

# Do you yearbook? We do.

**DANA GORMAN**

703.407.1357 [dwgorman@herffjones.com](mailto:dwgorman@herffjones.com)

**KARA PETERSEN**

703.447.5041 [kpetersen@herffjones.com](mailto:kpetersen@herffjones.com)

## **Name Plate/Name Stamp List due 1/15/10** Instructions for Submitting the List with Clique

### **PREPARE YOUR NAMES**

1. Make sure all of your yearbook orders are entered into Clique.
2. If you use Buy the Book to supplement your own sales, you must download your orders from the Order Center (See instructions below).

### **CREATE YOUR REPORT**

1. From the home page of Clique, choose "Reports and Export"
2. For the Category, choose "Personalization." For Report/Export Name, choose "Submit Name Stamp/Name Plate List."
3. A new window will pop up telling you that a file has been created (named "jobnumber.dat") This file is stored in your Herff Jones folder on your hard drive.
4. Open that data file (If it asks you to pick a program, choose Excel).
5. Clean up any names that aren't appropriate. For example, "Erinn Hotness Harris" may not be acceptable as a nameplate for your school. Furthermore, if someone's nameplate is "Superman's Twin" you won't know who to give that nameplate to later. Be sure to also record any changes in Clique, too, so you have them for distribution day.

### **SUBMIT YOUR REPORT**

1. E-mail your data file to Debbie ([dadrobenak@herffjones.com](mailto:dadrobenak@herffjones.com)) and copy Kara ([kpetersen@herffjones.com](mailto:kpetersen@herffjones.com))
2. The subject of your email should be "Job Number - Nameplate List" EXAMPLE: 4770 - Nameplate List

### **DOWNLOADING BUY THE BOOK INFORMATION**

1. Go to [www.yearbooks.biz](http://www.yearbooks.biz)
2. Click on YBAccess in the upper right corner.
3. Enter your username and password. (Your username is your first and last names with no spaces, all lowercase. For example, John Smith's login is johnsmith. If you cannot remember your password, click on the Forgot My Password link and you will receive an email reminder.)
4. The next screen is an Order List. You should see an order number like this: 12345-000-2010. The first number is your job number. The three zeros indicate the main yearbook (versus a supplement). The final number is the year of publication. Click on this number to proceed.
5. To access your Order Center sales report, click on Yearbook Information in the column to the left.
6. Click on Order Center info.
7. Below the block of red writing are buttons. Choose "Clique File" and save the .xml document to your desktop.
8. Now go back to Clique and from the Home screen, click the Import Order Center Data button.
9. Navigate to your desktop and find the .xml file just downloaded.
10. Follow the prompts and wait while Clique downloads the information.
11. If necessary, match each order with a name in your current name list.