

1 - The Landing Page



1. Click the "SUBMIT AND PREVIEW..." button in the upper right to access the Proof Approval area.

2 – User Home

Home My Account CONTACT US HELP FAQ LOGOUT

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Logged in as Jamison Zaret
User Home

OFFICE DEPOT VOUCHER BUSINESS CARDS WIDE FORMAT STANDARD PRINT REQUEST ORDER ON BEHALF OF ANOTHER USER

1

Order History Proof Approval(s)

Select	Order Date	Order ID	Order Name	Sender Name	Details
2 <input checked="" type="checkbox"/>	5/14/2009	67281	My Order	Jamison Zaret	View (Original)

3

Accept Proof(s) Decline Proof(s)

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1. Click on the **Proof Approval(s)** tab.
2. Check the box to the left of your order(s)
3. Click the **Accept Proof(s)** button to process the approval.

3 – Approve Orders

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Approve Orders

Listed below are the orders selected for approval. You must specify approval information for each order.

Order Name	Order Total	Approval Type	Approval Information 1
My Order	\$416.48	Proof Approval	<input type="text"/>

2

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1. Enter approval information – “Approved” or other information may be entered to alert The Corporate Print Center to proceed with the order after making changes to the request.
2. Click the button