UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH
INFORMATION TECHNOLOGY DIVISION

ITD EXAM UPLOAD PROCEDURE

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

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

2. Select Exam Uploads Tile

INFORMATION TECHNOLOGY DIVISION

3. Select/Click on Digital File to upload exam
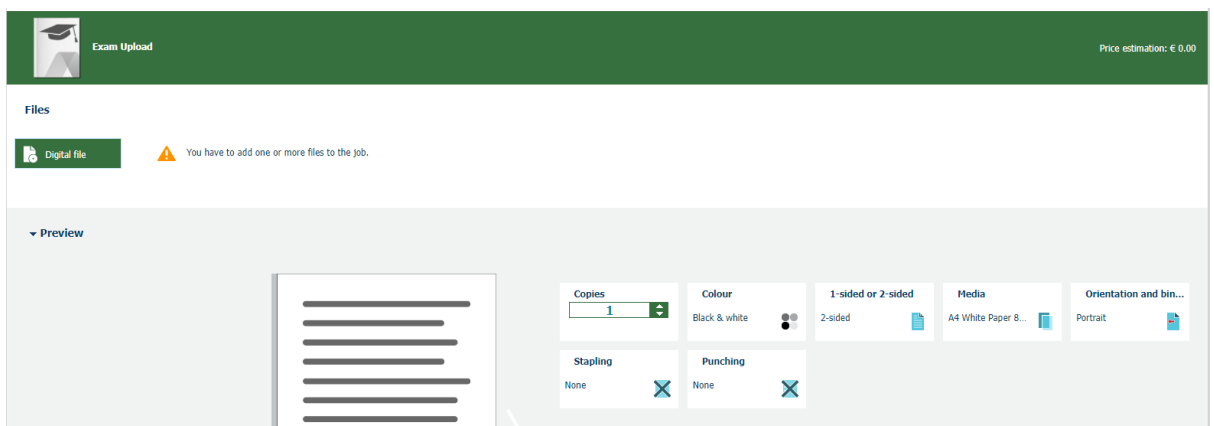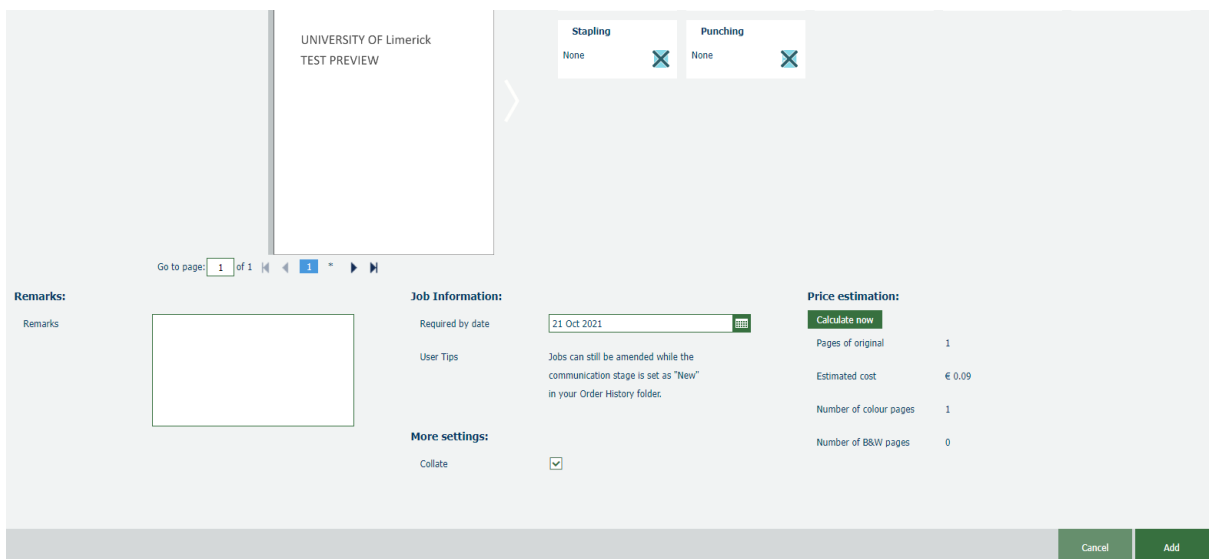
4. Select Exam to upload
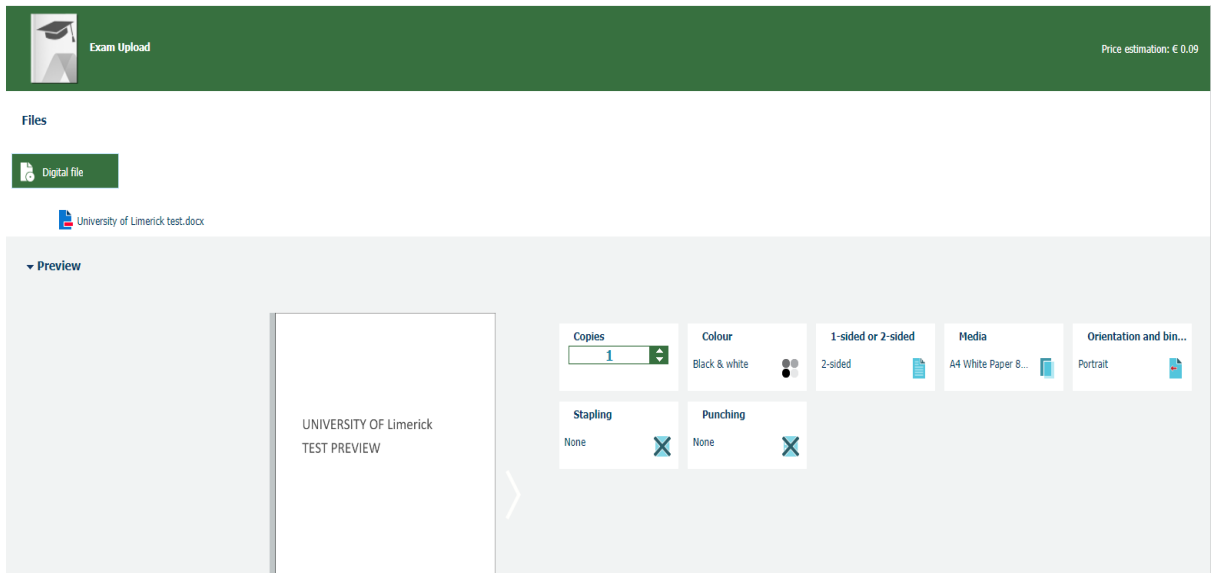
5. Select Number of copies, black and white or colour where required. (Please note: Exams are printed Black & White except where colour is specifically requested)

