

DocuShare

Order Guide

GSA Business Support provides document creation and 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 agency or departmental files.

<http://vcprint>

VCPrint is a browser-based order and print production application enabling users to submit, manage, proof, and output digital printing jobs to our print center. GSA Graphics leverages production printers to produce low cost documents with a wide variety of paper colors, formats, and finishing options. VCPrint also provides reporting tools and automation to ensure that jobs are printed and delivered on time.

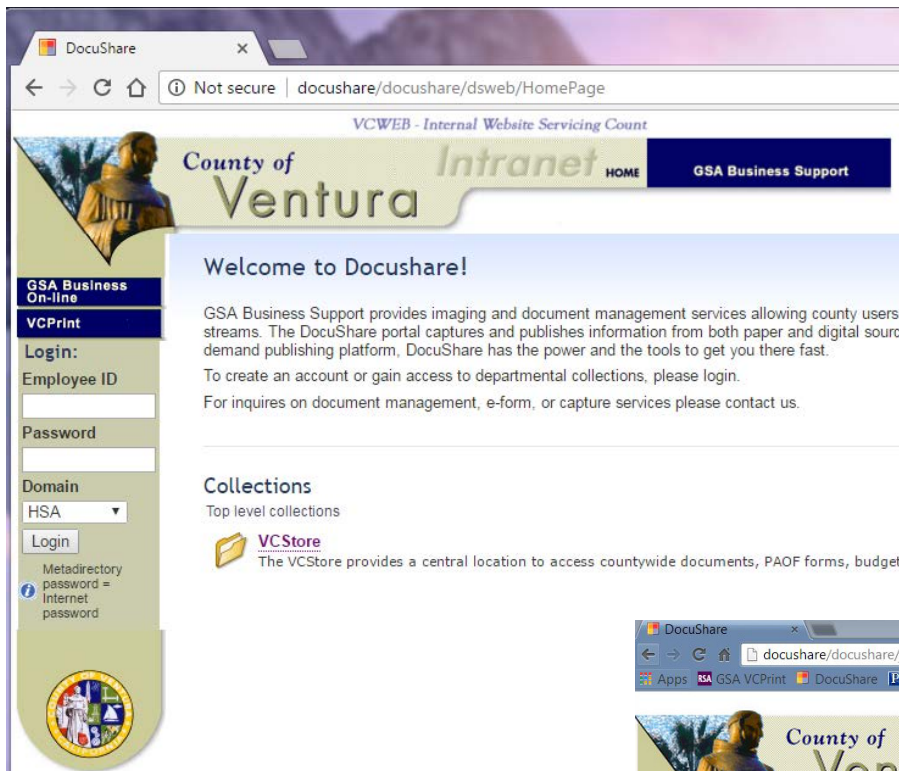


<http://vcprint> | vcprint@ventura.org

Hours: Monday-Friday 6:00 a.m. - 5:30 p.m. | (805) 654-2775

Login

Go to <http://docushare>. Fill in your **Username** and **Password** (same as your Outlook password) and select the appropriate Domain from the dropdown list. Click **Login**.



