



Components Online Overview & User Guide



Contents

- [What is Components Online?](#)
- [Introduction to Components Online](#)
- [Accessing Components Online](#)
- [Navigating Components Online](#)
- [The Ordering Process](#)
- [Managing Projects](#)
- [Contact Information](#)

Click on a Content Area to be directed to that section.

What is Components Online?

[Back to Contents](#)

Components Online

What is Components Online?

Components Online is an exclusive product for our customers to purchase component products directly – streamlining and expediting the ordering process.

Components Online is designed to allow for an exceptional and seamless customer experience throughout the ordering process.

What can Customers do with Component Online?

- Search component offerings
- Generate quotes
- Purchase components

Introduction to Components Online

[Back to Contents](#)

Technology Requirements

Accessible via:

- Devices
 - Desktops
 - Laptops
 - Smart Phones
 - Tablets
- Browsers
 - Internet Explorer (Versions 10.0 and higher)
 - Chrome
 - Firefox
 - Safari

Any browser or device that is not listed above may not provide an optimal user experience with Components Online.

Accessing Components Online

- New User
- Existing User

[Back to Contents](#)

Site Access | New User

Once a user account has been created, the user will receive a system generated email.

Prior to initial account access, the new user account must be verified.

If you do not have a username and password, please contact your customer service representative to request system access.

1. To verify your account, click on the **click here** link in the email received.

Sent: Monday, June 22, 2015 11:49 AM

To: Your Name

Subject: Verify your account

You must verify your Test Company account in order to activate it. Please [click here](#) to verify.

Here are your credentials:

Customer Number:#####

Username:

Temp Password:

**Customer number will be a valid sequence of numbers. The hashtag (#) is only used as an illustration to represent a valid customer number.

Site Access | New User

2. Enter your username and password provided in the email.

Welcome

Select Language

English

Customer Number

demo only

Username

demo user

Password

.....

Login

Forgot Password?

© Copyright 2016

Terms

Privacy Policy

3. Users will be prompted to change the password.

Change Password

☒

Current Password

New Password

Re-enter new Password

OK

Cancel

Site Access | Existing User

Existing users of Metallic Building Company's ExpressPlus™ program will be able to gain access to Components Online with the same credentials. Components Online can be found in the Components Online section of the Metallic website or you can access the site [here](#).

Welcome

Select Language

English ▼

Customer Number

demo only

Username

demo user

Password

.....

Login

[Forgot Password?](#)

© Copyright 2016

[Terms](#)

[Privacy Policy](#)

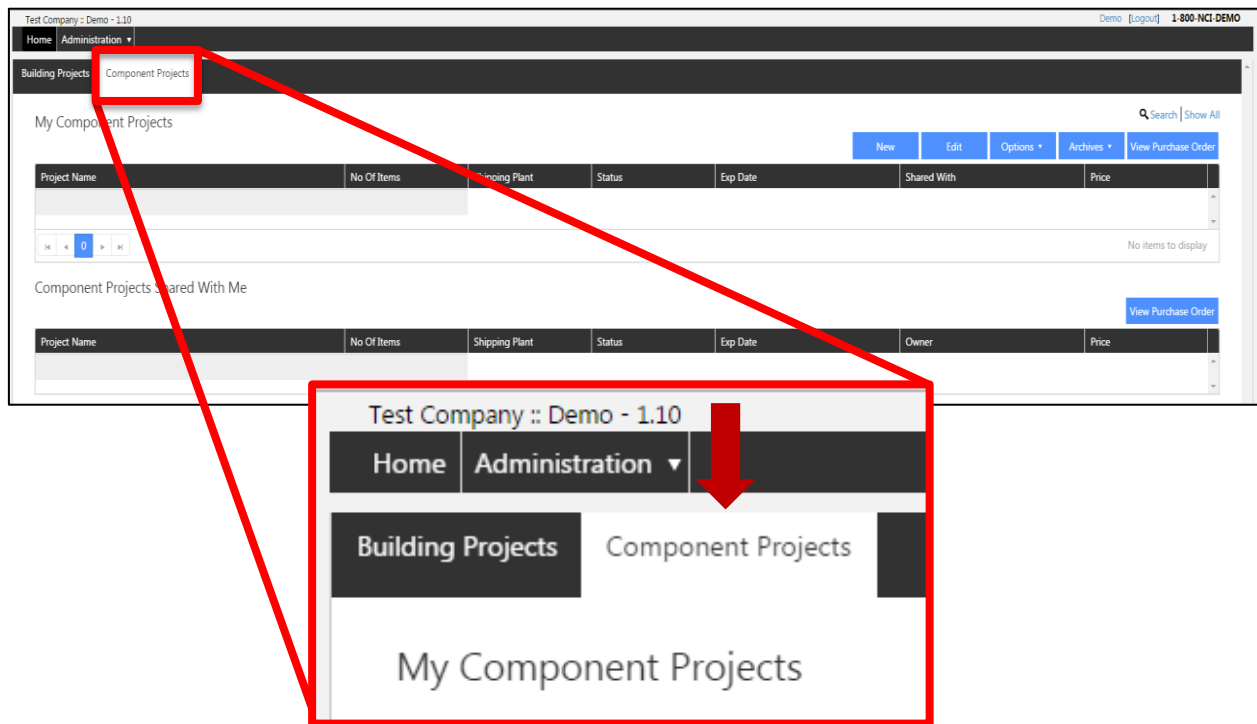
If you do not remember your username and password, please contact your customer service representative to request system access.

Site Access | Project Dashboard

After logging in, users will see the Project Dashboard.

Click the **Component Projects** tab.

If a user does not have access to **Building Projects**, the system will open the **Component Projects** tab by default.



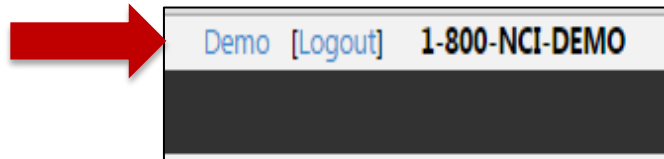
Navigating Components Online

- Update User Profile
- Project Dashboard
- Home Screen

[Back to Contents](#)

Navigation | Update a User Profile

To update a user's profile, click on the username in the top right hand corner of the screen. The username in the image below is "Demo".



The **Update Profile Information** screen will appear. Users can update their profile information including First and Last Name, Email Address and Username.

A screenshot of the "Update Profile Information" screen. At the top, there is a header bar with "Test Company" on the left and "Logout]" on the right. Below this is a dark grey bar with "Home" on the left. The main title "Update Profile Information" is centered in a dark grey bar. Below the title, the section "User Information" is followed by four input fields: "First Name", "Last Name", "Email", and "Username". At the bottom left, there is a "Change Password" label next to an unchecked radio button. At the bottom right, there are two blue buttons: "OK" and "Cancel".

Navigation | Update a User Profile

To change the account password, check the box next to **Change Password**. Once selected, additional fields will appear to input new password information.

The screenshot shows a web application interface for 'Test Company' with a '[Logout]' link in the top right. A navigation bar contains a 'Home' button. The main content area is titled 'Update Profile Information'. Under the heading 'User Information', there are several input fields: 'First Name', 'Last Name', 'Email', and 'Username'. Below these is a 'Change Password' checkbox, which is checked and highlighted by a red arrow. Underneath the checkbox are three more input fields: 'Current Password', 'New Password', and 'Re-enter new Password'. At the bottom right of the form are two blue buttons labeled 'OK' and 'Cancel'.

Users must enter the current password, new password, and confirm the new password before any changes will be accepted by the system.

When completed, select **OK** to return to the Project Dashboard.

Navigation | Project Dashboard

The Project Dashboard contains two tabs: **Building Projects** and **Component Projects**.

The **Building Projects** tab is used to complete building projects. The **Component Projects** tab is used to purchase specific parts or items.

Both sections give users the ability to manage user information, view and manage current and past project orders, and display customer service contact information.

Home | Building Projects | Component Projects

My Component Projects

Search | Show All

New Edit Options Archives View Purchase Order

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price
Your Project 2.0	5	Atwater, CA		-	-	\$0.00
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM	-	\$14,580.82

1 - 2 of 2 items

Component Projects Shared With Me

View Purchase Order

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Owner	Price
--------------	-------------	----------------	--------	----------	-------	-------

Desktop View

Test Company :: Demo - 1.10 | kVelez [Logout] | 1-800-NCI-test

Home | Building Projects | Component Projects

My Component Projects

Search | Show All

New Edit Options Archives View Purchase Order

Project Name	No Of Items	Shipping Plant	Status	Exp Date
Your Project 2.0	5	Atwater, CA		-
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM

1 - 1 of 1 items

Component Projects Shared With Me

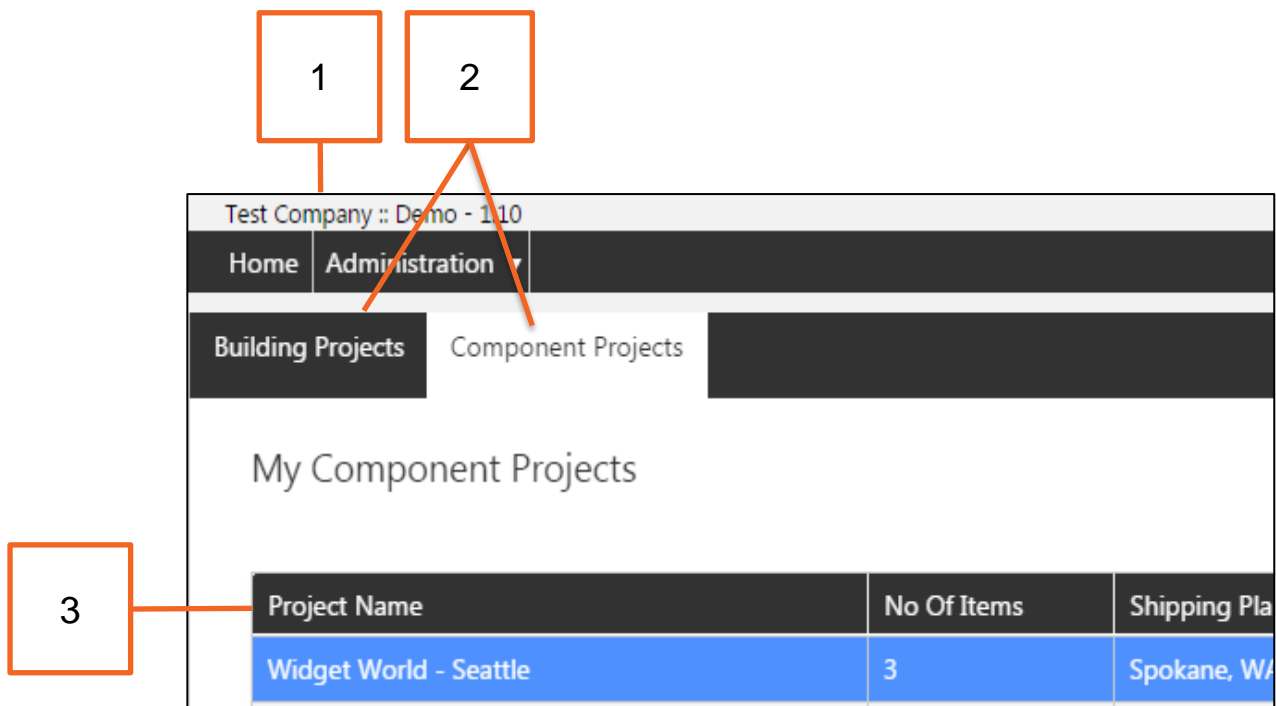
View Purchase Order

Project Name	No Of Items	Shipping Plant	Status	Exp Date
--------------	-------------	----------------	--------	----------

