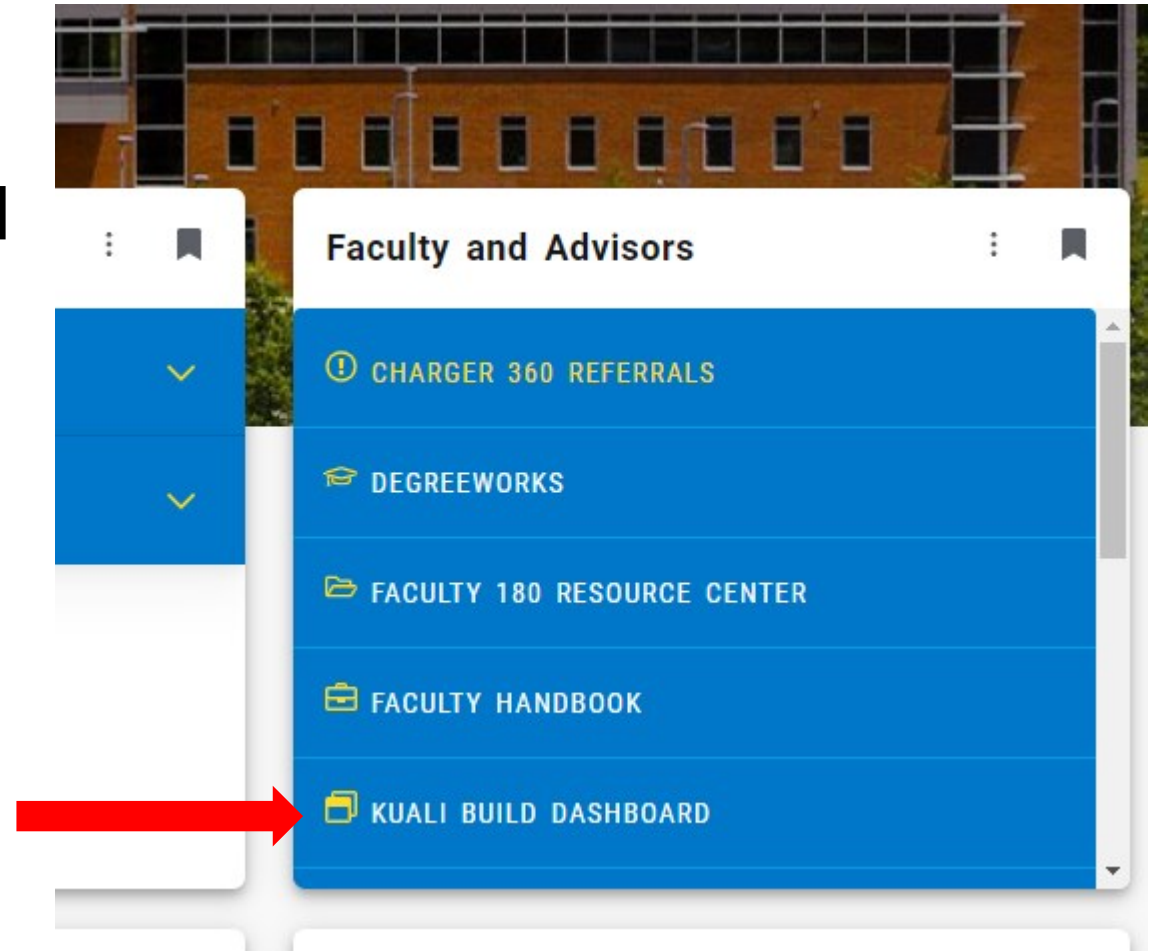


# Kuali Copy Center Orders - HOW TO



Kuali can be found on My UAH under the Faculty and Advisors heading.



Log into Kuali  
using your  
UAH ID and  
password.

# Login

Enter your Charger ID and Password

Login to Kuali Build

Charger ID

Password

LOGIN

[? Forgot Charger ID / Password?](#)

