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- and so much more...

**DELIVERY
EVERYDAY**

Instant Price Estimate

Quantity Binders

Paper for B&W Printing
8.5" x 11" White 20# Standard Text

Paper for Color Printing
8.5" x 11" 20# Standard Text

B&W Pages # Color Pages

Is Your Document:
☒ Single-Sided ☐ Double-Sided
 Sheets of Paper: 0

Binding
3 Ring Durable O-Ring .75" with Clear Front

Cover
No Cover

Hole Punch
3 Hole Punch

Total Cost: \$4.49

Price estimates are not saved. To begin creating your document, click the Upload File button.

UPLOAD FILE

Rutgers Pequod Online User Guide

<http://ru.pequod.com>

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Getting Started

Logging In

The Rutgers Pequod site is reserved for use by faculty and staff of Rutgers University, and requires a Rutgers Central Authentication Service (CAS) account. When you first access <http://ru.pequod.com>, there will be a **Log In** link on the top right.



Clicking on the **Log In** link will take you to the CAS login page. Once you log in through CAS, find Pequod in the vendor directory. Click the link to Pequod from the vendor directory, and you will automatically be logged in to Pequod.

Selecting a Department

If this is your first time accessing Pequod, you will need to select a **Department** before using the rest of the site. Click on the **Account** tab, or go to <https://ru.pequod.com/account>.

The screenshot shows the "Edit Profile" form within the "Account Profile" section of the Rutgers Pequod account dashboard. The form is titled "Profile Details" and contains several input fields: "Name" (filled with "Test RIAS Manager"), "Email" (filled with "riasmanager@ru.pequod.com"), "RIAS Login", "Phone", and "Department" (a dropdown menu). To the right of each input field is a status box. The "Name" status box shows a green checkmark and "Okay!". The "Email", "RIAS Login", and "Phone" status boxes show a lock icon and the text "From RIAS, cannot be changed". The "Department" status box shows a red error message: "Select a department." Below the form, there is a note: "You can only choose and save your department once. If you have already chosen a department and need to change it, please email us." At the bottom of the form are two buttons: "Reset" and "Save".

Once you have selected your **Department**, click **Save**. Note that *you will not be able to change your department* once you have selected and saved it to your Account Profile. If you need to change your department, please contact Pequod directly.

Account Profile

Your account profile contains information about your account, some of which are carried over from your RIAS profile. RIAS information cannot be changed.

The screenshot shows the 'Edit Profile' page with a navigation bar at the top containing 'Account Profile', 'Address Book', and 'Order History'. The 'Account Profile' tab is active. Below the navigation bar is a dark header with 'Edit Profile'. The main content area is titled 'Profile Details' and contains several input fields: 'Name' (John Smith), 'Email' (johnsmith@ru.pequod.com), 'RIAS Login', 'Phone', and 'Department' (Government Services). To the right of each input field is a status box. The 'Name' and 'Department' status boxes show a green checkmark and 'Okay!'. The 'Email', 'RIAS Login', and 'Phone' status boxes show a lock icon and 'From RIAS, cannot be changed'. Below the input fields is a note: 'You can only choose and save your department once. If you have already chosen a department and need to change it, please email us.' At the bottom of the form are 'Reset' and 'Save' buttons.

Profile Details	
Name: John Smith	✓ Okay!
Email: johnsmith@ru.pequod.com	From RIAS, cannot be changed
RIAS Login:	From RIAS, cannot be changed
Phone:	From RIAS, cannot be changed
Department: Government Services	✓ Okay!

You can only choose and save your department once.
If you have already chosen a department and need to change it, please email us.

Reset Save

Address Book

The address book allows you to manage shipping addresses. To add a new entry to the address book, click the **Add New Entry** link.

The screenshot shows the 'Address Book' page with a navigation bar at the top containing 'Account Profile', 'Address Book', and 'Order History'. The 'Address Book' tab is active. Below the navigation bar is a dark header with 'Address Book' and a link '[Add New Entry]'. The main content area is a table with three columns: 'Name', 'Address', and 'Actions'. There are two entries: 'Home' and 'Office'. Each entry has an 'Edit' button and a 'Remove' link.

Name	Address	Actions
Home	John Smith 1 College Ave. New Brunswick, NJ 08901	Edit Remove
Office	John Smith Rutgers University New Brunswick, NJ 08901	Edit Remove

Available Products

Clicking on the Home tab will display a list of available products on the left. Click a product to show product options and an Instant Price Estimate form for that particular product.

Instant Price Estimate

You can get an instant price estimate for your document by filling out **the Instant Price Estimate** form on the right. Note that each form contains options specific to the selected product type, and pricing for similar options on different products may not be the same.

