

## VP Command™ Pro Central Training Guide

The first release of VP Command™ Pro Central provides access to:

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

Name	Number	Status
DUNCAN PROVO SERVICE CENTER	17-012300	Ordered
EZE TC14 SEQUENCED ORDER ENTRY	80-010357	Ordered
EZE TC 15 SEQUENCED ORDER SEGU	80-010359	Ordered
EZE TC16 SEQUENCED ORDER CHANG	80-010360	Ordered
EZE TC17 SEQUENCED ORDER BOOKE	80-010361	Ordered
EZE TC18 SEQUENCED ORDER SHPP	80-010366	Ordered
EZE TC19 SEQUENCED ORDER BILLE	80-010367	Ordered
EZE TC20 SEQUENCED CLAIM PARTS	80-010368	Ordered
EZE TC21 SEQUENCED VPCI ORDER	80-010369	Ordered
EZE TC 22 SEQUENCED VPCI ORDER	80-010370	Ordered
EZE TC23 SEQUENCED VPCI ORDER	80-010371	Ordered
EZE TC24 ENPARTS ENTERED	80-010374	Ordered
EZE TC25 ENPARTS BOOKED	80-010375	Ordered
EZE TC26 ENPARTS SHIPPED	80-010376	Ordered

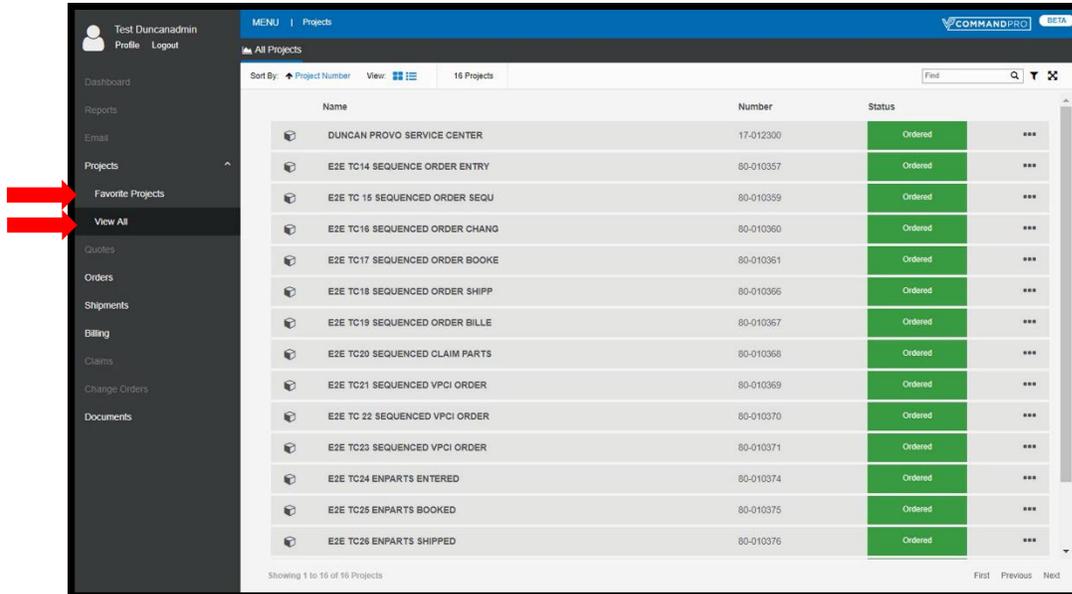
Later releases will include additional information and abilities.

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

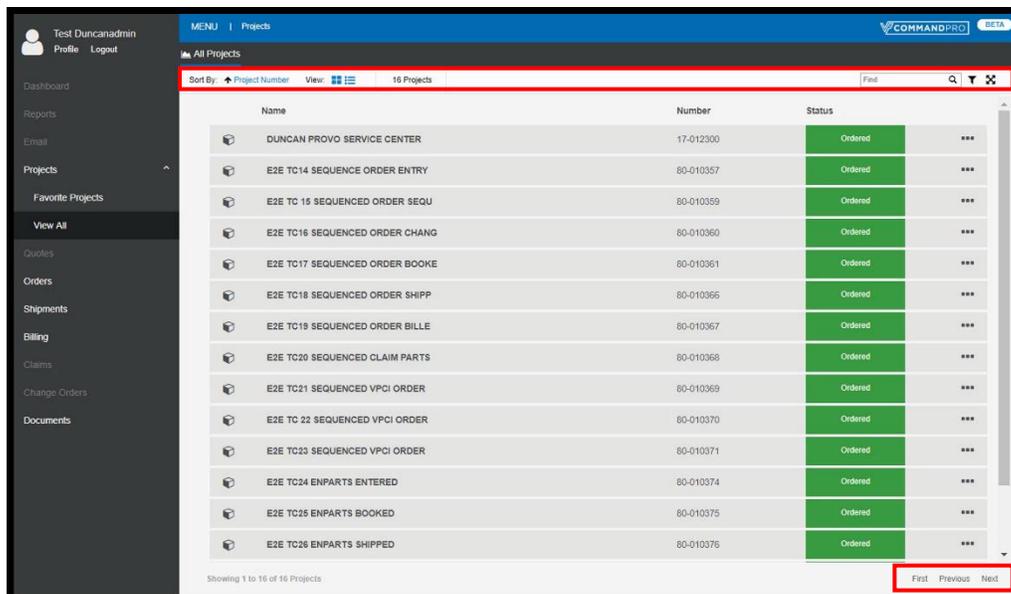
Name	Number	Status
DUNCAN PROVO SERVICE CENTER	17-012300	Ordered
EZE TC14 SEQUENCED ORDER ENTRY	80-010357	Ordered
EZE TC 15 SEQUENCED ORDER SEGU	80-010359	Ordered
EZE TC16 SEQUENCED ORDER CHANG	80-010360	Ordered
EZE TC17 SEQUENCED ORDER BOOKE	80-010361	Ordered
EZE TC18 SEQUENCED ORDER SHPP	80-010366	Ordered
EZE TC19 SEQUENCED ORDER BILLE	80-010367	Ordered
EZE TC20 SEQUENCED CLAIM PARTS	80-010368	Ordered
EZE TC21 SEQUENCED VPCI ORDER	80-010369	Ordered
EZE TC 22 SEQUENCED VPCI ORDER	80-010370	Ordered
EZE TC23 SEQUENCED VPCI ORDER	80-010371	Ordered
EZE TC24 ENPARTS ENTERED	80-010374	Ordered
EZE TC25 ENPARTS BOOKED	80-010375	Ordered
EZE TC26 ENPARTS SHIPPED	80-010376	Ordered

# Projects

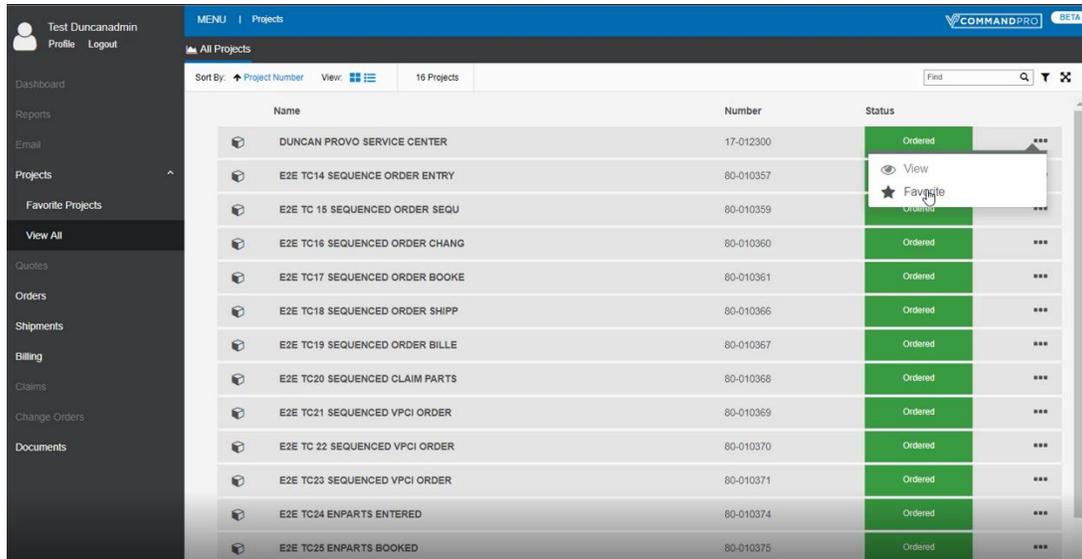
Within the Projects mode, you just project you have designated as “Favorites,” or all projects, regardless of their status. Click either of these options to filter the list to the desired view.



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.

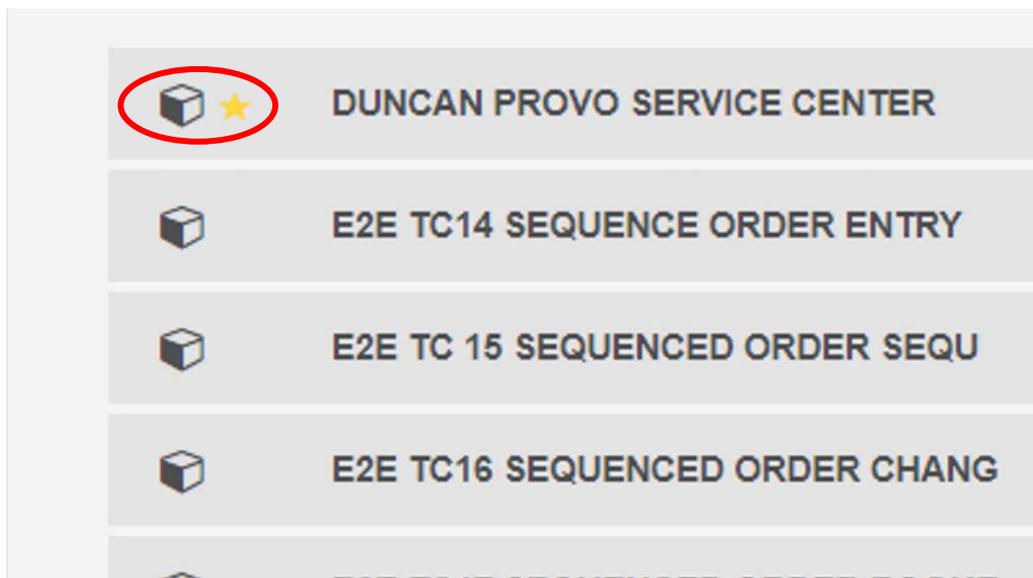


Projects can be designated as “Favorites” to make it easier to find the project you need. There is an additional filter section. The top option shown in the filter section is “Favorite.” This will return only projects that you have designated as a favorite.

