



Components
Online Overview
& User Guide



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What is Components Online?

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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

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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

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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

Customer Number

Username

Password

[Forgot Password?](#)

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[Terms](#) [Privacy Policy](#)

3. Users will be prompted to change the password.

Change Password ☒

Current Password

New Password

Re-enter new Password

Site Access | Existing User

Existing users of Ceco's CBS-Xpres program will be able to gain access to Components Online with the same credentials. Components Online can be found in the Authorized Builders section of the Ceco website or you can access the site [here](#).

Welcome

Select Language

English ▼

Customer Number

demo only

Username

demo user

Password

.....

Login

[Forgot Password?](#)

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[Privacy Policy](#)

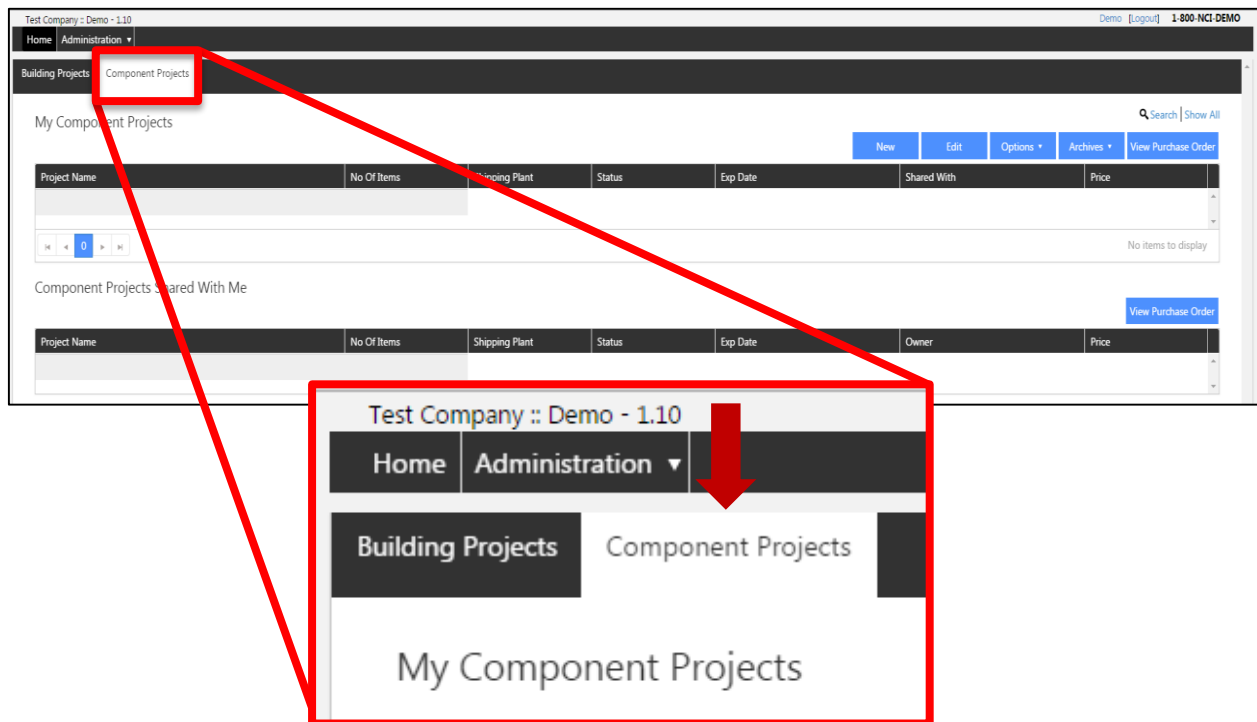
If you do not remember your username and password, please contact your customer service representative to request system access.

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.



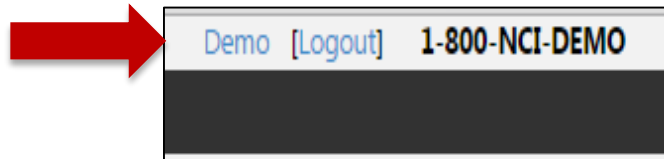
Navigating Components Online

- Update User Profile
- Project Dashboard
- Home Screen

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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 the header is a dark grey bar with the text "Update Profile Information". Underneath this is a section titled "User Information" with a horizontal line. Below the line are four input fields: "First Name", "Last Name", "Email", and "Username". At the bottom left of the form is a checkbox labeled "Change Password". At the bottom right 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 updating a user profile. The top navigation bar includes 'Test Company' and a '[Logout]' link. Below this is a 'Home' button. The main section is titled 'Update Profile Information'. Underneath, there's a 'User Information' section with input fields for 'First Name', 'Last Name', 'Email', and 'Username'. Below these is a 'Change Password' section. The 'Change Password' checkbox is checked, and a red arrow points to it. Below the checkbox are three input fields: 'Current Password', 'New Password', and 'Re-enter new Password'. At the bottom right of the form are two buttons: '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	5	Atwater, CA	Submitted	3/5/2016 5:59 PM

1 - 1 of 1 items

Component Projects Shared With Me

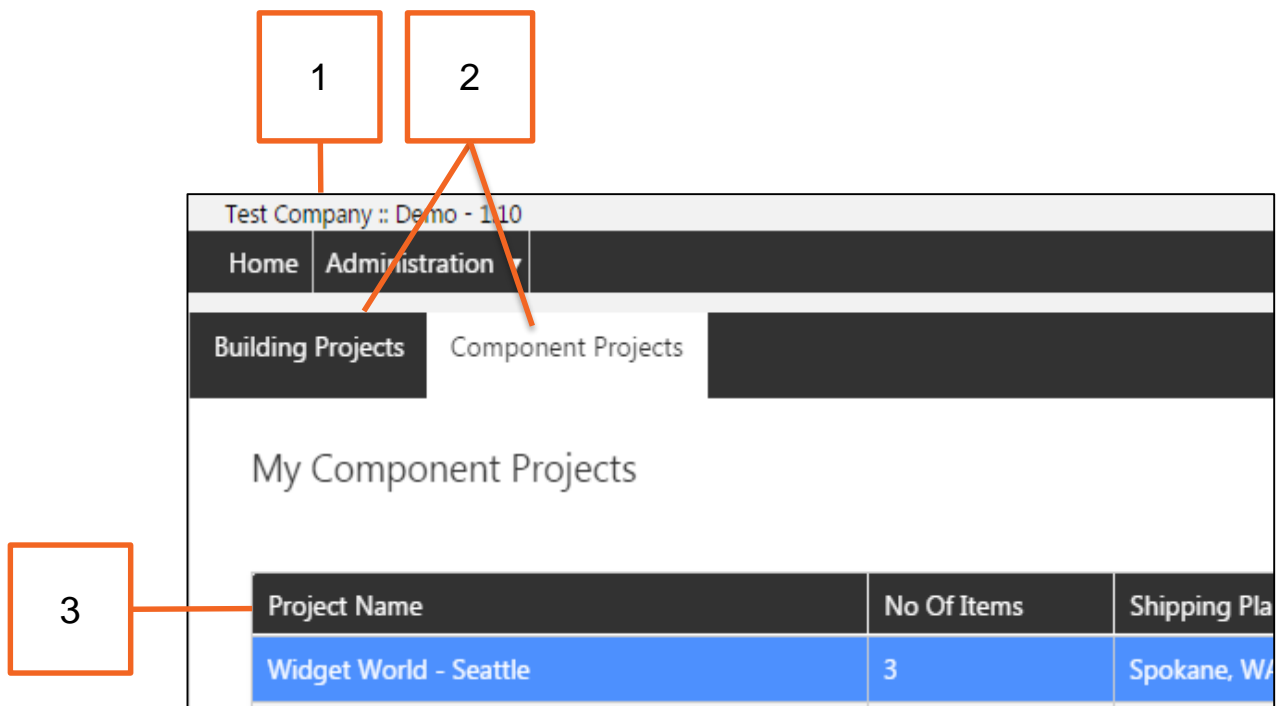
View Purchase Order

Project Name	Exp Date
--------------	----------

Tablet View

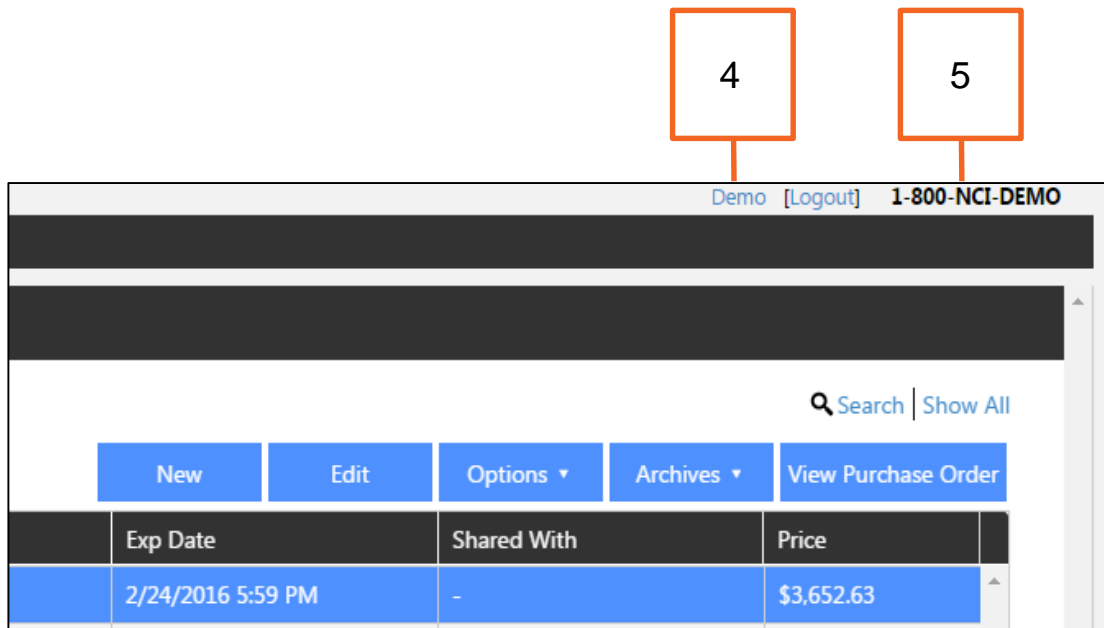
Navigation | Project Dashboard

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 Order List** – Displays pertinent information regarding an order at a glance.



