

# **Roto Con Orders**

Operation instructions

## **Roto Con Orders** – Operation instructions



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## **Version history**

1.0	12/02/2013	Publication (Software version: Roto Con Orders v2.0)
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## 1 Introduction Roto Con Orders

#### 1.1 Overview

Just a few clicks away from the finished parts list – that's the online hardware configurator for windows and doors Roto Con Orders of Roto Frank AG. It's now easier than ever to provide hardware configurations for any application. Select a template, state the dimensions and get the finished parts list with just a few mouse clicks. And of course when doing so, you can adjust the templates according to your needs. Just give it a try and log in to Roto Con Orders!

#### 1.2 New features v2.0

- Completely new user interface with customer and material masters administration.
- Material master can be adapted individually (designations, prices, discount groups).
- Every customer can get his own discounts.
- Hardware templates can be saved individually for each customer.
- Wizard for dummy-mullion window configuration.
- PDF files can be attached at the start or end of the download order PDF.
- Every user can store his company data (address) and logo.
- A default business partner\*1 can be assigned to each customer in the customer data.
- In the project header you find the number of positions.
- Via dropdown list you can choose between different actions after generating a parts list.
- The time of the last changes is shown in the order list in addition to the date.

<sup>\*1 =</sup> A business partner is the customer-specific hardware configuration including its hardware templates.

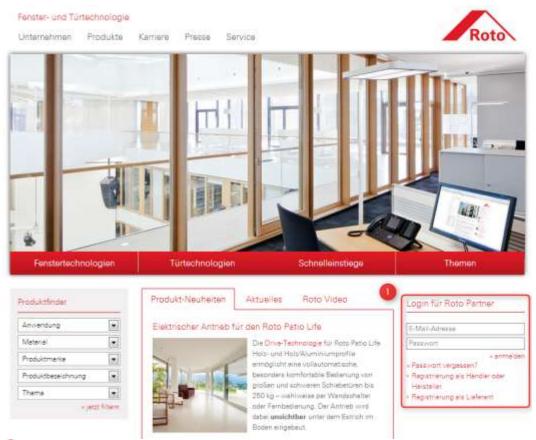


## 2 Application overview

In this chapter you find the basic operating functions of Roto Con Orders.

#### 2.1 Logon

You start Roto Con Orders via the Roto FTT website (<a href="http://ftt.roto-frank.com/en/">http://ftt.roto-frank.com/en/</a>). For the logon you need to be registrated as "dealer or manufacturer".



Either register as dealer or manufacturer or, if already registered, enter your Login data (Username and Password) and click > [Login].



#### NOTE

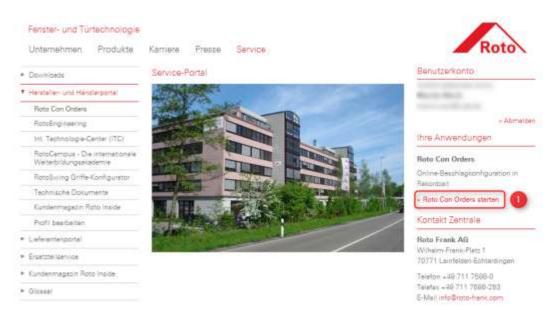
The following additional functions are available:

- [Forgot your password]: Resets the actual password and sends a new one to the stored e-mail address.
- [Registration as dealer or manufacturer]: Register to the dealer and manufacturer portal as user. Precondition for the use of Roto Con Orders.
- [Registration as supplier]: Register to the supplier portal as user. Roto Con Orders cannot be used.



#### 2.2 Start

After successful logon the following screen is shown.

