



# **How to Order Class Sets**

# Ordering Class Sets

Do you need 150 copies delivered in 6 sets of 25?

This how-to guide will walk you through the process of designating multiple recipients for your order. It will also illustrate how you can set up your own personal address book, so that you can quickly and easily choose your recipients for future orders.

The screenshot displays the 'Cart' page of the Pflugerville ISD Copy Center website. At the top, navigation links include 'Roles >> Ordering', 'Proxy', 'ImpactVDP Designer', 'Home', 'My Account', 'Help', and 'Logout'. The Pflugerville ISD Copy Center logo is prominently featured. Below the header, the 'Cart' section shows a 'Cart ID' of 777829 and an 'Order Estimate' of \$0.01. The 'Order name' is set to 'test'. The main item listed is 'Awesome Teacher Doc.pdf', which is 1 page long. A preview image shows a 'KEEP CALM YOU'RE AN AWESOME TEACHER!' sign. The unit price is \$0.01, and the quantity is set to 1. Below the item details, 'Your Selected Print Options' are shown as 'Print B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only'. A section for document approval asks the user to approve the document for printing, with a checkbox for 'I have viewed the proof and preview (when available) and approve the document for printing.' A link to 'Enter special instructions for this item.' is provided. The 'Shipping Information' section shows the order is to be shipped by 'Monday, July 24, 2023'. A note states 'Note: Only dates when the print center is open may be selected.' The shipping method is 'PISD DELIVERY', and a note indicates 'This will be delivered with campus mail.' The delivery estimate is 'Tuesday, July 25, 2023'. The recipient's name, 'Lauren Tarbet', is circled in red. The 'Ordered Items' table shows 1 'Awesome Teacher Doc.pdf' with a quantity of 1, which is also circled in red. A link to 'Enter shipping instructions for this recipient' is at the bottom.

Roles >> Ordering Proxy ImpactVDP Designer Home My Account Help Logout

**Pf** Pflugerville ISD Copy Center

### 1 Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 777829

Order name test Order Estimate \$0.01

**Item 1** Replace File Continue Shopping

**Awesome Teacher Doc.pdf**  
1 Page  
Unit Price \$0.01  
Quantity 1

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

**KEEP CALM  
YOU'RE AN  
AWESOME  
TEACHER!**

**Your Selected Print Options** Print B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only  
Preview / Change Options

Please approve this document for printing:  
☐ I have viewed the proof and preview (when available) and approve the document for printing.  
[Enter special instructions for this item.](#)

**Shipping Information** Add Address

I would like my order shipped by: Monday, July 24, 2023 Note: Only dates when the print center is open may be selected.

**Lauren Tarbet**  
ADMINISTRATIVE  
900  
[Lauren.Tarbet@pflisd.net](mailto:Lauren.Tarbet@pflisd.net)

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

On the order Cart page, notice that your name shows up as the only recipient by default. The quantity entered to the right of the filename will be produced, packed and shipped as a single order.

If you were ordering 25 copies for 6 different teachers, our machines do not have the ability to separate into numbered sets, so it must be done by hand.

However, if you placed this order by designating multiple recipients, it would be delivered as 6 separate orders of 25. Each yellow ticket will have the recipients name under the shipping section.

1. To designate a “New” recipient for this order, click the **Add Address** button to the far right of the shipping section.

The screenshot shows the 'Cart' page of the Pflugerville ISD Copy Center. The top navigation bar includes 'Roles >> Ordering', 'Proxy', 'ImpactVDP Designer', 'Home', 'My Account', 'Help', and 'Logout'. The main header features the 'Pf' logo and 'Pflugerville ISD Copy Center'. The 'Cart' section displays 'Order name: test' and 'Order Estimate: \$0.01'. Below this, 'Item 1' is listed as 'Awesome Teacher Doc.pdf' with a unit price of \$0.01 and a quantity of 1. The 'Your Selected Print Options' section shows 'Print: B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only'. A checkbox for 'I have viewed the proof and preview' is present. The 'Shipping Information' section shows a delivery date of 'Monday, July 24, 2023' and a shipping method of 'PISD DELIVERY'. The 'Add Address' button is circled in red.

2. A pop-up window will appear, allowing you to add recipients from an existing contact list, or create a new contact. Clicking **Create a new contact** will open a window to enter a new contact’s first and last name as well as their location.

The screenshot shows a pop-up window titled 'Select an address'. It contains three options: 'Select an address', 'Select a distribution list', and 'Create a new contact'. The 'Create a new contact' option is circled in red. A 'Cancel' button is at the bottom right.

**A.** You only need to enter the **First Name**,

**Last Name** and **Location** (school

name) as shown here. **B.** Click the

radio button near the bottom of the

window to use this contact for this

order, as well as save them in your

The screenshot shows a 'New Shipping Address' form. It has fields for 'First name', 'Last name', 'Location', 'Email', 'Department', and 'Work #'. The 'First name', 'Last name', and 'Location' fields are circled in red. Below the fields, there is a message: 'Fields with an \* are required to submit an order.' At the bottom, there are two radio buttons: 'This order only' (selected) and 'This order; and create a new contact in my Contacts list.' There is also a checkbox for 'Make this my Default Shipping Address'. The 'Save' button is circled in red.

