



The first screen you will see is the login screen where you can enter your email address and password to access the service. If you do not know your password, you can use the “Forgot password?” link here to retrieve it. If you do not have an account, please contact Print and Mail Services in order to have one set up.

The screenshot shows the top navigation bar with the Memorial University logo and 'Print and Mail Services' text. To the right are links for 'Products', 'Request a Quote', a search bar, and 'My Account' (with a notification icon showing '1') and 'Cart'. A dropdown menu is open under 'My Account', listing: 'Orders' (with a notification icon showing '1'), 'Quotes', 'Saved', 'My Profile', 'Users', 'Addresses', and 'Logout'. Below the navigation bar are three product tiles: 'St. John's/Labrador' (with a notification icon showing '16'), 'Marine Institute' (with a notification icon showing '4'), and 'Grenfell Campus' (with a notification icon showing '5'). At the bottom of the product area are three view options: 'Tiles', 'List', and 'Default'.

When you have successfully logged in, you will be presented with the Products screen. The number in an oval next to the *My Account* icon in the top right corner indicates that there is something that needs your attention. Clicking the icon to reveal the drop-down menu will indicate that there are one or more items in the *Orders* section for you to look at.

Jobs

 To Approve **1** In Production On Hold Completed Cancelled All Orders

Job	Product	ID	Job Name	Ordered By	Date Ordered	QTY	Price	Ready	Track	Messages	Proof	Reorder
PMSO-10-1	MUN Business Card - Centered, Credentials next to Name		Test Business Card	Jason Tucker (User)	6 days ago	500	\$75.00					

By clicking on *Orders* in the drop-down menu, you'll be taken to the *Jobs* screen. Here, the number next to the *To Approve* tab indicates that there are orders requiring your approval. Once you enter that section, you will see those jobs in a list. Clicking either the job number on the left or the *Messages* button on the right will take you to the *Job Details* screen where you can view, edit and approve or reject the job. If there are no jobs requiring approval, you will not see the *To Approve* tab here at all.



PMSO-10

Ordered By Jason Tucker (User)

[View Order Summary](#)
[Job List](#)
[Pricing](#)
[Delivery](#)

PMSO-10-1	MUN Business Card - Centered, Credentials next to Name	Requires Approval
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Note: This order will not progress until ALL jobs have been approved or rejected. Any edits on the jobs should be done before you start approval process.

PMSO-10-1

MUN Business Card - Centered, Credentials next to Name



Job Name	Quantity	Net Price
MUN Business Card - Centered, Credentials next to Name	500	\$75.00

[Reject](#)
[Edit Job](#)
[Approve](#)

Timeline

[Message](#)

- Jason Tucker 6 days ago
 "Completely made-up FOAPAL!"
- Jason Tucker 6 days ago
 Approval required, sent to 1 approver
- Jason Tucker 6 days ago
 "This is only a test!"
- Jason Tucker 6 days ago
 Created order

This is the *Job Details* screen. To the left you can view details for the pricing and delivery of the job, and to the right you can view any associated messages under the *Timeline* section. In the center you'll find a preview of the first page of the document, the quantity and pricing summary, as well as buttons to allow you to Reject, Edit or Approve the job. Unfortunately, at the time of this writing the only way to view a complete preview of the job is to use the Edit Job button and view it from that screen. A request has been submitted to the developers of this system to have a preview option of some kind added on this screen, so this may change at any time.

Top Level / St. John's/Labrador / Business Cards / MUN Business Card - Centered, Credentials next to Name

MUN Business Card - Centered, Credentials next to Name

[View PDF](#)


Mouse wheel to zoom



Description

This is the description for a *MUN Business Card*.

Design

Order

Name

SOMEBODY SOMEWHERE

Credentials

PhD

TITLES

HEAD OF BUSINESS CARD CREATION

Faculty/Unit Name

Financial and Administrative Services

Department Name

Print and Mail Services

Building Name and Room Number

Ingstad Building PS1003

Phone Number 1 Type

T

Phone Number 1

709 864 1234

Phone Number 2 Type

If the field below is blank, leave me blank too!

Phone Number 2

If the field below is blank, leave me blank too!