Tablet View

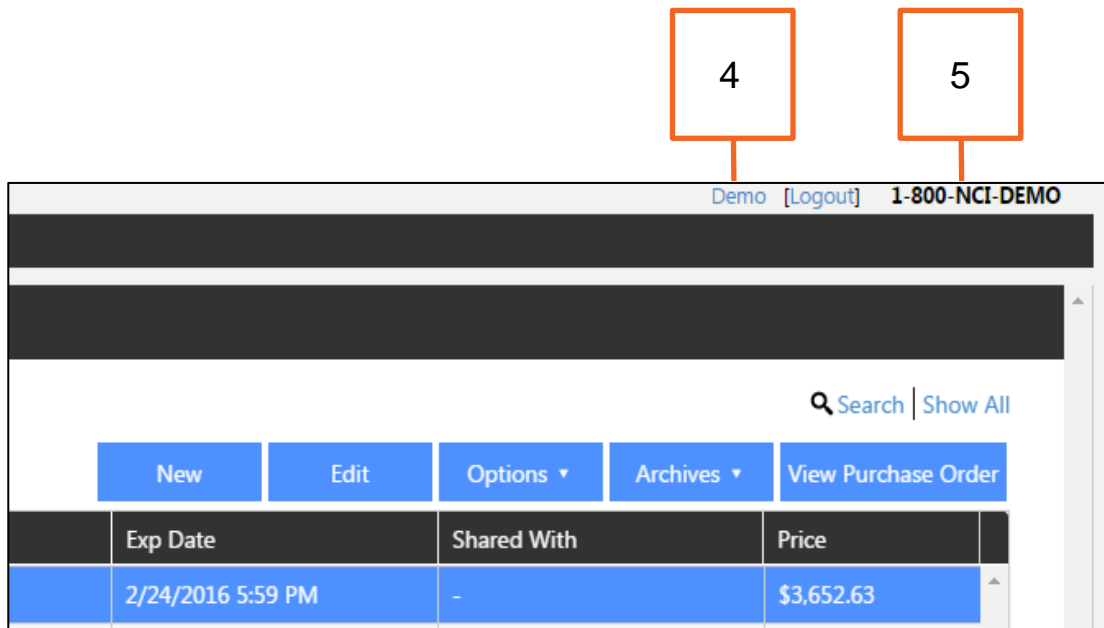
Navigation | Project Dashboard

1. **Company Name** – Displays name of company.
2. **Project Tabs** – The tabs separate the type of projects being ordered.
 - To view and manage building orders, click the **Building Projects** tab.
 - To view and manage component orders, click the **Component Projects** tab.
3. **Project Name** – Displays pertinent information regarding an order at a glance.



Navigation | Project Dashboard

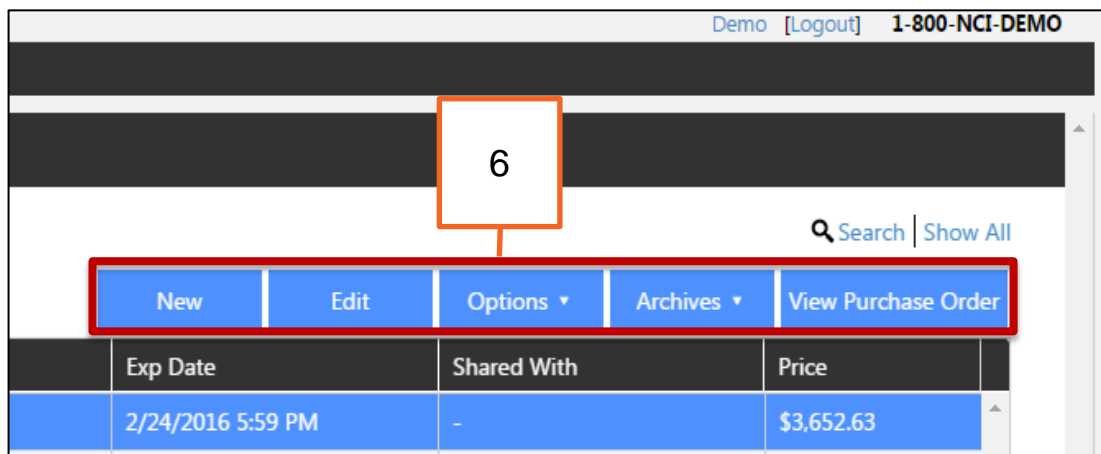
- 4. **Username** – Displays the name of the individual logged into the system. Clicking the username allows the user to manage basic profile information and change the account password.
- 5. **Customer Service Contact Information** – Phone number for users if they require assistance.



Navigation | Project Dashboard

6. Action Buttons – Help users complete tasks and manage the project dashboard

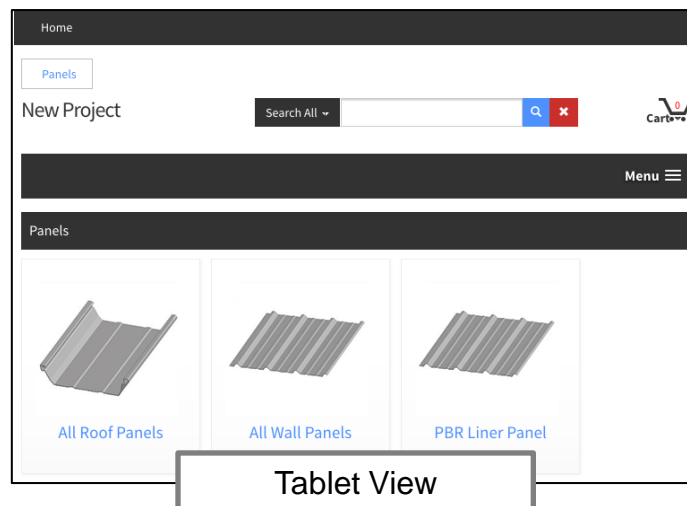
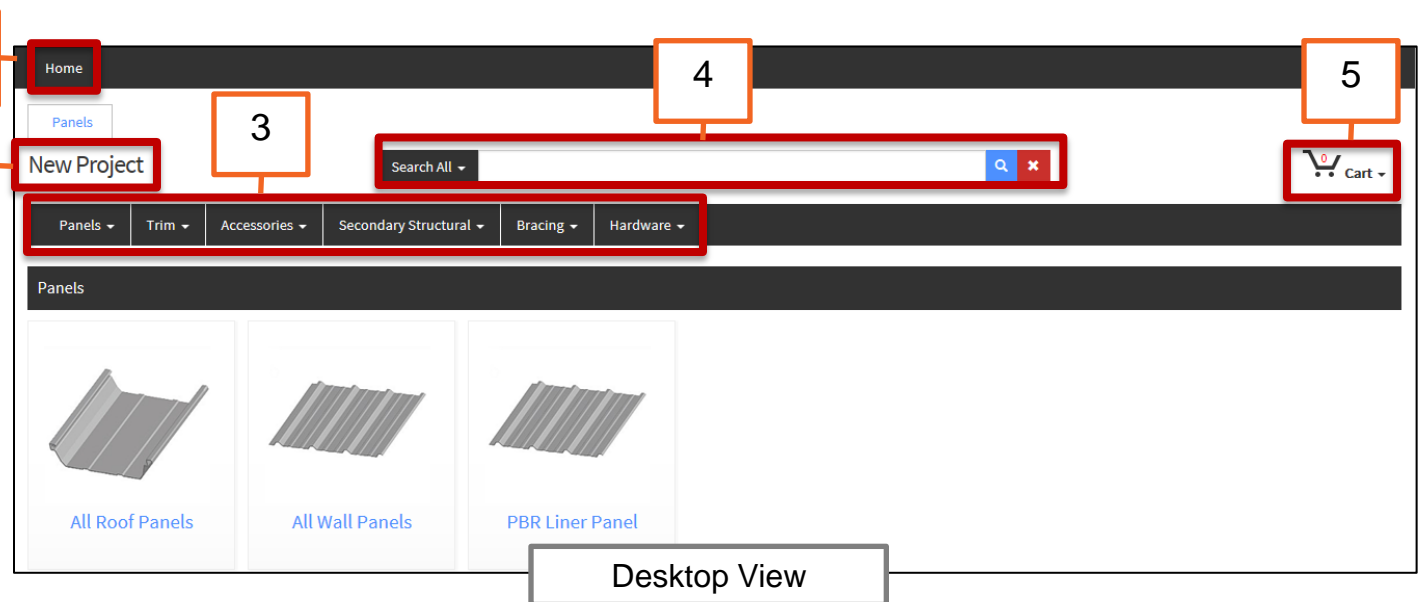
- *New* – Creates a new project
- *Edit* – Edits Information within a selected project
- *Options* – Displays options to manage an existing project (i.e. rename, copy, delete, share)
- *Archives* – View or archive existing projects
- *View Purchase Order* – View purchase order of a specific project



Project Dashboard | Order Page

When starting a new Components Project, users will be brought to the Components Online order page to select their items for purchase.

The ordering page has five sections: (1) Site Navigation Menu, (2) Project Name, (3) Product Menu, (4) Search Bar, and (5) Cart.



Component Projects | Order Page

1. Site Navigation Menu

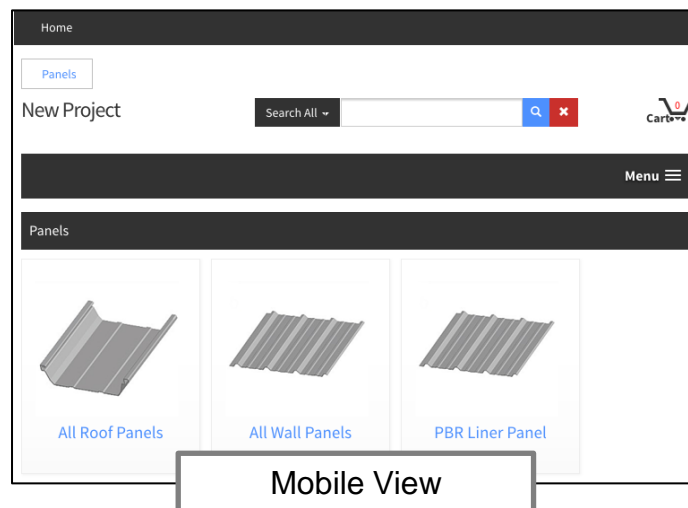
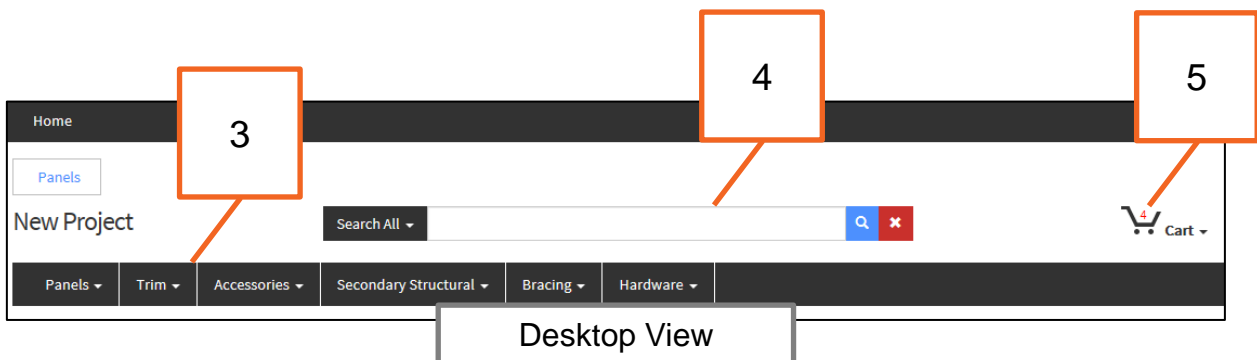
- **Home** – Returns user to Project Dashboard.
- **Administration** – Drop down menu with links to manage administrative tasks within Agora and Agora Components. The links available within this section vary based on a user's permissions set by the company administrator.

