

Xerox Job Ticket Customer Usage Process

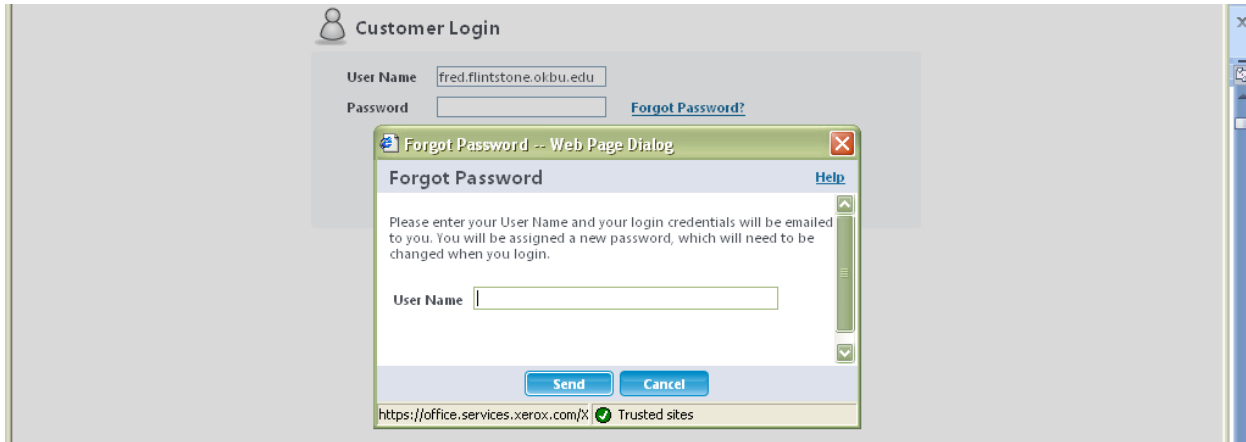
USE INTERNET EXPLORER OR MOZILLA FIREFOX ONLY. DO NOT USE OPERA UNDER ANY CIRCUMSTANCES.

Go to: <https://jobticket.services.xerox.com/xeroxjobticket/home.aspx> to login.

“Save this as a Favorite or bookmark so you don’t have to keep typing it in.”

Your user name is your OBU email address.

Select forgot your password, click on the “forgot password” link and the following screen will appear. Type in your user name and click send. Your new temporary password will be emailed to you. Follow the instructions on the screen.



After you have logged in, You will be required to change your password. It must be at least 8 characters long containing 1 Capital Letter and 1 number or special character. (eg. Password1)

If this is your first order you will use custom order.

If not you first time you may be able to reuse an order.

Action	Order #	Order Name	Type	Submitted On	Status	Cancel Requested
	K185232	Bogus Job 1	Custom	09/01/2010 2:59 PM	Waiting	No

After clicking on “Custom Order”, the following screen will appear.

Select the option that you want for your print order.

If you are going to bring a hard copy over, then select “Hardcopy for Reproduction” radio button.

If you are going to provide an electronic version of the file to be printed then select the “upload file” radio button.

Select browse. Locate the file and select the “upload” button **(DO NOT LINK TO FILE), I cannot access your computer or your “P” drive.** Make sure you read and understand the file preparation instructions before uploading. If you send something that uses a font I don’t have, I will not be able to print it. PDF’s are the best files to send if at all possible. Indicate the specifics and click next.

The screenshot shows a web browser window with the URL <https://jobticket.services.xerox.com>. The page title is "Xerox Document Links Services Platform". The main content area is titled "Printing / Copying" and contains several sections for configuring a print order:

- Source:** Includes radio buttons for "Upload File", "Link to File", and "Hardcopy for Reproduction". The "Upload File" option is selected. A file named "Deposit Form - Mod.pdf" is listed with a size of 8.69 KB and 1 page. A "File Preparation Instructions" link is provided.
- Quantity / Quantity of Pads:** A text input field shows "Quantity 100".
- Print as:** Includes radio buttons for "Color", "Black", "Mixed", and "Black - 1st Page Color". "Black" is selected.
- Collated:** Includes radio buttons for "Collated" and "Uncollated". "Collated" is selected.
- Sides:** Includes radio buttons for "1 to 1 Sided", "1 to 2 Sided", "2 to 2 Sided", "2 to 1 Sided", and "Mixed". "2 to 2 Sided" is selected.
- Finished Size:** Includes radio buttons for "As specified in document" and "Size to Fit". "Size to Fit" is selected. A dropdown menu shows "Letter (8.5" x 11)".
- Media:** Includes dropdown menus for "Type" (Bond), "Color" (White, Bright (92)), and "Weight" (Standard (20 lb)).

At the bottom of the form are "Back", "Next", and "Cancel" buttons. The footer of the page includes "Version 30.106" and "Powered by Xerox Job Ticket | Copyright © 2007-2010 Xerox Corporation. All rights reserved."

Select the Stapling and finishing options and select Next.

The screenshot displays the 'Xerox Document Links Services Platform' interface. On the left, a sidebar titled 'New Order' contains a list of steps: 1) Printing / Copying, 2) Stapling, Finishing... (highlighted), 3) Tabs, 4) General Details, 5) Submit Order, and 6) Order Confirmation. The main content area is titled 'Stapling, Finishing...' and features a 'Special Instructions' dropdown menu. It is divided into four sections, each with radio button options and a 'No additional options' text box:

- Stapling / Binding:** Options include None (selected), Staple, Comb Bind, Tape Bind, and Pad Print.
- Covers:** Options include None (selected), Front Cover, Back Cover, and Both Covers.
- Hole Punching / Drilling:** Options include None (selected) and Hole Punch / Drill.
- Folding / Cutting / Scoring:** Options include None (selected), Fold, and Cut.

At the bottom of the main content area, there are three buttons: 'Back', 'Next', and 'Cancel'. The footer of the page includes 'Version 30.106' on the left and 'Powered by Xerox Job Ticket | Copyright © 2007-2010 Xerox Corporation. All rights reserved.' on the right.

Indicate Tabs if applicable and select Next.

The screenshot shows a web browser window with the URL `https://jobticket.services.xerox.com - Xerox Job Ticket - Microsoft Internet Explorer`. The page title is "Xerox Document Links Services Platform" and it includes a "Help" link in the top right corner. On the left, a "New Order" sidebar lists steps: 1) Printing / Copying, 2) Stapling, Finishing..., 3) Tabs (highlighted), 4) General Details, 5) Submit Order, and 6) Order Confirmation. The main content area is titled "Tabs" and features a "Special Instructions" dropdown. Under "Tab Labels", the "Specify Tab Labels" radio button is selected, with a dropdown menu set to "-". The "Sequentially Label Tabs" option is unselected. Under "Tab Type", the "Use Tab Set" checkbox is checked, with a dropdown menu set to "5 Bank Single Strght Col 9x11". The "Specify Tab Colors" checkbox is unselected. A "Rearrange Tabs" button is located below the "Tab Type" section. A table with columns "Location", "Line 1", and "Line 2" is present, but it is empty, with the text "There are no Tabs defined." below it. An "+ Add" button is at the bottom left of the table area. At the bottom of the page, there are "Back", "Next", and "Cancel" buttons. The footer contains "Version 30.106" on the left and "Powered by Xerox Job Ticket | Copyright © 2007-2010 Xerox Corporation. All rights reserved." on the right.

Review general details and correct as necessary and select Next.

In order name – type in the name of the Document you wish to have printed. This is very important as this is what I see. If you not put the name of the Document being printed, I will not be able to determine which job I am working with.

The screenshot shows the 'General Details' page for order K550801 in the Xerox Document Links Services Platform. The page is divided into several sections:

- Order Name:** Order Name* (Order K550801), Reference #, Job Type (Custom), Quantity* (100), Chargeback Code* (with Select and Find buttons), Billing Unit (Initial Customer Billing Unit), Time Zone (GMT-06:00 Central Time (US & Canada)), Requested Due Date/Time (with a 20-day indicator), and Request Quote (checkbox).
- Shrink Wrapping:** Shrink Wrap (checkbox) and Shrink Wrapping Instructions (text area).
- Packing / Delivery:** Multiple Delivery Addresses (checkbox), Delivery Method* (Pickup), Address (with Address History dropdown, Send to Me, and Clear buttons), First Name* (Fred), Last Name* (Flintstone), Phone* ((405) 878-2071), E-Mail (fred.flintstone@okbu.edu), Address, City, State / Province, Zip / Postal Code, and Country.

