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# **GSA VCPrint**

## Getting Started

User Guide

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# Chapter 1: Introduction

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## Welcome to VCPrint

VCPrint is an online tool for ordering printed documents and other items from GSA Graphics and the GSA Warehouse. You can place orders for files that you upload from your computer, or for items that you pick from a Catalog.

This short guide will tell you the basics of using VCPrint: how to log in, how to upload your own files or pick other items to order, and then how to place your order with Graphics.

### ***How do I select print options for my items...and...how much will this cost, anyway?***

Once you add items to your Cart, you can select what you want Graphics to do with each item. For example, for print items, you can select options such as 2-sided or single-sided printing, paper colors, black and white or color printing for the whole document or for specific pages, binding, tabs, and so forth. There's also a real-time preview which is updated as you pick various options, so you'll see exactly how your file will look once it's printed.

The options are endless, and you'll be able to select from any of the services that we offer (although the system won't let you pick options that don't make sense, such as stapling for a 1-page document).

As you select your options, the price for the item is updated immediately, so you can see just how much your order will cost. You're in complete control, and you can adjust the print options as needed to fall within a desired price point per copy.

### ***Who's going to get the stuff that I'm ordering?***

You'll also select people to receive your order. Usually, it's *you* receiving the stuff you're ordering. And, you can definitely add in your office buddy, and your associate in your secondary location... in fact, you can add in as many people as desired, to receive as many copies as needed, of all or some of the items in your order.

### ***How do I pay?***

When placing your order the system will require you to enter your Budget Unit, and you will also have the option to include your Activity Account, Function Account, and Program.

### ***Finally... when will I get my stuff?***

Once you click **Place Order** on the Cart page, everything gets sent to GSA Graphics.

You can choose to have an order receipt emailed to you (most people like that, but if you don't, you can turn it off on your My Account page).

You can also track the status of your order on the My Orders page. This page is always up-to-date, and it tells you if your order is still being worked on at the print center, or whether it has shipped yet.

OK, let's get started! First, take a moment to read about how to get help with VCPrint if you need it, then you can dive in and order your first items.



## Using Online Help

If you get confused at any time when you're using VCPrint, just click the [Help](#) link, which is found at the top of each page.

This opens up the help for the page you're on, either in a new window or a new tab of your browser, depending on how you have your browser configured. If you don't see the help pop up right away, look carefully at your browser tabs and find the one that has the help.

- Navigate to other topics using the menus at the top of the page or the links in the side menu.
- Search for information by typing one or more search terms into the search bar, and then clicking the [Search](#) button.

### *About multiple search terms (AND, OR)*

- You can type more than one search term to find topics containing all words that you type anywhere in the topic (the words don't have to be next to each other).  
Example: account codes (this is the same as typing account AND codes).
  - If you want to search for an exact string, put it in double quotes.  
Example: "account codes"
  - You can also search for topics containing either search term anywhere in the topic  
Example: account OR codes
- Click the  **Expand All / Collapse All** button at the top of a topic to expand (show) or collapse (hide) all text hidden beneath clickable toggler links in the topic.
  - Click the  Print button at the top of a topic to print that topic, or use your standard operating system and browser commands (such as File | Print, Ctrl+P, or Command+P, depending on your browser and whether you are on Windows or Mac).

**Note:** You may wish to click the [Expand All](#) button to expand all hidden text before printing.

## Chapter 2: Logging In and Out of VCPrint

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### Logging in and out of VCPrint

VCPrint User IDs and passwords will typically match your Active Directory account details. If you are having trouble remembering your login details, email [vcprint@ventura.org](mailto:vcprint@ventura.org) for assistance.

#### *User ID and password tips*

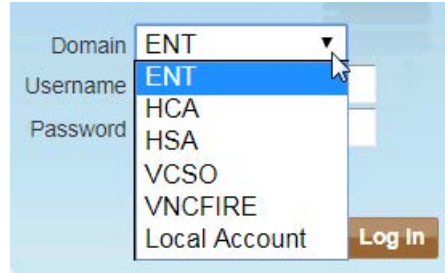
- Your username and password will typically be your employee ID# and your email password. HCA and VNCFIRE users may have an alphabetic username. You must select the appropriate domain when logging in.
- User IDs and passwords are case-sensitive.

#### **Log in**

1. Open a supported web browser and type the URL address for the VCPrint Login page:  
<http://vcprint/>

You may see a message on the Login page if the browser you are using is not on the current list of certified browsers; however you may choose to continue using VCPrint with this browser. Typically, VCPrint will work with a newer browser versions.

2. Select your domain from the drop-down list.
  - Select the appropriate domain (**HSA/ENT/HCA/VNCFIRE/VCSO/local**) to authenticate your login details.



3. Type your User ID and password, and then click **Log In**.

**Note:** If your account is missing any required contact information (phone, ZIP, etc.), you will be asked to fill in the required information before continuing.

### **Log out**

Click **Logout** in the title bar at the top of any page.

**Note:** You are automatically logged out if there is no activity on your screen for a time (default: 30 minutes).

## Chapter 3: Ordering Items and Placing Orders

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### Ordering Items Using the Ordering Home Page

The Ordering Home page is displayed when you first log in to VCPrint. This page is where you'll start when you want to add items to your Cart.

#### *Uploading new files to your Cart*

Uploading one or more new files is one way to add items to your Cart. There are several ways that you can select files to upload.

**Note:** VCPrint accepts many file formats. The valid file extensions are shown in the **Upload A File** area of the page.

#### **Upload one or more files from a single folder**

1. Click **Choose Files** on the Ordering Home page to display the Open or Choose File dialog box.
2. Navigate to the folder containing the file(s) you want.
3. Select one or more files, and then click **Open**.  
Use standard selection methods for your computer to select multiple files (for example, shift-click and ctrl-click).
4. Click **Go** to upload the file(s), add them to your Cart, and display the Cart page.



### Upload one or more files using drag and drop

1. Navigate to the folder on your computer containing the file(s) you want.
2. Select one or more files.  
Use standard selection methods for your computer to select multiple files (for example, shift-click and ctrl-click).
3. Drag the files to the Ordering Home page, and drop them on the **Choose File** button.
4. Click **Add to Cart** (or **Add to Book**, in Book mode) to upload the file(s), add them to your Cart, and display the Cart page.

### Upload one or more files from multiple folders

1. Click **Multiple Files?** on the Ordering Home page to display the Upload Multiple Files page.
2. Click **Choose Files** to display the Open or Choose File dialog box.
3. Navigate to the folder you want, select one or more files, and then click **Open**.  
Use standard selection methods for your computer to select multiple files (for example, shift-click and ctrl-click).
4. Repeat steps 2 and 3 until you have selected all files.  
**Note:** Each time you select files, those files are grouped together on the Selected Files list.
5. If you want to delete a group of files from the upload, click **Delete** for that group in the Selected Files list.
6. Click **Add to Cart** (or **Add to Book**, in Book mode) to upload all files in the Selected Files list, and display the Cart page.

## ***Adding items from My Files to your Cart***

You can add items to your Cart from My Files.

- My Files are your own files that you've previously uploaded.

### **Add items to your Cart from My Files**

1. Use the Search for Items area on the Ordering Home page to select or search for items.
2. If necessary, display the Select Items page by typing additional search criteria and clicking [Search](#), or click on a folder name.
3. On the Select Items page, type or select quantities for one or more items, and then click [Add All to Cart](#) (bottom of page).

The [Cart](#) link in the notifications area is updated to show the number of unique items currently in your Cart.

The specified quantity is added for each recipient on the Cart page. The text ([Multiple Recipients](#)) is shown in this case, and the total quantity added to the Cart is the specified quantity \* number of recipients.

4. Add more items to your Cart if desired. Click a link in the navigation path at the top of the page to see files in another folder.
5. When done adding items, click the [Cart](#) link in the notifications area to display the Cart page.

## ***How to search for items to add to your Cart***

### ***Search details***

- Specific search fields that are available will vary depending on the page you are currently on.
- The Item Search bar contains a single Search field that can be used to search for an item by Item Description, Form #, or any active metadata category field.
- For items, below the Search field, you can click [Show Advanced Search Criteria](#) to display specific field inputs for all available search criteria, including Created dates and Expiration date (for your files).
- Click [Remove Advanced Search Criteria](#) to hide those fields and clear the advanced search criteria.

### ***Adding a Special Order item to your Cart***

You can add a special order item to your Cart. You'll use this option when you do not have a file that can be uploaded.

Examples of special order documents or items include:

- Hard-copy documents that you will deliver to the print center (for copying, scanning, archiving, etc.).
- Files on a CD or other external storage media that you will deliver to the print center.
- Files that your print center does not accept for uploading.

### **Add a special order item to your Cart**

Click the **Go** button in the Special Orders section of the Ordering Home page.

A new special order item is added to your Cart, and the Cart page is displayed so that you can select options for this item (this may include print options, as well specifying as who will receive this item and billing information).

## ***Using the Cart page***

### **Overview: Use the Cart page to place an order**

1. If desired, provide an optional name for your order.
2. Click the **Preview/Change Options** link to configure the Print Options for each item in the order.
3. Click **Continue Shopping** to add more items to your Cart if desired.
4. Select the desired ship date for your order.
5. Select quantities and the shipping method for each Shipping Address (recipient) .
6. Review Billing Information (enter account codes if necessary).  
You can also click the **Estimate** link to see the Order Charges page if desired.
7. Click **Place Order** to place your order.

### **What happens when you click the Place Order button**

When you place your order, it is submitted to the print center immediately for processing.

1. Review your order carefully on the Cart page before clicking the **Place Order** button.  
**Note:** Once you place the order, you cannot modify or cancel it. If you need to change an order that you have placed, contact [vcprint@ventura.org](mailto:vcprint@ventura.org) or 654-3743 as soon as possible.
2. Click **Place Order** at the bottom of the Cart page.
  - Confirm the order cost, and then click **Place Order** again on the confirmation dialog box to submit the order to the print center or for approval.
  - You can click **Cancel** on the dialog box to return to the Cart page if you need to make more changes.
  - After you place the order, the Order Submitted page is displayed. You can print this page as an order receipt if desired (most users have the order receipt send to their email; you can set this up in My Account).

### **Save your Cart without placing an order**

VCPrint automatically saves changes you make on the Cart page (such as print options, quantities, ship date, etc).

Your Cart, with all saved items and selections, is available at any time by clicking the **Cart** link in the Notifications area on Ordering pages.

You can start a new Cart by clicking **Start a New Cart** at the bottom of the page. You have the option to save your current Cart (your order is available from the Orders list). If you do not save your current Cart, the order in progress is canceled.