



Web to print - Overview and first time use

What is the new web to print service?

The new tool to submit work for print is an intuitive web based portal which allows staff and students to request various print services from the central print team with minimal effort. Anything from simple ad-hoc print requests to ordering bound documents and posters through a catalogue can be done with ease and order tracking will keep you up to date with progress.

If you are in any doubt how to process a print request, advice is always at hand via the print specialists based in the Print Hub who can be contacted on 0131 455 2486.

Getting Started

You can access the new online portal website by:

typing in a browser: <https://printshop.napier.ac.uk/students>



Sign In to Your Account

Domain: napier-mail.napier.ac.uk

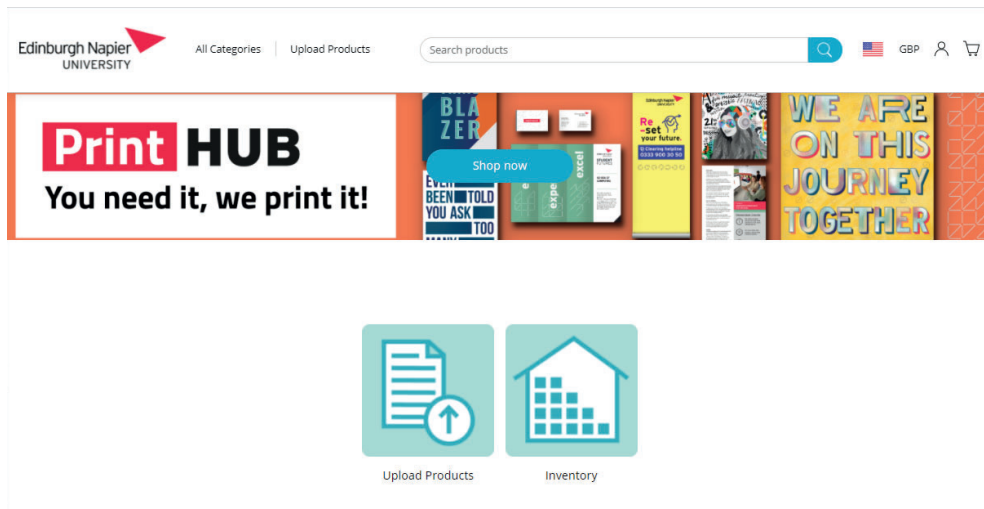
User Name:

Password:

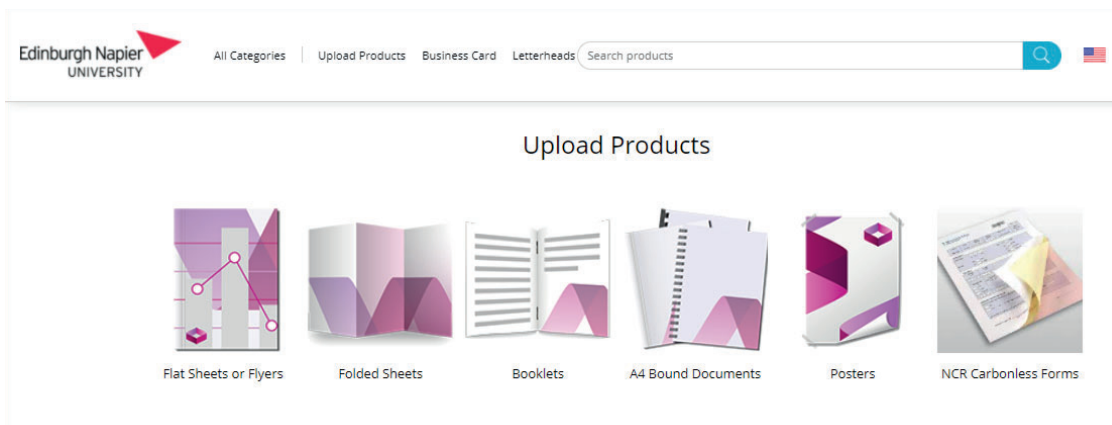
Enter your student matriculation number as the user name and password to access the Store.

