

DocuShare Order Guide

GSA Business Support provides imaging and document management services allowing county users to view, archive, search, and order print materials from their web-browser.

<http://docushare>

DocuShare hosts managed document libraries allowing county users to view, order, and share public or departmental files.

<http://vcprint>

VCPrint is a browser-based print fulfillment and print production application, enabling users to submit, manage, reorder, and output digital printing jobs to print centers using the Intranet. GSA Graphics leverages production printers to produce low-cost prints with a wide variety of paper colors, formats, and finishing options. VCPrint also provides management tools and automation to ensure that jobs are printed and delivered on time.



Login

Go to <http://vcprint/docushare>. Fill in your Username and Password. Click Login or press enter.

If you have forgotten your Username or Password and need help please email vcprint@vetnura.org or call 654-3704.

DocuShare - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Messenger

Address <http://vcprint:8090/docushare/dsweb/HomePage>

VCWEB - Internal Website Servicing Court

County of Ventura Intranet HOME GSA Business Support

Welcome to Docushare!

GSA Business Support provides imaging and document management services allowing county users or a collaborative online environment, DocuShare has the power and the tools to get you there fast.

Collections
Explore our site collections

VCStore
The VCStore provides a central location to access countywide documents, PAOF forms, budgets, and more.

GSA Business On-line
VCPrint
Login:
Username
Password
Domain
DocuShare
Login
Note: You must register to add content or see restricted content.

Your

Username

Password

Navigate

Click [Health Care](#)

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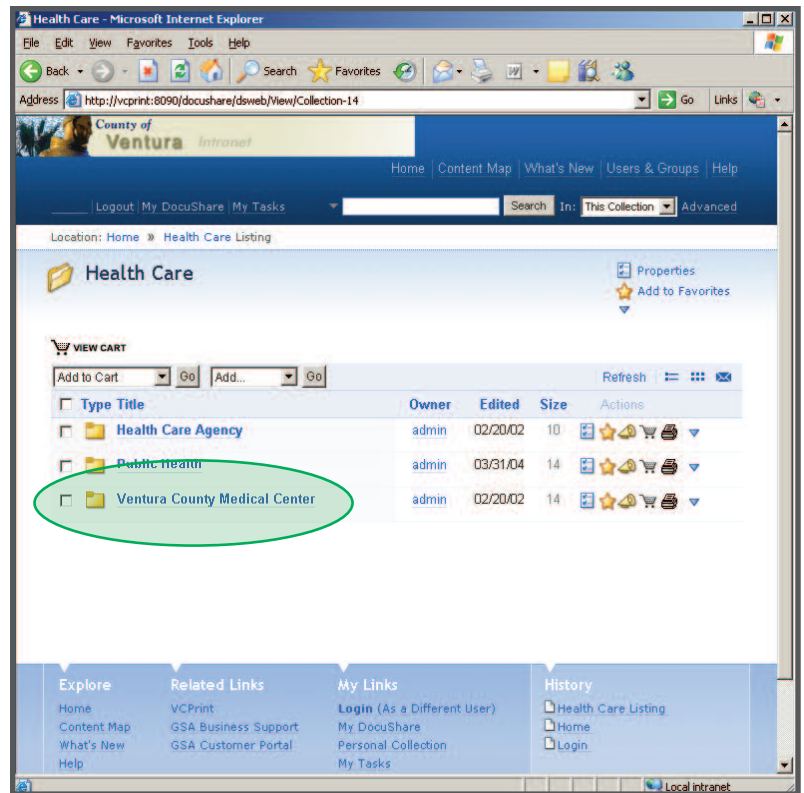
- Administration of Justice
- County Services
- Environmental Management
- Government
- Health Care
- Human Services
- Public Safety
- Regional Districts and Services
- VCStore

The VCStore provides a central location to access countywide documents, PAOF forms, budgets, and more.

