GRCCePRINT
Print Shop Pro
Online Ordering User Manual
GRCC Printing Orders
College Promotional Materials

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Before you start to register, first you will need to assure you have the latest version of Acrobat Reader. You can update at http://get.adobe.com/reader/

Using your Firefox browser, take care of your Pop Up Windows first.

*** Pop up Windows - In your FireFox browser drop down menu, choose Tools, then Options and on the Options Menu, click on Security. To the right side you will see Exceptions. Click on it and in the Allow bar type printshop.grcc.edu and then click the Allow button and then the OK button.
NEXT:
• Go to GRCCePRINT’s home page on the web http://cms.grcc.edu/printing
• On the right hand side of our home page, click on “Online Ordering”

• Bookmark this site for future ordering

• Click on the “Log in” located in the blue bar on the top right hand side of the screen
**Fill in the Profile form completely.** For your “Site”, click on the drop down and choose your School/Company name and/or the department that ties into your budget number, for example east Grand Rapids Middle School or KISD Student Support Services, or Kent Garden Club and for “site address”, use the address where your orders will need to be delivered to. Once you have all your information completely filled in click the “Register” button at the bottom. Please make sure you do not leave any information empty and do not leave the site without clicking the Register button.

After you submit your registration, you will receive a confirmation email. Once your registration has been processed (allow one business day), you will be notified by email and you can begin using the system. If you need any assistance, please call us and we will gladly assist you through this process.
How to Place a Printing Order

The PRINTING ORDER option is for jobs requiring paper color changes, binding, note pads, color and black and white pages within the same document or other complex jobs.

TO BEGIN Log in to the GRCCePRINT online ordering using your login and password. Click on the “New Order” drop down and choose the category that best fits your order request. Please Note the Quick Copy is for internal GRCC Faculty Employees only.
Step 1
Here are a variety of options for what you would want to order. Simply click on the option for which order you would like to place. If you do not see the category you need for your order, use the Misc Print Ordering category.

Step 2
Once you have chosen the appropriate category, you can choose the appropriate item in that category.
**Step 3**

Contact and Phone: The default will be your name & phone.

Site: This is your department name or the account name you are charging. *NOTE: if you have been authorized to place orders for different sites, you can click on the “EDIT SITE INFORMATION” button and choose the appropriate site you are ordering for.

*NOTE: if you have trouble understanding the questions the blue type to the right has a tip to help you understand the question. Simply click on the blue type for an explanation of the question.

Start by giving an Job Name: Enter a name for your job here (i.e., Student Orientation 2014). This will help you track the job later.

- Enter the amount you would like to order.
- If you need Graphic Design click in the box.
- Choose how many sides you need it printed on.
- How many originals, number of pages, sides, you are submitting.
- Ink Color(s) for your order.
- Paper Style is either preset, depending on the template you chose, or you can click the drop down for paper choices.
- Same for Paper weight and Paper Color
- Click Continue
Step 4

Next you will be able to provide any information you feel needs to be known about the order you are submitting in the Special Instructions box. If you do not need to provide any special instructions it is OK to leave blank and click continue.

Step 5

This is where you will attach any files needed to produce your order. You can attach several files that are needed to complete your order. Click on “Yes” and the browser window will appear.
Step 5
Continued

Make sure you click on the “Select Attachment Type” drop down first to choose the file type you will be attaching. Then click the “Browser” button to navigate to your file.

It is important to choose the correct file format you are uploading.

Find your file, click on it to highlight and then click the “Done” button.
Click on the “Attach File” and if you are submitting a Illustrator, InDesign, Power Point, Publisher or a Word document you will see a PDF proof pop up.

Please review your entire proof before closing the window because you will be authorizing this as your document to use for production. Once you have looked at the proof close the window by clicking on the circled X in the top right corner.
Step 6:
The Billing and Delivery is your last step of the ordering process.

1. Click on the drop down window under “Account Number” and choose the appropriate number the order will be billed to. If you only have one number authorized to your profile this will be the only one you see.

2. Next click on the delivery option that best fits your delivery needs. If you choose Ship to Address the information you provided in your Profile under Site Address will automatically populate the “Ship to Address” window.

3. Click on “Finish” button to submit your order. You will receive a confirmation email with all your information for your order OR

4. If for some reason you need to “Save As Quote” click on the button. You can look this number up later to submit once you are ready. This saves to your history only and is not an order until it is SUBMITTED.

5. You can now log out or click on the “Printing Order” to submit another order.

• Hold for pick up means you will pick up at GRCCePRINT.
• Ship to Address means the address in your profile will populate the shipping label.
• Ship to Site means the site in your profile, should be your department, will populate the shipping label.
Looking Up Order History to Place an Order

Once you place an order, save as quote or have previous orders in our system, you can look up these orders for either submission from the quote to an order or copy a previous order into a new order to submit for production. Log in to Print Shop Pro and at the top of the screen under “My Orders.”

Once you find the order you are looking for, on the far right hand side click on “view” to open the order up for you to review.
Looking Up Order History to Place an Order Continued

This window shows you what was done on the order the last time it was produced. To make a new order click “Copy Order.”

The next window that opens up is a copy of the order. To make a new order click on “Edit Order” which will enable you to make changes such as quantity, originals, and attach a new file, etc.

Looking Up Order History to Place an Order Continued

This window shows you what was done on the order the last time it was produced. To make a new order click “Copy Order.”

The next window that opens up is a copy of the order. To make a new order click on “Edit Order” which will enable you to make changes such as quantity, originals, and attach a new file, etc.
Once you have updated all the information to place a new order, click the “Save” button and then the “SubmitOrder” button.
How to Use the Review Reports Tab

Print Shop Pro also offers reports for status of submitted orders, history of all the orders you have submitted, printing charges by users of specific accounts, and account reports. Click on the “View Reports” tab located under the “Welcome to GRCCePRINT Order Site”.

Click on any of the reports to view the content of the report. One feature of the “Past Order Report” is that you can click on the “view” to the far right and copy into a new order and follow the same process the “Order History” to create a new order.
Once you log in, under the NEW ORDER Tab click on GRCC Store Items. Click on the topic to the left of the screen and click on the Category you wish to order from. You can also click on the item if it is in the "Featured Category" or click on "View all Products" to the right of the Featured Category.
If you are ordering paper for the copier/printers, click on the bond. If you want a color paper, click on the paper order in the blue to the left of the screen.

Click Add to cart

Enter how many reams in the QTY box, put 10 for a case, and click Checkout or Continue Shopping.
Make sure you select your account number in the drop down and the date you need it. Also if we are delivering your items please click on Ship to Site. In the Special Instructions you will need to put the Copier/Printer ID number, located on the front of the device.

After you have reviewed your last page for all the information, click Submit Order and log out.