Placing an Order

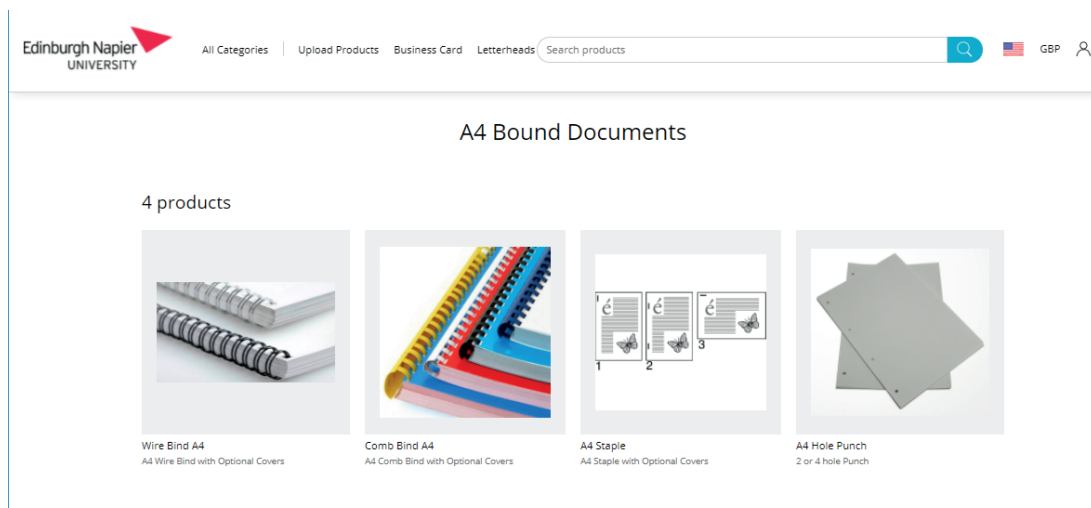
The first screen you will see will show the product categories. Select the product category you require (in this case Upload Products).



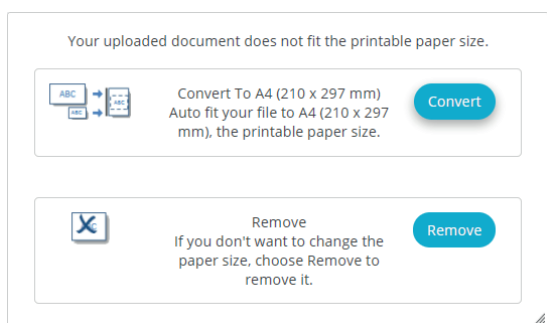
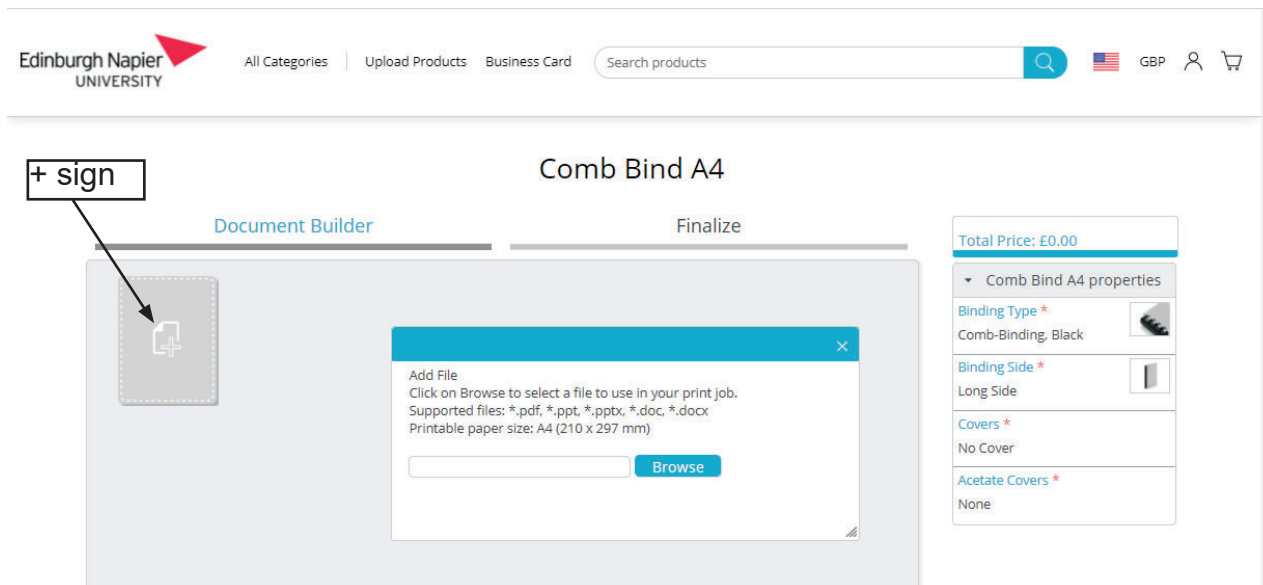
The Upload Product groups can now be viewed. Select the required product group. In this case A4 Bound Documents.



Select the relevant product from the product group. In this case Comb Bound A4.



