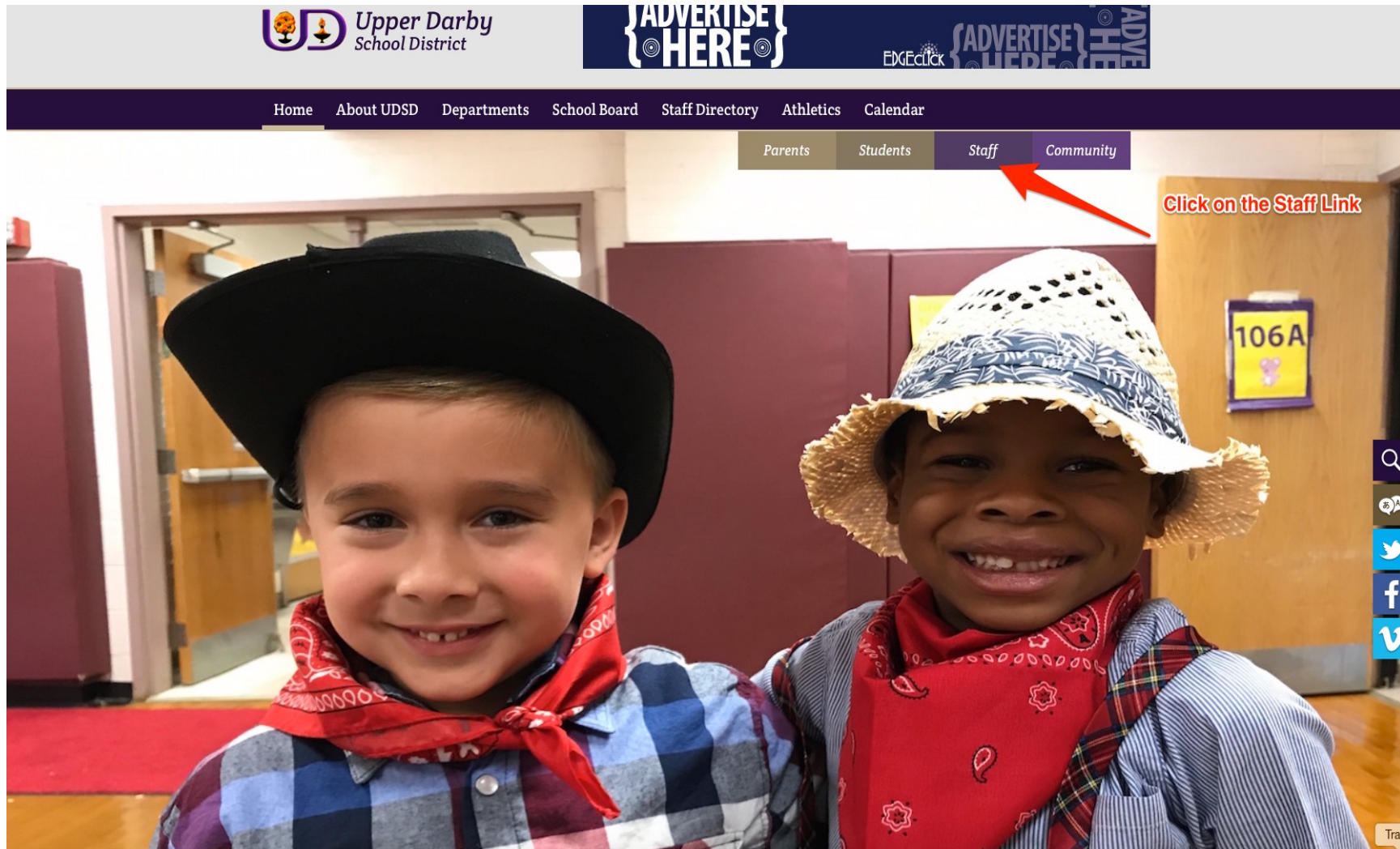


# Digital Store Front Print Shop User Guide



# Logging In



# Logging In

The screenshot displays the Upper Darby School District website. At the top, the district's logo is on the left, and 'ADVERTISE HERE' banners are on the right. A dark purple navigation bar contains links for Home, About UDSD, Departments, School Board, Staff Directory, Athletics, and Calendar. Below this, a secondary navigation bar has links for Parents, Students, Staff, and Community. The main content area is titled 'Staff' with a close button (X). It features a grid of ten purple buttons with white icons and text: ESchool, Teacher Access Center, MyLearningPlan, Curricular Resources, Media Services, Print Shop, Employee Access Center, Elementary Instructional Coaches' Corner, Performance Plus, and View More. A red arrow points to the 'Print Shop' button, which is also highlighted with a blue border. Below the arrow, the text 'Select Print Shop' is written in red. On the right side of the page, there is a vertical stack of social media icons for search, YouTube, Twitter, Facebook, and LinkedIn.

