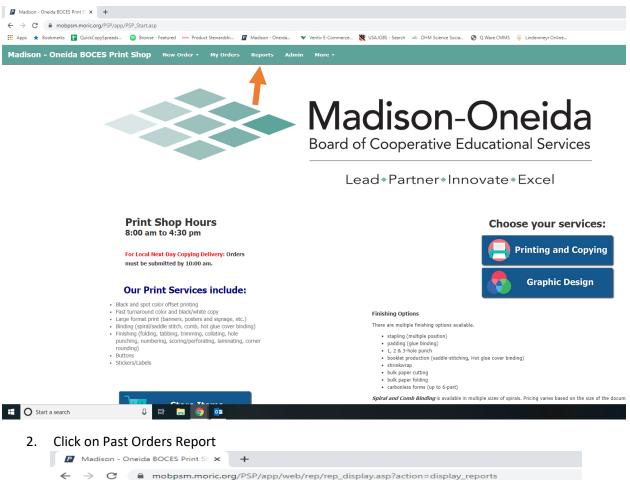
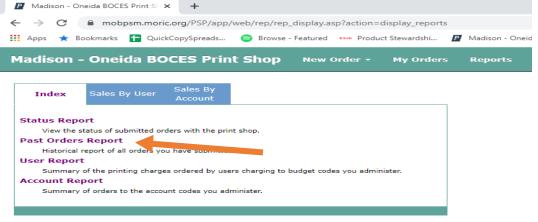
Print Shop Pro Ordering Updates 2nd year..

Now that you've been ordering for a year, you may have many repeat print requests.

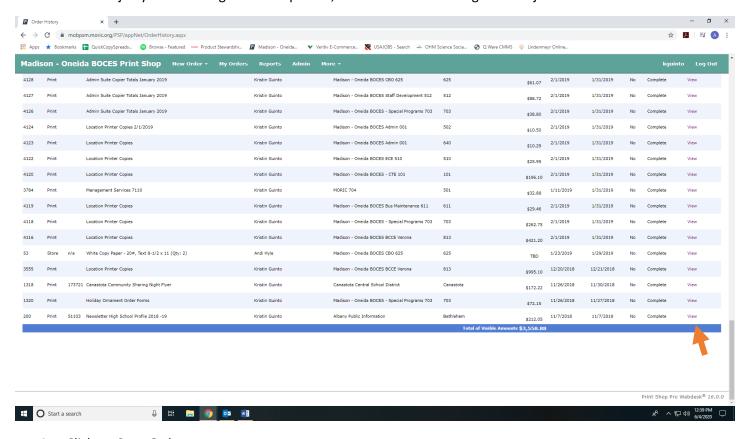
You will be able to locate those repeat jobs and copy them for easier job entry.

Go to Reports

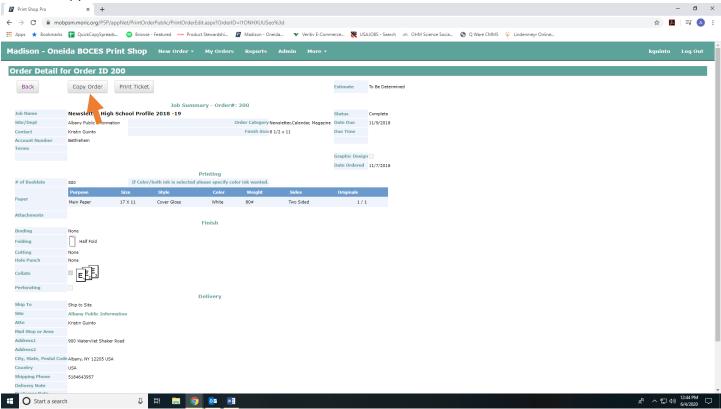




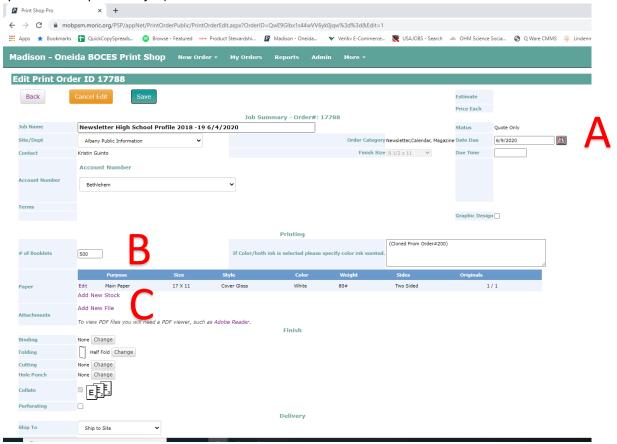
3. Find the job you're looking to have repeated, and click view to the right of the job



4. Click on Copy Order



5. You will now be given a new job # (Couple of things to point out.. A Date Due (please select the date you need these, B, # of items – did the quantity change for this year, C – attachments – any attachments needed to update or complete the job)



- 6. At this point you've confirmed date, quantity, job name and attachments, click save at the bottom.
- 7. Review all the information and click on submit order at the bottom. You will receive a message that your job has been submitted for approval.

Any questions, please feel free to call the Madison-Oneida BOCES Print Shop at 315-361-5820.

Thank you!