

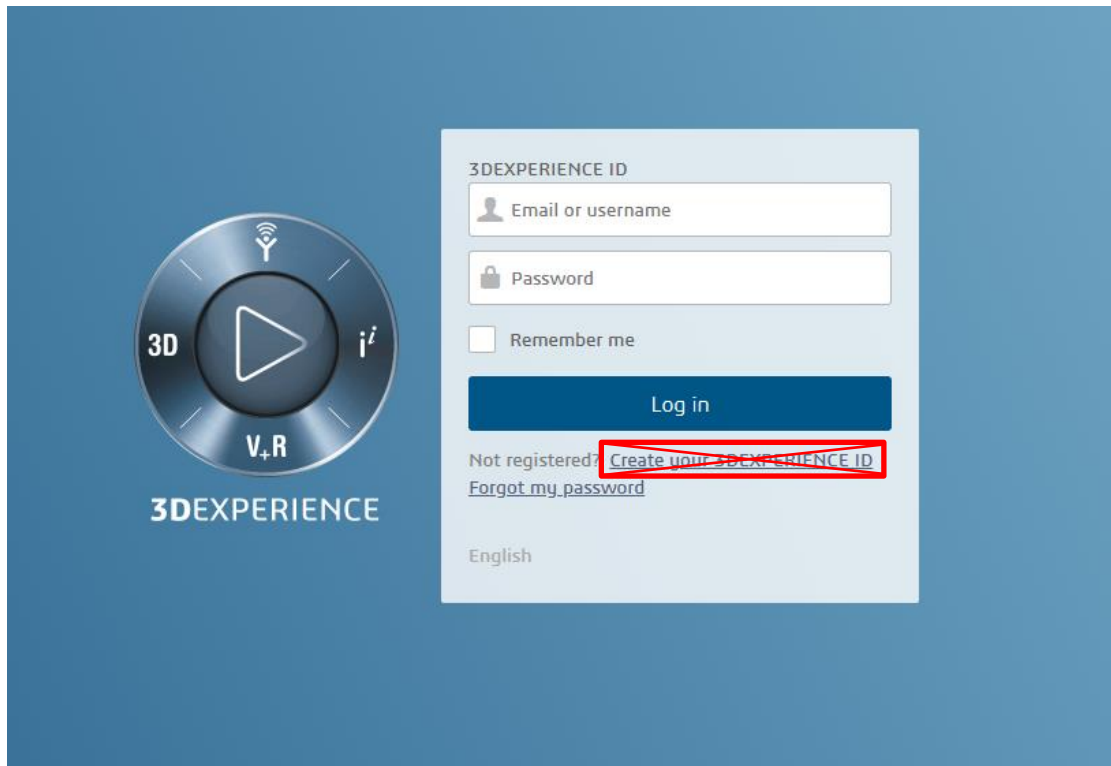
## Accessing Packaging Files in Enovia 2018x

If you *do not* already have an Enovia account DO NOT TRY TO CREATE YOUR OWN. Please contact [PLMSupport@Staples.com](mailto:PLMSupport@Staples.com) to have an account made for you.

**If you have any issues, please contact [PLMSupport@Staples.com](mailto:PLMSupport@Staples.com)**

Users can access Packaging Files using Staples' Enovia website, the URL is <https://plmworld.staples.com/3dspace>

1. Log in with your account (username and password) to access the projects and folders containing the Packaging files. Do not use Create you 3DEXPERIENCE ID



2. Once logged in, your Projects will be displayed

Name	Current Phase	Collaborative Space	Owner	Created Date	Estin
Coastwide - Packing Tape - Tape Disp Guns - Tatone Rebranding	Launch Phase	GLOBAL	Meli...	Jan 18, 2019	Feb
TRU RED - Packing Tape - 3 Canada-only Tape Disp Guns - Tatone Rebranding	Launch Phase	GLOBAL	Garr...	May 28, 2019	Feb

Click on the project name that you have been notified the Packaging files are ready for

