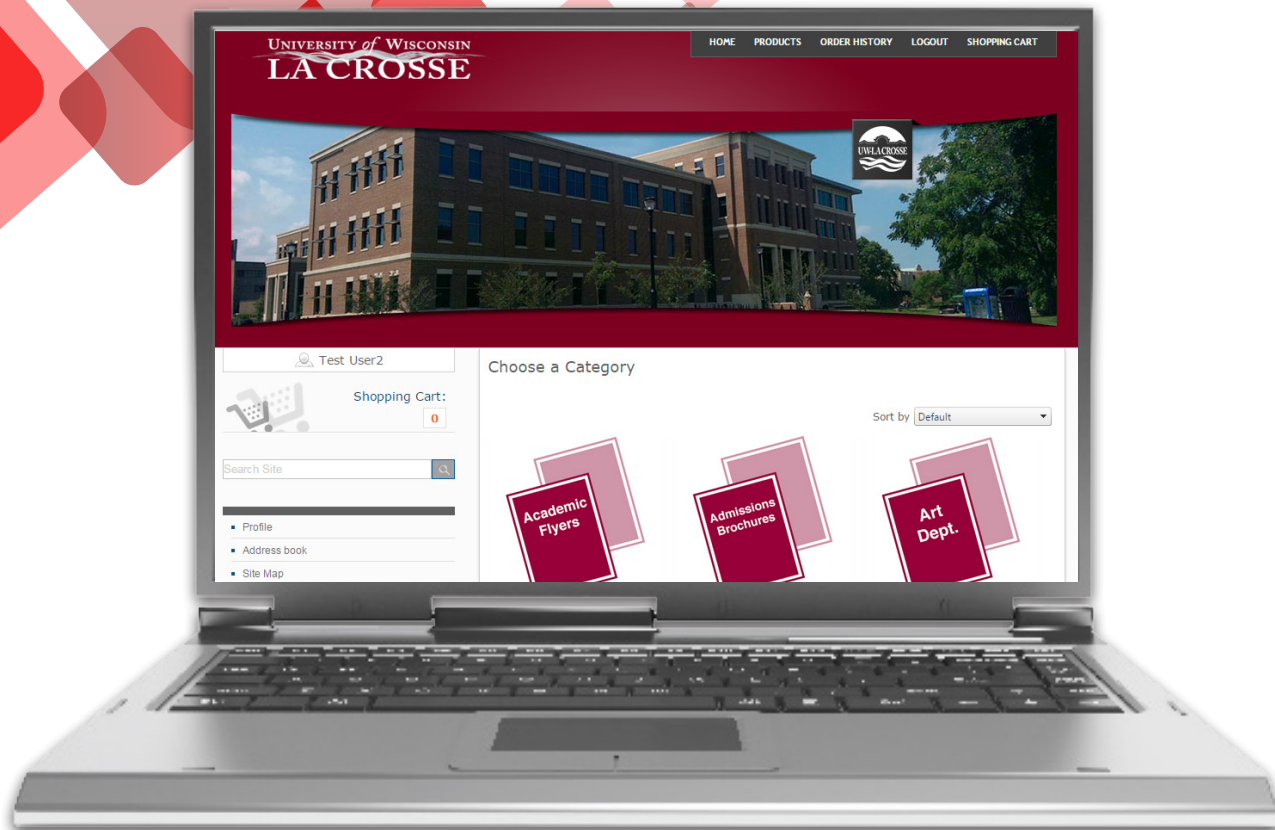


UNIVERSITY of WISCONSIN  
**LA CROSSE**



**Online Ordering**  
[uwlax.dcopy.net](http://uwlax.dcopy.net)

**DigiCOPY**<sup>®</sup>  
Custom • Variable • On Demand



**Online Ordering**  
**uwlax.dcopy.net**

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# Login & Profile

## Logging in

To login, go to [uwlax.dcopy.net](http://uwlax.dcopy.net). This will bring you to the login screen (below).

Enter your FULL email address and password. Click **Login** to continue.

If you can not log in with your current password, click on the "Reset Password" button. A new password will be automatically emailed to you and may take a few minutes to receive.

