



Welcome to the



## Media Centre User Guide V1.0

[unitec.mediacentre.co.nz](http://unitec.mediacentre.co.nz)

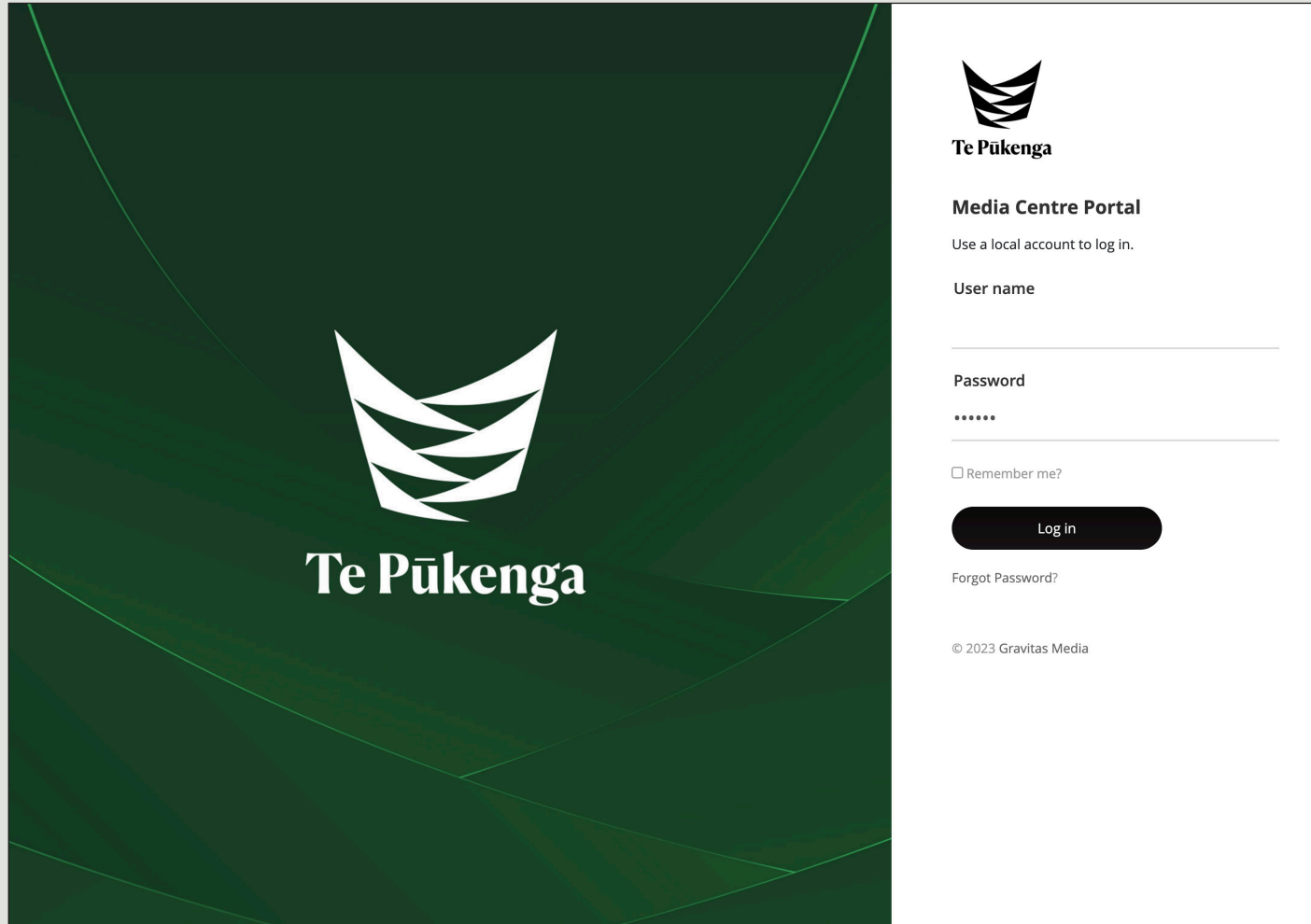
To login to the Unitec Te Pūkenga Media Centre, open a web browser and enter:

**unitec.mediacentre.co.nz**

Enter your Username  
and Password.

