



## Step 1 of 3 – Log in

- 1.1 Send an email to [printing@unsw.edu.au](mailto:printing@unsw.edu.au) with your staff number to get your username and temporary password.

- 1.2 Go to [www.p3.unsw.edu.au](http://www.p3.unsw.edu.au) and click **Submit job online**



- 1.2 Use your staff number email address as s1234567@unsw.edu.au. All “z” or “m” numbers use “s” instead.
- 1.3 Enter temporary password “welcome” (without the quotes)
- 1.4 Click **Sign in**

The screenshot shows the user interface of the PRINTPOST plus system. At the top left is the PRINTPOST plus logo. At the top right is the COMPASS logo. Below the logos is a navigation bar with 'HOME' and 'JOB SEARCH' buttons. A user profile link 'My profile | Signout Elizabeth Frances Burcher' is visible. A large blue banner contains the text 'Document Supplies Chain System - Its as easy as 1,2,3' and 'our online workflow solution'. Below the banner is the 'Change temporary password' section, which includes instructions: 'Please enter your temporary password, and a new one of your choosing. Please then re-enter the new password for confirmation.' The form has three input fields: 'Temporary password:' (containing seven asterisks), 'New Password:', and 'Confirm password:'. A red 'Save new password' button is at the bottom of the form.

- 1.5 If this is your first time to log in, type “welcome” in the Temporary password field and enter your own password (minimum six characters) into **New Password** and **Confirm Password**.

## Step 2 of 3 – Enter chartfields and upload file(s)



2.1 Click on **print and production** to start.

If you have submitted any jobs before, you will find them listed on this page. You may copy the print details of any previous jobs for re-ordering or used as template for a new job.





- 2.2 Enter Job name, Fund, Dept/Organisation ID, Project (if applicable) and Complete date. If the chartfields fail budget checking, the printing cost will be debited to operating fund.

- 2.3 Check the **Convert to PDF** if you are uploading a Microsoft Word, Excel or Powerpoint file. The total file size limit is 100mb. You will have better control in the creation of PDF by using your own PDF converter.

## Step 3 of 3 – Enter print details

3.1 Enter the specifications as required.



3.2 Enter the binding and cover material.



3.3 Enter the finishing details (if any) required.

Print job estimate

Estimated print quantity:	rate_card_6apr09.pdf	1
	Total pages:	1
	<input type="button" value="Send Preview"/>	
Estimated cost:	Printing:	\$0.00
	Finishing:	\$0.00
	Services & Expenses:	\$0.00
	Total cost:	\$0.00
	<input type="button" value="Update estimate"/>	

Insufficient information to calculate an online estimate. If you have requested a quote, you will receive this from the print centre.

Approver Required:

**PLEASE NOTE**

If account code supplied fails budget checking, costs will be debited from operating fund.

- 3.4 Select the 'Update estimate' Button (if available).
- 3.5 Select an approver from the drop down list. The approver will be notified when a job is submitted.
- 3.6 Enter the delivery details in the next screen.
- 3.7 If you have any queries, please contact P<sup>3</sup> on 9385 3222 or email [printing@unsw.edu.au](mailto:printing@unsw.edu.au). Thank you for using P<sup>3</sup> online ordering.