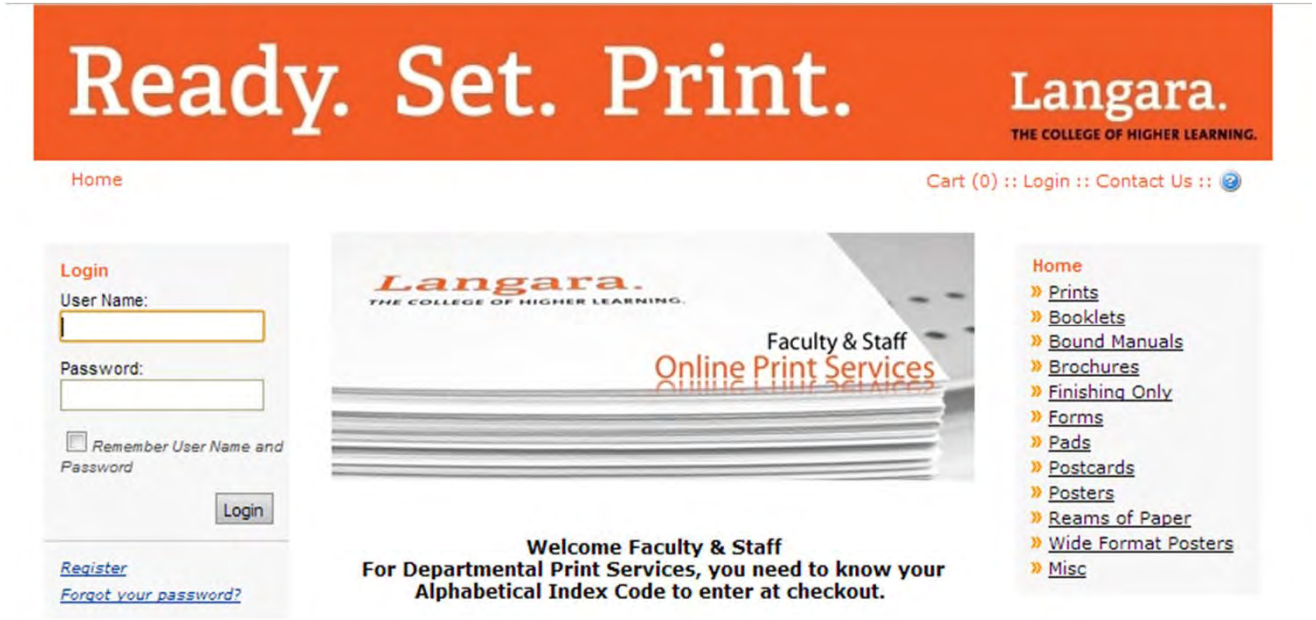
How to use Langara Online Print Services

https://printshop.langara.bc.ca/dsf/Storefront.aspx

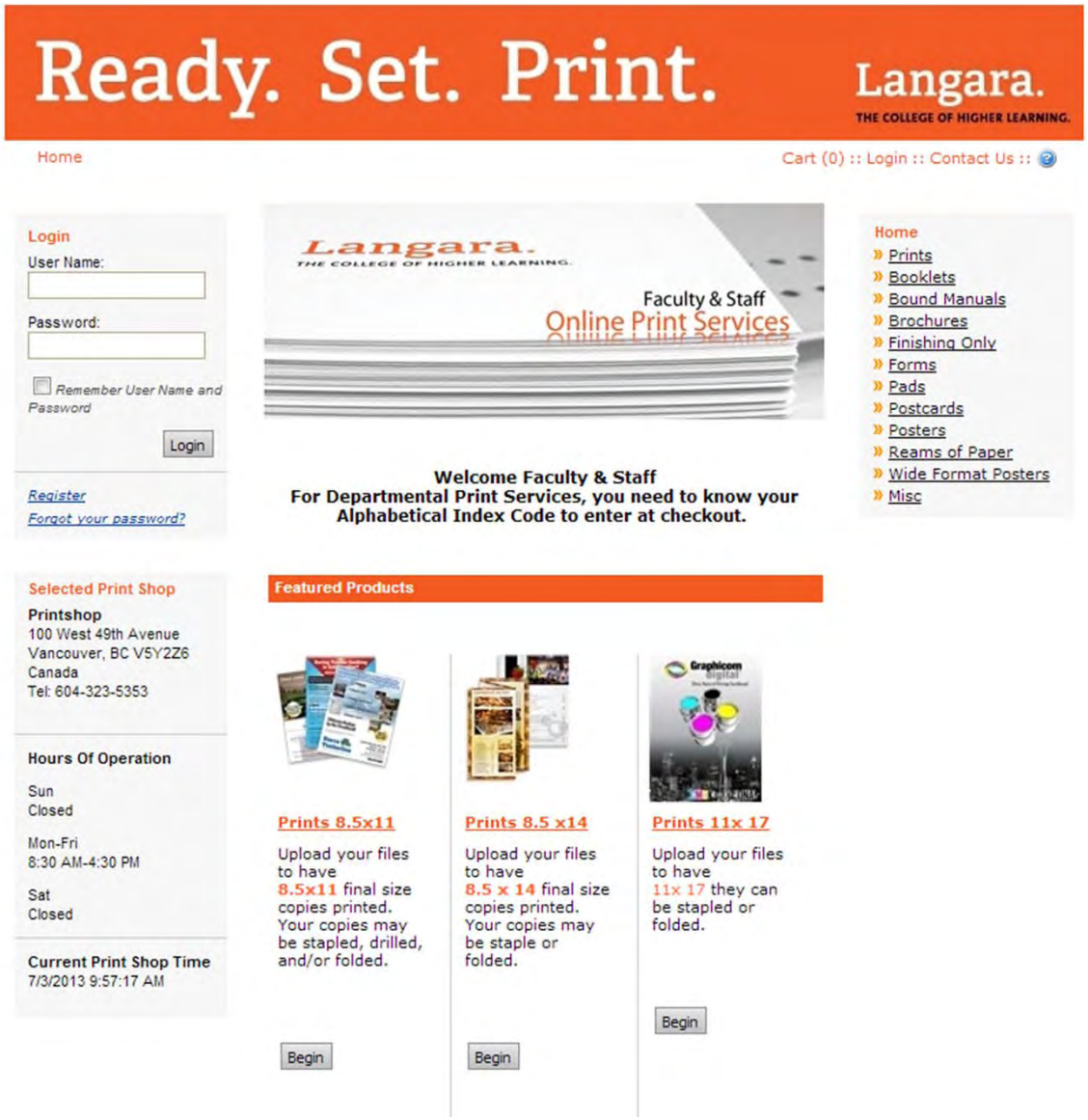


How to Register

Select *Registration* and follow the prompts

Once registered, SIGN IN:

