



ReproMAX
DFS

QUICK REFERENCE GUIDE
SUB CONTRACTORS



BEELINE
+ BLUE

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WELCOME TO REPROMAX DFS!

OVERVIEW

ReproMAX DFS is a powerful internet application that has the ability to deliver a wide variety of methods to distribute information to its users.

It allows our customers to control, monitor and verify that accurate information reaches the right users in a timely and efficient manner.

With the ability to fully integrate with existing information systems, allows easy development to further increase the capabilities of existing systems.

Working with Beeline+Blue and ReproMAX gives you the ability to digitally capture, distribute and print your projects from any remote location to over 300 locations in the U.S., Canada and Europe. All with the highest quality output and customer service standards in the industry.

Welcome to a customized online digital solution. More than an ordinary plan room, this exclusive program allows you to upload easily, view quickly, distribute globally, track efficiently and print anywhere... all on your own customized, online plan room.

Customize & Capture.

We create your own secure, personalized web site with your corporate identity and manage the set-up of users, permissions and security (you decide who gets to view what). We then capture limitless drawings, documents, specs, whatever files you need. All organized to your specifications.

View & Track Online.

You and your designated users can access your project files 24/7 from any remote location. Updates can be sent to your own specified distribution list, and you can track who has viewed and ordered prints. Best of all, they are viewable as PDFs (no more long downloads or “special” viewers), but print as hi-res quality images.

Invitation to Bid.

Easily create professional invitation to bid packages and distribute them via web, e-mail, or fax. Our convenient ITB tools include Bid Management software to keep track of incoming bids.

Print & Assemble.

Printing just got easier. You and others working on your project can now order and print directly online with an user-friendly checkout process—saving you time, money and frustration. You’ll only print what you need.

Distribute Locally or Globally.

Need to print multiple sets to multiple parties? No problem. Your contacts are already organized in the system, and documents can often be delivered on the same day across the country. All you have to do is click and print to one or multiple locations in the U.S., Canada and Europe.

Closeout on CD.

Once a project is completed, we can archive the entire project or just the “As-Builts” in an organized, viewable and searchable format on CD. A great tool for you and your clients.

- ▣ Customize your own online planroom
- ▣ Safeguard documents and drawings
- ▣ Click and print to one or multiple locations
- ▣ Save time and money on costly printing and shipping
- ▣ Track your project from start to finish
- ▣ No more long, painful downloads

A FICTITIOUS EXAMPLE

In order to more clearly demonstrate how ReproMAX DFS works, we'll use the example of a fictitious company called XYZ General Contractors.



ACCESSING YOUR PLANROOM ON THE WEB

THE DFS PORTAL

The DFS Portal is an intermediate page that puts a wealth of useful information together in one place (see Figure 1). In addition to the link to your planroom's login page, the DFS Portal also provides links to a complete DFS User's Manual, contact information for key personnel related to your project, and other information you may find helpful.

To access your DFS Portal, open your web browser and in the address bar, type:

<http://www.beelineandblue.com/dfs/>

followed by the shortcut name provided by your Beeline+Blue account representative. In the case of our example company, XYZ General Contractors, the shortcut name is "xyz", so the entire URL would be:


<http://www.beelineandblue.com/dfs/xyz>

Figure 1. The DFS Portal for XYZ General Contractors


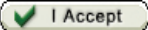


If you would like a complete copy of the DFS user guide, click on the "DFS Quick Start User Guide" link directly below the green login button.




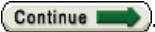

LOGGING IN TO DFS

To log in to your online planroom, first click on . This will take you to the login screen (see Figure 2).

If you already have an account:

Enter your username and password in the fields provided, and click on . Read through the Service Agreement and click on  to accept the terms and continue.

If you do not yet have an account:

Click on . Read through the Service Agreement and click on  to accept the terms and continue. Enter your email address then click . On the next screen, enter your contact information and click . Once you have clicked the last  button, you will be taken back to the login screen. You should receive an email within the next few minutes with your new username and password.

