End User Guide

Ordering via SmartStore

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Logging on to Smartstore

1.) From your web browser launch the address below:
   https://solent.myprintdesk.net/DSF/smartstore.aspx

   Select the Login Button
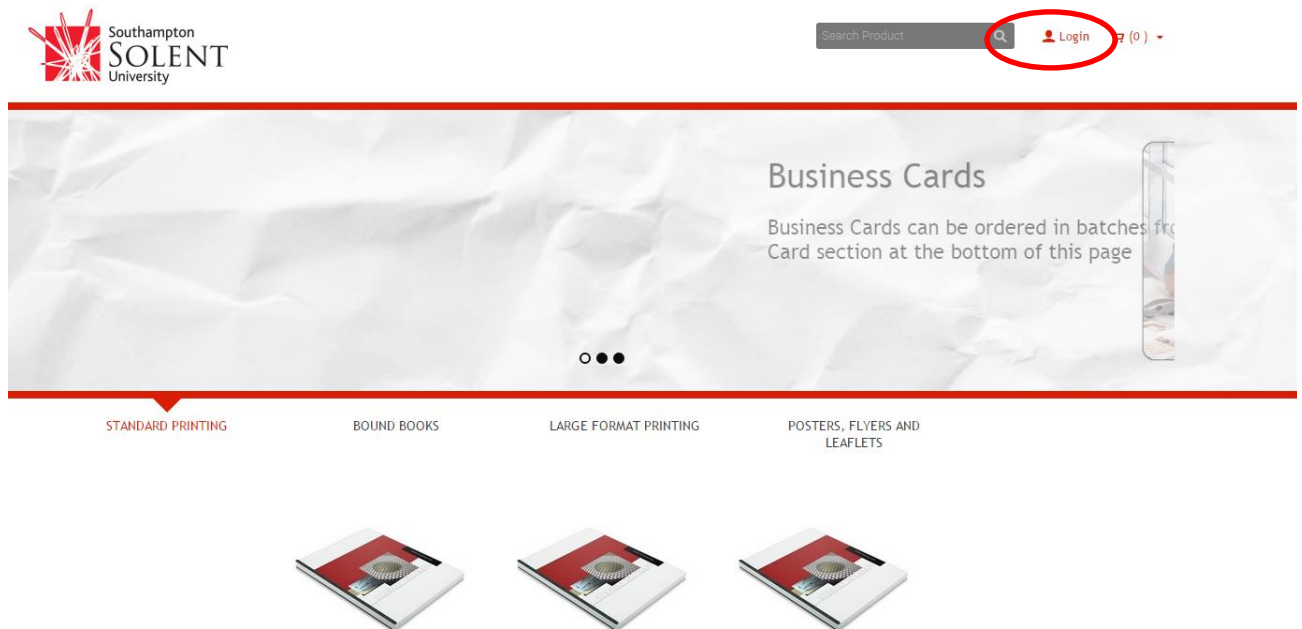
2.) Log in with your User Name and Password

Placing an Order via SmartStore

1.) Select which Category you require from the Category wheel as shown below select the arrow for further options.
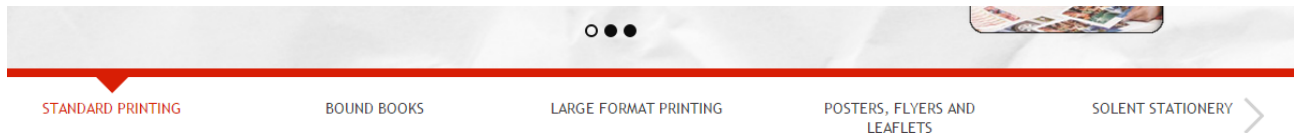
2.) Each Category contains sub categories with further options or products to choose from. Select Standard Printing.
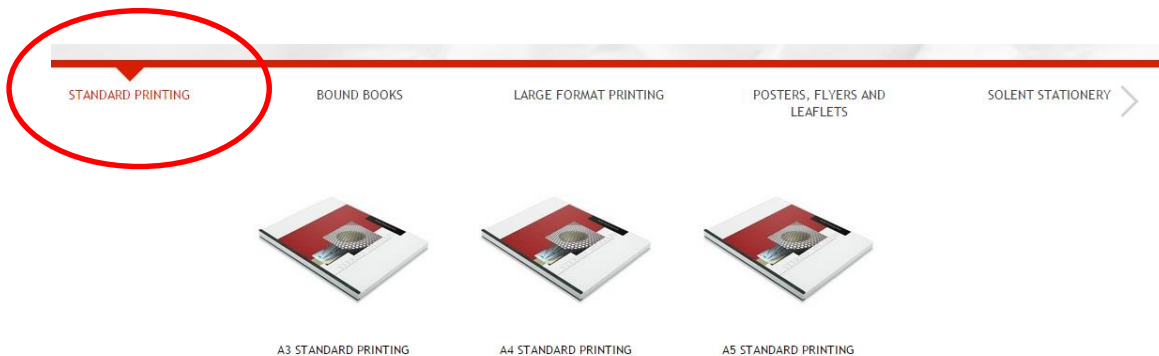
3.) From this subcategory you can select which size of Standard Printing Job you require and Upload your files to be printed. Select A4 Standard Printing.

