



Project Browser

(An Account Must Be Established First)

Trivox Business Solutions

Introduction

Reprography 2.1 is an AEC project management and printing solution hosted by your local print house. Based on the previous versions (1.0 & 2.0), we have taken suggestions from local Architects, Engineers and Contractors to significantly improve this software. The goal is to make a simple yet powerful tool to help the AEC community manage project files, and help potential bidders find and order prints.

When your registration has been completed you will be able to create and manage projects and order prints online.

Project Browser

To order prints you have two ways to get to the [Project Browser](#) when you first log in depending on whether you log into the supply side or the reprographic side. In the first scenario you may have to select the Reproduction Graphics link as shown in screen 1.



Screen 1

Or you may go directly to the [Project Browser](#) as displayed in screen 2. To get to the list of projects select the [Project Browser](#).



Screen 2

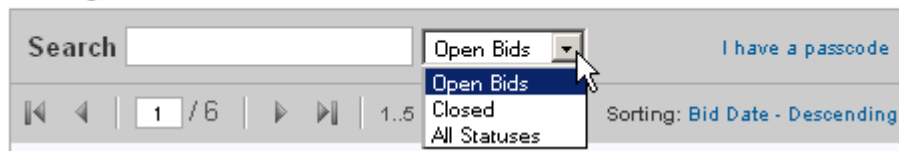
Filtering

If you are looking for a specific project, more than likely it may not be in the first 5 projects listed by default. Searching and sorting will help you find the project you are looking for.

Searching

The text entered in the search box, shown in screen 3, will search against a project's name or the Engineers name as well as any other data set by the project's manager, including any search terms that may have been entered.

Project Browser



Screen 3

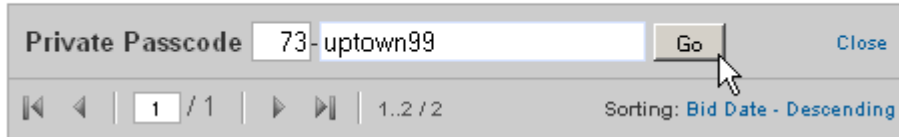
The drop down, shown in screen 3, which defaults to [Open Bids](#), will filter your search based on the selected value. [Open Bids](#) will list all projects whose Bids Due date has not passed. [Closed Bids](#) will list all projects whose Bids Due date has passed. And of course, [All Statuses](#) will list every project, regardless of the Bids Due date.

Private Passcode

If the project is private, by invitation only, then the project manager will give you a passcode. As an example we will use *73-uptown99*. The first part of the passcode will always be purely numerical and cannot be changed by the project manager. The second part is set by the project manager. This screen is accessed by selecting the, [I have a passcode](#), link located to the right of the search box, as shown in screen 3, when you first entered the [Project Browser](#).

When selecting the link, [I have a passcode](#), screen 4 will display for you to enter the passcode given to you. The first box is where the numerical digits go. Per our example, we would place *73* here. The second box will be the portion after the dash, the passcode phrase. Per our example we would place the word *uptown99* here.

Project Browser

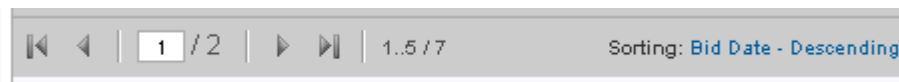


Screen 4

After pressing the [Go](#) button the project list will filter to display your project, assuming the values you input are correct. To go back to the regular search, just click [Close](#) to the right of the [Go](#) button. Also note that a blank passcode will never display the desired project, but will only return the public projects.

Sorting

If your search lists more than 5 projects, pagination comes in to play. The pages can be navigated with the [First](#), [Previous](#), [Next](#) and [Last](#) buttons, as well as a manual page switch field for convenience. This is shown in screen 5.