Access

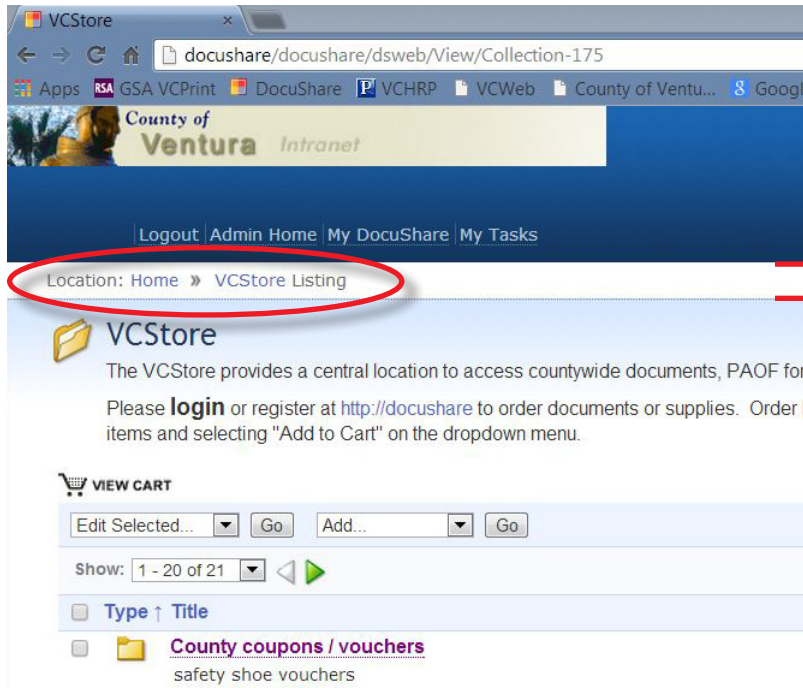
The Docushare Home Page shows the folders you currently have access to. If you need departmental access, please call or ask your representative to contact GSA Business Support at 654-3743, or email us at vcprint@ventura.org.



Browse

Select a folder to view content or browse through the **Location Bar**. A folder is a collection of documents and archived content which can include PDF files, MS Office files, search queries, and more.

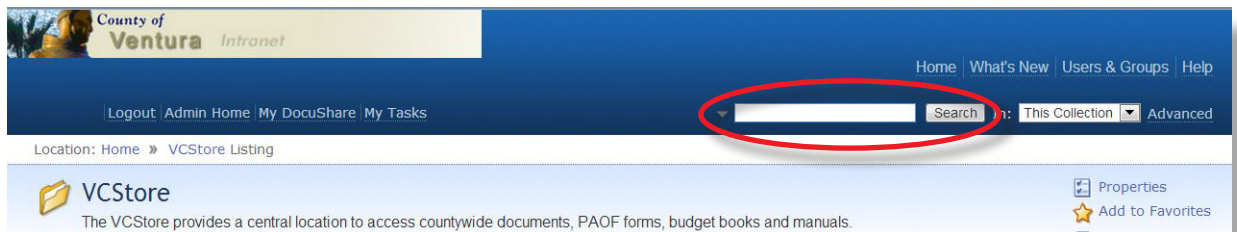
[HINT - Add the folders you access the most as favorites or bookmarks.]



The **Location Bar** is a convenient way to navigate through DocuShare. This shows the path to your collection, allowing you to jump directly to collection folders.

Search

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. One can browse through collection folders or utilize the Search to find files using key words or index values.