4.) On the left hand side of the Screen you can Upload your files, Name your Job and Select your Print Options. Select Add Files – Upload Files – Browse to your file location.


Here you can Add more Files and then select the Upload button.

5.) Select your Print Options. Select the arrow to expand the options list and apply settings such as Clear Plastic Cover, Duplexing and Media type.
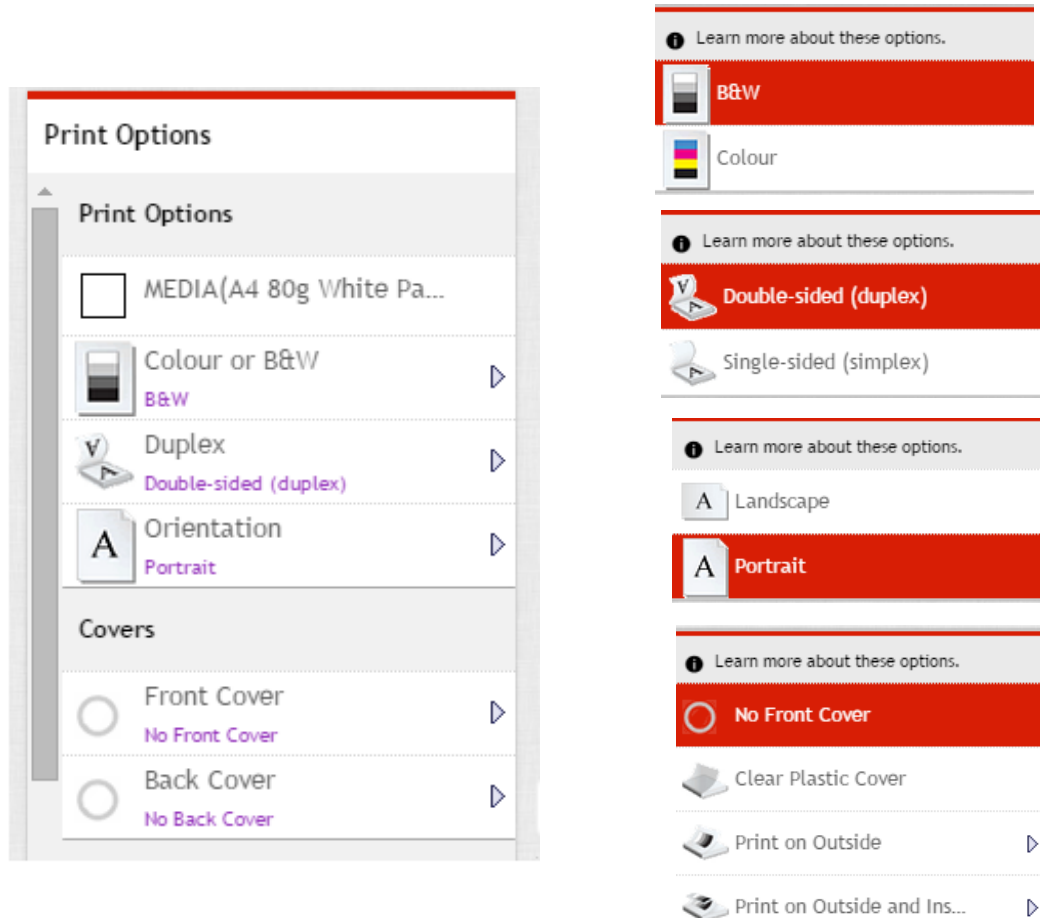
6.) SmartStore will try to assist you with helpful hints whilst shopping as shown below: If you choose to have your document printed in Colour it will suggest the media that you require if you have not set it already. You can select OK or cancel.
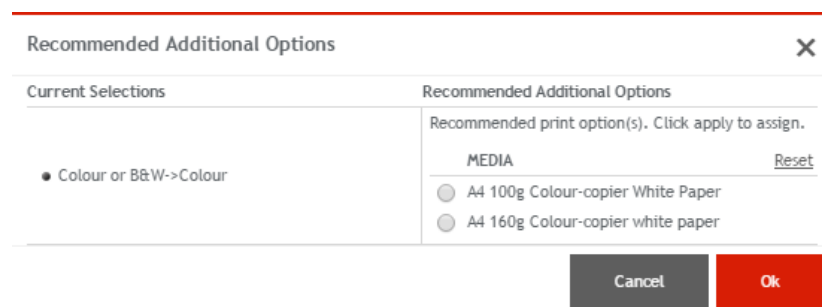
7.) Document Preview will display your document with the settings applied and Price. To proceed with you order select the Add to Cart button.

8.) You will be prompted with an approval box. Please check your document to ensure all details have been entered correctly and if so click the I Agree Button.

9.) You will automatically be taken to your shopping basket. Here you can select a Due Date, please note that the minimum turnaround time is 2 working days.

You can now Continue Shopping, Clear Basket or Proceed to Checkout. Select Proceed to Checkout.

You will now enter the delivery address and shipping options. Select the Shipment Type and Address for Delivery if necessary.

10.)   Select Proceed to Payment Button

11.) Enter your cost code information and Select Place My Order button.


12.) Your Order has now been submitted to the PrintCentre for Production. You will
   receive and order confirmation.

Further Products Available to Order

You can Order a huge array of items from the SmartStore. Select by Category from the Category wheel then follow the shopping wizard as instructed above to place your orders. Below are the Categories available for you to order from.

Bound Books Select your preference for Binding and follow the shopping wizard.
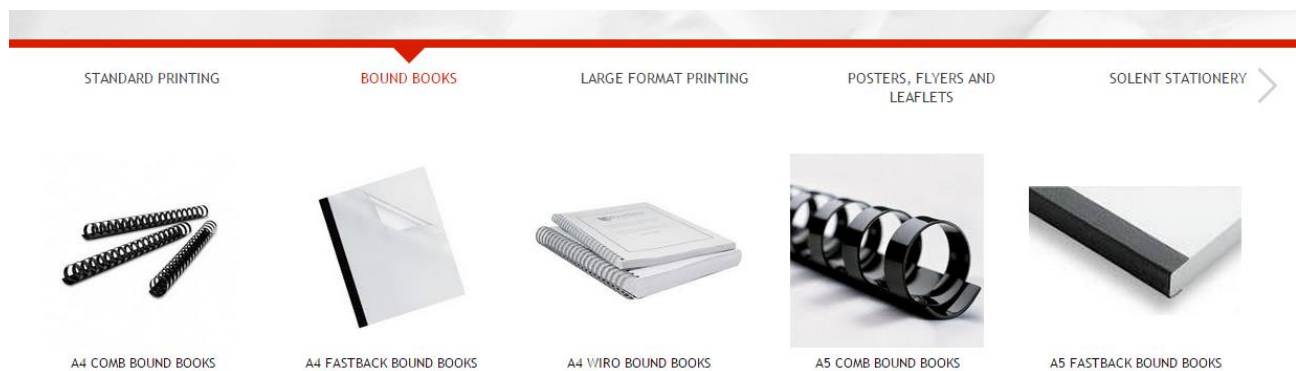
Large Format Printing Select your Poster Size or Type and follow the shopping wizard.
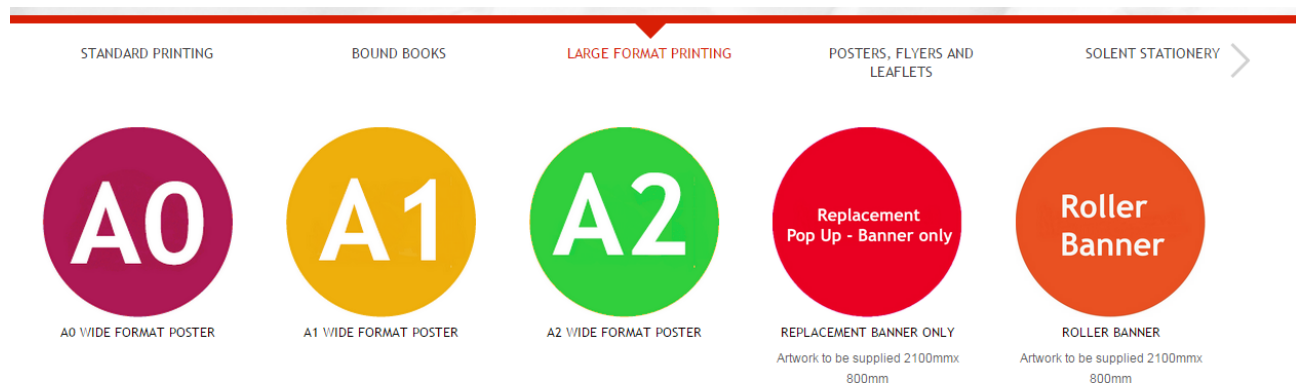
Posters, Flyers and Leaflets Select Leaflets or Posters and follow the shopping wizard.

