

# **VP Command™ Pro Central Training Guide**

The first release of VP Command<sup>™</sup> Pro Central provides access to:

- Basic Project Information
- Orders
- Shipments
- Billing
- Documents

	Sort By:   Project Number View.		Find	9 T
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Projects	E2E TC14 SEQUENCE ORDER ENTRY	80-010357	Ordered	
Favorite Projects	E2E TC 15 SEQUENCED ORDER SEQU	80-010359	Ordered	
View All	E2E TC16 SEQUENCED ORDER CHANG	60-010360	Ordered	
	E2E TC17 SEQUENCED ORDER BOOKE	50-010361	Ordered	
Orders	E2E TC18 SEQUENCED ORDER SHIPP	80-010365	Ordered	
Billion	E2E TC19 SEQUENCED ORDER BILLE	80-010367	Ordered	
Claims	E2E TC20 SEQUENCED CLAIM PARTS	80-010368	Ordered	
	E2E TC21 SEQUENCED VPCI ORDER	80-010369	Ordered	
Documents	E2E TC 22 SEQUENCED VPCI ORDER	80-010370	Ordered	
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	E2E TC25 ENPARTS BOOKED	80-010375	Ordered	
	E2E TC26 ENPARTS SHIPPED	80-010375	Ordered	

Later releases will include additional information and abilities.

When you enter the program, you will enter in project mode, and you will see all your available projects.

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	E2E TC24 ENPARTS ENTERED	80-010374	Ordered	
	E2E TC25 ENPARTS BOOKED	80-010375	Ordered	
	E2E TC26 ENPARTS SHIPPED	80-010376	Ordered	
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### **Projects**

Within the Projects mode, you just project you have designated as "Favorites," or all projects, regardless of their status. Click either of these options to filter the list to the desired view.

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	E2E TC23 SEQUENCED VPCI ORDER	80-010371	Ordered	
	E2E TC24 ENPARTS ENTERED	80-010374	Ordered	
	E2E TC25 ENPARTS BOOKED	80-010375	Ordered	
	C E2E TC26 ENPARTS SHIPPED	80-010376	Ordered	
	Showing 1 to 16 of 16 Projects			First Previous Next

There may be quite a few projects in your list. To save loading time, the first 100 items will be initially returned. Additional items can be reached using the page indicator, filter or search options.

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Projects can be designated as "Favorites" to make it easier to find the project you need. There is an additional filter section. The top option shown in the filter section is "Favorite." This will return only projects that you have designated as a favorite.

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You may select any project you wish to be a "Favorite" by clicking the actions button (...) and selecting "Favorite."

A star will appear next to the project name, indicating that the project has been selected as a favorite.





This will allow you to quickly and easily reach the project or projects that you were working on. Favorites can be updated at any time. Again, click the actions button (...), and this time select "Unfavorite."

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There are additional filtering and sorting options available. You can sort the list by the Project Number, Project name, Last Modified Date or Created Date.

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Additionally, a list can be shown in either a tiled or standard list view.

To make it even easier to find the project you need, there is a filter section.

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	E2E TC25 ENPARTS BOOKED	80-010375	Ordered ***



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The top option shown in the filter section is "Favorites." This will return only projects that you have designated as "Favorites."

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	C E2E TC24 ENPARTS ENTERED	80-010374
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	Showing 1 to 16 of 16 Projects	

To use the search function, enter a portion of a project number, project name or other project identifying project information and click the magnifying glass. Any projects matching the data requested will be returned.

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Quotes	E2E TC18 SEQUENCED ORDER SHIPP	80-010366	Ordered	
Orders	E2E TC19 SEQUENCED ORDER BILLE	80-010367	Ordered	
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	E2E TC26 ENPARTS SHIPPED	80-010376	Ordered	
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	Showing 1 to 15 of 15 Projects		First Previous Next	

To see more information about a project, click on the project name.

This will open a project dashboard screen.

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### Dashboard

The dashboard screen will give you an overview of your entire project. It will show additional project information, including project reconciliation and a timeline.

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Timeline								

You can see the overall status at a glance from the project name and location to the progress of shipments and invoices. Click on the "i."

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Timeline	Project Location: Customer: VP Test								

Click on "Timeline" on the lower left-side of the dashboard to display the timeline.

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\$516,571 <sup>.36</sup>	Order# 8001036601	*Order\$ \$152,357.70	Invoice\$ \$0.00	Pre-Payments\$ \$0.00	Payment\$	Credits\$ \$0.00	Adjustments\$ \$0.00	Due\$
Project Total*	8001036602 8001036603	\$21,765.34 \$342,448.32	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
Invoiced 0% Invoices Paid 50.00 / 50.00 Shipments 0 LBS	Total	\$516,571.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Timeline								
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The timeline shows the project milestones from order entry through shipment completion.

The settings option allows you to adjust the timeline view to show you the data in alternative ways such as via a chart of dates. You can also download the data shown into an excel file.





Displayed on the main page of the dashboard is the "Project Reconciliation" section. Here you will see all invoices associated with the project, along with any associated payments, credits, or adjustments.

