



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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3. Users will be prompted to change the password.

Change Password

Current Password

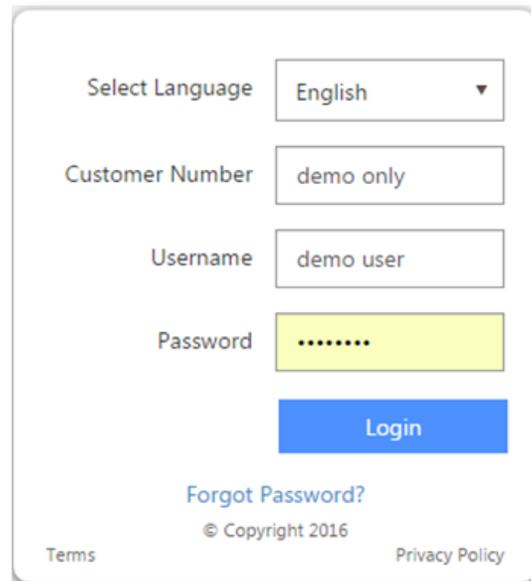
New Password

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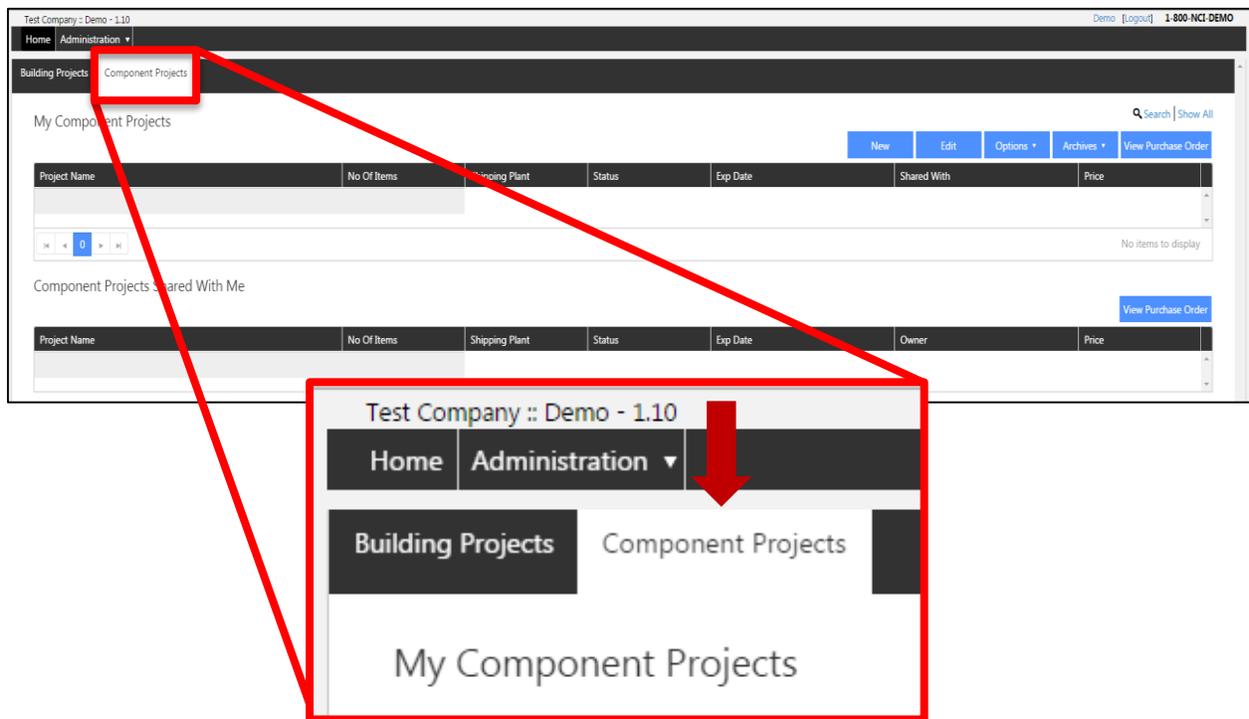
If you do not remember your username and password, please contact your customer service representative to request system access.

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

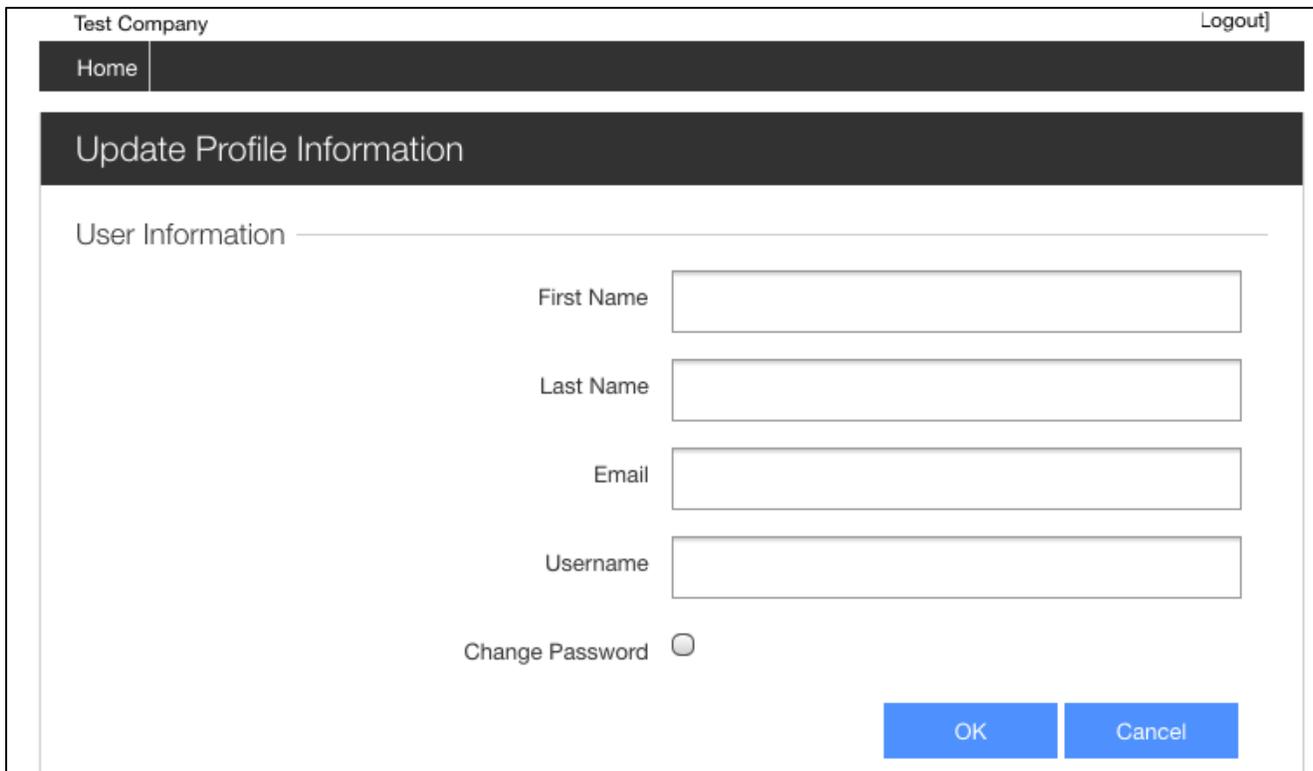
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Navigation | Update a User Profile

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 left is "Test Company" and at the top right is "Logout]". Below this is a dark grey navigation bar with "Home" on the left. The main title "Update Profile Information" is centered in a dark grey bar. Below the title is the section "User Information" with a horizontal line. There are four input fields: "First Name", "Last Name", "Email", and "Username". Below these fields is a "Change Password" label with an unchecked radio button. 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 page title is "Test Company" and there is a "[Logout]" link in the top right corner. Below the title bar, there is a "Home" link. The main heading is "Update Profile Information". Underneath, there is a section titled "User Information" with a horizontal line. The form contains the following fields and options:

- First Name:
- Last Name:
- Email:
- Username:
- Change Password: (A red arrow points to this checkbox)
- Current Password:
- New Password:
- Re-enter new Password:

At the bottom right of the form, there 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.

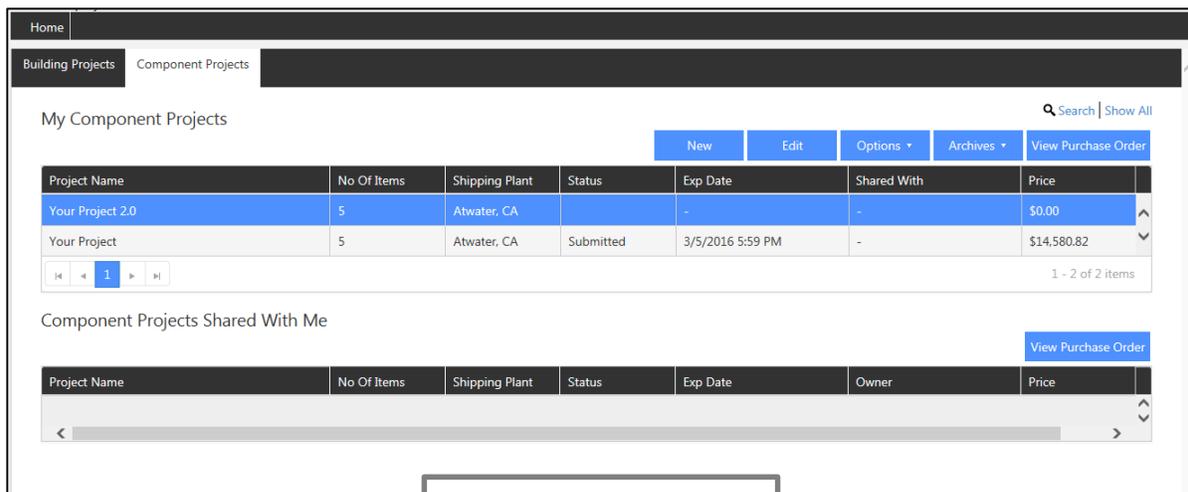
When completed, select **OK** to return to the Project Dashboard.

Navigation | Project Dashboard

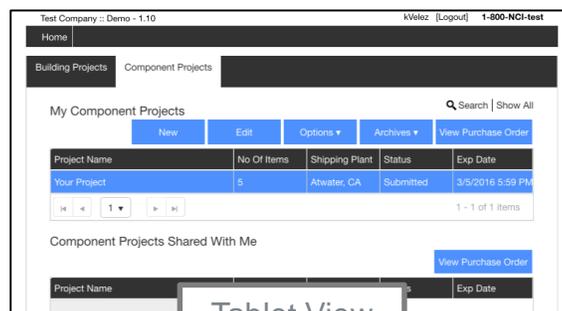
The Project Dashboard contains two tabs: **Building Projects** and **Component Projects**.

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.



Desktop View



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.

