



**Graphics Center
Online Ordering System
User Guide**

Step 1: Log in



Step 2: Account Settings



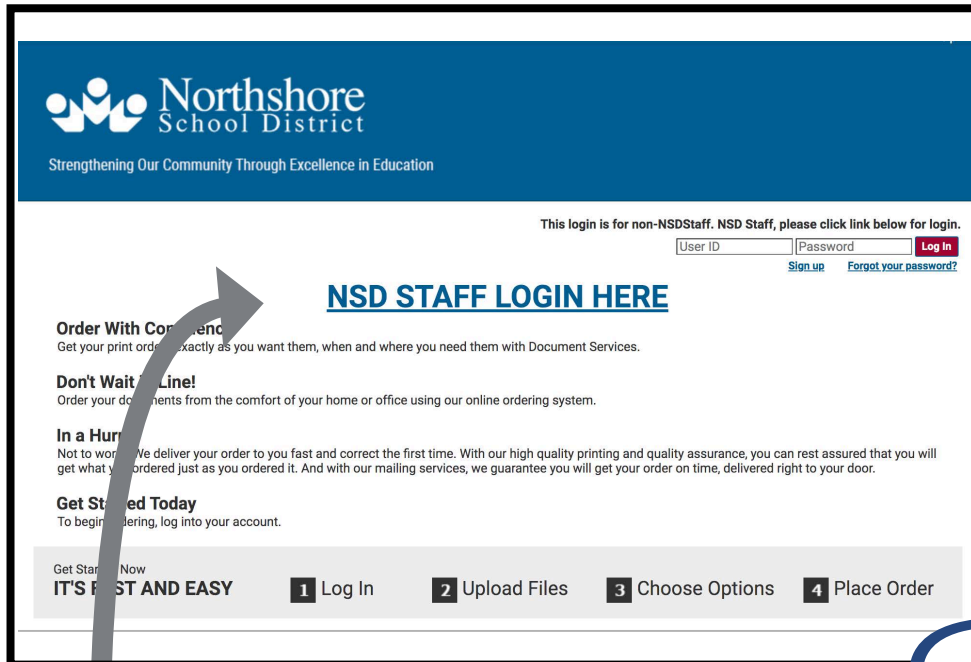
Step 3: Custom Orders



Step 4: Cart Overview

Log in

To access the Northshore Print Center Portal please utilize the following URL: graphics.nsd.org



Northshore School District
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This login is for non-NSD Staff. NSD Staff, please click link below for login.

User ID Password [Log In](#)
[Sign up](#) [Forgot your password?](#)

NSD STAFF LOGIN HERE

Order With Confidence
Get your print order exactly as you want them, when and where you need them with Document Services.

Don't Wait in Line!
Order your documents from the comfort of your home or office using our online ordering system.

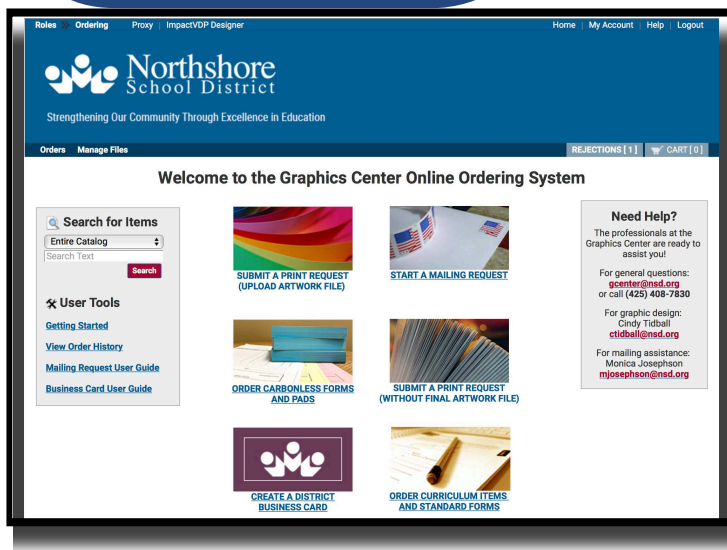
In a Hurry?
Not to worry. We deliver your order to you fast and correct the first time. With our high quality printing and quality assurance, you can rest assured that you will get what you ordered just as you ordered it. And with our mailing services, we guarantee you will get your order on time, delivered right to your door.

Get Started Today
To begin ordering, log into your account.

Get Started Now
IT'S FAST AND EASY 1 Log In 2 Upload Files 3 Choose Options 4 Place Order

All NSD Staff: select the NSD STAFF LOGIN HERE link. The online ordering system will read your log-in credentials from any NSD device that you are logged into.

