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https://jeffstationery.nowdocs.com

Self Registration Note: You only have to do this the first time you visit the site.

- 1. Open browser (Internet Explorer/Firefox, etc.)
- 2. Use this url: https://jeffstationery.nowdocs.com
- 3. Click "Register as a new user"



4. Fill in fields with your information; bold fields are required. You must use your Jefferson e-mail address. This will be your Username. Create a unique password. Note: This is not your campus key.

Login Information			
Email Address			
ponn ocegaenerso	1.600	Confirm Password	
		www.	-
Hint		Your Answer (case-	
What is your mothe	sr's malden name?	sensitive)	
(A phrase we ask y name)	ou if you forget your password, e.g. mother's maiden	mom	
Address Informat	lon		
First Name	John		
Middle Initial			
Last Name	Doe		
Position / Title	Administrative Assistant		
Company	HULT		
Address1	111 South 11th Street		
Address2	Suite 123		
Department	Department of Medicine		
Building			
Floor			
City	Philadelphia		
State	Pennsylvania		
Country	United States		
Zip Code	19107		
Phone	215-123-4557		
Phone Extension			
Mobile Phone			
Fax			

https://jeffstationery.nowdocs.com

5. After you submit your form, you will receive an e-mail in your Jefferson e-mail account:

Dear John Doe,

Thank you for registering. In order to activate your account, you must click on the verification link below, or copy and paste the link in your browser window. Then, login by entering your email address and password. It's quick and easy!

Your Account Activation Link: LINK UNIQUE TO EACH USER | click on this link

Once you've activated your account, take advantage of our Stationery Automation Process.

Ordering stationery has never been easier. We think you'll agree.

Sincerely, Jefferson Stationery

6. You will be taken back to your "Edit Account/Login Information" page. Verify that the information is correct and click "Submit" at the bottom of the page.

Mobile Phone Fax		
Cancel	g" automit	

7. You are now ready to log into the system with your Username and password. Should you forget your password, click on the "Retrieve password" link on the log in page and follow the steps.

Username:	
john.doe@jefferson.edu	
Password:	
Register as a new user Retrieve password	

https://jeffstationery.nowdocs.com

Place an Order

- 1. Open browser (Internet Explorer/Firefox, etc.)
- 2. Use this url: https://jeffstationery.nowdocs.com
- 3. Log in with your Username (this is your full jefferson e-mail address) and unique password. Then click "Login."



4. You will be taken to the Home page. Click on the icon to "Order Stationery."

Logged in as Jasmeen Rekhi Stationery Automation Home Page		
ORDER STATIONERY		

5. You will be taken to a catalog page where you can select the stationery item needed. Please give your order a unique "Order Name." This will make the order easier to look up for reprints.

ximum 50 characters)		1	
fferson Stationery (0)	Jefferson Stationery		
ppointment Card (7)	Withfree Street	Transferrer (1997)	Dimension and the second
luckslip (2)	Perior Software Softw	E Jefferson.	Jefferson.
usiness Card (4)		Te Pare Pre-schemater ("Programment") Te telefone Terreschemater ("Programment") Terreschemate Chromophenetic ("Programment") Terreschemate Chromophenetic ("Programment") Terreschemater	Adapt Tana Mill Chair and Province of Program Processes Opportunities of Program Programs of Province of Program
nvelope (8)	Instantia and a second and as	D feinigens feinig (feinig	Terminal defension contrastify and selection
etterhead (2)	UNE Head stighting and data an address of our shift in matter to stop the agreements		Business Card
failing Label (1)	Appointment Card		
rescription Pads (8)			

https://jeffstationery.nowdocs.com

6. Select an item (Appointment card, Buckslip, etc.) I chose Business Card. Then you can choose a specific item from within that category. There are various templates available for each item. If you mouse over the image, a larger preview appears. If you click on the preview image you can also see a larger view of the item. You can set your quantity now; however, you do have the option to change your quantity later. Click on the "Customize" button to input your variable data.



