

Go to the home page

The screenshot shows the Farmington Area Public Schools website. At the top, the logo reads "FARMINGTON AREA PUBLIC SCHOOLS" with the tagline "Ensuring each student reaches his or her highest aspirations". Below the logo is a navigation bar with links: Home, District Info, Schools, Learning, Parents, Services, Community Ed, and News. On the left is a vertical menu with items: Parents, iPads, iPad Loan Agreement, Innovation Zone, New Families, Staff Resources, Staff Directory, Careers, Calendar, Boundary Maps, Breakfast/Lunch Menus, FWA Login, Facility Use, Early Childhood, and My View. The main content area features a large banner for a "2014 Community Survey Shows Positive Perception of Farmington Area Public Schools" with a "Click here to view the results" link. Below the banner is a "District 192 News" section with three articles: "Fall Community Education Catalogs are on Their Way!", "Important Changes in Immunization Requirements", and "2014 Back-to-School Events". To the right of the news section are logos for "Farmington Schoology", "KINDERGARTEN 2014-15", "Proposed New School", and "Staff E-Mail". A blue arrow points from the "Staff Resources" menu item to the "2014 Back-to-School Events" article.

Choose "Staff Resources" from the left column



District 192 Staff Resources

- Staff Resources Home
- Tech Integration
- Staff Forms
- Education Association
- Search

Welcome to the Staff Resources Web page. If you have a suggestion for an item that should be listed here, please contact [Lori Jensen](#) at 651-463-5013.

Please note that links marked with an (*) are available only from computers within District 192.

- [Records Retention Schedule](#)
- [Computer Lab Scheduler](#)
- [Document Center](#)
- [Infinite Campus Login](#)
- [Employee Resource Management \(ERMA\) \(*\)](#)
- [Outlook Web Access \(Staff E-Mail\)](#)
- [rSchools Support Request *new](#)
- [Voicemail Quick Guide Exchange UM](#)
- [Getting Started with Exchange Unified Messaging](#)
- [Voicemail Quick Guide Exchange UM](#)
- [Getting Started with Exchange Unified Messaging](#)

Teaching & Learning Resources

- [Program Evaluation Review \(PER\) Process](#)
- [Teaching & Learning Home Page](#)
- [Minnesota Department of Education](#)
- **Curriculum Resources**
 - [Rubicon Atlas](#)
 - [Zaner-Bloser Handwriting](#)
 - [Houghton Mifflin Reading Curriculum](#)
- **Classroom Tools**
 - [National Geographic Teacher Login](#)
 - [Perspective Resources from Pearson](#)
 - [Document Center](#)
 - [SPED Forms](#)
 - [Discovery Streaming](#)
 - [Infinite Campus Login](#)

Choose "Document Center"

Help

WebCRD™ Web-to-Print Solution

R S A

Document Services

Welcome to Document Services, your home for high quality Printing and Duplication services.

Are you new to our Online Printing Services?

Click on the Getting Started link below. It includes important information on obtaining an account, Installing our Print Driver, and identifies the minimum requirements for your computer.

[Read our Getting Started tips](#)

Hours

M-F 7am-3:30pm

Login

If you already have a WebCRD account, please log in below.

If you do not yet have a WebCRD account, click below to register.

Domain:

User ID:

Password:

© 2001-2011 Rochester Software Associates, Inc. All rights reserved.

Domain should read "Standard Account" and login with your network username and password.

For first time users (first time logging in) the system will prompt you to fill out your profile information.

The following information is required to fill out your profile:

1)First Name, 2) Last Name, 3) Email Address Also, please add your location and School/Dept. info (which is the chargeback information). Location should be entered with your Building's 3 letter abbreviation (ie: FES, ARE, NTE, MVE, RVE, BMS, DMS, FHS). School/Dept. info has to be put in correctly or your orders will not go through. In most cases that is the same as your building location. Special Ed teachers should enter SPED in the School/Dept. area. Please call 5031 if you have any questions as to how this information should be entered.

If you need to make changes, you can go to your "my profile" at anytime to make changes.

The screenshot displays the WebCRD Web-to-Print Solution interface. At the top, there is a navigation bar with links for Roles, Ordering, Proxy, Home, My Profile, Help, and Logout. The main header features the WebCRD logo and the text "Web-to-Print Solution". Below the header, there are navigation tabs for Orders, Manage Files, Contacts, and Reports, along with status indicators for APPROVALS [2] and CART [0]. The main content area is titled "PRINTING MADE EASY" and includes a sub-header: "Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog." There are two primary sections: "Upload A File" and "My Files". The "Upload A File" section has a "Browse..." button and a "Go" button. The "My Files" section has a search input field, an "Advanced Search" link, and a "Go" button. At the bottom, there is a copyright notice: "© 2001-2011 Rochester Software Associates, Inc. All rights reserved."

