## ZetaPrints- Does it fit the Proposed Requirement and Functionality?

#### Copy Express Requirement

To provide a website with appropriate backend and possible integration with Xero that allows customers to order print jobs online and meets the budget requirement of $200 to $500 per month (depending on the quality of the solution).

**Web-to-Print and Dynamic imaging are charged for actual usage only. Web-to-Print is NZ $2.5 per order and Dynamic Imaging NZ 0.014 per image Pay as you go.**

**Front End Requirements**

* Design – customer able to custom design their required print jobs ✓
* Proofing – a traceable customer approval system of proposed work designed by copy express (PDF format). ✓
* History – Customer’s previous jobs/designs available for reordering/ editing etc. ✓
* Ordering and Reordering✓
* Default Prepaid Payment system – Credit card and Online banking (online banking option to delay job start and due dates until staff can acknowledge that the payment is received- staff notification of pending payment?). On-account clients should have invoices added to Xero through API with correct terms. Ideal if we could batch invoices for on-account clients so that they don’t get multiple invoices per month. ✓
* Portal – provide semi completed templates for customer design assistance (e.g. add Logo, address) and ideally VDP**\*** dynamic capabilities for customer use. ✓
* CRM – leads/ quotes

- clients/mailing list  
- reminders (e.g. only order 6 months of business cards; send reminder after 5 months to reorder). 🗶

-Surveys – customer feedback. 🗶Through email

* Pricing✓
* Kiosk – internal access ability by staff. ✓
* Wide (Large) Format Available. 🗶

**Back End requirements**

* Keep good specification records – i.e. information currently recorded on the paper tickets. ✓ Sales/ Quote ability ✓
* Workflow tracking– know where the job is in the process (design /pre-Press, printing, finishing, shipping) and where delays are occurring, possible notification/ alerts if job is not shipped or picked up etc. Tracking of outsourced work. ✓
* Staff to be able to tick off the electronic ticket as work is completed. 🗶
* Allow for multiple staff accessing one ticket. ✓(online)
* JDF (Job Definition Format – scripting language for the printer software – used to set up for a job) output by the solution is highly desirable, especially for small jobs, but low priority. ✓

**Invoicing**

* Ideally avoid having to use the current excel spread sheet. ✓
* Minimum requirement is an output to a CSV file better to source or code an API to Xero. ✓
* Preferable batch processing of weekly / monthly jobs- one invoice with details of all the jobs.

With Xero API.

* Nice to be able to track cash sales but not essential, need to at least quantify how much is

**CRM**

* Specialised/ accurate/relevant advertising e.g. Flyer printing promotions to clients that order flyers. ✓
* Database incorporated in the online package, not custom built and maintained. ✓

**Business Process Requirements**

* Identify Backlogs, where processes are not working✓
* Job prioritisation so that staff know what job to do next, based on due date/time but allows for overriding when necessary. ✓
* Alerts/notifications for backlogs and overdue work.
* Ability to track revenue to specific processes i.e. design time, printing, binding, cutting and finishing. Requires staff to be able to easily load billable and non-billable times into the system. (Billable time such as Design time, Non-Billable such as Printer setup).
* Robs Design time to be booked at $60 per hour. ✓

#### System Functionality

The structure of the system can be divided into three main logical components. The first component is the Web Ordering subsystem that provides the functionality for customers to place orders and request for information. This component also provides functions that allow Copy Express employees to keep track of all orders placed, as well as updating orders which have been processed. The second component is the Website Management subsystem that enables Copy Express to add and update items, templates and pricing on items on their website. The last component is the Accounting subsystem which deals with invoices and produces weekly and monthly sales and trend reports.

The Web Ordering subsystem provides the following functionality:

* Register an account ✓
* Log in to the system✓
* Update their account information ✓
* Browse Shop ✓
* Select an item e.g. business cards, posters, flyers etc. ✓
* Customize options for a selected item ✓
* Browse supplied templates ✓
* Upload custom template design ✓
* Add an item to their Shopping Cart ✓
* Remove an item from their Shopping Cart ✓
* Provide delivery and payment details ✓
* Review order summary ✓
* Place an order ✓
* View order history ✓
* Receive confirmation of quote/design ✓
* Place feedback/survey 🗶 through email
* Retrieve new orders from the database ✓
* Queue management that prioritizes orders based on due date, simplicity etc…✓
* Modify the status of an order once it has been processed. ✓
* Approve Proofs ✓
* Accept Quotes ✓

The Website Management subsystem will only be accessible to authorized Copy Express employees and provides users with the ability to, using a graphical user interface:

* Add/Modify Clients ✓
* Add/Update/Delete a new item from the website✓
* Upload /Delete a template from the website✓
* Send Quotes. ✓
* Send proofs. ✓
* Update price for an item✓
* Update additional information e.g. descriptions, photos, etc. ✓
* Add/Modify Jobs. ✓

The Accounting subsystem provides the following functionality:

* Load invoices into Xero ✓through API
* Produce weekly and monthly invoices 🗶through API
* View Customer Credit 🗶
* Produce weekly and monthly sales trend report ✓
* Produce weekly and monthly sales history report ✓