

Print Shop
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

Print Shop	1
On-Line Printing Requisition Lesson.....	1

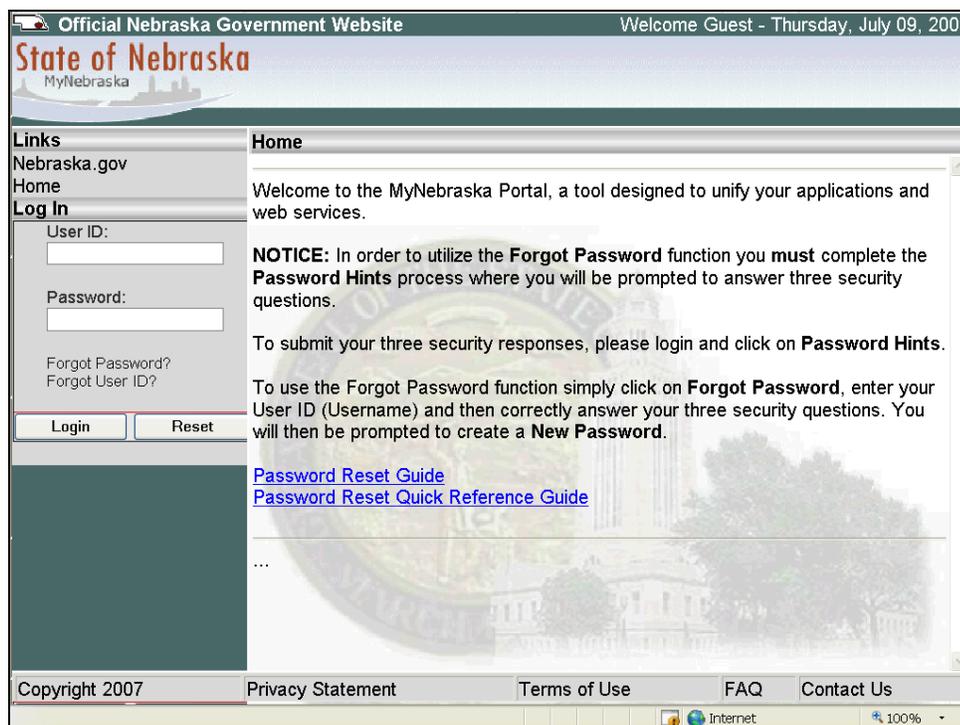
Print Shop

On-Line Printing Requisition Lesson

Procedure

In this lesson you will learn the on-line printing requisition procedure.

Step	Action
1.	<p style="text-align: center;">PRINTING REQUISITION INSTRUCTIONS</p> <p>The Printing Requisition should be used for ordering graphics, printing, inserting, inkjetting, etc. Any additional specifications may be added as an attachment. Originals and examples must be included in your order. Camera-ready artwork is artwork that requires no modifications for the Print Shop to print the job according to the specifications of the printing requisition.</p> <p>There is an FTP site available for electronically sending files. Files can be attached to the Printing Requisition or sent individually to the FTP address.</p>

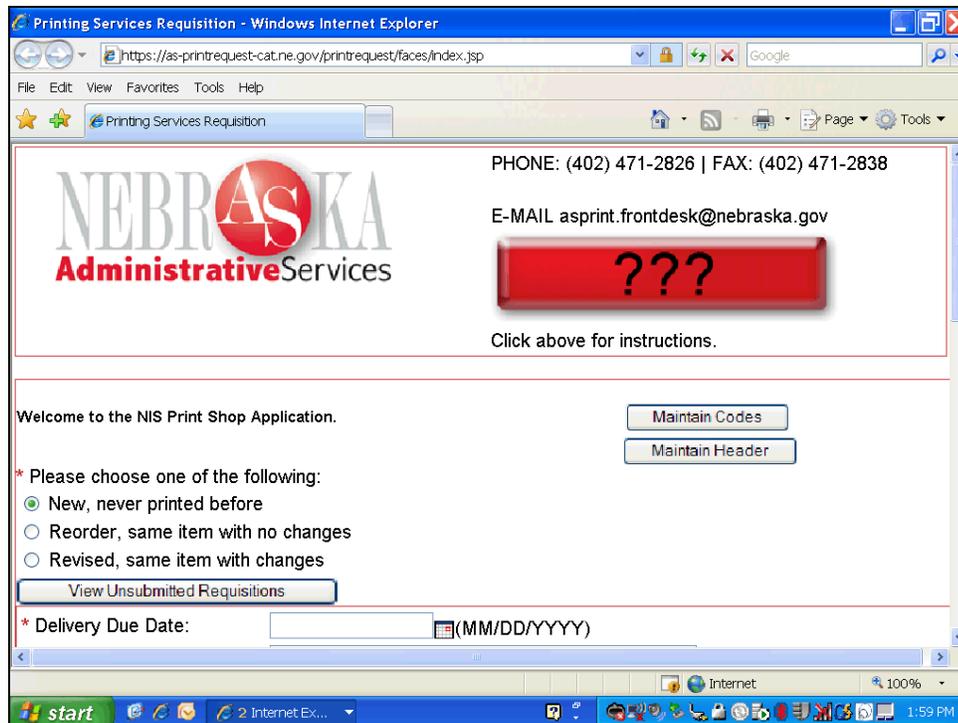


Training Guide

Print Shop



Step	Action
2.	Click in the User ID: field. <input data-bbox="367 359 667 401" type="text"/>
3.	Enter the desired information into the User ID: field. NOTE: This is your User ID for My Nebraska Portal. You must work through OCIO Help Desk for access to this site.
4.	Press [Tab] .
5.	Enter the desired information into the Password: field. NOTE: This is not your NIS password.
6.	Click the Login button. <input data-bbox="367 856 561 905" type="button" value="Login"/>
7.	Click the My Applications link. <input data-bbox="367 989 589 1024" type="button" value="My Applications"/>
8.	Click the NIS Print Shop link. <input data-bbox="367 1108 574 1142" type="button" value="NIS Print Shop"/>



