

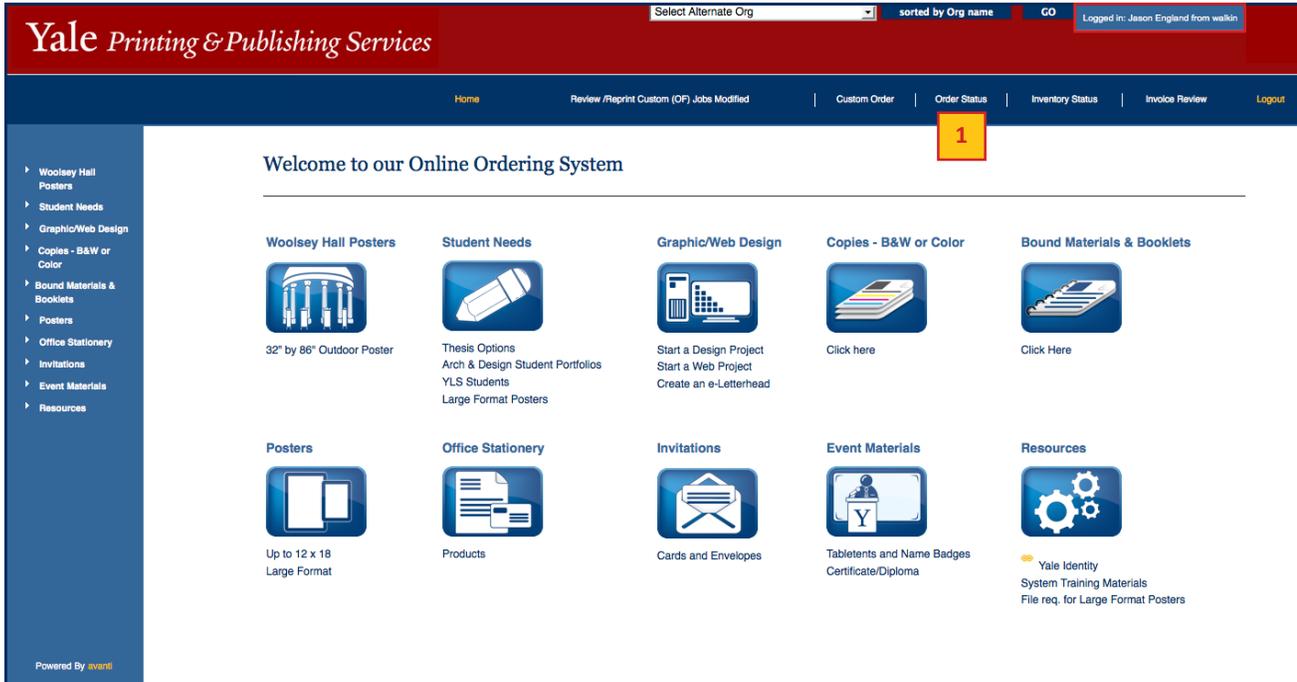
This guide will allow you to list “open” or “completed” orders for a specific date range.

1

**Order Status**

List open or completed print job(s) for a specific date range and **ORG number**.

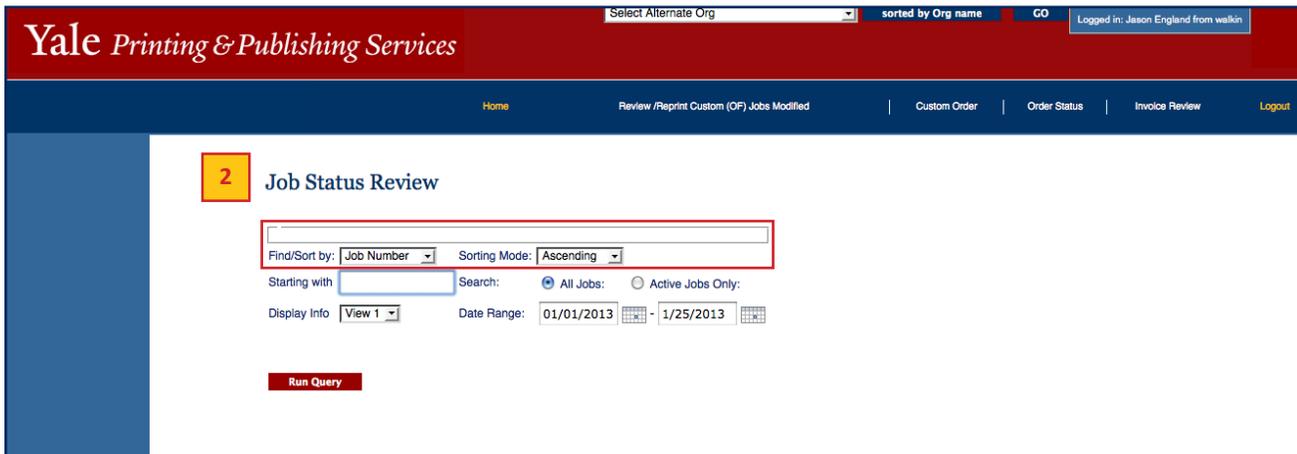
Note the **ORG number** is displayed in the top right corner of the screen. All orders related to this ORG are displayed.



