

Template Applications – Printing Request

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Template Applications – Printing Request

Introduction

This Printing Request is a single-page application to manage printing requests. All information, including approval by the manager, is handled on a single page.

PRINTING REQUEST

To avoid all possible delays of your printing orders, please provide as much information as possible.

Date requested:  **Date needed:**

Requested by: **Department:**

Email address: **Budget number:**

DESCRIPTION OF JOB: Include all COMMENTS and SPECIAL INSTRUCTIONS below:

No. of Originals: **No. of Copies:**

Paper Size:
 Letter (8 1/2 x 11)
 Legal (8 1/2 x 14)
 Ledger (11 x 17)

Total Quantity of:
1/2 sheets Other Size:
1/4 sheets (Please Explain Above)

STAPLE (select one)

Paper Color:
 White
 Canary
 Blue
 Salmon
 Green
 Buff
 Pink
 Cherry
 Orchid
 Ivory
 Grey
 Tan
 Goldenrod
 Lunar Blue
 Orbit Orange
 Gamma Green
 Galaxy Gold
 Terra Green
 Cosmic Orange
 Red

Paper Weight:
 20 lb.
 Index
 Coverstock

Print:
 1-sided
 Back-to-Back
 2-sided-to-2-sided
 As is

Carbonless:
 No
 2-part
 3-part
 4-part

Collated
 Uncollated

Fold: (Please select one)
Single Letter Z-Fold Double

Binding:
 None
 3-hole Drill
 Spiral Bind
 Tape Bind
 Pad

Delivery Method:
 Will Pick Up
 Send Out
 Please Call

Submit

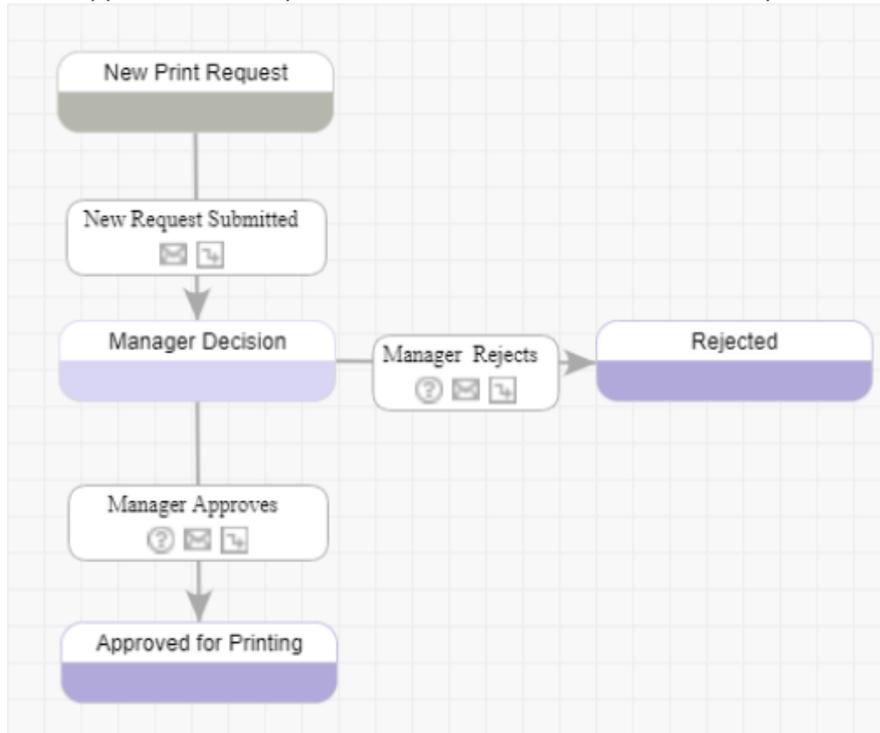
**Printing Department Hours:
8:00 a.m. to 5:00 p.m.**

Select paper color. If you want a different color for the cover, include cover color with explanation in the 'DESCRIPTION OF JOB' area. NOTE: Bold colors may have higher cost. See price list.

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Workflow Logic

All requests will require approval by the Department Manager, who may also reject the request. Once approved, the request is forwarded to the Print Team for processing.



Notable Behaviors

Date logic is included when the 'Date Needed' field is selected. This logic includes refusing to accept requests needed in under four working days and marking requests required in under seven working days as a Rush Order. The Rush Order status will affect the notifications specified on the workflow pathway from New Print Request to Manager Decision.

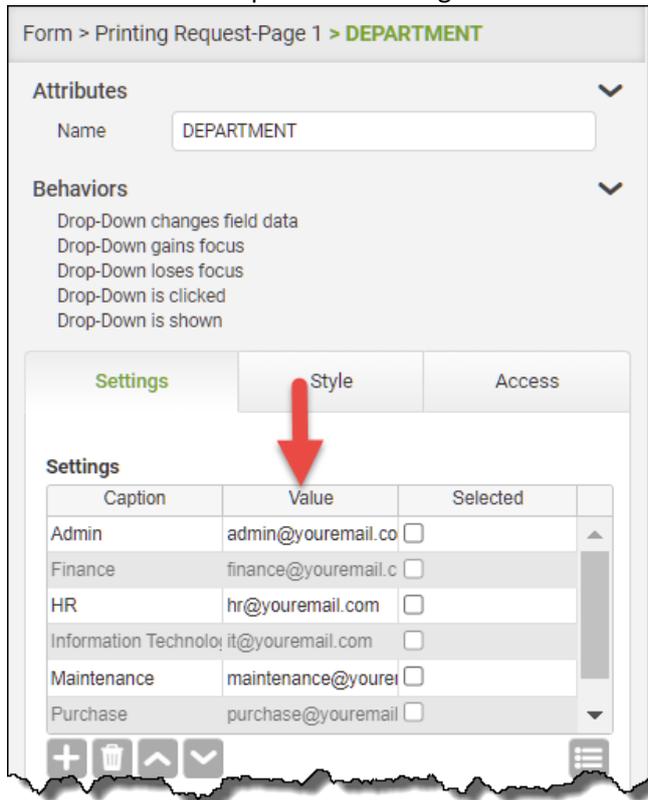
Non-conditional mandatory fields are indicated in the object's properties. Conditional mandatory fields, such as collation, staple, fold, and delivery, are managed on the Submit button.

