



FedEx Office® Print On Demand User Guide



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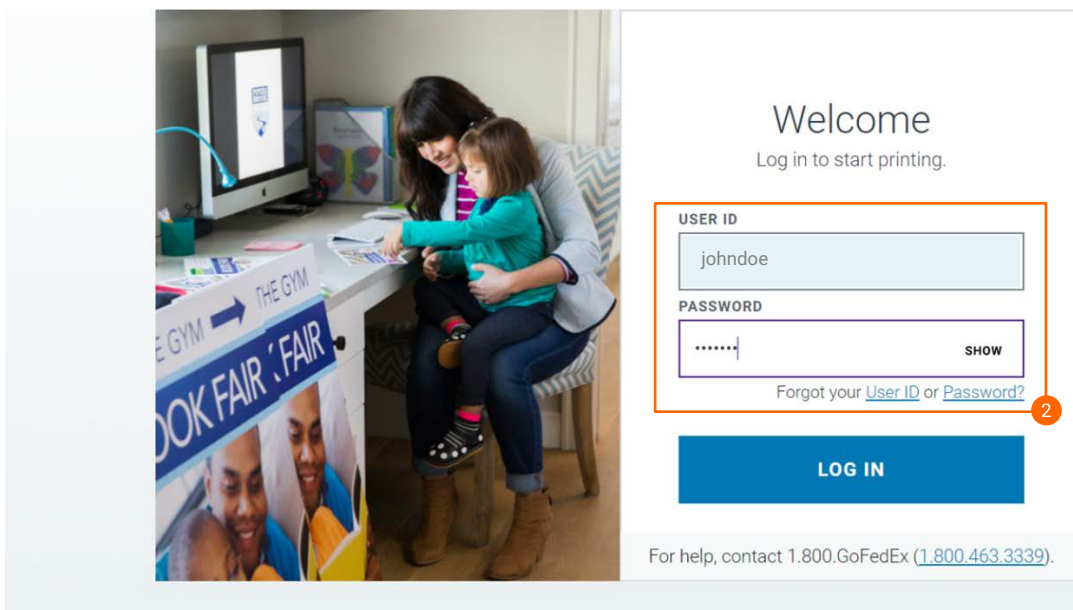
FedEx Office Print On Demand

Log in to FedEx Office® Print On Demand

1. Go to: fedex.com/apps/ondemand/

NOTE: Append name of your site at the end of the url

2. Enter your **User ID** and **Password to log in.**

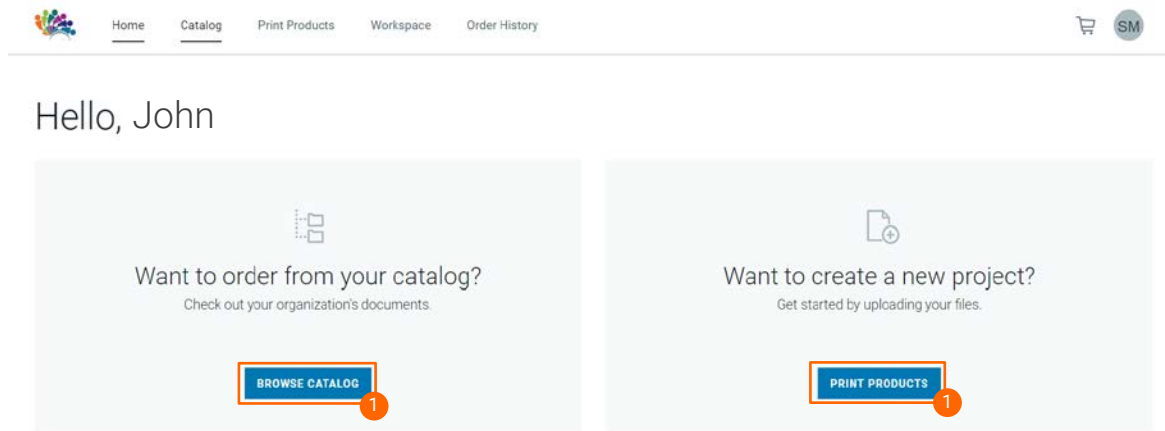




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1. Choose to order from your **catalog** or create a **new project**.


NOTE: Feature availability is dependent on your site configuration



FedEx Office Print On Demand

Forgot User ID

1. Choose **Forgot Your User ID** link to retrieve your User ID.



Welcome

Log in to start printing.

USER ID

PASSWORD

[SHOW](#)

[Forgot your User ID or Password?](#)

LOG IN

For help, contact 1.800.GoFedEx ([1.800.463.3339](tel:18004633339)).

2. Enter the email address associated with your User ID and **Submit**. You will receive an email with your User ID(s).

[Back to login](#)

Forgot User ID

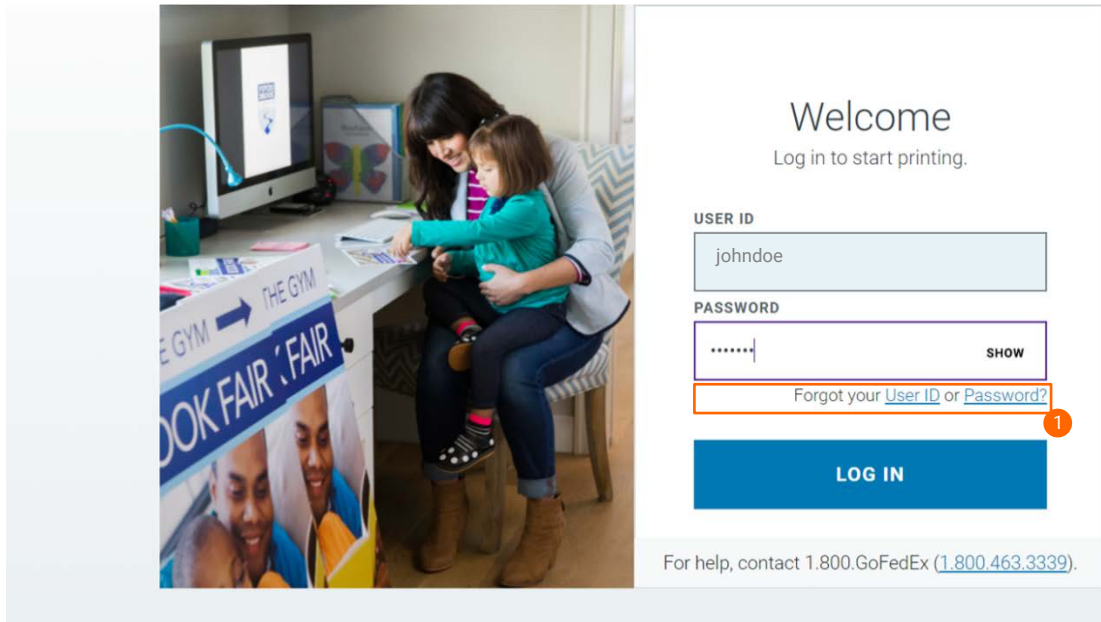
Enter your email address. If the address is on file, you'll receive an email shortly.

EMAIL ADDRESS

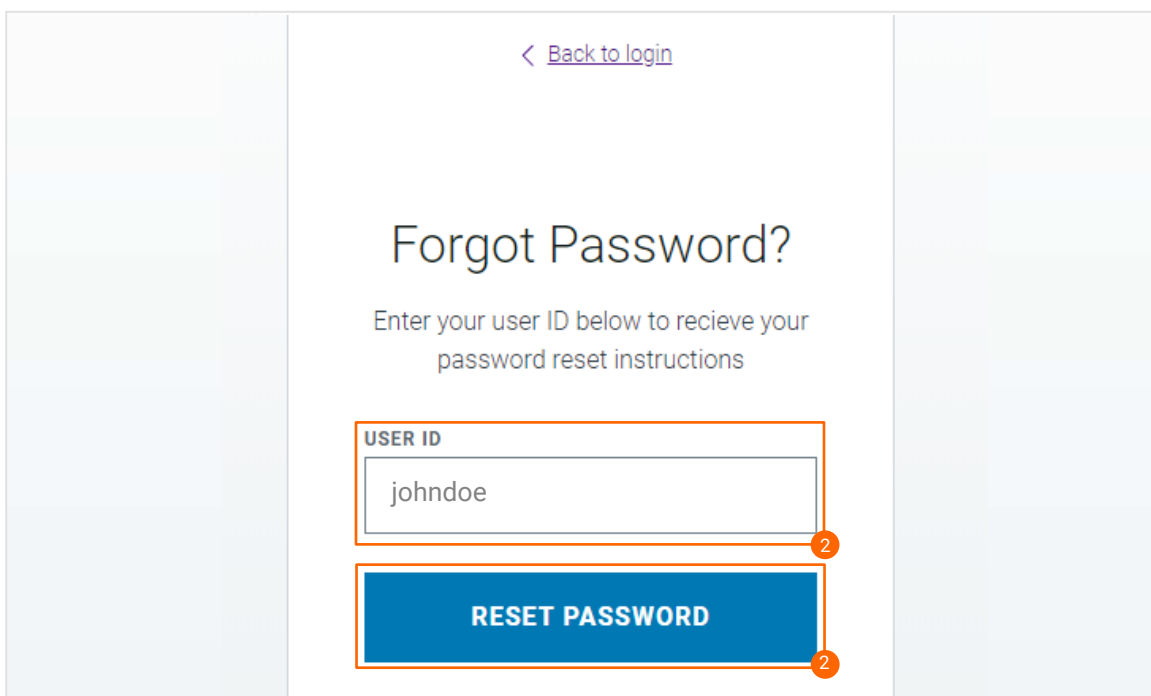
SUBMIT

Forgot Password

1. Choose **Forgot Your Password** to reset your password.



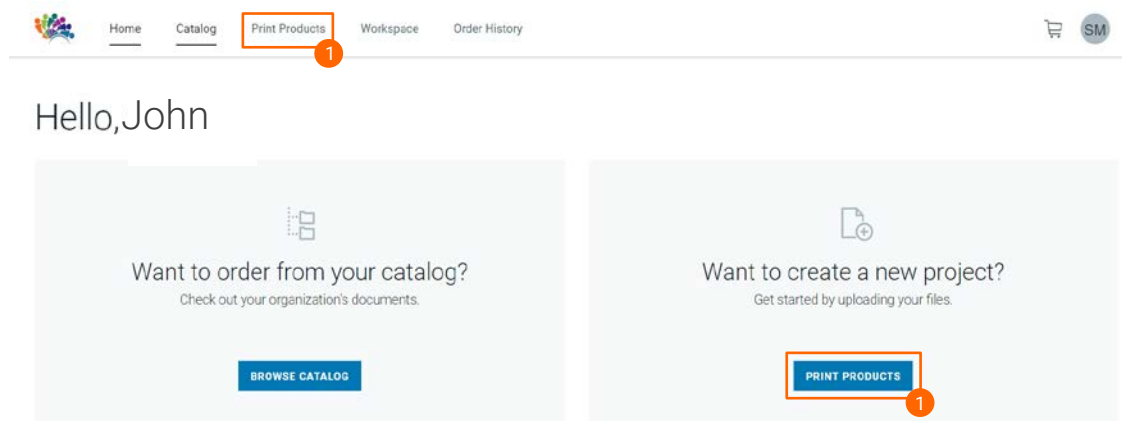
2. Enter your User ID and select **Reset Password** to receive password reset instructions.



Create a Document

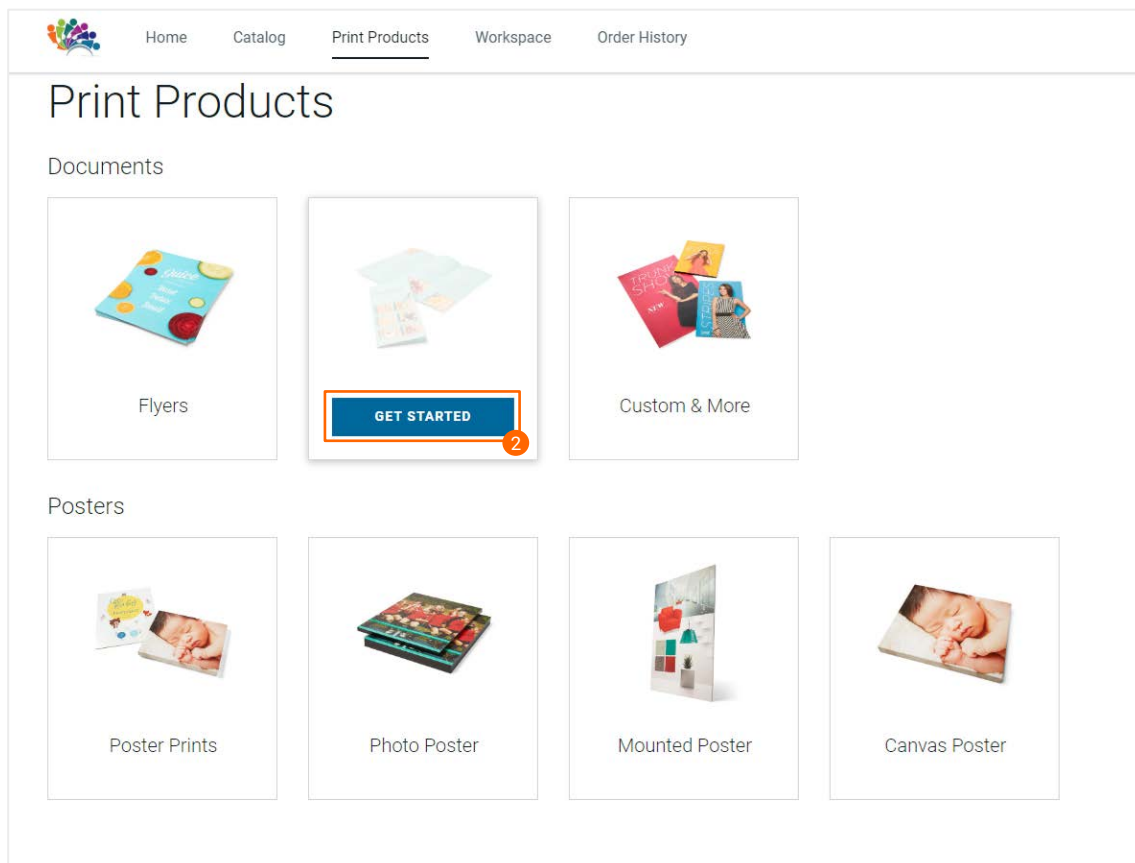
1. Choose **Print Products** to create a new document

NOTE: Feature availability is dependent on your site configuration.

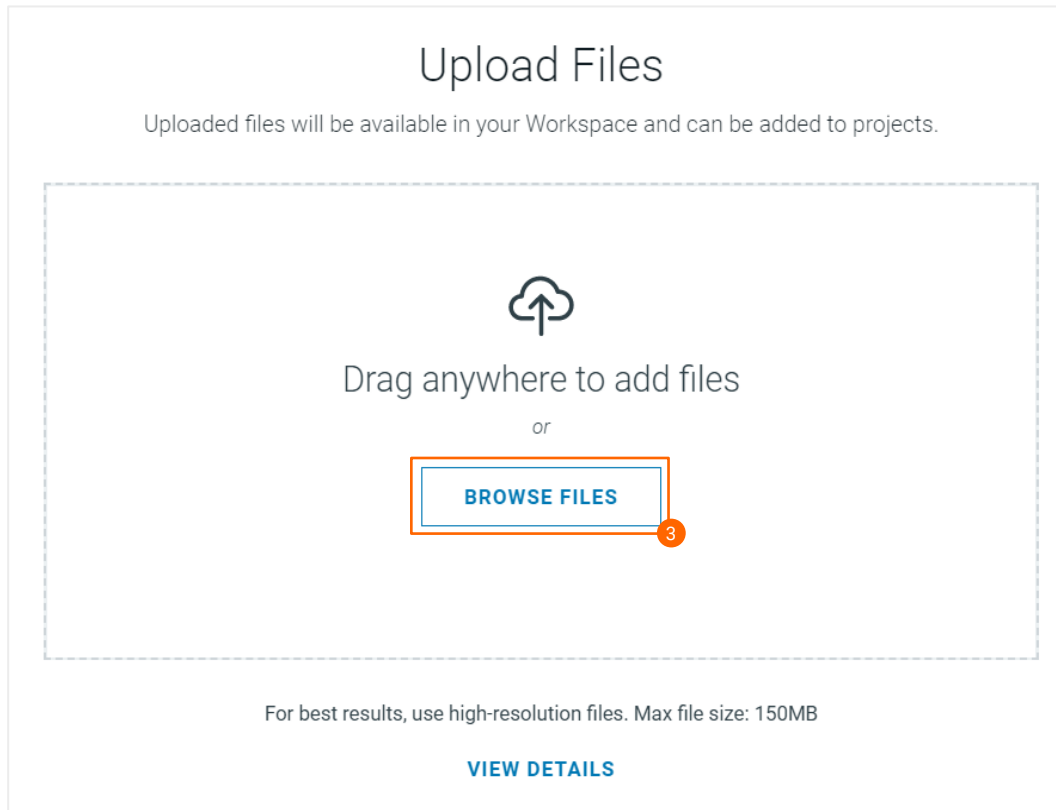


2. Select a product type that best represents your desired finished product, and choose **Get Started**.

NOTE: You will have access to this page only if your organization allows you to order by uploading your own document.

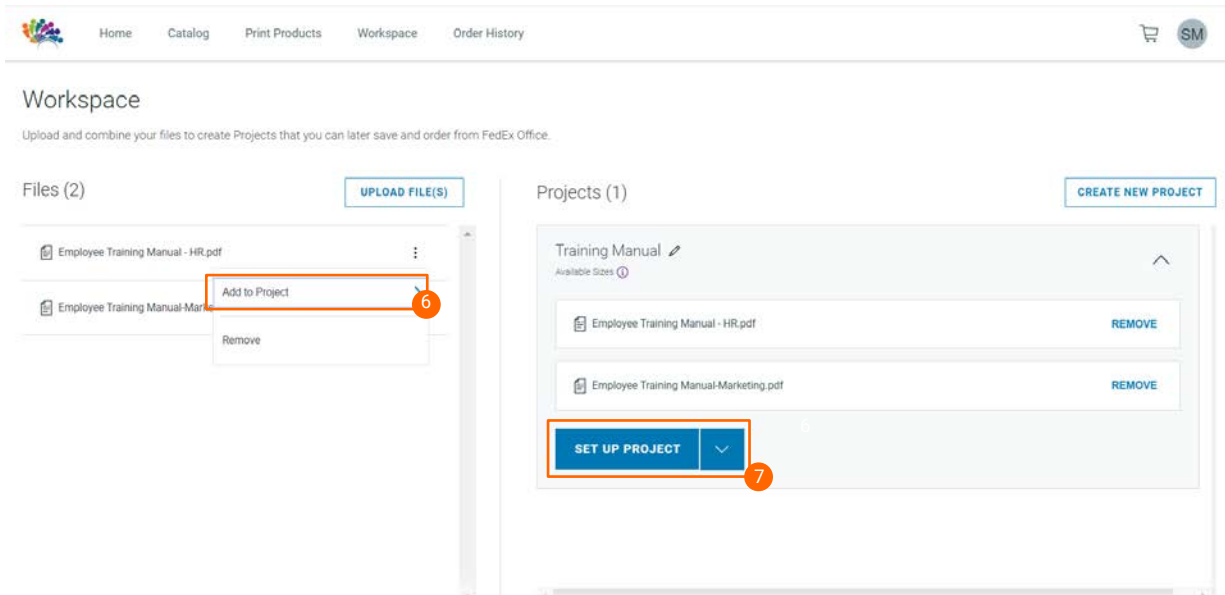


3. Choose **Browse Files** to add files from your device or drag and drop your files.



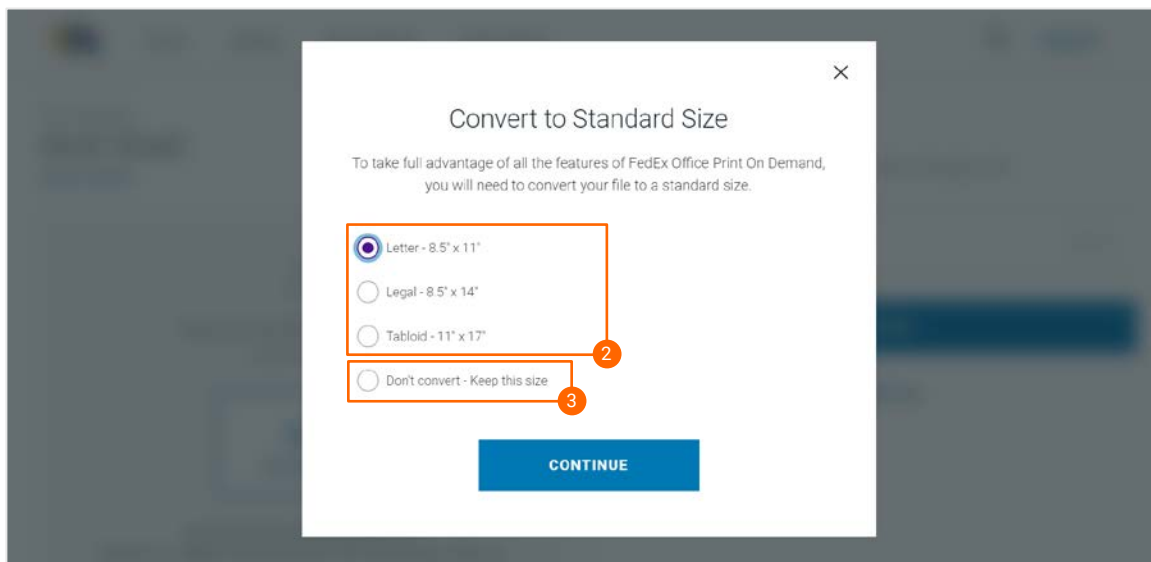
4. You may upload and rearrange multiple files at once to combine as a single document.
5. Drag and drop your files into the order in which they should be combined before continuing.
6. Upload multiple files at once and add them to separate projects.

7. Click **Set Up Project** to choose print and finishing options for your document.



Non-Standard Page Size

1. If you have uploaded a file with a non-standard page size, you will be prompted to **Convert to Standard Size**, or choose **Don't convert – Keep this size** to output your file at the original dimensions.
2. If you choose to convert to a standard page size, you will proceed to configure your document by selecting **Print Properties, Finishing options and Tabs & Pages**.
3. If you choose **Don't convert – Keep this size**, document pricing and document preview are not displayed, and you will be prompted to enter text-based print instructions for your document. A FedEx Office team member will contact you to confirm the instructions for your project.

