DSUSD Graphic Services Web Order System Getting Started Guide - Admin-level

The Graphic Services Web Order System is your connection to online ordering from the Graphic Services Department. At a school site and want to order simple copies for classroom materials? Use **Quick Copy.** Not at a school site or need more print options? Check out **Printing Orders.** And if you are looking for standardized items that have a form number, place a **Store Order**. Orders are placed by registered, approved users. Users, account access, and approval levels are managed by each site.

Designating a Web Orders Administrator

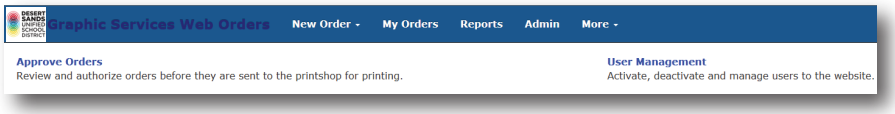
The Graphics Web Order System needs an administrator from each work site. This can be the department administrator or a designated staff member such as an administrative assistant or accounting technician.

The Graphic Services Web Orders Site-Level Administrator...

- Approves user registrations and print orders
- Assigns user account codes
- Assigns approval level by user: pre-approved or orders require approval
- Oversees Graphics spending

Getting Started for Site-Level Administrators...

- ***Get registered if you're not already using the system.***
  Go to *www. dsusd.webdeskprint.com* and click on **Register**. (When choosing a user name, we recommend using the same as your district login). Communicate with Graphic Services when this is done. We will activate your registration and assign administrative privileges and account codes.
- ***Approve/manage new user registrations.***



To manage new users at your site, log in and go to **Admin**, then **User Management** and click the **Approve Users** tab. New users must be approved by you and have account number(s) assigned to them before they can place orders.

To approve users...
- Click **Edit** under **Profile** and verify their contact information.
- Click **Edit** under **Account Numbers**. Select the **Allow Ordering** check boxes for the budget code(s) they will be allowed to use. If you want to assign "pre-approved" status, click the **Automatically Approved** check boxes as well. When finished, click **Update Selected** on the Account Numbers screen.
- LAST step on Approve User screen: Select the User button under Access Level, then click Save Changes. Note: It is important to follow the steps in that order, to avoid complications.

- ***Approve orders.***
  Follow the link on e-mail notifications or log in and go to the Approve Orders tab.
- ***Get familiar with other Web Order tools.***
  Explore the Graphic Services Web Orders site. Check order status and the history of orders you've placed. View reports of sales by accounts and by users, as well as other production reports.