If you received an Invitation to Bid:

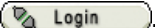
Enter the username and password given to you and click on .



Figure 2. The Login screen

NAVIGATING AROUND REPROMAX DFS

THE PROJECT SEARCH SCREEN

Once you have logged in, the **Project Search** screen will be displayed (see Figure 3). From this screen, you can choose the project of interest from the list, or you may search by Project Name or Project Number. To return to the **Project Search** screen at any time, simply click on **Project Search** in the upper left corner of the window.

You have the option of viewing the list of projects in List View or in Thumbnail View. To switch to a different view, use the dropdown menu at the top of the list (see Figure 4). The two view options are also available when viewing individual drawings and specifications. In Thumbnail View, a small thumbnail image of the drawing will be displayed next to each listing. Alternatively, the List View will allow more listings to fit on the screen at one time.

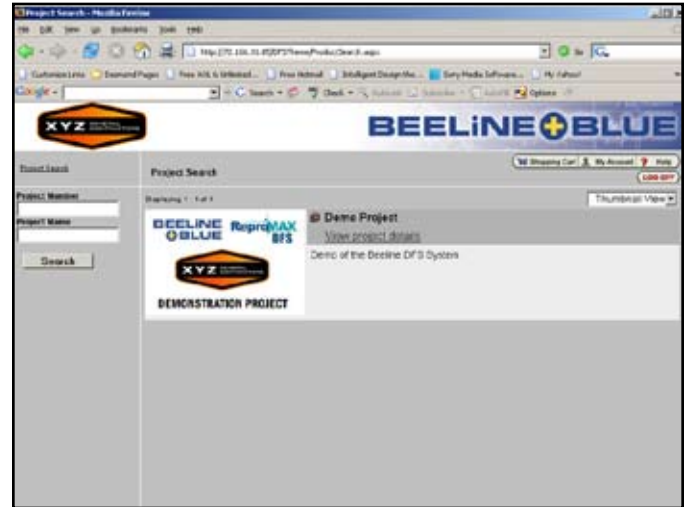


Figure 3. The Project Search screen

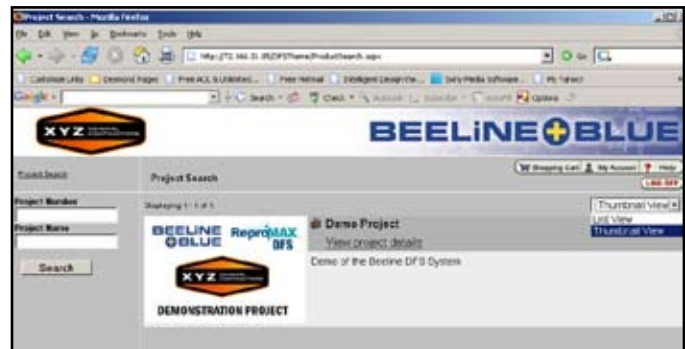


Figure 4. The View dropdown menu

THE PROJECT DETAILS SCREEN

Once you have selected a project, you will see the **Project Details** screen, similar to the one shown in Figure 5. To the left side of the window is a directory tree listing Plans and Specifications by issue and discipline. To reveal the contents of a folder, simply click on the folder, or on the **+** button to the left of it. To hide the contents of an expanded folder, click on the folder, or on the **-** button to the left of it.

Defining the Current Set


The **Current Set** folder contains a compilation of the most recent versions of all drawings that have been issued for a project. When a project has only issued its initial set of drawings, the Current Set and the Initial Set will be the same. As new sheets are issued for the project, these new sheets will replace their previous versions to create the Current Set. Sheets within an issue that are not current versions are denoted with a red dot that appears on the magnifying glass icon next to the sheet name (see Figure 6). When you see this icon,  you know that the drawing has been replaced in the current set by a newer version.