1) Type in User Name
2) Type In Password
3) Use "Forgot Password" if needed. The system will email a new generated password to you.



User's Profile under "My Account"

Profile Info

Change password & Security Answer

Address Information

Can edit addresses

Order History & Status

Review previous orders and status of jobs

Files

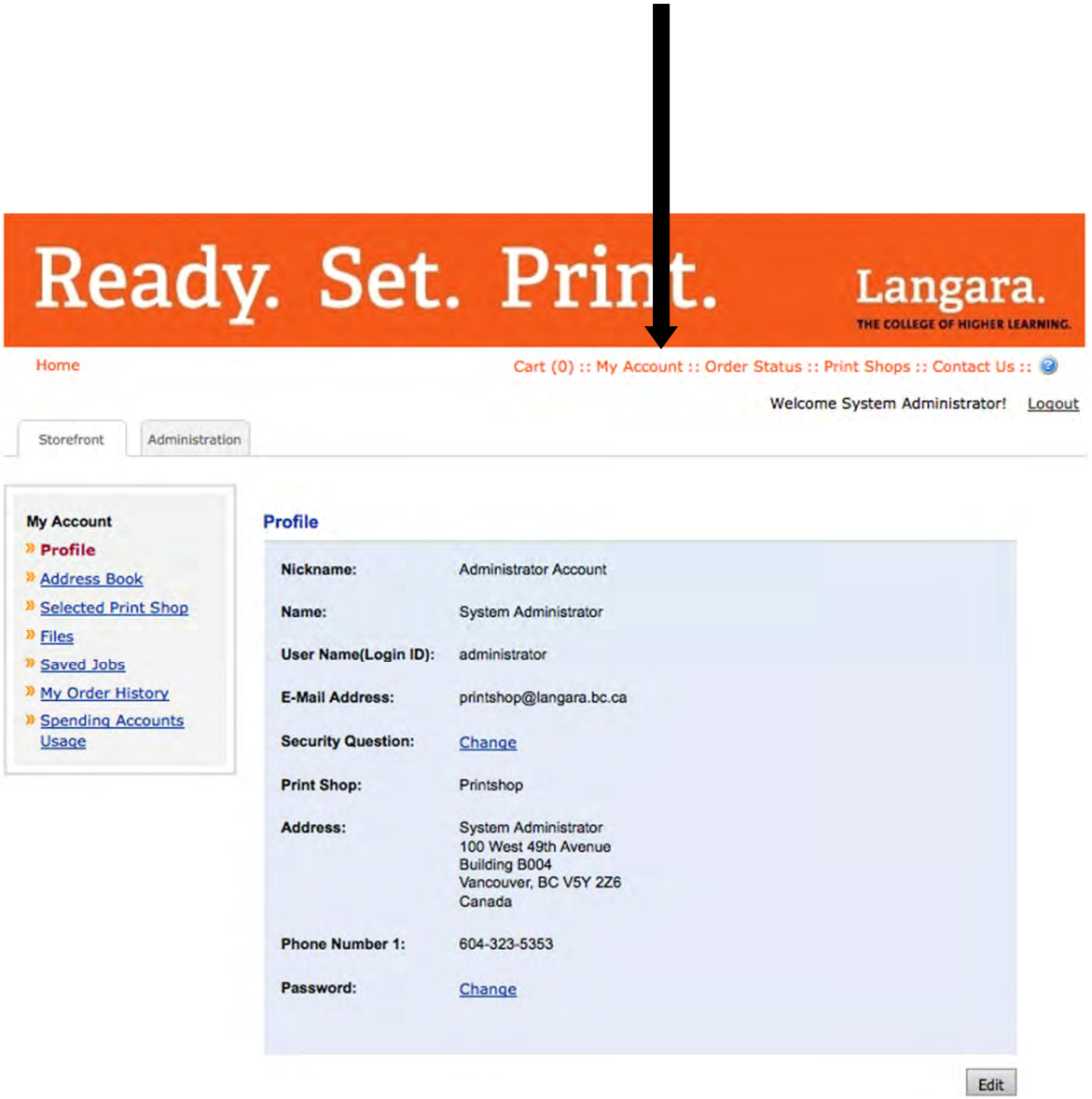
Files uploaded to your account

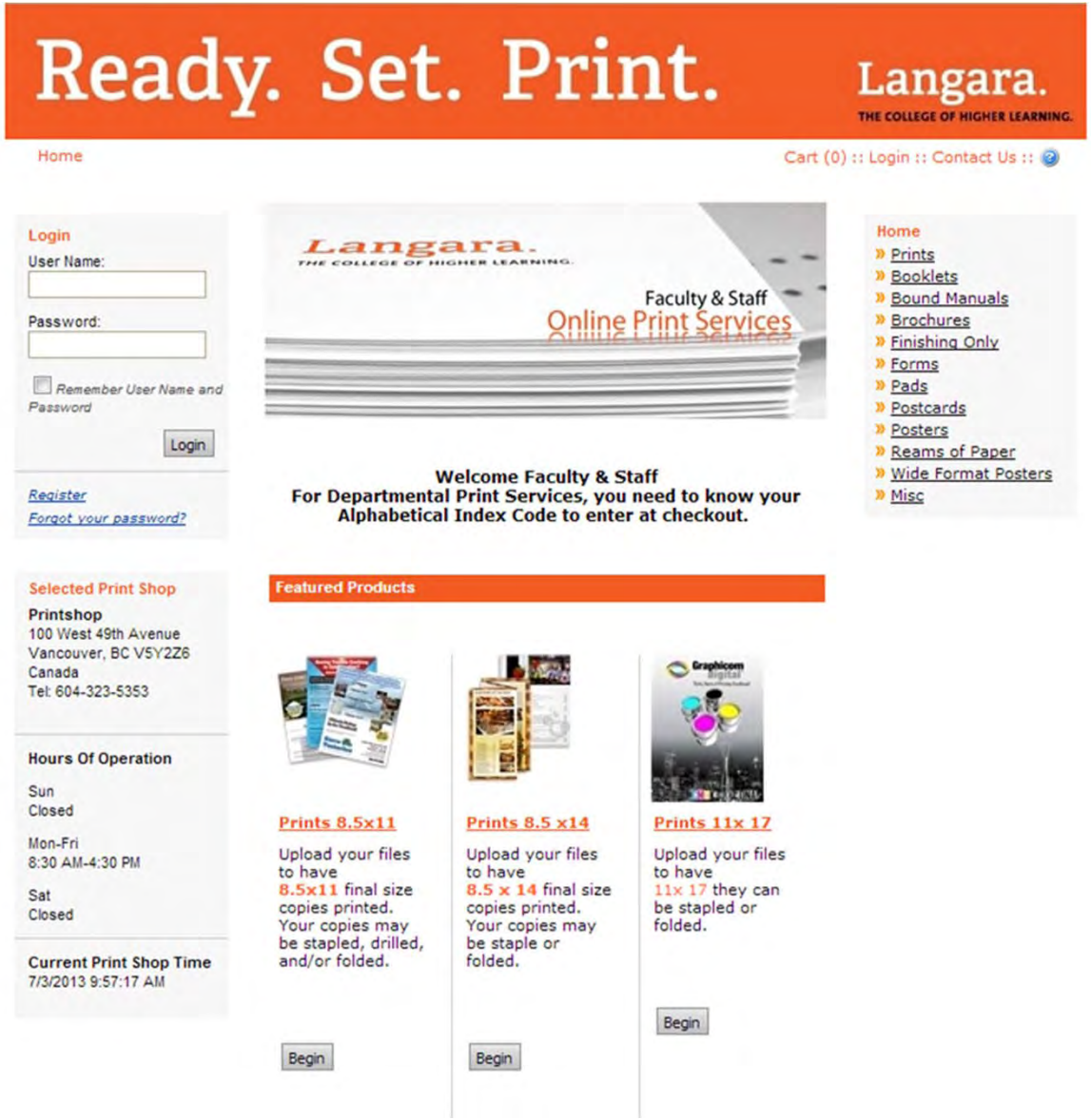
Saved Jobs

Created earlier but didn't check out

Spending Acct Usage

If you have a budget, can check spending





Home Page

Three types of products to choose from:

1) Adhoc – requires file upload

2) Static – forms

3) Non-Printed – reams of paper

Select Product from

1) Category
2) Search
3) Featured product

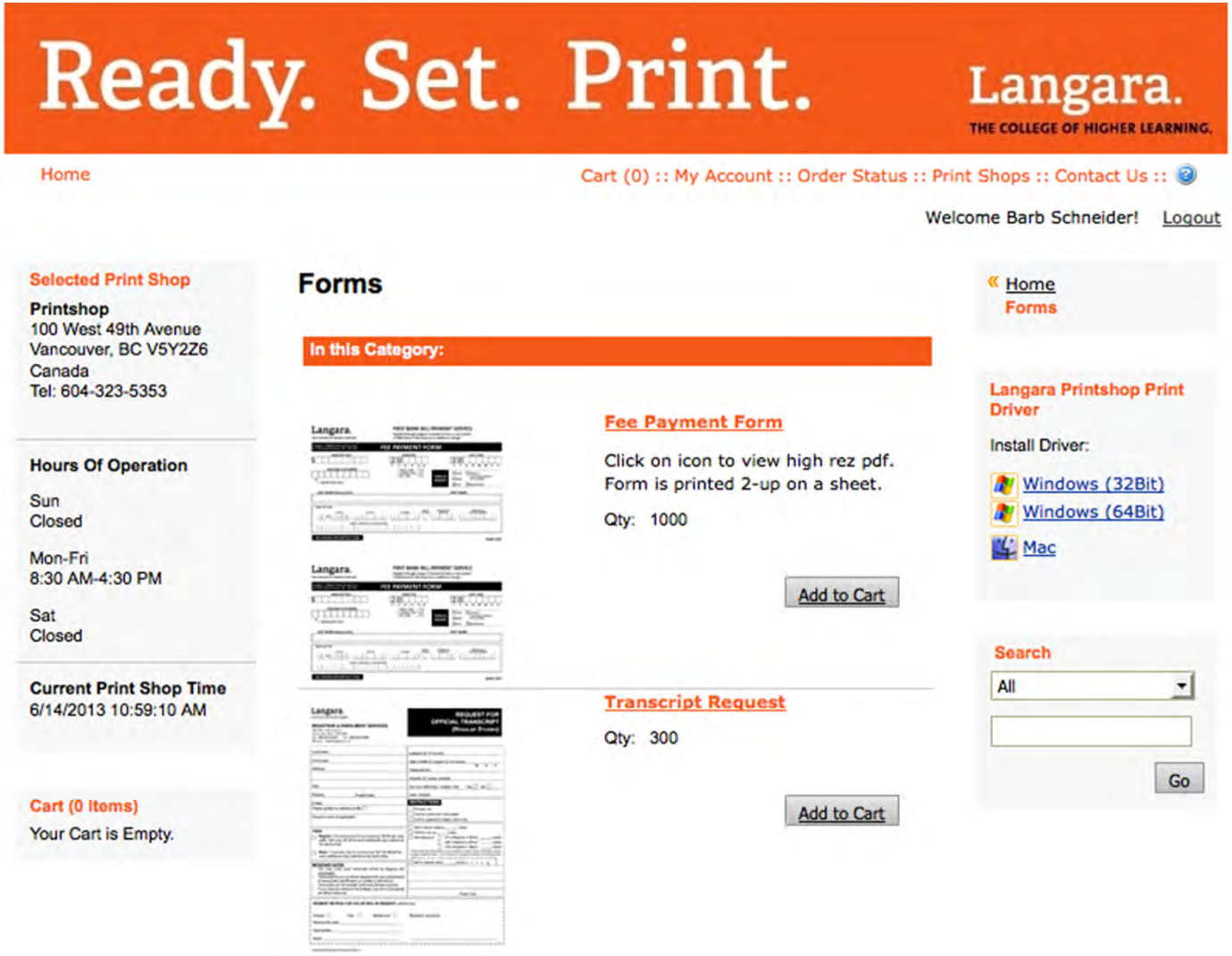
Forms

Forms are a product the printer provides and may keep inventory of.

Ordering Static Product

(You can click on product icon and a hi-res PDF will display)

1) Add quantity
2) Click Next
3) Put Customer Name in Job Name



ORDERING

Adhoc (file upload)

PRODUCTS-

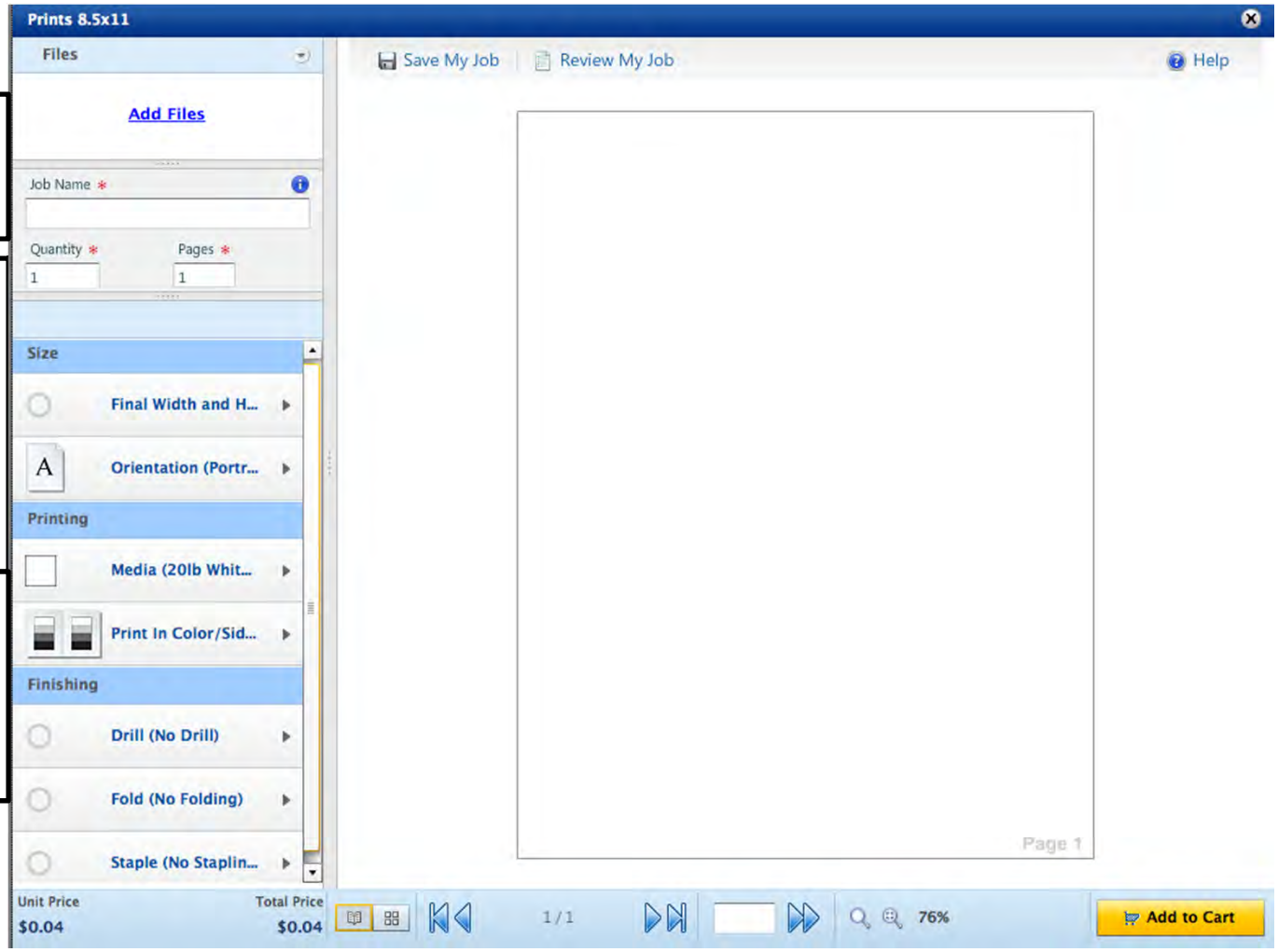
Select the type of product you need printed. Example: prints, booklets, etc. Products are set up specific to each type of your printing need.

