



Introduction

Welcome to Auckland Transport Online Ordering Portal System. This site has been created with the intention to assist users with the following:

- Ordering timetables

The site is a simple and easy method for users to access up to date information.

Logging In

To Access the site please go to the following URL using your Web Browser.

<https://portal.bluestar.co.nz/login/aucklandtransport>

To log in, please enter your Username and Password. These will have been provided to you separately to this document. Either press the enter key or use your mouse to click on the Login Button.



Blue Star Print Management Portal

Once logged in, you have two menu options available on the left hand side of the window.

- Home
- Works Catalogue
- Works Now

Home

The Home Screen displays a number of useful features including the Welcome message, Contact, Delivery and Favourites sections along with Notifications.


Home Works Catalogue

Welcome to the Blue Star Works Portal for Auckland Transport

This portal provides a single, secure point of access to quotes, production, print collateral, ordering, images, billing information and business intelligence reporting. View WIP, action quotes, order from the inventory catalogue and place one-off orders for template based products. Download invoices and ATB's. Search for content and download documents and images from your library. View, download or export reporting on usage, performance, billing and sustainability.

Download a user manual by clicking the link below.

[Download user manual](#)



Notifications

Favourites

[Edit Favourites](#)

Contacts

If you need ordering or product assistance contact your customer support team:

Telephone: 0800 152 333
Email: aucklandtransport.support@bluestargroup.co.nz


If you need general assistance contact your account management team:

Leroy D'costa
Mobile: +64 27 531 9620
Email: Leroy.Dcosta@bluestargroup.co.nz

Location

Blue Star Works Auckland
Level 1, 27 Bath Street, Parnell, Auckland
New Zealand

[View larger map](#)



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Delivery

For orders received before 2.30pm

Catalogue Orders for "Stocked" items
Will be despatched from our warehouse that same day.

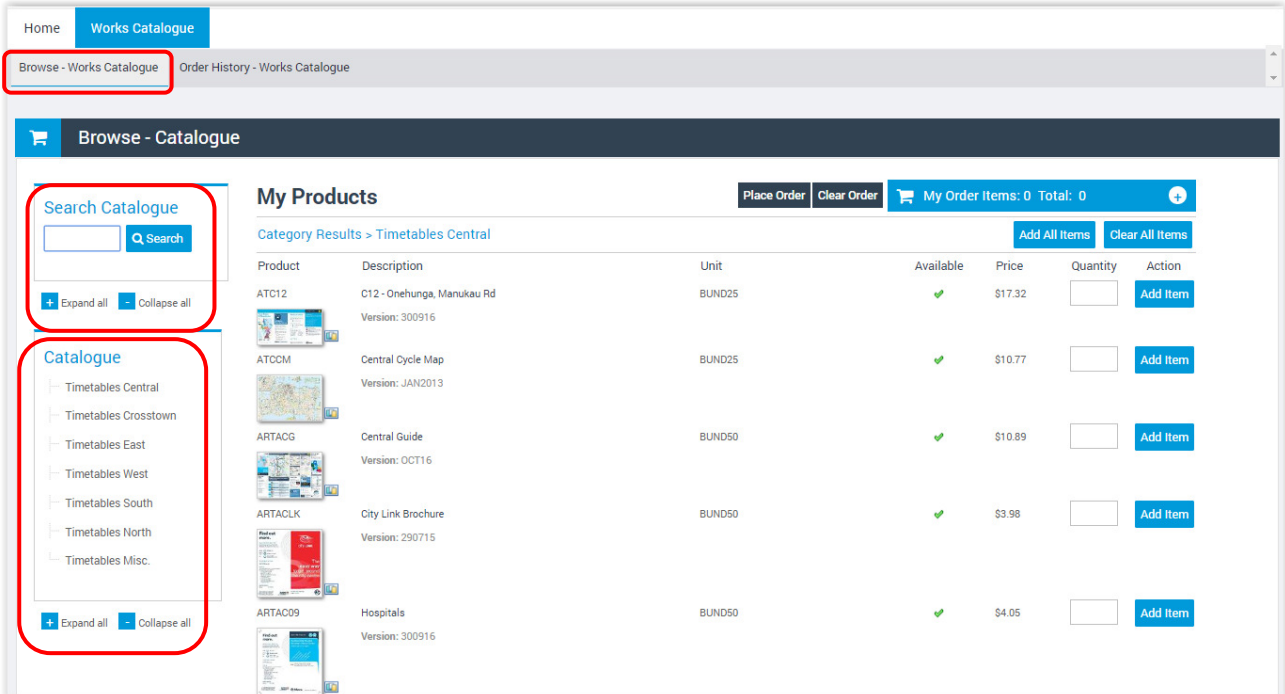
Works Now Orders for "Made to Order" items
Will be despatched inline with the leadtime.

Other deliveries being made within 48 hours.

