

papub**lisher**

PaPublisher User Manual



Contact Information

DGS Publications Customer Service

Phone: 717.704.1029

Email: RA-gspubcustservice@pa.gov

Customer Account Managers

Please refer to the Customer Account Manager Assignments tab at dgs.pa.gov/publications to find your agencies account manager:

Cole Brenize

Phone: 717.704.1038

Email: cbrenize@pa.gov

Brent Wiseman

Phone: 717.704.1051

Email: brweisman@pa.gov

What is PaPublisher?

PaPublisher is the Commonwealth's official system to place **print, sign & mail** orders for production at the DGS Bureau of Publications. Employees of agencies with SAP/SRM billing must register for access to and place all orders through **PaPublisher**.

For products not available through **PaPublisher**, please contact your Customer Account Manager (CAM) or email the customer service email account:

RA-gspubcustservice@pa.gov

PaPublisher offers several options for placing an order. Users can choose to order from their on-line catalogs, use the Fast Auto Print service for custom orders, or submit Turtle Tickets for off-line requests. (Please contact your Customer Account Manager before placing Turtle Ticket requests.)

PaPublisher is a print on demand service, which means once you select your product, quantity, specs, due date, and submit your order, the ticket goes directly into production.

Registration for New Users

The screenshot displays the PaPublisher website interface. At the top, there is a navigation bar with a 'Home' icon, the 'papublisher' logo, a search bar labeled 'Search Product', a 'Category' dropdown menu, and a 'Login' link highlighted with a red box. Below the navigation bar is a large banner image of the Pennsylvania State Capitol building. A pop-up window titled 'Login' is overlaid on the left side of the page. This window contains a form with the following elements: a 'User Name' input field, a 'Password' input field, a checkbox for 'Remember User Name', a blue 'Login' button, and a link for 'Forgot Your Password?'. In the bottom left corner of the pop-up window, the text 'New User? Register' is highlighted with a red box. Below the banner image, a blue bar contains the text 'This site is available to all Commonwealth of Pennsylvania employees'. At the bottom of the page, there is a footer with navigation links for 'PaPublisher', 'English (United States)', and 'Selected Print Shop - PaPublisher', along with copyright information and a 'Terms & Conditions' link.

To register for an account, visit www.papublisher.state.pa.us/DSF and click on the **Login** link. In the bottom left-hand corner of the pop-up window, click on **Register**. Complete the online registration form. All fields with an asterisk must be completed in order to proceed to the next page in the registration process. Be sure to enter your bureau director (or equivalent's) name and email address. As part of the registration process, we are required to contact this person to verify that you have his/her approval to spend funds on behalf of your organization.

Home Page

The screenshot shows the PaPublisher home page. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and YOUR NAME. Below this is the PaPublisher logo, a search bar labeled "Search Product", and a shopping cart icon showing 0 items. A large banner image of a snowy park with a bicycle is displayed. On the left side, there is a "SHOP BY CATEGORY" menu with options: View All, Catalog, Stationery, Commonwealth Catalog, Graphic Design Services, Sign Shop Services, and Copy & Print. Below this is a "SELECTED PRINT SHOP" section for PAPPUBLISHER, listing supported operating systems: WINDOWS (32BIT), WINDOWS (64BIT), and MAC. The "FEATURED CATEGORIES" section contains two tiles: "STATIONERY Agriculture" with a "BROWSE" button and an icon of stationery items, and "CATALOG Agriculture" with a "BROWSE" button and an icon of an open book.

When logged in to [PaPublisher](#), you will see your agency's featured categories page (your home page). Under the logo in the left top corner, you can **Shop By Category** and view products and services available to you. You can also access your products by clicking on the **Browse** buttons under Featured Categories.

Product Overview

ORDER TYPE	PRODUCT TYPE	ARTWORK	ORDER SPECIFICATIONS	SHIPPING DATE & LOCATIONS	COST & PAYMENT INFORMATION
Catalog	Static Products	Provided by agency. Managed & maintained by DGS Publications.	Many items that are frequently ordered can be added to the PA Publisher catalog. Contact your Customer Account Manager for more specific information.	Most catalog items are available in 3 to 5 business days with shipping to one or multiple locations.	Pricing is displayed in the catalog.
Stationary	Personalized Products	Managed by DGS Publications per guidelines provided and approved by the Governor's Office.	Specs and rules for stationary are set by the Commonwealth Style Guide for agencies under the Governor's jurisdiction.	Most stationary items are available in 3 to 5 business days with shipping to one or multiple locations.	Pricing is displayed in the catalog.
Fast Auto Print	Ad Hoc	Submitted by the user and transferred directly to the production team.	DGS Publications provides multiple templates that allows the user to build their product.	Most Fast Auto Print items are available in 5 to 10 business days with shipping to one or multiple locations. Contact your Customer Account Manager for rush orders.	Pricing is displayed and updated as you create and make changes to your product.
Turtle Ticket	Ad Hoc	Submitted by the user to the Customer Account Manager	This item is a blank order that captures your shipping and billing info, and functions as your official request for services.	Most Turtle Ticket orders are available in 5 to 10 business days with shipping to one or multiple locations. Contact your Customer Account Manager for rush orders.	Quotes are available from you Customer Account Manager upon request.