Upper Darby School District

{ADVERTISE} HERE

EDGClick {ADVERTISE} HERE

Home About UDSD Departments School Board Staff Directory Athletics Calendar

Parents Students Staff Community

Staff

ESchool

Teacher Access Center

MyLearningPlan

Curricular Resources

Media Services

Print Shop

Employee Access Center

Elementary Instructional Coaches' Corner

Performance Plus

View More

Select Print Shop

# Logging In

The screenshot shows the Upper Darby School District website. At the top, there is a header with the district logo and navigation links: Home, About UDSD, Departments, School Board, Staff Directory, Athletics, and Calendar. Below this is a secondary navigation bar with links for Students, Staff, and Community. A 'Staff' button with a close icon is also visible. The main content area features a grid of service tiles: ESchool, Media Services, Print Shop, Employee Access Center, Elementary Instructional Coaches' Corner, Performance Plus, and View More. An 'Attention' modal is displayed in the center, containing a warning message and 'Accept' and 'Cancel' buttons. A red arrow points to the 'Accept' button. A red text box at the bottom right contains the instruction: 'Click "Accept" to be taken to the DSF login page'.

Upper Darby School District

{ADVERTISE} HERE

EDGEclick {ADVERTISE} HERE

Home About UDSD Departments School Board Staff Directory Athletics Calendar

Students Staff Community

Staff

**Attention**

By clicking on an external link, you will leave the Upper Darby School District website. The intent of this resource is to provide additional information. The district does not support or disavow information contained within other websites.

Accept Cancel

ESchool

Media Services

Print Shop

Employee Access Center

Elementary Instructional Coaches' Corner

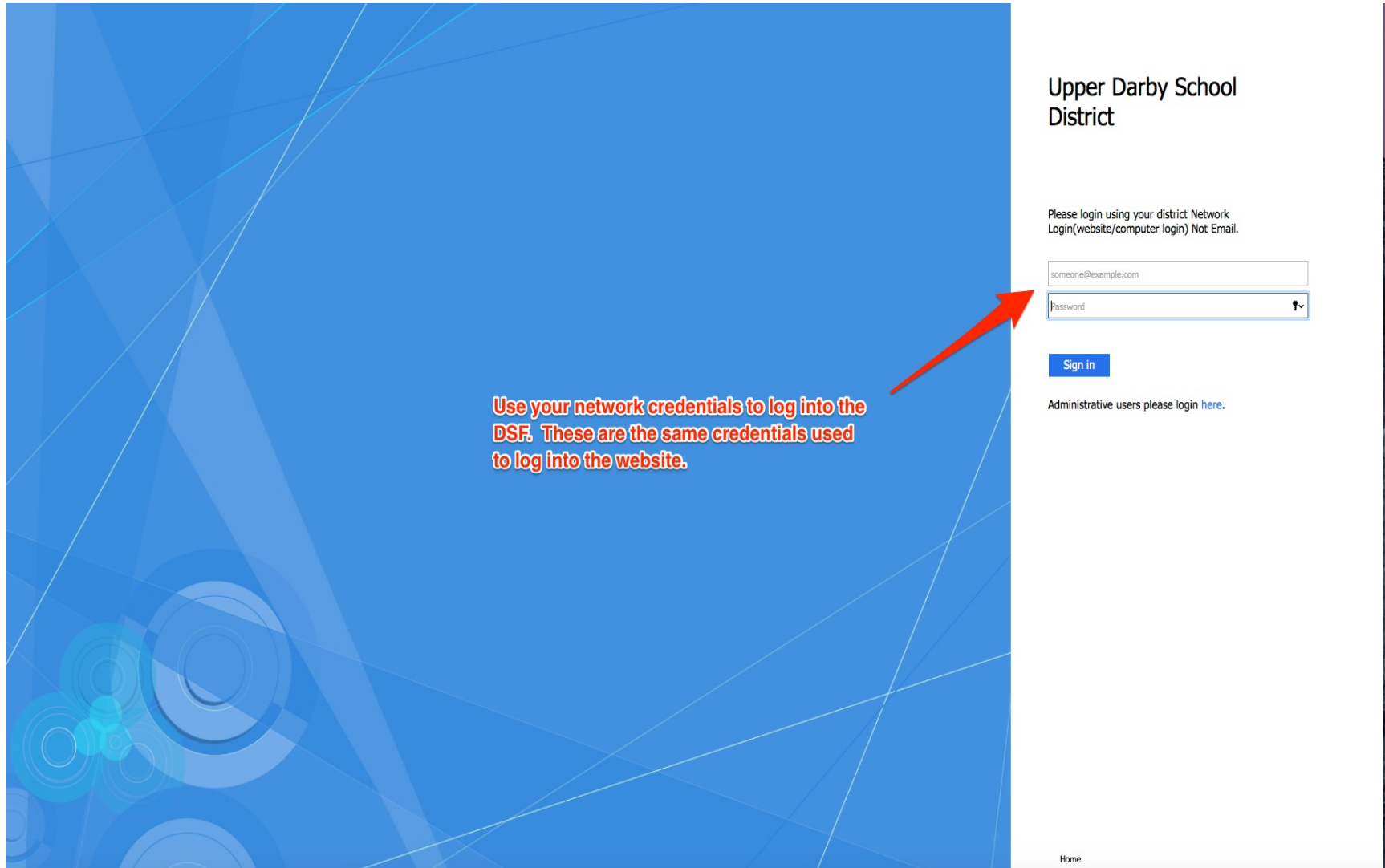
Performance Plus

View More

Click "Accept" to be taken to the DSF login page



# Logging In



Upper Darby School District

Please login using your district Network Login(website/computer login) Not Email.

