



Web to print - Overview and first time use

What is the new web to print service?

The new tool to submit work for print is an intuitive web based portal which allows staff and students to request various print services from the central print team with minimal effort. Anything from simple ad-hoc print requests to ordering bound documents and posters through a catalogue can be done with ease and order tracking will keep you up to date with progress.

If you are in any doubt how to process a print request, advice is always at hand via the print specialists based in the Print Hub who can be contacted on 0131 455 2486.

Getting Started

You can access the new online portal website by:

typing in a browser: <https://printshop.napier.ac.uk/staff>



Sign In to Your Account

Domain: `napier-mail.napier.ac.uk`

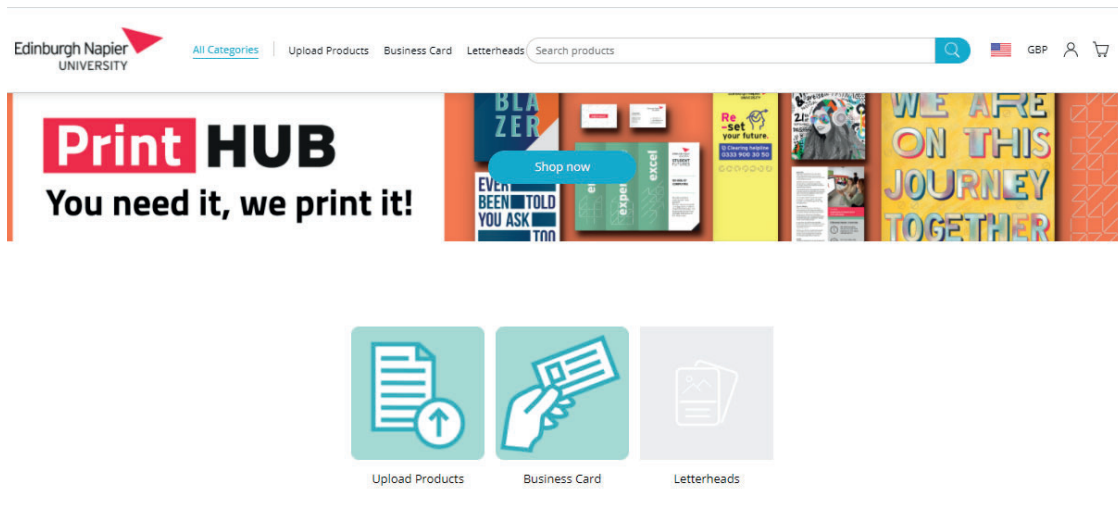
User Name:

Password:

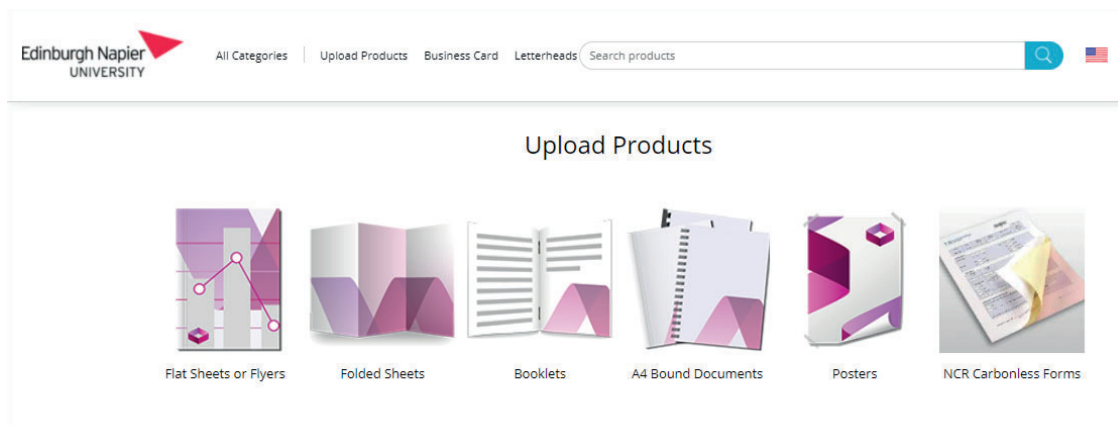
Enter your staff user name and password to access the Store.

