

Accessing online print ordering



- ⦿ Uses your RRISD network ID and password
- ⦿ Go to <http://printshop.roundrockisd.org>

A screenshot of the Round Rock ISD Print Services website. The page has a teal header with the "PRINT SERVICES" logo and "ROUND ROCK ISD" text. Below the header, there is a green information icon and a message about cookies. The main content area is divided into three columns: "Print Services" with a welcome message, "Hours" listing M-Th 8am-5pm and F: 8am-4:30pm, and "Contact Information" with phone and address details. There is also a "Login" section with a form for Domain (Standard Account), User ID, and Password, and a "Log In" button. At the bottom, there is a footer with copyright information: "© 2001-2011 Rochester Software Associates, Inc. All rights reserved."/>

Help

PRINT SERVICES

ROUND ROCK ISD

i In order to use the WebCRD application you must be using a browser that supports cookies. If you have not turned on cookie support for this URL, please do so before logging on. If you see this message after trying to use the application then either your browser does not support cookies or specific cookie support for this URL has not been enabled.

Print Services

Welcome to Print Services, your home for **high quality Printing and Duplication services.**

Are you new to our Online Printing Services?

Click on the Getting Started link below. It includes important information on obtaining an account, installing our Print Driver, and identifies the minimum requirements for your computer.

[Remote Submission Guidelines](#)
[Next Day Delivery Guidelines](#)
[Read our Getting Started tips](#)

Get our SurePDF Driver for accurate printing, everytime!

If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.

[Get the SurePDF Driver](#)

Hours

M-Th 8am-5pm
F: 8am-4:30pm

Contact Information

Phone: 512.464.6980
Address: 16255 Great Oaks Dr., Ste 300,
Round Rock, TX 78681

Login

If you already have a WebCRD account, please log in below.

If you do not yet have a WebCRD account, click below to register.

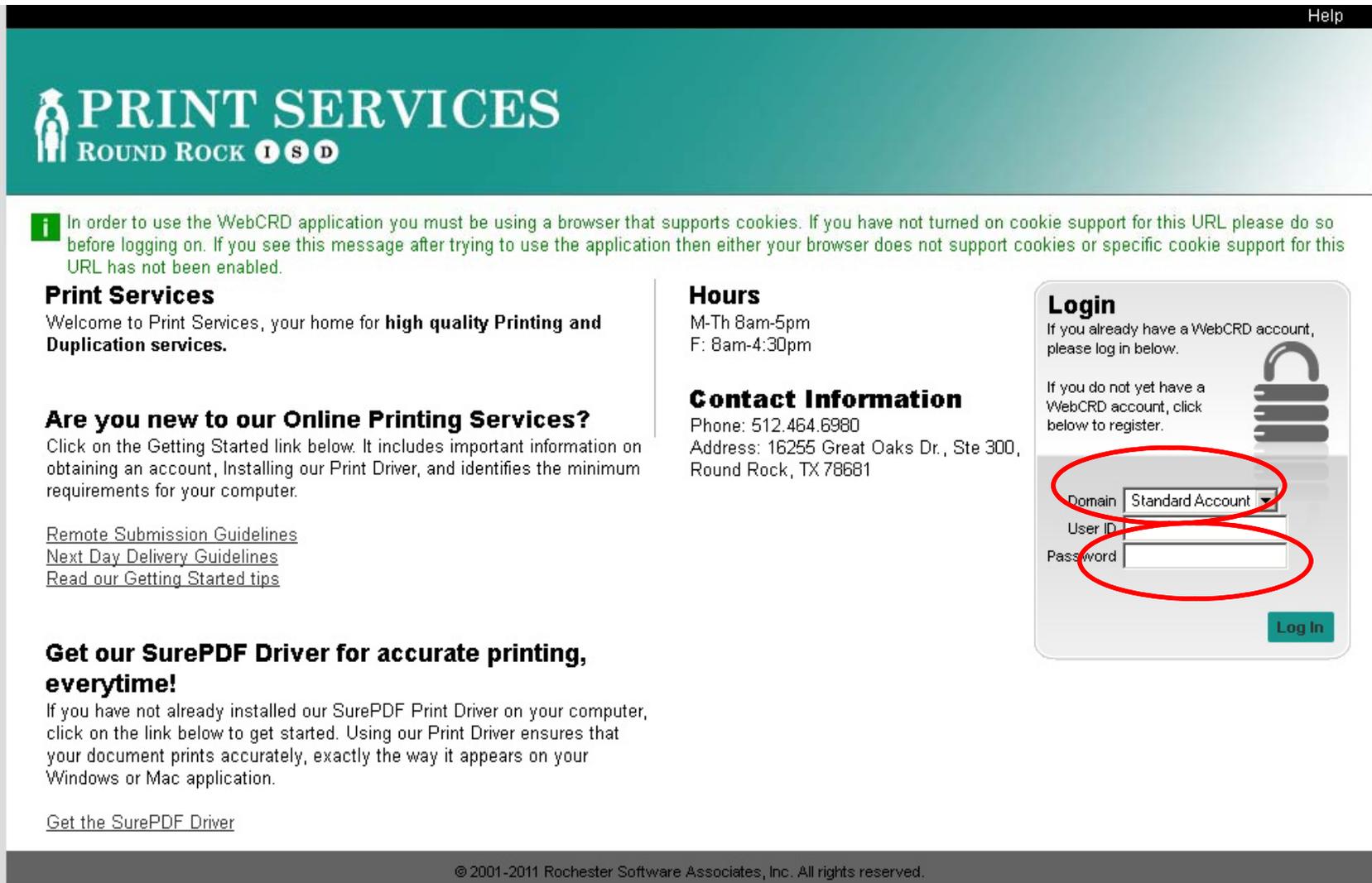
Domain: Standard Account
User ID: _____
Password: _____

