

Print Center Online

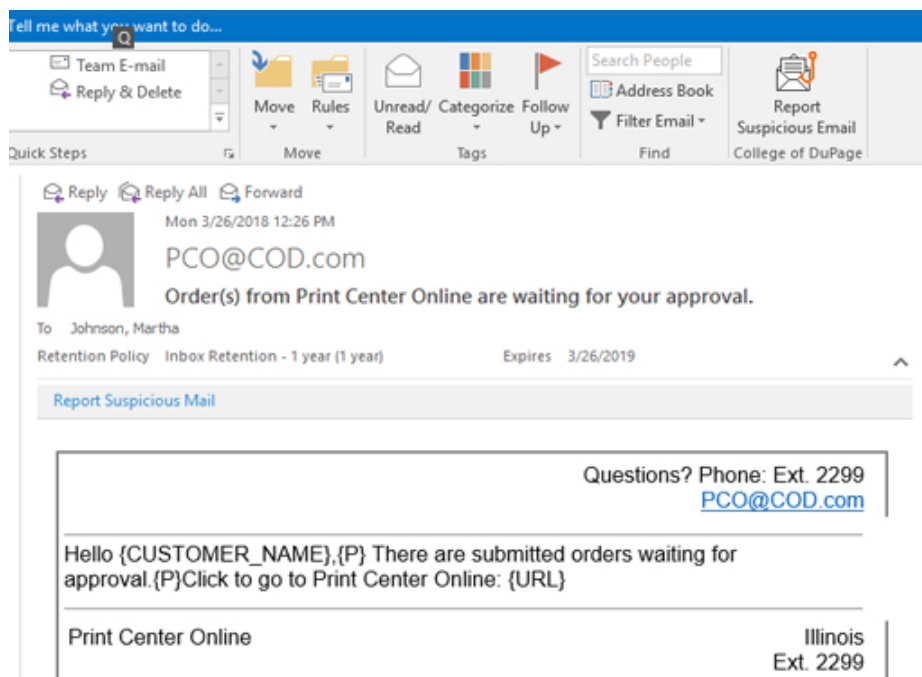
Instructions for Approvers

UPDATED: Apr. 2018

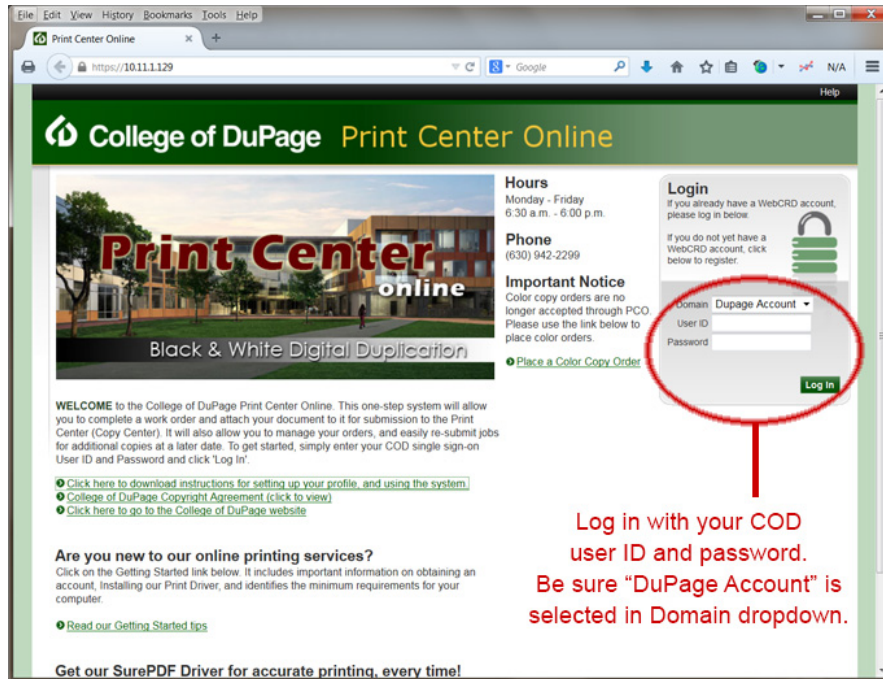
Order(s) awaiting Budget Approval:

When a user submits an order, Approval Authority determines if the order requires approval (based on the approval group requirements/account code(s) used and minimum/maximum values allowed for the approval group). A message informs the user if the total order cost is greater than the approval group maximum, and the order **is not submitted**.

