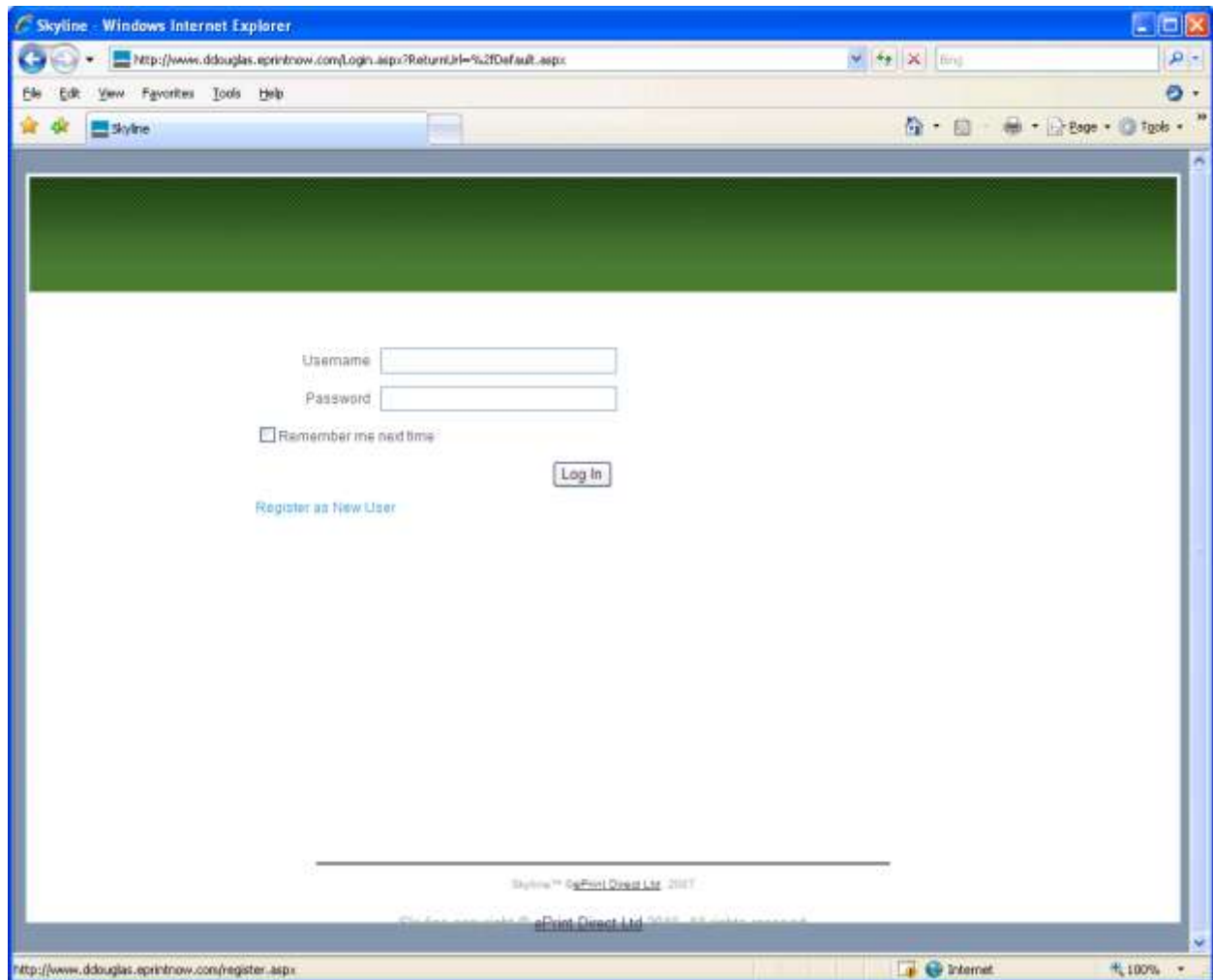


David Douglas Skyline Web Portal

This web portal is where David Douglas employees will order documents to be printed in the Production Print Shop. This document outlines the steps to setup your user account, upload documents and work through the ordering process.

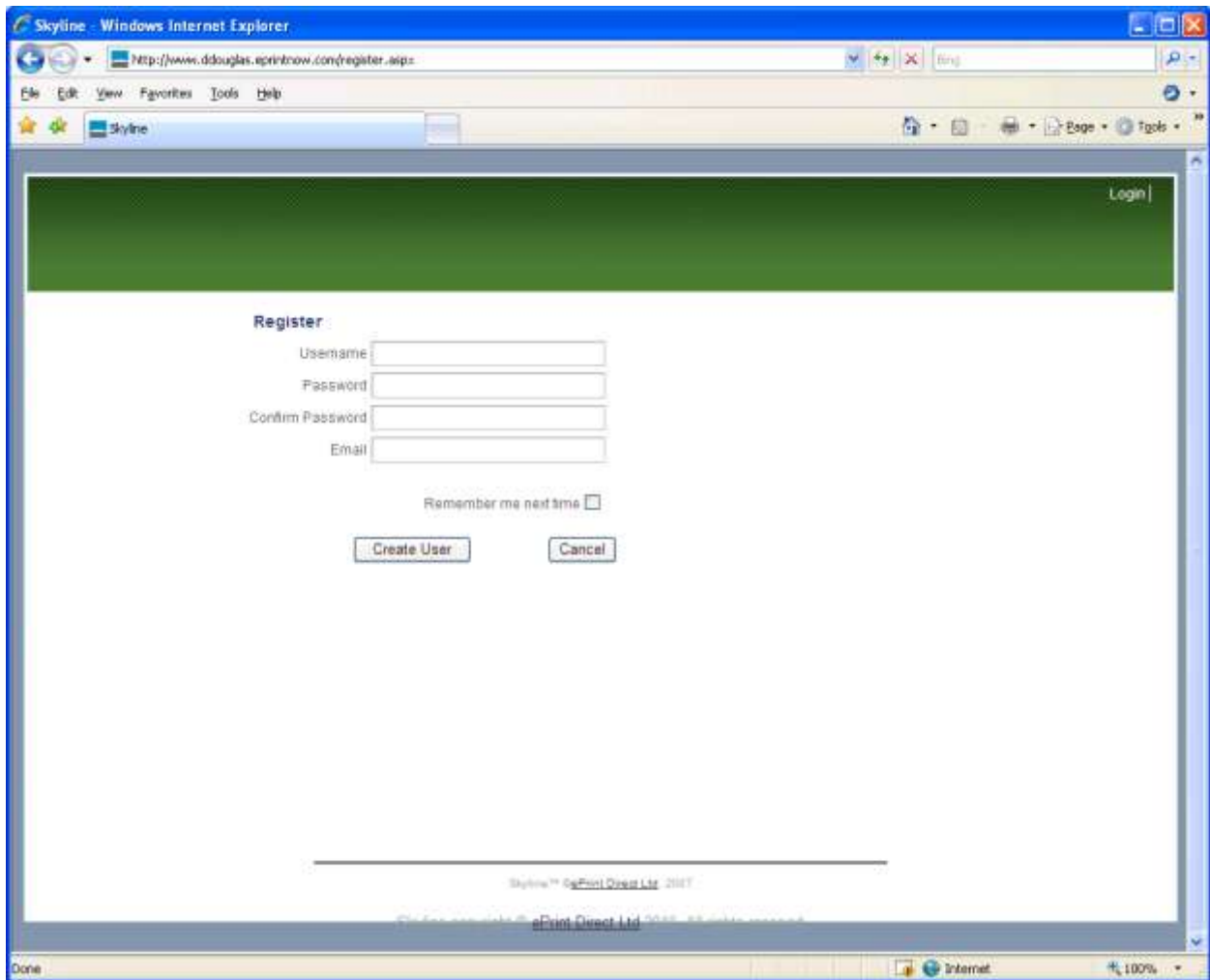
The web portal is located at the following address: <http://www.ddouglas.eprintnow.com>

