



Pflugerville Independent School District WebCRD User Guide



Step 1: Log in



Step 2: Account Settings



Step 3: Custom Orders



Step 4: Cart Overview



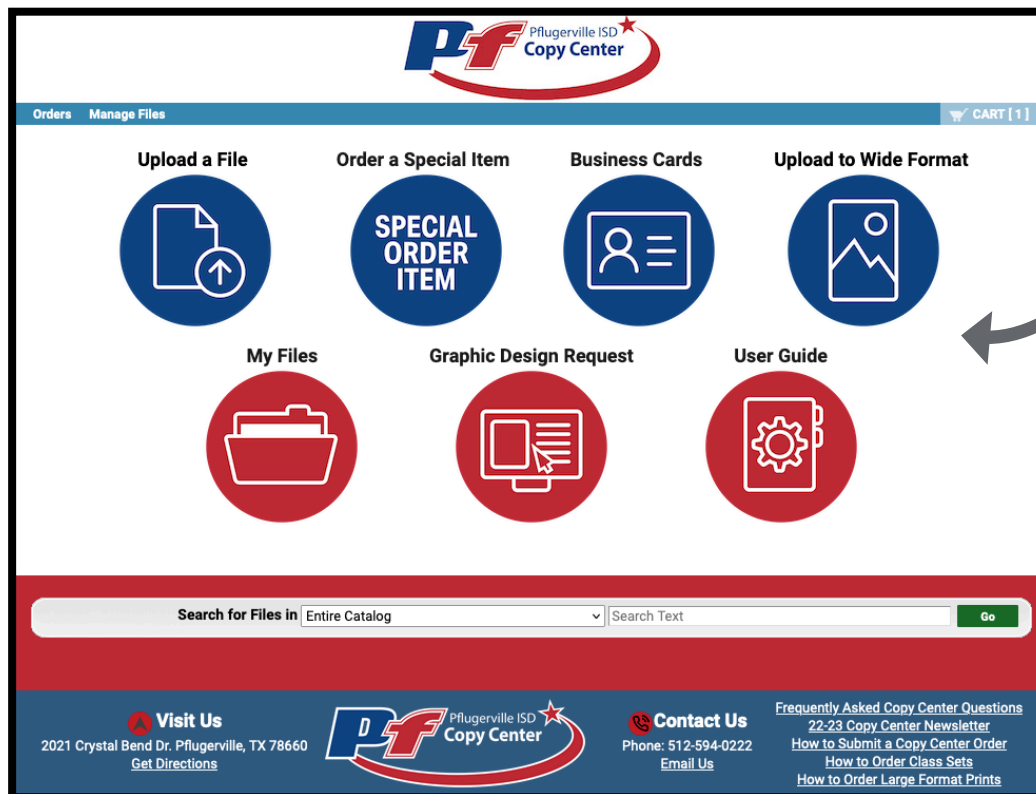
**Step 5: Order History,
Additional Offerings**

Step 1: Log in

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



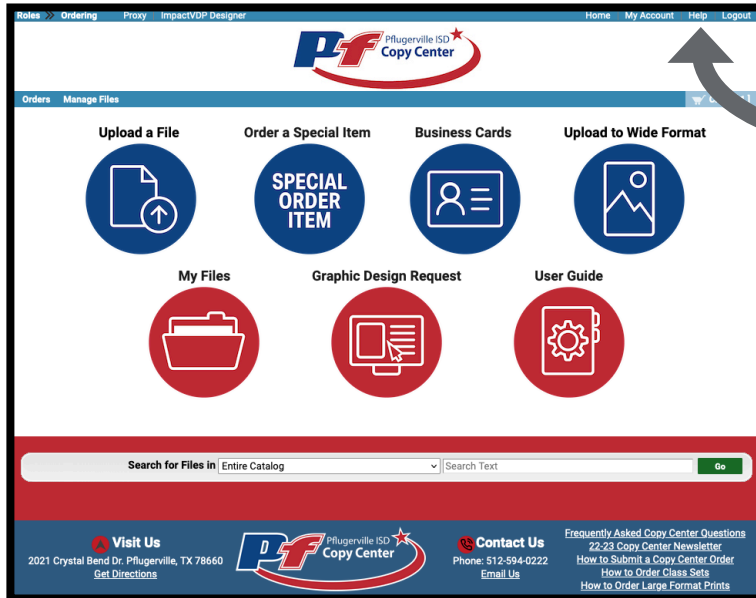
Log in:
You will be redirected to the
Online Portal home page