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510,571	8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Project Total*	8001036602	\$21,765.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	8001036603	\$342,448.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
voiced	Total	\$516,571.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
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Clicking on an order in the list will bring up the order display for that order.

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Project Recor	nciliation						
Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
8001036602	\$21,765.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
8001036603	\$342,448.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Total	\$516,571.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0





# **Project-Specific Items**

When you have a project selected, the available options along the top menu match the available options along the left-hand menu.

Test Duncanadmin	MENU   E2E TC20 SEQUENCED CLAIM	I PART	6 / Dashboard						Ŋ	COMMANDPRO	BETA
Profile Logout	🖿 Dashboard 👍 Models 💰 Buyouts	D QI	iotes ⊚ Approval	s 📄 Orders		🖪 Shipments 🏾 [	Billing 🔺 Claim	s 🖿 Documents			
Dashboard	E2E TC20 SEQUENCED		Project Reconcili	atic							
Reports	\$516 571. <sup>36</sup>		Order#		ice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$	
	Project Total*	ß	8001036801	\$152,	50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Projects ^			8001036802	\$342,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Favorite Projects	Invoiced		Total	\$516,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
View All	0% Invoices Paid										
Quotes	\$0.00 / \$0.00 Shinments										
Orders											
Shipments											
Billing	Timeline										
Documents											
	-0-00-0										

Selecting an option from the top menu will give you the results for just the project chosen. Selecting an option from the left menu, we'll give you all the results available in the system for that item.

Test Duncanadmin	MENU   E	2E TC20 SEQUENCED CI	AIM PARTS / Or	ders				Сомм	NDPRO	BETA
C Profile Logout	📥 Dashboard			Approvals		ers 🖪 Shipme	nts 🕒 Billing 🔩 Claims 🖿 Documents			
Dashboard	🖪 Copy 🛓 D	lownload						Find	۲ 🗌	×
Reports	-									
Email	Order #	▲ Status ♥	Type 🗢	Category ¢	Date ¢	Project# \$	Project Name \$	Total(\$) \$	Wgt ¢	
Projects ^	8001036	801 воокер	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	\$152,357.70	63,101	
1 logetid	8001036	802 BOOKED	Building		10/11/2018	80-010358	E2E TC20 SEQUENCED CLAIM P	\$21,765.34	5,883	
Favorite Projects	8001036	803 BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	5342,448.32	129,633	
View All	Showing 1	to 3 of 3 entries								
Quotes										
Orders										
Shipments										
Billing										
Claims										
Change Orders										
Documents										

If you see unexpected results, make sure the appropriate option was selected.





### Orders

The "Orders" option gives you access to all your orders. You can copy the entire list, then paste this list into whatever program you wish. You can also download the entire list in a CSV format to be used in a spreadsheet program.

	Orders									
	Copy Downloa	d 38 Orders						Find	Q	۲
	Order # *	Status ¢	Type ¢	Category \$	Date ¢	Project# \$	Project Name ¢	Total(\$) ≎	Wgt ¢	
	1701230038	BOOKED	EParts		1/30/2018	17-012300	DUNCAN PROVO SERVICE CEN	\$0.00	0	
rojects	1802580604	ENTERED	Building		6/11/2018	80-010369	E2E TC21 SEQUENCED VPCI OR	\$375.92	0	
Favorite Projects	1803410001	ENTERED	Parts		6/21/2018			\$21.23	0	
	8001035701	ENTERED	Building		10/9/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$152,357.70	63,101	
View All	8001035702	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$21,765.34	5,883	
	8001035703	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$342,448.32	129,633	
	8001035901	ENTERED	Building		10/9/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$152,357.70	63,101	
rders	8001035902	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$21,765.34	5,883	
hipments	8001035903	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036001	ENTERED	Building		10/11/2018	80-010370	E2E TC 22 SEQUENCED VPCI O	\$152,357.70	63,101	
alling	8001036002	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036003	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036101	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$152,357.70	63,101	
	8001036102	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$21,765.34	5,883	
locuments	8001036103	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036601	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$152,357,70	63,101	
	8001036602	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036603	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036701	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$152,357.70	63,101	
	8001036702	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036703	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036801	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	\$152,357.70	63,101	

There are sort, filter, and search fields available. Click on any of the column headers to sort the list by that column. Click once to sort the list in ascending order. Click twice to sort the list in descending order.