Navigation | Project Dashboard

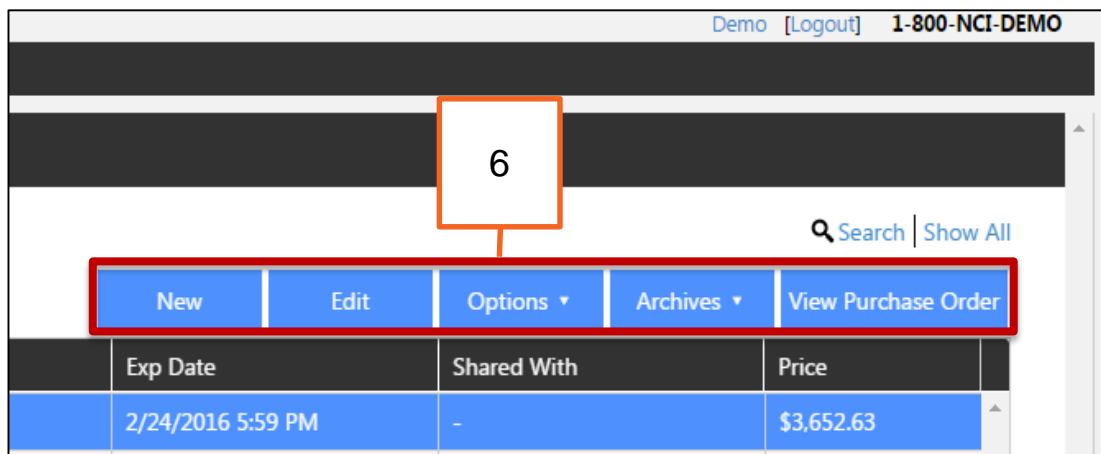
- 4. **Username** – Displays the name of the individual logged into the system. Clicking the username allows the user to manage basic profile information and change the account password.
- 5. **Customer Service Contact Information** – Phone number for users if they require assistance.



Navigation | Project Dashboard

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

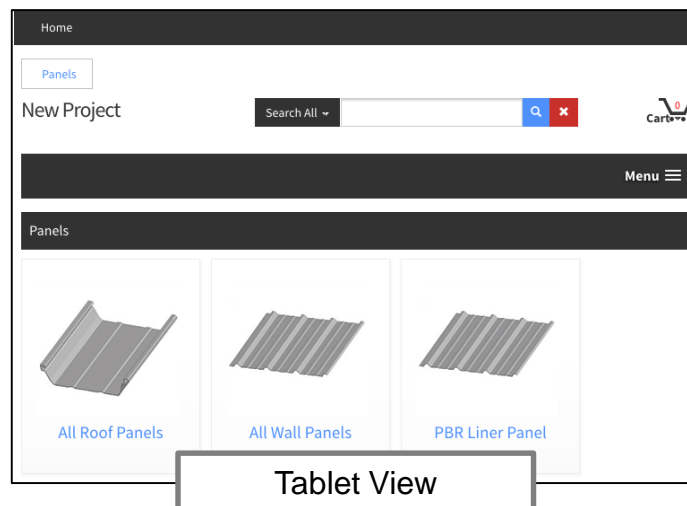
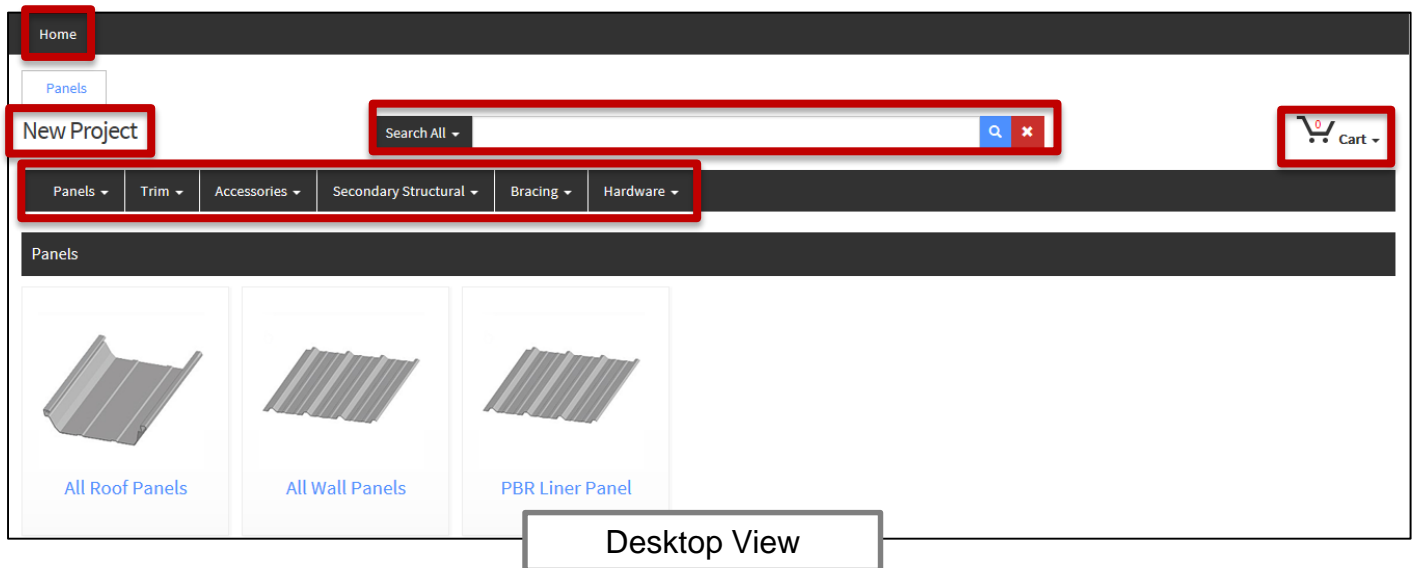
- *New* – Creates a new project
- *Edit* – Edits Information within a selected project
- *Options* – Displays options to manage an existing project (i.e. rename, copy, delete, share)
- *Archives* – View or archive existing projects
- *View Purchase Order* – View purchase order of a specific project



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 (5) sections: Site Navigation Menu, Project Name, Product Menu, Search Bar, and Cart.



Component Projects | Order Page

1. Site Navigation Menu

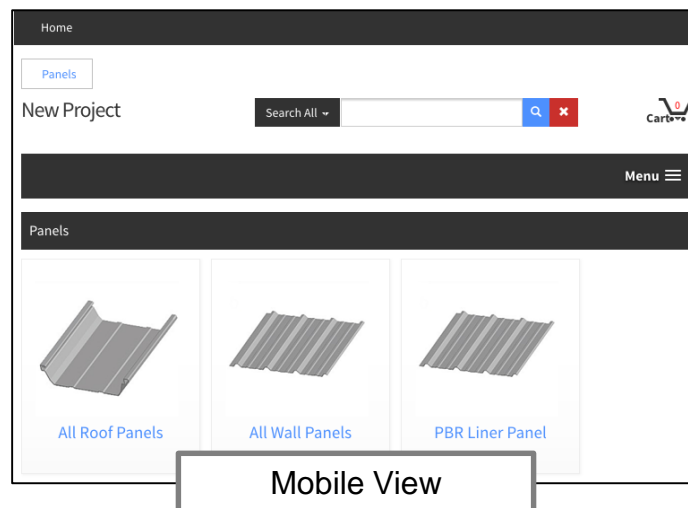
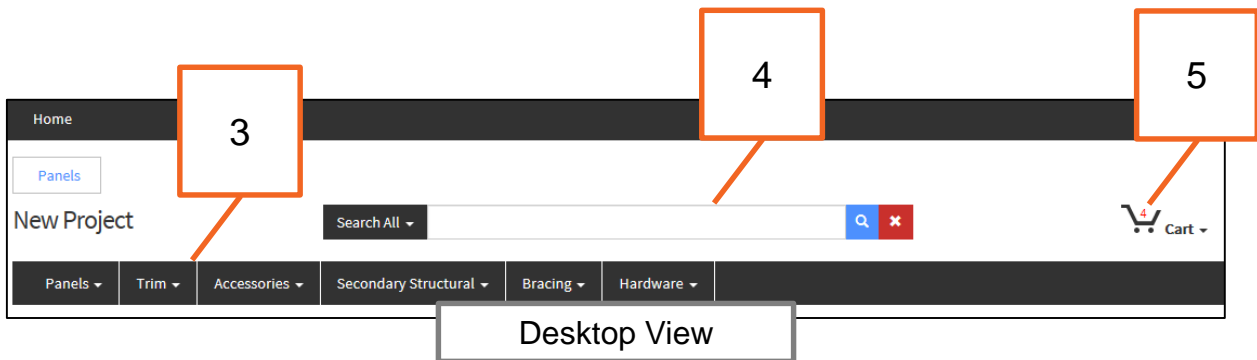
- **Home** – Returns user to Project Dashboard.
- **Administration** – Drop down menu with links to manage administrative tasks within Agora and Agora Components. The links available within this section vary based on a user's permissions set by the company administrator.