2. Project Name – Name assigned to current project.

The screenshot shows the 'Administration' dropdown menu. Callout 1 points to the 'Administration' dropdown arrow. Callout 2 points to the 'Tek Driller' button. The interface includes a navigation bar with 'Home' and 'Administration' (dropdown). Below the navigation bar, there is a 'Tek Driller' button. The main content area displays 'NCI Group' and a 'Tek Driller' dropdown menu. Below this, there are several dropdown menus: 'Panels', 'Trim', 'Accessories', 'Secondary Structural', 'Bracing', and 'Hardware'. At the bottom, there is a 'Tek Driller' button and a text input field.

Component Projects | Order Page

3. **Product Menu** – Category menus are available to help users navigate through the product offerings.
4. **Search Bar** – The search is where you can enter complete or partial information to search for products.
5. **Cart** – Displays the number of items currently in the cart to be purchased. Clicking the arrow next to the cart will provide a preview of the items placed in the cart.



The Ordering Process

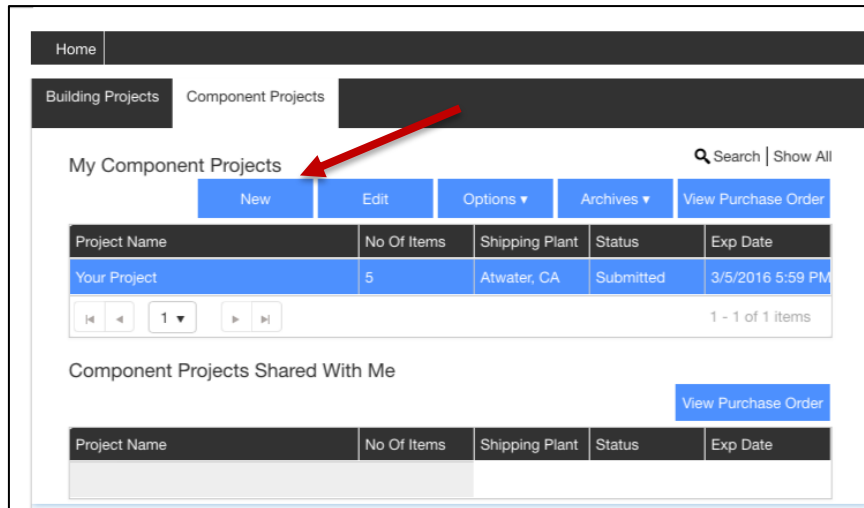
- Start an Order
- Search for Items
- Add Items to Cart
- View/Modify Items in Cart

[Back to Contents](#)

The Ordering Process | Start An Order

To order items, a project must first be created.

1. Click **New** from the Component Project Dashboard.



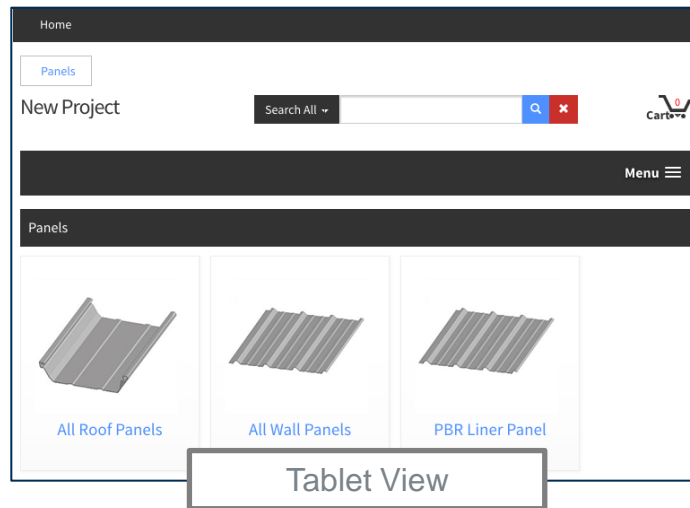
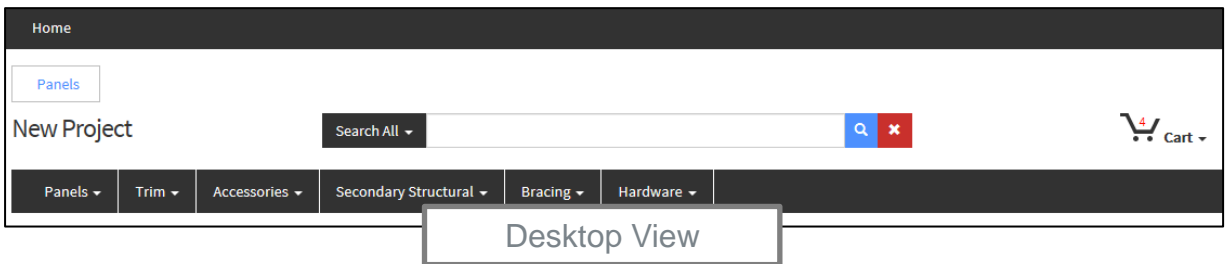
2. The Project Name and Zip Code are required fields. (Note: The Zip Code should be the location where the items will be shipped.) The Shipping From field is not required.

The screenshot shows the 'Add Component Project' dialog box. It has a title bar with a close button. Inside, there are two text input fields: 'Project Name' and 'Zip/Postal Code'. A red box highlights these two fields. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

3. Click **Ok** to create the Project.

The Ordering Process | Search for Items

Once the project has been created, you will be able to search the system for items to purchase.

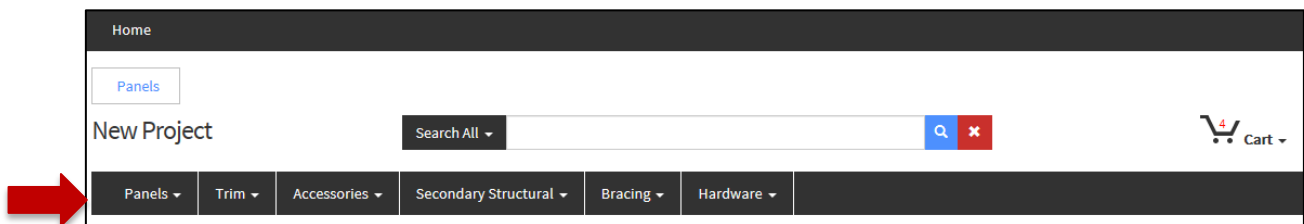


There are two methods for finding items in the system. Users may utilize either the Product Menu or the Search Bar.

The Ordering Process | Search for Items

Search with the Product Menu

When utilizing the Product Menu, products are grouped together by category.



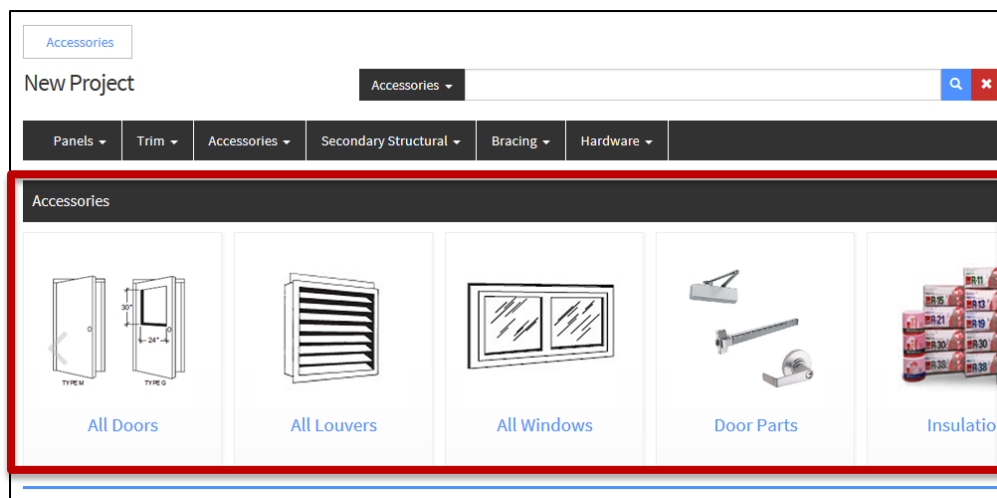
When using a mobile device, click the Menu icon to expand the category list.



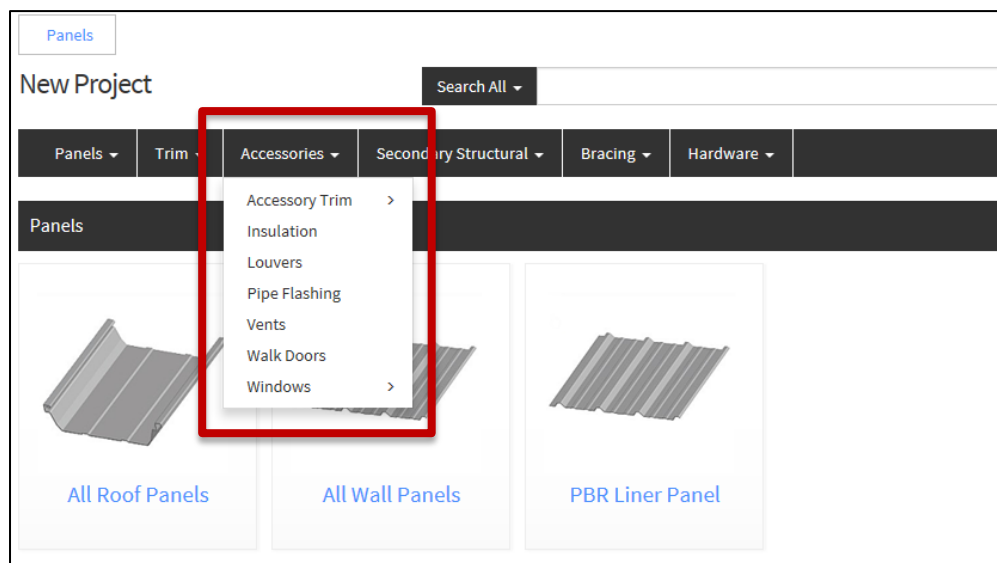
The Ordering Process | Search for Items

Users may click on or hover over a category in the Product Menu to find a specific group of items.

If you click a category, all sub-categories will appear in window below.



If you hover over a category, all sub-categories will appear in a dropdown menu below.



