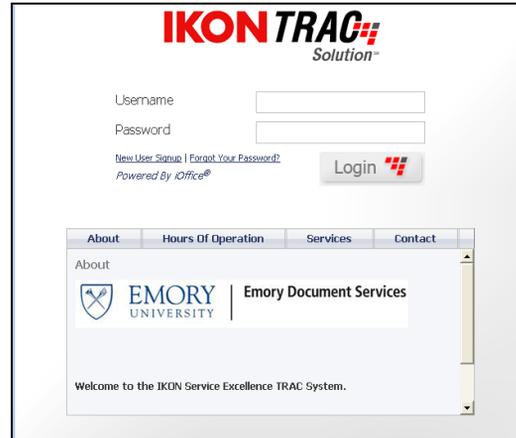


## System Log-In

Open Internet Explorer and go to <https://emory.ikontrac.com>. Enter your Emory e-mail address and your password is “password”. You will be prompted to change your password after initial log-on. To change your password, go to the Tools Tab, click on Profile, change your password, confirm your new password, then click update. If you forget your password, just call the IKON Document Center and your password will be reset to “password”.

Once you check the box agreeing to the terms and agreements, check the continue button.



## Accessing the Module

Click the “Copy” tab located at the top of the task bar. Click the appropriate function under the Copy section of the screen.



## Copy Module Desktop

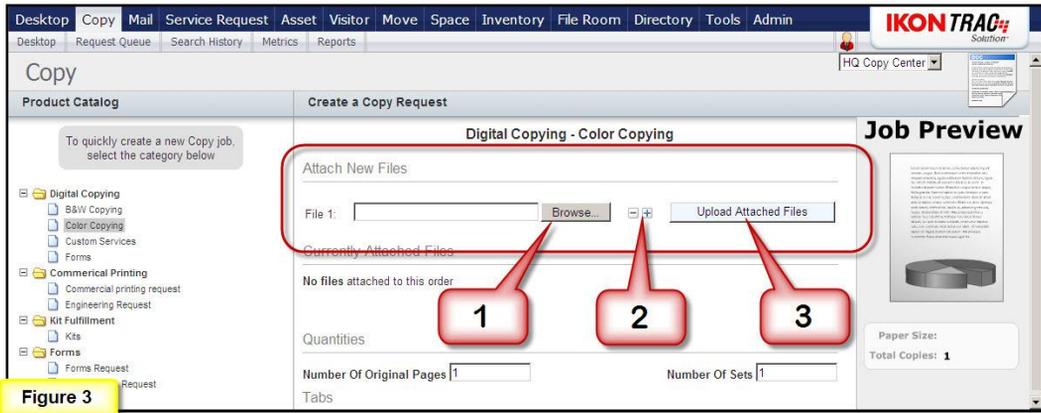
The Copy module desktop has two sections – the Request Manager and the Product Catalog. (Figure 2)



1. Request Manager – The Request Manager displays your current and previously completed jobs.
2. Current/Pending Jobs – This allows you to view the status of your jobs. To view the electronic job ticket for a specific job, click the job title. You can then print a copy of the job ticket by clicking the “Print” button.
3. Job History – This allows you to view your completed jobs. You can re-submit previously completed jobs by opening the job ticket and clicking the “Re-Submit” button. You can then update any information and enter a new deadline.
4. Product Catalog – The Product Catalog provides shortcuts to create a new job ticket.

