Contents

Project Dashboard – Home Screen ................................................................. 1
Project Info- Location Map & Project Location ................................................. 2
Project Info- Design Requirements & Buildings .............................................. 3
Building Configuration- Geometry & Loading ............................................... 4
Building Configuration- Framing & Bracing .................................................... 6
Building Configuration- Sheeting & Trim ....................................................... 9
Building Configuration- Accessories ............................................................. 12
Accessories- Canopy ................................................................................. 13
Accessories- DBCI Doors ........................................................................... 14
Accessories- Framed Opening ...................................................................... 15
Accessories- Insulation ............................................................................... 16
Accessories- Louver .................................................................................... 17
Accessories- Partition .................................................................................. 18
Accessories- Pipe Flashing .......................................................................... 19
Accessories- Purlin Extension ...................................................................... 20
Accessories- Roof LTP ............................................................................... 21
Accessories- Roof Vent ............................................................................... 22
Accessories- Wainscot ................................................................................ 23
Accessories- Walk Doors ............................................................................ 24
Accessories- Wall Liner ............................................................................... 25
Accessories- Wall LTP ............................................................................... 26
Accessories- Window .................................................................................. 27
Pricing ........................................................................................................ 28
Address Manager & Address Details box ....................................................... 29
Contact Manager ....................................................................................... 30
Contact Details/Address Manager ............................................................... 31
Pricing Continued ....................................................................................... 32
Creating a New Project

Navigation:

Select New.

Enter Project name in the Add Project pop up box then Click “OK”.

You will be taken to the Project Info page.

Other things you can do on the Project Dashboard:

In the Project Dashboard there is an Options drop-down where you can Edit, Rename, Copy or Delete a project. If your permissions allow, Download MBS or Drawing is also available. You can also find the Share Project and Send to Support Options here.

The Archives drop-down gives you the options to Archive Project or View Archives.

When a Project has been Priced you can View Purchase Order by selecting that button.
Input Project Location and Click the Blue Magnifying Glass. If address is valid a pin will drop on the Location Map and the Yellow boxes will fill in with the correct information.

Select Project Use, Risk Category and input Elevation Above Sea Level if needed.
Once Location has been input most of the Design Requirements will default according to the most recent Design Code in the area. The Design Code can be modified along with the rest of the Design Requirements. Be sure to make the correct drop-down box selections needed for your project.

Now that the Design Requirements are correct it is time to Add your Building.

Input Building Name then Click OK, you will be taken to the Building Configuration - Geometry & Loading page.
Select your Frame Type.

Input your Geometry and Bay Spacing while taking into account the min and max.

Also pay attention to the Information Tips in blue.
Select Thermal Conditions.

Input Uniform Collateral Loads.

Select Plaster/Sheetrock Ceiling and Brittle Finish/Dryvit if needed.

Deflections are defaulted but can be modified if needed.

Make Selections under Wind Enclosure and Topography.
Make the selections needed for Girts & Purlins

Girt & Purlin Spacing is defaulted as Optimized but if this needs to be modified, Unclick the Optimized box and input the needed Spacing, while taking into account the range it can be within.

Make your selections for Endwall Frame Types.

When you click on a column the message Enter a Base Offset for this Endwall Column appears; however the current version does not allow any input other than 0'-0".
Main Frame lines will be listed, if you double click on one a Group::GRP-1 pop up box will come up.

Select your Column Shape for SWA and SWC.

Currently you cannot input a Base Offset other than 0'-0".

Unclick the box by the Frame Line number if you want to unselect that frame line.
For Bracing there is a Minimum number of Bays that require bracing this min. is listed next to each Wall selection and Roof.

When bracing is required, Unclick the Use Diaphragm Action When Allowed box, then click the correct bay on the picture, a Select Bracing Type pop up box will come up, Select Bracing Type and Bracing Tiers.

Under Miscellaneous select Building Primer
Click on the blue magnifying glass to modify your Roof Panel selections, a Roof Panel pop up box will come up.

Select Type, Thickness, and Color.

Make Fasteners selections.

If DoubleLok or UltraDek is selected you now have to make selections under Standing Seam Options.
Click on the blue magnifying glass to modify your Wall Panel selections, a Wall Panel pop up box will display.

