



Compass Guide

SUBMITTING A PRINT JOB



Welcome to Compass, ECU's print request portal.

Why Compass?

In order to provide our staff with an enlightened, illuminating experience at ECU, we want to make sure every aspect of your journey is streamlined and enjoyable.

Hence, Compass. It provides a simple way to submit and track print requests.

COMPASS IS SIMPLE
TO MASTER. THIS USER
GUIDE WILL POINT YOU
IN THE RIGHT DIRECTION.

Benefits of Compass:

- Compass is a **single point of reference**, improving efficiency and making multiple print requests easier to manage.
- It provides **tangible timelines and cost savings** throughout the whole process.
- You can **submit print requests from anywhere** with an internet connection.
- You can **track the progress** of your print job.
- If you need to modify a print request, you don't need to re-submit the whole thing again – you can simply **copy and modify** the original submission.



01

Job Details



- In a browser go to www.fxgs.com.au/compass.
- Enter your ECU email address and password.
- Click the **Sign in** button.
- Click the **Print and Production** button.

If you do not have a password, click on the 'Forgotten your password?' link on the login page. This will automatically generate a password for you and email it to your ECU email address.



Print job details

- Enter a job name.
- If applicable, enter the **job reference** details ie if you want to refer to a previous job.
- Enter your Cost Centre information.
- Enter a completion date by selecting the calendar icon.
- And choose time.
- Click the **Attach files for printing** button.

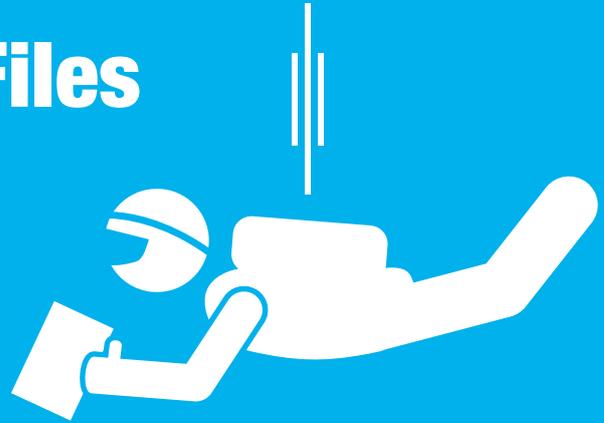
The form shows a progress bar with five steps: 1. Job details (selected), 2. attach files, 3. print details, 4. delivery details, 5. submit job. Below the progress bar is a 'Mandatory Fields' section with the following fields:

- Job name:
- Job reference:
- Project code:
- Cost Centre:
- Service Centre:
- Job Due date:

There is a 'High Priority' checkbox and a note: '(please note: an additional cost may be incurred)'. At the bottom, there is a 'Terminate job' button and an 'Attach files for printing' button.

02

Attach Files



Attach files for printing

- Click the **Browse** button.
- Find and select the file.
Note: The total file size should not exceed 500MB.
- Click the **Open** button and then the **Upload file** button.
- If your file is too big, you can click on the **Add location** button to provide details of a website or network location where your file can be found.
- If you have original files/documents that need to be supplied, please select details for **Media source** (CD, USB, hardcopy etc) and where it will come **From** (internal mail, courier, hand deliver, pick up etc).
- Click the **Enter print details** button.

03

Print Details

Print details

- Enter a print **Quantity**.
- Choose a **Print type**.
eg: Colour, Black & White etc
- Choose a **Finished size**.
eg: A5, A4, A3, SRA3 etc
- Click the **Proof required** check box if you would like a sample of your print job.
- Although not mandatory, there are additional fields that you can select to provide further details about your print job including:
 - Document **Orientation**.
eg: Portrait or Landscape
 - **Double Sided** or **Single Sided** prints.
 - **Paper weight**. eg: 200gsm
 - **Paper type**.
eg: Colotech Matt White

- You can choose to apply predefined output options to your print job by choosing a standard template from the dropdown menu and then click on the Apply button.

