

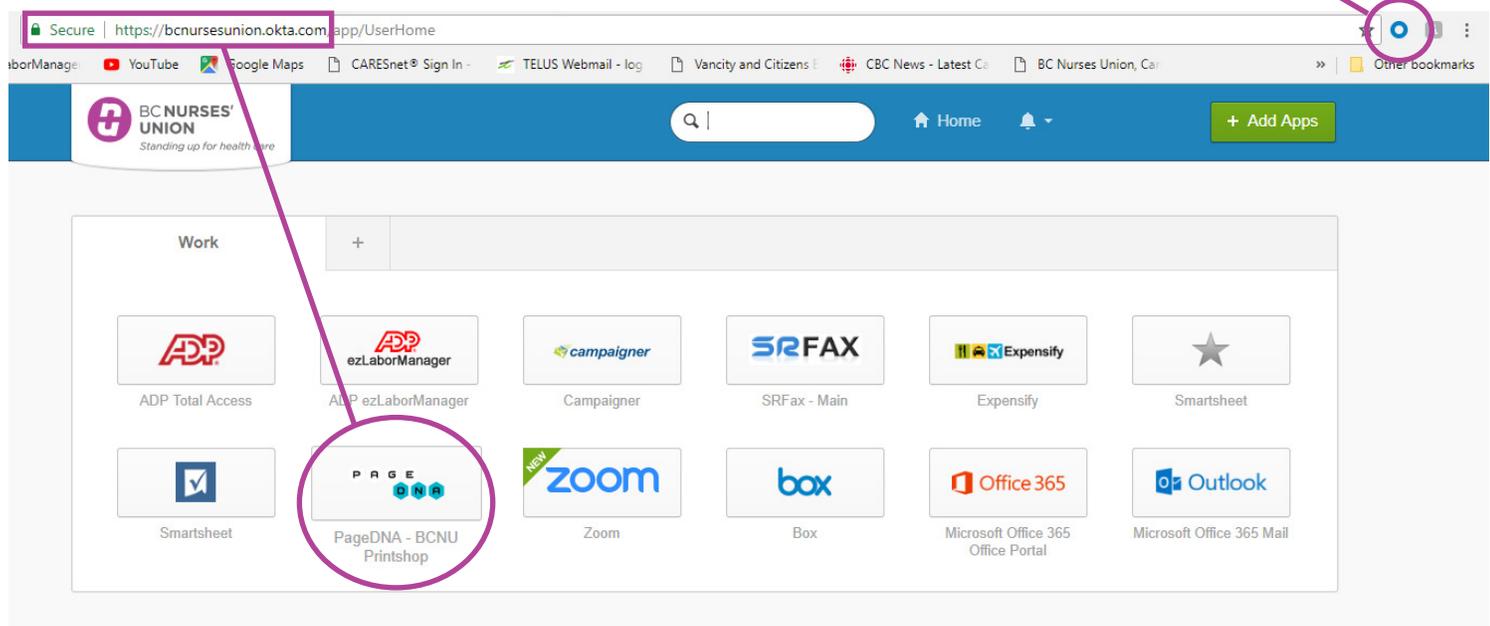
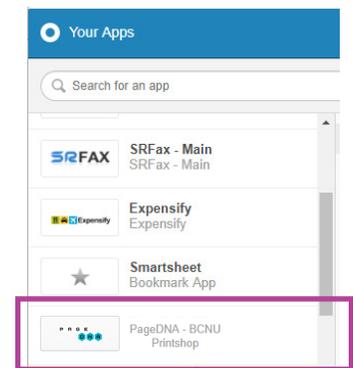
STEWARD ROLES

ORDERING BCNU PRINT MATERIALS USING PageDNA

Welcome to the online PageDNA – BCNU Printshop Order Process where you can order print materials.

Note: All print items available are the most current versions and have been approved for distribution.

1. Open a web browser such as Chrome or Firefox and log in to your Okta account by clicking on the icon (top right) and selecting **PageDNA – BCNU Printshop** from the drop-down menu, OR by entering **bcnursesunion.okta.com** in the browser and clicking on the **PageDNA – BCNU Printshop** icon.