The first time you go to this site you will need to create a user account so from the login screen



Click on the “Register as New User”

You will be presented with the following page



Username: first_last (same as the first portion of your email address)

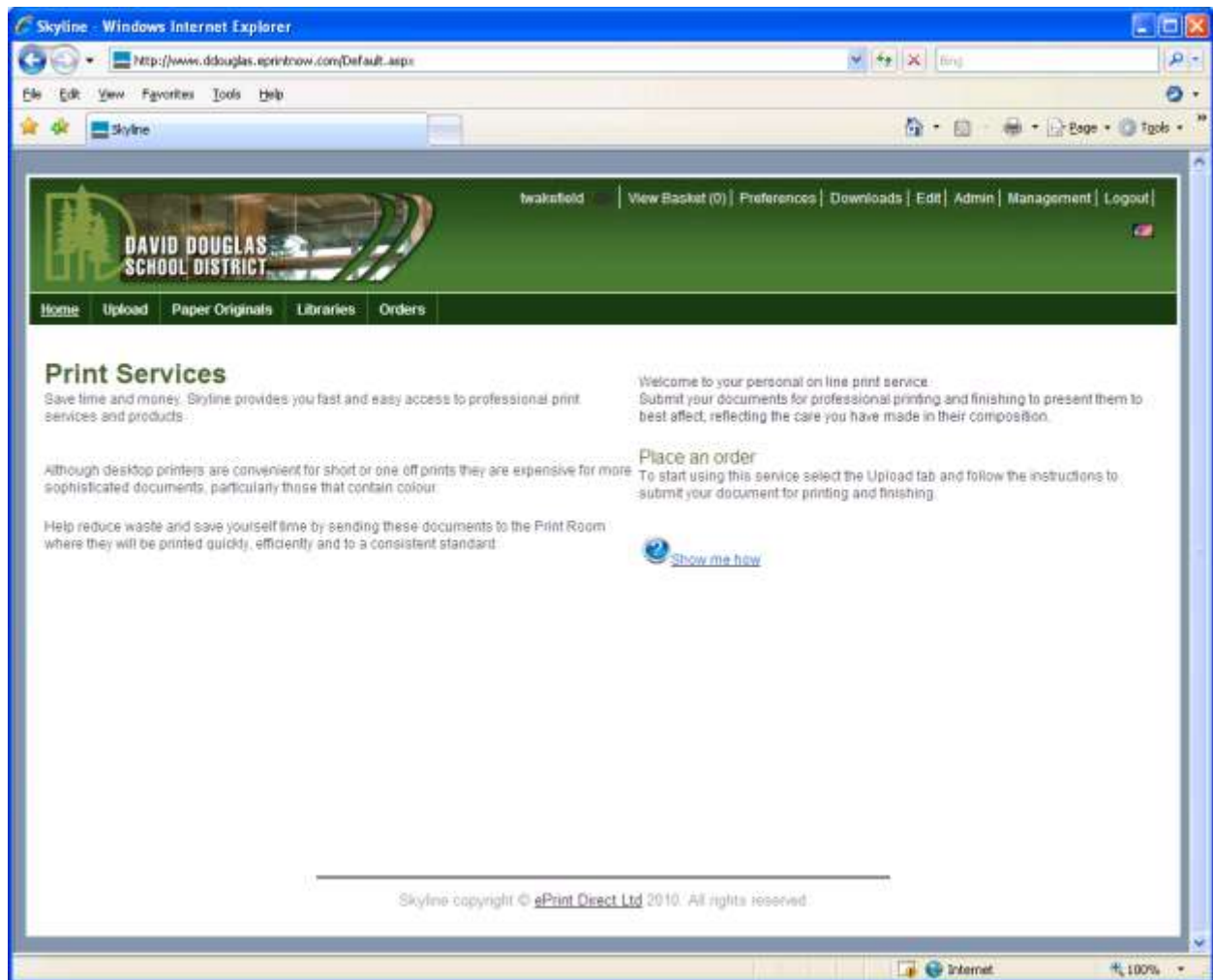
Password: Use the same password as you have for your computer/laptop

Confirm Password: Enter the password again

Email: first_last@ddouglas.k12.or.us (Full email address)

