

Southeastern Louisiana University

Shop Doc Source

Site Guide

For questions, please email docsource@southeastern.edu



Document Source

SOUTHEASTERN LOUISIANA UNIVERSITY

Link to Site

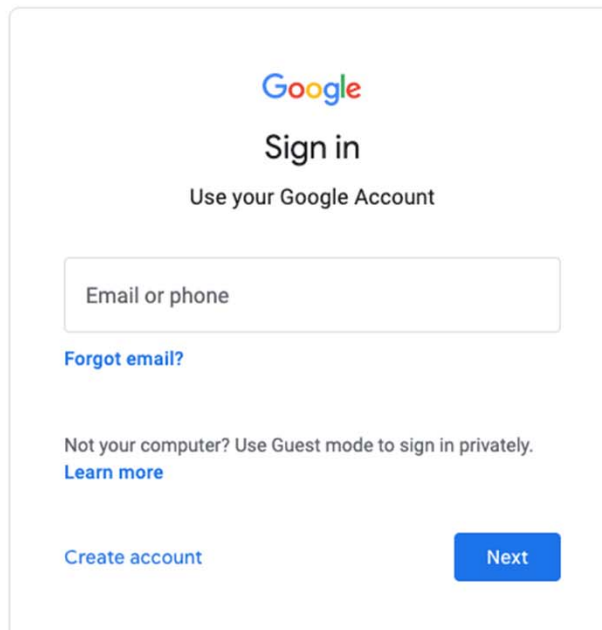
<https://shopdocsource.southeastern.edu/internal/>

How to Use This Site

The Southeastern Louisiana University “Shop Doc Source” storefront has been created to provide an easy and simple platform for ordering items from The Document Source Print and Mail Center.

Creating a Profile

1. Go to <https://shopdocsource.southeastern.edu/internal/>
2. Log in with your school credentials



The image shows a Google sign-in page. At the top center is the Google logo. Below it, the text "Sign in" is displayed in a large, bold font, followed by "Use your Google Account" in a smaller font. A text input field with the placeholder "Email or phone" is centered below the text. Underneath the input field is a blue link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a blue link "Learn more". At the bottom left, there is a blue link "Create account". At the bottom right, there is a blue button with the text "Next".

Select a tab

3. The tabs/categories will be on the left side.
4. For the purpose of this demonstration, we will select Business Card.

The screenshot shows a web browser window with the URL <https://shopdocsource.southeastern.edu/internal/>. The page header features the Southeastern Louisiana University logo and the text "Document Source SOUTHEASTERN LOUISIANA UNIVERSITY". Below the header is a navigation bar with links for "HOME", "MY PROFILE", "LOGOUT", and "JBENDITZ".

The main content area is titled "Catalog:" and includes a search bar with a "Search" button. A left-hand navigation menu lists "Custom Orders" with sub-items: "Business Cards" (highlighted with a red arrow), "Stationery", "Stamps", and "Bulk Paper". Below the menu, it states "You have no items in your order".

The catalog displays several product cards, each with an image, a title, and an "Add" button:

- Copies**: Image of a stack of papers with sticky notes.
- Saddle Stitch Booklet**: Image of three colorful booklets.
- Spiral/Tape Bound Book**: Image of a spiral-bound notebook.
- Large Format**: Image of rolls of paper.
- A-Frame Sign**: Image of a black A-frame sign with text: "We can print your insert. Vinyl Adhesive on Coroplast board. 24\"x36\" = \$51. 22\"x28\" = \$36. Heavy Bond Paper. 24\"x36\" = \$18. 22\"x28\" = \$13."
- Yard Sign**: Image of a white yard sign on a lawn with the text "YOUR DESIGN HERE".
- Retractable Floor Stand with Banner Artwork**: Image of three retractable floor stands with colorful banners.
- Standard Rack Cards 4" X 9"**: Image of a rack of cards with the SLU logo.

Select a quantity and price

5. Click on the dropdown menu and select a quantity and price.
6. Click the Add button

The screenshot shows a web browser window with the URL <https://shopdocsource.southeastern.edu/internal/>. The page header features the Southeastern Louisiana University logo and the text "Document Source SOUTHEASTERN LOUISIANA UNIVERSITY". A navigation bar includes links for "HOME", "MY PROFILE", "LOGOUT", and "JBENDITZ".

Under the "Catalog:" section, there is a search bar with the placeholder "(search)" and a "Search" button. Below the search bar are several menu items: "Custom Orders", "Business Cards", "Stationery", "Stamps", and "Bulk Paper".

At the bottom left, a message states "You have no items in your order".

