

DFS TUTORIAL

Our DFS (Document Fulfillment System) uses the latest design technology in order to ensure that you, our customer, may navigate easily through your project(s). The DFS layout should be familiar to most users. It's general format shares many characteristics of MS-Explorer and on-line shopping.



Login

<http://www.blueprintexpress.com/yourcompany>

A screenshot of the login page from the website. It features a dark red header with the BPXpress logo. Below the header is a white login form with fields for 'User Name' (containing 'matt@bpe') and 'Password'. There is a 'Login' button, a 'Remember my login information on this machine' checkbox, and a 'Forgot Password?' link with a 'Login Help' button.

Beginning Basics

When starting a DFS session, the obvious first step would be to locate your project. Please keep in mind, for simplicity, this demo only has one project loaded ; our on-line planrooms (Public, Private, and Custom) may have hundreds of projects at any given time. Use the scroll bar (right edge) and peruse until you find your project. To expedite locating your desired project, unique project criteria may be entered in the attribute fields (left edge) such as the Project Name or Architect. Then, by clicking the SEARCH button, all projects meeting the specified criteria will be displayed. Once your project has been located, click where indicated to view project details.

A screenshot of the project search results page with several callout boxes providing instructions. The page shows a search bar on the left with fields for 'Project Name', 'Project Number', and 'Project Location', and a 'Search' button. The main content area displays two project listings: 'DVC Path of Travel Remediation' and 'McGraw Building'. Callout boxes include: 'Click here to search for projects' pointing to the search bar; 'To locate a project, enter one or more of the project criteria. Then Click here' pointing to the search button; 'Detail Display Options: Click Here for Listing' and 'Click Here for Thumbnails' pointing to icons above the project listings; 'Shopping Display Options: Click Here for Cart' and 'Click Here for your Acct.' pointing to 'Shopping Cart' and 'My Account' links in the top right; and 'Click on either location to view project details' pointing to the project images.

Navigation: Project Entry Point

Once you have entered a project your screen will look similar to the image below. Your navigation is achieved by clicking on the various folder or object links on the left under "plans". By clicking on the "+" sign next to the folder will expand the tree and list folders below. By clicking on the grey current folder directly, you will see all documents in the current set but will not expand the tree. Current Set is where you want to place orders from. Original or Initial Set folder are the initial documents we received for the project and may contain outdated. The Original or Initial set folder for historical viewing.

The screenshot shows the BPXpress REPROGRAPHICS interface. The top navigation bar includes 'Project Search', 'McGraw Building', 'Shopping Cart', 'My Account', 'Help', and 'LOG OFF'. The left sidebar, labeled 'Navigation Directory Tree', contains a tree structure with folders: 'Plans', 'Current Set', 'Specs', 'Renderings', and 'Job Photos'. The main content area displays 'Displaying 0 documents' and a 'How to Order Plans' manual. A callout box points to the manual with the text: 'The first document you will see upon entering a project will be this manual.'

Project Details

Project file folders and any additional project attributes are now displayed. The next step is to "drill in" to your target files. Place the cursor over the "+" sign located to the left of the desired folder and click once. In this case, we'll select the "Plans" folder.

The screenshot shows the BPXpress REPROGRAPHICS interface with the 'Project Details' tab selected. The left sidebar, labeled 'Click on the details tab for more info', contains 'Project Administration', 'Plan Holders List', and 'Create Notification'. The main content area displays project details for 'McGraw Building' with a callout box pointing to the details: 'Additional Project Attributes'.

Project Name
McGraw Building
DFS Planroom Type
Private
Project Location
Menlo Park, CA
DFS Project Level
Custom
Project Owner
BPXpress

Viewing

DFS converts stored drawings into the Adobe PDF format for viewing purposes. If you do not have a current version of Adobe Reader installed on your system, visit the Adobe website for a free download.

After clicking on the desired drawing, the viewing window will pop-up. You may now pan, zoom, etc. as necessary to confirm any additional details before ordering. To end viewing session, simply close the viewing window.

The screenshot shows the BpXpress REPROGRAPHICS website interface. The main content area displays a document viewer for 'McGraw Building'. The viewer shows architectural drawings of a building, including a cross-section and a floor plan. The viewer's title bar indicates the file path: /209.77.138.126/dfsprivate/GlobalCache/34C5298BA9AD495382B52EC2BCB82D1B... The viewer's toolbar includes options like 'Save a Copy', 'Review & Comment', and 'Sign'. The viewer's status bar shows '42.46 x 30 in' and '1 of 1'. A callout box points to the viewer's title bar with the text: 'Viewing Window Use the functionality of Adobe Reader to review details.' Another callout box points to the viewer's close button with the text: 'To end viewing, close the window by clicking once here.'

Note : The PDF viewing format created by DFS is usually not the same resolution as the originally stored file. The original file is referenced for all orders hardcopy to ensure optimum resolution and quality .