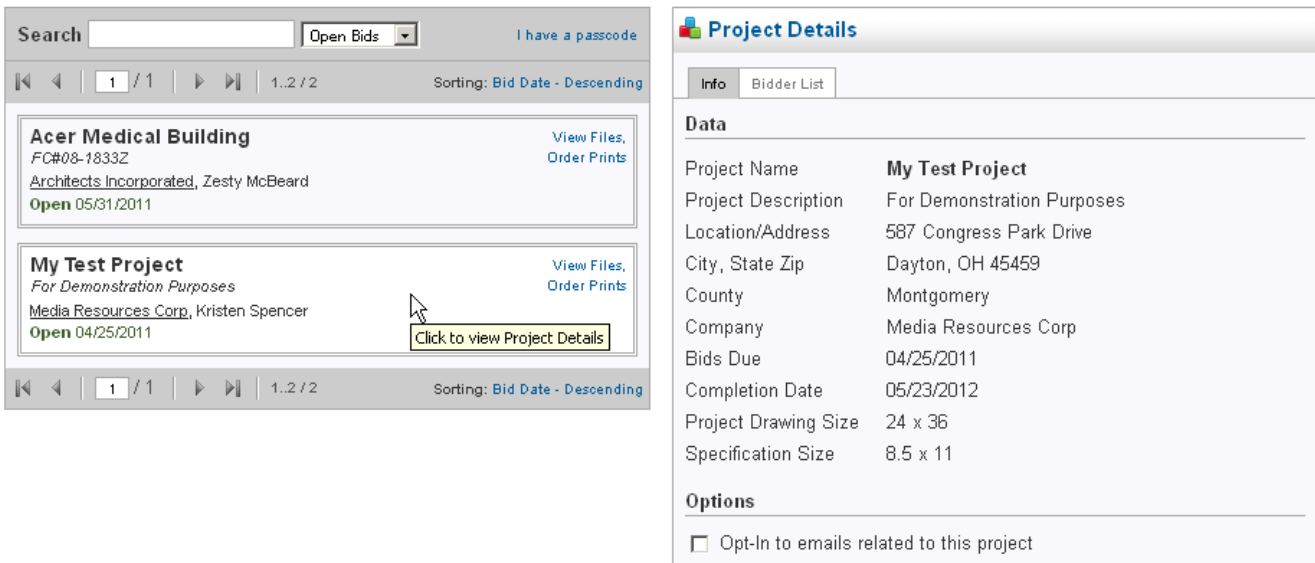


Screen 5

You can then sort based on the bid date. [Bid Date – Descending](#) will list the project in a “Last in, First out” manner. Clicking on this link will filter the list again, but this time into a “First in, First out” manner, entitled [Bid Date – Ascending](#).

Project Details

Assuming your search has returned results, you are presented with any number of projects to choose from. Clicking anywhere in the box will load a more detailed result in the right pane as shown in screen 6. This will default to the Info tab and the Data and Options headings when selected.

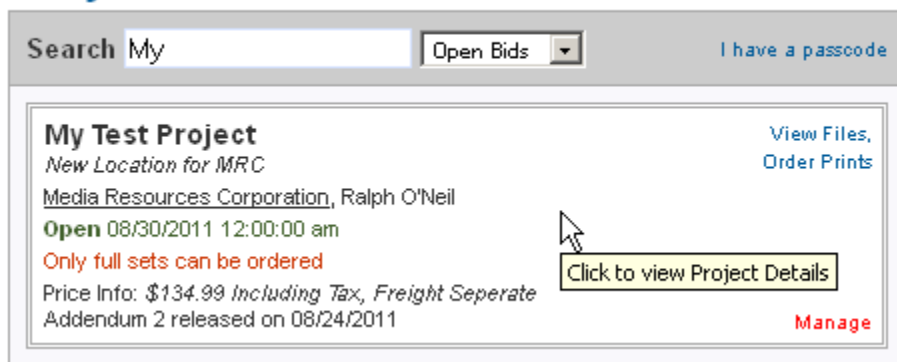


Screen 6

If you order files, you will automatically be added to a list to receive emails about the project (addendums, correspondence, etc.) sent by a project manager. If you wish to receive such emails, without ordering any prints, you may do so by checking the box next to the Opt-In to emails related to this project option shown in the screen 6 located at the bottom of the right pane under the Options heading.

