Training Lesson : Printing the ISST & Job Documents
Revision : 082312-01

Printing can be accomplished from more than one location in FloorWizard as described in the following lesson. Additionally, prints of the ISST and/or FloorWizard project information can be emailed to anyone after an internet connection has been established.
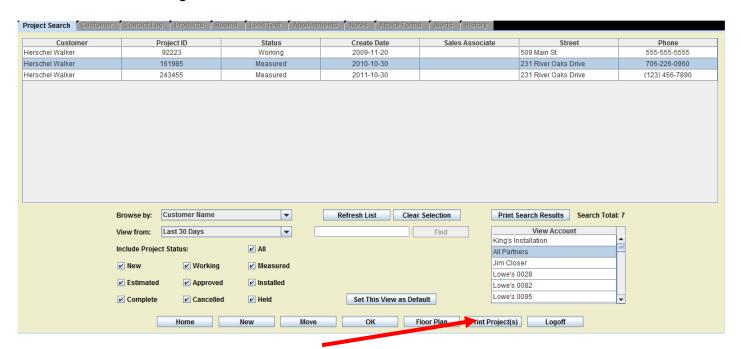
To Print From the Project Center:

You can use the following procedure to print a project immediately after you have logged on, or if you are already in the project center.

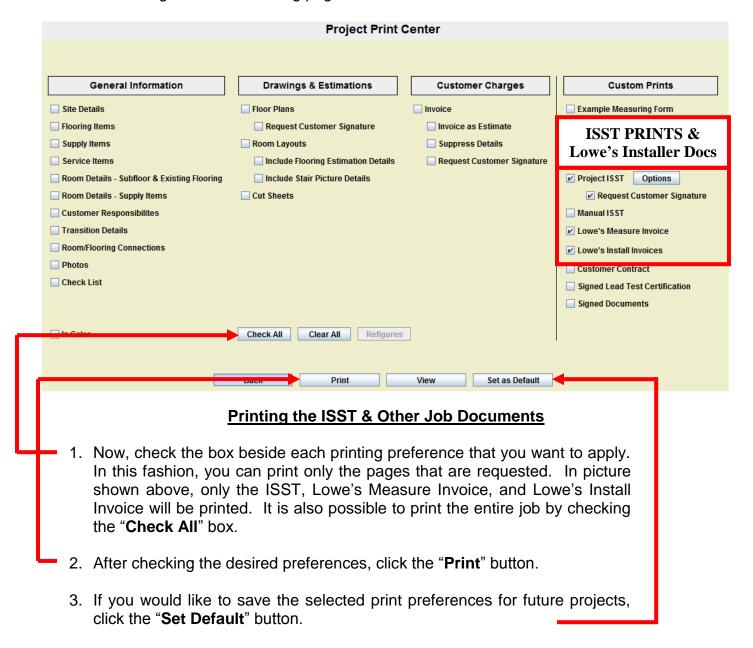After logging on to FloorWizard, click the "**Project Center"** button.

You will see the following screen:

Highlight the desired job (*you can select more than one*) then click the "**Print Project**" button.

You should navigate to the following page below:

Project Print Center

General Information	Drawings & Estimations	Customer Charges	Custom Prints
☐ Site Details	☐ Floor Plans	☐ Invoice	☐ Example Measuring Form
☐ Flooring Items	☐ Request Customer Signature	☐ Invoice as Estimate	**ISST PRINTS & Lowe's Installer Docs**
☐ Supply Items	☐ Room Layouts	☐ Suppress Details	☑ Project ISST [Options]
☐ Service Items	☐ Include Flooring Estimation Details	☐ Request Customer Signature	☑ Request Customer Signature
☐ Room Details - Subfloor & Existing Flooring	☐ Include Stair Picture Details		☐ Manual ISST
☐ Room Details - Supply Items	☐ Cut Sheets		☑ Lowe's Measure Invoice
☐ Customer Responsibilites			☑ Lowe's Install Invoices
☐ Transition Details			☐ Customer Contract
☐ Room/Flooring Connections			☐ Signed Lead Test Certification
☐ Photos			☐ Signed Documents
☐ Check List			

[Check All] [Clear All] [Refigures]

[Back] [Print] [View] [Set as Default]

Printing the ISST & Other Job Documents

1. Now, check the box beside each printing preference that you want to apply. In this fashion, you can print only the pages that are requested. In picture shown above, only the ISST, Lowe's Measure Invoice, and Lowe's Install Invoice will be printed. It is also possible to print the entire job by checking the "**Check All**" box.