7. Each template has a preview image on the left side and a form field on the right. To begin, you must first select the proper logo for your item. Click on "Select Image."

	Enter Your Information Below				
Address Line 1 Address Line 2 City, State Zip r 123.456.7890 F 123.456.7890 F 123.456.7890 F 123.456.7890	Choose your logo Click on "Select Image" and then click "View All" Select Image L Jefferson First Name Initial Last Name Credentials N/A N/A N/A N/A N/A N/A N/A N/A				
name.lname@jeffershospital.org	Title/Department Line 2				
HOMAS JEFFERSON UNIVERSITY HOSPITALS					
* Move mouse over preview to view larger image	Title/Department Line 3				

https://jeffstationery.nowdocs.com

8. Click on "View All."



9. Select the appropriate logo for your stationery product. There are multiple pages of logo choices. You can see the other pages by clicking the blue arrow. To select a logo, click on the radio button below it, then click "Save."



https://jeffstationery.nowdocs.com

10. After you choose a logo, it will not immediately change in the large preview. This is normal. Please begin to enter your variable data into the form fields provided. To see proper stationery formatting please refer to the Jefferson Brand Guidlines at www.jeffgraphics.com (under Resources).

First Name	Ini	tial I	Last Name
John	A		Doe
Credentials			
BS + Custo +			/A 🛟 N/A 🛟 N/A 🛟
Title/Department Line	1		
Associate Professor			
Title/Department Line	2		
Department of Medicine	9		
Title/Department Line	3		
Title/Department Line	4		
E-mail			
Must be a Jefferson e-m	nail account.		
john.doe@jefferson.edu	1		
Website			
Must be a Jefferson wel	osite.		
www.jefferson.edu			
Street Address			
925 South 9th Street	N		
Building, Suite/Room	Number		
Suite 123		C 4-4-	
City		State	Zip
Philadelphia	÷	PA	19107
Phone	Extension	_	
215.955.5555			
Fax			
215.955.1111]	
Beeper/Pager	Extension		
215.955.6060	1234		
Voicemail	Extension		
Cell Phone			
Phone Type			
Lab	+		
Additional Phone	Extension		
215.503.5555			
Bharra Zura û		_	

- A few things to note:
- If you don't see your credential in the list, select "Custom Value" and type in the credential. Please do not type periods in credentials.
- E-mails must be Jefferson e-mail accounts. If you enter a non-Jefferson e-mail, your order will be declined and will prolong your turnaround time.
- Websites must be Jefferson websites. If you enter a non-Jefferson website, your order will be declined and will prolong your turnaround time.

https://jeffstationery.nowdocs.com

11. Click on "Preview."

Cell Phone]
Phone Type	
Additional Phone	Extension
Phone Type 2	•
Additional Phone	Extension
Gancel Preview	

12. Your preview image will display the logo you selected as well as the information you entered into the form fields. You can scroll your mouse over the image to see a larger proof. If you need to edit any information, type in the form fields and click "Preview" again.

		Enter Your Informat	ion Below		
Verroscience Hospital for Neuroscience Nohn A. Doe, BS, FACP Associate Professor Department of Medicine ohn. doe@jefferson.edu www.jefferson.edu	925 South 9th Street Suite 123 Philadelphia, PA 19107 Yearoscience T 215.955.5555 F 215.955.1111 B 215.955.6060, #1234 ssociate Professor LAB T 215.503.5555 Philadelphia, PA 19107 T 215.955.6060, #1234 ssociate Professor LAB T 215.503.5555		and then click "View erson. Initial A A	N All" Last Name Doe N/A : N/A : N/A :	
THOMAS IEFFERSON UNIVERSI	TY AND HOSPITALS	Associate Professor			
		Department Line 2			
 Move mouse over preview to view larger image 		Department of Medicine			

