

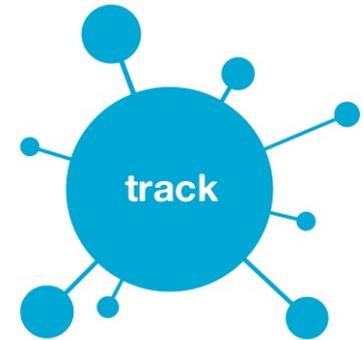
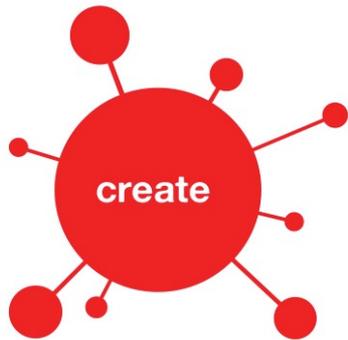


# Zenith User Guide



# Value proposition

---



**Zenith Hub** offers a secure, customised online print management system that lets you **create**, **manage**, **publish** and **track** your print materials and branded assets from one easy-to-use interface and at the touch of a button.

## Ordering your print online has never been easier

- Convenience and total control over updating and ordering your printed materials and branded assets
- Build a library of all your print assets
- Saves time for routine repeat orders, eliminating the risk of error
- Order 24 / 7 when it suits you
- System tailored to your requirements
- Kwik Kopy St Leonards have built a customised catalogue that is flexible and convenient to use

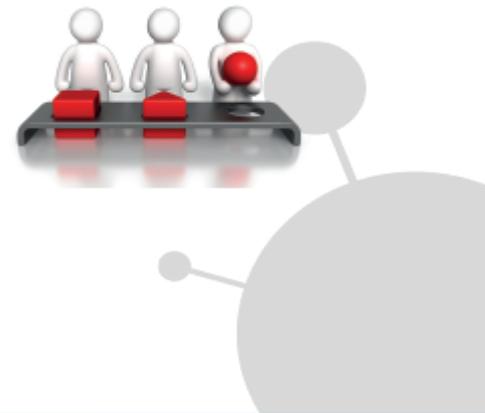


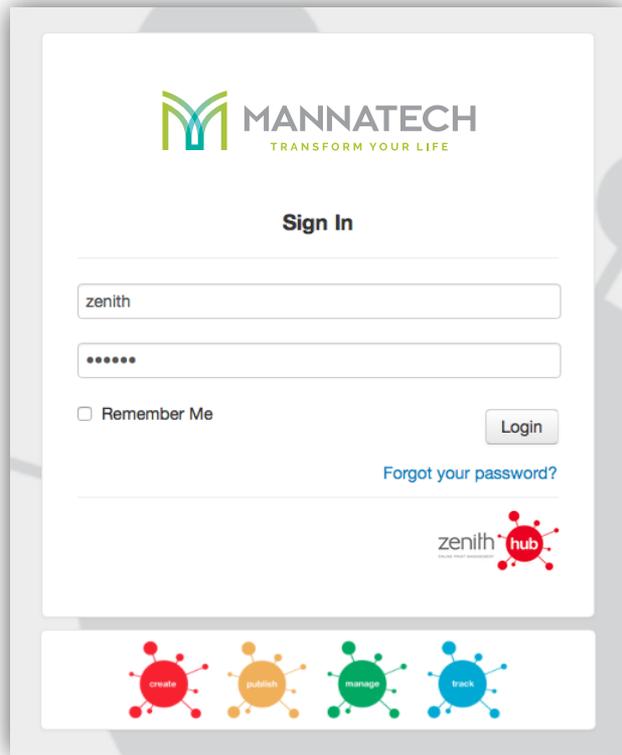
## Benefits to you

---

- Quicker turn around on print jobs
- Improved quality (less errors)
- Brand consistency
- Ability to track order history
- Ease of use
- Real time online proofing
- Secure access levels – password controlled
- Saves time!

