Welcome to WebCRD

Introduction to Electronic Printing

WebCRD™ is a browser-based ordering and production application, enabling users to order, manage, reorder documents and items at a BOCES print center using the Internet or Intranet. By submitting print jobs electronically, delivery time is reduced by at least 24 hours (shuttling the hard copy from your building to the Taft Road print shop), and you retain the documents you submit in your WebCRD account for later re-ordering.

About this Document

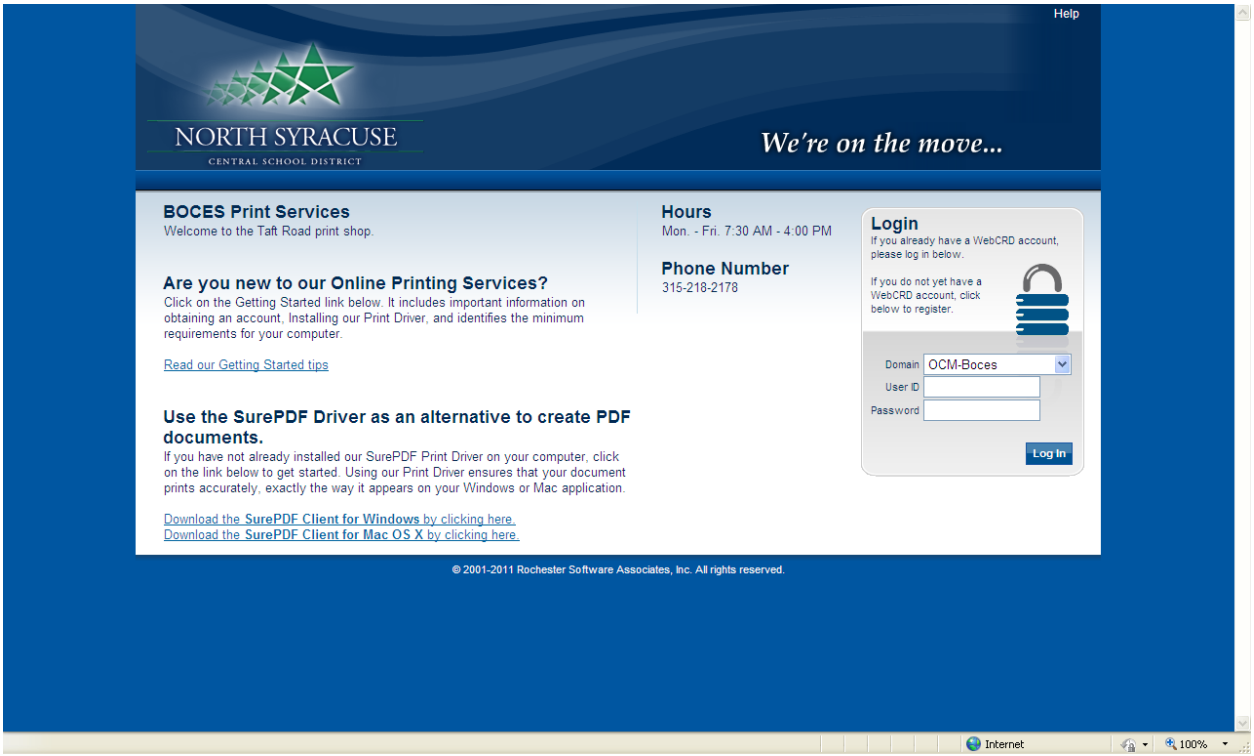
This "how to" document has been prepared by the CNYRIC to assist with ordering. It is not comprehensive. For in-depth guidance, there is a searchable PDF linked on the main webpage, and a "Help" link in the upper right corner of every page. The online Help link is outstanding for assisting with tasks. When you click the link, you are brought to the section of the online help database that deals with the screen that you are on. Please use the Help link whenever necessary.

Some key points to remember when using WebCRD:

- Your website URL is: https://webcrd.nscsd.org
- When logging in, your Domain is North Syracuse.
- Your User ID and password for WebCRD are the same credentials you use to log into the District network (first initial, last name).
- Only PDF documents are accepted.
- Your publication must be contained in one PDF, meaning covers, inserts, etc. must all be in one file. WebCRD cannot combine multiple PDFs to create a single, combined document for printing.
- We cannot edit PDF documents. Our equipment will print exactly what is submitted.
- We expect to turn around standard print jobs in 72 hours. Standard jobs are classroom handouts, tests, review sheets, homework packets, and similar items that can be printed fairly quickly and assembled using the production equipment. For non-standard jobs, please allow one week to complete. Non-standard jobs are large in quantity or complexity, such as bound multi-page documents. For example, 500 copies of a 250 page tape-bound document will take more time to print than 40 stapled copies of a four page document.
- Uploaded PDFs are viewable only by the account holder; your items are not shared among users.
- PDF documents are stored in your WebCRD account for 18 months from the date of initial upload. You may extend or reduce that retention period if needed.
- Once an order is submitted, you must call the print shop to make changes to or cancel the order.

Getting Started- Login Page

Browse to https://webcrd.nscsd.org. The welcome page is shown below.



Under the **Are You New**… heading, there is a "getting started" PDF link for you guidance.

The **SurePDF print driver** can be downloaded and used to create PDF files on non-District computers. The software creates a printer in your printers folder that you can select. Once you print to the SurePDF printer, a PDF will be created and appear for you to approve or cancel. If you approve, the login page (as above) will open up for you to enter your credentials.

