

Instructions, how to download & print a Hard Copy Tag using USIMAC Production Portal (UPP)

Step 1.

Sign into your UPP account <https://www.usimacprodportal.com> and follow the picture below, red arrows with number's indicated the order to follow.

The following information describes the steps shown in the picture below

- To the left of the screen is a Side Bar containing 5 headings with Icons, click on the "Calendar Icon" heading, and a drop down will open listing school years "2019-2020" etc. select desired school year from dropdown list.
- After desired school year is selected a window will open to the right of the screen in the body area titled "Orders", tab down to desired order number and click on "View Order Icon" this action will open a new page.

The screenshot shows the USIMAC Production Portal interface. On the left is a side bar with a 'Calendar Icon' and a dropdown menu for 'School Year' with options: 2019-2020, 2020-2021, 2021-2022, and 2022-2023. The main area is titled 'Orders' and contains a table with columns: Order Id, Order Status, Student, School, and Number Order Items. Two orders are listed: Order 4254 (SubmitOrder) for Welby Elementary (8 items) and Order 4255 (AssignedToCoordinator) for Hayden Peak Elementary (6 items). Red arrows and text annotations indicate the steps: 'Click on Calendar Icon and select desired school year from list' and 'Click on View Order Icon of the order, this action will open a new page.'

Step 2.

You are now on an individual student ordering screen broken down into two main content boxes the first is titled "Student Information", the second is titled "Order Items".

The following information describes the steps shown in the picture below

- Tab down to desired order number and click on "Update Book Prerequisites Icon" this action will open a new page.

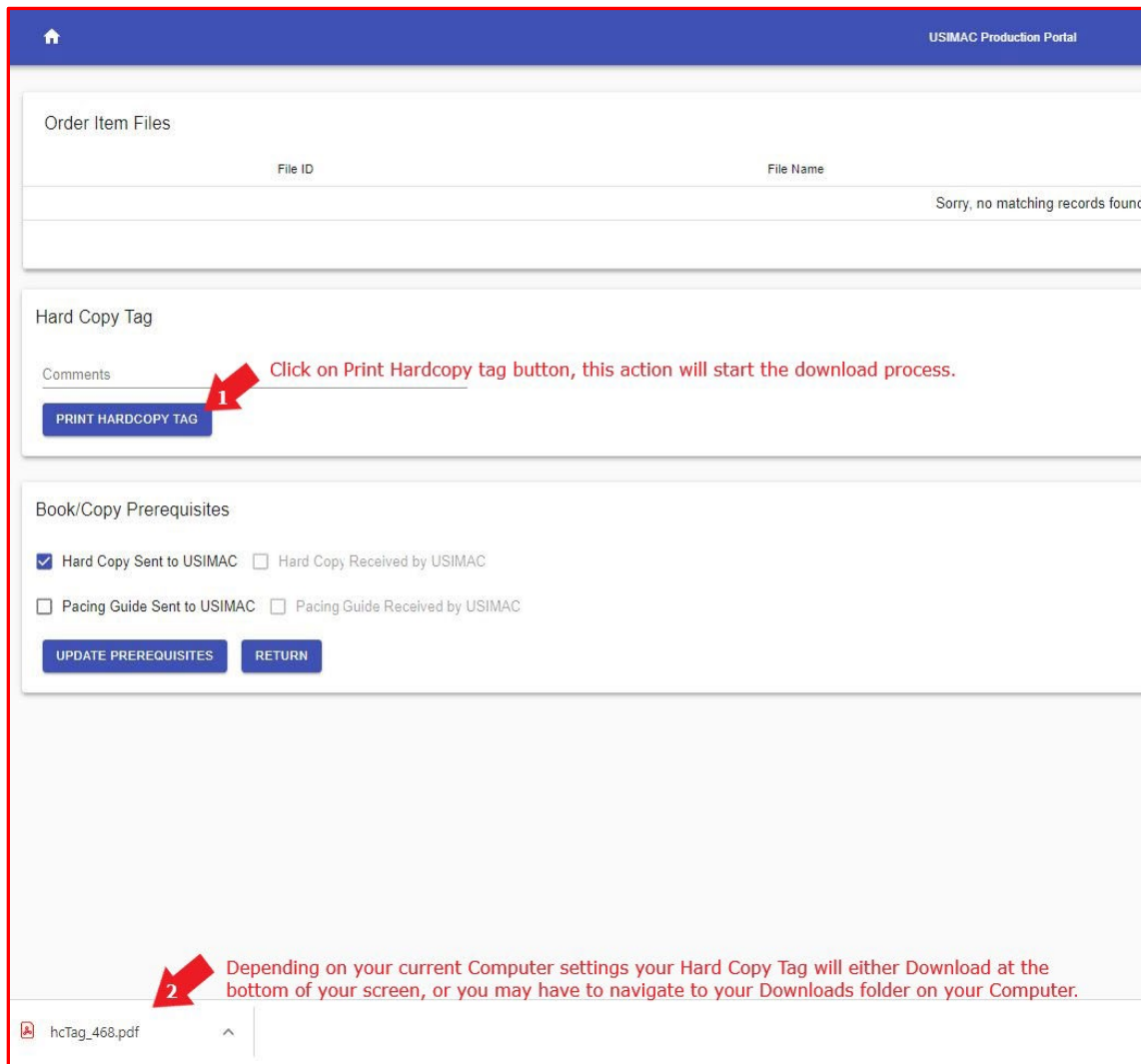
The screenshot shows the 'Order Information' section for Order ID 4255, School Year 2022-2023, and School Address. Below this is a 'Comments' section with buttons: MAKE NEW ORDER, AMEND ORDER, SUBMIT ORDER, CANCEL ORDER, and RETURN HOME. The 'Order Items' section contains a table with columns: Order Item Id, Order Item State, Book Id, Copy Id, Title, Subtitle, Author, ISBN13, and H/C Returned. Two items are listed: Order Item 5978 (Math Expressions, Volume 2) and Order Item 5977 (Math Expressions, Volume 1). A red arrow and text annotation indicate the step: 'Click on Update Book Prerequisites Icon, this action will open a new page.'

