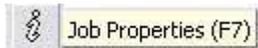


## Coil Selection Software Program - Tips for Getting Started

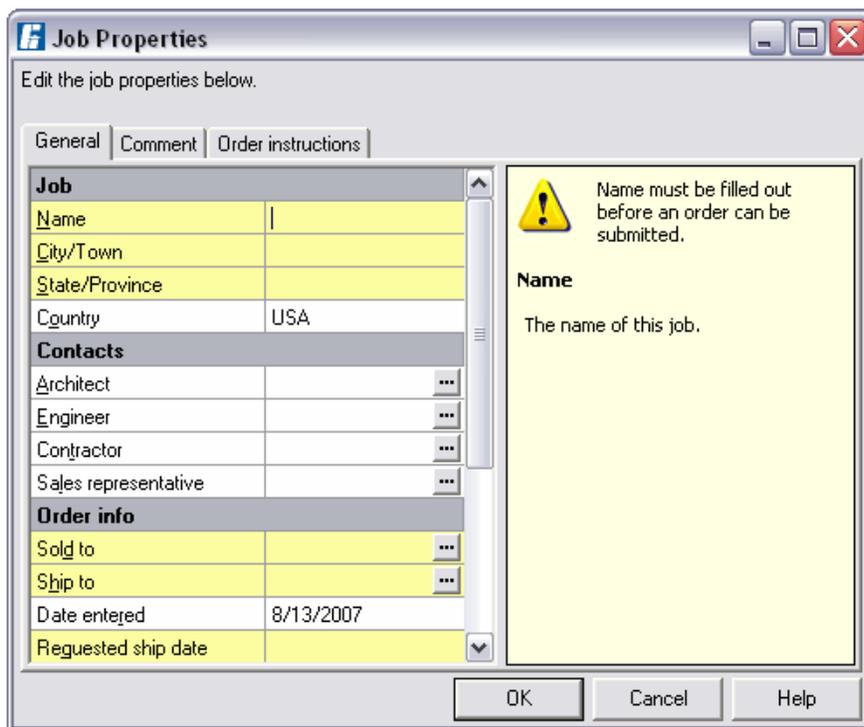
### How do I enter job information?

You've downloaded the program and you're ready to begin. You want to enter specific job information, but how? You can access the Job Properties window from the Main window three ways: press F7, pick Properties from the Job menu, or use the toolbar.



From there you can add general job info, comments, order instructions, and special information that the factory might need to be aware of.

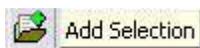
Much of this information shows up on the Job Summary report and the Order form.



The screenshot shows the 'Job Properties' dialog box with the 'General' tab selected. The dialog contains several sections: 'Job' with fields for Name, City/Town, State/Province, and Country (USA); 'Contacts' with fields for Architect, Engineer, Contractor, and Sales representative; and 'Order info' with fields for Sold to, Ship to, Date entered (8/13/2007), and Requested ship date. A yellow warning box on the right states: 'Name must be filled out before an order can be submitted.' Below the dialog are 'OK', 'Cancel', and 'Help' buttons.

### How do I start to select, price, and rate a Greenheck Coil product?

To add a new selection to the current job, choose Add from the Selection menu, type Ctrl+Ins, or click the toolbar button.