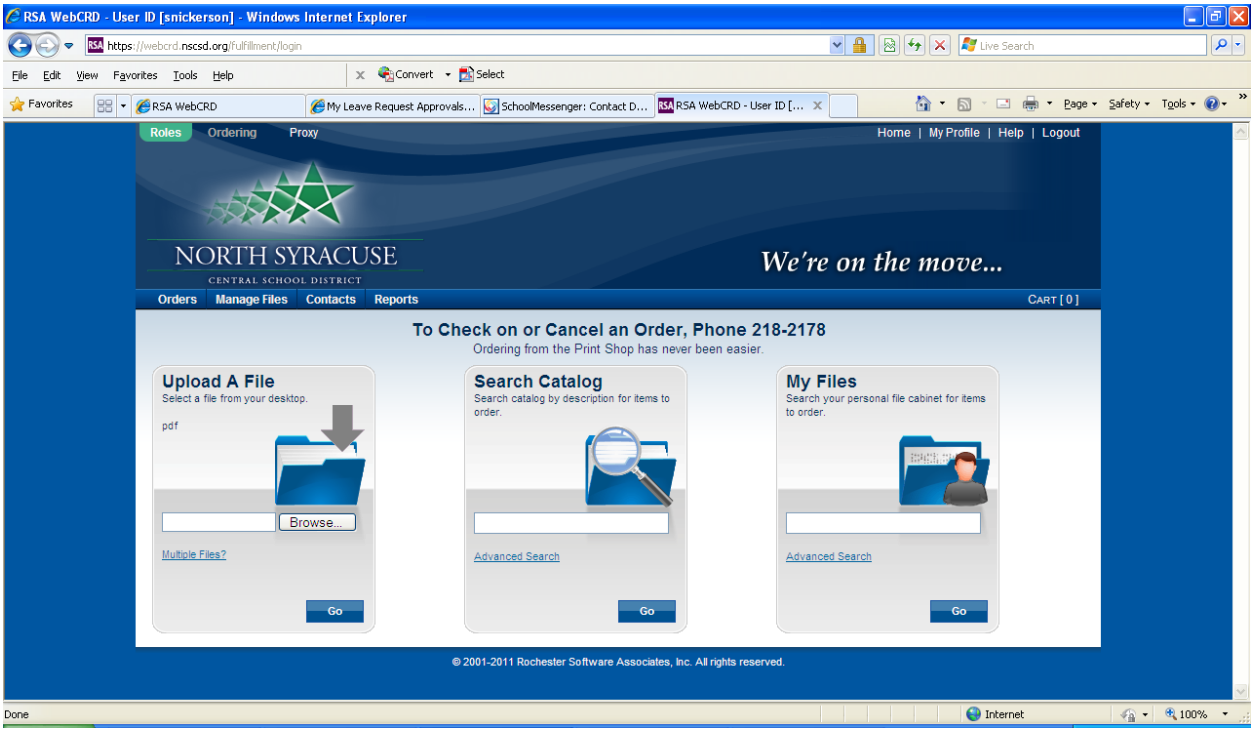
Login box: be sure to select North Syracuse from the Domain drop-down list. Then enter your North Syracuse user ID and password. Do not append "@nscsd.org" to the user ID.

Click the Log In button when your information is entered.

TIP: most login issues occur because the Domain is incorrect, or the user ID is incorrectly entered as your email address. Make sure North Syracuse appears in the Domain box, and your user ID does not contain "@nscsd.org".

Ordering Home Page

After successfully entering your credentials, you will be brought to the ordering home page.



There are three methods for placing an order on this page.

Upload A File: if you have a PDF file that needs to be uploaded to WebCRD, you select this box.

For a single file, click on the Browse button, navigate to your file, select it and click Open. The file's location will appear in the blank line next to the Browse button. Click Go.

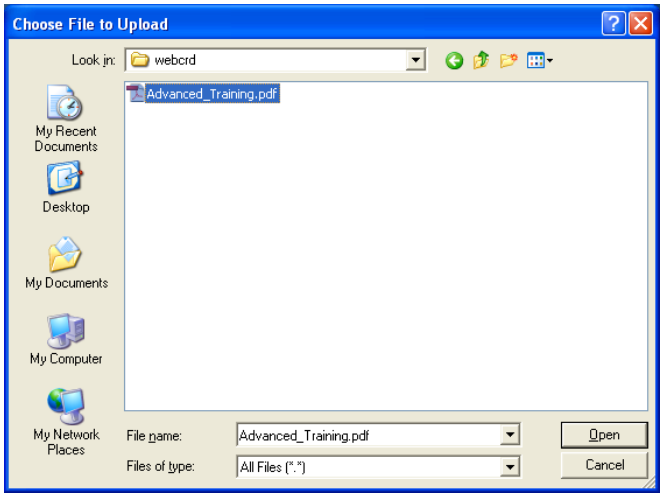
For more than one file, click on Multiple Files link, browse to the first file, click Open, and that file will appear under the Selected Files section. Repeat for the next file. When done, click Upload.

