

# Template Applications – Printing Request

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# Template Applications – Printing Request

## Introduction

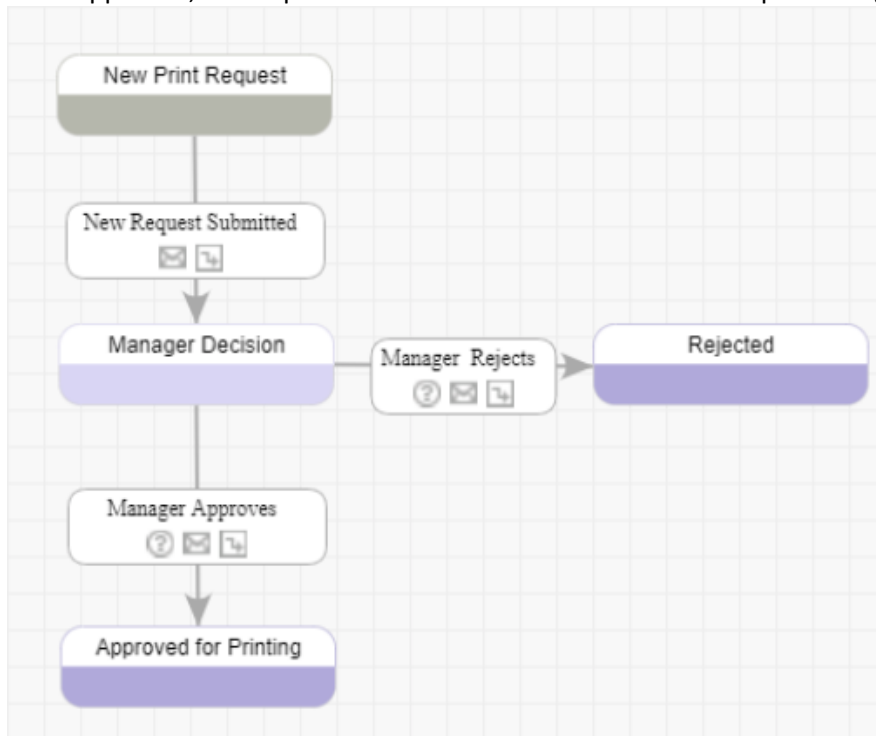
This Printing Request is a single-page application to manage printing requests. All information, including approval by the manager, is handled on a single page.

PRINTING REQUEST			
To avoid all possible delays of your printing orders, please provide as much information as possible.			
Date requested:	<input type="text" value="10/22/2021"/>	Date needed:	<input type="text"/>
Requested by:	<input type="text"/>	Department:	<input type="text"/>
Email address:	<input type="text"/>	Budget number:	<input type="text" value="- - -"/>
DESCRIPTION OF JOB: Include all COMMENTS and SPECIAL INSTRUCTIONS below:			
<div></div>			
No. of Originals:	<input type="text"/>	No. of Copies:	<input type="text"/>
Paper Size:	Total Quantity of:		
<input checked="" type="radio"/> Letter (8 1/2 x 11)	1/2 sheets	<input type="text"/>	Other Size: <input type="text"/>
<input type="radio"/> Legal (8 1/2 x 14)	1/4 sheets	<input type="text"/>	(Please Explain Above)
<input type="radio"/> Ledger (11 x 17)			
Paper Weight:	Paper Color:	STAPLE (select one)	
<input checked="" type="radio"/> 20 lb.	<input checked="" type="radio"/> White	<input type="checkbox"/>	
<input type="radio"/> Index	<input type="radio"/> Canary	<input type="checkbox"/>	
<input type="radio"/> Coverstock	<input type="radio"/> Blue	<input type="checkbox"/>	
	<input type="radio"/> Salmon	<input type="checkbox"/>	
	<input type="radio"/> Green	<input type="checkbox"/>	
	<input type="radio"/> Buff	<input type="checkbox"/>	
	<input type="radio"/> Pink	<input type="checkbox"/>	
	<input type="radio"/> Cherry	<input type="checkbox"/>	
	<input type="radio"/> Orchid	<input type="checkbox"/>	
	<input type="radio"/> Ivory	<input type="checkbox"/>	
	<input type="radio"/> Grey	<input type="checkbox"/>	
	<input type="radio"/> Tan	<input type="checkbox"/>	
	<input type="radio"/> Goldenrod	<input type="checkbox"/>	
	<input type="radio"/> Lunar Blue	<input type="checkbox"/>	
	<input type="radio"/> Orbit Orange	<input type="checkbox"/>	
	<input type="radio"/> Gamma Green	<input type="checkbox"/>	
	<input type="radio"/> Galaxy Gold	<input type="checkbox"/>	
	<input type="radio"/> Terra Green	<input type="checkbox"/>	
	<input type="radio"/> Cosmic Orange	<input type="checkbox"/>	
	<input type="radio"/> Red	<input type="checkbox"/>	
Print:	Fold: (Please select one)		
<input checked="" type="radio"/> 1-sided	<input type="checkbox"/>		
<input type="radio"/> Back-to-Back	<input type="checkbox"/>		
<input type="radio"/> 2-sided-to-2-sided	<input type="checkbox"/>		
<input type="radio"/> As is	<input type="checkbox"/>		
Carbonless:	Binding:		
<input checked="" type="radio"/> No	<input checked="" type="radio"/> None		
<input type="radio"/> 2-part	<input type="radio"/> 3-hole Drill		
<input type="radio"/> 3-part	<input type="radio"/> Spiral Bind		
<input type="radio"/> 4-part	<input type="radio"/> Tape Bind		
	<input type="radio"/> Pad		
<input type="radio"/> Collated	Delivery Method:		
<input type="radio"/> Uncollated	<input type="radio"/> Will Pick Up		
	<input type="radio"/> Send Out		
	<input type="radio"/> Please Call		
<div>Submit</div>			
Printing Department Hours: 8:00 a.m. to 5:00 p.m.			