Video Overview of Site: [http://youtu.be/Eys\\_Aaoj4b0](http://youtu.be/Eys_Aaoj4b0)

**Email or Username:**

**Password:**

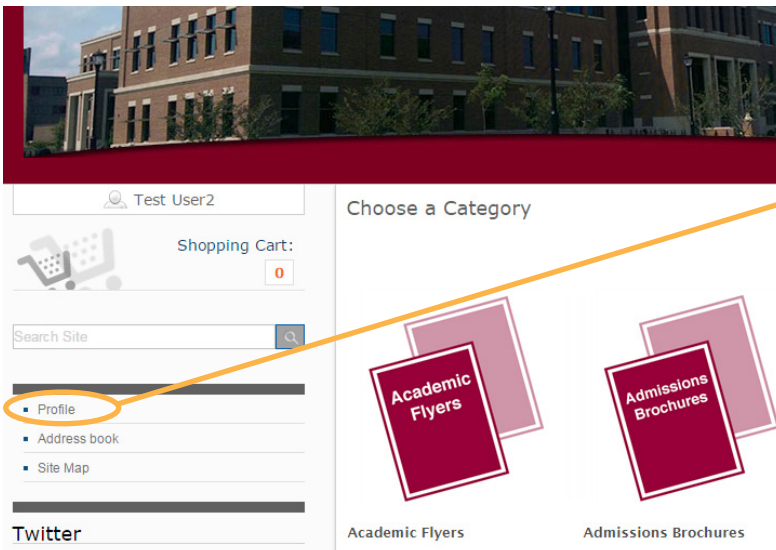
**Login**      **Reset password**



**Tip:** We recommend using Chrome or Firefox for your web browser.

## Reset Password

If you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.



## Profile Information

Once logged in, you will be brought to the UWL home page. Scroll down to the menu on the left hand side of the page. Click on **Profile** to access your contact and login information. You can update your login name and profile information as often as needed.



## Change Your Password

In the profile menu, click on the **Password** tab. You will be prompted to enter your current password and then create a new password. There is no limit to how long or short the password needs to be and you have the option to change your password as often as you choose.

### Settings

The screenshot shows a 'Settings' page with four tabs: 'Profile', 'Password', 'Locations', and 'Users'. The 'Password' tab is selected and highlighted with an orange circle. Below the tabs are three input fields: 'Current Password \*', 'New Password \*', and 'Confirm Password \*'. An 'Update Password' button is located to the right of the 'Confirm Password' field. An orange arrow points from the 'Current Password' field back to the 'Password' tab.

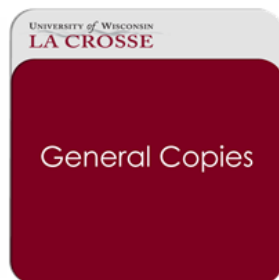
Click **Update Password**.



## 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.



General Copies



Flyers & Brochures



Programs & Booklets

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.

**Additional Instructions:** Enter any special instructions regarding paper and finishing or other aspects of your job. If instructions are given that incur extra charges, DigiCOPY will adjust your order total after the order is placed.



# 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

## Custom Request

UNIVERSITY OF WISCONSIN  
LA CROSSE

Custom Request

**Colored, Resume & Cardstock Papers**

Ivory	Re-Entry Red™	Ivory Linen
Canary	Pinkish Pink™	Natural Linen
Salmon	Cosmic Orange™	Antique Gray
Pink	Sunburst Yellow	Natural Parchment
Orchid	Terra Green™	White Royal Fiber
Blue	Gamma Green™	Natural Royal Fiber
Green	Lunar Blue™	Rose Royal Fiber
Gold		Ice Blue Royal Fiber

