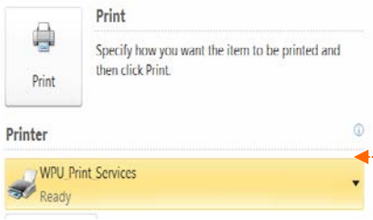
Please note that beginning Tuesday, July 1st, 2014 all print requests must be submitted via the WebCRD online ordering print application. See below for further details:

WPUNJ Print Services NEW Job Submission Application (WebCRD)

WHAT IS WebCRD?

WebCRD™ is an online ordering & print submission application located in WPConnect, 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?



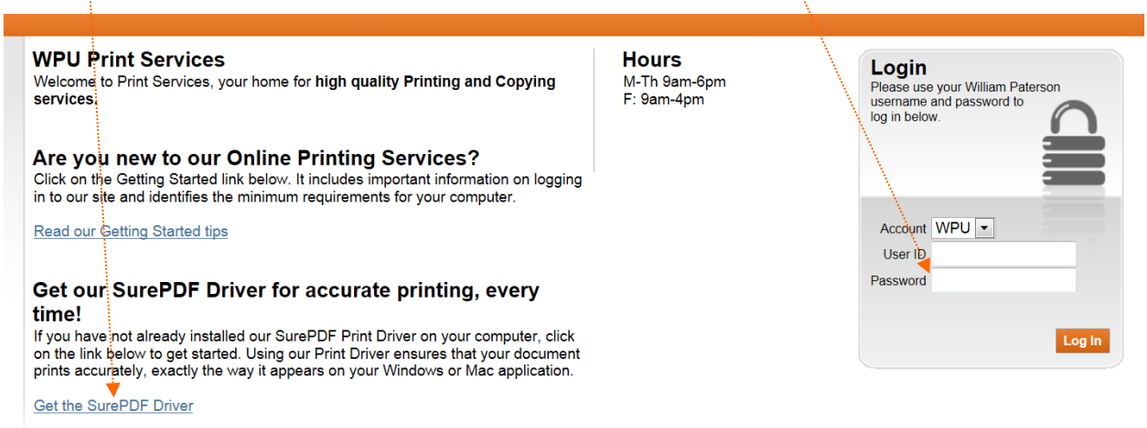
Before you begin, check to make sure you have the SurePDF Driver available on your computer for accurate printing. Open a document located on your computer and select "file" then "print". Select the down arrow from the printer selection to see if you have WPU_Print_Services available.

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

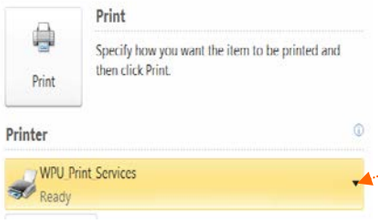
Log onto WPConnect and Select Employee Apps/General Info/Print Services Submittal Form
https://printservices.unv.campus.wpunj.edu/fulfillment/login

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

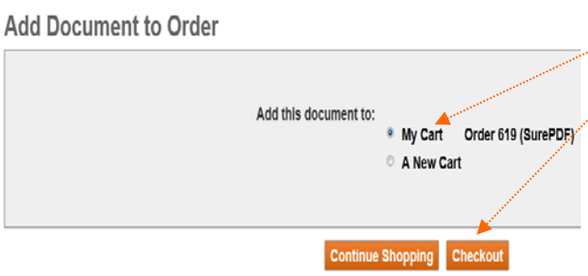


How to Upload a File and Submit a Job to Print Services



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.



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WPUNJ Print Services NEW Job Submission Application (WebCRD)