A screenshot of a web-based print job configuration interface. At the top, there are five numbered steps: 1. job details, 2. attach files, 3. print details (highlighted), 4. delivery details, and 5. submit job. Below the steps, there is a message: 'Please select your required printing and finishing options below. If you can't see what you want, please tell us in the 'Additional requirements' section.' A question asks 'Do you want to use a standard template?' with a dropdown menu showing 'Test template - Colour/Double sided and double left stap' and an 'Apply' button. Below this, it says 'Customise your job below:' and 'Mandatory fields'. The 'Print details' section includes: Quantity (input field), Print type (dropdown menu with 'Black and White' selected), Paper weight (dropdown menu with '80 GSM' selected), Finished size (dropdown menu with 'A4' selected), Paper type (dropdown menu with 'Bond Performer - Whi' selected), and Proofing (checkbox for 'Proof required'). At the bottom, there are three sections: 'Orientation' (radio buttons for 'Portrait' and 'Landscape'), 'Single or Double sided?' (radio buttons for 'Single sided' and 'Double sided'), and 'Collating' (radio buttons for 'Collated' and 'Uncollated').

NOTE: If you don't know what print or finishing details to choose, just put a note in 'Additional requirements' and we will contact you.

Finishing details

- Choose all your necessary **finishing details**. eg: stapling, binding & covers, hole punching, folding, etc



Additional requirements

- Type in **additional requirements** as needed.

The screenshot shows a 'Finishing details' configuration panel with the following sections:

- Stapling:** Radio buttons for None, Top left, and Double on left.
- Binding and covers:** Radio buttons for None, Wire, and Plastic Comb. Below are dropdown menus for Front cover: None, Back cover: None, and Slip sheets: None.
- Hole punching:** Radio buttons for None, 2 Holes, and 4 Holes.
- Folding:** Radio buttons for None, Score, Folded booklet, and In Half.
- Other finishing options:** Checkboxes for Glued pad, Laminates, Guillotine, Scan, Manual Collating, and Separators. Below are dropdown menus for Top, A4, Trim to crops, Scan to File, Manual Collating, and Blank (White) Paper.
- Additional requirements:** A text input field with a question mark icon.
- Print job estimate:** A message: 'Insufficient information to calculate an online estimate. If you have requested a quote, you will receive this from the print centre.'

At the bottom, there are buttons for 'Edit files for printing', 'Terminate job', and 'Enter delivery details'.

04

Delivery details

- Choose your preferred delivery method.
- Type in **Special delivery requirements** as needed.
- Click the **Review print job** button.

YOU CAN TRACK THE PROGRESS OF YOUR PRINT JOB.

The screenshot shows a web interface for 'Delivery details'. At the top, there is a progress bar with five steps: 1. job details, 2. attach files, 3. print details, 4. delivery details (highlighted in red), and 5. submit job. Below the progress bar, the 'Delivery details' section contains 'Delivery requirements:' with two radio button options: 'I will pick it up from Print Centre' (selected) and 'Deliver to a specified address'. At the bottom of the form, there is a 'Special delivery requirements:' text input field. The footer of the form includes buttons for 'Edit print details', 'Terminate job', and 'Review print job' (highlighted in red).



05

Submit job

- Review your print job summary. To make changes:
 - a) Click the **edit** link to the right side of each section.
 - b) Make your changes then click the **Save changes** button then the **View job summary** button.
- Click the **I understand and accept the terms and conditions** checkbox.
- Click the **Submit print job** button.

YOU CAN SUBMIT PRINT REQUESTS FROM ANYWHERE WITH AN INTERNET CONNECTION.

job details	attach files	print details	delivery details	5 submit job
Please review your request and make any changes required with the 'edit' link.				
● Mandatory fields				
Contact details				edit
Name:	Jan Citizen			
Phone:	9746 5528			
Email:	Jan.Citizen@email.com			
Job details				edit
Job name:	Print Job			
Job reference:				
Division	Purchasing			
Cost Centre	C028			
Service Centre:				



06

Approve a proof

- If you ticked the **Proof Required** checkbox in Step 3 - Print Details, you will receive an email with a link to your job.
- Click the **Approve proof** button if you are satisfied.
- Declining the proof will let us know that we need to contact you to discuss it. We will then revise the proof and resend it when it's ready.

