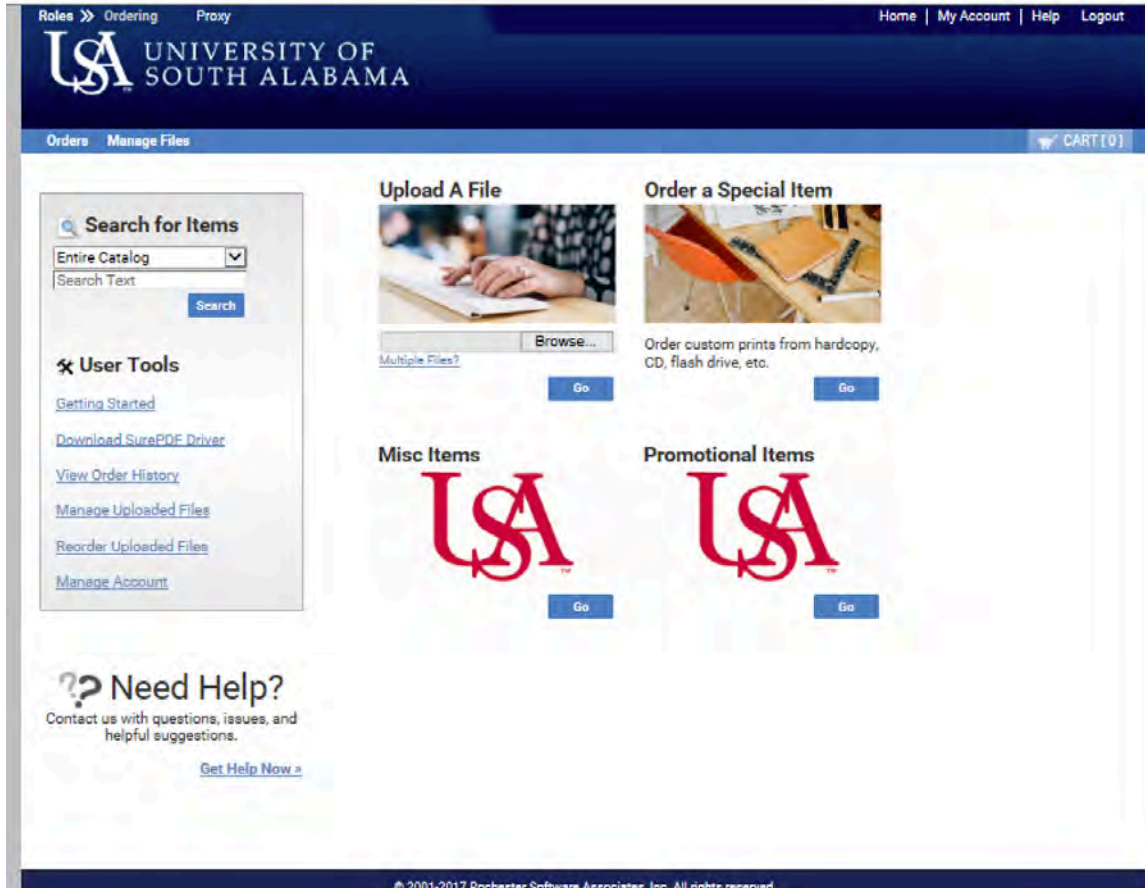


WebCRD User Guide USA

Click on the Online Ordering link on Publications Services web page to access. Use your single sign on credentials to log into WebCRD (your J# and your Jagmail password)



Once logged in select "My Account" in the upper right corner of the screen.

***This is where you set up your contact, shipping, billing and email options
You would also set up your default print options. These options apply to "your" login.***

Select "Save"

Roles > Ordering Proxy Home My Account Help Logout

USA UNIVERSITY OF SOUTH ALABAMA

Orders Manage Files CART [0]

My Account

Email Options Print Options Manage Contacts My Workgroups

My Contact Information [Modify](#) Or select from this contact list [Personal](#)

Address Rhonda Lee
Ricoh
New York
United States

Phone / Email Rhonda.Lee@ricoh-usa.com

User ID rlee [Change Password](#)

Default Shipping Information [Modify](#) Or select from this contact list [Personal](#)

Address Rhonda Lee
Ricoh
New York
United States

Phone / Email Rhonda.Lee@ricoh-usa.com

Method Hold for pickup

Default Billing Information [Modify](#) Or select from this contact list [Personal](#)

Address Rhonda Lee
Ricoh
New York
United States

Phone / Email Rhonda.Lee@ricoh-usa.com

Default Billing Information [Modify](#) Or select from this contact list [Personal](#)

Address Rhonda Lee
Ricoh
New York
United States

Phone / Email Rhonda.Lee@ricoh-usa.com

[Top](#)

Email Options

Order Completed
Receive an email when your order has been completed.

