

End User Guide

Ordering via SmartStore

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Release	
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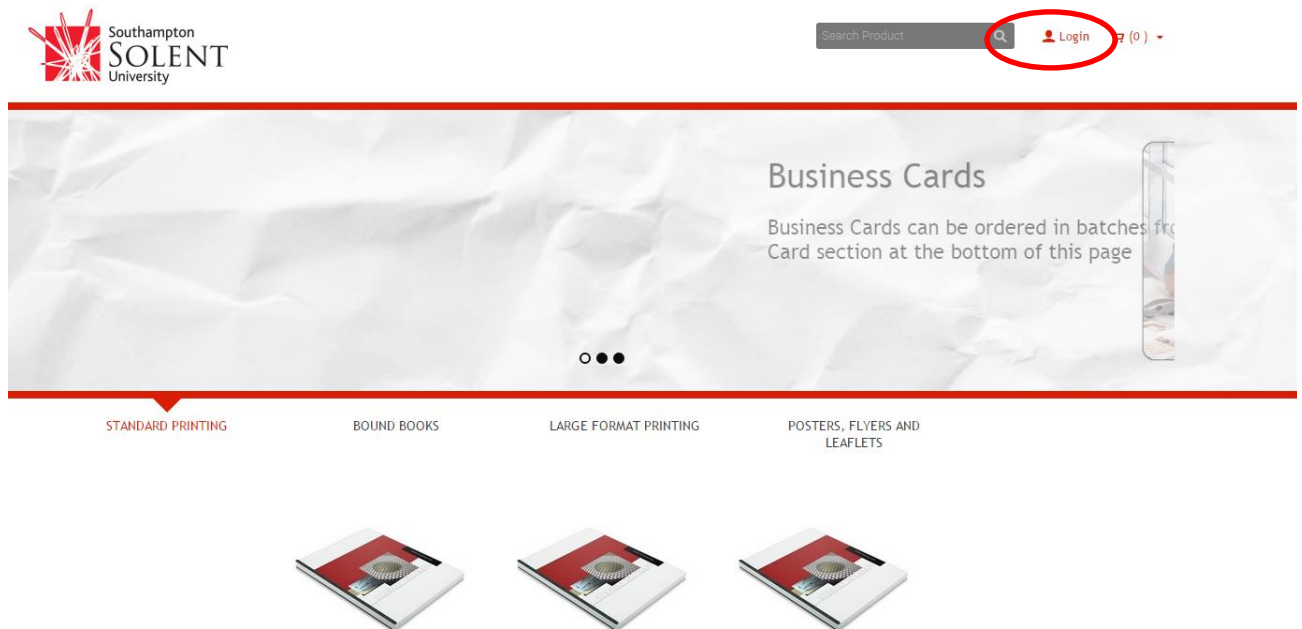
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Logging on to Smartstore

- 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

Login

Single Sign-On

User Name

Administrator

PASSWORD

☒ Remember User Name

Login

Southampton
SOLENT
University

Sign in with your organizational account

someone@example.com

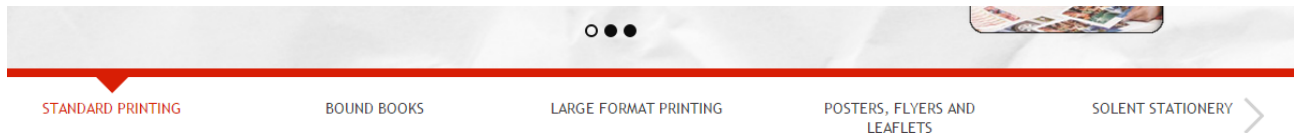
Password

Sign in

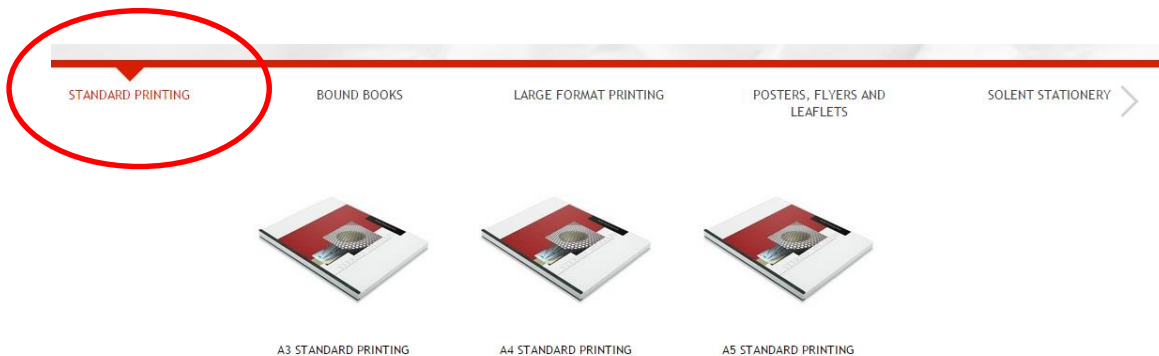
Welcome to the University's sign-in page. Please use your University E-mail address and password to sign-in.

