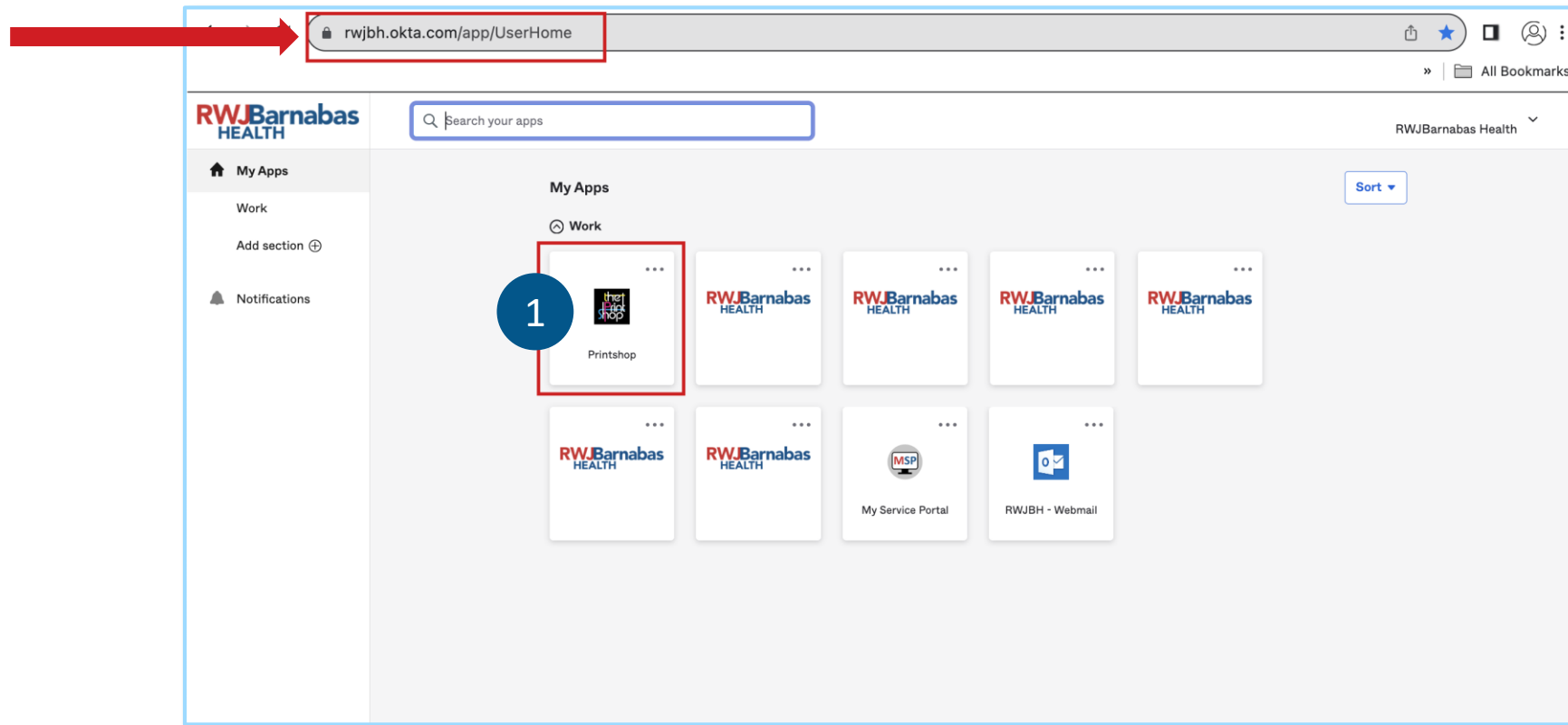


Printing Services
Online Store User Guide

Accessing the Online Store

To access the Printing Services online store, follow the link below:

rwjbh.okta.com/app/UserHome



Note: if print shop tile is not present. Please submit a CAM or SPAR to be granted access to the Printing Services online store

