



# my<sup>cloud</sup> files

User Guide For  
Business Solutions Division  
Customers

**Office  
DEPOT®**

# What is my files

*My Files is an online, cloud-based solution from Office Depot® that allows customers to conveniently store, manage and reorder their print documents quickly and easily.*

*My Files is available through [business.officedepot.com](https://business.officedepot.com) under the My Accounts tab (login required).*

## Getting started with My Files

The following sections describe the processes for setting up a company, a customer admin, creating folders, uploading and customer user administration in My Files.

### My Files user 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.

## Creating a Corporate Admin for a My Files account

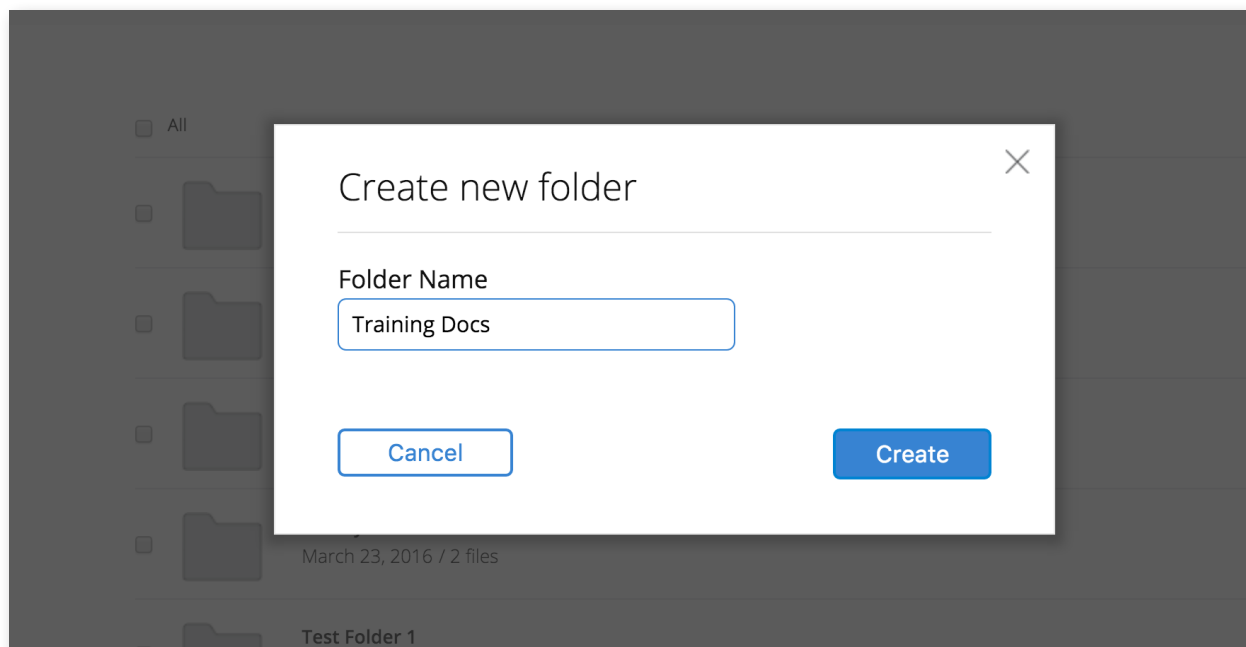
All My Files accounts must have at least one Corporate Admin. The Office Depot Admin must create the first Corporate Admin. This must be requested by your sales representative.

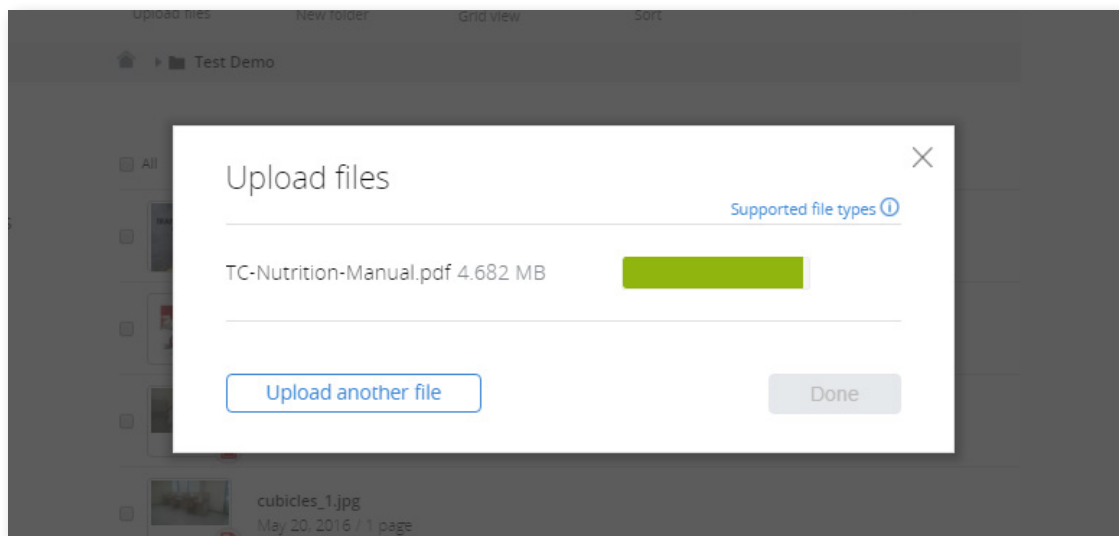
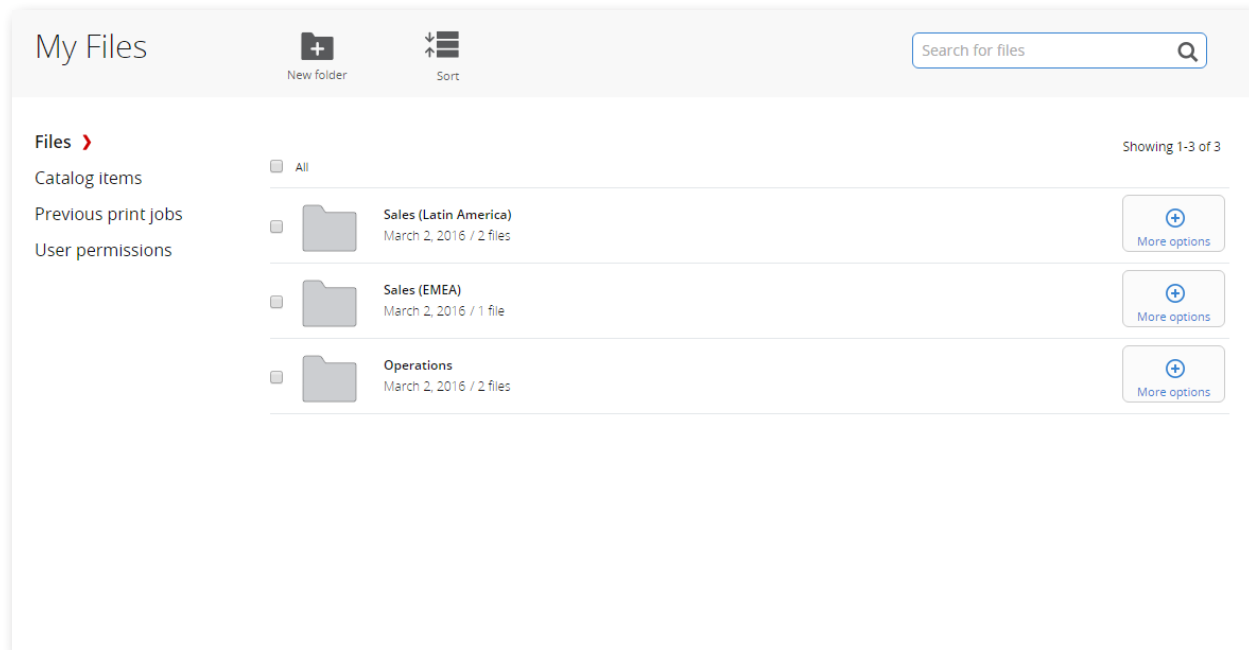
## Setting up the initial directory structure for a My Files account

Since the Corporate Admin will normally be the first user to log in to the newly enabled My Files account, the Corporate Admin will need to set up an initial directory structure and add users and permissions as necessary. The complexity and depth of each set-up will vary with the size and mission of the company.

