eBusiness

HJ eBusiness provides an exciting new web-based merchandising solution for Herff Jones customers which integrates in-school yearbook/ad sales with programs offered by the Yearbook Order Center (YOC)—and provides a number of benefits to our schools who use Sales Assist, Direct Pay, Buy The Book, YOC Ad Sales and Online Ad Creation.

Table of Contents

For additional information, please refer to the eBusiness Help link:

   eBusiness > ?

6/2016

HERFF JONES
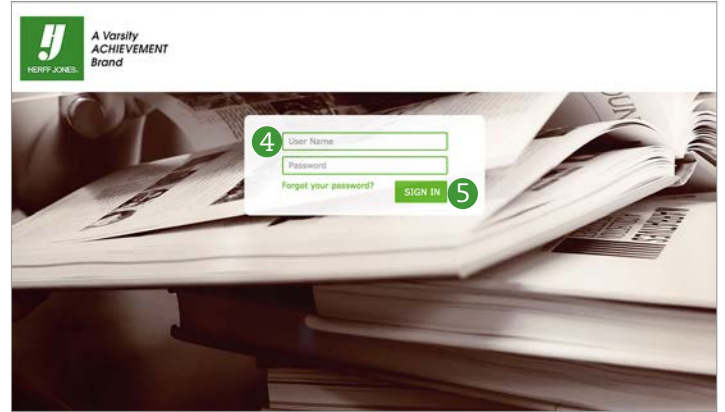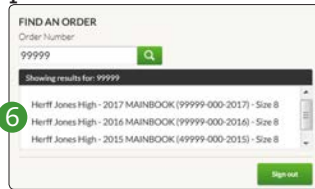
eBusiness

HJ eBusiness is a web-based merchandising solution which combines three Herff Jones tools: Yearbook Order Center, Online Ad Creation, and Online Ad Sales. These help you manage your yearbook and ad sales, and even create ads online.

Logon into MY**HJ**YEAR**BOOK**

1. In your browser address line, type:
   www.myhjyearbook.com
2. Click the Enter key.
3. The MY**HJ**YEAR**BOOK** logon window will appear.
4. Type your user name and password.
5. Click the Sign In button.
6. If there are multiple projects, choose the correct project number.

FIND AN ORDER
Order Number
99999
Showing results for: 99999
Herff Jones High - 2017 MAINBOOK (99999-000-2017) - Size 8
Herff Jones High - 2016 MAINBOOK (99999-000-2016) - Size 8
Herff Jones High - 2015 MAINBOOK (49999-000-2015) - Size 8
Sign-out

User Name
Password
Forgot your password?   SIGN IN

You may also log into www.hjebusiness.com with your user credentials.

Forgot your password:
- Click the Forgot your password? link.
- Enter your username.
- Click the Request button.
- Herff Jones Webmaster will send a reset email.

Request Password Reset
Username
Request

Instructions to rest your password have been sent to the email address we have on file.

eBusiness

Job #
School Name
Project
HJ Contacts

eDesign Book
eDesign Library
eShare
eDesign Messages Board

MY **HJ** YEAR**BOOK**   Herff Jones High School   99999-000-2016   Contact Us   Sign Out

Book Creation
Content Libraries
eShare Admin
Yearbook Sales

BACK   FRONT

FULLSCREEN VIEW

Book Creation
Set up, design and edit pages of your yearbook

Content Libraries
Manage images, portraits, templates and art

Reports
Monitor coverage and staff performance

Advanced Functions
Advanced eDesign Functions

eShare Administration
Review community uploaded images

Yearbook Sales
Setup and manage book and ad sales

Production Details
Access production and account information

More Links
Useful quick links to other HJ sites

Alternate Links

BOOK SALES   Last day to order online: Apr 10, 2016
84
GOAL: 275 BOOKS

TOTAL SALES
SEE MORE DETAIL >

OVERALL BOOK PROGRESS
16   55   0   0   0   137
Unedited Edited Proof Preflight Pre-Submit Submitted

DEADLINES
eDesign   Plant   Deposits

No Deadline   172 PAGES (172 TO GO)
0

SEE MORE DETAIL >   TOTAL PAGES:

STUDENT COVERAGE   AS OF MAY 5, 2016
Master List Total: 2006
Students in Book: 1817

Low (0-1)   572
Moderate (2-2)   404
Good (3-4)   550
Excessive (5+)   480

SEE MORE DETAIL >

eBusiness

HJ **eBusiness** is organized into three areas, to help plan your work and work your merchandising plan.
Manage - Creates yearbook and ad sale items, manages the staff and lists student body.
Sell - Sells the items/packages/ads and tracks the payments.
Reports - Sorts and generate information and saves to a spreadsheet or PDF.

