

How to place an order in DSF

First go to <https://dsf.ceres.k12.ca.us/DSF/storefront.aspx> and log in with the same username and password you use on your district computers.

Choose your template.

The screenshot shows the Ceres Unified Digital Store Front interface. At the top, there is a navigation bar with links for HOME, ADMINISTRATION, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). The user's name, ANNETTE CORBALIS, is displayed in the top right corner. Below the navigation bar is a search bar and a shopping cart icon showing 0 items.

The main content area is divided into sections. On the left, there is a sidebar with "All Categories" and "Printing" selected. Under "Printing", there are options for "EFI PRINTMESSENGER" and operating systems: "WINDOWS (32BIT)", "WINDOWS (64BIT)", and "MAC".

The main content area is titled "PRINTING" and "IN THIS CATEGORY:". It displays a grid of template options. The first row shows three templates: "11X17 TEMPLATE", "8.5X11 TEMPLATE", and "8.5X14 TEMPLATE". Each template has a "BUY NOW" button. The "8.5X11 TEMPLATE" has a red note: "This is a standard 8.5 x 11 template." Below the "8.5X11 TEMPLATE" button, there is a note: "Collating is on by default now, please double-check that you want this print ...".

Below the "BUY NOW" buttons, there is a "VIEW BY:" section. A red note states: "Order templates have been organized into categories and can be found below. Click BROWSE to select the template you need." Below this note, there is a grid of template categories: "BOOKLETS", "BUSINESS CARDS", "CERTIFICATES", "NCR FORMS", "NOTEPADS", "POSTCARDS", and "POSTERS". Each category has a "BROWSE" button.

On the left side of the main content area, there is a red text overlay: "To begin... For single orders, click on BUY NOW For multiple orders, click within the template box."

At the bottom of the page, there is a footer with the text "Powered by EFI Digital StoreFront v10.0.0.23073" and a link to "Terms & Conditions".

8.5x11 template ✕

Item No.: 8.5x11

Collating is on by default now, please double-check that you want this print option for your job.

Please note:




Image not available!

Click "Continue Shopping" if you have multiple orders. Select "Buy Now" for single orders.

Continue Shopping
Buy Now

8.5x11 template Review My Job Help ✕ Close

Files Add Files

* Job Name

* Quantity * Pages

8.5 Inches

11 Inches

Page 1

Print Options

- Print in Color/Sides
- Print in Black and White/Single ...
- Front Cover
- Back Cover
- Media(Copy Bond 20#)
- Orientation
- Staple
- Drill
- Cutting
- Fold
- Collate
- Lamination
- No Lamination
- Special Pages

Collate ON by default.
 Collate: 1,2,3; 1,2,3; 1,2,3; 1,2,3
 Do Not Collate: 1,1,1; 2,2,2; 3,3,3

Lamination will be available if you choose Do Not Collate

Unit Price \$0.10 Total Price \$0.10

1/1 76%

Save Add to Cart

Click here to add your file(s) to the template

Be sure to enter a descriptive name to your order as well as Quantity and Pages

All the options that you can select are based on your chosen template. If you do not see the options you need, please select a different template. Any option you select is added in real time to the preview of your print job.

* This is a virtual print shop. Final print jobs are based off options you choose.

Collate ON by default.
Collate: 1,2,3; 1,2,3; 1,2,3; 1,2,3
Do Not Collate: 1,1,1; 2,2,2; 3,3,3

Lamination will be available if you choose Do Not Collate

View multiple pages at once here.

To see a full breakdown of costs, hover over this area with your mouse

Use these arrows to navigate through the various pages of the file you are printing.

Once you have your order setup correctly, press "Add to Cart" to continue



CART

Due Date WED October 3 2018 13:30

Date shown is the earliest date order will be ready without an added "Rush" surcharge.

Selected Print Shop CUSD Print & Copy Services

Products	Quantity	Unit Price	Total
 <p>test Item Name: 8.5x11 template <input checked="" type="checkbox"/> Tax Exempt</p>	2	\$2.70	\$5.40

Subtotal: \$5.40
 Taxes: \$0.00
Total: \$5.40

You are exempted tax on products
 Proceed to checkout to view final order total, including taxes, fees, shipping.

PROCEED TO CHECKOUT

Here is a list of all the orders that are currently in your shopping cart. A Remove button is located beneath the Quantity of each order if needed. You can also update the Quantities of your order.

Click "PROCEED TO CHECKOUT" to continue.

CONTINUE SHOPPING

CLEAR CART

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

District Mail Delivery ▼

You can change between "Delivery" and "Hold for Pickup" here.

ADDRESS

[Add from Address Book](#)

First Name:

██████████

Last Name:

██████████

Address Line 1:

CUSD

Address Line 2:

Technology

Address Line 3:

City:

Country:

United States ▼

State/Province/Region:

CA - California ▼

Zip/Postal Code:

Phone Number 1:

Company:

CUSD

Email:

██████████@ceres.k12.ca.us

Delivery Instructions

Save to My Address Book

Save

Cancel

You must click save to proceed with checkout.

[Add Another Recipient](#) ▼

← CONTINUE SHOPPING

Products

test

Item Name: 8.5x11 template

Qty	Unit Price	Total
2	\$2.70	\$5.40

Subtotal: \$5.40

Taxes: \$0.00

Total: \$5.40

You are exempted tax on products

Click "PROCEED TO PAYMENT" to continue.

PROCEED TO PAYMENT →



How would you like to pay?

PAYMENT METHOD

Please select a payment type.

Funding Code

FUNDING CODE

* Funding Code:

Other Code:

Select the appropriate funding code for your order. If you need to add a site plan, please do so under "Other Code".

Products

Qty	Unit Price	Total
Item Name: 8.5x11 template		
2	\$2.70	\$5.40

Subtotal: \$5.40

Taxes: \$0.00

Total: \$5.40

Apply a Promo Code

Apply

You are exempted tax on products

← CONTINUE SHOPPING

Select "PLACE MY ORDER".

PLACE MY ORDER →



Order Confirmation

Thank you for your order!

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

Order Number: **55788** Status: **Approval required** Order Date: 10/1/2018 1:53:45 PM PDT
As of 10/1/2018 1:53:45 PM PDT Due Date: 10/3/2018 1:30:00 PM PDT

Order placed by: [Redacted] Print Shop: CUSD Print & Copy Services
[Redacted]@ceres.k12.ca.us pcs@ceres.k12.ca.us
CUSD 6th & Magnolia
CUSD Building D
[Redacted] Ceres
CA - California CA - California
United States 95307
United States
209-556-1500 ext. 1360

Hours Of Operation
Sun : Closed
Mon-Fri : 6:00 AM-4:00 PM
Sat : Closed

Products
test
Item Name: 8.5x11 template

Qty	Unit Price	Total
2	\$2.70	\$5.40

Payment Method:
Accounting Codes
Funding Code
01-0000-0-[Redacted]-XX

Subtotal	\$5.40
Taxes	\$0.00
Total	\$5.40

You are exempted tax on products

SHIPMENT 1
District Mail Delivery

ADDRESS
[Redacted]
CUSD
Technology
United States
CA - California -
CUSD
[Redacted]@ceres.k12.ca.us

**This is your order confirmation.
If needed you can print a copy of
your order here.**



← CONTINUE SHOPPING PRINT