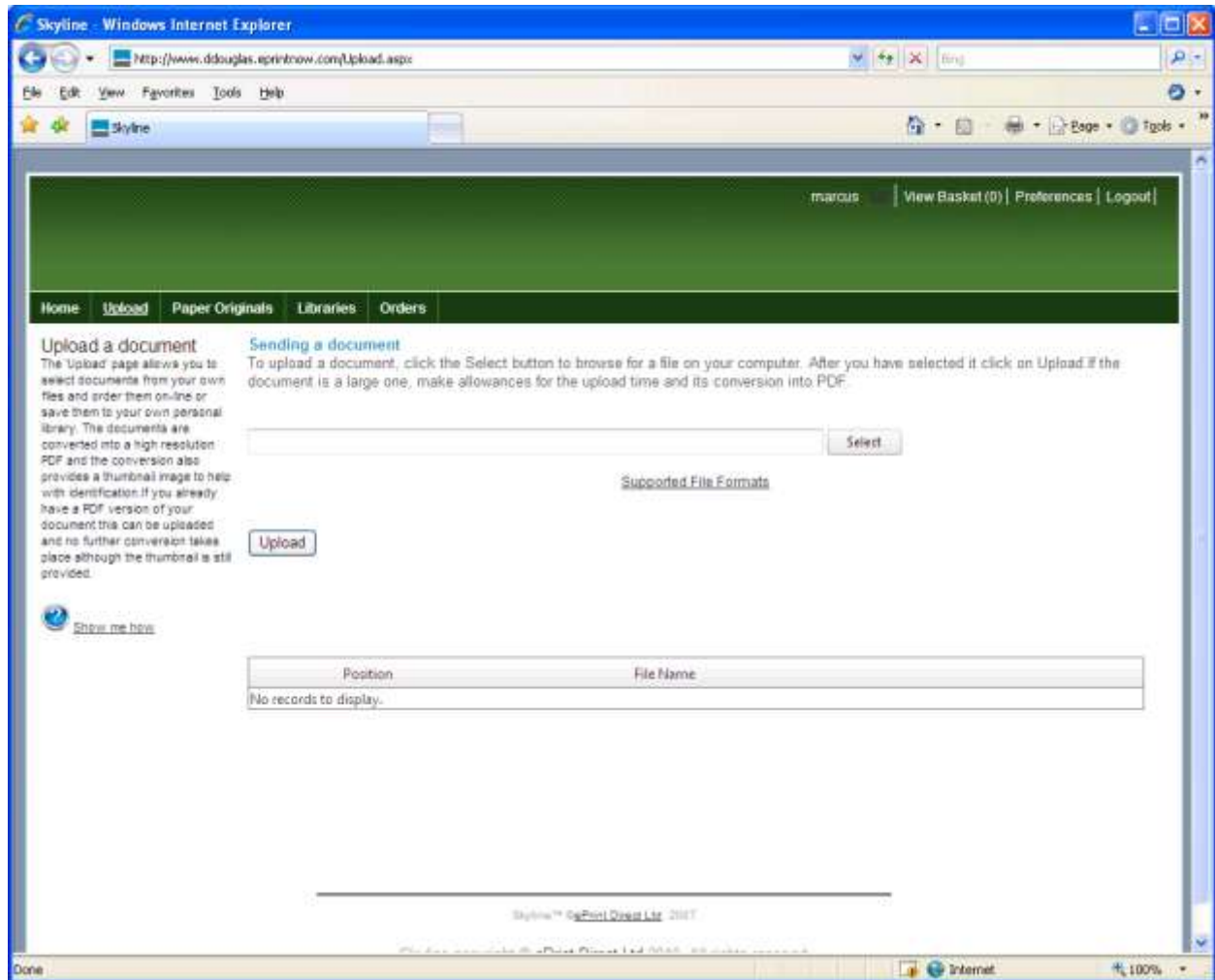
Click [Create User] button

After this the system will log you in based on the information provided and you will be at the Web Portal Home Page.

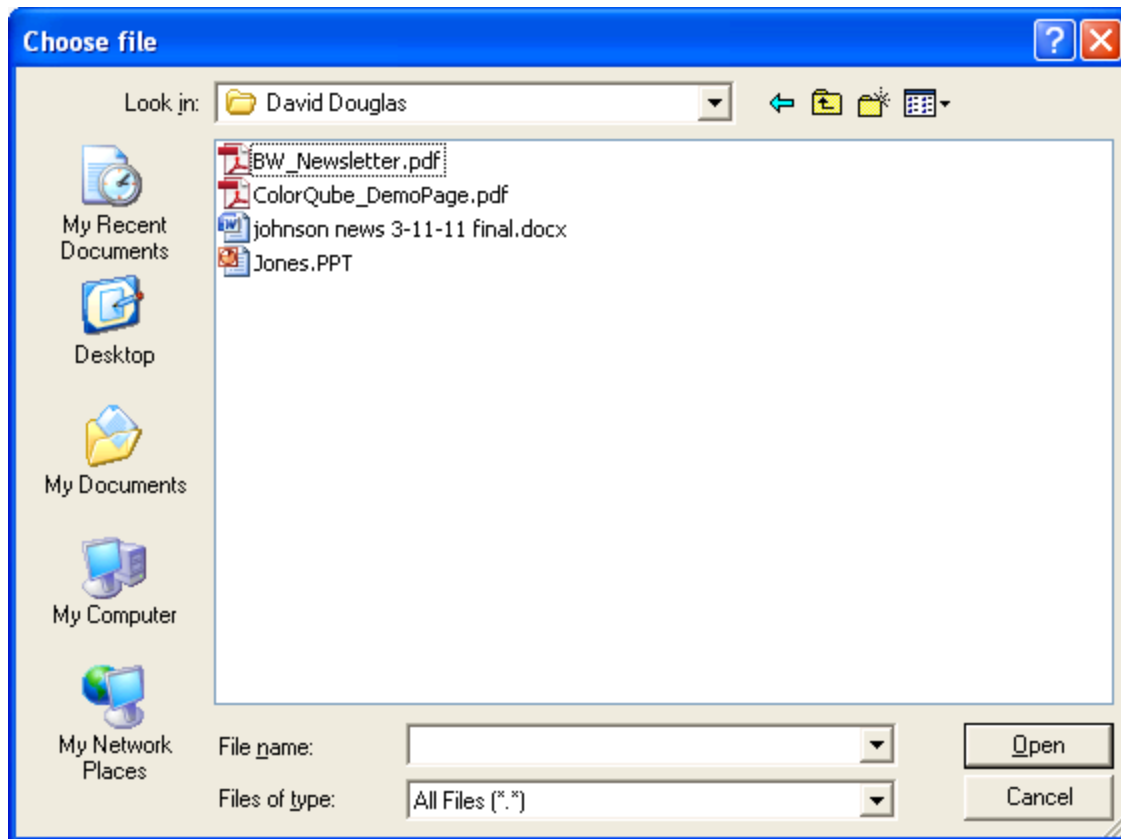


From this page the two most important links are the Upload and Libraries menu items.

