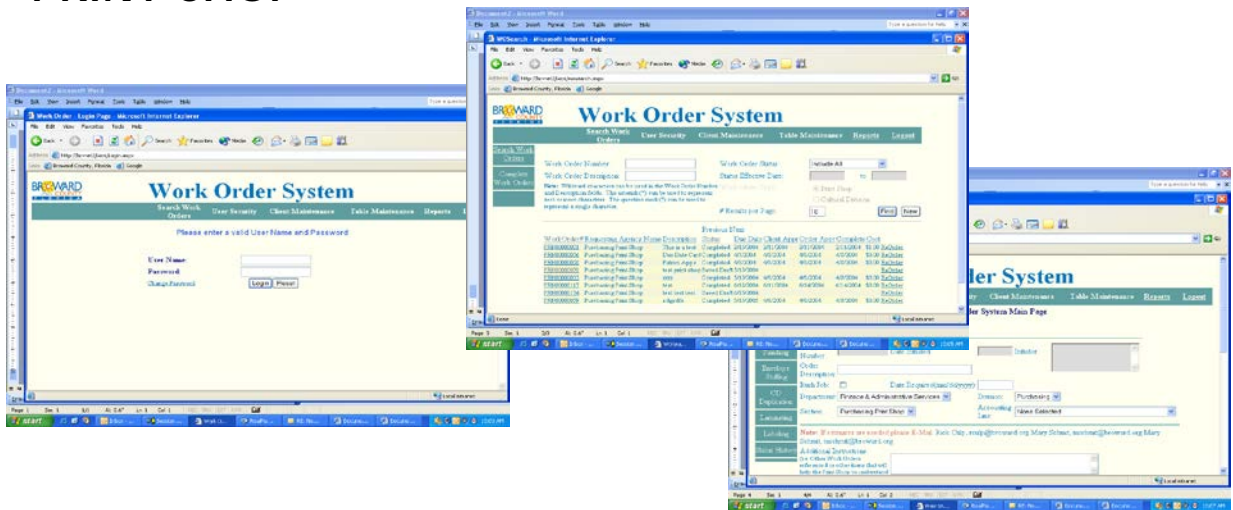




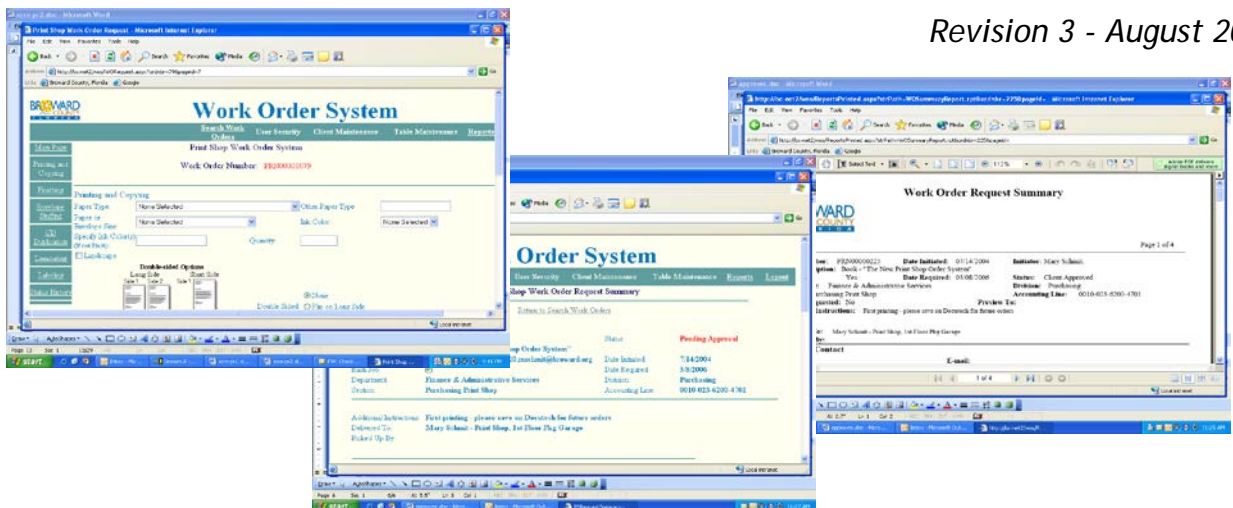
BROWARD COUNTY OFFICE OF PUBLIC COMMUNICATIONS
PRINT SHOP
 151 SW 2 Street • Fort Lauderdale FL 33301
 954-357-7120 Voice / 954-357-6124 Fax
Printshop@broward.org

OFFICE OF PUBLIC COMMUNICATIONS PRINT SHOP



WORK ORDER SYSTEM FOR INITIATORS

Revision 3 - August 2006



BROWARD COUNTY OFFICES:

There is no ENCUMBRANCE required on Print Shop Work Orders. When charges have been calculated, a Print Shop Work Order is billed in PeopleSoft, against the Accounting Line specified in the order.

Please query your expense funds before INITIATING or APPROVING an order. Good accounting practices demand that the money be available before the job is requested. "Internal Printing" (511040) must be the account line of your expenditure. We appreciate your cooperation in this important part of the process.

DIRECT BILLERS:

You will be billed by the month for your jobs at the Broward County Print Shop, as in the past.

ALL SYSTEM USERS:

Charges for COMPLETED jobs will appear in the system. You can find that information on the SEARCH PAGE by this method:

Make sure the STATUS for your search is INCLUDE ALL. If you know the work order number, put that in the WORK ORDER NUMBER field in this format: *XXXX, where the Xs stand for the last four or five numbers. (For example, if your work order number is PRN00008498, put *8498 in the WORK ORDER NUMBER field.)

Estimates for new jobs can be requested by calling the Print Shop at 954-357-7120. If your job requires artwork from the Office of Public Communications, you will most likely need to provide the estimate to your designer, so that he or she can include that in a cost box on the finished piece.

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WELCOME TO THE PRINT SHOP WORK ORDER SYSTEM!

As a user of the New Print Shop Work Order System, you are very important to its development and its success! Thank you in advance for any calls you will make advising us of problems with its functionality. We want the process to be as close to perfect as possible. We encourage your questions and comments. We may not be able to implement all suggestions immediately, but we will consider each one and update as often as possible.

A security form has been designed to provide the system administrators with your basic information - to place you in the pertinent department, division and office so that some of your input is automated. If this changes from the time you submit the form, please let us know and we will update our records.

Please keep a pad at your computer to help you in creating Print Shop Work Orders. As you go through the screens, you will see how useful that simple tool will be. Jot down any information for which you cannot find a drop-down list or space. These "odd" details should then be put in the "Additional Instructions" box on the Main Page, where every order begins and ends.

The Work Order numbering protocol does not designate the fiscal year, or the Division - nor does your office have its own unique series of numbers. All Work Orders in this program are issued in a series that includes everybody. You may create Work Order PRN0000002854 today, and your next Work Order could be PRN0000002922. For the sake of simplicity, think of, and refer to, the number without the zeros - e.g., PRN-2854 or PRN-2922. Mark your Department, Division or Section name on all of your correspondence, especially when you are faxing your sample to the Print Shop or dropping off artwork.

Save each page as you work. Familiarize yourself with the link that saves each page - either "Save Draft" or "Add/Update" - and never navigate away from a page until you have clicked that link. Until you submit the order for approval, you can keep it "live" - storing it and reactivating it - as long as you need to. If you lose your User Name or Password, it only takes a minute for the Print Shop to reset it to the default. Just as you see the first time you log in, you will be prompted to change your password after it is reset.* Call, email or fax the Print Shop for help with this. We will let you know as soon as we have completed this step.

We look forward to serving you with this system. Don't be afraid to ask questions, especially at the beginning. We have all been in "learning curves" at some time in our lives, and we want you to feel comfortable from the day you create your first document! We look forward to making your workday easier, and hope to see many new orders from your office.

If you have any questions:

Call 954-357-7120

email printshop@broward.org

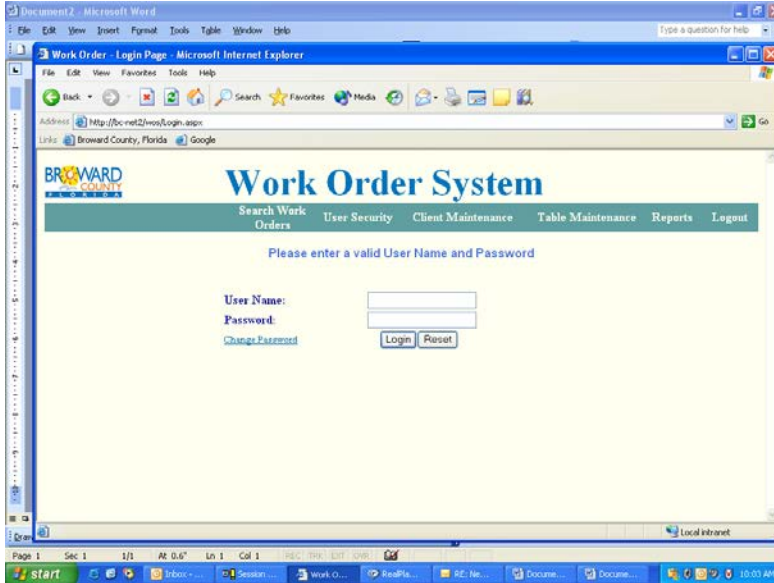
or send a fax to 954-357-6124.

To meet ETS standards, all passwords for logging into the system must now contain at least eight characters in a combination that uses at least three of the following:

A number • An upper case letter • An alpha character • A symbol, such as @ ! # \$ % & * () or _

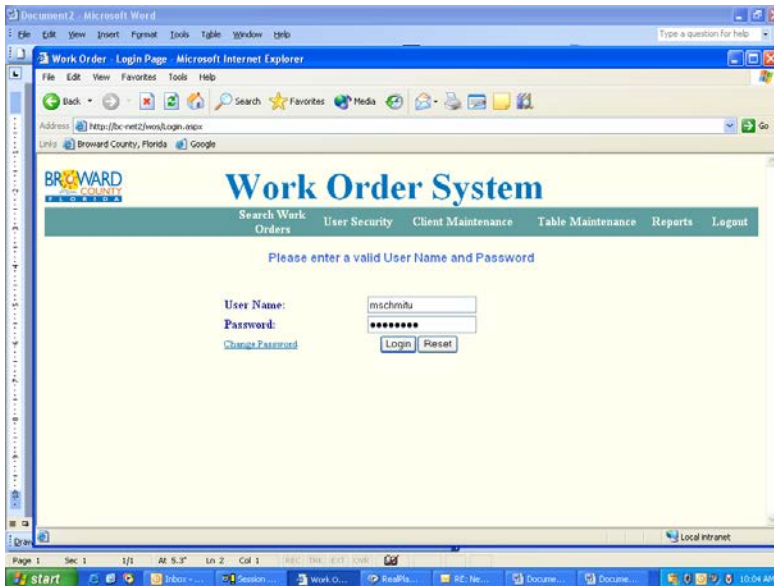
The default password (initially, and when your password is reset) is **Aa123*****

Section I
LOGGING IN
Signing in to the Work Order system



This is the sign-on screen. Note the URL (Web address). Right-click on any empty area of this page, left-click "Create Shortcut" from the drop-down, and left-click "OK" from the pop-up. You will now have an icon on your desktop to reach this program.

Since so many Print Shop orders require graphics, we suggest that you also create an icon for PUBLIC COMMUNICATIONS on your desktop. Open Internet Explorer to the BC-Net page. Click on AGENCY PAGES, click on PUBLIC COMMUNICATIONS OFFICE, then click on WORK ORDER FORM. Right-click on any empty area of the form page, left-click "Create Shortcut" from the drop-down, and left-click "OK" from the pop-up. You will now have an icon for ordering Graphics work on your desktop.



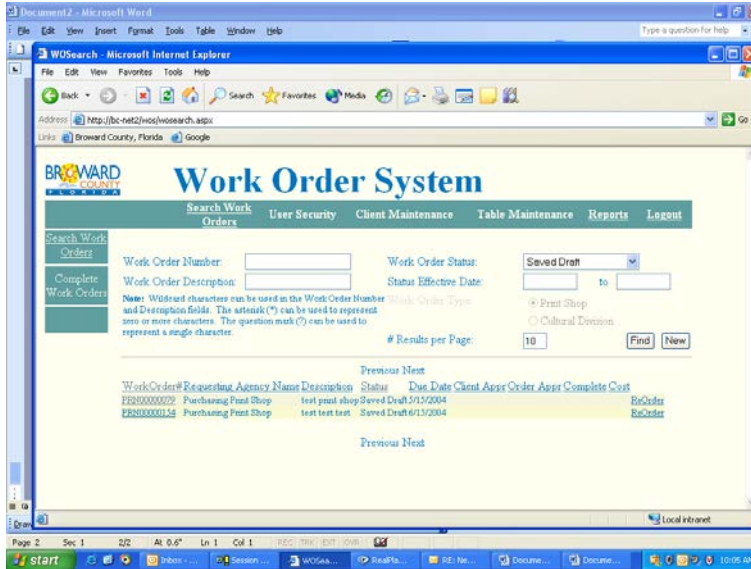
Input your User Name (which is your Broward County EMAIL NAME) and Password (the default is Aa123*** and is case-sensitive). Click on "Login."

A link is provided in light blue on the sign-on screen, for use in changing your Password in the future.

The first time you log on, you will be taken to a second screen to change your (default) Password.

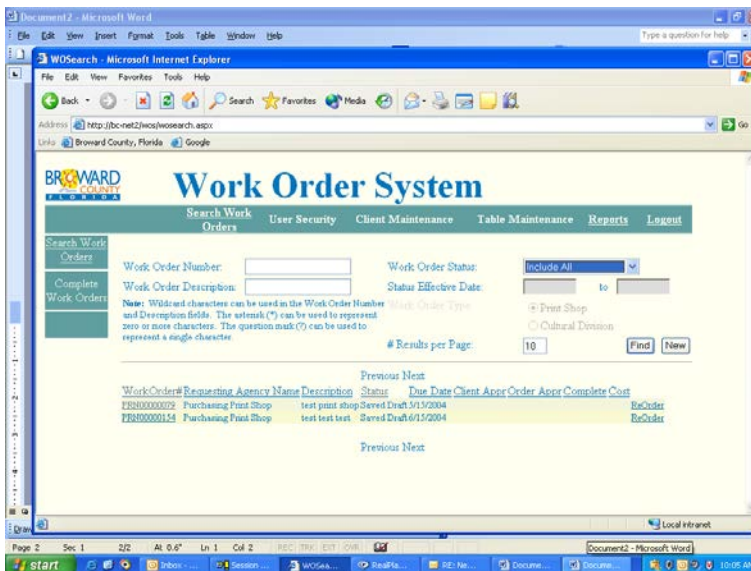
You will automatically be taken to the SEARCH PAGE.

