WHO Online Tips & How To…
Use the New Online Portal

<mark>**Creating an Estimate from Product List**</mark>

1. Go to https://whoprinting.com.au/, click the **Sign In** button and enter your username and password
   If you don't have an existing account yet, click on the "**Don't have an account**" button and it will direct you to the registration page. Simply fill-out the form and click on "**Create**"
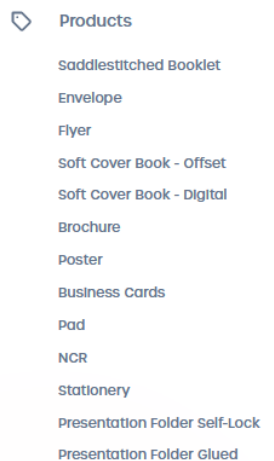
   Note: Your credentials in the old portal will not work in the new portal. Contact us so we can create an account for you in the new portal.

2. The Print Portal page will load once you have logged in and our range of products will be shown. You can filter the product list by Category

Find Products

CATEGORIES	PRODUCT TYPES		
All	Annual Reports	Band Posters	Booklet
Weddings & Occasions	Bookmarks	Business Cards	Calendars
Business & Organisations	Calling Card	Catalogue	Childrens Book
Marketing & Promotions	Company Profiles	Conference Handouts	Envelope
Real Estate	Family History Book	Flyers	Folded Brochures
	Folded Menus	Gift Vouchers	Graduation Folders
	Graph Pads	Handover Folders	Inspection Books
	Letterheads	Loyalty Cards	Magazine
	Newsletters	Note Pads	Pamphlets
	Postcards	Pricelists	Product Catalogue
	Programmes	Promotional Folders	Purchase Order Books
	Receipt Books	Referral Pads	Reply Paid Envelope
	Sales Folders	School Year Books	Tax Invoice Books
	Timesheet Books	Wall Planner	Window Faced Envelope
	With Compliments	Wrapping Paper	X-Ray Envelope

3. Click on the product you want to order and it will direct you to the Product Type estimating page.
4. Alternatively, you can click the **Products** in the left side panel and select the Product Type (e.g. Flyer, Business Cards, Poster, etc.) you need

Products

Saddlestitched Booklet

Envelope

Flyer

Soft Cover Book - Offset

Soft Cover Book - Digital

Brochure

Poster

Business Cards

Pad

NCR

Stationery

Presentation Folder Self-Lock

Presentation Folder Glued

5. In the Estimating Page, enter and select the product and job specifications you want

Let's talk print.

Note: Each product type will have different options

6. Enter a **Job Name** – this is required
7. Click **Calculate**
   - A Quote Breakdown will appear on the right side panel and the estimate price will be shown at the bottom
8. You can edit the specifications and just click the **Recalculate** button to get an updated quote
9. If you want to know how much is the shipping estimate, just enter the postcode in the **Postcode** field located at the lower right side of the page and click **Calculate Shipping**
10. Once you are happy with the job details and price, click on the **Add to Order** to add it to your cart.
    You will be automatically re-directed to the Order Cart page once you click the **Add to Order** button

Previous Orders

All orders made are saved here. You can edit and re-order your jobs by simply clicking the **Update** button.
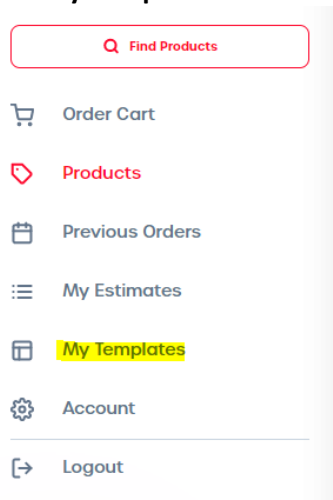
My Estimates

All your previous estimates are saved here. Estimates will be valid for 30 days.
You can edit the jobs by clicking the **Edit** button or you can add them directly to your cart by clicking the **Add** button.

My Templates

This section is visible if you have static documents or variable templates linked to your account. The job and product options have been pre-filled so it is easier for you but you can still make changes if you want to. To edit the details in the artwork, you will have to add the template to your order cart first.
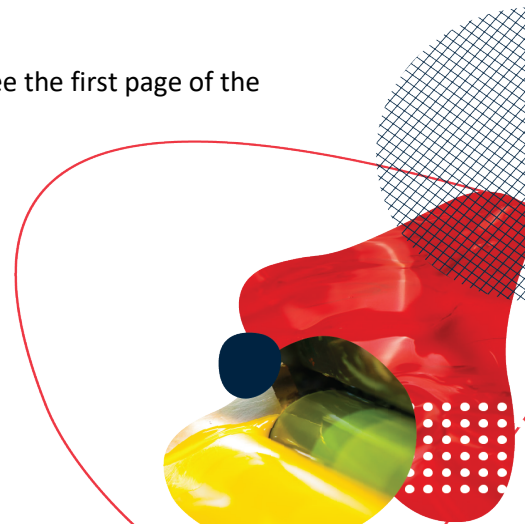
11. Click **My Templates** to access your templates:

12. Choose the template that you wish to order. Select **Preview** to see the first page of the artwork and click **Update** to create an estimate.