- If the order requires approval:
 1. Order Receipt informs the user that the order was submitted for approval
 2. The order status is shown as **Pending Approval** in the user's My Orders page. Note: The user can view but cannot modify Pending Approval orders.
 3. Approvers, for the approval group, will receive an email notification that there are order(s) waiting for approval.



Upon receipt of the e-mail notification, go to printcenter.cod.edu and log in using COD username and password.

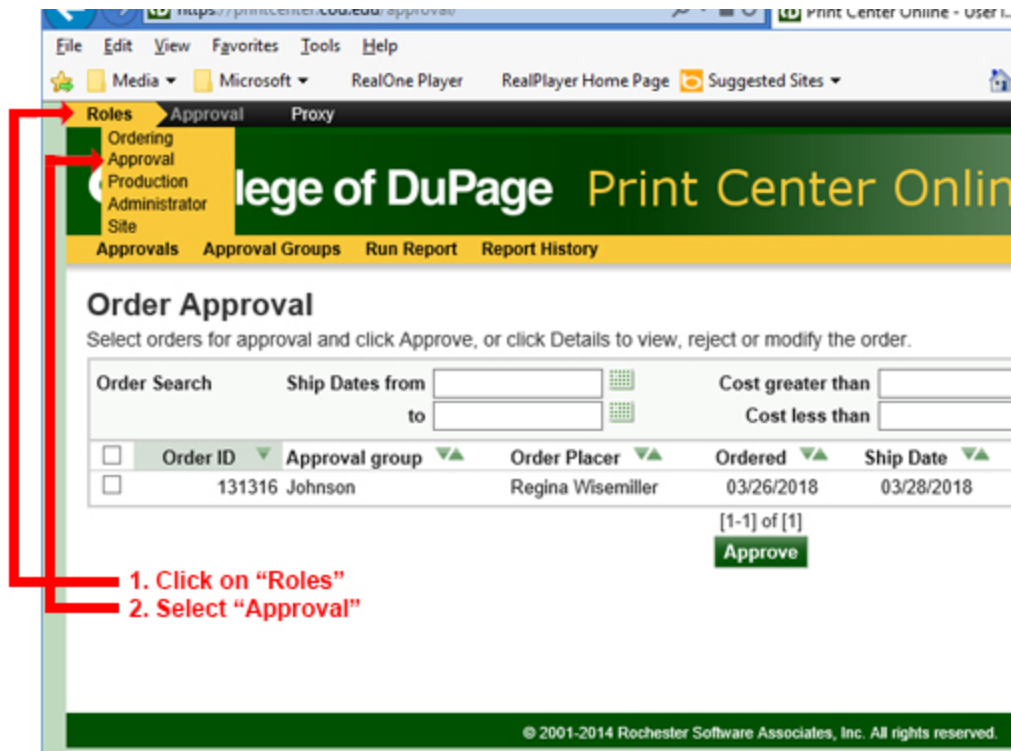


Using the Approval Page:

Use the Order Approval page to view list of orders waiting for approval (orders for which you are the approver). Access this page by clicking **Approval** in the Roles menu, or by clicking the **Approvals link** on any application page. You can use the Search bar to filter the list.

Orders approved on this page are automatically sent to the next approval group or to Production, based on the order's next assigned approval group. To view, edit, reject, or change the next approval group (if available), click its **Details** button.