Section II
 SEARCH PAGE
 General navigation tips
 Searching for an existing order

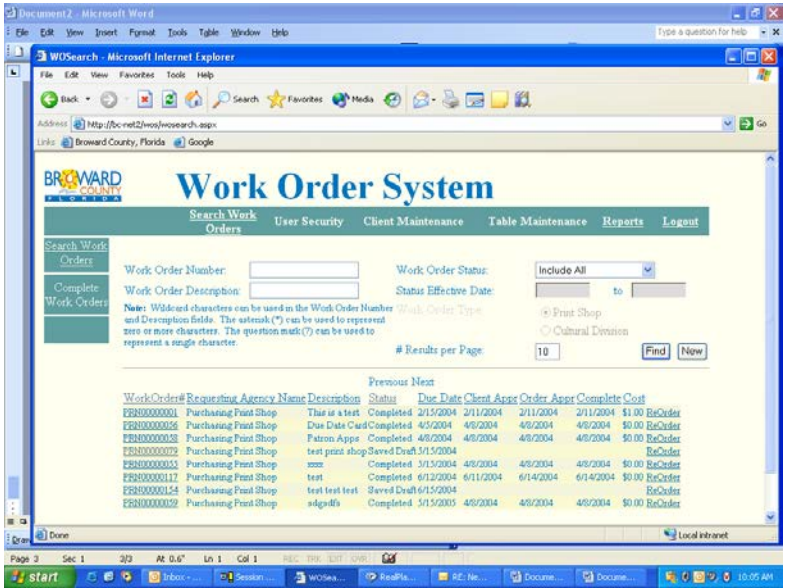


Now you are ready to either FIND an old order or create a NEW one.

To FIND an old order, choose a category in the "Work Order Status" box and click on "Find." This graphic shows two orders listed for "Saved Draft" status that the user mschmitu has created. *You will see YOUR OFFICE'S order history here.*



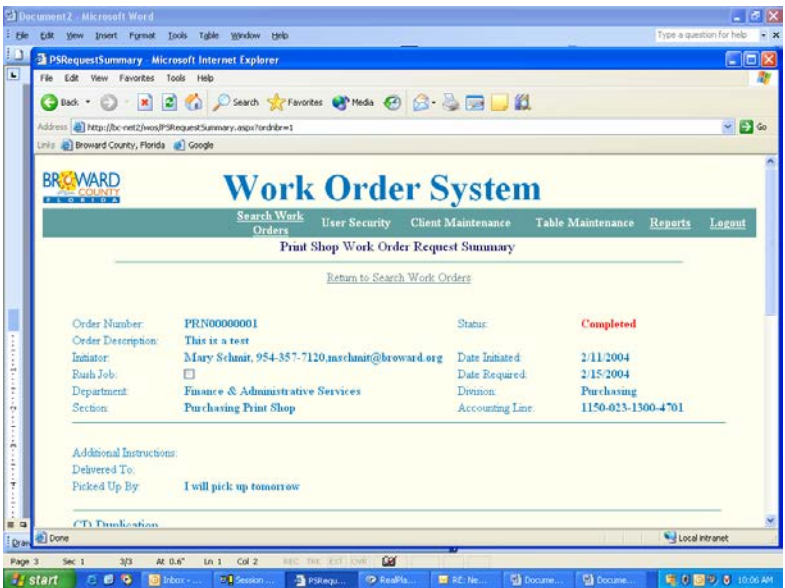
If you wish to find ALL orders that have been created, just change the "Work Order Status" to "Include All." Click "Find" again to see your new list.



A new list is now visible. It includes ALL orders that user mschmitu has created, as well as all others from that office. Note that there are different status designations for jobs.

To sort orders, click on the COLUMN HEADER. You can sort by that particular function.

Click on an individual Work Order NUMBER (col. 1) - also called a PRN NUMBER - to see detail on that order.

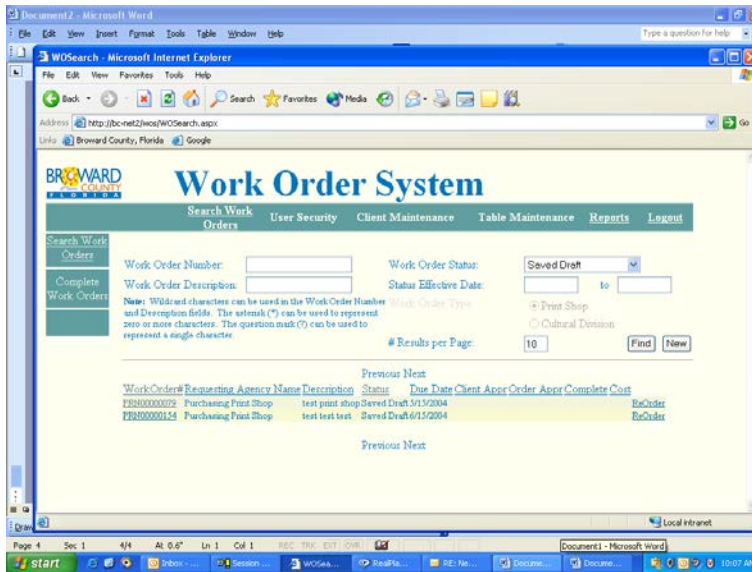


We have clicked on the first PRN NUMBER in the list, and the order detail is now visible. The detail shows key components of the order. It also indicates the status in red at the top.

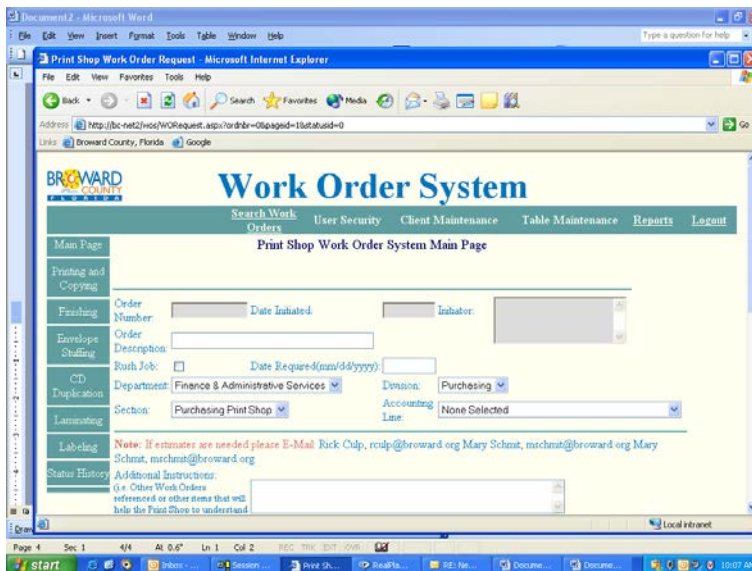
Click on "Return to Search Work Orders" (the previous screen) to find other orders or to create a NEW order.

Section III NEW ORDERS

BEFORE YOU START: *This system times out after a very short period of inactivity - less than 10 minutes!* If the program takes you to the sign-on page when you click on any button or navigation link, you have been bounced! Work as efficiently as possible, and save often. If you are interrupted by a phone call while creating an order, you may lose everything that has been input since your last save. One suggestion is that you quickly save the page you are working on, return to the Main Page and hit SAVED DRAFT there. You can leave a job in SAVED DRAFT status indefinitely.

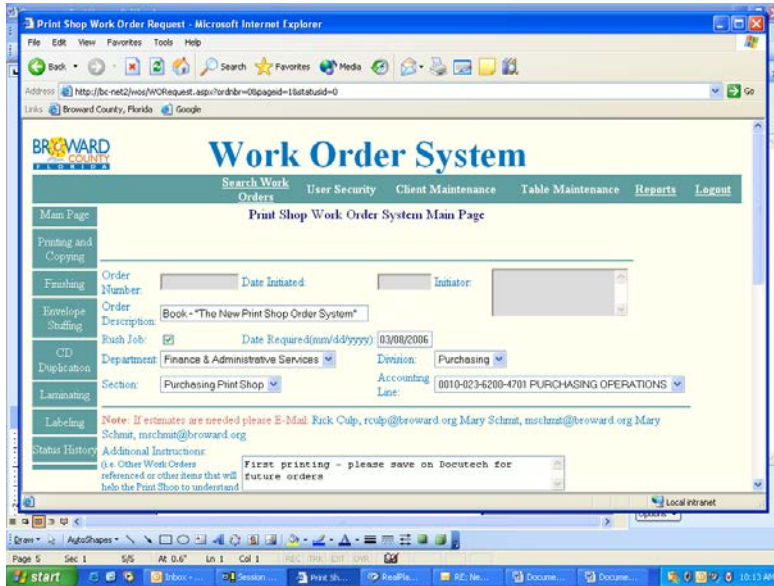


From the SEARCH PAGE, click on the NEW button on the right side of the screen.

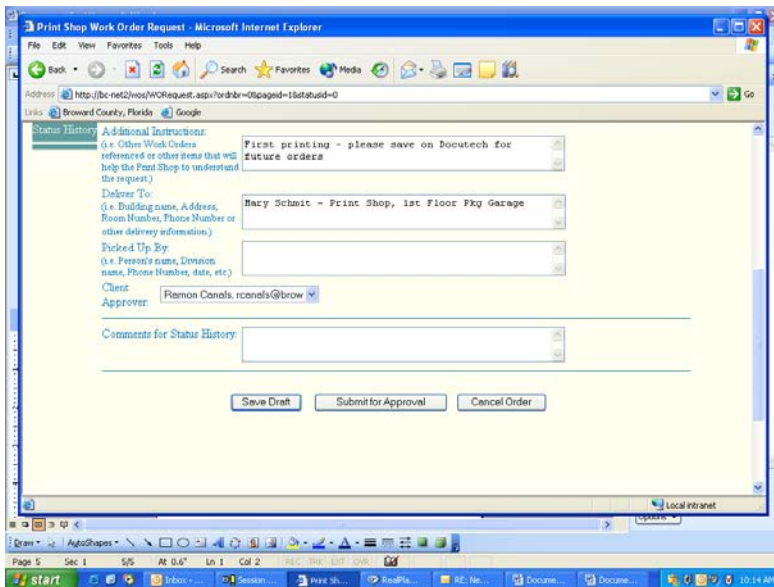


This is a new, blank work order with only key information fields already filled. Notice that "Order Number" is grayed out, as well as "Date Initiated" and "Initiator." (YOU are the "Initiator" of your orders.) The system will populate these boxes automatically.

This graphic represents the top half of the Main Page.



This graphic represents the bottom half of the Main Page.



- Enter a description that is short and to the point - one that will immediately identify this job to you when you look it up.

- Click "Rush Job" if it applies. There is no longer a surcharge for RUSH work, but priorities must, of course, be decided on an individual basis - and will depend on the date of the event, the urgency of the printing, as well as other factors.

- Choose your Department, Division and Section. Choose the Accounting Line that you want to use for this job. If you need multiple Accounting Lines or have any other exceptions, describe that situation in "Additional Instructions."

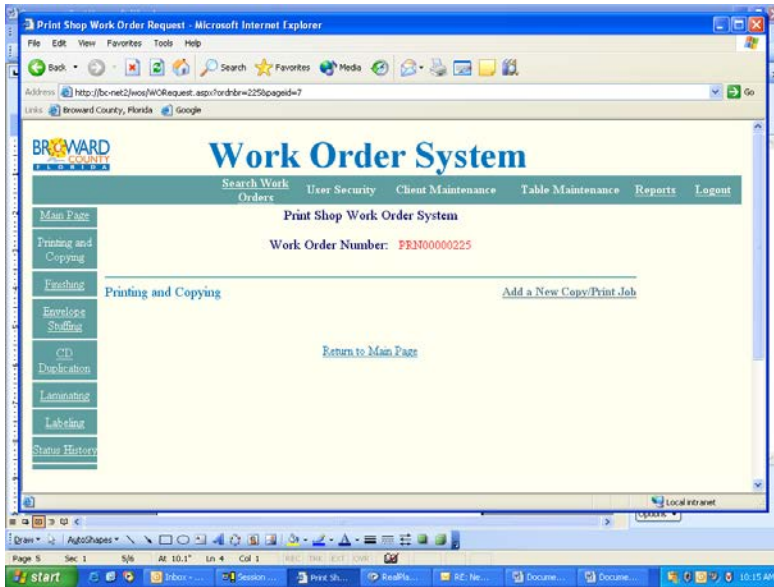
- GENERALLY, you should fill in the "Additional Instructions" box at the END of the inputting process, when you have the best overview of your order. Use it to emphasize any special info, as this box will appear prominently on the Print Shop's top copy.

- Enter instructions for either having your order delivered, or for picking it up.

The Print Shop handles delivery to all County, State and Municipal customers.

- Select an Approver from your division who will
 - Review the Work Order
 - Approve the Work Order, and
 - Send the Work Order to the Print Shop to be Accepted.

Section IV
PRINTING AND COPYING



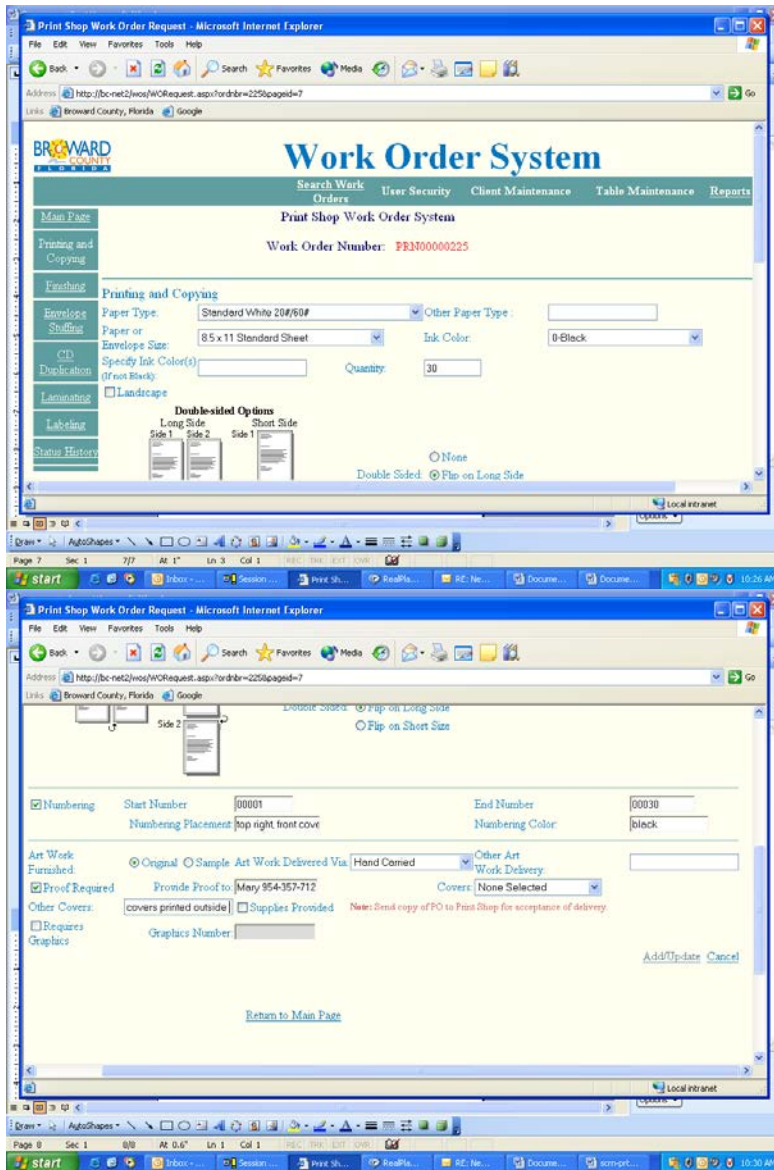
This is the transition page to the “Printing and Copying” section - the most common type of Print Shop order.

