

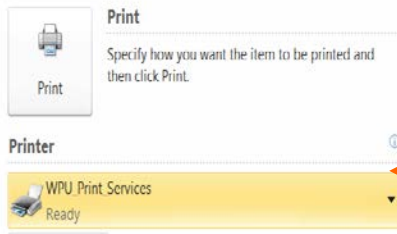
Please note that beginning Tuesday, July 1st, 2014 all print requests must be submitted via the WebCRD online ordering print application. See below for further details:

WPUNJ Print Services Job Submission Application (WebCRD)

WHAT IS WebCRD?

WebCRD™ is an online ordering & print submission application located in WConnect, enabling users to order, manage & reorder documents to be printed by WPUNJ Print Services. WebCRD provides tools allowing jobs to be easily submitted & produced in a timely, controlled and budgeted manner.

Before you begin...Got SurePDF?



Before you begin, check to make sure you have the SurePDF Driver available on your computer for accurate printing. Open a document located on your computer and select “file” then “print”. Select the down arrow from the printer selection to see if you have WPU_Print_Services available.

If yes, proceed to “How to Upload a File”
If you do not have the SurePDF Driver (WPU_Print_Services) available please see below:

Log onto WConnect and Select Employee Apps/General Info/Print Services Submittal Form
<https://printservices.unv.campus.wpunj.edu/fulfillment/login>

Click here to download the SurePDF Driver. Follow the prompts. If you require assistance with this portion please contact the help desk <https://help.wpunj.edu>

Upon successful install of the SurePDF Driver you may login to the WebCRD system

WPU Print Services
Welcome to Print Services, your home for high quality Printing and Copying services.

Are you new to our Online Printing Services?
Click on the Getting Started link below. It includes important information on logging in to our site and identifies the minimum requirements for your computer.
[Read our Getting Started tips](#)

Get our SurePDF Driver for accurate printing, every time!
If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.
[Get the SurePDF Driver](#)

Hours
M-Th 9am-6pm
F: 9am-4pm

Login
Please use your William Paterson username and password to log in below.

Account

WPU

User ID

Password

Log In

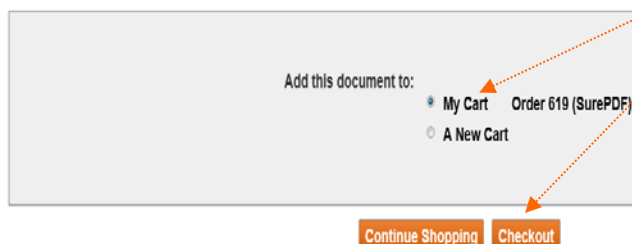
How to Upload a File and Submit a Job to Print Services



Once you have the SurePDF Driver available on your computer, login to WebCRD and open the file that you needed printed. Select “file” then “print” and choose WPU_Print_Services from the printer menu. Click “print”.

Your file will automatically convert to a SurePDF document and upload to your cart.