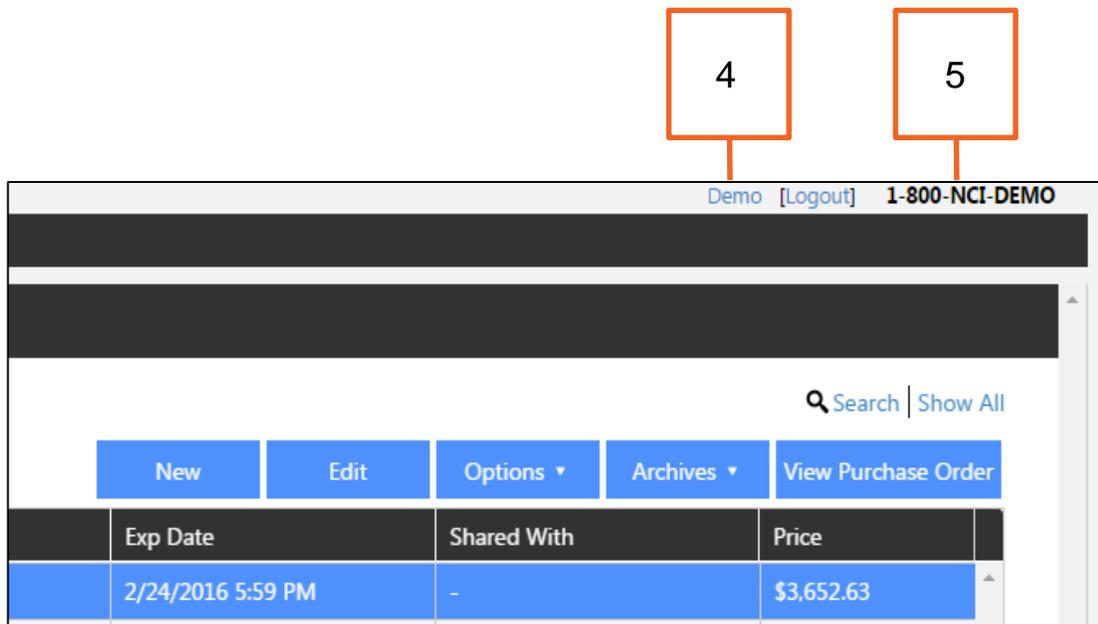
The screenshot shows a web interface for a project dashboard. At the top, there is a header bar with the text "Test Company :: Demo - 110". Below this is a navigation bar with tabs for "Home" and "Administration". A secondary navigation bar contains two tabs: "Building Projects" and "Component Projects". The main content area is titled "My Component Projects" and contains a table with the following data:

Project Name	No Of Items	Shipping Pla
Widget World - Seattle	3	Spokane, W/

Callout 1 points to the company name "Test Company :: Demo - 110". Callout 2 points to the "Building Projects" and "Component Projects" tabs. Callout 3 points to the "Project Name" header of the table.

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.



The screenshot shows a web application interface. At the top right, there is a header area containing the text "Demo [Logout] 1-800-NCI-DEMO". Below this, there is a search bar with a magnifying glass icon and the text "Search | Show All". Underneath the search bar, there are several blue buttons: "New", "Edit", "Options ▾", "Archives ▾", and "View Purchase Order". Below the buttons, there is a table with the following columns: "Exp Date", "Shared With", and "Price". The table contains one row of data:

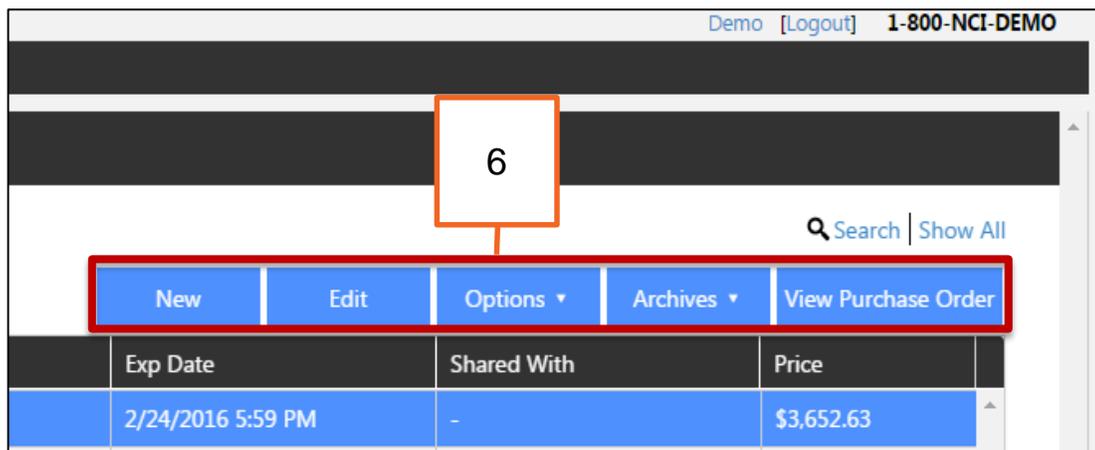
Exp Date	Shared With	Price
2/24/2016 5:59 PM	-	\$3,652.63

Two orange callout boxes are present above the screenshot. Callout 4 points to the "Demo" text in the header, and callout 5 points to the "1-800-NCI-DEMO" text in the header.

Navigation | Project Dashboard

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

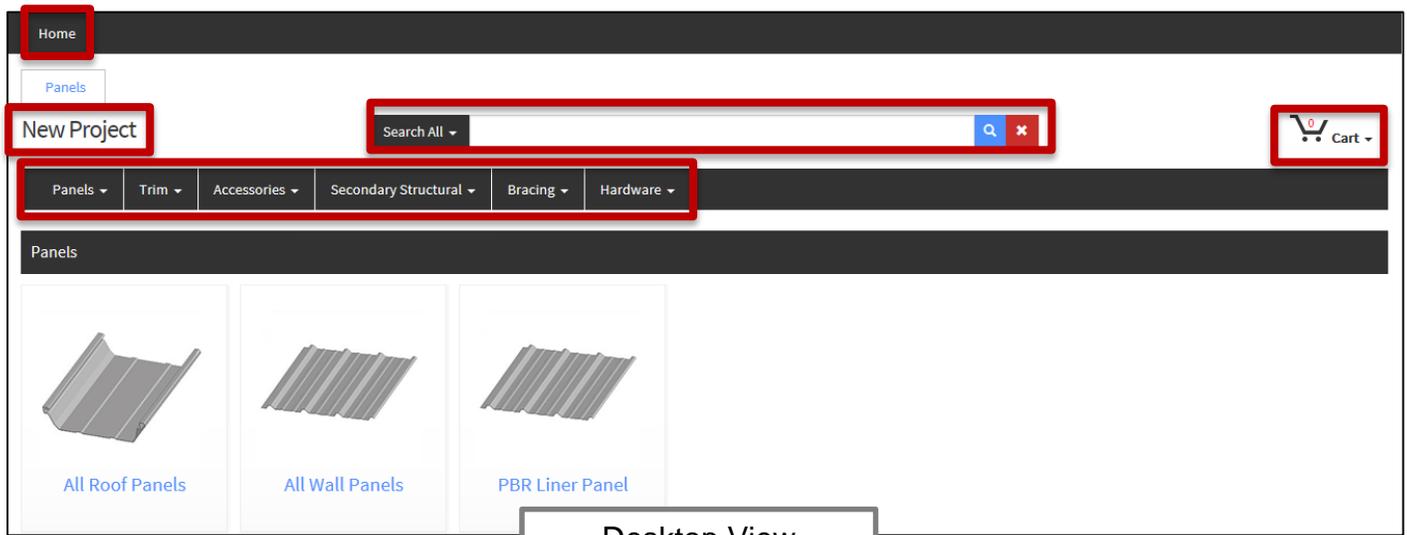
- *New* – Creates a new project
- *Edit* – Edits Information within a selected project
- *Options* – Displays options to manage an existing project (i.e. rename, copy, delete, share)
- *Archives* – View or archive existing projects
- *View Purchase Order* – View purchase order of a specific project



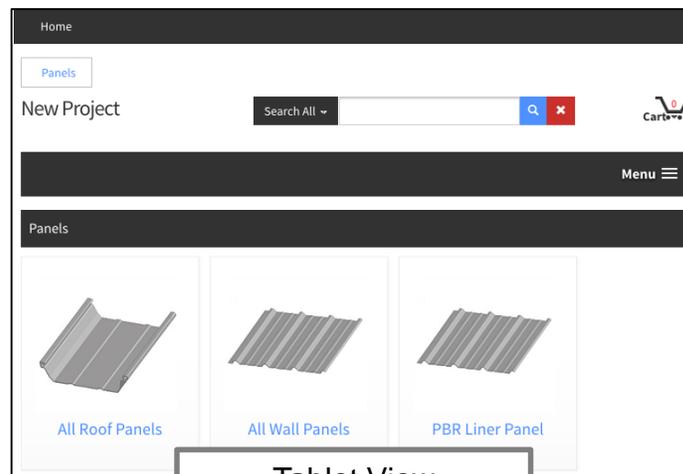
Project Dashboard | Order Page

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.



Desktop View



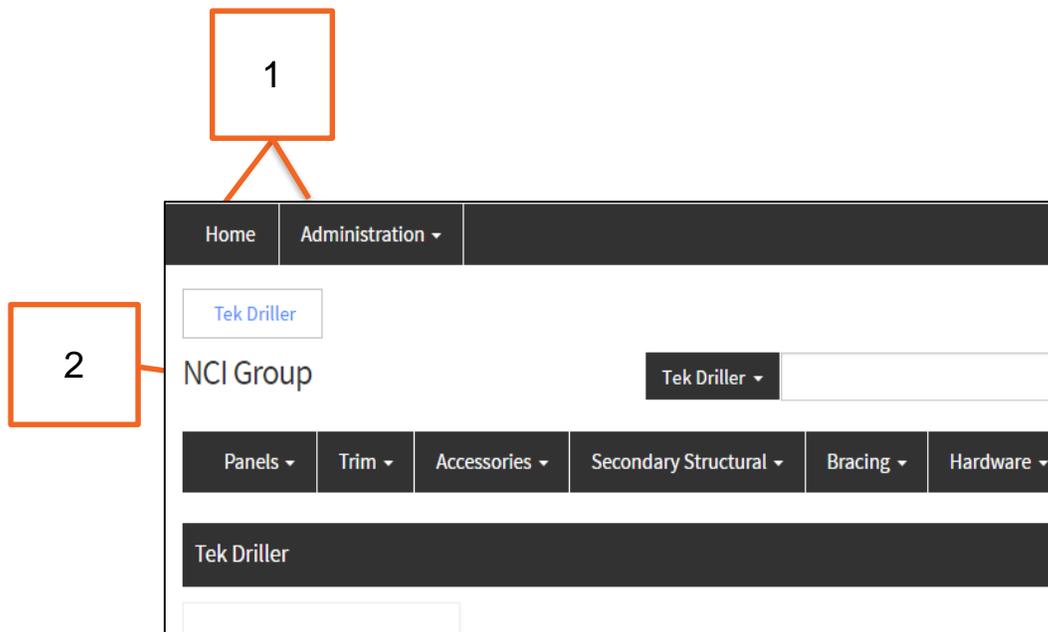
Tablet View

Component Projects | Order Page

1. Site Navigation Menu

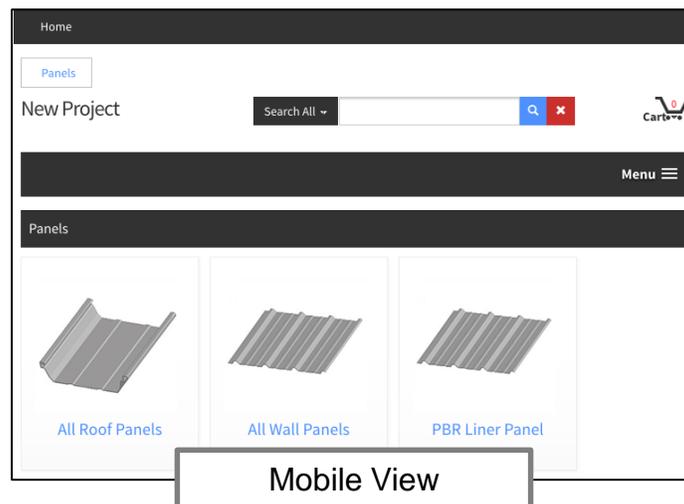
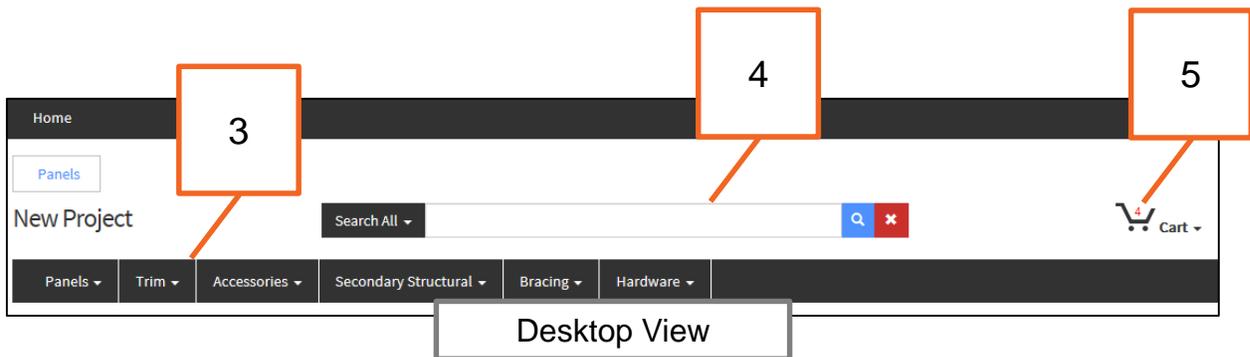
- **Home** – Returns user to Project Dashboard.
- **Administration** – Drop down menu with links to manage administrative tasks within Agora and Agora Components. The links available within this section vary based on a user's permissions set by the company administrator.

