PRINT-IT

JOB SUBMISSION GUIDE

FOR STAFF

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Accessing the System

Open a web browser and go to **https://print-it.ul.ie**

- The first time you login you will be asked to complete your profile.
- Enter your Department & Phone Number.

Edit profile

In this dialogue you can define your profile settings.

User information

User name:	18167101@UL
First name:	SVEN
Last name:	18167101
Department:	① Student
Location:	18167101
Company:	University of Limerick
Telephone number:	② 0871234567
Email address:	18167101@studentmail.ul.ie

- Scroll down to set your email notification preferences and click the **Save** button.

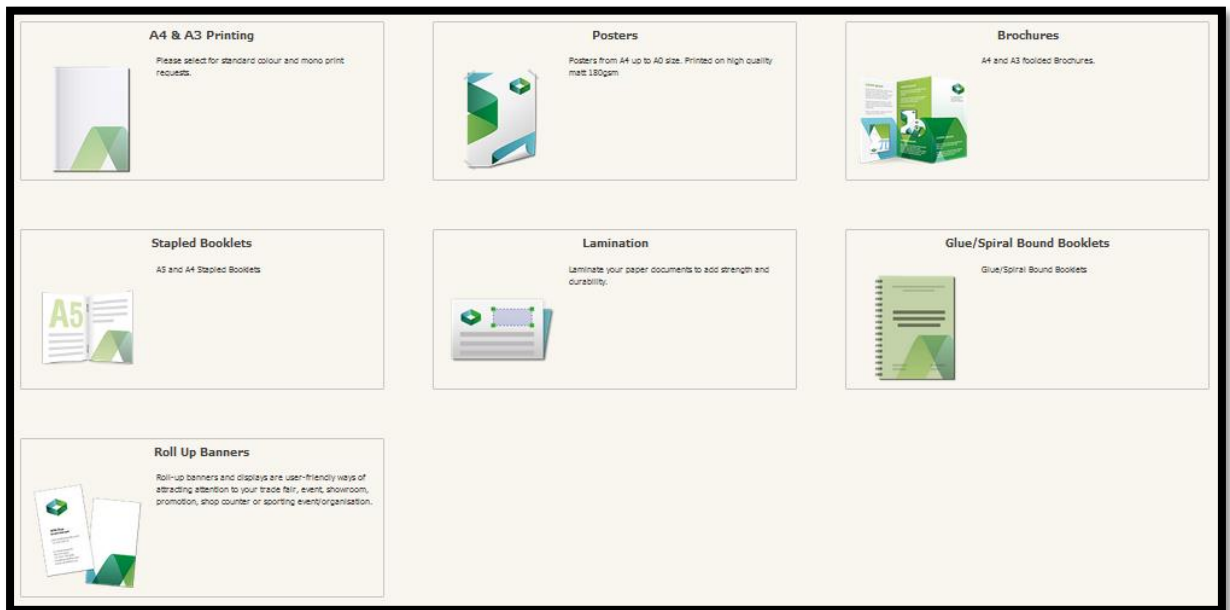**Email notifications**

Notify me by email when:

- ☐ The order is accepted
- ☑ The order is ready ①
- ☐ The order is rejected
- ☐ A quotation is requested
- ☐ The price approval is accepted or rejected

Preferences

- ☐ Use delivery information from the order history when reordering
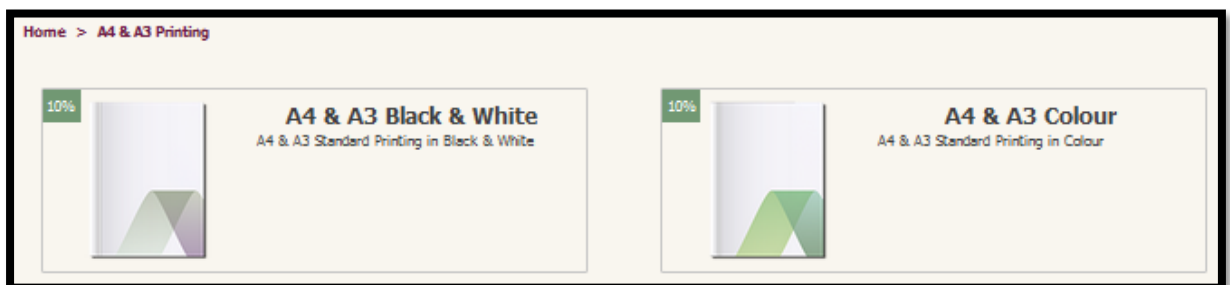
② **Save**

- You can now choose the type of job you want to submit to the print room

A4 & A3 Printing Example

- Within the A4 & A3 Printing category you can choose from the below two products.