Add Document to Order



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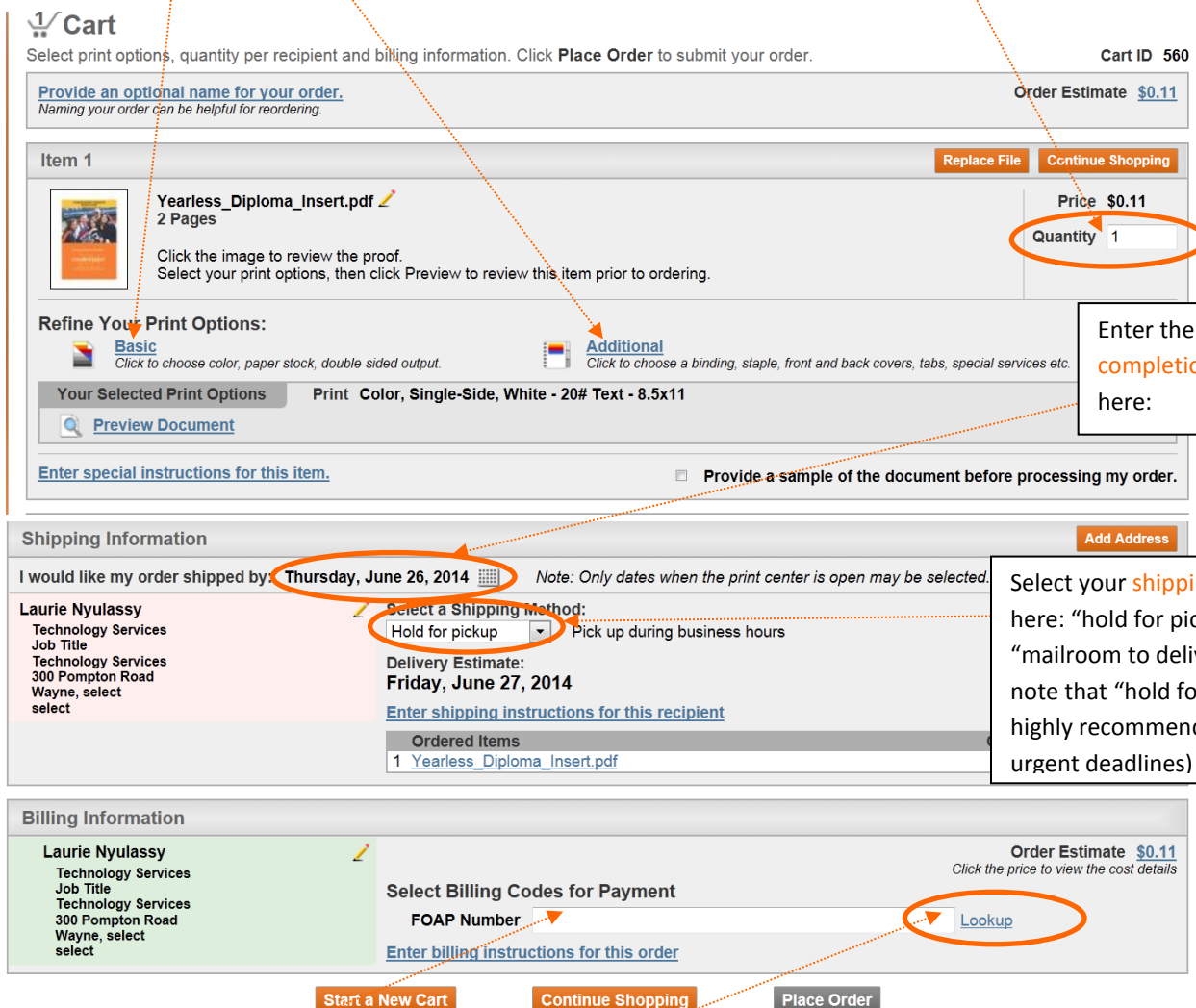
How to Submit a Job to Print Services

Upon selecting “checkout” your document will appear in your WebCRD cart and should appear like the sample cart listed below. The next step is to specify your print preferences:

Click on **“basic”** to select your paper, copy type (color or black and white), single or double sided.

Click on **“additional”** to select finishing options such as folding, cutting, binding, staples, covers...


Enter the **quantity** needed here:



Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 560

[Provide an optional name for your order.](#) Order Estimate **\$0.11**
Naming your order can be helpful for reordering.

Item 1 Replace File Continue Shopping

 **Yearless_Diploma_Insert.pdf**
2 Pages
Price **\$0.11**
Quantity **1**

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Refine Your Print Options:

Basic
Click to choose color, paper stock, double-sided output.

Additional
Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options **Print Color, Single-Side, White - 20# Text - 8.5x11**

[Preview Document](#)

[Enter special instructions for this item.](#) ☐ Provide a sample of the document before processing my order.

Shipping Information Add Address

I would like my order shipped by: **Thursday, June 26, 2014** Note: Only dates when the print center is open may be selected.

Laurie Nyulassy
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select a Shipping Method:
Hold for pickup ☒ Pick up during business hours

Delivery Estimate:
Friday, June 27, 2014

[Enter shipping instructions for this recipient](#)

Ordered Items
1 Yearless_Diploma_Insert.pdf

Billing Information

Laurie Nyulassy
Technology Services
Job Title
Technology Services
300 Pompton Road
Wayne, select
select