Printing Services Online Store Process Overview

This is a general overview of the entire Printing Services Online Store experience for all products



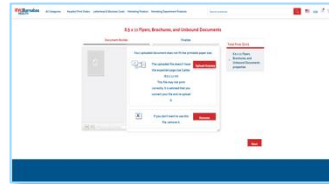
1

Access the
Online Store



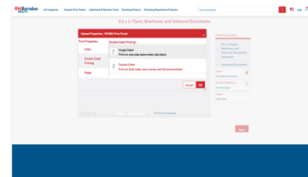
2

Select the
Product
Category



3

Upload your
File



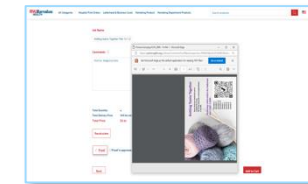
4

Choose your
Document
Properties



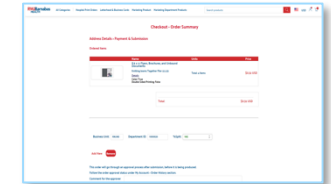
5

Apply Order
Quantity &
Due Date



6

View a Proof of
Your
Document



7

Place Your
Order

To access the Printing Services online store, follow the link below:

rwjbh.okta.com/app/UserHome

Products

Hospital Print Orders

15 products



8.5 x 11 Flyers / Documents

Please order a separate product for each printed piece being requested.



8.5 x 11 Stapled Document

Please order a separate product for each printed piece being requested.



8.5 x 11 Hole Punch Document

Please order a separate product for each printed piece being requested.



8.5 x 11 Saddle Stitched Booklet

Please order a separate product for each printed piece being requested.



5.5 x 8.5 Saddle Stitched Booklet

Please order a separate product for each printed piece being requested.



8.5 x 11 GBC Comb Bound Book

Please order a separate product for each printed piece being requested.



8.5 x 14 (Legal) Document

Please order a separate product for each printed piece being requested.



11 x 17 (Tabloid) Document

Please order a separate product for each printed piece being requested.



Flat Flyers and Folded Brochures

Upload files with or without bleeds. Please order a separate product for each printed piece being requested.



Flat Cards (Standard Sizes)

Please order a separate product for each printed piece being requested.



Posters (12x18 & 13x19)

Please order a separate product for each printed piece being requested.



Posters (Large Format)

24 x 30, 24 x 36, 30 x 48, 36 x 42, 42 x 60, 42 x 72



5.5 x 8.5 Carbonless (NCR) Documents

Please order a separate product for each printed piece being requested.



8.5 x 11 Carbonless (NCR) Documents

Please order a separate product for each printed piece being requested.



8.5 x 14 Carbonless (NCR) Documents

Please order a separate product for each printed piece being requested.

Letterhead & Business Cards

2 products



RWJBH Business Cards (Standard)

You can change your logo and enter your own information.

Please order a separate product for each printed piece being requested.



RWJBH Letterhead

You can change your logo and enter your own information.

Please order a separate product for each printed piece being requested.

Hospital Print Orders

Online Store User Guide



8.5 x 11 Flyers, and Unbound Documents

Select Product Category:

Click on the image of the product that you need. If you do not see the product you need, select “See all products” in the top right of the screen and scroll down.



Hospital Print Orders

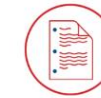
15 products



8.5 x 11 Flyers / Documents
Please order a separate product for each printed piece being requested.



8.5 x 11 Stapled Document
Please order a separate product for each printed piece being requested.



8.5 x 11 Hole Punch Document
Please order a separate product for each printed piece being requested.



8.5 x 11 Saddle Stitched Booklet
Please order a separate product for each printed piece being requested.



Saddle Stitched Booklet
Please order a separate product for each printed piece being requested.



8.5 x 11 GBC Comb Bound Book
Please order a separate product for each printed piece being requested.