On next screen Select the + sign in centre of the page icon – Click on Local File then Browse to your document for printing and upload

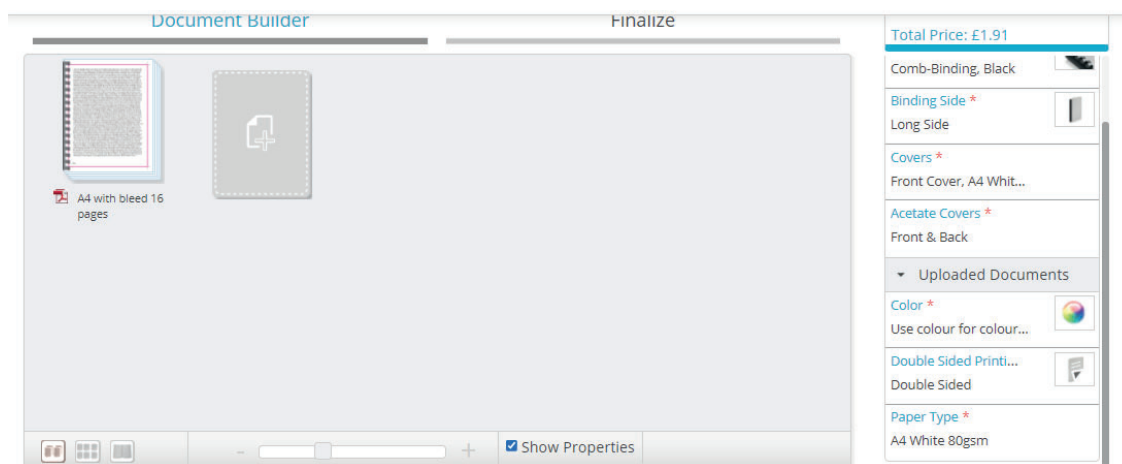


Note the predefined job ticket in this example is for an A4 sized job– a warning will be shown stating the finish size of job will be converted to A4 (if you upload another size job) – Select Convert to resize the job.

You may see a warning as the file(s) are pre-flighted prior to submission – there could be low resolution images for example.

Once your job has processed you'll see your file as an icon. The available product options can be seen on the right of the screen. These options can also be accessed via the 'spanner' icon when you hover over the icon of your uploaded job.

Select the required Paper Type, Covers, Acetate Covers, Double Sided or Single Sided Printing etc.



Select Next to proceed with your order. On the next screen you can set the order quantity and view the cost of the job.

Next

Quantity: Items

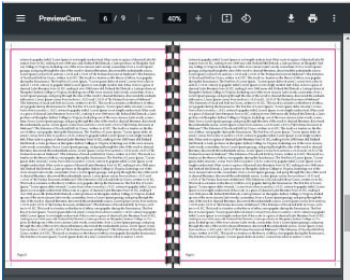
Additional Job Information

Total Quantity: 1
 Total Delivery Price: Will be calculated during checkout
 Total Price: £1.91 GBP

[Recalculate](#)

Proof Proof is approved *

[Back](#)



Comb Bind A4
 Enter the required Job Quantity in the job Quantity field.

The Recalculate button will preview the updated price.

Select Proof – you will need to review the proof and tick the box to say Proof is approved (if required) before proceeding. Scroll up and down to flick through the pages in the Booklet Proof.

[Add to Cart](#)

Select Add to Cart at the bottom right of screen.

At this point either choose to Continue Shopping to order further jobs or Checkout

Shopping Cart Items - To Check Out Now

Select all

Name	Units	Price
<input checked="" type="checkbox"/>  Comb Bind A4 A4 with bleed 16 pages Edit	Total: 3 Items	£4.80 GBP

Subtotal £4.80 GBP

[Continue Shopping](#) [Checkout](#)

Select the required pickup location from either Craiglockhart, Merchiston or Sighthill.

Checkout - Order Summary

Address Details Payment & Submission

Shipping

Select Shipping Address

Pickup from Craiglockhart Campus
 Pickup From Merchiston Campus
 Pickup from Sighthill Campus

Order Items

Name	No. of Units	Service
Comb Bind A4 - A4 with bleed 16 pages	3 Items	<input type="text"/>

Address Details Payment & Submission

Shipping

Select Shipping Address

Pickup from Craiglockhart Campus
 Pickup From Merchiston Campus
 Pickup from Sighthill Campus

Selected address

Craiglockhart Campus
219 Colinton Road
Edinburgh, Edinburgh EH14 1DJ
United Kingdom

Order Items

Name	No. of Units	Service
Comb Bind A4 - A4 with bleed 16 pages	3 Items	Pickup from Cre

< Back


Next >

The next page is the order Summary (if you have more than one job in your order it will be listed) and will include the total price.

Checkout - Order Summary

Address Details > Payment & Submission

Ordered Items

Name	Units	Price
 Comb Bind A4 A4 with bleed 16 pages	Total: 3 Items	£4.80 GBP
Tax:		£0.00 GBP
Total:		£4.80 GBP

Select Checkout to pay for the job.

When you click Submit Order, you will complete your payment.

