Pflugerville Independent School District WebCRD User Guide

Step 1: Log in

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Step 4: Cart Overview
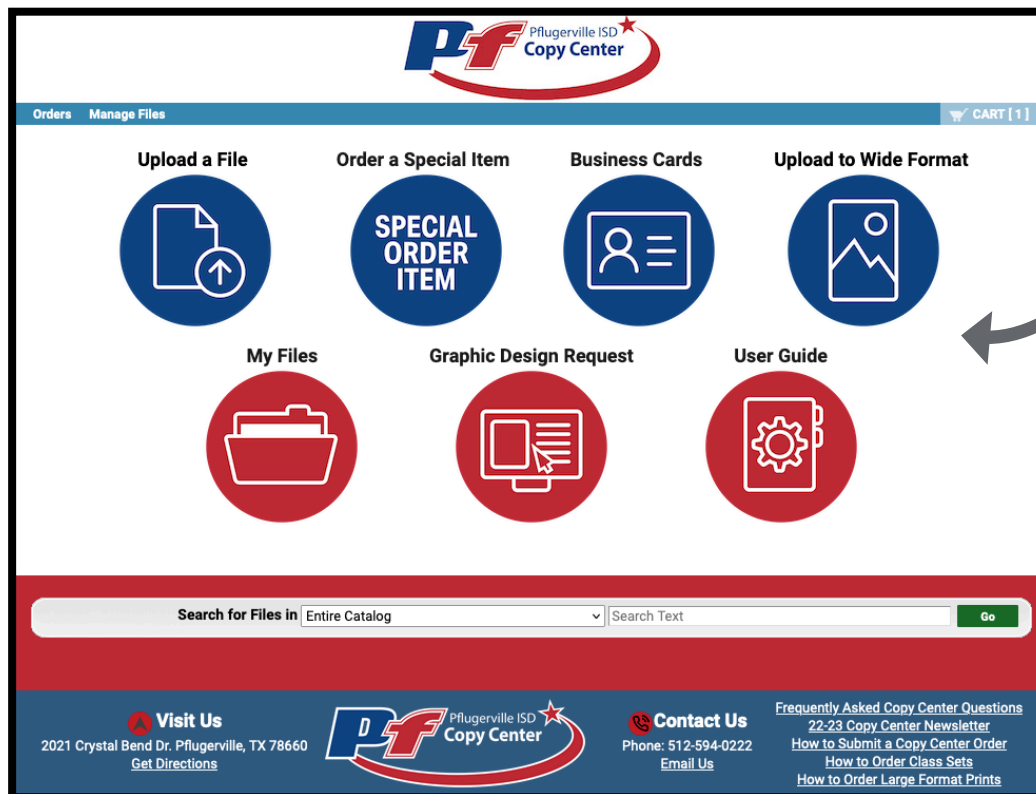
Step 5: Order History, Additional Offerings

Step 1: Log in

To access the Pflugerville Independent School District print portal please proceed to copycenter.pfisd.net from any web browser.
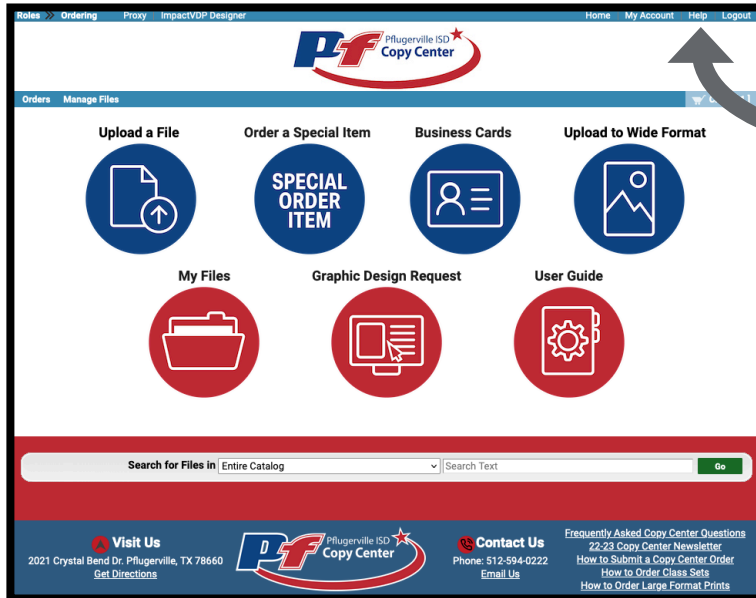