Search Catalog: this feature is in development. The Catalog allows for collections of PDFs to be uploaded and shared with designated groups of users. An example would be a collection called Fourth Grade Teaching Material shared across the District. Another example would be Fourth Grade Allen Road teaching materials, only shared among fourth grade staff at Allen Road. Users who are in the catalog groups can order materials using the catalog PDFs, bypassing the need to scan or obtain a particular PDF and upload it into their own account.

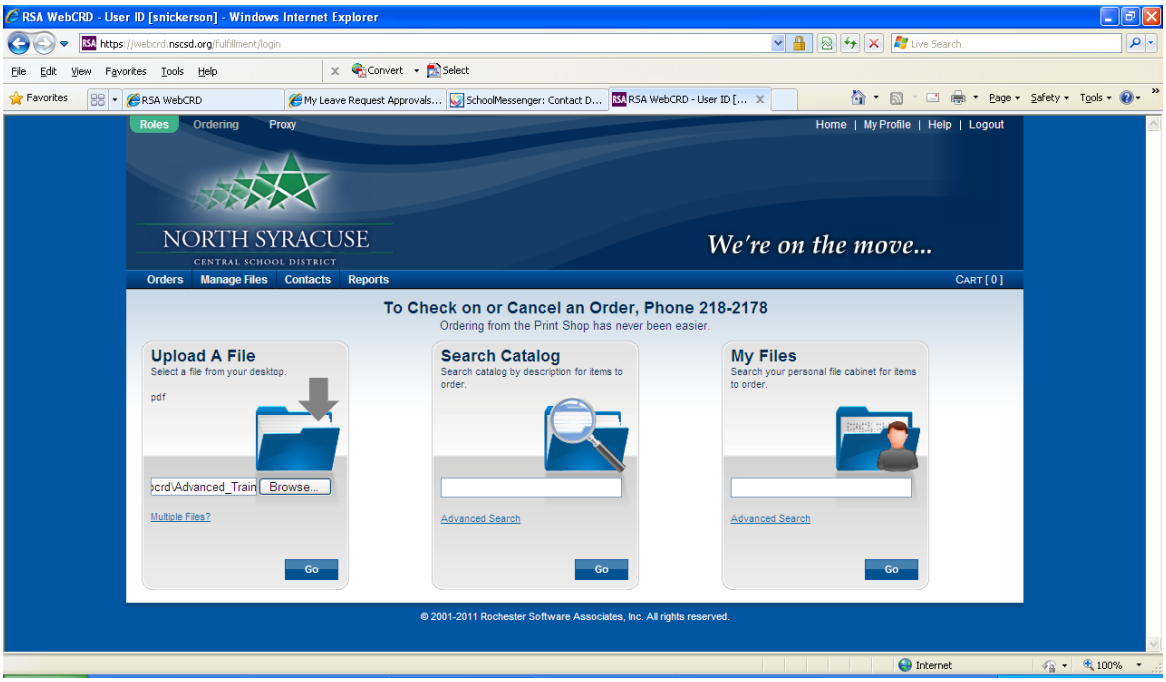
My Files: this choice allows you to search all PDF documents that you have uploaded into WebCRD and place a new order.

Upload A File

Click on the Browse button in the Upload a File box. This window opens:



Locate the PDF file you wish to upload. Select the PDF, and click Open. You return to this window:



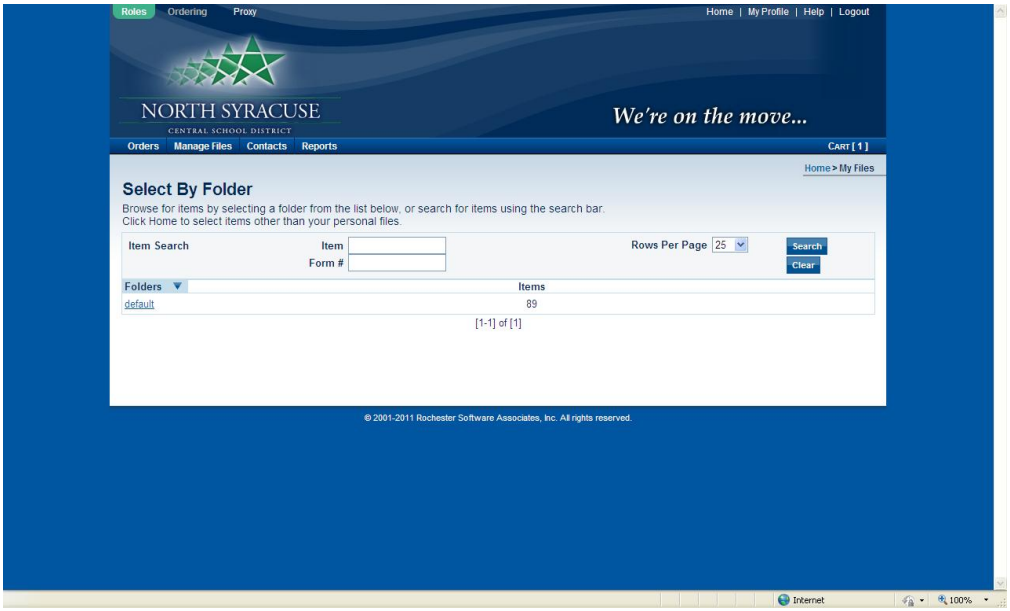
Now click Go. Your selected file will be placed in the “Cart”.

OR, you may order a file from your “My Files” collection.

My Files

Once you have at least one PDF uploaded into WebCRD, you are able to use the My Files function. You may type in the name of a file, or you may use the Advanced Search and look through all the files.

