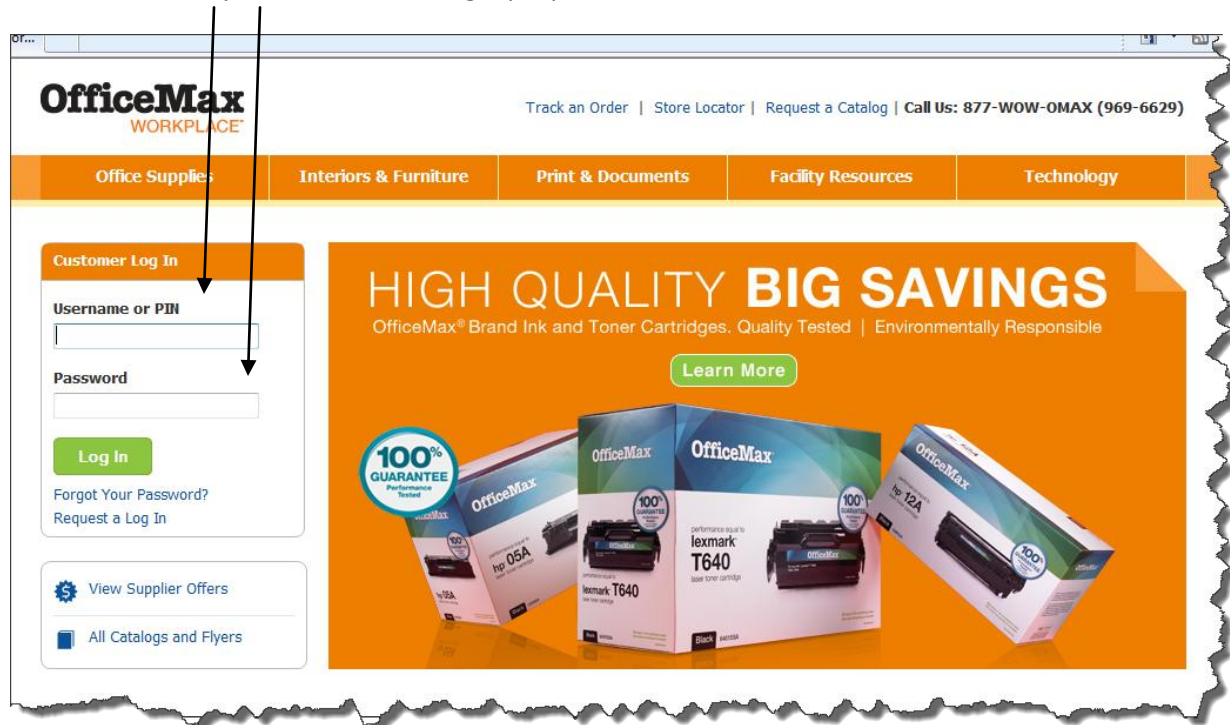


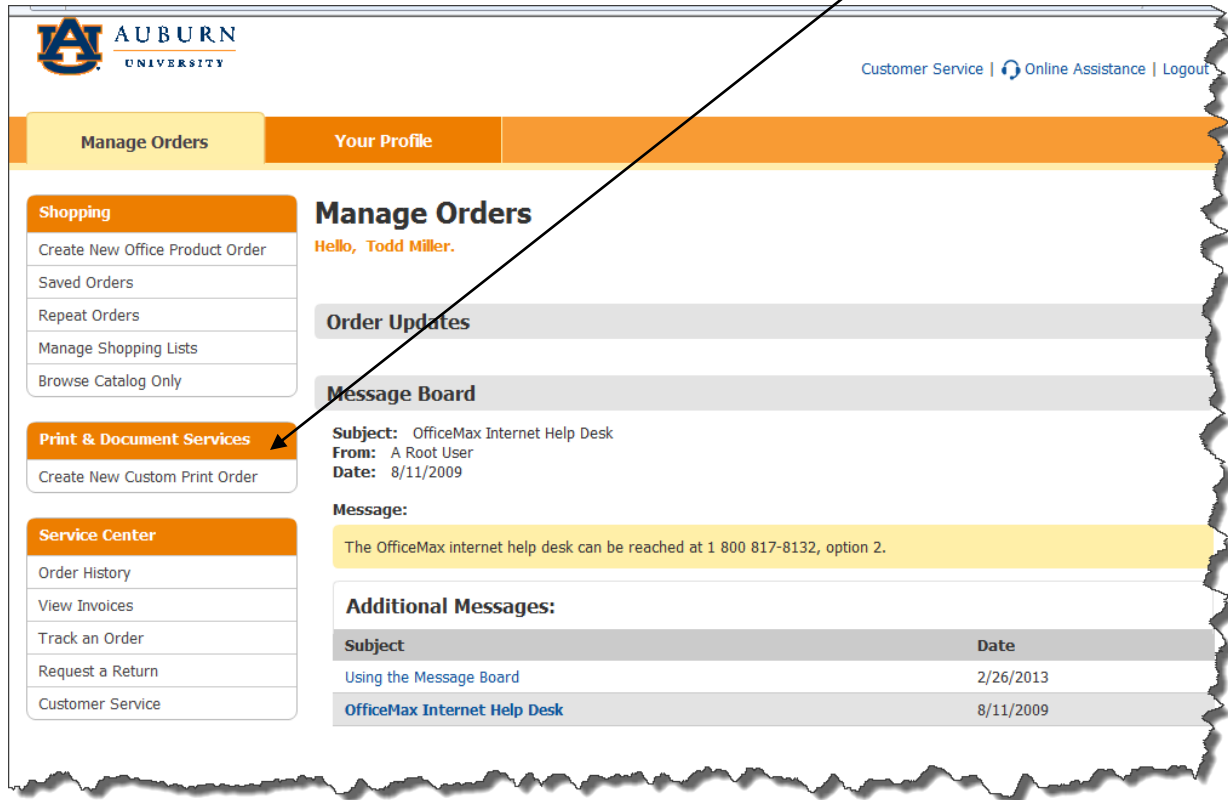
## Auburn University Job Aid – Document Manager 2.0

### Login:

- Login to OfficeMax Workplace for ordering using Login and password you use to order office supplies:
  - [www.officemaxworkplace.com](http://www.officemaxworkplace.com)
  - Login and Password have been sent to your individual e-mails
  - If you do not have a login yet please contact [ToddMiller@officemax.com](mailto:ToddMiller@officemax.com)



Once you are logged in you can access the print platform by selecting "Create Custom Print Order"



**Manage Orders**   **Your Profile**

Customer Service | [Online Assistance](#) | [Logout](#)

**Shopping**

- Create New Office Product Order
- Saved Orders
- Repeat Orders
- Manage Shopping Lists
- Browse Catalog Only

**Print & Document Services**

- Create New Custom Print Order

**Service Center**

- Order History
- View Invoices
- Track an Order
- Request a Return
- Customer Service

## Manage Orders

Hello, Todd Miller.

### Order Updates

### Message Board

**Subject:** OfficeMax Internet Help Desk  
**From:** A Root User  
**Date:** 8/11/2009

**Message:**

The OfficeMax internet help desk can be reached at 1 800 817-8132, option 2.