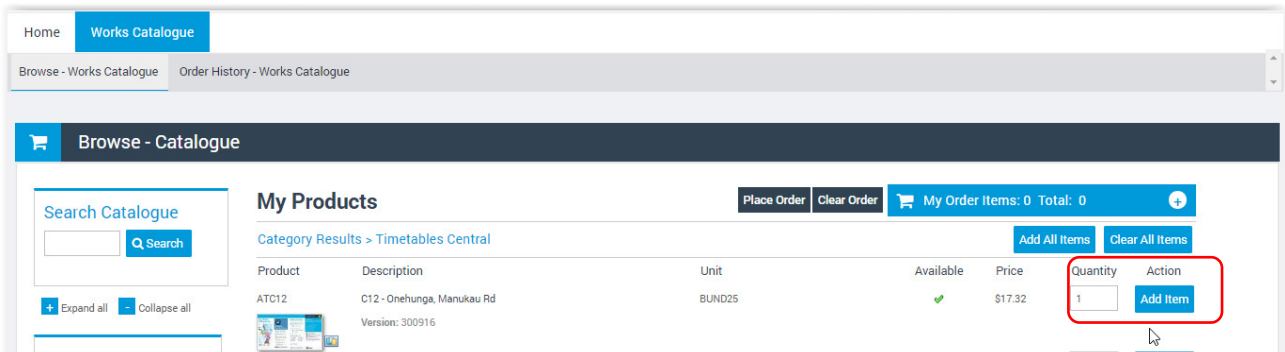
Works Catalogue

Select Works Catalogue from the main menu and then Browse – Works Catalogue from the sub menu. This will take you to a window with all your products listed. You can select a catalogue from the menu down the left to display products within this grouping.

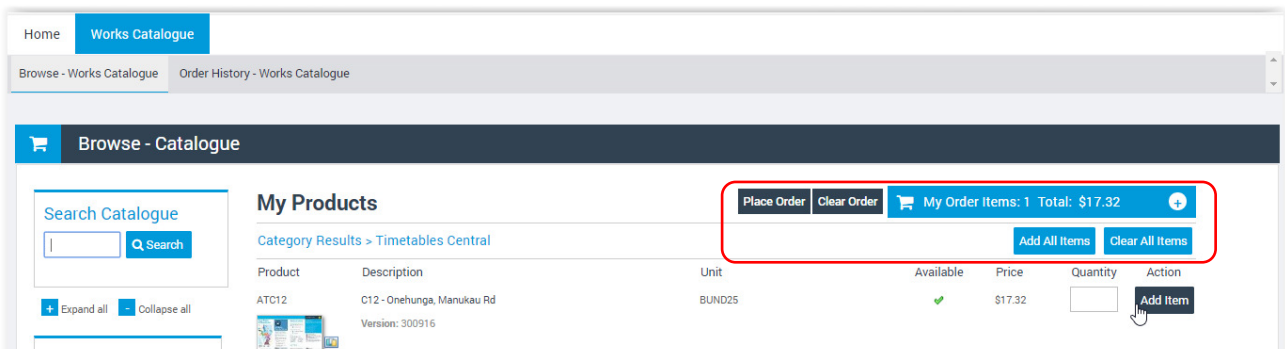
The products will be displayed within the middle frame as per the below image. You may also search for a product by typing a keyword or code into the Search field ie AGAPW



To place an order, insert the required number in the quantity box and click Add Item to the right of the item.



This clears the quantity field and now shows that you have 1 items in your My Order Items. You may continue to add additional items to your order.



Once you have completed selecting your items, click on Place Order at the top of the form.

You can now select your Delivery Info - this defaults to your delivery address. If your order is to be delivered to a different address, select the One-off Delivery Address under the Delivery Info drop down - this will clear the address info to the right and allows you to enter a new address.

Enter any additional information you may require to identify your order at a later date e.g. order Reference or Cost Code. The Comments field allows you to provide special delivery instructions.

The screenshot displays the 'My Order Details' page. On the left, there is a 'Search Catalogue' box and a 'Catalogue' sidebar with categories like 'Timetables Central', 'Timetables Crosstown', etc. The main content area is titled 'My Order Details' and includes a 'General' tab. The 'Order Info' section shows 'Order ID: W1156870' (highlighted with a red box), 'Order Date: Nov 4, 2016', and 'Reference' and 'Cost Center' fields. The 'Delivery Info' section shows 'One-off Delivery Address' selected in a dropdown menu. Below this, there are fields for 'Attention: Nigel Watkins / Rachel Salt', 'Business Name: AUCTRANTT', 'Deliver to: Auckland Transport Timetables, Level 3, 21 Pitt St, Auckland 1010', and 'Country: New Zealand'. A 'Comments' field is also present. At the bottom, a 'Customer Order Lines' table lists one item: 'ATC12 C12 - Onehunga, Manukau Rd' with a quantity of 1, unit 'BUND25', price '\$17.32', and total '\$17.32'. The table also shows 'Sub Total: \$17.32', 'Tax (GST): \$2.60', and 'Total Amount Payable: NZD \$19.92'. The page includes 'Save & Exit' and 'Complete Order' buttons, along with a warning message: 'WARNING: Click complete to place your order'.

