

On-Line Printing Requisition
Created on 12/11/2009 2:56:00 PM

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

Table of Contents

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

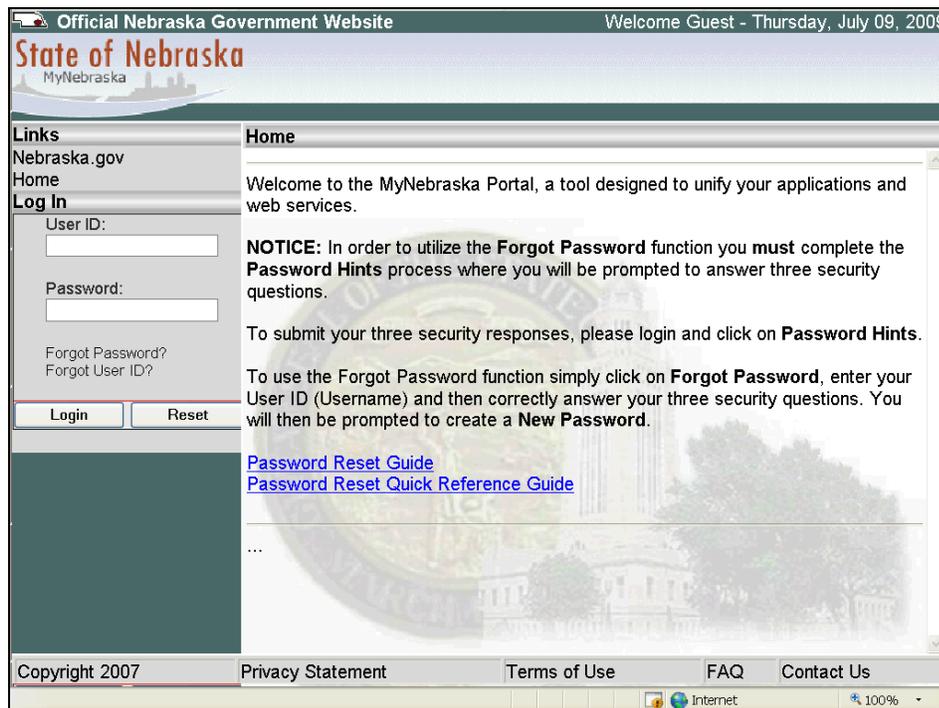
On-Line Printing Requisition

On-Line Printing Requisition Lesson

Procedure

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

Step	Action
1.	<p>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

On-Line Printing Requisition

Step	Action
2.	Click in the User ID: field. 
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. 
7.	Click the My Applications link. 
8.	Click the NIS Print Shop link. 