Placing an Order

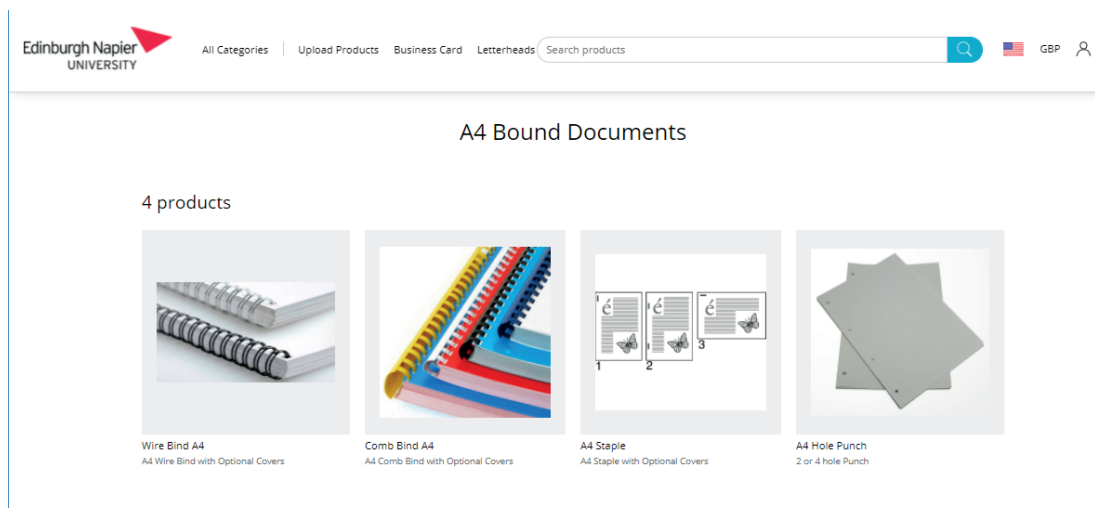
The first screen you will see will show the product categories. Select the product category you require (in this case Upload Products).



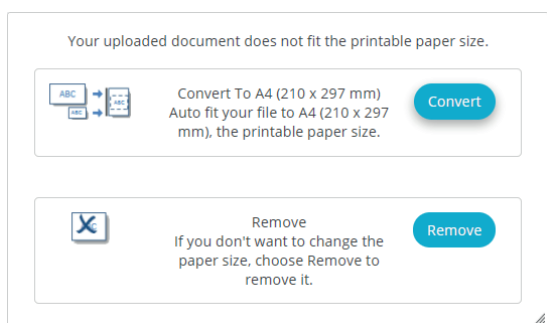
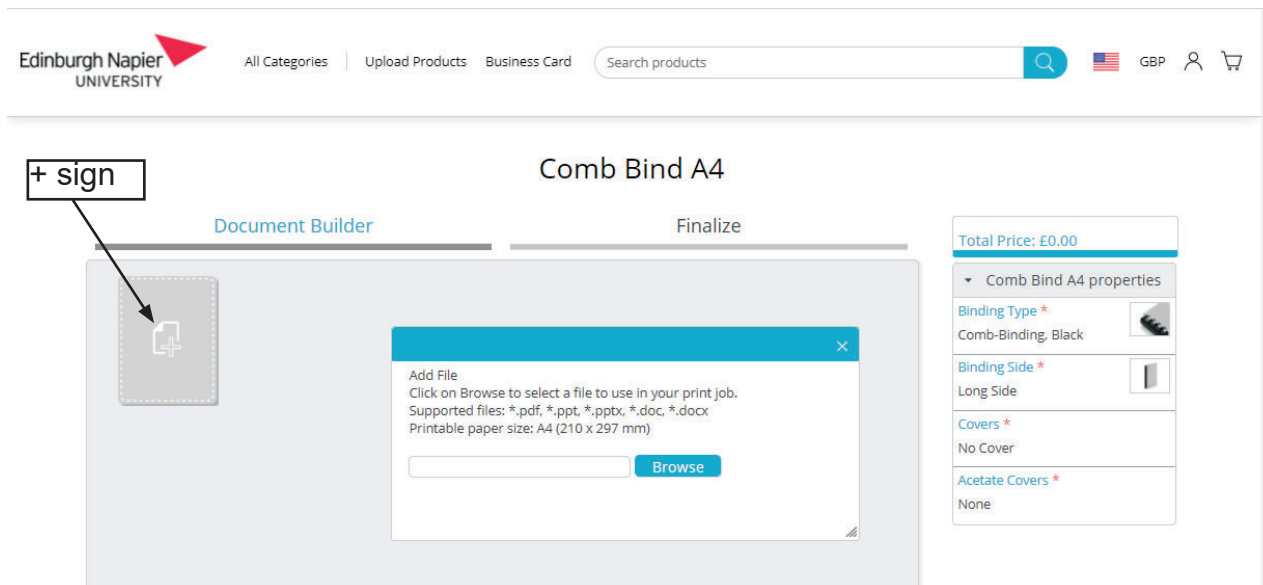
The Upload Product groups can now be viewed. Select the required product group. In this case A4 Bound Documents.