This is the first time you will see your Work Order number. Write this down for reference.

Click on the “Add a New Copy/Print Job” link here, to begin creating your job specs.

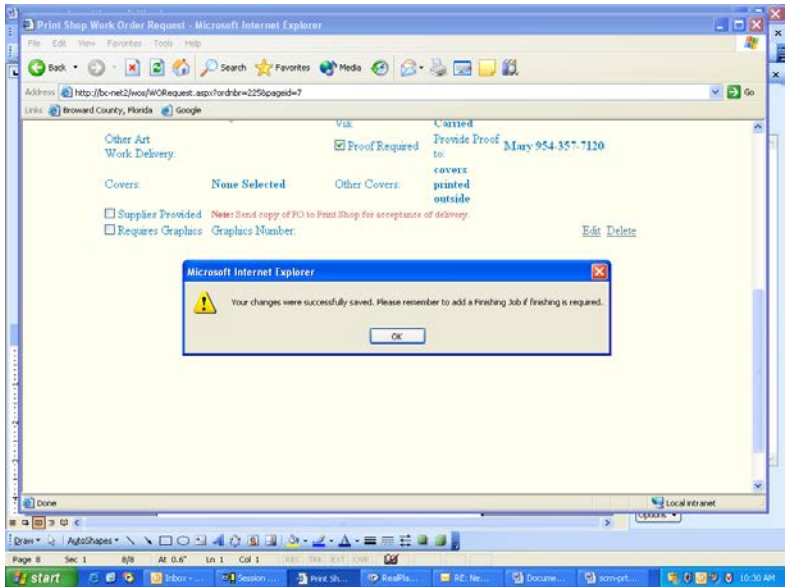
Most work at the Print Shop involves either **PRINTING** (on presses) or **COPYING** (on high-speed duplicators).

This graphic represents a SINGLE SCREEN.



- Click the down arrow to choose a "Paper Type." (Do not use the "Other Paper Type" box to describe your stock; use the "Additional Instructions" box on the Main Page, when you finalize your order.)
- Click the down arrow to choose a "Paper and Envelope" size. *This is the FINISHED size of your piece. The Print Shop will decide how the job is actually run.*
- Click the down arrow to choose the number of inks in the "Ink Color" drop-down list.
- Input "Quantity," without commas.
 - If this is a BOOK job, put the NUMBER OF BOOKS here. *Note on your pad that you must indicate the number of pages in a book on the Main Page.*
 - If you are ordering PADS OF PAPER, put the NUMBER OF SHEETS here (not the number of PADS).
 - If you are ordering CARBONLESS SETS, put the NUMBER OF SETS here (not the number of SETS x the number of PARTS).
- Indicate if the job is to be "Double-Sided."
 - "Flip on Long Side" means the front and back sides are both "right side up."
 - "Flip on Short Side" means the back side is "upside down" in relation to the front side.
- Fill out the "Numbering" area if it applies. Our order calls for numbering thirty books in black at the top right of the front cover page.
- Fill out COMPLETE information about your artwork, including the GRAPHICS WORK ORDER NUMBER if your job is being created by Public Communications. *Many jobs are delayed because no sample is furnished! Be sure to complete the process by getting your sample or original to the Print Shop by the method you select.*

Click "Add/Update."



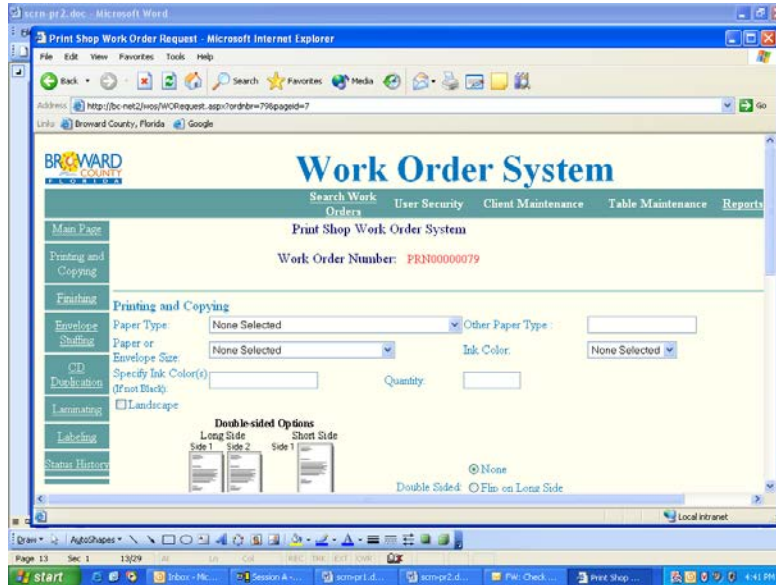
You will see an error message at this point, if you must correct or add any entries.

You will receive a confirmation of your information if it is complete, along with a reminder to include any "Finishing" (Bindery) instructions. Click "OK."

Section V

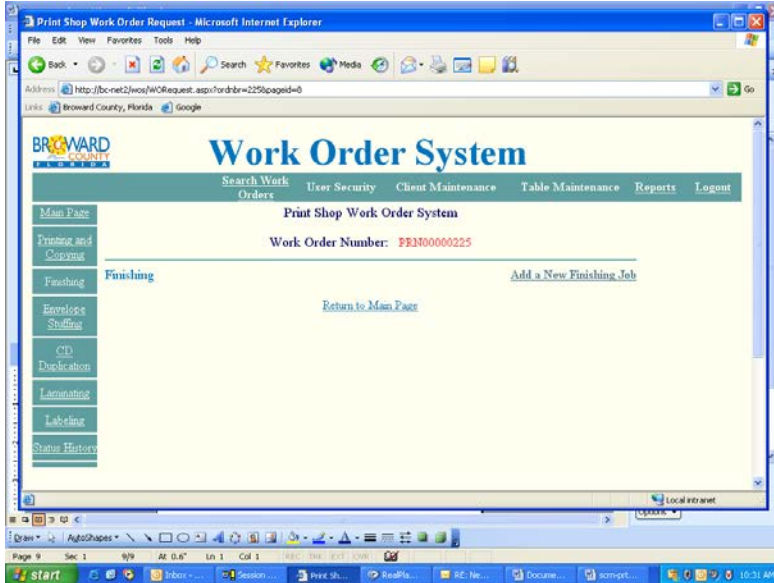
FINISHING

The most common ways to complete a Printing/Copying job.



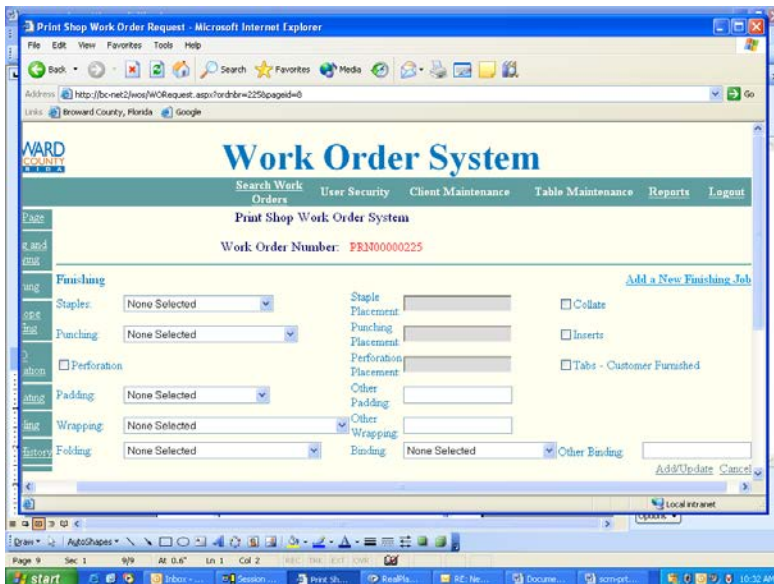
Our order is for a book. We must input instructions for the binding of our book.

From any screen with active buttons on the left, click on "Finishing."



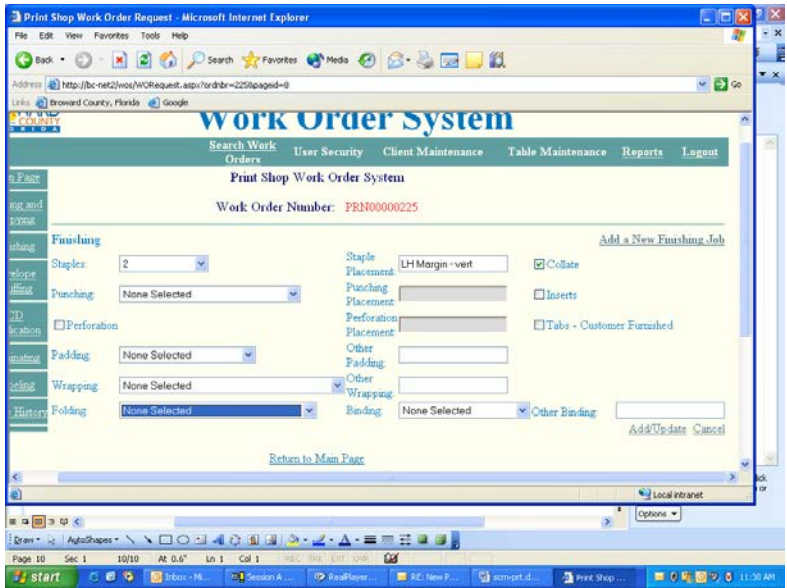
This is the transition page for the "Finishing" section.

Click on the "Add a New Finishing Job" link.



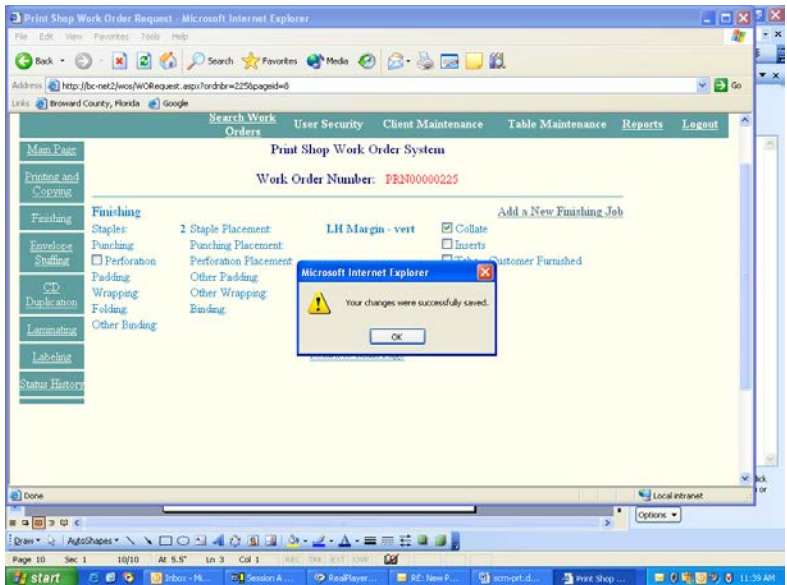
You will see that there are several choices for binding and/or wrapping your job.

If any of these terms are confusing, call the Print Shop for clarification (954-357-7120). We will be happy to give you the information you need to place your order!



In our example, we are indicating that we want our job - a book - stapled. We are specifying two staples in the left-hand margin, positioned vertically. We are also checking "Collate," to indicate that the pages are to be put in numerical order (rather than delivered as a STACK of Page 1's, a STACK of Page 2's, etc.).

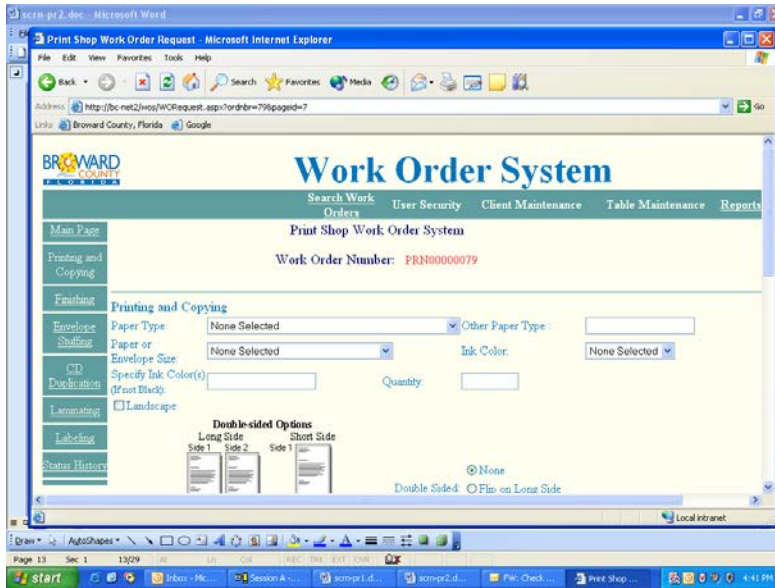
When you have included all Finishing instructions, click on "Add/Update."



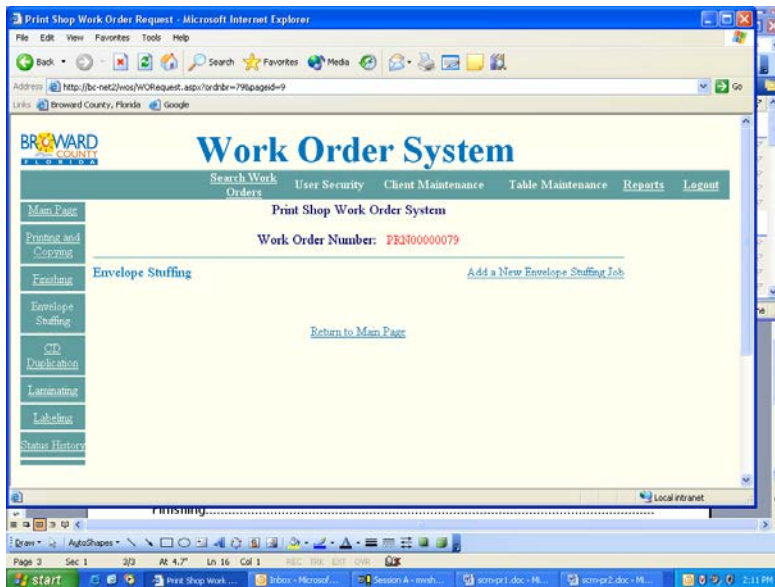
You will see an error message if any information needs to be added or corrected. Our message indicates that our information is complete and the input has been saved. Click OK.