Ordering an Item

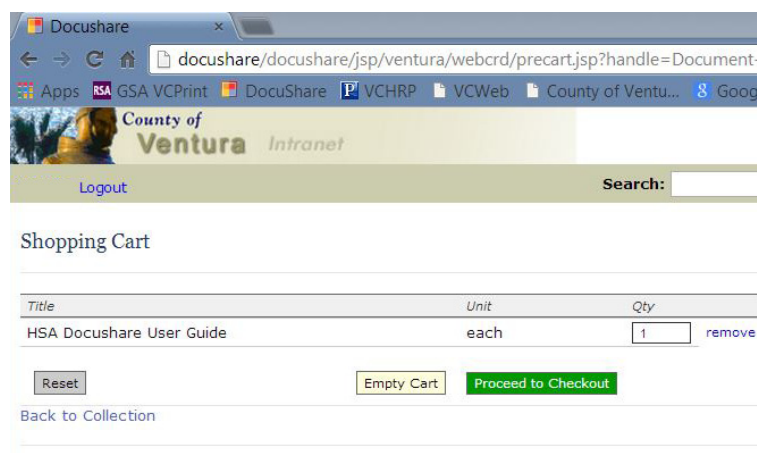
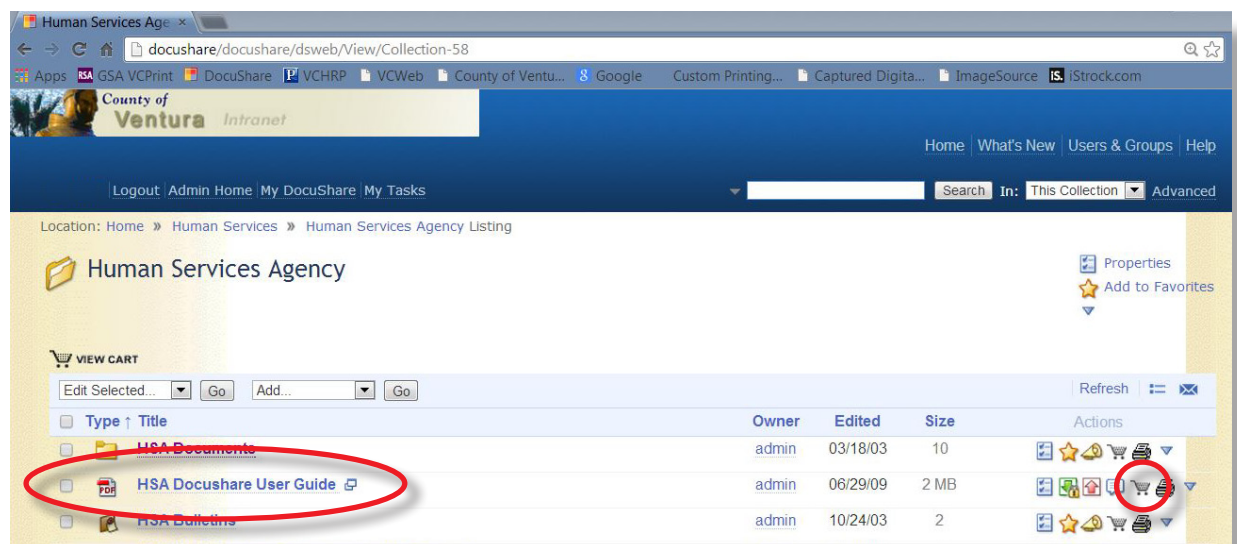
Hypothetically, let's order an item called "*HSA DocuShare User Guide*".

(You must be a member of the HSA group to actually do this, but the mechanics are the same for any file.)

It resides in the folder: [Human Services » Human Services Agency](#)

QUICK FIND: From the [Human Services Collection](#), you can type in the **Search** window "*HSA DocuShare User Guide*". This will take you directly to the file.

When you click on the [HSA DocuShare User Guide](#) 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 the document, click the shopping cart icon located in line to the right of it.

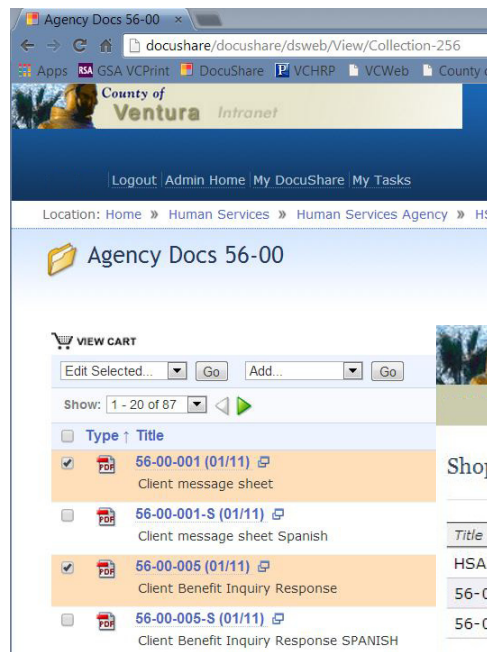
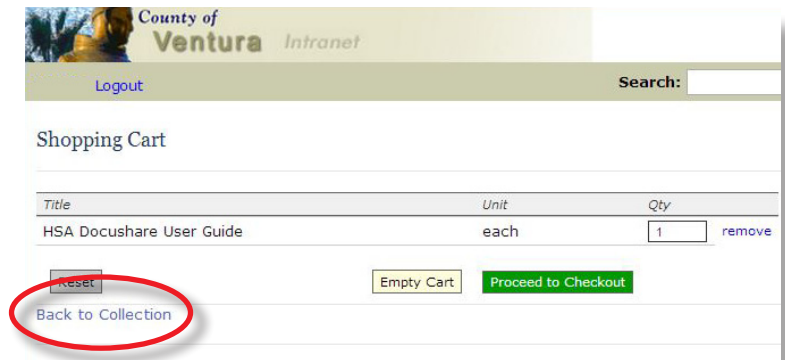
The shopping cart allows you to set the quantity desired.

