Admin Training

PrintSnap Digital Storefront
Print & Copy Online Ordering System

- PrintSnap is a Digital Storefront tool
  - Software designed to simplify ordering process
  - Reduce number of visits to the Center
  - Automation of accounting and charge backs

- Faculty and Staff can enter large or small scale print/copy jobs from anywhere they have web access at any time.

- 24/7

What is PrintSnap?

- The Learning outcomes of this training are to:
  - Teach you to successfully submit online print orders through PrintSnap
  - Allow you to submit your documents electronically

  - You may also visit Hozi or Jonna at the Center for review and in person training
- Access PrintSnap by clicking this link
https://www.nationsprint.com/clients/printsnap

Introduction

Login:

Please use your email address to login below.

To try this demonstration, use a demo login:
E-Mail: jane@example.com   E-Mail: john@example.com
Password: demo   Password: demo

Can order for self or others   *Can order for self only*

Email Address: first.last@missioncollege.edu

Password:

○ I am a returning user

○ I am a new user (create your own password above)

● I forgot my password

Continue On >>

Contact Customer Service

Your ID has been set up in the system

For Email Address: your college e-mail (most users is @missioncollege.com)

Select "Forgot Password,"

Click "Continue On >>"

Login – www.nationsprint.com/clients/printsnap

After Sign-on, if you see this screen, select your Department

MISSION COLLEGE

PrintSnap

Welcome Sample Susie

My Profile | Logout sample.susie@missioncollege.edu

Catalog:

Copies
Forms
Business
Cards
Paper
Stationery

You have no
items in your
basket

NO IMAGE
AVAILABLE

Color Copies
1
Add to Basket

NO IMAGE
AVAILABLE

Black and White Copies
1
Add to Basket

NO IMAGE
AVAILABLE

Saddle Stitch Booklets
1
Add to Basket

NO IMAGE
AVAILABLE

Booklets - Coil or Comb
1
Add to Basket

Cancel Order

Your home screen will be the catalog, similar to most online shopping sites.
Begin by clicking "Add to Basket" below the Catalog Item you wish to order.

Click to start your order

Black and White Copies

Quantity: `1`

Size: `8.5x11 ▾`
Letter

# of Originals: `2`

Ink: `Two Sided Black ▾`

Paper: `20# Bond Smooth ▾`

Paper Color: `White ▾`

Folding: `No Folding ▾`

Binding: `Staple Corner ▾`

Drilling: `No Drilling ▾`

Cutting: `No Cut ▾`

Quote: $0.09

Enter the quantity of copies.

Choose the paper size.

Enter the number of pages that are in your electronic document. This is critical.

Two-sided is defaulted and offers a discount

Select the paper type (standard 20# is default).

Select the color of your paper.

Select binding options (defaulted to staple)

Select folding options.

Select any cutting options.

Select drilling type (e.g. 2-hole punch top).

Order quote updates as you select options.

Cancel   Continue ▸

After all your selections have been made click on the "Continue" button to proceed to uploading your document.

Fill out each box on the order form

Shared form document_upload

Upload File

Click on the icon to enable the upload screen. A popup window will appear.

- 8.5" x 11"
- 2 pages
- double sided
- black

Job Name

Enter a Job Name as a reference

Job Special Instructions

Enter any special instructions you may have.
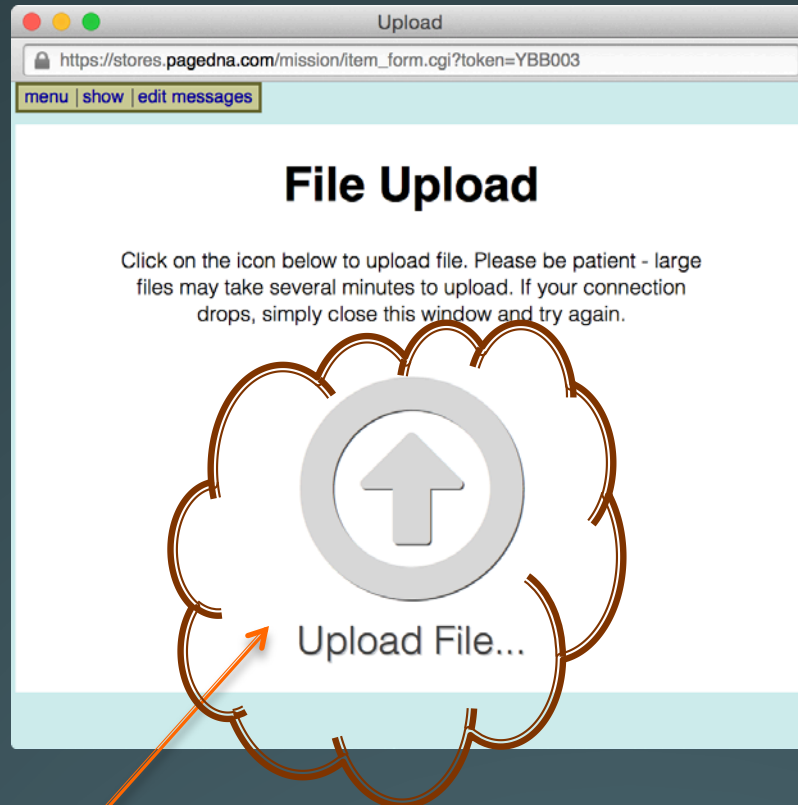
Black and White Copies (10:18 AM)

