

Using Ricoh SureFlow

Document Title: Using Ricoh SureFlow

Version: 1.0
Issued: 8th February 2012
Status: First Version
Author: Michael Browning
Filename: Using Ricoh SureFlow

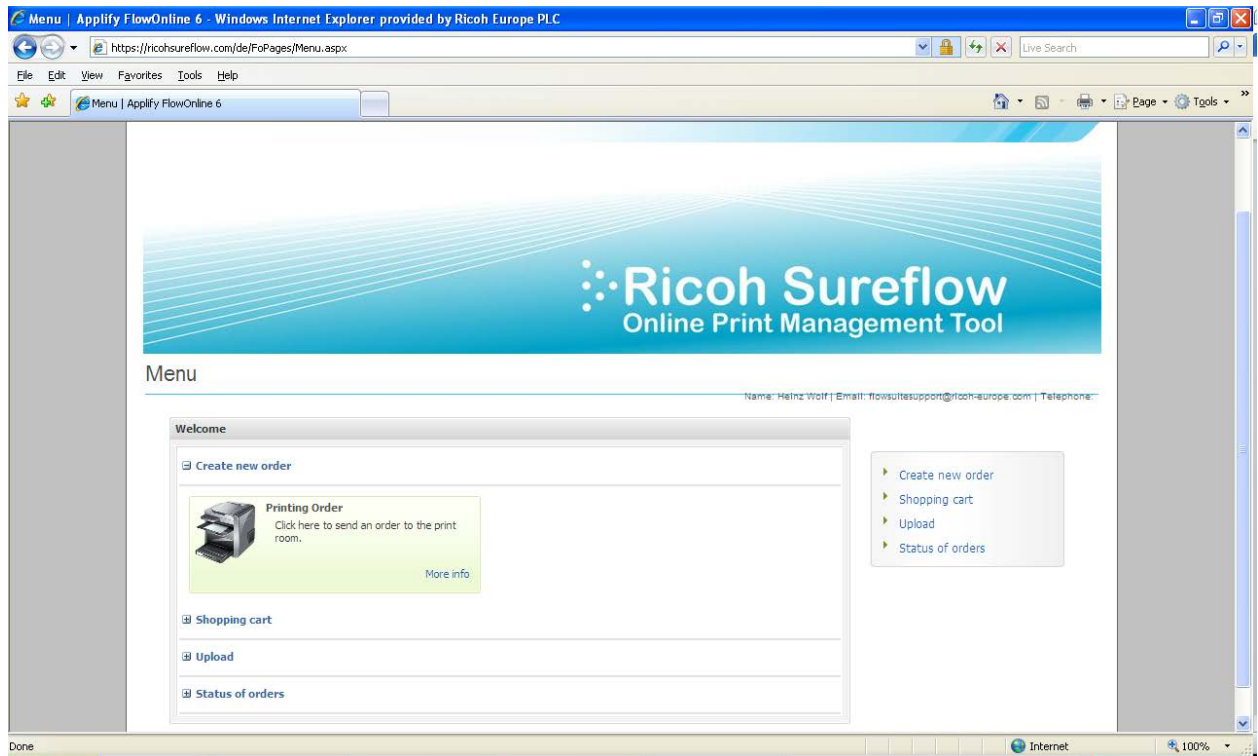
Contents

1. Entering an Order.....	3
1.1 Entering the Order Details	4
1.2 Uploading a File.....	6
1.3 Submitting the Order.....	10
2. Checking the Order Status	11

1. Entering an Order

User accounts will be provided by your Ricoh representative.

After logging in, click on the required job ticket to start an order. There can be more than one job ticket depending on the services offered by the print centre.



The shopping cart is where saved orders can be accessed and completed. Under the upload section files can be saved to be used again for later orders. Previously uploaded files can be deleted from here. Status of order is described in section two.

