

Print Shop
Created on Wednesday, June 03, 2009

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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/>.

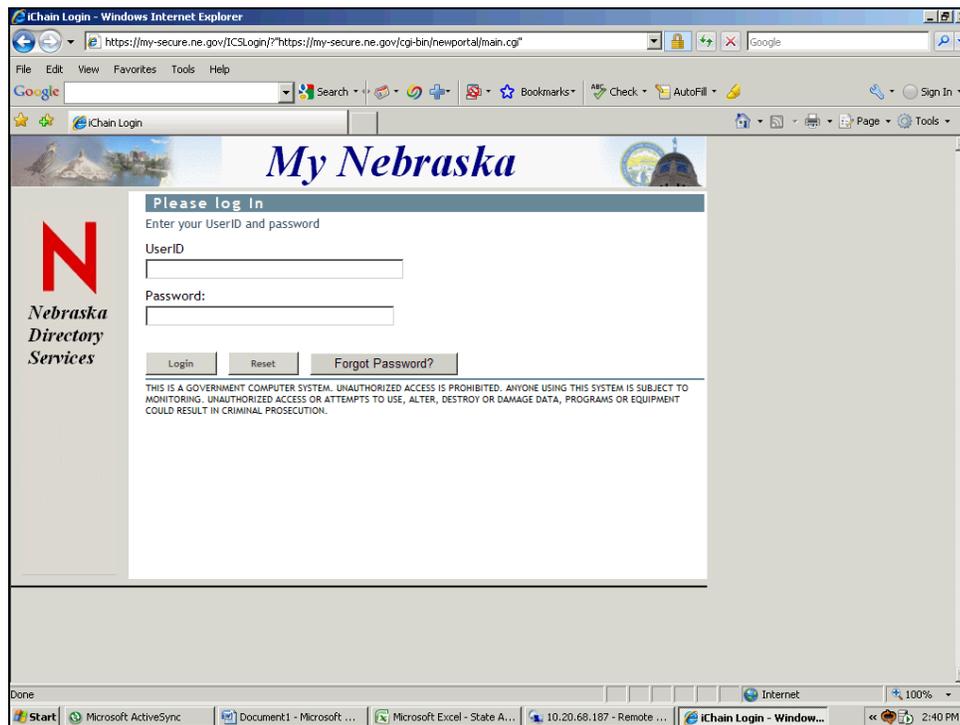
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Print Shop

Argus Setup

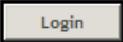
Procedure

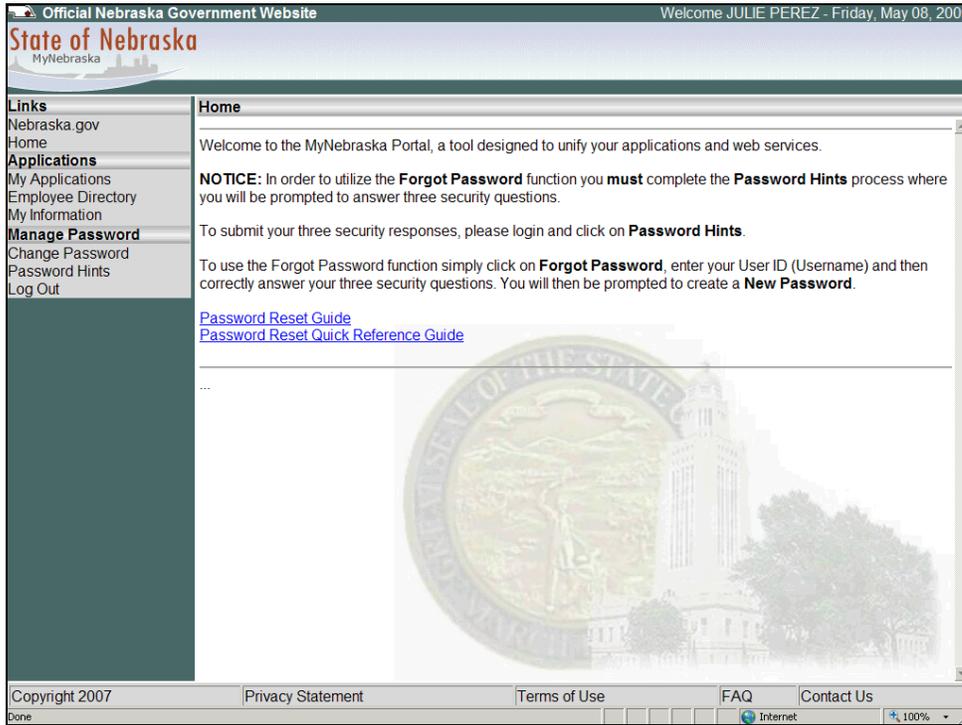


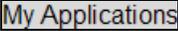
Step	Action
1.	Enter the your Nebraska Directory Services User ID into the UserID field. Enter "".
2.	Press [Tab] .
3.	Enter the desired information into the Password: field. Enter a valid value e.g. "Password" .

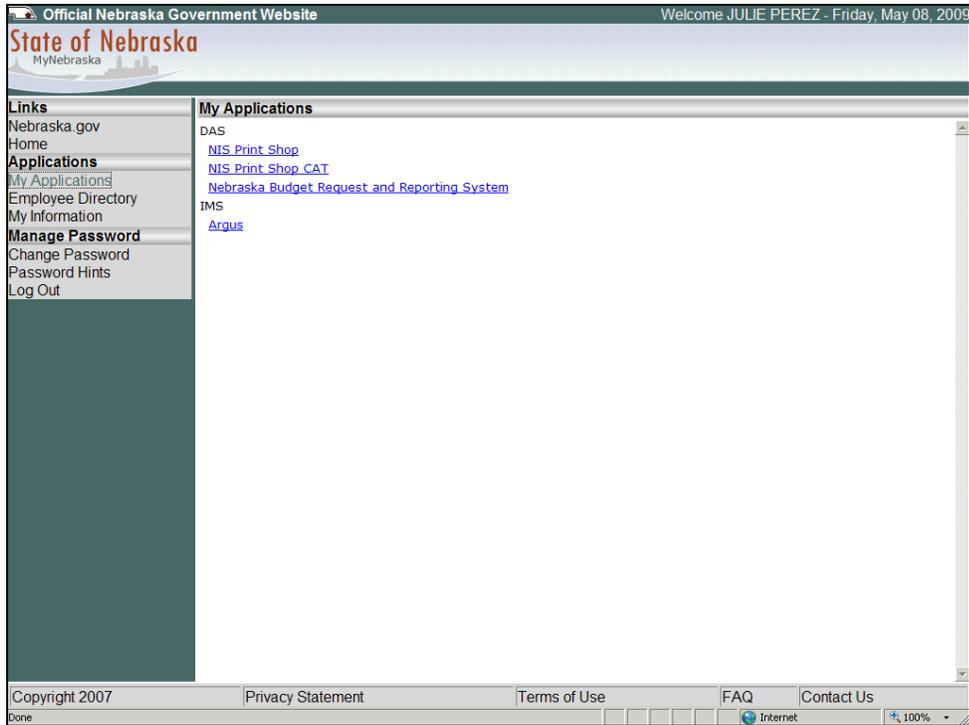
Training Guide

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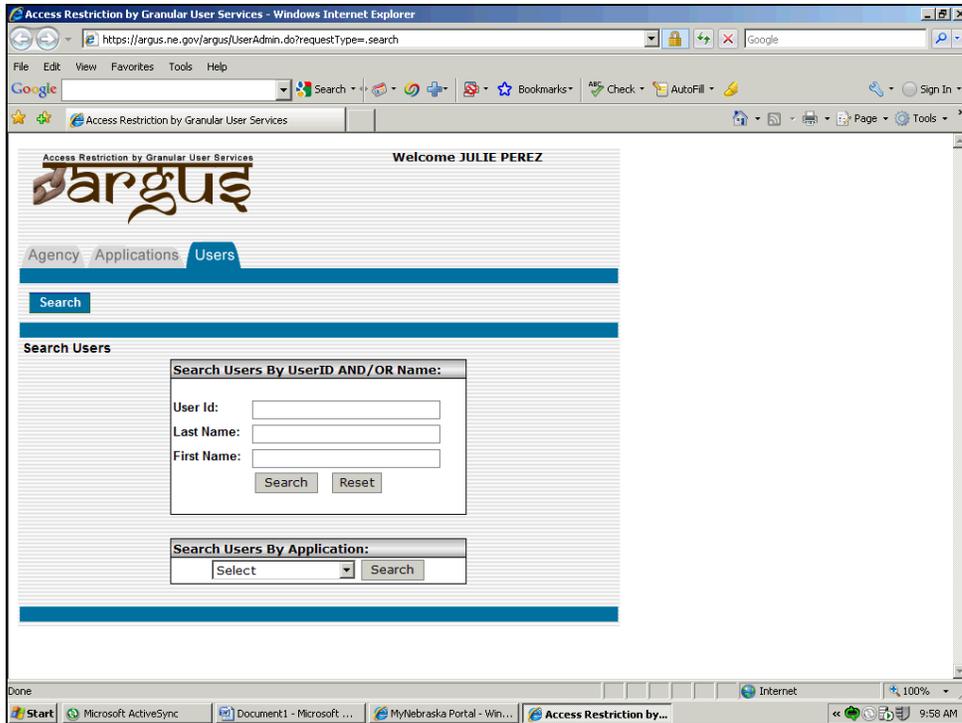
Step	Action
4.	Click the Login button. 



