



my^{cloud} files

User Guide For
Business Solutions Division
Customers

**Office
DEPOT[®]**





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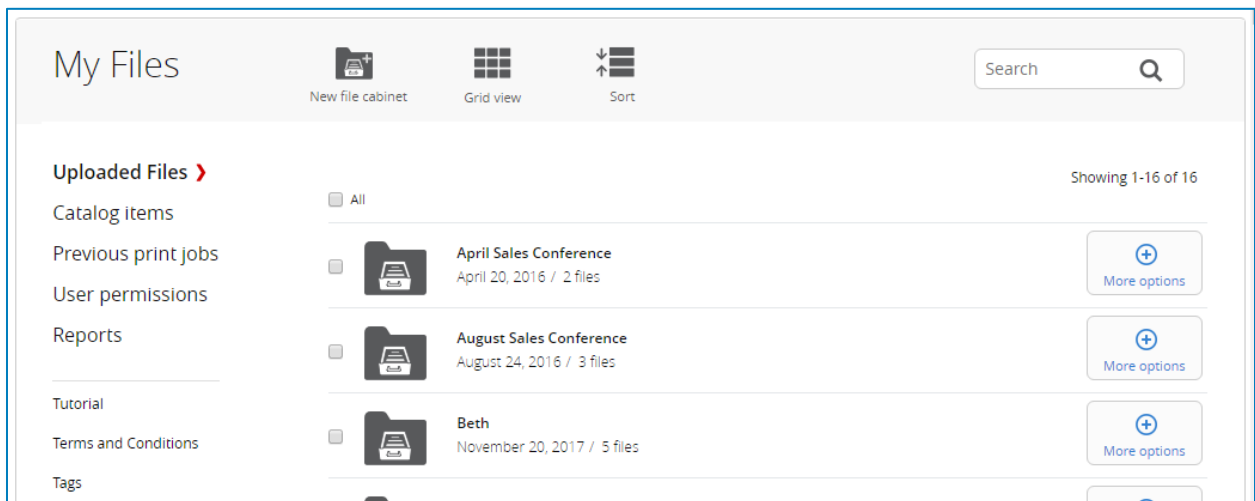
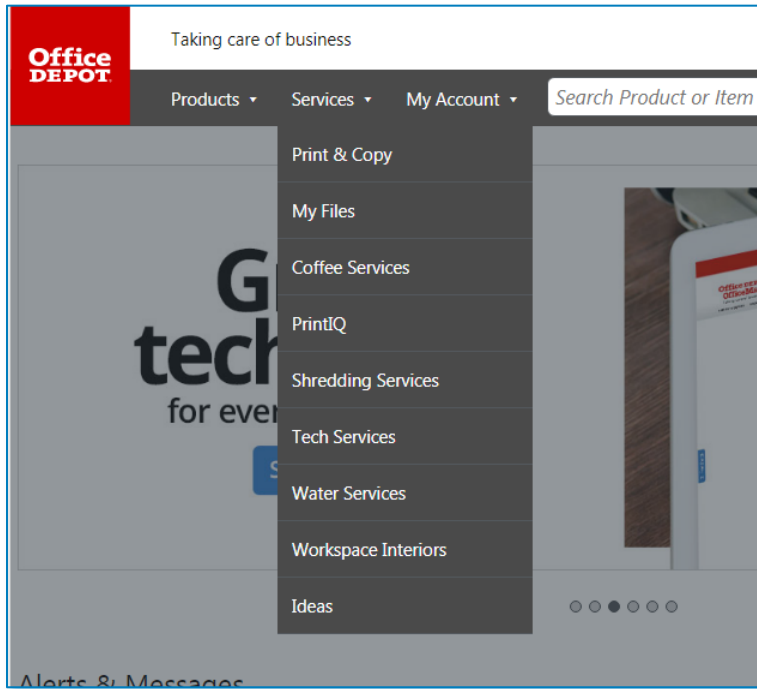




Getting Started

Access My Files

When logged in to business.officedepot.com, access My Files in the Services menu:





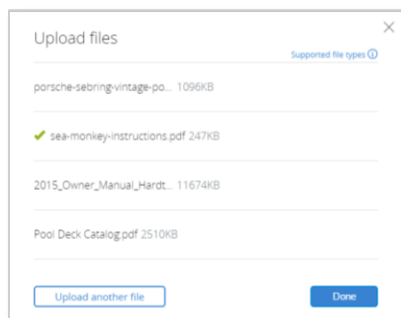
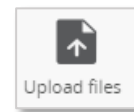
Uploading Files

Corporate Administrators, File Cabinet Administrators and Upload & Order users may upload to any file cabinet or folder to which they have access. Allowable file types are the same as allowed by print-on-demand configurator tools. Individual files have a maximum size allowed of 100MB. Any files this large may take a few minutes to upload.



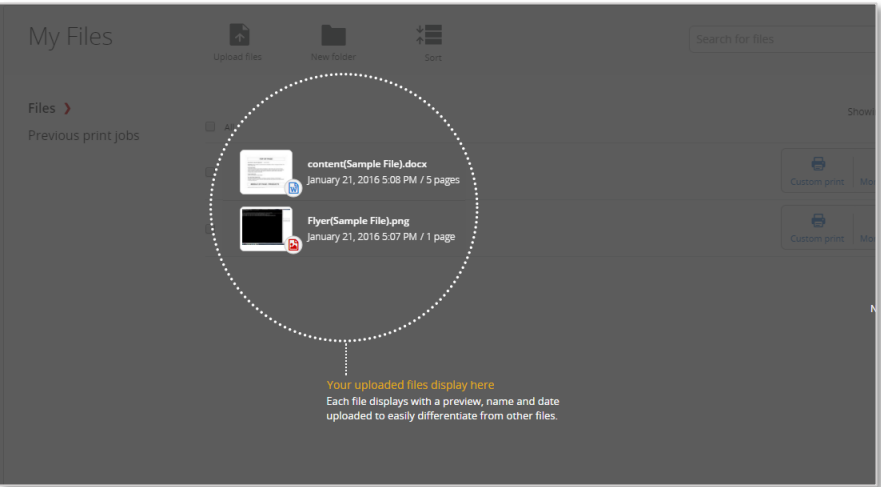
Steps to Upload Files

- Select the *Upload files* icon on the screen
- From the selection window choose one or more allowable files
- From the selection window, click *Open*
- Files will begin upload process
- Optional: during the upload process, additional files may be uploaded by selecting Upload another file.
- The file upload progress indicator may be closed to allow uploads to run in the background.



