

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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# Jefferson Stationery Automation

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  
john.doe@jefferson.edu

Password  
\*\*\*\*\*

Hint  
What is your mother's maiden name? [v]

(A phrase we ask you if you forget your password, e.g. mother's maiden name)

Confirm Password  
\*\*\*\*\*

Your Answer (case-sensitive)  
mom

**Address Information**

First Name  
John

Middle Initial  
[ ]

Last Name  
Doe

Position / Title  
Administrative Assistant

Company  
TJUH

Address1  
111 South 11th Street

Address2  
Suite 123

Department  
Department of Medicine

Building  
[ ]

Floor  
[ ]

City  
Philadelphia

State  
Pennsylvania [v]

Country  
United States [v]

Zip Code  
19107

Phone  
215-123-4567

Phone Extension  
[ ]

Mobile Phone  
[ ]

Fax  
[ ]

Cancel Submit

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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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.



A screenshot of a web form. It has two input fields: "Mobile Phone" and "Fax". Below the fields are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a pink rectangular box.

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.



A screenshot of a login page. On the left is the "on." logo. On the right, there are two input fields: "Username:" containing "john.doe@jefferson.edu" and "Password:" containing "\*\*\*\*\*". Below the fields is a "Login" button. At the bottom, there are two links: "Register as a new user" and "Retrieve password".

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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.”

**Login**

 **Jefferson**®

Username:

Password:

**Login**

- Register as a new user
- Retrieve password

**Stationery Automation**

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.

Order Name

(maximum 50 characters)

**Jefferson Stationery (0)**

- Appointment Card (7)
- Buckslip (2)
- Business Card (4)
- Envelope (8)
- Letterhead (2)
- Mailing Label (1)
- Prescription Pads (8)

