



**Creating Better,
Together.**

Ordering Online

Artwork Creation

User Guide

Print. Signage. Packaging. Labels. Merchandise. Design.

KALEPRINT



Ordering Online

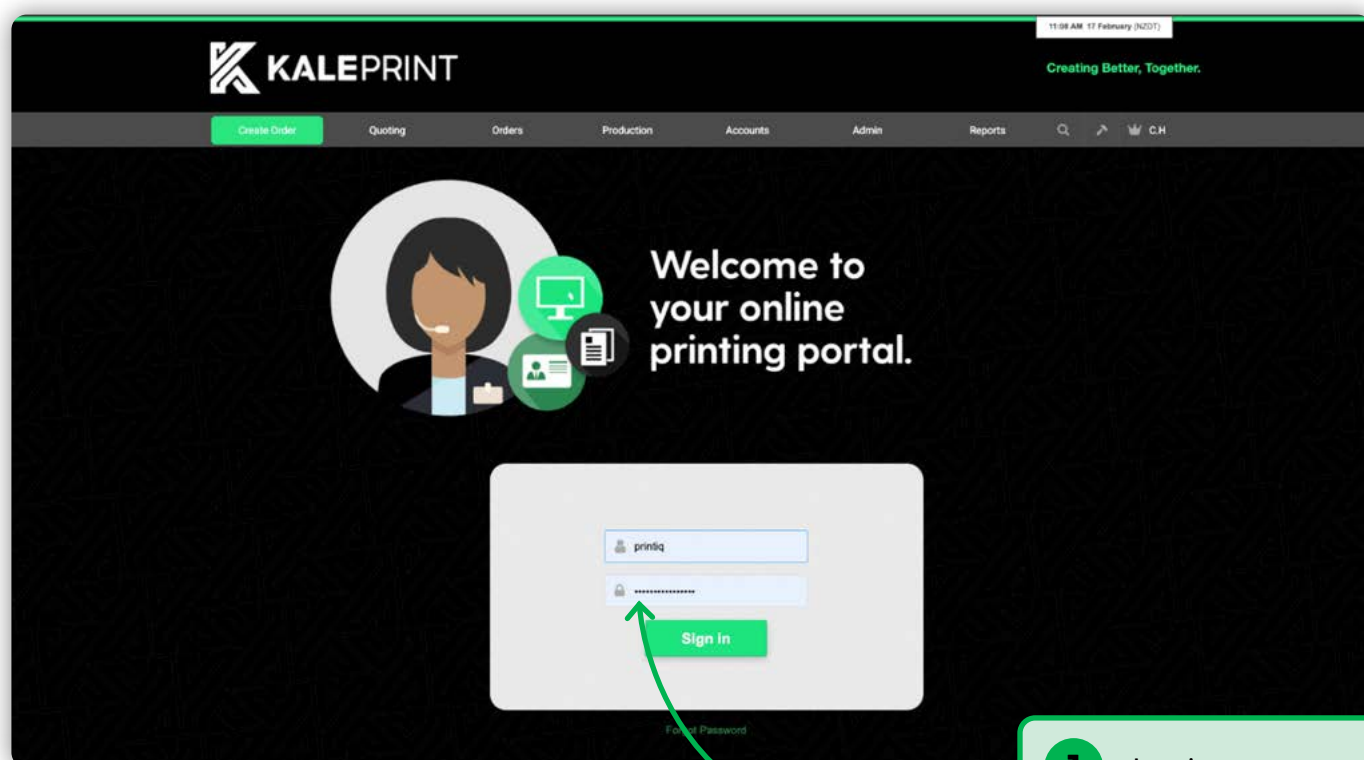
Artwork Creation

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