

JobAid: Ordering State Standard Business Cards

Topic Overview

As part of the Digital Storefront myPrint enhancement effort, the project team reviewed all customer products. The findings reflected the use of the same business card template, which resulted in making a category for state standard envelopes to eliminate duplication.

This job aid is for end-users who order state standard business cards. This includes the following organizations:

<ul style="list-style-type: none"> Commission on Asian-Pacific American Affairs (AAA) 	<ul style="list-style-type: none"> Accountancy Board (ACB) 	<ul style="list-style-type: none"> Department of Agriculture (AGR) 	<ul style="list-style-type: none"> Washington State Arts Commission (ARTS) 	<ul style="list-style-type: none"> Bond Retirement and Interest Board (BRI) 	<ul style="list-style-type: none"> Board of Tax Appeals (BTA)
<ul style="list-style-type: none"> Cascadia Community College (CAS) 	<ul style="list-style-type: none"> Commission on Judicial Conduct (CJC) 	<ul style="list-style-type: none"> Coart of Appeals (COA) 	<ul style="list-style-type: none"> Department of Commerce (COM) 	<ul style="list-style-type: none"> Department of Archeology and Historic Preservation (DAHP) 	<ul style="list-style-type: none"> Department of Early Learning (DEL)
<ul style="list-style-type: none"> Department of Enterprise Services (DES) 	<ul style="list-style-type: none"> Department of Financial Institutions (DFI) 	<ul style="list-style-type: none"> Department of Fish and Wildlife (DFW) 	<ul style="list-style-type: none"> Department of Health (DOH) 	<ul style="list-style-type: none"> Department of Licensing (DOL) 	<ul style="list-style-type: none"> Department of Retirement Services (DRS)
<ul style="list-style-type: none"> Department of Services for the Blind (DSB) 	<ul style="list-style-type: none"> Department of Social and Health Services (DSHS) 	<ul style="list-style-type: none"> Department of Veteran Affairs (DVA) 	<ul style="list-style-type: none"> Department of Ecology (ECY) 	<ul style="list-style-type: none"> Environmental and Land Use Hearing Office (EHO) 	<ul style="list-style-type: none"> Department of Employment Security (ESD)
<ul style="list-style-type: none"> Volunteer Firefighters Board (FIR) 	<ul style="list-style-type: none"> General Administration (GAE) 	<ul style="list-style-type: none"> Washington State Gambling Comm (GMB) 	<ul style="list-style-type: none"> Office of the Governor (GOV) 	<ul style="list-style-type: none"> Health Care Authority (HCA) 	<ul style="list-style-type: none"> Horse Racing Commission (HRC)
<ul style="list-style-type: none"> Industrial Insurance Appeals (IND) 	<ul style="list-style-type: none"> Liquor and Cannabis Control Board (LIQ, LCB) 	<ul style="list-style-type: none"> Labor and Industries (L&I) 	<ul style="list-style-type: none"> Washington State Lottery (LOT) 	<ul style="list-style-type: none"> Military Department (MIL) 	<ul style="list-style-type: none"> Office of Administrative Hearings (OAH)
<ul style="list-style-type: none"> Office of Civil and Legal Aid (OCLA) 	<ul style="list-style-type: none"> Office of Financial Management (OFM) 	<ul style="list-style-type: none"> Washington State of Minority and Women's 	<ul style="list-style-type: none"> Parks and Recreation (P_R, REC) 	<ul style="list-style-type: none"> Public Disclosure Commission (PDC) 	<ul style="list-style-type: none"> Pierce College (PIE)