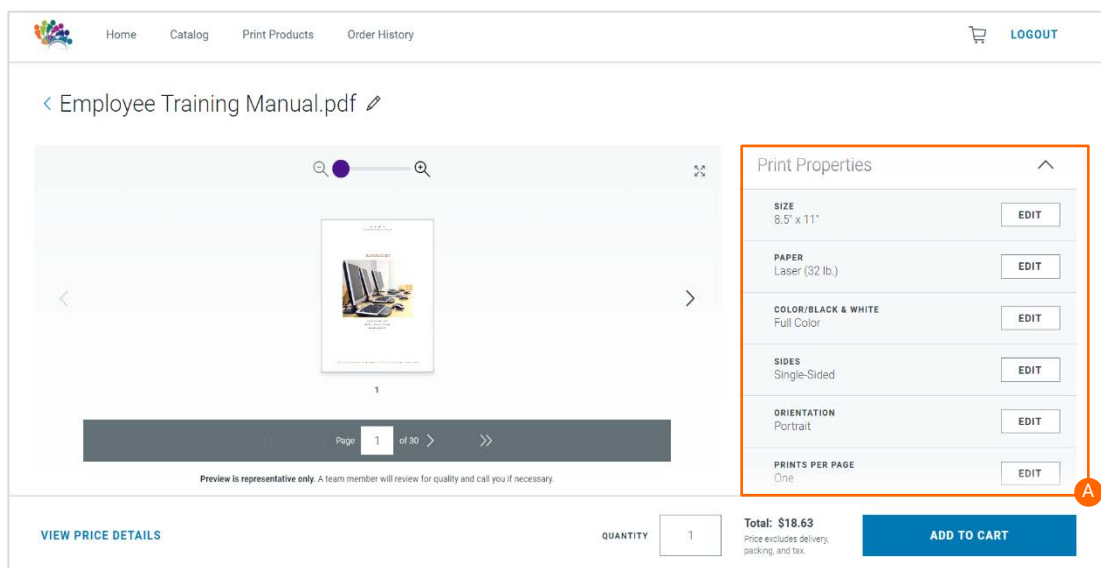


Configure Your Document

1. Configure your document by selecting any of the following options;

NOTE: Default options may vary by print product.

A- Print Properties - Paper size, Paper type, color, sides to be printed, Orientation & Prints Per Page

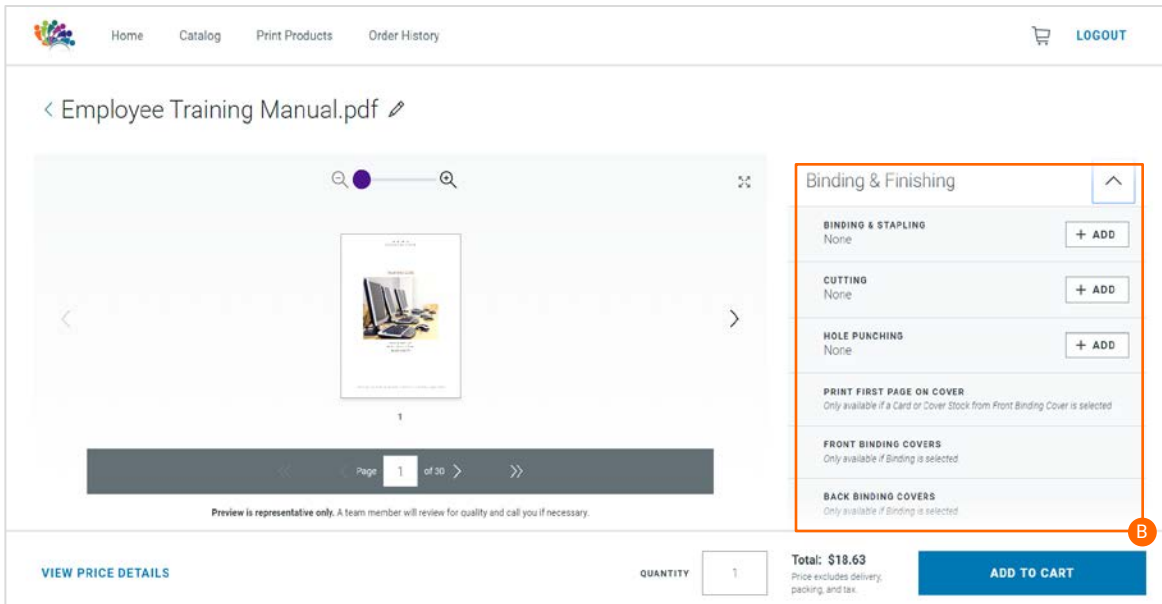


The screenshot shows the FedEx Office Print On Demand interface. At the top, there are navigation links: Home, Catalog, Print Products, and Order History. A shopping cart icon and a LOGOUT link are in the top right. The main content area displays the document 'Employee Training Manual.pdf'. Below the document title is a preview of the document, showing a page with a grid of images. Below the preview is a page indicator showing 'Page 1 of 30'. To the right of the preview is a 'Print Properties' panel, which is highlighted with an orange box and labeled 'A'. The panel includes the following options:

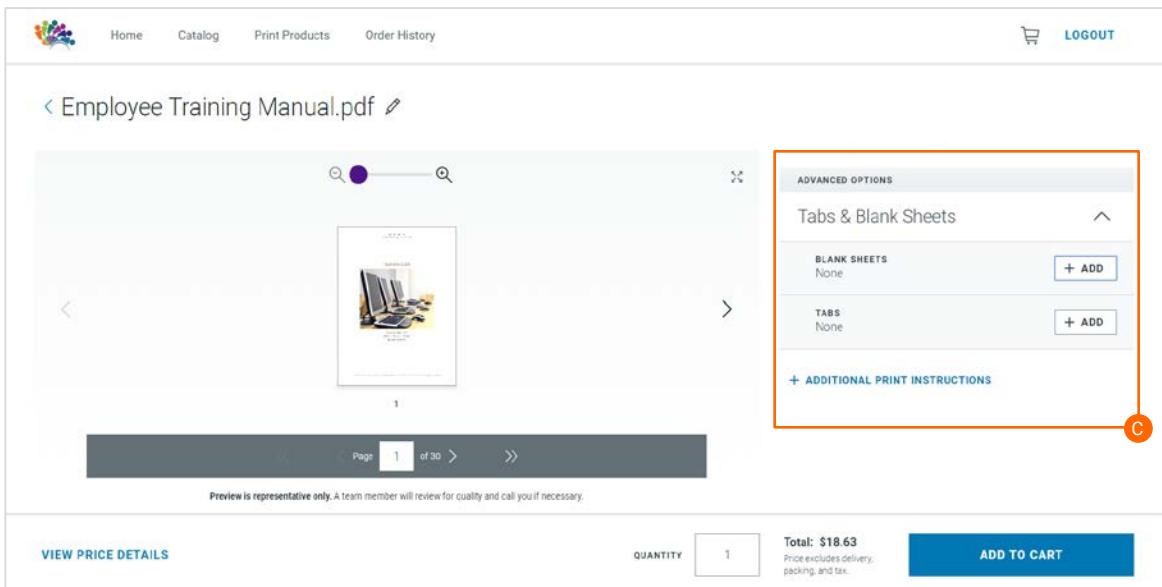
- SIZE:** 8.5" x 11" (EDIT)
- PAPER:** Laser (32 lb.) (EDIT)
- COLOR/BLACK & WHITE:** Full Color (EDIT)
- SIDES:** Single-Sided (EDIT)
- ORIENTATION:** Portrait (EDIT)
- PRINTS PER PAGE:** One (EDIT)

At the bottom of the interface, there is a 'VIEW PRICE DETAILS' link, a 'QUANTITY' dropdown set to '1', a 'Total: \$18.63' (Price excludes delivery, packing, and tax), and an 'ADD TO CART' button.

B- Finishing Options - Binding & Stapling, Cutting, Hole Punching, Folding, Print First Page on Cover, Front Binding Covers, Back Binding Covers, Binder Spine & Lamination



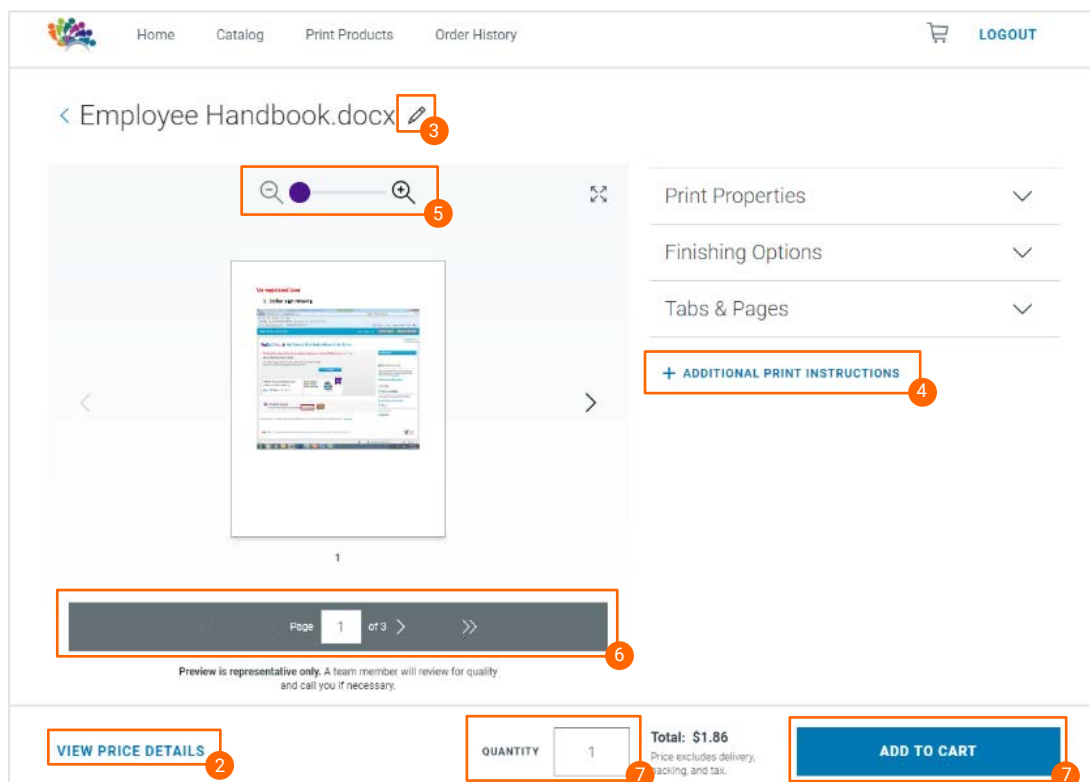
C- Tabs & Pages - Blank Sheets, Tabs



2. Choose **View Price Details** for a breakdown of your document's pricing, including any discounts.
3. Choose the **Pencil** icon to change the name of your document.
4. Use **+ Additional Print Instructions** to add instructions for producing your document that are not available as menu options.

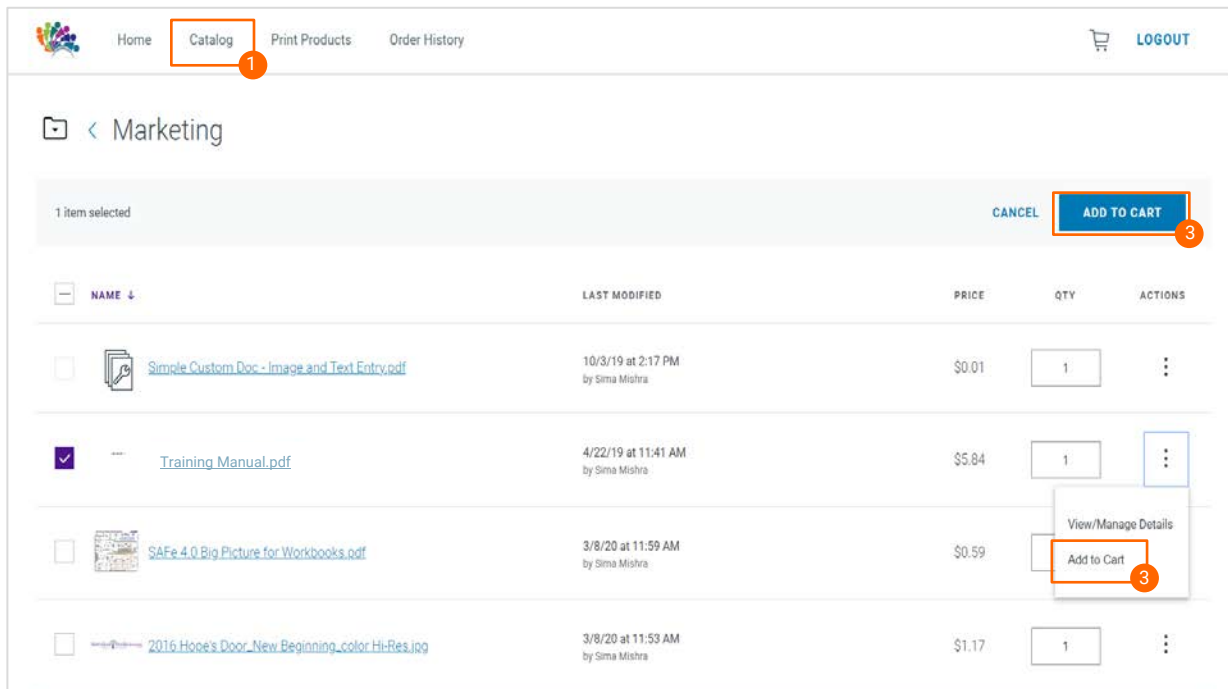
NOTE: Documents with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

5. Zoom in and out of the dynamic document preview.
6. Preview any page of your document by selecting the left/right chevron icons or by entering the page number you want to preview.
7. Adjust document quantity as needed and select **Add to Cart**.



Order from Catalog

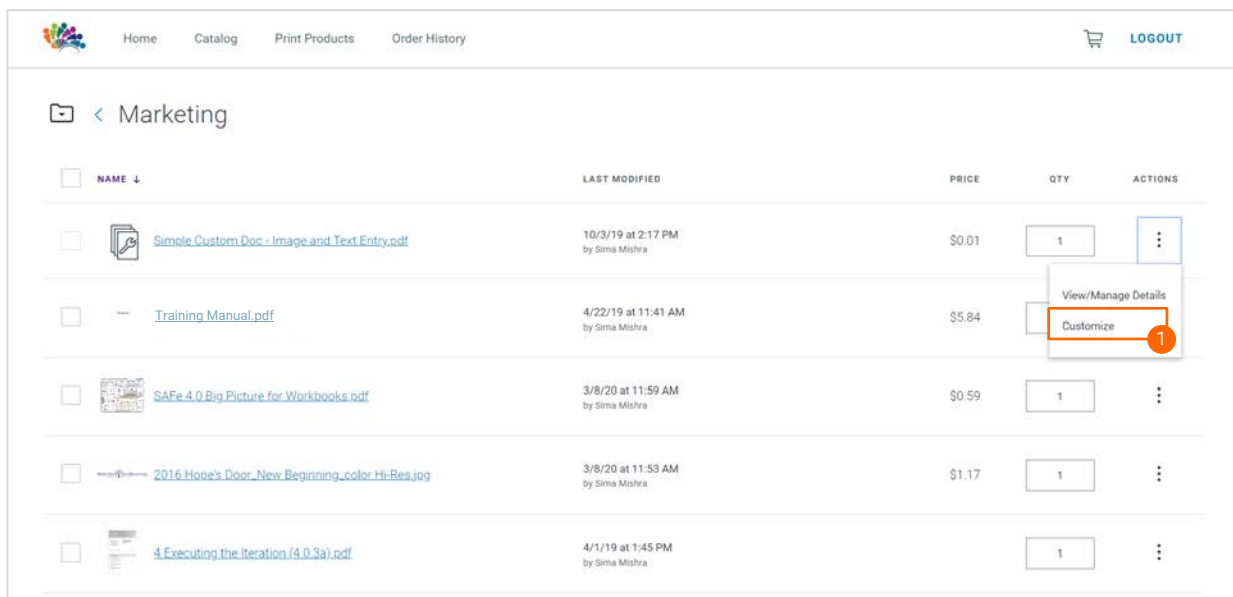
1. Choose **Browse catalog** to access your shared or personal catalog.
2. Navigate the catalog by selecting a folder to view its documents. Return to the previous folder level by selecting the “back” chevron icon next to the folder name.
3. Add documents to your Cart by selecting the checkbox next to the document name and choosing **Add to Cart**, or by choosing **Add to Cart** from the **Actions** menu.
4. You can view additional document details by selecting the Document name, or by choosing **View Manage Details** from the **Actions** menu.
5. When you are finished adding documents from the catalog, **Continue** to Cart.



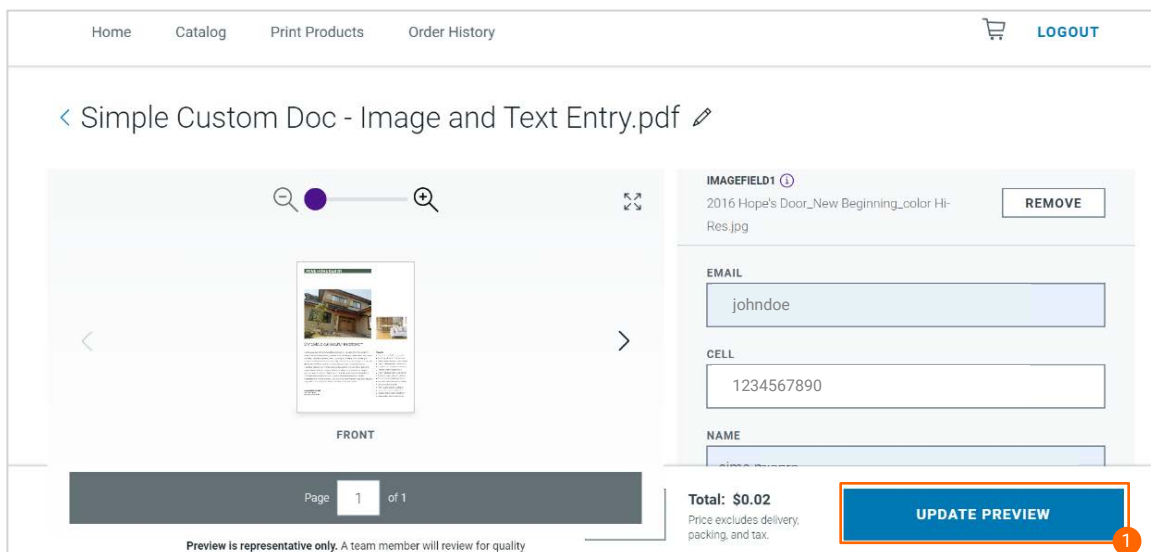
NAME	LAST MODIFIED	PRICE	QTY	ACTIONS
<input type="checkbox"/> Simple Custom Doc - Image and Text Entry.pdf	10/3/19 at 2:17 PM by Sima Mishra	\$0.01	1	⋮
<input checked="" type="checkbox"/> Training Manual.pdf	4/22/19 at 11:41 AM by Sima Mishra	\$5.84	1	⋮ View/Manage Details Add to Cart
<input type="checkbox"/> SAFe 4.0 Big Picture for Workbooks.pdf	3/8/20 at 11:59 AM by Sima Mishra	\$0.59	1	⋮
<input type="checkbox"/> 2016 Hood's Door New Beginning_color Hi-Res.jpg	3/8/20 at 11:53 AM by Sima Mishra	\$1.17	1	⋮

Order Customizable Documents

1. Your catalog may contain **Customizable Documents** that can be personalized before adding to Cart. These documents will be identified with a “wrench” icon. Choose **Customize** from the **Actions** menu to start customizing your document.



2. Complete the required fields and select **Update Preview** to see a dynamic preview of your personalized document.





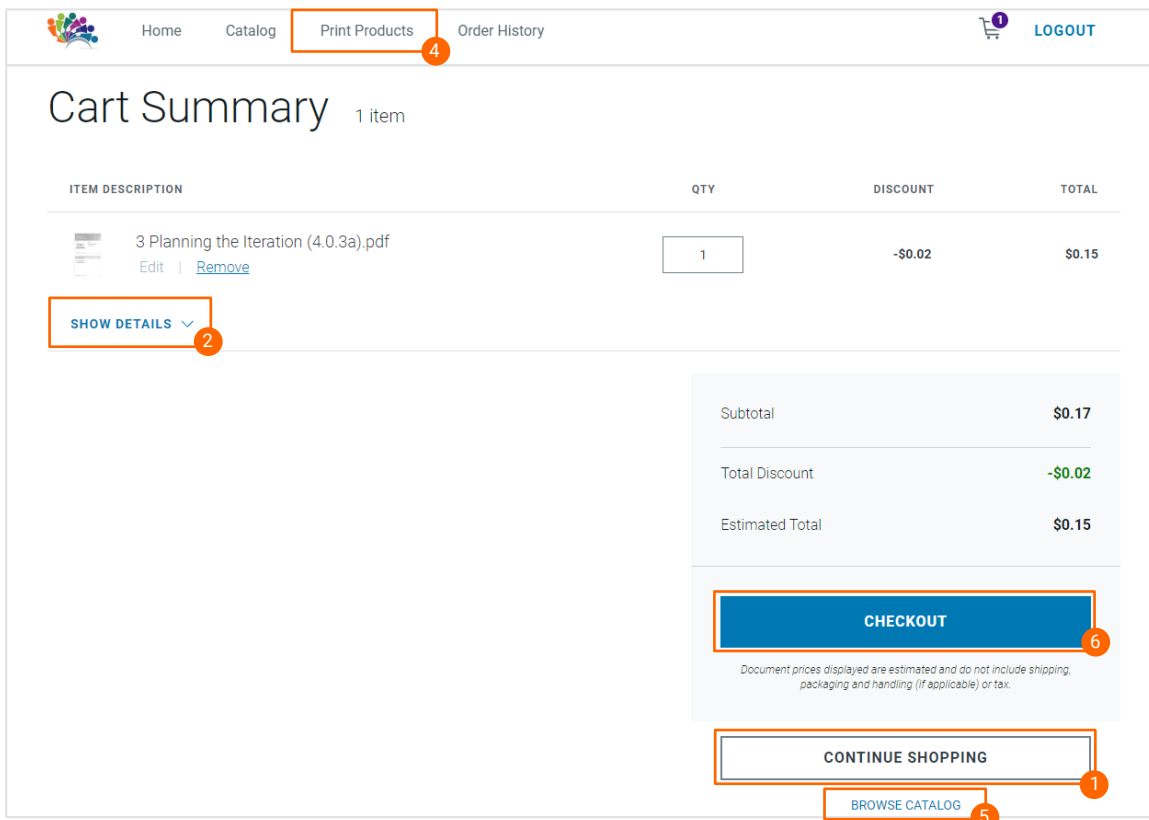
FedEx Office® Print On Demand User Guide

3. Your document will print as displayed. Revise any field entries as needed and Update Preview again to see changes. You may repeat this step until your personalized content looks exactly as you intended.
4. When you are finished customizing your document, select **Add to Cart**.


FedEx Office Print On Demand

Cart

1. From the Cart, you can modify document quantities, remove documents, return to editing a document, or access other ordering options (based on your site configuration)
- NOTE: Catalog documents saved in FXO legacy applications (Print Online & DocStore) cannot be edited.
2. Select **Show Details** to see a price breakdown for your document.
 3. Choose **Continue Shopping** to create another document or add additional documents from the catalog.
 4. Choose **Print Products** to create another document (feature availability is dependent on your site configuration).
 5. Choose **Browse Catalog** to return to the Catalog.
 6. Choose **Checkout** to proceed.