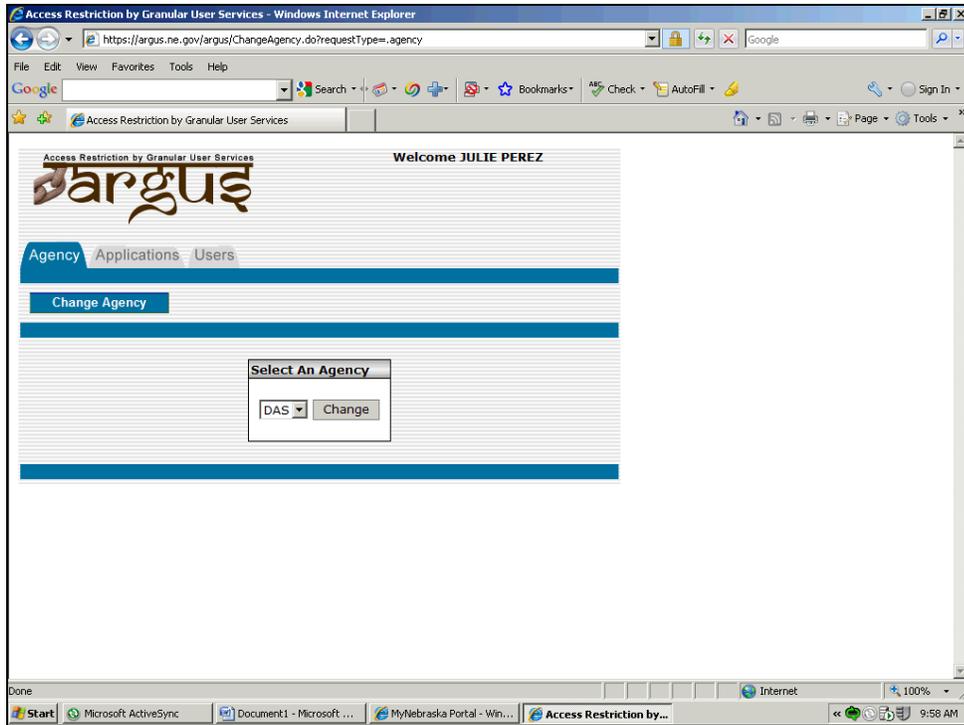
Step	Action
5.	Click the My Applications link. 



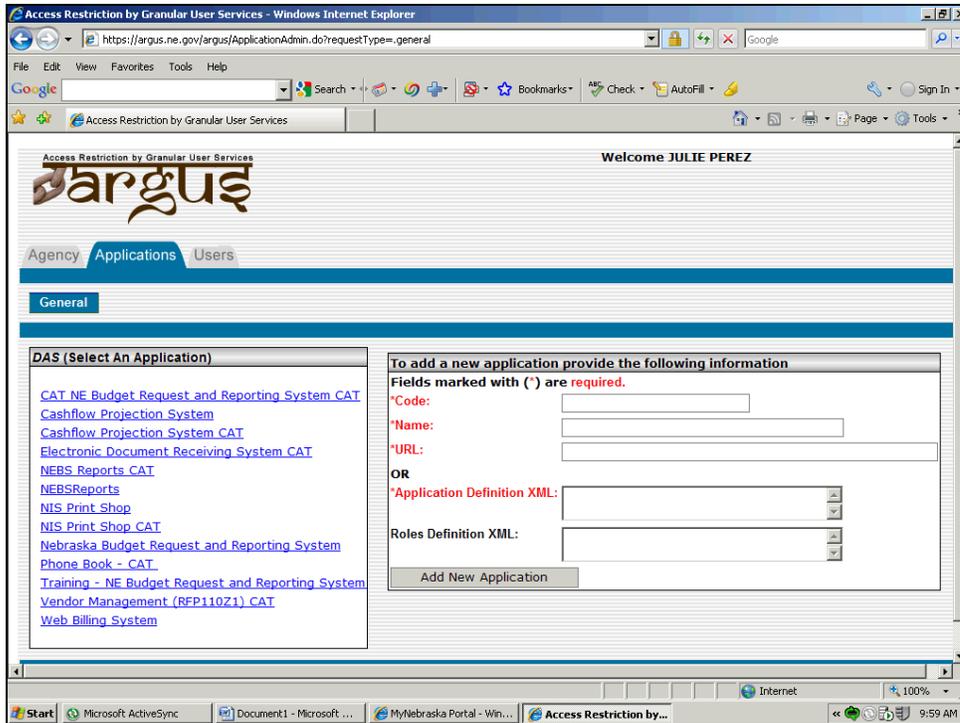
Step	Action
6.	Click the Argus link. Argus



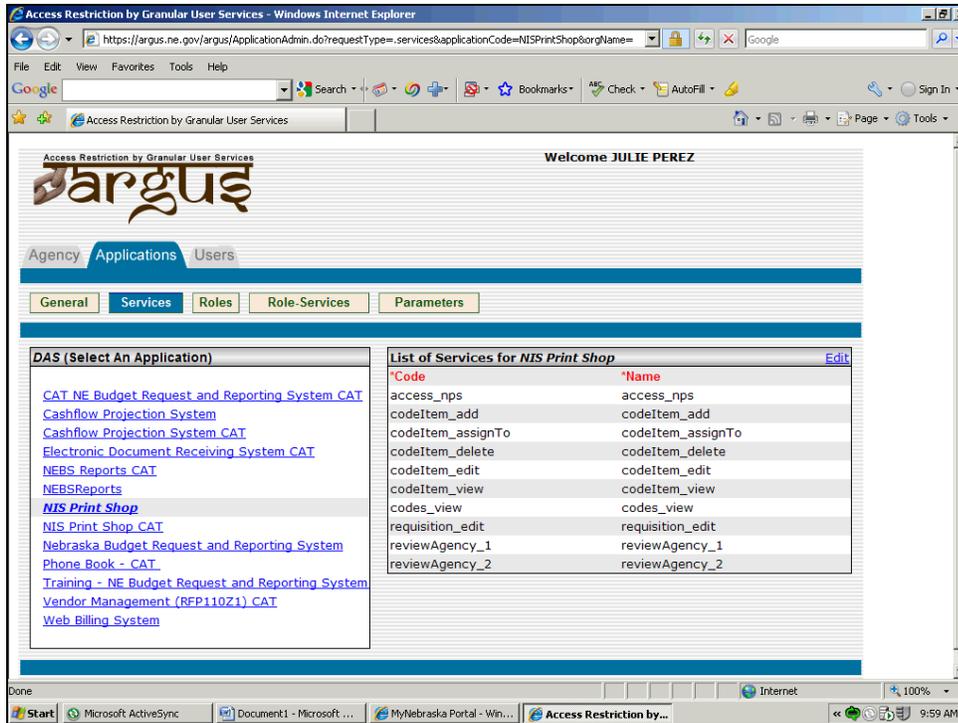
Step	Action
7.	To ensure you are working on DAS items, click the Agency button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Agency</div>



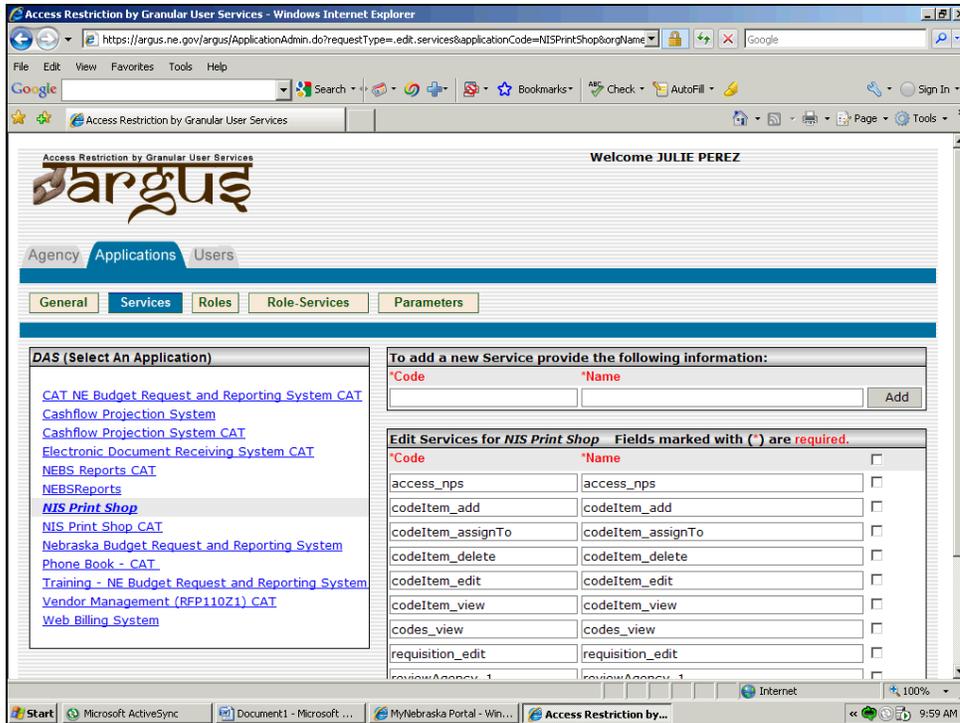
Step	Action
8.	Once Agency DAS is identified in Select Agency field, click the Applications button. <div data-bbox="461 1129 634 1180" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Applications</div>