Figure 5. The Project Details screen

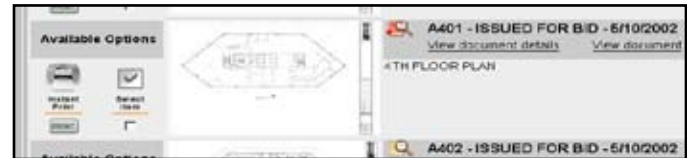



Figure 6. An outdated plan, indicated by a red dot

VIEWING AND ORDERING DOCUMENTS

VIEWING DOCUMENTS

To view a drawing or specification, click on the  button next to the document name when in Item View or Thumbnail View, or click **View document** under the document name in Thumbnail View. A PDF of the document will be displayed in a separate window (see Figure 7).

SELECTING DOCUMENTS FOR PURCHASE

As you navigate through the project and identify documents you would like to purchase, click on the checkbox next to the document in the list. To select all the documents on the screen at once, click the checkbox labeled **Select All** at the top of the list. To deselect a document, click its checkbox again.

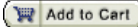

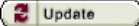
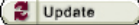
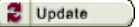
When you are finished selecting the documents you would like to purchase, click on the  button. You will be directed to the Shopping Cart screen, where a listing of all the documents you are ordering is displayed. You may add additional documents to your order by first clicking the  button, and then repeating the process.



Figure 7. Viewing a document

CHANGING QUANTITIES

The default order quantity is one full size set. To change the quantity of individual sheets, enter the new quantity in the appropriate box to the right of the document name and click the  button. To change the quantity of all sheets at once, enter the new quantity in the box at the top of the appropriate list next to the **Select All** label and click the  button.

To delete a sheet from your order, click the checkbox to the left on the sheet name or enter a quantity of zero and click the  button.

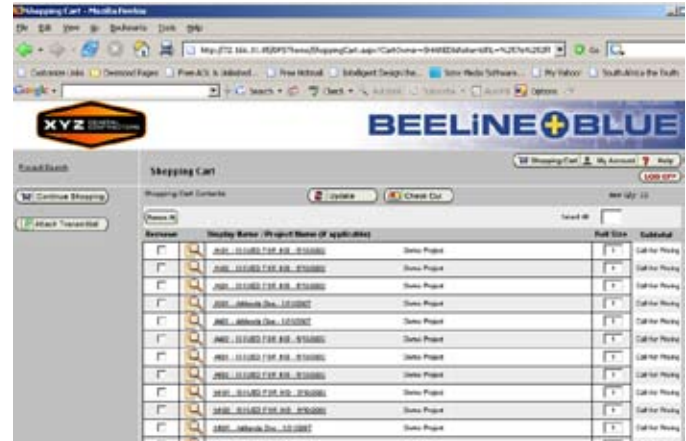
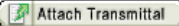

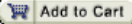


Figure 8. Changing the quantity of full size and half size sheets

ATTACHING A TRANSMITTAL

If you would like to have your documents delivered to a third party with your own transmittal, you may attach a transmittal to your order. To do this, click on the  button from the Shopping Cart screen. Next, click the  button and select the transmittal file from your hard drive (see Figure 9). Finally click on the  button to add the transmittal to your order.

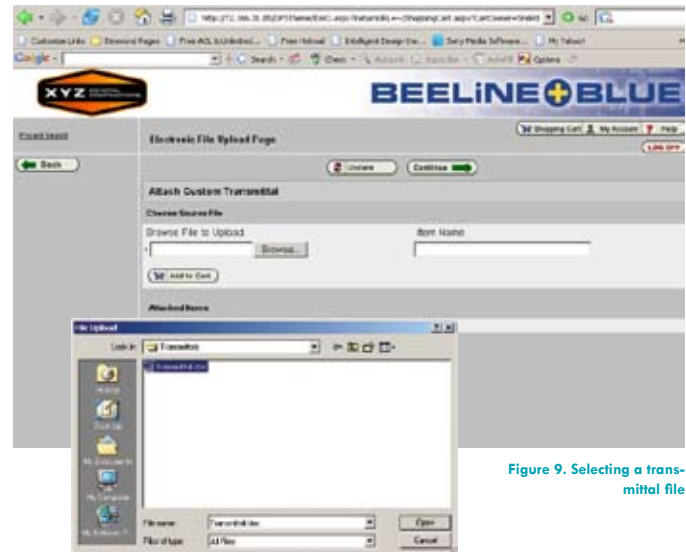
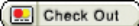



