**Online Ordering**
uwlax.dcopy.net

**DigiCOPY**
*Custom • Variable • On Demand*

# Online Ordering
## uwlax.dcopy.net

# Table of Contents

**DigiCOPY**
*Custom • Variable • On Demand*

# Login & Profile

## Logging in

To login, go to uwlax.dcopy.net. This will bring you to the login screen (below).
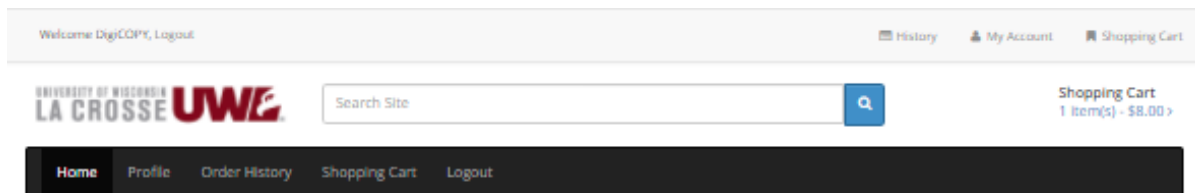Click on the SSO button.



Click on the SSO button to login with your UWL user credentials.

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# Categories

## Select Project Category

Select the category from the home page to submit a document to print. There are multiple categories including General Copies, Flyers and Brochures, Programs and Booklets, Books and Manuals, Cards and Invitations, Oversize Projects, and Custom Requests.



Select the category which most accurately describes your project.

Based on the type of project selected, various questions will populate which pertain only to that type of project.

# General Copies

## Print Specifications

Select from available options to specify how your document should be produced.



**Number of Copies:** Enter the number of copies needed for your file. If ordering a piece that fits multiple-up, calculate the number of sheets to be printed.

**Originals:** Enter the number of pages in your original file.

**File Source:** Digital, Hardcopy (please pick up) or Hardcopy (I will drop off).

**BW or Color:** Black and White or Color printing.

**Sides:** Single Sided or Double Sided.

**Paper Type:** Various paper type choices to print on.

**Paper Size:** Size print.

**Staple:** None, Top-Left, Double Side.

**Drill:** None or 3 Hole Drill.

**File Upload:** Select up to 3 files to upload for printing.

## Extra Specifications

**Name Your Job:** The job name will show up in your Order History for tracking purposes.

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# Custom Request

For any other orders that do not fall within the available categories, select the Other Orders category from the home page.

**All Products / Custom Request**

**Paper Type** *

[                                                    ] 150

**Paper Size** *

[                                                    ] 150

**Print Color** *

☐ Black and White

☐ Color

**Sides** *

☐ Single Sided

☐ Double Sided

**Full Bleed** *

○ No

○ Yes

**Additional Finishing (Staple, Drill, Fold, Bind, Laminate, etc.)** *

[toolbar: B I U abc | ≡ ≡ ≡ ≡ | ≡ ≡ | Format ▼]
[(inherited size) ▼ | A ▼ | ◊ ▼ | x₂ x²]

Print ready document required. Please use the link below for assistance.
https://www.uwlax.edu/ucomm/

Please allow 1 - 2 business days for quotes/proofs. Production time may be delayed.

## Custom Request

**Quantity**

[                                                    ]

**Originals (Each printed side is 1 Original)**

[ 1                                                  ]

**Please select how your documents will be submitted (PDF is preferred but not required)**

[ Upload Digital files                          ▼ ]

**Proof Needed**

[ --                                             ▼ ]

**Quote Needed**

[ --                                             ▼ ]

Price                                  **$0.00**
                                    Each   $0.00

## File Upload (optional)

**File 1**

[ Choose File ] No file chosen

**File 2**

[ Choose File ] No file chosen

**File 3**

[ Choose File ] No file chosen

## Name Your Job (optional)

[                                                    ]

[ **Add to Cart** ]

[ Back to Catalog ]          [ Shopping Cart ]

## Step 1: Call or email for a quote

Call or email Rich Roiz to receive a quote for your job.  Please include the following information to the best of your knowledge:
- Size of finished piece
- Number of copies
- Number of originals
- Paper type
- Color or B&W print
- Finishing needed

## Step 2: Place your order

Enter your quoted price and attach the pdf of your quote to your order.