The screenshot shows the 'Cart Summary' page for 1 item. The navigation bar at the top includes 'Home', 'Catalog', 'Print Products' (highlighted with a red box and callout 4), and 'Order History'. A shopping cart icon with a '1' and a 'LOGOUT' link are on the right. The main content area shows a table with one item: '3 Planning the Iteration (4.0.3a).pdf'. Below the item is a 'SHOW DETAILS' button with a dropdown arrow (callout 2). To the right, a summary box shows 'Subtotal: \$0.17', 'Total Discount: -\$0.02', and 'Estimated Total: \$0.15'. At the bottom, there are three buttons: 'CHECKOUT' (callout 6), 'CONTINUE SHOPPING' (callout 1), and 'BROWSE CATALOG' (callout 5).

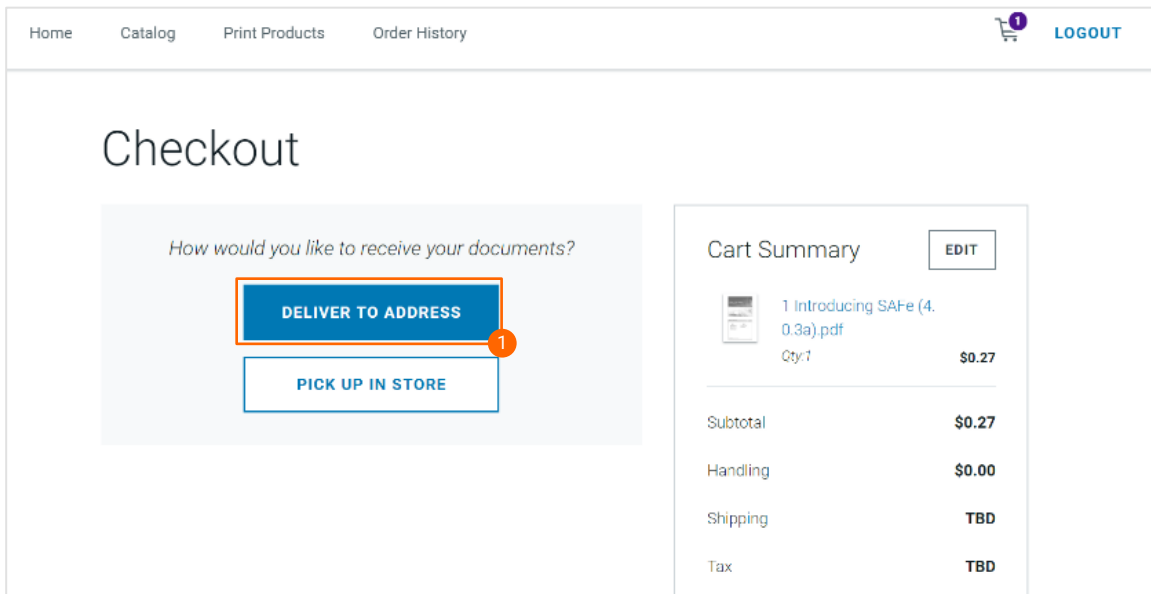
ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 3 Planning the Iteration (4.0.3a).pdf Edit Remove	1	-\$0.02	\$0.15


Subtotal: \$0.17
Total Discount: -\$0.02
Estimated Total: \$0.15

CHECKOUT
CONTINUE SHOPPING
BROWSE CATALOG

Checkout with Delivery

1. Choose **Deliver to Address**.



Home Catalog Print Products Order History  [LOGOUT](#)

Checkout


How would you like to receive your documents?

DELIVER TO ADDRESS 1

PICK UP IN STORE

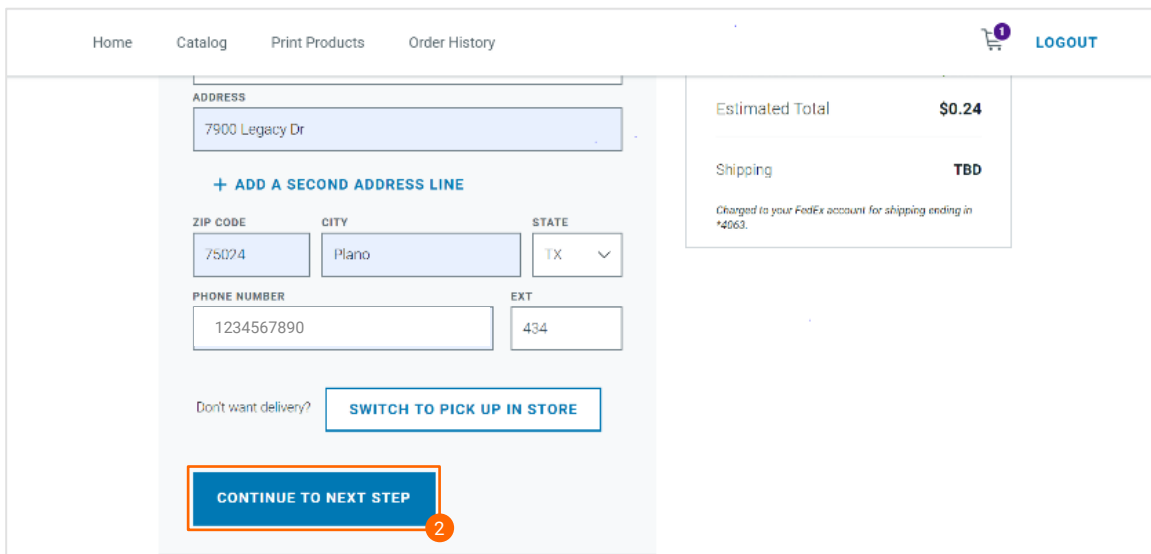
Cart Summary


[EDIT](#)

 1 Introducing SAFe (4.0.3a).pdf Qty: 1	\$0.27
<hr/>	
Subtotal	\$0.27
Handling	\$0.00
Shipping	TBD
Tax	TBD

2. Enter an address for delivery, including the name of the person receiving the order, and select **Continue to Next Step**.

NOTE: Choose **Switch to Pick Up in Store** to pick up your order instead, if desired.




Home Catalog Print Products Order History  [LOGOUT](#)

ADDRESS

7900 Legacy Dr

[+ ADD A SECOND ADDRESS LINE](#)

ZIP CODE CITY STATE

75024 Plano TX 

PHONE NUMBER EXT

1234567890 434

Don't want delivery? [SWITCH TO PICK UP IN STORE](#)

CONTINUE TO NEXT STEP 2

Estimated Total **\$0.24**

Shipping **TBD**

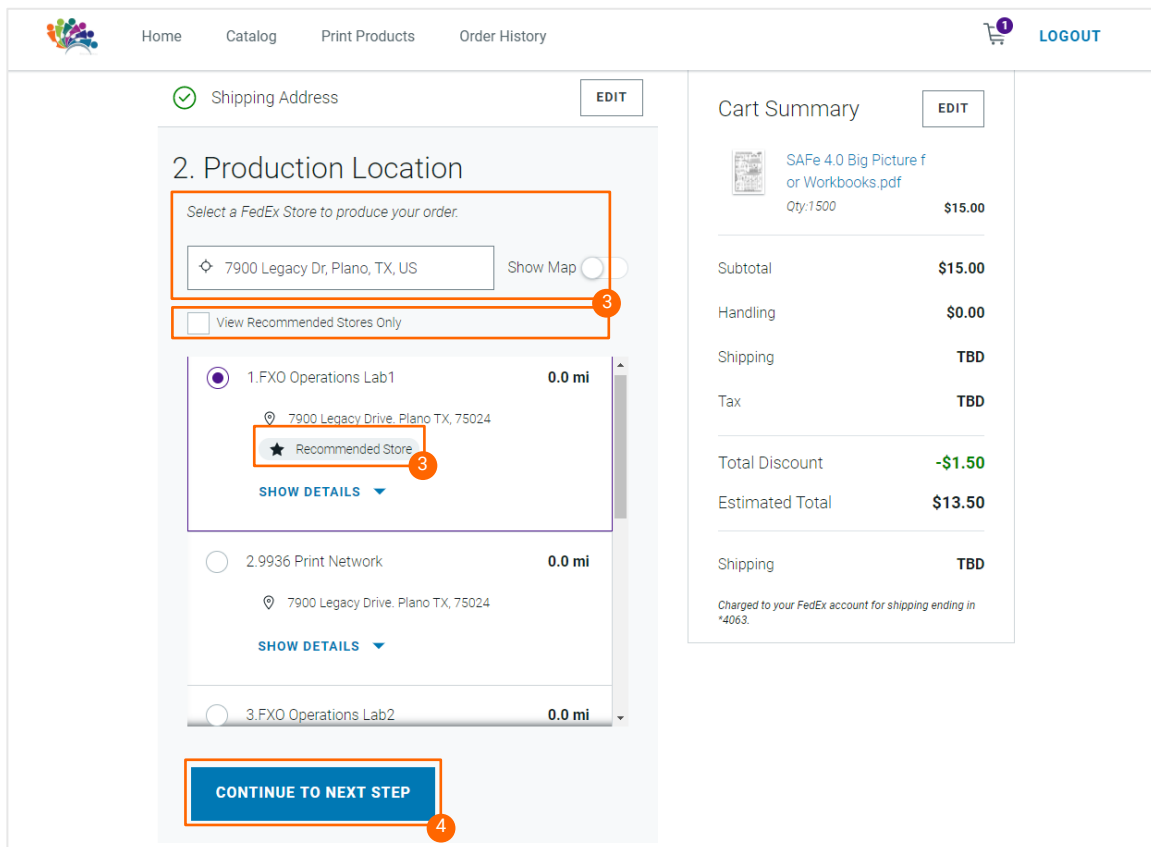
Charged to your FedEx account for shipping ending in *4563.

3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program, and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's **Recommended Stores**, by selecting the **View Recommended Stores Only** checkbox.

NOTE: On-site locations and hotel/convention center locations may not be displayed unless View Recommended Stores Only is checked.

If not enabled for your account, you will proceed directly to the step: **Delivery Method**.

4. Select a production location and select **Continue to Next Step** to choose your **Delivery Method**.



Shipping Address EDIT

2. Production Location

Select a FedEx Store to produce your order.

7900 Legacy Dr, Plano, TX, US Show Map

☐ View Recommended Stores Only

1.FXO Operations Lab1 0.0 mi

7900 Legacy Drive, Plano TX, 75024

★ Recommended Store

[SHOW DETAILS](#)

2.9936 Print Network 0.0 mi

7900 Legacy Drive, Plano TX, 75024

[SHOW DETAILS](#)

3.FXO Operations Lab2 0.0 mi

[CONTINUE TO NEXT STEP](#)

Cart Summary EDIT

SAFe 4.0 Big Picture f or Workbooks.pdf
Qty: 1500 \$15.00

Subtotal	\$15.00
Handling	\$0.00
Shipping	TBD
Tax	TBD
Total Discount	-\$1.50
Estimated Total	\$13.50
Shipping	TBD


Charged to your FedEx account for shipping ending in *4063.

5. **Change Ship Date**, if needed, and choose a shipping option.
6. FedEx Office Local Delivery service is available for recipients within 30 miles of the production location, and service availability varies by location. Local Delivery discount (if applicable) will be reflected in the **Total Discount**.
7. FedEx Shipping service availability will vary depending on store capabilities, ship date, and your site configuration.
8. For FedEx shipping: enter a **Shipping Account Number** to bill shipping directly to your FedEx account. If no shipping account number is entered, retail shipping rates are displayed, and shipping will be included in your order total. Enter a **Shipping Reference ID** if needed or required.

Catalog
Notifications
Order History
1 **LOGOUT**

2. Delivery Method

Your order is estimated to ship:


Thursday, December 26, 2019

CHANGE SHIP DATE

5

NAME	ESTIMATED ARRIVAL	PRICE
<input checked="" type="radio"/> FedEx Ground®	1 business day	\$0.00
Charged to your FedEx account for shipping ending in *4063.		
<input type="radio"/> FedEx Standard Overnight®	Monday, December 30 3:00P.M.	\$1,499.93
<input type="radio"/> FedEx Office® Local Delivery	Friday, December 27 8:00A.M. - 12:00P.M.	\$19.99

5

SHOW MORE DELIVERY METHODS


SHIPPING ACCOUNT NUMBER

*4063

Shipping will be charged to your FedEx account for shipping ending in *4063.

SHIPPING REFERENCE ID

123


1 Introducing SAFe (4.0.3a).pdf
Qty: 1500

\$405.00

Subtotal
\$405.00

Handling
\$0.00

Shipping
TBD

Tax
TBD

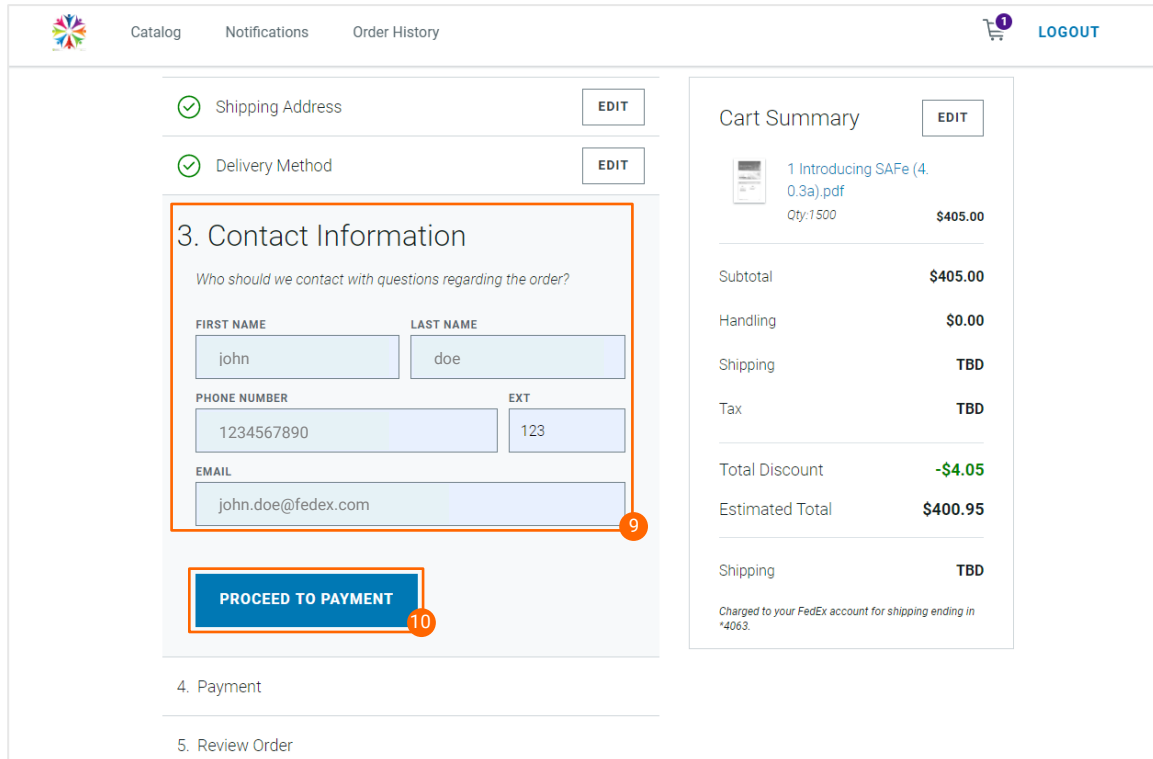
Total Discount
-\$4.05

Estimated Total
\$400.95

Shipping
TBD

Charged to your FedEx account for shipping ending in *4063.

9. Enter your **Contact Information** (Name, Phone Number and Email).
10. Click Proceed to Payment.



3. Contact Information

Who should we contact with questions regarding the order?

FIRST NAME: john

LAST NAME: doe

PHONE NUMBER: 1234567890

EXT: 123

EMAIL: john.doe@fedex.com

PROCEED TO PAYMENT

4. Payment

5. Review Order

Cart Summary

1 Introducing SAFe (4.0.3a).pdf
Qty: 1500 \$405.00

Subtotal \$405.00

Handling \$0.00

Shipping TBD

Tax TBD

Total Discount -\$4.05

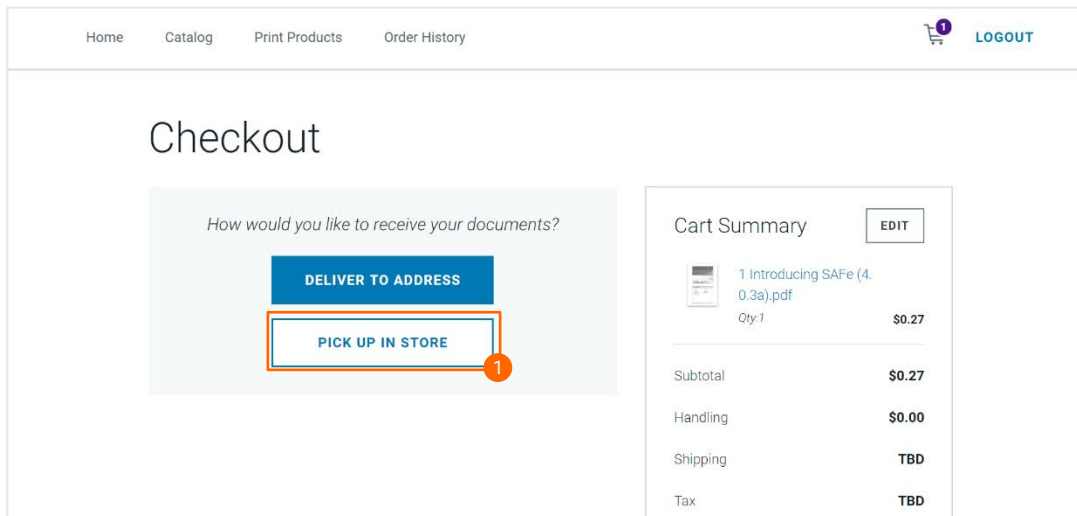
Estimated Total \$400.95


Shipping TBD

Charged to your FedEx account for shipping ending in *4063.

Checkout with Pickup

1. Choose Pick Up In Store.



Home Catalog Print Products Order History  LOGOUT


Checkout

How would you like to receive your documents?

DELIVER TO ADDRESS

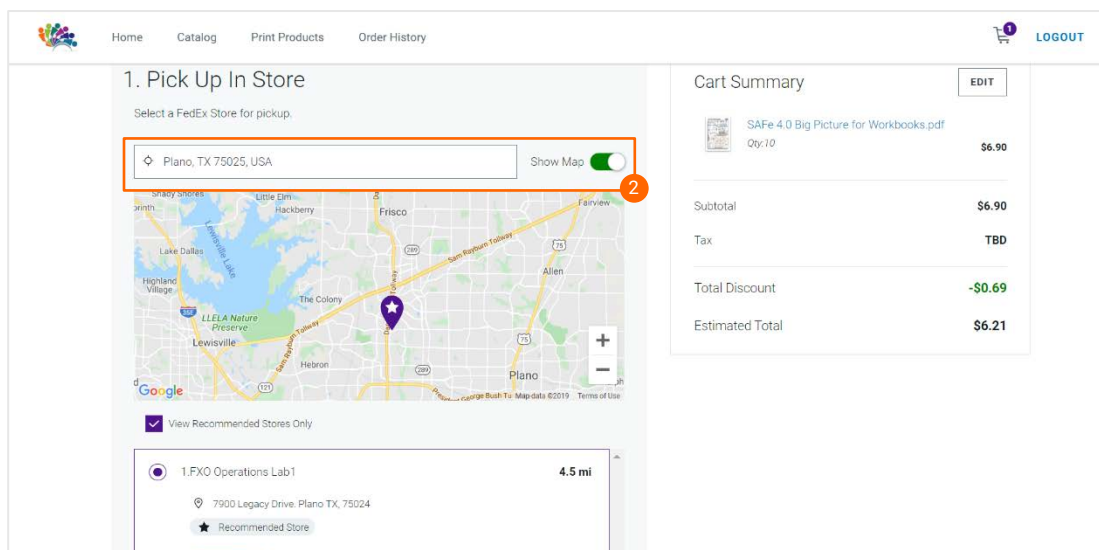
PICK UP IN STORE 1


Cart Summary

 1 Introducing SAFE (4.0.3a).pdf
Qty: 1 \$0.27

Subtotal	\$0.27
Handling	\$0.00
Shipping	TBD
Tax	TBD

2. Enter an address or zip code to view the nearest FedEx Office stores.
3. Recommended Stores are FedEx Office locations that have been specifically identified by your organization to support your program, and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores, by selecting the View Recommended Stores Only checkbox.




Home Catalog Print Products Order History  LOGOUT

1. Pick Up In Store

Select a FedEx Store for pickup.