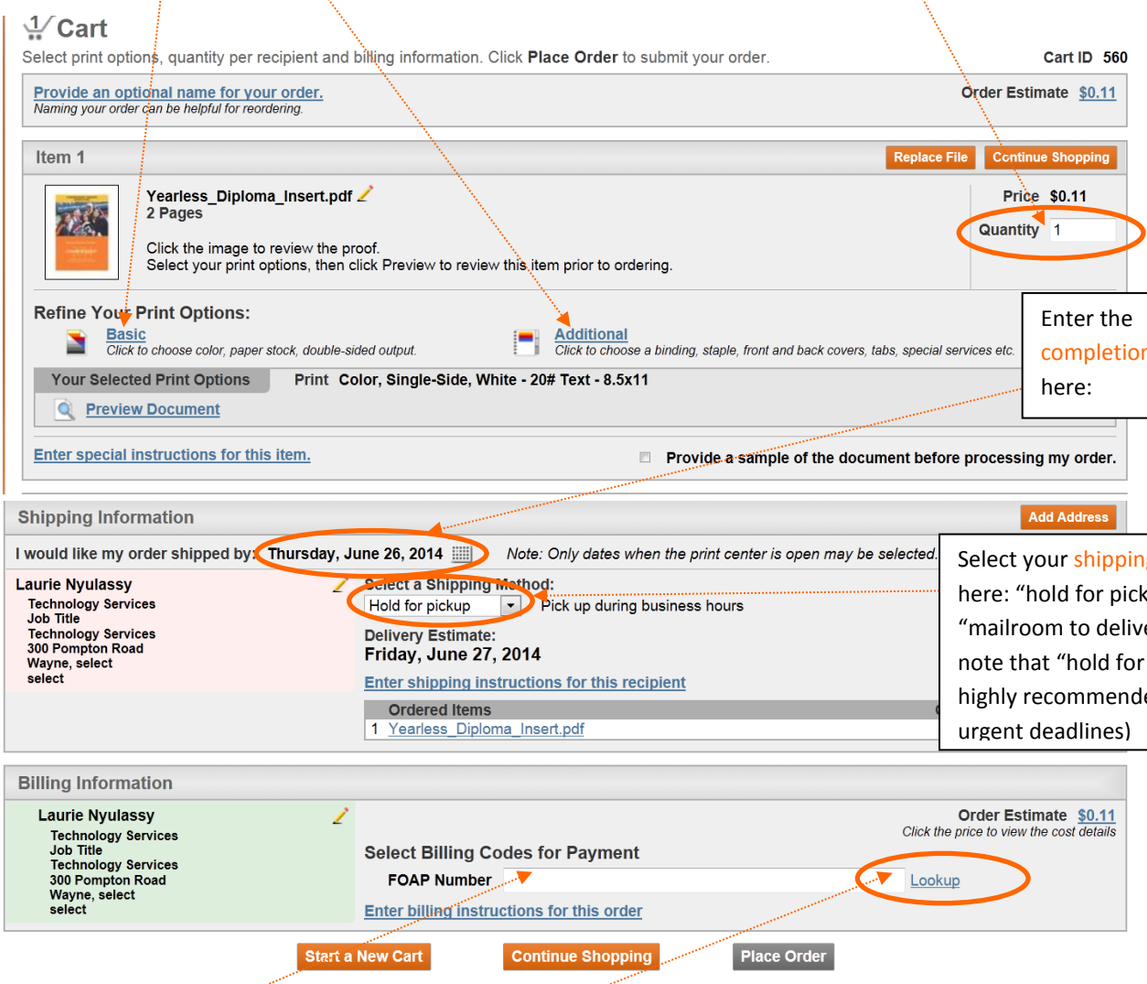
How to Submit a Job to Print Services

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…

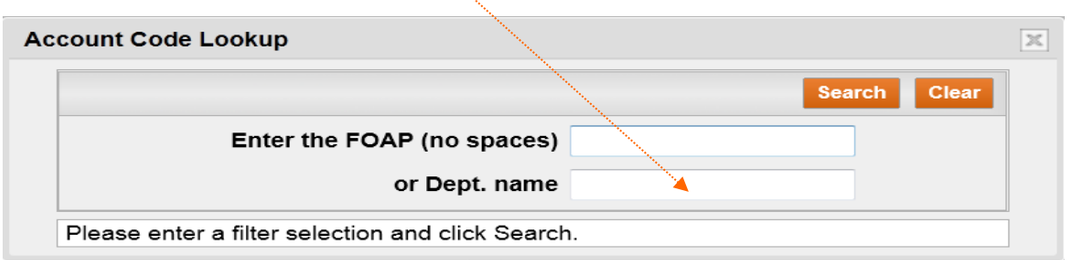
Enter the quantity needed here:



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"



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 NEW Job Submission Application (WebCRD)