**Delivering** your print on time  
has never been easier





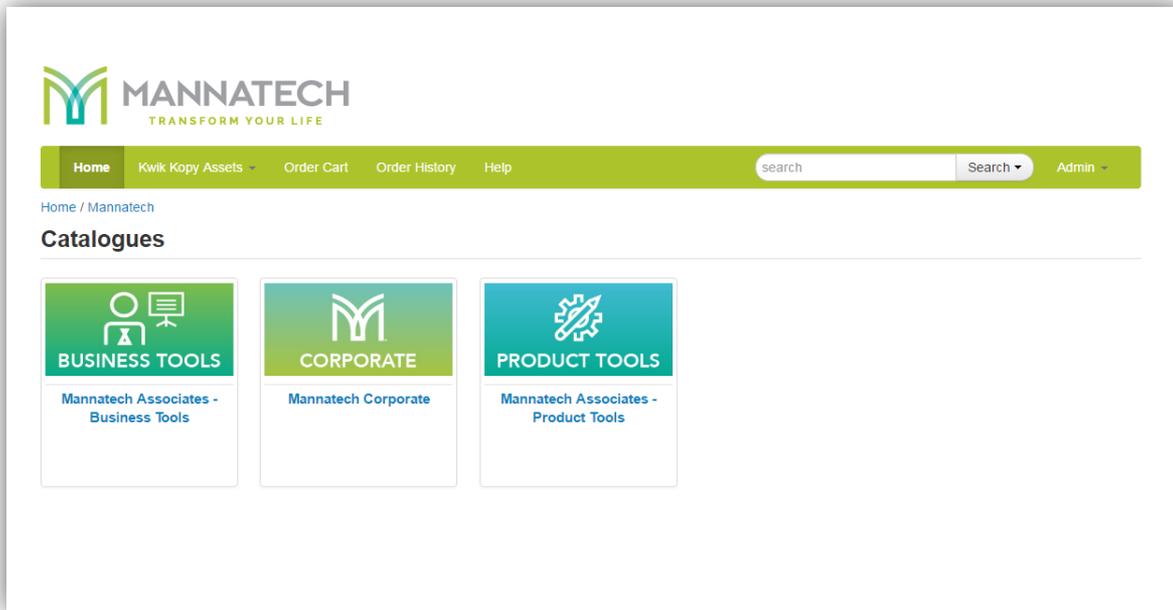
Log on to [zenithhub.com](https://zenithhub.com)

Log in using the following usernames:

**Customer Name: user name**

Temporary password: **if applicable**

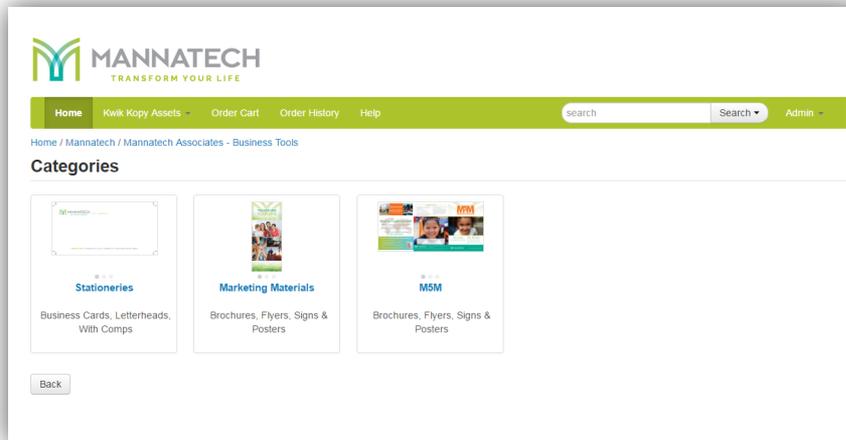
**Note: Zenith is case sensitive**



### Step 1:

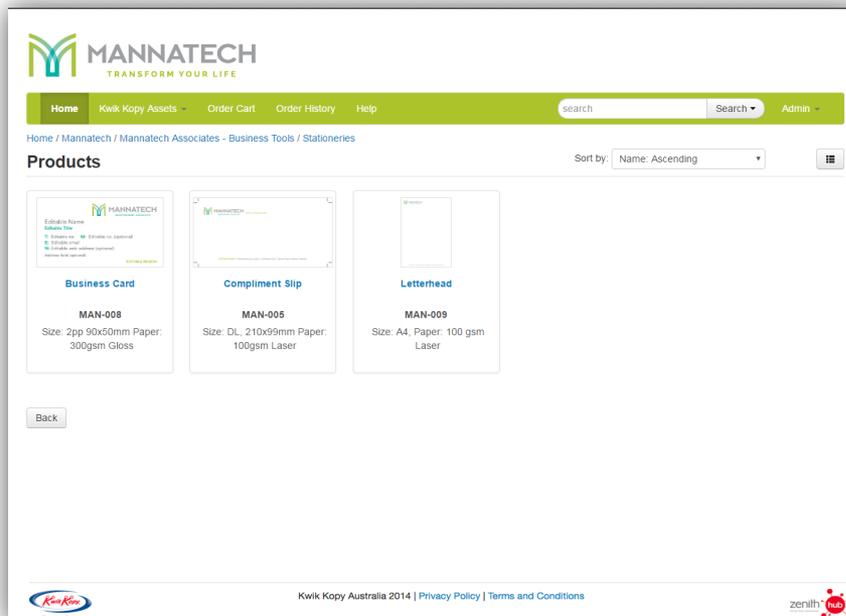
Placing an order is a simple process. Select the appropriate catalogue in order to reveal your products. For example, once you click on to the *Business Stationery* Catalogue, you will find that it lists various Categories.





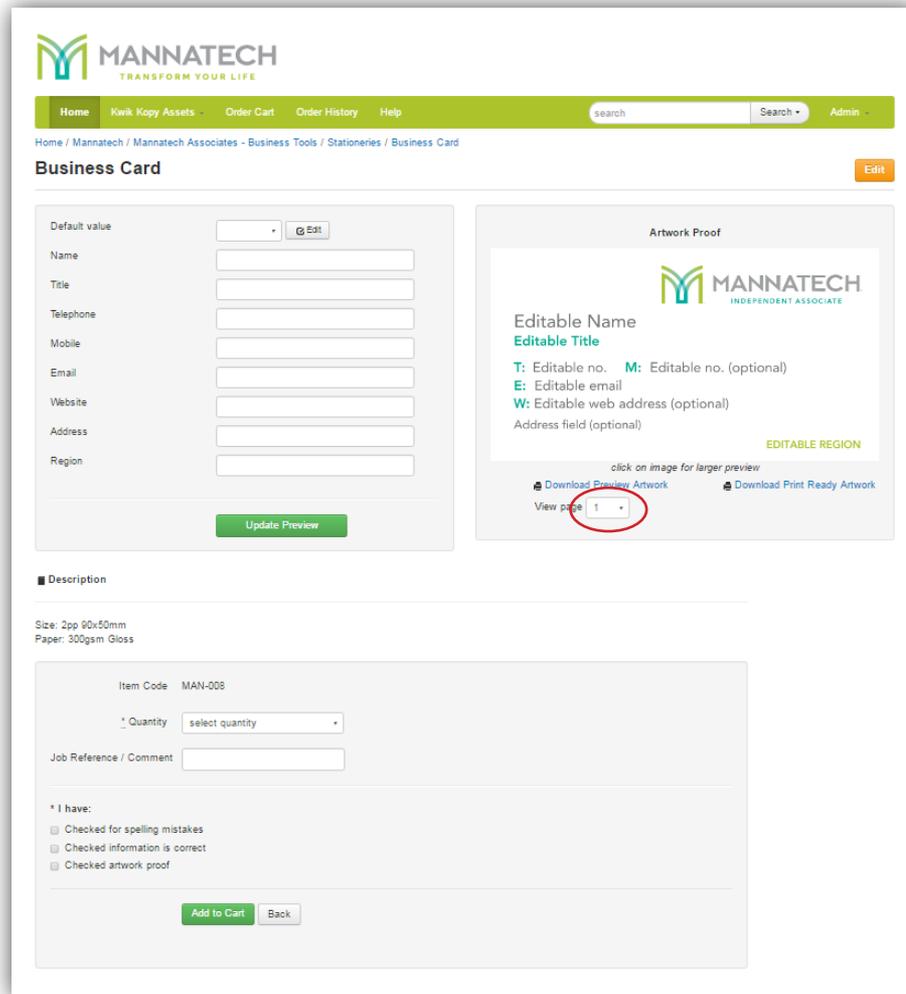
Step 2:

Select the appropriate category in order to reveal your products. For example, once you click on to the *Business Card* category, you will find that it lists your company's various business cards.



