









ITD EXAM UPLOAD PROCEDURE

**** Exam files have to be in PDF format****


1. Open <https://print-it.ul.ie> in your browser

<p>Exam Uploads</p> <p>Upload an Exam paper to be printed on A4 in Black & White</p> 	<p>A4 & A3 Printing</p> <p>Please select for standard colour and mono print requests.</p> 
<p>Posters</p> <p>Posters from A4 up to A0 size. Printed on high quality matt 180gsm. Graphic Design Service Available - please add your requirements to the "Remarks" section when placing your order and our graphic designer will get it touch with you to discuss your design needs.</p> 	<p>Brochures</p> <p>A4 and A3 folded Brochures. Tri-Fold, Half Fold or Z-Fold. Graphic Design Service Available - please add your requirements to the "Remarks" section when placing your order and our graphic designer will get it touch with you to discuss your design needs.</p> 
<p>Stapled Booklets</p> <p>A5 and A4 Stapled Booklets. Graphic Design Service Available - please add your requirements to the "Remarks" section when placing your order and our graphic designer will get it touch with you to discuss your design needs.</p> 	<p>Lamination</p> <p>Laminate your paper documents to add strength and durability.</p> 
<p>Soft & Spiral Bound Booklets</p> <p>Soft & Spiral Bound Booklets. Upload your file to be printed and bound or supply a hard copy for binding.</p> 	<p>Roll Up Banners</p> <p>We have 6 different banners available - please select the appropriate banner type. Each banner comes standard with a very durable base with a padded strong carrycase. Graphic Design Service Available - please add your requirements to the "Remarks" section when placing your order and our graphic designer will get it touch with you to discuss your design needs.</p> 

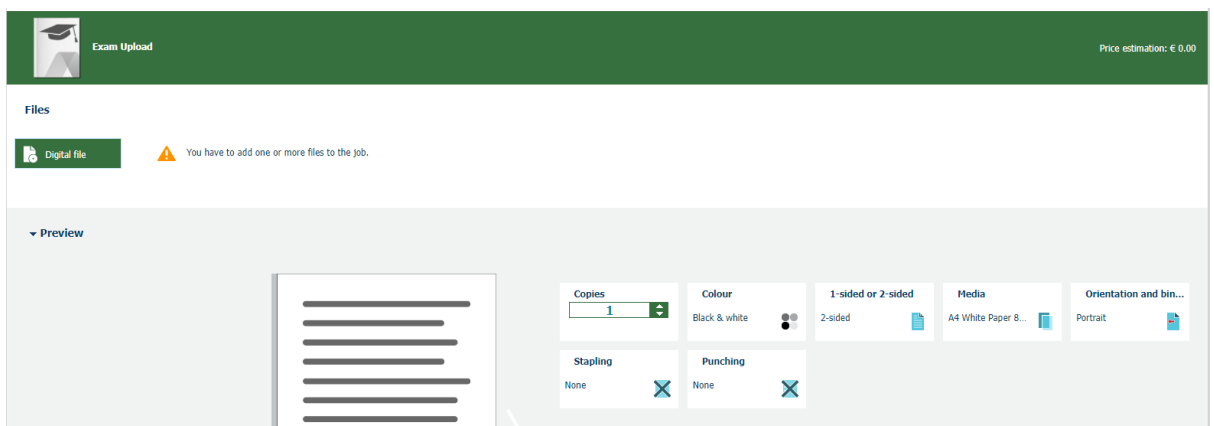
2. Select Exam Uploads Tile

Exam Uploads

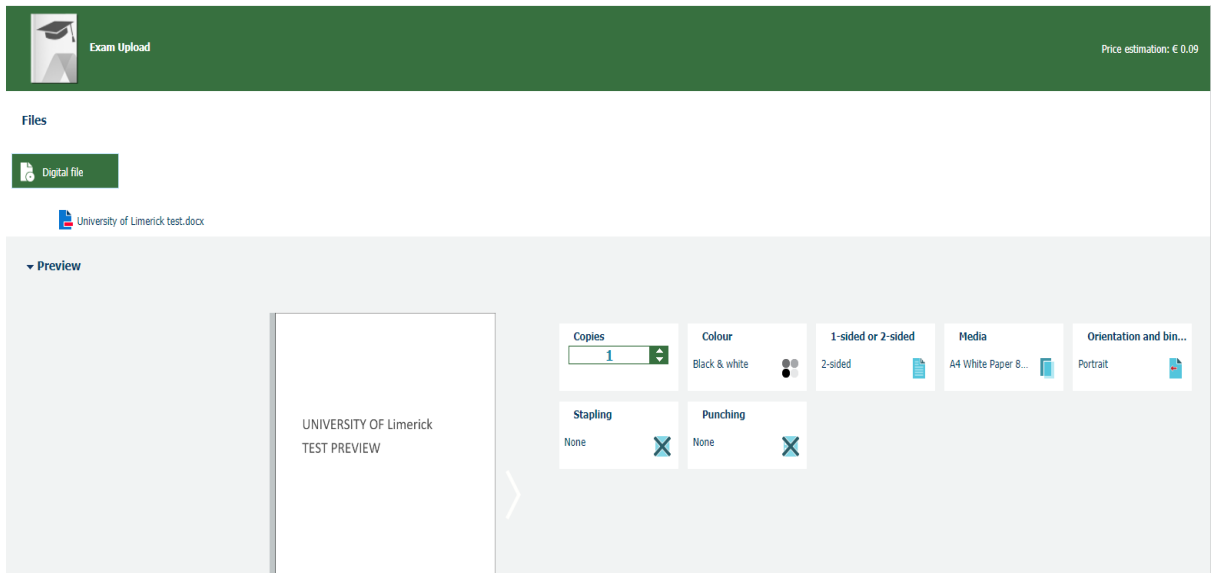
Upload an Exam paper to be printed on A4 in Black & White