Navigating My Files

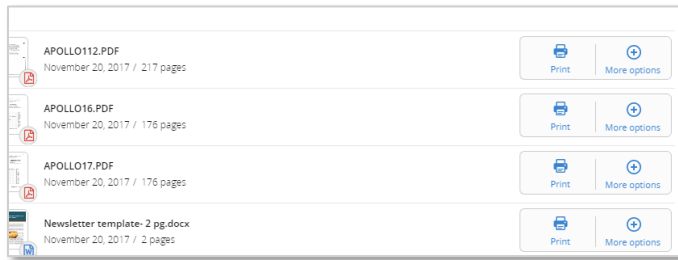
Uploaded files are displayed in the center of the screen in the Files section.



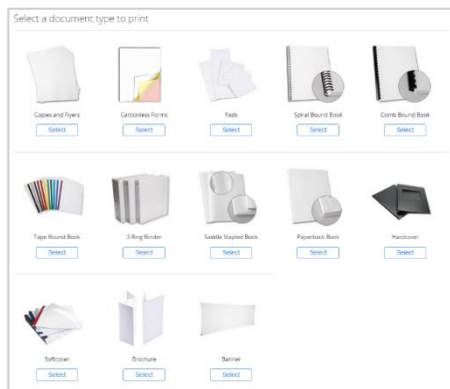
Configuring Documents

The following process steps describe the basic procedure for ‘configuring’ a file for printing/ordering. Note that the configuration of files is restricted to the Corporate Admin, File Cabinet Admin and File Admin. The Basic User role does not have permission to edit configured documents.

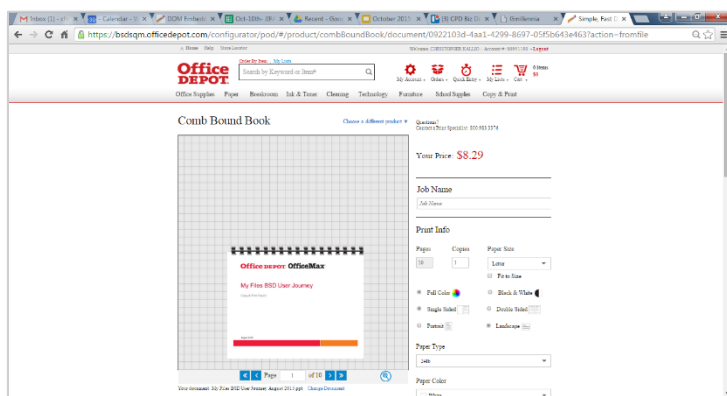
- Select ‘Print’ from the Options dropdown (see screen shot below)



- Select the document type desired to print from the document type page, for example, ‘Copies and Flyers’, ‘Pads. Etc. and clicks ‘Select’ or clicks on the item

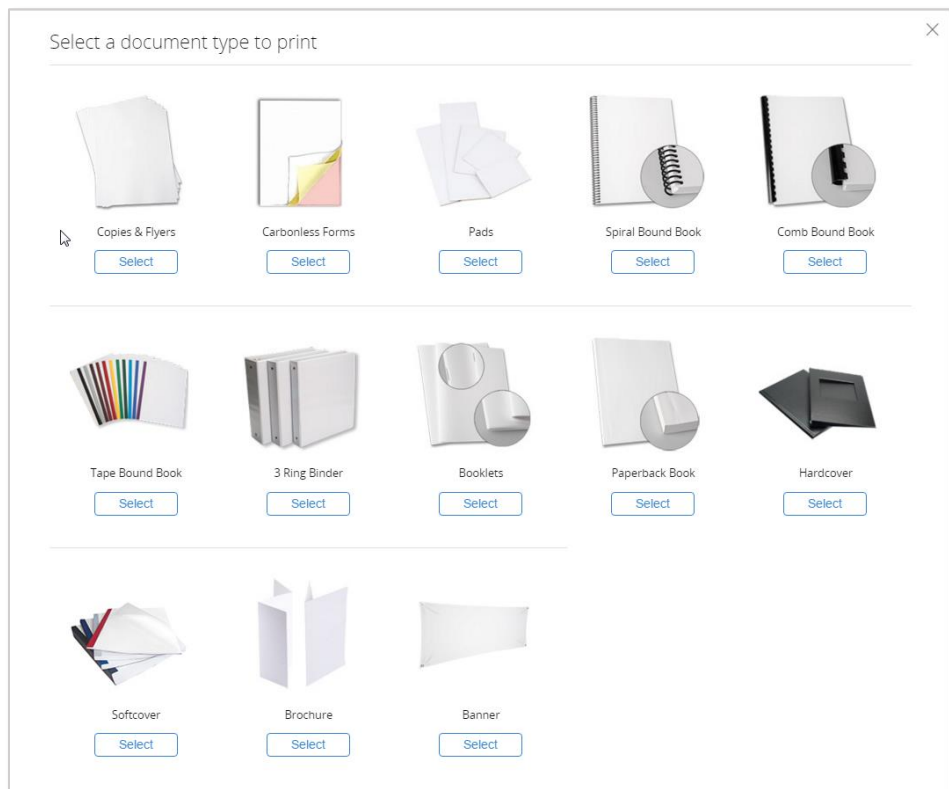


- Within the configurator screen, customize the file as desired
- Click “Add to Cart’ when completed
- Follow the Checkout Process to complete the order