**Search For Products**

**Search**

**Jefferson Stationery**

 **Appointment Card**

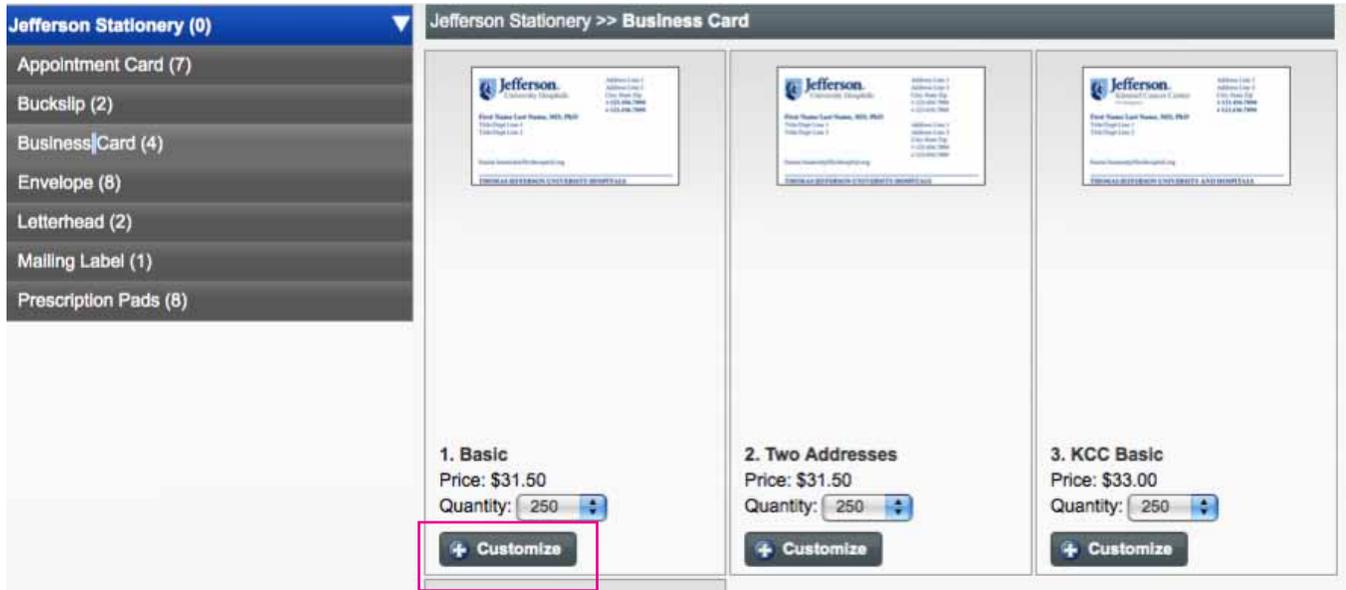
 **Buckslip**

 **Business Card**

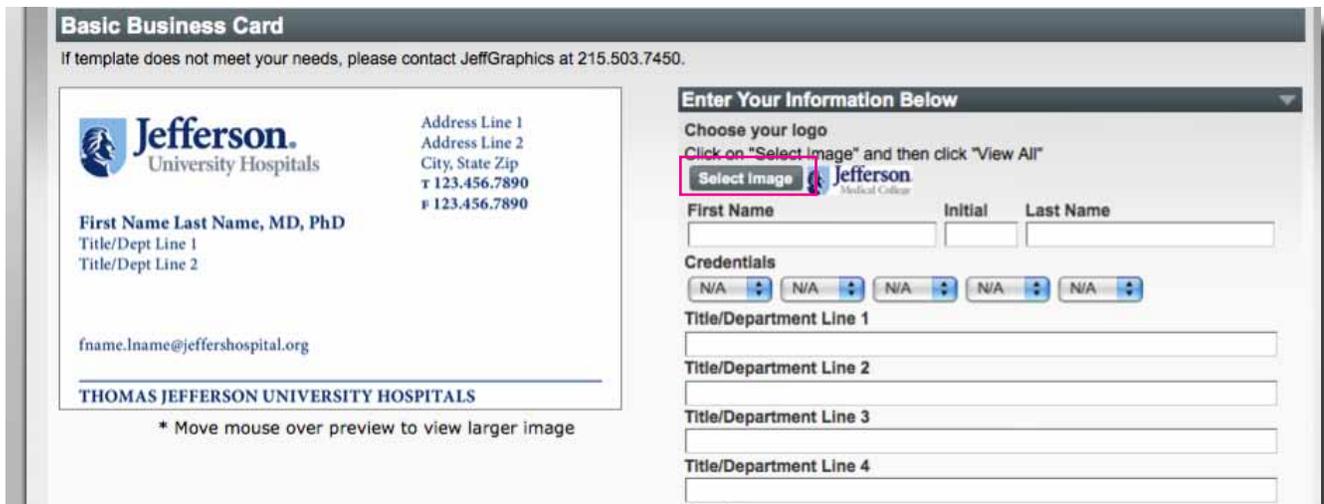
# Jefferson Stationery Automation

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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.”



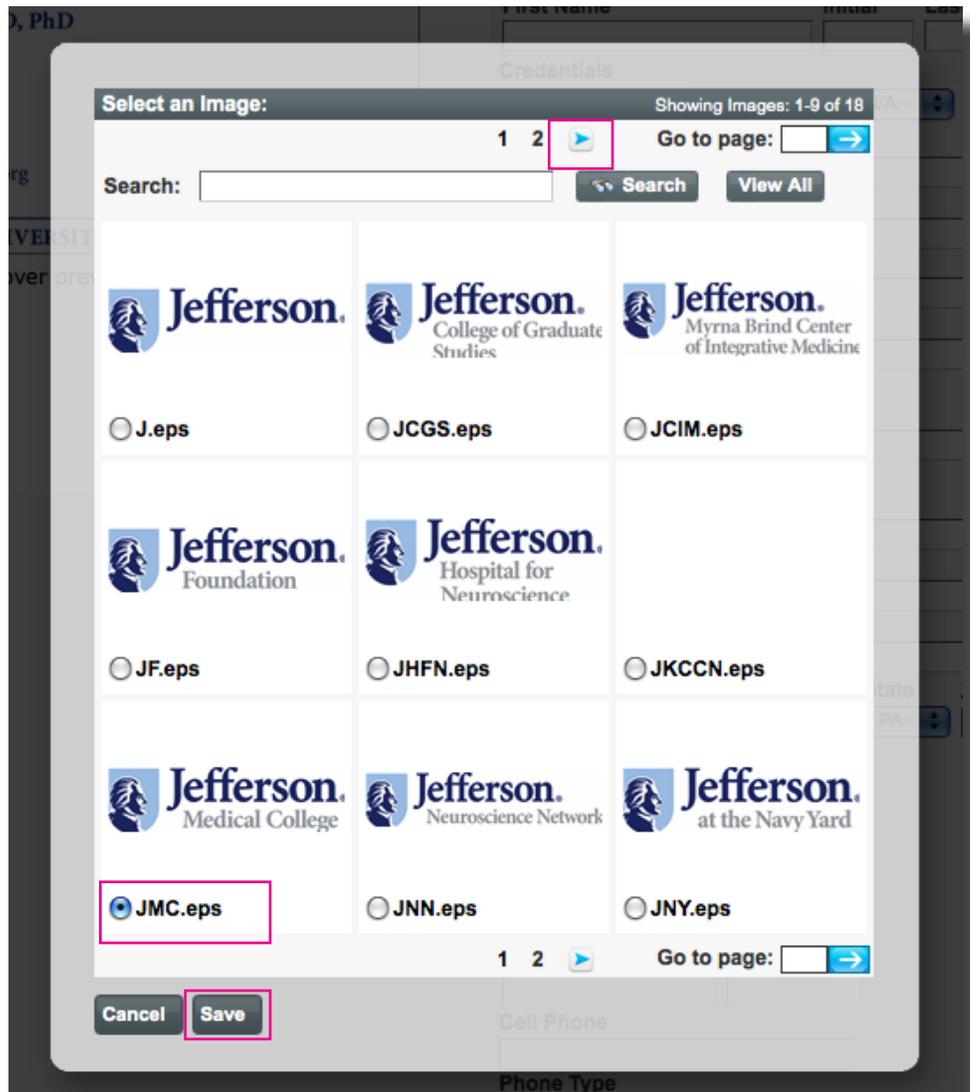
# Jefferson Stationery Automation

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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."



# Jefferson Stationery Automation

<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 Guidelines at [www.jeffgraphics.com](http://www.jeffgraphics.com) (under Resources).

<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>
John	A	Doe
<b>Credentials</b>		
BS	Custo	N/A
	FACP	N/A
<b>Title/Department Line 1</b>		
Associate Professor		
<b>Title/Department Line 2</b>		
Department of Medicine		
<b>Title/Department Line 3</b>		
<b>Title/Department Line 4</b>		
<b>E-mail</b>		
Must be a Jefferson e-mail account.		
john.doe@jefferson.edu		
<b>Website</b>		
Must be a Jefferson website.		
www.jefferson.edu		
<b>Street Address</b>		
925 South 9th Street		
<b>Building, Suite/Room Number</b>		
Suite 123		
<b>City</b>	<b>State</b>	<b>Zip</b>
Philadelphia	PA	19107
<b>Phone</b>	<b>Extension</b>	
215.955.5555		
<b>Fax</b>		
215.955.1111		
<b>Beeper/Pager</b>	<b>Extension</b>	
215.955.6060	1234	
<b>Voicemail</b>	<b>Extension</b>	
<b>Cell Phone</b>		
<b>Phone Type</b>		
Lab		
<b>Additional Phone</b>	<b>Extension</b>	
215.503.5555		

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.

# Jefferson Stationery Automation

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11. Click on "Preview."

Cell Phone  
  
Phone Type  
Lab  
Additional Phone    Extension  
215.503.5555      
Phone Type 2  
N/A  
Additional Phone    Extension  
      
Cancel    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.

**Basic Business Card**  
If template does not meet your needs, please contact JeffGraphics at 215.503.7450.

**Jefferson**  
Hospital for  
Neuroscience  
925 South 9th Street  
Suite 123  
Philadelphia, PA 19107  
T 215.955.5555  
F 215.955.1111  
B 215.955.6060, #1234  
LAB  
T 215.503.5555

John A. Doe, BS, FACP  
Associate Professor  
Department of Medicine  
john.doe@jefferson.edu  
www.jefferson.edu

THOMAS JEFFERSON UNIVERSITY AND HOSPITALS  
\* Move mouse over preview to view larger image

**Enter Your Information Below**  
Choose your logo  
Click on "Select Image" and then click "View All"  
Select Image   

First Name    Initial    Last Name  
John    A    Doe

**Credentials**  
BS    Custo    N/A    N/A    N/A  
FACP

**Title/Department Line 1**  
Associate Professor  
**Title/Department Line 2**  
Department of Medicine  
**Title/Department Line 3**  
  
**Title/Department Line 4**

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    Preview    Add to Order →

# Jefferson Stationery Automation

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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."

The screenshot shows the 'Catalog Order' page for a user logged in as 'Jasmeen Rekhi'. The page features a table with columns for 'Preview', 'Item Name / Description', 'Price', 'Quantity', 'Total', and 'Action'. The first row lists '1. Basic' with a price of '\$31.50' and a quantity of '250'. The 'Action' column contains 'Remove', 'Edit', and 'View Quantities' buttons. A 'Subtotal' row is also present. At the bottom, there are 'Cancel Order', 'Continue Shopping', and 'Continue' buttons. Annotations with pink boxes and lines point to the 'Preview' icon, the quantity input field, the 'Edit' button, and the 'Continue' button.

