



# WEB SUBMISSION

DESIGN YOUR WEB  
SUBMISSION WORKFLOW

**Canon**  
CANON SOLUTIONS AMERICA

uni**FLOW**

## DESIGN YOUR OWN WEB SUBMISSION WORKFLOW

The web-based shop front is the perfect platform for offering print services to your customers. It can be used either in-house or externally. uniFLOW offers flexibility and a large number of options when it comes to creating a customized order workflow. The steps of submitting a job to a print room can be defined according to individual needs. In the design of your Web Submission workflow it is important to consider the following elements of the order process.

### OPERATOR DASHBOARD

#### WOULD YOU LIKE A CENTRAL POINT OF CONTROL?

The Operator Dashboard provides print room operators with a central point of control to effectively prioritize, manage, and prepare all incoming and existing job orders, resulting in reduced turnaround time and increased efficiency.



### FILE DELIVERY

#### DO YOUR CUSTOMERS ASK FOR ALTERNATIVE WAYS OF DELIVERING THEIR DATA FILES?

uniFLOW supports a variety of file submission methods. Files can be uploaded regularly via the Web Submission front end or be delivered separately (e.g. via FTP or on external data carriers). A separate file delivery makes sense if a regular upload is not convenient (e.g. due to the size of a document).

### PDF PREVIEW

#### WOULD YOU LIKE YOUR CUSTOMERS TO SIGN OFF THE PDF PREVIEW?

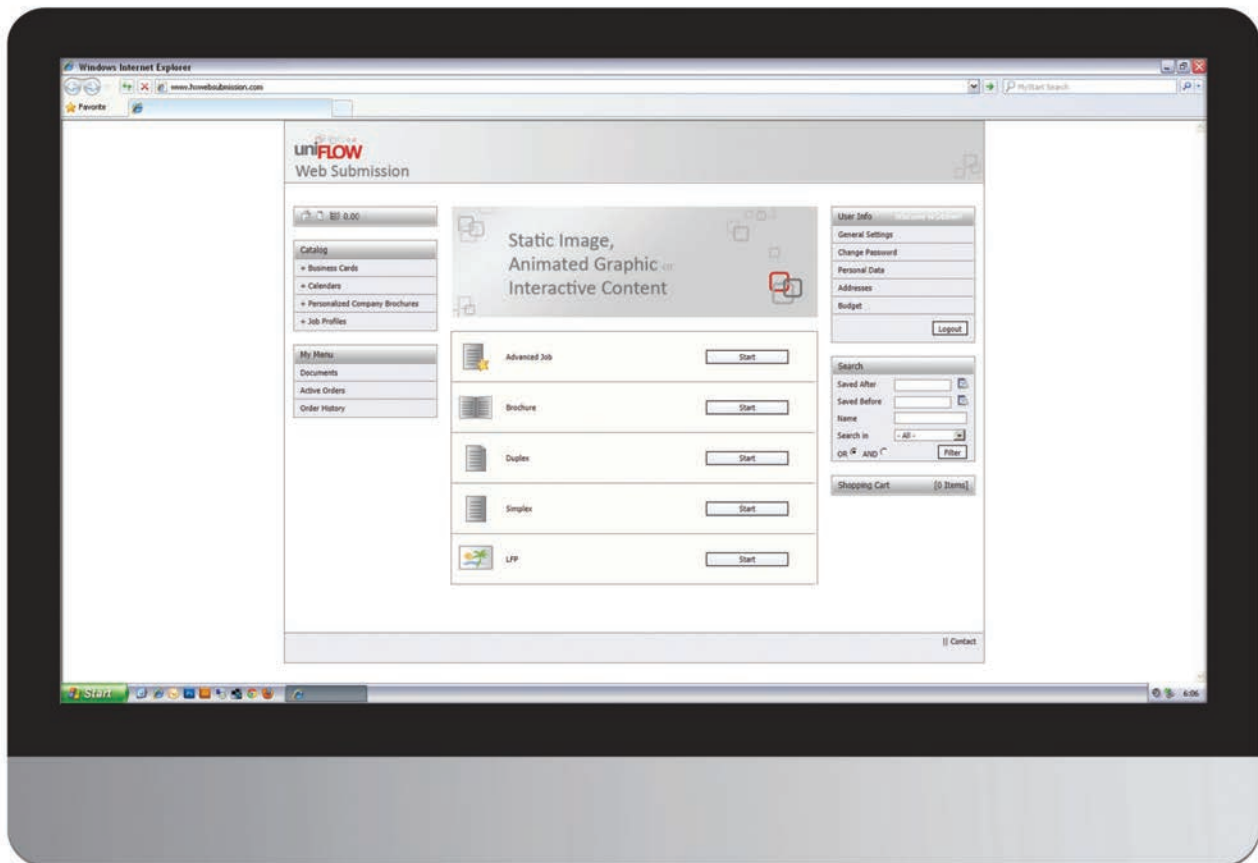
In the order process a PDF preview is displayed to the end-user. Your customer can either be allowed to proceed with the next steps in the order process or be required to sign off the preview and confirm that the order has been processed correctly before proceeding with the order.

