

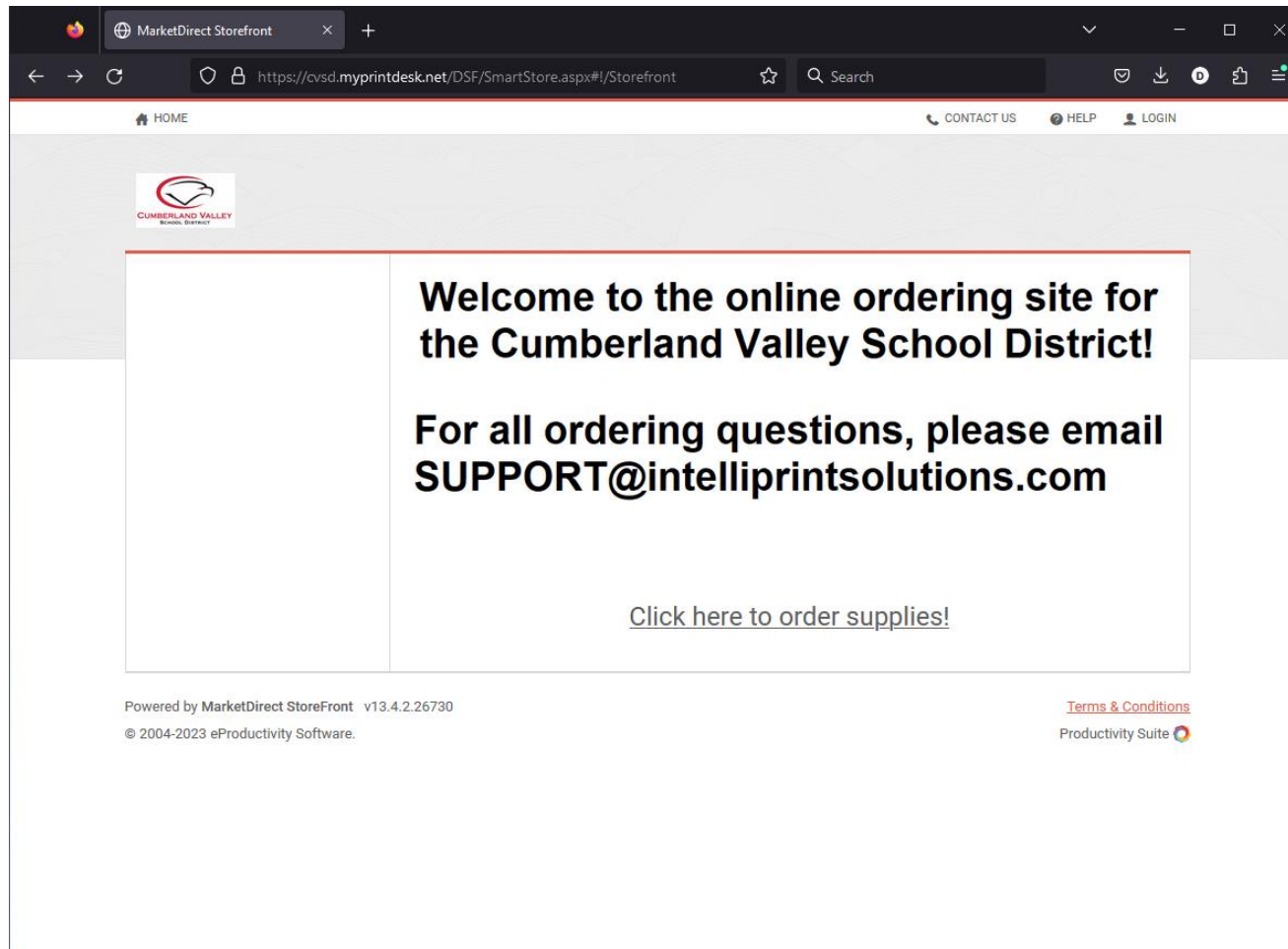
Digital Storefront

Print Ordering Guide

Accessing Digital Storefront (DSF)

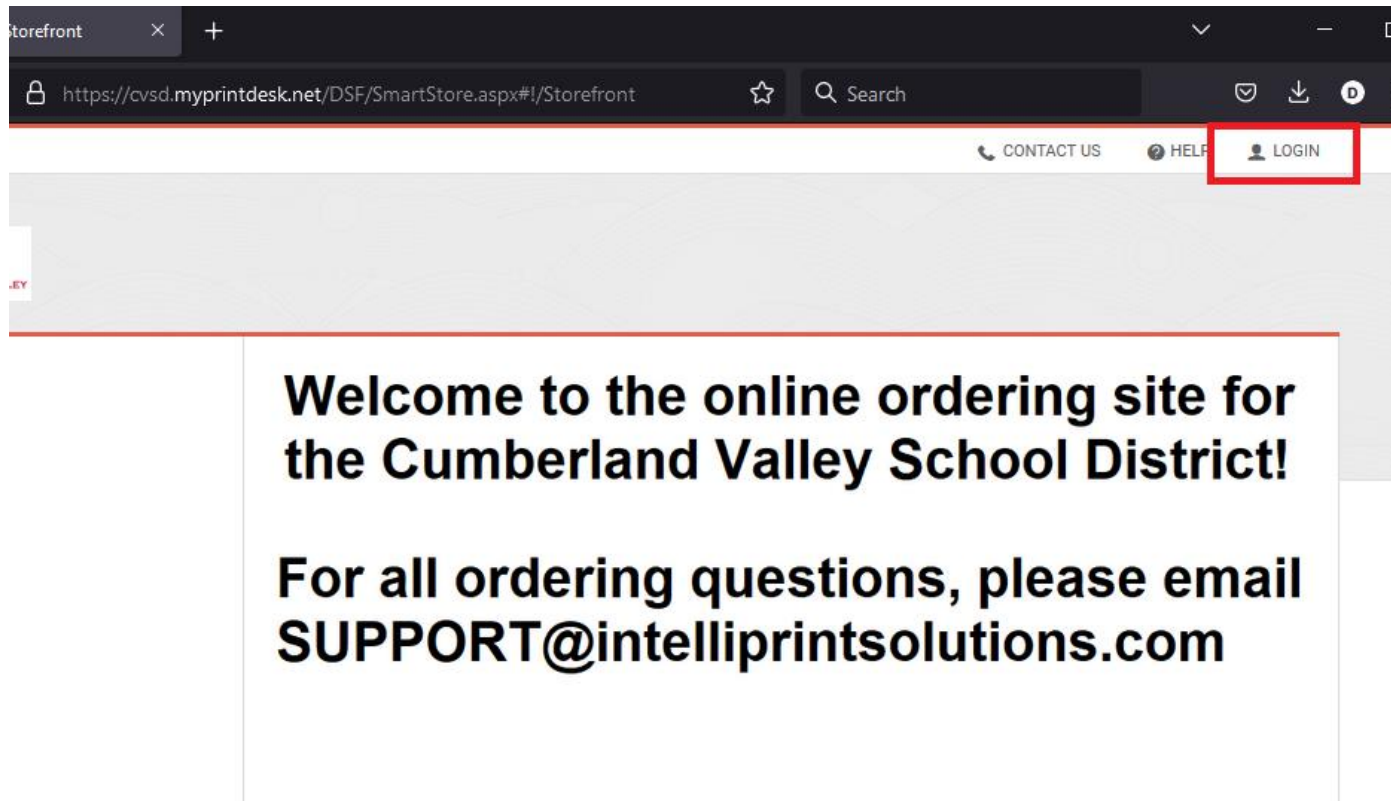
You can access DSF at the following link:

<https://cvsd.myprintdesk.net/DSF>



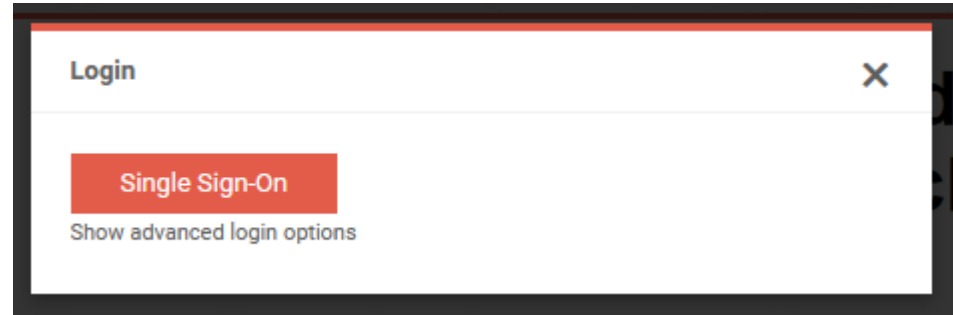
Accessing Digital Storefront (DSF)

To log in, click LOGIN at the top left.

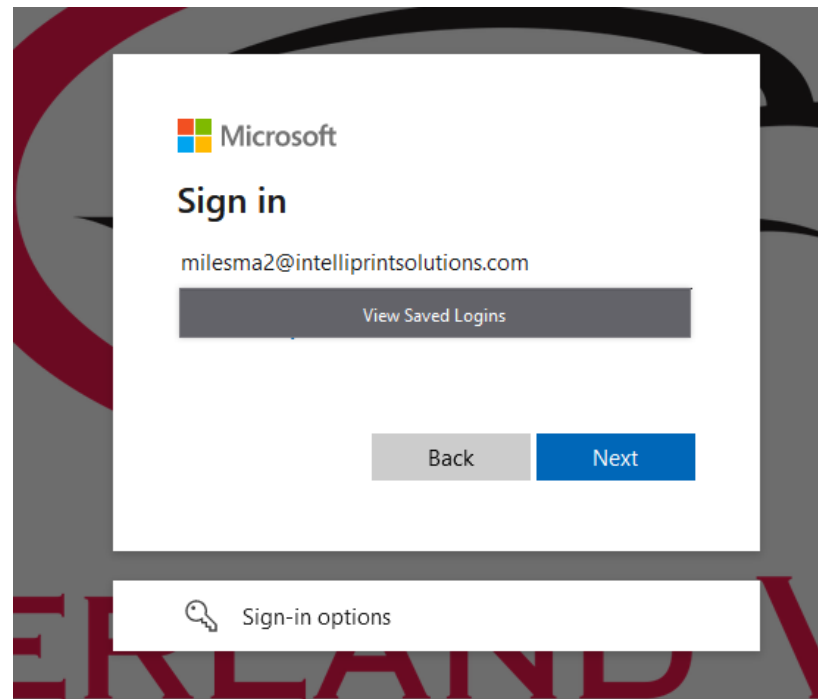


Logging in via Single Sign On

Click SINGLE SIGN-ON.



Log in with your
credentials.



Placing a Print Order


To place a print order, click AD HOC – UPLOAD A DOCUMENT.

The screenshot shows a web browser window with the address bar displaying <https://cvsd.myprintdesk.net/DSF/SmartStore.aspx?CultureName=en->. The website header includes a navigation bar with links for HOME, CONTACT US, HELP, and ENGLISH (UNITED STATES). Below the header is a search bar labeled "Search Product". On the left side, there is a "SHOP BY CATEGORY" menu with the following options: View All, Ad Hoc - Upload a Document (highlighted in red), Elementary Core Curriculum Items, Secondary Core Curriculum, and Envelopes. The main content area features a large welcome message: "Welcome to the online ordering system for the Cumberland Valley School District." Below this, it states: "For all ordering questions, please contact our support team at SUPPORT@intelliprintsolution.com". At the bottom right, there is a link that says "Click here to order supplies!".