Saving or completing your order

If you wish to save your order for later click Save & Exit, if you have no more items you want to add click Complete Order at the top of the form.

If you select Save & Exit this will take you to a confirmation page advising that your order has been saved. If you have saved the order and not completed the order you should take a note of the online Order Number so that you may easily locate it later for editing and order placement. Once completed this will place your order and take you to an Order Confirmation screen. In this instance you will be advised that your order has been successfully placed.

Order Number	W1156870
Sub Total	\$17.32 (excl GST)
Tax (GST)	\$2.60
Total Amount	\$19.92 (incl GST)
Required	08/11/2016

Order History – Works Catalogue

The Order History allows you to review any order placed or saved through the online ordering site. You can filter your search in a number of ways:

- Order Number
- Customer Name
- Reference
- Created by (i.e. Username)
- Order Status
- Date range

Click Search to run the search.

The screenshot shows the 'Order History - Catalogue' page. On the left, there is a 'Search Catalogue' box with a search input and a 'Search' button. Below it are 'Expand all' and 'Collapse all' links. A 'Catalogue' sidebar lists categories like 'Timetables Central', 'Timetables Crosstown', etc. The main area is titled 'My History' with 'Filters & Sorting' options. The filters include: Order Number (W1156870), Customer Name, Reference, Created By, Order Status (All), Created From (Nov 4, 2016), and Created To. Sorting options are 'First Sort By' (Order Date, Descending) and 'Then Sort by' (Ascending). A 'Search' button is highlighted with a red box. Below the filters is a 'My History Details' section with a 'New Order' button. A table displays one record:

Order	Customer Name	Reference	Created By	Value	Created	Status	Action
W1156870	Auckland Transport Timetables		earl.waretini	\$0.00	Nov 4, 2016	Cancelled	View

At the bottom, it says 'Number of records: 1, showing all records'.

This area of the site is useful to:

- Retrieve saved orders for further editing and completion (Status will show as Draft).
- Review your order activity over a date range.
- Review past orders to check status.

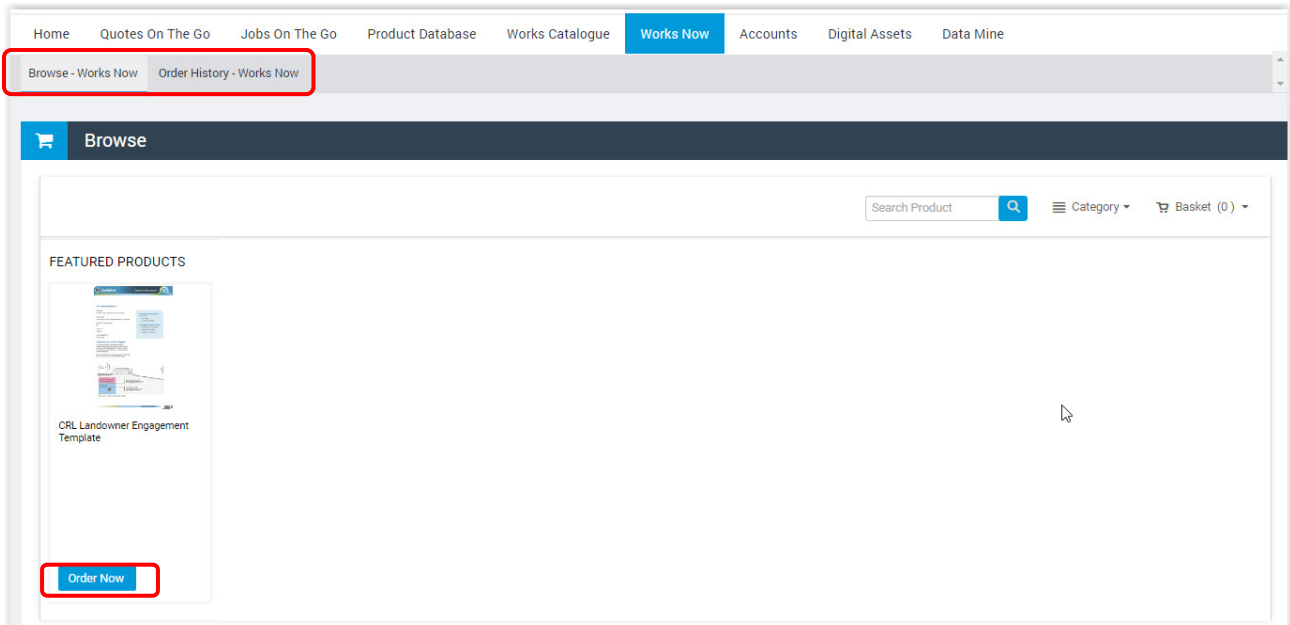
Works Now

Click on the Works Now tab this will then display personalised items available to order.