**File Upload Options:** Attach your digital files to the order under **File Upload**.

# ⬤ Checkout

## Shopping Cart

The Shopping Cart shows a summary of all requested items.  Under **Shipping Options** select whether you'd like your order delivered to your Mail Stop, Mail Room, or if you'd like to pickup at DigiCOPY.  You can also **Edit** or **Remove** items in your cart.  It's easy to continue adding items by clicking **Continue Shopping** under the  Order Total or clicking **Home** in the top menu bar.  When ready to submit your order, click **Proceed to Checkout**.

### Shopping Cart

**Shipping Address**

4001 Cowley Hall
La Crosse, WI 54601
608 785.8260

**Shipping options**

DigiCOPY Delivery $0.00

**ORDER SUMMARY**

**1** product shipping to **1** location

| | |
|---|---|
| **Items :** | $8.00 |
| **Shipping :** | $0.00 |
| **Total Before Tax :** | $8.00 |
| **Estimated Tax :** | $0.00 |
| **Order Total :** | **$8.00** |

Continue Shopping

Proceed to Checkout

French Certificate                100            $8.00

**Details**
Quantity = **100 1 (1)**
Stock = **60#**
Ink = **1/1**

## Checkout Screen

In the checkout screen you will finalize your order before submitting.  You have the option to specify **accounting codes**.  Specify your first code at the bottom of the screen under Payment Information.  Select a pre-loaded Spender Code from the drop-down menu or enter your own.  If you have more than one code, you can add them under Additional Information at the top of the screen.

### Checkout

Please fill out the following information before completing your order.

**Select a Funding Code or Enter a Custom Code  ***

**Comments or other information about this order (optional)**

**ORDER SUMMARY**

**1** product shipping to **1** location

| | |
|---|---|
| **Items :** | $8.00 |
| **Shipping :** | $0.00 |
| **Total Before Tax :** | $8.00 |
| **Estimated Tax :** | $0.00 |
| **Order Total :** | **$8.00** |

Edit quantities or shipping options.

Submit Order Here

### Payment Method

⬤ **Submit Order Here**

### Order Item Summary

**(1) Item Shipping To**

| Description | Quantity | Price |
|---|---|---|
| **French Certificate** | 100 | $8.00 |

If you need to return to the shopping cart from this screen to make any adjustments, click on **Edit quantities or shipping options** directly above the Submit Order button.

Click **Submit Order** when ready.

**DigiCOPY**

# **Checkout**

## Order Confirmation

Once you select Submit Order, you will see your order confirmation and an email confirmation will also be sent to you. Your order number will appear at the top of the screen, which can be used for reference.

Thank you for your order. A summary of your order is below. You may want to print this page for your records.

# Order #292328

Reorder

| | | |
|---|---|---|
| Payment Pending | | |

**Bill To**
WI

**Ordered By**
- DigiCOPY Test User
- test@dcopy.net

| | |
|---|---|
| Select a Funding Code or Enter a Custom Code | 102-1-050501 |
| Order Date | 7/23/2021 11:47 AM |
| Subtotal | $20.00 |
| Shipping | $0.00 |
| Total | $20.00 |
| Notes | |

Note: You will also receive an email notification for your order.

Print Summary

### French Certificate

Approved

| | |
|---|---|
| QTY | 250 |
| Price | $20.00 |
| Item Number: | 1 |

Reorder

**Details**
- Quantity = 250 1 (1)
- Stock = 60#
- Ink = 1/1

**Shipping Method**
- Name **DigiCOPY Delivery**
- Carrier **none**

**Projected Ship Date**
7/26/2021

**Ship To**
- 4001 Cowley Hall
- La Crosse, WI 54601
- 608 785.8260

**Status**
7/23/2021 11:45 AM
Order Received
DigiCOPY Test User <test@dcopy.net>

# Order History

## Viewing Orders

Select **Order History** in the top menu bar.  This will display a history of orders you have placed through the online ordering system.  Your orders, by default, will be sorted by Order #.  You can sort by other specifications by clicking at the top of each column.

| | Paid | Order Number | Order Date | Ordered By | SubTotal | Tax | Shipping | Pr |
|---|---|---|---|---|---|---|---|---|
| ▸ View | ✖ | 262600 | 10/6/2020 4:05 PM | DigiCOPY Test User | $15.50 | $0.00 | $0.00 | $0 |
| ▸ View \| Reorder | ✖ | 248409 | 5/4/2020 10:34 AM | DigiCOPY Test User | $43.50 | $0.00 | $0.00 | $0 |
| ▸ View \| Reorder | ✖ | 248354 | 5/1/2020 2:13 PM | DigiCOPY Test User | $43.50 | $0.00 | $0.00 | $0 |
| ▸ View \| Reorder | ✖ | 248222 | 4/30/2020 9:23 AM | DigiCOPY Test User | $118.50 | $0.00 | $0.00 | $0 |
| ▸ View \| Reorder | ✖ | 238971 | 1/29/2020 8:37 AM | DigiCOPY Test User | $10.75 | $0.00 | $0.00 | $0 |
| | | | | | $231.75 | $0.00 | $0.00 | $0 |