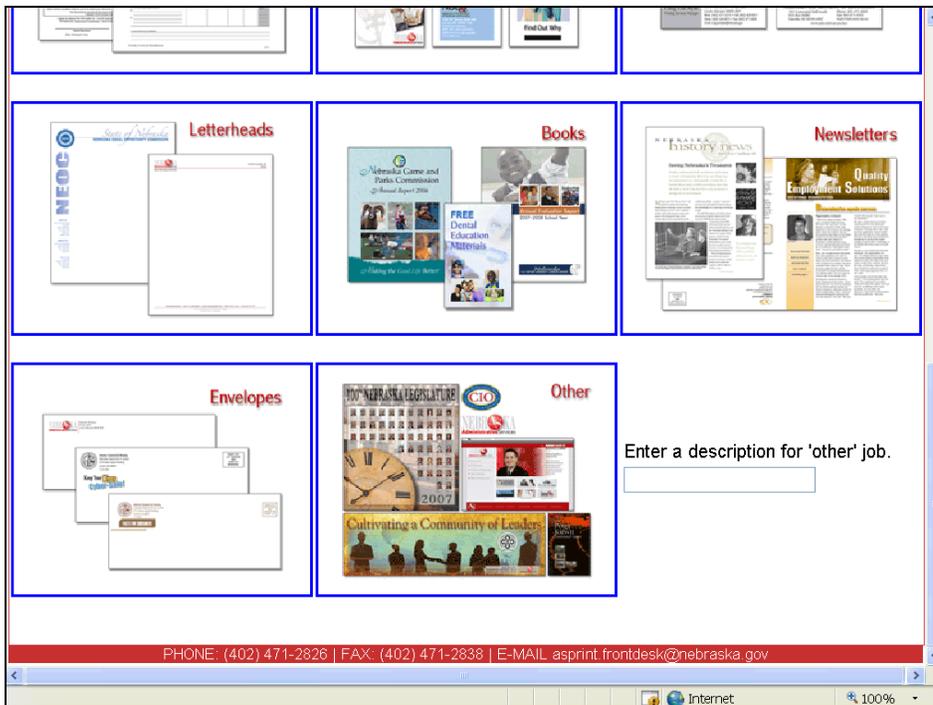


Step	Action
9.	<p>Please contact the Print Shop if you have any questions.</p> <p>The Print Shop is under the Administrative Services, Materiel Division and is located in the lower level of the 501 South 14th Street Building, Lincoln, NE 68509.</p> <ul style="list-style-type: none"> o Telephone: 402-471-2826 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>
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> <div data-bbox="440 1377 789 1436" style="border: 1px solid black; width: 215px; height: 28px; margin-left: 20px;"></div>
13.	<p>Enter the desired information into the (MM/DD/YYYY) field.</p>
14.	<p>Press [Tab].</p>
15.	<p>TITLE OF PIECE TO BE PRINTED: name of the piece to be printed</p>
16.	<p>FORM NUMBER: Agency assigned control number printed on the item (if applicable)</p>

Training Guide

On-Line Printing Requisition

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

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

NEBRASKA
Administrative Services

Click above for instructions.

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

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

* Delivery Due Date: 08/31/2009 (MM/DD/YYYY)

* Title Of Piece to be Printed: Special Instruction Manual

Form Number: 19980221_LDP

Requisition #: 343

Job Description: **New : Other** Change Job Description: Choose One
Enter description for 'other' job: Spec Manual

AGENCY INFORMATION

Agency Requisition #: Order Date: 07/08/2009

Previous Requisition # of this Job:

* Person To Contact:

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.

Training Guide

On-Line Printing Requisition

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="text" value="Choose One"/></p> <p>Enter description for 'other' job: <input type="text" value="Spec Manual"/></p> <p>AGENCY INFORMATION</p> <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> <p>Order Date: 07/08/2009</p>			

Step	Action
27.	AGENCY INFORMATION Provide reference and contact information regarding the Printing Requisition.
28.	AGENCY REQUISITION #: control number assigned by the agency. This number may be referred to when inquiring about the job. <input type="text"/>
29.	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.
30.	PERSON TO CONTACT: Name(s) of the agency contact(s) that can supply information that may be required and for approval of proofs.
31.	PHONE: telephone number where the agency contact can be reached.
32.	FAX NUMBER: fax number where agency contact person can be reached.
33.	EMAIL: E-mail address of agency contact.

The screenshot shows a web form with the following sections:

- SHIPPING INFORMATION**
 - * Ship To Address Book #: Select One (dropdown)
 - * Select Agency: Select One (dropdown)
 - Six Digit Account #: [text field]
 - * And Division: Select One (dropdown)
 - (Print Job will be billed to this location)
 - * And Other Data: Select One (dropdown)
 - If no option exists, select [blank] space under 'Select One'.
 - Ship To Name: [text field]
 - Attention To: [text field]
 - Ship To Address 1: [text field]
 - Ship To Address 2: [text field]
 - Ship To Address 3: [text field]
 - Ship To City: [text field]
 - Ship To State/Zip Code: [text field]
 - * '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 #: Select One (dropdown)
 - or * Select Agency: Select One (dropdown)
 - Agency Access: 33 (dropdown)
 - And Division: Select One (dropdown)
 - And Other Data: Select One (dropdown)
 - Agency: [text field]
 - Division / Address: [text field]
 - Other Data: [text field]
 - * Asterisks indicate required fields for submission
 - Conversion Error indicates a Number field error, Letters and Characters cannot be used
 - Buttons: Next >>, Save, Save and Exit, Start Over

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

Step	Action
34.	<p>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>
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>

Training Guide

On-Line Printing Requisition

Step	Action
38.	Click the Select Agency: list. Select appropriate Agency.

Email: julie.johnson@nebraska.gov

SHIPPING INFORMATION

* Ship To Address Book #: Select One * Select Agency: Select One
 Six Digit Account #: * And Division: Select One
 (Print Job will be billed to this location) * And Other Data:

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:

SEND TO INVOICE INFORMATION

* Send Invoice To Address Book #: Select One * Select Agency: Select One
 Agency Access: 33 * And Division: Select One
 And Other Data: Select One

Agency:
 Division / Address:
 Other Data:

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

Next >> Save Save and Exit Start Over

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

Step	Action
39.	

