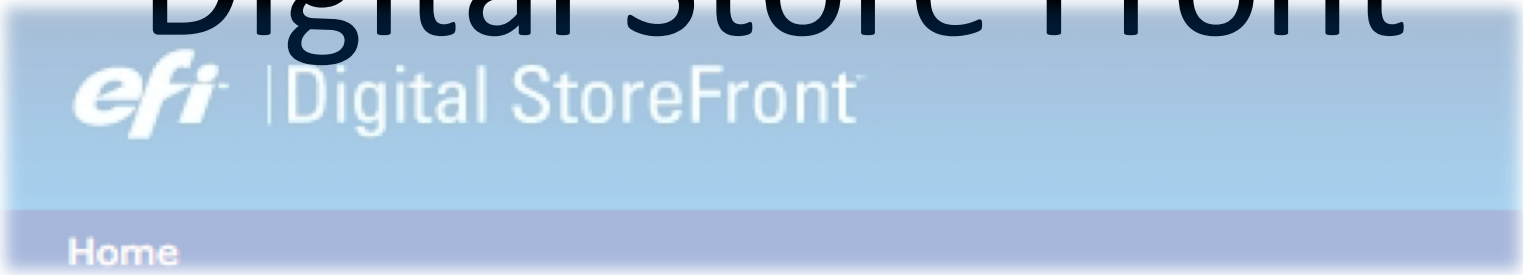
European University Institute

REAL ESTATE AND FACILITIES SERVICE

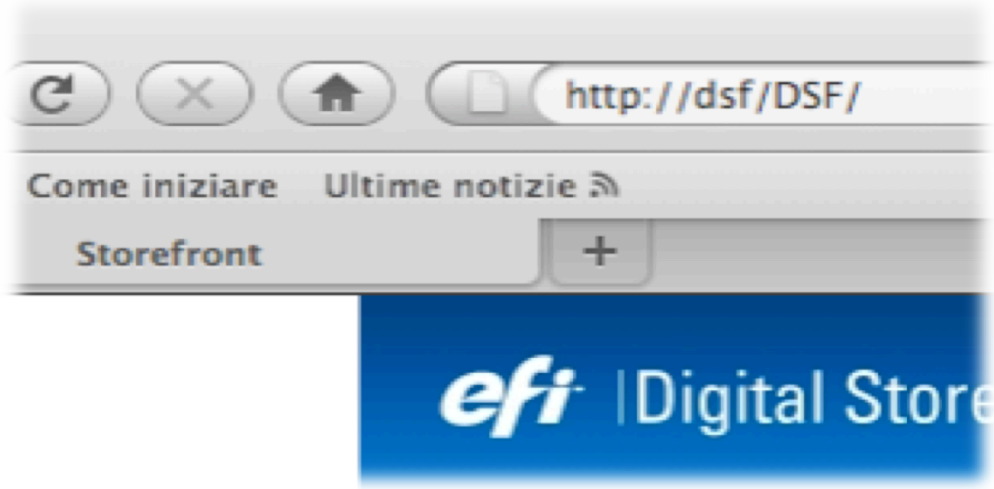
Print Shop

Digital Store Front

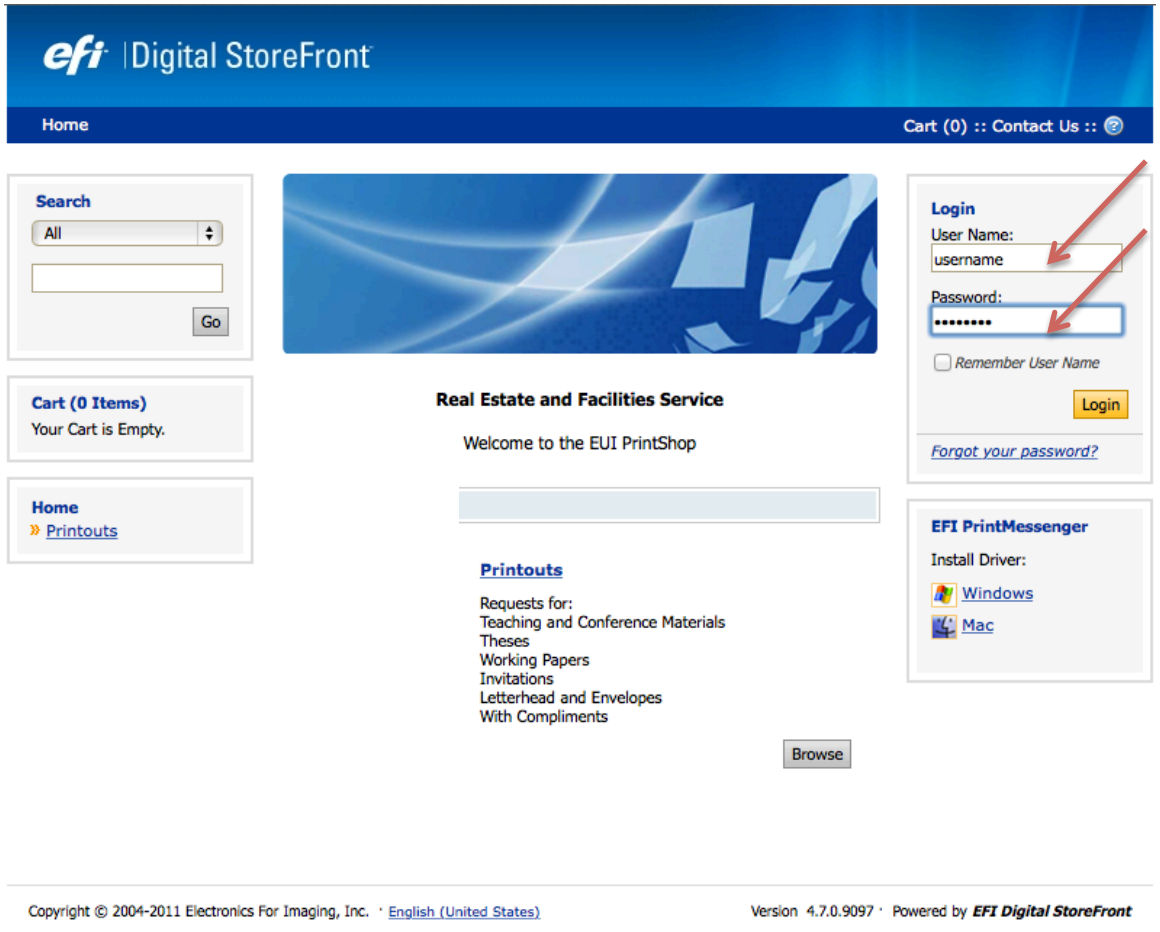