someone@example.com

Password

Sign in

Administrative users please login [here](#).

Home

Use your network credentials to log into the DSF. These are the same credentials used to log into the website.

# Print Center Welcome Page

HOME CONTACT US HELP ENGLISH (UNITED STATES) DONNA DILKS

Upper Darby School District

Search Product

(0)

**Your name**

**Your shopping cart**

**Welcome to The Upper Darby School District - Print Center!**


Your Home for tests, forms, and all things print.

SHOP BY CATEGORY

View All

Aronimink Elementary

FEATURED CATEGORIES



**BROWSE**

ARONIMINK ELEMENTARY

**Click on your school to enter your school's print center**

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EFI Productivity Suite

# Print Center Options

Aronimink Elementary

Click **ADD TO CART** to start your project upload.

All other order options (i.e. paper, letterhead, envelopes, etc. are designed for office use.



IN THIS CATEGORY:

<a href="#">ADD TO CART</a>	Qty 50 <a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>
PROJECT UPLOAD This where you upload your files!	ARONIMINK PRINCIPAL REHAK LETTERHEAD	ARONIMINK - #10 ENVELOPE	ARONIMINK - #10 WINDOW ENVELOPE
<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>	Qty 1 <a href="#">ADD TO CART</a>	Qty 1 <a href="#">ADD TO CART</a>

# Adding A File

Project Upload

Q Review My JobHelpX Close

FilesAdd Files

\* Job Name1

\* Quantity1\* Pages1

Print Options

☐ Paper Type(20lb Bond ...

☒ Print In Color/Sides  
Print In Black and White Single ...