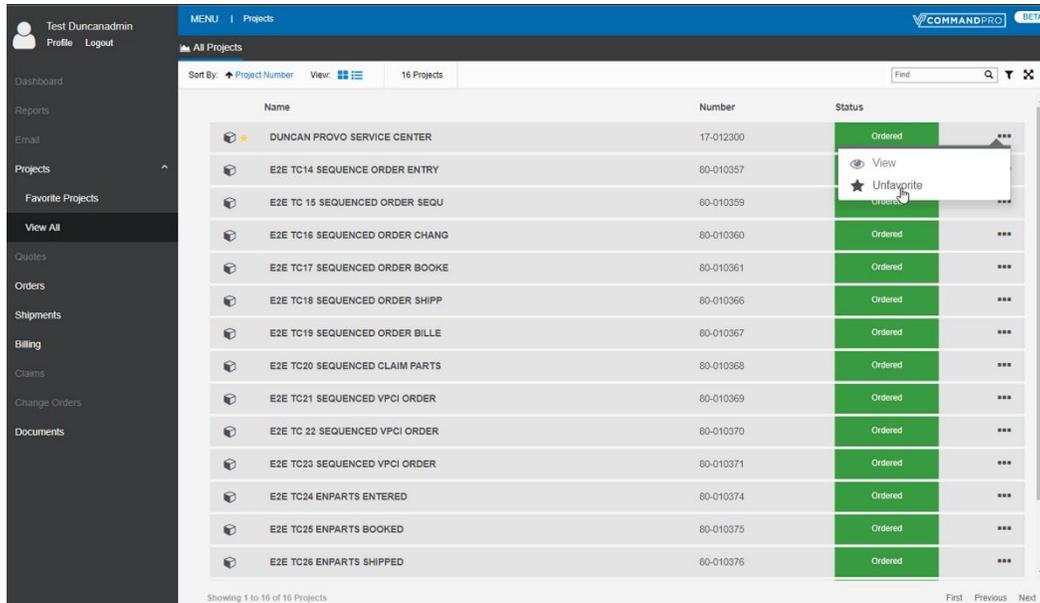


You may select any project you wish to be a “Favorite” by clicking the actions button (...) and selecting “Favorite.”

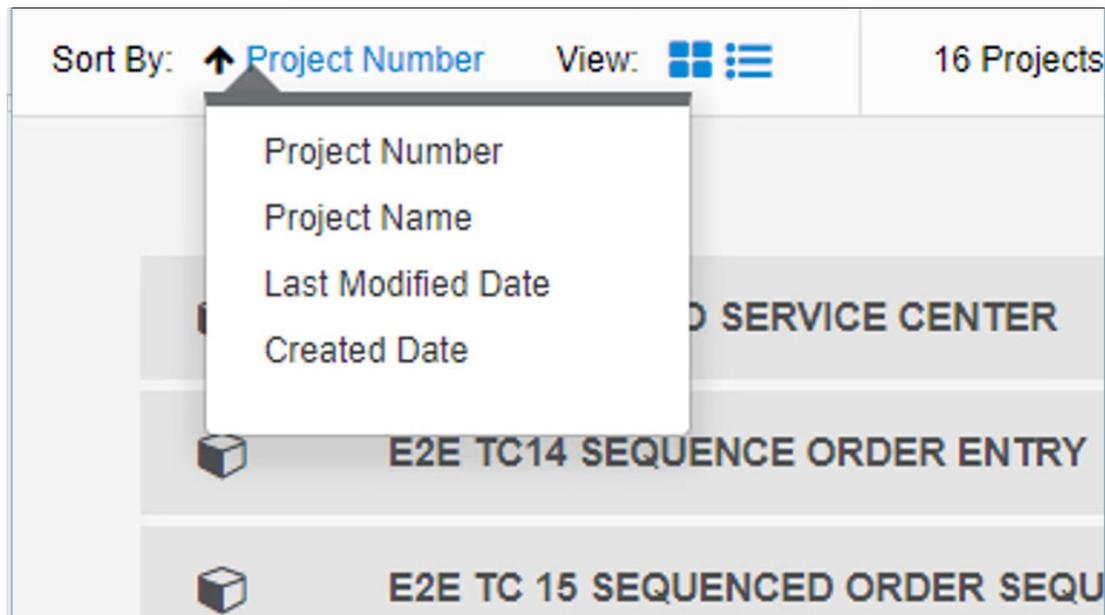
A star will appear next to the project name, indicating that the project has been selected as a favorite.



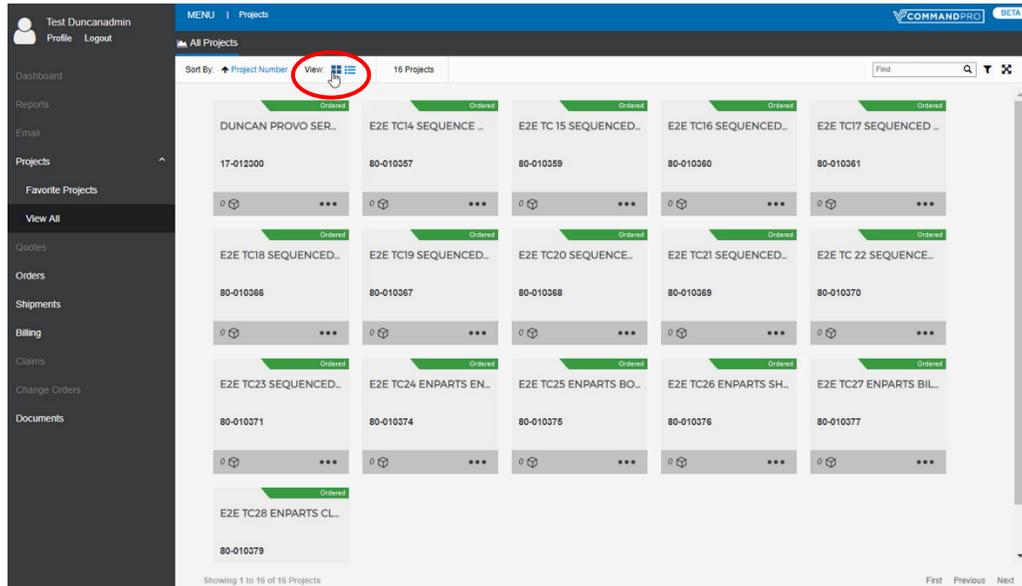
This will allow you to quickly and easily reach the project or projects that you were working on. Favorites can be updated at any time. Again, click the actions button (...), and this time select "Unfavorite."



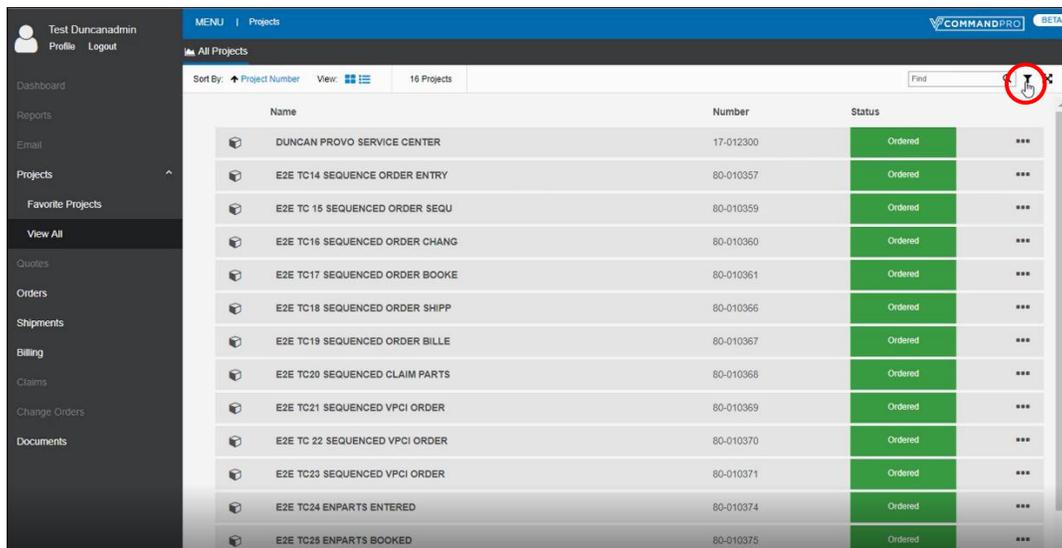
There are additional filtering and sorting options available. You can sort the list by the Project Number, Project name, Last Modified Date or Created Date.



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.



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

The screenshot shows the 'All Projects' page in the COMMANDPRO system. The main table lists 16 projects with columns for Name and Number. A sidebar on the right contains a 'Filters' section with a dropdown menu. A red arrow points to the 'Favorites' option at the top of this dropdown. Other options visible include Name, Number, and Status.

