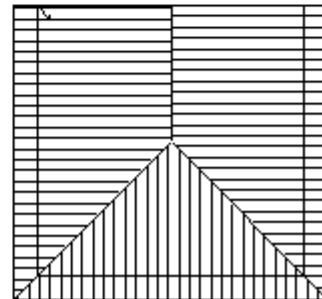
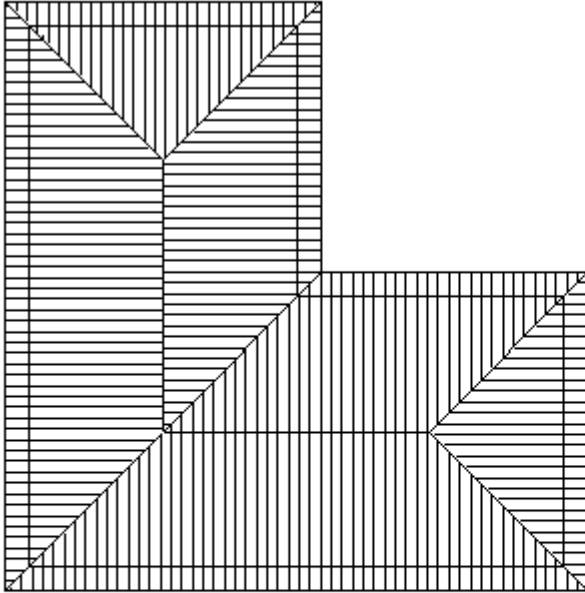


How To Use Stage Manager

Stage Manager can be used in a number of situations. Below is an example of when it can be used. As you can see there is a main roof and a garage. What Stage Manager allows you to do is to separate the job out into, in this case, 2 separate sections. Eg Main roof and Garage. With this done you have the ability to Quote materials, labour and even order forms for the separate sections.



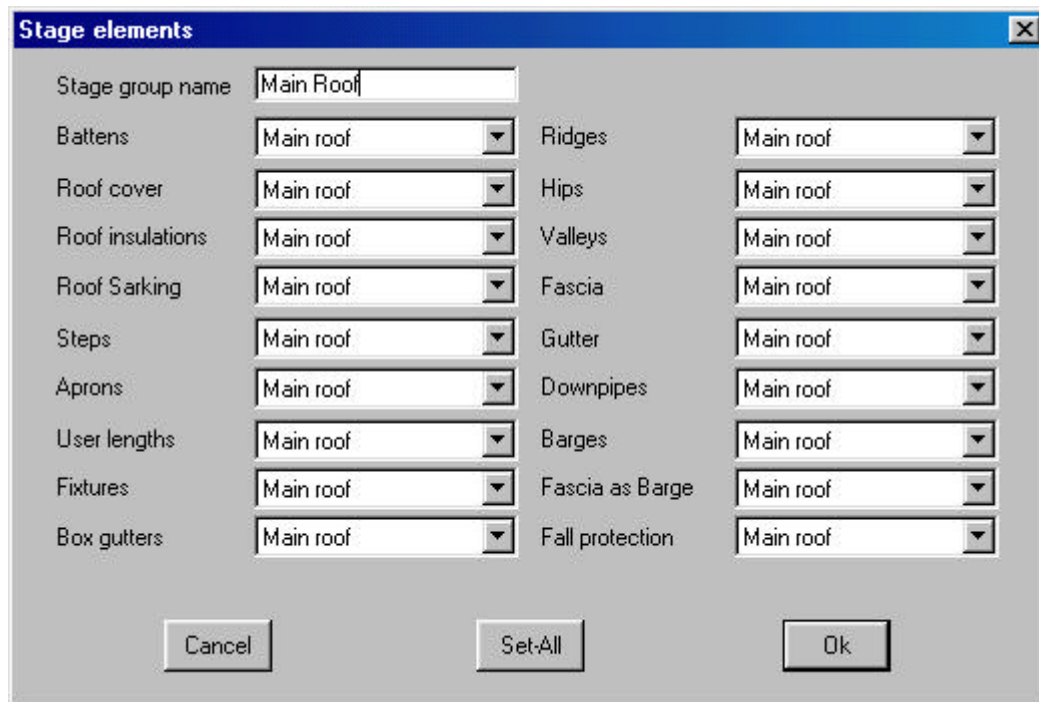
The first step in using Stage Manager is to setup your stages. To do this go to **Cover | Stage-Manager | Define-Stages**. This will bring up a dialog box similar to the following.

