

Syracuse City School District WebCRD Introductory Guide

Access your new web-based print job ordering system at:

<https://printshop.scsd.us>

(internal-only site, you must be on the SCSD network)

The screenshot shows the top of the WebCRD website. At the top right is a 'Help' link. The main header features the SCSD logo (Syracuse City School District) with the text 'SYRACUSE CITY SCHOOL DISTRICT' to its right. Below the header, on the left, is the 'Hours of Operation' section, stating 'Monday - Friday 8am-4pm'. To the right of this is a login form with a dropdown menu set to 'Standard Account', a username field containing 'syrtest', a password field with masked characters, and a 'Log In' button. Below the login form are four promotional sections: 'Order With Confidence', 'Don't Wait in Line!', 'In a Hurry?', and 'Get Started Today'. At the bottom of the page, there is a 'Get Started Now' section with the text 'IT'S FAST AND EASY' and a four-step process: 1 Log In, 2 Upload Files, 3 Choose Options, and 4 Place Order. The footer contains the copyright notice: '© 2001-2017 Rochester Software Associates, Inc. All rights reserved.'

Logging In

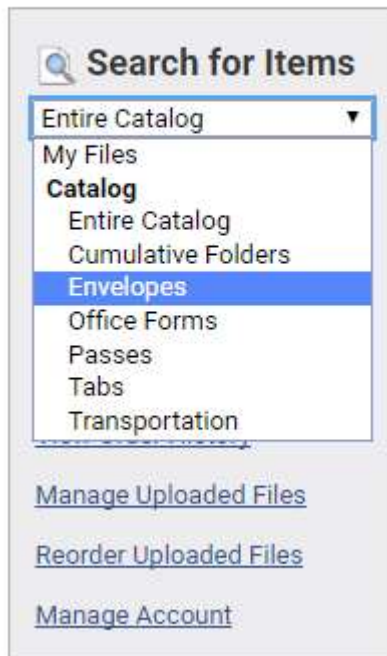
- This system is linked with your SCSD network account. *You don't need to bother with any separate usernames or passwords.*
 - Make sure the drop down menu is set to 'Standard Account'.
- Enter the username and password for your regular network account and click 'Log In'.



- This is the Ordering home page. Clicking on the SCSD logo or anywhere in that top blue area will bring you back to this screen no matter where you are in the system.

Ordering Catalog Items

- On the left side of the Ordering home page, you can search for items in the catalog:



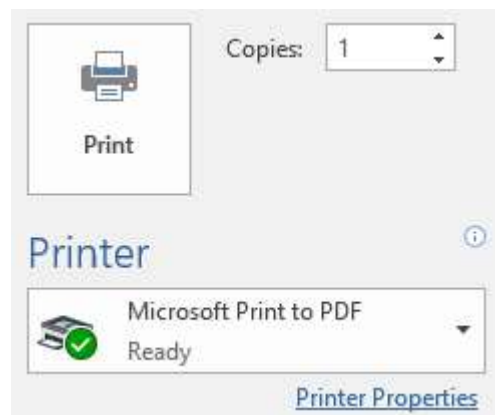
- You can select the type of item you want to order, or leave it set to 'Entire Catalog', and click 'Search' (you don't need to type anything into the box).
- Select the quantities of the items that you want to order and add them to your cart.

Upload A File

- Near the middle of the Ordering home page, there is an option to Upload A File. You can select a PDF on your computer to upload and use to submit with an order.



- The documents must be in PDF format. Most programs can print to PDF by selecting 'Microsoft Print to PDF'



Shopping Cart

Home | My Account | Help | Logout

SCSD SYRACUSE CITY SCHOOL DISTRICT

1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 20

[Provide an optional name for your order.](#)
Naming your order can be helpful for reordering.

Item 1 **Replace File** **Continue Shopping**

example.pdf

1 Page
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Quantity

Your Selected Print Options Print B/W, 1-Sided, 8.5x11 White 50, Scale Down Only

[Preview / Change Options](#)

[Enter special instructions for this item.](#) Provide a sample of the document before processing my order.