Digital Store Front (DSF) is the web interface to access to the print services by the Real Estate and Facilities Service

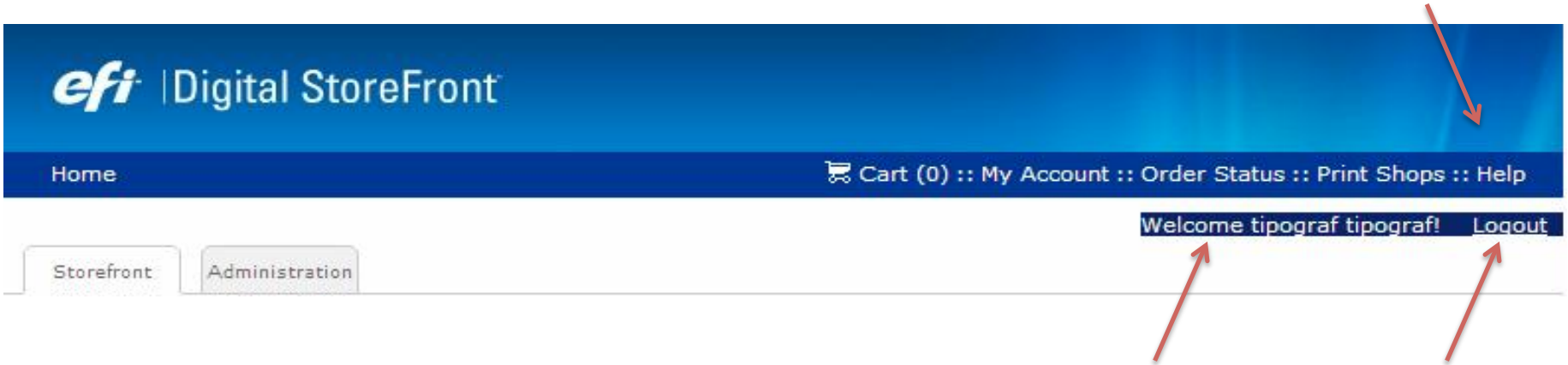
the program is accessible by typing in the browser bar: http://dsf/dsf