A screenshot of a dialog box titled "Stage definition [1 of 2 stages] id = 1". The dialog box has a blue title bar with a close button (X). It contains several input fields and buttons. The "Stage name" field is filled with "Main roof". The "Installer" field is filled with "Benny the builder" and has a browse button (...). The "Install date" field is filled with "16 August 2001". The "Delivery date" field is filled with "16 August 2001". Below the input fields are four buttons: "Select", "Delete", "Add", and "Update". At the bottom are three buttons: "Cancel", "Set-Default", and "Ok".

Stage definition [1 of 2 stages] id = 1		
Stage name	Main roof	
Installer	Benny the builder	...
Install date	16 August 2001	
Delivery date	16 August 2001	
Select	Delete	Add
Update		
Cancel	Set-Default	Ok

When you have filled in the fields, select **Add** and the new stage will be added. In this case we will need to add one called **Main Roof**, and **Garage**. When this is done click **OK**.

The next step is to go to **Assign-Groups**. Select any plane on the **Main Roof**. You will notice the entire roof will highlight and the following dialog box will appear.



Stage elements	
Stage group name	Main Roof
Battens	Main roof
Roof cover	Main roof
Roof insulations	Main roof
Roof Sarking	Main roof
Steps	Main roof
Aprons	Main roof
User lengths	Main roof
Fixtures	Main roof
Box gutters	Main roof
Ridges	Main roof
Hips	Main roof
Valleys	Main roof
Fascia	Main roof
Gutter	Main roof
Downpipes	Main roof
Barges	Main roof
Fascia as Barge	Main roof
Fall protection	Main roof

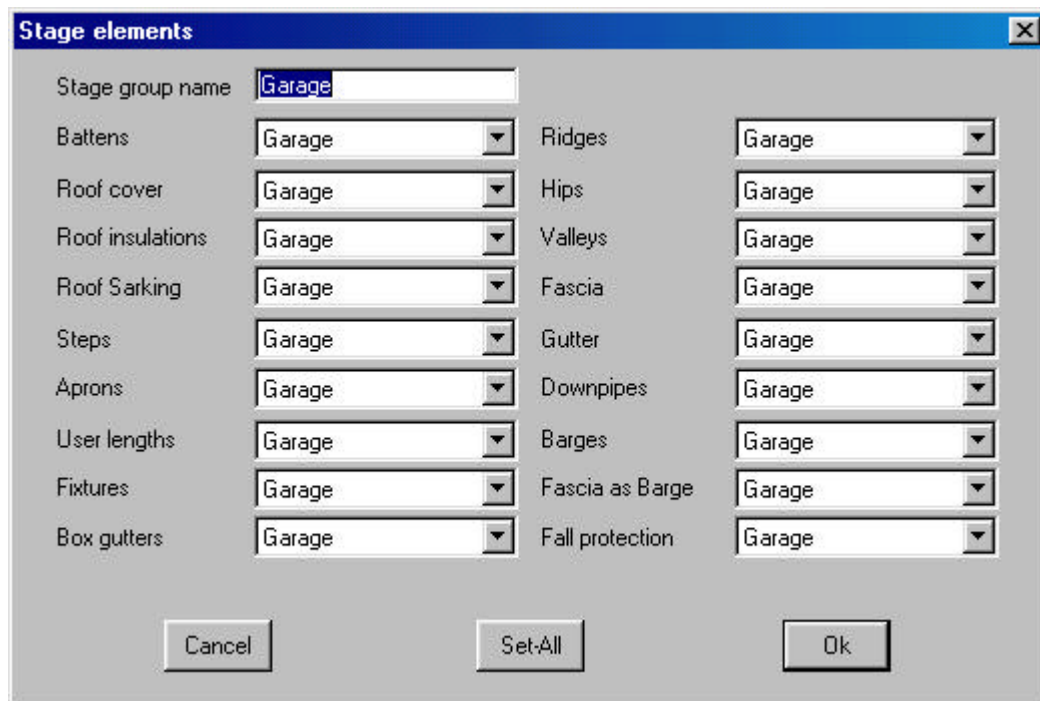
Buttons: Cancel, Set-All, Ok

As you can see, every aspect to do with the selected roof is on display here. If you select the arrow at the end of each field, a drop down box will appear with the Stages that you defined earlier in it. Therefore you can assign any section of the selected roof to any defined stage.

