



KONICA MINOLTA

# Printgroove **POD Serve**

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## Quick Start Guide



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# 1 Introduction

## 1.1 Welcome

The purpose of this guide is to get you started using the Printgroove POD Serve application quickly. Detailed instructions for all features can be found in the User's Guide. Printgroove POD Serve is the web service module of the Printgroove POD application suite--used for submitting and customizing print jobs, performing proof checks, and tracking order status, over the Internet.



### **Note**

*For details about the Printgroove POD server setup, see the Printgroove POD Queue Quick Install Guide.*

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The actual dialog boxes that appear in the screen may be slightly different from the screen images used in this user guide.

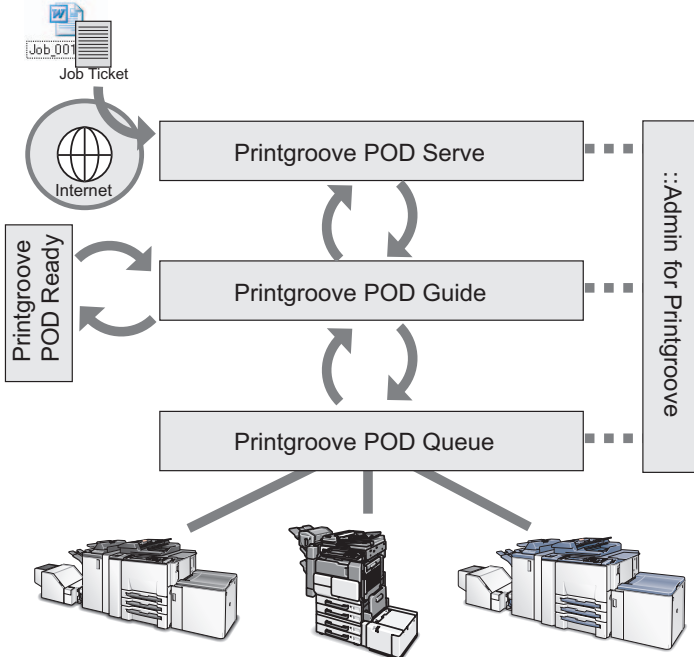
In order to incorporate improvements in the product, the contents of this user guide are subject to change without notice.

## 1.2 Printgroove Suite Overview

The Printgroove POD Suite is a Digital Workflow Solution that helps CRD/reprographics departments meet the needs of increasingly demanding markets. Printgroove's modular design provides the flexibility to integrate all stages from job submission to fulfilment. Ideal for small to mid-size operations, Printgroove is an affordable solution for all your reproduction and publishing needs.

The Printgroove POD Suite is comprised of four modules.

- Printgroove POD Serve: a web service for print job submission by the external user. It also enables the external user to verify the status of the job in real-time.
- Printgroove POD Guide: a process control tool. It designs the Workflow, monitors job tracking, and also handles customer account management, cost estimates and billing information.
- Printgroove POD Ready: a Make Ready tool. Automatic and manual imposition, page layout and late-stage editing are all supported.
- Printgroove POD Queue: a print management tool. The status and workload of discovered printers are monitored. Incoming, processing and completed jobs are routed and tracked and last-minute job ticket editing is supported.



The Printgroove POD Suite improves the productivity of the entire Workflow and helps prevent print errors caused by users by providing the following functions:

- Printgroove POD Guide receives orders from Printgroove POD Serve through the Web. The customer creates a job ticket which is saved and submitted to the CRD/reprographics department. There the ticket can be reviewed and modified.
- A tracking number is issued and the user can trace the status of a print order using Printgroove POD Serve/Guide.
- Process management is handled in Printgroove POD Guide. POD Guides Workflow functions also enable comprehensive oversight of a job's progress.
- After Printgroove POD Guide sends the job data to Printgroove POD Queue, the Printgroove POD Queue selects the optimum output engine and automatically processes the job.
- Printgroove POD Queue supports the export/import of job tickets, allows the user to change a job ticket, and a simple method of reprinting, all of which improve the productivity of the print job process.

Printgroove POD Queue can function as a stand-alone application or in any combination with the other modules.

In addition to these modules, the Printgroove POD Suite provides the Printgroove POD Driver which enables you to convert native file jobs to JDF/PDF files and then send them directly to the selected Printgroove POD module for processing.



#### Note

- *Printgroove POD Serve is one method used to submit jobs. It is primarily used by customers of your reprographics department to send you jobs.*
- *::Admin for Printgroove is a web utility that enables administration of the Printgroove POD system. For details, please refer to the user's guide of ::Admin for Printgroove.*

## 1.3 Printgroove POD Serve Overview

Printgroove POD Serve is the application installed on the Printgroove POD Server. Printgroove POD Serve is used by the external customer of the printshop via the Internet.

Printgroove POD Serve enables the customer to submit/customize jobs, perform proof checks and track the status of orders, all via the Internet.

The external customer creates a job ticket, specifying the settings, then submits the job to Printgroove POD Guide, where it is reviewed and, as required, modified by the printshop operator. This provides an effective exchange of information between the customer and the printshop, and greatly reduces print errors caused by human input.



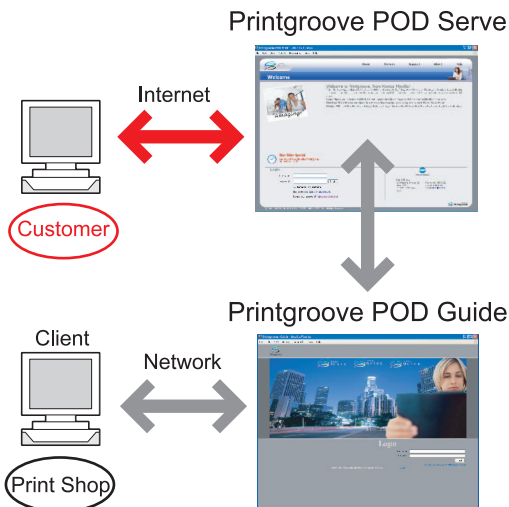
### Note

- *Customers of a printshop are typically other companies. Customers of a CRD are typically other departments with the same company, such as Human Resources, Marketing, Engineering, etc.*
- *An Internal employee can use Printgroove POD Serve on their intranet to place an order. While Printgroove POD Guide has the same functions as Printgroove POD Serve, POD Guide has more administrative functions. For this reason, it is recommended that internal employees use Printgroove POD Guide.*

Printgroove POD Serve makes job requests much easier because the customer can:

- Place orders, upload files and review proofs via the webCheck order status on the web
- Check order status via the web
- Send requests to the printshop via e-mail and receive responses back. As well, automatic e-mail notification about job processing can be sent back to the external user, these notifications enabled by printshop users.





To place an order using Printgroove POD Serve, use the Place an Order menu. There are two ways to access the menu:

- by submitting a native file using the Printgroove POD Driver
- via the Printgroove POD Serve Home page

To submit a native file to Printgroove POD Serve using the Printgroove POD Driver, you must first install the Printgroove POD Driver. See “Download and Install the Printgroove POD Driver” on page 3-17.

# 1.4 System Specifications

## Printgroove POD Server

Operating System	Hardware (minimum specifications)
Ubuntu v8.04 (Hardy Heron)	Processor: Pentium 4, 2.8 GHz Memory: 512 MB HDD Capacity: 20GB free space NIC: 10/100/1000 Mbps Other Media: DVD-ROM Drive

RAID Support
RAID5

# 1.5 System Requirements

## Client Computer

Web Browser for Windows
Internet Explorer 6.0, 7.0 or 8.0
Firefox 2.0 or 3.0

Web Browser for Mac
Firefox 2.0 or 3.0



**Note**

*If you open Printgroove POD Serve in a different browser than those noted above, a pop-up message will open and request that you use a supported browser. Click the [OK] button if you wish to try running POD Guide on the non-supported browser. If you select the “Stop executing scripts on this page” checkbox on the pop-up message, JavaScript is disabled and Printgroove POD Guide will not run. The pop-up will appear prior to log in and any time you Refresh the browser.*

Plugins
Flash Player 9 or later

Optional Plugins and Applications
Adobe Reader 8 or later

**AntiVirus Software**

Several application are supported by Ubuntu but ClamAV Antivirus is recommended. Please see: "<https://help.ubuntu.com/community/ClamAV>".

## 1.6 Licensing Overview

The features of the Printgroove POD Serve are afforded based on the license. To upgrade, additional licensing is required. Please see your Konica Minolta Sales Representative for details.

Basic and upgrade levels of each feature are noted below:

Printgroove POD Serve Licensing	
Standard	Includes the following as standard: <ul style="list-style-type: none"><li>- 100 External customer user licenses (2 users defined as default users - joeuser and sueboss)</li><li>- 5 internal PrintShop user licenses (2 users defined as default users - psc and appadmin)</li></ul>
Additional	External 100 Users External 200 Users External 1000 Users Internal 10 Users Internal 20 Users Internal 50 Users PFP Package

## 1.7 Where to Go from Here

To help you quickly locate the information you require, an overview of each chapter follows:

### **Chapter 2: Default Settings and Screens**

This chapter provides information about default users, default groups, default permissions and important screens. This chapter is useful for all users to help you understand the basic terms and functionality of Printgroove POD Serve.

### **Chapter 3: Preparation for Use**

Preparation procedures are required before Printgroove POD Serve can be used to place orders. Those procedures are discussed in this chapter along with basic operations like login and log off, etc.

### **Chapter 4: Placing an Order**

This chapter provides complete procedures for placing an order. After reading this, all users will have the basic understanding required to place an order.



## 2 Default Settings and Screens

To make it easier to start using Printgroove POD Serve, some predefined default settings are included. These settings are generic and typical, so you can start using Printgroove POD Serve immediately. As long as you do not change the default settings, you can test Printgroove POD Serve using these defaults.

This chapter provides information for default Users, default Groups, default Permissions and details about important screens. After reading it, you should understand the basic terminology and functionality of Printgroove POD Serve.

For all users, the following browser-limitations should be noted:

- The [Refresh/Reload], [Back] and [Forward] buttons of the browser used to view Printgroove POD Serve should not be used.
- The Function Key shortcuts (F3, F5, etc.) of the browser used to view Printgroove POD Serve should not be used.

For all users, the following File Name character behavior should be noted:

- When uploading a file to an order, the following characters will be modified: [+], [=], [%] and [ ] (blank space). Printgroove will replace these characters with an underscore ( \_ ).
- For example Chpt+Ind%File.pdf would be changed to Chpt\_Ind\_File.pdf.

This chapter is useful for all users to understand terms and functions of the Printgroove POD Serve.

## 2.1 Default Users

To use Printgroove POD Serve, User accounts are necessary.