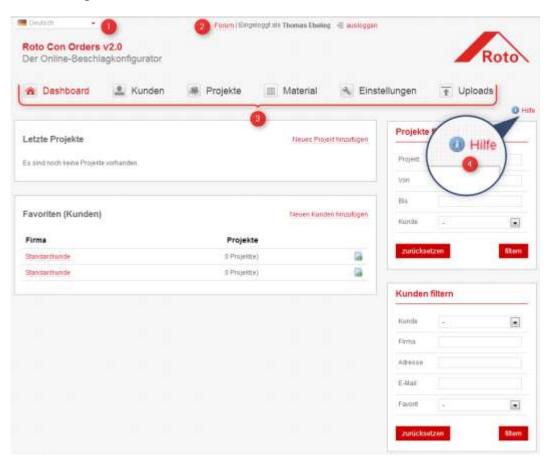


1 Run Roto Con Orders via web link [Start Roto Con Orders].



#### 2.3 Initial screen

The following illustration shows the initial screen of Roto Con Orders.



- Language selection.
- Link to the Roto [Forum] (The Roto forum provides additional information on Roto Con).
- 8 Roto Con Orders [Navigation bar] (For details see section "Navigation bar" on page 8).
- 4 Start help function (context-sensitive).



## 2.4 Navigation bar

With the following navigation bar you operate Roto Con Orders.



#### **Dashboard**

Provides a quick overview of projects and customers. Additional filter functions facilitate the navigation.

→ For details see section "Dashboard" on page 9.

#### **Customers (Kunden)**

Customer area. Here you administer all customer-specific tasks.

→ For details see section "Customers" on page 10.

## Projects (Projekte)

Project area. Here you administer all project-specific tasks.

→ For details see section "Projects" on page 10.

#### Material

Material area. Here you administer your own material master data.

→ For details see section "Material" on page 11.

#### **Settings (Einstellungen)**

In the settings area, you administer the customer address and logo.

→ For details see section "Settings" on page 11.

#### **Uploads**

In the uploads area, you administer the opening and closing credits of the Roto Con PDF export.

→ For details see section "Uploads" on page 12.

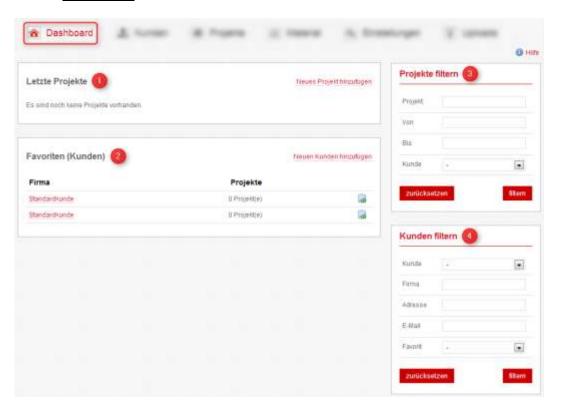
## 2.5 Navigation Icons

Show customer / Open project		Сору
Hardware templates	6	Delete
Discount groups	*	Customer is marked as favourite
Add new project / Add new position		Edit
Customer information	<b></b>	Add article
Download	8	Own hardware template



## 2.6 General operation

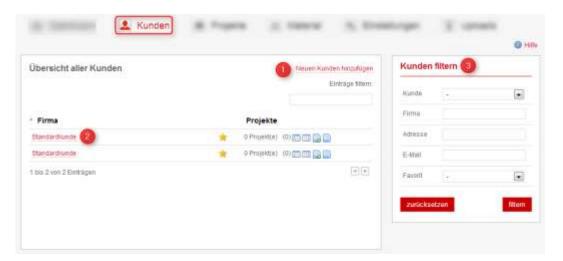
#### 2.6.1 <u>Dashboard</u>



- 1 The most recently processed projects are available in the "Recent projects" area.
- 2 In this area, the actual customers are shown. If a customer is marked as favourite (for details see page 15), he will be moved to the top.
- The "Filtering projects" area enables quick finding of existing projects.
- 4 The "Filtering customers" area enables searching of existing customers.

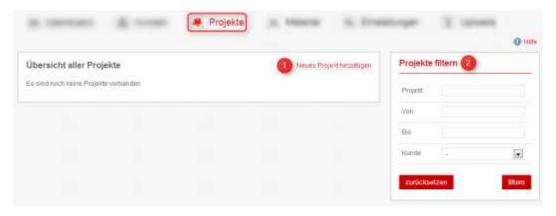


## 2.6.2 <u>Customers</u>



- 1 With the web link [Add new customer] you create a new customer.
- 2 Existing customers can be selected by clicking on the associated web link.
- **10** The "Filtering customers" area enables searching of existing customers.