Section VI
ENVELOPE STUFFING

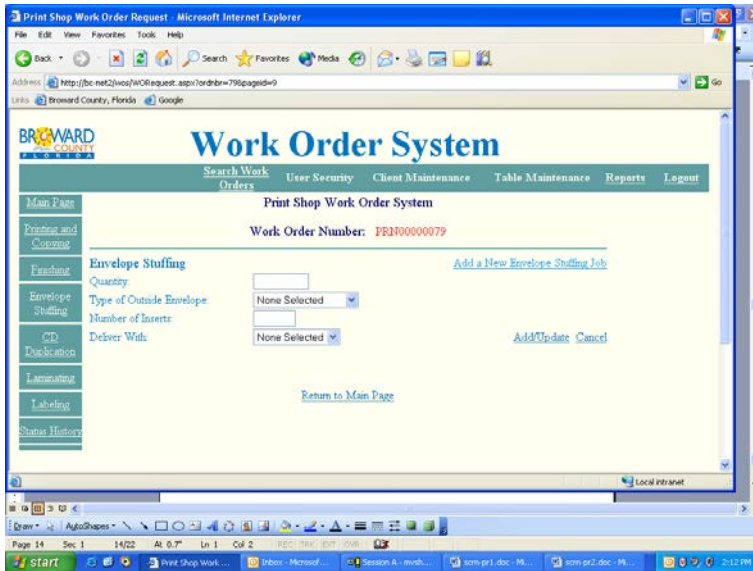
Sometimes done in conjunction with Printing/Copying; at other times, done separately.



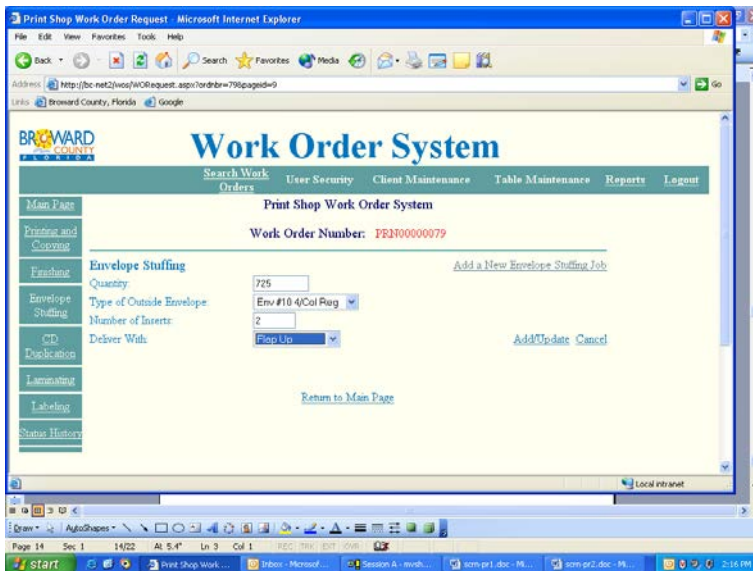
From any screen with active buttons on the left, click on “Envelope Stuffing.”



This is the intro page for the “Envelope Stuffing” section. Click on the “Add a New Envelope Stuffing Job” link.



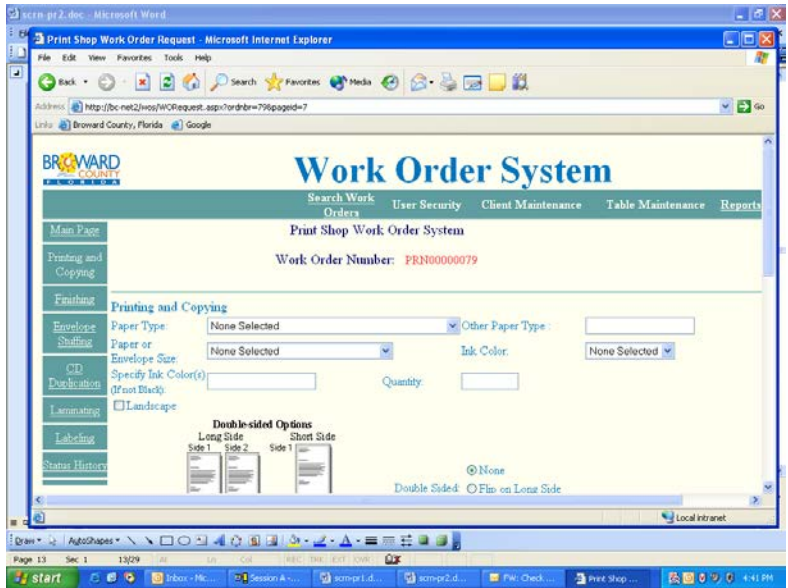
- "Quantity" is the number of envelopes to be stuffed.
 - Choose "Type of Outside Envelope" from the drop-down.
 - Choose the "Number of Inserts."
- Note: describe these inserts on the Main Page in the "Additional Instructions" box.*



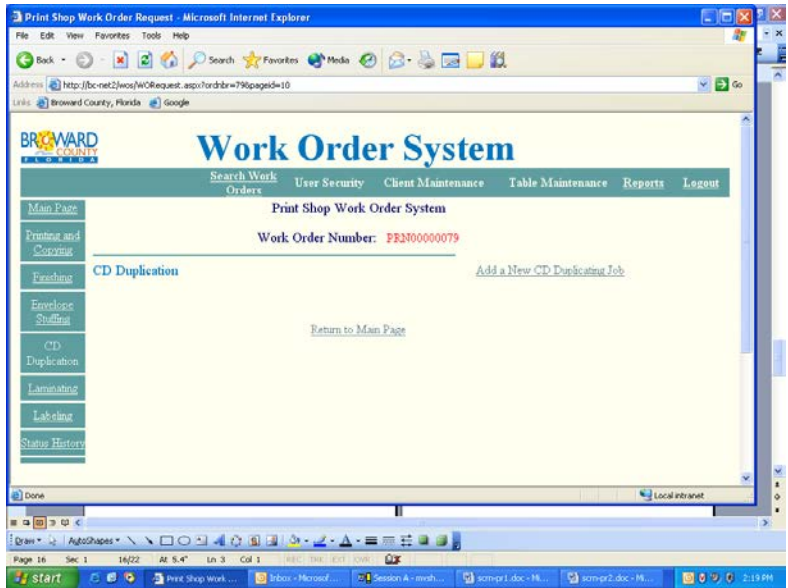
- Choose how the envelopes are to be delivered, from the drop-down list following "Deliver With."
 - Click on "Add/Update."
- When a message returns that your input has been accepted, click "OK."

Section VII
CD DUPLICATION

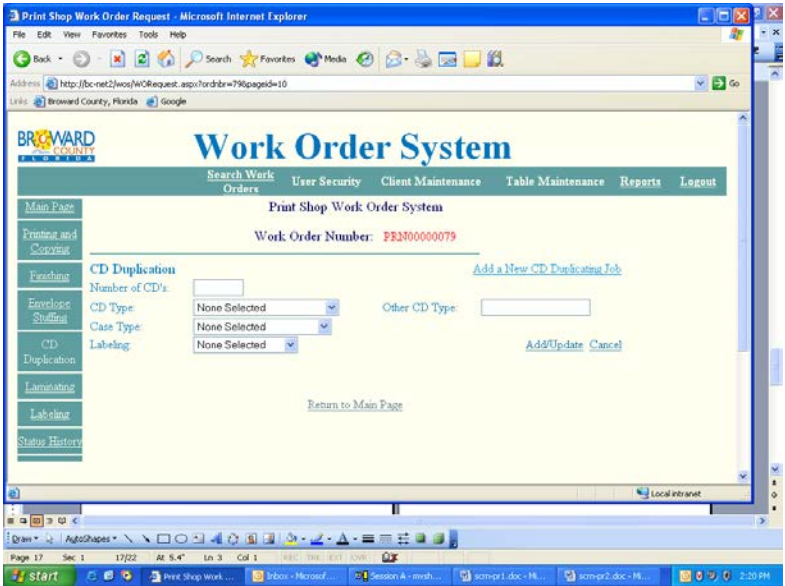
*Often done to complement a Printing/Copying job;
but more often, done separately.*



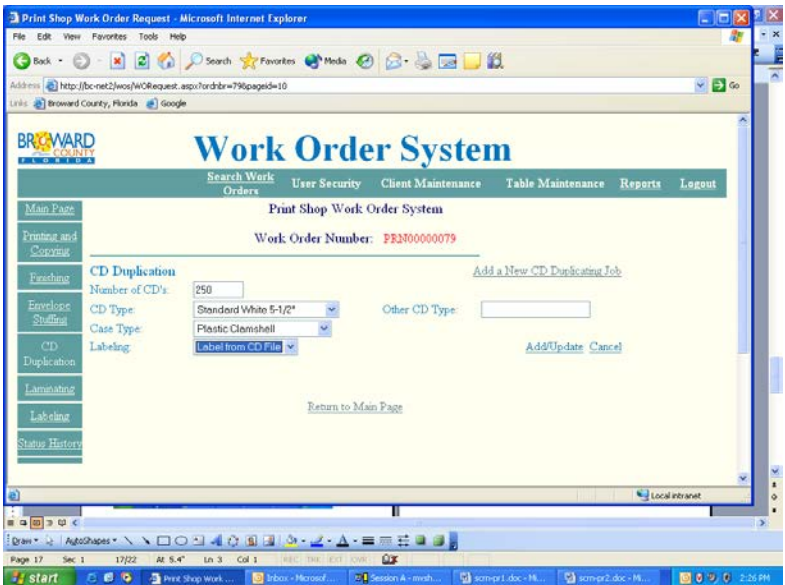
From any screen with active buttons on the left, click on "CD Duplication."



This is the transition page for the "CD Duplication" section. Click on "Add a New CD Duplication Job" to begin.



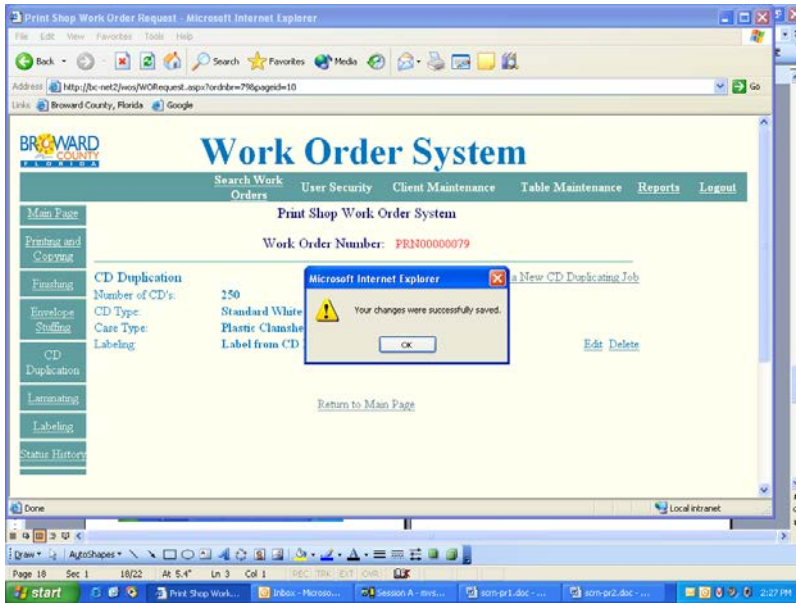
This is the blank "CD Duplication" start page, ready for input.



- Choose the "Number of CD's."
- Choose the "CD Type."
- Choose the "Case Type."
- Choose the "Labeling."

We want 250 white CDs with labels furnished by Graphics on a CD; we want them delivered in plastic clamshell cases.

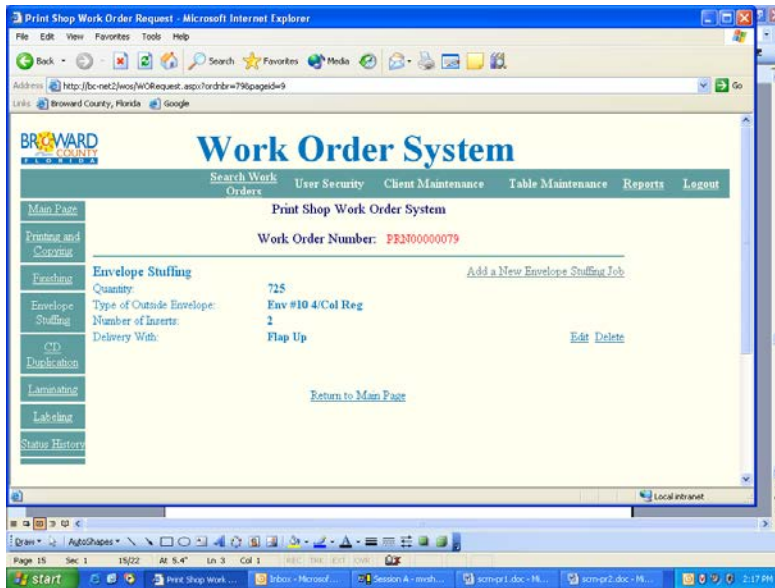
Select "Add/Update."



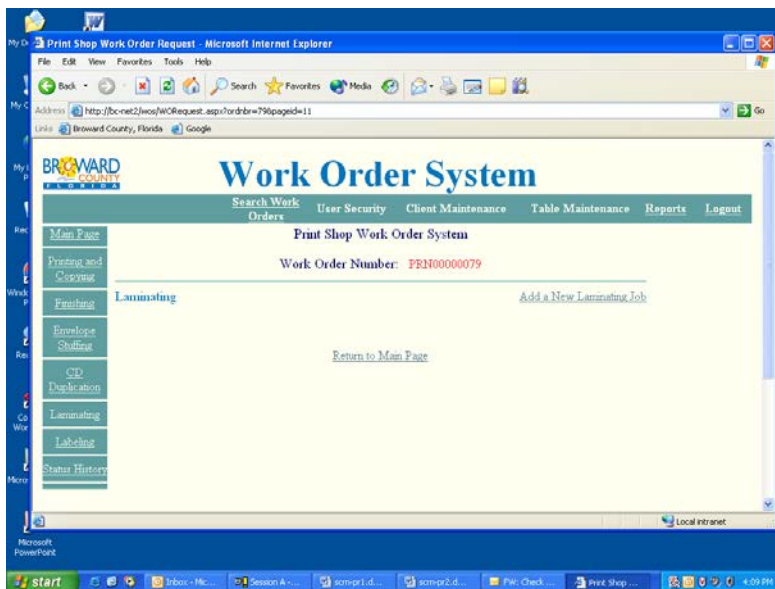
Click OK.

Section VIII
LAMINATION

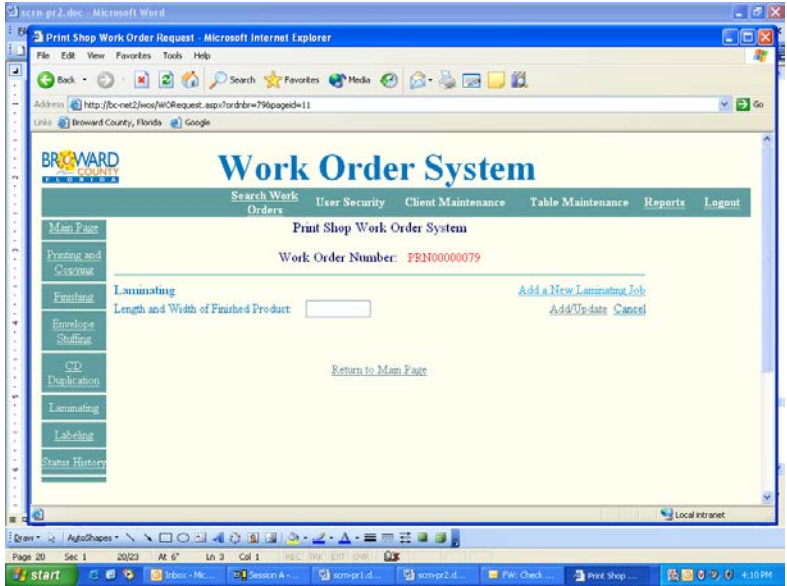
A sealed plastic "sleeve"
that protects a document or picture.