### PAYMENT METHOD

#### WOULD YOU LIKE TO OFFER FLEXIBILITY OF PAYMENT?

Various payment methods can be made available on order check-out:

- Allocate cost to internal cost centers
- Charge personal accounts
- Invoice payment
- Credit card payment (WorldPay™, PayPal™)



## AUTHORIZATION PROCESS

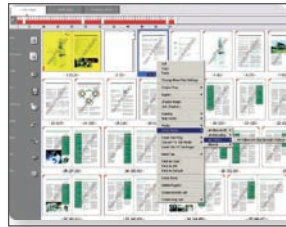
### SHOULD THE ORDER SUBMISSION BE SUBJECT TO APPROVAL?

It is possible to link a print job to an authorization rule which ensures that only orders approved by a superior can be submitted. This may help your customers to keep their expenses under control, especially if many cost-intensive print jobs are involved.

## PREFLIGHTING

### WHAT PREFLIGHT OPTIONS DO YOU REQUIRE?

The accuracy of submitted documents is checked by way of the preflight function. There are many options to tailor the workflow to your exact requirements: Would you like to display the results to the end-user? Does an uploaded image need to have a minimum resolution? Should it be possible to select a color model? Would you like to set page count limits?



## CHECK-OUT PROCESS

### IS A CHECK-OUT REQUIRED?

If you receive internal orders only, the costs for these print jobs will normally be charged to the respective cost centers and a check-out process is not required. This means that you do not need a shopping cart on your Web Submission front end and no successive check-out steps. For external users as well as universities a check-out process is necessary and can be tailored according to individual needs.

## QUOTATION PROCESS

### WOULD YOUR CUSTOMERS LIKE TO RECEIVE SPECIFIC JOB QUOTES?

If you enable the quotation process your customers can send a request for a product that is not covered by the standard product range. This can be anything which is not covered by the job ticket options. The quotation process is triggered by the customer entering a request in the comment field.

## UPLOADED FILE FORMATS

### WOULD YOU LIKE TO OFFER THE PROCESSING OF NATIVE FILE FORMATS?

In general, uniFLOW works with PDF and PostScript files. However, you can easily expand your offer of accepted file formats to native files. Native file formats can be converted by a conversion tool, or preferably by using PostScript drivers.



## FLEXIBLE WEB-2-PRINT SOLUTION

uniFLOW allows you to offer a flexible and convenient web-2-print solution to your customers. Print jobs can easily be submitted via configurable shop fronts which differ according to customer groups and their individual needs.

The Catalog and the standard Job Profiles show all products available at a glance. An elaborate workflow management ensures the continuous exchange of information between customer and print room.

### BENEFITS—uniFLOW WEB SUBMISSION

- Simplifies the order process
- Is time and cost effective
- Can be customized in terms of layout, workflow and offering
- Streamlines communication between customer and print room
- Displays all available products at a glance



## UTILIZE uniFLOW TO ITS FULL POTENTIAL WITH PROFESSIONAL SERVICES FROM CANON SOLUTIONS AMERICA

Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team makes the difference for a successful deployment.

Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.

**FOR MORE INFORMATION CALL 1-800-815-4000  
OR VISIT [CSA.CANON.COM](http://CSA.CANON.COM)**

