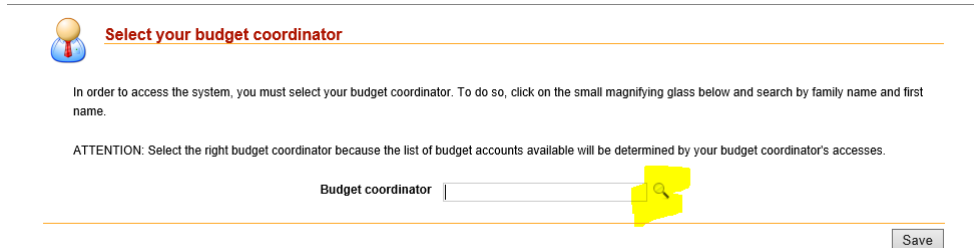


# Omnivox Reprography and Copyrights Module

## User Guide

To access this module, log into the MyDawson portal and click the **Reprography and copyrights** link under the My Omnivox services menu.


If you see the following screen when you create your first print request then click on the magnifying glass icon.



**Select your budget coordinator**

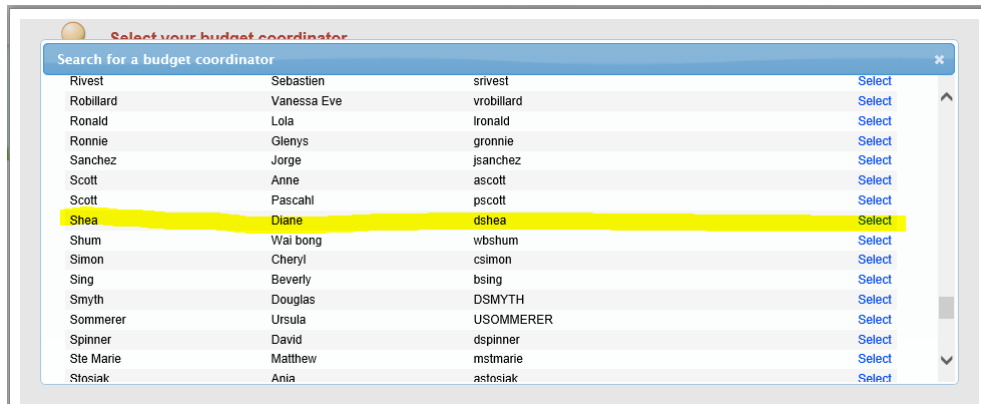
In order to access the system, you must select your budget coordinator. To do so, click on the small magnifying glass below and search by family name and first name.

ATTENTION: Select the right budget coordinator because the list of budget accounts available will be determined by your budget coordinator's accesses.

Budget coordinator  

[Save](#)

Look for your department chairperson or program coordinator. Click the Select link beside the person's name. In this example, I have chosen Diane Shea from History/Classics.

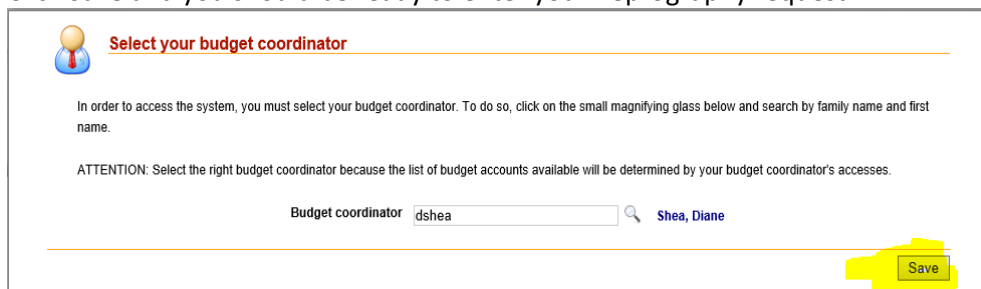


**Select your budget coordinator**

Search for a budget coordinator

Name	Last Name	First Name	Action
Rivest	Sebastien	srivest	<a href="#">Select</a>
Robillard	Vanessa Eve	vrobillard	<a href="#">Select</a>
Ronald	Lola	Ironald	<a href="#">Select</a>
Ronnie	Glenys	gronnie	<a href="#">Select</a>
Sanchez	Jorge	jsanchez	<a href="#">Select</a>
Scott	Anne	ascott	<a href="#">Select</a>
Scott	Pascahl	pscott	<a href="#">Select</a>
<b>Shea</b>	<b>Diane</b>	<b>dshea</b>	<a href="#">Select</a>
Shum	Wai bong	wbshum	<a href="#">Select</a>
Simon	Cheryl	csimon	<a href="#">Select</a>
Sing	Beverly	bsing	<a href="#">Select</a>
Smyth	Douglas	DSMYTH	<a href="#">Select</a>
Sommerer	Ursula	USOMMERER	<a href="#">Select</a>
Spinner	David	dspinner	<a href="#">Select</a>
Ste Marie	Matthew	mstmarie	<a href="#">Select</a>
Stosiak	Ania	astosiak	<a href="#">Select</a>


Click Save and you should be ready to enter your Reprography request.



**Select your budget coordinator**

In order to access the system, you must select your budget coordinator. To do so, click on the small magnifying glass below and search by family name and first name.