**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

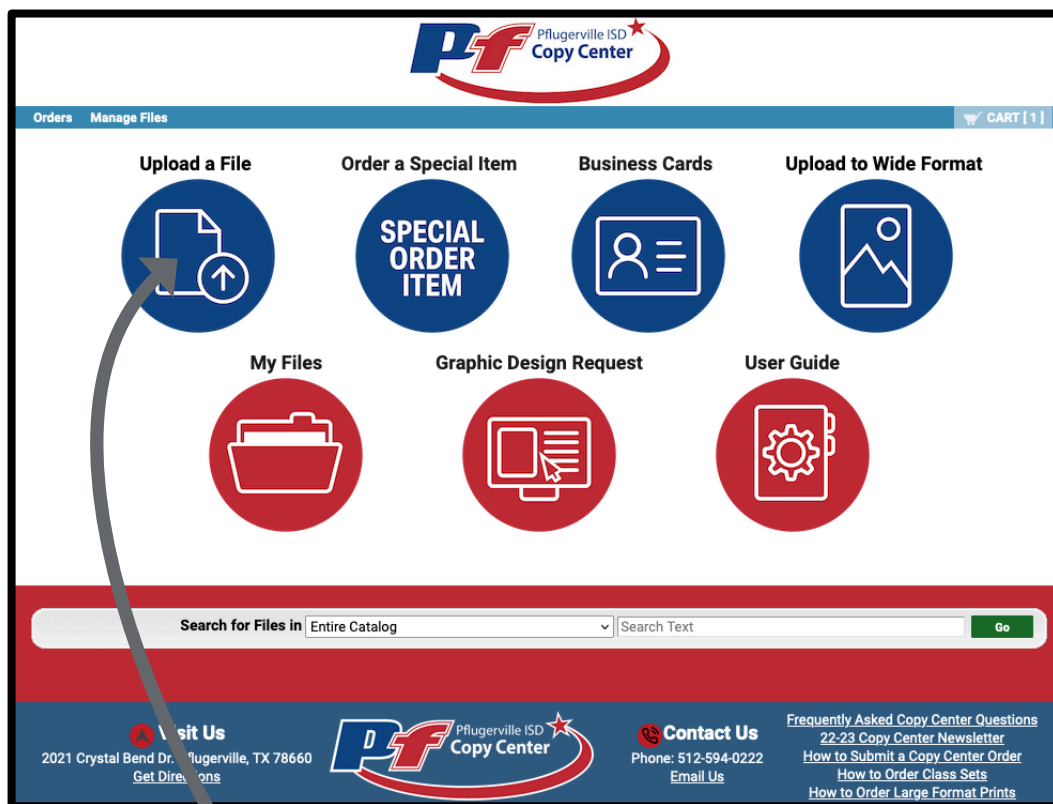
Billing Information:
Input your PISD billing information

A screenshot of the 'My Account' page. The page is divided into several sections: 'My Contact Information', 'Default Shipping Information', 'Default Billing Information', and 'Email Options'. Each section has a 'Modify' button and a 'Personal' link. The 'Email Options' section includes checkboxes for 'Order Completed', 'Shipment Notification', 'Item Expiration', 'Shipment Notification to Recipients', 'Order Completed To Billing', and 'Order Receipt'. The 'Email Options' section also includes a 'Send an email to the designated Bill-to individual from your order when completed' checkbox.

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”.



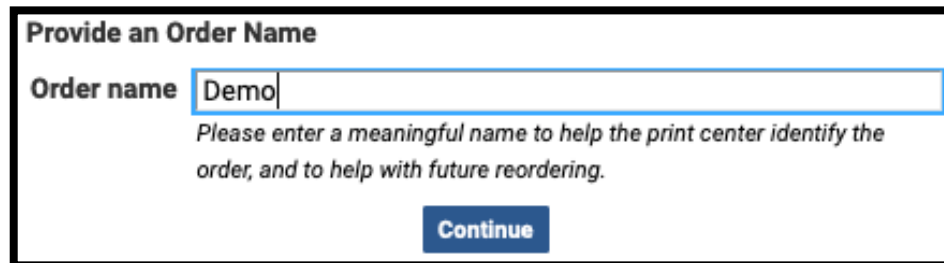
**Click to Browse
and Locate Your File
or drag and drop with
this portal**

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.

