



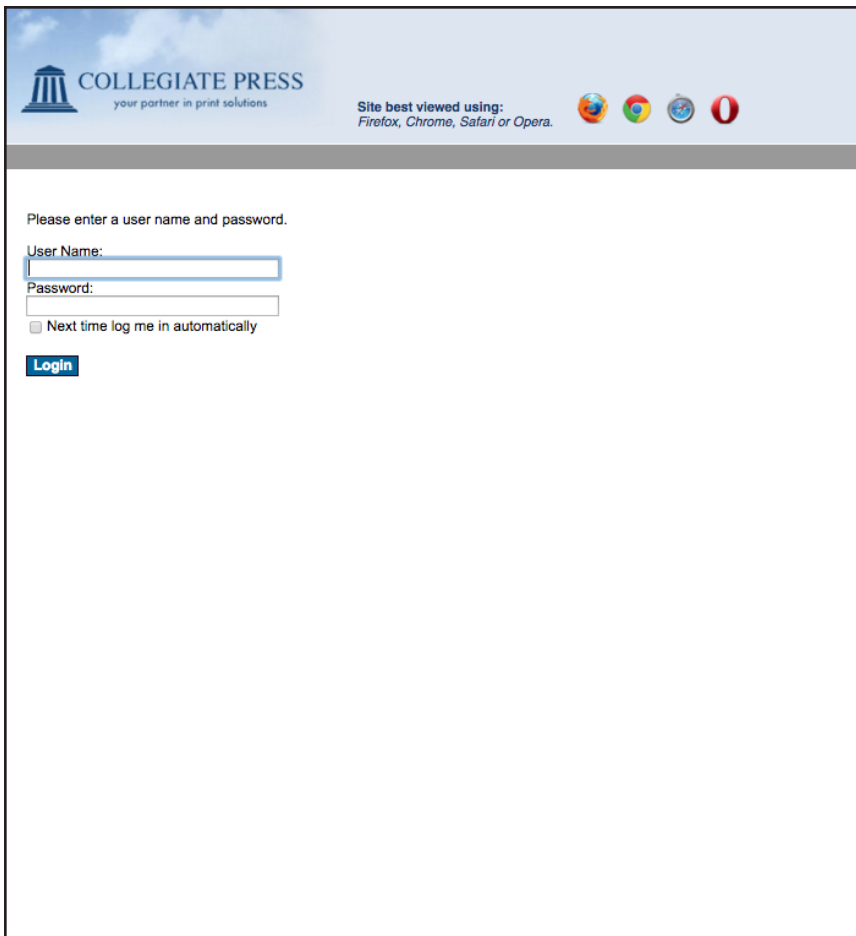
# FAIRLEIGH DICKINSON UNIVERSITY

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## **Online Stationery Ordering Tutorial**

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Prepared by  
Collegiate Press



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Site best viewed using:  
Firefox, Chrome, Safari or Opera.

Please enter a user name and password.

User Name:

Password:

☐ Next time log me in automatically

Login

## 1: Logging into the Site

- Browse to the FDU On-line stationery ordering web site:  
[www.presssite.com/FDU/Login.aspx](http://www.presssite.com/FDU/Login.aspx)
- Click on Faculty & Staff and then click the “Order Stationary” tab
- Enter User Name:  
Your default user name is your FDU email address without the domain.  
(example: “j.public@fdu.edu” = “j.public”)
- Enter Password
- Once logged in, you will see the Product Catalog Page.



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Start Shopping Cart Orders My Library My Profile

Review your personal information. Click 'Edit Profile' to make changes.

Edit Profile Change Password Address Book

First Name: John  
Middle Name: Q.  
Last Name: Public  
Degrees and Credentials: MA, PhD

Title Line 1: Associate  
Title Line 2:

Group Name: None

Voice Line: 617-272-2766

Phone Line 2:  
Phone Line 2 Type: None

Phone Line 3:  
Phone Line 3 Type: None

E-mail Address: j.public@collegiatepress.com

Campus Name: Metropolitan Campus

Campus Address: 1000 River Road

Non-Campus Address: 360 Huntington Ave.  
(For shipping purposes only.)