The screenshot shows a web-based form for creating a printing requisition. At the top, the user's email is 'julie.johnson@nebraska.gov'. The form is divided into two main sections: 'SHIPPING INFORMATION' and 'SEND TO INVOICE INFORMATION'.
SHIPPING INFORMATION:
 - * Ship To Address Book #: Select One (dropdown)
 - * Select Agency: ADMINISTRATIVE SERVICES (dropdown)
 - Six Digit Account #: (text field)
 - * And Division: Select One (dropdown)
 - (Print Job will be billed to this location)
 - * And Other Data: Select One (dropdown)
 - Note: If no option exists, select [blank] space under 'Select One'.
 - Ship To Name: (text field)
 - Attention To: (text field)
 - Ship To Address 1: (text field)
 - Ship To Address 2: (text field)
 - Ship To Address 3: (text field)
 - Ship To City: (text field)
 - Ship To State/Zip Code: (text field)
 - Notes: '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 #: Select One (dropdown)
 - * Select Agency: Select One (dropdown)
 - Agency Access: 33 (dropdown)
 - And Division: Select One (dropdown)
 - And Other Data: Select One (dropdown)
 - Agency: (text field)
 - Division / Address: (text field)
 - Other Data: (text field)
 - * Asterisks indicate required fields for submission
 - Conversion Error indicates a Number field error, Letters and Characters cannot be used
 - Buttons: Next >>, Save, Save and Exit, Start Over
 - Footer: PHONE: (402) 471-2826 | FAX: (402) 471-2838 | E-MAIL: asprint.frontdesk@nebraska.gov

Step	Action
40.	Click the And Division: list. Select appropriate Division.
41.	Click the And Other Data: list. Select appropriate data that further defines Ship To location. 
42.	SIX DIGIT ACCOUNT # (not required): Automatically populates if there is a six digit account code associated with the Address Book # based on: <ul style="list-style-type: none"> o Bill To Address Book # o Agency o Division
43.	SHIP TO NAME: Automatically populates. This field cannot be overwritten.
44.	ATTENTION TO: Enter the name of the person to whom printed material should be delivered. If print job will be delivered to multiple delivery locations, indicate "MULTIPLE LOCATIONS" in the ATTENTION TO field.

Training Guide

On-Line Printing Requisition

Step	Action
45.	<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>

The screenshot displays a web form for shipping and invoice information. At the top, the user's email is listed as julie.johnson@nebraska.gov. The form is divided into two main sections: SHIPPING INFORMATION and SEND TO INVOICE INFORMATION.

SHIPPING INFORMATION

- * Ship To Address Book #: 578966 (dropdown)
- * Select Agency: ADMINISTRATIVE SERVICES (dropdown)
- Six Digit Account #: 650451 (text input)
- * And Division: BUILDING DIVISION (dropdown)
- * And Other Data: OMAHA OFFICE (dropdown)

Below these are text input fields for: Ship To Name (ADMINISTRATIVE SERVICES), Attention To, Ship To Address 1 (BUILDING DIVISION), Ship To Address 2 (OMAHA OFFICE), Ship To Address 3 (521 S 14TH ST), Ship To City (LINCOLN), and Ship To State/Zip Code (NE 68509). A note states: "Please contact Print Shop, 402-471-2826, to request a permanent 'Ship To' address."

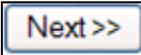
SEND TO INVOICE INFORMATION

- * Send Invoice To Address Book #: 563312 (dropdown)
- * Select Agency: Select One (dropdown)
- Agency Access: 33 (dropdown)
- And Division: Select One (dropdown)
- And Other Data: Select One (dropdown)

Text input fields for: Agency (ADMINISTRATIVE SERVICES), Division / Address (BUILDING DIVISION), and Other Data.

At the bottom, there are buttons for "Next >>", "Save", "Save and Exit", and "Start Over". A footer contains contact information: PHONE: (402) 471-2826 | FAX: (402) 471-2838 | E-MAIL: asprint.frontdesk@nebraska.gov.

