Instructions for Web CRD

Web CRD is a web submission program available for Chattanooga State faculty and staff that enables the transmission of files to the Printing Department for reproduction. It provides a built-in job ticket that allows all necessary user instructions to be included with the submission. These instructions include color or b/w, front and back or single sided, paper color, and bindery instructions. Bindery includes staple, hole-punch, folding, book binding such as ACCO (metal clips), plastic or spiral binding, tape binding, or just a simple booklet that is folded and stapled in the fold.

If your file is not in PDF format, Web CRD uses a Central PDF converter in order to ensure your document is converted and reproduced just the way it is desired. Central PDF will convert Microsoft Office files to PDF format to ensure accuracy in reproduction.

Web CRD is only available to faculty and staff and is especially convenient to adjunct faculty, since adjunct are not always on campus but need copies reproduced quickly as well. Requests can be made from any computer as long as the login page can be accessed through the Internet.

Web CRD can save your files into your archives for later retrieval and can be left there as long as you define the time. Resubmission of files is easy and also can be performed from any computer.

This booklet is an overview of all steps needed in order to take advantage of this award winning web submission software. It has six sections from registration to instructions on how to manage your files once saved in your archives.

1. Registration
2. My Profile
3. Job submission from your computer
4. Completing your job from the cart
5. Job submission from My Files.
6. Managing files.

The Login page for Web CRD is: http://printing.chattanoogastate.edu
Any questions or suggestions are encouraged. Please call us or email at the following:
423-697-4460
printshop@chattanoogastate.edu
1. Registration

Registration for Web CRD is simple. Just go to the login page at: http://printing.chattanoogastate.edu
Click on New User registration in the blue Login Box on the right.
After clicking on this link, you will be given a page that allows you to provide the necessary information in order to be able to use Web CRD. The red asterisks mark the essential items that are needed in order to process your request. We will not need your home address or phone number. The three items not marked with an asterisk but are helpful to us are your department, your work number, and your account number. If you provide your account number, either here or in your profile, it will not be necessary to provide it on orders that are placed. Your work number helps us to contact you if we have a question regarding your order. These items also help us confirm you are qualified to use Web CRD, which is exclusively for the faculty and staff of Chattanooga State.

After completion of the New User Registration form, click Register at the bottom of the page. This will send us a notice that you are requesting registration and we will process that as soon as possible. You will be given a user name and a temporary password in order to log in. You can change your password in your profile page once you are logged in. That is done by clicking the “My Profile” tab in the upper right corner of the page just next to the Logout tab.

If you ever forget your password in the future, you may click on the “Forgot your Password” tab under the log in information. This will instruct the system to confirm your ID and allow you to create a new password in order to log into Web CRD.
2. My Profile

In the upper right corner of any page, you will find in the purple strip, "My Profile". It is located between the Home Tab and the Help Tab. This is where you may change your password. You may place your account number in your profile, if not done so on the initial registration, so that it will always be on all jobs submitted. You may change your contact information. You may choose your default shipping method being “Pick up on Shelf” or “Hold for Instructor”. These selections will appear on all jobs submitted as the default, but can be changed when an individual job is submitted.

**Hold for Instructor** tells the Printing Department to put your job in a special place so that it is not only secure, but also is held for only you to pick up personally.

Retention time is no longer available either on the profile or in your cart. The default time for retention is 18 months. You may change the retention in “My Files” section by choosing Manage Files and selecting the particular job of interest. This is discussed later.

**Email options** give you the ability to tell us when you want to receive an email. Usually, we send emails only when the order is shipped, or completed.

**Print Options** are default options, such as Black and White, Front and Back, default paper color, binding options such as stapled, and folding instructions. **Three-hole-punch** is located under the folding tab. These options will be placed in your cart on ordering, but can be changed in your cart in each particular job according to the needs of that job.

After all options are chosen on the page, click the **Save** button at the very bottom of the page. You may return to your home page by clicking the **Back** button or select **Ordering** under the Roles tab in the upper left corner of the page.
3. Job Submission from your computer

To submit a new job to the Printing Department, you must select **Browse** on a Windows Computer, *(Choose File on a Mac)*, on the **Upload A File** box on the left side of your Home Screen. You will get a box as shown below where you may choose any Supported File on your computer, flash drive, or hard drive attached to your computer. Office files and PDF files are acceptable, but other files may be uploaded. Currently, supported file types are: PDF, GIF, XLS, XLSX, PPT, PPTX, PUB, DOC, DOCX, JPEG, PNG, JPG, PPS, XLW, XLT, XLC.