Submitting a Print Job

- Click the **Digital File** button to upload the document you want to print. **Files have to be in PDF format**
- Select the number of copies you want and choose your finishing options (single/double sided, paper, cover, orientation, stapling and punching).
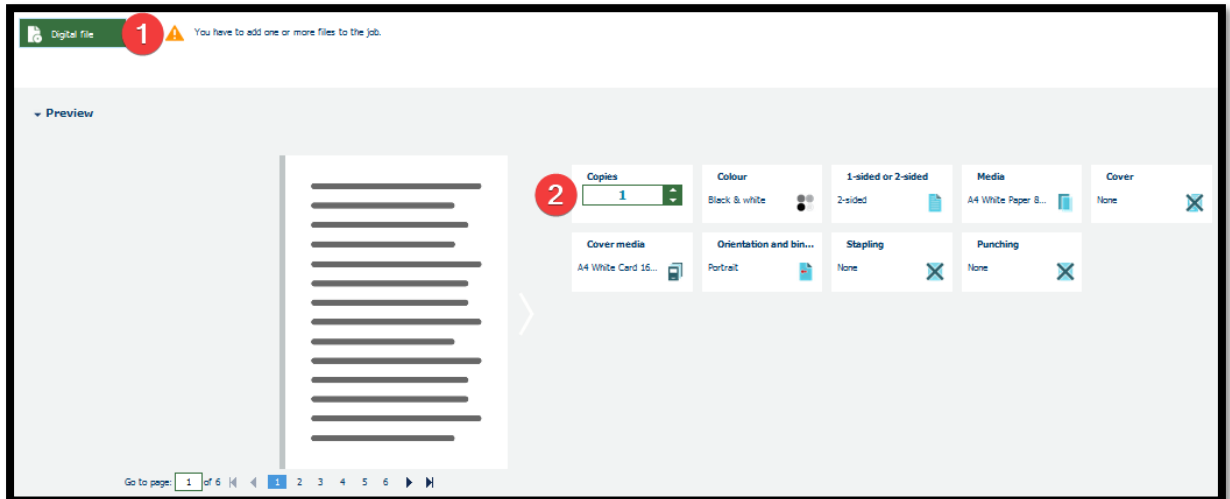

- As you update your print job the estimated price will also be updated.
- The **Remarks** section allows you to add specific instructions for the print room staff.
  - This can be used if a finishing option you require is not available on screen.
- Select a add a date to inform the print room of when the print job is required.
- Click the **Add** button to add your print job to your shopping cart.
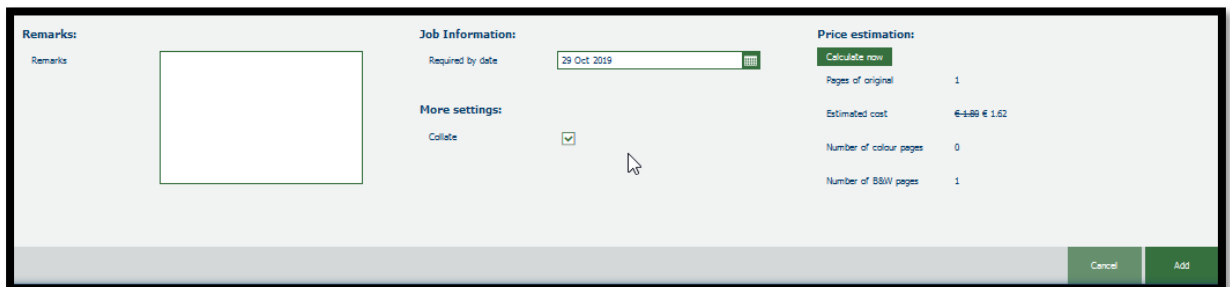
Checking out a submitted job