-Overview-

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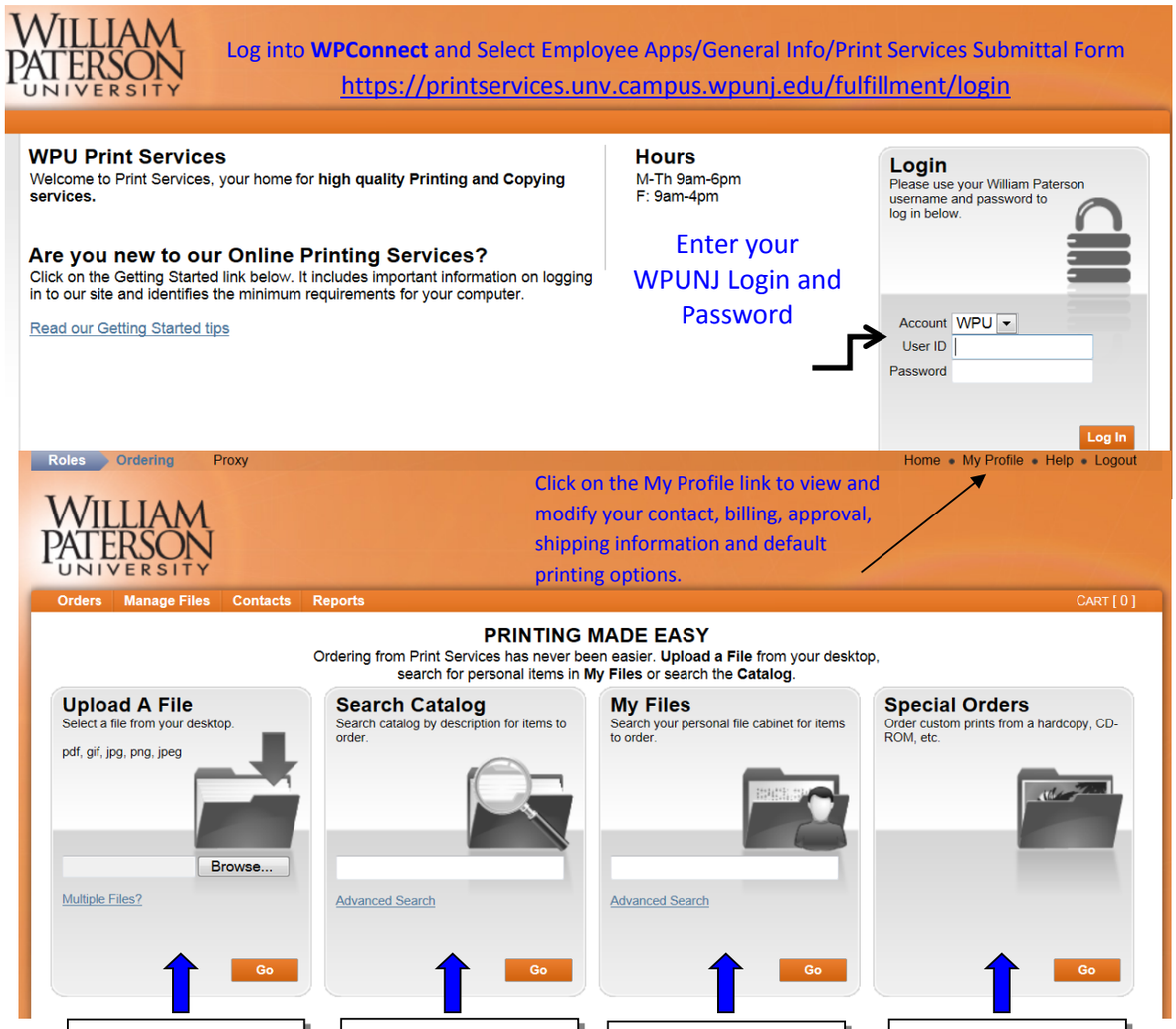


Placing Orders

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

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.

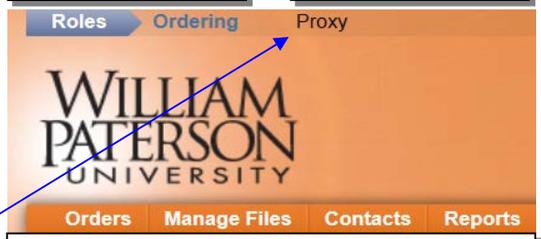
My Files

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

Special Orders

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

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



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**