

dcPortal

Your Gateway to

- Showroom Bookings
- Applications
- File Testing



User Guide & Reference

Internal Users - <http://epiportal.aus.xerox.com/>

External Users - <https://portal.dcentre.com.au/>



What is dcPortal?

The discovery centre website or dcPortal as it's known enables both internal and external users to make showroom bookings, browse applications, discover resources and submit print files for testing and sampling. This enables our Innovation Specialists to manage resources and time allocation while providing a visible tracking framework.

The user interface focuses on usability and the sophisticated backend caters for the business' requirements including comprehensive reporting and auditing.

Logging into dcPortal

The site has been made available to both internal and external users and can be accessed in two ways.

1. Internal Log in – For users who are connected to the FBAU Corporate Network. A link <http://epiportal.aus.xerox.com> can be found at the bottom of the intranet home page called Showroom Bookings. Log in with your AU number and your windows password.



2. External Log in – For users without access the FXA Corporate Network.
Go to <https://portal.dcentre.com.au> and follow the registration and log in instructions.



Registration is an essential part of accessing and utilising this wonderful resource. Once registered, user can log in to the dcPortal anytime using their email address and password.

My dcPortal

This module provides access to create bookings in any of the national showrooms, view your past bookings and browse the available machines and solutions in each showroom.



To make a booking.

1. Click on the “My dcPortal” tab.
2. Click “Create a New Booking”
3. Select your site from the dropdown menu and enter your basic requirements.
4. Enter the organisation details and an overview of your requirements. i.e. special stock, objectives etc. (this step skipped for internal engagements)
5. Select your date and time. Note – the times entered here are for the entire engagement. Machine specific times can be entered when you select each product.
6. Select your product(s) by expanding the product family. Multiple products can be selected. Each product will require the following:
 - Start time
 - Finish Time
 - Product Configuration
 - Purpose of engagement
 - Additional Information / brief



The screenshot shows a web form titled "Apex C1028". At the top, it displays "Your current bookings from from: 08:30 - 10:30 08/Dec/2021". The form includes several sections:

- 1) Start Date:** A text input field containing "08-12-2021".
- Start Time:** A dropdown menu showing "8:30".
- Finish Time:** A dropdown menu showing "10:30".
- 2) No Product configuration exists:** A section header.
- 3) Purpose of engagement:** A dropdown menu with "Customer Demonstration" selected.
- 4) Add any further information to aid your engagement:** A text area containing "Client appearing from other model. Please have luxury stock on hand to run client by."

At the bottom, there is a red warning message: "We fully require you to read and accept the terms and conditions of our website."

To make a booking.

7. Select meeting room if required (Sydney only)
8. Select catering if required (Sydney only) Note – You must agree to your cost centre being charged.
9. Review your booking request and agree to the Terms and Conditions. Use the back buttons to make any changes. Provide any further comments or instructions and submit your request.



The screenshot shows a form titled "Accept". It includes the following elements:

- I accept the Terms and Conditions:** A checkbox that is checked.
- Other Special Comments:** A text area containing "Please arrange for on-site parking for 1 car".
- Buttons:** A "Back" button on the left and a green "Submit" button on the right.

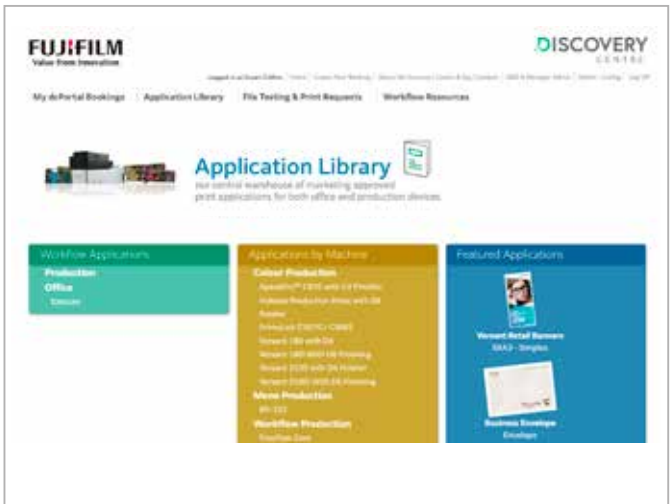
Your request will be reviewed and instructions sent to the relevant showroom. Once we confirm that all your requirements can be met, your booking will be approved.

You will receive confirmation and a calendar invitation via email.

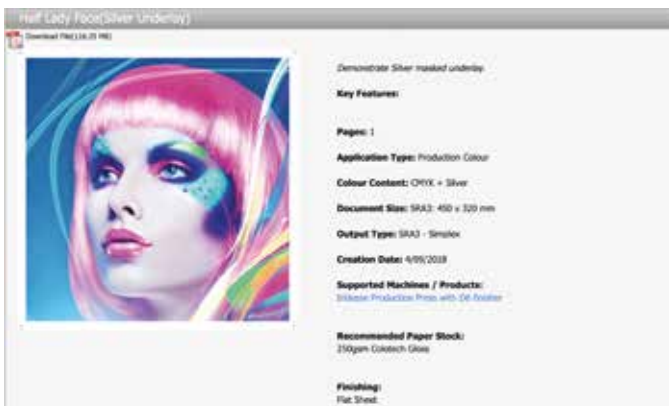
Application Library

The Applications module gives users access to files which showcase capabilities of a particular device.

- From the Applications landing page users are able to select applications by Workflow or Machines.



- Use the Search & Filter tool to narrow your selection.
- Details can be viewed and the file downloaded for use.



File Testing & Print Requests

In this module, users can request assistance from the Discovery Centre team. Submitted files are reviewed and processed according to your instructions.



The following mandatory information is required.

- Purpose
- Client/Company Name
- Date Required
- Workflows and/or machines can be selected.

Provide your files via:

1. Upload (Max. 250MB)
2. Media (usb, disk)
3. External Link
4. Select a file from the Application Library.

Users are required to provide a full brief of requirements, expectations and all other relevant information for the file test.

Once submitted, users can view the status and communicate directly with the specialists by clicking the “My Status” button.

For more information, please contact the epicenter™ team by emailing dgi-fbau-team-discovery@fujifilm.com