

Ordering Graduation Diplomas and Envelopes in IVISIONS

Step 1

Click on **Warehouse > Ordering > Control Panel > ADD (green plus)**

1. DAC
2. Requestor
3. Ship to
4. Print Shop Warehouse

Click on **Item Number** drop down arrow

Printed Diplomas

DIP

Blank Diplomas (Print with NO Student Names)

DIP-B

Diploma Envelopes Printed

DIP-E

Diploma Envelopes - Blank

DIP-EB

All ITEMS are sold each.

Enter Qty

Click - **Blue floppy disc** to save

Click - **Submit for Approval**

Click - **OK**

Step 2

PLEASE EMAIL GRADUATION LIST IN A WORD DOCUMENT ONLY