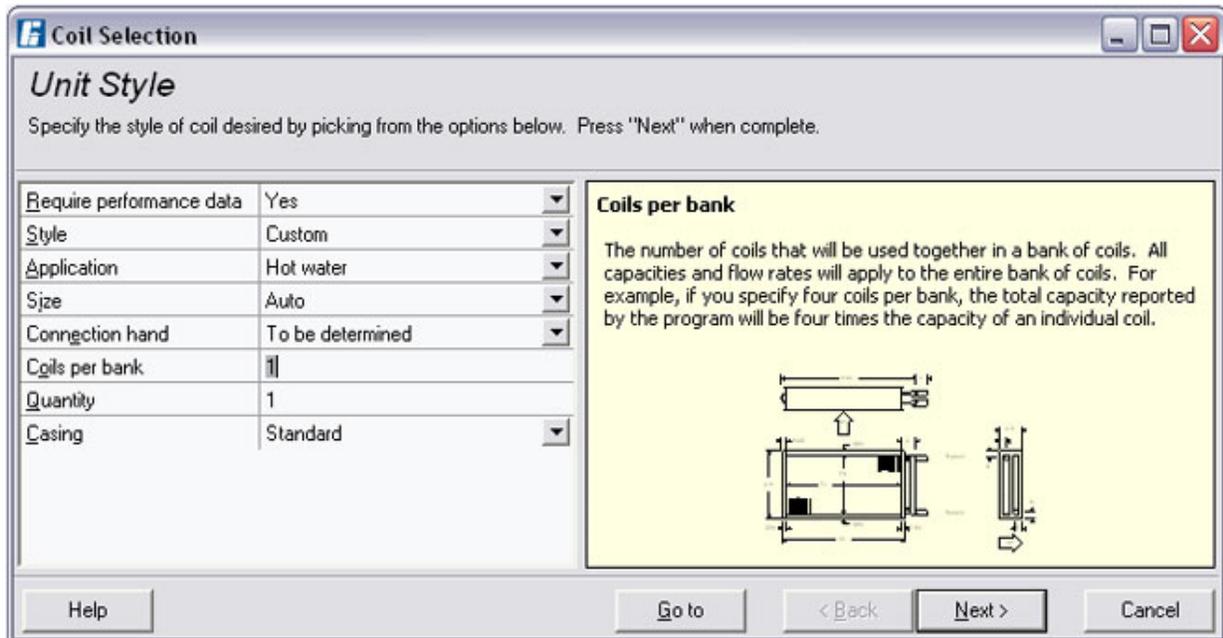


This will display a window where you can start entering information for the new selection.

## Can I price a coil without having to run performance data?

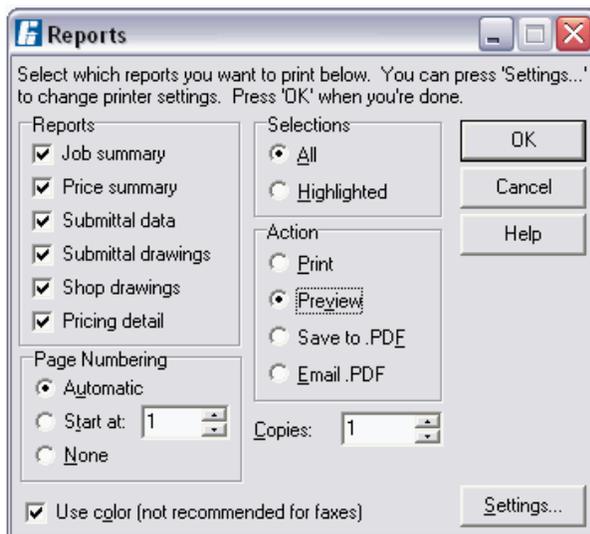
Yes! The “Require performance data” field on the Unit Style page automatically defaults to “Yes”. If you do not need coil performance data and are just looking for a price, select “No”.

We also have a **Quick Price** feature. From the main screen, click on “Program” at the top menu bar, then select “Quick Price” from the drop down menu.



## Can I print drawing submittals?

Yes! The program can generate submittal drawings as well as pricing and performance data reports. Click the Print button and reports can be previewed, saved, or e-mailed as a PDF (Acrobat Reader) file. All coil submittals will include material specifications, rows, FPI, overall casing dimensions, and connection sizes. Simply select the report and action you want and press "OK" to continue.



### **Can I create a coil schedule?**

Yes. Coil schedules can be created by clicking on "Job" from the top menu bar, then select "Setup Schedule" and "Coil" from the drop down menu. Select the fields from the list that you'd like to include in your schedule and click OK. Next, click on "Job" from the top menu bar again and select "Copy Schedule" and "Coil". The schedule has now been placed on a clipboard that can be pasted into any spreadsheet or word processing application.

### **What if I want to include a special price add?**

It's not unusual for a job to require options that are not part of the standard offering. (e.g., no hairpins, special crating, etc.). In these cases, the factory can supply a price add. You can begin working with price adds in the main window by highlighting the relevant coil selections. Click Add in the Price Add menu. Fill out the relevant information in the Price Add window and click OK.

An extensive Help menu is available within the program. However, if you need additional assistance, feel free to give us a call at (715) 574-8406 for assistance.