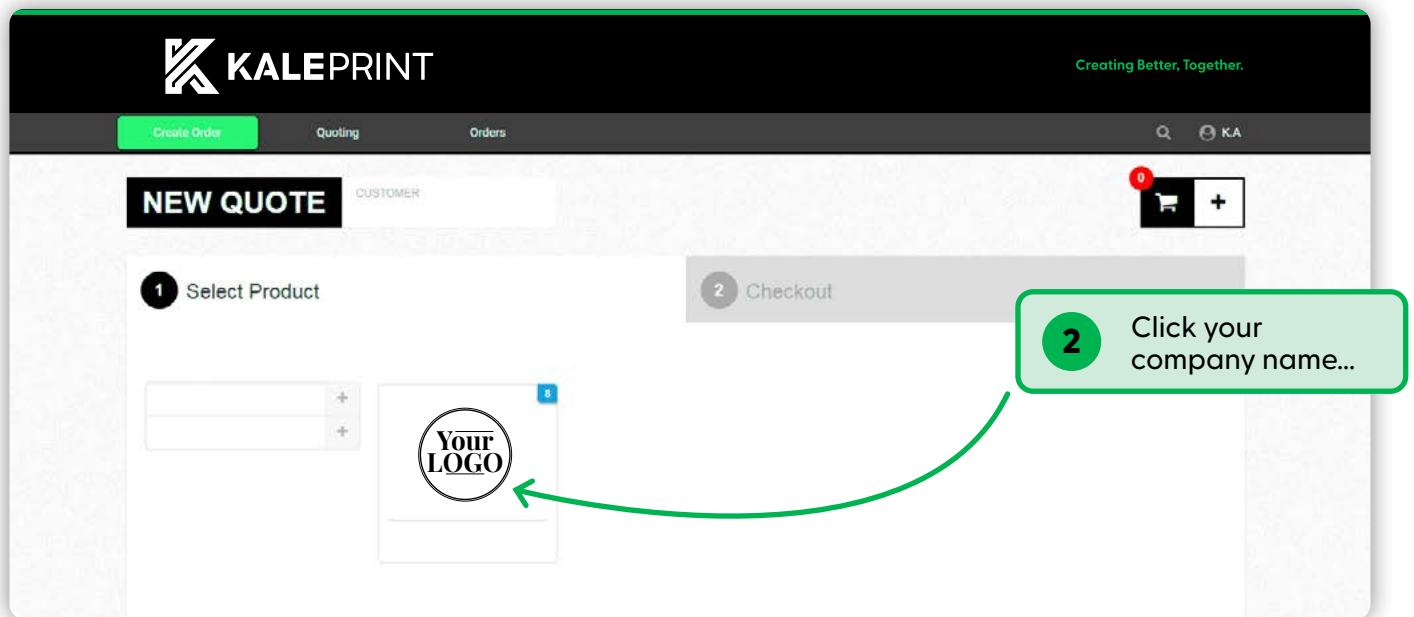
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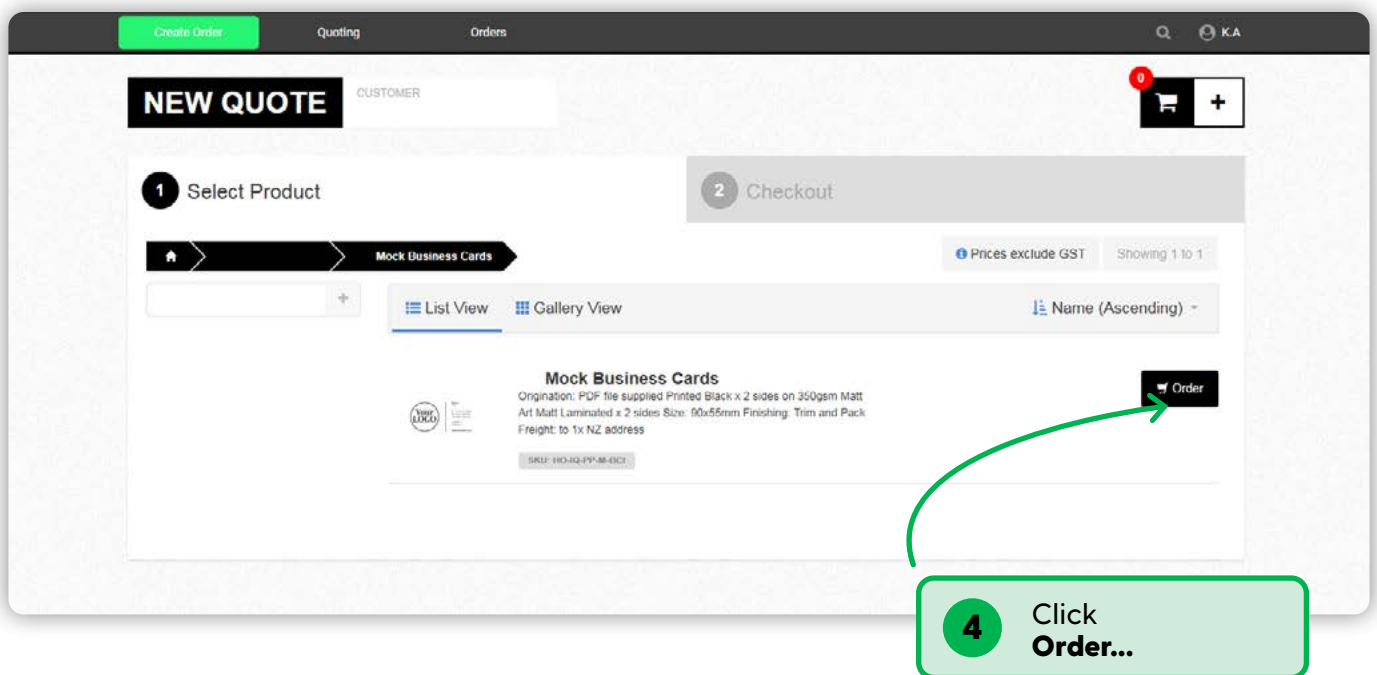
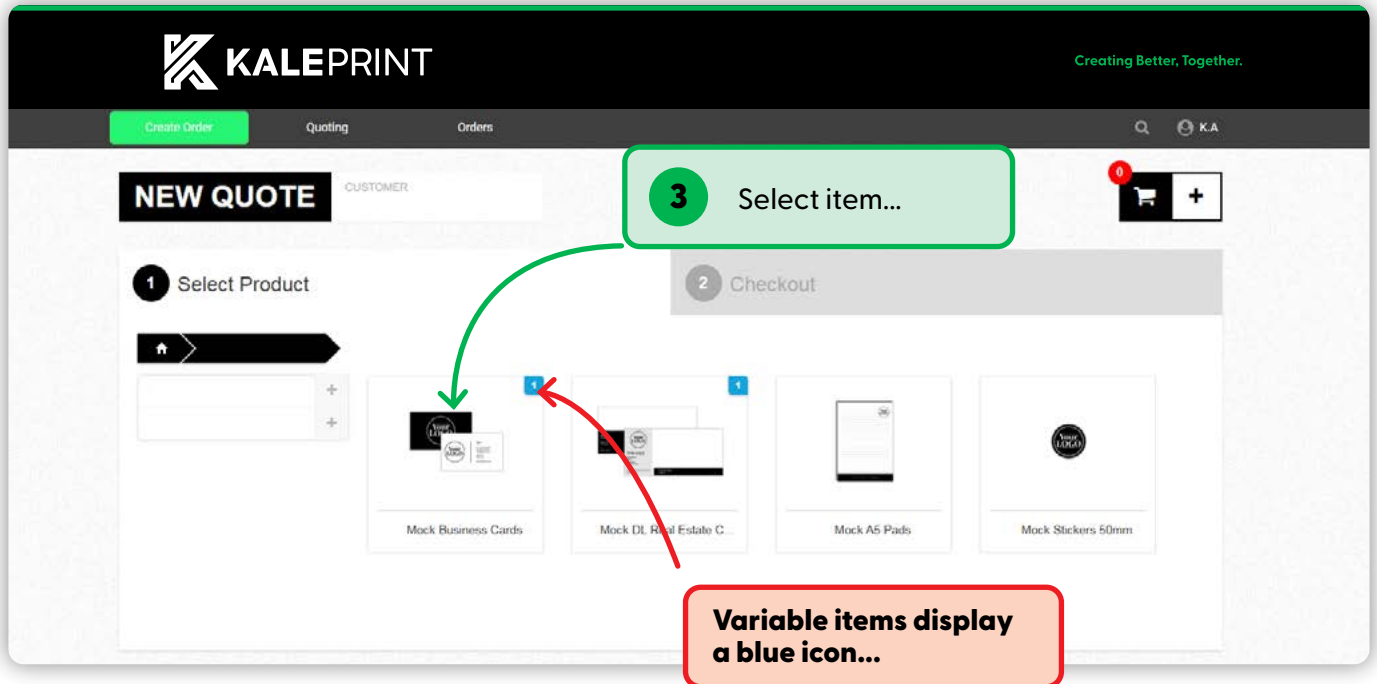
*If you have any problems logging in or placing an order,
please contact your Account Manager*