Figure 9. Selecting a transmittal file

CHECKING OUT

THE CHECKOUT/SHIPPING INFORMATION SCREEN

When you are ready to complete your order, click on the  button. On the **Checkout/Shipping Information** screen (see Figure 10), select your desired billing and delivery methods from the dropdown menus, and click  to proceed to the **Order Information** screen.

THE ORDER INFORMATION SCREEN

On the **Order Information** screen, enter an order name, delivery date and delivery time in the fields provided (see Figure 11). Try to make the order name as specific as possible, as this will allow you to find the record of the order more easily in the future. Enter any additional instructions you wish to communicate to us (i.e. delivery to a third party) in the **Order Comments/Special Instructions** field.

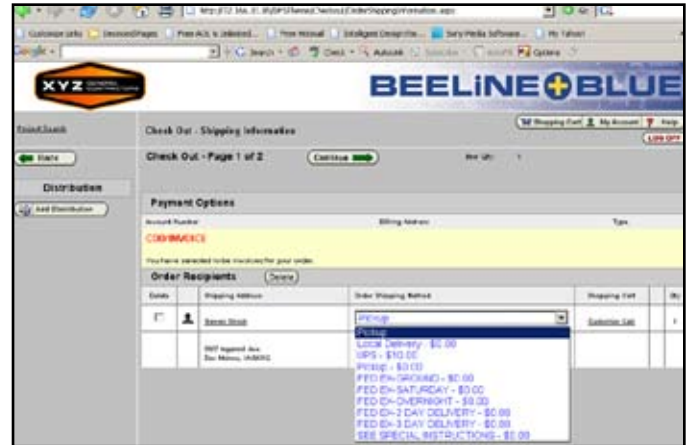


Figure 10. The Checkout/Shipping Information screen

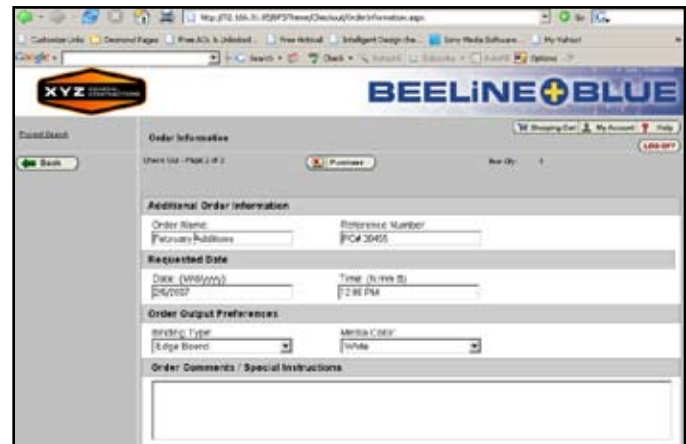
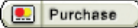


Figure 11. The Order Information screen

THE ORDER CONFIRMATION SCREEN

Once you have completed the information requested on this screen, click on the  button. The **Order Confirmation** screen will be displayed (see Figure 12), which you can print for your records.

At this point, you may place another order by clicking on **Project Search** and repeating the process. Or, to end your session, click the  button, or simply close your browser.