I'M
SATISFIED



Discount:	Discount:	\$0.00
	Discount Reason:	
Total job quote		
Total quote:		\$165.25
Print proofs		
Notes:	Your proof has been produced and it is ready for you to pick up at the print centre.	
Approval required by:	26/03/2010 09:00	
Print proofs		
Notes:	Your proof has been produced. Please come to the PrintCentre to review it.	
Approval required by:	08/02/2010 13:00	
Decline proof		Approve proof 

07

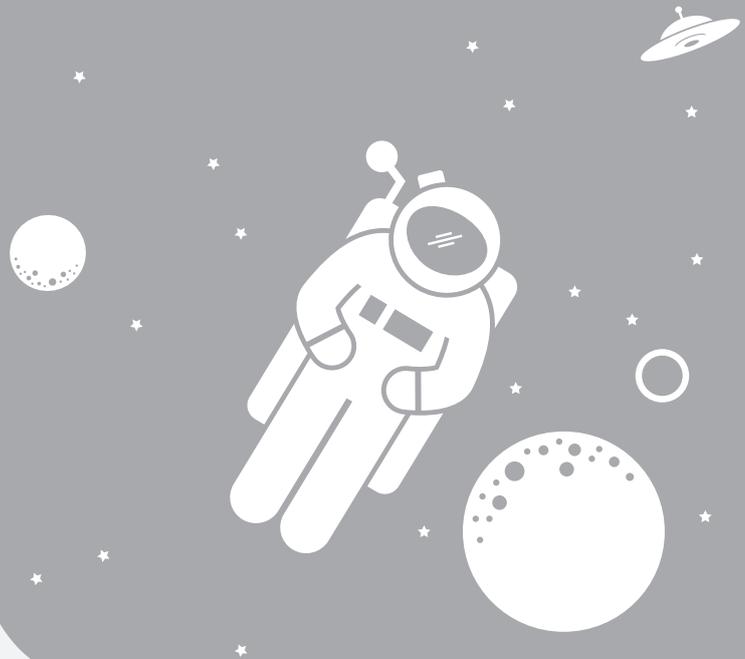
Close a Job

- When we finish the Job, Compass will send you an email.
- Click the link in the email to open the Job Summary page.
- Review the information on the page.
- Click the Close Job button if you are satisfied.

or

- The Query Job button if there is something wrong.
- Once you close the job, you are given an optional Customer Satisfaction rating screen so you can let us know how we did.

WE REALLY DO
APPRECIATE THE
FEEDBACK!

A screenshot of a customer satisfaction survey form. The form is titled "Job FXA000022444 - Done". It contains the following text: "Thanks! To help us provide you with quality services, please take a few moments to let us know how we did." Below this is a section titled "Please select your satisfactory level:" with four radio button options: "No comment", "Extremely satisfied", "Very satisfied" (which is selected), "Satisfied", and "Not satisfied". Below the radio buttons is a text input field labeled "Additional comments:" containing the text "Thanks for the fast turn around and good quality." At the bottom of the form are two buttons: "Back to home" and "Submit survey response".



You can still give us a call, send us an e-mail,
or come see us. We love hearing from you!

For more information:

Luminate Mt Lawley Campus

Building 12, Room 125 (12.125) | Phone: (08) 6304 5801 | E-mail: Luminate.ML@ecu.edu.au

Luminate Joondaup Campus

Building 6, Room 201 (6.201) | Phone: (08) 6304 4801 | E-mail: Luminate.JO@ecu.edu.au

Luminate South West Campus

Building 7, Room 101 (7.101) | Phone: (08) 6304 7801 | E-mail: Luminate.SW@ecu.edu.au

Disclaimer

All information within this document remains confidential and the intellectual property of Fuji Xerox Australia. Distribution or advertisement of any market share information or commercial data is strictly forbidden without the formal consent of Fuji Xerox Australia.