xerox

Solent University Print User Guide

Version 1.0 23/11/2023

Contents

1 Logging On

The customer must logon to the store to preserve secure access.

If logging on via a URL you will be presented with the following.

Click on the Solent Single Sign On button to log into the site.

For accessing via the App on the Portal the following '**Login**' Page is displayed:

If you are logging in from MyApps or via the App page on the Portal you will be taken directly into the App and will see the image under 2 – Solent Storefront.
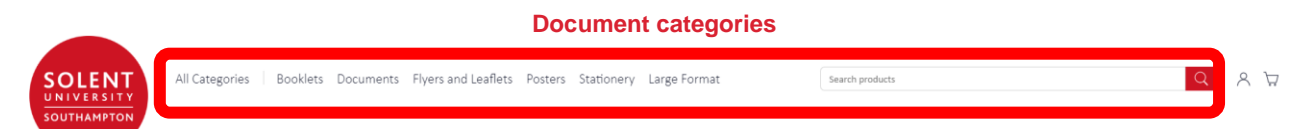
.

![Xerox logo]

2 Solent Storefront

Once logged in you will have access to the Solent University store front.
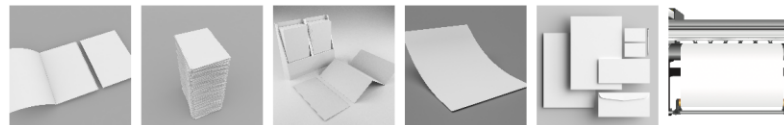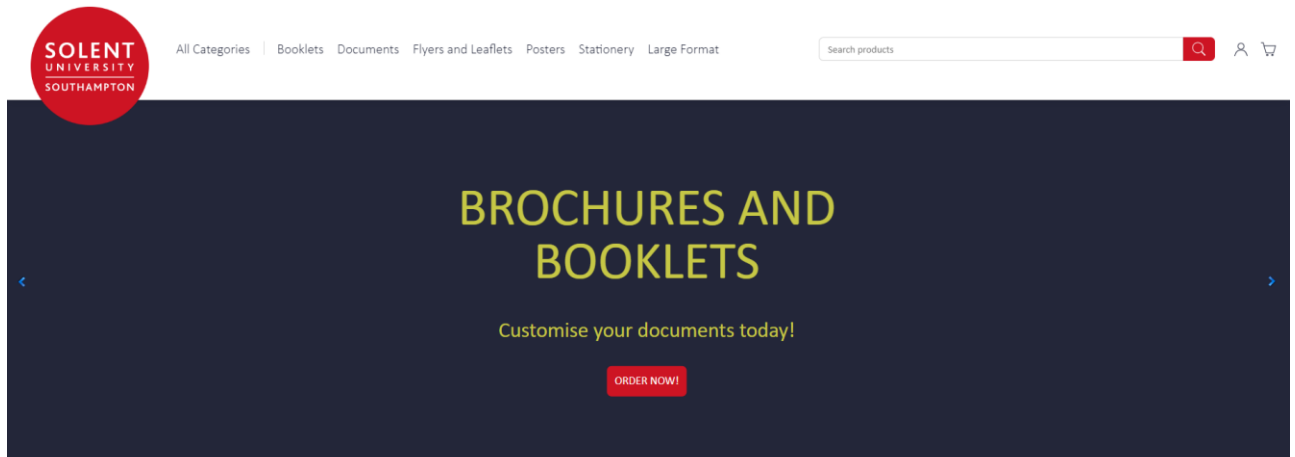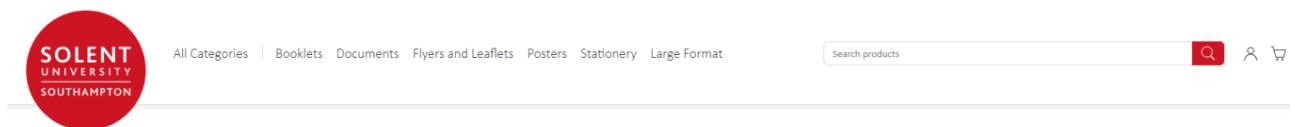

2.1 Selecting Products

To view products, click the text for the type of product required or use the search function:

Click the document category to display a list of products.

Select the relevant tile with the product you require.

![Xerox logo]

2.2 Settings

Click ![person icon] to display '**My Account**' for '**Sign Out**', managing default information and other areas for managing your Orders:
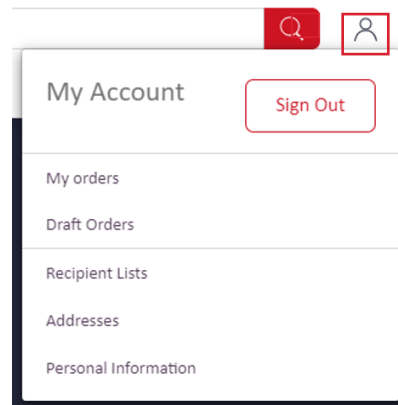
Click '**Sign Out**' to exit the store.

3 My Account – Default Information for Catalogue Orders

'**My Accoun**t' is used to manage Orders, maintain personal details and '**Sign Out**'.

Click [icon] to display '**My Account**':

Click '**Sign Out**' to exit the Catalogue.

Settings also contains:

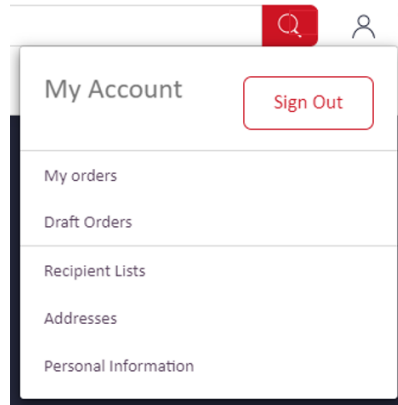| Setting	Function
'**My orders**'	Order History contains a list of processed orders and orders being processed. Products may be reordered here.
'**Draft orders**'	If ordering a product is interrupted by navigating away or the system times out, the product details are saved in '**Draft orders**' and may be retrieved.
'**Recipient lists**'	Contains files used in dynamic products. Some products require sets of details to be added into the product e.g. course certificates contain the name, course date and course name.
Addresses	Contains one or more Shipping addresses.
Personal information	Contains the personal information used in Orders.