In a tile roof situation you could set your roof to be done by your roofers and the flashings to be done by your plumber.

For our particular situation we will leave this all as Main Roof, Call the Stage Group Name "**Main Roof**", and select **OK**.

You will be presented with Crosshairs again and this time select the Garage. Again you will be presented with Stage Elements dialog box. Call the Stage Group Name "**Garage**" and select Set-All. What this allows you to do is to globally set all of the fields to the same Stage in one step. Select the Garage Stage. It should look similar to the following.

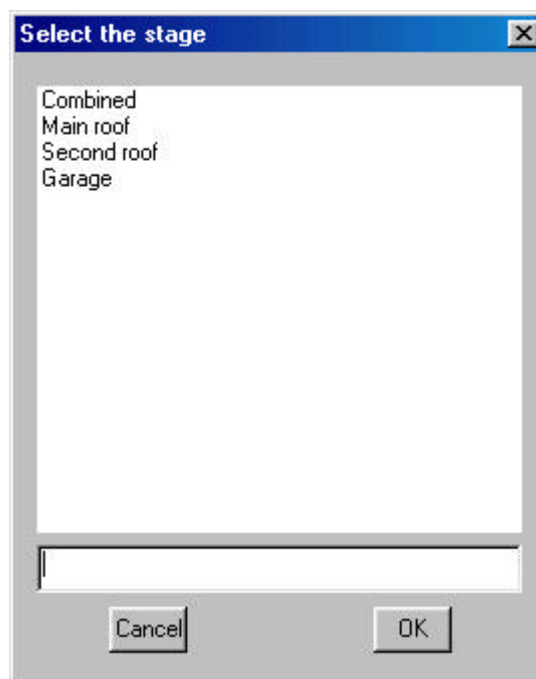


The 'Stage elements' dialog box is used to configure various roof components for a specific stage. It features a title bar with a close button (X). The main area contains a list of components on the left and their corresponding dropdown menus on the right. The 'Stage group name' field is set to 'Garage'. At the bottom, there are three buttons: 'Cancel', 'Set-All', and 'Ok'.

Component	Value
Stage group name	Garage
Battens	Garage
Roof cover	Garage
Roof insulations	Garage
Roof Sarking	Garage
Steps	Garage
Aprons	Garage
User lengths	Garage
Fixtures	Garage
Box gutters	Garage
Ridges	Garage
Hips	Garage
Valleys	Garage
Fascia	Garage
Gutter	Garage
Downpipes	Garage
Barges	Garage
Fascia as Barge	Garage
Fall protection	Garage

Click **OK** when you are finished and then right click the mouse to exit out of the command.

Your stages have now been set. Go to **Costing | Supply & Install** and you will now be presented with the following dialog box.



The 'Select the stage' dialog box is used to choose a specific stage for costing. It has a title bar with a close button (X). The main area is a list box containing the following options: 'Combined', 'Main roof', 'Second roof', and 'Garage'. Below the list box is a text input field. At the bottom, there are two buttons: 'Cancel' and 'OK'.

As you can see you are presented with the option of doing your Supply & Install quote on a selected stage, for example, the Garage. Only the materials and labour for the Garage will be tallied and put onto your quotation and order forms. If you still want to do the entire job you would use the combined option.

This completes this basic overview to using Stage Manager, but it is by no means the limitations of it. There are dozens more scenarios that you can use it for, separating out a block of town houses for separate quoting and/or install dates. Separating out Garages, and even separating out Fascia & Gutter to be done by a different Installer on a different install day.