

Bulletin Board - Hints

Bulletin Board - Staging Folders: Y:\bsdupload

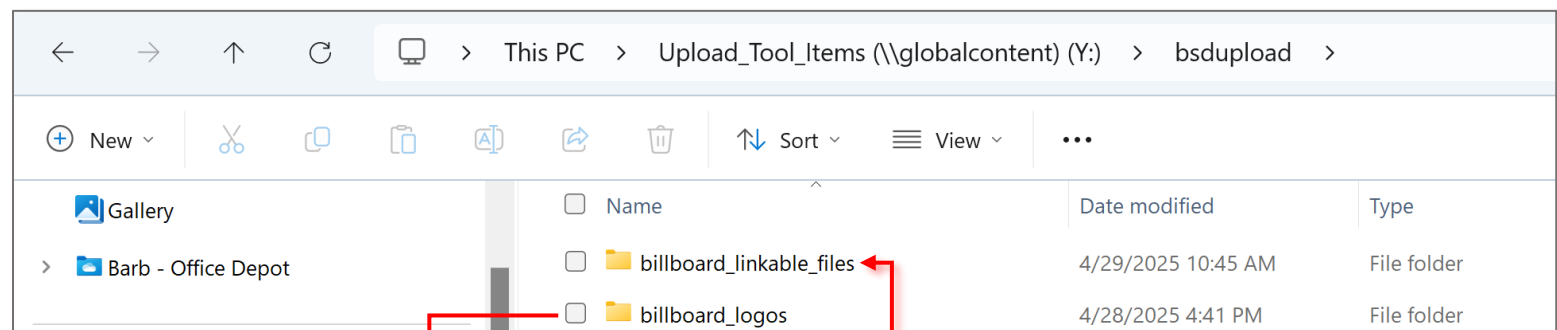
Link: [\\globalcontent\Upload_Tool_Items](#)

