

## Schedule Production with JOBZ!

After a sales rep turns in an order using JOBZ!, a Scheduler/Production Manager can take the wheel and drive the job through the shop. Data entered into JOBZ! at this point can build on all the sales-entered information, and produce a Job Ticket, Prep / Press / Ship schedules, and produce magnetic schedule board cards, color-coded for your presses. Collaboration like this is a good deal for both Production and Sales. The steps involved are as follows.

1) A Scheduler or Production Manager can access the **+ Press** screen, an extension of the normal sales Order flow. On this screen can be specified which press, the number of hours on press, up to six press forms with inking and gross/net quantities per side, press sheet size, and basis weight and description, all from pop-up lists.

Also specified on this screen are the "paper due in" date, as well as the normal proof/press/delivery and invoice dates.

2) A button takes the Production Manager to the **Job Ticket** document, which recaps all normal order entry information as the Sales Order to Production does, and includes the presswork from the above-described screen, and the delivery information, including proofs and samples.

3) A **Confirmation** to the customer can be printed/PDF emailed at this point, recapping the schedule.

4) Click a button called **On Press**. This is an interactive list that can be sorted by press name and all of the key date and status columns. One click shows all the jobs on press on a certain date, or all jobs on a certain press on a certain date. Each job can be updated with new dates and with its status such as Proofs Out/OK, Stock Ordered/In, Off Press, and Shipped. If a job does not have proof and stock OK, it appears in the list in red type, with the expected OK dates highlighted in yellow. The list can be filtered for digital jobs only or any number of other criteria, such as sales rep, project name or customer.

When previewed or printed (including to PDF) the list summarizes by date and press name, showing total hours for each press on each day. Priority can be indicated for each job and the day is sorted by that priority. The list can be automatically distributed by email as a PDF.

5) Similar functionality exists for **Prep** scheduling (including estimated hours) and **Bindery/Shipping**. For each job, an icon can be clicked which will create a status notification email, addressed to the sales rep and production planner, and the ability to CC anyone else.

6) Click the "Press Cards" button and print standard perforated 12-up card inserts that slide into magnetic holders to be used on **magnetic production boards**. Each card shows the key dates and other press information, with a color-code by press that you determine.

Examples of some of these documents follow. Please inquire about a live demo online.

Stock	Proof	Press Hrs.	Finishing	Ship	Deliv
8/26	8/26	8/26 7	8/27	8/28	8/29
8264173		W-1		90,000	
<b>House of Printing - Dear Landlord 8 page plus cover</b> brocure with flap on inside back cover					
Sales: Jim Taylor		OK: Customer & Rep		Paul Production	
2 Forms, Gross: 184,000 Net: 182,000					

## Press Schedule

		<u>Stock</u>	<u>Proof</u>	<u>On Press</u>	<u>Press</u>	<u>Hours</u>	<u>Priority</u>	<u>Ship</u>	<u>Deliver Part</u>	<u>Bal</u>
<b>Tue, Aug 26, 2008</b>										
5643739	Insync Media Group - Joey	8/27	8/27	8/26	SF-2	2.0	1	8/29	9/1	
					2 Forms, Gross: 81,000			OK: Customer & Rep		
					If the job title is black, it is ready to print- paper and proofs are both OK					
8264173	Cenveo Anderson Lithograph - Mixed-Up Confusion	8/22	8/25	8/26	SF-2	7.0	2	8/29	9/1	
					2 Forms, Gross: 184,000			OK: Customer & Rep		
					Schedule notes here.					
8264444	TCG International - Like A Rolling Stone	8/26	8/26	8/26	SF-2	7.0	3	8/28	8/29	
					4 Forms, Gross: 169,000			OK: Foreman		
					The yellow highlight is a signal that not all is ready to go.					

**Tue, Aug 26, 2008      SF-2      16.0 Hours**

		<u>Stock</u>	<u>Proof</u>	<u>On Press</u>	<u>Press</u>	<u>Hours</u>	<u>Priority</u>	<u>Ship</u>	<u>Deliver Part</u>	<u>Bal</u>
<b>Tue, Aug 26, 2008</b>										
8264173	House of Printing - Dear Landlord	8/26	8/26	8/26	W-1	7.0	1	8/28	8/29	
					2 Forms, Gross: 184,000			OK: Customer & Rep		
					These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.					
8264444	Olympic Screen Crafts & Lithography - Up To Me	8/26	8/26	8/26	W-1	4.0	2	8/28	8/29	
					4 Forms, Gross: 169,000			OK: Foreman		
					Schedule notes here. 8/18/2008					
8264137	Colourcraft Printing - Ballard Of A Thin Man	8/22	8/25	8/26	W-1	6.0	3	8/28	8/29	
					4 Forms, Gross: 65,000			OK: Foreman		
					This area is for general notes about the schedule.					

