

Herff Jones Cap & Gown Division Web Measurement Site

- The Cap & Gown Web Measurement Site can be used for entering and submitting the following types of orders:
 - [ClassRental Faculty](#) – main and adds
 - [ClassRental Students](#) – adds
 - [ClassKeeper Faculty](#) – main and adds
 - [ClassKeeper Students](#) – adds
- This tutorial discusses the ordering process for ClassRental and ClassKeeper Faculty orders.

Revised August 07, 2007

Herff Jones Cap & Gown Division Web Measurement Site

- To use the Cap & Gown Web Measurement Site, go to:

www.herffjones.com/capgown/order



HERFF JONES home help

Sign In:

To begin:

1. Enter the customer number and order number you want to review or send to the Cap & Gown plant for processing.
2. Click 'Continue'.

Your customer number and order number(s) should be given to you by your sales representative.

Turning moments into memories.



Welcome,

To view and edit your cap and gown order, enter your Herff Jones customer number and order number below and click the continue button.

Customer Number:

Order Number:



Click 'Continue'

If you do not know your customer number and/or order number, contact the administrator at your school for this information.

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HERFF JONES home help

Enter Password:

Demo University

Turning moments into memories.



1. As part of the site security, you must also enter your password. Your password can be obtained from your sales representative.

2. You must also provide an e-mail address the first time you open the order.

3. Click 'Continue'.

Note: Your e-mail address is used for sending confirmation e-mails of submitted orders and, if necessary, a 3 day warning notice of any faculty orders that have not been submitted to the Cap & Gown plant and the site will shut down in 3 more days.

FACULTY:

To login as a faculty, select your name from the list and click the continue button.

If your name is NOT listed, choose NEW and click the continue button.

FACULTY Name:

ORDER ADMINISTRATORS:

To login as an order administrator, enter your administrator password and click the continue button.

Password:

Administrator Email:



Click 'Continue'

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HERFF JONES Request Order Changes: home help

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9250799

GENERAL INFORMATION

Customer Number: 9999999999
Order Number: 9057099

Bill To Address

Billing Customer Name: DEMO UNIVERSITY
Billing Address 2: PUBLIC AFFAIRS OFFI
Billing Address 3: 100 E. GREEN STREET
Billing Address 4:
Billing City: URBANA
Billing State: IL
Billing Postal Code: 618010000
Billing Country: US

Ship To Address

Shipping Customer Name: DEMO UNIVERSITY

The first time you open an order, you will always see this screen.

1. Review the information shown.
2. Make any changes by typing over the information shown in the boxes.

This is a required review of the information we currently have on file for this order.

When you click 'Continue' (see next page), you are confirming that this information is correct.

Note: Any changes made are sent to the plant for processing for the next order that is submitted from this web site.

HERFF JONES Request Order Changes: continued home help

Billing City: URBANA
Billing State: IL
Billing Postal Code: 618010000
Billing Country: US

Ship To Address

Shipping Customer Name: DEMO UNIVERSITY
Shipping Address 2: PUBLIC AFFAIRS OFFI
Shipping Address 3: 100 E. GREEN STREET
Shipping Address 4:
Shipping City: URBANA
Shipping State: IL
Shipping Postal Code: 618010000
Shipping Country: US

PURCHASE ORDER

Purchase Order Number:

DATES

Requested Delivery Date: (MM/DD/YYYY) 08/07/2006
Ceremony Date: (MM/DD/YYYY) 09/04/2006
Comments: (limit 2000 characters)

Continue

Click 'Continue'

3. Continue with your review and making any desired changes.
4. Click 'Continue'.

When your review is complete (with or without changes):

Any changes you made will be sent to the Cap & Gown plant to be applied to the next set of measurements submitted from this site.

Note: Any changes you made will be shown the next time you open the 'Request Order Changes' screen.

After the first time you open an order, you can get to this screen from the 'Ordering and Administration' screen.

This screen confirms that the order changes you made have been saved and sent to the processing plant.

1. Click 'Continue' to go to the Ordering and Administration screen.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Thank You

The changes requested on the order form have been sent to the respective plant but may not be made until your first group of measurements are submitted and an order is created. An order is defined as a group of measurements submitted during one day.


Click 'Continue'

Thank You

The changes requested on the order form have been sent to the respective plant but may not be made until your first group of measurements are submitted and an order is created. An order is defined as a group of measurements submitted during one day.

The 'Ordering and Administration' screen is the main screen for this site.

Site controls and orders for individuals are managed from this screen.

The screen heading shows what type of order you have opened. For this example, we are looking at a Faculty order.

The product type, ClassRental or ClassKeeper, is shown here.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

Individual Faculty Access Current Setting: No

Individual Faculty Email Confirmation Current Setting: No

Add new faculty:

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

This site will close at 11:59PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

Use this link to make changes to dates, billing/shipping address, etc.

Note: This site will handle both ClassRental Faculty and ClassKeeper Faculty orders.

For ClassKeeper Faculty orders, follow the 'Add New Faculty' process described in this tutorial.

There is no pre-load of ClassKeeper faculty data as, being ClassKeeper, each faculty member is not expected to reorder year after year.

The 'Ordering and Administration' screen gives you, the Order Administrator, control of what is displayed and the individual faculty order information.

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

Individual Faculty Access	Current Setting: No	<input type="button" value="Change"/>
Individual Faculty Email Confirmation	Current Setting: No	<input type="button" value="Change"/>
Add new faculty:		<input type="button" value="New"/> <input type="button" value="Logout"/>

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

This site will close at 11:59PM EST on: May 21, 2009

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[Important Ordering Reminders](#)

Use this link to make changes to dates, billing/shipping address, etc.

The Order Administrator can:

1. Allow each faculty member to edit and confirm his/her order,
2. Have site send a confirmation e-mail to the faculty member after information has been verified,
3. Add a new faculty member,
4. Download faculty orders to Excel
5. Request changes to basic order information.

This feature allows each faculty member to change and confirm his/her personal and order information.

To activate this feature:

1. Click 'Change' to change the setting to 'Yes'.

To deactivate this feature:

1. Click 'Change' to change the setting to 'No'.

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

Individual Faculty Access	Current Setting: No	<input type="button" value="Change"/>
Individual Faculty Email Confirmation	Current Setting: No	<input type="button" value="Change"/>
Add new faculty:		<input type="button" value="New"/> <input type="button" value="Logout"/>

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

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[Important Ordering Reminders](#)

Use this link to make changes to dates, billing/shipping address, etc.



Click 'Change'

Note: clicking 'Change' will toggle the option back and forth between 'Yes' and 'No'.

Feature: Individual Faculty Email Confirmation:

This feature will send an e-mail to each faculty member after he/she has verified the order information.

To activate this feature:

1. Click 'Change' to change the setting to 'Yes'.

To deactivate this feature:

1. Click 'Change' to change the setting to 'No'.

Note: clicking 'Change' will toggle the option back and forth between 'Yes' and 'No'.

The screenshot shows the 'Faculty Ordering & Administration' interface for Demo University. It includes a table with columns for Customer Information, Sales Professional, and Order Information. Below this is the 'Administrator Functions' section, which contains two rows: 'Individual Faculty Access' and 'Individual Faculty Email Confirmation', both with a 'Current Setting: No' and a 'Change' button. A red arrow points from the text 'To activate this feature' to the 'Change' button for 'Individual Faculty Email Confirmation'. Another red arrow points from the text 'To deactivate this feature' to the same 'Change' button. A hand icon points to the 'Change' button with the text 'Click 'Change''. Below the screenshot, a note states: 'Note: clicking 'Change' will toggle the option back and forth between 'Yes' and 'No'.'

Process: Add New Faculty Member:

To add a faculty member to this order:

1. Click 'New'.

This will take you to the edit/entry screen.

