

## SUBMITTING PRINT REQUESTS THROUGH SKYLINE

Skyline is the web print request portal for CiTi staff. Note that school district clients use a similar portal, however, if submitting work through that portal, your job will be put in an “approval” queue and will be held up as you do not need approvers as a CiTi staff member.

1. Click the link to open the Skyline portal: <http://printshop.oswegoboces.org/>
2. The log in screen. Put in your first initial, last name only. Your password is your CiTi network password. Note: If you take too long to complete any upload, the system will time out and ask you to log in again!



Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log In"/>	
Please log in with your company username and password.	

This web site uses cookies. Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes. Cookies in and of themselves do not identify users, although they do identify a user's computer. Most browsers are initially set up to accept cookies.

If you set your browser to refuse cookies, you may not be able to take full advantage of the website

3. This is the welcome screen. Notice that I am logged in. If you are not logged in, a login screen will open.  
To submit documents for print, click on the “upload my document” link on the right-hand side of the screen, under Quick Links.

gbenigno | View Basket (0) | Preferences | Downloads | Edit | Admin | Management

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HOME | UPLOAD | PAPER ORIGINALS | LIBRARIES | ORDERS | FAQ'S

Already prepared your own document?

The 'Upload' page allows you to select documents from your own files and order them on-line or save them to your own personal library. The documents are converted into a high resolution PDF and the conversion also provides a thumbnail image to help with identification. If you already have a PDF version of your document this can be uploaded and no further conversion takes place although the thumbnail is still provided.



**This is our new e-print request service**

Help reduce waste and save yourself time by sending these documents to us electronically, so they can be printed quickly, efficiently and to a consistent standard.

**How to submit a document**

The 'Upload' page allows you to select documents from your own files and order them on-line or save them to your own personal library. The documents are converted into a high resolution PDF and the conversion also provides a thumbnail image to help with identification. If you already have a PDF version of your document this can be uploaded and no further conversion takes place although the thumbnail is still provided. If you have any problems or questions, please call 315.963.4365 and we will walk you through the process.

**What are Libraries?**

Libraries are your own personal space where you can save documents and **re-order reprints**. When you upload a document to your library it is converted automatically into a PDF. This ensures that when it is printed in the print shop it is an accurate copy of your original document.

**Quick Links**

- [Upload my document](#)
- [Check my Library](#)
- [I only have a hard copy](#)
- [Check my order](#)

 Catalog

4. The following screen will open, and you select the file you wish to submit.

The screenshot shows a navigation bar with 'HOME', 'UPLOAD', 'PAPER ORIGINALS', 'LIBRARIES', 'ORDERS', and 'FAQ'S'. The 'UPLOAD' section is active. On the left, there is a sidebar with the heading 'Upload a document' and a paragraph explaining the upload process. The main content area is titled 'Sending a document' and contains instructions: 'To upload a document, click the Select button to browse for a file on your computer. After you have selected it click on Upload. If the document is a large one, make allowances for the upload time and its conversion into PDF.' Below this is a form with a text input field, a 'Select' button (highlighted with a red arrow), a 'Proceed' button, and a link for 'Supported File Formats'. Further down, there is a paragraph about conversion time and a list of conversion stages: 'Queued -> Creating PDF -> Creating thumbnails -> Finalizing'. At the bottom, there is a table with columns 'Position' and 'File Name', and a row indicating 'No records to display.'

5. Note that once selected, the file name will appear below:

This screenshot shows the 'Sending a document' section after a file has been selected. The 'Select' button is now disabled. Below it, the file name 'District hours during closing.xlsx' is displayed with a green status indicator and a red 'x' icon next to the word 'Remove'. A red arrow points to the file name. The 'Proceed' button and 'Supported File Formats' link are still visible below the file name.

6. After clicking “proceed” You will see the following screen. If you have multiple files uploaded, by clicking on the “My Library” tab, all the files will be displayed. To delete files from your library, you can select them and “X” them out. To proceed with a specific job, select the file needed and click on order.

The screenshot displays a web application interface with a dark red navigation bar at the top containing the following tabs: **UPLOAD**, **PAPER ORIGINALS**, **LIBRARIES** (which is underlined), **ORDERS**, and **FAQ'S**.

Below the navigation bar is a section titled **Personal library**. To the right of this title is a dropdown menu currently set to **My Library**, with a red arrow pointing to it. To the right of the dropdown is a toolbar with icons for a shopping cart, a document with a red 'X', a document with a downward arrow, a document with a green arrow, a folder, a document with a green plus sign, a calendar, and a question mark.

Under the **Personal library** heading, there is explanatory text: "This is your personal Library where you can save documents and order reprints." Below this is a red warning: **IMPORTANT: This is not an archiving service. You are responsible for maintaining your own records.**

Further down, another text block states: "When you upload a document to your library, the software converts it automatically into a PDF. This ensures that when it is printed by your print shop it is an accurate copy of your original document." A red arrow points to the first document thumbnail in the list below.

The document list contains two items:

- Mail Bin Status**: Includes a document thumbnail, a pencil icon, and buttons for **Order** (with a shopping cart icon) and **Download** (with a document icon).
- District hours during closing**: Includes a document thumbnail, a pencil icon, and buttons for **Order** (with a shopping cart icon) and **Download** (with a document icon). A red arrow points to the **Order** button.

At the top of the document list, there is a **Select All** checkbox, a **My Library** button, and a search bar with a magnifying glass icon.

7. You will be asked to preview the document before proceeding (see screen shot above, magnifying glass). This ensures that the print work will be produced as you intended it. Once you click “order” you will have certain selections to make depending on the job. If certain production is “not applicable” the area will be greyed out. Select proceed for the document type you need. Most will be “regular copies”

UPLOAD PAPER ORIGINALS LIBRARIES ORDERS FAQ'S



Document Type Product Options Basket Address Shipping Account Confirm



Complete your order in three easy steps

**Step 1.** Select your preferred finishing options from those displayed on this page.  
**Step 2.** You will be asked for the number of copies required, and a price will be displayed based on your selections  
**Step 3.** Complete your delivery instructions.

