

Skyline

This guide is designed to provide instruction on the basic functionality of the system.

To connect to Skyline (which is an internal web server for corporate), please follow one of the below actions depending on your working environment.

- Users directly on the EDC corporate network, includes Direct Access users off network:
Open a browser and add the following link to the address bar -
<http://skyline.edc.gov.local/Login.aspx>
- Users who are off the corporate network, and are not Direct Access users:
Log into AppGate, minimise AppGate, open a browser and add the following link to the address bar -
<http://skyline.edc.gov.local/Login.aspx>
- Users who use Citrix:
Log onto Citrix, open a browser (within Citrix) and add the following link to the address bar -
<http://skyline.edc.gov.local/Login.aspx>
- Users who are on the Education network:
Open a browser and add the following link to the address bar -
<http://skyline.edc.schools.local/UserAdmin/Default.aspx>

No matter which way you connect to skyline, you can save the relevant URL in your browsers favourites.

If you require any help please contact me on 0141 578 8024

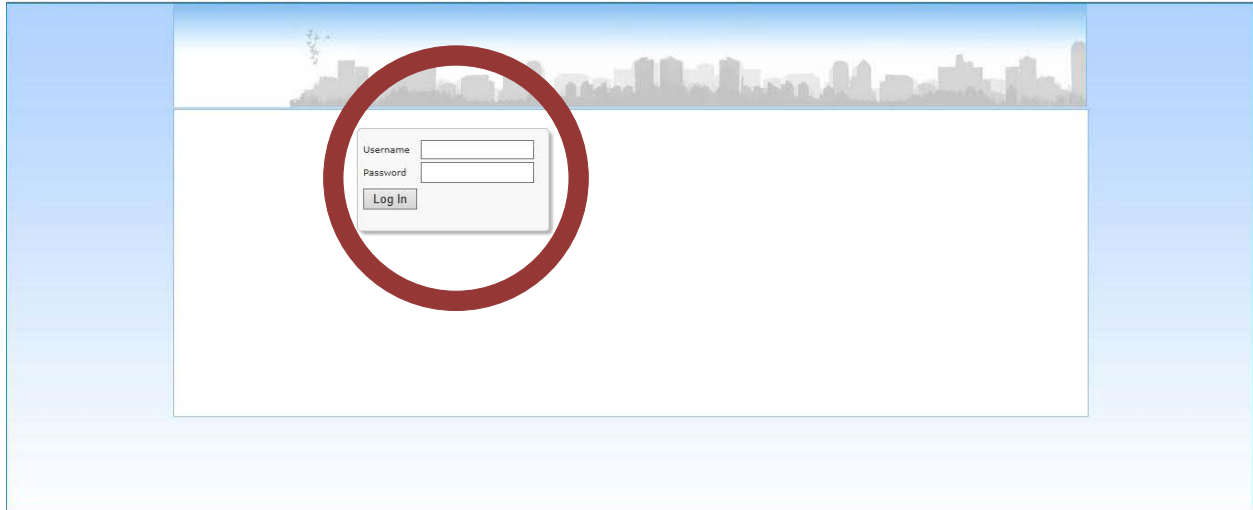
Document Navigation:

[Standard Upload](#)

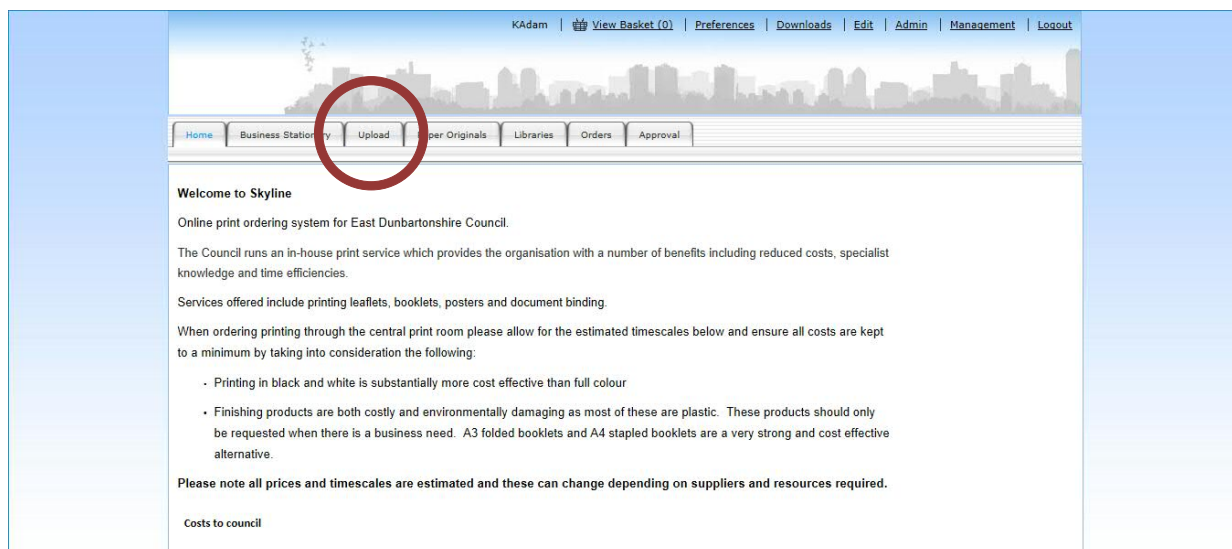
[Multi Document Merge and Upload](#)