1.1 Entering the Order Details

Enter details as required. Some details are entered automatically. Fields with a red border and a (*) are mandatory. To move to the next page, click on the tab at the top or the green arrow at the bottom of the screen.

Some details are auto filled from the database and cannot be changed.

The screenshot shows the 'Product Builder' interface of the Ricoh Sureflow Online Print Management Tool. The header features the Ricoh Sureflow logo and the text 'Online Print Management Tool'. Below the header, the user's name 'RITA RAE' and contact information are displayed. The interface is divided into four tabs: '1. James Watt College Ordering', '2. Printing', '3. Finishing', and '4. Delivery'. The '1. James Watt College Ordering' tab is active, showing a form for 'Customer details James Watt College'. The form includes fields for Name (RITA RAE), E-mail (rae@jameswatt.ac.uk), Phone number (3033), Date Required (08-02-2012), Time Required (13:24), Number of copies required (*), Cost Code (*), Job Name, and Order Description. The 'Number of copies required (*)' field has a red border, indicating it is mandatory. At the bottom of the form, there are buttons for 'Save', 'Checkout', 'Next', and 'Get total'. The footer of the page includes the copyright notice '© 2010 Ricoh Europe All Rights Reserved.' and the browser status bar shows 'Internet | Protected Mode: On' and '100%' zoom.

Ricoh Sureflow
Online Print Management Tool

Product Builder

Name: RITA RAE | Email: rae@jameswatt.ac.uk | Telephone: 3033

1. James Watt College Ordering | 2. Printing | 3. Finishing | 4. Delivery

Customer details James Watt College

Name: RITA RAE
E-mail: rae@jameswatt.ac.uk
Phone number: 3033
Date Required: 08-02-2012
Time Required: 13:24
Number of copies required (*):
Cost Code (*): 0
Job Name: Please enter the Job Name
Order Description: Please enter your order description

Save | Checkout | Next | Get total

© 2010 Ricoh Europe All Rights Reserved.

Done | Internet | Protected Mode: On | 100%

In the printing tab the options for the finished products can be found. Some options may appear or disappear depending on previous selections.

The screenshot displays the Ricoh Sureflow Online Print Management Tool interface. At the top, a blue banner features the Ricoh logo and the text "Ricoh Sureflow Online Print Management Tool". Below this, the "Product Builder" section is visible, with a progress bar showing four steps: "1. James Watt College Ordering", "2. Printing" (which is currently selected and highlighted), "3. Finishing", and "4. Delivery".