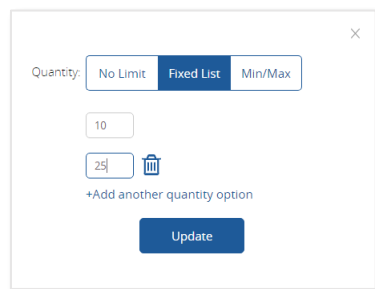


Creating a Catalog Item

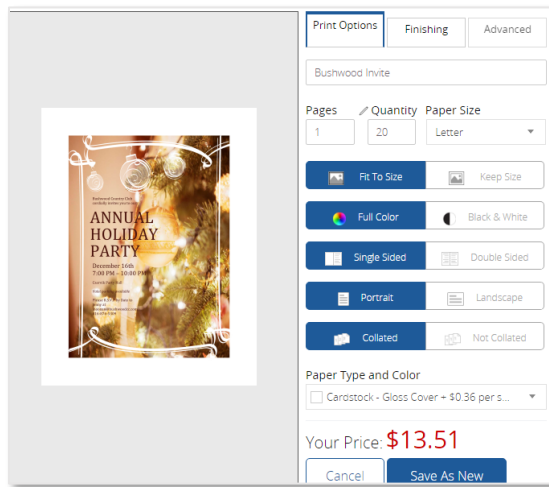
- Click into a file cabinet
- After an original file is uploaded, select the file
- Click *More options* → *Configure*
- Select the document type desired to print from the document type page, for example, 'Copies and Flyers', 'Pads. Etc. and click 'Select'.



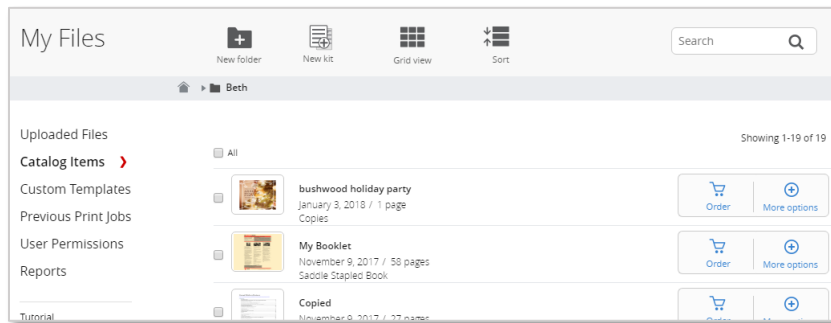
- Within the configurator screen, customize the file as desired
 - To customize quantity settings for future orders, select the Edit icon next to the Quantity field. This allows for the definition of pre-selected quantities or minimum/maximum order sizes:



- Click *Save Configuration* when done

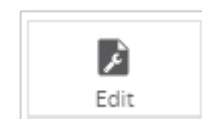
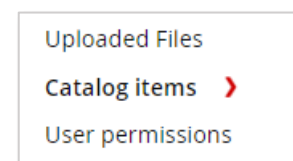


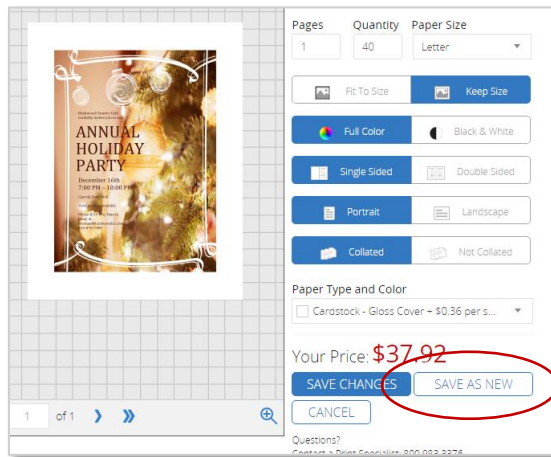
- The configured document is now saved as a catalog item in My Files



Editing a Catalog Item

- Access the desired account
- Click into a file cabinet
- Select an existing catalog item
- Click *More options* → *Edit*
- The file, with its existing configurations is displayed in a configurator.
- Within the configurator screen, customize the file as desired
- Click *Save Changes* or *Save As New* when done
- *Save Changes* will replace the old catalog item with the updated catalog item
- *Save As New* will create a new catalog item with the updated configuration

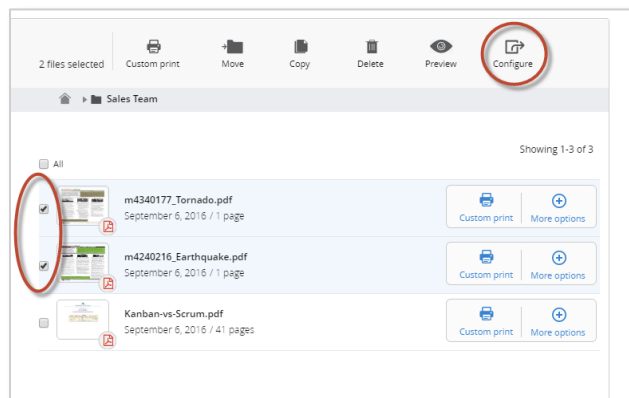




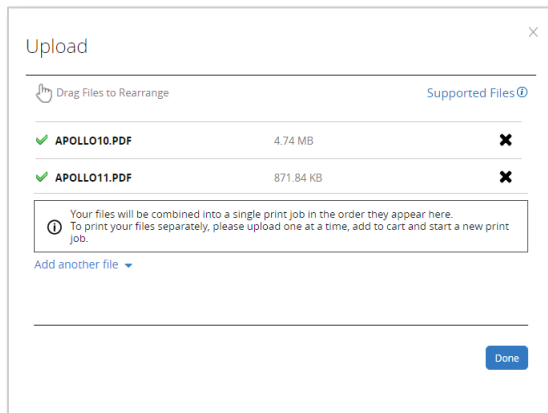
- The updated configured document is now saved as a catalog item in My Files

Creating a Catalog Item from Multiple Originals (Booklet Maker)

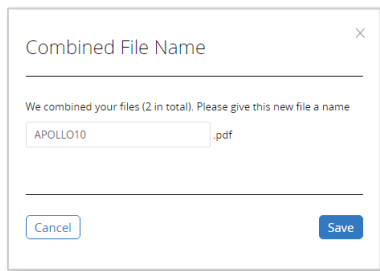
Multiple uploaded files can be combined to create a single catalog item. This is similar to Document Manager's *Booklet Maker* feature.



