

CSG Business Card Ordering Process via Zenith Hub

USING ZENITH HUB

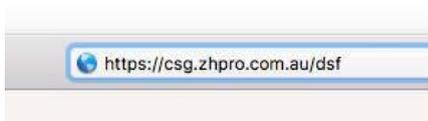
Zenith Hub is our new online Web 2 Print ordering System where leaders can now order business cards and potentially other print items in future.

The benefits of the Zenith Hub include:

- An online library of print items
- 24/7 ordering
- Time saving routine for repeat print orders that eliminates the risk of human error
- Order tracking and centralised administration

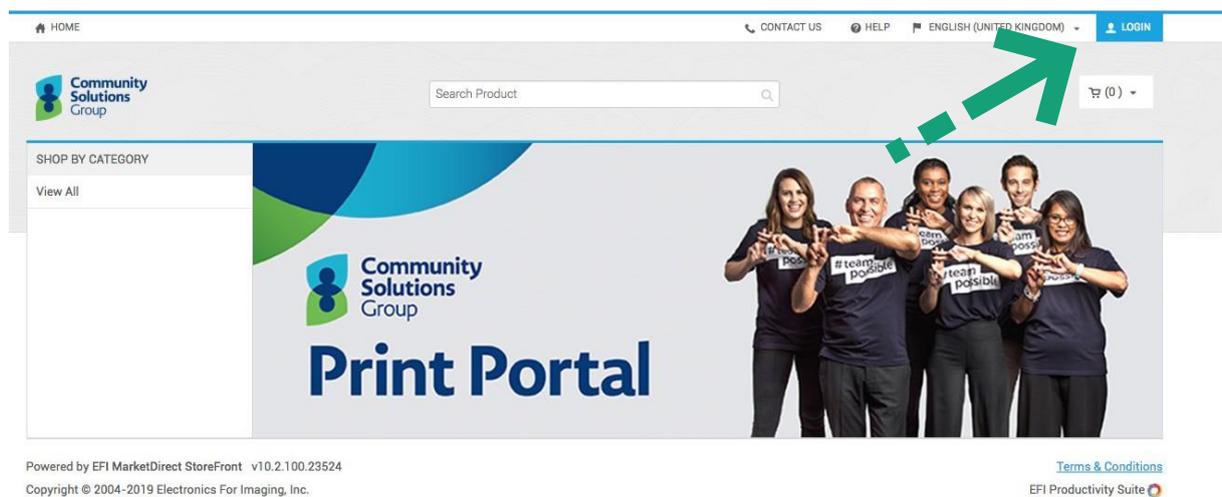
Logging in to Zenith Hub

1. Use your unique URL provided below and enter it in your Internet Browser to access your Portal.



<https://csg.zhpro.com.au/dsf>

2. Click on the Login Icon



HOME CONTACT US HELP ENGLISH (UNITED KINGDOM) LOGIN

Community Solutions Group Search Product: (0)