Log in:
You will be redirected to the Online Portal home page

Note: Images in this document may vary slightly from site

Step 2: Account Settings

Please verify your account information through the "My Account" button in the top right of the home page. Modifying any of these fields will autopopulate the information into your cart when ordering.

My Account:
Clicking "My Account" will bring you to your account details page

Contact Information:
Input your contact information

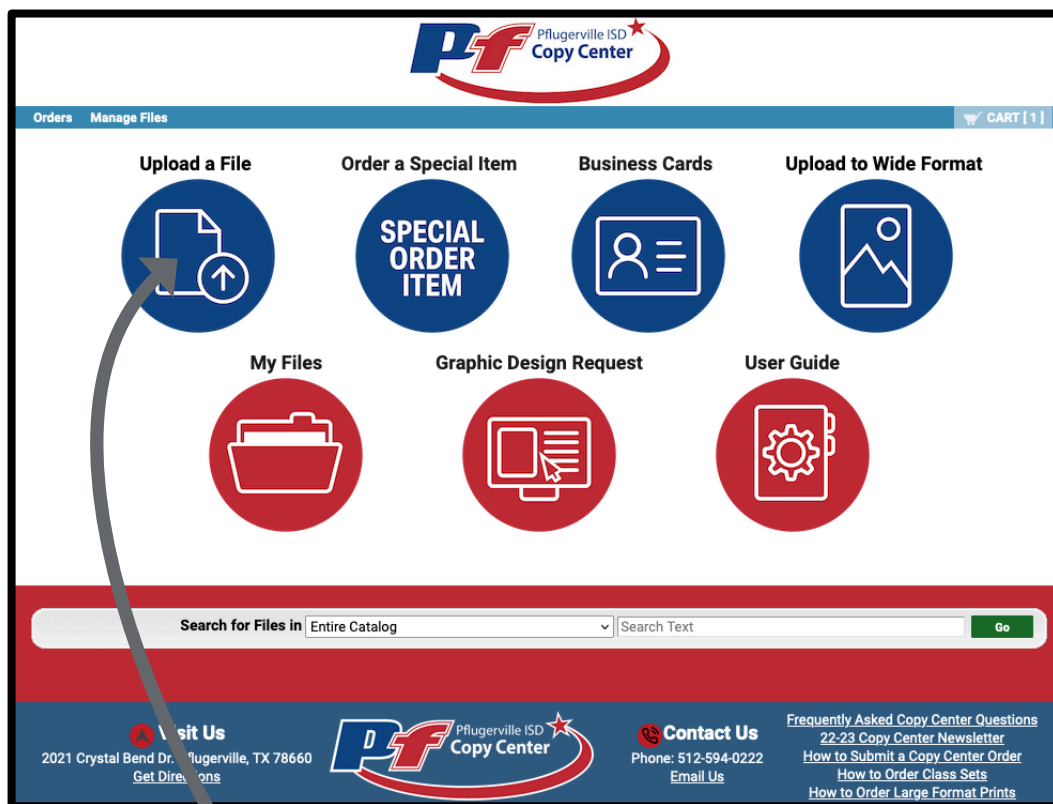**Shipping Information:**
Input your PISD shipping address

Billing Information:
Input your PISD billing information

Email Options:
Set your email preferences for job notifications

Step 3: Custom Orders

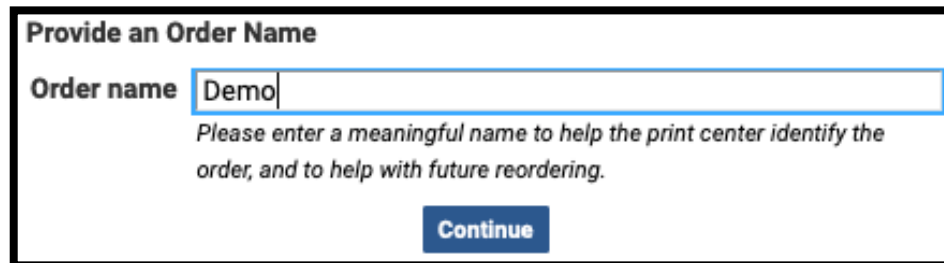To order print jobs begin at the home page with "Upload a File".

