

How To: Place a DFS Order



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Placing a DFS Order

Step 1: Access the project that you would like to place an order on.

Step 2: Click on any folder (on the left) to display the contents of the folder (on the right). You can change the view of these documents between list and thumbnail.

Step 3: Select the document(s) that you would like to order or download by placing a checkmark in the box to the left of the document(s), then click *Add to Cart*. If you would like to add more documents to the order, click on *Continue Shopping* and you will return to the project you were viewing.

Note: If you choose to use the Instant Print feature instead of ordering prints, select the *Print Selected* button. Full instructions are available as a Quick Reference Guide on the web site.

Step 4: Once in the shopping cart, enter the appropriate quantities of prints that you would like for each document. If you will be adding distributions to your order, the quantities that you select here will be applied to each of the recipients.

Step 5: Click *Checkout*.

Step 6: If you would like to add additional recipients to your order, click on *Add Distribution*. As a default, any prints will go back to the person placing the order. If you do not want prints, be sure to remove your name from the Recipients area.

Step 7: If needed, customize the cart for each recipient by clicking on *Customize Cart* next to their name.

Step 8: Click *Continue* to move on to Page 2 of 2 in the checkout process.

Step 9: Enter the order information required here (order name, reference number, due date and time). Leave any Comments/Special Instructions for the Vault on this screen as well.

Step 10: Click on *Purchase* to complete the order. You will be provided with a confirmation page, which includes an Order Number. You can print this confirmation and keep it for your records or refer back to your order later in the Pending or Completed orders section.