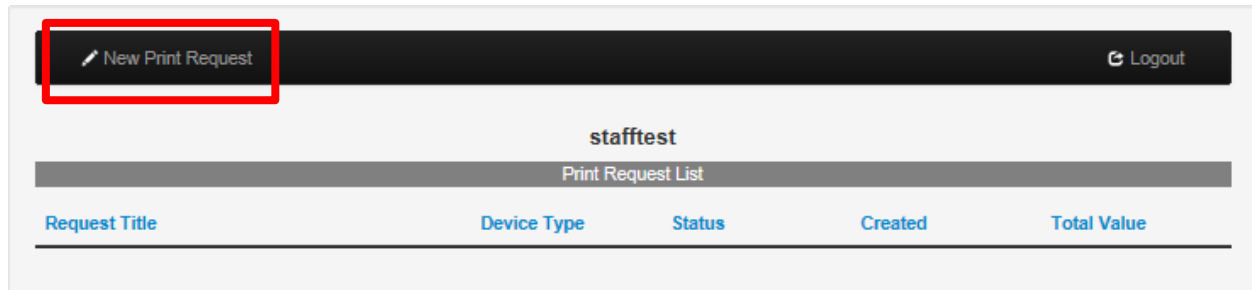


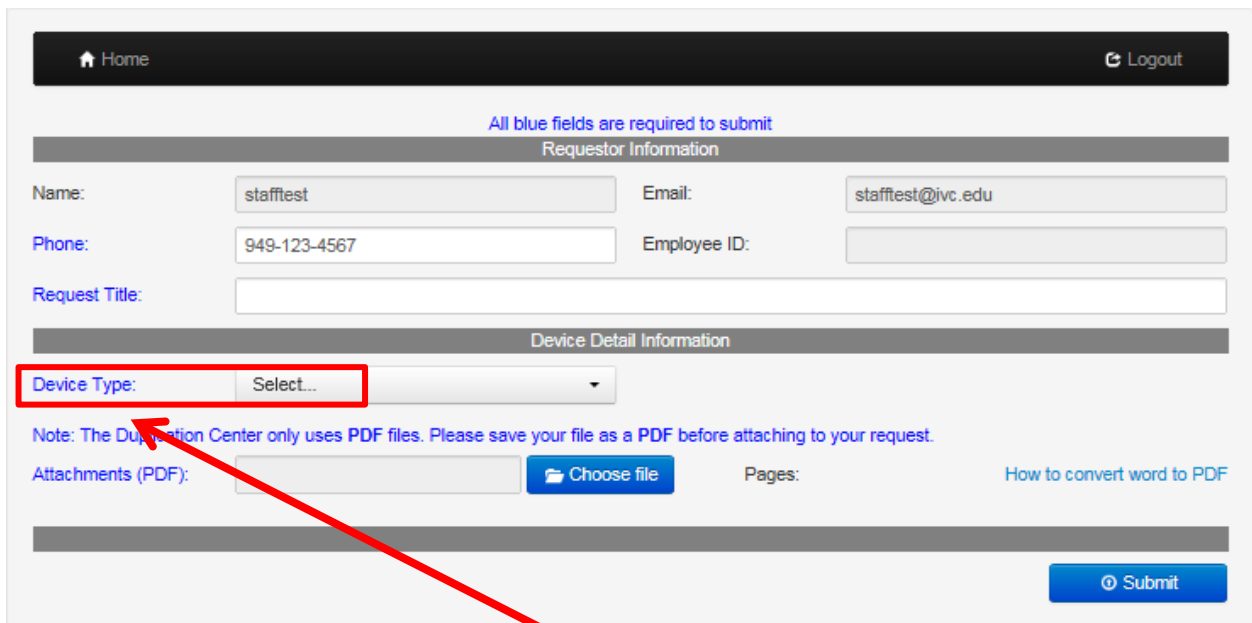
Duplicating

After logging in, the browser will take you the home page. Once on the home page, to create a print request, click on “New Print Request” located in the top left hand corner of the page.