Test Duncanadmin	MENU   Orders							\ <b>∕</b> ⊂o•	IMANDPRO
Profile Logout	Orders								
Dashboard	🖺 Copy 🛓 Download	d 38 Orders						Find	۹ ۲ 🗙
Reports									*
Email	Order # *	Status ≎	Type 🗢	Category ¢	Date ¢	Project# \$	Project Name \$	Total(\$) ≎	Wgt¢
	1701230055	PROVED	EParts		1/30/2018	17-012300	DUNCAN PROVO SERVICE CEN	60.00	0
Projects ^	1802580604	ENTERED	Building		6/11/2018	80-010369	E2E TC21 SEQUENCED VPCI OR	\$375.92	0
Favorite Projects	1803410001	ENTERED	Parts		6/21/2018			\$21.23	0
	8001035701	ENTERED	Building		10/9/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$152,357.70	63,101
View All	8001035702	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$21,765.34	5,883
	8001035703	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$342,448.32	129,633
	8001035901	ENTERED	Building		10/9/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$152,357.70	63,101
Orders	8001035902	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$21,765.34	5,883
Shipments	8001035903	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$342,448.32	129,633
	8001036001	ENTERED	Building		10/11/2018	80-010370	E2E TC 22 SEQUENCED VPCI 0	\$152,357.70	63,101
Billing	8001036002	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$21,765.34	5,883
	8001036003	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$342,448.32	129,633
	8001036101	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$152,357.70	63,101
	8001036102	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$21,765.34	5,883
Documents	8001036103	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$342,448.32	129,633
	8001036601	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$152,357.70	63,101
	8001036602	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$21,765.34	5,883
	8001036603	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$342,448.32	129,633
	8001036701	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$152,357.70	63,101
	8001036702	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$21,765.34	5,883
	8001036703	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$342,448.32	129,633
	8001036801	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	\$152,357.70	63,101



The search option is also very useful. It will allow you to search by whatever keyword is entered. This will allow you to search for a part of a project name or partial order number to find the item or items you need.

COMMANDPRO

rofile Logout	Orders									
ert.	Copy 🛓 Download	38 Orders						Find	Q,	τ
11 11										
	Order # *	Status ¢	Туре \$	Category \$	Date ¢	Project# \$	Project Name \$	Total(5) +	AABr A	-
	1701230038	BOOKED	EParts		1/30/2018	17-012300	DUNCAN PROVO SERVICE CEN	\$0.00	0	
Ŷ	1802580604	ENTERED	Building		6/11/2018	80-010369	E2E TC21 SEQUENCED VPCI OR	\$375.92	0	
te Projects	1803410001	ENTERED	Parts		6/21/2018			\$21.23	0	
	8001035701	ENTERED	Building		10/9/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$152,357.70	63,101	
	8001035702	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$21,765.34	5,883	
	8001035703	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$342,448.32	129,633	
	8001035901	ENTERED	Building		10/9/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$152,357.70	63,101	
	8001035902	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$21,765.34	5,883	
its	8001035903	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036001	ENTERED	Building		10/11/2018	80-010370	E2E TC 22 SEQUENCED VPCI O	\$152,357.70	63,101	
	8001036002	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036003	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036101	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$152,357.70	63,101	
Orders	8001036102	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$21,765.34	5,883	
nts	8001036103	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036601	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$152,357,70	63,101	
	8001036602	CLOSED	Building		10/11/2018	80-010365	E2E TC18 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036603	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036701	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$152,357.70	63,101	
	8001036702	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$21,765.34	5,883	
	8001036703	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$342,448.32	129,633	
	8001036801	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	\$152,357.70	63,101	

Clicking an order will open the building order display or detail view, which contains additional information about the order.

Frome Logout	Orders								
	🖺 Copy 🛓 Dow	10ad 38 Orders						Find	۹ ۲
	1								
	Order # *	Status ¢	Type \$	Category \$	Date \$	Project# \$	Project Name \$	Total(\$) ≎	Wgt \$
	1701230038	BOOKED	EParts		1/30/2018	17-012300	DUNCAN PROVO SERVICE CEN	\$0.00	0
ojects	1802580604	ENTERED	Building		6/11/2018	80-010369	E2E TC21 SEQUENCED VPCI OR	\$375.92	0
Favorite Projects	1803410001	ENTERED	Parts		6/21/2018			\$21.23	0
	8001035701	ENTERED	Building		10/9/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$152,357.70	63,101
View All	8001035702	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$21,765.34	5,883
	8001035703	ENTERED	Building		10/11/2018	80-010357	E2E TC14 SEQUENCE ORDER E	\$342,448.32	129,633
	8001035901	ENTERED	Building		10/9/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$152,357.70	63,101
ders	8001035902	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$21,765.34	5,883
ipments	8001035903	ENTERED	Building		10/11/2018	80-010359	E2E TC 15 SEQUENCED ORDER	\$342,448.32	129,633
	8001036001	ENTERED	Building		10/11/2018	80-010370	E2E TC 22 SEQUENCED VPCI O	\$152,357.70	63,101
ung	8001036002	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$21,765.34	5,883
	8001036003	ENTERED	Building		10/11/2018	80-010360	E2E TC16 SEQUENCED ORDER	\$342,448.32	129,633
	8001036101	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$152,357.70	63,101
	8001036102	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$21,765.34	5,883
cuments	8001036103	BOOKED	Building		10/11/2018	80-010361	E2E TC17 SEQUENCED ORDER	\$342,448.32	129,633
	8001036601	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$152,357.70	63,101
	8001036602	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$21,765.34	5,883
	8001036603	CLOSED	Building		10/11/2018	80-010366	E2E TC18 SEQUENCED ORDER	\$342,448.32	129,633
	8001036701	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$152,357.70	63,101
	8001036702	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$21,765.34	5,883
	8001036703	BOOKED	Building		10/11/2018	80-010367	E2E TC19 SEQUENCED ORDER	\$342,448.32	129,633
	8001036801	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P	\$152,357.70	63,101