SHOP BY CATEGORY View All

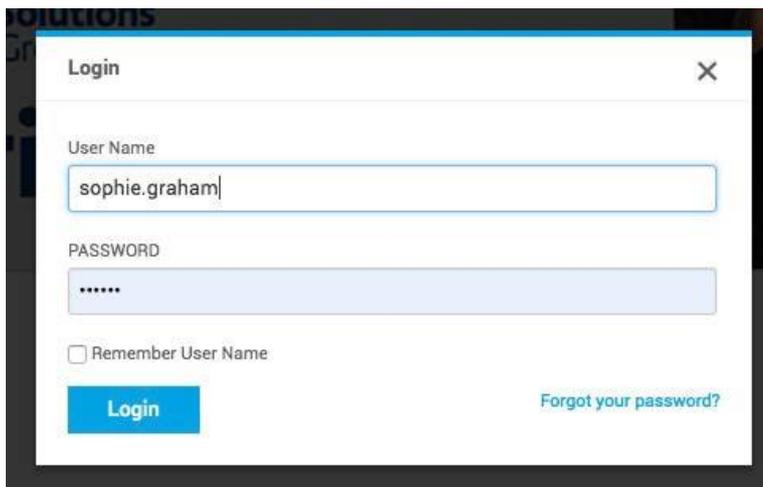
Community Solutions Group
Print Portal

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EFI Productivity Suite

3. Enter the following **Username** and **Password**:

Username: csg.user

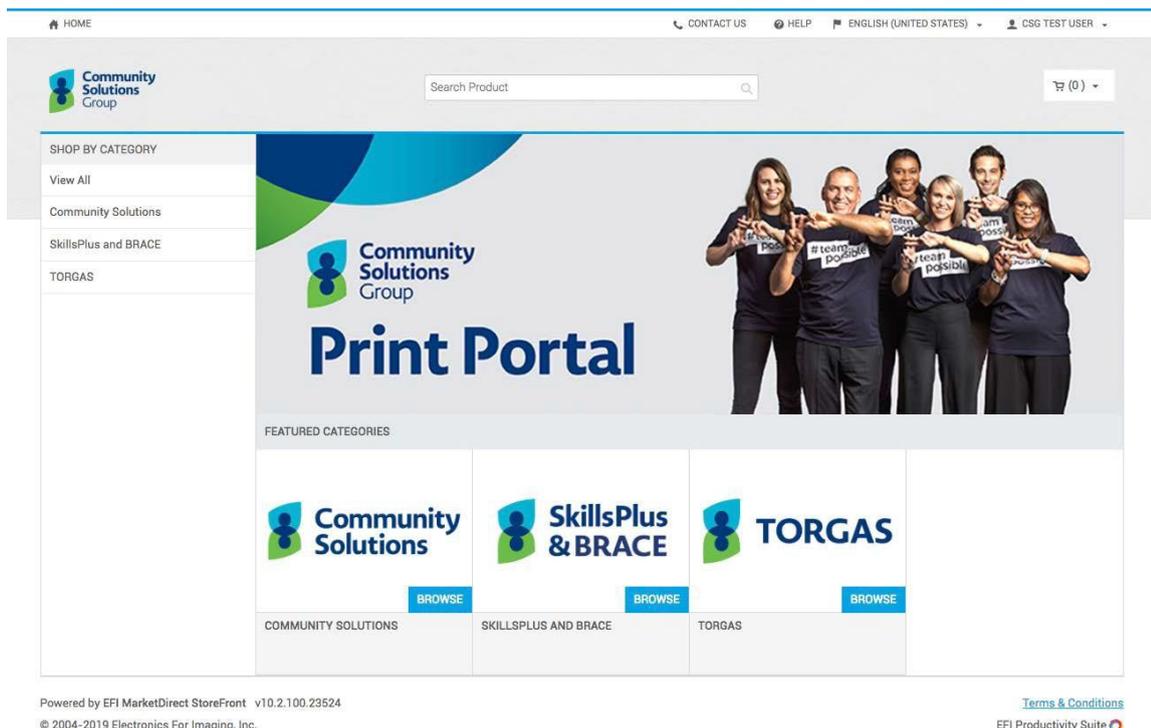
Password: zenith



The screenshot shows a 'Login' dialog box with a close button (X) in the top right corner. It contains a 'User Name' field with the text 'sophie.graham|', a 'PASSWORD' field with six dots, and a checkbox labeled 'Remember User Name'. At the bottom left is a blue 'Login' button, and at the bottom right is a blue link that says 'Forgot your password?'.

Click on **Log in**.

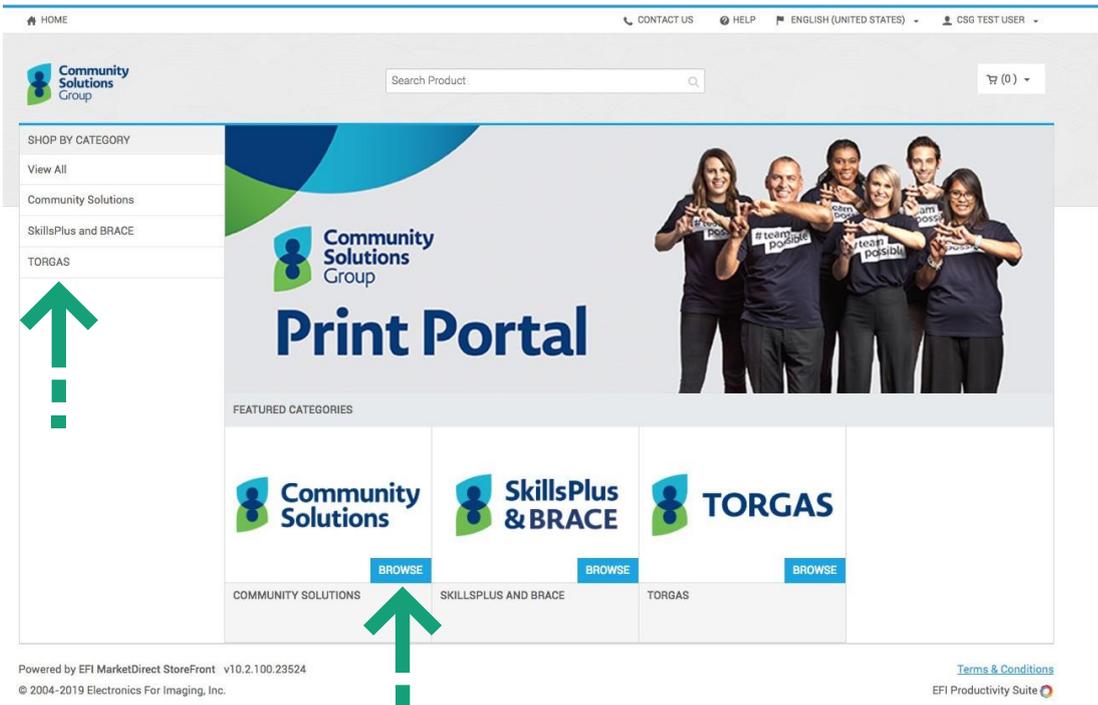
You will then be presented with your print portal and categories.



