

Remote Submission - Ordering for Multiple Recipients

Are you the team leader for your grade level? Have you been designated as the “print shop guru” who orders print jobs for your team?

This how-to guide will walk you through the process of designating multiple recipients for your order. It will also illustrate how you can set up your own personal address book, so that you can quickly and easily choose your recipients for future orders.

Roles Ordering 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 9990 (Reorder of Order 8849)

Printing Options

Continue Shopping

Item MS_course_catalog.pdf Pages 21

Form #

Ordered from default folder

Presets **BW 1-Sided** BW 2-Sided BW, 1-Sided, 3 Hole BW, 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 Other

Print: Pages: 21, B/W, Duplex, 20# White Bond
Binding: Collation / Uncollated

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

Karen Verell Qty 1 Due Date 01/29/2013 Time None

Method Distribution Delivery System Location Print Services **Special Instructions**

Billing Information

Change to My Default From My Contacts New

Turn-Around-Time discount applied

Estimate \$0.06 Approve

Bill to Karen Verell **Special Instructions**

Budget code 199351960996399 00

Start a New Cart **Continue Shopping** **Place Order**

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When filling out the order form, notice (above) that your name shows up as the only recipient by default. The quantity entered next to your name will be produced, packed, and shipped. In this instance, if you were ordering 25 copies for 4 different teachers, you would have to count out the copies yourself and then distribute them to the teachers.

However, if you placed this order by designating multiple recipients, the job would be in sets of 25 separated by a colored slip sheet. You won't have to count out the copies, it has already been done for you!

1. To designate a “new” recipient for this order, click the “New” button to the far right in the “Add Another Recipient” menu button section.

The screenshot shows the 'Cart' page for Print Services. The 'Shipping Information' section is highlighted with a black oval. It contains the text 'Add another Shipping Address' followed by three buttons: 'My Default', 'From My Contacts', and 'New'. The 'New' button is the one to be clicked according to the instructions. Other visible fields include 'Order name' (Order 9990), 'Printing Options' (Item MS_course_catalog.pdf Pages 21), 'Shipping Information' (Karen Verell, Qty 1, Due Date 01/29/2013), and 'Billing Information' (Estimate \$0.06, Bill to Karen Verell).

2. You need only to enter the First Name, Last Name, and the school name (Location Name field) as shown below. Click the radio button at the bottom of the page to use this recipient for this order, as well as save them in your address book for future orders. Click “Save” at the bottom of the screen.

The screenshot shows the 'Add Shipping Address' form. The 'Address' section is circled in black, showing fields for 'First name' (Mary), 'Last name' (Pokorny), and 'Location' (Print Services). The 'Phone / Email' section is also circled in black, showing fields for 'Email', 'Work #', 'Mobile #', 'Fax #', 'Home #', and 'URL'. At the bottom, there are two radio buttons: 'This order only' and 'This order; and create a new contact in my Contacts list.' The second radio button is selected and circled in black. Below it is a checkbox for 'Make this my Default Shipping Address'. The 'Save' button is also circled in black.

3. You will be returned to the order screen. Notice that the new recipient is displayed under your name.

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

Order name: Order 9990 (Reorder of Order 8849)

Printing Options [Continue Shopping](#)

Item: MS_course_catalog.pdf Pages 21 Total Ordered 2
Form #
Ordered from default folder

Presets: [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](#) | [Other](#)

Print: Pages: 21, B/W, Duplex, 20# White Bond
Binding: Collation / Uncollated

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](#)

Karen Verell	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Services	Special Instructions
Mary Pokorny	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Services	Special Instructions

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

Turn-Around-Time discount applied
Estimate \$0.13 Approve
Bill to [Karen Verell](#) [Special Instructions](#)
Budget code 199351960996399 00

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

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4. Continue this process until you have each new recipient designated. You can then adjust the quantity requested for each recipient.

