

# Uploading Orders

Ensure the file to be submitted is in PDF format (only PDF files will be accepted by the system).

Go to the web site: <http://webcrd.leanderisd.org>

District Staff login with the following settings:

Domain: Standard Account

User ID and Password are the same as your Novell login



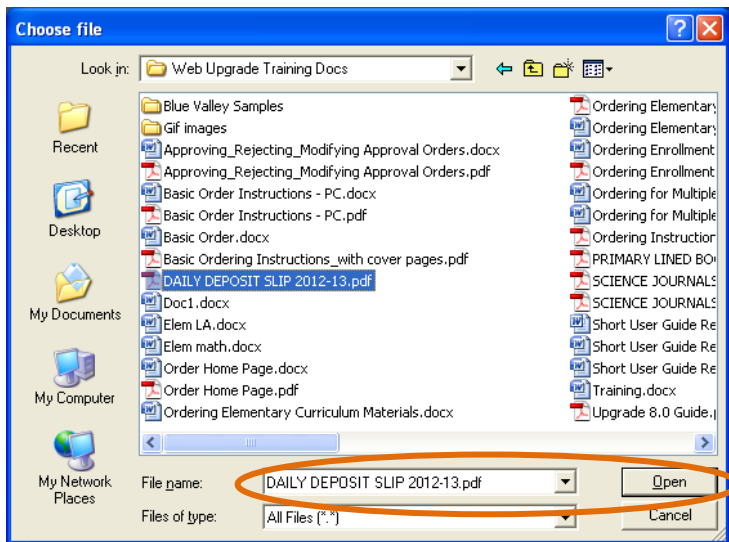
Once logged in, you will see the following screen to upload an order.



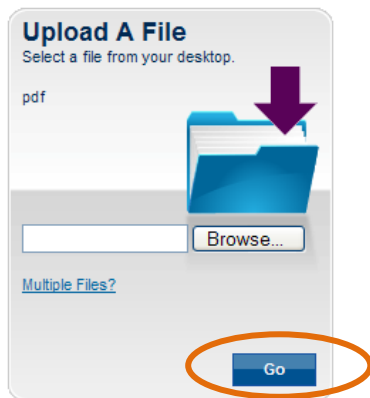
Click **Browse** to find your file

Select file

Click Open



Click on Go to upload file



Roles Ordering 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.*

**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  Pages 1  
Form #

Store in default folder until 09/06/2012 [change](#)

Presets  BW 2-Sided  BW 1-Sided & Staple  BW 2-Sided & Staple  BW 1-Sided Staple & 3-Hole  BW 2-Sided Staple & 3-Hole

Options  Summary  Print  Binding  Folding  Covers  Other  Exceptions

Print: Pages: 1, B/W, Duplex ( 2 sided ), White  
Binding: Uncollate /

Other Notes

Proof Options  View Proof  Preview  Provide a sample of the document before processing my order.  
 I approve the Proof and Preview.

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

Requested Due Date 08/14/2012 [Note: Only dates when the print center is open may be selected.](#)

JENNIFER ESPINOZA Qty  Requested Due Date 08/14/2012  
Delivery Method  Location MATERIALS MANAGEMENT [Special Instructions](#)  
Est. Delivery Date 08/15/2012 Pick up during business hours

**Billing Information** [Change to](#) [My Default](#) [From My Contacts](#) [New](#)

Estimate \$0.02  Approve  
Bill to JENNIFER ESPINOZA [Special Instructions](#)

## Verify Order information:

- **Delete Default Order Name** and **enter new order name** that describes the order.
- **Printing options** – complete all that apply to your order
- **Quantity** – Enter amount needed
- **Approve the Proof and Preview** – Ensure box is checked
- **Requested Due Date** – Plan due date a minimum of 1 day before you plan to use the materials with your class and allow 48 hours for completion.
- **Delivery Location** – Ensure this is accurate
- **Delivery Method** – Tub or Pick up
- **Approve Estimate** – Ensure box is checked
- **Special Instructions** – enter **any** additional information we may need to complete your order correctly. (Color ink – must be approved by campus administration)

Click **Submit Order** to place order to production center.