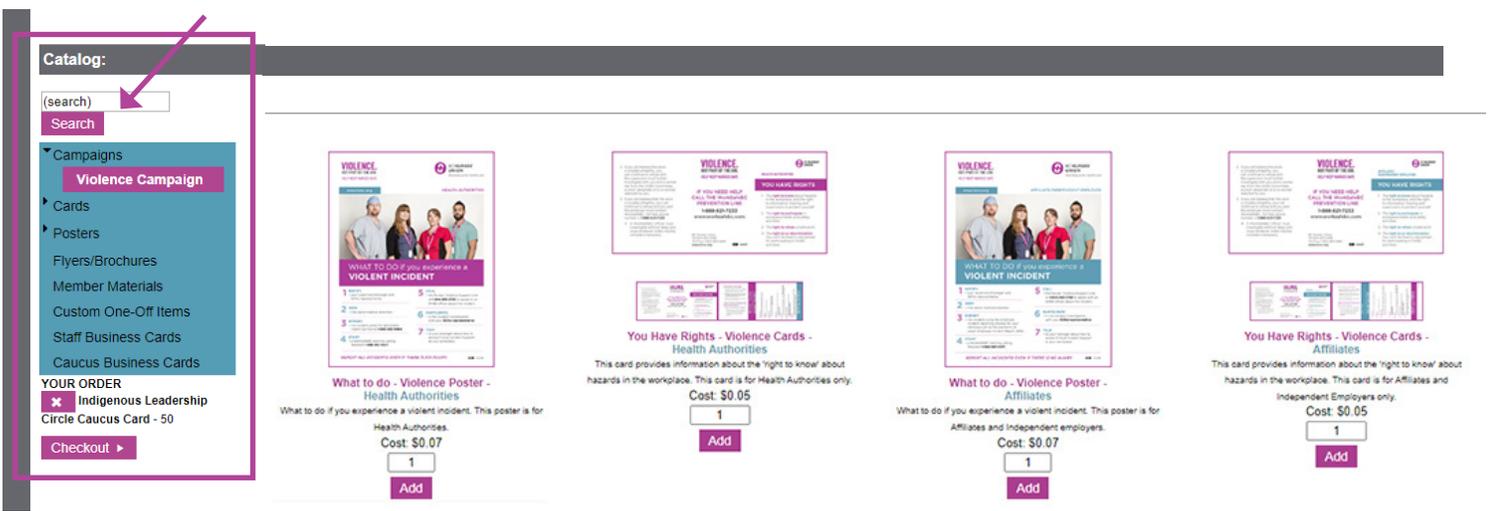


STEWARD ROLES

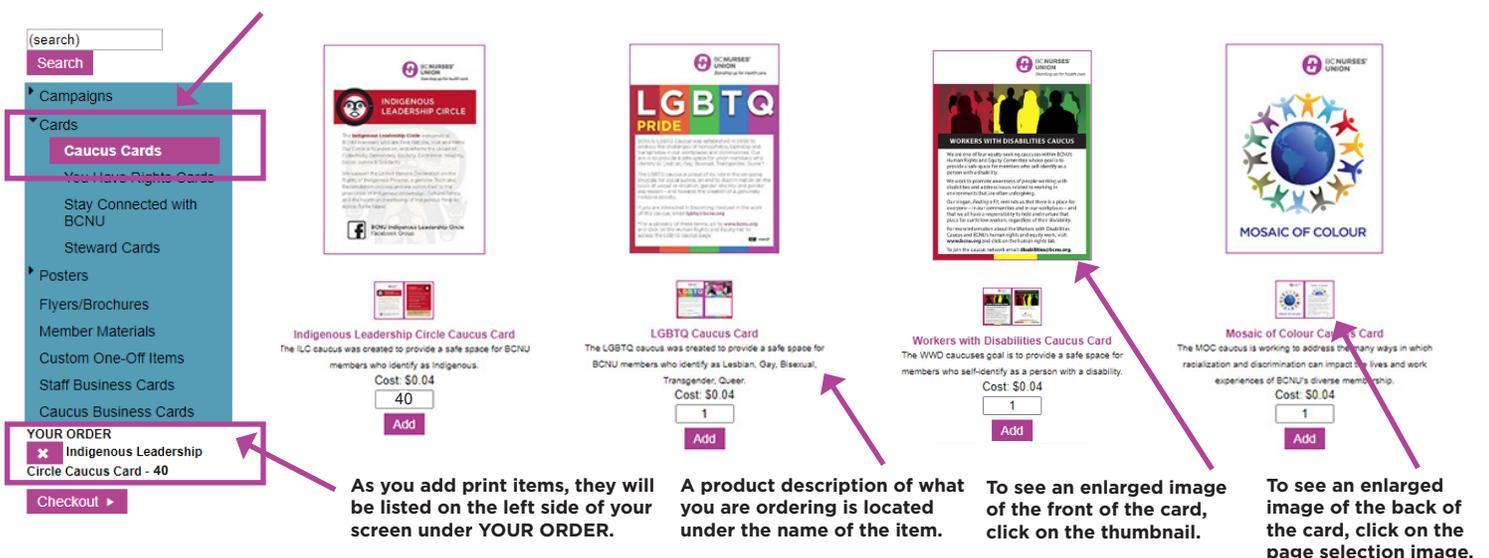
ORDERING BCNU PRINT MATERIALS USING PageDNA *continued*

