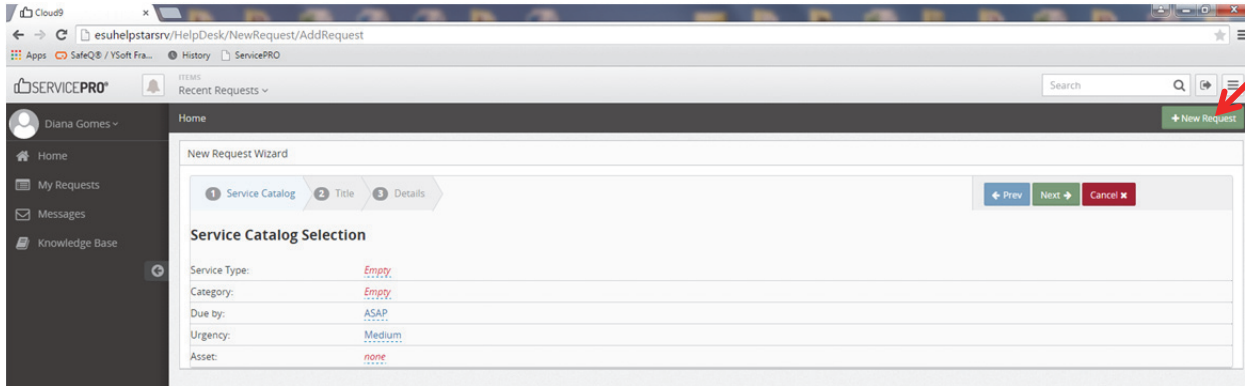


Welcome to the new Work Order system for Printing Services.

To logon, go to: <http://esuhelpstarsrv/HelpDesk>

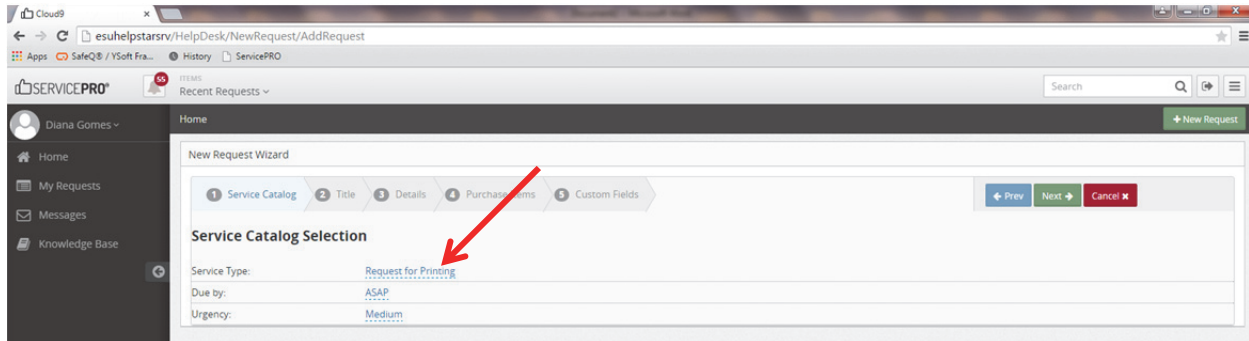
Select - New Request



The screenshot shows the SERVICEPRO interface. The user is logged in as Diana Gomes. The main content area is titled "New Request Wizard" and is currently on the "Service Catalog Selection" step. The form fields are: Service Type: Empty, Category: Empty, Due by: ASAP, Urgency: Medium, and Asset: none. A red arrow points to the "+ New Request" button in the top right corner of the page.

