

Quick Reference Guide for Job Submission

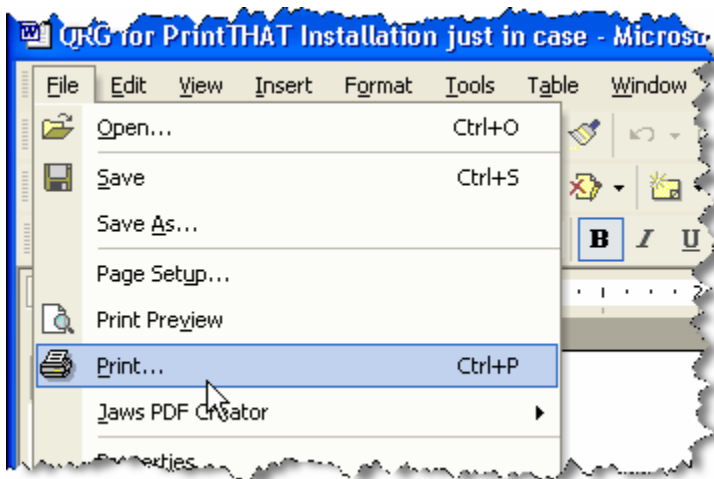
This document highlights the steps to submit a job with Print**THAT!** You should find this relatively easy and intuitive. We assume you have completed the installation process and are ready to submit a job.

You can use Print**THAT!** within any desktop application and the steps are basically the same

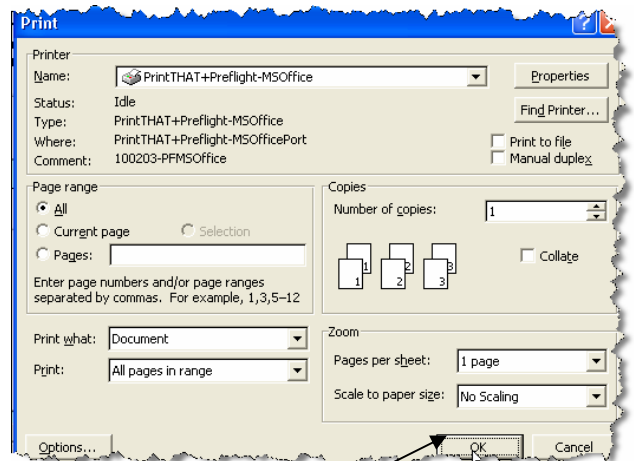
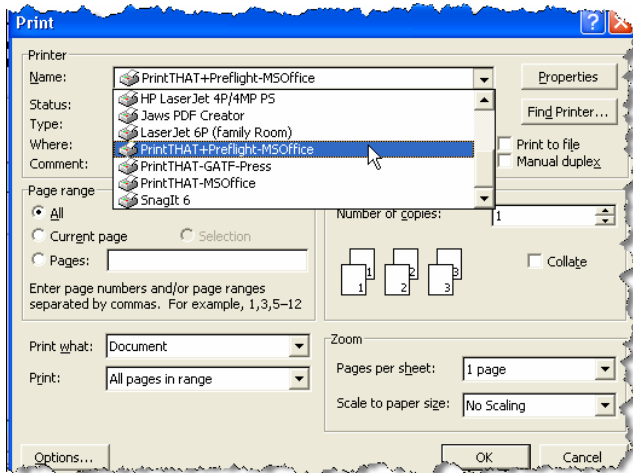
Getting Started

1. Open your file or document within its native application. **Note:** We are using a MS Word document for this example but the process is the same for any desktop application.

2. Select <File> <Print>



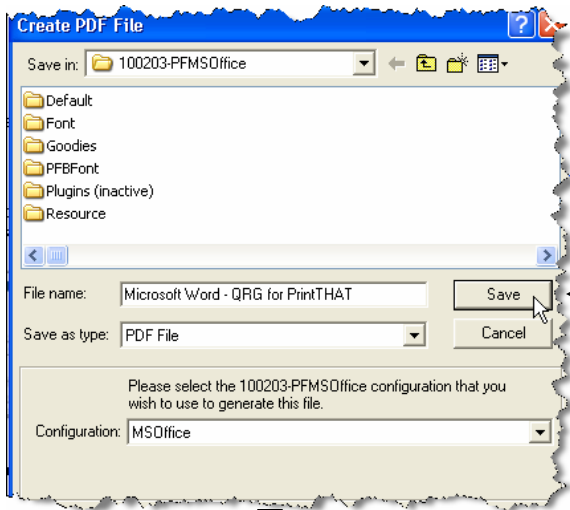
Your Print menu will appear



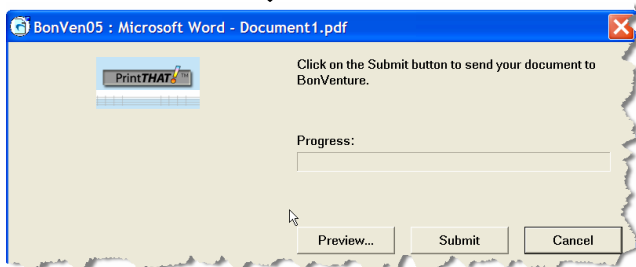
4. Select the proper driver from your print list

