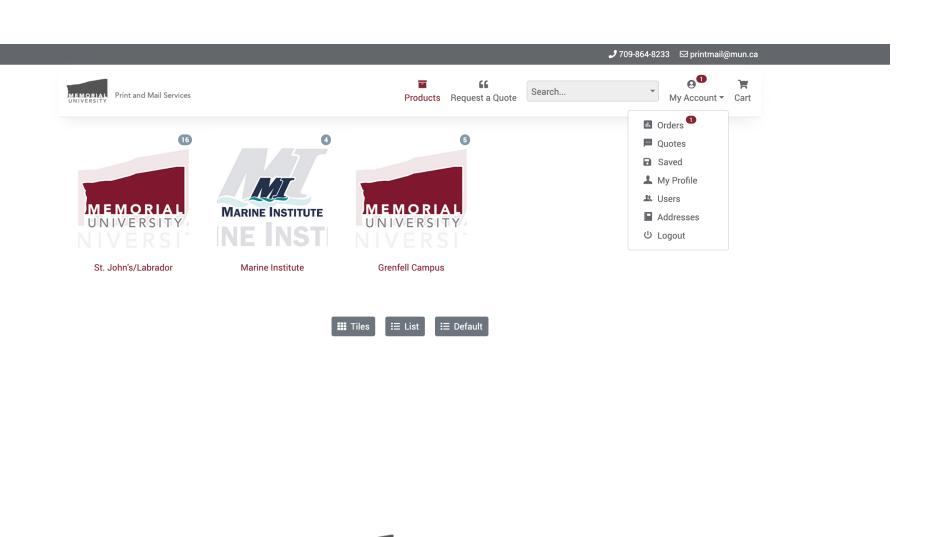
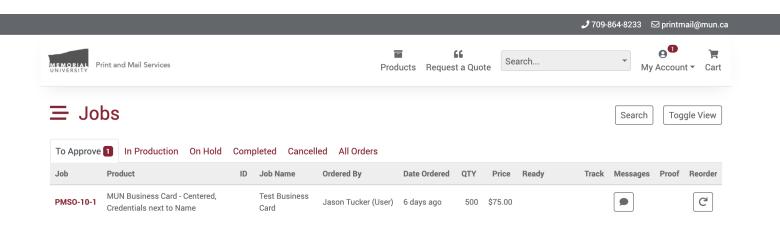


The first screen you will see is the login screen where you can enter your email address and password to access the service. If you do not know your password, you can use the "Forgot password?" link here to retrieve it. If you do not have an account, please contact Print and Mail Services in order to have one set up.



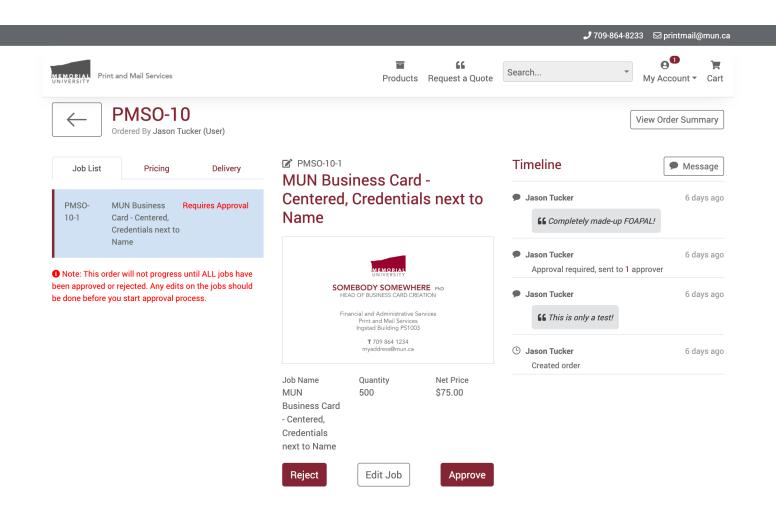
When you have successfully logged in, you will be presented with the Products screen. The number in an oval next to the *My Account* icon in the top right corner indicates that there is something that needs your attention. Clicking the icon to reveal the drop-down menu will indicate that there are one or more items in the *Orders* section for you to look at.

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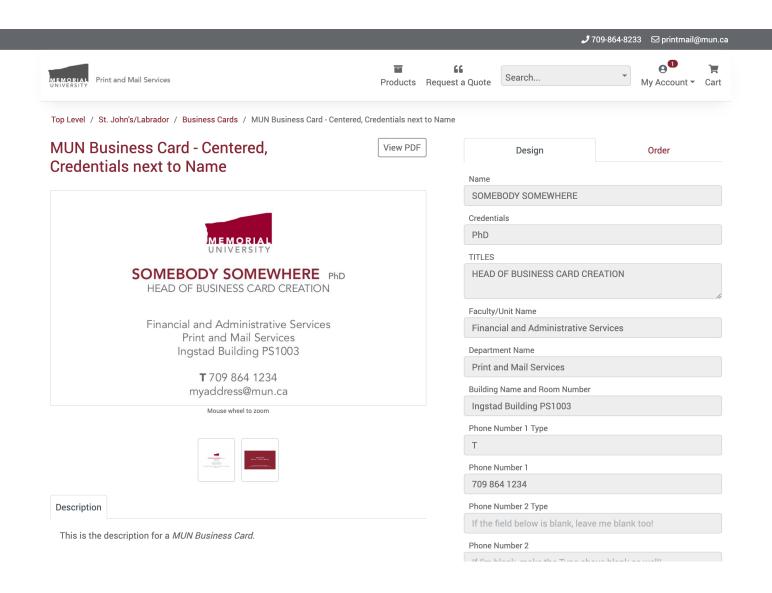