Cancel   Continue Shopping   Checkout ▶

Name Document and add special instructions

Click on the Upload File Icon. This opens file Explorer or Finder window which will allow you to browse for the file you would like to have printed. Select your file and click the OK button. The file will begin to upload and the status will be shown. When the upload is successful you will be taken back to the previous screen.

If a pop up window is presented then your file layout (letter or legal) does not match what you chose on the setup screen. Press "crop image" button to continue. You can rotate the image on the next screen.

An error will show if your document page numbers does not match the "# of Originals" on the previous page.

Upload File—clicking allows computer search

Imprint Information

Shared form document_upload

Upload File

[Remove File]

[⊕ Scale to Fit]

[↻ 0°] [↻ 90°] [↻ 180°] [↻ 270°]

Job Name

[ ]

Job Special Instructions

[ ]

Shared form document_upload

Black and White Copies (10:18 AM)

◁ Prev [1] of [2] Next ▷

[Cancel] [Continue Shopping] [Checkout ▶]

Cancel Order

1. If you were presented with the crop image pop up during the upload process, utilize the scale and rotation tools to ensure you get the results you desire.

2. Review your proof to ensure it will print properly.

3. After you are satisfied with the job setup, click on the Checkout button. You will be prompted to verify your proof for accuracy.

Provide confirmation of this proof.

Cancel   Accept Proof

1. If your electronic proof is accurate, click the Accept Proof button.

Accept Proof

Please Select Quantities for your Items:

Item	Qty	Remove	Edit
Black and White Copies (Susie, S.)	1	☐	edit

Add More Products   **Update**

1. Ensure your order is correct

Requestor Information:

Your First Name: Susie
Your Last Name: Sample
Your E-mail Address: Susie.sample@missioncollege.edu

2. Ensure your contact information is correct.

Shipping Information:

Please check your shipping information to ensure proper delivery.

Ship To:

Mission College Santa Clara ▾

Attn:
Street 1: 3000 Mission college Blvd.
Mailstop:
City, State: Santa Clara CA
Zip: 95054-1897

3. Click on the "Billing Info" button

Billing Info ▶

Review Info and Place Order

Billing:

Following is a summary of your order. Please verify that the items and quantities are correct. Then, enter your credit card number to pay for your order.

Item	Quantity	Price
Black and White Copies (Bothelio, Z.)	1	$0.09

Shipping: | 2 Day Pick Up - Email Notification When Ready - - ▾ |

Total Price: $0.09

Accounting Information:

Category | Instructional ▾ |

1. Select either "Instructional" or "Non-Instructional" (if it applies).
Account numbers are preloaded and assigned per department.

Send Order ▶

Cancel Order

2. Click on the Send Order button. Your Copy Order is now complete. You will receive an email confirmation.

Account is preset. Send Order.

Order Confirmation Screen

- Pick up your order in Duplicating Center: Gillmor Center 112

- Use your Mission College ID badge for off-hour pickup.
  - If you need to obtain a badge see your Senior Office Coordinator (SOC), who will submit work order

Last Step

Adding a New User

Select "My Profile"

Click "New Person"

Now Editing Profile

Cancel   **Save Profile**

First Name: [_____]
[required]

Last Name: [_____]
[required]

Email Address: [_____]
[required]

Password: [_____]

Datatel: [_____]

Spell Check

Department: [_____ ▼]

Phone: [____][____][____]

Title 1: [_____]

Title 2: [_____]

User Type: [user ▼]

Cancel   **Save Profile**

Fill out all appropriate information.
(Leave "Password" field blank, and have user follow instructions to complete profile)

- For feedback or assistance contact Mission College's PrintSnap team

  ◦ Hozi Ringor @ 408-855-5410
  ◦ Jonna Bautista @ 408-855-5198
  ◦ Or via email printsnap.support@missioncollege.edu

- Thanks for your assistance in helping us launch PrintSnap, Mission College Duplicating Center's new Digital Storefront

Contacts for assistance