

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.

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. The document to be reproduced must be submitted as a PDF file.

Document information

Type of document: **Course outline**

Enter the title of the document you want to print.

Course packs for sale at the Co-op
Note: a title page will automatically be inserted after the document.

Enter the department as well as the instructor associated with the document.

Enter the budget account of the College associated with this reprography request/invoice.

Enter the reprography agreement number.

Other

Copies for: of copies

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/invoice is invoiced.

Semester

Specify the semester this document is intended for.

Be certain the correct semester is selected.

Document

PDF file

Select the reprography request items required for items sent to reprography.

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

Enter a comment for the Reprography Department (optional).

Notifications

Automated notices

Acknowledgement of request
Send me an acknowledgement when reprography processing this request.

Send me a notification
Check-off this option if you want a notification printed or shown.

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 do not select the email notification option below.

Email
You can specify an email address to receive notifications.

Specify:

Contact information

Telephone number

Enter the telephone number at the college.

Other telephone number

You can provide another telephone number.

Locker number

Enter the locker number where you want to retrieve the document.

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.

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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.

The screenshot shows a web-based form for production options. The 'Paper size' dropdown menu is highlighted in yellow and set to '8.5" x 11" - Letter - Paper'. Other options include 'Number of copies to be produced' (input field), '3-hole punched' (checkbox), 'Binding' (dropdown), 'Booklet' (checkbox), 'Cover' (checkbox), 'Double Sided' (checkbox), and 'Padding' (checkbox). The form also includes descriptive text for each option and a 'Folding' section.

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

Paper size 8.5" x 11" - Letter - Paper

3-hole punched Yes

Binding
If required select binding type. Description provided.

Booklet Yes
Folded in half and stapled (saddle stitch). Maximum of 48 pages.

Cover
If yes is selected please indicate

Double Sided Yes

Folding
If no selection is made will be set to "No".

Padding Yes

- 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.