Enter an amount then press the **Proceed to Checkout** button.

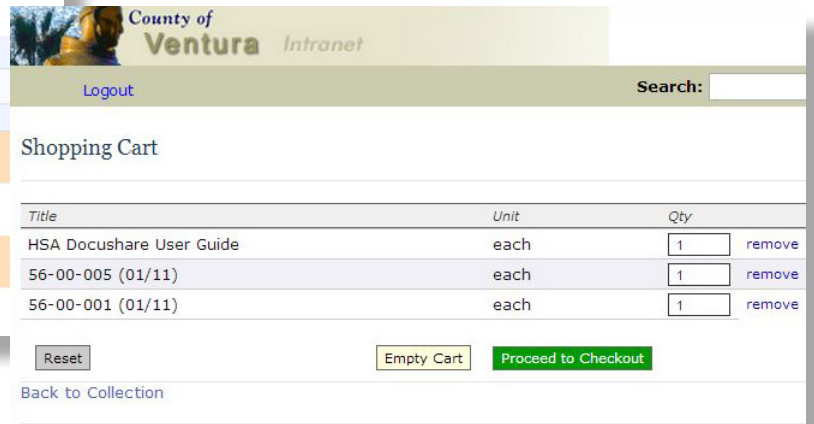


Ordering Multiple Items

To order additional items, select **Back to Collection** to view the current collection or to conduct a search. If you know the document name, you can enter it in the **Search** window within the Shopping Cart.



To add multiple items to your cart at one time, select the check box next to each item you wish to order. Click on the **Edit Selection** drop down menu (▼) and select Add to Cart. You are now ready to Proceed to Checkout.



At any time, you can check the contents of your Shopping Cart by selecting the **View Cart** icon.



Proceed to VCPrint

Your order has now been passed from DocuShare to VCPrint. (**NOTE:** DocuShare hosts content, while VCPrint manages the print production, billing, and order history.)

Adjusting the **Order Name** is optional. Click on the pencil icon to edit the name. We have named this sample order “HSA Documents.” Confirm the quantity of each item, adjust your due date as necessary, and confirm your shipping and billing contacts.

To complete the order process, select **Place Order**.

Please note: Clicking on the **Continue Shopping** icon will NOT return to you DocuShare. To return to DocuShare you will need to open a new window and proceed to <http://docushare> and place another order. To save your order without submitting it, select the **Cancel or Save** icon, then select **Save**. This saves the unsubmitted order into your **Orders** list within VCPrint.

DOCUMENT SERVICES VCPrint

Cart
Select print options, quantity, recipient and billing information. Click **Place Order** to submit your order. Cart ID: 3278

Order name: **HSA Documents** [pencil icon]

Item 1
Image not available
HSA DocuShare User Guide [pencil icon]
HSA DocuShare User Guide
7 Pages
Quantity 1

Your Selected Print Options Print: B&W, Simplex, White Letter
[Change Options]

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Item 2
Image not available
Client Benefit Inquiry Response [pencil icon]
56-00-005 (01/11)
1 Page
Quantity 1

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Item 3
Image not available
Client message sheet [pencil icon]
56-00-001 (01/11)
1 Page
Quantity 1

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Shipping Information Add another Shipping Address [My Default] [From My Contacts] [New]
Requested Ship Date: 11/18/2013 [calendar icon] Note: Only dates when the print center is open may be selected.
GSA Graphics Requested Ship Date: 11/18/2013 Method: GSA Courier Location: 3060
Est. Delivery Date: 11/19/2013 Pick up during business hours
1. HSA DocuShare User Guide Quantity 1
2. Client Benefit Inquiry Response Quantity 1
3. Client message sheet Quantity 1

Billing Information Change to [My Default] [From My Contacts] [New]
Estimate requested ☐ Yes
Bill to: GSA Graphics
Activity Account [text field]
Org. Number: 7061
Function Account [text field]
Project Account [text field]

[Cancel or Save] [Continue Shopping] [Place Order]

Order Submitted

Your order has been placed. Please take note of your order name and number for tracking purposes. You will receive an email confirmation.