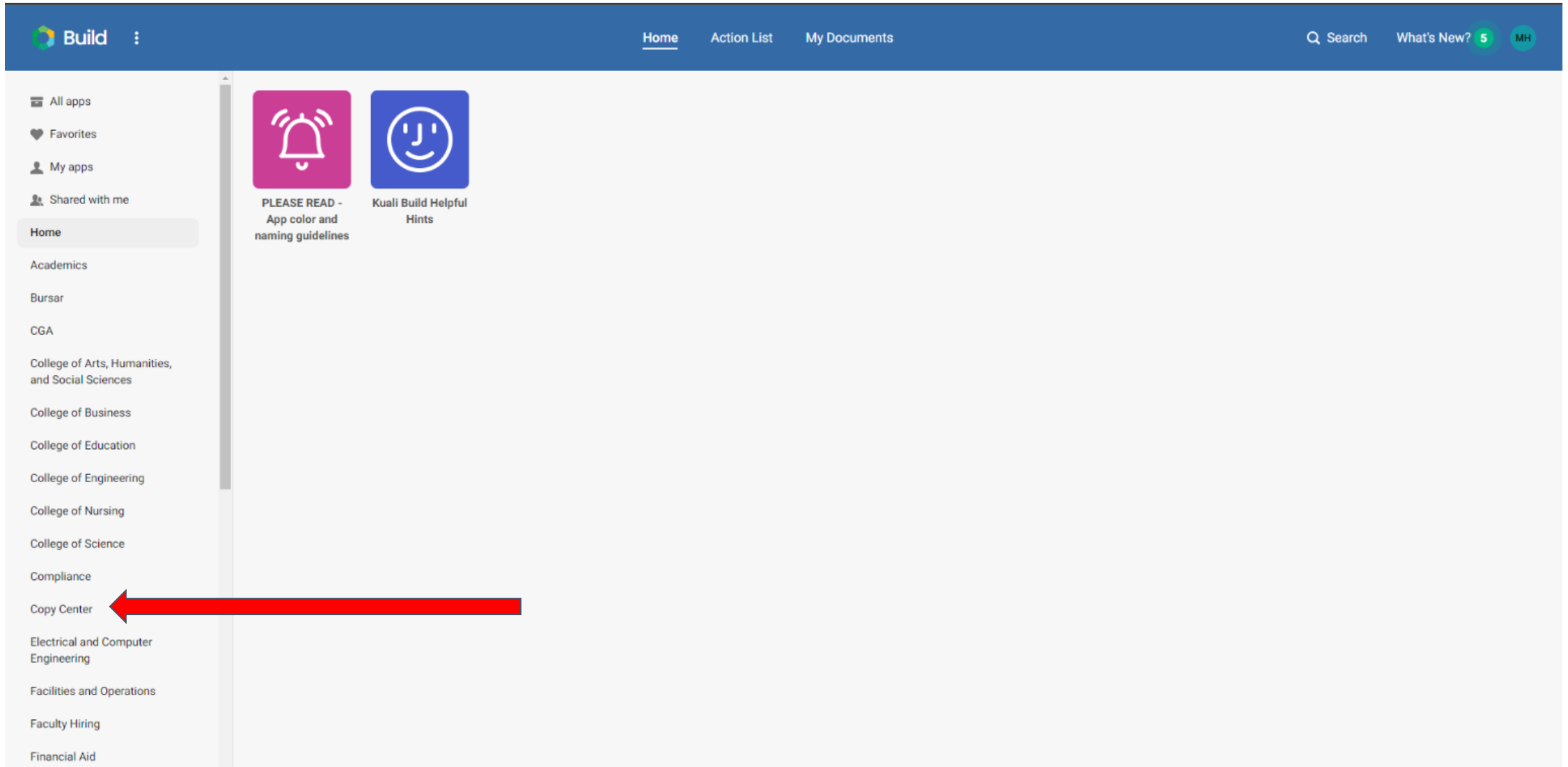
Remember to close your browser when finished.

**kuali**™ Kuali Build Software as a Service



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# On the home page, select COPY CENTER on the list of tabs.



The screenshot shows the 'Build' application interface. At the top, there is a blue header with the 'Build' logo on the left and navigation links for 'Home', 'Action List', and 'My Documents' in the center. On the right side of the header, there is a search bar and a 'What's New?' notification with a green circle containing the number '5' and the initials 'MH'. Below the header, the main content area is divided into two sections. On the left is a vertical sidebar menu with the following items: 'All apps', 'Favorites', 'My apps', 'Shared with me', 'Home' (highlighted), 'Academics', 'Bursar', 'CGA', 'College of Arts, Humanities, and Social Sciences', 'College of Business', 'College of Education', 'College of Engineering', 'College of Nursing', 'College of Science', 'Compliance', 'Copy Center', 'Electrical and Computer Engineering', 'Facilities and Operations', 'Faculty Hiring', and 'Financial Aid'. A large red arrow points from the right towards the 'Copy Center' item in the sidebar. The main content area on the right contains two cards: a pink card with a bell icon titled 'PLEASE READ - App color and naming guidelines' and a blue card with a smiley face icon titled 'Kuali Build Helpful Hints'.