3. Now that you are in the Project, select the Bookmarks section

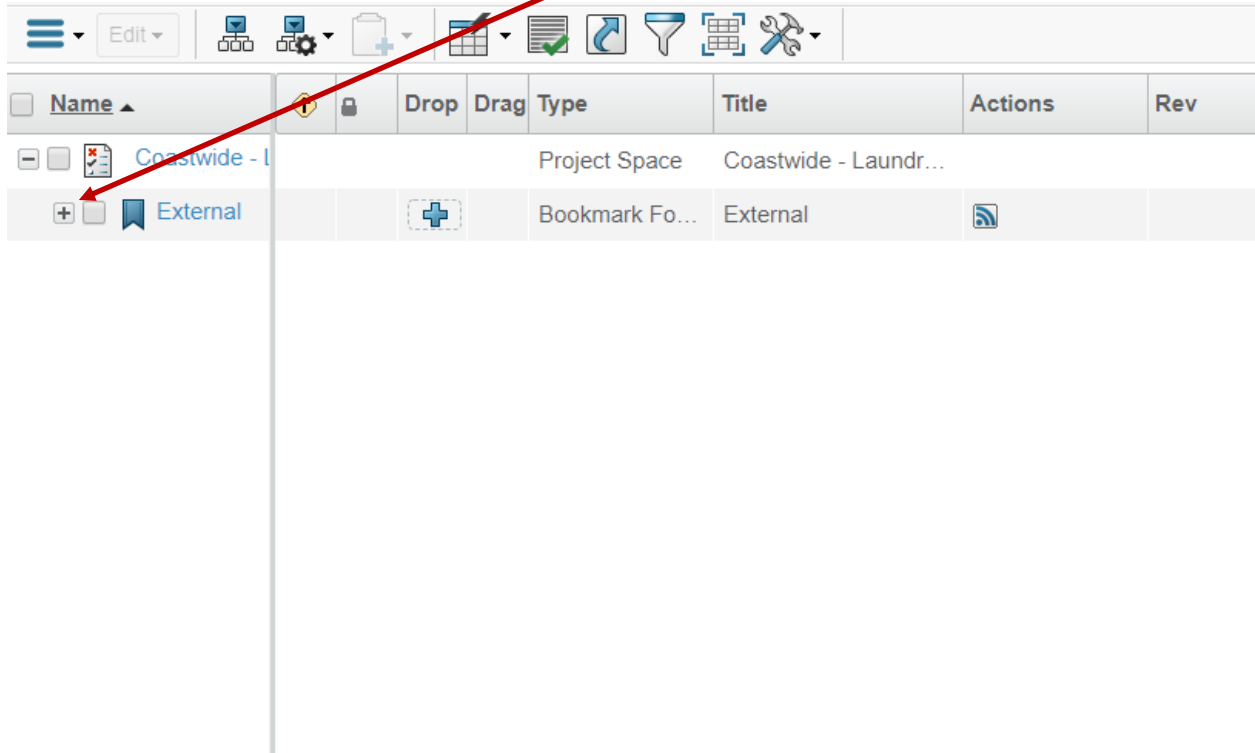
The screenshot displays the ENOVIA Project Management interface for a project named "Coastwide - Laundry Chemicals". The interface includes a top navigation bar with the 3DEXPERIENCE logo, a search bar, and a user profile icon. Below the navigation bar, the project name and details are shown: "Coastwide - Laundry Chemicals ...", "Transition of existing powdered laundry product to Coastwide Professional.", "Maturity State: In Work", "Owner:", and "Modified: Oct 10, 2019 4:25:24 PM".