### Instructions for setting up the initial directory structure:

- Log on to: <https://business.officedepot.com>
- Corporate Admin will use their existing BSD login info (there is a single sign-on)
- Locate the My Files link on the My Account flyout menu
- Click the My Files link
- Click option to create a new folder
- After creating the initial folder(s), you may create as many sub-folders as desired
- Double-click any folder to open it
- Follow the on-screen prompts to upload to the opened folder





## Adding users to folders and assigning user permissions

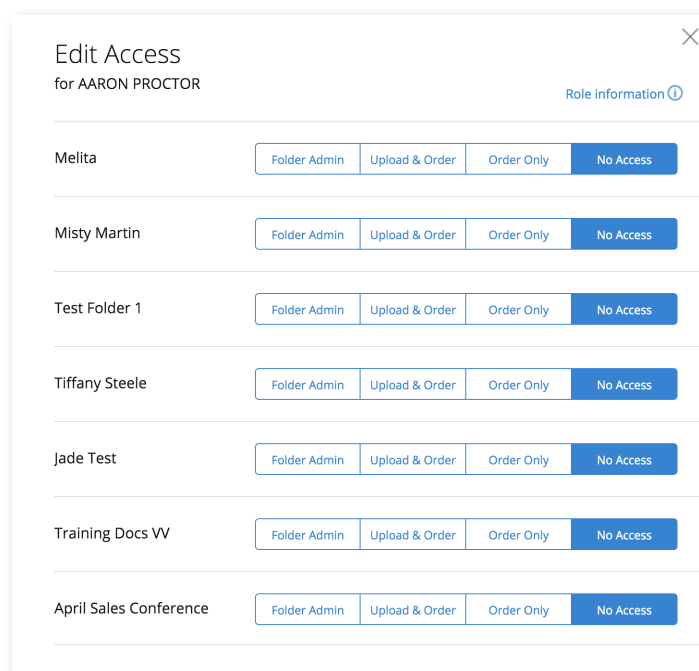
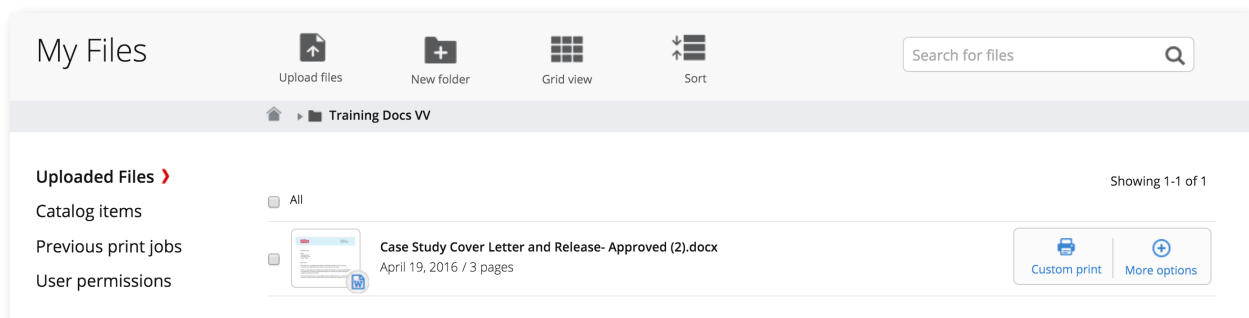
Once the Corporate Admin has created at least one folder, users can be assigned to the folder(s). User permissions are only assigned at the root folder level. Users cannot be assigned at the sub-folder or file level.