Test Dunconadmin	MENU   Orders					COMMANDPRO	BETA
Order #1802580604 Project Name: E2E T Project Number: 80-0	TC21 SEQUENCED VPCI ORDER 010369					t c	1× ;
Order Type: Building	Status: ENTERED						i i
Total: \$375.92	Order Date: 6/11/2018	 0	Q	Ø	90	i	
Lines	Ł			Totals			
₽r # 1 0r	Category Customitems			Sub Total: Freight : Estimated Ta Total: Estimated W Actions	x : eight:	\$352. \$0. \$23.7 \$375.5	15 00 77 92 0
SF Bil C C				🔒 Print			





### **Detail View**

The informational screens in the system are all presented in the same format. The information contained in the screens will be specific to the item selected. For example, you will see different information for a shipment versus an invoice.

There are multiple tabs within the screen giving access to different types of information.

Toot Duncanadmin	MENU   Orders			COMMANDER
Order #8001036601 Project Name: E2E TO Project Number: 8001	C18 SEQUENCED ORDER SHIPP 10366			†↓× ≈
Order Type: Building	Status: CLOSED			
Total: \$152,357.70	Order Date: 10/11/2018	Q	® (0) % (2)	i
Lines			lotais	
#	Category	1	Sub Total:	\$142,723.84
1	BRACING		Freight : Estimated Tax :	\$0.00 \$9.633.86
2	MISC. FASTENERS / SEALANTS		Total:	\$152,357.70
3	TRIM		Estimated weight.	63,101
4	WALL PANELS		Actions	
5	MISC. FASTENERS / SEALANTS		Print	
6	TRIM			
7	FRAMES			
8	ROOF PANELS			
9	BRACING			
10	ROOF PANELS			
11	ROOF PANELS			
12	SECONDARY STRUCTURALS	-		

#### Detail Tab

Provi abou	des detail ut the item	s			c
		Q	<b>(</b> 0)	9 <sub>0</sub> (0)	i
				Totals	
			^	Sub Total:	\$58,805.42
				Freight :	\$1,611.00

The detail section gives a breakdown of the items included.

- An order detail will show the types of items contained in the order.
- A billing detail of an invoice will include the pricing, including payments made.
- A shipment detail will show the parts included in that shipment.





	Duncanadmin	MENU   Orders					COMMANDPRO
Order #800 Projec	1036601 tt Name: E2E TC	18 SEQUENCED ORDER SHIPP					†↓×
Piloje	a realidion	Change CLOSED					5
ET.	The containing	3803.020020					
Total: 5	152,357.70	Order Date: 10/11/2018		Q	® (0)	90 (2)	i
Pr Lin	es				Totals		
	5	Category			Sub Total:		\$142,723.84
	1	BRACING			Freight : Estimated	Tax :	\$0.00 \$9,633.86
	2	MISC. FASTENERS / SEALANTS			Total:	Trink.	\$152,357.70
Q.	3	TRIM			Estimated	weight.	63,101
Of	4	WALL PANELS			Actions		
St	5	MISC. FASTENERS / SEALANTS			e Print		
Bil	6	TRIM					
Ċ	7	FRAMES					
ci	8	ROOF PANELS					
De	9	BRACING					
	10	ROOF PANELS					
	11	ROOF PANELS					
	12	SECONDARY STRUCTURALS			-		

#### Discussion Tab

Allow a discussion specific to the item			<i>c</i>
Q	<b>(</b> 0)	<b>9</b> <sub>0</sub> (0)	i
		Totals	
	^	Sub Total: Freight :	\$58,805.42 \$1,611.00

The discussion tab allows discussion or communication between users. The discussion is contained on and specific to this item. Individuals can be notified about discussion events by tagging them with an @ symbol followed by their name. Anyone tagged will automatically receive notification about the discussion item.





Order #8001036701 Project Name: E2E	MENU   Orders				<b>V<sup>p</sup>command</b> pro ↑↓×		
Order Type: Building	Status: BOOKED				<i>0</i>		
Total: \$152,357.70	Order Date: 10/11/	2018		<b>%</b> (0) <b>%</b> (2)	i		
	e to say allowed thin items mangement			300 U	•		
Attachments I	ab						
			Show				
			attachmer	nts		-	с
	Ē	Q	<b>S</b> (0)	<b>G</b> (0)		i	
				Totals			
				Sub Total:		\$58,805.	42
				Freight :		\$1.611	00

The attachments tab shows any attachments that have been included with the order. This can be items that were created by the system or items uploaded by a user.