Dashboard

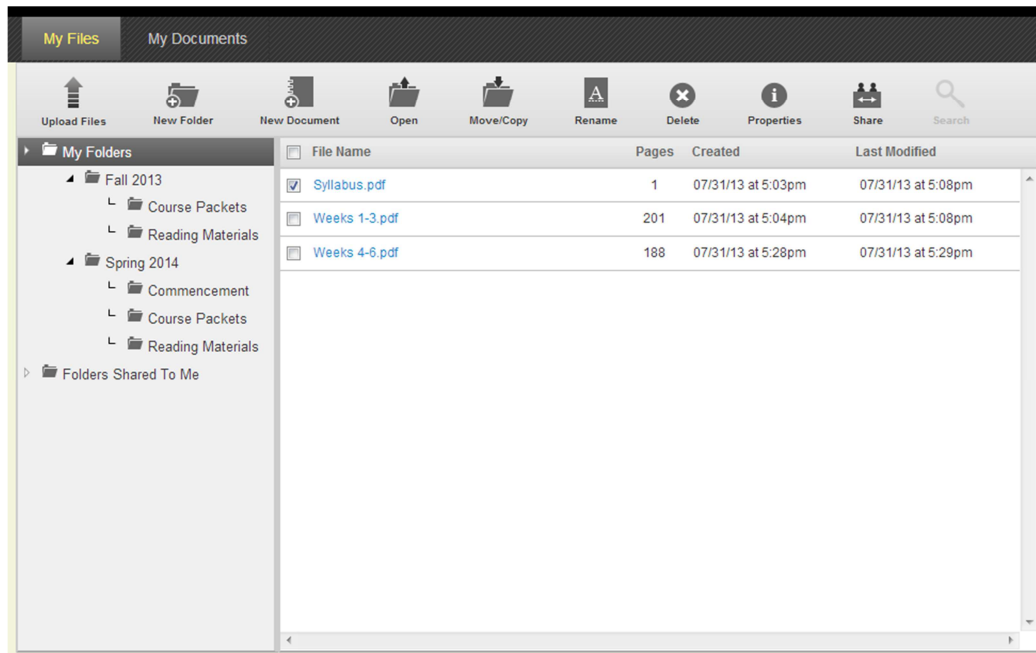
The Dashboard tab is where you upload and manage files as well as create and manage documents.

Files are uploaded from your computer onto the site and are used to build documents. Only PDF files are allowed at this time. If you need help converting files of other types to PDF, contact Pequod and we will be happy to assist you.

Documents are completed works ready to be ordered. Each document consists of one or more files and include optional information such as paper stock, color or bw, binding, cover, hole punch, laminating, etc.

File Manager

Before creating a document, you must first upload the files you wish to use in the document. The **My Files** tab contains all your uploaded files and allows you to perform several actions described below.

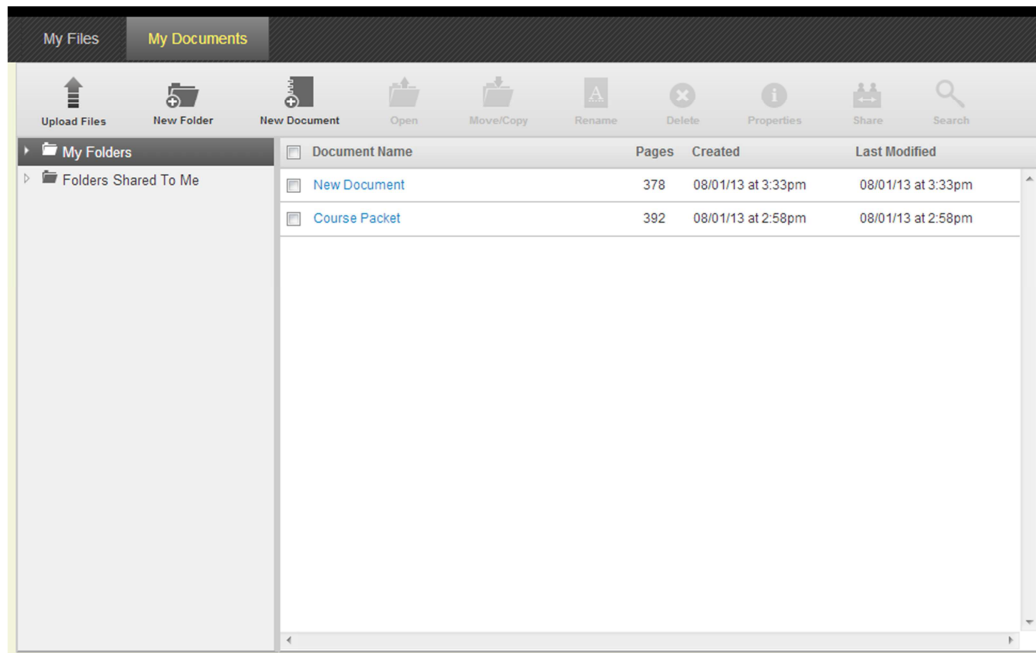


Uploading and Managing Files

- To upload files, click the **Upload Files** button in the top button bar. You can select multiple file to upload at once.
- Folders can be created by clicking the **New Folder** button. This allows you to organize your files.
- Files can be moved to different folders by selecting the checkbox to the left of a file and clicking the **Move/Copy** button. Note that files can only be moved, not copied.
- Files can be renamed by clicking the **Rename** button.
- Files can be deleted by selecting the checkbox to the left of a file and clicking the **Delete** button.
- Additional information about a file can be viewed by clicking the **Properties** button.