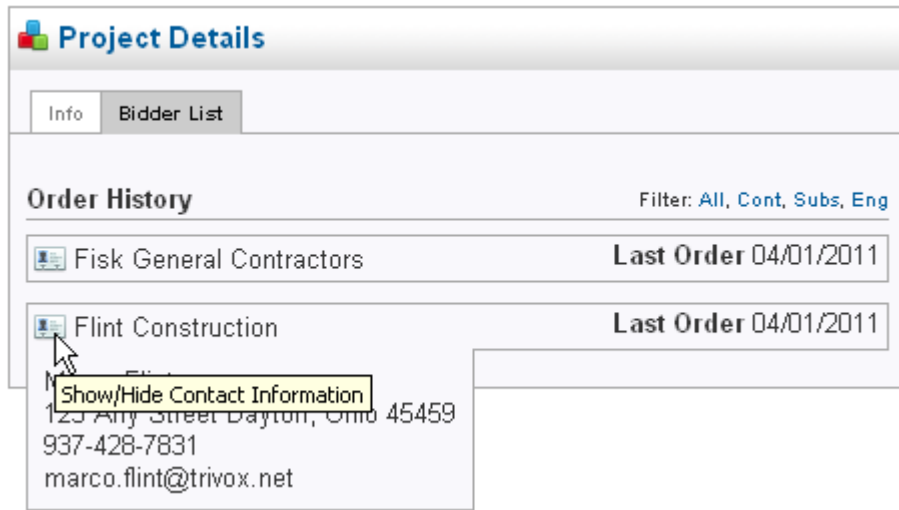
If the print house has given a project any special pricing information, as shown in screen 7, it will display at the bottom of its entry.

Project Browser



Screen 7

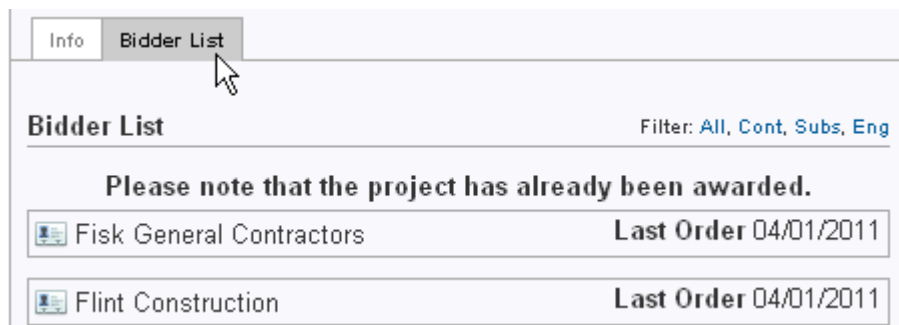
To view a list of bidders select the Bidder List tab and the list will display, shown in the right pane of screen 6. You can filter the list by selecting All, Contractors, Sub-Contractors or Engineers. If you order prints you will be added to this list under the heading listed in your profile when you registered. To view the profile of any bidder, select the icon next to the name as shown in screen 8. Select it again to un-display the information.



Screen 8

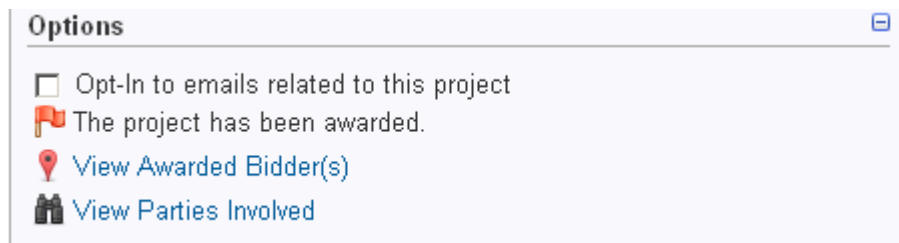
The Bidder List tab will only display if the project manager did not select the option to Hide Contractors/Sub-Contractors.

If the project has been awarded, as shown in screen 9, you will see the prompt; “Please note that the project has already been awarded.”



