

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.

1. Go to Reports

Madison - Oneida BOCES Print Shop

New Order My Orders **Reports** Admin More

Madison-Oneida

Board of Cooperative Educational Services

Lead ♦ Partner ♦ Innovate ♦ Excel

Print Shop Hours
8:00 am to 4:30 pm

For Local Next Day Copying Delivery: Orders must be submitted by 10:00 am.

Our Print Services include:

- Black and spot color offset printing
- Fast turnaround color and black/white copy
- Large format print (banners, posters and signage, etc.)
- Binding (spiral/saddle stitch, comb, hot glue cover binding)
- Finishing (folding, tabbing, trimming, collating, hole punching, numbering, scoring/perforating, laminating, corner rounding)
- Buttons
- Stickers/Labels

Choose your services:

Printing and Copying

Graphic Design

Finishing Options

There are multiple finishing options available.

- stapling (multiple position)
- padding (glue binding)
- 1, 2 & 3-hole punch
- booklet production (saddle-stitching, Hot glue cover binding)
- shrinkwrap
- bulk paper cutting
- bulk paper folding
- carbonless forms (up to 6-part)

Spiral and Comb Binding is available in multiple sizes of spirals. Pricing varies based on the size of the docum

2. Click on Past Orders Report

Madison - Oneida BOCES Print Shop

New Order My Orders **Reports**

Index Sales By User Sales By Account

Status Report
View the status of submitted orders with the print shop.

Past Orders Report
Historical report of all orders you have submitted.

User Report
Summary of the printing charges ordered by users charging to budget codes you administer.

Account Report
Summary of orders to the account codes you administer.

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

Order History

mobpsm.moricorp/PSP/appNet/OrderHistory.aspx

Madison - Oneida BOCES Print Shop

| Job ID | Job Name | Quantity | Price | Date | Status | View |
|--|--|-----------|----------|------------|----------|------|
| 4128 | Print Admin Suite Copier Totals January 2019 | 625 | \$61.07 | 2/1/2019 | Complete | View |
| 4127 | Print Admin Suite Copier Totals January 2019 | 512 | \$88.72 | 2/1/2019 | Complete | View |
| 4126 | Print Admin Suite Copier Totals January 2019 | 703 | \$38.80 | 2/1/2019 | Complete | View |
| 4124 | Print Location Printer Copies 2/1/2019 | 502 | \$10.50 | 2/1/2019 | Complete | View |
| 4123 | Print Location Printer Copies | 640 | \$10.29 | 2/1/2019 | Complete | View |
| 4122 | Print Location Printer Copies | 510 | \$25.95 | 2/1/2019 | Complete | View |
| 4120 | Print Location Printer Copies | 101 | \$196.10 | 2/1/2019 | Complete | View |
| 3784 | Print Management Services 7110 | 501 | \$32.88 | 1/11/2019 | Complete | View |
| 4119 | Print Location Printer Copies | 611 | \$29.46 | 2/1/2019 | Complete | View |
| 4118 | Print Location Printer Copies | 703 | \$262.75 | 2/1/2019 | Complete | View |
| 4116 | Print Location Printer Copies | 813 | \$421.20 | 2/1/2019 | Complete | View |
| 53 | Store n/a White Copy Paper - 20#, Text 8-1/2 x 11 (Qty: 2) | 625 | TBD | 1/23/2019 | Complete | View |
| 3555 | Print Location Printer Copies | 813 | \$995.10 | 12/20/2018 | Complete | View |
| 1318 | Print 173721 Canastota Community Sharing Night Flyer | Canastota | \$172.22 | 11/26/2018 | Complete | View |
| 1320 | Print Holiday Ornament Order Forms | 703 | \$72.15 | 11/26/2018 | Complete | View |
| 200 | Print 51103 Newsletter High School Profile 2018 -19 | Bethlehem | \$212.05 | 11/7/2018 | Complete | View |
| Total of Visible Amounts \$3,558.88 | | | | | | |

Print Shop Pro Webdesk® 16.0.0

4. Click on Copy Order

Print Shop Pro

mobpsm.moricorp/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=11ONHXUUseo%3d

Madison - Oneida BOCES Print Shop

Order Detail for Order ID 200

Back Copy Order Print Ticket

Estimate To Be Determined

Job Summary - Order#: 200

Job Name: **Newsletter High School Profile 2018 -19** Status: Complete

Site/Dept: Albany Public Information Order Category: Newsletter,Calendar, Magazine Date Due: 11/9/2018

Contact: Kristin Guinto Finish Size: 8 1/2 x 11 Due Time:

Account Number: Bethlehem

Terms:

Graphic Design: Date Ordered: 11/7/2018

Printing

of Booklets: 500 If Color/both ink is selected please specify color ink wanted.

| Purpose | Size | Style | Color | Weight | Sides | Originals |
|------------|---------|-------------|-------|--------|-----------|-----------|
| Main Paper | 17 X 11 | Cover Gloss | White | 80# | Two Sided | 1 / 1 |

Attachments:

Binding: None

Folding: Half Fold

Cutting: None

Hole Punch: None

Collate:

Perforating:

Delivery

Ship To: Ship to Site

Site: Albany Public Information

Attn: Kristin Guinto

Mail Stop or Area:

Address1: 900 Watervliet Shaker Road

Address2:

City, State, Postal Code: Albany, NY 12205 USA

Country: USA

Shipping Phone: 5184643957

Delivery Note:

- 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)

Print Shop Pro

mobpsm.moric.org/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderID=QwE9Glbx1s44wVV6yk0jqw%3d%3d&Edit=1

Madison - Oneida BOCES Print Shop

Edit Print Order ID 17788

Back Cancel Edit Save

Job Summary - Order#: 17788

Job Name: Newsletter High School Profile 2018 -19 6/4/2020

Site/Dept: Albany Public Information

Contact: Kristin Guinto

Account Number: Bethlehem

Order Category: Newsletter,Calendar, Magazine

Date Due: 6/9/2020

Finish Size: 8 1/2 x 11

Graphic Design:

Printing

of Booklets: 500

Paper: Edit Main Paper 17 X 11 Cover Gloss White 80# Two Sided 1 / 1

Attachments: Add New File

Binding: None

Folding: Half Fold

Cutting: None

Hole Punch: None

Collate:

Perforating:

Ship To: Ship to Site

- At this point you've confirmed date, quantity, job name and attachments, click save at the bottom.
- 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!