

3—Creating a Job Ticket

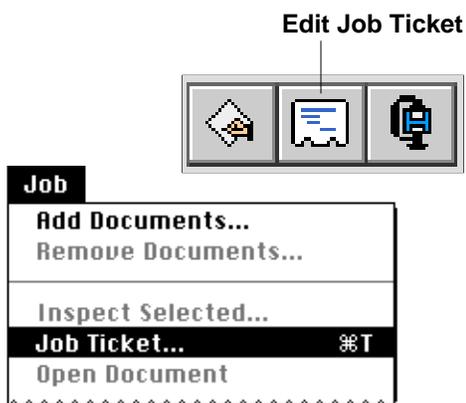
The Job Ticket is the place, inside the Job Jacket, where all the information about a job that is *not* associated with problem conditions is kept. Job Ticket information is not required, but when used, it is usually hand-entered by a human being.

The electronically generated Job Ticket in Extensis Preflight Pro, just as with the job ticket for a print job handled the mechanical way, includes such important information as: who to contact with questions; due dates; pickup and delivery instructions; how the files were received; additional items sent with the job, such as artboards; what media the job will be output to prior to printing, etc.

This information can be entered by the author prior to sending the job to the service bureau, by the service bureau staff prior to sending the job to the production facility, or by a combination of sources.

The job ticket window consists of the following tabs:

- **Contact**—includes particulars about the client, including company name, primary contact, creator/author, and billing address.
- **Order Info**—includes job name and number, dates received and due, information about the job, and billing information.
- **Delivery**—includes shipping address for completed job, along with information on carrier type, ship method, and account number if applicable.
- **Media**—includes information about the media on which the job is supplied, such as the type of disk, and any additional materials supplied, such as artboards, color proofs, etc. The output media section of this tab allows you to indicate whether the job will be output to film or RC paper, as a laser proof, as separations, etc.
- **Instructions**—allows you to enter text-based information pertinent to the job.



To create, edit, or view a Job Ticket:

1. Click the “Edit Job Ticket” button on the Files tab window button bar, or select “Job Ticket” from the Job menu, or press ⌘T.
2. Click the Job Ticket tab of your choice, then enter or examine the desired information.

Entering information in the Job Ticket window and Contact tab

The Job Ticket and Contact tab

The Job Ticket window displays tabs for all the information that can be entered in the Job Ticket.

- A** Job Ticket window title bar
- B** Contact information tab
- C** Order Info tab
- D** Delivery information tab
- E** Input and output Media tab
- F** Instructions tab

The Contact tab contains information about who is responsible for the job and how to reach them.

- G** Enter Company Name
- H** Enter Primary Contact information
- I** Enter Creator/Author information
- J** Enter Billing Address information

Entering information in the Order Info tab

The Order Info tab

The Order Info tab contains information about the job order.

- A** The Order Info tab inside the Job Ticket window
- B** Enter job numbers associated with this job
- C** Enter job description information
- D** Enter billing information associated with this job
- E** Enter order input contact information
- F** Indicate Rush or Call When Ready
- G** Enter job date and time information

Entering information in the Delivery tab

The Delivery tab

The Delivery tab contains information about how the completed job will be delivered back to the client.

A The Delivery tab inside the Job Ticket window

B Enter Delivery information including:

- Customer Pickup
- Courier or Private Carrier pickup, type of carrier, contact information, type of delivery, and Account number

C Enter the address where the job is to be delivered

Entering information in the Media tab

The Media tab

The Media tab contains information about both the input media and output media.