Browse – Works Now displays the templates available to order

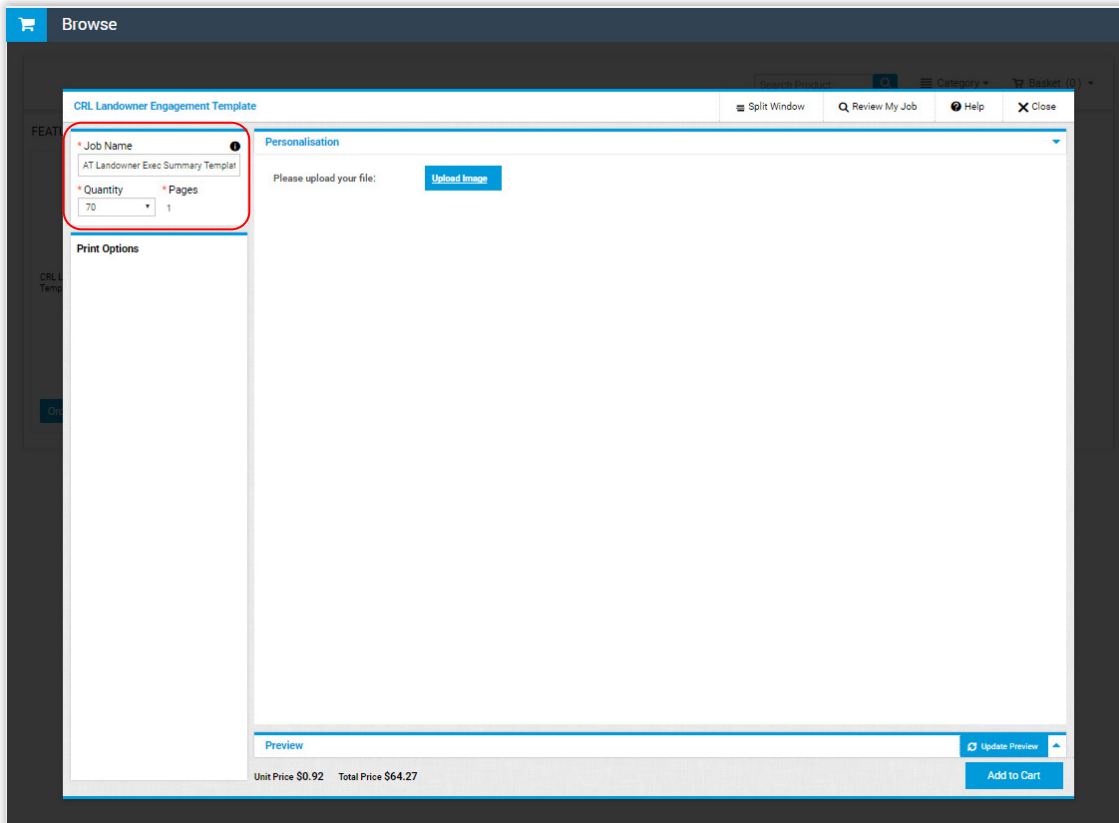
Order History – Works Now displays previous orders.

Under the Browse – Works Now button click on the Order Now button to progress.

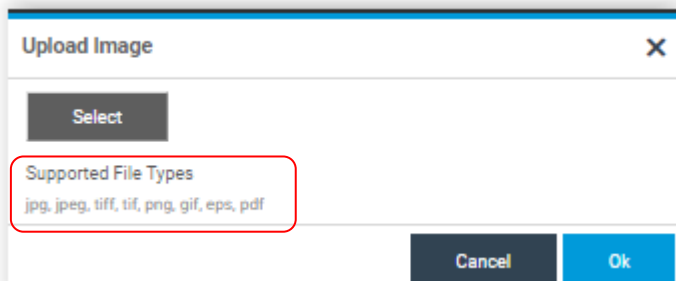


Fill in the details in the first column ie Job Name and Quantity.

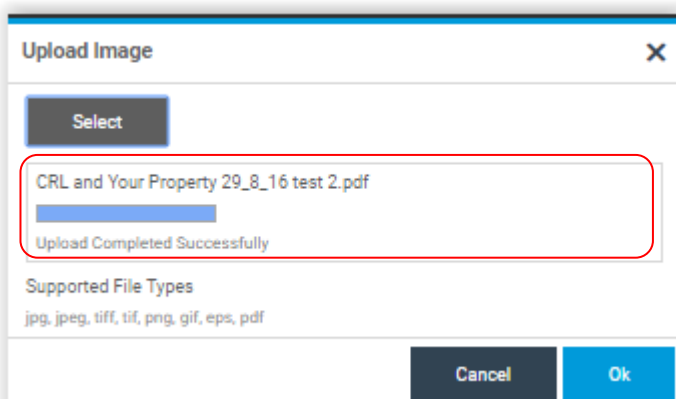
Now in the Personalisation section Upload your image.

