Step 01 - Click on the words Pending Job to view pending list.



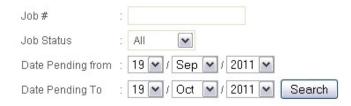
Step 02 - View Pending List and decide action.

# Pending List

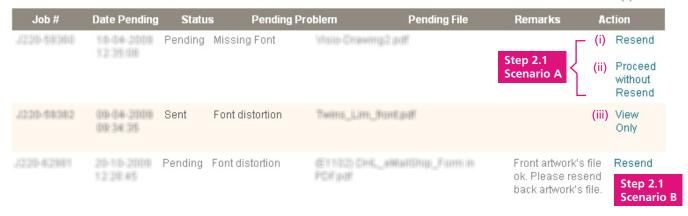
NEW JOB ORDERS that cannot be processed immediately due to error in order specifications or artwork preparation are listed here. Please take immediate action to correct your order details or artwork files to allow us to proceed with your order as soon as possible.

\*Please correct and resend artwork within 30 working days or job will be considered null and void.

To proceed to print with your order without making the recommended corrections, click on "Proceed Without Resend" (in Action column). You therefore do so at your own risk and cannot hold EXCARD liable for the outcome of your print out.

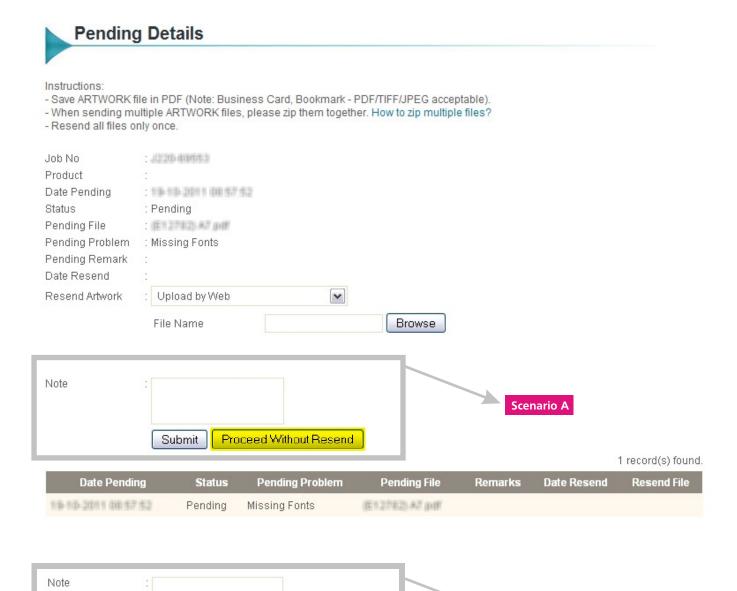


3 record(s) found.



- i) **Resend** Action ask for resend artwork. (To resend artwork for the job)
- ii) Proceed without Resend Proceed with the job. Please take note you are doing this at your own risk.
- iii) View Only For Jobs that have been Sent only.

## Step 2.1 - Resend artwork.



i) Scenario A - You can choose to resend artwork or click Proceed Without Resend.