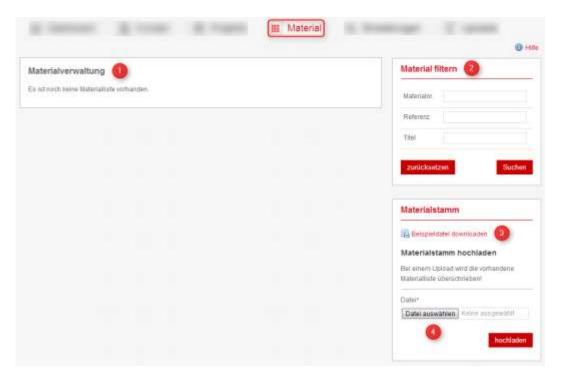
## 2.6.3 Projects



- 1 With the web link [Add new project] you create a new project.
- 2 The "Filtering projects" area enables quick finding of existing projects.

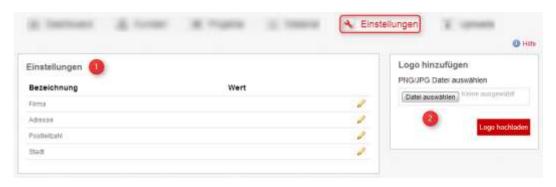


#### 2.6.4 Material



- olume If a material list is existing, it is shown in the "Material administration" area.
- 2 The "Filtering articles" area enables quick finding of existing materials.
- $oldsymbol{6}$  With the web link [Download example file], you can download a file as example.
- 💁 In the "Material master" area, you can upload an own material list.

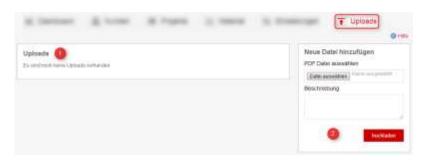
## 2.6.5 Settings



- 1 In the "Settings" area, you administer the company address.
- 2 In the "Add logo" area, you can upload own files (PNG/JPG).



## 2.6.6 Uploads



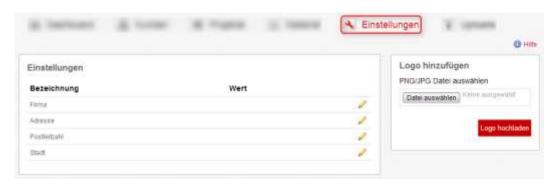
- 1 If uploaded files are available, they are shown in the "Uploads" area.
- 2 In the "Add new file" area, you can upload own files (PDF).



## 3 Settings (First steps)

On first use of Roto Con, you can add your company address and company logo. The logo will appear in the headline of an offer.

→ Navigation bar > [Settings]



Step 1: Add company address



Olick the [Edit] button.



- 2 Enter the required text in the "Value" field.
- **3** Complete the process with click on [Save].



#### NOTE!

Repeat the procedure for other fields as described in "Step 1".



Step 2: Add logo



- 1 Click the [Select file] button > Select a file > Confirm selection with [Open].
- 2 Complete the process with click on [Upload logo].



#### NOTE

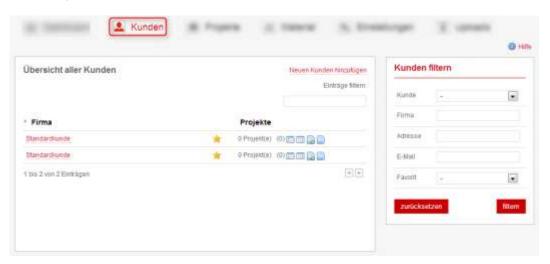
Uploading a logo is possible only in the "Settings" area. Deleting a logo is to be carried out in the "Uploads" area.



## 4 Customers

Creating and administering customers is to be performed in the "Customers" area.