Here is the Advanced Search screen:



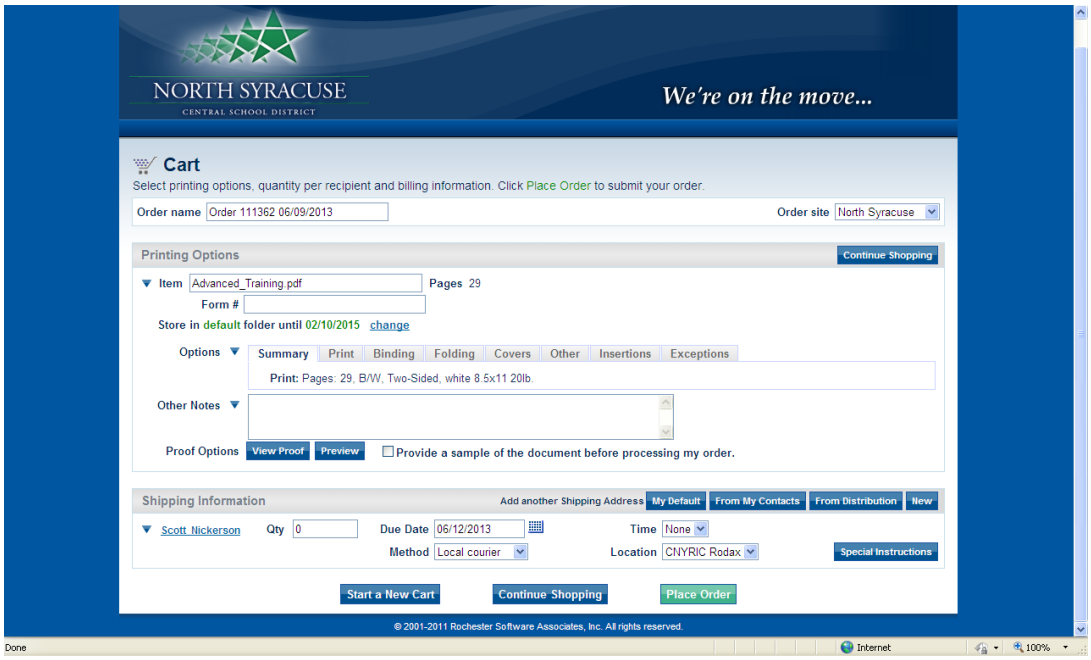
Click on the folder “default”.

When you locate the file you wish to reorder, enter a quantity in the Qty box on the right. Then, click the “Add to Cart” button at the bottom of the webpage (not shown). Once you click the Add button,

you will be returned to this same page. You can now move on to select other files, or view the contents of your cart by clicking the “Cart” link in the upper right.

Cart View

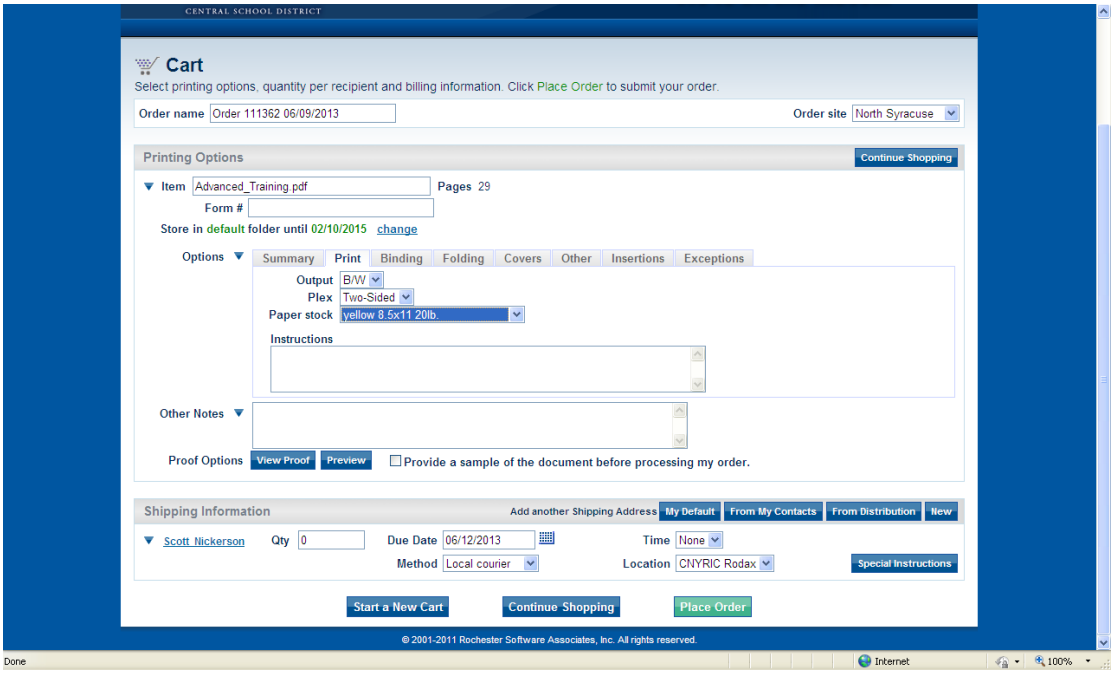
Now that you have ordered by either uploading a new file, or by selecting a file from your “My Files” collection, you can select the appropriate printing choices in the “Cart” screen:



Under Printing Options section, there are several tabs to work with (as shown above):

Summary / Print / Binding / Folding / Covers / Other / Insertions / Exceptions

Summary: (image above) this tab shows you all the selections you have chosen for your print job.



