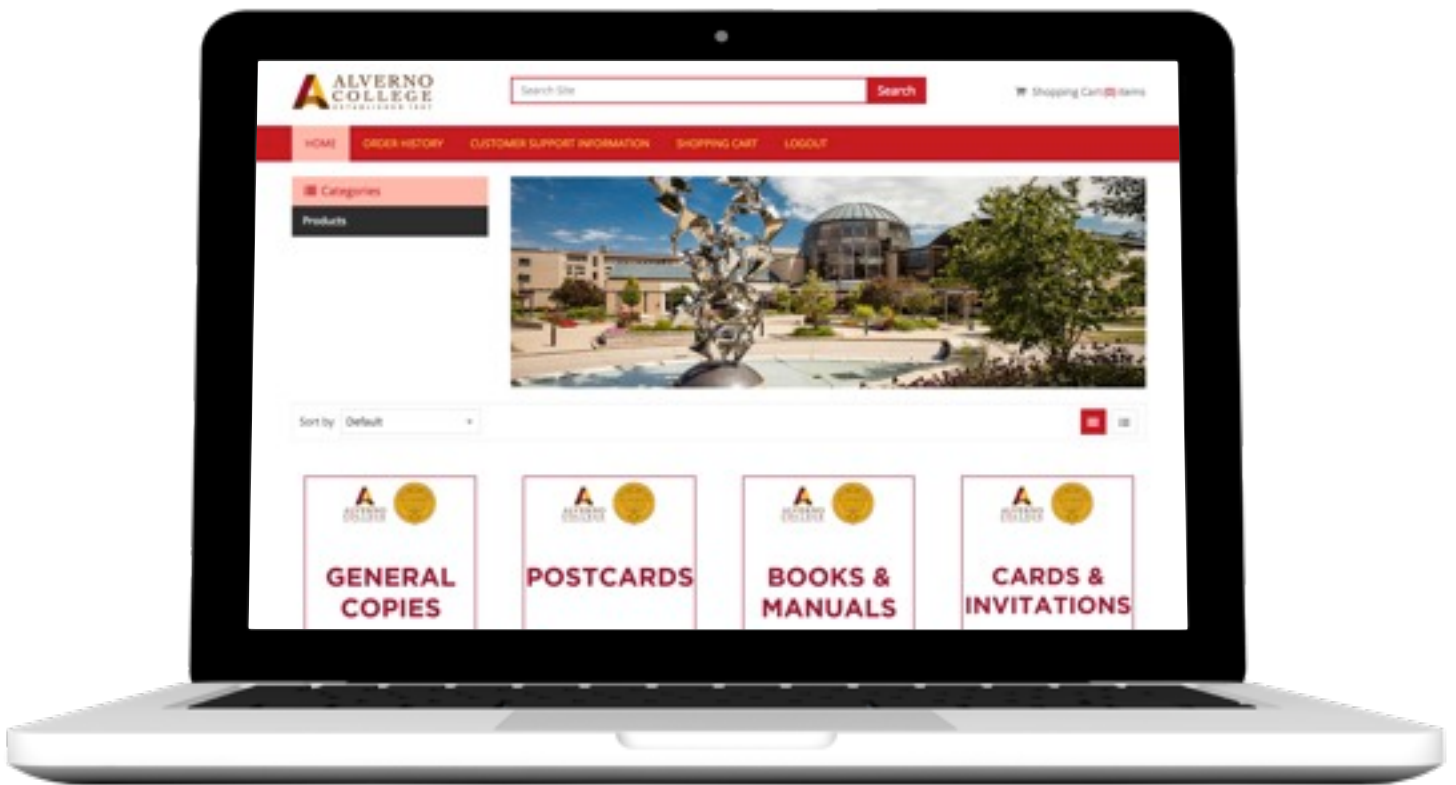




ALVERNO  
COLLEGE  
ESTABLISHED 1887



**Online Ordering**  
**[alverno.dcopy.net](http://alverno.dcopy.net)**

***DigiCOPY***





# Online Ordering [alverno.dcopy.net](http://alverno.dcopy.net)

## Table of Contents

Login & Profile .....	4
Categories .....	5
General Copies .....	6
Choose your Specifications .....	7
Static Documents .....	8
Customizable Documents .....	9
Checkout .....	10
Order History & Reordering .....	11
Contact Information .....	12





## Login & Profile

### Login

To login, go to [alverno.dcopy.net](http://alverno.dcopy.net).  
This will bring you to the login screen below.

