

Publication Services

Web Submission Instructions

Welcome to Publication Services new on-line Web Submission.

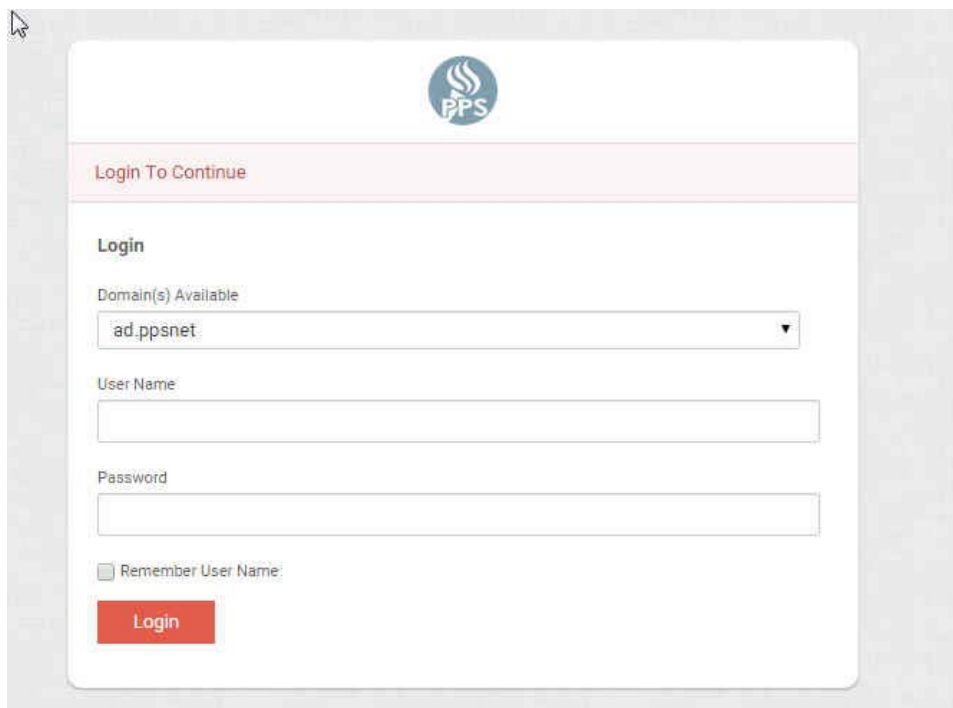
The new system will allow you to:

- Submit orders on-line
- Review print jobs with all specifications prior to submitting. (For example, you will see the colors and binding selected.)

On the following pages you will read and see how to use the system. An account has already been created for you so all you have to do is sign in with your email user id and password.

Go to: <https://pubtech.pps.net> login screen

Enter your email user Id and Password



The screenshot shows a login interface for Publication Services. At the top center is the PPS logo, which consists of a stylized flame or 'S' shape above the letters 'PPS'. Below the logo is a pink horizontal bar with the text 'Login To Continue'. Underneath this bar is the 'Login' section. It includes a dropdown menu for 'Domain(s) Available' with 'ad.ppsnet' selected. Below the dropdown are two text input fields: 'User Name' and 'Password'. At the bottom of the login section is a checkbox labeled 'Remember User Name:' which is currently unchecked. A red 'Login' button is positioned at the bottom left of the login area.

Description of Main Page Functions:

1. Shows you are logged in
2. Cart – Displays unfinished jobs
3. Home Button - Return to Main Page
4. Publication Services weekly message and highlighted items
5. Menu – Publication Services Menu
6. Commonly Ordered Items

The screenshot shows the main page of the PPS website. The navigation bar at the top includes links for HOME, ADMINISTRATION, CONTACT US, HELP, and the user name RAMZI ABU-ADAS. The main content area features a search bar, a shopping cart icon with (1) item, and a sidebar menu. The central banner displays a promotional message: "Prepare for the new school year and order early" with links to Parent/Student Handbook, Staff Handbook, and Scott Foresman. Below this is a "FEATURED CATEGORIES" section with a grid of product categories: ENVELOPES & BUSINESS CARDS, PRINT-ON-DEMAND, COPIES, BOOKLET, POSTERS, and POST CARDS. Each category has a representative image and a "BROWSE" button.

Numbered callouts identify the following features:

- 1: User name RAMZI ABU-ADAS in the top right navigation bar.
- 2: Shopping cart icon with (1) item in the top right.
- 3: HOME button in the top left navigation bar.
- 4: Promotional banner for the new school year.
- 5: "SHOP BY CATEGORY" sidebar menu.
- 6: "FEATURED CATEGORIES" grid.

By clicking on your name, you can review:

1. Order history and job status
2. Your profile (name, site or school, address etc.)
3. Saved jobs (jobs started but not finished (must be saved) or jobs submitted, and saved for future use. (For jobs you frequently request)
4. Saved files: Upload a file and have save it if you frequently order it
5. Spending account: (schools only) Displays school's Print-Allocation, expenditures and balance.
6. Logout

1


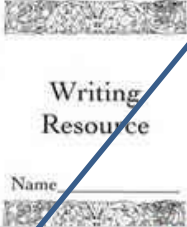


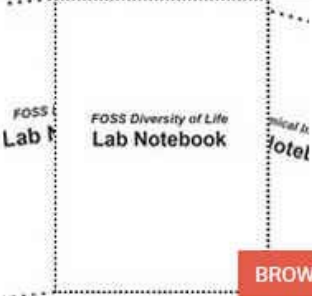



The screenshot shows a website interface with a navigation bar at the top. The navigation bar includes links for HOME, ADMINISTRATION, CONTACT US, HELP, and a user profile for RAMZI ABU-ADAS. A dropdown menu is open under the user profile, listing options: ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, LOG IN AS BUYER, and LOGOUT. A red box with the number '1' is positioned above the user profile link, with a blue arrow pointing to it.

