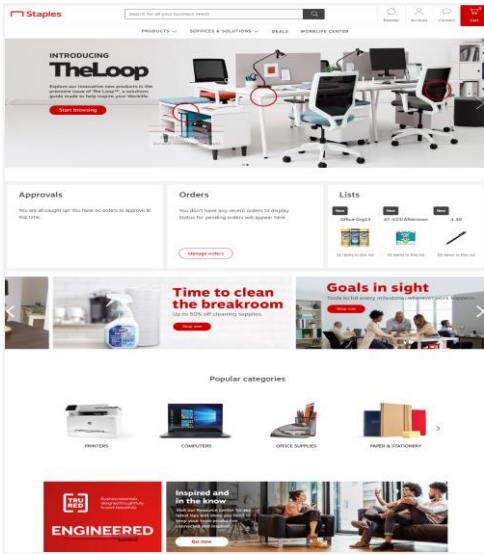


# Quick guide for Administrators

## Easy ordering with StaplesAdvantage.com



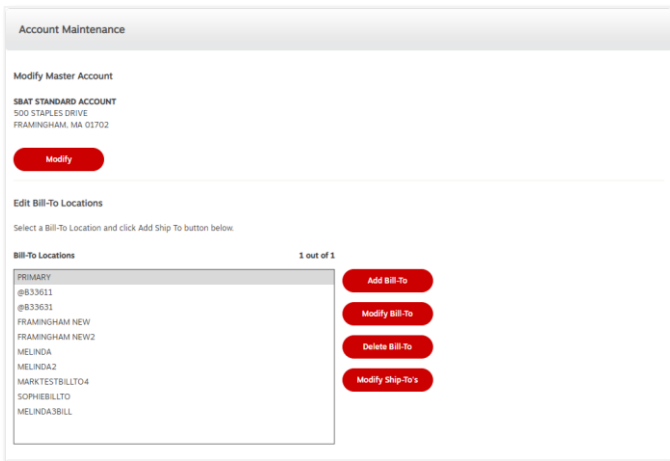
### Administrator Capabilities:

- **Manage Users:** Add and delete users, modify user information, reset passwords and modify approval settings
- **Reports:** Access your reports to gain insight into your organizations spend
- **Order Approvals:** Some organizations require that some or all orders be approved by an Administrator before they are submitted
- **Create Shared Shopping Lists:** Create and modify shopping lists to be accessed by all your StaplesAdvantage.com users
- **Account Maintenance:** Add, modify and delete bill-to and ship-to information on eligible accounts

### Account Maintenance

Account Maintenance allows you to add, delete and modify bill-to and ship-to information so your account information is up to date

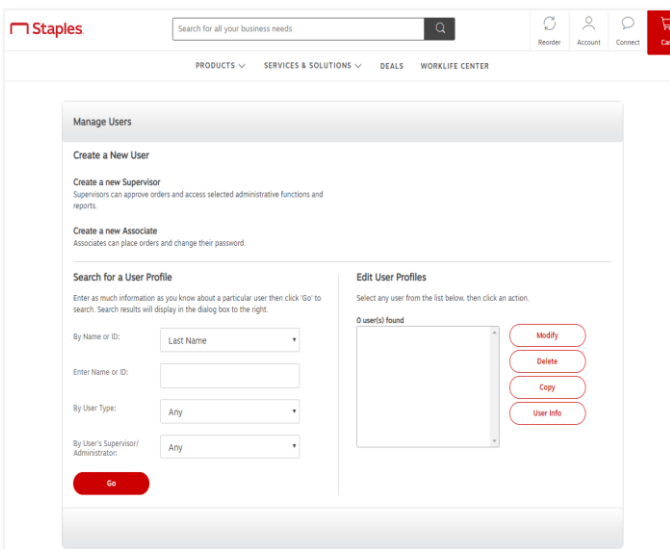
- Click Account in the header, and then select Account Maintenance
- Click on the appropriate information you want to maintain:
  - **Bill-To** — Add, delete and modify bill-to from the drop-down selection criteria
  - **Ship-To** — Select the appropriate bill-to associated with the ship-to you want to add, delete or modify and confirm your selection. Then choose the ship-to from the display box. Once you have selected the appropriate information to maintain, you will be prompted to enter required information to complete your account maintenance