25 ▾  items per page  1 - 5 of 5 items

By clicking the arrow to the left of each order number, you will see an expanded view of your order.  To see a complete summary of your order, click **View Details** to the right of the Order #.

You have the option to export your order histo to an Excel or PDF file. Click the appropriate icon in the upper righthand corner of your order history.

## Searching Orders

If your order history contains a large number of orders, you may want to search for a specific order.  Click on **Select to Filter Orders** for an expanded list of options.  You can choose to search by date, order status, users, billing address, or specific text.

| Start Date | End Date | Order Status | Approval Status |
|---|---|---|---|
| 6/22/2019 | 7/22/2021 | All | All |

| Ordered By | Billing To | |
|---|---|---|
| Just My Orders | | Apply Filters |

Hide All

| | Paid | Order Number | Order Date | Ordered By | SubTotal | Tax | Shipping | Pr |
|---|---|---|---|---|---|---|---|---|
| ◂ View | ✖ | 262600 | 10/6/2020 4:05 PM | DigiCOPY Test User | $15.50 | $0.00 | $0.00 | $0 |

| | Product | Item Name | Total Items | Price | Status | Approval Status |
|---|---|---|---|---|---|---|
| | Staff Business Card | | 1 | $15.50 | Order Cancelled | Needs Approval |

| | Paid | Order Number | Order Date | Ordered By | SubTotal | Tax | Shipping | Pr |
|---|---|---|---|---|---|---|---|---|
| ◂ View \| Reorder | ✖ | 248409 | 5/4/2020 10:34 AM | DigiCOPY Test User | $43.50 | $0.00 | $0.00 | $0 |

| | Product | Item Name | Total Items | Price | Status | Approval Status |
|---|---|---|---|---|---|---|
| Reorder | Flyers & Brochures | Flyers & Brochures | Test | 300 | $43.50 | Order Cancelled | Approved |

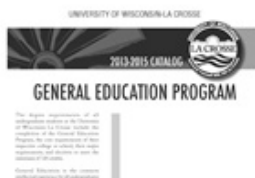**DigiCOPY®**

# **Department Specific Orders**

## Admissions

Certain departments have been granted special access to view only documents which they are allowed to print. For example: the Admissions department is the only department that may view the admissions brochures.



**Admissions Brochures**

All Products  >  Admissions Brochures

Sort by  Default

## Hassle-Free Ordering

To create a hassle-free ordering experience, frequently ordered files may be added to our online ordering system. The file, printing instructions, and cost of the order have all been predetermined to allow for a quick and easy order!



All Products / Course Catalogs / Graduate Catalog 20-21

### Graduate Catalog 20-21

Part Number: Updated 8.13.20

| Unit | Description | Price |
|------|-------------|-------|
| catalogs (1) | 110# and 20# (1/1) | $7.95 |

**Quantity**

1

**Selection**

catalogs (1) -- 110# and 20# (1/1) -- $7.95

Price    **$7.95**

**Add to Cart**

Back to Catalog        Shopping Cart

110# Index for covers
(blank inside of front & back cover)
20# guts
All black and white printing
2-sided
Coil Bound

# Video Tutorial

To watch a topical video tutorial giving an overview of each of the site features, click on "Customer Support" from the top menu bar of uwlax.dcopy.net.

# Contact Us

If you need immediate assistance, contact:

**Erin Jones**
Customer Service Representative
Jones@dcopy.net
608-782-4355
4332 Mormon Coulee Rd
La Crosse, WI 54601

**Dan Roemhild**
DigiCOPY Store Manager
roemhild@dcopy.net
608-782-4355

**Store Hours**
Monday - Thursday 7am-10pm
Friday 7am-7pm
Saturday 9am-6pm
Sunday Noon-6pm

SUSTAINABLE PRINTING

We believe in the responsible use of our resources.
To find out more about our sustainable printing policy,
visit www.dcopy.net/about-digicopy/green.php

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