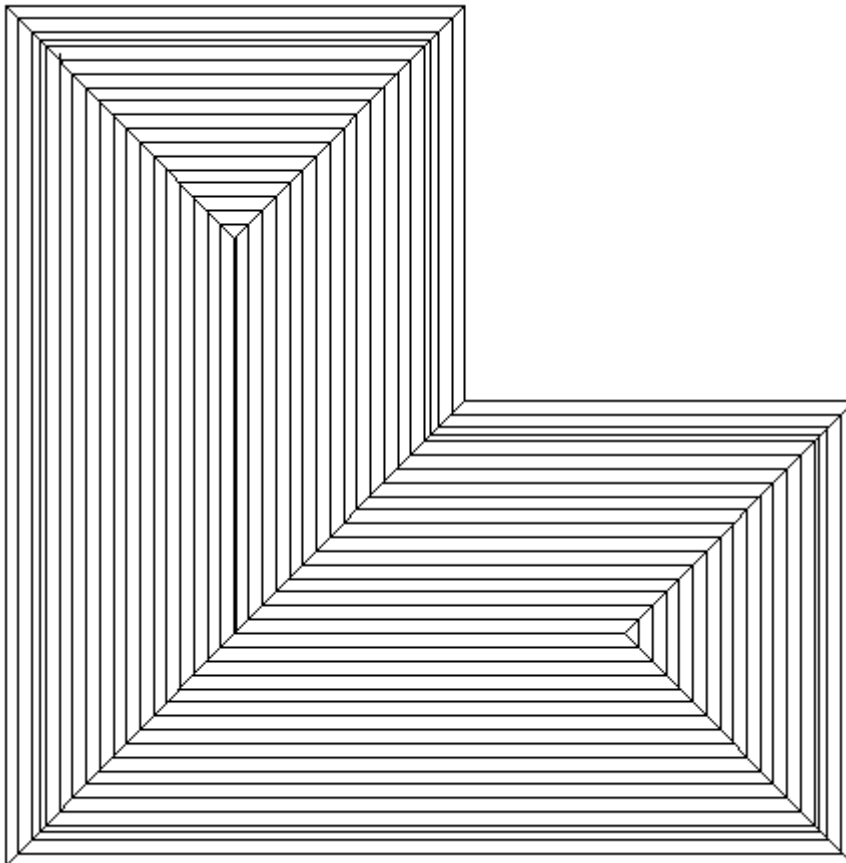


How To Use Stage Manager

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 just a main. What Stage Manager allows you to do is to separate the job out into, in this case, 2 separate sections. Eg Main roof and Plumbing. 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.

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

Buttons: Select, Delete, Add, Update, Cancel, Set-Default, Ok

When you have filled in the fields, select **Add** and the new stage will be added. You can choose an existing Installer by selecting the button at the end of the field.

In this case we will need to add one called **Main Roof** (main roof may already exist so select it and change the details of it), and one called **Plumber**. When this is done click **OK**.

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

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

Buttons: Cancel, Set-All, Ok

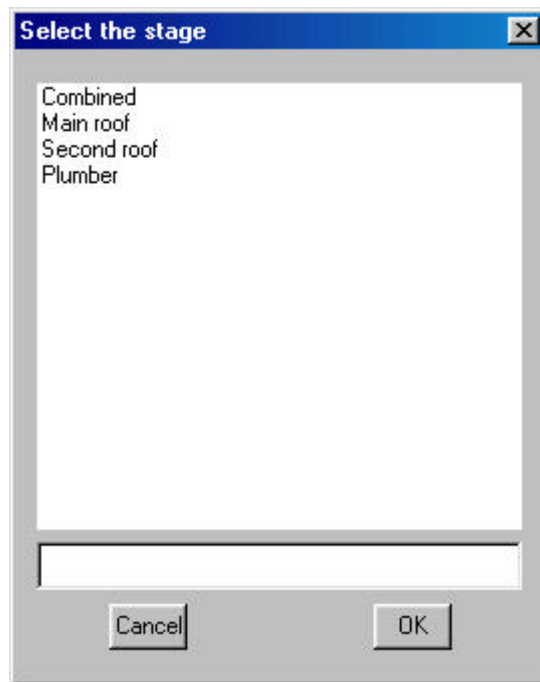
As you can see, every aspect to do with the selected roof is on display here. If you select the arrow at the end of each field, a drop down box will appear with the Stages that you defined earlier in it. Therefore you can assign any section of the selected roof to any defined stage.

In a tile roof situation you can set your roof to be done by your roofers and the flashings to be done by your plumber. To do this, leave all of the parts of the roof that the roofer would do as "Main Roof" and change all of the parts that the plumber would do to "Plumber". e.g your Fascia & Gutter.

Call the Stage Group Name "**Stage 1**", and select **OK**.

You will be presented with Crosshairs again so 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.



As you can see you are presented with the option of doing your Supply & Install quote on a selected stage, for example, the Plumber. Only the materials and labour for the Plumbing side of the job 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.

One last thing to be aware of, before you generate your flashings ensure that at the top of the flashings dialog box that you have selected the correct pay rate.