


# DSUSD Graphic Services Web Order System / Getting Started

The Graphic Services Web Order System is your connection to online ordering from the Graphic Services Department. It allows for convenient, paperless entry of print requests and time-saving electronic routing for approvals. Through the Web Order System, you can place traditional **printing**

**orders** and upload originals, create **store orders** for our 1900+ forms; school personnel can use **Quick Copy** ordering for site instructional materials. Orders are placed by registered, approved users who are logged onto the Web page. Users, account access and approval levels are managed by each work site.

## Getting Started for New Users:

### ► **Get registered.**

Go to [www.dsusd.webdeskprint.com](http://www.dsusd.webdeskprint.com) and click on 'Register'. 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 Web Orders.



### ► **Place a Store Order.**

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

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

### ► **Place a Printing Order.**

Go to 'New Order' and select '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 us.
- **Summary:** Review your order and click finish to submit it for printing.

### ► **Track your orders.**

Use the 'Order Status' bar to track orders that you have placed.

### ► **Copy old printing orders.**

If you have a new order with similar details to a previously submitted order, you can copy that old order, edit the details and resubmit. Click on 'Order History', find your old order number and click 'View'. Go to 'Copy Order', make any changes if necessary, and click 'Save'. You can choose to submit your order with the updated information and new order number.

### ► **Questions on your order?**

Contact us at [graphics.orders@desertsands.us](mailto:graphics.orders@desertsands.us) or give us a call at (760) 771-8624.