Default Users are as follows:

User	Password	Description
sueboss	password	Manager User
joeuser	password	Non-Manager User

Printgroove POD Guide's Application Administrator must enable Printgroove POD Serve's default Manager User/"sueboss" account before anyone can start using Printgroove POD Serve. If the default accounts are not suitable for your company, you may apply for a new account. See "Apply for an Account" on page 3-3.

If you use the defaults, both the Application Administrator and the customer Manager User, "sueboss," can create accounts for other customer Users.

If you are a Manager and you use the "sueboss" account, you may either create new accounts, or allow other Users to use the default account "joeuser" to start using Printgroove POD Serve.

## 2.2 Default Permissions

All Users have permissions to perform certain actions on job orders.

All Users can be assigned multiple permissions.

Customers have the following permissions:

Permissions	Description
Place Order	Allows User to place job orders.
View All Orders	Allows User to view all orders of the group to which the User belongs.
View Statistics	The statistical information of the jobs is allowed to be checked. The setting of this permission is made by the application administrator of the Printgroove POD Guide.
User Management - Create Users	Gives the Manager the ability to create and add new Users to a group.
User Management - Edit Users	Gives the Manager the ability to edit other Users in a group.
User Management - Delete Users	Gives the Manager the ability to delete Users in a group.
User Management - Approve New Accounts	Gives the Manager the ability to approve new Users in a group.
Jobs - Give Approval	Allows the user to approve orders submitted by other Users.
Jobs - Jobs require approval from [select a User]	Specifies that the User must get approval from another user to submit jobs. The approval User is specified via a drop-down menu.

### Permissions of Default Users

Default Permissions of the default Users are as follows:

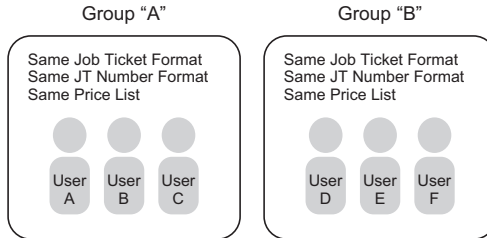
Permissions	sueboss	joeuser
Place Order	ON	ON
View All Orders	ON	-
View Statistics	-	-
User Management - Create Users	ON	-
User Management - Edit Users	ON	-
User Management - Delete Users	ON	-
User Management - Approve New Accounts	ON	-
Jobs - Give Approval	ON	-
Jobs - Jobs Require Approval from [select a User]	-	ON from "sueboss"



## 2.3 Default Groups

All Users belong to a Group. A Group is a collection of users that use the same Job Ticket, the same Job Ticket Number Format, and the same Price List.

Groups are defined by the Application Administrator or Users who have permission to create Groups on Printgroove POD Guide.



Default groups are as follows:

Group Name	Description
HR	Customer User Group. "sueboss" and "joeuser" belong to this Group.

Instead of creating a new group, the Application Administrator may allow the use of the default group "HR," for which the default Job Ticket Format and Job Ticket Number Format are predefined.

2.4 Job Ticket Format, Job Ticket Number Format and Price Lists for the Default Group

Job Ticket Format is the form that users fill out to place an order. There are two basic types of Job Ticket Formats: Standard Order and Quick Order.

The Standard Order contains all the available job ticket settings.

Quick Orders provide the user with real time price quotes for a job but the job tickets have limited settings.

Job Ticket Number format is the combinations of letters, sequence numbers or date, the order was placed, all these values used to identify the Job Ticket.

A Price List contains all the costing values for all supported job ticket settings as well as all Delivery, Internal Service and Special Pricing costs. The Application Administrator assigns the values to a Price List in Printgroove POD Guide. A single price list is assigned to a group. every job processed by that group will be costed based on the values set in the Price List.

The Application Administrator may designate different Job Ticket Formats, Job Ticket Number format options and Price Lists to different groups based on their needs.

Predefined settings of Job Ticket Format and Job Ticket Number format for the default group, “HR,” are as follows:

Setting	Description
Job Ticket Format	“Default Order-All”. This format enable user to fill out the all settings available on thePrintgroove POD Guide.
Job Ticket Numbering Scheme	KM_%system-counter%



**Note**  
*See “Placing an Order” on page 4-1, for more information.*

*The Printshop must create at least one Price List before jobs can be created.*

## 2.5 Screens

You can place orders or view orders from specific Printgroove POD Serve screens.

This section provides the outline of screens helps you to understand the functions of the Printgroove POD Serve.



### Note

- *In this Guide, all screen captures are from Printgroove POD Serve running on Firefox.*
- *For details about each screen see, “Placing an Order” on page 4-1.*

### 2.5.1 Welcome Screen

When you launch Printgroove POD Serve, the Welcome screen appears. You can login to Printgroove POD Serve from this screen.



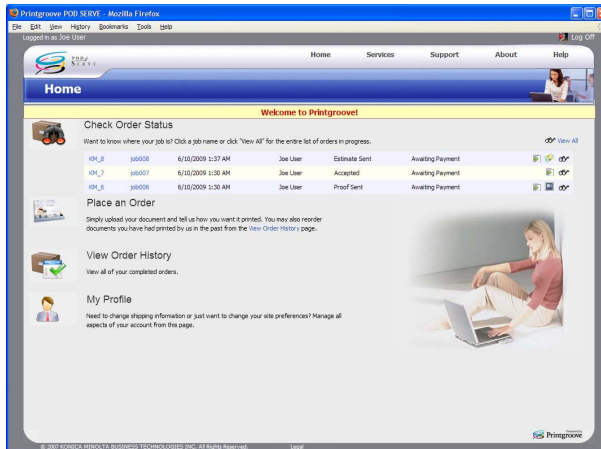
From the Welcome screen, you can access several areas including Services, Support, About and Help. All these options are available to you at all times, both before and after logging in, via the quick links at the top of the screen.

- **Services:** Click on [Services] to bring up a message about the services offered by the printshop.
- **Support:** Click on [Support] to bring up contact information for a variety of support options. This contact information is entered by the Application Administrator. Click on any of the e-mail links (these are blue and underlined) to bring up your default email tool. Your e-mail will be addressed to the Support Contact. Just fill in the message and send.

- About: Click on [About] to bring up basic developer and version information for Printgroove POD.
- Help: Click on [Help] to bring up the context-sensitive Help files as well as a link to this document.

## 2.5.2 Home Page

When you login to Printgroove POD Serve, your Home page opens. The menus on your home page allow you to access all of the functions in Printgroove POD Serve to which you have been given permission.



## 2.5.3 Check Order Status Screen

When you click [Check Order Status] on your Home page, the [Check Order Status] screen opens. This screen lists your active jobs.

**Printgroove POD Serve - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

Home Services Support About Help

### Check Order Status

**Place an Order**

**Check Order Status**

**View Order History**

**My Profile**

This is a list of orders which are in progress or completed within the past week. The fields at the top of the page can be used to narrow down the number of orders displayed by searching for specific, case-sensitive information. Each column may be sorted by clicking on the appropriate column heading.

Order # From Status  
Order Name To Payment

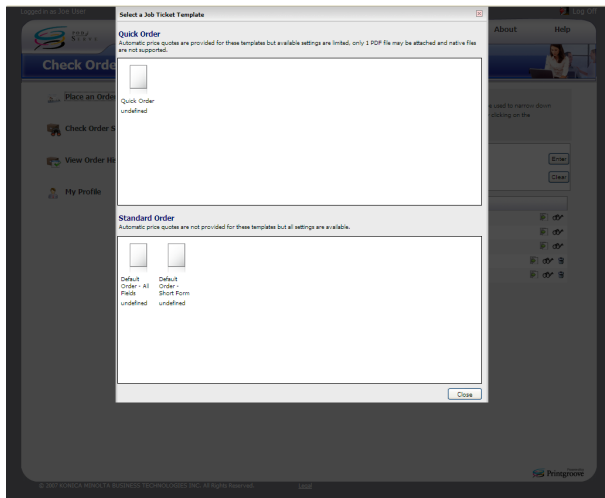
Order #	Order Name	Order Date	Submitted By	Status	Payment
105_8	105007	6/10/2009 1:37 AM	Jae User	Accepted	Awaiting Payment
105_7	105007	6/10/2009 1:30 AM	Jae User	Accepted	Awaiting Payment
105_6	105006	6/10/2009 1:30 AM	Jae User	Proof Sent	Awaiting Payment
105_3	105003	6/9/2009 10:41 PM	Jae User	Estimate Sent	Awaiting Payment
105_8	105004	6/10/2009 12:40 AM	Jae User	Cancelled	Awaiting Payment
105_14	105014	6/10/2009 4:40 AM	Jae User	Submitted	Awaiting Payment
105_13	105013	6/10/2009 4:40 AM	Jae User	Submitted	Awaiting Payment
105_12	105012	6/10/2009 4:37 AM	Jae User	Submitted	Awaiting Payment
105_11	105011	6/10/2009 4:31 AM	Jae User	Submitted	Awaiting Payment
105_10	105010	6/10/2009 4:24 AM	Jae User	Submitted	Awaiting Payment
105_9	105009	6/10/2009 3:55 AM	Jae User	Submitted	Awaiting Payment
105_2	105002	6/9/2009 10:40 PM	Jae User	Closed	Payment Complete
105_1	105001	6/9/2009 10:33 PM	Jae User	Closed	Awaiting Payment

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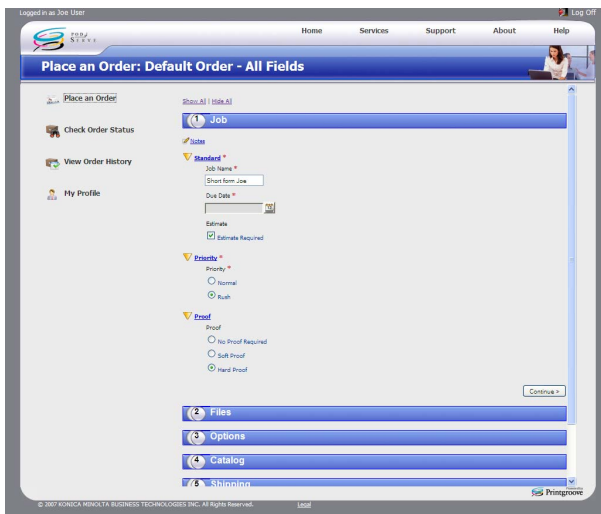
Powered by **Printgroove**

## 2.5.4 Place an Order Screen

When you click [Place an Order] on your Home page, the [Select a Job Ticket Template] screen opens:



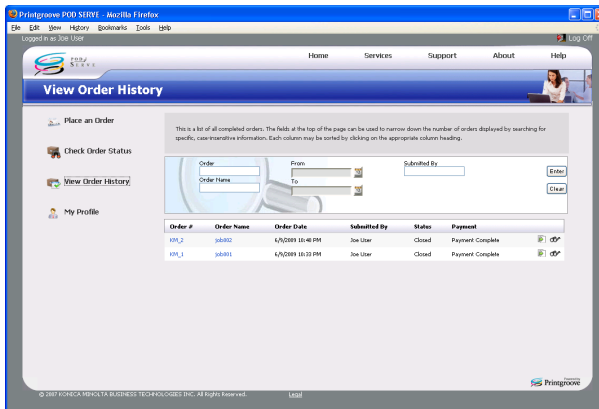
Select either the Quick Order or Standard Order option by clicking on an icon. The [Place an Order] screen opens. (The contents of this screen will vary based upon the type of Job Ticket Template you selected.) The name of the selected template will appear in the header row. You can place an order on this screen.