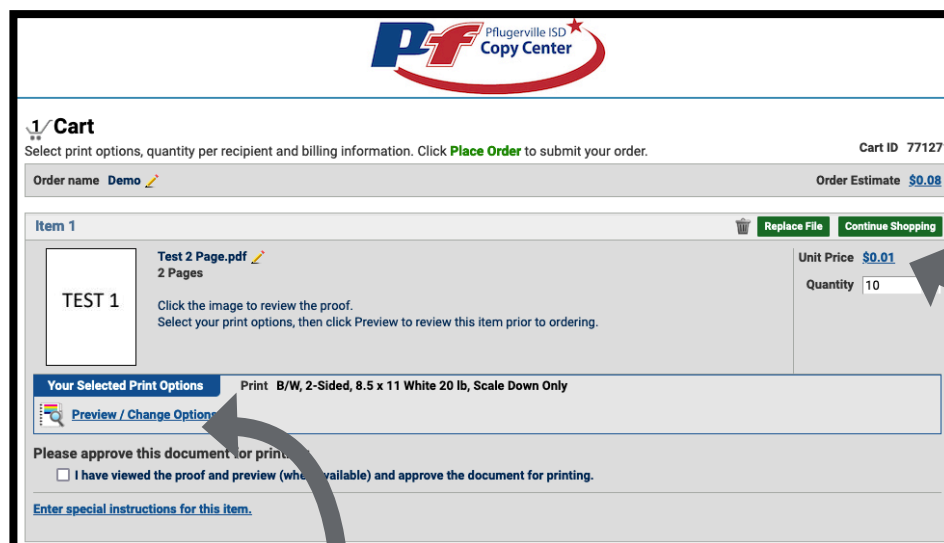


Provide an Order Name

Order name

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

[Continue](#)



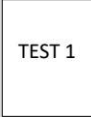
Pf Pflugerville ISD Copy Center

1/ 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](#)

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

Item 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

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.](#)