**Price Breaks**

Quantity	Price
1 and up	\$0.00 each

Quantity: 1

**Total:** **\$0.00**

Each: \$0.00

**File Upload (optional)**

File 1

File 2

File 3

**Name Your Job (optional)**

**Additional Instructions**

UWL - Custom Request

Instructions\*

## 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.

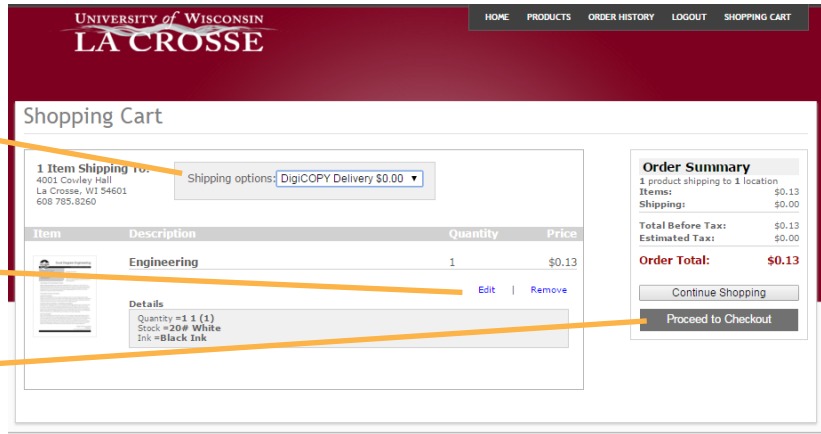
**File Upload Options:** Attach your digital files to the order under **File Upload**.



# Checkout

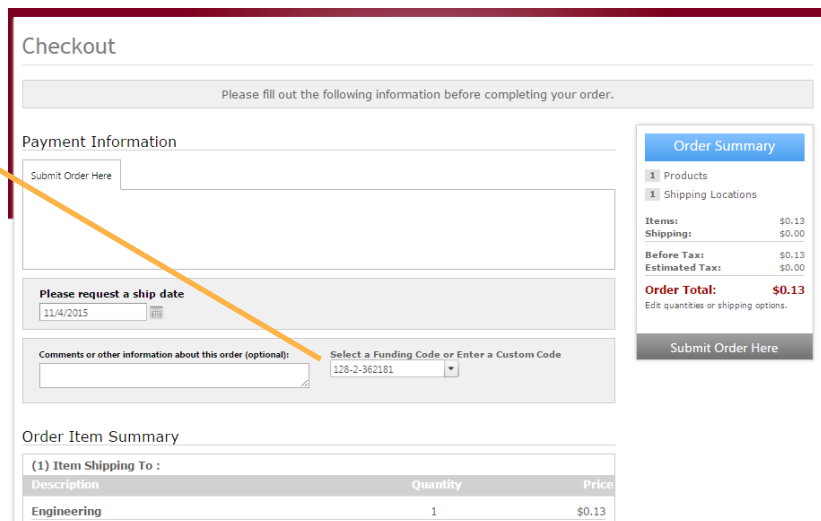
## Shopping Cart

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**.



## 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.



Select a **Ship Date** under Payment Information. Same day orders can be requested. DigiCOPY will do their best to accommodate you. Please type the date and time your order is needed in the **Comments** field.

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.

### Order Confirmation

Once you select Submit Order, you will see your order confirmation. An email confirmation will also be sent to you. Your Order # will appear at the top of the screen, which can be used for tracking purposes.

You may view additional details for the order by clicking this arrow: it will give a detailed report of your recent order.

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

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

## Order #74359

<b>PO Number:</b>	111-1-111111	<b>Bill To:</b>	WI	<a href="#">Reorder</a>
<b>Order Date:</b>	11/2/2015 12:51 PM	<b>Ordered By:</b>	Test User2 test@dcopy.net	
<b>Subtotal:</b>	\$0.13			
<b>Shipping</b>	\$0.00			
<b>Total:</b>	\$0.13			


**Notes:**  
TEST ONLY - DELETE

[Print Summary](#)

Expand All

<b>Engineering</b>	Total Items: 1	Price: \$0.13
--------------------	----------------	---------------

Approved



**Item Number: 1**  
No Description.

[Reorder](#)

**Details**

- Quantity = 1 1 (1)
- Stock = 20# White
- Ink = Black Ink

**Requested Ship Date:**  
11/4/2015

**Status**

11/2/2015 12:51 PM    Order Received    Test User2 <test@dcopy.net>

**Acceptance**

<b>Shipping Details</b>	<b>Ship To:</b>
<b>Shipping Method:</b> Name: DigiCOPY Delivery Carrier: NONE	4001 Cowley Hall La Crosse, WI 54601 608 785.8260