## 2.5.5 View Order History Screen

When you click [View Order History] on your Home page, the [View Order History] screen opens. Here you can view all of your completed orders. However, once a job has been closed and archived, it cannot be accessed via Printgroove POD Serve and will not appear on this page.

If you have a user account that has [View Statistics] permission, a [Statistics] link will appear in the upper-left corner of the [View Order History] screen.



## 2.5.6 My Profile Screen

When you click [My Profile] on your home page, the [My Profile] screen opens. You can edit your Profile Data.

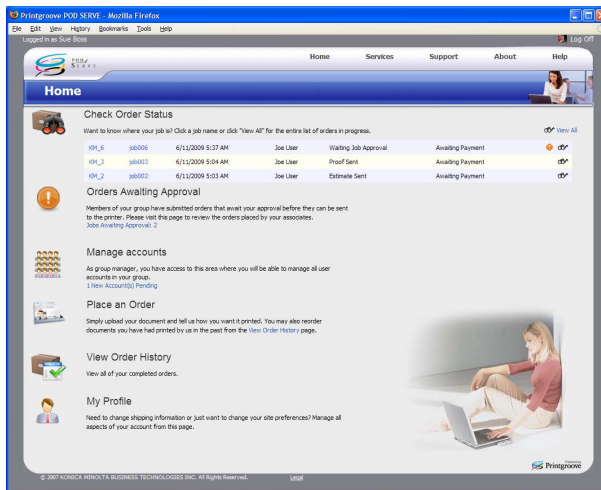


## 2.5.7 Management Screens

Certain permissions are given to a Department Manager, so they can manage the print order needs of the department.

If logged in at the Manager User-level, two additional menus appear on the Home page.

- Orders Awaiting Approval: A list of jobs requiring the manager's review and approval.
- Manage accounts: a place where the manager can Manage User accounts within their Group.





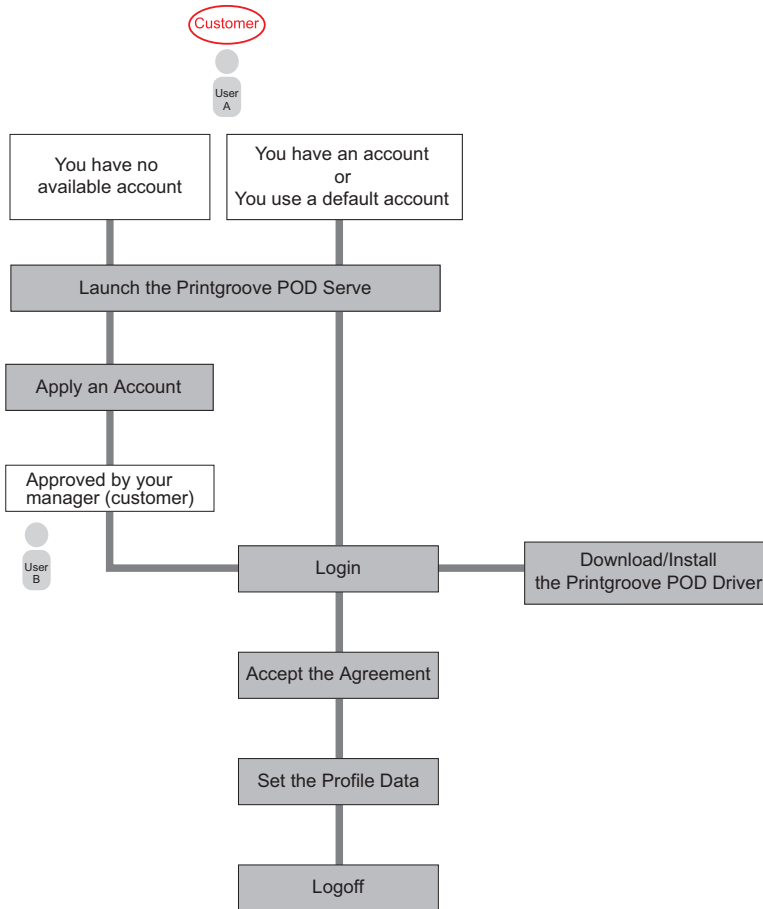


## 3 Preparation for Use

Once Printgroove POD Server is live, Printgroove POD Serve can be launched.

The procedures described to this chapter prepare Printgroove POD Serve so that it can be used by customers. You must complete the following procedures:

- Apply for an Account
- Login and accept license
- Set the Profile Data
- Logoff
- Download and Install the Printgroove POD Driver



To use the Printgroove POD Serve, you must have a User account.

If you do not have an account, you may apply for one as described on the next page.

When you have your account, you can login to Printgroove POD Serve.

### 3.1 Apply for an Account

If you do not have an account, ask your Manager, to create your account.

—Or—

Follow the steps below.



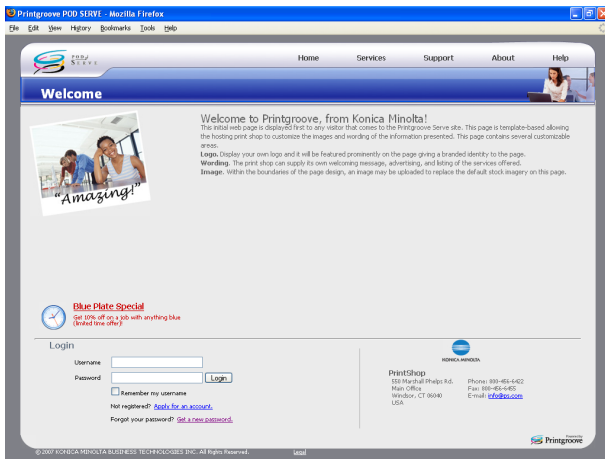
#### Note

*Predefined default accounts are already defined. See “Default Users” on page 2-2.*

#### To apply for an account:

- 1 In the Address bar, enter the IP address of Printgroove server/serve/, and press Enter.
- 2 In the Address bar, enter the IP address of Printgroove server/serve/, and press Enter.

For example, if the IP address for Printgroove server is 192.168.1.20, enter, “http://192.168.1.20/serve/”. The [Welcome] screen appears.



### 3 Click Apply for an account.

The screenshot shows the 'Customer Account' creation page in the Printgroove POD Serve application. The page has a blue header with navigation links: Home, Services, Support, About, and Help. A 'Welcome' banner is at the top. A yellow box on the left contains instructions: 'Complete each section of the Create Account form. At the bottom of each section there are navigation buttons to take you to forward to the next section. You can also skip directly to different sections by clicking the section headers.' Below this, a list of fields is shown: Username, Password, Confirm Password, Secret Question, Secret Answer, and Group Name. Each field has a red asterisk indicating it is required. A link 'If you don't know your group, click here' is next to the Group Name field. At the bottom right, there is a 'Continue >' button. The footer shows '© 2007 FORGEA VENTURA BUSINESS TECHNOLOGIES INC. All Rights Reserved.' and 'Legal'.

### 4 Enter your Username (either create one or use the name given to you by your administrator or manager).

### 5 Enter and confirm your password. The password has the following limitations:

- The password must be a minimum of 7 characters
- Numbers and symbols are allowed
- The value is case-sensitive
- Spaces are not allowed

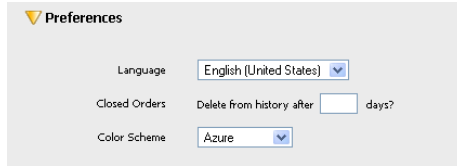
### 6 Supply a Secret Question and Answer. These are used for security when you lose your password.

### 7 In [Group Name], enter the name of your Group.

This is a close-up of the 'Group' section of the account creation form. It features a 'Group' header with a yellow triangle icon. Below it is a text input field labeled 'Group Name' containing the text 'No Group'. To the right of the field is a red asterisk and a blue link that reads 'If you don't know your group, click here'.

- If you do not know the name of your Group, click the [If you don't know the name of your group click here] link. The value [No Group] is automatically added to the field. When the new account is reviewed for approval, the administrative user can enter the proper value.

## 8 Select a language.



**Preferences**

Language:

Closed Orders: Delete from history after  days?

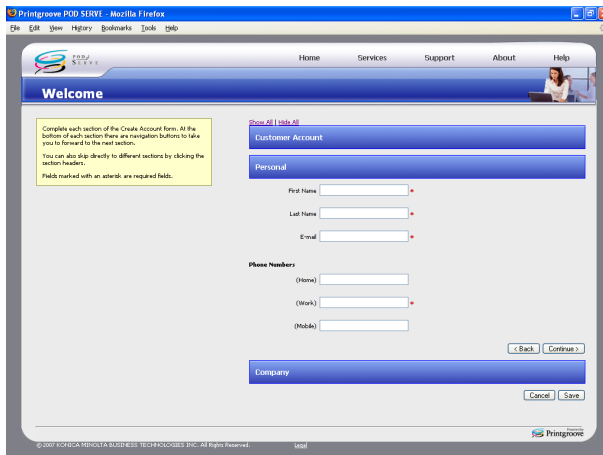
Color Scheme:

## 9 Enter the number of days to retain orders in Closed Orders.

## 10 Select a Color Scheme.

## 11 Click [Continue].

## 12 Enter your First Name, Last Name, E-mail and Work phone number. Home and Mobile phone numbers are optional.



**Welcome**

Complete each section of the Create Account form. At the bottom of each section there are navigation buttons to take you to forward to the next section.  
You can also skip directly to different sections by clicking the section headers.  
Fields marked with an asterisk are required fields.

[Show All | Hide All](#)

**Customer Account**

**Personal**

First Name

Last Name

E-mail

**Phone Numbers**

(Home)

(Work)

(Mobile)

**Company**

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## 13 Click [Continue].

- 14** The Company section is optional. You can enter information at any time.