		Business Enterprises (OMW, OMWBE)			
<ul style="list-style-type: none"> • Pollution Liability Insurance (PLI) 	<ul style="list-style-type: none"> • Department of Printing (PRT) 	<ul style="list-style-type: none"> • Recreation and Conservation Office (RCO) 	<ul style="list-style-type: none"> • Department of Revenue (REV) 	<ul style="list-style-type: none"> • School for the Blind (SFB) 	<ul style="list-style-type: none"> • School for the Deaf (SFD)
<ul style="list-style-type: none"> • State Investment Board (SIB) 	<ul style="list-style-type: none"> • Sentencing Review Board (SRB) 	<ul style="list-style-type: none"> • Transportation Commission (TRC) 	<ul style="list-style-type: none"> • Utilities and Transportation Commission (UTC) 	<ul style="list-style-type: none"> • Washington Technology Solutions, Consolidated Technology Solutions (WaTech, CTS)) 	<ul style="list-style-type: none"> • Washington Student Achievement Council (WSAC)
<ul style="list-style-type: none"> • Washington State Patrol (WSP) 	<ul style="list-style-type: none"> • Workforce Training and Education (WTB) 				

Navigation:

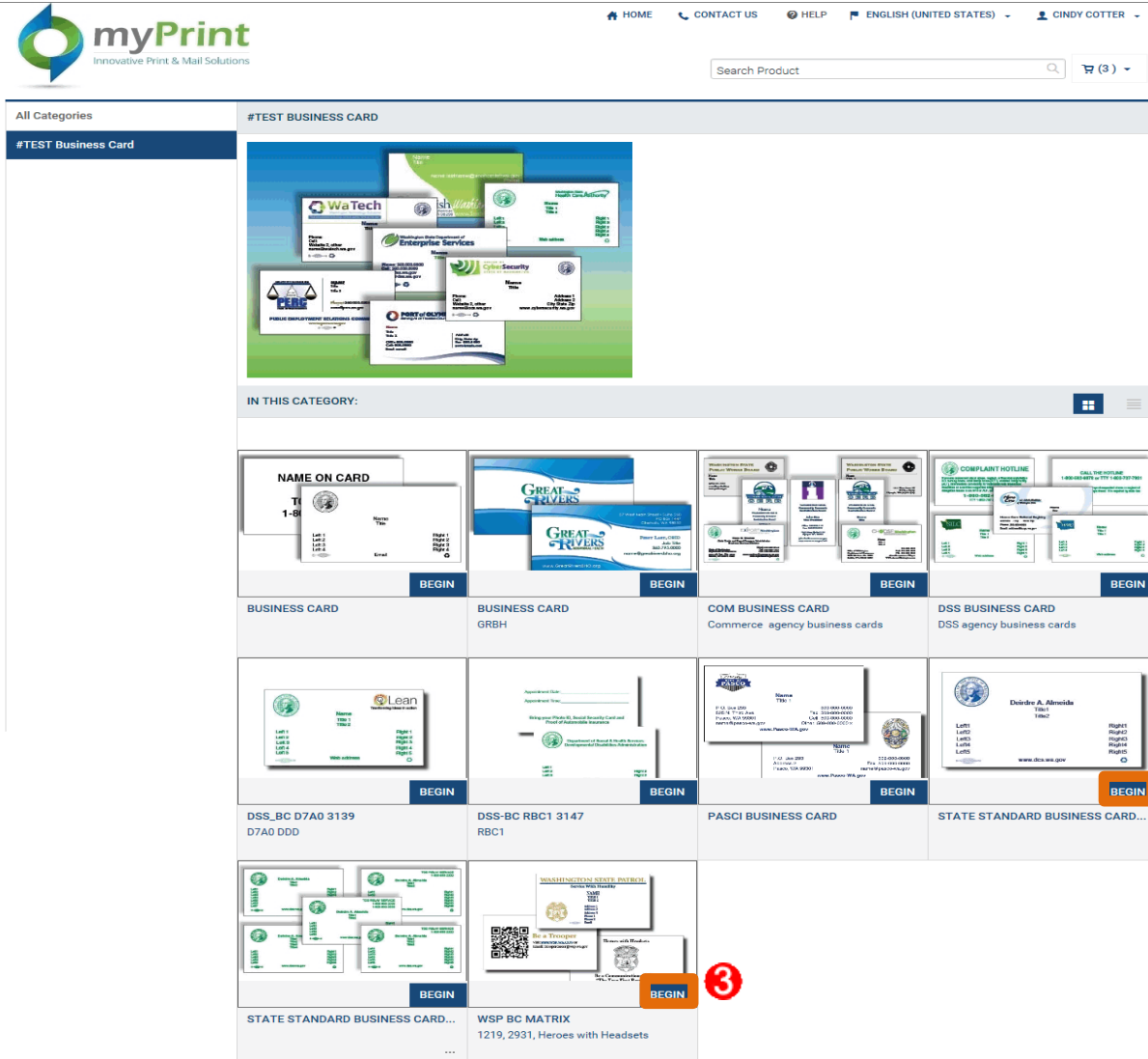
<https://prtonline.myprintdesk.net/DSF/>

1. Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

2. Click on **Business Card**

<p>SHOP BY CATEGORY</p> <ul style="list-style-type: none"> View All !Test LNI Business Cards !Test LNI Envelope Category !Test LNI Stationery @!DSHS ALL Non-Fulfillment Products #TEST Business Card 2 #TEST Envelope !Test LNI Custom Printing Custom Printing Fulfillment (By Agency) 	 <p>Washington State Department of Enterprise Services</p>		
<p>FEATURED CATEGORIES</p> <table border="1"> <tr> <td data-bbox="835 919 1117 1218">  <p>BROWSE</p> <p>FULFILLMENT (BY AGENCY)</p> </td> <td data-bbox="1117 919 1398 1218">  <p>BROWSE</p> <p>CUSTOM PRINTING</p> </td> </tr> </table>		 <p>BROWSE</p> <p>FULFILLMENT (BY AGENCY)</p>	 <p>BROWSE</p> <p>CUSTOM PRINTING</p>
 <p>BROWSE</p> <p>FULFILLMENT (BY AGENCY)</p>	 <p>BROWSE</p> <p>CUSTOM PRINTING</p>		

3. Select either **State Standard Business Card (Blue)** or **State Standard Business Card (Green)** by clicking on **BEGIN**. This will open the business card purchase dialog box.