Manage   **Sell**   **Reports**   School Name   Job Number   Alternate Years   Refresh Button   Sales Summary   Help   HJ Contacts

≡ eBusiness   Herff Jones High-2015 MAINBOOK (99999-000-2018) Size 8   ✉ • ❓ • Contact Us • Sign Out HJ

Set up the packages, prices and dates for your online and in-school yearbook sales.

⚙ Manage $ Sell   📋 Reports

BOOK SALES 23 GOAL: 100 BOOKS
AD PAGE SALES 0 GOAL: 0 PAGES
🔄 TOTAL SALES $$,$$$.$$

Manage

Before you can begin using eBusiness, enter the staff members/roles, yearbook/ad sale items, any personalization, other sale items, and a student/business customer list.

Items & Packages	Yearbook Ads	Name Lists	Budget	Staff	Sales Plan Summary

Edit Items & Packages   New   Edit   Copy   Import   Summary   YOC Website   Sales Assist Postcard   Announcement Flier   Up   Down

Items & Packages

Setup/Items & Packages

Create a sale item for each item to be sold. Including the yearbook sold in packages or separately.

1. Click the Manage button.
2. Select the Items & Packages tab.

To Import Last Year's Items & Packages

If eBusiness was used in a previous year, import/edit those sale items.
3. Click Import at the top of the screen.
④ Mark the box next to all necessary items.
5. If applicable, click Check All or Uncheck All.
⑥ Click the Import button.

Order	Item/Package Name	Item(s) included	Price	eBiz	YOC	Last Date	Ship	
1	Yearbook	Yearbook	$55.00/$65.00	▣	▣	12/01/16	☐	⊗
2	Full Package	Yearbook, Plastic Dust Jacket, One-line Name Stamp	$62.00/$72.00	▣	▣	12/01/16	☐	⊗
3	Personal Package	Yearbook, One-line Name Stamp	$60.00/$70.00	▣	▣	12/01/16	☐	⊗

To Create New Items & Packages:
7. Click the New button.
⑧ Enter the Display Name.
9. Select the available item.
⑩ Click the Add to Package button.
11. Edit necessary price/date parameters.
⑫ Click the Save button.

To Create Available Items:
⑬ Select the item link.
14. Select the drop-down item and price.
15. Click the Add button.
16. Click the Save button.

⑬ Yearbook   Accessories   Custom   Personalization

Custom Items are any miscellaneous school items like T-shirts, hats, etc. *Custom items cannot be purchased online.*
Tiered Pricing automatically sets multiple pricing/sale dates.
Edit Item Pricing as long as the item has not been sold.

Copy Items & Packages to easily create like items/packages.
Delete Items & Packages any unsold items. This cannot be undone.
Reposition the order of the Items & Packages using the Up and Down buttons.

Sales Flier

A home mailer can be sent to the parents of all non-buyers from the Name List. It contains the selected packages, their prices, and instructions for ordering.

To Submit the Sales Flier
1. Click the Manage button.
2. Select the Items & Packages tab.
3. Click Sales Flier at the top of the screen. Fill out all the necessary items.
5. Click the Submit Now button.
6. In the Review screen, click the Done button.

School Website Link to the YOC Site

Use the YOC banner and link on your school's webpage to go directly to HJ's Yearbook Order Center site.
https://www.yearbookordercenter.com/index.cfm/job/#####
Replace ##### with your job number

Announcement Flier

Print and post a personalized announcement flier or send it home with students.

To Generate The Announcement Flier
1. Click the Manage button.
2. Select the Items & Packages tab.
3. Click Announcement Flier at the top of the screen.
4 Click the OK button.
5. Navigate to an easy to find location.
6. Click the save button.

Package & Sale Item Summary

For your records, print a summary of the packages and sales items including the pricing and dates.

To Generate The Summary
1. Click the Manage button.
2. Select the Items & Packages tab.
3. Click Summary at the top of the screen.
4 Click Print or Save PDF button.
5. Follow the necessary steps.

