

Welcome to the CMS-Printing online ordering system. This is a quick how-to on how to navigate the process.



On the home screen, sign in via the “Log In” link at the top right.

On the login screen, use your FSA credentials to sign in or create your user account.

You must be behind the MTSU firewall to be able to log in. You can VPN into the MTSU system if you are off campus, or you can be connected via the Ethernet on campus.

Once you log in, you will return to the home screen, only you'll see your username at the top right.

Also note that there is a My Orders link in the top menu bar. You will be able to find your past orders and saved quotes in that area later.

Under “What would you like to order?” you will find the categories of projects people tend to order. Do you want a copy? Do you want a banner? Be careful to select the right button. The system calculates the cost of your project based on what sort of thing it is. A booklet that is stapled in the middle is very different than a booklet that is bound by a spiral, for instance. Read the buttons.







Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Step 2: Select Finished Size for Color and/or Black Documents 74160

What best describes the finished size of your document?

Note: If you want to order a document that has more than one page or folds or staples in the middle or a document that is comb, spiral or perfect bound, please order through the "booklets" (stapled items) or the "bound books" categories instead. **This page is for ordering single sheets.**

If this work will be provided to prospective students, families, alumni, donors, or other outside audiences, submit the document to creativeservices@mtsu.edu before sending a project to print.

 8-1/2 x 11
  5-1/2 x 8-1/2 flat
  11 x 17 flat
  12 x 18 flat
  2.5 x 8 Bookmark
  6 x 17.25 Table Tent
  8.5 x 7.25 folded to 8.5 x 3.625

For demonstration's sake, we'll select "color documents/copies," but the selections are similar for all categories. The system will not give you options that are not relevant to a particular kind of product. So, you may not see all of these options all of the time.

If you hit "color documents/copies," you'll see this options screen. Select the size of the document you want to have made. (This quick guide example selects 8 1/2 x 11.)

Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Step 3: CMS-Printing Request Information

Job Type: Color and/or Black Documents 74160 - 8-1/2 x 11
 Contact: Kara Hooper
 Phone: x1 615-494-8893
 Site: Creative Marketing Solutions - Fairview

[Edit Site Information](#)

Job Name:
 # of copies: [What is this?](#)
☐ Rush Rush orders will incur an additional charge.

Main Paper

Format: ☐ 1 Sided ☒ 2 Sided
 #pieces of paper in the original? [What is this?](#)
 Ink Color: ☐ Black ☒ Color ☐ Both
 Stock Style: [What is this?](#)
 Stock Weight: [What is this?](#)
 Paper Color: ☒ Blue ☐ Cream ☐ Ice Blue ☐ Thyme ☐ Canary ☐ Green ☐ Natural ☐ White

Cover Stock

☐ Include Front Cover
☐ Include Back Cover

<< Back [Continue >>](#)

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

<https://printshoppro.faa.mtsu.edu/PSP/appNet/PrintOrder/FancyBoxPages/MoreInformation.aspx?Source=WeightDescription&OCRD=244&PS=FALSE&CS=FALSE&OUC=TRUE> Print Shop Pro Webdesk® 15.0.2

When you select the size that you want, you get to the order screen.

Walk through the options. If you have a question about what a field is asking, hit the "What is this?" link beside the box.

We get a lot of questions about Stock Style and Stock Weight.

You will need to decide between text or cover weight and coated or uncoated style. Text paper is like copy paper. Cover paper is heavier, used for covers or for posters. Uncoated paper is like copy paper in feel. Coated paper is slicker. A Satin coated paper is not very shiny. A Gloss coated paper is shiny.

Paper comes in weights. The smaller the number, the lighter the paper. Copy paper is usually 24 lbs. Newsletters and magazines are usually 80 lbs. Cover paper gets heavier in the same way.

Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Step 4: Current Stocks

Job Name: Demonstration of PSP
 Job Type: Color and/or Black Documents 74160 - 8-1/2 x 11
 # of copies: 25

Current Stocks

Purpose	Style	Color	Weight	Sides	Quantity	
EDIT	Main Paper	Text Uncoated	Cream	70	Two Sided	1 (pieces of paper in the original)

Back [Add Another Stock](#) [Continue](#)

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The system will confirm the papers that you have selected. If you need to add something else, you have that opportunity.

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Step 5: Finishing

Binding
☐ Staple 2 Side
☐ None ☐ Staple 1 Top ☐ Staple 2 Side
☐ Staple 2 Top ☐ Hand Assembly

Folding
☐ None

Hole Punches
☐ None
☐ None ☐ 2 Side ☐ 2 Top
☐ 3 Side

Collating
☐ No Collating ☒ Collate

Special Instructions
 Type things in here that you want the staff to know or if you don't see options above that you want done to your project.

