

**To make the print shop order for this jobs:**

Digital

Photocopy

Scanning

Plastic binding

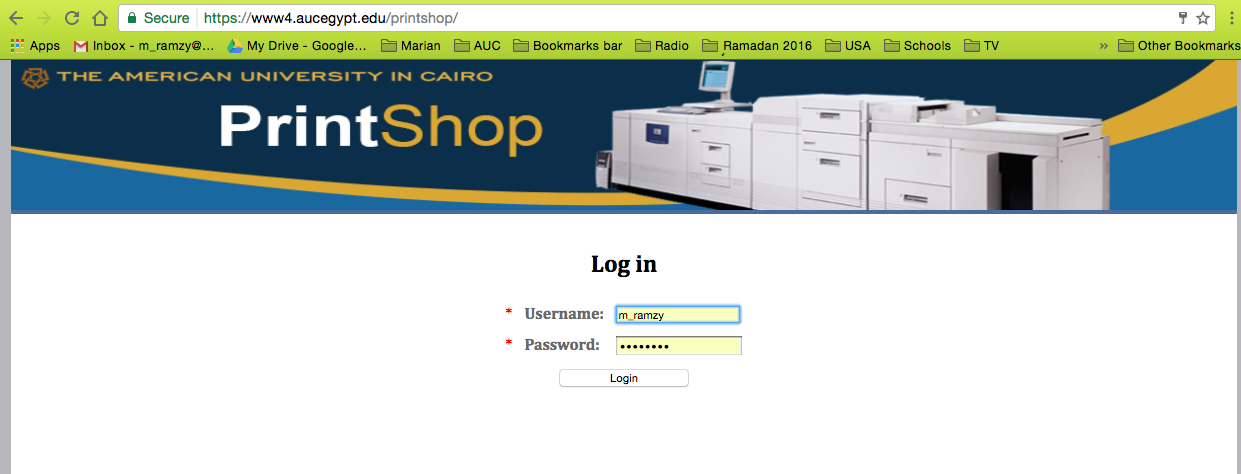
Hard cover binding

**Please follow these steps**:

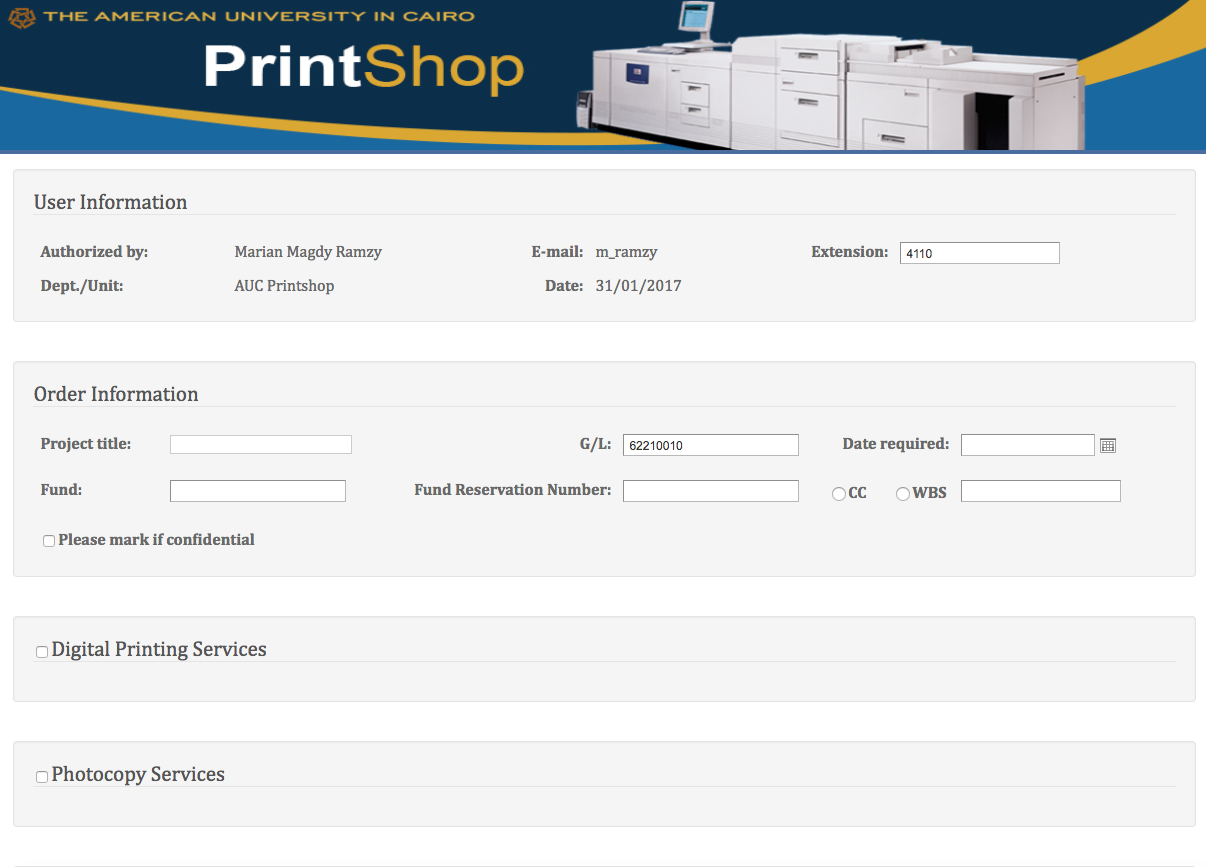
Web site:

<https://www4.aucegypt.edu/printshop/>

1- **Login** by user e-mail and email password, if you don’t have access please send e-mail to Ms. Marian Ramzy [m\_ramzy@aucegypt.edu](mailto:m_ramzy@aucegypt.edu) to create access and send in this e-mail this data (full name – user e-mail- full department name – ext.)



2- **Fill the job data**



**Choose Cost center or WBS**

**Create fund reservation on SAP**

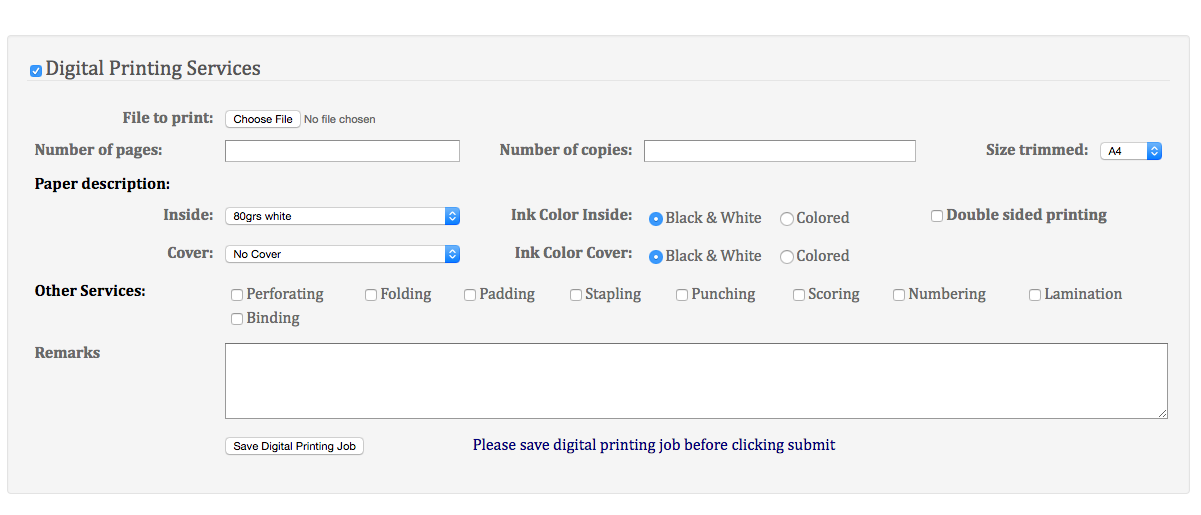
**Ex. 10100000**



3- **choose you job** (Digital – Photocopy -Scanning -Plastic binding -Hard cover binding)