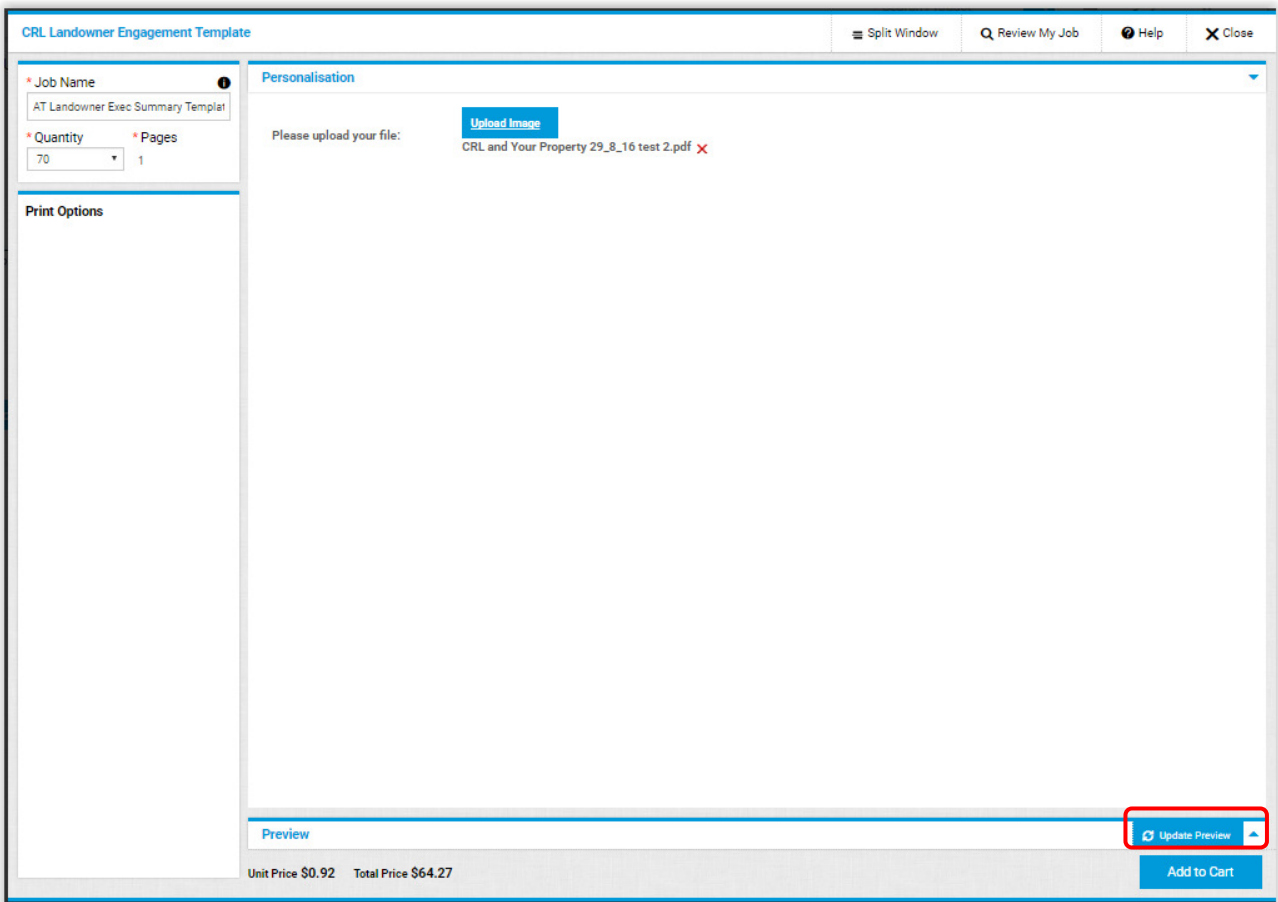


The window displayed allows you to select your image from where it is located in your file system. Supported file types are highlighted below. Click the select button to access your files for the image required.

