

How to upload documents / files for Members to View / Download.

In the Admin Back Office navigate to Back Office Section.

The screenshot displays the Admin Back Office interface. The left sidebar contains navigation links: Internal Options, DMA Admin, Support, Settings (highlighted with a red box and an arrow pointing to the '1. Navigate to Settings' instruction), Tools, Back Office (highlighted with a red box and an arrow pointing to the '2. Company Documents inside Back Office' instruction), Ordering, Shipping, Items, Permissions, Design Center, and General. The main content area is titled 'Backoffice Setup' and includes a warning: 'Please do not use characters such as "&", or quotes (single or double) when naming files, folders, and sub folders.' Below this, there are sections for 'Top Document Folder', 'Top Level Files', 'Top Level Folders', and '2nd Level Folder Sub Folders'. The 'Top Level Files' section lists files like '2nds new DISTRO - JUL30.xlsx' and 'dma-dda - Team Manager - (.16.223).htm'. The 'Top Level Folders' section lists folders like '106 - 2nd Level Folder'. The '2nd Level Folder Sub Folders' section lists sub-folders like '133 -- (0 Files)', '132 - Compensation Plan', and '112 - Marketing Tools'. At the top of the 'Top Level Files' section, there are buttons for 'Add Folder' and 'Add File' (both highlighted with red boxes and arrows pointing to the 'Group documents by folders' instruction), and a 'Sort Folders and Files' link. A red arrow points to the 'Add File' button with the instruction 'Click here to upload files.' The right sidebar contains sections for 'Change Web Client', 'Back Office Options', 'Back Office' (with links for Document Area, Access Modes, and Company Events), 'Shopping Cart', 'Translations', 'MailChimp', and 'Reports'.

imx-larryn - Team Manager - ( X)

Secure | [https://secure4.office2office.com/IMX\\_TM/tmonline.asp](https://secure4.office2office.com/IMX_TM/tmonline.asp)

Ask A Question

Backoffice Setup

Please do not use characters such as "&", or quotes (single or double) when naming files, folders, and sub folders.

1. Navigate to Settings

Add Folder Add File Sort Folders and Files

Top Document Folder

Top Level Files

2nds new DISTRO - JUL30.xlsx 0.01 MB

dma-dda - Team Manager - (.16.223).htm 0.00 MB

Group documents by folders

Top Level Folders

106 - 2nd Level Folder

Click here to upload files.

2. Company Documents inside Back Office

Top Level Files

monitor\_arrow.png 0.00 MB

Top Level Files

PO R488483SA.jpg 0.13 MB

Top Level Files

tools.png 0.00 MB

2nd Level Folder Sub Folders

133 -- (0 Files)

132 - Compensation Plan

112 - Marketing Tools

Top Level Files

Augu

Find Member Go

2607 - 104.61.58.61 - 5/29 13:58 - 3564192101 - .16.224

Change Web Client

Client to Access DMA

Back Office Options

Back Office

Document Area

Access Modes

Company Events

Shopping Cart

Cart Admin Mode

Cart Amount Fields

Translations

Translation Settings

MailChimp

Submit Email List

Reports

All Orders Reports

Cash Orders Reports

Shipped By Admin Reports

Follow the instruction to upload files / documents.

The screenshot shows a web browser window with the address bar displaying "Secure | https://secure4.office2office.com/IMX\_TM/tmonline.asp". The page title is "imx-larryn - Team Manager". The user name "Larry" is visible in the top right corner.

The main content area is titled "Backoffice Setup" and includes a button "Ask A Question". Below this, a warning message states: "Please do not use characters such as '&', or quotes (single or double) when naming files, folders, and sub folders." There are also "Add Folder" and "Add File" buttons.

A modal dialog titled "Choose File to Upload" is open in the center of the screen. It contains the following text: "To upload files, please select up to 5 files from your local disk drive(s). Then click on Upload Files. For larger groups of files we recommend that you create a ZIP file first. Max file size is (15 MB)." Below this text, there are five "Choose File" buttons, each followed by the text "No file chosen". At the bottom of the dialog is an "Upload File(s)" button.

The left sidebar contains a list of menu items: "Internal Options", "TAR Admin", "Support", "Settings", "Tools", "Back Office", "Ordering", "Shipping", "Items", "Permissions", "Design Center", and "General".

The right sidebar contains a list of menu items: "Change Web Client", "Client to Access" (with a "TAR" button), "Back Office Options", "Back Office", "Document Area", "Access Modes", "Company Events", "Shopping Cart", "Cart Admin Mode", "Cart Amount Fields", "Translations", "Translation Settings", "Reports", "All Orders Reports", "Cash Orders Reports", and "Shipped By Admin Reports".

The bottom of the page features a "Find Member" search bar with a "Go" button, and a status bar displaying the text "2607 - 10.128.16.250 - 5/29 10:46 - 3564192101 - .16.224".

For each uploaded file, set up the Member Status and Ranks that allowed to view / download the files.

The screenshot shows a web browser window with the URL [https://secure4.office2office.com/IMX\\_TM/tmonline.asp](https://secure4.office2office.com/IMX_TM/tmonline.asp). The user is logged in as "imx-larryn - Team Manager". The page is titled "Backoffice Setup" and includes a "Ask A Question" button. A warning message states: "Please do not use characters such as '&', or quotes (single or double) when naming files, folders, and sub folders." Below this, there are sections for "Top Document Folder" and "Top Level Files". A file named "test\_file.txt" is listed. An "Update File" modal is open, displaying the following fields:

File Title	test_file.txt
File Description	
Statuses to Allow	A
Access Code	
Rank Range	0 - 99
Active?	Yes <input checked="" type="radio"/> No <input type="radio"/>

The modal also includes "Download File" and "Update File" buttons. The bottom status bar shows: "2607 - 10.128.16.250 - 5/29 10:53 - 3564192101 - .16.224".

From the Member Back Office, the documents / files are listed under Company Related → Company Documents

The screenshot shows the Member Office dashboard. The sidebar on the left contains the following links: Home, Ordering, Party Plan, My Downline, My Earnings, Communications, Events, Returns, My Site Options, Mobile QR Codes, Company Related, and 3rd Party URLs. The 'Company Related' link is highlighted, and a dropdown menu is open showing 'Company Contacts' and 'Company Documents'. The main content area is titled 'Company Documents' and contains the following text: 'Below you will find all of the downloadable company related documents. Please select a category to view or file to download.' Below this text is a table with three columns: 'Category Name', 'View/Download', and 'Description'.

Category Name	View/Download	Description
Videos	<a href="#">View Category</a>	Added On: 1/26/2015 2:30:37 PM
Compensation Plan	<a href="#">View Category</a>	Added On: 1/17/2018 3:53:20 PM
Mobile QR Codes	<a href="#">View Category</a>	Added On: 2/17/2011 12:00:16 AM

At the bottom right of the dashboard, there is a button that says 'Leave us a message!'.