→ Navigation bar > [Customers]



## 4.1 Add customer

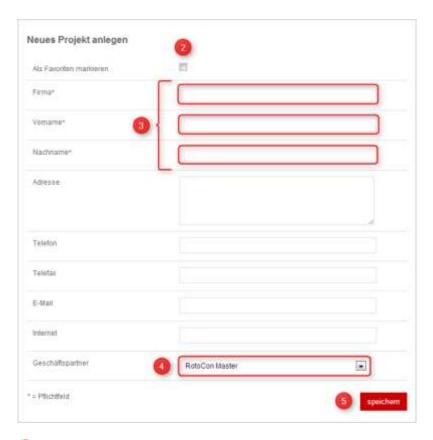
Further Roto Con functions can only be used, if customers are created. Projects can be assigned to them.

Step: Add new customer



1 Click on the web link [Add new customer].





- Activate the [Mark as favourite] checkbox, if the customer should be marked accordingly.
- Enter the customer data into the appropriate boxes. The marked boxes are compulsory.
- igoplus If several business partners are available, use the dropdown menu for selection.
- 6 Complete the process with click on [Save].



#### NOTE!

Marking a customer as favourite makes it easier to find him again quickly by means of the search function.

A business partner provides hardware templates. These hardware templates may possess customer-specific settings. Maybe a preselection is useful.



The customer is saved successfully.



#### NOTE!

Now you can add customer projects accordingly.



## 4.2 Hardware templates

For generating a parts list, the hardware template contains configuration presettings.

## For example:

- Material type
- Profile system
- Security level
- ...



#### NOTE!

In the following section you only find information on the administration of already saved hardware templates. For information on the creation of hardware templates, please refer to section "Add new position". For details see section "Add position" on page 24.

**Step 1:** Administer hardware templates



**1** Click the ■ [Hardware templates] button.

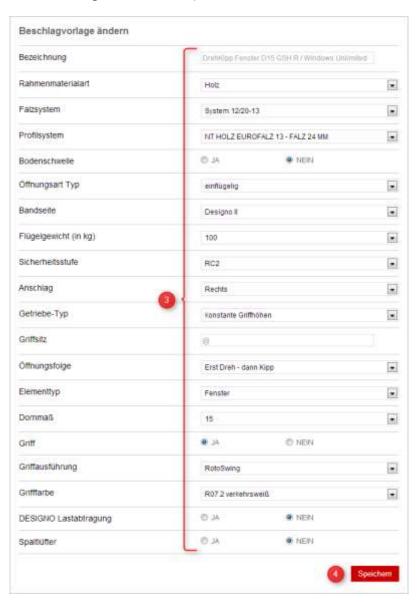
Step 2: Edit hardware templates



2 Click the [Edit] button.

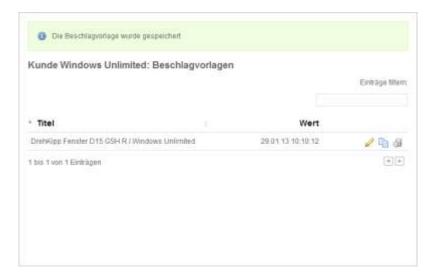


Step 3: Change hardware template



- Change the hardware template as required.
- 4 Complete the process with click on [Save].





The hardware template has been saved.



## 4.3 Discount groups

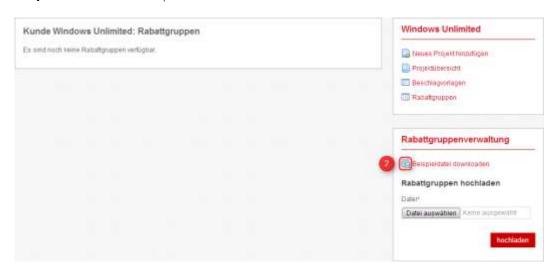
You can administer own discount rates in the "Discount groups" area.

**Step 1:** Add discount groups



● Click the [Discount groups] button.

Step 2: Download example file



2 Click the 🗐 [Download example file] button.



Step 3: Edit example file

	Α	В	С
1	Rabattgruppe	Wert	
2	4	0.1500	
3	12	0.2500	
4	20	0.2000	
5	17	0.2200	
6			

3 Edit the columns "Discount group" and "Value" accordingly. Once you have finished editing, save the file locally.



#### NOTE!

Example: For 15 % you must enter 0.1500.