Its as easy at 1,2,3.

Document name: District hours during closing  
Pages: 3

 **Regular copies**  
Use this option for single sheets multiple copies or sets with an option of stapling; 3 hole punch or padding. Your NCR options are also located here. [Proceed ▶](#)

 **Large Format 2019**  
Up to 42 inches wide; 120 inches height with options for stock; black and white or color printing and size. Please add length and width in the notes section. Pre-cut sheets can be cut to size. [Proceed ▶](#)

 **Spiral Bound Booklet 2019**  
Coil bound document printed in color or black and white with optional printed covers and bound with plastic coil. Your document must have a minimum number of 20 sheets (not sides) [Proceed ▶](#)

 **Booklet 2019**  
**INCOMPATIBLE Too many or too few pages**  
Folded booklet with two staples on the left bind (saddle-stitched). Printed on 11 X 17 and folded to 8.5 X 11 or 8.5 X 11 folded to 5.5 X 8.5 Choice of color or black and white print. Your document must have a minimum of 8 pages and a maximum of 40. 11X17 cover colors are limited. Please call ahead to find out if the color you want is in stock. 315.963.4365

8. Notice that your “cart” is moving along several steps. You are now in “Production Options”. Options listed in red require that a selection be made. Select the “save job ticket” if you think you will need to reorder, exactly as specified, and include your quantity before hitting next.

HOME UPLOAD **PAPER ORIGINALS** LIBRARIES ORDERS FAQ'S

Document Type **Product Options** Basket Address Shipping Account Confirm

Document name: District hours during closing  
Pages: 3

**Body**

Media Letter White 20 lb  
Printed Sides One Sided  
Printer Type Black and White

**Binding**

Stapling None  
Hole Punch None  
Padding None  
Folding None

**Laminating**

Not Laminated

Return to cart  Save Job Ticket Quantity 5 Next

9. Your basket now has the work. You have an opportunity to edit the job (or delete it with the red X), but if all is good, hit next.

HOME    UPLOAD    PAPER ORIGINALS    LIBRARIES    ORDERS    FAQ'S



Document Type   Product Options   **Basket**   Address   Shipping   Account   Confirm

Document	Product	Quantity	Price	Pages	Edit
District hours during closing	Regular copies	<input type="text" value="5"/>		3	<input type="button" value="Edit"/> <input type="button" value="X"/>

▶

Complete your order in three easy steps

**Step 1.** Select your preferred finishing options from those displayed on this page.

**Step 2.** You will be asked for the number of copies required, and a price will be displayed based on your selections

**Step 3** Complete your delivery instructions.

Its as easy at 1,2,3.

10. This is the screen where you can add special notes or directions for the work. In the example below, I am asking the print shop to mail this to a person, address listed below. I could have said “print and send to my office”, or “print, bundle and hold, I will pick up”, or.... When done, hit next.

Document Type Product Options **Basket** Address Shipping Account Confirm

◀ Back

**Name**

**Phone Number**

**Building**

Room

**Email**

Save this delivery address

Delivery Method

Delivery notes

Please mail to:  
John Smith  
123 We are Closed Way  
Fulton, NY 13069

Next ▶

11. This is the final stage. Once more, you will be given the chance to cancel the order. You must hit “Confirm Order” as a final step. Once done, your job will be assigned a number, and you will receive an email confirming your order. When your order is complete, you will also receive an email showing it is complete.

Document Type Product Options Basket Address Shipping Account Confirm

Please check the order details below and confirm your order

Quantity	Document	Product	Pages	Price
5	District hours during closing	Regular copies	3	0.00
Total				0

Document Type Product Options Basket Address Shipping Account Confirm

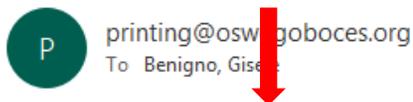
## Your order was successful.

Order Number: 952

All order notifications will be sent to your registered email address which is: GBenigno@CITiboces.org

Quantity	Document	Product	Pages	Price
5	District hours during closing	Regular copies	3	0.00
Total				0

Thank you for your order



Thank you for your order 952 and we advise you when it has been dispatched.

Re: Your job is complete



THANK YOU!!!! YOU ARE AWESOME!!!

From: [printing@oswegoboces.org](mailto:printing@oswegoboces.org)  
Sent: Friday, April 3, 2020 11:13:21 AM  
To: Bennett, Maureen  
Subject: Your job is complete

Your job is complete.

12. To check on the status of an order, you can log in again at any time, and select the “Check my order” link on the welcome page.

gbenigno | View Basket (0) | Preferences | Downloads | Edit | Admin | Management

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[Check my Library](#)  
[I only have a hard copy](#)  
[Check my order](#) ←  
[Catalog](#)

13. The following screen will show you the orders you have in the system and their status: Order Received or Order in Production or Order Completed and out for delivery. You can “delete” the job from here as well... but remember, if it’s in production, it is already running on the printers. If the orders are complete, and you would just like to clear the history, you can manage the screens by deleting them.

HOME | UPLOAD | PAPER ORIGINALS | LIBRARIES | **ORDERS** | FAQ'S

The status of your orders are updated by the print shop staff. You can also view your original job request.

Number of orders per page: 10

	Document	Product	Pages	Quantity	OrderID	Price	Order Date	Status	Account Code
<a href="#">View</a>	District hours during closing	Regular copies	3	5	952	0.00	03/04/2020 10:29:00	Order received	X