

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.

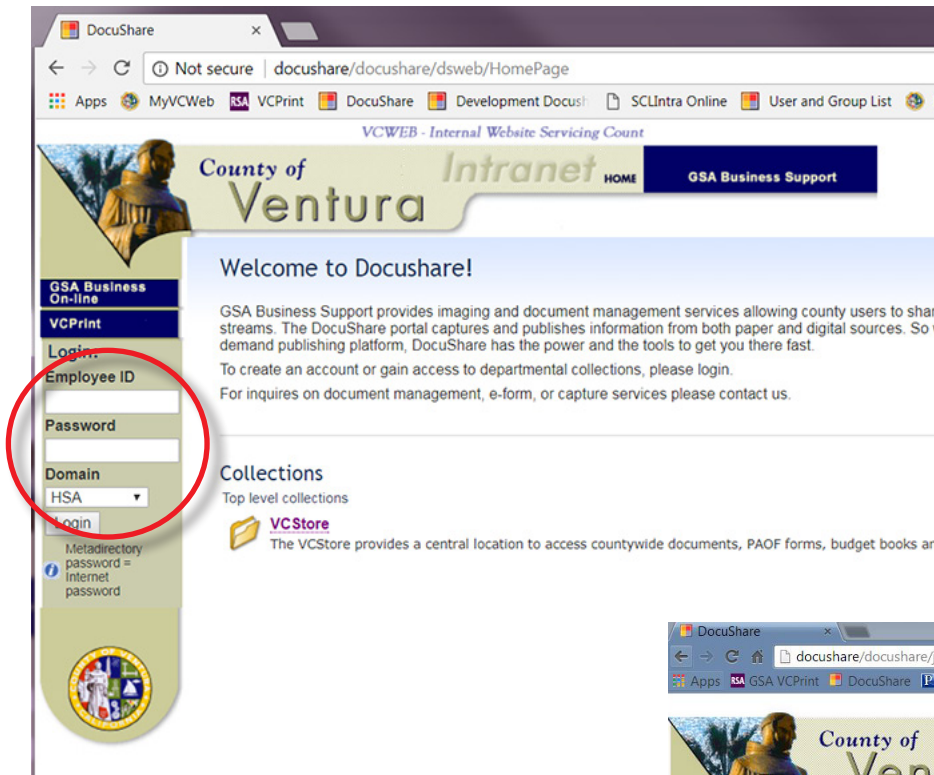


<http://vcprint> | vcprint@ventura.org

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

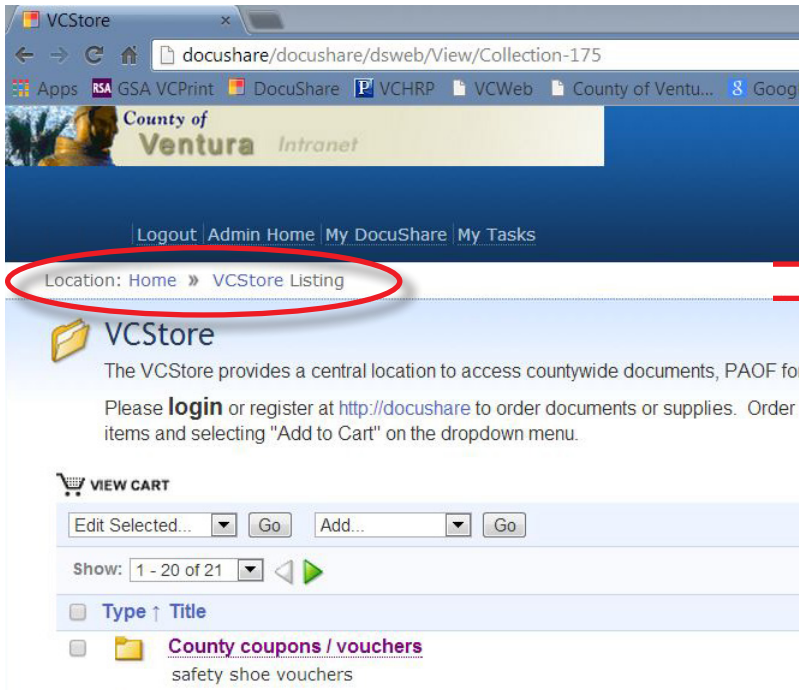
The Docushare Home Page shows the folders you currently have access to. If you need departmental access, please call or ask your representative to contact GSA Business Support at 654-3743, or email us at vcprint@ventura.org.



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.