### Additional Messages:

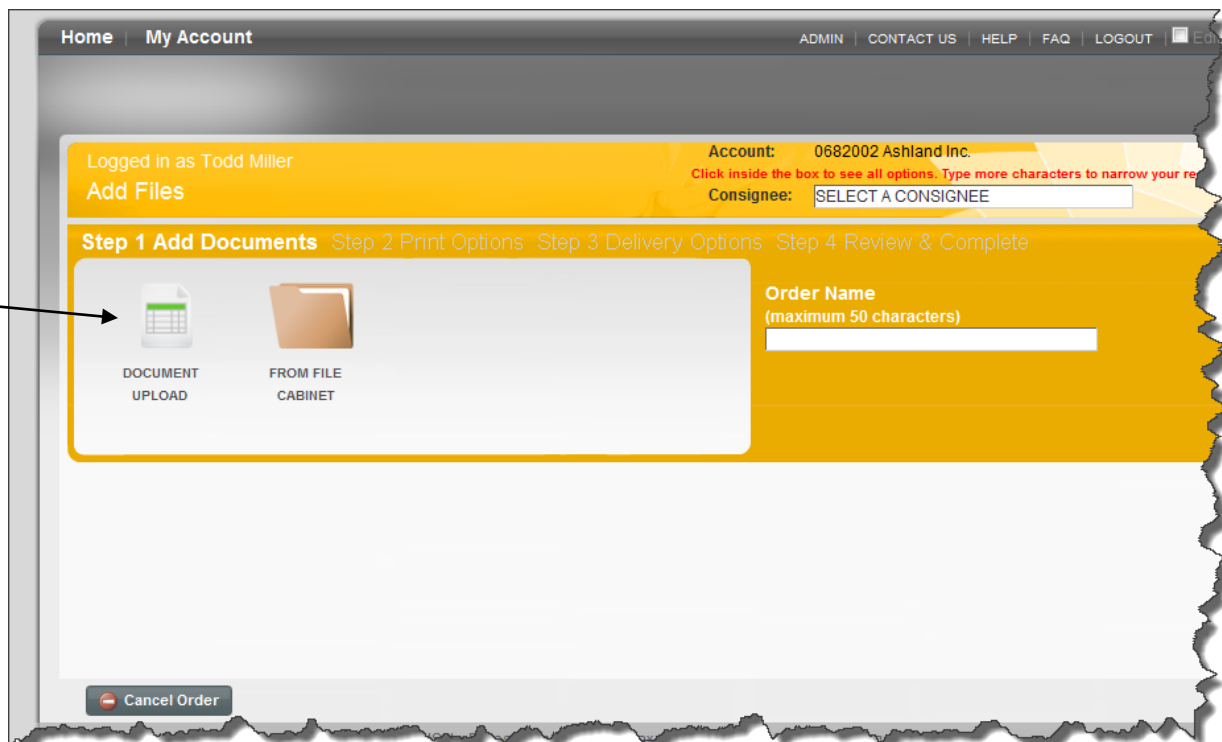
Subject	Date
<a href="#">Using the Message Board</a>	2/26/2013
<a href="#">OfficeMax Internet Help Desk</a>	8/11/2009

The first time you enter the system you will be presented with your user information for verification. Please make any needed changes and submit. This is the only time you will be presented with this screen. Changes to your personal information can be made under the "My Account" section.

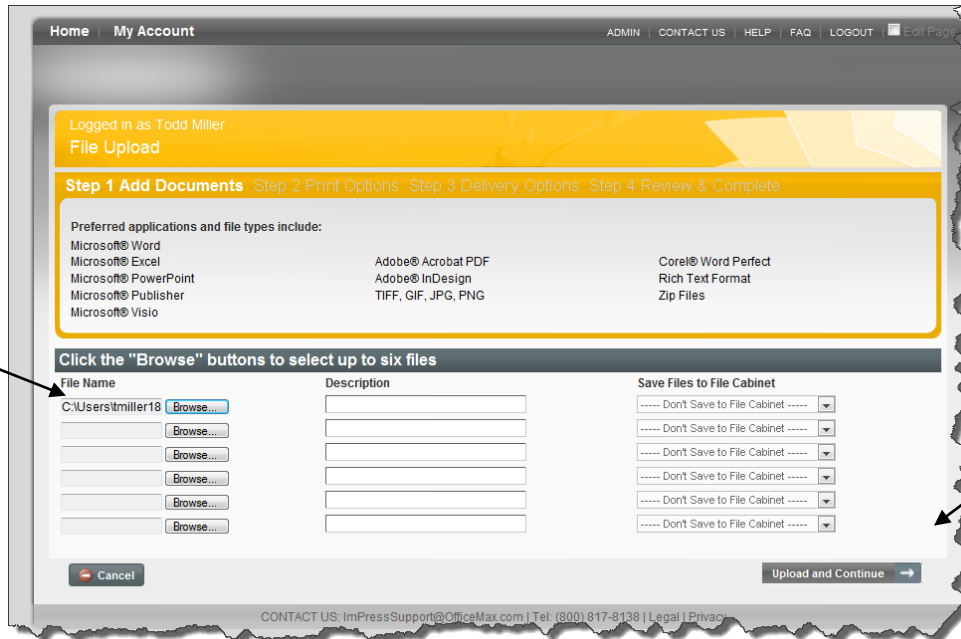
- Select “Upload and Print”



- Select “Document Upload” to add a file from your computer
- The File Cabinet is a personal folder for documents you wish to have remain on our site for future use



- Select the file from your computer to load – you can load 6 at a time if you like
- Select “Upload and Continue”



Home | My Account ADMIN | CONTACT US | HELP | FAQ | LOGOUT | Edit Page

Logged in as Todd Miller  
File Upload

Step 1 Add Documents Step 2 Print Options Step 3 Delivery Options Step 4 Review & Complete