Step	Action
46.	<p>SEND INVOICE TO INFORMATION</p> <p>The address where the "Print Shop Consolidated Invoice" will be sent. This will populate automatically, but can be overwritten if necessary.</p>
47.	<p>To revise the Send Invoice To Address, follow the same steps used to select the Ship To Address.</p>
48.	<p>AGENCY ACCESS: For end users who request Print Jobs for multiple agencies, select appropriate agency number.</p>

Step	Action
49.	<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>
50.	<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></p>

Step	Action
51.	<p>JOB DESCRIPTION</p> <p>Provides AS Print Shop information about the printing requirements for you Print Job.</p>

Training Guide

On-Line Printing Requisition

Step	Action
52.	<p>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.
53.	<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>

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

NEBRASKA Administrative Services

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
54.	<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; display: inline-block;">Options ▾</div>
55.	ART DESIGN
56.	BLEED
57.	<p>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
58.	<p>ONE SIDE ONLY:</p> <p>As needed, provide additional information in Specify: field to the right</p>
59.	<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; display: inline-block;"></div>
60.	<p>FRONT AND BACK TUMBLE:</p> <p>As needed, provide additional information in Specify: field to the right</p>

Training Guide

On-Line Printing Requisition

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
61.	<p>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

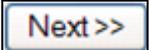
Number of Originals: Number of Copies:
 Ink Color: Specify for Other:
 Paper Color: Specify for Other:
 Paper Weight:
 Paper Type: Specify for Other:
 Finished/Paper Size: Specify for Other:

Done Internet 88%

Step	Action
62.	Click into the Number of Originals: field. 
63.	NUMBER OF ORIGINALS: enter number of originals into the Number of Originals: field.
64.	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.
65.	<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> 

Training Guide

On-Line Printing Requisition

Step	Action
66.	<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> 
67.	<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> 
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>
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"> 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 
70.	<p>Complete data fields as required for Text, Cover, and/or Other.</p>
71.	<p>Click the Next button.</p> 

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

Training Guide

On-Line Printing Requisition

Step	Action
76.	<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 <p><input type="text" value="Options"/> ▾</p>
77.	<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="text" value="Options"/> ▾</p>
78.	<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="text" value="Options"/> ▾</p>
79.	<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
80.	<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>
81.	<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 for printing requisitions. It is divided into several sections:

- Trimming:** Includes fields for Punching Location (Side), Padding Edge (Options), Trimming Size (5-1/2 x 8-1/2), and Folding Method (Options).
- Packaging:** Includes checkboxes for Chipboard Back, Box, Banding, and Shrinking, along with a Specify Other Packaging field.
- SPECIAL WORK:** A red header section containing Beginning Number, Ending Number, Perforating, Scoring, Laminate Thickness, and Laminate Border, each with an Options dropdown and a Specify for Other field.
- MAILING:** A red header section containing Inserting, Addressing Type, and Postage Method, each with an Options dropdown and a Specify for Other field.

At the bottom, there are navigation buttons: << Previous, Next >>, Save, Save and Exit, and Start Over. A footer contains contact information: PHONE: (402) 471-2826 | FAX: (402) 471-2838 | E-MAIL: asprint.frontdesk@nebraska.gov.

Step	Action
82.	<p>SPECIAL WORK</p> <p>Select appropriate options</p>
83.	<p>BEGINNING NUMBER/ENDING NUMBER - enter the first and last numbers if Print Job requires numbering</p>

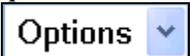
Training Guide

On-Line Printing Requisition

Step	Action
84.	<p>PERFORATING - punching a series of small holes in a printed piece to allow a portion to be torn away</p> <ul style="list-style-type: none"> o Yes - please provide a description or a Sample
85.	<p>SCORING - putting a crease in the printed piece so it can be easily folded</p> <ul style="list-style-type: none"> o Yes - please provide a description or a Sample
86.	<p>LAMINATE THICKNESS - permanently covering the piece with plastic, making it more durable</p> <ul style="list-style-type: none"> o 3 mil o 5 mil o Other - SPECIFY FOR OTHER required <p>If Unknown - select Other and enter "Unknown" in SPECIFY FOR OTHER field</p>
87.	<p>LAMINATE BORDER -</p> <ul style="list-style-type: none"> o Border o No Border o Other - SPECIFY FOR OTHER
88.	<p>MAILING</p> <p>indicate operations required to prepare items for mailing</p>
89.	<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>