Service Type

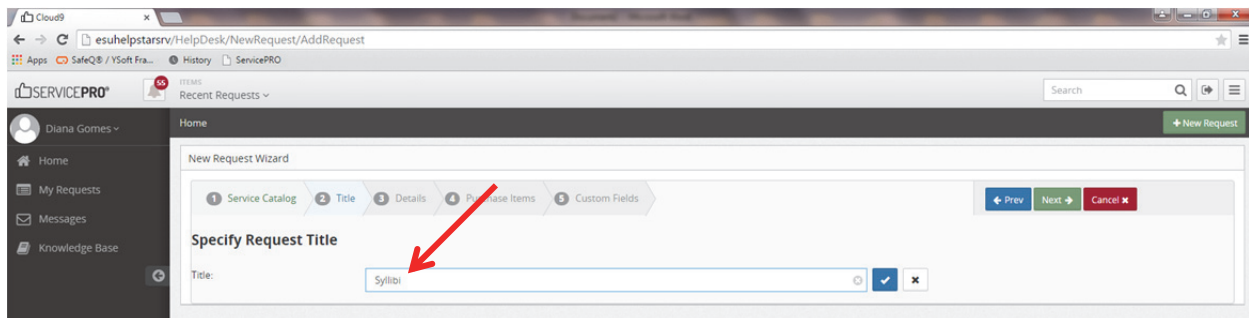
Click on "Empty" in the Service Type
Choose Request for Printing in the Drop Down menu.
Click "Next"



The screenshot shows the SERVICEPRO interface. The user is logged in as Diana Gomes. The main content area is titled "New Request Wizard" and is currently on the "Service Catalog Selection" step. The form fields are: Service Type: Request for Printing, Due by: ASAP, and Urgency: Medium. A red arrow points to the "Request for Printing" option in the Service Type dropdown menu.

Title of Job

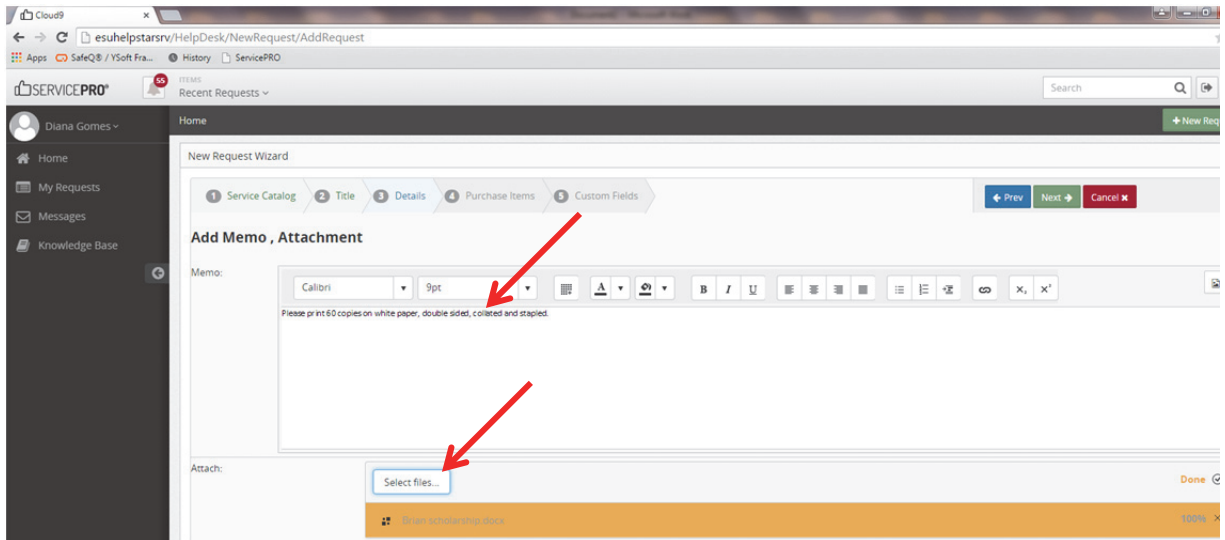
Type in the title of your job, click "Next"



The screenshot shows the SERVICEPRO interface. The user is logged in as Diana Gomes. The main content area is titled "New Request Wizard" and is currently on the "Specify Request Title" step. The form field is: Title: Syllabi. A red arrow points to the text input field for the Title.