From any screen with active buttons on the left, click on "Laminating."

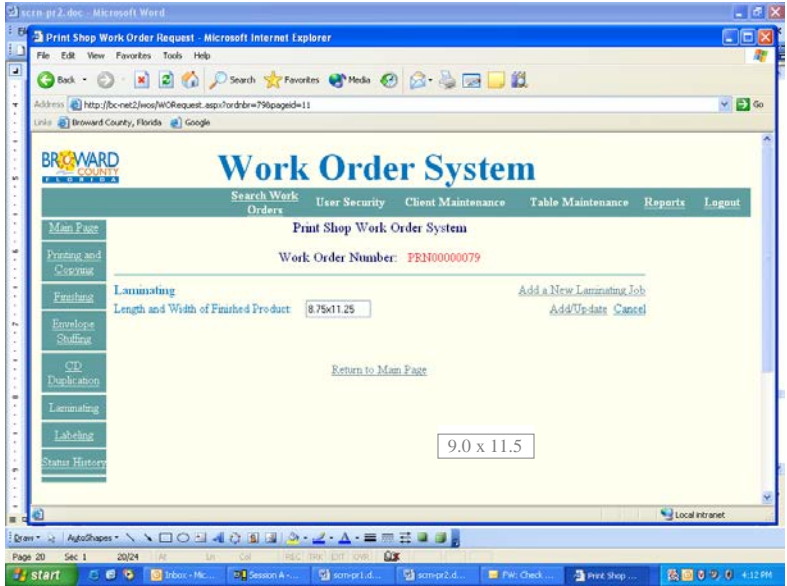


This is the transition page for the "Laminating" section. Click on the "Add a New Laminating Job" link.



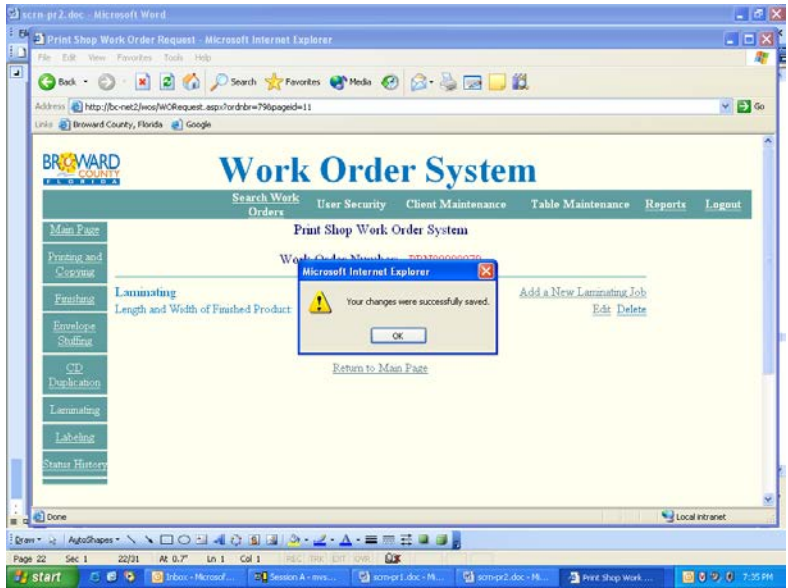
We are ready to specify our Laminating requirements.

Enter the size of the FINISHED piece. If you want the lamination trimmed to the edge of the document, type in the size of the document. If you want a "lip" on the lamination, to assure that the seal lasts, specify 1/8-inch larger than the document on all sides (or more, if you prefer).



Our document is 8.5" x 11" and we would like a 1/4" lip (the lamination will be 1/4" larger than the document, all around).

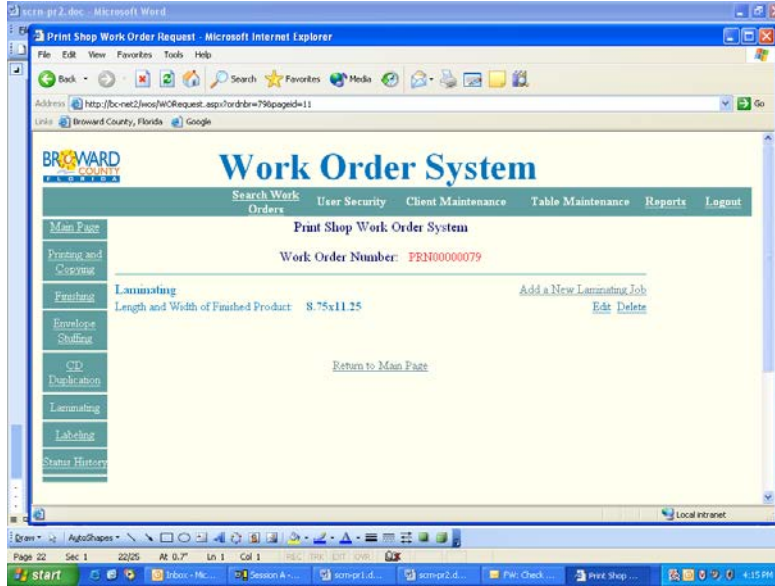
Click on "Add/Update."



Click "OK."

Section IX
LABELING

(Mailing) labels can be affixed to any document, most often an envelope or a tri-folded 8.5x11 sheet.

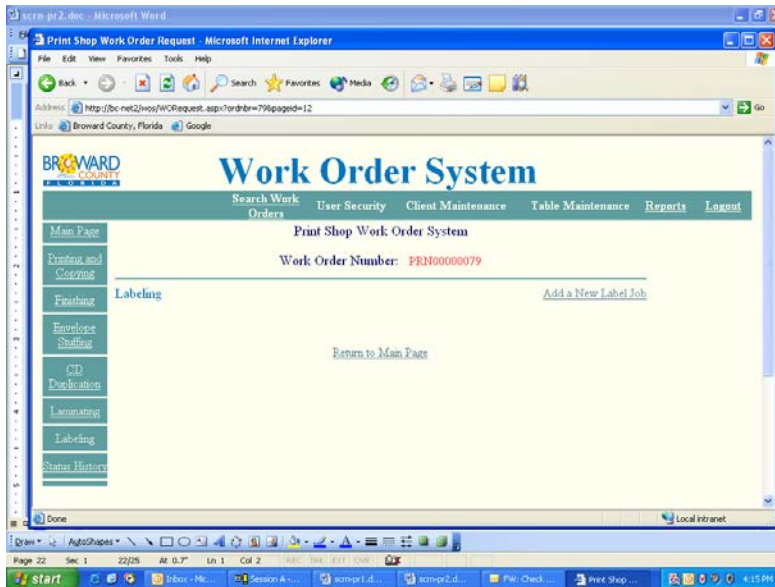


“Labeling” is the affixing of pressure-sensitive labels, typed and furnished by the user’s division, to a flyer or envelope

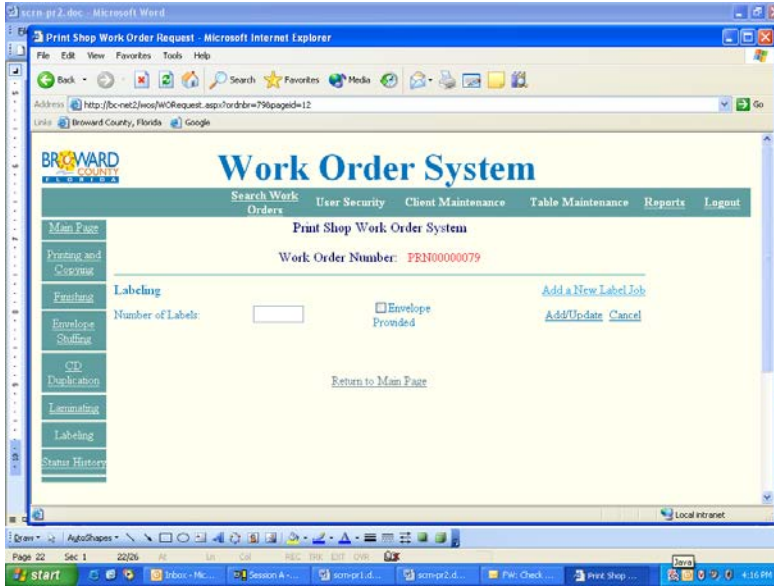
-or-

Direct printing of your mail list to an order of envelopes. Please call the Print Shop at 954-357-7120 to discuss your labeling job.

From any screen with active buttons, click on “Labeling.”

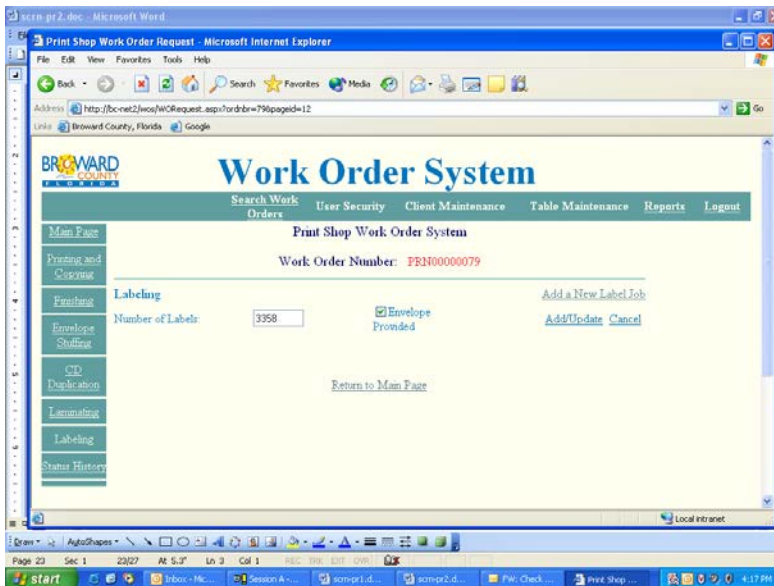


This is the transition screen for the “Labeling” input area. Click on “Add a New Label Job” to begin.



You are now at the "Labeling" detail input screen.

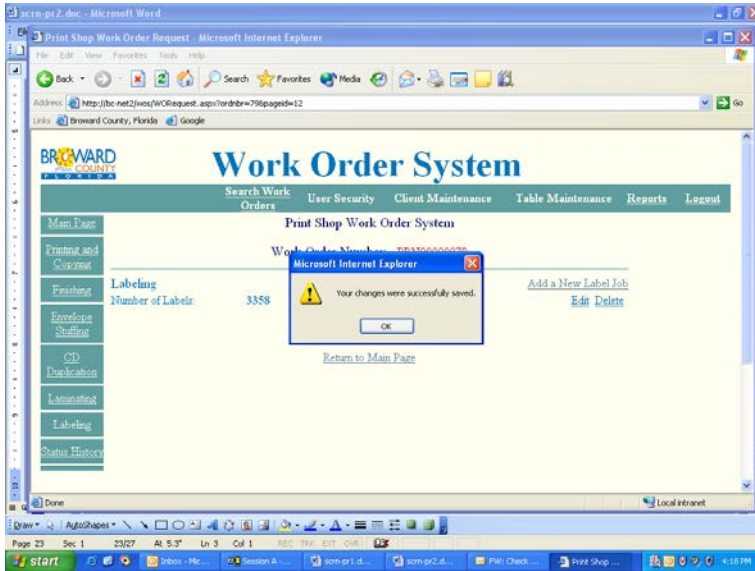
- Indicate the number of labels.
- If envelopes will be provided by your office, place a check in the box.



We are furnishing 3358 labels and envelopes for this job. The Print Shop is to place the labels on our envelopes by hand.

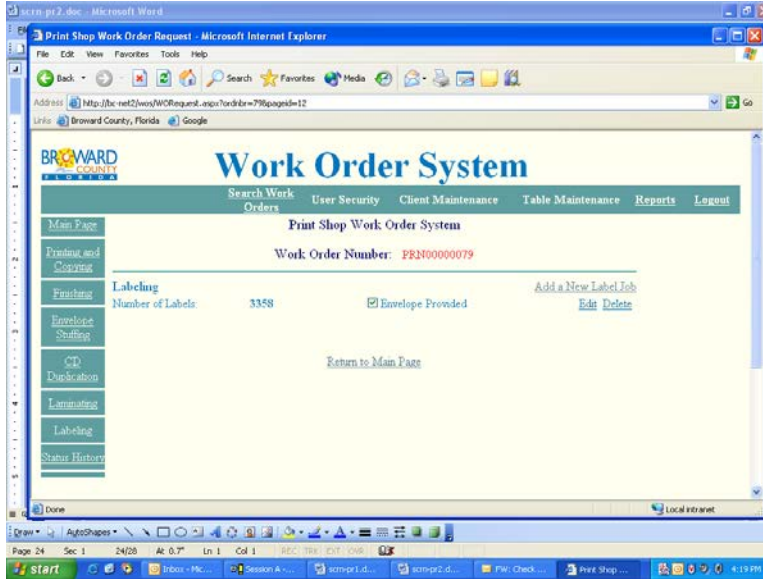
Click on Add/Update.

There will nearly always be special instructions needed for a labeling job. Place them in the "Additional Instructions" box on the Main Page.



Click "OK."

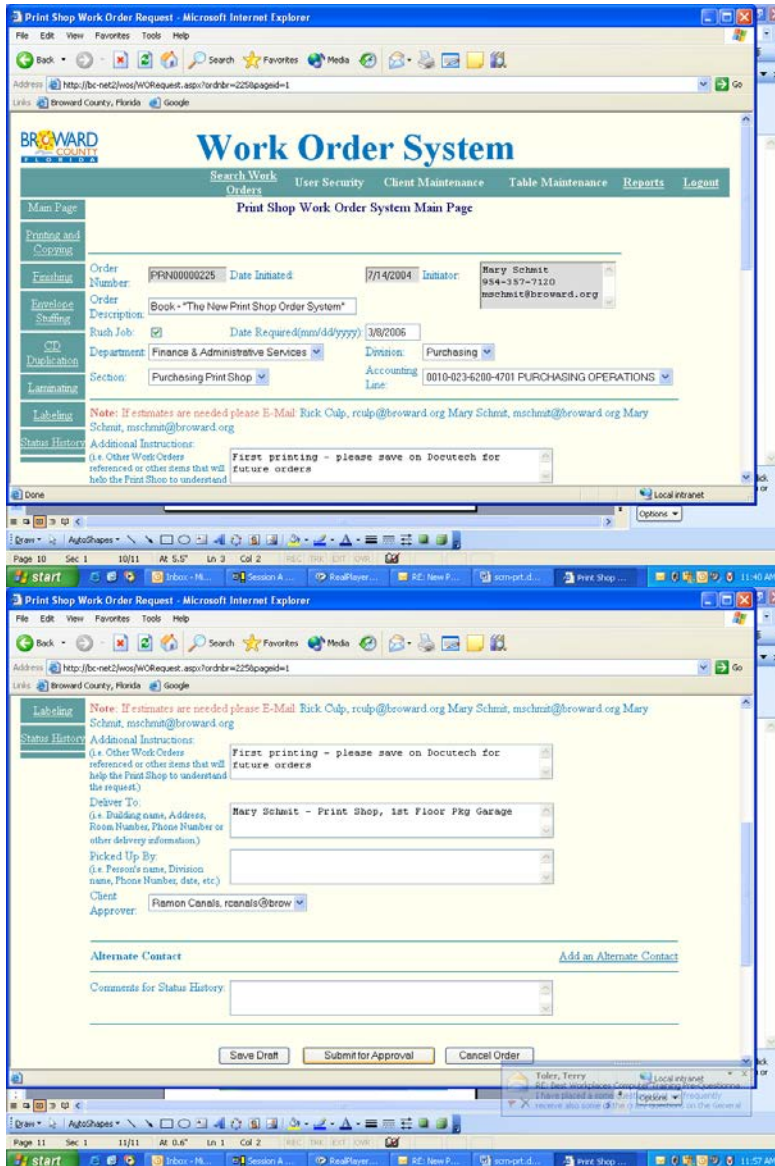
Section X
CLOSING OUT



If all components of your job have been specified, you are ready to close out your part of the ordering process.