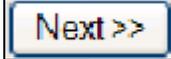
The screenshot shows a web-based form for printing requisitions. It is divided into several sections:

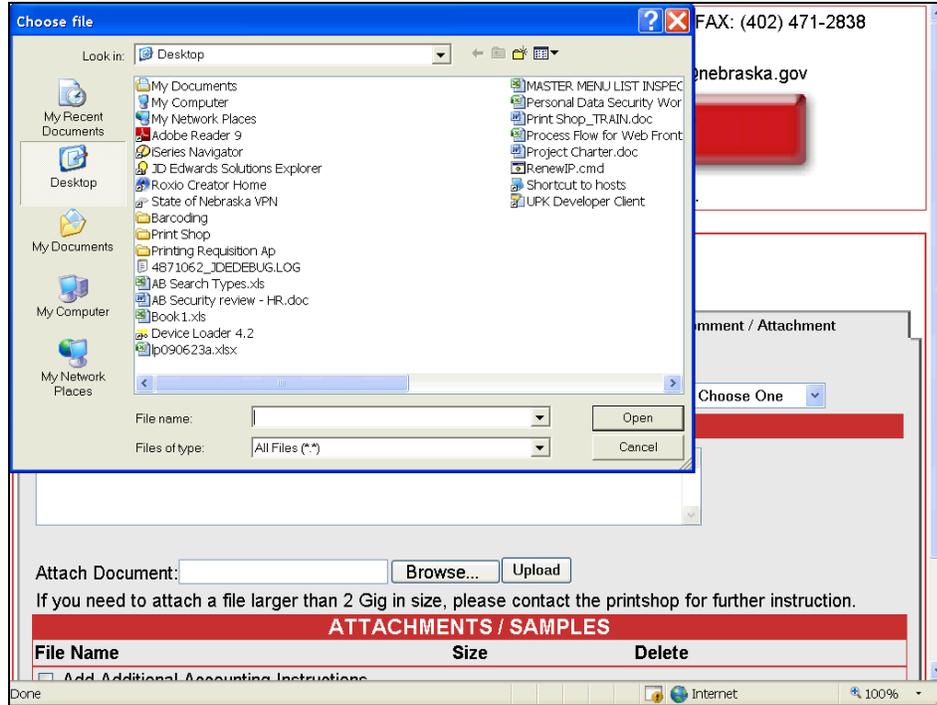
- Punching Location:** Side (dropdown)
- Padding Edge:** Options (dropdown)
- Chipboard Back
- Fan Out
- Trimming Size:** 5-1/2 x 8-1/2 (dropdown)
- Folding Method:** Options (dropdown)
- Packaging:**
 - Box
 - Banding
 - Shrinking
- Specify Other Packaging:** (text input)
- SPECIAL WORK** (Section Header)
 - Beginning Number:** 0 (text input)
 - Ending Number:** 0 (text input)
 - Perforating:** Options (dropdown)
 - Scoring:** Options (dropdown)
 - Laminate Thickness:** Options (dropdown)
 - Laminate Border:** Options (dropdown)
 - Description:** (text input)
 - Specify for Other:** (text input)
- MAILING** (Section Header)
 - Inserting
 - Intelligent Inserting
 - Simple Inserting
 - Insert #1:** (text input)
 - Insert #2:** (text input)
 - Insert #3:** (text input)
 - Insert #4:** (text input)
 - Insert #5:** (text input)
 - Insert #6:** (text input)
 - Addressing Type:** Options (dropdown)
 - Postage Method:** Options (dropdown)
 - Specify for Other:** (text input)

Step	Action
90.	INTELLIGENT INSERTING versus SIMPLE INSERTING: select appropriate option 
91.	Enter the desired information into the Insert #1: field.
92.	Enter the desired information into the Insert #2: field. Continue for all Insert fields.
93.	ADDRESSING TYPE - process of applying addresses on mail pieces from an address list 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. 

Training Guide

On-Line Printing Requisition

Step	Action
94.	<p>POSTAGE METHOD - if known, select appropriately:</p> <ul style="list-style-type: none">o 1st Classo 1st Permito 1st Presorto Nonprofito Other - SPECIFY FOR OTHER requiredo Periodicalo Standard 
95.	<p>Click the Next button.</p> 
96.	<p>COMMENTS</p> <p>Use this section to provide information to the Print Shop regarding your Printing Requisition.</p>
97.	<p>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.</p>
98.	<p>Click the Browse... button.</p> 



Step	Action
99.	Search computer for appropriate attachment.
100.	Click the Open button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px 0;">Open</div>
	or Press [Alt+O] .