Preferred applications and file types include:

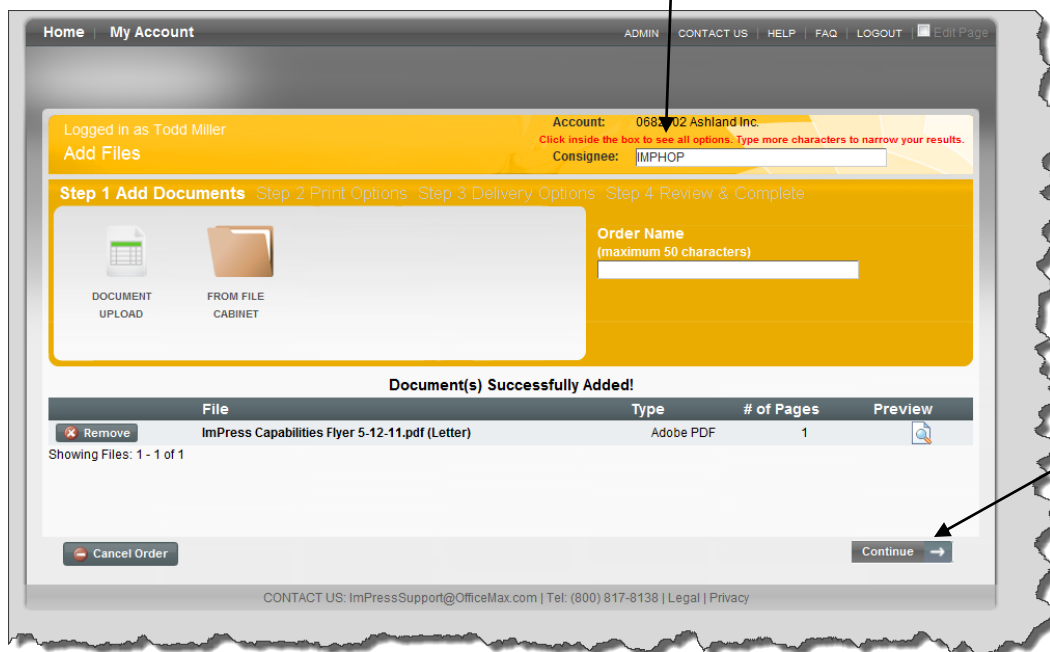
Microsoft® Word	Adobe® Acrobat PDF	Corel® Word Perfect
Microsoft® Excel	Adobe® InDesign	Rich Text Format
Microsoft® PowerPoint	TIFF, GIF, JPG, PNG	Zip Files
Microsoft® Publisher		
Microsoft® Visio		

Click the "Browse" buttons to select up to six files

File Name	Description	Save Files to File Cabinet
C:\Users\tmiller18 <input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----
<input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----
<input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----
<input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----
<input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----
<input type="button" value="Browse..."/>	<input type="text"/>	----- Don't Save to File Cabinet -----

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- Select a consignee (same process as when you order office supplies) – if you have only one consignee this is auto-filled.
- Select continue



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Logged in as Todd Miller  
Add Files

Account: 068702 Ashland Inc.  
Click inside the box to see all options. Type more characters to narrow your results.  
Consignee: IMPHOP

Step 1 Add Documents Step 2 Print Options Step 3 Delivery Options Step 4 Review & Complete

DOCUMENT UPLOAD FROM FILE CABINET

Order Name  
(maximum 50 characters)