Shipment Notification
Send an email to the order owner of the shipment when shipped.

Item Expiration
Receive an email when your documents expire.

Shipment Notification to Recipients
Send an email to the recipient of the shipment when shipped.

Order Completed To Billing
Send an email to the designated Bill-to individual from your order when completed.

Order Receipt
Receive an email when your order has been submitted.

[Top](#)

Print Options

Summary Print Binding Folding & Punching Covers Other

Print: B/W, 1-Sided, 8.5x11 20# White, No Scaling

[Top](#)

[Save](#)

Under "My Accounts" You can add contacts. (These may be individuals that you ship to regularly) These contacts will be accessible from the ordering page.

Select Manage Accounts < add contact

Fill in the appropriate Fields

- **First Name Last Name**
- **Address**
- **City, State Zip**
- **Email address**
- **Phone number**
- **Account code is applicable**

Orders Manage Files CART | 0

Add Contact

For use as a recipient, provide the details necessary for your ordered items to reach their destination.
For use with billing, include any required account codes.
Fields with an * are required. Fields with an + are required for use as a recipient.

Address	Phone / Email
First name *	Email
Middle name	Work #
Last name *	Mobile #
Job title	Fax #
Location	Home #
Company	URL
Department	
Street 1	Account Codes
Street 2	Fund
Street 3	Org
City	Account
State Alabama	Program
Zip	
Country United States	

Select Save

Select "Home" to place an order or click in the "blue banner" at the top of the page.

Roles >> Ordering Proxy Home | My Account | Help Logout

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Orders Manage Files CART [0]

Search for Items

Entire Catalog


Search Text

Search

User Tools

- [Getting Started](#)
- [Download SurePDF Driver](#)
- [View Order History](#)
- [Manage Uploaded Files](#)
- [Reorder Uploaded Files](#)
- [Manage Account](#)

Upload A File




Browse...

Multiple Files?

Go


Order a Special Item



Order custom prints from hardcopy, CD, flash drive, etc.


Go

Misc Items



Go

Promotional Items



Go

Need Help?

Contact us with questions, issues, and helpful suggestions.

[Get Help Now >](#)

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***Under "Upload a File" Select Browse
Browse to where the file is located***

***Select "Go"
It will open the cart page and this is where you set up your print options***

Cart

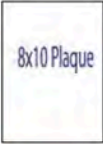
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 87

[Provide an optional name for your order.](#)
Naming your order can be helpful for reordering.

Order Estimate **\$33.00**

Item 1 [Replace File](#) [Continue Shopping](#)



8x10 Plaque.pdf

1 Page
5.00x7.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Unit Price **\$33.00**

Quantity

Your Selected Print Options Print Wide Format, 1-Sided, Gallery Wrap 8x8, No Scaling

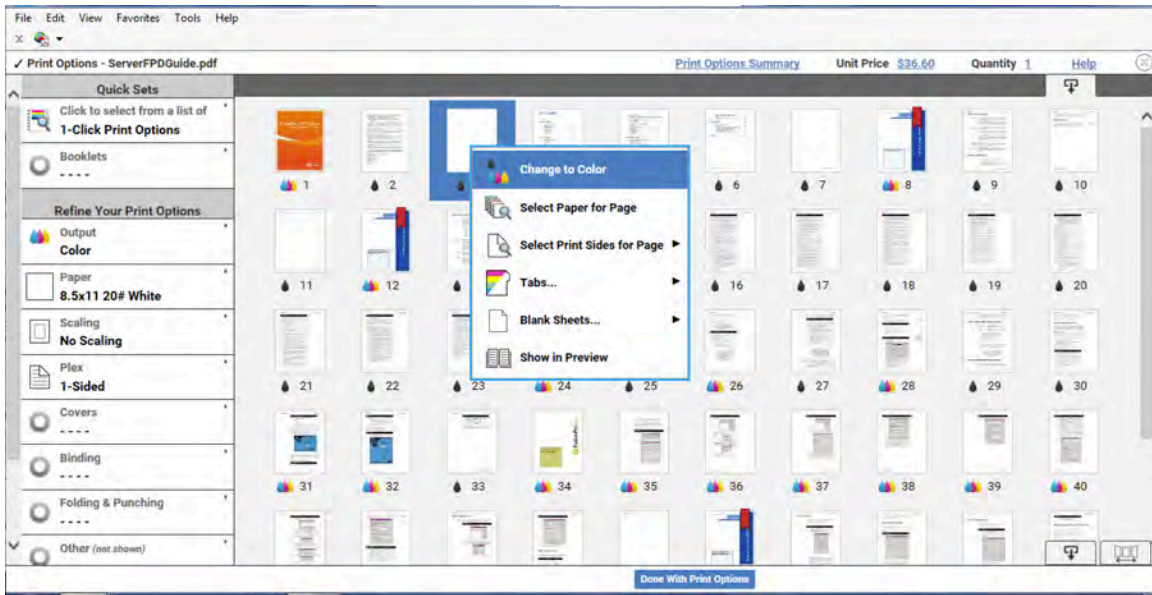
[Preview / Change Options](#)

