

Creating a Catalog Order requires you to complete six tasks:

- Task 1: Log on to your FedEx Office DocStore order site.
- Task 2: Select documents from your catalog.
- Task 3: Complete your shopping cart options.
- Task 4: Enter shipping and production details.
- Task 5: Confirm your order.

Start Your Order

Welcome, John Jones

Choose an option to begin your order.

Options For Ordering

- ▶ [Select Documents From Your Online Catalog](#)
Select documents from your online catalog and send to FedEx Office for printing.
- ▶ [Send & Print Your Documents at FedEx Office](#)
Select files from your computer and send to FedEx Office for printing.
- ▶ [Customizable Hyperlinks](#)
Hyperlinks can be added to direct users to relevant supporting websites.
- ▶ [Select Documents For Reorder Using Your Briefcase](#)
Select previously ordered documents from your personal briefcase and send to FedEx Office for printing.

Task 1: Log on to your FedEx Office DocStore order site

1. Open your browser and go to the following address: <http://students.ocpm.edu/Notes> and click on the "One for printing" icon.
2. Type your **User ID** and **Password** if required and click **Continue**.

If you have not already set up a password hint and you have permission to change your password, DocStore displays options for setting up a reminder question and answer that when entered will allow you to retrieve a forgotten password.

You will be prompted to change your password after you login for the first time. You will there after be prompted after each 120 days to again change your password. Please refer to the personal account options guide for questions relating to password changes.

If you have forgotten your username or password, click the **Forgot your password** or the **Forgot your username** link as necessary and answer the onscreen question. You will receive your login information in an e-mail message.

When you have completed the steps for setting up your hint reminder, click the Start button in the DocStore navigation bar to return to the Login page. *Do not click OK again.* DocStore sends you a new e-mail message each time you click OK on the final retrieval screen.

3. Click **Select Documents From Your Online Catalog**.

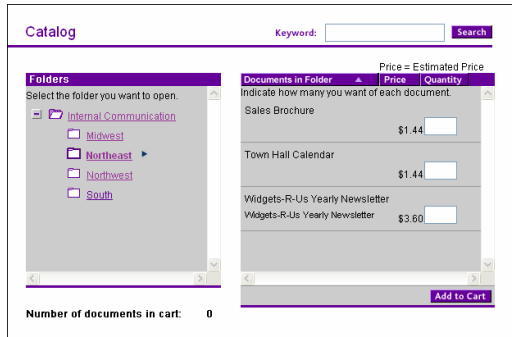
Navigating your FedEx Office DocStore order site

Use the order navigation icons to review or edit parts of your order as you fill in your order information:



Use the options on the right side of the navigation bar for Help on using DocStore, to log out of FedEx Office DocStore, or to view personal account options, such as your personal address book, order history, and user profile:





Task 2: Select documents from your catalog

1. Under **Folders**, click the name of a folder to view its contents.
2. Click the plus (+) and minus (-) buttons in the Folders list to expand and collapse folders as you browse the catalog.
3. Type the quantity of each document you want to order into the boxes in the Quantity column.
4. Click **Add to Cart** to add the selected documents to your shopping cart. As you add documents to your cart, the page updates to display the number of documents currently in your shopping cart.

Once you have added a document to your cart, you must access your cart to remove the document from your order or change its quantity.

5. Continue selecting documents from the folders in your catalog.
6. Click **Continue** to view the contents of your cart.

Searching for documents

To search for a document in your online catalog by keyword,

1. Type all or part of the name, description, or keyword assigned to the document into the **Keyword** box.
2. Click **Search**.

Viewing thumbnails or PDF previews of documents

Document titles appear as underlined links if you can view a thumbnail or a PDF preview of them. Not all documents have previews.

To view a thumbnail or PDF preview of a document,

- ▶ Click the underlined title of the document.

You can view documents as a thumbnail or PDF if their title is an underlined link.



Confirm Your Order

Quantity	Documents in Your Order	Price
20	Alliance Overview	\$44.60 Edit
20	Enterprise Solutions	\$44.60 Edit
Subtotal:		\$89.20
Shipping & Handling:		\$0.00
Tax:		\$7.36
Total Price:		\$96.56

Contact

John Jones
(800) 800-8800
john@acme.com

13155 Noel Road
Suite 1900
Dallas, TX 75240
United States [Edit](#)

Payment

FedEx Office Account Number :
15040402820005

PO Number: Acme Test

A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order. [Edit](#)

Order Completion
in 24 hours [Edit](#)

FedEx Office Store for Production

Dallas TX LBJ Freeway
5545 Lyndon B Johnson Fwy
Dallas, TX 75240
Phone: (972) 701-9533
Fax: (972) 701-9595
Email: usa0197@fedexinkos.com [Edit](#)

Recipient

John Jones

Shipping Address
13155 Noel Road
Suite 1900
Dallas, TX 75240
United States [Edit](#)

Message for Production Location

- Call when order is completed [Edit](#)

Delivery Instructions to Center [Edit](#)

Delivery

Delivery Method: FedEx Office Local Delivery [Edit](#)

Next Steps

A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order.