- 15** When you have finished filling out the required account information, click [Save] to submit your request. If all required field are filled out properly, your account request is successfully sent.

- 16** Close the Browser.

- If you are joining an existing Group, you will be notified via e-mail when your new account is ready to be used and you can login.
- If you are adding a new Group, the Application Administrator will need to approve the new account. You will be notified via e-mail when your new account is ready to be used and you can login.



...

**Note**

*Click [Get a new password.] on the [Welcome] screen to change your password.*

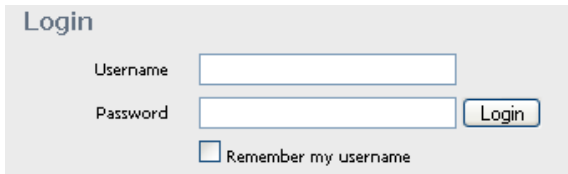


## 3.2 Login

Once you have an account, you can login to Printgroove POD Serve.

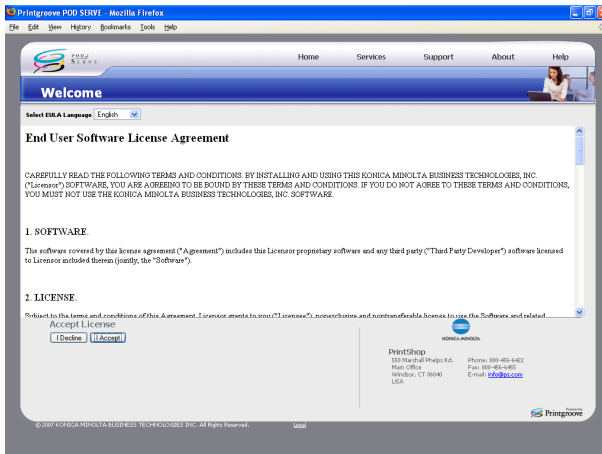
### To login:

- 1 Start your Web browser.
- 2 Enter the IP address of the Printgroove server, and press Enter.
  - For example, if the IP address for Printgroove server is 192.168.1.20, enter "http://192.168.1.20/serve/". The Welcome screen appears.
- 3 Type your Username and password in the corresponding fields located at the bottom-left of the Welcome screen. See Step 5 of "To apply for an account:" on page 3-3.

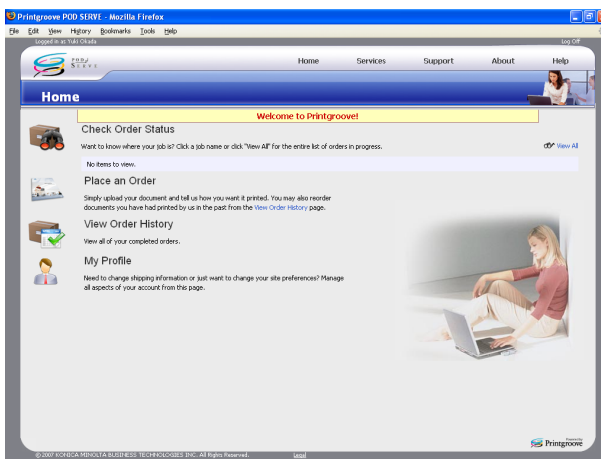


The image shows a login form titled "Login". It has two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the "Password" field is a checkbox labeled "Remember my username".

- 4 Click Login. The License Agreement appears.



- 5 Read the License Agreement and click I accept. The [Home] screen opens.



- The look of the Home page will vary slightly depending on the user-level of the user.



### Note

*If you want the login screen to remember your username so that it will be preloaded every time you arrive at the screen, click on the [Remember my username] checkbox prior to logging in.*

### 3.3 Set the Profile Data

Your profile data is your contact, shipping, billing, and payment information.

You can edit your profile data any time.

There are six sections of Profile Data:

- Account
- Preference
- Personal
- Company
- Shipping
- Billing

The first four of these are part of the account application process and may already be completed. Shipping and Billing information are not completed, except those edited by your Manager.

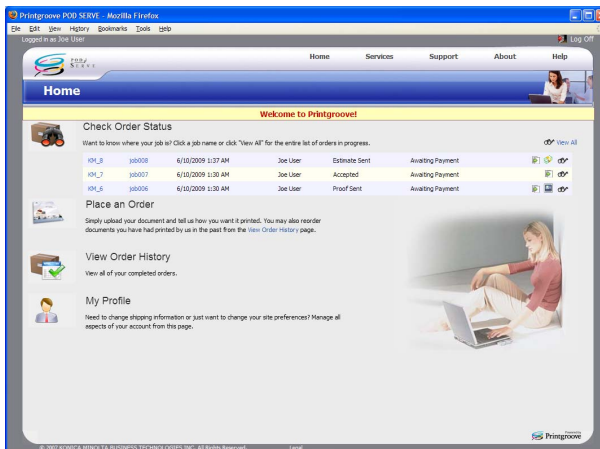
At least one Shipping address is required to submit jobs.

Only one Billing Method is required to submit jobs.

#### To set the Profile Data:

1

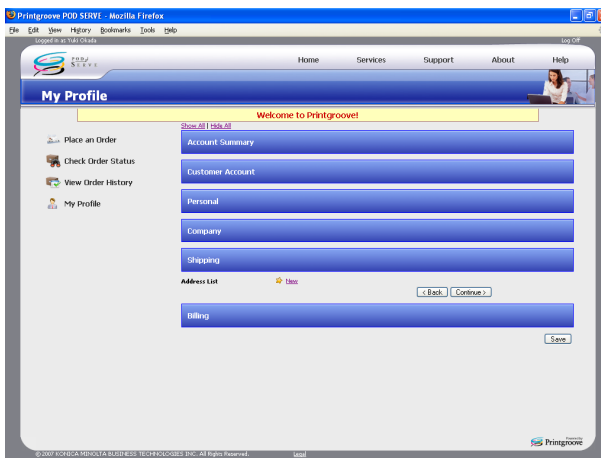
Click [My Profile] located at the bottom of your Home page.



## 2 Click [Shipping (default)]-[Edit].



## 3 Click [New].



#### 4 Enter [Profile Name].

The screenshot shows the 'My Profile' page in a Mozilla Firefox browser. The page has a blue header with 'Printgroove POD Serve' and navigation links: Home, Services, Support, About, Help. A yellow banner says 'Welcome to Printgroove!'. On the left is a sidebar with links: Place an Order, Check Order Status, View Order History, and My Profile. The main content area is titled 'Shipping' and contains an 'Address List' section. Below this is a form for 'Profile Name' with a text input field and a 'Set as default' checkbox. Further down are input fields for Name, Department, Mail Code, Address 1, Address 2, City, State, Zip Code, and Country. A 'Save Shipping Address' button is at the bottom of the form, along with '< Back' and 'Continue >' buttons.

- To use this Shipping Address as a default, check Set as default.

#### 5 Enter the required information, indicated by red asterisks.

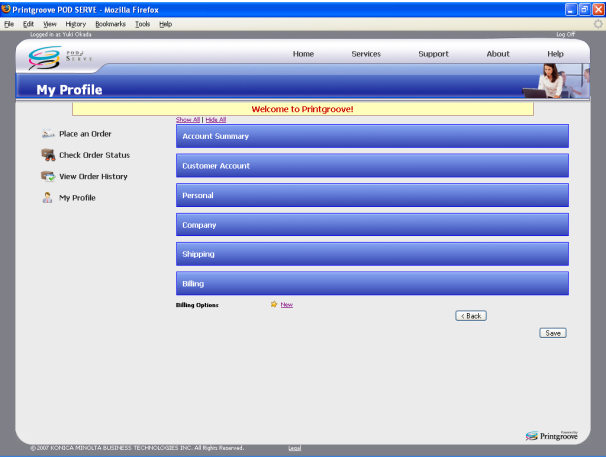
#### 6 Click [Save Shipping Address]. If all required field are filled correctly, the Shipping Address is successfully saved.

The screenshot shows the 'My Profile' page after the shipping address has been saved. The 'Shipping' section now displays a green bar with the text 'Shipping address saved.' Below this, the 'Address List' section shows a table with one entry: 'sa\_insert\_ship (default)' with a 'Yes' status and a 'Go' button. The 'Save Shipping Address' button is no longer visible, and a 'Save' button is present at the bottom right of the page.

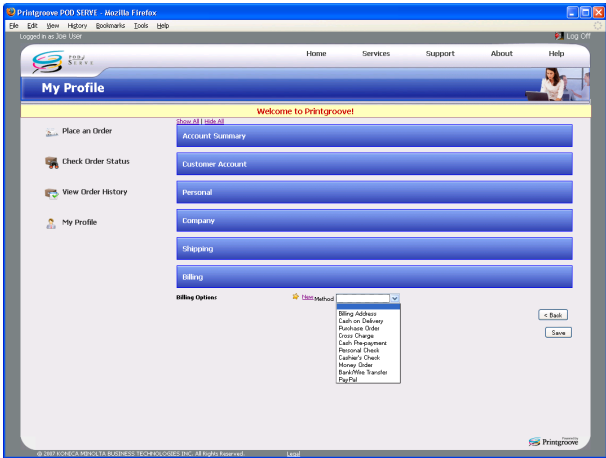
- To edit the created Shipping Address, see “Printgroove POD Serve User’s Guide”.
- To delete the created Shipping Address, see “Printgroove POD Serve User’s Guide”.

#### 7 Click [Billing].

8 Click [New].



9 From the [Method] pull-down, select a billing method.



- 10 The fields that appear are based on the Method selected. Enter the required information. Fields with a red asterisk are mandatory.

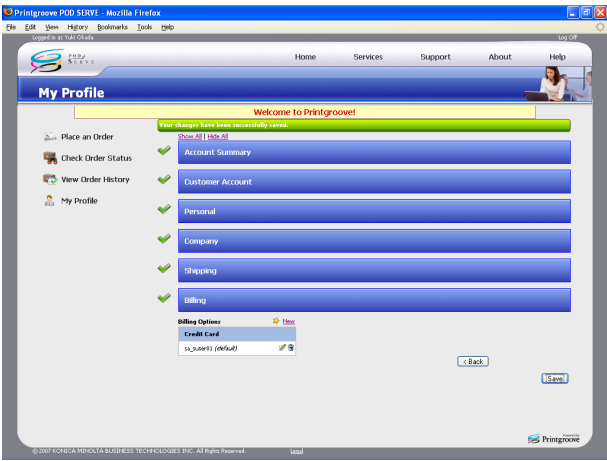
The screenshot shows the 'My Profile' page in the Printgroove POD Serve application. The left sidebar contains links for 'Place an Order', 'Check Order Status', 'View Order History', and 'My Profile'. The main content area has a 'Welcome to Printgroove!' message and a list of profile sections: Account Summary, Customer Account, Personal, Company, Shipping, and Billing. The 'Billing Options' section is expanded, showing 'Cash Pre-payment' as the selected method. Below this, there is a 'Profile Name' field with a red asterisk, a 'Set as default' checkbox, and a 'Save Billing Option' button. There are also '< Back' and 'Save' buttons at the bottom right.

