

[StaplesIQ – Landlord Instructions](#)

Video Link (Hold Ctrl & click link)- http://jing.inquesttechnologies.com/2015-01-28_1019.swf

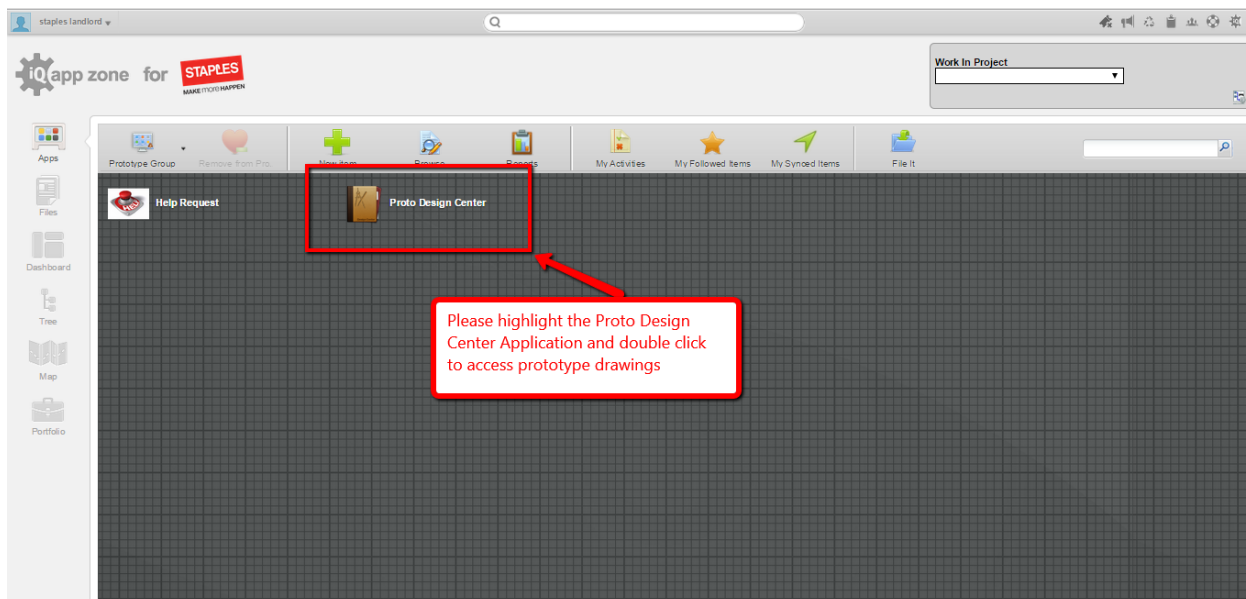
The Staples Engineering, Construction and Facilities Design teams utilize a collaborative web-site to manage and involve all parties throughout the design and construction process. The appropriate Prototypical Plans and Specifications for your proposed Staples location will be found on this site. Please follow the instructions below to gain access and download the documents you require.

It is highly recommended that you access the StaplesIQ website using Google Chrome as a web browser. To download for free please click [Here](#).

Should you have any questions regarding navigation of the site, please contact the StaplesIQ Site Administrator at StaplesIQ@staples.com

To access the StaplesIQ collaborative website:

- Enter into your web browser <http://staples.smartapp.com>. Use the following log in information:
 - Log in name: **stapleslandlord**
 - Password: **staples**
- Directly after you login you will be relocated to the Apps view. From there, double click on the “Proto Design Center” Application to access the prototype plans.



- When the APP opens, make sure that the drop down view picker at the top of the window is set to **PROTOTYPE GROUPS**. This will sort all of the documents you need by the Prototype format.
- To view the prototype files you need, click on the “+” sign next to the specific Prototype format. The options are listed below :
 - 2013 12K Prototype
 - 2013 Standard 12K Prototype

Refer to the PHASE TYPE column which differentiates documents as to the phase of the prototype:

- . Design Phase
 - . Construction Phase
 - . Low Voltage Phase
- Refer to the DOCUMENT TYPE column for the items you will need. They are broken out into the following categories:
 - . Plans
 - . Specifications
 - . Exhibits
 - . Addendums
 - All documents are available in both a PDF and a DWG version.
 - To download files from StaplesIQ:
 - . Click on the file name in the activity window
 - . Click on the green DOWN ARROW in the tool bar at the top of the page.
 - . You will be asked to either OPEN or SAVE. You can now save the file to your local drive.