To leave any of the '**My Account**' options click a link at the top of the Page.

4 Upload Products

Upload products is used to order ad-hoc prints in a variety of formats. These may contain a mixture of Word, PowerPoint and PDF files.

From the store select the tile containing the upload products:
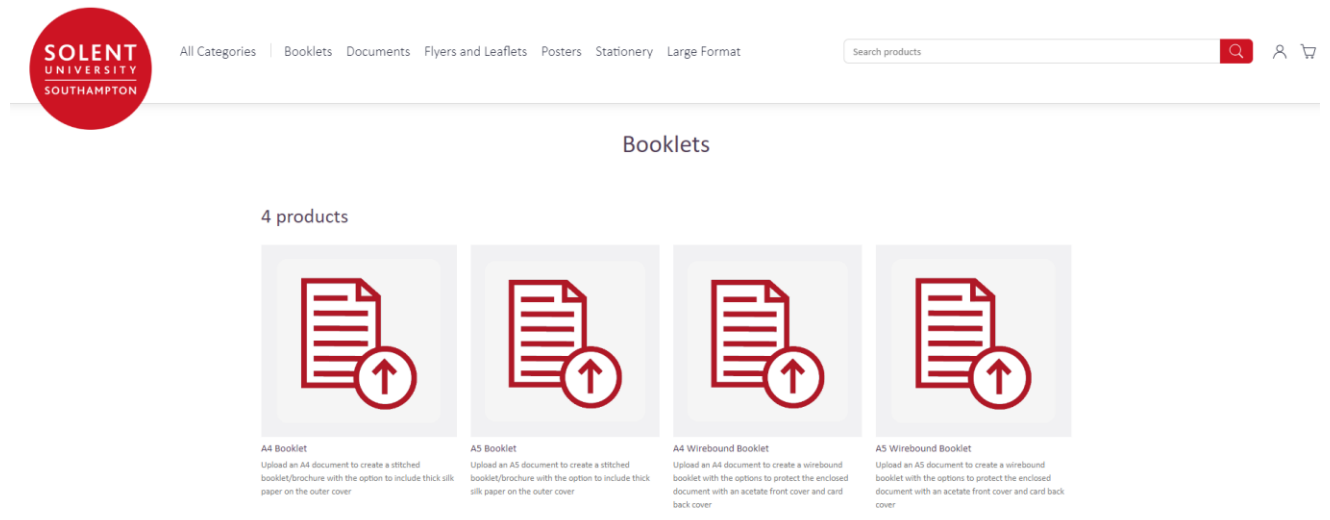
Click the document category required to list the products available.
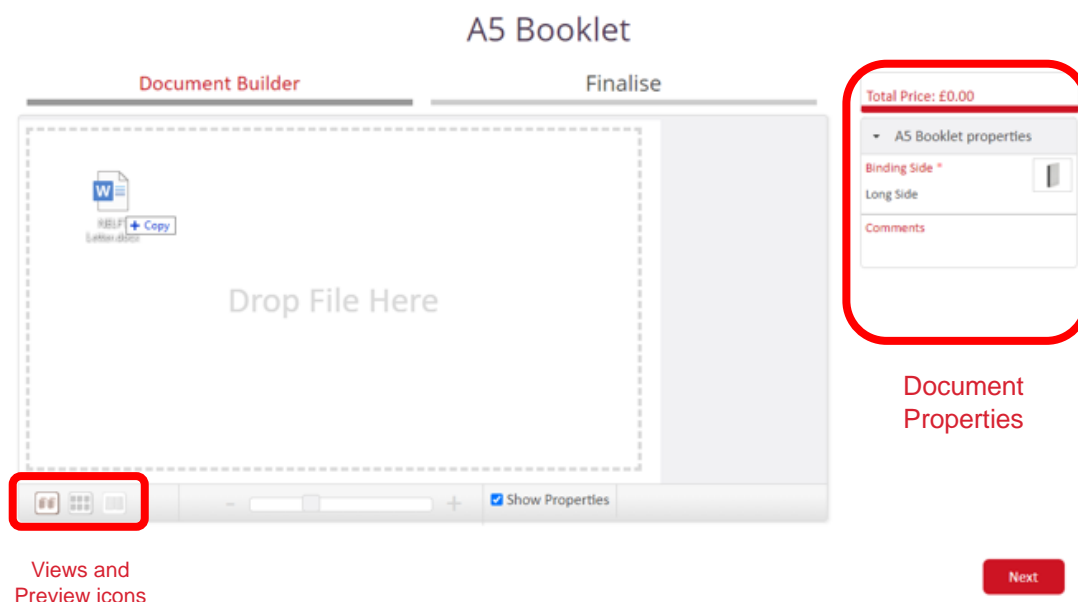**Note:** Each document format has different components and formatting options.

4.1 Select a Product

Scroll through the list to find the product required and click to select it.

4.2 Upload Document Components

In the '**Document Builder**' there are two options to upload documents.