At the bottom of the page, there are navigation buttons: Back, Next, and Cancel. The footer includes 'Version 3.0.106' and 'Powered by Xerox Job Ticket | Copyright © 2007-2010 Xerox Corporation. All rights reserved.'

This is your Print Summary. You may click on Print Order Summary under Order Actions on the left side.

https://jobticket.services.xerox.com - Xerox Job Ticket - Microsoft Internet Explorer

Xerox Document Links Services Platform Help

New Order

- 1) Printing / Copying
- 2) Stapling, Finishing...
- 3) Tabs
- 4) General Details
- 5) Submit Order
- 6) Order Confirmation

Order Actions

- Print Order Summary
- Request Cancellation
- Add to Favorites
- Reuse Order

Order Confirmation

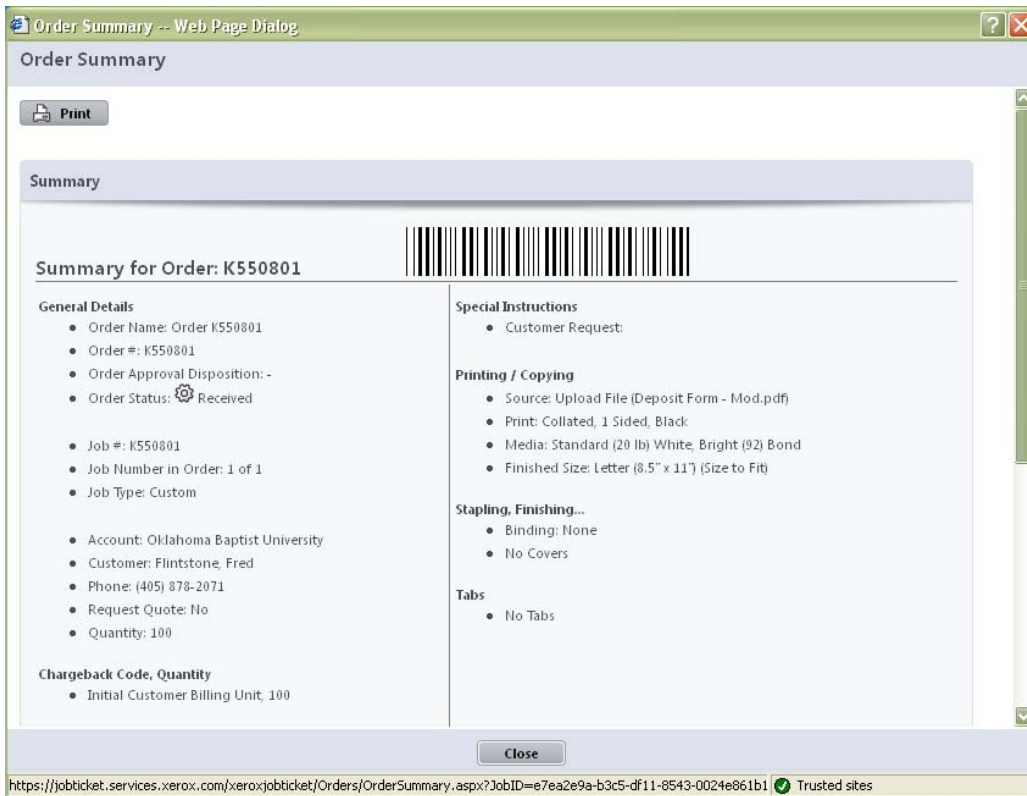
Thank you for the order. Your order number is: K550801