- 11 Click [Save Billing Option]. If all required field are filled correctly, the Billing Method is successfully saved.

The screenshot shows the 'My Profile' page after the billing option has been saved. A green message bar at the top of the 'Billing' section reads 'Billing option saved.' The 'Billing' section is now expanded, showing 'Billing Options' with 'Cash Pre-payment' selected. Below this, 'Invoice (default)' is listed as the chosen option with a checkmark. The 'Save Billing Option' button is still visible at the bottom right.

- To edit the created Billing method, see “Printgroove POD Serve User’s Guide”.
- To delete the created Billing method, see “Printgroove POD Serve User’s Guide”.

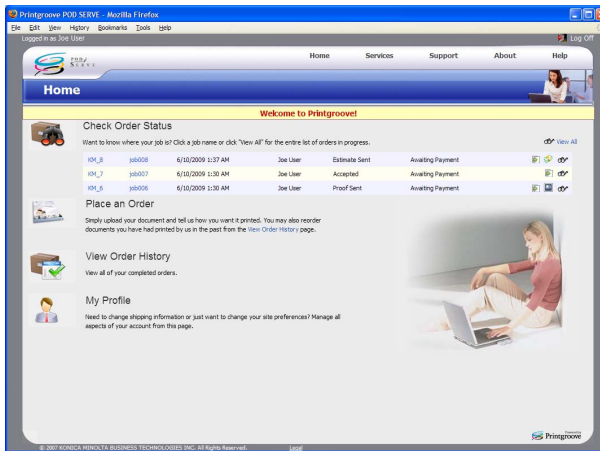
- 12 Click [Save]. If all required field are filled, your Profile Data is successfully saved.





## 3.4 Logoff

To logoff, click Logoff at the top-right of your Home page.



### Note

*Printgroove POD Serve will automatically log you off if too much time passes since your last operation. The amount of time is determined by your application administrator.*

## 3.5 Download and Install the Printgroove POD Driver

If you install the Printgroove POD Driver on your PC, you can launch Printgroove POD Serve directly when you use an application to create or revise a native file.

The latest Printgroove POD Driver can be downloaded via your Home page.

Though instructions for installing the Printgroove POD Driver on a Windows or a Mac system are nearly identical, minor changes exist. The following instructions provide screen captures for both installs. When instructions differ, all differences are noted.

### 3.5.1 Setting the Proxy Bypass for Firefox

If you are using Firefox as your browser and a proxy server is in use, you must enter an exception in order to ensure communication between the Printgroove POD Driver and the Printgroove POD server.

- 1** Launch Firefox.
- 2** From the main menu select Tools --> Options. The Options screen opens.
- 3** Select the [Advanced] icon then click the [Network] tab.
- 4** In the [Connection] section click the [Settings...] button. The Connection Settings screen opens.
- 5** In the [No Proxy for] text box, enter the IP Address of the Printgroove POD Server.
- 6** Click [OK].
- 7** The Options screen remains open. Click [OK] to close it.

### 3.5.2 Setting the Default Value for .txt-type Files (Windows only)

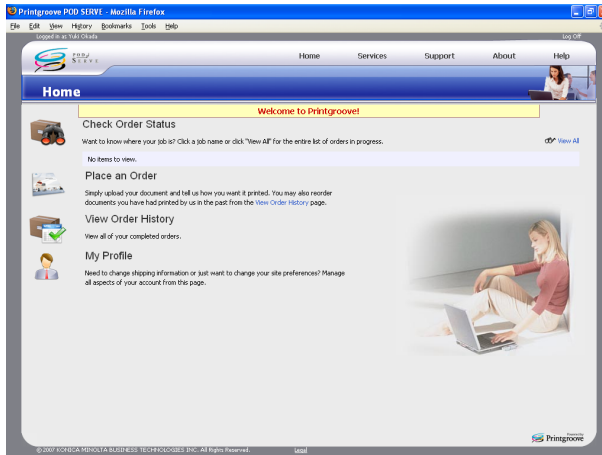
Before submitting a .txt-type file to the Printgroove POD Driver, you must first make sure the default program for opening .txt-type files is Notepad.

- 1 Locate the txt-type file you want to submit.
- 2 Right-click on the file and select Open With --> Choose Program.
- 3 On the pop-up screen that opens, select the [Select the program from a list] radio button then click [OK]. The Open With screen opens.
- 4 Locate Notepad in the [Programs] list and select it.
- 5 Select the [Always use the selected program to open this kind of file] check box.
- 6 Click [OK].

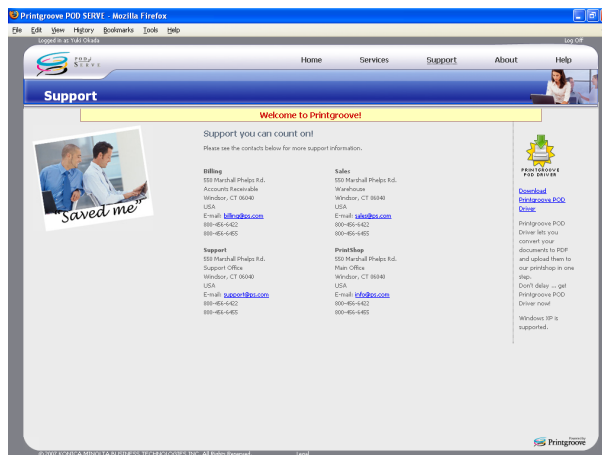
### 3.5.3 Installing on Windows/Mac

To install the Printgroove POD Driver:

- 1 Click [Support] at the top of your home page.

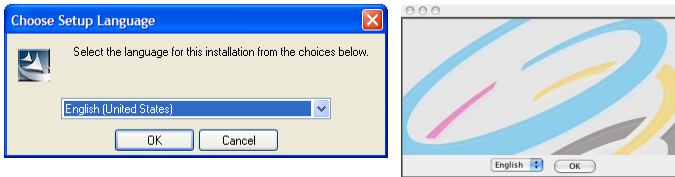


- 2 Click [Download Printgroove POD Driver] at the top of the [Support] screen.

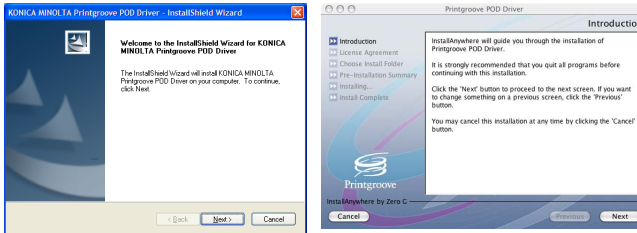


- 3 When the [File Download] dialog appears, click [Save].
- 4 Specify the location to save and click [Save].

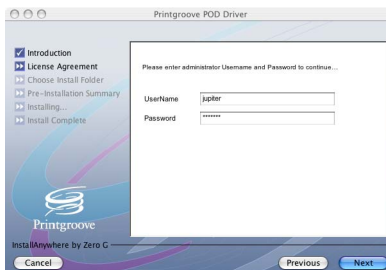
- 5 Locate the file you saved in Step 4. Its default name is “printgroove-driver-setup.exe”. Double-click the file to start the installation. The [Choose Setup Language] screen opens.



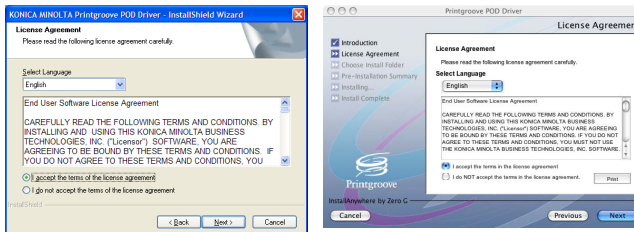
- 6 Select the Setup Language from the drop-down menu then click the [OK] button.
- 7 InstallShield (Windows) or InstallAnywhere (Mac) Wizard is launched. A progress bar tracks the process. When complete, the [Welcome] (Windows)/[Introduction] (Mac) screen opens:



- 8 Click the [Next] button.
- If you are installing the Printgroove POD Driver on a Windows system, skip ahead to Step 10.
- 9 For Mac Installs Only: The Administrator Authentication screen opens. Enter the UserName and Password of any user who has admin-level rights then click [Next]. If an incorrect value is entered in either field, a pop-up error message will open.



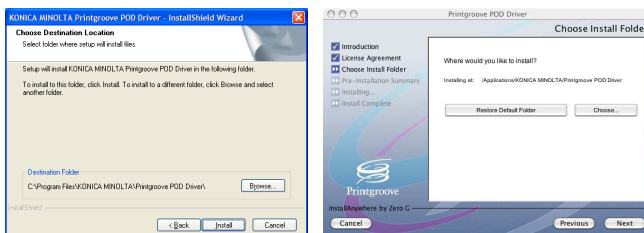
## 10 The [License Agreement] screen opens:



## 11 There are two radio buttons:

- I accept the terms of the license agreement
- I do not accept the terms of the license agreement
- Read through the License Agreement and then select one of the radio buttons. If you select the first radio button, continue to Step 12. If you select the second radio button, the installation is cancelled.

## 12 Click the [Next] button. The [Choose Destination Location] (Windows)/[Choose Install Folder] (Mac) screen opens:



- The default destination is:  
(Win) C:\Program Files\KONICA MINOLTA\Printgroove POD Driver\  
(Mac) \Applications\KONICA MINOLTA\Printgroove POD Driver\.

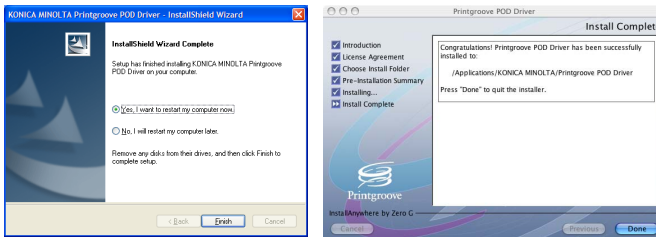
## 13 If you want to specify a different destination, click the [Browse] button (for Windows) or the [Choose...] button (for Mac). The [Choose Folder] screen opens. Navigate to the desired folder, select it and click the [OK] button. The [Choose Folder] screen closes and the selected destination appears in the [Destination Folder] field of the [Choose Destination Location] screen.