Print: You may choose “One-sided” or “two-sided” printing, and your paper stock (image above).

Stocks listed are the only stocks available at the print center:

Letter size (8.5x11), regular weight (20 lb.) = White, yellow, blue, green, salmon, cherry

Letter size, card stock (150 lb.) = white, yellow, blue, green, pink, salmon, peach

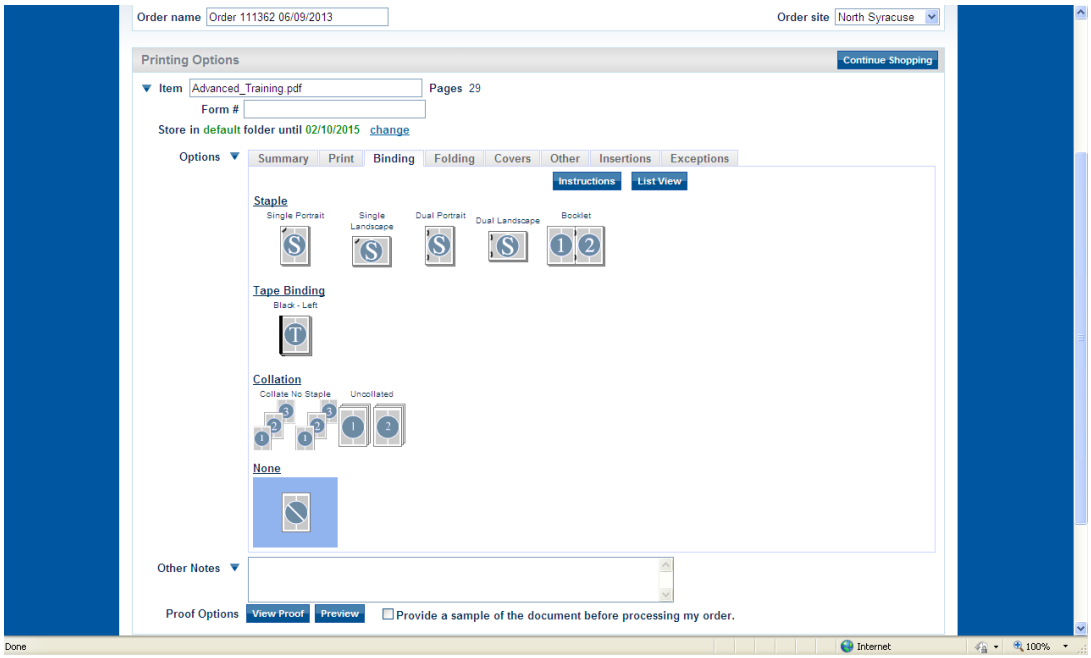
Letter size, regular weight (20 lb.), three hole punch = white

Legal size (8.5x14), regular weight (20 lb.) = white

Legal size, card stock (150 lb.) = white

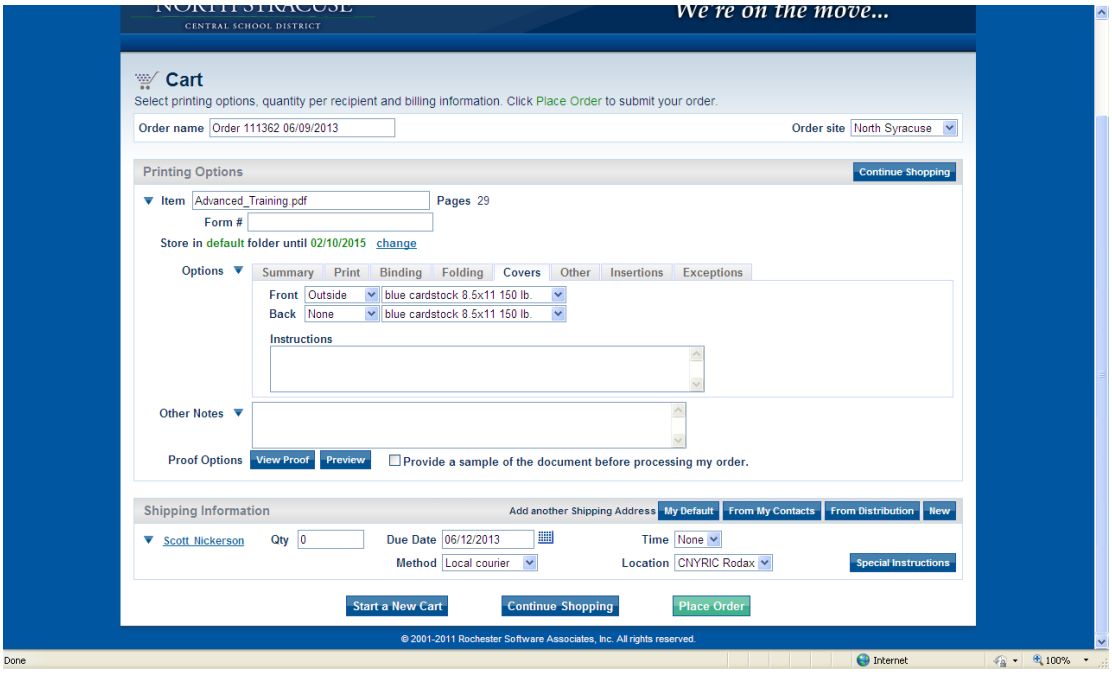
Ledger size (11x17), regular weight (20 lb.) = white

Ledger size, card stock (150 lb.) = white



Binding: (image above) you may choose stapling in different locations, and tape binding. You may also choose collate, no staple (unstapled sets), and uncollated (pages are copied in separate stacks instead of as a set).