Name	Number
DUNCAN PROVO SERVICE CENTER	
E2E TC14 SEQUENCE ORDER ENTRY	80-010357
E2E TC 15 SEQUENCED ORDER SEQU	80-010359
E2E TC16 SEQUENCED ORDER CHANG	80-010360
E2E TC17 SEQUENCED ORDER BOOKE	80-010361
E2E TC18 SEQUENCED ORDER SHIPP	80-010366
E2E TC19 SEQUENCED ORDER BILLE	80-010367
E2E TC20 SEQUENCED CLAIM PARTS	80-010368
E2E TC21 SEQUENCED VPCI ORDER	80-010369
E2E TC 22 SEQUENCED VPCI ORDER	80-010370
E2E TC23 SEQUENCED VPCI ORDER	80-010371
E2E TC24 ENPARTS ENTERED	80-010374
E2E TC25 ENPARTS BOOKED	80-010375
E2E TC26 ENPARTS SHIPPED	80-010376

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.

The screenshot shows the same 'All Projects' page, but with a search filter applied. The search bar at the top right contains the text 'TC26' and is circled in red. The table now displays 15 projects, with the first 14 rows having a green 'Ordered' status and a '\*\*\*' icon. The 15th row, 'E2E TC27 ENPARTS BILLED', has a grey status. The filter bar at the top indicates 'Filtering 15 / 16 Projects'.

Name	Number	Status
E2E TC14 SEQUENCE ORDER ENTRY	80-010357	Ordered ***
E2E TC 15 SEQUENCED ORDER SEQU	80-010359	Ordered ***
E2E TC16 SEQUENCED ORDER CHANG	80-010360	Ordered ***
E2E TC17 SEQUENCED ORDER BOOKE	80-010361	Ordered ***
E2E TC18 SEQUENCED ORDER SHIPP	80-010366	Ordered ***
E2E TC19 SEQUENCED ORDER BILLE	80-010367	Ordered ***
E2E TC20 SEQUENCED CLAIM PARTS	80-010368	Ordered ***
E2E TC21 SEQUENCED VPCI ORDER	80-010369	Ordered ***
E2E TC 22 SEQUENCED VPCI ORDER	80-010370	Ordered ***
E2E TC23 SEQUENCED VPCI ORDER	80-010371	Ordered ***
E2E TC24 ENPARTS ENTERED	80-010374	Ordered ***
E2E TC25 ENPARTS BOOKED	80-010375	Ordered ***
E2E TC26 ENPARTS SHIPPED	80-010376	Ordered ***
E2E TC27 ENPARTS BILLED	80-010377	Ordered ***

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

Name	Number	Status
E2E TC14 SEQUENCED ORDER ENTRY	80-010357	Ordered
E2E TC 15 SEQUENCED ORDER SEQU	80-010359	Ordered
E2E TC16 SEQUENCED ORDER CHANG	80-010360	Ordered
E2E TC17 SEQUENCED ORDER BOOKE	80-010361	Ordered
E2E TC18 SEQUENCED ORDER SHIPP	80-010366	Ordered
E2E TC19 SEQUENCED ORDER BILLE	80-010367	Ordered
E2E TC20 SEQUENCED CLAIM PARTS	80-010368	Ordered
E2E TC21 SEQUENCED VPCI ORDER	80-010369	Ordered
E2E TC 22 SEQUENCED VPCI ORDER	80-010370	Ordered
E2E TC23 SEQUENCED VPCI ORDER	80-010371	Ordered
E2E TC24 ENPARTS ENTERED	80-010374	Ordered
E2E TC25 ENPARTS BOOKED	80-010375	Ordered
E2E TC26 ENPARTS SHIPPED	80-010376	Ordered
E2E TC27 ENPARTS BILLED	80-010377	Ordered

This will open a project dashboard screen.

**E2E TC20 SEQUENCED CLAIM PARTS / Dashboard**

Project Total: **\$516,571.36**

Project Reconciliation

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payments\$	Credits\$	Adjustments\$	Due\$
8001036801	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036803	\$342,448.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036802	\$21,765.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 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.

The dashboard displays the following information:

- Project Overview:** E2E TC18 SEQUENCED ... with a Project Total of \$516,571.36. It shows 0% Invoiced, \$0.00 / \$0.00 Invoices Paid, and 0 LBS Shipments.
- Project Reconciliation Table:**

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
- Timeline:** A visual representation of the project schedule.

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.”

This screenshot highlights the information icon (i) located next to the project name 'E2E TC18 SEQUENCED ...' in the dashboard header area.

MENU | E2E TC18 SEQUENCED ORDER SHIPP / Dashboard

Dashboard Models Buyouts Quotes Approvals Orders Change Orders Shipments Billing Claims Documents

E2E TC18 SEQUENCED ...

**\$516,571.36**

Project Total\*

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Invoiced  
0%

Invoices Paid  
\$0.00 / \$0.00

Shipments  
0 LBS

Timeline

Project Reconciliation

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Project Information** ✕

Project Name:  
E2E TC18 SEQUENCED ORDER SHIPP

Project Location:

Customer:  
VP Test

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

MENU | E2E TC18 SEQUENCED ORDER SHIPP / Dashboard

Dashboard Models Buyouts Quotes Approvals Orders Change Orders Shipments Billing Claims Documents

E2E TC18 SEQUENCED ...

**\$516,571.36**

Project Total\*

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Invoiced  
0%

Invoices Paid  
\$0.00 / \$0.00

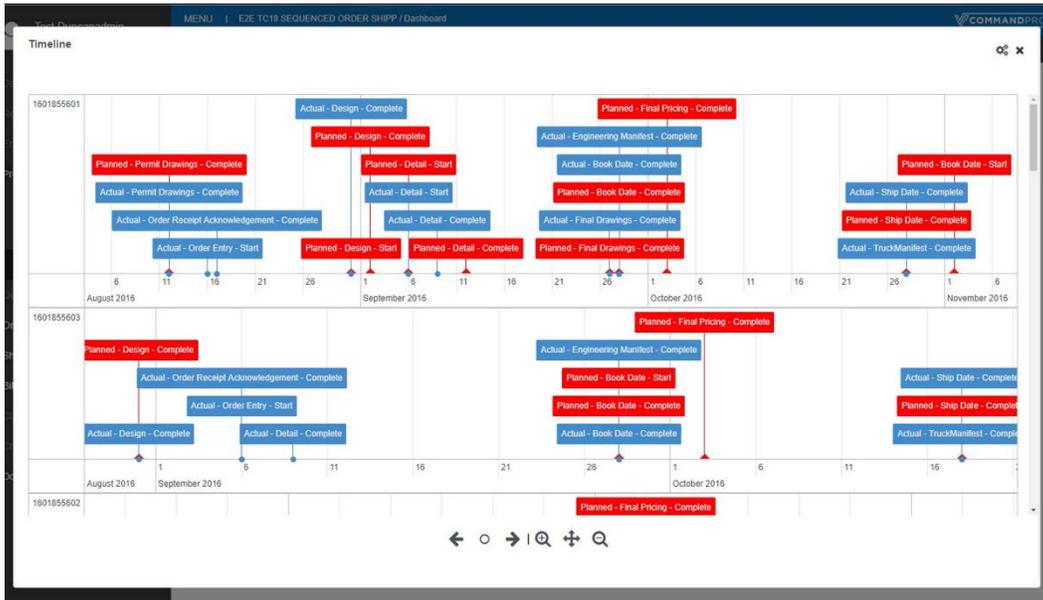
Shipments  
0 LBS

Timeline

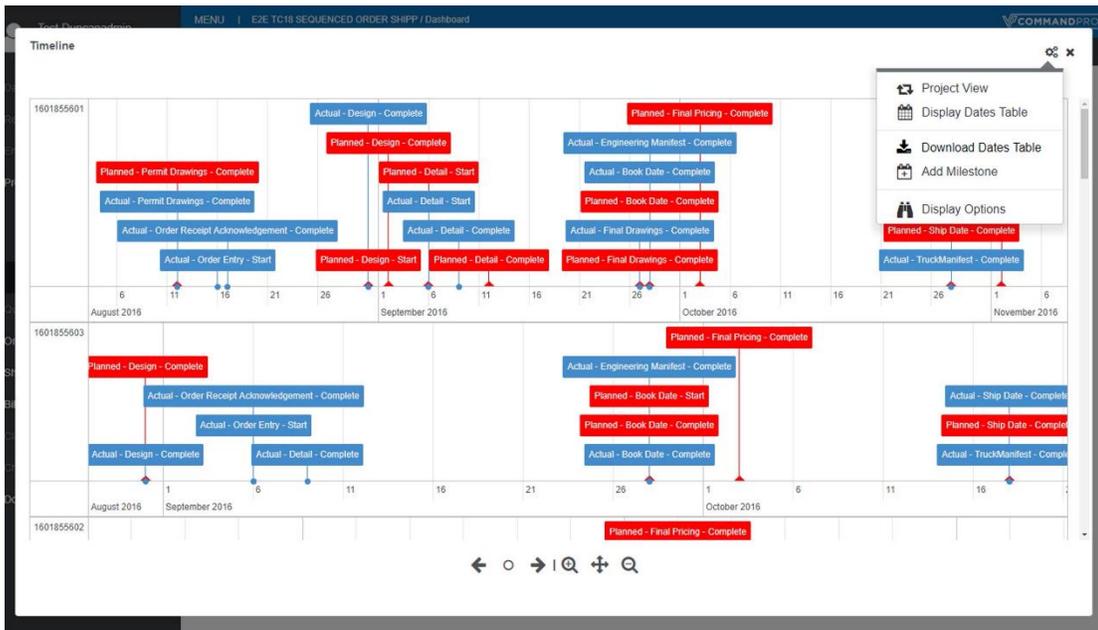
Project Reconciliation

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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.