Training Guide

On-Line Printing Requisition

NEBRASKA
Administrative Services

PHONE: (402) 471-2826 | FAX: (402) 471-2838
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

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
Add Additional Accounting Instructions		

Step	Action
101.	Click the Upload button. 
102.	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.

NEBRASKA
Administrative Services

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

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	X

Add Additional Accounting Instructions

Step	Action
103.	<p>ADD ADDITIONAL ACCOUNTING INSTRUCTIONS (OPTIONAL)</p> <p>Some agencies split accounting for single print jobs. Click the Add Additional Accounting Instructions option to provide accounting information regarding the Printing Requisition.</p> 

Training Guide

On-Line Printing Requisition

Administrative Services ???

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:

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

Business Unit: Object:
 Subsidiary: Subledger:
 Subledger Type: Percent:

Done Internet 100%

Step	Action
104.	Complete information as needed. Multiple lines can be created.

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:

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	

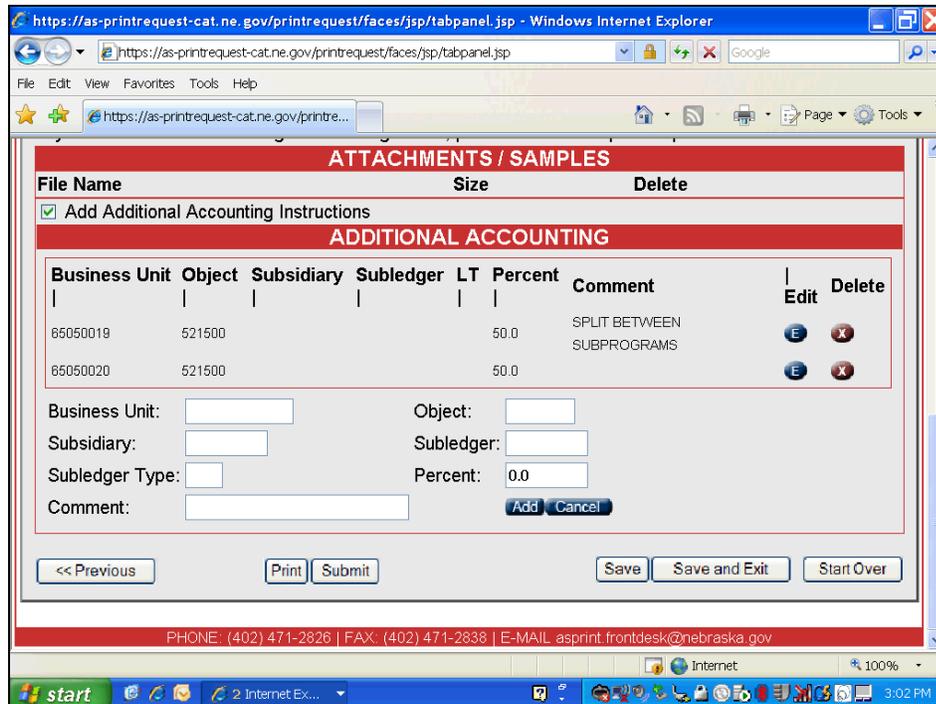
Add Additional Accounting Instructions

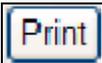
Business Unit: Object:
 Subsidiary: Subledger:
 Subledger Type: Percent:

Comment:

Done Internet 100%

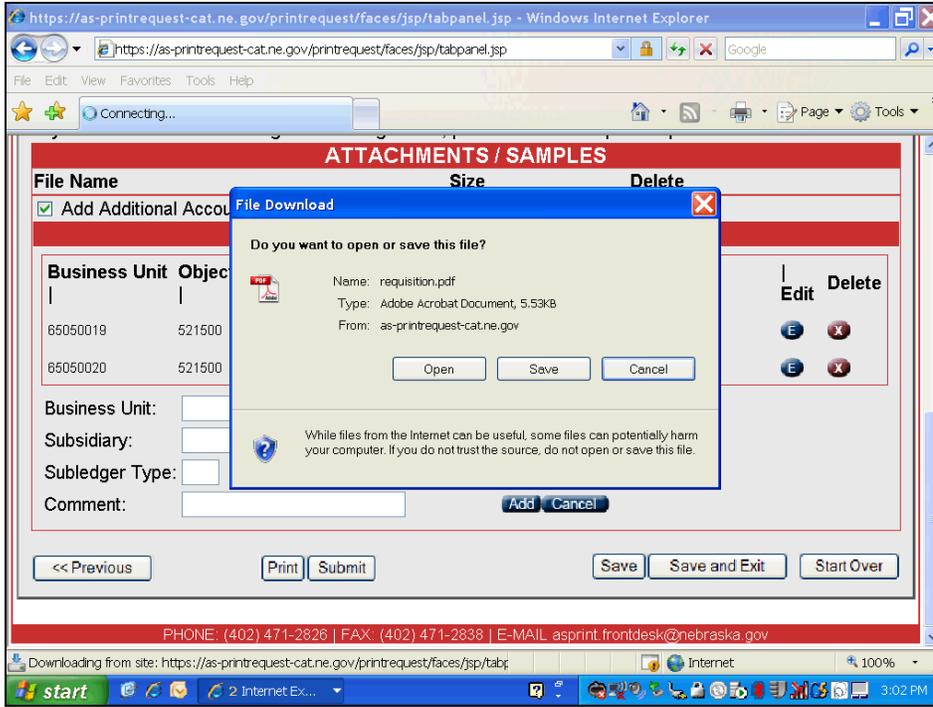
Step	Action
105.	
106.	<p>Once data entry is completed, click the Add button.</p> <p>Continue to add accounting data as needed.</p> 

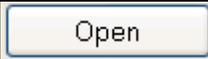


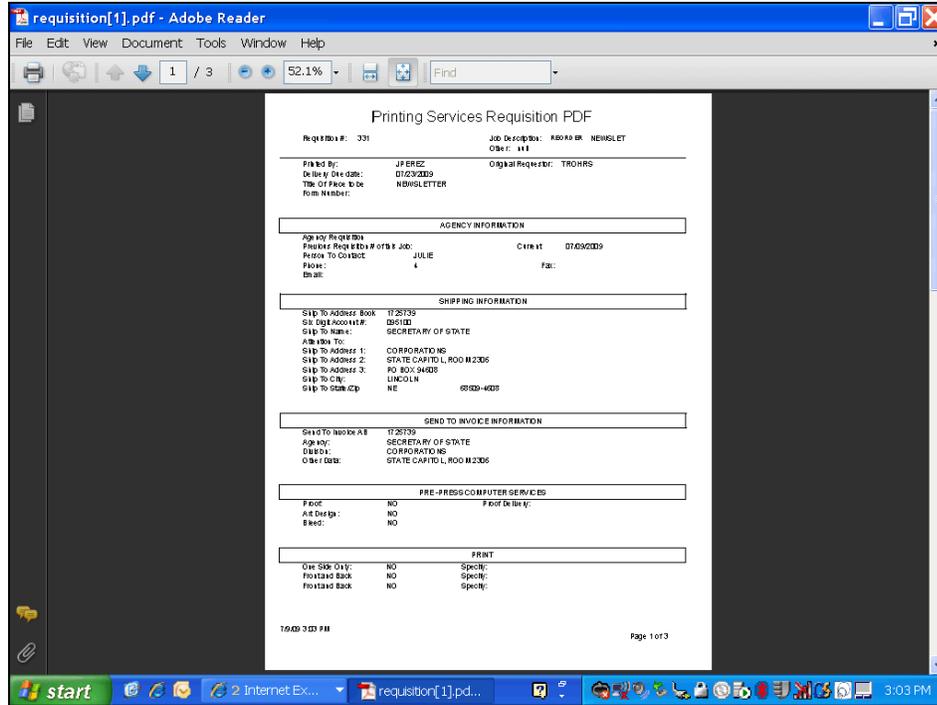
Step	Action
107.	<p>PRIOR to submitting the Printing Requisition, to AS Print Shop, you can print a PDF with detailed Printing Requisition Information.</p> <p>Click the Print button.</p> 

