## 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.** 

Proceed Supported File Formats		
	Cla Marca	

- 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 from at the top of the page.

	🖄 🖍 🖄	• 🕒 •	🔁 👔 I	•
Select All My Library	Order		Search	
Document Name	Date	Size	Number of Pages	Owner
□ 🔍 🔁 🖮 Stationery ise-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
□ < □ 	18/12/2017 15:08:07	0.02 MB	14	vitan
□ < 2 mm 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 Produc	t Options Basket Address Shipping Account Confirm	
Docume Pages:	2 LT20 A5 events list	
	A4 Documents Collated sets, Uncollated and Stacked, Single or Double Staple Option With or Without Covers, Tape Bound Books, Coll Bound Books, Flyers, Leaflets etc.	Proceed
	A3 Documents Posters,	Proceed
	A5 Documents Leaflets, Tape Bound Books, Coll 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 Select Colour If Applicable	A3 Standard White Paper 80gsm 💌		
	Printer Type	Black and White		
	Printed Sides	Two sided 🔹		
	Finishing Options			
	Stapling	None 💌		
	Folding	None		
	Notes			
	Notes			
<ul> <li>Return to Library</li> </ul>	Save Job Ticket		Quantity	Next 🕨

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

4	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 ኛ to update the prices. Click **Next** to continue placing the order.

becament type i robatt options basice i s	dress Shipping Account Confirm				
Document	Product	Quantity	Price	Pages	Edit
Stationery lse-brand-guidelines	A4 Documents	5	<b>∂</b> 3.71	8	Edit
14 A4ppQBF	A4 Documents	10	2 5.61	14	Edit
	A4 Documents	20	2 94.52	118	Edit
Week30-10EC201 (2)					

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.

	/ 4 0
13	Document Type Product Options Basket Address Shipping Account Confirm
	4 Back
	Department
	Building and Room
	Number
	Telephone Extension

12. Provide details regarding Priority and Delivery Method

Priority	Standard	•	
Delivery Method	Delivery	•	

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.

General Leger Cod	e		
Project Leger Cod	le		

- 14. Click on **Next** to proceed with the order.
- 15. Click on **Confirm Order** to complete the order process.

1 4	0		-		
Docume	nt Type, Product Optic	one Resket Address Shinn			
Cocume	in type Floduct Opin	ana naaver Addiese Shibb	ing Account Commit		
Plassa	sheck the order d	latails below and conf	irm vour order		
Please	check the order d	letails below and conf	ïrm your order		
Please	check the order d	letails below and conf	ïrm your order		
Please (	check the order d	letails below and conf	ïrm your order		
Please	check the order d	letails below and conf	ïrm your order		
Please ( X Cance Quantity	I Order	letails below and conf Product	ïrm your order Pages	Price	
Please ( X Cance Quantity 5	I Order Document LT20 A5 events list	Product A5 Documents	irm your order Pages 2	<b>Price</b> 0.20	
Please ( X Cance Quantity 5	Check the order of I Order Document LT20 A5 events list	Product AS Documents	irm your order Pages 2	<b>Price</b> 0.20	
Please of Cance Quantity 5	Document LT20 A5 events list	Product A5 Documents	irm your order Pages 2	<b>Price</b> 0.20	

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.

5 events list		Pages.	2 3	-
Collated sets, Uncollated an With or Without Covers, Tap Leaflets etc.	nd Stacked, Single or Doub be Bound Books, Coil Bour	le Staple Option d Books, Flyers,	earch aber_of es	Owner
bticket New order Edit Job Ticket	Quantity	Add To Basket		vitan
10	Leaflets etc.	Leaflets etc.  Iobticket New order Edit Job Ticket Quantity	Leaflets etc.  Iobticket New order Edit Job Ticket Quantity Add To Basket	Leaflets etc. BS

- 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.

1 3 0						
	Time					
Document Type Product Option	s Basket Address Shipping Account Confirm					
Document	Product	Quantity	Price	Pages	Edit	

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.

Tione	Upload	Paper Originals	My Documents	Orders	Order Stationery	
Document Name						

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.