter used in the VDP template cannot be used in the fields below.
The delimiter used to create this template is: ;
- Form Fields:**
 - Name: John Doe
 - Degree (Optional): Ph.D.
 - Title: Special Interest
 - Department (Optional): President
 - Toll-Free (Optional): 8001231234
 - Office (10 Digits): 4136786789
 - Mobile (Optional):
 - Fax (10 Digits): 4131231234
 - Email (Username only): jdoe
- Buttons:** Generate preview, Back, Delete Order, Next

Business Card Preview:

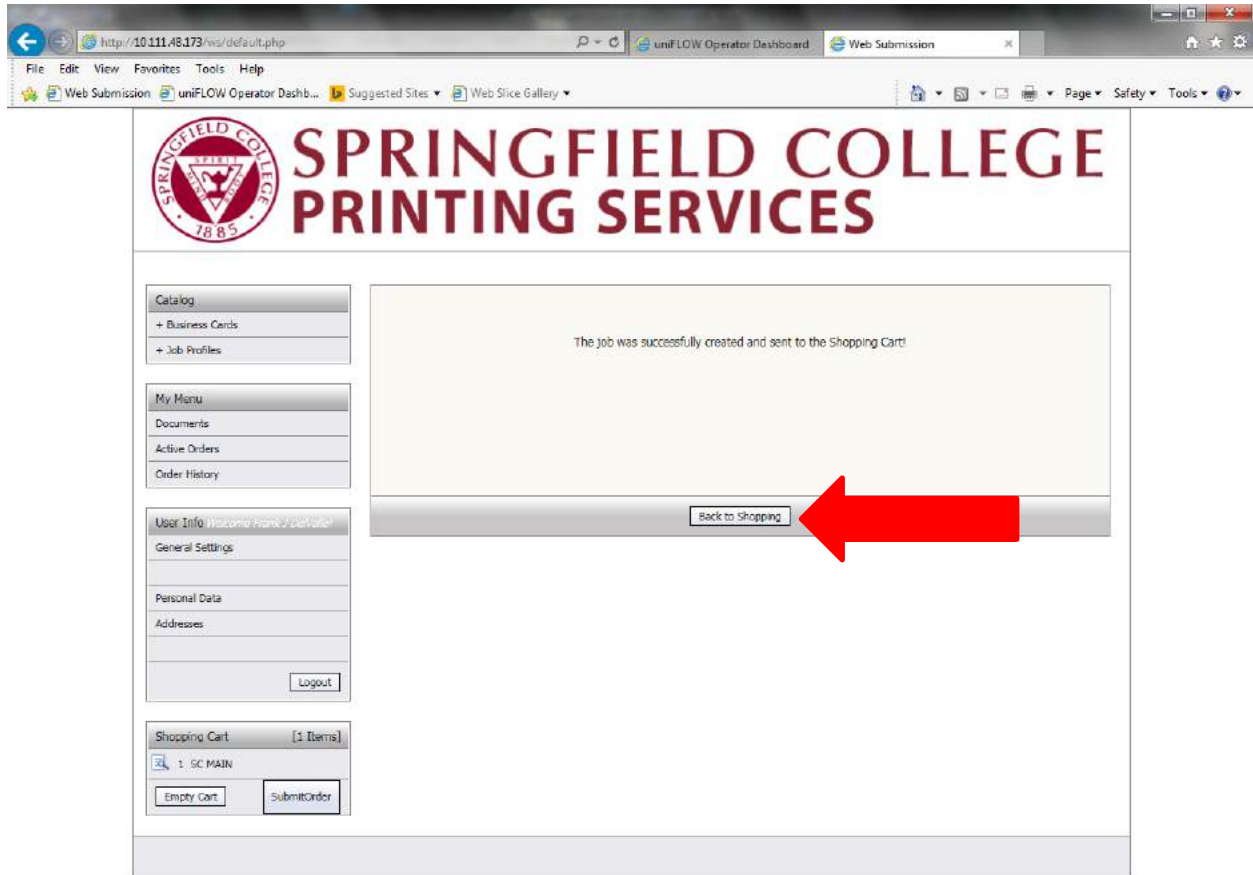
 **SPRINGFIELD CO**

JOHN DOE, Ph.D.
Special Interest
President

263 Alden Street
Springfield, MA 01109-3797
(800) 123-1234 • (413) 678-6789
FAX: (413) 123-1234
Email: jdoe@springfieldcollege.edu
springfieldcollege.edu

A red arrow points to the "Next" button at the bottom right of the preview area.

If you need to put in another order Select "Back To Shopping" button



If you are done ordering Select "Submit Order" button

The screenshot shows a web browser window with the URL <http://10.111.48.173/ssi/default.php>. The page title is "Springfield College Printing Services". The header features the Springfield College logo (1885) and the text "SPRINGFIELD COLLEGE PRINTING SERVICES".

The main content area displays a confirmation message: "The job was successfully created and sent to the Shopping Cart!". Below this message is a "Back to Shopping" button.

On the left side, there are several navigation menus:


- Catalog:** + Business Cards, + Job Profiles
- My Menu:** Documents, Active Orders, Order History
- User Info:** Welcome Frank Z. [Avatar], General Settings, Personal Data, Addresses, Logout
- Shopping Cart:** [1 Items], 1 SC MAIN, Empty Cart, **Submit Order**

A large red arrow points to the "Submit Order" button in the Shopping Cart section.



To finalize the order select "Next Button"

The screenshot shows a web browser window with the URL <http://10.111.48.173/nvs/default.php>. The page title is "SPRINGFIELD COLLEGE PRINTING SERVICES". The page layout includes a navigation menu on the left with sections for "Catalog", "My Menu", "User Info", and "Shopping Cart". The main content area displays "Items in the Shopping Cart" with a table containing one item: "SC MAIN" with a quantity of 1. A red arrow points to the "Next" button at the bottom right of the cart area.

Items in the Shopping Cart:			Quantity
	Item added on 04 November 19	SC MAIN	1

Buttons: Back, Empty Cart, Refresh Quantity, Next



Once finalized you can “Log Out”