2. Project Name – Name assigned to current project.



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

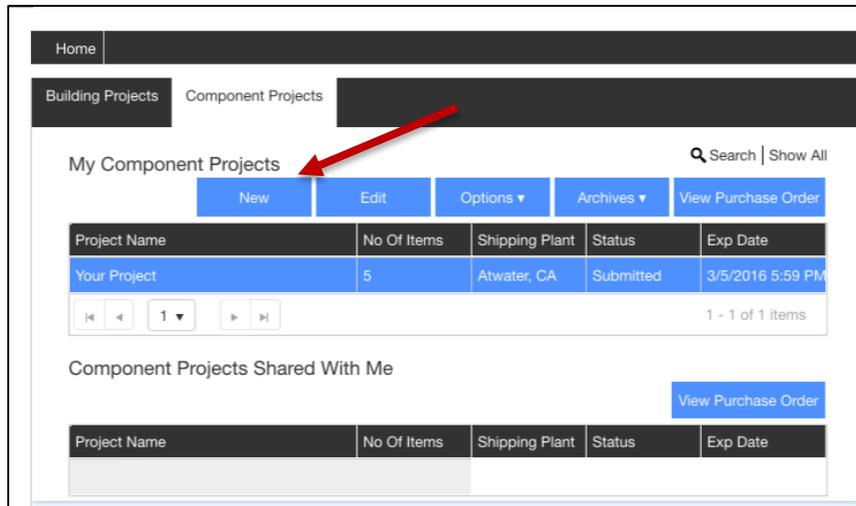
- Start an Order
- Search for Items
- Add Items to Cart
- View/Modify Items in Cart

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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.



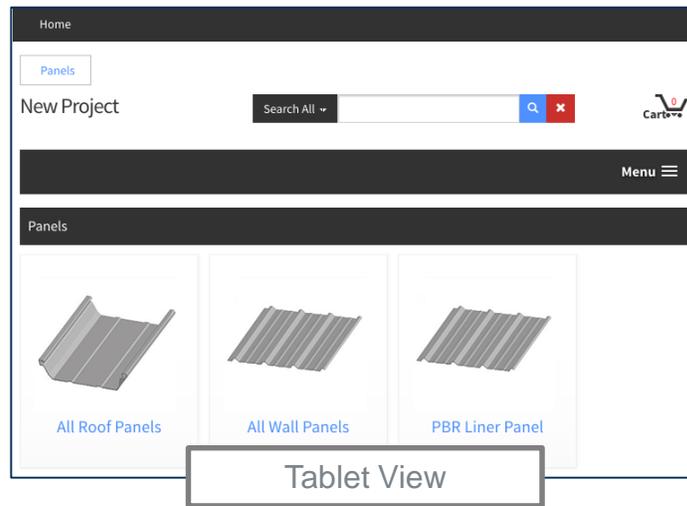
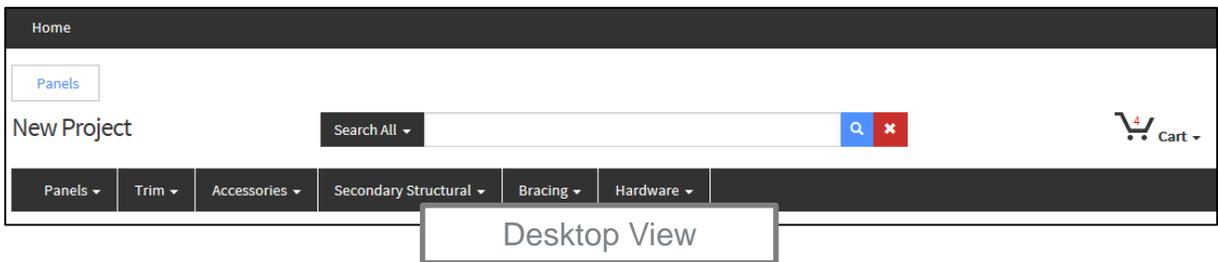
2. The Project Name and Zip Code are required fields. (Note: The Zip Code should be the location where the items will be shipped.) The Shipping From field is not required.

The screenshot shows the 'Add Component Project' dialog box. It has a title bar with a close button. The form contains three fields: 'Project Name' (text input), 'Zip/Postal Code' (text input), and 'Shipping From' (dropdown menu). The 'Project Name' and 'Zip/Postal Code' fields are highlighted with a red border, indicating they are required. The 'Shipping From' dropdown menu has 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.

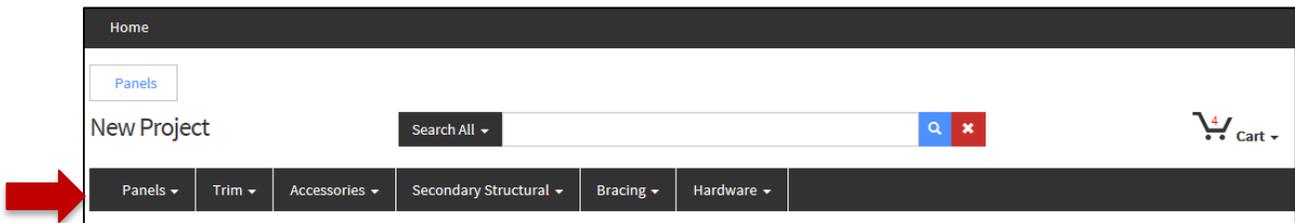


There are two methods for finding items in the system. Users may utilize either the Product Menu or the Search Bar.

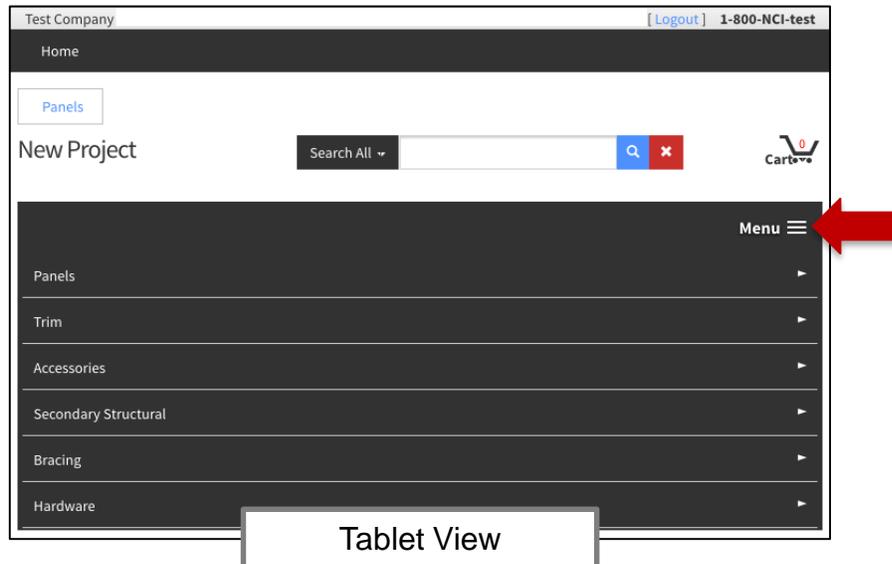
The Ordering Process | Search for Items

Search with the Product Menu

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



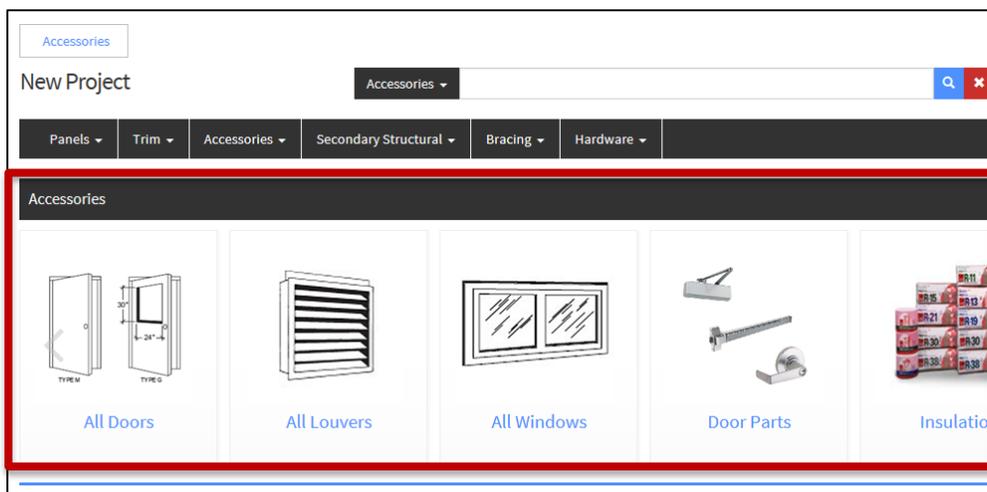
When using a mobile device, click the Menu icon to expand the category list.



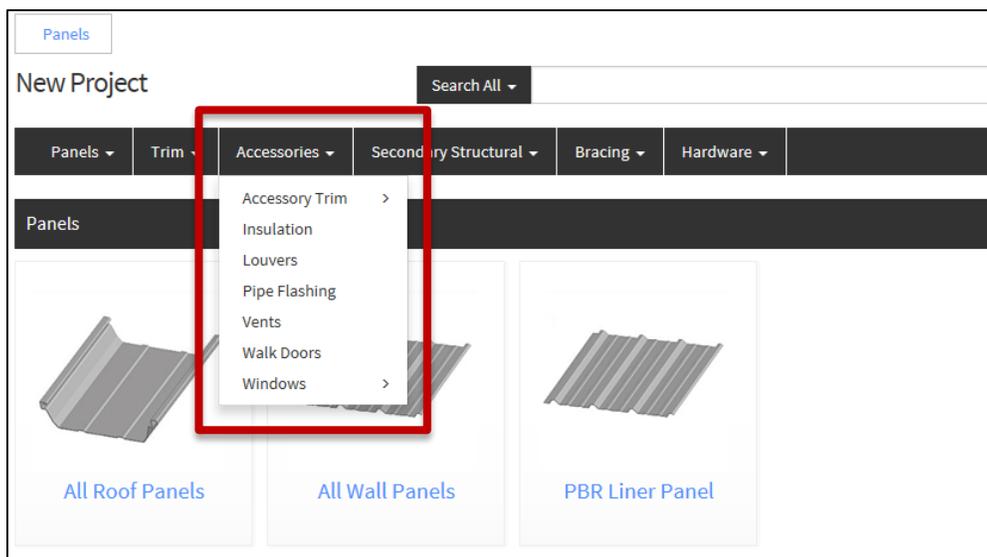
The Ordering Process | Search for Items

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.



