

How to create a distribution list

You can create a distribution list for staff or positions that you will order frequently for. Once the person is in your contact list, you can create the distribution list and assign a default order quantity per person. Lists can be updated anytime necessary.

**Keep in mind that the person who submits the order, is the person charged for the printing of the materials.

To create a distribution list, follow the steps below.

Go to the website <http://webcrd.leanderisd.org/fulfillment/login>

District Staff login information: Choose the following settings:

Domain: Standard Account

User ID and Password are the same as your Novell login



Document Services
Welcome to Document Services, your home for high quality Printing and Duplication services. Allow us to take care of your printing projects, so you can concentrate on what it is that you do best!

Due Date
Please remember to adjust your due date before clicking the Submit Order button. Allow 48 hours for standard order completion and delivery. Please allow 4-5 business days for completion of notepads, forms, business cards and posters.

Training Resource Files
[Basic Ordering Instructions - PC](#)
[Approving, Rejecting or Modifying Approval Orders](#)
[Ordering Elementary Curriculum Materials](#)
[Ordering Enrollment Forms](#)
[Ordering Home Page Guide](#)

Hours
Monday - Thursday 8 am - 6 pm

Contact Information
Email: documentproductioncenter@leanderisd.org
Phone: 512-570-0621

Login
If you already have a WebCRD account, please log in below.

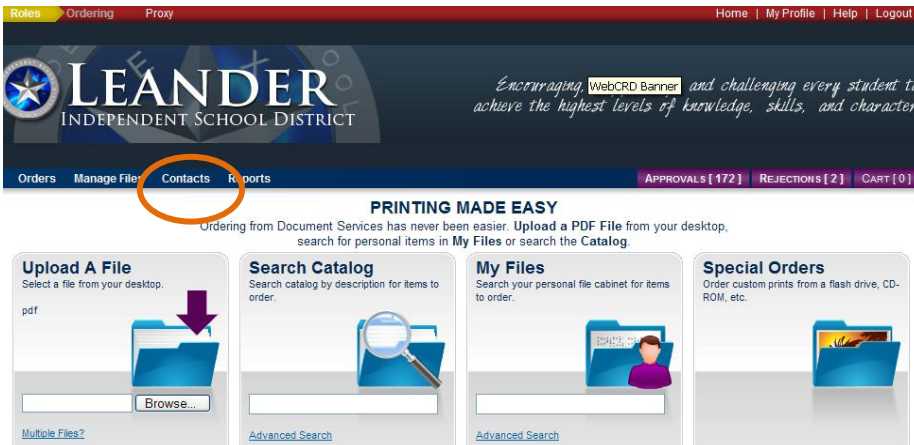
District Users:
Select Standard Account below to log in.

Domain: Standard Account
User ID: Jennifer_Espinoza
Password:

Ordering from home?

You will now be at your ordering home page.

Click on **Contacts**



Roles | Ordering | Proxy

Home | My Profile | Help | Logout

LEANDER INDEPENDENT SCHOOL DISTRICT

Encouraging, supporting, and challenging every student to achieve the highest levels of knowledge, skills, and character.

Orders | Manage Files | **Contacts** | Reports

APPROVALS [172] REJECTIONS [2] CART [0]

PRINTING MADE EASY
Ordering from Document Services has never been easier. Upload a PDF File from your desktop, search for personal items in My Files or search the Catalog.

Upload A File
Select a file from your desktop.
pdf
Browse...
Multiple Files?

Search Catalog
Search catalog by description for items to order.
Advanced Search

My Files
Search your personal file cabinet for items to order.
Advanced Search

Special Orders
Order custom prints from a flash drive, CD-ROM, etc.

Click on **Add Dist. Lists**

Manage My Contacts

Contacts are used to assign shipping and billing addresses during checkout. You can add, modify, and delete contacts on this page.

[Add Contact](#) [Dist. Lists](#)

Contacts Search	Last name contains <input type="text"/>	Rows Per Page 25	<input type="button" value="Search"/>		
	Location contains <input type="text"/>		<input type="button" value="Clear"/>		
Name ▼	Location ▲	Address ▼▲	City, State ▼▲		
Jenn Aa	sup		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
REGISTRAR BAGDAD E...	BAGDAD ELEMENTARY		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
CAMPUS SECREATARY ...	BAGDAD		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
CAMPUS SECREATARY ...	BLOCK HOUSE CREEK		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
REGISTRAR BLOCKHOU...	BLOCKHOUSE CREEK EL...		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
TONNA BOULLION	INSTRUCTIONAL SERVL...		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
CAMPUS SECREATARY ...	BUSH		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
REGISTRAR BUSH ELE...	BUSH ELEMENTARY		, Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
ATHLETICS CANYON R	CANYON RIDGE MS		Texas	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>

You will then see the screen to **Manage Distribution Lists**

Enter the name of the New List in the space at the bottom of the badge and click on New.

