

December 2016



All of us here at edu Business Solutions wish you a happy and fun filled Holiday. May this wonderful time of giving and spending time with friends and family bring you joy that will last throughout the year. Enjoy every minute!



We are so pleased and honored to have such wonderful customers across the country in so many different industries. On a daily bases we are talking to PSP Users at universities, colleges, school districts, county offices of education, cities, counties, correctional facilities, health care centers, laboratories, libraries and major corporations. We have enjoyed working with all of you throughout the year and we are looking forward to all that's in store for 2017.

We have had a great time gathering information and writing the Customer Spotlights. Thank you so much for your positive feedback on our articles. I know that you all enjoy learning about other PSP users; what equipment they are using, services they offer, challenges they face, techniques they employ and how they are managing their operations.

If you would like to be featured in one of our 2017 Customer Spotlights just email me at tstrand@edubusinesssolutions.com and let me know. It doesn't take much of your time to do the telephone interview and we provide you with the content to approve before the article is published. Also, if there is something you would like to hear more about, just let us know.



We just spent some time at the Kona Kai Resort & Spa making plans for our upcoming 2017 User Group Meeting. Wow, what a facility. We can't wait for you to enjoy this amazing place. We got to sample some delicious food and take in the sights.

They had us mesmerized from the minute we walked into their amazing lobby.



We stopped by the Tiki Bar where we will be having our Sunday Evening Welcome Reception.



We walked along the beach where we will be having our Monday Night Beach Bonfire Dinner.



We checked out the beautiful rooms - each with a view of the water.



And, the meeting rooms are bright and airy and fantastic for:

- Learning new tips and techniques for getting the most out of PSP
- Discovering ways to reduce costs and improve customer service
- Hearing about PSP Best Features you may not know about or be using
- Networking and developing connections with other PSP Users



Register today and take advantage of the early bird special. You don't want to miss this year's event!

[Click Here to Register!](#)

Do you need quick answers for basic questions regarding Print Shop Pro[®] utilization? You can search for those answers by accessing our Print

TIP OF THE Month

Shop Pro® Knowledge Base anytime. Here's how:

1. Go to any *Admin* page in Print Shop Pro® and click the link at the bottom of the page for **PSP Knowledge Base**
2. Using the provided drop down list, select the product for which you are trying to obtain technical support (i.e. **Design Conductor™** or **Print Shop Pro®**)
3. You can conduct a search by typing a string of relevant search terms in the field for **Article Text Contains** (i.e. Homepage, Order Categories, Store), **Article #** (if you know it), and/or use the drop down list to search by article **Type** (i.e. **Issue, FAQ, or How To**)
4. You will be presented with options/links to articles

If you are not able to locate information for your specific question, please feel free to click the link at the bottom of any *Admin* page for PSP Support and you can submit your questions there, and one of our Customer Support Representatives will respond.



QUESTION:

We have certain Print Order Categories that we don't want all customers accessing. Is there a way we can limit which customers can see and order from a particular Print Order Category/Finish Size?

ANSWER:

Absolutely! The permissions for Print Order Categories/Finish Sizes can be managed by User Group or Site. Here's how:

1. Go to **Website > Finish Sizes**
2. Select the appropriate **Order Category** using the provided drop down list
3. Select the appropriate **Finish Size** by click its adjacent link for **Defaults**
4. From the **Default Values** page for that **Finish Size**, click the link at the top labeled **Manage Permissions for this Finish Size**

5. From the **Manage Permissions** page, select **Only from the selected sites and groups**
6. You will be presented options to assign permission by **Allowed Groups** and/or **Allowed Sites**. If you already have predetermined **Site Groups**, you can click **Manage Groups** to select from a list. If you want to limit the accessibility to the store product by department, click **Add Allowed Groups and Sites** to bring up a list of all of the **Sites/Departments** so that you can choose which one(s) have access to the store product, check those that apply, then click **Save** to finalize.
7. The **Order Category/Finish Size** will now only be visible to those customers in the **Sites/Departments** and/or **Site Groups** you have determined
8. Repeat the process for every Order Category/Finish Size you want **accessible to limited Sites/Departments** and/or **Site Groups**

The Print Order Category/Finish Sizes you have chosen will now only be accessible to customers from designated Sites/Departments given permission.

CURRENT RELEASE VERSION - v13.0.7

Make sure you have the latest Print Shop Pro[®] version. The release date was November 8, 2016.

To obtain this update and release notes go to <http://printshopprosupport.com/kb/RequestSupport.aspx> and simply enter "Send me the latest update."



Upcoming 2017 Events:

Print Shop Pro[®] User Group Meeting

March 19-21, 2017
San Diego, CA

ACUP

April 2-6, 2017
Cincinnati, OH

IPMA

June 11-14, 2017
Pittsburgh, PA

Graph Expo

September 10-14, 2017

Chicago, IL

SUPDMC

October 15-19, 2017

Murfreesboro, TN

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