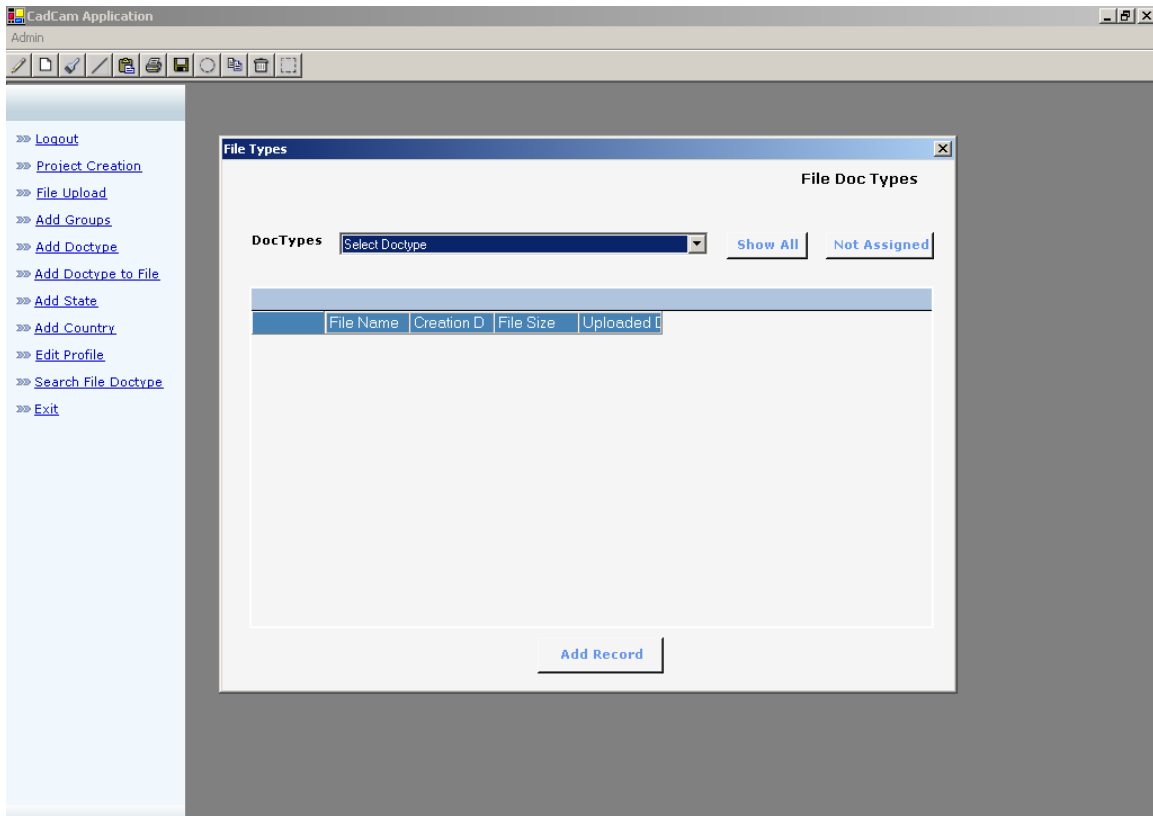


Cad Cam Services / User Guide / Standalone



Standalone

Online Digital Document Creation, Management and Distribution

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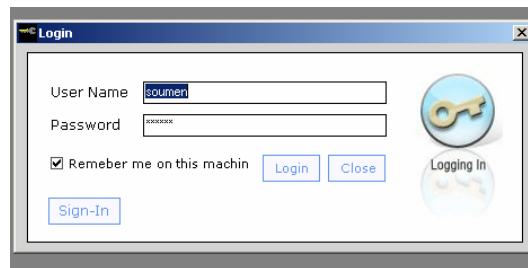
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Standalone Defined

Cad Cam Services Standalone is a simple user friendly guide that helps the programmers and the users to work online without any hurdle.

Standalone is very much similar to other programs like Enterprise and ISP except the functions and processes. For example Enterprise can be accessed by any one both the registered and non-registered users while Standalone can be accessed only by the registered users.

The simple way to access to this program is you must log in using your username and passwords which are provided by the reprographer on being registered.



Once connected the Standalone home page will appear before you. The home page has details on all the projects recently added into Standalone. It enlists users' information to the reprographer and vice versa. At the same time there are other four options along the top bar for choosing the function of your requirement. You can manage the project and order systems here.

Four Most Vital Options

Add Consultants Option

Manage Consultants Option,

Order History Option
Option

Contact Cad Cam Services Standalone Admin

Add Consultants Option

This is an address book where you can add any number of consultants by importing from the master address book. This is done by opting import process with the help of the reprographer or can even be done by the users directly online through the “Add Consultants Option”.