After clicking on "Add/Update" from any job specifications page, click on "Return to Main Page" to put the final touches on your order.

The graphics on this page represent a SINGLE SCREEN



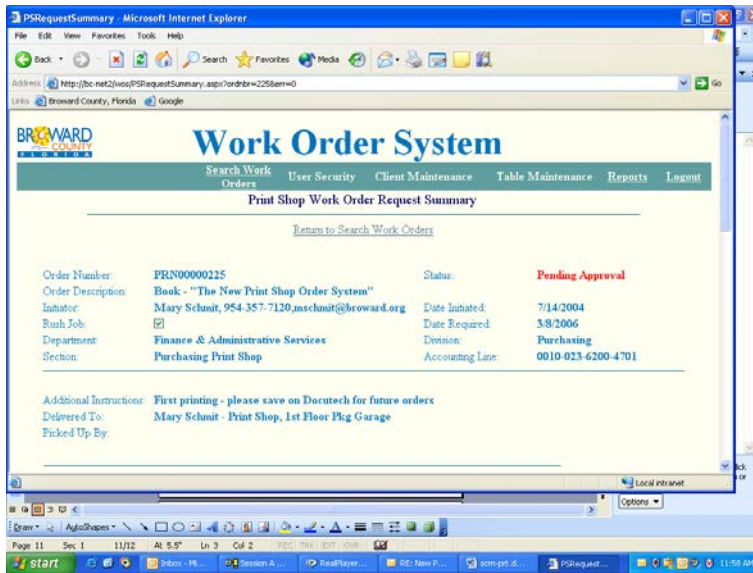
You are now ready to wrap up your order. Re-read what is recorded on the Main Page, to confirm its accuracy. Notice that your job specifications input DOES NOT APPEAR on this page - yet. All you are seeing is the general information you initially recorded for your order.

ADD YOUR NOTES to the "Additional Instructions" box!

If you are satisfied with the Main Page, click on "Save Draft," and then click on "Submit for Approval."

The system will automatically notify the Approver by email of a pending order.

When your Approver reviews and then approves your order, the system will automatically notify you, and the Print Shop, that your job is ready for production.



Your MAIN PAGE now is transformed into a WORK ORDER REQUEST SUMMARY page. Note that "Pending Approval" appears in red, near the top.

Your order is now ready for

- APPROVAL by your division,
- ACCEPTANCE by the Print Shop and,
- finally,
- PRODUCTION.

When the order is accepted by the Print Shop, an email will automatically be sent to you (the Initiator), as well as to your Approver.

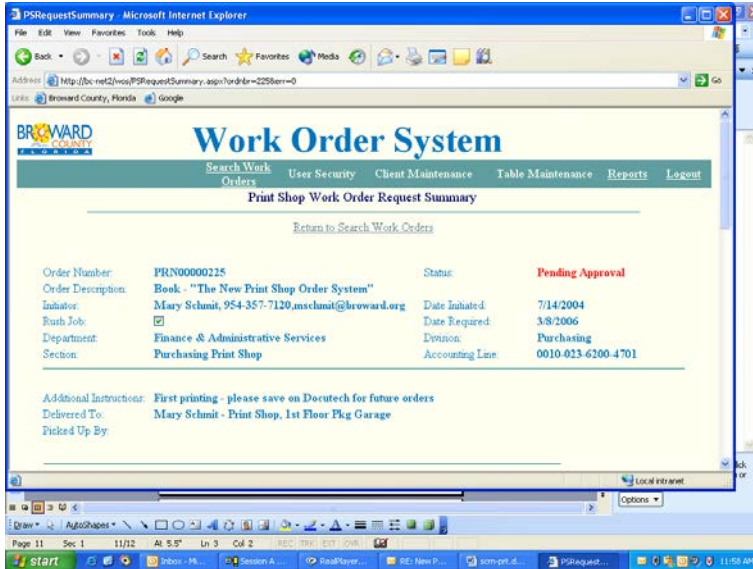
Only YOU can modify your order input, and only when your order is in SAVED DRAFT status.

- If you realize that there is a problem with any part of it after you have sent it to your APPROVER, ask him/her to REJECT the order. That places it back in SAVED DRAFT MODE and you can make your changes.

- If you cannot intercept your order in your own office, ask the Print Shop to note your revisions on their copy of the order.

Phone
954-357-7120
Fax
954-357-6124

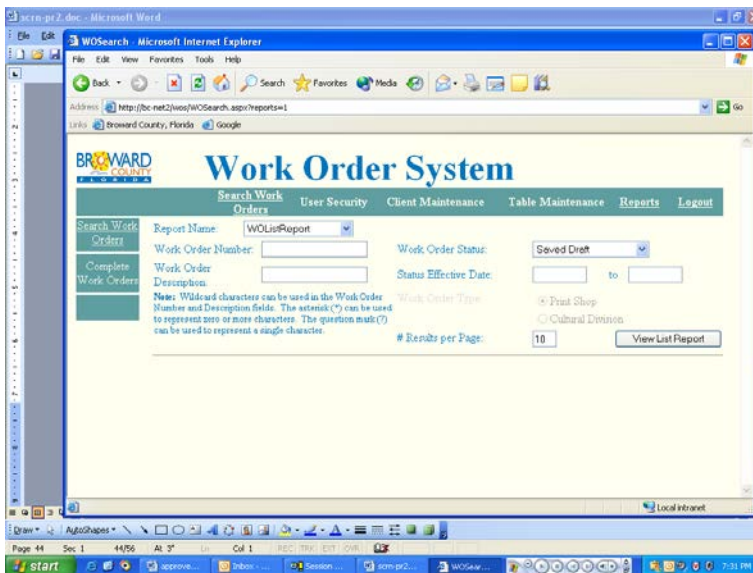
Email
Printshop@broward.org



Print a copy of the Work Order for your records: click on "File" at the very top of the screen. Click "Print." Change your printer orientation to "Landscape." Click "OK." Click "Print."

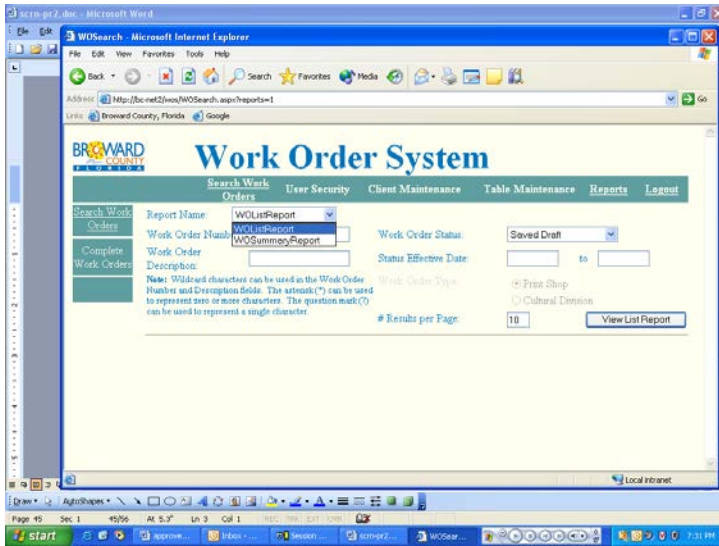
-OR-

From any screen with active buttons at the top, click on the REPORTS button in the horizontal row at the top of the screen.

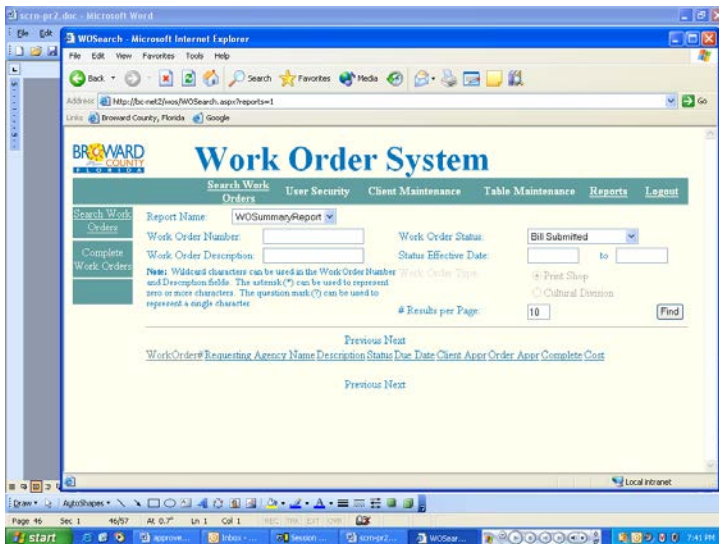


REPORTS is an alternate method of printing your order.

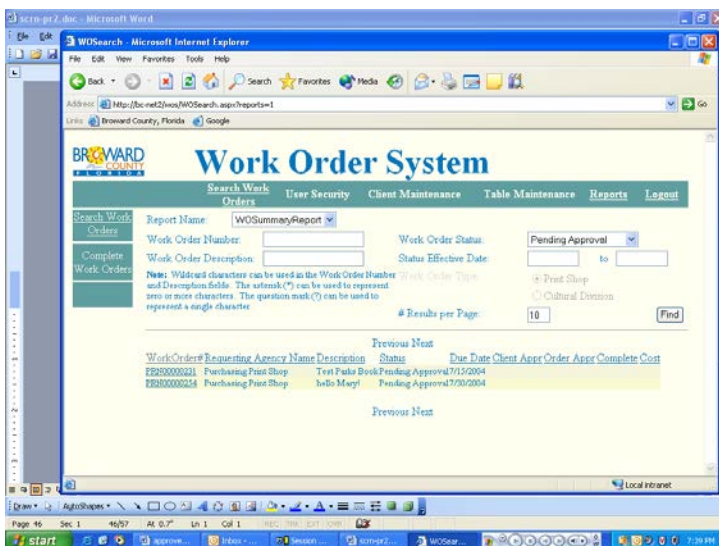
This is the initial REPORTS screen.



Click the first drop-down and select "WO Summary Report."

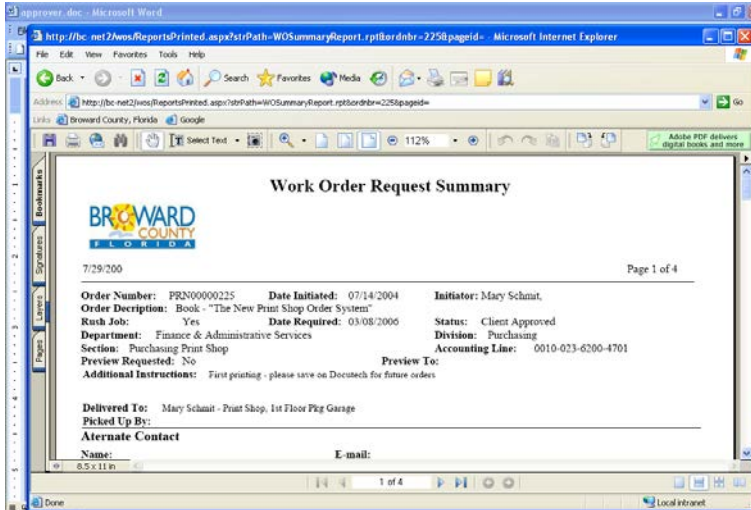


Select "Pending Approval" from the "Work Order Status" box (remember that you have sent your order to the Approver - so it is now "Pending Approval"). Click "Find."

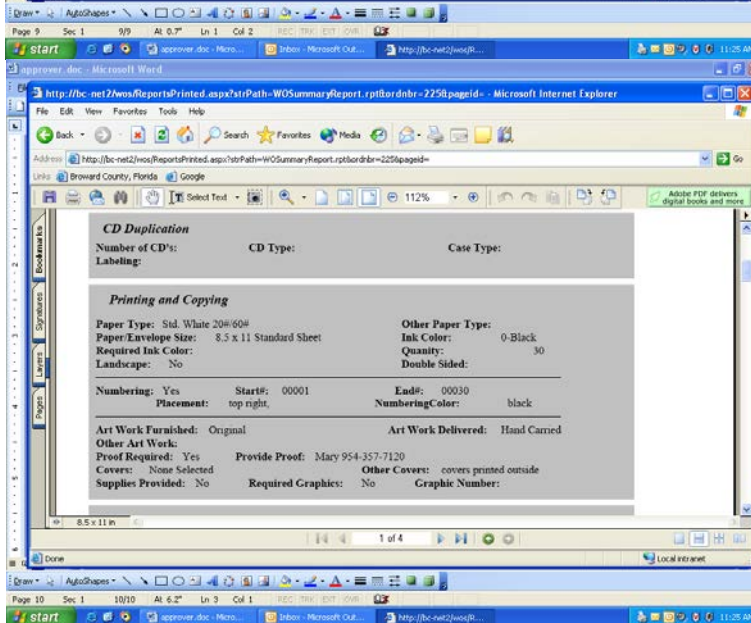


Double-click a Work Order number in your list to view/print that Work Order.

The graphics on this page represent a SINGLE SCREEN

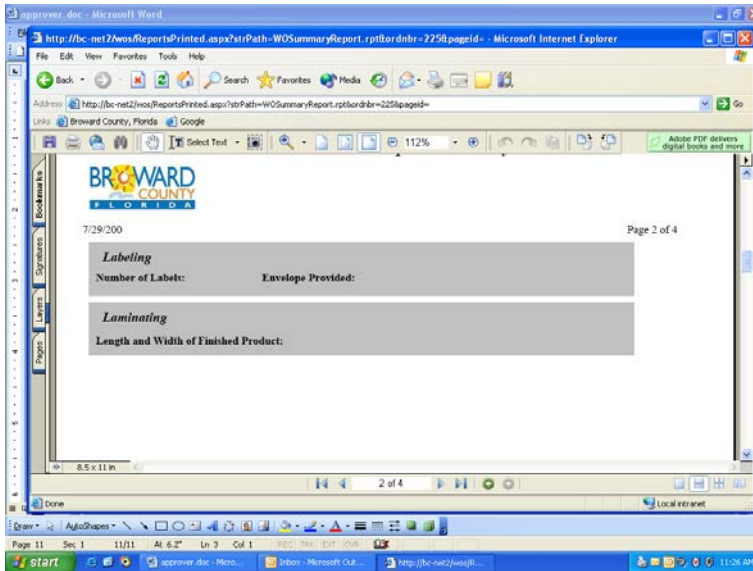


This is the top part of Page 1 of the Summary.