Yearbook Ads

Setup/Yearbook Ads

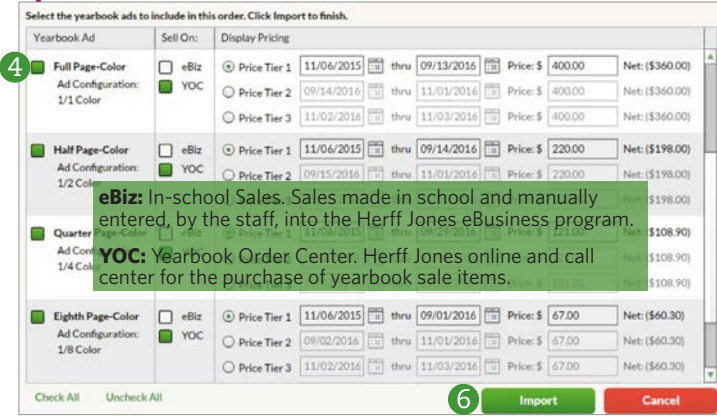eBusiness gives you multiple options for creating your yearbook ad sale items. The Ad Wizard imports last year's ads or provides up to 10 pre-specified ads using the calculator. You can also manually create ads.

Items & Packages	Yearbook Ads	Name Lists	Budget	Staff	Sales Plan Summary

Edit Yearbook Ads   New   Edit   Import   Wizard   Summary   OAC Design Styles   Up   Down

Import Last Year's Ads

Select the yearbook ads to include in this order. Click Import to finish.

Yearbook Ad	Sell On:	Display Pricing				
Full Page-Color	eBiz	Price Tier 1	11/06/2015 thru 09/13/2016	Price: $ 400.00	Net: ($360.00)
Ad Configuration: 1/1 Color	YOC	Price Tier 2	09/14/2016 thru 11/01/2016	Price: $ 400.00	Net: ($360.00)
		Price Tier 3	11/02/2016 thru 11/03/2016	Price: $ 400.00	Net: ($360.00)
Half Page-Color	eBiz	Price Tier 1	11/06/2015 thru 09/14/2016	Price: $ 220.00	Net: ($198.00)
Ad Configuration: 1/2 Color	YOC	Price Tier 2	09/15/2016 thru 11/01/2016	Price: $ 220.00	Net: ($198.00)

eBiz: In-school Sales. Sales made in school and manually entered, by the staff, into the Herff Jones eBusiness program.

YOC: Yearbook Order Center. Herff Jones online and call center for the purchase of yearbook sale items.

Quarter Page-Color Ad Con... 1/4 Col...					Net: ($108.90)
					Net: ($108.90)
					Net: ($108.90)
Eighth Page-Color	eBiz	Price Tier 1	11/06/2015 thru 09/01/2016	Price: $ 67.00	Net: ($60.30)
Ad Configuration: 1/8 Color	YOC	Price Tier 2	09/02/2016 thru 11/01/2016	Price: $ 67.00	Net: ($60.30)
		Price Tier 3	11/02/2016 thru 11/03/2016	Price: $ 67.00	Net: ($60.30)

Check All   Uncheck All   (6) Import   Cancel

Ad Wizard

Answer these questions about the way you will print and sell Yearbook Ads

Don't see a particular yearbook ad configuration? Click here. (10) ADD

What is the target value of the full page ads?

Color: $ 400.00   (8)
B\W: $ 350.00

Would you like to set Yearbook Order Center(YOC) pricing differently than in-school(eBiz) pricing?
○ Yes   ● No

Would you like to round the price of your yearbook ads?
○ Yes   ● No

How will the ads be printed in your book?
○ Color   ○ B/W   ● Both

Ad Configuration	Calculated	OAC Fee	Sale Price	Est. Net	✕
Full Page-Color	$400.00	$40.00	$400.00	$360.00	⊗
Half Page-Color	$220.00	$22.00	$220.00	$198.00	⊗
Quarter Page-Color	$121.00	$12.10	$121.00	$108.90	⊗
Eighth Page-Color	$67.00	$6.70	$67.00	$60.30	⊗
Sixteenth Page-Color	$37.00	$3.70	$37.00	$33.30	⊗
Full Page B&W	$350.00	$35.00	$350.00	$315.00	⊗
Half Page B&W	$193.00	$19.30	$193.00	$173.70	⊗
Quarter Page B&W	$106.00	$10.60	$106.00	$95.40	⊗
Eighth Page B&W	$58.00	$5.80	$58.00	$52.20	⊗
Sixteenth Page B&W	$32.00	$3.20	$32.00	$28.80	⊗