MarketDirect Storefront

← → ↻ 🔒 🔑 <https://cvsd.myprintdesk.net/DSF/SmartStore.aspx?CultureName=en-> ☆ 🔍 Search

🏠 HOME 📞 CONTACT US 🛎️ HELP 🇺🇸 ENGLISH (UNITED STATES)



SHOP BY CATEGORY

- View All
- Ad Hoc - Upload a Document**
- Elementary Core Curriculum Items
- Secondary Core Curriculum
- Envelopes

Welcome to the online ordering system for the Cumberland Valley School District.

For all ordering questions, please contact our support team at SUPPORT@intelliprintsolution.com

[Click here to order supplies!](#)

Placing a Print Order

Scroll down and click BUY NOW.

The image is a screenshot of a web application interface. At the top, there is a red header bar with the text 'Ad Hoc - Upload a Document' in white. Below this, the main content area is white. In the center, the words 'COPY REQUEST' are displayed in large, bold, red capital letters. Below this, there is a light gray horizontal bar with the text 'IN THIS CATEGORY:' in blue. Underneath this bar, the page is divided into two columns. The left column contains the text 'COPY REQUEST' in bold red, followed by a red rectangular box that highlights a dark gray button with the text 'BUY NOW' in white. Below the button, the text 'ADHOC COPY REQUEST' is visible. The right column is empty. At the bottom of the page, there is a light gray bar with the text 'Use this to upload print ready files for production'.

Placing a Print Order

This will take you to a page to add your file and update your print specs.

Adhoc Copy Request [Review My Job](#) [Help](#) [Close](#)

File(s) [Add Files](#)

* Job Name [?](#)

* Quantity * Pages

Select print options

Media / Impressions [?](#)

- ☐ Media(20# White Text)
- ☒ Print In Color/Sides
[Print In Black and White:Single ...](#)
- ☒ Orientation
[Portrait](#)
- ☐ Cutting
[No Cutting](#)
- ☐ Padding
[No Padding](#)
- ☐ Fold
[No Folding](#)
- ☐ Staple
[No Stapling](#)
- ☐ Drill
[No Drill](#)
- ☐ Binding
[No Binding](#)

Page 1

Unit Price \$0.10 Total Price \$0.10

[Save](#) [Add to Cart](#)

Placing a Print Order

Work from the top, by adding your file. To do so, click ADD FILES.

Adhoc Copy Request

Review My Job Help Close

File(s) Add Files

* Job Name

* Quantity 1 * Pages 3

Select print options

Media / Impressions

☐ Media(20# White Text)

☒ Print In Color/Sides
Print In Black and White:Single ...