Click to Browse and Locate Your File or drag and drop with this portal

Print settings such as paper choices, black and white or color printing, binding options etc. will be discussed in the cart section of this user guide

Step 4: Cart: Basic Overview

From the cart page, follow the steps to select your printing, shipping, and billing options.
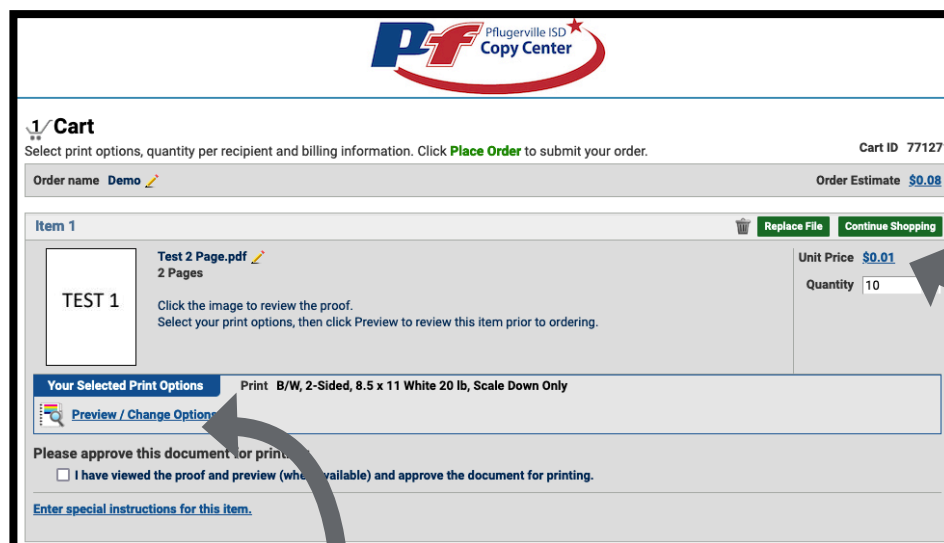The first step is to specify a name for your order.

Provide an Order Name

Order name | Demo

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.
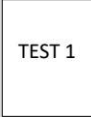
Continue

Pf Pflugerville ISD
Copy Center

🛒 Cart

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

Cart ID 771271

Order name **Demo** ✏️

Order Estimate **$0.08**

Item 1   🗑️ **Replace File** **Continue Shopping**

Test 2 Page.pdf ✏️
2 Pages

TEST 1

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

Unit Price **$0.01**
Quantity 10

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 print...

☐ I have viewed the proof and preview (whe... available) and approve the document for printing.

Enter special instructions for this item.

Print Options:
Select this button to change your paper, size, color, bindery, and many more options

Order Estimate:
Here you will see a price breakdown for each individual item in addition to the total order cost

Print Options: Overview

Clicking on the "Print Options" button labeled in the previous page brings you to a dynamic preview of your job. The preview will update based upon your selected print options on the left hand column.

Document Preview:
The software will provide a dynamic preview of how your job will print.