Standard upload

Open the Skyline and log in using EDC login and password

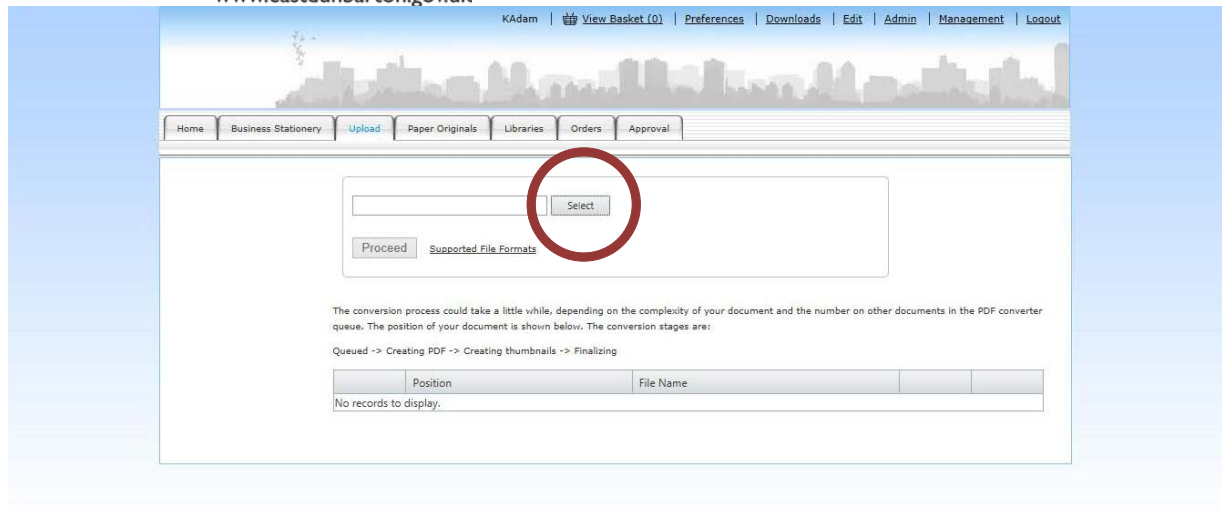


To upload a document, click 'Upload' along the top banner

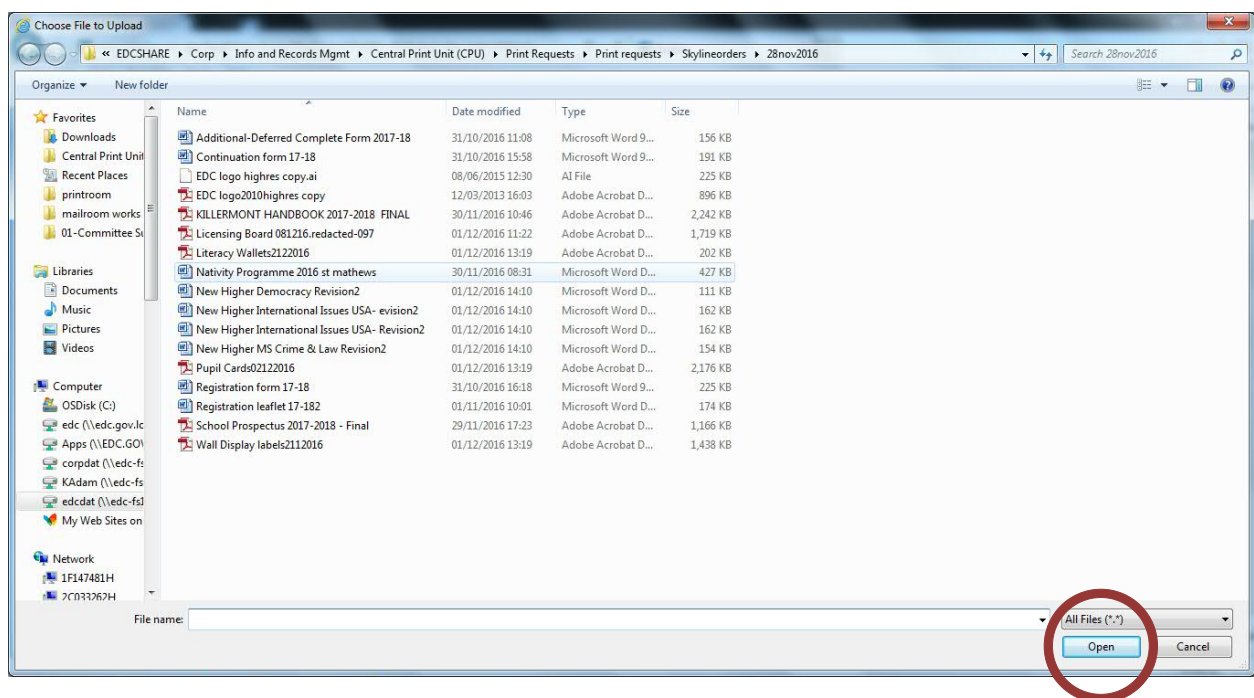


Select your document by Clicking on the 'select' button.

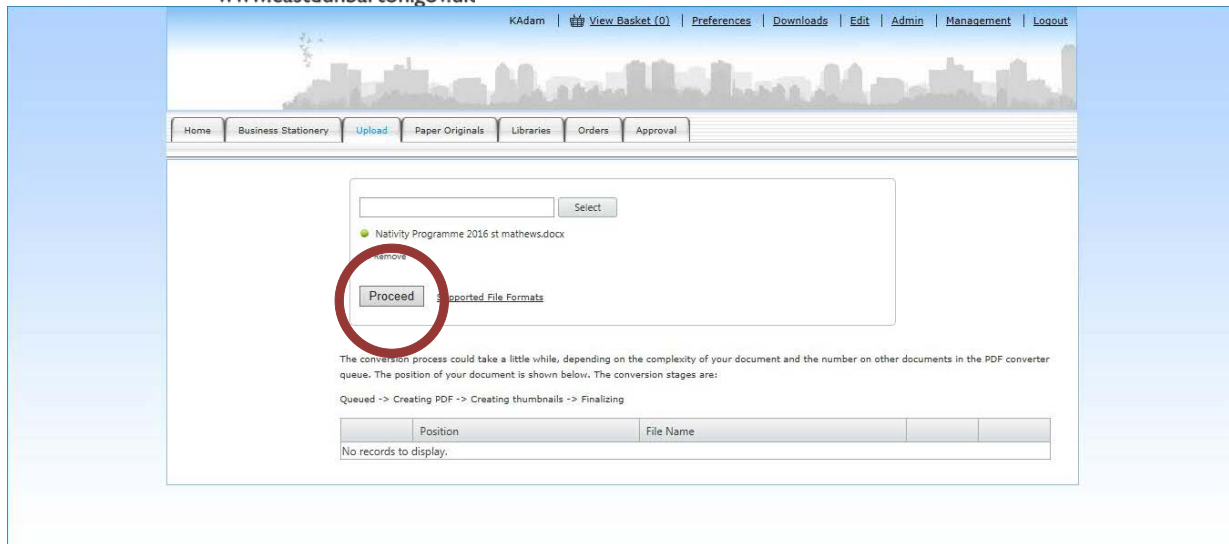
Please note: If you would like to combine multiple documents into one cohesive product please click [here](#)



