

# University Copy



## How to Use the University Copy Digital Storefront

2021

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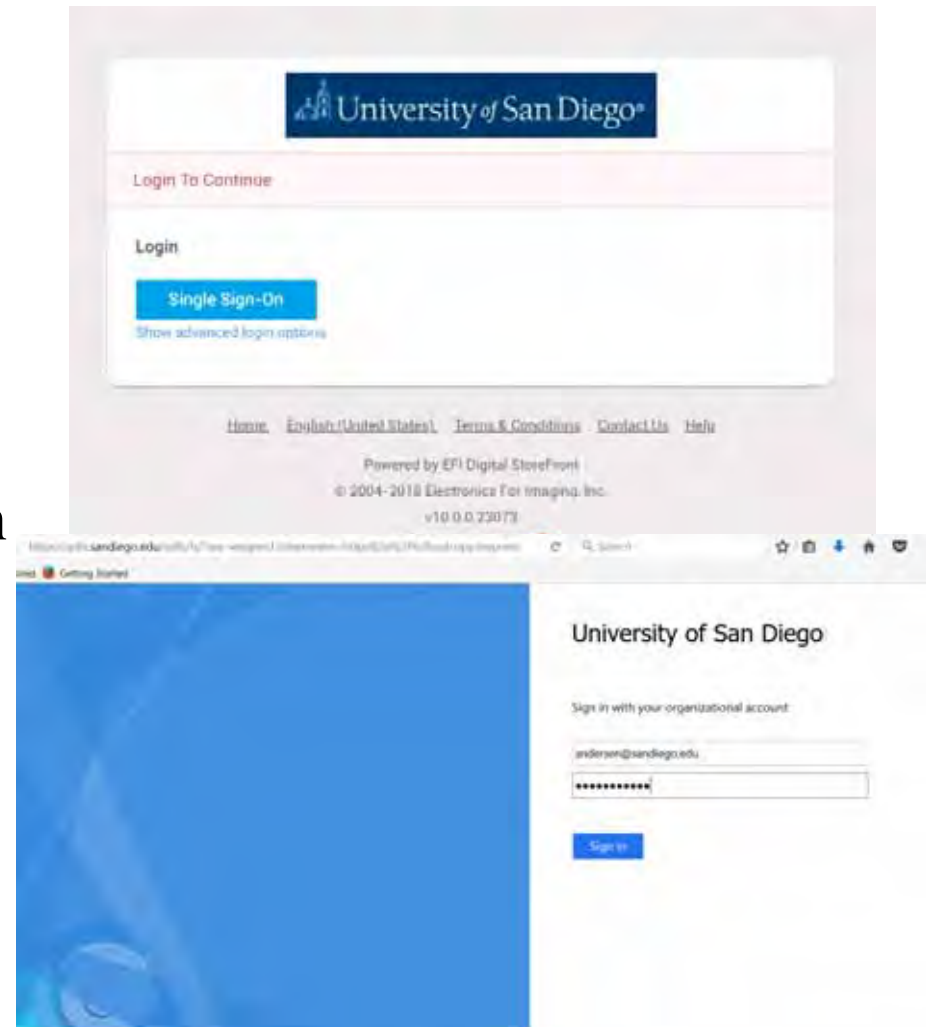
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# Sign On

## How to Sign On:

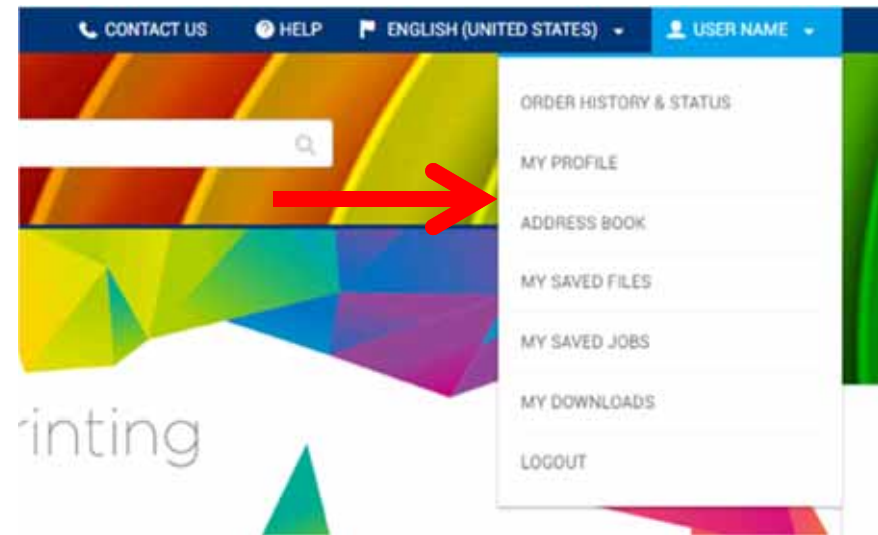
- Click on “Single Sign-On” option at the login screen
- Use your University of San Diego Login Credentials



# Update Profile

**Before ordering please set up your user profile information**

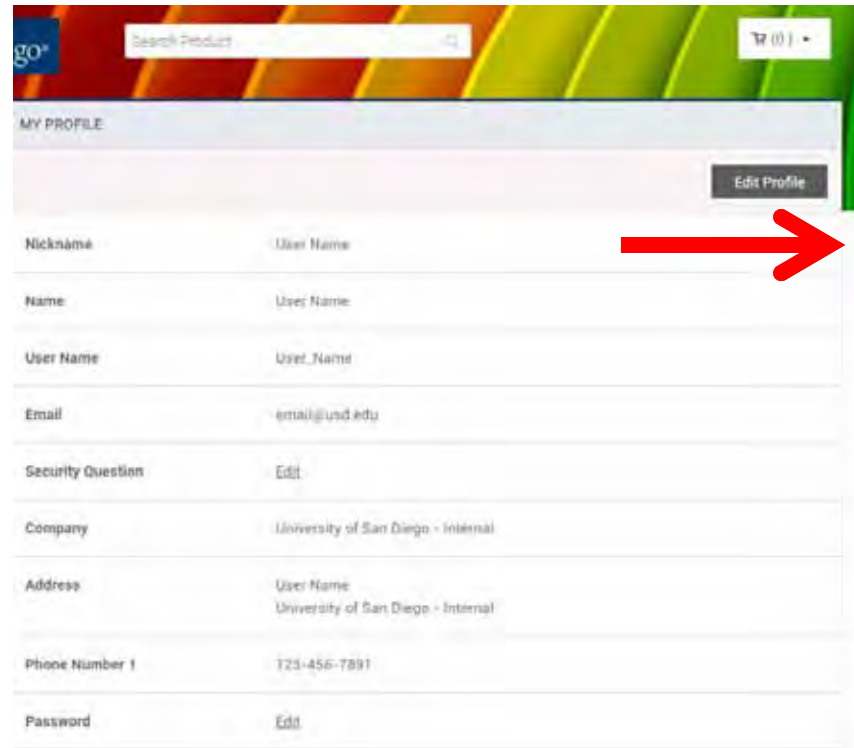
- To access your profile information hover over your username and select “My Profile” from the dropdown



# Edit Information

## How to Edit Your Information

- Select “Edit Profile”
- Update all fields including Name, Phone, Address, Email, Department, etc.



The screenshot shows a user profile page with a search bar at the top and a list of profile fields. A red arrow points to the 'Edit Profile' button in the top right corner of the profile section.

MY PROFILE	
Nickname	User Name
Name	User Name
User Name	User Name
Email	email@usd.edu
Security Question	Edit
Company	University of San Diego - Internal
Address	User Name University of San Diego - Internal
Phone Number 1	723-456-7891
Password	Edit



# Copy Job Ordering

The screenshot shows the top navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and THERESA ANDERSEN. Below this is a search bar and a shopping cart icon. The main content area features a sidebar with 'All Categories' and a grid of four product categories: 'COPY JOB UPLOAD' (with a folder icon and a red arrow pointing to its 'BROWSE' button), 'BUSINESS CARDS AND STATIONERY' (with a document icon), 'PAPER REQUEST' (with a box icon), and 'SHREDDING REQUEST' (with a shredded paper icon). Each category has a 'BROWSE' button. At the bottom, there is a footer with 'Powered by EFI Digital StoreFront v10.0.101.23139', '© 2004-2018 Electronics For Imaging, Inc.', and 'EFI Productivity Suite'.