**Please be aware, what you see is nearly a perfect interpretation of what will be printed
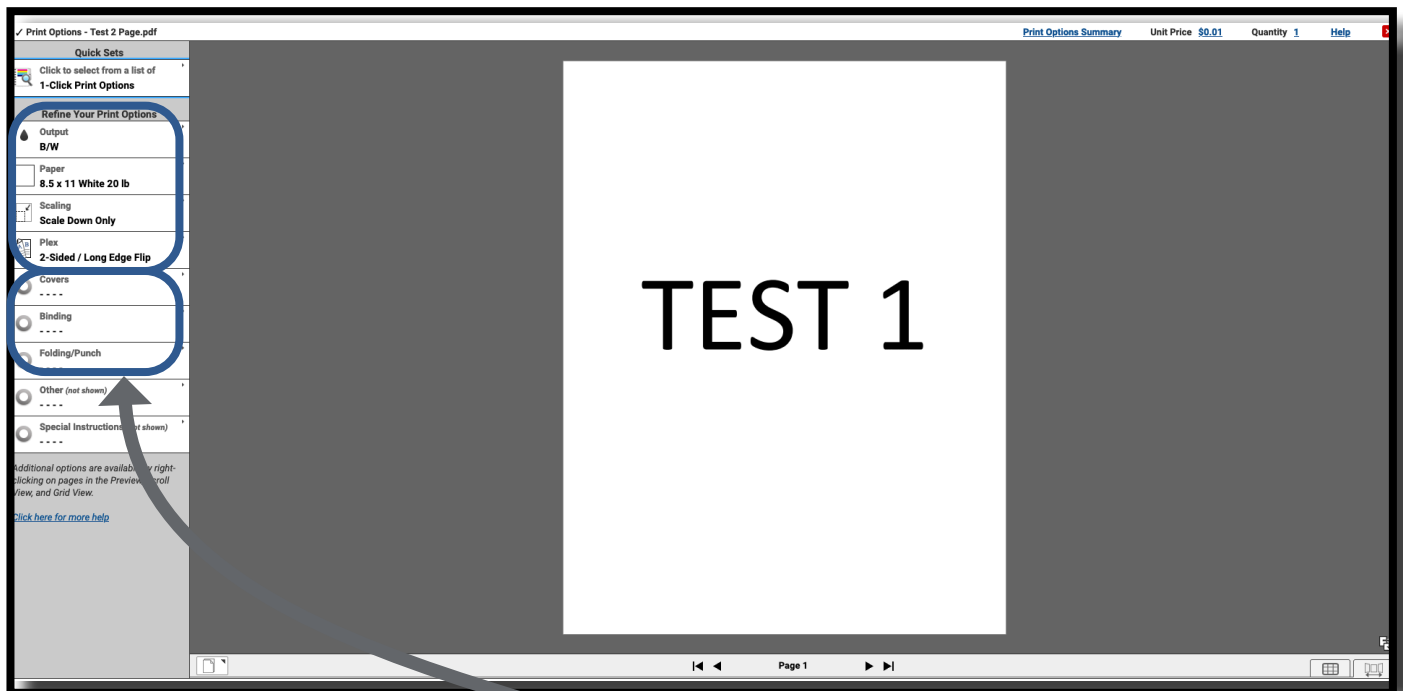

Refine Print Options:
You can choose your paper, output (B&W, Color), covers, plex (one/double sided), scaling etc. For custom paper sizes/custom jobs, please enter special instructions on the main cart page or at the bottom of this section.

Choose Finishing Options:
These range from binding (plastic coil/staples), folding, and other for options you may not see in the other sections. Please type your special requests into the special instructions page of the cart