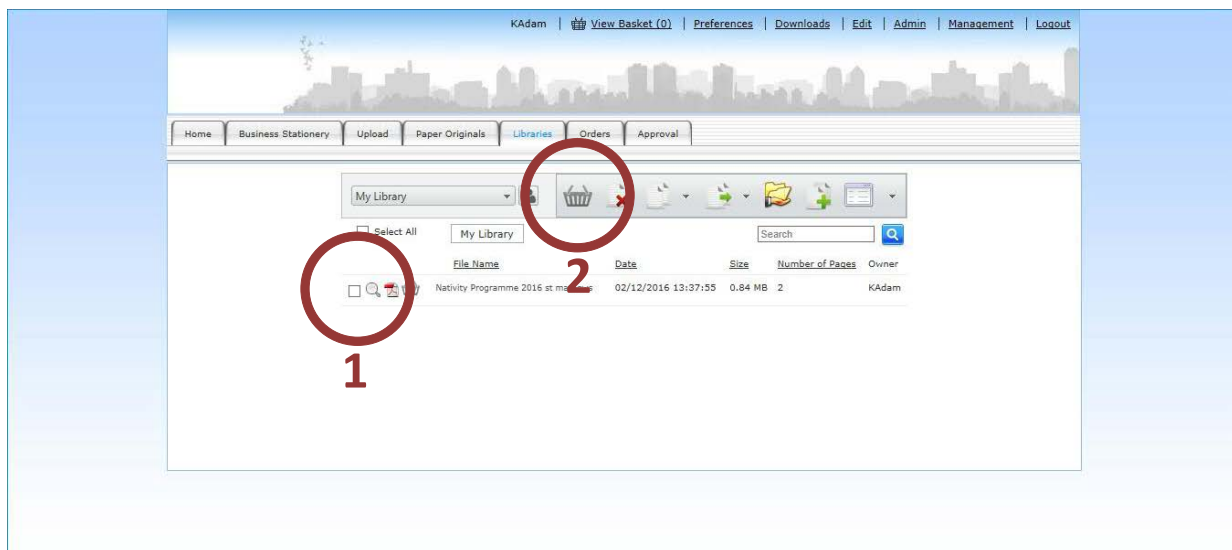
Select the document you wish to upload and click 'Open'



A green dot will appear next to your document when it is ready;
 once this happens Click 'proceed'



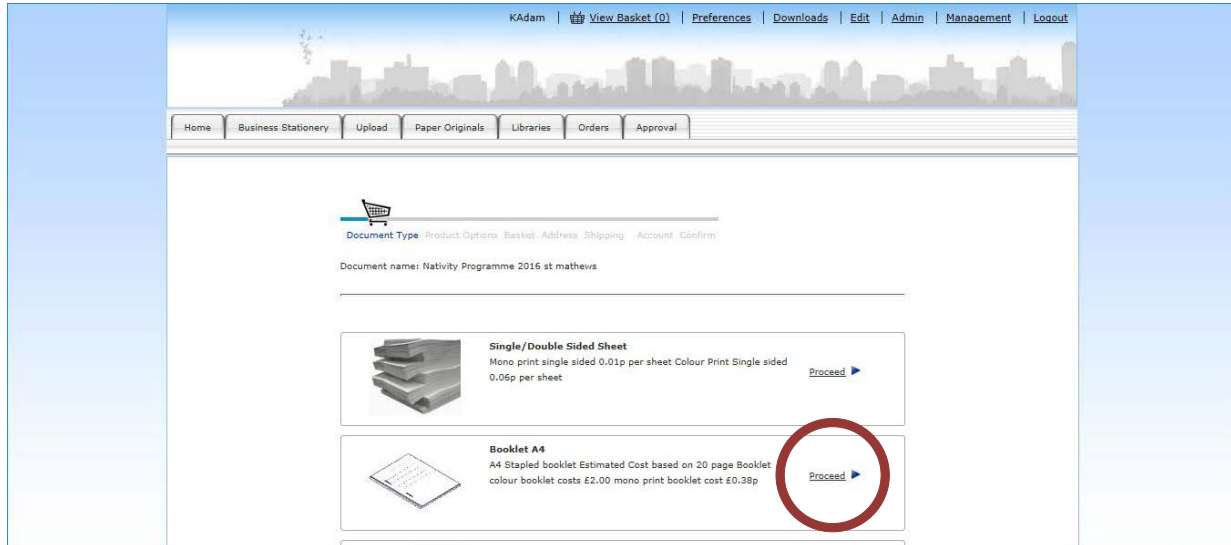
Your document will then appear in the library. Select the document you wish to print by clicking the tick box to the left of the file description. Then click on the basket in the library menu.



Select the document type you want.

e.g. Booklets, Single Sided Pages, Bounded Booklets etc.

To select the type you want, click 'proceed'; which is to the right of the description.



KAdam | [View Basket \(0\)](#) | [Preferences](#) | [Downloads](#) | [Edit](#) | [Admin](#) | [Management](#) | [Logout](#)

Home | Business Stationery | Upload | Paper Originals | Libraries | Orders | Approval

Document Type | Product Options | Basket | Address | Shipping | Account | Confirm

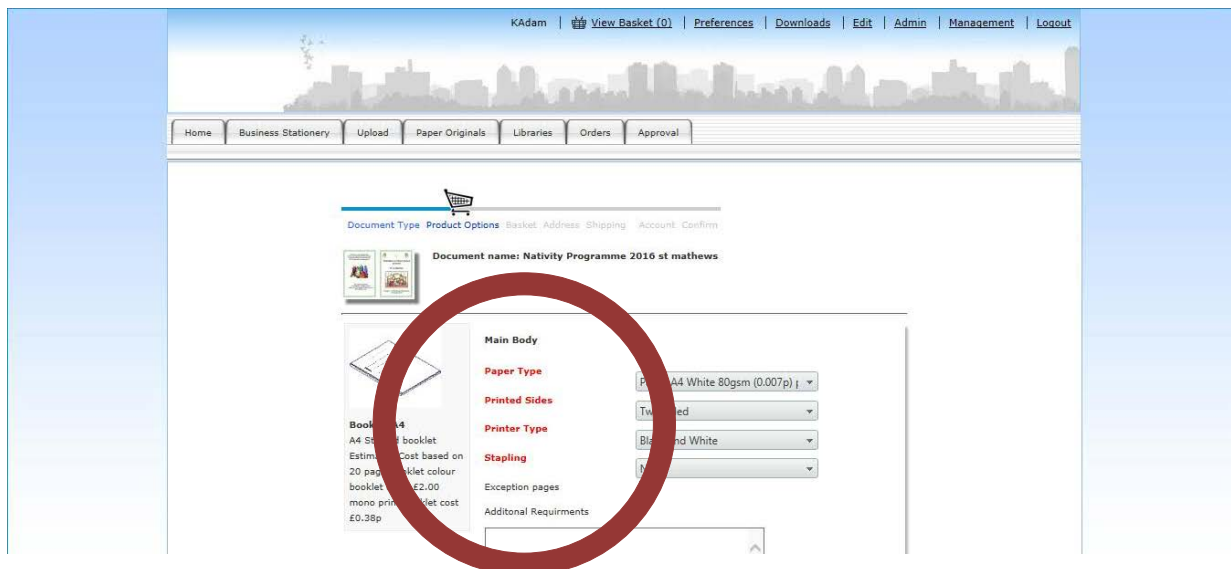
Document name: Nativity Programme 2016 st mathews