[Back to Shopping Cart](#) [Place Order](#)

Task 3: Complete your shopping cart options

1. Change the quantity of each document you have added to your order if necessary and click **Update Subtotals** (available only if your site displays pricing) to save your changes. You can also click **Delete** to remove a document from your order or click **Empty Shopping Cart** to remove all items from your cart.
2. Enter your contact information in the **Contact** area of the page. In most cases your contact information should pre-populate.
The order contact receives an e-mail confirmation after you place the order and serves as the point of contact for the FedEx Office location producing the order.
3. Use the options under **Payment** to specify how you want to pay for the order and to include your purchase order number if applicable.

Online payment may be unavailable for your DocStore site.

If you select Pay at Store, you must pick up your order at the store and any online pricing shown will be estimates.

Your browser must be set to accept cookies for this feature to work. See documentation for your browser or your organization's IT contact for details.

4. If you have a purchase order number, type the number in the **Purchase Order Number** box. You will not need to place anything in the purchase order box..
5. If you're paying with a credit card, use the options under **Billing Address** to specify your billing information.

Select the **Same as contact** check box if the billing address is the same as the Contact address. *Online pricing and payment is unavailable if you enter an international billing address.*

6. Click **Continue**.

Task 4: Enter shipping and production details

1. Click an option in the **Order Completion** list to specify when you want your order completed.

Completion options vary. The recommended order completion time is 24-48 hours.

2. **Production Location**, all orders will be produced at the Fed Ex Office store located at 6901 Rockside Road Independence, OH 44109 216 573 1511. The store is next to Starbucks.
3. Use options in the **Recipient** box to enter contact and address information for the person who is to receive the order.

Select the **I am the recipient** check box to automatically enter recipient information saved in your user profile.

4. For the delivery section, all items are to be picked up at the store, thus choose Pick up at Fed Ex Office. The location address is 6901 Rockside Road Independence, OH 44104, 216 573 1511.

5. Click **Continue** to access options for confirming your order.

Shipping & Production Details

Order Completion

Indicate when the FedEx Office and Print Center should complete the production of your order. Additional time required for shipping or local delivery.

in 24 hours [Edit](#)

Production Location

FedEx Office Print and Ship Center for Production:

TX-Dallas TX LBJ Freeway [Edit](#)

Address: 5545 Lyndon B Johnson Fwy
Dallas, TX 75240
Phone: 9727019533
Fax: 9727019595
Email: usa0197@fedexinkos.com [Locate Store](#)

Message for Production Location

Call when order is received
 Call when order is completed
 Confidential

Delivery Instructions to Center

Please include additional delivery instructions.

[Continue](#)

Recipient

Add this recipient to my order.

I am the recipient

First Name: John
Last Name: Jones
Company:
Address 1: 13155 Noel Road
Address 2: Suite 1900
City: Dallas
State/Province/Other: TX
Zip/Postal Code: 75240
Country: US
Email: john@acme.com
Phone: 8008008800
Example: (555) 555-5555

[Select from Address Book](#)

Delivery

Delivery Method: Pick Up at FedEx Office [Edit](#)

*Required

Task 5: Confirm your order

The **Confirm Your Order** page lists details about your order.

1. Review the information in the Confirm Your Order page carefully to verify it's correct.

The confirmation page reflects tax exempt pricing if applicable.

2. Click one of the following options:

Click this option...	To do this...
Edit	Change the information corresponding to the selected Edit button.
Back to Shopping Cart	Edit documents and quantities ordered or change contact and payment information.
Place Order	Complete your order and go to a Thank You page.

3. Click **Print This Page** in the **Thank You** page if you want a record of your order details. The order contact will also receive a confirmation e-mail message.

[Print This Page](#)

Thank you for your order. Your order number is **1012042896072614**

This is your receipt. Please print this as your receipt.

If you have questions about this order or need to cancel this order, you must immediately call FedEx Office customer relations at 1.800.GoFedEx and reference the order number above. Most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

Quantity	Documents in Your Order	Price
1000	May 2009 Sales Report.docx	\$75.00
Subtotal:		\$75.00
Shipping & Handling:		\$0.00
Tax:		\$6.19
Total Price:		\$81.19

Order History			
Order Number	Date of Order	Status	Price
10120203598181822	Fri Sep 21 11:19:20 PDT 2007	Processin...	
1012361703087914	Fri Sep 21 08:47:50 PDT 2007	Order Placed	

Viewing your order history

You can view a history of your orders if order history is available at your site. To view your order history,

- ▶ Click **My Account** then **Order History** from the DocStore navigation bar:



Your order history lists the order number, date ordered, order status, and total price for each order in your history. From your order history, you can

- Click an order number to view details about the order. If you specified to have FedEx deliver an order, order details include a FedEx Tracking number and link to track the order.
- Click a column heading to sort the order history by the selected column. You can sort columns in ascending and descending order.