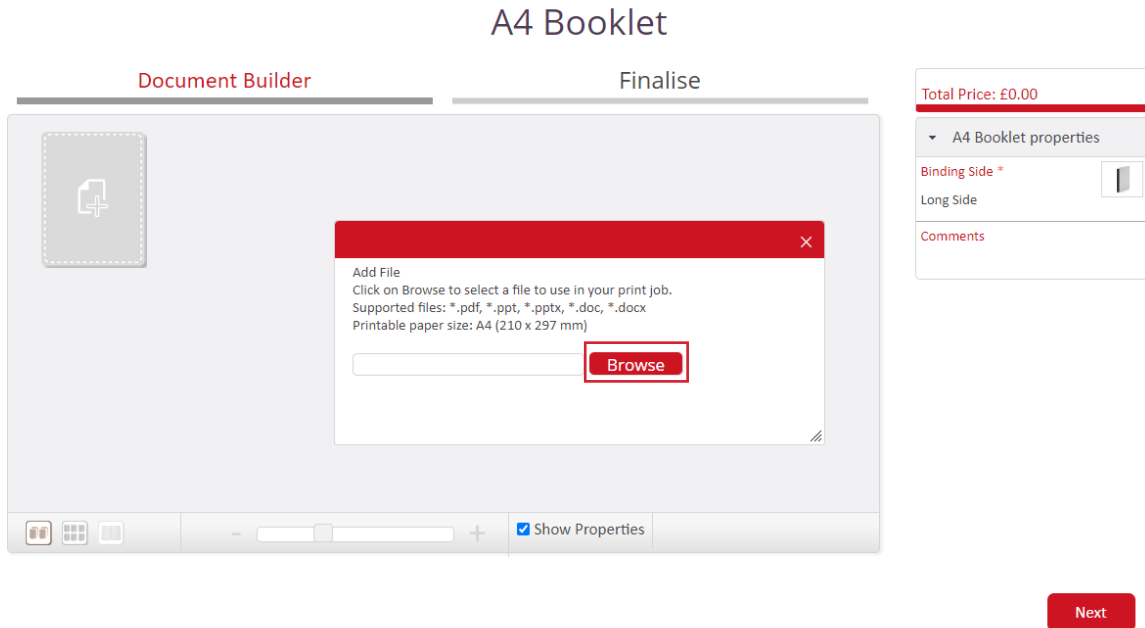Firsty you can drag and drop a folder into the booklet icon.

Or users can click the '**Booklet**' icon to display the options available:

## 4.3   Upload a File

Select '**Local File**':

Click '**Browse**' to launch the file chooser.

Note: Only the file types stated may be uploaded, but many applications will save files in PDF format e.g. Excel.
Upload file size maximum is 100Mb (per file). Multiple files can be uploaded.
They will be printed as a single document.
Minimum resolution is set to 150dpi.

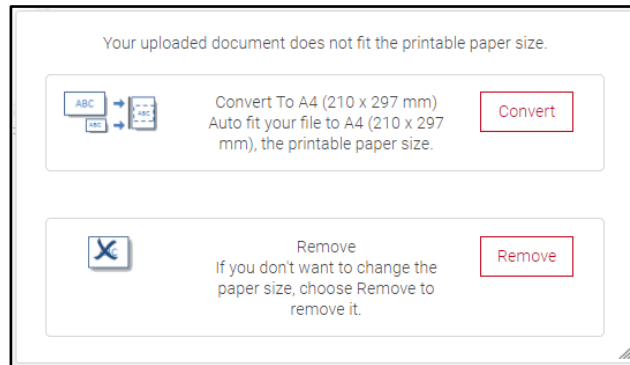Navigate to the file required and double-click to select it.

Note: Only one file may be selected at one time

If a PowerPoint file is selected select the preferred view and click '**OK**':
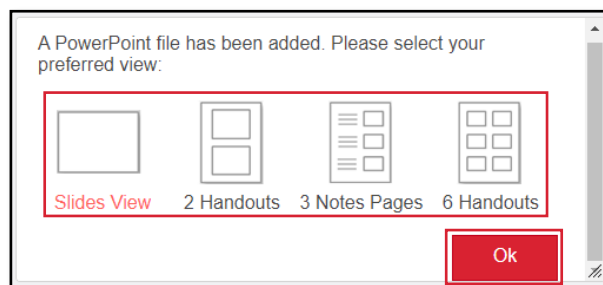
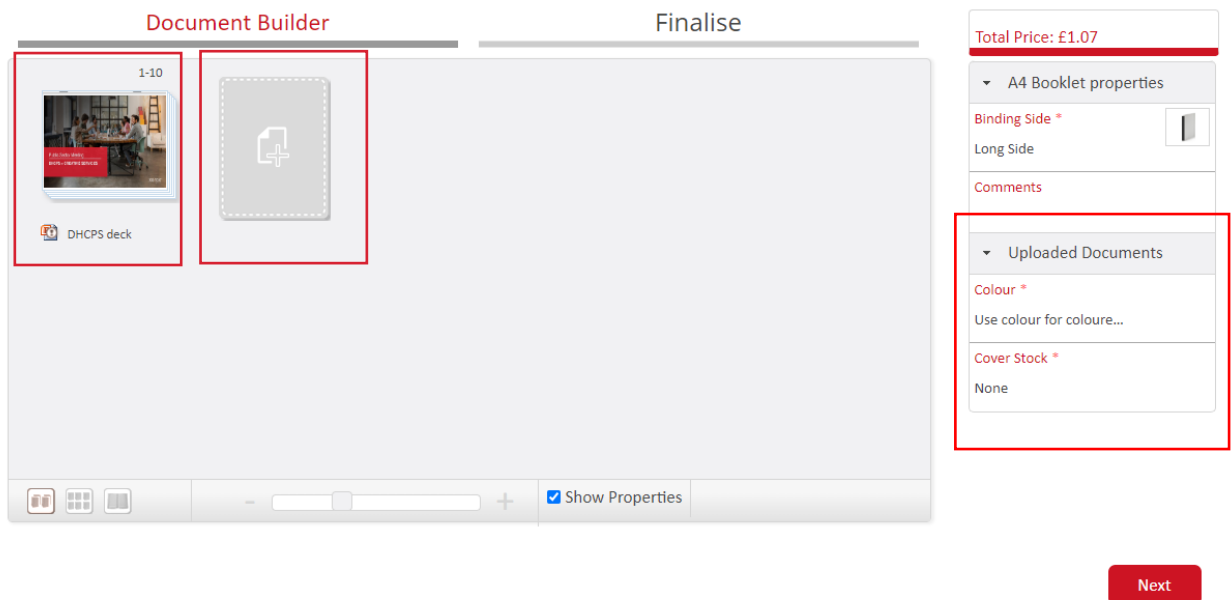Wait for the file to upload and for its properties to be verified.