Step 3:

Select the product you wish to purchase by click on the image or name of the product. In this instance, click on the *Business Card – Double Sided*. You can then customize your order details .



The screenshot shows the Mannatech online print management interface for editing a business card. The page title is "Business Card" and it includes an "Edit" button. The interface is divided into two main sections: a form for entering details and a preview area.

**Form Section:**

- Default value: [dropdown] [Edit]
- Name: [text input]
- Title: [text input]
- Telephone: [text input]
- Mobile: [text input]
- Email: [text input]
- Website: [text input]
- Address: [text input]
- Region: [text input]
- [Update Preview] button

**Preview Section:**

- Artwork Proof: [MANNATECH logo]
- Editable Name: [text input]
- Editable Title: [text input]
- T: Editable no. M: Editable no. (optional)
- E: Editable email
- W: Editable web address (optional)
- Address field (optional)
- EDITABLE REGION
- click on image for larger preview
- [Download Preview Artwork] button
- [Download Print Ready Artwork] button
- View page: [1] [dropdown]

**Description Section:**

- Size: 2pp 90x50mm
- Paper: 300gsm Gloss
- Item Code: MAN-008
- Quantity: [select quantity] dropdown
- Job Reference / Comment: [text input]
- \* I have:
  - Checked for spelling mistakes
  - Checked information is correct
  - Checked artwork proof
- [Add to Cart] button
- [Back] button

#### Step 4:

This screen allows you to check that you have selected the correct product.

You can start customising business card by entering correct information in required fields.

Click on *Update Preview* to view an updated the business card with the details you have just entered. Click on the business card for a larger preview or download a PDF proof to check for typesetting and accuracy.

## Placing an order

Step 5:

select the quantity you want to order.

You can also nominate your internal job reference if required.

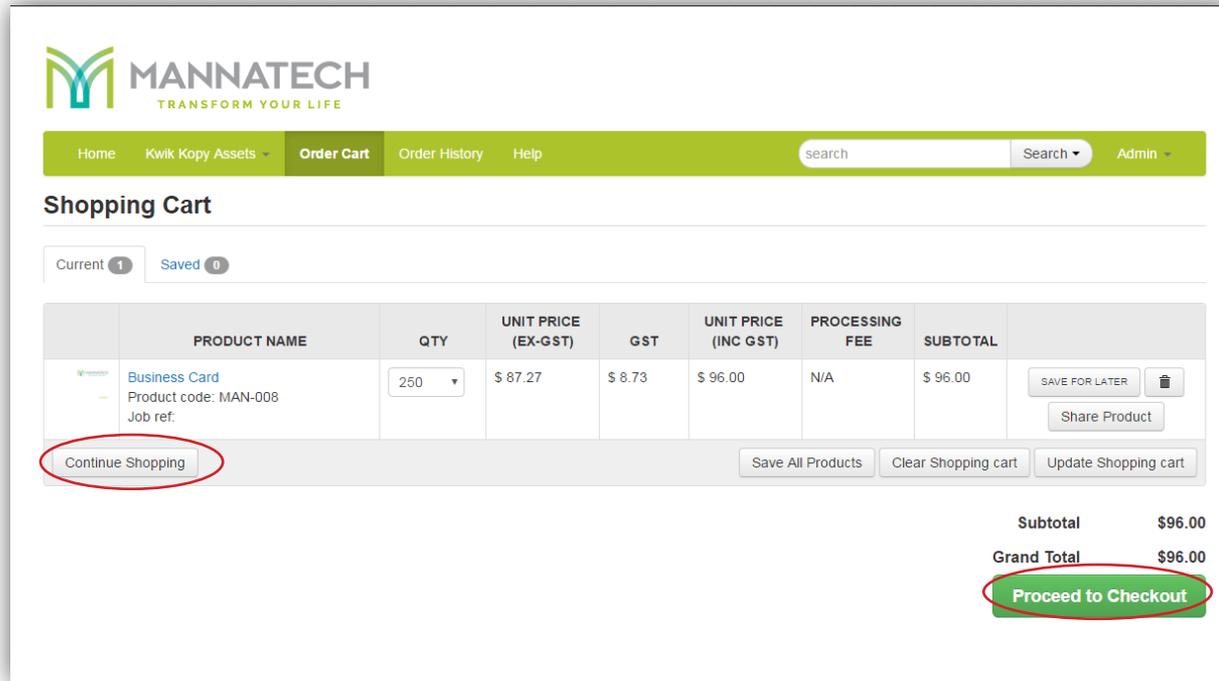
After checking that the proof and job details are correct, you can then proceed to approving the job order by checking 3 check boxes.

