

# Gwin's Online Portal - Ordering Guide

Welcome to Gwin's Online Portal.

The following is a step-by-step guide to using the online portal to order various printed materials for University of South Alabama.

If you have any questions on using the portal, please reach out to:

Joel Arthur

Email - [joel.a@gwinsprinting.com](mailto:joel.a@gwinsprinting.com)

Cell - 850.525.6313

# Login

Open a web browser and navigate to:  
[gwins.myprintdesk.net/dsf](http://gwins.myprintdesk.net/dsf)

The page below should load in your web browser.



Click the login button in the upper-right corner of the window and fill out your username / password, and click the green Login button.

 LOGIN

The image shows a login form titled 'Login' with a close button (X). It contains two input fields for 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember User Name'. At the bottom left is a green 'Login' button, and at the bottom right is a link that says 'Forgot Your Password?'.

If you do not have a username and password, email Joel at [joel.a@gwinsprinting.com](mailto:joel.a@gwinsprinting.com) with the following information.

- \* First and Last Name
- \* Email Address
- \* Phone Number
- \* USA Department
- \* Preferred Delivery Address

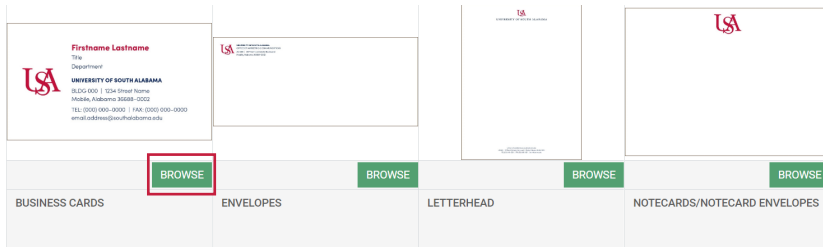
# Categories

Once you are logged into the portal, you will see categories listed for the different departments. You may only see one department listed, the department you work



Click the green Browse button on a department category to view sub-categories of the various available print items that can be ordered.



Click the green Browse button to view the items in that sub-category available to order.



# Products

After clicking the sub-category, you will see a list of all the products that fall under that category with a small description of size of the product and whether it prints on one side or both sides.

To place an order for a product, click the green “Edit / Order” button to the right of the product.

Name/Description	Quantity	Inventory
 BUSINESS CARD - 1-SIDED 3.5 x 2, 1-Sided		item(s) available
 BUSINESS CARD - 2-SIDED 3.5 x 2, 2-Sided		

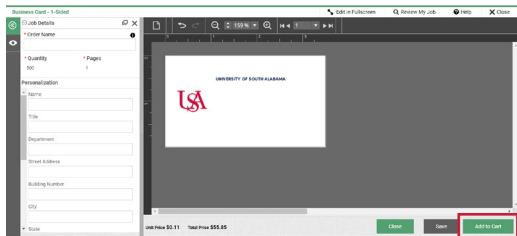
Edit / Order

Edit / Order

# Entering Information

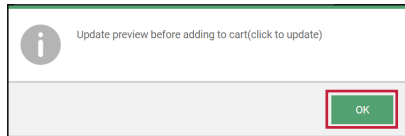
Once the product loads, you will need to name the order.

Next, if the order has personalized data that prints on it, fill out the appropriate fields. You may need to scroll down to see all the fields.



Job Details	
* Order Name	
John Doe Business Cards	
* Quantity	* Pages
500	1
Personalization	
Name	
John Doe	
Title	
IT Technician	
Department	
Internet Security	
Street Address	
1234 Anywhere Lane	
Building Number	
Bldg 1234	
City	
Mobile	
State	

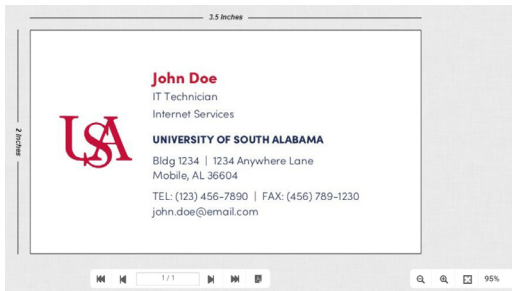
After entering information in the appropriate fields, click the green Add to Cart button. If the product has personalized info, the portal will let you know that a preview will be created for your approval.



If you are creating this job for a future order instead, you can click the green Save button to save the job into your Saved Jobs location.

# Preview Proof

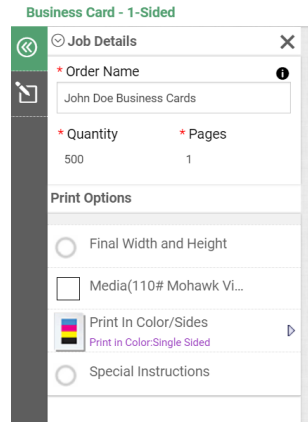
If the item has personalized info, a proof will be shown on the right for you to confirm everything looks correct before placing the order.