Visit <https://kaleprint.printiq.com/Login.aspx>



Create Order





NEW QUOTE

CUSTOMER

KPQ157331

1

+

Mock Business Cards. Origination. PDF file suppliedPrinted Black x 2 sides on 350gsm Matt ArtMatt Laminated x 2 sidesSize: 90x55mmFinishing: Trim and PackFreight: to 1x NZ address

x 250

\$

1 Select Product

2 Checkout

4 Adjust heading...
(Adding card holders name)

PRODUCT

Mock Business Cards

Origination: PDF file supplied

Printed Black x 2 sides on 350gsm Matt Art

Matt Laminated x 2 sides

Size: 90x55mm

Finishing: Trim and Pack

Freight: to 1x NZ address

REQUESTED DATE

QUANTITY & PRICE EXCL GST & FREIGHT

x 250

+

\$

5 Click + for new quantity...
Or adjust existing

Mock Business Cards

PRODUCT

Mock Business Cards

Origination: PDF file supplied

Printed Black x 2 sides on 350gsm Matt Art

Matt Laminated x 2 sides

Size: 90x55mm

Finishing: Trim and Pack

Freight: to 1x NZ address

REQUESTED DATE

6 Select new quantity...

QUANTITY & PRICE EXCL GST & FREIGHT

x 250

\$

x 250

x 500

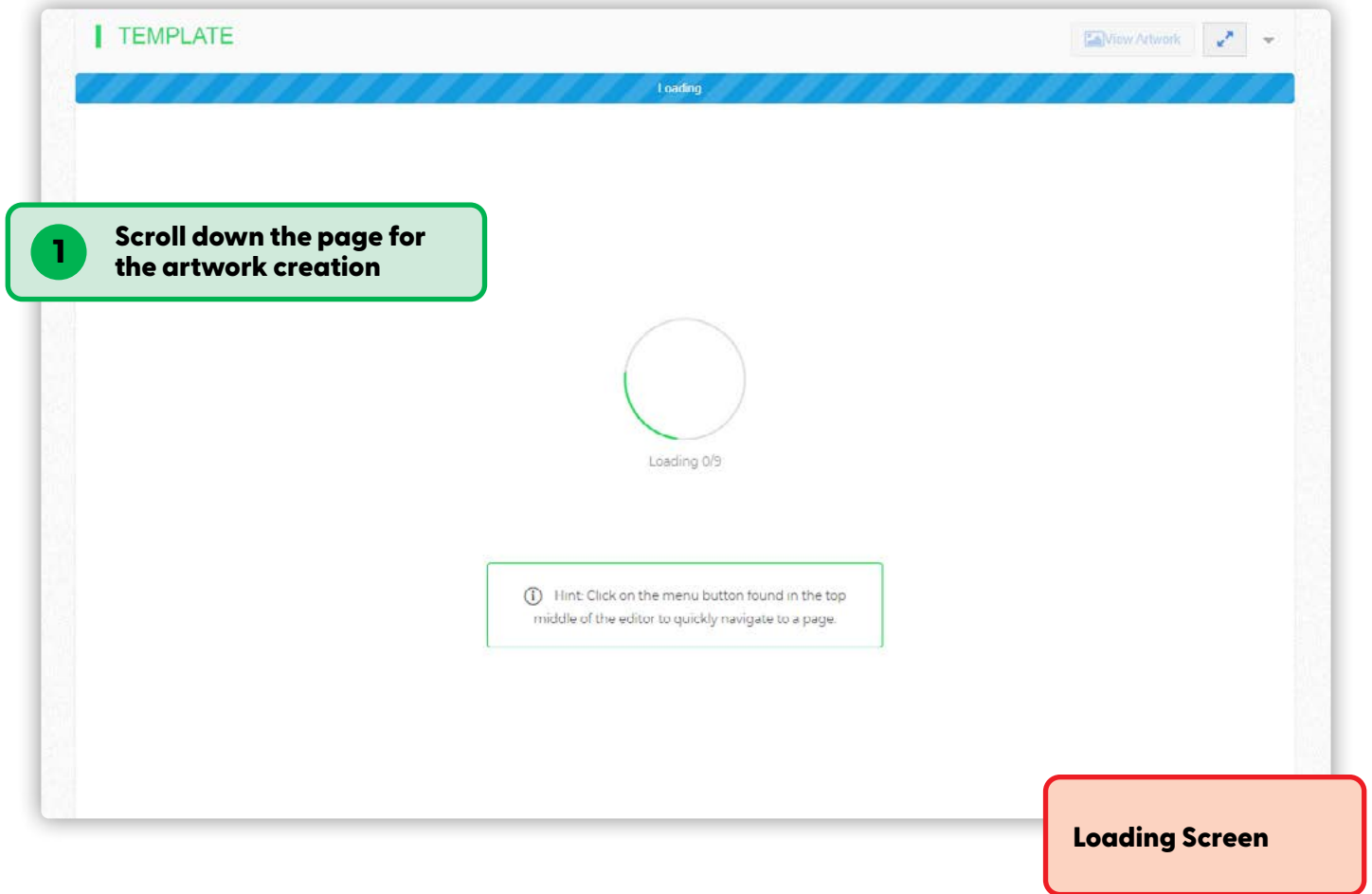
x 1,000

Get Price

7 Click
Get Price...

If the desired quantity is not available, please contact your Account Manager

4



TEMPLATE

Mock Business Ca... Menu Undo Redo Fullscreen Preview Save >

Drag image here

Name Here
Job Title

P 00 000 0000
M 021 000 0000
@email
123 Street,
Auckland 3110

www.website.com

Page list

Page 1 Page 2

Name
Name Here

Job Title
Job Title

Phone
00 000 0000

Mobile
021 000 0000

Email
@email

Address
Auckland

Profile Image
Select Image

2 Input information for each field...

Mock Business Ca... Menu Undo

Drag image here

My Name
Chief Extraordinaire

M 021 234 5678
mvname@company.com

123 Street,
Auckland 3110

www.website.com

Page list

Page 1 Page 2

Name
My Name

Job Title
Chief Extraordinaire

Phone

Mobile
021 234 5678

Email
myname@company.com

Address
Auckland

Profile Image
Select Image

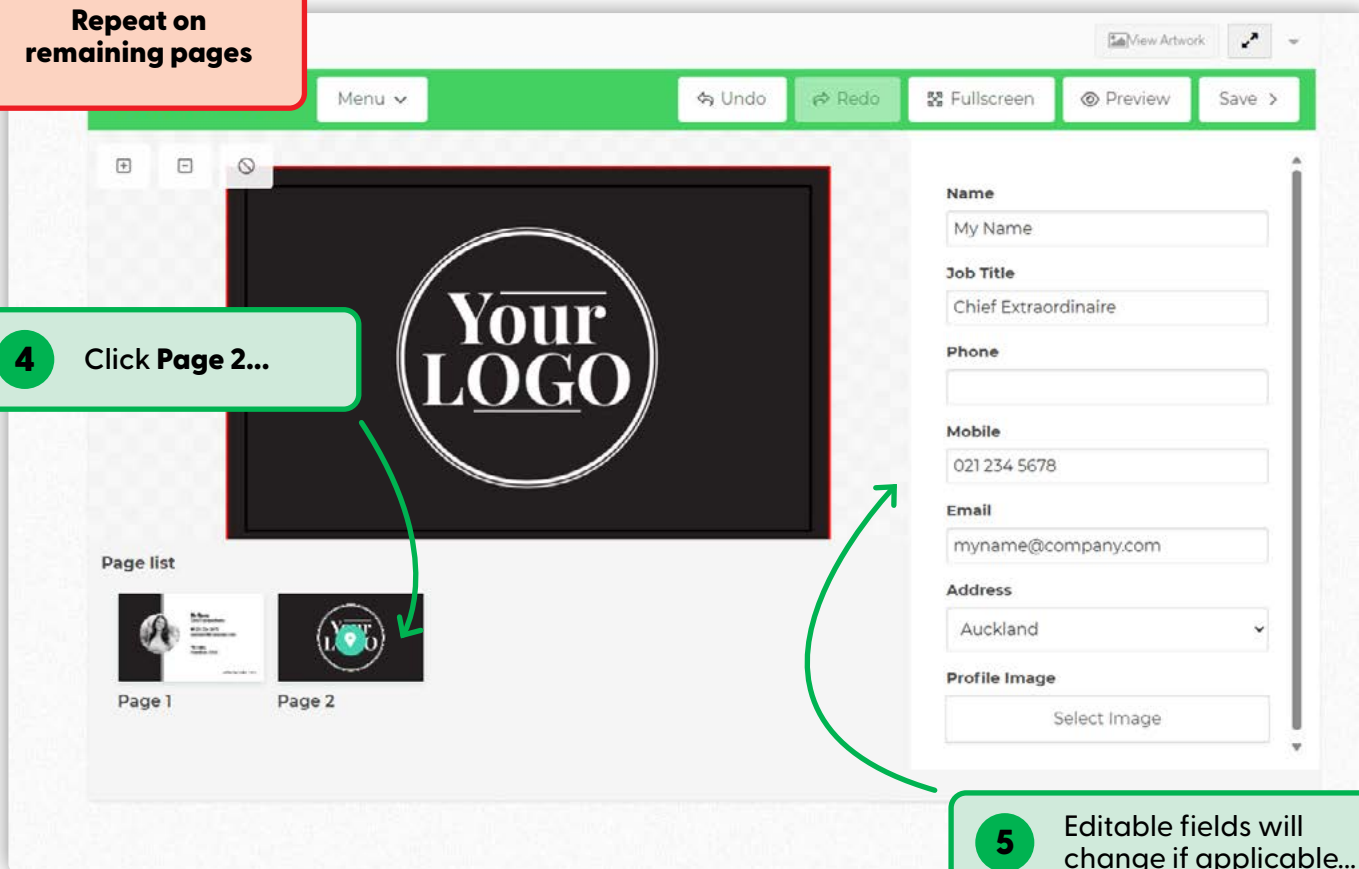
3 Leave any unnecessary fields blank, and artwork will adjust accordingly...

Example of completed fields

Your template may differ and include drop downs or image variables. See FAQ's pages for more options

Repeat on
remaining pages

4 Click **Page 2...**



The screenshot shows a web-based design tool interface. At the top, there is a green header bar with a 'Menu' dropdown, 'Undo', 'Redo', 'Fullscreen', 'Preview', and 'Save' buttons. Below the header is a large central canvas displaying a black rectangular design with a white circular logo containing the text 'Your LOGO'. To the left of the canvas is a 'Page list' section showing two thumbnails: 'Page 1' (a business card) and 'Page 2' (a circular logo). A green arrow points from the 'Page 2' thumbnail to the main canvas. To the right of the canvas is a form with several input fields: 'Name' (text), 'Job Title' (text), 'Phone' (text), 'Mobile' (text), 'Email' (text), 'Address' (dropdown menu), and 'Profile Image' (a button labeled 'Select Image'). A green arrow points from the 'Page 2' thumbnail to the 'Profile Image' field. A red box at the top left contains the text 'Repeat on remaining pages'. A green box at the bottom right contains the text '5 Editable fields will change if applicable...'. A green box at the top left contains the text '4 Click Page 2...'. A green arrow points from the 'Page 2' thumbnail to the main canvas.

View Artwork

Menu ▾

Undo Redo Fullscreen Preview Save >

Name
My Name

Job Title
Chief Extraordinaire

Phone

Mobile
021 234 5678

Email
myname@company.com

Address
Auckland ▾

Profile Image
Select Image

Page list

Page 1 Page 2

5 Editable fields will change if applicable...

Preview Artwork



Optional Preview Step

Menu Undo Redo Fullscreen Preview Save

Chief Extraordinaire
Phone
Mobile
myname@company.com
Address
Hamilton

1 Check details via Preview...

My Name
Chief Extraordinaire
M 021 234 5678
myname@company.com
98 Lane,
Hamilton 3200
www.website.com