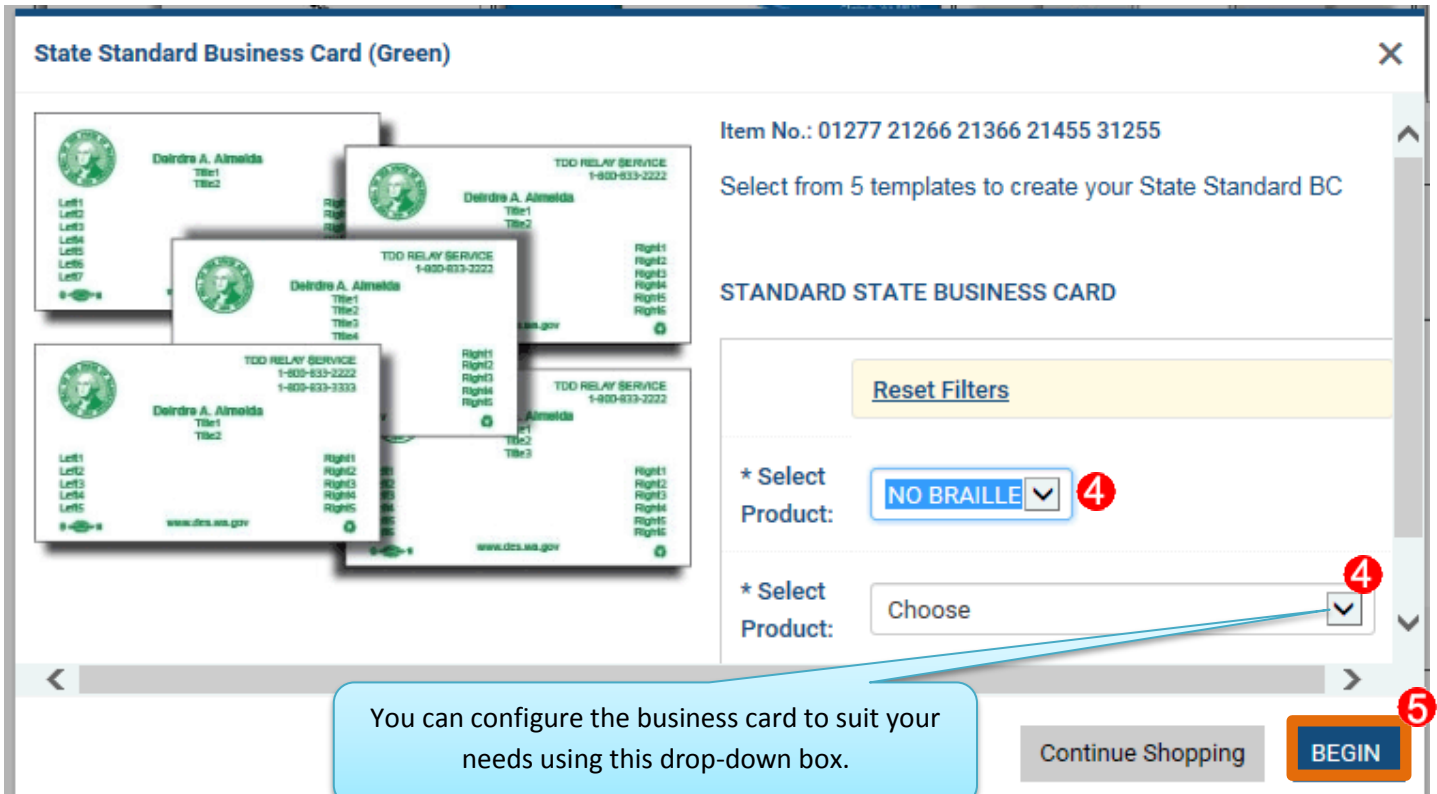


The screenshot shows the myPrint website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile for CINDY COTTER. A search bar and a shopping cart icon with '3' items are also present.

The main content area is titled '#TEST BUSINESS CARD' and features a large image of various business cards. Below this, there is a section 'IN THIS CATEGORY:' with a grid of product tiles. Each tile includes a preview image of a business card, a title, a description, and a 'BEGIN' button. The tiles are:

- NAME ON CARD**: Preview shows a card with 'TH 1-8...'. Includes a 'BEGIN' button.
- BUSINESS CARD**: Preview shows a card with 'GREAT DRIVERS'. Includes a 'BEGIN' button.
- COM BUSINESS CARD**: Preview shows a card with 'Commerce agency business cards'. Includes a 'BEGIN' button.
- DSS BUSINESS CARD**: Preview shows a card with 'DSS agency business cards'. Includes a 'BEGIN' button.
- DSS_BC D7A0 3139 D7A0 DDD**: Preview shows a card with 'Lean'. Includes a 'BEGIN' button.
- DSS-BC RBC1 3147 RBC1**: Preview shows a card with 'Washington State Patrol'. Includes a 'BEGIN' button.
- PASCI BUSINESS CARD**: Preview shows a card with 'Pasco'. Includes a 'BEGIN' button.
- STATE STANDARD BUSINESS CARD...**: Preview shows a card with 'Deirdre A. Almeida'. Includes a 'BEGIN' button, which is highlighted with a red circle and the number 3.
- STATE STANDARD BUSINESS CARD...**: Preview shows a card with 'WASHINGTON STATE PATROL'. Includes a 'BEGIN' button, which is also highlighted with a red circle and the number 3.
- WSP BC MATRIX**: Preview shows a card with '1219, 2931, Heroes with Headsets'. Includes a 'BEGIN' button.