- homepage and login -
insert your ID and password

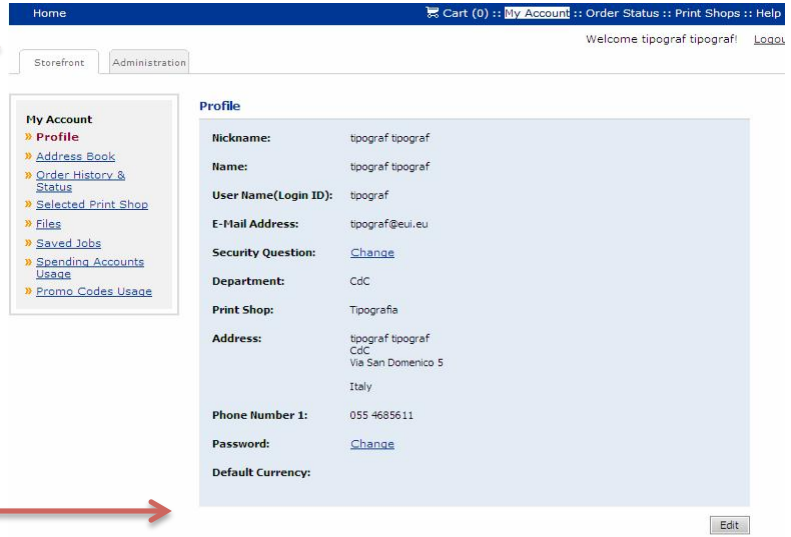


- "Welcome *username*" means the system has recognized your ID and you are able to submit your requests using the platform;
- To exit the program click on Logout, right next to your *username*;
- Right above the Logout you will find the online Help option.