Catalog Orders

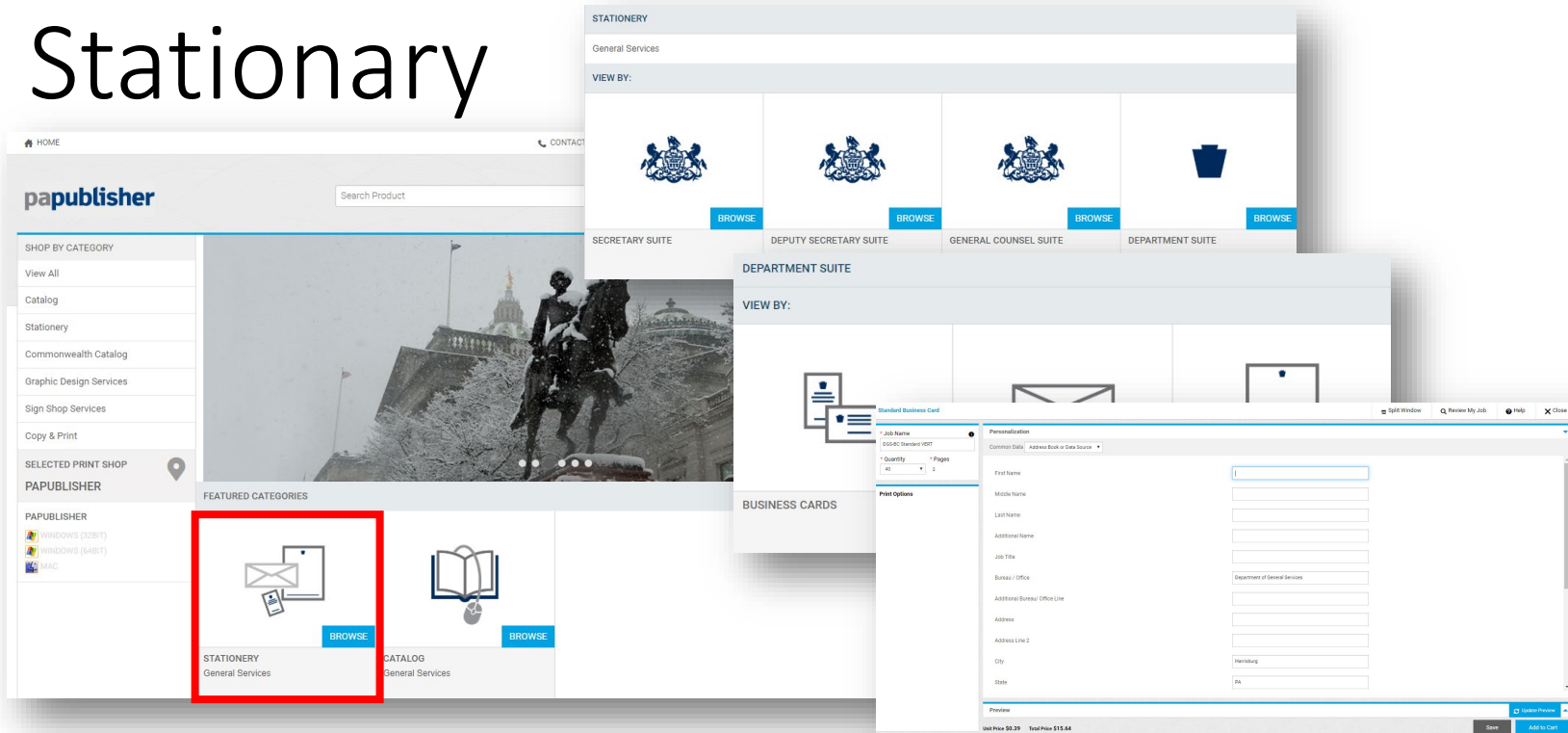
The screenshot displays the PaPublisher website interface. On the left, there is a navigation menu with sections like 'SHOP BY CATEGORY' (listing View All, Catalog, Stationery, Commonwealth Catalog, Graphic Design Services, Sign Shop Services, Copy & Print) and 'SELECTED PRINT SHOP' (PAPUBLISHER). Below this, there are icons for operating systems: WINDOWS (32BIT), WINDOWS (64BIT), and MAC. The main content area features a large image of a statue on horseback in front of a building, with 'FEATURED CATEGORIES' below it. Two 'BROWSE' buttons are visible, one for 'STATIONERY General Services' and one for 'CATALOG General Services', with the latter highlighted by a red box. On the right, a grid of product cards is shown under the heading 'IN THIS CATEGORY:'. Each card includes a product image, a quantity dropdown, a 'BUY NOW' button, and the product name. One card is expanded into a detailed view for 'COSTARS Member Brochure', showing a preview of the brochure, item number 1586, a turn-around time of 40 hours, and a quantity dropdown set to 50. The detailed view also includes a 'Continue Shopping' button and a 'Buy Now' button.