4. Select your product type:
5. Click on **BEGIN**. This will bring you to a personalization dialog box.



State Standard Business Card (Green)

Item No.: 01277 21266 21366 21455 31255

Select from 5 templates to create your State Standard BC

STANDARD STATE BUSINESS CARD

[Reset Filters](#)

* Select Product: 4

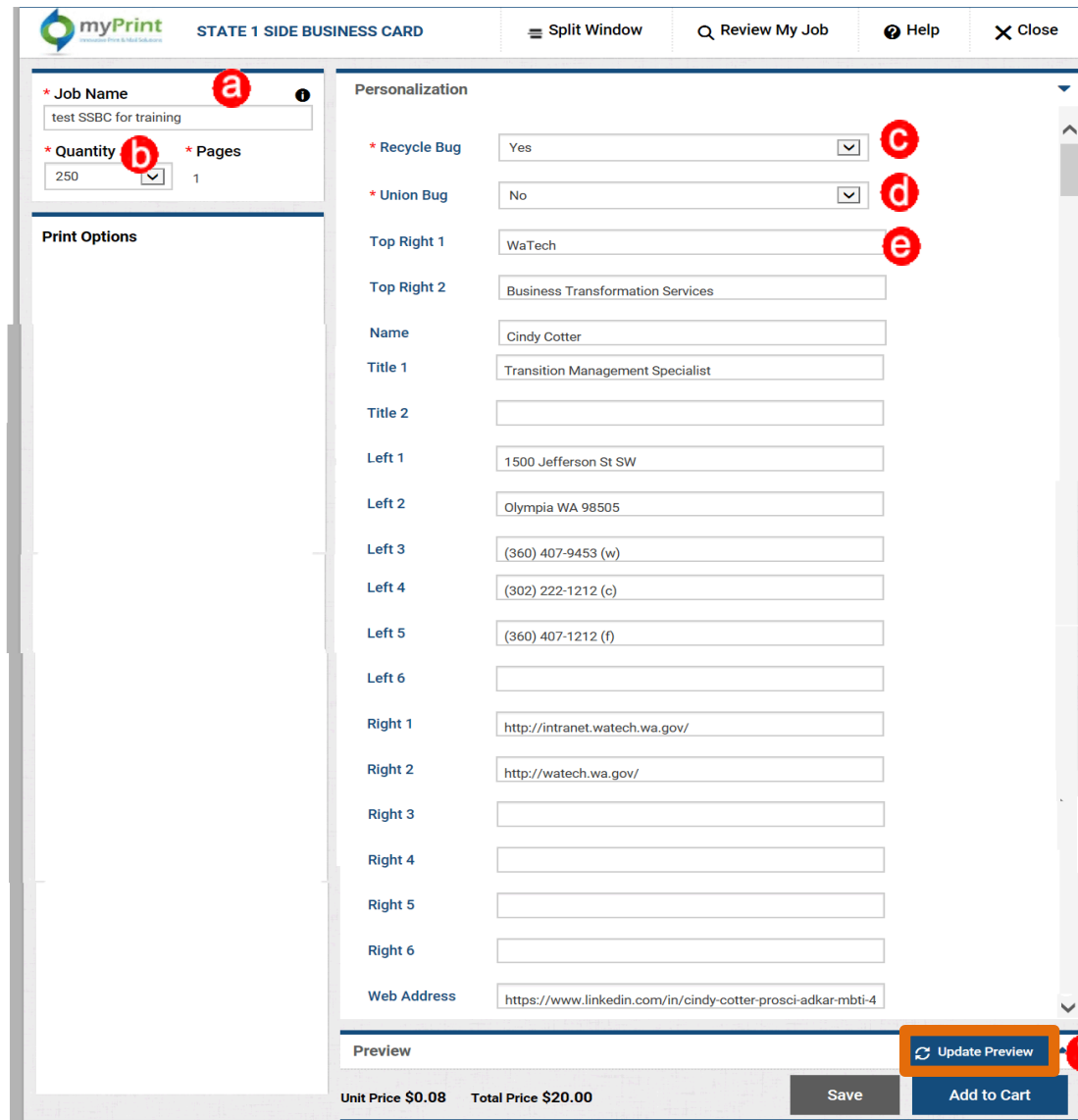
* Select Product: 4

[Continue Shopping](#) [BEGIN](#) 5

You can configure the business card to suit your needs using this drop-down box.

- 6.** Complete the fields. An asterick (*) indicates required field.
- a. Job Name** - Use a unique name to identify the product you are ordering. This makes re-orders easier.
 - b. Quantity** - Note Can only be ordered in increments provided in the drop-down list.
 - c. Recycle Bug** - Means the use of recycled materials
 - d. Union Bug** - Means that employees who design the product being printed are represented by a labor union.
 - e. Enter information for the business card** paying attention to the layout (top, left, right, etc.)

7. Click on **Update Preview**.



myPrint STATE 1 SIDE BUSINESS CARD

Split Window | Review My Job | Help | Close

*** Job Name** (a) test SSBC for training

*** Quantity** (b) 250 *** Pages** 1

Print Options

Personalization

*** Recycle Bug** (c) Yes

*** Union Bug** (d) No

Top Right 1 (e) WaTech

Top Right 2 Business Transformation Services

Name Cindy Cotter

Title 1 Transition Management Specialist

Title 2

Left 1 1500 Jefferson St SW

Left 2 Olympia WA 98505

Left 3 (360) 407-9453 (w)

Left 4 (302) 222-1212 (c)

Left 5 (360) 407-1212 (f)

Left 6

Right 1 http://intranet.watech.wa.gov/

Right 2 http://watech.wa.gov/

Right 3

Right 4

Right 5

Right 6

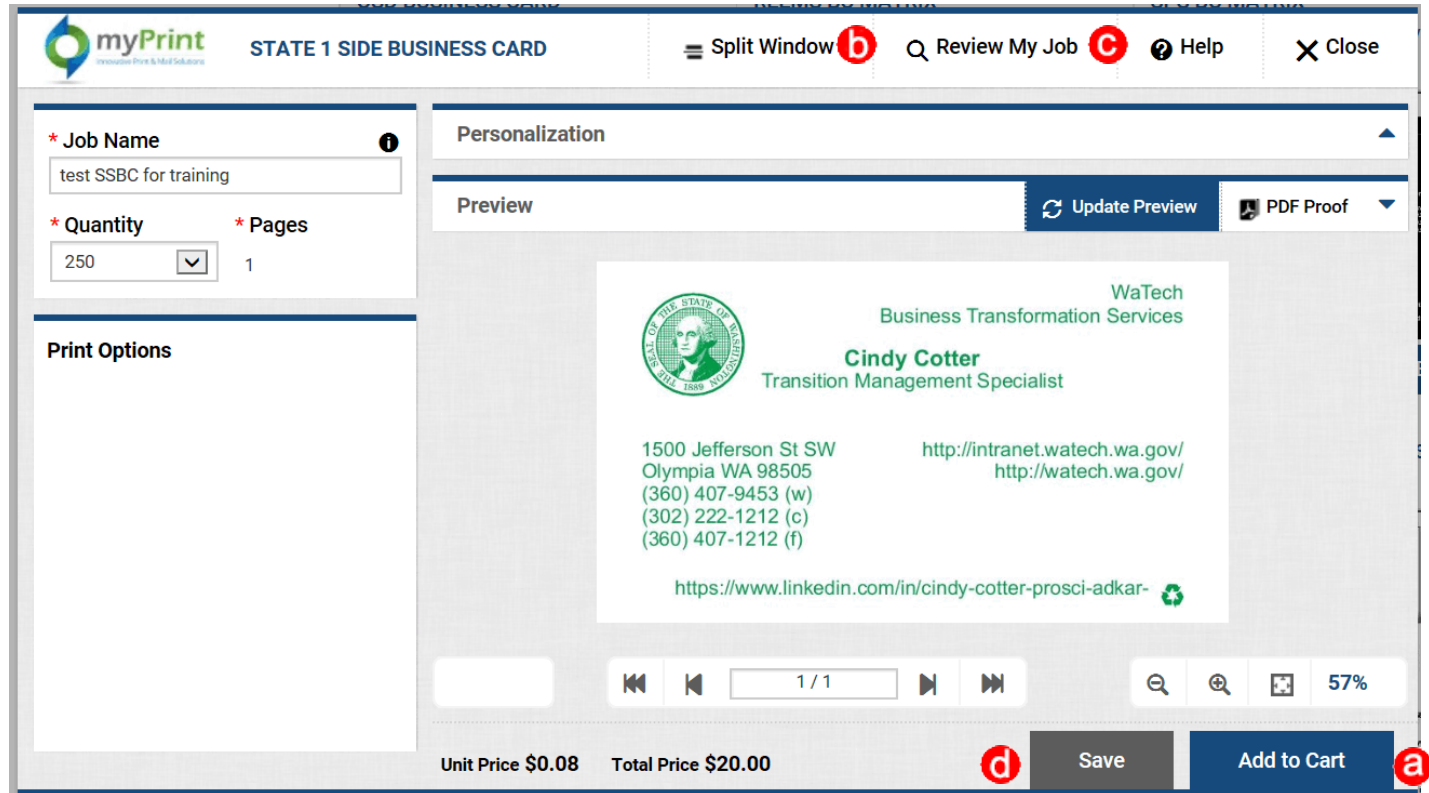
Web Address https://www.linkedin.com/in/cindy-cotter-prosci-adkar-mbti-4

Update Preview (7)

Unit Price \$0.08 Total Price \$20.00 Save Add to Cart

8. From the preview you can:

- a. Review and approve your order by clicking on **Add to Cart**
- b. Modify your order by clicking on **Split Window** and updating your field entries. *This view allows you to remain in preview while updating information*
- c. **Review My Job** provides a Summary Page
- d. **Save** will save the job for future use.



myPrint STATE 1 SIDE BUSINESS CARD

Split Window **b** Review My Job **c** Help Close

* Job Name **i**
test SSBC for training

* Quantity * Pages
250 1

Print Options

Personalization

Preview Update Preview PDF Proof

WaTech
Business Transformation Services
Cindy Cotter
Transition Management Specialist

1500 Jefferson St SW
Olympia WA 98505
(360) 407-9453 (w)
(302) 222-1212 (c)
(360) 407-1212 (f)

<http://intranet.watech.wa.gov/>
<http://watech.wa.gov/>

<https://www.linkedin.com/in/cindy-cotter-prosci-adkar->

1 / 1 57%

Unit Price \$0.08 Total Price \$20.00 **d** Save **a** Add to Cart

9. Clicking **Add to Cart** will bring up an approval dialog box that **you must click** to proceed. Click **I Agree**.

10. This will bring you to a your cart. You can:

- a. **Continue Shopping**
- b. **Clear Cart**
- c. **Proceed to Checkout**
– **Note:** *if you select this option, you have to set the **Due Date** first.*

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

9
I Agree

You must click "I Agree" in order to move to your cart

Search Product


🛒 (1)

CART

Due Date 

Selected Print Center

Washington State Department of Enterprise Services

Products	Quantity	Unit Price	Item Tax	Total
 test SSBC training Item Name: 1 SIDE BUSINESS CARD	250	\$0.08	\$0.01	\$20.00
Save for later Remove				

You must select a **Due Date** before you can proceed with your order

Subtotal: \$20.00
Taxes: \$1.78
Total: \$21.78

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

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

← CONTINUE SHOPPING **a**

CLEAR CART **b**

PROCEED TO CHECKOUT → **c**

The application automatically lets you know the earliest date the item(s) can be picked up. Unavailable dates are grayed out. To pick a Due Date you:

- Click on a non-grayed out date to select when you wish to pick your item(s) up.
- Use the Drop Down box to specify a time for pick up.
- Click on **Save**
- (step not shown as it will appear after you select Due Date) Click on **Proceed to Checkout**

CART

Due Date
☰
Choose a Requested Due Date & Time

< JUNE 2016 >

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

Time :

11:00AM
▼

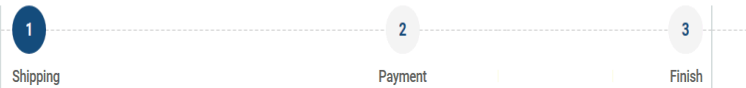
(GMT-08:00) Pacific Time (US & Canada)

Cancel

Save

11. Checking out

- Input shipping information
- Verify phone number, organization, and email are correct.
- Add additional **Delivery Instructions** if necessary
- Click **Save to My Address Book** if you frequently ship to this address.
- Click **Save Changes**
- Add **Another Recipient** if desired and click **Save Changes** again.
- Click on either **Continue Shopping** or **Proceed to Payment**



Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

Campus Mail

ADDRESS a

[Add from Address Book](#)

[Mail Stop Lookup \(Opens in a new window\)](#)

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

Products

test SSBC for training

Item Name: STATE 1 SIDE BUSINESS CARD

Qty	Unit Price	Tax	Total
250	\$0.08	\$0.01	\$20.00

Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$1.78

Total: \$21.78

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

including taxes, fees, shipping.

* City:

Country:

United States

* State/Province/Region:

WA - Washington

* Zip/Postal Code:

* Phone Number 1:

Organization:

b

* Email:

Delivery Instructions

Save to My Address Book

Save Changes e Cancel


You must click save to proceed with checkout.

Add Another Recipient f


← CONTINUE SHOPPING g
PROCEED TO PAYMENT →

12. Payment


- a. Choose a **Payment Method** and input the appropriate information. Payment options will vary based upon your organization and role settings.
- b. Click on **Place My Order**



Shipping



Payment



Finish

How would you like to pay?

PAYMENT METHOD a

Please select a payment type.

Cost Center

COST CENTER

* Organization Code:

Purchase # or Budget Code (20 Character Limit):

Products

test SSBC for training

Item Name: STATE 1 SIDE BUSINESS CARD

Qty	Unit Price	Tax	Total
250	\$0.08	\$0.01	\$20.00

Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$1.78

Total: \$21.78

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

← CONTINUE SHOPPING

PLACE MY ORDER → b

13. Order Confirmation

- a. Approvals
- b. Print
- c. Continue Shopping



Shipping



Payment



Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order

Order Number: **87527**
 Status: **Approval required**
 As of 5/31/2016 4:10:57 PM PDT

Order placed by:
 Cindy Cotter
 cindy.cotter@watech.wa.gov
 ltestusability
 1500 Jefferson
 Olympia
 WA - Washington
 98501
 United States
 3604079453

Print Center
 Washington State Department of Enterprise
 Services
 printing@des.wa.gov
 7580 New Market ST SW
 Tumwater
 WA - Washington
 98501
 United States
 (360) 664-4343

Hours Of Operation

Sun : Closed
 Mon-Fri : 8:00 AM-5:00 PM
 Sat : Closed

SHIPMENT 1
 Campus Mail

ADDRESS
 Cindy Cotter
 1500 Jefferson
 Olympia
 United States
 WA - Washington - 98501 3604079453
 ltestusability
 cindy.cotter@watech.wa.gov

[← CONTINUE SHOPPING](#)
[PRINT](#)

Whether your order requires approval or not depends on your security settings. This example requires approval.

Products

test SSBC for training

Item Name: STATE 1 SIDE BUSINESS CARD

Qty	Unit Price	Tax	Total
250	\$0.08	\$0.01	\$20.00

Subtotal: \$20.00

Shipping: \$0.00

Taxes: \$1.78

Total: \$21.78

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

14. Confirmation emails

You will receive:

- A confirmation email
- Another email indicating if your request was approved
- Or denied.