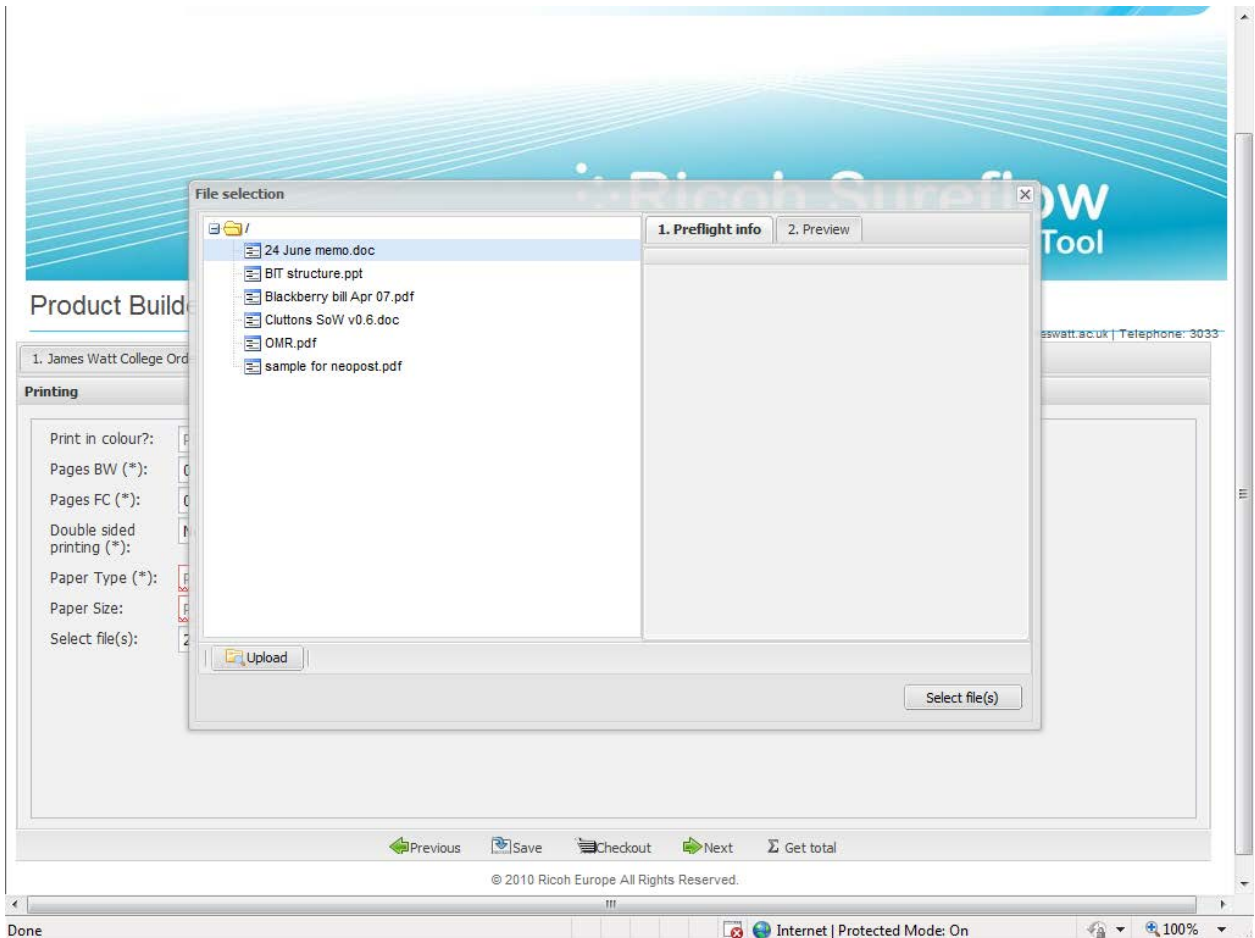
The "Printing" tab contains several configuration options:

- Print in colour?: A dropdown menu with the text "Please select the Print in colour".
- Pages BW (*): A text input field containing the number "0".
- Pages FC (*): A text input field containing the number "0".
- Double sided printing (*): A dropdown menu with the text "No".
- Paper Type (*): A dropdown menu with the text "Please select the Paper Type".
- Paper Size: A dropdown menu with the text "Please select the format".
- Select file(s): A dropdown menu with the text "Please select files to send" and a file selection icon.

At the bottom of the interface, there are navigation buttons: "Previous", "Save", "Checkout", "Next", and "Get total". A copyright notice "© 2010 Ricoh Europe All Rights Reserved." is also present. The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is set to "100%".

1.2 Uploading a File

Click on the folder icon to upload a file. Select either a previously uploaded file or click on Upload to add a new file. The file will be automatically attached to the order. Multiple files can be attached by holding down the CTRL key while selecting the file