Log In

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Step 1. Select “Standard Account”

Step 2. Input RRISD network ID and password



The screenshot shows the "PRINT SERVICES" website for Round Rock ISD. The header is teal with the site name and logo. Below the header is a green information box with a white 'i' icon. The main content area is white and contains several sections: "Print Services" with a welcome message, "Are you new to our Online Printing Services?" with a link to "Getting Started", "Hours" (M-Th 8am-5pm, F: 8am-4:30pm), "Contact Information" (Phone: 512.464.6980, Address: 16255 Great Oaks Dr., Ste 300, Round Rock, TX 78681), and "Login" with a red circle around the "Domain" dropdown menu (set to "Standard Account") and the "User ID" and "Password" input fields. A "Log In" button is at the bottom right of the login box. The footer is grey with copyright text: "© 2001-2011 Rochester Software Associates, Inc. All rights reserved."

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User ID:
Password:

Log In

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Step 3. "My Profile" - Complete Contact Information



Roles > Ordering > Proxy Home My Profile Help Logout

PRINT SERVICES
ROUND ROCK

Orders Manage Files Contacts Reports CART [0]

My Profile

Email Options | Print Options

My Contact Information [Modify](#) Or select from this contact list [Personal](#)

Address RSA Admin Rochester RSA 69 Cascade Drive Knowlton Building Suite 201 Rochester, Texas 14614 United States	Phone / Email HTM_ (Email Format) 585.327.7129 (Work #) User ID admin (Local)
--	---

Default Shipping Information [Modify](#) Or select from this contact list [Personal](#)

Address RSA Admin Rochester RSA 69 Cascade Drive Knowlton Building Suite 201 Rochester, Texas 14614 United States	Phone / Email 585.327.7129 (Work #) Method <input type="text" value="Distribution Delivery System"/>
--	---

Top

Email Options

- Proof Available**
Receive an email when a document proof is available for viewing.
- Order Acknowledge**
Receive an email when your order has been acknowledged by the Print Center.
- Order Cost Changed**
Allow the Print Center to email you if your order cost changes.
- Order Shipped**
Receive an email when your order has been shipped.
- Order Shipped To Recipients**
Send an email to the recipients of your order when shipped.
- Order Shipped To Billing**
Send an email to the designated Bill-to individual from your order when shipped.