# Click, BUR - UAH Copy Center Request

The screenshot displays the 'Build' application interface. At the top, there is a blue header bar with the 'Build' logo on the left and navigation links for 'Home', 'Action List', and 'My Documents' on the right. Below the header, a left-hand sidebar lists various categories: 'All apps', 'Favorites', 'My apps', 'Shared with me', and several academic departments including 'Home', 'Academics', 'Bursar', 'CGA', 'College of Arts, Humanities, and Social Sciences', 'College of Business', 'College of Education', 'College of Engineering', 'College of Nursing', 'College of Science', 'Compliance', and 'Copy Center'. The 'Copy Center' item is highlighted with a light gray background. In the main content area, two application icons are visible: a blue square icon with a white building facade labeled 'BUR - UAH Copy Center Request', and a black square icon with a white document icon labeled 'BUR - Copy Center External Customer Request'. A red circle highlights the blue icon, and a large red arrow points upwards towards it from below.

# Enter all required information fields

BUR - UAH Copy Center Request

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DRAFT


Discard

Save

Submit



Once you have selected the product that fits your job best, some sections of the form will appear or disappear based on your selection.



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Order Number 1858	New Submitted By Meadows, Hannah	Requester's Name *	Requester's Phone Number: *	Requester's Email: *	Bldg/Rm: *
Department: *	Account Number: *	Product * ...		Department Budget Approver * Q	
Date Required * ...			Pick-Up Options * ...		
Job Name: *					
*Please note all changes to Business Cards, Letterhead, Notepads and use of the UAH approved logos must be submitted to the <a href="mailto:omc@uah.edu">omc@uah.edu</a> .					
Print File (If you have multiple files for this order, email all files and additional instructions to <a href="mailto:copycenter@uah.edu">copycenter@uah.edu</a> or you can attach a zip file of your PDFs) * ? <input type="button" value="Select a File"/>					
Color Options * ...					
*NOTE: SHARP CLEAN ORIGINALS REQUIRED. PLEASE REMOVE ALL STAPLES. Printing charges account code is 7517.					
Special Instructions					



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# Enter all required information fields

BUR - UAH Copy Center Request

Created at Mar 18, 2024 · 3:24 PM

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Discard

Save

Submit



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE					
Order Number 1858	New Submitted By Meadows, Hannah	Requester's Name *	Requester's Phone Number: *	Requester's Email: *	Bldg/Rm: *
Department: *	Account Number: *	Product *	Department Budget Approver *		
Date Required *	Pick-Up Options *				
Job Name: *					
*Please note all changes to Business Cards, Letterhead, Notepads and use of the UAH approved logos must be submitted to the <a href="mailto:omc@uah.edu">omc@uah.edu</a> .					
Print File (If you have multiple files for this order, email all files and additional instructions to <a href="mailto:copycenter@uah.edu">copycenter@uah.edu</a> or you can attach a zip file of your PDFs) * ?					
Select a File					
Color Options *					
*NOTE: SHARP CLEAN ORIGINALS REQUIRED. PLEASE REMOVE ALL STAPLES. Printing charges account code is 7517.					
Special Instructions					

When you get to the account approver section, you can type a name or UAH email address if you do not see who you are looking for in the drop down menu.

# Enter all required information fields

BUR - UAH Copy Center Request

Created at Mar 18, 2024 · 3:24 PM


DRAFT


Discard

Save

Submit



  
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Order Number 1858	New Submitted By Meadows, Hannah	Requester's Name *	Requester's Phone Number *	Requester's Email: *	Bldg/Rm: *
Department: *	Account Number: *	Product *	Department Budget Approver *		
Date Required *	Pick-Up Options *				
Job Name: *					
*Please note all changes to Business Cards, Letterhead, Notepads and use of the UAH approved logos must be submitted to the <a href="mailto:omc@uah.edu">omc@uah.edu</a> .					
Print File (If you have multiple files for this order, email all files and additional instructions to <a href="mailto:copycenter@uah.edu">copycenter@uah.edu</a> or you can attach a zip file of your PDFs) * ?					
<input type="button" value="Select a File"/> 					
Color Options *					
*NOTE: SHARP CLEAN ORIGINALS REQUIRED. PLEASE REMOVE ALL STAPLES. Printing charges account code is 7517.					
Special Instructions					

If you are sending multiple files over for one order, fill out one form in Quali, and attach a zip folder that includes all files for your print job. In special instructions, include all details for each file. All files must be in PDF format.