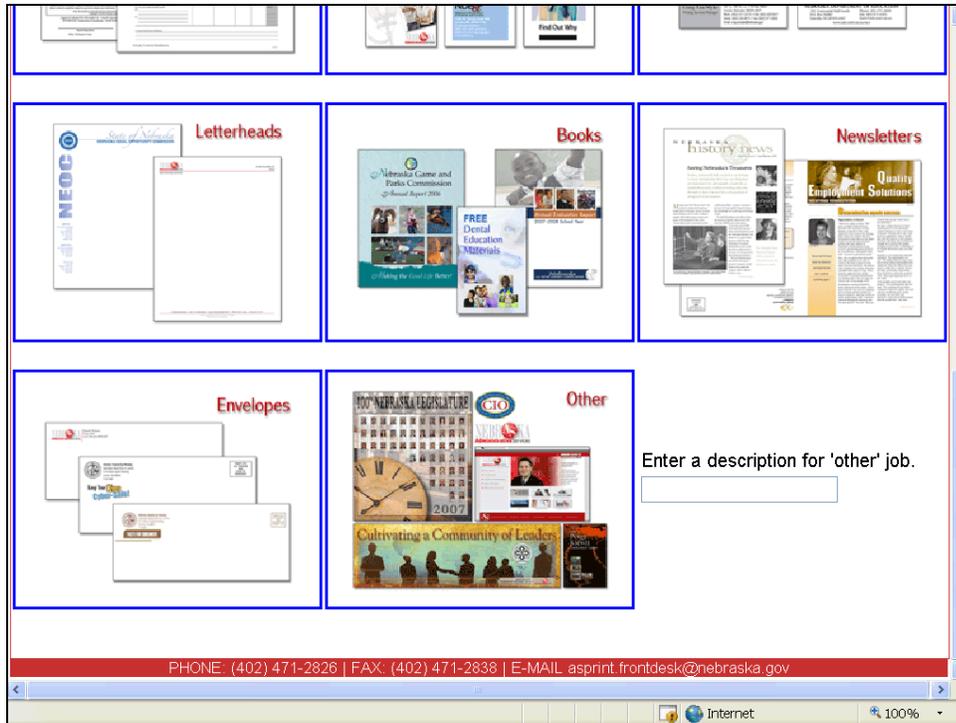
Step	Action
9.	<p>Please contact the Print Shop if you have any questions.</p> <p>The Print Shop is under the Administrative Services, Materiel Division and is located in the lower level of the 501 South 14th Street Building, Lincoln, NE 68509.</p> <ul style="list-style-type: none"> o Telephone: 402-471-2826 o FAX Number (office):402-471-2838 o FAX Number (graphics for proofs): 402-471-8652
10.	<p>CLICK HERE FOR INSTRUCTIONS: Click this button throughout the process of entering your requisition for assistance in entering data in fields.</p>
11.	<p>PLEASE CHOOSE ONE OF THE FOLLOWING:</p> <p>Select the Radio Button to indicate:</p> <ul style="list-style-type: none"> o New, never printed before o Reorder, same Item with no changes o Revised, same item with changes <p>OR</p> <p>Pull up an Unsubmitted Requisitions (started, not finished) to make changes, delete, or submit)</p>

Training Guide

Print Shop



Step	Action
12.	<p>DELIVERY DUE DATE: date the completed job is requested to be delivered to the agency.</p> <p>PLEASE ALLOW A MINIMUM OF 10-15 WORKING DAYS. Additional time must be allowed for any input or design in our Graphics Area.</p> <p>Enter information in required date format OR use Calendar to enter Delivery Due Date.</p> <p>Click in the (MM/DD/YYYY) field.</p> <input data-bbox="367 596 646 646" type="text"/>
13.	Enter the desired information into the (MM/DD/YYYY) field.
14.	Press [Tab] .
15.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed
16.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
17.	<p>JOB TYPE</p> <p>Click on the picture which represents the type of job to be printed:</p> <ul style="list-style-type: none"> o Forms o Brochures o Business Cards o Letterheads o Books o Newsletters o Envelopes o Other (provide description of "Other" job in field)



Step	Action
18.	Selecting "Other" as a job type requires further detail regarding the print job. <input data-bbox="462 1094 797 1140" type="text"/>
19.	Click the appropriate Job Type. Options within the Printing Requisition will vary based on the Job Type selected.

PHONE: (402) 471-2826 | FAX: (402) 471-2838
E-MAIL asprint.frontdesk@nebraska.gov

???

Click above for instructions.

- The record was added. Please fill in the details and Submit.

Agency / Shipping Info	Job Description	Finishing / Mailing	Comment / Attachment
<p>* Delivery Due Date: <input type="text" value="08/31/2009"/> (MM/DD/YYYY)</p> <p>* Title Of Piece to be Printed: <input type="text" value="Special Instruction Manual"/></p> <p>Form Number: <input type="text" value="19980221_LDP"/></p> <p>Requisition #: 343</p> <p>Job Description: New : Other Change Job Description: <input type="button" value="Choose One"/></p> <p style="margin-left: 150px;">Enter description for 'other' job: <input type="text" value="Spec Manual"/></p>			
AGENCY INFORMATION			
<p>Agency Requisition #: <input type="text"/></p> <p>Previous Requisition # of this Job: <input type="text"/></p> <p>* Person To Contact: <input type="text"/></p>			Order Date: 07/08/2009

Step	Action
20.	AGENCY/SHIPPING INFO tab: Information provided on this page indicates Agency to be billed and destination of printed materials.
21.	DELIVERY DUE DATE: date entered can be updated as needed
22.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed can be updated as needed
23.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
24.	REQUISITION #: system assigned number to this requisition
25.	JOB DESCRIPTION: type of job (New, Revised, and Reorder) and selection selected when creating Printing Requisition.
26.	CHANGE JOB DESCRIPTION: it is possible to change job type to any other option and retain existing Agency/Shipping Information.

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???

Click above for instructions.

• The record was added. Please fill in the details and Submit.