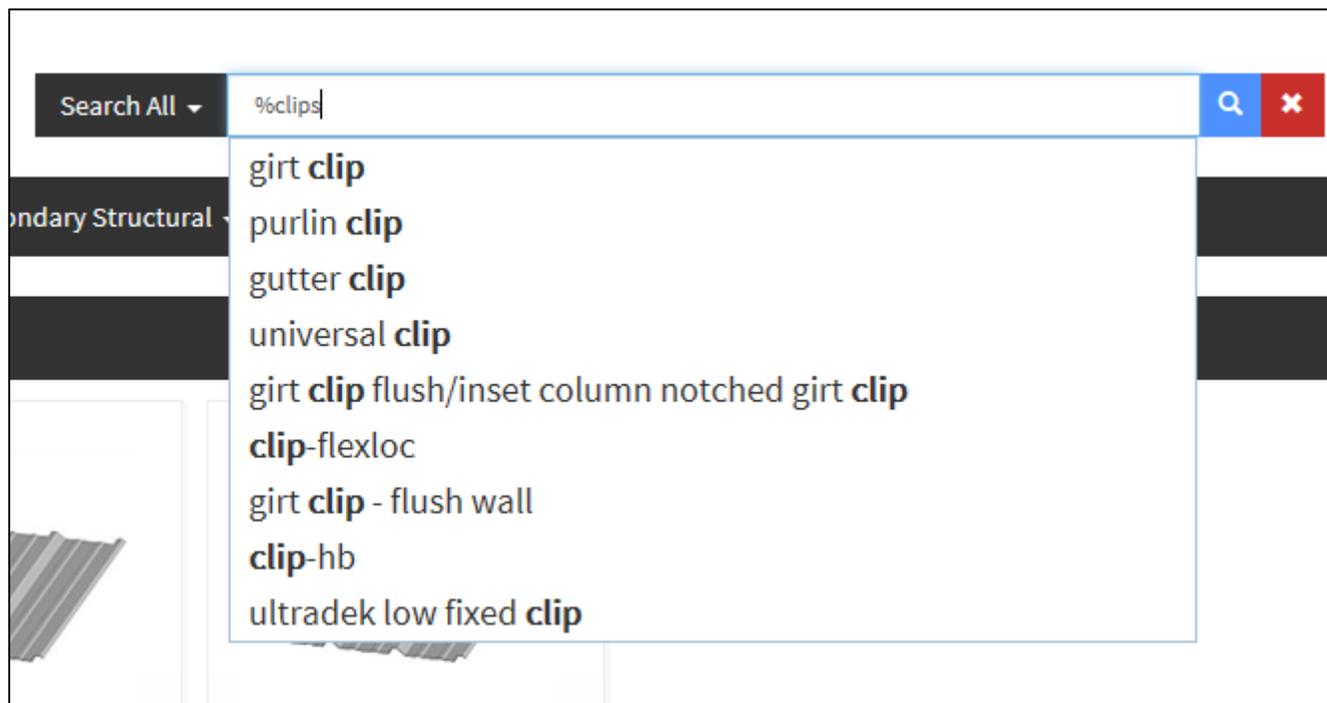
The Ordering Process | Search for Items

Search with the Search Bar

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

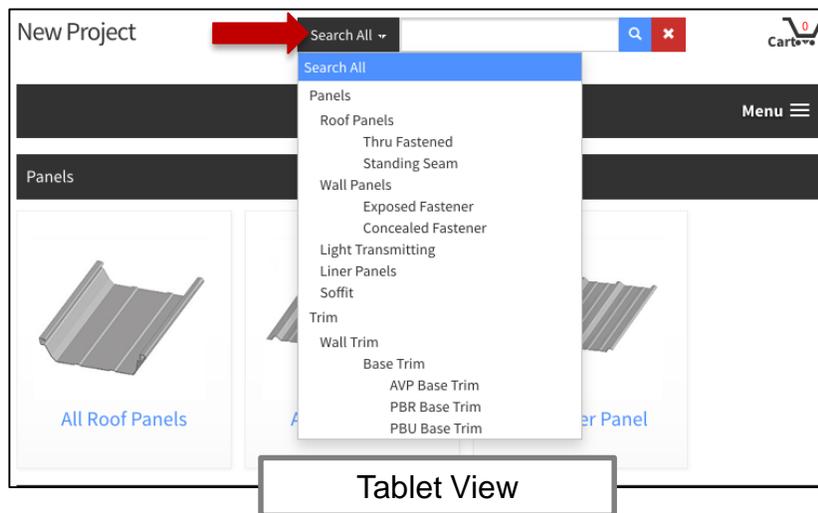
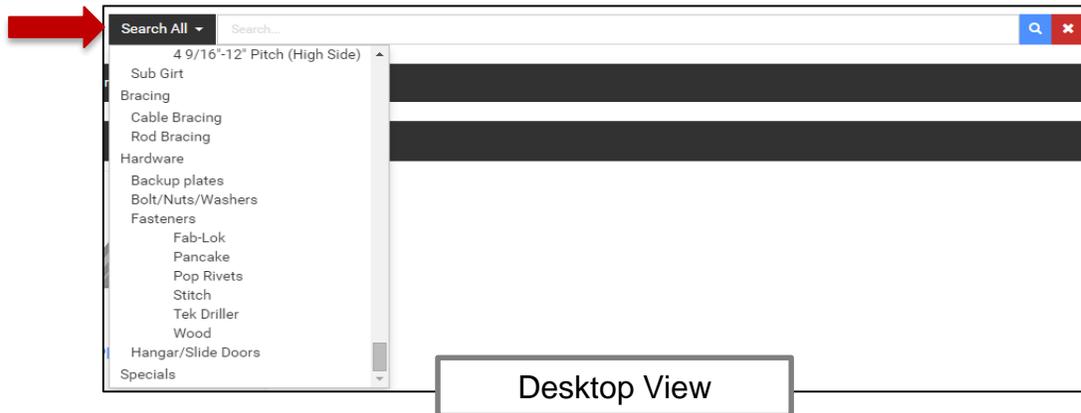
- Product Attributes (ex: 24", cap, roof panel)
- Item Description (ex: PBR 26", Door Header Angle)
- Part Number (ex: CL332, HW3745)

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



The Ordering Process | Search for Items

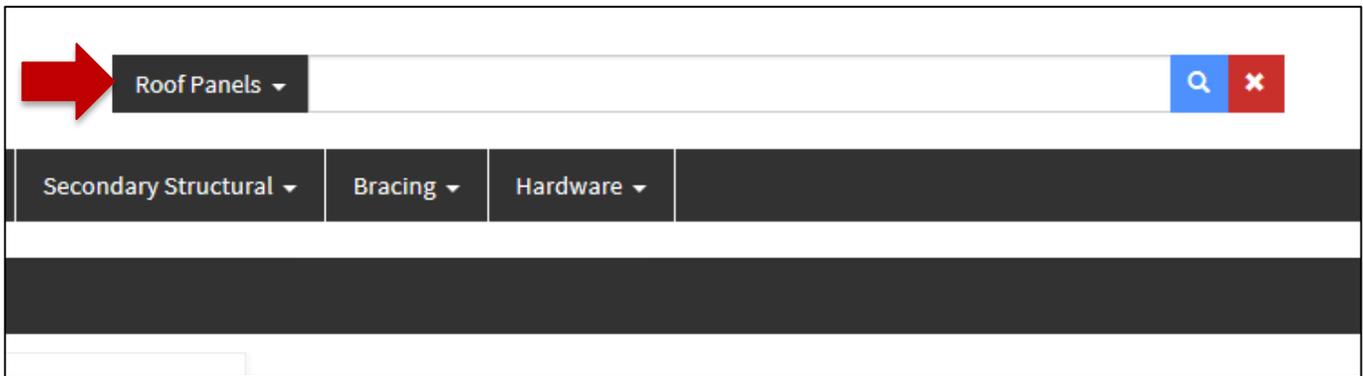
Search All is selected by default and searches are performed on the entire product offering.



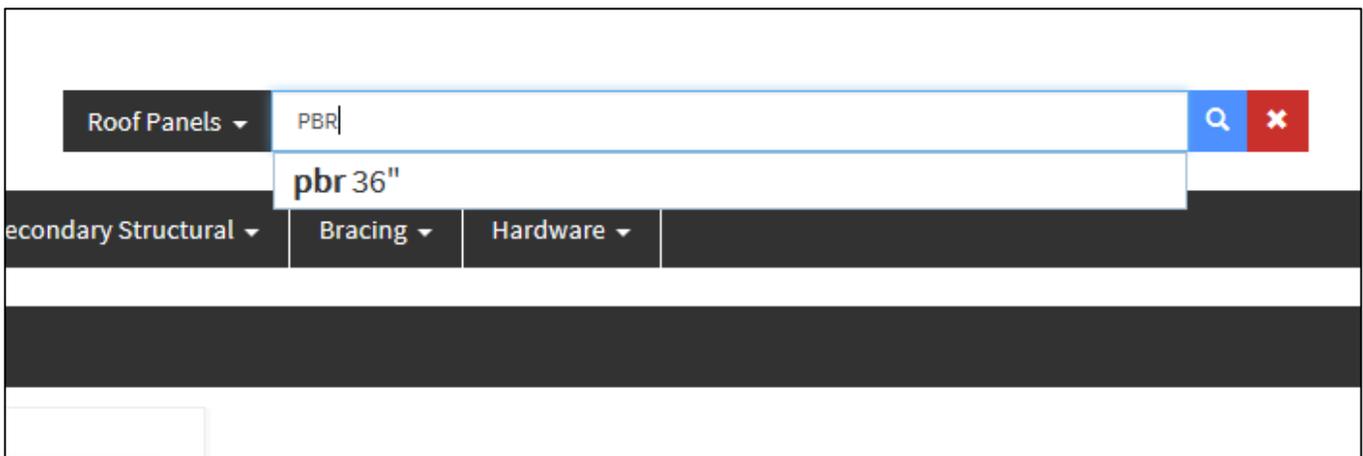
The Ordering Process | Search for Items

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.

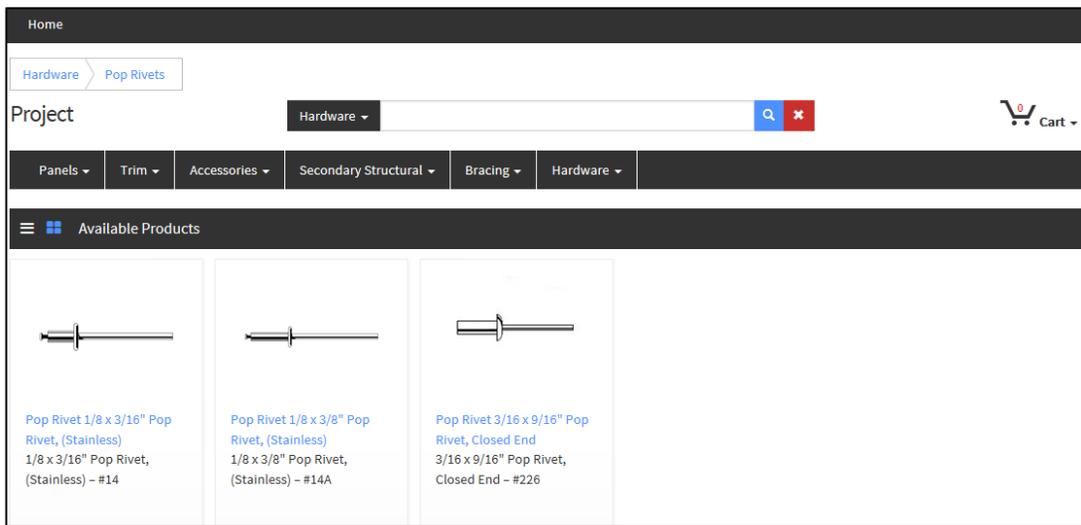


Based on input entered into the search field, results will auto-populate relevant items.