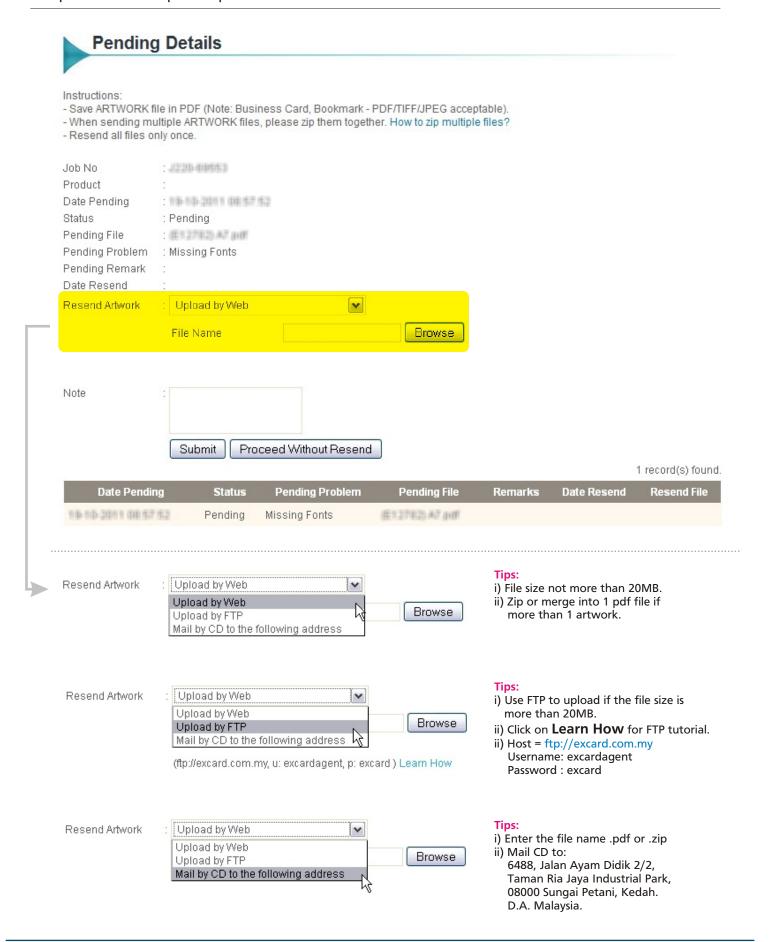
Proceed Without Resend

Submit

ii) Scenario B - You are advised to resend artwork. No Proceed Without Resend allowed in this scenario.

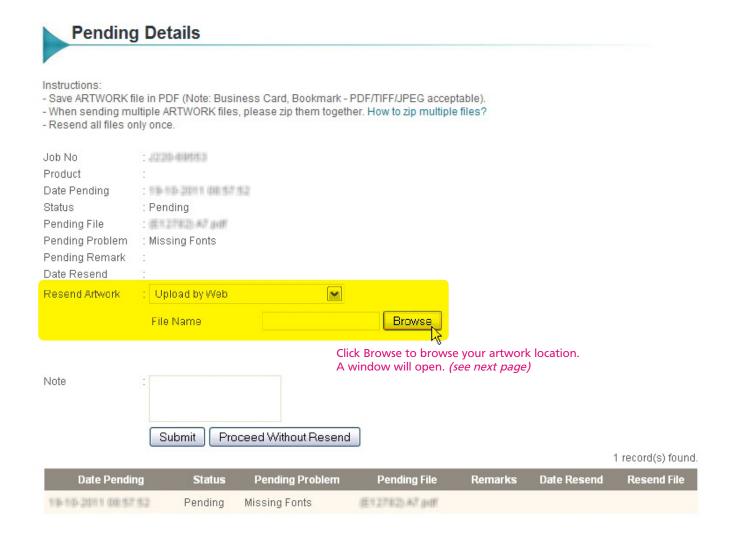
Scenario B

## Step 2.2 - Choose upload option.



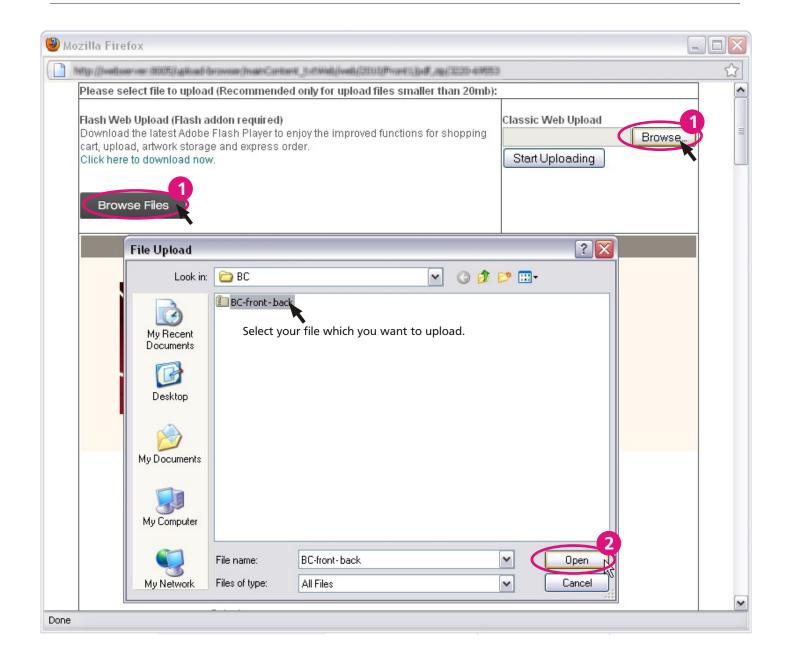


Step 2.3 - Browse your artwork file.