Print Options: Special Pages
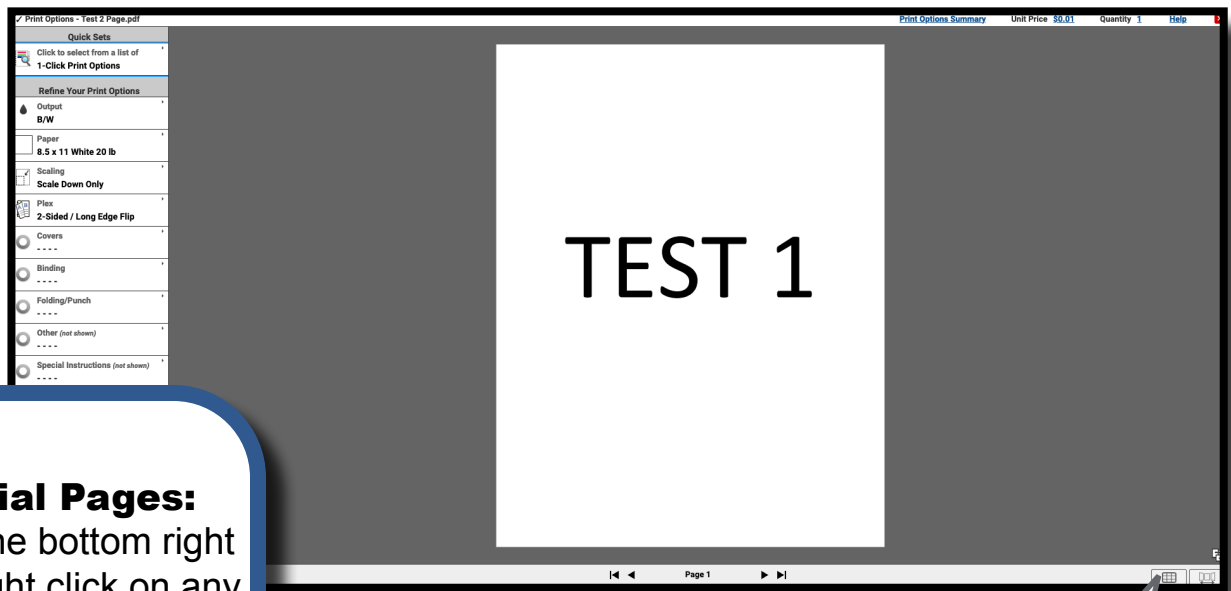
To Add Special Pages:
Click the icon in the bottom right of the preview. Right click on any of your pages. A menu will pop up from which the user can add blank pages, add tabs, or convert current pages to tabbed pages. To add text on the tabbed portion, enter in "Tab Text"
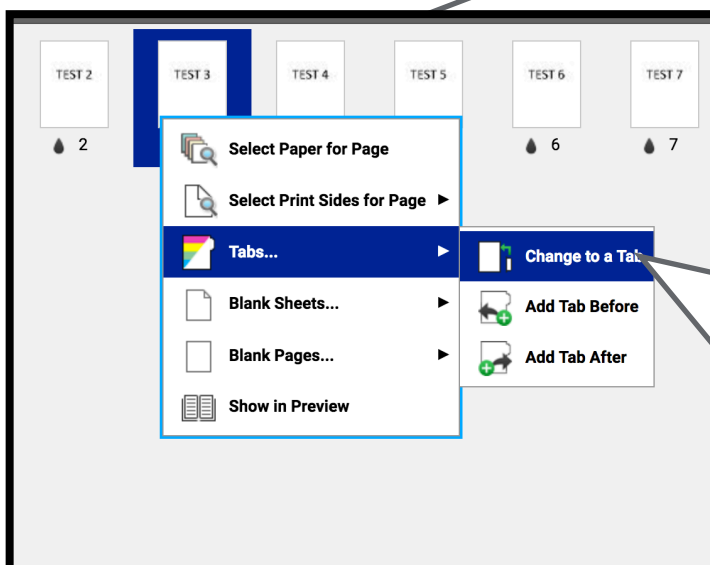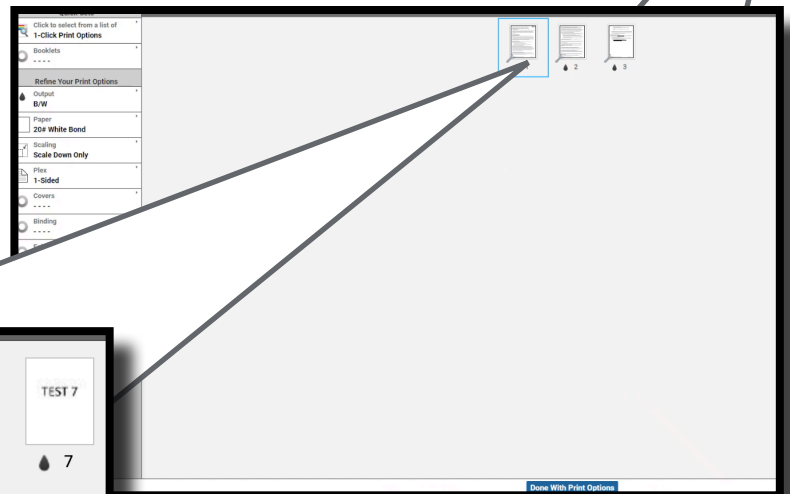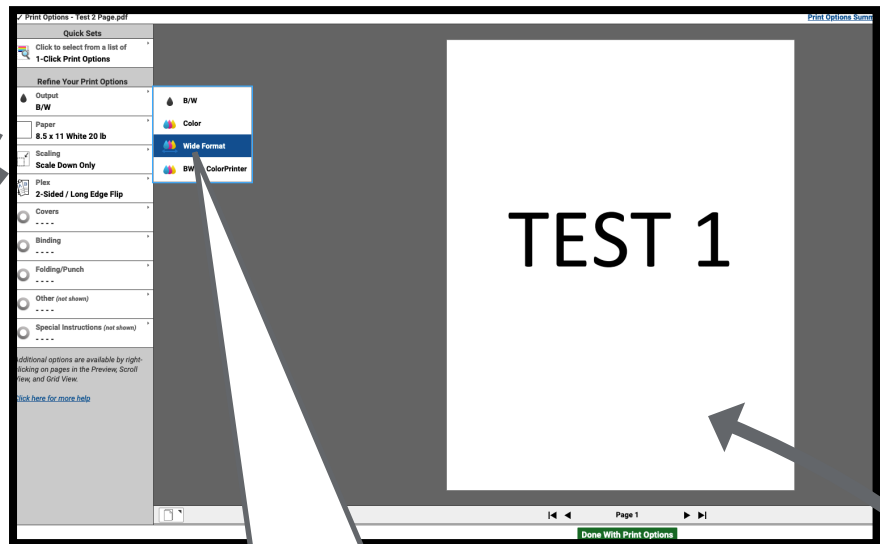
Print Options: Wide Format