Training Guide

On-Line Printing Requisition



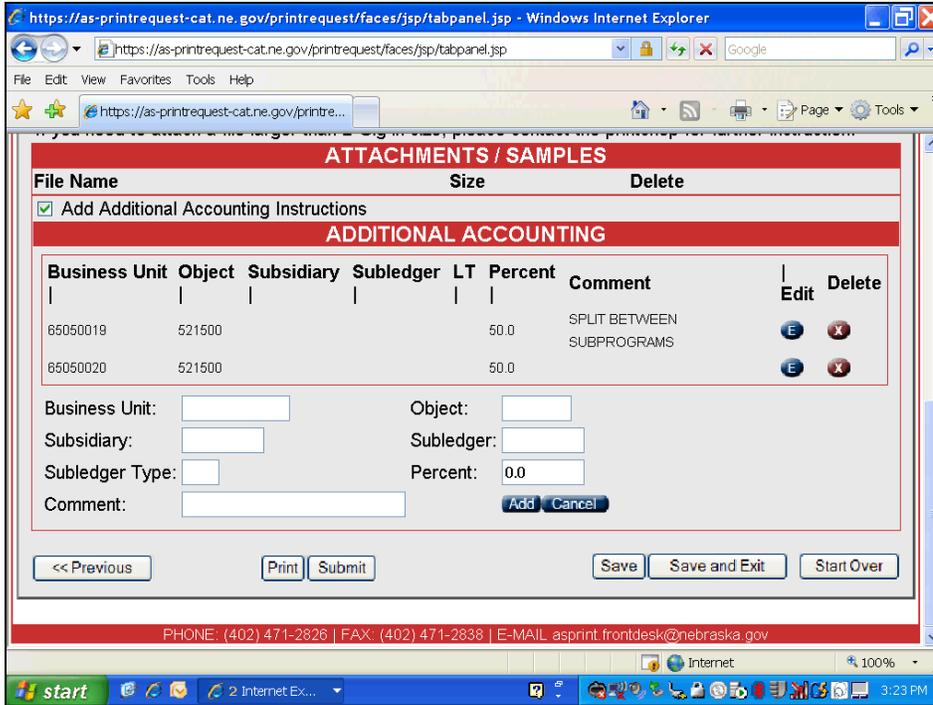
Step	Action
108.	<p>FILE DOWNLOAD window appears.</p> <p>Click the Open button</p> 



Step	Action
109.	<p>Printing Services Requisition PDF will appear in Adobe Acrobat application. Click the Close button.</p> 

Training Guide

On-Line Printing Requisition



Step	Action
110.	<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>

The screenshot shows the 'NEBRASKA Administrative Services' web application. At the top right, contact information is provided: PHONE: (402) 471-2826 | FAX: (402) 471-2838 and E-MAIL: asprint.frontdesk@nebraska.gov. A large red button with '???' is visible, with the instruction 'Click above for instructions.' below it. The main content area includes a 'Welcome to the NIS Print Shop Application.' message and two buttons: 'Maintain Codes' and 'Maintain Header'. A section titled '* Please choose one of the following:' contains three radio button options: 'New, never printed before', 'Reorder, same item with no changes', and 'Revised, same item with changes'. Below these is a button labeled 'View Unsubmitted Requisitions'. Further down are input fields for '* Delivery Due Date:' (with a calendar icon and '(MM/DD/YYYY)' format), '* Title Of Piece to be Printed:', and 'Form Number:'. At the bottom, a red heading reads 'Click on the desired Job Type below:' followed by three tabs: 'Forms', 'Brochures', and 'Business Cards'. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

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

Training Guide

On-Line Printing Requisition

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

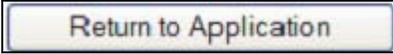
???
Click above for instructions.

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

* Delivery Due Date: 08/31/2009 (MM/DD/YYYY)
* Title Of Piece to be Printed: SPECIAL INSTRUCTION MANUAL
Form Number: 19980221_LDP
Requisition #: 343
Job Description: NEW : Other Change Job Description: Choose One
Enter description for 'other' job: SPEC MANUAL

AGENCY INFORMATION

Agency Requisition #: LDP1245 Order Date: 07/09/2009
Previous Requisition # of this Job: LCP1235
* Person To Contact: JULIE JOHNSON OR AMY SCOTT
* Phone: 402-471-2222 Fax: 402-471-1...
Email: JULIE.JOHNSON@NEBRASKA.GOV

Step	Action
114.	Make updates as needed. When complete, click the Comment / Attachment button. 
115.	To complete the On-Line Printing Requisition Process, click the Submit button. 
116.	Click the Return to Application button. 
117.	You have successfully completed this lesson. End of Procedure.