The main content area features a search bar and a 'SHOP BY CATEGORY' sidebar on the left. The central area displays a promotional banner for 'Prepare for the new school year and order early' with links to 'Parent/Student Handbook', 'Staff Handbook', and 'Scott Foresman'. Below this is a 'FEATURED CATEGORIES' section with a grid of product images and 'BROWSE' buttons. The categories shown are ENVELOPES & BUSINESS CARDS, PRINT-ON-DEMAND, COPIES, BOOKLET, POSTERS, and POST CARDS.

Print-on-demand:

1. From the left side of the main screen, select "Print-On-Demand," here you will find many commonly printed documents.
2. Enter the quantity and select "Buy Now".
3. Select Browse to view additional items and to preview the item.
4. Enter the quantity and select "Buy Now".

The screenshot shows a grid of document thumbnails. Callout 2 points to the 'BUY NOW' buttons for 'Writing Journal' and 'Writing Resource'. Callout 3 points to the 'BROWSE' button for 'ABCs of Kindergarten'.

 <p>Writing Journal</p> <p>Qty <input type="text"/></p> <p>BUY NOW</p> <p>WRITING JOURNAL</p>	 <p>Writing Resource</p> <p>Name <input type="text"/></p> <p>Qty <input type="text"/></p> <p>BUY NOW</p> <p>WRITING RESOURCE</p>	
VIEW BY:		
 <p>ABCs of Kindergarten</p> <p>BROWSE</p> <p>ABC BOOKS</p>	 <p>Solving Addition Facts</p> <p>BROWSE</p> <p>COMPUTATIONAL FLUENCY</p>	 <p>FOSS Diversity of Life Lab Notebook</p> <p>BROWSE</p> <p>FOSS</p>
 <p>Portland Public Schools</p> <p>Standards for Mathematics Grades 5-8</p>	 <p>Addition Division</p>	

Kindergarten ABC English

4

[Preview](#)

Item No.:

Qty:

Quantity	Quantity Pricing
1 or more	\$0.31

[Continue Shopping](#) [Buy Now](#)

List View & Pricing:

1. Select the lined box for a list view of items.
2. Item Price: In the *list view mode*, hover the mouse over "View Quantity Pricing" to see the cost.

PRINT-ON-DEMAND

1

Quantity	Quantity Pricing
1 or more	\$0.31

2

Quantity

[View Quantity Pricing](#)

100 CHART

3RD GRADE MULTIPLICATION AND DIVISION CHART

[View Quantity Pricing](#)

DEVELOPMENTAL WRITING SCALE PRE-K-2

[View Quantity Pricing](#)

Quantity

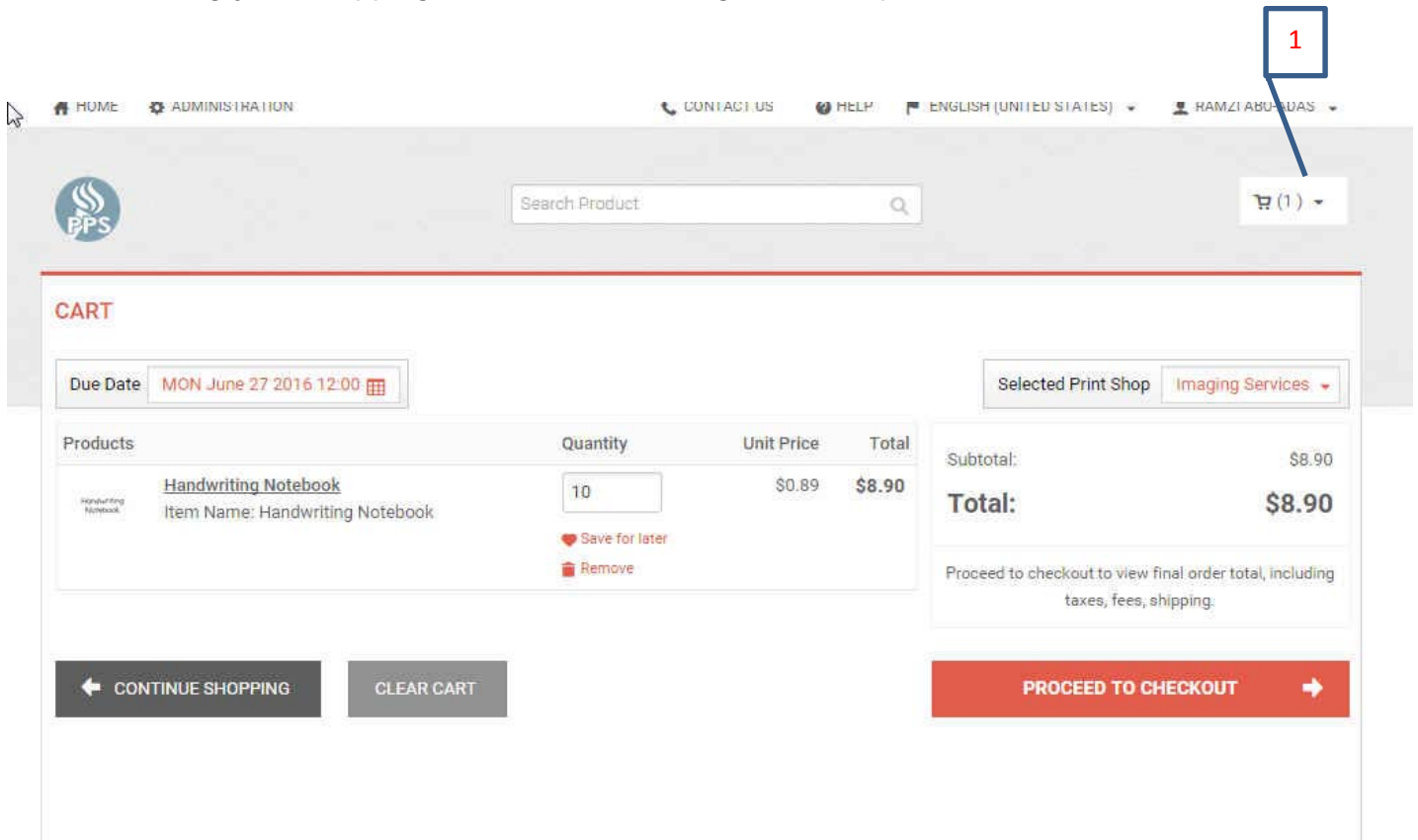
[Buy Now](#)