**E2E TC18 SEQUENCED ...**  
**\$516,571.36**  
 Project Total\*

Invoiced  
 0%

Invoices Paid  
 \$0.00 / \$0.00

Shipments  
 0 LBS

Timeline

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Clicking on an order in the list will bring up the order display for that order.

**HIPP / Dashboard**

Quotes Approvals Orders Change Orders Shipments Billing Claims Documents

**Project Reconciliation**

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036601	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 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.

The screenshot shows the COMMANDPRO dashboard for a user named Test Duncanadmin. The top menu is set to 'Orders' and the left-hand menu also has 'Orders' selected. The main content area displays 'Project Reconciliation' for 'E2E TC20 SEQUENCED CLAIM PARTS / Dashboard'. A table shows project totals and a reconciliation table with columns for Order#, Total\$, Pre-Payments\$, Payment\$, Credits\$, Adjustments\$, and Due\$. A red arrow points from the 'Orders' option in the left-hand menu to the 'Orders' option in the top menu.

Order#	Total\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036801	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036803	\$342,217.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036802	\$21,785.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$516,357.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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.

The screenshot shows the COMMANDPRO dashboard for a user named Test Duncanadmin. The top menu is set to 'Orders' and the left-hand menu also has 'Orders' selected. The main content area displays a table of orders for the selected project. The table has columns for Order #, Status, Type, Category, Date, Project#, Project Name, Total(\$), and Wgt. The table shows three entries, all with a status of 'BOOKED'.

Order #	Status	Type	Category	Date	Project#	Project Name	Total(\$)	Wgt
8001036801	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P...	\$152,357.70	63.101
8001036802	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P...	\$21,785.34	5.863
8001036803	BOOKED	Building		10/11/2018	80-010368	E2E TC20 SEQUENCED CLAIM P...	\$342,448.32	129.633

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

# Orders

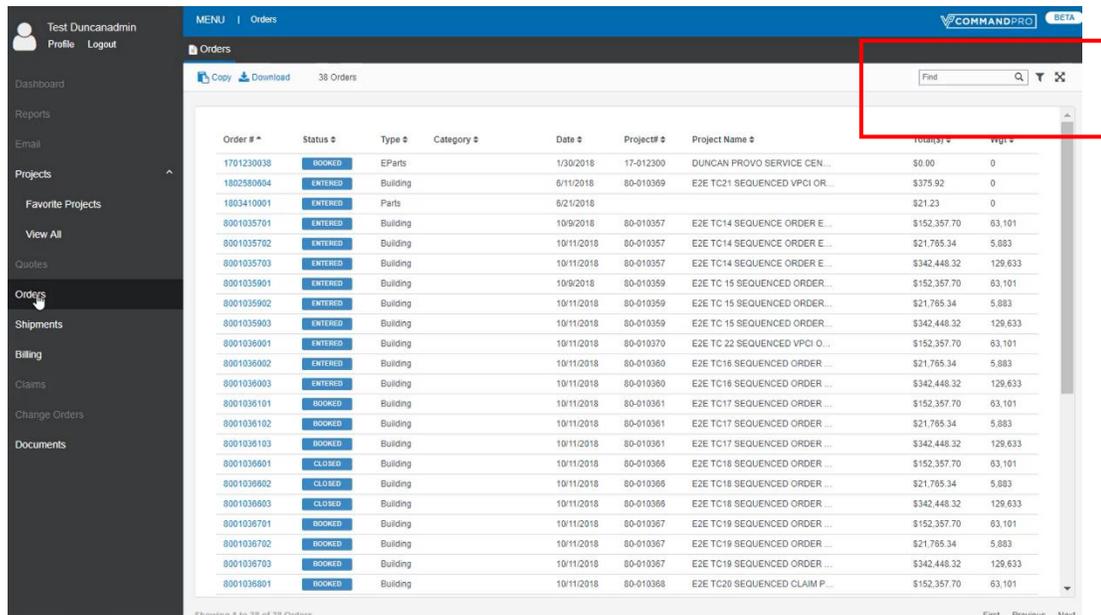
The “Orders” option gives you access to all your orders. You can copy the entire list, then paste this list into whatever program you wish. You can also download the entire list in a CSV format to be used in a spreadsheet program.

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
1802580604	ENTERED	Building		6/11/2018	80-010369	EZE TC21 SEQUENCED VPCI OR...	\$375.92	0
1803410001	ENTERED	Parts		6/21/2018			\$21.23	0
8001035701	ENTERED	Building		10/9/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$152,357.70	63.101
8001035702	ENTERED	Building		10/11/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$21,765.34	5.883
8001035703	ENTERED	Building		10/11/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$342,448.32	129.633
8001035901	ENTERED	Building		10/9/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$152,357.70	63.101
8001035902	ENTERED	Building		10/11/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$21,765.34	5.883
8001035903	ENTERED	Building		10/11/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$342,448.32	129.633
8001036001	ENTERED	Building		10/11/2018	80-010370	EZE TC 22 SEQUENCED VPCI O...	\$152,357.70	63.101
8001036002	ENTERED	Building		10/11/2018	80-010360	EZE TC18 SEQUENCED ORDER...	\$21,765.34	5.883
8001036003	ENTERED	Building		10/11/2018	80-010360	EZE TC18 SEQUENCED ORDER...	\$342,448.32	129.633
8001036101	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$152,357.70	63.101
8001036102	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$21,765.34	5.883
8001036103	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$342,448.32	129.633
8001036601	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$152,357.70	63.101
8001036602	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$21,765.34	5.883
8001036603	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$342,448.32	129.633
8001036701	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$152,357.70	63.101
8001036702	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$21,765.34	5.883
8001036703	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$342,448.32	129.633
8001036801	BOOKED	Building		10/11/2018	80-010368	EZE TC20 SEQUENCED CLAIM P...	\$152,357.70	63.101

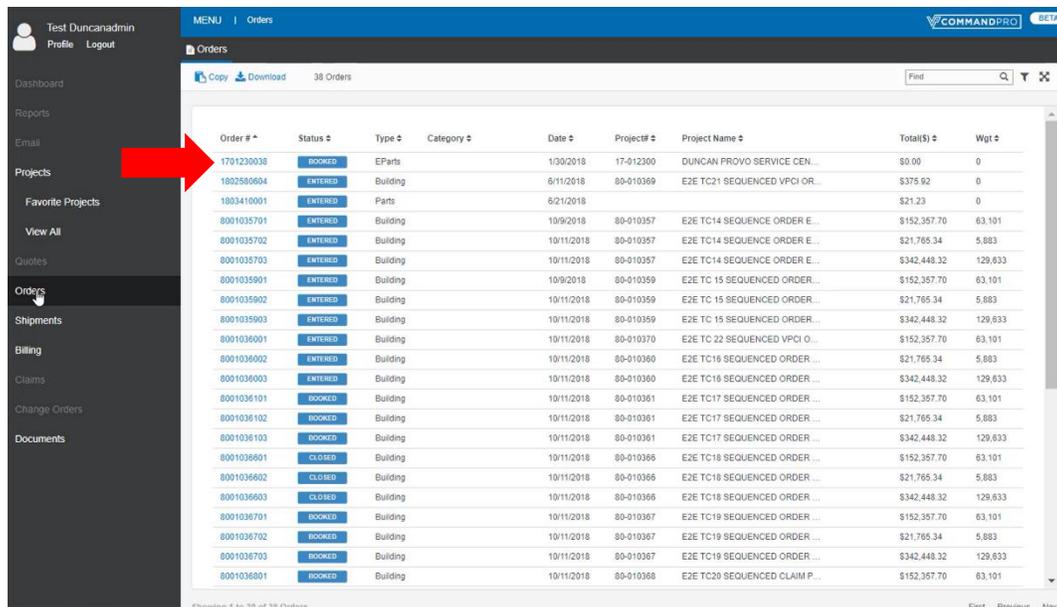
There are sort, filter, and search fields available. Click on any of the column headers to sort the list by that column. Click once to sort the list in ascending order. Click twice to sort the list in descending order.

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
1802580604	ENTERED	Building		6/11/2018	80-010369	EZE TC21 SEQUENCED VPCI OR...	\$375.92	0
1803410001	ENTERED	Parts		6/21/2018			\$21.23	0
8001035701	ENTERED	Building		10/9/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$152,357.70	63.101
8001035702	ENTERED	Building		10/11/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$21,765.34	5.883
8001035703	ENTERED	Building		10/11/2018	80-010357	EZE TC14 SEQUENCE ORDER E...	\$342,448.32	129.633
8001035901	ENTERED	Building		10/9/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$152,357.70	63.101
8001035902	ENTERED	Building		10/11/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$21,765.34	5.883
8001035903	ENTERED	Building		10/11/2018	80-010359	EZE TC 15 SEQUENCED ORDER...	\$342,448.32	129.633
8001036001	ENTERED	Building		10/11/2018	80-010370	EZE TC 22 SEQUENCED VPCI O...	\$152,357.70	63.101
8001036002	ENTERED	Building		10/11/2018	80-010360	EZE TC16 SEQUENCED ORDER...	\$21,765.34	5.883
8001036003	ENTERED	Building		10/11/2018	80-010360	EZE TC16 SEQUENCED ORDER...	\$342,448.32	129.633
8001036101	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$152,357.70	63.101
8001036102	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$21,765.34	5.883
8001036103	BOOKED	Building		10/11/2018	80-010361	EZE TC17 SEQUENCED ORDER...	\$342,448.32	129.633
8001036601	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$152,357.70	63.101
8001036602	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$21,765.34	5.883
8001036603	CLOSED	Building		10/11/2018	80-010366	EZE TC18 SEQUENCED ORDER...	\$342,448.32	129.633
8001036701	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$152,357.70	63.101
8001036702	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$21,765.34	5.883
8001036703	BOOKED	Building		10/11/2018	80-010367	EZE TC19 SEQUENCED ORDER...	\$342,448.32	129.633
8001036801	BOOKED	Building		10/11/2018	80-010368	EZE 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.