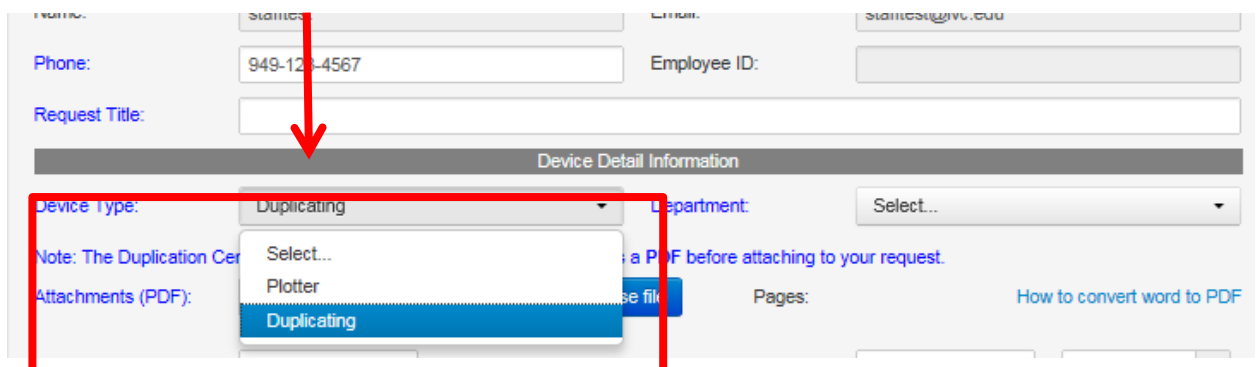
The screenshot shows the top navigation bar with a dark background. On the left, there is a button labeled "New Print Request" with a pencil icon, which is highlighted by a red rectangle. On the right, there is a "Logout" button with a user icon. Below the navigation bar, the header area displays the text "stafftest" and "Print Request List". Below the header, there is a table with columns: "Request Title", "Device Type", "Status", "Created", and "Total Value".

After clicking on the “New Print Request” tab, the browser will lead you to a fill-in page:



The screenshot shows the "New Print Request" form. At the top, there is a navigation bar with a "Home" button and a "Logout" button. Below the navigation bar, there is a message: "All blue fields are required to submit". The form is divided into two main sections: "Requestor Information" and "Device Detail Information". In the "Requestor Information" section, there are fields for "Name" (filled with "stafftest"), "Email" (filled with "stafftest@jvc.edu"), "Phone" (filled with "949-123-4567"), and "Employee ID" (empty). Below these fields is a "Request Title" field. In the "Device Detail Information" section, there is a "Device Type" dropdown menu, which is highlighted by a red rectangle. Below the dropdown menu, there is a note: "Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request." Below the note, there is a field for "Attachments (PDF)" with a "Choose file" button. To the right of the "Attachments (PDF)" field, there is a "Pages" field and a link "How to convert word to PDF". At the bottom right of the form, there is a blue "Submit" button.

To select “Duplicating” for the device type, go to “Device Type” under the “Device Detail Information” section and select “Duplicating”.



The screenshot shows the "Device Detail Information" section of the form. The "Device Type" dropdown menu is open, showing three options: "Select...", "Plotter", and "Duplicating". The "Duplicating" option is highlighted by a red rectangle. A red arrow points from the "Duplicating" option in the dropdown menu to the "Device Type" dropdown menu in the previous screenshot. Below the dropdown menu, there is a "Department" dropdown menu, which is also highlighted by a red rectangle. Below the "Department" dropdown menu, there is a note: "Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request." Below the note, there is a field for "Attachments (PDF)" with a "Choose file" button. To the right of the "Attachments (PDF)" field, there is a "Pages" field and a link "How to convert word to PDF".

After clicking on “Duplicating”, the browser will then lead you to printing option and settings:

Home Logout

All blue fields are required to submit

Requestor Information

Name: stafftest Email: stafftest@jvc.edu
Phone: 949-123-4567 Employee ID:
Request Title:

Device Detail Information

Device Type: Duplicating Department: Select...
Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request.
Attachments (PDF): Choose file Pages: How to convert word to PDF
Quantity: Date/Time Needed: 2:15 PM
Paper Size: Letter 8.5 X 11 Duplex: 1-Sided Copies
Paper Color: White Cover Color: White
☐ Color Copy ☐ Front Cover ☐ Back Cover ☐ Confidential
☐ Three Hole Punch ☐ Staple ☐ Cut
Cost Information
Total Print: Total Cost:
Submit