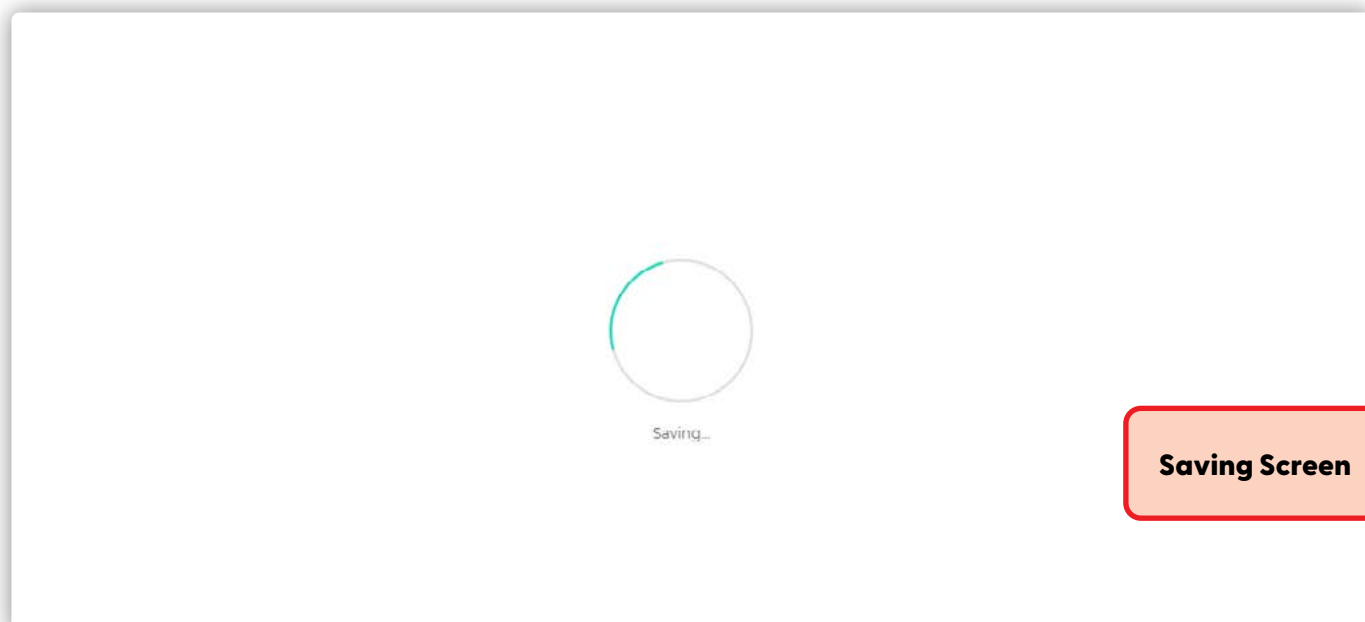
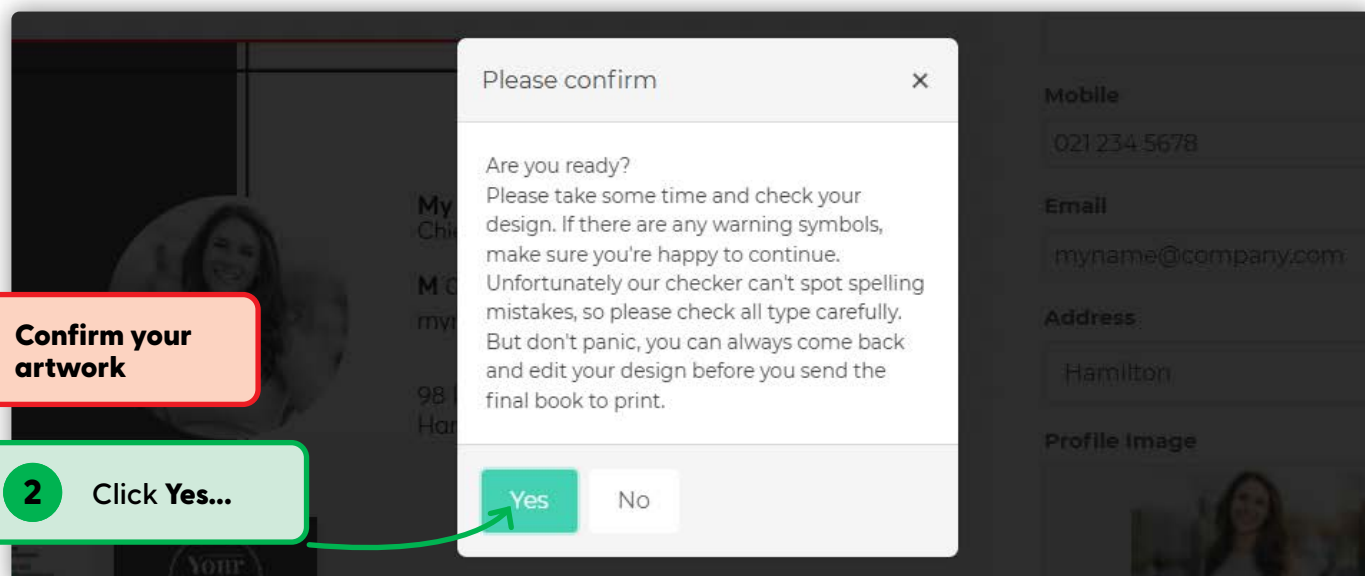
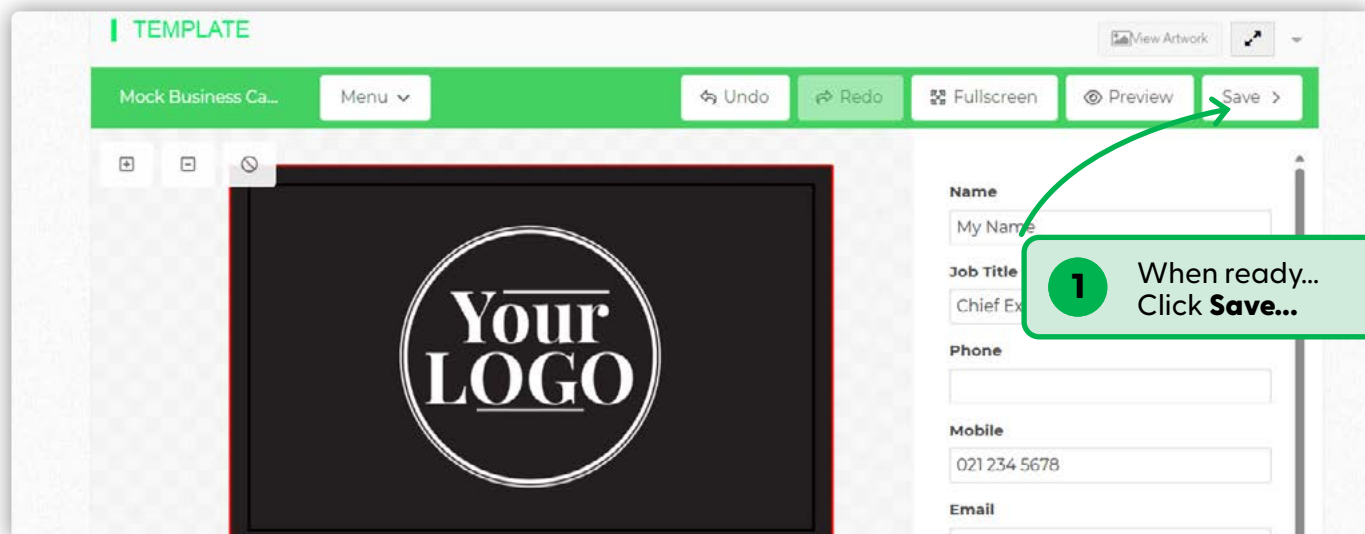
2 Check both pages...