Utilizing the "Print Options" button in your cart you can access the preview page. To build your Wide Format job, follow these steps. You may also use the "Upload Wide Format" button on the homepage to pre-select "Wide-Format" stocks only.

1 - Output:
Select "Wide Format" from this section

2 - Media:
Select your paper from the available media

3 - Scale:
Select an option here to scale your document

Document Preview:
Be sure to look over your preview. What is shown is what will be printed. If the image is blurry you may need a higher resolution image. Contact printing services with any questions

Cart: Overview Continued

Pflugerville ISD Copy Center

Cart

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

Cart ID 771271

Order name **Demo** ✏

Order Estimate **$0.01**

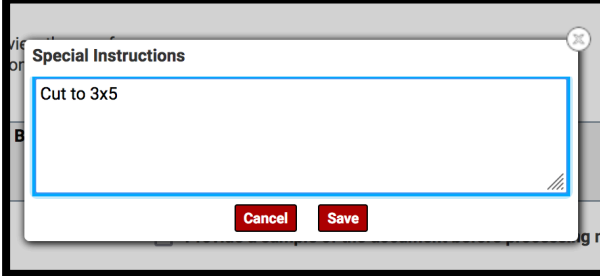**Item 1**   🗑 Replace File | Continue Shopping

TEST 1

Test 2 Page.pdf ✏
2 Pages

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

Unit Price **$0.01**

Quantity 1

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.

Special Instructions

Cut to 3x5

Cancel   Save

Special Instructions:
Please use this area to relay any print option relevant instructions. The print staff will do their best to print to your exact specifications. It should be left blank if no additional instructions are needed.

Enter Quantity:
Please enter a quantity greater than 0.

Shipping/Billing Information

Please verify and change your shipping and billing information as necessary. Default values can also be changed in the "My Account" page.