☒ Orientation
Portrait

☐ Cutting
No Cutting

☐ Padding
No Padding

☐ Fold
No Folding

☐ Staple
No Stapling

☐ Drill
No Drill

☐ Binding
No Binding

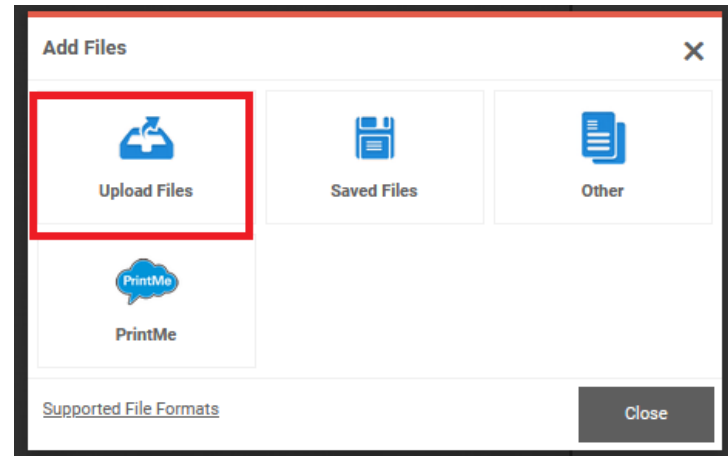
Page 1

Unit Price \$0.10 Total Price \$0.10

Save Add to Cart

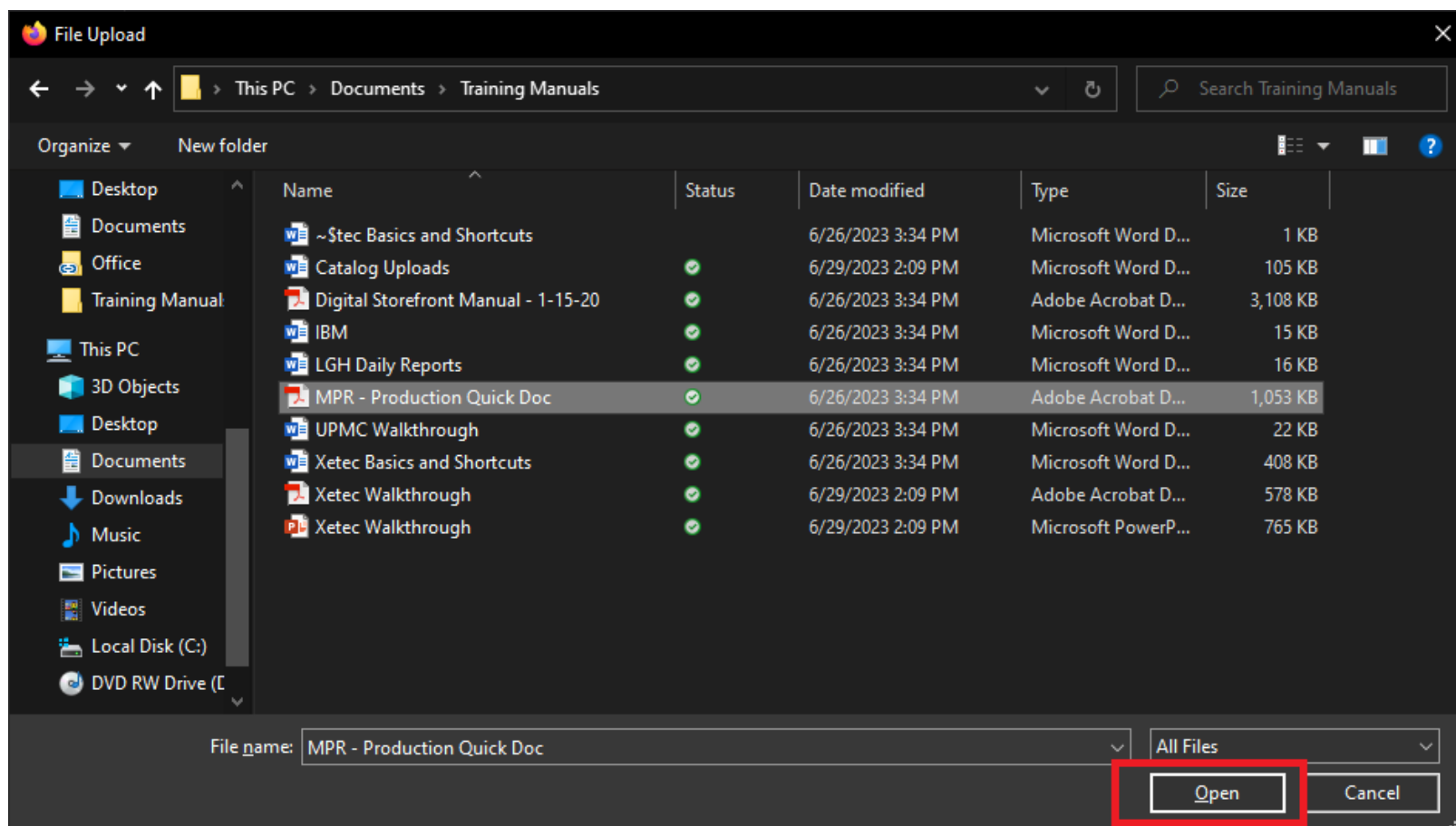
Placing a Print Order

Click UPLOAD FILES.



Placing a Print Order

Find your file to upload, click it, and then click OPEN.



Placing a Print Order

Click UPLOAD.

Upload Files

MPR - Production Quick Doc.pdf

1.03 MB

☐ Convert To PDF

☐ Save To My Files

No of Page(s)

☐ Convert All To PDF (recommended)

Add More Files

Upload

Placing a Print Order

Name your job and fill in a quantity. These are required fields, notated by asterisks.

Adhoc Copy Request
Review My Job ? Help X Close

File(s) Add Files

MPR - Production Quick...

* Job Name 1



Test Job

* Quantity * Pages

100 3

Select print options

Media / Impressions !

- ☐ Media(20# White Text)
-  Print In Color/Sides ▶
-  Print In Black and White:Single ... ▶
- A Orientation ▶
- ☐ Cutting ▶
- No Cutting
- ☐ Padding ▶
- No Padding
- ☐ Fold ▶
- No Folding
- ☐ Staple ▶
- No Stapling
- ☐ Drill ▶
- No Drill
- ☐ Binding ▶

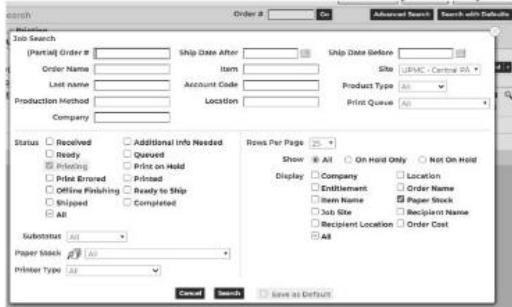
Production MPR Workflow

A - Use Advanced Search

- Advanced search is used to display all jobs in the "Printing" status
- Once configured (as indicated below) it can be set as your "Default Search" so that you will only need to use the default search button moving forward

B - Use Default Search

- Default search is used once you have configured it to search for production jobs



C - Moving a Job to a Printed Status

- Default search is used once you have configured it to search for production jobs

| Job ID | Customer | Ship Date | Status | Action |
|-------------|--------------------|----------------|---------|---------|
| 4240461.1.1 | Schachar S. Nelson | Due in 9 hours | 100 200 | Printed |

- Select the job that you want to mark as printing complete
- Click the "Printed" button to show the job has been printed

Unit Price \$0.10 Total Price \$10.35

◀ ◻ ▶
⏮ ⏪ ⏩ ⏭
2 / 3
🔍 🔍 🖨 63%

Save
Add to Cart

Placing a Print Order

Now you want to select all of the print specifications that pertain to your job. To change anything, just click on the text of the category. Here we will look at the MEDIA category.

Adhoc Copy Request Review My Job Help Close

File(s) Add Files
MPR - Production Quic...

*** Job Name**
Test Job

*** Quantity** *** Pages**
100 3

Select print options

Media / Impressions

- ☒ Media(20# White Text)
- ☐ Print In Color/Sides
- ☐ Print In Black and White:Single ...
- Orientation**
 - ☒ Portrait
 - ☐ Landscape
- Cutting**
 - ☐ No Cutting
 - ☐ Cutting
- Padding**
 - ☐ No Padding
 - ☐ Padding
- Fold**
 - ☐ No Folding
 - ☐ Folding
- Staple**
 - ☐ No Stapling
 - ☐ Stapling
- Drill**
 - ☐ No Drill
 - ☐ Drill
- Binding**

Unit Price \$0.10 Total Price \$10.35

Production MPR Workflow

A - Use Advanced Search
Advanced search is used to display all jobs in the "printing" status.
Once configured (as indicated below) it can be set as your "Default Search" so that you will only need to use the default search button moving forward.