Once you have selected the file you wish to have reproduced, click the **Open** button on a Windows computer, *(Choose on a Mac)*. You will then see the original upload box with the chosen file in the space provided. At this time, you may choose **Go** on the box. Web CRD will upload your file and take you to your Cart where you may select printing options and submit the job for reproduction.
4. Completing your job from your cart

After a file is chosen and the Go button selected, you will be taken to your cart. If a PDF was sent, it will show up immediately. If another type file is sent, it may take a few seconds to convert the file into a PDF format. Until that time, your Print Options will not be available. The system is checking the paper size of the document in order to determine what options you will have for this particular job. Click on the blue line under the file name in order to refresh the page and see the converted job.

While waiting, you may choose to change the name of the file by selecting the blue line at the very top of the page. By doing this, the file will be easier to find in the future when needed to reprint from your saved files.

After the file is converted, you will be given the opportunity to choose how the job is to be completed in the Print Options section.
Click the **Image** of your file next to the file name in the upper left corner of your cart in order to review the original PDF, or the converted PDF. This will show the quality of the proof as well as the document colors and other details of your file, such as fonts. This is a high quality proof of the file. If the quality is satisfactory, you can then select the **Print Options** for your job.

After all jobs are converted to PDF, or if you originally sent in a PDF file, you will be given the “**1-Click Print Options**”. These include **Output**, (Color or B&W), and **Plex**, (Single Sided vs Double Sided). Click on the **Paper** Option to choose the paper color you desire. The default **Print** options you chose in your profile will be placed here. But you have the opportunity to change these in this section for each particular job.
The **Additional** tab opens the box where all other printing options are made available. As before, the 3-hole punch is under the folding tab.

The **Preview Document** selection allows you to see the file that you uploaded as it will be sent to the Printing Department. It will show the paper color, the binding method, three hole punch, and any other features you might choose. If front and back is chosen, the preview will show your proof as front and back. It is a “proof” of your document that can be virtually flipped through in order to see a realistic example of what your job will look like when completed. The quality of the print image, however, is not reflected in the **Preview**. Preview is only to see the overall look of the finished product.

As before, there are three items that must be completed before your job can be sent to the Printing Department.

1. **You must approve the proof by clicking on the proper box under preview.**
2. **You must put a quantity in the appropriate box now in the upper right corner**
3. **You must provide a six-digit account number in the billing section.**
   *(This will be automatically placed if it has been recorded in your profile.)*

By clicking the **Place Order** tab, the contents of your cart will be sent to the Printing Department for reproduction. You will receive a confirmation number if the transmission is successful.

**Replace File:** Allows you to upload another file in the place of the one just uploaded.

**Continue Shopping:** Adds more jobs to your cart with their own instructions.

**Trash Icons:** Allow that particular job to be deleted if there is more than one job.

**Start a New Cart:** Allows deletion of the current cart by selecting **Don’t Save**

If you choose to **Save** the current cart, it will be saved in **My Orders**.
5. Job Submission from “My Files”

Submitted jobs are by default saved in your archives for 18 months. If submission of a previously sent job is desired, you may choose “My Files” to search for any particular job previously sent. There are three ways to find a file in the section “My Files”:

1. Click on the box under the folder “MY Files” and enter the name of the file you have saved. You have an opportunity to name the file in your cart before it is initially sent. This will be helpful in finding the file later. Click the “GO” button in that box. This will take you to that archived file where you may submit it for production.
2. Click on the “GO” Button in the My Files box and you will be able to view all of the files you have previously saved.
3. Click “Advanced Search”, you will be shown all folders you have created and a general more organized view of your archived files. Advanced search will give you form numbers, names, and creation time period as criteria to be used in your search.

At this point you may select from the list the file you wish to send for reproduction. By placing a quantity next to the Add to Cart tab, and clicking the Add to Cart tab, the job and quantity will be added to your cart. You must then choose the cart tab in order to go to your cart for completion.
By clicking on the Manage Files tab on any page, you will have access to all files that are saved in your archives. When files are processed, they end up on this page. Right now, the retention time is 18 months. This page allows you to extend that time or delete your files immediately, if desired. Individual files are listed on the page. Web CRD will create a default folder, but the user may create as many folders as needed.
In order to create a folder in the manage files page, just click “Create Folder” and you will be given a box where you may name the folder. Name it and click create. When a file is selected, you will have a drop down box of folders where you may choose to keep that file.
In order to see a particular file, click on the blue name of the file. This will give you the following page:

On this page you have the option of changing the retention period for that particular file. Just select the calendar under “Retention Period”, and choose a date for your item to expire. You may also choose to “Move to Trash” and delete it immediately. When an item is put in the trash, it will still be available for four months before it is completely deleted. You may take it out of the trash on the “Manage Files” page. Just click the tab “View Trash”. The choice is also given to change the folder where this item should be located.
If you desire to upload a file to your archives, but not have it printed, choose “Upload File”. You must be in a folder in order to have this option. Just select between a document or image and upload your file. It will be stored in your archives until needed.

Please call or email the Printing Department if you have any questions about Web CRD. We will be happy to assist you in any way.
Phone: 423-697-4460
Email: printshop@chattanoogastate.edu