Non-NSD Staff, Log-in Here. If you do not have an account, please sign up for one and contact {gcenter@nsd.org} to activate your account.



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Home My Account Help Logout

REJECTIONS [1] CART [0]

Welcome to the Graphics Center Online Ordering System

Search for Items
Entire Catalog
Search Text [Search](#)

User Tools
[Getting Started](#)
[View Order History](#)
[Mailing Request User Guide](#)
[Business Card User Guide](#)

SUBMIT A PRINT REQUEST (UPLOAD ARTWORK FILE)

START A MAILING REQUEST

ORDER CARBONLESS FORMS AND PADS

SUBMIT A PRINT REQUEST (WITHOUT FINAL ARTWORK FILE)

CREATE A DISTRICT BUSINESS CARD

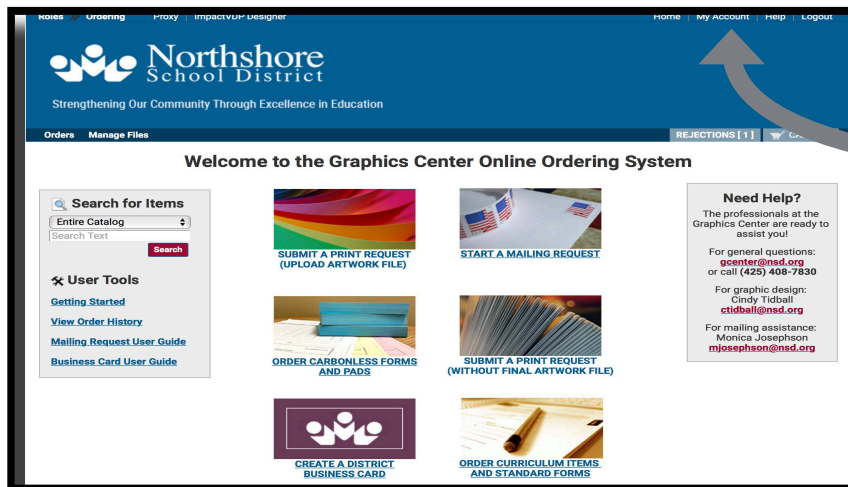
ORDER CURRICULUM ITEMS AND STANDARD FORMS

Need Help?
The professionals at the Graphics Center are ready to assist you!
For general questions:
gcenter@nsd.org
or call (425) 408-7830
For graphic design:
Cindy Tidball
ctidball@nsd.org
For mailing assistance:
Monica Josephson
mjosephson@nsd.org

After logging in, you will be redirected to the Ordering Home Screen.

Account Settings

Please verify your account information through the “My Account” button in the top right of the home page. Modifying any of these fields will auto-populate the information into your cart when ordering. A majority of information found in the My Account page will come pre-populated.



My Account:
Clicking “My Account”
will bring you to your
account details page.

Contact Information:
Input your contact
information here.

Shipping Information:
Input your NSD shipping
address and select your
default shipping method.

Billing Information:
Input your NSD billing
information, including a
default budget number.

My Account [Email Options] [Print Options] [Manage Contacts] [My Workgroups]

My Contact Information [Modify] Or select from this contact list [Personal]

Address: Justin Iannuzzo, Print Shop, New York, United States
Phone / Email: justin.iannuzzo@ricoh-usa.com
User ID: JIannuzzo (Local) [Change Password]
Preferred Site: Northshore POA

Default Shipping Information [Modify] Or select from this contact list [Personal]

Address: Justin Iannuzzo, Print Shop, New York, United States
Phone / Email: justin.iannuzzo@ricoh-usa.com
Shipping Method: Hold for pickup

Default Billing Information [Modify] Or select from this contact list [Personal]

Address: Justin Iannuzzo, Print Shop, New York, United States
Phone / Email: justin.iannuzzo@ricoh-usa.com
Account Codes: 1231231231 (District Budget Code)