- 14** For Mac installs only. Click the [Next] button. The [Pre-Installation Summary] screen opens. If all the information is correct, click the [Install] button to begin the install. A progress bar tracks the process.



- 15** For Windows installs only. Click the [Install] button to begin the install. A progress bar tracks the process.

- 16** When the installation process completes, the [InstallShield Wizard Complete] (Windows/[Install Complete] (Mac) screen opens:



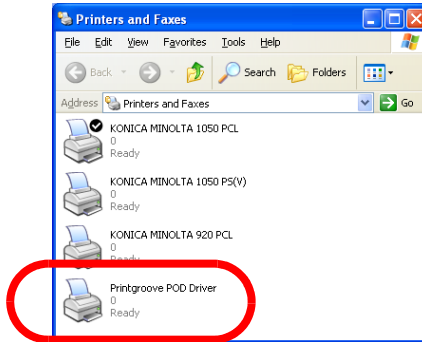
- 17** For Windows installs only. A restart is required to complete the installation. By default the [Yes, I want to restart my computer now] radio button is selected. Remove any disks from their drives, close any open applications and then click [Finish] to complete the install. If you prefer to restart later, select the [No, I will restart my computer later] radio button. The driver is not available for use until after the restart.

- 18** For Mac installs only. Click the [Done] button. The screen closes and the install is complete.

### 3.5.4 Verifying the Installation (Windows)

To verify the installation, follow this procedure:

- 1 Open the [Printers and Faxes] window or [Printers] window.
  - For Windows XP, select [Start] --> [Printers and Faxes].
  - For Windows Vista, select [Start] --> [Control Panel], and then select [Printers] from [Hardware and Sound].
  - For Windows 2000, select [Start] --> [Settings] --> [Printers].



- 2 A [Printgroove POD Driver] icon should appear in the list. This Printgroove POD Driver is used when submitting jobs to any of the Printgroove POD modules. For details about the job submission process, please see “Printgroove POD Driver User’s Guide”.

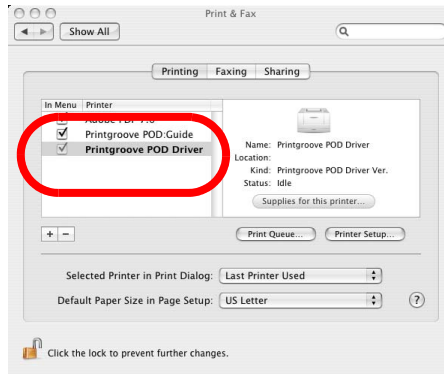
Any document printed using the Printgroove POD Driver will be printed at the Printgroove POD Port. This is a virtual port, a place where data is converted and held until it is sent to a Printgroove POD module.



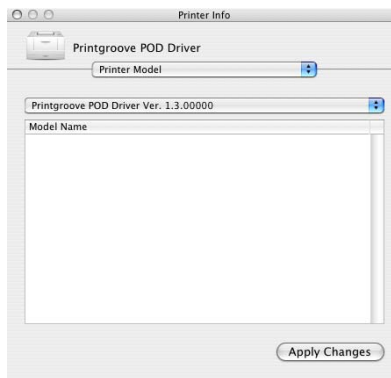
### 3.5.5 Verifying the Installation (Mac)

To verify the installation, follow this procedure:

- 1 Select [System Preferences] --> [Hardware] --> [Print & Fax]. The [Print & Fax] folder opens:



- 2 [Printgroove POD Driver] should appear in the left-side menu. Select the driver then click the [Printer Setup...] button. The Printer Info screen opens.



- 3 Select [Printer Model] from the drop-down menu located at the top of the screen. The version information about Printgroove POD Driver is displayed.
- 4 Close the screen. You may now use the Printgroove POD Driver.

## 4 Operations for Placing an Order

The Printgroove POD Serve enables customers to place, modify or delete orders over the Internet. There are two types of orders that may be placed: Quick Order and Standard Order.

A Standard Order contains all available job ticket settings. The job must be submitted to the printshop in order for pricing to be completed.

A Quick Order contains limited job ticket settings. However, a real-time price quote is provided on-screen when you place a Quick Order. The job is then submitted to the printshop and they immediately begin processing the job.

Both types of order are made by filling out a Job ticket, which consists of six sections: Job, Files, Options, Catalog, Shipping and Billing.

The format of a Job ticket can be edited by the application administrator.

### 4.1 Placing an Order

There are two ways to place an order:

- From your Home page
- From another application

To place an order from your Home page, you can create a Job Ticket for your order, on the Place an Order screen.

To place an order from another application, you need the Printgroove POD Driver.



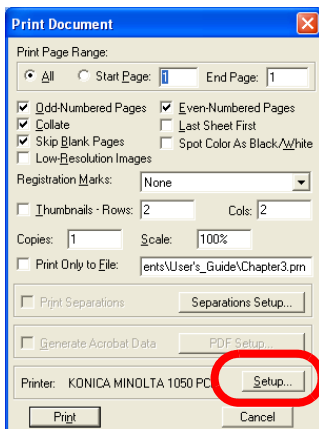
**Note**

*See, “Download and Install the Printgroove POD Driver” on page 3-17.*

### 4.1.1 Placing an Order from Another Application

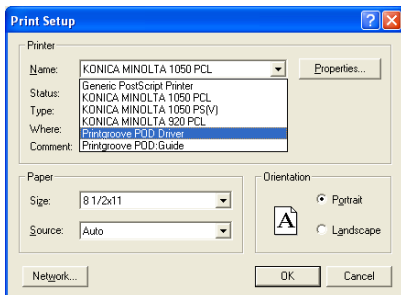
To place order from other application:

- 1 Open the file in the native application.
- 2 Select [Print] from the application's drop-down menu or select [Ctrl] + P] to launch a [Print Document]-type screen.



- Note: The process for selecting the print function will vary depend-  
ing upon the application used to create your document. The con-  
tents of the [Print Document] screen will also vary from the screen  
pictured here.

- 3 Click the [Setup] button. The [Print Setup] screen opens:

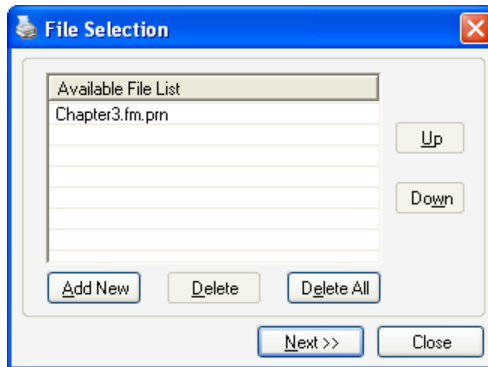


- 4 Select [Printgroove POD Driver] from the [Name] drop-down menu.
- 5 Click the [OK] button. The [Print Setup] screen closes.

- 6 The [Print Document] screen remains opened. Initiate printing from this screen (the process will vary). The screen closes and the document is printed on the virtual port. A print progress screen may open and track the print operation.

When the document completes printing to the virtual port, Printgroove POD Driver converts the file to PRN format.

- 7 When the PRN conversion is complete, the pop-up screen closes and the [File Selection] screen opens:

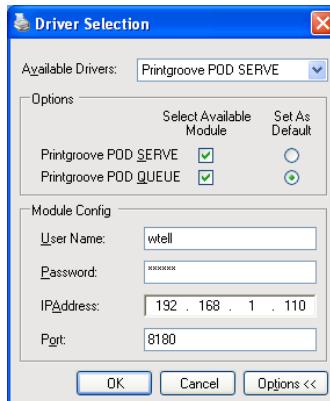


- The [Available File List] contains the newly created PRN file. The file has the same name it did in the native application but the extension now includes “.prn”.
- If you have multiple native files you would like combined into a single PDF document, you may add those files now.
- To add another file, click the [Add New] button. On the screen that opens, navigate to the file you wish to add. Select the file then click the [Open] button. The file opens in its native application. Repeat Steps 1 through 6 on the new file. When PRN conversion is complete, the file is added to [Available Drivers]. Repeat this procedure to add all required files.
- All files in the list will be combined sequentially into a single PDF file, the first file will be at the beginning of the PDF file, the last file, at the end. To change the position of a file in the list, click on the file then use the [Up] and [Down] buttons to modify the file's position.
- To remove a file from the list, select the file and click the [Delete] button.
- To remove all files from the list, click the [Delete All] button.
- Note: If you Delete files, a pop-up screen will verify your request.

- 8 When [Available Drivers] contains all files you want to transfer, in the order in which you want them combined, click the [Next] button. The [Driver Selection] screen opens:



- All supported Printgroove POD modules appear in [Available Drivers] drop-down menu.
- 9 Select [Printgroove POD Serve] from the [Available Drivers] drop-down.
- 10 Click the [Options>>] button on the [Driver Selection] screen. The screen expands to include all Options and Module Configuration settings:



- If this is the first time you have sent a job through the Printgroove POD Driver, verify that the IP Address and Port field values of your Printgroove POD server are entered properly. These settings will not need to be modified unless the server information changes.
  - Select [Printgroove POD Serve] - [Set As Default] radio button to make Printgroove POD Serve the default selection of [Available Drivers] drop-down.
  - Note: Jobs cannot be transferred unless these values are correct. If you are uncertain of these values, please check with your System Administrator.
- 11 Enter the same user name and password which you use to login the Printgroove POD Serve to [User Name] and [Password]. Values entered in these fields remain as set until you modify them.

- Note: Please check with your System Administrator if you have questions about these settings.

**12** When the required information is entered, click the [OK] button. A pop-up message will inform you if the [User Name] and/or the [Password] are incorrect.

- If authentication is completed successfully and if this is the first time you send a job to Printgroove POD Serve using the driver, the [Security Warning] screen will open:



- Printgroove POD Serve and the Printgroove POD Driver must share digital certificates in order to enable all future authentication requests. Click the [Yes] button to initiate this exchange.
- Note: This screen will only appear the first time you use the Printgroove POD Driver to send a document to Printgroove POD Serve.
- Authentication is now complete. The driver can now combine all PRN files into a single PDF file and transfer it to Printgroove POD Serve.

**13** While the driver completes these steps, one or more progress bars track the process. When the transfer is complete, Printgroove POD driver launches the Printgroove POD Serve which opens in your computer's default browser. The [Select a Job Ticket Template] screen

opens. Select a job ticket template. The print job appears in the [File] section with a [Preview] icon next to the file name.