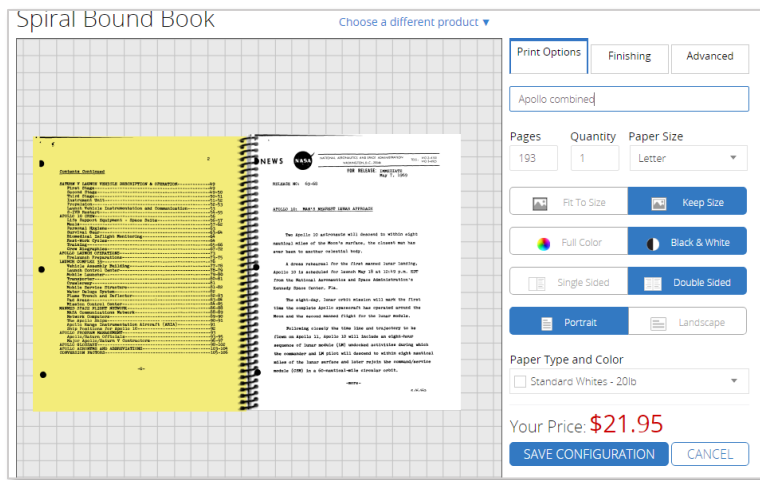
- Click into a file cabinet
- After uploading original files, select up to 10 different files
- Click *Configure* on the top of the page
- Select the document type desired to print from the document type page, for example, 'Copies and Flyers', 'Pads' Etc. and click 'Select'
- Drag and drop files to re-arrange



- Enter a name for the new document



- Click 'upload' to load the document for configuration
- Within the configurator screen, customize the file as desired
- Click *Save Configuration* when done



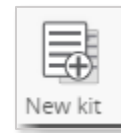
- The combined configured document is now saved as a catalog item in My Files

Creating Kits

Any user that can create catalog items can also create kits. Kits are groups of catalog items that are combined into a single orderable catalog item. There are two ways to create kits:

Option 1: Create kit from configured documents

- Click Catalog items, open a file cabinet that contains configured documents
- Select the documents to add to the kit
- Click *Create Kit*
- Name the kit
- Click *Save*



Option 2: Create an empty kit

- Click *Create Kit*
- Name the kit
- Click *Save*

Catalog items can be moved into and out of the kit in order to define the kit components. It is important to note that files deleted from within a kit are deleted from My Files. If a kit is deleted, the files in the kit are also deleted. Use *Move* or *Copy* to manage files that do not need to be deleted.

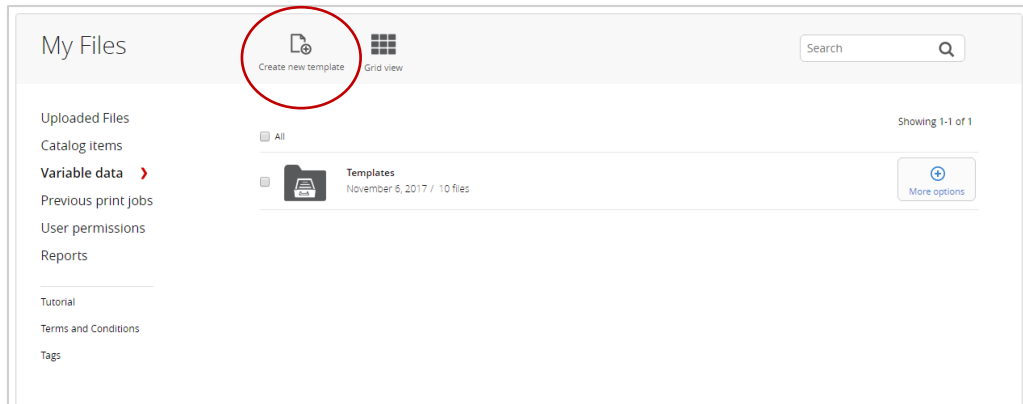


Creating Custom Templates

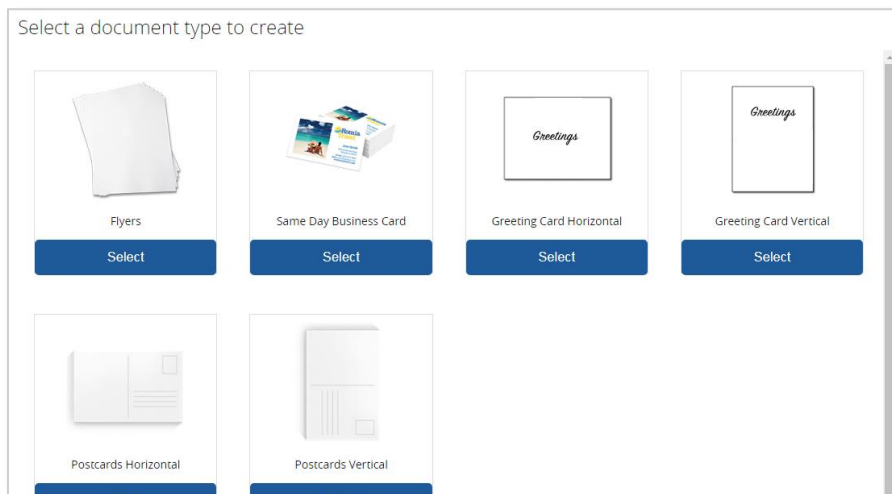
NEW!

