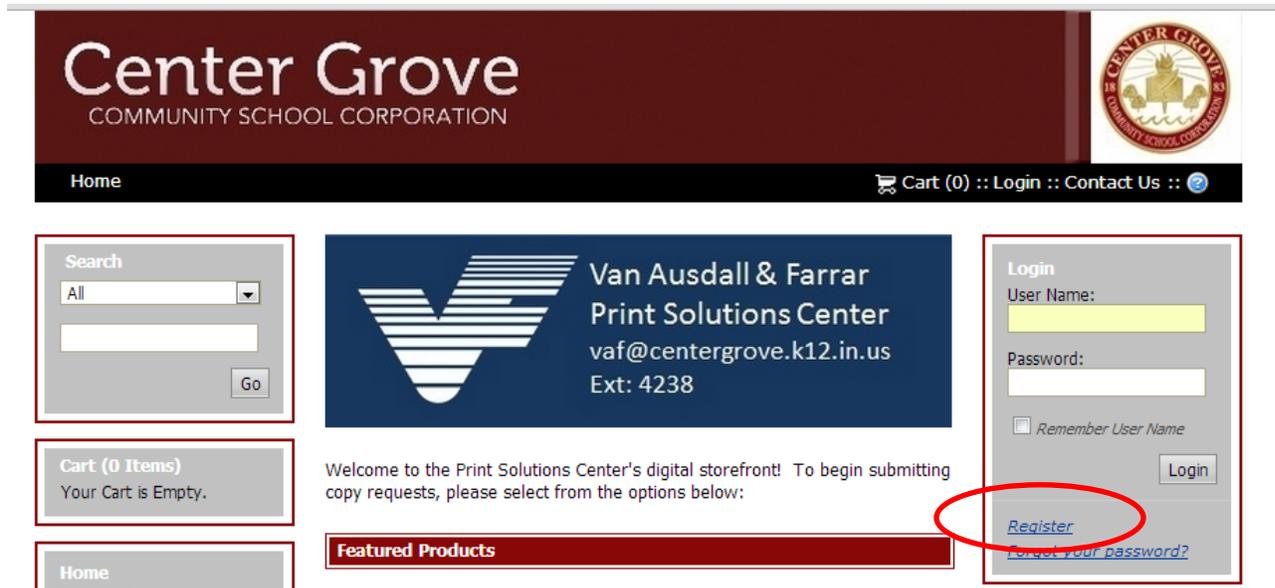


Using Digital Storefront

With Digital Storefront, submitting jobs online is easy! To begin registering as a Digital Storefront user, simply visit the storefront webpage via the following address:

<http://centergrove.myprintdesk.net/dsf/centergrove/storefront.aspx>

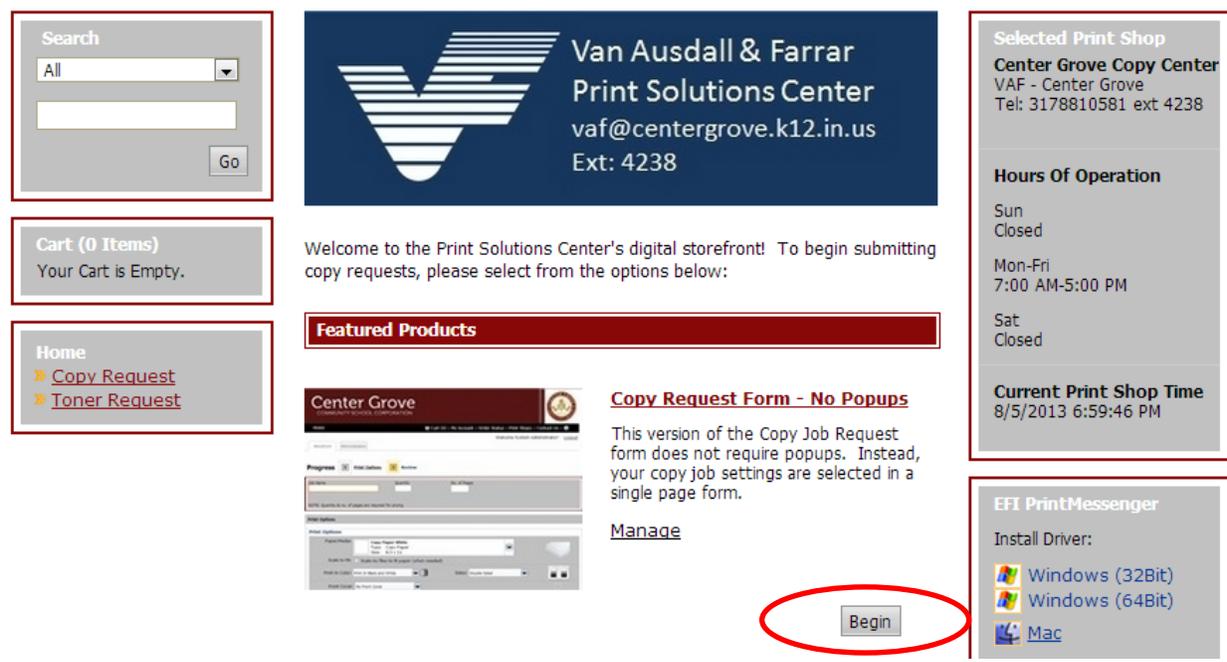
On the right hand side, under the user login fields, click "Register"