Toet Dune	MENU   Orders							Соми	ANDPRO
Order #8001036 Project Nan Project Nun	701 ne: E2E TC19 SEQUENCED ORDER BILLE nber: 80010387							1	1 ×
Order Type: Bu	ilding Status: BOOKED								
Total: \$152,35	7.70 Order Date: 10/11/2018		E1	9		0)	<b>9</b> 6 (2)	i	
Attachme	onts				_				
O Attach F	lo								
	Name	Date Attached							
5	USER8001031001_206656666_BOYD80010310LC 11-09_test document.docx	11/21/2018							
12	USER8001031001_206655656_Capture_PNG	11/21/2018							
ß	USER8001031001_2066666666_SGCertifiedPlatformDeveloperILodf	11/19/2018							
12	USER8001031001_206666666_SGCertifiedDataArchitectureandManagementDesigner.pdf	11/19/2018							
ß	USER8001031001 206666666 BOYD80010310LC 11-09 BOL8001012801 206666666 20171121082512 odf	11/21/2018							
	USER8001031001_2066566665_SGCertifiedCPOSpecialist.pdf	11/19/2018							
	USER8001031001 206666666 FNDWRR PDF	11/19/2018							
ß	USER8001031001_2066666666_8001012901TRUCK BOL.pdf	11/15/2018							
5	USER8001031001_206656666_BOYD80010310LC_11-09_bmoPROJECT_DATA_PNG	11/21/2018							
12	USER8001031001_206666666_BOYD80010310LC 11-09_Canture PNO	11/21/2018							





#### **Related Content Tab**



The related content tab allows you to quickly and easily find any items related to the order. This will return any additional order numbers, invoices, or shipments associated with the project. Each of these items can be selected to bring up additional information.

Test Dunemadmin	MENU   Orders						COMMANDERO
Order #8001036701 Project Name: E2E TC19 SEQ Project Number: 80010367	UENCED ORDER BILLE						†↓× ⊘…
Order Type: Building	Statue: BOOKED						
Total: \$152,357.70	Order Date: 10/11/2018			B 9	<b>(</b> 0)	<b>%</b> (2)	i
Related Orders							
Order #	Status	Total		Weight			
8001036703	BOOKED	\$342,448.32		335,076			
8001036702	BOOKED	\$21,765.34		6.274			
Related Billings							
Doc #	Status	Date		Total			
6207277	Open	2018-11-12	0	\$46,018.28			
Related Shipments			0 0				
Truck Id	BOL #	Shipped Date		Weight			
BOYD80010316LC 11-09	241677	11/10/2018		3,518		***	
TMCD80010310LA 11-08	241676	11/9/2018		12,027			
PRU60010310LB 11-06				8,906			





COMMANDPRO

The information or history tab displays the history of the order. Major milestones are displayed, and order-specific dates are included. This tab is informational only but provides some useful tracking.

Tool Decomposition	MENO I ODUT						Сомм 🖗	ANDPR
Order #8001036701 Project Name: E2E TC* Project Number: 80010	19 SEQUENCED ORDER BILLE 367						t	1 ×
Order Type: Building	Status: BOOKED							
Tetal: \$152,357.70	Order Date: 10/11/20	18		Q	<b>%</b> (0)	<b>G</b> <sub>6</sub> (2)	i	
Info		Dates						
Order # : Status : Invoice # : Quote # : Project Info Project Name: E28 Project Manager:	BOOKED BOOKED E TC19 SEQUENCED ORDER BILLE LANTZ, PATRICK R	Order Date: Revision Date: Last Ship Date: Totals Sub Total: Freight :	10/11/2018 11/1/2018 \$142,723.84 \$0.00					
Project Number: Project Location:	123 NVP TESTING WAY LAURINBURG, NC, SCOTLAND, 28352, US	Total: Estimated Weight	\$1,653,66 \$152,357,70 63,101					
🔒 Print								





### **Shipments**

The functionality of the "Shipments" tab is very similar to the "Orders." All shipments are shown in a list that can be copied or downloaded.

Test Duncanadmin	MENU   Shipments								COMMAND
Profile Logout	a Shipments								
	Copy 🛃 Download							Find	T
	$\sim$								
	Truck Id *	Project Name 🖨	Order # 🖨	BOL# 💠	Org 🗢	Ship To 🖨	Ship Date \$	Delivery Date 🖨	Wgt (lbs) 🖨
iects ^	8000943301T123	E2E CLAIM E	8000943301						16
	BOYD80010310LC 11-09	E2E TC04 CL	8001031001	241677	ANN	BUTLER MF	11/10/2018	11/12/2018	3,518
luelea	PRIJ80010310LB 11-08	E2E TC04 CL	8001031001						8,906
losed	PRIJ80010385L5 11-12	E2E TC33 CL	8001038501	241722	JAC	1540 GENES	11/12/2018	11/13/2018	55
iew All	TMCD80010310LA 11-08	E2E TC04 CL	8001031001	241676	ANN	BUTLER MF	11/9/2018	11/12/2018	12,027
	Showing 1 to 5 of 5 entries								
ters									
pments									
ng :									
ocuments									

There are sort, filter, and search fields available.