Each agency in the Commonwealth has access to their own virtual warehouse on **PaPublisher**. The catalog is built at the request of your agency. It is managed and maintained by DGS Publications' programming team. Items can be added, removed and updated by contacting your Customer Account Manager. While there are some limitations to the products we can add to your virtual warehouse, the catalog is great for a wide variety of items and best used for frequently ordered items and/or items that need to be managed for ordering by multiple offices.

Virtual warehousing is a method used by DGS Publications to aid the Commonwealth in its cost-savings initiatives. By printing your products **On Demand**, **YOU SAVE** by:

- Locking in pricing and avoiding set-up costs each time you order.
- Avoiding warehousing and storage expenses.
- Reducing the risk of replacing damaged or outdated materials that go unused.

Stationery



The stationary product templates in **PaPublisher**, like business cards and letterhead, have been pre-approved by the Governor's Office for use by each agency under the Commonwealth's branding/style standards. You can manually fill out the required information or resource it from your address book. Envelopes (#10 window and non-window) are available for your convenience in quantities of 500 or 1,000. For larger quantities or other envelope options, contact the Commonwealth's envelope vendor.

For agencies under the Governor's jurisdiction: If you wish to have changes made to stationary templates, please contact your agency press office to request written approval from the Governor's Office for your changes. You will need to provide written consent for us to proceed.

For agencies not under the Governor's jurisdiction: If you wish to have changes made to these templates, please contact your agency press office. You will need to provide written consent for us to proceed.

Fast Auto Print

The screenshot displays the PaPublisher website interface. At the top, there's a navigation bar with 'HOME', 'CONTACT US', 'HELP', and 'ENGLISH (UNITED STATES)'. Below this is a search bar and a 'SHOP BY CATEGORY' section. The left sidebar contains a 'SELECTED PRINT SHOP' dropdown set to 'PAPUBLISHER' and a list of categories including 'Copy & Print', which is highlighted with a red box. The main content area shows a grid of product categories: 'BOOKS', 'BROCHURE', 'CARDS', and 'COPIES', each with a 'BUY NOW' button. A 'Brochure' template is selected, showing a preview of a document with text and images. A 'Print Options' sidebar is visible on the left, and a 'Print Options' dialog box is open on the right, showing options for 'Printing', 'Flat Size', and 'Paper'.

PaPublisher includes a series of templates that allow you to build your own products. They are located in the **Copy/Print** catalog. Each template has different options that guide you step-by-step, while providing a digital representation of your project. The templates allow you to submit files and select the specification of your item. As you make selections and changes to your order, the template will update the cost of your project.

If you require additional training for using **Fast Auto Print** or have questions or concerns, contact your Customer Account Manager.