Screen 9

To view the List of Awarded Bidder(s) select the Info tab (as seen in screen 9) and then select the link to [View Awarded Bidder\(s\)](#), under the Options heading shown in screen 10.



Screen 10

When you select the [View Awarded Bidder\(s\)](#) screen 11 will display the awardees.



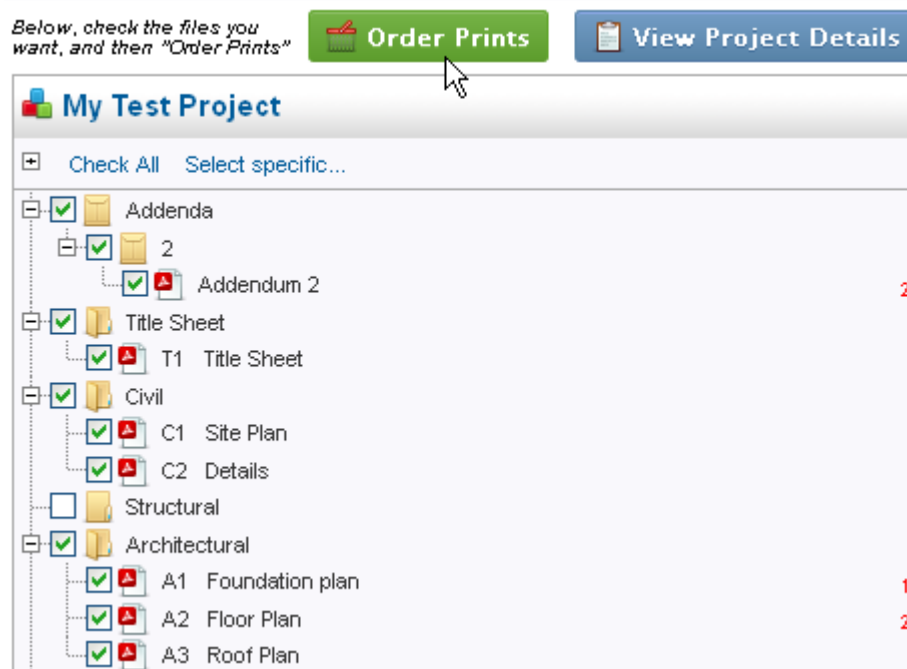
Screen 11

To load a project's files, click on the [View Files, Order Prints](#) link, shown in screen 12.



Screen 12

When this is done the browser (left pane) is replaced with the Project File Cabinet as shown in screen 13.