Single/Double Sided Sheet
Mono print single sided 0.01p per sheet Colour Print Single sided 0.06p per sheet [Proceed](#)

Booklet A4
A4 Stapled booklet Estimated Cost based on 20 page Booklet colour booklet costs £2.00 mono print booklet cost £0.38p [Proceed](#)

Using this screen you can select your finishing preferences.

e.g. paper type, paper colour, Black and White or Colour etc.



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Home | Business Stationery | Upload | Paper Originals | Libraries | Orders | Approval

Document Type | Product Options | Basket | Address | Shipping | Account | Confirm

Document name: Nativity Programme 2016 st mathews

Main Body

Paper Type A4 White 80gsm (0.007p)

Printed Sides Two sided

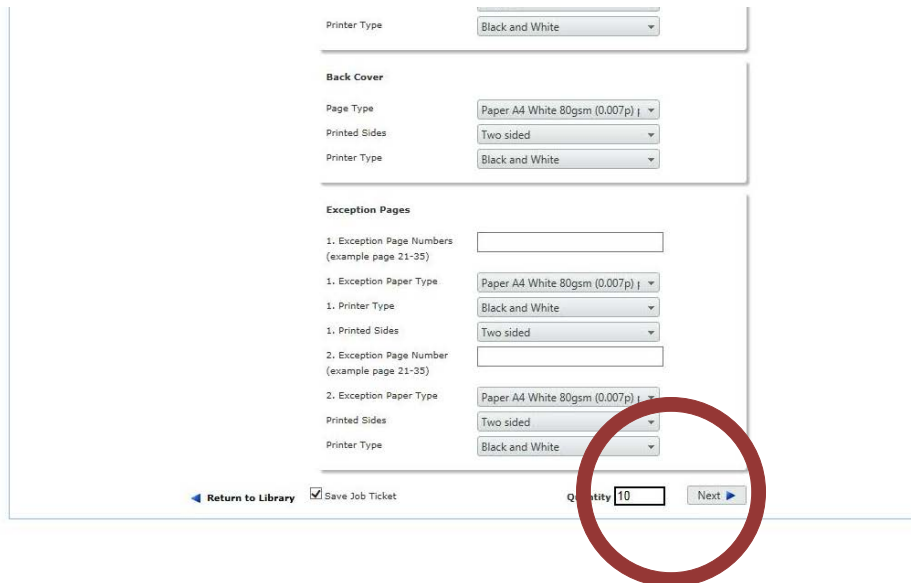
Printer Type Black and White

Stapling None

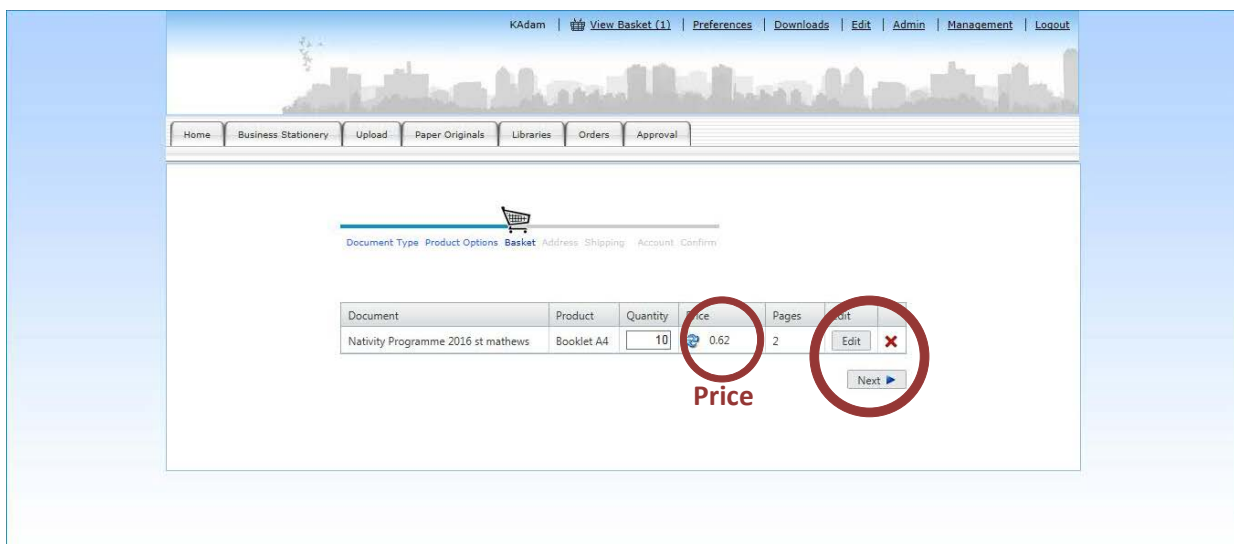
Exception pages

Additional Requirements

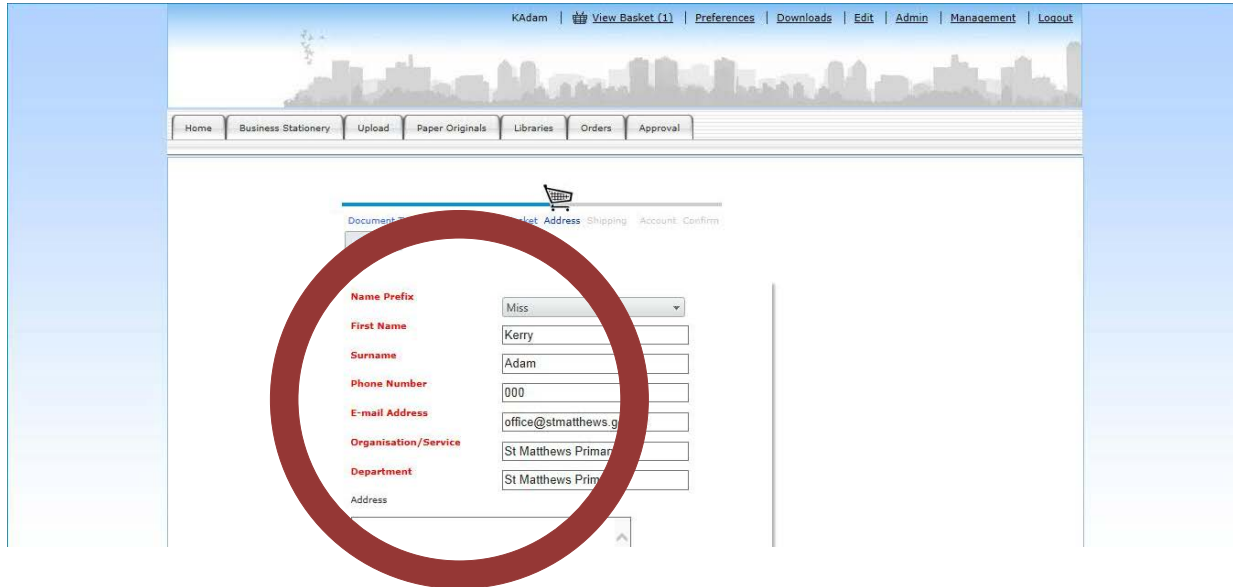
Further down this same page you are also able to define the quantity you require. Click 'next' to proceed