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.

A4 Standard printing

Files
Add Files

* Job Name

* Quantity

* Pages

Print Options

☐ MEDIA(A4 80g 1/white Pa...

☒ Colour or B&W

☒ Duplex

☒ Orientation

Covers

☐ Front Cover

☐ Back Cover

Finishing Options

210 mm

297 mm

Page 1

1 / 1

Unit Price £0.02 Total Price £0.02

- 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.

A4 Standard printing

Files

Add Files

* Job Name

* Quantity

1

* Pages

1

Add Files

Upload Files

Saved Files

OTHER

[Supported File Formats](#)

Close

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

Upload Files

DSF_End User_V1.doc

938.00 KB

☒ Convert To PDF

☐ Save To My Files

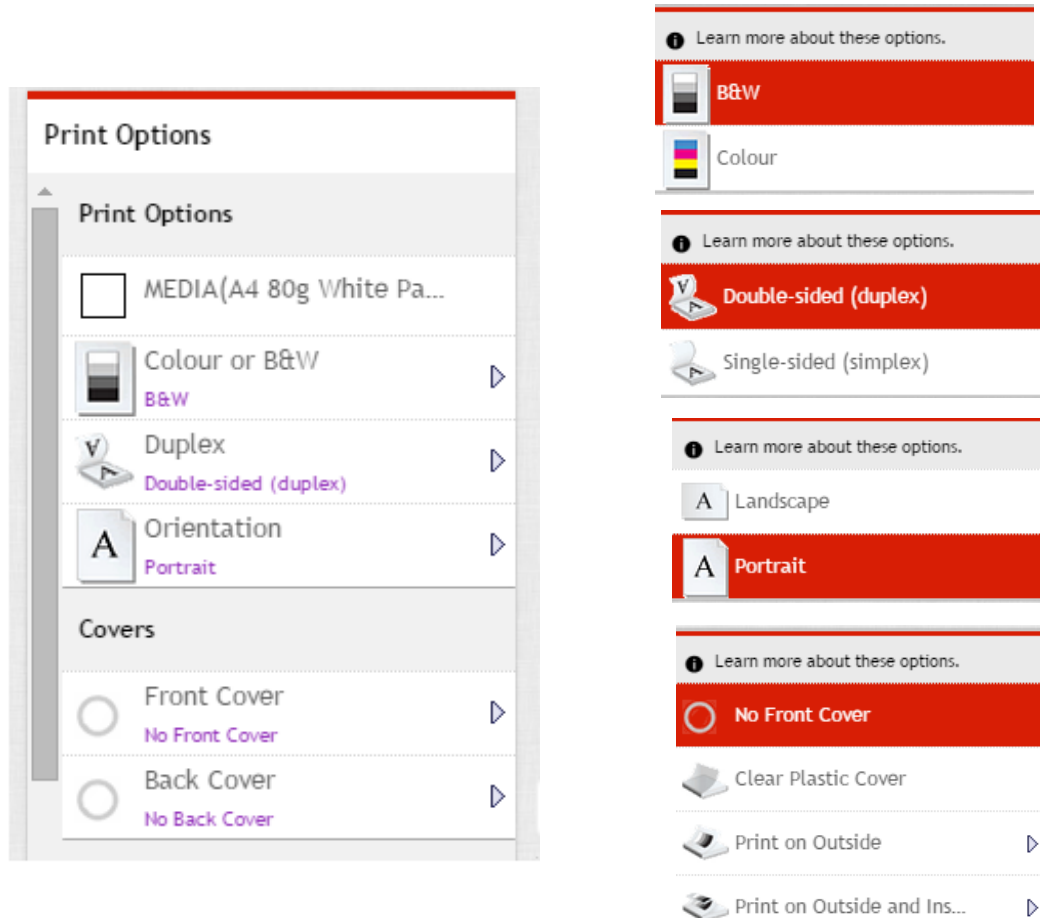
No of Page(s)

☒ Convert All To PDF (recommended)

