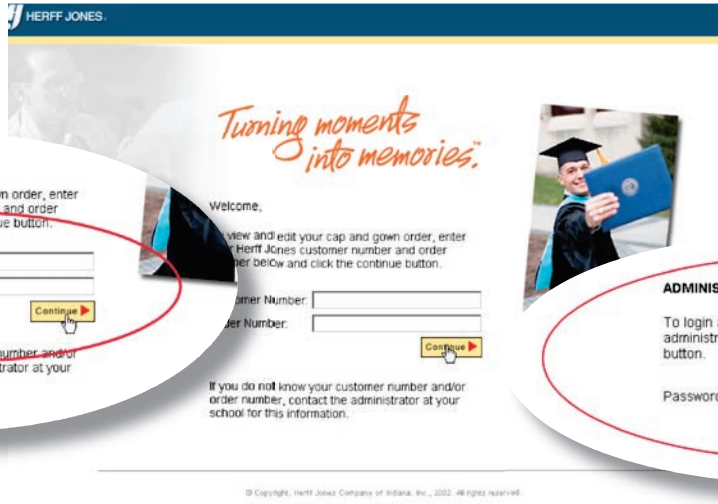


Instructions for Administrators

1. Enter the customer number and order number for your school and press "Continue".



2. Enter the administrator's password. Press "Continue".



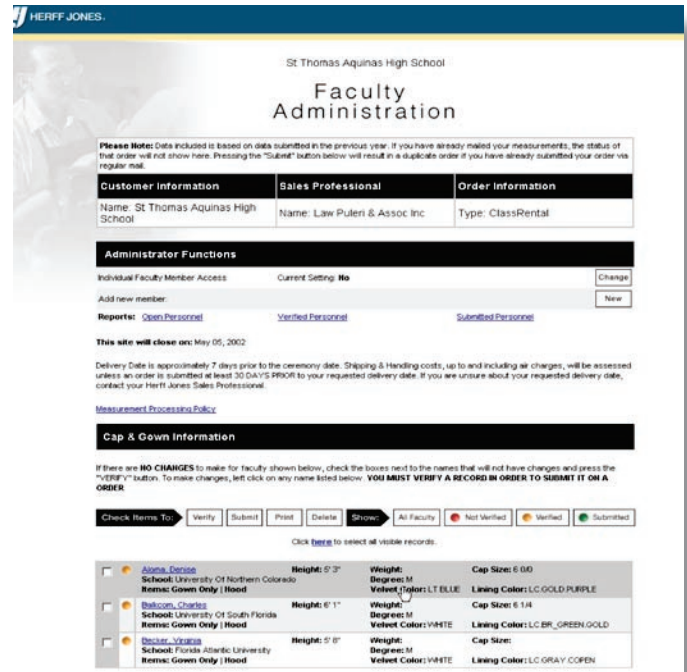
4. Review all the items on the screen for corrections and make them as needed. Once you have checked all the items, Press CONTINUE. Pressing CONTINUE verifies the measurements and turns the indicator from red to yellow.

5. If you have a new faculty member, select the NEW button located in the "Administrator Functions" area. If you need to remove a faculty member, place a check next to their name and press the DELETE button.

6. You verify measurements by clicking each one and making necessary changes. Once you have verified all of your measurements, it is necessary to "SUBMIT".

7. To "SUBMIT", place a check next to the verified (yellow) measurements that you are ready to submit and then press the "SUBMIT" button. Once the measurement for a faculty member has been submitted, the indicator will turn green and you WILL NOT be able to open it for additional changes.

3. You will now be able to view data for all faculty members. The "Cap and Gown Information" box defines all items ordered in the previous year. Review the measurements and place a check next to each faculty record that does not require changes this year. Then press the VERIFY button. This will automatically verify the information for those without changes and will change the indicator from red to yellow. To edit information for any faculty member, use your mouse and left click anywhere on their measurement. You should then be able to view an editable screen for changes.



Data included is based on data submitted in previous year.

Special Notes for Administrators:

The site will remain open for changes until the date shown, which is based upon your requested delivery date. Beyond that point, you will only be able to view the information on the orders you have placed. Shipping & Handling costs, up to and including air charges, will be assessed unless an order is submitted at least **30 DAYS PRIOR** to your requested delivery date. If you are unsure about your requested delivery date, contact your Herff Jones Sales Professional.

If there are no changes for a faculty member, check all the appropriate records and press the "VERIFY" button.

Once you have all the measurements, you can easily select them all for final submission and press the "SUBMIT" button. Measurements cannot be submitted until they are verified (or noted as having "no changes"). Once the measurement for a faculty member has been submitted, the indicator will turn green and you **WILL NOT** be able to open it for additional changes.