Mail Stop or Suite: Suite 407

City: Teaneck  
State/Province: New Jersey  
Zip Code: 07666

Edit Profile Change Password Address Book

## 2: Setting Your Profile

- Select My Profile tab at top of screen.
- Select Edit Profile tab.
- Edit/update your information.
- Select Accept.
- Select the Start tab to return to Product Catalog Page

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Click on a product to begin

**Business Cards**

Search

Business Cards  
Letterhead  
Envelopes  
Mail Labels  
Athletics Stationery

**Metropolitan Campus  
Giovatto Library**  
copycentermetro@fdu.edu  
phone 2454  
fax 2471

**Florham Campus  
Mansion  
(Hennessy Hall)**  
copycenterflor@fdu.edu  
phone 8511  
fax 8510

Standard Business Card

### 3: Product Catalog Screen

- Select the product category on the left from which you would like to order.
- Click on the thumbnail or title of the specific product you would like to order to begin editing/ordering process.

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Welcome, John Public Logout

Editing Steps

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes.

Next Step

Help  
Step 1 of 3

Form Filling  
Options  
Finish

**Standard Business Card**

Campus Name:  
Metropolitan Campus

Campus Address:  
1000 River Road

Mail Stop or Suite:  
Suite 407

First Name:  
John

Middle Name:  
Q.

Last Name:  
Public

Degrees and Credentials:  
MA, PhD

Title Line 1:  
Associate

Title Line 2:

Include Title Line 2, or Phone Line 3?  
☐ Title Line 2  
☐ Phone Line 3

Group Name:  
None

Include custom Group Name instead?  
☐ Yes  
☒ No

Voice Line:  
617-272-2766

Phone Line 2:

Select Phone 2 Type:  
None

Email Address:  
j.public@collegiatepress.com

**Job Approval:**  
I have reviewed the on-screen proof on this page and approve it to print as it is.

**Approved to Print**  
☐ Approved to Print  
☒ Not Approved to Print

**Update PDF Preview...**

Next Step

### 4: Product Editing

- Fields will be pre-populated with information drawn from your Profile. Making edits here will only affect info on this order. To make permanent changes to your info, edit your User Profile.
- Click on the Update button and view screen rendered proof with changes. You can also click PDF Preview button to download a PDF for your records.
- Edits made at this stage can only be saved and returned to later, by placing the order in your Shopping Cart. (See Step 7)
- All orders must be marked "Approved to Print" by the user in order to be placed.
- Select Next Step at bottom of page to navigate to Printing Options.

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Start Shopping Cart Orders My Library My Profile

**Editing Steps**

1 Form Filling  
2 Options  
3 Finish

Options: Set product options

**Update**

**Standard Business Card**

250  
✓ 500  
1000

Special instructions:

**Update**

Previous Next Step

## 5: Printing Options

- Select desired quantity.
- Add special instructions in box if applicable. (This will be read by the administrator processing your order.)
- Select Next Step at bottom of page to navigate to Finish your order.

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Start Shopping Cart Orders My Library My Profile

**Editing Steps**

1 Form Filling  
2 Options  
3 Finish

**Finish:**

**Description:** You may change the content of this field so that it's easier for you to locate and reorder this particular item in the future.

**Product:** This is the name of the stationery item you are currently ordering.

**ID:** This identifier references this particular item. Each individual item in your order will have an alphanumeric designation beginning with "FDI." Your order as a whole, which may contain multiple items, will have an alphanumeric designation beginning with "FDo."

Once you've updated the Description, click on "Add to Cart." This item will be saved into your shopping cart and you may either proceed to check out, or continue to order additional items.