⊗ CANCEL   SAVE (13)

Create New Ads

Order	Display Name	Ad Configuration	Sale Price	eBiz	YOC	Submission	Last Date	
1	Full Page-Color	1/1 Color	$400.00			SAC & OAC	11/28/16	⊗
2	H...					SAC & OAC	11/28/16	⊗
3	Q...						11/28/16	⊗
4	Ei...	1/8 Color	$67.00			SAC & OAC	11/28/16	⊗
5	Fu...						11/28/16	⊗
6	Half Page B&W	1/2 B-W						
7	Quarter Page B&W	1/4 B-W						
8	Eighth Page B&W	1/8 B-W						

SAC: School Ad Creation. Parents, teachers, and businesses purchase *ad space* and send their ad design to the school.

OAC: Online Ad Creation. Parents, teachers, and businesses purchase and design an ad online.

Yearbook Ad: Quarter Page-Color
(15) Size: 1 / 4   Printing: ○ B/W ● Color (16)
(17) ⊕ ADD   ⊗ CANCEL

Edit Ads

Display Name: Quarter Page-Color

Ad Configuration: 1/4 Color OAC Submission

YOC Ad Sales End Date: Final Page Deadline:
02/01/2018   11/28/2018

Tier Pricing Selections   Copy Dates From: - Select One -

● Price Tier 1   08/01/2017 thru 02/01/2018   Price: $ 121.00   Net: ($108.90)
○ Price Tier 2   02/02/2017 thru 02/03/2018   Price: $ 121.00   Net: ($108.90)
○ Price Tier 3   02/04/2017 thru 02/05/2018   Price: $ 121.00   Net: ($108.90)

Cancel   Save   (21)

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1. Click the Manage button.
2. Select the Yearbook Ads tab.

To Import Last Year's Ad Sizes and Prices:
If eBusiness was used in previous years for ads, import/edit those ad sizes and prices.
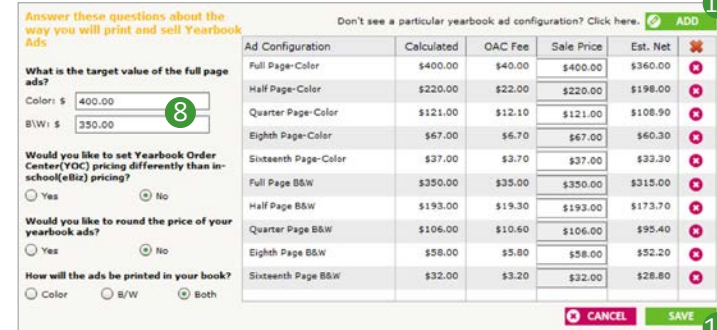3. Click Import at the top of the screen.
(4) Mark the box next to all necessary ads.
5. Edit as necessary.
(6) Click the Import button.

To Use the Ads Wizard:
The Ad Wizard walks you though creating ad sizes and pricing. Pricing can be calculated or entered.
7. Click Wizard at the top of the screen.
(8) Enter a base price of the Full Page Color/BW ad. All ad prices will be automatically calculated.
9. Specify the following:
   • Separate Pricing for online/in-school ads.
   • Price Rounding to the nearest $5 increment.
   • B/W, Color, or Both.
(10) Click Add to create an ad that is not in the list.
11. To manually price, edit the Sale Price.
12. Click the ✕ to remove any unnecessary ads.
(13) Click Save to return to Setup.
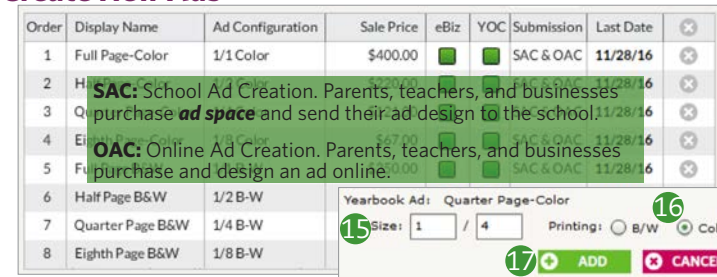
To Create New Ads:
14. Click New at the top of the screen.
(15) Enter the Size.
(16) Select either B/W or Color.
(17) Click the Add button.
18. Use Edit Ads to change the pricing.