*Only registered Unitec Te Pūkenga employees will be able to access the portal.*

*User information is submitted by Unitec Te Pūkenga and logins are supplied by Gravitass Media to users.*



The image shows a login page for the Te Pūkenga Media Centre Portal. The page is split into two main sections: a large dark green background on the left and a white sidebar on the right. The dark green section features a large white logo of a stylized 'M' shape, composed of several overlapping, curved, leaf-like segments. Below the logo, the text 'Te Pūkenga' is written in a white, bold, sans-serif font. The white sidebar on the right contains the following elements: a smaller version of the 'M' logo at the top, followed by the text 'Te Pūkenga' in bold. Below this is the heading 'Media Centre Portal' in bold, followed by the text 'Use a local account to log in.' in a smaller font. There are two input fields: 'User name' and 'Password'. The 'Password' field is masked with dots. Below the password field is a checkbox labeled 'Remember me?'. A dark green rounded rectangular button with the text 'Log in' in white is positioned below the checkbox. Below the button is a link that says 'Forgot Password?'. At the very bottom of the sidebar is the copyright notice '© 2023 Gravitass Media'.

**Te Pūkenga**

**Media Centre Portal**

Use a local account to log in.

User name

Password

.....

☐ Remember me?

Log in

[Forgot Password?](#)

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## Home Page


The Home page is the portal dashboard and contains direct access to all major areas of functionality.

We will cover each Home page element separately in this manual. To begin, here is a screenshot of the full Home Page screen as it appears once a user has logged in.

## Announcement Window

Important production announcements appear in the black bar at the very top of the Home Page screen.

Welcome to Media Centre, your personalised print ordering system. SHOW MORE ▾



Te Pūkenga

Home

Products ▾

Orders

My Account

Get Help

Cart


Products

Search Products

Choose from a selection of print to order or pre-printed products.

Product Categories

Business Cards




Product Listing

Filter

Show 10 ▾ entries

Previous 1 2 3 4 5 Next

Preview	Title	Description
	Pull Up Banner Te Pūkenga International	Pull Up Banner Te Pūkenga International Design

Welcome to Media Centre, your personalised print ordering system. HIDE ▲

DEADLINES - REMINDER OF TIMEFRAMES:


- DIGITAL PRINT JOBS: Please allow 3 working days.
- OFF SET OR JOBS WITH EXTRA FINISHING: Please allow 10 working days.