Note: A warning is displayed if the file's format is different to the format selected.

Click '**Remove**' to cancel the upload and reformat the document before uploading again.

Click '**Convert**' to allow Production to address the format mismatch:

The '**Document Builder**' displays a thumbnail of each file as '**Documents view**' is selected.

The file name is displayed underneath, and the page numbers it will use in the finished document are displayed above.

Click the file name and enter an alternative name if required.

Properties can be amended under the '**Uploaded Documents**' options.
This includes double and single sided printing.

If a is displayed on the '**File Type**' icon there are missing properties.

Note: WORD, PowerPoint and PDF files are represented by a different icon.

This action can be repeated to add multiple files or other document components.

Clicking ✚ on a component's icon, or at the start, end or between components, will display the '**Add File**' Window for uploading another component. They may be uploaded in any order as they can be manipulated.

The components are merged into the finished document even though files may have different file types.

4.3.1 Review and Update File or Page Properties

Properties indicate how the file is to be produced e.g. in colour or double-sided.
Each file uploaded is verified to obtain the properties. These should be reviewed in '**Documents view**' to ensure all properties are available and correct. Any changes to properties in '**Documents view**' will update the properties of all pages in the file. If multiple files are uploaded each file may have different properties.

If specific pages require different properties, the pages may be reviewed in '**Page by page view**' and their properties updated there. Other pages in the file are not affected.
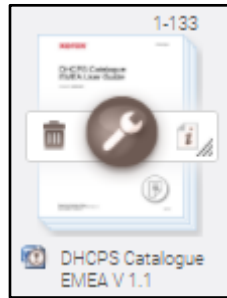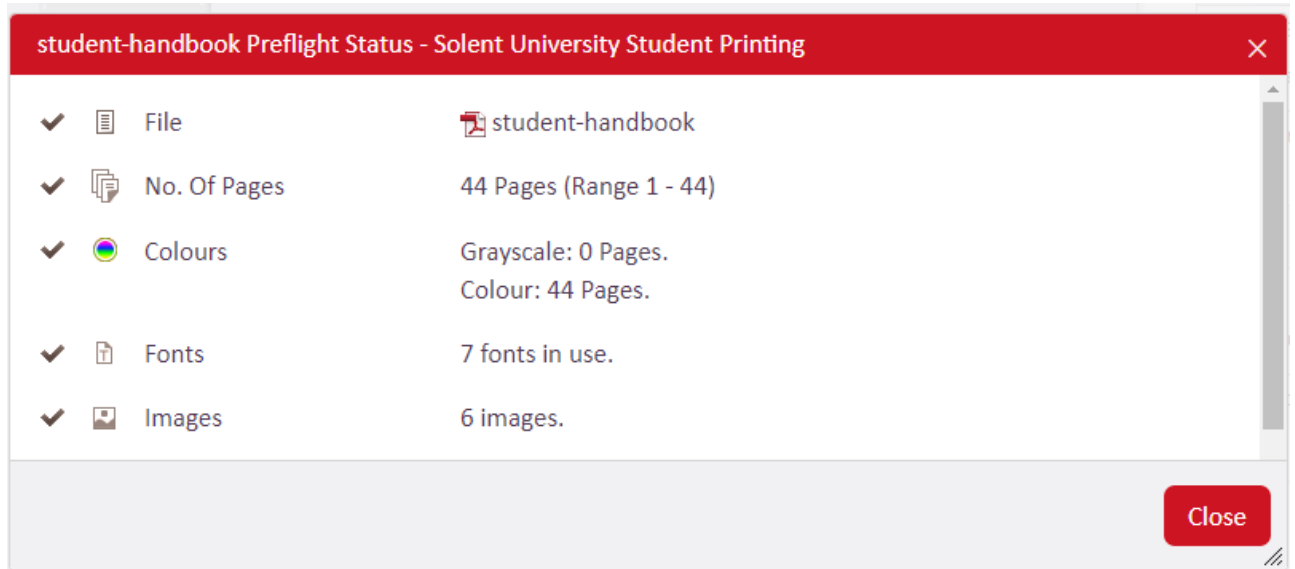

For each file review the '**File Type**' icons. indicates a property is invalid or missing:

Icon	Meaning
DHCPS Catalogue EMEA V 1.1	'**File Type**' with invalid or missing properties If the '**File Type**' icon has a on it, the properties verified at upload are incomplete. **NOTE:** To proceed the properties must be reviewed and updated.
DHCPS Appendix	'**File Type'** with all properties valid and selected When the file's properties are complete the is removed.
DHCPS Catalogue EMEA V 1.1	'**Edit**' File Name Hover the Mouse cursor over the file name. Click the file name and amend the name.
	'**Remove Documen**t' Hover the Mouse cursor over the file's thumbnail to display icons. Click the icon to delete the file and select '**OK**' to confirm.
	'**Properties'** Hover the Mouse over the file's thumbnail to display the icon. Click the icon to review and update properties.
	'**Preflight Status**' Hover the Mouse over the file's thumbnail to display the icon showing the properties uploaded with the file. Click the icon to view the '**Preflight Status**'.

4.3.2 Check File or Page Preflight Status

Hover the Mouse over the file's thumbnail to display the icons.

Click the '**Preflight Status**' icon to review the properties verified when the file was uploaded.

student-handbook Preflight Status - Solent University Student Printing   ✕

✔	▤	File	🅟 student-handbook
✔	▥	No. Of Pages	44 Pages (Range 1 - 44)
✔	🔴	Colours	Grayscale: 0 Pages. Colour: 44 Pages.
✔	▯	Fonts	7 fonts in use.
✔	▨	Images	6 images.

