



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 Hosi or Jonna at the Center for review and in person training
- Access PrintSnap by clicking this link
<https://www.nationsprint.com/clients/printsnap>

Introduction



MISSION COLLEGE

[My Profile](#)

Login:

Please use your email address to login below.

To try this demonstration, use a demo login:

E-Mail: jane@example.com
Password: demo

E-Mail: john@example.com
Password: demo

Can order for self or others

Can order for self only

Email Address:

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

Please choose a Department:

- Accounting**
Accounting Duplicating: Instructional
- Anthropology**
Anthropology Duplicating: Instructional
- Art**
Art Duplicating: Instructional
- Biological Science**
Biological Science Duplicating: Instructional
- Business**
Business Duplicating: Instructional
- Chemistry**
Chemistry Duplicating: Instructional
- Community Education**
Community Education Duplicating: Instructional
- Computer Applications**
Computer Applications Duplicating: Instructional
- Computer Information Technology**
Computer Information Technology Duplicating: Instructional
- Counseling**
Counseling Duplicating: Instructional
- Economics**
Economics Duplicating: Instructional
- Engineering**
Engineering Duplicating: Instructional
- English**
English Duplicating: Instructional
- ESL**
ESL Duplicating: Instructional
- Fire Science**
Fire Science Duplicating: Instructional
- Foreign Language**
Foreign Language Duplicating: Instructional
- Geography**
Geography Duplicating: Instructional
- Global Studies**
Global Studies Duplicating: Instructional
- Graphic Design**
Graphic Design Duplicating: Instructional
- Health Occupations**
Health Occupations Duplicating: Instructional
- History**
History Duplicating: Instructional
- Hospitality Management**
- Humanities**
- Kinesiology**

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



Catalog:

Copies ▶ Forms Business Cards Paper Stationery You have no items in your basket	NO IMAGE AVAILABLE	NO IMAGE AVAILABLE
	Color Copies	Black and White Copies
	<input type="text" value="1"/>	<input type="text" value="1"/>
	Add to Basket	Add to Basket
	NO IMAGE AVAILABLE	NO IMAGE AVAILABLE
	Saddle Stitch Booklets	Booklets - Coil or Comb
	<input type="text" value="1"/>	<input type="text" value="1"/>
	Add to Basket	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

Choose the paper size.

Two-sided is defaulted and offers a discount

Select the color of your paper.

Select binding options (defaulted to staple)

Select any cutting options.

Quantity:	<input type="text" value="1"/>
Size:	<input type="text" value="8.5x11"/> Letter
# of Originals:	<input type="text" value="2"/>
Ink:	<input type="text" value="Two Sided Black"/>
Paper:	<input type="text" value="20# Bond Smooth"/>
Paper Color:	<input type="text" value="White"/>
Folding:	<input type="text" value="No Folding"/>
Binding:	<input type="text" value="Staple Corner"/>
Drilling:	<input type="text" value="No Drilling"/>
Cutting:	<input type="text" value="No Cut"/>
Quote:	\$0.09

Enter the quantity of copies.

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

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

Select folding 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

Black and White Copies (10:18 AM)

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.