Choose a category to order from. Copy Job Upload is for all copy orders.

# Copy Job Ordering: Choose Item

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cf0w+8jxQHTD/mLswUHDzedAeda1Hqp3n

Most Visited Getting Started

IN THIS CATEGORY:

STANDARD COPY

HORIZONTAL HALF PAGE FLYER 5.5X8.5 2 UP

PORTRAIT HALF PAGE FLYER 5.5X8.5 2UP

QUARTER PAGE FLYER 4.25" X 5.5"

Legal

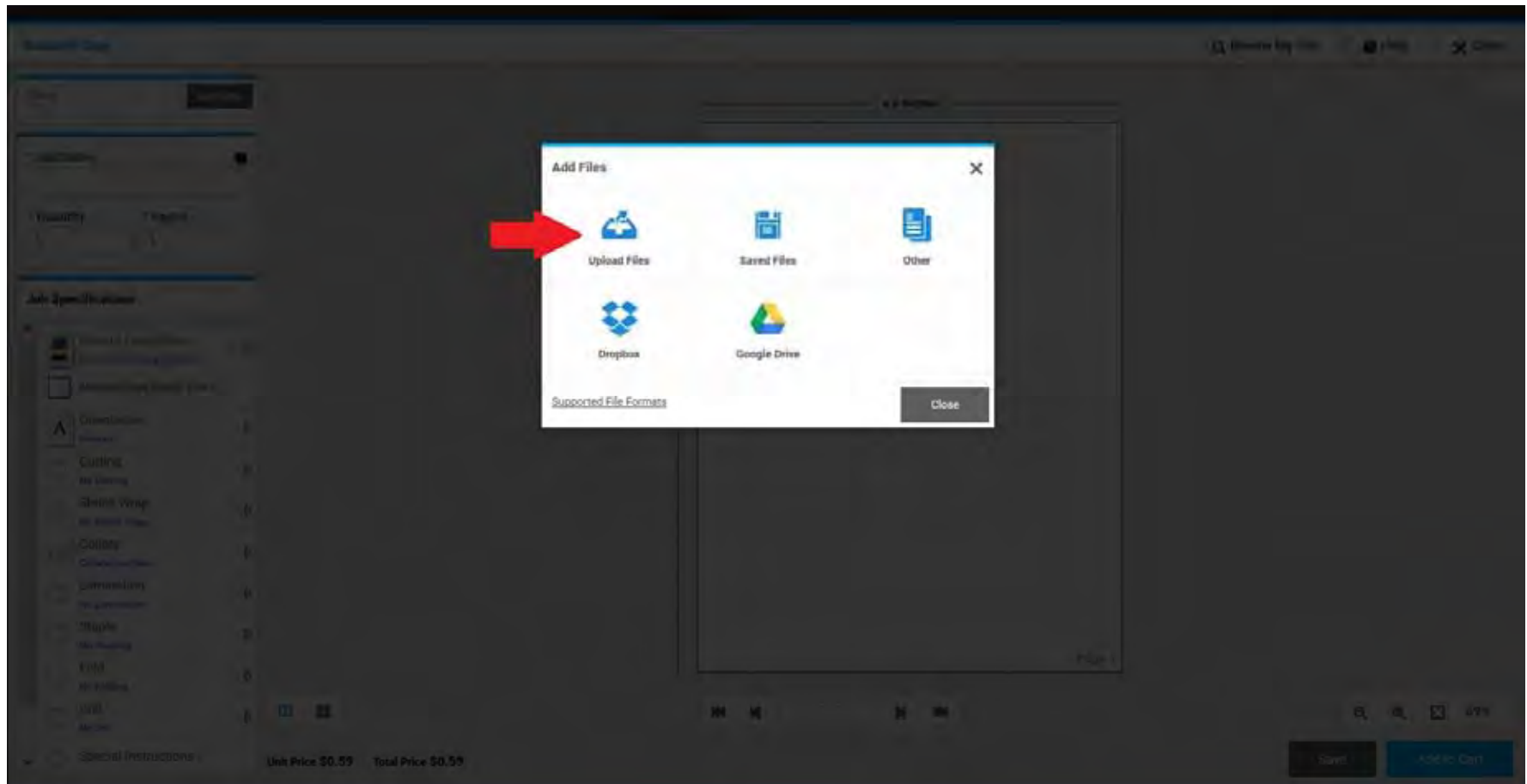
Ledger

Add to Cart

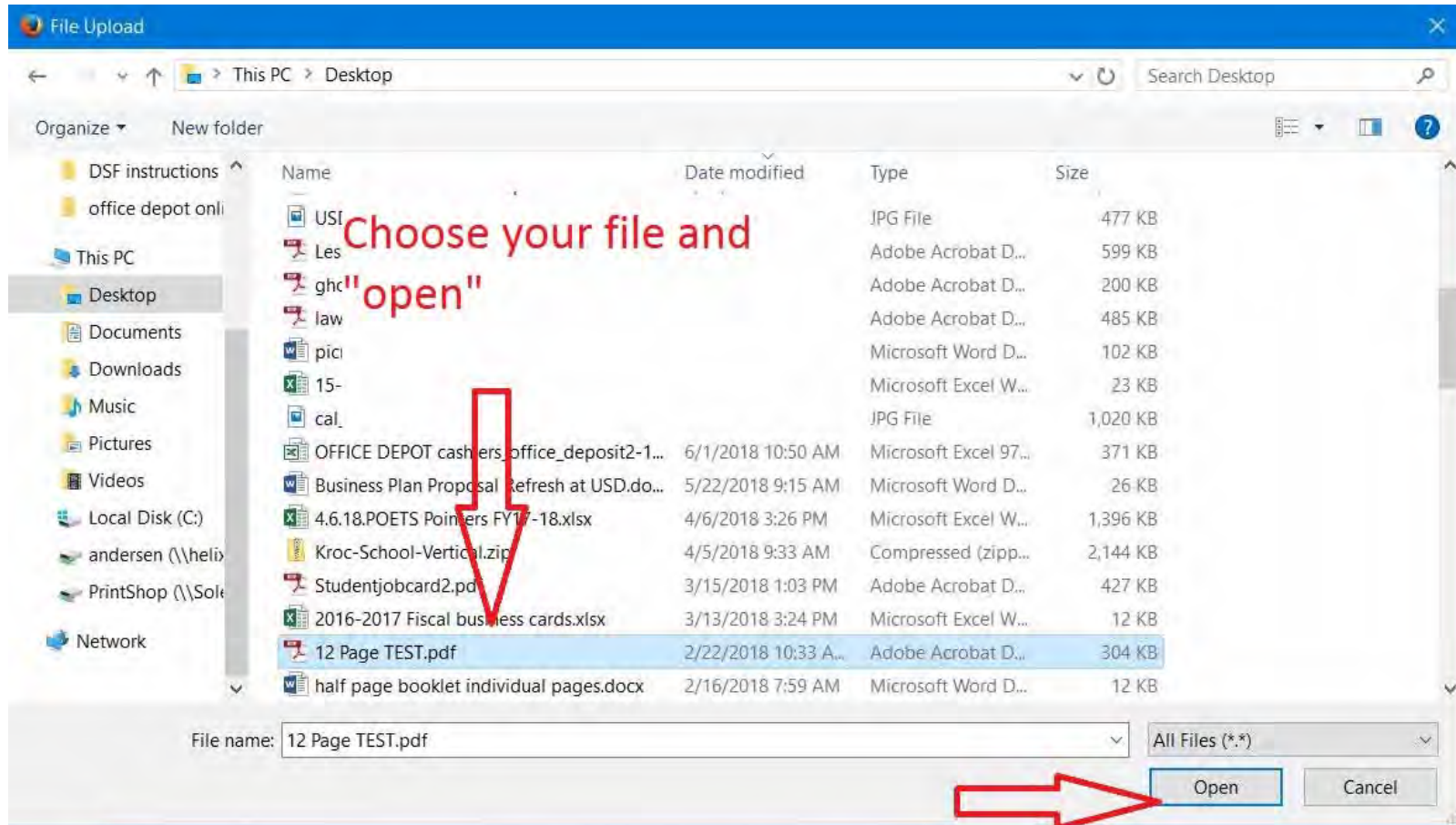
# Copy Job Ordering: Upload Your File

The screenshot shows a web interface for ordering a copy job. At the top left, the title is "Standard Copy". In the top right corner, there are links for "Review My Job", "Help", and "Close". On the left side, there is a "Files" section with an "Add Files" button. A red arrow points to this button with the text "Upload files here". Below the "Files" section are input fields for "Job Name", "Quantity", and "Pages". The "Job Specifications" section on the left includes options for "Print in Color/Sides", "Media(Copy Bond 208)", "Orientation", "Cutting", "Shrink Wrap", "Collate", "Lamination", "Staple", "Fold", "Drill", and "Special Instructions". The main area is a large white rectangle representing the copy page, with dimensions of 8.5 inches by 11 inches. At the bottom of the page, there are navigation controls, a zoom level of 69%, and buttons for "Save" and "Add to Cart". The bottom left corner shows "Unit Price \$0.59" and "Total Price \$0.59".

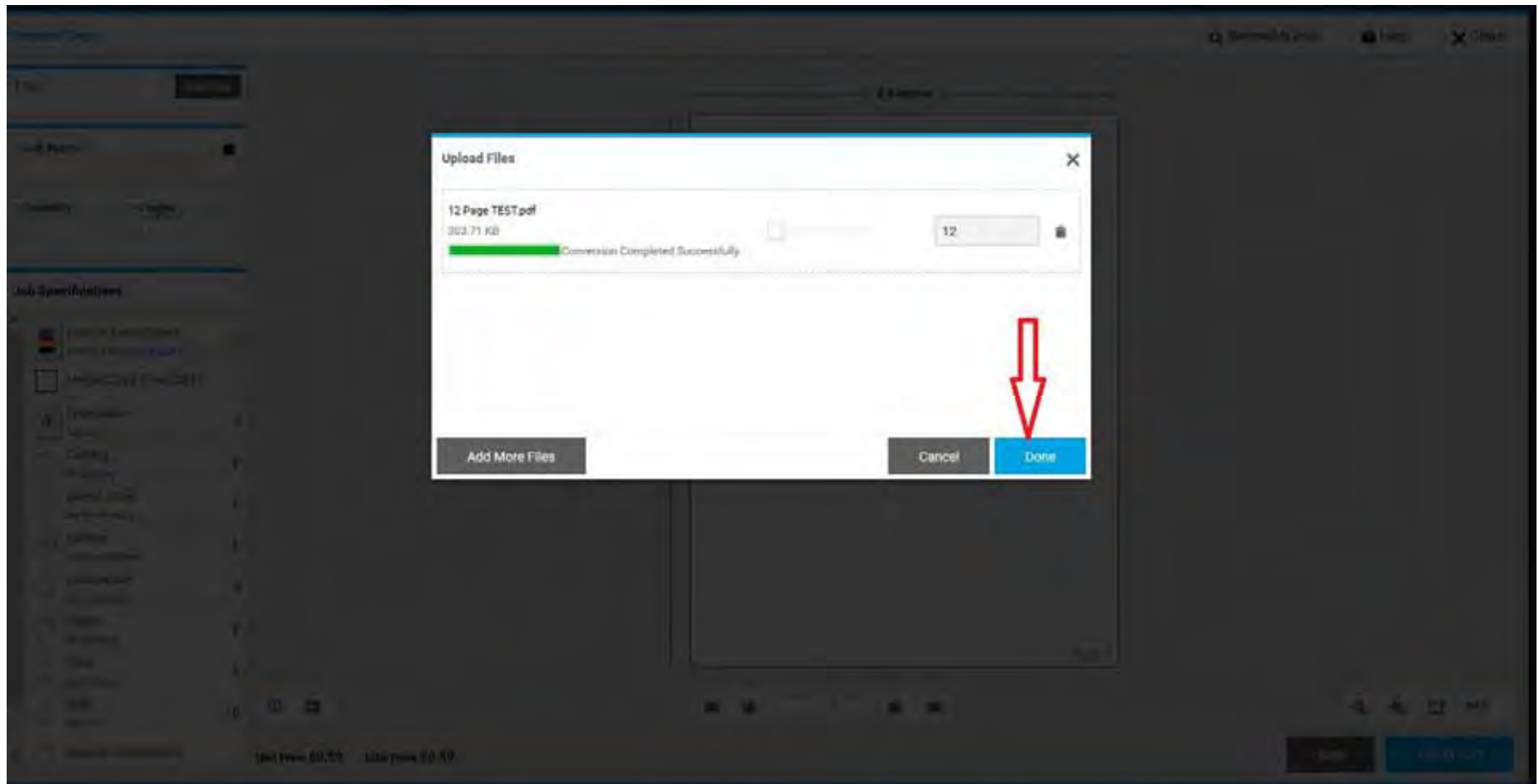