My Order

You have no items in your cart

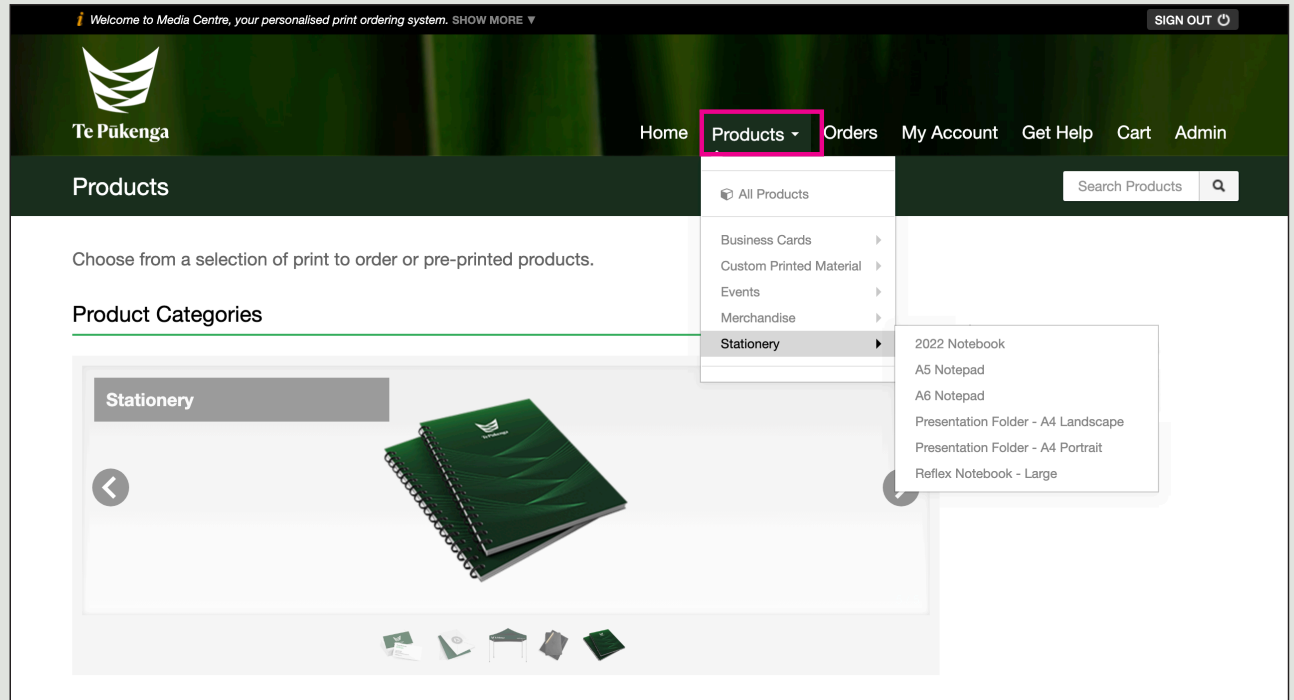
TOTAL excl. GST \$0.00

Check Out



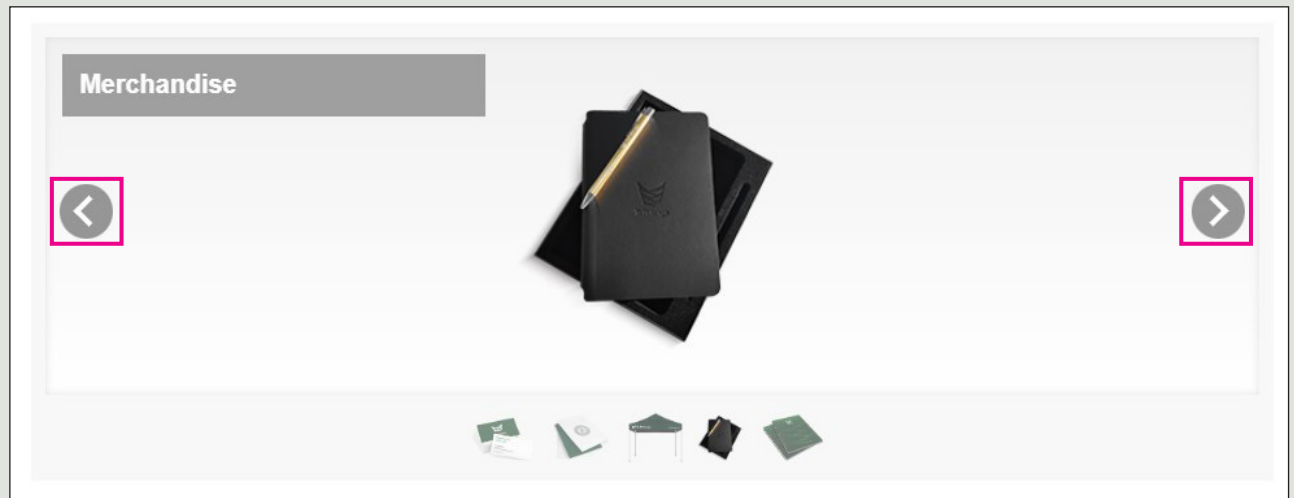
## Products

The 'Products' Menu option is a drop-down which when clicked, displays the 'All Products', product categories.



## Product Reel


The Product categories also have a visual representation in the Home page Product Reel, simply click the arrow buttons at each end of the reel.



# Orders

View your past or saved order information by clicking on 'Orders' in the top menu navigation bar.

Past orders can be viewed, and re-ordered.

**Te Pūkenga**

HomeProductsOrdersMy AccountGet HelpCartAdmin

My Orders

Search Products

Click 'view' to go to the order details page and view a proof of the selected order.

Order List

Filter

Show 25 entries

Previous1Next


DATE	ITEM #	PRODUCT	QTY	COST	STATUS	ACTIONS
Mar 29 2023 11:41AM	WT10003	Bachelor of Nursing A4 Flyer	100	\$79.35	Cancelled	<a href="#">VIEW</a> <a href="#">RE-ORDER</a> <a href="#">REMOVE</a>

Showing 1 to 1 of 1 entries

Previous1Next

# My Account

The 'My Account' page allows you to alter your personal registration details.



HomeProductsOrdersMy AccountGet HelpCartAdmin

Manage Account

Search Products

View or update your account information below and then click 'Save'.

