



Compass Guide 2018

SUBMITTING A PRINT JOB
THE NEW AND IMPROVED COMPASS INTERFACE



Welcome to Compass, our online 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.
- If you are logged into the ECU network you can **submit the print requests from anywhere**.
- You can **track the progress** of your print job.
- If you want to **re-order a job**, you don't need to re-submit the whole thing – you can simply **copy and modify the original submission**.



Initial Log In

- In a browser go to www.fxgs.com.au/compass
You must be logged into the ECU network
- Click on the 'Forgotten your password?' link
- Enter your email address and click 'Request password'
- You will receive a system generated password to your email
- You will need to change the system generated password to your preferred password
- Select 'Remember my details' to save your email address and make future logins easier (subject to your browser)



Logging In

- In a browser go to www.fxgs.com.au/compass
- Enter your email address and password
- Click 'Sign In'

Home Page

The Home Page has a 'Jobs Requiring Attention' section. This displays jobs that need you to take an action such as approving Quotes and Proofs and reviewing Completed jobs.

Jobs requiring attention			
APTEST000054873	Training for warehouse st...	Job due date 11/06/2018	Pending Approval
APTEST000053732	Team Development Manuals	Job due date 24/05/2018	Proof Pending Approval
APTEST000052859	Annual Photo Competition	Job due date 27/02/2018	Quote Pending Approval

- Clicking on the icon 'Fuji Xerox' in the top left will bring you back to your Home Page.
- In the top right is the Simple Search & Advanced Search Magnifying Glass
- Clicking on the 'hamburger' will open up the Admin menu

01

Submitting a Print Request

Note:

- Click the Quote required checkbox to receive an email with a formal quote
- Mandatory fields are marked with red Asterix

Job Details

- Click on 'Start a New Job'
- Select 'Print'
- Enter Job name
- Select the Cost Centre information
- Select a Job Due Date from the Job Due Date Pop-up
- Select the Time from the Drop Down list

Jobs requiring attention

Start a new Job



Print



Design



Catalogue

Jobs requiring attention

Start a new Job



Print



Design



Catalogue

Job name * Training manual

Job reference

Division * Finance - Finance

Cost Centre * AP - Accounts Payable

Job Due date * 27/06/2018

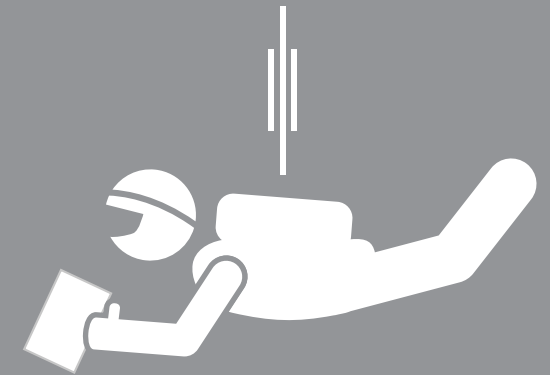
Time * 9:00 AM

 High Priority (please note: an additional cost may be incurred)

 Quote required

02

Upload File



Upload file

Attach files for printing

Click on 'Add Files' and select the file (multi-select enabled). Then press 'Upload and Save Files'. If the total upload size is more than 500MB, skip this page and we'll contact you.

Add files...

Upload and Save Files

Cancel upload

If you want to send files to us another way, please let us know below in Job Details.

- Click 'Upload file'
- Click on 'Add files'
- Find and select the file
- Click 'Upload and Save Files'

Note:

- Depending on your browser you can select multiple files as well as drop & drag the files
- Total file size cannot exceed 500MB
- Preferred file format is PDF.
- We are unable to guarantee maintaining the integrity or contents of the documents being supplied in any other file format
- If you have original files or hard copies that need to be supplied, you can provide the details in next section.



03

Print Details

- 'Black and White' and 'Colour' Print types will automatically choose a default paper type and weight. You can override it
- Enter a print 'Quantity'
- Choose a 'Print type' e.g. Colour, Black & White etc
- Choose a 'Finished size' e.g. A5, A4, A3 etc
- Choose 'Paper weight' e.g. 80, 100, 170, 300gsm etc.
- Choose 'Paper type' e.g. Bond performer white
- Select Document Orientation – 'Portrait' or 'Landscape'
- Select 'Single Sided' or 'Double Sided'
- Select 'Collated' or 'Uncollated'



Note:

- Standard B&W paper is 80gsm bond performer white
- Standard Colour paper is 100gsm white optimum print quality
- Thinker card stock is also available e.g. 130, 150, 170, and 300gsm

UP, UP...
AND AWAY!



Job Details

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.

Do you want to use a standard template?

Internal Reports

Apply

Quantity *

Print type

Colour

Finished size

A4

Paper weight:

120 GSM

Paper type

Colotech Gloss - White

Proof required



Portrait



Landscape



Single sided



Double sided



Collated



Uncollated



Top left



Double on left



Wire



Plastic Comb

Front cover:

None

Back cover:

None



2 Holes



4 Holes



Score



To DL



Z Fold



Additional option



Laminate



Guillotine



Burn CD No.



USB

A4

Trim to crops

1

If you are providing files or hard copy manually, please select from the options below.

Hard Copy or documents on

Supply method

Website or network location

Add Location

Additional print or finishing requirements:

Print job estimate

04

Delivery Details

- All print jobs are to be collected from **Luminate** print centers, located on all 3 campuses.
- If you are not going to collect from print center then please enter your internal mail details below e.g. department name and campus, and we'll place your job in the internal mail.