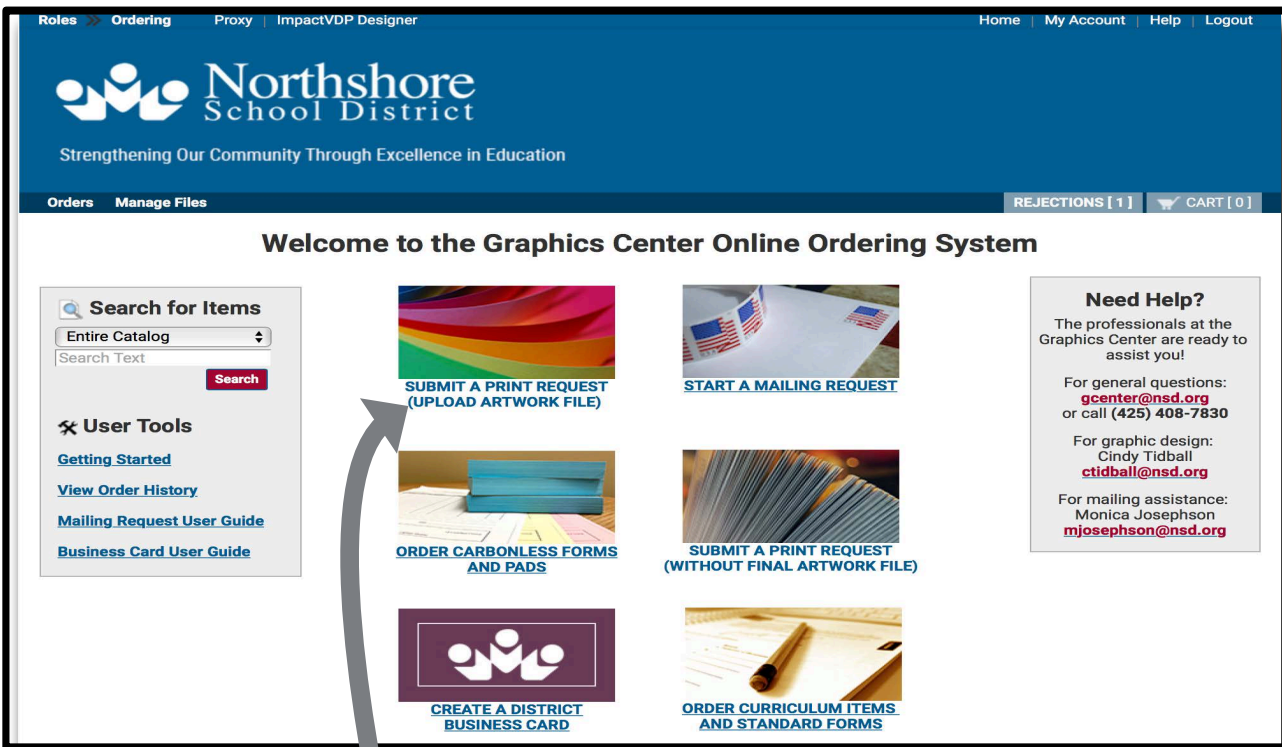
Email Options

<input checked="" type="checkbox"/> Order Completed Receive an email when your order has been completed.	<input checked="" type="checkbox"/> Shipment Notification to Recipients Send an email to the recipient of the shipment when shipped.
<input type="checkbox"/> Shipment Notification Send an email to the order owner of the shipment when shipped.	<input checked="" type="checkbox"/> Order Completed To Billing Send an email to the designated Bill-to individual from your order when completed.
<input type="checkbox"/> Item Expiration Receive an email when your documents expire.	<input checked="" type="checkbox"/> Order Receipt Receive an email when your order has been submitted.

Email Options:
Set your email preferences
for job notifications.

Custom Orders

To begin a print request, you will start on the home page with the "Submit a Print Request (Upload Artwork File)" portlet.



Drag and drop your artwork file over this image, or click the image to browse to your file.

Supported File Type:
PDF, Word, Excel, PPT, PNG, JPG


Print Settings such as paper choices, black and white or color printing, binding options etc. will be discussed in the cart section of this user guide.


Cart: Basic Overview




Follow the steps in the cart to select your printing, shipping, and billing options to your specifications.


Before proceeding in your cart, you must specify a name for your order.

Provide an Order Name
Order name
*Please enter a meaningful name to help the print center identify the order, and to help with future reordering. **This is required for all new orders.***
Continue

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1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.
Order name TEST 
Cart ID 522
Order Estimate [\\$2,560](#)

Item 1
 **Replace File** **Add Another Print Request to Cart**
 **InfoTrends Education Sector Organization Size Impact Document Use Aug 2017.pdf** 
13 Pages
8.50x11.00 Inches
Unit Price [\\$2,560](#)
Quantity
Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options **Print Color, 2-Sided, 8.5 x 11 White Bond, Scale Down Only**
 **Preview / Change Options**

[Enter special instructions for this item.](#)
[Please include any Graphics or Typesetting Alterations Needed here.](#)
☐ I need Graphics or Typesetting Alterations on my document
(Please input under Special Instructions)

Graphics/Typesetting:
Please select this box if your document requires any Graphics or Typesetting Alterations by the Graphics Team.