8.5 x 14 (Legal) Document
Please order a separate product for each printed piece being requested.



11 x 17 (Tabloid) Document
Please order a separate product for each printed piece being requested.



Flyers and Folded Brochures
Please order a separate product for each printed piece being requested.



Flat Cards (Standard Sizes)
Please order a separate product for each printed piece being requested.



Posters (12x18 & 13x19)
Please order a separate product for each printed piece being requested.



Posters (Large Format)
24 x 30, 24 x 36, 30 x 48, 36 x 42, 42 x 60, 42 x 72
72



Carbonless (NCR) Documents
Please order a separate product for each printed piece being requested.



8.5 x 11 Carbonless (NCR) Documents
Please order a separate product for each printed piece being requested.



8.5 x 14 Carbonless (NCR) Documents
Please order a separate product for each printed piece being requested.

8.5 x 11 Flyers, and Unbound Documents

Upload your File:

1. To upload a document, select the plus sign.
Note: Uploaded documents must correspond with the appropriate size product category.
2. Select “Local File” and then “Browse” to open the file explorer.
3. Navigate to and select the file you want to print. Select “Open.” Your file will upload.
4. Make sure the thumbnail of your file shows in this space and then click “Next”

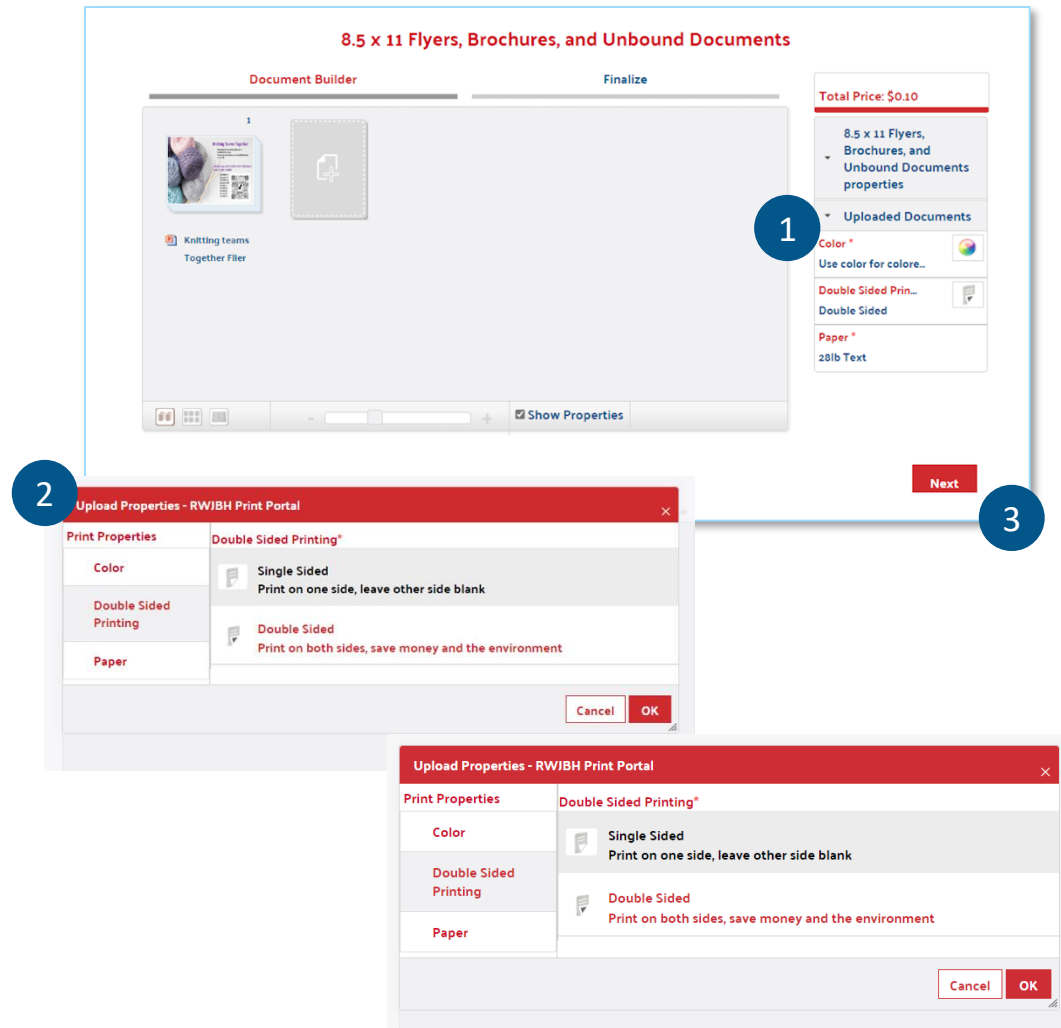
The image displays a four-step process for uploading a document to the Xerox Document Builder interface:

- Step 1:** The 'Document Builder' window shows a plus sign icon in the top left corner, indicating the upload option.
- Step 2:** The 'Upload Document' dialog box is shown with 'Local File' selected. A 'Browse' button is visible at the bottom right of the dialog.
- Step 3:** A Windows File Explorer window is open, showing a list of files. The 'Open' button at the bottom right is highlighted with a red arrow.
- Step 4:** The 'Finalize' window is shown with the uploaded file thumbnail visible. The 'Next' button is highlighted with a red arrow.

8.5 x 11 Flyers, and Unbound Documents

Choose Document Properties:

1. Select your desired document properties such as lamination, binding, print color, paper type, paper color, etc. To make these selections, click on the properties you wish to change. Properties with a * are required.
2. When you select a property to change, a window will pop up allowing you to make selections. Choose the desired properties, and then select “OK” to apply those changes to your document.
3. Once you have applied your desired properties and are ready to order your copies, select “Next” at the bottom right-hand side of the screen.



8.5 x 11 Flyers, and Unbound Documents

Apply Order Quantity & Due Date :

1. Enter the total number of print products that you would like to receive. If you are printing cards, business cards, etc., enter the total number of prints you need, not the total number of pages.
2. To set the due date for your prints, select the Calendar icon next to “Due Date.” In the calendar, select the date you would like your documents to be complete.

Note: If selecting a weekend or holiday the order will not be processed till the next available business day.

8.5 x 11 Flyers, Brochures, and Unbound Documents

1

Quantity: Items

Job Name

Comments ⓘ

2

Due Date Note: If selecting a weekend or holiday the order will not be processed till the next available business day.

Due Date*

December 2023

S	M	T	W	T	F	S
48	26	27	28	29	30	1 2
49	3	4	5	6	7	8 9
50	10	11	12	13	14	15 16
51	17	18	19	20	21	22 23
52	24	25	26	27	28	29 30
1	31	1	2	3	4	5 6

1

Will be calculated during checkout ⓘ

\$0.10 USD

Recalculate

Proof Proof is approved *

8.5 x 11 Flyers, and Unbound Documents

View a proof of your document:

1. Select “Proof” to view a proof of your document.
2. When you select “Proof” a window will pop up with a PDF of your document. Make sure your proof looks as expected.
3. If you need to make changes to your document, select “Back” to review and adjust your document properties. If your document proof is as expected, you can close the pop-up window of the proof. Select “Add to Cart” to order your documents.

Job Name

12-4- 3Pages DS BW - walkin nurse

Comments ⓘ

Requestors Name

Total Quantity:	10
Total Delivery Price:	Will be calculate
Total Price:	\$20.00

Recalculate

1 ✓ **Proof** Proof is approved *

Back

3

2

PreviewCampaignXLIM_3993 - Profile 1 - Microsoft Edge
https://print.rwjbh.org/uStore/Controls/ProofResult.aspx?qs=JrC3WBJAHJtLQlsxcdRDzm...
1 of 19

Trusted Clinical Solutions

Biomaterials Portfolio

ZimVie

Trusted Clinical Solutions.