# Copy Job Ordering: Choose File Location



# Copy Job Ordering: Choose File



# Copy Job Ordering: Complete Upload



# Copy Job Ordering: Job Title

The screenshot shows a web-based copy job ordering interface. On the left, there is a sidebar with various settings. The 'Job Name' field is highlighted with a red arrow and a red text box that says 'Name your file, then fill out all the items on the left hand side'. The 'Job Name' field contains the text 'TEST'. Below it, the 'Quantity' is set to 1 and 'Pages' is set to 12. The 'Job Specifications' section includes options for 'Print in Color/Sides', 'Media(Copy Bond 20#)', 'Orientation' (Portrait), 'Cutting' (No Cutting), 'Shrink Wrap' (No Shrink Wrap), 'Collate' (Collate into Sets), 'Lamination' (No Lamination), 'Staple' (No Stapling), 'Fold' (No Folding), and 'Drill' (No Drill). The main area displays a preview of the 'PRISM360 POS User Manual' cover page, which includes the title, 'Training Division', 'March 2015', 'V1.07', and the Needco logo. At the bottom, the 'Unit Price \$4.68' and 'Total Price \$4.68' are shown. Navigation buttons for 'Save' and 'Add to Cart' are located at the bottom right.

Standard Copy

Review My Job Help Close

Files Add Files

12 Page TEST.pdf

\* Job Name  
TEST

\* Quantity \* Pages  
1 12

Job Specifications

- Print in Color/Sides  
Print in Color(Single Sided)
- Media(Copy Bond 20#)
- Orientation  
Portrait
- Cutting  
No Cutting
- Shrink Wrap  
No Shrink Wrap
- Collate  
Collate into Sets
- Lamination  
No Lamination
- Staple  
No Stapling
- Fold  
No Folding
- Drill  
No Drill