Shipping Information

Add Address

Service Level *Note: Service Level selection may impact your order cost.*

Javier Test

Alabama
United States

Select a Shipping Method

All deliveries will be made to your school's main office.

Delivery Estimate
Monday, March 05, 2018

Ordered Items	Quantity
1 example.pdf	1

[Enter shipping instructions for this recipient](#)

School/Department Information

Javier Test

Alabama
United States

Select School or Department

School **Lookup**

Department **Lookup**

[Enter school/department instructions for this order](#)

Start a New Cart**Continue Shopping****Place Order**

© 2001-2017 Rochester Software Associates, Inc. All rights reserved.


- The 'Shopping Cart' page provides a lot of information and options. Starting near the top and working down the page:
 - 'Provide an optional name for your order' can be used to describe what the order is for (e.g. 'Biology worksheets').
 - 'Preview / Change Options' allows you to preview the document and select your desired print options (paper type, color, finishing options, etc).

- ‘Enter special instructions for this item’ can be used to add notes or information about the order for print shop staff to see.
- ‘Select School or Department’ should be filled out accurately because it is used for tracking and reporting. You can use the ‘Lookup’ button on the right to easily find the school and/or department that is appropriate for your order.

My Account

- The system is configured to pull your contact information from your network account when you login. However, you should double-check this to confirm that it is accurate (and fix it if it isn’t accurate).
- Click ‘My Account’ in the upper right to bring you to the ‘My Account’ page

Home | My Account | Help | Logout



Orders Manage Files
CART [1]

My Account

Email Options
Approval
Print Options
Manage Contacts
My Workgroups

My Contact Information Modify

Address
Javier Test
New York
United States

Or select from this contact list Personal

Phone / Email
JTest@scsd.us
User ID syrtest

Default Shipping Information Modify

Address
Javier Test
New York
United States

Or select from this contact list Personal

Phone / Email
JTest@scsd.us

Method Local courier ▼

Default Billing Information Modify

Address
Javier Test
New York
United States

Or select from this contact list Personal

Phone / Email
JTest@scsd.us

[Top](#)

Email Options

<p><input checked="" type="checkbox"/> Order Completed <small>Receive an email when your order has been completed.</small></p> <p><input type="checkbox"/> Shipment Notification <small>Send an email to the order owner of the shipment when shipped.</small></p> <p><input type="checkbox"/> Item Expiration <small>Receive an email when your documents expire.</small></p>	<p><input checked="" type="checkbox"/> Shipment Notification to Recipients <small>Send an email to the recipient of the shipment when shipped.</small></p> <p><input checked="" type="checkbox"/> Order Completed To Billing <small>Send an email to the designated Bill-to individual from your order when completed.</small></p> <p><input checked="" type="checkbox"/> Order Receipt <small>Receive an email when your order has been submitted.</small></p>
---	--

[Top](#)

My Order History

- To see your entire order history, you can click 'Orders' in the upper left

The screenshot shows the 'My Orders' page for the Syracuse City School District. At the top, there is a navigation bar with 'Home | My Account | Help | Logout' and the school district logo. Below the logo, there are links for 'Orders' and 'Manage Files', and a shopping cart icon showing 'CART [1]'. The main heading is 'My Orders', followed by instructions on how to find order status and details. Below this is an 'Order Search' section with various filters: 'Status' (set to 'All'), 'Order name', 'Item', 'Created from' (with a date range), 'Account Code', and 'Rows Per Page' (set to '100'). There are 'Search' and 'Clear' buttons. Below the search section is a table with one order entry. The table has columns for 'Order Name', 'Order #', 'Created', 'Sending to', and 'Status'. The single entry shows 'Order # 20', 'Created 02/15/2018', 'Sending to Javier Test', and 'Status Cart'. There is a 'Modify' button next to the status. At the bottom of the table, it says '[1-1] of [1]'. The footer contains the copyright notice: '© 2001-2017 Rochester Software Associates, Inc. All rights reserved.'

- This test account only has one order in the history, but your order history will grow over time as you continue to use the system.
 - You can see the status of your orders and details about them.
 - If an order is in your shopping cart, you can click 'Modify' to change it.
 - If an order is in production or completed, you can still view it or even reorder it.