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Installation Instructions

A few modifications will be required after the application has been imported into your system.

In the Department drop-down, we have included department names and corresponding email addresses for the department managers.



You may want to modify the department names, and you will need to alter the department manager's email addresses.

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The Department Manager and Print Team Roles are linked to the Requestor Email field. This choice makes it possible to test the application without modifications.

The screenshot shows a 'Settings' page with a 'Roles' section. Below the section title is a table with two columns: 'Name' and 'Default Person'. The table contains three rows: 'Department Manager' with 'REQUESTER EMAIL', 'Print Team' with 'REQUESTER EMAIL', and 'Requester' with 'REQUESTER EMAIL'. Red circles with numbers '1' and '2' are placed over the 'REQUESTER EMAIL' text in the first two rows. Below the table are three buttons: 'Add', 'Remove', and 'Edit'. The 'Edit' button is circled in red.

Name	Default Person
Department Manager	REQUESTER EMAIL
Print Team	REQUESTER EMAIL
Requester	REQUESTER EMAIL

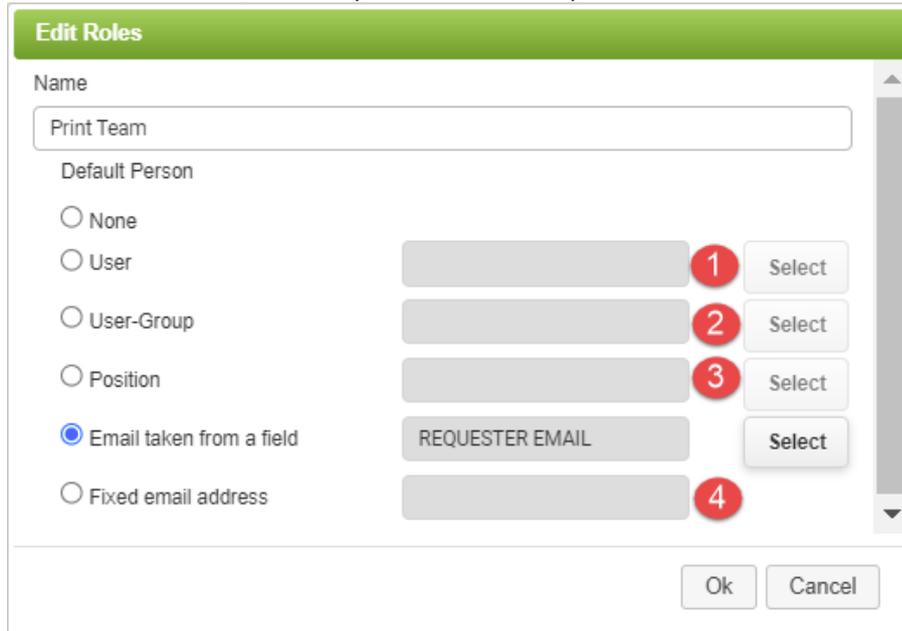
In normal circumstances, these two roles would need to be re-linked.

Select and edit the role from the workflow diagram, and for the Department Manager role, re-link to the Value of the Department drop-down. Click OK to confirm.

The screenshot shows the 'Edit Roles' dialog box. The 'Name' field contains 'Department Manager'. Under 'Default Person', the 'Email taken from a field' option is selected. The corresponding value field contains 'DEPARTMENT - Value'. There are 'Select' buttons next to each of the other 'Default Person' options. At the bottom are 'Ok' and 'Cancel' buttons.

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The Print Team role, currently linked to the Requestor Email field, will need to be changed.



The screenshot shows the 'Edit Roles' dialog box. The 'Name' field is set to 'Print Team'. Under the 'Default Person' section, the 'Email taken from a field' option is selected. To the right of this option is a text box containing 'REQUESTER EMAIL' and a 'Select' button. Other options include 'None', 'User', 'User-Group', 'Position', and 'Fixed email address', each with a corresponding 'Select' button. Red circles with numbers 1 through 4 are placed over the 'User', 'User-Group', 'Position', and 'Fixed email address' options and their respective 'Select' buttons. 'Ok' and 'Cancel' buttons are at the bottom right.

Select an alternative option to link the role to the Print Team. Your options here would depend on what you have set up in your system but will include the following:

1. If your Print Team is an individual and has a license in your account (Full, basic, or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button, and choose from the user list.
2. If you have set up a Print Team User Group within your system and have selected the correct licensed users to occupy that group, you can link to it. Select the 'User-Group' option, click the corresponding Select button, and choose from the list of groups.
3. If you have set up a Print Team position within your system and have selected the correct licensed user to occupy that position, you can link to it. Select the 'Position' option, click the corresponding Select button, and choose from the position list.
4. If neither of the above is possible, you can link to the Print Team's email address. Select the 'Fixed email address' option and enter the email address in the corresponding box. In this scenario, the Print Team doesn't require a license (Full, basic, or limited) in your system.

Click OK when done.

Several graphics are used in this application; they can be removed if necessary, but most refer to the choices made in the request and would probably remain in place.

Mobile Version

This application is not enhanced for mobile use.