Documents Manager

The **My Documents** tab allows you to manage and create documents.



Managing Documents

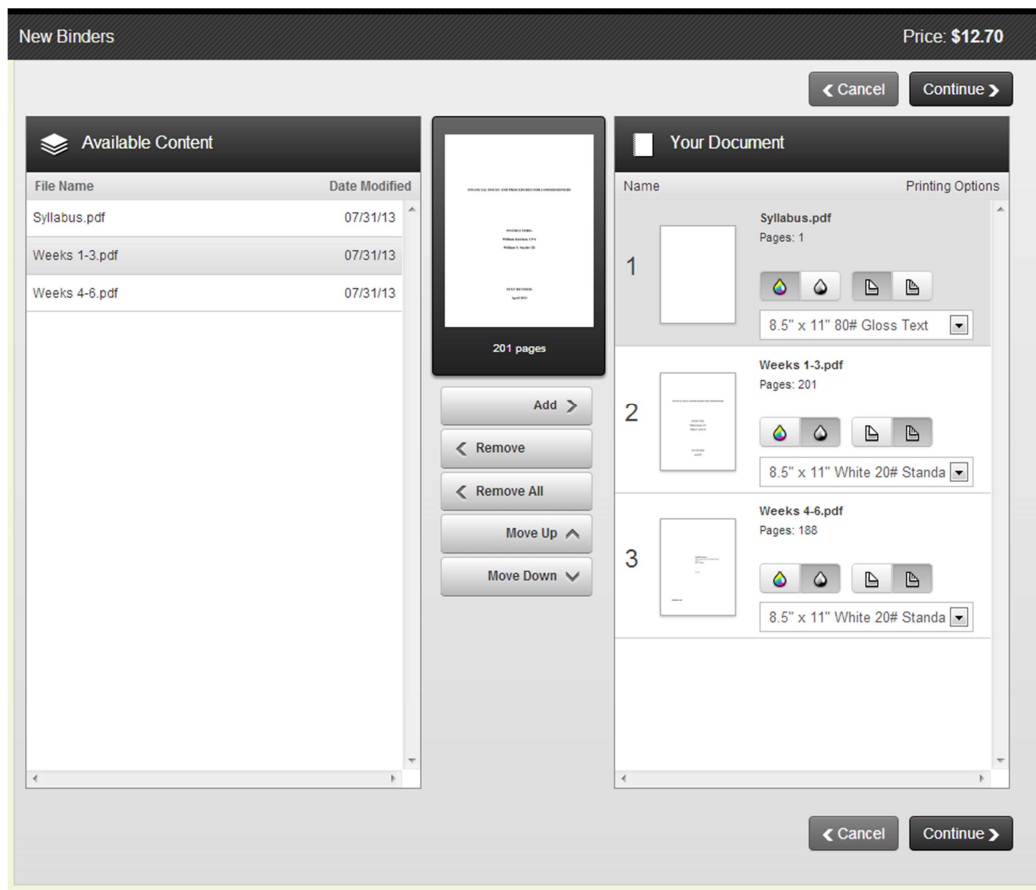
- Folders can be created by clicking the **New Folder** button. This allows you to organize your documents.
- Documents can be moved to different folders by selecting the checkbox to the left of a file and clicking the **Move/Copy** button. Unlike files, documents can be copied to other folders.
- Documents can be renamed by clicking the **Rename** button.
- Documents can be deleted by selecting the checkbox to the left of a file and clicking the **Delete** button.
- Additional information about a file can be viewed by clicking the **Properties** button.

Creating a New Document





To create a new document, click the **New Document** button. This will bring up a menu allowing you to select the type of document to create.

Adding Files to a Document

Once you select a document type to create, you will be taken to a screen allowing you to select the files to be used in the document.



The available files are displayed on the left, and the files currently in the document are displayed on the right. The price on the top right is updated in real time as you configure your document.