Select Type, Thickness, and Color.

Make Fasteners selections.
Under Wall Base Conditions, select Base Condition. Depending on selection then make selection to all that apply: Base Flash, Base Closure, and/or Concrete Notch.

Make selections under Rake and Eave Conditions.

Under Trim Colors select colors for all that apply to your job.
BUILDING CONFIGURATION- ACCESSORIES

Click on the Accessory needed and the corresponding box will pop up.

When accessories are added they will be listed here.

Select Accessory by clicking on the name
ACCESSORIES- CANOPY

Make Selections for Canopy.

Be sure to Input Projection, keeping in mind the min and max.

Yellow boxes are defaulted to match the building Pitch and Roof Panel.

If “Yes” is selected for Has Soffit Panel you can click the blue magnifying glass to modify it. A Soffit Panel box will display then correct the selections. If “No” is selected for Has Soffit Panel the Soffit Panel yellow box will be turned off along with Trim Color at Soffit box.
Make selections for DBCI Door.

When Surface is selected you can click or leave the Provide Distance From Left Steel Line unclicked.

If left unclicked, Select the bay number and the Center in Bay box will be clicked so the Distance From Left Column will be defaulted to the Center. If you click the Provide Distance From Left Steel Line box you then select your bay, the Center in Bay box will be unclicked and you input your Distance From Left Column.

*PRT-1 is a selection for Surface if there is a Partition added to the building.*
ACCESSORIES - FRAMED OPENING

Input the Width and Height of the Framed Opening.

Make Selections for the Framed Opening

When Surface is selected you can click or leave the Provide Distance From Left Steel Line unclicked.

If left unclicked, Select the bay number and the Center in Bay box will be clicked so the Distance From Left Column will be defaulted to the Center. If you click the Provide Distance From Left Steel Line box you then select your bay, the Center in Bay box will be unclicked and you input your Distance From Left Column.

Input your Sill Height if needed.
Make Selections for Insulation.

**Accessories - Insulation**

The only Selection for Insulation Type is Blanket.

Selections for Surface:
- EW8
- EWZ
- SWA
- SWC
- Roof

Selections for Facing:
- White Vinyl
- WMP-VR
- WMP-VR-R
- WMP-10
- WMP-30
- WMP-50
- Gymguard

Selections for Thickness:
- 3" (R 10)
- 3 1/2" (R 11)
- 4" (R 13)
- 6" (R 19)

Selections for Tabs:
- 2 @ 3"
- 1 @ 6"

Selections for Starter Roll Width & Roll Width:
- 3'-0"
- 4'-0"
- 5'-0"
- 6'-0"

Selections for Include Patching Tape:
- Yes
- No
ACCESSORIES - LOUVER

Input Quantity

Make Selections for Louver

When Surface is selected you can click or leave the Provide Distance From Left Steel Line unclicked

If left unclicked Select the bay number and the Center in Bay box will be Clicked so the Distance From Left Column will be Defaulted to the Center. If you Click the Provide Distance From Left Steel Line box you then select your bay, the Center in Bay box will be unclicked and you input your Distance From Left Column.

Input your Sill Height if needed

*PRT-1 is a selection for Surface if there is a Partition added to the building.
Make selections for Partition

Input Bay Spacing while keeping in mind spacing has to equal the building width

To modify the Partition Panel click on the blue magnifying glass, a Panel box will pop up, make your selections.
Input Quantity.

Make Size selection.
Make selections for Purlin Extension.

Input Projection while keeping in mind the max and min.

If “Yes” is selected for Has Soffit Panel you can modify the Soffit Panel by clicking the blue magnifying glass. A Soffit Panel box will display, make your selections.

If “No” is selected for Has Soffit Panel the Soffit Panel box will be turned off.
Input Quantity.

Make selections for Roof LTP.
Input Quantity.

Make Selections for Roof Vent.
Make selections for Wainscot.

Input Height.

If Wainscot Panel color needs to be modified, click on the blue magnifying glass and make a selection. The Panel and Thickness cannot be modified.
ACCESSORIES - WALK DOORS

Make selections for Walk Doors

When Surface is selected you can click or leave the Provide Distance From Left Steel Line unclicked.