A The Media tab inside the Job Ticket window

Input Media:

B Enter type of electronic media the job was delivered to the shop on, such as SyQuest, Zip, Jaz, Optical, Internet

C Enter information about other media delivered with the job, such as proofs or artboards, and indicate whether supplied images are For Placement Only, to be replaced with high-resolution images

Output Media:

D Indicate whether cropping and registration marks are required, and whether to output job in spreads

E Enter information about proofs, if proofs are required for this job

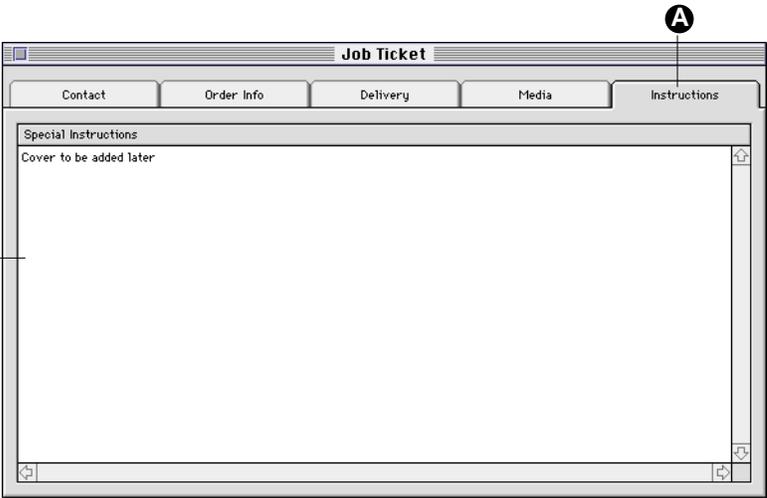
F Enter information about the media to be output for this job, such as Film or RC paper, and film specifics

Entering information in the Instructions tab

The Instructions tab

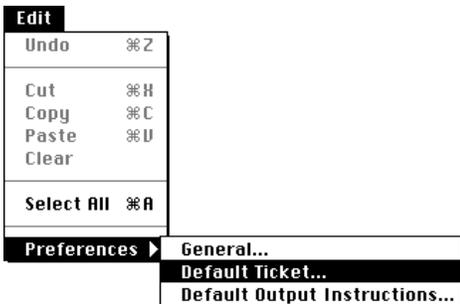
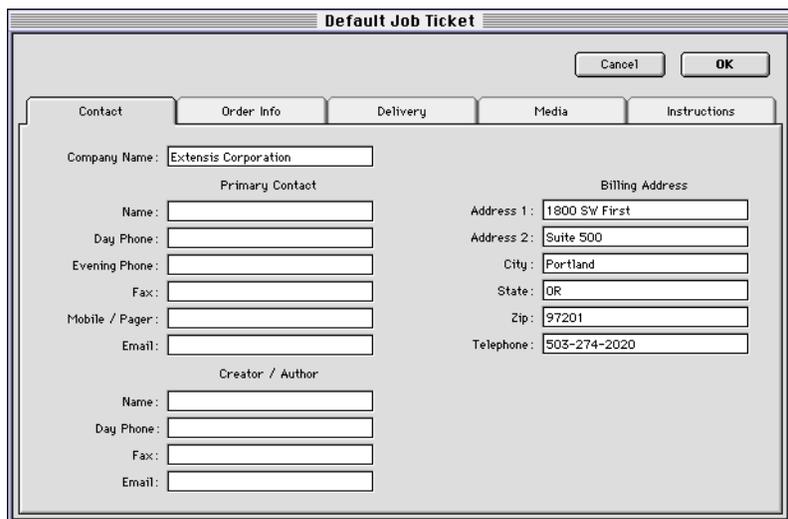
The Instructions tab provides a place to enter any special instructions for the job.

- A** The Instructions tab inside the Job Ticket window
- B** Enter any special instructions that apply to this job



Default Job Ticket

You can specify a Default Job Ticket by selecting “Default Ticket” from the Edit: Preferences menu. The information you specify will become the Job Ticket for all new jobs created. You can then edit the Job Ticket and make changes as appropriate.

Default Job Ticket

Cancel OK

Contact Order Info Delivery Media Instructions

Company Name: Extensis Corporation

Primary Contact

Name:

Day Phone:

Evening Phone:

Fax:

Mobile / Pager:

Email:

Billing Address

Address 1: 1800 SW First

Address 2: Suite 500

City: Portland

State: OR

Zip: 97201

Telephone: 503-274-2020

Creator / Author

Name:

Day Phone:

Fax:

Email: