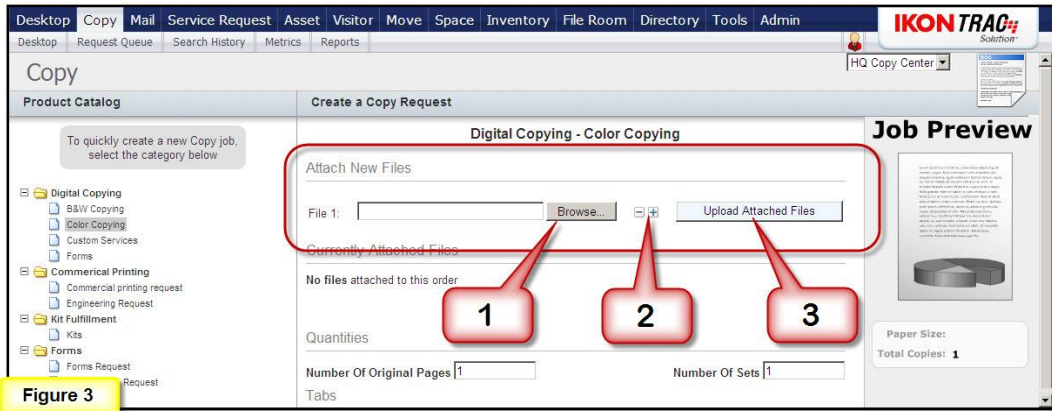


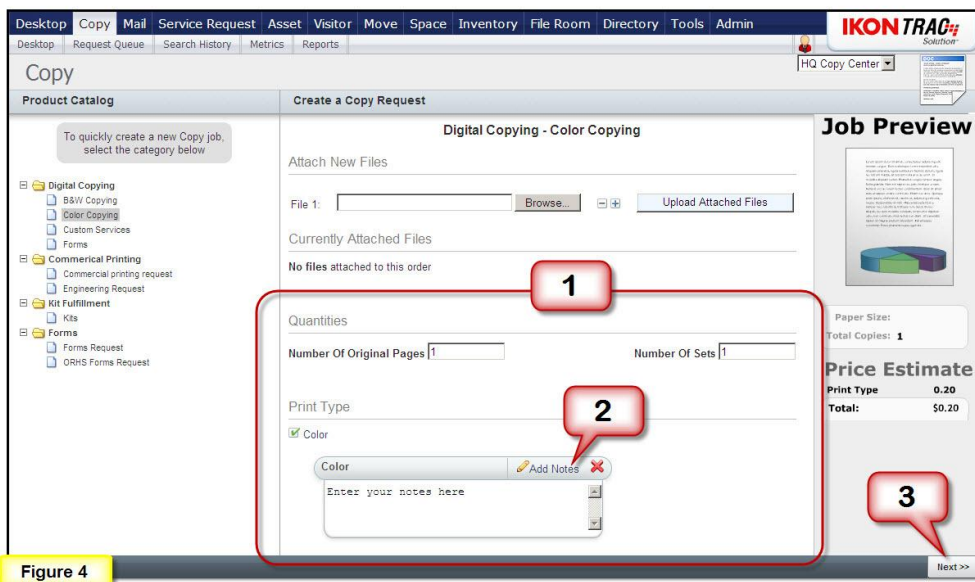
Electronic files can be submitted with the job using the following instructions. (Figure 3) If you do not have an electronic file to upload, select “hard copy” under “Original Type” section.

1. Click the “Browse” button under Attach New Files. Navigate to your file, click on it, then click “Open”.
2. To attach another file, click on plus sign to the right of the “Browse” button. Repeat previous steps.
3. When you have attached all of your files, click “Upload Attached Files”. Depending on the size of the files, they may take several moments to upload.



Enter Job Details

1. Enter job details including production specifics like the number of original pages, the number of sets (copies), and the print type (black and white or color), binding and finishing requirements, etc. You can select both “black and white” and “color” on the same job ticket if the job requires mixed printing.
2. After selecting some Job Details you have the ability to add information. Do this by clicking the “Add Notes” link and entering your information.
3. When you are finished, click the “Next” button at the bottom of the page.



Enter Job Requirements

The final page of the job ticket is where you enter information about the job requirements including when it is due and how you want it delivered. (Figure 5)

1. Enter a job description (a name for the job) that allows you to easily recognize your job.
2. Select the date and time the job is required.
3. Indicate if you require a proof before production of the job starts.
4. Choose the delivery method.
5. Change “ordered by” information if you are submitting the job on behalf of someone else.
6. Change “deliver to” information if you want the job delivered to someone other than yourself.
7. Enter the PeopleSoft SmartKey number for this project in the field, or if you are a student, your student ID#.
8. Click “Submit”.

Job Requirements

Job Description: Quarterly Marketing Reports

Date Required: 11/28/2008

Time Required: 02:00 PM

Notes: Enter additional notes here.

Send proof before running job.

Delivery Requirements

Deliver When Ready Call When Ready Hold For Pick-up Mail Delivery

Contact Information

Change Ordered By Information [Directory Search](#)

First Name: Tawn Last Name: Chatchavahong
Department: Investor Relations Phone: 408-245-2544
Project Number: Cost Center: HQ-Sales/Marketing System

Change Deliver To Information [Directory Search](#)

Change Bill To Information [Directory Search](#)

Job Preview

Paper Size: 8.5x11
Total Copies: 20

Price Estimate

Print Type	4.00
Paper Size	3.00
Covers	3.00
Total:	\$10.00

<< Back Submit

Figure 5

If you have selected “hard copy” under “Original Type” section, now print a copy of the ticket by clicking on the printer icon next to the name of the job you just submitted and attach to your job.