To map: Go to File Manager

Right click on This PC

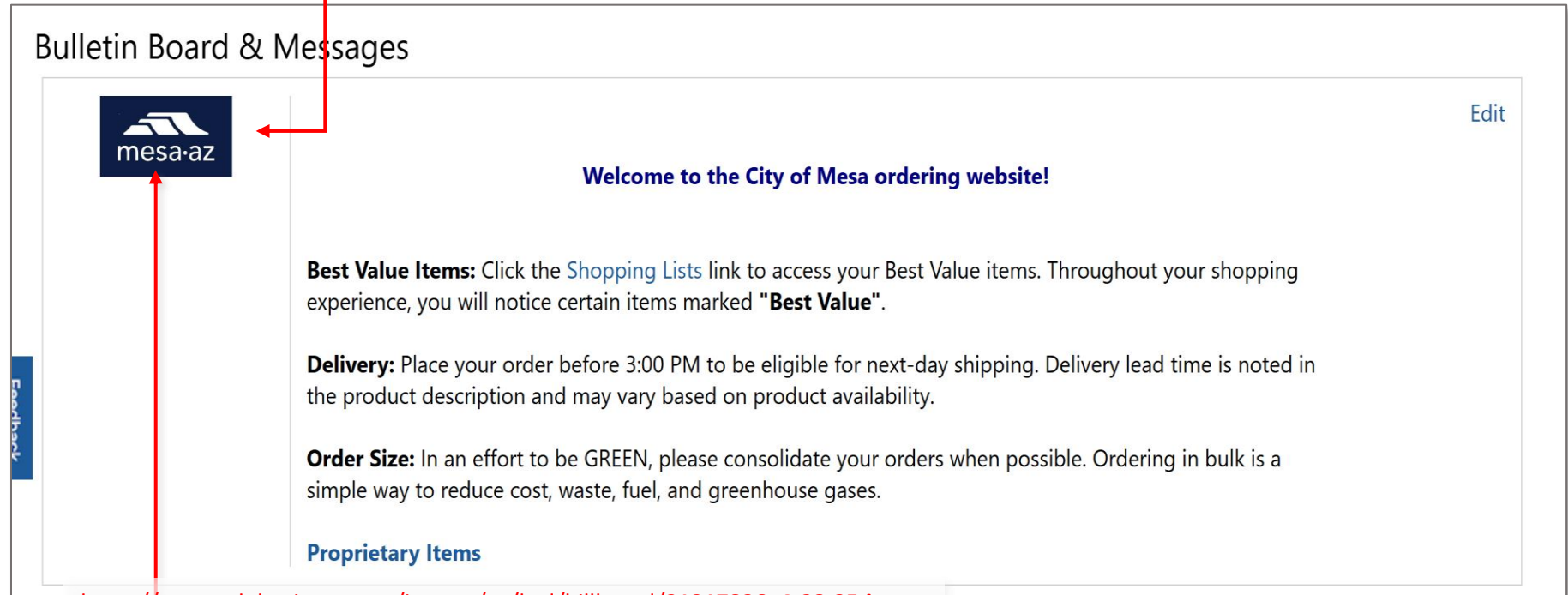
Click on Map network drive

Select direct (Most are using “Y” drive)