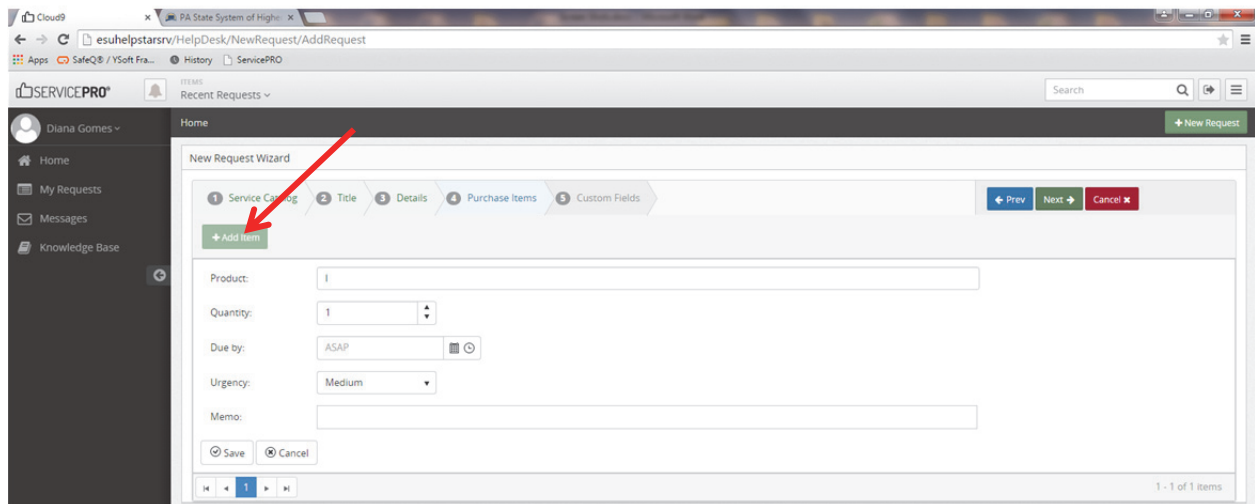
Type instructions and attached file

Type in any special instructions and attach your file. Please make sure your file is correct before attaching.
To preserve quality, please convert your file to a pdf before attaching.
Click "Next"



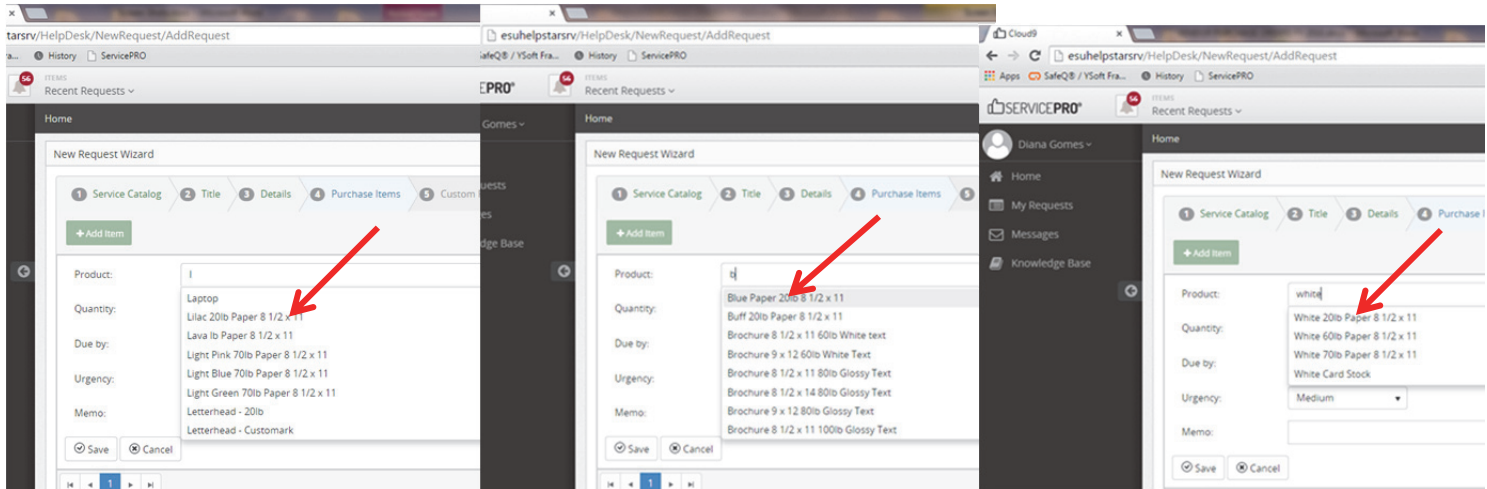
Add Item

This is where you will pick your paper and the quantity you want.



Pick paper

Choose a paper color and type. Start by typing the paper color. Or type in brochure, poster, postcard, letterhead or envelope and choose the paper stock from those items listed.



When you are finished, picking your paper and adding your quantity, click "SAVE".

Enter Cost Center

Enter your cost center and submit your job!