Agency / Shipping Info	Job Description	Finishing / Mailing	Comment / Attachment
<p>* Delivery Due Date: <input type="text" value="08/31/2009"/> (MM/DD/YYYY)</p> <p>* Title Of Piece to be Printed: <input type="text" value="Special Instruction Manual"/></p> <p>Form Number: <input type="text" value="19980221_LDP"/></p> <p>Requisition #: 343</p> <p>Job Description: New : Other Change Job Description: <input type="text" value="Choose One"/></p> <p style="margin-left: 150px;">Enter description for 'other' job: <input type="text" value="Spec Manual"/></p>			
AGENCY INFORMATION			
<p>Agency Requisition #: <input type="text"/></p> <p>Previous Requisition # of this Job: <input type="text"/></p> <p>* Person To Contact: <input type="text"/></p>			Order Date: 07/08/2009

Step	Action
27.	AGENCY INFORMATION
	Provide reference and contact information regarding the Printing Requisition.
28.	<p>AGENCY REQUISITION #: control number assigned by the agency. This number may be referred to when inquiring about the job.</p> <input style="width: 150px; height: 20px;" type="text"/>
29.	<p>PREVIOUS REQUISITION # OF THIS JOB: Agency control number which was assigned to the requisition previously used to order the job. This number should be supplied for reorders and revisions.</p>
30.	<p>PERSON TO CONTACT: Name(s) of the agency contact(s) that can supply information that may be required and for approval of proofs.</p>
31.	<p>PHONE: telephone number where the agency contact can be reached.</p>
32.	<p>FAX NUMBER: fax number where agency contact person can be reached.</p>
33.	<p>EMAIL: E-mail address of agency contact.</p>

Email:

SHIPPING INFORMATION

* Ship To Address Book #: **or** * Select Agency:

Six Digit Account #: * And Division:

(Print Job will be billed to this location) * And Other Data:

If no option exists, select [blank] space under 'Select One'.

Ship To Name:

Attention To: 'Ship To' fields can be revised.

Ship To Address 1: Indicate 'Multiple Delivery Locations' in 'Attention To' field as required.

Ship To Address 2:

Ship To Address 3: Please contact Print Shop, 402-471-2826, to request a permanent 'Ship To' address.

Ship To City:

Ship To State/Zip Code:

SEND TO INVOICE INFORMATION

* Send Invoice To Address Book #: **or** * Select Agency:

Agency Access: And Division:

And Other Data:

Agency:

Division / Address:

Other Data:

* Asterisks indicate required fields for submission
Conversion Error indicates a Number field error; Letters and Characters cannot be used

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Step	Action
34.	<p style="text-align: center;">SHIPPING INFORMATION</p> <p>There are two options for selecting the Agency/Division location for Shipping and Billing.</p> <p>Either Select the NIS Address Book # for Print Shop Billing OR Select your Agency, Division, and Other Data that defines the location for which the Print Job will be printed.</p>
35.	<p>Once a "Ship To" address is defined, the complete "Ship to Address" and the "Send Invoice To" information populates.</p>

Step	Action
36.	<p>SHIP TO ADDRESS BOOK #: if known, select the appropriate Address Book Number.</p> <p>"Ship To" fields can be revised. If an Agency/Division is responsible for a specific print job, but the print job will ship to an alternate location, revise the Shipping Address to reflect the final destination.</p> <p>If shipping to multiple locations, indicate this information in the "Attention To" field: For example: Attention To: Multiple Locations</p> <p>If shipping through a "storage" facility, reflect the "storage facility in the "AttentionTo" field, and retain the final destination in the "Ship To" Address fields. For example: Attention To: Hill Street Storage</p>
37.	<p>SELECT AGENCY, DIVISION, AND OTHER DATA: If Address Book # is unknown, select appropriate location through dropdown lists.</p>
38.	<p>Click the Select Agency: list.</p> <p>Select appropriate Agency.</p>

The screenshot displays a web application interface for a print shop. At the top, there is an email field with the address 'julie.johnson@nebraska.gov'. Below this is a red header section titled 'SHIPPING INFORMATION'. This section contains several dropdown menus: '* Ship To Address Book #' (set to 'Select One'), '* Select Agency:' (set to 'ADMINISTRATIVE SERVICES'), '* And Division:' (set to 'Select One'), and '* And Other Data:' (set to 'Select One'). A note below these fields states: 'If no option exists, select [blank] space under 'Select One'.'

Below the shipping information are several text input fields for 'Ship To Name:', 'Attention To:', 'Ship To Address 1:', 'Ship To Address 2:', 'Ship To Address 3:', 'Ship To City:', and 'Ship To State/Zip Code:'. To the right of these fields, there are instructions: ''Ship To' fields can be revised.', 'Indicate 'Multiple Delivery Locations' in 'Attention To' field as required.', and 'Please contact Print Shop, 402-471-2826, to request a permanent 'Ship To' address.'

Below the shipping information is another red header section titled 'SEND TO INVOICE INFORMATION'. This section contains dropdown menus for '* Send Invoice To Address Book #' (set to 'Select One'), 'Agency Access:' (set to '33'), 'Select Agency:' (set to 'Select One'), 'And Division:' (set to 'Select One'), and 'And Other Data:' (set to 'Select One').

At the bottom of the form are text input fields for 'Agency:', 'Division / Address:', and 'Other Data:'. A note at the bottom left states: '* Asterisks indicate required fields for submission' and 'Conversion Error indicates a Number field error; Letters and Characters cannot be used'. At the bottom right, there are three buttons: 'Next >>', 'Save', 'Save and Exit', and 'Start Over'. The footer of the page includes contact information: 'PHONE: (402) 471-2826 | FAX: (402) 471-2838 | E-MAIL: asprint.frontdesk@nebraska.gov' and a taskbar showing 'Internet' and '85%' zoom level.

Step	Action
39.	<p>Click the And Division: list.</p> <p>Select appropriate Division.</p>
40.	<p>Click the And Other Data: list.</p> <p>Select appropriate data that further defines Ship To location.</p> <div data-bbox="367 512 803 552" style="border: 1px solid black; padding: 2px;"> Select One ▼ </div>
41.	<p>SIX DIGIT ACCOUNT # (not required): Automatically populates if there is a six digit account code associated with the Address Book # based on:</p> <ul style="list-style-type: none"> o Bill To Address Book # o Agency o Division
42.	<p>SHIP TO NAME: Automatically populates. This field cannot be overwritten.</p>
43.	<p>ATTENTION TO: Enter the name of the person to whom printed material should be delivered.</p> <p>If print job will be delivered to multiple delivery locations, indicate "MULTIPLE LOCATIONS" in the ATTENTION TO field.</p>
44.	<p>SHIP TO ADDRESS 1: SHIP TO ADDRESS 2: SHIP TO ADDRESS 3: SHIP TO CITY: SHIP TO STATE/ZIP CODE</p> <p>Fields automatically populate from NIS. These fields can be overwritten with different information.</p> <p>Any revisions to these fields will only affect the current Printing Requisition. For permanent revisions, contact Print Shop to update Address Book record.</p>

Email:

SHIPPING INFORMATION

* Ship To Address Book #: or * Select Agency:

Six Digit Account #: * And Division:

(Print Job will be billed to this location) * And Other Data:

If no option exists, select [blank] space under 'Select One'.

