

The first page you will see is the login page 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.

MEMORIAL UNIVERSITY Print and Mail Services

Products Request a Quote Search... My Account Cart

16

MEMORIAL UNIVERSITY

St. John's/Labrador

4

MI MARINE INSTITUTE

MARINE INSTITUTE

4

5

MEMORIAL UNIVERSITY

Grenfell Campus

Tiles List Default



When you have successfully logged in, you will be presented with the *Products* screen. If your account allows you access to products for multiple campuses you will have the ability to choose between them, otherwise you will be taken directly to the campus-specific list of products as shown on the next page. Each of these logos represents a campus, and the small number on the top right of each logo represents the number of products in each category. You can click on a specific campus to proceed.

Top Level / St. John's/Labrador



Business Cards

Kraft Open-End
Envelopes

Greeting Cards

MUN Standard
Letterhead

Order

MUN Standard #10
Envelope

Order

 Tiles List Default


Here we see the campus-specific products for "St. John's/Labrador". There are several sub-categories represented by folders, and again the numbers in the top right represent the number of products in each. There are also two products here, *MUN Standard Letterhead* and *MUN Standard #10 Envelope*. In order to begin the ordering process for an item, click the *Order* button beneath it.

709-864-8233 printmail@mun.ca



MEMORIAL UNIVERSITY Print and Mail Services Products Request a Quote Search... My Account Cart

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

Credentials

TITLES

Faculty/Unit Name

Department Name

Building Name and Room Number

Phone Number 1 Type

Phone Number 1

Phone Number 2 Type

Phone Number 2

Phone Number 3 Type

Phone Number 3

Phone Number 4 Type

Phone Number 4

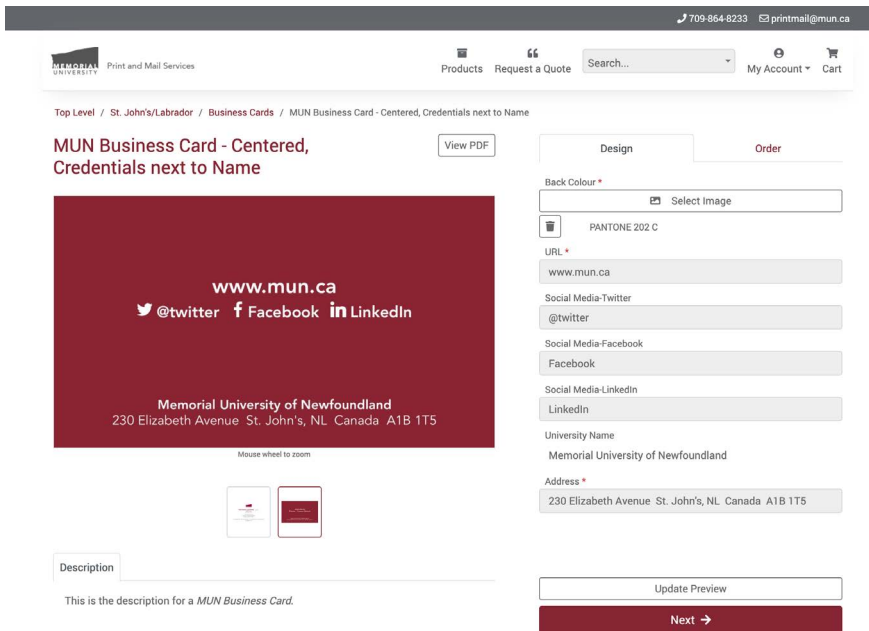
Email

In many cases, products are editable and will require you to enter the specific information that will appear on them. Here, the product *MUN Business Card - Centered, Credentials next to Name* has been chosen. There can be several variations for any given type of product, and if you need to change to a different variation you will lose any information you've already entered and must start over.