Note: If you are a member of this approval group, your own orders will not be shown in this list (you cannot approve your own orders). Your orders will be shown in the approval list of other approvers for the group.

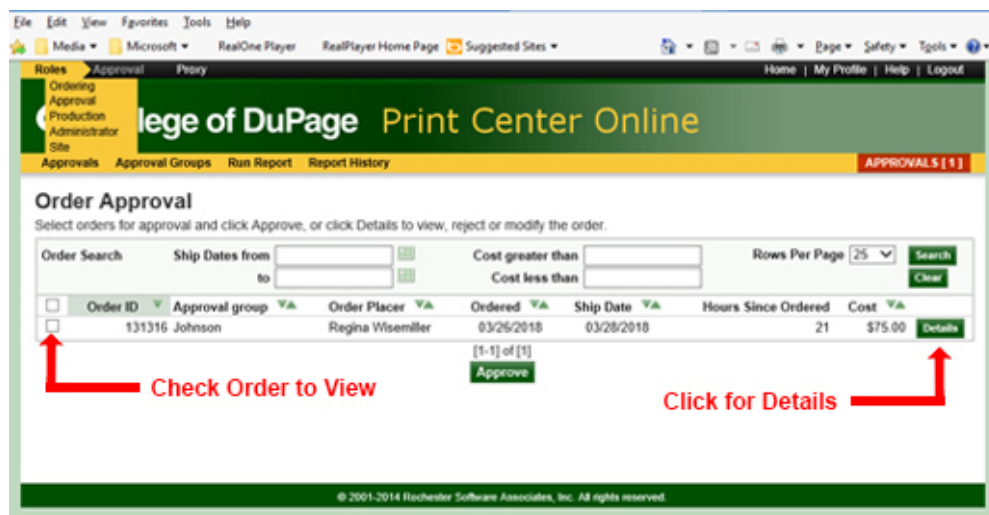


You can use the Search bar to filter the list. Orders approved on this page are automatically sent to the next approval group or to Production, based on the order's next assigned approval group. To view, edit, reject, or change the next approval group (if available), click its **Details** button.

To approve orders on this page:

1. Select check boxes for orders to approve.
2. Click **Approve**.

If orders cannot be approved, click **Details** to edit or adjust the order.



To edit order details or reject orders:

1. Click **Details** for the order to display the [View Order for Approval page](#).
2. Approve or reject the order
3. Click **Modify** to edit order details

View Order for Approval Page Details

The screenshot shows the 'View Order for Approval' page with the following sections and annotations:

- File Name:** Price \$0.03, Quantity 2500.
- Print Options:** Print B/W, One-Sided, 8 1/2x11 White 20#, Yes.
- Shipping Information:** Req. Ship Date: Wednesday, March 28, 2018. Note: Only dates when the print center is open may be selected. Ship To Location: Regina M. Wisemiller, Copy Center, 425 Farwell Blvd, Street2, Street3, glen ellyn, Illinois 60137, United States. Delivery Estimate: Thursday, March 29, 2018. Annotations: "To REJECT an order, select the reason, and click 'Reject'." and "To MODIFY an order, click 'Modify' and make changes."
- Billing Information:** Regina M. Wisemiller, Copy Center, 425 Farwell Blvd, Street2, Street3, glen ellyn, Illinois 60137, United States. Billing Codes: Charge code 12_34_1789_0123456. Order Estimate: \$75.00. Annotations: "To APPROVE an order, click 'Approve'."
- Order Approval / Rejection:** Approval or Rejection Comment: [Text Field]. Rejection Reason: [Dropdown Menu]. Buttons: Return, Modify, Save Comment Only, Approve To: **Production**, Approve.