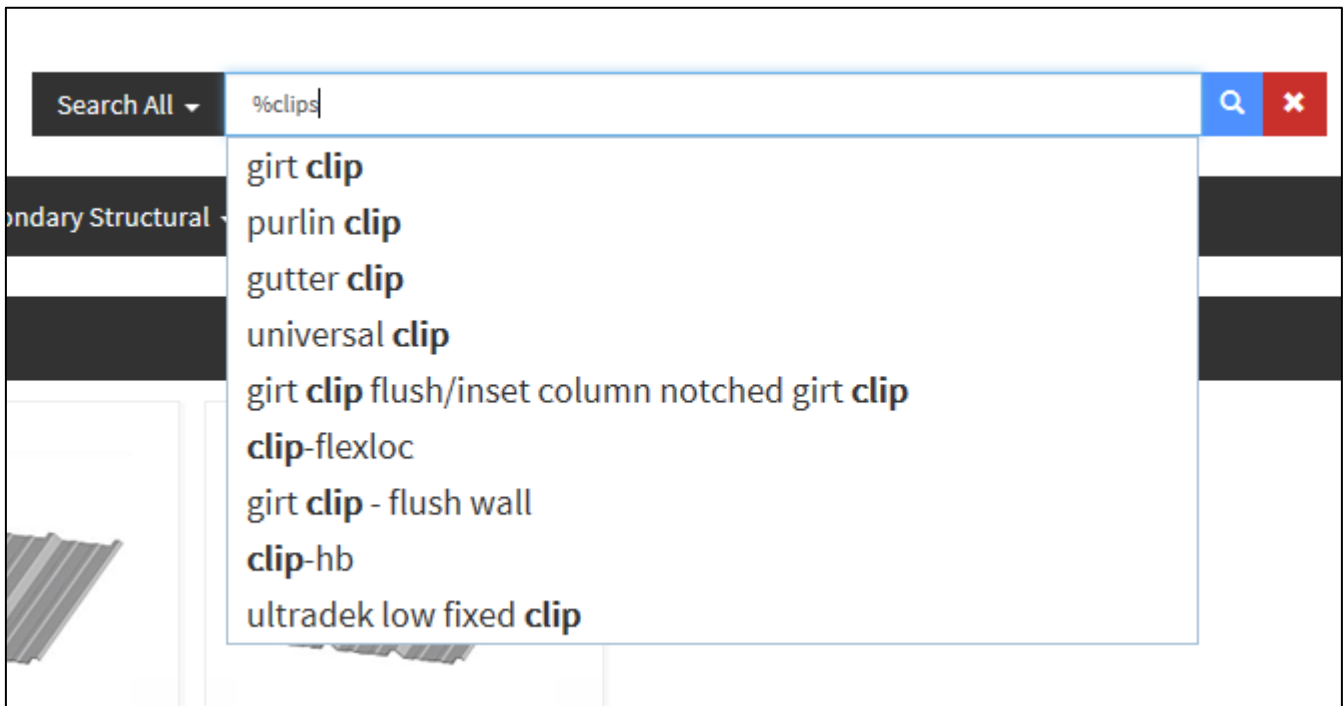
The Ordering Process | Search for Items

Search with the Search Bar

To utilize the search bar, enter any of the following information into the search field:

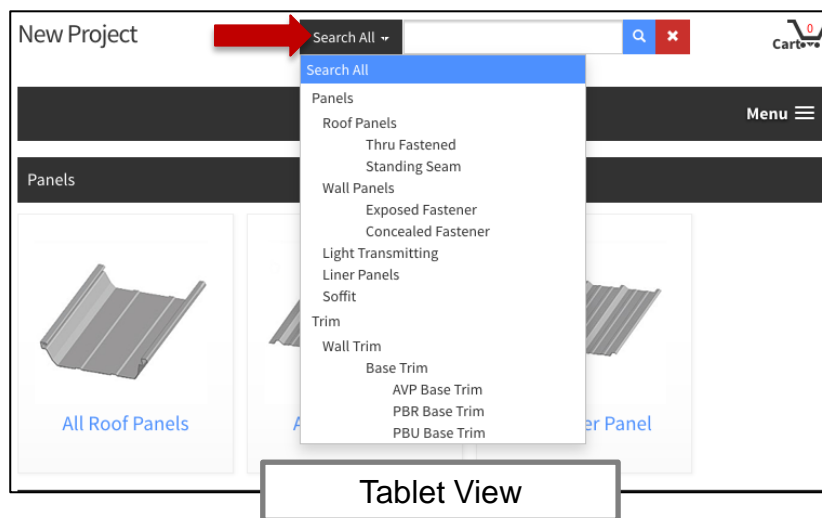
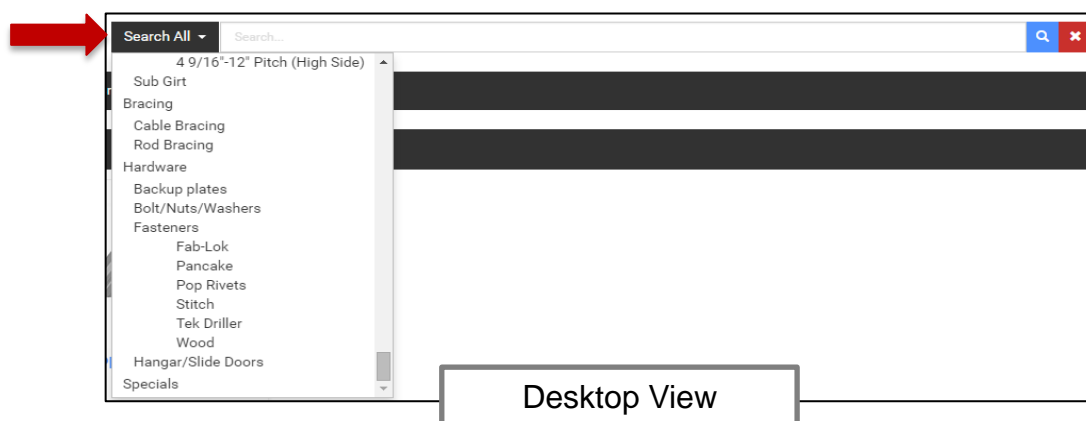
- Product Attributes (ex: 24", cap, roof panel)
- Item Description (ex: PBR 26", Door Header Angle)
- Part Number (ex: CL332, HW3745)

Users can also use the wildcard ('%') to search for items.



The Ordering Process | Search for Items

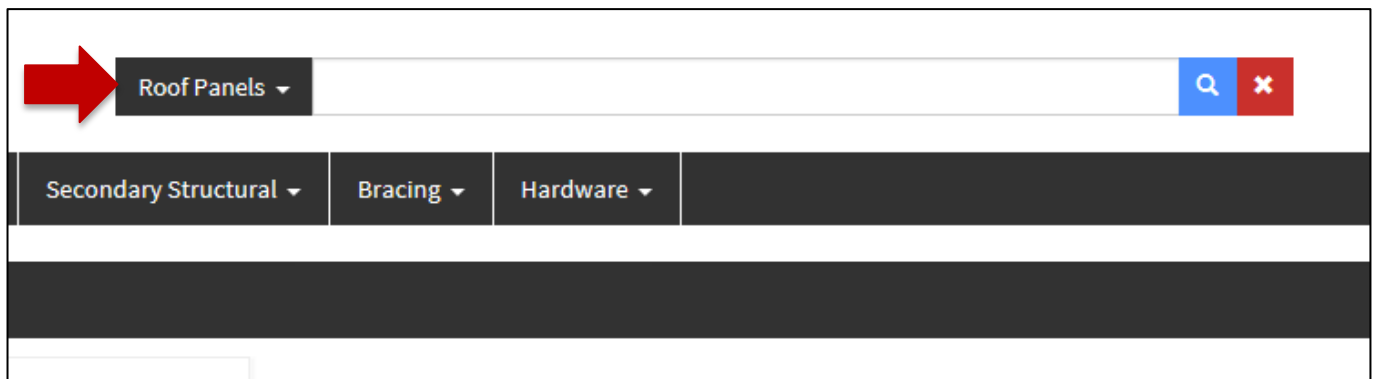
Search All is selected by default and searches are performed on the entire product offering.



The Ordering Process | Search for Items

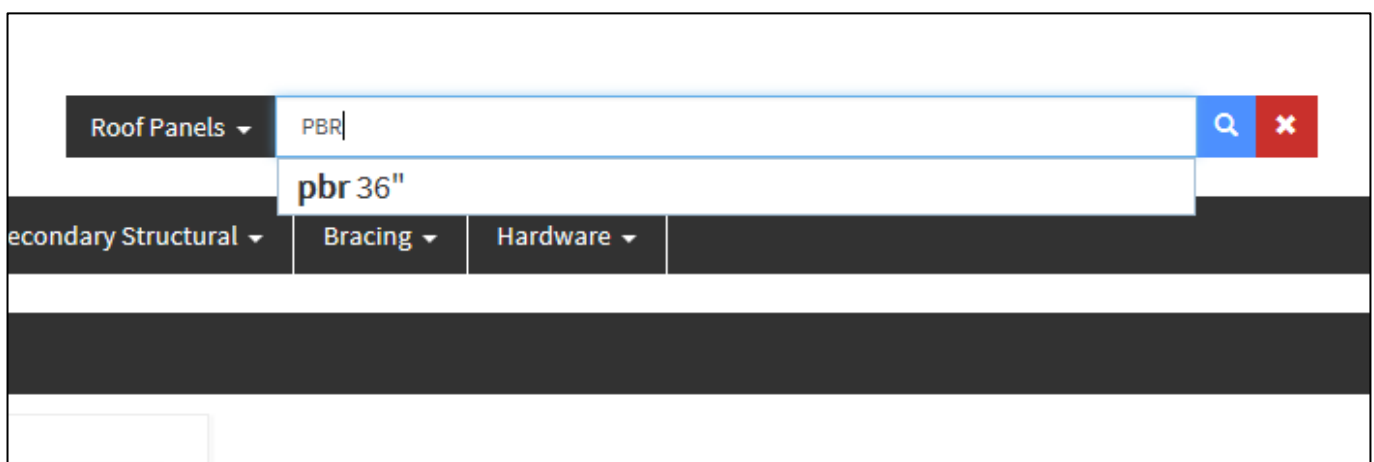
Search parameters can be further refined by searching within a specific category.

To select a different category, click the small arrow next to the search bar and select the desired category.



A screenshot of a web application's search interface. At the top, there is a search bar with a red arrow pointing to a dropdown menu currently set to "Roof Panels". To the right of the search bar are a blue magnifying glass icon and a red "X" icon. Below the search bar, there is a dark grey horizontal bar containing three dropdown menus: "Secondary Structural", "Bracing", and "Hardware". Below this bar is a large, solid dark grey rectangular area, likely representing a list of search results.

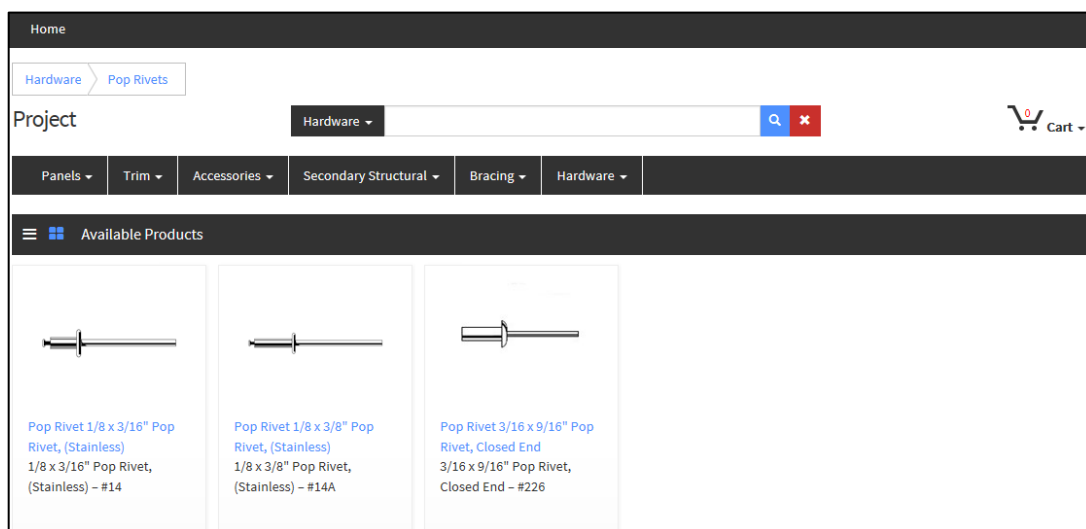
Based on input entered into the search field, results will auto-populate relevant items.