Select Billing Codes for Payment

FOAP Number Lookup

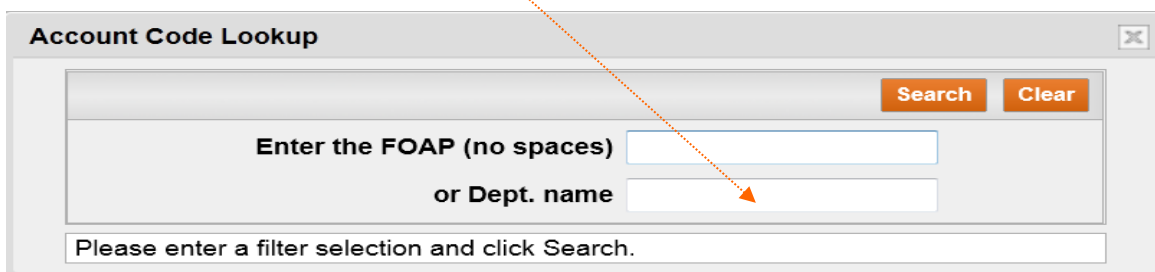
[Enter billing instructions for this order](#)

Start a New Cart Continue Shopping Place Order

Enter the **completion date** here:

Select your **shipping method** here: “hold for pickup” or “mailroom to deliver” (please note that “hold for pickup” is highly recommended for urgent deadlines)

Enter your FOAP in the box provided with no spaces. Be sure to include **72130** as the account code. You can click on “lookup” to research by department name (see below). Enter the department name and click “search”



Account Code Lookup

Search Clear

Enter the FOAP (no spaces)

or Dept. name

Please enter a filter selection and click Search.


Upon entering the correct FOAP select the **“place order”** button at the very bottom of the page. Your order will then be submitted for approval (if required) or for processing. You will be in receipt of an email from printservices@wpunj.edu containing the details pertaining to your order.

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WPUNJ Print Services Job Submission Application (WebCRD)

-Overview-

WebCRD™ is an online ordering & print submission application located in WPCoconnect, enabling users to order, manage & reorder documents to be printed by WPUNJ Print Services. WebCRD provides tools allowing jobs to be easily submitted & produced in a timely, controlled and budgeted manner.



Log into **WPCoconnect** and Select Employee Apps/General Info/Print Services Submittal Form
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Hours
M-Th 9am-6pm
F: 9am-4pm

Enter your
WPUNJ Login and
Password

Login
Please use your William Paterson username and password to log in below.

Account **WPU**

User ID

Password

Log In

Roles **Ordering** Proxy


Home • My Profile • Help • Logout

Click on the My Profile link to view and modify your contact, billing, approval, shipping information and default printing options.

Orders Manage Files Contacts Reports

CART [0]


PRINTING MADE EASY
Ordering from Print Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.

Upload A File
Select a file from your desktop.
pdf, gif, jpg, png, jpeg

Browse...
Multiple Files?
Go

Placing Orders
WebCRD provides 2 ways to upload a document:


Upload A File
directly into WebCRD.

SurePDF™ using the document creation tool's File > Print Option. This method is optional. SurePDF may not be available to all users. Before using SurePDF, you will need to ensure the SurePDF driver has been loaded onto your computer.


Search Catalog
Search catalog by description for items to order.

Advanced Search
Go

Search Catalog
A catalog is a collection of documents and items created by a system administrator that enable end users to access and order common items. Access to a catalog is determined by your system administrator.

Placing an order on behalf of another user is referred to as "Proxy." This permission is set by your system administrator.


My Files
Search your personal file cabinet for items to order.

Advanced Search
Go

My Files
Utilize the "my files" portal to search for items previously uploaded and place an order.

Special Orders
Order custom prints from a hardcopy, CD-ROM, etc.

Go

Special Orders
WebCRD can also process orders using non-electronic originals e.g., hardcopy documents, CDR-ROM files, etc.

Roles **Ordering** Proxy



Orders Manage Files Contacts Reports

Orders: Find the status of an order from this page, and view the details of past orders.

Manage Files: Find items to edit by selecting a folder or searching all folders. You may also create new folders, or set a default folder where files uploaded to your cart are stored.

Contacts: Contacts are used to assign shipping and billing addresses during checkout. You can add, modify, and delete contacts on this page.

Reports: Select a date range and the type of report desired; manage your production flow and financials with 12 different forms of criteria to choose from.

Need Assistance? Here's 2 Options:

1. Click on "help" located on the top right of your screen to access the detailed task-aids.

2. Email your inquiry to PrintServices@wpunj.edu