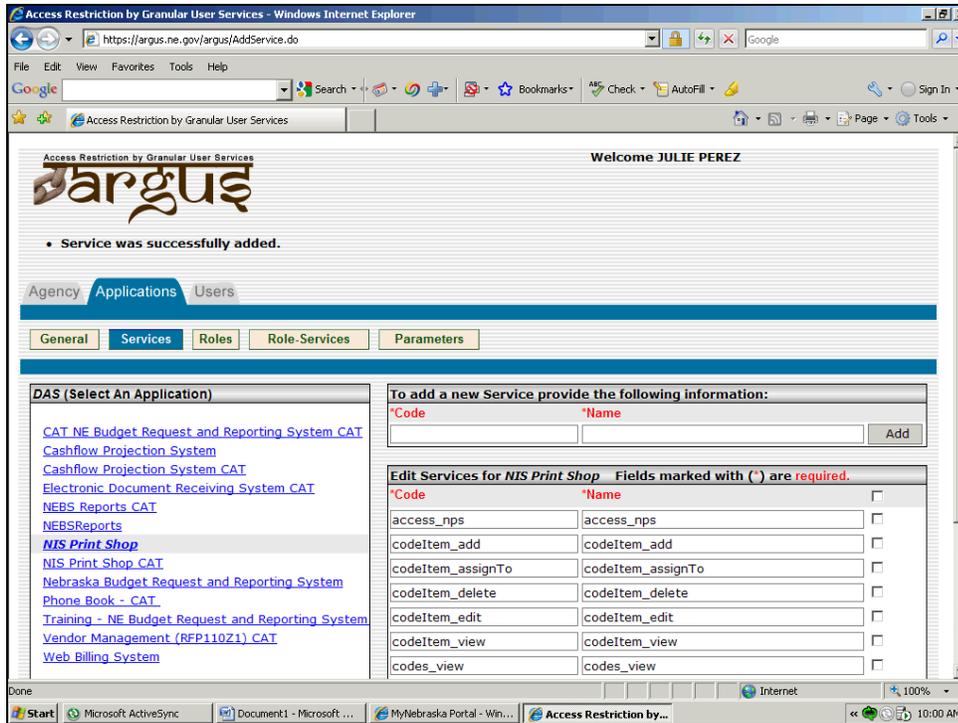
Step	Action
9.	Click the NIS Print Shop link. NIS Print Shop
10.	<p>You need to associate the Services & Roles that an end user will have when entering their Printing Requisition. Once this is set up, you will only need to update it as Agencies change.</p> <p>AgencyId_# = The agency that a User ID is associated with (it is possible to be associated with multiple agencies.) Allows end user to work with/submit only requisitions they create</p> <p>ReviewAgency_# = The agency that a User ID is associated with. Allows end user to work with/submit all requisitions created within the agency</p> <p>Superuser = Print Shop employees only - allows you to view all requisitions and update Printing Requisition application</p>
11.	Click the Services button. Services



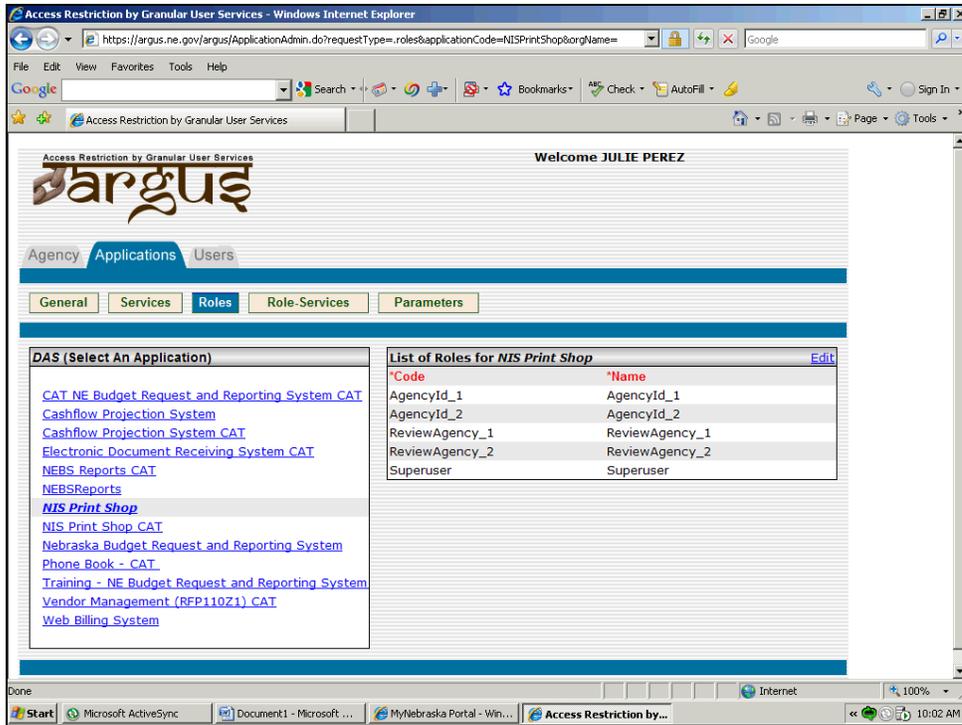
Step	Action
12.	Click the Edit link. Edit



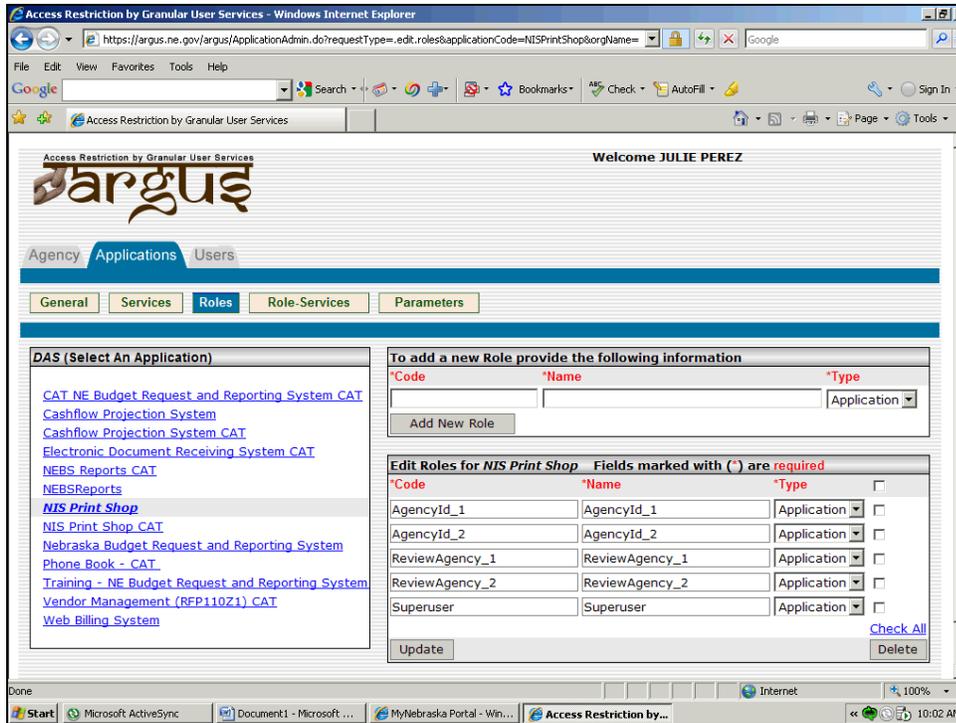
Step	Action
13.	<p>To associate the end user with the appropriate agency, you need to set up the "Service" *Code.</p> <p>The *Code must be entered in the following format: reviewAgency_# (where # represents the agency number - no leading zeros should be used.)</p> <p><i>Note:</i> *Code must match this format exactly.</p>
14.	Press [Tab] .
15.	Enter the Agency Description into the *Name field.
16.	<p>Click the Add button.</p> 
17.	Repeat steps to continue entering all Agencies.



Step	Action
18.	Click the Roles button. 