All user roles except Upload & Order and Order Only may create custom templates. Use the following steps to create and save a template.

Browse to the Variable Data file cabinet and select *Create New Template* at the top of the screen.



Select the document type to create from the list of options:



Design your product in the configurator like any other custom design. Add images, add/remove text fields, etc.:



Same Day Business Card Undo | Redo | Reset

T Text **I** Image **Th** Themes

Enter Your Name Here!  

Add Your Title Here  

Cat Scratch Rescue  

954-555-4433  

Your Email Addy@CatScratch.org  

www.CatScratch.org  

[Add more text](#)

Paper Type 12pt Matte 

Quantity (Boxes of 50) 2 Boxes 

Your Price: **\$27.98**

Applicable discounts and coupons will be applied at checkout

Questions?
Contact a Print Specialist: 800.983.3376

--- Safe zone @ Change Design



- For text fields that the end user cannot change (company name, location, etc.), click the padlock icon to lock that content.
- For text fields that the user can customize, confirm that the padlock shows unlocked
- Select the paper type desired; the user will not be able to change this
- Select the default quantity. The user can update this as needed when ordering
- Click Save

✕

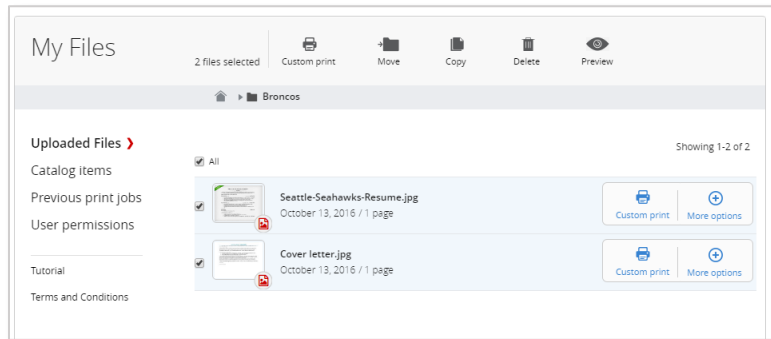
✔ Success!

Your Design has been Saved to My Files

Printing Multiple Files as a Single Print Job

The following process steps describe the procedure for combining several files into a single print job.

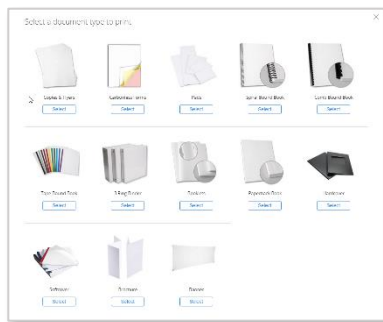
- Log in to My Files
- Click into a file cabinet
- Select the files that will be combined into the print job



- Select the “Custom print” option from the dynamic toolbar



- Select the document type desired to print from the document type page, for example, 'Copies and Flyers', 'Pads', etc.



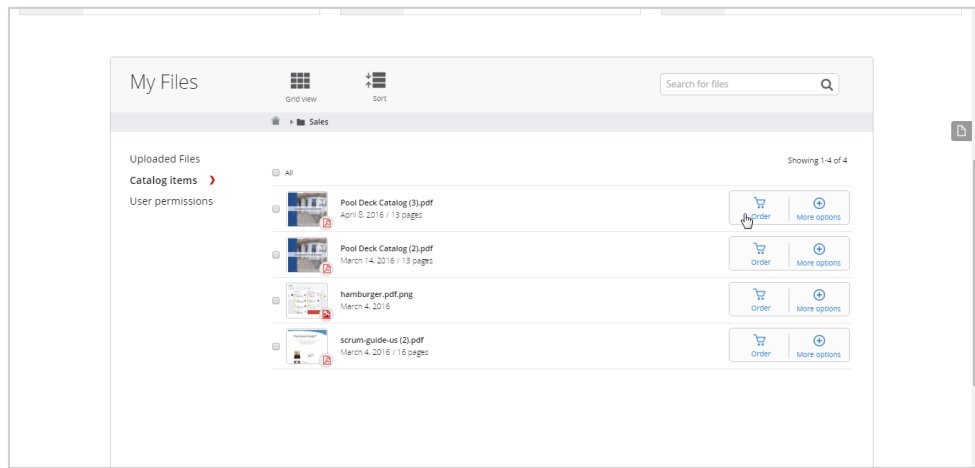
- Organize the order of files, remove or add more files to the print job
- Within the configurator screen, customize the file as desired
- Click *Add to Cart* when completed
- Proceed to check out

Order a Catalog Item

Catalog items may be ordered on behalf of a BSD customer using GMil.

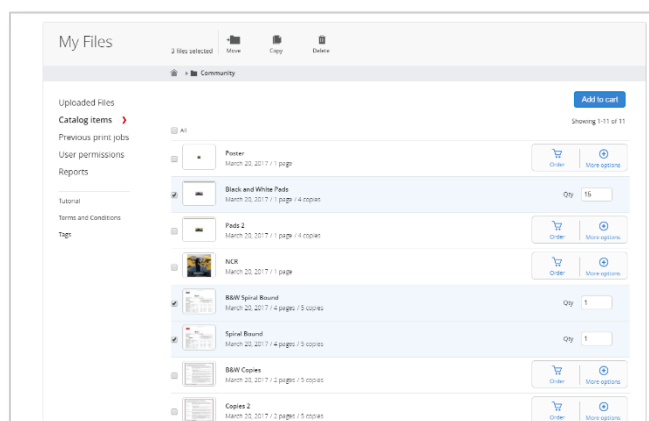
- Navigate to the *Catalog items* link within My Files
- Click the link to display the file cabinets that contain the catalog items
- Navigate to the desired catalog item by double clicking the file cabinet
- Select the documents that are being ordered.