Adhoc Products

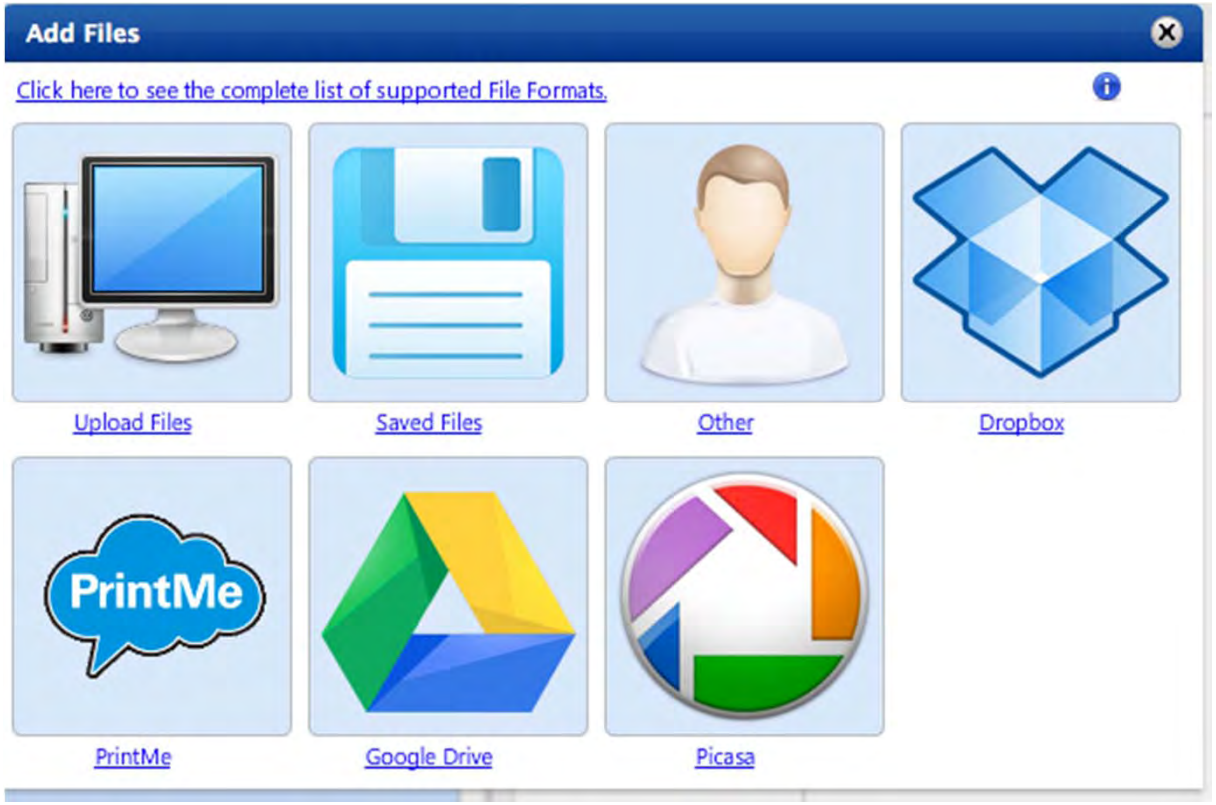
Click add files to upload your project

Adhoc products give the user options/Selections
1)Orientation?
2)Single or Double Sided?
3)Paper choices?
4)Finishing choices

Click on items on left and make selections of how you would like your project to be printed.



File Upload can be uploaded from many places!