ZimVie

Table of Contents

8.5 x 11 Flyers, and Unbound Documents

Place Your Order:

Once you add your documents to cart, you can do the following:

1. Select “Edit” to return to editing your product.
2. Select “Garbage can icon” to remove a product from your cart.
3. View the cost to print your documents.
4. To add other products to your order go to the top navigation bar “Hospital Products” and select another item to add.
5. Once you are ready to place your order from the Print Shop, select “Checkout.”

The screenshot shows the RWJBarnabas Health shopping cart interface. At the top, the navigation bar includes the logo, 'All Categories', 'Hospital Print Orders', 'Letterhead & Business Cards', a search bar, and currency/language settings. The main content area is divided into two sections: 'Shopping Cart (1)' and 'Wish List (0)'. The 'Shopping Cart' section contains a 'Select all' button, a 'Empty cart (1)' button, and a list of items. One item is visible: '8.5 x 11 Flyers / Documents' with a thumbnail, title 'BEE Award Introduction and Criteria 2023.10.26', and specifications 'Color: True' and 'Double Sided Printing: True'. The price is '\$0.10 USD' and the quantity is '1'. Below the item are icons for edit, trash, and refresh. The 'Wish List' section is empty. On the right, a 'Summary' sidebar shows 'Subtotal \$0.10 USD' and a red 'Checkout (1)' button. Numbered callouts (1-5) highlight: 1. The price '\$0.10 USD'; 2. The edit, trash, and refresh icons; 3. The 'Subtotal \$0.10 USD'; 4. The 'Hospital Print Orders' link in the top navigation; 5. The 'Checkout (1)' button.

8.5 x 11 Flyers, and Unbound Documents

To submit your product to the print shop, select “Checkout.”

1. You are required to add a billing address. Select “Set billing address” on this screen. Once you set a billing address for your account, it will populate automatically on future orders.

Checkout - Order Summary

Address Details Payment & Submission

1

Billing Address

New Brunswick Add...

Selected address

New Brunswick Edit...

1 Robert Wood Johnson Pl

New Brunswick, New Jersey 08901

United States

Shipping

Select Shipping Address

Use billing Address

Select from My Shipping Addresses

Order Items

Name	No. of Units
8.5 x 11 Flyers / Documents - BEE Award Introduction and Criteria 2023.10.26	1 Item

Service

MedSpeed

< Back

Next >


8.5 x 11 Flyers, and Unbound Documents

1. Enter your print job's Business Unit number, Department ID (Cost Center Code) and % Split in the fields.
2. "Add New" allows for more fields to be added or removed
3. Choose your Department Code for Approval and your order will be approved by the appropriate department approver.
4. Once you have entered everything, you can submit your order to the print shop by selecting "Checkout" in the bottom right corner.

Checkout - Order Summary

[Address Details](#) > [Payment & Submission](#)

Ordered Items

Name	Units	Price
 RWIBH Business Cards (Standard) TEST DO NOT PRINT	Total: 250 Items	\$10.00 USD