ATTENTION: Select the right budget coordinator because the list of budget accounts available will be determined by your budget coordinator's accesses.

Budget coordinator   [Shea, Diane](#)

[Save](#)

To create a new reprography request click "New request".

The two options you will use most are "Course outlines" and "Exam" (this does not mean FINALS). The "Course packs for sale at the Co-op" and "Reprography agreement" options will be implemented at a later date.

Complete and submit the request form.

# Omnivox Reprography and Copyrights Module

## User Guide



- Home
- Reprography
  - New request
  - List of requests
- Copyrights
  - New declaration
  - List of declarations

### New reprography request

This page allows the user to submit a new reprography request. If needed, the copyrights declaration can be created once the request has been filed in. The document to be reproduced must be submitted in PDF format.

#### General information

**Type of document**  
Enter the type of document you want to print.

- ☐ Course outline
- ☒ Exam

☒ Course packs for sale at the Co-op  
Note that a title page will automatically be inserted at the beginning of the document and contain the document identification number, a bar code, the title of the document, the course title, the course number, your name and your department as well as the cost associated with the document.

☒ Reprography agreement  
The reproduction cost will be paid via an invoicing agreement and will not be associated with a budget account of the College.  
Enter the reprography agreement number:

- ☐ Other  
Copies for services, departments, ...

**Title of the document**  
Enter the title of the document. This information will allow you to follow-up on your request.

**Budget account of the College**  
Enter the budget account to which this reprography request will be invoiced.

**Semester**  
Specify the semester this document is intended for.

Be certain the correct semester is set!

#### Document

**PDF file**  
Select the PDF document to reproduce. Note that PDF format is required for items sent to reprography.

No file chosen  
Maximum size of the file: 50 MB

**Number of pages in the document**  
Specify the number of pages that the document contains.

**Number of copies to be produced**  
Specify the number of copies desired.

**Paper size**

**Comment intended for the Reprography Department**  
If necessary, you can enter specific instructions intended for the Reprography Department (optional).

#### Notifications

**Automated notices**

- ☐ Acknowledgement of receipt  
Send me an acknowledgement of receipt when reprography will begin processing this request.
- ☐ Send me a notification once my request has been processed  
Check-off this option if you want to receive a notification when the document is printed or, should the situation arise, the request is refused.

**Method for sending automated notices**

- ☐ Mio - Messaging in Omnivox  
Use this option to receive automated notifications by Mio. Note that you will also receive an email if you activated the email notification option upon receipt of a Mio.
- ☒ Email address  
You can also be notified by email.  
Specify:

#### Contact information

**Telephone extension at the college**

**Other telephone number**

You can provide another telephone number (for example: home, mobile, etc.) where the Reprography Department can reach you.

**Locker number**

**Preference for document retrieval**

Specifies where you want to retrieve the document once it has been reproduced.

- ☒ In person at the Reprography Department counter  
The document will be available at the Reprography Department counter.

# Omnivox Reprography and Copyrights Module

## User Guide

Things to note:

- To print a document in landscape or portrait mode, select this option when generating your PDF document.
- Select “paper size” to view the production options available for that paper size.

<b>Number of copies to be produced</b> <small>Specify the number of copies desired.</small>	<input type="text"/>
<b>Paper size</b>	8.5" x 11" - Letter - Paper
<b>3-hole punched</b>	<input type="checkbox"/> Yes
<b>Binding</b> <small>If required select binding type. Description provided.</small>	<input type="text"/>
<b>Booklet</b> <small>Folded in half and stapled (saddle stitch). Maximum of 48 pages.</small>	<input type="checkbox"/> Yes
<b>Collate</b> <small>The pages will be printed and grouped in the order given.</small>	<input type="checkbox"/> Yes
<b>Color Choices</b> <small>If no selection is made, the default will be white. NOTE: Some colours are not available in certain formats.</small>	<input type="text"/>
<b>Cover</b> <small>If yes is selected please indicate desired colour in the comments section. If no colour is indicated it will be by default white.</small>	<input type="text"/>
<b>Cutting</b> <small>If yes is selected please indicate in the comments how you'd like the document cut.</small>	<input type="checkbox"/> Yes
<b>Double Sided</b>	<input type="checkbox"/> Yes
<b>Folding</b> <small>If no selection is made, by default it will be set to "No".</small>	<input type="text"/>
<b>Padding</b> <small>If yes is selected please indicate in the comments how many sheets are glued together per pad.</small>	<input type="checkbox"/> Yes
<b>Stapling</b> <small>If no selection is made, by default it will be set to "No".</small>	<input type="text"/>

- The new module integrates with Clara Finance for job accounting and manages the Copibec copyright reporting. Once entered, copyright information is available for future requests.
- Attachment file size limit is 50MB (this will eventually increase) and restricted to PDF documents only. The usual Printshop policies remain unchanged; Up to 24 hours are required for job submissions. Should you require a rushed job, see the Printshop in person at 2E.1 with a hardcopy where they can try to accommodate you. Final exams held during the Final Examination period must be submitted in person only.

Please report problems to the computer [Helpdesk](#) and mention you are using the Omnivox reprography and copyrights module when you open the ticket.