



# LOFFLER

DIGITAL TRANSPORT

Loffler Digital Transport (LDT) is a Web-based digital job submission tool to allow submission of user documents and specifying all job ticket options for completion in the Copy Center. Roseville Schools will gather data for automatic extensive reporting with system billing interface and site reports.

From this portal, you will be able to submit jobs directly from your workstation to the Copy Center for proofing, printing, finishing, and distribution.

## Login

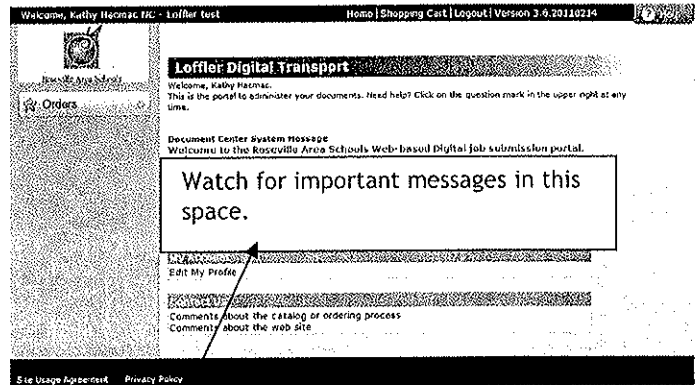
Log in to LDT using your Roseville District username and password.

When prompted, select your Copy Code from the options offered.

## Home

This is your default “Home” screen. From here you can

- Submit and order printing of your own documents
- Review your prior printing history
- Reorder printed items without re-submitting your own document
- Check status of your current print orders
- Update your profile.



Home Screen

Whenever returning to the LDT Home screen, be sure to check the System Message for any important notes.

## My Account

### My Profile

*Edit My Profile* is available in the middle of the HOME screen by selecting “Edit my profile”. This option allows you, the user, to change personal information including your first and last name and email. This selection also allows you to **delete** address(es) if they are no longer applicable. Do not change your password; the LDT is connected directly to the Roseville network daabase and provides password validation for Roseville employees.

To access *My Profile*, position your cursor over *Edit My Profile* and click.

### Order History

*Order History*, on the drop down menu under *Orders* on the Menu Bar, provides a history of all items you have ordered. To access *Order History*, position your cursor over *Orders* on the Menu Bar. Select *Order History* from the drop down listing. This is where you will find documents you have submitted for print.

Copy Center personnel constantly monitor the print requests and strive to complete jobs as quickly and efficiently as possible. If your submitted job fits into the existing schedule, it may be started within minutes of receipt in the Copy Center. We cannot guarantee that a submitted job can be completely cancelled.

For each order, you will see the order number, the date and time the order was submitted, job cost information, status, and action.



Order	Submitted	Total (Estimate)	Total (Final)	Status	Action
667	2009-10-28 07:50	\$1.75	\$0.00	Submitted To Copycenter	view

Order History

The status can be

- ✓ 'Submitted To Copycenter' - indicates the print job has been sent to Print Services. The Print Services operator is able to release this job to the printer when appropriate.

- ✓ 'Complete' - indicates all printing and finishing options have been completed for this order, inherently meaning this order should be able to be picked up or shipped.
- ✓ 'Pre Order' - indicates the order is a single print job whose document(s) is(are) not yet active. The document will be printed by a Print Services operator when the active date for the document has been met.

The action will be listed as "View". You may view any order in your order history to re-order if you wish. When you view the order summary, LDT will show you previous order information including delivery method, delivery location, stated delivery and required date, and the accounting unit. Special notes will also be displayed. At the bottom of the display, information about the print job will display including cost and additional charges related to off line finishing or delivery.

You may Re-Order any or all of these documents by selecting the RE-ORDER button or you may return to the Order History listing by selecting the BACK button.

If you select to RE-ORDER this document, you will be taken to the Shopping Basket to edit the quantity or other job ticket settings for each item or to add the Copy Center notes if needed.

### Quick Steps to Re-Order

- Access Order History
- Select item - VIEW
- Add to Shopping Basket - RE-ORDER
- To change quantity or other ticket options, select EDIT
- Submit - PROCEED TO CHECKOUT

## New Orders

All orders to the Copy Center are submitted from Orders on the Menu Bar.

### Personal Document Upload

To submit an order for a digital item, you will select a file to upload from your workstation or a network location. Select Orders/Request for Copies.

The first screen provides space to Add a New Document as well as displaying previously uploaded documents, Existing Documents, which are also available for ordering.

### Add a New Document

To add a new document to your Digital Document listing, use the Upload file option to browse for the document.

**Request for Copies**  
Here you can create new documents and also edit or delete existing documents.

ADD NEW DOCUMENT

Upload file: Local Path:  Browse...