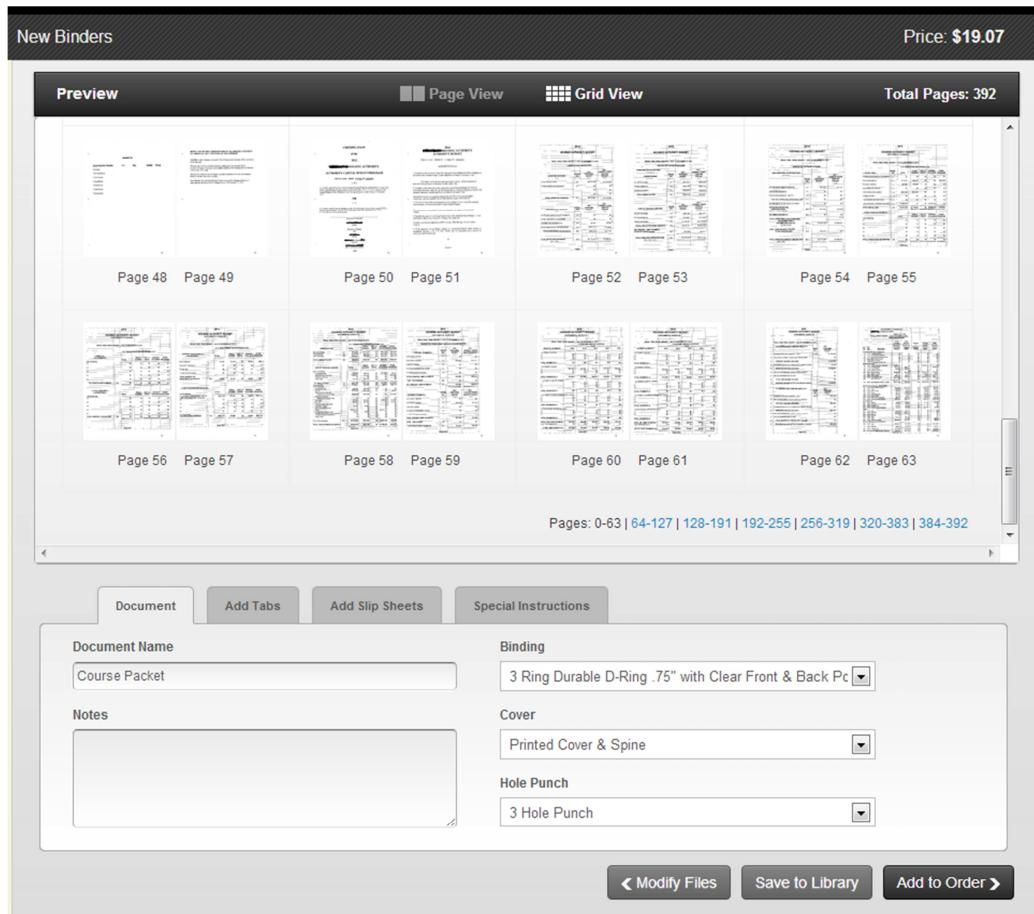
- To add a file to the document, select the file from the left and click the **Add** button.
- To remove a file from the document, select the file from the right and click the **Remove** button.
- Files can be arranged in a document by selecting the appropriate file on the right and clicking the **Move Up** or **Move Down** buttons.
- Each file included in the document on the right can be configured with the following options:
 - Color can be selected by clicking the  button.
 - Black and White can be selected by clicking the  button.
 - Single sided printing can be selected by clicking the  button.
 - Double sided printing can be selected by clicking the  button.
 - Paper type can be selected from the dropdown menu.
- Once you have added and configured all the necessary files in the document, click **Continue**.

Configuring Document Options

The next step is to configure options for the document and preview the document before adding it to the cart. There are two Preview modes available: **Grid View** and **Page View**.