Print Options: Select this button to change your paper, size, color, and additional bindery options.

Print Options: Overview

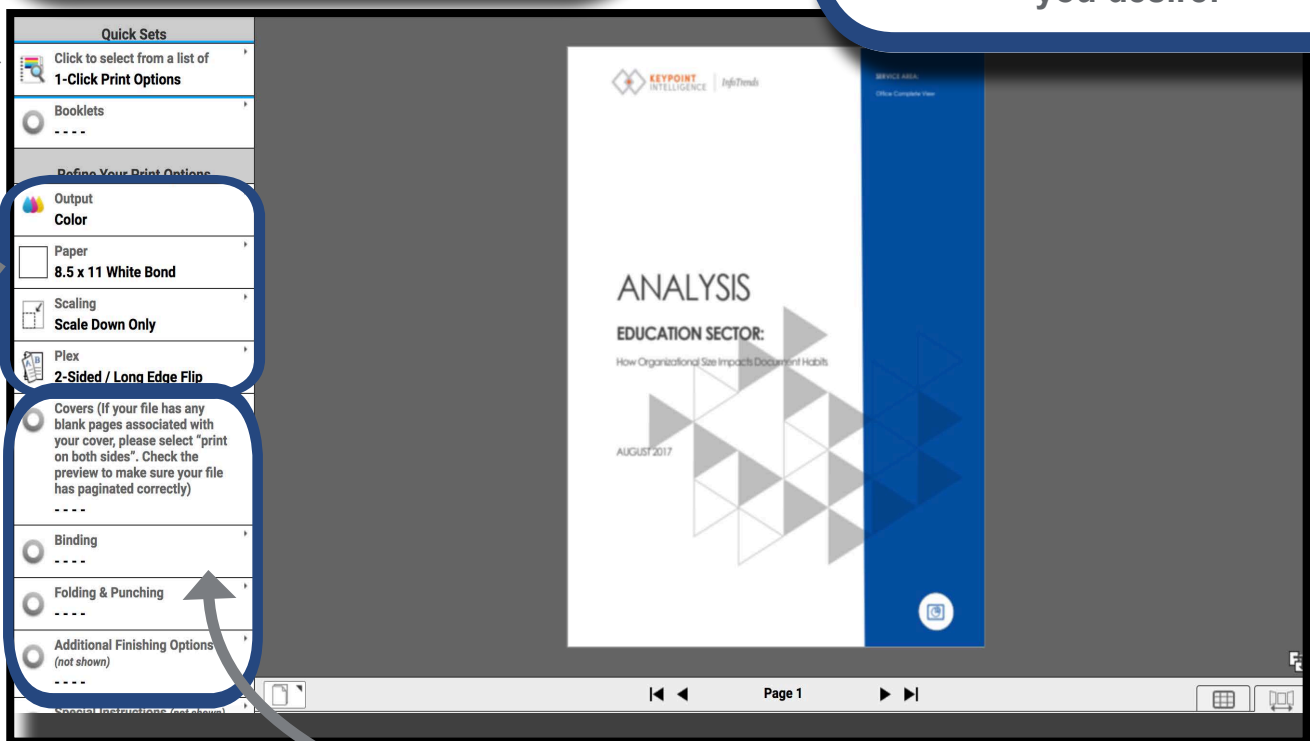
Clicking on the “Print Options” button labeled in the previous page brings you to a dynamic preview of your job. The preview will update based upon your selected print options on the left hand column.

1-Click Print Options:

Select this to view and apply a variety of predetermined print settings.

Document Preview:

The software will provide a dynamic preview of how your job will look when completed. Please review it carefully to make sure your chosen settings are producing the outcome you desire!




Refine Print Options:

Choose your printing output (B&W, Color, or Oversized), your paper type, scaling, and plex options (single or double sided) here. If placing an oversized order, please provide additional details in "Special Instructions."

Choose Finishing Options:

These include binding options (staple, tape, or comb binding), folding, cutting, and more. If you do not see what you are looking for, please enter your request under "Special Instructions."

Cart: Overview Continued

**Northshore**
School District
Strengthening Our Community Through Excellence in Education


1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name **TEST**

Cart ID **522**

Order Estimate **\$2.560**

Item 1



InfoTrends Education Sector Organization Size Impact Document Use Aug 2017.pdf

13 Pages

8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Replace File


Add Another Print Request to Cart

Unit Price **\$2.560**

Quantity

Your Selected Print Options

Print Color, 2-Sided, 8.5 x 11 White Bond, Scale Down Only

 [Preview / Change Options](#)

[Enter special instructions for this item.](#)
[Please include any Graphics or Typesetting Alterations Needed here.](#)

☐ I need Graphics or Typesetting Alterations on my document
(Please input under Special Instructions)

Special Instructions:

Please use this area to provide any additional instructions that the Graphics Center staff will need to complete you order.

