# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Registration</td>
<td>2</td>
</tr>
<tr>
<td>Place an Order</td>
<td>4</td>
</tr>
<tr>
<td>Approval Process</td>
<td>13</td>
</tr>
<tr>
<td>Reprint an Order</td>
<td>19</td>
</tr>
<tr>
<td>Track an Order</td>
<td>22</td>
</tr>
<tr>
<td>Questions/Contact Info</td>
<td>23</td>
</tr>
</tbody>
</table>
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.
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.

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.
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.”

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.
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.”
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.”
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 (under Resources).

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.
11. Click on “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.

13. Once you are finished making edits, click the “Add to Order” button at the bottom right side of the page.
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.”
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.
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.
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
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.
2. View the notes to identify changes made by JeffGraphics to your order. Then click on the “Previous” button.

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

4. Find your order and click “View.”
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.”
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.
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.”
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.
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.”
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.
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.
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.”
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