[Buy Now](#)

[Buy Now](#)


CART:

1. Click on the CART icon, to view items ordered. (You can create multiple jobs before finalizing your shopping, and each item will get its own print ticket.)



The screenshot shows a web application interface for a shopping cart. At the top, there is a navigation bar with links for HOME, ADMINISTRATION, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). A user profile for RAMZI ABU-DUAS is also visible. Below the navigation bar is a search bar labeled "Search Product" and a cart icon showing "(1)".

The main content area is titled "CART". It features a "Due Date" field set to "MON June 27 2016 12:00" and a "Selected Print Shop" dropdown menu currently set to "Imaging Services".

Products	Quantity	Unit Price	Total
 <u>Handwriting Notebook</u> Item Name: Handwriting Notebook	10	\$0.89	\$8.90

Below the product table are two buttons: "CONTINUE SHOPPING" and "CLEAR CART".

On the right side, a summary box shows:

- Subtotal: \$8.90
- Total: \$8.90**

Below the summary, it says "Proceed to checkout to view final order total, including taxes, fees, shipping." and a large red button labeled "PROCEED TO CHECKOUT".

Scott Foresman Materials:

1. From the main menu, select "Scott Foresman". You will see the main screen for all grade levels.
2. Select the desired grade level to view all items within that level.
3. To order, select "Buy Now"
4. Enter quantity desired
5. Select Unit you desire
6. Select "Add to Cart."
7. Read the pop up box and click on "I Agree."

Note: Most Scott Foresman books must be ordered only by the unit.

The screenshot displays the Scott Foresman website interface. On the left, a sidebar lists categories: "All Categories", "Scott Foresman - all Grades" (highlighted in red), "EFI PRINT MESSENGER", "WINDOWS (32BIT)", "WINDOWS (64BIT)", and "MAC". A red box with the number "1" points to the "Scott Foresman - all Grades" category. The main content area is titled "SCOTT FORESMAN - ALL GRADES" and features a "VIEW BY:" dropdown menu. Below this, a grid of book covers is shown for "Take-Home Leveled Readers" for grades 1 through K. Each book cover includes a "BROWSE" button. A red box with the number "2" points to the "SF GRADE 1" category below the first book cover.

Grade Level	Book Title	Action
SF GRADE 1	Scott Foresman Take-Home Leveled Readers (Grade 1)	BROWSE
SF GRADE 2	Scott Foresman Take-Home Leveled Readers (Grade 2)	BROWSE
SF GRADE 3	Scott Foresman Take-Home Leveled Readers (Grade 3)	BROWSE
SF GRADE 4	Scott Foresman Take-Home Leveled Readers (Grade 4)	BROWSE
SF GRADE 5	Scott Foresman Take-Home Leveled Readers (Grade 5)	BROWSE
SF GRADE K	Scott Foresman Take-Home Independent Leveled Readers (Grade K)	BROWSE

<p>BUY NOW</p>	<p>BUY NOW</p>	<p>BUY NOW</p>
<p>SCOTT FORESMAN - GRADE 1 - ADV... Scott Foresman - Grade 1 - ADVANCED - All units</p>	<p>SCOTT FORESMAN - GRADE 1 - BELO... Scott Foresman - Grade 1 - BELOW - All units</p>	<p>SCOTT FORESMAN - GRADE 1 - DEC... Scott Foresman - Grade 1 - DECODABLE - All units</p>
		<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 20px auto;">3</div>
<p>BUY NOW</p>	<p>BUY NOW</p>	
<p>SCOTT FORESMAN - GRADE 1 - ON L... Scott Foresman - Grade 1 - ON Level - All units</p>	<p>SF - GRADE 1 - STRATEGIC DECODA... Scott Foresman - Grade 1 - Strategic Decodable - All units</p>	

Scott Foresman - Grade 1 - ON Level - All units Help Close

Files
Gr 1 On Covers.pdf

4

* Job Name
Scott Foresman - Grade 1 - ON Level - All u

* Quantity * Pages
1 1

Print Options

Media(SF - Grade 1 - ON...