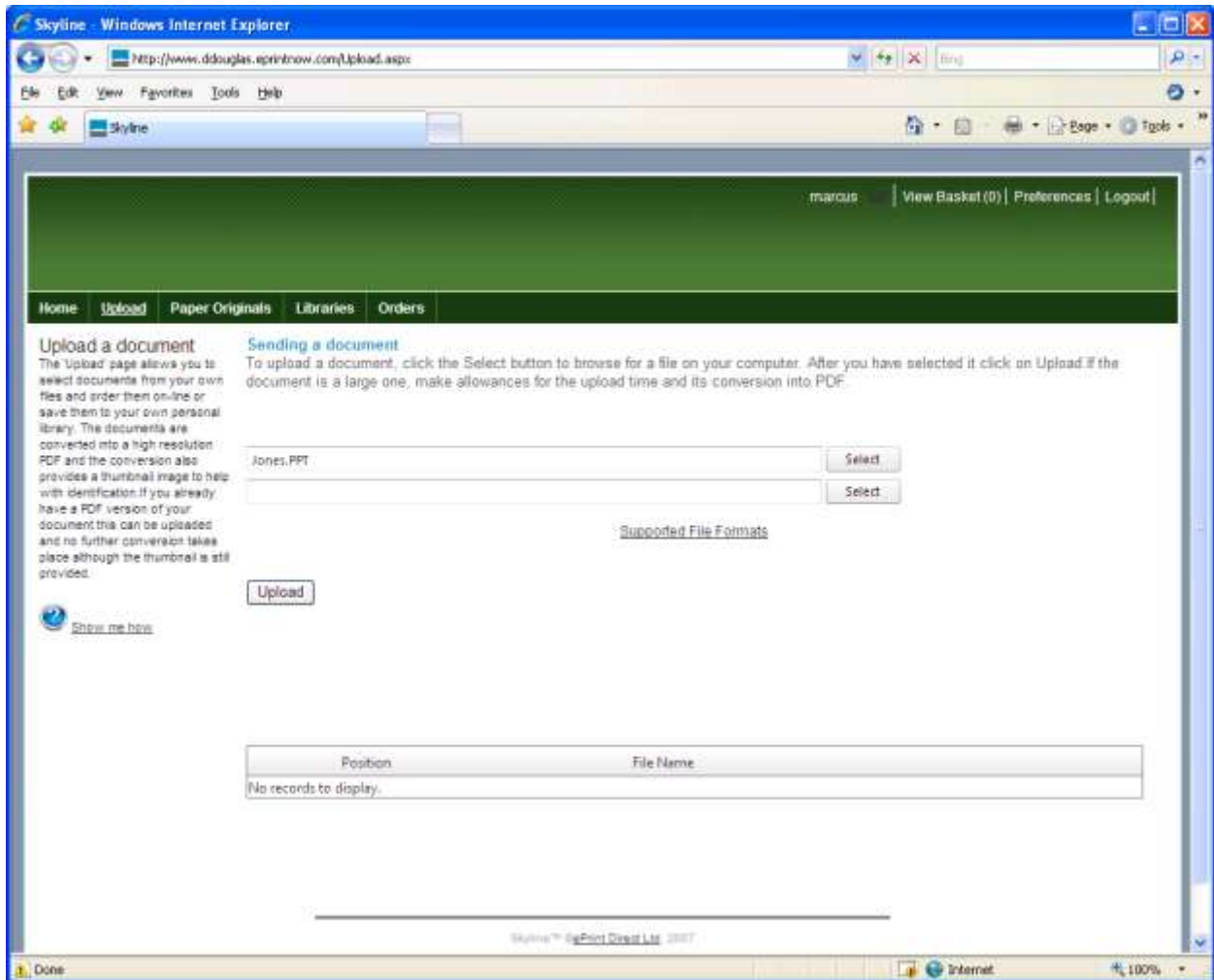
To upload files to the portal click the **Upload** link on the menu bar which will take you to the upload page.



Click on the [Select] button to bring up the browse dialog box to look for the file on your computer or drive.