Then click *Add to cart* to add the product to your shopping cart.

The screenshot shows the 'Business Card' order form in the Mannatech system. The form is divided into several sections:

- Default value:** A dropdown menu and an 'Edit' button.
- Contact Information:** Fields for Name, Title, Telephone, Mobile, Email, Website, Address, and Region.
- Update Preview:** A green button to refresh the artwork proof.
- Artwork Proof:** A preview of the business card with the Mannatech logo and contact details. It includes a legend for 'Editable Name' (T: Editable no., M: Editable no. (optional), E: Editable email, W: Editable web address (optional)) and an 'EDITABLE REGION' label. Below the preview are links to 'Download Preview Artwork' and 'Download Print Ready Artwork', and a 'View page' dropdown set to '1'.
- Description:** Product specifications: Size: 2pp 90x50mm, Paper: 300gsm Gloss.
- Order Details:** Item Code: MAN-008, Quantity: select quantity, Job Reference / Comment: [text input].
- Approval Checklist:** A section titled 'I have:' with three checkboxes:
  - Checked for spelling mistakes
  - Checked information is correct
  - Checked artwork proof
 This section is circled in red in the image.
- Buttons:** 'Add to Cart' and 'Back' buttons at the bottom.

# Placing an order



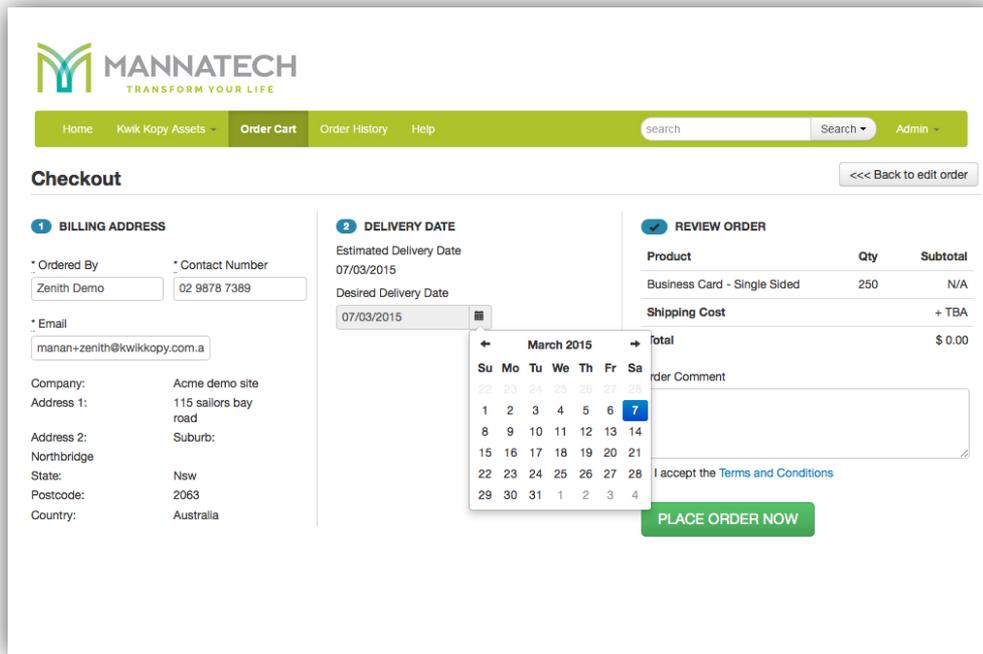
The screenshot shows the MANNATECH Shopping Cart interface. At the top, there is a navigation bar with links for Home, Kwik Kopy Assets, Order Cart (selected), Order History, and Help. A search bar and an Admin link are also present. Below the navigation bar, the page title is "Shopping Cart". There are two tabs: "Current" (1) and "Saved" (0). The main content area features a table with the following columns: PRODUCT NAME, QTY, UNIT PRICE (EX-GST), GST, UNIT PRICE (INC GST), PROCESSING FEE, and SUBTOTAL. A single product is listed: "Business Card" with a quantity of 250, a unit price of \$87.27, a GST of \$8.73, and a subtotal of \$96.00. The processing fee is N/A. To the right of the product row, there are buttons for "SAVE FOR LATER", "Share Product", and a trash icon. Below the table, there are buttons for "Continue Shopping", "Save All Products", "Clear Shopping cart", and "Update Shopping cart". At the bottom right, there is a summary section showing "Subtotal \$96.00" and "Grand Total \$96.00". A green "Proceed to Checkout" button is located below the grand total.