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

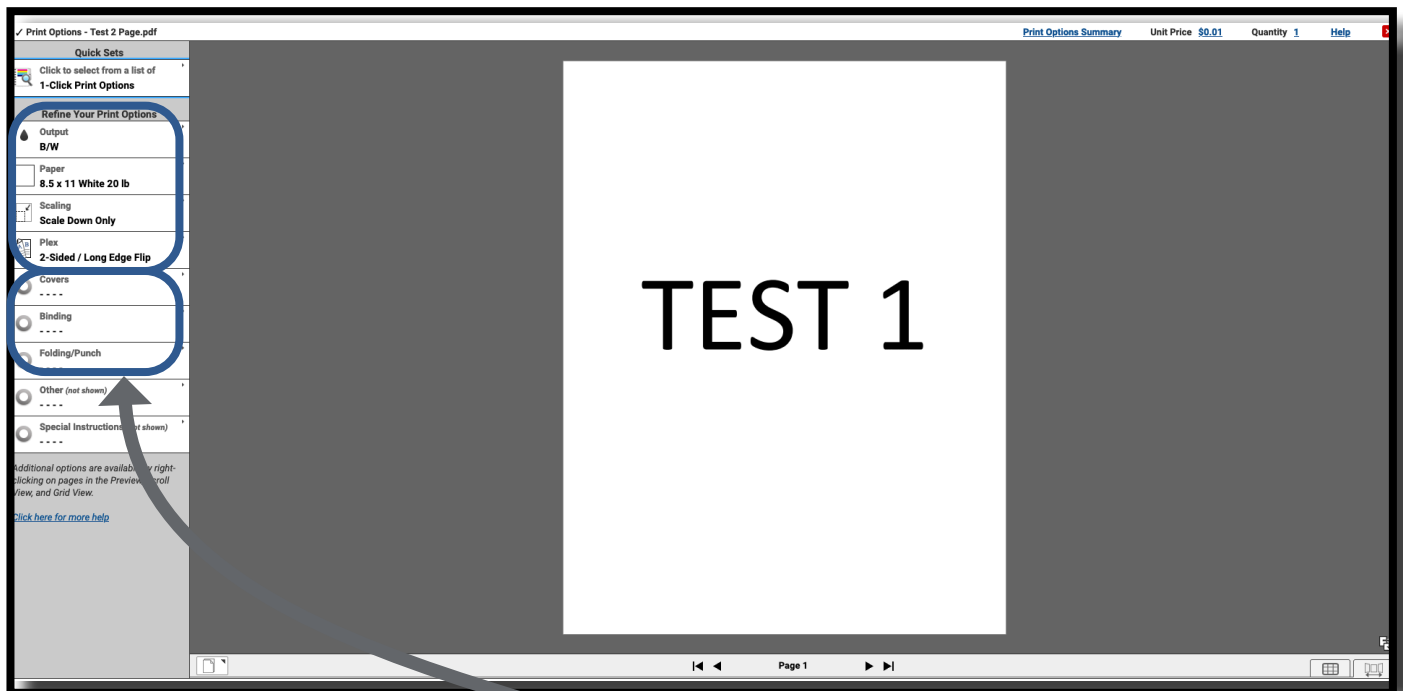
Print Options: Overview

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



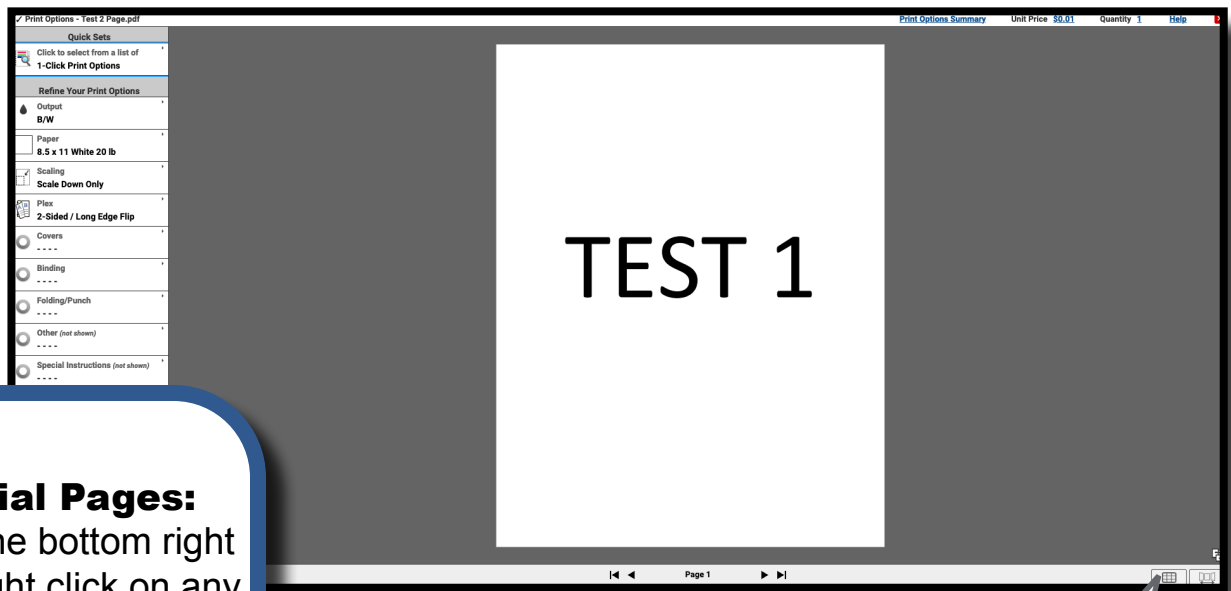
Refine Print Options:

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:

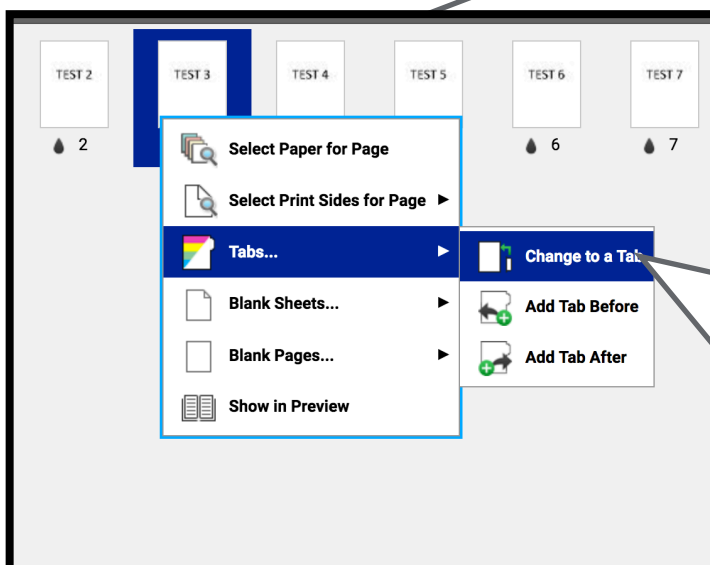
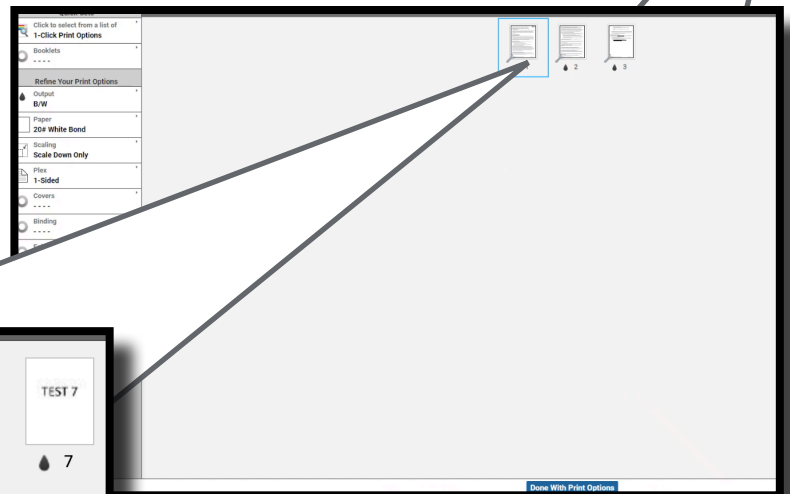
These range from binding (plastic coil/staples), folding, and other for options you may not see in the other sections. Please type your special requests into the special instructions page of the cart