Special Instructions

Cancel

Save

If Graphics/Typesetting is needed, please check this box and use the special instructions area to specify what kind of work is needed for your document.

Shipping/Billing Information

Please verify and change your shipping and billing information as necessary. Default values can also be changed in the "My Account" page.

Shipping Information Add Address

I would like my order shipped by: Wednesday, July 07, 2021 Note: Only dates when the print center is open may be selected.

Justin Iannuzo
Print Shop
New York
United States
justin.iannuzo@ricoh-usa.com

Select a Shipping Method
Intradistrict Mail Please allow 1-2 business days for delivery

Wednesday, July 07, 2021

Ordered Items
1 InfoTrends Education Sector Organization Size Impact D

[Enter shipping instructions for this recipient](#)

Shipping Method:

This will default to "Intradistrict Mail". If another option is required, please hit the drop-down.


Shipping Date:

Select the date you would like your order **shipped** by. This will affect your delivery estimate date.

Budget Information:

Please ensure this section is filled out correctly. If you have updated your Account Page to include Budget Codes, they will pre-populate. School/Building and a budget code must be included for the order to be processed.

Budget Information

Justin Iannuzo 
Print Shop
New York
United States
justin.iannuzo@ricoh-usa.com

Order Estimate **\$6,000**
Click the price to view the cost details

Input Budget Codes for Processing

School/Building School/Building Designation is required for all Northshore personnel

District Budget Code ☒ This is your 10-digit budget number

ASB Budget Code This is your 6-digit ASB number

Capital Projects This is your 15-digit Capital Projects number

Mailing Request Please select "Yes" if you are submitting a Mail Request Form - no Budget Number required above.

Is this order for 2021-2022 School Year? Please ensure you include your budget number above along with this account code.

[Enter budgetary instructions for this order](#)

[Start a New Cart](#) [Add Another Print Request to Cart](#) [Place Order](#)

Submitting Orders

Once you have finished configuring your item, you may place your order or continue shopping.

Budget Information

Justin Iannuzo
Print Shop
New York
United States
justin.iannuzo@ricoh-usa.com

Order Estimate **\$6,000**
[Click the price to view the cost details](#)

Input Budget Codes for Processing

School/Building
School/Building Designation is required for all Northshore personnel

District Budget Code ☒
This is your 10-digit budget number

ASB Budget Code
This is your 6-digit ASB number

Capital Projects
This is your 15-digit Capital Projects number

Mailing Request
Please select "Yes" if you are submitting a Mail Request Form - no Budget Number required above.

Is this order for 2021-2022 School Year?
Please ensure you include your budget number above along with this account code.

[Enter budgetary instructions for this order](#)

Start a New Cart

Add Another Print Request to Cart

Place Order

Place Order:

Once you place your order you will receive a notification email (if specified in your account settings) regarding the details of your order.

Note:

If your order triggers an approval, it will be sent through the identified approval process for your School/Building. Once approved, it will be submitted automatically to the Graphics Center.

Order Confirmation

Your order has successfully been submitted once you arrive at this page. Additionally, you will receive an email confirmation from the Graphics Center if you have email delivery set in your account preferences. Please note, if you have not reached this page, your order has not been submitted.

[Orders](#) [Manage Files](#) CART [0]

Order Submitted

Your order 522 has been submitted for processing.
An order confirmation email will be sent to you (if enabled).

[Print Receipt](#)

Order Information

Order Name TEST	Order Number 522
Submitted On 06/29/2021 2:25 PM	Requested ship date 07/07/2021
Customer name Justin Iannuzo [Jlannuzo]	Site Northshore POA