To Edit Ads *and Optional Tier Pricing:*
19. In the list of ads, double-click the ad or select the ad and click Edit.
20. Make all necessary changes.
(21) Click Save to return to Setup.

OAC Design Styles

Ad Templates   Ad Fonts
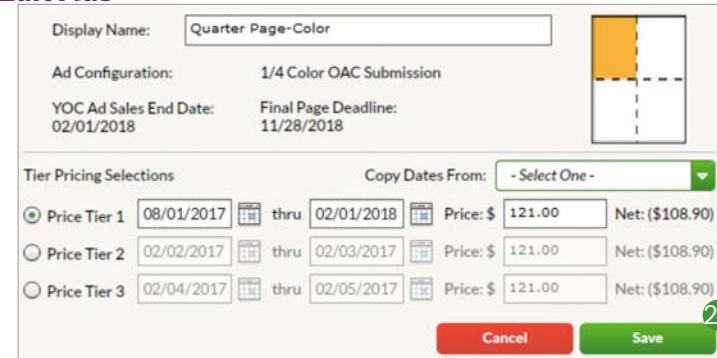
Wizard is only available if you have not yet set up items or ads.
Custom items and ad sizes cannot be sold online; however, you can sell any ad size in-school.
Until sold, all sale items and ads are editable and removable.
If you are using one price, specify the price and dates in Price Tier 1. Don't select another tier.

Name Lists

eBusiness allows you to import one or more lists of individuals or businesses. If you are enrolled in YOC programs, include parent address information. For Plus ONE import the Student ID field as well.

Items & Packages	Yearbook Ads	Name Lists	Budget	Staff	Sales Plan Summary

Edit Name List	Get Businesses	Import File	Export File	Custom Fields	New	Edit	Delete	Merge	Hide Search

Use a name list file in .xlsx, .xls, .csv or .txt format. No other file format will be accepted.

Each entry must be in one field. It must contain first name, last name, and grade fields . Any mailing programs must contain address, city, state, and zip code fields. ＋ONE schools must contain a student ID field (up to 10 characters). Additional fields are middle name, group, zip suffix, country, email, contact name, phone number, and three optional fields.

Designate grades as 01-12 (use leading zeroes) and faculty/staff as FAC.

Field names are limited to 30 characters (including spaces). Abbreviate if necessary

To Import a Name List File
1. Click the Manage button.
2. Select the Name Lists tab.
3. Click Import File.
4. Read the screen then click Select File.
5. Browse to file, highlight and click Open.
6. Select either Business or Student List
7. Click the Continue button.
   If a list is already imported, you can:
   •Add new names only.
   •Update the list and discard new names.
   •Update the list and add new names.
8. Click the Continue button.
9 Match the drop-down menus with the fields.
10 If necessary, check the Don't import first box.
11. Click The Confirm Button.
12 Click the Import button.

Map the selected list's field data

Before importing the selected name list, you must designate the column names. Select **Do Not Import** to skip columns you do not need. **First Name, Last Name and Grade are required fields** to finish the import. (Student ID is also required for Stitch schools.) Click CANCEL to stop the import and return to the home screen or BACK to change the type of list you are importing.

Source File: Index.txt
Records Found: 143

Last Name	Don't Impor	First Name	Address 1	City	State/Prov	Don't Impor
Stephen	C	Farrar	3944 Hood Avenu	Industry	CA	Don't Impor
Mark	R	Layfield	2787 Jefferson St	Nashville	VA	First Name
Paul	T	Williams	4571 Kenwood Pl	San Diego	FL	Last Name
Mike	E	Millard	4928 Hidden Pond	Denver	TN	Grade
Stephen	N	Crosier	2505 Stewart Stre	Jupiter	IN	Middle Name
Timothy	A	Boerger	1623 Sweetwood	Olivette	CO	Student ID
Rose	C	Kaiser	3812 Kinney Stre	Indianapolis	MA	Group
Barbara	D	Bell	2488 Ash Avenue	La Grange	MO	Parent Nam
Lynn	J	Hernandez	3591 Woodland T	Springfield	CA	Address 1
Katrina	M	Robinson	4023 Marshville P	Burlington	NY	Address 2
Sandra	J	Moreno	568 Apple Lane	Sacramento	IL	City
Mary	A	Martins	4075 Duff Avenue	Norfolk	VT	State/Prov
Susan		Bennett	819 Beechley Stre	Kinney	TX	Country
						Zip/Postal C