Show Map 2


☒ View Recommended Stores Only

 1.FX0 Operations Lab1 4.5 mi

7900 Legacy Drive, Plano TX, 75024

★ Recommended Store

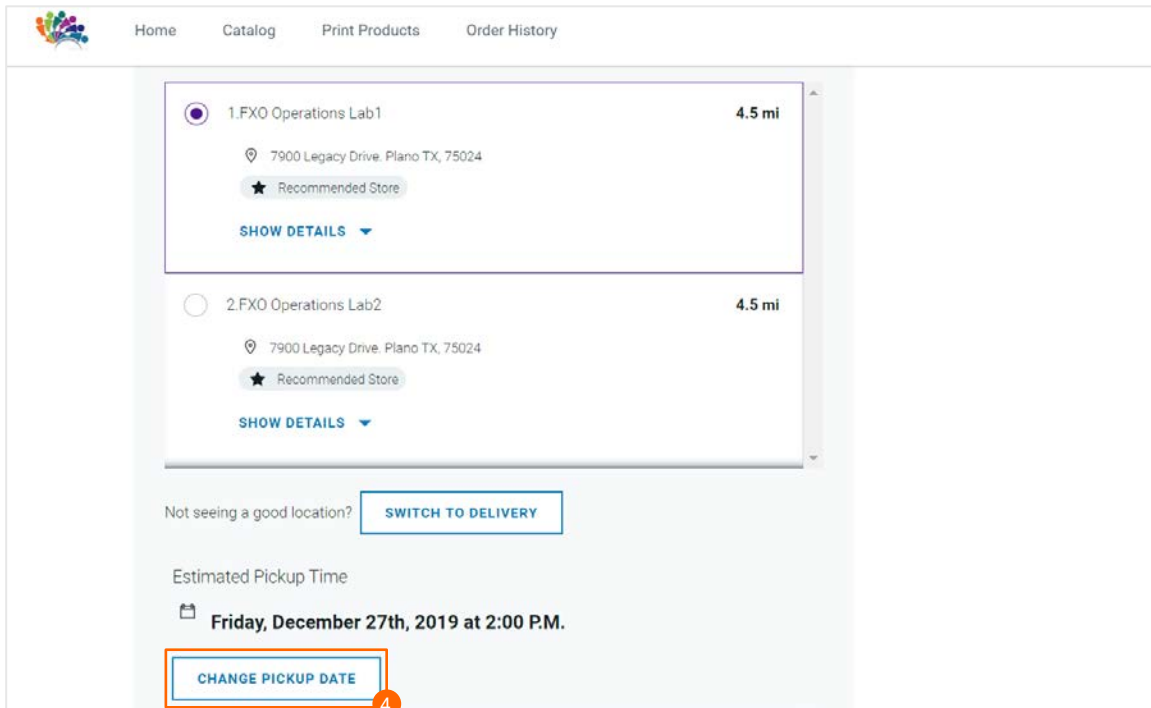
Cart Summary

 SAFE 4.0 Big Picture for Workbooks.pdf
Qty: 10 \$6.90

Subtotal	\$6.90
Tax	TBD
Total Discount	-\$0.69
Estimated Total	\$6.21

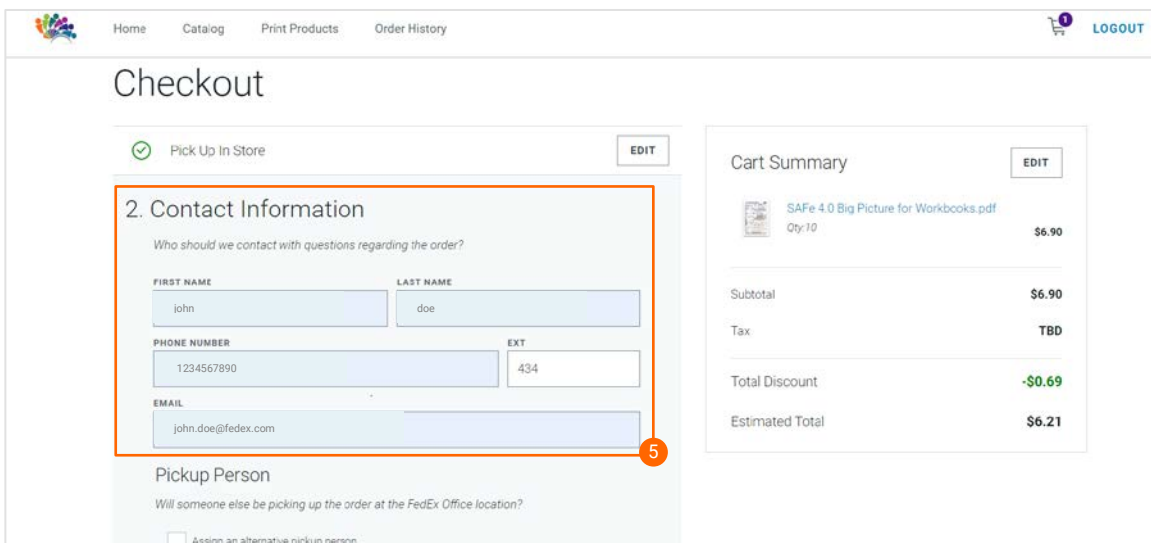
4. Choose **Change Pickup Date** to modify your desired due date and time.

NOTE: You can click Switch to Delivery button to ship your order if you decide not to pick it up.



5. Enter the Name, Phone Number, and Email of the person who should be contacted by FedEx Office with any questions related to the order.

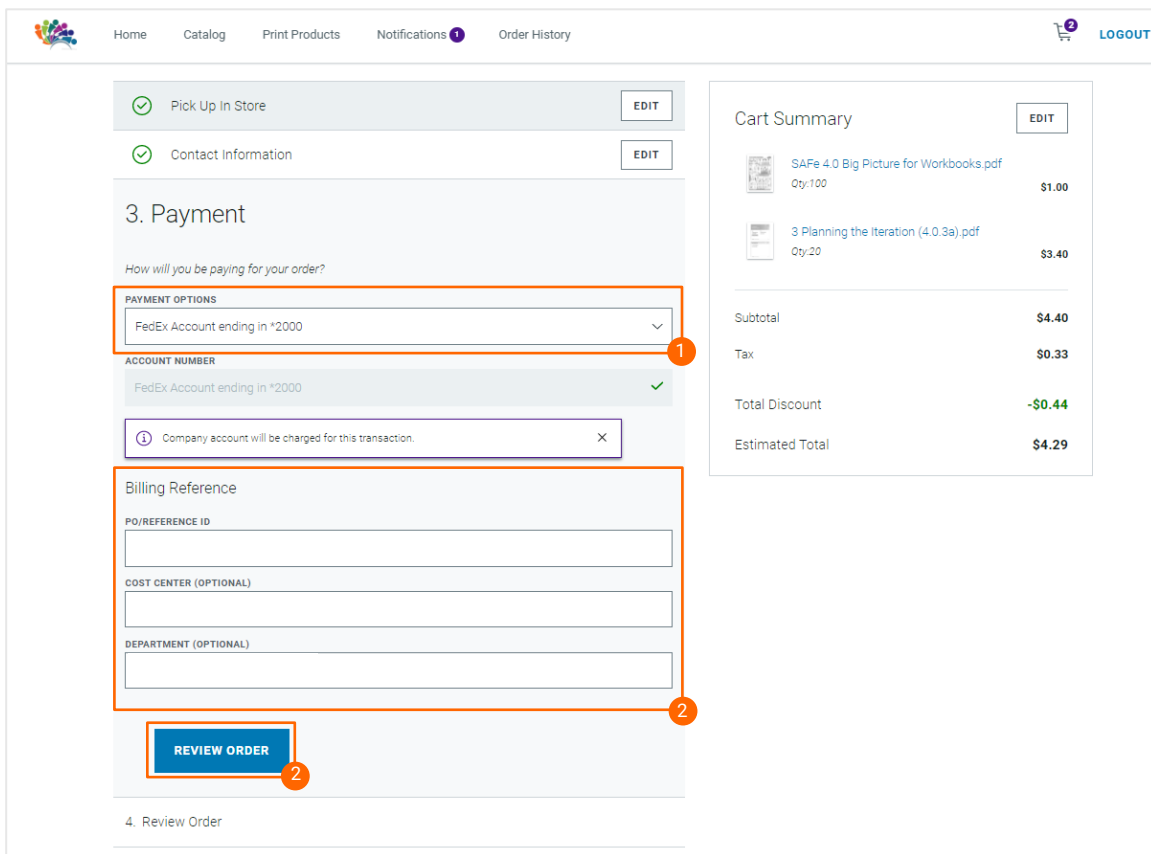
NOTE: You can assign an alternate pick up person by selecting the **Assign an alternative pick up person** checkbox and entering contact information for that person.



Item	Price
SAFE 4.0 Big Picture for Workbooks.pdf Qty: 10	\$6.90
Subtotal	\$6.90
Tax	TBD
Total Discount	-\$0.69
Estimated Total	\$6.21

Payment

1. Choose your Payment Method. Based on your site configuration, you may be required to enter an account number, or your site may be set up to bill directly to an account number provided.
2. Your organization may require that we capture specific billing information, such as name, cost center, reference, etc. Complete all required billing fields and Continue to review your order.



Home Catalog Print Products Notifications 1 Order History

Pick Up In Store EDIT

Contact Information EDIT

3. Payment

How will you be paying for your order?

PAYMENT OPTIONS

FedEx Account ending in *2000

ACCOUNT NUMBER

FedEx Account ending in *2000

Company account will be charged for this transaction.

Billing Reference

PO/REFERENCE ID

COST CENTER (OPTIONAL)

DEPARTMENT (OPTIONAL)

REVIEW ORDER

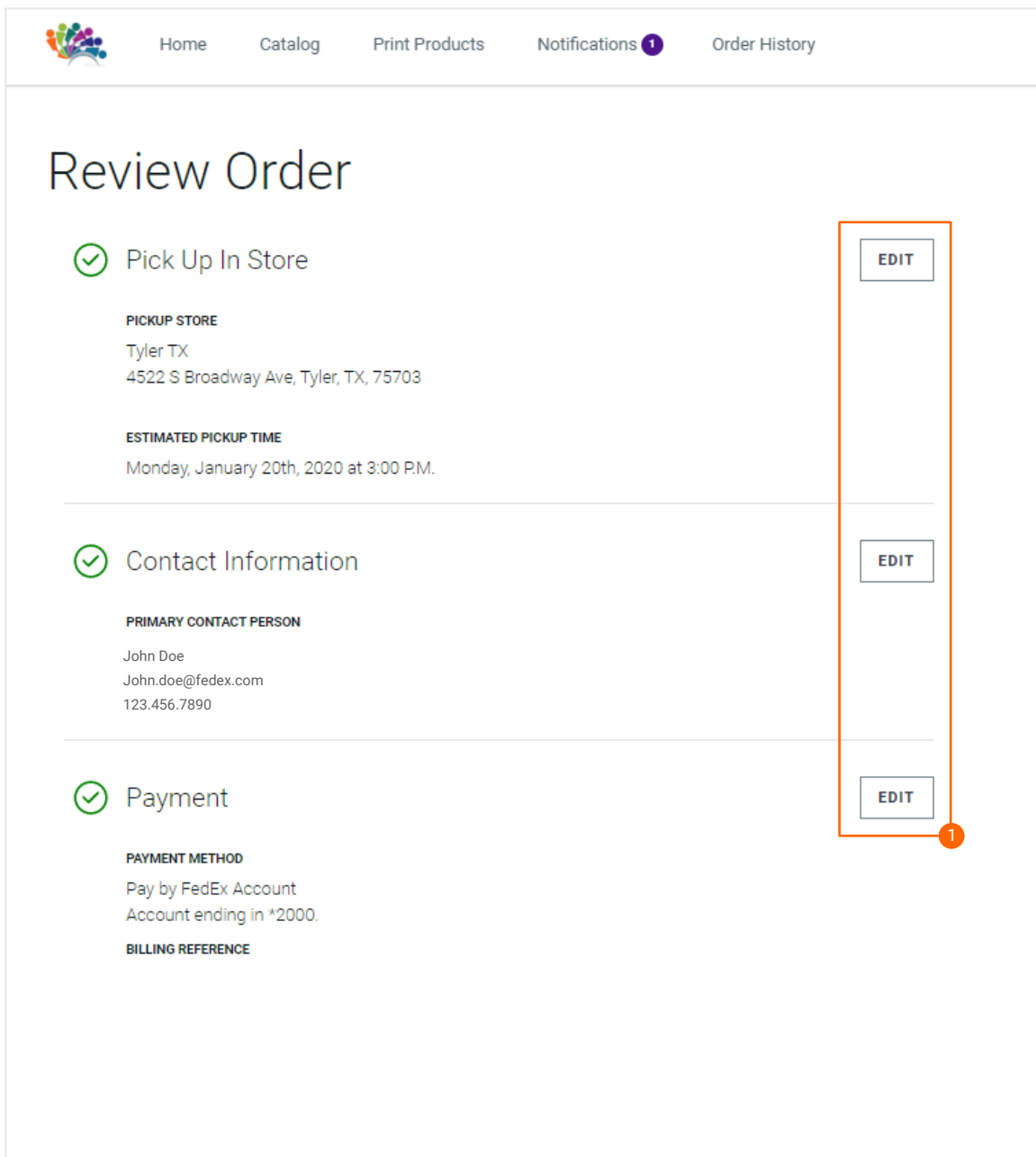
4. Review Order


Cart Summary

Item	Qty	Price
SAFe 4.0 Big Picture for Workbooks.pdf	100	\$1.00
3 Planning the Iteration (4.0.3a).pdf	20	\$3.40
Subtotal		\$4.40
Tax		\$0.33
Total Discount		-\$0.44
Estimated Total		\$4.29


Review Order

1. Review your order details and select any of the Edit links to make adjustments as needed.




 Home Catalog Print Products Notifications **1** Order History

Review Order


 **Pick Up In Store**

PICKUP STORE
Tyler TX
4522 S Broadway Ave, Tyler, TX, 75703

ESTIMATED PICKUP TIME
Monday, January 20th, 2020 at 3:00 P.M.

 **Contact Information**

PRIMARY CONTACT PERSON
John Doe
John.doe@fedex.com
123.456.7890

 **Payment**

PAYMENT METHOD
Pay by FedEx Account
Account ending in *2000.

BILLING REFERENCE

EDIT


EDIT


EDIT **1**



Submit Order


1. Select **Submit Order**.

[Home](#) [Catalog](#) [Print Products](#) [Order History](#)  [LOGOUT](#)


 **Pick Up In Store** [EDIT](#)

PICKUP STORE
Frisco TX Stonebriar Mall
8290 State Highway 121, Frisco, TX, 75034

ESTIMATED PICKUP TIME
Monday, January 20th, 2020 at 3:00 P.M.

 **Contact Information** [EDIT](#)


PRIMARY CONTACT PERSON
John Doe
john.doe@xyzcorp.com
123.456.7890

 **Payment** [EDIT](#)

PAYMENT METHOD
Pay by FedEx Account
Account ending in *9565.

BILLING REFERENCE
PO/Reference ID
123

Cart Summary [EDIT](#)


 **#02_Training Manual.pdf**
Qty: 10 **\$45.00**

Subtotal **\$45.00**

Tax **\$0.47**

Total Discount **-\$39.30**

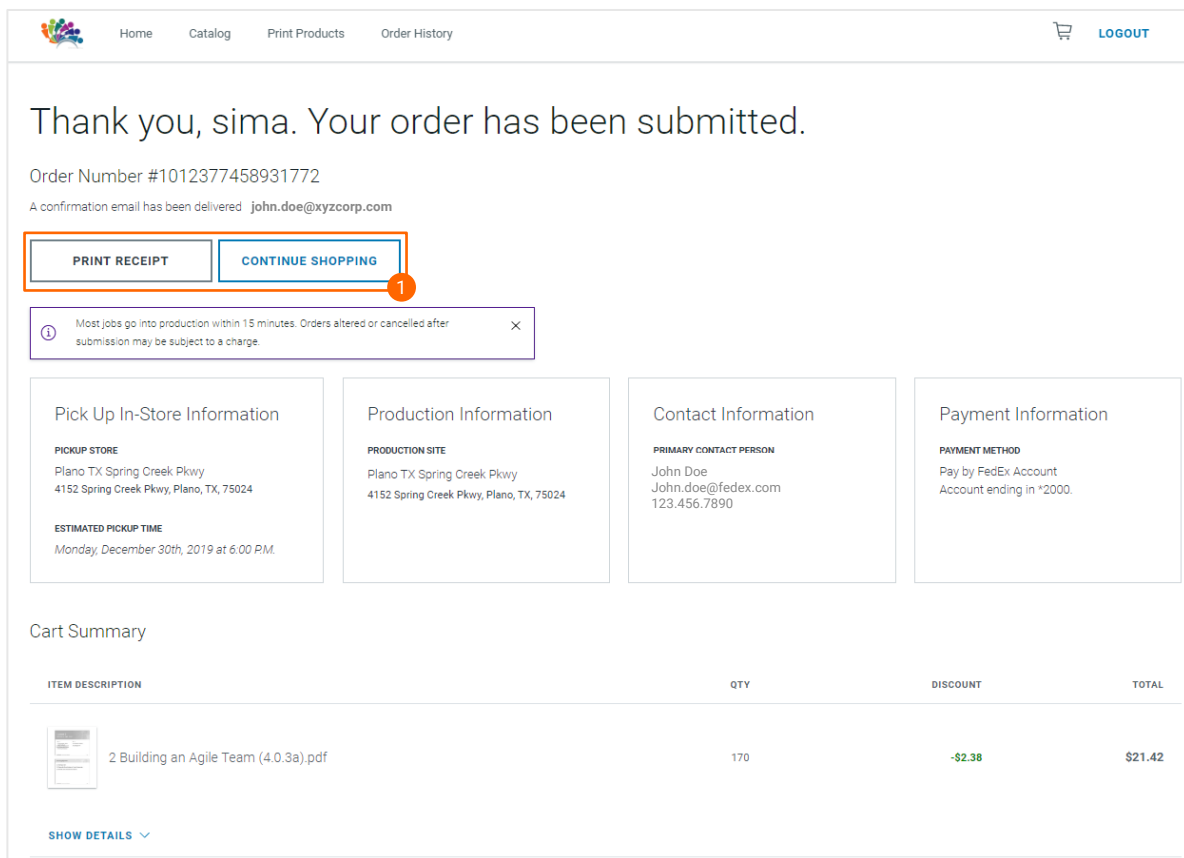
Estimated Total **\$6.17**

[SUBMIT ORDER](#) 

Order Confirmation

1. An order confirmation message is displayed and the order placer and recipient will receive Order Confirmation emails.

NOTE: Click **Print Receipt** to print your receipt or click **Continue Shopping** to start another order.



Thank you, sima. Your order has been submitted.

Order Number #1012377458931772

A confirmation email has been delivered john.doe@xyzcorp.com

[PRINT RECEIPT](#) [CONTINUE SHOPPING](#)

Most jobs go into production within 15 minutes. Orders altered or cancelled after submission may be subject to a charge.

Pick Up In-Store Information

PICKUP STORE
Plano TX Spring Creek Pkwy
4152 Spring Creek Pkwy, Plano, TX, 75024

ESTIMATED PICKUP TIME
Monday, December 30th, 2019 at 6:00 PM.

Production Information

PRODUCTION SITE
Plano TX Spring Creek Pkwy
4152 Spring Creek Pkwy, Plano, TX, 75024


Contact Information

PRIMARY CONTACT PERSON
John Doe
John.doe@fedex.com
123.456.7890

Payment Information

PAYMENT METHOD
Pay by FedEx Account
Account ending in *2000.

Cart Summary

ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 2 Building an Agile Team (4.0.3a).pdf	170	-\$2.38	\$21.42

[SHOW DETAILS](#)

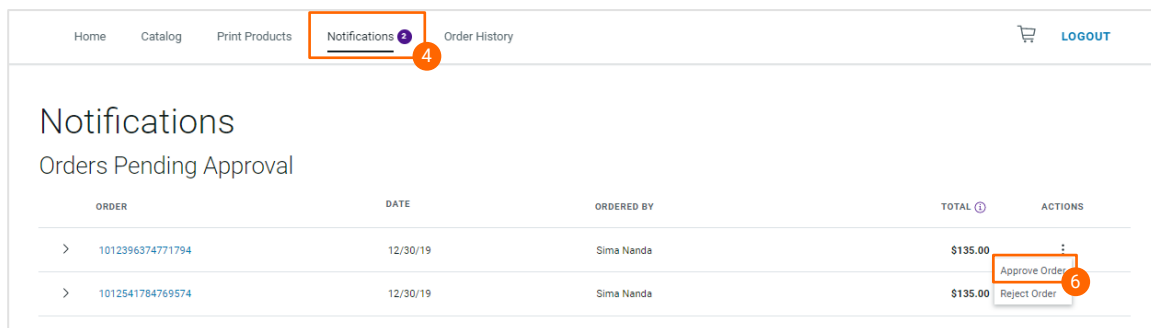
2. If enabled for your account, your organization may require internal **Approval** of your order before it enters production, which could impact your project delivery date. Once approved by your designated approver, you will receive an email confirmation and your order will be transmitted to your chosen production location.

Tracking Your Order

1. You can track the status of your order by entering your 16-digit order number at **FedEx.com**.
2. Tracking for **Local Delivery** is not available online. Contact the production location to check the status of local delivery orders.

Order Approval

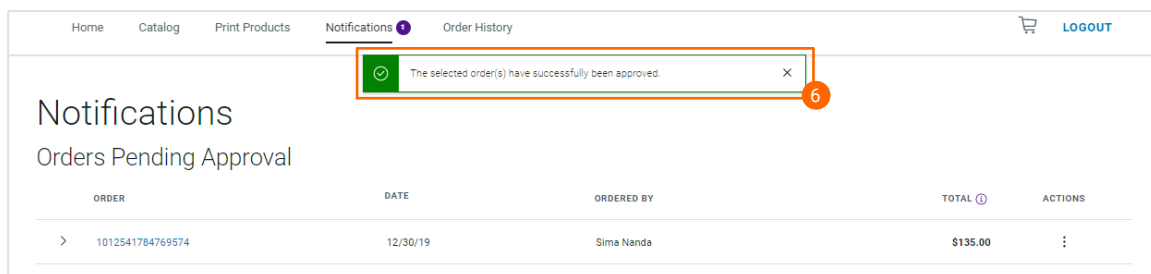
1. If you are a designated order approver for your site, you will receive an email when an order is placed that requires approval.
2. Go to <https://www.fedex.com/apps/ondemand> or select the link in the order approval email.
3. Enter your User ID and Password to log in.
4. Choose **Notifications** to view a list of orders pending your approval.
5. Select an order number to view additional order details.
6. To approve an order, choose **Approve** from the **Actions** menu. A message is displayed confirming the order has been approved. The order placer will receive an email stating their order has been approved.



Home Catalog Print Products **Notifications** Order History

Notifications
Orders Pending Approval

ORDER	DATE	ORDERED BY	TOTAL	ACTIONS
> 1012396374771794	12/30/19	Sima Nanda	\$135.00	⋮
> 1012541784769574	12/30/19	Sima Nanda	\$135.00	Approve Order Reject Order



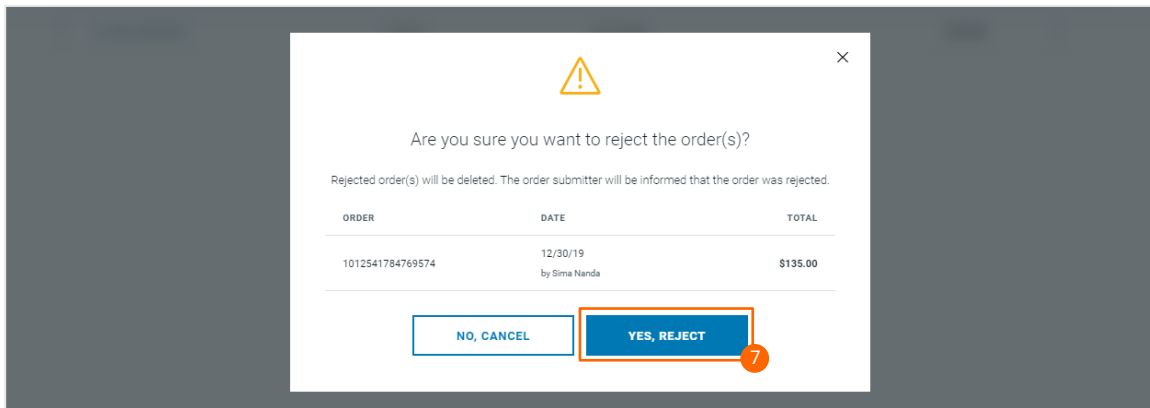
Home Catalog Print Products **Notifications** Order History

Notifications
Orders Pending Approval

The selected order(s) have successfully been approved.