**Tue, Aug 26, 2008      W-1      17.0 Hours**

		Stock	Proof	On Press	Press	Hours	Priority	Ship	Deliver Part	Bal
<b>Wed, Aug 27, 2008</b>										
8263953	Printing Today - Lay Down Your Weary Tune	8/26	8/26	8/27	SF-1	8.0	1	8/28		8/29
										4 Forms, Gross: 77,000
										OK: Foreman
										These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.
8263953	Print Options - I Dreamed I Saw St. Augustine	8/26	8/26	8/27	SF-1	8.0	2	8/28		8/29
										4 Forms, Gross: 77,000
										OK: Foreman
										These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.
8264149	bigger dot - Gotta Serve Somebody	8/26	8/26	8/27	SF-1	2.0	3	8/28		8/29
										3 Forms, Gross: 80,000
										OK: Sales Rep Only
										If the job title is black, it is ready to print- paper and proofs are both OK

**Wed, Aug 27, 2008 SF-1 18.0 Hours**

		Stock	Proof	On Press	Press	Hours	Priority	Ship	Deliver Part	Bal
<b>Wed, Aug 27, 2008</b>										
8264096	Cenveo ColorGraphics Seattle - Subterranean Homesick Blues	8/26	8/26	8/27	W-2	7.0	1	8/29		9/1
										2 Forms, Gross: 48,000
										OK: Customer & Rep
										The yellow highlight is a signal that not all is ready to go.
8264149	American Lithographers - Mr. Tambourine Man	8/26	8/26	8/27	W-2	2.0	2	8/28		8/29
										3 Forms, Gross: 80,000
										OK: Sales Rep Only
										If the job title is black, it is ready to print- paper and proofs are both OK
8264096	Cenveo Graphic Arts Center - Just Like A Woman	8/26	8/26	8/27	W-2	7.0	3	8/28		8/29
										2 Forms, Gross: 48,000
										OK: Customer & Rep
										The yellow highlight is a signal that not all is ready to go.

**Wed, Aug 27, 2008 W-2 16.0 Hours**

Stock Proof Press Hrs. Mail Ship Deliv  
8/27 8/27 8/26 2 8/27 8/29 9/1

5643739 SF-2 100,000

**Insync Media Group - Joey** 64 Pages plus Cover, Order Envelope and 8 Page Insert

Sales: Jim Taylor OK: Customer & Rep George Martin  
2 Forms, Gross: 81,000 Net: 75,000

Stock Proof Press Hrs. Finishing Ship Deliv  
8/22 8/25 8/26 7 8/27 8/29 9/1

8264173 SF-2 90,000

**Cenveo Anderson Lithograph - Mixed-Up Confusion** 8 page plus cover brochure with flap on inside back cover

Sales: Jim Taylor OK: Customer & Rep Paul Production  
2 Forms, Gross: 184,000 Net: 182,000

Stock Proof Press Hrs. Ship Deliv  
8/26 8/26 8/26 7 8/28 8/29

8264444 SF-2 75,000

**TCG International - Like A Rolling Stone** 24 pages + cover

Sales: Jim Taylor OK: Foreman Patsi Cline  
4 Forms, Gross: 169,000 Net: 167,000

Stock Proof Press Hrs. Finishing Ship Deliv  
8/26 8/26 8/26 7 8/27 8/28 8/29

8264173 W-1 90,000

**House of Printing - Dear Landlord** 8 page plus cover brochure with flap on inside back cover

Sales: Jim Taylor OK: Customer & Rep Paul Production  
2 Forms, Gross: 184,000 Net: 182,000