The edit/entry screen will be covered later in this document.

This site will handle both ClassRental and ClassKeeper Faculty orders.

For ClassKeeper Faculty orders, follow the 'Add New Faculty' process described in this tutorial.

Click 'New'

The screenshot shows the 'Faculty Ordering & Administration' interface for Demo University. It includes a table with columns for Customer Information, Sales Professional, and Order Information. Below this is the 'Administrator Functions' section, which contains two rows: 'Individual Faculty Access' and 'Individual Faculty Email Confirmation', both with a 'Current Setting: No' and a 'Change' button. A red arrow points from the text 'To add a faculty member to this order' to the 'Add new faculty:' button. Another red arrow points from the text 'For ClassKeeper Faculty orders, follow the 'Add New Faculty' process described in this tutorial.' to the same button. A hand icon points to the 'Add new faculty:' button with the text 'Click 'New''. Below the screenshot, a note states: 'This site will handle both ClassRental and ClassKeeper Faculty orders.' and 'For ClassKeeper Faculty orders, follow the 'Add New Faculty' process described in this tutorial.'

HERFF JONES Download Excel Report: Save data to the PC home help

Demo University
FACULTY

To download the individual order information directly into Excel, you may need to do the following:

- Right-Click** 'Download Excel Report'.
- When this selection panel opens: **left-click** on 'Save Target As...'

Customer Information

Name: Demo	Order Information
Customer Number	representative Type: ClassRental
Administrator	Order Number: 9257099
Individual Faculty Account	Change
Individual Faculty Email	Change
Add new faculty:	New
	Logout

Report: UNEDITED VERIFIED SUBMITTED

DOWNLOAD EXCEL REPORT

This site will close at 11:59PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

HERFF JONES Download Excel Report: Save data to the PC home help

Demo University
FACULTY

3. Determine where you want to save the Excel file. In this example, the C: drive was chosen.

The default file name is: faculty_report.xls.

We recommend that you use a meaningful file name, which could include the school name, customer number, and order number, for future reference.

- Click 'Save'.

Save As

Local Disk (C:)

File name: faculty-school-number-order-999999

Save as type: Microsoft Excel Worksheet

Save Cancel

This site will close at 11:59PM EST on: May 21, 2009

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[Important Ordering Reminders](#)

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

HERFF JONES home help

Site Shutdown Information:

The site shutdown information is shown below the 'Download Excel Report' button.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

This site will close at 11:58PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

The date and time shown means that you will not be able to submit any orders after that date/time.

After this date, contact your sales representative for assistance.

Note: Site shutdown date is 10 days before Requested Delivery Date for ClassRental and 5 days before Ceremony Date for ClassKeeper.

HERFF JONES home help

Request Order Changes: Getting to Update Screen

If you want to make changes to basic order information anytime after you first opened this order:

1. Click on 'Request Order Changes'.

This will open the order information screen for your review and use. This will be the same screen you saw the first time you opened the order.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

Individual Faculty Access	Current Setting: No	<input type="button" value="Change"/>
Individual Faculty Email Confirmation	Current Setting: No	<input type="button" value="Change"/>
Add new faculty:		<input type="button" value="New"/>
		<input type="button" value="Logout"/>

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

DOWNLOAD EXCEL REPORT

This site will close at 11:58PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

Click 'Request Order Changes'

HERFF JONES Request Order Changes: Make Changes home help

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 99999999999		Order Number: 9250799

GENERAL INFORMATION

Customer Number: 99999999999
Order Number: 9057099

Bill To Address

Billing Customer Name: DEMO UNIVERSITY
Billing Address 2: PUBLIC AFFAIRS OFFI
Billing Address 3: 100 E. GREEN STREET
Billing Address 4:
Billing City: URBANA
Billing State: IL
Billing PostalCode: 618010000
Billing Country: US

Ship To Address

Shipping Customer Name: DEMO UNIVERSITY

To make changes to the basic order information:

1. Review the information shown.
2. Make any changes by typing over the information shown in the boxes.

This screen shows the current information on file for this order.

You may change any information in an open box by typing over the current information.

Note: Any changes made are sent to the plant for processing for the next order that is submitted from this web site.

HERFF JONES Request Order Changes: continued home help

3. Continue with your review and making any desired changes.

When your review is complete (with or without changes):

4. Click 'Continue'.

This will send your changes to the Cap & Gown plant to be applied to the next set of measurements submitted from this site.

Note: Any changes you made will be shown the next time you open the 'Request Order Changes' screen.

You may make changes to the basic order information whenever you wish. To do, click on the 'Request Order Changes' button on the 'Ordering and Administration' screen.

Billing City:	URBANA
Billing State:	IL
Billing PostalCode:	618010000
Billing Country:	US
Ship To Address	
Shipping Customer Name:	DEMO UNIVERSITY
Shipping Address 2:	PUBLIC AFFAIRS OFFI
Shipping Address 3:	100 E. GREEN STREET
Shipping Address 4:	
Shipping City:	URBANA
Shipping State:	IL
Shipping PostalCode:	618010000
Shipping Country:	US
PURCHASE ORDER	
Purchase Order Number:	
DATES	
Requested Delivery Date: (MM/DD/YYYY)	08/07/2006
Ceremony Date: (MM/DD/YYYY)	09/04/2006
Comments: (limit 2000 characters)	

Continue  Click 'Continue'

This screen confirms that the order changes you made have been saved and sent to the processing plant.

1. Click 'Continue' to go to the Ordering and Administration screen.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Thank You

The changes requested on the order form have been sent to the respective plant but may not be made until your first group of measurements are submitted and an order is created. An order is defined as a group of measurements submitted during one day.

Click 'Continue'

Thank You

The changes requested on the order form have been sent to the respective plant but may not be made until your first group of measurements are submitted and an order is created. An order is defined as a group of measurements submitted during one day.

To change your e-mail address:

1. Type over the current address shown with the new one.

2. Click 'Change' to save your new e-mail address for this order.

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

Administrator Email: Click 'Change'

Cap & Gown Information

- If measurements appear below, you may click on the name to open and make changes
- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To:

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashing, Gina, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.GRAY
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Balady, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE.MAROON
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.ROYAL
	Email:			
	Last Action: NOT VERIFIED			

HERFF JONES Logout: [home](#) [help](#)

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions:

Individual Faculty Access	Current Setting: No	Change
Individual Faculty Email Confirmation	Current Setting: No	Change
Add new faculty:		New
		Logout

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

[DOWNLOAD EXCEL REPORT](#)

This site will close at 11:59PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

[REQUEST ORDER CHANGES](#) Use this link to make changes to dates, billing/shipping address, etc.

When you are finished with this order or are finished with using the web site:

1. Click 'Logout'.

This is especially important when you are wanting to edit/review a different order. The 'Logout' button resets the web site and sends you to the main screen – the sign-in screen.



Click 'Logout'

HERFF JONES Special Note Concerning Paper-based Measurements [help](#)

Demo University
FACULTY
Ordering & Administration

Note: This web site is for submitting measurements to the processing plant electronically.

DO NOT SEND IN MATCHING PAPER MEASUREMENTS FOR THIS ORDER IF YOU ARE USING THIS WEB SITE.

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 92507

GENERAL INFORMATION

Customer Number:	9999999999
Order Number:	9057099

Bill To Address

Billing Customer Name:	DEMO UNIVERSITY
Billing Address 2:	PUBLIC AFFAIRS OFFIC

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Billing Country:	US
Ship To Address	
Shipping Customer Name:	DEMO UNIVERSITY

HERFF JONES Faculty Measurement Ordering: home help

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

Administrator Email:

Cap & Gown Information

- If measurements appear below, you may left click on the name to open and make changes
- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To: **Show:**

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashiq, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD GRAY	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Balaw, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD CARDINAL	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE MAROON	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD ROYAL	
	Email:			
	Last Action: NOT VERIFIED			

Note: ClassRental Faculty information is retained year after year until you choose to delete a faculty member from the web site.

