



RUTGERS

University Procurement Services



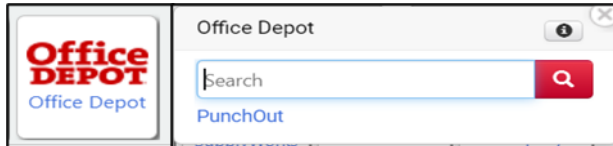
My Files User Guide

04/2021

Office DEPOT

My Files Overview

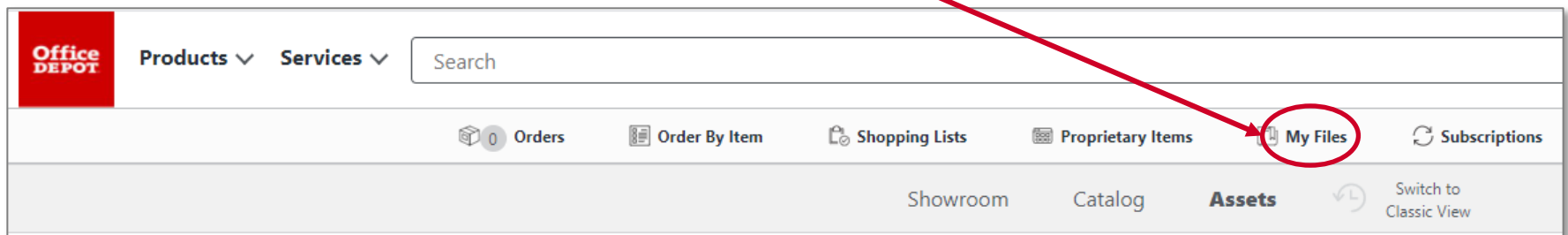
- Access Punchout via Marketplace



- Punchout > My Files



My Files is a convenient online file management tool that lets you store, manage and reorder your print documents quickly and easily! Just access **My Files** once in Office Depot's website (no separate login needed). Upload your document, configure your print item and order online for fast delivery.



- Store all your print files in one convenient online location
- Print them once, or save them to re-print again later
- Create a Folder to keep YOUR departments files organized

My Files Overview

Ease of Use: Upload a document from your computer, then -

- Instantly configure your print item (i.e., select the pre-determined options for paper stock, color or black & white, binding, folding, laminating, etc.)
 - *These configuration options guide the print output that will be delivered to you*
- Rutgers pricing is pre-loaded to the account, no need for Quotes
- Instantaneous visibility of pricing based on configuration selections

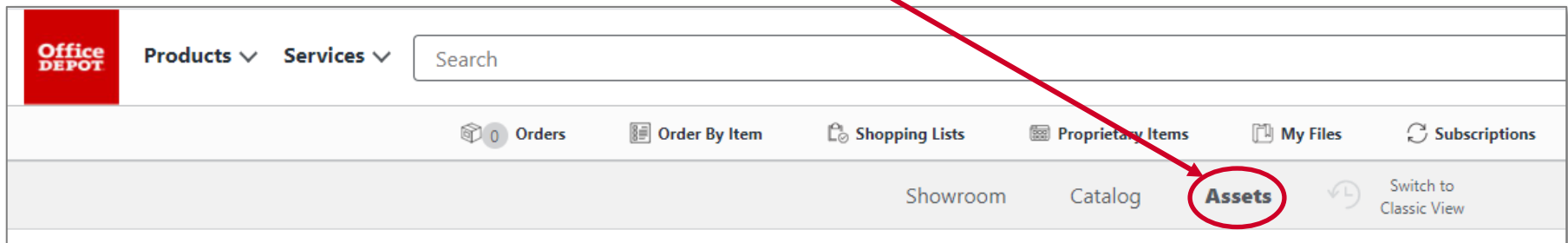
Need Help?