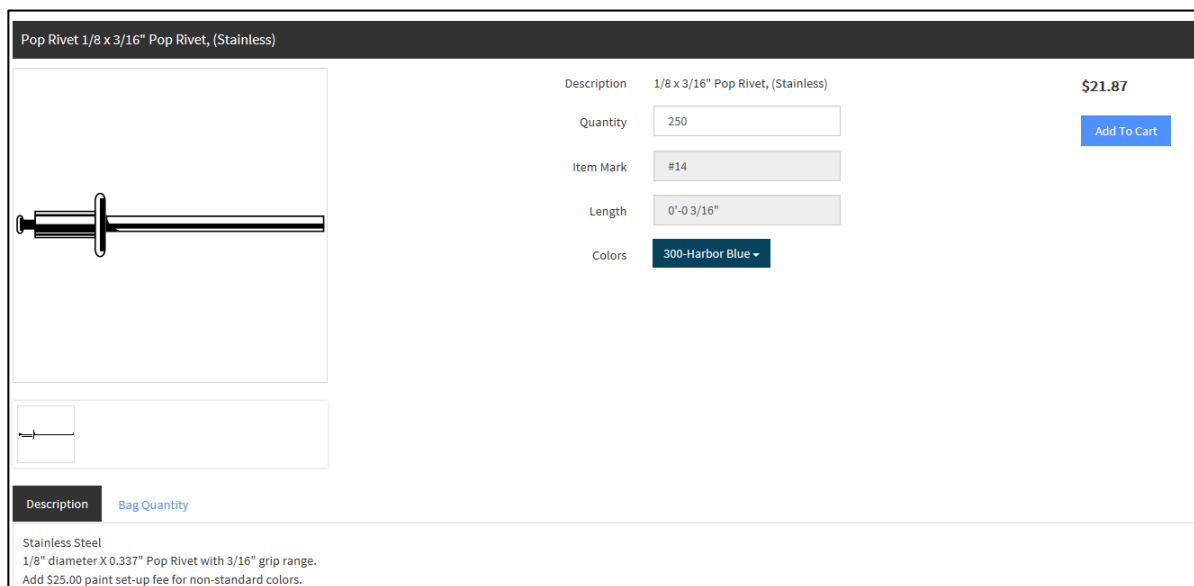
A screenshot of the same search interface as above, but with the search bar containing the text "PBR". A dropdown menu is open below the search bar, displaying the suggestion "pbr 36"". The "Roof Panels" category is still selected in the dropdown to the left of the search bar. The rest of the interface, including the category filters and the dark grey results area, remains the same.

The Ordering Process | Add Items to Cart

Once a user has entered search criteria, the item display will show detailed information on products matching the criteria.



Click on the item to specify requirements and add to the cart.




The Ordering Process | Add Items to Cart

Once the product has been selected, enter the desired specifications for the item based on the available fields. (ex: quantity, color, etc.)

Description		1/8 x 3/16" Pop Rivet, (Stainless)	\$21.87
Quantity	<input type="text" value="250"/>		Add To Cart
Item Mark	<input type="text" value="#14"/>		
Length	<input type="text" value="0'-0 3/16"/>		
Colors	<input type="text" value="300-Harbor Blue"/>		

The Ordering Process | Add Items to Cart

If an item has specific limitations (i.e. minimum length, minimum quantity, etc.) a notification will appear.

Panels ▾	Trim ▾	Accessories ▾	Secondary Structural ▾	Bracing ▾	Hardware ▾
Pop Rivet 1/8 x 3/8" Pop Rivet, (Stainless)					
		<div><div>Description</div><div>1/8 x 3/8" Pop Rivet, (Stainless)</div><div>The quantity is required to be in increments of 250.</div><div>Quantity <input type="text" value="250"/></div><div>Item Mark <input type="text" value="#14A"/></div><div>Length <input type="text" value="0'-0 3/8\"/></div><div>Colors <input type="text" value="300-Almond"/></div></div>			

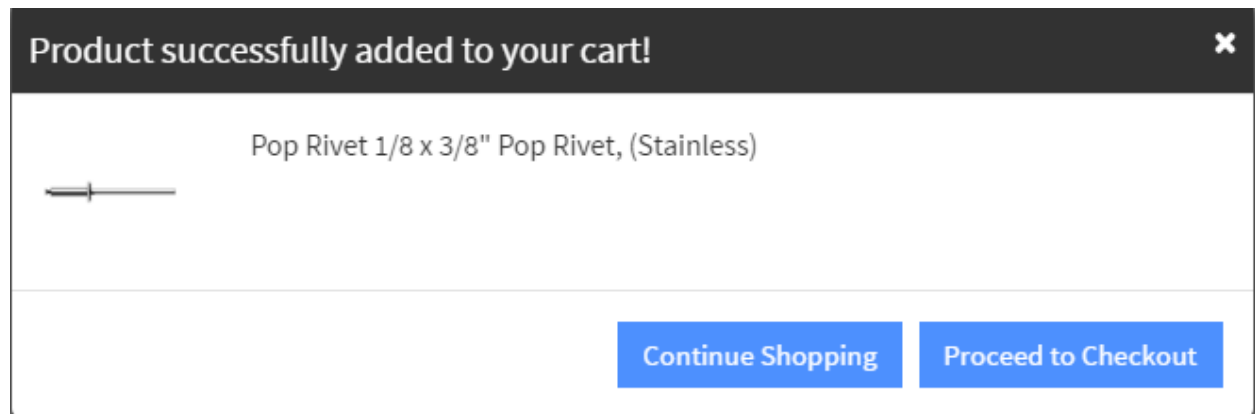
As specifications are entered, the price will be updated automatically to reflect any changes.

Description	1/8 x 3/16" Pop Rivet, (Stainless)	<div><div>\$43.74</div><div>Add To Cart</div></div>
Quantity	<input type="text" value="500"/>	
Item Mark	<input type="text" value="#14"/>	
Length	<input type="text" value="0'-0 3/16\"/>	
Colors	<input type="text" value="300-Harbor Blue"/>	

Click the **Add to Cart** button.

The Ordering Process | Add Items to Cart

Once the item is added to the cart, a confirmation message will appear.



Users can either **Continue Shopping** to add more items or **Proceed to Checkout** to complete the order.

The Ordering Process | View/Modify Items in Cart

After clicking **Proceed to Checkout**, the cart is displayed.

Test Company :: NCI Demo Customer - 0.8 - Build :: 6467

Demo [Logout] 1-800-NCI-DEMO

Home

Administration

Shopping Cart

NCI Group

Search All

Q

X

Cart

Panels

Trim

Accessories

Secondary Structural

Bracing

Hardware



Shopping Cart

Notes

Proceed to checkout

Subtotal:

\$430.88

Description	Mark	Price	Quantity
<div></div> <div>Pop Rivet 1/8 x 3/8" Pop Rivet, (Stainless) 1/8 x 3/8" Pop Rivet, (Stainless), Almond, 0'-0 3/8" Delete</div>	#14A	\$104.90	<input type="text" value="750"/>
<div></div> <div>Doublelok Doublelok, 18", Light Stone, 24 GA., 14'-0" Delete</div>	DL8	\$325.98	<input type="text" value="10"/>

Subtotal:

\$430.88

Notes

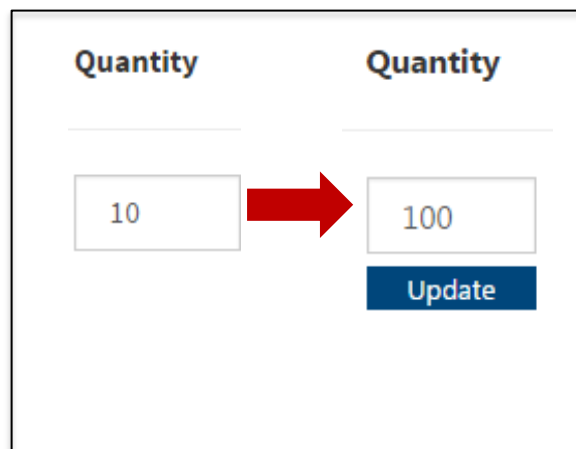
Proceed to checkout

The Ordering Process | View/Modify Items in Cart

Users may delete or modify the quantity of items in the cart.

Modify Quantities

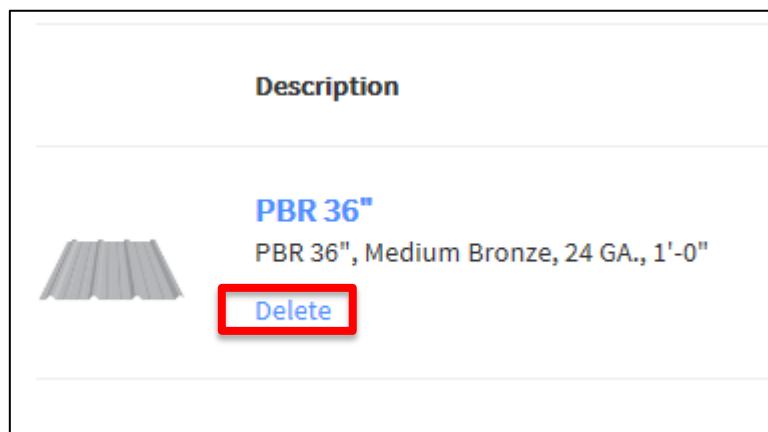
In the quantity field, update the numerical value and click **Update**.



The diagram illustrates the process of modifying the quantity of an item in a cart. It shows two input fields, both labeled "Quantity". The first field contains the value "10", and the second field contains the value "100". A red arrow points from the first field to the second, indicating the change. Below the second field is a blue button labeled "Update".

Delete Items

To delete items, click **Delete**.



The diagram shows a single item in a cart. It has a header "Description" and a sub-header "PBR 36\"". Below the sub-header is the text "PBR 36\", Medium Bronze, 24 GA., 1'-0\"". To the left of the text is a small image of a corrugated metal roof. Below the text is a blue button labeled "Delete", which is highlighted with a red border.

The Ordering Process | Checkout

After clicking **Proceed to Checkout**, the checkout is displayed.

During the checkout process, the **General Information** fields are auto populated with default values.

Any of these values can be changed from the drop-down menus.

All required fields are indicated by an asterisk.

The screenshot displays the checkout interface for NCI Group. At the top, there are tabs for 'Shopping Cart' and 'Checkout', with 'Checkout' being the active tab. Below the tabs, the 'NCI Group' logo is on the left, and a search bar with a 'Search All' dropdown and search/cancel buttons is in the center. On the right, there is a shopping cart icon with a '2' and the text 'Cart'. Below these elements is a navigation bar with dropdown menus for 'Panels', 'Trim', 'Accessories', 'Secondary Structural', 'Bracing', and 'Hardware'. The main section is titled 'General Information' and contains several fields: '* Terms' (Prepaid and Added), 'Shipping From' (Houston, TX (Fairview)), 'Customer PO#' (Customer PO#), '* Ship By' (Truck), '* Crating Type' (Standard Truckload), 'Ship With Job Number' (Job Number), 'Tax Exempt' (N/A), 'For Resale' (N/A), 'Has Truck Tarp' (checkbox), and 'For Export' (checkbox).

Shopping Cart > Checkout

NCI Group

Search All

Q X

2 Cart

Panels ▾ Trim ▾ Accessories ▾ Secondary Structural ▾ Bracing ▾ Hardware ▾

General Information

* Terms
Prepaid and Added ▾

Shipping From
Houston, TX (Fairview) ▾

Customer PO#
Customer PO#

* Ship By
Truck ▾

* Crating Type
Standard Truckload ▾

Ship With Job Number
Job Number

☐ Tax Exempt
N/A

☐ For Resale
N/A

☐ Has Truck Tarp

☐ For Export

The Ordering Process | Checkout

The **Shipping Information** is displayed below the General Information section.

Shipping Information

Jobsite Information

Buyer Information

Owner Information

First Name

Middle

Last Name

Email

Phone Number

Fax Number

Walter

Middle

Widget

walter@widgetworld.com

Phone Number

Fax Number

* Address 1

Address 2

400E. Pine St.

Address 2

City

State/Province

* Zip /Postal Code

County

Seattle

WA

98122

King

Notes

Proceed

By default, the **Same as Shipping Information** box is checked on the **Jobsite**, **Buyer** and **Owner Information** tabs.

Shipping Information

Jobsite Information

Buyer Information

Owner Information

☒ Same As Shipping Information

Shipping Information

Jobsite Information

Buyer Information

Owner Information

☒ Same As Shipping Information

Shipping Information

Jobsite Information

Buyer Information

Owner Information

☒ Same As Shipping Information

The Ordering Process | Checkout

Information on each tab may be modified by unchecking the **Same as Shipping Information** box and updating applicable fields.