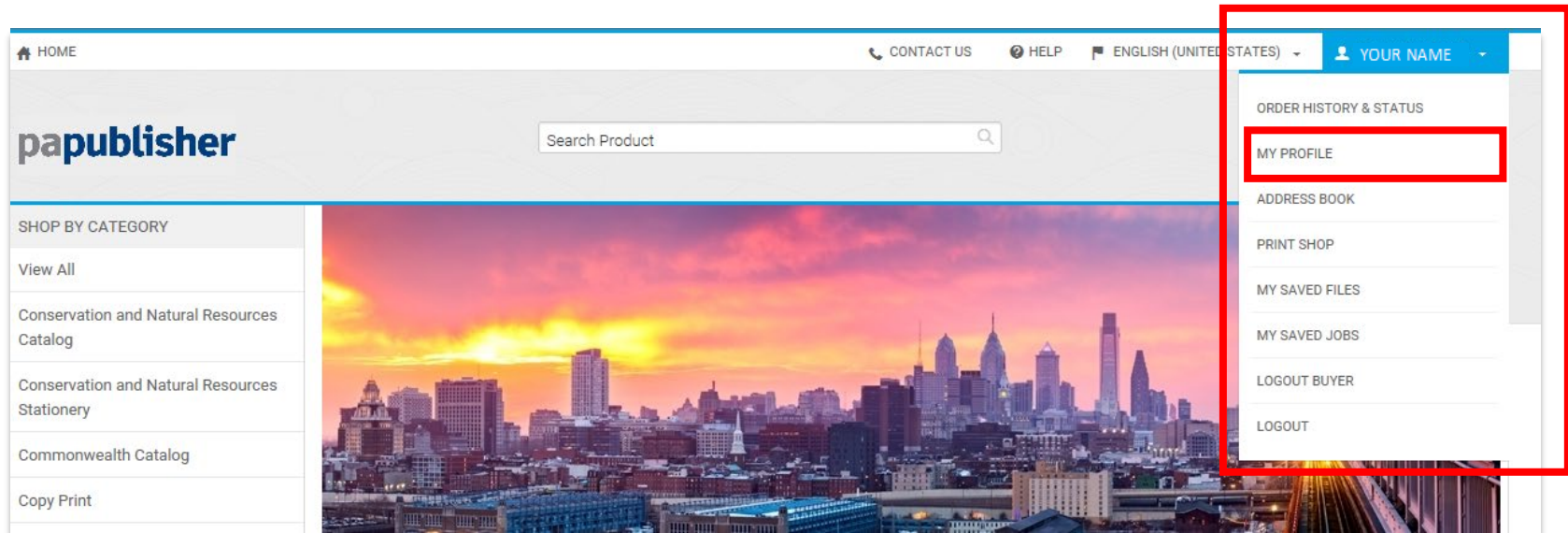
Custom Quote

The screenshot displays the PaPublisher website interface. On the left, a navigation menu lists categories such as 'Stationery', 'Commonwealth Catalog', and 'Graphic Design Services'. The 'Copy & Print' category is highlighted with a red box. The main content area features a large image of a statue on horseback. Below this, there are sections for 'FEATURED CATEGORIES' and 'VIEW BY:'. The 'Turtle Ticket' product is prominently displayed with a red box around its image and a 'BUY NOW' button. A detailed view of the 'Turtle Ticket' product is overlaid on the right, showing its description and a 'BUY NOW' button.

For products that do not exist in the catalog or cannot be created in **Fast Auto Print**, a **Custom Quote** is required. This item is a blank order that captures your shipping and billing information, and functions as your official request for services. **Please note**, only one **Custom Quote** is allowed per cart and no other items can be submitted with your order.

Before placing your **Custom Quote** order, please contact your Customer Account Manager for guidance. Any specifications or files you can provide are helpful. If needed, an estimate can be provided before or after your order is placed.

My Account



The **My Account** section of **PaPublisher** is located under your name tab at the top right-hand corner and is your personal location to update contact information, build your address book, view job status and complete orders that you have put on hold. Below is a brief description of each section listed within **My Account**.

My Profile: Your profile is initially built during the registration process. If your personal information changes, you can edit your contact information in **PaPublisher**. Your contact information is used for many purposes throughout the site including determining your access to restricted categories, serving as your default shipping location, and pre-populating certain personalized products (such as business cards and letterhead). To modify your profile, click on the **Edit Profile** button.

My Account

HOME CONTACT US HELP ENGLISH (UNITED STATES) YOUR NAME

papublisher Search Product

ORDER HISTORY & STATUS

Time period: All Orders Show status: All Sort by: Order Date Search by

Order # 51573 Shipped
Order Date : 7/26/2017 11:10:58 AM
Due Date : 8/2/2017 11:30:00 AM
DCNR Catalog - C6000_HICK_MP_0020

Order # 51374 Completed And Invoiced
Order Date : 7/18/2017 8:20:27 AM
Due Date : 7/25/2017 8:30:00 AM
DCNR Catalog - C6000_COLO_MP_0011

Invoice #	Amount	Invoiced DateTime	Link
31414	\$76.69	7/21/2017 9:20:15 AM	Invoice File

Order History & Status: PaPublisher keeps a running account of your orders. You can quickly filter through your various orders by selecting status options from the Order History & Status menu. You can also filter your information or limit your query to a specific time period. By clicking on the **Order #** you can view an online copy of your order confirmation. By clicking on **Invoice File** you can open and download a copy of the invoice once it has been posted. Invoices are posted to PaPublisher as soon as they have been submitted to the comptroller's office. If you need additional information regarding your order, need to cancel your order, or need to make a change, please contact your Customer Account Manager immediately.