- For immediate Print needs, contact Mark Sanders at:
mark.sanders1@officedepot.com
- For Program-Related Print questions/needs, contact Andrew Kniberg at:
Andrew.Kniberg@officedepot.com

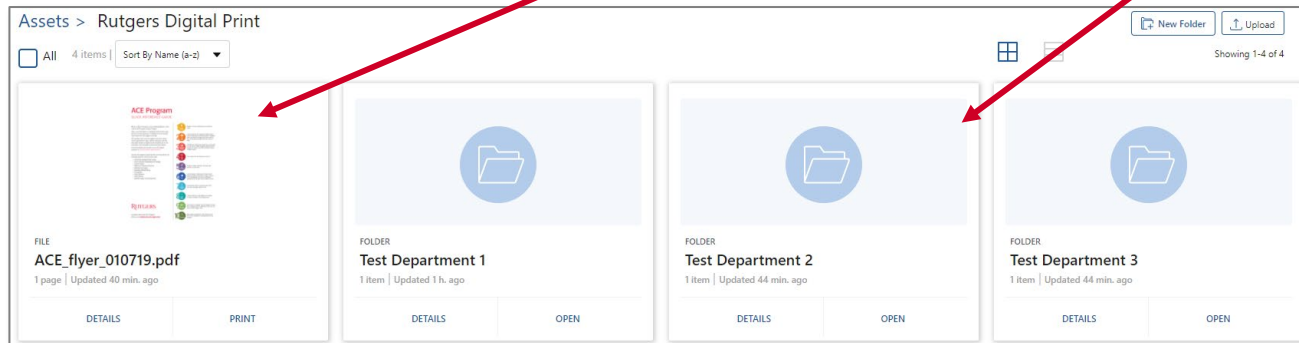
My Files Overview – Assets

Upload & Order Functionality: Rutgers Users are set up with Upload & Order access levels.

- **This means:** A User can upload a document, configure it (i.e., select qty., paper stock, etc.) and add it to the shopping cart for delivery.
- These Steps are done in the **Assets** section.

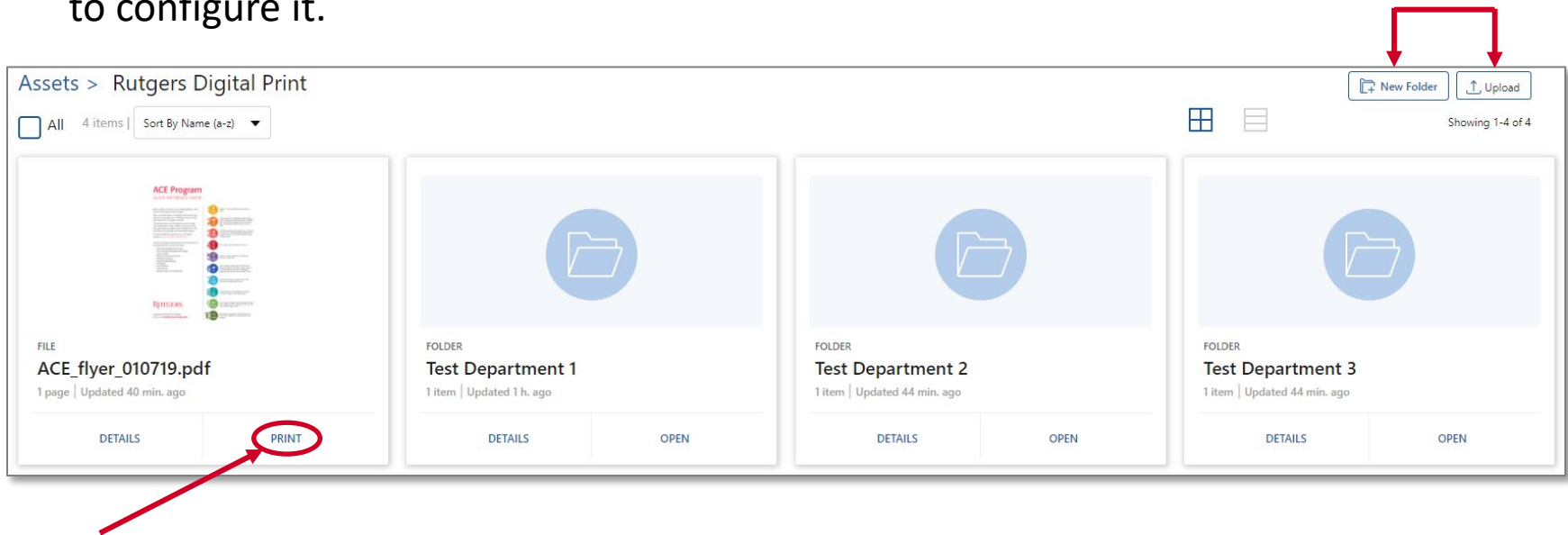


- In the **Assets** section, you can store individual documents, or create folders for better storage.