PRISM360 POS

PRISM360 POS User Manual

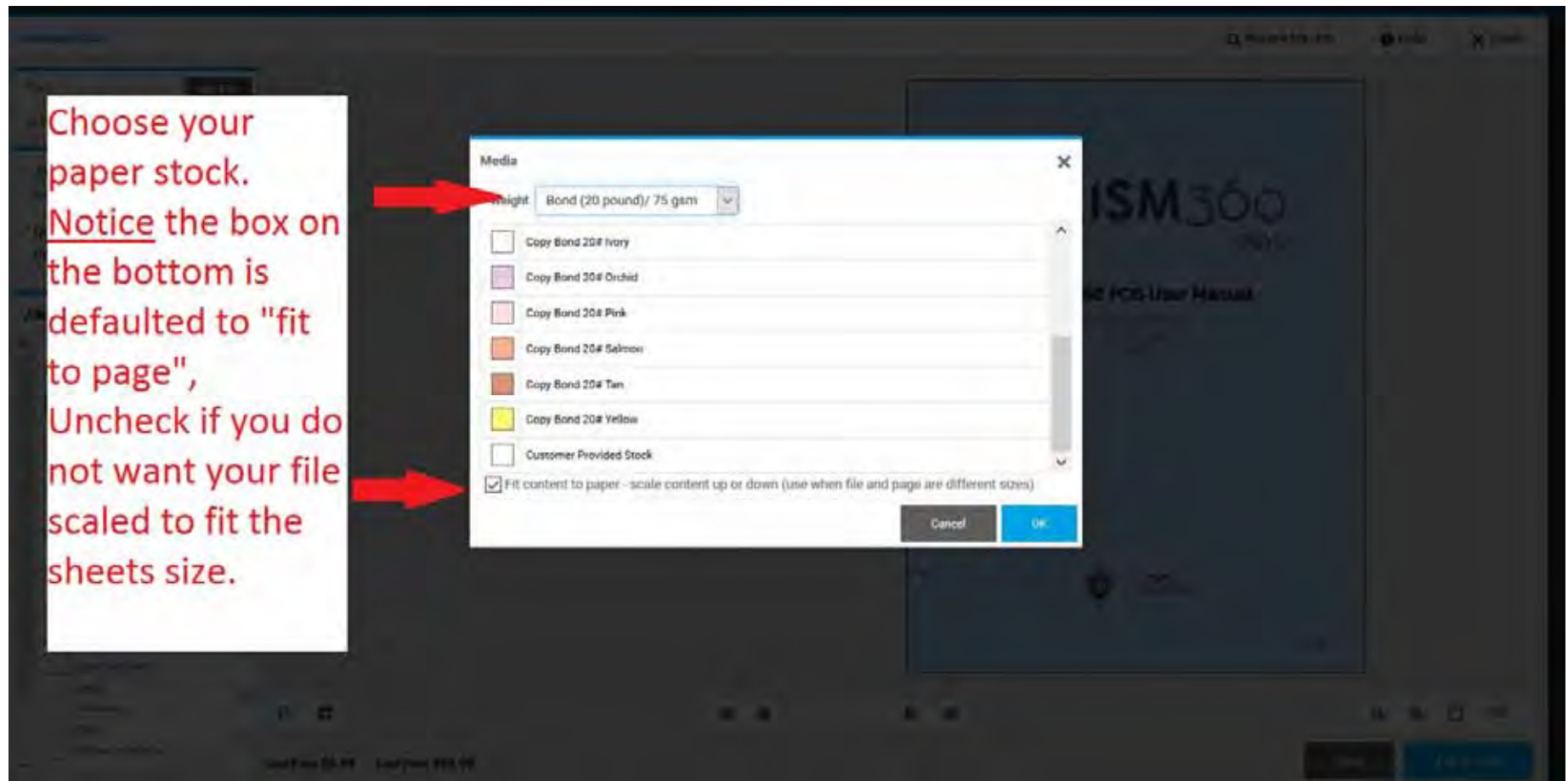
Training Division  
March 2015  
V1.07

Needco

Unit Price \$4.68 Total Price \$4.68

Save Add to Cart

# Copy Job Ordering: Choose Paper



# Copy Job Ordering: Specify Options

The screenshot shows a web-based interface for ordering a copy job. On the left, there is a sidebar with 'Job Specifications' including options for color, orientation, cutting, collate, lamination, staple, fold, and drill. The main area displays a preview of a document titled 'PRISM360 POS User Manual' with the Nebbo logo. A red text box with the text 'Choose if you would like Black and White or Color Copies, Double or Single Sided' is overlaid on the interface. Two red arrows point from this text box to the 'Print in Color/Sides' option in the sidebar and the 'Print in Black and White' dropdown menu. The 'Print in Black and White' dropdown menu is open, showing options for 'Double Sided', 'Double Sided (Tumble)', and 'Single Sided'. The 'Print in Color' option is also visible in the sidebar. At the bottom, there are 'Unit Price \$3.00', 'Total Price \$300.00', and 'Add to Cart' buttons.

Choose if you would like Black and White or Color Copies, Double or Single Sided

Unit Price \$3.00 Total Price \$300.00

Save Add to Cart

# Copy Job Ordering: More Options

The screenshot displays a web-based copy job ordering interface. On the left, a sidebar contains the following sections:

- Files:** Shows "12 Page TEST.pdf" with an "Add Files" button.
- Job Name:** A text field containing "TEST".
- Quantity:** A text field containing "100".
- Pages:** A text field containing "12".
- Job Specifications:** A list of options with expandable menus:
  - Orientation: Portrait
  - Cutting: No Cutting
  - Stink Wrap: No Stink Wrap
  - Collate: Collate via Gate
  - Lamination: No Lamination
  - Staple: No Stapling (highlighted with a red arrow pointing to a dropdown menu)
    - Learn more about these options.
    - No Stapling (selected)
    - 2 Staples Left Side
    - Upper Left (slant)
  - Fold: No Folding
  - Drill: No Drill
  - Special Instructions
  - Blank Pages

At the bottom of the sidebar, it shows "Unit Price \$0.84" and "Total Price \$84.00".

The main area features a preview of a document titled "PRISM360 POS User Manual" with the following text:  
PRISM360 POS  
PRISM360 POS User Manual  
Training Division  
March 2015  
V1.07  
The Nebo logo is visible at the bottom of the preview.

At the bottom right of the interface, there are "Save" and "Add to Cart" buttons, along with a zoom level indicator set to 73%.

Overlaid on the interface is a red text box with the text: "Choose if you would like Staples, Lamination, Folding, etc." A red arrow points from this text box to the "Staple" dropdown menu in the Job Specifications section.

# Copy Job Ordering: Preview Price Breakdown

The screenshot displays a web-based copy job ordering interface. On the left, a sidebar contains job specifications such as Orientation (Portrait), Cutting (No Cutting), Shrink Wrap (No Shrink Wrap), Collate (Collate into sets), Lamination (No Lamination), Staple (Upper Left (alant)), Fold (No Folding), Drill (3 Holes on left side), Special Instructions, and Blank Pages. The main area shows a preview of a light blue binder cover for the 'PRISM360 POS' user manual, featuring the title, 'Training Division', 'March 2013', 'V1.07', and the 'NBBDO' logo. A red text overlay in the center reads: 'At any time you can hover over the Total Price and review the cost breakdown'. A red arrow points from this text to a tooltip that appears over the 'Total Price \$395.00' at the bottom of the interface. The tooltip contains a link to 'Learn more about these options...' and two radio button options: 'No Drill' (selected) and '3 Holes on left side'. The interface also includes a top navigation bar with 'Review My Job', 'Help', and 'Close' links, and a bottom right area with 'Save' and 'Add to Cart' buttons.