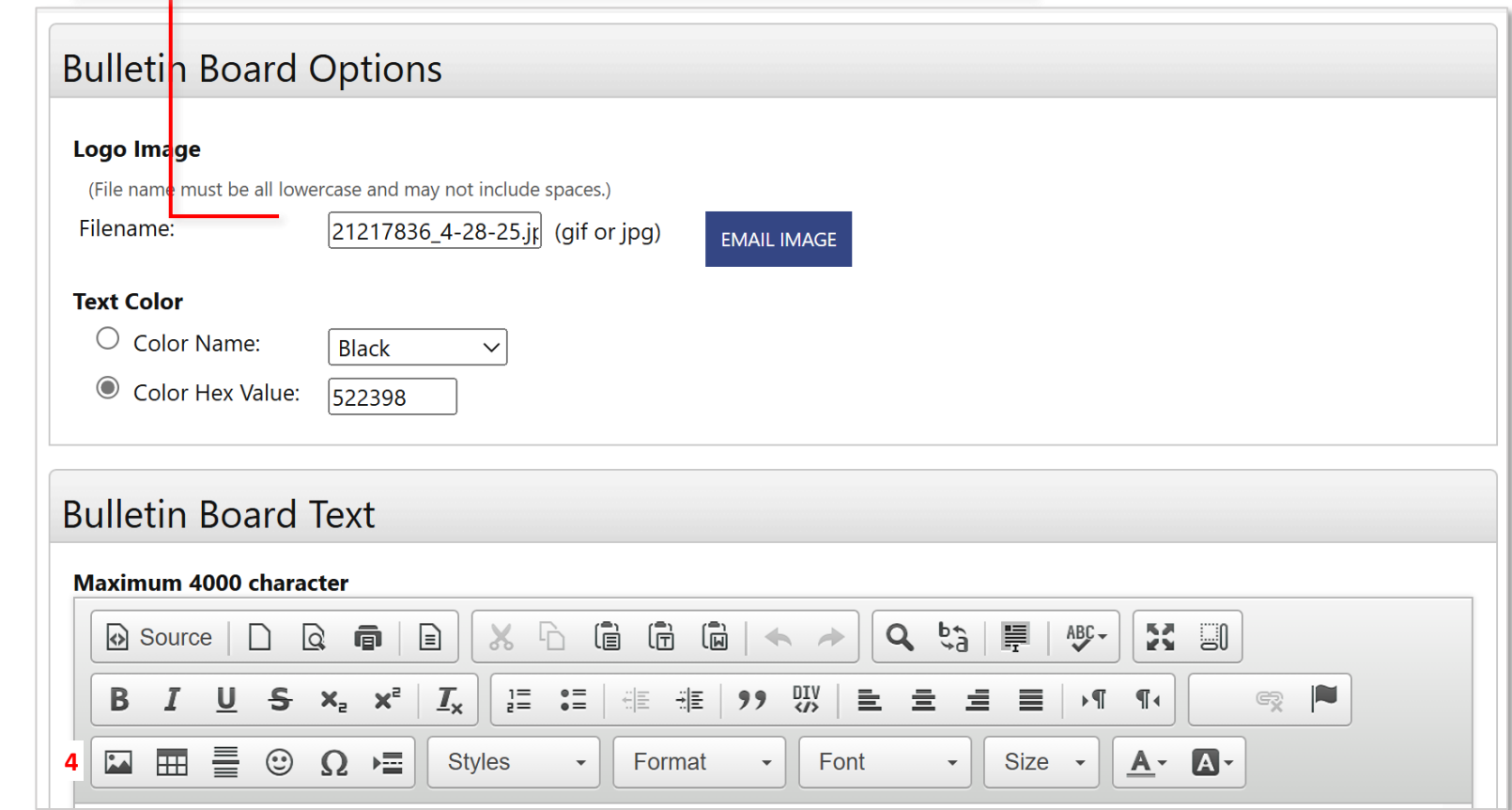


Uploads to bsd directory:
<https://www.odpbusiness.com/images/us/bsd/billboard/>

Uploads to bsd directory:
<https://www.odpbusiness.com/generalinfo>



https://www.odpbusiness.com/images/us/bsd/billboard/21217836_4-28-25.jpg



Attaching images to the bulletin board body:

Note Bulletin board suggested maximum is 800 pixels

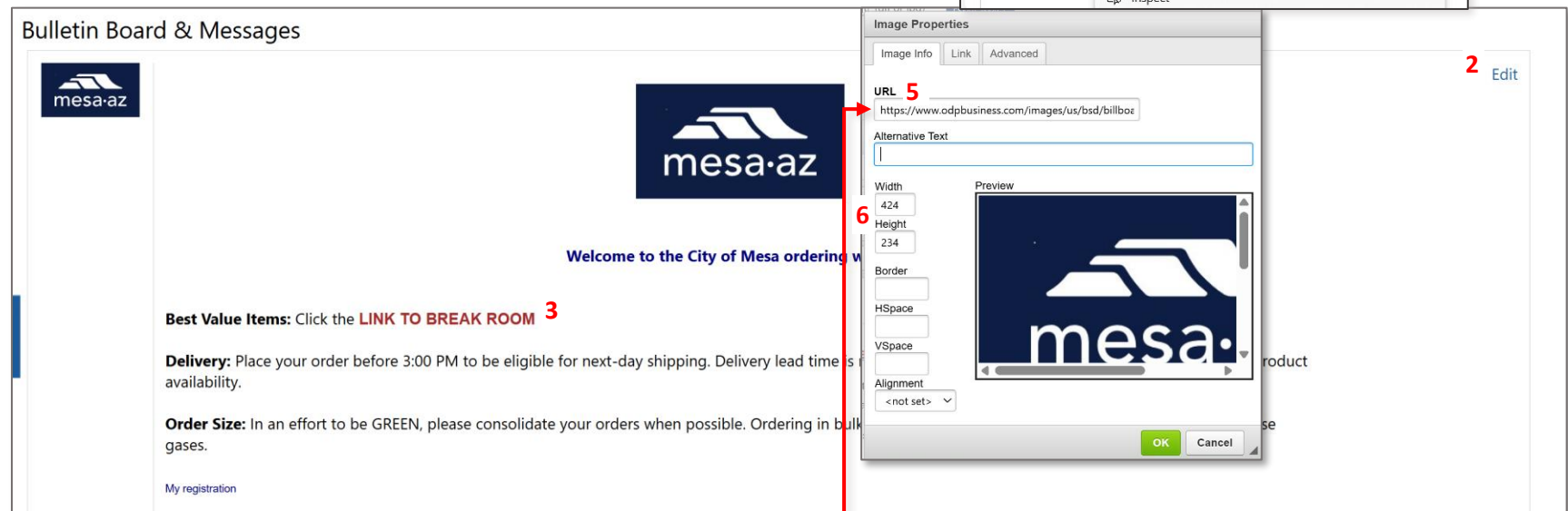
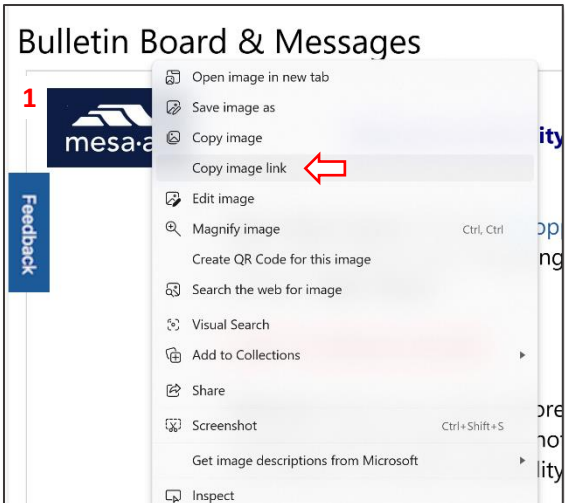
To Copy the thumbnail image to the body of the bulletin board:

1. Right click on the thumbnail and select **Copy image link**.

Example

https://www.odpbusiness.com/images/us/bsd/billboard/21217836_4-28-25.jpg

2. On the Bulletin Board body click **Edit**
3. Find position on the bulletin board and click the mouse to set position
4. Click on



5. Paste the copied image link in the URL field.
6. If needed adjust the image width and Height to scale

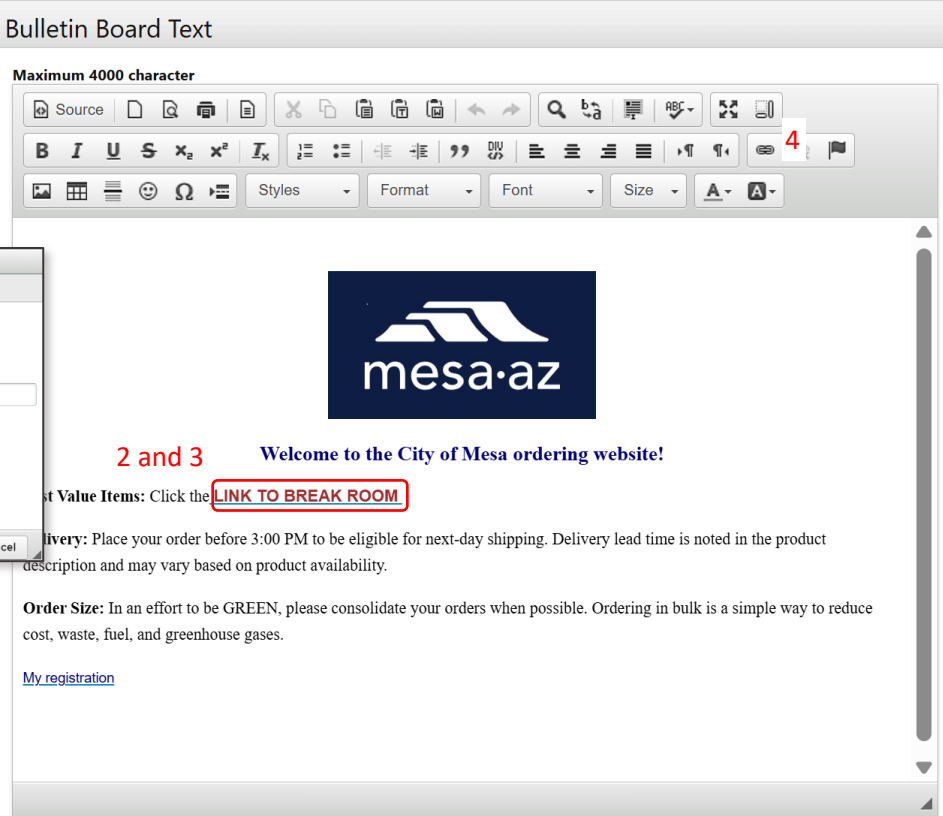
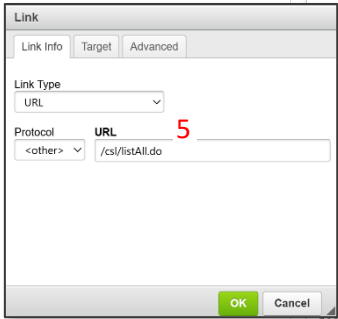
To add links to areas within the odp business website: Custom shopping lists, products, search results etc.