3. You will be returned to the order cart screen. Notice that the new recipient is now displayed under your name.

Awesome Teacher Doc.pdf  
1 Page  
Unit Price \$0.01  
Quantity 2

KEEP CALM  
YOU'RE AN  
AWESOME  
TEACHER!

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

**Your Selected Print Options** Print B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only  
[Preview / Change Options](#)

Please approve this document for printing:  
☐ I have viewed the proof and preview (when available) and approve the document for printing.  
[Enter special instructions for this item.](#)

**Shipping Information** [Add Address](#)

I would like my order shipped by: Monday, July 24, 2023 Note: Only dates when the print center is open may be selected.

1 Lauren Tarbet  
ADMINISTRATIVE  
900  
[Lauren.Tarbet@pfisd.net](mailto:Lauren.Tarbet@pfisd.net)

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

2 Jane Doe  
ADMINISTRATION

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

4. Continue this process until you have each new recipient designated. You can then adjust the quantity requested for each recipient.

**Shipping Information** [Add Address](#)

I would like my order shipped by: Monday, July 24, 2023 Note: Only dates when the print center is open may be selected.

1 Lauren Tarbet  
ADMINISTRATIVE  
900  
[Lauren.Tarbet@pfisd.net](mailto:Lauren.Tarbet@pfisd.net)

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

2 Jane Doe  
ADMINISTRATION

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

3 Jack Doe  
Administration

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

4 Jim Doe  
ADMINISTRATION

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

5 Susan Doe  
ADMINISTRATION

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)



5. If you need to remove a recipient that you've added to this order, simply click on the trash can icon to the right of their name. A pop-up window will appear, and clicking the **Yes, Remove** button in that window will remove that recipient from the order.

The screenshot shows a 'Shipping Information' form with three recipients. Each recipient has a trash can icon to their right. The second recipient, Jane Doe, has a red circle around her trash can icon. The form includes a shipping date selector, a shipping method dropdown, a delivery estimate, and a table of ordered items.

**Shipping Information** Add Address

I would like my order shipped by: **Monday, July 24, 2023** Note: Only dates when the print center is open may be selected.

**1** Lauren Tarbet  
ADMINISTRATIVE  
900  
[Lauren.Tarbet@pfisd.net](mailto:Lauren.Tarbet@pfisd.net)

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

**2** Jane Doe  
ADMINISTRATION

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

**3** Jack Doe  
Administration

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

6. Once your recipients are set, and their individual quantities have been entered, click Place Order at the bottom of the order screen.

**Billing Note:** Although you are ordering for multiple recipients ( possibly at different schools than yours) the cost for these types of orders are billed to the person placing the order. It is not possible to divide the billing amongst the multiple recipients. If you have an order that needs to have the billing divided this way, please contact Lauren @ ext. 40289 before submitting the order.

7. If you need help setting up your Contact List, call 40222.

Once you have added recipients to your Contact list as explained in step 2, designating them as recipients for future orders is a simple process.

Roles >> Ordering Proxy ImpactVDP Designer Home My Account Help Logout

**Pf Pflugerville ISD Copy Center**

### 1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 777829

Order name test Order Estimate \$0.01

Item 1 Replace File Continue Shopping

**Select an address**  
Click to add another ship address from your contacts list.

**Select a distribution list**  
Click to add multiple addresses specified in a distribution list.

**Create a new contact**  
Click to add a new address for this order and add it to your contacts list.

Cancel

Unit Price \$0.01  
Quantity 1

White 20 lb, Scale Down Only

Preview / Change Options

Please approve this document for printing:  
☐ I have viewed the proof and preview (when available) and approve the document for printing.

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

#### Shipping Information

Add Address

I would like my order shipped by: Monday, July 24, 2023 Note: Only dates when the print center is open may be selected.

Lauren Tarbet  
ADMINISTRATIVE  
900  
Lauren.Tarbet@pfisd.net

Select a Shipping Method  
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate  
Tuesday, July 25, 2023

Ordered Items	Quantity
1 Awesome Teacher Doc.pdf	1

[Enter shipping instructions for this recipient](#)

1. From the **Add Address** button pop-up menu, click **Select an Address**.

#### Select Recipient Address

Contact Search Search Clear

Search

Name	Location	Address
Jack Doe	Administration	
Jane Doe	ADMINISTRATION	
Janie Doe	ADMINISTRATION	
Jim Doe	ADMINISTRATION	
Lauren Tarbet	ADMINISTRATIVE	
Susan Doe	ADMINISTRATION	

[1-6] of [6]

Cancel

2. Click on the name of the desired recipient. The recipient will be added to the list on the order screen as shown in Step 3. You may then enter the desired quantity for that recipient, adjust due date and/or delivery options, and then either place the order or continue adding more recipients.