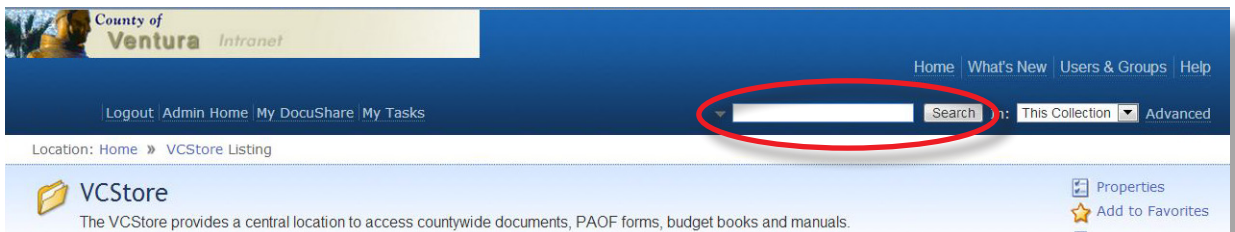
[*HINT* - Add the folders you access the most as favorites or bookmarks.]



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

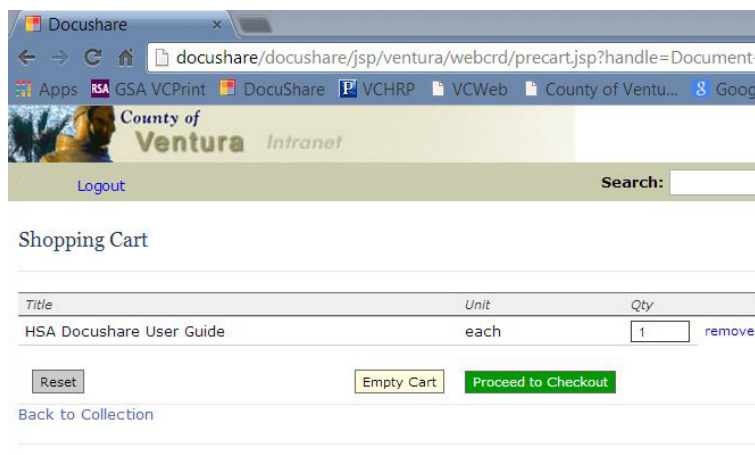
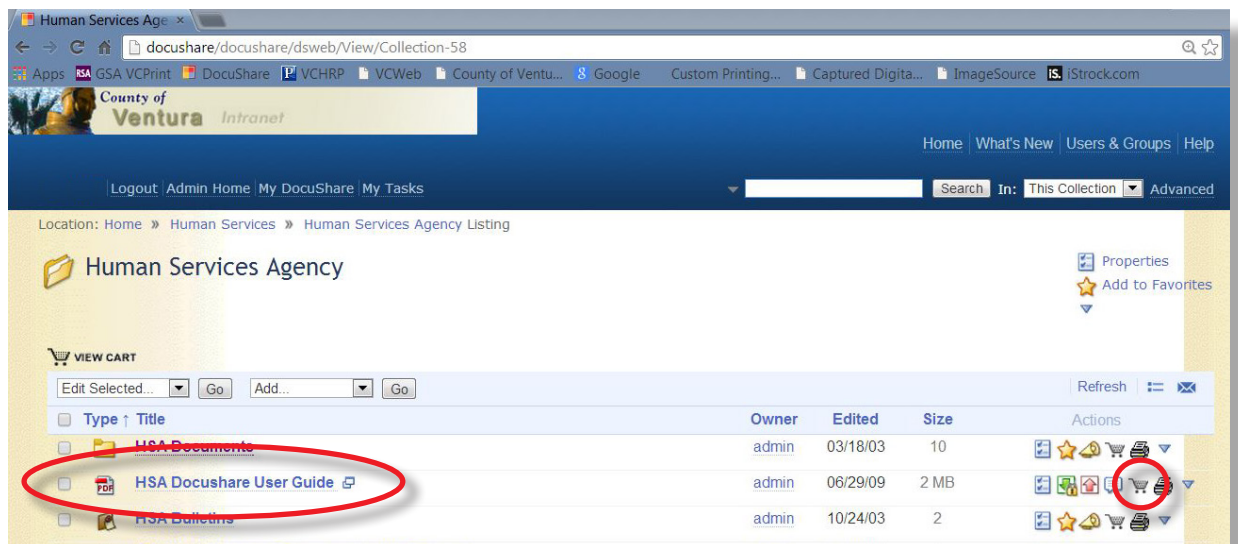
Hypothetically, let's order an item called "HSA DocuShare User Guide".

(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.