Ordered Items

Ship to Justin Iannuzo

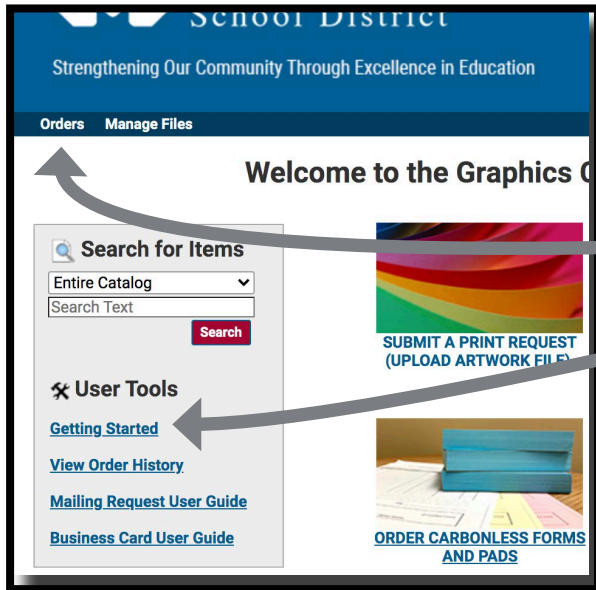
Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
100	NSD District Business Card	Jlannuzo default	\$0.060	\$6.000
Total Price				\$6.000

Billing Information

Justin Iannuzo	Phone / Email
Print Shop	justin.iannuzo@ricoh-usa.com
New York	
United States	
Account Codes	
School/Building	Administrative Center
District Budget Code	1231231231
ASB Budget Code	None Provided
Capital Projects	None Provided

Order History

You can reorder past jobs by finding them under your Order History. The job will be placed in your cart with the same printing specifications that you selected the first time you ordered (these can be changed if needed.)



View Order History or Orders:
Selecting either of these options will bring you to a list of your past orders.

Reorder:
Files may be re-ordered. The system will configure your job exactly as it was submitted previously. The print/shipping/billing options will all be the same as the original order.

Order Name:
Files include user designated order name as well as order number for print shop use.

Note:
Files do expire after 18 months and may need to be re-uploaded.

Strengthening Our Community Through Excellence in Education					
Orders Manage Files					
My Orders					
Find the status of an order from this page, and view the details of past orders. You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved).					
Order Search					
Status	All	Created from		to	
Order name		Account Code			
Item					
				Rows Per Page	100
Order Name	Order #	Created	Sending to	Status	
TEST	522	06/28/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	270	06/09/2021	Justin Iannuzzo	Canceled	View Reorder
TEST BC	269	06/09/2021	Justin Iannuzzo	Saved	Modify
TEST MAIL REQUEST	268	06/09/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	267	06/09/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	266	06/09/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	263	06/09/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	184	06/02/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	182	06/02/2021	Justin Iannuzzo	Saved	Modify
TEST	181	06/02/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	180	06/02/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	179	06/02/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	172	06/02/2021	Justin Iannuzzo	Canceled	View Reorder
TEST	160	06/01/2021	Justin Iannuzzo	Canceled	View Reorder

Order History - Personal Reports

Within your Order History, you can run personal reports on all of the orders that have been run through WebCRD. This can include data ranging from account codes used, amount spent, and what kind of print specifications you have ordered.

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Orders Manage Files CART [0]

My Orders

Find the status of an order from this page, and view the details of past orders.
You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved).

Order Search

Status: All Created from: to: Rows Per Page: 100

Order Name	Order #	Created	Sending to	Status	
TEST	522	06/28/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	270	06/09/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST BC	269	06/09/2021	Justin Iannuzzo	Saved	<input type="button" value="Modify"/>
TEST MAIL REQUEST	268	06/09/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	267	06/09/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	266	06/09/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	263	06/09/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	184	06/02/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	182	06/02/2021	Justin Iannuzzo	Saved	<input type="button" value="Modify"/>
TEST	181	06/02/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	180	06/02/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	179	06/02/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	172	06/02/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>
TEST	160	06/01/2021	Justin Iannuzzo	Canceled	<input type="button" value="View"/> <input type="button" value="Reorder"/>

Reports:

This will bring you to a reporting page where you have the ability to produce reports based on order history.

Personal reports are available to each and every registered user. They can be generated to provide spending data and other vital information.

Reports Types:

You may select from a variety of reporting options.

School District

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Orders Manage Files

Accounting Reports

Enter the range and the type of report desired.
Enter any filter criteria, then click Continue to download the report.