5. Select <OK>

Print**THAT!** convert your application file to a PDF format. On the screen below you will be required to confirm the file name and a directory to save the PDF. By default, Print**THAT!** will save the file in the directory that the print driver is installed. You will notice that the file name is prefixed by the originating application but can be changed.

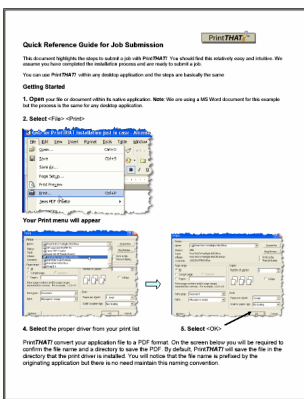


6. Select <SAVE>



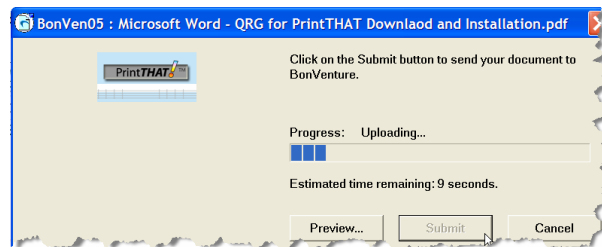
From this window you have two options. Preview your file before submission and Submit (or Upload) your file to PrintTHAT!

1. You can preview the PDF file



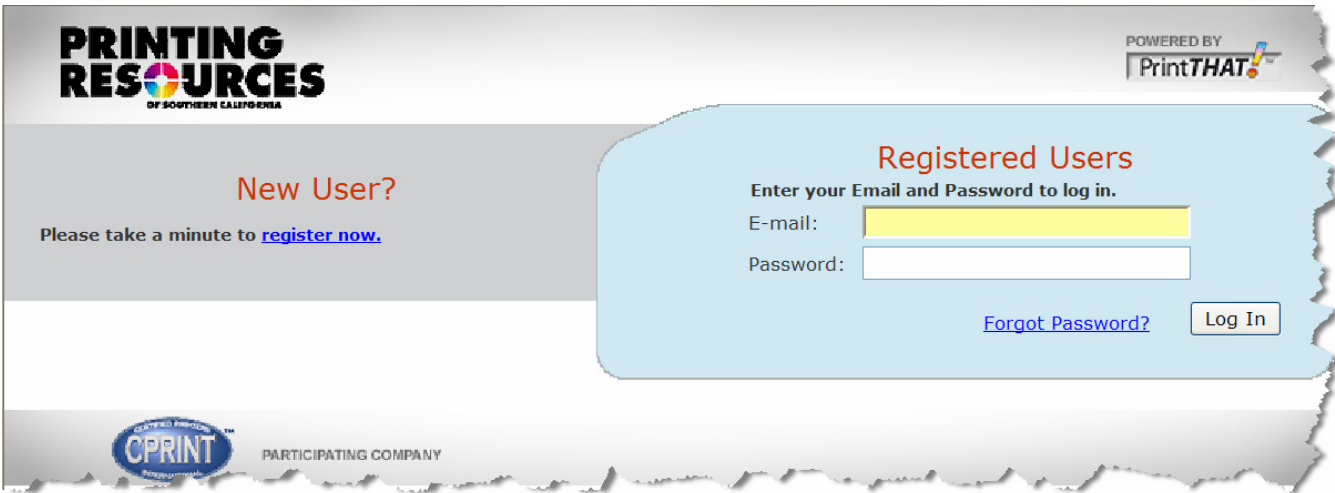
2. You can upload the file.

Note: You must be connected to the internet to upload a file



7. Select <Submit>

Once the file is uploaded, you are automatically connected to the PrintTHAT! web server and login page.