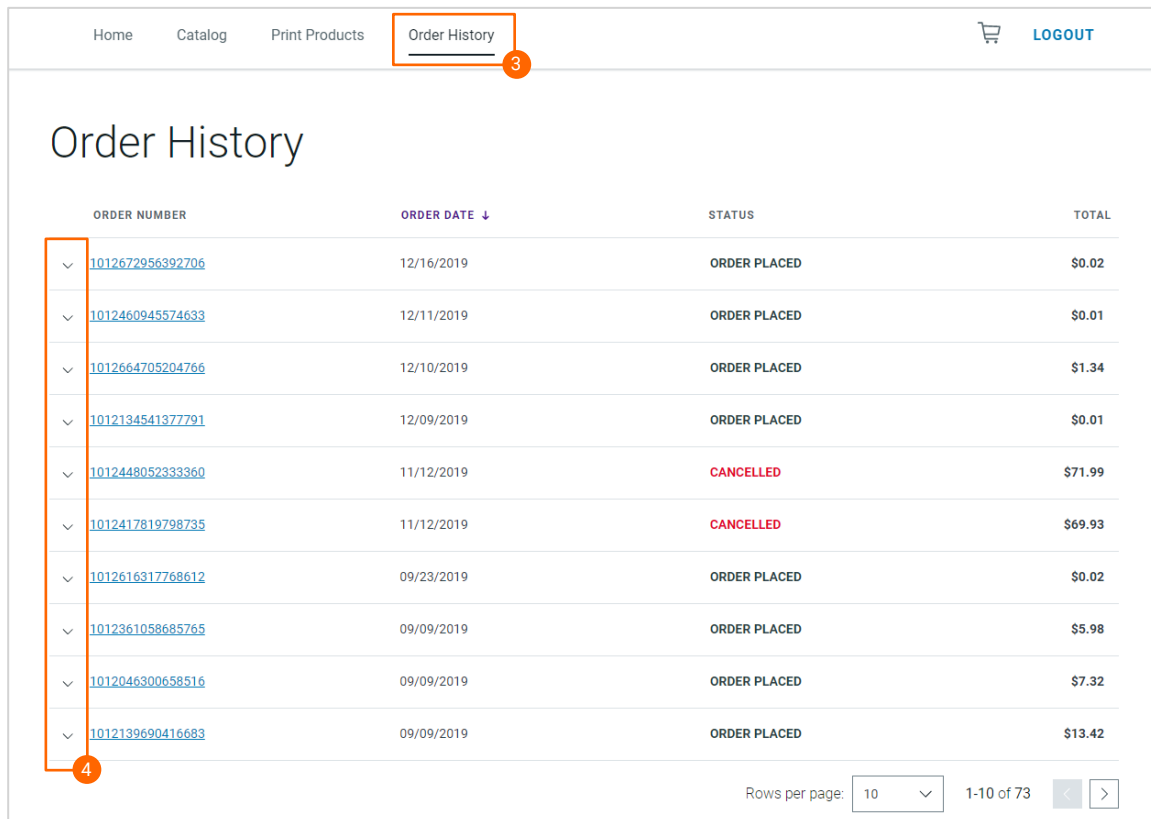
ORDER	DATE	ORDERED BY	TOTAL	ACTIONS
> 1012541784769574	12/30/19	Sima Nanda	\$135.00	⋮

- To reject an order, choose **Reject** from the **Actions** menu, and confirm that you want to reject the order. A message will be displayed confirming the order has been rejected. The order placer will receive an email stating their order has been rejected and the order is immediately cancelled.



Order History

1. Go to <https://www.fedex.com/apps/ondemand>
2. Enter your User ID and Password to log in.
3. Choose Order History to view past orders.
4. Select the chevron icon next to an order number to see additional order details.



ORDER NUMBER	ORDER DATE ↓	STATUS	TOTAL
1012672956392706	12/16/2019	ORDER PLACED	\$0.02
1012460945574633	12/11/2019	ORDER PLACED	\$0.01
1012664705204766	12/10/2019	ORDER PLACED	\$1.34
1012134541377791	12/09/2019	ORDER PLACED	\$0.01
1012448052333360	11/12/2019	CANCELLED	\$71.99
1012417819798735	11/12/2019	CANCELLED	\$69.93
1012616317768612	09/23/2019	ORDER PLACED	\$0.02
1012361058685765	09/09/2019	ORDER PLACED	\$5.98
1012046300658516	09/09/2019	ORDER PLACED	\$7.32
1012139690416683	09/09/2019	ORDER PLACED	\$13.42


Rows per page: 10 1-10 of 73



FedEx Office® Print On Demand User Guide

5. Select the **Order Number** to view complete **Order Details**.

NOTE: Click Print Receipt to print your receipt

[Home](#) [Catalog](#) [Print Products](#) [Order History](#)  [LOGOUT](#)

Receipt

Order #1012664705204766

STATUS: ORDER PLACED
ORDER DATE: 12/10/2019

Pick Up In-Store Information

PICKUP STORE
Prosper TX Richland Walmart
500 Richland Blvd, Walmart Store #6300 Prosper, TX 75078

ESTIMATED PICKUP TIME
Thursday, December 12th, 2019 at 7:00 A.M.

Contact Information

PRIMARY CONTACT PERSON
John Doe
[johndoe@xyzcompany.com](mailto: johndoe@xyzcompany.com)
2108900934

ALTERNATE PICKUP PERSON
Thomas Tupper
[ttupper@uxdesignassociates.com](mailto: ttupper@uxdesignassociates.com)
949.735.8030

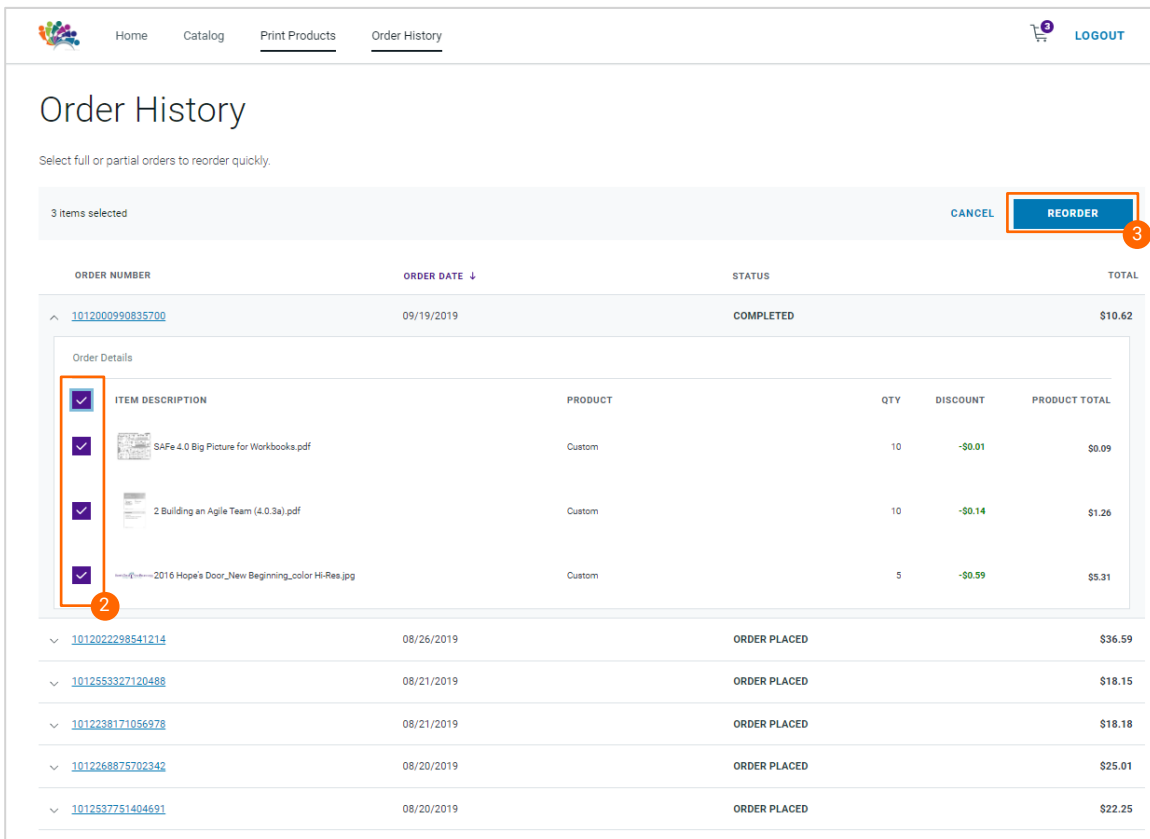
Payment Information

PAYMENT METHOD	BILLING REFERENCE
Pay by FedEx Account	PO/Reference ID
Account ending in *0000.	123

FedEx Office Print On Demand

Reorder

1. If enabled for your account, you can **Reorder** documents in your **Order History**.
2. Select the checkboxes for individual documents or an entire order.
3. Select **Reorder**. A message will confirm the documents have been added to your **Cart**.



Order History

Select full or partial orders to reorder quickly.

3 items selected

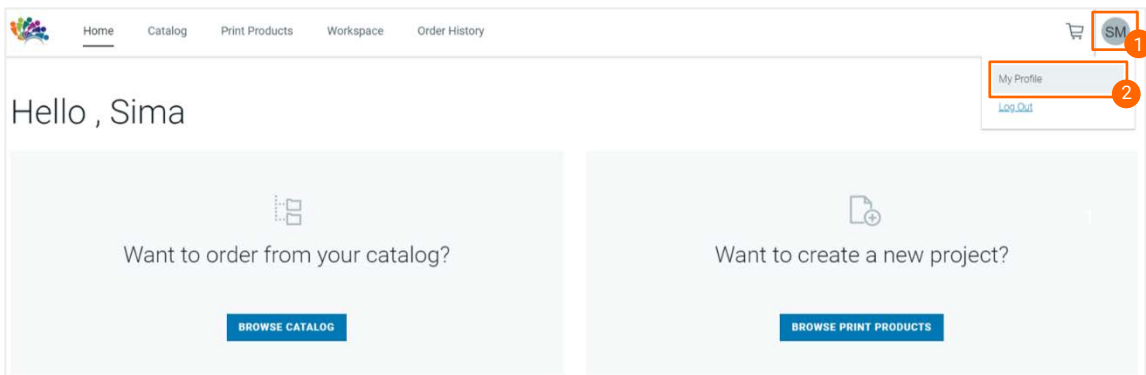
CANCEL REORDER

ORDER NUMBER	ORDER DATE	STATUS	TOTAL																				
1012000990835700	09/19/2019	COMPLETED	\$10.62																				
<p>Order Details</p> <table border="1"> <thead> <tr> <th>ITEM DESCRIPTION</th> <th>PRODUCT</th> <th>QTY</th> <th>DISCOUNT</th> <th>PRODUCT TOTAL</th> </tr> </thead> <tbody> <tr> <td>SAFE 4.0 Big Picture for Workbooks.pdf</td> <td>Custom</td> <td>10</td> <td>-\$0.01</td> <td>\$0.09</td> </tr> <tr> <td>2 Building an Agile Team (4.0.3a).pdf</td> <td>Custom</td> <td>10</td> <td>-\$0.14</td> <td>\$1.26</td> </tr> <tr> <td>2016 Hope's Door_New Beginning_color Hi-Res.jpg</td> <td>Custom</td> <td>5</td> <td>-\$0.59</td> <td>\$5.31</td> </tr> </tbody> </table>				ITEM DESCRIPTION	PRODUCT	QTY	DISCOUNT	PRODUCT TOTAL	SAFE 4.0 Big Picture for Workbooks.pdf	Custom	10	-\$0.01	\$0.09	2 Building an Agile Team (4.0.3a).pdf	Custom	10	-\$0.14	\$1.26	2016 Hope's Door_New Beginning_color Hi-Res.jpg	Custom	5	-\$0.59	\$5.31
ITEM DESCRIPTION	PRODUCT	QTY	DISCOUNT	PRODUCT TOTAL																			
SAFE 4.0 Big Picture for Workbooks.pdf	Custom	10	-\$0.01	\$0.09																			
2 Building an Agile Team (4.0.3a).pdf	Custom	10	-\$0.14	\$1.26																			
2016 Hope's Door_New Beginning_color Hi-Res.jpg	Custom	5	-\$0.59	\$5.31																			
1012022298541214	08/26/2019	ORDER PLACED	\$36.59																				
1012553327120488	08/21/2019	ORDER PLACED	\$18.15																				
1012238171056978	08/21/2019	ORDER PLACED	\$18.18																				
1012268875702342	08/20/2019	ORDER PLACED	\$25.01																				
1012537751404691	08/20/2019	ORDER PLACED	\$22.25																				

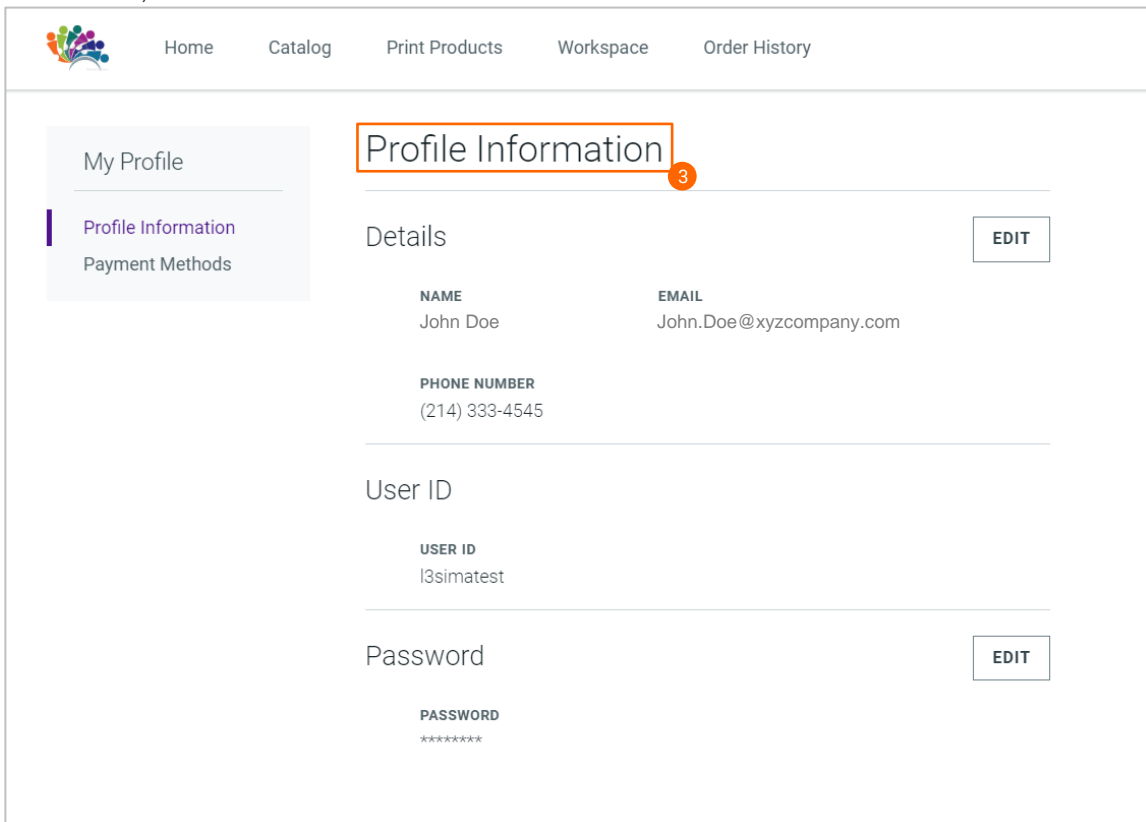
4. Choose **Go to Cart** or **Continue Shopping**.

Profile

1. Select the avatar with your username initials.
2. “My Profile” link will be displayed.



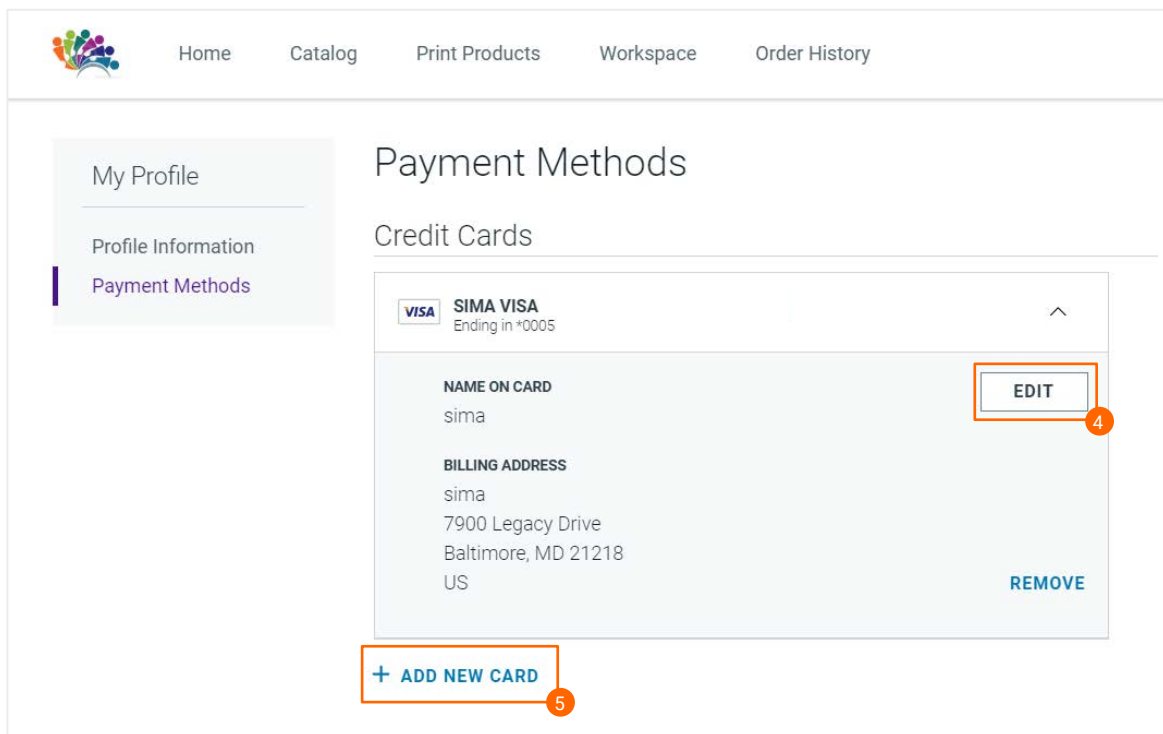
3. Select **My Profile**. You can view and edit your **Profile Information** such as Contact Details, User ID and Password.



4. Choose **Payment Method**. You can view and **edit** your saved payment methods such as Credit Card.

NOTE: Saved payment Method will be available for selection during checkout.

5. Select **Add New Card**. Enter credit card details and save it to your profile.



Home Catalog Print Products Workspace Order History

My Profile

Profile Information

Payment Methods

Payment Methods

Credit Cards

VISA SIMA VISA
Ending in *0005

NAME ON CARD
sima

BILLING ADDRESS
sima
7900 Legacy Drive
Baltimore, MD 21218
US

EDIT

REMOVE

+ ADD NEW CARD

Save to Shared/Personal Catalog

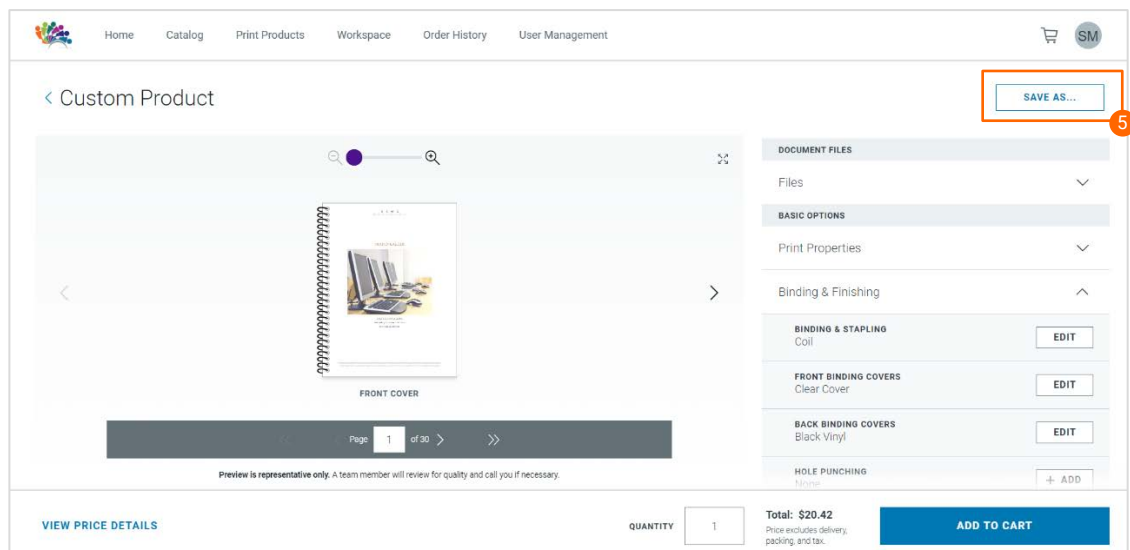
1. Choose **Print Products** to create a new document

NOTE: Feature availability is dependent on your site configuration.

2. Select a product type that best represents your desired finished product, and choose **Get Started**.

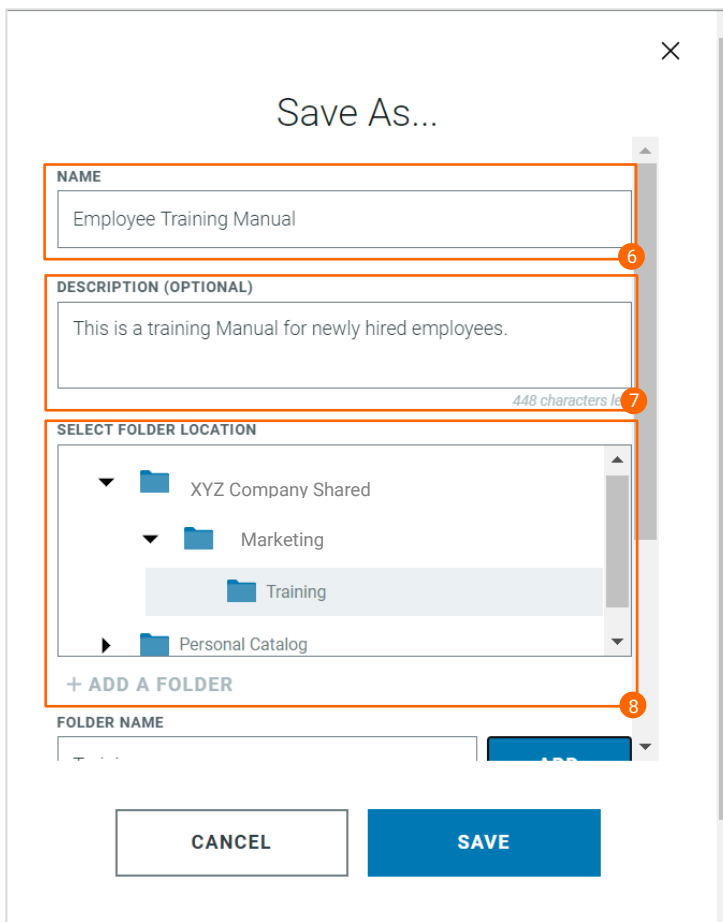
NOTE: You will have access to this page only if your organization allows you to order by uploading your own document.

