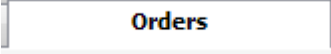
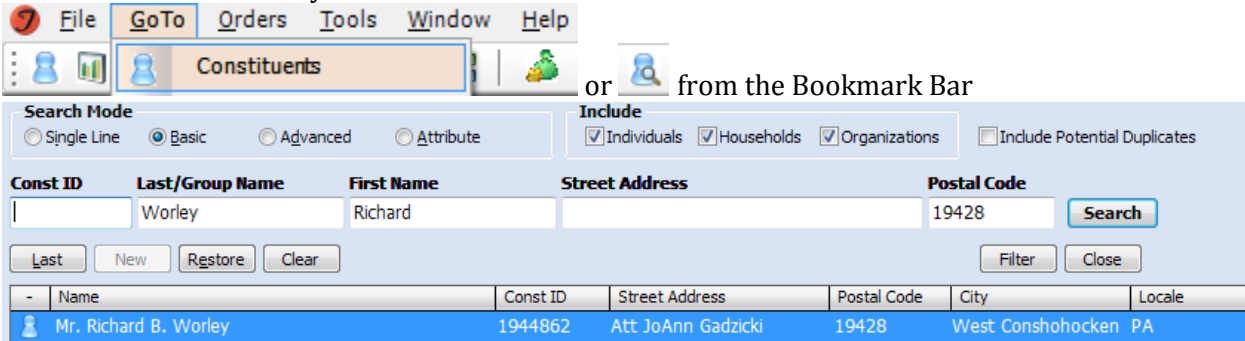
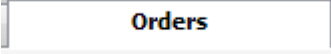
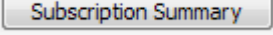


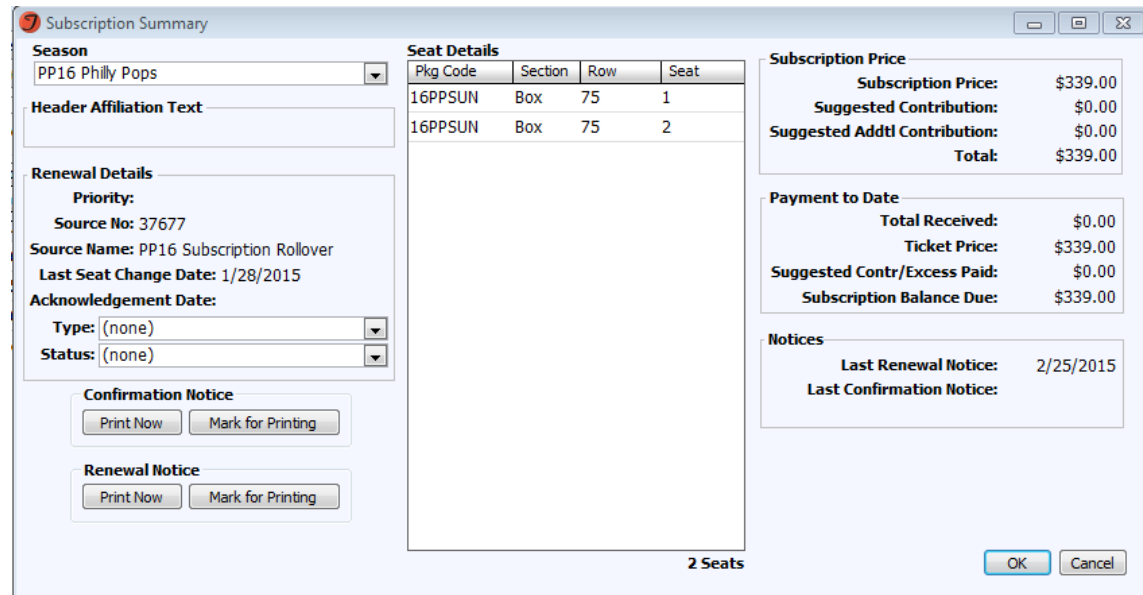
Printing A Renewal Form

Tessitura Production Database Version 11.0.4.3203

- Always search using the “Constituent Search” screen (**not** within Order Entry Screen) which can be accessed by:

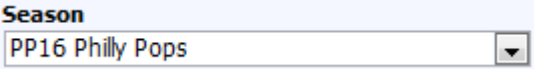
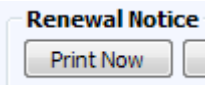

- 
 - Double-click the desired Subscriber to load their Constituent Screen
 - Go to  Tab
 - Highlight (single click) the Rollover Order (FY16: i.e., **16POFRI**)

- Click the  Button (bottom left) to open Subscription Summary Window



Pkg Code	Section	Row	Seat
16PPSUN	Box	75	1
16PPSUN	Box	75	2

2 Seats

- 
 - Choose correct  option
 - The current date will auto generate, so click 

- The Renewal Form will generate for printing

File GoTo Reports Tools Window Help

Save
ReLogin
Printer Setup...
Print...
Print Screen
Close
Exit

Early Bird Deadline: Feb 09, 2014

Order # 11870773

Renew Online at
www.philorch.org/renew
Renew by phone 215.893.1955
Renew by fax 215.893.1833

230 South Broad Street,
Suite 800
Philadelphia, PA 19102

**SUBSCRIPTION RENEWAL
2014-2015**

- Choose correct Printer and Settings (source and size) for corresponding to the company for which you are renewing the subscription.
 - The proper printer tray location will be listed in each resident company's subscription section on Athena.

Print

Printer

Name: \\poafs01\TP_HP_4350DTNS Properties

Paper source: Tray 3

Paper size: Legal

Status: Idle

Type: ☐ Print to file

Where: Ne04:

Comment:

Print pages

☒ All ☐ Even ☐ Odd

☐ Current Page

☐ Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Copies

Number of copies: 1

☒ Collate

Quality/Duplex

Quality: Default

Duplex: Simplex

Orientation

☒ Portrait ☐ Landscape

OK Close

- Retrieve the Renewal Form from the printer and complete it using the "Subscriptions Form Script" document