Uploaded Files
Catalog items >
User permissions



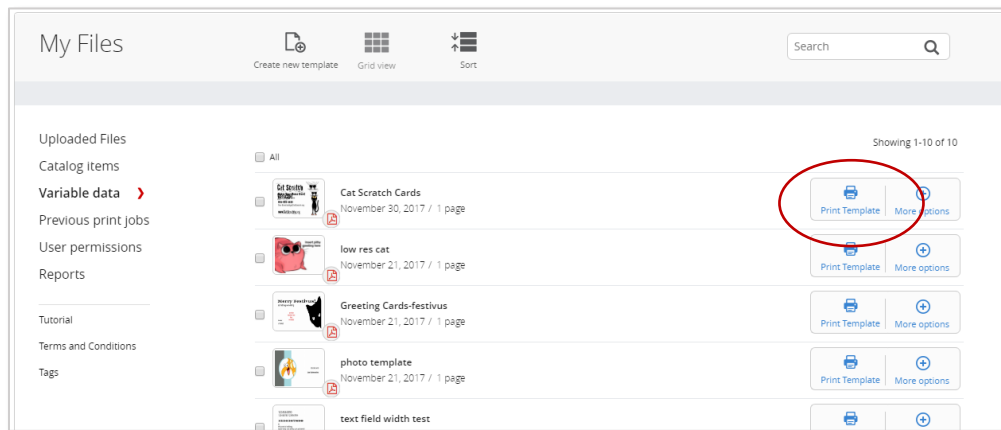
- For each document set the order quantity
- Click *Add to Cart* when completed

Open the customer's cart to continue through



Ordering a Custom Template

To order a template, select the *Print Template* button for the product in the Templates file cabinet:



Ordering for a single user

To order for a single user, fill in each of the available fields with data and select Proceed to Cart:

A screenshot of a web application interface for ordering business cards. The title is 'Same Day Business Card'. On the left, there is a preview of a business card for 'Cat Scratch Rescue' featuring a black cat illustration. The card text includes 'Tom O'Malley', 'Lead Alleycat', '954-555-4433', 'Tom@CatScratch.org', and 'www.CatScratch.org'. On the right, there is a form with several input fields, each with a lock icon: 'Tom O'Malley', 'Lead Alleycat', 'Cat Scratch Rescue', '954-555-4433', 'Tom@CatScratch.org', and 'www.CatScratch.org'. Below these are 'Paper Type' (12pt Matte) and 'Quantity (Boxes of 50)' (2 Boxes). The total price is displayed as 'Your Price: \$27.98'. At the bottom, there are buttons for 'Back To My Files' and 'Proceed To Cart', along with a note about discounts and a contact number for a print specialist.

Ordering from a List

To order with a list of data, click the Download CSV Template link to pull a spreadsheet template based on the field data in the template:



Custom Flyers

Undo | Redo | Reset

Switch To Back

Thank you!

Your contribution helps us help homeless cats. Please save this note as confirmation of your donation.

Contributor

Contributor Name

Amount

Donation Amount

Text | **Gallery**

Contributor Name

Donation

Donation Amount

MMM DD YYYY

MMM DD YYYY

Mass Personalization - upload bulk data

[Import your file](#) [Download CSV template](#)

Only .CSV files allowed

Size: 8.5" x 11" Quantity: 1

	A	B	C
1	Contributor Name	Donation	MMM DD YYYY
2	Waylon Dalton	25.00	January 26, 2018
3	Justine Henderson	20.00	January 26, 2018
4	Abdullah Lang	20.00	January 26, 2018
5	Marcus Cruz	10.00	January 26, 2018
6	Thalia Cobb	15.00	January 26, 2018
7	Mathias Little	250.00	January 26, 2018
8	Eddie Randolph	75.00	January 26, 2018
9	Angela Walker	50.00	January 26, 2018
10	Lia Shelton	50.00	January 26, 2018
11	Hadassah Hartman	50.00	January 26, 2018
12	Joanna Shaffer	25.00	January 26, 2018
13	Jonathon Sheppard	25.00	January 26, 2018
14	Alisa Morrow	15.00	January 28, 2018
15	Jack Hopkins	300.00	January 28, 2018

Upon completion of the CSV file, click Import Your File to update the content in to the document. Pages can be clicked through to proofread and to manually correct any changes as needed:

Thank you!

Your contribution helps us help homeless cats. Please save this note as confirmation of your donation.

Contributor

Marcus Cruz

Amount

10.00

Date Received

January 26, 2018

TIN: 123-45-7899

Cat Scratch Rescue

Tom O'Malley
954-555-4433

www.catscratch.org

Contributor Name

Marcus Cruz

Donation

10.00

MMM DD YYYY

January 26, 2018

Mass Personalization - upload bulk data

Cat Scratch thank you list.csv

[Change file](#) [Download CSV template](#)

Only .CSV files allowed

Size: 8.5" x 11" Quantity: 1

Paper Type and Color

☐ Standard Whites - 24lb

Folding

Z Trifold + \$0.01 per sheet

Perforation (Delivery Only)

None

1 ... 2 3 4 5 6 ... 24



Review and Approve like any other COD order (the approval page will only display the first page of a multi-page list merge):

Review and Approve



Cat Scratch Rescue
Tom O'Malley
Lead Alleycat
954-555-4433
Tom@CatScratch.org
www.CatScratch.org

Quantity: 100
Paper Type: 12pt Matte

Your Price: **\$27.98**

Choosing "Approve" means you have carefully checked the spelling, content and layout and that you understand that this document will print exactly as it appears and no changes can be made once your order is placed.

By choosing "Approve", you also agree to our [Terms & Conditions](#).