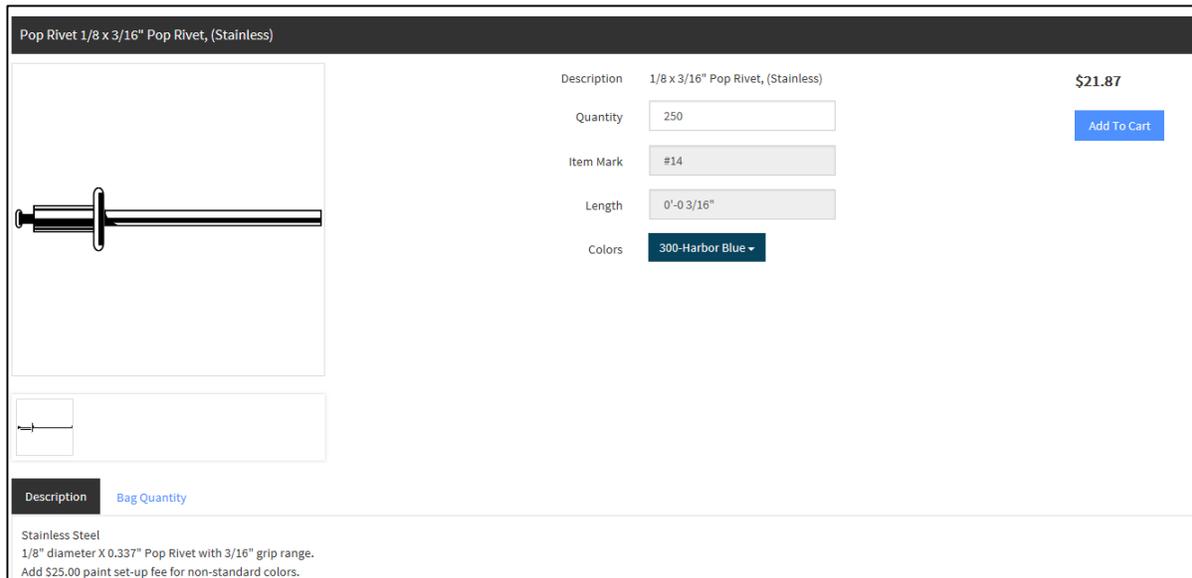


The Ordering Process | Add Items to Cart

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.



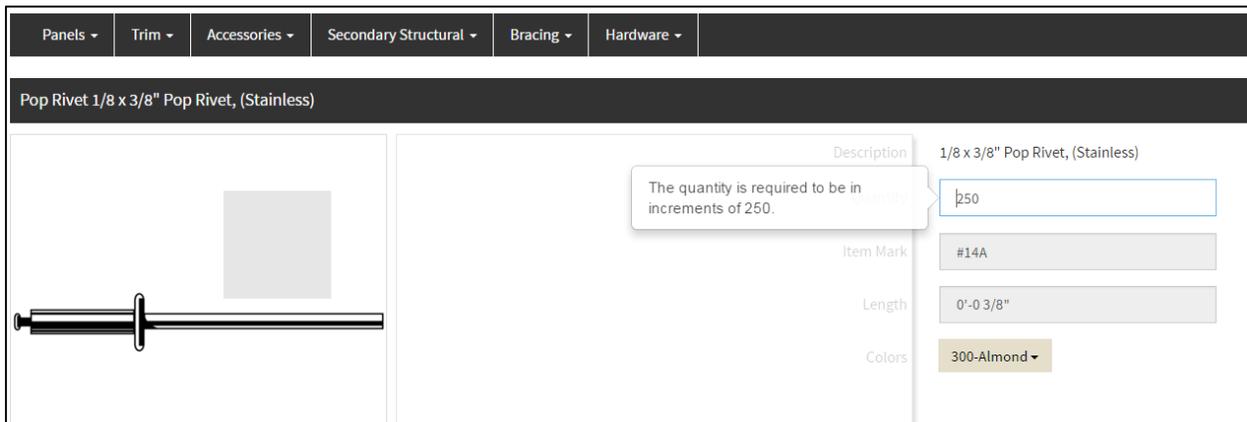
The Ordering Process | Add Items to Cart

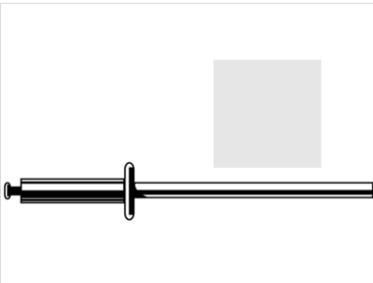
Once the product has been selected, enter the desired specifications for the item based on the available fields. (ex: quantity, color, etc.)

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"/>	

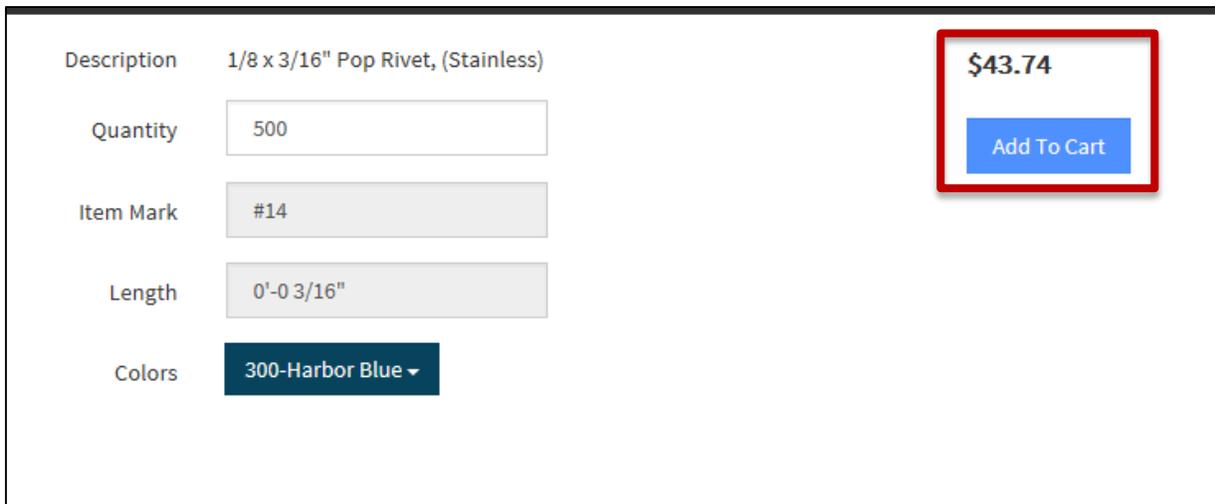
The Ordering Process | Add Items to Cart

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)					
		<p>Description 1/8 x 3/8" Pop Rivet, (Stainless)</p> <p>Quantity <input type="text" value="250"/></p> <p>Item Mark #14A</p> <p>Length 0'-0 3/8"</p> <p>Colors 300-Almond</p>			

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

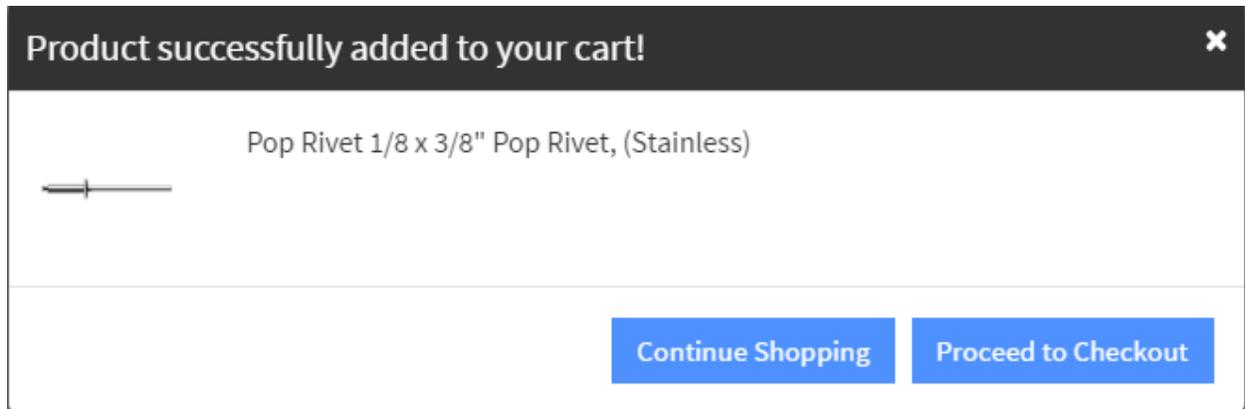


Description	1/8 x 3/16" Pop Rivet, (Stainless)	\$43.74 Add To Cart
Quantity	<input type="text" value="500"/>	
Item Mark	#14	
Length	0'-0 3/16"	
Colors	300-Harbor Blue	

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

Home Administration ▾

Shopping Cart

NCI Group

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

Shopping Cart

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"/>

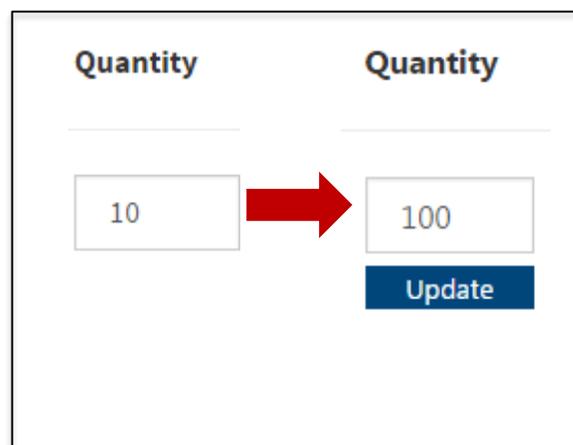
Subtotal: **\$430.88**

The Ordering Process | View/Modify Items in Cart

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

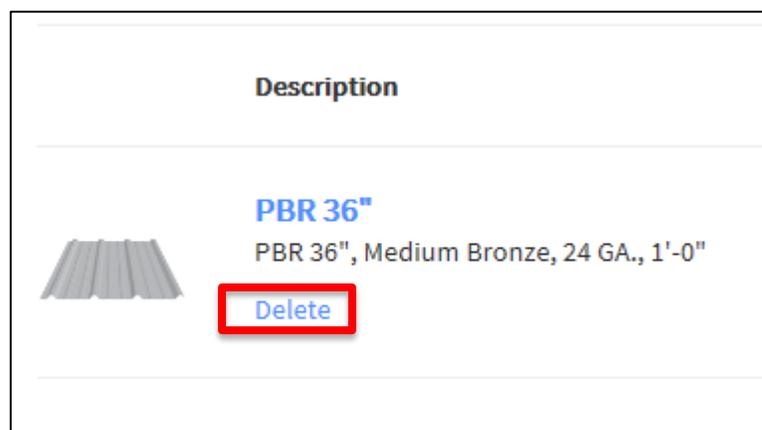
Modify Quantities

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



Delete Items

To delete items, click **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.

The screenshot shows a checkout interface for NCI Group. At the top, there are navigation links for 'Shopping Cart' and 'Checkout'. A search bar is present with a 'Search All' dropdown and a search button. A shopping cart icon shows 2 items. Below the search bar is a navigation menu with categories: Panels, Trim, Accessories, Secondary Structural, Bracing, and Hardware. The main section is titled 'General Information' and contains several fields:

- * Terms: Prepaid and Added (dropdown)
- Shipping From: Houston, TX (Fairview) (dropdown)
- Customer PO#: Customer PO# (text input)
- * Ship By: Truck (dropdown)
- * Crating Type: Standard Truckload (dropdown)
- Ship With Job Number: Job Number (text input)
- Tax Exempt: (checkbox)
- For Resale: (checkbox)
- Has Truck Tarp: (checkbox)
- For Export: (checkbox)

The Ordering Process | Checkout

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

The screenshot shows a form with four tabs: Shipping Information (active), Jobsite Information, Buyer Information, and Owner Information. The form contains the following fields:

- First Name: Walter
- Middle: Middle
- Last Name: Widget
- Email: walter@widgetworld.com
- Phone Number: Phone Number
- Fax Number: Fax Number
- * Address 1: 400E. Pine St.
- Address 2: Address 2
- City: Seattle
- State/Province: WA
- * Zip /Postal Code: 98122
- County: King

At the bottom right, there are two buttons: Notes and Proceed.