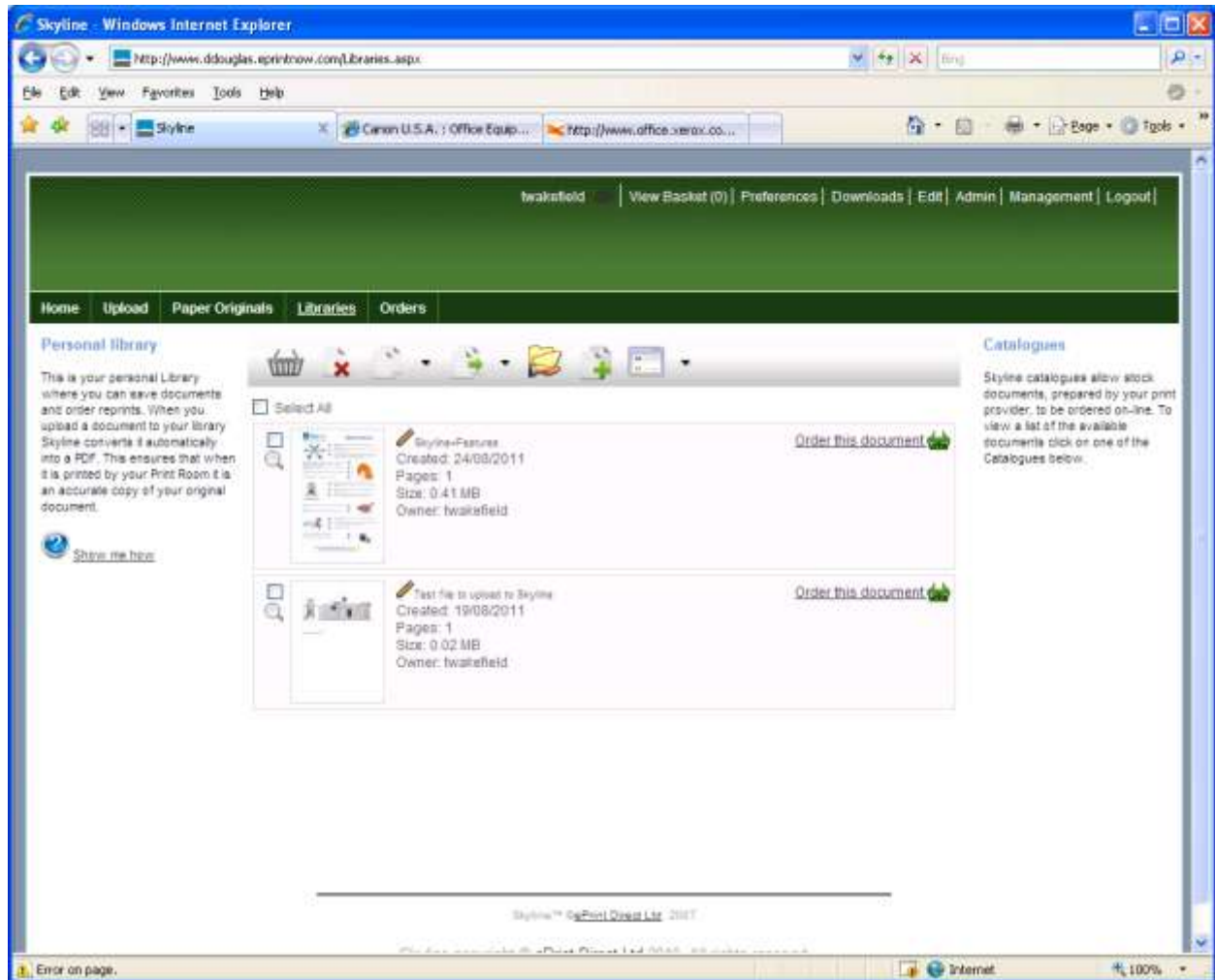


Select the file you wish to upload and click [open] or [choose]




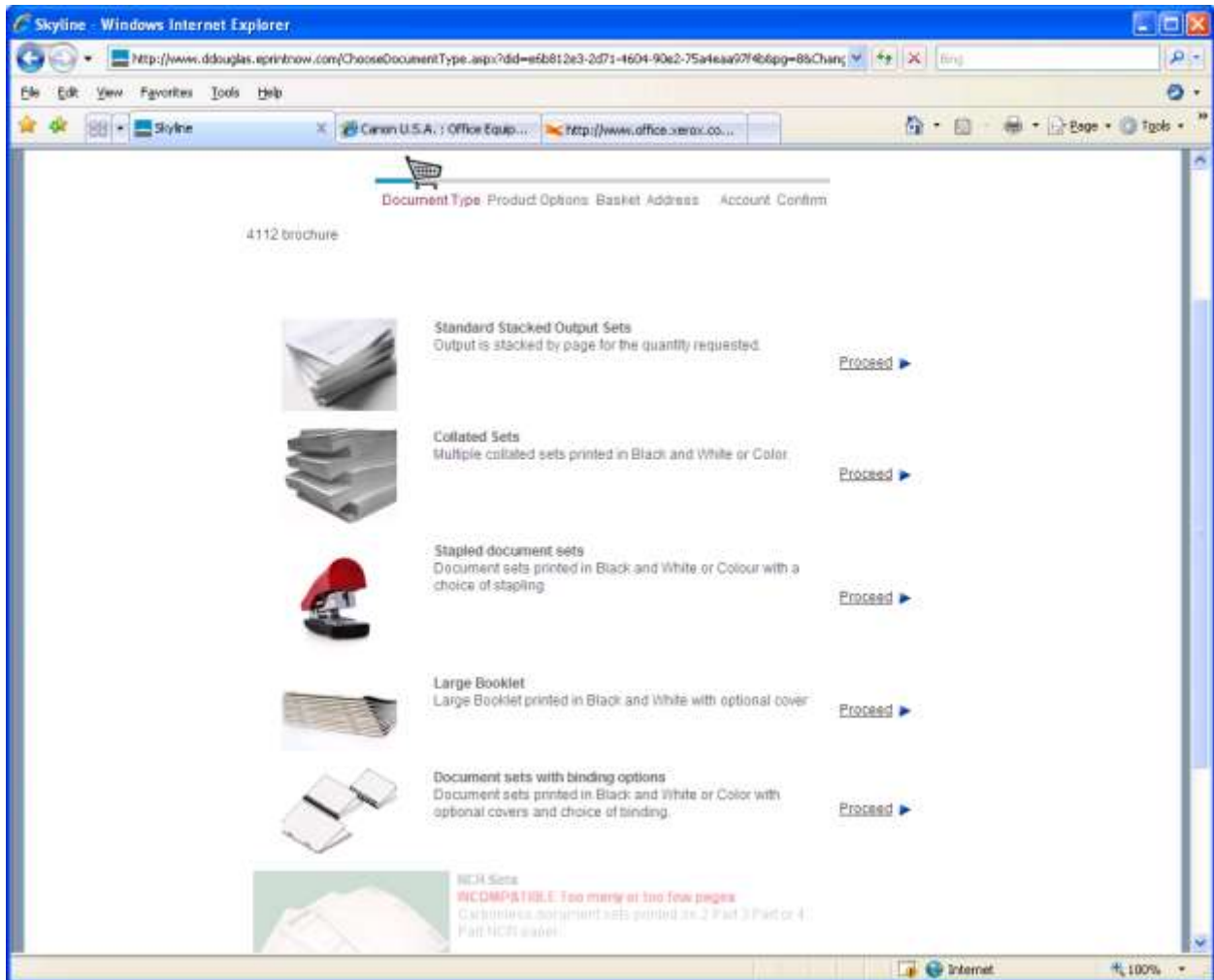
You can select multiple files to upload at one time. *Note that large documents may take additional time to transfer. The portal will upload PDF, Word, Powerpoint, and Excel file formats for printing.

After your documents have been uploaded and/or converted to PDF print files they will be available for ordering in your **Libraries**