The screenshot displays the 'Print Portal' for Community Solutions Group. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and CSG TEST USER. Below this is a search bar and a shopping cart icon showing 0 items. The main content area features a large banner with the text 'Print Portal' and a group of people holding signs that say '#team possible'. To the left of the banner is a 'SHOP BY CATEGORY' sidebar with options: View All, Community Solutions, SkillsPlus and BRACE, and TORGAS. Below the banner are three featured category tiles: 'Community Solutions', 'SkillsPlus & BRACE', and 'TORGAS', each with a 'BROWSE' button. At the bottom of the page, there is a footer with the text 'Powered by EFI MarketDirect StoreFront v10.2.100.23524', '© 2004-2019 Electronics For Imaging, Inc.', and links for 'Terms & Conditions' and 'EFI Productivity Suite'.

PRODUCT WORKFLOW

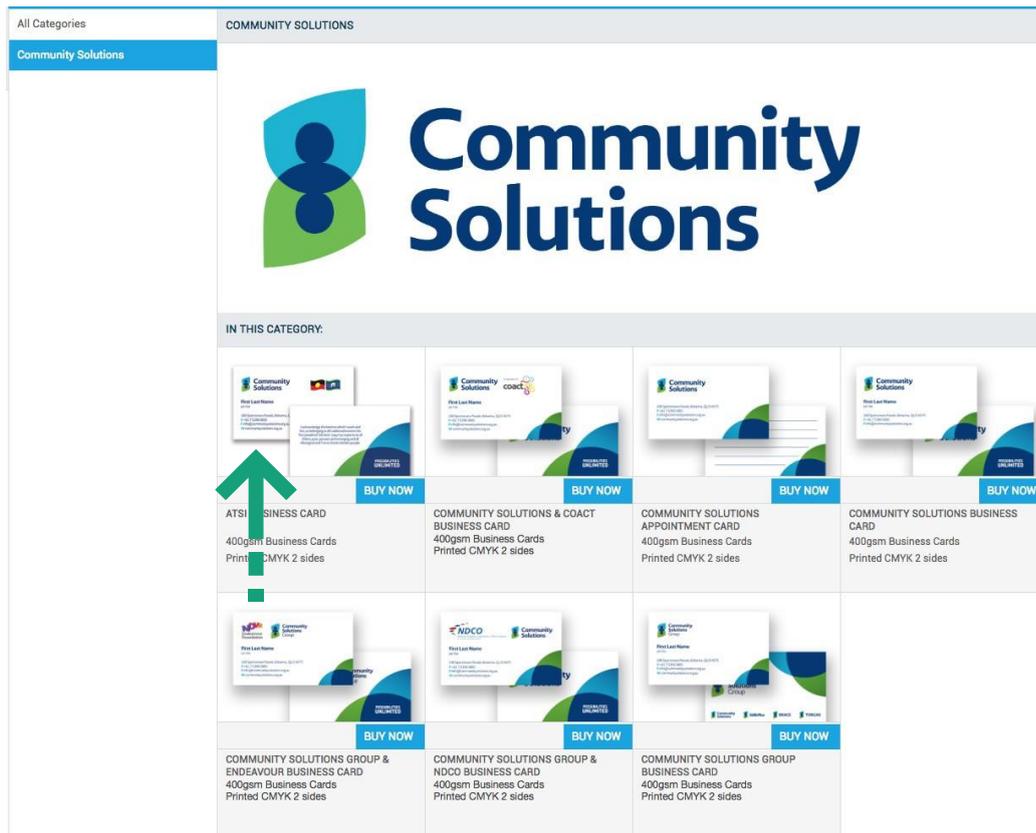
1. Browse for products by clicking on the **Browse** button under each category. You can access the Categories from the home page or from the Category Menu.