At Standalone the consultants are grouped by Type on the basis of categories that are personalized for your company and are identifiably coded so as you can search any one later from thousands of the consultants in the address book. The reprographer may be consulted for categorizing the consultants or even you can perform it by choosing “Add Type” and then clicking on “Save Changes”. Thus the newly added consultant will be added to the drop down list of types.

After a new consultant is added to the group a detailed information regarding his/her name, address, contact no, fax no, email address or other information is to be graded. Also an online access is set for enabling the consultant(s) to work in unison through “Yes” link. By doing so you allow the consultant(s) to log into the Standalone portal and view plans as well as create document packages and place an order online.

Also specify if

- you would allow the consultants an online access.
- the consultants may bill orders to your account with reprographer.
- they would receive email notifications when added to a project.

Manage Consultants Option

During the while a project is on you may need to manage consultants within your address book regularly for which you would edit some information as well. You would also require to maintain the whole system of functions and document management. For this there is a “Manage Consultants” option. By clicking on this link you may do the works of your choice. You can delete a consultant, add a new one or set other information about the documents for a single consultant and/or edit a consultant’s information.

You can search all consultants with the help of “Search” button and/or by Type, categories or company etc and then select one for your works. By choosing a type the consultants relevant to the required type will appear and then you can work with them.

Order History Option

The orders that are placed or are under progress can be viewed by going through the “Order History” link. Here all orders are listed which could be viewed by selecting types categorizing consultants, projects or date. You have access to all orders of the consultants with the projects category, order no, status of the order etc. Going through all details on the orders you can edit and manage any information with the help of the reprographer in admin. You may review all the details you have made in the link “Review Order” even without engaging reprographer. In short you can manage on many of the aspects independently as well as you get an order done by your reprographer also. While the consultants may work for you and their details are subject to modification by you and only you.

Contact Standalone Admin Option

“Contact Admin Option” is the link for contacting the reprographer at the other end. You may need this help for many a good reason. First you should log in with passwords which will allow you to enter the Admin. Then type a message and send it to the Admin from where you will get the appropriate response. You have other option to call the admin over the phone also.

Managing Projects & Orders

Managing projects and order systems is one of the important factors to deal in. For managing a project a list of project specific consultants should be created in Type and document packages must be set for placing an order. This is done because you will require to view the document, consultants and orders later but if you do not select and pack them in type it would be too difficult to search out the project later.

Select an identifiable and specific name or number for a project. Then contact project team members and documents list page to let you add consultants, search and view documents and create new packages. Click on “Add Consultants to This

Project”, then search the consultant(s) from the master book or from ANY other ongoing project the selected consultant(s) will be added to your project. You may even select all the consultants to your project. The consultants from other project can be drawn by the link “Add from Project”.

Notably in the “Add from Project” all the consultants are automatically selected by default; for choosing the only consultants you want you have to unselect other consultants and then save your choice by “Add to Project” link. Importantly you may edit any information of a consultant or remove a consultant from the project or add one to it later. Also that removing consultant from the project is simply a removal from the project list and not from the main master address book.

View Thumbnail Images & Create Project Packages

You would require viewing your projects and documents later after you have selected the documents into the projects. Click on the “View Project Documents” that will show you a complete list of all documents and then click on the “Preview” for a document details.

Now create packages of documents and then you may or may not allow the consultants to view these documents online to place an order for the projects.

- Select the “Create New Package”
- Specify a package name
- Select automatic update option
- Allow the consultants to view the documents online (optional)

The link “Create New Package” will create either individual document or a package of documents. The package should be specified on identifiable name based on Type, Category, Date or Codes etc. This will help you and the users to spider the documents later easily.

Selecting “Automatic Update” helps the ongoing revision automatically revised and saved while the work is under progress.

The documents selected into the viewable online are available online. This helps in pacing order instantly.

Place an Order

All projects available online can be ordered either by you or by the reprographer as you choose. For placing an order select the “Project Team Members and Document Lists” where you will find a list of all selected consultants along with the projects. Click on the “Place Order” button and then select due date, due time or delivery through appropriate options and finally clear “Deliver To” option if you want to manage the distribution system. But select “Consultant” if you like

the reprographer to manage the distribution. For better transparency add delivery notes, important messages or any instructions needed.

Orders are generally made as per consultant to his/her package.

- Select “Consultant” (either individually, type or in group).
- Select the packages.
- Choose items for prints.
- Click on the “Add to Order”.
- Verify the order in the “Review Order” link.
(Here you may edit an order item if you like so).
- Finally click on the “Submit Order” to get the document(s).

As soon as you submit the order finally an order confirmation will appear on the screen, into your email section and will be sent to the reprographer who will deliver the document.