There is also a PDF download button next to the page turning buttons if you need to download a PDF proof to share with someone for approval.


On the left you can click on Special Instructions to add any extra instructions for the order.


Once everything looks OK, click the green Add to Cart button to continue with the order.






# Shopping Cart

CART

Estimated Ship Date: THU August 18 2022 14:00 

Selected Print Shop: Gwin's Commercial Printing 

Products	Quantity	Unit Price	Total
 John Doe Business Cards Item Name: Business Card - 1-Sided	500	\$0.11	\$55.85

 Save for later  
 Remove

Subtotal: \$55.85  
**\* Total: \$55.85**  
\* Plus Applicable Taxes - Shipping Amount is Estimate

Proceed to checkout to view final order total, not including taxes.

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Next, you will see your shopping cart with all the items you have added to the order.

This screen will show the estimated date your order will be ready for delivery.

If you have more items to add to the order, click the gray Continue Shopping button. Once you are ready to finalize your order, click the green Proceed to Checkout button.

# Delivery Location

On the next screen, choose if you would like your order delivered or if you would like to pick it up from Gwin's. If we are delivering the order, fill out the address where you would like your order delivered. Scroll down to fill out all the appropriate fields.

At the bottom is a Delivery Instructions field if you have any special delivery instructions.

Next, click the green Proceed to Payment button.

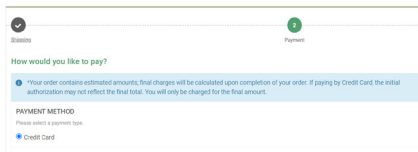
The screenshot shows a checkout page with a progress indicator at the top. Step 1, 'Shipping', is active and highlighted with a green circle, while Step 2, 'Payment', is shown with a grey circle. Below the progress bar, the heading 'Select a shipping address & shipping options' is displayed in green. A light blue informational banner contains a note: '\*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.' Under the heading 'SHIPMENT 1', there is a prompt 'Please select a shipment type.' followed by a dropdown menu currently set to 'LOCAL DELIVERY'. The 'SHIPPING ADDRESS' section includes a link 'Add from Address Book' and three required fields: 'First Name' (containing 'Joel'), 'Last Name' (containing 'ArthurUSA'), and 'Address Line 1' (containing '251 Cox Street'). A partially visible 'Address Line 2' field is at the bottom.



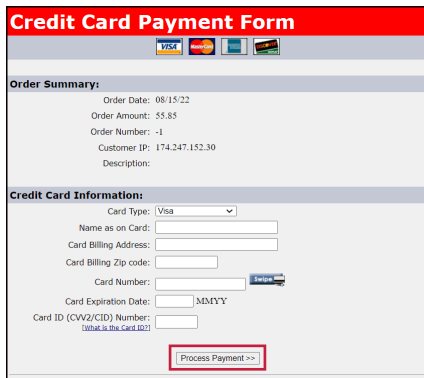
# Payment Option - USA

The payment option screen for USA wants to know what method of payment will be used for the order.

There is only the credit card option listed and already selected, so you can click the green Place My Order button to enter in credit card information on the next screen.



The screenshot shows a payment selection screen with a progress indicator at the top. The first step is 'Shipping' (checked) and the second is 'Payment' (active). The main heading is 'How would you like to pay?'. A blue information box states: '\*Your order contains estimated amounts, final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.' Below this, the 'PAYMENT METHOD' section asks 'Please select a payment type.' and shows 'Credit Card' as the selected option with a blue radio button.



The screenshot shows the 'Credit Card Payment Form' with a red header. It features logos for Visa, MasterCard, and American Express. The 'Order Summary' section includes: Order Date: 08/15/22, Order Amount: 55.85, Order Number: -1, Customer IP: 174.247.152.30, and Description. The 'Credit Card Information' section contains: Card Type (set to Visa), Name as on Card, Card Billing Address, Card Billing Zip code, Card Number (with a Discover logo), Card Expiration Date (MMYY), and Card ID (CVV2/CID) Number (with a link 'What is the Card ID?'). A 'Process Payment >>' button is highlighted with a red box at the bottom.

Fill out the credit card information form and click Process Payment to complete your order.

Note: You will not need to enter city or state when filling out the billing address of the credit card, just the street address and the zip code.

# Payment Option - USA Health

The payment option screen for USA Health wants to know what method of payment will be used for the order.

There is only the Charge To Account option listed and already selected, so you can click the green Place My Order button to finalize your order.

## How would you like to pay?

**i** \*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

### PAYMENT METHOD

Please select a payment type. After the order is placed, please submit a Premier requisition referencing the order # and price. We will not be able to start on the order until we receive the purchase order from the purchasing department.

Charge To Account

### CHARGE TO ACCOUNT

Account Number:

Once you have placed your order on the portal, you will need to submit a Premier requisition referencing the order # and cost. We will not be able to start on the order until we receive the purchase order from the purchasing department.