NCR Pads

WARSASH STATIONERY   NCR SETS

NCR PADS

Solent Stationary

STANDARD PRINTING   BOUND BOOKS   LARGE FORMAT PRINTING   POSTERS, FLYERS AND LEAFLETS   SOLENT STATIONERY

SOLENT BUSINESS CARD   SOLENT COMPLIMENT SLIPS   SOLENT CONTINUATION PAPER   SOLENT LETTERHEAD PAPER

Ordering Business Cards

| STANDARD PRINTING | BOUND BOOKS | LARGE FORMAT PRINTING | POSTERS, FLYERS AND LEAFLETS | SOLENT STATIONERY |

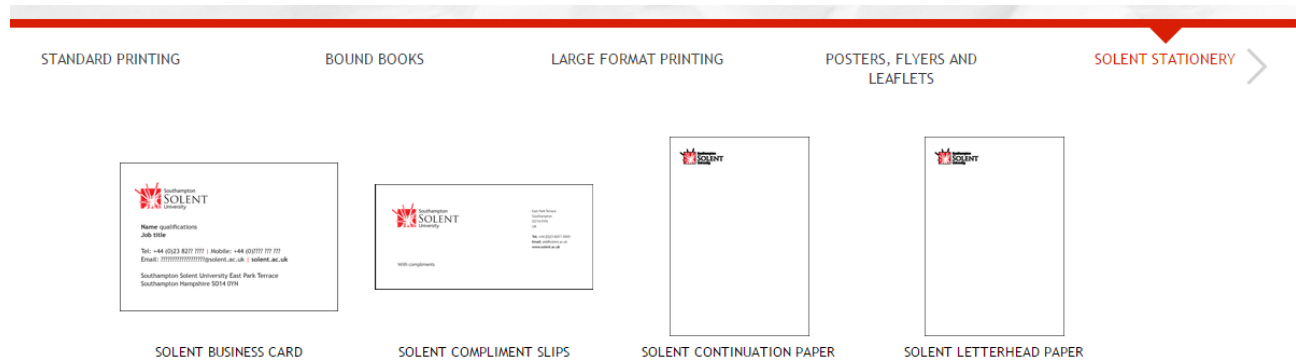SOLENT BUSINESS CARD   SOLENT COMPLIMENT SLIPS   SOLENT CONTINUATION PAPER   SOLENT LETTERHEAD PAPER

Within the Solent Stationary Category you will have the ability to order Business Cards. This feature allows you to enter your own variable Data onto the card.

Select Solent or Warsash Business Card. Here you can name your job and select the number of business cards required between 50 – 500. Enter the information you wish to be displayed on the card in the Personalization box.

Solent Business Card

* Job Name	Personalisation
Mr Smith Business Cards	
* Quantity * Pages	* Name John Smith
50 1	qualifications Qualifications
Print Options	* Job title Manager
	* Tel: +44 (0)23 82? ???? 01424 999 4444
	* Mobile: +44 (0)??? ??? ??? 07899333888
	* Email: ???????????????????@solent.ac.uk john.smith@solent.ac.uk

Select the Update Preview button in the lower right corner.

This will preview your business card. Ensure you check that all the details are correct before submission to the PrintCentre.

Preview

To finalise your order select the Add to Cart Button. You will be presented with a summary of your order which includes price and the option to select delivery date and shipping options.

Select Proceed to Checkout button

Here you must enter your cost code information and select the Place my order button.

Your order has been submitted to the Print Centre, you will receive and Order confirmation.

Warsash Stationary