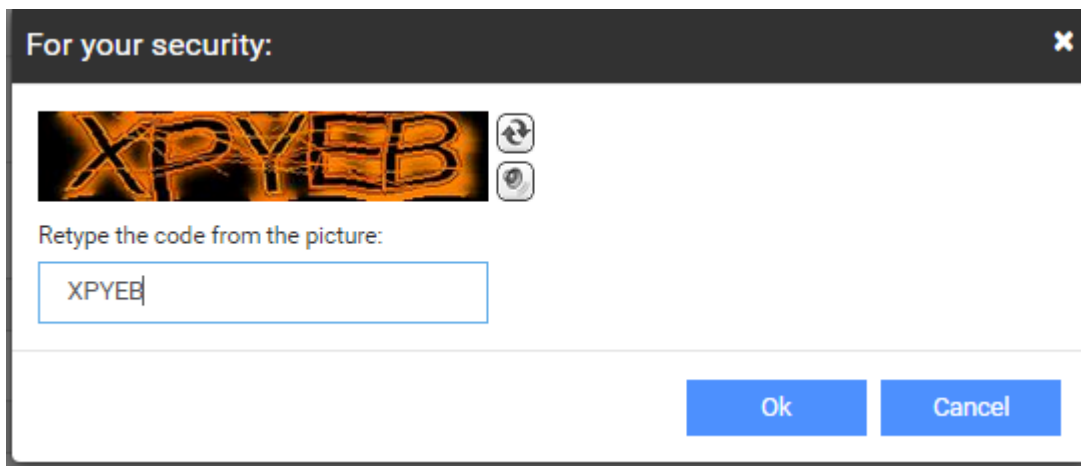
The screenshot shows the 'Buyer Information' tab selected among four options: Shipping Information, Jobsite Information, Buyer Information, and Owner Information. A red box highlights the 'Same As Shipping Information' checkbox, which is currently checked. Below this, the form contains fields for First Name (Wilbur), Middle (Middle), and Last Name (Widget). There is a field for Address 1 (911 Pine St.). At the bottom, there are fields for City (Seattle), State/Province (WA), and Zip/Postal Code (98101).

Once all of the order information has been completed, click **Proceed**.

This screenshot shows the bottom portion of the checkout form. It includes fields for email (walter@widgetworld.com), Phone Number, and Fax Number. Below these is a field for Address 2. There is also a dropdown menu for County, currently set to King. At the bottom right, there are two buttons: 'Notes' and 'Proceed'. The 'Proceed' button is highlighted with a red box.

The Ordering Process | Checkout

This action will prompt a security validation code screen to appear. Enter the code. Click **OK**.

A security validation dialog box titled "For your security:" with a close button (X) in the top right corner. It features a CAPTCHA image showing the code "XPYEB" in a stylized, glowing font. To the right of the image are two small circular icons: a refresh icon and a help icon. Below the image, the text "Retype the code from the picture:" is followed by a text input field containing "XPYEB". At the bottom right, there are two blue buttons labeled "Ok" and "Cancel".

For your security:

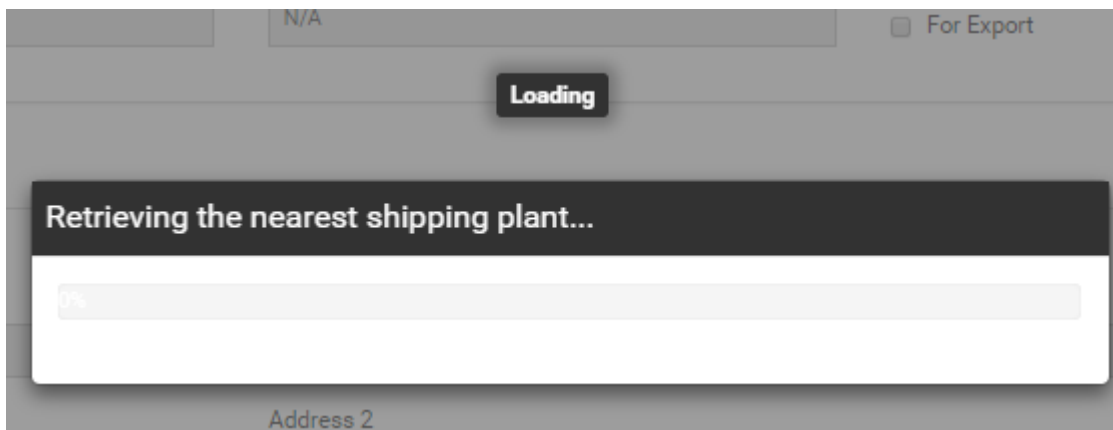
XPYEB

Retype the code from the picture:

XPYEB

Ok Cancel

The system will use the information provided to generate a Purchase Order.

A loading dialog box with a dark gray background. At the top, it says "Loading" in white text. Below this, a dark gray bar contains the text "Retrieving the nearest shipping plant...". Underneath is a white progress bar showing 0% completion. At the bottom, the text "Address 2" is visible. In the background, parts of a form are visible, including a field with "N/A" and a checkbox labeled "For Export".

N/A

For Export

Loading

Retrieving the nearest shipping plant...

0%

Address 2

The Ordering Process | Checkout


Sample Purchase Order:

Test Company :: Demo - 1.10

Demo [Logout]

Home Administration

Purchase Project



2/9/2016 12:15:06 PM Central Standard Time Version : 0.8

This Portion for Plant Use Only

Quote Number:

Date Received:

Request Ship Date: 2/13/2016

Customer: Demo/Demo

Dist #: DM: QM:

NCI Demo Customer (Demo)

Purchase Order For Production

Buyer Information

NameWilbur Widget

Address911 Pine St. Seattle WA 98101

CountyKing

Phone

Emailwilbur@widgetworld.com

Jobsite Information

NameWalter Widget

Address400E. Pine St. Seattle WA 98122

CountyKing

Phone

Emailwalter@widgetworld.com

Shipping Information

NameWalter Widget

Address400E. Pine St. Seattle WA 98122

CountyKing

Phone

Emailwalter@widgetworld.com

Owner Information

NameWalter Widget

Address400E. Pine St. Seattle WA 98122

CountyKing

Phone

Emailwalter@widgetworld.com

General Information

Project NameWidget World - Seattle

TermsPrepaid and Added

Shipping FromSpokane, WA

Customer PO#

Ship ByTruck

Crating TypeStandard Truckload

Ship With Job Number

Tax ExemptNo

For ResaleNo

Truck TarpNo

For ExportNo

Items

Qty	Mark	Description	Length	Weight	Price
18	BL6	Battenlok HS, 16", Fern Green, 24 GA., Panel Endlap = Middle	36'-2"	1,176.89	1,743.56
2500	#226	3/16 x 9/16" Pop Rivet, Closed End, Fern Green	0'-0 3/4"	18.50	521.08
12	BL6	Battenlok HS, 16", Fern Green, 24 GA., Panel Endlap = Middle	4'-2"	90.39	133.91

Uniform Terms and Conditions

Pricing Summary

Components	2,398.53	NOTE: The Terms and Conditions governing this contract are those contained in the section entitled "Uniform Terms and Conditions", and in addition, The parties hereto acknowledge and agree that Test Company is only required to furnish materials in accordance with this purchase order and the referenced terms and conditions as noted on the previous pages.
Adjustments	-47.97	
Estimated Weight (lbs)	1,406	
Crating Weight (lbs)	120	
Distance	280	
Truck Tarp Fee	0.00	
Freight	1,230.07	
Packaging Fee	72.00	
Estimated Tax	Not Included	
Applicable tax will be added at the time of invoice		
Total	3,652.63	

TERMS OF PAYMENT:

☐ I accept the terms and conditions.

Requested Dates

Buy

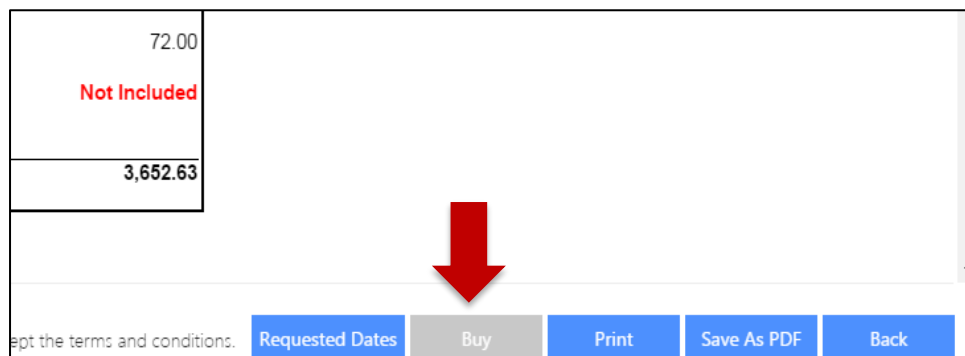
Print

Save As PDF

Back

The Ordering Process | Checkout

The Purchase Order will not be available to be submitted until specific information is entered. (The **Buy** option will not be selectable.)



The screenshot shows a checkout interface. On the left, a summary table displays a total of 72.00, with a red note 'Not Included' below it, and a subtotal of 3,652.63. To the right of the table is a large red arrow pointing down towards the 'Buy' button. At the bottom, there is a row of buttons: 'Requested Dates' (blue), 'Buy' (greyed out), 'Print' (blue), 'Save As PDF' (blue), and 'Back' (blue). A small text link 'Accept the terms and conditions.' is located to the left of the 'Requested Dates' button.

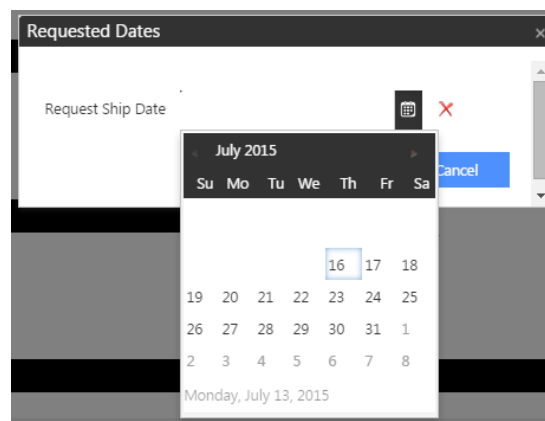
72.00
Not Included
3,652.63

Accept the terms and conditions. Requested Dates Buy Print Save As PDF Back

To submit the Purchase order, click **Requested Dates**.

A calendar will appear.

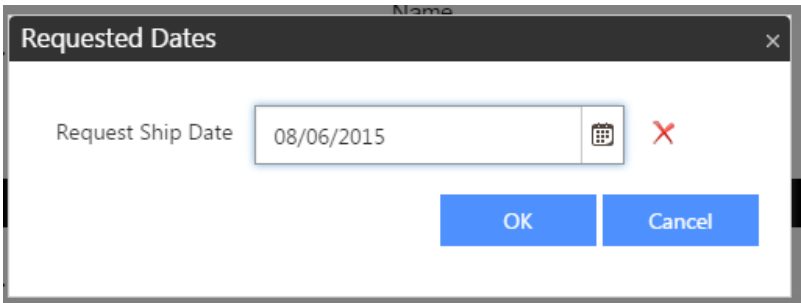
Click on the calendar to select an available date for shipping the order.
(Please note: the ship date selected is not guaranteed.)



The screenshot shows a 'Requested Dates' dialog box. It has a title bar with a close button. Inside, there is a 'Request Ship Date' label. A calendar for July 2015 is displayed, with the date 16 selected. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8). A 'Cancel' button is visible on the right side of the calendar. The date 'Monday, July 13, 2015' is shown at the bottom of the calendar.

The Ordering Process | Checkout

Click **OK**.