The process for any editable product is the same. You can enter information in the fields on the right side, deleting the information from those that you don't want to use unless the field name has a red asterisk next to it, in which case it's mandatory and cannot be blank. It's important to put the correct information into the correct fields, as each has its own formatting rules. For example, each phone number is split into two fields -- one for the "type" and one for the number itself. The type (a one or two letter abbreviation for the type of phone number) appears on the card in bold while the number itself does not. Putting information in the wrong field can often lead to unexpected (and ugly) results.

If there are multiple pages in the document, the thumbnails underneath the large preview switch between them, and in this case they switch between the front and back of the card. Please make sure to click through all of the pages, as you can only see the data fields for the current page you're viewing and there's no indication that there may be other fields that can be filled in.

If you make any changes, the *Update Preview* button in the lower right will refresh the large preview with the information that has been entered into the fields.

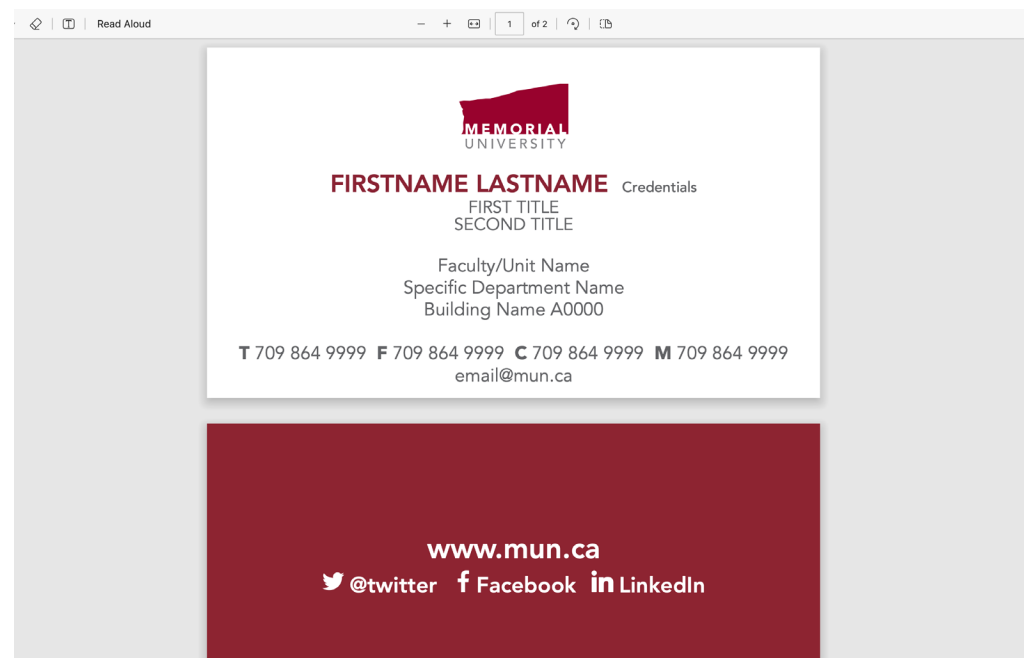
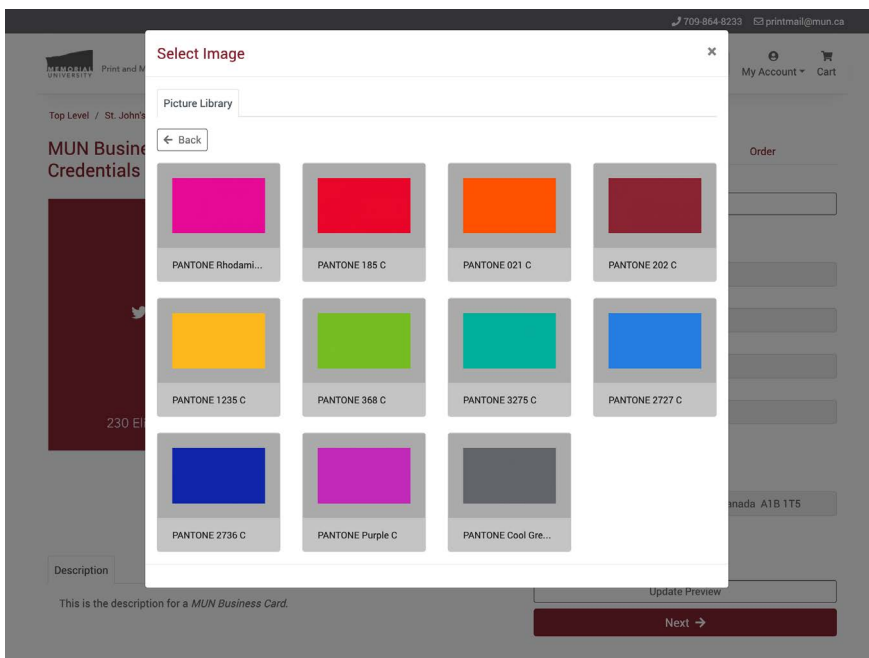