Note: ClassKeeper Faculty information must be entered via the 'Add New Faculty' process. This web site does not retain prior year information for ClassKeeper Faculty orders.

This section begins the discussion on measurement processing.

For ClassRental Faculty Orders, the Roster shows previous order information for all faculty members who have ordered in the past. Each box shows the faculty member's personal information and what they ordered.

HERFF JONES Faculty: Adding a New Faculty Member home help

Demo University

FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 925709

Administrator Functions

Individual Faculty Access	Current Setting: No	<input type="button" value="Change"/>
Individual Faculty Email Confirmation	Current Setting: No	<input type="button" value="Change"/>
Add new faculty:		<input type="button" value="New"/>

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

This site will close at 11:59PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

REQUEST ORDER CHANGES Use this link to make changes to dates, billing/shipping address, etc.

This site will handle both ClassRental and ClassKeeper Faculty orders.

For ClassKeeper Faculty orders, follow the 'Add New Faculty' process.

1. Click 'New'.

This will take you to a blank edit/entry screen.

Click 'New'

HERFF JONES home help

Entering Personal and Order Information:

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Cap & Gown Information

Last Name: First Name: Middle Initial:

Email:

Gender:

Height: Click small arrow to open list of choices

Weight: (recommended for best fit)

Cap Size: [Click here for Measuring Tape](#)

Degree Obtained (A, B, M, D):

Items - Check all products appropriate to your degree level.
For example, Masters and Doctors generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

Cap, Gown, Tassel
 Hood (if appropriate)
 Gown Only
 Cap Only

Click 'Continue'

Note: You may need to scroll down to get to the bottom area to select the products being ordered.

When adding a new faculty member:

1. Type the requested information into the open text boxes.
2. Make a selection in each dropdown list by clicking on the small arrow and clicking on the appropriate value.
3. Click the checkboxes to select the products being ordered.
4. Click 'Continue'.

This will complete the top portion of the screen.

HERFF JONES home help

Selecting a Hood:

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Degree Obtained (A, B, M, D):

College/University Conferring Degree:

Discipline/Color:

If you need to update your College/University Conferring Degree, please choose the state where your degree was conferred from the dropdown below. If the school attended is outside United States, choose "Outside US"(bottom of dropdown).

Click 'Go'

Select 'Outside U.S.' at the bottom of the list if the conferring school is not in a U.S. State.

Note: This is a filtering process that reduces the amount of information you will have to review.

Since a hood was chosen, a Hood selection screen opens.

To select the proper hood codes:

1. Open the dropdown list.
2. Click the State where the school conferring the degree is located.
3. Click 'Go'.

This will open a new window containing a list of schools in the selected State.

HERFF JONES home help

Select the School Conferring Degree:

The list of schools for the selected State are shown.

The schools that offer Bachelor, Master, and Doctorate degrees are listed in the top section. Schools that offer Associate degrees are listed in the middle section.

Be sure to select from the appropriate degree section.

1. Scroll through the list of schools in the appropriate section.

2. Click on the correct school and campus location.

Note: You may need to scroll down to get to the middle section to select your school for the proper degree level.

HERFF JONES home help

Selecting the Hood Velvet Color:

After the school and campus have been selected, we need to know what color the hood velvet is to be.

If you know the hood velvet color:

- Open the 'Hood Velvet Color' dropdown list.
- Click on the velvet color you want.

Note: You may need to scroll down in the current window to get to the hood velvet section to select the velvet color you need.

HERFF JONES **Selecting the Hood Velvet Color Area of Study:** [home](#) [help](#)

We also want to know which area of study this color applies to.

1. Open the 'Full Title of Degree' dropdown list.
2. Click on the appropriate discipline.

http://www.herffjones.com/capgown/order/index.cfm?fuseaction=app.popup&state=IL&CFID=5402853&CF=Microsoft Internet Explorer

UNIVERSITY OF ILLINOIS - SPRINGFIELD
UNIVERSITY OF ILLINOIS AT CHAMPAIGN-URBANA - URBANA
UNIVERSITY OF ILLINOIS AT CHICAGO - CHICAGO
UNIVERSITY OF ILLINOIS AT SPRINGFIELD - SPRINGFIELD
UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE - PEORIA

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Associate Degree Schools:

Select
ART INSTITUTE OF CHICAGO - CHICAGO
BELLEVILLE AREA COLLEGE - BELLEVILLE
BENEDICTINE UNIVERSITY - LISLE
BLACK HAWK COLLEGE - MOLINE

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Full Title of Degree is only required for the degree levels of: Bachelor, Master or Doctor.
Choose a HOOD VELVET color from the first dropdown menu to filter the discipline dropdown menu.
Click [here](#) for a listing of common colors for different fields of study.

Hood Velvet Color: Drab

Full Title of Degree: Business Administration - Drab
Accountancy - Drab
Business Education - Drab
Commerce - Drab
Industrial And Labor Relations - Drab
Other - Drab

Full Title of Degree is only required for the degree levels of: Bachelor, Master or Doctor.
Choose a HOOD VELVET color from the first dropdown menu to filter the discipline dropdown menu.
Click [here](#) for a listing of common colors for different fields of study.

Hood Velvet Color: Drab

Full Title of Degree: Business Administration - Drab

Continue

HERFF JONES **Completing Hood Selection:** [home](#) [help](#)

After the hood school, campus and hood velvet color information have been chosen:

1. Click 'Continue'.

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Degree Obtained: Master

Bachelor, Master and Doctorate Degree Schools:

UNIVERSITY OF ILLINOIS - SPRINGFIELD
UNIVERSITY OF ILLINOIS AT CHAMPAIGN-URBANA - URBANA
UNIVERSITY OF ILLINOIS AT CHICAGO - CHICAGO
UNIVERSITY OF ILLINOIS AT SPRINGFIELD - SPRINGFIELD
UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE - PEORIA

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Associate Degree Schools:

Select
ART INSTITUTE OF CHICAGO - CHICAGO
BELLEVILLE AREA COLLEGE - BELLEVILLE
BENEDICTINE UNIVERSITY - LISLE
BLACK HAWK COLLEGE - MOLINE

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Full Title of Degree is only required for the degree levels of: Bachelor, Master or Doctor.
Choose a HOOD VELVET color from the first dropdown menu to filter the discipline dropdown menu.
Click [here](#) for a listing of common colors for different fields of study.

Hood Velvet Color: Drab

Full Title of Degree: Business Administration - Drab

Continue

Click 'Continue'

After the hood selection has been completed, the selected values are displayed for your review.

If the information needs to be changed, go back through the hood selection process. To do so, start with the State selection.

See the previous pages for help.

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Degree Obtained (A, B, M, D): M

College/University Conferring Degree: University Of Illinois At Champaign-Urba Urbana IL

Discipline/Color: Business Administration DRAB

 **Click 'Continue'**

If you need to update your College/University Conferring Degree, please choose the state where your degree was conferred from the dropdown below. If the school attended is outside the United States, choose "Outside US" (bottom of dropdown).

Alabama

To complete your hood selection:

1. Click 'Continue'.

This screen lets you review the information that has been entered.

If the information is correct:

1. Click 'Confirm' to save this faculty member's order information.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Please REVIEW your order before you choose CONFIRM.

To change anything choose BACK

Name: Demo University Name: Sales Representative ready.