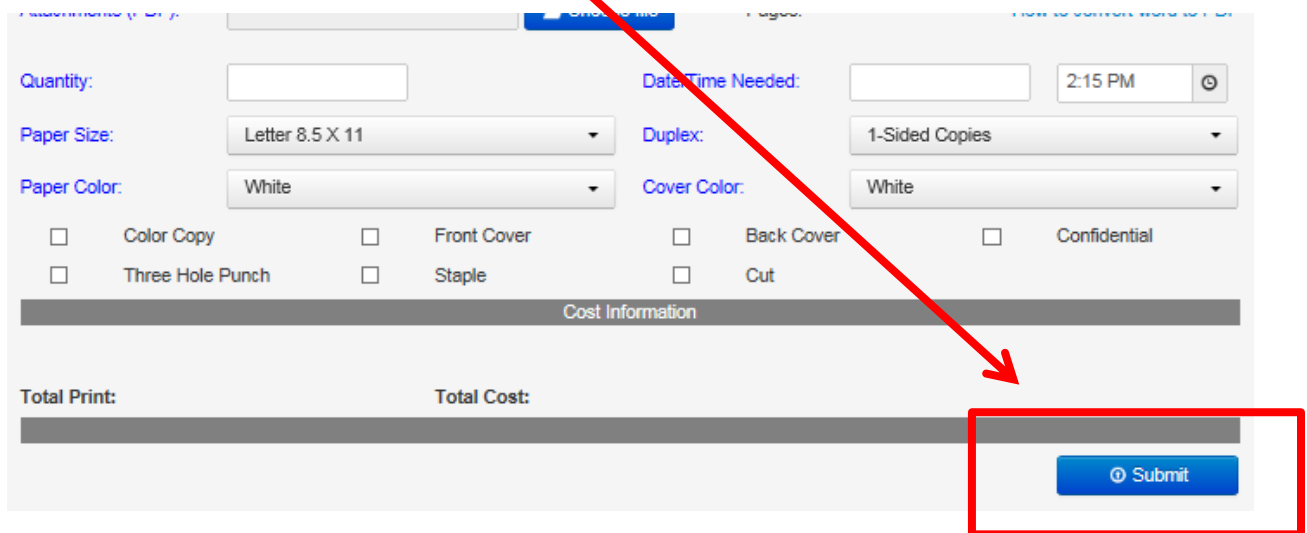
First step is to add the document in which you wish to print.

Input all the required boxes before submitting.

Device Detail Information

Device Type: Duplicating Department: Select...
Note: The Duplication Center only uses PDF files. Please save your file as a PDF before attaching to your request.
Attachments (PDF): Choose file Pages: How to convert word to PDF
Quantity: Date/Time Needed: 2:15 PM
Paper Size: Letter 8.5 X 11 Duplex: 1-Sided Copies
Paper Color: White Cover Color: White
☐ Color Copy ☐ Front Cover ☐ Back Cover ☐ Confidential
☐ Three Hole Punch ☐ Staple ☐ Cut
Cost Information

Once all the required boxes are filled, click “Submit” to submit your printing request.



The screenshot shows a web-based form for submitting a printing request. The form includes several input fields and checkboxes. A red arrow points from the top right towards the 'Submit' button, which is highlighted with a red rectangular box. The form is organized into sections: input fields for quantity, date/time, paper size, paper color, duplex, and cover color; a section for optional services like color copy, front/back cover, three hole punch, staple, and cut; a 'Cost Information' section; and a final 'Total Print' and 'Total Cost' section. The 'Submit' button is located at the bottom right of the form.

Quantity:	<input type="text"/>	Date/Time Needed:	<input type="text"/>	2:15 PM	<input type="button" value="⌚"/>
Paper Size:	Letter 8.5 X 11	Duplex:	1-Sided Copies		
Paper Color:	White	Cover Color:	White		
<input type="checkbox"/> Color Copy	<input type="checkbox"/> Front Cover	<input type="checkbox"/> Back Cover	<input type="checkbox"/> Confidential		
<input type="checkbox"/> Three Hole Punch	<input type="checkbox"/> Staple	<input type="checkbox"/> Cut			
Cost Information					
Total Print:		Total Cost:			
<div>Submit</div>					