This page gives you an opportunity to see the final cost to the print room of what you have requested. If you wish to change the details of your order, click the 'edit' button. Once you are happy with the details of your order, click 'next' to proceed.



Please complete your delivery details here. Once you have annotated your details, scroll to the bottom of the page and click 'next'



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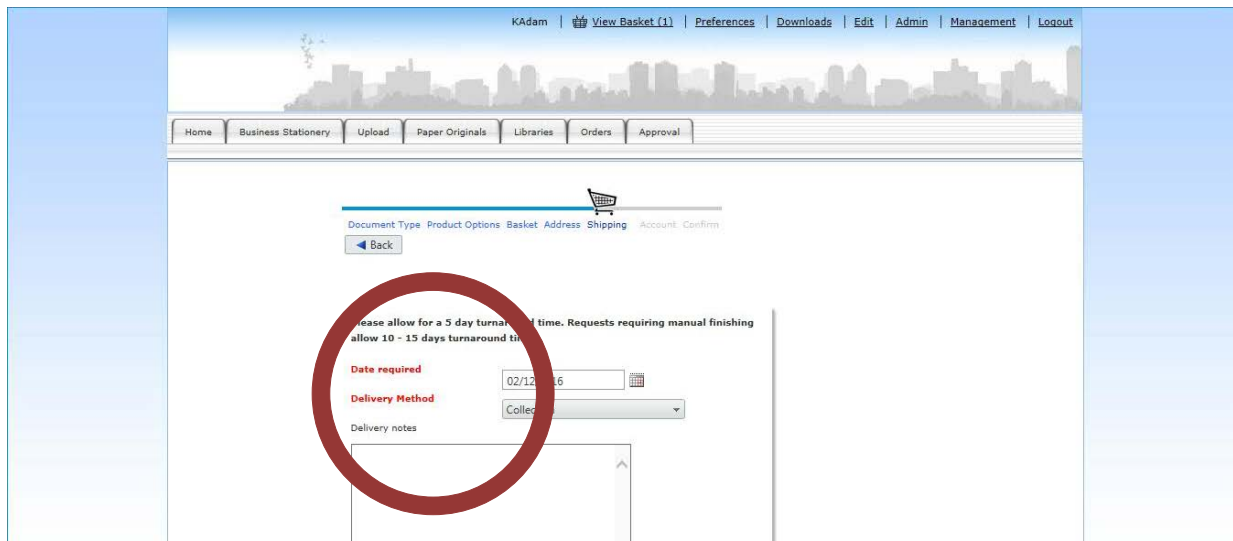
Home | Business Stationery | Upload | Paper Originals | Libraries | Orders | Approval

Document Type | Product Options | **Address** | Shipping | Account | Confirm

Back

Name Prefix Miss
First Name Kerry
Surname Adam
Phone Number 000
E-mail Address office@stmatthews.g
Organisation/Service St Matthews Primar
Department St Matthews Prim
Address

Select the date you would like your document to be prepared for, and the delivery method you prefer. Click 'next' to proceed



KAdam | [View Basket \(1\)](#) | [Preferences](#) | [Downloads](#) | [Edit](#) | [Admin](#) | [Management](#) | [Logout](#)

Home | Business Stationery | Upload | Paper Originals | Libraries | Orders | Approval

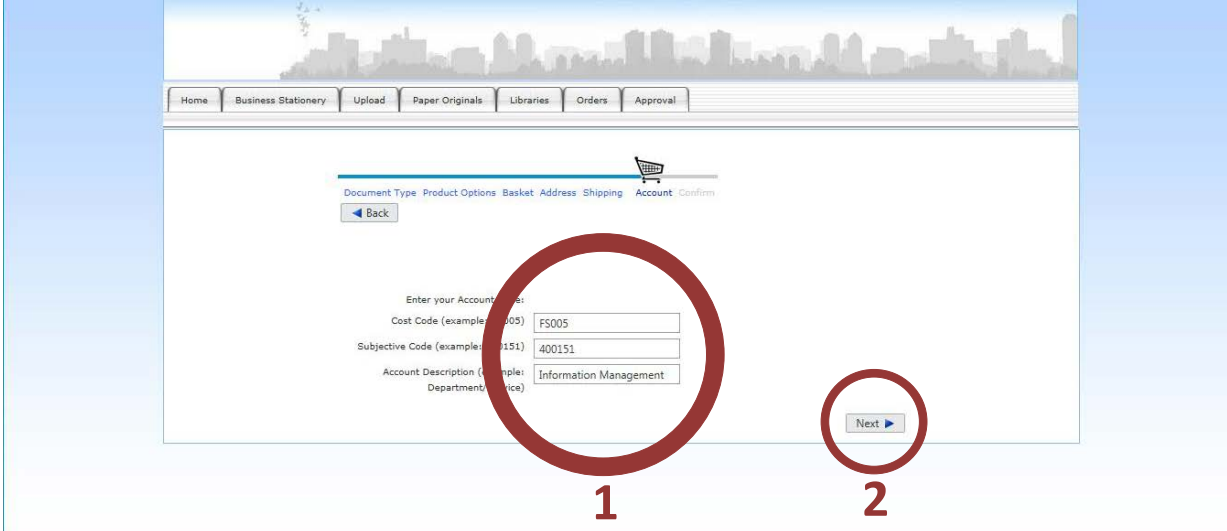
Document Type | Product Options | Basket | **Address** | **Shipping** | Account | Confirm

