



# Staff 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.

**What is PrintSnap?**

- The goal of this training powerpoint
  - Teach you to successfully submit online print orders through PrintSnap
  - Once you have read the training document
  - Visit Jonna at the Center for in person training
  - Submit your documents electronically
- 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](#)

You have been set up in the system

1) Enter Your District-Issued Email Address (most users is @missioncollege.com)

2) Select "Forgot Password," Click "Continue On >>"

3) You will receive an e-mail in your inbox with instructions to reset your password.

**Login** — [www.nationsprint.com/clients/printsnap](http://www.nationsprint.com/clients/printsnap)



# MISSION COLLEGE

Welcome Sample Susie

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

## Catalog:

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

[Cancel Order](#)

After logging in, your home screen will be the catalog, similar to most online shopping sites. Begin by clicking "Add to Basket" for the 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

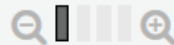
Enter a Job Name as a reference (this is an optional step).

Job Name

Job Special Instructions

Enter any special instructions you may have.

Shared form document\_upload

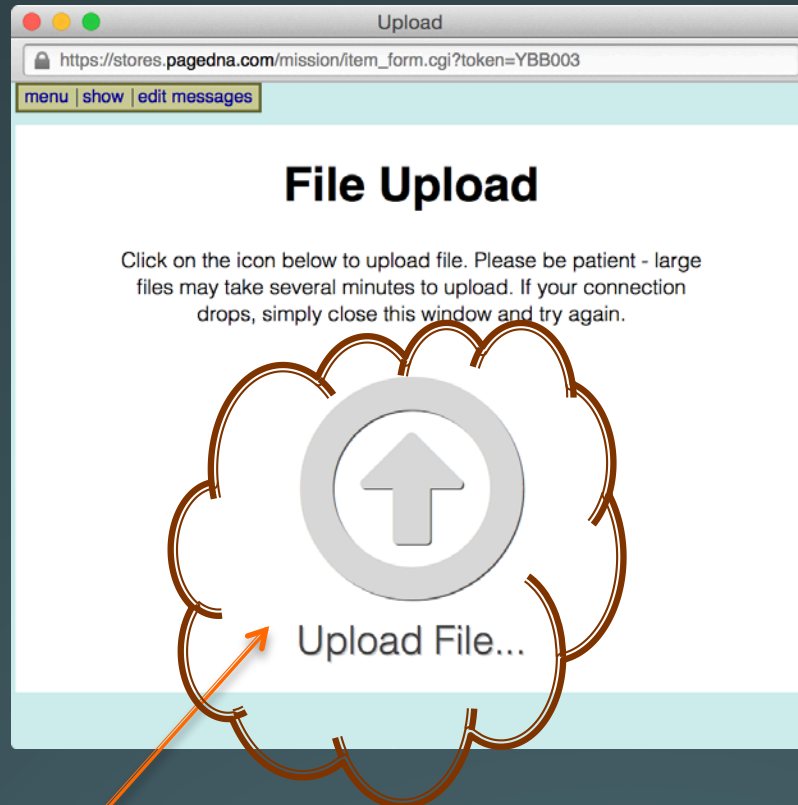


Cancel

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

Black and White Copies (10:18 AM)

Upload File



Remove File

Scale to Fit

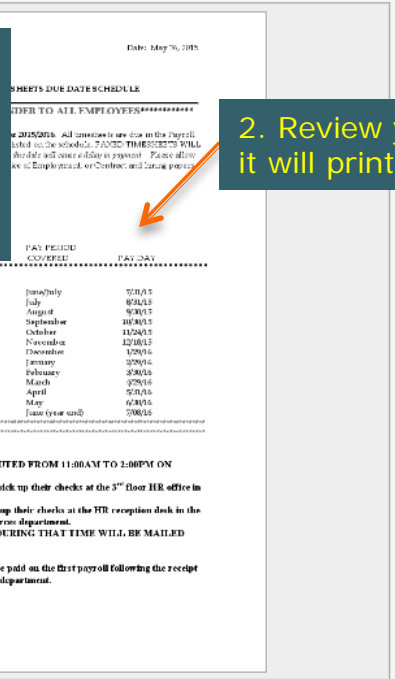


Job Name

Job Special Instructions

Shared form document\_upload

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.