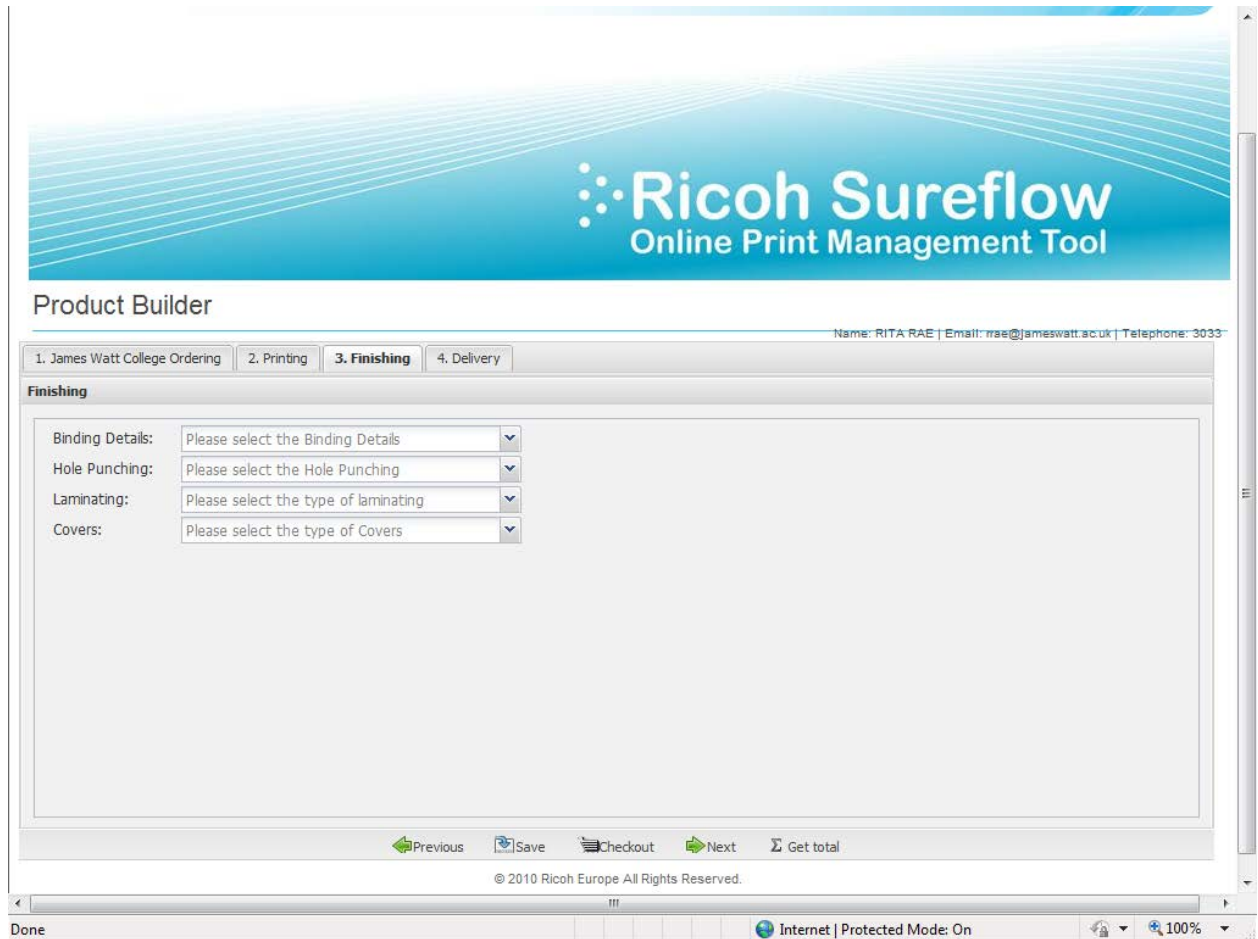


The screenshot shows the 'Product Builder' interface for the Ricoh Sureflow Online Print Management Tool. The header features the Ricoh logo and the text 'Ricoh Sureflow Online Print Management Tool'. Below the header, the 'Product Builder' section is active, showing a progress bar with four steps: 1. James Watt College Ordering, 2. Printing (selected), 3. Finishing, and 4. Delivery. The user's name is RITA RAE, email is rae@jameswatt.ac.uk, and telephone is 3033. The 'Printing' section contains several form fields: 'Print in colour?' (dropdown menu), 'Pages BW (*)' (input field with 0), 'Pages FC (*)' (input field with 0), 'Double sided printing (*)' (dropdown menu with No), 'Paper Type (*)' (dropdown menu), 'Paper Size' (dropdown menu), and 'Select file(s):' (file selection box). The file selection box is open, showing a list of files with checkboxes: '24 June memo.doc', 'BIT structure.ppt', and 'Blackberry bill Apr 07.pdf'. At the bottom of the interface, there are navigation buttons: Previous, Save, Checkout, Next, and Get total. The footer includes the copyright notice '© 2010 Ricoh Europe All Rights Reserved.' and the browser status bar shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