Standard Copy Review My Job Help Close

Files: 12 Page TEST.pdf Add Files

\* Job Name: TEST

\* Quantity: 100 \* Pages: 12

**Job Specifications**

- Media (copy from ZIP file)
- Orientation: Portrait
- Cutting: No Cutting
- Shrink Wrap: No Shrink Wrap
- Collate: Collate into sets
- Lamination: No Lamination
- Staple: Upper Left (alant)
- Fold: No Folding
- Drill: 3 Holes on left side
- Special Instructions
- Blank Pages

At any time you can hover over the Total Price and review the cost breakdown

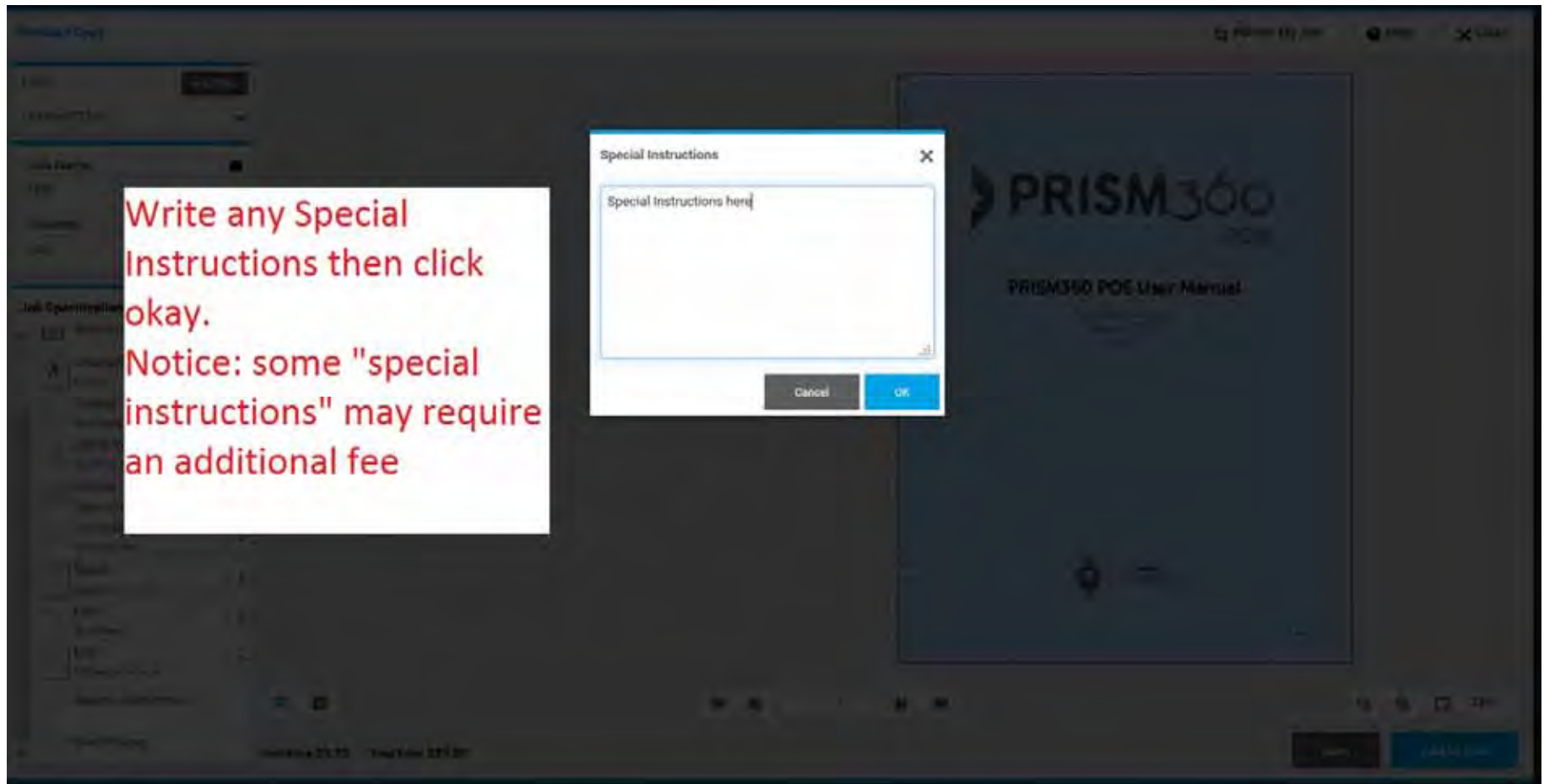
Learn more about these options...

- No Drill
- 3 Holes on left side

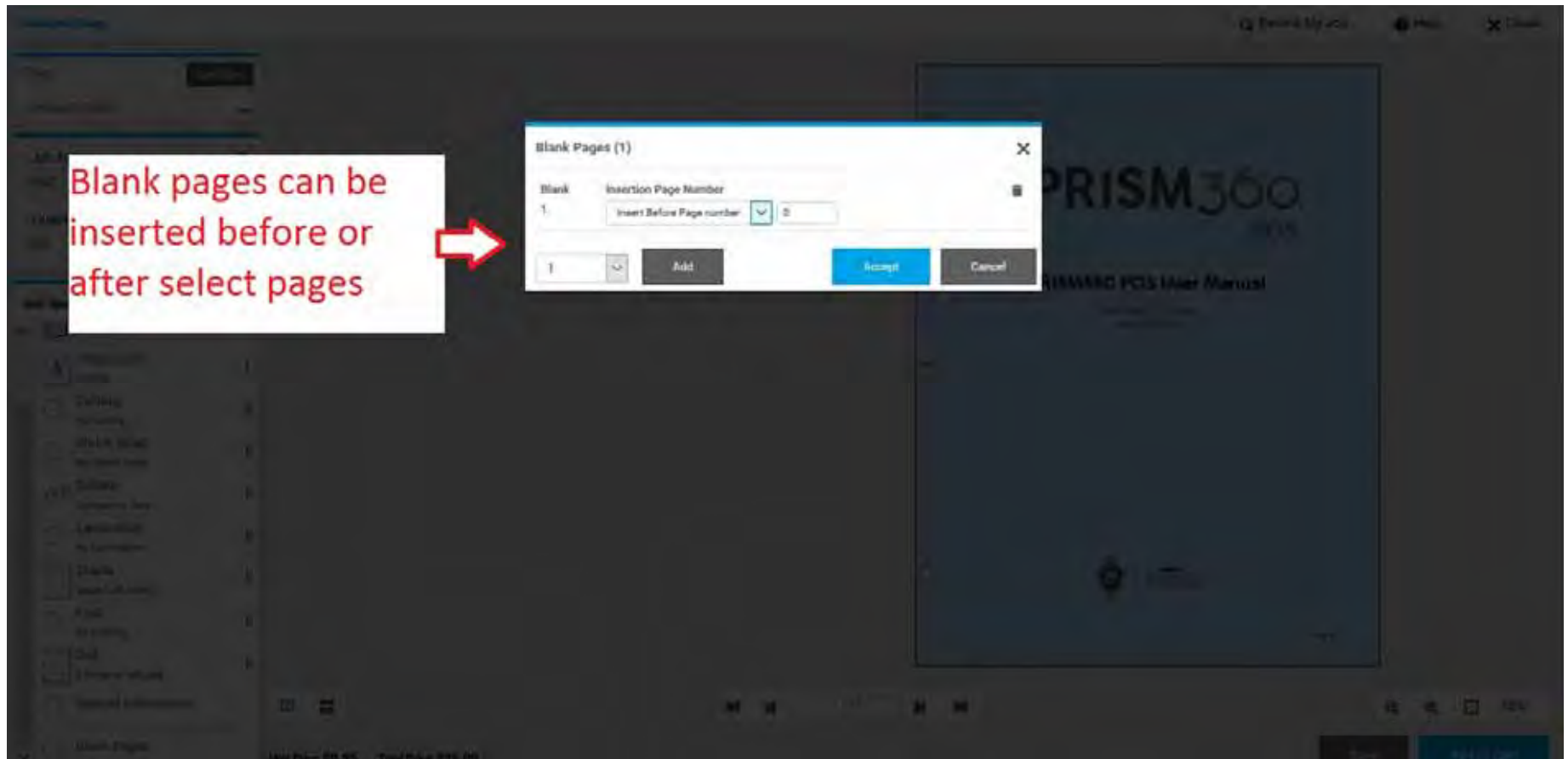
Unit Price \$0.95 Total Price \$395.00

Save Add to Cart

# Copy Job Ordering: Special Instructions



# Copy Job Ordering: Add Blank Pages



# Copy Job Ordering: Preview Options

The screenshot displays a web-based interface for ordering a copy job. On the left, a sidebar contains the following sections:

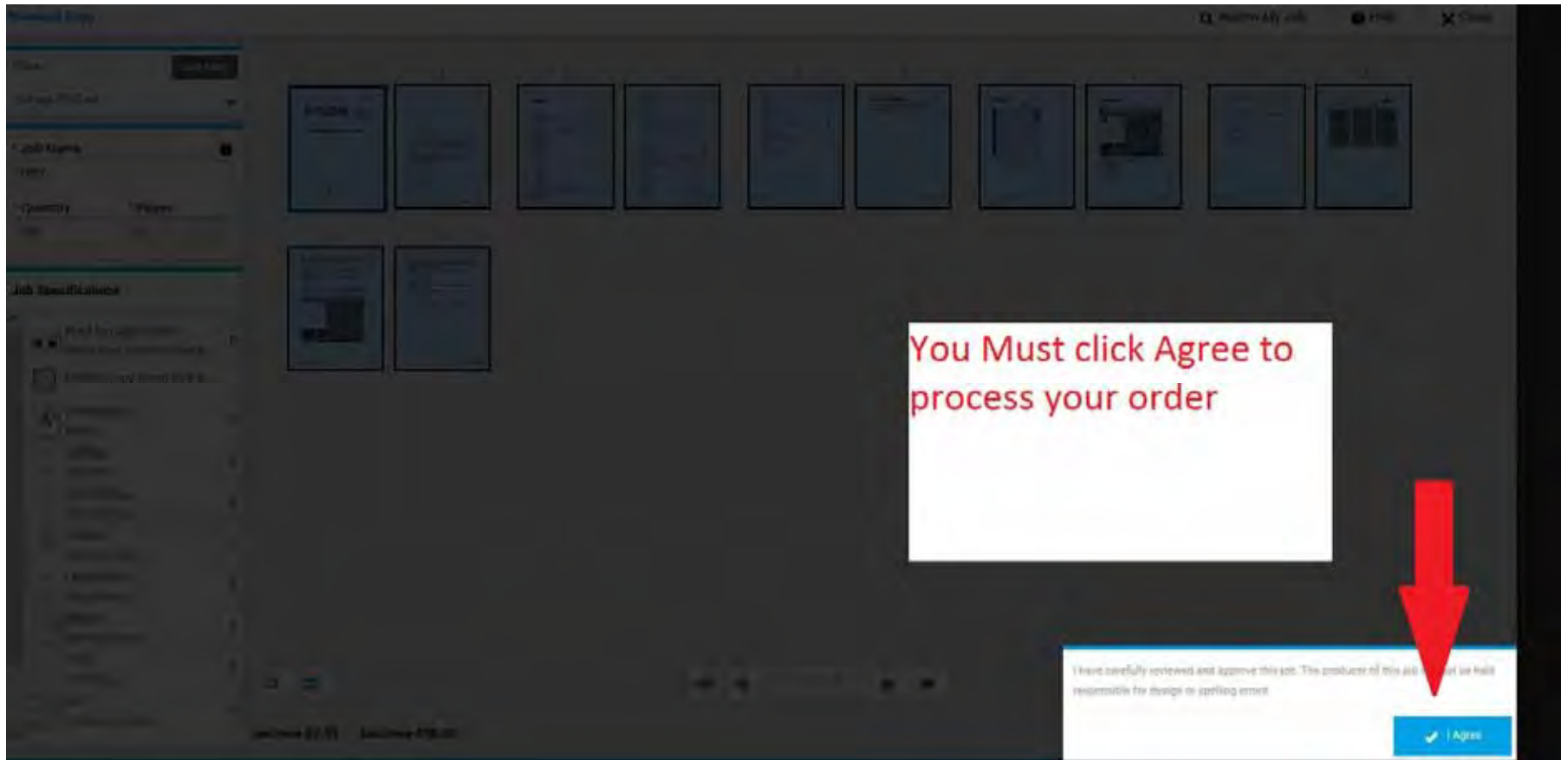
- Files:** Shows '12 Page TEST.pdf' with an 'Add Files' button.
- Job Name:** A text field containing 'TEST'.
- Quantity:** A text field containing '100'.
- Pages:** A text field containing '12'.
- Job Specifications:** A list of options with expandable arrows:
  - Print in Color/Sides (selected)
  - Media/Copy Bond 20# B...
  - Orientation: Portrait (selected)
  - Cutting: No Cutting (selected)
  - Sbrink Wrap: No Sbrink Wrap (selected)
  - Collate: Collate into Sets (selected)
  - Lamination: No Lamination (selected)
  - Staple: Upper Left (selected)
  - Fold: No Folding (selected)
  - Drill: 3 Holes on left side (selected)

The main area shows a preview of 12 pages, numbered 1 through 12. A red arrow points to a toggle switch at the bottom left of the preview area, which is currently set to a grid view. A text box next to it says: "You can choose to view your file in page layout".

At the bottom right, there are two buttons: a grey 'Save' button and a blue 'Add to Cart' button. A red arrow points to the 'Add to Cart' button, with a text box above it saying: "When ready Add to Cart".

At the bottom left of the interface, the pricing is displayed: "Unit Price \$0.95 Total Price \$95.00".

# Copy Job Ordering: Add to Cart



# Business Card Ordering

The screenshot displays the University of San Diego's online store interface. At the top left is the university logo and name. A search bar labeled "Search Product" is positioned at the top center, and a shopping cart icon with "(0)" is at the top right. On the left side, a "SHOP BY CATEGORY" menu lists various options: View All, Copy Job Upload, Business Cards and Stationery, Paper Request, Students, Shredding Request, Graduate Student Business Cards, and Test Category. The main content area features a large banner for "Large Format Printing" with a colorful geometric background. Below the banner is a "FEATURED CATEGORIES" section with four items: "COPY JOB UPLOAD" (with a folder icon), "BUSINESS CARDS AND STATIONERY" (with a stack of business cards icon and a red arrow pointing to its "BROWSE" button), "PAPER REQUEST" (with a cardboard box icon labeled "COPY PAPER"), and "SHREDDING REQUEST" (with a pile of shredded paper icon). Each item has a blue "BROWSE" button below it.

# Business Card Ordering: Choose Browse

HOME CONTACT US HELP ENGLISH (UNITED STATES) THERESA ANDERSEN

University of San Diego® Search Product (0)

All Categories BUSINESS CARDS AND STATIONERY

Business Cards and Stationery

VIEW BY:

- University of San Diego® **BROWSE**
- TOREROS™ UNIVERSITY OF SAN DIEGO **BROWSE**
- Leading Change™ THE CAMPAIGN FOR U **BROWSE**
- SAN DIEGO NROTC **BROWSE**

BUSINESS CARDS AND STATIONERY... BUSINESS CARDS AND STATIONERY... BUSINESS CARDS AND STATIONERY... NROTC

# Business Card Ordering: Add to Cart

Most Visited Getting Started

All Categories

Business Cards and Stationery

Business Cards and Stationery USD

Business Cards

**BUSINESS CARDS**

IN THIS CATEGORY:

Name, Degree	
Title 1	
Title 2	
Department 1	
Department 2	
Building Name	
Room #00	
Yacht, Boat, Park	
San Diego, CA 92110-2492	
P: (000) 000-0000 ext 0000	
C: (000) 000-0000	
F: (000) 000-0000	
email	
url-address 1	
url-address 2	

**ADD TO CART**

USD BUSINESS CARD

# Business Card Ordering: Create Order

## Create Order:

- Enter a Job Name
- Fill in applicable fields (size, paper type, quantity, etc.)
- Update Preview

The screenshot shows a web-based ordering interface for business cards. The main form is titled "100 Business Card" and includes several sections: "Job Name" (with a dropdown menu showing "University of San Diego"), "Quantity" and "Pages" (with dropdown menus), "Job Specifications" (with a "Special Instructions" field), and "Personalization" (with fields for "Logo", "Name", "Title", "Title 2", "Department 1", "Department 2", "Working Title", "Type in Building Name", "Phone Extension", and "Type in Phone Prefix"). A "Preview" section at the bottom shows "Unit Price \$0.08" and "Total Price \$29.00". A red arrow points to the "Job Name" field, another red arrow points to the "Personalization" section, and a third red arrow points to the "Update Preview" button. A large red arrow points from the right side of the form towards the "Update Preview" button.