Top

Printing Options

Retain

Options **Summary** [Print](#) [Binding](#) [Folding](#) [Covers](#) [Other](#)

[Save](#)

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After completing profile select "save" and then select "Logout"

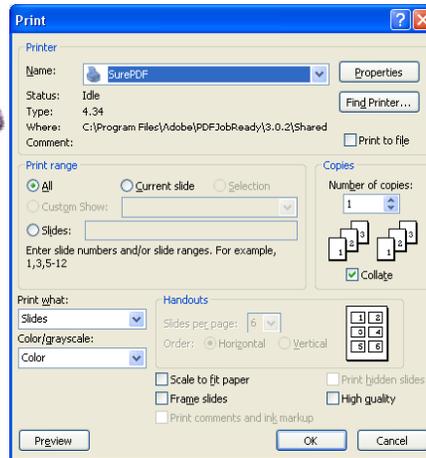
How to order print jobs directly from your PC



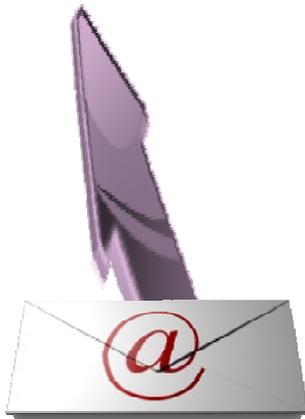
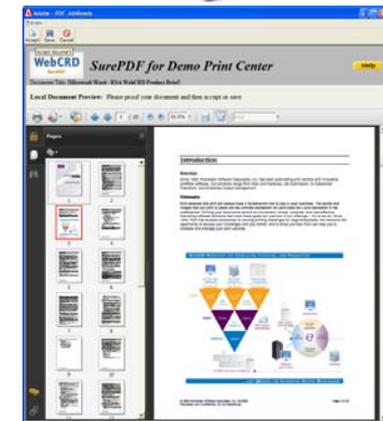
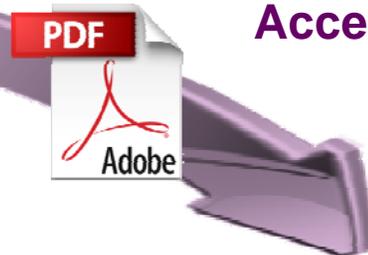
The RRISD print order workflow