This is the bottom half of Page 1 of the Summary.

This Summary view will print vertically on a sheet of paper.



This is Page 2 of the Summary.

There are two additional pages in the Summary, but they are proprietary Print Shop forms and are not needed by Initiators and Approvers.

To save paper, choose "Pages 1-2" on your Print screen.



THE ORDER APPROVER

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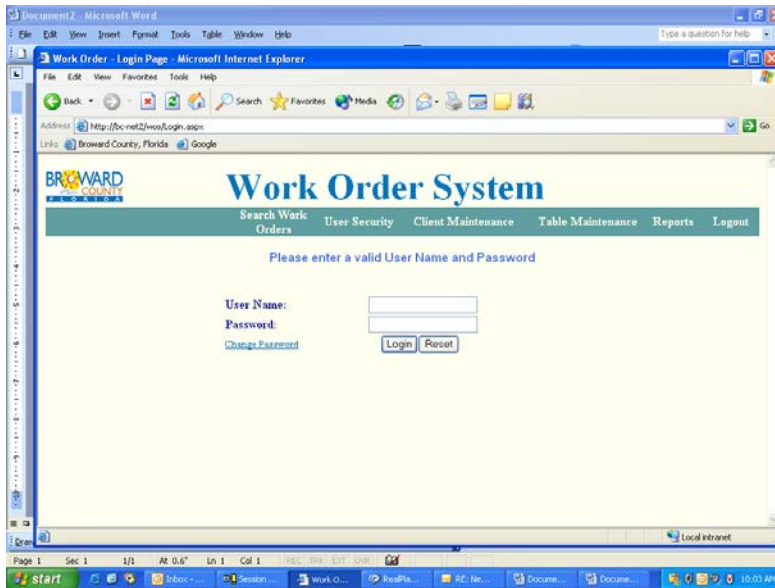
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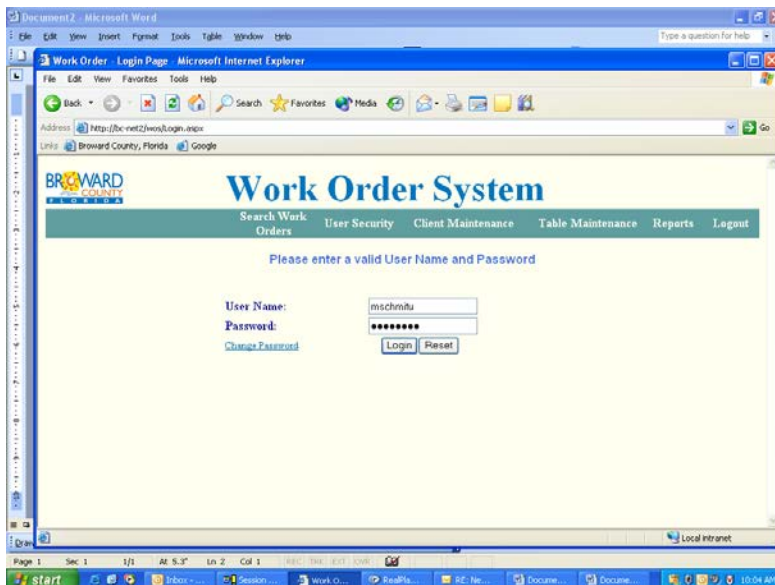
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Section I
LOGGING IN
Signed in to the Work Order system



This is the sign-on screen. Note the URL (Web address). Right-click on any empty area of this page, left-click "Create Shortcut" from the drop-down, and left-click "OK" from the pop-up. You will now have an icon on your desktop to reach this program.



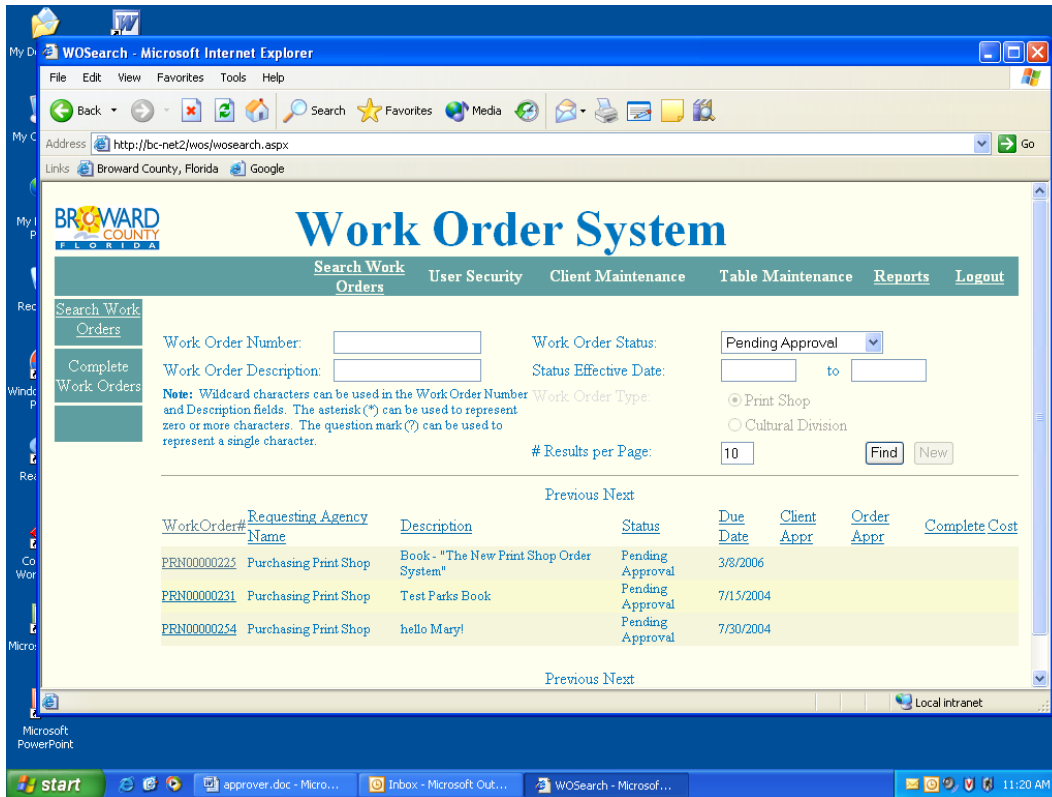
Input your User Name (which is your Broward County EMAIL NAME plus the lower-case letter "A") and Password (the default is Aa123*** and is case-sensitive). Click on "Login."

A link is provided in light blue on the sign-on screen, for use in changing your Password in the future.

The first time you log on, you will be taken to a second screen to change your (default) Password.

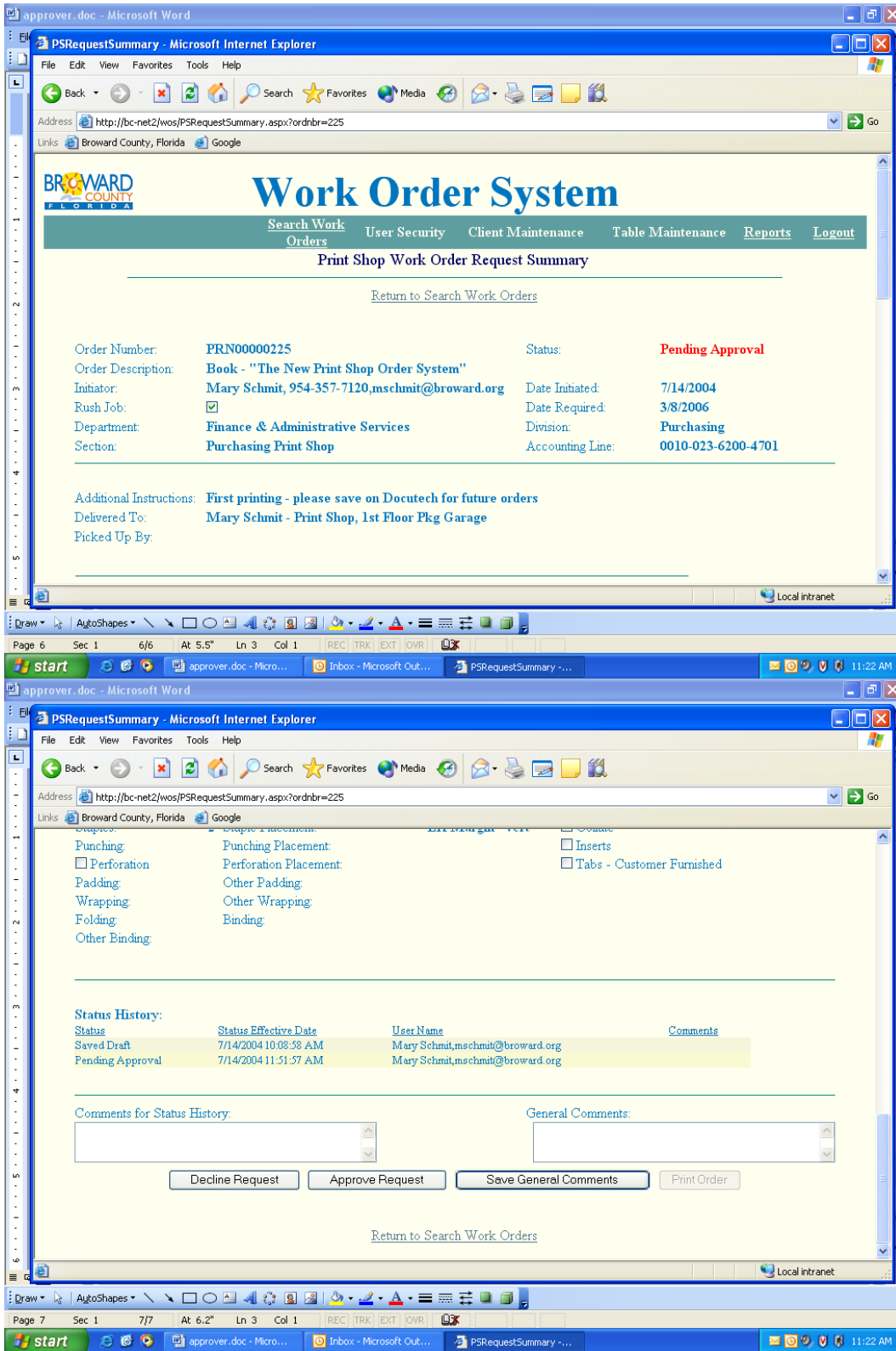
You will automatically be taken to the SEARCH PAGE.

Section II
SPEED APPROVAL PROCESS
Approving and Rejecting Orders



This is the first screen the Approver will be taken to, after Login. Note that "Work Order Status" defaults to the category called "Pending Approval." When an Approver signs in, he or she can immediately view and approve orders, without any further navigation. The Approver in this example has three orders waiting for approval. The Approver double-clicks on the Work Order Number of the first order in the list.

The graphics on this page represent a SINGLE SCREEN.



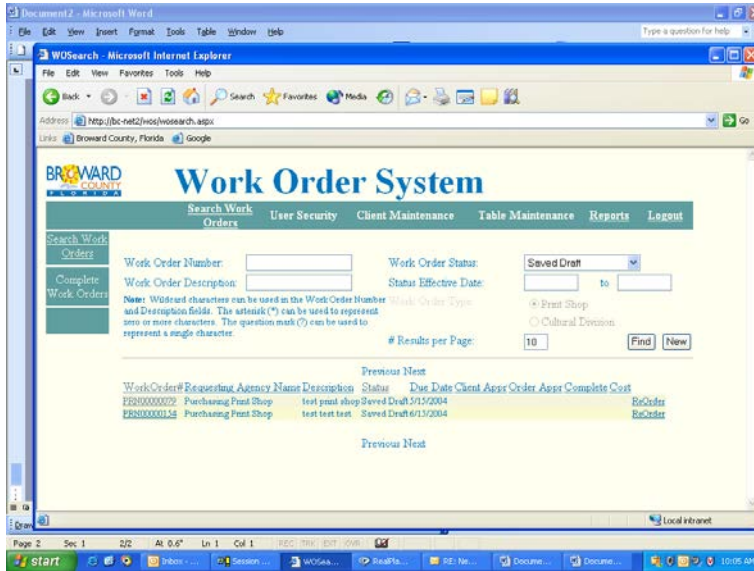
Review all details of the order before you authorize its production.

If changes are necessary, the request should be DECLINED so that the Initiator can correct it. Only the Initiator can change a Work Order, and only when it is in "Saved Draft" status. DECLINING a Work Order places it back into "Saved Draft" status. The initiator will be automatically notified by email of the rejection.

The "Status History" section recaps the date when the status changed, and the name of the party who effected the change.

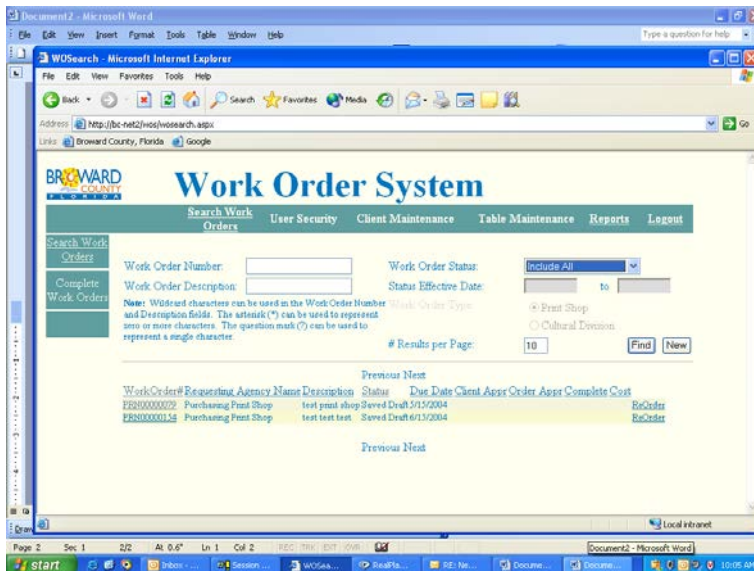
Click on "Decline Request" or "Approve Request."
If the Approver or the Print Shop declines a Work Order, he or she must provide a reason in the "Comments for Status History" section.

Section III
SEARCH PAGE, IN DEPTH
General navigation tips
Searching for an existing order

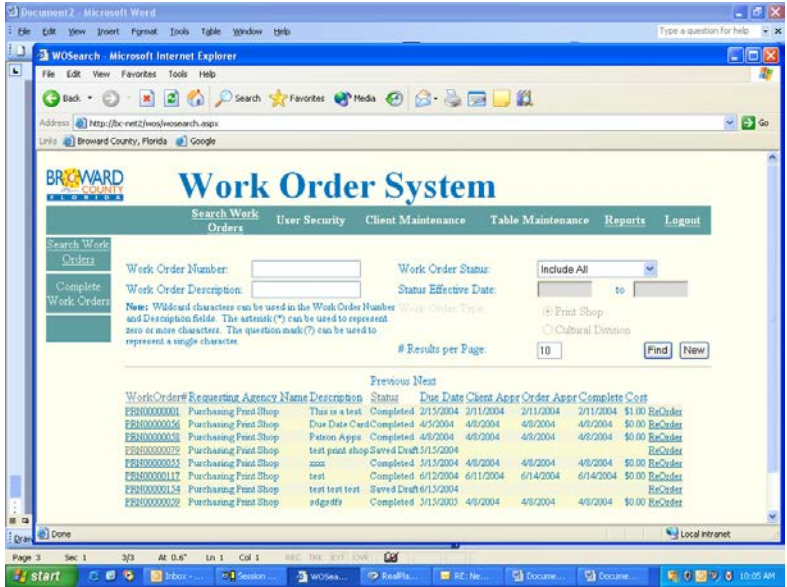


From anywhere in the system, click on **SEARCH WORK ORDERS** at the top of the page. You will be taken to the search page, where you can either **FIND** an old order or approve a **NEW** one.