Select the relevant product from the product group. In this case Comb Bound A4.



On next screen Select the + sign in centre of the page icon – Click on Local File then Browse to your document for printing and upload

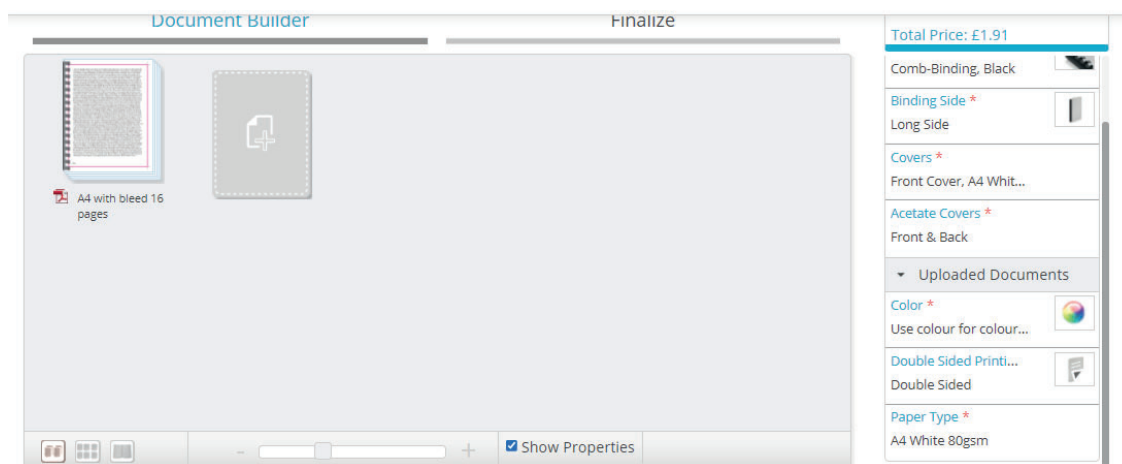


Note the predefined job ticket in this example is for an A4 sized job– a warning will be shown stating the finish size of job will be converted to A4 (if you upload another size job) – Select Convert to resize the job.

You may see a warning as the file(s) are pre-flighted prior to submission – there could be low resolution images for example.

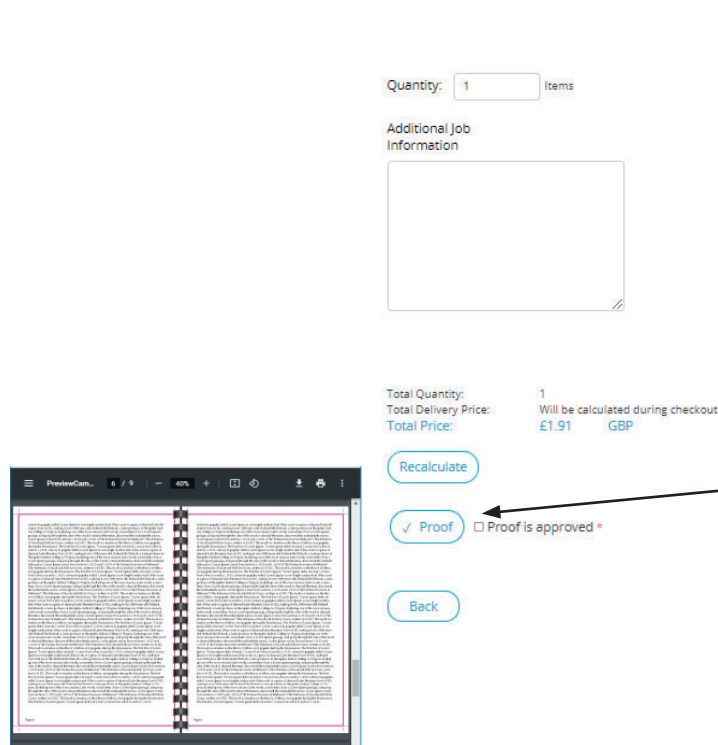
Once your job has processed you'll see your file as an icon. The available product options can be seen on the right of the screen. These options can also be accessed via the 'spanner' icon when you hover over the icon of your uploaded job.