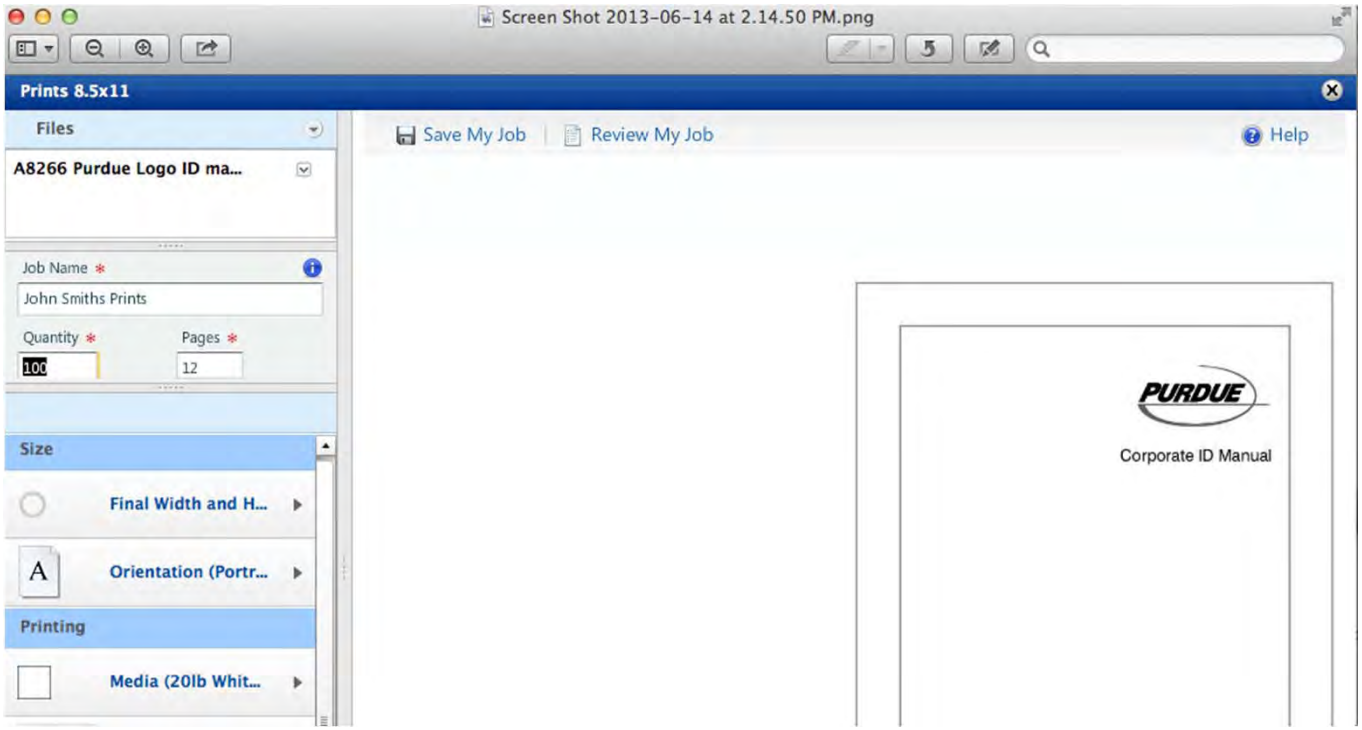


Product Summary

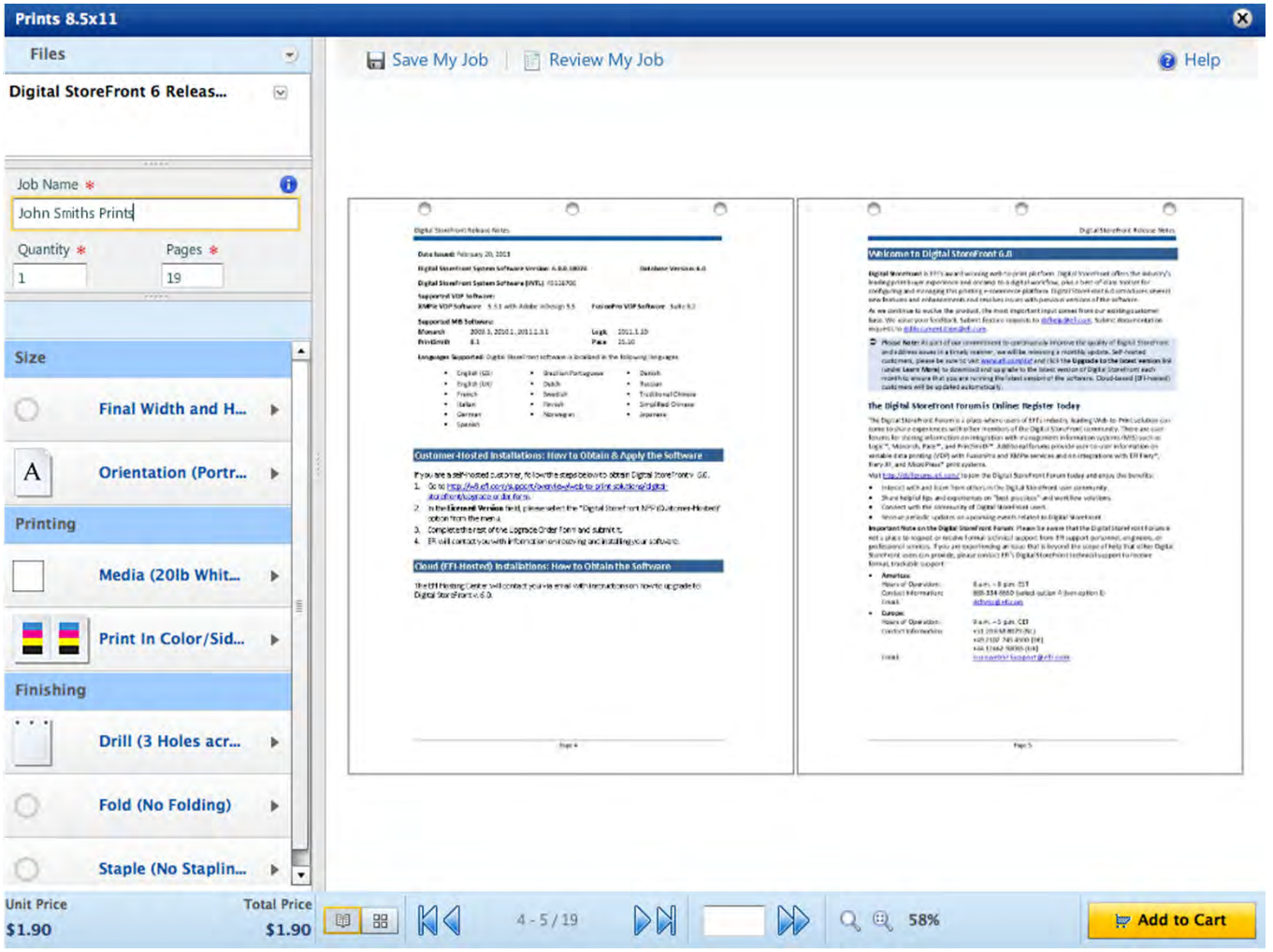
Job Name

Quantity to order:

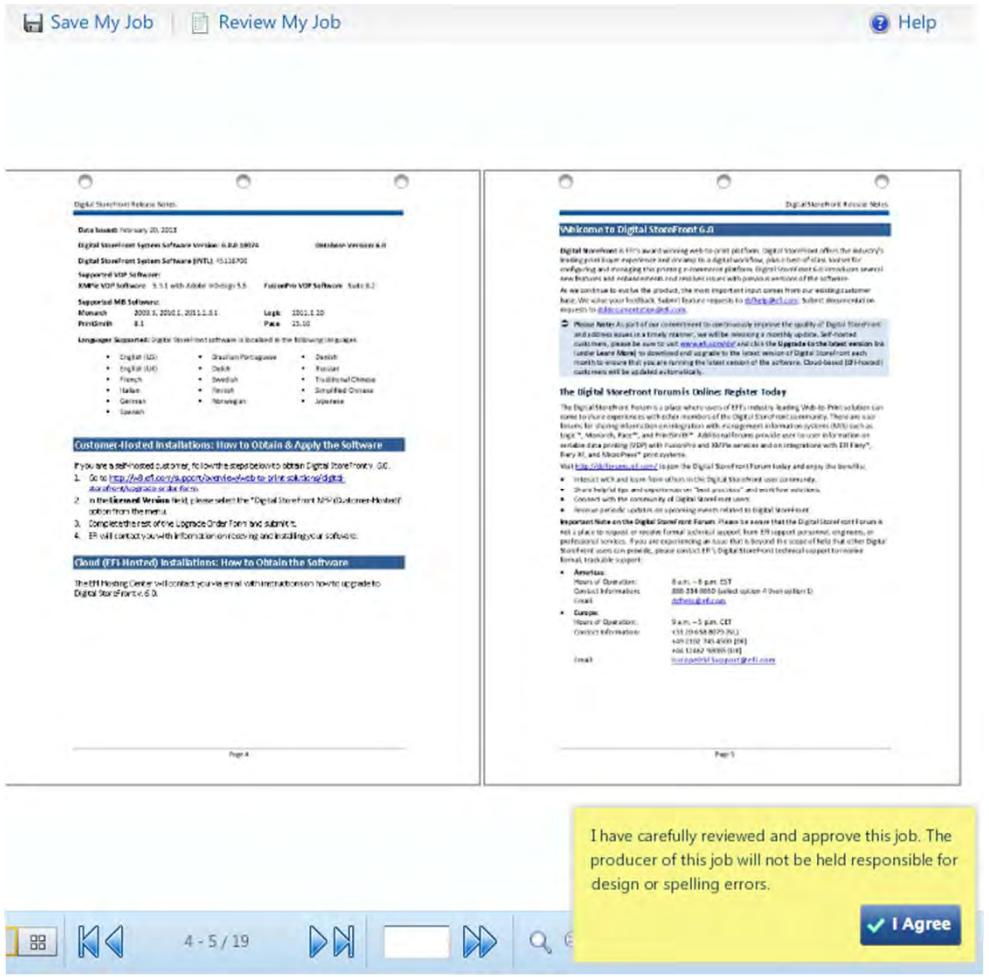
It is very helpful to Production to include the customer Name in the job name!



The dynamic preview permits you to toggle through pages and see binding choices.



Save my job allows the user to save and come back to website and finish the order at a later time.



'I approve' must be checked before clicking 'add to cart'.