- You should now be in the BCNU Printshop screen, that shows a **Catalog** of items listed in the **blue box** to the left of your screen. To access print materials, click on the item you would like and a drop-down menu will appear with available print items to the right of the box.

If you are unsure of the print item name, use the search bar at the top of the catalog and enter a key word. (Example: caucus, or card, or steward, etc.)



- Here is one example for ordering an item such as the *Indigenous Leadership Circle Caucus Card*. Click on the catalog item **Cards** and then select **Caucus Cards** from the drop-down menu.



As you add print items, they will be listed on the left side of your screen under YOUR ORDER.

A product description of what you are ordering is located under the name of the item.

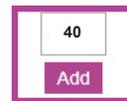
To see an enlarged image of the front of the card, click on the thumbnail.

To see an enlarged image of the back of the card, click on the page selection image.

STEWARD ROLES

ORDERING BCNU PRINT MATERIALS USING PageDNA *continued*

4. To order an item, enter the quantity first and then click the **Add** button. If you want to order more than one item, repeat the same instructions under each item.



5. After you have selected the items you would like printed, it's now time to **Check out**.

Catalog:

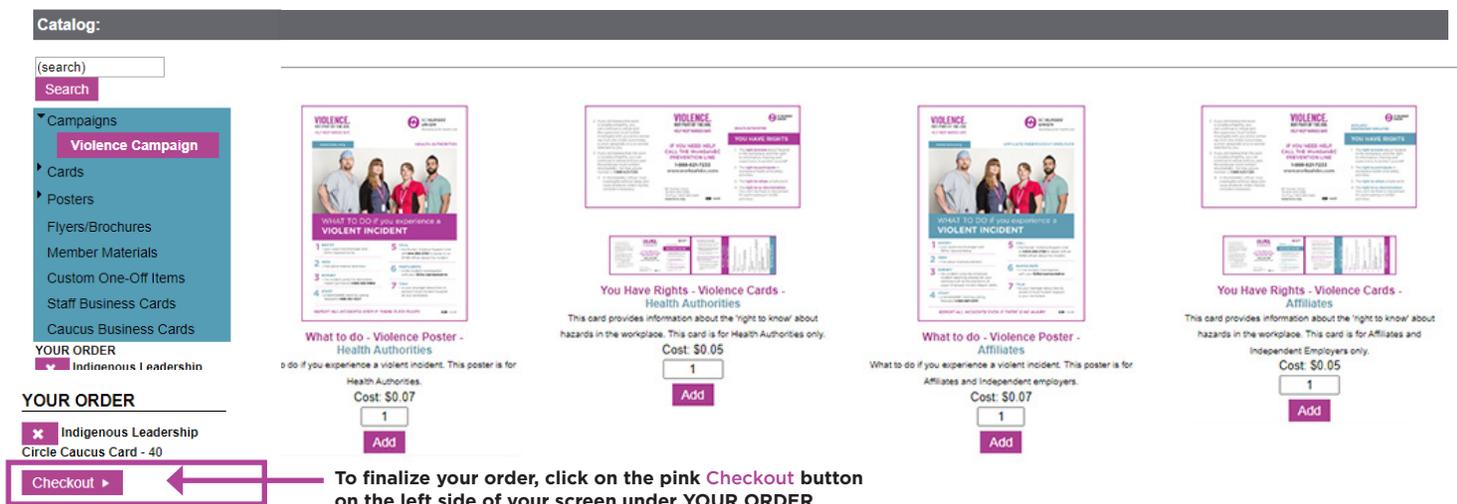
(search) Search

- Campaigns
 - Violence Campaign**
- Cards
- Posters
- Flyers/Brochures
- Member Materials
- Custom One-Off Items
- Staff Business Cards
- Caucus Business Cards

YOUR ORDER

- Indigenous Leadership
- Circle Caucus Card - 40
- Checkout**

To finalize your order, click on the pink Checkout button on the left side of your screen under YOUR ORDER.



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ORDERING BCNU PRINT MATERIALS USING PageDNA *continued*

6. In the Checkout screen, ensure the following fields are filled out correctly for each item: the **Quantity**, the **Shipping Information**, the **Need by Date**, and the **Ship To**. Press the **Review Order** button to review your order.

My Profile |  (1) | [Logout](#) email@bcnu.org

Please Select Quantities for your Items:

Item	Qty	Remove	Edit
Indigenous Leadership Circle Caucus Card	50 Cards	<input type="checkbox"/>	

Add More Products **Update**

If you wish to change your quantity, add or remove an item, you can do this here. Remember to click the **Update** button.

Requestor Information:

Your First Name:

Your Last Name:

Your Email Address:

These fields will auto-populate with your login credentials.