Back

Please allow for a 5 day turnaround time. Requests requiring manual finishing allow 10 - 15 days turnaround time.

Date required 02/12/2016
Delivery Method Collect
Delivery notes

Please complete the cost code for your team/school, the appropriate subjective code, and the identifier for your team or academic subject



Home Business Stationery Upload Paper Originals Libraries Orders Approval

Document Type Product Options Basket Address Shipping Account Confirm

Back

Enter your Account details:

Cost Code (example: FS0005)

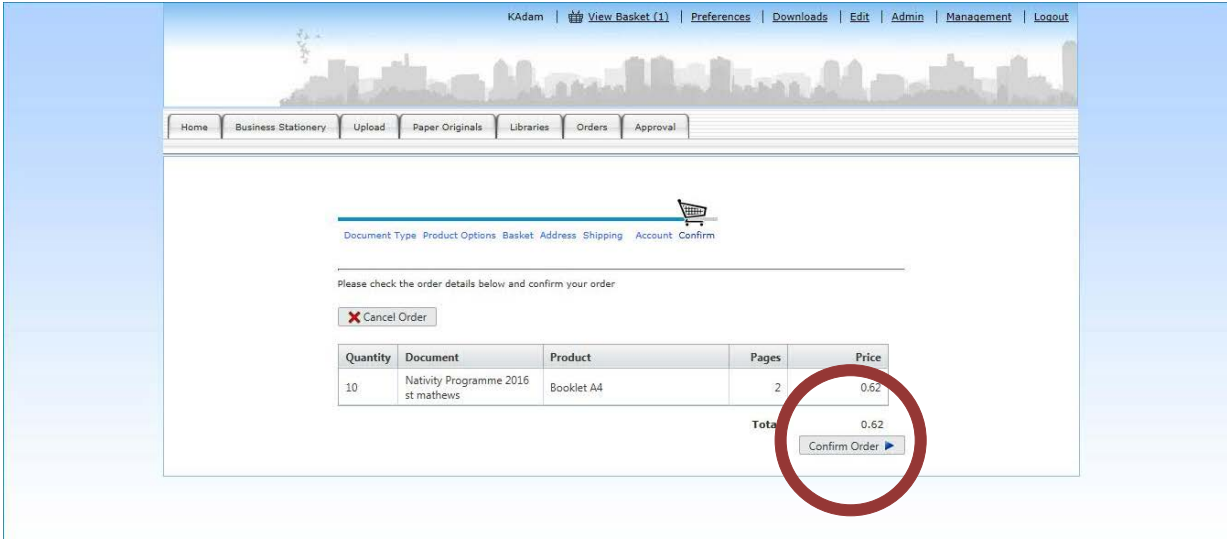
Subjective Code (example: 400151)

Account Description (example: Information Management)

Next

1 2

To complete the processes click 'confirm order'. This will send you job to the print room



KAdam | View Basket (1) | Preferences | Downloads | Edit | Admin | Management | Logout

Home Business Stationery Upload Paper Originals Libraries Orders Approval

Document Type Product Options Basket Address Shipping Account Confirm

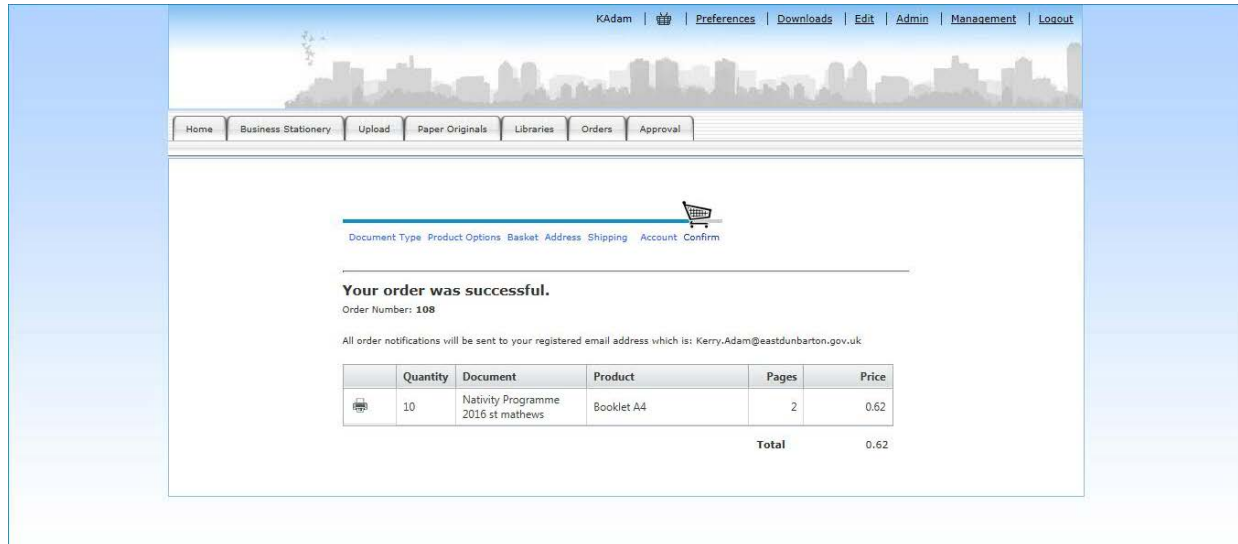
Please check the order details below and confirm your order

Cancel Order

Quantity	Document	Product	Pages	Price
10	Nativity Programme 2016 st mathews	Booklet A4	2	0.62
Total				0.62

Confirm Order

An automated conformation email will be sent to the email address associated with your account