My DocuShare
Your personalized DocuShare home page

Navigate

Click [Ventura County Medical Center](http://vcprint:8090/docushare/dsweb/View/Collection-14)



To access the core VCMC Library directly, create a shortcut to, or add to favorites

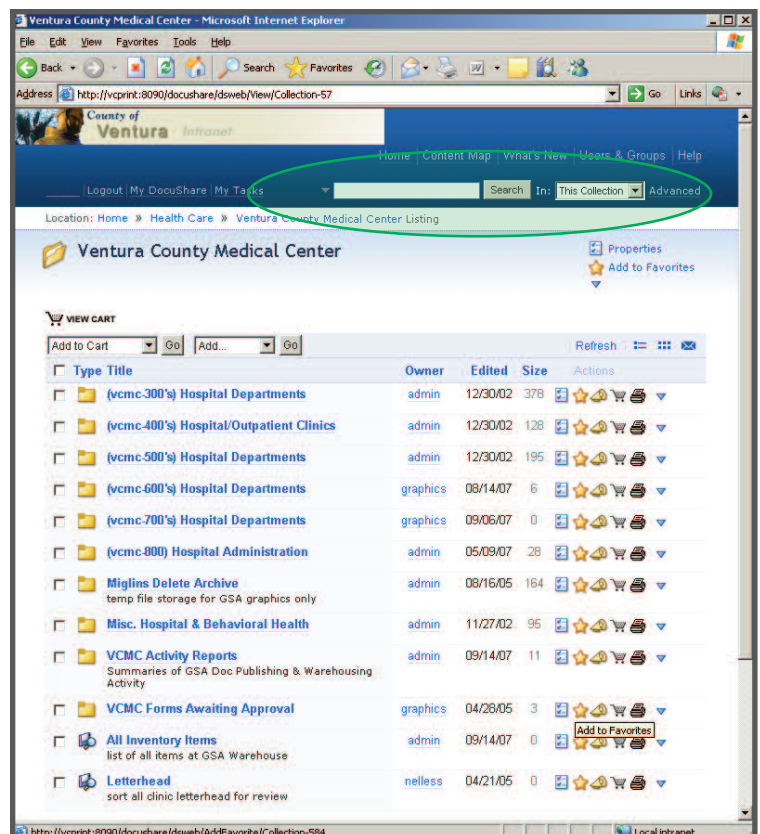
<http://vcprint:8090/docushare/dsweb/View/Collection-57>

Search

At this time you can use the search function and enter the name of the file that you are looking for. For best results, match the form name found on the bottom left corner of a document and enter this exactly in the search bar.

Searching "In: This Collection" searches the current document collection and all its subfolders.

Or, if you know the location of your form you can continue to navigate through the collection manually.



Let's Order A Form

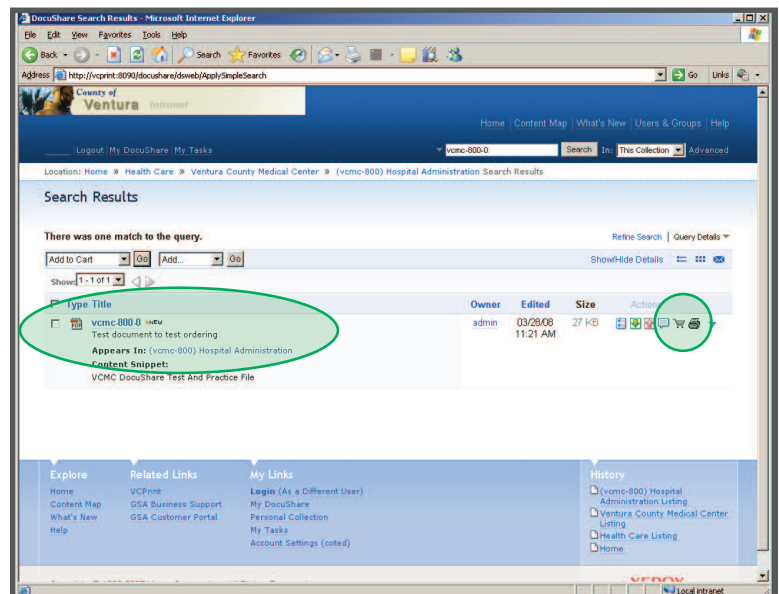
Let's order a form called "vcmc-800-0"