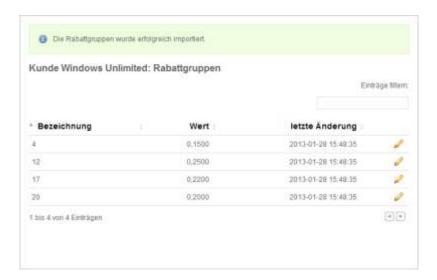
For editing the example file (sample\_discountgroups.csv) you need a text editor or a spreadsheet programme (e.g. Microsoft Excel).

Step 4: Upload discount group



- 4 Click the [Select file] button > Select a file > Confirm selection with [Open].
- 6 Complete the process with click on [Upload].





The discount groups have been successfully imported!



## NOTE!

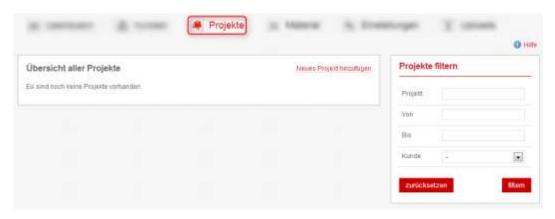
After importing the discount groups all future projects of this customer will be calculated using the discounts.



## 5 Projects

A parts list can be generated only after creating a project. A project is permanently assigned to a customer and consists of one or more positions.

→ Navigation bar > [Projects]



## 5.1 Add a project

The following steps describe how a project is to be created.

Step 1: Add new project



1 Click on the web link [Add new project].

Step 2: Select a customer



2 Click on the web link [Company] (select customer)



Step 3: Add new project



Olick on the web link [Add new project].



#### NOTE!

If projects are already available, these can be opened for reading or editing.

#### Step 4: Enter a project name



- 4 Enter a project name (The project name will be saved automatically with the next action).
- The project has been successfully created!

#### 5.2 Add position

A position consists of one or more window types of defined sizes with their according settings.

Step 1: Enter a project name & Add new position



Olick on the web link [Add new position].



#### NOTE!

Clicking on the web link [Delete] deletes the project directly.



Step 2: Select a window type



- 2 Select the window type in the dropdown menu (Example selection: single-sashed)
- Complete the process with click on "Next".



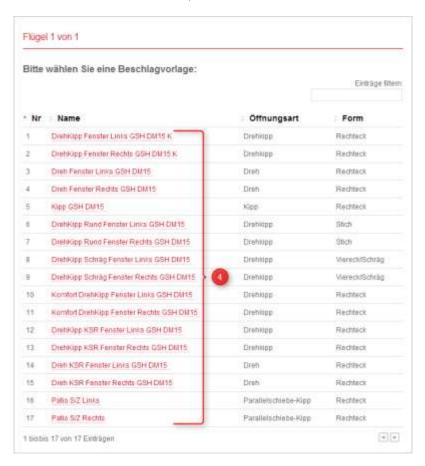
#### NOTE!

The following options are available:

- [Single-sashed]: Single-sash window
- [Multi-sashed]: Double-sashed, triple-sashed or multi-sashed window with e.g. a centre post.
- [French window]: Double-sash window without centre post.



Step 3: Select hardware template



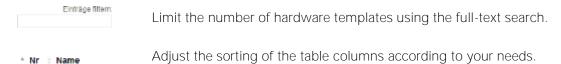
4 Click on the web link with the required hardware template.

(Example selection: Tilt&Turn window right GSH DM 15 K)



#### NOTE!

The following filter functions are available:





**Step 4:** Enter sash rebate dimensions



- **6** Enter the sash rebate dimensions.
- 6 Complete the process with click on [Generate parts list].