Shipping Information:

Please Select when Job is required by:

Your standard Need by Date will always be 48 hours ahead, so that the Printroom has lead time in order to complete your print job.

Standard production time is 48 Hours. Urgent job production time is 24 hours.

Standard

Need By Date:

Time Required By:

If the job is required by a specific time, fill out the **Time Required By** field.

In the Ship To field, select the office you would like the print job to be shipped to or picked up at.

Ship To:

Attn:

Street 1:

Street 2:

City, Province:

Postal Code:

Contact name required.

The address in the **Ship To** fields will auto-populate when you select the office of your choice from the drop-down menu.

Comments: (optional)

The **Comments** field is optional, but you can enter specific instructions/information related to your print job here for our Printroom staff to know.

Remember to press the **Review Order** button.

Review Order ▶

STEWARD ROLES

ORDERING BCNU PRINT MATERIALS USING PageDNA *continued*

7. In the **Review** screen, you will see a summary of your print submission, but at this point *your order has not yet been completed*. You have to click on the **Send Order** button for your order to be submitted to the Printroom.

Your order is not yet complete. Following is a summary of your order.
Please verify all information carefully, then click Send Order.

Item	Qty	Cost
Indigenous Leadership Circle Caucus Card	50 Cards	-
	Print Cost:	\$0.00

(Users will **NOT** be charged for printing. Print costs shown for informational purposes only).

Ship To:
Address: 4060 Regent Street Burnaby, BC V5C 6P5

Item Proofs:
Indigenous Leadership Circle Caucus Card



Remember to press the **Send Order** button to complete your order to the Printroom.



8. After you have pressed the **Send Order** button, you will be directed to the **Order Received** screen, with a summary of your print submission. You will also receive an email confirmation of your submission.

Congratulations, you have successfully placed a print order through the PageDNA – BCNU Printshop.

Order Received.

Your order has been received.

Order placed for: *Name of submitter*
 Ordered on: **08/01/2018** (mm/dd/yyyy)
 Order number: **KG8EB0**

Please [print this page](#) for future reference

An email confirmation has just been sent to email@bcnu.org. If you do not receive a confirmation within 30 minutes, you may have provided an incorrect or incomplete email address. This will not affect the processing of your order.

Start a New Order ▶
←
You can **Start a New Order** here.