PRODUCT NAME	QTY	UNIT PRICE (EX-GST)	GST	UNIT PRICE (INC GST)	PROCESSING FEE	SUBTOTAL
Business Card Product code: MAN-008 Job ref.	250	\$ 87.27	\$ 8.73	\$ 96.00	N/A	\$ 96.00

Subtotal \$96.00  
Grand Total \$96.00  
Proceed to Checkout

Step 6:

At the *Shopping Cart* screen, you can verify the details of your order. You have the option to change the quantity, delete or save the order (and complete later). If changes are made, click *Update Shopping Cart*. If you want to add more products, click *Continue Shopping* or Click *Proceed to Checkout*.



**Checkout** <<< Back to edit order

**1 BILLING ADDRESS**

\* Ordered By: Zenith Demo  
\* Contact Number: 02 9878 7389  
\* Email: manan+zenith@kwikkopy.com.a

Company: Acme demo site  
Address 1: 115 sailors bay road  
Address 2: Northbridge  
State: New  
Postcode: 2063  
Country: Australia

**2 DELIVERY DATE**

Estimated Delivery Date: 07/03/2015  
Desired Delivery Date: 07/03/2015

**3 REVIEW ORDER**

Product	Qty	Subtotal
Business Card - Single Sided	250	N/A
<b>Shipping Cost</b>		+ TBA
<b>Total</b>		\$ 0.00

Order Comment:

I accept the [Terms and Conditions](#)

**PLACE ORDER NOW**

Step 7:

Next, confirm that your contact and delivery details are correct.

Change a desired delivery date for your ordered products if required.

For any additional comments or job instructions, you can let us know by using the comments box.

really is as easy as **one, two, three**

**MANNATECH**  
TRANSFORM YOUR LIFE

Home Kwik Kopy Assets **Order Cart** Order History Help search Search Admin

### Checkout

<<< Back to edit order

**1 BILLING ADDRESS**

\* Ordered By: Zenith Demo  
\* Contact Number: 02 9878 7389  
\* Email: manan+zenith@kwikkopy.com.a

Company: Acme demo site  
Address 1: 115 sailors bay road  
Address 2: Northbridge  
Suburb: Northbridge  
State: Nsw  
Postcode: 2063  
Country: Australia

**2 DELIVERY DATE**

Estimated Delivery Date: 07/03/2015  
Desired Delivery Date: 07/03/2015

**REVIEW ORDER**

Product	Qty	Subtotal
Business Card - Single Sided	250	N/A
<b>Shipping Cost</b>		+ TBA
<b>Total</b>		\$ 0.00

Order Comment

I accept the [Terms and Conditions](#)

**PLACE ORDER NOW**

## Placing an order

Step 8:

To complete the order, click on *Place Order Now*.

Please note you must tick the **I ACCEPT THE TERMS AND CONDITIONS** option.



## Order

---

Your order is submitted for approval to

Name	Email
Approver Demo	manan@kwikkopy.com.au

Your order number is: **ACM-1425-5092-2131**.

[View my order](#)

Order Confirmation:

You will see the message confirming your order.

You will also receive an email with the details of the order placed.

really is as easy as **one, two, three**





Thank You!

