

## **UMDNJ — Digital Media Store (DMS) user guide [07.01.06]**

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This user guide has been developed by IST/Academic Systems and Technologies. Support and service for the Digital Media Store is provided by Allegra Print and Imaging — an approved UMDNJ print vendor. IST/AST provides secure log-in to the store through the [my.umdj.edu](http://my.umdj.edu) *portal*.

## 1. Introduction

- 1.1. The UMDNJ Digital Media Store (DMS) is a service enabled by IST/AST to facilitate the cost-effective printing of projects that are based on consistent formats (*templates*).
- 1.2. The DMS provides on-line product customization, preview and approval workflow, and purchase tracking.
- 1.3. Single sign-on from the my.UMDNJ portal allows secure use of the store by UMDNJ employees and students.
- 1.4. The store inventory and payment methods are flexible — each unit will establish how it will work with the authorized print vendor, *Allegra Print and Imaging* to maximize the benefits of the store for its particular needs.
- 1.5. Use of the store is not mandated but can simplify the production of certain types of print projects.

## 2. Set up and validate your DMS account

- 2.1. A new user clicks the Digital Media Store link at my.UMDNJ.
  - 2.1.1. Log on to my.UMDNJ
  - 2.1.2. Go to the Administration *tab*
  - 2.1.3. Look for the IST *channel*,
  - 2.1.4. The *Digital Media Store link* is in the Media Production *Topic*
- 2.2. A new user form appears, with the user name pre-filled.
- 2.3. **Complete the entire form**, and click the submit button.
- 2.4. The user will be prompted to refresh their browser.
- 2.5. An authorized *Allegra Print and Imaging* representative will contact either the user or unit store manager to verify the roll (*Requisitioner* or *Purchaser*) of the new user
- 2.6. The user will be contacted when their account is validated
- 2.7. When clicking the DMS channel the user will now enter the store but will not be able to browse or make purchases until their account is Validated

## 3. Ordering print products

- 3.1. Once validated, a user can browse product templates from the catalog that are approved for their unit.
  - 3.1.1. *Requisitioners* or *Purchasers* can select from existing *product templates*,
    - 3.1.1.1. *Templates* are pre-designed layouts in which:
      - 3.1.1.1.1. Layout, style and fixed content are locked in place
      - 3.1.1.1.2. Editable text and graphics are modified through a form
      - 3.1.1.1.3. Changes can be previewed as a PDF and saved
    - 3.1.2. The *order* can be saved for future editing or review and approval.
    - 3.1.3. *Purchasers* can approve the order.
  - 3.2. Approved orders will be printed and shipped by *Allegra Print and Imaging*.

## 4. Template set-up

- 4.1. Select a product template from the catalog (i.e.: large format mailing envelop).
- 4.2. Text entry/selection

- 4.2.1. The template will control the font, color and size of text that you edit.
- 4.2.2. *Enter or select* text in one of 3 ways:
  - 4.2.2.1. Type into the template's text entry field
  - 4.2.2.2. Text may be *pre-filled* on *stationary* products.
    - 4.2.2.2.1. *Stationary* products save your office or personal contact information after the initial order — so that the information can be used as a *pre-fill* on future orders of similar products.
  - 4.2.2.3. Text may be selected from a pull-down menu of options
- 4.2.3. Preview and save your text edits
- 4.3. Graphics selection/placement
  - 4.3.1. Selected or place the desired graphic by:
    - 4.3.1.1. Selecting a graphic option from a pull-down menu
    - 4.3.1.2. Uploading a graphic file from your desktop
      - 4.3.1.2.1. Almost any application can be used to create graphics
      - 4.3.1.2.2. Use *Job Express* to convert almost any file into a press ready PDF
      - 4.3.1.2.3. See the *AST graphics production guide* for more information on creating graphics and converting them to PDF: <http://www.umdj.edu/digitweb>.

## 5. Creating new templates

- 5.1.1. Additional templates, customized to the needs of the unit or specific groups should be requested through your unit DMS Manager (usually your unit communications/marketing director). New templates might be:
  - 5.1.1.1. Event posters for lecture series or other repeating programs
  - 5.1.1.2. Forms for academic or administrative use
  - 5.1.1.3. ID badges for events (generated from guest lists)
  - 5.1.1.4. Memo pads
  - 5.1.1.5. Promotional items (pens, mugs, etc.)
  - 5.1.1.6. Report covers for specific units, groups, annual events, etc.
- 5.2. *Allegra Print and Imaging* will develop new templates as a billable service to units by:
  - 5.2.1. Designing and implementing new templates
  - 5.2.2. Developing new templates from designs provided by a UMDNJ unit

## 6. Custom jobs

- 6.1. If your project does not fit well within an established template, you can contact any vendor from the UMDNJ approved vendor list for a quote <http://www.umdj.edu/purchweb/index.htm>
- 6.2. Custom projects can be conveniently printed at *Allegra Print and Imaging* through *Job Express* — a desktop print preview and estimate tool.

## 7. DMS management and support

- 7.1. Management
  - 7.1.1. A *DMS Manager* can be assigned by units to manage the products, users and activity within that unit's area of the DMS including:

- 7.1.1.1. Review of purchasing histories and billing records for the unit.
- 7.1.1.2. Assign spending limits to purchasers if the unit chooses.
- 7.1.1.3. Manage development of new templates for the unit
- 7.1.2. In some cases, specific departments, sections or other organizations may warrant their own *DMS Manager* and *cost center*.
- 7.1.3. The unit DMS Manager will typically be the unit's communications/marketing director or equivalent.
- 7.2. Support
  - 7.2.1. Log-in issues should be reported to IST/AST by emailing: [dms@umdnj.edu](mailto:dms@umdnj.edu)
  - 7.2.2. New Account validation and Template set up provided by *Allegra Print and Imaging* (ask for Brian Kerr).
  - 7.2.3. Billing support provided by *Allegra Print and Imaging* (ask for Ety Galimidi).
  - 7.2.4. Preparing content (text and images)
    - 7.2.4.1. Official UMDNJ Logo artwork and identity guidelines are provided by University Affairs at: <http://www.umdnj.edu/umcweb/logoweb/>
  - 7.2.5. If you have questions about how to prepare files for the store:
    - 7.2.5.1. Refer to the *AST graphics production guide* document available at the DMS web site at: <http://www.umdnj.edu/digitweb>.
    - 7.2.5.2. Contact *Allegra Print and Imaging* (ask for Brian Kerr)

## 8. Vendor contact information

- 8.1. *Allegra Print and Imaging*
  - 2850 US highway 1
  - Lawrenceville NJ 08648
  - phone 609.771.4000
  - fax 609.771.8771
- 8.2. Additional UMDNJ approved print vendors can be found at: <http://www.umdnj.edu/purchweb/index.htm>