13. Once you are finished making edits, click the "Add to Order" button at the bottom right side of the page.

Additional Phone Extension	
Cancel	Add to Order 🔶

https://jeffstationery.nowdocs.com

14. You will then be taken to your catalog order page. There are various things you can do from this page. You can update your quantity, view your proof again, make edits, remove the item, cancel the order, or continue to delivery and billing. We request that you do not use the continue shopping button. We request that you only place one item per order. This will make the reprint process much easier and faster for you. Every order requires an approval from JeffGraphics before being submitted to the Print Center. Reprints bypass the approval process. Once you make a change to the reprint, even a small change like deleting one of the items, the order will go back in the queue for JeffGraphics to approve. Once you are done making your changes, please click "Continue."

iged in as Jasmeen Rekhi Italog Order					
ew: Item Name / Description: 1. Basic tal:	Price: \$31.50	Quantity:	• 2	Total: \$31.50 \$31.50	Action Remove Edit View Quantities
This icon will allow you to preview your proof again.					You can go back and edit your item by clicking this button.
Cancel Order	_				← Continue Shopping Continue →
	Price: \$31.50	Quant 250 250 500	iity: ‡	2	

https://jeffstationery.nowdocs.com

15. On the delivery options page, please choose your recipient and select your delivery. The system lists the user's address as a default. If you want the order to go to someone else, click on "New Recipient" and fill out the form field. Currently the two options for delivery are: (1) Desktop and (2) Pick Up. The turnaround time for your delivery date must be 6 business days from the date of your order. If you require an earlier delivery date, please write a note in the area titled, "Special Order Instructions." Click on "Continue" to enter in payment method.

Logged in as Jasm Choose Delive	een Rekhi ry Options			
Step 1 Choose I	tems Step 2 Select Recip	ient Step 3 Select Payment		
NEW RECIPIENT	FROM ADDRESS BOOK	Order Value: Special Order Instruction Type any comm Rush order her	\$31.50 ons: nents to re.	
Removit	Recipient Jasmeen Rekhi JeffGraphics 125 South 9th Street Suite 802 Philadelphia, PA 19107	Desktop Delivery	Quantity	
Gancel Order			Continue Shopping Continue	→
Recipient Address				
Pirst Name Mode Initial Last Name				
Pasition / Title Address1 Address2 Department Building				
Floor Chy Philadelphia State Permybonia Country United States Zip Code	10 10			

https://jeffstationery.nowdocs.com

16. On this final page you will enter the payment information. Only two payment methods will be available: (1) Charge Code, and (2) Grant/Program Charge Code. Please enter your charge code into the field. If you need to split this order onto different charge codes, please list that in the "Special Order Instructions" box. If you need to, you can still preview your proof or make edits. Once you are done, click the "Place Order" button on the bottom right side of the page.

Review and Place Ord	i ler			
Step 1 Choose Items St	tep 2 Select Recipient S	tep 3 Select Pay	ment	
Summary Receipt:	Order Total:		Special Orde	er Instructions:
	Items Subtotal:	\$31.50	Type ar	ny comments to
VIEW RECEIPT	Shipping and Handling:	\$0.00	split ch	arge code here.
DETAILS	Total:	\$31.50		
onfirm your order details by viewing Payment Information: Yo review: Item Name / D	g the summary receipt. Specify pay u must have department escription: Pric	yment information and c tal approval prior te: Quantity:	ick the "Place Ord to ordering a Total: A	er" button. stationery products. ction
onfirm your order details by viewing Payment Information: Yo Preview: Item Name / D 1. Basic	g the summary receipt. Specify pay u must have department escription: Pric \$31.4	yment information and ci tal approval prior e: Quantity: 50 250	ick the "Place Ord to ordering a Total: A \$31.50	er" button. stationery products. ction Remove Edit View Quantities
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Payment Information: Yo Preview: Item Name / D 1. Basic ubtotal: ield: Enter Or	g the summary receipt. Specify pay u must have department escription: Pric \$31.4 rder Information:	yment information and c tal approval prior te: Quantity: 50 250	ick the "Place Ord to ordering s Total: A \$31.50 \$31.50	er" button. stationery products. ction Remove Edit View Quantities Comments:
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https://jeffstationery.nowdocs.com

17. You will then receive the following message on screen:

nt method that was selected. It will be produced once	approved. To view and
	w Receipt
	nt method that was selected. It will be produced once

The following message will be sent to your e-mail:

Thank you for submitting the following order. Your order requires an approval from JeffGraphics before production can begin. You will receive an e-mail notification within 48 hours.