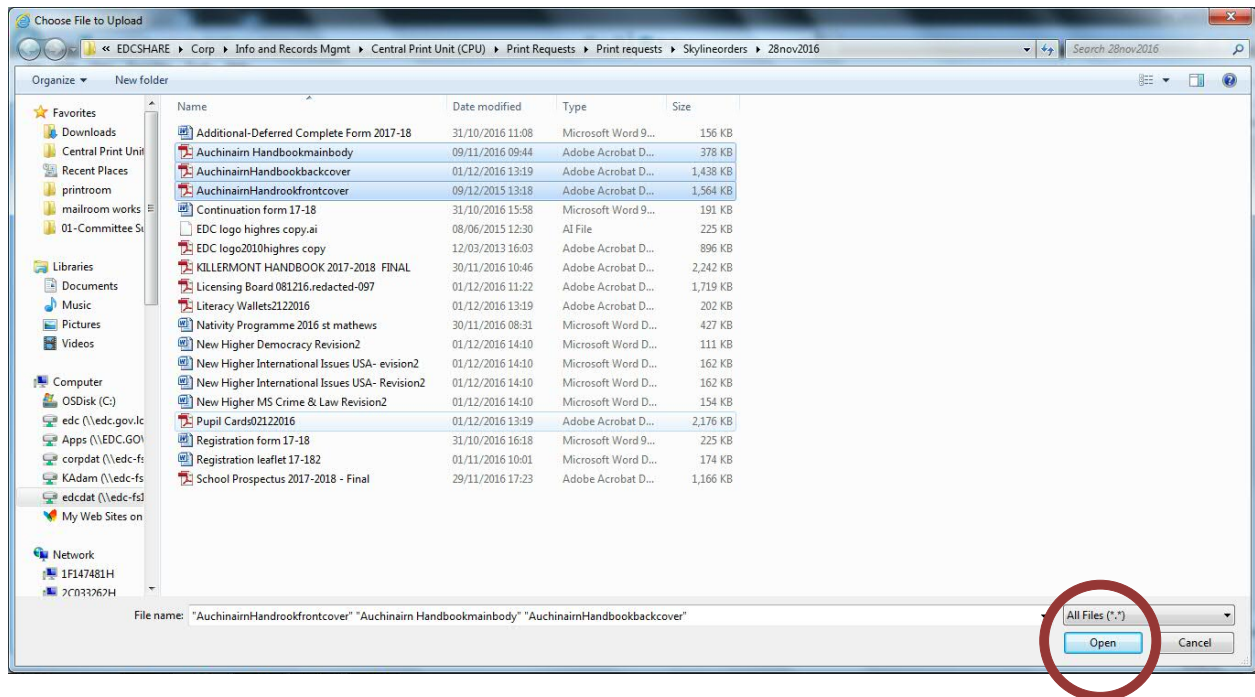


Multiple Document Merge and Upload

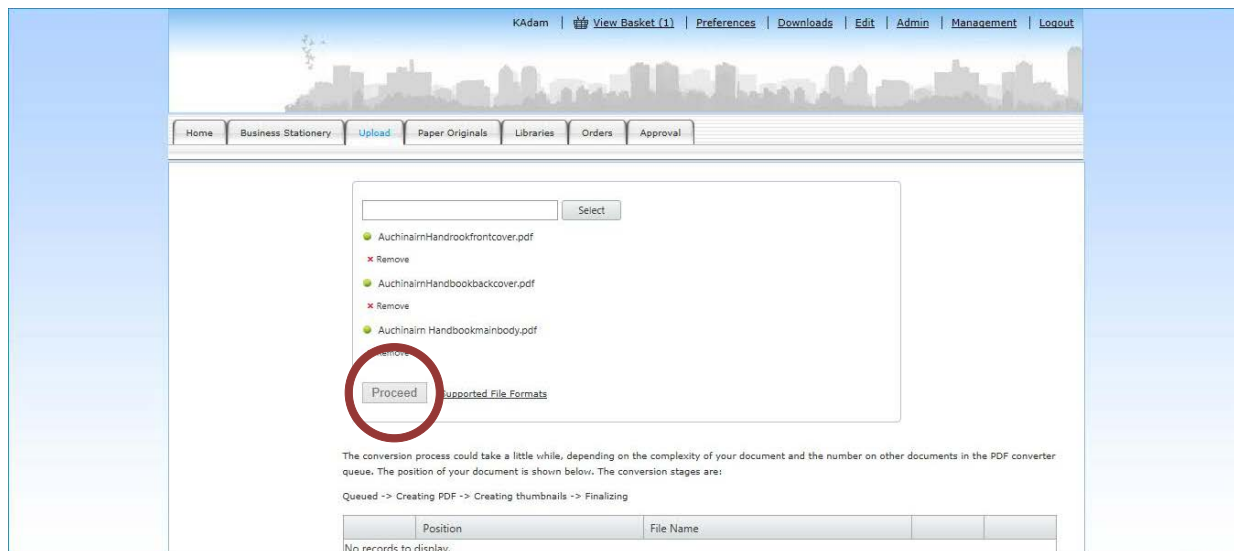
Please note: For the steps preceding this one please click [here](#)

East Dunbartonshire Skyline user guide, upload Procedure

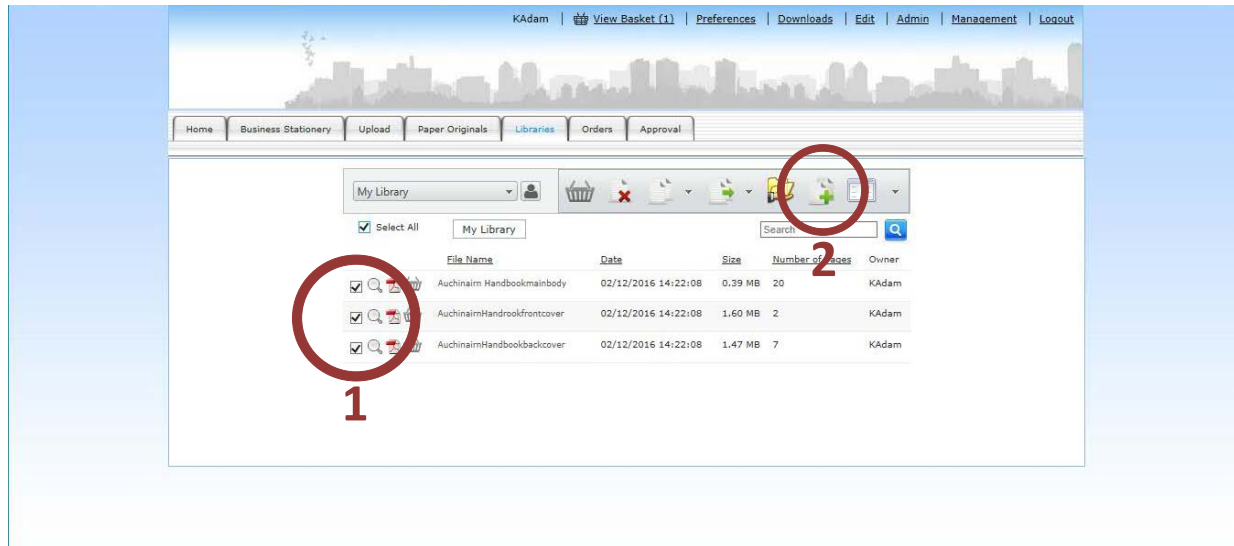
Select the documents you want to merge together. Click Open to Proceed