Digital:

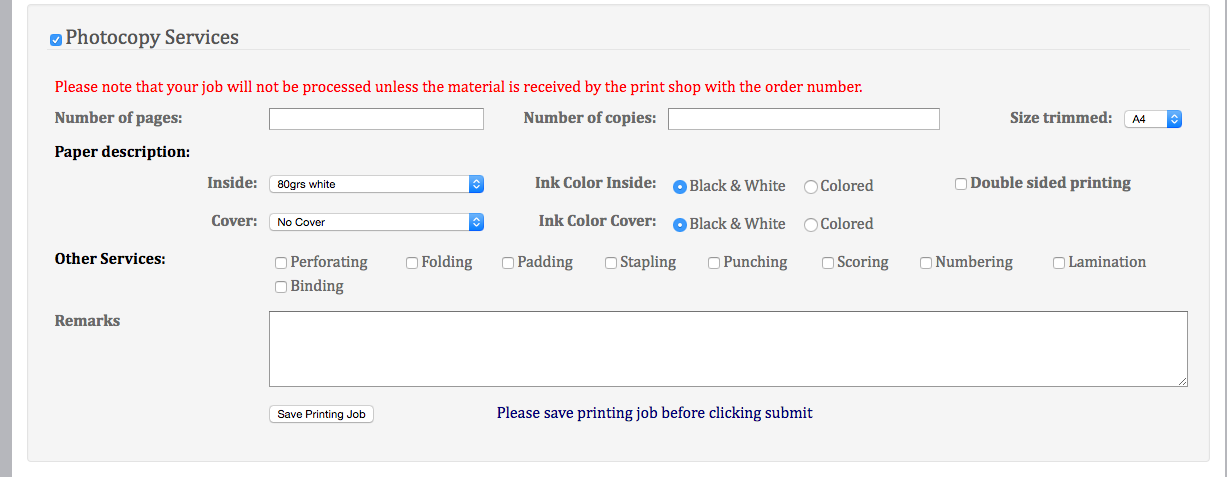
**Choose the file**



**Save digital job**

Photocopy:

**Send the material**

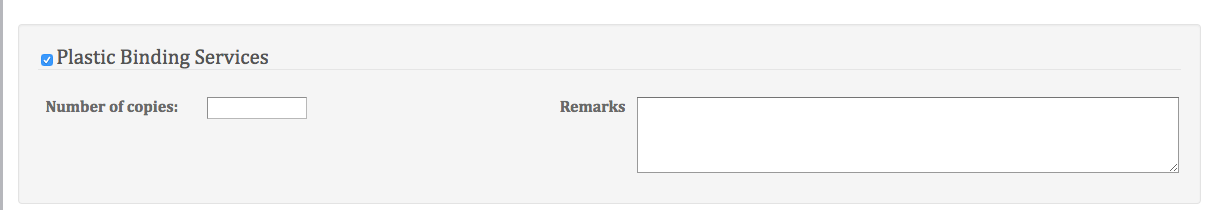


**Save Photocopy job**



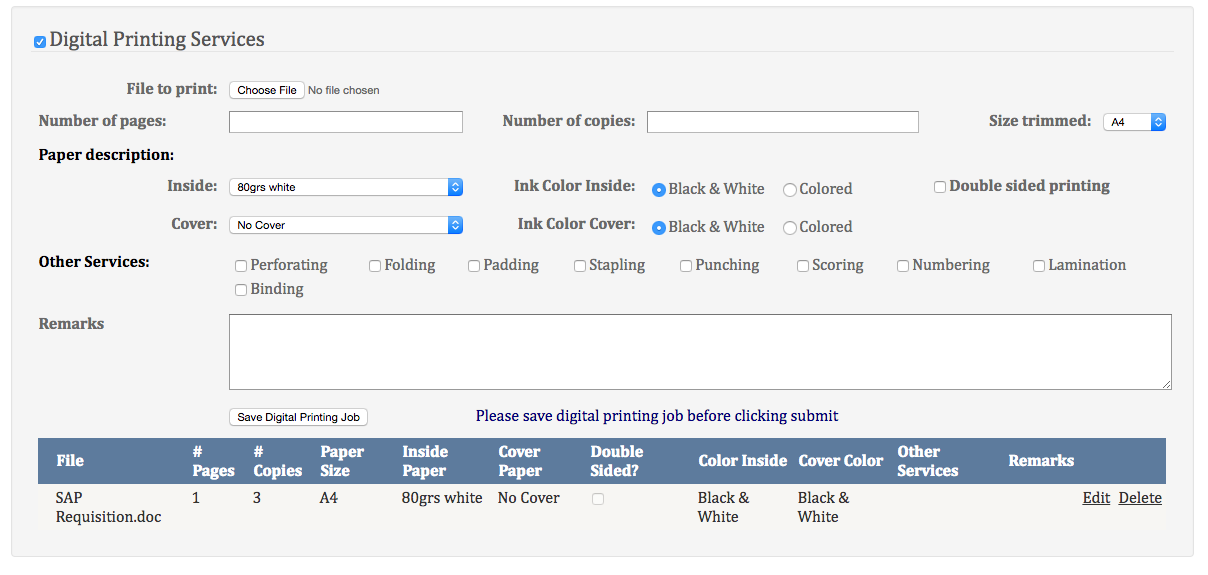
Plastic binding:

**Quantity of copies**



Hard cover and scanning as plastic binding

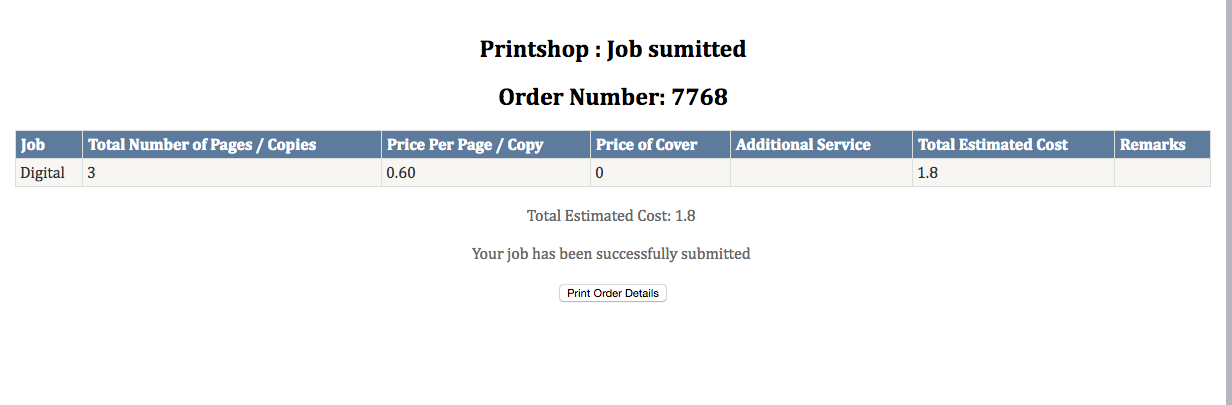
* After you save the job you’ll find this screen



**This your job saved**

* If you need to add many jobs you must fill all job description and save the job.
* After you finished all jobs you must press submit in the end of the page.



* Then the new page open with number of order with total price.
* You’ll receive e-mail from the system include all job details and total estimated price