3. Select/Click on Digital File to upload exam

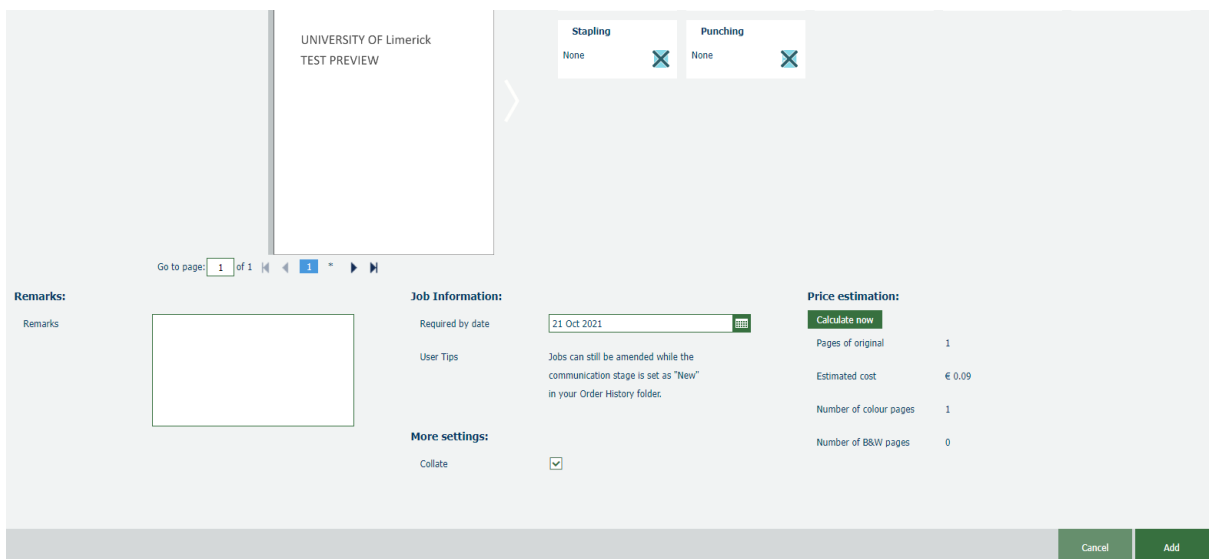


4. Select Exam to upload



5. Select Number of copies, black and white or colour where required. (Please note: Exams are printed Black & White except where colour is specifically requested)

6. Select: Add to load your job



The screenshot shows a 'TEST PREVIEW' window for 'UNIVERSITY OF Limerick'. Below the preview, there are navigation controls and a 'Remarks' section. To the right, there are configuration options for 'Stapling' and 'Punching', both set to 'None'. Below these are 'Job Information' fields for 'Required by date' (21 Oct 2021) and 'User Tips'. A 'More settings' section includes a checked 'Collate' option. On the far right, a 'Price estimation' table is visible:

Price estimation:	
Pages of original	1
Estimated cost	€ 0.09
Number of colour pages	1
Number of B&W pages	0