Shared form document_upload

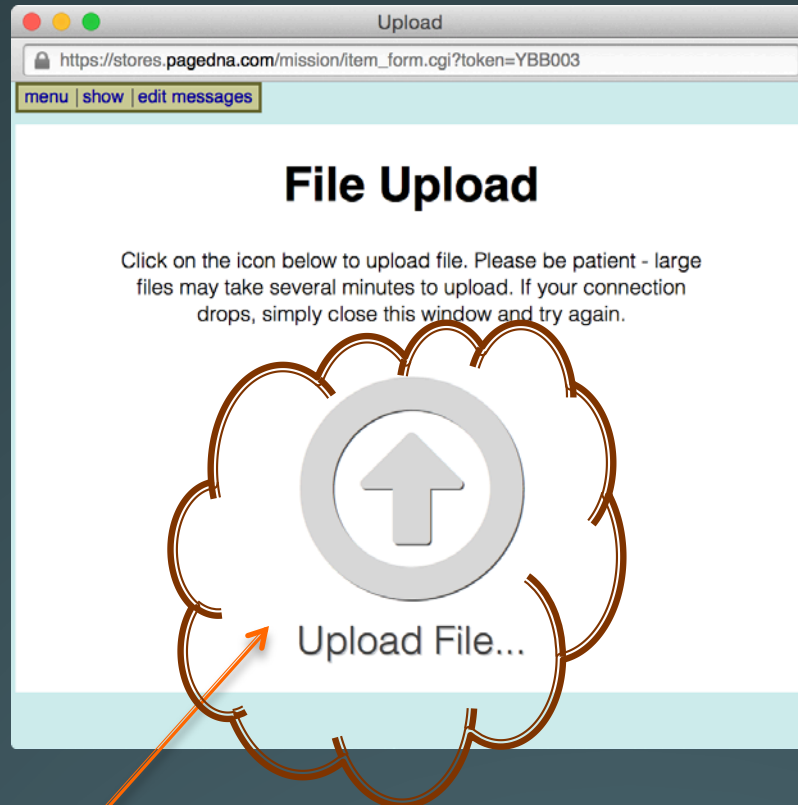


Cancel

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



Job Name

Job Special Instructions

Shared form document_upload

Black and White Copies (10:18 AM)

To: ALL EMPLOYEES Date: May 16, 2016
From: PAYROLL
Subject: CLASSIFIED & ACADEMIC TIMESHETS DUE DATE SCHEDULE

*****PLEASE POST AS A REMINDER TO ALL EMPLOYEES*****

This is the timesheet schedule for the Academic Year 2015/2016. All timesheets are due on the Payroll Office by 5:00 PM on the appropriate week of each listed on the schedule. LATE TIMESHEETS WILL NOT BE ACCEPTED. Timesheets not on or after the deadline will cause a delay in payroll. Please allow these weeks for Human Resources to process the Notice of Employment or Contract and Salary papers below the payroll schedule.

CONTRACTS, PART-TIME FACULTY, AND TEMP. EMPLOYMENT	TIMESHETS DUE IN HUMAN RESOURCES	DATE	PAY PERIOD	PAY DAY
ACADEMIC YEAR 2016				
6/30/15	7/31/15	June/July	7/31/15	8/14/15
7/31/15	8/31/15	July	8/31/15	9/14/15
8/31/15	9/30/15	August	9/30/15	10/14/15
9/30/15	10/31/15	September	10/31/15	11/14/15
10/31/15	11/30/15	October	11/30/15	12/14/15
11/30/15	12/31/15	November	12/31/15	1/14/16
12/31/15	1/31/16	December	1/31/16	2/14/16
1/31/16	2/29/16	January	2/29/16	3/14/16
2/29/16	3/31/16	February	3/31/16	4/14/16
3/31/16	4/30/16	March	4/30/16	5/14/16
4/30/16	5/31/16	April	5/31/16	6/14/16
5/31/16	6/30/16	May	6/30/16	7/14/16
6/30/16	6/30/16	June (year end)	7/14/16	

PLEASE NOTE

- 1) PAYCHECKS WILL BE DISTRIBUTED FROM 11:00AM TO 2:00PM ON PAYDAYS.
 - a) *Midwest College* employees may pick up their checks at the 3rd floor HR office in the Main Building.
 - b) *West Valley* employees may pick up their checks at the HR reception desk in the main lobby of the Human Resources department.ALL CHECKS NOT PICKED UP DURING THAT TIME WILL BE MAILED OUT THAT DAY.
- 2) Part time teaching contracts will be paid on the first payroll following the receipt of a signed contract in the payroll department.
- 3) DEADLINES DO APPLY.

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

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.



◀ Prev 1 of 2 Next ▶

Cancel

Continue Shopping

Checkout ▶

Cancel Order

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.)	<input type="text" value="1"/>	<input type="checkbox"/>	edit

[Add More Products](#)

[Update](#)

1. Ensure your order is correct

Requestor Information:

Your First Name:

Your Last Name:

Your E-mail Address:

Shipping Information:

Please check your shipping information to ensure proper delivery.

Ship To:

Attn:

Street 1:

Mailstop:

City, State:

Zip:

2. Ensure your contact information is correct.

[Billing Info](#)

3. Click on the "Billing Info" button

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

[Send Order](#)

[Cancel Order](#)

1. Select either "Instructional" or "Non-Instructional" (if it applies).

Account numbers are preloaded and assigned per department.

