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.
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/prints nap

Introduction
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
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
Fill out each box on the order form.
Click on the icon to enable the upload screen. A popup window will appear.

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

Enter any special instructions you may have.

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.
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.

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

2. Ensure your contact information is correct.

3. Click on the “Billing Info” button

Review Info and Place 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 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

Thanks for your assistance in helping us launch PrintSnap, our new Digital Storefront