A dialog box titled "Requested Dates" with a close button (X) in the top right corner. It contains a label "Request Ship Date" followed by a text input field containing "08/06/2015". To the right of the input field is a calendar icon and a red "X" icon. At the bottom of the dialog are two blue buttons: "OK" and "Cancel".

Accept the Terms and Conditions. (The Terms and Conditions are included at the bottom of each Purchase Order.)



A horizontal navigation bar with a red arrow pointing to a checkbox labeled "I accept the terms and conditions.". To the right of the checkbox are five blue buttons: "Requested Dates", "Buy", "Print", "Save As PDF", and "Back".

Click **Buy**.

This will take you back to the Component Project Dashboard. The status next to the project order will change to **Submitted**.

Your order is complete.

Building Projects

Component Projects

My Component Projects

NewEditOptions

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM	-

1

Managing Projects

- View Purchase Order
- Copy Project
- Rename Project
- Share Project
- Un-share Project
- Export Project
- Import Project
- Archive Project
- Un-Archive Project

[Back to Contents](#)

Managing a Project | View Purchase Order

1. From the Project Dashboard, highlight the project to be viewed.
2. Click the **View Purchase Order**.

My Component Projects

</

The Purchase Order will display.

Test Company - Demo - 1.10 Demo - Logout

Home Administration ▾

Purchase Project

2/9/2016 11:39:31 AM Central Standard Time Version: 0.1

NCI BUILDING SYSTEMS

NCI Demo Customer (Demo)
Purchase Order For Production

This Portion for Plant Use Only

Quote Number:
Date Received:
Request Ship Date: 2/12/2016
Customer: Demo/Demo
Dist #: DM: GM:

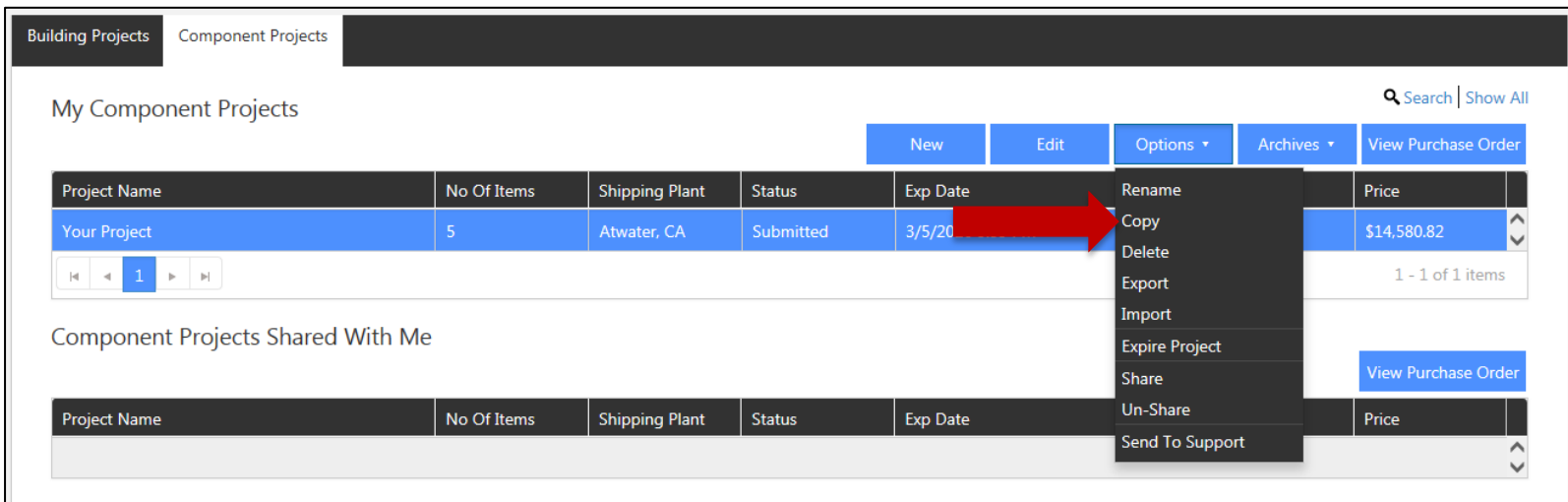
Buyer Information		Owner Information	
Name	Norm Chambers	Name	Norm Chambers
Address	10943 N. Sam Houston Pkwy W Houston TX 77065	Address	10943 N. Sam Houston Pkwy W Houston TX 77065
County	Harris	County	Harris
Phone		Phone	
Email	nxchambers@ncigroup.com	Email	nxchambers@ncigroup.com
Jobsite Information		General Information	
Name	Norm Chambers	Project Name	NCI Group
Address	10943 N. Sam Houston Pkwy W Houston TX 77065	Terms	Prepaid and Added
County	Harris	Shipping From	Houston, TX (Fairview)
Phone		Customer PO#	
Email	nxchambers@ncigroup.com	Ship By	Truck
Shipping Information		Crating Type	Standard Truckload
Name	Norm Chambers	Ship With Job Number	
Address	10943 N. Sam Houston Pkwy W Houston TX 77065	Tax Exempt	No
County	Harris	For Resale	No
Phone		Truck Tarp	No
Email	nxchambers@ncigroup.com	For Export	No

☐ I accept the terms and conditions

Requested Dates Buy Print Save As PDF Back

Managing a Project | Copy Project

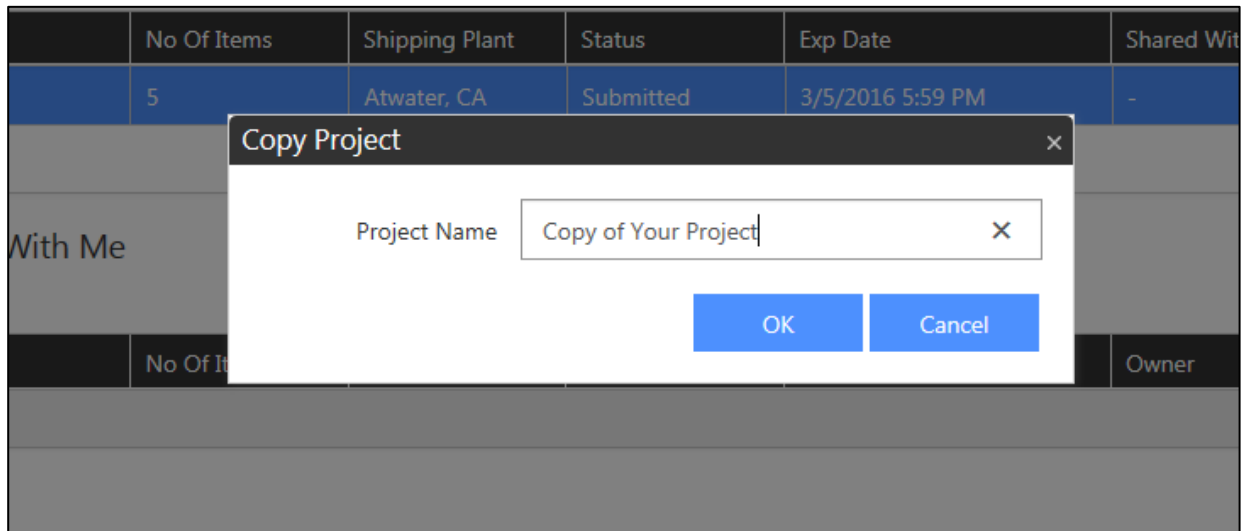
1. Highlight the desired project on the Project Dashboard.
2. Click **Options**. Select **Copy** from the dropdown menu.



The screenshot shows the 'My Component Projects' section of a web application. A table lists projects with columns: Project Name, No Of Items, Shipping Plant, Status, Exp Date, and Price. The first project, 'Your Project', is highlighted. A red arrow points to the 'Options' dropdown menu, which is open and shows the 'Copy' option selected. Other options in the menu include Rename, Delete, Export, Import, Expire Project, Share, Un-Share, and Send To Support. The 'Archives' dropdown and 'View Purchase Order' button are also visible.

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Price
Your Project	5	Atwater, CA	Submitted	3/5/2016	\$14,580.82

3. The Copy Project window will appear.
4. Rename the project and click **OK**.



The screenshot shows the 'Copy Project' dialog box. It has a title bar with a close button. Inside, there is a 'Project Name' label and a text input field containing 'Copy of Your Project'. There are 'OK' and 'Cancel' buttons at the bottom right. The background shows a blurred view of the project table from the previous screenshot.

No Of Items	Shipping Plant	Status	Exp Date	Shared With
5	Atwater, CA	Submitted	3/5/2016 5:59 PM	-

Managing a Project | Copy Project

You will be returned to the Project Dashboard and the copy of the project created will display on the Project Dashboard.

Building Projects

Component Projects

My Component Projects

Search

Show All

New

Edit

Options

Archives

View Purchase Order

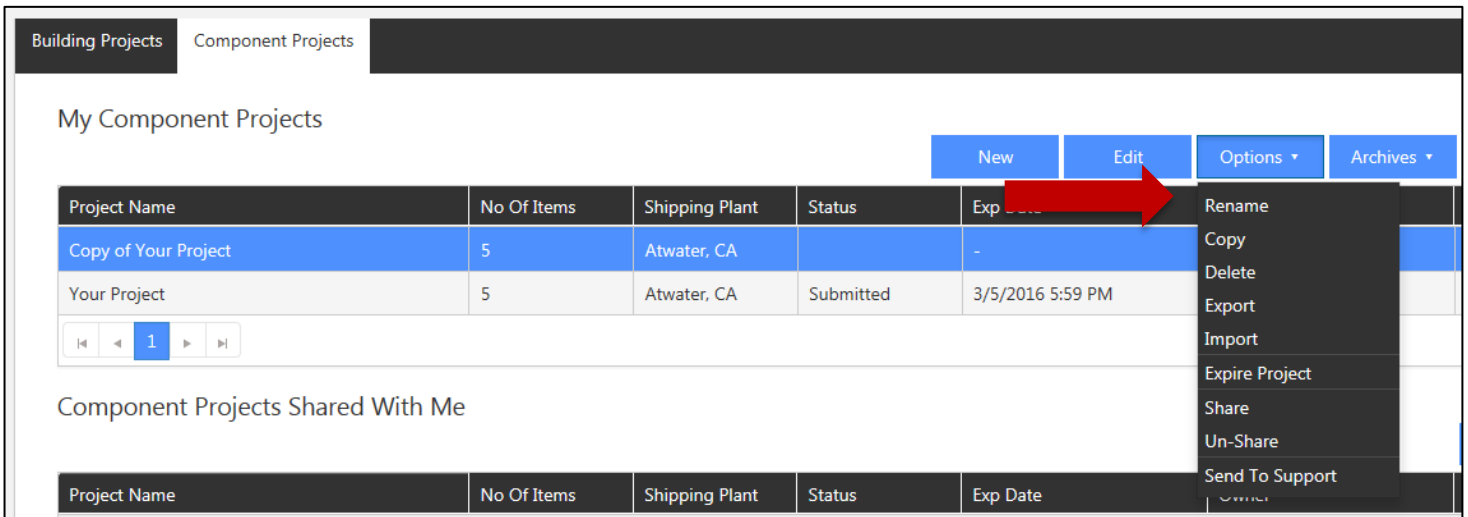
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price	
Copy of Your Project	5	Atwater, CA		-	-	\$0.00	^
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM	-	\$14,580.82	v

1

1 - 2 of 2 items

Managing a Project | Rename Project

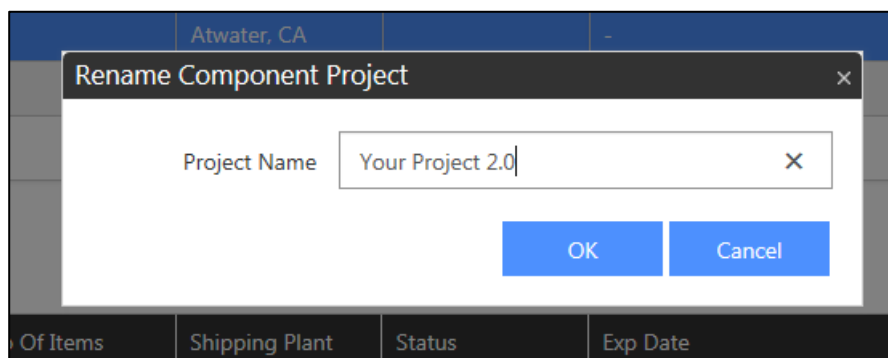
1. From the Project Dashboard, highlight the project to be renamed.
2. Click **Options**.
3. Select **Rename** from the dropdown menu.