Close

Scroll through the list and check each area is correct and marked with ✔ .

Note: '**Properties**' is also available by clicking the '**Properties**' 🔧 icon.

Any area not marked with ✔ has incorrect or missing properties.

Click an error message displayed in **red** to identify the issue.

Click '**Details**' to display the properties.
The property currently selected is coloured e.g. in this case colour is **red**:

student-handbook Properties - Solent University Student Printing   ✕

Print Properties	Colour*
Colour	Force Black and White
Cover Stock	Use colour for coloured pages

Cancel   OK
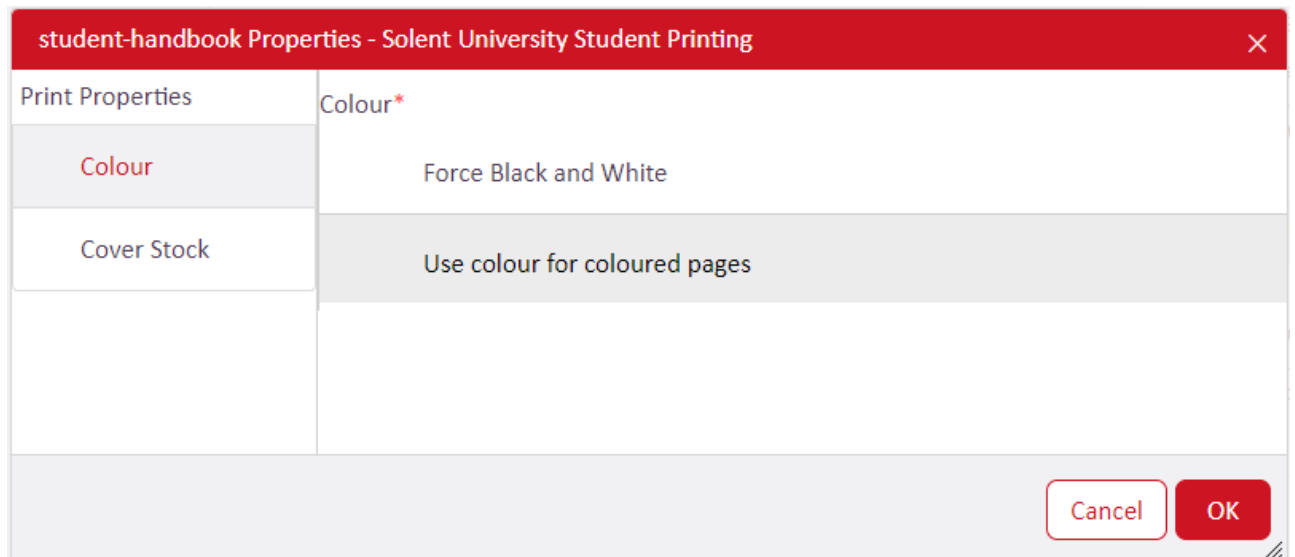
Click each property and check it has a value. Select an option from the drop-down list if required.
Note: '**Simplex**' (printing on one side of paper) is the default setting.

When the required properties are selected click '**OK**' to confirm.

Update File or Page Properties

Hover the Mouse over the file's thumbnail and click the '**Properties**' icon :
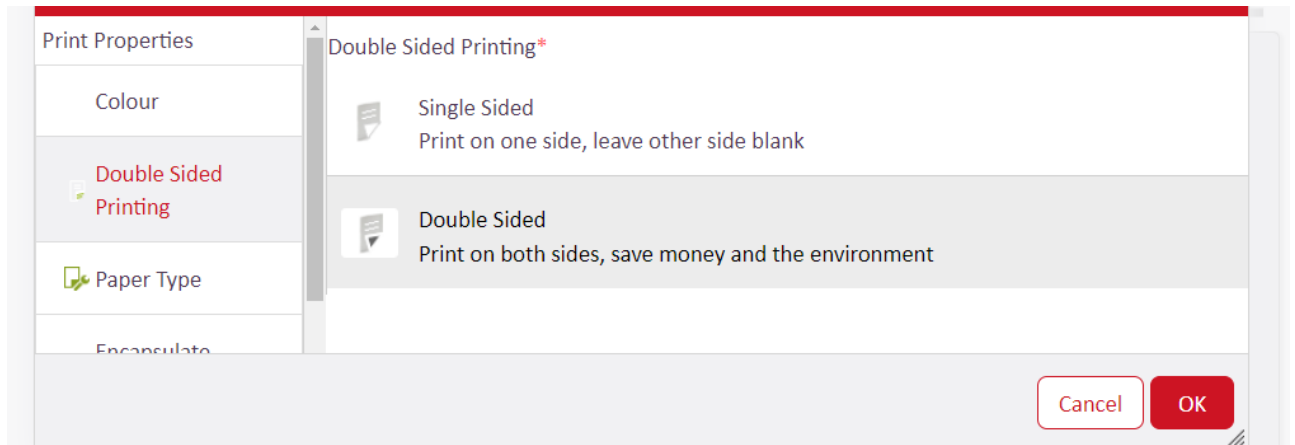
Click each property and check it has a value. Select an option if required.

Scroll to display the properties at the bottom. When the required properties are set click '**OK**' to confirm.

4.4 Review the Layout

The files or pages displayed can be made larger or smaller using the '**Zoom**' slider.