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"



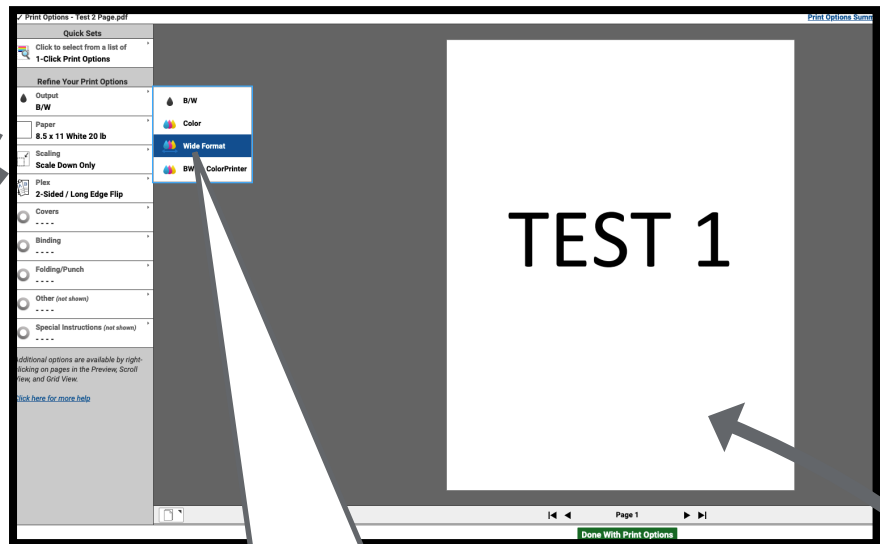
Print Options: Wide Format

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



Select Paper

Current Paper: 12"x12" vinyl decal

Use the filter options below to view the available paper choices.