Cap & Gown Information

Name: Test1 T Test1

Email: TEST1@EMAIL.COM

Gender: M

Height w/shoes: 6' 0"

Weight: 201-250

Cap Size: Surefit

School Attended: 0982 -

Degree Obtained: Master

Full Title of Degree: Business Administration

Hood Lining: 034445 - LTC.NAVY.ORANGE.NAVY.ORANGE

Items Needed:

- Cap, Gown and Tassel
- Hood

 **Click 'Confirm'**

'Confirm' means that you have reviewed this faculty member's information and are 'Verifying' that this order is correct.

This will result in a 'yellow' dot on this faculty member's listing in the faculty roster.

HERFF JONES Faculty Member Roster: home help

The web site will then refresh the faculty member roster.

Here is the newly added faculty member's record. Notice that the status dot is 'yellow'. This faculty record is in 'Verified' status.

Novak, Susan	Height: 5' 0"	Weight: 110	Cap Size: 7 1/4
School: Purdue University			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: LC.BLACK,ANT_GOLD	
Last Action: NOT VERIFIED			
Scovin, Michael	Height: 6' 0"	Weight: 200	Cap Size: 7 0/0
School: University Of Iowa			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: LAIT_GOLD	
Last Action: NOT VERIFIED			
Shortgooden, Kumea	Height: 5' 4"	Weight: 130	Cap Size: 6 3/4
School: University Of Maryland-College Park			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: LC.BLACK,ANT_GOLD	
Last Action: NOT VERIFIED			
Stodlan, Tama	Height: 5' 10"	Weight: 220	Cap Size: 7 5/8
School: Harvard University*			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: L.CRIMSON_HARVARD	
Last Action: NOT VERIFIED			
Sterner, John	Height: 5' 8"	Weight: 150	Cap Size: 7 1/4
School: Michigan State University			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: M			
Hood Velvet Color: DRAB		Hood Lining Color: LC.DK_GREEN,WHITE	
Last Action: NOT VERIFIED			
Tavor, Silvia	Height: 5' 6"	Weight: 130	Cap Size: 7 3/4
School: University Of California-Los Angeles			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: LC.GOLD,ROYAL	
Last Action: NOT VERIFIED			
Test1, Test1 T	Height: 6' 0"	Weight: 250	Cap Size: Surefit
School: University Of Illinois At Champaign-Urba			
Items: Cap,Gown,Tassel Hood			
Email:TEST1@EMAIL.COM			
Degree: M			
Hood Velvet Color: DRAB		Hood Lining Color: LTC.NAVY_ORANGE,NAVY_ORAN	
Last Action: VERIFIED 06/05/2007			
Trenzel, Jeffrey	Height: 6' 2"	Weight: 200	Cap Size: 7 5/8
School: Allant University			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: GOLD		Hood Lining Color: LTC.SPARTA_BLUE,SAGE_GREEN,GOLD,SAGE	
Last Action: NOT VERIFIED			
White, Kathy	Height: 5' 9"	Weight: 275	Cap Size: 7 0/0
School: University Of North Carolina			
Items: Cap,Gown,Tassel Hood			
Email:			
Degree: D			
Hood Velvet Color: DARK BLUE		Hood Lining Color: LTC.LT_BLUE,WHITE,LT_BLUE,WHITE	
Last Action: NOT VERIFIED			

Dot Color and Meaning:

Red: 'Not Verified' (untouched)

Yellow: 'Verified' (information is confirmed)

Green: 'Submitted' (order has been sent to the processing plant)

HERFF JONES Inside a Faculty Member's Order Information Box: home help

Cap & Gown Information

• If measurements appear below, you may left click on the name to open and make changes

Each order box contains personal information about the faculty member and the products ordered. This is the same information that is typically found on a measurement card.

There are a few additional pieces of information:

- The faculty member's e-mail address, if entered
- A description of the hood lining, if ordered
- A 'Last Action:' line that shows the last step taken with this order and the date

	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State				
Degree: D				
Items: Cap,Gown,Tassel Hood				
Email:				
Hood Velvet Color: DARK BLUE				
Hood Lining Color: LC.GOLD,CARDINAL				
Last Action: SUBMITTED 06/05/2007				
	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
School: University Of Denver				
Items: Cap,Gown,Tassel Hood				
Email:				
Degree: D				
Hood Velvet Color: DARK BLUE		Hood Lining Color: LC.RED,GOLD		
Last Action: SUBMITTED 06/05/2007				
	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
School: University Of Denver				
Items: Cap,Gown,Tassel Hood				
Email:				
Degree: D				
Hood Velvet Color: DARK BLUE		Hood Lining Color: LC.RED,GOLD		
Last Action: SUBMITTED 06/05/2007				
	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0

HERFF JONES home help

Review the Faculty Member Roster:

- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To: Verify Submit Print Delete Show: All Records Not Verified Verified Submitted

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashira, Gina_Kim	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.GRAY	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE.MAROON	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.ROYAL	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Bell, Terese	Height: 5' 9"	Weight:	Cap Size: 7 3/8
	School: University Of Southern California	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight:	Cap Size: 7 1/4
	School: University Of Denver	Degree: M		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color: LEONIN	Hood Lining Color: LC.RED.GOLD	
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0
	School: University Of Cincinnati	Degree: D		
	Items: Cap,Gown,Tassel Hood	Hood Velvet Color:	Hood Lining Color:	
	Email:			
	Last Action: NOT VERIFIED			

Note: A faculty member's record can be changed at will until it has been submitted. If the order has been submitted, the status dot will be 'green'.

ClassRental Faculty orders show all faculty members who have ordered in the past and includes their personal information and what they ordered.

After reviewing a faculty member's information, if a change is needed:

- Click anywhere in the box for that faculty member.

HERFF JONES home help

Changing an Existing Faculty Member's Order:

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Cap & Gown Information

Last Name: First Name: Middle Initial:

Email:

Gender:

Height w/shoes:

Weight: (recommended for best fit)

Cap Size: - Size: Click [here](#) for Measuring Tape

Degree Obtained (A, B, M, D):

Items - Check all products appropriate to your degree level.
For example, Masters and Doctors generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

The edit/entry screen is opened.

To make changes:

- Type the new information into the text box.
- Select a value from the dropdown list.

For this example, we are changing the degree obtained from a Master degree to a Doctor.

HERFF JONES Changing an Existing Faculty Member's Order: continued help

that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Cap & Gown Information

Last Name: First Name: Middle Initial:

Email:

Gender:

Height w/shoes:

Weight: (recommended for best fit)

Cap Size: Click [here](#) for Measuring Tape

Degree Obtained (A, B, M, D):

Items - Check all products appropriate to your degree level.
For example, Masters and Doctors generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

- Cap, Gown, Tassel
- Hood (if appropriate)
- Gown Only
- Cap Only

 Click 'Continue'

1. Click 'Continue'.

HERFF JONES Changing an Existing Faculty Member's Order: continued help

Whenever a hood has been ordered, the web site will take you to this screen (after 'Continue' on the edit screen).

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Degree Obtained (A, B, M, D):

College/University Conferring Degree:

Discipline/Color:

 Click 'Continue'

If you need to update your College/University where your degree was conferred from the dropdown below. If the school attended is outside the United States, choose "Outside US"(bottom of dropdown).

 Click 'Go'

1. Click 'Continue'.

Otherwise,

1. Select a State from the dropdown list.

2. Click 'Go'.

Note: For this example, we are keeping the same school but are changing the field of study for a higher degree.

Select 'Outside U.S.' at the bottom of the list if conferring school is not in a U.S. State.

HERFF JONES home help

Selecting School Conferring Degree:

The list of schools for the selected State are shown.

The schools that offer Bachelor, Master, and Doctorate degrees are listed in the top section. Schools that offer Associate degrees are listed in the middle section.

Be sure to select from the appropriate degree section.