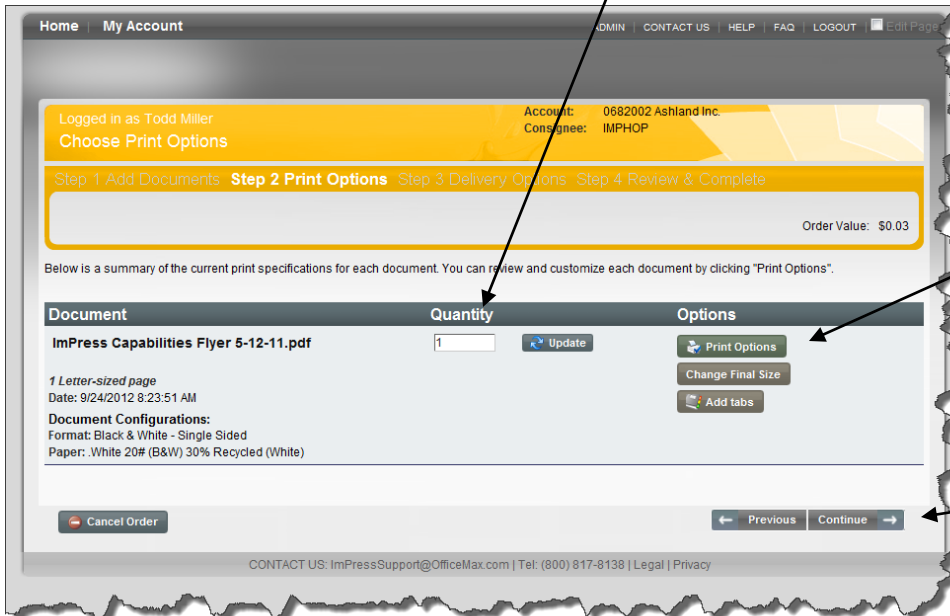
Document(s) Successfully Added!

File	Type	# of Pages	Preview
<input type="button" value="Remove"/> ImPress Capabilities Flyer 5-12-11.pdf (Letter)	Adobe PDF	1	

Showing Files: 1 - 1 of 1

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- Final Document Screen allows you to:
  - Set Quantity
  - Print Options – this is where you tell us if it is color, B/W, single or double sided, etc.
- Select Continue



Home | My Account | ADMIN | CONTACT US | HELP | FAQ | LOGOUT | Edit Page

Logged in as: Todd Miller Account: 0682002 Ashland Inc.  
Choose Print Options Consignee: IMPHOP

Step 1 Add Documents Step 2 Print Options Step 3 Delivery Options Step 4 Review & Complete

Order Value: \$0.03

Below is a summary of the current print specifications for each document. You can review and customize each document by clicking "Print Options".

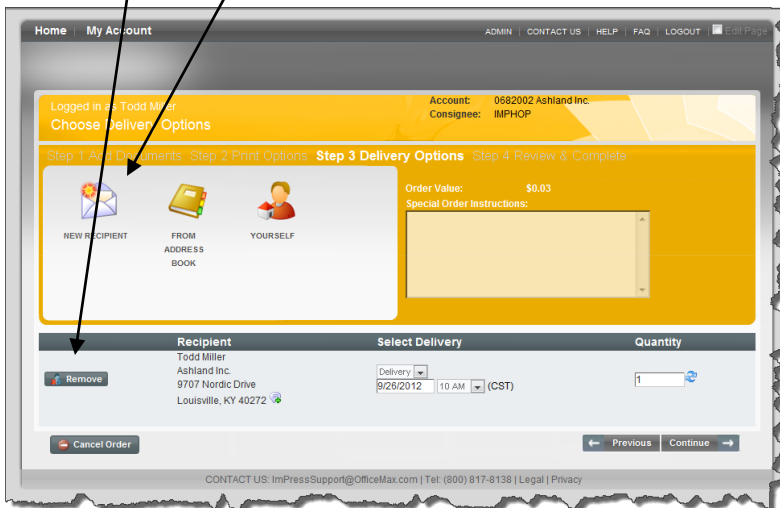
Document	Quantity	Options
ImPress Capabilities Flyer 5-12-11.pdf	1 <input type="text"/> <a href="#">Update</a>	<a href="#">Print Options</a> <a href="#">Change Final Size</a> <a href="#">Add tabs</a>

1 Letter-sized page  
Date: 9/24/2012 8:23:51 AM  
Document Configurations:  
Format: Black & White - Single Sided  
Paper: White 20# (B&W) 30% Recycled (White)

[Cancel Order](#) [Previous](#) [Continue](#)

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- Confirm your delivery address
- To change the delivery address:
  - Click "Remove" to take off the default address
  - Click "New Recipient" to add the new address
- Select Continue



Home | My Account | ADMIN | CONTACT US | HELP | FAQ | LOGOUT | Edit Page

Logged in as: Todd Miller Account: 0682002 Ashland Inc.  
Choose Delivery Options Consignee: IMPHOP

Step 1 Add Documents Step 2 Print Options Step 3 Delivery Options Step 4 Review & Complete

Order Value: \$0.03  
Special Order Instructions:

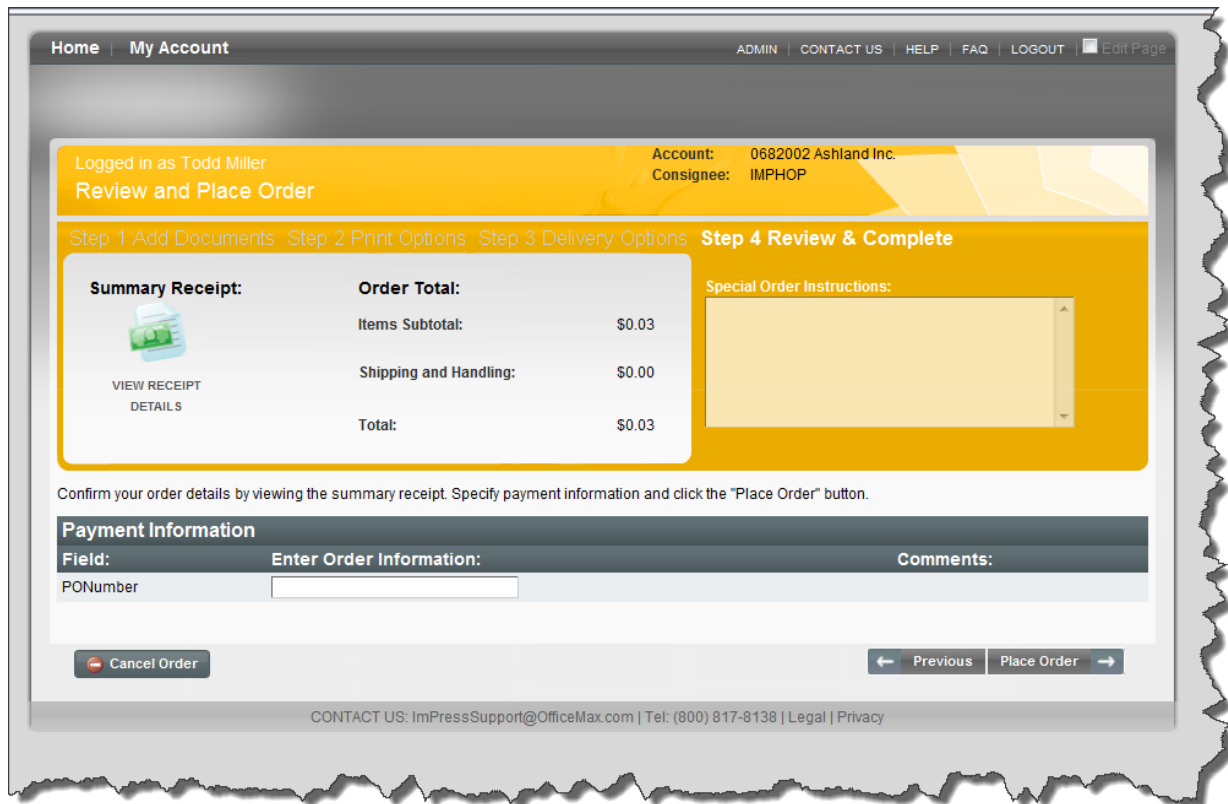
NEW RECIPIENT FROM ADDRESS BOOK YOURSELF

Recipient	Select Delivery	Quantity
Todd Miller Ashland Inc. 9707 Nordic Drive Louisville, KY 40272	<a href="#">Remove</a> Delivery: 9/26/2012 10 AM (CST)	1 <input type="text"/> <a href="#">Update</a>

[Cancel Order](#) [Previous](#) [Continue](#)

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- “View Receipt Details” will give you a complete summary of the order
- An order number will be assigned once you select “Place Your Order”
- The order will now display on your home page




Home | My Account ADMIN | CONTACT US | HELP | FAQ | LOGOUT | Edit Page

Logged in as Todd Miller Account: 0682002 Ashland Inc.  
Review and Place Order Consignee: IMPHOP

Step 1 Add Documents Step 2 Print Options Step 3 Delivery Options Step 4 Review & Complete

**Summary Receipt:**

  
VIEW RECEIPT  
DETAILS

**Order Total:**

Items Subtotal:	\$0.03
Shipping and Handling:	\$0.00
<b>Total:</b>	<b>\$0.03</b>

**Special Order Instructions:**

Confirm your order details by viewing the summary receipt. Specify payment information and click the "Place Order" button.

**Payment Information**

Field:	Enter Order Information:	Comments:
PO Number	<input type="text"/>	

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