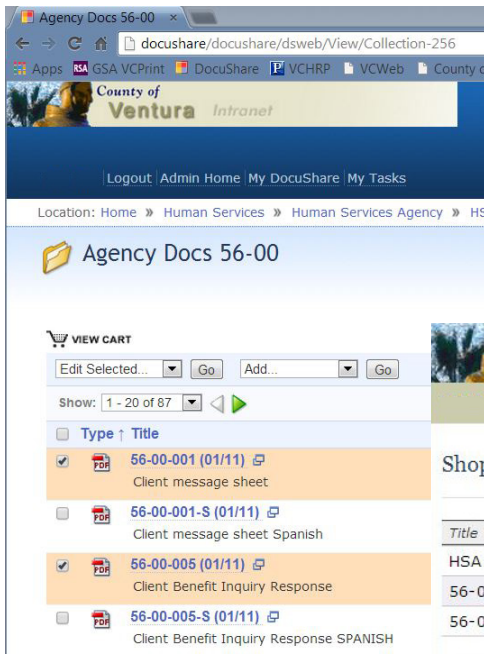
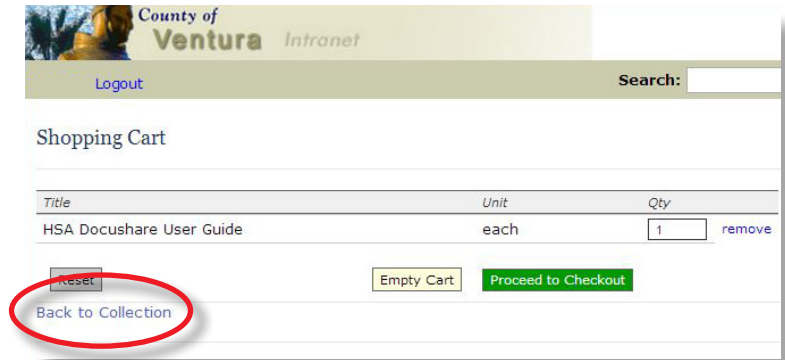
The shopping cart allows you to set the quantity desired.

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

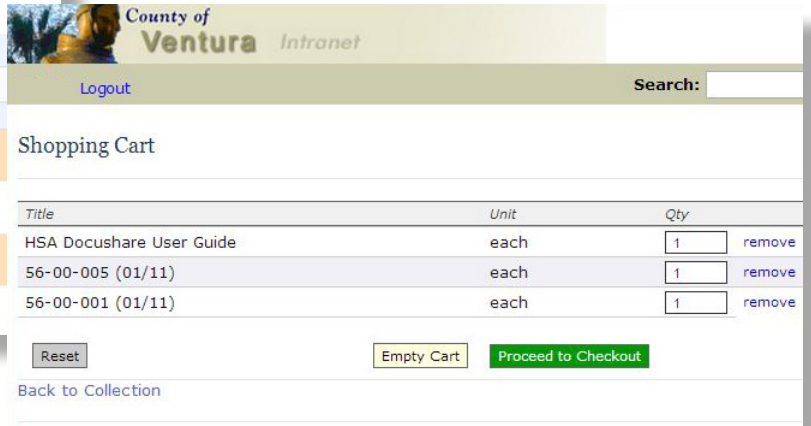


Ordering Multiple Items

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.*

The screenshot shows the VCPrint 'Cart' page. At the top, it says 'DOCUMENT SERVICES' and 'VCPrint'. Below that, it says 'Cart' and 'Select print options, quantity, recipient and billing information. Click **Place Order** to submit your order.' The 'Order name' is 'HSA Documents'. There are three items in the cart:

- Item 1: HSA DocuShare User Guide (7 Pages), Quantity 1
- Item 2: Client Benefit Inquiry Response (1 Page), Quantity 1
- Item 3: Client message sheet (1 Page), Quantity 1

Shipping information is shown with a requested ship date of 11/18/2013 and a method of GSA Courier. Billing information includes an organization number of 7061. At the bottom, there are buttons for 'Cancel or Save', 'Continue Shopping', and '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.

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



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 'My Orders' section of the VCPrint website. At the top, there is a navigation bar with 'Roles', 'Ordering', and 'Proxy' tabs. Below that is a header with 'DOCUMENT SERVICES' and 'VCPrint' logos. A menu bar contains 'Orders', 'Manage Files', 'Contacts', and 'Reports'. A shopping cart icon shows 'CART [0]'. The main heading is 'My Orders' with a sub-heading 'Find the status of an order from this page, and view the details of past orders. You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved)'. Below this is a search form with fields for 'Status' (set to 'All'), 'Order name', 'Created from', and 'to'. There are 'Search' and 'Clear' buttons. Below the search form 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.