[Enter special instructions for this item.](#)

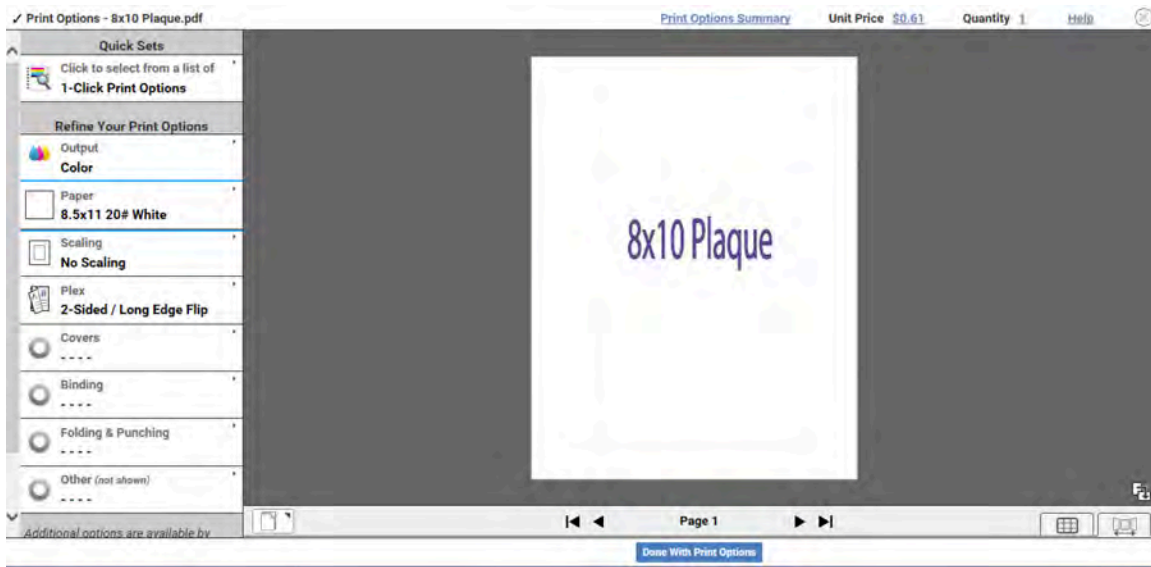
Provide a sample of the document before processing my order.