Stock Proof Press Hrs. Ship Deliv  
8/26 8/26 8/26 4 8/28 8/29

8264444 W-1 75,000

**Olympic Screen Crafts & Lithography - Up To Me** 24 pages + cover

Sales: Jim Taylor OK: Foreman Patsi Cline  
4 Forms, Gross: 169,000 Net: 167,000

Stock Proof Press Hrs. Finishing Ship Deliv  
8/22 8/25 8/26 6 8/26 8/28 8/29

8264137 W-1 60,000

**Colourcraft Printing - Ballard Of A Thin Man** 24 pages + cover, with Reply Card and Envelope

Sales: Jim Taylor OK: Foreman George Martin  
4 Forms, Gross: 65,000 Net: 60,000

Stock Proof Press Hrs. Ship Deliv  
8/26 8/26 8/27 8 8/28 8/29

8263953 SF-1 20,000

**Printing Today - Lay Down Your Weary Tune** 48 pages plus cover

Sales: Jim Taylor OK: Foreman Patsi Cline  
4 Forms, Gross: 77,000 Net: 73,000

Stock Proof Press Hrs. Ship Deliv  
8/26 8/26 8/27 8 8/28 8/29

8263953 SF-1 20,000

**Print Options - I Dreamed I Saw St** 48 pages plus cover

Sales: Jim Taylor OK: Foreman Patsi Cline  
4 Forms, Gross: 77,000 Net: 73,000

Stock Proof Press Hrs. Finishing Ship Deliv  
8/26 8/26 8/27 2 8/28 8/28 8/29

8264149 SF-1 30,000

**bigger dot - Gotta Serve Somebody** 24 pages + fold-out cover

Sales: Jim Taylor OK: Sales Rep Only George Martin  
3 Forms, Gross: 80,000 Net: 77,500

Stock Proof Press Hrs. Finishing Ship Deliv  
8/26 8/26 8/27 7 8/28 8/29 9/1

8264096 W-2 30,000

**Cenveo ColorGraphics Seattle - Subterranean Homesick Blues** 12 pages plus cover with BRC flap

Sales: Jim Taylor OK: Customer & Rep Patsi Cline  
2 Forms, Gross: 48,000 Net: 46,500

Stock Proof Press Hrs. Mail Ship Deliv  
8/26 8/26 8/27 2 8/28 8/28 8/29

8264149 W-2 30,000

**American Lithographers - Mr. Tambourine Man** 24 pages + fold-out cover

Sales: Jim Taylor OK: Sales Rep Only George Martin  
3 Forms, Gross: 80,000 Net: 77,500

Stock Proof Press Hrs. Ship Deliv  
8/26 8/26 8/27 7 8/28 8/28 8/29

8264096 W-2 30,000

**Cenveo Graphic Arts Center - Just Like A Woman** 12 pages plus cover with BRC flap

Sales: Jim Taylor OK: Customer & Rep Patsi Cline  
2 Forms, Gross: 48,000 Net: 46,500

## Prep Schedule

		Priority	Hours	Proof	On Press
<b>Proof Date Mon, Aug 25, 2008</b>					
8264137 W-1	<b>Colourcraft Printing - Ballard Of A Thin Man</b> Loose and imposed inkjet; color digital blueline This area is for general notes about the schedule.	1	13.0	8/25	8/26
8264173 SF-2	<b>Centveo Anderson Lithograph - Mixed-Up Confusion</b> Loose and imposed inkjet; color digital blueline Schedule notes here.	2	2.0	8/25	8/26
			<b>Mon, Aug 25, 2008</b>	<b>15.0</b>	<b>Hours</b>
<b>Proof Date Tue, Aug 26, 2008</b>					
8264096 W-2	<b>Centveo Graphic Arts Center - Just Like A Woman</b> Imposed high resolution proof, color digital blueline The yellow highlight is a signal that not all is ready to go.	1	3.0	8/26	8/27
8264444 SF-2	<b>TCG International - Like A Rolling Stone</b> Loose and In-Position Digital Proofs, 1 Blueline, Final Film Matchprint The yellow highlight is a signal that not all is ready to go.	2	3.0	8/26	8/26
8264149 W-2	<b>American Lithographers - Mr. Tambourine Man</b> Customer furnished imposed color proofs. We make 1 color digital imposition blueline If the job title is black, it is ready to print- paper and proofs are both OK	2.5	1.5	8/26	8/27
8264173 W-1	<b>House of Printing - Dear Landlord</b> Loose and imposed inkjet; color digital blueline These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.	3	1.5	8/26	8/26
8264444 W-1	<b>Olympic Screen Crafts &amp; Lithography - Up To Me</b> Loose and In-Position Digital Proofs, 1 Blueline, Final Film Matchprint Schedule notes here. 8/18/2008	4	4.0	8/26	8/26
8264096 W-2	<b>Centveo ColorGraphics Seattle - Subterranean Homesick Blues</b> Imposed high resolution proof, color digital blueline The yellow highlight is a signal that not all is ready to go.	4.5	2.0	8/26	8/27
8264149 SF-1	<b>bigger dot - Gotta Serve Somebody</b> Customer furnished imposed color proofs. We make 1 color digital imposition blueline If the job title is black, it is ready to print- paper and proofs are both OK	5	2.5	8/26	8/27
8263953 SF-1	<b>Printing Today - Lay Down Your Weary Tune</b> Imposed Matchprint, color digital blueline These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.	6	1.0	8/26	8/27
8263953 SF-1	<b>Print Options - I Dreamed I Saw St. Augustine</b> Imposed Matchprint, color digital blueline These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.	7	1.0	8/26	8/27
			<b>Tue, Aug 26, 2008</b>	<b>19.5</b>	<b>Hours</b>
8/25/2008	JOBZ!		<b>34.5</b>	<b>Hours</b>	P. 1