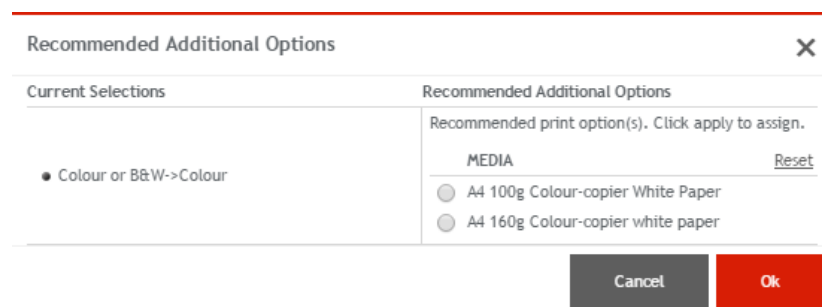
Add more files

Upload

- 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 your order select the Add to Cart button.

The screenshot shows the 'A4 Standard printing' interface. On the left, there's a sidebar with 'Files' (DSF_End User_V1.doc), 'Job Name', 'Quantity' (1), 'Pages' (14), 'Print Options' (MEDIA(A4 PASTELS LIG...), Colour or B&W, Duplex, Orientation), 'Covers' (Front Cover, Back Cover), and 'Finishing Options'. The main area displays a preview of the 'Digital Storefront V3 - End User Training Guide' document. At the bottom, the 'Unit Price £1.40' and 'Total Price £1.40' are shown. The 'Add to Cart' button is highlighted with a red circle.

- 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.

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

✓ I Agree

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.

BASKET

Due Date: **THU AUGUST 20 2015 12:30**

Selected Print Shop: **Print Centre**

Products	Quantity	Unit Price	Total
sonia Item Name: A4 Standard printing	7	£1.40	£9.80

Subtotal: £9.80
Handling: £1.50
Taxes: £0.00
Total: £11.30

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR BASKET](#) [PROCEED TO CHECKOUT](#)

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.

1 Shipping **2** Payment **3** Finish

Select a delivery address & shipping options

SHIPMENT 1
Please select a shipment type.
Canon Delivery

ADDRESS
[Add from Address Book](#)
* First Name: DSF
* Last Name: Admin
* Address Line 1: Southampton Solent University
Address Line 2: East Park Terrace

Products	Qty	Unit Price	Total
sonia Item Name: A4 Standard printing	7	£1.40	£9.80

Subtotal: £9.80
Handling: £1.50
Taxes: £0.00
Total: £11.30

10.) Select Proceed to Payment Button

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

✓

Shipping

2

Payment

PAYMENT METHOD

Please select a payment type.

☒ Cost Centre

COST CENTRE

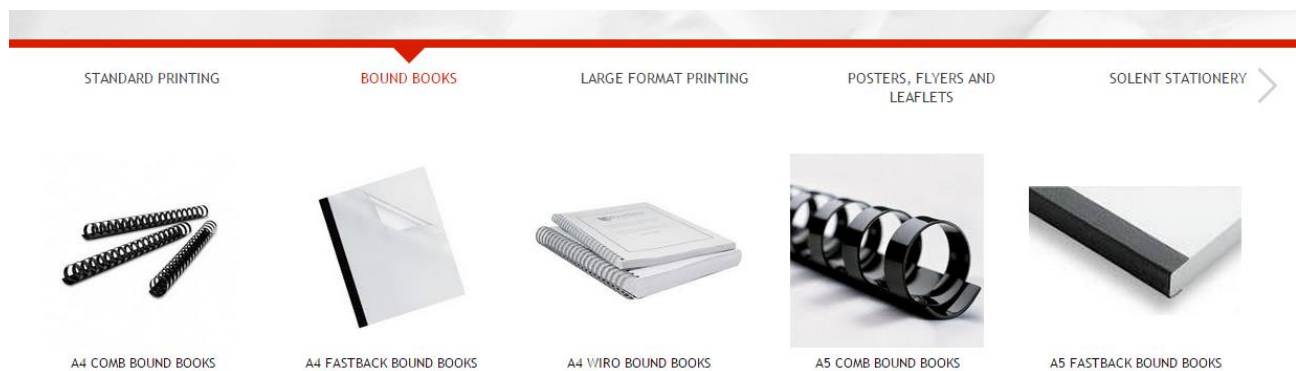
* Enter Your Cost Code:

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

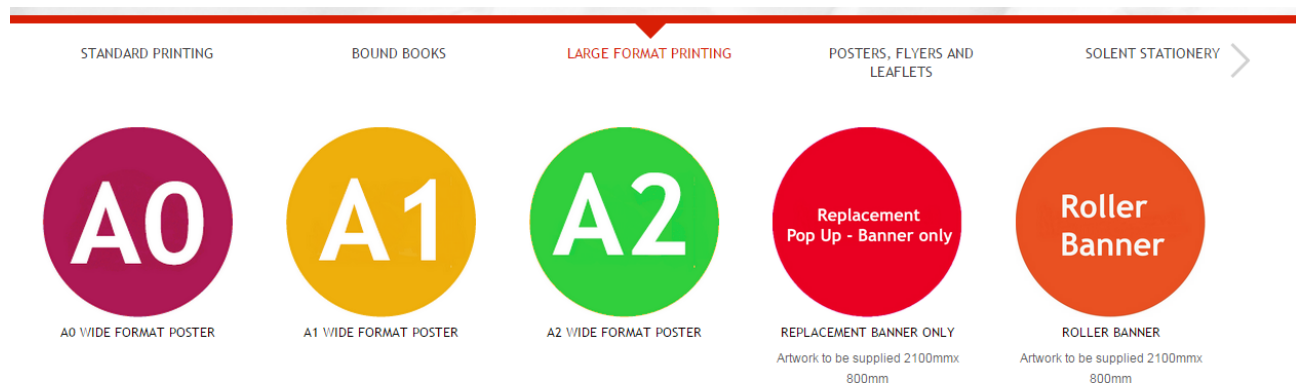
Further Products Available to Order

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

NCR PADS

Solent Stationery


STANDARD PRINTING

BOUND BOOKS


LARGE FORMAT PRINTING

POSTERS, FLYERS AND LEAFLETS


SOLENT STATIONERY >




SOLENT BUSINESS CARD



SOLENT COMPLIMENT SLIPS



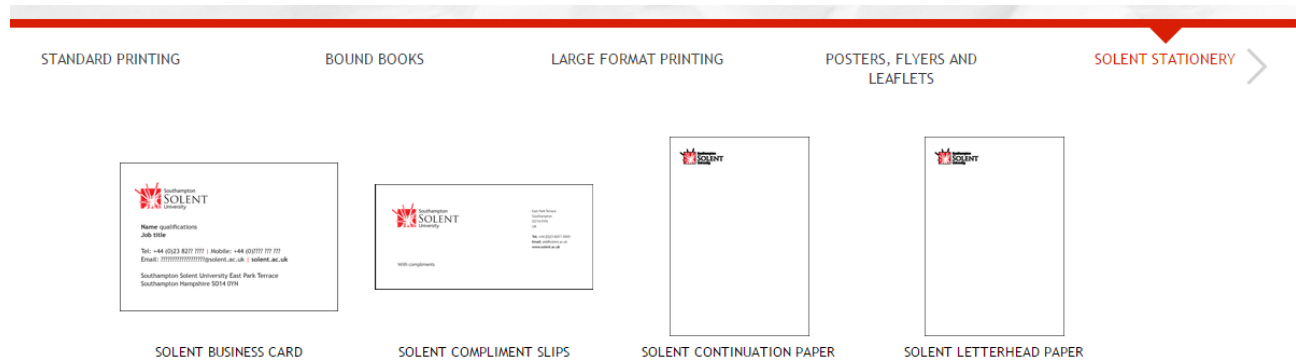
SOLENT CONTINUATION PAPER



SOLENT LETTERHEAD PAPER

11

Ordering Business Cards



Within the Solent Stationery 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

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



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.

[Administration](#)
[DSF Admin](#)
[\(1\)](#)

BASKET

Due Date

MON AUGUST 24 2015 08:00

Selected Print Shop

Print Centre

Products	Quantity	Unit Price	Total
<div> John Smith Business Cards Item Name: Solent Business Card </div>	50	£0.09	£4.50
Save for later Remove			

Subtotal:

£4.50

Handling:

£1.50

Taxes:

£0.00

Total:

£6.00

Proceed to checkout to view final order total,
including taxes, fees, shipping.

← CONTINUE SHOPPING

CLEAR BASKET

PROCEED TO CHECKOUT →

Select Proceed to Checkout button

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



[Shipping](#)

How would you like to pay?

PAYMENT METHOD

Please select a payment type.

☒ Cost Centre

COST CENTRE

* Enter Your Cost Code:

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

Warsash Stationery



WARSASH STATIONERY

NCR SETS



WARSASH BUSINESS CARD



WARSASH COMPLIMENT SLIPS



WARSASH CONTINUATION
PAPER



WARSASH LETTERHEAD PAPER