Folding: single page documents can be folded into half or thirds.



Covers: (image above) this is where you must identify covers for your document. This is only necessary if you want a front or back cover on different paper stock from the interior pages.

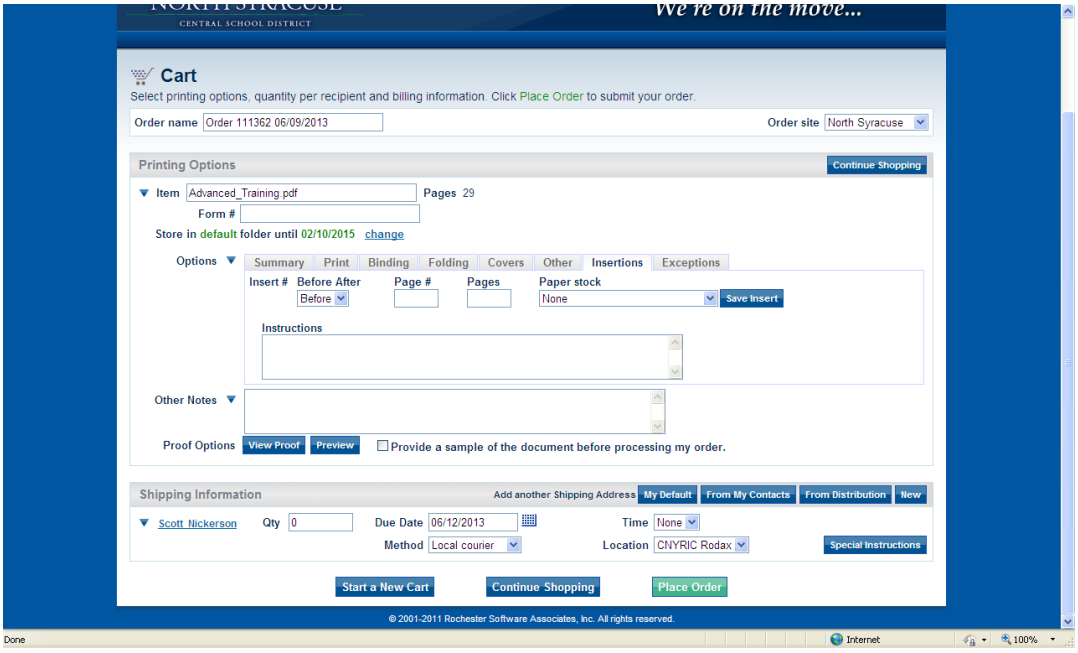
Cover options are:

Front: print on None, Both Sides, Inside, Outside. Most common selection is Outside. The inside of the cover will be blank. You do not need to include a blank page in your PDF to indicate a blank inside of the cover- the system will take page one of the PDF and copy it onto the outside of the cover.

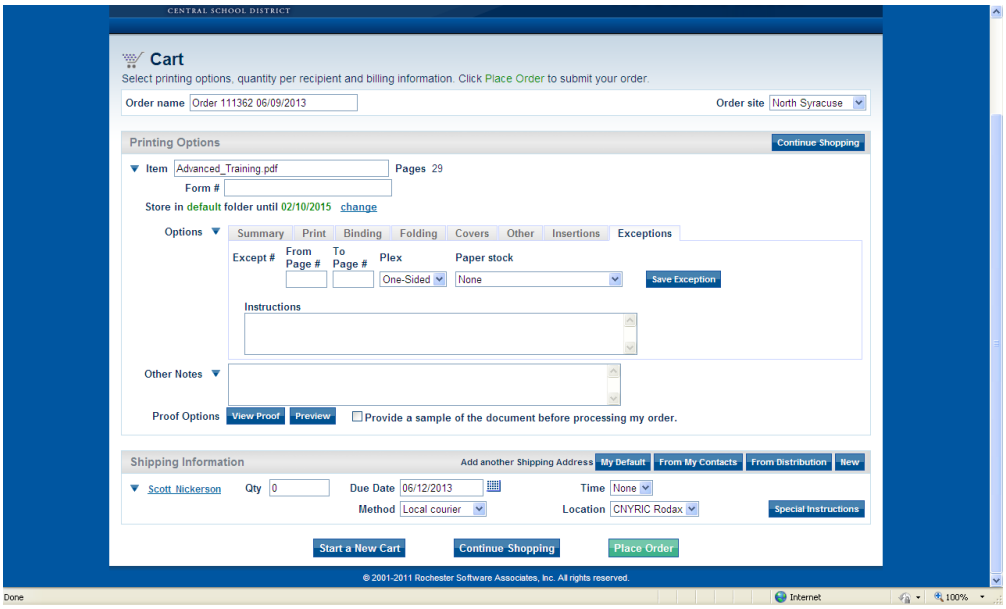
Back: print on None, Both Sides, Inside, Outside. Most common selection is None. This will give you a blank back cover. If you choose "None, None", there will be no back cover to the packet.