Select the required Paper Type, Covers, Acetate Covers, Double Sided or Single Sided Printing etc.



Select Next to proceed with your order. On the next screen you can set the order quantity and view the cost of the job.

Next



Comb Bind A4
Enter the required Job Quantity in the job Quantity field.

The Recalculate button will preview the updated price.

Select Proof – you will need to review the proof and tick the box to say Proof is approved (if required) before proceeding. Scroll up and down to flick through the pages in the Booklet Proof.


Add to Cart

Select Add to Cart at the bottom right of screen.

At this point either choose to Continue Shopping to order further jobs or Checkout

Shopping Cart Items - To Check Out Now

Select all

Name	Units	Price
<input checked="" type="checkbox"/>  Comb Bind A4 A4 with bleed 16 pages Edit	Total: 3 Items	£4.80 GBP

Subtotal £4.80 GBP

The first time the system is used the Shipping Address will need to be added. Please add your University shipping address (**this must be a University address**).

Shipping

Select from My Shipping Addresses
 My Address
Add...

Selected address

John Jones [Edit...](#)

Room 156

Sighthill Campus

Edinburgh, Edinburgh EH11 4BN

United Kingdom

Name	No. of Units	Service
Comb Bind A4 - A4 with bleed 16 pages	3 Items	Standard

To add your University shipping address (**this must be a University address**). Choose the Select from My Shipping Addresses button. Then add your shipping address.

The Shipping option is available for University Addresses only.

The shipping address will become part of your account details and be available at the next log-in. You can add more than one shipping address if required.

Select the Next button to move to the Order Summary Page.

The next page is the order Summary (if you have more than one job in your order it will be listed) and will include the total price.

Checkout - Order Summary

Address Details > Payment & Submission

Ordered Items

Name	Units	Price
 Comb Bind A4 - A4 with bleed 16 pages	Total: 3 Items	£4.80 GBP

Enter your Cost Centre and press the Checkout button.

Tax:	£0.00 GBP
Total:	£4.80 GBP

Cost Center: 77777

< Back

Checkout

Order Summary

Your order has been received successfully.

Order number: [35515](#)

We will notify you when your order is ready.

[Print Order Details](#)

[Continue Shopping](#)

You will see the summary page stating your order has been submitted.

Further to this you will receive an automated Confirmation email from Print Services.

You will receive another email when the job is ready to be collected from the designated collection point or has been dispatched to the shipping address.

Document formats supported

The system supports PDF format. The system will also automatically convert files (MS Word / PowerPoint) when uploaded into PDF format. As the file(s) are uploaded the system interrogates each page to both pre-flight as well as for costing purposes.

Tracking your order history

From the landing page top bar (on right) Select My Account.



Order ID: View: All orders ▼

[Advanced Search](#)

Orders List

[Clear search results](#)

Order#	Order Date	Total Amount	Status	
35515	9/8/2021	£4.80 GBP	In Progress	Show receipt
38315	9/6/2021	£24.80 GBP	In Progress	Show receipt
24115	7/28/2021	£2.28 GBP	In Progress	Show receipt
33115	7/28/2021	£1.64 GBP	Shipped	Show receipt
32115	7/28/2021	£2.20 GBP	Shipped	Show receipt
21115	7/28/2021	£3.24 GBP	Shipped	Show receipt
80115	7/28/2021	£2.12 GBP	In Progress	Show receipt
59015	7/28/2021	£1.80 GBP	In Progress	Show receipt
48015	7/28/2021	£1.88 GBP	Shipped	Show receipt
27015	7/28/2021	£2.28 GBP	Shipped	Show receipt

1 2

The My Orders view will show all ordered jobs and where they are in the production process.

Shipped

Once the order has been fulfilled in the Service Delivery Centre, the operator will change the Status to Shipped and an automated email will be generated that the job is being despatched.

Search

If you keep a record of your Order Numbers (or Job numbers), you can easily search for previous orders using the Search bar or the Advanced search functionality.

Jobs that have been previously submitted can be easily re-ordered by clicking the Order Number link and then choosing the Re-Order link shown below. The file will be placed into your shopping cart for re-order.

Purchase details

	Product		Units	Price
	Wire Bind A4 A4 with no bleed	Reorder	Total: 1 Item	£1.64 GBP