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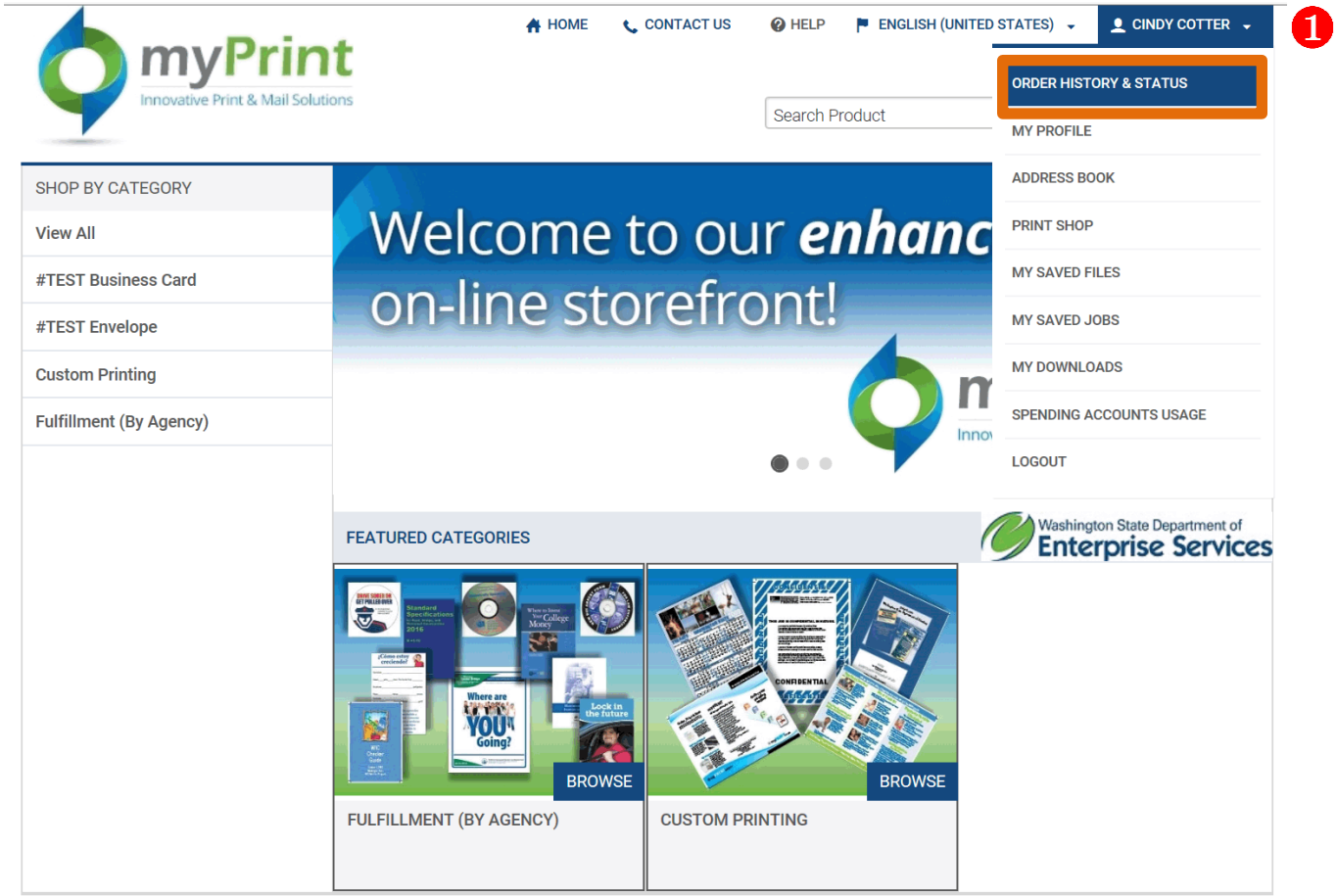
JobAid: Re-ordering Products

Topic Overview - This job aid is for end-users who wish to re-order products using either Order History, or Saved Jobs

