

# 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.

- Home
- Reprography
  - New request
  - List of requests
- Copyrights
  - New declaration
  - List of declarations

**Information**

Type of document:  **Course outline**  
Enter the type of document you want to print.

Other  
Copies for:

**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 will be invoiced.

**Semester**   
Specify the semester this document is intended for.

Be certain the correct semester is selected.

## Document

**PDF file**  
Select the reprography file to be reproduced. Maximum size of the file: 50 MB.

**Number of pages in the document**  
Specify the number of pages that the document contains.

**Number of copies to be reproduced**  
Specify the number of copies desired.

**Paper size**

**Comment intended for the Reprography Department**  
Specify a comment for the Reprography Department (optional).

## Notifications

**Automated notices**

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

Send me a notification  
Check-off this option if you want to be notified when your request is printed or shipped.

**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 have the email notification option selected.

Email  
You can specify an email address to receive notifications.  
Specify:

## Contact information

**Telephone number**  
Specify the telephone number at the college.

**Other telephone number**  
  
You can provide another telephone number.

**Locker number**

**Preference for document retrieval**  
Specify where you want to retrieve the document once it has been reproduced.

In person  
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 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.