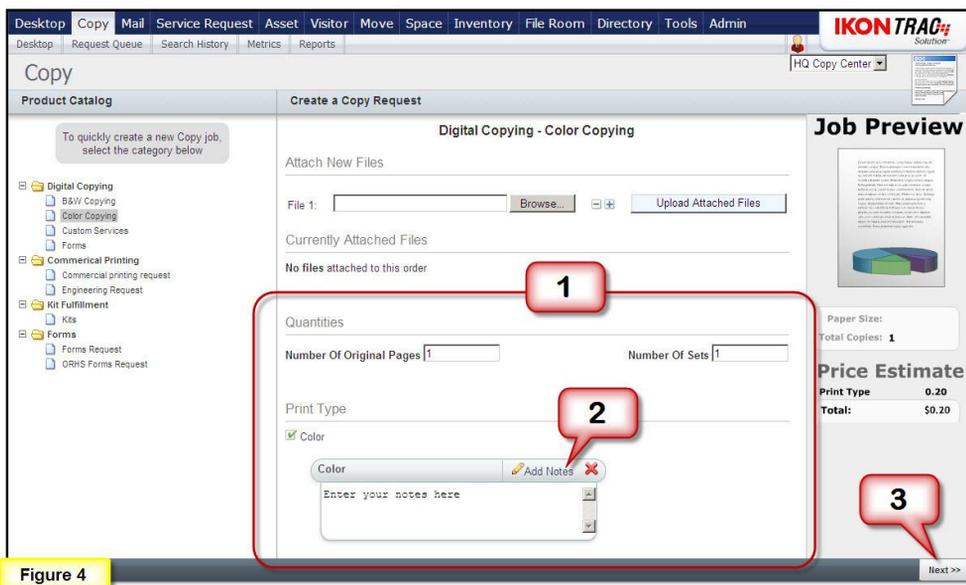
Electronic files can be submitted with the job using the following instructions. (Figure 3) If you do not have an electronic file to upload, select “hard copy” under “Original Type” section.

1. Click the “Browse” button under Attach New Files. Navigate to your file, click on it, then click “Open”.
2. To attach another file, click on plus sign to the right of the “Browse” button. Repeat previous steps.
3. When you have attached all of your files, click “Upload Attached Files”. Depending on the size of the files, they may take several moments to upload.



## Enter Job Details

1. Enter job details including production specifics like the number of original pages, the number of sets (copies), and the print type (black and white or color), binding and finishing requirements, etc. You can select both “black and white” and “color” on the same job ticket if the job requires mixed printing.
2. After selecting some Job Details you have the ability to add information. Do this by clicking the “Add Notes” link and entering your information.
3. When you are finished, click the “Next” button at the bottom of the page.



## Enter Job Requirements

The final page of the job ticket is where you enter information about the job requirements including when it is due and how you want it delivered. (Figure 5)

1. Enter a job description (a name for the job) that allows you to easily recognize your job.
2. Select the date and time the job is required.
3. Indicate if you require a proof before production of the job starts.
4. Choose the delivery method.
5. Change “ordered by” information if you are submitting the job on behalf of someone else.
6. Change “deliver to” information if you want the job delivered to someone other than yourself.
7. Enter the PeopleSoft SmartKey number for this project in the field, or if you are a student, your student ID#.
8. Click “Submit”.

The screenshot shows the 'Create a Copy Request' form in the IKON TRAC# application. The form is titled 'Digital Copying - Color Copying'. It has several sections:

- Job Requirements:** Includes fields for Job Description (Quarterly Marketing Reports), Date Required (11/28/2008), Time Required (02:00 PM), and a Notes field.
- Delivery Requirements:** Includes radio buttons for Deliver When Ready (selected), Call When Ready, Hold For Pick-up, and Mail Delivery.
- Contact Information:** Includes checkboxes for Change Ordered By Information, Change Deliver To Information, and Change Bill To Information, each with a Directory Search button.
- Form Fields:** First Name (Tawn), Last Name (Chatcharavong), Department (Investor Relations), Phone (408-245-2544), Project Number, and Cost Center (HQ-Sales/Marketing System).

On the right side, there is a 'Job Preview' section with a paper size of 8.5x11 and a total of 20 copies. Below that is a 'Price Estimate' table:

Item	Price
Print Type	4.00
Paper Size	3.00
Covers	3.00
<b>Total:</b>	<b>\$10.00</b>

At the bottom right, there are '<< Back' and 'Submit' buttons. Red callout boxes with numbers 1 through 8 point to the following elements: 1. Job Description field, 2. Date and Time Required fields, 3. Send proof checkbox, 4. Deliver When Ready radio button, 5. Change Ordered By checkbox, 6. Change Deliver To checkbox, 7. Change Bill To checkbox, and 8. Submit button.

Figure 5

If you have selected “hard copy” under “Original Type” section, now print a copy of the ticket by clicking on the printer icon next to the name of the job you just submitted and attach to your job.