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

Re-ordering from order history

1. Click the **drop down arrow** beside your user name. Select **Order History and Status** from the sub-menu.



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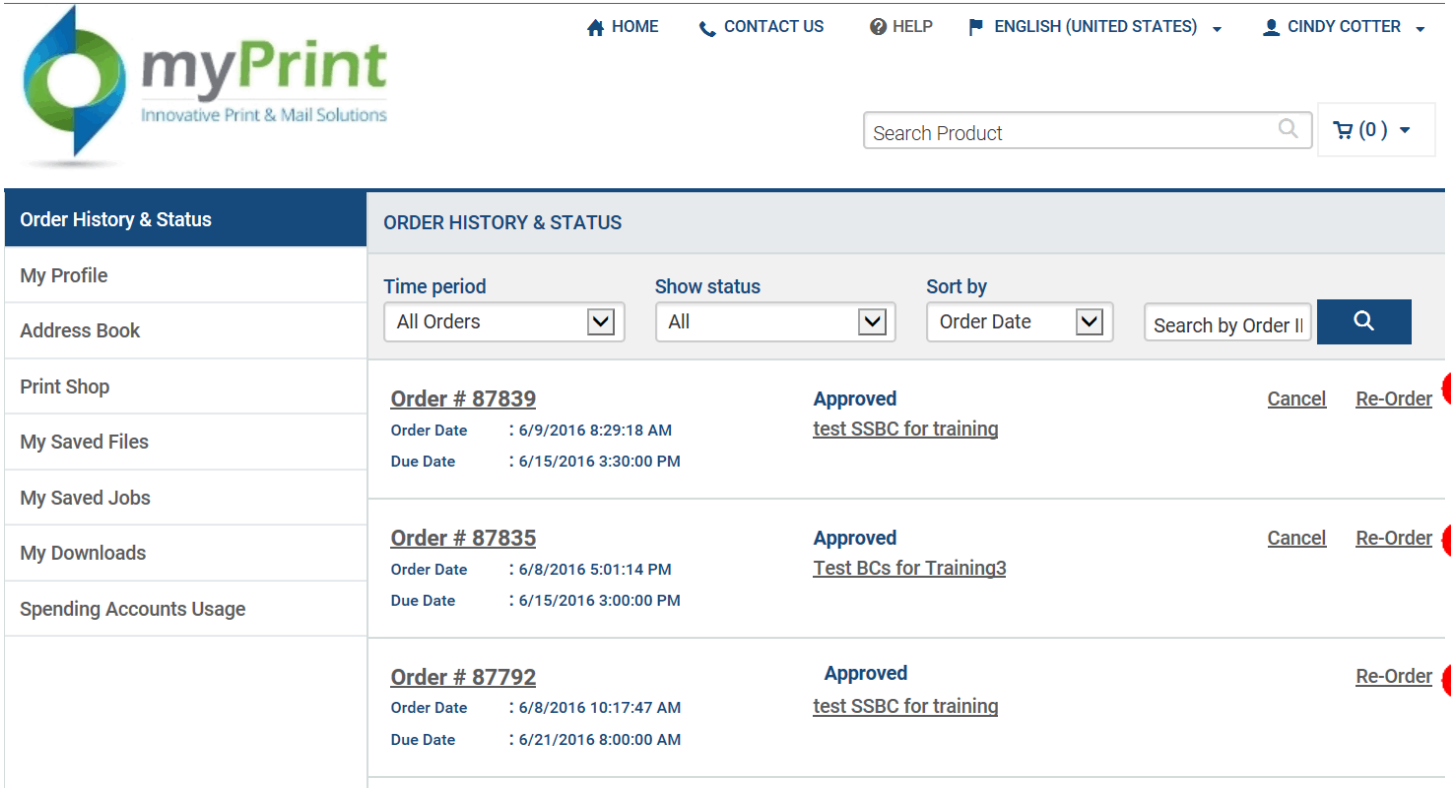
2. Click on **Re-order** next to the order you wish to re-create. *This will bring you to your (shopping)* **Cart** *and you can proceed to Checkout.*



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Re-ordering using My Saved Jobs

If you used the My Saved Jobs feature to set up jobs for future use you can use this for re-orders.

Accessing Saved Jobs

1. Cick on your name in the upper right-hand corner and scroll down to **My Saved Jobs.** This will bring you to the Saved Jobs Screen.