CONTINUE EDITING

APPROVE

Review and Approve



Thank you!
Your contribution helps us help homeless cats. Please keep this note as confirmation of your donation.
Contributor: Monica Cruz
Amount: 10.00
Date Received: January 26, 2018
Cat Scratch Rescue
Tom O'Malley
954-555-4433
www.catscratch.org



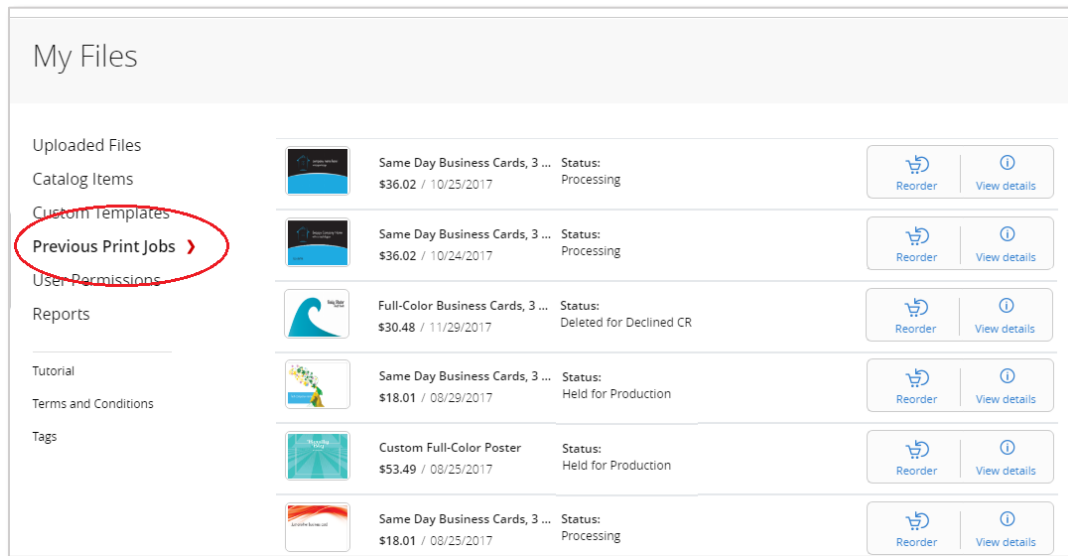
No Printing on Back

Quantity: 1
Paper Type: Standard Whites - 24lb

Your Price: **\$3.43**

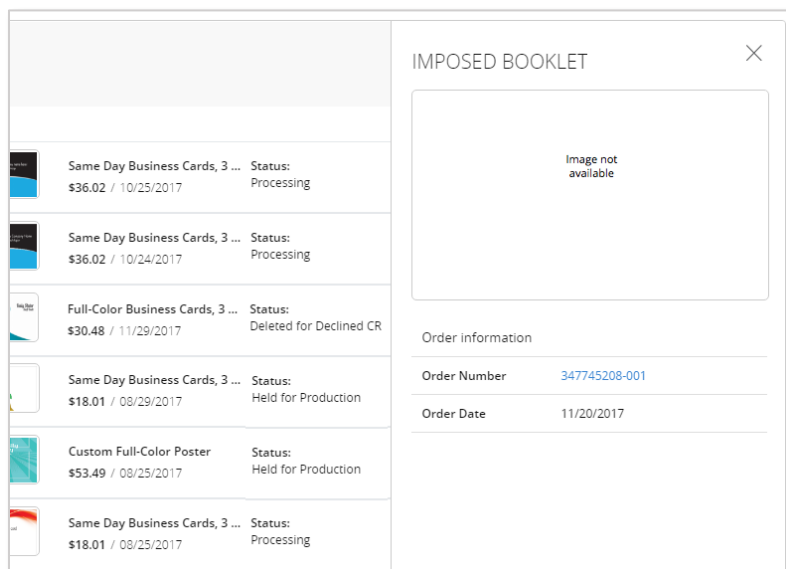
Viewing Order History

To view previous print orders, click on the menu link for *Previous Print Jobs*.



Re-order will add a new order of that product in the previous quantity to the cart

Selecting View Details will bring a listing of previous order numbers where this document was ordered. Click through the order number for more information:



Selecting an Order Number in the display will open that order and show all information associated with that order:



[Home](#) / [My Account](#) / [Order List](#) / **Order Detail**

Order Detail

[Print This Page](#)

[VIEW ALL ORDERS](#)

Need Help?

- Email Assistance
- FAQs

Talk with a Representative
[Chat Now](#)

Order & Budget Information

Order Number:	347986239-001	Status:	Deleted for Declined CR
Order Date:	12/05/2017	Delivery Date/Time:	
Ordered By:	BETH-SQS	Comments:	
Last Modified By:	BETH-SQS		
Last Modified On:	12/13/2017		

Shipping Information

Shipping Address:



BOCA RATON,
FL
33496-2434
USA

Billing Information

Billing Contact:



Payment Method:
Credit Card
Credit Card Number:

Amount:\$9.79

Order Summary[Hide Images](#)

Description	Your Price / Unit	Quantity	Back Ordered B/O ⓘ	Shipped	Total	
Custom Flyers Item # 795756	\$0.46 / each	20	0	0	\$9.15	REORDER

[REVIEW THIS PRODUCT](#)

Comments: Flyers

My Files Administration

User Administration/Roles

The following user roles and descriptions are used in the Business Solutions version of My Files. For a detailed breakdown of each user's permissions, please see the User Matrix below.



Corporate Admin (CA)

The Corporate Admin is the chief administrator for a Company who has been enabled in My Files. The Corporate Admin can add and delete File Cabinets (top level folders) and assign users to all File Cabinets. The Corporate Admin has access to all File Cabinets, folders and files. All companies must designate at least one Corporate Admin who is then given access by the OD Admin.



Folder Admin Role

The Folder Admin may upload, print, rename and create catalog items and assign users to folders.



Upload and Order Role

Users with the Upload and Order Role may upload, print, rename and create catalog items.



Order Only Role

Users with the Order Only Role may order catalog items from the folders to which they have been granted access.