☒ Orientation  
Portrait

☐ Front Cover  
No Front Cover

☐ Back Cover  
No Back Cover

☐ Binding  
No Binding

☐ Staple  
No Stapling

☐ Special Instructions

8.5 inches

11 inches

Page 1

1 / 1

91%

Unit Price \$0.00Total Price \$0.00SaveAdd to Cart

Click here to  
add your file  
from your  
desktop



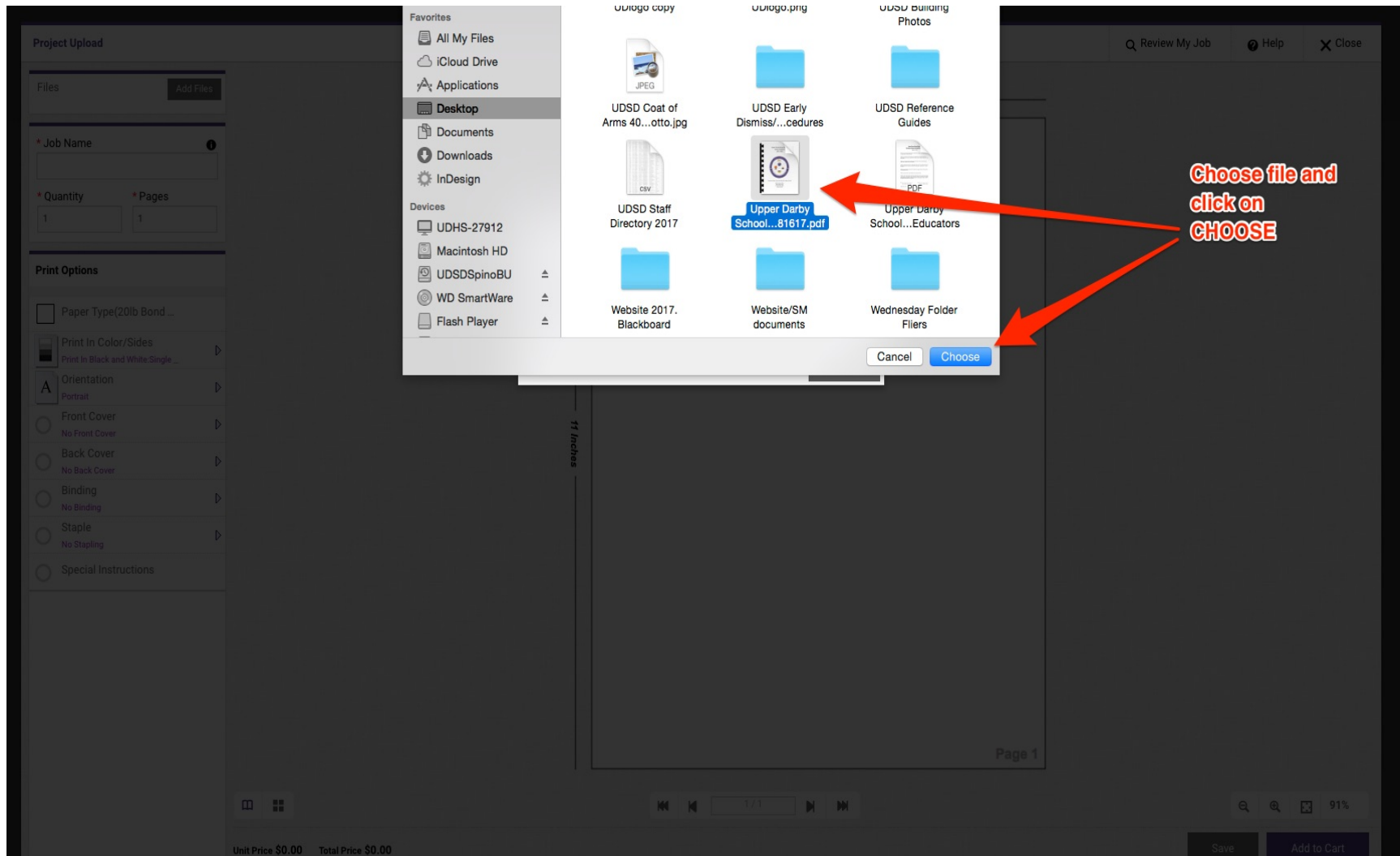
# Adding a File

The screenshot shows a 'Project Upload' web interface. On the left is a sidebar with sections: 'Files' (with an 'Add Files' button), 'Job Name' (text input), 'Quantity' (input with '1'), 'Pages' (input with '1'), 'Print Options' (with checkboxes for Paper Type, Print In Color/Sides, Orientation, Front/Back Cover, Binding, Staple, and Special Instructions), and 'Unit Price \$0.00' / 'Total Price \$0.00'. The main area displays a preview of a document page with dimensions '8.5 Inches' and '11 Inches', and 'Page 1' at the bottom right. An 'Add Files' modal is centered, featuring three options: 'Upload Files' (with a plus icon), 'Saved Files' (with a floppy disk icon), and 'Other' (with a document icon). Below these is a link for 'Supported File Formats' and a 'Close' button. Two red arrows point to the 'Upload Files' button and the 'Supported File Formats' link.

Click **UPLOAD FILES** to add a file from your desktop

Acceptable file formats (i.e. Word, PDF, PPTX, etc. can be found by clicking here

# Adding A File



# Adding a File

**Project Upload**

Files Add Files

\* Job Name

\* Quantity 1 \* Pages 1

**Print Options**

- ☐ Paper Type(20lb Bond ...)
- ☒ Print In Color/Sides
- ☐ Print In Black and White Single ...
- ☒ Orientation
- ☐ Portrait
- ☐ Front Cover
- ☐ No Front Cover
- ☐ Back Cover
- ☐ No Back Cover
- ☐ Binding
- ☐ No Binding
- ☐ Staple
- ☐ No Stapling
- ☐ Special Instructions

**Upload Files**

Upper Darby School District Handbook\_81617.pdf  
1.20 MB

☐ Convert To PDF  
☐ Save To My Files

No of Page(s)

☒ Convert All To PDF (recommended)

