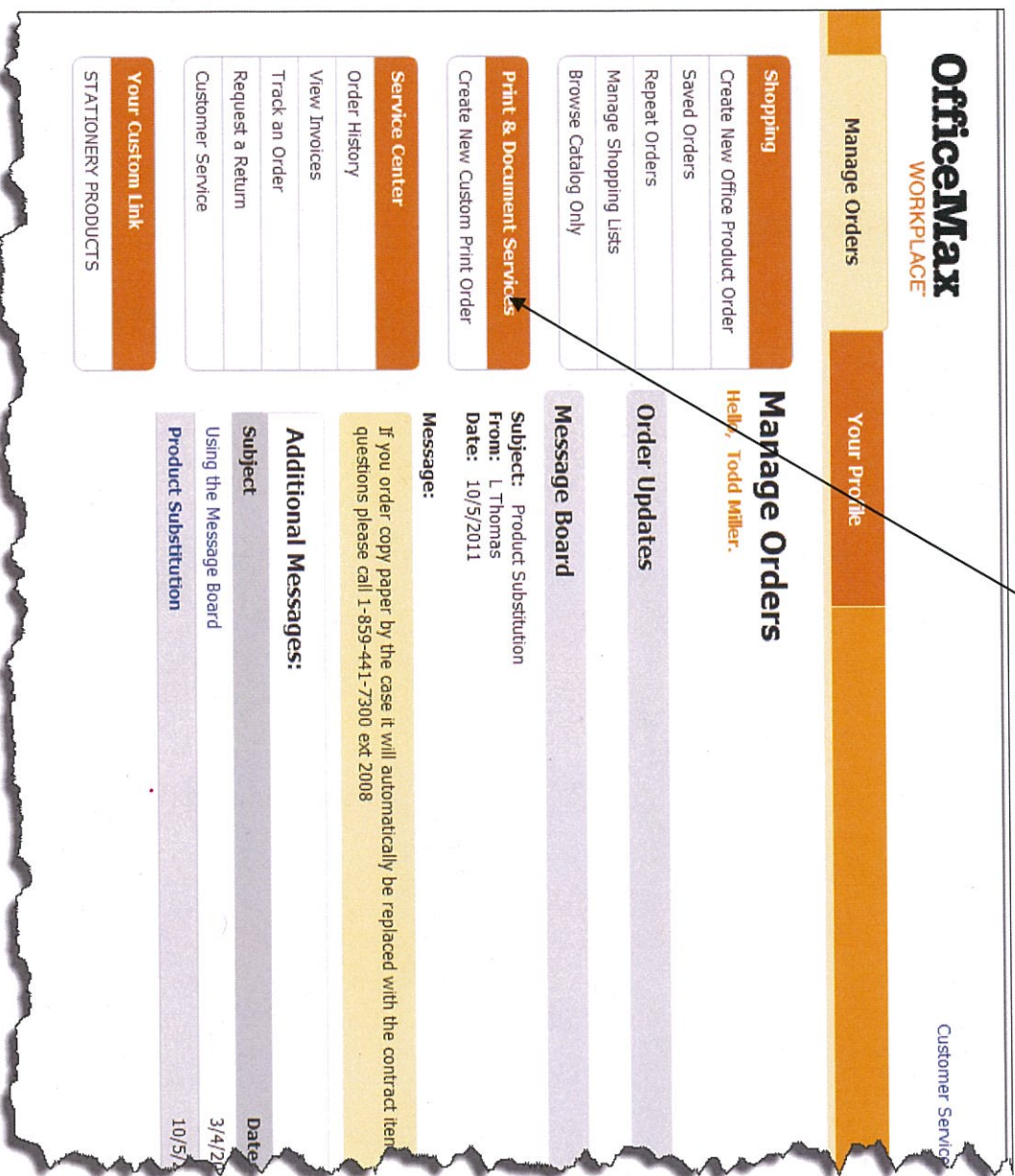


DAV Chapter Business Card Job Aid – Document Manager 2.0

Login:

- Login to OfficeMax using the login below:
 - www.officemaxworkplace.com
 - Login: DAV1
 - Password: Veteran1
- On the manage order screen select "Create Custom Print Order"



OfficeMax
WORKPLACE

Customer Service

Manage Orders

Your Profile

Manage Orders
Hello, Todd Miller.