Summary for Order: K550801

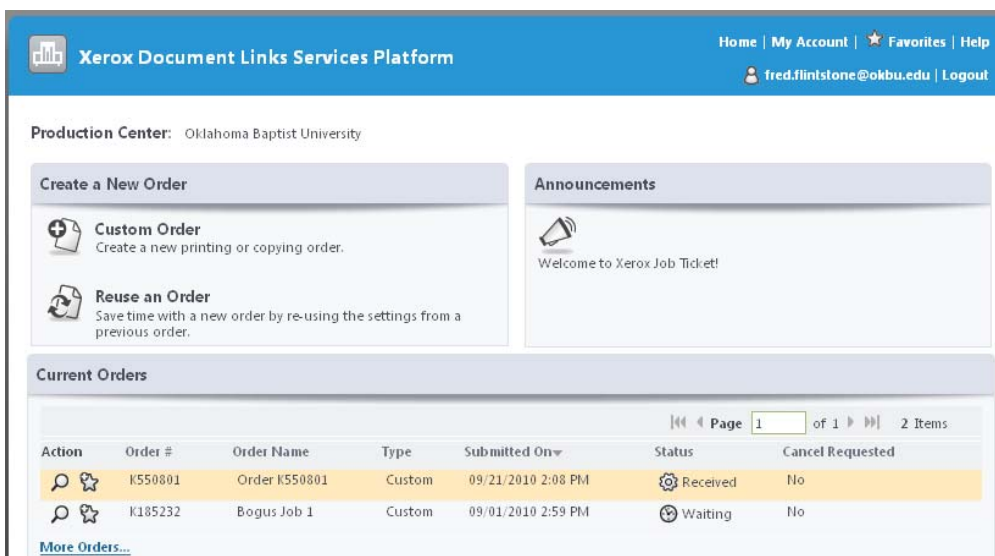
<p>General Details</p> <ul style="list-style-type: none">Order Name: Order K550801Order #: K550801Order Status: Received Job #: K550801Job Number in Order: 1 of 1Job Type: Custom Account: Oklahoma Baptist UniversityCustomer: Flintstone, FredPhone: (405) 878-2071Request Quote: NoQuantity: 100 <p>Chargeback Code, Quantity</p> <ul style="list-style-type: none">Initial Customer Billing Unit, 100 <p>Due Date</p> <ul style="list-style-type: none">Submitted On: 09/21/2010 2:08 PMRequested Due Date: -	<p>Special Instructions</p> <ul style="list-style-type: none">Customer Request: <p>Printing / Copying</p> <ul style="list-style-type: none">Source: Upload File Deposit Form - Mod.pdfPrint: Collated, 1 Sided, BlackMedia: Standard (20 lb) White, Bright (92) BondFinished Size: Letter (8.5" x 11") (Size to Fit) <p>Stapling, Finishing...</p> <ul style="list-style-type: none">Binding: NoneNo Covers <p>Tabs</p> <ul style="list-style-type: none">No Tabs
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This is the screen that will appear. Click Print and your printer screen will come up on the computer and you will print this the same as you would any thing else. Keep this as you will need this to follow up on your request. You can do this at any time by just logging in and clicking on the order.



After you have completed printing your summary sheet this is the screen that will appear. If you have another order you may need to create a new order (reuse the existing order does not function properly at this time). Otherwise you may log out by clicking "logout".



This is the screen that will appear if you choose to reuse the order. Most of the information will be retained so if you have several documents with the same printing specifications then this is the way to go. If they are different then the safest way is to create a new order as previously described.

