

1. Click on the "Client Login" button, enter your user name and password to log in to the PrintNET Express.



Please Login

Username: johndoe

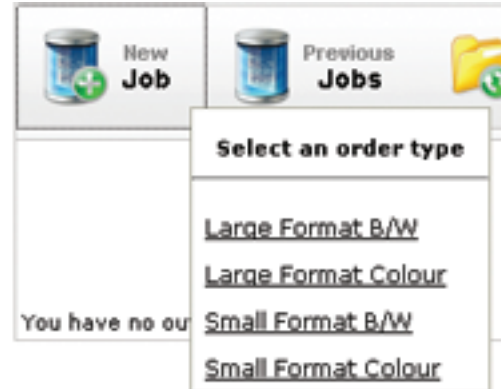
Password: *****

Save password on this computer

Login

Reset


2. Click on the "New Job" button and select your order type from the drop down menu.



3. Fill out the Order Form.

- Fields with **red dots** are **mandatory**.
- Make sure to enter the number of required copies in the **Sets** full size or half size text field.
- Please provide any special instructions required to complete your order in the **Special Instructions** text field.
- Attach transmittals if there are any.

Note: Improperly filled out Job Order form leads to delaying your job being finished on time. Please make sure all required info is entered so that our Staff has all the necessary information to complete your order.

Project Name/Number	<input type="text"/>
Originals	<input type="text"/>
Sets (Full Size)	<input type="text"/>
Sets (Half Size)	<input type="text"/>
Media Type •	Please choose one <input type="button" value="v"/>
Output Size •	Please choose one <input type="button" value="v"/>
Type of Finish •	Please choose one <input type="button" value="v"/>
Delivery Date •	<input type="text"/> 
Delivery Time •	Please choose one <input type="button" value="v"/>
Type of delivery •	Please choose one <input type="button" value="v"/>
Reason for Plot	<input type="text"/>
Print Destination	<input type="text"/>
Requested by	<input type="text"/>
P.O.#	<input type="text"/>
Archive	<input type="text"/>
Transmittal List	<input type="text"/>
Special Instructions	<input type="text"/>
Delivery by	<input type="text"/>

• means field is required

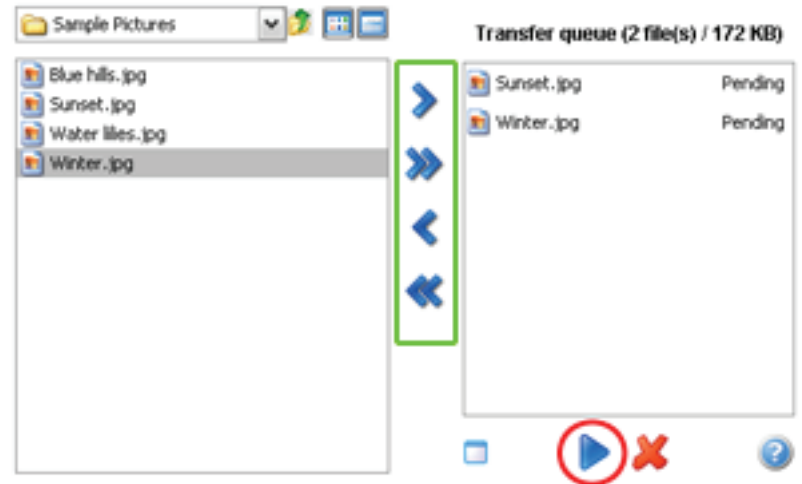
4. Click on the **Upload Files** button to attach files to be printed. If you already have files stored in your File Area then click on **My File Area** button to attach files already stored on the server.

Files on server concord

No files

Upload Files **My File Area**

5. In the left window select the files on your local computer that you would like to attach. Click on the blue arrows (shown in the **GREEN** rectangle) to add or remove the files in the queue window on the right. Once you have all your files in the transfer queue then click on the blue play button (shown in the **RED** circle) to start the upload.



Please make sure to press the blue Play button to start the file transfer, once finished you will be automatically redirected to the Job Details page.

6. Confirm your job details. Make sure the files you have attached are showing in the list on the bottom of the job details.

Special Instructions

Delivery by

● means field is required

Files on server concord

Sunset.jpg	✘
Winter.jpg	✘

Upload More Files **My File Area**

Click **Next** to proceed with the order.

Cancel **Next**

7. Final overview of the order. Click on **Finish** button to submit the order to be printed.

Change **Save Job, Don't Submit** **Finish**

8. You will be redirected to the Home page and you will be able to see the status of your print order.

Thank You for submitting your order with us. **WADE TECH**