Tracking Your Order

To view the status of your placed orders, or to view your order history, login to VCPrint at: <http://vcprint>. Your username, password, and domain are the same for VCPrint and DocuShare.

The screenshot shows the VCPrint Document Services login page. At the top, there is a header with the County of Ventura seal, a 'START' button, and the text 'DOCUMENT SERVICES' and 'VCPrint'. Below the header, a yellow banner displays a system message: 'SYSTEM MESSAGE: VCPrint now requires a user's domain selection within the login drop-down.' The main content area is divided into three sections. The left section, titled 'Document Services', welcomes users and provides information about services and a link to 'Read our Getting Started tips'. The middle section, titled 'Hours', lists the operating hours (Monday-Friday, 6:00am - 5:30pm) and contact information (vcprint@ventura.org, 654-2775). The right section, titled 'Login', contains a login form with fields for Domain (set to HSA), Username, and Password, and a 'Log In' button. A 'Help' link is located in the top right corner.

Select **Orders** in the navigation bar to review your order history and to check on the status of a current order.

The screenshot shows the VCPrint Document Services main page. At the top, there is a header with the County of Ventura seal, a 'START' button, and the text 'DOCUMENT SERVICES' and 'VCPrint'. Below the header, a navigation bar contains links: 'Roles', 'Ordering', 'Proxy', 'Home', 'My Profile', 'Help', and 'Logout'. The 'Orders' link is highlighted with a red circle. Below the navigation bar, the page is divided into three main sections. The left section, titled 'Upload A File', allows users to select a file from their desktop and provides a 'Browse...' button. The middle section, titled 'My Files', allows users to search their personal file cabinet for items to order and provides an 'Advanced Search' link. The right section, titled 'Special Orders', allows users to order custom prints from a hardcopy, CD-ROM, etc. and provides a 'Go' button. A 'CART [0]' link is located in the top right corner.



Tracking Your Order

You can view your order history in the **My Orders** section of your VCPrint account. You can also check on the status of a current job. You may search your history by “Created Date” or by the “Order Name” you gave your job when it was submitted to VCPrint. Each order number will have one of the following statuses:

Make Ready..... Job has not been printed. It is awaiting approval or corrections.

Production..... In the production queue and scheduled to be printed.

Off-Line Finishing..... Job has been printed and awaiting further handling, such as cutting or folding.

Ready to Ship..... Job is finished and is scheduled to be packaged.

Completed..... Job has been completed and is out for delivery or is ready for customer pickup.

The screenshot shows the VCPrint web interface. At the top, there's a navigation bar with 'Roles', 'Ordering', and 'Proxy'. Below that, a banner for 'DOCUMENT SERVICES' and 'VCPrint' is visible. The main section is titled 'My Orders' and includes a search bar with fields for 'Status' (set to 'All'), 'Created from', 'Order name', and 'to'. There's also a 'Rows Per Page' dropdown set to '100'. Below the search bar is a table of orders:

Order Name	Order #	Created	Sending to	Status	View	Reorder
DocuShare Order	32762	11/13/2013	GSA Graphics	Canceled	View	Reorder
DocuShare Order	32761	11/13/2013	GSA Graphics	Canceled	View	Reorder
HSA Documents	32760	11/13/2013	GSA Graphics	Make ready	View	Reorder
DocuShare Order	32752	11/12/2013	GSA Graphics	Canceled	View	Reorder

Thank You

We'd like to thank you for taking the time to review the DocuShare Order Guide. We welcome any feedback that might make this document or our ordering process easier to use.

