UCLA
Mail, Document &
Distribution Services

Placing Orders
with UCLA WebCRD

(A Quickstart Guide)

www.print.ucla.edu
What is WebCRD?

A web based software tool for submitting orders to the Print Shop

- Secure
- Easy
- Complete
Accessing & Logging In

- The web address for the UCLA WebCRD page is www.print.ucla.edu and can be accessed from any computer. This will take you to the UCLA Logon Page.
Accessing & Logging In

- At the login page, enter your UCLA Logon information. If you do not have a UCLA Logon, or need to reset your password, etc. you can access the UCLA Logon site here:  https://logon-csb1.logon.ucla.edu/activate.php
Accessing & Logging In

- After logging in you should see the screen below.
Managing Your Profile

- When you log in the first time, *Please complete your personal profile* by clicking on “My Profile” at the upper right of your screen. The site will store your contact and shipping information as well as your preferred printing options.
Managing Your Profile

My Profile

My Contact Information

Modify

Address

Test_user test_user
United States
UCLA Mail, Document & Distribution
555 Westwood Plaza Level B
Los Angeles, California 90095-1361
United States

Phone / Email

dbs@mds.ucla.edu
3108250374 (Work #)

User ID: test_user

Default Shipping Information

Modify

Address

Test_user test_user
United States
UCLA Mail, Document & Distribution
555 Westwood Plaza Level B
Los Angeles, California 90095-1361
United States

Phone / Email

dbs@mds.ucla.edu
3108250374 (Work #)

Method: Select

Default Billing Information

Modify

Address

Test_user test_user
United States
UCLA Mail, Document & Distribution
555 Westwood Plaza Level B
Los Angeles, California 90095-1361
United States

Phone / Email

dbs@mds.ucla.edu
3108250374 (Work #)
Managing Your Profile

Email Options
- Order Shipped: Receive an email when your order has been shipped.
- Order Shipped To Billing: Send an email to the designated Bill-to individual from your order when shipped.
- Order Receipt: Receive an email when your order has been submitted.

Order Shipped To Recipients: Send an email to the recipients of your order when shipped.
Item Expiration: Receive an email when your documents expire.

Print Options
- Options: Summary, Print, Binding, Folding, Covers, Other
- Print: B/W, Duplex, 8.5x11 20# White
- Save
Ways to Place an Order

1. Uploading a File
2. Placing a Catalog Order
3. Placing an Order for a Configurable Item (Business Cards, etc.)
4. Placing an Order from your Personal Catalog
5. Placing a Special Order
Ways to Place an Order

1. Uploading a File

Allowed File Types:
- PDF
- PS
- PGM
- DOC, DOCX
- XLS, XLSX
- PPT, PPTX
- HTM
- GIF
- PNG
- JPEG
- HTML
1. Uploading a File

- Click **Choose File** to browse your computer
Ways to Place an Order

1. Uploading a File
2. Placing a Catalog Order
3. Placing an Order for a Configurable Item (Business Cards, etc.)
4. Placing an Order from your Personal Catalog
5. Placing a Special Order
Ways to Place an Order

2. Placing a Catalog Order

What is a Catalog?

A collection of print and/or non-print items that are made available to all WebCRD users or only to specific users.
Ways to Place an Order

2. Placing a Catalog Order

Use **Search Catalog**
- Simply click **Go** button *or*
- Enter item/document name and click **Go** *or*
- Click Advanced Search
Ways to Place an Order

2. Placing a Catalog Order

- Select a group to expand

- Select a sub-group to expand
Ways to Place an Order

2. Placing a Catalog Order

- Select items and quantity
Ways to Place an Order

1. Uploading a File
2. Placing a Catalog Order
3. Placing an Order for a Configurable Item (Business Cards, etc.)
4. Placing an Order from your Personal Catalog
5. Placing a Special Order
Ways to Place an Order

3. Placing an Order for a Configurable Item

Use **Search Catalog**
- Simply click **Go** button *or*
- Enter item/document name and click **Go** *or*
- Click Advanced Search
Ways to Place an Order

3. Placing an Order for a Configurable Item

- Select a group to expand (Business Cards, Stationery)

Select a sub-group to expand
3. Placing an Order for a Configurable Item

- Choose a Card and select **Configure**
Ways to Place an Order

1. Uploading a File
2. Placing a Catalog Order
3. Placing an Order for a Configurable Item (Business Cards, etc.)
4. Placing an Order from your Personal Catalog
5. Placing a Special Order
Ways to Place an Order

4. Placing an Order from your Personal Catalog

What are My Files?

A collection of your documents that you upload and configure for printing ahead of time.

How to Set Up:

Use Manage Files to:

- Create Folders
- Upload Files
- Set Retention Time
- Set Print Options
Ways to Place an Order

4. Placing an Order from your Personal Catalog

Use **My Files**
- Click **Go** button or
- Enter item/document name and click **Go** or
- Click **Advanced Search**
Ways to Place an Order

4. Placing an Order from your Personal Catalog

- Enter quantity
- Click Add to Cart
- Click Cart link
Ways to Place an Order

1. Uploading a File
2. Placing a Catalog Order
3. Placing an Order for a Configurable Item (Business Cards, etc.)
4. Placing an Order from your Personal Catalog
5. Placing a Special Order
Ways to Place an Order

5. Placing a Special Order

What are Special Orders?

Orders where an electronic copy of the document is not uploaded to WebCRD.

Common Special Orders:

- Hardcopy documents
- Basic graphic design requests
- Files on CD or USB
- Files that are not accepted for uploading
Ways to Place an Order

5. Placing a Special Order
   ○ Use **Special Orders > Go**
Submitting Orders

- All items are placed in Cart
- Set Print Options, Shipping, and Billing information
Submitting Orders

[Image of the UCLA Print Management System interface]

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

Provide an optional name for your order.

Select from these 1-Click Print Options:
- Color, Duplex, No Binding
- Color, Simplex, No Binding
- BW 2 Side, White Paper

Refine Your Print Options:
- Output and Flex
- Paper
- Additional

Click to choose color, double-sided output, paper stock, etc.

Provide a sample of the document before processing my order.

www.print.ucla.edu
Submitting Orders

![Image of submitting orders process](image-url)

- Shipping Information:
  - Order shipped on: Wednesday, January 21, 2015
  - Delivery Estimate:
    - Wednesday, January 21, 2015

- Billing Information:
  - Select Billing Codes for Payment
  - Only Enter an FAU if you do not have a Recharge ID.
  - Enter 'VISA' for a Recharge ID if you will pay when you pick up your order.
  - Only Visa and MasterCard accepted

- Process:
  - Enter shipping instructions for this recipient
  - Ordered Items:
    - 1 UCLA Placing Orders with WebCRD Thumb.pdf
  - Place Order
Order Status and Re-Orders

- Click Orders link
Additional Resources

- Online Help
CONTACTS

- (310) 825-0374
- dbs@mdds.ucla.edu
- www.mdds.ucla.edu