3. Choose **Browse Files** to add files from your device or drag and drop your files.
4. Click **Set Up Project** to choose print and finishing options for your document.
5. After selecting desired print and finishing options, choose **Save As**



6. Revise the document name as needed
7. Provide a document description to give additional information about the content and its purpose.
8. Choose a folder location for the document or add a new folder, if needed. If you are an administrator with permission to save a catalog to Shared Catalog, then you will have the option to save the document to the Shared Catalog or to your Personal Catalog. If you are not an administrator, you can only save the document to your Personal Catalog.

9. As an administrator, when saving to the Shared Catalog, you can choose a date for the document to be **available** to the users and add an expiration date, if needed. You can also choose to make the document **not available to order**.
10. Select **Save** to save the document to the desired location.
11. Upon successful save, a message will be displayed confirming that your document has been saved.

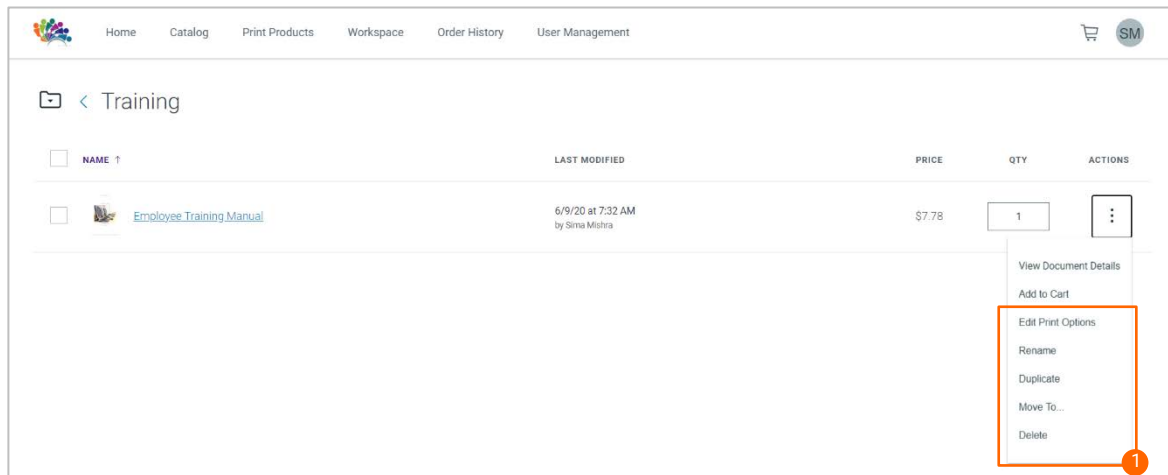




Manage Shared/Personal Catalog Documents

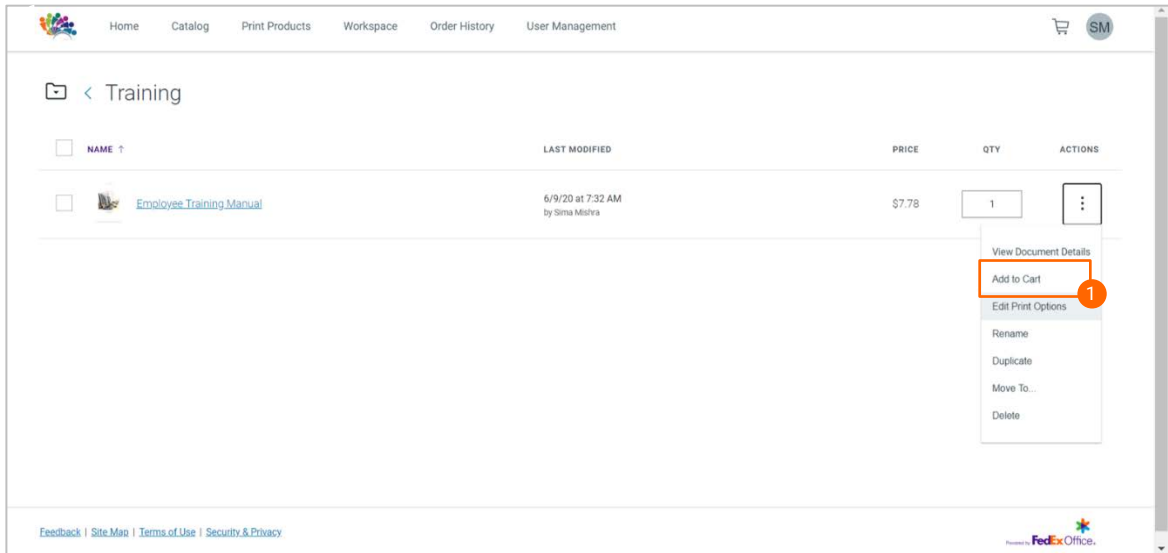
1. As an administrator you will have the following capabilities to **manage documents** within the Shared Catalog;
 - A) Edit Print Options
 - B) Rename Document
 - C) Duplicate Document
 - D) Move Document
 - E) Delete Document

As a user, you will have all the above capabilities to manage the documents within your Personal Catalog.



Edit Print Options

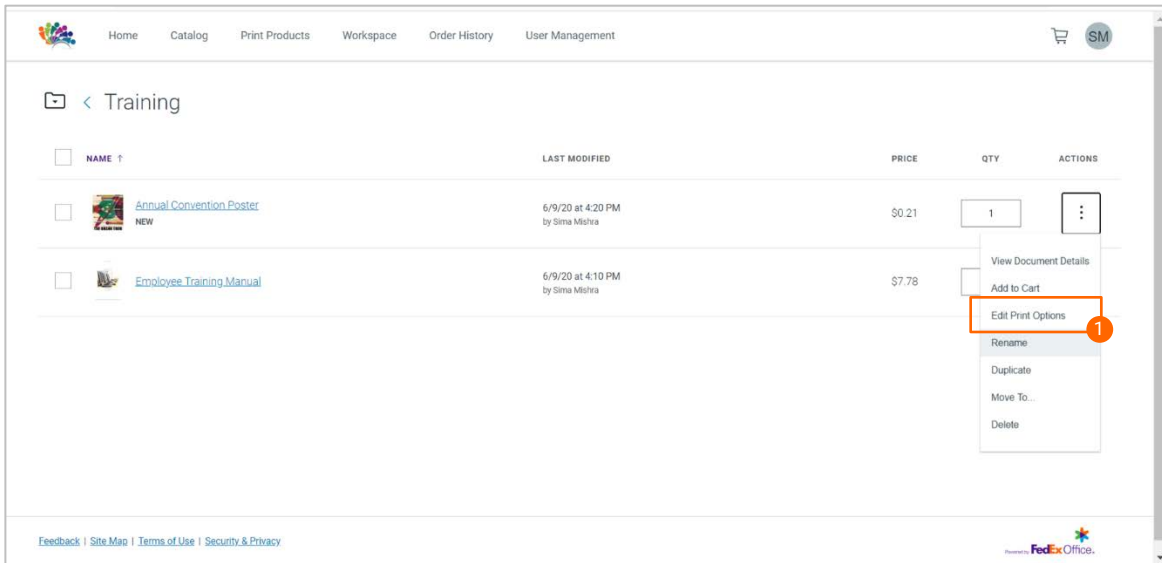
1. Select **Edit Print Options** from the Action Menu for the document you want to edit.



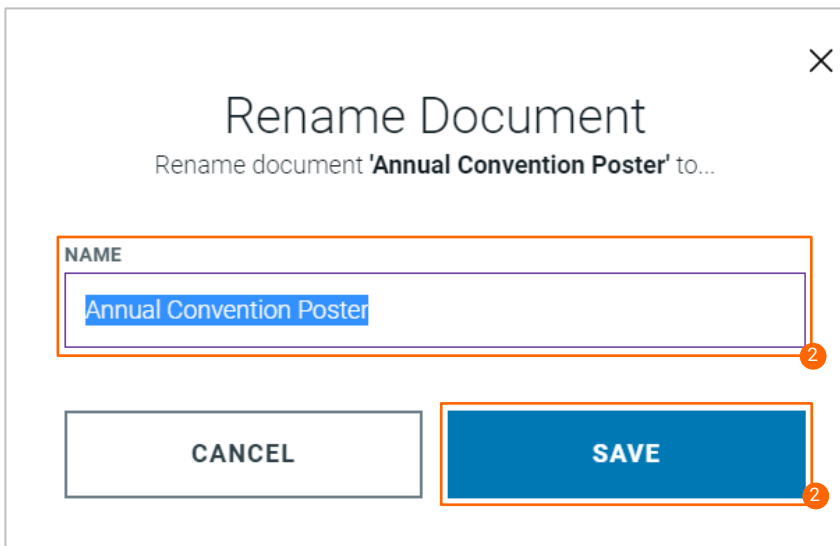
2. Update print and finishing options for the document.
3. Select **Save As** option to save the document as a new document. Change the name of the document, provide a description for the document. You can save it in a different folder.
4. Select **Save Changes** option to update the already saved document. Upon successful save, a confirmation message will be displayed.

Rename Document

1. Select **Rename** from the Action Menu for the document you want to rename.

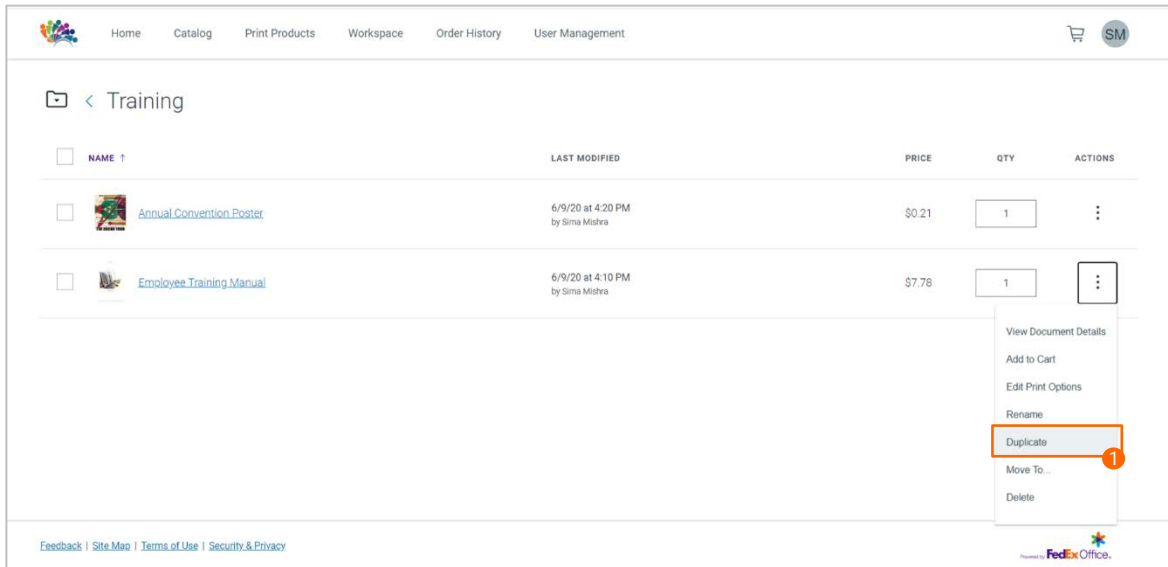


2. Enter the new name in the **Rename Document** Modal and select **Save**.

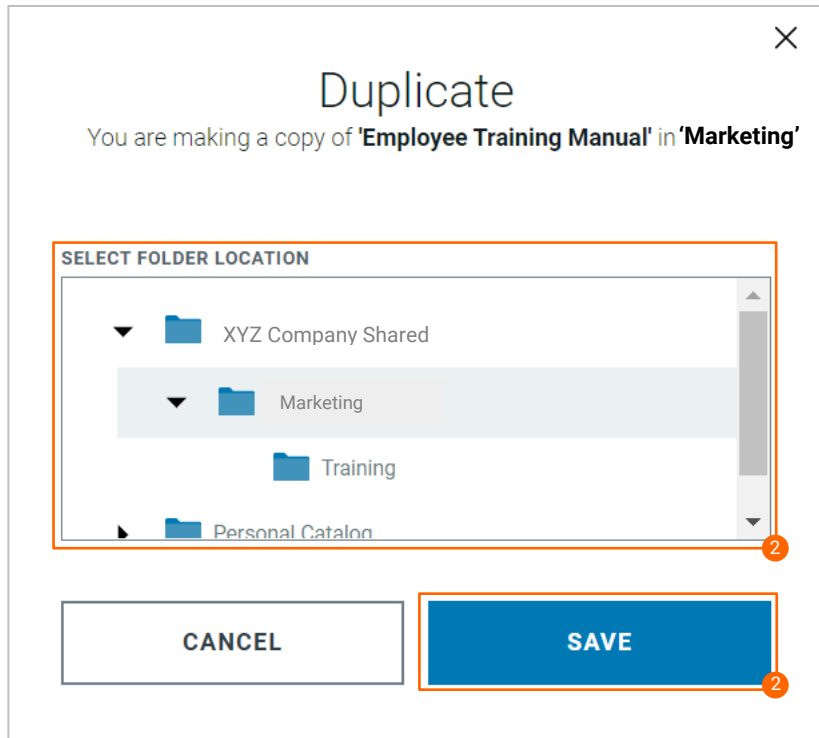


Duplicate Document

1. Select **Duplicate** from the Action Menu for the document you want to duplicate.

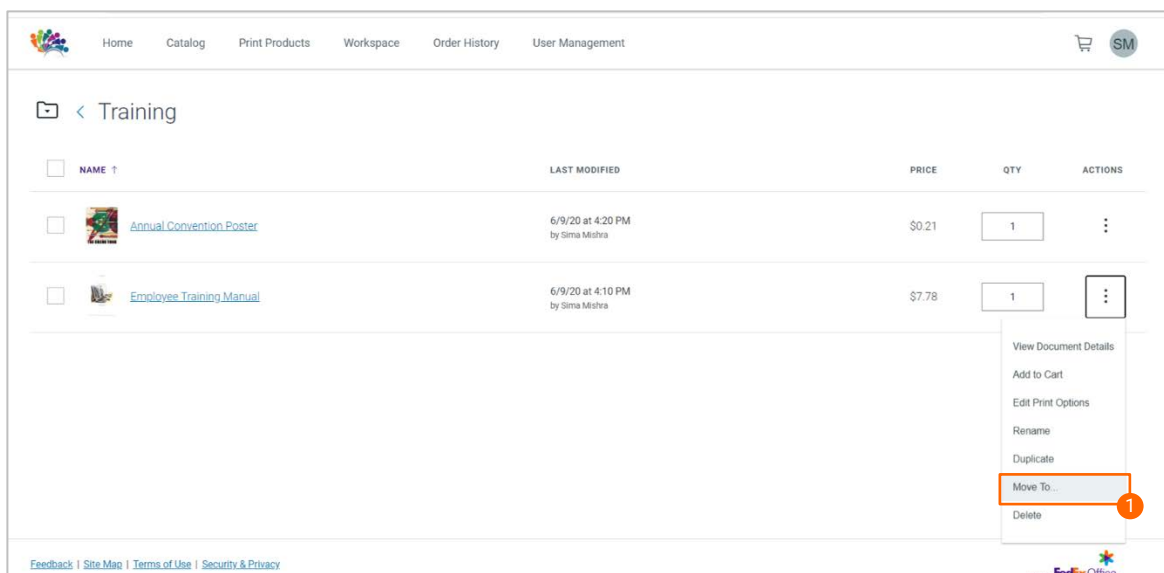


2. **Choose the folder** in which you want to save the duplicate document and select **Save**.
3. Upon successful save, a confirmation message will be displayed.

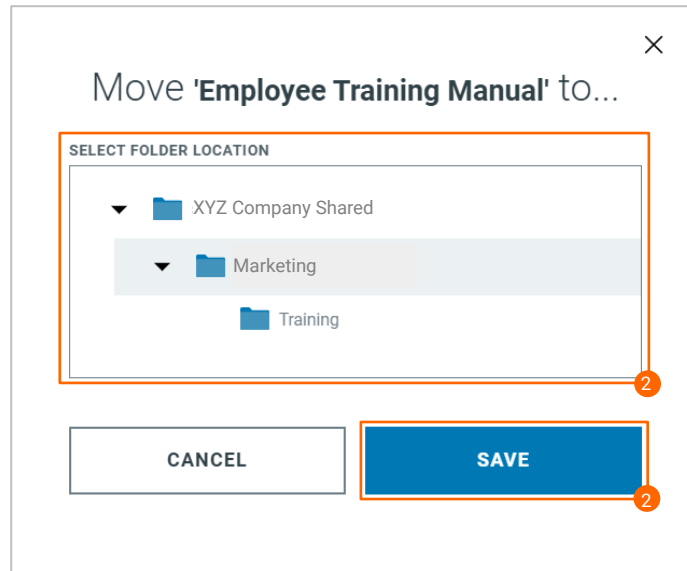


Move Document

1. Select **Move To** from the Action Menu for the document you want to move.

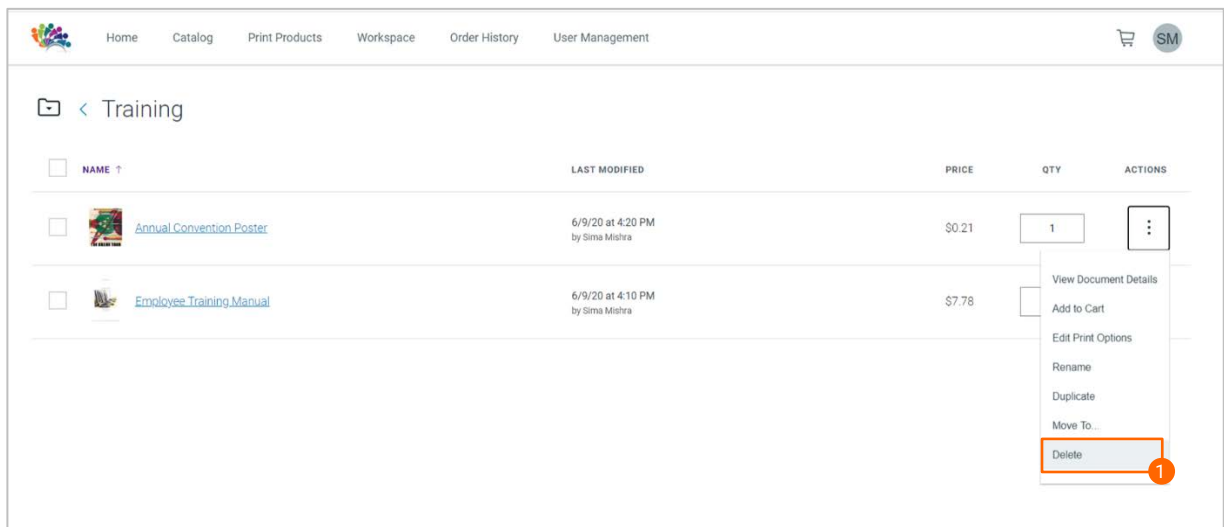


2. **Choose the folder** to which you want to move the document and select **Save**.
Upon successful save, a confirmation message will be displayed.

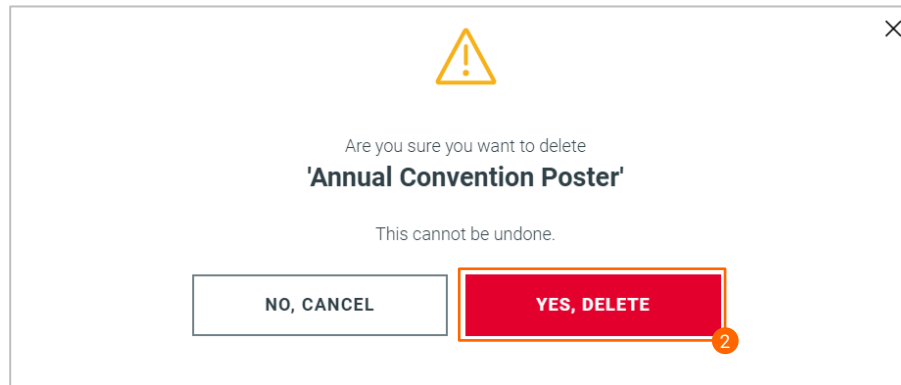


Delete Document

1. Select **Delete** from the Action Menu for the document you want to delete.



2. Select **"Yes, Delete"** to confirm your delete action.

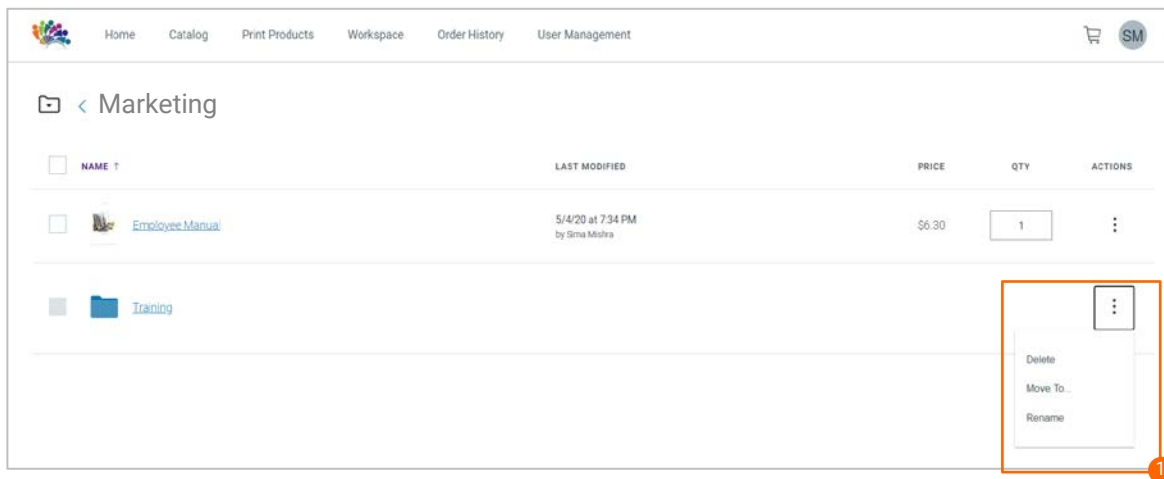


Manage Shared/Personal Catalog Folders

- As an administrator you will have the following capabilities to **manage folders** within the **Shared Catalog**;

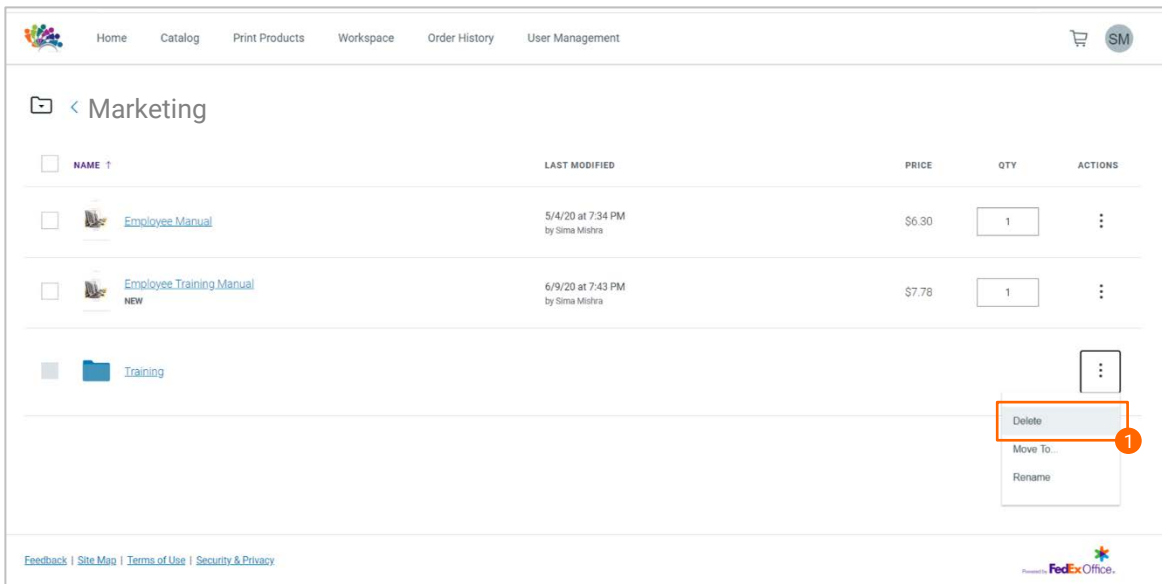
- Delete Folder
- Move Folder
- Rename Folder

As a user, you will have all the above capabilities to **manage folders** within your **Personal Catalog**.