◀ 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"/> | <a href="#">edit</a> |

[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](mailto: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](mailto: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 SUPERVISORS Date: May 26, 2015  
From: FAXROLL

Subject: CLARIFIED & ACADEMIC YEAR-BEARS DUE THIS CHECK

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

This is the standard schedule for the academic year-bears. All transactions are due in the Payroll Office by 10:00 P.M. on the appropriate specified date listed on the schedule. LATED TIMELYMENTS WILL NOT BE ACCEPTED. Transmittal needed in order for the due date will cause a delay in payment. Please allow these weeks for Human Resources to process the Notice of Employment or Contract/collecting papers before the payroll deadline.

| CONTRACTS          | EMPLOYMENT | TERMS BEARS | PAY PERIOD | DUPLICATE | DUPLICATE |
|--------------------|------------|-------------|------------|-----------|-----------|
| DATE               | DATE       | DATE        | DATE       | DATE      | DATE      |
| ACADEMIC YEAR-BEAR |            |             |            |           |           |
| 4/30/16            | 7/30/16    | 7/30/16     | 8/1/16     | 8/1/16    | 8/1/16    |
| 7/30/16            | 8/30/16    | 8/30/16     | 9/1/16     | 9/1/16    | 9/1/16    |
| 8/30/16            | 9/30/16    | 9/30/16     | 10/1/16    | 10/1/16   | 10/1/16   |
| 9/30/16            | 10/30/16   | 10/30/16    | 11/1/16    | 11/1/16   | 11/1/16   |
| 10/30/16           | 11/30/16   | 11/30/16    | 12/1/16    | 12/1/16   | 12/1/16   |
| 11/30/16           | 12/30/16   | 12/30/16    | 1/1/17     | 1/1/17    | 1/1/17    |
| 12/30/16           | 1/30/17    | 1/30/17     | 2/1/17     | 2/1/17    | 2/1/17    |
| 1/30/17            | 2/30/17    | 2/30/17     | 3/1/17     | 3/1/17    | 3/1/17    |
| 2/30/17            | 3/30/17    | 3/30/17     | 4/1/17     | 4/1/17    | 4/1/17    |
| 3/30/17            | 4/30/17    | 4/30/17     | 5/1/17     | 5/1/17    | 5/1/17    |
| 4/30/17            | 5/30/17    | 5/30/17     | 6/1/17     | 6/1/17    | 6/1/17    |

### PLEASE NOTE

- 1) PAYCHECKS WILL BE DISTRIBUTED FROM 11:00AM TO 1:00PM ON PAYDAYS.  
At Mission College employees may pick up their checks at the 3<sup>rd</sup> floor HR office in the main building.  
At 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) Past due pending contracts will be paid on the first payroll following the receipt of a signed contract in the payroll department.
- 3) DEADLINES DO APPLY.

[Full preview](#)

[http://www.nationsprint.com/clients/printsnap/uploads/upload-20151211-14459\\_E320PDF.pdf](http://www.nationsprint.com/clients/printsnap/uploads/upload-20151211-14459_E320PDF.pdf)

# Order Confirmation Screen

- For feedback or assistance during the beta test of Mission College's PrintSnap
- Contact:
  - Jonna Bautista @ 408-855-5198
  - Danny Nguyen @ 408-855-5417
  - Or via email:  
[printsnap.support@missioncollege.edu](mailto:printsnap.support@missioncollege.edu)
- Thanks for your assistance in helping us launch PrintSnap, our new Digital Storefront



**Contacts for assistance**