Registration Details

\* First

Rachel

\* Last

Ferguson

\* Email

rachel.ferguson@gravitasmedia.co.nz

\* Phone

\* Username

tepukenga.rachel

Back

Save

You're logged in as - **tepukenga.rachel**

Change Password Form

Current password

New password

Confirm new password

Change password

My Order

You have no items in your cart


TOTAL excl. GST

\$0.00

Check Out →

## Get Help

The Get Help page, contains resources and lines of support for any users in need of assistance. This includes links to the Frequently Asked Questions page and an on-line version of this User Guide.

**Te Pūkenga**

HomeProductsOrdersMy Account**Get Help**CartAdmin


Get Help

Search Products

Have questions? Need help? Make sure you check out our [Frequently Asked Questions](#), consult the [Media Centre User Manual](#) or [Editable Templates User Guide](#). Tried that and still stuck? There is a support network available to assist you.

**Key Contacts**

For Media Centre support and order enquiries contact:

**Gravitas**  
MEDIA


**Gravitas Media**  
Email: [orders@mediacentre.co.nz](mailto:orders@mediacentre.co.nz)  
Phone: 07-846-8652

"We take web portal issues very seriously and your enquiry will be addressed without delay." - Gravitas Media Media Centre Support Team

# Ordering

Filter or select the product you wish to order.

If the product you have selected has variable data, the editable template screen will appear.

**Te Pūkenga**

HomeProductsOrdersMy AccountGet HelpCartAdmin


Products

Search Products

Choose from a selection of print to order or pre-printed products.

Product Categories



Business Cards



Product Listing

Filter Business Cards

Show 10 entriesPrevious1Next

Preview	Title	Description
	Business and Appointment Cards	Business and Appointment Cards
	Business Cards	



## Editable Templates

Type the information in the text fields under Settings.

This will appear on the product template

When all the details on your template are correct, click Next.

← Back

Next →

Settings

First Name

Firstname

Last Name

Lastname

Title (Te Reo)

Role title Te reo

Title (English)

Role title English

Mobile

021 0000 0000

Email

firstname.lastname@tepukenga.ac.nz

Firstname Lastname

Role title Te reo


Role title English

021 0000 0000

0800 86 22 84

firstname.lastname@tepukenga.ac.nz

tepukenga.ac.nz



Te Pūkenga

# Product Information

The press/printing information appears under 'Description'.

You can click on the 'View PDF' button to view or download the print-ready proof of your product.

Under 'Order Details' select the Account/Programme and the desired quantity from the drop-down box.

Once you have selected your order quantity and entered any extra instructions you have the option to 'Save for Later', or 'Add to cart'.

To return to your saved order, you can access this via 'Orders' on the Main Menu. This will display the saved order in the list with options to "View" or "Remove. Selecting 'View' will take you (back) to the 'Product information page where you can proceed to add this order to the Cart.

Press 'Add to Cart' and you will be redirected back to the Product Gallery and a green text window will appear at the top of the page.

## Business Cards

### Description

These variable templates allow quick changes to contact info at the touch of your fingers, allowing creation to delivery to be ultrafast. Printed on demand, order in 50, 100, 250 or 500 cards per name.

**COLOUR** Digital CMYK 2 Sides

**STOCK** 340gsm Splendorgel

**FINISHED SIZE** 90 x 55mm

**FINISHING** Trim and Pack

**DELIVERY** As per delivery instructions

### Artwork Preview


 View PDF



### Order Details

Account/Programme **Te Pukenga Root** ▾

Quantity **50 - \$56.00 excl. GST** ▾

Extra Instructions 

450 characters max

☐ I have checked this design for typographical and grammatical errors and have confirmed that all names, dates, and other unique information listed on this design are correct. I accept this proof as my final design. I also acknowledge that this proof will be used exactly as-is to produce my order. I have read and agree to the [Media Centre Terms and Conditions](#).


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Save for later

Add to Cart

Your order will appear in your 'MY ORDER' cart.

You can then checkout using the Check Out button, and the Delivery & Billing Address screen appears.



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Products


Search Products

Choose from a selection of print to order or pre-printed products.

Your product has been successfully added. Please click here to check out.

Product Categories

Business Cards




Product Listing

My Order

Firstname LastnameBusiness CardsQTY: 50 | COST: \$56.00

TOTAL excl. GST\$56.00

Check Out



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Cart

Search Products

Please select the delivery and billing details for your orders before checkout.