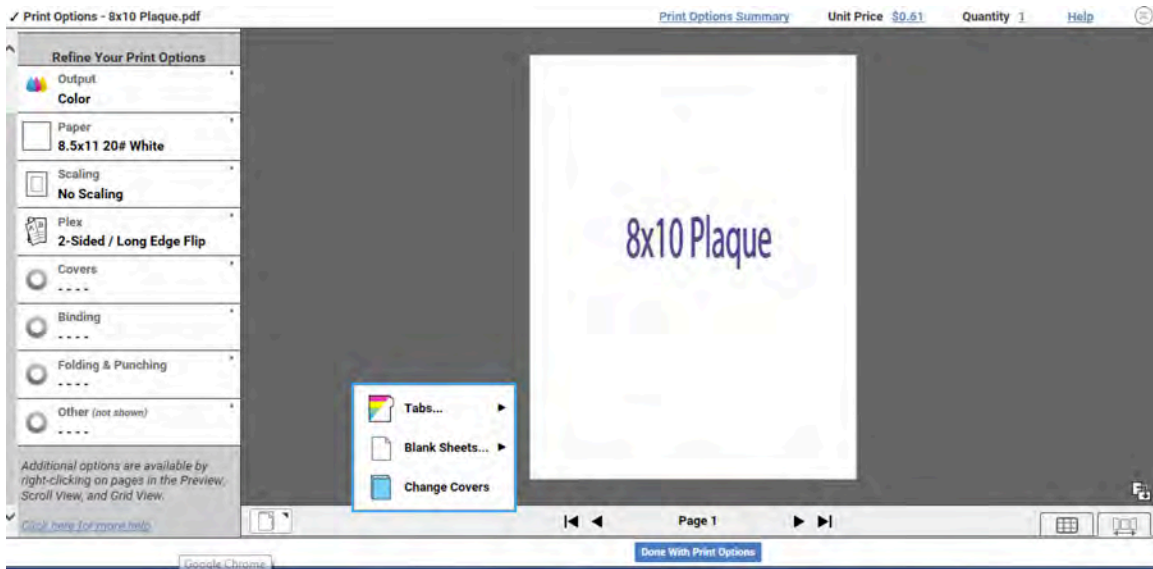
Select "Preview/Change Options"
Select print options specific to your order

- **Output - Color, B/W, Wide Format**
- **Paper - Paper size, Media Type**
- **Scaling - No scaling, Scale down only, Scale to fit**
- **Plex - 1 sided or 2 Sided**
- **Covers - Add covers to a document**
- **Binding - Comb Binding, Plastic Coil, Tape Bind**
- **Folding and Punching - Z fold, Half fold, Tri fold, 2-3 Hole punch**
- **Other - This includes any offline finishing for ex.. Shrink wrap, Laminate, Cutting, Trimming etc...**
- **You can right click in the preview window then select, "add covers" "add tabs" "add a blank page"**
- **There are 2 separate views, an "open grid view" and a "show scroll view"**
- **In these views you can change a B/W page to a color page, select paper, select printed sides, add tabs, change a page to a tab, add a tab before or after a page, add blank sheets before or after a page and preview. (Preview, previews the page that's selected)**



When all the print options have been selected Select “Done with print options”





**Choose date and shipping options. Enter account code
Select "Place Order"**

Shipping Information [Add Address](#)

I would like my order shipped by: **Monday, January 08, 2018** Note: Only dates when the print center is open may be selected.

Rhonda Lee [Select a Shipping Method](#)

Ricoh
New York
United States

Select a Shipping Method
 Hold for pickup Pick up during business hours

Delivery Estimate
Tuesday, January 09, 2018

Ordered Items	Quantity
1 8x10 Plaque.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information **Order Estimate \$0.61**
Click the price to view the cost details

Rhonda Lee [Select Billing Codes for Payment](#)

Ricoh
New York
United States

Select Billing Codes for Payment

Fund

Org

Account

Program

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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Once the order is placed you will receive an email with the order details, price and shipping information.

Home | My Account | Help | Logout

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Orders Manage Files CART [0]

Order Submitted

Your order 87 has been submitted for processing.
An order confirmation email will be sent to you (if enabled).

Print Receipt

Order Information

Order Name Order 87 01/04/2018	Order Number 87
Submitted On 01/04/2018 6:34 PM	Requested ship date 01/08/2018
Customer name Rhonda Lee [rlee]	Site USA Publication Services

Ordered Items

Ship to Rhonda Lee

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
5	8x10 Plaque.pdf	rlee default	\$0.6100	\$3.05
1	8x10 Plaque.pdf	rlee default	\$33.0000	\$33.00
Total Price				\$36.05

Billing Information

Rhonda Lee Ricoh New York United States	Phone / Email Rhonda.Lee@ricoh-usa.com Account Codes Fund None Provided Org None Provided Account 711570 Program 7999
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Shipping Information

Rhonda Lee Ricoh New York United States	Phone / Email Rhonda.Lee@ricoh-usa.com Requested ship date 01/08/2018 Req. Delivery Hold for pickup Est. Delivery Date 01/09/2018 Pick up during business hours
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Print Options

8x10 Plaque.pdf

Print Color, 2-Sided, 8.5x11 20# White, No Scaling

**You can also order Promotional Items or Misc Items from the Ordering home page.
Promotional items – Coffee cups, pens, thumb drives etc...
Select “Go” enter quantity then “Add to Cart”**

**Misc Items, Plaque’s, routing slips, note cards, name tags etc...
Select “Go” enter quantity then “Add to Cart”**