Order Updates

Message Board

Subject: Product Substitution
From: L Thomas
Date: 10/5/2011

Message:

If you order copy paper by the case it will automatically be replaced with the contract item questions please call 1-859-441-7300 ext 2008

Additional Messages:

Subject	Date
Using the Message Board	3/4/2011
Product Substitution	10/5/2011

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

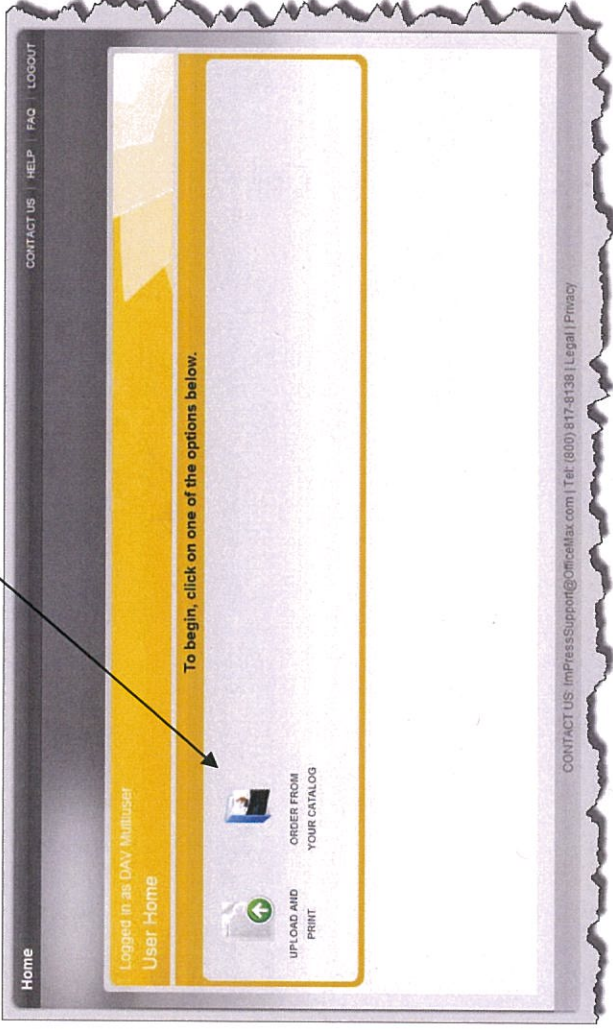
- Order History
- View Invoices
- Track an Order
- Request a Return
- Customer Service