5

Job Summary

Files : Gr 1 On Covers.pdf
Pages : 1
Quantity : 1
Media : SF - Grade 1 - ON - Unit 1 -> Fit content to paper (no)
Print In Color/Sides : Print In Black and White, Double Sided
Binding : Saddle Stitch
Duplex : Double-sided (duplex)
Special Instructions :

Unit Price \$0.30 Total Price \$0.30 Save Add to Cart

6

7

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree

At Checkout:

1. Select preferred shipment option (PONY or pickup)
2. Add any instructions
3. View cost
4. After making the selection, click on "Proceed to Payment"

The screenshot displays a checkout interface with three steps: Shipping, Payment, and Finish. The 'Shipping' step is active, showing 'SHIPMENT 1' with a dropdown menu for shipment type. The 'Products' section lists 'Handwriting Notebook' with a total price of \$8.90. The 'Delivery Instructions' field is empty. The 'Proceed to Payment' button is highlighted in red.

1 Select preferred shipment option (PONY or pickup)

2 Add any instructions

3 View cost

4 After making the selection, click on "Proceed to Payment"

Qty	Unit Price	Total
10	\$0.89	\$8.90

Subtotal: \$8.90
Total: \$8.90

Company: PPS
* Email: ramzi@pps.net
Delivery Instructions
Save to My Address Book
Save Cancel
You must click save to proceed with checkout.
Add Another Recipient

CONTINUE SHOPPING

PROCEED TO PAYMENT

Order Additional Items:

Click on the "HOME" button to return to the main screen to create additional orders.

Booklet Style:

1. From the main menu, select "Booklet" from the column on the left hand side of the screen
2. Select from pre-defined booklet styles and sizes
3. Complete the information requested (sample on next page)

Main
Screen

The screenshot shows the PPS website interface. At the top, there is a navigation bar with links for HOME, ADMINISTRATION, CONTACT US, HELP, and a user profile for RAMZI ABU-ADAS. Below the navigation bar is a search bar labeled "Search Product". On the left side, there is a "SHOP BY CATEGORY" menu with the following items: View All, Copies, Bindery work only, Booklet, Envelopes & Business Cards, Forms, Post Cards, Posters, Print-On-Demand, School Materials, Scott Foresman - all Grades, CD & DVD Duplication, and EFI PRINTMESSENGER (with sub-items for WINDOWS (32BIT), WINDOWS (64BIT), and MAC). A blue box with the number "1" highlights the "Booklet" option in this menu. The main content area features a promotional banner with the text "Prepare for the new school year and order early" and lists "Parent/Student Handbook", "Staff Handbook", and "Scott Foresman". Below this is a "FEATURED CATEGORIES" section with a grid of six categories, each with an image and a "BROWSE" button: ENVELOPES & BUSINESS CARDS, PRINT-ON-DEMAND, COPIES, BOOKLET, POSTERS, and POST CARDS.

HOME ADMINISTRATION CONTACT US HELP ENGLISH (UNITED STATES) RAMZI ABU-ADAS

PPS Search Product (1)

All Categories






Booklet

EFI PRINTMESSENGER

- WINDOWS (32BIT)
- WINDOWS (64BIT)
- MAC

BOOKLET

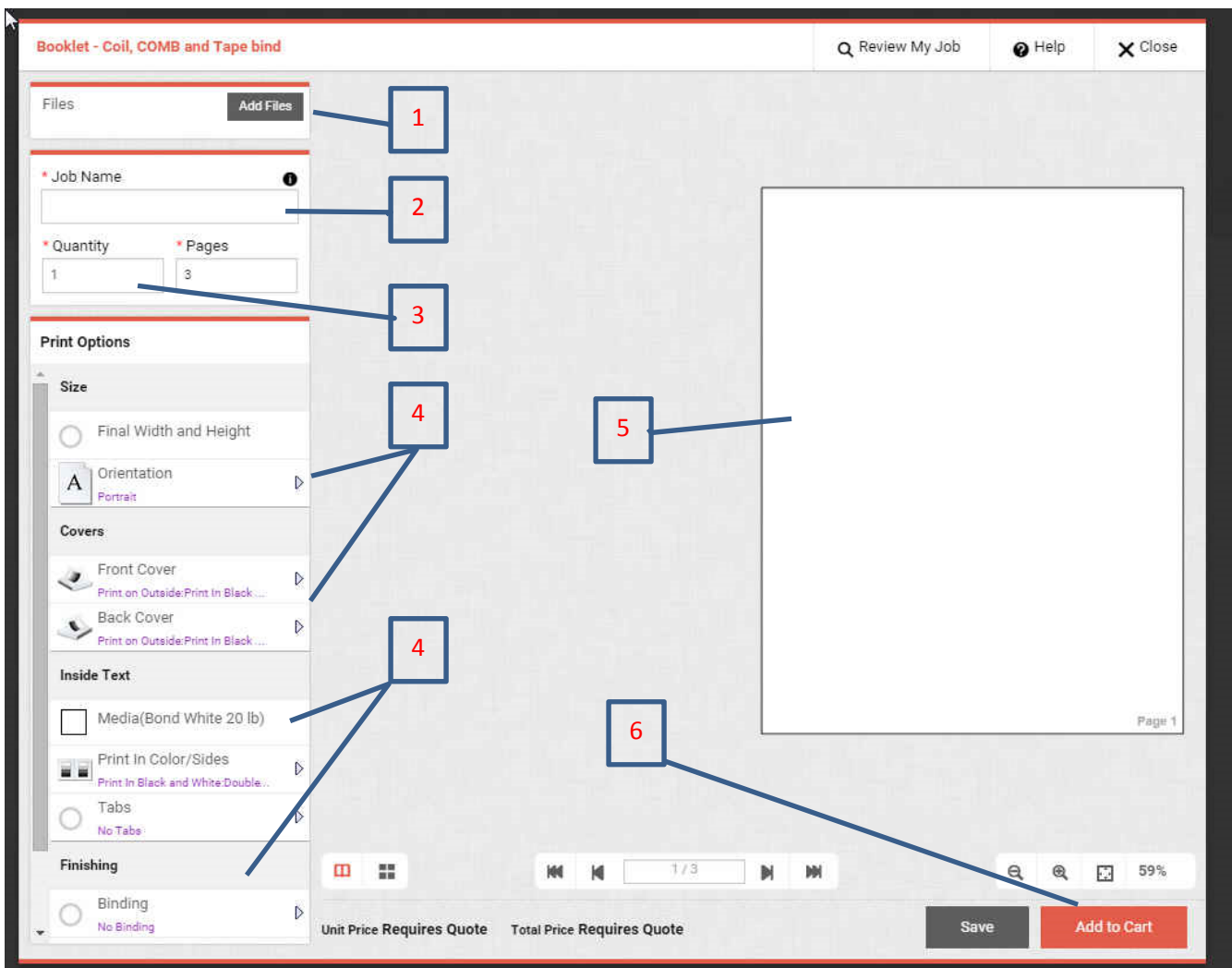
IN THIS CATEGORY:

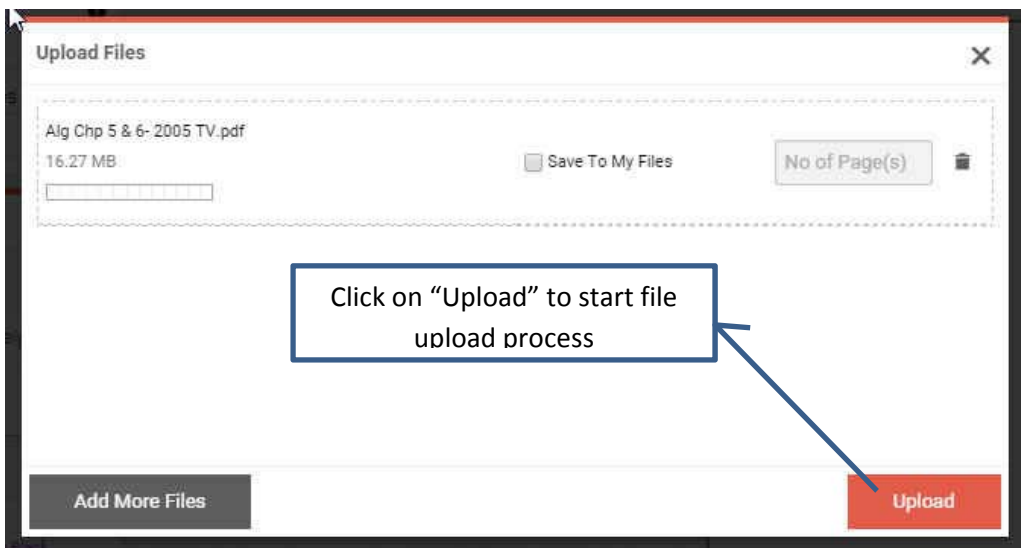
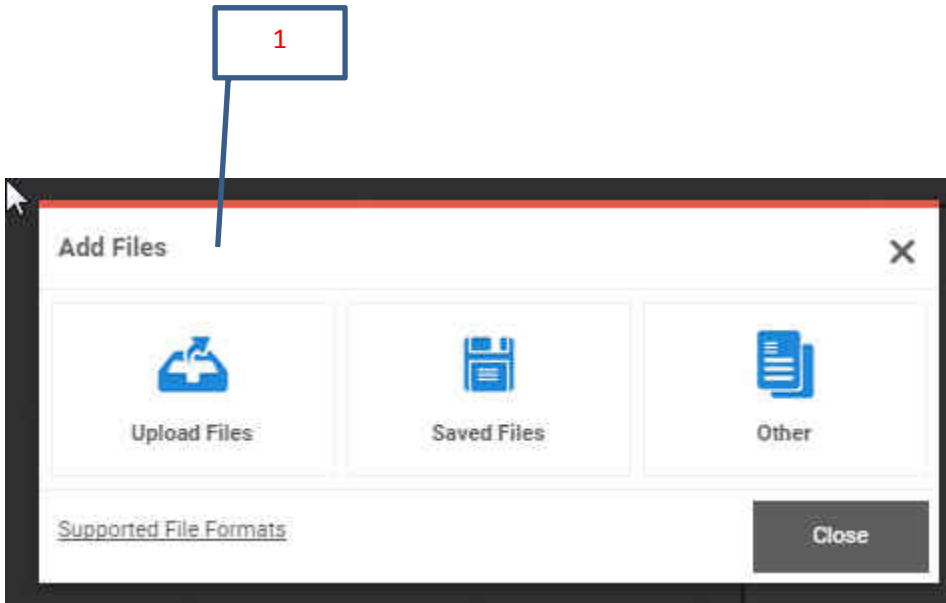
 BUY NOW	 BUY NOW	 BUY NOW
BOOKLET - COIL, COMB AND TAPE ... Books using Coil, COMB or tape bind	BOOKLET 5.5 X 8.5 FINISHED SELF ... Upload your file have your 5.5 x 8.5 saddle stitch booklet with same paper	BOOKLET 5.5 X 8.5 WITH COVER Upload your file have your 5.5 x 8.5 saddle stitch booklet with different
 BUY NOW	 BUY NOW	
BOOKLET 8.5 X 11 FINISHED SELF ... Upload your file have your 8.5 x 11 saddle stitch booklet with same paper type.	BOOKLET 8.5X11 FINISHED Saddle stitch book such as calendars....	