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Checkout

Edinburgh Napier UNIVERSITY

Test Mode

Payment Summary

Payment Item Summary

Description of item(s) to pay	Total Cost
	£4.80
Total to pay today	£4.80

Continue

The next page is the payment summary page. Check the price and Select continue.

Edinburgh Napier University, Craiglockhart Campus, Edinburgh, EH14 1DJ
Telephone: 0333 900 60 40
Contact the Library | Privacy policy | Cookie Policy | Making a complaint | Service Status | Payment Issues

Find address by using your postcode

Country *

Address 1 *

Address 2

Town / City *

County / State

Postcode / Zipcode *

Card Holder Name *

Email Address *

Confirm Email Address *

Contact Telephone Number

Back Continue

Then enter your payer details and select continue.

Enter Payment Details

Selected Payment Method
Debit/Credit Card Edit

Enter Credit / Debit Card Details

Card Type *
 Visa
 Visa Debit
 Visa Electron
 MasterCard
 American Express

Card Holder Name * Fred Bloggs

Card Number * 42697886606292

Card Security Code * 654

Expiry Date * 07 2022

Start Date 03 2018

Back Continue

You will be lead to enter your payment details and select continue.

Review and Confirm

Payment Item Summary

Description of item(s) to pay	Total Cost
	£4.80
Total to pay today	£4.80

Payment Information Edit

Debit/Credit Card Details Billing Address Details

Name on Card: Fred Bloggs Long Road
Last 4 Digits of Card Number: 5302 Edinburgh
Card Type: Visa UB6 7TF
Card Expiry Date: 07/2022 EH11 4BN
United Kingdom
93388777

Email confirmation will be sent to TEST004@live.raspic.ac.uk

3D-Secure Information

Verified by
VISA
MasterCard
SecureCode

For increased security and fraud prevention, your card issuer may need additional information from you to verify that you are the payer.
If this is the case, there will be an extra step, where your card issuer will ask you to authenticate your identity before completing your payment.

Back Continue

Review and confirm the order. Select confirm.

The payment successful page will confirm the transaction. Select continue.

You will receive a Payment Confirmation email.

Payment Successful

Transaction Details

Transaction reference: DCV294543
Transaction date/time: 14 Sep 2021
Email confirmation: TEST004@live.raspic.ac.uk

Your Payment Details

Billing Address Details Debit/Credit Card Details

Long Road Name on Card: Fred Bloggs
EH11 4BN Last 4 Digits of Card Number: 5302
Edinburgh Card Type: Visa
UB6 7TF Card Expiry Date: 07/2022
United Kingdom 93388777

Payment Item Summary

Description of item(s) paid	Total Cost
	£4.80
Total paid today	£4.80

Continue

Order Summary

Your order has been received successfully.

Order number: 35515

We will notify you when your order is ready.

[Print Order Details](#)

[Continue Shopping](#)

The next page is the summary page stating your order has been submitted.

Further to this you will receive an automated Confirmation email from Print Services.

You will receive another email when the job is ready to be collected from the designated collection point or has been dispatched to the shipping address.

Document formats supported

The system supports PDF format. The system will also automatically convert files (MS Word / PowerPoint) when uploaded into PDF format. As the file(s) are uploaded the system interrogates each page to both pre-flight as well as for costing purposes.

Tracking your order history

From the landing page top bar (on right) Select My Account.



Order ID: View: All orders [Advanced Search](#)

Orders List [Clear search results](#)

Order#	Order Date	Total Amount	Status	
35515	9/8/2021	£4.80 GBP	In Progress	Show receipt
38315	9/6/2021	£24.80 GBP	In Progress	Show receipt
24115	7/28/2021	£2.28 GBP	In Progress	Show receipt
33115	7/28/2021	£1.64 GBP	Shipped	Show receipt
32115	7/28/2021	£2.20 GBP	Shipped	Show receipt
21115	7/28/2021	£3.24 GBP	Shipped	Show receipt
80115	7/28/2021	£2.12 GBP	In Progress	Show receipt
59015	7/28/2021	£1.80 GBP	In Progress	Show receipt
48015	7/28/2021	£1.88 GBP	Shipped	Show receipt
27015	7/28/2021	£2.28 GBP	Shipped	Show receipt

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The My Orders view will show all ordered jobs and where they are in the production process.

Shipped


Once the order has been fulfilled in the Service Delivery Centre, the operator will change the Status to Shipped and an automated email will be generated that the job is being despatched.

Search

If you keep a record of your Order Numbers (or Job numbers), you can easily search for previous orders using the Search bar or the Advanced search functionality.

Jobs that have been previously submitted can be easily re-ordered by clicking the Order Number link and then choosing the Re-Order link shown below. The file will be placed into your shopping cart for re-order.

Purchase details

Product	Units	Price
 Wire Bind A4 A4 with no bleed Reorder	Total: 1 Item	£1.64 GBP