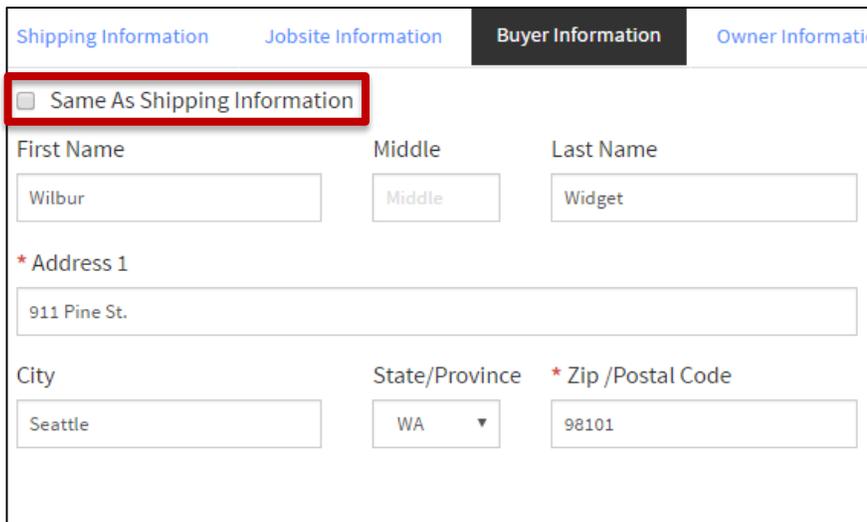
By default, the **Same as Shipping Information** box is checked on the **Jobsite, Buyer** and **Owner Information** tabs.

The three screenshots illustrate the 'Same as Shipping Information' checkbox being checked on different tabs:

- Jobsite Information:** The checkbox is checked, and the 'Jobsite Information' tab is active.
- Buyer Information:** The checkbox is checked, and the 'Buyer Information' tab is active.
- Owner Information:** The checkbox is checked, and the 'Owner Information' tab is active.

The Ordering Process | Checkout

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



Shipping Information Jobsite Information **Buyer Information** Owner Information

Same As Shipping Information

First Name Middle Last Name

Wilbur Middle Widget

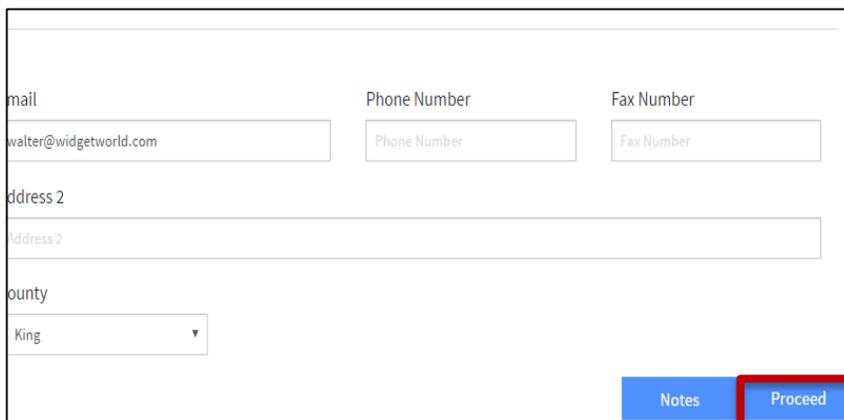
* Address 1

911 Pine St.

City State/Province * Zip /Postal Code

Seattle WA 98101

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



mail Phone Number Fax Number

walter@widgetworld.com Phone Number Fax Number

Address 2

Address 2

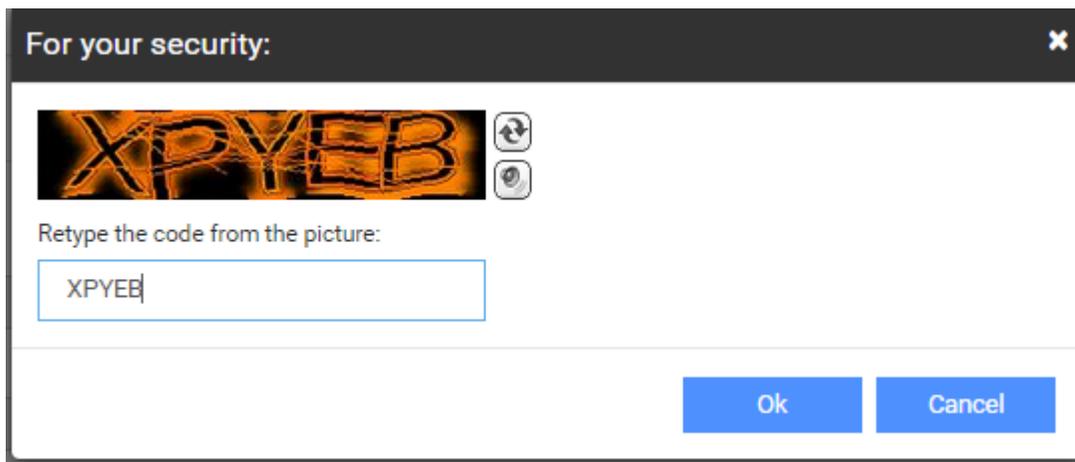
County

King

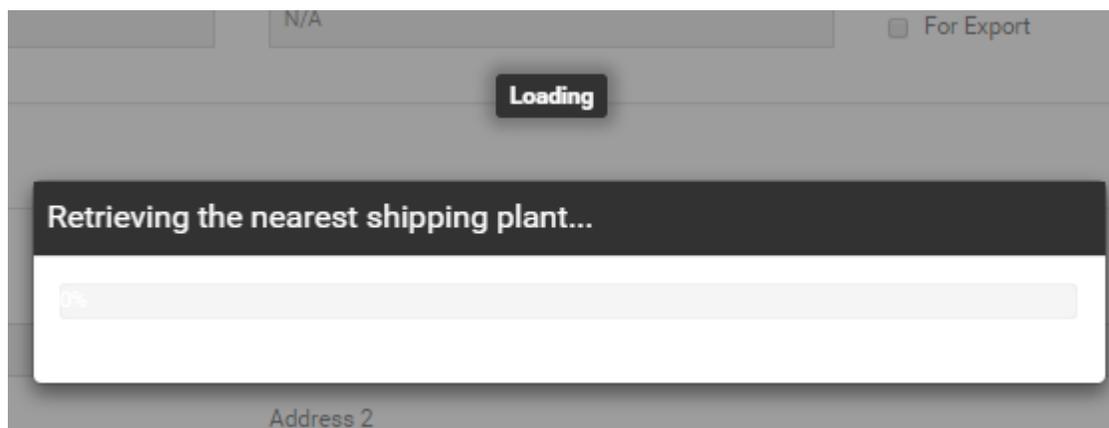
Notes **Proceed**

The Ordering Process | Checkout

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



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



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	

Shipping Information			
Name	Walter Widget	Tax Exempt	No
Address	400E. Pine St. Seattle WA 98122	For Resale	No
County	King	Truck Tarp	No
Phone		For Export	No
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

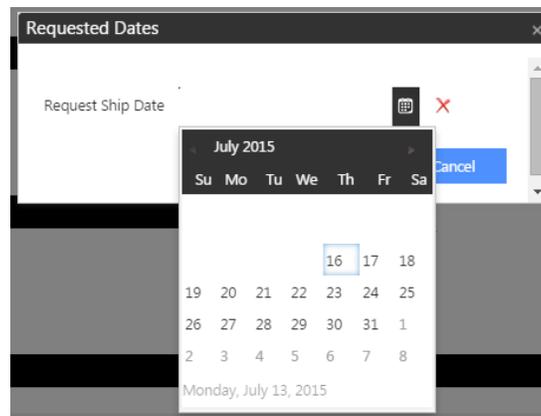
The Purchase Order will not be available to be submitted until specific information is entered. (The **Buy** option will not be selectable.)



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

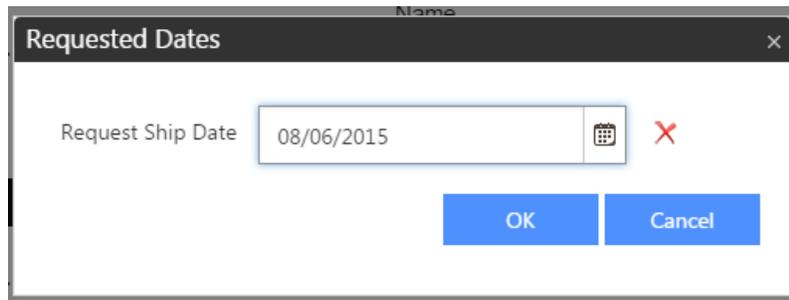
A calendar will appear.

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



The Ordering Process | Checkout

Click **OK**.



A dialog box titled "Requested Dates" with a close button (X) in the top right corner. It contains a "Request Ship Date" label, a text input field with the date "08/06/2015", a calendar icon, and a red "X" icon. At the bottom, there 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.)

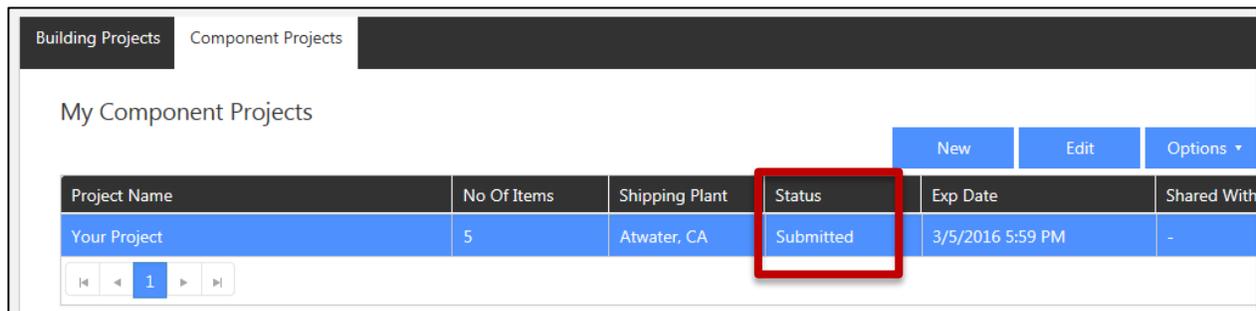


A horizontal navigation bar with a red arrow pointing to a checked checkbox labeled "I accept the terms and conditions.". To the right of the checkbox are six blue buttons: "Requested Dates", "Buy", "Print", "Save As PDF", and "Back".

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.



The Component Project Dashboard shows a table of projects. The "Status" column for the project "Your Project" is highlighted with a red box and contains the word "Submitted".

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

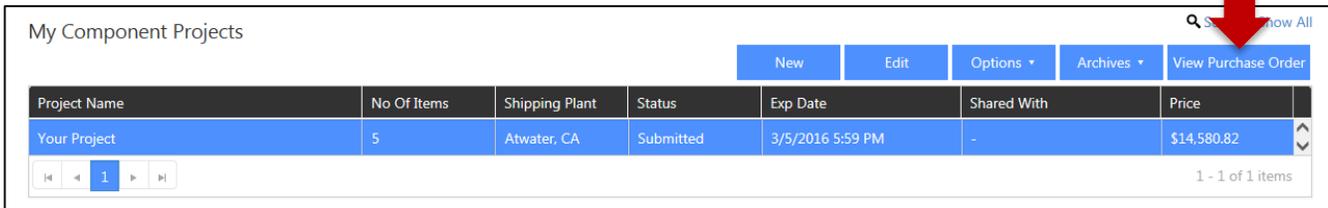
Managing Projects

- 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**.