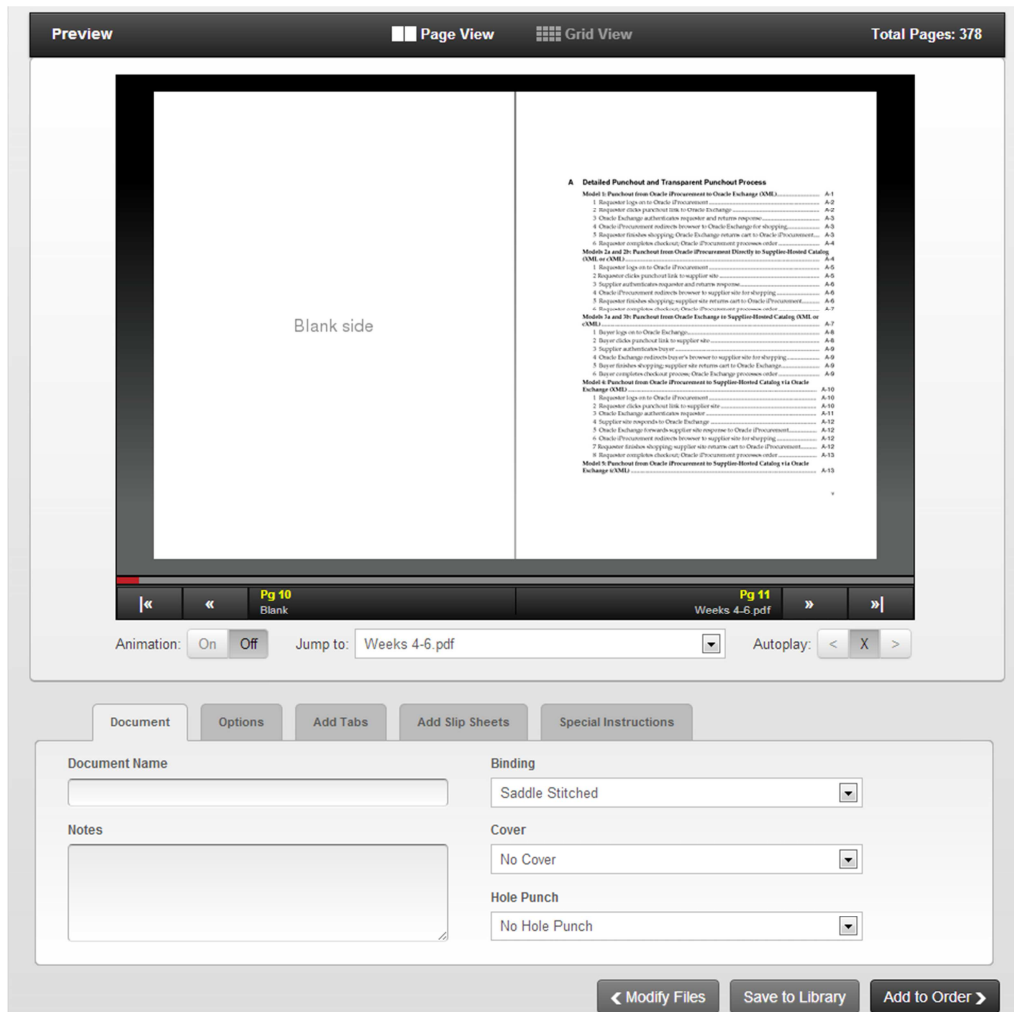
Grid View

This mode displays each page as a small thumbnail in an 8x8 grid. If the document is larger than 64 pages, there will be an index on the bottom right for navigating multiple pages in Grid View. Click a thumbnail to view a larger preview image.



Page View

This mode displays the document two pages at a time and allows you to flip through the document a page at a time. Since Page View loads large sized images of every page in the document, it is highly recommended to only use Page View for small documents, e.g. less than 100 pages. On larger documents, Page View may cause your computer to slow down and possibly freeze due to the large number of images being loaded.



Document Options

Options can be configured for the document in the bottom panel.

- **Document** tab contains basic options for the document. The **Document Name** field will be used to identify your document in the Document Library and all current and future orders.
- **Options** tab contains additional options specific to the type of document being created.
- **Add Tabs** and **Add Slip Sheets** allow for tabs and slip sheets to be added to the document. Please refer to the following section for further instructions.
- **Special Instructions** allows you to add additional information to the document that do not fit elsewhere.

Adding Tabs and Slip Sheets

Tabs and Slip Sheets are added in a similar manner. On the configuration page, click the Add Tabs or Add Slip Sheets tab to display the following.

New Binders

Price: \$19.67

Preview

Page View

Grid View

Total Pages: 392

Page 190

Page 191

Page 192

Page 193

Page 194

Page 195

Page 196

Page 197

Page 198

Page 199

Page 200

Page 201

Page 202

Page 203

Page 204

Tab 2 (front)

"Weeks 4-6"

Tab 2 (back)

Page 205

Page 206

Page 207

Page 208

Page 209

Page 210

Page 211

Document

Add Tabs

Add Slip Sheets

Special Instructions

Type

3 Bank Blank Tabs

Location

Insert before page:

205

Text

Weeks 4-6

Add >

Orientation

Portrait

Before page 5 | 3 Bank Blank Tabs | Weeks 1-3

✕


Before page 205 | 3 Bank Blank Tabs | Weeks 4-6

✕

< Modify Files

Save to Library

Add to Order >

1. Select the type of Tab or Slip Sheet to be added in the **Type** dropdown.
2. Select the **Location** for the Tab or Slip Sheet. Note that Tabs and Slip Sheets must be inserted before an **ODD** numbered page.
3. Enter the **Text** to be printed on the Tab or Slip Sheet.
4. Click the **Add** button. This will add a row to the list of Tabs or Slip Sheets on the right.
5. Previously added Tabs or Slip Sheets can be **Deleted** by clicking the  icon next to the desired row on the right.

Adding Documents to the Cart

Once you have configured your desired document options, click the **Add to Order** button. This will add the document to your Cart.

Order Checkout

If you need to edit a document in your cart, please click the **Edit** button next to the document below.
Do **not** use the browser's **Back** button to attempt to edit your document.

