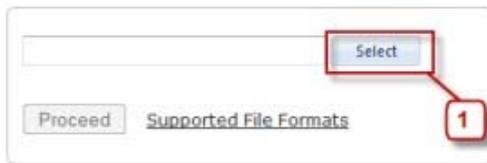


## There are several ways that you can order printed documents using **Skyline**.

A. The easiest way is to simply **Upload** the document that you wish to have printed and choose from the finishing options that are displayed.

1. Click on the **Upload** tab.

2. Click on **Select** (1) and then find the appropriate file. **Please note only PDF or ZIP files are currently supported.**



Position	File Name
No records to display.	

3. Select all the documents you want to upload and click **Open**

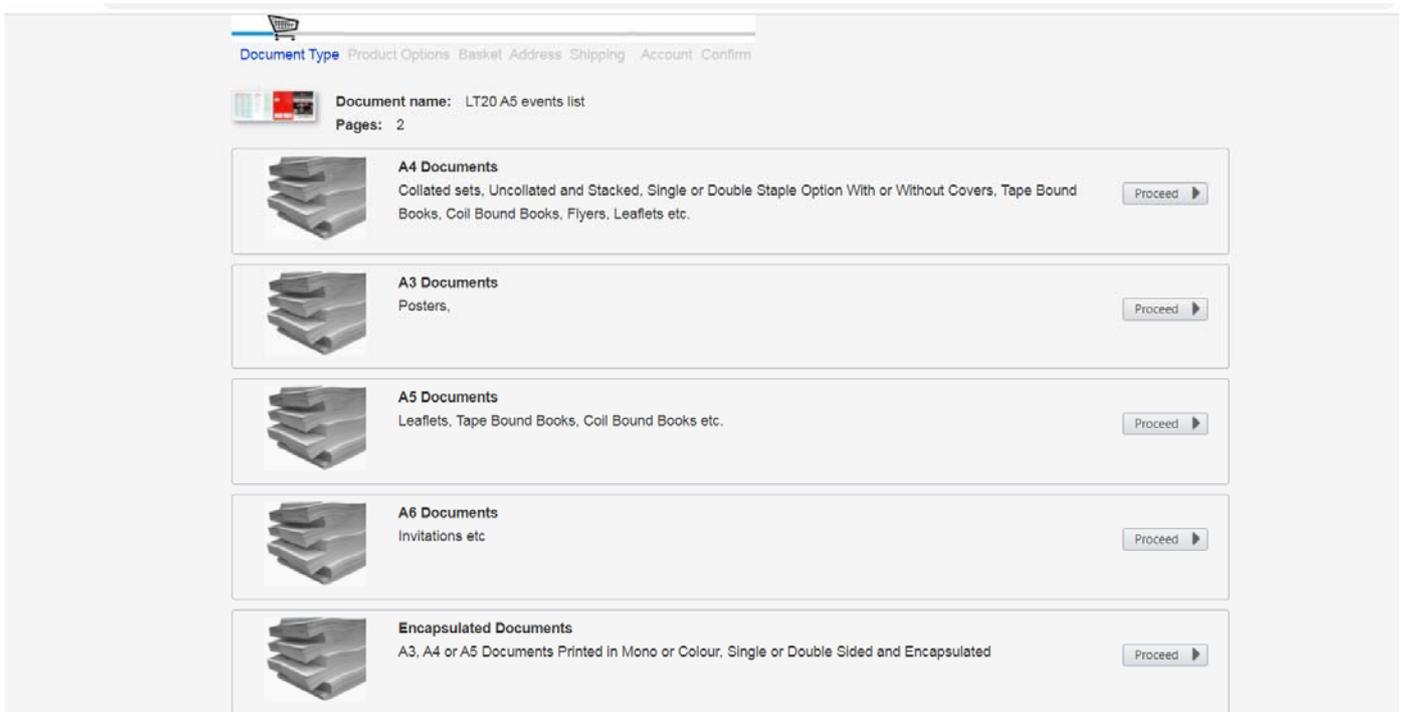
4. Click on **Proceed**.