2. Project Name – Name assigned to current project.

The screenshot shows a web interface for a project. At the top, there is a dark navigation bar with 'Home' and 'Administration' (with a dropdown arrow). Below this, a light gray box contains the text 'Tek Driller'. The main content area has a white background. A callout box labeled '1' points to the 'Administration' dropdown menu. Another callout box labeled '2' points to the 'NCI Group' text, which is part of a larger form field. To the right of 'NCI Group' is a dropdown menu labeled 'Tek Driller' with a dropdown arrow. Below these are several tabs: 'Panels', 'Trim', 'Accessories', 'Secondary Structural', 'Bracing', and 'Hardware', each with a dropdown arrow. At the bottom, there is a dark gray bar with the text 'Tek Driller' and a white input field below it.

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

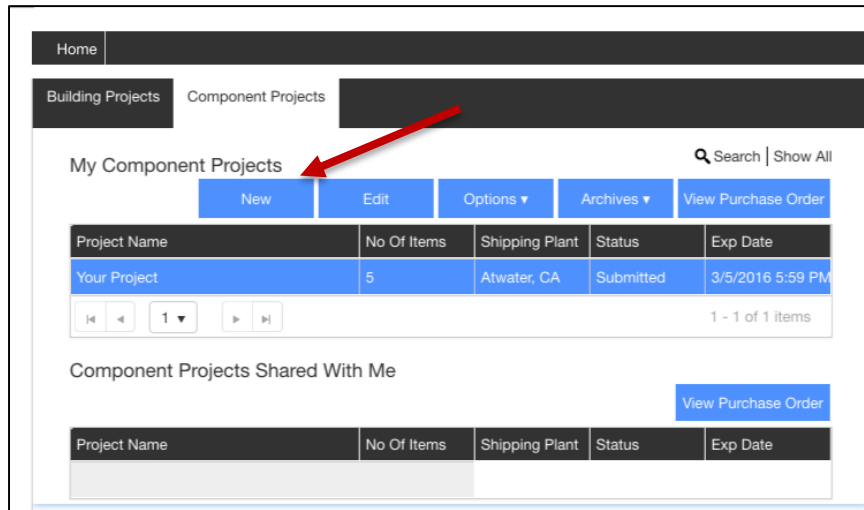
- Start an Order
- Search for Items
- Add Items to Cart
- View/Modify Items in Cart

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The Ordering Process | Start An Order

To order items, a project must first be created.

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



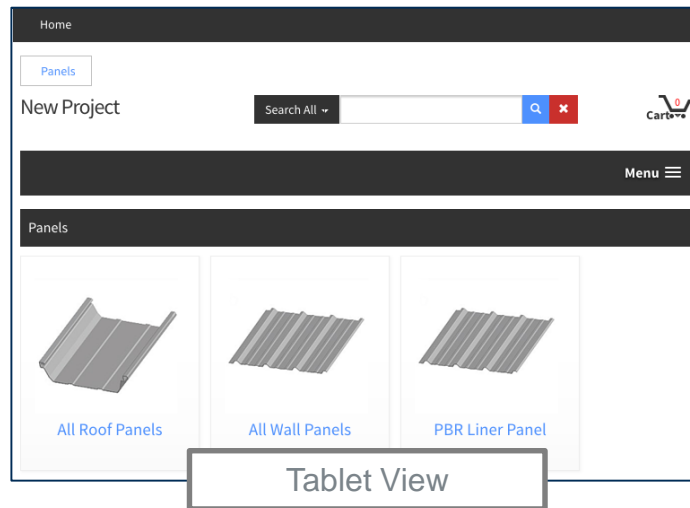
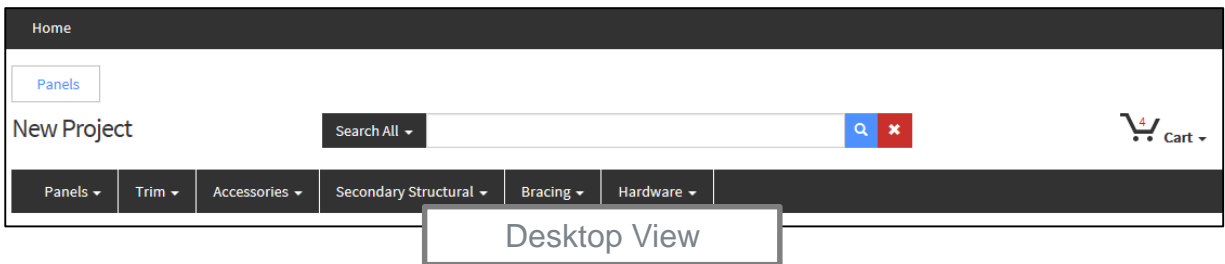
2. The Project Name and Zip Code are required fields. (Note: The Zip Code should be the location where the items will be shipped.) The Shipping From field is not required.

The screenshot shows the 'Add Component Project' dialog box. It has a title bar with a close button. Inside, there are three input fields: 'Project Name', 'Zip/Postal Code', and 'Shipping From'. The 'Project Name' and 'Zip/Postal Code' fields are highlighted with a red border, indicating they are required. The 'Shipping From' field is a dropdown menu with the text 'Please select a shipping plant'. 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.

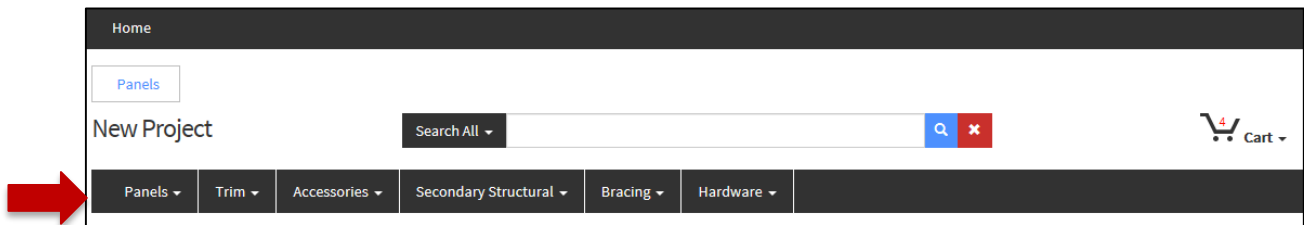


There are two methods for finding items in the system. Users may utilize either the Product Menu or the Search Bar.

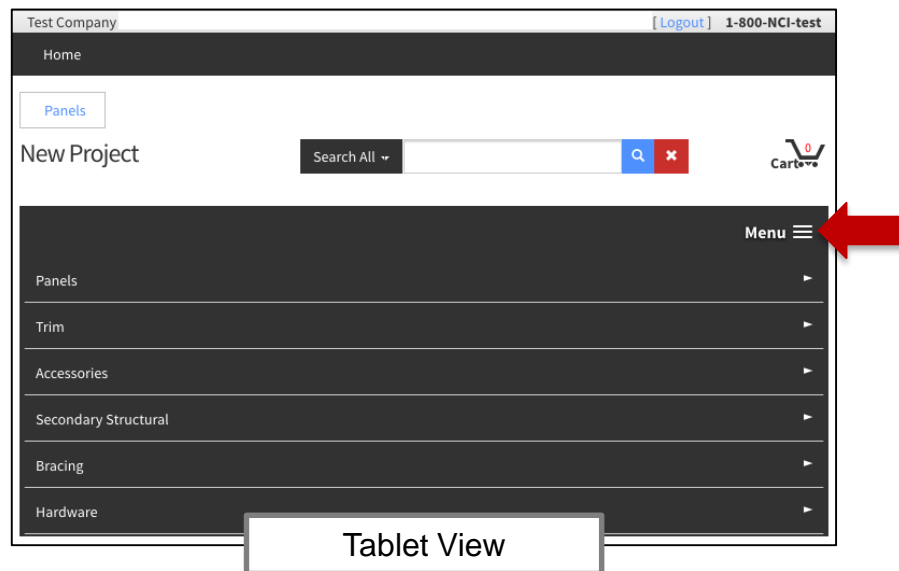
The Ordering Process | Search for Items

Search with the Product Menu

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



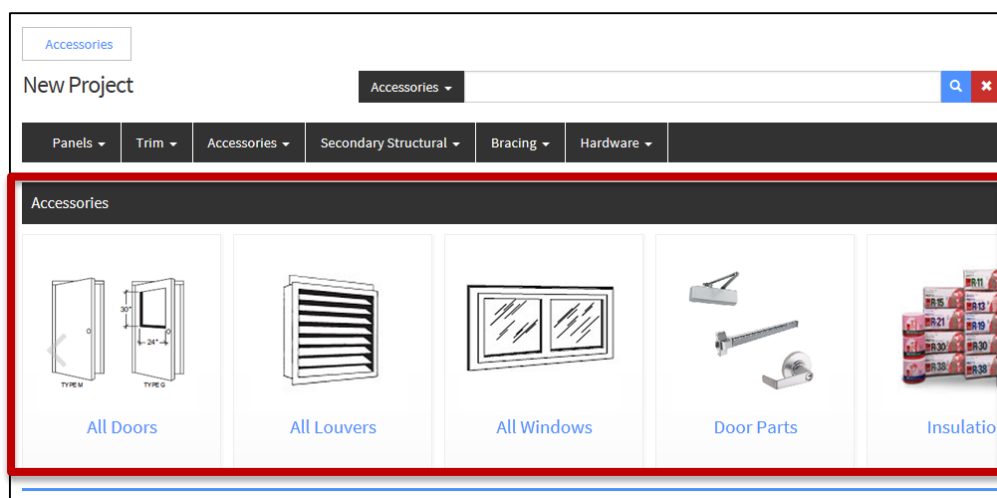
When using a mobile device, click the Menu icon to expand the category list.