To make any changes to your profile go to "My Profile" and modify (for those with an account already set up)

Roles > Ordering Proxy Home | My Profile | Help | Logout

WebCRD R S A

Orders Manage Files Contacts Reports APPROVALS [3] CART [0]

My Profile [Print Options](#) | [My Workgroups](#)

My Contact Information [Modify](#) Or select from this contact list [Personal](#)

Address
Peggy A. Johnson
DDC
Company
City, Minnesota
United States

Phone / Email
pjohnson@farmington.k12.mn.us
Text (Email Format)
5031 (Work #)

User ID pjohnson

Default Shipping Information [Modify](#) Or select from this contact list [Personal](#)

Address
Peggy A. Johnson
DDC
Company
City, Minnesota
United States

Phone / Email
pjohnson@farmington.k12.mn.us
5031 (Work #)

Method

Default Billing Information [Modify](#) Or select from this contact list [Personal](#)

Address
Peggy A. Johnson
DDC
Company
City, Minnesota
United States

Phone / Email
pjohnson@farmington.k12.mn.us
5031 (Work #)

Account Codes
DDC (School/Dept)

[Top](#)

Printing Options

Retain

Modify settings by clicking on the modify button of the profile info you want to change.

You are ready to place an order now 😊

Go back to the WEB CRD login and choose "ordering" under Roles if it's not already selected.

The screenshot shows the WebCRD interface with the 'Ordering' role selected. The main heading is 'WebCRD™ Web-to-Print Solution' with the Farmington logo. The navigation bar includes 'Roles', 'Ordering', and 'Proxy'. The main content area is titled 'PRINTING MADE EASY' and contains two sections: 'Upload A File' and 'My Files'. The 'Upload A File' section has a 'Browse...' button and a 'Go' button. The 'My Files' section has a search box and a 'Go' button. The footer includes '© 2001-2011 Rochester Software Associates, Inc. All rights reserved.'

This screenshot is similar to the previous one, but the 'Upload A File' section now has the file path 'S:\bulkmailsheet.p...' entered in the text box. A blue arrow points from the 'Go' button in this section to the 'Go' button in the 'My Files' section. The rest of the interface remains the same.

Browse for your file and select. Then select Go. This will upload and convert your file from its original file to a PDF.

Roles Ordering Proxy Home | My Profile | Help | Logout

-beta-doterra.myoffice.com-ShoppingCart-index.cfmFuseAction=Modules
 //beta-doterra.myoffice.com/ShoppingCart/index.cfm?...

Cart

Select printing options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name

Printing Options Continue Shopping

Item Pages 1

Form #

Store in default folder until 08/04/2015 [change](#)

Presets

Options Summary Print Binding Folding Covers Other

Print: Pages: 1/1/W, Double-sided, White Letter
 Binding: Collate / Un-Collate

Other Notes

Proof Options Provide a sample of the document before processing my order.
 I approve the Proof and Preview.

Shipping Information Add another Shipping Address My Default From My Contacts From Distribution New

[Peggy A Johnson](#) Qty Due Date Time
 Method Location DDC Special Instructions

Billing Information Change to My Default From My Contacts New

Bill to [Peggy Johnson](#) Special Instructions
 School/Dept

© 2001-2011 Rochester Software Associates, Inc. All rights reserved.

Change the "Order Name" to something that makes sense to you as this is what you'll see in your "Orders" when you look at your order history.

Your default information (that you filled out when you entered your profile information) will already be on your job ticket. Fill out your job instructions. If there is an instruction that is not covered on the Options tabs, you may add a note to "Other Notes" (ie: when there are pages in your document you want deleted or if during the conversion process a blank page turns up that you don't want. You will see this when you view your proof. You must "View Proof" and check the "I approve" box or your order will not submit.

Enter your Quantity, and click on the calendar to the right of the next day default and choose your due date.

Submit your order



i All proofs must be approved before this order can be submitted.

Cart

Select printing options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name

Printing Options

[Continue Shopping](#)

Item Pages 1

Form #

Store in **default** folder until 08/04/2015 [change](#)

Presets

Options

Summary Print Binding Folding Covers Other

Print: Pages: 1, B/W, Double-sided, White Letter

Binding: Collate / Un-Collate

Other Notes

Proof Options

[View Proof](#)

[Preview](#)

Provide a sample of the document before processing my order.

I approve the Proof and Preview.

Shipping Information

[Add another Shipping Address](#)

[My Default](#)

[From My Contacts](#)

[From Distribution](#)

[New](#)

▼ [Peggy A Johnson](#)

Qty

Due Date

Time

Method

Location DDC

[Special Instructions](#)

Billing Information

Change to

[My Default](#)

[From My Contacts](#)

[New](#)

Bill to [Peggy Johnson](#)

[Special Instructions](#)

School/Dept

[Start a New Cart](#)

[Continue Shopping](#)

[Place Order](#)

You will know that if your order doesn't come through, as the order page will come back up with an error message giving the reason your order didn't submit. In this example, I did not check the box approving the proof.