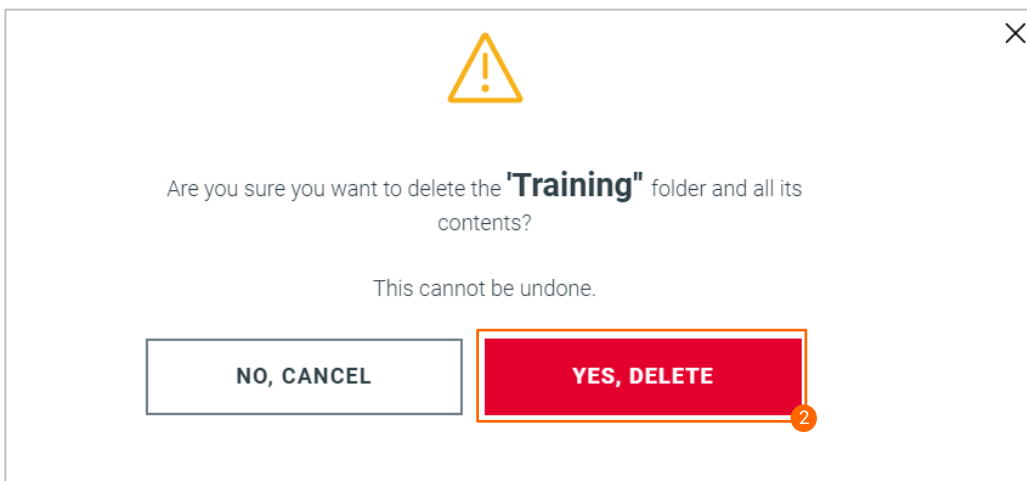


Delete Folder

1. Choose **Delete** from the Action Menu for the folder you want to delete.

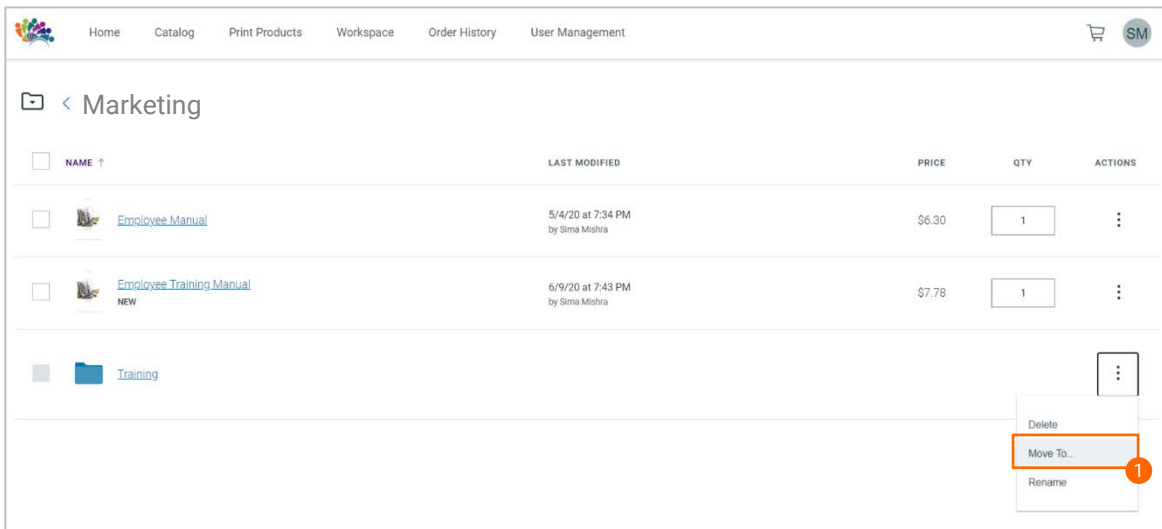


2. Select **'Yes, Delete'** to confirm your delete action.

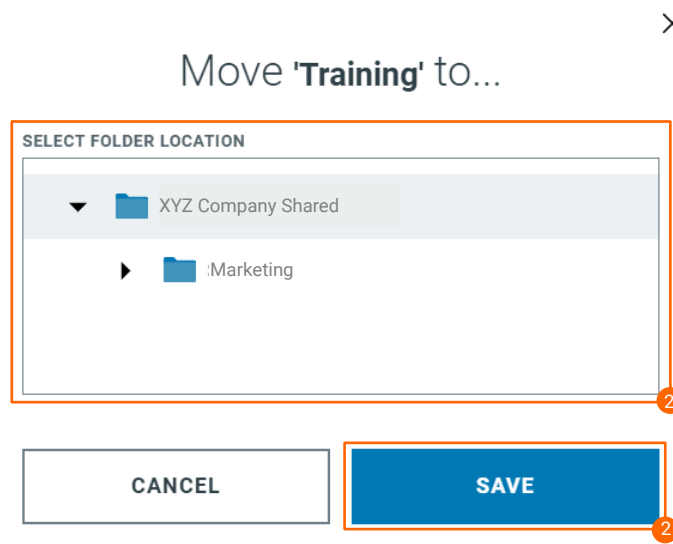


Move Folder

1. Choose **Move To** from the Action Menu for the folder you want to move.

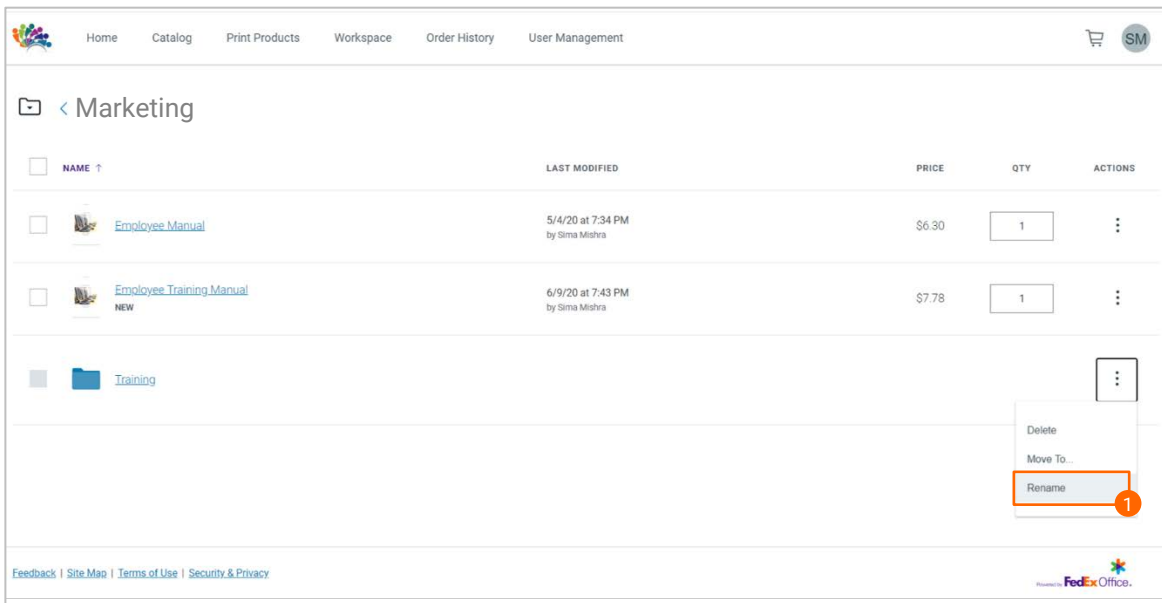


2. Choose the **folder location** to which you want to move the folder and select **Save**.

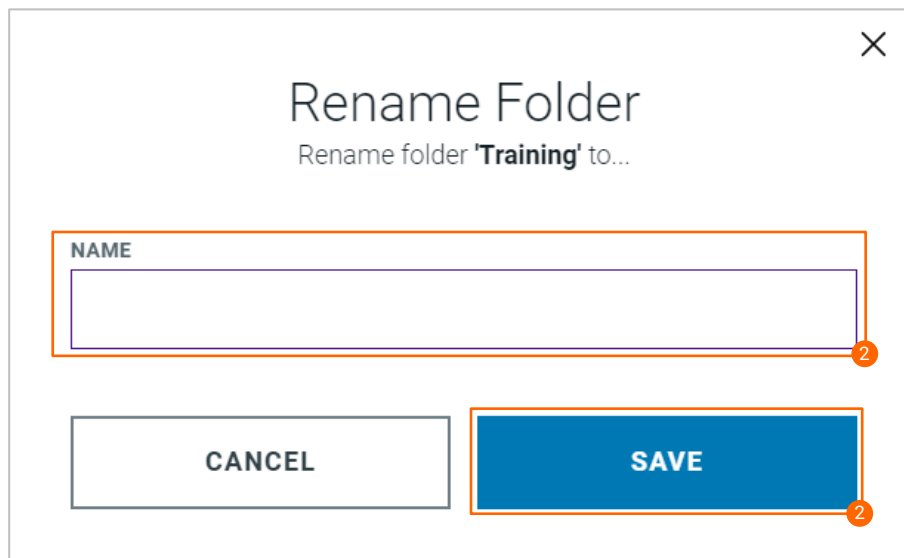


Rename Folder

1. Choose **Rename** from the Action Menu for the folder you want to rename.

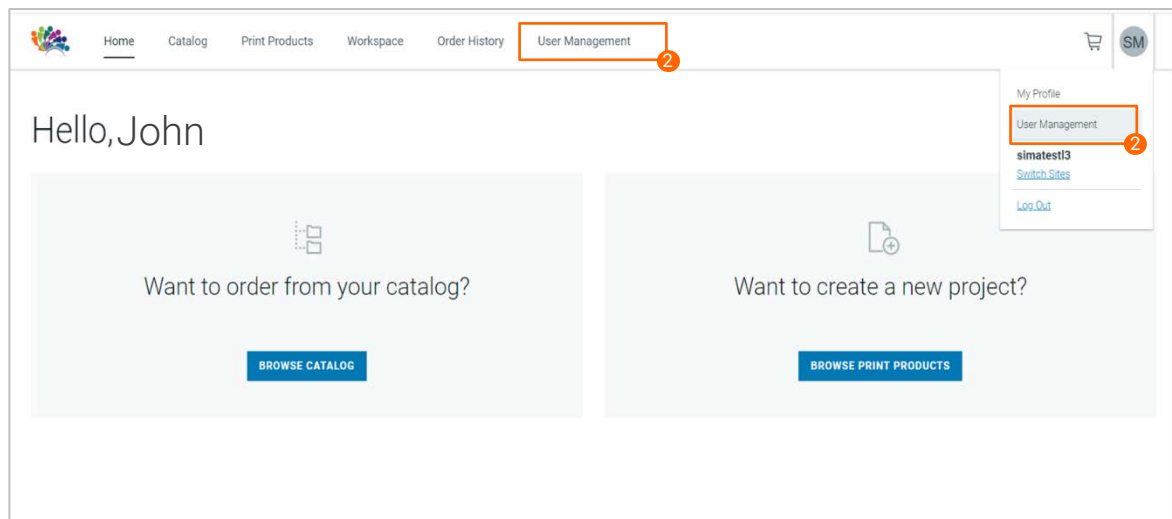


2. Enter the **new name** for the folder and select **Save**.

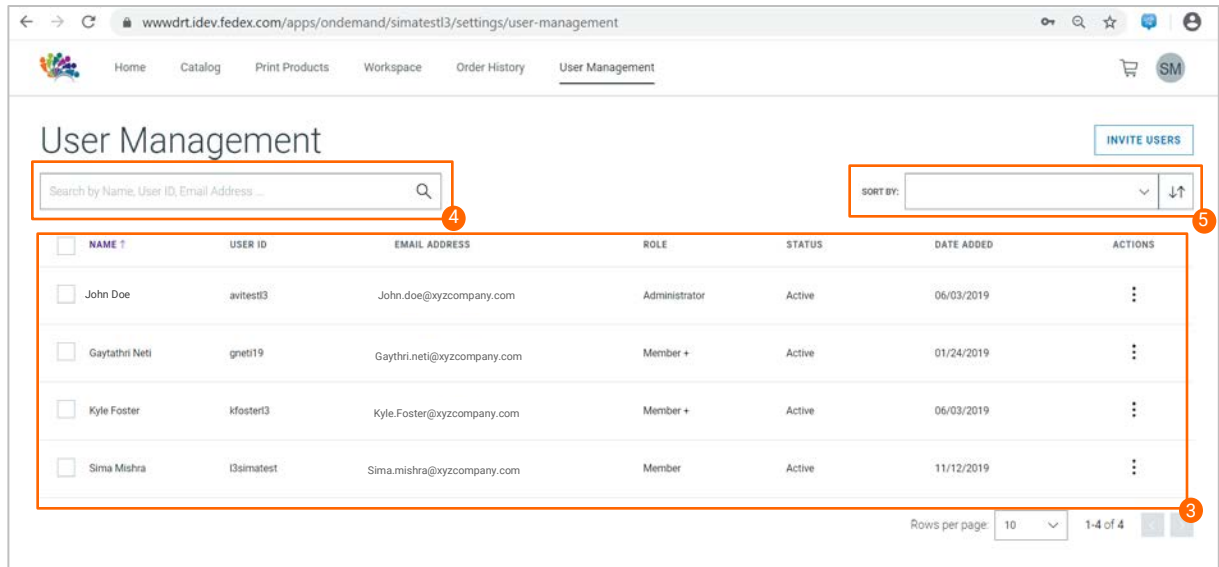


Manage Users

1. If you are an administrator, you will have the ability to manage users for your site;
 - a. Invite Users
 - b. Remove User Access
 - c. Assign Spending Limit to Users
 - d. Manage Role Level
2. Select **User Management** on the header or under the circular icon with your initials.

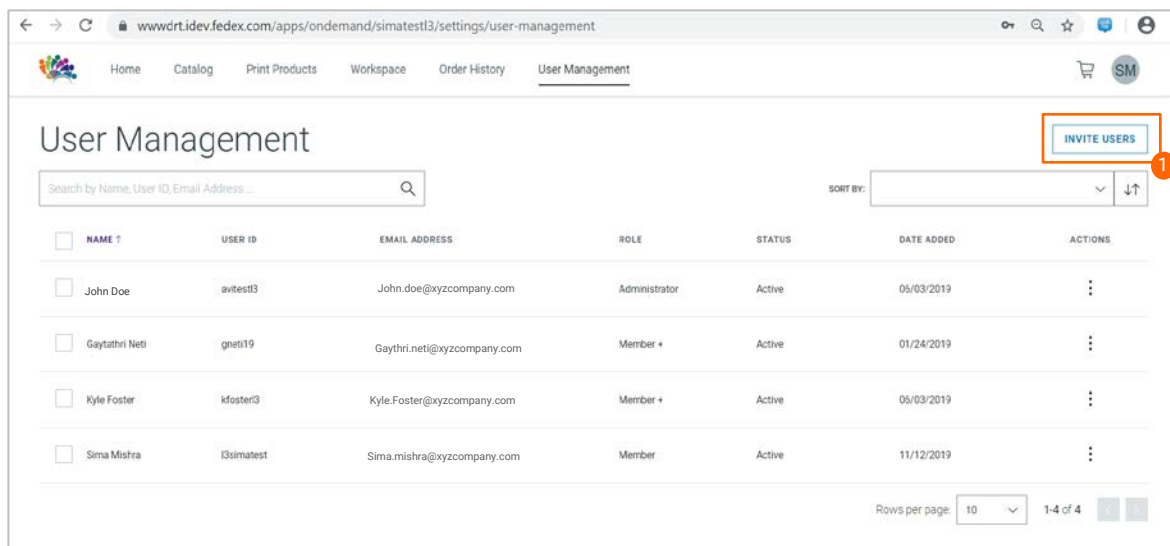


3. On the User Management page, all users of the site will be listed along with their **User ID, Email Address, Role, Status and Date Added**.
4. You can **search** a user by their Name, User ID or Email Address
5. You can **sort** the users alphabetically by their name or sort them by the date they were added to the site.



a. Invite Users

1. Select **Invite Users**.



- You will have the option to invite users by entering their information and sending invitation one by one or by uploading a list of users and sending invitation to all of them at one time.

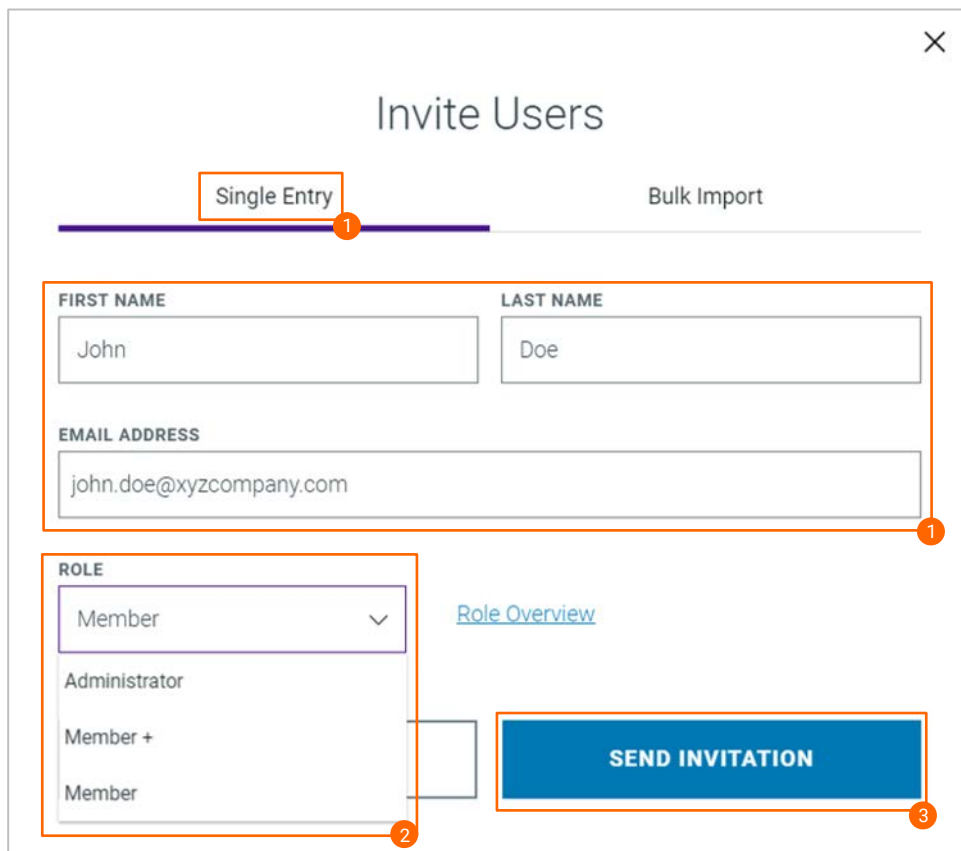
Single Entry Invite

- If you want to invite a single user at a time, enter First name, Last Name and Email Address of the invitee under **Single Entry** tab.

- Choose a **role**.

Note: Select Role Overview to see a comparison of roles and permissions.

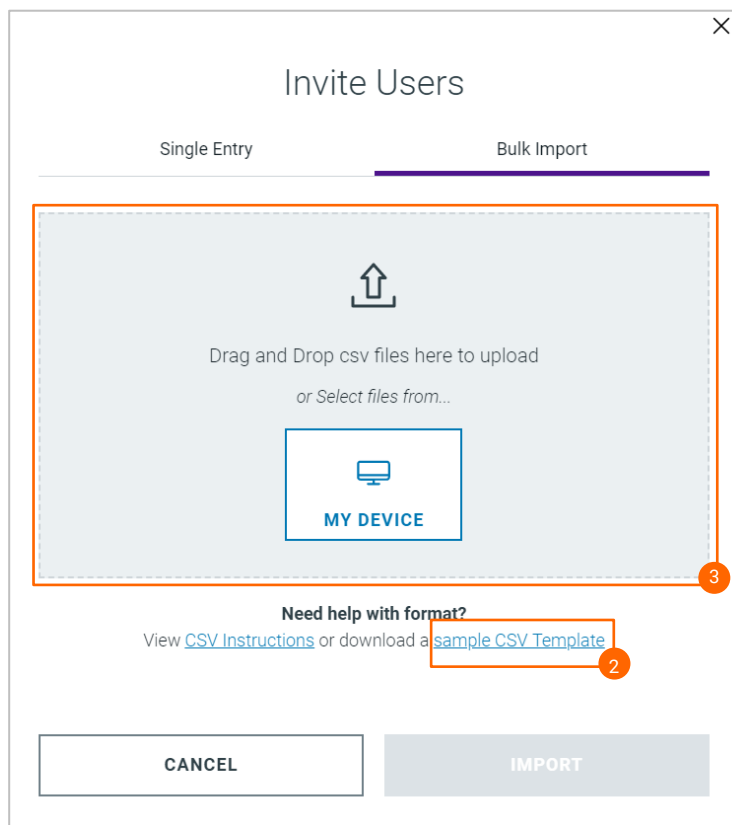
- Select **Send Invitation**.



- The Invitee will receive an email notification to register. Once the user registers, they will be added to the site as an active user.

Bulk Import Invite

1. For inviting multiple users at one time, download the **csv template** under the **Bulk Import** Tab.
2. Prepare the users list by enter all necessary user information in the template.
3. Upload the users list.