If JeffGraphics approves your order it will automatically be sent to the Print Center. If your order is declined, you will receive an e-mail with instructions.

You can check your order status online any time at http://jeffstationery.nowdocs.com

Sincerely, Jefferson Stationery

https://jeffstationery.nowdocs.com

Approval Process

All new orders require an approval from JeffGraphics to ensure Jefferson branding standards are being met. If JeffGraphics approves your order, it will automatically be sent to the Print Center for production.

If JeffGraphics declines your order, you will receive the following e-mail: (You can reference the images for each numbered step.)

This is to inform you that your print order(00179) has been declined by JeffGraphics as originally submitted. Your document has been modified to more closely align to brand standards.

Please go back into the system at http://jeffstationery.nowdocs.com.

- 1. Find your order number under the "Order History" tab.
- 2. Click on the "Track/Modify" button.
- 3. View the notes to identify changes made by JeffGraphics to your order.
- 4. Go back to the previous page and click on the "Orders Approval(s)" tab.
- 5. Find your order number and click "View".
- 6. To see a preview of your revised item, click on the magnifying glass icon (in "Production and Fulfillment" section).
- 7a. To approve the changes, click the "Approve" button at the bottom of the page. Please initial in the field under "Approval Information".
- 7b. To decline changes or make further edits, click the "Decline" button at the bottom of the page. There will now be an "Edit" button in the "Production and Fulfillment" section. If you make edits, you will be asked to indicate changes in the field under "Approval Information."
- 8. Your order will not be processed until you approve it.

Total for Your Order: \$31.50

If you have any questions regarding the edits made, please contact JeffGraphics at graphics.two@jeffersonhospital.org.

Sincerely Jefferson Stationery

1. Find your order number under the "Order History" tab. Click on the "Track/Modify" button.

ate	ID	Name	Recipient(s)	
/23/2012			Jasmeen Rekhi	🎄 Resume
/23/2012	00179		Jasmeen Rekhi	Track/Modify View Re-Print
/18/2012	00046		Jasmeen Rekhi	Track/Modify View Re-Print
/18/2012			Jasmeen Rekhi	恭 Resume
/18/2012	00045		Jasmeen Rekhi	Track/Modify View Re-Print
ew All				

2. View the notes to identify changes made by JeffGraphics to your order. Then click on the "Previous" button.

Tracking orde	r number: 00179	R		
Sent To:	Jasmeen Rekhi			
Delivery Method:	Desktop Delivery			
Scheduled Delivery	Monday, January 30, 2012			
Date	Status		Notes	
1/24/2012 10:34 AM	Declined by the Approver		Corrected addressJR	
1/24/2012 10:33 AM	Replaced Variable Information			-
1/23/2012 9:43 AM	Pending Approval		Order Created - Pending Approval	
Cancel Order	Modify Order			← Previous

3. Go back to the previous page and click on the "Order Approval(s)" tab.

	Order ID	Order Name	Sender Name	Details	Total Cost
1/23/2012	00179		Jasmeen Rekhi	View	\$31.50

4. Find your order and click "View."

1/23/2012 00179 Jasmeen Bekhi View				Order Date	HUCL
	View \$31.50	Jasmeen Rekhi	00179	1/23/2012	

5. You will be taken to your order page. To see a preview of your revised item, click on the magnifying glass icon (in "Production and Fulfillment" section). After viewing the print preview and reviewing the changes click "Exit & Return."

		1	Has Va This order	riable Doc contains a	uments a single job.	Status: Due Date: Print Center:	D1179 Pending Approval 1/30/2012 Print Center 1020 Locust Street Room B30 Philadelphia, PA 19107 US Phone: 215-503-6502 Fax: 215-923-6692
tem Summar Preconfigured Item: Shipping and Delivery: Note: This order may handling fees.	y Item 1. Basic Desktop Delivery(Jasmeen Rekhi) y be subject to additional taxe	Quantity 250 1 s or shippin	Price \$31.50 \$0.00 Total: ug and	Total Price \$31.50 \$0.00 \$31.50	Billing Name: Jasmeen Rekhi Address: 125 South 9th Street Suite 802 Philadelphia, PA 19107 US Phone: 215-503-1302 Fax: Payment: Charge Code		
Production a	nd Fulfillment				Charge Code: 209-00000-6601		

Item #	[4		250
1	bc-phones-ndx	mp-te	mplate.cpkg	Quantity:
Impression:	Single Sided			
	Color - All Pages			
Paper:	20lb Standard (Whit	te) - A	II Pages	
Binding:	None			
Pages:	1			
				_

ngna taft			e- Exit & Return
	Jefferson. Houptal for Neuroscience. John A. Doe, BS, FACP Associate Professor Department of Medicine	500 94406 9000 Suite 123 Billinklighta, 94, 19407 7, 215, 955, 5555 7, 215, 955, 56046, 4234 6, 48 7, 215, 568, 5555	
	john, doogjefferson, odu www.jefferson, edu THOMAS IEFTERSON UNIVERSI	TY AND HOSPITALS	
ament of 1	boohores-ndxno- Page fi	template opkg ef 1	🔶 Exit & Return

Cancel

Approve Ord

6. To approve the changes made by Jeff Graphics, click on the "Approve Order" button. Then, enter your initials in the field under "Approval Information." Lastly click the "Approve Orders" button. Once you approve your order, it will be sent to the Print Center for production.

Impression: Single Sided Coir - All Pages Paper: 205 Standard (While) - All Pages Binding: None Pages: 1 Page Size: Custom (3.5 x2) Final Size: Custom solute B02 Philadelphia, PA 19107 US Phone: 215-503-1302 Fax: Service: Desktop Delivery Due 1/30/2012 Date: ihilpping Download Sign Download Download Download Sign Download Sign Download Do	1	bc-phones-ndxmp-templ	250 Quantity:		
Color - Al Pages Paper: 20ib Standard (While) - Al Pages Binding: None Pages Siz: Custom (3.5 x2) Final Size: Custom scipients Jasmeen Rekhi Name: Jasmeen Rekhi Vidress: 125 South 9th Street Suite 802 Philadelphia, PA 19107 US Phone: 215-503-1302 Fax: Service: Desktop Delivery Date: ihilpping Download Nell'every: term # Quantity 1 250 Logged In as Jasmeen Rekhi Approve Order Base Site Download Nell'every: term # Quantity 1 250 Logged In as Jasmeen Rekhi Approve Orders Jaste below are the orders selected for approval. You must specify approval information for each order. Order ID Order Name Order Total Approval Type Approval Information The order value has changed due to the document replaced has altered the 1000000000000000000000000000	Impress	ion: Single Sided	ate.opkg		
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Pages:: 1 Pages:: Custom (3.5 x2) Final Size: Custom (3.5 x2) Section: Suite 602 Philadalphia, PA 19107 US Batter: Device: Fax: Service: Service: Devicionad Due 1 Due 1 Devicionad Deviciona Order Provious Logged In as Jasmeen Rekhi Approve Orders Listed below are the orders selected for approval. You must specify approval information for each order. Order ID Order Name Order Total Approval Type Onlife S31:50 Charge Code The order value has changed due to the document replaced has altered the pre-	Bind	ing: None			
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Shipping Slip Delivery: Download Lem # Quantity 1 250 Image: Contract of the state of the stat	Date:	1/30/2012			
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7. To decline the changes made by JeffGraphics, click on the "Decline Order" button. There will now be an "Edit" button in the "Production and Fulfillment" section. If you make edits, you will be asked to indicate changes in the field under "Approval Information."

Impression:	Single Sided	Quantity:
Daman	-	
Dener	Color - All Pages	
Paper:	20lb Standard (White) - All Pages	
Binding:	None	
Pages:	1	
Page Size:	Custom (3.5 x2)	
rinal Size:	Custom	
Name: Jase Address: 125 Suit Phil US Phio Eax Service: Des Due 1/30 Date: Shipping Slip Delivery:	meen Rekhi South 9th Street e 802 adelphia, PA 19107 me: 215-503-1302 : ktop Delivery)/2012 Download Item # Quantity	
Slip	Download	
Jenvery:	Item # Quantity	



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8. Make your edits, click "Preview," then click on "Replace Order."

		Enter Your Informati	on Below	*
Vertice Series S	900 Walnut Street Suite 123 Philadelphia, PA 19107 T 215.955.5555 F 215.955.1111 B 215.955.6060, #1234 LAB T 215.503.5555	Choose your logo Click on "Select Image" a Select Image First Name John Credentials BS Custo FACP Title/Department Line 1 Associate Professor	Ind then click "View rson international Initial	N/A CONTRACTOR N/A CONTRACTOR N/A
* Move mouse over previe	ew to view larger image	Department of Medicine Title/Department Line 3		
		Phone Type 2 N/A Additional Phone External Cancel Preview	ension	Replace Order

9. Please summarize the changes you made in the "Approval Information" field. Then click the "Decline Orders" button. Your order will now go back to JeffGraphics for approval, and the approval cycle will begin again.

r ID	Order Name	Order Total	Approval Type	Approval Information
79		\$31.50	Charge Code	The order value has changed due to the document replaced has altered the price.
				changes you made to your item
oduction	and Fulfillment			
1 Item #	bc-phones-ndxmp-template.cpkg	250 Quantity:		
Impression:	Single Sided Color - All Pages			
Paper:	20lb Standard (White) - All Pages			
Binding:	None			
Pages:	1			
Original Size:	Custom (3.5 x2)			
Final Size:	Custom			
Download:	🕄 🔂 Edit			
	Pages 1 of 1			
	luges I of I			

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Reprint an Order

- 1. Open browser (Internet Explorer/Firefox, etc.)
- 2. Use this url: https://jeffstationery.nowdocs.com
- 3. Log in with your Username (this is your full jefferson e-mail account) and unique password. Then click "Login."



4. Find the order you would like to reprint. Click on "Re-Print."

ORDER					
STATIONERY					
Order History					_
Date	ID	Name	Recipient(s)		
1/23/2012		10111111	Jasmeen Rekhi	C Resume	
/23/2012	00179		Jasmeen Rekhi	Track/Modify View Re-Print	
/18/2012			Jasmeen Rekhi	C Resume	
/18/2012	00045		Jasmeen Rekhi	Track/Modify View Re-Print	
/18/2012	00044		Jasmeen Rekhi	Track/Modify View Re-Print	
New All					

5. Under your order number you will see that this order is approved. You can view a proof of it by clicking on the magnifying glass icon.

	_		Has Var	riable Doc	suments a single job.	O0179 Status: Order Approved Due Date: 1/30/2012 Print Center: Print Center 1020 Locust Street Room B30 Philadelphia, PA 19107 US Phone: 215-503-6502 Fax: 215-923-6692
tem Summa Preconfigure Item Shipping an Delivery Note: This order m andling fees.	Item 1. Basic d Desktop Delivery(Jasmeen Rekhi) ay be subject to additional taxe	Quantity 250 1 Is or shippin	Price \$31.50 \$0.00 Total: ag and	Total Price \$31.50 \$0.00 \$31.50	Billing Name: Jasmeen Rekhi Address: 125 South 9th Street Suite 802 Philadelphia, PA 19107 US Phone: 215-503-1302 Fax: Payment: Charge Code Charge Code: 209-00000-6601	
Production a Item # Impression: S Paper: 2 Binding: N Pages 1 Page Size: C Final Size: C	and Fulfillment	ate.cpkg	Qu	250 antity:		