You may also select the paper stock for your Front and Back cover. Please choose the appropriate stock from the drop-down menu.

Other: this tab (not shown) allows you to indicate if you need the document Cut, made into a pad, or to have slip sheets put between copy sets. A slip sheet is a different colored sheet of paper that divides your sets for better separation.



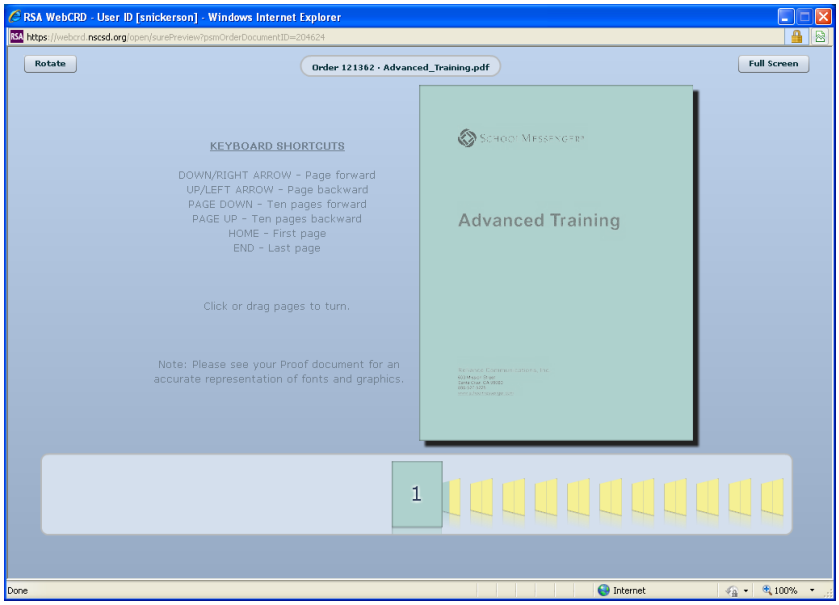
Insertions: this tab (image above) allows you to insert a different paper stock into a document. This insertion will be a blank sheet of paper. Choose the page number of your PDF that you wish to put the sheet before (or after), indicate how many blank sheets, and then select the paper stock from the drop down. Click "Save Insert" to keep the insert part of your document.



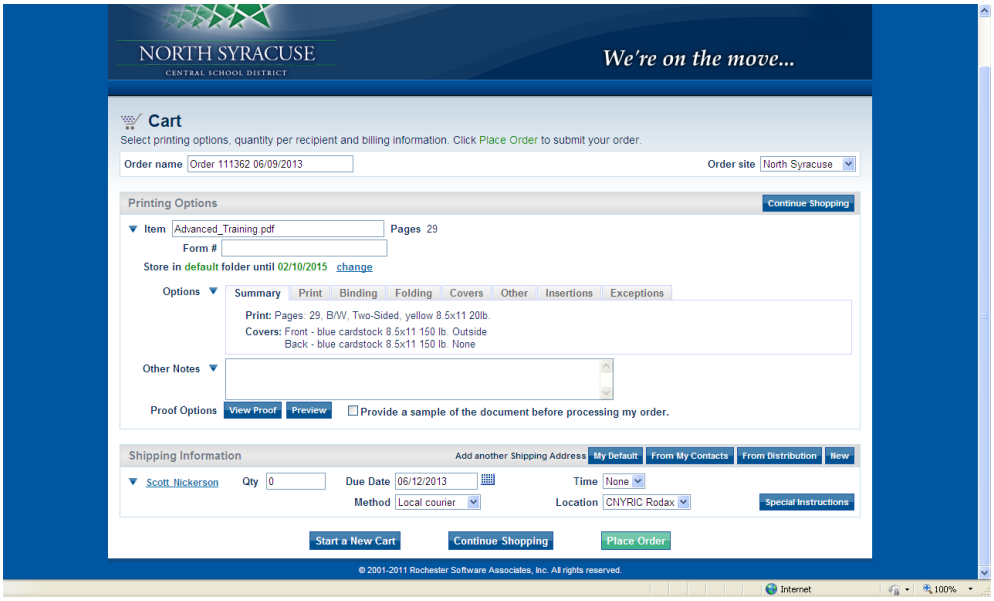
Exceptions: this tab (image above) allows you to choose a different paper stock for one or more pages in your document to be printed on. Use the PDF page numbers and enter the From Page # To Page #, choose the Plex (one or two-sided), then choose the paper stock. This feature is useful if you need certain pages a different color from the main pages. Click Save Exception when done.