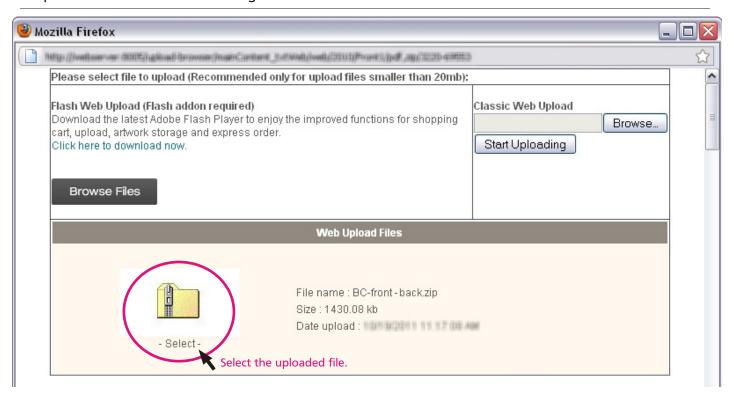


Step 2.4 - Browse file for upload.

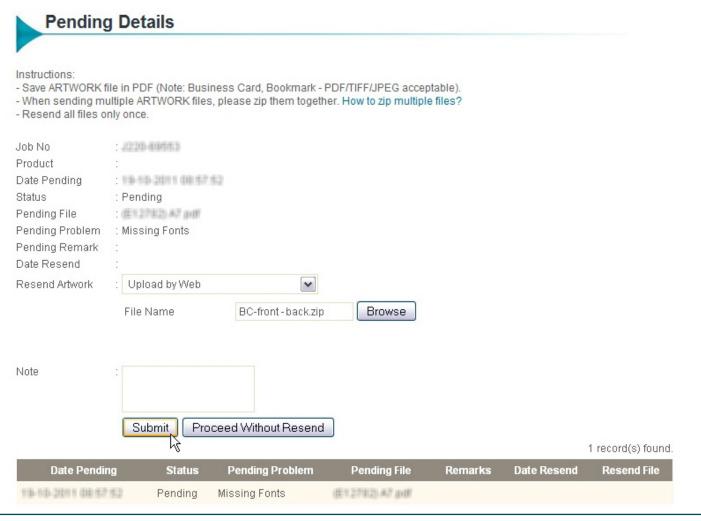




Step 2.5 - Select file after browsing.



Step 2.6 - Select Submit.





## Step 03 - Successfully uploaded!



# Pending List

NEW JOB ORDERS that cannot be processed immediately due to error in order specifications or artwork preparation are listed here. Please take immediate action to correct your order details or artwork files to allow us to proceed with your order as soon as possible.

\*Please correct and resend artwork within 30 working days or job will be considered null and void.

To proceed to print with your order without making the recommended corrections, click on "Proceed Without Resend" (in Action column). You therefore do so at your own risk and cannot hold EXCARD liable for the outcome of your print out.

Job# Job Status All ~ Date Pending from : 19 V / Sep V / 2011 V Date Pending To 19 V / Oct V 2011 Search

11 record(s) found.

Job #	Date Pending	Status	Pending Problem	Pending File	Remarks Action
J020-69653	19-10-2011 08:57:52	Sent	Missing Fonts	(E12792) A7 pdf	View Only
Step 3.1 -	View Pending	Details			'View Only' is allowed only after artwork has been resent.



Instructions:

- Save ARTWORK file in PDF (Note: Business Card, Bookmark PDF/TIFF/JPEG acceptable).
- When sending multiple ARTWORK files, please zip them together. How to zip multiple files?
- Resend all files only once.

1020-69553 Job No Product Date Pending 19-10-2011 08:57:52 Status : Sent Pending File (E12792) A7 pdf Pending Problem : Missing Fonts Pending Remark 19-10-2011 11:17:55 Date Resend Resend Artwork Upload by Web BC-front - back.zip File Name Browse Note Proceed Without Resend Submit

1 record(s) found.