Color ☐ white Size Any

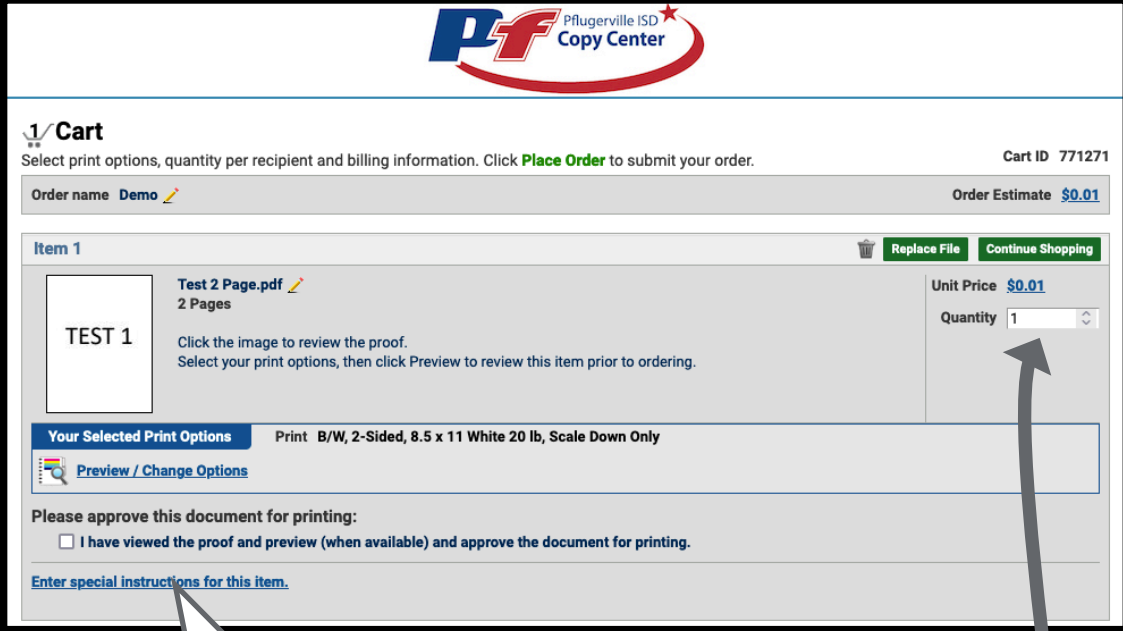
The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> 12"x12" vinyl decal	white	12" x 12"
<input type="checkbox"/> 8" circle vinyl decal	white	8" circle
<input type="checkbox"/> 10" x 10" vinyl decal	white	10" x 10"
<input type="checkbox"/> 4" vinyl decal circle	white	4" Circle
<input type="checkbox"/> Matte Poster Paper- 18x24	white	18" x 24"
<input type="checkbox"/> Glossy Poster Paper- 18x24	white	18" x 24"
<input type="checkbox"/> Matte Poster Paper- 24x36	white	24" x 36"
<input type="checkbox"/> Glossy Poster Paper- 24x36	white	24" x 36"
<input type="checkbox"/> Matte Poster Paper- 18x36	white	18" x 36"
<input type="checkbox"/> Glossy Poster Paper- 18x36	white	18" x 36"
<input type="checkbox"/> Matte Poster Paper- 30x42	white	30" x 42"
<input type="checkbox"/> Glossy Poster Paper- 30x42	white	30" x 42"
<input type="checkbox"/> Matte Poster Paper- 36x48	white	36" x 48"

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



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 771271

Order name **Demo** Order Estimate **\$0.01**

Item 1 Replace File Continue Shopping

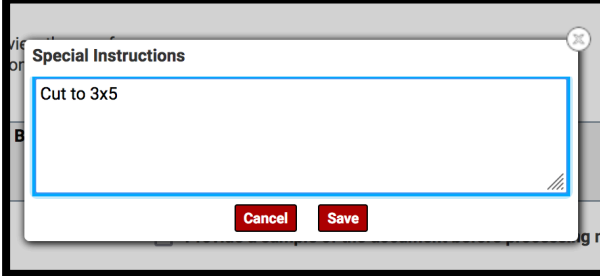
Test 2 Page.pdf
2 Pages
Unit Price **\$0.01**
Quantity **1**

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

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.

The screenshot shows the 'Shipping Information' form. On the left, a pink box contains the recipient's address: 'RSA Admin, HQ, RSA, Administrator, 69 Cascade Drive, Knowlton Building, Suite 201, Rochester, New York 14614, United States, pikec1@michigan.gov'. A pencil icon is next to this box. To the right, there's a 'Select a Shipping Method' dropdown menu with 'Hold for pickup' selected. Below it, the 'Delivery Estimate' is 'Thursday, August 25, 2022'. A table titled 'Ordered Items' shows '1 MSU CALENDAR 2022'. At the bottom, there's a link 'Enter shipping instructions for this recipient'. A blue 'Add Address' button is in the top right. A callout box on the left points to the shipping method dropdown, and another callout box on the right points to the delivery estimate.

Shipping Information

I would like my order shipped by: Wednesday, August 24, 2022 End of Day Note: Only dates and times when the print center is open may be selected.

RSA Admin
HQ
RSA
Administrator
69 Cascade Drive
Knowlton Building
Suite 201
Rochester, New York 14614
United States
pikec1@michigan.gov

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

Delivery Estimate
Thursday, August 25, 2022

Ordered Items	Quantity
1 MSU CALENDAR 2022	

[Enter shipping instructions for this recipient](#)

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

The screenshot shows the 'Billing Information' form. On the left, a green box contains the biller's information: 'AidanH AidanH, Texas, United States, aidan.hamor@ricoh-usa.com'. A pencil icon is next to this box. To the right, there's a 'Select Billing Codes for Payment' section. It includes a 'District Account Code' dropdown menu with 'No Valid Account Codes' selected. Below it, there's a text input field for the 'District Account Code' with an example: '199.E.11.6399.00.110.0.99.100'. There's also an 'OUT of District Cash/Check' dropdown menu. At the bottom, there's a link 'Enter billing instructions for this order'. A blue 'Add Split' button is in the bottom left. A callout box on the left points to the billing code dropdown, and another callout box on the right points to the delivery estimate.

Billing Information

AidanH AidanH
Texas
United States
aidan.hamor@ricoh-usa.com

Select Billing Codes for Payment

District Account Code No Valid Account Codes

If the account code is not found in the dropdown box above, please enter it below. For 22-23 School Year use XXX.E.XX.XXXX.XX.XXX.0.XX.XXX FORMAT ONLY

District Account Code

Example: 199.E.11.6399.00.110.0.99.100

OUT of District Cash/Check

Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

[Add Split](#) Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

Billing Code:

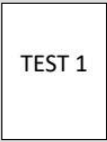
Enter the appropriate District Account Code

Pricing Information

1/ 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

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

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.](#)

Item	Category	Option	Quantity	Unit Price	Option Total	Item Total
Test 2 Page.pdf Print: Original Pages: 2, B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only Quantity: 10	Paperstock	8.5 x 11 White 20 lb	10 sheets	\$0.0081	\$0.08	\$0.08
				\$0.01 each		

[Close](#)

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

Item Charge Details

Order Information

Order # 771271

Order name Demo

Detail View | Item | Recipient | Summary |

Item	Category	Option	Quantity	Unit Price	Option Total	Item Total
Test 2 Page.pdf Print: Original Pages: 2, B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only Quantity: 10 \$0.01 each	Paperstock	8.5 x 11 White 20 lb	10 sheets	\$0.0081	\$0.08	\$0.08
Recipient	Category	Option	Quantity	Unit Price	Option Total	Shipping Total
AidanH AidanH					\$0.00	
					Subtotal	\$0.08
					Tax 0%	\$0.00
					Total	\$0.08

Return

Submitting Orders

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

Shipping Information Add Address

I would like my order shipped by: **Thursday, April 27, 2023** Note: Only dates when the print center is open may be selected.

AidanH AidanH
aidan.hamor@ricoh-usa.com

Select a Shipping Method
HOLD FOR PICKUP Pick up during business hours

Delivery Estimate
Thursday, April 27, 2023

Ordered Items	Quantity
1 Test 2 Page.pdf	10

[Enter shipping instructions for this recipient](#)

Billing Information

AidanH AidanH
Texas
United States
aidan.hamor@ricoh-usa.com

Order Estimate **\$0.08**
Click the price to view the cost details

Select Billing Codes for Payment

District Account Code No Valid Account Codes 0 %

If the account code is not found in the dropdown box above, please enter it below. For 22-23 School Year use XXX.E.XX.XXXX.XX.XXX.0.XX.XXX FORMAT ONLY

District Account Code 0 %

Example: 199.E.11.6399.00.110.0.99.100

OUT of District Cash/Check 0 %

Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

Add Split Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)


Start a New Cart **Continue Shopping** **Place Order**

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.



OrdersManage FilesCART [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

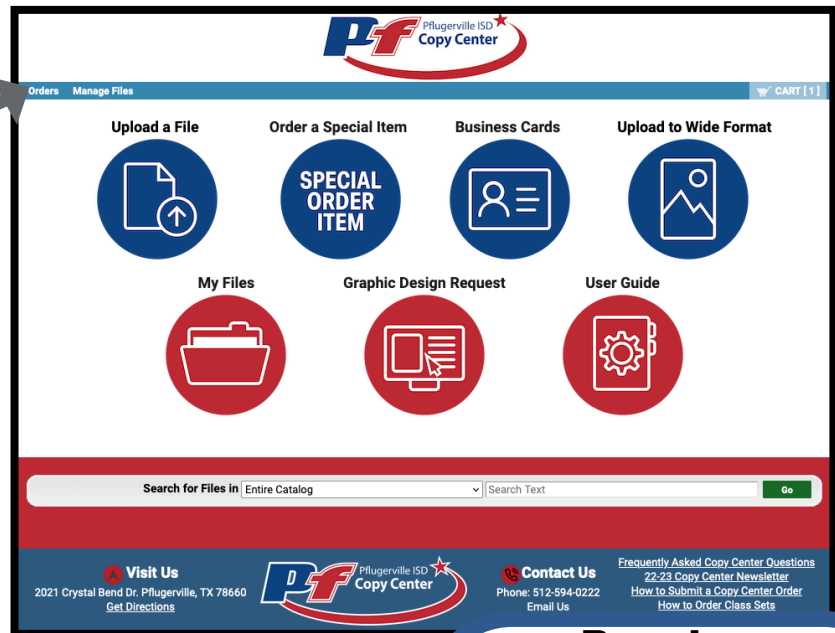
AidanH AidanH	Phone / Email
Texas	aidan.hamor@ricoh-usa.com
United States	
Account Codes	