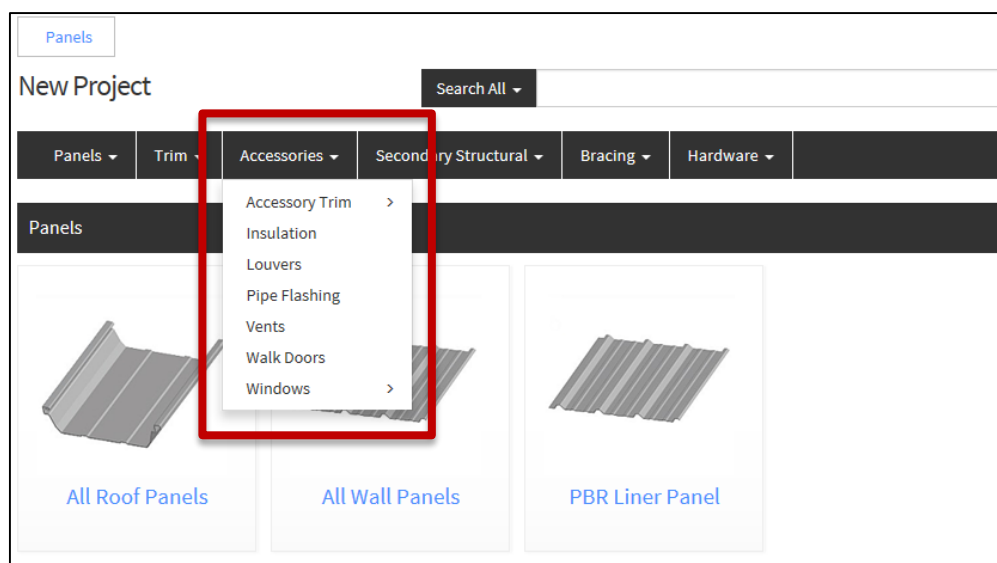
The Ordering Process | Search for Items

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.



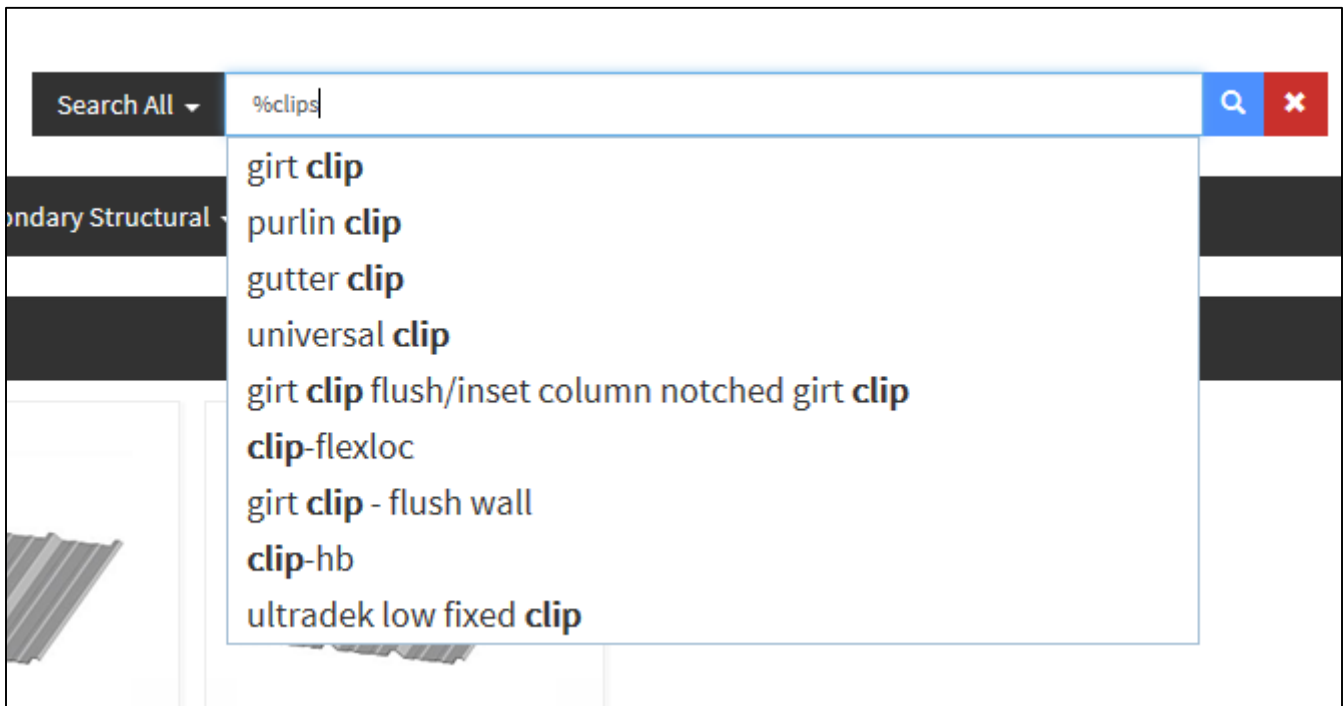
The Ordering Process | Search for Items

Search with the Search Bar

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

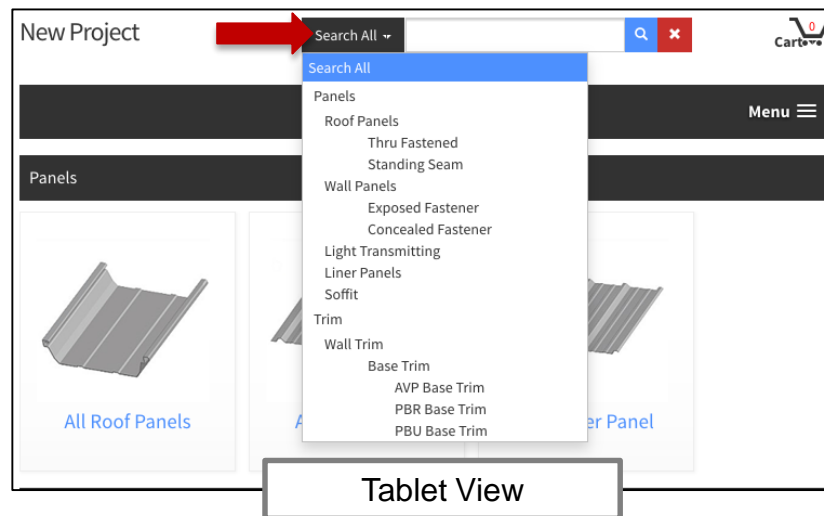
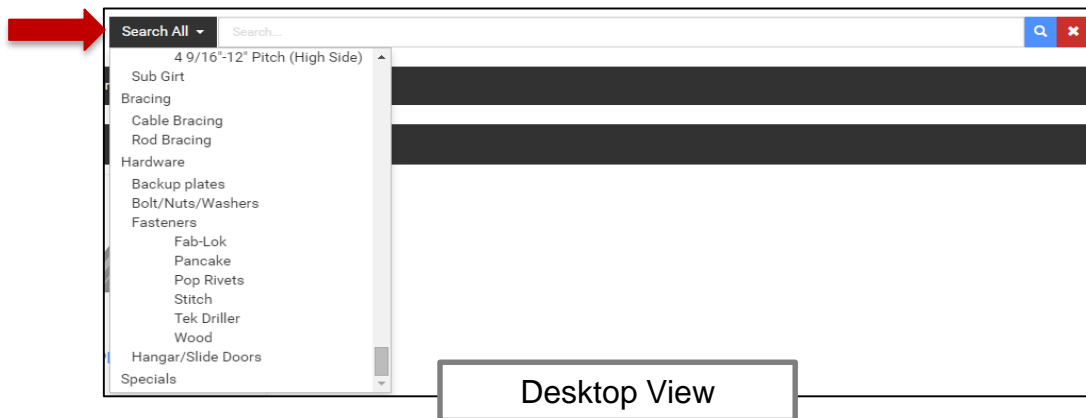
- Product Attributes (ex: 24", cap, roof panel)
- Item Description (ex: PBR 26", Door Header Angle)
- Part Number (ex: CL332, HW3745)

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



The Ordering Process | Search for Items

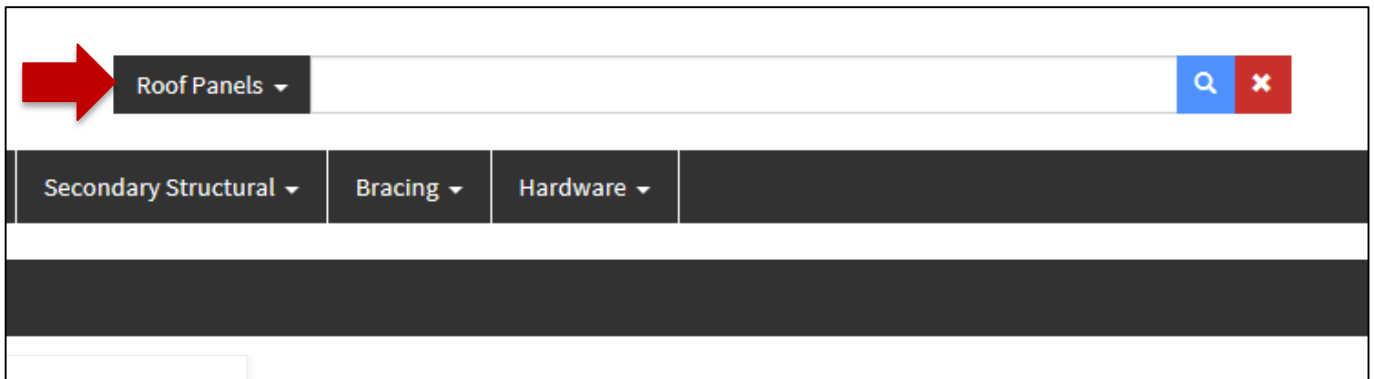
Search All is selected by default and searches are performed on the entire product offering.