Print Shop Pro Webdesk® 15.0.1

Then, you get to select the “finishing” options that you want. Do you want it stapled? Hole-punched?

If you have more than one page in your document, select “collate.” This means we’ll give you each set of documents in page order rather than a stack of page 1 and a stack of page 2, etc.

If you want to have shrink-wrap-ping, please note in the Special Instructions box that you want shrink-wrapping and how many in each package. (Shrink-wrap in quantities of 25, for instance.)

Special requests will incur an additional charge not yet calculated.

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Step 6: Attach Files

Attach a File?

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Once you’ve selected your finishing options, the system will ask you to upload the file that you want printed.

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Step 6: Attach Files

Attach a File

Please upload a PDF if possible.
[Hide File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

Special Instructions
 Type information in here that you want the staff to know or act on. Have a question? Put it in here. Need us to call you? Let us know!

By uploading this file, I agree that it is used lawfully and adheres to University standards.

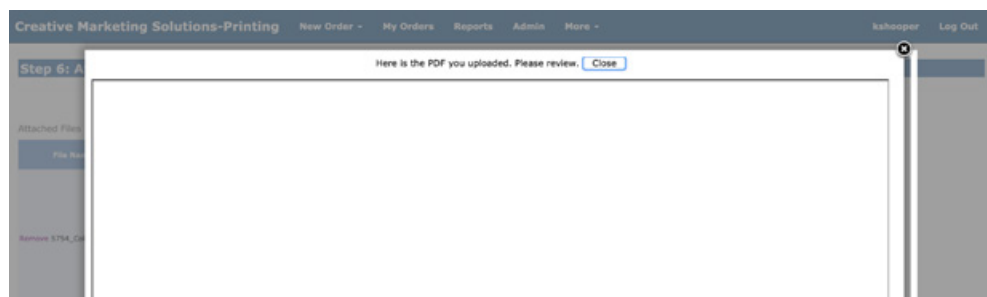
☐ I agree to the above statement

Create and send to us a press-ready PDF. Sending Word or other Microsoft Office files may result in text reflow or other errors we have no control over.

If you have special instructions for us regarding the file, please enter your notes and information into the Special Instructions box.

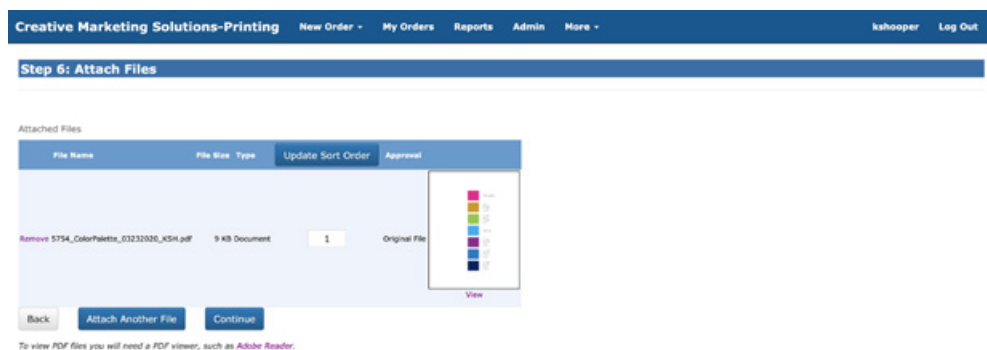
Special requests will incur an additional charge not yet calculated.

Verify that you have permission to upload the file and attach it.



The system may show you a view of the PDF you are uploading.

Sometimes it'll show you a blank box. Disregard if this happens. Close the box or hit the black X in the upper right.



You will see a confirmation of the file that you uploaded.

You will have the opportunity to add additional files as well.

Job Name: Demonstration of PSP
Type: Color and/or Black Documents 74160 - 8-1/2 x 11
of copies: 25
Total: \$12.35
 (Approximately \$0.49 Each)
 This is your initial ESTIMATE.
 This system is new and there may be some hiccups. If this cost looks out of line, please reach out to us for a review of the quote. You can make a statement in the "Special Billing Instructions" box, send a note to printing.services@mtsu.edu or call 615-898-2924 to alert us.
 The price may change once the staff review your order. We will contact you if we need to make significant changes. You can track your order and note any smaller changes by logging into the system and opening your project to view it.
 NOTE: If you want to add services like shrink wrapping, hand work, or special delivery, please add those requests to the notes section of the order process. These services will incur an additional cost not reflected in the estimate.

Billing:
Site: Blue Print Solutions - CMS
Index Number:
Additional Billing Instructions: (Student: select "Personal" for site and "cash" for account number in the two items above.)
 Type instructions here for billing. If this is a personal project, please let us know.

Shipping Information:
Suggested Due Date: 3/31/2020
Delivery: ☒ Hold For Pick Up ☐ Ship To Address ☐ Ship to Site

Buttons: Back, Save As Quote, Cancel Order, Finish

Then, you will see the Billing and Delivery screen.