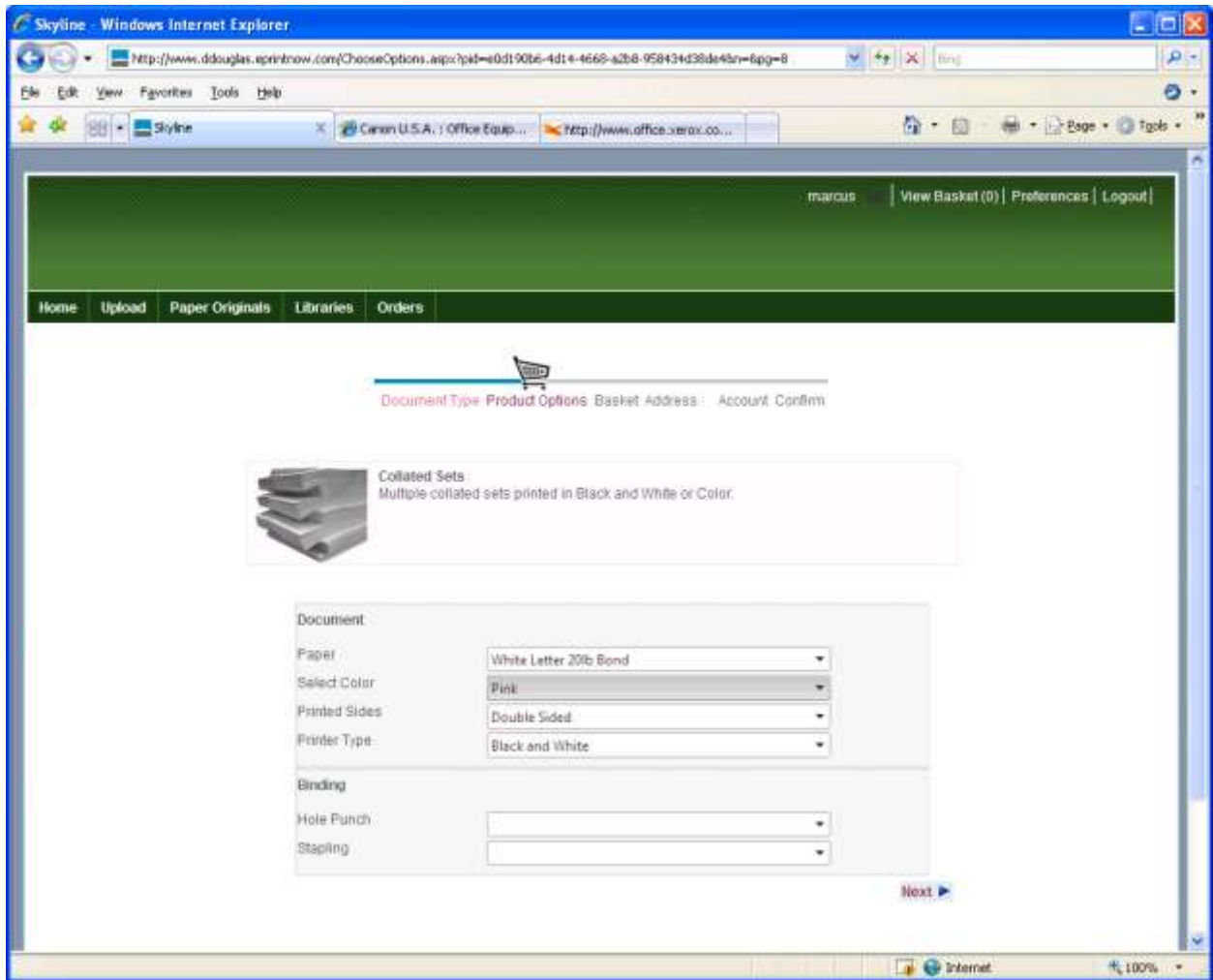


We can preview the document by clicking on the magnifying glass next to the document. This will bring the document up in a new window that will allow you to view each page to make sure it is the correct file to be ordered.

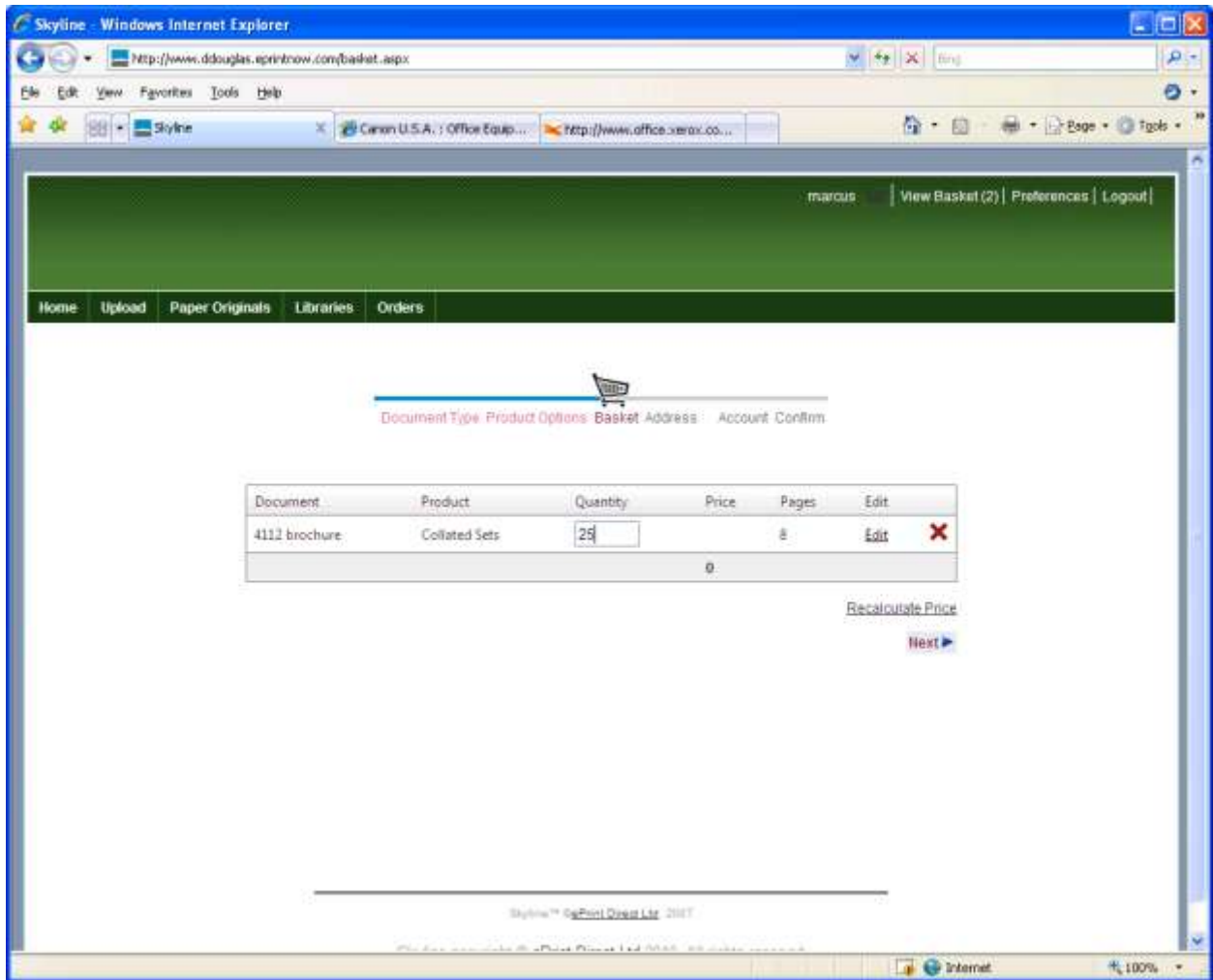
When you want to place an order for the document click on the basket  icon next to the document or click on Order this document. The order window will now be displayed with the product options you have to place the order using.