Use the Order Approval page to do the following:

- View the order options without changing them. Note: Printing options may not be displayed if the item was ordered from the Catalog and the Workgroup administrator chose to hide its printing options.
- Click **View Proof** to view the proof file
- click **Preview** to view the SurePreview window (if available).
- Click the Estimate link to view the [Order Charges page](#).
- Click the **Modify** button to modify the order.
- Save a comment without either approving or rejecting the order.
- Approve the order (with an optional text comment). The text comment is saved in the Approval History for the order. A Rejection Reason is never saved when an order is approved.

- Click the To Select the next approval group for the order, or select ****Production**** from the drop-down list, if enabled for the server. This enables approvers to bypass the configured approval chain. If this option is not enabled, the **Approve To** text displays the next configured approval group for the order.
- Click the **Reject** to Reject the order. If a rejection reason is required, you must either select a reason from the drop-down list (if displayed) or type a text comment in the Comment field. Both the rejection reason and the text comment are saved in the Approval History for the order.

Note: Either the Rejection Reason drop-down, the text Comment field, both fields, or neither field may be displayed at the bottom of the View Order for Approval page.

Order Charges Page:

Item Charge, Recipient Charge, and Order Charge Summary Pages

By clicking the **Order Estimate** link, you can view detailed charge information for your order (or Detail charge information for the order can be viewed by clicking the **Order Estimate** link, The Order Charge Summary page is always available. Links to the Item Charge Details page and/or the Recipient Charge Details page may also be available, if configured by your WebCRD System Administrator.

Modify Order for Approval Page:

The Modify Order for Approval page is displayed when you click **Modify** for an order on the [Approve Order page](#).

Alert: Order charges (for example, charges based on Turn-around time) are recalculated and saved as soon as this page is displayed. Click **Save** at the bottom of the page to update order charges if you make any other changes to the order, such quantity, printing options, due date, etc).

File Name
 Proof not available
 Number of Pages 1
 Source Hardcopy
 Disposition Copy Only
 Price \$0.03
 Quantity 2500

Refine Your Print Options:
 Print Options: Click to choose, single or double-sided output.
 Paper: Click to choose paper stock.
 Staple and Bindery: Click to choose a binding, staple, front and back covers, tabs, special services etc.
 Your Selected Print Options: Print: B/W, One-Sided, 8 1/2x11 White 20#, Yes

Shipping Information
 Order needed by: Wednesday, March 28, 2018
 Note: Only dates when the print center is open may be selected.
 Regina M. Wisemiller
 10550
 Copy Center
 425 Irvell Blvd
 Street2
 Street3
 Glen Ellyn, Illinois 60137
 United States
 Select a Shipping Method:
 (Hold for Pick-Up) Pick up during business hours
 Delivery Estimate:
 Thursday, March 29, 2018
 Enter shipping instructions for this recipient

Billing Information
 Regina M. Wisemiller
 10550
 Copy Center
 425 Irvell Blvd
 Street2
 Street3
 Glen Ellyn, Illinois 60137
 United States
 Select Billing Codes for Payment
 Charge code 12_34_56789_0123456
 Example Code 12_34_56789_0123456
 For Staff Services Use Only Operator Initials
 For Staff Services Use Only Time (Min.)
 Enter billing instructions for this order
 Order Estimate \$75.00
 Click the price to view the cost details

Return **Save**

1. Click to save changes
 2. Once changes are saved, click "Return" to go to Approval page, then click "Approve" to approve order.

Use the modify order page to do the following:

- View and modify the printing options for items. Printing options may not be displayed if the item was ordered from the Catalog and the Workgroup Administrator chose to hide its printing options.
- Click **View Proof** to view the proof file
- click **Preview** to view the SurePreview window (make sure to click **Save** first if you have made changes to printing options).
- Click the Estimate link to view the [Order Charges page](#).
- Modify account codes as desired (this page does not enforce restrictions by user on account codes).

Note: Account code types that are marked for External Payment Processing cannot be changed in Approval or Production after an order is submitted.

Note: The order will not be moved to a different approval group if you change account codes that are linked to this approval group. Account codes linked to an approval group are evaluated at order submission only.

- Change the due date.