Steps:

1. Click [Edit](#) bulletin board
2. Add the Text to the board from which the link will be launched.
3. Highlight the text with your mouse
4. Click the link option 
5. Enter the destination url in the URL field. . When creating links to destination points within the website, it is best to **remove the domain**, that way such links will work on both punchout and direct internet:

For example, when creating links to the Custom shopping lists, the url would be:
www.odpbusiness.com/csl/listAll.do.

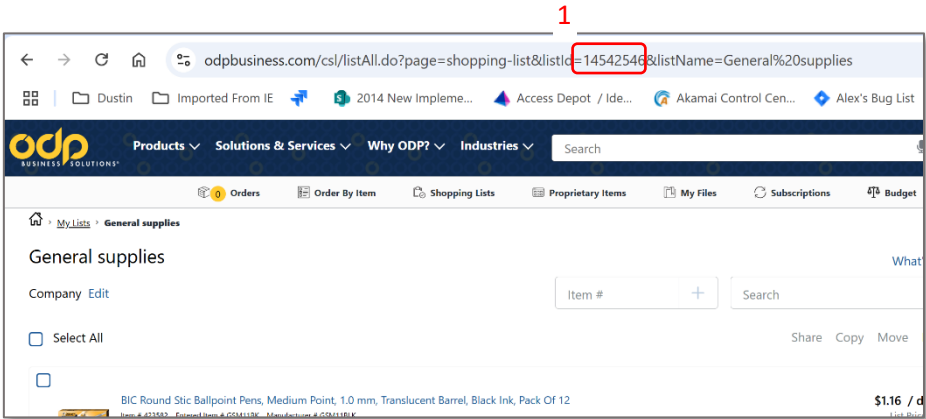
Create the link as instead: **/csl/listAll.do**



Creating links to specific custom shopping list.

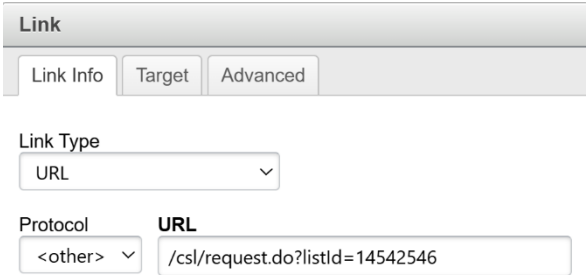
Steps:

1. First find the shopping list and make note of the Shopping List id in this case # = 145425468
2. Repeat steps **1- 4** above



3. Enter the destination url in the URL field. As follows:
/csl/request.do?listId=*shopping list number*
Example for acct 21217836 - Shopping list Break Rooms as shown below would be saved as :
/csl/request.do?listId=14542546

4. Click OK



3



4

Attaching images to the bulletin board:

Note Bulletin board suggested maximum is 800 pixels

Copying thumbnail image to the body of the bulletin board:

1. Right click on the thumbnail and select Copy image link.
2. Example https://www.odpbusiness.com/images/us/bsd/billboard/21217836_4-28-25.jpg

- 3. Click [Edit](#)
- 4. Find position on the bulletin board
- 5. Click on