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



Order #1802580604  
 Project Name: E2E TC21 SEQUENCED VPCI ORDER  
 Project Number: 80-010369

Order Type: Building      Status: ENTERED  
 Total: \$375.92      Order Date: 6/11/2018

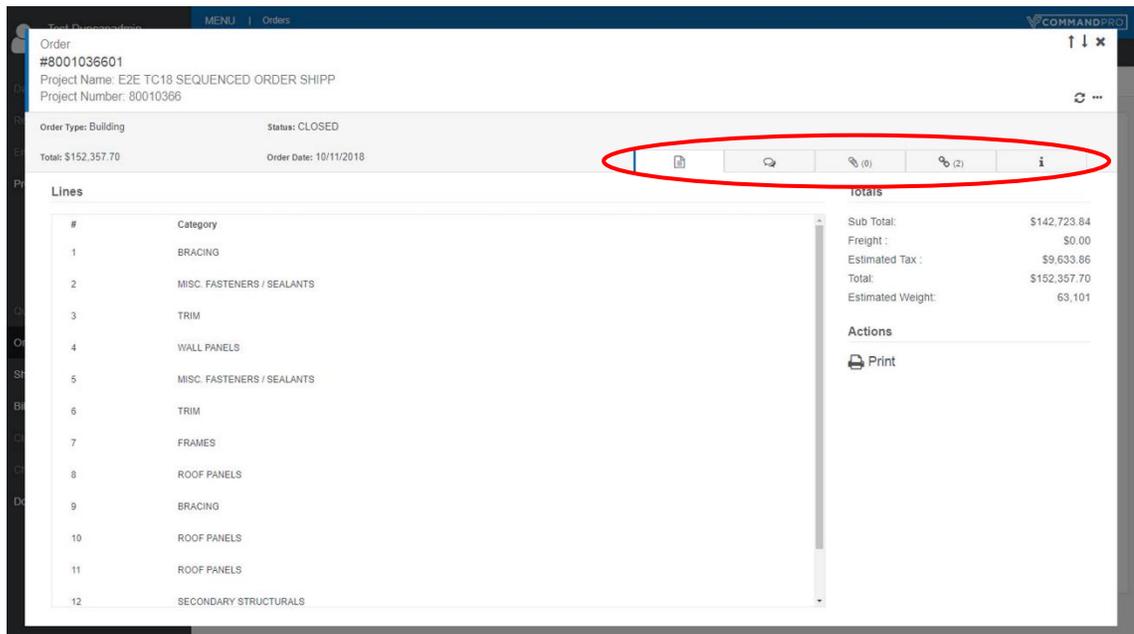
Lines		Totals	
#	Category	Sub Total:	\$352.15
1	CUSTOM ITEMS	Freight :	\$0.00
		Estimated Tax :	\$23.77
		Total:	\$375.92
		Estimated Weight:	0

**Actions**  
 Print

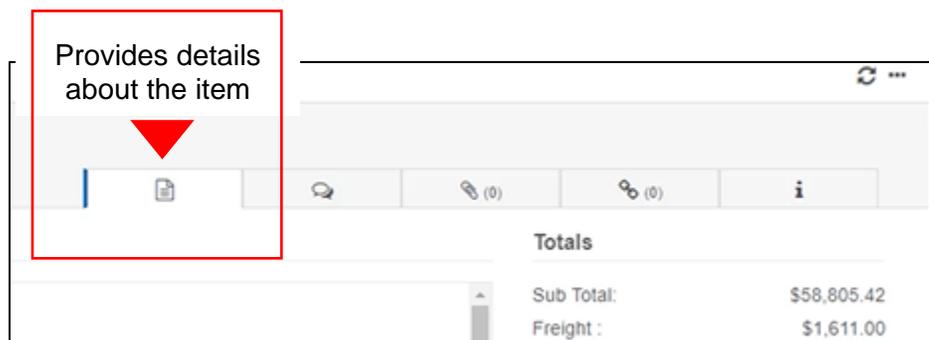
## Detail View

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.

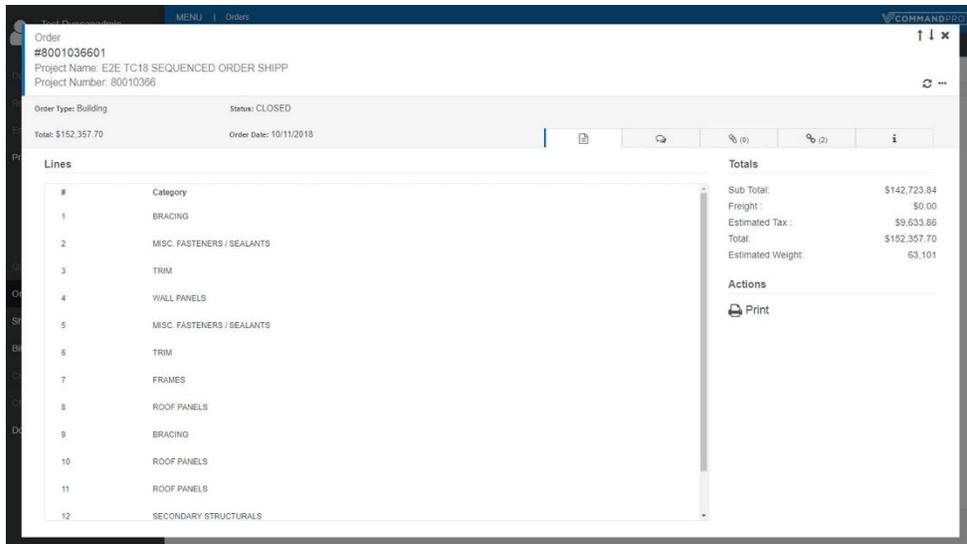


### Detail Tab

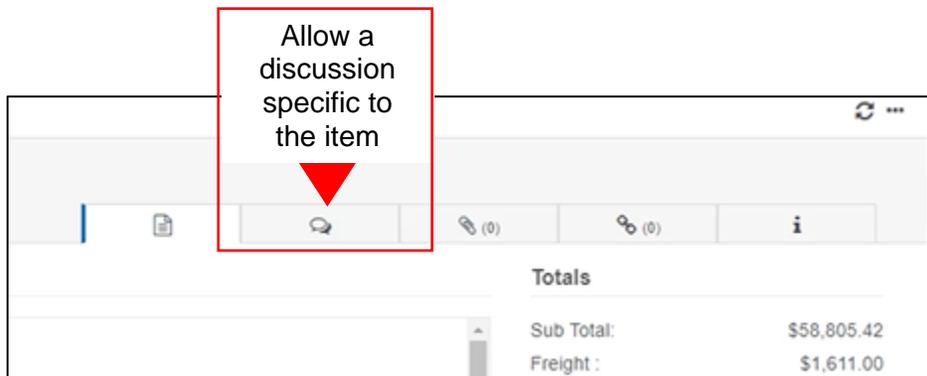


The detail section gives a breakdown of the items included.

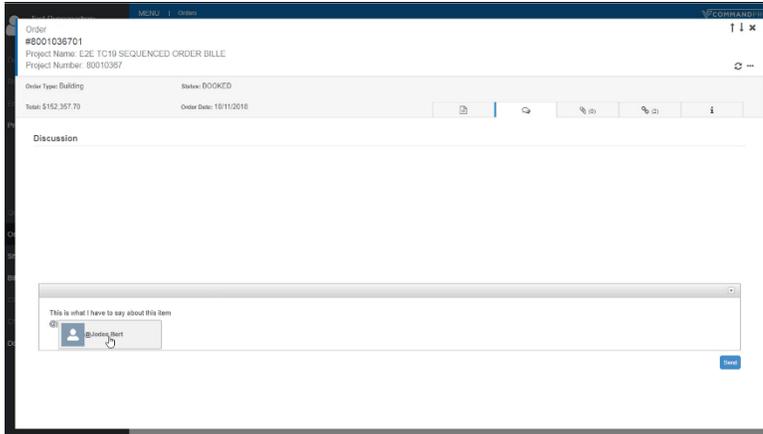
- An order detail will show the types of items contained in the order.
- A billing detail of an invoice will include the pricing, including payments made.
- A shipment detail will show the parts included in that shipment.