Preview:	Item Name / Description:	Price:	Quantity:	Total:	Action
	1. Basic	\$31.50	250	\$31.50	Remove Edit View Quantities
Subtotal:				\$31.50	

This icon will allow you to preview your proof again.

You can go back and edit your item by clicking this button.

A close-up of the quantity input field showing a dropdown menu with options: 250, 500, and 1000. A blue arrow icon is visible to the right of the dropdown.

If you change your quantity, please click the blue arrows to update your order.

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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 Jasmeen Rekhi  
Choose Delivery Options

Step 1 Choose Items **Step 2 Select Recipient** Step 3 Select Payment ...

**NEW RECIPIENT** FROM ADDRESS BOOK

Order Value: \$31.50  
Special Order Instructions:  
Type any comments to Rush order here.

	Recipient	Select Delivery	Quantity
	Jasmeen Rekhi JeffGraphics 125 South 9th Street Suite 802 Philadelphia, PA 19107	Desktop Delivery 1/30/2012	250

Cancel Order Continue Shopping **Continue**

Recipient Address

Address Information

First Name  
Middle Initial  
Last Name  
Position / Title  
Address1  
Address2  
Department  
Building  
Floor  
City Philadelphia  
State Pennsylvania  
Country United States  
Zip Code  
Phone  
Phone Extension  
Mobile Phone  
Fax  
Buyer Display for Email

\*Add\* recipient to: Don't Save to Address Book PERSONAL

Cancel

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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.

Home | My Account CONTACT US | HELP | FAQ | LOGOUT

**Jefferson**

Logged in as Jasmeen Rekhi  
**Review and Place Order**

Step 1 Choose Items Step 2 Select Recipient **Step 3 Select Payment ...**

**Summary Receipt:**



VIEW RECEIPT  
DETAILS

**Order Total:**

Items Subtotal:	\$31.50
Shipping and Handling:	\$0.00
<b>Total:</b>	<b>\$31.50</b>

**Special Order Instructions:**

Type any comments to split charge code here.

Confirm your order details by viewing the summary receipt. Specify payment information and click the "Place Order" button.

**Payment Information: You must have departmental approval prior to ordering stationery products.**

Preview:	Item Name / Description:	Price:	Quantity:	Total:	Action
	1. Basic	\$31.50	250	\$31.50	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">View Quantities</a>
Subtotal:				\$31.50	

**Field:** **Enter Order Information:** **Comments:**

**Select Payment Type:**  
Charge Code  
Charge Code  
Grant Charge Code

**Charge Code:**  
209-00000

Please enter your charge code.

[Cancel Order](#) [Previous](#) [Place Order](#)

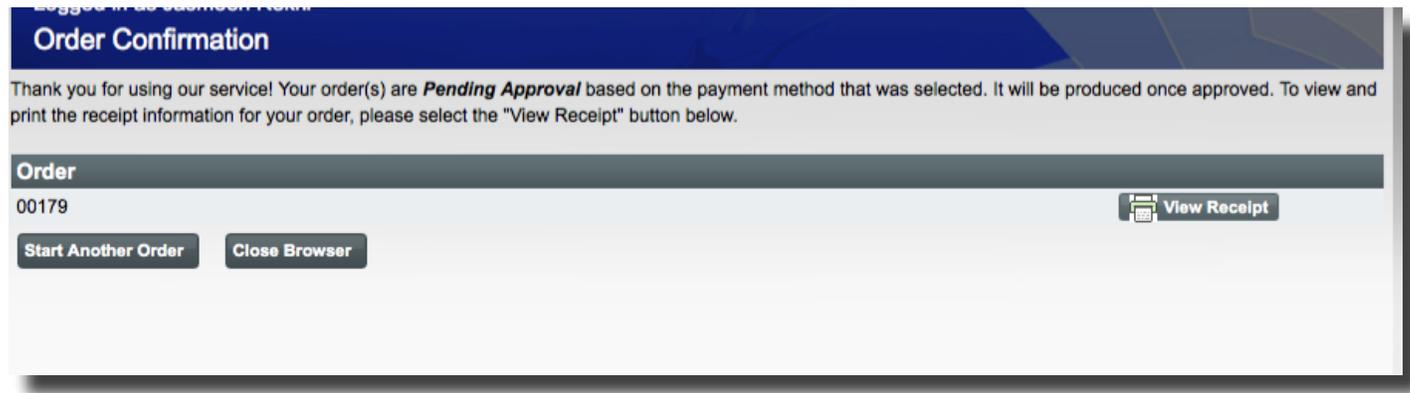
Questions: Logos/Branding: 215.503.7450 | Training/Technical: 215.503.7500 | Legal | Privacy

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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



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

# Jefferson Stationery Automation

<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.

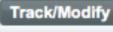
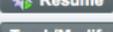
Total for Your Order: \$31.50

If you have any questions regarding the edits made, please contact JeffGraphics at [graphics.two@jeffersonhospital.org](mailto:graphics.two@jeffersonhospital.org).

Sincerely  
Jefferson Stationery

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



Order History		Order Approval(s)	
Date	ID	Name	Recipient(s)
1/23/2012		Jasmeen Rekhi	
1/23/2012	00179	Jasmeen Rekhi	  
1/18/2012	00046	Jasmeen Rekhi	  
1/18/2012		Jasmeen Rekhi	
1/18/2012	00045	Jasmeen Rekhi	  



# Jefferson Stationery Automation

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

Tracking order number: 00179

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 address. -JR
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 History    **Order Approval(s)**

Select	Order Date	Order ID	Order Name	Sender Name	Details	Total Cost
<input type="checkbox"/>	1/23/2012	00179		Jasmeen Rekhi	<a href="#">View</a>	\$31.50

Approve Order(s)    Decline Order(s)

4. Find your order and click “View.”

Order History    **Order Approval(s)**

Select	Order Date	Order ID	Order Name	Sender Name	Details	Total Cost
<input type="checkbox"/>	1/23/2012	00179		Jasmeen Rekhi	<a href="#">View</a>	\$31.50

Approve Order(s)    Decline Order(s)

# Jefferson Stationery Automation

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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."

## 00179

**Status:** Pending Approval  
**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

**Has Variable Documents**

This order contains a single job.

### Item Summary

Item	Quantity	Price	Total Price
<b>Preconfigured Item:</b> 1. Basic	250	\$31.50	\$31.50
<b>Shipping and Delivery:</b> Desktop Delivery(Jasmeen Rekhi)	1	\$0.00	\$0.00
			<b>Total:</b> \$31.50

\*Note: This order may be subject to additional taxes or shipping and handling fees.

### 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 and Fulfillment

<b>Item #</b>		<b>250</b>
<b>1</b>	<b>bc-phones-ndxmp-template.cpkg</b>	Quantity:
<b>Impression:</b> Single Sided Color - All Pages		
<b>Paper:</b> 20lb Standard (White) - All Pages		
<b>Binding:</b> None		
<b>Pages:</b> 1		

Logged in as Jasmeen Rekhi  
**Print Preview**

[← Exit & Return](#)

Images 1 of 1

THOMAS JEFFERSON UNIVERSITY AND HOSPITALS  
bc-phones-ndxmp-template.cpkg

Page 1 of 1

[← Exit & Return](#)

Images 1 of 1

# Jefferson Stationery Automation

https://jeffstationery.nowdocs.com

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.

### Production and Fulfillment

Item #		250
1	bc-phones-ndxmp-template.cpkg	Quantity:
Impression: Single Sided Color - All Pages		
Paper: 20lb Standard (White) - All Pages		
Binding: None		
Pages: 1		
Page Size: Custom (3.5 x2)		
Final Size: Custom		

### Recipients

**Jasmeen Rekhi**

Name: Jasmeen Rekhi  
Address: 125 South 9th Street  
Suite 802  
Philadelphia, PA 19107  
US  
Phone: 215-503-1302  
Fax:

Service: Desktop Delivery  
Due 1/30/2012  
Date:

Shipping Slip  Download

Item #	Quantity
1	250

← Previous  Decline Order →

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	Approval Information
00179		\$31.50	Charge Code	The order value has changed due to the document replaced has altered the price. <input type="text" value="enter your initials here"/>

Pages 1 of 1

Cancel

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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.”

### Production and Fulfillment

Item #		250
1	<b>bc-phones-ndxmp-template.cpkg</b>	Quantity:
Impression: Single Sided Color - All Pages		
Paper: 20lb Standard (White) - All Pages		
Binding: None		
Pages: 1		
Page Size: Custom (3.5 x2)		
Final Size: Custom		

### Recipients

**Jasmeen Rekhi**

**Name:** Jasmeen Rekhi  
**Address:** 125 South 9th Street  
Suite 802  
Philadelphia, PA 19107  
US  
Phone: 215-503-1302  
Fax:

**Service:** Desktop Delivery  
**Due:** 1/30/2012  
**Date:**

**Shipping Slip**  Download

<b>Delivery:</b>	<b>Item #</b>	<b>Quantity</b>
	1	250

← Previous     Approve Order     Decline Order

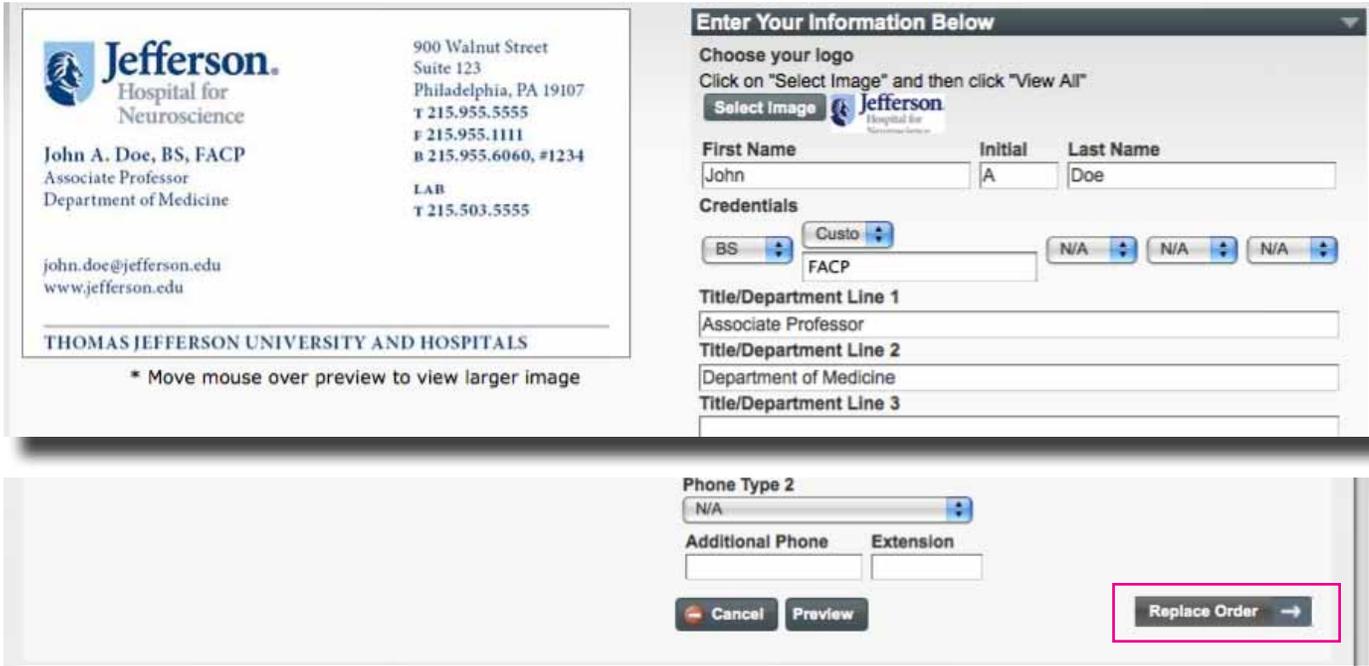
### Production and Fulfillment

Item #		250
1	<b>bc-phones-ndxmp-template.cpkg</b>	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

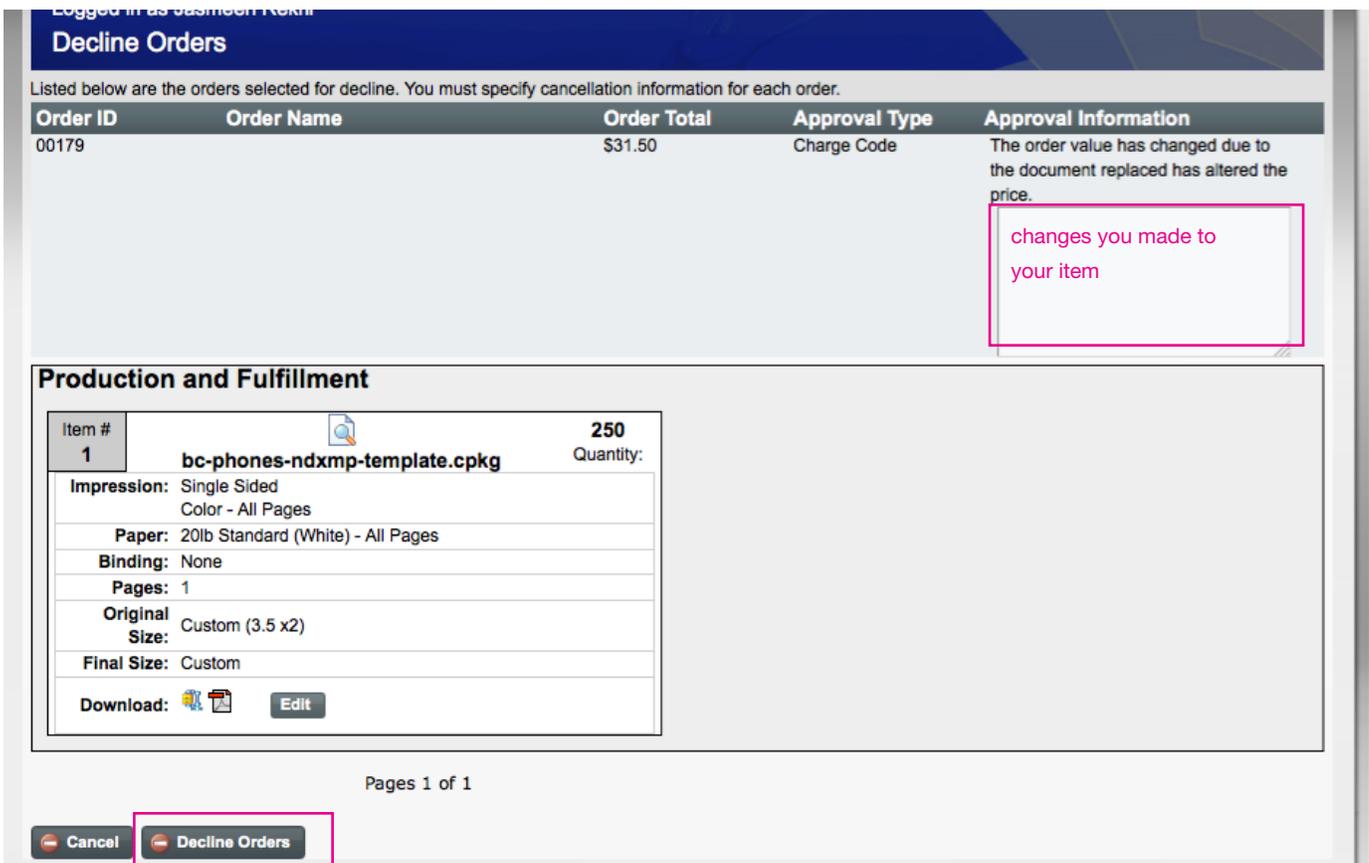
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8. Make your edits, click "Preview," then click on "Replace Order."



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.