Description: Standard Business Card

Product: Standard Business Card

ID: FDI00001137

**PDF Preview...**

Previous Add to Cart

## 6: Finish Your Order

- View summary of the product ordered.
- Filling in the Description field as shown can help you identify this specific Order in the future.  
(example: "John Q. Public's business card")
- Click on Add to Shopping Cart.

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Welcome, John Public | [Logout](#)

Items to buy now: click "Proceed to Checkout" to order the contents of your shopping cart [Help](#)

"Standard Business Card" has been added to the Shopping Cart.

[Proceed to Checkout](#) | [Continue Shopping](#)

Item	Description	Product	Product / Description	Date Modified	Quantity	Options
FDI00001137	Standard Business Card	Standard Business Card	Standard Business Card Standard Business Card	6/30/2016 5:08 PM	250 <a href="#">Update</a>	<a href="#">Edit</a>   <a href="#">PDF Preview...</a> <a href="#">Duplicate</a>   <a href="#">Delete</a> <a href="#">Hold</a>

[Proceed to Checkout](#) | [Continue Shopping](#)

## 7: Your Shopping Cart

- Another opportunity to view summary info for the product you have ordered.
- Several actions are available under Options. You may Edit the Product, Delete it, Duplicate it, download a PDF Preview, or place the item on Hold.
- Click Hold on any items in Shopping Cart that you do not wish to order now. Items placed on Hold will be moved to the bottom of the Shopping Cart page and will remain in your shopping cart when you Proceed to Checkout.
- Select Proceed to Checkout button to close order, or select Continue Shopping to go back to the Start page and add additional Products to your Order.

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**Checkout Steps**

1 Payment  
2 Order

**Payment: Set Payment Options**

[Cancel Checkout](#)

**Billing Address:**  
 First Name:   
 Last Name:   
 Campus Billing Address:   
 Non-Campus Billing Address:   
 Mail Stop or Suite:   
 City:   
 State/Province:   
 Postal Code:   
  
**Payment Information:**  
 General Ledger/Account Number:  
 Please enter your 7 digit account number.  
 Do not include any dashes.

**Price Estimate:**  
 Subtotal: \$0.00  
 Shipping: \$0.00  
 Tax:   
 Total Price: \$0.00

[Next Step ➡](#)

## 8: Checkout (part 1)

- Verify that your Billing information is correct.
- Please be sure to enter a valid seven digit General Ledger/Account Number (omitting any hyphens or dashes).

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Checkout Steps

1 Payment  
2 Order

Order: Review and place your order for production

Place Order Cancel Checkout

Item	Description	Product	Product / Description	Date Modified	Quantity
FDI00001137	Standard Business Card	Standard Business Card	Standard Business Card Standard Business Card	6/30/2016 5:08 PM	250

Place Order

Previous

## 8: Checkout (part 2)

- Final review of Products ordered.
- Select Place Order button to submit your order.

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Start Shopping Cart Orders My Library My Profile

All of your recent and past order submissions can be found here.

Your order has been placed. Check the list below to follow its progress.

View: All Orders

Order	Created	Items	Total Price	Status	Options
FD000001038	6/30/2016 5:17 PM	Standard Business Card	\$0.00	In Process	<a href="#">Details</a>

## 9: Pending Orders

- After your order has been placed, you will be taken to your Orders page. This will show all current and past orders that you have placed.
- The initial status of your order will be "Pending Review." All Orders will be viewed and either Approved or Declined by your designated Reviewer.
- You will receive an email regarding this status upon placing your Order. (See 12: Email Confirmations)
- Select the Details link to view a summary of each specific order.

