**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.*

**Job Status Review**

1. 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.

2. 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.

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.
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.

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.

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.