My Account

The screenshot displays the 'My Account' page on the PaPublisher website. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: Order History & Status, My Profile, Address Book (highlighted in blue), Print Shop, My Saved Files, My Saved Jobs, and a 'SELECTED PRINT SHOP' section for PUBLISHING. The main content area is titled 'ADDRESS BOOK' and features a search bar with the placeholder text 'Search by First Name, Last Name, Address, Email, Company, Phone, FAX'. Below the search bar is a table of saved addresses. Each row includes the address name, phone number, email, and physical address, with 'Edit' and 'Remove' links for each entry. A red box highlights the 'Add New' button in the top right corner of the address book header.

Address Name	Phone	Email	Address	Actions
Gifford Pinchot State Park	717.555.5555	yname@pa.gov	2200 Rosstown Road Lewisberry, PA 17339-9787	Edit Remove
Gifford Pinchot State Park	717.555.5555	yname@pa.gov	2200 Rosstown Road Lewisberry, PA 17339-9787	Edit Remove
Colonel Denning State Park	717.555.5555	yname@pa.gov	1599 Doubling Gap Road Newville, PA 17241-9756	Edit Remove
Hickory Run State Park	717.555.5555	yname@pa.gov	3613 State Route 534 White Haven, PA 18661-9712	Edit Remove

Address Book: PaPublisher enables you to develop an online address book to store frequently used addresses. For many personalized products (such as business cards), information can be quickly populated to the data fields by pulling data from your address book. You can populate your address book by clicking on the **Add New** button from within the **Address Book** or by adding new addresses automatically when entering new shipping destination to a shopping cart and checking the **Save to My Address Book** box.

My Account

The screenshot displays the 'My Account' page on the PaPublisher website. The main content area shows a preview of a document titled 'DCNR BC Standard'. The document preview includes the DCNR logo and contact information for Kristeen Young, Clerk Typist 2, at the State Parks, PO Box 8551, Harrisburg, PA 17105, with a phone number of 717.787.8874. The page is currently on page 1 of 1. At the bottom of the preview, the unit price is \$0.22 and the total price is \$9.00. A 'Save' button is highlighted with a red box. The right-hand navigation menu also has the 'MY SAVED JOBS' link highlighted with a red box.

DCNR BC Standard

* Job Name
DCNR-BC Standard

* Quantity 40 * Pages 1

Print Options

Personalization

Preview

Order History & Status

MY SAVED JOBS

My Profile

Address Book

Print Shop

My Saved Files

My Saved Jobs

DCNR-BC Standard
Added: 8/1/2017 8:03:25 AM EDT

ORDER HISTORY & STATUS

MY PROFILE

ADDRESS BOOK

PRINT SHOP

MY SAVED FILES

MY SAVED JOBS

LOGOUT BUYER

LOGOUT

Unit Price \$0.22 Total Price \$9.00

Save Add to Cart

My Saved Jobs: PaPublisher allows you to **Save** your progress while ordering and manage your saved orders using **My Saved Jobs** in your My Account section. The **My Saved Jobs** page gives you access to your saved items and gives you the option to resume your request, add items to your cart or delete them permanently.

Shopping Cart

The screenshot displays the papublisher shopping cart interface. At the top, there is a search bar and a cart icon in the top right corner, which is highlighted with a red box and shows a count of 1. Below the search bar, there are category filters for 'All Categories' and 'STATE PARKS'. The main cart area is titled 'CART' and features a 'Due Date' field set to 'TUE August 8 2017 08:30', which is also highlighted with a red box. The cart contains one product: 'DCNR Catalog - C6000_GIPL_MP_0073' with a quantity of 50, a unit price of \$0.07, and a total of \$3.50. The quantity field is highlighted with a red box. Below the product name, there are options to 'Save for later' and 'Remove'. To the right of the product list, there is a 'Selected Print Shop' dropdown set to 'PaPublisher'. A summary section shows the 'Subtotal' as \$3.50 and the 'Total' as \$3.50. Below the summary, there is a 'CheckOut' button highlighted with a red box. At the bottom of the cart, there are 'BUY NOW' buttons for each product, with a quantity dropdown set to 50. A 'PROCEED TO CHECKOUT' button is located at the bottom right of the cart area.