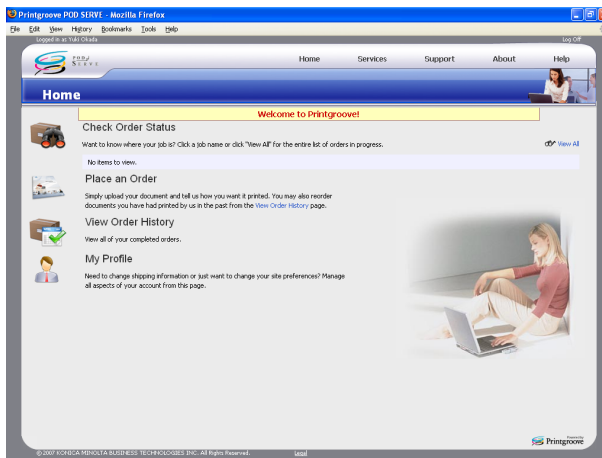


## 4.1.2 Placing an Order from Your Home Page

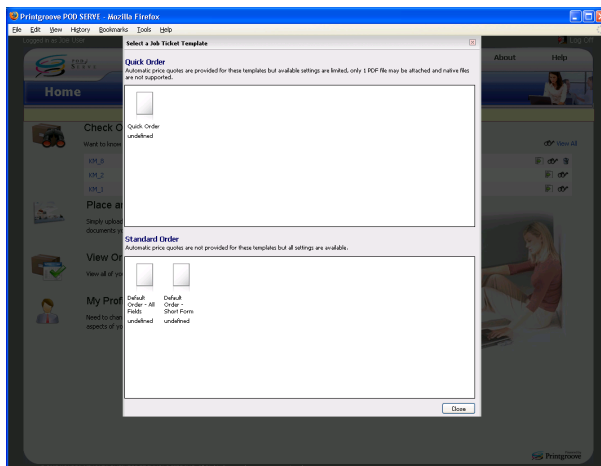
The processes for placing a Quick Order and a Standard Order are similar. The discussion that follows will note the differences. Except for these noted exceptions, the order placing process is identical.

**To place an order from your Home page:**

- 1 Launch your browser and access Printgroove POD Serve.
- 2 Login. Your Home page appears.

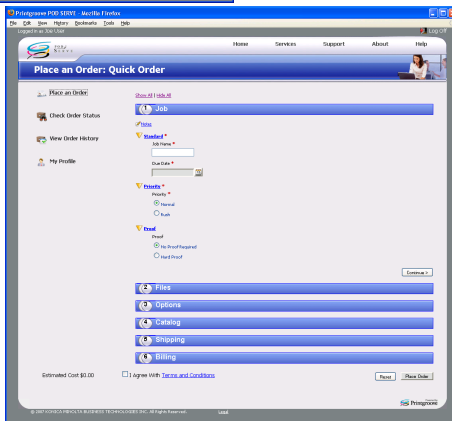


- 3 Select [Place an Order]. The [Select a Job Ticket Template] screen opens:





- 4 Select either a Quick Order or Standard Order by clicking on an icon. The Place an Order -Job section appears. (The contents of the screen will vary based upon the type of Job Ticket Template you selected.) The name of the selected template will appear in the header row:



- If the ticket type is Quick Order, an Estimated Cost of the job will display in the far left menu, near the bottom of the screen. This is a real-time quote and will continue to update as the job ticket is filled out. If the text is blue, it is a hyperlink. Click the hyperlink to open a pop-up screen that contains a detailed breakdown of the job costing. This feature is not supported for Standard-type Orders.
- If your Application Administrator has configured Printgroove POD Serve to display the Remaining Budget for your Group, the Remaining Budget appears as a dollar value at the upper right of the screen of any selected job to which a budget applies. If the remaining budget is less than \$0.00, the dollar value is in red. (See the Printgroove POD Guide User's Guide for details about this setting.)

- Required information is indicated by red asterisks.
- The Job section is the first section of a job ticket. Here, you can add a note to the job ticket, name the order, specify the date you would like it completed, and specify whether a proof is needed before the job is performed. The parts are: Standard, Priority and Proof.
- a. Click Note and enter optional comments in the box displayed at the left.
- b. Enter a name for the job.
- c. Select the Due Date from the calendar.
- d. Indicate whether an Estimate is required. This option is not available for Quick Orders.
- When your estimate is ready an icon appears next to the job on the Check Order Status page. Click the [Estimate Ready] icon to view the estimate. This option is not available for Quick Orders.



Logged in as Joe User

Home Services Support About Help

## Check Order Status

Welcome to Printgroove!

Place an Order

Check Order Status

View Order History

My Profile

This is a list of orders which are in progress or completed within the past week. The fields at the top of the page can be used to narrow down the number of orders displayed by searching for specific, case-insensitive information. Each column may be sorted by clicking on the appropriate column heading.

Order # Status [Enter] [Clear]

Order Name

From [ ] To [ ]

Order #	Order Name	Order Date	Submitted By	Status
KM_4	Job Test 2	2/13/2008 10:56 AM	Joe User	Submitted
KM_3	TEST Job 1	2/13/2008 10:49 AM	Joe User	Submitted

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Estimate Ready  
Order#001\_11

Print services submitted for this job at:

Print	1100.00
Additional	0.00
Rush	0.00
Hard Proof	0.00
Shipping	0.00
Discount	110.00
<b>Total</b>	<b>\$990.00</b>

Accept / Reject?

☐ Accept Estimate

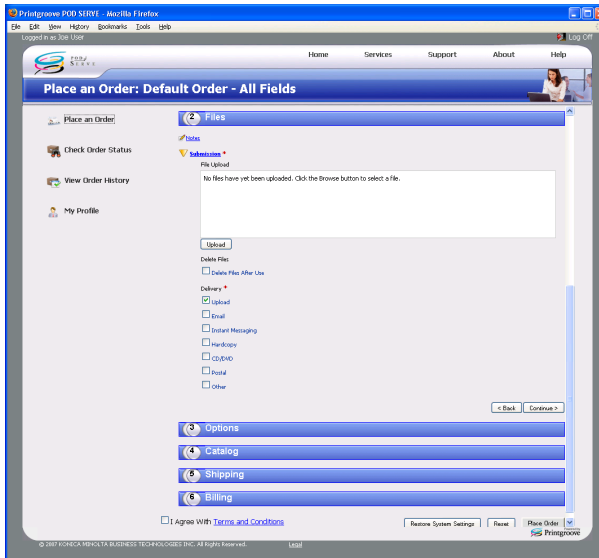
☐ Reject Estimate

Reason for rejecting this estimate:

[Close] [Cancel/Print]

- You also receive the estimate via email.
- e. Indicate whether the priority is Normal or Rush.
- f. Indicate whether a Proof is required. The Soft Proof option is not available for Quick Orders.

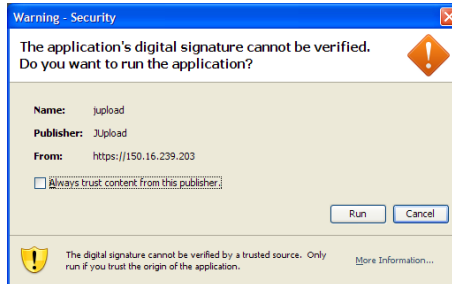
- 5 Standard Order. Go to Step 6 below for Quick Orders. Click [Continue]. The [Files] section opens.



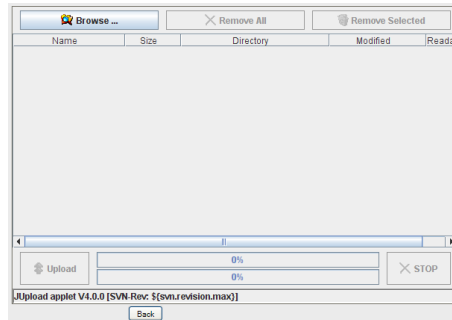
- Required information is indicated by red asterisks.
- The Files section of the job ticket allows submission of files over the web copying the file from your computer to the web site.
  - a. Click Note and enter optional comments in the box displayed at the left.
  - b. To submit files, click the [Upload] button. The [Warning - Security] pop-up opens:



- c. If you want to avoid this step in future uploads, select the [Always trust content from this publisher] checkbox then click the [Yes] button. A second [Warning - Security] pop-up opens:



- d. If you want to avoid this step in future uploads, select the [Always trust content from this publisher] checkbox then click the [Run] button. The [Upload Files] screen opens:



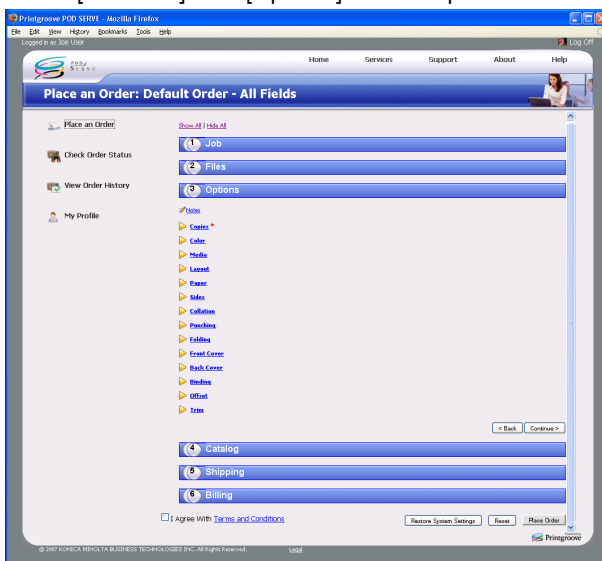
- e. Click the [Browse] button, navigate to the file(s) you want to upload, select them then click the [Open] button. The files appear in the [Upload Files] screen main panel. You may upload up to ten files. The maximum file size is 2 GB. If multiple files are added and all are larger files, performance may be significantly reduced. A combine file size of 5 GB or less is recommended for optimal performance.
- f. Once the files are selected, click the [Upload] button. A progress bar will track the upload process (in the case of larger files, it may take a little longer for the progress bar to appear). If you click the [Stop] button, the upload is stopped and you return to the previous step above.
- g. When the files are uploaded, the progress bar will inform you that the task is complete. Click the [Back] button to close the [Upload Files] pop-up.
- h. The uploaded files will appear on the Printgroove POD Serve screen.

- i. Mark Delete Files After Use to delete the files after the print order is complete.
- j. Select how the job originals are to be delivered. The choices are: CD/DVD, Email, Instant Messaging, Upload, Postal, Hard copy and Other.

**6** Quick Order. If the job ticket type was Quick Order, the [Files] section is identical to the Standard Order section. The only difference is that you are limited to uploading a single PDF file. (You may also remove and replace the PDF file.)

- The Upload Files process noted in Step 5 is identical for Quick Orders.

**7** Click [Continue]. The [Options] section opens.



Required information is indicated by red asterisks.