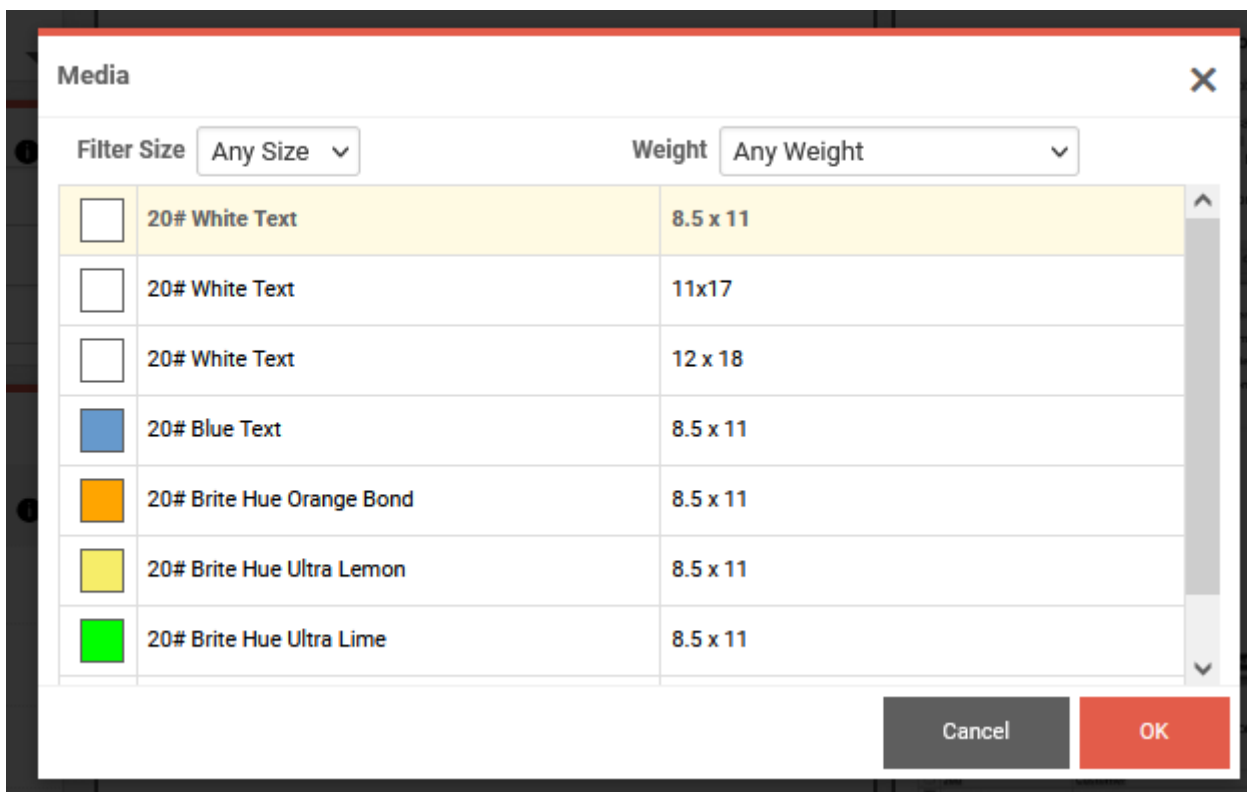
B - Use Default Search
Default search is used once you have configured it to search for production jobs.

C - Moving a Job to a Printed Status
Default search is used once you have configured it to search for production jobs.

1. Select the job that you want to mark as printing complete
2. Click the "Printed" button to show the job has been printed

Placing a Print Order

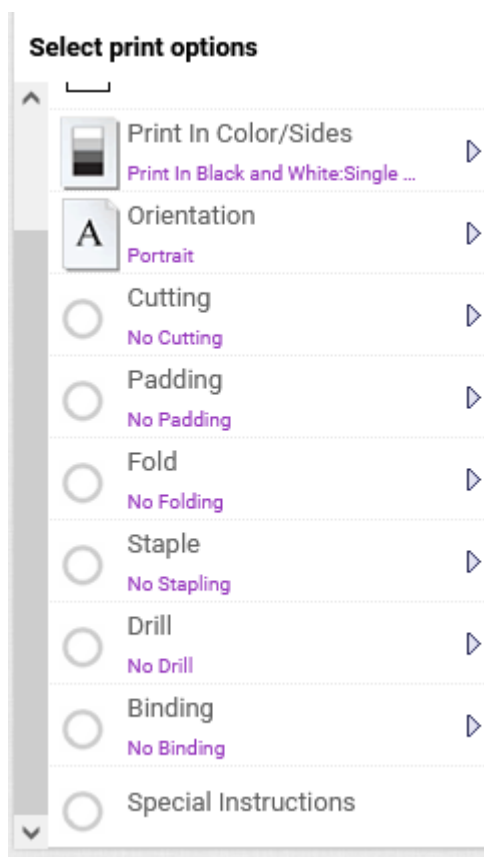
You can select your paper option by clicking on it, and then clicking OK. It defaults to 8.5" x 11" 20# White (standard copy paper,) however we have several options, should you need them.

A screenshot of a 'Media' selection dialog box. The dialog has a title bar with a close button (X). Below the title bar, there are two dropdown menus: 'Filter Size' set to 'Any Size' and 'Weight' set to 'Any Weight'. Below these is a table with 7 rows. Each row has a small colored square icon, a text description, and a size specification. The first row is highlighted in yellow. At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

| Filter Size | Weight |
|-------------------------------------|---------------------------|
| Any Size | Any Weight |
| <input type="checkbox"/> | 20# White Text |
| <input type="checkbox"/> | 20# White Text |
| <input type="checkbox"/> | 20# White Text |
| <input checked="" type="checkbox"/> | 20# Blue Text |
| <input type="checkbox"/> | 20# Brite Hue Orange Bond |
| <input type="checkbox"/> | 20# Brite Hue Ultra Lemon |
| <input type="checkbox"/> | 20# Brite Hue Ultra Lime |

Placing a Print Order

Let's quickly run through what each of these categories entail:



The image shows a vertical menu titled "Select print options". It contains several items, each with a small icon or letter and a right-pointing arrow. The items are: "Print In Color/Sides" with a printer icon, "Print In Black and White:Single ..." with a printer icon, "Orientation" with a large letter 'A', "Cutting" with a radio button, "Padding" with a radio button, "Fold" with a radio button, "Staple" with a radio button, "Drill" with a radio button, "Binding" with a radio button, and "Special Instructions" with a radio button. Below the "Special Instructions" item is a small downward-pointing arrow.