2. After checking the desired preferences, click the "**Print**" button.

3. If you would like to save the selected print preferences for future projects, click the "**Set Default**" button.
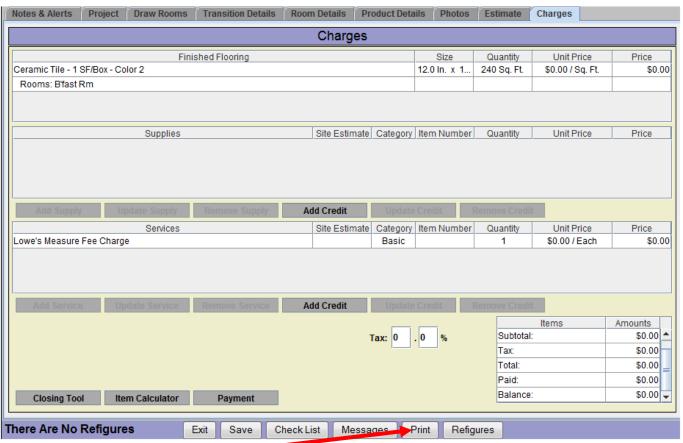
> **Important** :

Before printing, ensure that the project's estimate has been completed. If there is no estimate, or only a partial estimate, FloorWizard will not allow the job to be printed. Additionally, the project's charges must be reviewed before the job can be printed. To accomplish this, click "**Charges**" tab and review/update all charges.

Print a Job From the Drawing / Estimation Function:

You can also print the project from any point in the Drawing / Estimating portion of FloorWizard. Let's assume that you have just estimated the job, and the customer requests a printed copy. You would see the following screen:

To print, click the "**Print**" button. After you do this, you will see the following screen:

> ➢ **Important** :

  Before printing, ensure that the project's estimate has been completed. If there is no estimate, or only a partial estimate, FloorWizard will not allow the job to be printed. Additionally, the project's charges must be reviewed before the job can be printed. To accomplish this, click "**Charges**" tab and review/update all charges.

Print Center

General Information	Drawings & Estimations	Customer Charges

General Information
- ☐ Site Details
- ☐ Flooring Items
- ☐ Service Items
- ☐ Supply Items
- ☐ Room Details - Subfloor & Existing Flooring
- ☐ Room Details - Supply Items
- ☐ Customer Responsibilities
- ☐ Transition Details
- ☐ Room/Flooring Connections
- ☐ Photos
- ☐ Check List
- ☐ In Color

Drawings & Estimations
- ☐ Floor Plans
  - ☐ Request Customer Sign
- ☐ Room Layouts
  - ☐ Include Flooring Estimation Details
  - ☐ Include Stair Picture Details
- ☐ Cut Sheets

Customer Charges
- ☐ Invoice
  - ☐ Invoice as Estimate
  - ☐ Suppress Details
  - ☐ Request Customer Sign

Custom Prints
- ☑ Project ISST   [Options]
  - ☐ Request Customer Sign

[Check All]   [Clear All]

[Print]   [View]   [Create PDF]   [Set as Default]

Customer: Friday JPTest01   Project: 301394   Account: Lowe's 0028

There Are No Refigures   [Exit]   [Close]

Printing the ISST & Other Job Documents

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2. After checking the desired preferences, click the "**Print**" button.

3. If you would like to save the selected print preferences for future projects, click the "**Set Default**" button