Add More Files Upload

Page 1

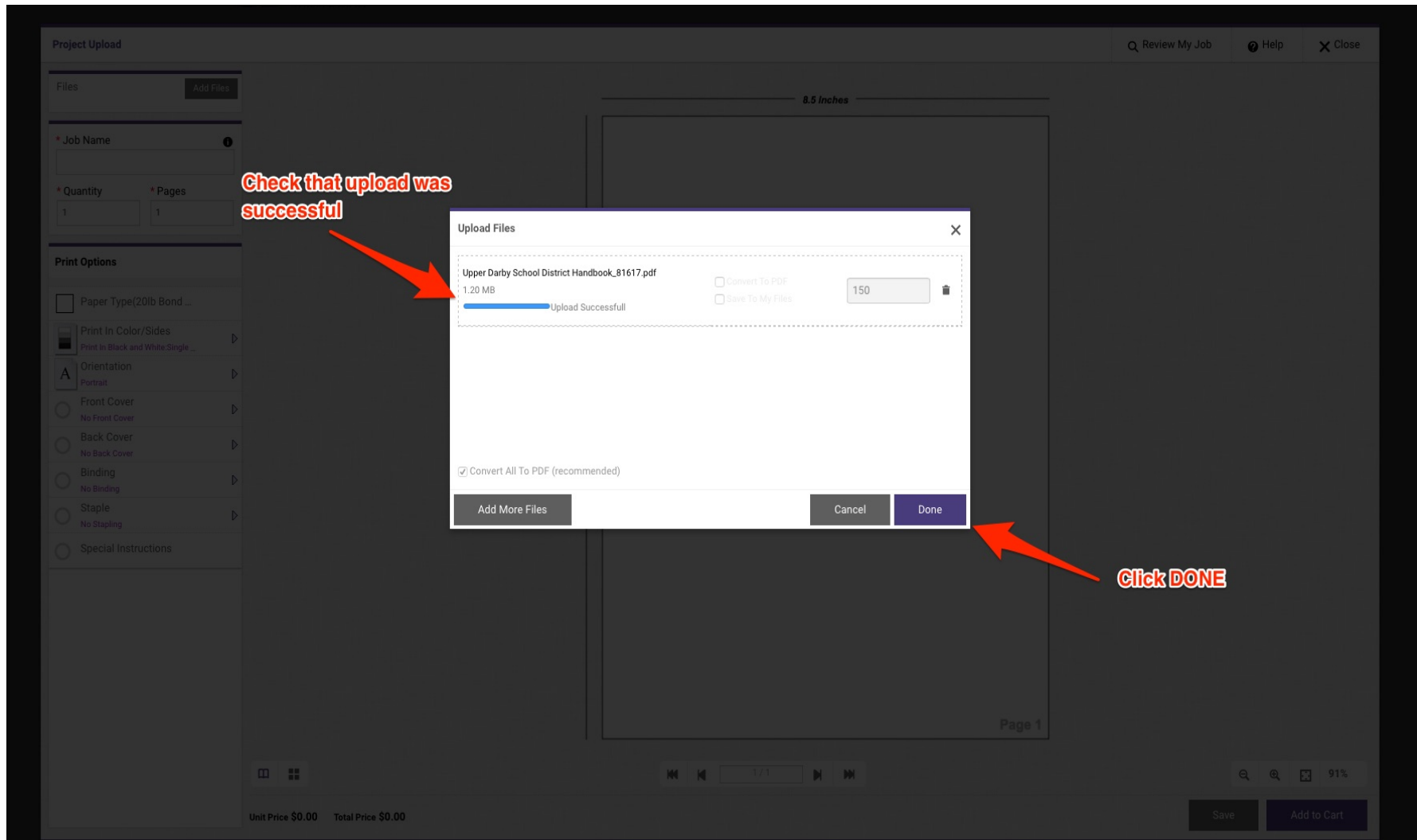
Unit Price \$0.00 Total Price \$0.00 Save Add to Cart

**If this is a file you may need printed again, save it to your Saved Files. This will eliminate the need to upload it each time.**

**If you have additional files to upload for the print shop, click ADD MORE FILES and repeat the upload process**

**When ready, click on UPLOAD**

# Adding a File



# Selecting Print Options

**Project Upload**

Files Add Files

Upper Darby School Di...

**\* Job Name**

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

1 150

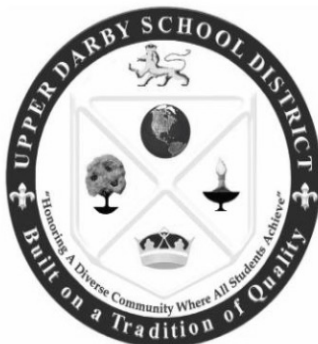
**Print Options**

- ☐ Paper Type(20lb Bond ...)
- ☒ Print In Color/Sides  
Print In Black and White:Single ...
- ☒ Orientation  
Portrait
- ☐ Front Cover  
No Front Cover
- ☐ Back Cover  
No Back Cover
- ☐ Binding  
No Binding
- ☐ Staple  
No Stapling
- ☐ Special Instructions

**Enter a name for your job.**  
**(i.e. 17-18 UDSD Family Handbook)**

**Choose the number of copies you need.**  
**(If you are printing a three page packet and need 25 packets, enter the number 25 for quantity)**  
**The page number indicates how many pages are in your uploaded document, not the total number of pages being printed**

Upper Darby School District  
Family Handbook  
2017-2018



"Honoring a Diverse Community Where All Students Achieve"

Administrative Offices  
4611 Bond Avenue  
Drexel Hill, PA 19026  
(610) 789-7200

Unit Price \$0.61 Total Price \$0.61

Save Add to Cart



# Selecting Print Options

**Project Upload** Review My Job Help Close

Files Add Files  
Upper Darby School DI\_

\* Job Name ?