Let's talk print.   p 02 4915 3050   e who@whoprinting.com.au
Unit 8/5 Channel Road, Mayfield West NSW 2304
ABN 21 004 005 207
whoprinting.com.au

WHO

JOB NAME	SIZE	TEMPLATE	ADD TO ORDER
Aged Care Rainbow Book	A4	👁 Preview	🛒 Update
Pacific Smiles Rainbow Book	A4	👁 Preview	🛒 Update

13. In the Estimating Page, all the details have been pre-filled for you but you may edit job specifications to suit your needs
14. Edit the **Job Name**

Your Estimate

JOB NAME*
Aged Care Rainbow Book - Facility 1

15. Click **Calculate**
    - A Quote Breakdown will appear on the right side panel and the estimate price will be shown at the bottom
16. You can edit the specifications and just click the **Recalculate** button to get an updated quote
17. Once you are happy with the job details and price, click on the **Add to Order** to add it to your cart.
    You will be automatically re-directed to the Order Cart page once you click the **Add to Order** button
18. Upload, View or Edit your artwork by clicking the **Upload** or **Compose** button:
    a. If the estimate is created through Products or the Template is not linked to a static or variable document, you will have the **Upload** button
       i. Click the **Upload** button and browse the file from your local computer
    b. If the estimate is linked to a static or variable document, you will have the **Compose** button
       i. Click **Compose** to open the Chili Editor and make the necessary changes to your artwork
       ii. Click Save and Finish once done
19. Proceed to shipping and payment

Processing Items in your Order Cart

In the Order Cart page, you can still make further changes in your job.

1. Click the **Edit** button to make changes in your job
   You will be re-directed back to the Estimating page where you can make the changes.
   Click the **Calculate** button to get the new price
   Click the **Update Cart** button to update the job item in your cart

2. Upload, View or Edit your artwork by clicking the **Upload** or **Compose** button:
    a. If the estimate is created through Products or the Template is not linked to a static or variable document, you will have the **Upload** button
       i. Click the **Upload** button and browse the file from your local computer
    b. If the estimate is linked to a static or variable document, you will have the **Compose** button
       iii. Click **Compose** to open the Chili Editor and make the necessary changes to your artwork
       iv. Click Save and Finish once done

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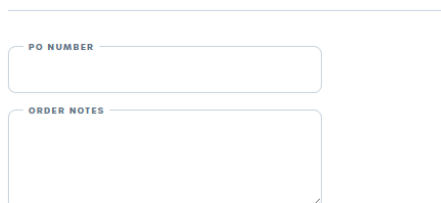ABN 21 004 005 207
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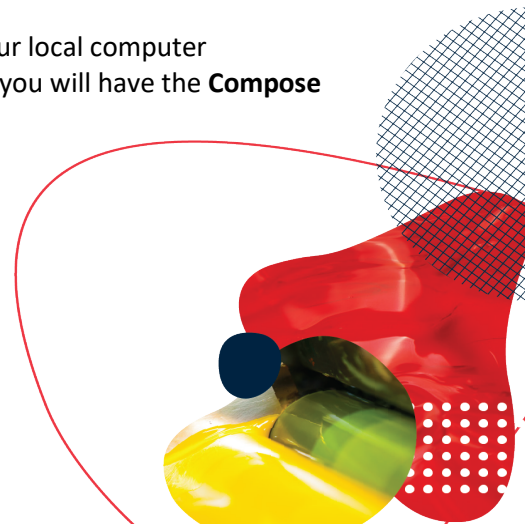
Note:

- You can not proceed to Shipping if you have not click the **Compose** button. Even if the artwork is a static pdf file in which you can't make any changes, you still must click the **Compose** button.
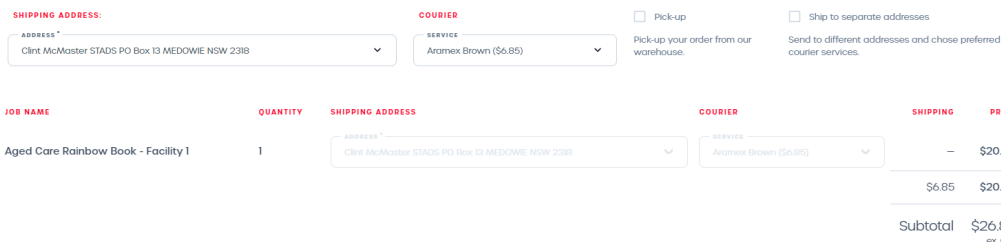- You can **delete items in your cart** by hovering over the item and clicking the ⊖ icon

3. Add instructions or notes in the **Order Notes** field and Purchase Order Number in the **PO Number** field

4. Click **Proceed to Shipping**
5. In the Shipping Address, you can choose the delivery address currently available or scroll down to the bottom of the list to add a new one
6. To add a new address, click the **Add New Address** and fill-out the form and then click **Save New Address**
7. Choose your preferred courier from the Courier Services list. You will see the price changes for the shipping and subtotal excluding GST on the right side
8. If you wish to pick-up your order instead of having it delivered, tick the box for **Pick-up**
9. If you have multiple items in your cart and you need to ship them separately, tick the box for **Ship to Separate Address,** and then choose the address and courier for each item

10. Click **Proceed to Payment**
11. In the Payment Page, the Order Total will include the GST
12. Click **Credit Card** if you wish to pay via card or click the **Account** if you have an account with us and you want us to charge your order to your account
13. Click **Order**
14. You will receive an email confirming that your order was sent successfully

==Account==

This is where you can change your password.

Please do not hesitate to contact us on 02 4915 3050 or via online@whoprinting.com.au for assistance otherwise we look forward to receiving your first order!

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