Test Duncanadmin	MENU   Shipments								COMMANDPRO
Profile Logout	🚚 Shipments								
Dashboard	🔁 Copy 📩 Download							Find	ΥX
Reports									
Email	Truck Id *	Project Name \$	Order # \$	BOL# \$	Org \$	Ship To \$	Ship Date \$	Delivery Date 🖨	Wgt (lbs) \$
Projects ^	8000943301T123	E2E CLAIM E	8000943301						16
	BOYD80010310LC 11-09	E2E TC04 CL	8001031001	241677	ANN	BUTLER MF	11/10/2018	11/12/2018	3,518
Ordered	PRIJ80010310LB 11-08	E2E TC04 CL	8001031001						8,906
Closed	PRIJ80010385L5 11-12	E2E TC33 CL	8001038501	241722	JAC	1540 GENES	11/12/2018	11/13/2018	55
View All	TMCD80010310LA 11-08	E2E TC04 CL	8001031001	241676	ANN	BUTLER MF	11/9/2018	11/12/2018	12,027
Quotes	Showing 1 to 5 of 5 entries								
Orders									
Shipments									
Billing									
Claims									
Change Orders									
Documents									

Clicking on an individual shipment will open a detail screen. The tabs and their functionality are identical to the "Orders" section, but specific to the shipment selected. See detailed information about the different tab functionality on page 19.





Toot	Dune	manadmin	MENU   Orders										V/сомм	ANDP
Shipm PRIJ8	ient 3001	0385L5 11-12											Ť	1 ×
Proje	ct Nu	mber: 80010366											4	c
Order	Numl	ber: 8001038501	Ship Date: 1	1/12/2018										
Weigh	nt:	55	Delivery Date: 1	1/13/2018		$\langle  $			Q		<b>(</b> 0)	9 <sub>6</sub> (1)	i	$\supset$
Li	nes										± /	Totals		
	#	Part #	Part Description	Part Mark	Qty Ordered	Org. Plant	Package Name	Qty Shipped	Weight	PO #	^	Weight:	:	55
	1	0025392	FOIL PACK PANLASTIC W/CUBES - 265BC.12-0193		1	JAC	1ATX	1	1			Actions		
	2	0095051	1/4X1 HEX HD MS-GALV		525	JAC	1ATX	525	9		ъ	E Flux		
	3	0097230UNPNTD	1/4-14X1 1/4 CRB S UNPNTD		4	JAC	1ATX	4	0					
	4	0097296	12-14X1 1/4 CARB SDS 5/16		25	JAC	1ATX	25	0					
	5	0542088	PIPE FLSH PKG(5)-4"TO7"		1	JAC	1ATX	1	7					
	6	0542089	PIPE FLSH PKG(5)-7"TO13"		1	JAC	1ATX	1	15					
	7	0570597	PNL CLSR STY FLA W/BKRBD		6	JAC	1ATX	6	0					
	8	0590134	CHANNEL CLIP 3X3		2	JAC	1ATX	2	0		2.2			





# Billing

Test Duncanadmin	MENU   Billing							\∕ <mark>∕</mark> сомм∡	NDPRO	BETA
Profile Logaut Help	🕒 Invoices 🖺 Pro-Formas 🕻	Pre-Payments								
MyAccount	🔁 Copy 📥 Download							Find	۹ 🕇	×
Dashboard										
Reports	Open	Closed								
Email	Open Invoices	0 Open Invoices								
Projects ^	Invoice # *	Order # \$	Order Type \$	Туре≎	Project#≎	Project Name \$	Invoice Date \$	Amount(\$) \$		Fri
Favorite Projects	No data available in ta	able					Total			
View All										
Orders										
Shipments										
Billing										
Change Orders										
Documents	4									•
	Showing 0 to 0 of 0 Open Invo	ices						First	Previous	Next

When you open the "Billing" page, there will be a list of open invoices.

Clicking on the "Closed" tab will bring up a list of closed invoices.

<ul> <li>Test Duncanadmin</li> </ul>	MENU   Biling	<b>V</b> <sup>™</sup> COMMAND	PRO	BETA
Profile Logout Help	Invoices Pro-Formas @ Pro-Payments			
MyAccount	🔁 Copy 📥 Download	Find C	T	×
Dashboard				
Reports	Open Closed			
Email	Open Invoices 0 Open Invoices			
Projects ^	Invoice # * Order # Order Type \$ Type \$ Project # \$ Project Name \$ Invoice Date \$	Amount(\$) \$	Fre	
Favorite Projects	No data available in table			
View All				
Quotes				
Orders				
Shipments				
Billing				
Claims				
Change Orders				
Documents			,	
	Showing 0 to 0 of 0 Open Invoices	First P	revious	Next



COMMANDPRO

There are also tabs to show the detail of any Pro-Formas created or pre-payment made.