Add More Items
Continue

Your Cart

Description	Price	Quantity	Total
<div> <div>Edit</div> <div>Course Packet</div> <div>Remove</div> <div> <div>[-] Hide details</div> <div> Product Type: Binders Cover: Printed Cover & Spine Binding: 3 Ring Durable D-Ring .75" with Clear Front & Back Pocket Hole Punch: 3 Hole Punch File 1: Syllabus.pdf 1 page Color Single-sided 8.5" x 11" 80# Gloss Text File 2: Weeks 1-3.pdf 201 pages Black & White Double-sided 8.5" x 11" White 20# Standard Text File 3: Weeks 4-6.pdf 188 pages Black & White Double-sided 8.5" x 11" White 20# Standard Text Tab 1: Weeks 1-3 After page 5 3 Bank Blank Tabs Portrait Tab 2: Weeks 4-6 After page 205 3 Bank Blank Tabs Portrait </div> </div> </div>	\$19.67	20	\$393.40
			Subtotal: \$393.40

Add More Items
Continue

- Modify the document by clicking the **Edit** button to the left of the item in the cart.
- Remove the document from the cart by clicking the **Remove** link.
- Change the quantity of each document to be ordered by entering a number into the **Quantity** field.

Click the **Continue** button to proceed to the next step.

Selecting the Shipping Address

If you have already configured shipping addresses on your account, they will be listed here. Otherwise, you can enter a new shipping address here. Managing shipping addresses is discussed further on in this document.

Order Checkout

Back
Continue

Choose Shipping Address
[Add New Address]

Name	Address	Actions
<input type="radio"/> Home	John Smith 1 College Ave. New Brunswick, NJ 08901	Edit
<input checked="" type="radio"/> Office	John Smith Rutgers University New Brunswick, NJ 08901	Edit

Back
Continue

Once you have selected or entered a shipping address, click **Continue** to proceed to the next step.

Placing an Order

The final order screen allows you to select Shipping options and preview the order before submitting it.

Order Checkout

Turnaround and Shipping
Select to update price

☐ Standard
3 - 7 business days, depending on complexity of order

☒ Next Day
Delivery by Tuesday, August 06

☐ Same Day - Minimum Order \$50
Order submitted and art approved by 3pm, delivery by 10am next day

☐ Same Day Priority - Minimum Order \$50
Order with print-ready art submitted by 10:30am, delivery by 5pm

Carrier Number

Select a carrier number to use for shipping. Carrier numbers are defined by department managers. Contact your department manager if you need help.

UPS - 82483W

Promotion Code

If you have a promotion code, enter it here:

Shipping To: Office

John Smith
Rutgers University
New Brunswick, NJ 08901

[Edit Address](#)

Your Cart: 1 Item

DOCUMENT	QTY	PRICE
Course Packet	20	\$786.80

[Edit Cart](#)

Cart Subtotal:	\$786.80
Shipping:	\$12.50
Promotions and Discounts:	-(\$0.00)
Order Subtotal:	\$799.30
Tax:	\$0.00
Order Grand Total:	\$799.30

Back
Submit Order for Approval

- **Turnaround and Shipping** options are configured on the top left. The price on the right is updated according to the selected option. Note that both *document prices* and *shipping prices* are affected.

- If your department manager has configured Carrier Numbers for your account, they will appear in the **Carrier Number** box and can be selected for the order.
- **Promotional Codes** can be entered on this page and will be applied to the order immediately.

When you are ready, click the **Submit Order for Approval** button.

Order Approval Process

When you first submit an order, it is sent to Pequod for approval. This allows Pequod to review each document in the order. Once an order is approved, you will be notified by email to return to the site to submit the order to RIAS. Once the order is submitted to RIAS, Pequod will proceed to fulfill the order.

Submit Order for Approval

After submitting an order for approval, the order will be saved to your Order History with the status **Awaiting Approval**.

Account Profile
Address Book
Order History

Your order has been sent to Pequod for approval. After reviewing your order, we will notify you via email at johnsmith@ru.pequod.com once it is approved, at which point you can return to this page to submit the order to RIAS.

ORDER NUMBER
#231

TURNAROUND AND SHIPPING
Same Day - Minimum Order \$50 : Order submitted and art approved by 3pm, delivery by 10am next day

ORDER STATUS
Awaiting Approval

CREATED ON
Thursday, August 01 at 03:14 PM

CARRIER NUMBER
UPS - 82483W

Ship To
John Smith
Rutgers University
New Brunswick, NJ 08901

Order Placed By
John Smith ()
johnsmith@ru.pequod.com

Items

Title	Details	Price	Quantity	Total
Course Packet	[+] Show details	\$39.34	20	\$786.80
Cart subtotal:				\$786.80
Shipping:				\$12.50
Discounts & Promotions:				-\$0.00
Order subtotal:				\$799.30
Tax:				\$0.00
Order Total				\$799.30

Print

Submit Order to RIAS

Once an order has been approved by Pequod, you will be notified by email and the order status will be updated to **Approved**. The Order page will now have a link to submit the order to RIAS.

Account Profile
Address Book
Order History

Your order has been approved! You may now [Submit your order to RIAS](#).