Shipping Method:
Select either hold for pickup or PISD delivery

Requested Delivery:
Select the timeframe you would like your order **shipped** by. This will affect your delivery estimate date

Personal Information:
You may edit all information with the pencil icon shown

Billing Code:
Enter the appropriate District Account Code

Pricing Information

Item Price Estimate:
Selecting the price next to "Unit Price" brings up a price breakdown for that item

Order Price Estimate:
Selecting the price next to "Order Estimate" breaks down the entire price of your order, including all items

Note:
All prices upon submission are purely estimates. They are subject to change

Submitting Orders

Once you have finished configuring your item, you may place your order or continue shopping.

Place Order:
Once you place your order you will receive a notification email (if set in your account settings) regarding the details of your order

Order Confirmation

Once you have arrived at this page your order has successfully been submitted for approval. You will receive an email confirmation from Pflugerville Independent School District Print Center if you have email delivery set in your account preferences. Please note, if you have not reached this page, your order has not been submitted.

Orders   Manage Files   CART [0]

Order Submitted

Your order 771271 has been submitted for **approval**.
An order confirmation email will be sent to you (if enabled).

Print Receipt

Order Information

Order Name	**Demo do not print**	Order Number	**771271**
Submitted On	**06/13/2023 10:02 AM**	Requested ship date	**06/15/2023**
Customer name	**AidanH AidanH [AidanH]**		
Approval group	**Out of District**		

Ordered Items

Ship to AidanH AidanH

| Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Test 8 Page Color.pdf	AidanH default	$0.03	$0.03
			Total Price	$0.03

Billing Information

AidanH AidanH

Texas
United States

Phone / Email

aidan.hamor@ricoh-usa.com

Account Codes

Step 5: Order History

Within your Order History, you can reorder past jobs and the system will keep the job specifications for you in a new cart so that reordering is seamless.

View Order History:
Select this option to see your previously submitted jobs
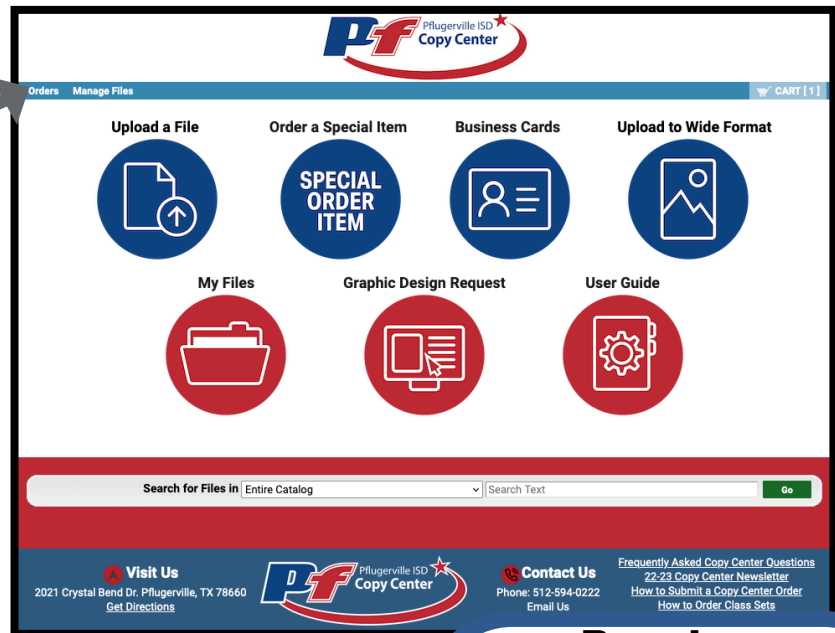
Reorder:
Files may be re-ordered. The system will configure your job exactly as it was submitted previously. The print/shipping/billing options will all be the same as the original order

Order Name:
Files include user defined order name as well as order number for print shop use