Test Duncanadmin	MENU   Billing							Сомма	NDPRO	BETA
Profile Logout Help	🗅 Invoices 🗈 Pro-Forma:	s @ Pre-Payments								
MyAccount	🚯 Copy 📥 Download							Find	۹ <b>Т</b>	×
	Open	Closed								
	Open Invoices	0 Open Invoices								
Projects ^	Invoice # *	Order # \$	Order Type \$	Type \$	Project # \$	Project Name \$	Invoice Date ¢	Amount(\$) \$	F	'n
Favorite Projects	No data available	in table					Total			
View All										
Orders										
Shipments										
Billing										
Documents										51. 
	Showing 0 to 0 of 0 Open	nvolces						First	Previous	Next

You can sort by any of the columns on the page to make it easier to find the desired invoice.

Clicking on any invoice number will open the detail page for that invoice. Like the other pages, basic project information is displayed, plus there are tabs that contain additional information. See the "Detail Section" on page 19 for more information.

Tool Dumonoadmin	MENU   Orders		COMMANDPRO
Order #8001036601 Project Name: E2E T	TC18 SEQUENCED ORDER SHIPP		ţţ×
Project Number: 800	10366		C
Order Type: Building	Status: CLOSED		
Total: \$152,357.70	Order Date: 10/11/2018		i 💙
Pr Lines		Totais	
#	Category	- Sub Total	\$142,723.84
1	BRACING	Freight : Estimated Tax :	\$0.00 \$9,633.86
2	MISC. FASTENERS / SEALANTS	Total:	\$152,357.70
9. 3	TRIM	Estimated weight.	65,101
Or 4	WALL PANELS	Actions	
Str 5	MISC. FASTENERS / SEALANTS	e rinc	
Bi 6	TRIM		
CI 7	FRAMES		
8	ROOF PANELS		
Dc 9	BRACING		
10	ROOF PANELS	I	
11	ROOF PANELS		
12	SECONDARY STRUCTURALS		





### **Documents**

The "Documents" functionality gives you access to all system-generated and manually-uploaded documents. All users of the system can upload documents.

If you are entering the documents section from a specific project, you will be taken directly to the folders for that project.

<ul> <li>Test Duncanadmin</li> </ul>	MENU   E2E TC20 SEQUENCED CLAI	M PART	S / Dashboard							COMMANDPRO
Profile Logout	🖿 Dashboard 🚓 Models 🚓 Buyouts	Q.	iotes @ Approva	s 📄 Orders	₽ Change Orders	C Shipments	Billing 🔩 Clam	s Documents		
	E2E TC20 SEQUENCED		Project Reconcil	ation						
	\$516,571. <sup>36</sup>		Order# 8001036801	*Order\$ \$152,357.70	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$ \$0.00	Due\$
Projects ^	Project Total*	ß	8001036803 8001036802	\$342,448.32 \$21,765.34	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
Favorite Projects	Invoiced 0%		Total	\$516,571.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quotes Orders	S0.00 / S0.00 Shipments 0 LBS									
Shipments										
Billing Claims Change Orders	Timeline									
Documents										

Builder Admin	MENU   MARATHON PIPELINE - TEXAS CITY / Documents		
Profile Logout Help	👱 Dashboard 👍 Models 🚓 Buyouts 😄 Quotes 🐵 Approvats 🗈 Orders 🌴 Change Orders 🐗 Shipments 🗋 Billing 🔩 Claims		
MyAccount	Add New Folder     Add New File		Find
Dashboard	MARATHON PIPELINE - TEXAS CITY		
Reports	Name	Last Modified	
Email	Engineering	10/21/2018	
Projects ^	Erection, Permit and Approval Drawings	10/21/2018	
Favorite Projects	External Correspondence	12/13/2018	
View All	My Folder	10/21/2018	
Quotes	Shinning	10/21/2018	
Orders			
Shipments			
Billing			
Claims			
Change Orders			
Documents			



COMMANDPRO

If you are entering through the left-hand menu, you will first need to select whether you'd like to view the documents for a parts order or a project.

	Builder Admin		MENU	Docume	ns	COMMANDPRO	BETA
	Profile Logout	Help	Document	4			
MyAco	count		O Add Nev	/ Folder	🔘 Add New File	Find	×
Dashb							
Repor				Name			
Email			•	Project	3		•••
Projec	ts		-	Parts O	rders		
Fav	orite Projects						
View	N All						
Quote							
Orders							
Shipm	ients						
Billing							
Claims							
Chang			L				
Docum	nents						
			-				

Then select the specific order to view.

Builder Admin	MENU	Documents		¢сом	MANDPRO BETA
🭎 Profile Logout Help	Documen	()			
MyAccount	O Add New	C Add New File		Find	×
Dashboard	Projects				
Reports		Name	Number	Status	
Email	-	AEP - GAVIN - LIME BARGE UNLO	224589	Ordered	
Projects ^	8	AEP - LEESVILLE HYDRO PLANT -	18-025880	Ordered	
Favorite Projects	-	AEP - POMEROY SERVICE CENTER	17-021127	Ordered	
View All	-	AEP - ROCKPORT - POTABLE & FOG	15-013079	Ordered	
Quotes	-	AEP HURRICANE WV - SERVICE CEN	18-042007	Ordered	
Orders	-	AEP MITCHELL - CANOPY SHEETING	17-028309	Ordered	
Shipments	8	AEP PIKEVILLE SERVICE CENTER	18-044659	Ordered	
Claims	-	AEP ROCKPORT - AIR COMPRESSOR	15-013076	Ordered	
Change Orders	-	AEP ROCKPORT - LEACHATE POND -	16-026362	Ordered	•••
Documents	-	AEP TURK DOOR TRIM	13-021212	Ordered	•••
	-	ALLIANT ENERGY - OTTUMWA STATI	17-014131	Ordered	•••
		ASHLAND CHEMICAL	18-046256	Ordered	•••
	8	ASHLAND INC - NEVILLE ISLAND B	18-022249	Ordered	
	la -	BAYER CROP SCIENCE - GML BLDG	18-025261	Ordered	
	-	BBL - WV DOH - MASON COUNTY FA	17-019245	Ordered	