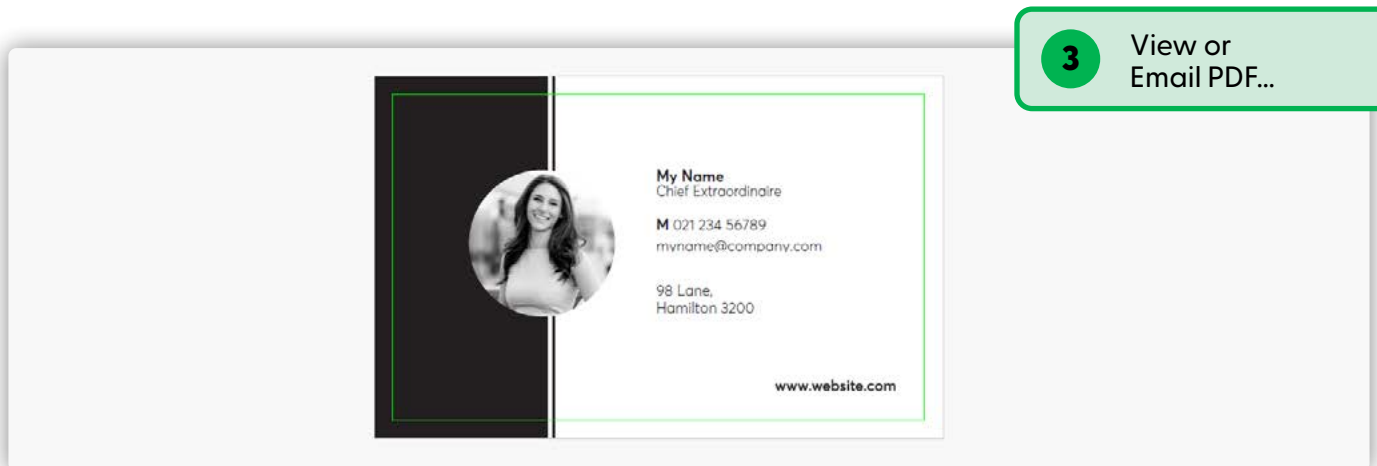
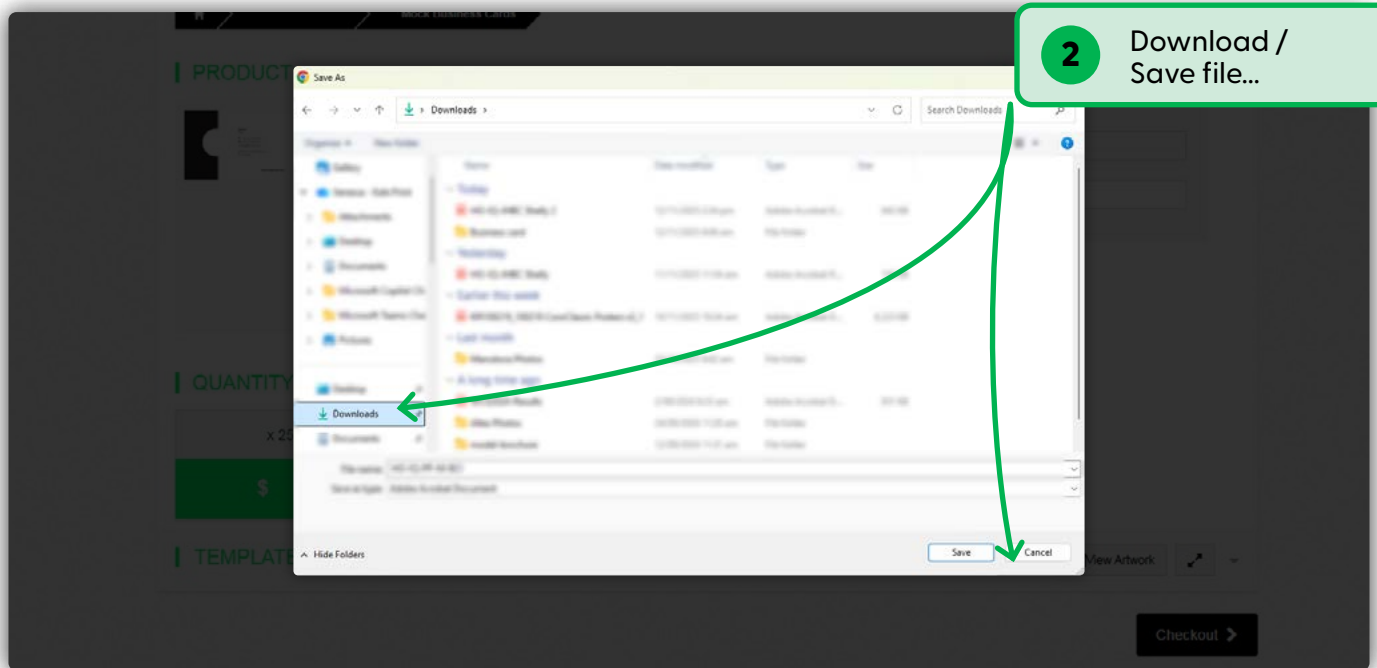
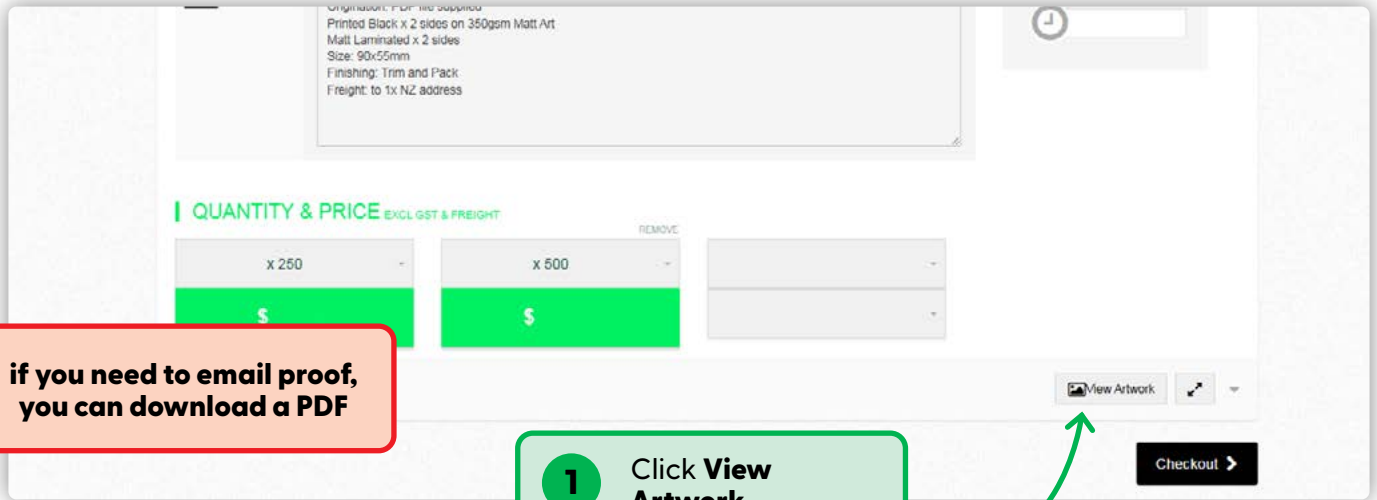
Page 1/2

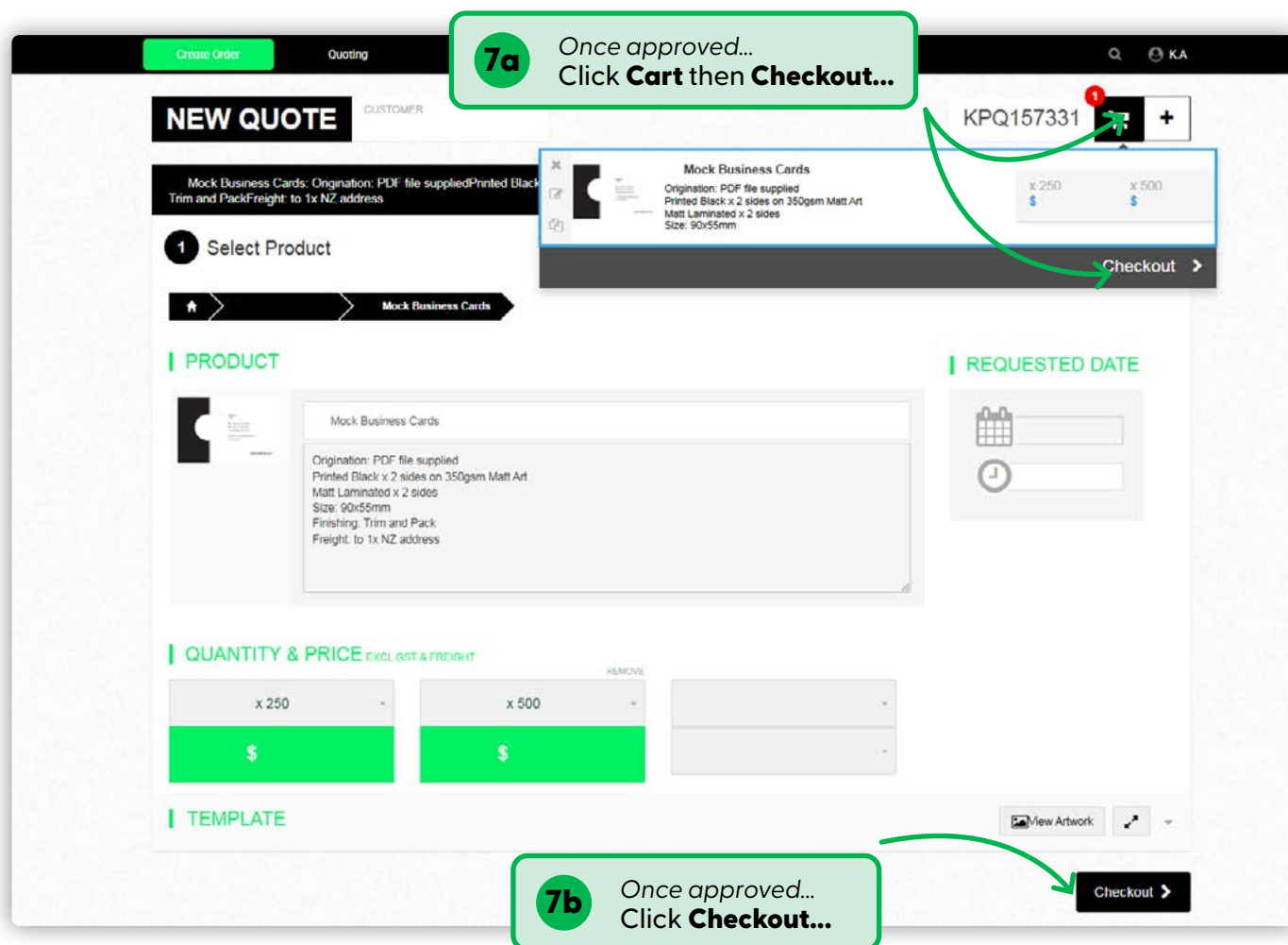
3 Click X to exit...