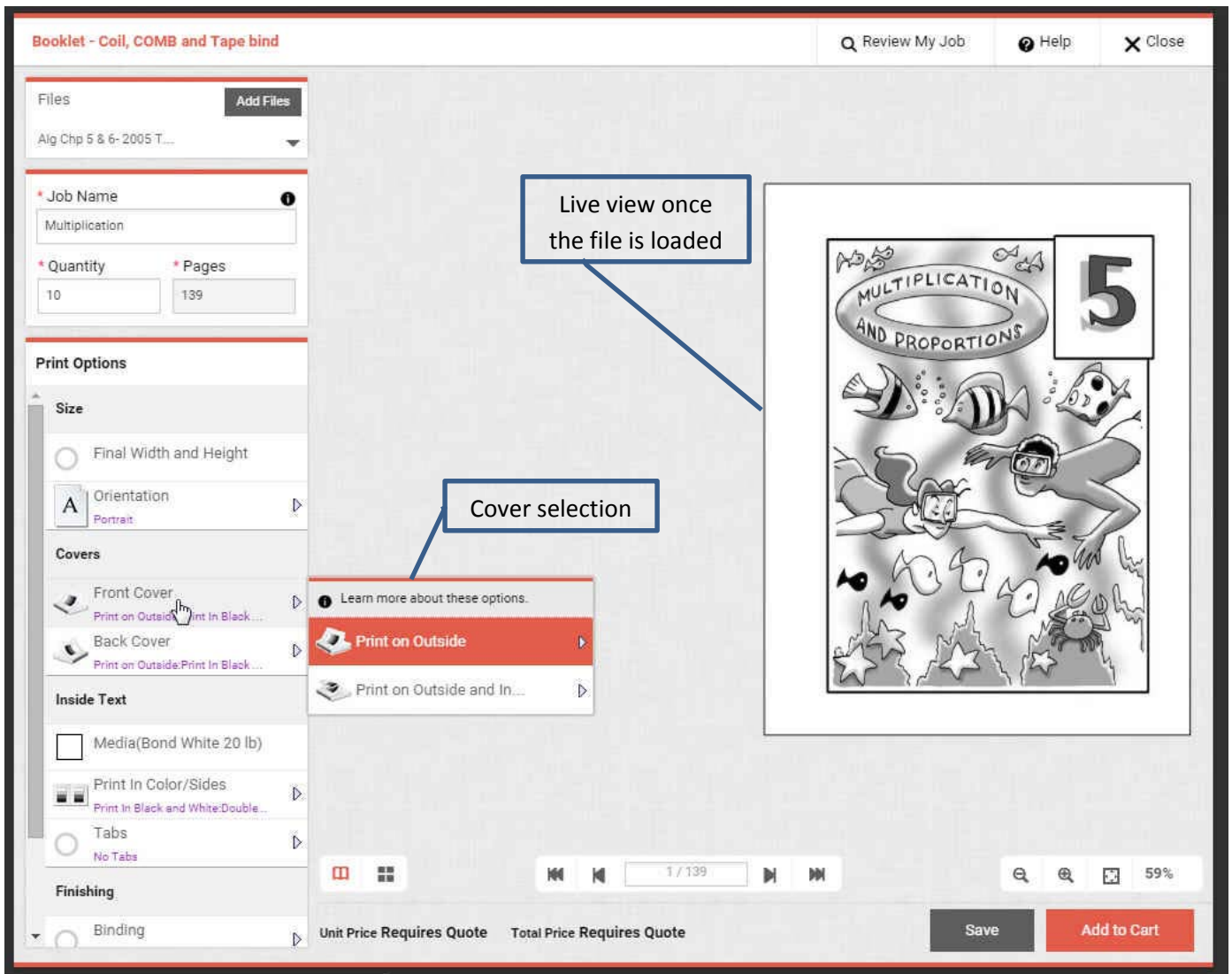
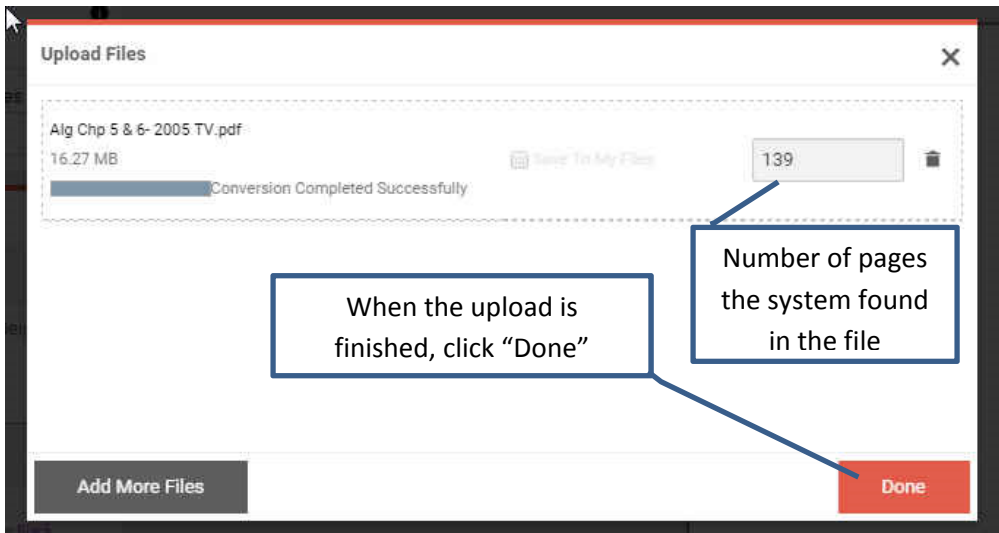
2