\* Quantity  \* Pages

**Print Options**

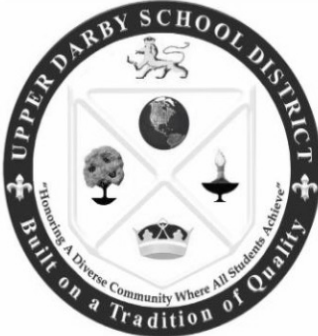
- ☐ Paper Type(20lb Bond ...)
- ☒ Print In Color/Sides Print In Black and White:Single ...
- ☒ Orientation Portrait
- ☐ Front Cover No Front Cover
- ☐ Back Cover No Back Cover
- ☐ Binding No Binding
- ☐ Staple No Stapling
- ☐ Special Instructions

**Clicking on any of the print options will allow for choices**

**Defaults are set to:**  
20 lb white paper  
single side printing  
portrait orientation  
no covers  
no binding  
no staples

**Clicking on SPECIAL INSTRUCTIONS will allow you to leave a note for the print shop operator explaining anything not covered in the print options**

Upper Darby School District  
Family Handbook  
2017-2018



"Honoring a Diverse Community Where All Students Achieve"

Administrative Offices  
4611 Bond Avenue  
Drexel Hill, PA 19026  
(610) 789-7200

Unit Price \$0.61 Total Price \$0.61 1 / 150 95% Save Add to Cart

# Selecting Print Options

The screenshot shows a web interface for uploading a project. On the left, a sidebar contains sections for 'Files' (with an 'Add Files' button), 'Job Name' (set to '17-18 UDSD Family Handbook'), 'Quantity' (50), 'Pages' (150), and 'Print Options'. The 'Print Options' section includes checkboxes for 'Paper Type(20lb Bond ...)', 'Print In Color/Sides', 'Orientation' (Portrait), 'Front Cover', 'Back Cover', 'Binding' (Tape Bind.Black), 'Staple', and 'Special Instructions'. The main area displays a preview of the 'Upper Darby School District Family Handbook 2017-2018' cover, which is yellow with a black border and features the school district's seal. Below the preview, a red arrow points to the 'ADD TO CART' button. At the bottom left, a red arrow points to the 'Total Price \$35.57'.

Project Upload

Review My Job Help Close

Files Add Files

Upper Darby School DI...

\* Job Name 17-18 UDSD Family Handbook

\* Quantity 50 \* Pages 150

Print Options

☐ Paper Type(20lb Bond ...

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

☒ Orientation  
Portrait

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

☐ Back Cover  
No Back Cover

☒ Binding  
Tape Bind.Black

☐ Staple  
No Stapling

☐ Special Instructions

Click on ADD TO CART when ready to submit your order

Price of job is determined once all print options are selected

Upper Darby School District  
Family Handbook  
2017-2018

UPPER DARBY SCHOOL DISTRICT  
"Honoring a Diverse Community Where All Students Achieve"  
Built on a Tradition of Quality

"Honoring a Diverse Community Where All Students Achieve"

Administrative Offices  
4611 Bond Avenue  
Drexel Hill, PA 19026  
(610) 789-7200


Unit Price \$0.71 Total Price \$35.57

1 / 150

95%

Save Add to Cart

# Checking Out




Search Product

🛒 (1)









All Categories

Aronimink Elementary

ARONIMINK ELEMENTARY



IN THIS CATEGORY:

 Image not available!			
ADD TO CART	Qty 50 ADD TO CART	ADD TO CART	ADD TO CART
PROJECT UPLOAD This where you upload your files!	ARONIMINK PRINCIPAL REHAK LETTERHEAD	ARONIMINK - #10 ENVELOPE	ARONIMINK - #10 WINDOW ENVELOPE
 Image not available!	 Image not available!	 Image not available!	 Image not available!
ADD TO CART	ADD TO CART	Qty 1 ADD TO CART	Qty 1 ADD TO CART

 2017-18 UDSD ...  
Quantity - 1

\$1.01

SubTotal \$1.01

CheckOut

# Checking Out

Select a due date for your print job. Please allow plenty of time for both the approval process and the print shop turn around

The screenshot shows the 'CART' page of the Upper Darby School District's online store. At the top left is the school district logo. A search bar is at the top center. A shopping cart icon with '(1)' is at the top right. A red arrow points from the left text to the 'Due Date' field, which is set to 'THU May 31 2018 08:00'. Another red arrow points from the right text to the 'Quantity' input field for the first item, which is set to '1'. A third red arrow points from the bottom text to the 'PROCEED TO CHECKOUT' button. The cart contains two items: '2017-18 UDSD Family Handbook' (Unit Price: \$1.01, Total: \$1.01) and '17-18 UDSD Family Handbook' (Unit Price: \$0.31, Total: \$0.31). The right sidebar shows a subtotal of \$1.01 and a total of \$1.01. At the bottom, there are buttons for 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. Footer text includes 'Powered by EFI Digital StoreFront v9.8.100.22909', '© 2004-2017 Electronics For Imaging, Inc.', and 'Terms & Conditions'.

Upper Darby School District

Search Product

🛒 (1)

**CART**

Due Date: THU May 31 2018 08:00

Products	Quantity	Unit Price	Total
2017-18 UDSD Family Handbook Item Name: Project Upload	1	\$1.01	\$1.01
<a href="#">Save for later</a> <a href="#">Remove</a>			

**Saved for Later Items**

Products	Quantity	Unit Price	Total
17-18 UDSD Family Handbook Item Name: Project Upload	1	\$0.31	\$0.31
<a href="#">Move to Cart</a> <a href="#">Remove</a>			

[← CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT →](#)

Subtotal: \$1.01  
**Total: \$1.01**

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

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[Terms & Conditions](#)  
EFI Productivity Suite

Click here to finalize your order

# Checking Out

Select a shipping address & shipping options

SHIPMENT 1  
Please select a shipment type.  
Courier

ADDRESS  
[Add from Address Book](#)

\* First Name:  
Donna

\* Last Name:  
Dilks

\* Address Line 1:  
4611 Bond Avenue

Address Line 2:

Address Line 3:

\* City:  
Drexel Hill

Country:  
United States

\* State/Province/Region:  
PA - Pennsylvania

\* Zip/Postal Code:  
19026

Phone Number 1:  
610-853-4510

Company:  
Aronimink Elementary

Email:  
ddilks@upperdarbysd.org

Delivery Instructions

☐ Save to My Address Book

Save Cancel

Products

2017-18 UDSD Family Handbook

Item Name: Project Upload

Qty	Unit Price	Total
1	\$1.01	\$1.01

Subtotal: \$1.01

**Total: \$1.01**

Select Courier delivery or Pick up (for high school)

Enter name, address, phone, school, email, and any special deliver instructions. Once saved, this information does not need to be entered again

Once your delivery information is saved, you can access it by clicking here

Check this box to save your delivery information

Click SAVE



# Checking Out

[HOME](#)

[CONTACT US](#)

[HELP](#)

[DONNA DILKS](#)



1  
Shipping

2  
Payment

3  
Finish

## Select a shipping address & shipping options

### SHIPMENT 1

Courier

### ADDRESS

[Edit Address](#)

Donna Dilks  
4611 Bond Avenue  
Drexel Hill  
United States  
PA - Pennsylvania - 19026 610-853-4510  
Aronimink Elementary  
ddilks@upperdarbysd.org

[Add Another Recipient](#)

[← CONTINUE SHOPPING](#)

### Products

2017-18 UDSD Family Handbook

Item Name: Project Upload

Qty	Unit Price	Total
1	\$1.01	\$1.01

Subtotal: \$1.01

**Total: \$1.01**

[PROCEED TO PAYMENT →](#)

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EFI Productivity Suite

**Click PROCEED TO PAYMENT**

# Checking Out

 Upper Darby  
School District

✓

Shipping

2

Payment

3

Finish

How would you like to pay?

PAYMENT METHOD

Please select a payment type.

☒ Pay At Store

PAY AT STORE

Thank You!

Please pay for your order at the store when you pick it up.

Products

2017-18 UDSD Family Handbook

Item Name: Project Upload

Qty	Unit Price	Total
1	\$1.01	\$1.01

Subtotal:

\$1.01

Total:

\$1.01


← CONTINUE SHOPPING

PLACE MY ORDER →

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[Terms & Conditions](#)

EFI Productivity Suite 

Click PLACE MY ORDER

# Checking Out



✓  
Shipping

✓  
Payment

3  
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  
**339**

Status:  
**Approval required**  
As of 4/20/2018 11:13:08 AM EDT

Order Date: 4/20/2018 11:13:08 AM EDT  
Due Date: 5/31/2018 8:00:00 AM EDT

Order placed by:  
Donna Dilks  
ddilks@upperdarbysd.org  
Aronimink Elementary  
United States

SHIPMENT 1  
Courier

**ADDRESS**  
Donna Dilks  
4611 Bond Avenue  
Drexel Hill  
United States  
PA - Pennsylvania - 19026 610-853-4510  
Aronimink Elementary  
ddilks@upperdarbysd.org

Products  
2017-18 UDSD Family Handbook  
Item Name: Project Upload

Qty	Unit Price	Total
1	\$1.01	\$1.01

Payment Method:  
**Pay At Store**

Subtotal \$1.01  
**Total \$1.01**

← CONTINUE SHOPPING

PRINT

Click here if you wish to print your order confirmation

Powered by EFI Digital StoreFront v9.8.100.22909

[Terms & Conditions](#)

Order information

Delivery information

# Log Out

HOME CONTACT US HELP DONNA DILKS

Upper Darby School District

Shipping Payment

**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 <b>339</b>	Status: <b>Approval required</b> As of 4/20/2018 11:13:08 AM EDT	Order Date: 4/20/2018 11:13:08 AM EDT Due Date: 5/31/2018 8:00:00 AM EDT
----------------------------	------------------------------------------------------------------------	-----------------------------------------------------------------------------

Order placed by:  
Donna Dilks  
ddilks@upperdarbysd.org  
Aronimink Elementary  
United States

**SHIPMENT 1**  
Courier

**ADDRESS**  
Donna Dilks  
4611 Bond Avenue  
Drexel Hill  
United States  
PA - Pennsylvania - 19026 610-853-4510  
Aronimink Elementary  
ddilks@upperdarbysd.org