Ship To Name:

Attention To:

Ship To Address 1:

Ship To Address 2:

Ship To Address 3:

Ship To City:

Ship To State/Zip Code:

'Ship To' fields can be revised.
Indicate 'Multiple Delivery Locations' in 'Attention To' field as required.
Please contact Print Shop, 402-471-2826, to request a permanent 'Ship To' address.

SEND TO INVOICE INFORMATION

* Send Invoice To Address Book #: or * Select Agency:

Agency Access: And Division:

And Other Data:

Agency:

Division / Address:

Other Data:

* Asterisks indicate required fields for submission
Conversion Error indicates a Number field error; Letters and Characters cannot be used

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Step	Action
45.	SEND INVOICE TO INFORMATION
	The address where the "Print Shop Consolidated Invoice" will be sent. This will populate automatically, but can be overwritten if necessary.
46.	To revise the Send Invoice To Address, follow the same steps used to select the Ship To Address.
47.	AGENCY ACCESS: For end users who request Print Jobs for multiple agencies, select appropriate agency number.
48.	<p>AGENCY: DIVISION/ADDRESS: OTHER DATA:</p> <p>Fields automatically populate from NIS. These fields can be overwritten with different information.</p> <p>Any revisions to these fields will only affect the current Printing Requisition. For permanent revisions, contact Print Shop to update Address Book record.</p>

Step	Action
49.	<p>You can navigate through the pages by using the buttons on the bottom of the screen or by selecting the tabs at the top of the screen.</p> <p>Clicking on "Next" or "Previous" will save data entry.</p> <p>Current page will not advance until all required fields are filled. Required fields will be indicated by RED lettering.</p> <p><input type="button" value="Next >>"/></p>

Step	Action
50.	<p style="text-align: center;">JOB DESCRIPTION</p> <p>Provides AS Print Shop information about the printing requirements for you Print Job.</p>

Step	Action
51.	<p style="text-align: center;">PRE-PRESS/COMPUTER SERVICES</p> <p>Check work required prior to the actual printing process:</p> <ul style="list-style-type: none"> o PROOF (IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.) o ART DESIGN o BLEEDS - the ink appears flush with the edge of the paper. When bleeds are used, the artwork and screens must extend 1/4" beyond the trim marks on the original.
52.	<p>PROOF: Automatically selected for New and Revised jobs</p> <p>(IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.)</p>

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E-MAIL: asprint.frontdesk@nebraska.gov

???

Click above for instructions.

- The record was updated.

Agency / Shipping Info | Job Description | Finishing / Mailing | Comment / Attachment

Requisition #: 343
Job Description: **New : Other** Change Job Description: Choose One

PRE-PRESS / COMPUTER SERVICES

Select all applicable

Proof **Proof Delivery Method:** Options

Art Design

Bleed

PRINT

Select all applicable

One Side Only Specify:

Front And Back Head Specify:

Front And Back Tumble Specify:

TEXT

Number of Originals: Number of Copies:

Done Internet 88%

Step	Action
53.	<p>PROOF DELIVERY METHOD:</p> <ul style="list-style-type: none"> o Contact Customer o Fax o Interagency o On-site <p>Click the Proof Delivery Method: list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Options ▼</div>
54.	ART DESIGN
55.	BLEED
56.	<p style="text-align: center;">PRINT</p> <p>Select how job is to be printed. Number of originals for each type should be specified in "Specify" field.</p> <ul style="list-style-type: none"> o One Side Only o Front and Back Head o Front and Back Tumble
57.	<p>ONE SIDE ONLY:</p> <p>As needed, provide additional information in Specify: field to the right</p>
58.	<p>FRONT AND BACK HEAD</p> <p>As needed, provide additional information in Specify: field to the right</p> <div style="border: 1px solid black; width: 20px; height: 15px; margin-left: 0;"></div>
59.	<p>FRONT AND BACK TUMBLE:</p> <p>As needed, provide additional information in Specify: field to the right</p>

Front And Back Tumble Specify:

TEXT

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

COVER

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

OTHER

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

Done Internet 88%

Step	Action
60.	<p style="text-align: center;">TEXT, COVER, and OTHER</p> <p>JOB TYPE determines which of the following data fields will be available.</p> <ul style="list-style-type: none"> o Text o Cover, and o Other

Front And Back Tumble Specify:

TEXT

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

COVER

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

OTHER

Number of Originals: Number of Copies:

Ink Color: Specify for Other:

Paper Color: Specify for Other:

Paper Weight:

Paper Type: Specify for Other:

Finished/Paper Size: Specify for Other:

Step	Action
61.	Click into the Number of Originals: field. <input type="text" value="0"/>
62.	NUMBER OF ORIGINALS: enter number of originals into the Number of Originals: field.
63.	NUMBER OF COPIES: enter the quantity per original to be printed. In multiple-part forms, enter the number of sets desired into the Number of Copies: field.
64.	<p>INK COLOR: enter the color or colors of ink desired. Use PMS numbers whenever possible. A soy/corn-based ink is normally used.</p> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <ul style="list-style-type: none"> o 4 Color Process o Black o Other - SPECIFY FOR OTHER required <p>If Other is selected, additional information must be provided in SPECIFY FOR OTHER field.</p> <input type="text" value="Options"/>