Report: Order Summary

Start: 06/01/2021 End: 06/29/2021

Date criteria: Completed

Form Number:
(excludes Order Summary, Order Recipient Details, and Chargeback)

Item:
(excludes Order Summary, Order Recipient Details, and Chargeback)

Paid by: All
(only applies to Chargeback Reports)

Include header row: ☒

Include order status: ☐ Unsubmitted ☐ Pending Approval ☐ Production ☐ On hold ☐ Canceled ☒ Completed ☐ All

Custom Time-frame:

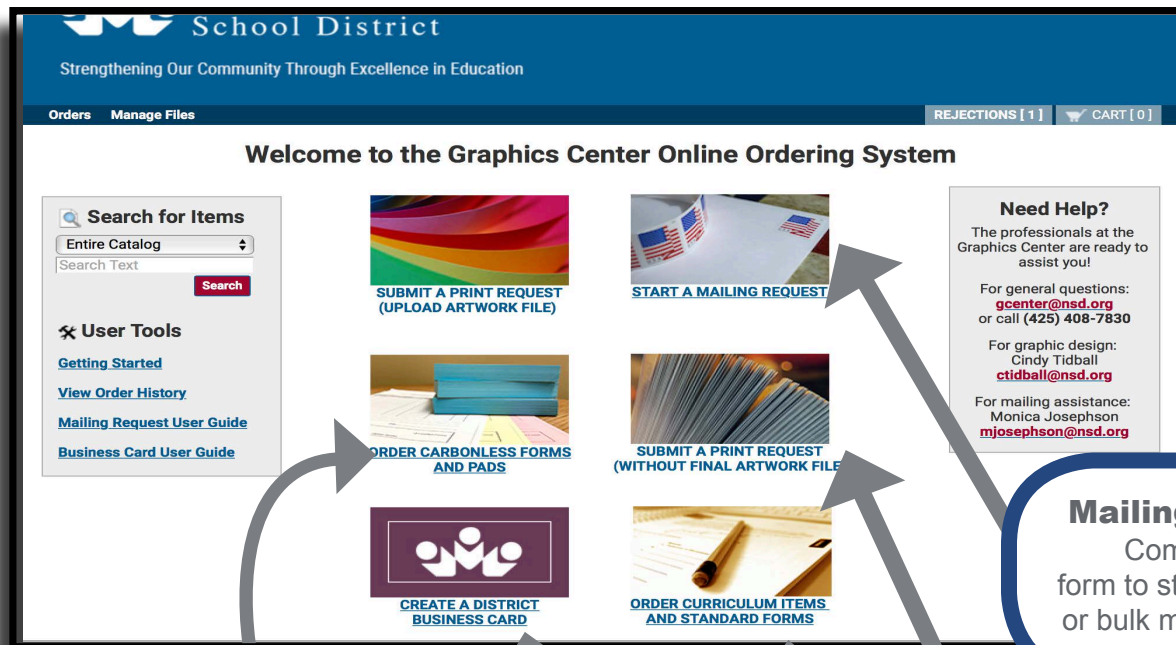
Specify the date range for your report.

Continue:

Once all specifications have been selected, click "Continue" to generate the report. The system will generate a CSV/Excel file specific to your selected criteria, and output it to your computer's download folder.

Additional Offerings

The Graphics Center portal offers additional options other than just custom print jobs!



Mailing Request:

Complete this form to start a first-class or bulk mailing request.

Order Carbonless Forms or Pads:

Use this tool to quickly set-up your file for printing a multi-part form or a notepad.

District Business Cards:

Use this template to create your district business card.

Order Curriculum Items and Standard Forms:

Order curriculum item and district standard forms here.

Submit a Print Request (Without Final Artwork):

If you do not have an electronic artwork file (whether it is hard copy that you can't scan, or is an item that is on file at the Graphics Center) you can still start a print request by clicking here.

Ordering Curriculum Items and Standard Forms

The Graphics Center Online Ordering System has a catalog of Elementary curriculum items and standard forms for the District.

Select By Workgroup
Browse for items by selecting a Workgroup, or search for items using the search bar. Click Home to select items outside the Catalog.

Item Search Search Clear

Search Rows Per Page 100
[Show Advanced Search Criteria](#) Sort By Item A-Z

Workgroup	Location	Dept.	Folders	Items
Business Card			1	1
ELA Curriculum			4	25
Envelopes			4	73
IRR Assessments			4	58
Mailing Request			1	1
Math Xpressions			12	98
NCR - Pads			2	7
Order Paper			1	7
Standard Forms			3	12
TCI Science			6	54
Word Sorts			5	46

[1-11] of [11]

Catalog items are divided into folders by category.