Page 2/2

Your LOGO



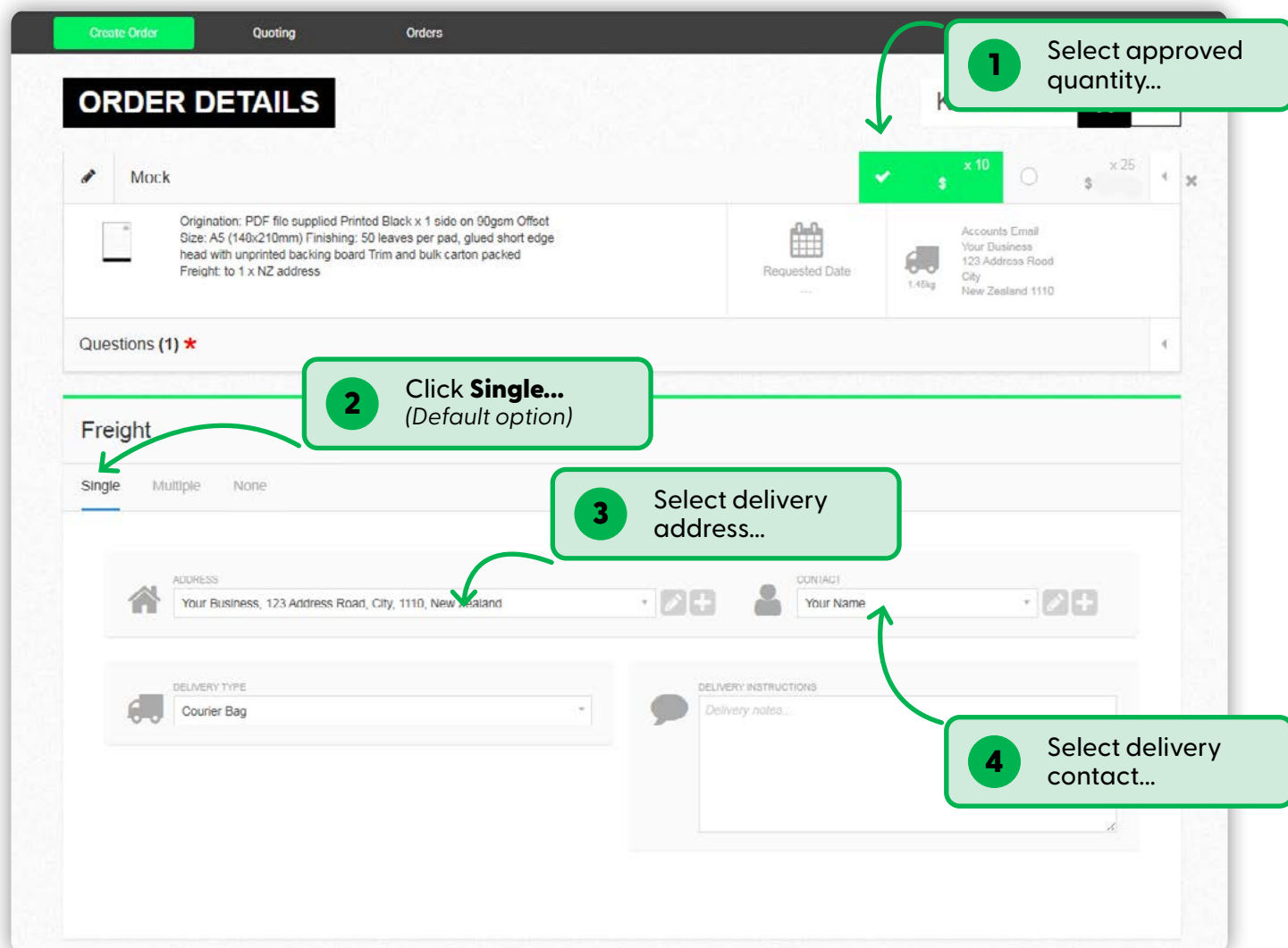




7a Once approved...
Click **Cart** then **Checkout...**

7b Once approved...
Click **Checkout...**

The screenshot shows a web interface for creating a new quote. At the top, there are tabs for 'Create Order' and 'Quoting'. The main heading is 'NEW QUOTE' with a 'CUSTOMER' dropdown. Below this, a product summary for 'Mock Business Cards' is shown, including details like 'Origination: PDF file supplied', 'Printed Black x 2 sides on 350gsm Matt Art', and 'Size: 90x55mm'. A callout box labeled '7a' points to a 'Cart' icon with a red notification badge and a 'Checkout' button. The main content area is divided into sections: '1 Select Product', 'PRODUCT' (with a detailed description of the business cards), 'REQUESTED DATE' (with a calendar and clock icon), 'QUANTITY & PRICE' (showing two quantity options: 'x 250' and 'x 500', each with a price field), and 'TEMPLATE'. A callout box labeled '7b' points to a 'Checkout' button at the bottom right. The interface is clean and modern, with a focus on providing clear instructions for the checkout process.



The screenshot shows the 'ORDER DETAILS' page in the Korix system. The 'Freight' section is highlighted with a green line. Four numbered callouts provide instructions:

- 1 Select approved quantity...**: Points to the quantity selector (x 10) in the top right of the Freight section.
- 2 Click **Single...** (Default option)**: Points to the 'Single' button in the Freight section.
- 3 Select delivery address...**: Points to the 'ADDRESS' dropdown menu.
- 4 Select delivery contact...**: Points to the 'CONTACT' dropdown menu.

The 'Freight' section includes a 'Mock' button, a 'Questions (1) *' link, and a 'Delivery Type' dropdown menu set to 'Courier Bag'. The 'DELIVERY INSTRUCTIONS' section is also visible.

Need to send to Multiple Addresses? See page 20
 Need to add a new Delivery Address? See page 21
 Need to add a new Delivery Contact? See page 22

Complete Order



The screenshot shows a web form titled "Summary for KPQ157285". It contains several sections: "CUSTOMER" (with a dropdown), "CONTACT" (with a dropdown showing "Your Name"), "PAYMENT TERMS" (with a dropdown showing "20th month following invoice"), "NOTES" (with a text area), "PO NUMBER" (with a text area), "VALIDITY UNTIL" (with a date field showing "13/02/26"), "QUOTE STATUS" (with a dropdown showing "Awaiting Acceptance"), and a "PROMO CODE" field. On the right, there is a table with "1 Item Selected" and rows for "Retail", "Freight", and "GST", each with a "\$" symbol. At the bottom, there is a "Complete Order" button. Four numbered steps are overlaid on the form: 1. "Click Order Contact..." pointing to the "CONTACT" dropdown. 2. "Enter PO Number if required..." pointing to the "PO NUMBER" text area. 3. "Check details are correct" pointing to the bottom section of the form. 4. "Click Complete Order..." pointing to the "Complete Order" button.

1 Click **Order Contact...**

2 Enter **PO Number** if required...

3 Check details are correct

4 Click **Complete Order...**

Congratulations
- your part is done!
**Your Account Manager will
arrange print production
and dispatch!**



**Creating Better,
Together.**

FAQ's

Print. Signage. Packaging. Labels. Merchandise. Design.

KALEPRINT

Dropdown Fields - Text



Your template may or may not include the following features

1

Click dropdown heading...