Demo University
FACULTY

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 99999999999		Order Number: 0257099

Degree Obtained: Doctor

Bachelor, Master and Doctorate Degree Schools:

UNIVERSITY OF COLORADO - BOULDER
 UNIVERSITY OF COLORADO - COLORADO SPRINGS
 UNIVERSITY OF COLORADO - DENVER
UNIVERSITY OF DENVER - DENVER
 UNIVERSITY OF NORTHERN COLORADO - GREELEY

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

1. Scroll through the list of schools in the appropriate section.

2. Click on the correct school and campus location.

Note: You may need to scroll down to get to the middle section to select your school for the proper degree level.

HERFF JONES home help

Selecting Hood Velvet Color:

After the school and campus have been selected, we need to know what color the hood velvet is to be.

If you know the hood velvet color:

- Open the 'Hood Velvet Color' dropdown list.
- Click on the velvet color you want.

UNIVERSITY OF COLORADO - BOULDER
UNIVERSITY OF COLORADO - COLORADO SPRINGS
UNIVERSITY OF COLORADO - DENVER
UNIVERSITY OF DENVER - DENVER
UNIVERSITY OF NORTHERN COLORADO - GREELEY

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Associate Degree Schools:

Select:

ARAPAHOE COMMUNITY COLLEGE - LITTLETON
 DOHERTY HIGH SCHOOL - FACULTY - COLORADO
 PARK COLLEGE - DENVER
 PIKES PEAK COMMUNITY COLLEGE - COLO

Note: Typing the first letter of your school name will allow you to move to that section of the list quickly.

Full Title of Degree is only required for the Doctorate degree.

Choose a HOOD VELVET color from the first dropdown menu.

Click [here](#) for a listing of common colors for different fields of study.

Hood Velvet Color: Dark Blue

Full Title of Degree: Philosophy_phd - Dark Blue

Continue

We also want to know which area of study this color applies to.

- Open the 'Full Title of Degree' dropdown list.
- Click on the appropriate discipline.

After the hood selection has been completed, the selected values are displayed for your review.

If the information needs to be changed, go back through the hood selection process.

To do so, start with the State selection.

See the previous pages for help.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Degree Obtained (A, B, M, D): D

College/University Conferring Degree: University Of Denver Denver CO

Discipline/Color: Philosophy_phd DARK BLUE

If you need to update your College/University Conferring Degree, please choose the state where your degree was conferred from the dropdown below. If the school attended is outside the United States, choose "Outside US" (bottom of dropdown).

Alabama

To complete your hood selection:

1. Click 'Continue'.

Click 'Continue'

This screen lets you review the information that have been entered.

If the information is correct:

1. Click 'Confirm' to save this faculty member's order information.

Name: Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Please **REVIEW** your order **before** you choose **CONFIRM**.

To change anything choose **BACK**

If everything is correct. Choose **CONFIRM** to make this order request ready.

Cap & Gown Information

Name: Test1 T Test1

Email: test1@email.com

Gender: M

Height w/shoes: 6' 0"

Weight: 201-250

Cap Size: Surefit

School Attended: 0982 - University Of Illinois At Champaign-Urba

Degree Obtained: Master

Full Title of Degree: Business Administration

Hood Lining: 34445 - LTC.NAVY ORANGE NAVY ORANGE

Items Needed:

- Cap, Gown and Tassel
- Hood

'Confirm' means that you have reviewed this faculty member's information and are 'Verifying' that this order is correct.

This will result in a 'yellow' dot on this faculty member's listing in the faculty roster.

Click 'Confirm'

Review the Faculty Member Roster:

HERFF JONES
home help

The web site will then refresh the faculty member roster.

Here is the newly edited faculty member's record. Notice that the status dot is 'yellow'. This faculty record is in 'Verified' status and is now eligible for submission to the Cap & Gown plant.

<input type="checkbox"/>	Ashiq, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD GRAY				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Balay, John	Height: 6' 0"	Weight: Degree: D	Cap Size: 7 3/4
School: University Of Southern California				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD CARDINAL				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130 Degree: D	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.ORANGE MAROON				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of California-Los Angeles				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD ROYAL				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Bell, Terese	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 3/8
School: University Of Southern California				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD CARDINAL				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.RED GOLD				
Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Cincinnati				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LTC.RED BLACK RED BLACK				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bortell, Linda	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 0/0
School: Alliant University				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: GOLD LTC.SPARTA_BLUE SAGE_GREEN.GOLD SAGE_GREEN				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Brinkley Kennedy, Rhonda	Height: 5' 2"	Weight: Degree: D	Cap Size: 7 1/8
School: Alliant University				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: GOLD LTC.SPARTA_BLUE SAGE_GREEN.GOLD SAGE_GREEN				
Last Action: NOT VERIFIED				

The status dot shows the status of the faculty member's order.

Red: 'Not Verified' (untouched)

Yellow: 'Verified' (information is confirmed)

Green: 'Submitted' (order has been sent to the processing plant)

The Quick Way to Verify Faculty Member Orders:

HERFF JONES
home help

This site has the ability to 'Verify' and 'Submit' faculty orders directly from the Faculty Member Roster.

As the Order Administrator, review each faculty member's personal information and products ordered.

If no changes are needed:

- Verify the order directly in the list by checking the small box.

- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To: Verify Submit Print Delete Show: All Records Not Verified Verified Submitted

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashiq, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD GRAY				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Balay, John	Height: 6' 0"	Weight: Degree: D	Cap Size: 7 3/4
School: University Of Southern California				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD CARDINAL				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130 Degree: D	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.ORANGE MAROON				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of California-Los Angeles				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD ROYAL				
Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bell, Terese	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 3/8
School: University Of Southern California				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.GOLD CARDINAL				
Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LC.RED GOLD				
Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Cincinnati				
Items: Cap,Gown,Tassel Hood				
Email: Hood Velvet Color: Hood Lining Color: DARK BLUE LTC.RED BLACK RED BLACK				
Last Action: NOT VERIFIED				

*** Reminder: Sending in an order is a two step process. First, 'Verify'; then 'Submit'

- Continue your review for the entire list.
- After you have checked the desired boxes:
- Click the 'Verify' button in the 'Click Items To:' menu line to complete the 'verify' process for all selected orders.

Sending in the Faculty Member Orders:

home help

- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Only the order administrator can submit faculty orders for processing.

Review the Faculty Member Roster and look for orders that are in 'Verified' status. The eligible orders will have a 'Yellow' status dot.

1. Click the box in front of each faculty member's order box that you want to send to the Cap & Gown plant.

2. Click the 'Submit' button in the 'Click Items To:' menu line to send the faculty orders to the Cap & Gown plant.

Check Items To: Verify **Submit** Print Delete Show: All Records Not Verified Verified Submitted

[Click here](#) to select all visible records.
[Click here](#) to deselect all visible records.

<input type="checkbox"/>	Ashina, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.GRAY
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: NOT VERIFIED			
<input checked="" type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input checked="" type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE.MAROON
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.ROYAL
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input type="checkbox"/>	Bell, Teresa	Height: 5' 9"	Weight:	Cap Size: 7 3/8
	School: University Of Southern California	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: NOT VERIFIED			
<input checked="" type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
	School: University Of Denver	Degree: D	Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.RED.GOLD
	Items: Cap,Gown,Tassel Hood			
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0
	School: University Of Cincinnati	Degree: D		

Completing Faculty Member Order Submission:

home help

After the faculty orders have been marked for submission, this confirming screen appears.

Review the list of selected faculty members.

If any records need to be removed from the submit list:

1. Click 'Cancel'

Otherwise, to complete the ordering process:

2. Click 'Submit'

Clicking "Submit" will create an order. Selected faculty who have not been verified yet or that have already been submitted (indicated by a red or green dot), have been removed from this action. Shipping & Handling costs, up to and including air charges, will be assessed unless an order is submitted at least **25 DAYS** PRIOR to your requested delivery date. If you are unsure about your requested delivery date, contact your Herff Jones Sales Professional. Are you ready to submit your order?