The document components can be manipulated by clicking the icons below:

'**Documents view**'   '**Page by page view**'   '**Preview**'

The icon for the layout currently selected is highlighted**.**

![Xerox logo]
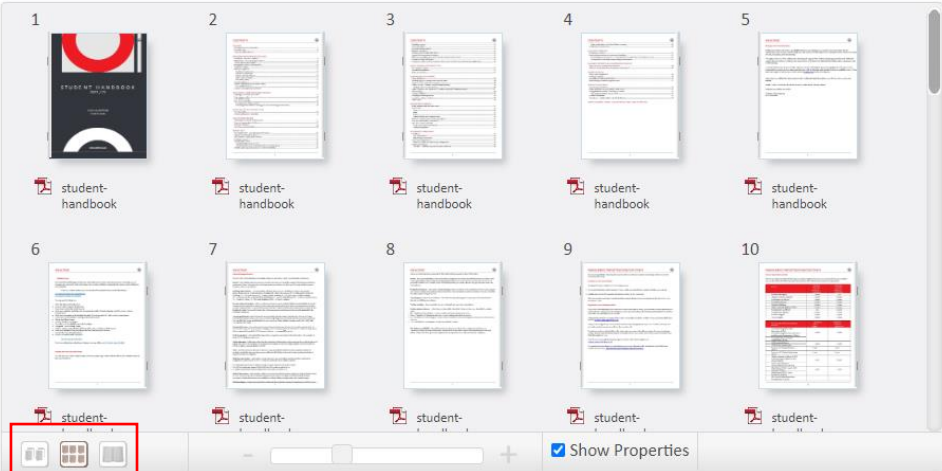
4.4.1 Manipulate Files in Documents view

Click the '**Document view**' [icon] icon to view the files uploaded and other components:
Note: This is the default.

Each tile displays a thumbnail of the file with the file name displayed below and the page numbers it will occupy in the finished document displayed above. Tabs have a label on the tab at the side.

Hover the Mouse to display the '✚' to upload more files or components.
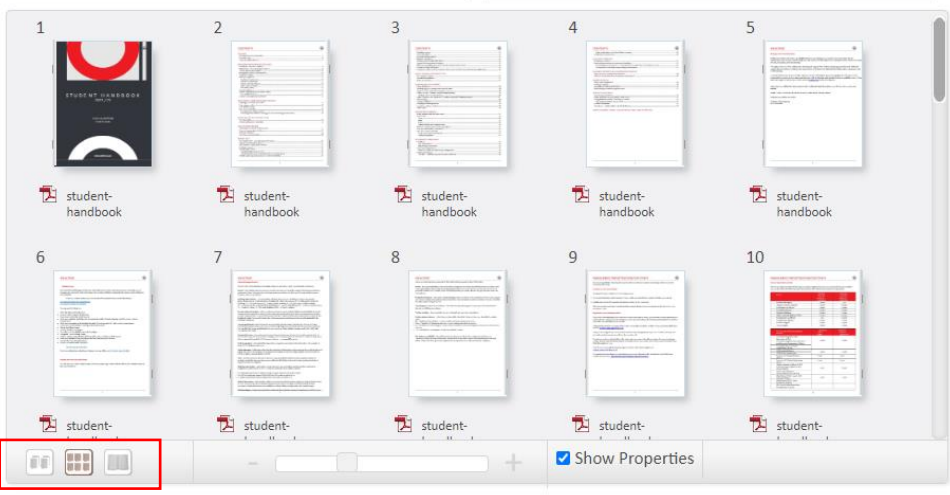
To rearrange left click a component. Holding the Mouse button down move the cursor to the position required. Hold it there until an empty space is displayed to move the component into.

4.4.2   Manipulate Pages in Page by page view

Click the '**Page by page view**' ⊞ icon to view a thumbnail for each individual page and component:

Each page thumbnail has the component name displayed below and the page number it will occupy in the finished document displayed above.

Hover the Mouse to display the '✚' to upload more files or components.

To rearrange left click a component. Holding the Mouse button down move the cursor to the position required. Hold it there until an empty space is displayed to move the component into.

Note: Pages can be moved between files of different types.

4.5 Update Finished Document Properties

The properties for the finished document may be different to the component files.

The '**Finished Document Properties**' are displayed on the right of the '**Document Builder**'.

Click each '**Print Property**' to display the options selected:

Update the options required and click '**OK**'.

If covers are required click '**Document Covers**' and select the covers required and click '**OK**'.

![Xerox logo]

4.6   Preview the Finished Document

The finished document is reviewed by clicking the '**Preview**' icon ▣ to create a PDF. The PDF is displayed using the properties selected, so you can see exactly what the finished document will look like.

Click the '**Preview**' icon ▣:
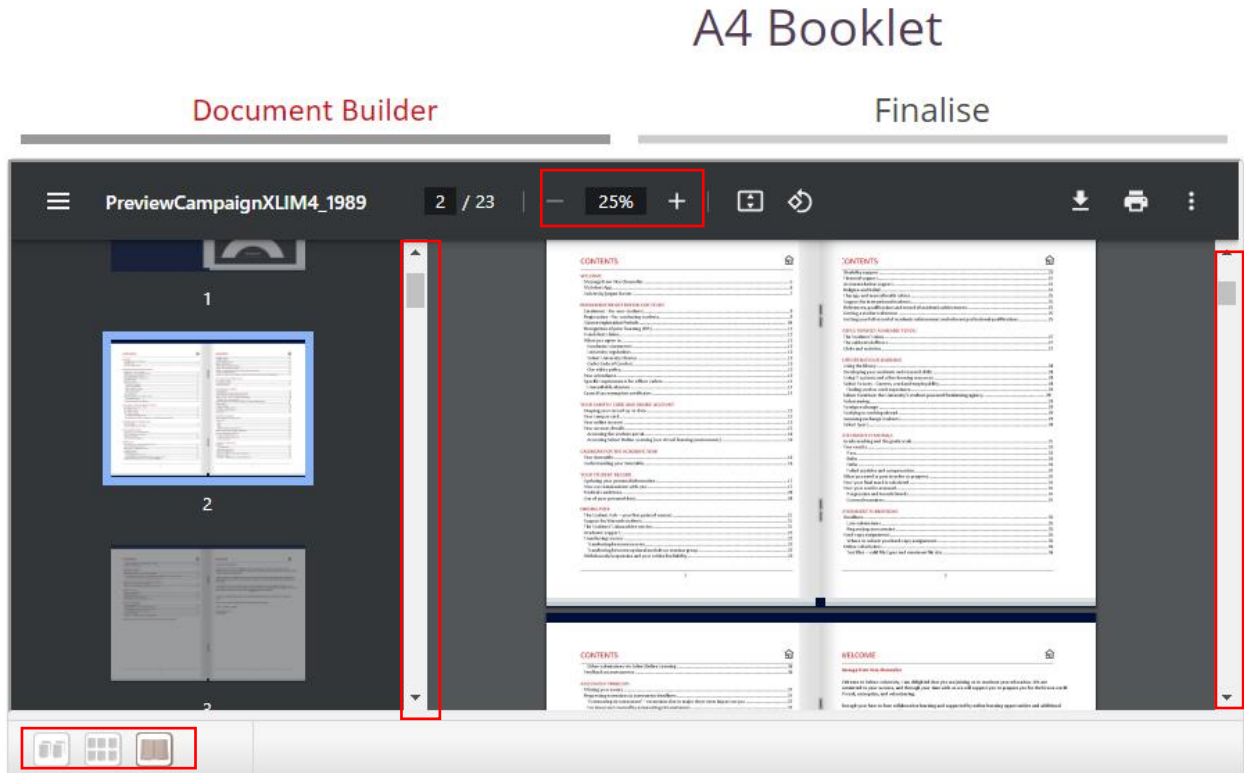
Use the Scroll Bar for the left image to move through the document. Click on a page to display it on the right. Or use the Scroll Bar for the right image to move through the document.