The left sidebar contains a navigation menu with "Coastwide - Laundry Chemicals" and "Bookmarks" (highlighted with a red circle). The main content area is divided into several sections:

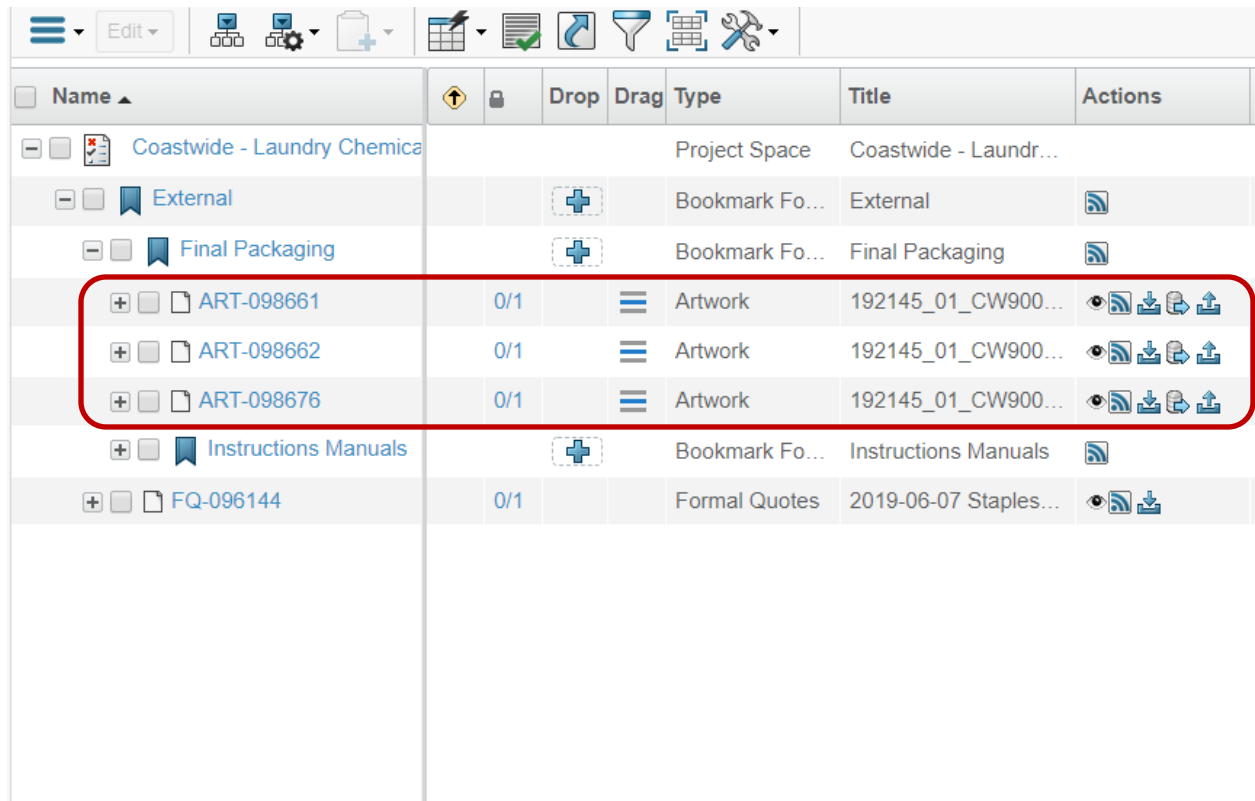
- Schedule Status**: A section with a dropdown arrow.
- Project Status**: A section with a dropdown arrow, displaying a dashboard of key metrics:

Progress	Slipped By	Late Tasks	Members	Milestones	Budget	Risk	Issue
74% On Time	0 Days	0% 0 Critical	2 Overloaded	0% 0 Missed	0% Consumed	0% Severe	0% Severe
- All Tasks**: A section with a dropdown arrow, featuring a pie chart showing task status: Idle: 13.5%, In Work: 1.9%, and In Review: 1.9%.
- Deliverables**: A section with a dropdown arrow.
- Phase Gate View**: A section with tabs for "Budget" and "Benefits", displaying a timeline with phases: "Definition Phase", "Development Phase", "Gate 1", and "Launch Phase".