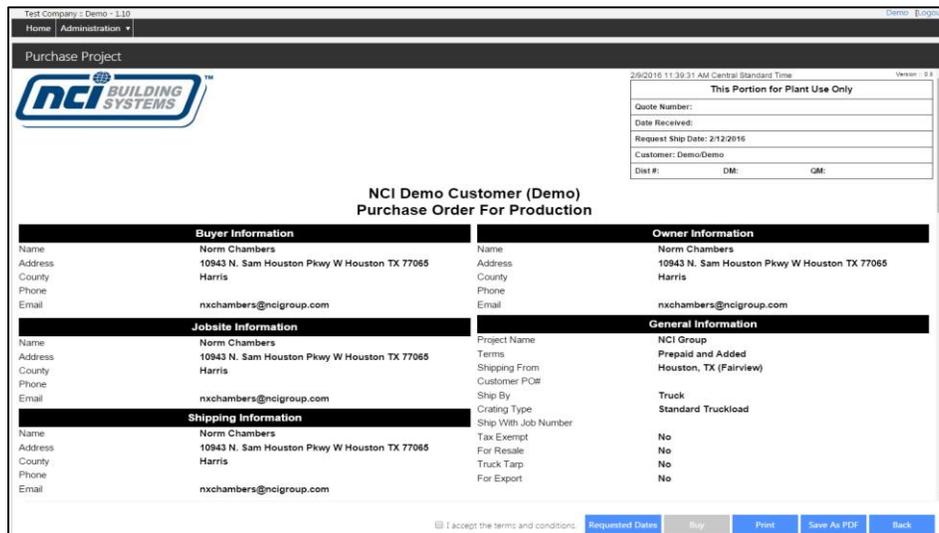


My Component Projects

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 of 1 items

The Purchase Order will display.



Test Company - Demo - 3.10

Home Administration

Purchase Project

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

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

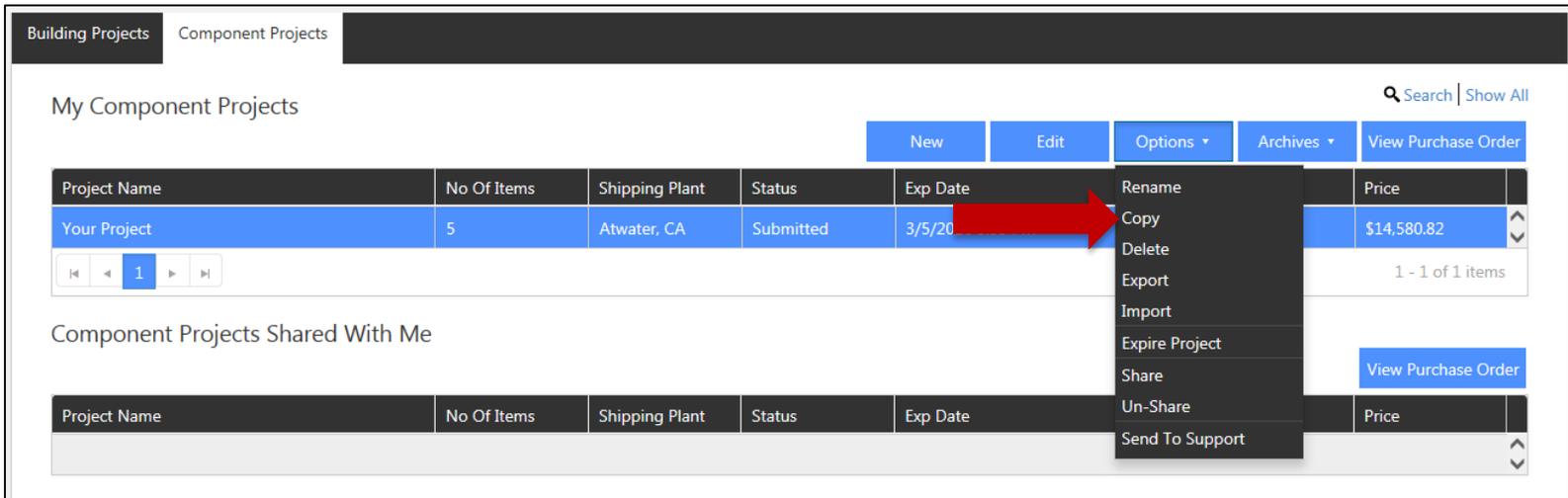
Shipping Information
Name: Norm Chambers
Address: 10943 N. Sam Houston Pkwy W Houston TX 77065
County: Harris
Phone:
Email: nxchambers@ncigroup.com

I accept the terms and conditions

Required 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.

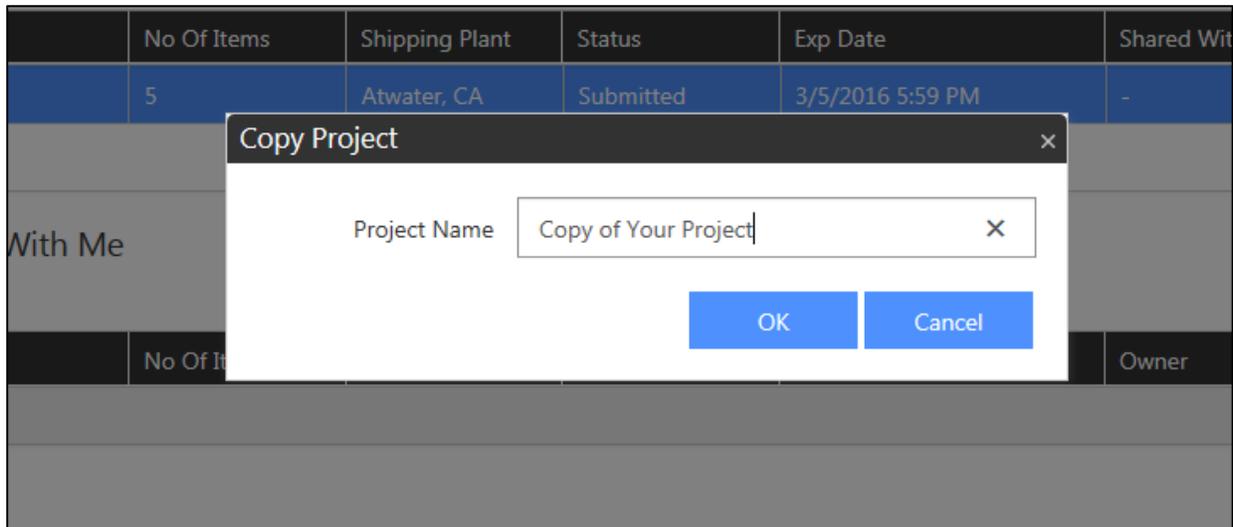


The screenshot shows the 'My Component Projects' section of a software interface. A table lists projects with columns for Project Name, No Of Items, Shipping Plant, Status, Exp Date, and Price. The first row is highlighted in blue. A red arrow points to the 'Options' dropdown menu, which is open and shows a list of actions: Rename, Copy, Delete, Export, Import, Expire Project, Share, Un-Share, and Send To Support. The 'Copy' option is highlighted in the dropdown. Below the table, there is a section for '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

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Price
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3. The Copy Project window will appear.
4. Rename the project and click **OK**.



The screenshot shows a 'Copy Project' dialog box overlaid on the project table. The dialog box has a title bar with 'Copy Project' and a close button. It contains a 'Project Name' label and a text input field with the text 'Copy of Your Project'. Below the input field are two buttons: 'OK' and 'Cancel'.

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

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

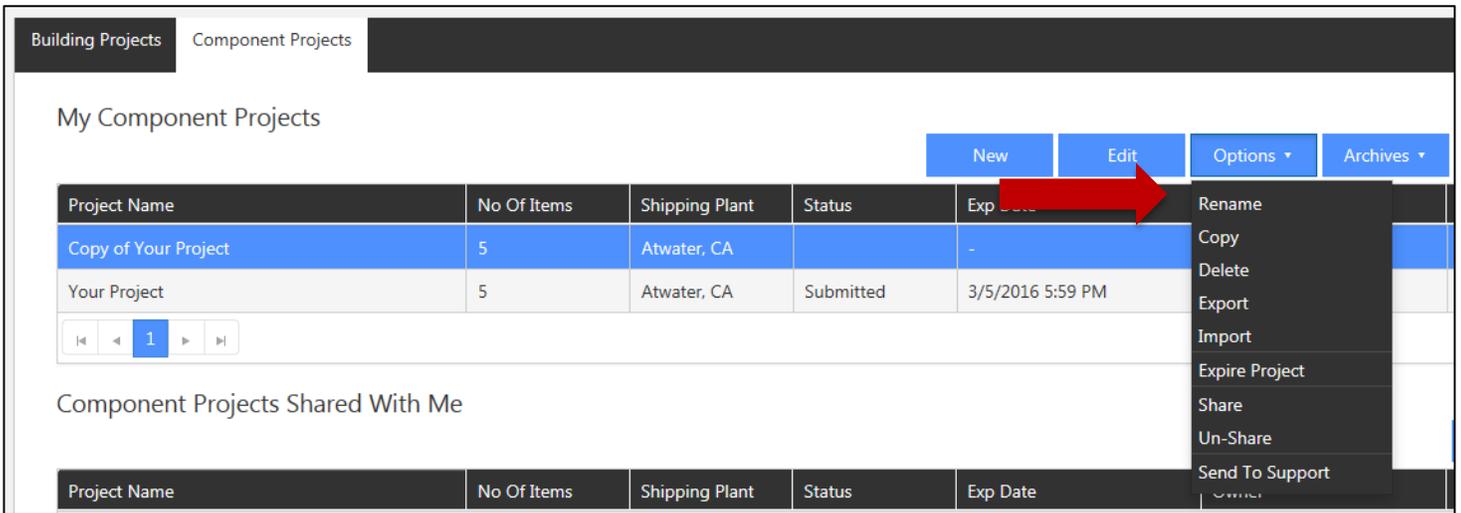
New Edit Options Archives View Purchase Order

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

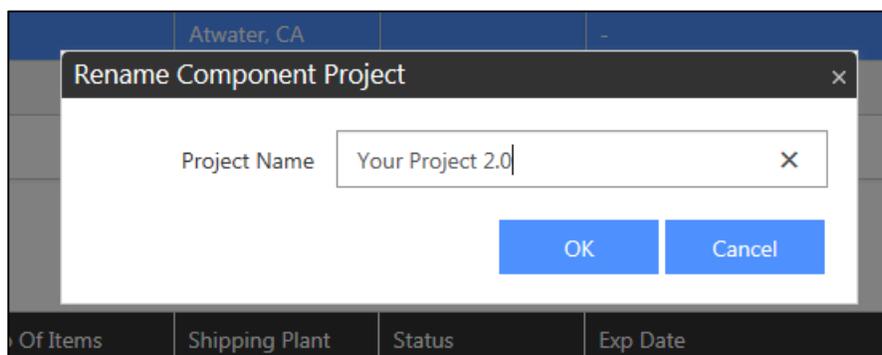
1 | 1 - 2 of 2 items

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.



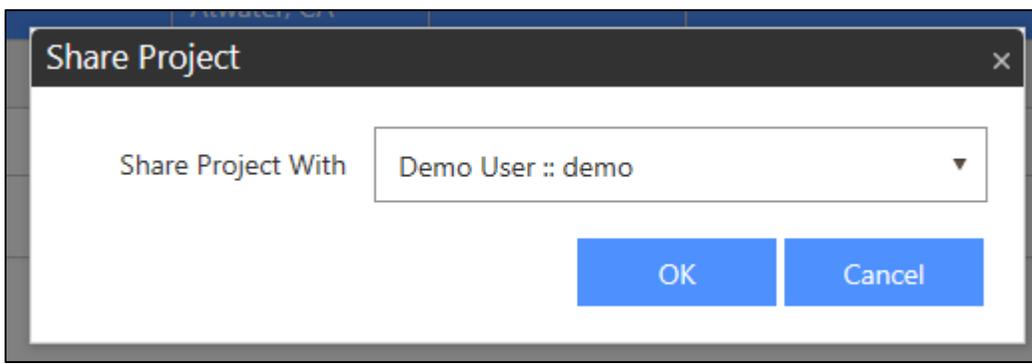
4. Type the new Project Name and click **OK**.