To change the left image size use the Zoom options above.

Note: As the left image gets bigger a scroll bar becomes available under the image.

Check the layout and properties meet your requirements.

Update the '**Finished Document Properties**' on the right of the '**Document Builder**' if required.

Note: The '**Preview**' is updated to show the changes selected.

Or click the '**Documents view**' ▣ or '**Page by page view**' ▦ icon to make the required changes.

Click the '**Preview**' icon ▣ to display the PDF with the changes selected.

When the finished document meets your requirements click '**Next**' to proceed.

When a product is submitted with errors in the job, a warning message is displayed:
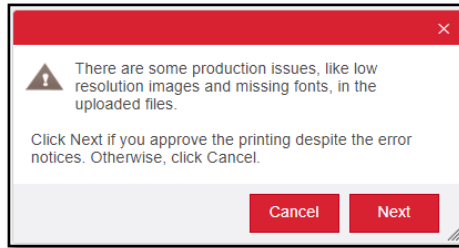
Click '**Cancel**' to make corrections or click '**Next**' to continue with the errors.

4.7   Product Requirements

The requirements must be entered and confirmed:

Enter the '**Quantity**' required.

Click '**Recalculate**' to update the price.

Click '**Proof**' to check the proof and tick the '**Proof is approved**' box.

Click '**Add to Cart**' to proceed.

Note: This confirms the requirements meet your requirements.

5 Shopping Cart – Summary of Products Selected

The Shopping Cart is a summary of all products selected, providing the opportunity to revise the Order before Checkout.

The Shopping Cart is displayed after selecting a product and clicking '**Add to Cart**' or by clicking '**Shopping Cart**' at the top of the Page:

Products are listed in two lists:

- **Shopping Cart - To Check Out Now**
  Products are included in the Order when '**Checkout**' is clicked.

  Note: To save an item for later checkout, click the '**Cart**' icon at the left of the item.

- **Saved Items - To Check Out Later**
  Products remain in the '**Shopping Cart**' when '**Checkout**' is clicked.
  They may be deleted or moved into the '**Shopping Cart - To Check Out Now**' list when you are ready to order.

  Note: To move a '**Saved**' item into the current '**Shopping Cart**', click on the 'Cart' at the left of the item.

To add another product to the '**Shopping Cart**', click '**Continue Shopping**' and select another product.

Or modify the contents of the '**Shopping Cart**' and click '**Checkout**' to finalise the Order.

5.1   Processing Products in 'Shopping Cart Items - To Check Out Now'

Ticked products in this list are included in the Order when '**Checkout**' is clicked:

The following options are available:

Icon	Function	Use
✔ or ☐	Ticked box will include the product in the Order at checkout.	Click '**Select all**' to select or unselect all products. Or click a box to select or unselect this product.
🛒	Moves the product into the '**Saved Items - To Check Out Later**' list. The product is not included in the Order at checkout.	Click the '**Check Out later**' 🛒 icon.
Product Thumbnail	To identify the product. This may be a larger version of the thumbnail, a Proof or an Order Confirmation.	Click the thumbnail to display the product. Click the **X** at the top right of the Window to close the Window.
Edit	Return to the product for amending the requirements.	Click the '**Edit**' icon to return to the product for amending requirements:
	Revise the information and click '**Add to Cart**' to return the product with the amended details to the Shopping Cart.	
X	Delete product.	Click the '**Delete**' **X** icon to remove the product from the Shopping Cart.

5.2   Updating Product Changes

Any product marked with [icon] has been changed since it was placed in the Shopping Cart.
The Shopping Cart cannot proceed to Checkout until this is resolved or the product is moved into the '**Saved Items - To Check Out Later**' list.

Click the icon to display a '**Tooltip**' explaining the issue.

Click '**Edit**', update the product and click '**Add to Cart**' to return the product with the amended details to the Shopping Cart.

![Xerox logo]

5.3 Processing Products in 'Saved Items - To Check Out Later'

Products in this list remain in the Shopping Cart when '**Checkout**' is clicked. They are saved for ordering later.

The following options are available:

Icon	Function	Use
🛒	Moves the product into the '**Shopping Cart - To Check Out Now**' list. The product is included in the next Order.	Click the 🛒 icon.
Product Thumbnail	To identify the product. This may be a larger version of the thumbnail, a Proof or an Order Confirmation.	Click the thumbnail to display the product. Click the **X** at the top right of the Window to close the Window.
X	Delete product.	Click the '**Delete**' **X** icon to remove it from the Shopping Cart.