Ordering

Drawings may be ordered in a hardcopy,
When desired drawings are selected, click the **"Add To Cart"** button.

To Select Individual Sheets, click the check box next to that sheet, like here.
To Select an Entire Set, click the check box at the top of the page and notice all will be checked now.

Add to Cart
When selection complete click here.

Project Search

McGraw Building

Shopping Cart My Account Help

LOG OFF

Content Details

Displaying documents 1 - 35 of 65 total

Add to Cart iPrint Selected

select All

Please Select From the Available Formats Below

iPrint Locally Select Item

NA

Please Select From the Available Formats Below

A1-0
Click Here to view the document details

Cover

A1-11
Click Here to view the document details

Demolition Plan

Shopping Cart

Your shopping cart is now displayed with all ordered drawings. You have the option to add or remove drawings, change quantities, continue shopping, or checkout.

Update Cart
After any changes, for revised order status Click Here.

Check Out
Once all drawings selected and order complete Click Here.

Continue Shopping
Go back to project and select additional drawings.

Project Search

Shopping Cart (Shared Cart)

Shopping Cart My Account Help

LOG OFF

Back

Shopping Cart Contents

Update Check Out

Remove ALL

Remove		Select All	Full	Half
<input type="checkbox"/>	A1-0	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A1-11	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A1-21	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A1-22	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-11	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-12	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-13	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-14	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-21	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-22	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-23	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-25	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-26	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	A2-29	<input type="checkbox"/>	1	<input type="checkbox"/>

Remove Selected Drawing
Click on box located in remove column.

Change Quantities
Enter to desired number in the block next to the drawing.

Check Out

All on-file billing information is displayed. This information is determined by your input during a previous registration process or by your manual input on this display.

The screenshot shows the 'Check Out - Shipping Information' page. The page header includes the BPXpress REPROGRAPHICS logo, a Project Search bar, and navigation links for Shopping Cart, My Account, Help, and LOG OFF. The main content area is divided into sections: Shipping Address, Billing Address, Order Shipping Method, and Order Recipients. Callout boxes provide instructions for each section:

- Update Check Out Information:** Displays revised information. (Points to the 'Update' button)
- Continue Check Out Process:** Click Here. (Points to the 'Continue' button)
- Continue Shopping:** Go back to project and select additional drawings. (Points to the 'Back' button)
- Distribution:** Select additional recipients for your order. (Points to the 'Add Distribution' button)
- Delivery Options:** Select your delivery preference from pulldown. (Points to the 'Local Pickup' dropdown menu)
- Distribution:** Displays all recipients for order. (Points to the 'Order Recipients' table)

Shipping Address

* First Name	Joe	* City	Benicia
* Last Name	Shmoe	* State/Province	CA
Company	Construction Guy	* Zip/Postal Code	94510
* Address	123 Test St	Country	
Address2		* Telephone	555-555-5555
		* Email	joe@constructionguys.com

Billing Address

* First Name	Joe	* City	Benicia
* Last Name	Shmoe	* State/Province	CA
Company	Construction Guy	* Zip/Postal Code	94510
* Address	123 Test St	Country	
Address2		* Telephone	555-555-5555

Order Shipping Method

* Shipping method for your print items	Local Pickup	Vendor Acctt #:	
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Order Recipients

Delete	Recipient/List Name	Company/Description	Shopping Cart	Qty
<input type="checkbox"/>	Matt Herter		Customize Cart	65

Check Out / Purchase

This is the final step in the order process. The "Requested Due Date" is provided so you can change your preference or you can leave the default information. The "Comment" area at the bottom is for any additional information that you feel is necessary. As an example, you may want mylar copies instead of bond (default).

Once everything is to your satisfaction, click the "Purchase" button.

Please note that up to this point, you still have the option to go back and change or cancel this order by simply clicking the "Continue Shopping" button.

No order, tracking, or billing occurs until purchased.

Continue Shopping
Stop the current order process and return to shopping.

Purchase
When order is complete
Click Here

Requested Due Date
Enter your preference or leave as is.

Comments
Any additional preferences or additional order information

Order Confirmation

Your Order Receipt is displayed, suitable for printing. You may now continue to shop or just relax during the time you saved by using DFS.

Continue Shopping
Go back to project and select additional drawings.

Order Receipt
Note or print your order number for any future reference.

Your Order is Complete!

Order Name:	Order Number:
Sample Order	100000510
Account Number:	Date Order Was Placed
Sample Account	10/20/2004 1:04:57 PM
Requested Due Date:	
10/21/2004 12:00:00 PM	

Thank You for your order. This confirmation page is the receipt for your order. Please print this page for your records.

That's it !! You have just completed your first order in DFS. The appropriate BPXpress branch is notified within minutes and your order is processed.

NOTE : If you place an order in error on a real project, please notify your local BPXpress branch ASAP to prevent unnecessary processing of the order.