Your Custom Link

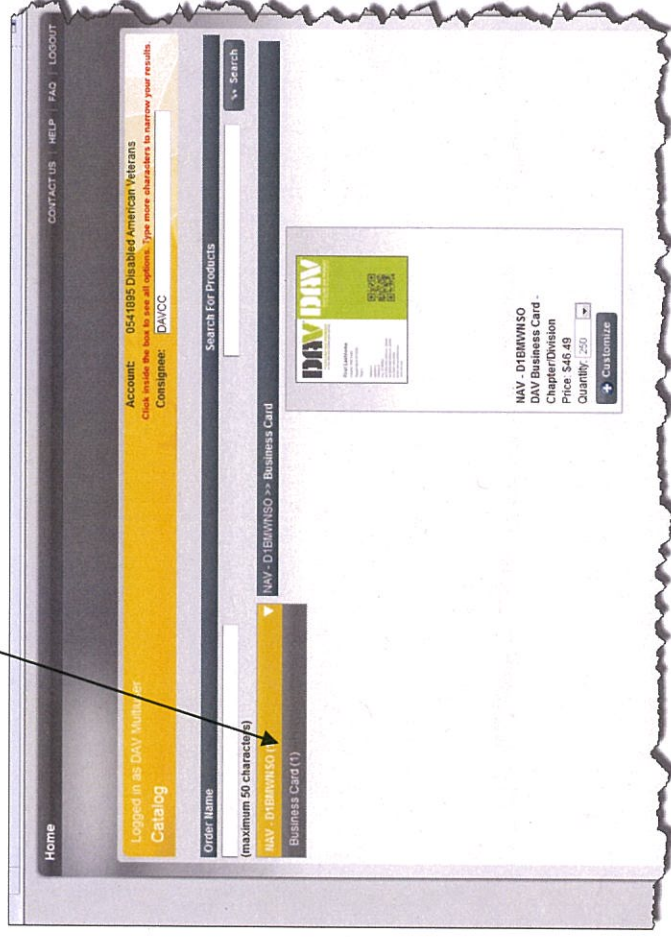
STATIONERY PRODUCTS

Document Manager 2.0 (DM20) Landing Page

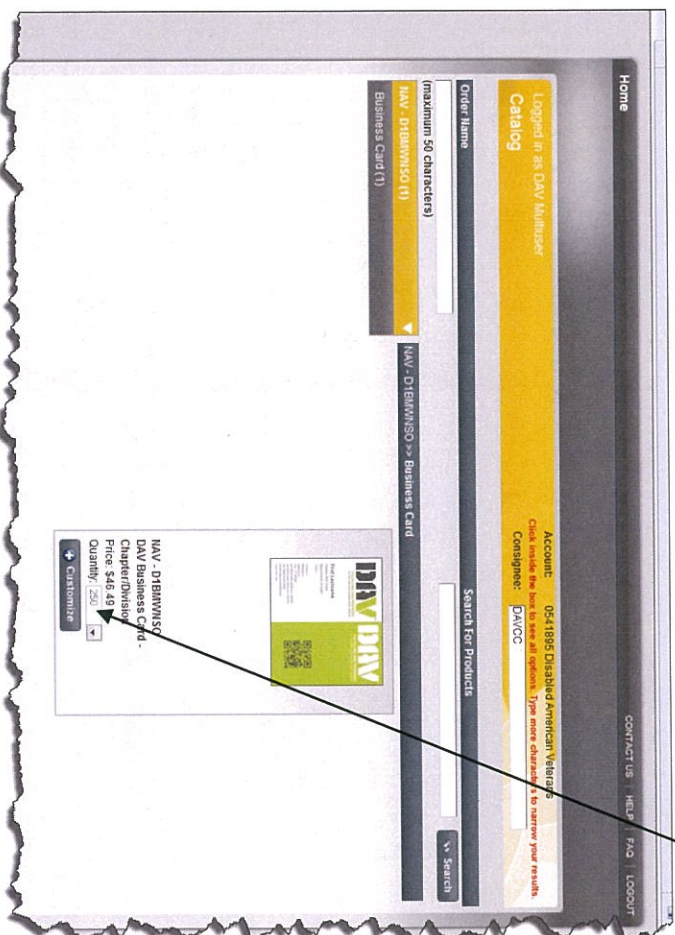
- Stationery is located in the Catalog in the stationery folder



- Select "Business Card (1)" to display the business card



- Select the qty on the item using the drop down then select "Customize"



- Complete the fields you wish to have on your item and click "preview"