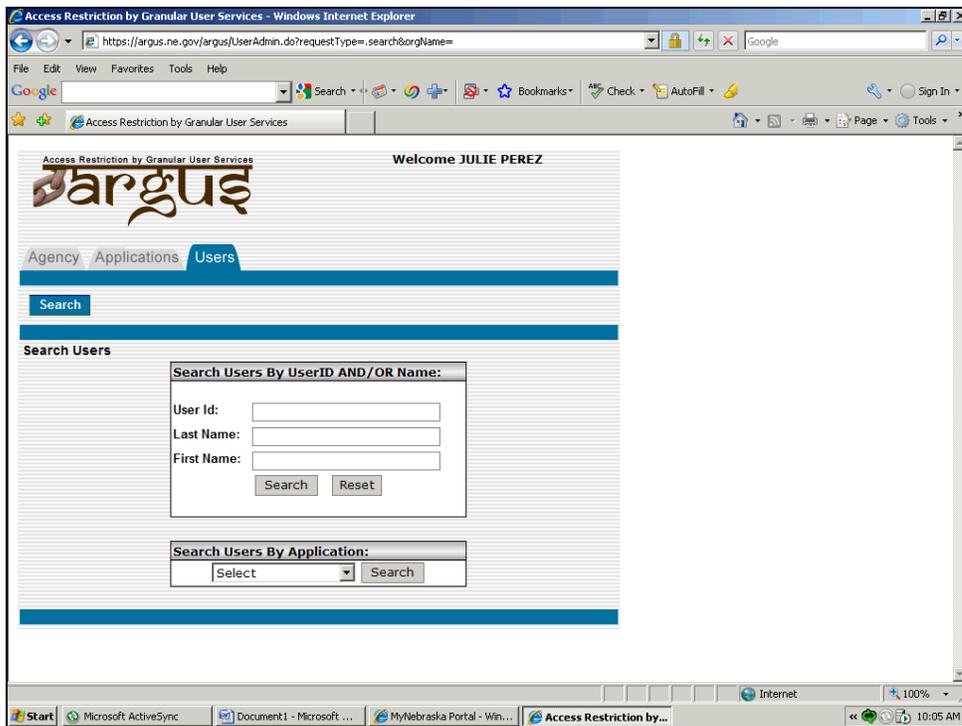


Step	Action
19.	Click the Edit link. Edit

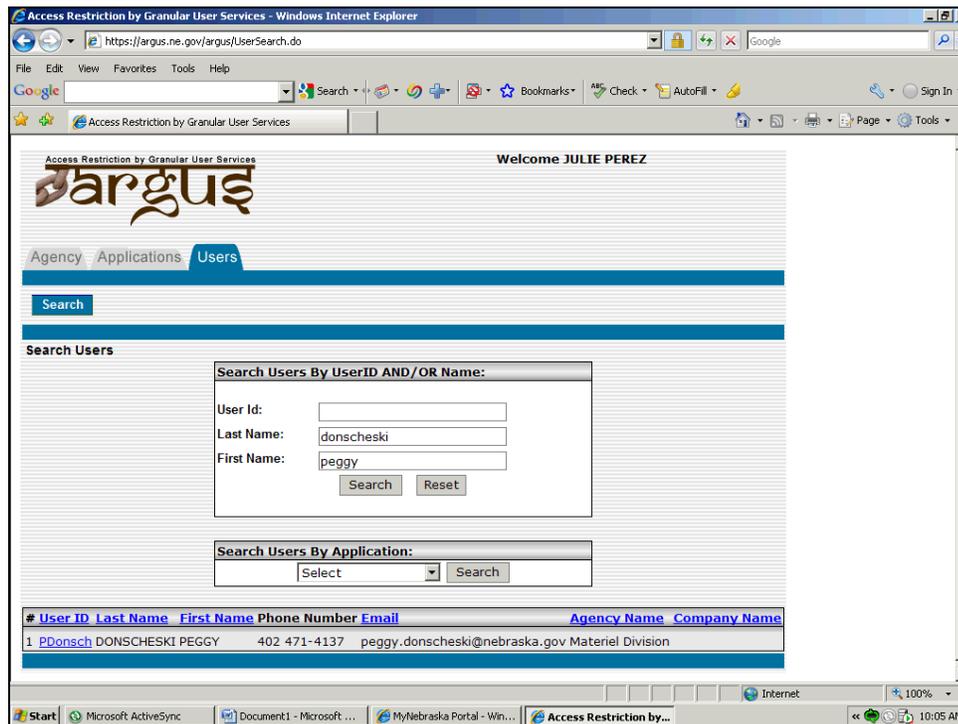


Step	Action
20.	Click in the *Code field. <input type="text"/>
21.	To associate the end user with the appropriate agency, you need to set up the "Roles" *Code . The *Code must be entered in the following format: agencyId_# (where # represents the agency number - no leading zeros should be used.) <i>Note:</i> *Code must match this format exactly. Enter " AgencyId_3 ".
22.	Press [Tab] .
23.	Enter the Agency Description into the *Name field.
24.	Click the Add New Role button. <input type="button" value="Add New Role"/>
25.	Click in the *Code field. <input type="text"/>

Step	Action
26.	To associate the end user with ability to review all requisitions pending submission for their agency, you need to set up the "Roles" *Code . The *Code must be entered in the following format: ReviewAgency_# (where # represents the agency number - no leading zeros should be used.)
27.	Press [Tab] .
28.	Enter the Agency Description into the *Name field.
29.	Repeat steps to continue entering all Agencies.
30.	Once all Services & Roles are created in Argus, an individual from the OCIO must make the Services & Roles available to assign to individual users.
31.	Click the Users button. 



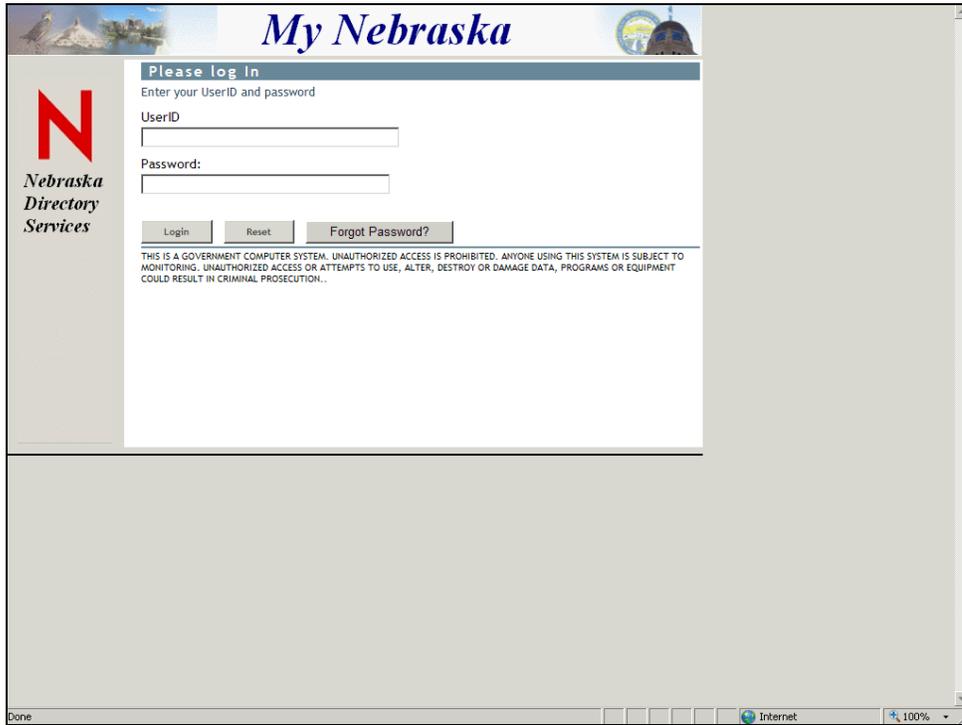
Step	Action
32.	Find User that requires Service & Role assignment by conducting a search by Last Name and First Name. Enter the user's last name into the Last Name: field.
33.	Click in the First Name: field. <input type="text"/>
34.	Enter the user's first name into the First Name: field.
35.	Click the Search button. <input type="button" value="Search"/>



Step	Action
36.	Click on the appropriate User ID. PDonsch
37.	User Roles Screens to be added.
38.	End of Procedure.

On-Line Printing Requisition

Procedure



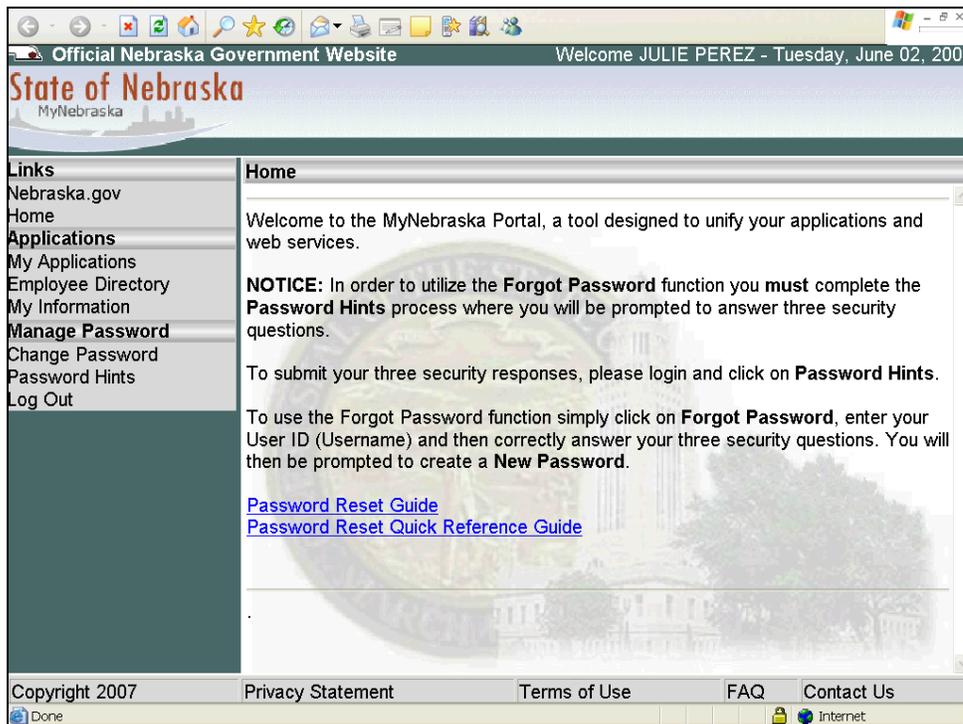
Step	Action
1.	<p style="text-align: center;">PRINTING REQUISITION INSTRUCTIONS</p> <p>The Printing Requisition should be used for ordering graphics, printing, inserting, inkjetting, etc. Any additional specifications may be added as an attachment. Originals and examples must be included in your order. 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>

Step	Action
2.	<p style="text-align: center;">CONNECTING TO AND UPLOADING FILES TO THE PRINT SHOP'S FTP SITE USING WINDOWS PC</p> <p>Files greater than two gigabytes in size must be sent via the Print Shop FTP site. Smaller files may be attached to the On-line Printing Requisition.</p> <ol style="list-style-type: none"> 1. Open Internet Explorer 2. In the address bar type: username, password, and internet address to the AS Materiel Division, State Print Shop FTP site: ftp://printftp:printshop@printshop.das.state.ne.us / 3. Click on the ENTER key 4. "Access Denied" denied message appears - which means you have limited access to the files and folders on this site (i.e., no visual privileges, download privileges only). 5. Click OK 6. You are connected to the FTP site and are ready to upload file(s) to the site. 7. On your system, select the file(s) you want to transfer. COPY 8. Return to the Print Shop's FTP site. PASTE (for larger files you will see transferring times) 9. Transmission has been completed 10. Exit Internet Explorer <p style="text-align: center;">CONNECTING TO AND UPLOADING FILES TO THE PRINT SHOP'S FTP SITE USING A MAC OR UNIX</p> <ol style="list-style-type: none"> 1. This function requires a transferring program, i.e., Fetch, to transfer files to the State Print Shop 2. Follow your transferring program instructions to transfer files. Host Name: printshop.das.state.ne.us User Name: printftp Password: printshop
3.	<p>Click in the UserID field.</p> <div style="border: 1px solid black; width: 250px; height: 15px; margin-left: 20px;"></div>
4.	<p>Enter your "My Nebraska" UserID. This User ID and password are created and maintained by the Office of the CIO through the Help Desk. If you require a User ID and password, send an e-mail to CIO.Help@nebraska.gov to request a User ID.</p> <p>You must contact AS Printing Services at asprint.frontdesk@nebraska.gov for access to the On-Line Printing Requisition.</p> <p>Enter "My Nebraska User". This User ID - password is not your NIS User ID.</p>
5.	<p>Click in the Password: field.</p> <div style="border: 1px solid black; width: 250px; height: 15px; margin-left: 20px;"></div>