# Jefferson Stationery Automation

https://jeffstationery.nowdocs.com

## 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."



Login

 **Jefferson**®

Username: jasmeen.rekhi@jeffersonhospital.org

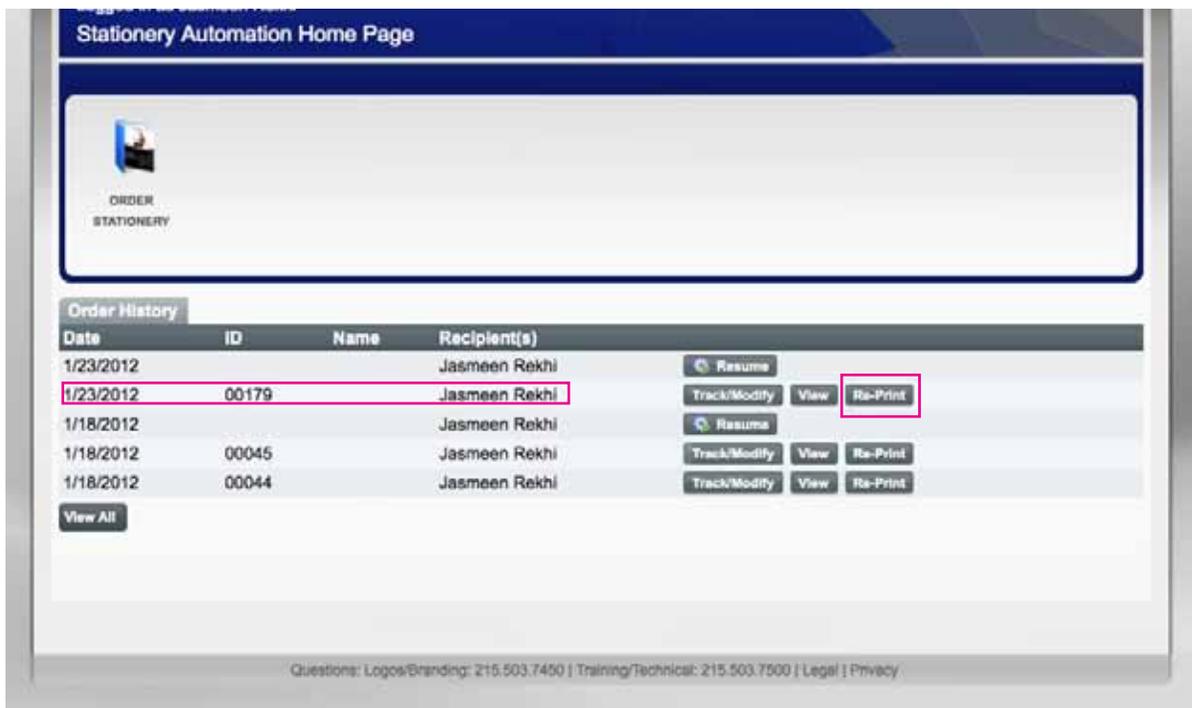
Password: \*\*\*\*\*

Login

- Register as a new user
- Retrieve password

**Stationery Automation**

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



Stationery Automation Home Page

ORDER STATIONERY

Order History

Date	ID	Name	Recipient(s)	Actions
1/23/2012		Jasmeen Rekhi	Jasmeen Rekhi	Resume
1/23/2012	00179	Jasmeen Rekhi	Jasmeen Rekhi	Track/Modify View Re-Print
1/18/2012		Jasmeen Rekhi	Jasmeen Rekhi	Resume
1/18/2012	00045	Jasmeen Rekhi	Jasmeen Rekhi	Track/Modify View Re-Print
1/18/2012	00044	Jasmeen Rekhi	Jasmeen Rekhi	Track/Modify View Re-Print

View All

Questions: Logos/Branding: 215.503.7450 | Training/Technical: 215.503.7500 | Legal | Privacy

# Jefferson Stationery Automation

https://jeffstationery.nowdocs.com

- 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.

## 00179

**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

Has Variable Documents

This order contains a single job.

### Item Summary

	Item	Quantity	Price	Total Price
Preconfigured Item:	1. Basic	250	\$31.50	\$31.50
Shipping and Delivery:	Desktop Delivery(Jasmeen Rekhi)	1	\$0.00	\$0.00
<b>Total:</b>				\$31.50

\*Note: This order may be subject to additional taxes or shipping and handling fees.

### 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 and Fulfillment

Item #		Quantity
1	bc-phones-r dxmp-template.cpkg	250
Impression: Single Sided Color - All Pages		
Paper: 20lb Standard (White) - All Pages		
Binding: None		
Pages: 1		
Page Size: Custom (3.5 x2)		
Final Size: Custom		

Logged in as Jasmeen Rekhi  
Print Preview

Images 1 of 1 Exit & Return

**Jefferson.**  
Hospital for  
Neuroscience

John A. Doe, BS, FACP  
Associate Professor  
Department of Medicine

john.doe@jefferson.edu  
www.jefferson.edu

THOMAS JEFFERSON UNIVERSITY AND HOSPITALS

bc-phones-r dxmp-template.cpkg  
Page 1 of 1

Images 1 of 1 Exit & Return

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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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.

**Recipients**

**Jasmeen Rekhi**

**Name:** Jasmeen Rekhi  
**Address:** 125 South 9th Street  
Suite 802  
Philadelphia, PA 19107  
US  
**Phone:** 215-503-1302  
**Fax:**  
**Service:** Desktop Delivery  
**Due:** 1/30/2012  
**Date:**

**Shipping Slip**  Download

**Delivery:**

Item #	Quantity
1	250

Logged in as Jasmeen Rekhi

**Order Confirmation**

Thank you for using our service! Your order(s) have been received. To view and print receipt information, please review below.

**Order**  
00182

# Jefferson Stationery Automation

https://jeffstationery.nowdocs.com

## 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."

Login

Jefferson®

Stationery Automation

Username: jasmeen.rekhi@jeffersonhospital.org

Password: \*\*\*\*\*

Login

- Register as a new user
- Retrieve password

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

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

View All

Tracking order number: 00179

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 address. -JR
1/24/2012 10:33 AM	Replaced Variable Information	
1/23/2012 9:43 AM	Pending Approval	Order Created - Pending Approval

# Jefferson Stationery Automation

<https://jeffstationery.nowdocs.com>

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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](mailto: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](mailto:is.training@jeffersonhospital.org)