Clicking in the files box will show all the files that have been attached to the order. If one is not required simply uncheck the box.

On the finishing tab different options are available to finish the prints. Select the required options from the drop down menus.

If finishing is not required then this tab can be skipped.



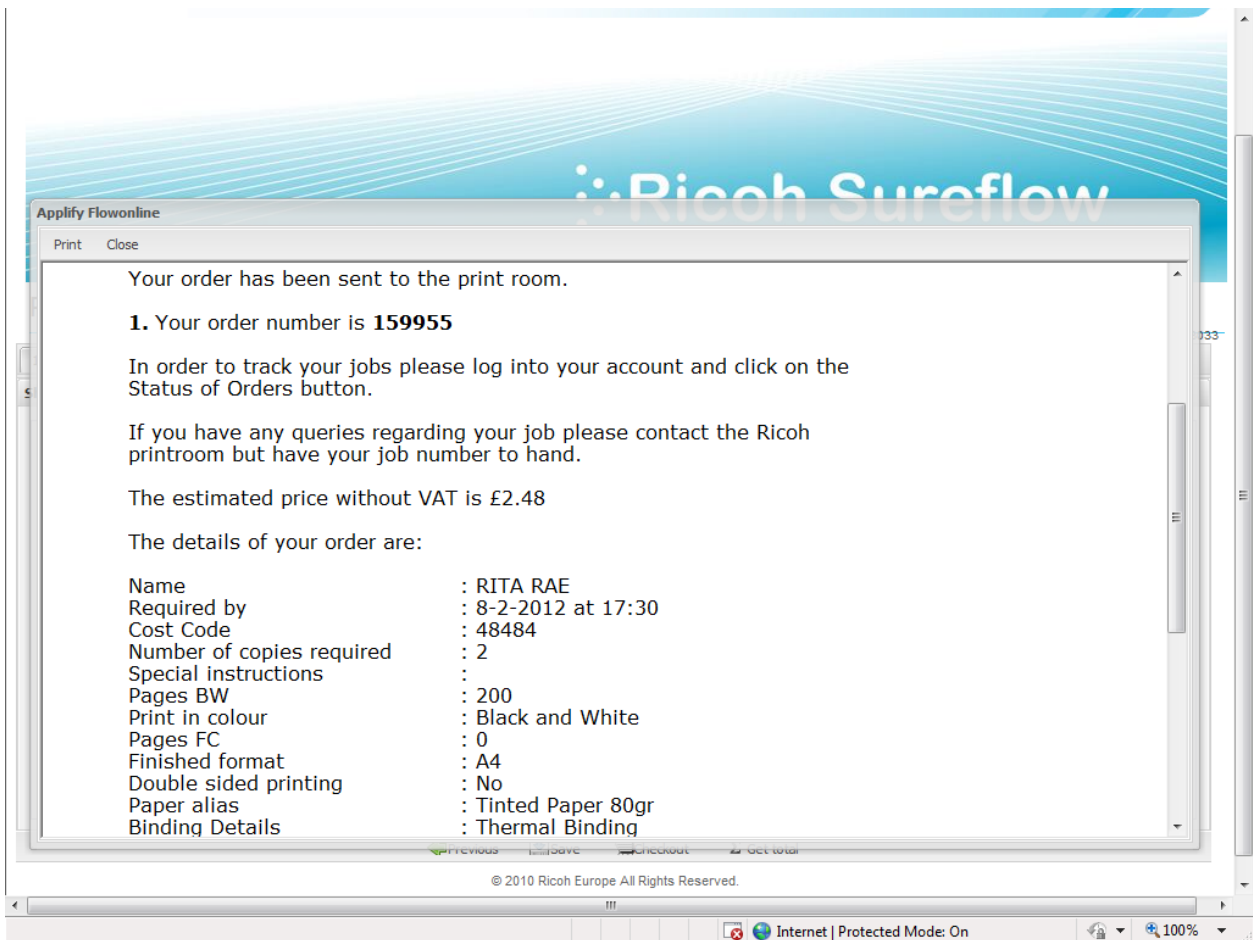
On the delivery tab only the method by which the finished products will be returned to you.