The screen in the top left of this page is showing the back side of the business card, which is page 2 in the document. As a reminder, you switch between document pages using the small thumbnails underneath the large preview.

You'll see here that the first field called "Back Colour" is not a text field, but one where you can select an image. In this case, you'll be taken to a screen that allows you to select a background colour for the card (see bottom left). Although there's a trashcan button underneath the Select Image button that will remove the current background, the red asterisk next to the field name indicates that this field is mandatory and you won't be allowed to proceed unless a colour has been selected!

Clicking the *View PDF* button will show you a full-size PDF preview of the document (see bottom right) that's generated from the same file that gets sent to our printer.

When you're satisfied with how everything looks, click the *Next* button to proceed to the next step.



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

Job Name *

Test Business Card

Quantity

500

Comment

This is only a test!

Summary

Quantity	Price
500	\$75.00







 Add to Cart

 Save for later

 Email this

 Design

Next is the *Order* step, where you enter a descriptive Job Name like “John Smith’s Business Card” or something else that will help you identify the specific order. You can also select a quantity and enter an optional comment. The price you see is automatically updated when you choose a quantity. There are options to add the product to your shopping cart, save it for later in case you may need to edit it, email it to someone to review, or return to the design stage.

CART	ADDRESS	CHECKOUT	REVIEW	COMPLETE		
Product Name	Product ID	Job Name	Quantity			
   MUN Business Card - Centered, Credentials next to Name		 Test Business Card	500			
				<h3>Summary</h3> <hr/> <table> <tr> <td>Net Price</td> <td>\$75.00</td> </tr> </table>	Net Price	\$75.00
Net Price	\$75.00					
 Saved for later - 0 items						

Viewing your shopping cart is the first step of the checkout process. You'll see any items that are in your cart, and for each there are buttons to delete the item, save it for later (which also removes it from the cart), and edit the job name. Under *Summary* is the total price of all of the items in the cart.

CART ✓

ADDRESS

CHECKOUT

REVIEW

COMPLETE

Select Delivery Address

New Personal Address



Create

Print and Mail Services
Ingstad Building
Elizabeth Avenue
St. John's Canada

Address selected

Next

Step 2 of the checkout process is to select an address. You can select one of the existing address associated with your department account or create a new one. An address you create here is a personal address that is only available to you.

CART ✓

ADDRESS ✓

CHECKOUT

REVIEW

COMPLETE

Delivery Address

Change

For the attention of:

 Print and Mail Services
 Ingstad Building
 Elizabeth Avenue
 St. John's Canada

Additional Delivery Instructions (Max 40 chars)

Options

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

Comment

Completely made-up FOAPAL!

Summary

Net Price		\$75.00
Shipping	Internal Mail Delivery	\$0.00
Total		\$75.00

Next

Confusingly enough, the third step of the checkout process is called *Checkout*. There are some options to specify extra delivery information as well as to specify if you want your order delivered or held for pickup at Print and Mail Services.

Here is where you enter the FOAPAL for the order. Our old system required FOAPALs to be pre-entered and selected from a drop-down list, but that has changed. You can enter a name for the order as well as the six components of the FOAPAL. As noted on the form, if you're not using the last two numbers in the FOAPAL (Activity and Location) enter 0 for each of those.