To **FIND** an old order, choose a category in the "Work Order Status" box and click on "Find." This graphic shows two orders listed for "Saved Draft" status that the user mschmitu has created. *You will see YOUR OFFICE'S order history here.*



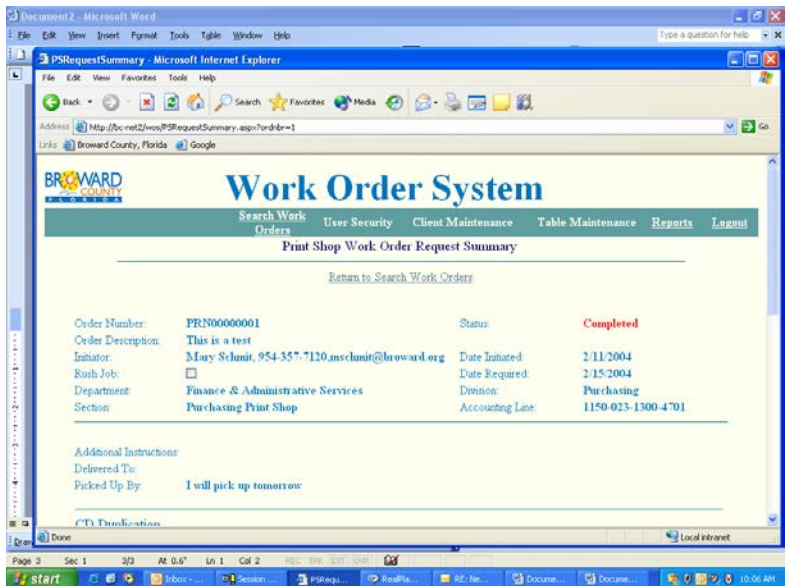
If you wish to find **ALL** orders that have been created, just change the "Work Order Status" to "Include All." Click "Find" again to see your new list.



A new list is now visible. It includes ALL orders that user mschmitu has created, as well as all others from that office. Note that there are different status designations for jobs.

To sort orders, click on the COLUMN HEADER. You can sort by that particular function.

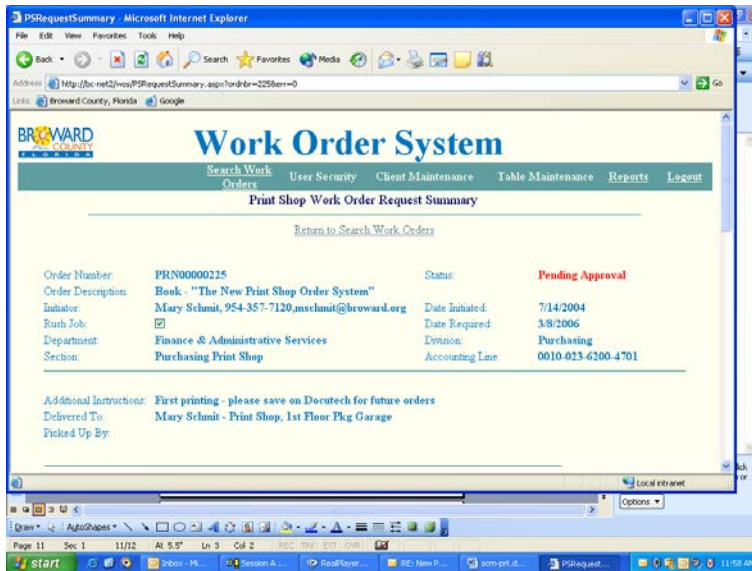
Click on an individual Work Order NUMBER (col. 1) - also called a PRN NUMBER - to see detail on that order.



We have clicked on the first PRN NUMBER in the list, and the order detail is now visible. The detail shows key components of the order. It also indicates the status in red at the top.

Click on "Return to Search Work Orders" (the previous screen) to find other orders or to create a NEW order.

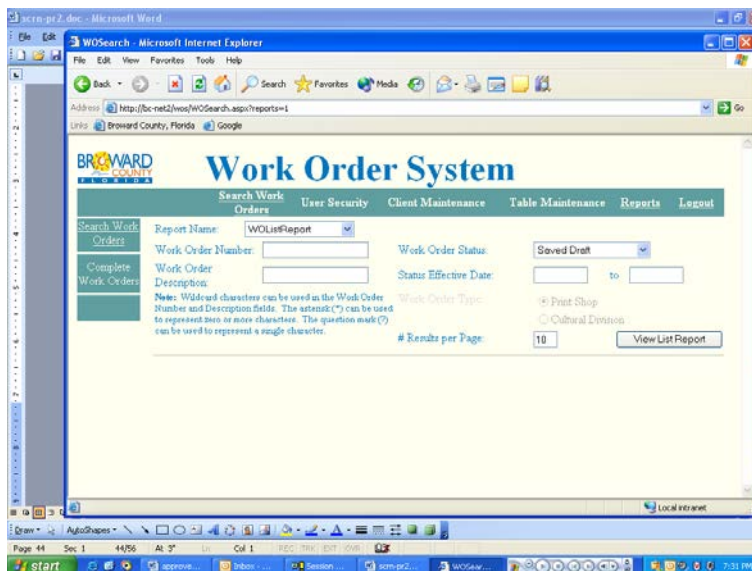
Section IV
PRINTING A FILE COPY
Two methods for printing a Work Order



Print a copy of the Work Order for your records: click on "File" at the very top of the screen. Click "Print." Change your printer orientation to "Landscape." Click "OK." Click "Print."

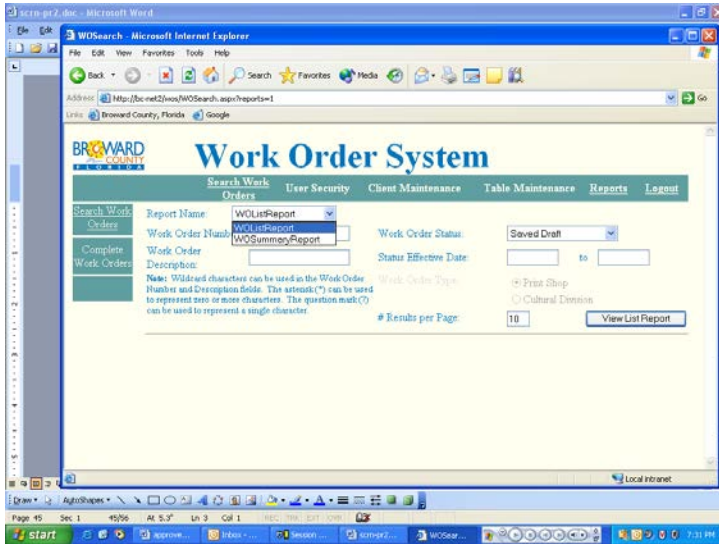
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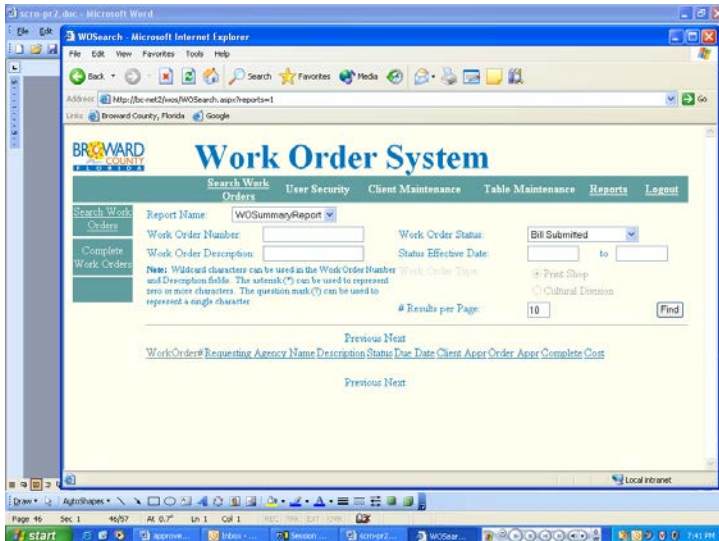


REPORTS is an alternate method of printing your order.

This is the initial REPORTS screen.



Click the first drop-down and select "WO Summary Report."

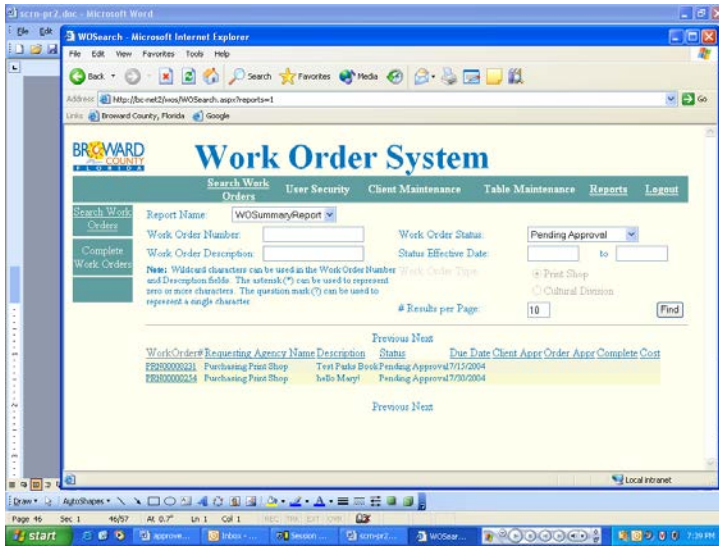


Select "Client Approved" from the "Work Order Status" box (you have approved your order and sent it on its way to the Print Shop - if it has not yet been accepted there, its status is now "Client Approved").

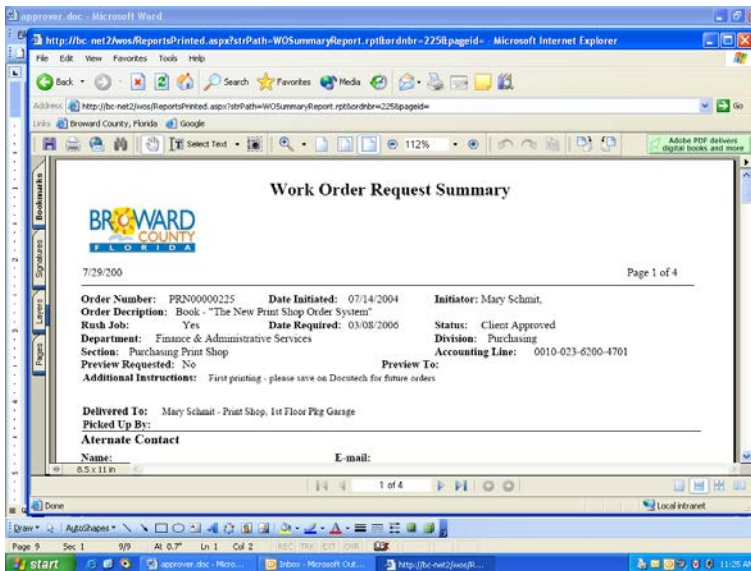
To stay on the safe side, you could instead select "Include All" as the status.

Click "Find."

Double-click a Work Order number in your list to view/print that Work Order.



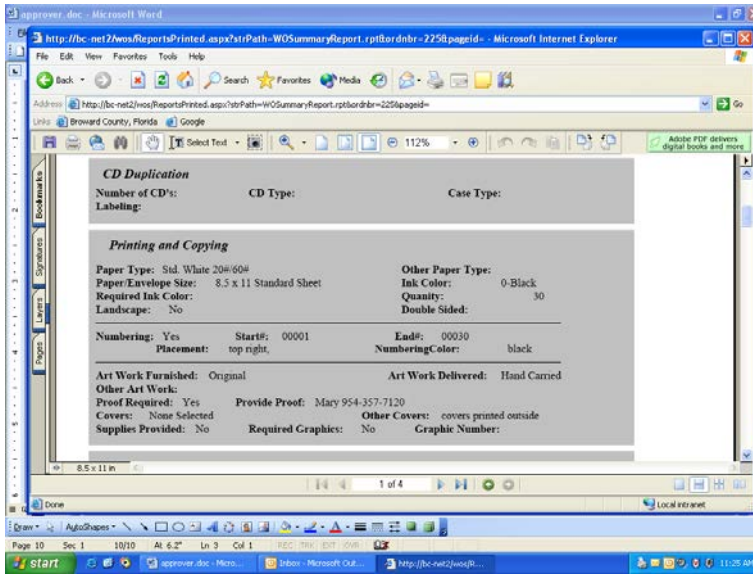
The graphics on this page represent a SINGLE SCREEN

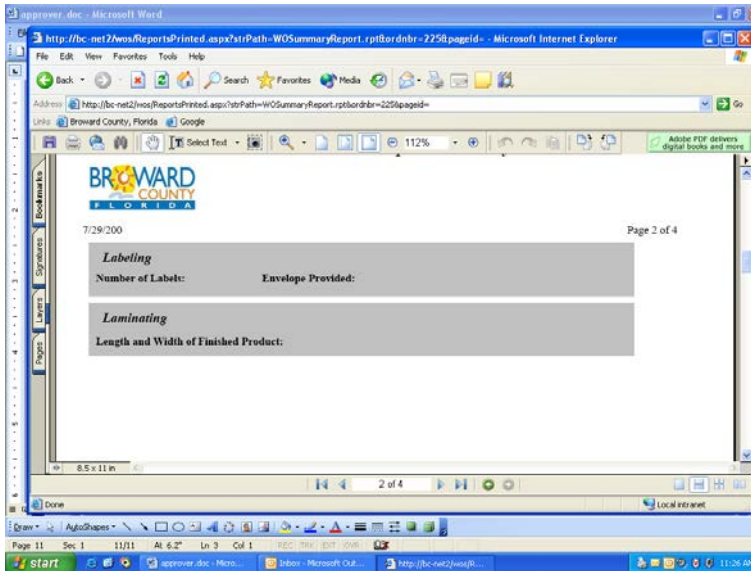


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Section V
THE FINAL WORD
Whatever it takes, we are here to help

The Broward County Print Shop was organized, and still exists, for the convenience of the Divisions and employees of Broward County. If you have questions about the Work Order System, or about any facet of the Print Shop operation, please contact us and we will try to assist you.

Often, the answer is a simple one - easily given and easily implemented. Just ask! We don't expect you to understand everything about printing, and we like to share what we know ... especially if that makes you feel more comfortable as a customer.

Our goal is to produce the job you want, as you specify it, and on time. We like what we do and hope that our efforts shine through.

Call, email or fax us with your questions, comments and suggestions.



Ramon Canals, Manager
151 SW 2nd Street
Fort Lauderdale, FL 33301
954-357-7120 • 954-357-6124 fax