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Order summary

[Go Back](#)

Order FDo0001038, created 6/30/2016 5:17 PM

**Shipping Destination** John Public  
360 Huntington Ave.  
Boston, MA 02115

Item	Description	Product	Product / Description	Quantity	Status	Comments	Options	Destination	Price
FDI00001137	Standard Business Card	Standard Business Card	Standard Business Card Standard Business Card	250	In Process		<a href="#">Reorder</a> <a href="#">Details</a>	John Public - MA Address	\$0.00

Subtotal \$0.00  
Shipping +\$0.00  
Total Price \$0.00  
Payment Received -\$0.00  
Balance Due \$0.00

**Payment Information:**

**Billing Address:**

First Name: John  
Last Name: Public  
Campus Billing Address: 1000 River Road  
Non-Campus Billing Address: Suite 407  
Mail Stop or Suite:  
City: Teaneck  
State/Province: New Jersey  
Postal Code: 07666  
Payment Information:  
General Ledger/Account Number: 0000000  
*Please enter your 7 digit account number.  
Do not include any dashes.*

## 10: Order Summary

- By clicking on Details you can see an expanded summary of the order in question. This also brings up the Reorder link.

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Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

[Proceed to Checkout](#) [Continue Shopping](#)

Item	Description	Product	Product / Description	Date Modified	Quantity	Options
FDI00001139	Standard Business Card	Standard Business Card	Standard Business Card Standard Business Card	6/30/2016 5:18 PM	250 <a href="#">Update</a>	<a href="#">Edit</a>   <a href="#">PDF Preview...</a> <a href="#">Duplicate</a>   <a href="#">Delete</a> <a href="#">Hold</a>

[Proceed to Checkout](#) [Continue Shopping](#)

## 11: Reordering

- When you click on Reorder, you are taken back to your Shopping Cart. There will be a duplicate of the job you wish to reorder.
- All the order information will initially be the same except for the job number, which is located under the thumbnail image in the Item field.
- You may click the Edit link to make changes to this new Order and change the Quantity if you wish.

**Notification of Stationery Order**  
stationery@collegiatepress.org  
Sent: Thursday, June 30, 2016 1:27 PM  
To: cannonc@fdu.edu; Boucek, Andrew; rebarker@fdu.edu; rvilla@fdu.edu; Corrigan, William

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**Confirmation of your Order FDo00001032**

Dear Andrew,

We received your Order placed on 6/30/2016 1:27:20 PM.

**Purchase Order #:0000000**

Below are the details about your order.

**Ship to:**  
Andrew Boucek  
360 Huntington Ave  
Boston , MA 02115  
US

**Bill to:**  
Andrew Boucek  
1000 River Road  
360 Huntington Ave  
Boston , MA 02115  
US

**The order consists of the following items:**

Document ID	PDF Proof	Product Name	Description	Quantity	Price
FDo00001132	<a href="#">PDF Proof</a>	Standard Business Card	Test order - Standard Business Card - 06-30-16	250	\$
Handling Charge:					\$0.00
Shipping Charge:					\$0.00
Tax:					\$0.00
TOTAL:					\$0.00

If you have any questions about the order, contact us at [fdusupport@collegiatepress.com](mailto:fdusupport@collegiatepress.com) and refer to order id FDo00001032.

## 12: Email Confirmations

- You will receive an email confirming that your order has been placed. The confirmation will contain the order details (item, quantity, shipping, price) and provide you with a unique reference number for this transaction. From the confirmation you can also click on the pdf link to view the item again, if you choose.

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Start Shopping Cart Orders My Library My Profile Welcome, John

**Warning:** The current document has not been added to your Shopping Cart. Starting a new document will cause changes to be lost.

[Continue](#) [Cancel](#)

## 13: Warning Messages

- This Warning message appears when you begin a new order while you have a current order that has not been placed in your Shopping Cart.
- If you are intentionally abandoning an order to begin again, click Continue.
- If you would like to go back to the order you were working on initially, click Cancel.



## Questions?

If you have questions about billing, print quality, print schedules, delivery, how to use the Online Stationery Ordering System, or adding new products or users, please contact Copies Plus at:

- Metropolitan Campus  
201-692-2454  
[copycenter@fdu.edu](mailto:copycenter@fdu.edu)
- Florham Campus  
973-443-8511  
[copycenterflor@fdu.edu](mailto:copycenterflor@fdu.edu)