☐ Don't import first record with field names   **Cancel**   **Back**   **Confirm**

Show:	All				Find By Field:	Last Name				
2	YOC	55259	Louis	Albano	12	9029 N American	USA City	MO	11111	
3	YOC	55232	Pat	Benetar	12	1745 Barr Ave	USA City	MO	11111	
1	YOC	23239	Albert	Brian	09	2525 Midpoint Dr	USA City	MO	11111	
1	YOC	95239	Anna	Brown	09	1619 West St	USA City	MO	11111	
0	YOC	35239	Angela	Burns	10	793 Cardinal Cir	USA City	MO	11111	

Total Records: 159 Last Name Quick Search: ‹‹ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ›› **Displayed Records: 159**

To create a custom field:
There are three extra fields in the Name List that display and track other information.
13. In the Name List, click Custom Fields.
14. Type any new name for Field 1 through 3.
15. Click the Save button.

To add a name to the Name List:
16. Click New or Edit to open list Editor.
17. Click the Save button.
18. Click the Next or Close button.

To merge duplicates:
eBusiness lets you combine any 2 duplicate entries.
19. Hold the shift key and select 2 duplicates
20. Click the Merge button.
21. If necessary click the gold replace arrow.
22. Click the Finish button.

To search for specific text
23. On the right, select the search field.
24. Enter the appropriate text.
25. Click the magnifying glass icon.

To delete a name:
eBusiness will only delete names without purchases.
26. Click on the entry or highlight entries.
27. Click the Delete button.

Budget

Creating a projected budget includes printing expenses, sales income, and miscellaneous expenses. Your Herff Jones Representative can help you to start.

> Some entries can only be modified by your representative.

Staff

Add staff members, specify staff member roles, change user names and passwords and activate/deactivate staff members in Setup/Staff.

Note: Staff setup is only available to Advisers.

Note: Deactivate members by unchecking the eBiz box. Deactivated members will move to Inactive.

Note: email addresses are not necessary for Business Manager and Staff.

> **Adviser** – Has full access to every area of eBusiness, including the Staff view in Setup.
>
> **Business Manager** – Can access every area of eBusiness except the Staff view in Setup.
>
> **Staff** – Can access anything in the Sales view. They can sell packages and ads, record payments, edit/add names (on the Sales screen), print invoices/receipts, enter customization, and collect shipping addresses.

Sales Plan

If you are using Yearbook Order Center or Online Ad Creation, you can specify sale dates. Choose both a start and an end date.

Note: Your Herff Jones Representative may have already set these dates.

Note: Online yearbook and ad sales will only appear from the beginning through the ending dates. If no sale items appear, edit the appropriate dates.

eBusiness

Sales: Yearbook and Ad Sale

The **HJ eBusiness** Sales screen is where you record package and ad sales, view and edit payments, enter personalization information. Also, online sales are automatically added to your eBusiness which can be viewed at any time.

To Record Sales:
1. Click the Sell button.
2. From the name list, highlight a student or business.
3 Click the Make Sales link.

③

Make Sales (1)	Edit Sales		OAC Change Request	New	Edit	Delete	Merge	Hide Search

Show: All

Find By Field: Last Name

Origin	Student ID	First	Last	Grade	Purchases	Total	Amt Due
eBiz	0291108180	Kimberly	Albrecht	11	0	$0.00	$0.00
eBiz	0291165467	Derek	Alexander	10	0	$0.00	$0.00
eBiz	0291109783	Robert	Anda	12	0	$0.00	$0.00
eBiz	0291161849	Erin	Atkins	11	0	$0.00	$0.00

Sale Items: Click the plus icon to add items to the cart.

Packages	Price		Yearbook Ads	Price	
Yearbook	$55.00	+	Full Page-Color	$300.00	+
Personal Package	$60.00	+	Half Page-Color	$220.00	+
Full Package	$62.00	+	Quarter Page-Color	$120.00	+

☐ Warn after deadlines pass ⦿ Show All ◯ Show Available Today

Cancel Order

④

Sales Cart: Clear Cart

Item	Price	Ships	⊗
Personal Package	$60.00	☐	⊗
Full Page-Color	$300.00	☐	⊗

Total: $360.00

Sale Options: When making group sales, set how each sale payment will default.

☐ Include Payment As: Check

☐ Print Receipt

Edit Sales **Submit Order**

d

4. Mark Show All or Show Available Today.
5. Click the plus to add each Sale or Ad item to the Sale Cart.
6. Choose Payment Option.