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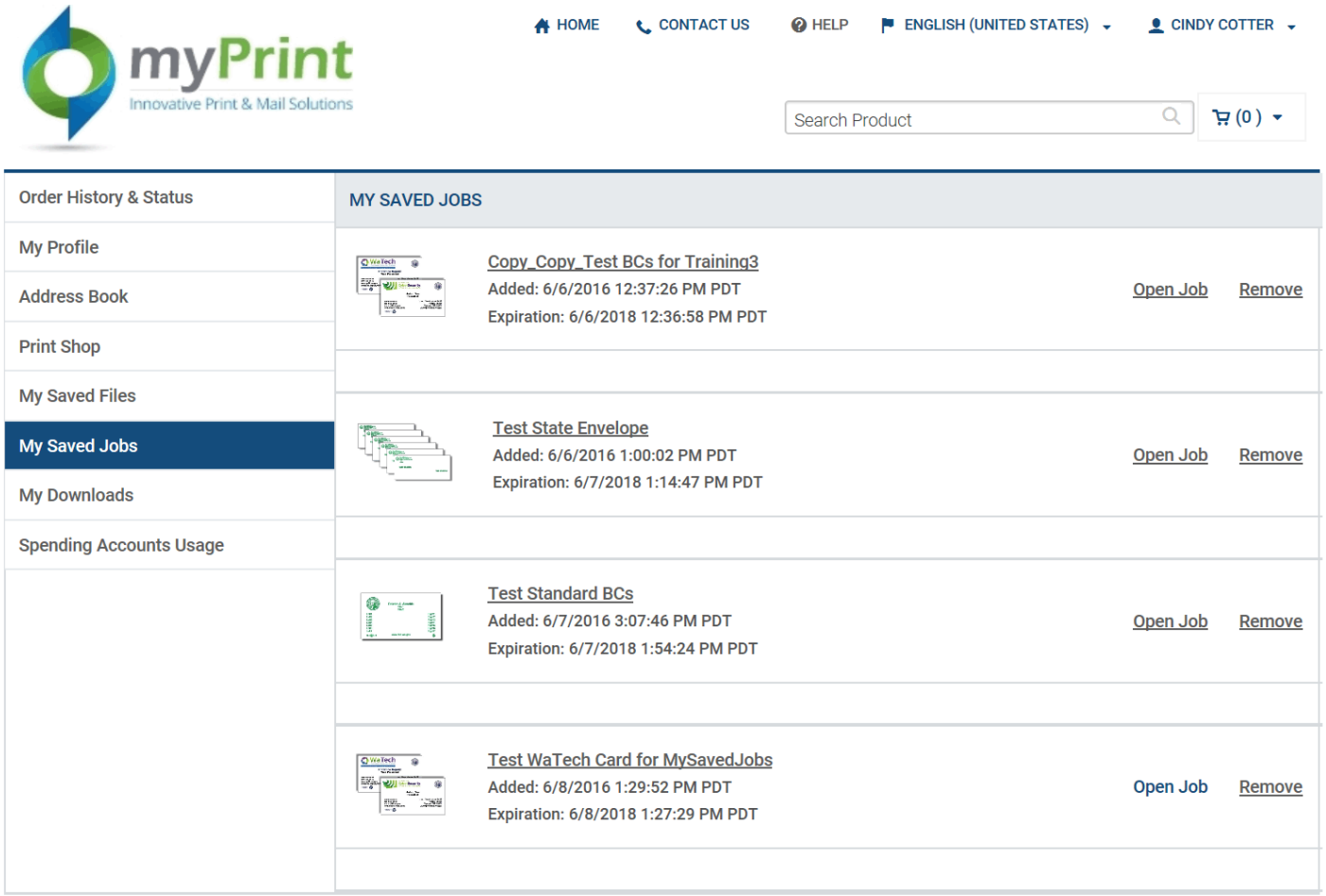
2. Click on **Open Job** next to the job you wish to order. Make any needed changes, or complete the steps to place the order. This will bring you to the Personalization screen. From there you will:

3. Click on **Update Preview**

4. Click on **Add to Cart**

5. Click on **I Agree**

6. Select a **Due Date** and click **Save**

7. Click on **Proceed to Checkout** and checkout as normal.

Steps not shown in this job aid. For further detail, please use the My Saved Jobs job aid.