The screenshot displays the Ricoh Sureflow Online Print Management Tool interface. At the top, a blue banner features the Ricoh logo and the text "Ricoh Sureflow Online Print Management Tool". Below this, the "Product Builder" section is visible, with a progress bar showing four steps: "1. James Watt College Ordering", "2. Printing", "3. Finishing", and "4. Delivery" (which is currently selected). The "Shipping" section contains a "Shipping method (*)" dropdown menu with "Collect from the print room" selected. At the bottom of the interface, there are navigation buttons: "Previous", "Save", "Checkout", and "Get total". A copyright notice "© 2010 Ricoh Europe All Rights Reserved." is also present. The browser's address bar shows "Internet | Protected Mode: On" and a zoom level of "100%".

1.3 Submitting the Order

When all details are entered click on **Get total** to receive a price estimate or **Checkout** to submit the order. Orders can also be saved to complete later.

After submitting the order the customer receives an order confirmation which is also sent by mail to the print centre.



2. Checking the Order Status

The status of orders option gives the user information on where their order is in production process. Clicking on the shopping trolley in the **Reorder** column reloads the order so it can be sent again.

Menu

Name: RITA RAE | Email: rrae@jameswatt.ac.uk | Telephone: 3033

Welcome

- Create new order
- Shopping cart
- Upload
- Status of orders

List of orders

Reorder!	Order	Employee	Order Date	Quantity	Amount	Order Status
	159955	RITA RAE	08/02/2012	2	2.48	Internet order intake
	159685	RITA RAE	07/02/2012	23	4.60	Internet order intake
	159614	RITA RAE	07/02/2012	2	1.41	In production

More

© 2010 Ricoh Europe All Rights Reserved.

Internet | Protected Mode: On 100%

The **More** button opens a larger screen that shows greater detail and allows searching and filtering.

The screenshot displays the Ricoh Sureflow Online Print Management Tool interface. At the top, there is a blue header with the Ricoh logo and the text "Ricoh Sureflow Online Print Management Tool". Below the header, the page title is "Order Overview". In the top right corner, user information is displayed: "Name: RITA RAE | Email: rrae@jameswatt.ac.uk | Telephone: 3033".

The main content area is divided into a "Filter" section and a "List of orders" section. The "Filter" section contains three panels: "Order statuses:" with a list of "Internet order intake(2)" and "In production (1)"; "From date:" and "To date:" fields with calendar icons; and a "Search:" field with a "Search" button and a checkbox for "Catalogue Items". Below the filter panels are three buttons: "Search", "Export Excel", and "Reset filter".

The "List of orders" section contains a table with the following data:

Order	Employee	Order Date	Qua...	Amount	Order Status	Department	Description
159955	RITA RAE	08/02/2012	2	2.48	Internet order intake	REPROGRAPHICS	
159685	RITA RAE	07/02/2012	23	4.60	Internet order intake	REPROGRAPHICS	
159614	RITA RAE	07/02/2012	2	1.41	In production	REPROGRAPHICS	

At the bottom of the page, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 - 3 of 3". Below the pagination bar, the copyright notice "© 2010 Ricoh Europe All Rights Reserved." is visible. The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is set to "100%".