CART ✓

ADDRESS ✓

CHECKOUT ✓

REVIEW

COMPLETE

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

Delivery Address

Print and Mail Services
 Ingstad Building
 Elizabeth Avenue
 St. John's Canada

Options

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

Comment
 Completely made-up FOAPAL!

Summary

Net Price	\$75.00
Shipping (Internal Mail Delivery)	\$0.00
Total	\$75.00
Amount to Pay	\$75.00



I acknowledge that I have read and understood the terms and conditions (displayed at login), carefully reviewed the on-screen proof, and reviewed all details regarding shipping and billing prior to clicking the "Place Order" button below.

Place Order

The fourth step of the checkout process is the *Review* screen. Here you'll see all of the information from the previous screens -- the list of products in the order, the delivery, billing and pricing information, along with a button that will give you a PDF version of this screen that you can print or save. Under the pricing information is a disclaimer that must be acknowledged before you can finalize the order.

CART ✓

ADDRESS ✓

CHECKOUT ✓

REVIEW ✓

COMPLETE ✓

Thank You

Your Order **PMSO-10** has now been placed.

Click on the buttons below to

- review/track the order
- send a message about it
- print order summary

[View Order PMSO-10](#)[Print Order Summary](#)

Finally, you'll receive a message telling you that the order has been placed. If the order requires approval, your approver will receive an email alerting them.



PMSO-10

Ordered By Jason Tucker (User)

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

Job Name	Quantity	Net Price	Status
PMSO-10-1	MUN Business Card - Centered, Credentials next to Name		Awaiting Approval

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

Timeline

[Message](#)

- Jason Tucker 37 seconds ago
 "Completely made-up FOAPAL!"
- Jason Tucker 37 seconds ago
 Approval required, sent to 1 approver
- Jason Tucker 37 seconds ago
 "This is only a test!"
- Jason Tucker 37 seconds ago
 Created order

Credentials next to Name
 Jason Tucker 37 seconds ago
 "Completely made-up FOAPAL!"
 Jason Tucker (Mgr) (jasonjtucker@gmail.com) 37 seconds ago
 Approval required, sent to 1 approver
 Jason Tucker 37 seconds ago
 "This is only a test!"
 Jason Tucker 37 seconds ago
 Created order

Clicking the *View Order* button on the previous screen will bring you to this screen, where you can see the various details of the order including the current production status. Here we see that the order is awaiting approval and that one approver has been notified. As shown in the inset picture, by placing your pointer over the "1" in "Approval required, sent to 1 approver" in the *Timeline* column, you can see who the approver in question is.

The screenshot shows the top navigation bar of the Memorial University Print and Mail Services website. On the left is the logo and name "MEMORIAL UNIVERSITY Print and Mail Services". In the center are links for "Products" and "Request a Quote", a search bar, and a "My Account" dropdown menu. The dropdown menu is open, showing options: "Orders", "Quotes", "Saved", "My Profile", "Addresses", and "Logout". Below the navigation bar are three large tiles representing different campuses: "St. John's/Labrador" (with a '16' badge), "Marine Institute" (with a '4' badge), and "Grenfell Campus" (with a '5' badge). Each tile features the respective campus logo. At the bottom of the tiles are three buttons: "Tiles", "List", and "Default".



To see all of your orders and their current statuses, use the *Orders* menu item under the *My Account* drop-down at the top. This is also where you can *Logout* if you're finished.

Jobs

Search

Toggle View

 Awaiting Approval **1**
 In Production **0**
 On Hold **0**
 Completed **2**
 Cancelled **0**
 All Orders **3**

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)	5 minutes ago	500	\$75.00					

The *My Orders* menu item mentioned on the previous page will bring you to this screen. The header at the top of the list shows the possible order statuses with the number of orders in each next to them. Clicking on each status will give you a list of orders with that status and allow you to view messages or reorder for each one.