The Ordering Process | Search for Items

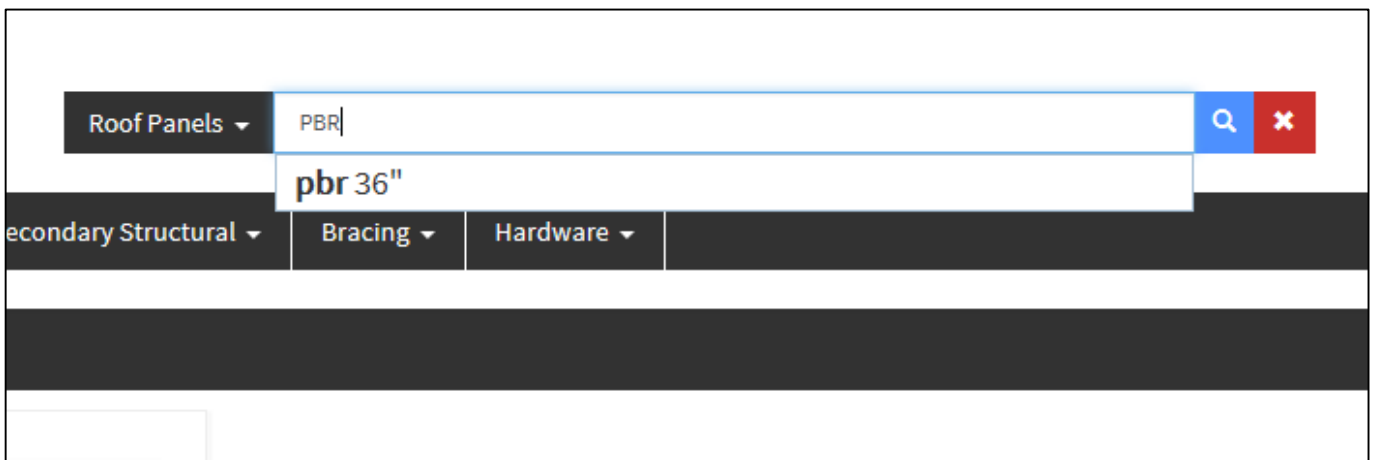
Search parameters can be further refined by searching within a specific category.

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 search icon and a red close 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, empty white rectangular area, likely for displaying search results.

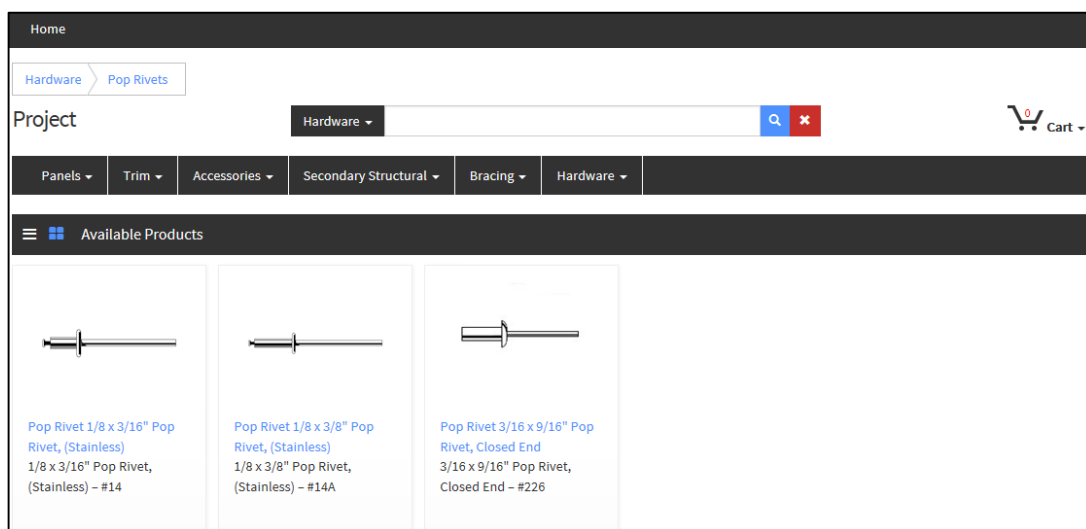
Based on input entered into the search field, results will auto-populate relevant items.



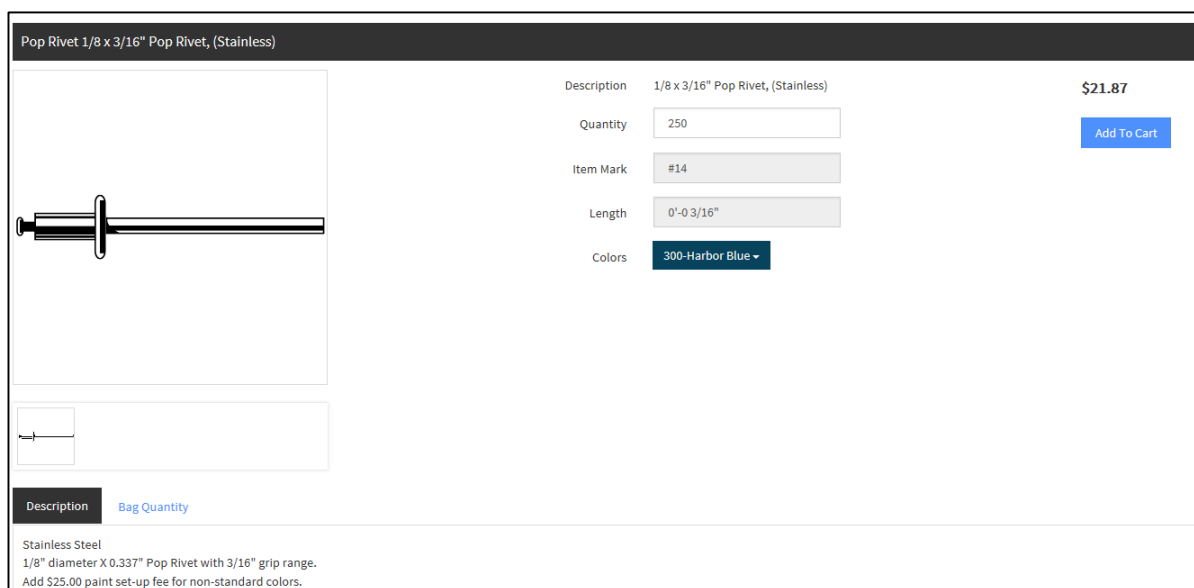
A screenshot of the same search interface as above, but with the search bar containing the text "PBR". A dropdown menu has appeared below the search bar, displaying the suggestion "pbr 36"". The "Roof Panels" category is still selected in the dropdown menu to the left of the search bar. The rest of the interface, including the category filters and the empty 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.)

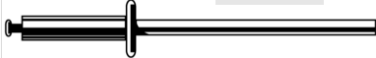
Description		1/8 x 3/16" Pop Rivet, (Stainless)	\$21.87
Quantity	<input type="text" value="250"/>		Add To Cart
Item Mark	<input type="text" value="#14"/>		
Length	<input type="text" value="0'-0 3/16"/>		
Colors	<input type="text" value="300-Harbor Blue"/>		

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)



The quantity is required to be in increments of 250.

Description1/8 x 3/8" Pop Rivet, (Stainless)

Quantity250

Item Mark#14A

Length0'-0 3/8"

Colors300-Almond ▾

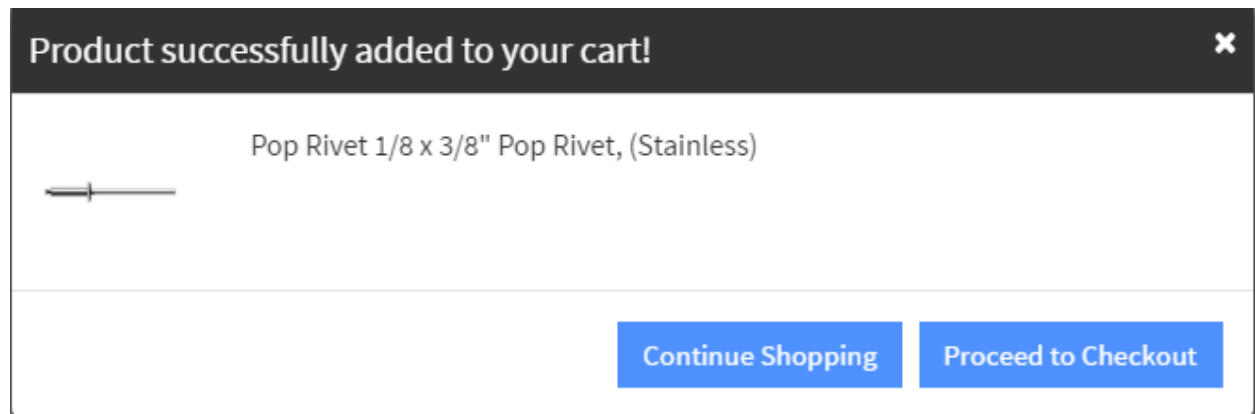
As specifications are entered, the price will be updated automatically to reflect any changes.