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:

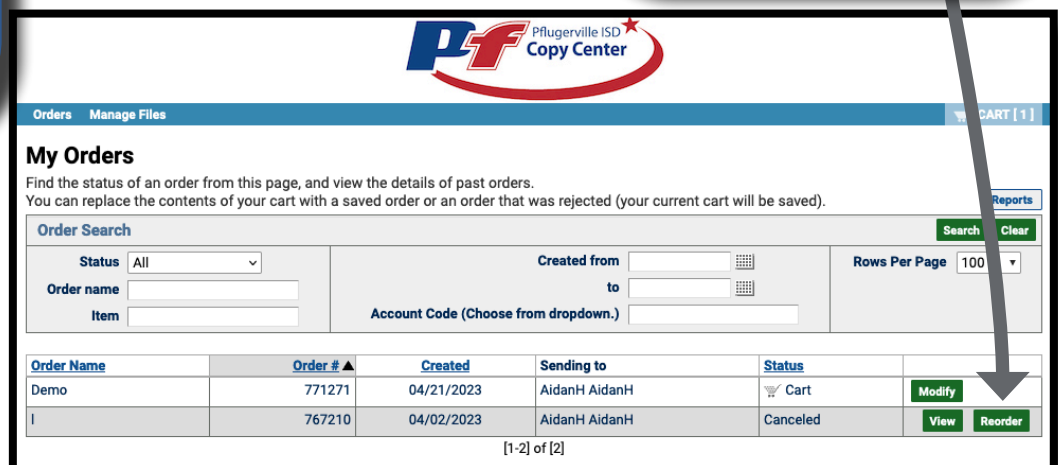
Files may be re-ordered. The system will configure your job exactly as it was submitted previously. The print/shipping/billing options will all be the same as the original order

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!

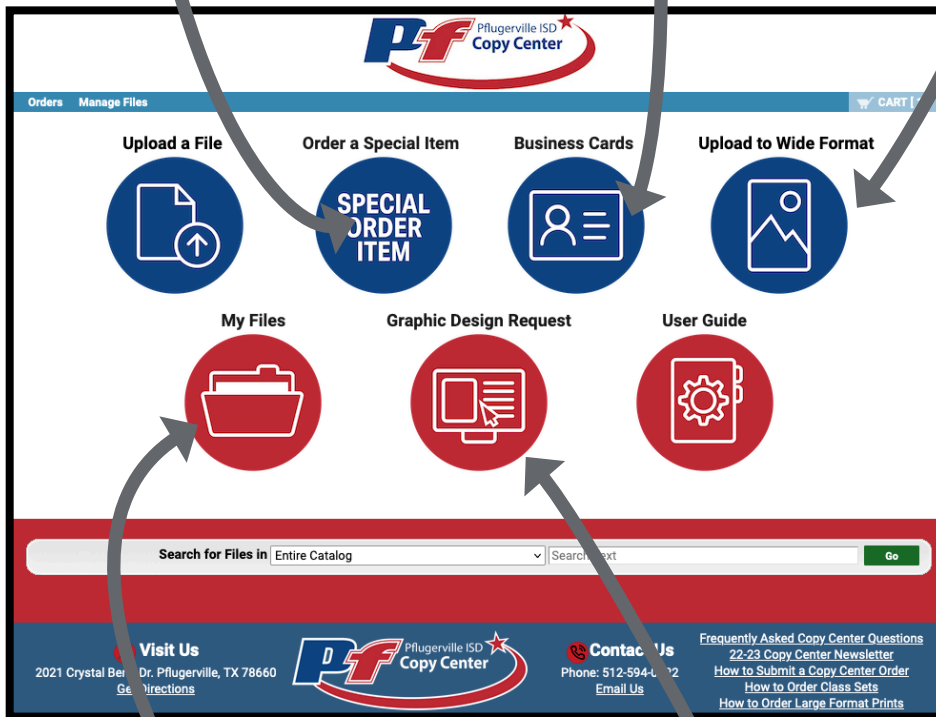
Special Item Order:

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