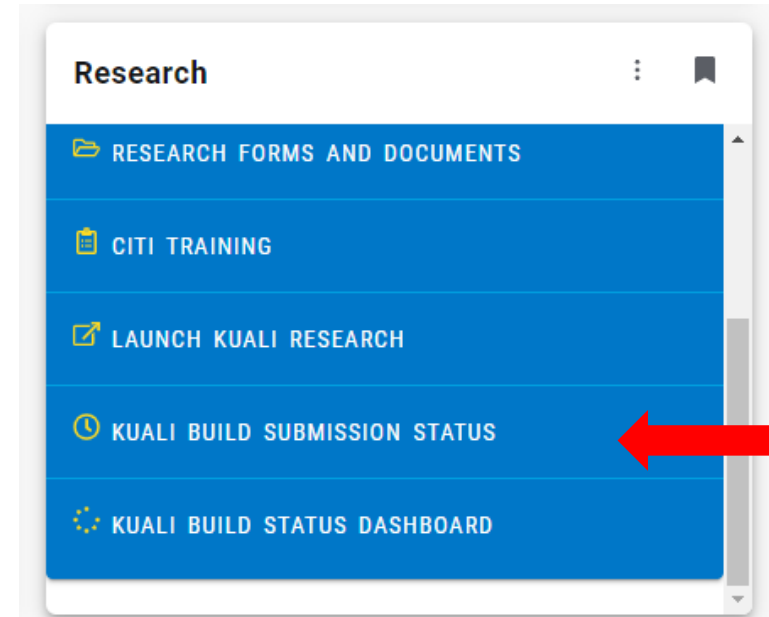


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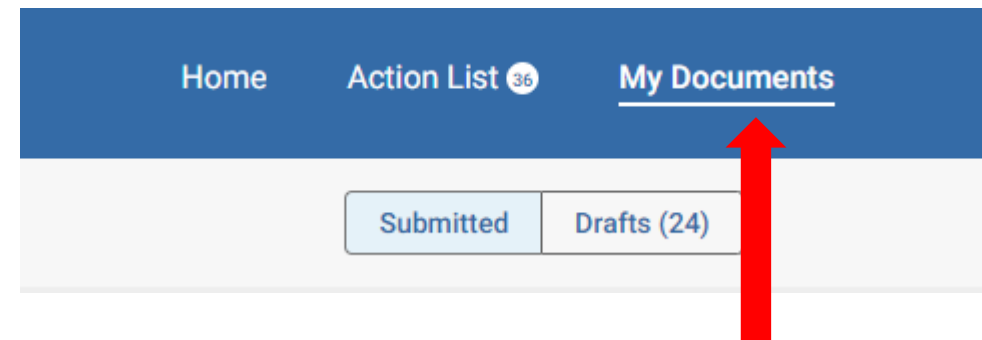


# Checking the status of an existing print order

You can check the status of your submission by selecting the Quali Build Submission Status under the Research tab in My UAH.



Once at the home page, select My Documents and locate the form you are checking the status of.



# Checking the status of an existing print order

Once you have selected the document you would like to check the status of, toggle the button on the left to “Status”.

Here you will see the list of steps in the workflow, and which step your job is on.

**View**  
Review  Status

**Instructions**  
Please update the

**Workflow Status**

**Form Submission - Proposer**  
Submitted for Approval | Proposer  
✓ Holaway, Rachel - March 18, 2024 at 2:03 PM

**Amount - Business Services**  
Task Completed | Copy Center  
Short, Katie  
Arment, Christopher  
Cherry, Eric  
✓ Garrison, Anthony - March 18, 2024 at 2:06 PM

**Approval**  
Approved  
✓ Holaway, Rachel - March 18, 2024 at 2:08 PM

**Notification**  
Notification Sent  
copycenter@uah.edu - March 18, 2024 at 2:09 PM

**Produce Product - Business Services**  
Task Completed | Copy Center  
✓ Short, Katie - March 18, 2024 at 2:59 PM  
Arment, Christopher  
Cherry, Eric  
Garrison, Anthony

# Checking the status of an existing print order

If your print job is on the Approval step in the workflow, you will need to reach out to the Department Budget Approver you selected when submitting the form.

Print jobs cannot be completed without approval from them.



**Workflow Status**

**Form Submission - Proposer**  
Submitted for Approval | Proposer  
✓ Holaway, Rachel - March 18, 2024 at 2:03 PM

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**Amount - Business Services**  
Task Completed | Copy Center  
○ Short, Katie  
○ Arment, Christopher  
○ Cherry, Eric  
✓ Garrison, Anthony - March 18, 2024 at 2:06 PM

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**Approval**  
Approved  
✓ Holaway, Rachel - March 18, 2024 at 2:08 PM

---

**Notification**  
Notification Sent  
📧 copycenter@uah.edu - March 18, 2024 at 2:09 PM

---

**Produce Product - Business Services**  
Task Completed | Copy Center  
✓ Short, Katie - March 18, 2024 at 2:59 PM  
○ Arment, Christopher  
○ Cherry, Eric  
○ Garrison, Anthony