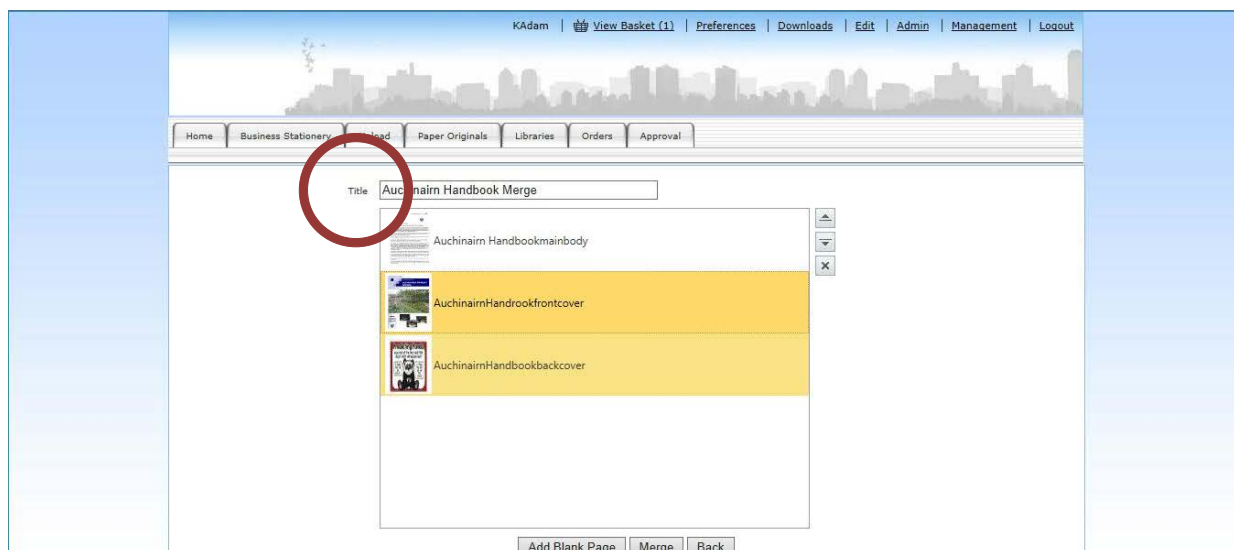
A green dot will appear next to your documents when they are ready; once this happens Click 'proceed'



Tick the boxes to the left of the file descriptions of the file that you wish to combine. Then click on the 'merge icon' within the Library menu

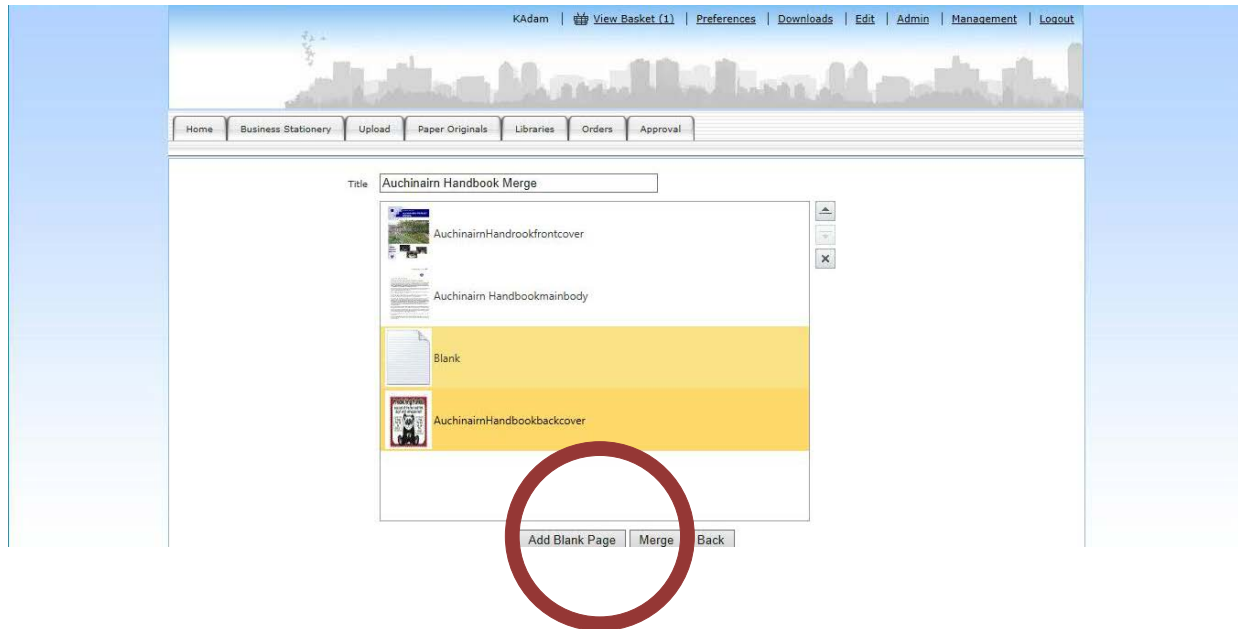


Give your new document a recognisable title



You can rearrange your individual documents and a blank pages, you are able to add as many blank pages as you require.

Once you are happy with the new order, click 'merge'



At this stage your collated document will be added to your library, please click [here](#) to complete your order.