Enter your FULL email address and password.  
Click **Login** to continue.

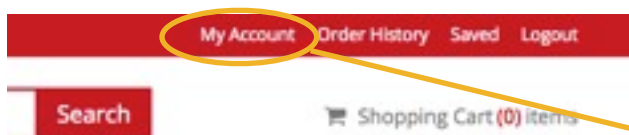
If you need login information contact Becky Dubin Jenkins.



**Tip:** We recommend using Chrome or Firefox for your web browser.

### Reset Password

If you have forgotten your password, click on **Reset Password**. You will be asked for your email address, and a temporary password will be sent to you.



### Profile Information

Once logged in, you will be brought to the Alverno College home page. On the top of the page you can access your profile. Click on **My Account** to access your contact and login information. You can update your login name, password and profile information as needed.







# Categories



- Categories
- Products



Sort by Default  



**GENERAL COPIES**

General Copies




**POSTCARDS**

Postcards



**DISCOUNT POSTERS**

Discount Posters



**STATIC DOCUMENTS**

Static Documents



**CARDS & INVITATIONS**

Cards & Invitations



**OVERSIZE PROJECTS**  
Larger than 13x19

Oversize Projects



**CUSTOM MAILINGS**

Custom Mailings



Name  
Position Title  
Department  
• Fax: (414) 482-4222  
2802 South 43rd Street  
P.O. Box 140900  
Milwaukee, WI 53214-0902

Business Card

## Select Project Category

Select the category you need from the home page.





## General Copies

### Mixed Printing

Jobs that required both black and white and color prints.

HOME ORDER HISTORY CUSTOMER SUPPORT INFORMATION SHOPPING CART LOGOUT

All Products / General Copies

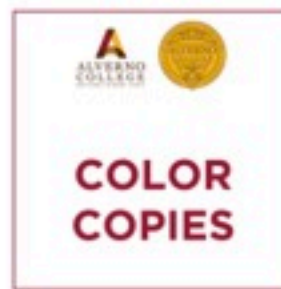
Sort by Default



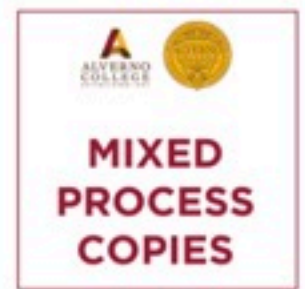
Black On White Paper



Black On Color Paper



Color Copies



Mixed Process Copies



Discounted Paper

### B&W Printing

Quantities of 101 and more. 100 or less should be printed on MFDs.

### Discounted Printing

Printing on Alverno owned stock at a discounted rate. Additional papers will be added as they become available.

# Choose your Specifications



**Quantity:** Enter the number of copies needed for your file. If ordering a piece that fits multiple-up, calculate the number of sheets to be printed.

**Originals:** Enter the number of pages in your original file.

**Sides:** Single Sided or Double Sided.

**Paper Type:** Various paper type choices to print on.

**Paper Size:** Size print.

**Finishing:** Various options including; stapling, drilling, cutting, folding, binding, padding, shrink wrapping, scoring, perforating and laminating.


**File Upload:** Select up to 3 files to upload for printing.

## Extra Specifications

**Name Your Job:** The job name will show up in your Order History for tracking purposes.

**Additional Instructions:** Enter any special instructions regarding paper and finishing or other aspects of your job. If instructions are given that incur extra charges, DigiCOPY will notify of the change.

### Black On White Paper



**101 Sheet Minimum Is Required**

Orders of 100 sheets or less are expected to be run on-site.

**Quantity (Number of finished sets)**  
1

**Originals (Number of pages in document)**  
1

**Sides (Single or Double-Sided finished product)**  
Single Sided

**Paper Type**  
White Text - 20# (BW Standard)

**Paper Size**  
8.5 x 11

**Staple**  
None

**Cut**  
None

**Drill**  
None

**Bind**  
None

**Folding**  
None

**Proof**  
None

**File Upload (optional)**

File 1

File 2

File 3

**Name Your Job (optional)**

**Additional Instructions**




## Static Documents

### Repeat Documents

Frequently ordered files can be added to the DigiXpress online store. The documents will be stored in the “**static document**” folder.

### Campus Map



Unit	Description	Price
each (1)	70# White Laser Text (4/4)	\$0.50

Quantity:

Selection: each (1) -- 70# White Laser Text (4/4) -- \$0.50

Price: **\$0.50**  
Each \$0.50

Additional Instructions:

[Add to Cart](#)

Printed 4/4 on 70# White Paper.  
Trimmed to bleed.

