

# Welcome to Digital StoreFront

HOME ADMINISTRATION CONTACT US HELP ENGLISH (UNITED STATES) RONDA RANDT

Search Product 0


SHOP BY CATEGORY

- View All
- Newspaper
- EFI PRINTMESSENGER
  - WINDOWS (32BIT)
  - WINDOWS (64BIT)
  - MAC






## South Bend Community School Corp.

Print Shop

VIEW








### FEATURED PRODUCTS

 <b>BUY NOW</b>	 <b>BUY NOW</b>	 <b>BUY NOW</b> <span>Manage</span>	 <b>BUY NOW</b> <span>Manage</span>
5.5 X 8.5 BOOKLET	8.5X11 BOOKLET	B&W PRINT REQUEST This is for B&W print jobs only.	COLOR PRINT REQUEST This is for Color print jobs only.
 <b>BUY NOW</b>			
NCR This is for multi-part NCR jobs only.			

Digital StoreFront Is now accessed via the website [dsf.sbcsc.k12.in.us/dsf](http://dsf.sbcsc.k12.in.us/dsf)

Enter the website and log in.

If you are new to Digital StoreFront or need a change made to your access, need help with a password, etc. please contact Ronda at [rminer@sbcsc.k12.in.us](mailto:rminer@sbcsc.k12.in.us) or call 283.8322.

FEATURED PRODUCTS			
		 Manage	 Manage
<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>	<a href="#">BUY NOW</a>
5.5 X 8.5 BOOKLET	8.5X11 BOOKLET	B&W PRINT REQUEST This is for B&W print jobs only.	COLOR PRINT REQUEST This is for Color print jobs only.
			
<a href="#">BUY NOW</a>			
NCR This is for multi-part NCR jobs only.			

Once you have logged in to Digital StoreFront you will see the screen with your print choices, Click the BUY NOW button for the type of item you want printed.

For this tutorial I will choose B&W PRINT REQUEST, the following images will show the choices that you will see with the B&W request. The process for BOOKLET, B&W, COLOR and NCR are the same, however the choices available to you will vary.

\* B&W PRINT REQUEST and COLOR PRINT REQUEST refer to the ink used to print your request, not the paper used.

Click the Add Files button

**B&W Print Request** Help Close

Files Add Files

**\* Job Name** i

**\* Quantity**  **\* Pages**

**Print Options**

- Media(20# White)
- Duplex  
Single-sided (simplex)
- Staple  
No Stapling
- Booklet  
No Booklet
- Binding  
No Binding
- Collate  
Collate into Sets
- Drill  
No Drill
- Fold  
No Folding
- Padding  
No Padding
- Special Pages
- Special Instructions

**Job Summary**

Files :

Pages : 3

Quantity : 1

Media : 20# White->Fit content to paper (no)

Duplex : Single-sided (simplex)

Staple : No Stapling

Booklet : No Booklet

Binding : No Binding

Collate : Collate into Sets

Drill : No Drill

Fold : No Folding

Padding : No Padding


Special Instructions :


Unit Price Total Price


Save Add to Cart


When you see this window choose the option that allows you to select your print file


**Add Files** ×


 Upload Files

 Saved Files

 Other

 Dropbox

 Google Drive

 Picasa

[Supported File Formats](#)

Close



Upload Files

Allows you to browse your computer to find a saved file to be printed



Saved Files

Allows you to access items you have sent to the Print Shop, and saved, within the past 180 days



Other

Allows you to create an off line print shop request, for files you send in separately. Such as, a hard copy in an envelope



Dropbox

Allows you to access items in Drop Box



Google Drive

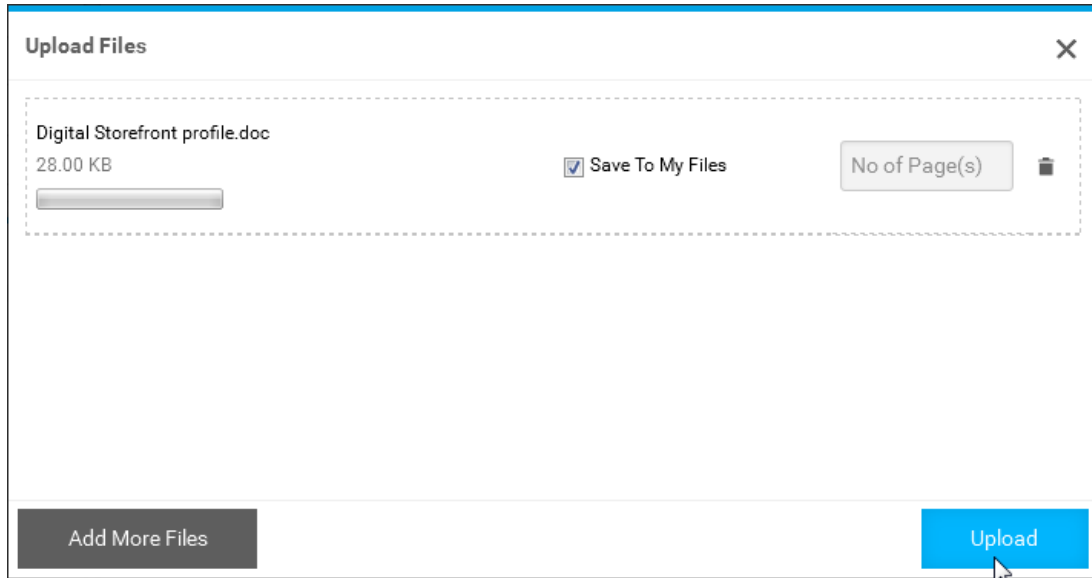
Allows you to access items in your Google Drive



Picasa

Allows you to browse Picasa for files

For my example, I have chosen Upload Files, and have browsed to and selected my print item. If this is an item that you expect to reprint soon, and without edits, choose: Save To My Files. You also have the option to add more files if you wish. Click the Upload button when you are done.