Screen 13

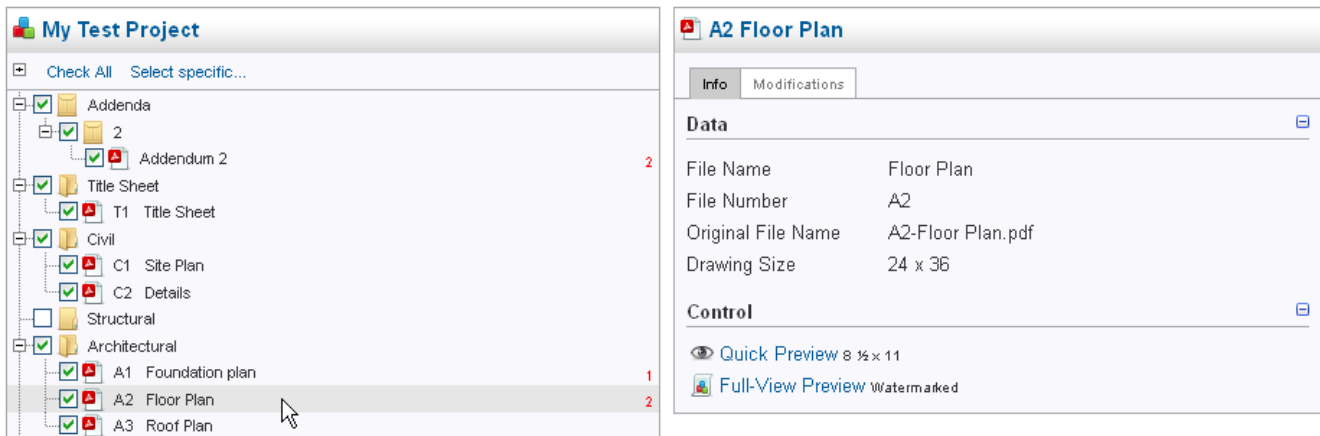
Project File Cabinet

After clicking on [View Files, Order Prints](#), as shown in screen 13, you can begin to use the checkboxes to the left of each file and folder to specify which files you would like to order. However, if the project manager specifies that only full sets can be ordered, every file will be checked by default, and permanently so.

Red numbers to the right of a file indicate that an addendum has been released

involving that file as shown in screen 13 and 14.

Clicking on any file name in the left pane will display a detailed look at the file in the right pane, as shown in screen 14, under the Info tab.



Screen 14

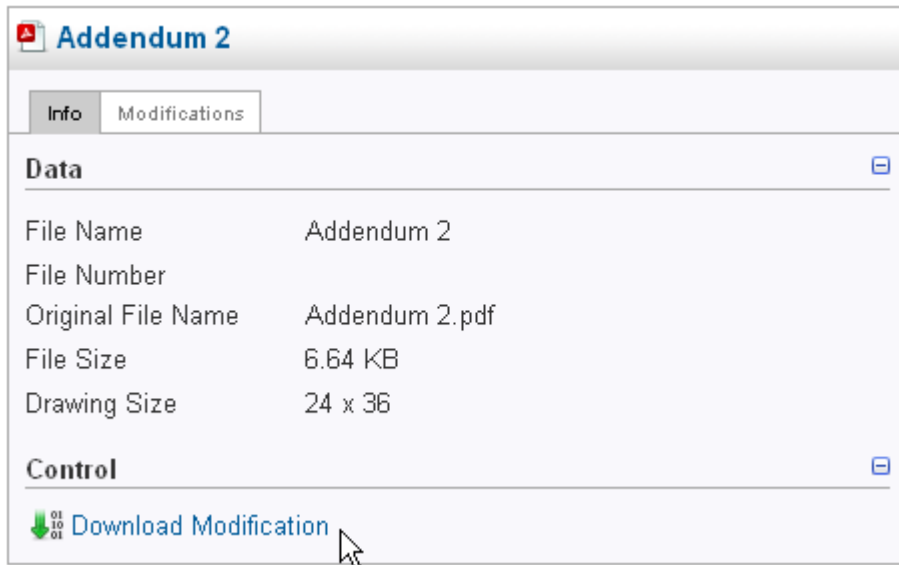
In some cases you will be able to Preview a file, located under the Control heading. The types of files that can be previewed are limited. Only PDFs, and in some instances TIFs, can be previewed.

The Modifications tab will also inform you of any modifications made to the file and its related comments as shown in screen 15.



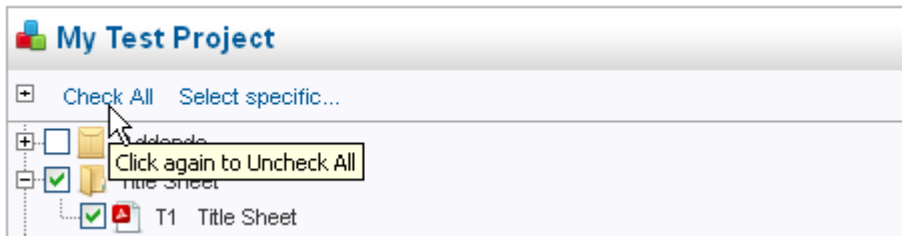
Screen 15

Files in the Addendum folder can always be downloaded at your leisure and shouldn't need to be ordered. If you ordered prints or selected the opt-in option you will receive an email informing you of all addendums related to any given project. The project manager, however, has the ability to disable downloading and it may require you to order prints of these files. This downloading of addendum files is located under the Control option as shown in screen 16.