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](#)

Karen Verell	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Services	Special Instructions
Mary Pokorny	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Services	Special Instructions
Wes Johannessen	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Shop	Special Instructions
Denisa Page	Qty 1	Due Date 01/29/2013	Time None	Method Distribution Delivery System	Location Print Services	Special Instructions

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

Turn-Around-Time discount applied
Estimate \$0.26 Approve

[Trusted sites](#) | Protected Mode: Off

5. If you need to remove a recipient that you've added to this order, simply click on the trash can icon to the far right of their name. A pop-up window will appear, and clicking the "Yes, Remove" button in that window will remove that recipient from the order.

The screenshot displays the RSA WebCRD interface. At the top, there are 'Presets' for printing (e.g., B/W 1-Sided, B/W 2-Sided, B&W 1 Sided Stapled) and 'Options' tabs (Summary, Print, Binding, Folding, Other). The 'Summary' tab shows 'Print: Pages: 21, B/W, Duplex, 20# White Bond' and 'Binding: Collation / Uncollated'. Below this is a 'Printing Options' section with a 'Continue Shopping' button. The main area is 'Shipping Information', which lists recipients: Karen Verell, Mary Pokorny, Wes Johannessen, and Denisa Page. A 'Confirm' dialog box is overlaid on the screen, asking 'Are you sure you want to remove this recipient from your order?' with 'No' and 'Yes, Remove' buttons. The 'Yes, Remove' button is circled in black. To the right of the recipient list, there are 'Special Instructions' buttons and trash can icons. At the bottom, there is a 'Billing Information' section with an estimate of \$0.26 and a 'Place Order' button. The footer includes '© 2001-2011 Rochester Software Associates, Inc. All rights reserved.' and a security indicator 'Trusted sites | Protected Mode: Off'.

6. Once your recipients are set, and their individual quantities have been entered, click "Place Order" at the bottom of the order screen. A confirmation screen will appear, providing the order number and a printable receipt.

BILLING NOTE: Although you are ordering for multiple recipients, the cost of these types of orders is billed to the person placing the order. It is not possible to divide the billing amongst the multiple recipients.

Designating Multiple Recipients from your Address Book

Once you have added recipients to your Address Book as explained in Step 2, designating them as recipients for future orders is a simple 2-click process.

1. From the “Add Another Recipient” button menu, click the “from My Contacts” button.

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

Order name: Order 9990 (Reorder of Order 8849)

Printing Options Continue Shopping

Item: MS_course_catalog.pdf Pages 21
Form #
Ordered from default folder

Presets: BW 1-Sided, BW 2-Sided, BW, 1-Sided, 3 Hole, BW, 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, Other
Print: Pages: 21, B/W, Duplex, 20# White Bond
Binding: Collation / Uncollated

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

Karen Verell Qty 1 Due Date 01/29/2013 Time None
Method Distribution Delivery System Location Print Services Special Instructions

Billing Information Change to My Default From My Contacts New

Turn-Around-Time discount applied
Estimate \$0.06 Approve
Bill to Karen Verell Special Instructions
Budget code 199351960996399 00

Start a New Cart Continue Shopping Place Order

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2. Click on the name of the desired recipient. The recipient will be added to the recipient list on the order screen as shown in Step 3. You may then enter the desired quantity for that recipient, adjust due date, and then either place the order or continue adding more recipients.

Add a Shipping Address
Click on a name to select a shipping address to add to this order.
Use the search bar to find an address if desired.

Contacts Search Last name contains Location contains Rows Per Page 100 Search Clear

Name	Location	Address	City, State	Modify
Wes Johannesen	Print Shop		, Texas	Modify
Denisa Page	Print Services		, Texas	Modify
Mary Pokorny	Print Services		, Texas	Modify
Jamie Spiegel	Purchasing Dept.		, Texas	Modify
Karen Verell	Print Services	Street1	City, Texas	Modify
Karen Verell	Print Shop	Street1	City, Texas	Modify
Karen L. Verell	RRISD Print Svcs	Street1	City, Texas	Modify

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