The screenshot shows the 'My Component Projects' section of a dashboard. A table lists projects with columns: Project Name, No Of Items, Shipping Plant, Status, and Exp Date. The first row is 'Copy of Your Project' (5 items, Atwater, CA, Submitted, 3/5/2016 5:59 PM). The second row is 'Your Project' (5 items, Atwater, CA, Submitted, 3/5/2016 5:59 PM). A red arrow points to the 'Options' button above the table. The 'Options' dropdown menu is open, showing options: Rename, Copy, Delete, Export, Import, Expire Project, Share, Un-Share, and Send To Support.

Project Name	No Of Items	Shipping Plant	Status	Exp Date
Copy of Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM

4. Type the new Project Name and click **OK**.



The screenshot shows a 'Rename Component Project' dialog box. It has a text input field for 'Project Name' containing 'Your Project 2.0'. Below the input field are 'OK' and 'Cancel' buttons.

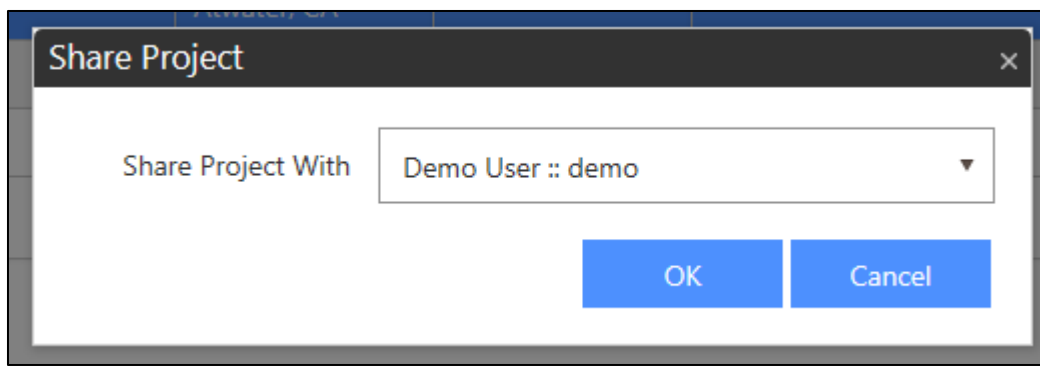
Project Name: Your Project 2.0

Buttons: OK, Cancel

The new project name will be displayed on the Project Dashboard.

Managing a Project | Share Project

1. Highlight the desired project on the Project Dashboard.
2. Click **Options**. Select **Share** from the dropdown menu.
3. From the Share Project menu, select the individual to share the project with. Click **OK**.



A screenshot of a 'Share Project' dialog box. The dialog has a title bar with 'Share Project' and a close button. Inside, there is a label 'Share Project With' followed by a dropdown menu showing 'Demo User :: demo'. At the bottom right are two buttons: 'OK' and 'Cancel'.

You will be able to see who the project was shared with in the **Shared With** column of the Project Dashboard.

My Component Projects						Search Show All	
		New		Edit	Options ▾	Archives ▾	View Purchase Order
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price	
Your Project 2.0	5	Atwater, CA		-	Demo User :: demo	\$0.00	



Managing a Project | Un-share Project

1. Highlight the desired project on Project Dashboard.
2. Click **Options**. Select **Un-share** from the dropdown menu.

My Component Projects


Project Name	No Of Items	Shipping Plant	Status	Exp Date	
Your Project 2.0	5	Atwater, CA		-	
Copy of Your Project	5	Atwater, CA		-	
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM	

Component Projects Shared With Me

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Owner
--------------	-------------	----------------	--------	----------	-------

Options menu:

- Rename
- Copy
- Delete
- Export
- Import
- Expire Project
- Share
- Un-Share
- Send To Support




Users will be able to tell that the project is no longer shared in the **Shared With** column of the Project Dashboard.

My Component Projects

Search | Show All

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price
Your Project 2.0	5	Atwater, CA		-	-	\$0.00



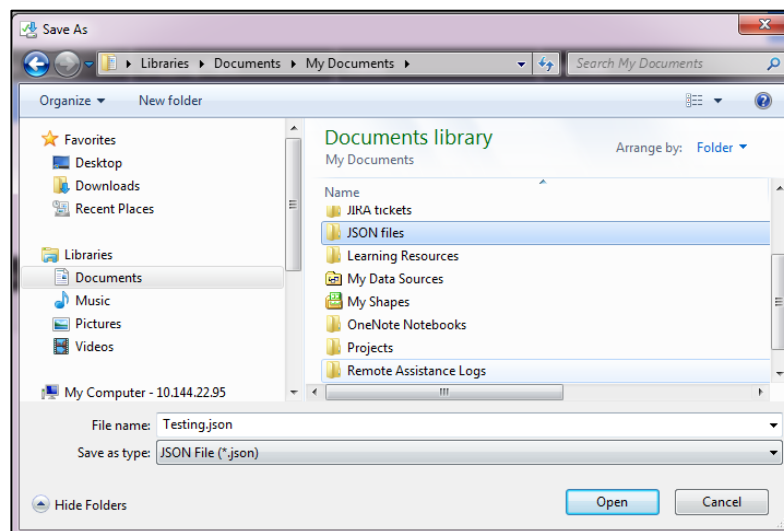
Managing a Project | Export Project

This feature is available to internal users only.

1. Highlight the desired project on the Project Dashboard.
2. Click **Options**. Select **Export** from the dropdown menu.
3. A .json file will be created. A pop-up will appear asking if you'd like to open or save the file.



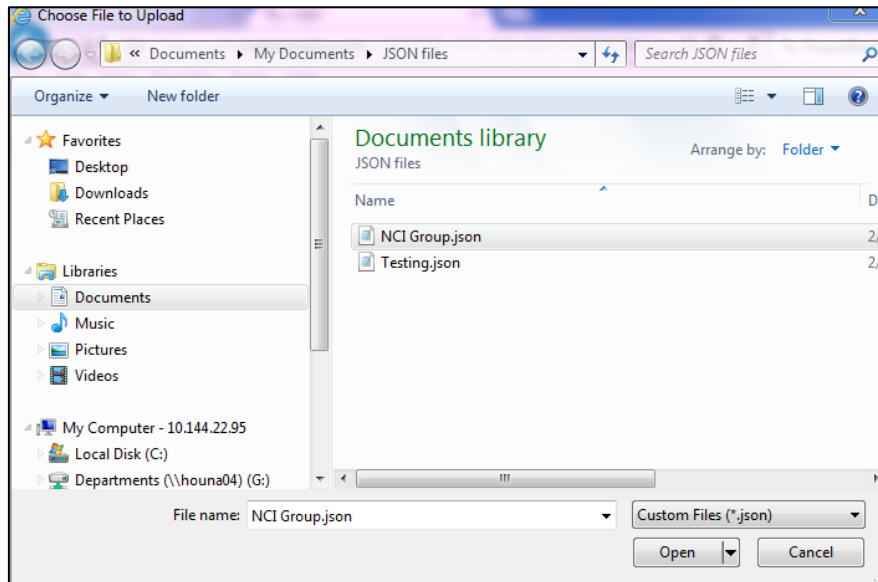
4. Click the arrow on the right side of **Save** button.
5. Select **Save As** from the menu.
6. Select the location to save the file. Rename the file.
7. Click **Save**.



Managing a Project | Import Project

This feature is available for internal users only.

1. Highlight the desired project on the Project Dashboard.
2. Click **Options**. Select **Import** from the dropdown menu.
3. Use the menu to navigate to the location of the .json file to import. Click **Open**.



The imported project will now be displayed on the project dashboard.

Managing a Project | Archive Project

If the project list is long, users may want to archive the project so it does not appear in the active project list.

1. Highlight the desired project on the Project Dashboard.
2. Click **Archives**. Select **Archive Project** from the dropdown menu.
3. The Project will be removed from the Project Dashboard and moved to the Project Archives. The projects are not deleted from the system.

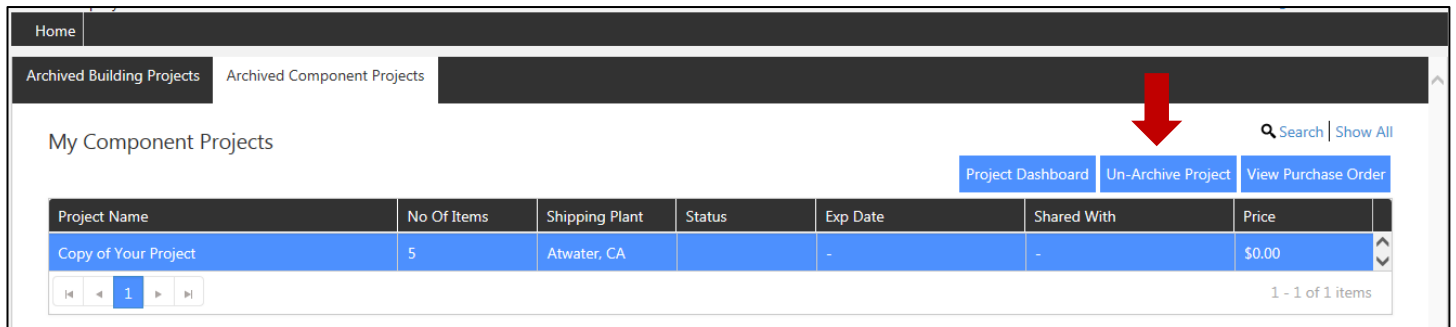
My Component Projects						Search Show All
						New Edit Options ▾ Archives ▾ View Purchase Order
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Sh	Archive Project
Your Project 2.0	5	Atwater, CA		-	-	View Archives

To see a list of your archived projects, select **View Archives**.

My Component Projects						Search Show All
						New Edit Options ▾ Archives ▾ View Purchase Order
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Archive Project
Your Project 2.0	5	Atwater, CA		-	-	View Archives

Managing a Project | Unarchive Project

1. Click **Archives**. Select **View Archives**. The Project Archives will display.
2. Highlight the desired project on the Archived Project list. Click **Un-Archive Project**.



The screenshot shows the 'Archived Component Projects' section. A table lists projects, with the first row highlighted in blue. The table has columns: Project Name, No Of Items, Shipping Plant, Status, Exp Date, Shared With, and Price. The first row contains: Copy of Your Project, 5, Atwater, CA, (empty), -, (empty), and \$0.00. To the right of the table are three buttons: Project Dashboard, Un-Archive Project, and View Purchase Order. A red arrow points to the 'Un-Archive Project' button. Above the buttons are search and show all links. Below the table is a pagination bar showing '1' of 1 items.

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price
Copy of Your Project	5	Atwater, CA		-	-	\$0.00

3. Click **Project Dashboard**
4. The un-archived project will reappear on the Project Dashboard.



This screenshot is identical to the previous one, showing the 'Archived Component Projects' section. A red arrow now points to the 'Project Dashboard' button instead of the 'Un-Archive Project' button.

Contact Information

[Back to Contents](#)

Contact Information

Metallic Building Company is committed to ensuring your success with Components Online. Our commitment to excellence begins with our commitment to our customers.

For questions, concerns or feedback, please call **1-866-800-6353** for further assistance.