2

Click appropriate prepopulated field...

myname@company.com

123 Street,
Auckland 3110

www.website.com

Page list

Page 1

Page 2

YOUR LOGO

Address

Auckland

Auckland

Wellington

Hamilton

Custom

Phone

Mobile

021 234 5678

Email

myname@company.com

Address

Hamilton

98 Lane,
Hamilton 3200

www.website.com

3

OR Click Custom...

www.website.com

Page list

Page 1

Page 2

YOUR LOGO

Address

Auckland

Auckland

Wellington

Hamilton

Custom

Address - Custom

57 Address Avenue
Christchurch 8011

myname@company.com

57 Address Avenue
Christchurch 8011

www.website.com

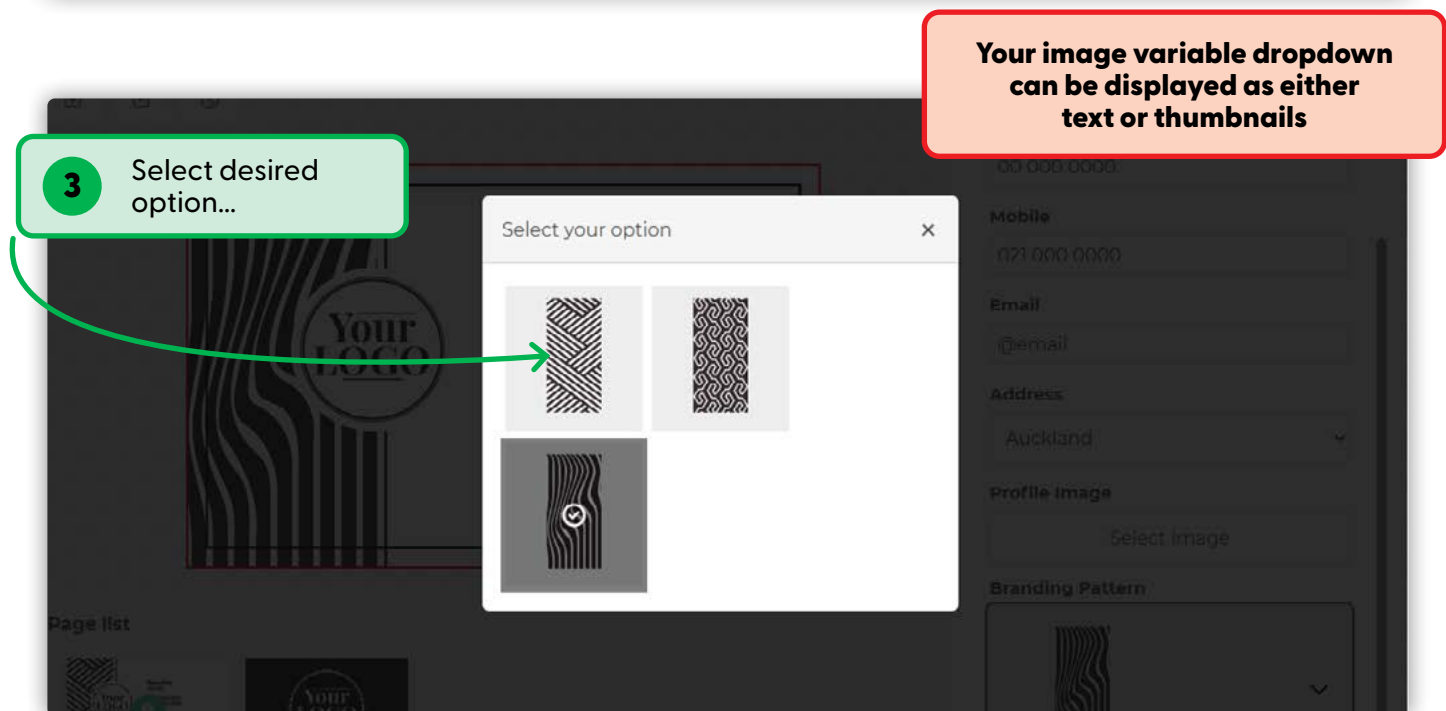
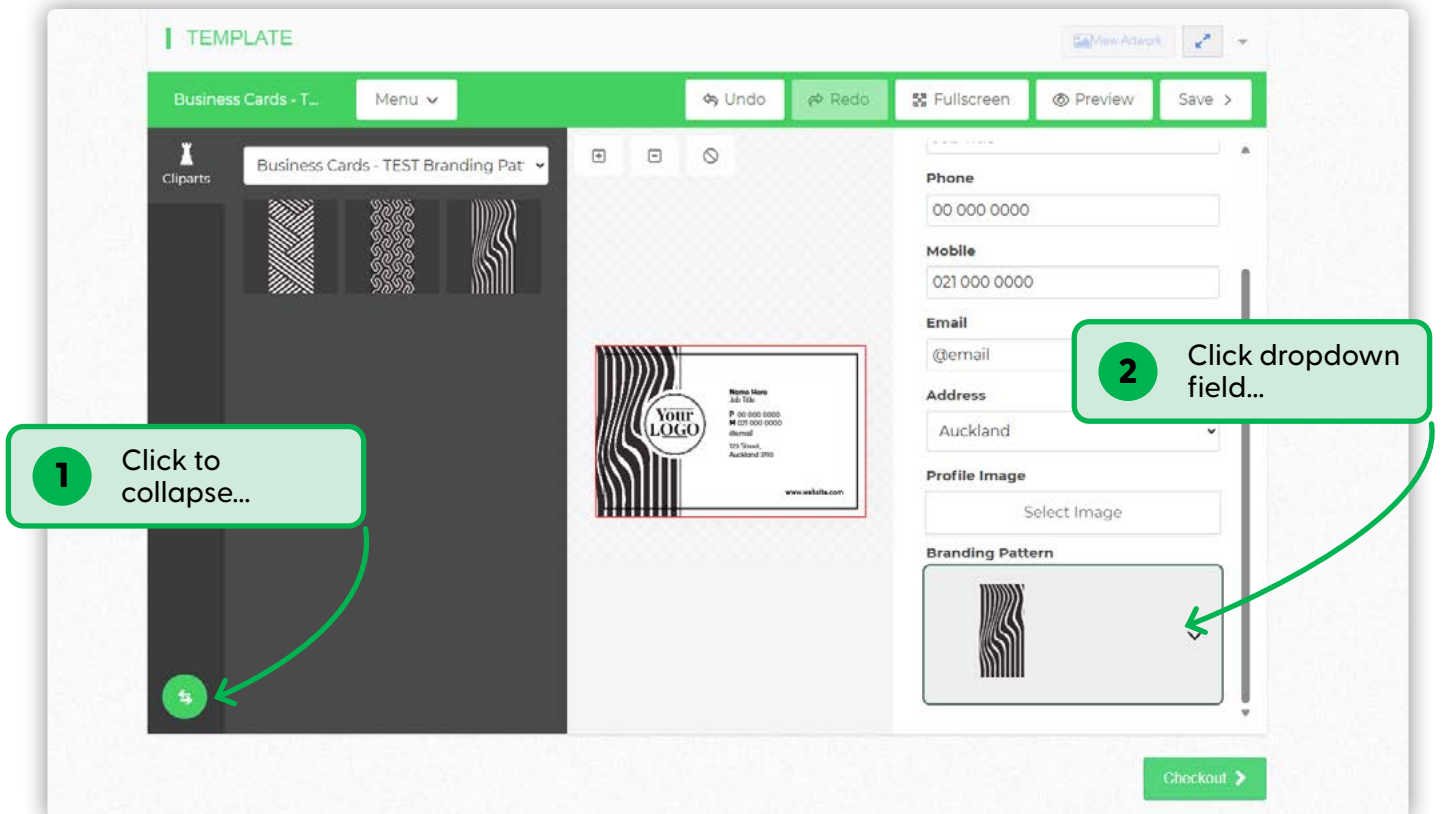
4

And type your own information...

Dropdown Fields - Images



Your template may or may not include the following features



Your image variable dropdown can be displayed as either text or thumbnails

Dropdown Fields - Images... Continued



4 Preview image/colour shift...

5 Check page two...
(if artwork is linked)

Note: Thumbnails may not change instantly

The interface shows a business card design tool. The main workspace displays a card layout with a red border. The card features a logo placeholder, contact information, and a website URL. The sidebar on the right contains form fields for Phone, Mobile, Email, Address, Profile Image, and Branding Pattern. The bottom left shows a page list with thumbnails for Page 1 and Page 2.