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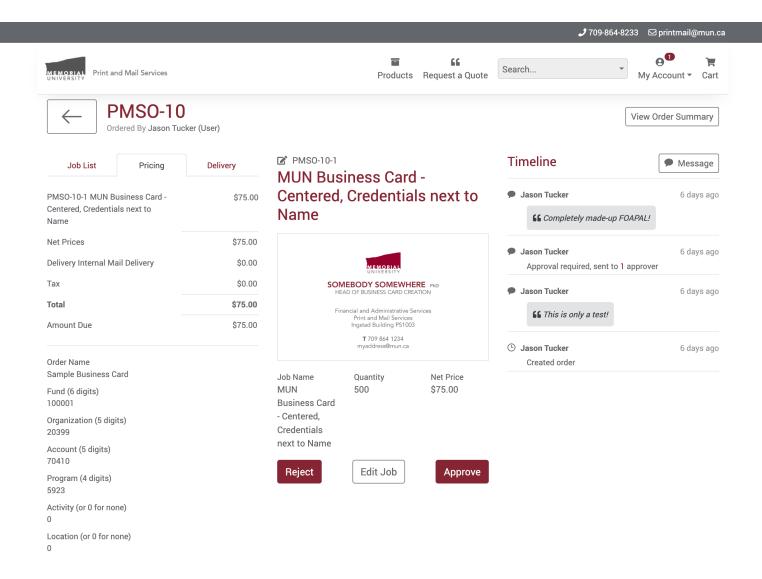
By clicking on *Orders* in the drop-down menu, you'll be taken to the *Jobs* screen. Here, the number next to the *To Approve* tab indicates that there are orders requiring your approval. Once you enter that section, you will see those jobs in a list. Clicking either the job number on the left or the *Messages* button on the right will take you to the *Job Details* screen where you can view, edit and approve or reject the job. If there are no jobs requiring approval, you will not see the *To Approve* tab here at all.



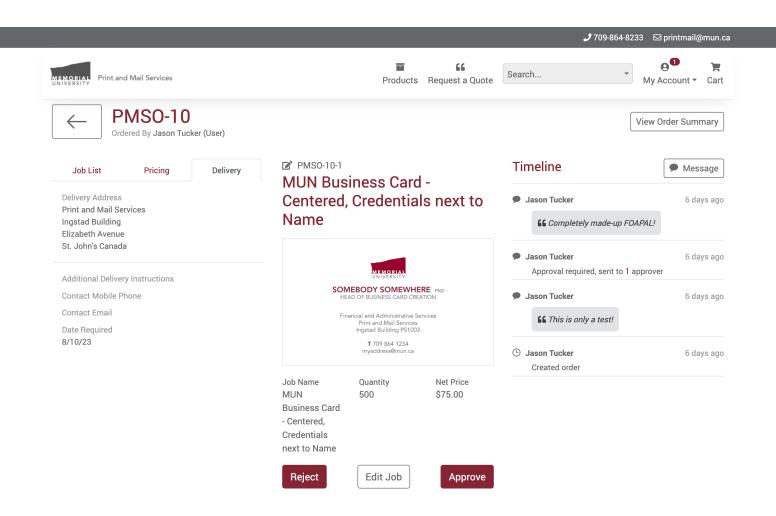
This is the Job Details screen. To the left you can view details for the pricing and delivery of the job, and to the right you can view any associated messages under the *Timeline* section. In the center you'll find a preview of the first page of the document, the quantity and pricing summary, as well as buttons to allow you to Reject, Edit or Approve the job. Unfortunately, at the time of this writing the only way to view a complete preview of the job is to use the Edit Job button and view it from that screen. A request has been submitted to the developers of this system to have a preview option of some kind added on this screen, so this may change at any time.