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

HomeAdministration

Shopping Cart

NCI Group

Search All

Cart

PanelsTrimAccessoriesSecondary StructuralBracingHardware



Shopping Cart

Notes

Proceed to checkout

Subtotal:

\$430.88

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

Subtotal:

\$430.88

Notes

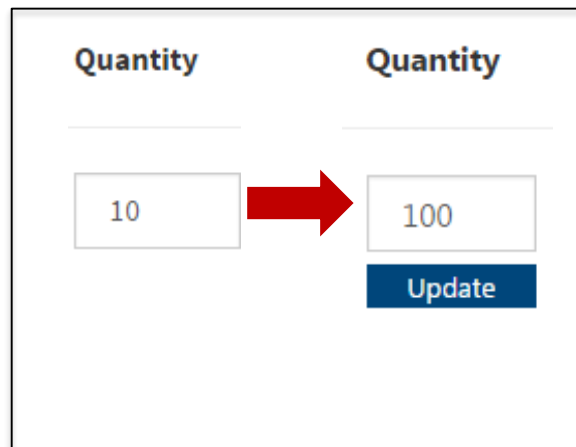
Proceed to checkout

The Ordering Process | View/Modify Items in Cart

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

Modify Quantities

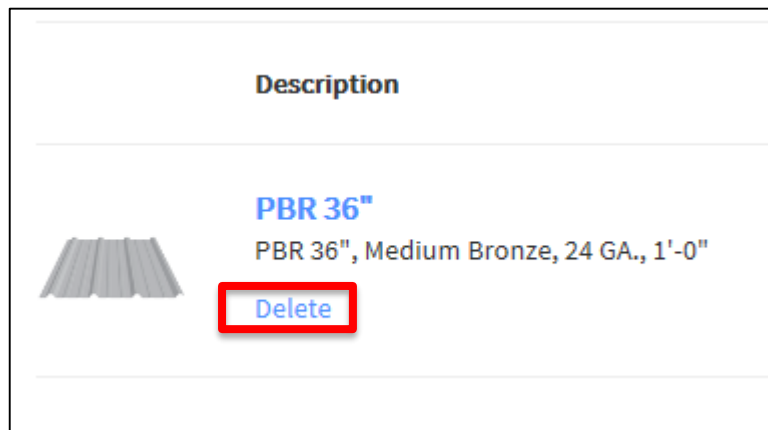
In the quantity field, update the numerical value and click **Update**.



The diagram illustrates the process of modifying item quantities 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 features a header labeled "Description". Below this, there is a small image of a corrugated metal roof panel. To the right of the image, the text "PBR 36\"" is displayed in blue, followed by "PBR 36\", Medium Bronze, 24 GA., 1'-0\" in a smaller font. Below the text is a red button labeled "Delete".

The Ordering Process | Checkout

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.

[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.

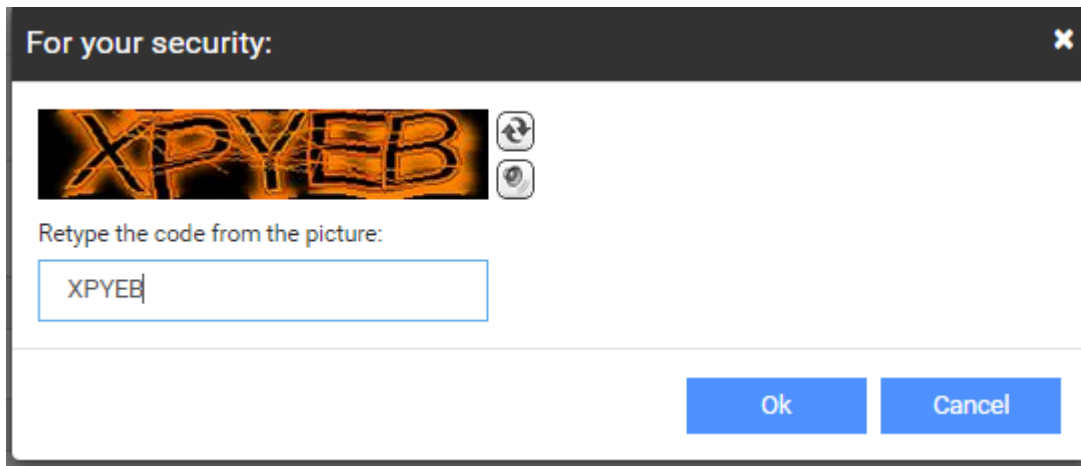
The screenshot shows the 'Buyer Information' tab selected among four options: Shipping Information, Jobsite Information, Buyer Information, and Owner Information. A red box highlights the 'Same As Shipping Information' checkbox, which is currently checked. Below this, the form contains fields for First Name (Wilbur), Middle (Middle), and Last Name (Widget). A required field for Address 1 contains '911 Pine St.'. Below that are fields for City (Seattle), State/Province (WA), and a required field for 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. A dropdown menu for County is set to 'King'. At the bottom right, there are two buttons: 'Notes' and 'Proceed', with the 'Proceed' button highlighted by a red box.

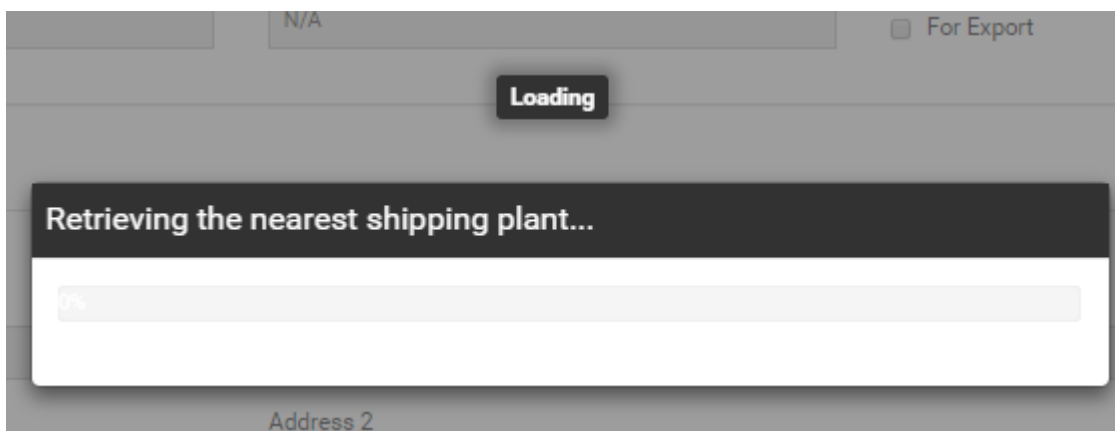
The Ordering Process | Checkout

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 displays a CAPTCHA image with 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".

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, a "For Export" checkbox is partially visible.


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		Owner Information	
Name	Wilbur Widget	Name	Walter Widget
Address	911 Pine St. Seattle WA 98101	Address	400E. Pine St. Seattle WA 98122
County	King	County	King
Phone		Phone	
Email	wilbur@widgetworld.com	Email	walter@widgetworld.com

Jobsite Information		General Information	
Name	Walter Widget	Project Name	Widget World - Seattle
Address	400E. Pine St. Seattle WA 98122	Terms	Prepaid and Added
County	King	Shipping From	Spokane, WA
Phone		Customer PO#	
Email	walter@widgetworld.com	Ship By	Truck
		Crating Type	Standard Truckload
		Ship With Job Number	
		Tax Exempt	No
		For Resale	No
		Truck Tarp	No
		For Export	No

Shipping Information	
Name	Walter Widget
Address	400E. Pine St. Seattle WA 98122
County	King
Phone	
Email	walter@widgetworld.com

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

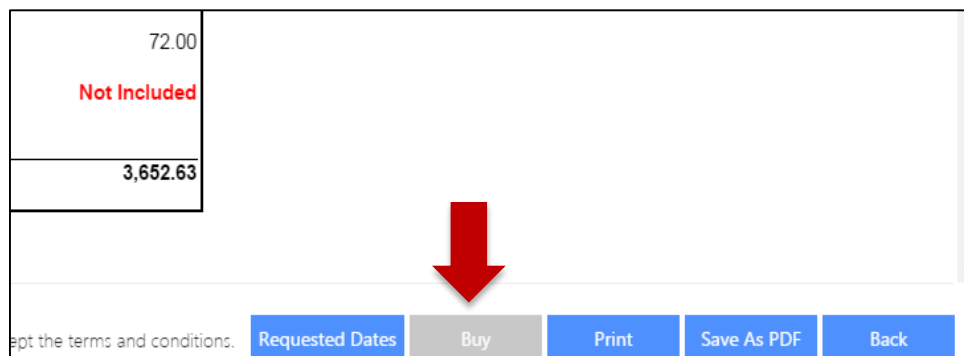
Components	2,398.53	NOTE: The Terms and Conditions governing this contract are those contained in the section entitled "Uniform Terms and Conditions", and in addition, The parties hereto acknowledge and agree that Test Company is only required to furnish materials in accordance with this purchase order 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 page with a summary table on the left and a navigation bar at the bottom. The table contains the following information:

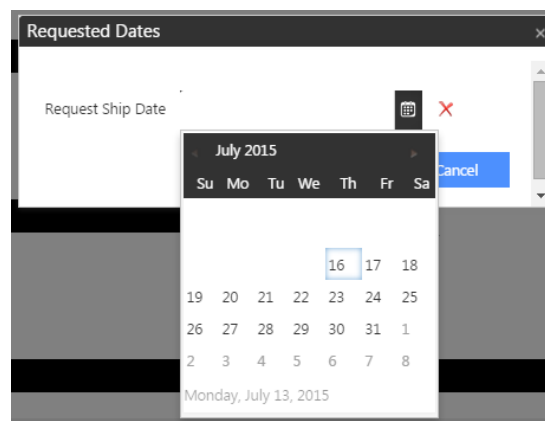
72.00
Not Included
3,652.63

Below the table, there is a red arrow pointing down to the 'Buy' button in the navigation bar. The navigation bar includes the following buttons: 'Requested Dates', 'Buy', 'Print', 'Save As PDF', and 'Back'. The 'Buy' button is disabled (grayed out).