Step	Action
65.	<p>PAPER COLOR: enter color desired (you may contact the Print Shop to see color charts or paper samples)</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o White <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Options ▾</div>
66.	<p>PAPER WEIGHT: if known, enter weight of paper desired, use the mill name and grade</p> <p>EXAMPLE: 65 lb</p> <p>Note: The State gives preference to recycled paper.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div>
67.	<p>PAPER TYPE:</p> <ul style="list-style-type: none"> o Coated: Dull o Coated: Gloss o Other - SPECIFY FOR OTHER required o Uncoated <p>If Other is selected, additional information must be provided in SPECIFY FOR OTHER field.</p>
68.	<p>FINISHED/PAPER SIZE:</p> <p>FINISHED FLAT PAPER SIZE: check appropriate box for paper size before folding.</p> <p>FINISHED SIZE: enter size after folding, trimming, etc.</p> <ul style="list-style-type: none"> o 11 x 17 o 2 x 3-1/2 o 4-1/4 x 5-1/2 o 5-1/2 x 8-1/2 o 8-1/2 x 11 o 8-1/2 x 14 o Envelope o Other - SPECIFY FOR OTHER required <div style="border: 1px solid black; padding: 2px; display: inline-block;">Options ▾</div>
69.	Complete data fields as required for Text, Cover, and/or Other.
70.	<p>Click the Next button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Next >></div>

Agency / Shipping Info | Job Description | Finishing / Mailing | Comment / Attachment

Requisition #: 343
Job Description: **NEW : Other** Change Job Description: Choose One

FINISHING

Collating: Number of Sheets: 0 x Number of Copies: 0 = total sheets collated

Binding Type: Options Specify for Other:

Punching Holes: Options Specify for Other:

Punching Location: Options Specify for Other:

Padding Edge: Options Sheets per Pad: 0

Chipboard Back Fan Out

Trimming Size: Options Specify for Other:

Folding Method: Options Specify for Other:

Packaging: Box Quantity Per: 0
 Banding Quantity Per: 0
 Shrinking

Specify Other Packaging:

SPECIAL WORK

Beginning Number: 0 Ending Number: 0

Perforating: Options Description:

Scoring: Options Description:

Laminate Thickness: Options Specify for Other:

Laminate Border: Options Specify for Other:

MAILING

Step	Action
71.	FINISHING / MAILING
	Information on this screen provides AS Print Shop with details on processing requirements once the job is printed.
72.	FINISHING
	Select appropriate options based on Print Job requirements. Include samples or examples as needed
73.	COLLATING: NUMBER OF SHEETS:
	Enter the desired information into the Number of Sheets: field.
74.	NUMBER OF COPIES:
	Enter the desired information into the Number of Copies: field.

Step	Action
75.	<p>BINDING TYPE:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required; specify exact locations and quantity of staples required; o Perfect - gluing a wrap-around cover to the collated sheets, making a book o Plastic Comb - plastic binding device giving the appearance of a loose leaf book (indicate color) o Saddle Stitch - stapling a book in the fold of collated sheets o Spiral Bind - plastic coil binding which allows the pages to lay flat (indicate color of binding material) o Staple: 2 at Side - side staples are placed on the outside of collated sheets o Staple: 2 at Top - specify exact locations and quantity of staples required o Staple: Upper Left - staples are placed on the outside of collated sheets <div style="border: 1px solid black; padding: 2px; width: fit-content;">Options ▾</div>
76.	<p>PUNCHING HOLES - indicate number of holes:</p> <ul style="list-style-type: none"> o 2-Hole o 3-Hole o 5-Hole o Other - SPECIFY FOR OTHER required <p>Please include example.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Options ▾</div>
77.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o Side o Top <div style="border: 1px solid black; padding: 2px; width: fit-content;">Options ▾</div>
78.	<p>PADDING EDGE - for normal gum padding:</p> <p>Location:</p> <ul style="list-style-type: none"> o Side o Top <p>Additional Information Requirements:</p> <ul style="list-style-type: none"> o enter the number of sheets per pad o select chipboard backing if desired o select Fan Out padding if desired - attaching carbonless paper in sets so that each set can be used individually

Step	Action
79.	<p>TRIMMING SIZE - enter both dimensions the finished piece should be trimmed to:</p> <ul style="list-style-type: none"> o 11 x 17 o 2 x 3-1/2 o 4-1/4 x 5-1/2 o 5-1/2 x 8-1/2 o 8-1/2 x 11 o 8-1/2 x 14 o Other - SPECIFY FOR OTHER required <p><input type="text" value="Options"/></p>
80.	<p>PACKAGING - indicate how items are to be finished for delivery:</p> <ul style="list-style-type: none"> o Box o Banding - indicate quantity per band o Shrinking - indicate quantity per shrink-wrap; or o SPECIFY OTHER PACKAGING

The screenshot shows a web-based form with the following sections and fields:

- Trimming Notes:**
 - Punching Location:
 - Padding Edge:
 - Chipboard Back
 - Trimming Size:
 - Folding Method:
 - Packaging:
 - Box
 - Banding
 - Shrinking
 - Specify Other Packaging:
- SPECIAL WORK** (Section Header)
 - Specify for Other:
 - Specify for Other:
 - Sheets per Pad:
 - Specify for Other:
 - Specify for Other:
 - Quantity Per:
 - Quantity Per:
- MAILING** (Section Header)
 - Beginning Number:
 - Ending Number:
 - Perforating:
 - Description:
 - Scoring:
 - Description:
 - Laminate Thickness:
 - Specify for Other:
 - Laminate Border:
 - Specify for Other:
 - Inserting
 - Addressing Type:
 - Specify for Other:
 - Postage Method:
 - Specify for Other:

* Asterisks indicate required fields for submission

Navigation buttons: << Previous, Next >>, Save, Save and Exit, Start Over

Footer: PHONE: (402) 471-2826 | FAX: (402) 471-2838 | E-MAIL: asprint.frontdesk@nebraska.gov

Step	Action
81.	SPECIAL WORK Select appropriate options
82.	BEGINNING NUMBER/ENDING NUMBER - enter the first and last numbers if Print Job requires numbering
83.	PERFORATING - punching a series of small holes in a printed piece to allow a portion to be torn away o Yes - please provide a description or a Sample
84.	SCORING - putting a crease in the printed piece so it can be easily folded o Yes - please provide a description or a Sample
85.	LAMINATE THICKNESS - permanently covering the piece with plastic, making it more durable o 3 mil o 5 mil o Other - SPECIFY FOR OTHER required If Unknown - select Other and enter "Unknown" in SPECIFY FOR OTHER field
86.	LAMINATE BORDER - o Border o No Border o Other - SPECIFY FOR OTHER
87.	MAILING indicate operations required to prepare items for mailing
88.	INSERTING - process of inserting and sealing items in envelopes for mailing. List, in order, items to be inserted (#1 is the top item when they are removed from the envelope). Enclose example whenever possible. <input type="checkbox"/>