The screenshot shows the Community Solutions Group Print Portal. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and CSG TEST USER. Below the navigation bar is a search bar and a shopping cart icon showing 0 items. The main content area features a large banner with the text "Print Portal" and a group of people holding signs that say "#team possible" and "keep it possible". Below the banner is a section titled "FEATURED CATEGORIES" with three columns: "Community Solutions", "SkillsPlus & BRACE", and "TORGAS". Each column has a "BROWSE" button. A green arrow points to the "BROWSE" button under "COMMUNITY SOLUTIONS". On the left side, there is a "SHOP BY CATEGORY" menu with options: "View All", "Community Solutions", "SkillsPlus and BRACE", and "TORGAS". A green arrow points to the "COMMUNITY SOLUTIONS" option in this menu. At the bottom of the page, there is a footer with the text "Powered by EFI MarketDirect StoreFront v10.2.100.23524" and "© 2004-2019 Electronics For Imaging, Inc." on the left, and "Terms & Conditions" and "EFI Productivity Suite" on the right.



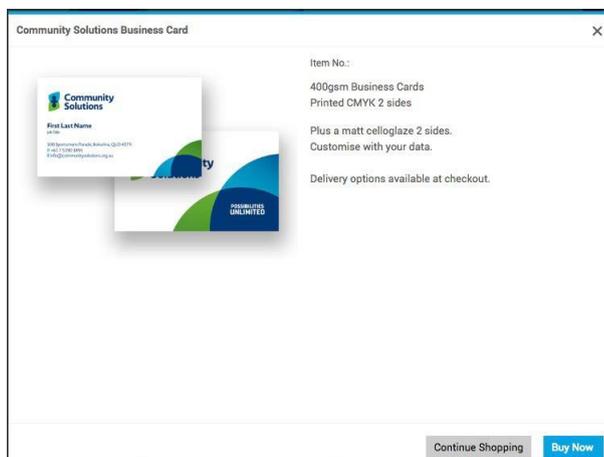
2. This will present all of the products available in that category. Click the individual windows for more information. Otherwise click **BUY NOW** to purchase.



The screenshot shows a web interface for 'COMMUNITY SOLUTIONS'. At the top, there is a navigation bar with 'All Categories' and 'Community Solutions'. Below this is a large header with the Community Solutions logo and name. The main content area is titled 'IN THIS CATEGORY:' and displays a grid of product cards. Each card features a thumbnail image of a business card, a 'BUY NOW' button, and a brief description of the product. A green arrow points to the first product card in the grid.

Product Name	Description	Action
ATS BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS & COACT BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS APPOINTMENT CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS GROUP & ENDEAVOUR BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS GROUP & NDCO BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW
COMMUNITY SOLUTIONS GROUP BUSINESS CARD	400gsm Business Cards Printed CMYK 2 sides	BUY NOW

You can click the **Buy Now** button in the product window to purchase or continue shopping will return you to the list of products.



The screenshot shows a product detail window titled 'Community Solutions Business Card'. On the left, there is a thumbnail image of the business card. On the right, the following text is displayed:

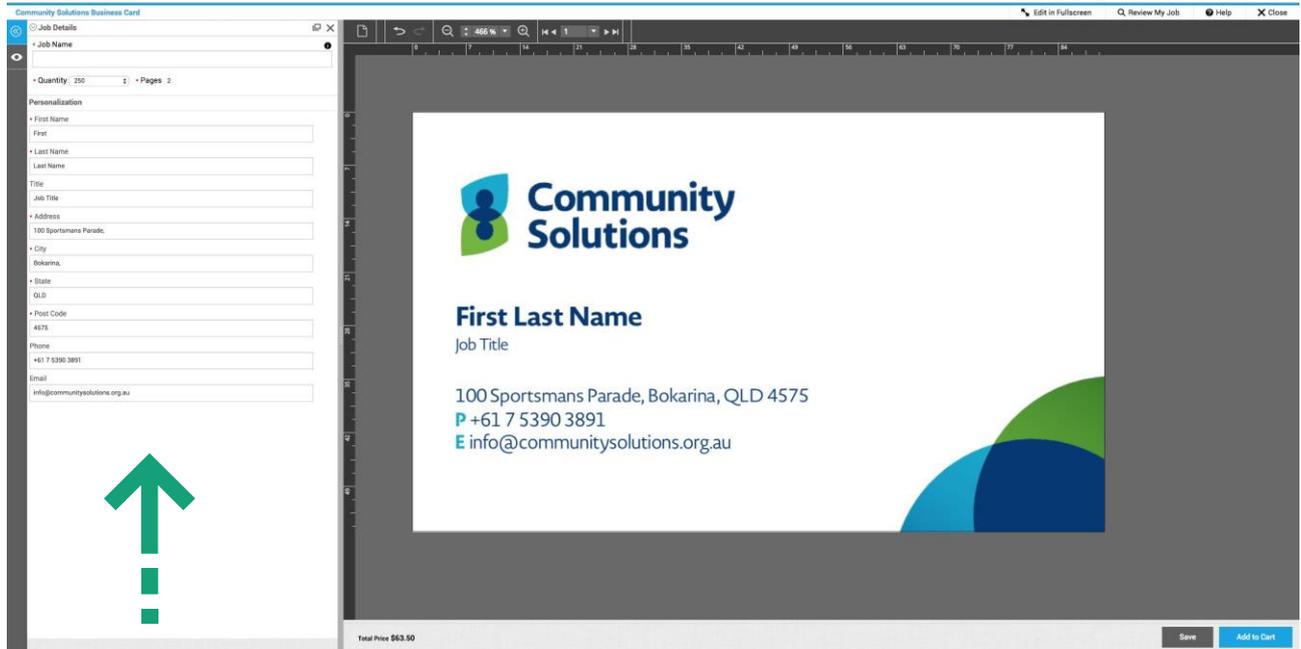
Item No.:
400gsm Business Cards
Printed CMYK 2 sides
Plus a matt celloglaze 2 sides.
Customise with your data.
Delivery options available at checkout.

At the bottom of the window, there are two buttons: 'Continue Shopping' and 'Buy Now'.

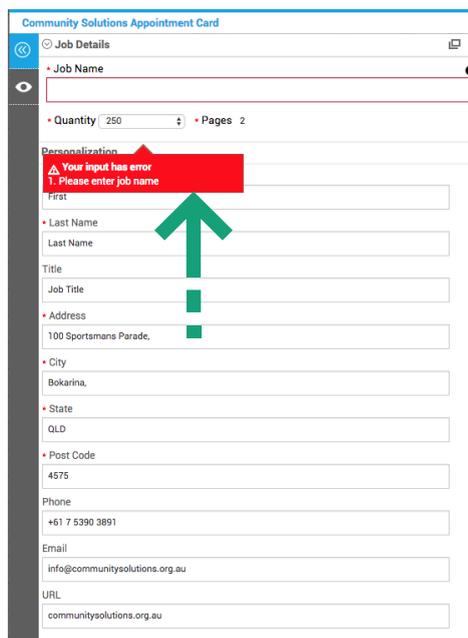


BUSINESS CARDS

3. If you are purchasing business cards you will then be taken to the editing screen to create your unique artwork. Fill in the required fields with your data and the screen will populate proof as you go.



Once you have filled in all the information, click **Add to Cart** to proceed with the purchase.