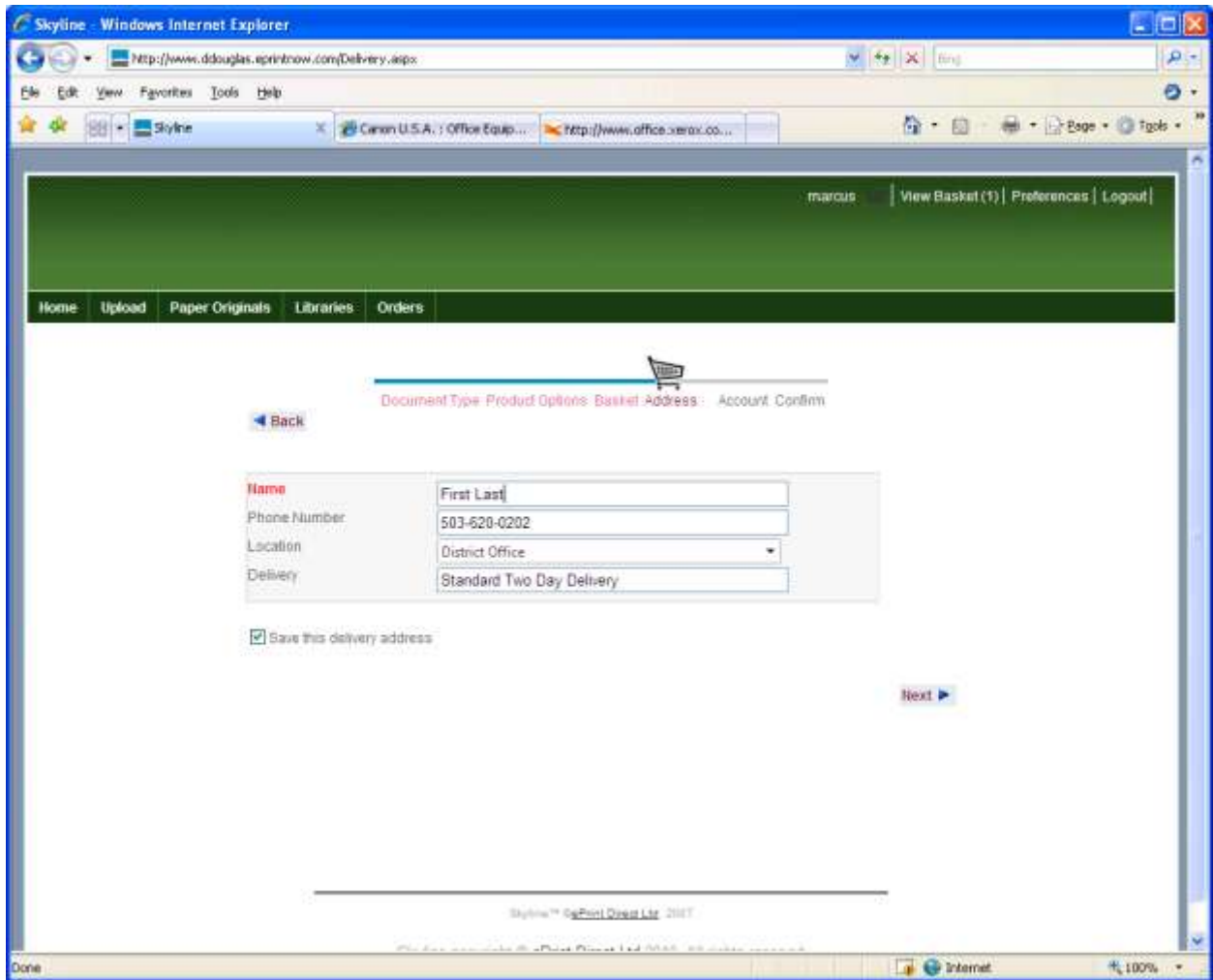
Select the option that you want to place your order with by clicking the Proceed to the right of the product type. You will then be given the options available for that type of product you are ordering which include the Media Type, Paper Color, Printed Sides (Simplex/Duplex), Black&White or Color printer, and other finishing options.



