- **Charges Tab** – Review Project Charges
  - If "Price Editing" is enabled, estimator / closer can edit price of line items on Charges Tab
- **Review / Print** – Save a Print for Emailing Later
  - Project must be estimated, & charges page reviewed
  - Click "Print" button at bottom of screen
  - Use "View / Save" buttons to create electronic copy (PDF)
  - You can save PDF file to desktop folder for emailing
- **Re-Figures** – Create Alternate Version of Project
  - Click the "Re-figures" button at bottom of screen
  - The first version created should be the original measure
  - Next, click "Add" button to create another version
  - Give it a descriptive name, then load it by clicking on the name of the re-figure and then clicking the "Load" button
  - Click "Close" to return to the drawing tool
  - Now, make any desired changes to the project like changing products on rooms, removing rooms, etc. and click "Save"
  - Repeat this process as many times as you want to create alternate versions of the project.
  - The current version is displayed in bottom left of screen
  - Switch versions by clicking the name, then "Load"
  - Projects will be opened in the "Current" version

Step 6 - Check Job In – Must be connected to Internet

- Click *FloorWizard* Icon to login
- Click "Check In/Out" button
- Click "Check In" tab
- Select Project(s) to be checked in
- Click "Check In" button (bottom of screen)
- Logoff, close browser (using red X in top right corner), may disconnect from Internet

For 24/7 Phone Support:

1. ***706-226-0960***
2. ***423-827-9844***
3. ***706-978-0462***
4. ***706-313-6628***

FloorWizard Measurer's Quick Reference

The following steps require an Internet connection:

Step 1 – Logon to *FloorWizard*

- Click the Internet Explorer icon on your desktop, or type the following into the address bar: http://www.floorsoft.com/FloorWizard/web/Logon.jsp
- Logon and password are case sensitive; *FloorWizard* only runs in Internet Explorer and will not work in Firefox or AOL

Step 2 – Create a Project (May be Completed by Admin)

- Click "Project Center" button, then click "New" button
- Enter customer information, then click "Create"

Step 3 – Set an Appointment (Optional)

- Click the "Appointments" tab
- Click on the existing appointment from table, then click "Edit"
- Use drop down menus to set "Date," "Time," and enter "Notes" if necessary, then click "Update" button
- "Quick Assign" appointments do not place appointments on "Detailed" appointment schedule

Step 4 - Check Out Job

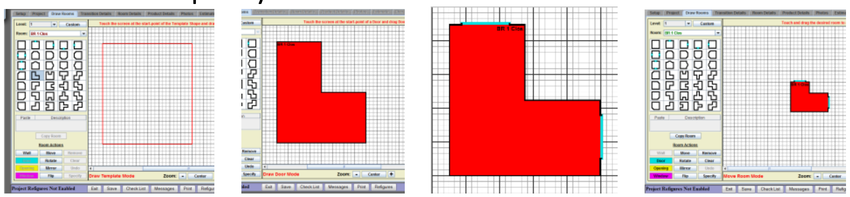
- Navigate to Home screen by clicking "Home" button
- Click "Check In/Out"
- Click on line(s) of project(s) to be checked out
- Click "Check Out" button (bottom of screen)
- Wait for status to be "Done" on all lines
- Logoff, close browser, May disconnect from Internet

Step 5 - Measure – No Internet connection required

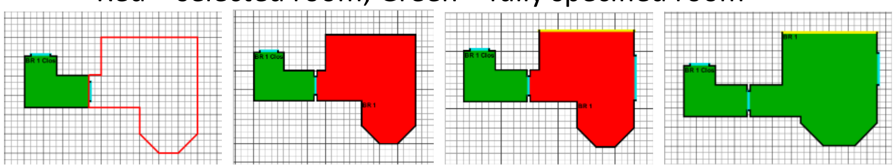
- Click Remote *FloorWizard* icon
- Select project, then click "Load" button
- Click "Continue" button, then confirm Setup

- **Setup Tab** – Add Rooms / Assign Products
  - Click "Edit List" button
  - Click on a product, then click on room(s) to be added
  - Select a "Lay Type," then click "Add" button
  - To change products at any time during the estimate, click on new product, click room(s), then click "Change" button

- **Project Tab** – Add Project Charges / Notes / Site Info Questions
- **Draw Rooms Tab** – Draw Basic Shape – System Scales Automatically
  - First room is drawn, then adjoining rooms drawn off of first
  - ***To draw using a template***, first click or tap on shape
  - Next, click starting point of room, drag down to opposite corner, then stretch red boundary rectangle to form room Ensure each segment is at least 2 grid squares long
  - Release mouse or lift pen from tablet and room interior turns red only when perimeter of room is drawn closed
  - Next add doors / openings where needed
  - Click "Specify" button to enter dimensions



  - ***To draw a room using custom draw mode***, click "Wall"
  - Click on starting point of adjoining room, then trace down to opposite corner, then draw remaining wall segments
  - Next, add doors / openings where needed
  - Red = selected room; Green = fully specified room



- **Specify Tab** – Enter Room Dimensions w/ Laser or Key In Manually
  - **To Connect Laser**: Turn on laser, click "Bluetooth" button on laser, click "2nd" button on laser, then click "Enable Bluetooth Wireless Laser Measuring" button on computer screen.
  - **To Specify w/ Laser:** Click "On" button once to activate laser beam, Click "On" button again to capture measurement, then click "+" button to transmit dimension and move to next wall.
  - The red wall is the segment you are currently measuring
  - Click on any wall to specify it
  - Use keypad & "Next" / "Previous" buttons to key in manually
  - Click "Back" button to return to draw page, room must be fully

specified before drawing next room

- **Transition Details Tab** –Transitions / Door Servicing / Prod Connect.
  - Use first drop down menu to toggle between "Transition Details," "Door Details" & "Room/Product Connections"
  - Click on door or opening, then use drop down menus to assign
  - "?" indicates not yet specified area; "X" indicates no transition
  - "Select All Transitions" will quickly select all locations
- **Room Details Tab** – Existing Flooring / Inst. Meth. / Furn. Move, etc.
  - Use first drop down menu to toggle between "Subfloor," "Existing Flooring," "Furniture & Appliance Handling," "Installation Method," "Custom Work" & others.
  - To use this tab, click on the room name(s), then use the drop down menus to specify detail, then click "Apply"
  - Ensure first 4 categories are completed at minimum
  - "Custom Work" is used to describe charges that the system cannot calculate; enter any custom price and description
- **Product Details Tab** – Add Labor / Supply Charges
  - Click on a product, then make selections from center table
  - Click "Apply to All Rooms" to assign options to all rooms with the selected product type, or add charges to specific rooms by selecting a room from "View Current Room Assignments"
  - If tables are blank, room(s) need an installation method
- **Estimate Tab** – Estimate Order Qty / Finalize Seam Location
  - Click "Estimate" button to generate estimate
  - Click on room name from "Room Layouts" table
  - Layout seams by clicking "Drop Point," then "Estimate"
  - Change nap direction by clicking icon in "Current" column
  - Eliminate T-Seams w/ "Minimize T-Seams" checkbox
  - Click on product on "Cut Sheets" table to review cut sheet
  - From cut sheet, drag pieces onto grid and split as desired
  - Return to floor plan view by clicking the "Levels" column
  - Change products from "Setup" tab, then re-estimate
  - All rooms must be specified and assembled to get estimate
  - Exclude room by un-checking "Use" in "Room Layouts" table