- Once you have added your job to the cart you need to check it out in order to send it to the print room.
- Click the Shopping Cart Icon in the top right-hand corner of the screen and click **Checkout**.
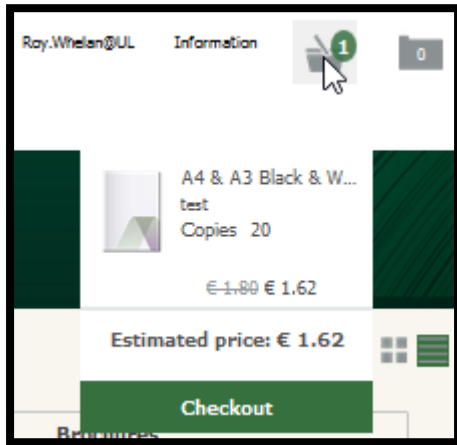
- The Checkout screen allows you to select the appropriate **Cost Centre** to be charged for the cost of the job.
    - Students are not required to enter a cost centre.
- Click the **Submit** button to finalise your order.
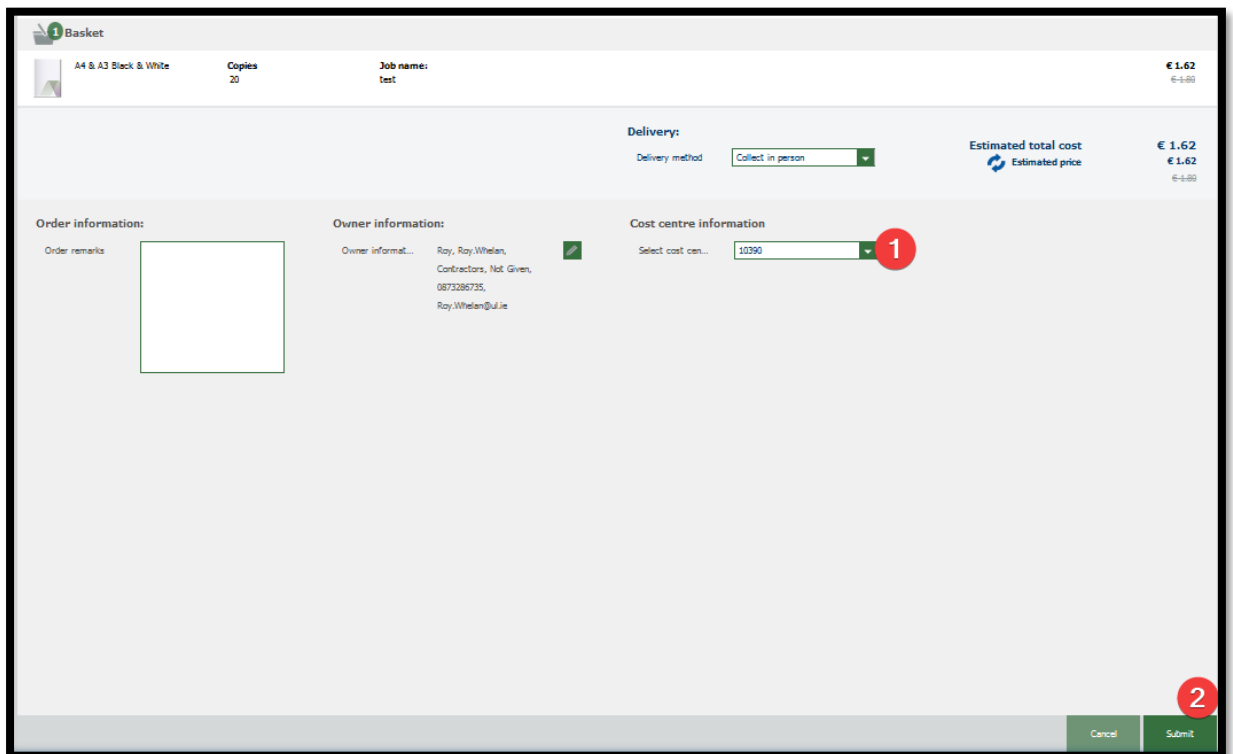
- You will receive an email from the Print Room when the job is ready for collection.

- Where your cost centre is not available, please forward an approval email from the cost centre manager to ITDOfficeServices@ul.ie after which the system will be updated.

- The status of submitted print jobs can be tracked in the **Order List** section.
- You can also edit the job here or re-order the job using the previously selected options.
    - You can edit the job up until the printroom operator has accepted the job.

Paper Originals

- Some products such as **Lamination** and **Roll up Banners** will not require a digital file.
- You will however be required to manually enter a name for your job and the number of copies required.
    - Type a name for your job in the text field.
    - Enter the number of Copies.
    - Select the size of the lamination and submit your job.