

Requirements: You must have a job role that includes the Edit Job Info Sheet right.

- For staff users: A Job Info (Information) Sheet contains information about a job's printing requirements, such as paper stock, paper size, colors, bleed, or special finishing information. You can customize the content of a job info sheet and the options in the lists. For more information, see the *Prepress Portal System Administration Guide*.
- For customer users: A Job Info (Information) Sheet contains information about a job's printing requirements, such as paper stock, paper size, colors, bleed, or special finishing information. Your printer can customize the job info sheet, or can disable this feature.

Create a job info sheet

1. Locate the job, and right-click the job row.
2. In the menu that appears, select **Create Info Sheet**.
3. Select the options that apply to this job.
4. Click **Create** to create a new Job Info Sheet.

Note: All modifications to the job information sheet are listed on the **History** tab.

Edit a job info sheet

1. Locate the job, and right-click the job row.
2. In the menu that appears, select **Info Sheet**.
3. In the **Info Sheet** area, click **Edit** to change an existing job info sheet.
4. Select the options that apply to this job.
5. Click **Create** or **Update**.