

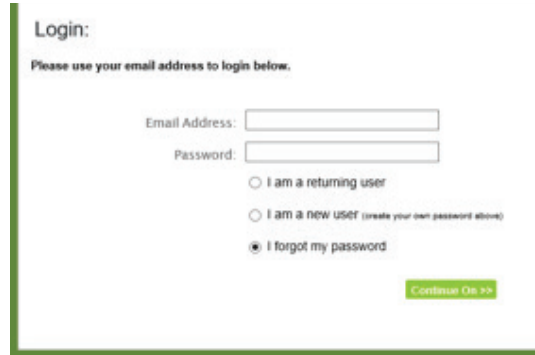
stores.pagedna.com/cloverpark

Bookmark or
add to favorites!

➔ LOGGING IN (Users & Approvers)

Step 1

- Go to stores.pagedna.com/cloverpark
- Enter your district email address.
- Select "I forgot my password."
- Click on "Continue On" button.



Step 2

- You will receive an email from PageDNA with an embedded link.
- Click on link and follow the instructions.
- Put in password and continue.



Step 3

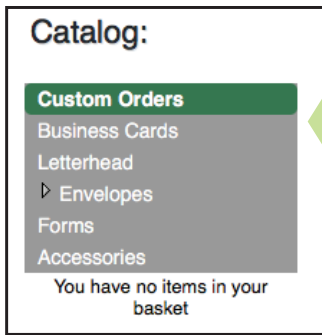
- Once you are successfully logged in, click on "Edit Profile Information" (1).
- Click on green "Edit Profile" button.
- In the BAC field (2), enter your BAC (if you have more than one, enter them separated by a comma, no space). Your BAC(s) will be stored for billing.
- Click "Save Profile." You are now ready to order!



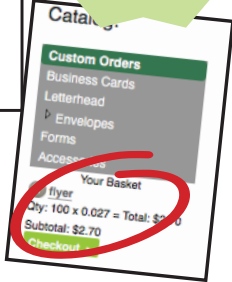
➔ Set your password & BAC one time & you're set!

➔ START ORDERING

Job selection box



Please call Printing & Publications if you don't see your item.



When ordering more than one item, you can view your basket here before checking out.

Static Orders in Catalog

Business Cards

Your school or department information is preloaded. Add your personal information and quantity.

Letterhead

Your school or department information is preloaded. Just add the quantity.

Envelopes

Your school or department information is preloaded. Just add the quantity.

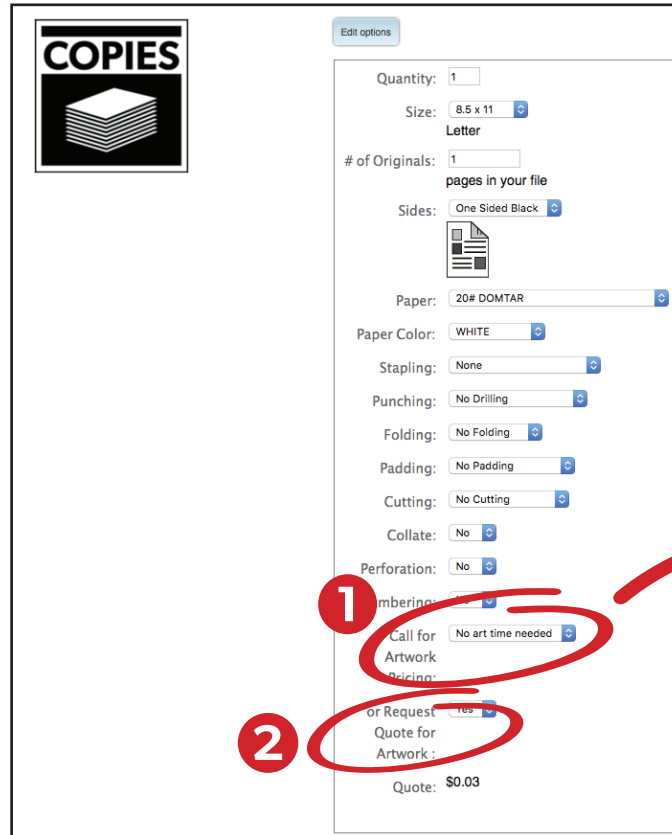
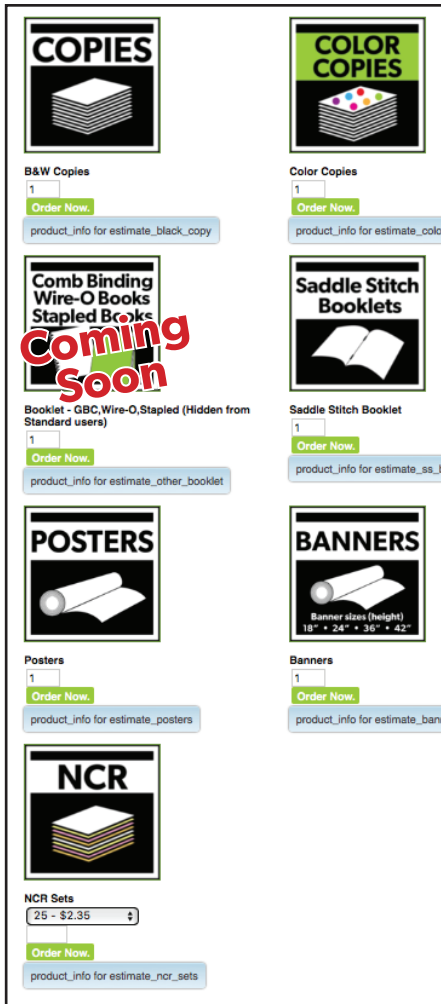
Forms

Forms specific to your school will appear here along with district forms. These are forms ordered regularly. Additional forms can be added.