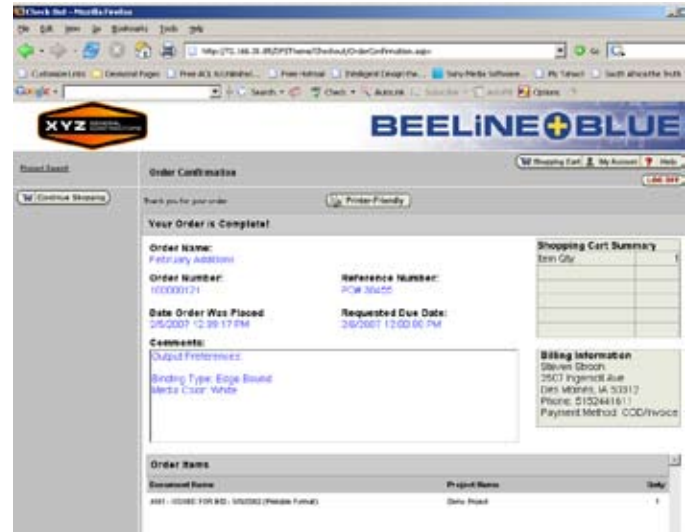


Figure 12. The Order Confirmation screen

REVIEWING PAST ORDERS

If you wish to refer back to a past order to verify what was ordered or to whom the documents were sent, log in to ReproMAX DFS and select **My Account** at the top right corner of any screen (see Figure 13). Next, select **Completed Orders** from the list to see a list of previously placed orders (see Figure 14).

To view the original order information, click on **Order Name** or **Order Number**. From there, you may also click on the **Order Recipient** name to see an exact list of the documents you ordered.

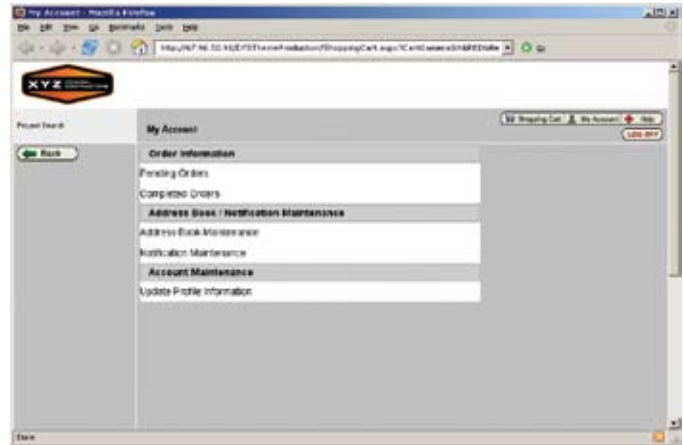


Figure 13. The My Account screen

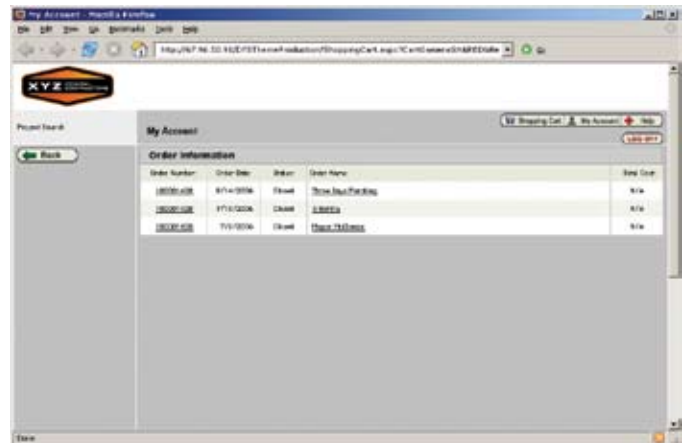


Figure 14. A listing of past orders

THANK YOU

We would like to thank you for using ReproMAX DFS. If you have any further questions about how to use this product, you may reach our DFS staff by phone at 515-244-1611 or via email at dfs@beelineandblue.com.