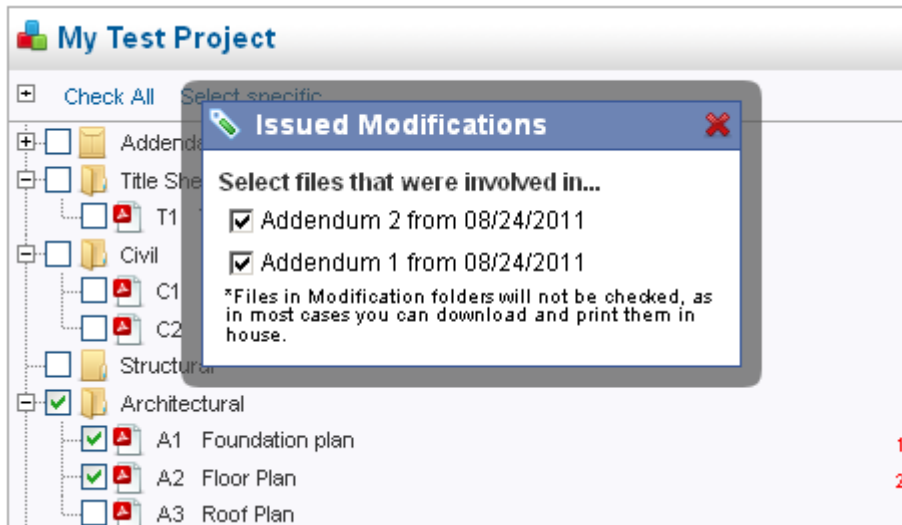
Screen 16

If the project manager allowed individual files to be ordered you can select them individually or if you wanted all the files printed then you could select the [Check All](#) option as shown in screen 17.



Screen 17

If you only wanted specific files to print that were modified by addenda or other specific modifications then you could select the [Select specific...](#) option and check the modification that you want the prints of. Keep in mind that you can select more than one of the modifications. This is shown in screen 18.



Screen 18

Order Form

When the files that you want printed are checked select the [Order Prints](#) button as shown in screen 13. When this is done screen 19 will display.

The order form will display with the majority of the information pre-populated based on known data when selected.

The screenshot shows the 'Order Form' interface. At the top right is a 'HOME' button. The form is divided into several sections:

- Order Information:** Requested By: Ralph O'Neil; PO Request #: 123456; Date Due & Time: 24-08-2011 3:00 PM; Delivery Method: Deliver to Requester; Bill To: Requester; Payment Type: On Account.
- Requester Information:** Company: Media Resources Corp; Attention: Ralph O'Neil; Email: ralphoneil@woh.rr.com; Address: 587 Congress Park Driv; City, State Zip: Dayton, OH 45459; Phone: 9374287831.
- Order Options:** # Of Copies: 10; Size: 24 x 36; Spec Size: 8.5 x 11; Bind: Binding Strip; Spec Bind: Loose; Media: Bond; # of Dwg's: 6; # of Spec's: 0; Type: FTP; Burn to Disc: Yes.
- My Test Project:** A tree view of project files including Title Sheet, Civil, Structural, Architectural, Plumbing, Mechanical, Electrical, and Architectural Specs. Each folder and file has a small red 'x' icon next to it, indicating it is selected for printing.
- Special Instructions:** A text area for additional notes.

At the bottom, there are two buttons: 'Cancel Order' and 'Submit Order'. Small footnotes at the bottom left state: '† Documents and 8 1/2 x 11 PDF's will be printed in their formatted sizes unless instructed otherwise.' and '‡ Number of Drawings and Specs are subject to change based on the actual number of pages in the files.'

Screen 19

If the project is not set to full sets only, you may remove individual files if you decide not to print them using the small red **x** to the left of the folder and file icons.

Also you need to fill in the [Order Options](#) prior to submitting the order.

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We have just outlined how to find and print projects. If there are any questions at all feel free to call on us anytime.

We would also appreciate any comments whether good or bad about this software. Our goal is to make the task of communicating between the AEC and the construction community as seamless as possible.