Manage Distribution Lists

Order for multiple recipients by using a distribution list. You can add, modify, and delete a list from this page.

[My Contacts](#)

List name contains <input type="text"/>	Rows Per Page 25	<input type="button" value="Search"/>
		<input type="button" value="Clear"/>
Name ▼▲		
ELEM CAMPUS SECRETAR	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Elem Campus Secretar	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
General Elem Secreta	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Principals	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Steiner 1	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Steiner 2	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Support Services	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Team	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
Team 2	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
New List: <input type="text"/>	<input type="button" value="New"/>	

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You will now be directed to a screen showing a list of all your contacts.

Click in the box beside the contact you want added to the distribution list to add them as a member then enter the default quantity you want to populate when you add them to your order. (You can revise these at any time by going back into the group and saving the new settings.)

Once all contacts have been added, click on Save.

Distribution List Detail

Select contacts for the list **Team 2**
Specify a quantity for each if desired.

Quantity	Name	Location	Address	City, State
<input checked="" type="checkbox"/>	Jenn Aa	sup		, Texas
<input type="checkbox"/>	REGISTRAR BAGDAD E...	BAGDAD ELEMENTARY		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	BAGDAD		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	BLOCK HOUSE CREEK		, Texas
<input type="checkbox"/>	REGISTRAR BLOCKHOU...	BLOCKHOUSE CREEK EL...		, Texas
<input type="checkbox"/>	TONIA BOULLION	INSTRUCTIONAL SERV...		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	BUSH		, Texas
<input type="checkbox"/>	REGISTRAR BUSH ELE...	BUSH ELEMENTARY		, Texas
<input type="checkbox"/>	ATHLETICS CANYON R...	CANYON RIDGE MS		, Texas
<input type="checkbox"/>	REGISTRAR CANYON R...	CANYON RIDGE MIDDLE...		, Texas
<input type="checkbox"/>	REGISTRAR CEDAR PA...	CEDAR PARK HIGH SCH...		, Texas
<input type="checkbox"/>	REGISTRAR CEDAR PA...	CEDAR PARK MIDDLE S...		, Texas
<input type="checkbox"/>	DIRECTOR CHILD NUT...	CNS		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	COX		, Texas
<input type="checkbox"/>	JEANANNE COX	IS - ADMIN		, Texas
<input type="checkbox"/>	REGISTRAR COX ELEM...	COX ELEMENTARY		, Texas
<input type="checkbox"/>	Athletic Trainer C...	Cedar Park High Sch...		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	CYPRESS		, Texas
<input type="checkbox"/>	REGISTRAR CYPRESS ...	CYPRESS ELEMENTARY		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	DEER CREEK		, Texas
<input type="checkbox"/>	REGISTRAR DEER CRE...	DEER CREEK ELEMENTA...		, Texas
<input checked="" type="checkbox"/>	JENNIFER ESPINOZA	MATERIALS MANAGEMENT		, Texas
<input type="checkbox"/>	CAMPUS SECRETARY ...	FAUBION		, Texas
<input type="checkbox"/>	REGISTRAR FAUBION ...	FAUBION ELEMENTARY		, Texas
<input type="checkbox"/>	ATHLETICS FOUR POI...	FOUR POINTS MIDDLE ...		, Texas

Update all selected quantities with:

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You are now ready to add the distribution list to your next order in the **Shipping Information** section.

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Cart

Select printing options, quantity per recipient and billing information. Click **Submit Order** to submit your order.

Enter Order Name

Printing Options [Add another file to order](#)

Item 2013-14_Physical_Form.pdf Pages 2
Form #
Ordered from **Athletic Physicals** folder

Options **Summary** Print Binding Folding Covers Other Tabs Insertions Exceptions

Print: Pages: 2, B/W, Duplex (2 sided), 11 x 17 Green Cardstock
Folding: Folding / Bi-Fold
Instructions: Fold in half

Other Notes

Proof Options [View Proof](#) [Preview](#) Provide a sample of the document before processing my order.

Shipping Information [Add another Shipping Address](#) [My Default](#) [From My Contacts](#) **From Distribution** [New](#)

Requested Due Date 08/27/2013 Note: Only dates when the print center is open may be selected.

Athletic Trainer L... Qty Requested Due Date 08/27/2013
Delivery Method Location Leander High School [Special Instructions](#)
Est. Delivery Date 08/27/2013 Pick up during business hours