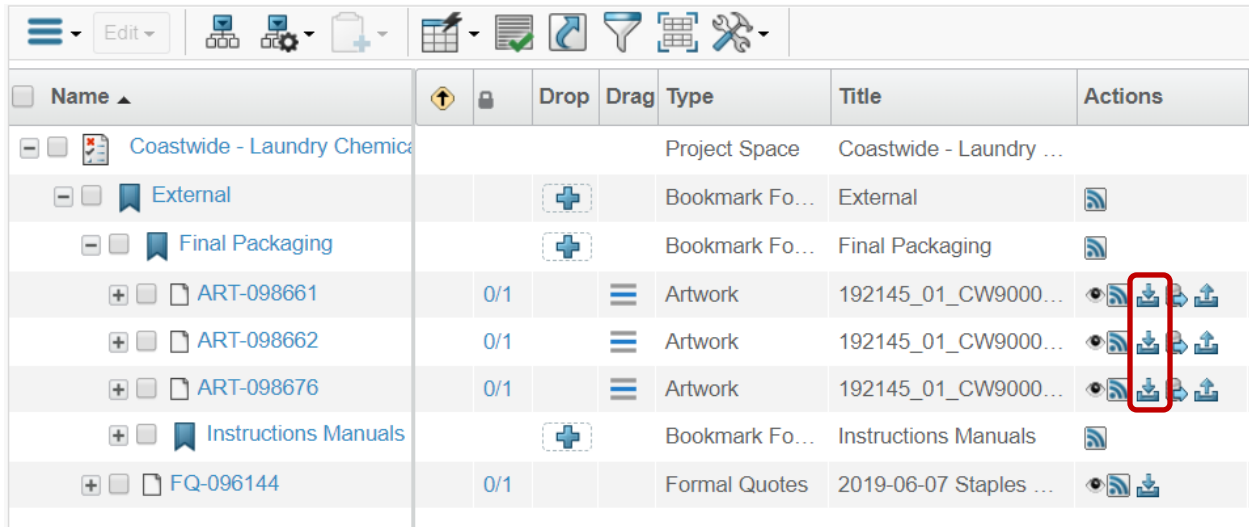
4. You will now see the **External** bookmark folder, click on the **+** to the left of the folder name to expand the list and show the folder contents