My Files Overview - Assets

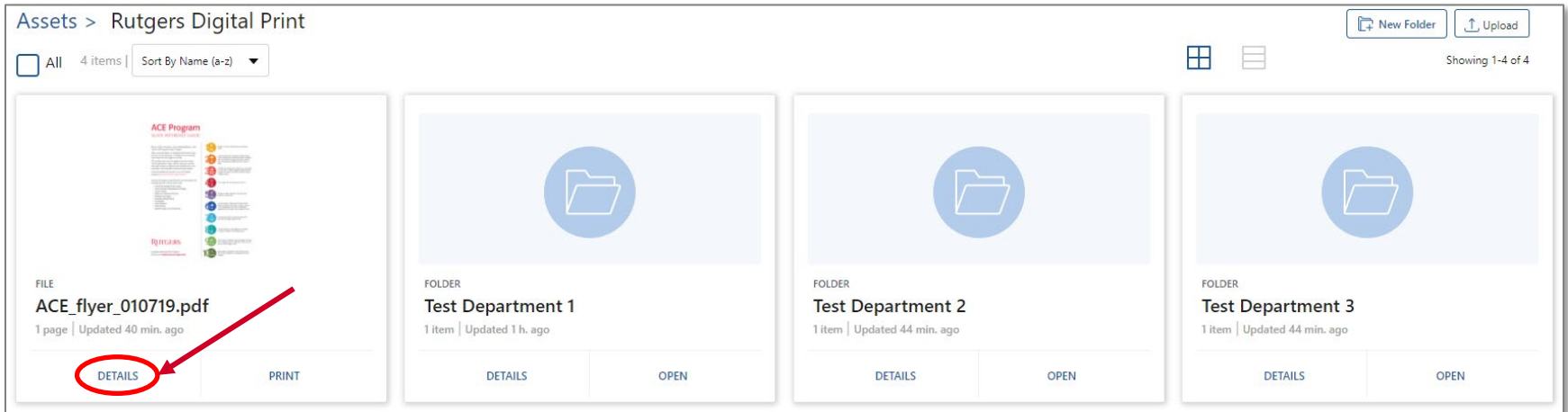
- In Assets is where you do everything to prepare your file for print.
- Create a Folder by selecting the **New Folder** button and naming it.
- Click the **Upload** button to select the file from your computer so that you can start to configure it.



- If you decide that you only need to print your document **ONE time** and don't need to save it, select the **Print** option.
- You will still configure the document following the Configuration prompts, but you won't save it, instead you will just add it to Cart and Checkout.

My Files Overview - Assets

- If you decide that you would like to print your document but **ALSO SAVE** your document for future re-order, then select the **Details** option.
- You will still configure the document following the Configuration prompts, but this time you will **SAVE**, instead of adding it to Cart.

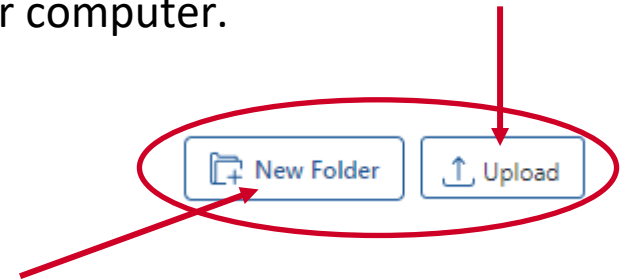


The screenshot displays the 'Assets > Rutgers Digital Print' interface. At the top, there are navigation links for 'New Folder' and 'Upload', and a status indicator 'Showing 1-4 of 4'. Below the header, there are filters for 'All' (4 items) and a 'Sort By Name (a-z)' dropdown. The main content area shows four items:

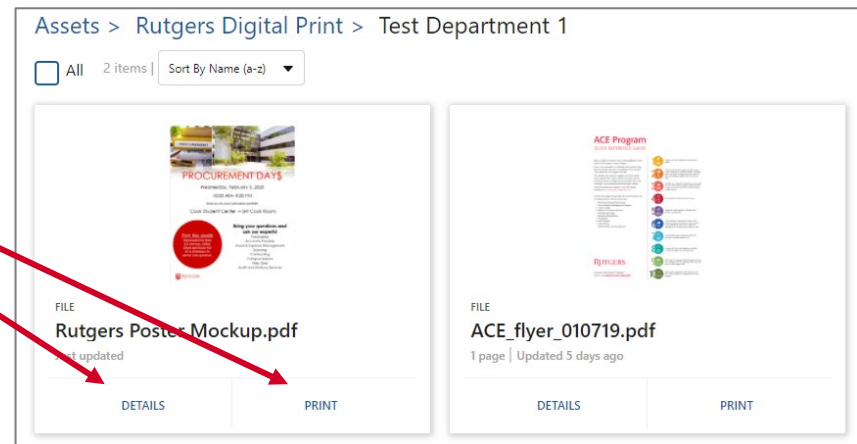
- FILE: ACE_flyer_010719.pdf**
1 page | Updated 40 min. ago
Buttons: **DETAILS** (circled in red with an arrow), PRINT
- FOLDER: Test Department 1**
1 item | Updated 1 h. ago
Buttons: DETAILS, OPEN
- FOLDER: Test Department 2**
1 item | Updated 44 min. ago
Buttons: DETAILS, OPEN
- FOLDER: Test Department 3**
1 item | Updated 44 min. ago
Buttons: DETAILS, OPEN

My Files Overview – Assets: To Upload a Document

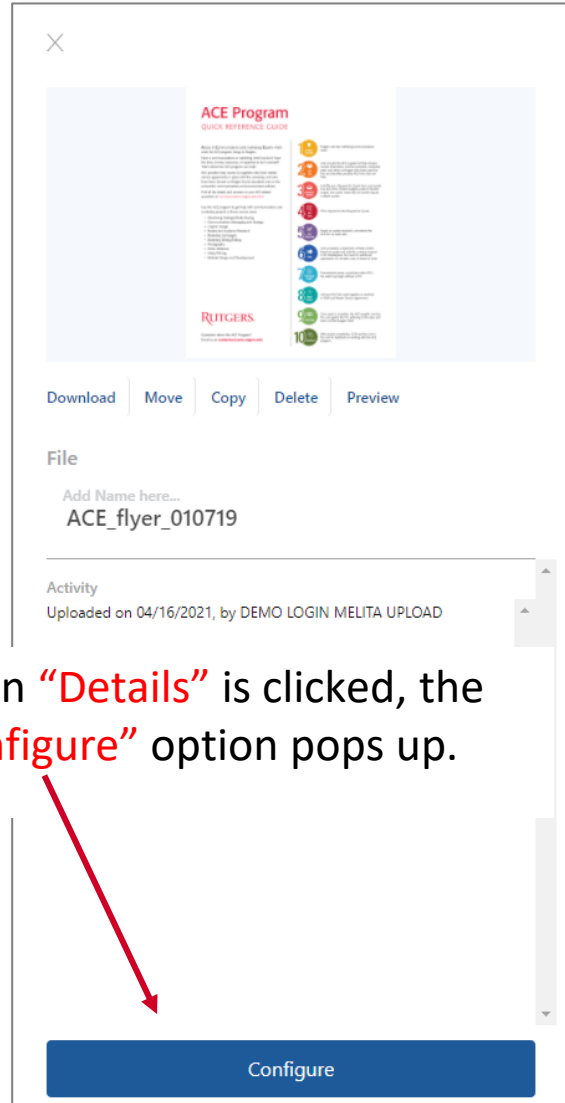
- In Assets, you will click onto the “**Upload**” button (found on the far-right side of the website), to upload a Print-Ready PDF file from your computer.
- Click “**New Folder**” to organize your print products making it easier for yourself and others within your department/team to order products.
- Follow the prompts to upload a document.
The document will automatically open up in the Assets section – ready to take action:



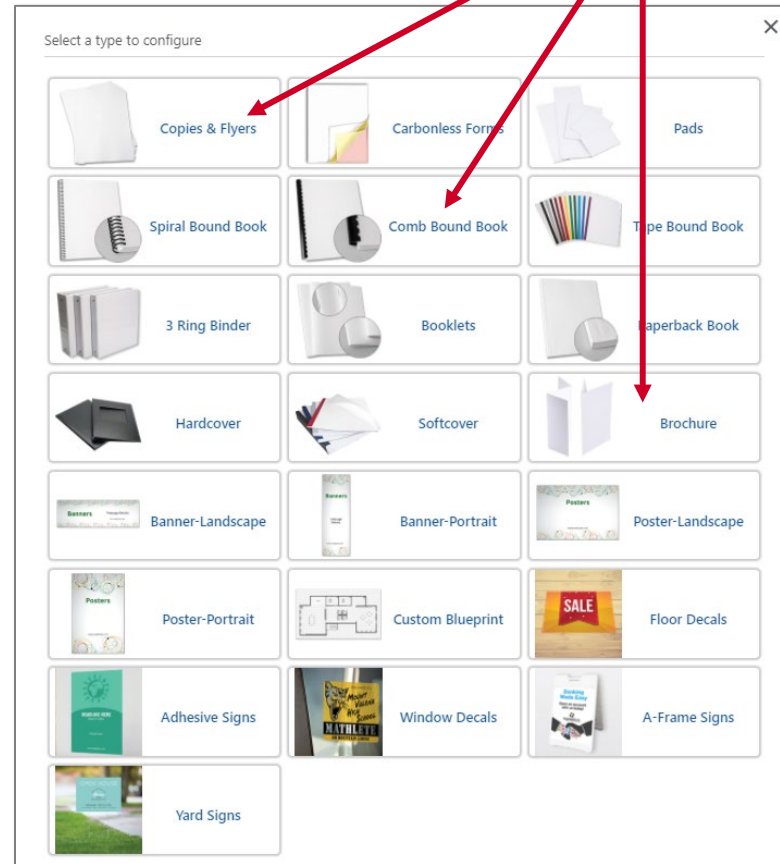
– Print, or Configure (Details)



My Files Overview – Assets: To Configure a Document



2. Select the most appropriate “Type” of product to “Configure”.



My Files Overview – Assets: To Configure a Document

- Follow the prompts for “Print Options”, “Finishing” and “Advanced” tabs at the top.
- Each section has configuration options based on the **TYPE** of product selected (i.e., a Flyer would NOT have Comb Binding Options).
- SAVE** your document.

Copies

Recommendations for your document

Gloss Text Premium Whites - 80lb
 Premium text paper that is great for color printing.

Lamination
 Protect your document with 5mil lamination.

+\$ 0.05 per sheet
 Select

+\$ 0.70 per sheet
 Select



<< < Page 1 of 1 > >>

Your document: file.pdf

Print Options

Finishing

Advanced

Pages

Quantity

Paper Size

1

1

Letter

Fit To Size

Keep Size

Full Color

Black & White

Single Sided

Double Sided

Portrait

Landscape

Collated

Not Collated

Paper Type and Color

Your Price: **\$0.18**

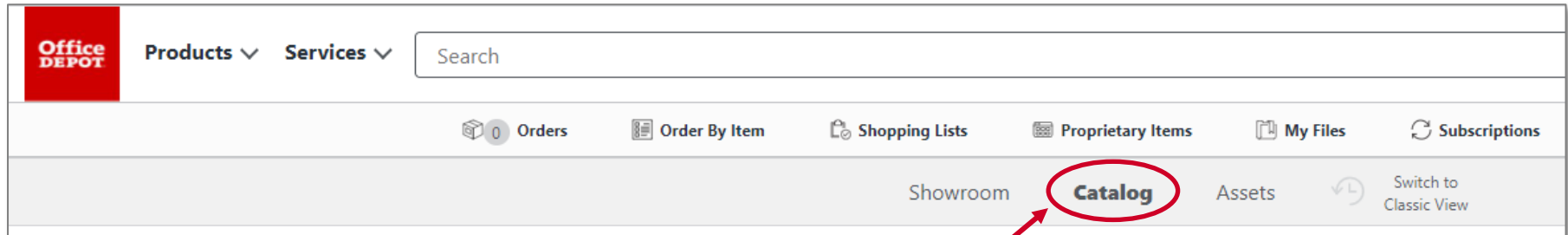
Cancel

Save

Questions?
 Contact a Print Specialist: 800.983.3376

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My Files Overview – Catalog: Order Items



- Once you have **CONFIGURED** and **SAVED** a document, you and/or other Users can print that document as needed.
- From the Catalog view, all items that are configured and ready to be ordered will be viewable.
- Click on **“Order”**, enter your quantity and click: [Add to Cart](#)
- Checkout as normal.