Punching Location: Side
 Padding Edge: Options
 Chipboard Back Fan Out
 Trimming Size: 5-1/2 x 8-1/2
 Folding Method: Options
 Packaging: Box Banding Shrinking
 Specify Other Packaging:

Specify for Other:
 Sheets per Pad: 0
 Specify for Other: Skim
 Specify for Other:
 Quantity Per: 0
 Quantity Per: 0

SPECIAL WORK

Beginning Number: 0 Ending Number: 0
 Perforating: Options Description:
 Scoring: Options Description:
 Laminate Thickness: Options Specify for Other:
 Laminate Border: Options Specify for Other:

MAILING

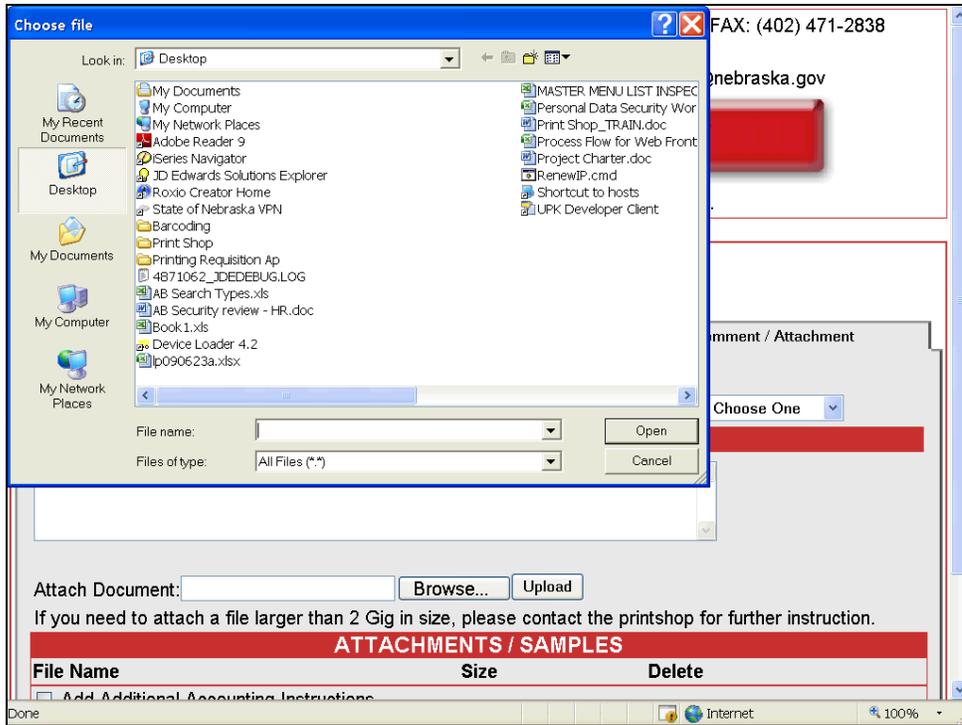
Inserting
 Intelligent Inserting Simple Inserting

Insert #1: Insert #4:
 Insert #2: Insert #5:
 Insert #3: Insert #6:

Addressing Type: Options Specify for Other:
 Postage Method: Options Specify for Other:

Step	Action
89.	INTELLIGENT INSERTING versus SIMPLE INSERTING: select appropriate option
90.	Enter the desired information into the Insert #1: field.
91.	Enter the desired information into the Insert #2: field. Continue for all Insert fields.
92.	ADDRESSING TYPE - process of applying addresses on mail pieces from an address list <ul style="list-style-type: none"> o Digital o Inkjet - address lists submitted are placed in zip code order by postal software. Addresses and barcodes are sprayed on each piece by inkjet equipment. This qualifies the mailing for the Automated Barcode Postal Rate discount.

Step	Action
93.	POSTAGE METHOD - if known, select appropriately: <ul style="list-style-type: none"> o 1st Class o 1st Permit o 1st Presort o Nonprofit o Other - SPECIFY FOR OTHER required o Periodical o Standard 
94.	Click the Next button. 
95.	COMMENTS Use this section to provide information to the Print Shop regarding your Printing Requisition.
96.	ATTACHMENTS: / SAMPLES electronic attachments can be submitted with the Printing Requisition provided the files are less than 2 Gig in size. If over 2 Gig, submit files via the FTP server. Contact AS Print Shop for further instructions if necessary.
97.	Click the Browse... button. 



Step	Action
98.	Search computer for appropriate attachment.
99.	<p>Click the Open button.</p>  <p><i>or</i></p> <p>Press [Alt+O].</p>

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???

Click above for instructions.

- **The record was updated.**

Agency / Shipping Info
Job Description
Finishing / Mailing
Comment / Attachment

Requisition #: 343

Job Description: **NEW : Other** Change Job Description: Choose One ▾

COMMENTS

Call 555-1212 prior to shipping. Samples attached.

Attach Document: C:\Documents and Settings \ Browse... Upload

If you need to attach a file larger than 2 Gig in size, please contact the printshop for further instruction.

ATTACHMENTS / SAMPLES

File Name	Size	Delete
<input type="checkbox"/> Add Additional Accounting Instructions		

Step	Action
100.	Click the Upload button. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Upload</div>
101.	Attachment will be submitted when Printing Requisition is submitted. Continue to attach additional electronic files as needed. If incorrect file is attached, click Delete X button.

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Click above for instructions.

Agency / Shipping Info
Job Description
Finishing / Mailing
Comment / Attachment

Requisition #: 343
Job Description: **NEW : Other** Change Job Description: Choose One

COMMENTS

Call 555-1212 prior to shipping. Samples attached.

Attach Document: Browse... Upload

If you need to attach a file larger than 2 Gig in size, please contact the printshop for further instruction.

