WEBCRD
Leeward CC Duplicating System
Login using your UH username and Password is leeward
Requesting Duplicating Jobs

Requesting Jobs stored on your computer

Requesting Jobs stored on your WebCRD account
Select the job and click “Open”
Select a folder
My Files (continued)

Select quantity and Add to Cart

Click to see job details
Only these types of files can be requested

- PDF
- DOC or DOCX
- PPT or PPTX
- PPS
- GIF, JPG, PNG, OR JPEG
Printing Options: Summary

- [Image of a webpage with options]
  - Need to change order name
  - Summary of the duplicating instructions
  - View the format of the completed job
Printing Options: Print

- One-sided or Two-sided Copies
- Paper Color

~ Special Instructions here ~
Stapling Options
Folding Options

- 3 - Hole Punch Option
Front and Back Cover Directions
- Different Color Paper for Covers
Cut or Padding Options
<table>
<thead>
<tr>
<th>Completed By Date</th>
<th>Select: Delivery or Hold for Pick-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the calendar icon and select the date and time</td>
<td>Number of copies needed</td>
</tr>
</tbody>
</table>

**Shipping Information**

- **Requested Ship Date**: 05/21/2012 2 PM
- **Delivery Method**: Delivery
- **Location**: GT-104

**Proof Options**
- View Proof
- Preview

**Additional Options**
- Provide a sample of the document
- Special Instructions

**Bill to**
- Copy Center

**Account Code**

**Start a New Cart**
- Continue Shopping
- Place Order

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Submitting Job Request

When finished, click “Place Order” to submit
Click “Orders”

The status of your requested job
Click “Modify” to change the default Contact, Shipping, and Billing Information.

Select Default Method.
My Profile: Email Options

Check or Uncheck boxes depending on preference
Default Printing Options when starting any job order

Click “Save” to save changes