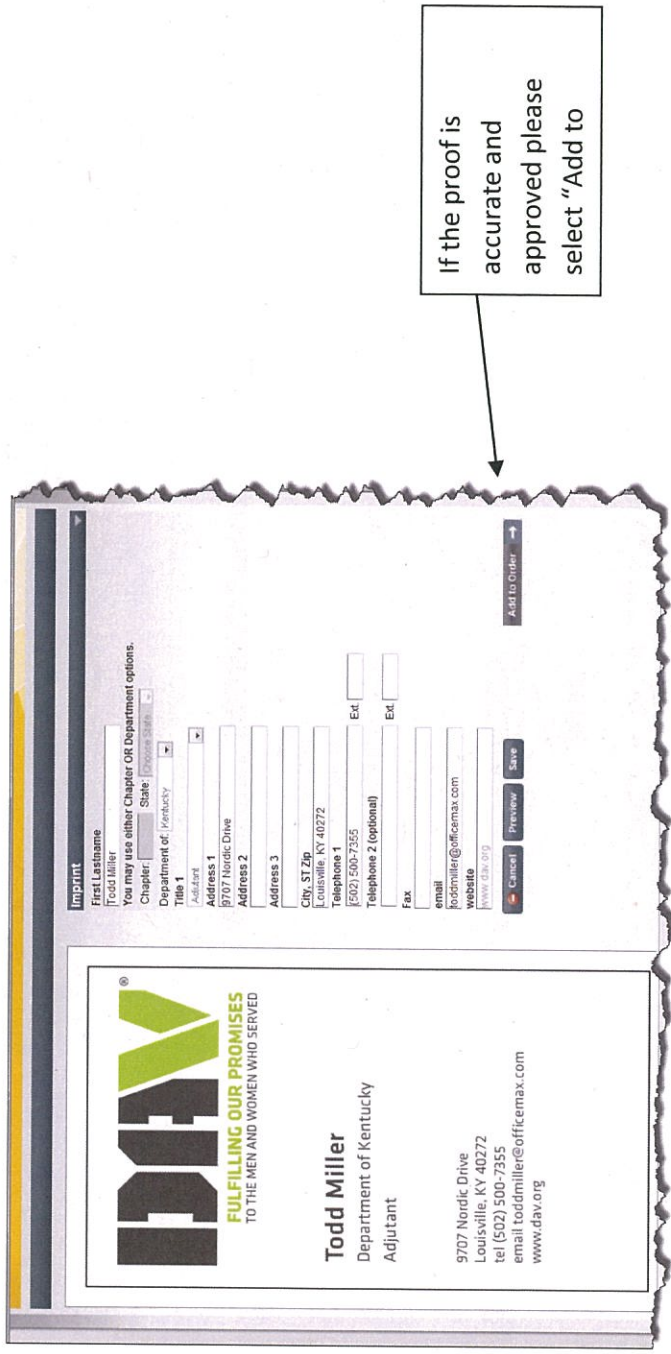
Enter your information in each field

Select your chapter OR state from the appropriate dropdown list


Select your title from the drop down

When you have entered all of your information select "Preview"

- **Important Note:** Please review the preview to ensure all of your information is accurate. This is your proof approval for production.



Imprint
 First Lastname
 Todd Miller
 You may use either Chapter OR Department options.
 Chapter: State: [dropdown]
 Department of: [dropdown]
 Title 1
 Address
 Address 1
 9707 Nordic Drive
 Address 2
 Address 3
 City, ST, Zip
 Louisville, KY 40272
 Telephone 1
 (502) 500-7355
 Telephone 2 (optional)
 Ext.
 Ext.
 Fax
 email
 toddmiller@officemax.com
 website
 www.dav.org
 [Cancel] [Preview] [Save] [Add to order]