Note:
Files do expire and may need to be re-uploaded
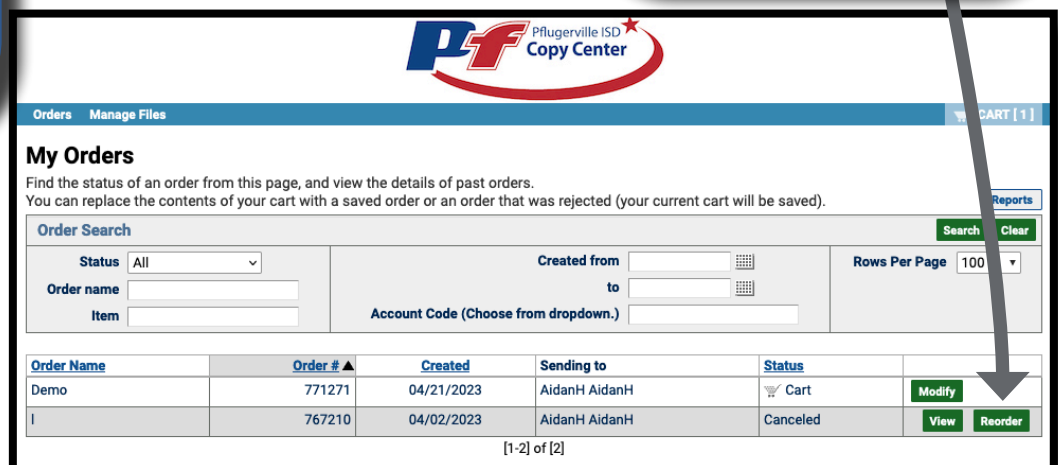
Additional Offerings

The online copy center portal offers many more options in addition to the catalog and custom print jobs!
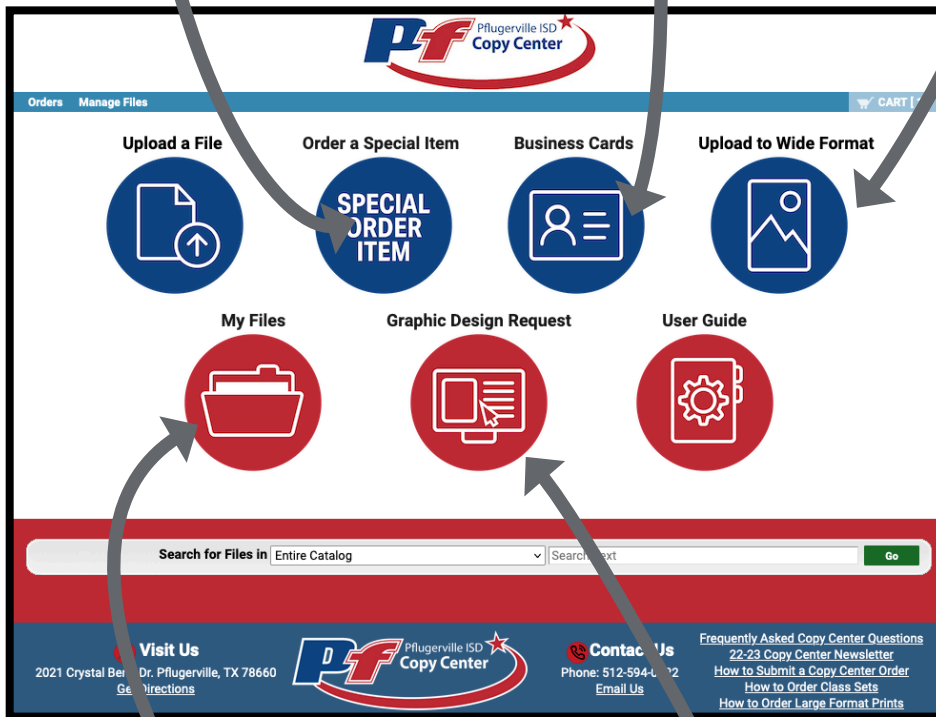
Special Item Order:
Submit non-electronic file orders

Business Cards:
Request various school business cards here

Begin a wide format poster/banner job here

My Files:
Access previously uploaded files here

Graphic Design Request:
Fill out a graphic design request form and submit electronically

Contact

For Questions or Assistance with the Pflugerville Independent School District Print Portal Please Contact:

Email: CopyCenter@pfisd.net
Phone: 512-594-0222