It resides in the folder [Health Care](#) ► [Ventura County Medical Center](#) ► [\(vcmc-800\) Hospital Administration](#) ► ["vcmc-800-0"](#)

In the search box type the word "vcmc-800-0"

When you click on the [vcmc-800-0](#) link, or the pdf icon to the left of it, a preview will open in your browser. If this is the file you expected, click the back button.

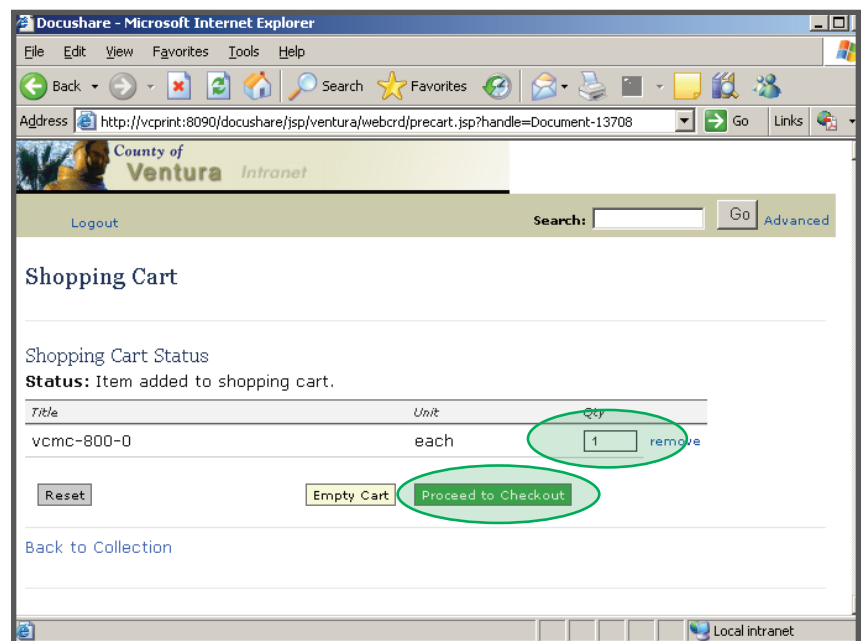
To order it, click the shopping cart icon located inline to the right of it.



The shopping cart allows you set the quantity desired.

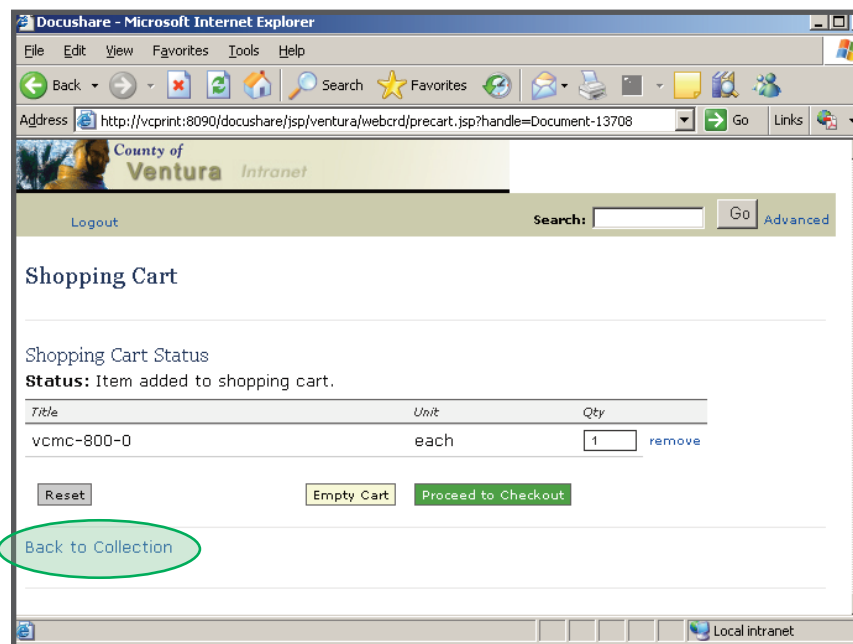
Enter an amount then press

[Proceed to Checkout](#)