Customize Personalization in Edit Sales

Edit Sales Payment **e** Order Total: $60.00

Date: 05/31/2016 Pay Method: Check Check Number: 12345 Paid Amt: $ 30.00

Memo:

Edit Personalization Item: One-line Name Stamp

First Line: Rosalie Cooper

Cancel Order < Back Review Order > **f**

Payment Options

Full	**Full/Notes or Partial**	**No Payment**
7. Mark Include Payment As.	7. Mark Include Payment As.	7. Unmark Include Payment As.
8. Mark Print Receipt.	8. Mark Print Receipt.	8. Mark/unmark Print Receipt.
a. Select transaction type.	**d** Click Edit Sales.	i. Click Submit Order.
b. Click Submit Order .	**e** Enter transaction information.	j. Click OK.
c. Click OK .	**f** Click Review Order.	
	g. Click Submit Order.	
	h. Click OK.	

To Edit Sales:
9. Click the Sell button.
10. Highlight a student name or business.
11. Click the Edit Sales link.
12. Highlight the sale item.
13. Make the necessary edits.
14. Click the Return to List View button ↩.

Sales Confirmations

	From	Confirm#	Date	Items	Total	Due	⊗
Make Payment / Mark As Paid / Print Receipt / Copy Confirmation	eBiz	49999-BSBBCD00	06/02/16	Two-line Name Plate w/two Mark Yearbook	$60.00	$0.00	⊗
	eBiz	49999-BSBBCF00	06/02/16	Half Page-Color	$220.00	$0.00	⊗

Package/Ads Included

	From	Confirm#	Ykb	Package/Ad Name	Price	Rec'd	Sold By	Shipping	⊗
	eBiz	49999-BSBBCD00	1	Yearbook_	$55.00	☐		☐	⊗
	eBiz	49999-BSBBCD00	0	Two-line Name Plate w/two Mark	$5.00	☐		☐	⊗
	eBiz	49999-BSBBCF00	0	Half Page-Color	$220.00	☐			⊗

Personalizations Included

	Package Name	Item Name	Personalization	
	Two-line Name Plate w/two Mark	Two-line Name Plate w/two Marks	Jane, Doe : Yearbook, National Honor Society	

Payments Included

	From	Confirm#	Date	Pay Method	Paid		
Refund	eBiz	49999-BSBBCD00	06/02/16	Cash	$60.00		
	eBiz	49999-BSBBCF00	06/02/16	Cash	$220.00		

Edit Sales Functions

Sales Confirmation
Make payment
Mark as paid
Print receipt
Copy confirmation
Delete

Package/Ads Included
Mark recieved
Mark ad sold by
Mark for shipping
Enter shipping address
Delete an item from a sale

Personalization Included
Edit name
Select Marks

Payments Included
Edit transaction information
Add a memo
Refund money

Ledgend
↩ Return to list view
✏ ✏ Edit
⊗ ⊗ Delete
⚠ Incomplete personalization

eBusiness

Reports

Using eBusiness reports, you can generate lists of information sorted in different ways and save that information to a spreadsheet or a PDF. The reports can help you manage your budget, design your pages, and determine potential customers.

> All Buyers and Non-Buyers reports can generate mailing label
>
> When you click Labels or Parent Labels, eBiz creates a PDF in label format to fit Avery 5160 or equivalent labels.
>
> When printing, change the printer default from "Fit to Page" to "100%" or "Actual Size".

To save a report for printing:
1. Select the necessary Report tab.
2. Select the necessary Display option, Sort By option, and/or date range.
3. Click the Run Report button.
4. Select Excel File or PDF File, as appropriate.
5. Click the Save Report button.
6. Click the OK button.
7. Navigate to the folder where you wish to save the file.
8. Click Save.

To print the report file:
9. Open the saved report file.
10. Go to the File menu > Print (CTRL/Cmd+P).

Package Sales
All Sales: Lists each item ordered by each person, organized by the selected sort option.
In-School Sales: Lists buyers who made their purchase in school.
YOC Sales: Lists buyers who made their purchase online or through calling the Order Center.
Balance Due: Lists buyers who have an outstanding balance.
Amount Received: Lists buyers who have made payments.
Ybk Not Recv'd: Lists buyers whose yearbook is not marked as received.
Non-Buyers (Students): All students, listed in eBusiness, who have not yet ordered a yearbook.
Buyers (All): Lists only names with orders.