For helpful resources, check [dcopy.net/support.php](http://dcopy.net/support.php)

7





# 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.

Show / Hide Order Filters

Show Items in Each Order

Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Total	Request Ship Date
> 74350	View Details   Reorder	128-0-049001	11/2/2015 12:27 PM	Will Van Roosenbeek	\$16.25	\$0.00	\$0.00	\$16.25	11/4/2015
> 74341	View Details   Reorder	136-0-040321	11/2/2015 11:47 AM	Krista Shulka	\$5.75	\$0.00	\$0.00	\$5.75	11/4/2015
> 74327	View Details   Reorder	136-0-040321	11/2/2015 10:23 AM	Krista Shulka	\$130.00	\$0.00	\$0.00	\$130.00	11/4/2015
> 74315	View Details   Reorder	136-0-040321	11/2/2015 9:30 AM	Krista Shulka	\$16.50	\$0.00	\$0.00	\$16.50	11/4/2015
> 74295	View Details   Reorder	131-2-283148	11/2/2015 8:19 AM	Krista Shulka	\$6.56	\$0.00	\$0.00	\$6.56	11/4/2015
> 74281	View Details   Reorder	128-0-040314	11/1/2015 11:41 AM	Karyn Quinn	\$55.25	\$0.00	\$0.00	\$55.25	11/4/2015
> 74104	View Details   Reorder	102-6-280100	10/29/2015 11:02 AM	Maripat Coughlin	\$580.00	\$0.00	\$0.00	\$580.00	11/4/2015
					\$810.31	\$0.00	\$0.00	\$810.31	

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 history to Excel, PDF, CSV, or Word. 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: 10/5/2015      End Date: 11/2/2015      Order Status: Open

Approval Status: All      Ordered By: All      Billing To: Select Location(s)

Search Text:

Apply Filters

Show / Hide Order Filters

Show Items in Each Order

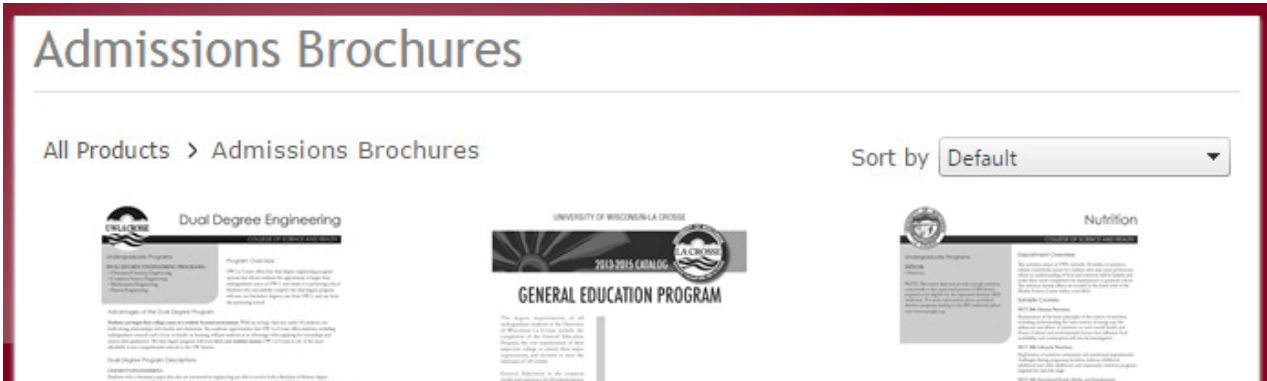
Order Number	PO Number	Requested Date	Ordered By	SubTotal	Tax	Shipping	PromoDiscount	Total	Request Ship Date
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> 74327	View Details   Reorder	136-0-040321	11/2/2015 10:23 AM	Krista Shulka	\$130.00	\$0.00	\$0.00	\$130.00	11/4/2015
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					\$810.31	\$0.00	\$0.00	\$810.31	



# Department Specific Orders

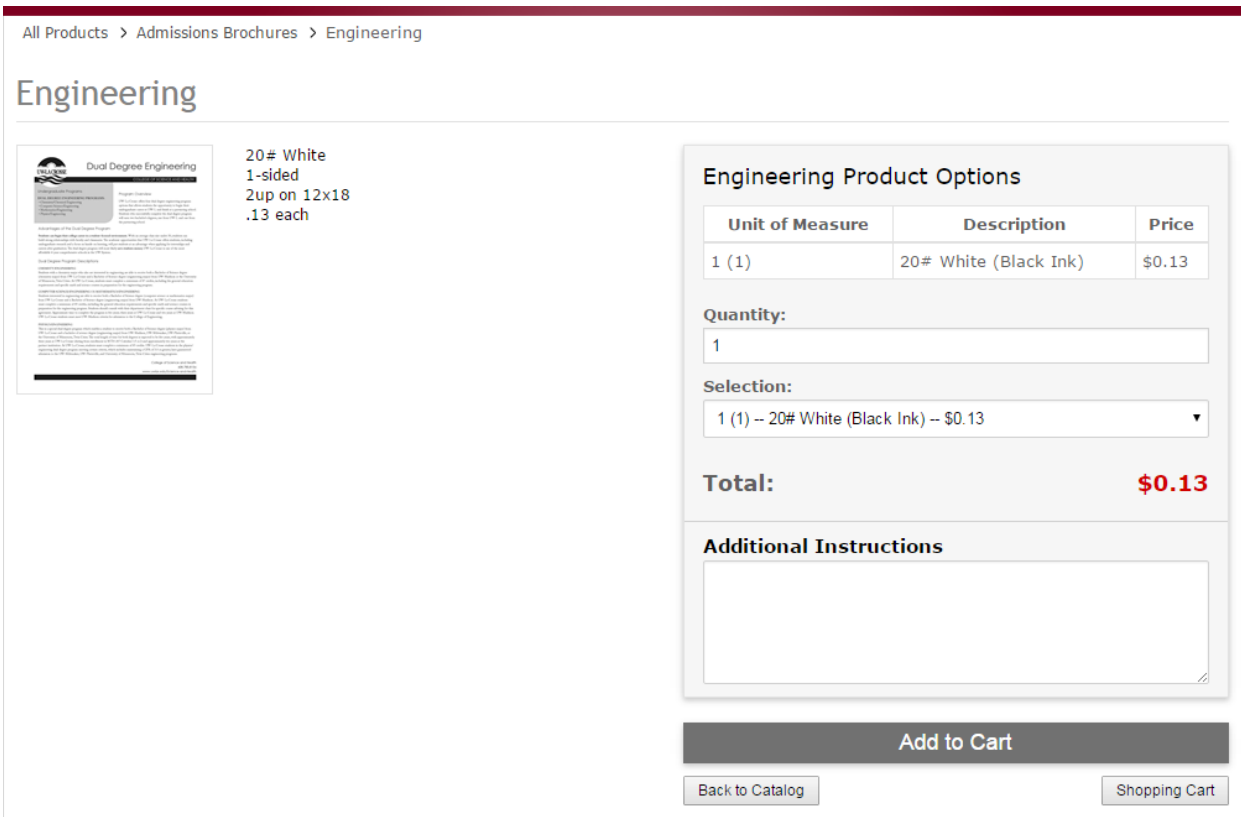
## Admissions

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.



## 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!



## 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](http://uwlax.dcopy.net).

## Contact Us

If you need immediate assistance, contact:

### Rich Roiz

DigiCOPY Account Manager

[roiz@dcopy.net](mailto:roiz@dcopy.net)

608-782-4355

4332 Mormon Coulee Rd

La Crosse, WI 54601

### Dan Roemhild

DigiCOPY Store Manager

[roemhild@dcopy.net](mailto:roemhild@dcopy.net)

608-782-4355

### Store Hours

Monday - Thursday 7am-10pm

Friday 7am-7pm

Saturday 9am-6pm

Sunday Noon-6pm



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](http://www.dcopy.net/about-digicopy/green.php)



[dcopy.net/onlineordering](http://dcopy.net/onlineordering)

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