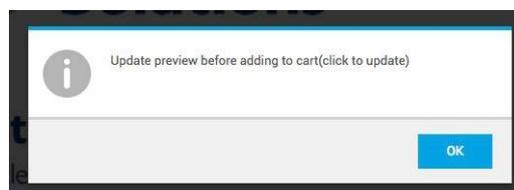


****IMPORTANT****

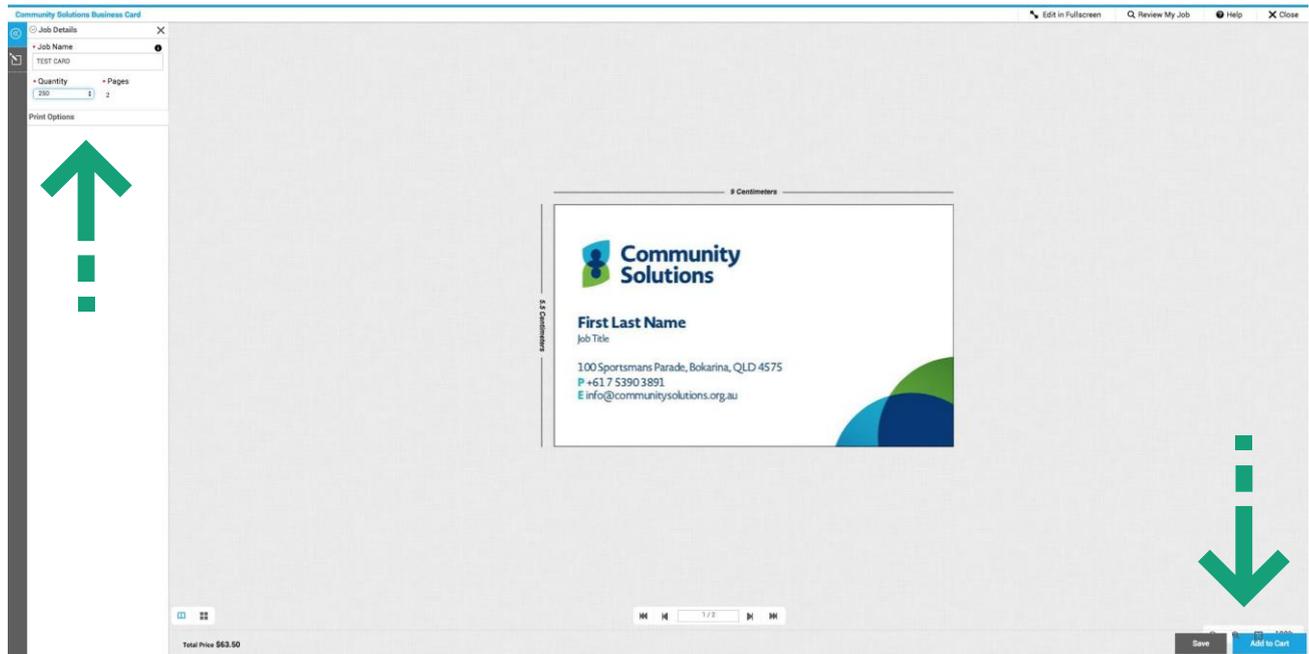
Ensure you have a job name
The FIRST and LAST name of your card is ideal for invoicing.

****NOTE****

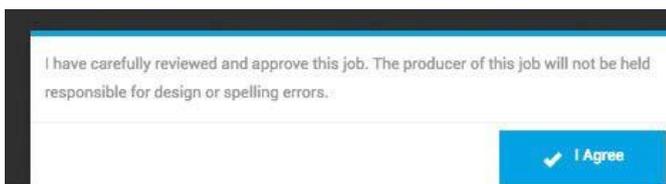
If you get this message just click OK, it's just letting you know it is updating your preview before you leave the page.



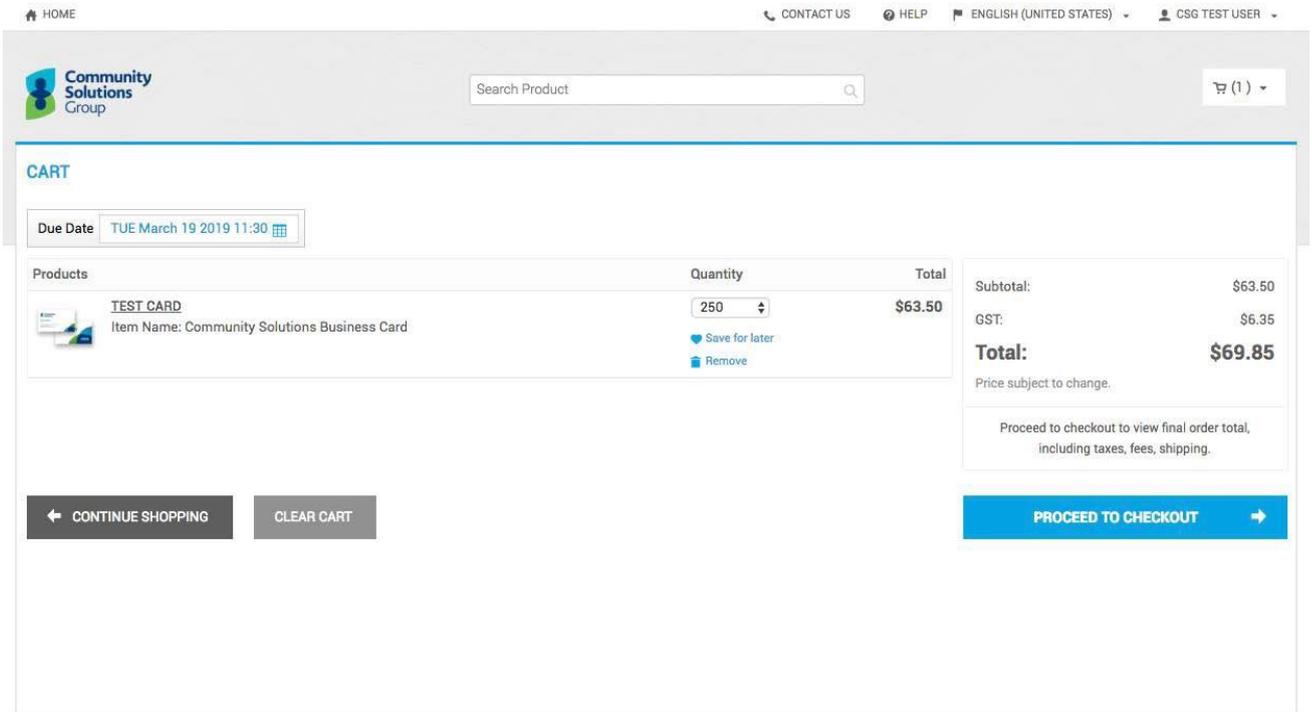
5. This is your final chance to check your card details before checkout. You can check your quantity and job name again here too.