The *Edit Job* button takes you to the editing screen that will allow you to completely edit the job, including the variable information, quantity, FOAPAL, and so forth. Job editing is covered in the separate Ordering tutorial, so here we're only concerned with viewing a complete preview of the document. You can switch between pages by clicking the thumbnails underneath the large preview, or click the *View PDF* button at the top. When you're finished, you can click the *Next* button on the bottom right (not shown here) to proceed to the *Order* section where you can change the job name or quantity. To return to the job details view, click the *Update* button.



PMSO-10

Ordered By Jason Tucker (User)

[View Order Summary](#)
[Job List](#)
[Pricing](#)
[Delivery](#)

PMSO-10-1 MUN Business Card - Centered, Credentials next to Name	\$75.00
Net Prices	\$75.00
Delivery Internal Mail Delivery	\$0.00
Tax	\$0.00
Total	\$75.00
Amount Due	\$75.00

Order Name
Sample Business Card

Fund (6 digits)
100001

Organization (5 digits)
20399

Account (5 digits)
70410

Program (4 digits)
5923

Activity (or 0 for none)
0

Location (or 0 for none)
0

PMSO-10-1

MUN Business Card - Centered, Credentials next to Name



Job Name	Quantity	Net Price
MUN Business Card - Centered, Credentials next to Name	500	\$75.00

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 Created order

Here is a view of the Pricing details. Generally the Net Price shown in the summary will be the same as the total here, as there are no charges for taxes or delivery. Also shown here are the six components of the FOAPAL the order will be charged to. Changing this requires going through the Edit process and adding the job to the cart as a new job, then proceeding through the checkout. Details of that process are available in the separate Ordering tutorial.



PMSO-10

Ordered By Jason Tucker (User)

[View Order Summary](#)
[Job List](#)
[Pricing](#)
[Delivery](#)

PMSO-10-1

MUN Business Card - Centered, Credentials next to Name



Job Name	Quantity	Net Price
MUN Business Card - Centered, Credentials next to Name	500	\$75.00

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- Jason Tucker 6 days ago
 “This is only a test!”
- Jason Tucker 6 days ago
 Created order

Finally, here we see the Delivery details. As with the FOAPAL, changing this information requires the job to be added to the Cart and put through the Checkout as a new job.

The screenshot shows a web application interface for Memorial University's Print and Mail Services. A modal dialog box titled "Approval Complete" is centered on the screen, displaying the message "Approval complete, return to the orders history." and an "OK" button. The background page is dimmed and shows an order for "MUN Business Card - Centered, Credentials next to Name". The order details include a quantity of 500 and a net price of \$75.00. A preview of the business card is shown, featuring the Memorial University logo and contact information for "SOMEBODY SOMEWHERE". The page also includes a "Timeline" section with messages from Jason Tucker, such as "Completely made-up FOAPAL!" and "This is only a test!". Navigation buttons like "Undo Approve" and "Next Job" are visible at the bottom of the order details.



Clicking *Reject* will allow you to enter a message with the reason for the rejection, which will be added to the Messages for the job and also emailed to the person who placed the order. Clicking *Approve* will send the order to Print and Mail Services for processing.

Jobs

Search

Toggle View

 In Production **1** On Hold **0** Completed **5** Cancelled **4** All Orders **10**

Job	Product	ID	Job Name	Ordered By	Date Ordered	QTY	Price	Ready	Track	Messages	Proof	Reorder
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Once the order has been approved, it will move to the *In Production* area. It is still possible to view the *Job Details* screen from here as you could from the *Approval* screen, but of course the buttons to Reject, Edit and Approve the job will no longer be present.

The screenshot displays the 'Print and Mail Services' website. At the top, there is a dark header with the phone number '709-864-8233' and email 'printmail@mun.ca'. Below this, a navigation bar includes the Memorial University logo, 'Print and Mail Services', 'Products', 'Request a Quote', a search bar, 'My Account' (with a notification badge), and 'Cart'. A dropdown menu for 'My Account' is open, listing: 'Orders' (with a notification badge), 'Quotes', 'Saved', 'My Profile', 'Users', 'Addresses', and 'Logout'. The main content area features three large logos: 'MEMORIAL UNIVERSITY' for 'St. John's/Labrador' (with a '16' badge), 'MARINE INSTITUTE' for 'Marine Institute' (with a '4' badge), and 'MEMORIAL UNIVERSITY' for 'Grenfell Campus' (with a '5' badge). At the bottom of this section are three view toggle buttons: 'Tiles', 'List', and 'Default'.



Finally, the *My Account* drop-down menu that you used earlier will allow you to log out of the system.