2

**Job Status Review**

- a. First, narrow down your searchable results using the **Find/Sort by** drop-down list of options that include **Job Number, Description, Promise Date, NetID, Keywords, and Item Code**.
- b. Choose how you would like to view the results of your search; either **Ascending** or **Descending** order.



**Job Status Review** *continued*

- c. Then enter your search criteria in the **Starting with** text box.
- d. Select either **Active Jobs Only** or **All Jobs**, showing both active and completed print requests.

Yale Printing & Publishing Services

Select Alternate Org | sorted by Org name | GO | Logged in: Jason England from walkin

Home | Review /Reprint Custom (OF) Jobs Modified | Custom Order | Order Status | Invoice Review | Logout

### Job Status Review

Find/Sort by: Job Number | Sorting Mode: Ascending

Starting with  Search:  All Jobs:  Active Jobs Only:

Display Info: View 1 | Date Range: 01/01/2013 - 1/25/2013

**Run Query**

**4** Viewing results

- e. Indicate how you would like the information to be displayed by selecting either **View 1** or **View 2** from the **Display Info** drop-down box.
- f. Edit the **Date Range** starting from and end date box.
- g. After making your selections, [click] the **Run Query** button.

Yale Printing & Publishing Services

Select Alternate Org | sorted by Org name | GO | Logged in: Jason England from walkin

Home | Review /Reprint Custom (OF) Jobs Modified | Custom Order | Order Status | Invoice Review | Logout

### 4 Job Status Review

Find/Sort by: Job Number | Sorting Mode: Ascending

Starting with  Search:  All Jobs:  Active Jobs Only:

Display Info: View 1 | Date Range: 01/01/2013 - 1/25/2013

**Run Query**

Viewing results (View 1)

View 1 provides a full report of your job(s) including the quantity ordered, start date, promised (due) date, invoice date, P.O. Number (NetId) for each order placed with YPPS.

- [Click] on any of the print **Job Numbers** to see more detailed information about the specific job.
- If there are multiple pages of jobs returned from your search, [click] **Continue** to view more jobs.

The screenshot shows the 'Job Status Review' page with a table of jobs. A red box highlights the first job, CA002704. To the right, a 'Job Details' sidebar is open for this job, showing various attributes like Job Number, Description, and dates.

Job Number	Job Description	Quantity Ordered	Start Date	Promised Date	Invoice Date	Job Status	PO Number
CA002704	Test order Do not process	1	Jan 24, 2013	Jan 29, 2013		Open	
MN038776	Postage/Walkin Customer	1	Jan 02, 2013	Jan 02, 2013	Jan 08, 2013	Invoiced	
MN038818	Blank Stock & Buniess Cards	1,000	Jan 03, 2013	Jan 22, 2013		In Invoic	
MN038835	PreStamped Postcards Printed	800	Jan 03, 2013	Jan 04, 2013	Jan 08, 2013	Invoiced	
MN038857	ibs poster	1	Jan 03, 2013	Jan 04, 2013	Jan 08, 2013	Invoiced	
MN038884	EIS Brochure/DELIVER	50	Jan 04, 2013	Jan 07, 2013	Jan 08, 2013	Invoiced	
MN038902	2 Different Portfolios	1	Jan 07, 2013	Jan 07, 2013	Jan 08, 2013	Invoiced	
MN038935	COLOR DIGI BCARDS/Greg Gworek	500	Jan 07, 2013	Jan 08, 2013	Jan 15, 2013	Invoiced	
MN038971	Federal Express/Ship	1	Jan 08, 2013	Jan 08, 2013	Jan 15, 2013	Invoiced	
MN038985	BCARD for Brandford Yacht Club	400	Jan 08, 2013	Jan 17, 2013		In Invoic	

Job Number:	CA002704
Job Description:	Test order Do not process
Customer Long Name:	Walk-In
PO Number:	JE24
Quantity Ordered:	1
Sales Rep Code:	MJM
Customer Rep Code:	MJM
Start Date:	Jan 24, 2013
Promised Date:	Jan 29, 2013
Invoice Date:	
Job Status:	Open
Ship Via Method:	
Files Attached:	0

Viewing results (View 2)

View 2 includes both the **Sales Rep Code** (Graphic Designer) and **Customer Rep Code** (Customer Service Representative) assigned to the job.

The screenshot shows the 'Job Status Review' page with a table of jobs. A red box highlights the first job, CA002704, and its 'Sales Rep Code' and 'Customer Rep Code' columns.

Job Number	Job Description	Quantity Ordered	Job Status	Sales Rep Code	Customer Rep Code	Start Date	Promised Date	Invoice Date	PO Number
CA002704	Test order Do not process	1	Open	MJM	MJM	Jan 24, 2013	Jan 29, 2013		JE24

Begin a new search

To begin a new search, [click] **New Query**.

The **Continue** and **New Query** buttons appear in both the top-right and bottom-left of your window.

The screenshot shows the 'Job Status Review' page with the 'New Query' and 'Continue' buttons highlighted in red boxes.

Job Number	Job Description	Quantity Ordered	Job Status	Sales Rep Code	Customer Rep Code	Start Date	Promised Date	Invoice Date	PO Number
CA002704	Test order Do not process	1	Open	MJM	MJM	Jan 24, 2013	Jan 29, 2013		JE24