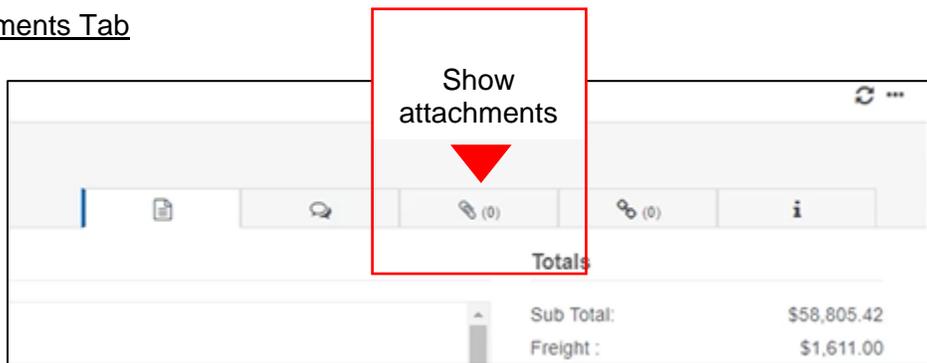
### Discussion Tab



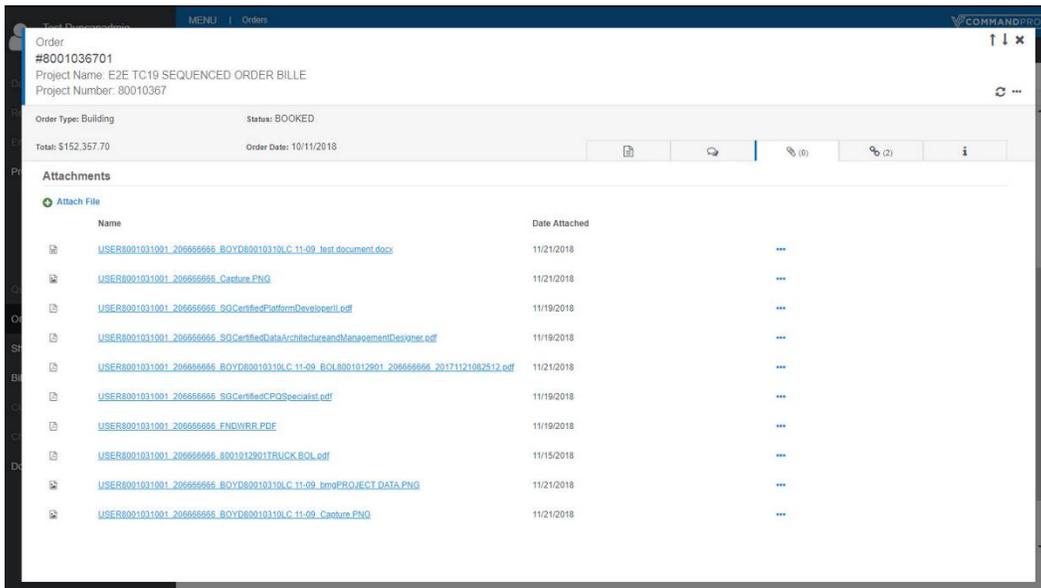
The discussion tab allows discussion or communication between users. The discussion is contained on and specific to this item. Individuals can be notified about discussion events by tagging them with an @ symbol followed by their name. Anyone tagged will automatically receive notification about the discussion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



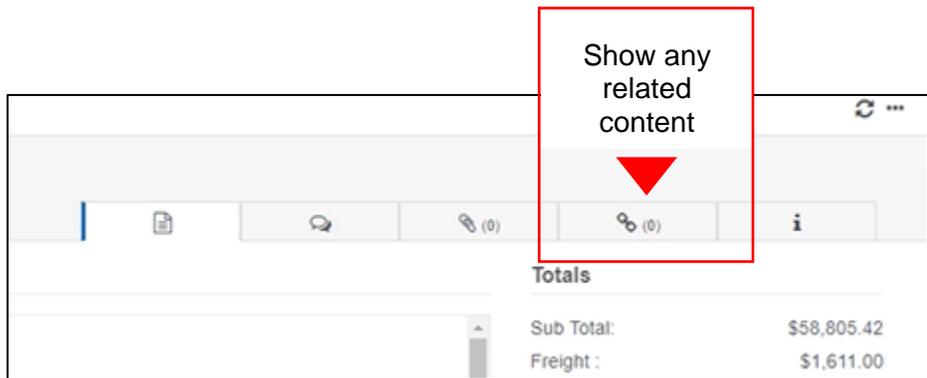
### Attachments Tab



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.



## 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.

Order #8001036701  
Project Name: E2E TC19 SEQUENCED ORDER BILLE  
Project Number: 00010367

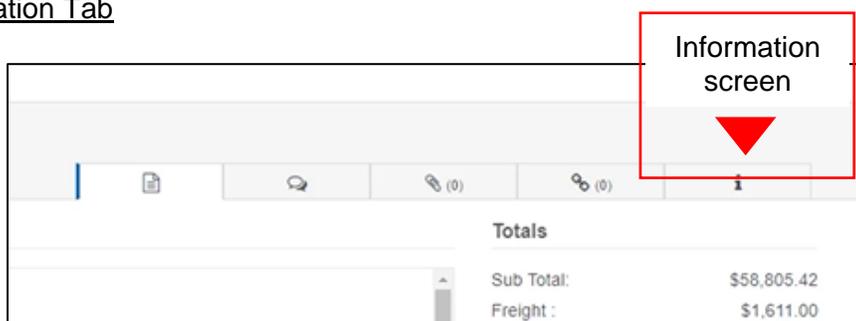
Order Type: Building      Status: BOOKED  
Total: \$152,357.70      Order Date: 10/11/2018

Related Orders				
Order #	Status	Total	Weight	
8091036703	BOOKED	\$342,448.32	335.079	...
8091036702	BOOKED	\$21,795.34	6.274	...

Related Billings				
Doc #	Status	Date	Total	
6257277	Open	2018-11-12	\$46,019.28	...

Related Shipments				
Truck Id	BOL #	Shipped Date	Weight	
BOYD80010310LC 11-09	241677	11/10/2018	3.518	...
TACD00010310LA 11-08	241676	11/9/2018	12.027	...
PRU80010310LB 11-08			8.908	...

## Information Tab



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.

The screenshot displays the 'Order' details page in the COMMANDPRO system. The order is identified as #8001036701, with a project name of 'EZE TC19 SEQUENCED ORDER BILLE' and a project number of 80010367. The order type is 'Building' and its status is 'BOOKED'. The total amount is \$152,357.70, and the order date is 10/11/2018.

Info		Dates	
Order #:	8001036701	Order Date:	10/11/2018
Status:	BOOKED	Revision Date:	11/11/2018
Invoice #:		Last Ship Date:	
Quote #:			

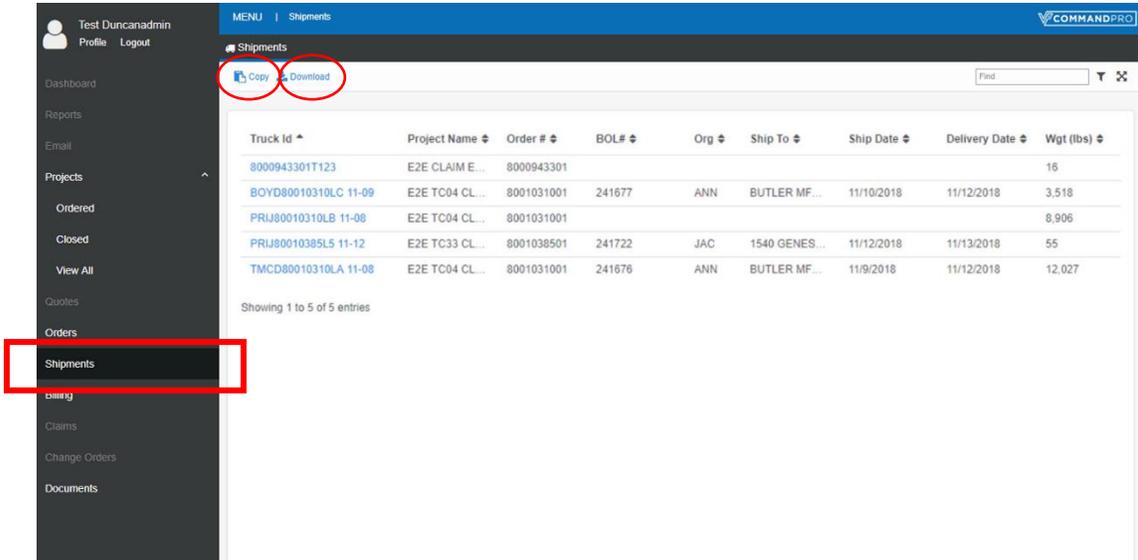
  

Project Info		Totals	
Project Name:	EZE TC19 SEQUENCED ORDER BILLE	Sub Total:	\$142,723.84
Project Manager:	LANTZ, PATRICK R	Freight:	\$0.00
Project Number:	80-010367	Estimated Tax:	\$9,633.86
Project Location:	123 NVP TESTING WAY LAURENSBURG, NC SCOTLAND, 28382, US	Total:	\$152,357.70
		Estimated Weight:	63,101

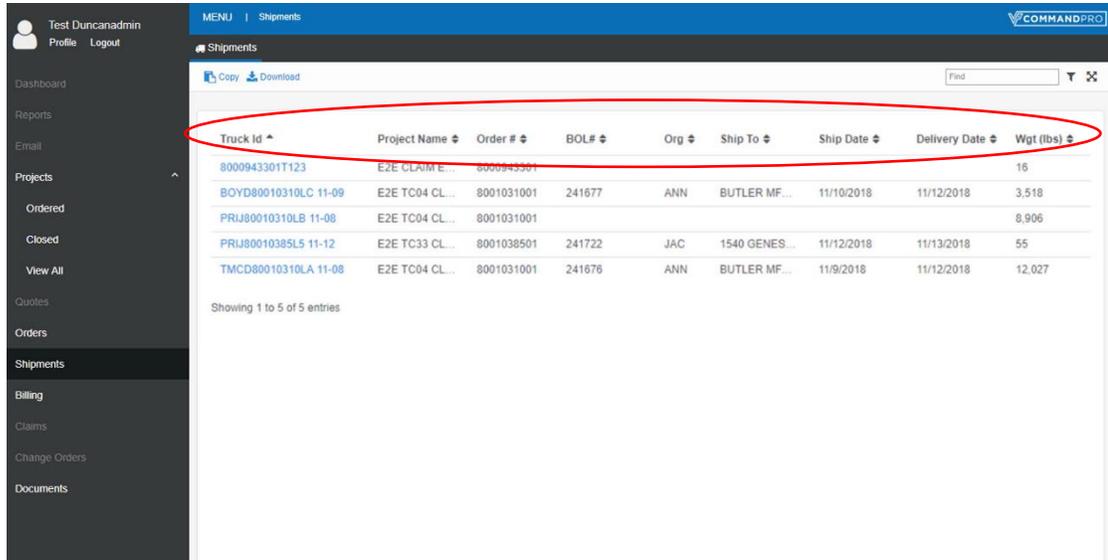
Actions: [Print](#)

## 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.



There are sort, filter, and search fields available.