# Order Confirmation

Once your payment has been processed, the Order Confirmation screen will load with information about your order, including your order number, method of delivery, and delivery address.

Note: Your credit card is not charged at this point and your payment will not show on your credit card transactions list until the order is completed and ready to deliver.

Shipping ▼ Payment ▼ 3 Final

### Order Confirmation

Thank you for your order!

If you choose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # <b>5905</b>	Status: <b>USER APPROVED</b> As of 8/15/2022 1:48:07 PM CDT	Order Date: 8/15/2022 1:43:05 PM CDT Due Date: 8/18/2022 2:00:00 PM CDT	Products John Doe Business Cards
Order placed by: Joel Arthur joel.a@gwins.cc None 957 Spring Hill Avenue Mobile 36604 251-438-2226	Print Shop Gwin's Commercial Printing joel.a@gwins.cc 957 Spring Hill Avenue Mobile 36604 United States 251-438-2226	Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-5:00 PM Sat : Closed	Item Name: Business Card - 1-Sided Qty Unit Price Total 500 \$5.11 \$55.85
			Payment Method: <b>Charge To Account</b>
			Subtotal \$55.85 Estimated Shipping \$0.00 <b>* Total \$55.85</b>

**ⓘ** \*Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

**SHIPMENT 1**  
CALL FOR PICKUP

SHIPPING ADDRESS Joel Arthur 957 Spring Hill Avenue Mobile AL - 36604 251-438-2226 None joel.a@gwins.cc	Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-5:00 PM Sat : Closed
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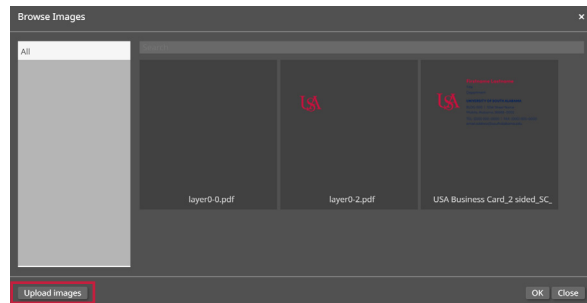
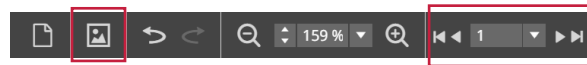
# Adding Custom Images

With some items on the portal, you can add your own images to the artwork. For example, you can add a logo to the back of the 2-Sided USA business card.

For items that allow additional images, first click the arrows on the right side of the toolbar to select the page where the image will be added.

Next click the Add Image button on the left side of the toolbar to select an image.

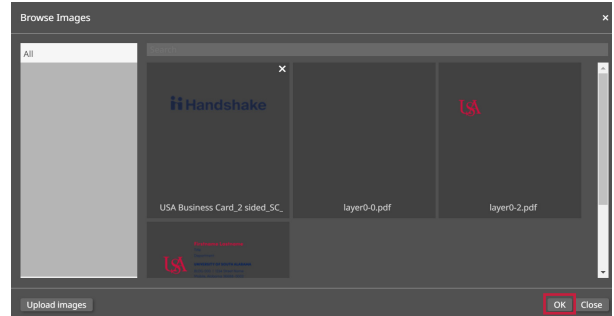
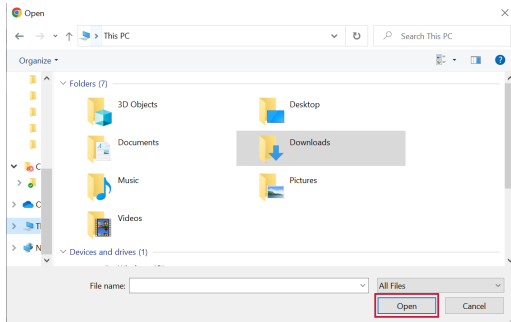
In the Browse Images window, click Upload Images button at the bottom-left of the window.



# Adding Custom Images - Part 2

Next, a window will appear asking you to select where the image is located that you want to add.

Navigate to where the image is saved on your computer, select it and choose Open.



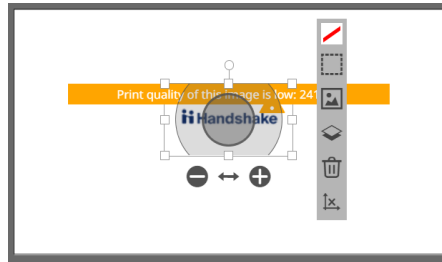
After the image has been uploaded, select it in the Browse Images window and click the OK button at the bottom-right of the screen.

# Adding Custom Images - Part 3

After your image appears on the page, you can click-and-drag on the squares in the four corners of the image to resize it.

You can click-and-drag on the squares on the sides of the image to crop the image.

Also, you can click-and-drag on the image itself (click outside the circle) to position it on the page.



If your image is not a high resolution image, you will see warning messages like the ones on the left.

If printed with this warning, the final image may appear pixelated and not smooth.

You may be able to shrink the image size on screen to increase the resolution.