Once you have reviewed and approve the job, click **Add to Cart** to proceed with the purchase. A disclaimer will pop up asking you to confirm that the product has been reviewed. Click **I Agree** to confirm the product has been checked and reviewed.



5. You will then be taken to the Cart View. In the Cart view, the **Quantity** can be updated by selecting a new **Quantity** from the drop down. There is the option to select a due date from the Calendar to inform the Print Shop when you require the product.



HOME CONTACT US HELP ENGLISH (UNITED STATES) CSG TEST USER

Community Solutions Group Search Product (1)

CART

Due Date: TUE March 19 2019 11:30

Products	Quantity	Total
 TEST CARD Item Name: Community Solutions Business Card	250 Save for later Remove	\$63.50

Subtotal: \$63.50
GST: \$6.35
Total: \$69.85
Price subject to change.

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

6. To continue shopping click on the Continue Shopping button. Otherwise to purchase the product in the cart click on Proceed to Checkout.



7. Select your shipment type, this will be the delivery suburb.

Then select the address from the address book of your required destination. If something is incorrect you can manually override - if it's something that needs to be changed permanently, make a note in the delivery instructions and we will ensure the update is made for the future.

1 Shipping
2 Payment
3 Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

Ballarat

ADDRESS

[Add from Address Book](#)

* First Name: CSG

* Last Name: Test User

* Address Line 1: Level 2, Community Capital Centre

Address Line 2: 100 Sportsmans Parade

* City: Bokarina

Country: Australia

* State/Province/Region: QLD

* Zip/Postal Code: 4575

Phone Number 1:

Company: Community Solutions

* Email: print@kw.kwikcopy.com.au

Delivery Instructions

Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

Add Another Recipient

Products

TEST CARD

Item Name	Qty	Total
Community Solutions Business Card	250	\$63.50
Subtotal:		\$63.50
Shipping:		\$32.50
GST:		\$9.60
Total:		\$105.60