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.

Shipment  
 PRJ80010385L5 11-12  
 Project Name: E2E TC18 SEQUENCED ORDER SHIPP  
 Project Number: 80010366

Order Number: 8001038501      Ship Date: 11/12/2018  
 Weight: 55      Delivery Date: 11/13/2018

[Clipboard] [Refresh] [Link (0)] [Key (1)] [Info]

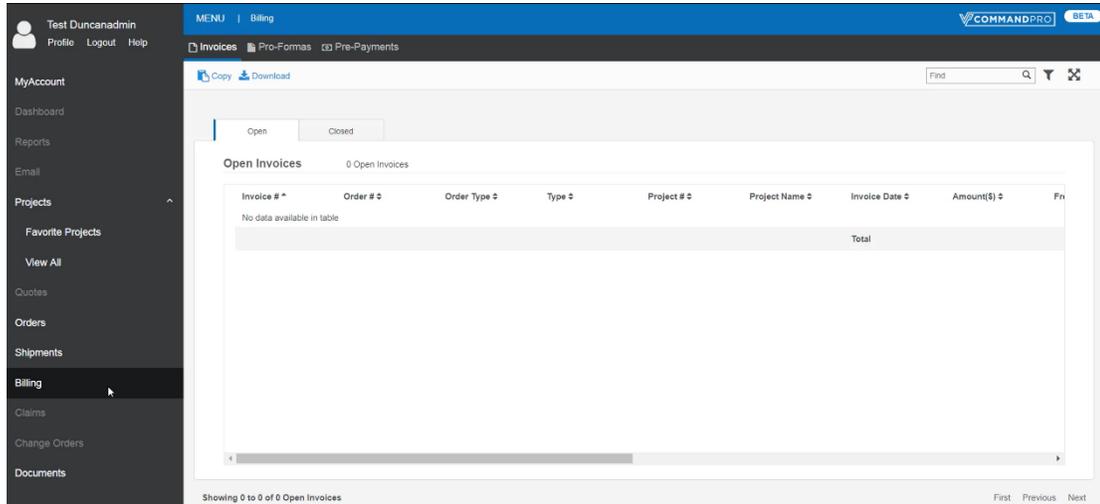
**Lines** Totals

#	Part #	Part Description	Part Mark	Qty Ordered	Org. Plant	Package Name	Qty Shipped	Weight	PO #
1	0025392	FOIL PACK PANLASTIC W/CUBES - 265BC. 12-0193		1	JAC	1ATX	1	1	
2	0095051	1/4X1 HEX HD MS-GALV		525	JAC	1ATX	525	9	
3	0097230	UNPNTD 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	

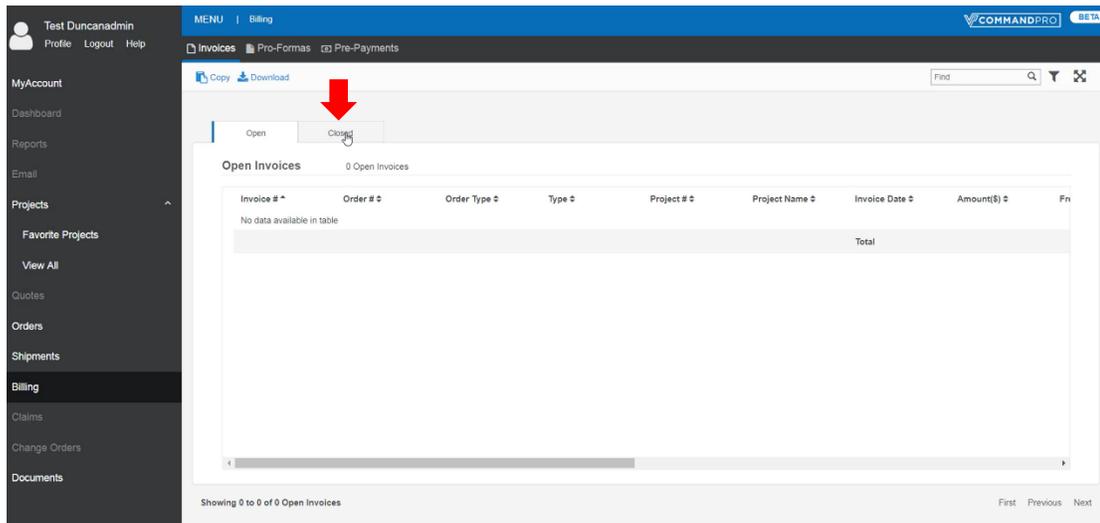
Weight: 55  
**Actions**  
 Print

## Billing

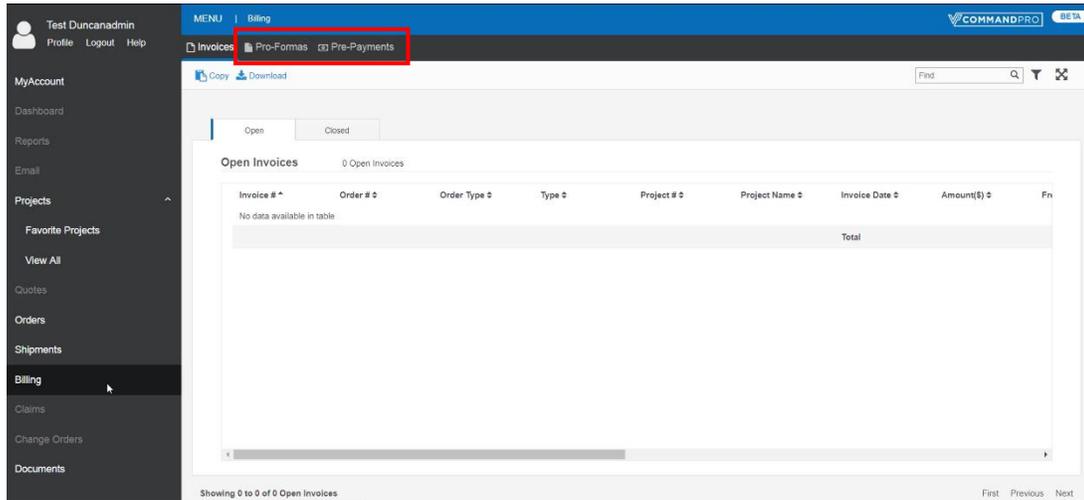
When you open the “Billing” page, there will be a list of open invoices.



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

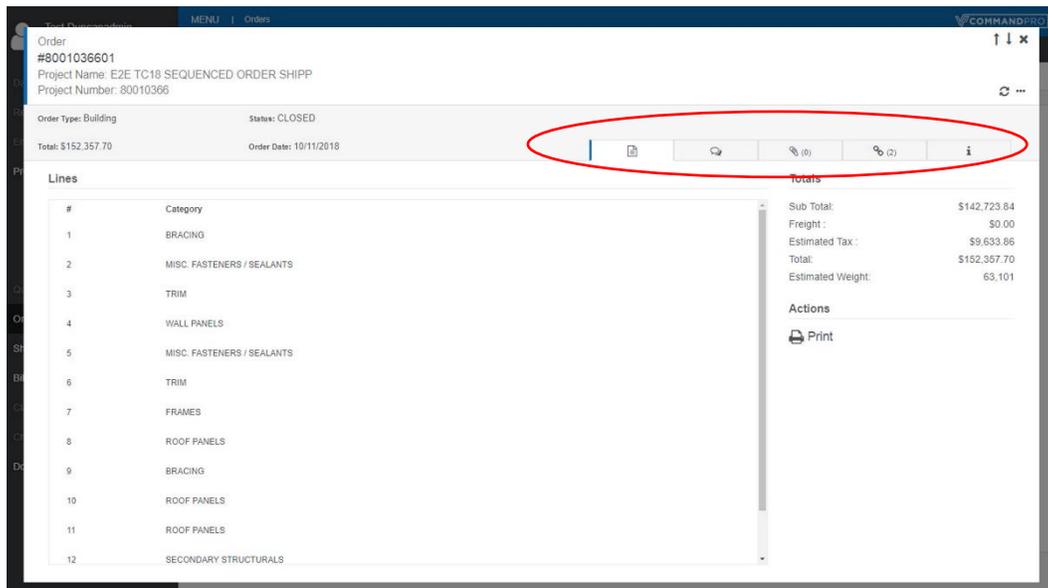


There are also tabs to show the detail of any Pro-Formas created or pre-payment made.



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.



## 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.

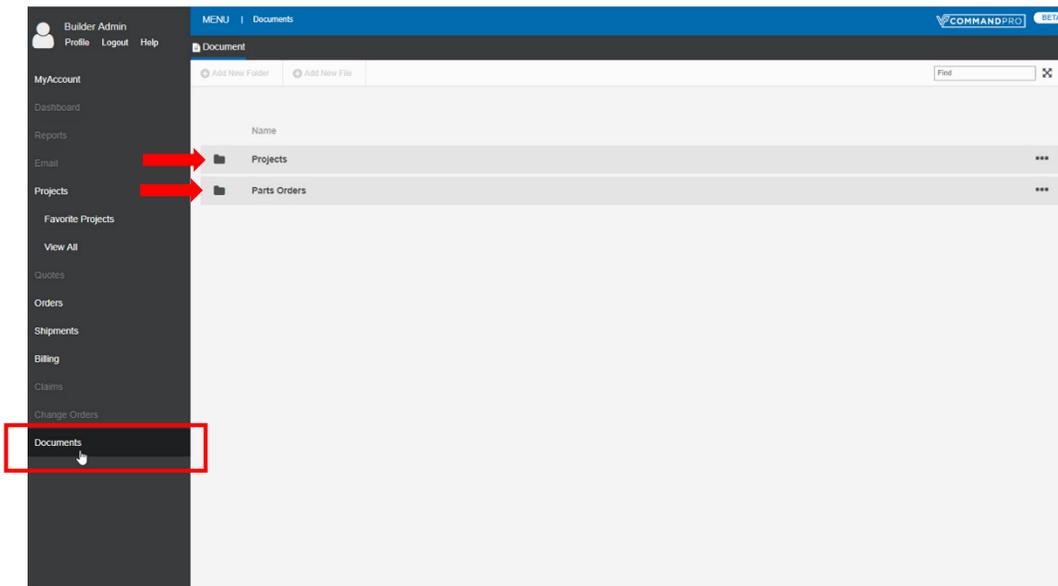
The screenshot shows the COMMANDPRO dashboard for a user named 'Test Duncanadmin'. The breadcrumb trail is 'MENU | EZE TC20 SEQUENCED CLAIM PARTS / Dashboard'. The 'Documents' menu item in the top navigation bar is circled in red. The main content area is divided into three sections: a summary card for 'EZE TC20 SEQUENCED ...' showing a total of \$516,571.36, a 'Project Reconciliation' table, and a 'Timeline' section with a Gantt chart.