Invite Users

Single Entry Bulk Import

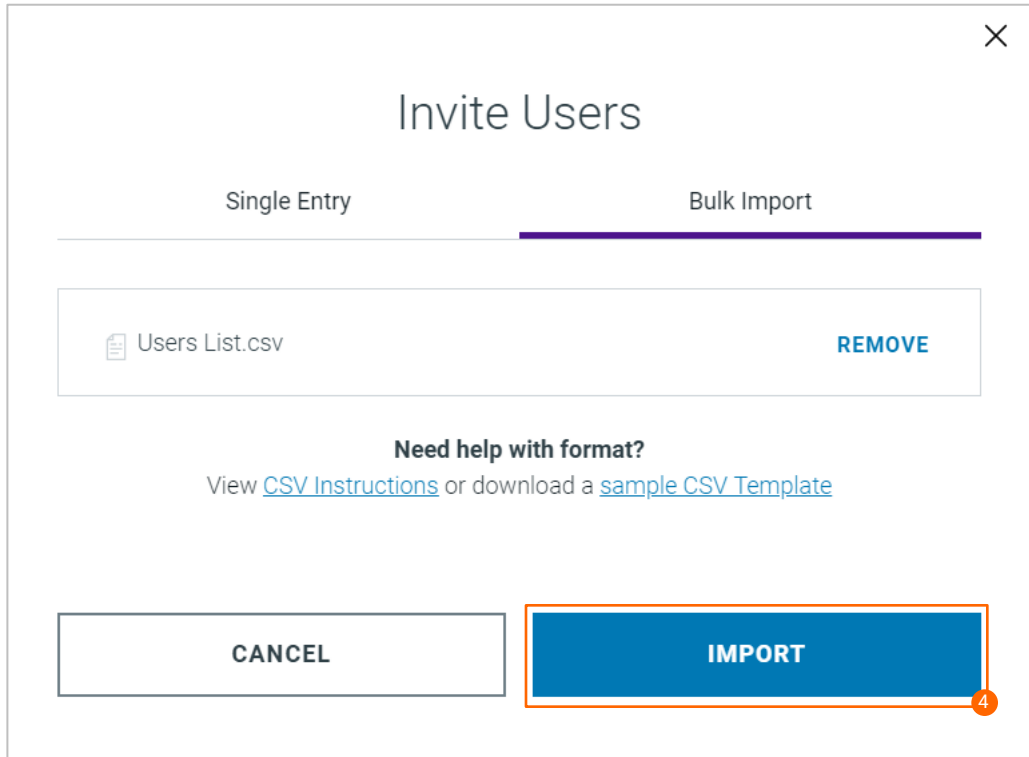
Drag and Drop csv files here to upload
or Select files from...

MY DEVICE

Need help with format?
View [CSV Instructions](#) or download a [sample CSV Template](#)

CANCEL IMPORT

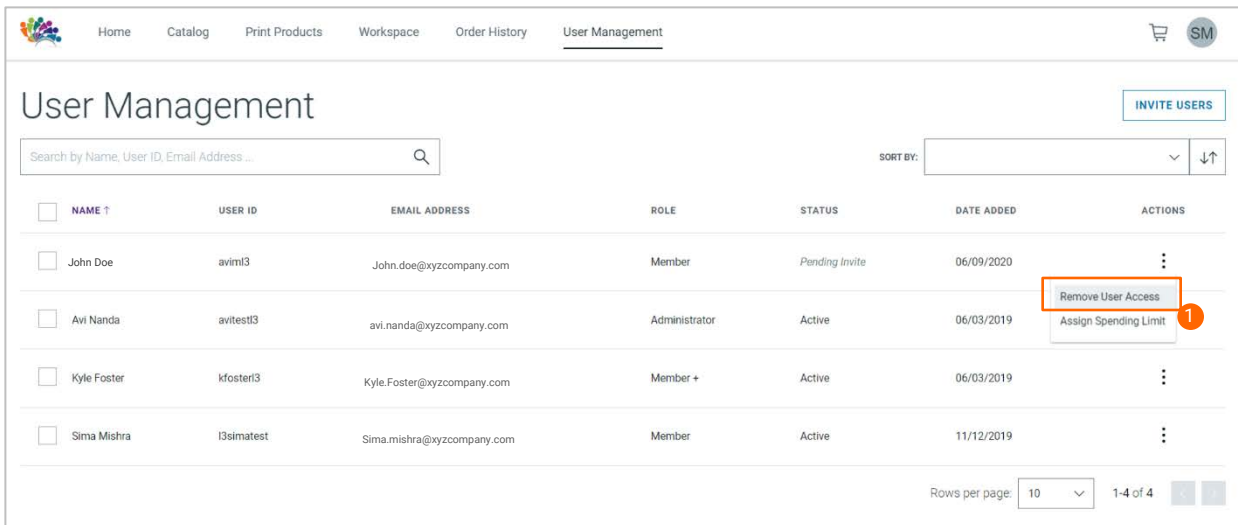
4. Select **Import** to send out the invitations.



5. All users in the imported list will receive email notification to register. Once they register, they will be added to the site as **Active users**.

b. Remove User Access

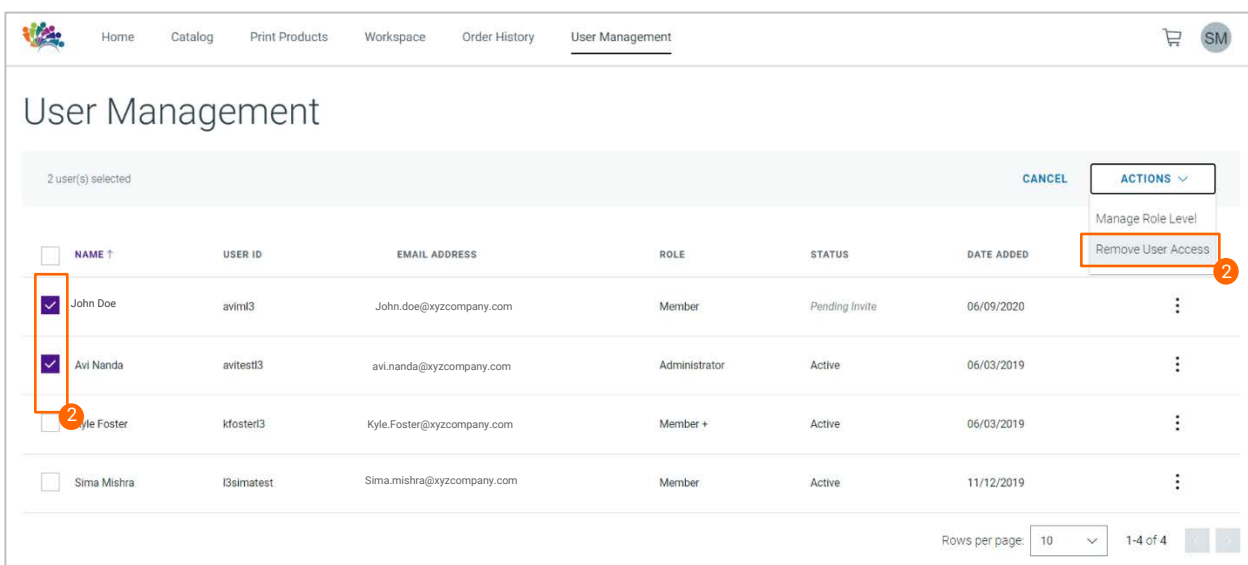
1. For a single user, choose **Remove User Access** from the action menu for the user whose access you want to remove.



The screenshot shows the 'User Management' page with a table of users. The 'ACTIONS' column for the user 'John Doe' is expanded, showing 'Remove User Access' and 'Assign Spending Limit'. A red box highlights 'Remove User Access' with a circled '1'.

NAME	USER ID	EMAIL ADDRESS	ROLE	STATUS	DATE ADDED	ACTIONS
John Doe	aviml3	John.doe@xyzcompany.com	Member	Pending Invite	06/09/2020	⋮ Remove User Access Assign Spending Limit
Avi Nanda	avitest3	avi.nanda@xyzcompany.com	Administrator	Active	06/03/2019	⋮
Kyle Foster	kfoster3	Kyle.Foster@xyzcompany.com	Member +	Active	06/03/2019	⋮
Sima Mishra	l3simatest	Sima.mishra@xyzcompany.com	Member	Active	11/12/2019	⋮

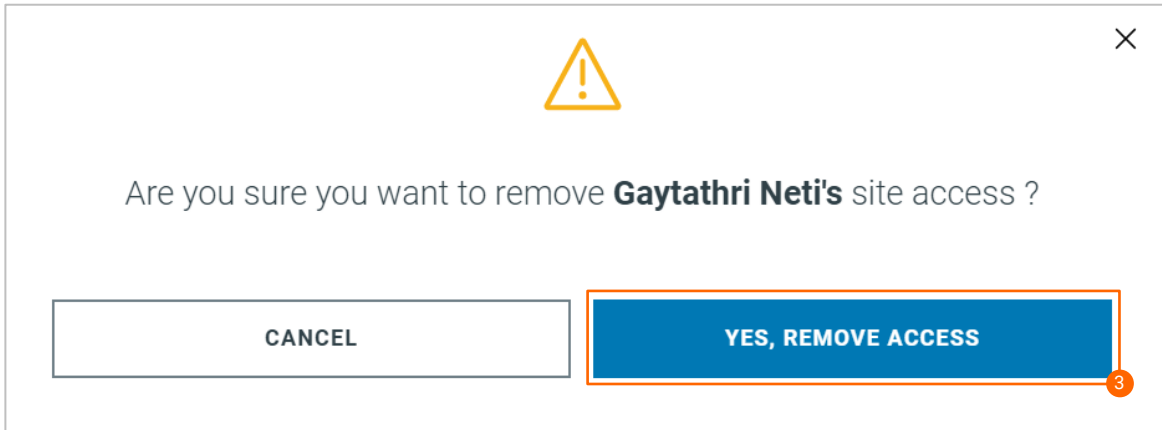
2. For multiple users, choose Remove User Access from the Action Menu after selecting the users whose access you want to remove.



The screenshot shows the 'User Management' page with two users selected (John Doe and Avi Nanda). The 'ACTIONS' dropdown menu is open, showing 'Manage Role Level' and 'Remove User Access'. A red box highlights 'Remove User Access' with a circled '2'. Another red box highlights the selection checkboxes for John Doe and Avi Nanda with a circled '2'.

NAME	USER ID	EMAIL ADDRESS	ROLE	STATUS	DATE ADDED	ACTIONS
<input checked="" type="checkbox"/> John Doe	aviml3	John.doe@xyzcompany.com	Member	Pending Invite	06/09/2020	⋮
<input checked="" type="checkbox"/> Avi Nanda	avitest3	avi.nanda@xyzcompany.com	Administrator	Active	06/03/2019	⋮
<input type="checkbox"/> Kyle Foster	kfoster3	Kyle.Foster@xyzcompany.com	Member +	Active	06/03/2019	⋮
<input type="checkbox"/> Sima Mishra	l3simatest	Sima.mishra@xyzcompany.com	Member	Active	11/12/2019	⋮

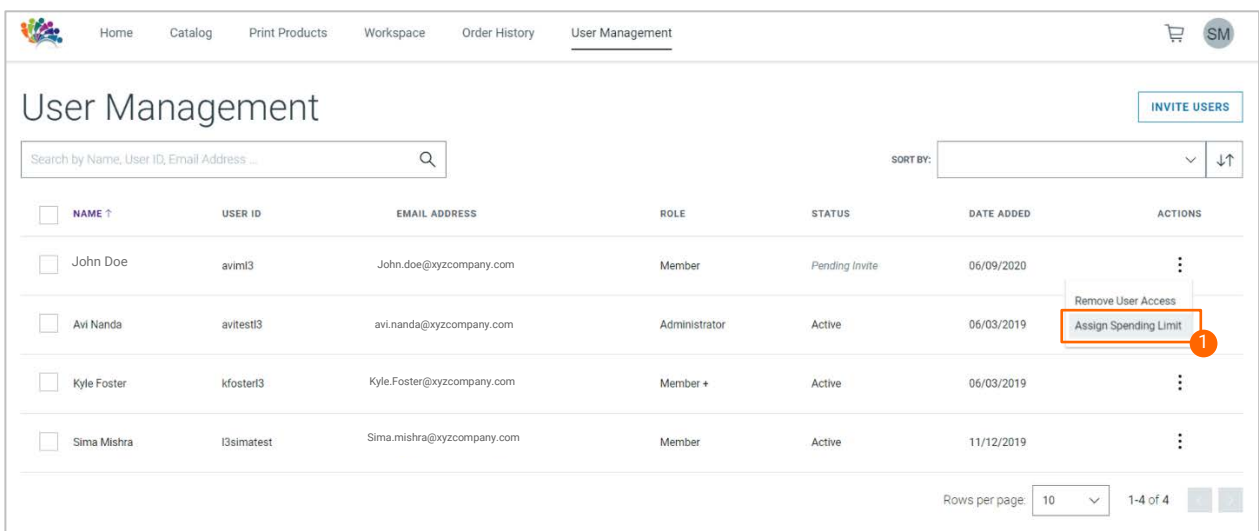
3. Select **Yes, Remove Access** to confirm your action.



4. A confirmation message will be displayed letting you know that the user's access has been removed and the user information will be removed from the User Management page.

c. Assign Spending Limit

1. Choose **Assign Spending Limit** from the action menu for the user to whom you want to assign the spending limit.



2. Select **Spending Limit Per Transaction** for the user.

NOTE: Spending Limits are set by Site Administrator.

3. Choose an **Order Approver** for the user. When user places an order above allocated spending limit, the assigned order approver will have to approve the order before it can be produced.
4. Select Save Changes.

Assign Spending Limit

Spending Limit Per Transaction

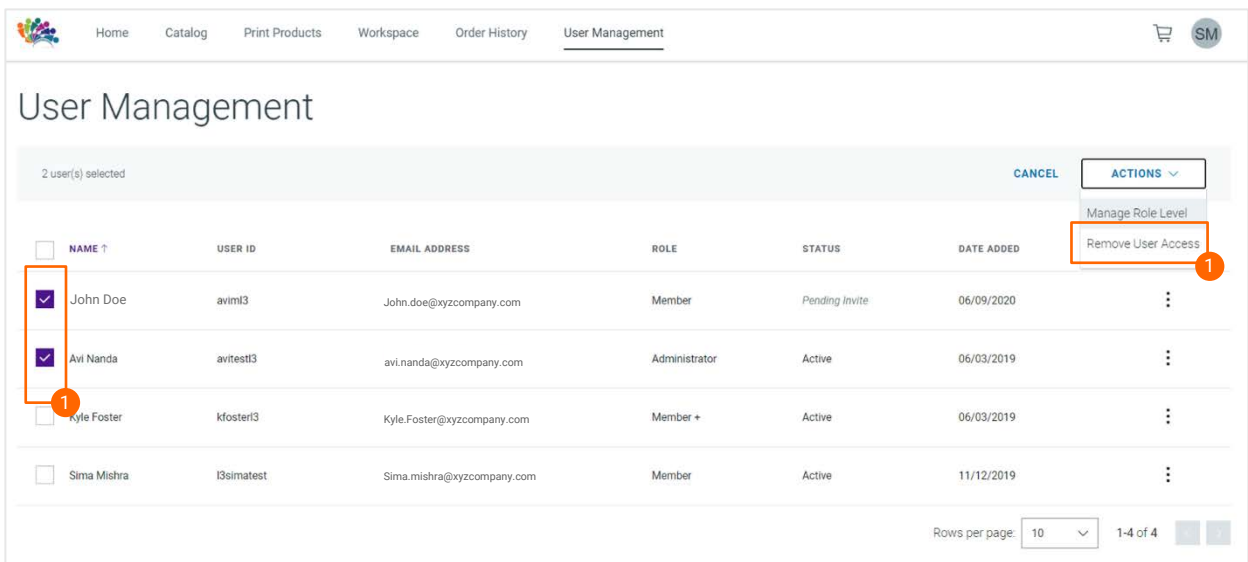
NAME	AMOUNT	EXPIRATION
<input type="radio"/> None		
<input checked="" type="radio"/> managing director	\$500.0	1 day(s)

Order Approver

NAME	EMAIL ADDRESS
<input type="radio"/> None	
<input checked="" type="radio"/> Avi Nanda	sima.mishra@fedex.com

d. Manage Role Level

1. Select a single user or multiple users and choose **Manage Role Level** from the Actions dropdown.

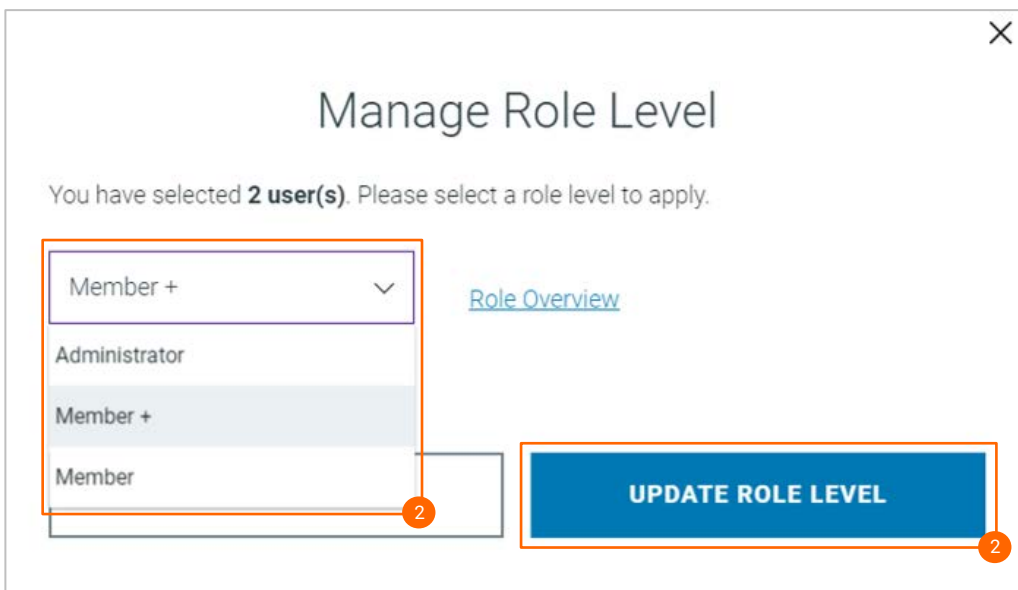


The screenshot shows the 'User Management' page with a table of users. Two users, John Doe and Avi Nanda, are selected. The 'ACTIONS' dropdown menu is open, showing 'Manage Role Level' and 'Remove User Access'. A red box highlights the 'Manage Role Level' option, and a red circle with the number 1 is next to it.

<input type="checkbox"/>	NAME ↑	USER ID	EMAIL ADDRESS	ROLE	STATUS	DATE ADDED	
<input checked="" type="checkbox"/>	John Doe	aviml3	John.doe@xyzcompany.com	Member	Pending Invite	06/09/2020	⋮
<input checked="" type="checkbox"/>	Avi Nanda	avitest13	avi.nanda@xyzcompany.com	Administrator	Active	06/03/2019	⋮
<input type="checkbox"/>	Kyle Foster	kfoster13	Kyle.Foster@xyzcompany.com	Member +	Active	06/03/2019	⋮
<input type="checkbox"/>	Sima Mishra	l3simatest	Sima.mishra@xyzcompany.com	Member	Active	11/12/2019	⋮

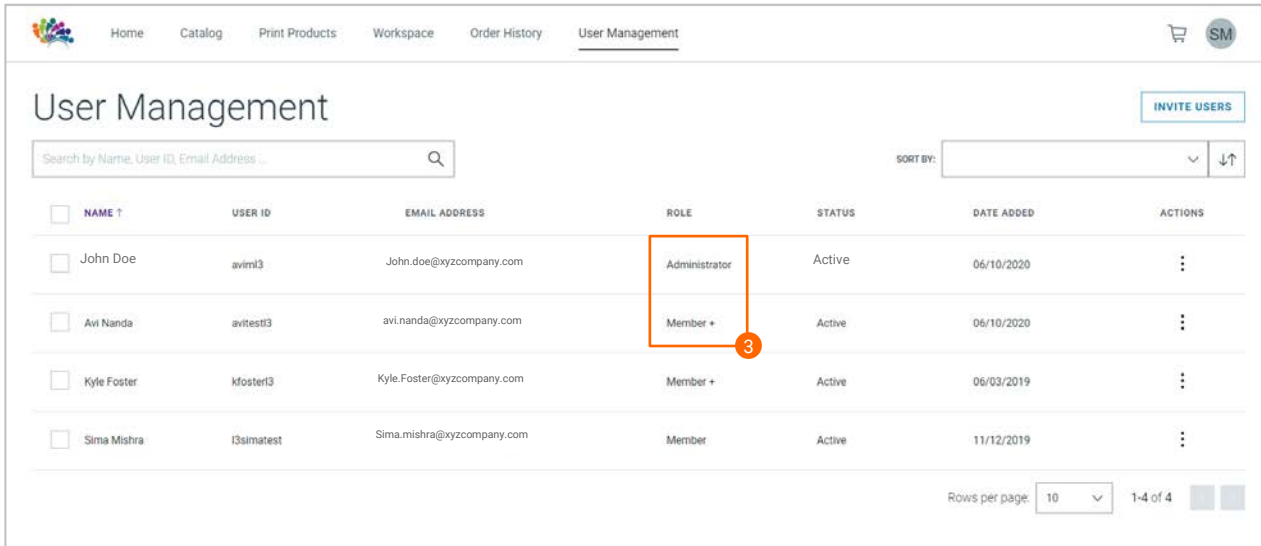
Rows per page: 10 1-4 of 4

2. Choose the **role** you want to assign to the user/s and select **Update Role Level**.



The screenshot shows the 'Manage Role Level' dialog box. It contains a message: 'You have selected 2 user(s). Please select a role level to apply.' Below the message is a dropdown menu with the following options: 'Member +', 'Administrator', 'Member +', and 'Member'. A red box highlights the dropdown menu, and a red circle with the number 2 is next to it. To the right of the dropdown menu is a link labeled 'Role Overview'. At the bottom right of the dialog box is a blue button labeled 'UPDATE ROLE LEVEL', which is also highlighted with a red box and a red circle with the number 2.

3. Updated user role will be reflected under **Role** on the User Management page.



User Management

Search by Name, User ID, Email Address ...

Sort By: [v] [↑↓]

<input type="checkbox"/> NAME ?	USER ID	EMAIL ADDRESS	ROLE	STATUS	DATE ADDED	ACTIONS
<input type="checkbox"/> John Doe	avini3	John.doe@xyzcompany.com	Administrator	Active	06/10/2020	⋮
<input type="checkbox"/> Avi Nanda	avitest13	avi.nanda@xyzcompany.com	Member +	Active	06/10/2020	⋮
<input type="checkbox"/> Kyle Foster	kfoster13	Kyle.Foster@xyzcompany.com	Member +	Active	06/03/2019	⋮
<input type="checkbox"/> Sima Mishra	i3simatest	Sima.mishra@xyzcompany.com	Member	Active	11/12/2019	⋮

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