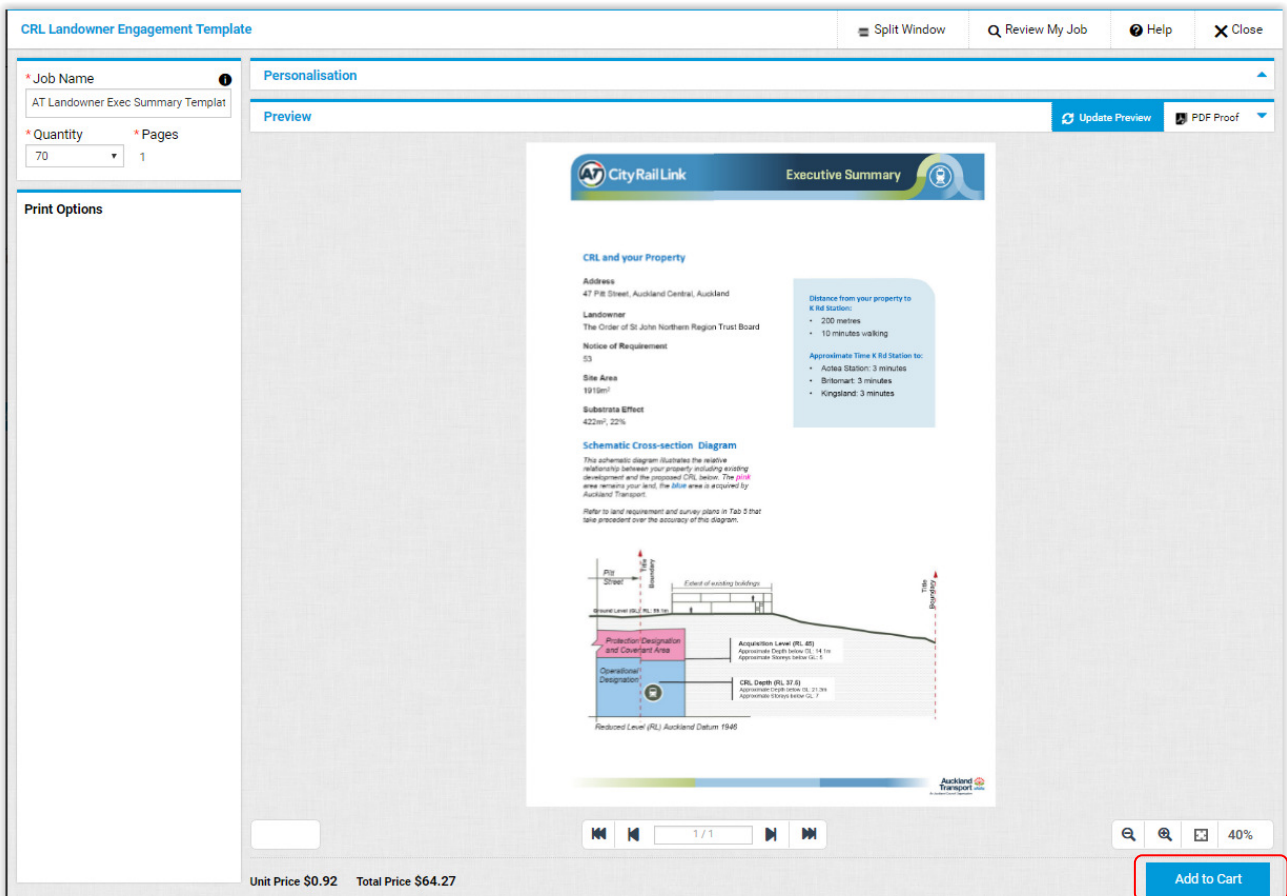


Once you select your image it will display in the window below – click the Ok button and this will then place your image into the Personalisation Window.





Select update Preview to display your image.



Once all fields have been filled in click on the update preview this will display an image of the item for you to view.

If you are happy with the image select Add to Cart, this will display items in your basket.

The screenshot shows the 'Works Now' basket page. The navigation bar includes 'Home', 'Quotes On The Go', 'Jobs On The Go', 'Product Database', 'Works Catalogue', 'Works Now', 'Accounts', 'Digital Assets', and 'Data Mine'. Below the navigation bar, there are tabs for 'Browse - Works Now' and 'Order History - Works Now'. The main content area is titled 'Browse' and contains a search bar, a category dropdown, and a basket icon showing 'Basket (1)'. The basket section is titled 'BASKET' and contains a table of products. The table has columns for 'Products', 'Quantity', 'Unit Price', and 'Total'. The product listed is 'AT Landowner Exec Summary Template' with a quantity of 70, a unit price of \$0.92, and a total of \$64.27. To the right of the table, there is a summary box showing 'Subtotal: \$64.27', 'Taxes: \$9.64', and 'Total: \$73.91'. Below the summary box, there is a note: 'Proceed to checkout to view final order total, including taxes, fees, shipping.' At the bottom of the basket, there are three buttons: 'CONTINUE SHOPPING', 'CLEAR BASKET', and 'CONTINUE ORDER'. The 'CONTINUE ORDER' button is highlighted with a red box.

Products	Quantity	Unit Price	Total
AT Landowner Exec Summary Template Item Name: CRL Landowner Engagement Template	70	\$0.92	\$64.27

Subtotal: \$64.27
Taxes: \$9.64
Total: \$73.91

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR BASKET **CONTINUE ORDER**

If you hover your mouse over the '\$' value on the order line this will display specifications of your orderline.