If left unclicked Select the bay number and the Center in Bay box will be Clicked so the Distance From Left Column will be Defaulted to the Center. If you Click the Provide Distance From Left Steel Line box you then select your bay, the Center in Bay box will be unclicked and you input your Distance From Left Column.

*PR2-1 is a selection for Surface if there is a Partition added to the building.
ACCESSORIES - WALL LINER

Make selections for Wall Liner.

If Wall Liner is Full Height keep the Full Height box checked, it is not Full Height uncheck the box and enter the Height in the Height box.

To Modify Panel click the blue magnifying glass and a Panel box will display, make your selections.
Input Quantity.

Make selections for Wall LTP.

When Surface is selected you can check or uncheck the Provide Distance From Left Steel Line.

If unchecked the Center in Bay box will be checked and the Distance From Left Column will be Defaulted to the Center. Select the bay number.

If the Provide Distance From Left Steel Line box is checked, the Center in Bay box will be unchecked. Select the bay number and input your Distance From Left Column.

Input Top Elevation if needed.

---

![Wall LTP Selections Diagram](image-url)
Input Quantity.

Make selections for Window.

When Surface is selected you can check or uncheck the Provide Distance From Left Steel Line.

If unchecked the Center in Bay box will be checked and the Distance From Left Column will be Defaulted to the Center. Select the bay number.

If the Provide Distance From Left Steel Line box is checked, the Center in Bay box will be unchecked. Select the bay number and input your Distance From Left Column.

Input your Sill Height if needed.
Under the Building section, if you have more than one Building in your Project click on the building you want included in Pricing. Click the box next to 3 Week Shipping if it is a 3 Week Guaranteed job. After all Jobsite, Shipping, Buyer, and Owner Address and Contact information is filled out you can Click the blue Price Project button in this Section or you Can click the one on the bottom of the page.

Under Jobsite Section, select City Limits and Project Status.

If Jobsite Address is the Same as Project Location then click that box.

If it is not click on the blue magnifying glass and an Address Manager box comes up you can select a saved address or Add a new one.
ADDRESS MANAGER & ADDRESS DETAILS BOX

This is the Address Manager box where all your Saved Addresses are listed.

To Add an Address click the Add button on the top right corner.

An Address Details box will pop up, input all the necessary information, then click the Map the Address Button if it drops a pin on the map Google has verified this address and you can now click OK and the Address will be added.
Under the Shipping section, select Terms.

Leave the Same as Jobsite Address box clicked and the Shipping Address will automatically be put in to the Address box.
When you Add a Contact the Contact Details box will pop up, input all the necessary information and click on the blue magnifying glass by Address to either select an Address or Add an Address, follow the steps listed on page 31 to Add an Address.

Once an Address is Added or Selected click OK it will add that address into the Address box on the Contact Details pop up box, Click ok at the bottom of the Contact Details box and it will add the Contact to the Contact box under Shipping.
PRICING CONTINUED

Under Buyer Section Input a P.O. Number if applicable.

Input a Buyer and C/O If Applicable by clicking the blue magnifying glass and either selecting a saved Contact or Adding one, use same instructions on previous pages for adding a Contact.

Under Owner Section input Owner by clicking the blue magnifying glass and either selecting a saved Contact or Adding one, use same instructions on previous pages for adding a Contact

Under Payment/Credit Input Contact by clicking the blue magnifying glass and either selecting a saved Contact or Adding one, use same instructions on previous pages for adding a Contact

Make Selections for Credit Terms and Tax Exempt Status, if applicable. Input a Tax Exempt ID, if applicable.

Under Drawing and Calculations section, Click on the Send via Express Delivery if document you select need to be sent Overnight.

Under Documents click the blue Add button to add the Documents you need, once they are add you can find them listed here.
A Documents Details box will pop up when adding documents. Input quantity and make the selections you need then click OK.

Address Box should default when Send To is Selected

After everything on the Pricing page is filled out you can then click the blue Price Project button on the bottom right corner or go back up to the one on the top of the page.