Total: \$10.00 USD

Journal Notes

1 Business Unit: Department ID: %Split:

Add New 2

Choose Your Department Code For Approval:
IT S Security

3 Order Will be Approved By: SUSAN PELLECCIA

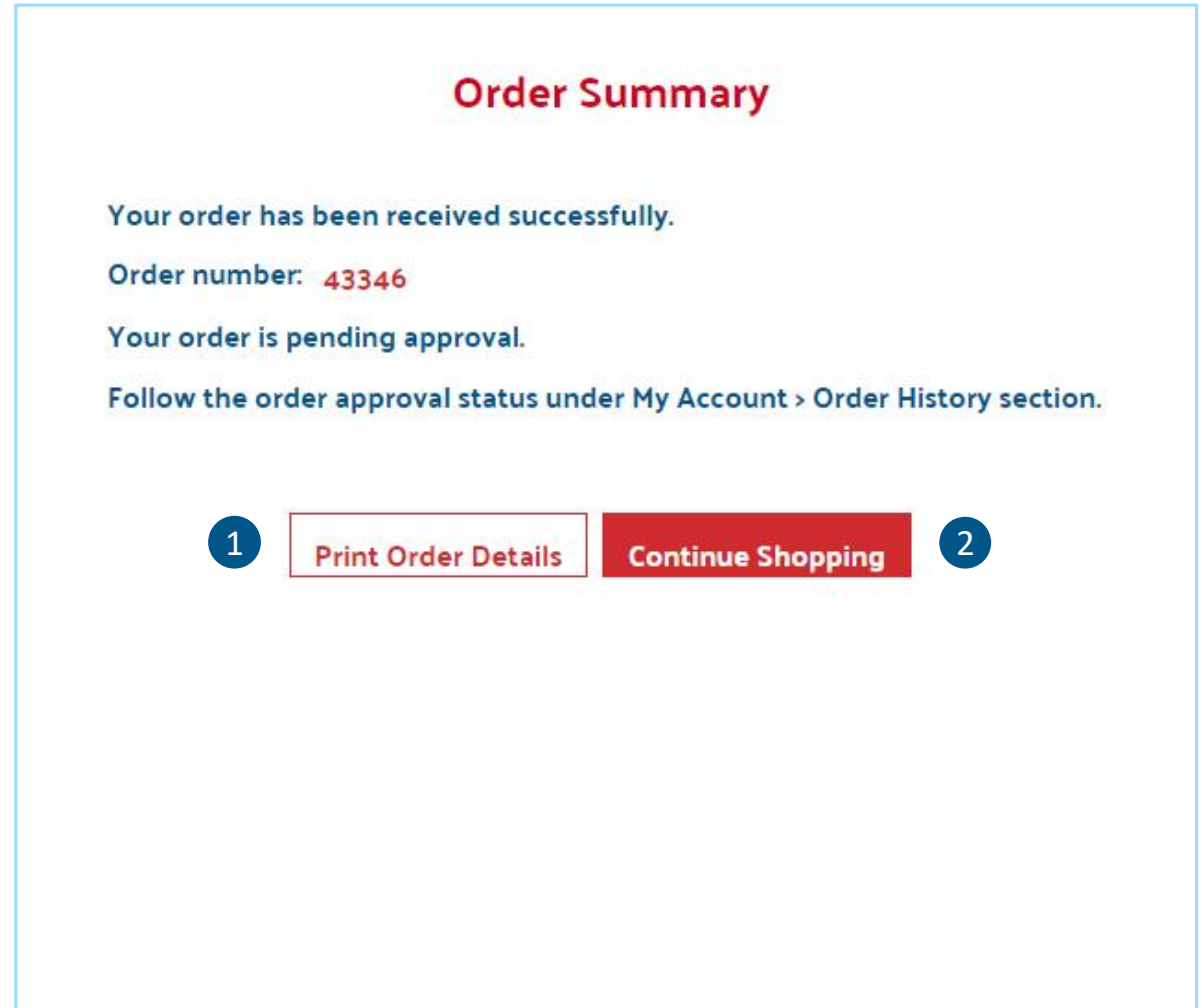
4

8.5 x 11 Flyers, and Unbound Documents

1. Once you have submitted your order, you will see the Order Summary screen. To save a copy of your order invoice/order details, select “Print Order Details.”

2. To place another print shop order, choose “Continue Shopping.” If you have no more orders to place, then you are done!

If you have any issues, questions, or need any additional help submitting your order, please contact: Print.Shop@rwjbh.org



Order Summary

Your order has been received successfully.

Order number: 43346

Your order is pending approval.

Follow the order approval status under My Account > Order History section.

1 [Print Order Details](#) [Continue Shopping](#) 2