Select Items
Add items to your cart by entering quantities and clicking **Add to Cart**. For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

Item Search Search Clear

Search Rows Per Page 100
[Show Advanced Search Criteria](#) Sort By Item A-Z

[Comprehension Posters](#)
Qty 10 Add to Cart
Located in ELA Curriculum / ELA Curriculum

[Editing Marks \(Small\)](#)
Qty Add to Cart
Located in ELA Curriculum / ELA Curriculum

[Editing Marks Poster](#)
Qty Add to Cart
Located in ELA Curriculum / ELA Curriculum

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name TEST Cart ID 539
Order Estimate \$31,200

Item 1 Add Another Print Request to Cart

Comprehension Posters
8 Pages
Unit Price \$3,120
Quantity 10

Print Options Print Color, 1-Sided, 11 x 17 White Index Smooth Cover, Scale to Fit
[Preview Document](#)

[Enter special instructions for this item.](#) ☐ I need Graphics or Typesetting Alterations on my document (Please input under Special Instructions)

Shipping Information Add Address

I would like my order shipped by: Thursday, July 08, 2021 Note: Only dates when the print center is open may be selected.

Justin Iannuzzo
Print Shop
New York
United States
justin.iannuzzo@dcioh-usa.com

Select a Shipping Method
Hold for pickup ☐ Pick up during business hours
Thursday, July 08, 2021

Ordered Items	Quantity
1 Comprehension Posters	10

[Enter shipping instructions for this recipient](#)

Once you specify the quantity of your catalog item(s), they will be automatically placed in your cart. Fill out the cart information and submit your order.

Submit a Print Request (Without Final Artwork)

School District
Strengthening Our Community Through Excellence in Education

Orders Manage Files REJECTIONS [1] CART [0]

Welcome to the Graphics Center Online Ordering System

Search for Items
Entire Catalog
Search Text
Search

User Tools
Getting Started
View Order History
Mailing Request User Guide
Business Card User Guide

SUBMIT A PRINT REQUEST (UPLOAD ARTWORK FILE)
START A MAILING REQUEST
ORDER CARBONLESS FORMS AND PADS
SUBMIT A PRINT REQUEST (WITHOUT FINAL ARTWORK FILE)
CREATE A DISTRICT BUSINESS CARD
ORDER CURRICULUM ITEMS AND STANDARD FORMS

Need Help?
The professionals at the Graphics Center are ready to assist you!
For general questions: gcenter@nsd.org or call (425) 408-7830
For graphic design: Cindy Tidball ctidball@nsd.org
For mailing assistance: Monica Josephson mjosephson@nsd.org

Step 1:

Click on this portlet and you will be brought to the cart page.

Step 2:

Even without a digital file to upload, you can still set your print specifications here.

Print Options:

- Specify the Pages of your Final Document
- Select the source of your artwork.
- Requested Action
- Any item instructions

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name TEST Cart ID 540
Order Estimate \$0.000

Item 1
Replace File Add Another Print Request to Cart

Input Artwork Name Here
Unit Price \$0.000
Quantity 1

Pages Please Specify
Click the link to enter the number of printed sides in your document, and select "Preview/Change Options" below to calculate an estimated price.

Source Hardcopy (Please send to GC)
Please select the source for your item. If Combining Files, please email gcenter@nsd.org. Please reference your Order # when submitting to Graphics Center. If you need to order curriculum items and standard forms, please click [here](#) for the catalog.

Requested Action Scan and Print
Please select the requested action for your item.

Item Instructions Please Specify
Click to enter any details necessary to fulfill this special order item that will persist when you reorder this item.

Your Selected Print Options
Print Color, 2-Sided, 8.5 x 11 White Bond, Scale Down Only
Preview / Change Options

Enter special instructions for this item. Please include any Graphics or Typesetting Alterations Needed here. ☐ I need Graphics or Typesetting Alterations on my document (Please input under Special Instructions)

Shipping Information Add Address

If there are any additional details or instructions needed, please list them in "Special Instructions."

Once you complete the print specs, please confirm your shipping and budget information. You can then "Place Order" like any other print request, and the Graphics Center team will reach out to you about your artwork.

Enter shipping instructions for this recipient

Budget Information
Justin Iannuzzo
Print Shop
New York
United States
Justin.Iannuzzo@ricoh-usa.com

Order Estimate \$0.000
Click the price to view the cost details

Input Budget Codes for Processing
School/Building Administrative Center
School/Building Designation is required for all Northshore personnel

District Budget Code 1231231231
This is your 10-digit budget number

ASB Budget Code
This is your 6-digit ASB number

Capital Projects
This is your 15-digit Capital Projects number

Mailing Request
Please select "Yes" if you are submitting a Mail Request Form - no Budget Number required above.

Is this order for 2021-2022 School Year?
Please ensure you include your budget number above along with this account code.

Enter budgetary instructions for this order

Start a New Cart Add Another Print Request to Cart Place Order

Contact

**For Questions or Assistance with
the Graphics Online Ordering
System Please Contact:**

Northshore Graphics Center
Phone Number: (425) 408-7830
Email: gcenter@nsd.org