### Specifications

Each product's unique specifications are stored to streamline the ordering process.

### Pricing

Pricing of the products is also stored to make ordering simple. The only thing needed to place an order is a quantity.



# Customizable Documents



## Business Card



Quantity selection menu with options: 100, 250, 500 (checked), 1,000.

Price: \$13.58

Additional Instructions: [Text input field]

Customize Order button

### Quantity

Select the number of form needed.

### Customize Your Document

When your order is properly filled in, click **Customize Order** to create a custom form.

1

### Customizable Text

End user types in variable information.

Some of this automatically pre-populates.



Form interface for creating a business card. It includes input fields for Name, Position Title, Department, email, Phone, Cell, Address Line One, Address Line Two, and City. A preview window on the right shows the resulting business card with the entered information and the Alverno College seal. The bottom of the form has buttons for Update Preview, Cancel, Save for Later, and Finished Editing. A checkbox for 'Yes, I approve this document.' is also present.

2

### Update Preview

When you've entered your information, click Update Preview to see a live proof of your form.

3

### Instant Approval

When you've proofed your form and it is ready to submit, click **Yes, I approve this document** and click **Finish Editing**.



# Checkout Shopping Cart

## Continue Shopping

You may add as many projects to the shopping cart as needed. Click "Continue Shopping" to order additional projects.

## Edit and Remove Items

You have the option to "Edit" or "Remove" items from your shopping cart.

## Proceed to checkout

If everything is correct, click to move to checkout screen.

## Enter Budget Code & Shipping Info

Each user will have a pull down menu with pre designated Budget Code(s) they are approved to use. Enter the day you want your project in ship date field. Contact the CSR if it is outside the standard delivery parameters.

## Submit Order

When complete, select **Submit Order**.

Shipping Address: Alverno College, 3400 S 43rd St, Milwaukee, WI 53234, 414-382-6000

Shipping options: Deliver to Alverno Information Desk \$0.00

**ORDER SUMMARY**

1 product shipping to 1 location	
Items:	\$6.50
Shipping:	\$0.00
Total Before Tax:	\$6.50
Estimated Tax:	\$0.00
<b>Order Total:</b>	<b>\$6.50</b>

Buttons: Continue Shopping, Proceed to Checkout

**Item:** Black & White Copies, 100, \$6.50

Buttons: Duplicate, Save for Later, Edit, Remove

**Details:**  
 Quantity (Number of finished sets) = 100  
 Originals (Number of pages in document) = 2  
 Sides (Single or Double-Sided finished product) = Double Sided  
 Paper Type = White Text - 20# (low standard)  
 Paper Size = 8.5 x 11  
 Staple = None  
 Drill = 3 Hole  
 Proof = None

**SAVED FOR LATER**

You have 1 item saved for later

View Saved Items

## Checkout

Please fill out the following information before completing your order.

Budget Code \*

Please request a ship date

Comments or other information about this order (optional)

**ORDER SUMMARY**

1 product shipping to 1 location	
Items:	\$6.50
Shipping:	\$0.00
Total Before Tax:	\$6.50
Estimated Tax:	\$0.00
<b>Order Total:</b>	<b>\$6.50</b>

Edit quantities or shipping options.

**Submit Order Here**

Payment Method: Submit Order Here

**Order Item Summary**

(1) Item Shipping To Alverno College		
Description	Quantity	Price
Black & White Copies	100	\$6.50