After all that is input click the **Next** ►

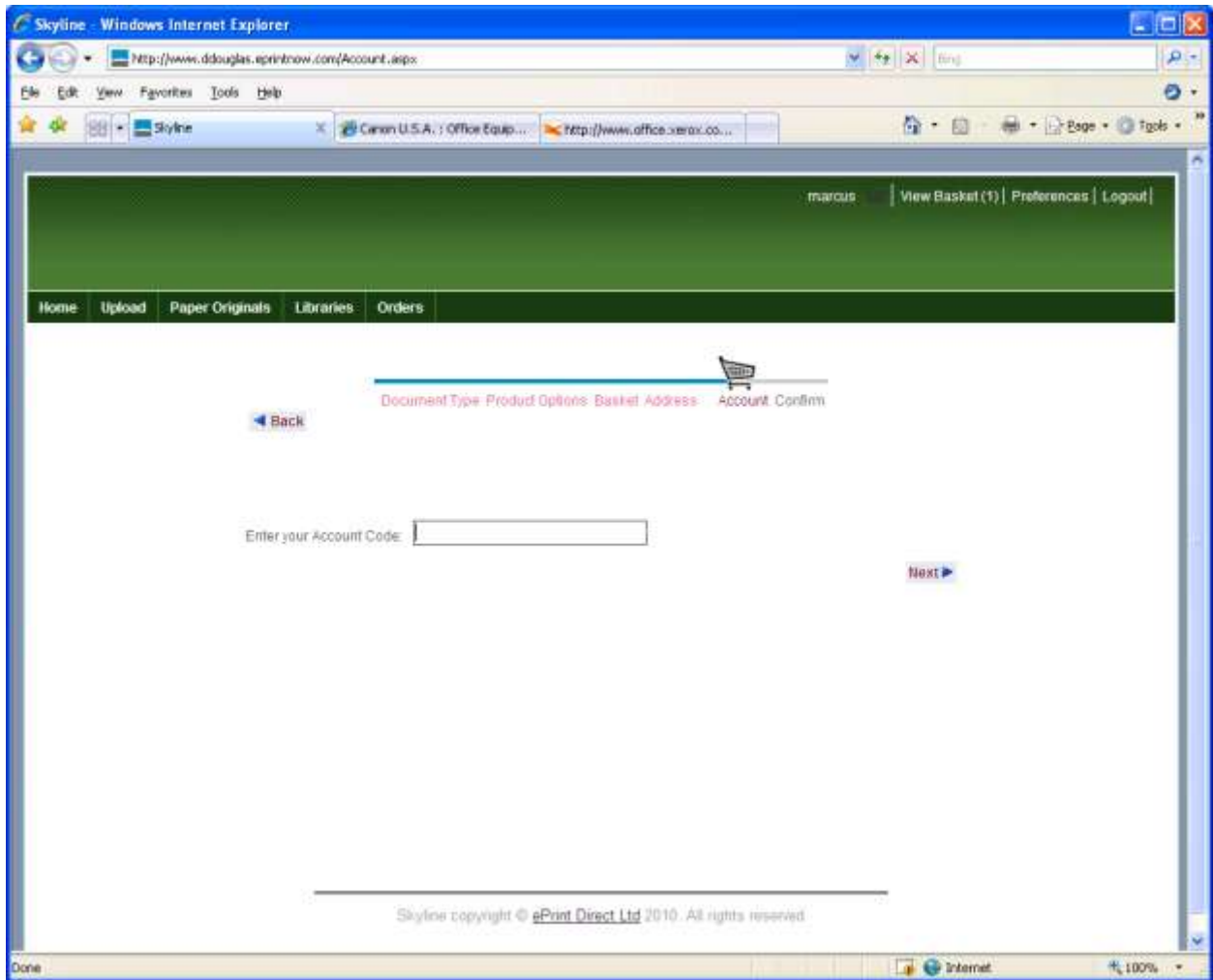


Enter the quantity you need and click **Next ▶**

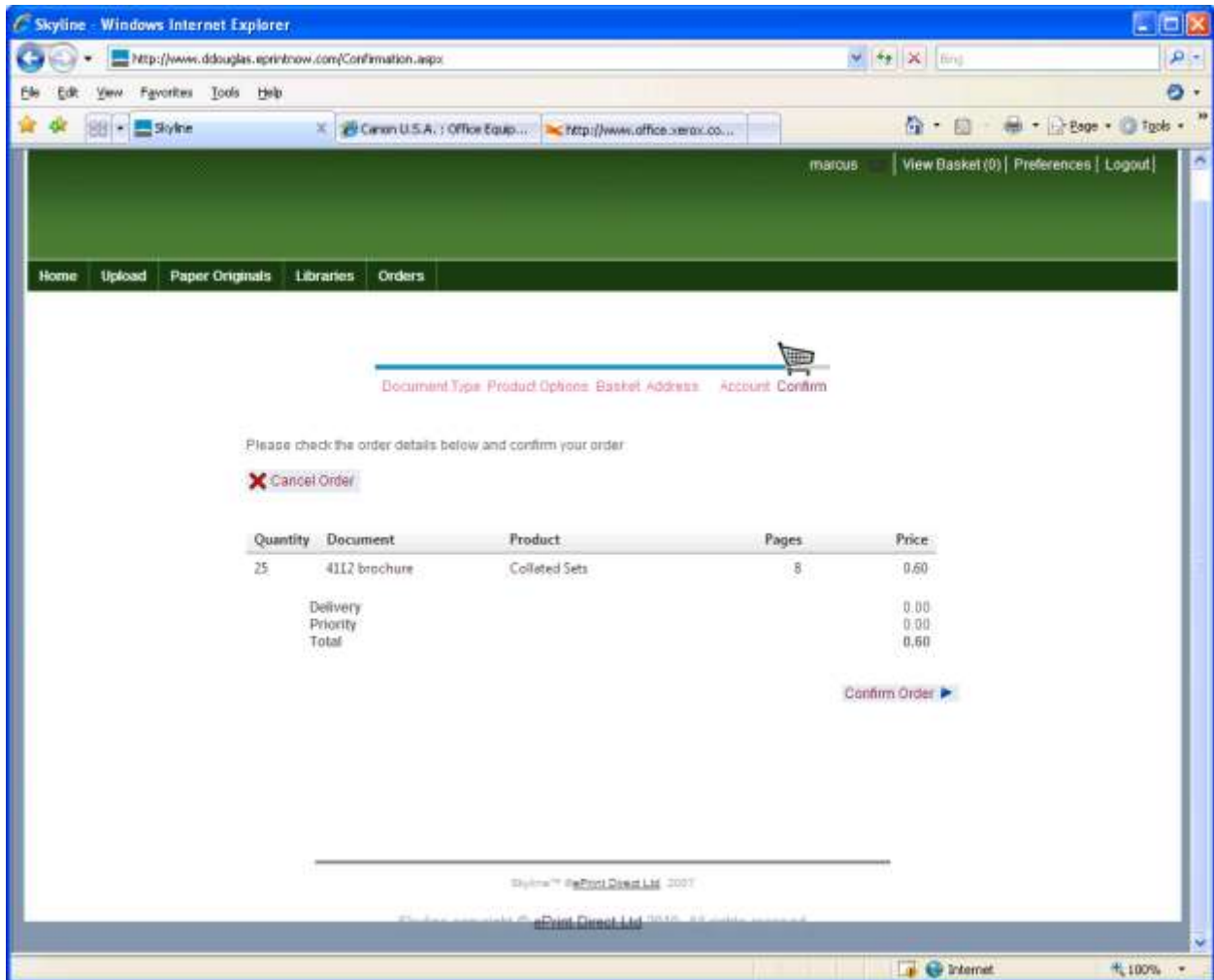


Enter your Name, Phone number (can be extension, or school#), Location, and then click

Next ►



On this screen you will need to enter you budget code that you should get from your school. This would be the same code used for accounting as if you were creating a purchase order for a product or supplies. Click **Next** ►



If everything looks correct for the order click **Confirm Order** ▶

This will present you with an order number that has been placed with Production. You have the option to print the confirmation out but shouldn't be required since you can check the status of your orders by logging into the site and clicking on **Orders** link from the menu. This will provide you a list of all your placed orders and there status.