**Existing Documents**

Status	Name	Date	Action
Print Ready	LDT Operator-Admin Manual - ver 3 - pass 7 2010-03-30 1	2011-02-23 22:28	view   order   delete

Upload New Document

After selecting Browse, search for the document in your filing structure. Highlight the document and select OPEN. The path will appear in the space to the right of Local Path. Select UPLOAD to begin the upload process. Note that documents must be in the PDF format.

Upon completion of the upload the document will appear in the *Existing Documents* listing. The Status will be *Print Ready* and you can View, Order, or Delete the document from your listing.

### **Existing Documents**

Once the document has successfully uploaded, or if the document has been previously uploaded and is in the listing, you can simply click ORDER. In the Job Ticket, enter the number of copies desired, change any options as desired, and select NEXT. Review the information and select ADD TO ORDER to add this print request to your Shopping Basket.

You may also open the original document by clicking on the document NAME, VIEW the PDF version of the document, or DELETE a document in the Existing Documents listing. Note: Deleting a document permanently removes the associated files from the LDT server and removes the document information from your listing.

### **Hard Copy Order**

Hard copy jobs are entered into LDT to provide a printable job ticket and to alert the Copy Center operator that a hard copy job will be received.

Select *Orders/Hardcopy Order*. Select a template. Enter a job name and indicate the number of pages and the copies desired. Complete the job ticket as for a digital job. Print the Summary Page and include with the pages sent for copying or scanning.

NOTE: Be sure to complete submission of the job(s) in the Shopping Basket to complete the job submission.

### **Job Ticket**

The LDT Job Ticket provides options for printing, finishing, and offline activities. The exact offerings listed change for each client and are determined by the production equipment in the Copy Center, the finishing options of that equipment, and offline equipment or services available in the Copy Center. Pulldown options, such as PAPER TYPE, are also determined by the Copy Center.

If you do not find an option or a pulldown selection you require for completion of your job, enter your requirements in the SPECIAL NOTES section - or simply enter a note for Copy Center operators to call you for additional requirements.

If you are unsure of a term, such as PLEX, select VIEW LEGEND to view a graphical depiction of the options.

For those options where SPECIFY is available, select SPECIFY and indicate additional information regarding that option in the SPECIAL NOTE section.

When all selections in the Job Ticket are complete, select NEXT to view final Order Details. Select ADD TO ORDER to place order in the Shopping Basket.

### **Quick Steps to Order – Upload digital file**

- Access Orders - Digital Document Order
- Upload file if necessary
- Find item in listing - ORDER
- Enter quantity and change ticket options, if desired
- Review order - NEXT
- Order - ADD TO ORDER
- Submit - PROCEED TO CHECKOUT



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## Shopping Basket

The LDT Shopping Basket collects all items ordered for final review, edit, and submission to the Copy Center. It also provides options for an easy shortcut upload another personal document (ADD DIGITAL DOCUMENT), review previous orders and VIEW them to add them to the Shopping Basket by selecting the ORDER HISTORY button, or, when you have reviewed the Shopping Basket and are satisfied with your requests, select PROCEED TO CHECKOUT.

### Order Shipping

Order Shipping options provide the ability to add - or select - delivery address information including a phone number, select pickup or delivery of your order, and also provides the Copy Center with vital information related to requested delivery date and required meeting or class date.

New delivery information is entered in the areas at the top of the form. Once information is entered and the order completed by selecting the NEXT button, any new delivery address will be saved as an Existing Address.

To use an existing address, find the desired delivery address in the Existing Addresses listing and select use this. All information for the yellow-shaded areas will be filled in from the stored data.

To change existing delivery address information, select use this and change the information. After selecting NEXT, the new address will appear in the listing.

Users have the option of picking up their order at the Copy Center or having the documents delivered to their site.

The Date Submitted is the date the Copy Center will receive your document. The Date Needed should reflect the latest date these materials can be *received* should there be a delay in production of items in the Copy Center. It is *the user's* responsibility to ensure that the Date Submitted and the Date Needed meet their requirements.

If the Date Submitted is later than the Date Needed, you will receive a warning. Please modify your dates to resolve this conflict. You must call the Copy Center if you need exceptions to these dates.

Once complete, select NEXT to continue.

### Order Summary

The Order Summary provides a final opportunity to view delivery information and to ensure correct copy code. It also provides estimated costs for production based on your items.

NOTE: If you need a new or different copy code, submit a request to \_\_\_\_\_.


If desired, you may enter a special note for the Copy Center at this time.

Select SUBMIT FOR PRODUCTION if your order and shipping information is correct. Select BACK if you wish to change your order or shipping information.

After submitting your order, you will see the Order History screen. Your order status will indicate "Submitted To Copycenter" for the order just submitted.

When the job is complete, the Copy Center will mark it complete and the status will show "Complete".

### Quick Steps to Shopping Basket

- Access Shopping Basket from Menu Bar
  - Review order and PROCEED TO CHECKOUT
  - Select or enter delivery information
  - Select DELIVERY METHOD
  - Verify dates
  - NEXT
  - Review order - SUBMIT FOR PROCESSING
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