# Business Card Ordering: Preview/Make Changes

The screenshot displays a web-based interface for ordering business cards. On the left, there are input fields for 'Job Name' (Diego the Torero), 'Quantity' (500), and 'Pages' (1). Below these are 'Job Specifications' and a 'Special Instructions' section. The main area shows a 'Preview' of a business card. The card is split into two halves: a dark blue front with the University of San Diego logo and 'KROC SCHOOL' text, and a white back with contact information for Diego the Torero. A vertical dimension line on the left of the card indicates '2 inches'. At the top right of the interface, there are navigation options: 'Split Window', 'Review My Job', 'Help', and 'Close'. A red arrow points from the 'Personalization' tab to the 'Update Preview' button. Another red arrow points from the 'Update Preview' button to the right. At the bottom, there are 'Save' and 'Add to Cart' buttons, along with pricing information: 'Unit Price \$0.08' and 'Total Price \$39.00'.

USD Business Card

Split Window Review My Job Help Close

Personalization

Preview

Update Preview PDF Proof

Job Name: Diego the Torero

Quantity: 500 Pages: 1

Job Specifications

Special Instructions

2 inches

University of San Diego KROC SCHOOL

Diego the Torero

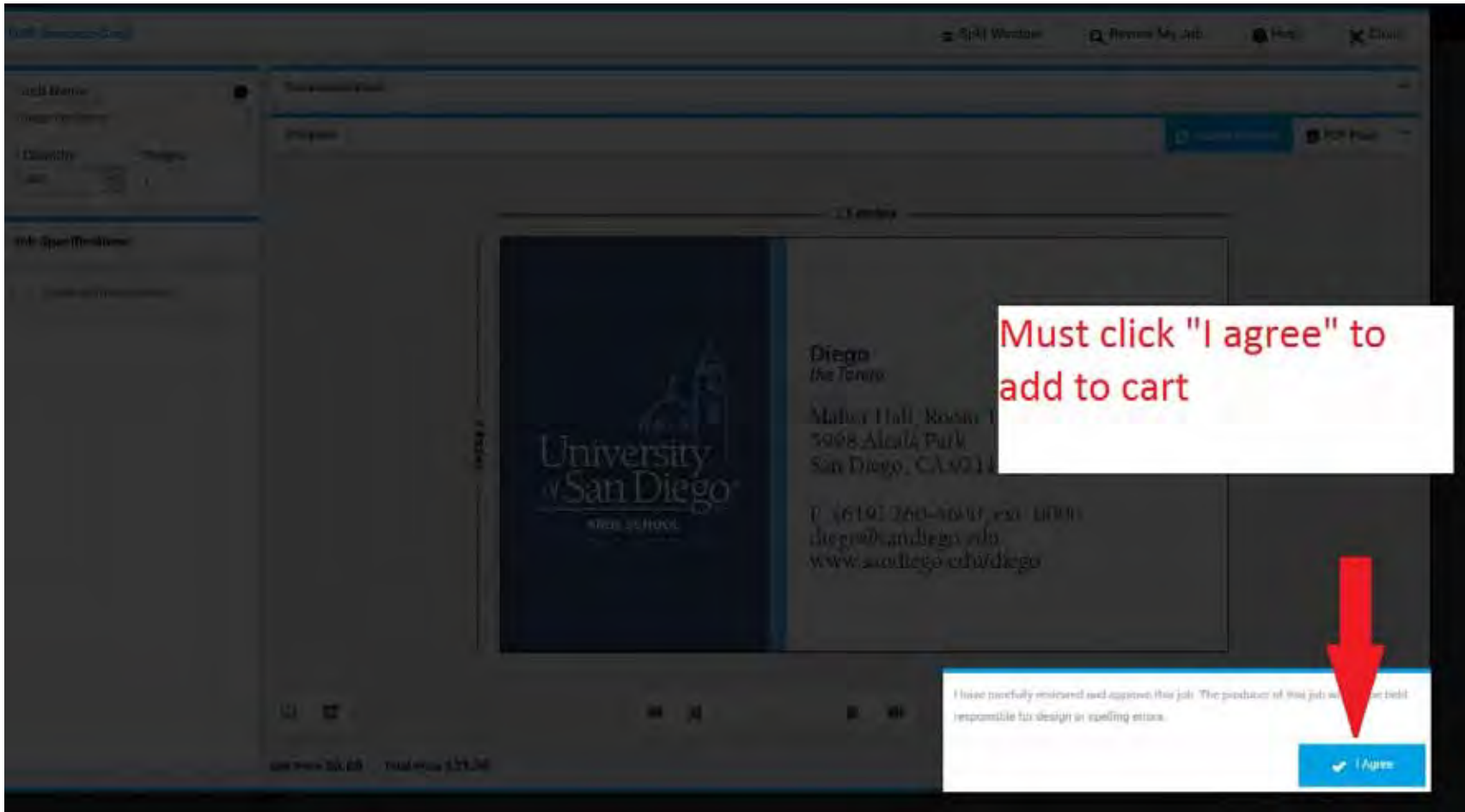
Maher Hall, Room 101  
5998 Alcalá Park  
San Diego, CA 92110-2492

P: (619) 260-4600, ext. 0000  
diego@sandiego.edu  
www.sandiego.edu/diego

Unit Price \$0.08 Total Price \$39.00


Save Add to Cart

# Business Card Ordering: Add to Cart



# Checkout

The screenshot shows a web browser interface for the University of San Diego's online store. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). The user's name, THERESA ANDERSEN, is displayed in the top right. Below the navigation bar is a search bar and a shopping cart icon showing 1 item. The main content area is titled "CART" and features a large red text overlay: "Choose Due Date then Proceed to Checkout". A red arrow points to the "Due Date" field, which includes a calendar icon. Below this, a table lists the cart items:

Products	Quantity	Unit Price	Total
 <b>Diego the Torero</b> Item Name: USD Business Card <input checked="" type="checkbox"/> Tax Exempt	500	\$0.08	\$39.00

Below the table are buttons for "CONTINUE SHOPPING" and "CLEAR CART". To the right of the table, a summary section shows:

Subtotal:	\$39.00
Taxes:	\$0.00
<b>Total:</b>	<b>\$39.00</b>

Below the summary, there is a note: "You are exempted tax on pro...". A red arrow points down to a blue button labeled "PROCEED TO CHECKOUT".

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# Checkout: Delivery Location

https://usdcopy.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cF0w+8xQHTD/mLswUHDzedAeda1Hqp3n 80% Search

Getting Started

HOME CONTACT US HELP THERESA ANDERSEN

University of San Diego

1 Shipping 2 Payment 3 Final

Select a shipping address & shipping options

**SHIPMENT 1**  
Please select a shipment type  
Delivery Request

**ADDRESS**  
[Add New Address Book](#)

\* First Name:

\* Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State/Province/Region:

**Products**

Item Name: Standard Copy	Qty	Unit Price	Total
TEST	100	\$0.95	\$95.00
<b>Subtotal:</b>			895.00
<b>Shipping:</b>			80.00
<b>Taxes:</b>			80.00
<b>Total:</b>			<b>\$95.00</b>