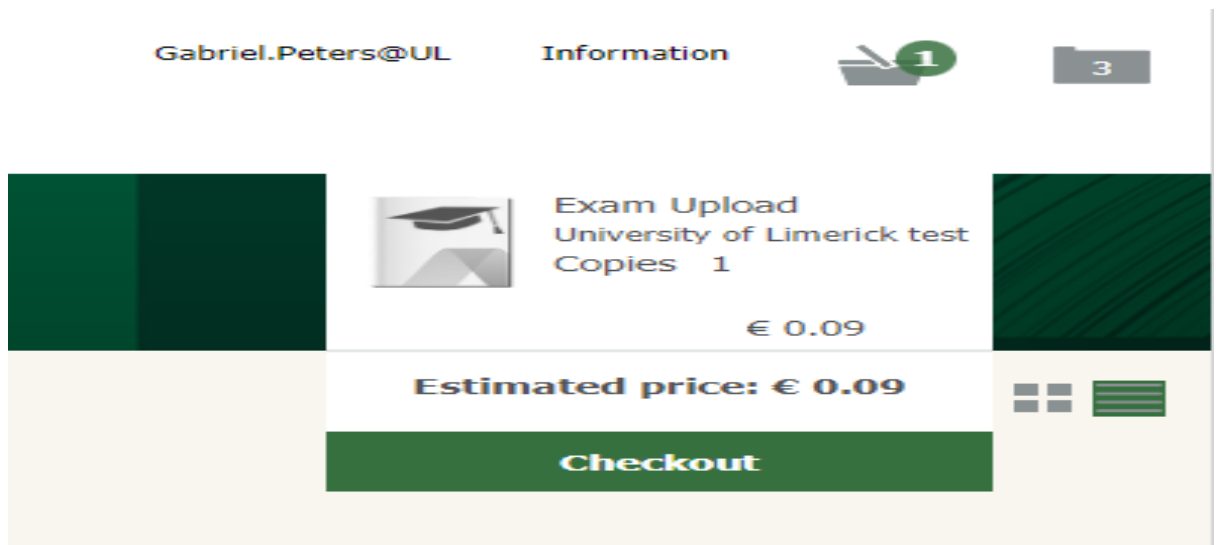
At the bottom right, there are 'Cancel' and 'Add' buttons.

7. If you need to add more exams, select from exam upload again and add

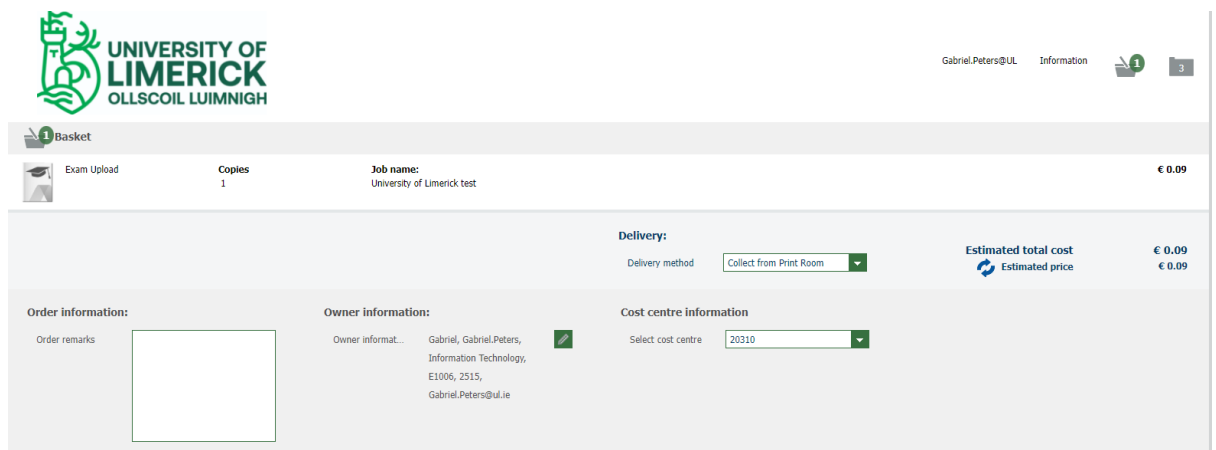
8. When all exams are uploaded go to the top right hand of screen and select the checkout basket



The screenshot shows the top navigation bar with the University of Limerick logo, the user name 'Gabriel.Peters@UL', and an 'Information' link. A shopping cart icon with a '1' notification is in the top right. Below the navigation bar is a dark green header with wavy lines. The main content area has a breadcrumb trail 'Home > Exam Uploads' and a grid of icons. One icon is highlighted, showing a graduation cap and the text 'Exam Upload' with instructions: 'Upload an Exam paper to be printed on A4 in Black & White'.



9. Select your cost code from the dropdown menu. Where Cost centre is not available, please forward email with Cost Centre Manager approval as well as Cost code to ITDOfficeServices@ul.ie, after which System will be updated.



10. The remarks box provided on screen; enables the user to add specific notes/instructions in relation to print job request
11. Select Submit
12. If you wish to delete any exams, go to checkout basket & delete accordingly
13. Any queries in relation to the submission of exams (e.g. uploading process, ect...) please contact printit@ul.ie via email or Gabe 202515 / Trish 202255 via telephone

You will be contacted by a member of the Print-IT Team when your exams are ready for collection to arrange a collection time