COMMANDPRO

There are several folders preloaded for each project. Specific types of information can be found within each folder.

<ul> <li>Builder Admin</li> </ul>	MENU   Documents		<b>COMMAND</b> PRO	BETA
🦳 Profile Logout Help	Document			
MyAccount	Add New Folder O Add New File		Find	×
Dashboard	Projects > MARATHON PIPELINE - TEXAS CITY			
Reports	Name	Last Modified		
Email	Engineering	10/21/2018		
Projects ^	Erection, Permit and Approval Drawings	10/21/2018		
Favorite Projects	External Correspondence	12/13/2018		
View All	My Folder	10/21/2018		
Quotes	Shipping	10/21/2018		
Orders				
Shipments				
Clai				
Change Orders				
Documents				
	الله الله الم			

Some document format such as pdfs can be previewed without being downloaded. Click the name of any document and you would like to preview.

Builder Admin	MENU	Documents		COMMANDPRO	BETA
C Profile Logout Help	Documen				
MyAccount	O Add Nev	Folder 🔘 Add New File		Find	×
Dashboard	Projects > I	AARATHON PIPELINE - TEXAS CITY > External Correspondence			
Reports		Name	Last Modified		
Email		BOL1804230201_100002433_20181113141726.PDF	11/12/2018		
Projects ^		BOL1804230201_100002433_20181113142524.PDF	11/12/2018		
Favorite Projects		INV1804230201_108002433_6213879.PDF	11/15/2018		
View All	ß	ORA1804230201_100002433.PDF	10/11/2018		
Quotes	ß	SDA1804230201_100002433.PDF	10/17/2018		
Orders					
Shipments					
Billing					
Claims					
Change Orders					
Documents					





03407							ŧ	÷	Î
						Page 1 of 1			
				Vir Buildings					
		(	ORDER RECEIP	T ACKNOWLEDGEME	NT				
	Date : 11-0	OCT-18		Builder Contact :	Joe Smith				
				Builder Contact Phone : Builder Contact Fax : Builder P.O. :					
	Bill To : Var	co Pruden		Ship To :	Varco Pruden				
	420 HUN	7TH AVENUE G ITINGTON, WV 2	5702		2602 LOOP 197 SOL GALVESTON, TX 77	JTH 554			
	US			-	US				
	Project Name MARATHON PIPELINE - TEXAS	Order Number 18-042302-01	Phase 18-042302-01	Cust Account No 100002433	Project Manager Mike Montgomery 3369928496	Requested By			L
	CITY		11-11-10						
	Building Dimensions	6	Unit#0						
	We received and ac is subject to a revier review for schedule indicate order-speci	ecepted your order w and assumes yo and completenes fic dates. Following	r for MARATHON I our order follows g is underway and ng clarification of y	PIPELINE - TEXAS CITY enerally accepted standa we will contact you in the rour order, change orders	PO # 1017078. Our air rds in the PEB industry e next 3-5 working days may be required.	cceptance . The to			
	VP Contact:		VP Co	ontact Phone:	VP Contact Fax:				
	Jodee Bert		9102	174610					1.1
			***END	OF REPORT***					
								(*)	
								÷	
								-	
								1000	

Click the "Back to Folder" button to return to the documents folder.

Any of the folders can be downloaded to your computer. All documents contained within the selected folder will be downloaded into a zip file.

You are also able to get a sharable link. This can be sent to anyone with access to the VP Command Pro Central system for quick and easy sharing.

<ul> <li>Builder Admin</li> </ul>	MENU   Documents		COMMANDPRO	BETA
Profile Logout Help	Document			
MyAccount	Add New Folder O Add New File		Find	×
Dashboard	Projects > MARATHON PIPELINE - TEXAS CITY			
Reports	Name	Last Modified		
Email	Engineering	10/21/2018		
Projects ^	Erection, Permit and Approval Drawings	10/21/2018		•••
Favorite Projects	External Correspondence	12/13/2018		-75-
View All	My Folder	10/21/2018	Get shareable link	
Quotes	Shipping	10/21/2018	Download	
Shinments				
Billing				
Claims				
Change Orders				
Documents				





# Support

If you need assistance using VP Command Pro Central, please contact our Support team.

Email: software@vp.com

Phone: 877-874-3579

