

# 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.

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## New reprography request

This page allows the user to submit a new reprography request. The document to be reproduced must be submitted.

### Information

Type of document:

Title of the document:

Budget account of the College:

Semester:

Be certain the correct semester is selected.

### Document

PDF file:

Number of pages in the document:

Number of copies to be produced:

Paper size:

Comment intended for the Reprography Department:

### Notifications

Automated notices:  Acknowledgement of request,  Send me a notice when processing this request,  Send me a notice when the document is ready for pickup.

Method for sending automated notices:  Mio - Messaging in Omnivox,  Email.

Navigation: Previous page, Save, Cancel

### Contact information

Other telephone number:

Locker number:

Preference for document retrieval:  In person 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 is partially obscured by a dark overlay at the bottom.

- 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.