The following matrix captures all user roles and associated permissions:

| My Files Functions                                                          | My Files User Roles |            |              |                |            |
|-----------------------------------------------------------------------------|---------------------|------------|--------------|----------------|------------|
|                                                                             | OD Admin            | Corp Admin | Folder Admin | Upload & 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 Folder Admin                                                         | •                   | •          |              |                |            |
| Add Folders                                                                 | •                   | •          | •            | •              |            |
| Delete Folders                                                              | •                   | •          | •            | •              |            |
| Rename Folders                                                              | •                   | •          | •            | •              |            |
| Assign Users to Folders                                                     | •                   | •          | •            | •              |            |
| Delete Files                                                                | •                   | •          | •            | •              |            |
| Rename Files                                                                | •                   | •          | •            | •              |            |
| Order Pre-Configured (Catalog Items) Documents, by-passing the Configurator | •                   | •          | •            | •              | •          |
| Order documents via the Configurator (Custom Print)                         | •                   | •          | •            | •              |            |
| Upload Files                                                                | •                   | •          | •            | •              |            |
| List View                                                                   | •                   | •          | •            | •              | •          |
| Grid View                                                                   | •                   | •          | •            | •              | •          |
| Sort                                                                        | •                   | •          | •            | •              | •          |
| Display Order History                                                       | •                   | •          | •            | •              | •          |
| Search Files                                                                | •                   | •          | •            | •              | •          |
| File Activity Log                                                           | •                   | •          | •            | •              | •          |
| New User/On-Demand Tutorial                                                 | •                   | •          | •            | •              | •          |
| Cursor Multi-Select/Bulk Actions                                            | •                   | •          | •            | •              |            |
| Preview Files                                                               | •                   | •          | •            | •              |            |
| Download Files                                                              | •                   | •          | •            | •              |            |
| Create Catalog Item (Pre-Configuration)                                     | •                   | •          | •            | •              |            |
| Move Files                                                                  | •                   | •          | •            | •              |            |
| Copy Files                                                                  | •                   | •          | •            | •              |            |
| Move Folders                                                                | •                   | •          | •            | •              |            |
| Copy Folders                                                                | •                   | •          | •            | •              |            |