1) File > Print > SurePDF



2) Review & Accept Proof



4) Email Confirmation



3) Single-Screen Job Ticketing

Create PDF using your downloaded SurePDF Print Driver

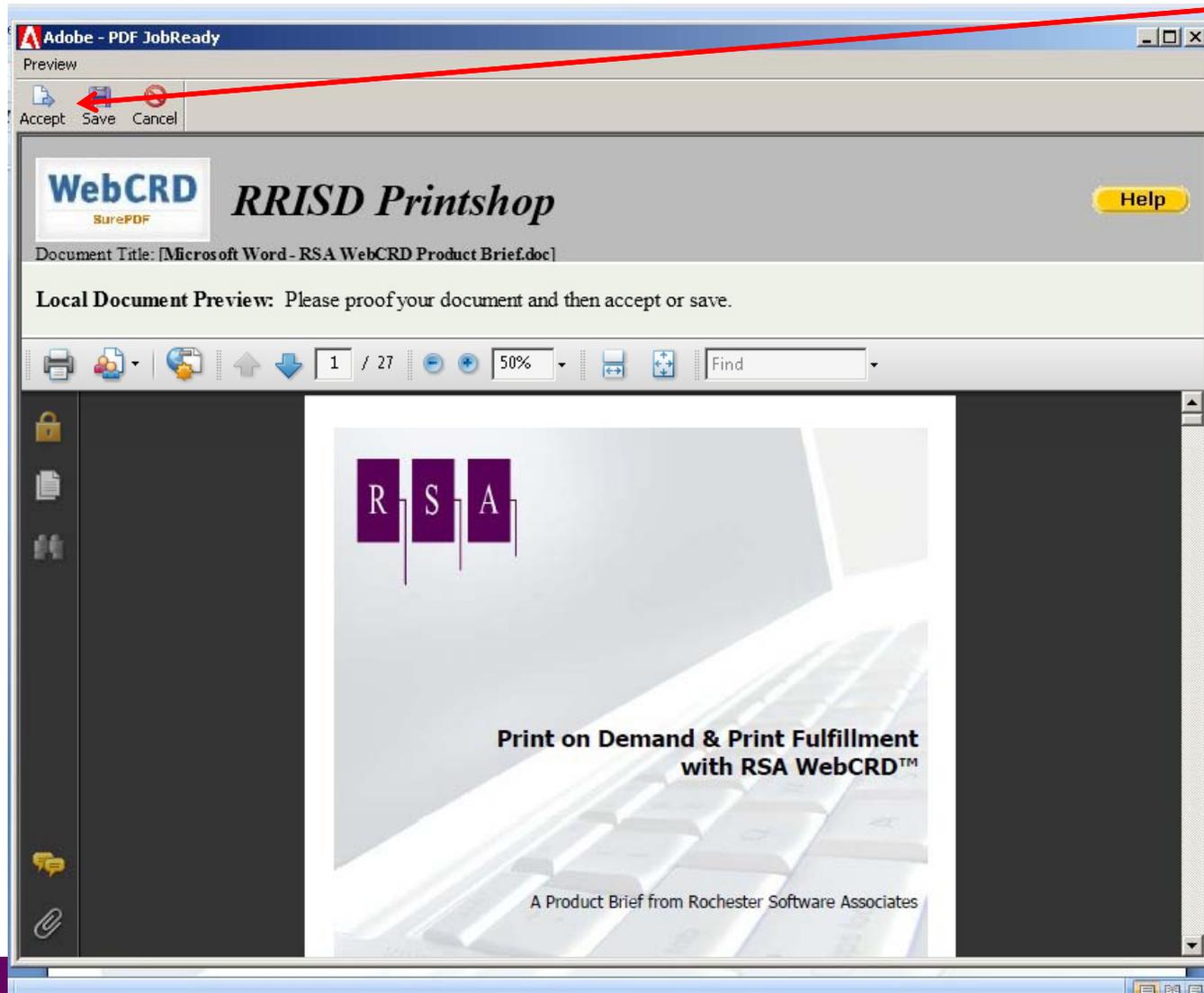
A screenshot of a Windows Print dialog box. The 'Printer' section at the top shows 'RRISD Printshop' selected in a dropdown menu, which is circled in red. A red arrow points from the text 'Create PDF using your downloaded SurePDF Print Driver' to this selection. Other settings include 'Page range' set to 'All', 'Copies' set to 1, 'Collate' checked, 'Print what' set to 'Document', and 'Print' set to 'All pages in range'. The dialog box has 'Options...', 'OK', and 'Cancel' buttons at the bottom.

**Print on Demand & Print Fulfillment
with RSA WebCRD™**

SurePDF automatically creates a desktop proof of your document for your approval



Select "Accept" and SurePDF connects to the RRISD Print shop login page



Step 4. Select “Standard Account”

Step 5. Input RRISD network ID and password



Help

PRINT SERVICES

ROUND ROCK **ISD**

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RRISD Job Ticket



Role: Ordering Proxy Home My Profile Help Logout

PRINT SERVICES

ROUND ROCK

Cart

Select printing options, quantity per recipient and billing information. Click Place Order to submit your order.

