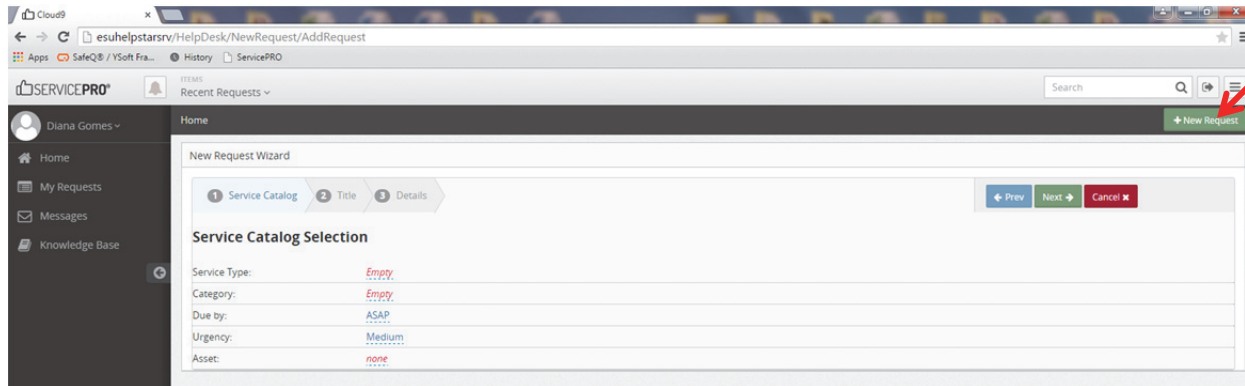


Welcome to the new Work Order system for Printing Services.

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

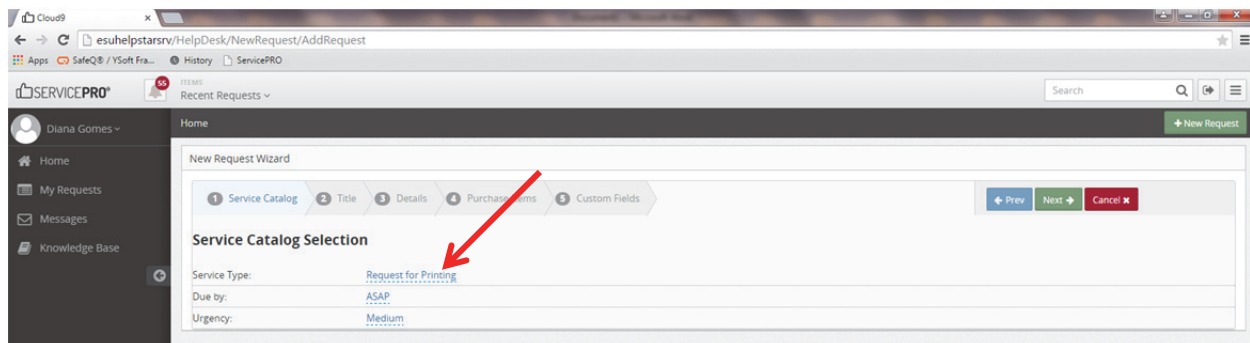
Select - New Request



The screenshot shows the 'New Request Wizard' in the SERVICEPRO application. The 'Service Catalog Selection' step is active, showing fields for 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 application header.

Service Type

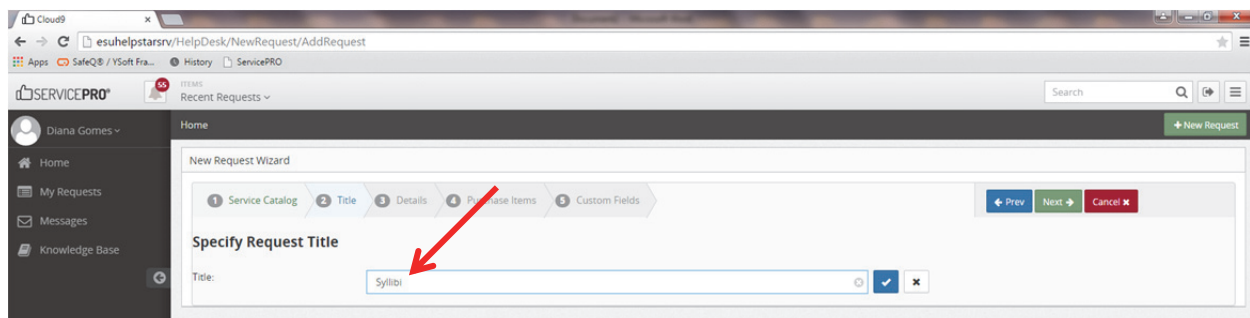
Click on "Empty" in the Service Type
Choose Request for Printing in the Drop Down menu.
Click "Next"