Xerox Document Links Services Platform Home | My Account | Favorites | Help
fred.flintstone@okbu.edu | Logout

Catalog > Home > Order Summary

Summary for Order: K550801

Reuse Order Add to Favorites Print Back

Summary

Summary for Order: K550801

General Details

- Order Name: Order K550801
- Order #: K550801
- Order Approval Disposition: -
- Order Status: Received
- Job #: K550801
- Job Number in Order: 1 of 1
- Job Type: Custom
- Account: Oklahoma Baptist University
- Customer: Flintstone, Fred
- Phone: (405) 878-2071
- Request Quote: No

Special Instructions

- Customer Request:

Printing / Copying

- Source: Upload File (Deposit Form - Mod.pdf)
- Print: Collated, 1 Sided, Black
- Media: Standard (20 lb) White, Bright (92) Bond
- Finished Size: Letter (8.5" x 11") (Size to Fit)

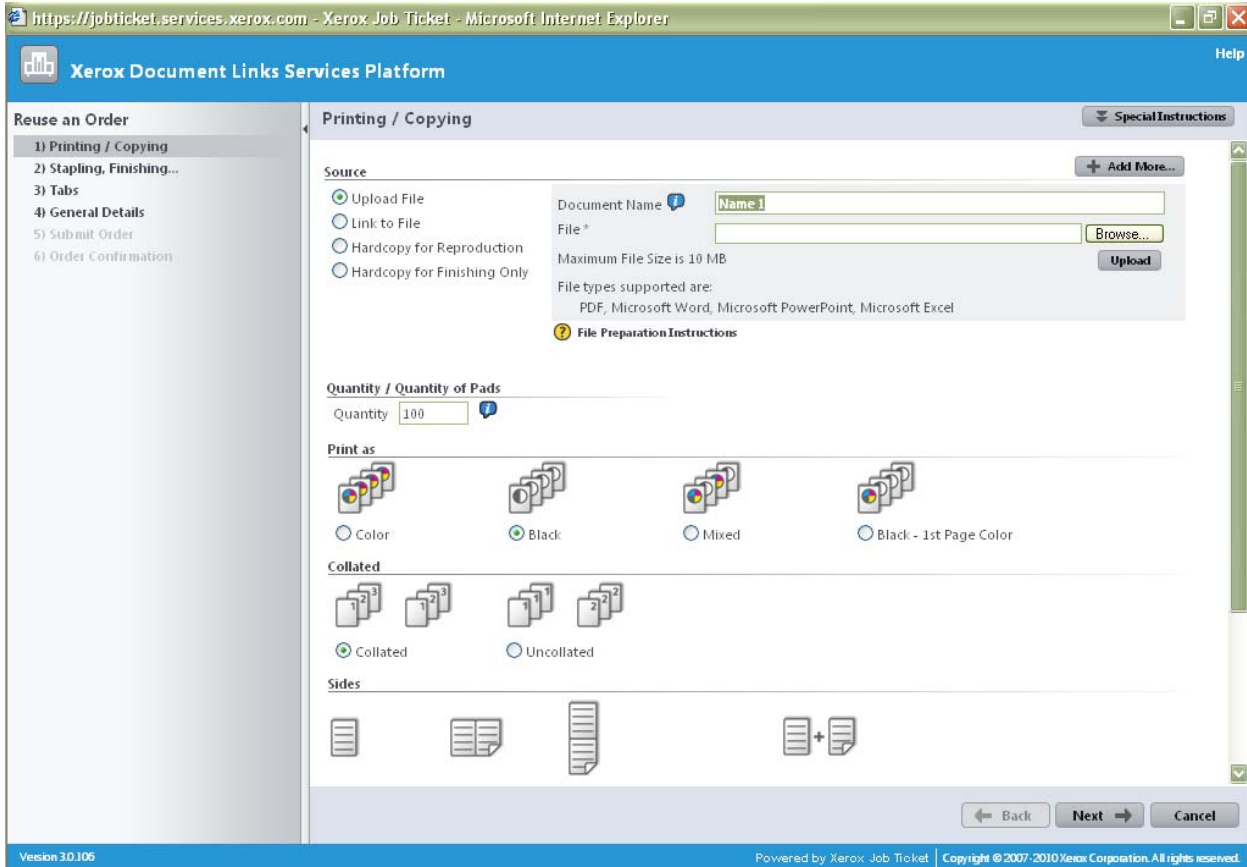
Stapling, Finishing...

- Binding: None
- No Covers

Tabs

- No Tabs

This is your new print order. Fill out the same as the previous and submit.



If you are finished you may logout now.

You may log back in at any time to check the status of you order. You will be notified via email when you order is completed.