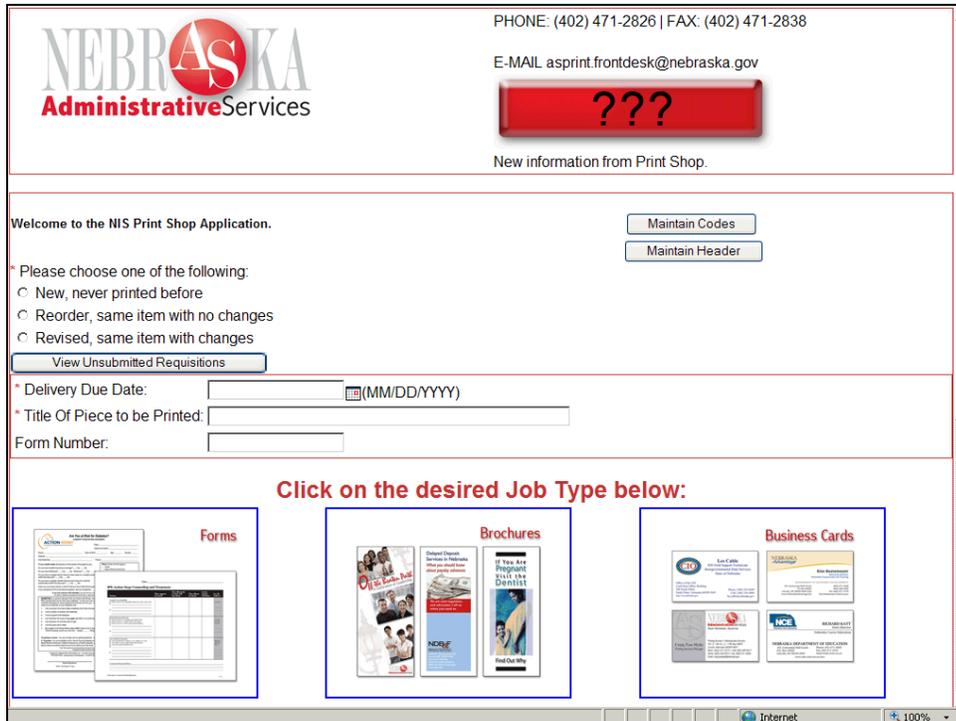
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Step	Action
6.	Enter the desired information into the Password: field. Enter " Password ". This is not your NIS User ID - Password.
7.	Click the Login button. 

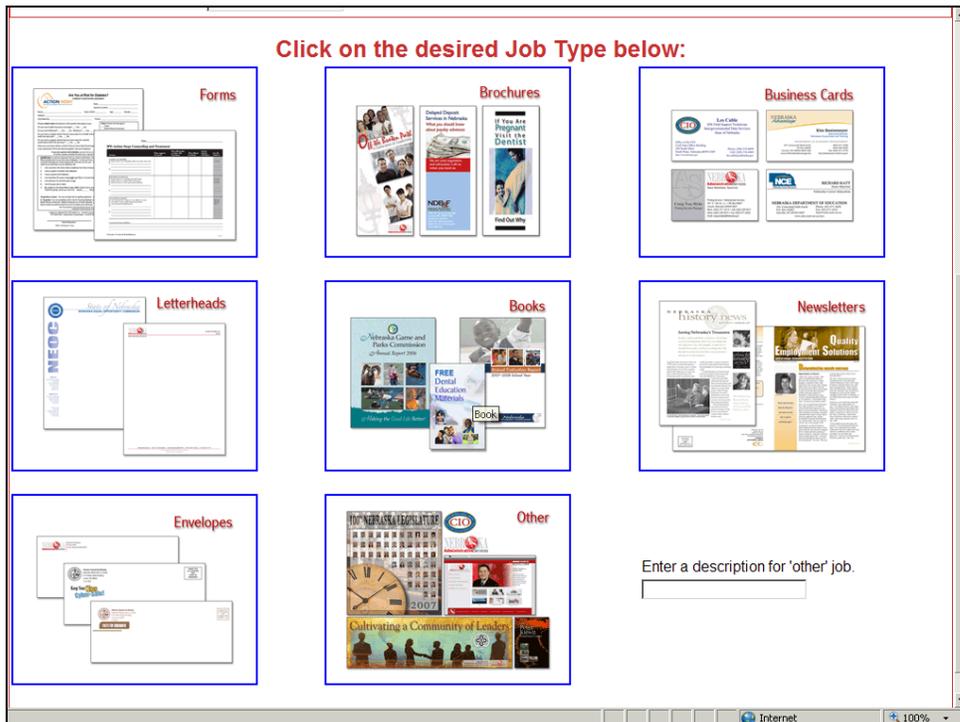


Step	Action
8.	Click the My Applications link. 
9.	Select NIS Print Shop. For testing purposes, click the NIS Print Shop CAT link.  



Step	Action
10.	<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
11.	<p>CLICK HERE FOR INSTRUCTIONS: Click this button throughout the process of entering your requisition for assistance in entering data in fields.</p>
12.	<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> 

Step	Action
13.	<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 type="text"/>
14.	Enter the desired information into the (MM/DD/YYYY) field.
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)



Step	Action
17.	<p style="text-align: center;">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.	<p>AGENCY/SHIPPING INFO:</p> <p>Information provided on this page indicates Agency to be billed and destination of printed materials.</p>
19.	DELIVERY DUE DATE: date entered can be updated as needed
20.	TITLE OF PIECE TO BE PRINTED: name of the piece to be printed can be updated as needed

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Step	Action
21.	FORM NUMBER: Agency assigned control number printed on the item (if applicable)
22.	REQUISITION #: system assigned number to this requisition
23.	JOB DESCRIPTION: type of job (New, Revised, or Reorder) and selection selected when creating Printing Requisition.
24.	CHANGE JOB DESCRIPTION: it is possible to change job type to any other option and retain existing Agency/Shipping Information.

Step	Action
25.	AGENCY INFORMATION
	This section provides information to AS Printing Services regarding the contact information for the Printing Requisition
26.	AGENCY REQUISITION # (optional): control number assigned by the agency. This number may be referred to when inquiring about the job. <input type="text"/>
27.	ORDER DATE: date the requisition is created/revised/submitted. System automatically updates with the current date.

Step	Action
33.	<p style="text-align: center;">SHIPPING INFORMATION</p> <p>This section provides AS Printing Services with information pertaining to the delivery location of the printed job.</p> <p>The shipping location is predefined in NIS by Address Book records.</p> <p>Either select the appropriate Address Book # or select the Agency/Division/Other Data of Location to Ship Printed Material.</p> <p>Selecting the Address Book # will populate all Address Book Delivery Fields. If the Address Book # is unknown, use the Select Agency/And Division/And Other Data to narrow determine appropriate Address book #.</p> <p>Billing Information AUTOMATICALLY populates based on the Ship to Address Book #.</p>
34.	<p>SHIP TO ADDRESS BOOK #: select the appropriate Address Book #</p> <p>AB# 559783 = Multiple Delivery Locations. Use this when you have more than one Delivery Location.</p> <p>AB# 559780 = Facility, Generic Address. Use this when you will ship to a location one-time only and there does not need to be a permanent NIS Address Book record created.</p>
35.	<p>SELECT AGENCY / AND DIVISION / AND OTHER DATA: Selection through this option will populate the following fields:</p> <ul style="list-style-type: none"> o Ship to Address Book # field o Ship to Address fields o Six Digit Account # o Bill to Address Book # o Bill to Agency o Bill to Division / Address
36.	<p>Select Division within your Agency.</p> <div style="border: 1px solid black; padding: 2px;"> Select One ▼ </div>
37.	<p>Select Other Data based on information provided in list box.</p> <p>If no option exists, select [blank] space under 'Select One'.</p> <div style="border: 1px solid black; padding: 2px;"> Select One ▼ </div>

Agency Requisition #: [] Job: [] Order Date: 05/27/2009

Previous Requisition # of this Job: []

* Person To Contact: Julie Perez

* Phone: 402-555-1212 Fax: 402-555-1234

Email: jperez@email.com

SHIPPING INFORMATION

* Ship To Address Book #: 563322 * Select Agency: ADMINISTRATIVE SERVICES

* And Division: NIS

* And Other Data: STATE CAPITOL ROOM 1310

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

Ship To Name: ADMINISTRATIVE SERVICES

Attention To: []

Ship To Address 1: NIS

Ship To Address 2: STATE CAPITOL ROOM 1310

Ship To Address 3: []

Ship To City: LINCOLN

Ship To State/Zip Code: NE 68508

AB# 559783 = Multiple Delivery Locations - Contact Print Shop if shipping to multiple addresses
 AB# 559780 = Facility, Generic Address - Use for one-time shipping OR for New 'Ship To' address not found.

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

BILLING INFORMATION

* Bill To Address Book #: 563316 * Select Agency: Select One

Agency Access: 33 * And Division: Select One

Six Digit Account #: 650299 * And Other Data: Select One

Agency: ADMINISTRATIVE SERVICES

Division / Address: ACCOUNTING DIVISION

* Asterisks indicate required fields for submission

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

Step	Action
38.	SHIP TO NAME: Automatically populates. This field cannot be overwritten.
39.	ATTENTION TO: enter the name of the person to whom printed material should be delivered.
40.	SHIP TO ADDRESS 1: Automatically populates based on your Ship To selection. This field can be overwritten with different information. Any revisions to address fields will only affect the current Printing Requisition. For permanent corrections, contact Print Shop to update NIS Address Book record.
41.	SHIP TO ADDRESS 2 SHIP TO ADDRESS 3 CITY STATE, and ZIP CODE Fields automatically populate based on your SHIP TO selection. These fields can be overwritten with different information.