The screenshot shows the 'New Request Wizard' in the SERVICEPRO application. The 'Service Catalog Selection' step is active. The 'Service Type' dropdown menu is open, and 'Request for Printing' is selected. A red arrow points to this selection. The 'Due by' field is set to 'ASAP' and the 'Urgency' field is set to 'Medium'.

Title of Job

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



The screenshot shows the 'New Request Wizard' in the SERVICEPRO application. The 'Specify Request Title' step is active. The 'Title' input field contains the text 'Syllabi'. A red arrow points to this input field. The 'Next' button is visible in the top right corner of the wizard.

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"

The screenshot shows the 'New Request Wizard' in the ServicePRO system. The user is on Step 3, 'Details'. The 'Add Memo, Attachment' section is active. The 'Memo:' field has a text area with a font size dropdown set to '9pt'. A red arrow points to the 'Select files...' button in the 'Attach:' section. The 'Done' button is visible in the bottom right corner.

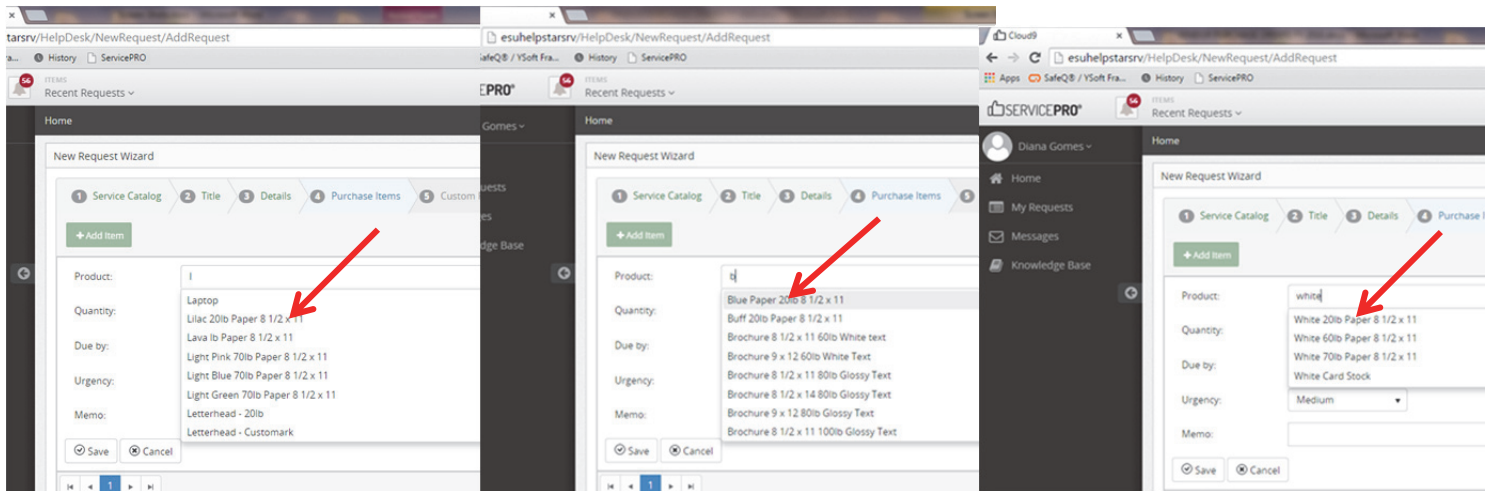
Add Item

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

The screenshot shows the 'New Request Wizard' in the ServicePRO system. The user is on Step 4, 'Purchase Items'. The 'Add Item' button is highlighted with a red arrow. The form fields include 'Product' (with a dropdown), 'Quantity' (with a numeric input), 'Due by' (with a date picker), 'Urgency' (with a dropdown), and 'Memo' (with a text area). The 'Save' and 'Cancel' buttons are at the bottom. The page number '1 - 1 of 1 items' is visible in the bottom right corner.

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!