## Template Applications – Printing Request

### Workflow Logic

All requests will require approval by the Department Manager, who may also reject the request. Once approved, the request is forwarded to the Print Team for processing.



### Notable Behaviors

Date logic is included when the 'Date Needed' field is selected. This logic includes refusing to accept requests needed in under four working days and marking requests required in under seven working days as a Rush Order. The Rush Order status will affect the notifications specified on the workflow pathway from New Print Request to Manager Decision.

Non-conditional mandatory fields are indicated in the object's properties. Conditional mandatory fields, such as collation, staple, fold, and delivery, are managed on the Submit button.

# Template Applications – Printing Request

## Installation Instructions

A few modifications will be required after the application has been imported into your system.

In the Department drop-down, we have included department names and corresponding email addresses for the department managers.

Form > Printing Request-Page 1 > **DEPARTMENT**

**Attributes** ▼

Name: DEPARTMENT

**Behaviors** ▼

- Drop-Down changes field data
- Drop-Down gains focus
- Drop-Down loses focus
- Drop-Down is clicked
- Drop-Down is shown

**Settings** | **Style** | Access

**Settings**

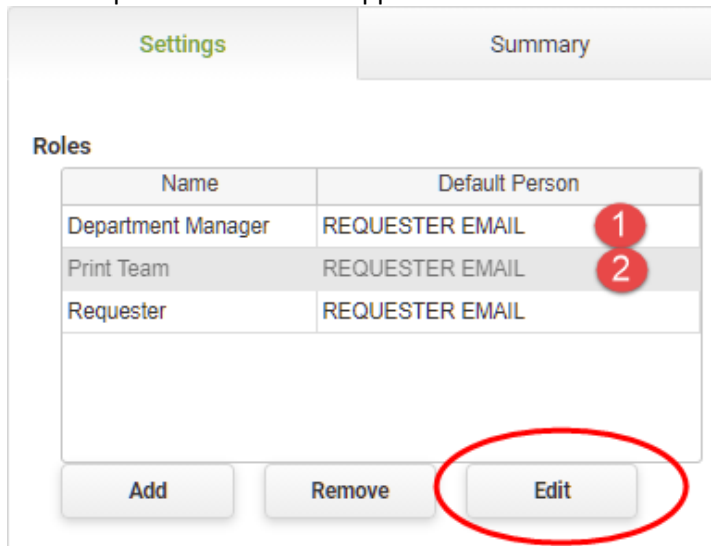
Caption	Value	Selected
Admin	admin@youremail.co	<input type="checkbox"/>
Finance	finance@youremail.c	<input type="checkbox"/>
HR	hr@youremail.com	<input type="checkbox"/>
Information Technolo	it@youremail.com	<input type="checkbox"/>
Maintenance	maintenance@youre	<input type="checkbox"/>
Purchase	purchase@youremail	<input type="checkbox"/>

Bottom controls: +, -, ^, v, and a menu icon.