**The following process will be used to assign user roles and permissions:**

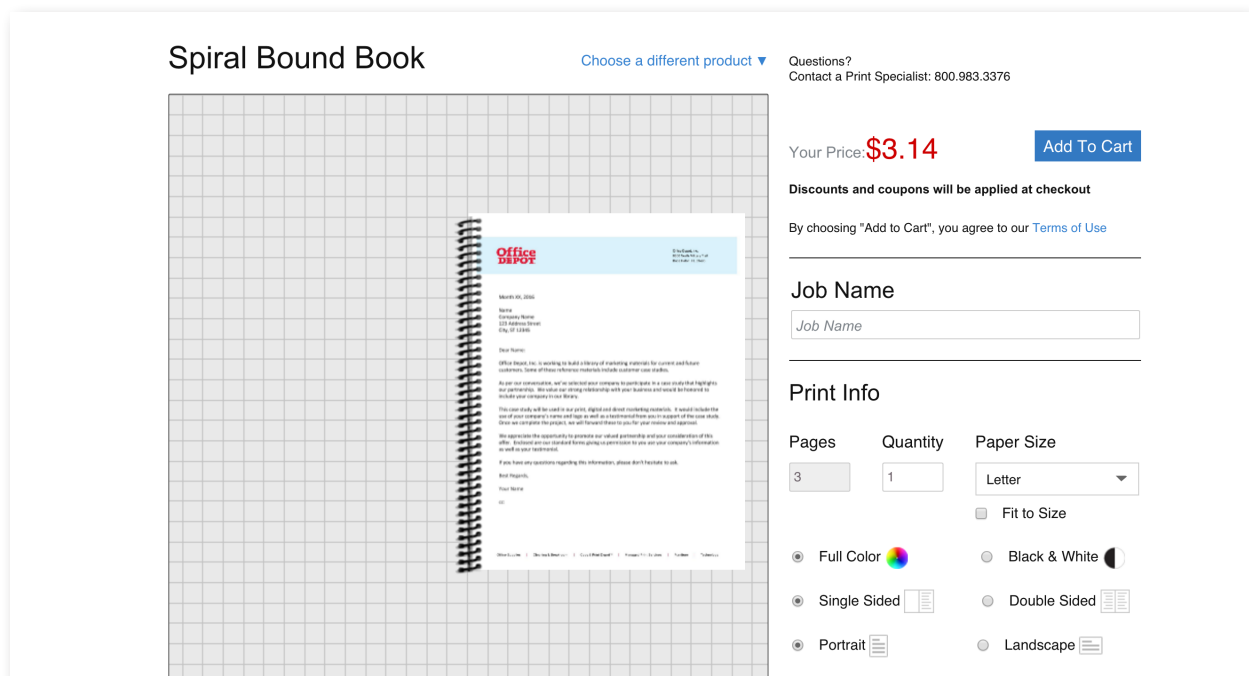
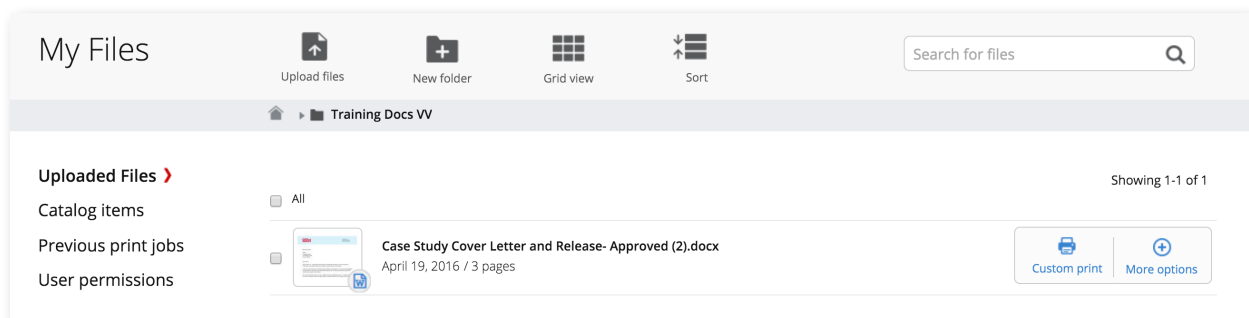
- Navigate to the User Permissions page by clicking the User Permissions link
- Use the search feature at the top of the User Permissions page to locate an individual user
- After finding the user, click 'Edit Access' (see screen shot below)
- Locate the folder that the user is to be assigned to and then click the user role for that folder (see screen shot below)
- If the Admin wants to give the same level of access to all folders, click the desired role on the 'All Folders' line
- Note that a user can only have one permission per folder



## Preparing a file for printing

In most cases, the initial file that is uploaded to My Files will not be configured for printing and ordering. The following process describes the basic procedure for 'configuring' a file for printing/ordering. Note that the configuration of files is restricted to the Corporate Admin, Folder Admin and File Admin. The Basic User role will be covered in a separate section below.

- Upload a file into a root folder using the Upload button
- Click 'Custom Print' from the Options dropdown (see screen shot below)
- Select the document type that you want to print from the document type page (for example, 'Copies and Flyers', 'Pads. Etc.') and click 'Select' or click on the item
- Customize the files as desired within the Configurator screen
- Click "Add to Cart" when completed
- Follow the Checkout Process to complete the order





## Printing/ordering preconfigured documents

My Files allows you to order and print documents by saving files that have been prepared in specific configurations. All users (including Basic) can print/order preconfigured documents.

### Instructions for ordering a preconfigured document:

- Navigate to the Configured Documents link within My Files
- Click the link to display the Configured Documents
- Click the 'Custom Print' button to start the printing/ordering process
- Within the Configurator screen, add/edit settings as desired
- Click the 'Add to Cart' button to begin the checkout process

## Reordering from the Order History section

My Files makes it simple to reorder documents within the users Order History area:

- Navigate to the Previous Print Jobs page
- Click 'Reorder' button

The logo for Office DEPOT, with "Office" in a bold sans-serif font and "DEPOT" in a bold, all-caps sans-serif font.

# Office DEPOT.

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