

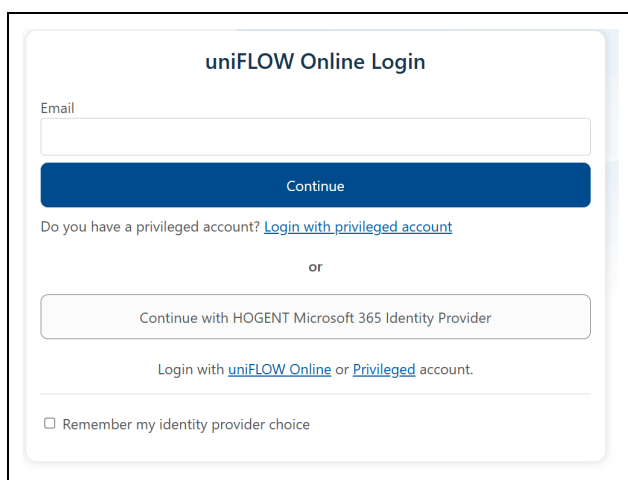
Printen via uniflowOnline

(Hoe printopdrachten versturen via website)

TIP Voor je begint!

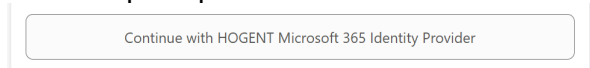
- Uniflow ondersteunt verschillende bestandsformaten. Om wijzigingen in de lay-out te voorkomen, raden we aan om je bestand eerst op te slaan als PDF (.pdf) voordat je het afdrukt. Bij het wegschrijven naar PDF kan je ook het paginabereik ingeven.

1. Surf naar <https://hogent.eu.uniflowonline.com>.



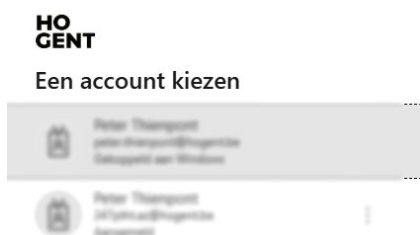
The image shows the 'uniFLOW Online Login' interface. It features an email input field, a blue 'Continue' button, and a link for privileged accounts. Below this, there's a section for logging in with a HOGENT Microsoft 365 Identity Provider, including a checkbox to remember the choice.

2. Druk op knop “Continue with HOGENT Microsoft 365 Identity Provider”



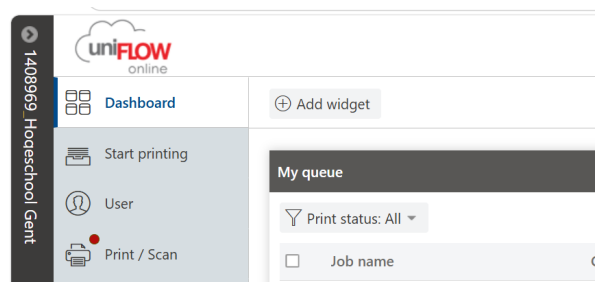
A single button with the text 'Continue with HOGENT Microsoft 365 Identity Provider'.

3. Kies je gewenste account.



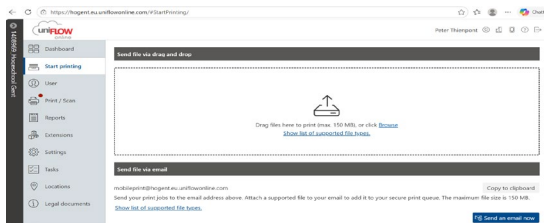
The image shows the 'HO GENT' logo and the text 'Een account kiezen'. Below this, there are two account cards for 'Peter Thierynck' with different email addresses, each with a small profile icon.

4. Je komt terecht op het  dashboard, ga naar “Start printing” in linkermenu.

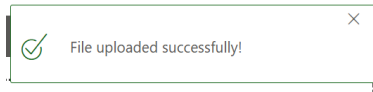


The image shows the 'uniflow online' dashboard. On the left is a sidebar menu with options: Dashboard, Start printing, User, and Print / Scan. The main area has a 'My queue' section with a 'Print status' dropdown set to 'All' and a table with a 'Job name' column.

5. Versleep het bestand in het “drag and drop”-venster of via “Browse” jouw bestand opvragen via verkenner.



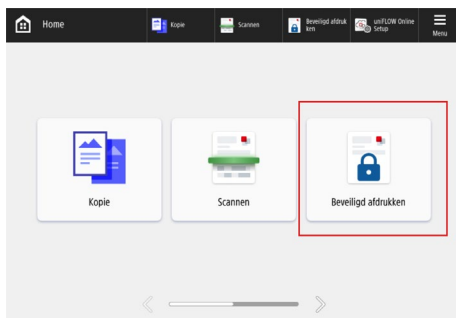
6. In de rechterbovenhoek verschijnt er **“File uploaded successfully!”**



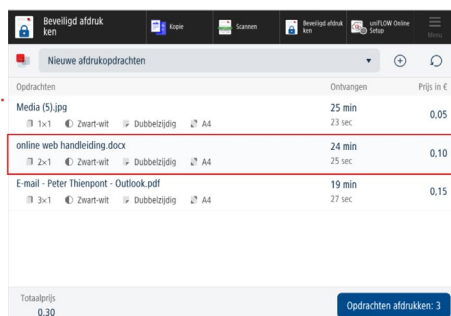
7. Ga naar de printer en meld je aan met de personeelskaart.



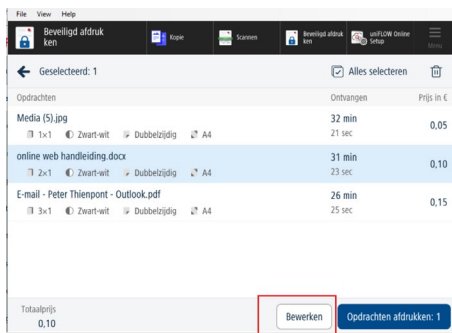
8. Ga naar “Beveiligd afdrucken”



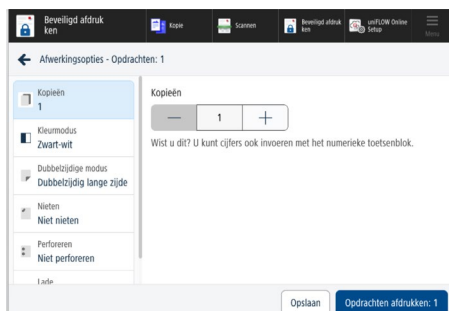
9. Selecteer de gewenste queue.



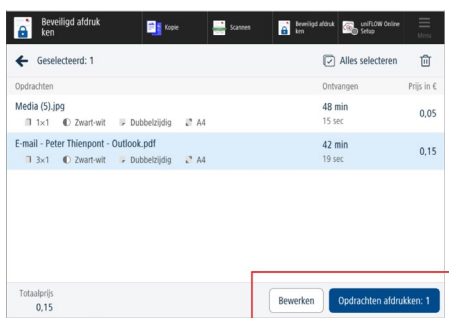
10. Ga naar bewerken.



11. Zodra de afwerkingsopties zijn bepaald, klik op 'Opslaan'.



12. Selecteer opdrachten afdrukken.



13. De opdracht wordt afgedrukt.

14. Bij het verlaten van de printer, controleer of je afgemeld bent.