5. You will now see a list of Packaging Files associated with this project.

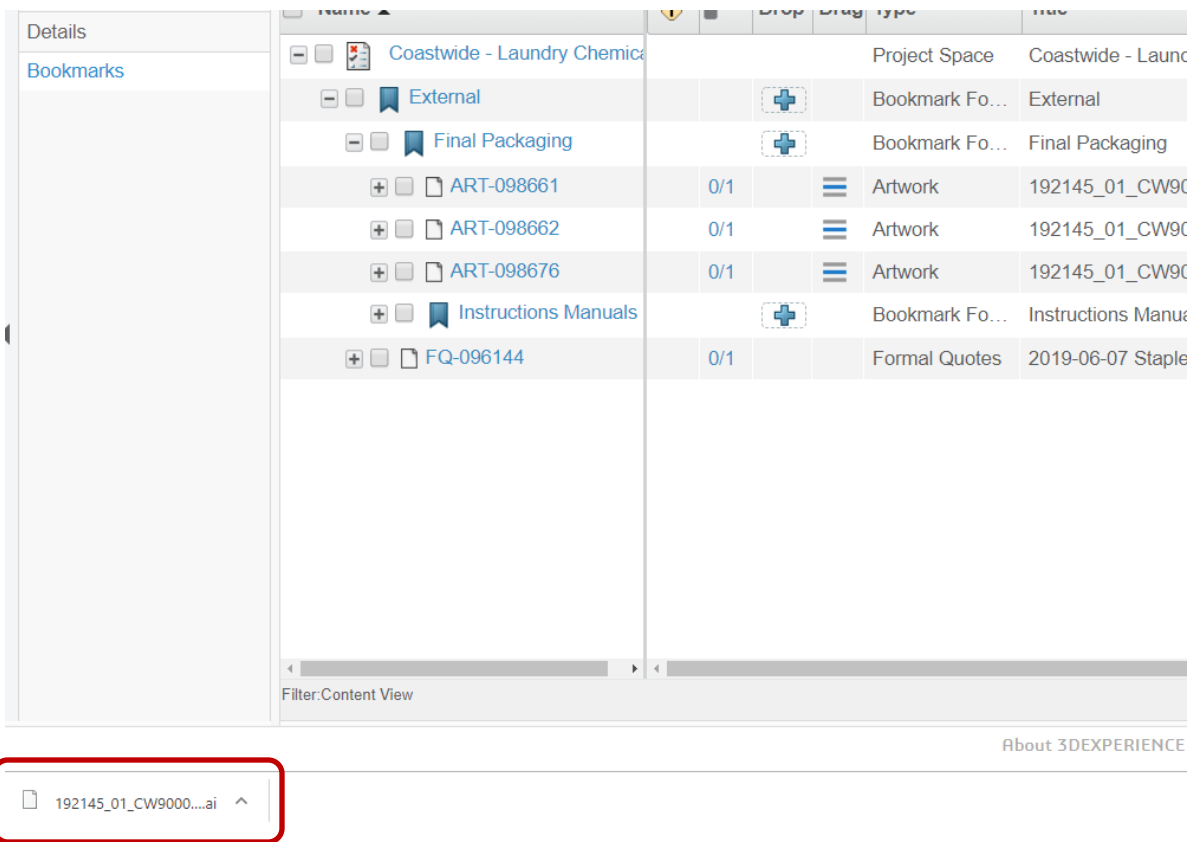


6. Download a file by clicking the download icon under the Actions column

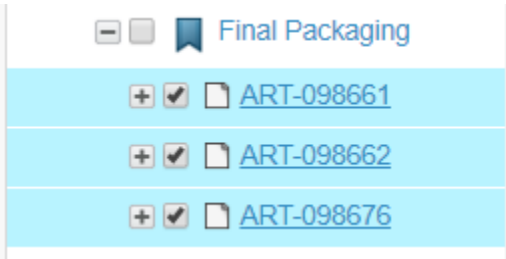


Name	Drop	Drag	Type	Title	Actions
Coastwide - Laundry Chemicals			Project Space	Coastwide - Laundry ...	
External			Bookmark Fo...	External	
Final Packaging			Bookmark Fo...	Final Packaging	
ART-098661	0/1		Artwork	192145_01_CW9000...	
ART-098662	0/1		Artwork	192145_01_CW9000...	
ART-098676	0/1		Artwork	192145_01_CW9000...	
Instructions Manuals			Bookmark Fo...	Instructions Manuals	
FQ-096144	0/1		Formal Quotes	2019-06-07 Staples ...	

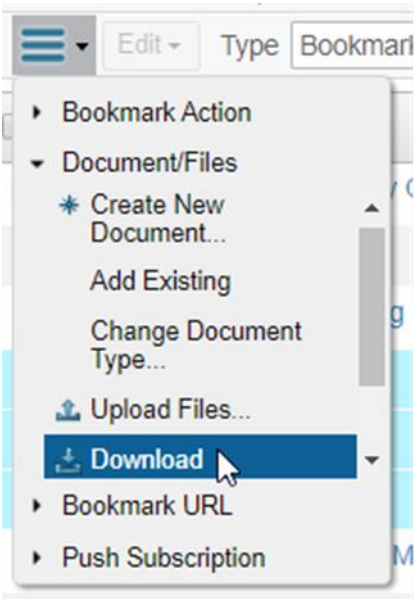
7. The download will begin, and the file should be available in your Downloads folder on your PC



8. To Download multiple files at a time, check the files you wish to download



9. Under the Actions menu, expand Documents/Files and select Download



10. Your files will be downloaded in a compressed Zip file