After clicking "Register" simply fill out all of the required information and follow the prompts to complete registration.

Once registered, login in with you user name and password and you are ready to begin submitting requests.

To submit a request, click "Begin" to load the digital job ticket (as shown below).



Using Digital Storefront

To begin the job ticket, give the job a name, quantity and select all print options required.

Progress 1 [Print Options](#) 2 [Review](#)

Job Name	Quantity	No. of Pages
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: Quantity & no. of pages are required for pricing

Print Options

Print Options

Paper/Media: Type: Copy Paper Size: 8.5 x 11 

Scale to Fit: Scale my files to fit paper (when needed)

Print In Color: Sides: 

Front Cover:

Back Cover:

Finishing and Packaging Options Hide Show

Collate: 

Staple:

Once you have selected all the job specifications, click “Upload Files” at the bottom of the page to upload your documents.

Job Files(0) [Upload files](#)

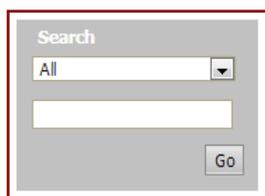
Follow the next few screens for instructions on job submission and checking out. Be sure that you follow all the steps necessary to ensure your job has been submitted. Here are a few things to remember:

1. If you have several documents that require identical copy specifications, you can upload multiple files with the same job ticket information.
2. By adding items to your cart, you can submit multiple jobs at the same time rather than completing the checkout process for each individual job.
3. Digital Storefront is the corporations preferred method of job submission. If you are currently accustomed to submitting jobs via email, signing up for Digital Storefront is key. In the near future, the Print Solutions Center will phase out email job submission.

Digital Storefront FAQs

We received a lot of great feedback during our Digital Storefront survey. Here is a list of the frequently asked questions as well as several of the comments we received.

- Can you upload multiple files?
 - Yes! If your files require the same job specifics, you can upload multiple files to be copied with the same parameters. You can also add multiple copy requests to your cart and submit them all at the same time upon checkout.
- Can you select cardstock covers?
 - Yes! Front and Back cover options are located under the Print Options portion of the digital job ticket (in the first area, directly beneath the Print in Black and White/Print in Color drop down list).
- What if I only have hard copies, not digital files?
 - The Print Solutions Center is happy to convert your hard copy documents into PDF's. Simply send your hard copy documents to the Print Solutions Center and indicate on the Copy Request Form that you would like the document scanned to your email.
- Where do I input approval for color copy requests?
 - When "Print in Color" is selected, approval is needed prior to printing. If you have obtained approval, you may indicate the approvers name in the comment section of the online job ticket.
- How much notice must I provide for copy requests that require binding?
 - A standard 48 hour turnaround time is required for all binding. Additional time may be needed for large quantities.
- What do I do if I forgot my password?
 - By using the "Forgot your password?" link under the login section, you are able to obtain a new password.
- You mentioned that email submission will be phased out. When will this occur? Why will we no longer be allowed to submit copy requests via email?
 - The target date for phasing out email submission will be the end of December 2013. The reason for this is simple, emailing documents can put a huge strain on a company's network. By investing in a more streamline job submission tool (Digital Storefront) the corporation can ease network traffic, provide the Print Solutions Center with a more stable method of receiving & completing jobs, as well as allow end users to track their job's progress.
- Can I request other things via Digital Storefront?
 - Yes! You can request toner for your local copier and/or printer by using the "Toner Request" link, located on the left hand side of the main page (shown below).



Cart (0 Items)
Your Cart is Empty.

Home
➤ Copy Request
➤ Toner Request



Welcome to the Print Solutions Center's digital storefront! To begin submitting copy requests, please select from the options below:

Featured Products



Copy Request Form - No Popups

This version of the Copy Job Request form does not require popups. Instead, your copy job settings are selected in a

Selected Print Shop Center Grove Copy Center VAF - Center Grove Tel: 3178810581 ext 4238
Hours Of Operation Sun Closed Mon-Fri 7:00 AM-5:00 PM Sat Closed
Current Print Shop Time 8/5/2013 6:59:46 PM