Step 3.

You are now on a new page and the screen is broken down into three main content boxes the first is titled "Order Item Files", the second is titled "Hard Copy Tag", the third is titled "Book/Copy Prerequisites".

The following information describes the steps shown in the picture below

- a) Tab down to the second box titled "Hard Copy Tag" there are only 2 action items, you can either make a comment in a text field or directly below the text field is a button titled "Print hardcopy tag" click on that button, this action will start the download process.
- b) Depending on your current computer settings your Hard Copy Tag in a PDF format will either Download to a ribbon at the bottom of your screen or you may have to navigate to your "Downloads Folder" on your computer.



Step 4.

Open the downloaded file, it will display a barcode that will be used to track this Hard Copy through our entire process. Print and attach this tag to each corresponding hard copy.

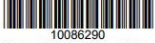
Please note each hard copy will need to have its own uniquely created tag.

The following information describes the steps shown in the picture below

- a) The hard copy tag also displays the "Copy Id. Number", "Order Id. Number", "Order Item Id. Number", "Teacher Name", "Student Name", "District Name", "Book Title", "ISBN", "Format", "Teacher Comments" and "USIMAC Comments".

USIMAC

Attach this tag to book sent to be produced
Please include this tag when sending your book to USIMAC


 **Please note each Hard copy will need to have it's own uniquely created tag.**

10086290

Copy Id: 8127
Order Id: 4255
Order Item Id: 5978
Teacher: your name will display here
Student: your students name will display here
District: your district will display here
Book Title: Math Expressions, Volume 2
ISBN: 9780544919822
Format: UEB
Teacher Comment:
USIMAC Comment:

USIMAC Address:
USDB / USIMAC
Attn: Circulation Personnel
742 Harrison Blvd.
Ogden, UT 84404

Print 1 sheet of paper

Destination:  USIMAC - Copier C on


Pages: All

Copies: 1

Color: Black and white

More settings

Print & attach each tag to corresponding Hard Copy. prior to shipping or dropping off.



Print Cancel