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 with a 'Request Ship Date' label. A calendar for July 2015 is displayed, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date 16 is highlighted. The dialog box also includes a 'Cancel' button and a close button (X).


The Ordering Process | Checkout


Click **OK**.

Requested Dates

Request Ship Date

08/06/2015





OK

Cancel

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

☒ I accept the terms and conditions.
 [Requested Dates](#)
[Buy](#)
[Print](#)
[Save As PDF](#)
[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

				New	Edit	Options ▾
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

Search

Show All

NewEditOptionsArchivesView Purchase Order

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

1

1 - 1 of 1 items

The Purchase Order will display.

Test Company - Demo - 3.10 Demo [Logout]

Home Administration ▾

Purchase Project

2/9/2016 11:39:31 AM Central Standard Time Version: 0.8

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

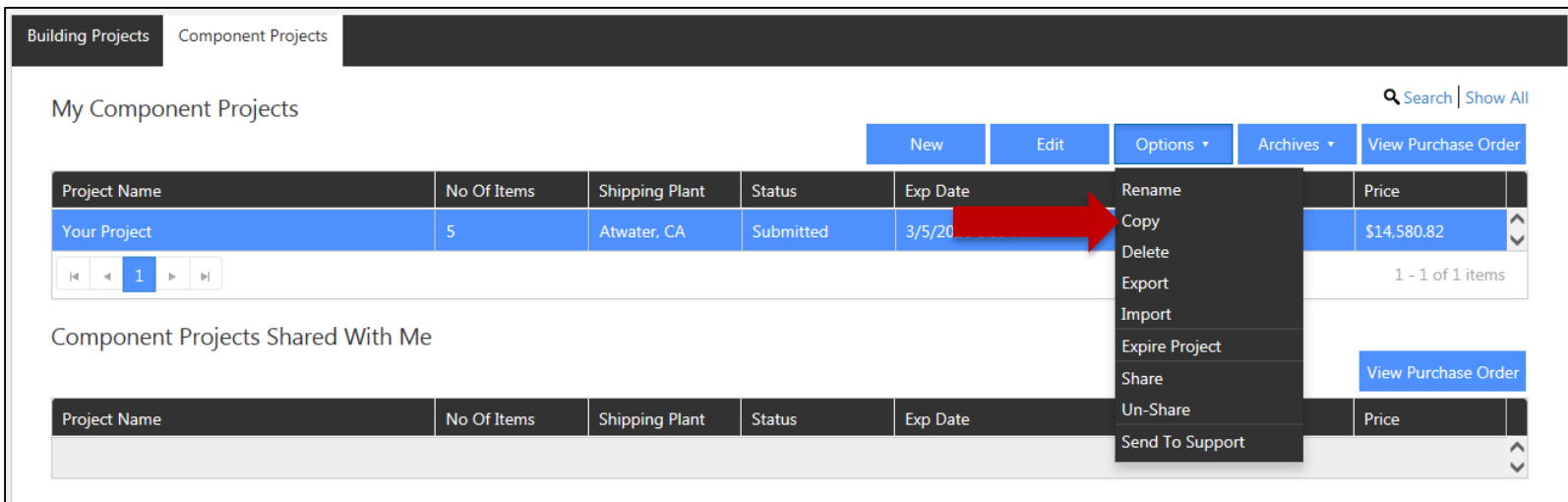
Jobsite Information		General Information	
Name	Norm Chambers	Project Name	NCI Group
Address	10943 N. Sam Houston Pkwy W Houston TX 77065	Terms	Prepaid and Added
County	Harris	Shipping From	Houston, TX (Fairview)
Phone		Customer PO#	
Email	nxchambers@ncigroup.com	Ship By	Truck
		Crating Type	Standard Truckload
		Ship With Job Number	
		Tax Exempt	No
		For Resale	No
		Truck Tarp	No
		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 software interface. 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 options: Rename, Copy, Delete, Export, Import, Expire Project, Share, Un-Share, and Send To Support. The 'Copy' option is highlighted. Below the table, there is a section 'Component Projects Shared With Me' with a similar table structure.

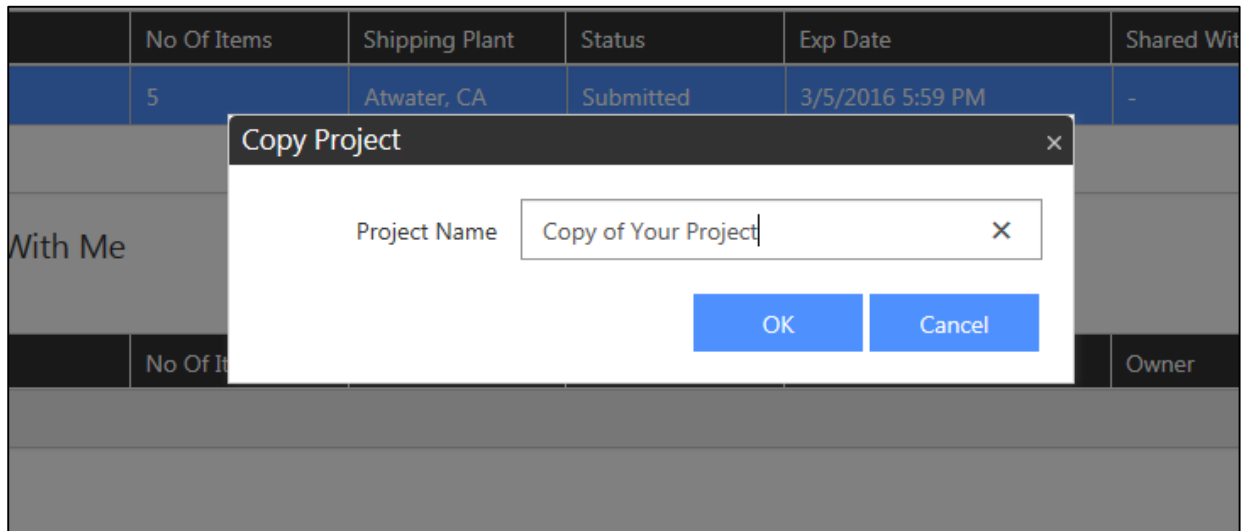
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Price
Your Project	5	Atwater, CA	Submitted	3/5/2016	\$14,580.82

1 - 1 of 1 items

Component Projects Shared With Me

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

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



The screenshot shows a 'Copy Project' dialog box. It has a title bar 'Copy Project' 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. The background shows a blurred view of the project table from the previous screenshot.

Copy Project

Project Name: Copy of Your Project

OK Cancel

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

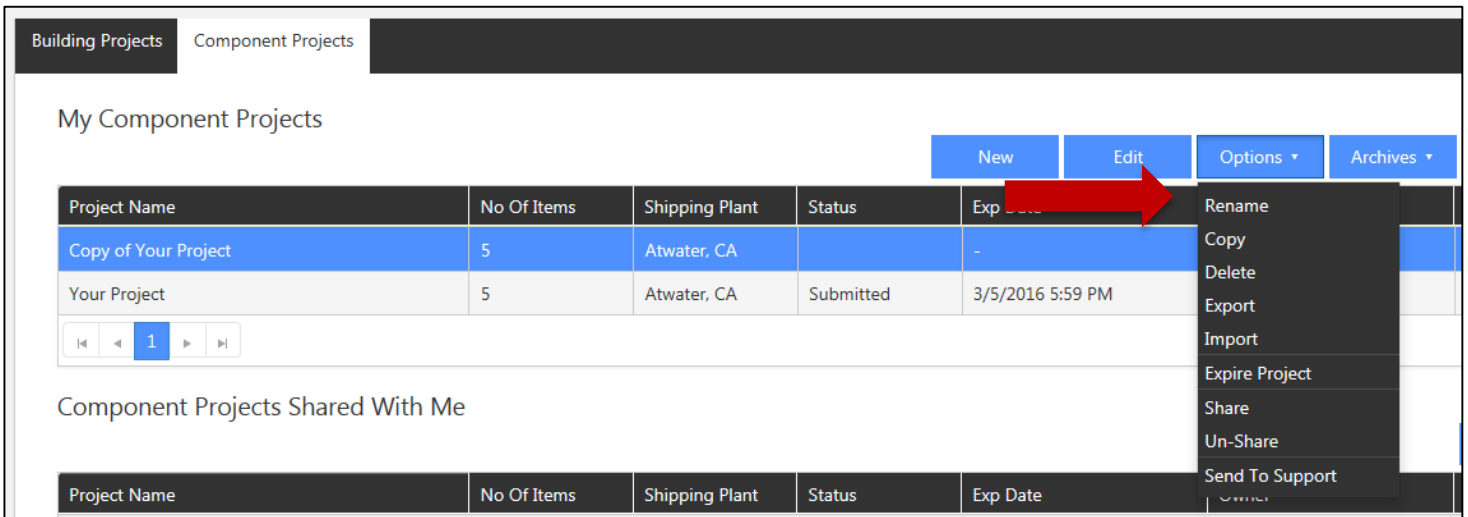
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Price
Copy of Your Project	5	Atwater, CA		-	-	\$0.00
Your Project	5	Atwater, CA	Submitted	3/5/2016 5:59 PM	-	\$14,580.82

1

1 - 2 of 2 items

Managing a Project | Rename Project

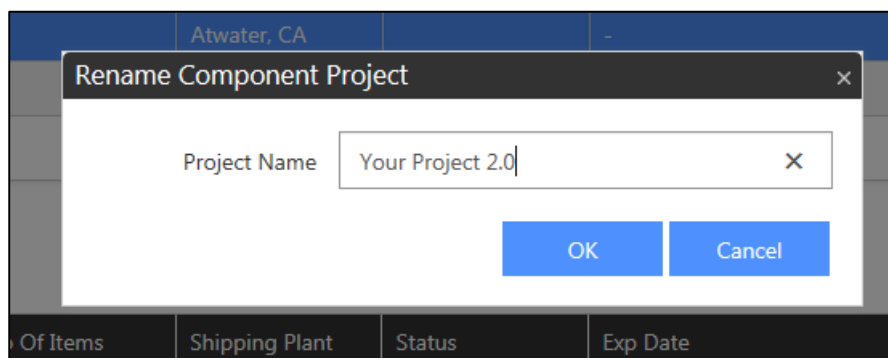
1. From the Project Dashboard, highlight the project to be renamed.
2. Click **Options**.
3. Select **Rename** from the dropdown menu.



