



User Guide

Print Work Order or Work Ticket
V21.1.0200

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EFI PrintStream | V21.1.0200 *Print Work Order or Work Ticket*

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Table of Contents

Introduction	4
Overview	4
Contact Information	4
Print Work Order or Work Ticket.....	5
Print Production Document.....	5
Mail Production Documents	7

Introduction

Overview

The Print Work Order or Work Ticket is a stand-alone module used to Preview or Print Work Orders or Work Tickets for Print or Mail jobs.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157

US E-mail: printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.


Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334

E-Mail: ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.



Print Work Order or Work Ticket



Print Production Document

To print or preview a Print Work Order

1. Enter a job number in the **Job #** field.
2. Click Print **WT/WO**. You can also use the up/down arrow keys to search for a Job #.

A screenshot of a Windows-style dialog box titled "Print Work Order/Work Ticket". It has a menu bar with "File" and a "Report Options" sub-dialog box. The main area contains a "Job#" field with "1381" and a dropdown arrow, next to a teal field labeled "DOP Test". Below this is a section titled "Print Production Document" containing a button labeled "Print WT/WD". Further down is a section titled "Mail Production Documents" containing two radio buttons: "Work Order" (selected) and "Work Ticket". At the bottom right of this section is a button labeled "Selection Form ...". The status bar at the bottom shows "Work Order And Work Ticket", the date "8/3/2009", and the time "9:14 AM".

3. The Preview/Print Work Ticket screen opens. Select a **Work Ticket Selection** and click **Preview**.

Preview/Print Work Ticket

Work Ticket Selection

☒ Complete

☐ Pre-Press

☐ Production

☐ Finish And Bindery

☐ Shipping

☐ For Individual Subjobs

☐ BookSystem Complete

Change Order Report

☐ Don't Include

☐ Last Revision

☒ All Revisions

Select Subjobs

☐ 16pg Sht 8.5x11

☐ 4pg 8 1/2 x 11 4up

☐ 4pp 2 up

☐ Lthd 8.5x11 2up sht

☐ Include Activities Section

☐ Include Bar Codes

☐ Designate This Work Ticket As a New Revision

☐ Supress Order Entry Notes

Preview

Cancel

4. The **Print Work Order** opens.

Work Order

1 of 3

100%

Total 0 100% 0 of 0

Printed: 8/3/2009 9:37:29AM

Page 1 of 3

Job#: 1381

WORK ORDER

Rev. 0

Due: 7/25/2008

Client: Alaska Inc.

Quote#: 1909

ALASKA

P/O#:

Address: 123 West Main

Third Party P/O#:

Suite 7

P/N:

Watertown, UT 84601

Finished Size: 8 1/2" x 11"

Contact: Sally Sameter

(8.5" x 11")

Phone: 801555 0133

Fax: 801555 1038

Quantity: 2,000 of DOP Text

Job Description

Estimator Notes

Other Notes

Betty White: Estimator Notes Test

Other Notes Test

Order Date	CSR	Salesrep	Wk With	New	Exact Repeat	Prev.	PrePress	Film Rle	Unders	Overs
7/15/2008	Sue Smith	House Account		No	No				0 %	0 %

Activity	Time	Activity	Time	Activity	Time	Activity	Time
----------	------	----------	------	----------	------	----------	------

Pre - Press

Prep Notes Test

Process

Category

Quantity

Papers

Pages	Paper Qty	M Weight	Mill Size	Weight	Paper Type	Color	Out To	Vendor	Rate	Inventory #
2	600	68.00	17 1/2 x 23	80.00	Camival Text	white	8 3/4 x 11 1/2	500	75	

Ink Colors

Sect. Type	Total Pages	Side	Ink Colors
Text	2		Proc Black, Proc Cyan, Proc Yellow, Vantiki, Proc Mag

Press

Pages	Qty	Side	Runs	Method	Press	Plates	Run Qty	Run Waste	Run Out
2		Front	1	SAW	Blk	4 Metal	2,397	0	2,397
		Back	1	SAW	Press Check Required=No	4 Metal	2,397	0	2,397

Finish & Bindery

Section	Side	Up	Process	Run Qty
1909-1		1	Final Trim D1	2,397
1909-1		1	Test 104 test box= No	
			MSO Fold D1	2,397
			Perf Fold= No	

Unders 0 % ; Overs 0 %

Bind Notes Test

Mail Production Documents

To print or preview a Mail Work Order or Work Ticket

1. Enter a job number in the **Job #** field and select either **Work Order** or **Work Ticket**
2. Click **Selection Form**. Use the up/down arrow keys to search for a Job #.

Print Work Order/Work Ticket

File

Report Options

Job#: 2255 WHITE SHEET EFFORT #5

Print Production Document

Print WT/WO

Mail Production Documents

☒ Work Order ☐ Work Ticket

Selection Form ...

Work Order And Work Ticket 9/17/2014 4:16 PM

3. Click **Work Order** to open the Mail Work Order screen for report selections.

Mail Work Order

(Current Revision: 12) ☐ Designate as new Revision

Copies	Set	Document to Print
	<input type="checkbox"/>	MAIL WORK ORDER - FR CREATIVE
	<input type="checkbox"/>	MAIL WORK ORDER-FR PROGRAMMING
	<input type="checkbox"/>	MAIL WORK ORDER - DATA ENTRY
	<input type="checkbox"/>	MAIL WORK ORDER - PROGRAMMING
	<input type="checkbox"/>	MAIL WORK ORDER - PERSONALIZE
	<input type="checkbox"/>	MAIL WORK ORDER - LETTERSHOP

Clear

Packages: 1 Thru: 2

Drop: 1 Thru: 2

All Packages & Drops

Load Pkg's And Drops

#	Package Description	#	Drop Description
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	1 bmc pittsburgh
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	3 bmc philadelphi
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	4 bmc greensboro
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	5 bmc atlanta
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	6 bmc memphis
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	7 bmc cincinnati
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	8 non bmc
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	9 drop 1

☐ Print By Package For All Drops

Preview

Print

4. Click **Work Ticket** to open the Mail Work Ticket screen for report selections.

Mail Work Ticket

(Current Revision: 12) ☐ Designate as new Revision

Copies	Set	Document to Print
	<input type="checkbox"/>	MAIL WORK TICKET - MASTER

Clear

Packages: 1 Thru: 2

Drop: 1 Thru: 2

All Packages & Drops

Load Pkg's And Drops

#	Package Description	#	Drop Description
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	1 bmc pittsburgh
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	3 bmc philadelphi
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	4 bmc greensboro
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	5 bmc atlanta
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	6 bmc memphis
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	7 bmc cincinnati
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	8 non bmc
<input checked="" type="checkbox"/>	1 BULK	<input checked="" type="checkbox"/>	9 drop 1

☐ Print By Package For All Drops

Preview

Print