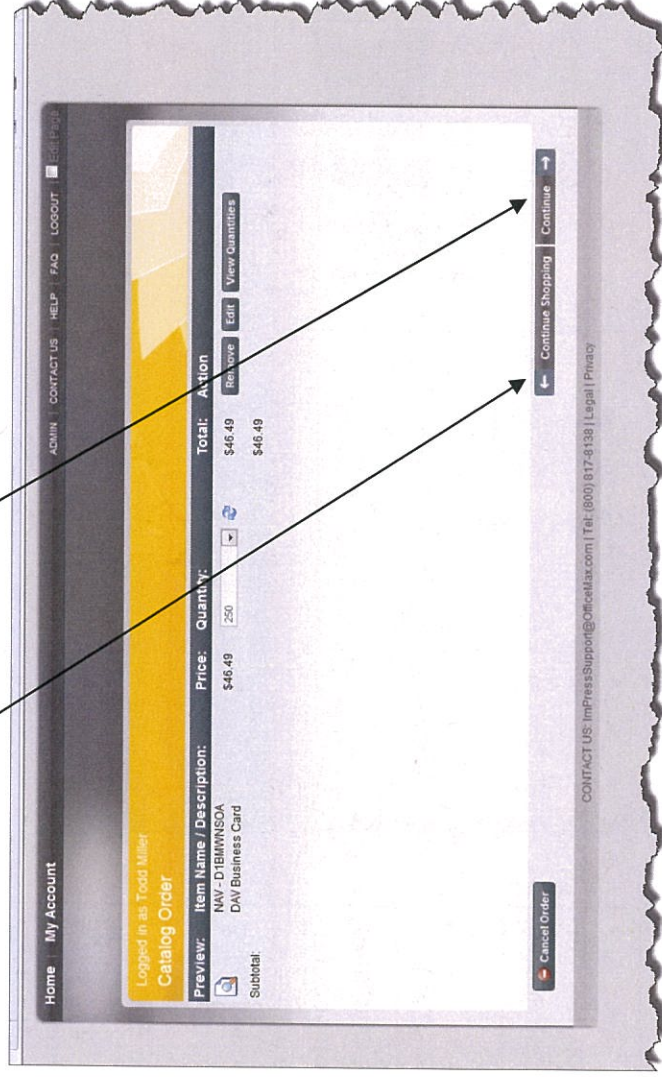
DAV
 FULFILLING OUR PROMISES
 TO THE MEN AND WOMEN WHO SERVED

Todd Miller
 Department of Kentucky
 Adjutant

9707 Nordic Drive
 Louisville, KY 40272
 tel (502) 500-7355
 email toddmiller@officemax.com
 www.dav.org

If the proof is accurate and approved please select "Add to

- Select "Continue Shopping" or "Continue" on the shopping cart



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

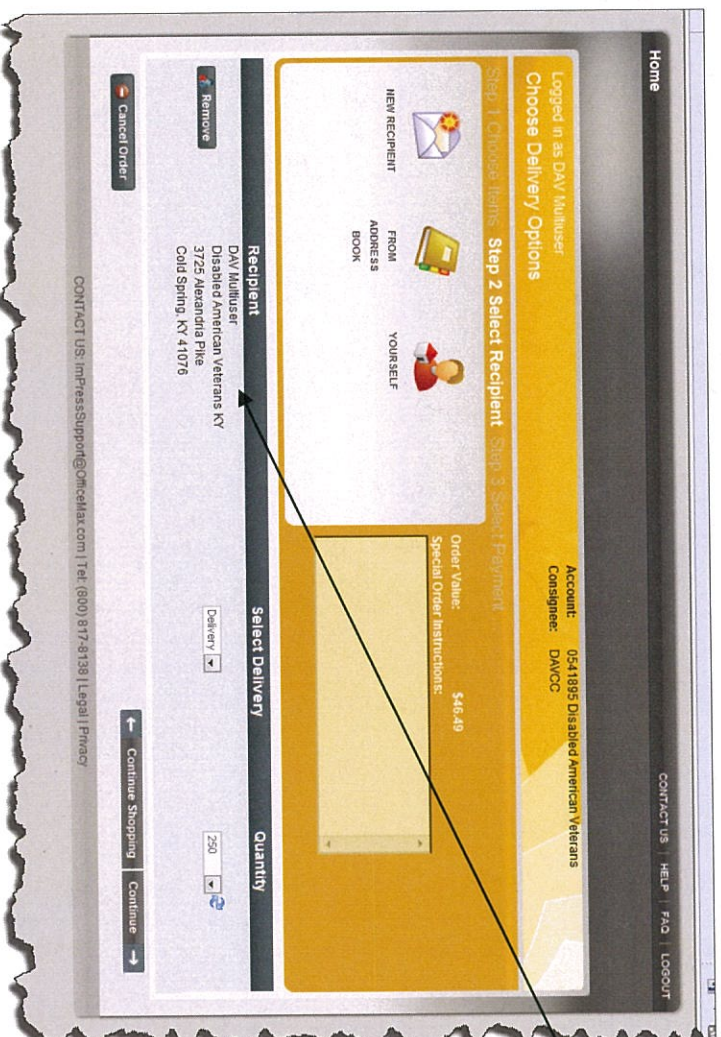
Logged in as Todd Miller
Catalog Order

Preview	Item Name / Description:	Price:	Quantity:	Total:	Action