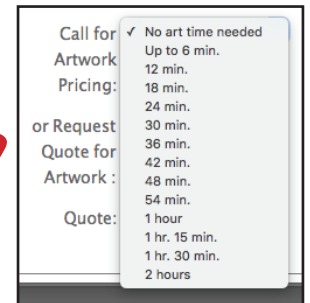
Accessories

Miscellaneous items.

Custom Orders



Make selections for your custom order. If you have questions on which paper to choose, please call. (Sample page shown for black and white copies.)



If your job requires art time, you have two options to include artwork pricing.

1) Call for Artwork Pricing

To receive a quick estimate over the phone, call ext. 5131 or 5130. We will let you know how long it will take for your request which you can select from the dropdown.

2) Request Quote for Artwork

Choose "yes" and your request will be sent to the print shop for an estimate. Please continue on to the next page to complete your request.

Upload your electronic file, if you have one. (1)

Title your order and choose your document submission option. (2)

Add comments or special instructions. (3)

You can continue shopping to add more items to your order. (4)

Imprint Information

[document_upload any size] edit form

front only Use as catalog preview: two sided mapping upload

Upload and Proof

Optional If you have a file, upload it now. If you don't, please leave this blank.

Upload Network

1

2

3

4

Continue Shopping

➔ SHIPPING & BILLING

Shipping Page

Select the date you need your order. This is a required field.

Shipping

Please Review Your Order

Item	Qty	Info	Remove	Edit
End of Year Posters	10	\$0.03 ea.	<input type="checkbox"/>	edit

[Add More Products](#) [Update](#)

Requestor Information

Your First Name:

Your Last Name:

Your Email Address: *Please check your shipping information to ensure proper delivery.*

Shipping Method

Local Courier

Date Needed: 06/03/2016

Ship To:

No Results Found | My School

Attention: Me

Phone:

Special Shipping Instructions:

Please provide instructions for special delivery

Thank you for your order!

PLEASE PLAN AHEAD!
Jobs that require art time, bindery, collating, etc. require more time. Please keep this in mind when selecting your date needed.

Billing Page

Make sure your correct BAC is selected. This is a required field.

Billing:

Following is a summary of your order. Please verify that the items and quantities are correct. Enter your Budget Account Code (BAC) to pay for your order.

Item	Quantity	Price
End of Year Posters	10	\$0.27

If your order requires additional art or bindery time, the price shown below is only an estimate.

Total Price: \$0.27

Payment Information:

Budget Account Code: 69-97073

Print Shop BAC 69-97073 811700

[Make Changes](#) [Send Order](#)

Please click this button **only once**.

Submit your order & it's on its way!

➔ QUESTIONS YOU MAY HAVE

Selecting paper

If you have any questions about paper selection, please call Printing and Publications.

Multiple packets

If you are sending in multiple paper-clipped packets, count the total number of originals in the job. Use this number in the “# of originals” box. For the quantity, make sure you multiply the number of paper-clipped packets by the number of packets you want of each. *For example:* you have 10 paper-clipped packets and you want 20 packets of each ($10 \times 20 = 200$), you would put in 200 as your quantity. If each packet has two originals ($10 \times 2 = 20$), you would put in 20 for your number of originals. Submit your original packets in the courier.

Special orders

If you don't see a selection that fits your order, contact Printing and Publications. We will help you submit special orders.

Comb binding/wire-o/stapled books

Please submit original hard copy printing request. This section is coming soon!

Canceling an order

Please contact Printing and Publications as soon as possible.

CONTACT US!

Printing & Publications

Leslie Deal

583-5131

Shelley Thornton-Simon

583-5130

➔ APPROVERS

- Once an order is submitted, an email is sent to the budget administrator for approval.
- After an order is approved, it is sent directly to Printing and Publications for production.
- If an order is denied, it is sent back to the user (requestor). The approver can add reasons for denying the order.

Estimated total price for the order you are approving

Approval Required for JH6CR0:

Approve this order

Forward this order to

Full Email Address

What is the reason this person should review the order?

Deny this order

Why are you denying the order? (required)

[Submit Decision ▶](#)

Order Details:

Remove?	Edit	Item:	Qty:	Price:
<input type="checkbox"/>		Emergency Information Card	<input type="text" value="1200"/> Card	\$96.00
<input type="checkbox"/>		Spanish Enrollment Form	<input type="text" value="500"/>	\$35.00
<input type="checkbox"/>		Student Enrollment Form	<input type="text" value="500"/>	\$40.00
<input type="checkbox"/>	Edit	Black & White Copies Grade 1 Math	<input type="text" value="100"/>	\$31.50

Shipping (Local Courier): \$0.00

Total Price: **\$202.50**

Budget Account Code: 55555

User Comments: No user comments

[Remove Items](#) [Update Order Details](#)

We are still under construction. We will continue to improve features as we get feedback from users. Remember, please call if you need assistance or have suggestions.