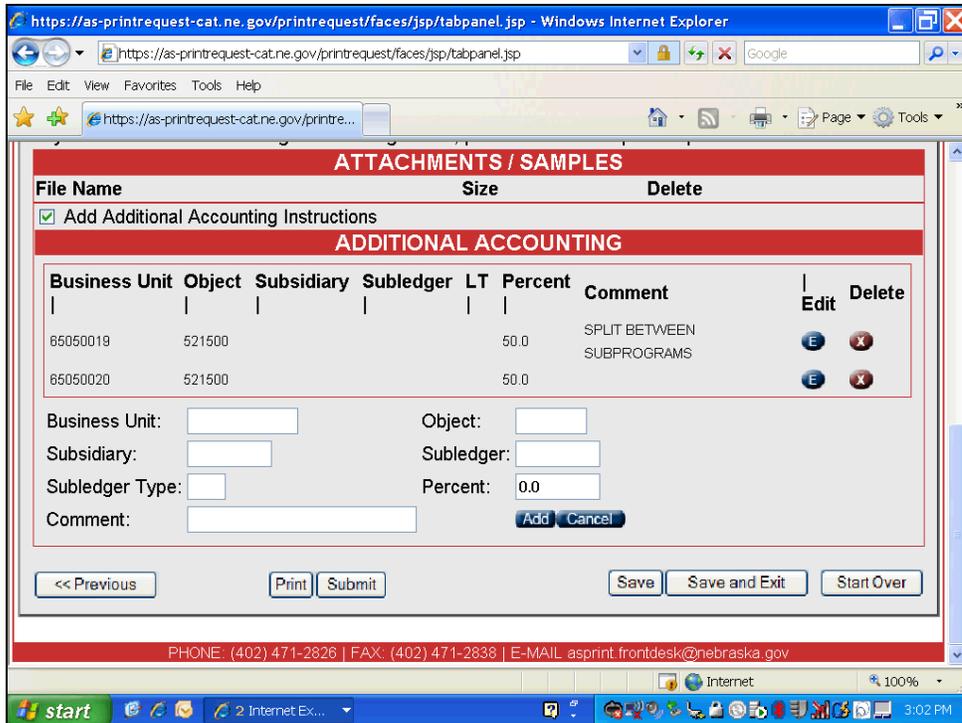
ATTACHMENTS / SAMPLES

File Name	Size	Delete
Book1.xls	24576	

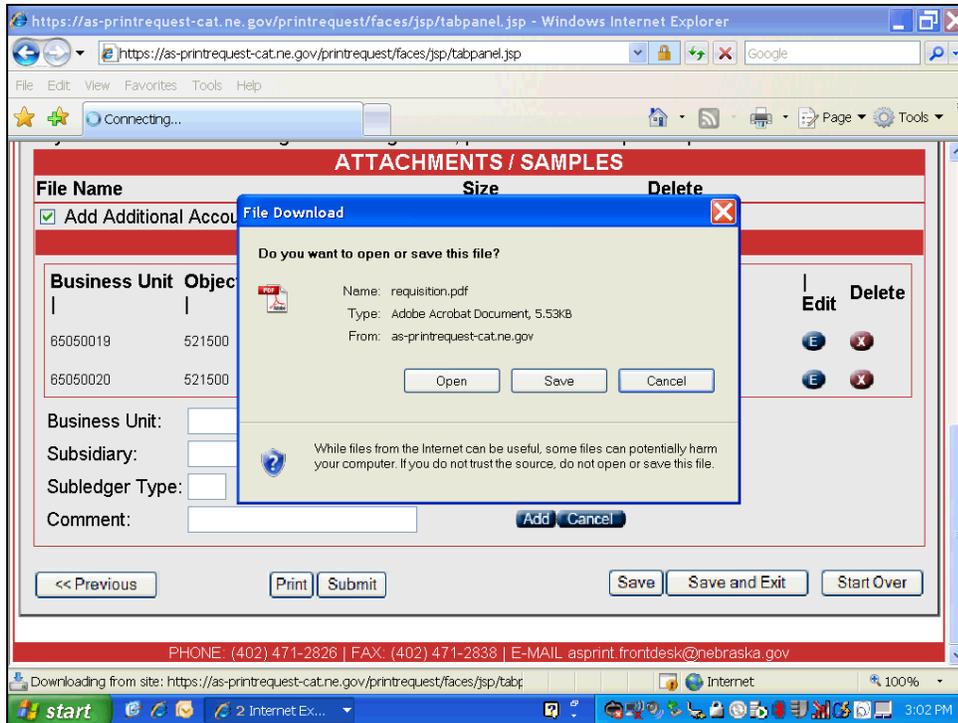
Add Additional Accounting Instructions

Step	Action
102.	<p style="text-align: center; font-weight: bold; margin: 0;">ADD ADDITIONAL ACCOUNTING INSTRUCTIONS (OPTIONAL)</p> <p style="margin: 5px 0 0 0;">Some agencies split accounting for single print jobs. Click the Add Additional Accounting Instructions option to provide accounting information regarding the Printing Requisition.</p> <div style="border: 1px solid gray; width: 20px; height: 15px; margin: 5px 0 0 0;"></div>