The screenshot shows the 'My Component Projects' section of the Project Dashboard. A table lists projects with columns: Project Name, No Of Items, Shipping Plant, Status, and Exp Date. The project 'Copy of Your Project' is highlighted. A red arrow points to the 'Options' button in the top right corner of 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		-
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'. There are 'OK' and 'Cancel' buttons at the bottom right.

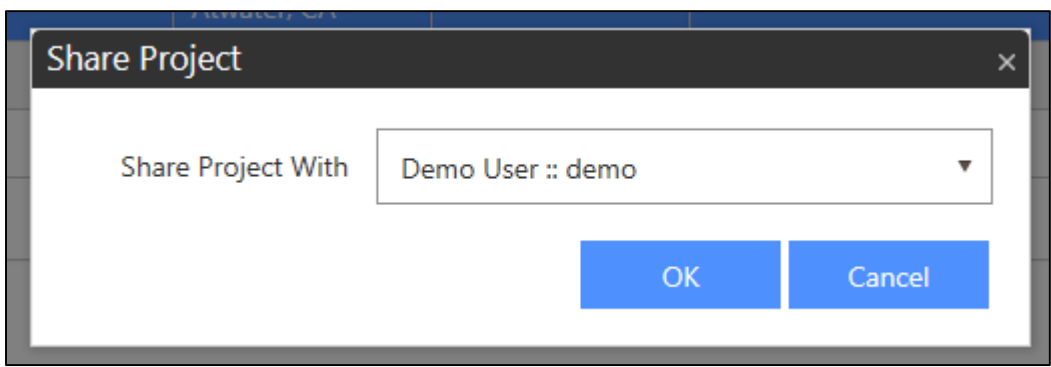
Project Name: Your Project 2.0

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**.



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

NewEditOptionsArchivesView 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

New

Edit

Options ▾

Archives ▾

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	

◀◀ 1 ▶▶

Rename

Copy

Delete

Export

Import

Expire Project

Share

Un-Share

Send To Support

Component Projects Shared With Me

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

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

New

Edit

Options ▾

Archives ▾

View Purchase Order

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

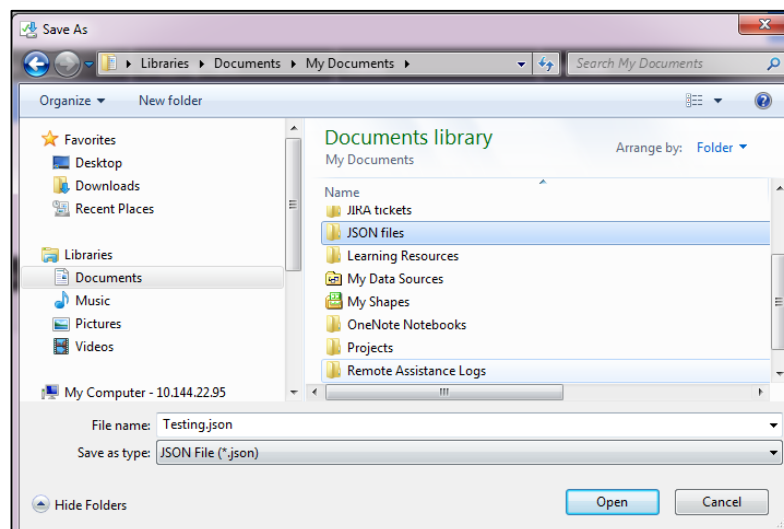
Managing a Project | Export Project

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.



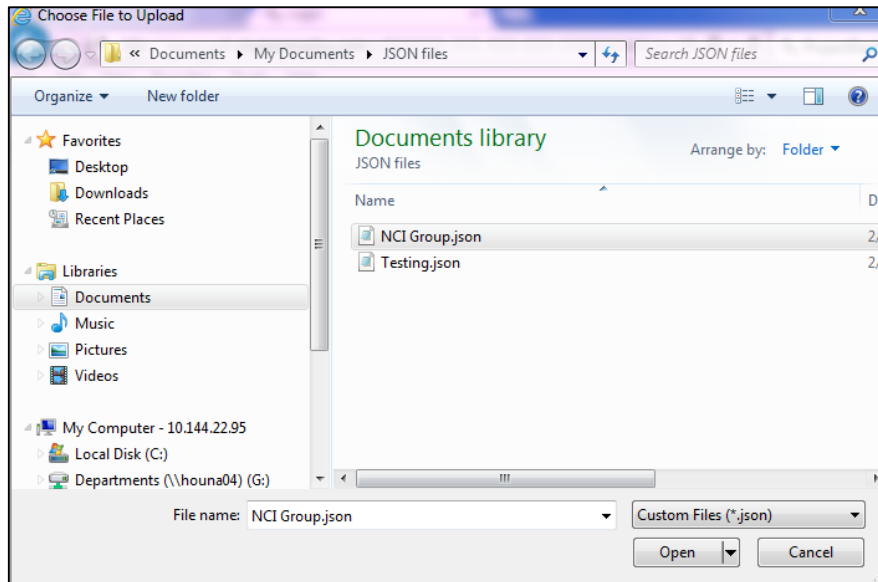
4. Click the arrow on the right side of **Save** button.
5. Select **Save As** from the menu.
6. Select the location to save the file. Rename the file.
7. Click **Save**.



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.

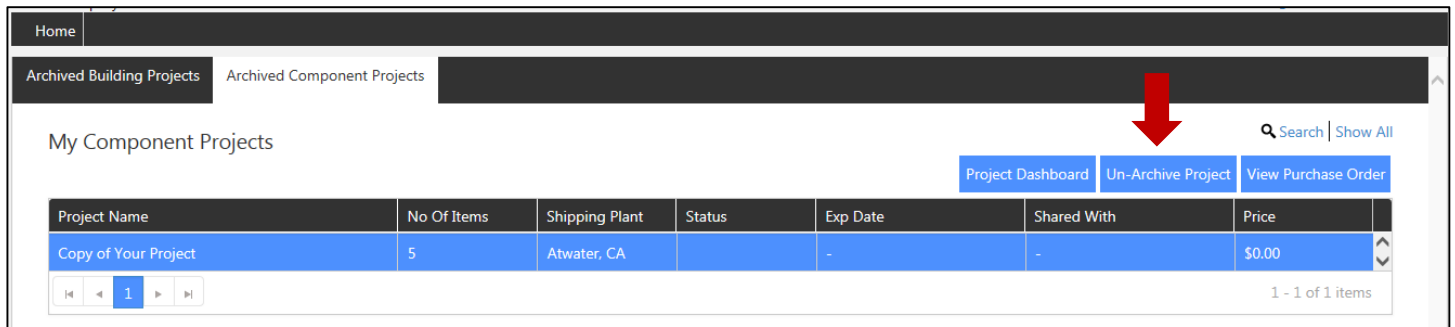
My Component Projects						Search Show All
						New Edit Options ▾ Archives ▾ View Purchase Order
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shi	Archive Project
Your Project 2.0	5	Atwater, CA		-	-	View Archives

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

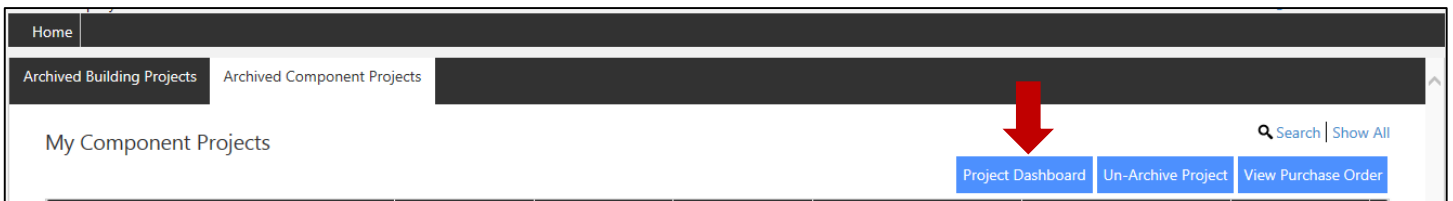
1. Click **Archives**. Select **View Archives**. The Project Archives will display.
2. Highlight the desired project on the Archived Project list. Click **Un-Archive Project**.



The screenshot shows the 'Archived Component Projects' section. A table lists one project: 'Copy of Your Project' with 5 items, shipping from Atwater, CA, and a price of \$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. The page also includes a search bar and a 'Show All' link.

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 similar to the previous one, showing the 'Archived Component Projects' section. A red arrow points to the 'Project Dashboard' button, which is the first button in the row. The table and other UI elements remain the same.

Contact Information

[Back to Contents](#)

Contact Information

Ceco Building Systems 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 contact Charles Brown at (866) 867-7878 or Charles.Brown@CecoBuildings.net for further assistance.