Print Shop Job Ticket Instructions

Step 1: Print Shop Job Ticket PDF

On Campus: NCCC FYI home page > Public Relations > **Print Shop Job Ticket PDF**

Off Campus: NCCC home page > Faculty/Staff > **Print Shop Job Ticket PDF**

1. Right-click on **Print Shop Job Ticket PDF**
2. Choose **Save As** or **Save Link As** to download PDF to your desktop.
3. Fill out form from the fields listed below.
4. Choose 'File', then 'Save As' to rename document.

Step 2: Submitting a Print Shop Job Ticket

On Campus: NCCC FYI home page > Public Relations > **IssueTrak Login**

Off Campus: NCCC home page > Faculty/Staff > **IssueTrak Login**

1. Click on **IssueTrak Login**
2. Log in with your College provided username and password.
3. Click on **Submit Issue**.
4. Type a brief description of what the issue is about for the **Subject.**
5. Then, in the **Full Description** box, providing specific details, explain what the issue is.
6. To choose an **Issue Type** click on the **Down Arrow** to show the options, select **Print Shop.**
7. If you have a specific time frame in which you need the issue completed, please enter a **"Required By Date:"** You can use the Calendar to the right of the field to determine and select a date. **AT LEAST 14 WORKING DAYS IN ADVANCE.**
8. **Check the checkbox** at bottom of form that says, **'Include Attachment'**.
9. Click on **Submit Issue.**
10. Attach completed **Print Shop Job Ticket PDF** from <u>step 1</u> to the job ticket.
11. Attach job materials you want printed.
12. Click on **Save** to complete your Print Shop Job Ticket.