Logged in as Jasmeen Rekhi Print Preview			1.5
nages 1 of 1			en Kult & Retur
	Experimental for Neuronaciana Andreas Professor Department of Medicine Department of Medicine	900 Violaat Sever Saile 123 Pollukelpika, PA 1907 1 213, SSS 3353 1 213, 953, 4046, 91234 1 4 1 4 2 213, 503, 4046, 91234 1 4 2 213, 503, 5555	
	THOMAS JEFFERSON UNIVERSE	TY AND HOSPITALS	
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agait at t			+- Exil & Ratur

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5. If you are satisfied with your preview and deliver information, click "Place Order." If you need to make changes click "Edit Order." All edits go through the approval process again, including changes to quantity, delivery, or charge code.

	Jasmeen Rekh	i						
Name: J	lasmeen Rekhi							
Address: 1	25 South 9th Street							
	hiladelohia PA 1910	,						
i	JS							
F	Phone: 215-503-1302							
F	ax							
Service: [Desktop Delivery							
Due 1	/30/2012							
shipping								
Slip	Download							
Delivery:	item #	Quantity						
	1	250						
Cancel Re-	Print Edit Order	Place O	rder					
Cancel Re-	Print Edit Order	Place C	rder					
Cancel Re-	Print Edit Order	Place C	rder					_
Cancel Re-	Print Edit Order	Place C	rder				 	
Cancel Re-	Print Edit Order	Place C	rder				 	
Cancel Re-	Print Edit Order	Place C	rder					 _
Cancel Re-	Print Edit Order	Place C	rder					
Cancel Re-	Print Edit Order	Place C	rder					
Cancel Re-	Print Edit Order	Place C	rder					
Cancel Re-	Print Edit Order	Place C	rder					
Cancel Re-	Print Edit Order Jasmeen Rekhi firmation	Place C	rder					
Cancel Re-	Print Edit Order Jasmeen Rekhi firmation	Place C	rder	To view and print re	icelpt information, pl	Iaso review below		

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Track an Order

- 1. Open browser (Internet Explorer/Firefox, etc.)
- 2. Use this url: https://jeffstationery.nowdocs.com
- 3. Log in with your Username (this is your full jefferson e-mail account) and unique password. Then click "Login."



4. Find the order you would like to track. Click on "Track/Modify."

Date	ID	Name	Recipient(s)	
1/23/2012			Jasmeen Rekhi	C Resume
1/23/2012	00179		Jasmeen Rekhi	Track/Modify View Re-Print
1/18/2012			Jasmeen Rekhi	S. Re Line
1/18/2012	00045		Jasmeen Rekhi	Track/ fedity View Re-Print
1/18/2012	00044		Jasmeen Rekhi	Track fodily View Re-Print

Tracking orde	er number: 00179	R /
Sent To:	Jasmeen Rekhi	
Delivery Method:	Desktop Delivery	
Scheduled Delivery	[:] Monday, January 30, 2012	
Date	Status	Notes
1/25/2012 4:11 PM	Order Approved	jr
1/24/2012 1:24 PM	Declined by the Buyer	jr
1/24/2012 1:11 PM	Replaced Variable Information	
1/24/2012 10:34 AM	Declined by the Approver	Corrected addressJR
1/24/2012 10:33 AM	Replaced Variable Information	
1/23/2012 9:43 AM	Pending Approval	Order Created - Pending Approval

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Questions/Contact Info

For all questions regarding Jefferson Brand Guidelines, please contact JeffGraphics.

Phone: 215-503-7450 E-mail: graphics.two@jeffersonhospital.org

For all technical support questions or for a training class, please contact Information Systems.

Phone: 215-503-7500 E-mail: is.training@jeffersonhospital.org