Upload a File and Select Print Options:

1. Select "Add Files"
2. Name the job
3. Select the quantities you desire *(The system automatically knows how many pages once the file is uploaded)*
4. Select print type, paper and bindery options
5. Review the document's final look
6. Once done, select "Add to Cart".
7. Select "Proceed to Payment"







Cover Options [X]

Color or B&W

Filter Size: Weight:

<input type="checkbox"/>	Cover Planetary Purple 65lb	8.5 x 11
<input type="checkbox"/>	Cover Pulsar Pink 65 lb	8.5 x 11
<input type="checkbox"/>	Cover Re-Entry Red 65 lb	8.5 x 11
<input type="checkbox"/>	Cover Rocket Red 65 lb	8.5 x 11
<input type="checkbox"/>	Cover Solar Yellow 65 lb	8.5 x 11
<input type="checkbox"/>	Cover Terra Green 65 lb	8.5 x 11
<input type="checkbox"/>	Cover White 65 lb	8.5 x 11

Choose paper by size

Or choose by paper weight

Select OK to Proceed

Booklet - Coil, COMB and Tape bind

Files: Alg Chp 5 & 6- 2005 T...

Job Name: Multiplication

Quantity: 10, Pages: 139

Print Options: Portrait

Covers: Front Cover, Back Cover

Inside Text: Media(Bond White 20 lb)

Finishing: Binding (No Binding selected), Bleed Print (No Bleed), Request Proof (No)

Binding options: No Binding, Coil Bind, Comb Bind, Tape Bind

Preview: Multiplication and Proportions 5

Unit Price Requires Quote, Total Price Requires Quote

Save, Add to Cart

Immediate view of paper selection

Booklet - Coil, COMB and Tape bind

Files: HC_Unit One_2016-17...

Job Name: [Empty]

Quantity: 1, Pages: 49

Print Options: Covers (Front Cover, Back Cover)

Inside Text: Media(Bond Standard W...)

Finishing: Binding (Coil Bind Black selected), Bleed Print (No Bleed), Request Proof (No), Blank Pages

Binding options: No Binding, Coil Bind Black, Comb Bind, Tape Bind

Preview: Home Connection 1 * Worksheet

Unit Price \$0.87, Total Price \$0.87

Save, Add to Cart

Select cover paper color and bindery type

Save if you need to finish later

Add to Cart

View items in cart and select "checkout if ready"

The screenshot displays a web application interface for purchasing booklets. At the top left is the 'EPS' logo. A search bar labeled 'Search Product' is located at the top center. On the left side, there is a category menu with 'All Categories' and 'Booklet' selected. Below the menu, there are options for 'EFI PRINTMESSENGER', 'WINDOWS (32BIT)', 'WINDOWS (64BIT)', and 'MAC'. The main content area is titled 'BOOKLET' and shows 'IN THIS CATEGORY:' with a grid of product thumbnails. Each thumbnail includes a 'BUY NOW' button. A shopping cart is open in the top right corner, displaying a list of items: 'Multiplication' (Quantity - 10, Requires Quote), 'Handwriting N...' (Quantity - 10, \$8.90), and a 'SubTotal' (Requires Quote). A red 'Checkout' button is visible at the bottom of the cart. A blue callout box with a white background and a blue border points to the 'Checkout' button, containing the text 'View items in cart and select "checkout if ready"'. The product grid includes options like 'BOOKLET - COIL, COMB AND TAPE...', 'BOOKLET 5.5 X 8.5 FINISHED SELF ...', 'BOOKLET 5.5 X 8.5 WITH COVER', and 'BOOKLET 8.5 X 11 FINISHED SELF ...'.

Re-Edit a job:

A job can be edited if changes needs to be made, but only if it is still in the CART.

1. Select CART (from any screen, CART box is always available)
2. Select job to edit
3. Edit screen will become available to make changes
4. Select UPDATE when done.
5. When done updating, select "PROCEED TO CHECKOUT"

The screenshot shows a web application interface for a shopping cart. At the top, there is a navigation bar with links for ADMINISTRATION, HOME, CONTACT US, HELP, RAMZI ABU-ADAS, and ENGLISH (UNITED STATES). Below this is a search bar and a cart icon showing 2 items. The main content area is titled 'CART' and includes a 'Due Date' field set to 'WED August 10 2016 11:00', a 'Selected Print Shop' dropdown set to 'Publication Services', and a table of products. The table has columns for 'Products', 'Quantity', 'Unit Price', and 'Total'. Two items are listed: '100 Chart' with a quantity of 2, unit price of \$0.31, and total of \$0.62; and 'Manual' with a quantity of 1, unit price of \$0.26, and total of \$0.26. To the right of the table is a summary section showing 'Subtotal: \$0.88' and 'Total: \$0.88'. Below the table are buttons for 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. Five blue boxes with red numbers are overlaid on the image: box 1 points to the cart icon, box 2 points to the '100 Chart' item, box 3 points to the 'Manual' item, box 4 points to the 'Remove' button for the 'Manual' item, and box 5 points to the 'PROCEED TO CHECKOUT' button.