	NAV-D1BMWNSQA DAV Business Card	\$46.49	1	\$46.49	Remove Edit View Quantities
Subtotal:				\$46.49	

[Cancel Order] [Continue Shopping] [Continue]

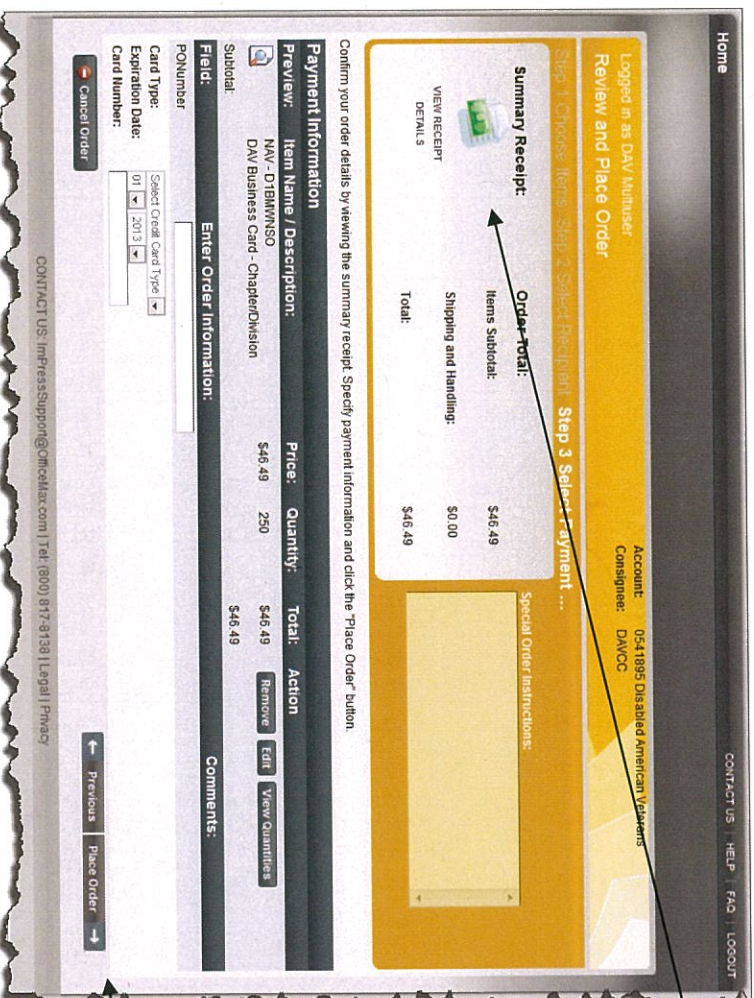
CONTACT US: ImPressSupport@OfficeMax.com | Tel: (800) 817-8138 | Legal | Privacy

- **Important Note:** Enter your delivery address



Click on the DAV address to change it.

- Enter your credit card information (Required)



To view an order receipt or print the receipt select "View Receipt Details"

When ready to submit select "Place Order"