## Bind/Ship Schedule

	Shipping Date		Ship	Priority	Deliver		Deliver Bal
					Partial	Qty	
<b>Shipping Date Thu, Aug 28, 2008</b>							
8264137	Colourcraft Printing - Ballard Of A Thin Man		8/28	1			8/29
	Scored cover, saddlestitched Multiple Destinations This area is for general notes about the schedule.						
8263953	Print Options - I Dreamed I Saw St		8/28	2	8/28	100	8/29
	Fold Gather Stitch Trim, Die Score Cover Multiple Destinations These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.						
8264173	House of Printing - Dear Landlord		8/28	3			8/29
	Die cut, score, fold flap IBC. Saddlestitch with text flush with face Multiple Destinations These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.						
8264444	Olympic Screen Crafts & Lithography - Up To Me		8/28	4			8/29
	Scored cover, saddlestitched Single Destination Schedule notes here. 8/18/2008						
8264096	Cenveo Graphic Arts Center - Just Like A Woman		8/28	5	8/28	1,000	8/29
	Saddlestitched; die scored cover Multiple Destinations The yellow highlight is a signal that not all is ready to go.						
8264149	bigger dot - Gotta Serve Somebody		8/28	6			8/29
	Saddlestitched; scored cover Single Destination If the job title is black, it is ready to print- paper and proofs are both OK						
8264444	TCG International - Like A Rolling Stone		8/28	7			8/29
	Scored cover, saddlestitched Single Destination The yellow highlight is a signal that not all is ready to go.						
8263953	Printing Today - Lay Down Your Weary Tune		8/28	8			8/29
	Fold Gather Stitch Trim, Die Score Cover Multiple Destinations These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.						
8264149	American Lithographers - Mr. Tambourine Man		8/28	9			8/29
	Saddlestitched; scored cover Single Destination If the job title is black, it is ready to print- paper and proofs are both OK						

**In Production  
August 25, 2008**

<u>Job No.</u>	<u>Company. Title</u>	<u>Files</u>	<u>Proof</u>	<u>Press</u>	<u>Ship</u>	<u>Deliver</u>	
						<u>Part</u>	<u>Bal</u>
8264444	<b>Olympic Screen Crafts &amp; Lithography</b> Up To Me	8/25	8/26	8/26 W-1	8/28		8/29
	<i>Schedule notes here. 8/18/2008</i>			<i>Need: Mail List</i>			
5643739	<b>Insync Media Group</b> Joey	8/26	8/27	8/26 SF-2	8/29		9/1
	<i>If the job title is black, it is ready to print- paper and proofs are both OK</i>			<i>Need: Drawdowns</i>			
8264137	<b>Colourcraft Printing</b> Ballard Of A Thin Man	8/25	8/25 10/6	8/26 W-1	8/28		8/29
	<i>This area is for general notes about the schedule.</i>						
8264173	<b>Conveo Anderson Lithograph</b> Mixed-Up Confusion	8/26	8/25	8/26 SF-2	8/29		9/1
	<i>Schedule notes here.</i>			<i>Need: Ship Info</i>			
8264444	<b>TCG International</b> Like A Rolling Stone	8/25	8/26	8/26 SF-2	8/28		8/29
	<i>The yellow highlight is a signal that not all is ready to go.</i>			<i>Need: Mail List</i>			
8264173	<b>House of Printing</b> Dear Landlord	8/25	8/26	8/26 W-1	8/28		8/29
	<i>These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.</i>			<i>Need: Mail List</i>			
8263953	<b>Print Options</b> I Dreamed I Saw St. Augustine	8/25	8/26	8/27 SF-1	8/28	8/28	8/29
	<i>These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.</i>						
8264096	<b>Conveo Graphic Arts Center</b> Just Like A Woman	8/25	8/26	8/27 W-2	8/28	8/28	8/29
	<i>The yellow highlight is a signal that not all is ready to go.</i>						
8264149	<b>bigger dot</b> Gotta Serve Somebody	8/25	8/26	8/27 SF-1	8/28		8/29
	<i>If the job title is black, it is ready to print- paper and proofs are both OK</i>						
8263953	<b>Printing Today</b> Lay Down Your Weary Tune	8/25	8/26	8/27 SF-1	8/28		8/29
	<i>These schedule notes appear in many places- schedule requests, schedules sent to customers, internal daily schedules an so on.</i>						
8264096	<b>Conveo ColorGraphics Seattle</b> Subterranean Homesick Blues	8/25	8/26	8/27 W-2	8/29		9/1
	<i>The yellow highlight is a signal that not all is ready to go.</i>						