Important Proofing Feature:

Choose the Proof button under Proof Options to see what your finished document will look like. It is very important to use this button before submitting an order, as you have time to catch any mistakes or issues before submitting the order. Here is what the preview screen looks like when opened:

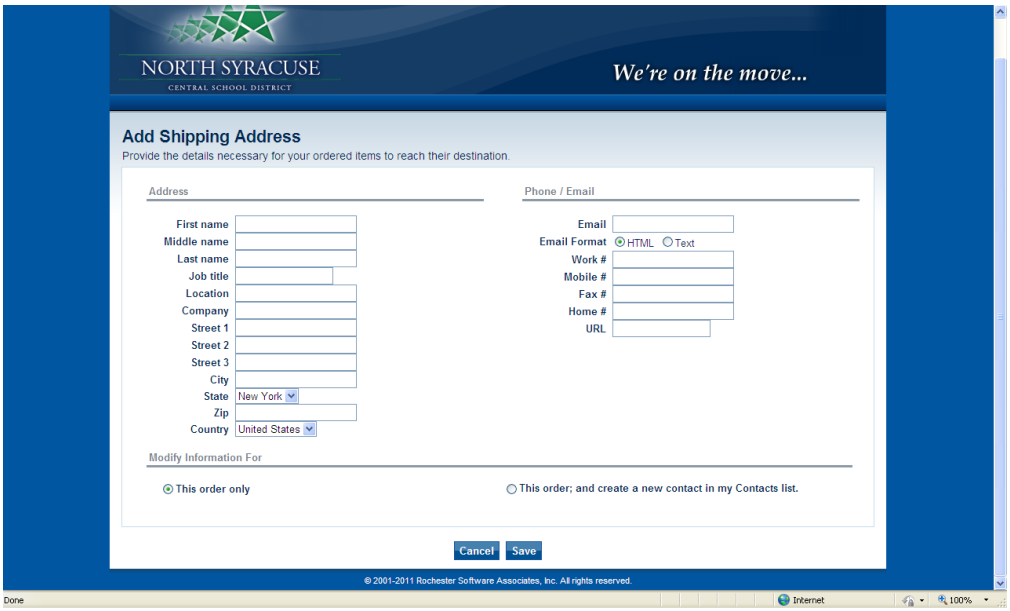


Click the red X in the upper right of the window to close out. You are now ready to enter shipping and due date information.

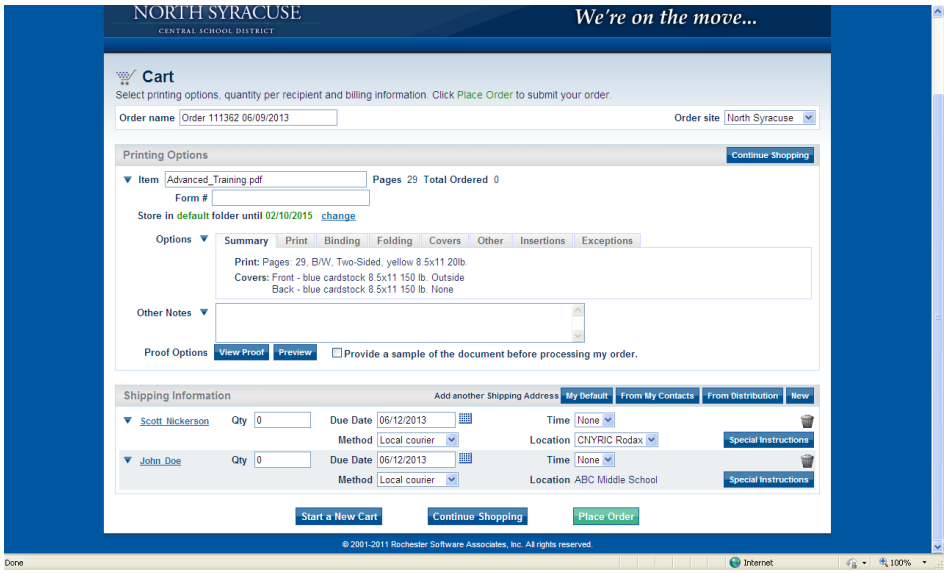


Shipping Information (image above): By default, an order will be shipped to you. Enter the quantity you need, the due date (72 weekday hours minimum), and delivery method (courier is most common choice). You may enter Special Instructions for shipping if you wish.

If you wish to place this order for yourself and another person, select the "New" button on the right hand side of the screen. You only need to add this person once to your contacts, so the next time you order for them, you would choose the From My Contacts button and select the name of the person you added earlier.



This is the “add shipping address” (new contact) window. Add the First Name, Last Name, Location, and Email address. Select “Modify Information For This Order, and create a new contact in my Contacts list”. Click Save.



You’ve now added another recipient to your order. You can select how many copies this person will receive and when. You may add as many recipients as you need. To delete a recipient, click on the trash can icon above Special Instructions.

Place Order

Now that you have the document set up with the paper stock and binding options you need, and you’ve added other recipients to your order, you are ready to place the order. Simply click on the Place Order button. A Receipt page will appear that shows the order has been placed. To cancel the order, you must contact the Print Center on Taft Road.

- If you left the quantity at zero, you will receive the error message: “At least one recipient is not receiving any copies of any item”. Correct the quantity, and try again.
- If your due date is too soon, or in the past, you will receive an error message: “A supplied DUE DATE is too soon to be processed “. Adjust the due date, and try again.

Once your order has been placed, it goes directly to the print shop for production and will be shipped out to you when completed.

Re-orders

As mentioned earlier, use the My Files option to select files that have already been uploaded and ordered in the past. You may also use the "Orders" link on the main ordering page. Click that link, then locate the order you wish to reorder. When you click the Reorder button, the original order will be placed in your cart. From there, you can change paper stocks, quantities, recipients, and anything else you wish to change before ordering.

For Further Information

Please refer to the online Help link in the upper right corner of the WebCRD site, or you may consult your designated building technical assistant.

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