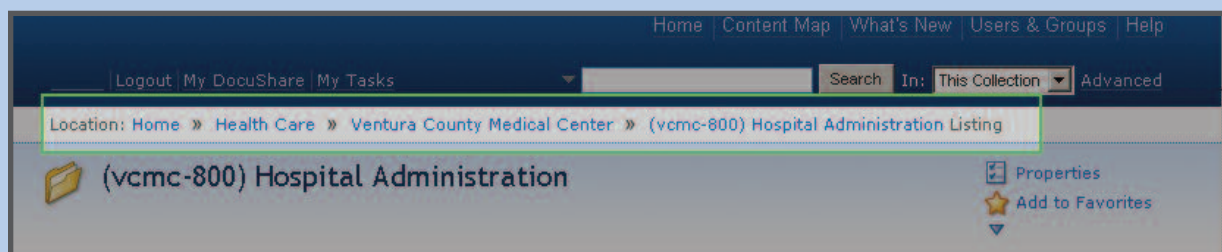


Ordering Multiple Forms

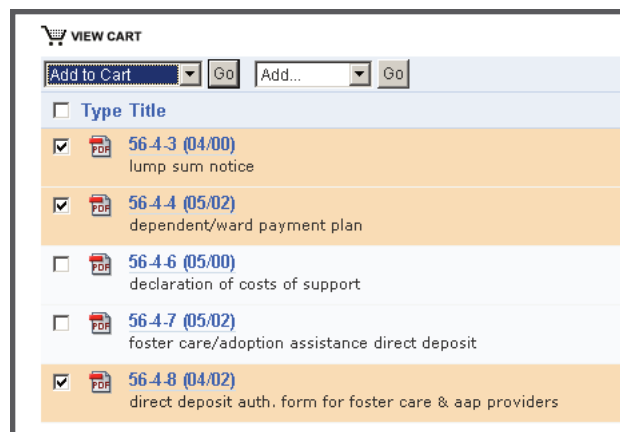
To order multiple items, click back to search results and place another search



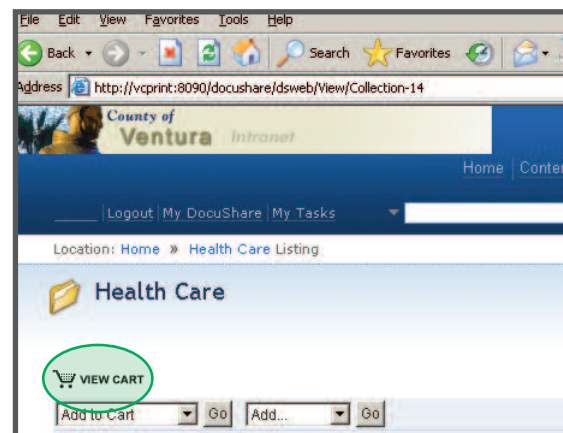
Alternatively, **browsing** is a convenient way to order items. The navigation bar shows your location in the collection and jumps directly to document collections.



Select multiple items then add them to your cart.



At any time, you can check the contents of your shopping cart by using the [View Cart](#) button.



Proceed to Checkout

Now your order is within VCPrint for job tracking. Note the Order #. Adjusting the Order Name is optional. Recipients and billing information can be changed from the VCPrint address book. For routine direct orders simply click the [Submit](#) button. Click [Logout](#) when finished.