Ad Sales
All Sales: Lists buyers who made any ad purchase.
In-School Sales: Lists buyers who made their purchase in school.
YOC Sales: Lists buyers who made their purchase online.
OAC Sales: Lists buyers who created and purchased their ad online.
SAC Sales: Lists buyers who purchased ad space online.
OAC Statuses: Lists all ads within Online Ad Creator.
Balance Due: Lists all unpaid in-school ads ordered.
Amount Recv'd: Lists ad orders for which no payment has been received.
Art Not Recv'd: Lists ad orders for which no art has been marked as received.
Sold By: Lists in school ads sold by an individual or group.
Buyers (Business): Lists all businesses who have purchased an ad.
Buyers (Students): Lists all students who have purchased an ad.
Non-Buyers (Business): Lists businesses who have not purchased an ad.
Non-Buyers (Students): Lists students who have not purchased an ad.

Reports cont'd

Order Totals
All Sales: Displays a count of packages sold and dollar totals.
All Yearbook Ads: Displays a count of ads sold and dollar totals.
All Items: Displays a count of the individual items sold.

Distribution
Includes any Memos and the Check Numbers.
All Packages: Includes detail of package purchase and amount due for collection at delivery.
YOC Packages: Includes detail of packages purchased online or through the order center.
Shipping: Lists buyers with shipping addresses.
Custom Items: Includes detail of purchase and amount due for collection at delivery.
Financial: Lists buyers.
To see this report with Personalization information, click Details to save it as a PDF.

> The Distribution Report includes any Memos and the Check Numbers.
>
> To see Personalization information, click the Details button and save it as a PDF file.

Personalization
Name Stamps: Lists all of your Name Stamp information. You then need to send this file to your producing plant on a disk or CD, or as an e-mail attachment.
Name Plates: Creates a small file with all of your Name Plate information. You then need to send this file to your producing plant on a disk or CD, or as an e-mail attachment.

Submitting Personalization Reports
You need to submit a separate file for Name Stamps and Name Plates.

> Before submitting, print a report and proof it for accuracy:
> 1. Run the Personalization report and save as an Excel or PDF file.
> 2. Make any corrections on the Sales screen in the Personalizes > Customize area.

To submit personalizations:
1. Click Submit File on the Reports screen.
2. Choose a color for the name stamp/plates.
3. Click the Confirm button.
4. Click OK button.
5. Navigate to the location to save the file.
6. Click the Save button.
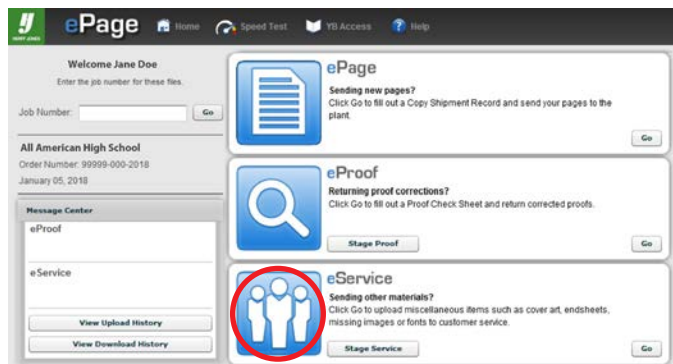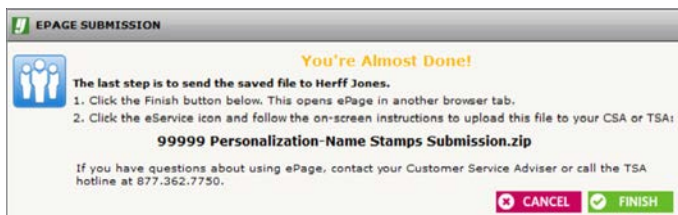
Personalization Submission is not is not automatic. You may email the Personalization ZIP file to your Customer Service Adviser or follow the submission instructions and upload a zipped file through HJ eService.

eBiz Receipts
No Receipts: Lists all receipts which have **not** been previously printed.
With Receipts: Lists all receipts which have been previously printed.
To print Receipts:
1. Run the necessary report.
2. Highlight necessary names.
   Hold the shift key for consecutive names.
   Hold the CTRL/Command key for non-consecutive names.
3. Select the report type.
4. Click the Print selected receipts.