Agency Requisition #: [] Job: [] Order Date: 05/27/2009

Previous Requisition # of this Job: []

* Person To Contact: Julie Perez

* Phone: 402-555-1212 Fax: 402-555-1234

Email: jperez@email.com

SHIPPING INFORMATION

* Ship To Address Book #: 563322 **or** * Select Agency: ADMINISTRATIVE SERVICES

* And Division: NIS

* And Other Data: STATE CAPITOL ROOM 1310

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

Ship To Name: ADMINISTRATIVE SERVICES

Attention To: Amy Archuleta

Ship To Address 1: NIS

Ship To Address 2: STATE CAPITOL ROOM 1310

Ship To Address 3: []

Ship To City: LINCOLN

Ship To State/Zip Code: NE 68508

AB# 559783 = Multiple Delivery Locations - Contact Print Shop if shipping to multiple addresses
 AB# 559780 = Facility, Generic Address - Use for one-time shipping OR for New 'Ship To' address not found.

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

BILLING INFORMATION

* Bill To Address Book #: 563316 **or** * Select Agency: Select One

Agency Access: 33 * And Division: Select One

Six Digit Account #: 650299 * And Other Data: Select One

Agency: ADMINISTRATIVE SERVICES

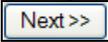
Division / Address: ACCOUNTING DIVISION

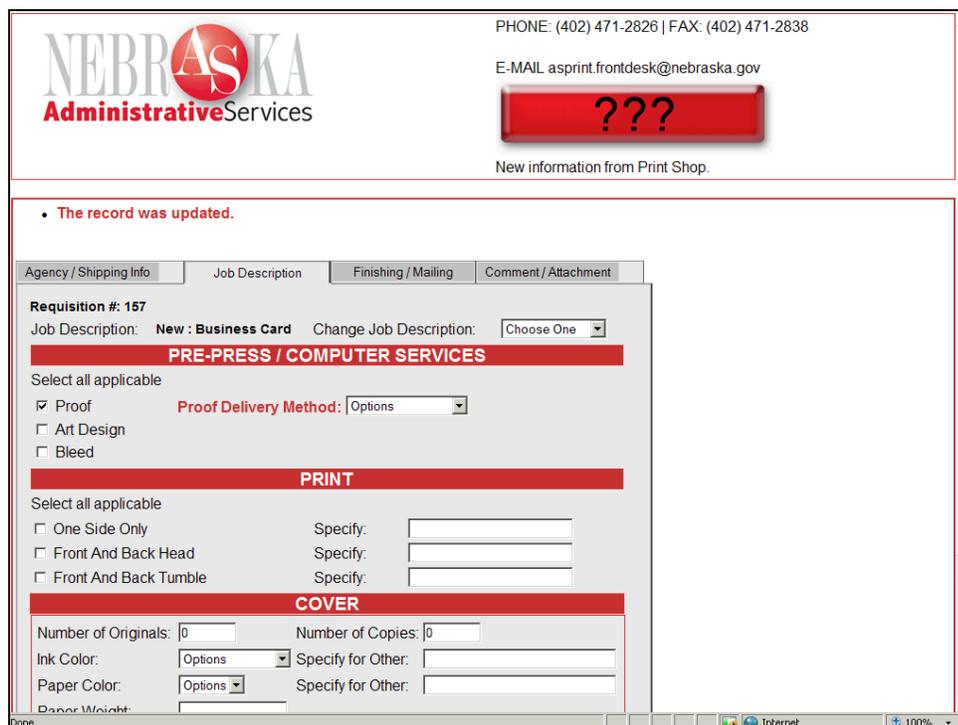
* Asterisks indicate required fields for submission

Next>> Save Save and Exit Start Over

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

Step	Action
42.	<p style="text-align: center;">BILLING INFORMATION</p> <p>This section provides AS Printing Services with information pertaining to the billing of the printed job.</p> <p>The billing account information is predefined in NIS by Address Book records based on the link between the Shipping Location and the Agency's Billing Address. In some cases Shipping and Billing Address Book #s are the same. Some agencies have multiple Shipping Locations with a single Billing Address.</p> <p>The populated information can be overwritten, if necessary.</p>
43.	BILL TO ADDRESS BOOK #: automatically populates based on the Shipping Address Book #. A different Address Book # can be selected if necessary.
44.	SELECT AGENCY / AND DIVISION / AND OTHER DATA: Selection through this option will populate the Bill to Address Book # field.
45.	AGENCY ACCESS: If you enter Printing Requisitions for multiple agencies, you must select the Agency # for which the Printing Requisition is being submitted.

Step	Action
46.	<p>SIX DIGIT ACCOUNT #: Automatically populates based on:</p> <ul style="list-style-type: none"> o Bill To Address Book # o Agency o Division o Other Data <p>This account number is associated with the AS - Materiel Division billing system.</p>
47.	<p>AGENCY & DIVISION / ADDRESS fields populate based on the selected Address Book #</p>
48.	<p>To navigate to the next page for entry, click the next button button or select tab at the top of the page.</p> 



Step	Action
49.	<p style="text-align: center;">JOB DESCRIPTION:</p> <p>Information on this page provides AS Printing Services details regarding the printing requirements for the submitted Printing Requisition.</p>

Step	Action
50.	<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, ART DESIGN, AND TYPESETTING: Check any special requirements of the job and explain in the “Comments” section. (IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.) 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. o SCREENS - percentage screens, duotones, special effects, etc. Make notes on the originals regarding what screens are to be used in what areas. <input data-bbox="365 730 576 766" type="text" value="Options"/>
51.	<p>PROOF: automatically selected.</p> <p>(IMPORTANT: New or revised copy MUST BE PROOFED and signed off by the agency.)</p>
52.	<p>PROOF DELIVERY METHOD:</p> <ul style="list-style-type: none"> o Contact Customer o Fax o Interagency o On-site <input data-bbox="365 1136 576 1165" type="text" value="On-site"/>
53.	<p>ART DESIGN:</p>
54.	<p>BLEED:</p>
55.	<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
56.	<p>ONE SIDE ONLY:</p> <input data-bbox="365 1585 397 1627" type="checkbox"/>
57.	<p>SPECIFY: required field for selected items throughout the Printing Requisition process. This provides additional information to Print Shop personnel.</p>
58.	<p>FRONT AND BACK HEAD:</p>
59.	<p>FRONT AND BACK TUMBLE:</p>

New information from Print Shop.

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

Requisition #: 158
 Job Description: **New : Business Card** 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: []

COVER

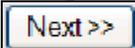
Number of Originals: [0] Number of Copies: [0]
 Ink Color: [Options ▼] Specify for Other: []
 Paper Color: [Options ▼] Specify for Other: []
 Paper Weight: []
 Paper Type: [Options ▼] Specify for Other: []
 Finished/Paper Size: [Options ▼] Specify for Other: []

* Asterisks indicate required fields for submission

<< Previous Next >> Save Save and Exit Start Over

Step	Action
60.	<p style="text-align: center;">TEXT, COVER, and OTHER</p> <p>Depending on the selected JOB TYPE:</p> <ul style="list-style-type: none"> o Text o Cover, and o Other <p>data fields are available.</p> <p>In this scenario, JOB TYPE = Business Card; therefore, only COVER is available for data entry.</p>
61.	<p>NUMBER OF ORIGINALS: enter number of originals</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px; text-align: center;">0</div>
62.	Enter the desired information 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.

Step	Action
64.	<p>INK COLOR: enter the color or colors of ink desired. Use PMS numbers whenever possible.</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> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> 
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> 
66.	<p>Enter the desired paper color into the Specify for Other: field.</p>
67.	<p>PAPER WEIGHT: if known, enter weight of paper desired.</p> <p>EXAMPLE: 65 lb</p> <p>Note: The State gives preference to recycled paper.</p>
68.	<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> 

Step	Action
69.	<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"> <input type="radio"/> 11 x 17 <input type="radio"/> 2 x 3-1/2 <input type="radio"/> 4-1/4 x 5-1/2 <input type="radio"/> 5-1/2 x 8-1/2 <input type="radio"/> 8-1/2 x 11 <input type="radio"/> 8-1/2 x 14 <input type="radio"/> Envelope <input type="radio"/> Other - SPECIFY FOR OTHER required <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> 
70.	<p>To navigate to the next page for entry, click the next button button or select tab at the top of the page.</p> 

NEBRASKA Administrative Services

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???
New information from Print Shop.