Order#	*Order\$	Invoice\$	Pre-Payments\$	Payment\$	Credits\$	Adjustments\$	Due\$
8001036801	\$152,357.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036803	\$342,448.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8001036802	\$21,765.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$516,571.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

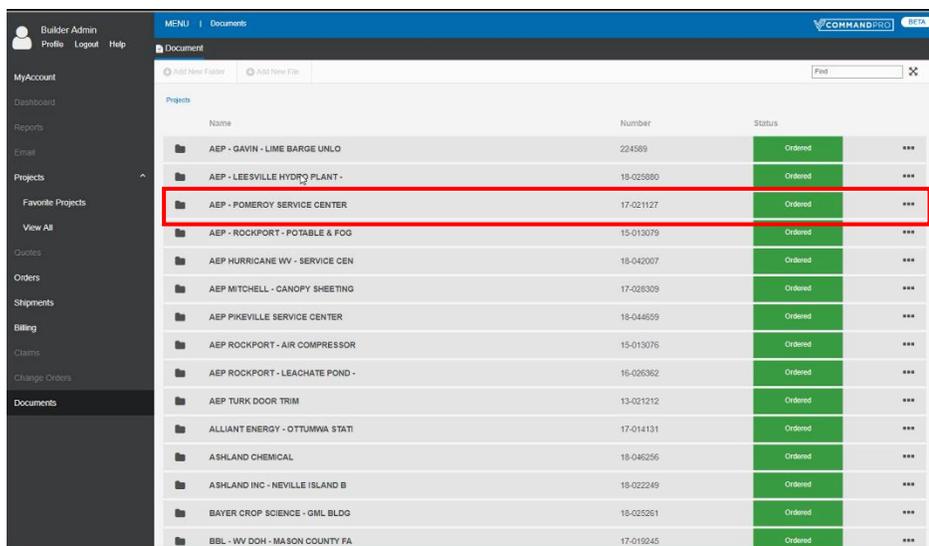
The screenshot shows the COMMANDPRO dashboard for a user named 'Builder Admin'. The breadcrumb trail is 'MENU | MARATHON PIPELINE - TEXAS CITY / Documents'. The 'Documents' menu item in the top navigation bar is highlighted. The main content area shows a list of folders for the 'MARATHON PIPELINE - TEXAS CITY' project. The folders are: Engineering, Erection, Permit and Approval Drawings, External Correspondence, My Folder, and Shipping.

Name	Last Modified
Engineering	10/21/2018
Erection, Permit and Approval Drawings	10/21/2018
External Correspondence	12/13/2018
My Folder	10/21/2018
Shipping	10/21/2018

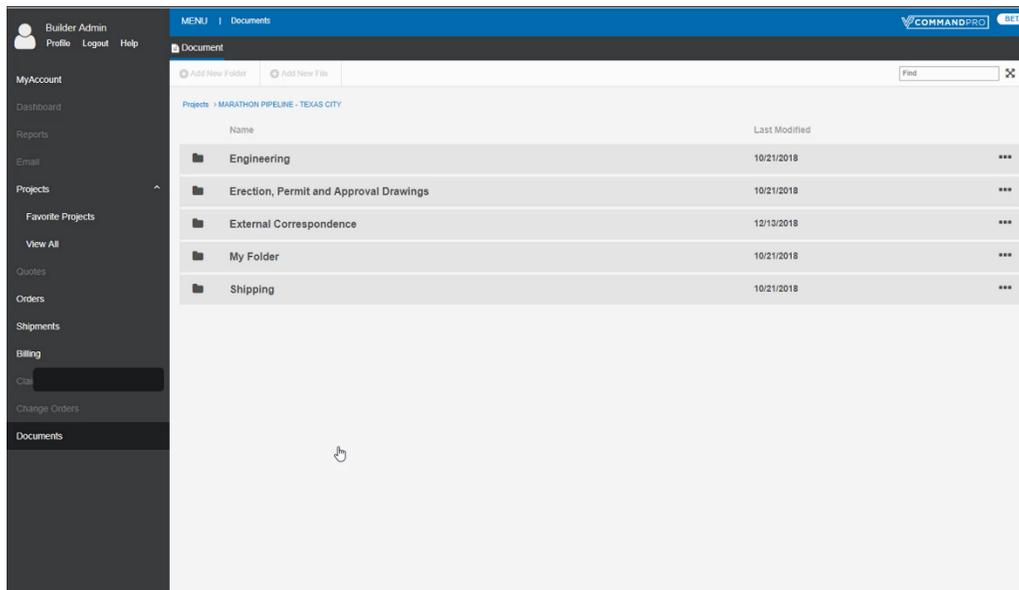
If you are entering through the left-hand menu, you will first need to select whether you'd like to view the documents for a parts order or a project.



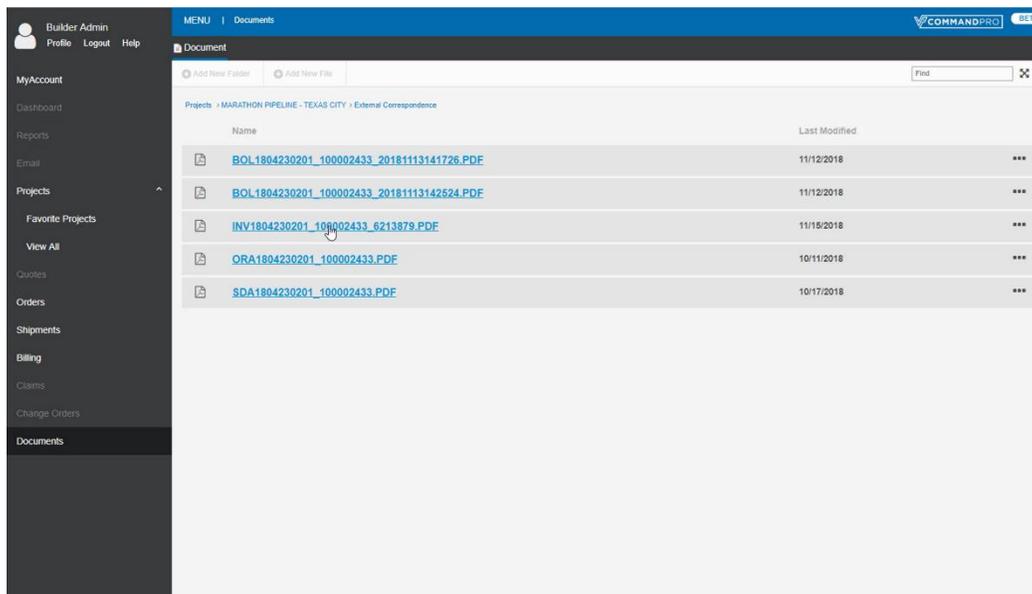
Then select the specific order to view.



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



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

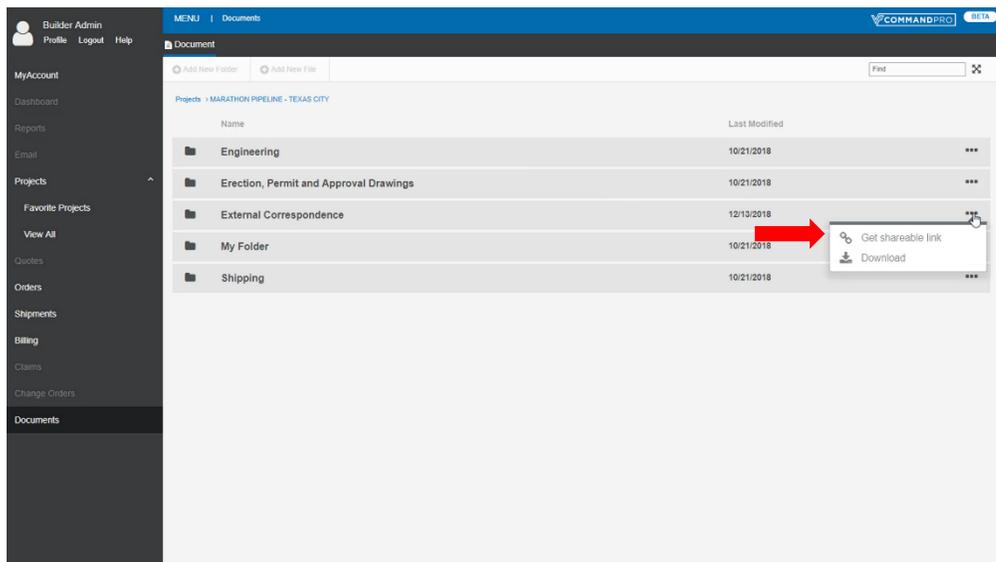


Click the “Back to Folder” button to return to the documents folder.



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.



## Support

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

Email: [software@vp.com](mailto:software@vp.com)

Phone: 877-874-3579