**Products**  
2017-18 UDSD Family Handbook  
Item Name: Project Upload

Qty	Unit Price	Total
1	\$1.01	\$1.01

Payment Method:  
**Pay At Store**

Subtotal	\$1.01
<b>Total</b>	<b>\$1.01</b>

← CONTINUE SHOPPING PRINT

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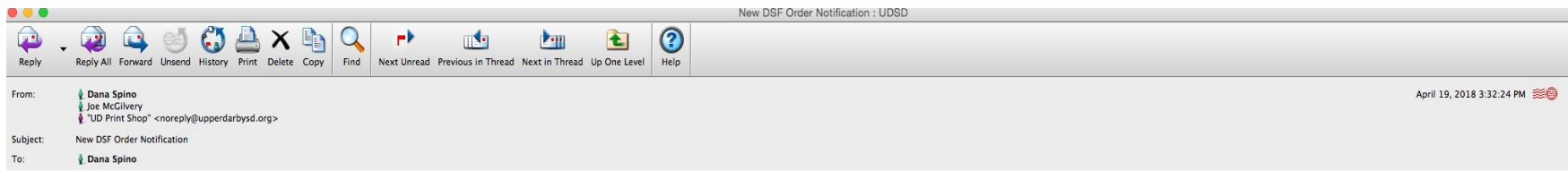
[Terms & Conditions](#)  
EFI Productivity Suite

# Notifications

- Once you submit your request, you will receive a confirmation email to your First Class email address from UD Print Shop
- Your principal or department head will also receive an email notification that a job is awaiting his/her approval
- Once approved, you will receive an email indicating that your request was approved
- Once your print job is complete, you will receive an email saying it's been shipped or is ready for pick up (high school)



# Sample Notification



Hello, please note your order information below:

Your order has been placed successfully. Order Number : 290 Order Due Date & Time : 5/2/2018 8:00:00 AM EDT Please Click the link below to see the status of your order

[http://upperdarbysd.myprindesk.net/DSF/MyAccount/OrderSummary.aspx?McIdTVSB=-mbrc8I-KAV8hXmohL\\_Sux463FhAdBK4NeBeT47o5pWfWgnQZzACdrC0S--vphcSziPuEstUBSkc0ZQqGu3TM8stUQG-uKNafvOH0EnHLGovH2dS9pOapG29CMMGH9nSUNVXsaKISrG3jo8TFv1LgkFv4RZM/VOKiIT4YusKWEA==](http://upperdarbysd.myprindesk.net/DSF/MyAccount/OrderSummary.aspx?McIdTVSB=-mbrc8I-KAV8hXmohL_Sux463FhAdBK4NeBeT47o5pWfWgnQZzACdrC0S--vphcSziPuEstUBSkc0ZQqGu3TM8stUQG-uKNafvOH0EnHLGovH2dS9pOapG29CMMGH9nSUNVXsaKISrG3jo8TFv1LgkFv4RZM/VOKiIT4YusKWEA==)

# Frequently Asked Questions

- When do I start using this system?
  - Immediately. The traditional three part print shop request form will no longer be accepted by the print shop, effective July 1.
- What if I need additional training?
  - Please see your building secretary or pilot teacher(s) for additional training.
- What if I experience technical difficulties?
  - For issues with log in, connecting to Print Shop DSF, etc. please contact Joe McGilvery in the Business Office ([jmcgilvery@upperdarbysd.org](mailto:jmcgilvery@upperdarbysd.org) or 610-789-7200 x 3317) or Dana Spino in the Media Services Office ([dspino@upperdarbysd.org](mailto:dspino@upperdarbysd.org) or 610-622-7000 x 2318)

# Frequently Asked Questions

- **Why must my request be approved?**
  - This system will be tracking the print shop budgets for all schools and departments. Since the principals and department heads are responsible for their budgets, they must keep track of the amounts being spent in real-time
- **I only have a hard copy. What do I do?**
  - Scan your hard copy using any copier in your building. Many pages can be scanned to produce a single document which you can email to yourself and place on your desktop
- **Can I upload documents that are already double-sided?**
  - Single sided documents must be uploaded and then the option for printing back to back may be selected

# Frequently Asked Questions

- Can I still make my own copies?
  - Yes. There will still be machines available to make your own copies. Walkup copiers will have sign in capabilities as of July 1<sup>st</sup>.
- How will the print shop know if I need stapling, back to back copies, etc.?
  - All options currently on the print shop request forms are built into the new digital system through the special options selections. You can also type a note to the print shop operator through the special instructions option.
- Will the system automatically re-orient my document if I upload a landscape?
  - No. You must choose landscape for orientation since the default is set to print in portrait mode.

# Frequently Asked Questions

- What browser should I use?
  - DSF operates best on Google Chrome but works well with Safari, as well. Not recommended with Firefox.
- Can I upload multiple jobs to one print shop request?
  - Yes.