5. You will now move into **My Documents** where you can save documents and order reprints.

6. Select the document(s) you want printed and click on the shopping basket icon  at the top of the page.

Document Name	Date	Size	Number of Pages	Owner
Stationery lse-brand-guidelines	28/02/2020 09:22:36	0.52 MB	8	vitan
LT20 A5 events list	26/02/2020 11:50:28	1.36 MB	2	vitan
weeks6-10EC201 (2)	26/02/2020 11:26:06	13.26 MB	118	vitan
14 A4ppQBF	18/12/2017 15:08:07	0.02 MB	14	vitan
EC200 test QBF	30/11/2017 16:16:33	0.02 MB	17	vitan

7. Scroll through the list of products to select the appropriate one for your printing requirements. Select **Proceed**. Some options may not be available if your document has too many or too few pages.



Document Type Product Options Basket Address Shipping Account Confirm

Document name: LT20 A5 events list  
Pages: 2

**A4 Documents**  
Collated sets, Uncollated and Stacked, Single or Double Staple Option With or Without Covers, Tape Bound Books, Coil Bound Books, Flyers, Leaflets etc. Proceed

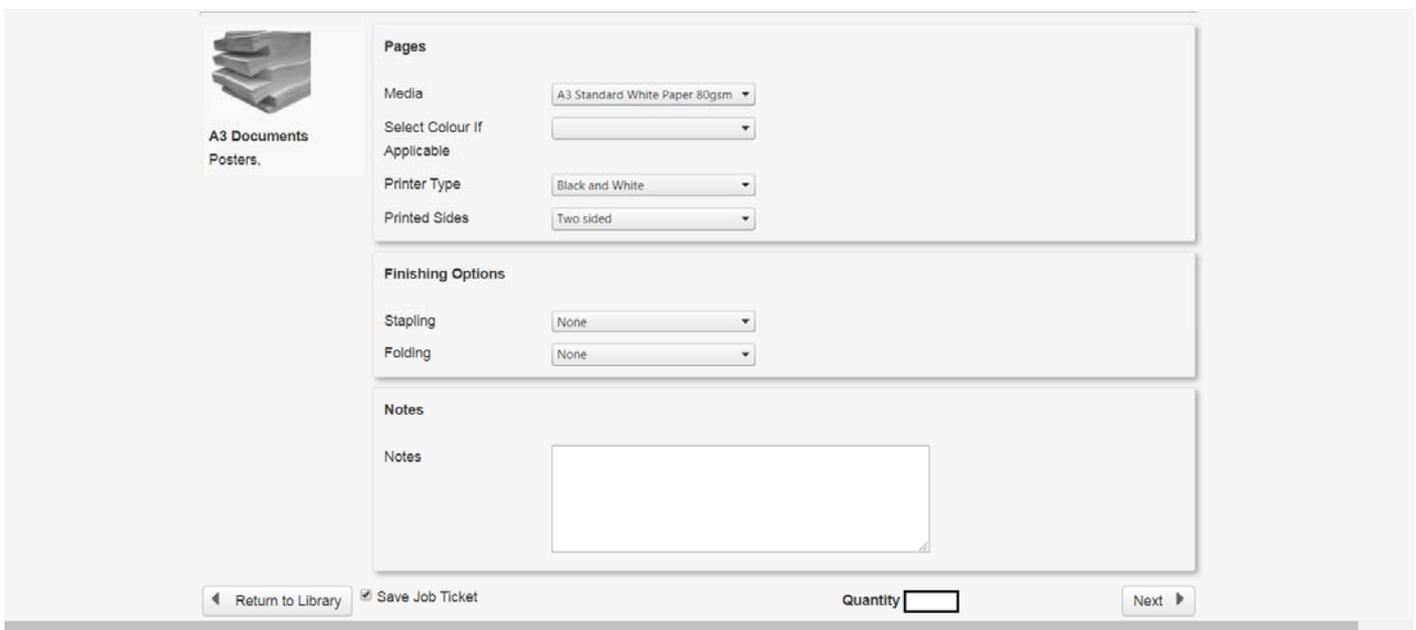
**A3 Documents**  
Posters, Proceed

**A5 Documents**  
Leaflets, Tape Bound Books, Coil Bound Books etc. Proceed

**A6 Documents**  
Invitations etc. Proceed

**Encapsulated Documents**  
A3, A4 or A5 Documents Printed in Mono or Colour, Single or Double Sided and Encapsulated Proceed

8. Change the options to reflect your printing instructions. Please confirm any specific print instructions in the notes box at the bottom.