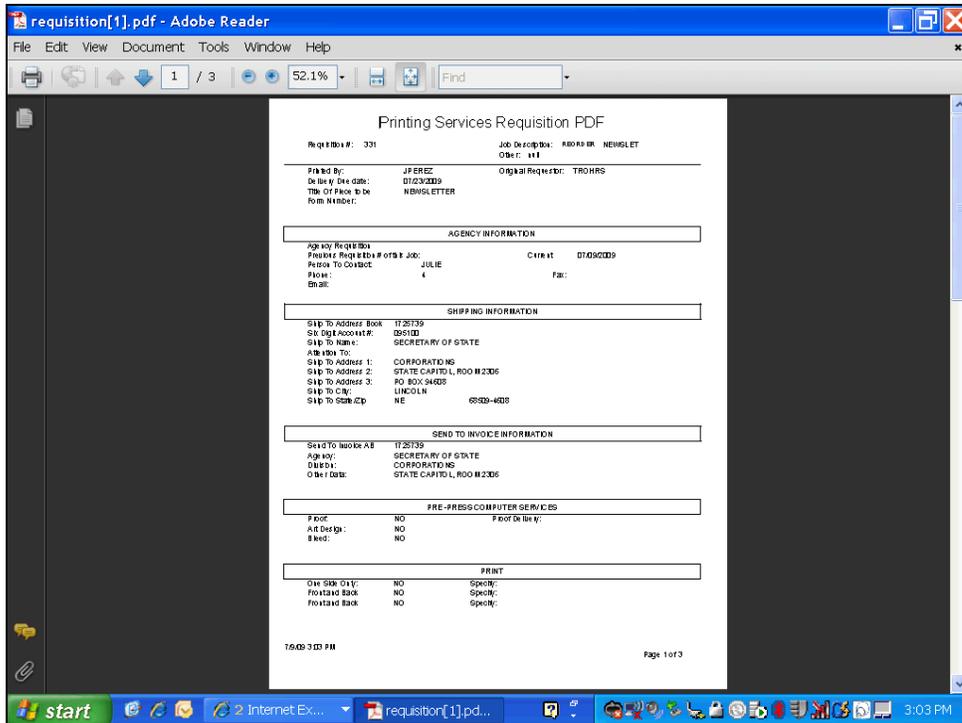
Step	Action
103.	Complete information as needed. Multiple lines can be created. <input type="text"/>
104.	Once data entry is completed, click the Add button. Continue to add accounting data as needed. <input type="button" value="Add"/>



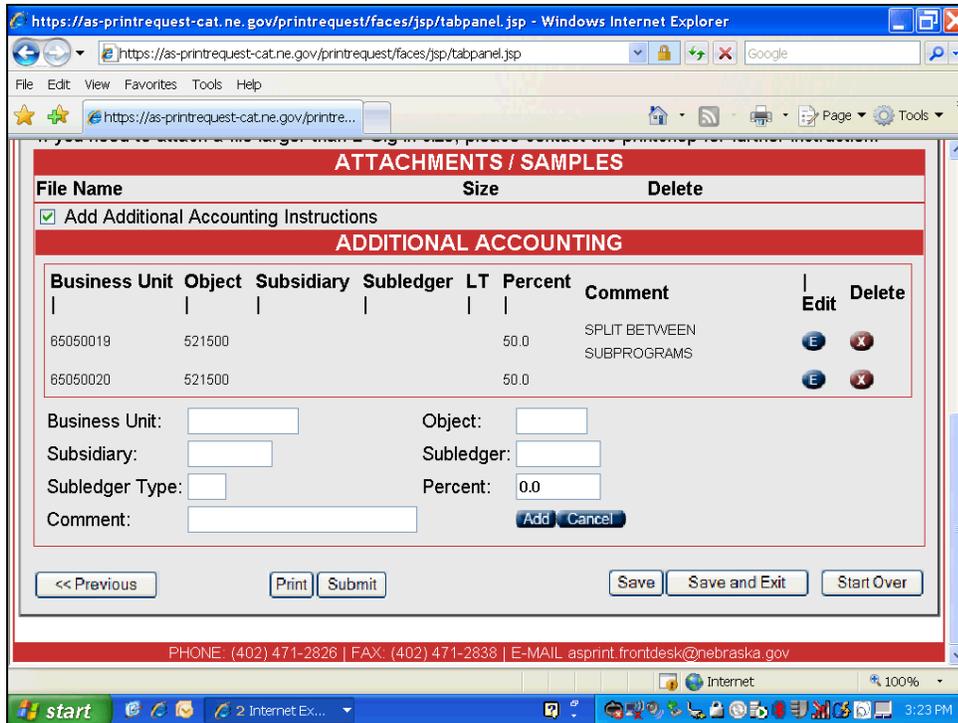
Step	Action
105.	<p>PRIOR to submitting the Printing Requisition, to AS Print Shop, you can print a PDF with detailed Printing Requisition Information.</p> <p>Click the Print button.</p> 



Step	Action
106.	<p>FILE DOWNLOAD window appears.</p> <p>Click the Open button</p> 



Step	Action
107.	Printing Services Requisition PDF will appear in Adobe Acrobat application. Click the Close button. 



Step	Action
108.	<p>SAVE AND EXIT enables you to save the Printing Requisition you create and retrieve it later for completion/submission.</p> <p>Click the Save and Exit button button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Save and Exit</p> </div>

Step	Action
109.	To view Printing Requisitions that have been started, but not submitted, click the View Unsubmitted Requisitions button.
110.	Search for the Printing Requisition you want to work with. Use the scrollbar to navigate.
111.	Click the Edit button for the Printing Requisition to update and/or submit. 

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Click above for instructions.

Agency / Shipping Info	Job Description	Finishing / Mailing	Comment / Attachment
<p>* Delivery Due Date: <input type="text" value="08/31/2009"/> (MM/DD/YYYY)</p> <p>* Title Of Piece to be Printed: <input type="text" value="SPECIAL INSTRUCTION MANUAL"/></p> <p>Form Number: <input type="text" value="19980221_LDP"/></p> <p>Requisition #: 343</p> <p>Job Description: NEW : Other Change Job Description: <input type="text" value="Choose One"/></p> <p style="margin-left: 150px;">Enter description for 'other' job: <input type="text" value="SPEC MANUAL"/></p>			
AGENCY INFORMATION			
Agency Requisition #:	<input type="text" value="LDP1245"/>	Order Date:	<input type="text" value="07/09/2009"/>
Previous Requisition # of this Job:	<input type="text" value="LCP1235"/>		
* Person To Contact:	<input type="text" value="JULIE JOHNSON OR AMY SCOTT"/>		
* Phone:	<input type="text" value="402-471-2222"/>	Fax:	<input type="text" value="402-471-1111"/>
Email:	<input type="text" value="JULIE.JOHNSON@NEBRASKA.GOV"/>		

Step	Action
112.	Make updates as needed. When complete, click the Comment / Attachment button. <div style="text-align: center; border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;"> Comment / Attachment </div>
113.	To complete the On-Line Printing Requisition Process, click the Submit button. <div style="text-align: center; border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;"> Submit </div>
114.	Click the Return to Application button. <div style="text-align: center; border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;"> Return to Application </div>
115.	You have successfully completed this lesson. End of Procedure.