

Signature  
OFFSET

## **ELECTRONIC JOB TICKET**

Placing an order and uploading files

# LOGGING IN

To Access the Electronic Job Ticket go to <http://www.signatureoffset.com>

1. Click Client Login (upper right)
2. Enter the Signature Offset supplied Login and Password, Click Submit.

The image shows a screenshot of the Signature Offset website. At the top, the logo 'Signature OFFSET' is on the left, 'Newspaper and Gloss Printing' is in the center, and 'Call: 800.678.9785' is on the right. A navigation bar below contains links for Home, Services, Why Choose Us, Get a Quote, About Us, Contact Us, Support, and Client Login. A blue circle with the number '1' points to the 'Client Login' link. Below the navigation bar, there is a promotional banner for 'Signature Flip' with a list of features and a 'View the Flipbook' button. To the right of the banner is a small image of a flipbook. Below the banner is a green box with the text 'What is Sustainable Printing? It's more than thinking Green' and a logo for 'DEFINING SUSTAINABLE PRINTING'. At the bottom, there is a 'Customer Portal Login' section with a tree logo. A blue circle with the number '2' points to the login form in this section, which has fields for 'login' and 'password', a 'Submit' button, and a link for 'I forgot my password'.

# PLACING YOUR JOB ORDER

3. Select the Submit Spec Template that corresponds with the job you are submitting
4. Fill in the Job Name (Example: **Demo Job 9-20-13**)
5. Enter Quantity
6. Enter Amount of Pages  
(Complete Inserting, Mailing and Delivery if needed)



Welcome Demo Customer • NEW9999 • (advanceduser) Help | Log out

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WHERE TECHNOLOGY MEETS INK

Signature Offset EJT

Publication Name:	DEMO CUSTOMER	Customer #:	NEW9999
Job Name:	<input type="text"/>	Proof:	None
Payment Status:	<input type="text"/>	Packaging:	Tie
Fold:	Quarter	Paper Wrap:	None
Format:	Tab	Wrap:	None
Paper:	30 #Newsprint	Web:	Full
Size:	34"	Plant:	Phoenix
Quantity ordered:	<input type="text"/>	Pages:	16
Bindery:	None	Cover:	None
Production Notes (readonly):	<input type="text"/>		
	Bindery Plant:	Las Cruces	

4

5

6

# SUBMITTING YOUR JOB

7. Enter Pages you want in Color and click Submit.

The screenshot shows a web form for job submission. At the top, there are three radio button options: "Inserting:" with "Yes" and "No" (selected), "Mailing:" with "Yes" and "No" (selected), and "Office copies:" with "Yes" and "No" (selected). Below these is a "MailingList:" section with "Yes" and "No" (selected) options. The main part of the form consists of eight rows, each labeled "Form 1:" through "Form 8:". Each row has a text input field, a dropdown menu set to "Black only", and a "Spot Colors:" text input field. A large blue circle with the number "7" is positioned to the left of the form, with a line pointing to the first row. At the bottom right of the form, there are "Submit" and "Cancel" buttons, with the "Submit" button circled in blue. A footer at the bottom right reads "@Signature Offset".

8. Select “Browse Files” to select the files to upload. Click “Start Upload” to upload your files

## Submit or Save?

**SUBMIT:** Click Submit if your files are all complete and you are ready to submit your order.

**SAVE:** Click SAVE if you want to come back and upload more files later.

The screenshot shows a file upload interface. At the top, there are three links: "Browse Files", "Clear List", and "Start Upload". A blue circle with the number "8" is positioned to the right of the "Start Upload" link, with an arrow pointing to it. Below the links are two progress bars: "Overall Progress (0 B)" and "File Progress". Underneath the progress bars is the text "Uploaded files". At the bottom, there are two buttons: "Submit" and "Save", which are circled in pink. Below the buttons are two links: "I would like to use java file upload" and "I would like to use browser file upload".

# CHECKING THE JOB STATUS AND DETAILS

If you clicked Submit your ticket will now be locked and in production. If you need to upload corrections or make a change to your order please give us a call and we can unlock the ticket for you. **800.678.9785**

If you clicked Save and you are ready to upload more files click the [Upload Files](#).

You can also check back and check the [Job Details](#) or the [Job Status](#) of your job.

The screenshot shows the Signature Offset web application interface. At the top, a dark blue header contains the text "Welcome Demo Customer • NEW9999 • (advanceduser)" on the left and "Help | Log out" on the right. Below the header is a white content area with a blue "Signature OFFSET" logo and the tagline "WHERE TECHNOLOGY MEETS INK". The main content area is divided into sections: "Submit Specs" with a sub-section "Weekly Paper A Section", and "Submit Pages (Open Jobs)". Below this is a table with columns: Job ID, Name, Quantity, Date entered, Template, Status, and Log #. The table contains one row with Job ID 187, Name test job, Quantity 0, Date entered 01-15-2009 01:26:37, Template Weekly Paper A Section, and Status Open. To the right of the table are links for "Job Details" and "Upload Files". Below the table are "Export options" for Excel and PDF. At the bottom right of the page is the copyright notice "@Signature Offset".

Job ID	Name	Quantity	Date entered	Template	Status	Log #
<a href="#">187</a>	test job	0	01-15-2009 01:26:37	Weekly Paper A Section	Open	<a href="#">Job Details</a>   <a href="#">Upload Files</a>

Export options: Excel | PDF

**Job Status**

**Job Details**

**Upload Files**

# 800.678.9785