### Manage Users:

Manage Users allows you to add and delete users and modify user information

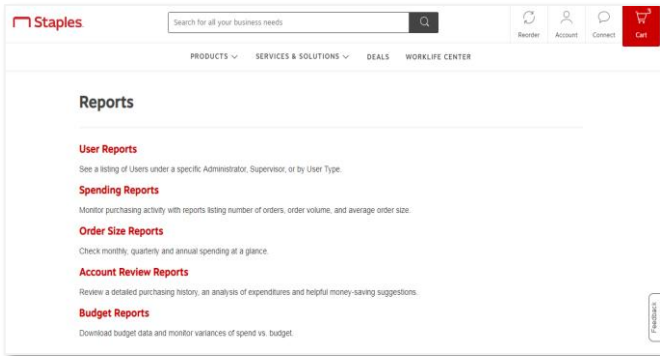
- Click Account in the header and then select Manage Users
- Click on the appropriate level of user you wish to create:
  - **Administrator** — Approves Supervisor orders, is the second level of approval for Associate orders (if applicable) and has access to additional functionality
  - **Supervisor** — Creates and submits orders. This is the first level of approval for Associate orders (if applicable) and may have access to additional functionality
  - **Associate** — Creates orders that may require approval by a Supervisor
- You will be prompted to enter required information to complete the new user profile



You can also search for an existing profile to edit, modify or delete. To save you time, copy an existing user and modify their name and information specific to the new user being created.

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### Reports

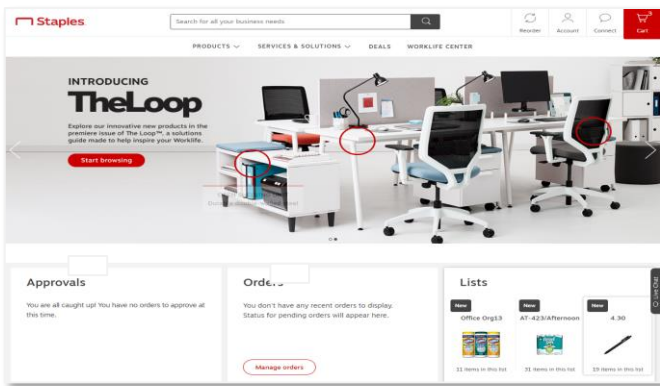
Click Account in the header and then select Reports.

**User Reports:** View your organization's site user information by specific Administrators, Supervisors or User Types

**Spending Reports:** View a summary of your organization's purchases by budget center, bill-to, ship-to and user for up to 24 months

**Order Size Reports:** Check monthly, quarterly and annual spending at a glance

**Budget Reports:** Download budget data and monitor variances of spend vs. budget



### Order Approvals

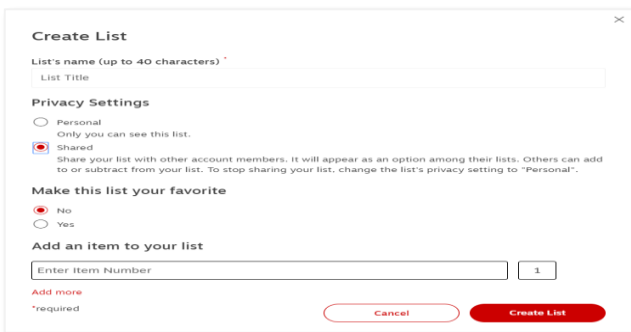
There are two easy ways to accept, decline or modify orders for approvals

Your home page will present orders to review

- View all orders by clicking View All to approve or decline all orders without viewing order detail
- Approve or decline orders individually

Go to Account in the header and click Approvals

- Search by order number, approver or individual ordered by name
- View or modify orders by clicking on the order number to make the necessary adjustments, leave notes for the associate and submit the order



### Create Shared Shopping Lists

Shared shopping lists are custom lists that are available to all of your users to order from

The process of creating a shared list is similar to creating a personal list

You can set up a list from your home page or by going to Reorder in the header and then select Lists

- Click Create New List
- Assign a list name and choose Shared as the access level
- Add your items, and click Create List
- You can add, edit or create a new list or existing shopping list anywhere you see the list heart icon