You are exempted tax on products

# Checkout: Billing

University of San Diego

TA1

Checkout Options

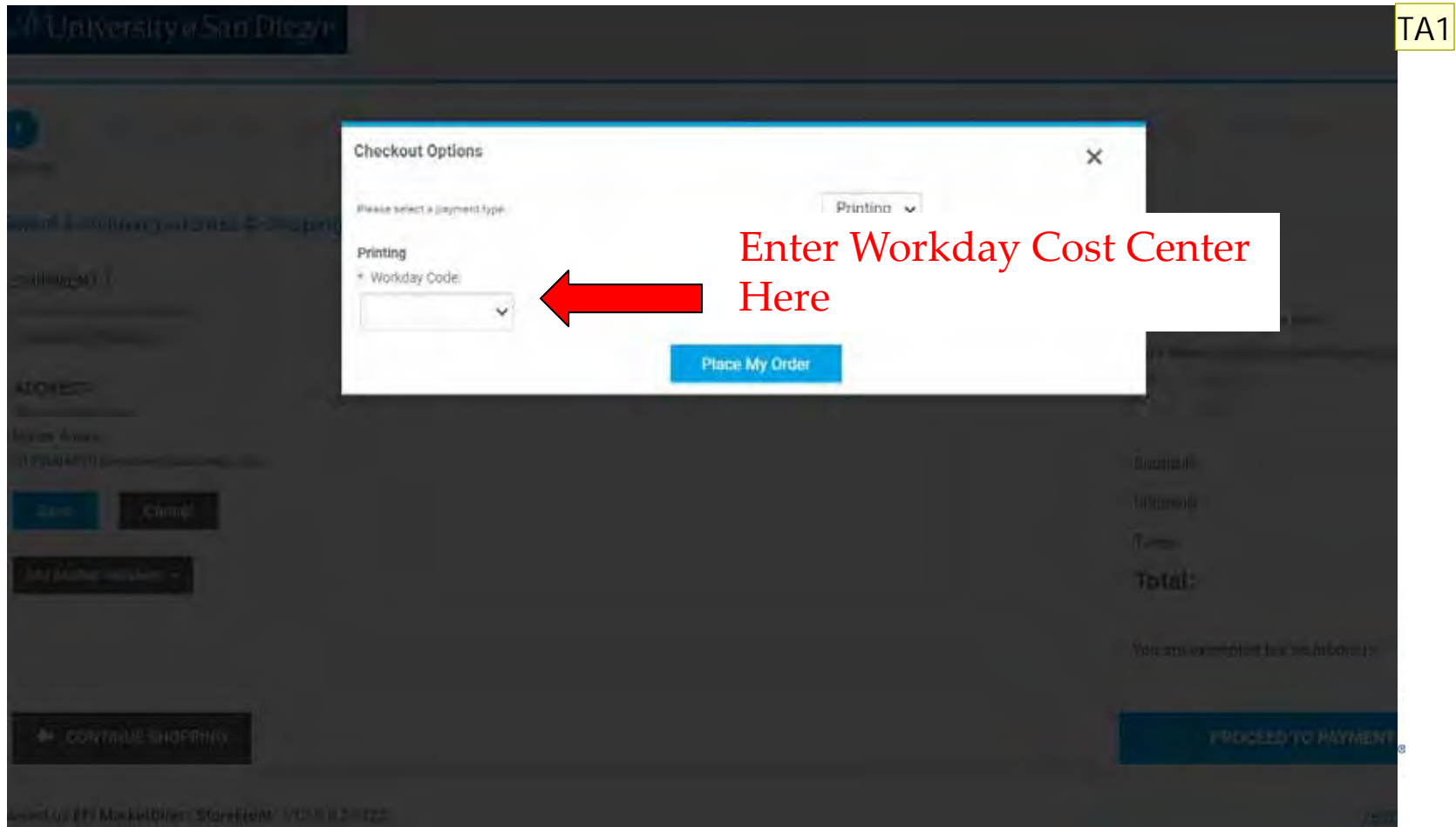
Please select a payment type:

Printing

\* Workday Code:

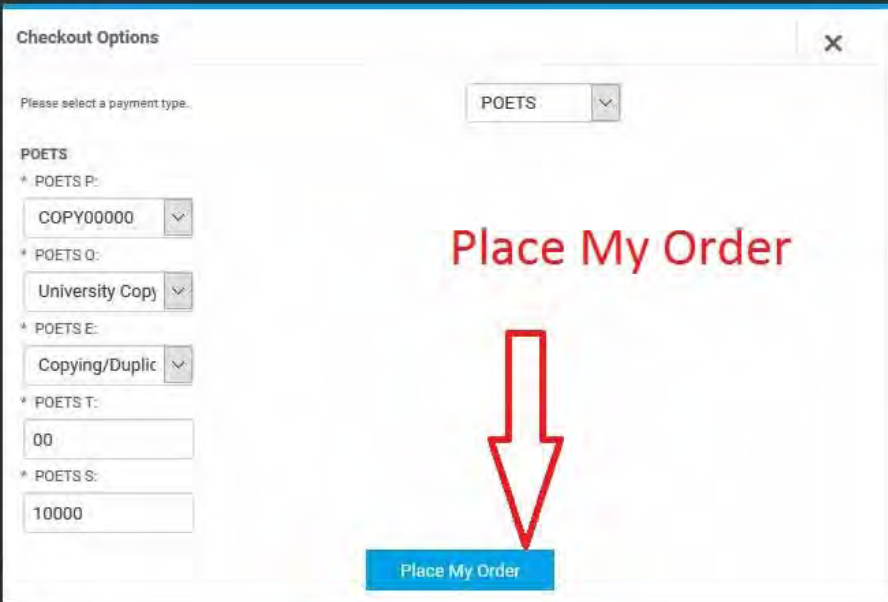
Place My Order

Enter Workday Cost Center Here





# Checkout: Complete the Order



Checkout Options

Please select a payment type. POETS

**POETS**

\* POETS P: COPY00000

\* POETS O: University Copy

\* POETS E: Copying/Duplic

\* POETS T: 00

\* POETS S: 10000

Place My Order

Place My Order

The screenshot shows a 'Checkout Options' dialog box. At the top, it says 'Please select a payment type.' with a dropdown menu showing 'POETS'. Below this, there are several fields labeled 'POETS' with asterisks. The first is 'POETS P:' with a dropdown menu showing 'COPY00000'. The second is 'POETS O:' with a dropdown menu showing 'University Copy'. The third is 'POETS E:' with a dropdown menu showing 'Copying/Duplic'. The fourth is 'POETS T:' with a text input field containing '00'. The fifth is 'POETS S:' with a text input field containing '10000'. At the bottom of the dialog box, there is a blue button labeled 'Place My Order'. A large red arrow points from the text 'Place My Order' in the center of the dialog box down to the blue button.



# Checkout: Order Confirmation

HOME CONTACT US HELP THERESA ANDERSEN

University of San Diego

Shipping Payment Final

## Order Confirmation

Thank you for your order!

If you use store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: 306 Status: [User approved](#) Order Date: 6/22/2018 11:30:01 AM PDT Due Date: 6/25/2018 8:00:00 AM PDT

Theresa Andersen  
andersten@csandiego.edu  
Malver Annex  
6192604890

SHIPMENT 1  
Delivery Request

ADDRESS  
Theresa Andersen  
Malver Annex  
6192604890 anderson@csandiego.edu

Products

TEST

Item Name: Standard Copy

Qty: 1 Unit Price: \$100.00

Payment Method:

Accounting Codes

PO000P

CDPY00000

PO0000

University Copy

PO000E

Copying/Duplicating

PO000F

00

PO000H

10000



# Order History

View your Order History

ORDER HISTORY & STATUS

Time period: All Orders | Show status: All | Sort by: Order Date | Search by Order ID

Order #	Order Date	Due Date	Status
<b>Order # 306</b>	6/22/2018 11:30:01 AM	6/25/2018 8:00:00 AM	User approved TEST
<b>Order # 269</b>	6/20/2018 8:22:36 AM	6/25/2018 8:00:00 AM	Printed Kevin Guernieri
<b>Order # 254</b>	5/22/2018 9:37:00 AM	5/25/2018 12:00:00 AM	In production Refresh with TABs (Description Footer:Custom Book)
<b>Order # 252</b>	5/18/2018 6:22:01 AM	5/18/2018 11:30:00 AM	User approved test

Total Records: 4 | 10 Per Page | Page 1 of 1



# Contact Us

**Questions?** We will walk you through the process of ordering via our new digital storefront.

Please Call: (619) 260-4890 or ext. 4890 on campus

Thank you!

[sandiego.edu/copy](https://sandiego.edu/copy)