The screenshot shows the 'Works Now' basket page with a tooltip displayed over the '\$64.27' total value of the product. The tooltip contains a table with columns: 'Pricing Summary', 'Billing Unit', 'Component Price', 'Count', and 'Price'. The data in the tooltip is as follows:

Pricing Summary	Billing Unit	Component Price	Count	Price
AT Landowner Exec Summary Template	Per Copy	\$0.92	70	\$64.27

Below the tooltip, there is a note: 'The count field may be the job quantity but may be calculated from a record set or the billing unit.'

The rest of the page is identical to the previous screenshot, showing the basket summary and the 'CONTINUE ORDER' button highlighted with a red box.

Click on Continue Order to progress and fill in the delivery and shipping options, save your address and then click on the Proceed to Purchase.

Home Quotes On The Go Jobs On The Go Product Database Works Catalogue **Works Now** Accounts Digital Assets Data Mine

Browse - Works Now Order History - Works Now

Browse

1 Shipping 2 Payment 3 Finish

Address

[Add from Address Book](#)

First Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

Country:

State/Province/Region:

Zip/Postal Code:

Phone Number 1:

Company:

Email:

Delivery Instructions:

Save to My Address Book

You must click save to proceed with checkout.

Products

AT Landowner Exec Summary Template

Item Name: CRL Landowner Engagement Template

Qty	Unit Price	Total
70	\$0.92	\$64.27

Subtotal: \$64.27

Shipping: \$0.00

Taxes: \$9.64

Total: \$73.91

On the shipping options windows fill in your details and save the form at the bottom of the window. This will now make your address available for future orders. To locate this address in future orders select the Add from Address Book at the top of the form.

Home Quotes On The Go Jobs On The Go Product Database Works Catalogue **Works Now** Accounts Digital Assets Data Mine

Browse - Works Now Order History - Works Now

Browse

Shipping 2 Payment 3 Finish

REFERENCE

Reference:

Cost Centre:

Products

AT Landowner Exec Summary Template

Item Name: CRL Landowner Engagement Template

Qty	Unit Price	Total
70	\$0.92	\$64.27

Subtotal: \$64.27

Shipping: \$0.00

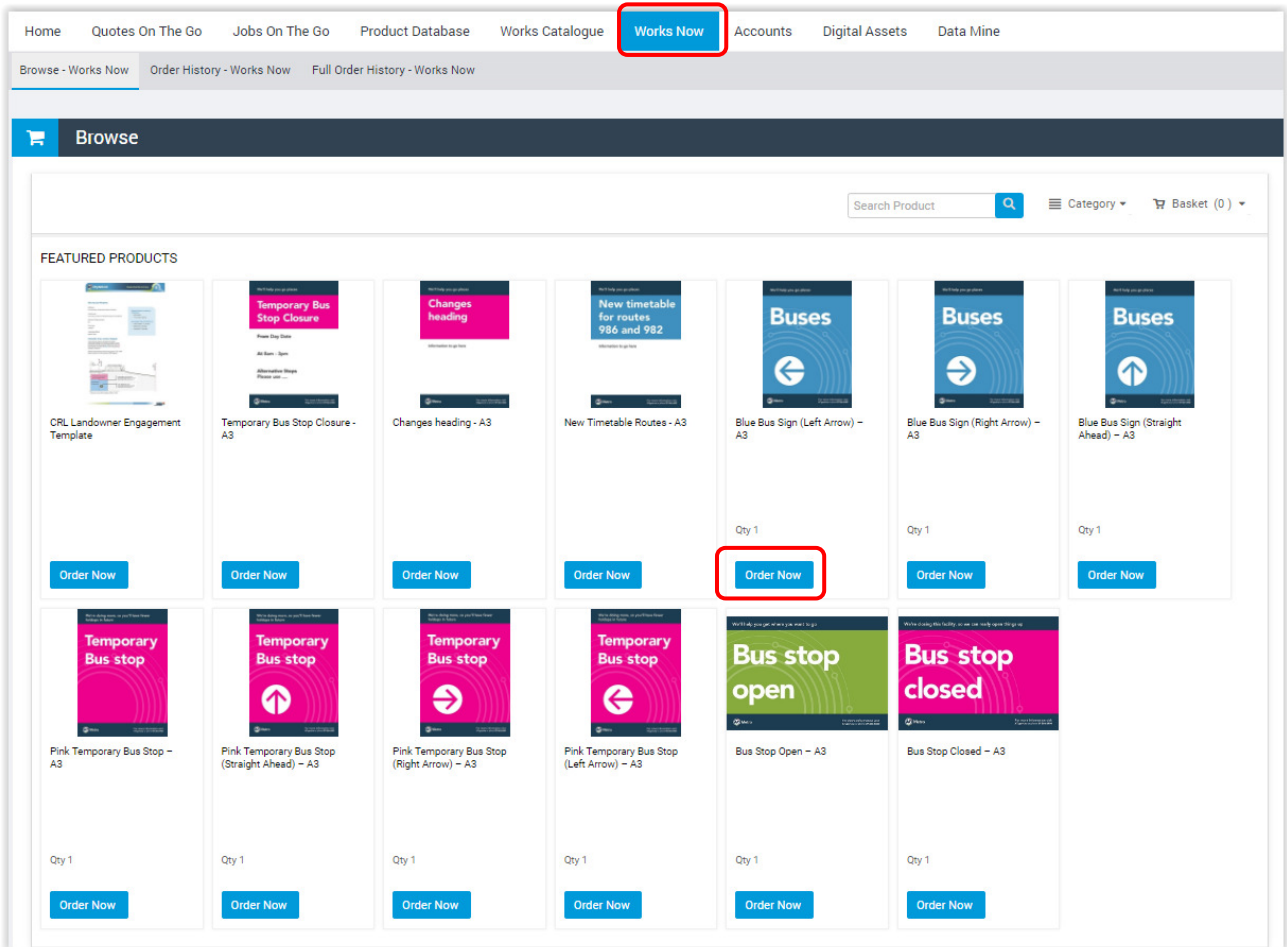
Taxes: \$9.64

Total: \$73.91

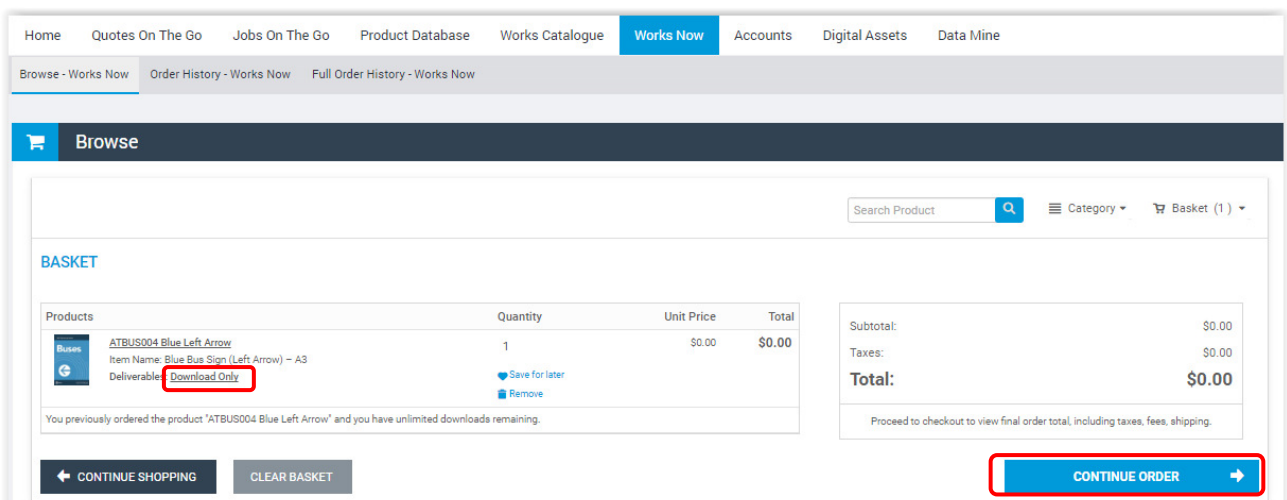
You may need to fill in a Reference field for your order, once this is done you can place your order.

Ordering Downloadable Items

Select the Works Now Button from the main menu. Here you can select the item and click the Order Now button to start the order process.



You will now have an item in your basket ie ATBUS004. You can select the Download Only button to preview the item. Close the window and select Continue Order to progress.



As this is a Downloadable Item there is Zero Payment. Select Place My Order to progress.

The screenshot shows the 'Browse' page with a progress bar at the top indicating three steps: Shipping (checked), Payment (active), and Finish. A yellow box contains the text 'ZERO PAYMENT' and 'Thank You! Not applicable'. To the right, the 'Products' section lists 'ATBUS004 Blue Left Arrow' with a quantity of 1 and a unit price of \$0.00. The total is \$0.00. At the bottom right, a blue button labeled 'PLACE MY ORDER' is highlighted with a red box.

The window displayed now has a Button to Download the item. Once downloaded your can open and print the required amount of the item.

The screenshot shows the 'Browse' page with a progress bar at the top indicating three steps: Shipping (checked), Payment (checked), and Finish (active). A yellow box contains the text 'Thank you for your order!' and 'If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.' Below this, order details are shown: Order Number 2641, Status 'Completed And Invoiced', and Order Date 29/11/2016 10:49:03 NZDT. The 'Products' section lists 'ATBUS004 Blue Left Arrow' with a quantity of 1 and a unit price of \$0.00. A red box highlights a 'Download' button next to the product name. At the bottom right, a blue button labeled 'REORDER' is visible.

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