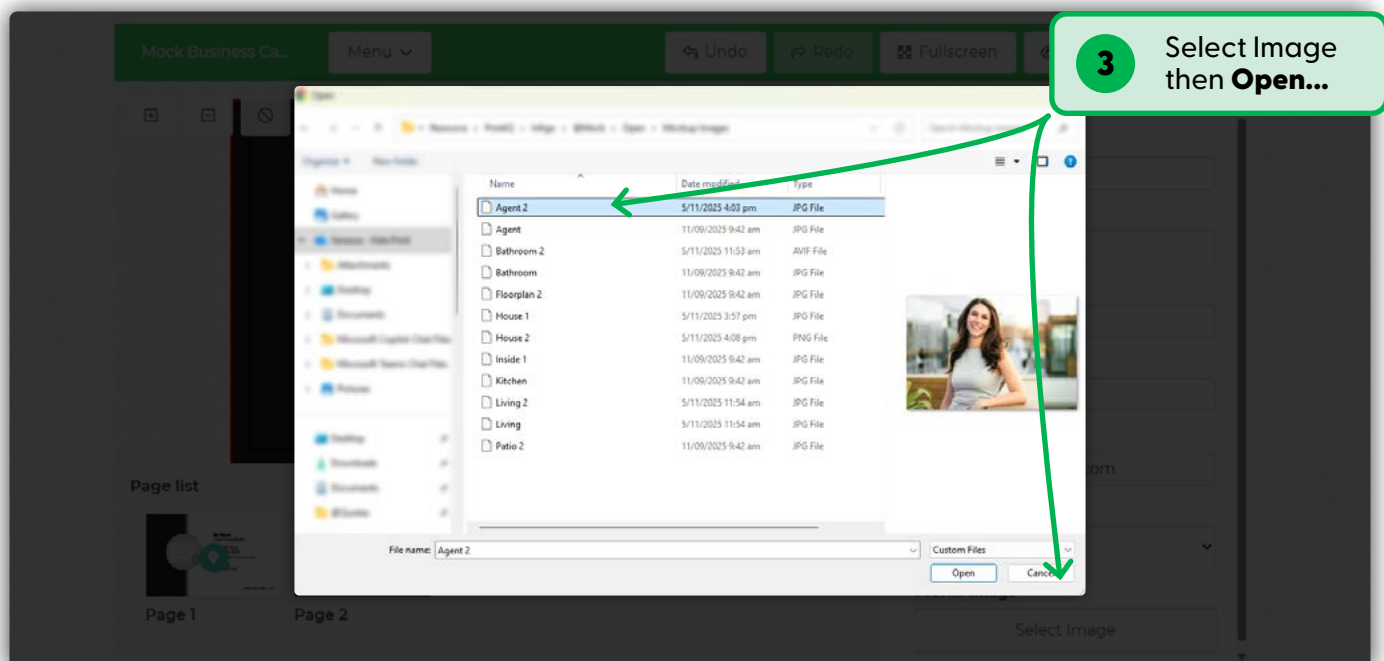
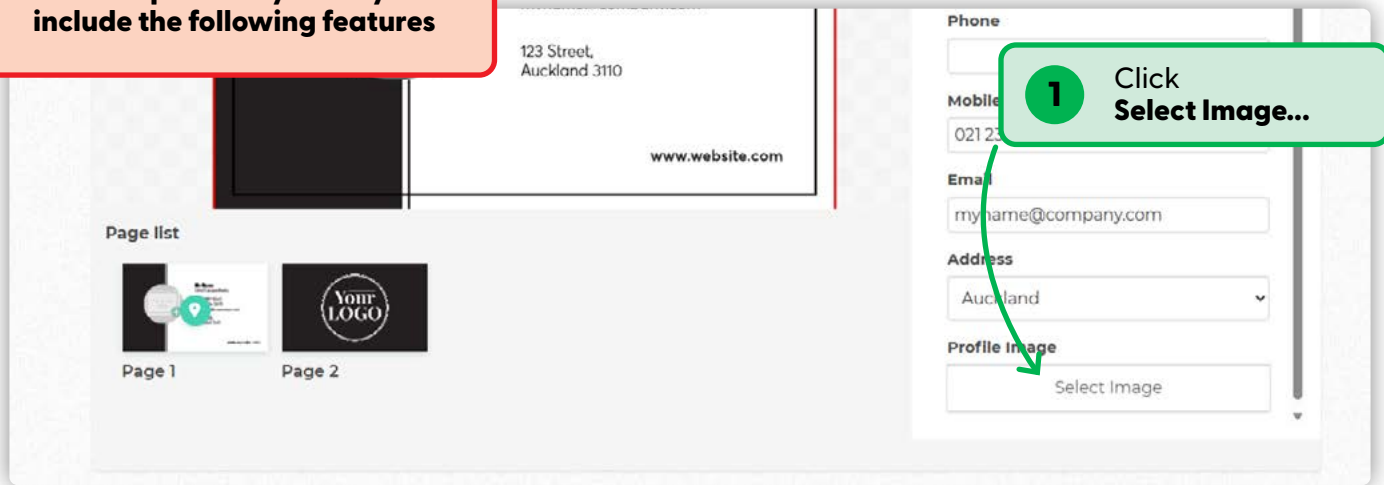
6 Check image/ colour shift has applied on any related pages...

The interface shows the same business card design tool. The main workspace displays the card layout with a black background and a white logo. The sidebar on the right contains the same form fields. The bottom left shows the page list with thumbnails for Page 1 and Page 2.

Upload Image



Your template may or may not include the following features



4 If image positioning requires adjustment... Click **Edit...**

Preselected image effects are automatically applied
(such as greyscale image)

The interface shows a preview of a business card with a circular profile image. The text on the card includes: My Name, Chief Extraordinaire, M 021 234 5678, mvname@company.com, 98 Lane, Hamilton 3200, and www.website.com. The right sidebar contains form fields for Mobile, Email, Address, and Profile Image. The Profile Image section has buttons for Edit, Replace Image, and Remove.

5 Use arrows and + - to reposition as desired...

Image Transformation

The interface shows a grid of buttons for image transformation: +, -, left arrow, right arrow, up arrow, down arrow, and Done. The preview area shows the same business card as before, but the profile image is being repositioned.

6 Then Click **Done...**

Proceed to preview, save, proof and check out as usual

The interface shows the final preview of the business card. The right sidebar contains form fields for Name, Phone, Mobile, Email, Address, and Profile Image. The Profile Image section has buttons for Edit, Replace Image, and Remove. The bottom left shows a page list with Page 1 and Page 2.

Freight - Multiple Addresses



1 Click **Multiple...**

2 Select delivery address...

3 Select delivery contact...

4 Input quantity for destination

5 Click **Add Delivery...**

6 Repeat for remaining deliveries / quantity

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The 'ADDRESS' field contains 'Your Business, 123 Address Road, City, 1110, New Zealand'. The 'CONTACT' field contains 'Your Name'. The 'DELIVERY TYPE' is set to 'Courier Bag'. The 'DELIVERY INSTRUCTIONS' field is empty. A delivery item 'Mock A5 Pads' is listed with a quantity of 5. An 'Add Delivery' button is at the bottom.

7 Check addresses and quantities

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The form displays two delivery items, each with a quantity of 5, and their respective addresses and delivery types. The first item is 'Mock A5 Pads' with a quantity of 5, delivered by 'Courier Bag' to 'Your Name, Your Business, 123 Address Road, City, 1110, New Zealand'. The second item is identical.

Need to add a new Delivery Address? See page 21
Need to add a new Delivery Contact? See page 22

Add New - Delivery Address



Freight

Single Multiple None

ADDRESS Your Business, 123 Address Road, City, 1110, New Zealand +

CONTACT Your Name +

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes...

1 Click **+** Button...
(In Delivery Address Field)

ORDER DETAILS

Address

Mock

Origination: PDF file supplied
Size: A5 (148x210mm) Final
head with unprinted backing
Freight: to 1 x NZ address

Questions (1) *

Freight

Search for address...

Country New Zealand

Company Company Name

Address 1 021 Street Address *

Address 2

Address 3

City/Suburb City *

State

Postcode 1110 *

Remember address YES ☐

Please note we do not deliver to PO Boxes.

Close Save and close

2a Start typing address to
auto populate...

2b OR manually input
address details

3 Click **Save
and Close...**

Add New - Delivery Contact



The screenshot shows the 'Freight' form with tabs for 'Single', 'Multiple', and 'None'. The 'ADDRESS' field contains 'Your Business, 123 Address Road, City, 1110, New Zealand'. The 'CONTACT' field contains 'Your Name' and has a '+' button highlighted by a green arrow. Below these are 'DELIVERY TYPE' (set to 'Courier Bag') and 'DELIVERY INSTRUCTIONS' (with a text area for 'Delivery notes...').

1 Click **+** Button...
(In Delivery Contact Field)

The screenshot shows the 'Create Delivery Contact' modal form. It has fields for 'First name' (Your), 'Surname' (Name), 'Title', 'Email' (Email@company.co.nz), 'Website', 'Phone', 'Fax', 'Mobile' (021 234 5678), and 'Comment'. There is a 'Remember contact' checkbox with 'YES' selected. At the bottom are 'Close' and 'Save and close' buttons. Green arrows point from the '2' instruction box to the 'First name', 'Surname', 'Email', and 'Mobile' fields, and from the '3' instruction box to the 'Save and close' button.

2 Input **delivery contact** details

3 Click **Save and Close...**

Add New - Order Contact



Summary for KPQ157285

PROMO CODE:

1 Item Selected

Retail	\$
Freight	\$
GST	\$
\$	

1 Click **+** Button...
(In Summary Contact Field)

In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions](#) of sale.

☐ Complete Order >

Create Billing Contact

2 Input **order contact** details

First name: *

Surname: *

Title:

Email: *

Website:

Phone:

Fax:

Mobile:

Comment:

Type: ☒ Billing ☐ Delivery

Email Invoice: ☐ NO

Remember contact: ☒ YES

3 Click **Save and Close...**