CART

Due Date: WED August 10 2016 11:00

Selected Print Shop: Publication Services

Products	Quantity	Unit Price	Total
100 Chart Item Name: 100 Chart	2	\$0.31	\$0.62
Manual Item Name: Booklet - Coil, COMB and Tape bind	1	\$0.26	\$0.26

Subtotal: \$0.88
Total: \$0.88

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

CONTINUE SHOPPING CLEAR CART **PROCEED TO CHECKOUT**

3

Booklet - Coil, COMB and Tape bind Review My Job Help Close

Files Add Files
Final Web Submission ...

* Job Name Manual

* Quantity * Pages

Print Options

Size

Final Width and Height

Orientation Portrait

Covers

Front Cover Print on Outside:Print In Black a...

Back Cover Print on Outside:Print In Black a...

Inside Text

Media(Bond Standard ...)

Print In Color/Sides Print In Black and White:Double ...

Tabs No Tabs

Finishing

Binding

Publication Services
Web Submission Instructions

Welcome to Publication Services new on-line Web Submission.

The new system will allow you to:

- Submit orders on-line
- Review print jobs with all specifications prior to submitting. (For example, you will see the colors and binding selected.)

On the following pages you will read and see how to use the system. An account has already been created for you so all you have to do is sign in with your email user id and password.

Go to: <https://pubtechapps.net> login screen

Enter your email user Id and Password

Publication Services 16.17

Unit Price \$0.26 Total Price \$0.26

1 / 20 64%

Save Update

5

1 Shipping

2 Payment

3 Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type:

PONY

Customer Pick-Up

PONY

[Add from Address Book](#)

* First Name:

* Last Name:

Site name:

Company:

* Email:

Delivery Instructions:

Save to My Address Book

You must click save to proceed with checkout.

Products

Handwriting Notebook

Item Name: Handwriting Notebook

Qty	Unit Price	Total
10	\$0.89	\$8.90

Subtotal: \$8.90

Total: \$8.90

Click here to finalize your order

← CONTINUE SHOPPING

PROCEED TO PAYMENT →

Payment Method:

1. Select the "Payment Code" radio button
2. Use drop down to select appropriate budget:
 - a. Use the school's 4 digit code to access the school's print allocation.
 - b. Select other codes for consolidated fund, student body fund or other available resources.
3. Select "Place My Order" to finish
4. Review Order Confirmation
5. Watch for an email notification from Publication Services confirming the order.

The screenshot shows a payment method selection interface. At the top, there are three progress indicators: a checkmark for 'Shipping', a red circle with '2' for 'Payment', and a red circle with '3' for 'Finish'. The main heading is 'How would you like to pay?'. Below this, there are two radio buttons: 'Payment Code' (selected) and 'Budget Code'. A callout box labeled '1' points to the 'Payment Code' radio button. Below the radio buttons is a 'PAYMENT CODE' section with the text 'PUBLICATION Services - Charge to Cost Center:'. A dropdown menu is open, showing two options: '5471' and '535500-101-9999'. Callout boxes labeled '2a' and '2b' point to the '5471' and '535500-101-9999' options respectively. To the right of the payment method section is a 'Products' section with a table:

Products		
100 Chart		
Item Name: 100 Chart		
Qty	Unit Price	Total
10	\$0.31	\$3.10
Subtotal:		\$3.10
Total:		\$3.10

At the bottom of the interface, there are two buttons: 'CONTINUE SHOPPING' on the left and 'PLACE MY ORDER' on the right. A callout box labeled '3' points to the 'PLACE MY ORDER' button.

Order Confirmation 4

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: 50	Status: User approved As of 6/27/2016 11:36:06 AM PDT	Order Date: 6/27/2016 11:36:06 AM PDT Due Date: 7/1/2016 12:00:00 PM PDT
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Order placed by:
Ramzi Abu-Adas
ramzi@pps.net
PPS
501 N Dixon
Portland
OR 97227
503-916-3368

Print Shop
Imaging Services
pubtech@pps.net
501 N Dixon
L2-10
Portland
97227
United States
503-916-3221

Hours Of Operation
Sun : Closed
Mon-Fri : 8:00 AM-5:00 PM
Sat : Closed

Products

100 Chart

Qty	Unit Price	Total
10	\$0.31	\$3.10

Payment Method:

Accounting Codes
PUBLICATION Services - Charge to Cost Center
5471

Subtotal	\$3.10
Total	\$3.10

Order number

Due date

Email notification

SHIPMENT 1
PONY

ADDRESS
Ramzi Abu-Adas
501 N Dixon
Portland
OR 97227 503-916-3368
PPS
ramzi@pps.net

PPS Publication Services
New DSF Order Notification
Your order has been placed successfully. Order Number :
50 Order Due Date & Time : 7/1/2016 12:00:00 PM PDT

For any question and help using our web submission, please contact us at:

503-916-3221 or

pubtech@pps.net