• **The record was updated.**

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

Requisition #: 157
Job Description: **New : Business Card** Change Job Description: Choose One

FINISHING

Trimming Size: Options Specify for Other:
Folding Method: Options Specify for Other:

SPECIAL WORK

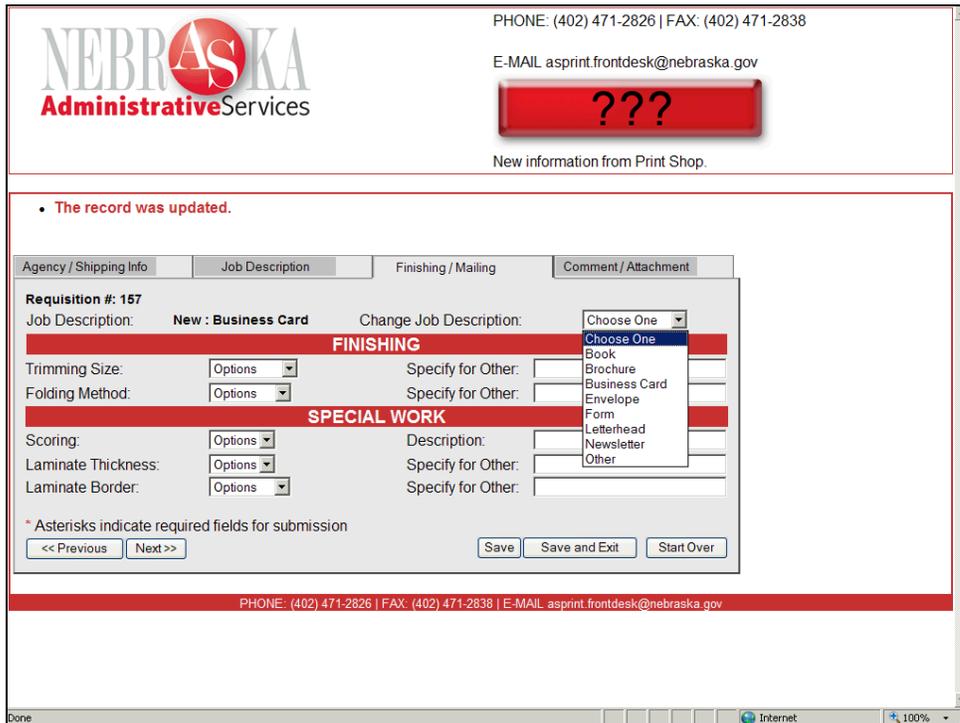
Scoring: Options Description:
Laminate Thickness: Options Specify for Other:
Laminate Border: Options Specify for Other:

* Asterisks indicate required fields for submission

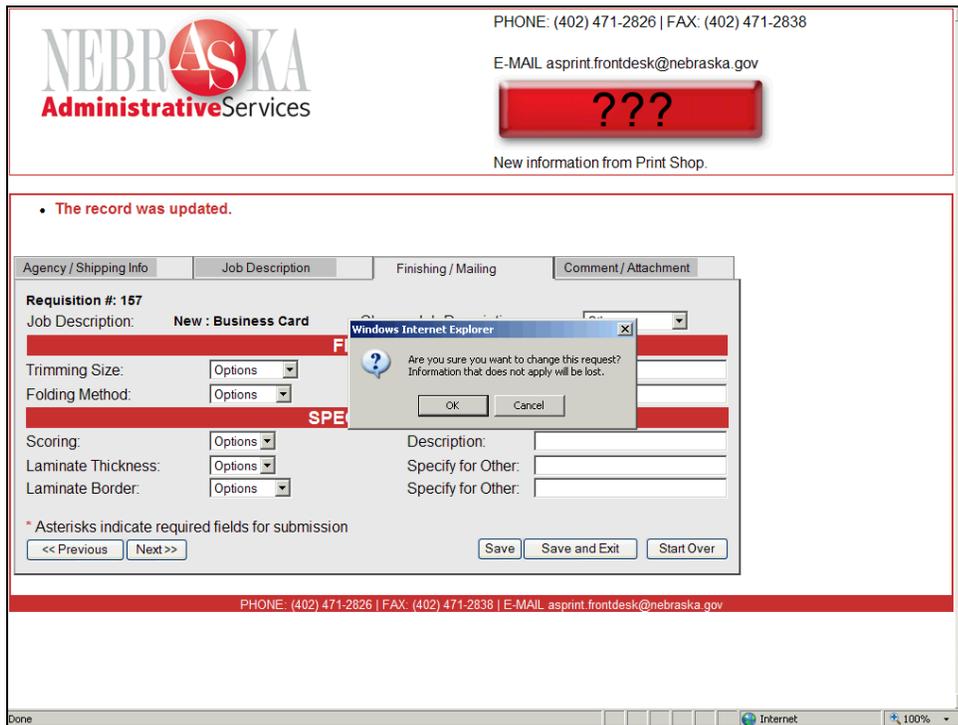
<< Previous Next >> Save Save and Exit Start Over

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Step	Action
71.	<p style="text-align: center;">CHANGE JOB DESCRIPTION</p> <p>At any point during the enter Printing Requisition process, it is possible to change the Job Description form the original Job Type.</p> <p>Selection is made through opening drop-down box and selecting appropriate list item.</p> <ul style="list-style-type: none"> o Book o Brochure o Business Card o Envelope o Form o Letterhead o Newsletter o Other <p><input type="text" value="Choose One"/></p>



Step	Action
72.	Click the appropriate Job Description. <input type="text" value="Other"/>



Step	Action
73.	MICROSOFT INTERNET EXPLORER Warning confirms CHANGE JOB DESCRIPTION Click the OK button or Cancel button as appropriate. <input type="button" value="OK"/>

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???

New information from Print Shop.

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

Requisition #: 157
 Job Description: **New : Other** Change Job Description:

FINISHING

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

Binding Type: Specify for Other:

Punching Holes: Specify for Other:

Punching Location: Specify for Other:

Padding Edge: Sheets per Pad:

Chipboard Back Fan Out

Trimming Size: Specify for Other:

Folding Method: Specify for Other:

Packaging: Box Quantity Per:

Banding Quantity Per:

Shrinking

Specify Other Packaging:

SPECIAL WORK

Beginning Number: Ending Number:

Perforating: Description:

Scoring: Description:

Laminate Thickness: Specify for Other:

Step	Action
74.	<p>FINISHING / MAILING</p> <p>Information on this page provides AS Printing Services details regarding the requirements once they have printed the job.</p>
75.	<p>FINISHING</p> <p>Select appropriate options based on Print Job requirements. Include samples or examples as needed.</p>
76.	<p>NUMBER OF SHEETS: enter the desired information into the Number of Sheets: field.</p>
77.	<p>NUMBER OF COPIES: enter the desired information into the Number of Copies: field.</p>

Step	Action
78.	<p>BINDING TYPE:</p> <ul style="list-style-type: none"> o Other - 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 <p><input type="button" value="Options"/></p>
79.	<p>Plastic Comb and Spiral Bind require additional information in the Specify for Other: field.</p>
80.	<p>Plastic Comb and Spiral Bind require a Color Selection.</p> <p><input type="button" value="Choose One"/></p>
81.	<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> <p><input type="button" value="Options"/></p>
82.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o Side o Top <p><input type="button" value="Options"/></p>
83.	<p>PUNCHING LOCATION: indicate location of holes:</p> <ul style="list-style-type: none"> o Other - SPECIFY FOR OTHER required o Side o Top <p><input type="button" value="Options"/></p>

Step	Action
84.	<p>PADDING: 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
85.	SHEETS PER PAD: enter appropriate number
86.	CHIPBOARD BACK & FAN OUT: Select padding requirements as needed
87.	<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>Options ▾</p>
88.	<p>FOLDING METHOD: indicate the proper fold and the size after folding</p> <ul style="list-style-type: none"> o Half - folding the finished flat piece at the center and parallel to the short edge o Half and Half o Letter - folding finished flat piece in such a manner to fit a #10 envelope o Other - SPECIFY FOR OTHER required - Enclose a Sample <p>Options ▾</p>
89.	<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 wrapped package; or o SPECIFY OTHER PACKAGING
90.	If Banding & Shrinking, enter the desired information into the Quantity Per: field.
91.	SPECIFY OTHER PACKAGING: enter informatin as required

Step	Action
92.	SPECIAL WORK Enter Information as appropriate
93.	BEGINNING NUMBER / ENDING NUMBER: enter the first and last numbers if Print Job requires numbering
94.	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
95.	SCORING: putting a crease in the printed piece so it can be easily folded o Yes - please provide a description or a Sample
96.	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

Step	Action
97.	<p>LAMINATE BORDER:</p> <ul style="list-style-type: none"> o Border o No Border o Other - SPECIFY FOR OTHER

The screenshot shows a software window with the following sections:

- General Options:**
 - Padding Edge: Options dropdown
 - Chipboard Back:
 - Fan Out:
 - Trimming Size: Options dropdown
 - Folding Method: Options dropdown
 - Packaging: Box, Banding, Shrinking
 - Specify Other Packaging: text input
 - Sheets per Pad: 0
 - Specify for Other: two text inputs
 - Quantity Per: 50 and 0
- SPECIAL WORK:**
 - Beginning Number: 1
 - Ending Number: 5000
 - Perforating: Options dropdown
 - Description: text input
 - Scoring: Options dropdown
 - Description: text input
 - Laminate Thickness: Options dropdown
 - Specify for Other: text input
 - Laminate Border: Options dropdown
 - Specify for Other: text input
- MAILING:**
 - Inserting:
 - Addressing Type: Options dropdown
 - Specify for Other: text input
 - Postage Method: Options dropdown
 - Specify for Other: text input

* Asterisks indicate required fields for submission

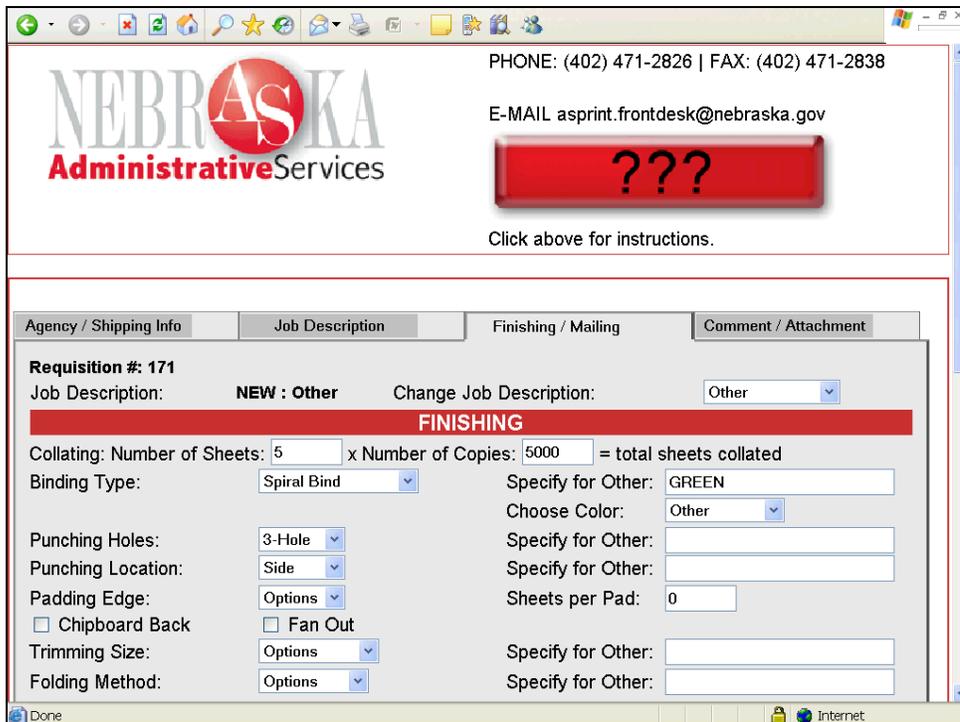
Buttons: << Previous, Next >>, Save, Save and Exit, Start Over