Once your item conversion has completed successfully, you again have the option to Add More Files or just press the Done button

In this next window you need to name your job, choose the number of copies to be printed and the print options you wish for your print request, additionally you have the options of Special Pages and Special Instructions at the bottom of the Print Options Menu.


You would use the Special Pages option to request any special choices that pertain to pages that should be printed differently from the rest, such as: Print fist page on canary yellow paper and the rest on white. Use the Special Instructions to give the print shop additional information concerning your Print Request such as: Call me at 222.1234 if you have any questions about my order.

When you have made all your selections press the Add To Cart button.

The screenshot shows the 'B&W Print Request' application window. At the top right, there are 'Help' and 'Close' buttons. The main interface is divided into several sections:

- Files:** A section with an 'Add Files' button and a dropdown menu showing 'Digital Storefront prof...'. Below this is a 'Job Name' field containing 'Test Job'.
- Quantity and Pages:** Two input fields. 'Quantity' is set to '100' and 'Pages' is set to '1'.
- Print Options:** A vertical list of options, each with a radio button and a right-pointing arrow:
  - Media(20# White)
  - Duplex: Single-sided (simplex)
  - Staple: No Stapling
  - Booklet: No Booklet
  - Binding: No Binding
  - Collate: Collate Into Sets
  - Drill: No Drill
  - Fold: No Folding
  - Padding: No Padding
  - Special Pages
  - Special Instructions
- Job Summary:** A summary of the current job settings:
  - Files: Digital Storefront profile.doc
  - Pages: 1
  - Quantity: 100
  - Media: 20# White -> Fit content to paper (no)
  - Duplex: Single-sided (simplex)
  - Staple: No Stapling
  - Booklet: No Booklet
  - Binding: No Binding
  - Collate: Collate into Sets
  - Drill: No Drill
  - Fold: No Folding
  - Padding: No Padding
  - Special Instructions:
- Bottom Bar:** Contains 'Unit Price' and 'Total Price' labels, a 'Save' button, and a blue 'Add to Cart' button.

In this window you can elect to CONTINUE SHOPPING, CLEAR CART (to start over) or PROCEED TO CHECKOUT. If you are happy with your order Press the PROCEED TO CHECKOUT button.


🛒 (1)

---

### CART

Due Date

Selected Print Shop

Products	Quantity
 <u>Test Job</u> Item Name: B&W Print Request	<input type="text" value="100"/> <a href="#">Save for later</a> <a href="#">Remove</a>

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT →

On this next page make sure that your shipping information is correct and then press the PROCEED TO PAYMENT button

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

Courier

ADDRESS

[Add from Address Book](#)

\* First Name: Ronda

\* Last Name: Randt

\* Address Line 1: 215 S St Joseph

Address Line 2:

Address Line 3:

\* City: South Bend

\* State/Province/Region: IN - Indiana

\* Zip/Postal Code: 46601

Country: United States

Phone Number 1: 574-289-8922

Company: SBCSC

Email: rminer@sbcsc.k12.in.us

Delivery Instructions

Save to My Address Book

Save Cancel

You must click save to proceed with checkout.

Add Another Recipient

Products

Test Job

Item Name: B&W Print Request

Qty: 100

← CONTINUE SHOPPING PROCEED TO PAYMENT →



On this page you will add your account number then press the PLACE MY ORDER button

HOME ADMINISTRATION CONTACT US HELP RONDA RANDT

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD  
Please select a payment type.  
 Other Account

OTHER ACCOUNT  
Account Number:  
123456789

Products  
Test Job  
Item Name: B&W Print Request  
Qty: 100

CONTINUE SHOPPING PLACE MY ORDER

Powered by ERI Digital StoreFront v8.2.0.21409  
© 2004-2015 Electronics For Imaging, Inc. Terms & Conditions  
ERI Productivity Suite

The next page you see is the Order Confirmation Page. Print the confirmation and give it to your Director if your order requires approval.

Please note that any submitted request that sits unapproved for five days, will be deleted. If the job was a necessary one, it will need to be resubmitted

Shipping Payment Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: 6990 Status: **Approval required** Order Date: 3/31/2016 11:00:00AM USST  
As of 3/31/2016 11:00:00AM USST Due Date: 3/31/2016 12:00:00AM USST

Order (s) email: Ronda Randt  
rmriner@sbcsc.k12.in.us  
SBOSC  
215 S St Joseph  
South Bend  
IN - Indiana  
46601  
United States  
574-283-8322

Print Shop  
Admin Print Shop  
printshop@sbcsc.k12.in.us  
215 S. St. Joseph  
South Bend  
IN - Indiana  
46601  
United States  
(574) 283-8177

Hours Of Operation  
Sun : Closed  
Mon-Fri : 8:00 AM-4:30 PM  
Sat : Closed

Products  
Test Job  
Item Name: B&W Print Request  
Qty: 100

Payment Method  
Other Account  
Account Number:  
123456789

SHIPMENT 1  
Courier

ADDRESS  
Ronda Randt  
215 S St Josaph  
South Bend IN - Indiana - 46601  
United States  
574-283-8322  
SBOSC  
rmriner@sbcsc.k12.in.us

CONTINUE SHOPPING PRINT