You may want to modify the department names, and you will need to alter the department manager's email addresses.

## Template Applications – Printing Request

The Department Manager and Print Team Roles are linked to the Requestor Email field. This choice makes it possible to test the application without modifications.

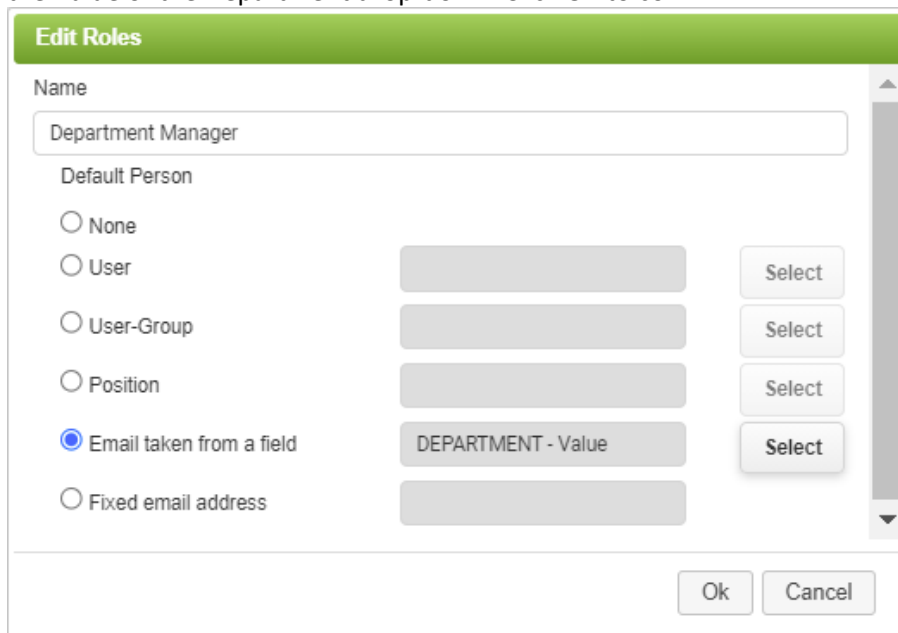


Name	Default Person
Department Manager	REQUESTER EMAIL
Print Team	REQUESTER EMAIL
Requester	REQUESTER EMAIL

**Buttons:** Add, Remove, Edit (circled in red)

In normal circumstances, these two roles would need to be re-linked.

Select and edit the role from the workflow diagram, and for the Department Manager role, re-link to the Value of the Department drop-down. Click OK to confirm.



**Edit Roles**

Name: Department Manager

Default Person:

- ☐ None
- ☐ User
- ☐ User-Group
- ☐ Position
- ☒ Email taken from a field
- ☐ Fixed email address

DEPARTMENT - Value

Ok Cancel

## Template Applications – Printing Request

The Print Team role, currently linked to the Requestor Email field, will need to be changed.

**Edit Roles**

Name  
Print Team

Default Person

☐ None

☐ User 1

☐ User-Group 2

☐ Position 3

☒ Email taken from a field

☐ Fixed email address 4

Select an alternative option to link the role to the Print Team. Your options here would depend on what you have set up in your system but will include the following:

1. If your Print Team is an individual and has a license in your account (Full, basic, or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button, and choose from the user list.
2. If you have set up a Print Team User Group within your system and have selected the correct licensed users to occupy that group, you can link to it. Select the 'User-Group' option, click the corresponding Select button, and choose from the list of groups.
3. If you have set up a Print Team position within your system and have selected the correct licensed user to occupy that position, you can link to it. Select the 'Position' option, click the corresponding Select button, and choose from the position list.
4. If neither of the above is possible, you can link to the Print Team's email address. Select the 'Fixed email address' option and enter the email address in the corresponding box. In this scenario, the Print Team doesn't require a license (Full, basic, or limited) in your system.

Click OK when done.

Several graphics are used in this application; they can be removed if necessary, but most refer to the choices made in the request and would probably remain in place.

### Mobile Version

This application is not enhanced for mobile use.