Print in Color/Sides – select between single and double sided.

Orientation – Landscape/Portrait

Cutting – Trimming or cutting your piece

Padding – Select if you want your job padded

Fold – Half-Fold, Letter and Tri-Fold options

Staple – Corner staples or two left side

Drill – 3-hole punch and several other options

Binding – Coil, GBC, Saddle Stitch, Tape

Binding and Wire Binding available.

Special Instructions – Click here and type a message you want us to see. This is great for if you need something we don't have on here or have a rush need!

Placing a Print Order

Once you've selected all your print specs, click ADD TO CART.

Adhoc Copy Request

Review My JobHelpClose

File(s)

Add Files

MPR - Production Quic...

* Job Name

Test Job

* Quantity

100

* Pages

3

Select print options

Print In Color/Sides

Print In Black and White:Single ...

Orientation

Portrait

Cutting

No Cutting

Padding

No Padding

Fold

No Folding

Staple

No Stapling

Drill

No Drill

Binding

No Binding

Special Instructions

Production MPR Workflow

A - Use Advanced Search

Advanced search is used to display all jobs in the "printing" status

Once configured (as indicated below) it can be set as your "Default Search" so that you will only need to use the default search button moving forward

B - Use Default Search

Default search is used once you have configured it to search for production jobs

Order #

Advanced Search

Search with Defaults

(Partial) Order #

Order Name

Last name

Production Method

Company

Ship Date After

Item

Account Code

Location

Ship Date Before

Site

Product Type

Print Queue

Status

Additional Info Needed

Rows Per Page

Received

Ready

Printing

Prints Errored

Offline Finishing

Shipped

All

Queued

Prints on Hold

Printed

Ready to Ship

Completed

Show

On Hold Only

Not On Hold

Display

Company

Enrollment

Item Name

Sub Site

Recipient Location

All

Location

Order Name

Paper Stock

Recipient Name

Order Cost

Substatus

Paper Stock

Printer Type

Cancel

Search

Save as Default

C - Moving a Job to a Printed Status

Default search is used once you have configured it to search for production jobs

Printing

Job

Customer

Ship Date

Due in Days

Target

Job

Printed

1. Select the job that you want to mark as printing complete

2. Click the "Printed" button to show the job has been printed

Unit Price \$0.10

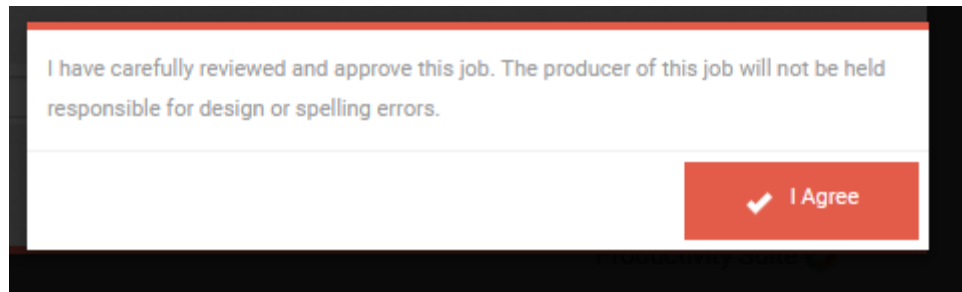
Total Price \$10.35

Save

Add to Cart

Placing a Print Order

You must check “I AGREE” on this box. This signifies your specifications are correct and you approve this job going to print. If you have issues or are worried about your job, we recommend reaching out prior to placing your order, for guidance.

A screenshot of a web form for placing a print order. The form has a white background with a thin red border at the top. Inside, there is a line of text in a light gray font: "I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors." Below this text is a large, empty white rectangular area. In the bottom right corner of the form, there is a red rectangular button with a white checkmark icon and the text "I Agree" in white.

Checking Out

This will take you to your cart.

If you want to keep shopping, you can click CONTINUE SHOPPING.

Select the Due Date you would like your copy job completed by and delivered to your school mailbox by.

To check out, click PROCEED TO CHECKOUT

CART

Due Date **WED August 9 2023 10:00**

| Products | Quantity | Unit Price | Total |
|---|----------|------------|---------|
| COPY REQUEST <u>Test Job</u> Item Name: Adhoc Copy Request | 100 | \$0.10 | \$10.35 |

Save for later
Remove

Subtotal: \$10.35
Taxes: \$0.00
Total: \$10.35

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING **CLEAR CART** **PROCEED TO CHECKOUT →**

Checking Out

Here is your shipping address page. * Items are required. Use your school building address and make sure it is properly filled out, click save to My Address Book so you have it in the future and then click **PROCEED TO PAYMENT** at the bottom of the screen.

The screenshot shows a web browser window with the title "MarketDirect Storefront". The address bar shows the URL "https://cvsd.myprintdesk.net/DSF/SmartStore.aspx?CultureName=en-". The page contains a shipping address form with the following fields:

- State: PA - Pennsylvania
- Zip/Postal Code: 17050
- Phone Number 1: 7175580363
- Company: Cumberland Valley School Distri
- Email: bsieg@intelliprintsolutions.com
- Delivery Instructions: (empty text area)

Below the form, there is a checkbox labeled "Save to My Address Book". Below that are "Save" and "Cancel" buttons. A message states: "You must click save to proceed with checkout." Below this is a button labeled "Add Another Recipient". At the bottom left is a button labeled "CONTINUE SHOPPING". At the bottom right, a red button labeled "PROCEED TO PAYMENT" is highlighted with a red rectangle. The footer of the page includes the text "Powered by MarketDirect StoreFront v13.4.2.26730", "© 2004-2023 eProductivity Software.", and "Productivity Suite" with a logo.