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
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

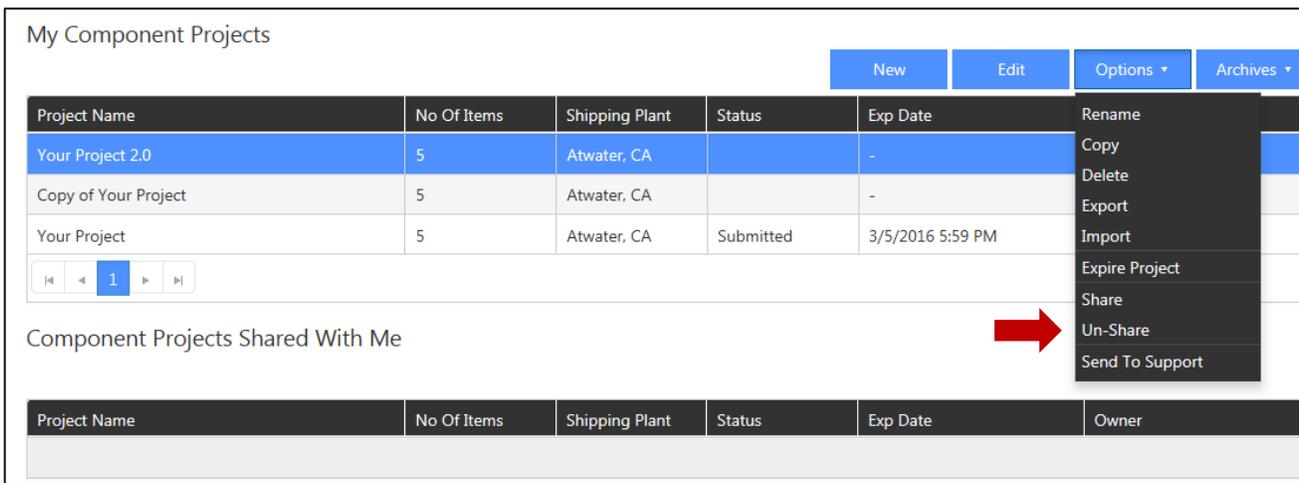
1. Highlight the desired project on Project Dashboard.
2. Click **Options**. Select **Un-share** from the dropdown menu.

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

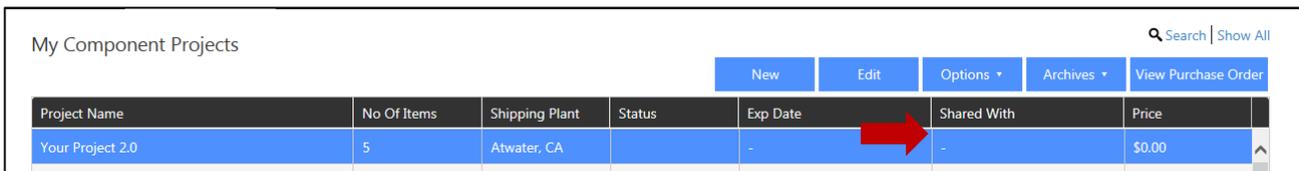
Project Name	No Of Items	Shipping Plant	Status	Exp Date	Owner
--------------	-------------	----------------	--------	----------	-------



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

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



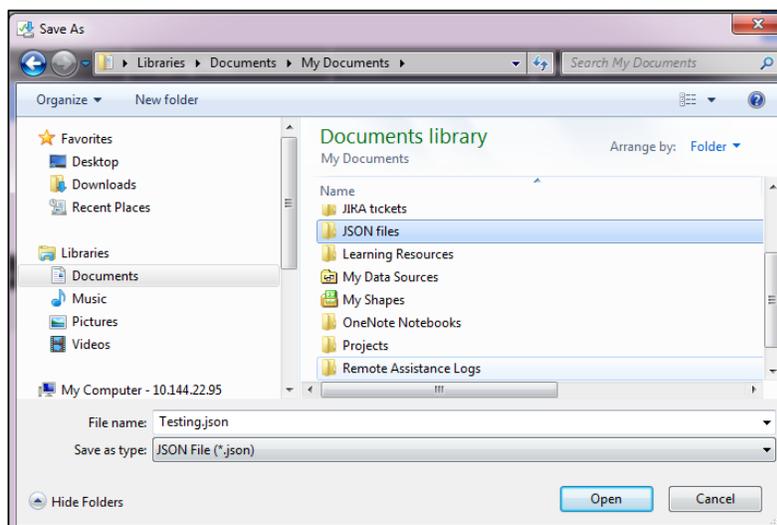
Managing a Project | Export Project

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.



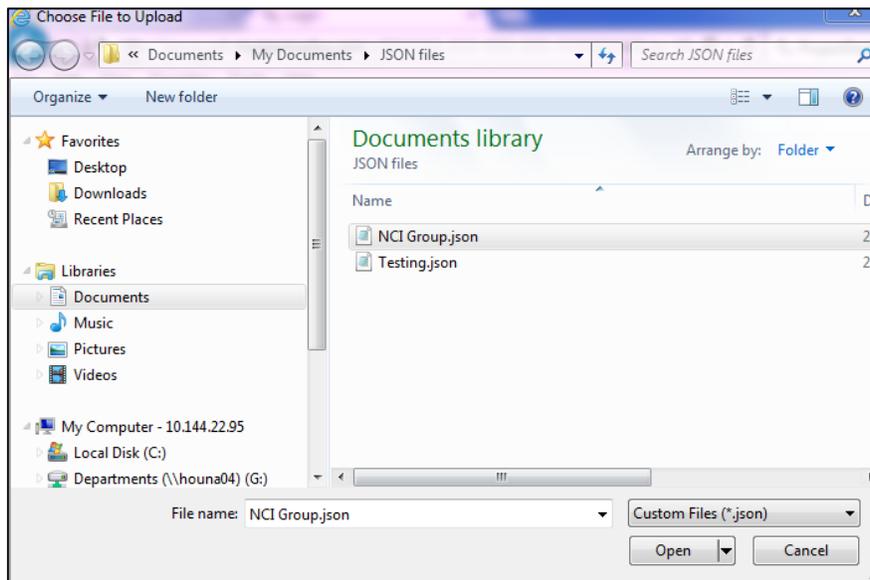
4. Click the arrow on the right side of **Save** button.
5. Select **Save As** from the menu.
6. Select the location to save the file. Rename the file.
7. Click **Save**.



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**.

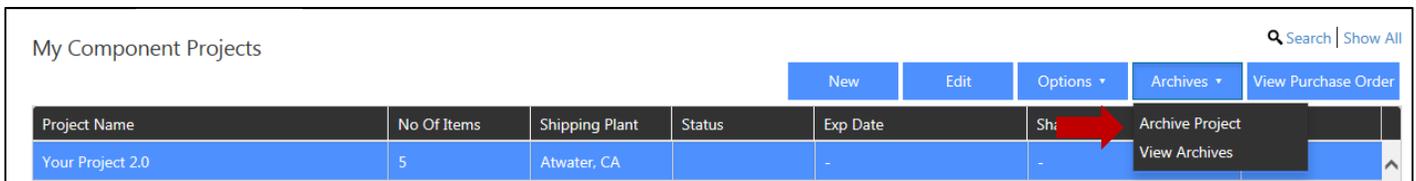


The imported project will now be displayed on the project dashboard.

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.

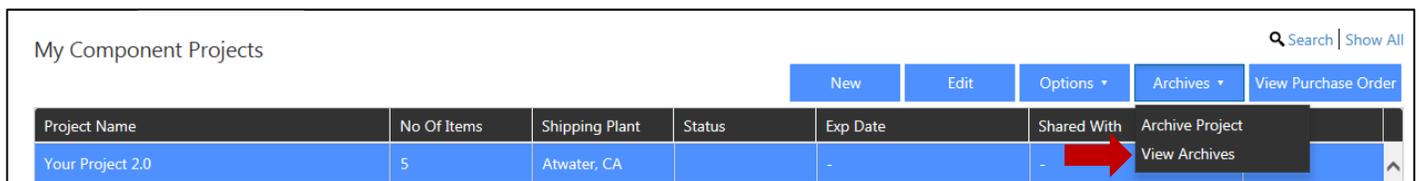
1. Highlight the desired project on the Project Dashboard.
2. Click **Archives**. Select **Archive Project** from the dropdown menu.
3. The Project will be removed from the Project Dashboard and moved to the Project Archives. The projects are not deleted from the system.



The screenshot shows a table titled "My Component Projects" with columns: Project Name, No Of Items, Shipping Plant, Status, Exp Date, and Shared With. A red arrow points to the "Archives" dropdown menu, which is open and shows "Archive Project" and "View Archives" options.

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Actions
Your Project 2.0	5	Atwater, CA		-	-	Archive Project View Archives

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

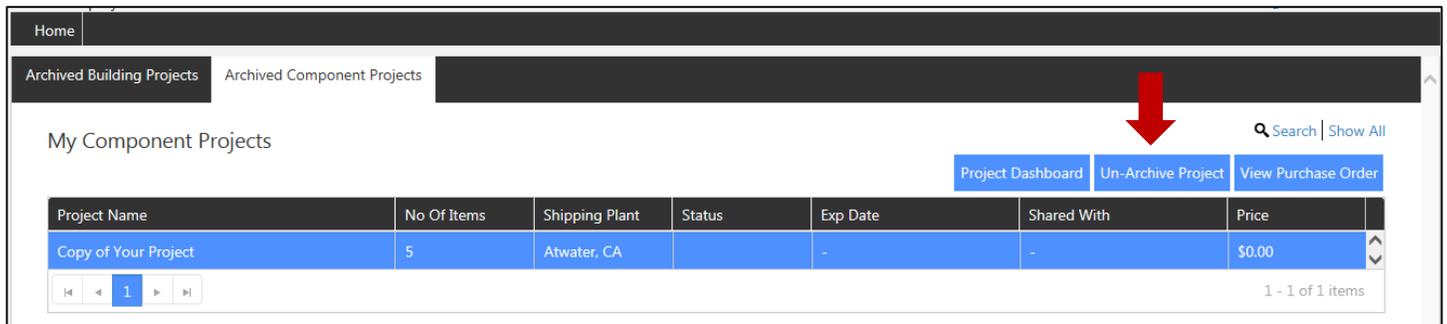


The screenshot shows the same table as above, but the dropdown menu is open and "View Archives" is highlighted with a red arrow.

Project Name	No Of Items	Shipping Plant	Status	Exp Date	Shared With	Actions
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**.



Home Archived Building Projects Archived Component Projects

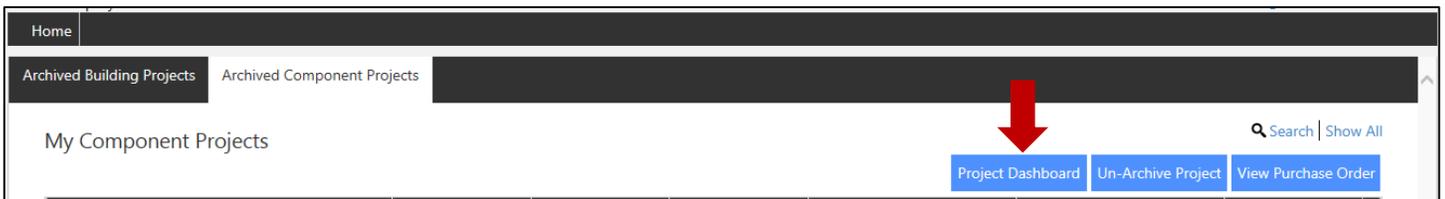
My Component Projects

Project Dashboard Un-Archive Project 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

1 - 1 of 1 items

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



Home Archived Building Projects Archived Component Projects

My Component Projects

Project Dashboard Un-Archive Project View Purchase Order

Contact Information

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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.