Order name: Order 77 06/19/2012

Printing Options [Continue Shopping](#)

Item: RSA Web CRD Product Brief.pdf Pages: 25
Form #:

Store in default folder until 08/19/2012 [change](#)

Preset: [BW, 1-Sided](#) [BW, 2-Sided](#) [B/W, 1-Sided, 3 Hole](#) [B/W, 2-Sided, 3 Hole](#) [B&W, 1 Sided, Stapled](#) [B&W, 2 Sided, Stapled](#) [B&W, 1 Sided, 3 Hole, Stapled](#)

Options: [Summary](#) [Print](#) [Binding](#) [Folding](#) [Covers](#) [Other](#) [Tabs](#) [Insertions](#) [Exceptions](#)

Print: Pages: 25, B/W, Duplex, None

Other Notes:

Proof Options: [View Proof](#) [Preview](#) Provide a sample of the document before processing my order.

Shipping Information [Add another Shipping Address](#) [My Default](#) [From My Contacts](#) [New](#)

[RSA Admin](#) Qty: 1 Due Date: 06/20/2012 Time: None
Method: Distribution Delivery System Location: Rochester [Special Instructions](#)

Billing Information [Change to](#) [My Default](#) [From My Contacts](#) [New](#)

Turn-Around-Time discount applied
Estimate: \$0.00 Approve
Bill to: [RSA Admin](#) [Special Instructions](#)
Budget code:

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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1. Select job attributes – either by using preset buttons or by selecting the options

RRISD Job Ticket



Role: Ordering Proxy Home My Profile Help Logout

PRINT SERVICES

ROUND ROCK

Cart

Select printing options, quantity per recipient and billing information. Click Place Order to submit your order.

Order name: Order 77 06/19/2012

Printing Options Continue Shopping

Item: RSA WebCRD Product Brief.pdf Pages: 25
Form #:

Store in default folder until 08/18/2012 [change](#)

Presets: B/W 1-Sided, B/W 2-Sided, B/W 1-Sided 3 Hole, B/W 2-Sided 3 Hole, B&W 1-Sided Stapled, B&W 2-Sided Stapled, B&W 1-Sided 3Hole Stapled

Options: Summary, Print, Binding, Folding, Covers, Other, Tabs, Insertions, Exceptions
Print: Pages: 25, B/W, Duplex, None

Other Notes:

Proof Options: [New Proof](#) [Preview](#) Provide a sample of the document before processing my order.

Shipping Information Add another shipping address [My Default](#) [From My Contacts](#) [New](#)

Quantity: 1 **Due Date:** 06/20/2012 **Time:** None **Method:** Distribution Delivery System **Location:** Rochester [Special Instructions](#)

Billing Information Change to [My Default](#) [From My Contacts](#) [New](#)

Turn-Around-Time discount applied
Estimate: \$0.00 **Approve**
Bill to: RSA Admin [Special Instructions](#)
Budget code:

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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3. Select Quantity

4. Select Due Date - make sure the date is a work day - not a weekend

5. Select Delivery Method

6. Add Budget Code and/or Approve

7. Select "place order"

User Job Ticket



	WebCRD Job Sheet	
Order # 17	Job ID 4 Job ID 5	10/20/2011 10:25 AM ZJ08%4
Order Description: SampleOrder Requested Date: 01/27/2010 Due Date: 01/27/2010		
Customer Order Owner: John Smith Email: jsmith@techco.com Order Placed by: Bill White Email: brwhite@techco.com		
Document Item: TechCo Expenses Spring 2007 File: TechCoExpenses_spring07.pdf Total Quantity: 12		
Document (hardcopy) instructions, if any		
Order placer instructions, if any		
Document Properties Page Count: 33 Plex: Duplex tumble Paper Stock: Standard 20 Output Device: Color		
Print instructions, if any.		
Covers Front Cover: 60# (8 1/2 x 11) Bright Hue Blue, Both sides Back Cover: 60# (8 1/2 x 11) Bright Hue Blue, Both sides Laminate front cover, if possible.		
Finishing Options Binding: Staple: Saddle Stitch Please use three staples.		
Folding: Punch: Top 3 Folding instructions, if any.		
Other Options: Cutting - unit size: 5 Padded - unit size: 4 Trimming - unit size: 3 Other finishing instructions, if any.		
Page 1 of 3		
		17