**A3 Documents**  
Posters,

**Pages**

Media A3 Standard White Paper 80gsm

Select Colour If Applicable

Printer Type Black and White

Printed Sides Two sided

**Finishing Options**

Stapling None

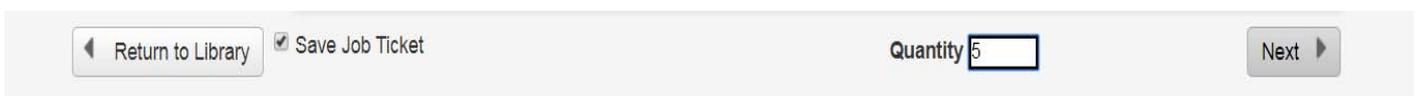
Folding None

**Notes**

Notes

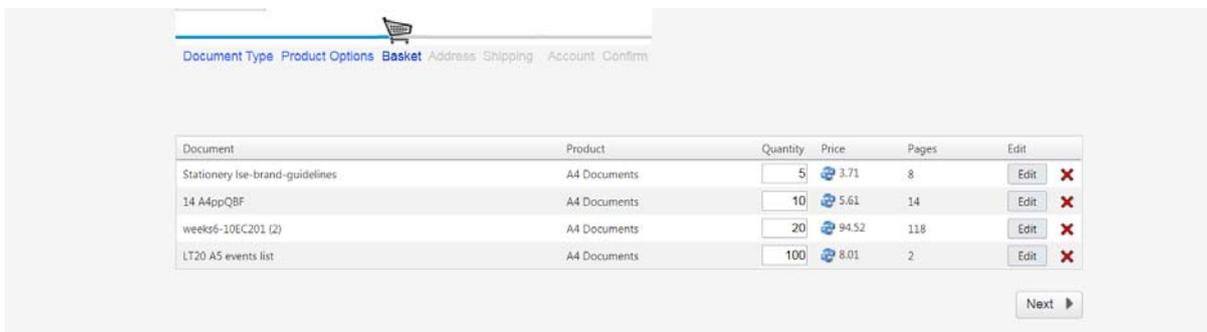
Return to Library  Save Job Ticket Quantity Next

9. Enter the **Quantity** of documents required. Click **Next** to continue placing the order.

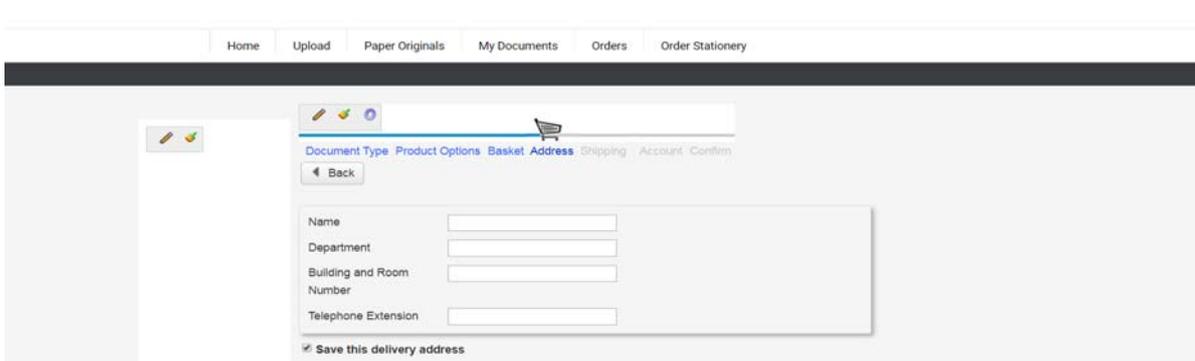


Return to Library  Save Job Ticket Quantity 5 Next

10. The **Basket** window opens. A quotation for the job will be displayed. If you are ordering multiple documents amend the quantity that you require for any of the documents you have ordered. You do not have to enter the same quantity for each one. Click  to update the prices. Click **Next** to continue placing the order.



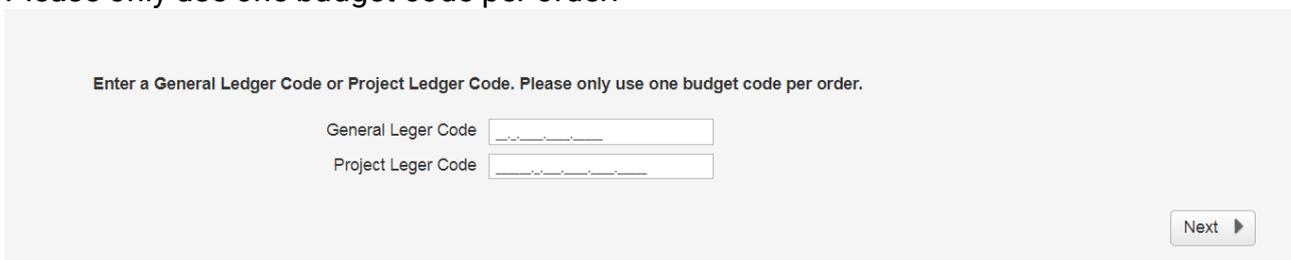
11. The **Address** window opens. Please populate the fields to include the delivery address. You only have to do this first time when using the system.



12. Provide details regarding **Priority** and **Delivery Method**

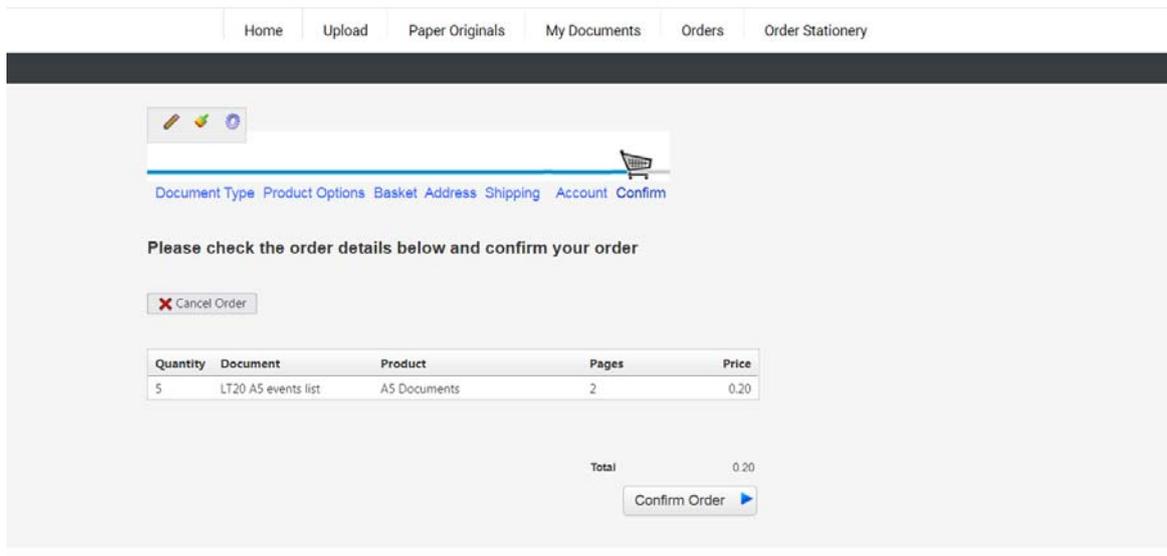


13. Provide your valid **budget code**. It is your responsibility to ensure that you have submitted the correct budget code for the job and that you have authorisation to use the code. Administration for any subsequent budget code changes will not be carried out by Reprographics - it is the responsibility of the department to do such administration. Please only use one budget code per order.



14. Click on **Next** to proceed with the order.

15. Click on **Confirm Order** to complete the order process.



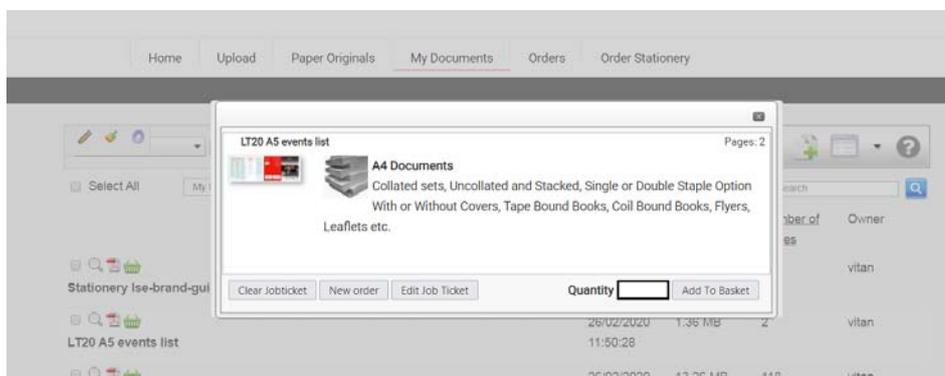
16. You will receive an email confirming your order number and that your job has been received in the printroom.

## B. Re-ordering a document in **My Documents**

When you have placed an order for a document you can **re-order** the document with the same document type and product options at any time.

To re-order a document:

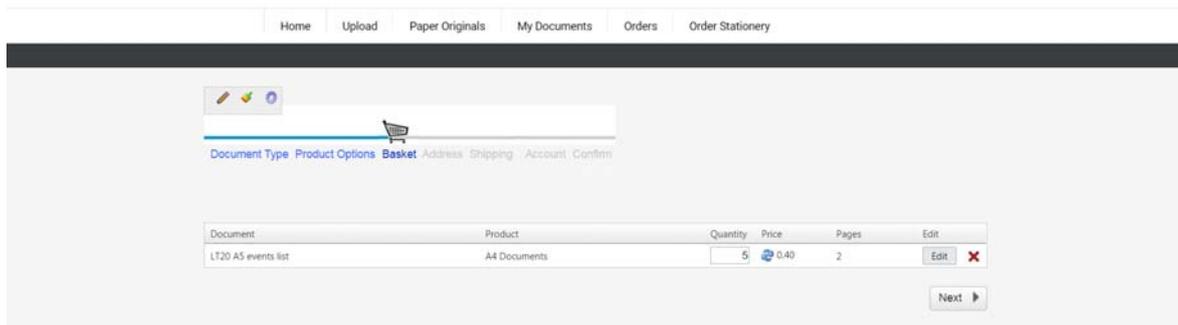
1. Click  adjacent to the document that you want to re-order.
2. The first page of the order and product details are shown.



3. Enter the **Quantity** you require.

4. Click **Add To Basket** to proceed with the order.

5. Your existing document type and product options have been selected.



6. Click **Next** to continue placing the order.

7. The delivery address information is automatically completed if you have entered the details before. You can amend the address if you require the documents to be delivered to a different location. Select the delivery options. Enter the correct budget code and click **Next** to continue placing the order.

8. Check your order details. If the details are correct click **Confirm Order** to complete the order process.

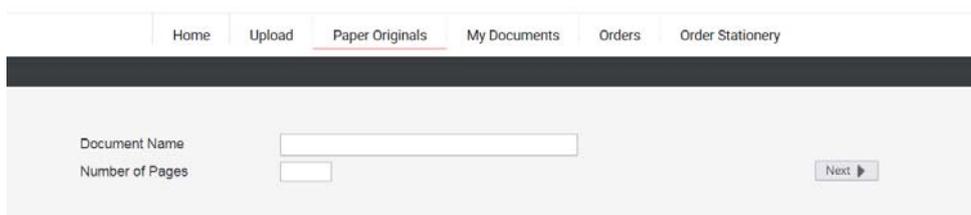
9. Your order confirmation shows your order number. The printroom will now receive your document and will send you an email confirming receipt.

### C. Ordering **Paper Originals**

When you do not have an electronic copy of a document you can submit job tickets with a reference to a physical hard copy or paper original. Using Paper Originals you can provide finishing instructions via Skyline for a hard copy document mailed to the print room or delivered in person. You will have access to all the document finishing options available and your requirements should be clearly understood.

To place an order for a paper original:

1. Click the Paper Originals tab.



2. Enter the document name and the number of pages.

3. Click **Next** to continue.
4. Select from the range of products being offered for your document.
5. You will now be offered some further options for the product you have chosen. Select the product options required.
6. Enter the **Quantity** of documents required.
7. Click **Next** to continue
8. An estimated price for the job will be shown. Click **Next** to continue.
9. Amend the address information if required. Select the delivery options. Enter the correct budget code and click **Next** to continue placing the order.
10. Check your order details. If the details are correct click **Confirm Order** to complete the order process.
11. Your order confirmation shows your order number. The printroom will now send you an email confirming receipt and will wait to receive your hard copy originals.