ORDER NUMBER
#231

TURNAROUND AND SHIPPING
Same Day - Minimum Order \$50 : Order submitted and art approved by 3pm, delivery by 10am next day

ORDER STATUS
Approved

CREATED ON
Thursday, August 01 at 03:14 PM

CARRIER NUMBER
UPS - 82483W

Ship To
John Smith
Rutgers University
New Brunswick, NJ 08901

Order Placed By
John Smith ()
johnsmith@ru.pequod.com

Items

Title	Details	Price	Quantity	Total
Course Packet	[+] Show details	\$39.34	20	\$786.80
Cart subtotal:				\$786.80
Shipping:				\$12.50
Discounts & Promotions:				-(\$0.00)
Order subtotal:				\$799.30
Tax:				\$0.00
Order Total				\$799.30

Print
Submit to RIAS

After submitting your order to RIAS, you can then checkout according to standard RIAS procedure. Once that is completed, all that is left is to wait for the order to be delivered.

Order History

The order history contains all past and current orders. Here you can monitor the status of current orders. Click on a row to view details of that order. If an order has been **Approved**, click the order to review it and submit it to RIAS.

Order History					
Deliver To	Created On	Status	Submitted to RIAS	Order Number	Total
John Smith	08/01/13 at 3:33pm	Awaiting Approval	No	232	\$86.32
John Smith	08/01/13 at 3:14pm	Approved	No	231	\$799.30

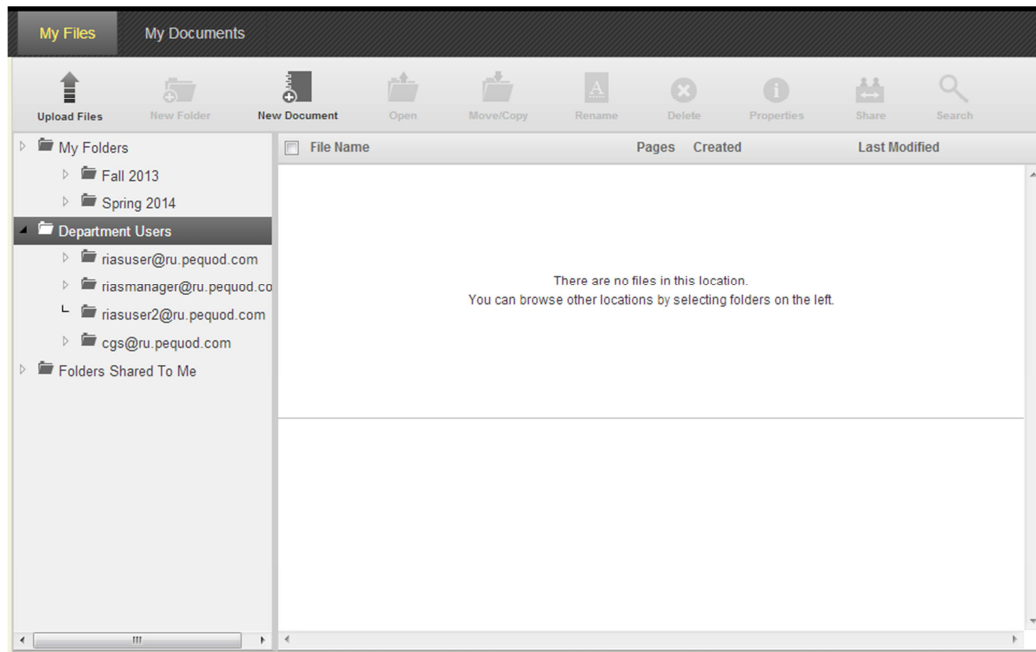
Click an order to view additional details.

Department Managers

There are additional features available only to department managers. Contact Pequod if you are a department manager and need these features enabled for your account.

Department User Folders in My Files and My Documents

When viewing **My Files** and **My Documents** in the Dashboard, you will see additional folders for each member of your department under the **Department Users** folder.

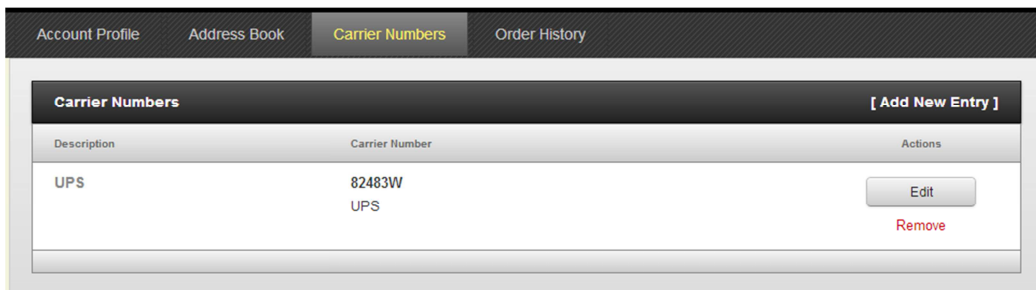


You can perform the following with the Department Users folders:

- View Files in Department User folders
- View Documents in Department User folders
- Move Files from your folders to Department User folders
- Move and Copy documents from your folders to Department User folders

Carrier Numbers

Department managers can define Carrier Numbers to be used by members of their department. To do so, click on the **Carrier Numbers** tab in the Account page.