# Order History & Reorder

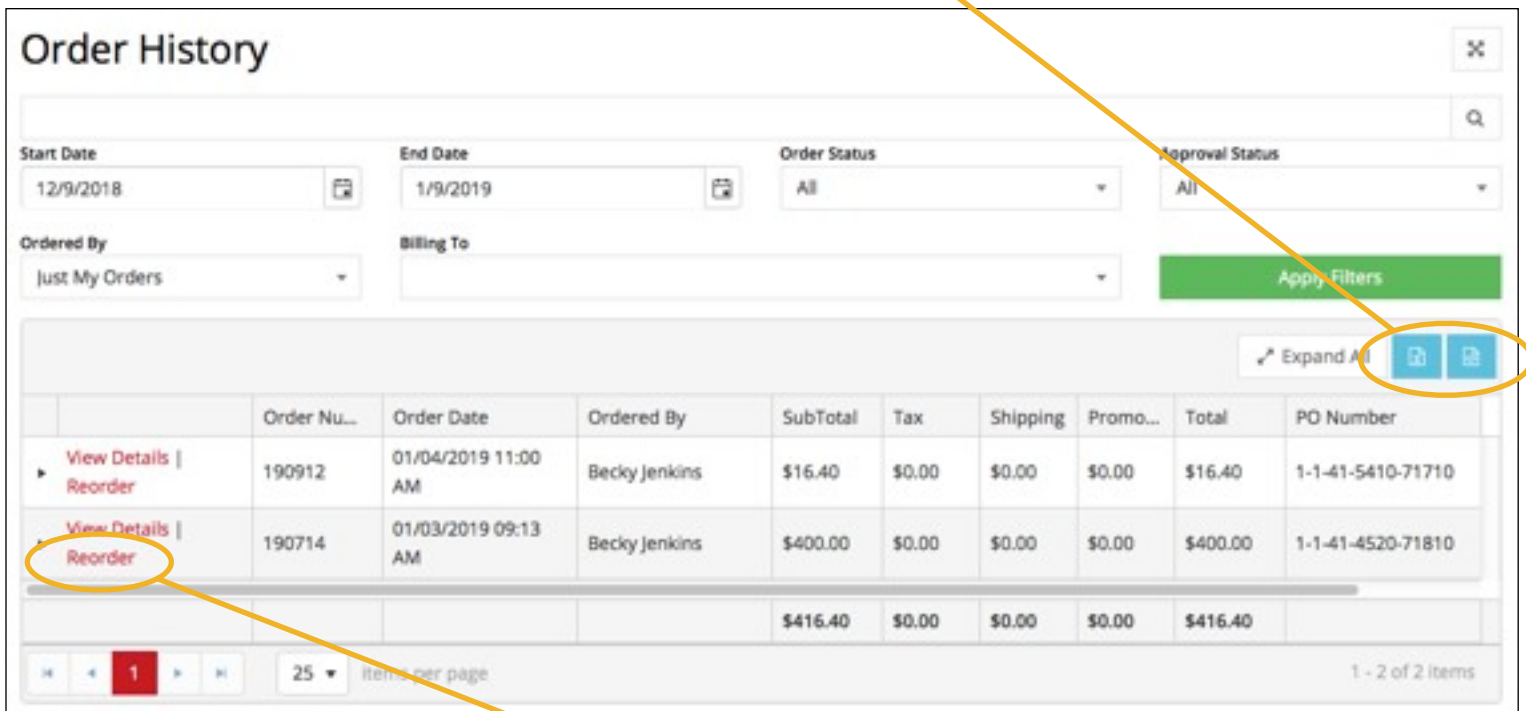


## Viewing Orders

Select **Order History** in the top menu bar. This will display a history of orders you have placed through the online ordering system. Your orders, by default, will be sorted by Order #. You can sort by other specifications by clicking at the top of each column.

## Export Order Details

You have the option to export your order history to Excel or a PDF. Click the appropriate icon to create a report.



	Order NU...	Order Date	Ordered By	SubTotal	Tax	Shipping	Promo...	Total	PO Number
<a href="#">View Details   Reorder</a>	190912	01/04/2019 11:00 AM	Becky Jenkins	\$16.40	\$0.00	\$0.00	\$0.00	\$16.40	1-1-41-5410-71710
<a href="#">View Details   Reorder</a>	190714	01/03/2019 09:13 AM	Becky Jenkins	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	1-1-41-4520-71810
				\$416.40	\$0.00	\$0.00	\$0.00	\$416.40	

## Reordering

Reordering a project is as simple as a mouse click. You can edit your quantities and instructions at that time.



## Contact Information

Barbara Eckes - Customer Service Representative  
(P) 414-291-4050  
eckes@dcopy.net

Jon Lee - Manager  
(P) 414-291-4050  
lee@dcopy.net

Wayne Rice - Director of Online Solutions  
(C) 414-791-8017  
rice@dcopy.net

Paul Otero - Vice President of Corporate Sales and Marketing  
(C) 414-550-3908  
otero@dcopy.net

### **Main Production Facility**

DigiCOPY  
222 E. Erie Street  
Milwaukee, WI 53202  
milwaukee\_erie@dcopy.net  
P: 414-291-4050

Hours of Operation  
Monday - Thursday 7am-10pm  
Friday 7am-7pm  
Saturday 9am-6pm  
Sunday Noon-6pm

**[dcopy.net/onlineordering](http://dcopy.net/onlineordering)**