Cancel Submit

Cancel Submit Click 'Submit'

***** Order 'Submit' is a two step process.**

The following records will be submitted.

<input checked="" type="checkbox"/>	John Bakaly	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California	Degree: D	Hood Velvet Color: DARK BLUE	Discipline: Hood Lining Color: LC.GOLD.CARDINAL
	Items: Cap,Gown,Tassel Hood			
	Email:			
<input checked="" type="checkbox"/>	Leena Banerjee	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State	Degree: D	Hood Velvet Color: DARK BLUE	Discipline: Hood Lining Color: LC.ORANGE.MAROON
	Items: Cap,Gown,Tassel Hood			
	Email:			
<input checked="" type="checkbox"/>	Tobey Birch	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
	School: University Of Denver	Degree: D	Hood Velvet Color: DARK BLUE	Discipline: Hood Lining Color: LC.RED.GOLD
	Items: Cap,Gown,Tassel Hood			
	Email:			

HERFF JONES home help

Review Faculty Member Roster:

- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To:

[Click here](#) to select all visible records.
[Click here](#) to deselect all visible records.

<input type="checkbox"/>	Ashira Giza, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.GRAY
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE.MAROON
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.ROYAL
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input type="checkbox"/>	Bell, Terese	Height: 5' 9"	Weight:	Cap Size: 7 3/8
	School: University Of Southern California		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
	School: University Of Denver		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.RED.GOLD
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0
	School: University Of Cincinnati		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LTC.RED.BLACK.RED.BLACK
	Email:			

After the 'Submit' process is complete, the Faculty Member Roster is refreshed and the submitted faculty orders are now marked with a 'Green' status dot.

HERFF JONES home help

Removing Faculty Members from Roster:

- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To:

[Click here](#) to select all visible records.
[Click here](#) to deselect all visible records.

<input type="checkbox"/>	Ashira Giza, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
	School: University Of Colorado		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.GRAY
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
	School: University Of Southern California		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
	School: Virginia Polytechnic Institute And State		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.ORANGE.MAROON
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
	School: University Of California-Los Angeles		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.ROYAL
	Email:			
	Last Action: VERIFIED 06/05/2007			
<input checked="" type="checkbox"/>	Bell, Terese	Height: 5' 9"	Weight:	Cap Size: 7 3/8
	School: University Of Southern California		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.GOLD.CARDINAL
	Email:			
	Last Action: NOT VERIFIED			
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
	School: University Of Denver		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LC.RED.GOLD
	Email:			
	Last Action: SUBMITTED 06/05/2007			
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0
	School: University Of Cincinnati		Degree: D	
	Items: Cap,Gown,Tassel Hood		Hood Velvet Color: DARK BLUE	Hood Lining Color: LTC.RED.BLACK.RED.BLACK
	Email:			

To remove a faculty member from the Faculty Roster:

- Review the Faculty Member Roster.
- Click the box in front of each faculty order box that you want to remove from the Roster.
- Click the 'Delete' button in the 'Click Items To: menu line to remove the selected Faculty members from the Faculty Member Roster.

HERFF JONES **Confirm Removal of Faculty Member from Roster:** [home](#) [help](#)

- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To:

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

To approve the deletion:

1. Click 'OK' in the 'Are you sure you want to delete the marked records?' question.

Otherwise, to stop the deletion:

2. Click 'Cancel'.

***** Deleting a Faculty Member is a two step process.**

<input type="checkbox"/>	Ashino, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight: Degree: D	Cap Size: 7 3/4
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130 Degree: D	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood Email: Last Action: VERIFIED 06/05/2007				
<input checked="" type="checkbox"/>	Bell, Terece	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 3/8
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Cincinnati Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				

HERFF JONES **Review the Faculty Member Roster:** [home](#) [help](#)

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

The web site will then refresh the faculty member roster.

Notice that, in our example, 'Bell, Terece' is no longer shown.

NOTE: If a faculty member needs to be put back into the Roster, you will need to follow the 'New Faculty Member' process described earlier in this tutorial.

<input type="checkbox"/>	Ashino, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bakaly, John	Height: 6' 0"	Weight: Degree: D	Cap Size: 7 3/4
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130 Degree: D	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood Email: Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Cincinnati Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bortell, Linda	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 0/0
School: Alliant University Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Brinkley Kennedy, Rhonda	Height: 5' 2"	Weight: Degree: D	Cap Size: 7 1/8
School: Alliant University Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				

You have the option to create a hardcopy of a paper measurement form filled in with the faculty member(s) information.

Cap & Gown Information

- If measurements appear below, you may left click on the name to open and make changes
- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To:

[Click here](#) to select all visible records.
[Click here](#) to deselect all visible records.

<input type="checkbox"/>	Ashiqi Giwa, Kimin	Height: 5' 3"	Weight:	Cap Size: 7 0/0
School: University Of Colorado Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Baliay, John	Height: 6' 0"	Weight:	Cap Size: 7 3/4
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 08/05/2007				
<input type="checkbox"/>	Banerjee, Leena	Height: 5' 2"	Weight: 130	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 08/05/2007				
<input checked="" type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight:	Cap Size: 7 0/0
School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood Email: Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Birch, Tobey	Height: 5' 10"	Weight: 200	Cap Size: 7 1/4
School: University Of Denver Items: Cap,Gown,Tassel Hood Email: Last Action: SUBMITTED 08/05/2007				
<input type="checkbox"/>	Blach, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0

To do this:

1. Review the Faculty Member Roster.
2. Click the box in front of each faculty order box that you want to print in measurement form format.

3. Click the 'Print' button in the 'Click Items To:' menu line to open a window with an image of a paper Measurement form filled in with the select faculty member(s) information.

An image of the completed measurement form(s) will be shown in a new window.

MEASUREMENT FORM FACULTY	HERFF JONES		CAP & GOWN DIVISION		An employee owned company	#9257099	
	CHECK DEGREE	LAST NAME	CHECK ONE	CHECK ITEMS ORDERED			
	<input type="checkbox"/> ASSOCIATE	Lastname	MALE <input type="checkbox"/>	LINE 1 <input checked="" type="checkbox"/> CAP, GOWN & GRADTASSEL (UNIT)			
	<input type="checkbox"/> BACHELOR	FIRST NAME	FEMALE <input checked="" type="checkbox"/>	LINE 2 <input checked="" type="checkbox"/> HOOD (FILL OUT BELOW)			
	<input type="checkbox"/> MASTER	Firstname	MIDDLE INITIAL	NAME OF SCHOOL WHERE DEGREE EARNED			
	<input checked="" type="checkbox"/> DOCTOR	CAP SIZE	HEIGHT WITH SHOES	University Of California-Los Angeles			
		7 0/0	5 FEET 6 INCHES	CITY & STATE			
				Los Angeles, CA			
				DEGREE COLOR			
				DARK BLUE			
	CHECK ONE	NAME OF SCHOOL PLACING ORDER		LINE 3 <input type="checkbox"/> GOWN ONLY			
<input type="checkbox"/> STUDENT	<input checked="" type="checkbox"/> FACULTY	Demo University		LINE 4 <input type="checkbox"/> CAP ONLY			
		CITY & STATE		LINE 5 <input type="checkbox"/> OTHER _____			
		City, CA					

To print,

1. Click on the print icon in the Browser toolbar.



If 'Individual Faculty Access' has been set to 'Yes' on the 'Ordering and Administration' screen, the 'Password' screen will look like this.

An individual faculty member needs to have your customer number and order number for the first sign-in screen.

Turning moments into memories.™



FACULTY:

To login as a faculty, select your name from the list and click the continue button.

If your name is NOT listed, choose NEW and click the continue button.