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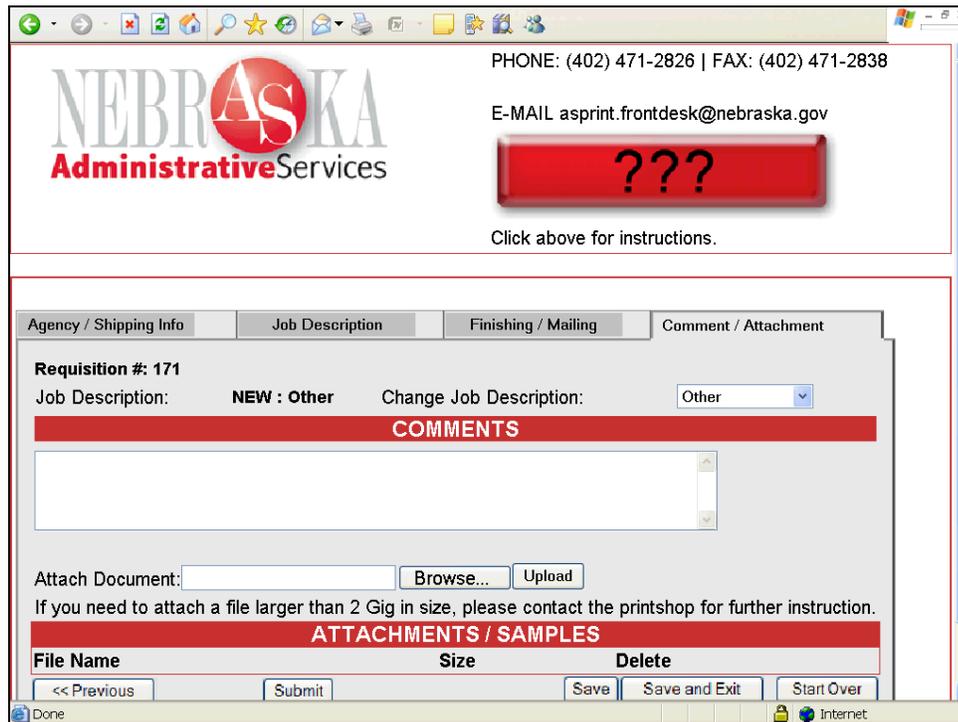
Step	Action
98.	<p style="text-align: center;">MAILING</p> <p>If print job is to be mailed from AS Print Shop, provide mailing information in this section.</p>
99.	<p>INSERTING: process of inserting and sealing items in envelopes for mailing. List, in order, items to be inserted (#1 is the top item when they are removed from the envelope).</p> <p>Enclose example whenever possible.</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>

Step	Action
100.	<p>INTELLIGENT INSERTING versus SIMPLE INSERTING</p> <p>Click the Intelligent Inserting or the Simple Inserting option.</p> 
101.	<p>Enter the desired information into the Insert #1: field.</p> <p>Continue for Insert fields 2 through 6, as required.</p>
102.	<p>ADDRESSING TYPE: process of applying addresses on mail pieces from an address list</p> <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
103.	<p>POSTAGE METHOD: if known, select appropriately:</p> <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
104.	<p>Clicking on "Next" or "Previous" will save data entry.</p> <p>Clicking on "Save" will save entered data without exiting Printing Requisition.</p> <p>Current page will not advance until all required fields are filled. Required fields will be indicated by RED lettering.</p> <p>Click the Save and Stay button button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Save</div>

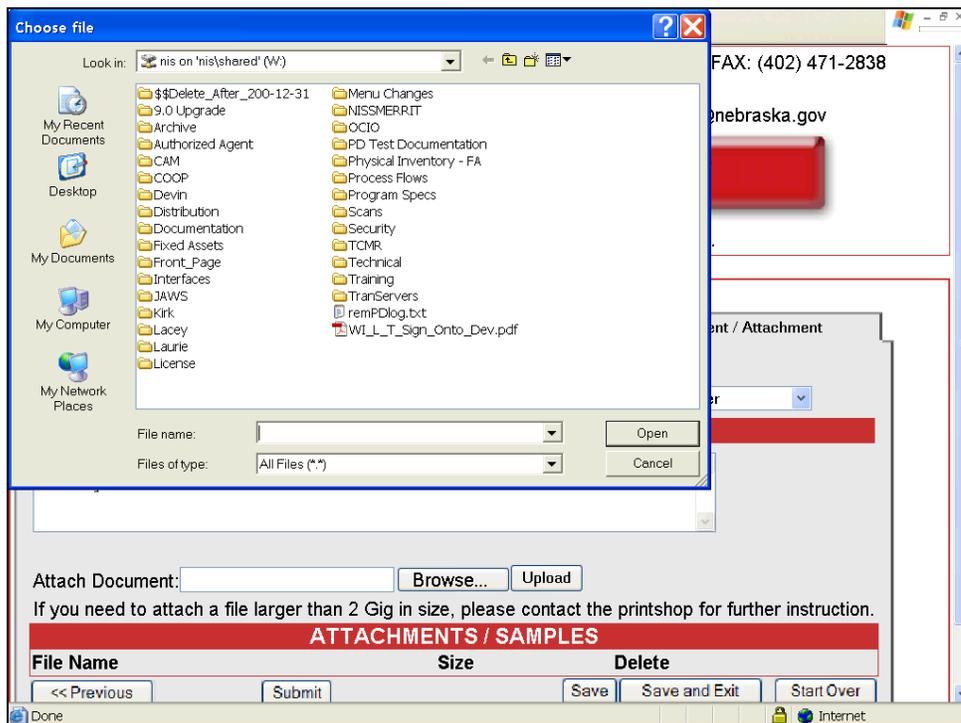


Step	Action
105.	To Submit Printing Requisition, go to the " Comment / Attachment " tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Comment / Attachment</div>

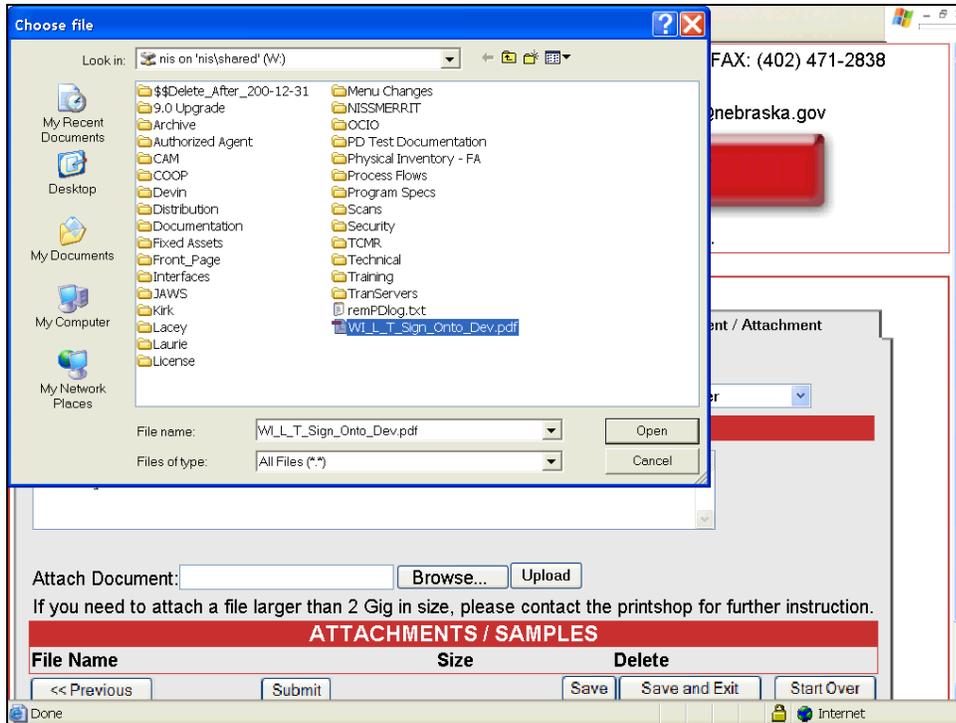


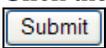
Step	Action
106.	COMMENTS
	Enter information about the Printing Requisition and attach electronic documents specific to the Printing Requisition.
107.	Enter the information into the COMMENTS field about the Printing Requisition as required.

Step	Action
108.	<p style="text-align: center;">ATTACHMENTS/SAMPLES</p> <p>Attach electronic files/documents when entering Printing Requisition. Additional electronic files can be submitted after the Printing Requisition is finalized/submitted through the Print Shop ftp process.</p> <p>Supply samples as required. If possible reference Requisition number with sample submission.</p> <p>To add an electronic document, complete the following steps:</p> <p>Click the Browse... button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Browse...</div>



Step	Action
109.	<p>Select the electronic document to include with the Printing Requisition.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">WI_L_T_Sign_Onto_Dev.pdf</div>



Step	Action
110.	<p>Click the Open button.</p> <p></p> <p><i>or</i></p> <p>Press [Alt+O].</p>
111.	<p>Click the Upload button.</p> <p></p>
112.	<p>Click the submit button button.</p> <p></p>
113.	End of Procedure.