The screenshot shows the VCPrint web application interface. The browser address bar displays `http://vcprint/fulfillment/importedorderVM`. The navigation menu includes links for [Fulfillment](#), [Production](#), [Help](#), [Logout](#), [Home](#), [Order History](#), [My Profile](#), [My Archived Items](#), [Address Book](#), and [Reports](#). The main content area is titled "Place an Order (Unsubmitted)" with a subtext: "Change any of the options, then click **SUBMIT**, or **Save Order** to save changes."

Order Information

Order # 1732 Order name DocuShare Order

Printing Options [Add Another Item](#)

▼ Item Test document to test ordering Pages 1 [View Proof](#)

Proof Request None *Online proof will not reflect Printing Options* Form # vcmc-800-0

Use Item Cost Yes Item Cost 1.000

Inventory Item No

Folder default

▼ Summary Print Binding Folding Covers Other

Print: Pages: 1, B&W, Pink Letter, Simplex, Portrait

Recipients [Add Another Recipient](#) [My Default](#) [From Address Book](#) [New](#)

▼ Qty 100 Due Date 03/30/2008 Time Early Morning

Method GSA Courier Location 3060 [Special Instructions](#)

Billing [Change to](#) [My Default](#) [From Address Book](#) [New](#)

Estimate requested ☐ Yes

Bill to

Activity

Org. Number 7060

Function

Project

When you request an estimate, your order will not be printed until we have received your approval to proceed.

[Cancel Order](#) [Save](#) [Submit](#)

VCPrint: desktop print ordering
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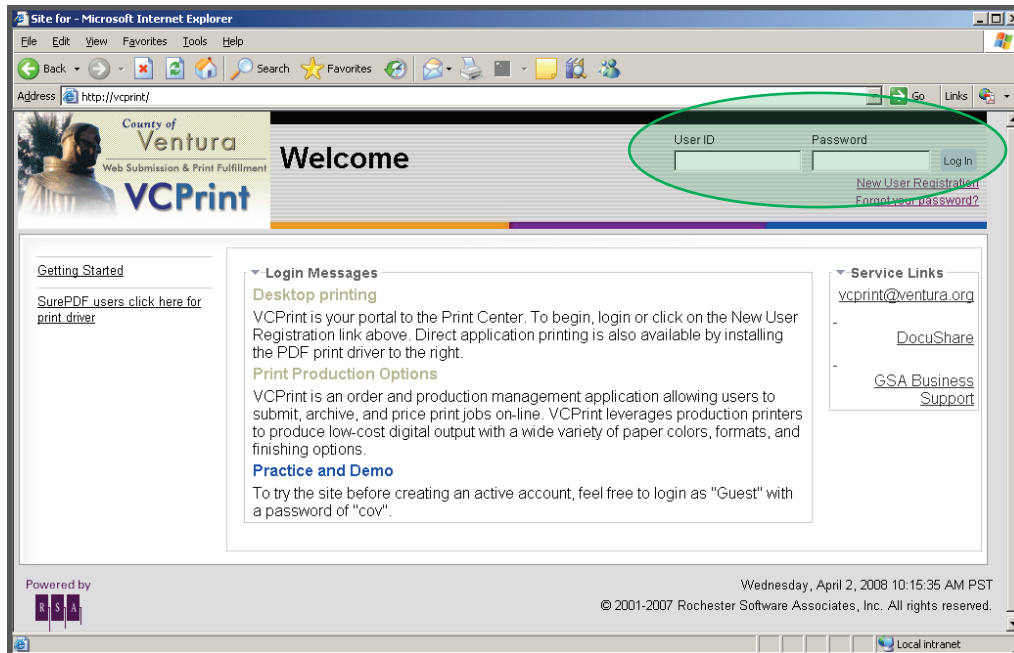
Powered by

Local intranet

Tracking Your Order

To view the status of your placed orders, or view your order history, login to VCPrint at <http://vcprint>.

Your username and password are the same for VCPrint as they are for DocuShare.



Note link to DocuShare!

The Fulfillment Home screen shows you your orders placed based in the criteria in the “**Status**” dropdown menu.

You can search for a specific order by entering the order number in the “**Order Name**” field.

