

DSUSD Graphic Services Web Order System

Getting Started Guide - Users



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.

Getting Started for New Users

► *Get registered.*

Go to www.dsusd.webdeskprint.com and click on **Register Now**. Refer to the instructions on the screen. ✦ **Please register only once**. When your registration has been approved by your site, you will receive a notification stating that you can log into the system and submit orders.

► *Place a Quick Copy or Printing Order.*

Go to **New Order** and select **Quick Copy** (for classroom materials) or **Printing Order**.

- **Select Category:** Click on the category then finish size that best fits your printing request.
- **Order Information:** Complete the requested information. Use the 'Show Help' hints until you become familiar the order screens. ✦ **Note - Quantities and sizes refer to the finished pieces (after all cutting and folding is completed)**. For example, if you want 500 half sheets, then your finished size is 5-1/2 x 8-1/2 and your number of sets/copies is 500.
- **Main Paper Selections:** Pick your format, ink color, main paper style, weight and color, and enter the number of sheets of each paper needed to create one set/copy. ✦ **Note - Not all colors are available in all sizes and weights**. Add cover stocks, if needed.
- **Finishing:** Select any remaining options for your order (stapling, collating, cuts, folds, etc.). Choose a selected due date based on your actual needs. Enter any special instructions needed to clarify your order.
- **Attach Files:** Upload electronic originals. If using hard copies, complete the order, print out a copy of the ticket, attach it to your originals and send to Graphic Services.
- **Summary:** Review your order and click finish to submit it for printing.

► *Place a Store Order.*

Go to **New Order** on the blue navigation panel and choose **Store Order**.

- Select the form number you want to order using the search and/or filter fields.
- 'Add' items to the shopping cart and 'checkout' when you are finished.

► *Track your orders.*

Use **My Orders** bar to track orders that you have placed.

► *Copy previous printing orders.*

If you want to place a re-order, you can copy that old order, edit the details and resubmit. Click on **My Orders**, find your old order number and click **View**. Go to **Copy Order**, make any necessary changes, and click **Save**. Then click **Submit Order** to create the new printing order.

► *Questions on your order?*

Contact graphics.orders@desertsands.us or call (760) 771-8624.