User Role Matrix

	OD Admin/ Gmil	Corp Admin	File Cabinet Admin	Upload and Order	Order Only
Search for Companies in GMil	•				
Search for Users in My Files	•	•	•		
Assign Corp Account Admin	•				
Add Folders	•	•			
Delete Folders	•	•			
Rename Folders	•	•			
Assign File Cabinet Admin	•	•			
Add Folders	•	•	•	•	
Delete Folders	•	•	•	•	
Rename Folders	•	•	•	•	

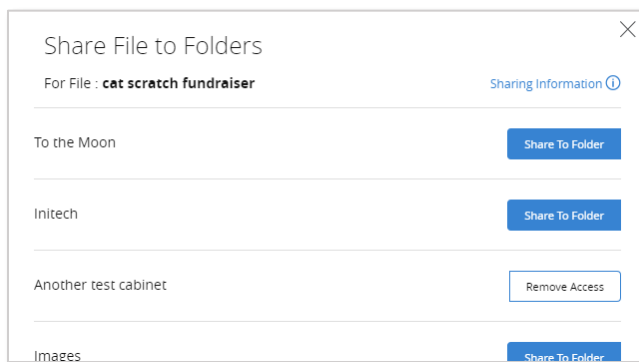
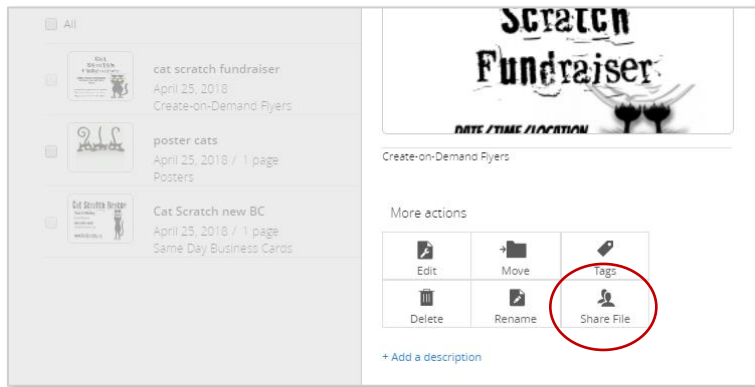


	OD Admin/ Gmil	Corp Admin	File Cabinet Admin	Upload and Order	Order Only
Assign Users to Folders	•	•	•		
Delete Files	•	•	•	•	
Rename Files	•	•	•	•	
Order Catalog Items	•	•	•	•	•
Ad-Hoc Configuration and Print	•	•	•	•	
Upload Files	•	•	•	•	
List View	•	•	•	•	•
Sort	•	•	•	•	•
Display Order History	•	•	•	•	•
Search Files	•	•	•	•	•
File Action Log	•	•	•	•	
Grid View	•	•	•	•	•
New User/On-Demand Tutorial	•	•	•	•	•
Cursor Multi-Select/Bulk Actions	•	•	•	•	
Preview Files	•	•	•	•	
Download Files	•	•	•	•	
Publish Files	•	•	•	•	
Move Files	•	•	•	•	
Copy Files	•	•	•	•	
Move Folders	•	•	•	•	
Copy Folders	•	•	•	•	
Tag Folders, Files and Kits	•	•	•	•	
Link Accounts for Sharing	•				
Share file Cabinet Across Linked Accounts	•	•			
Create Templates	•	•	•		
Order Templates	•	•	•	•	•
Reports	•				

Sharing Items to Other Cabinets

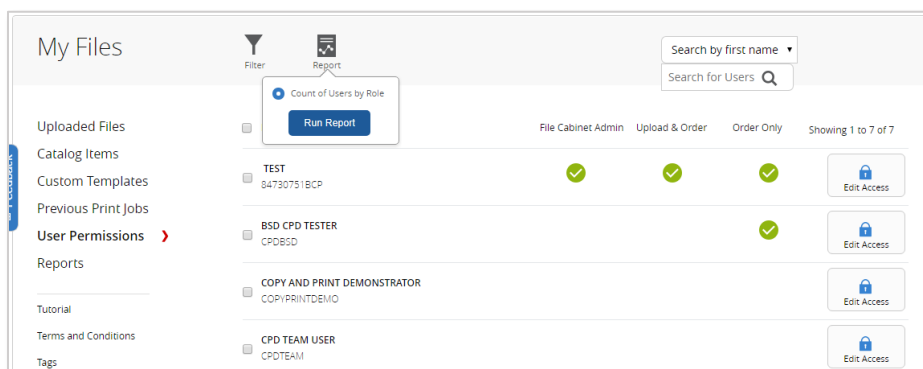
File Administrators can share catalog items and templates to multiple file cabinets so that other users may print the documents but may not edit or delete the original. Changes made to the configuration or content of the original document are immediately reflected in the shared copies of the document.

To share an item to other cabinets, select “Share Item” in the document’s flyout menu, and then choose which cabinets can see the document:



Reporting

Reports are available throughout My Files. To see which reports are available, hover over the Reports link on the top menu and select a report. The report will save as a .CSV in the Reports directory for the user to download.





FAQ

Can files be uploaded to My Files in bulk?

Yes. Simply shift+click more than one file in the windows upload dialog box, then click open. File load times vary but all files will continue to load until complete.

What is the space limit for a customer account or user?

There is no limit on the amount of space available, however Office Depot reviews the number of files stored in order to mitigate the risk of abuse. Users may experience slow response with searching or accessing shared file cabinets with more than 500 files.

What kinds of preconfigured documents can I create with My Files?

As a storage and document management solution, My Files will allow saving and storage of all configurations that the print-on-demand configurator can generate.

Does My Files have single sign-on?

Yes, users that have been granted a role may access file cabinets in My Files after logging into BSD.

Can users have a "private" file in BSD?

At this time, all file cabinets are shared and administered by the File Cabinet Administrator for a corporate account. Any files stored in a personal file cabinet on the www.officedepot.com web site remain exclusive to the customer logged in.

Is there a way to create a baseline user (non-admin)?

Yes, a Corporate Admin has access to user permissions, which they may not want or want to grant to other users. The "Upload & Order" and "Order Only" roles can be granted to a user by a Corporate Admin or by members of the Office Depot support team.





Revised: 5/18
CPDCloud-bp

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