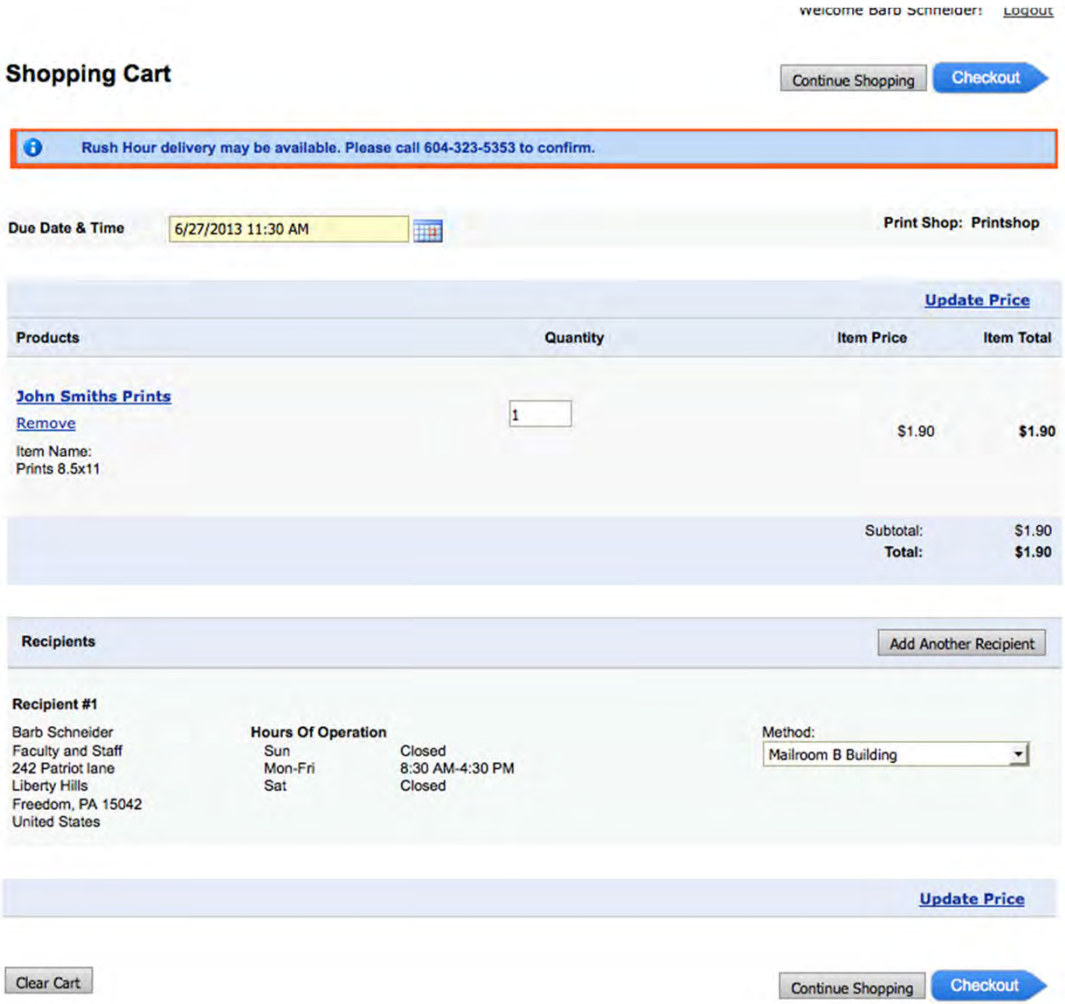
SHOPPING CART

You may continue shopping

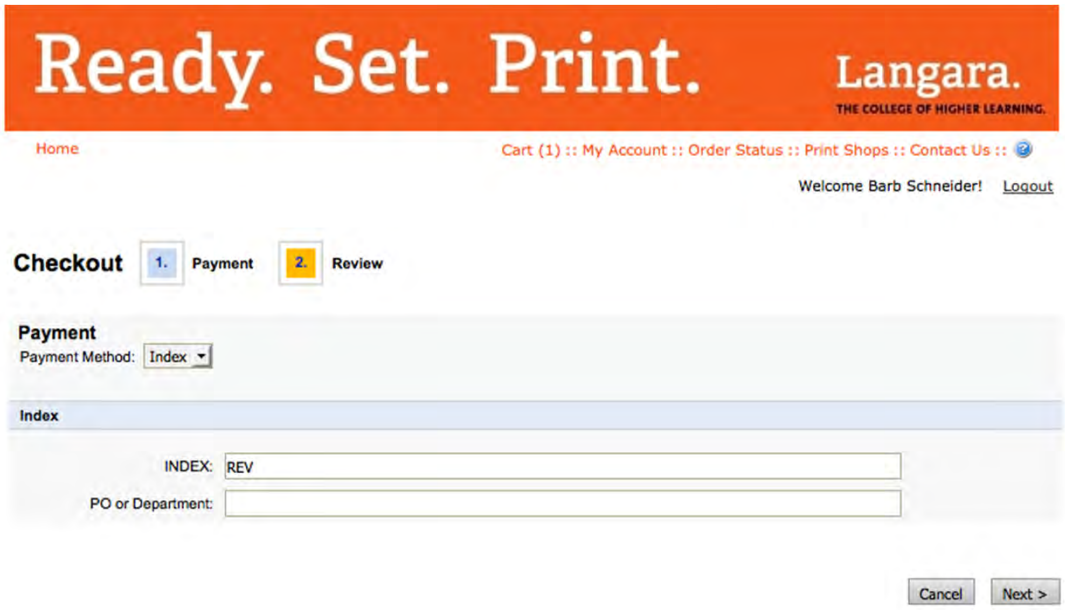
Once in the shopping cart,
A suggested date for your completed job will automatically appear.
Click on the calendar icon to view more date choices including "Rush" highlighted in yellow

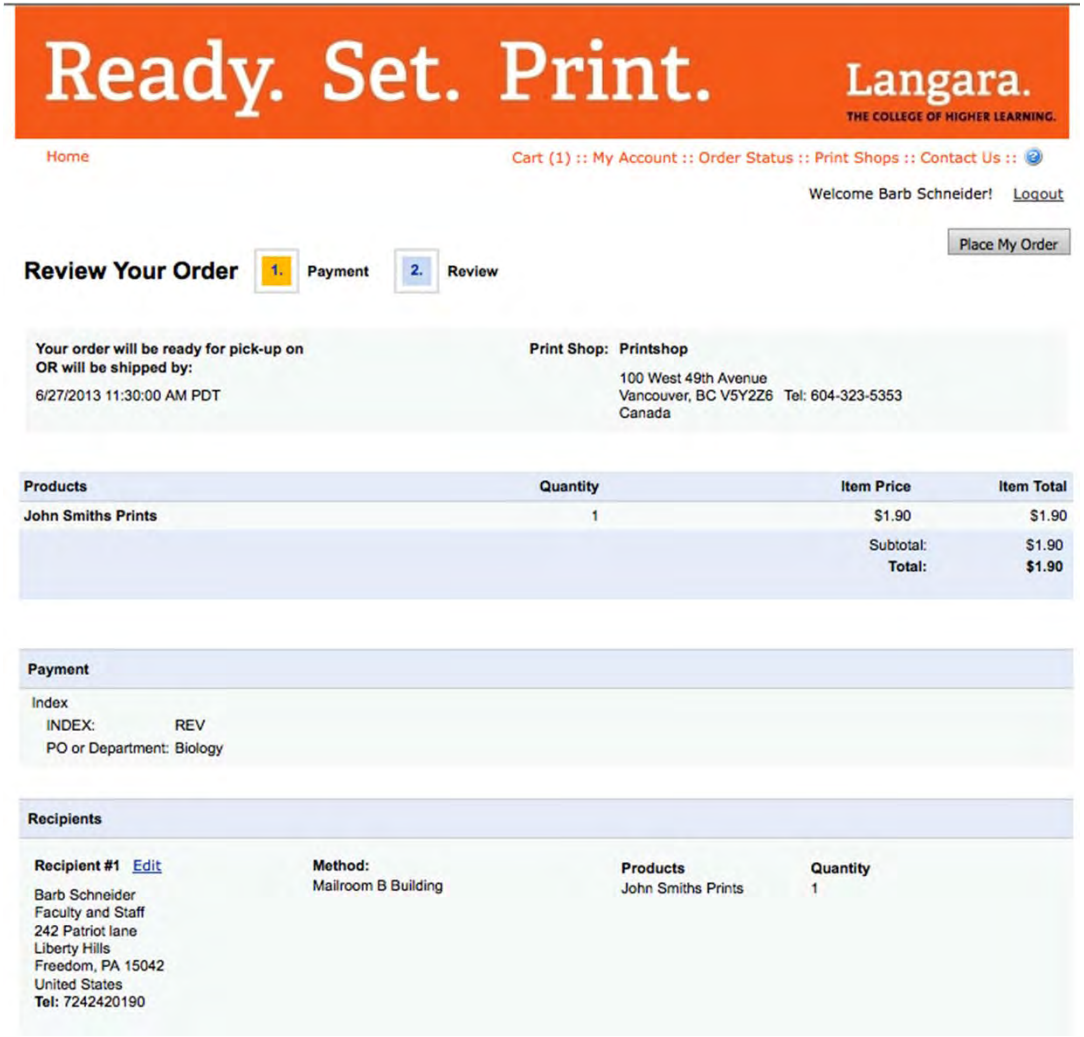
You can also review, change, delete Quantity and files

Choose your method of shipping
Currently, orders can be Delivered to the mailroom Or picked up from Print Services.



Upon checkout, your INDEX must be put into the top field. The second field should be your department name or PO





Must click Place Order
to complete the ordering process.

Two emails get triggered. The system sends an email notification to Print Services that a web order has been submitted.

Another email goes back to the recipient confirming the order was received.

You will receive another email once your order is complete.

YOU ARE DONE! Thank you!