Delivery Details

Deliver to a specified address

Special delivery requirements:

CSO ML

Submit

WOO-
HOO!

05

Submit Job

I'M
SATISFIED



- Review your job summary. To make changes:
 - Click on the section you need to amend
 - Make the changes and click **'Submit'**
 - Click **'I understand and accept the Terms & Conditions'**
 - Click **'Submit print job'**
 - You will be given a unique job number and Compass will send you and email with the details of the job on the section you need to amend

Submit

Contact	Jane Citizen
Email	janec@mail.com
Job name	Training manual
Job Due date	27/06/2018 11:00 AM
Delivery	Call for pickup

Quantity	1
Print Style	Single sided
Print Type	Colour
Finished Size	A4

Electronic assets:	None
Website reference	None
Finishing	Binding/covers: Wire Guillotine: Trim to crops Hole punching: 2 Holes

I understand and accept the [Terms and Conditions](#)

Submit print job

06

Approve a Quote

- If we need you to approve a quote, you'll receive an email when it's ready
- Simply log onto Compass, the job will be in Jobs Requiring attention section
- Open the job to review Quote
- Click **'Approve quote'** if the quote is acceptable

Jobs requiring attention v

APTEST000054930	Training manual	Job due date 26/06/2018	Quote Pending Approval
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The quote for this job which was submitted on 14/06/2018 is waiting for your approval.

Total cost of job is quoted at: \$3.70
Please approve by 25/06/2018 02:30 PM

Quantity 1 Colour, Single sided Portrait , A4 Collated Full specifications..	<input type="button" value="APPROVE QUOTE"/> <input type="button" value="DECLINE QUOTE"/>
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Approve a Proof

- If you ticked the 'Proof Required' checkbox in Job Details section, you will receive an email when your proof is ready
- Click 'Approve Proof' if you are satisfied
- Declining the proof will let us know that we need to contact you to discuss. We will then revise the proof and resend when ready

Jobs requiring attention v

APTEST000054934	Training Manual	Job due date 26/06/2018	Proof Pending Approval
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Your proof has been produced

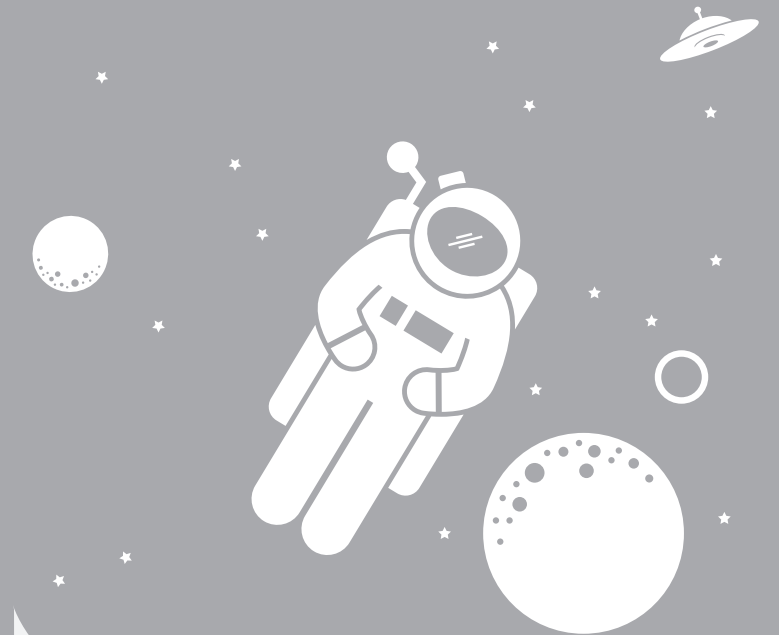
Please approve the proof by 21/06/2018 11:00 AM

Quantity 10 Colour, Single sided Portrait , A4 Collated No. of proofs: 1 Full specifications..	<input type="button" value="APPROVE PROOF"/> <input type="button" value="DECLINE PROOF"/>
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07

Close a Job

- When your job is complete, Compass will send you an email to notify your job is complete
- You are also given an opportunity to rate our service. Simply log onto Compass click on **'Job Survey'** and complete the survey.



WE REALLY DO
APPRECIATE THE
FEEDBACK!

Jobs requiring attention v

APTEST000054930	Training manual	Job due date 26/06/2018	Pending Approval
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The final cost for this job which was submitted on 14/06/2018 is waiting for your approval.

Total cost of job is: \$3.70
Please review and action your final job costs.

Quantity 1 Colour, Single sided Portrait , A4 Collated Full specifications..	<input type="button" value="QUERY JOB"/> <input type="button" value="JOB SURVEY"/>
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Job APTTEST000054930 - Done

Thank! To help us provide you with quality services, please take a few moments to let us know how we did. Please select your level of satisfaction.

No comment
 Extremely satisfied
 Very satisfied
 Satisfied
 Not satisfied

Additional comments:

Thank you for the fast return around!

Help & Support

Luminate Mt Lawley Campus

Building 12, Room 125 (12.125) | (08) 6304 5801 | Luminate.ML@ecu.edu.au

Luminate Joondaup Campus

Building 6, Room 201 (6.201) | (08) 6304 4801 | Luminate.JO@ecu.edu.au

Luminate South West Campus

Building 7, Room 101 (7.101) | (08) 6304 7801 | Luminate.SW@ecu.edu.au



If you have any questions or are having issues with Compass please contact your local Luminate team.





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

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Luminate
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