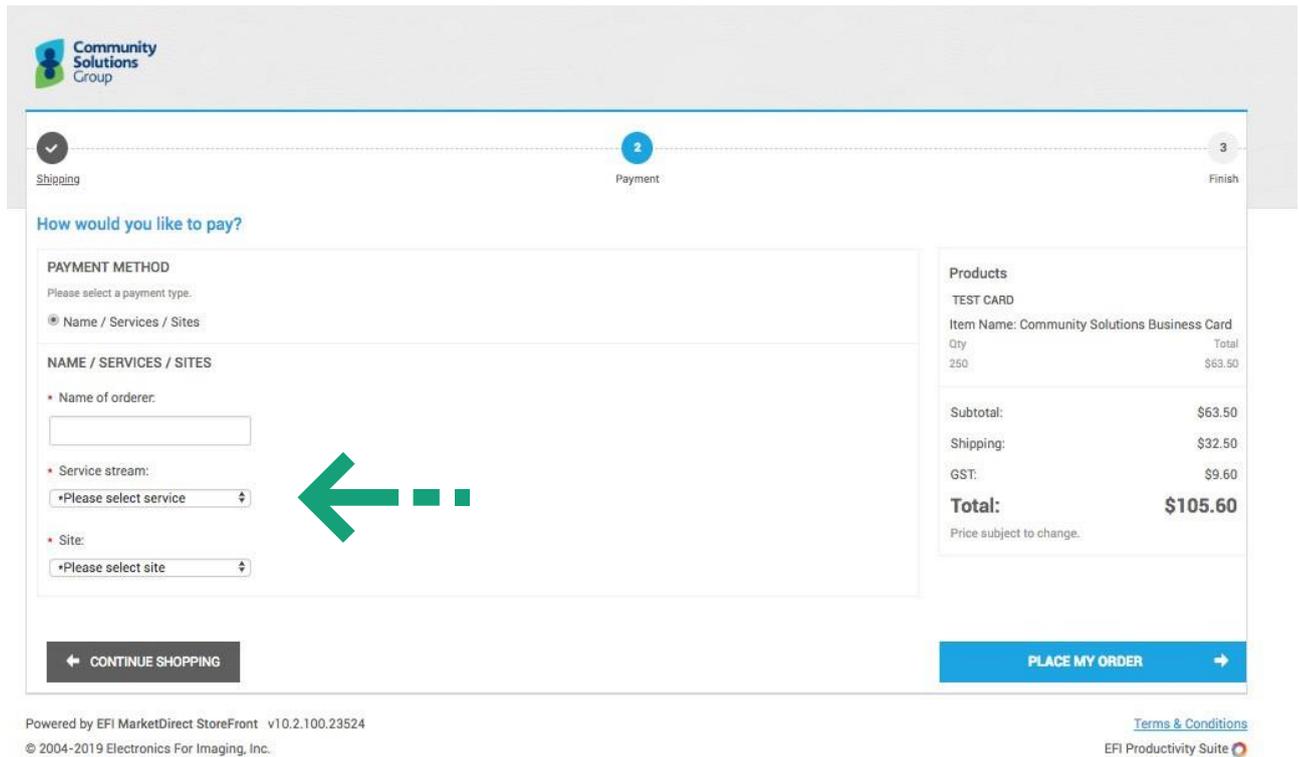
Price subject to change.

← CONTINUE SHOPPING
PROCEED TO PAYMENT →



8. If any changes have been made to the Shipping address, click on **Save**. Click **Proceed to Payment** to make payment and complete the order.

9. Choose from the payment options available and click Place my Order.



The screenshot shows the checkout process for Community Solutions Group. The progress bar indicates three steps: Shipping (completed), Payment (current step), and Finish. The main heading is "How would you like to pay?".

PAYMENT METHOD
Please select a payment type.
Name / Services / Sites

NAME / SERVICES / SITES

- Name of orderer:
- Service stream:
- Site:

A green arrow points to the "Service stream" dropdown menu.

Products

Item Name	Qty	Total
TEST CARD		
Community Solutions Business Card	250	\$63.50
Subtotal:		\$63.50
Shipping:		\$32.50
GST:		\$9.60
Total:		\$105.60

Price subject to change.

Buttons: CONTINUE SHOPPING (left), PLACE MY ORDER (right)

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The 3 fields required are:

1. Name of orderer
2. Service stream
3. Site



11. Once the order has been placed successfully the order Confirmation window will open. A confirmation email will now be sent to the approver to approve your job.

HOME
CONTACT US
HELP
CSG TEST USER



Shipping

Payment

3
Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number 2029	Status: Approval required <small>As of 3/12/2019 11:07:17 AM EAST</small>	Order Date: 3/12/2019 11:07:16 AM EAST Due Date: 3/19/2019 11:30:00 AM EAST
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Order placed by:
 CSG Test User
 print@kw.kwikkopy.com.au
 Community Solutions Group
 Level 2, Community Capital Centre
 100 Sportsmans Parade
 Bokarina
 QLD
 4575
 Australia

SHIPMENT 1
Ballarat

ADDRESS
 CSG Test User
 Level 2, Community Capital Centre
 100 Sportsmans Parade
 Bokarina
 Australia
 QLD - 4575
 Community Solutions
 print@kw.kwikkopy.com.au

Products
TEST CARD

Item Name: Community Solutions Business Card	Total
Qty 250	\$63.50

Payment Method:

Accounting Codes

Name of orderer
Lynsey

Service stream
Community wellbeing

Site
Bokarina

Subtotal	\$63.50
Shipping	\$32.50
GST	\$9.60
Total	\$105.60

[← CONTINUE SHOPPING](#)

[PRINT](#)

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