INFORMATION TECHNOLOGY DIVISION

6. Select: Add to load your job

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

---
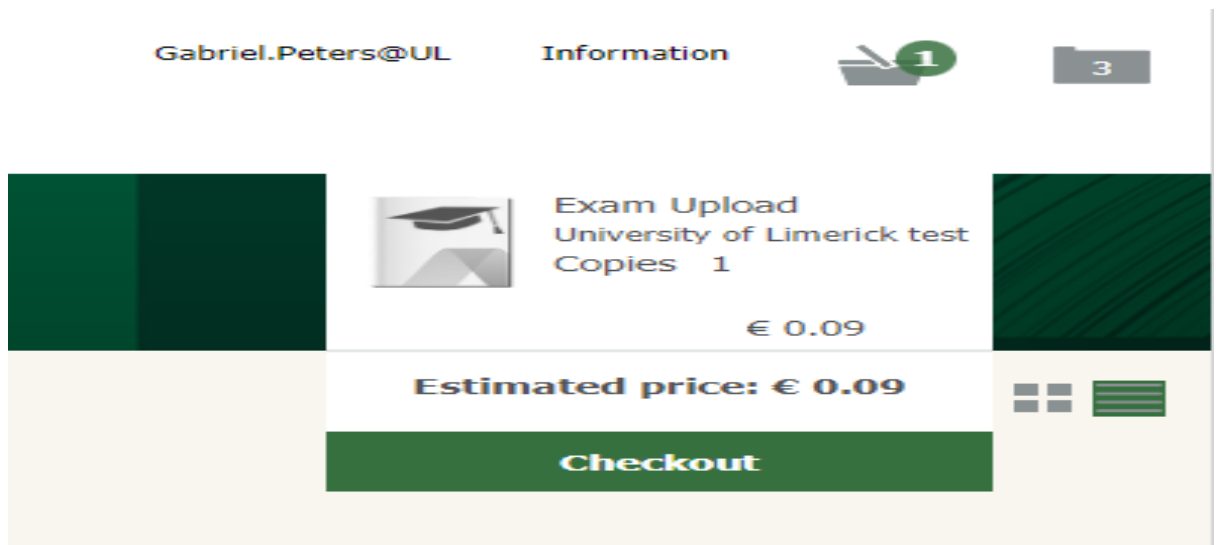
9. Select your cost code from the dropdown menu. Where Cost centre is not available, please forward email with Cost Centre Manager approval as well as Cost code to ITDOfficeServices@ul.ie , after which System will be updated.
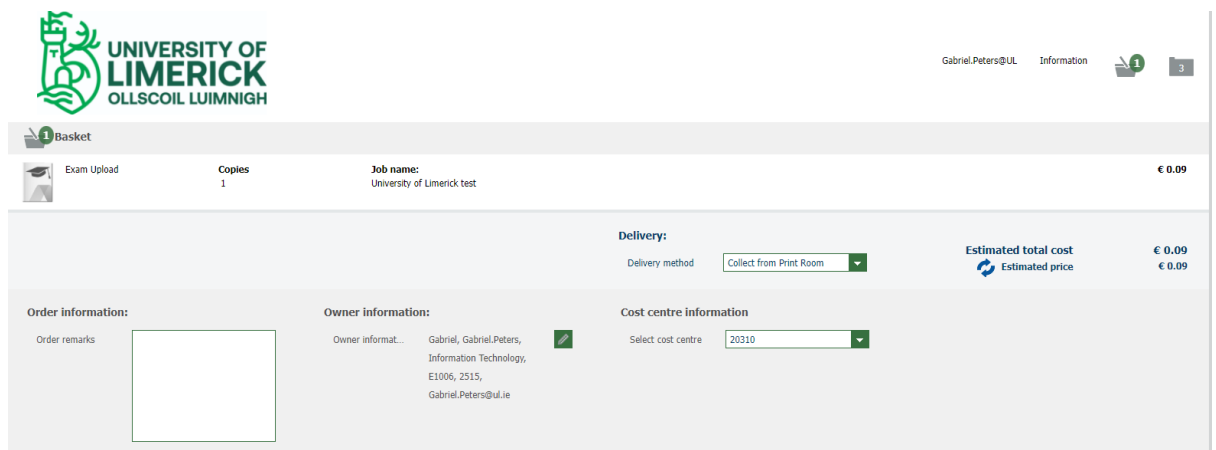
10. The remarks box provided on screen; enables the user to add specific notes/instructions in relation to print job request

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