FACULTY Name: -- CHOOSE ONE --

ORDER ADMINISTRATORS:

To login as an order administrator, enter your administrator password and click the continue button.

Password:

To get to the individual's existing order information, the faculty member needs to:

1. Open the dropdown list.
2. Scroll through the list of names to find his/hers.
3. Click on his/her name.
4. Click 'Continue'.

Turning moments into memories.™



FACULTY:

To login as a faculty, select your name from the list and click the continue button.

If your name is NOT listed, choose NEW and click the continue button.

FACULTY Name: -- CHOOSE ONE --

Johnson, Paula
 Kopp, Richard
 Kovacs, Arthur
 Mankin, Don
 Masuda, Glenn
 Mendoza, Richard
 Miller, Robert
 Murray, Joan
 Okada, Rumiko
 Parks, Carlton
 Pisano, Mark

ORDER ADMINISTRATORS:

To login as an order administrator, enter your administrator password and click the continue button.

Password:



Click on your name



Click 'Continue'

The edit screen will be shown with all the information on file for that individual.

Review and change information as necessary. This process is discussed earlier in this tutorial.

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 99999999999		Order Number: 9257099

Cap & Gown Information

Last Name: First Name: Middle Initial:

Email:

Gender:

Height w/shoes:

Weight: (recommended for best fit)

Cap Size: Click [here](#) for Measuring Tape

Degree Obtained (A, B, M, D):

Items - Check all products appropriate to your degree level.

For example, Masters and Doctors generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

If the individual faculty member is not listed – the faculty member is new or was deleted and needs to be re-entered:

1. Open the dropdown list.

2. Click the ‘-- NEW FACULTY MEMBER --’ entry (the first entry in the list).

3. Click ‘Continue’.

Turning moments into memories.™



FACULTY:

To login as a faculty, select your name from the list and click the continue button.

If your name is NOT listed, choose NEW and click the continue button.

FACULTY Name:

Ashing Giwa, Kimlin

Bakaly, John

Banerjee, Leena

Beckman, Linda

Birch, Tobey

Bloch, Ellin

Bortell, Linda

Brinkley Kennedy, Rhonda

Burke, Elaine

ORDER ADMINIS

To login as an order administrator pass button.

Password:



Click 'Continue'

HERFF JONES Individual Faculty Access: Name Not Found home help

A blank edit and review screen will be shown.

Fill in the blanks and choose appropriate values from the dropdown lists.

Continue to follow the 'Entering Personal and Order Information:' process discussed earlier in this tutorial.

Demo University

FACULTY

Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 99999999999		Order Number: 9257099

Cap & Gown Information

Last Name: First Name: Middle Initial:

Email:

Gender: Click small arrow to open list of choices

Height w/shoes:

Weight:

Cap Size:

Degree Obtained (A, B, M, D):

Items - Check all products appropriate

For example, Masters and Doctors gear should be checked for these degrees.

Note: You may need to scroll down to get to the bottom area to select the products being ordered.

Note: If 'Individual Faculty Email Confirmation' is set to 'Yes', a confirming e-mail showing his/her personal information and the products ordered is sent.

HERFF JONES Filters For Determining What You Want To See: home help

Above the individual order boxes are several 'Show:' buttons. These control which orders you see based on their current status.

- You must have VERIFIED a record in order to submit it.
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

Check Items To: **Show:**

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashina, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
--------------------------	-------------------------------	---------------	-------------------	-----------------

Show:

Click to view only 'Verified' orders

<input checked="" type="checkbox"/>	Barnes, Beata	Height: 5' 2"	Weight: 130 Degree: D	Cap size: 6 7/8
<small>School: Virginia Polytechnic Institute And State</small>		<small>Hood Velvet Color: HOOD LINING COLOR:</small>		
<small>Items: Cap,Gown,Tassel Hood</small>		<small>DARK BLUE</small>	<small>LC,RED,GOLD</small>	
<small>Last Action: VERIFIED 08/05/2007</small>				

<input type="checkbox"/>	Blach, Elin	Height: 5' 5"	Weight: Cap Size: 7 0/0	
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To see only: 'Not Verified' (Red), 'Verified' (Yellow) or 'Submitted' (Green) orders:

1. Click on the appropriate status.

To see all records:

2. Click 'All Records' to view all faculty measurements.

HERFF JONES home help

The Quick Way to Select Orders:

- If measurements appear correct, you may still click on the name to update and make changes
- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

To **Select** all of the visible orders quickly (the visible orders are controlled by the 'Show:' filters):

1. Click on the underlined word 'here' in this sentence.

To **Deselect** all of the visible orders quickly (the visible orders are controlled by the 'Show:' filters):

1. Click on the underlined word 'here' in this sentence.

Check Items To: Verify Submit Print Delete Show: All Records Not Verified Verified Submitted

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashing, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Baneses, Leana	Height: 5' 2"	Weight: 130 Degree: D	Cap Size: 6 7/8
School: Virginia Polytechnic Institute And State Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Beckman, Linda	Height: 5' 6"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Bell, Terace	Height: 5' 9"	Weight: Degree: D	Cap Size: 7 3/8
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input type="checkbox"/>	Blich, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver Items: Cap,Gown,Tassel Hood Email: Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0

HERFF JONES home help

The Quick Way to Submit Orders:

- If measurements appear correct, you may still click on the name to update and make changes
- You must have VERIFIED a record in order to submit it
- Any new individuals added are automatically VERIFIED
- Verified measurements are indicated by a yellow dot
- Submitted measurements are indicated by a green dot

1. Click 'Verified' (show only Verified order)

2. Click 'here' (check marks all displayed orders)

3. Click 'Submit' (sends orders to the plant and set status to 'Submitted' (green))

Check Items To: Verify Submit Print Delete Show: All Records Not Verified Verified Submitted

Click [here](#) to select all visible records.
Click [here](#) to deselect all visible records.

<input type="checkbox"/>	Ashing, Kimin	Height: 5' 3"	Weight: Degree: D	Cap Size: 7 0/0
School: University Of Colorado Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				
<input checked="" type="checkbox"/>	Balaw, John	Height: 6' 0"	Weight: Degree: D	Cap Size: 7 3/4
School: University Of Southern California Items: Cap,Gown,Tassel Hood Email: Last Action: NOT VERIFIED				

This function is very useful to submit orders quickly.

To use this function effectively:

1. Click 'Verified' in the 'Show:' filter (show all verified orders)
2. Click 'here' in 'Click here to select all visible records' to checkmark them
3. Click 'Submit' in the 'Check Items To:' list to send the check marked orders to the processing plant.

<input type="checkbox"/>	Blich, Tobey	Height: 5' 10"	Weight: 200 Degree: D	Cap Size: 7 1/4
School: University Of Denver Items: Cap,Gown,Tassel Hood Email: Last Action: VERIFIED 06/05/2007				
<input type="checkbox"/>	Bloch, Elin	Height: 5' 5"	Weight:	Cap Size: 7 0/0

HERFF JONES Additional Feature: Printable Roster by Status [home](#) [help](#)

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Administrator Functions

Individual Faculty Access Current Setting: No [Change](#)

Individual Faculty Email Confirmation Current Setting: No [Change](#)

Add new faculty: [New](#)

Logout

Reports: [UNEDITED](#) [VERIFIED](#) [SUBMITTED](#)

[DOWNLOAD](#) [REPORT](#)

This site will close at 11:59PM EST on: May 21, 2009

Please note: Any orders placed less than 30 days prior to requested delivery are subject to shipping charges and an expedited handling fee. Please click on the link below for details.

[Important Ordering Reminders](#)

[REQUEST ORDER CHANGES](#) Use this link to make changes to dates, billing/shipping address, etc.

The 'Ordering and Administration' screen has a 'report' feature.

To get a screen of all faculty orders in a specific status:

1. Click on the desired status.

The screen will change to show faculty orders with the selected status.