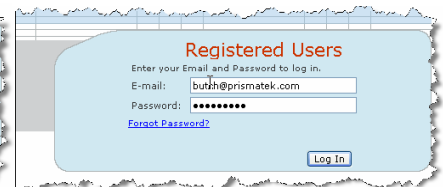
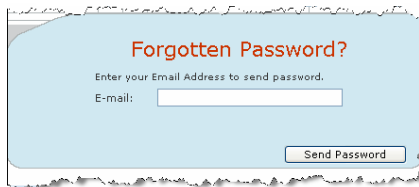
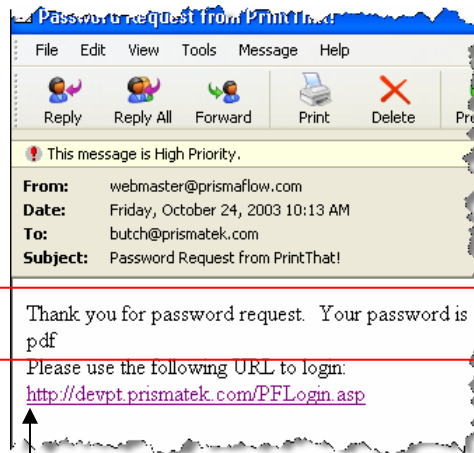


You have three options;

1. Register if you are new user

2. Retrieve your Password

3. Login if you are a current user

Self Registration is a unique feature that allows 1st time users to set up a profile and submit a job with no wait time.

Pay close attention to the email address and password. This information identifies you in the system and the email address will be used to send you status confirmations

Fields highlighted in **RED** must be filled in

If you forget you password you can retrieve it automatically.

Just enter your email address and PrintTHAT! will send you an email message with your **password**.

You will also notice that also gives you a link back to the login page

Once you have entered your email address and password, you are presented with the Job Specification screen.

Here you enter all of your job specifications. (see more detail below)

The Job Instruction screen is unique for each printer and communicates the users choices back to the printer in a format that is consistent and efficient.

Job Specifications

File: **Microsoft Word - Document3.pdf**

Print at: **PrintingResources**

* Required information in red

Job Name:

Quantity:

Finish Size:

Special Job Instruct:

Take special care:

PrintTHAT!

Here we will point out the information on this screen

- The name of the file uploaded. This was the same name you saved on your hard drive before preflight
- The printer supplier name
- All required field are in **RED**
- You can enter any name in this field and it should easily recognizable in a list.
- Select Final trim Size and Quantity
- Place any Special information that is not covered by normal production
- When your satisfied with your selections, press the **PrintTHAT!** button to submit

PrintTHAT!

[Edit Billing/Shipping information](#)

[Back to Log In](#)

[Edit your account profile](#)

Bill To:
Butch Porcaro
5005 Swift Ridge Rd
Raleigh, NC 27606
US
919 677-1757

Ship To:
Butch Porcaro
5005 Swift Ridge Rd
Raleigh, NC 27606
US
919 677-1757

You can also update your Billing and Shipping information specifically for the current Job Specification" screen These updates can be made permanent by updating your account profile.

Update Bill To/Ship To Info

Bill To:

Name:

Address:

City:

State:

Postal Code:

Country:

Telephone:

Ship To:

Name:

Address:


City:



State:

Postal Code:

Country:

Telephone:

By clicking  your work is complete. The system will generate a new job number and then send an email message to your Print Supplier. You can print the message below for you records or come back to it at any time from the link sent to you by email


POWERED BY 

[Quit/Logout](#)


[View All Of My Jobs](#)

[View All Jobs Belonging To My Company](#)

Thank You!

Your file uploaded successfully!
Your Job Number is: **955**

Printer: **LeesburgPrinting**
Requestor: butch@prismatek.com
Job Name: **My Best File**
Job Date: 1/16/2004 12:46:59 PM
Quantity: **1500**
Job Instructions: Handle with Care
Filename: **Microsoft Word - Document4.pdf"**
File Instructions: none
Options:


PARTICIPATING COMPANY

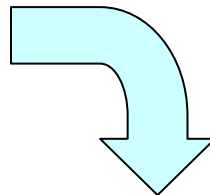
From this last page below you can view and/or reprint your previous orders without re-submitting the file or if enabled view and print other jobs from within your company

PrintTHAT!

[View all of my jobs.](#)

[View all jobs belonging to my company.](#)

[Close Window](#)



PrintTHAT!

Click On The 'Reprint' Link To The Right Of Each Job To Reorder That Job.

Job List

Job #	Job Title	Submitter	Status	Reprint
195	Prismatek Test	Butch Porcaro	In Production	Reprint
196	Test from Prismatek WP file	Butch Porcaro	In Production	Reprint
197	Prismatek test files BV M... S...	Butch Porcaro	In Production	Reprint