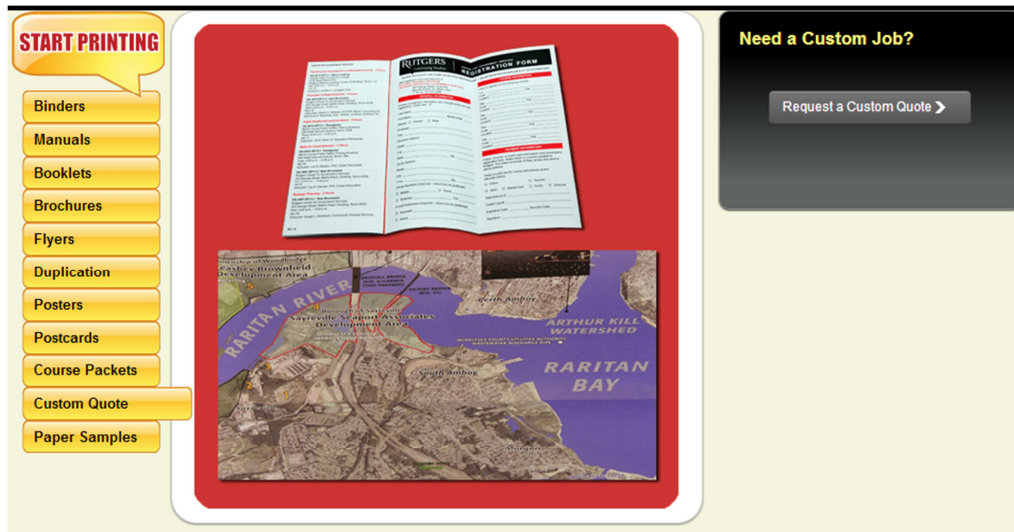


Carrier numbers defined here will be available to department users when they create and submit an order.

Extras

Custom Quote

If you need a custom document made that does not fit the product types listed, you can submit a request for a custom quote. Click the **Custom Quote** product option on the Home page.



Then click the **Request a Custom Quote** button on the right.

A screenshot of the 'New Custom Quote' form. The form has a dark header bar with the text 'New Custom Quote' and a sub-header 'Request a Custom Quote'. The form fields include: 'Document Name' with a text input and a note 'This will be used to identify your document in future orders and invoices.'; 'Quantity' with a dropdown set to '1'; 'Ship To Address' with a text input containing 'John Smith, Rutgers University, New Brunswick, NJ, 08540' and a 'Create New Address >' button; 'Turnaround & Shipping' with a dropdown set to 'Standard'; 'Description' with a large text area and a note 'Please describe your document in as much detail as possible.'; and 'Files' with a text input containing 'Sample File.pdf', an 'Add File' button, and a note 'Attach files from your File Library. No files selected.' At the bottom are two buttons: '< Cancel' and 'Request Quote >'. The form has a light gray background.

Fill out the **New Custom Quote** form and submit it. We will respond to you shortly.

Paper Samples

We offer free paper samples so you can physically review paper options before placing an order. To request paper samples, click the **Paper Samples** product option on the Home page.



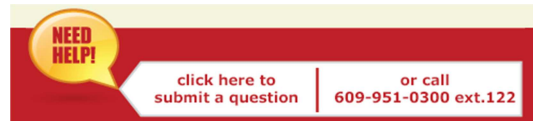
Then click the **Request Paper Samples** button on the right.

The image shows a form overlay on the website. The form is titled 'Fill out the form below to request paper samples. We will mail out samples to you after we confirm your information.' It contains the following fields: 'Name *' with the value 'RIAS Manager', 'Email *' with the value 'riasmanager@ru.pequod.com', 'Phone' (empty), and 'Address *' (empty). At the bottom of the form is a button labeled 'Submit Request for Paper Samples'. The background of the website is dimmed, showing the same sidebar and top navigation as the previous image.

Fill out the form and we will mail samples to you as soon as we confirm your information.

Help

If you need help at any time, click the Help button on the top right.



This will bring up a contact form. Fill out and submit the form, and Pequod will respond to you immediately. You may also call Pequod directly via the phone number listed on the contact form.

A contact form overlay on a website. The form has a title bar with a close button. The text inside the form reads: "If you need help, please fill out this form and we will respond to you within 5 minutes, 15 minutes or later today (your choice), and we will get back you during normal business hours (9:00 - 5:00, Mon - Fri). If you need instant help call or text right now to 732-733-2570." Below this is a "Name *" field with "John Smigh", an "Email *" field with "johnsmith@ru.pequod.com", and a "Phone" field. There is a dropdown menu for response time with options: "Call me back immediately!", "Call me back sometime today.", and "Do not call. Email instead.". Below this is a "Message *" text area. At the bottom is a "Submit" button. The background shows a website with a "New" banner and a list of services: "Presentations", "Flyers", "B&W Color", "Color Copies", "Resumes", "Manuals", and "Posters".