Cart

Select printing options, quantity per recipient and billing information. Click [Place Order](#) to submit your order.

Order name

Printing Options

[Continue Shopping](#)

Item Pages 1

Form #

Store in **default** folder until 08/04/2015 [change](#)

Presets

Options **Summary** Print Binding Folding Covers Other

Print: Pages: 1, B/W, Double-sided, White Letter

Binding: Collate / Un-Collate

Other Notes

Proof Options

[View Proof](#)

[Preview](#)

Provide a sample of the document before processing my order.

[I approve the Proof and Preview.](#)

Shipping Information

[Add another Shipping Address](#)

[My Default](#)

[From My Contacts](#)

[From Distribution](#)

[New](#)

▼ [Peggy A. Johnson](#)

Qty

Due Date

Time

Method

Location DDC

[Special Instructions](#)

Billing Information

[Change to](#)

[My Default](#)

[From My Contacts](#)

[New](#)

Bill to [Peggy Johnson](#)

[Special Instructions](#)

School/Dept

[Start a New Cart](#)

[Continue Shopping](#)

[Place Order](#)

Correct the error, Click on "Place Order" again.

Roles Ordering Proxy Home | My Profile | Help | Logout

WebCRD R S A

Orders Manage Files Contacts Reports APPROVALS [4] CART [0]

Order Submitted

Your order 274746 has been submitted for processing.
Please print this receipt for your records.

[Print Receipt](#)

Order Receipt

Order Information
 Order name Order 274746 08/04/2014
 Created date 08/04/2014 12:59 PM
 Customer name Peggy Johnson [pjohnson]
 Order number 274746
 Exp. ship date 08/05/2014 7:30 AM

Ordered Items
 Ship to Peggy A Johnson

Qty	Item / Form #	Workgroup / Folder
1	bulkmailsheets.pdf	pjohnson default

Billing Information
 Bill to Peggy A Johnson
 School/Dept DDC

Shipping Information
 First name Peggy
 Middle name A
 Last name Johnson
 Location DDC
 Company Company
 City City
 State Minnesota
 Zip
 Country United States
 Email pjohnson@farmington...
 Work # 5031
 Mobile #
 Fax #
 Home #
 Due Date 08/05/2014
 Time 7:30:00 AM
 Shipping Method District Delivery

Printing Options
 bulkmailsheets.pdf
 Print: Pages: 1, B/W, Double-sided, White Letter
 Binding: Collate / Un-Collate

© 2001-2011 Rochester Software Associates, Inc. All rights reserved.

You should get a screen indicating that your order was submitted after each job submission.

There are a number of things you can do within the WEB CRD system. For example, you can upload multiple files to one order by choosing "Multiple Files" on the first page of the order process.

Roles Ordering Proxy Home | My Profile | Help | Logout

WebCRD™ Web-to-Print Solution FARMINGTON AREA SCHOOLS

Orders Manage Files Contacts Reports APPROVALS [2] CART [0]

PRINTING MADE EASY

Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.

Upload A File

Select a file from your desktop.

doc, docx, xls, xlsx, pdf, ps,

[Multiple Files?](#)

My Files

Search your personal file cabinet for items to order.

[Advanced Search](#)

You can also order for others by adding them to your "Contacts". Enter their first name, last name and location code. Save after adding each new contact.

WebCRD™ Web-to-Print Solution

Roles | Ordering | Proxy | Home | My Profile | Help | Logout

Orders | Manage Files | **Contacts** | Reports | APPROVALS [2] | CART [0]

PRINTING MADE EASY
 Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.

Upload A File
 Select a file from your desktop. [Multiple Files?](#)
 doc, docx, xls, xlsx, pdf, ps,

My Files
 Search your personal file cabinet for items to order. [Advanced Search](#)

After you've set up your contacts, you can also set up a "Distribution" list.

Manage My Contacts
 Contacts are used to assign shipping and billing addresses during checkout. You can add, modify, and delete contacts on this page. [Add Contact](#) | [Dist. Lists](#)

Contacts Search: Last name contains Location contains Rows Per Page: 25

Name	Location	Address	City, State		
ARE ARE	ARE		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Gail Ahr	FHS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
BMS BMS	BMS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Heidi Barlage	FES		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Lynn Bauman	ISC		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Tracy Benson	TECH		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Brook Berg			, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Pam Coffman	DMS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Sara Copenhaver	MVE		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
DMS DMS	DMS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Lisa Dahling-Thomp...	NTE		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Karen Davis	FES		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Kelly Davis	BMS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Maria Denzen-Kelly	ARE		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Karen Donnelly	FHS		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Caleb Drexler-Booth	ISC		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Diane Elvestad	Document Center		City, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Robyn Erbes	MVE		, Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
EEB EEB	EEB		Minnesota	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>

Please feel free to call Peggy at Ext. 5031 for further assistance with WEB CRD.