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 Received.

Your order has been received.

Order placed for: Susie Sample
Ordered on: **12/11/2015** (mm/dd/yyyy)
Tracking number: **JC6B94**

An email confirmation has just been sent to susie.sample@missioncollege.edu. If you do not receive a confirmation within 30 minutes, you may have provided an incorrect or incomplete email address. This will not affect the processing of your order.

[Start a New Order](#)

If you have a customer service inquiry, please contact Hozzi Ringor of Print Snap at 408-855-5410 or via email at printsnap.support@missioncollege.edu. Be sure to reference your six digit tracking number shown above.

Order Summary:

Item	Qty
Black and White Copies (Sample, S.)	1

Bill To:

Category: Instructional
Billing Contact: 100-280400-4900-54240-000

Ship To:

Method: 2 Day Pick Up
Address: 3000 Mission college Blvd.
Santa Clara, CA
95054-1897

Configuration - Black and White Copies (Sample, S.):

Item Proofs:

Black and White Copies (Sample, S.)

To: ALL SUPERVISOR Date: May 26, 2015
From: FAXROLL

Subject: CLAUDE & ACADEMIC YEARBEEK OVER ATEO CHIEVET

*****PLEASE POST AS A REMITTANCE TO ALL EMPLOYEES*****

This is the number of job for the academic yearbook order. All transactions are due in the Payroll Office by 10:00 AM on the appropriate pay date based on the schedule. LATE PAYMENTS WILL NOT BE ACCEPTED. Transmittal will occur for due date will cause delay in payment. Please allow three weeks for Human Resources to process the Notice of Employment or Contractual/Binding papers before the payroll deadline.

CONTRACTS	EMPLOYMENT	DATE	AMOUNT	PAY PERIOD	PAY DATE
ACADEMIC YEARBEEK	7/01/15	7/01/15	200.00	7/01/15	7/01/15
ACADEMIC YEARBEEK	8/01/15	8/01/15	200.00	8/01/15	8/01/15
ACADEMIC YEARBEEK	9/01/15	9/01/15	200.00	9/01/15	9/01/15
ACADEMIC YEARBEEK	10/01/15	10/01/15	200.00	10/01/15	10/01/15
ACADEMIC YEARBEEK	11/01/15	11/01/15	200.00	11/01/15	11/01/15
ACADEMIC YEARBEEK	12/01/15	12/01/15	200.00	12/01/15	12/01/15
ACADEMIC YEARBEEK	1/01/16	1/01/16	200.00	1/01/16	1/01/16
ACADEMIC YEARBEEK	2/01/16	2/01/16	200.00	2/01/16	2/01/16
ACADEMIC YEARBEEK	3/01/16	3/01/16	200.00	3/01/16	3/01/16
ACADEMIC YEARBEEK	4/01/16	4/01/16	200.00	4/01/16	4/01/16
ACADEMIC YEARBEEK	5/01/16	5/01/16	200.00	5/01/16	5/01/16
ACADEMIC YEARBEEK	6/01/16	6/01/16	200.00	6/01/16	6/01/16

REMARKS

- 1) PAY CHECKS WILL BE DISTRIBUTED FROM 11 AM TO 1 PM ON TUESDAY
At Mission College employees may pick up their checks at the 3rd floor HR office in the main lobby of the Mission Extension Apartments.
2) If you are unable to pick up your checks at the HR reception desk in the main lobby of the Mission Extension Apartments, ALL CHECKS NOT PICKED UP DURING THAT TIME WILL BE MAILED OUT THAT DAY.
3) Past due binding contracts will be paid on the first payroll following the receipt of a signed contract in the payroll department.
4) DEADLINES DO APPLY.

[Full preview](#)

http://www.nationsprint.com/clients/printsnap/uploads/upload-20151211-14459_E320PDF.pdf

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



MISSION COLLEGE

Welcome Susie Sample

[My Profile](#) | [Logout](#) susie.sample@missioncollege.edu

Please choose a Department:

Select "My Profile"

Welcome Susie Sample

[My Profile](#) | [Logout susie.sample@missioncollege.edu](#)

Place order for



New Person

mapping

Click "New Person"

Enter details for new profile

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:

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