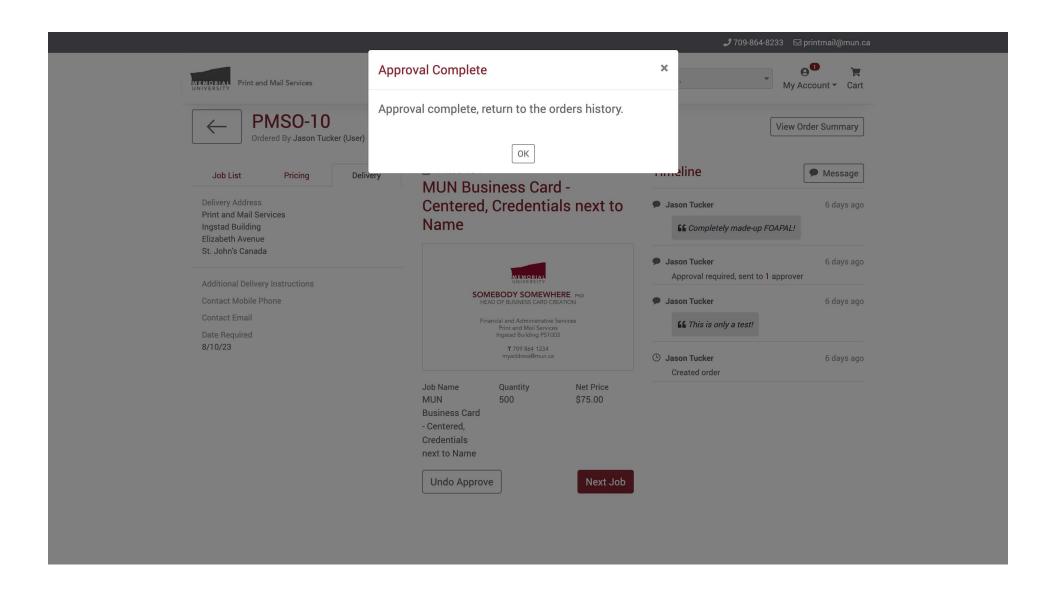
The *Edit Job* button takes you to the editing screen that will allow you to completely edit the job, including the variable information, quantity, FOAPAL, and so forth. Job editing is covered in the separate Ordering tutorial, so here we're only concerned with viewing a complete preview of the document. You can switch between pages by clicking the thumbnails underneath the large preview, or click the *View PDF* button at the top. When you're finished, you can click the *Next* button on the bottom right (not shown here) to proceed to the *Order* section where you can change the job name or quantity. To return to the job details view, click the *Update* button.



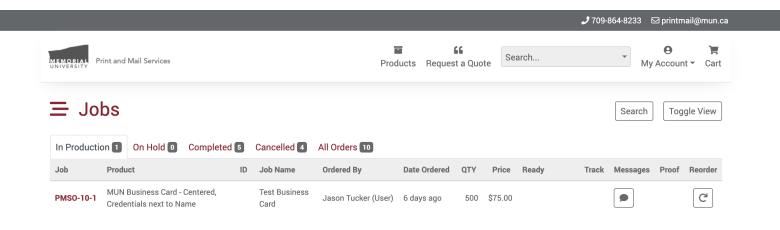
Here is a view of the Pricing details. Generally the Net Price shown in the summary will be the same as the total here, as there are no charges for taxes or delivery. Also shown here are the six components of the FOAPAL the order will be charged to. Changing this requires going through the Edit process and adding the job to the cart as a new job, then proceeding through the checkout. Details of that process are available in the separate Ordering tutorial.



Finally, here we see the Delivery details. As with the FOAPAL, changing this information requires the job to be added to the Cart and put through the Checkout as a new job.

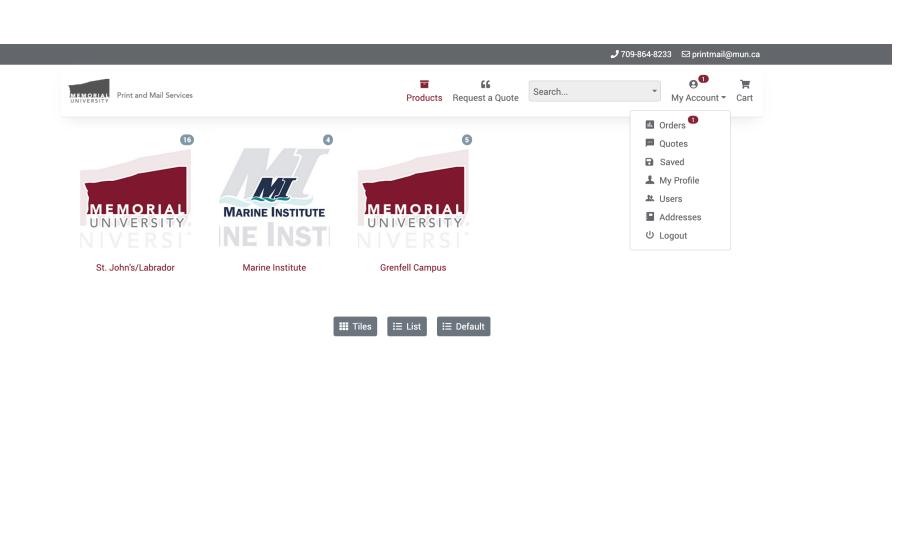


Clicking *Reject* will allow you to enter a message with the reason for the rejection, which will be added to the Messages for the job and also emailed to the person who placed the order. Clicking *Approve* will send the order to Print and Mail Services for processing.



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Once the order has been approved, it will move to the *In Production* area. It is still possible to view the *Job Details* screen from here as you could from the *Approval* screen, but of course the buttons to Reject, Edit and Approve the job will no longer be present.



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Finally, the My Account drop-down menu that you used earlier will allow you to log out of the system.