The main content area displays a product listing for "Business Cards". The product image shows a business card for "John Sample, Ph.D." with contact information for Southeastern Louisiana University. Below the image are three small thumbnail images of the business card. The product name "Business Cards" is displayed above a dropdown menu showing "100 - \$18.00". Below the dropdown menu is a black "Add" button, which is highlighted by a red arrow pointing to it from the right.

Fill out item form

7. Fill out the form on the left side.
8. Your proof will update on the right side as you populate fields.
9. Click checkout when done.

The screenshot shows a web browser window with the URL <https://shopdocsource.southeastern.edu/internal/>. The page header includes the Southeastern Louisiana University logo and the text "Document Source" and "SOUTHEASTERN LOUISIANA UNIVERSITY". A navigation bar contains the links "HOME", "MY PROFILE", "LOGOUT", and "JBENDITZ".

The main content area is divided into two sections:

- Configure Item:** This section contains several form fields:
 - Profiles:** A dropdown menu with "Winburn, Chester" selected.
 - Front of Card:**
 - Name and Title:**
 - First Name:** Input field containing "Chester".
 - Last Name:** Input field containing "Winburn".
 - Credentials:** Empty input field.
 - Title:** Empty input field.
 - Title 2:** Empty input field.
 - Address Information:**
 - Department Name:** Empty input field.
 - SLU Address:** (i.e. SLU 12345) Empty input field.
 - Street 1:** Empty input field.
- Business Cards:** This section displays a preview of a business card. The card features the Southeastern Louisiana University logo on the left and the following text on the right:
 - Chester Winburn**
 - Southeastern Louisiana University
 - chester.winburn@southeastern.eduBelow the preview, there are icons for search, zoom, and a "Back Side" button. At the bottom of the preview area, there are "Cancel" and "Checkout" buttons. A red arrow points to the "Checkout" button.

Accept Your Proof

10. Check the box if you agree
11. Click Accept Proof

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SOUTHEASTERN LOUISIANA UNIVERSITY

HOME MY PROFILE LOGOUT JBENDITZ

Provide confirmation of this proof.

I am responsible for all costs applicable for this order and approve the exact layout shown.

◀ Cancel Accept Proof ▶

S Chester Winburn
Southeastern Louisiana University
chester.winburn@southeastern.edu

S
SOUTHEASTERN
LOUISIANA UNIVERSITY
southeastern.edu

Shipping & Billing Information and address

12. Enter the billing information
13. Enter Need By Date Information
14. Enter your contact information
15. Click Review Order

The screenshot shows the 'Document Source' web application interface. The header includes the university logo and navigation links: HOME, MY PROFILE (1), LOGOUT, and J.BENDITZ. The main content area is titled 'Please Select Quantities for your Items:' and displays a table with columns for Item, Qty, Remove, and Edit. The table contains one row for 'Business Cards (Winburn, C)' with a quantity of '100 - \$18.00'. Below the table are buttons for 'Add More Products' and 'Update'.

The 'Requestor Information:' section contains three input fields: 'Your First Name: Jon', 'Your Last Name: Benditz', and 'Your Email Address: jbenditz@pagedna.com'.

The 'Billing Information:' section has a 'Budget Code:' input field, which is highlighted with a red arrow.

The 'Order Pickup Information:' section includes a dropdown menu set to 'We Will Email When Your Order is Ready for Pick Up' and a 'Need By Date:' section. The 'Need By Date:' section contains a text box and a 'Need by Time:' text box, both highlighted with red arrows. A note below explains that the team provides fast turnaround times but requests that users submit requests well ahead of the needed date.

The 'Contact Information:' section contains five input fields: 'Attn: Jon Benditz', 'Department: Accounting & Finance', 'Building', 'Room Number', and 'Phone'. The 'Department' field is highlighted with a red arrow.

The 'Comments: (optional)' section has a large text area for user input.

At the bottom of the form is a 'Review Order' button, which is highlighted with a red arrow.

Send Order

16. Review your order
17. Click Send Order
18. You will receive a confirmation email with your order details.

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HOME MY PROFILE (1) LOGOUT JBENDITZ

Review Order:

Your order is not yet complete. Following is a summary of your order. Please verify all information carefully, then click Send Order.

Item	Qty	Price
Business Cards (Winburn, C.)	100	\$18.00
Total Price:		\$18.00

Bill To:

Budget Code: 10001

Ship To:

Method: We Will Email When Your Order is Ready for Pick Up
Attn: Jon Benditz
Company: Accounting & Finance
Mail Stop: 1234
Address: 4321
Phone: 555-555-5555

Item Proofs:

Business Cards (Winburn, C.)

Chester Winburn
Southeastern Louisiana University
chester.winburn@southeastern.edu

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◀ Back Send Order ▶