Checking Out

Here you must select your BUILDING. Click the drop-down arrow, find your building and click it.

MarketDirect Storefront

HOME CONTACT US HELP BETSY SIEG

CV9
District Office
Eagle View
Green Ridge
Hampton

2 Payment 3 Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

☒ Please select your building

PLEASE SELECT YOUR BUILDING

* Select Your Building:

Products

Test Job

| Qty | Unit Price | Total |
|-----|------------|---------|
| 100 | \$0.10 | \$10.35 |

Subtotal: \$10.35

Shipping: \$0.00

Taxes: \$0.00

Total: \$10.35

← CONTINUE SHOPPING PLACE MY ORDER →

Powered by MarketDirect StoreFront v13.4.2.26730

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[Terms & Conditions](#)

Productivity Suite

Checking Out

Once you've selected your building, you can click PLACE MY ORDER.

MarketDirect Storefront

https://cvsd.myprintdesk.net/DSF/SmartStore.aspx?CultureName=en-

HOME CONTACT US HELP BETSY SIEG

CUMBERLAND VALLEY SCHOOL DISTRICT

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

☒ Please select your building

PLEASE SELECT YOUR BUILDING

* Select Your Building:

Storeroom/Facilities

Products

Test Job

| Qty | Unit Price | Total |
|-----|------------|---------|
| 100 | \$0.10 | \$10.35 |

Subtotal: \$10.35

Shipping: \$0.00

Taxes: \$0.00

Total: \$10.35

CONTINUE SHOPPING

PLACE MY ORDER

Powered by MarketDirect StoreFront v13.4.2.26730

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Terms & Conditions

Productivity Suite

Order Confirmation

Once you've placed your order, you will be taken to an order confirmation screen. If you don't get this screen, you have not placed your order!

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

| Order # | Status: | Order Date: |
|---------|-------------------------------|------------------------------------|
| 131166 | User approved | 8/2/2023 7:48:31 PM EDT |
| | As of 8/2/2023 7:48:32 PM EDT | Due Date: 8/9/2023 10:00:00 AM EDT |

Order placed by:
Betsy Sieg
bsieg@intelliprintsolutions.com
Cumberland Valley School District
207 Lynndale Court
Suite A
Mechanicsburg
PA - Pennsylvania
17050
United States
7175580363

SHIPMENT 1
IPS Courier

ADDRESS
Betsy Sieg
207 Lynndale Court
Suite A
Mechanicsburg

| Products | Qty | Unit Price | Total |
|-------------------------------|--------|------------|-------|
| Test Job | | | |
| Item Name: Adhoc Copy Request | | | |
| 100 | \$0.10 | \$10.35 | |

Payment Method:

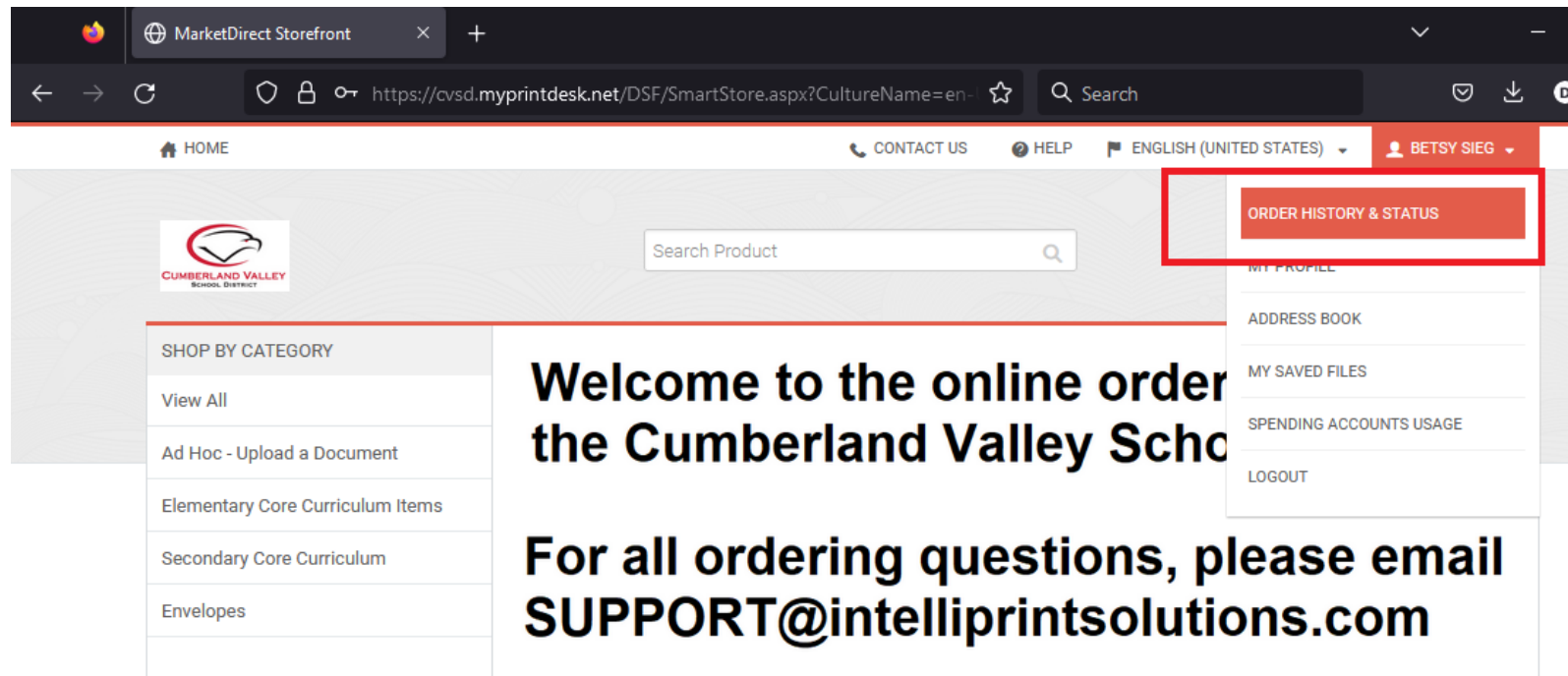
Accounting Codes
Select Your Building

Storeroom/Facilities

| Subtotal | Total |
|--------------|----------------|
| \$10.35 | \$10.35 |
| Shipping | \$0.00 |
| Taxes | \$0.00 |
| Total | \$10.35 |

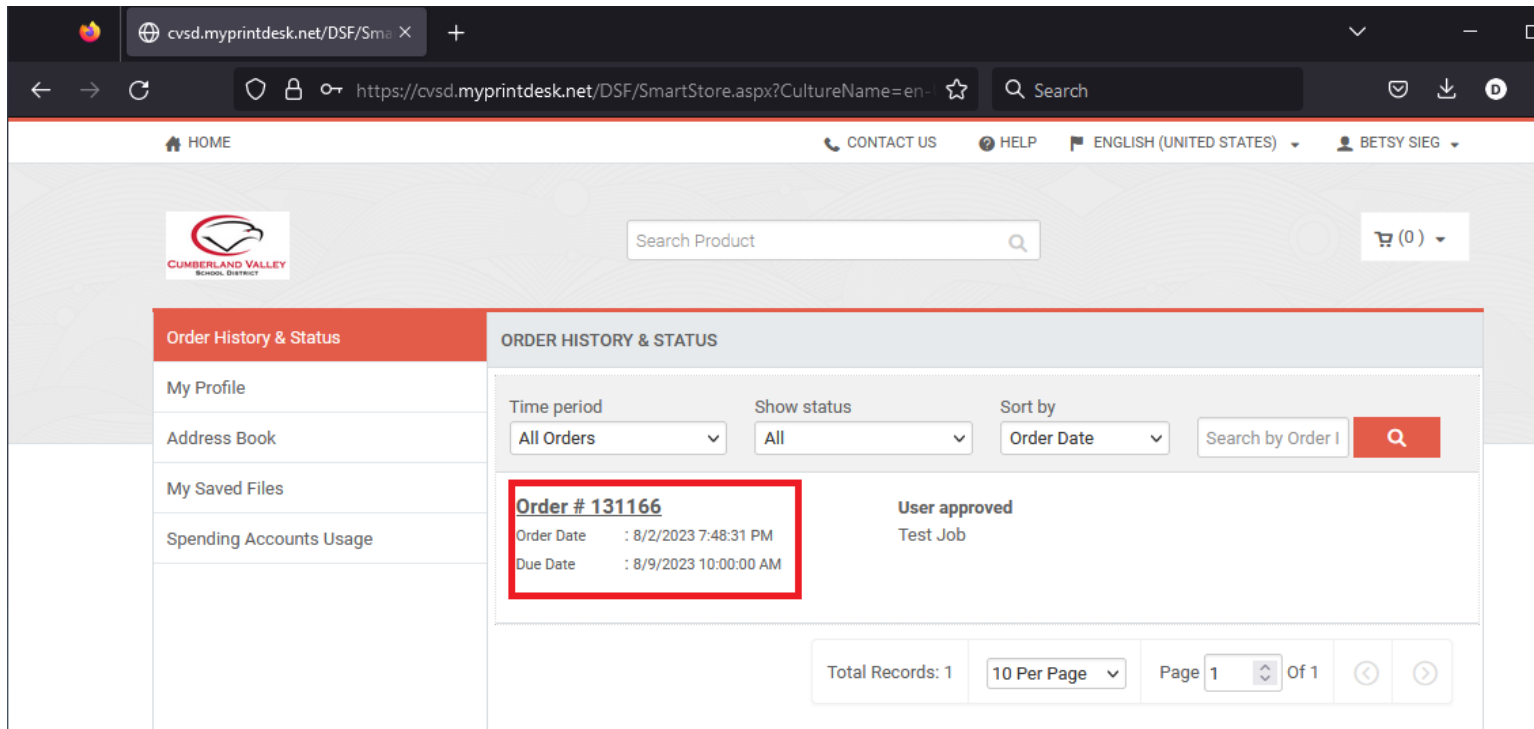
Order Status

Now that you've successfully placed an order, you can refer to your order history at any time. This is very similar to Amazon or other online retailers. To see your placed orders and their statuses, click your name at the top of the screen, and click **ORDER HISTORY & STATUS**.



Order Status

Here are your jobs that you've placed. If you ever have any questions regarding a job, refer to your order number here to provide it to us when reaching out.



The screenshot shows the Cumberland Valley School District SmartStore website. The page is titled "ORDER HISTORY & STATUS". On the left, there is a sidebar with navigation links: "Order History & Status", "My Profile", "Address Book", "My Saved Files", and "Spending Accounts Usage". The main content area displays a table of orders. The first order is highlighted with a red box and contains the following information:

| Order # 131166 | |
|----------------|------------------------|
| Order Date | : 8/2/2023 7:48:31 PM |
| Due Date | : 8/9/2023 10:00:00 AM |

To the right of the order details, the status is shown as "User approved" and "Test Job". At the bottom of the page, there is a pagination control showing "Total Records: 1", "10 Per Page", "Page 1 Of 1", and navigation arrows.

Contact Us

If you need to reach out to us, please email us at:

SUPPORT@INTELLIPRINTSOLUTIONS.COM