Click the status to create a list of faculty orders in that status.

HERFF JONES [home](#) [help](#)

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

[Open Faculty](#)

● Kimlin Ashing Giwa School: University Of Colorado Items: Cap,Gown,Tassel Hood	Height: 5' 3" Weight: Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 0/0 Discipline: Hood Lining Color: LC.GOLD.GRAY
● Elin Bloch School: University Of Cincinnati Items: Cap,Gown,Tassel Hood	Height: 5' 5" Weight: Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 0/0 Discipline: Hood Lining Color: LTC.RED.BLACK.RED.BLACK
● Linda Bortell School: Alliant University Items: Cap,Gown,Tassel Hood	Height: 5' 9" Weight: Degree: D Velvet Color: GOLD	Cap Size: 7 0/0 Discipline: Hood Lining Color: LTC.SPARTA_BLUE.SAGE_GREEN.GOLD.SAGE_GREEN
● Rhonda Brinkley Kennedy School: Alliant University Items: Cap,Gown,Tassel Hood	Height: 5' 2" Weight: Degree: D Hood Velvet Color: GOLD	Cap Size: 7 1/8 Discipline: Hood Lining Color: LTC.SPARTA_BLUE.SAGE_GREEN.GOLD.SAGE_GREEN
● Elaine Burke School: University Of Denver Items: Cap,Gown,Tassel Hood	Height: 5' 8" Weight: 130 Degree: D Hood Velvet Color: GOLD	Cap Size: 7 1/4 Discipline: Hood Lining Color: LC.RED.GOLD

'Report' showing all faculty orders that have not been reviewed and verified.

To print:

1. Click on the printer icon in the browser toolbar.

2. Click the 'Back' button to return to the previous screen.

'Not Verified' (Open/Unedited) orders have a 'red' status dot.

Faculty Cap and Gown Ordering - Microsoft Internet Explorer

Address: http://www.herffjones.com/secure/order/index.cfm?fuseaction=auth.&CFID=372138&CFTOKEN=54819287

HERFF JONES. home help

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Verified Faculty

Linda Seckman School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood	Height: 5' 6" Degree: D Hood Velvet Color: DARK BLUE	Weight: 200 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 0/0 Discipline: Hood Lining Color: LC.GOLD.ROYAL
Analisa Bustamante School: Items: Cap,Gown,Tassel Hood	Height: 5' 8" Degree: D Hood Velvet Color: DARK BLUE	Weight: 200 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 6 1/2 Discipline: Hood Lining Color: LC.RED.ROYAL
Joan Murray School: University Of California-Los Angeles Items: Cap,Gown,Tassel Hood	Height: 5' 3" Degree: D Hood Velvet Color: DARK BLUE	Weight: 200 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 0/0 Discipline: Hood Lining Color: LC.GOLD.ROYAL
Test1 T Test1 School: University Of Illinois At Champaign-Urba Items: Cap,Gown,Tassel Hood	Height: 6' 0" Degree: M Hood Velvet Color: DRAB	Weight: 250 Degree: M Hood Velvet Color: DRAB	Cap Size: 0 0/0 Discipline: Hood Lining Color: LTC.NAVY.ORANGE.NAVY.ORANGE
Kathy White School: Items: Cap,Gown,Tassel Hood	Height: 5' 9" Degree: D Hood Velvet Color: DARK BLUE	Weight: 200 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 0/0 Discipline: Hood Lining Color: LTC.LT.BLUE.WHITE.LT.BLUE.WHITE

To print:

1. Click on the printer icon in the browser toolbar.
2. Click the 'Back' button to return to the previous screen.

'Verified' (reviewed) orders have a 'yellow' status dot.

Faculty Cap and Gown Ordering - Microsoft Internet Explorer

Address: http://www.herffjones.com/secure/order/index.cfm?fuseaction=auth.&CFID=372138&CFTOKEN=54819287

HERFF JONES. home help

Demo University
FACULTY
Ordering & Administration

Please Note: Data included is based on data submitted in the previous year. If you have already mailed your measurements, the status of that order will not show here. Pressing the "Submit" button below will result in a duplicate order if you have already submitted your order via regular mail.

Customer Information	Sales Professional	Order Information
Name: Demo University	Name: Sales Representative	Type: ClassRental
Customer Number: 9999999999		Order Number: 9257099

Submitted Faculty

John Bakaly School: University Of Southern California Items: Cap,Gown,Tassel Hood	Height: 6' 0" Degree: D Hood Velvet Color: DARK BLUE	Weight: 130 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 3/4 Discipline: Hood Lining Color: LC.GOLD.CARDINAL
Leena Banerjee School: Virginia Polytechnic Institute And State Items: Cap,Gown,Tassel Hood	Height: 5' 2" Degree: D Hood Velvet Color: DARK BLUE	Weight: 130 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 6 7/8 Discipline: Hood Lining Color: LC.ORANGE.MAROON
Tobey Birch School: University Of Denver Items: Cap,Gown,Tassel Hood	Height: 5' 10" Degree: D Hood Velvet Color: DARK BLUE	Weight: 200 Degree: D Hood Velvet Color: DARK BLUE	Cap Size: 7 1/4 Discipline: Hood Lining Color: LC.RED.GOLD

To print:

1. Click on the printer icon in the browser toolbar.
2. Click the 'Back' button to return to the previous screen.

'Submitted' (sent to processing plant) orders have a 'green' status dot.

Herff Jones Cap & Gown Division Web Measurement Site

- Samples of e-mails sent to order administrator from the Web Measurement Site follow this page:

Herff Jones Cap & Gown Faculty Web Order: 709774 for PIKEVILLE COLLEGE - Customer Number: 16001465000 - Message (Plain Text)

From: Herff Jones Cap & Gown Division [apjng@herffjones.com]
To: admin@univ.edu
Cc:
Subject: Herff Jones Cap & Gown Faculty Web Order: 709774 for PIKEVILLE COLLEGE - Customer Number: 16001465000

Sent: Wed 7/4/2007 6:10 AM

Thank you for submitting your order via the Herff Jones Cap & Gown Division Faculty website.

If any of the following information has changed, please contact us with these details so that we may process your order:

- 1) The date for your upcoming ceremony. We will ship your apparel to arrive approximately 7 days before this date.
- 2) A Purchase Order number, if necessary.
- 3) The name and phone number of a current contact.
- 4) Any changes in shipping address or the address at which the apparel is to be picked up after your use.

You can do this by clicking on "Request Order Changes" located just above the black bar reading "Cap & Gown" open an e-mail that will be sent to our Customer Service e-mailbox.

For the most efficient use of this website, please verify each Faculty member as you receive updated information as soon as possible - ideally, at least 25 days before the delivery date. Submit subsequent groups approximately once a week until your website closes. The website closing date is date does not meet your needs, please include that comment in an Order Change Request, or, contact your Sales Representative.

After the closing date, submit additional orders via fax at (217) 351-9214. Your Customer Service Representative's phone number is 215-555-5555.

Your Sales Professional is Sales Representative phone number: 215-555-5555

Your website (sign-in) order number is: 683092

Requested Delivery Date: 15-AUG-07

Cap & Gown products were ordered under # 709774 for the following Faculty members:

Faculty1, Robert	Items: Gown, Cap, Tassel, Doctor Hood with Dark Blue Velvet
Faculty2, Susan	Items: Gown, Cap, Tassel, Doctor Hood with Kelly Velvet
Faculty3, James	Items: Gown, Cap, Tassel, Doctor Hood with Maize Velvet
Faculty4, Thomas	Items: Gown Only

This e-mail is a confirmation of the orders placed on a specific day. This e-mail provides:

1. The main order number
2. The order number for the submitted faculty orders
3. A list of the faculty orders submitted with a recap of the products ordered.