5.4 Proceed to Checkout

When you have confirmed the products to be included in this Order click '**Checkout**' to finalise the Order and proceed to Checkout.

6 Checkout - Order Summary

After selecting '**Checkout**', the address and shipping details are entered to complete the Order:

Billing address (Student Only)– will be required to be entered. This can be added and edited on this page.

Shipping address there are two central locations to deliver the print. Please selected your preferred location.

Service – UPS standard is the default setting, if you require urgent print please selet UPS Express. Note there is an addition charge for this service.

Cost Centre (Staff Only) – will be required to be entered.
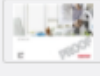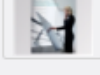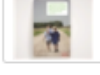
6.1 Checkout – Order Summary

A summary of the Order is displayed:

Review the Order and click '**Back**' to modify the Order if necessary.

Click '**Checkout**' to confirm the Order.

6.2   Payment (Student Only)

Once checkout is selected you wil be directed to a payment screen.

User enters payment details and details for payment and press **pay.**

6.3   Checkout Complete

The Order is submitted and a confirmation '**Order number**' is displayed.
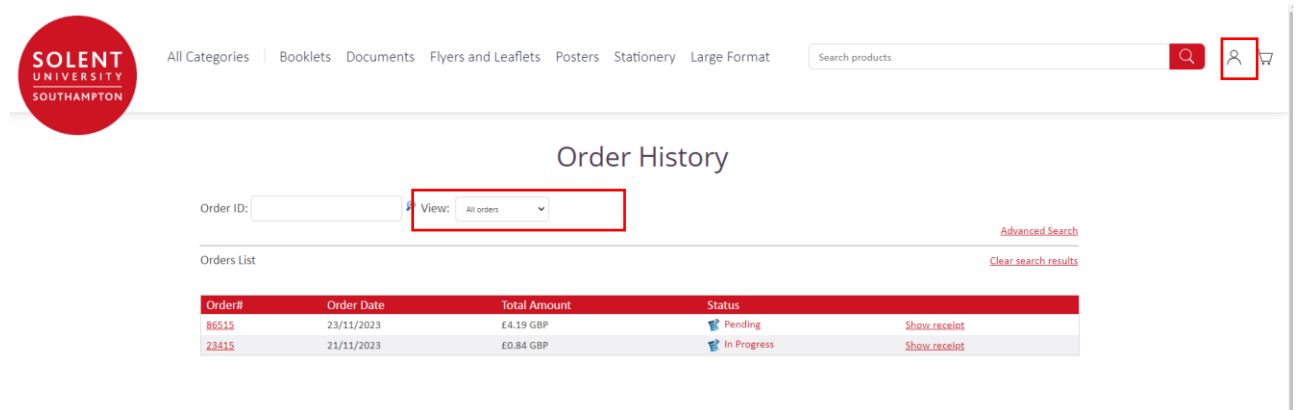
An automated email confirmation is sent to the user to summarising the details.

To print a copy, click '**Print Order Details**' to generate a copy of the Order and click '**Print**'.To create a new Order, click '**Continue Shopping**' or click a link at the top of the Page.

7 Order History

'**Order History**' contains every order you have placed. It displays the '**Status**' of orders and provides information such as the '**Purchase details**' and '**Delivery Details**'. A receipt may be printed, and products may be reordered.

Click [icon] and select '**My orders**':
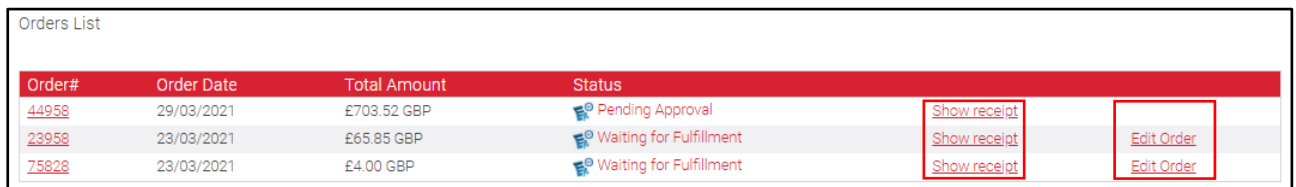
The list displayed depends on the specific group of Orders selected in '**View**' and any search details entered.

To leave '**Order History**' click a link at the top of the Page.

7.1 View an Order

The '**Orders List**' displays details of the Order types selected from the '**View**' drop-down list or the result of a search:

Orders with a '**Status**' of '**Waiting for Fulfilment**' have not been started.
Orders with a '**Status**' of '**Pending Approval**' are waiting for approval.

Click '**Show Receipt**' will display a receipt. Click '**Print**' to print a copy.

7.2 View Order Details

Click the '**Order Number**' or '**Status**' to display the Order details:

Order details are displayed. When a similar order is required it may be reordered to avoid re-entering the details.

Clicking '**Show Receipt**' will display a receipt. Click '**Print**' to print a copy.

Review the '**Purchase details**'.

The delivery details are displayed in '**Delivery details**'.

Hover the mouse cursor over an address name to display the address.

Click '**Back**' to return to the '**Orders List**'.

7.3 Search Order History

To retrieve a specific Order enter the '**Order Number**' into '**Order ID**':

Click .

If the '**Order Number**' is not known click '**Advanced Search**':

Enter details into the Search fields and click '**Search**'.

Clicking '**Clear**' will reset the entries.

Clicking '**Clear search results**' will display all Orders or '**Simple search**' will close the advanced search details.

7.4 Filter Order History

The Order list can be filtered to display a specific group of Orders.

Select a group of Orders from the '**View**' drop-down list to update the list:

Clicking '**Clear search results**' will display all Orders.