**8** The Options section deals with the material aspects of the job.

- The options shown are the defaults delivered with the application. Your application administrator may add or edit these options.
  - a Click a triangle icon at the left of the category name to expand the category and display items.
  - b Click Note and enter optional comments in the box displayed at the left.
  - c Enter the number of copies to print.

- d Click color, black and white or mixed. If the job ticket type is Quick Order, mixed is not available.
- e Select High Chroma (Optional).
- f Select media. (Optional.)  
If the job ticket type is Quick Order, Media Type is not available.
- g Select layout. (Optional.)
- h Select Paper. (Optional.)
- i Select Front, Back, Two sided head-to-head, or Two sided head-to-foot. (Optional.)
- j Specify Collation. (Optional.)
- k Specify Punching. (Optional.)
- l Specify Folding. (Optional.)
- m Specify Front Cover. (Optional.)
- n Specify Back Cover. (Optional.)
- o Specify Binding. (Optional.)
- p Specify Offset. (Optional.)
- q Specify Trim. (Optional.)

9

Click [Continue]. The [Catalog] section opens.

The screenshot shows the 'Place an Order' page in the Printgroove POD Serve application. The page is titled 'Place an Order - Default Order - All Fields'. On the left, there are links for 'Place an Order', 'Check Order Status', 'View Order History', and 'My Profile'. The main content area shows a progress bar with steps: 1. Job, 2. File, 3. Options, 4. Catalog (current), 5. Shipping, and 6. Billing. Below the progress bar, there is a 'Note' section with a text area for comments. The 'Paper' section lists two options: 'Letter White 20lb' and 'Legal White 20lb', each with a quantity field. The 'Perforated' section lists 'Perforated' with a quantity field. At the bottom, there is a checkbox for 'I AGREE TO THE TERMS & CONDITIONS' and buttons for 'Restore System Settings', 'Reset', and 'Place Order'.

- The Catalog section is not required on a print job order.
- The Catalog section is used to offer items provided for sale by the Printshop - apart from print jobs.
- To order an item, enter a quantity.
- Click Note and enter optional comments in the box displayed at the left.

## 10 Click [Continue]. The [Shipping] section opens.

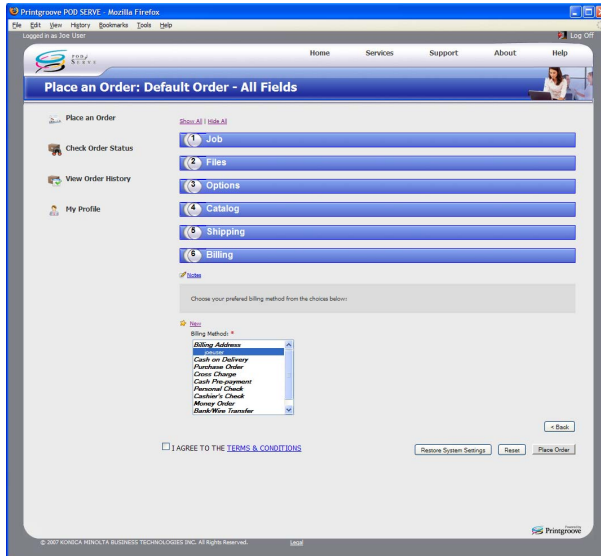
The screenshot shows the 'Printgroove POD Serve' web application in a Mozilla Firefox browser. The page title is 'Place an Order: Default Order - All Fields'. The navigation menu includes 'Home', 'Services', 'Support', 'About', and 'Help'. The left sidebar contains links for 'Place an Order', 'Check Order Status', 'View Order History', and 'My Profile'. The main content area is titled 'Shipping' and includes a 'Location' dropdown menu, a 'Ship To' field, and a 'Billing' section. A 'Continue' button is located at the bottom right of the shipping section.

## 11 Complete the shipping section.

- If you have specified a default shipping address in your user profile, it will automatically populate the Ship To field when your order is placed.
- a If you have not specified a default shipping address, select a location from your address book and drag it down to Ship To.
- b To remove a selected address, drag it back into the address book.
- c Click New to enter a new or different shipping address. The Create Shipping Address pop-up window appears.
  - i Fill in all of the required fields.
  - ii Mark Set as default and/or Add to profile to save this Shipping information in your Profile. Setting the address as default will cause any new job tickets to use that address without your typing it in each time you place an order.
  - iii Click Save Shipping Address.
- d Click in the space under “Options” to change the options information.
 

The list of Shipping Options shown is the default. Additional options can be added by the Printgroove POD Guide Application Administrator.
- e Click Note to enter optional comments in the box displayed at the left.

## 12 Click [Continue]. The [Billing] section opens.



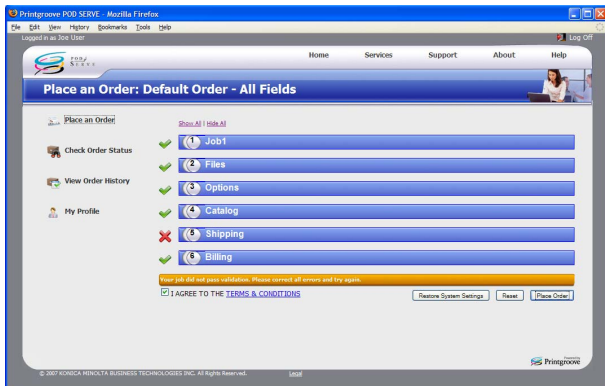
## 13 The Billing section allows you to choose and design a specific billing method from a pre-populated list of billing options. All available billing methods are displayed. The values displayed are determined by the Printshop.

- a. Click [New] to enter a new Billing Method. The [Create Billing Options] pop-up window appears.
- b. If you wish to use the same billing address you entered in Step 11 above, click [Same as Shipping Address]. All texts fields are automatically populated with the information entered in the current Shipping Address field.
- c. If you wish to enter a new billing address, enter data in all of the required fields and mark both [Save to profile] and [Set as default], if you want this option to be used whenever you place an order.
- d. Click [Save Billing Option] to save the new billing address information.

## 14 Select the [I AGREE TO THE TERMS & CONDITIONS] check box. The [Place Order] button is not active until the check box has been selected. (If you wish to read the Terms and Conditions, click the hyperlink to open a pop-up screen. Click [Close] to close the pop-up and continue with the job.

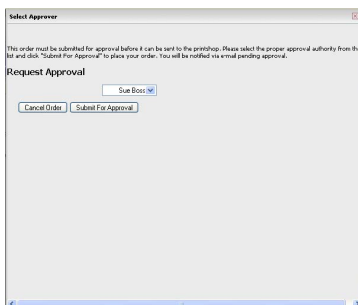


## 15 Click Place Order to submit the job to the Printshop.



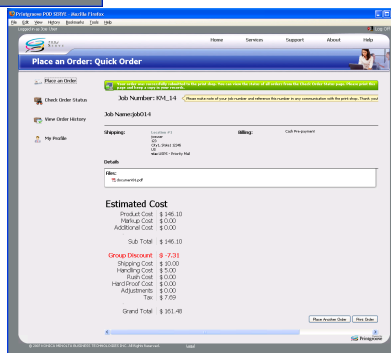
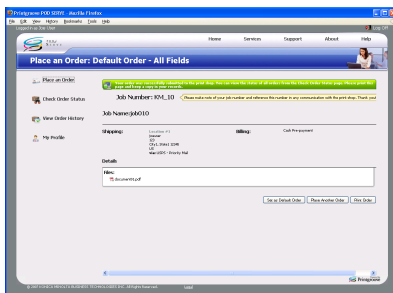
- If all the necessary data has been entered properly, a green-check-mark-in-a-circle icon will appear to the left of each section and a Job Saved message will appear.
- If there is an error or omission in the job ticket, a red-X-in-a-circle icon will appear to the left of the section that requires modification. The job is rejected and a “Your job did not pass validation. Please correct all errors and try again.” message will be displayed in an orange bar below the sections. Once errors or omissions have been corrected, the job can be resubmitted by clicking [Place Order] again.

## 16 If you have a permission to require approval from someone among multiple approvers, [Select Approver] pop-up window appears. In this case, select an approver and click [Submit For Approval].



## 17 Once a job has been successfully saved and submitted, a confirmation page will display with basic information about your order. The ticket number, job name, file(s) uploaded, and shipping/billing information will be displayed. If the job is a Quick Order, the ticket summary will also contain a detailed Estimated Cost section at the bottom of the screen.

This also provides details about the cost of the job. If your Payment Method was PayPal, a [Pay Now] button will also appear on the screen. Please see the “User’s Guide of Printgroove POD Serve” for details about this button and other payment options.



- Click [Place Another Order] to place another order. The same job ticket template will be used. If you wish to create a new job using a different template, click the [Place an Order] menu item.
- For Standard Orders only: Click [Set as Default Order] to set all of the information saved on this job to an order template. To clear these values, click [Restore System Settings]. A prompt will verify your request.
- **Note**
- Once you have clicked [Set as Default Order], Printgroove POD Serve will retain all the values and display them each time you place a new order. To clear these values, click [Restore System Settings]. A prompt will verify your request. If you select [Yes], all default values are removed and will need to be entered each time you create a new print job.
- Before an order is placed, any of the above sections can be opened and edited. To cancel or delete the entire order, click [Reset] in the lower right of the screen.

**18** When your order is approved, you receive an e-mail that your order is approved.

- When your order is submitted, you receive an e-mail that your order is submitted. After your order is submitted, but before it is accepted, you may copy, modify, and delete the order.
- After the printshop accepts your order, you receive an e-mail that your order is accepted.
- For Standard Orders only. If you require an estimate, see Printgroove POD Serve User's Guide.
- If you require a proof, see Printgroove POD Serve User's Guide.



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**Note**

*When the notice mail function such as the Accept/Reject mail, the estimate confirmation request mail or the proof confirmation request mail is used, it is necessary to make the setting of the mail server for the ::Admin for Printgroove.*

## 4.2 Modify an Order

You can modify an order after it has been submitted but only before it has been accepted by the printshop.

Modifying an order is a three step process involving duplicating the order, modifying the duplication and deleting the original order.

- 1 Find the submitted job under Check Order Status on your home page. The Status of the order must be [Submitted] in order for you to continue.
- 2 Click the Copy icon to the right of the order.



The Duplicate Order screen appears, with all sections copied.

- 3 Edit the details for the new order and click Resubmit Order.
- 4 Click the Delete icon to the right of the original order.



## 4.3 Delete an Order

You can delete an order after it has been submitted but only before it has been accepted by the printshop.

### To delete the order:

- 1 Find the submitted job under Check Order Status on your home page. The Status of the order must be [Submitted] in order for you to continue.
- 2 Click the Delete icon to the right of the original order.





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