Reordering previously submitted jobs



Roles Ordering Proxy Home My Profile Help Logout

PRINT SERVICES

ROUND ROCK I S D

Orders Manage Files Contacts Reports CART [0]

PRINTING MADE EASY

Ordering from Print Services has never been easier. **Upload a File** from your desktop, search for personal items in **My Files** or search the **Catalog**.

Upload A File

Select a file from your desktop.

pdf, gif, jpg, png, jpeg

Browse...

Multiple Files?

Go

Search Catalog

Search catalog by description for items to order.

Advanced Search

Go

My Files

Search your personal file cabinet for items to order.

Advanced Search

Go

Special Orders

Order custom prints from a hardcopy, CD-ROM, etc.

Go

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All of your print jobs are stored in "MY Files" for future reorder

Checking Job Status



Roles Ordering Proxy Home My Profile Help Logout

PRINT SERVICES
Rochester Software Associates

Orders Manage Files Contacts Reports CART [11]

My Orders

Find the status of an order from this page, and view the details of past orders.
You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved).

Order Search Status: All Created from: Rows Per Page: 25 Search
Order name: to: Clear

Order Name	Order #	Created	Sending to	Status	
Order 77 06/19/2012	77	06/19/2012	RSA Admin	Cart	Modify
Order 42 06/04/2012	42	06/04/2012	RSA Admin	Canceled	View Reorder
Order 35 (Reorder of Orde...	35	02/16/2012	RSA Admin	Canceled	View Reorder
RSA Test #8	34	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #7	33	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #6	32	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #5	31	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #4	30	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #3	29	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #2	28	02/15/2012	RSA Admin	Canceled	View Reorder
RSA Test #1	15	12/14/2011	RSA Admin	Canceled	View Reorder
Order 6 11/17/2011	6	11/17/2011	RSA Admin	Saved	Modify
Order 5 (Reorder of Order...	5	09/27/2011	RSA Admin	Canceled	View Reorder
Order 4 09/27/2011	4	09/27/2011	RSA Admin	Completed	View Reorder
Order 3 (Reorder of Order...	3	09/27/2011	RSA Admin	Canceled	View Reorder
Order 2 09/07/2011	2	09/07/2011	RSA Admin	Canceled	View Reorder

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the status of your print jobs, submitted but not yet completed, can be checked in the "Orders" section of the "Home Page"

Questions and Help



- Help Available within WebCRD
- Call Print Shop Phone: (512) 464-6980

A screenshot of the Print Services web application interface. The top navigation bar includes links for Roles, Ordering, Proxy, Home, My Profile, Help, and Logout. The Help link is circled in red, with a red arrow pointing from the text "Help Available within WebCRD" in the list above. Below the navigation bar is a teal header with the "PRINT SERVICES ROUND ROCK 180" logo. A secondary navigation bar contains links for Orders, Manage Files, Contacts, Reports, and a CART [0] indicator. The main content area is titled "PRINTING MADE EASY" and includes a sub-header: "Ordering from Print Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog." Below this are four main sections: "Upload A File" (with a "Browse..." button), "Search Catalog" (with an "Advanced Search" link), "My Files" (with an "Advanced Search" link), and "Special Orders". Each section has a "Go" button at the bottom. The footer contains the copyright notice: "© 2001-2011 Rochester Software Associates, Inc. All rights reserved."