Highlighted in blue is where you see an **estimate** of the job and the caveats. If you gave us special instructions, the cost will change. If changes are required to your order—a different paper stock, a different size, etc.—the cost may change. Watch your My Orders space. We will attempt to contact you if the price changes significantly.

Make sure your department and index numbers are correct. If you need us to change the index number or charge to multiple index numbers, note this in the Additional Billing Instructions.

The program will enter a default, preferred, deadline. You may change it if you wish. Rush orders will incur an additional charge.

Confirm the deadline date.

We can hold the finished job for pickup, and we'll contact you when it's ready. Or we can "ship to site," which means your department. We also can "ship to address," which means a different location than your department. Tell us where.

Save the project as a **QUOTE** to get the price but not submit it for printing.

FINISH it if you want it to be printed.

Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Order Process Complete

Your order has been saved. Thank you!

Print Order # View Order Summary Print Job Ticket

Job Name: **Demonstration of PSP**

Current Status: **Quote Only**

Your order has been saved as a quote request only. We will not produce this project at this time. You may resubmit it for production later by clicking on My Orders.

[Add Another Print Order to this Project](#)

The system confirms your order.

You may view the order summary online if you wish. You can print the order summary for your records.

Remember that the price may change once we review the specifications.



Now, let's look at your **My Orders** section where orders placed under your FSA login show up.

Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Order Filter for Kara Hooper

Print Category: All Orders Site/Dept: Created Date Start: Status Date Start: # Records per Page: 100 Shipped: Status Category: All Job Name: Created Date End: Status Date End: Index Number Contains: My Orders Only Order Type: All Types OrderID: Project Contains: Requirement Contains: Apply Filter 64 Orders Found Export List

OrderID	Type	Req#	Job Name	Project	Site/Dept Code	Index Number	Amount	Created Date	Status Date	Shipped	Status	
5754	Print		Demonstration of PSP	Blue Print Solutions - CMS			\$12.35	3/23/2020	3/23/2020	No	Quote Only	View Edit
856	Print		Quote for Lisa Strayer TN STEM Center	Tennessee STEM Education Center (TSEC)		Multiple Account Numbers	\$219.25	7/31/2019	3/18/2020	No	Quote Only	View
5353	Print		Blue Print Job Ticket/Work Order	CMS- Design		No Charge	\$0.00	2/14/2020	3/18/2020	No	Quote Only	View
5688	Print		Quote: Nursing direct notebook, printing only	Nursing		216500	\$71.65	3/12/2020	3/12/2020	No	Quote Only	View Edit
5006	Print		The FOUNDATION 9 X 12 envelope - Peel N Stick 2/7/2020			No Charge	\$0.00	2/7/2020	3/12/2020	No	Invoice	View
4933	Print		Blue Print Coupons for Customers			No Charge	\$257.90	2/4/2020	3/12/2020	No	Invoice	View

You can filter/search your orders in a lot of ways to make it easier to locate something specific if you have ordered a lot of things.

Once you locate the job you want to review or copy/resubmit, you hit the View/Edit link.

Creative Marketing Solutions-Printing New Order - My Orders Reports Admin More - kahooper Log Out

Order Detail for Order ID 5754

[Back](#) [Edit Order](#) [Copy Order](#) [Print Ticket](#) Estimate: \$12.35 Price Each: (\$0.49 per Set)

[Cancel Order](#) [Submit Order](#)

Job Summary - Order#:

Job Name: **Demonstration of PSP** Status: Quote Only

Site: Blue Print Solutions - CMS Data Due: 3/31/2020

Contact: Kara Hooper Due Time: Rush

Account Number: Rush orders will incur an additional charge.

Additional Billing Instructions (Students: select "Personal" for site and "Cash" for account number in the two items above.) Type Instructions here for billing. If this is a personal project, please let us know.

Printing

of copies: 25 Special Instructions: Type things in here that you want the staff to know or if you don't see options above that you want done to your project.

Paper	Page	Size	Style	Color	Weight	Sides	Originate
Main Paper	11 x 17	Text Uncoated	Cream	70	Two Sided	3 / 3	

Attachments

File Name	File Size	Sort Order	Type	# of Sheets	Note	Approval
5754_ColorPalette_03232020_KSH.pdf	9 KB	1				Original File

Binding [E](#) Stage 2 Side **Finish**

Folding None

In the existing order, you can do many things.

You may see where the project is in production.

You can send quotes that you have saved onward to be printed.

Or you can copy/duplicate the project, change its details, upload a different file, and send this new job in to be printed. This is handy if you do the same thing repeatedly.

And, that's it! You've successfully navigated the new system. Good for you!

I AM **trueBLUE**