The **Shopping Cart** is where you begin the checkout process of your order. The cart can be used to review and order multiple products together. The exception is Turtle Tickets, which may not be ordered with other items and may only be ordered one at a time. (For additional clarification on this process, contact your Customer Account Manager.)

In the shopping cart, you will be provided with the quantity and cost data of your order and can **adjust your quantity**, **save for later** and **remove products**. You must select a ship date and time.

You can access your cart by clicking on the cart icon in the top right corner of the page. To select a ship date, click on the blue **calendar icon**. If your order is a rush request, please contact your Customer Account Manager immediately.

Shopping Cart

The image shows a screenshot of the papublisher website's shopping cart interface. The top navigation bar includes 'HOME', 'CONTACT US', 'HELP', and 'ENGLISH (UNITED STATES)'. The user is logged in as 'YOUR NAME'. A dropdown menu is open, showing options like 'ORDER HISTORY & STATUS', 'MY PROFILE', 'ADDRESS BOOK', 'PRINT SHOP', 'MY SAVED FILES', 'MY SAVED JOBS' (highlighted with a red box), 'LOGOUT BUYER', and 'LOGOUT'. The cart contains one item: 'DCNR Catalog - 6000-CD-SP0144' with a quantity of 60, a unit price of \$0.02, and a total of \$1.20. A 'Save for later' button (with a heart icon) is highlighted with a red box. The subtotal and total are both \$1.20. A date picker shows 'TUE August 8 2017 08:00'. Below the main screenshot is a smaller inset showing the 'Saved for Later Items' section, which contains the same item as the cart, also highlighted with a red box.

Save for Later Items: You can move items from your cart but save them for later by clicking the heart icon under the quantity box. You'll find these items in your **Saved Jobs** under the My Account menu.

Checking Out

The screenshot displays the PaPublisher checkout interface. At the top, a progress bar shows three steps: 1. Shipping (highlighted with a red box), 2. Payment, and 3. Finish. Below the progress bar, the heading "Select a shipping address & shipping options" is visible. Under "SHIPMENT 1", there is a dropdown menu for "Please select a shipment type." with "Delivery Local" selected (this dropdown is also highlighted with a red box). Below this is an "ADDRESS" section with a link "Add from Address Book". On the right side, a modal window is open with a "Save to My Address Book" checkbox, a "Save" button (highlighted with a red box), and a "Cancel" button. Below the modal, there is an "Add Another Recipient" dropdown and a "CONTINUE SHOPPING" button. At the bottom of the modal, it says "Powered by EFI MarketDirect StoreFront v10.4.0.24101".

During the check out process, you will be asked to provide shipping and payment information. Your contact information is the default shipping address for all **PaPublisher** orders. However, you can change the location by filling in the address fields or using your address book. You can also select the shipment type (Local, UPS, Pick Up, Next Day Air).

At the bottom of the shipping form, you can save the address, add another recipient, or go back to shopping without completing checkout. When shipping to multiple recipients, you will need to indicate the quantity of each product to be shipped to each recipient. Please be sure to **Save** prior to proceeding to the next page.

Checking Out

PROCEED TO PAYMENT →

papublisher

Shipping **2** Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

Account Code Information

ACCOUNT CODE INFORMATION

* Code #1--Fund:

* Code #1--Cost Center:

* Code #1--Percent:

Products

Red Tag

Item Name: Red Tag

Qty	Unit Price	Total
50	\$0.07	\$3.66

Subtotal: \$3.66

Total: \$3.66

Quote good for 30 days. Postage, freight and author's alterations not included in shopping cart pricing. If you indicated that quote was not needed prior to production, item will show price of \$0.00. Actual cost will be applied at time of invoicing.

Clicking the **Proceed to Payment** button will take you to the payment page. Here you can enter your **Account Code Information**. Fields with a red asterisk are required. If the codes are entered incorrectly, an error message will appear, and you will need to correct them before completing the checkout process. You may use up to two sets of coding. When you are ready to submit your order, click **Place My Order**. Once the order is placed, you will see an order confirmation and receive a confirmation email. **Place My Order** is your final confirmation and authorization for DGS Publications to process your order.

PLACE MY ORDER →