Order List

Printable Estimate

	DATE	ITEM #	PRODUCT	QTY	COST	ACTIONS
<input checked="" type="checkbox"/>	3/04/2023 4:02 pm	WT10030	Firstname Lastname - Business Cards	50	\$56.00	<div>VIEWREMOVE</div>

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Continue Checkout


# Delivery & Billing Addresses

The 'Delivery And Billing Address' page enables you to check key information before placing your order.

Select your delivery address from the drop down menu. To edit an address click 'Manage Addresses' to add an Address click 'Add Address'.

There is a standard billing address for Unitec Te Pukenga.

Once you have completed your Delivery information, click on the 'Continue Checkout' button to proceed.



Te Pukenga

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Cart

Search Products

Please select your delivery and billing details.

Delivery Method

Delivery

Delivery

Manage AddressesAdd Address

\* Attention To

Rachel Ferguson

Address 1

Te Pukenga, Marketing Team

Address 2

322 Hardy Street

Address 3

City

Nelson

Postcode

7010

Billing Details

Manage AddressesAdd Address

Address 1

Te Pukenga, Marketing Team

Address 2

322 Hardy Street

Address 3

City

Nelson

Postcode

7010

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Continue Checkout →

Add Address

Address 1

Address 1

Address 2

Address 2

Address 3

Address 3

City

City

Postcode

Postcode

Country

New Zealand

Back


Save Address →

# Checkout

The Checkout screen is what will generate the order invoice, display related fees and order totals. Click on the 'Submit Order' to complete your order.

The Payment Type drop-down at the top of the Checkout page has a default selection of 'Invoice'; no other options are currently available.

A valid Purchase Order Number should be entered before proceeding.



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Search Products

Q

Please select your payment details.

Payment Method

Payment Type

Invoice

▼

PO Number

Company for PO is Gravitas Media

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Save for later

Submit Order ✓


Order Details

ITEM #	PRODUCT	QTY	DATE	COST
WT10030	Firstname Lastname - Business Cards	50	Apr 3 2023 4:02PM	\$56.00
Subtotal				\$56.00
GST				\$8.40
Total to Pay				\$64.40



# Order Confirmation

Once the payment step is complete, a confirmation screen will appear.  
From this point you will be able to see your Order in your Orders list!



Te Pūkenga

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Thank You

Search Products

Your order has been placed.  
A confirmation email will be sent to you shortly.  
[Click here to return to the main menu](#) or [here to logout](#).

Order Details

ITEM #	PRODUCT	QTY	DATE	ACTIONS	COST
WT10029	Firstname Lastname - Business Cards	100	Apr 3 2023 2:12PM	<a href="#">VIEW</a>	\$54.00
Subtotal					\$54.00
GST					\$8.10
Total to Pay					\$62.10

ORDERED BY

Name

Jacki Coffey

Email

jacki.coffey@gravitasmedia.co.nz

DELIVER TO

Name

Jacki Coffey

Address

Te Pūkenga NMIT, Marketing Team  
322 Hardy Street  
Nelson 7010  
New Zealand

BILL TO

Name

Jacki Coffey

Address

Te Pūkenga NMIT, Marketing Team  
322 Hardy Street  
Nelson 7010  
New Zealand

## Confirmation Email

Following confirmation of your order in Media Centre, you will also be sent a confirmation email to your inbox.

Here is an example of the automated email order notification.

For any order inquiries, please state your WT item #.

**TE PUKENGA MEDIA CENTRE**

### Thank you, Rachel



Your order has been received.

**Order Summary:**

Item #	Product	Qty	Status	Date	Cost
WT10031	Firstname Lastname - Business Cards	50	New	4/04/2023	\$56.00
				Subtotal	\$56.00
				GST	\$8.40
				<b>Total to Pay</b>	<b>\$64.40</b>

**Bill To:**  
Rachel Ferguson  
Te Pukenga, Marketing Team, 322 Hardy  
Street, Nelson 7010, New Zealand

**Deliver To:**  
Rachel Ferguson  
Te Pukenga, Marketing Team, 322 Hardy  
Street, Nelson 7010, New Zealand



✉ [orders@mediacentre.co.nz](mailto:orders@mediacentre.co.nz)

🌐 [unitec.mediacentre.co.nz](http://unitec.mediacentre.co.nz)

