
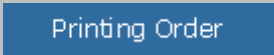
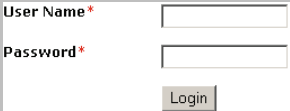




Portland Public Schools

IMAGING SERVICES WEB SUBMISSION PROCESS

Use Imaging Services (Publication Technology) for larger print jobs (50 sheets or more). Smaller print jobs can more easily be performed in school offices using photocopiers or printers.

Web Submission Process		
Step 1	Open a web browser (e.g. Internet Explorer) and go to the following web site: http://cms8.pps.k12.or.us/.docs/pg/10689 (http://inside.pps.k12.or.us > Directories > Imaging Services > How to Submit Print Jobs)	
Step 2	If a school user does not have an account setup with Imaging Services, click on Register . If already registered, proceed to step 3. NOTE: Once you have completed registration, you will receive an email confirmation within 24hrs that your Imaging Services login has been activated. To expedite the process for rush orders, contact 503.916.3368.	
Step 3	Click on Printing Order from the main Imaging Services web page.	
Step 4	Login with your Imaging Services login name and password. NOTE: This is your Imaging Services account and is a separate system from email, eSIS, or other accounts. If you need a password reset call 503.916.3368.	
Step 5	To upload your report/file, click on the Browse button.	
Step 6	Locate the eSIS report/file from your computer, and double click on it. The filename and path should automatically insert in the <i>File</i> field.	

FOR ASSISTANCE CONTACT THE IT SERVICE DESK, ext. 3375 or
itservicedesk@pps.k12.or.us

Web Submission Process		
<p>Step 7</p>	<p>Click Continue button to go to the first screen of the order process.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Contact Information</p> <p>Order Name <input type="text"/></p> <p>Contact Name* <input type="text"/></p> <p>Phone Number* <input type="text"/></p> <p>Site* <input type="text" value="Please Select"/></p> <p>Budget Code* <input type="text" value="Please Select"/></p> <hr/> <p>Order Information</p> <p>Finished Size* <input type="text" value="Please Select"/></p> <p>Number of Sets/Copies* <input type="text" value="0"/></p> <p>Color Options*</p> <p><input type="radio"/> All pages are B/W copies only.</p> <p><input type="radio"/> All pages are color copies only.</p> <p><input type="radio"/> Contains both B/W and color copies.</p> <p>Rush?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Select an Action</p> <p><input type="button" value="Continue"/> <input type="button" value="Back"/></p> </div>	<div style="text-align: right; margin-bottom: 10px;"><input type="button" value="Continue"/></div> <p>Type in name "Order Name" specific to the actual order (e.g. "BESC Senior Labels")</p> <p>Your contact information should automatically be filled in.</p> <p>Select a Budget Code from the drop down list.</p> <p>Select the paper size needed for the print job (</p> <p>Type in number of sets.</p> <p>If all black and white copies, select first radio button.</p> <p>SPECIFY IF JOB NEEDS TO BE PRINTED RUSH OR NOT.</p> <p>Click Continue button.</p>
<p>Step 8</p>	<p>If special paper stock is not needed, just click Continue button to proceed to next screen. If it is needed, specify accordingly.</p>	<div style="text-align: right;"><input type="button" value="Continue"/></div>
<p>Step 9</p>	<p>Specify paper color stock via the drop down menu.</p>	<p>Color: <input type="text" value="White"/></p>
<p>Step 10</p>	<p>Select the standard paper stock size needed by clicking on appropriate radio button.</p>	<p><input checked="" type="radio"/> White, 20#, *, 8-1/2 x 11</p>
<p>Step 11</p>	<p>Click Continue button</p>	<div style="text-align: right;"><input type="button" value="Continue"/></div>

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Web Submission Process		
Step 12	<p>Number of Sheets of this Paper Stock per Set * <input type="text" value="0"/></p> <p>Two-Sided? * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional comments <input style="width: 100%; height: 20px;" type="text"/></p> <p>Include additional paper stocks in this order? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="background-color: #0056b3; color: white; padding: 2px;">Select an Action</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Back"/> </p>	<p>Type in total # of pages in the original (e.g. if the job is a booklet with 20 pages type in 20).</p> <p>Select if job should print on both sides of paper or not.</p> <p>Type in any important information here (e.g. if you are requesting labels, specify what type, such as Avery 5160, or skinny labels, etc).</p> <p>Leave default to "No".</p> <p>Click Continue button.</p>
Step 13	<p>If you have no special binding requests, skip the next three questions (the radio buttons default to "none") and go to "Shipping Information" below.</p> <p style="background-color: #0056b3; color: white; padding: 2px;">Shipping Information</p> <p>Suggested Due Date* <input type="text" value="7/24/2004"/> <input type="button" value="Calendar"/></p> <p>Delivery <input checked="" type="radio"/> Hold for pick-up <input type="radio"/> Ship to address</p> <p>Afternoon Delivery/Pick-Up <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Shipping Address* <input style="width: 100%; height: 20px;" type="text" value="501 N Dixon St"/></p> <p style="background-color: #0056b3; color: white; padding: 2px;">Special Instructions</p> <p>Notes <input style="width: 100%; height: 20px;" type="text"/></p>	<p>The suggested due date is set by Imaging Services. If you need the job completed before the date shown, call x3221 to confirm it can be done.</p> <p>If you want to come to pick up the job (from Imaging Services, BESC, L2), leave the radio button default alone. If you want it sent via pony, select "Ship to address"</p> <p>Type in your school address here for pony deliveries only.</p> <p>A good idea to recap entire job (e.g. Need skinny labels by Friday, 9/10. Please call Jane Doe at x1234 when ready. Will pickup).</p>
Step 14	Click Continue button.	<input type="button" value="Continue"/>
Step 15	Verify all details of the print job work order and Edit, if needed. If ok, click Submit Order to send the job to Imaging Services. Print out the job summary for your records. You will also receive an email confirmation of the work order. For current job status, call Imaging Services directly at 503.916.3221.	<input style="border: 1px solid #0056b3; padding: 2px 5px;" type="button" value="Edit Order"/> <input type="button" value="Submit Order"/>

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