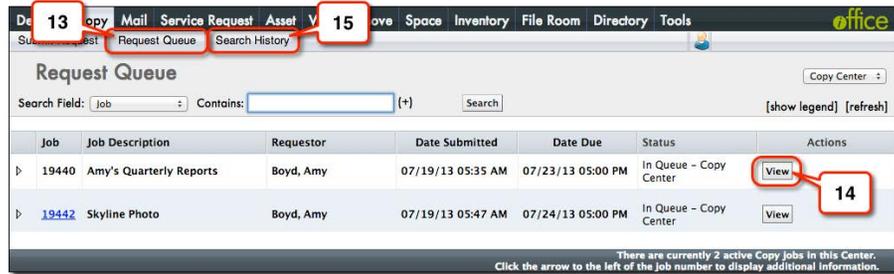## Monitoring Your Request

14. Click the "Request Queue" tab to monitor the status of your request.

15. Click the "View" button in the "Actions" column to view request details.

16. Click the "Search History" tab to search for completed requests.

If you need to make any changes to your request after submitting it, please contact the print center.

Help Function and Logout

The iOffice Portal has an extensive online help feature to ensure your questions are answered and you can get the most from the system.

17. To access the help function or to log out, click the person icon in the upper right-hand corner. The help and logout functions will appear.

18. Click the blue question mark icon to access the help function.

19. Click the "Logout" button to end your current session.

Quick Start User's Guide – Copy Module

The iOffice Portal is an Integrated Workplace Management System that gives you control over your facility management. With iOffice, you can view up-to-date and accurate real-time data anytime from anywhere.

- Easily submit copy and print jobs, job details, and the document files electronically.

- Quickly track and manage jobs through the production process and see real-time project status.

- Conveniently resubmit regularly run jobs using the Job History.

If You Have Questions

For your convenience, you can view an online overview of the features of your request at https://madonna.iofficeconnect.com

If you have any questions, please feel free to contact us. Our staff is happy to answer your questions and to assist you with your projects.

Phone: 734-432-5750

Email: hgallagher@madonna.edu

Accessing the Module

1. After logging into the iOffice Portal, click the "Copy" tab. The module desktop has two sections:

2. The Request Manager displays your current and most recently completed requests. Click a request to view detail and print the job ticket.

3. The Product Catalog contains links to create new job tickets. Ticket types will vary depending on the contracted services at your site.
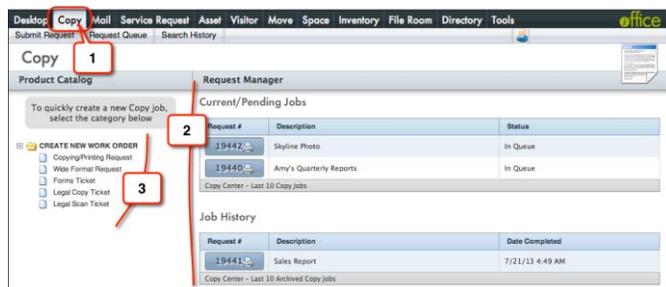

Submitting a Request

After selecting the appropriate link (#3 above) from the Product Catalog, a request job ticket opens. Complete the job ticket in three steps:

STEP 1: ATTACH FILES

4. Attach electronic files to your Job Ticket by clicking "Choose File" and then locating the file on your computer. (Alternatively, select previously submitted files from the drop down menu.)

5. Once all files are attached click "Upload Attached Files".

6. Once uploaded, the files will appear under "Currently Attached Files".

STEP 2: ENTER JOB TICKET SPECIFICS

7. Change default selections to reflect your project's needs. Enter the quantities requested and specify paper size, paper color, and different types of binding or finishing.

8. Some selections will prompt you for additional information such as quantity or names for the tabs. Provide more details by clicking the "Add Notes" link for any criteria.

9. Click "Next" after entering job specifics.
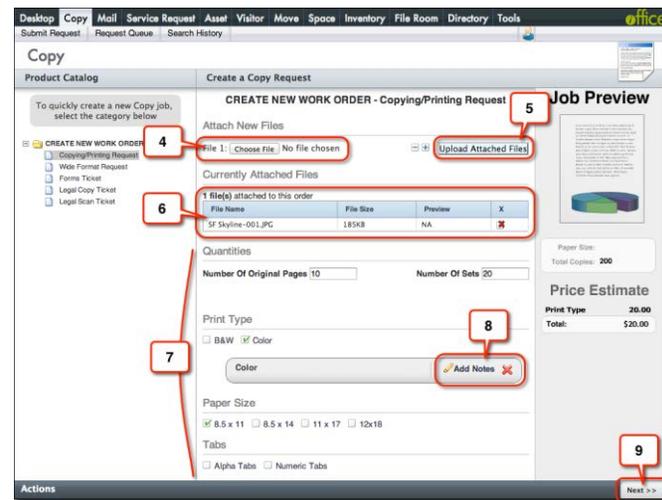
STEP 3: ENTER JOB REQUIREMENTS

10. Give the job a description, the more detailed, the better. Select the due date and time. You may be required to enter an approver's name. Choose whether you require a proof before the job is run.

11. Change "ordered by," "deliver to," and "bill to" information by checking the appropriate boxes. Enter the updated information or search the on-line user directory using the magnifying glass icon

12. When you are finished, click "Submit" to submit the request.
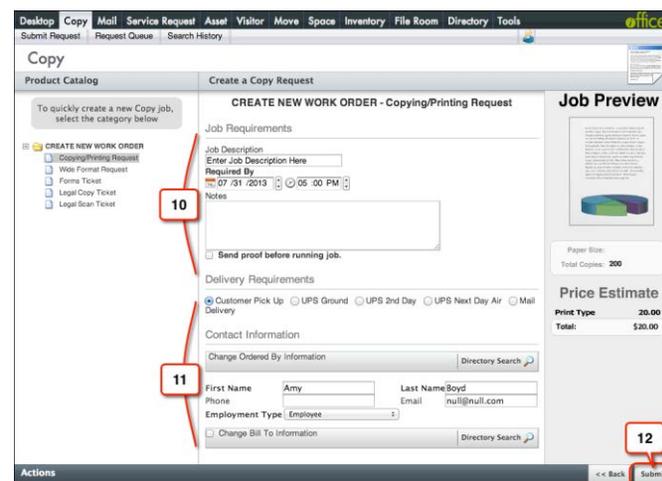
The request will populate the Request Queue. You will also receive an email confirmation, if that feature is enabled at your location.