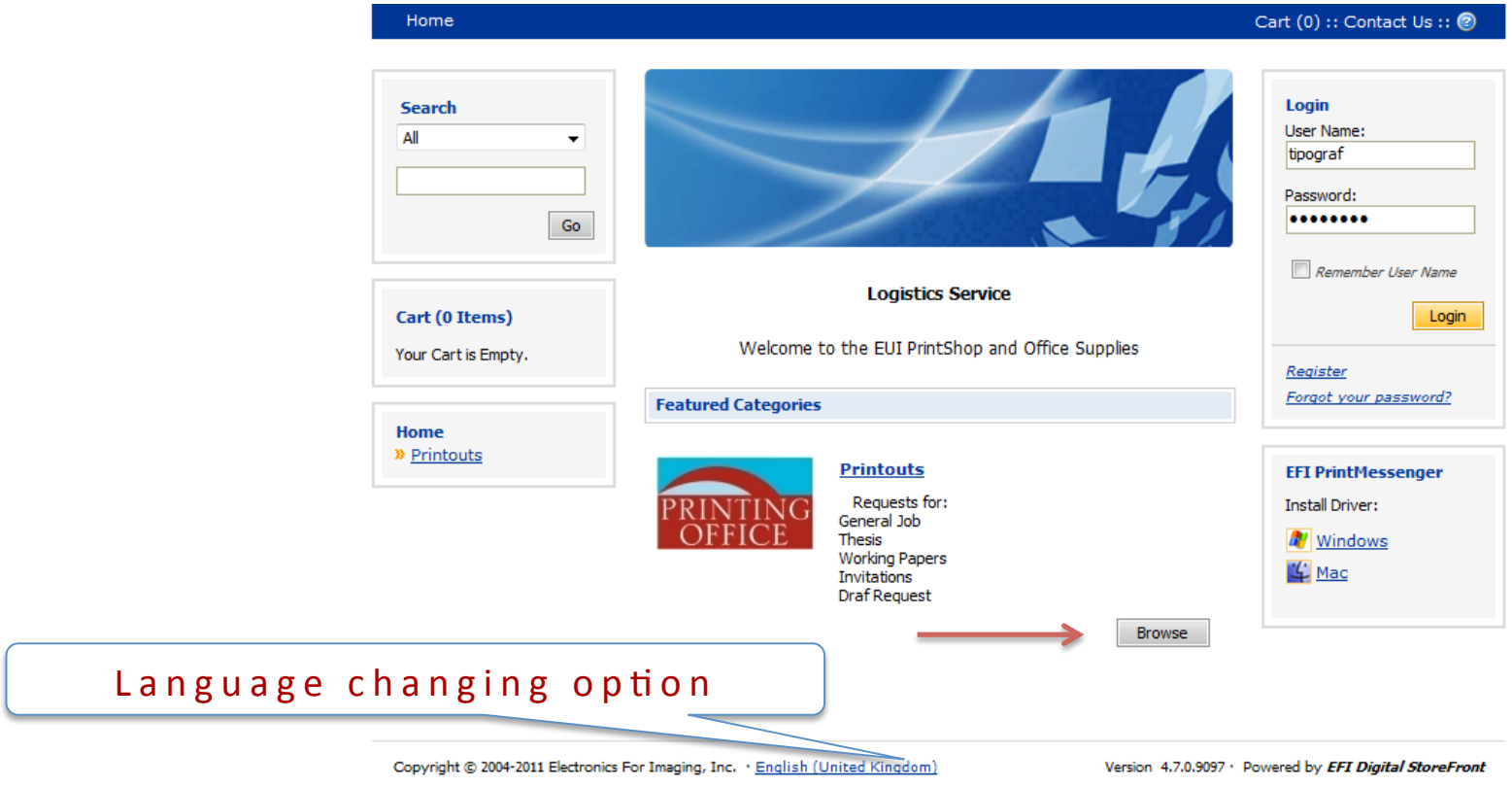


in My Account you find:

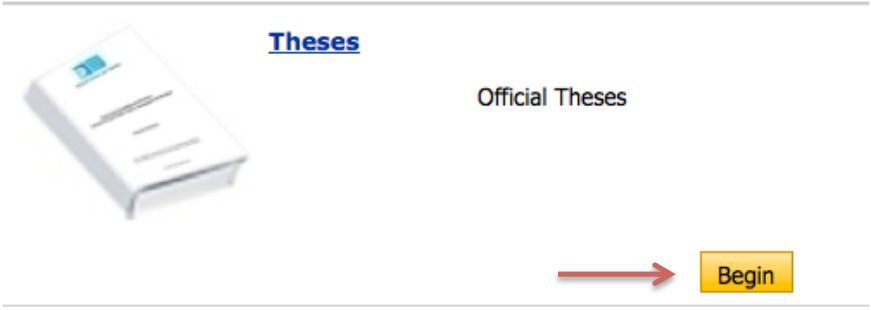
- preloaded files
- saved jobs
- order history
- re-order print jobs function



click on "Browse" to access to templates



- Teaching and Conference Materials is the template to request a brochure with or without cover on colored cardboard, guides, booklets, etc.
- Theses and Working Papers are templates already pre-formatted by paper type and print, as well as by finishing: paperback finish for theses and tape finish for WP. In case some pages need to be printed in color, you should report the page numbers in the specific *special pages* sector.
- Invitations this template allows to request cards and matching envelopes, in case of formal invitations to official ceremonies. **N.B.** the use of this template must be duly justified and previously approved by the administration.
- Flyer - Leaflet - Poster this function includes various printing services to produce a poster, a program, a brochure, a laminated sign / plastic, etc.
- Letterhead – Letterhead only paper – Envelopes is a function allowing to request to print a letter on letterhead, including the content of the communication. A small stock (100/200) can be requested by the Secretaries of Departments for users who do not have access to print services. EUI letterhead envelopes can be ordered, too.
- All requests submitted, before being processed, will be subject to the approval of the service manager.
- The program will, in future, allow the users to see the cost of the jobs requested.

- In accordance to the print job requested, the program will show a specific screenshot providing only the pertinent options, avoiding to propose services that are not in line with the job pursued.

- click on Begin, on the selected template, to start the print service