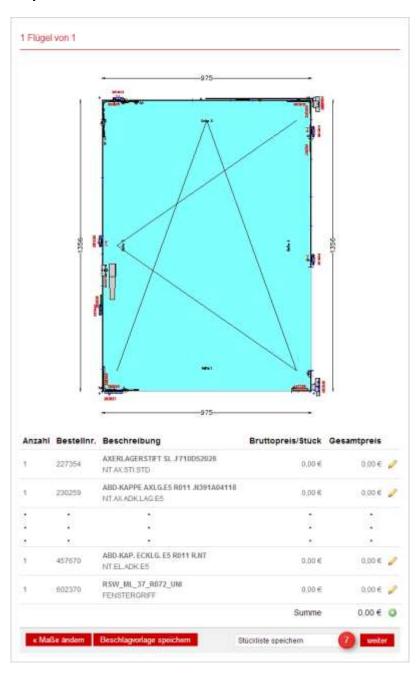


#### NOTE!

With the web link [Edit details] you can adjust the basic settings (e.g. material type, profile system, security level etc.). For details see section "Editing details" on page 29.



Step 5: Parts list



1 Add the parts list to the project with click on [Next].



#### NOTE!

Click on the [Save hardware template] button for creating own hardware templates. For details see section "Save hardware template" on page 32.





The parts list has been saved successfully.

#### 5.2.1 Editing details

In the "Edit details" area, you can adapt the selected hardware template to your needs.

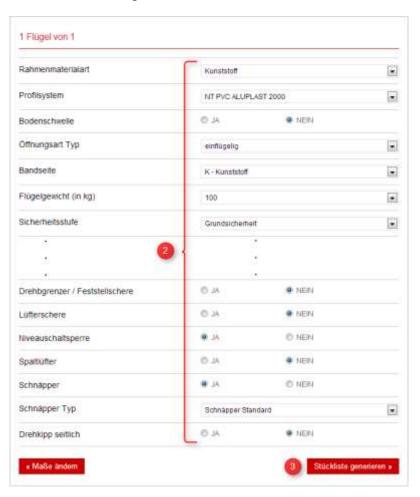
Step 1: Editing details



Olick the [Edit details] web link.



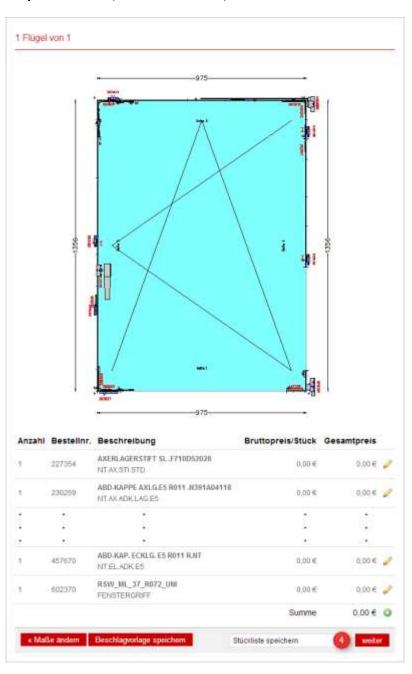
Step 2: Detail settings



- 2 Adapt the hardware template.
- 3 Continue the process with click on [Generate parts list].



Step 3: Parts list (with edited details)



4 Add the parts list to the project with click on [Next].

Die Stückliste wurde erfolgreich gespeichert!

The parts list has been saved successfully.



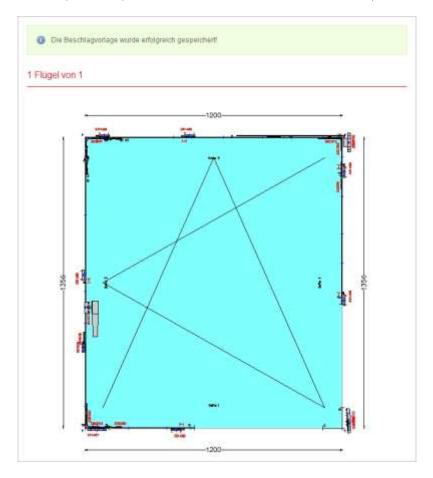
#### 5.2.2 <u>Save hardware template</u>

If you need your adapted hardware templates with the same changes later, you should save them as own hardware templates for reusing the settings in further projects.

Step: Save hardware template



Omplete the process with click on [Save hardware template].



The hardware template has been saved successfully.



#### NOTE!

You carry out the actual administration of saved hardware templates in the "Customers" section. For details see section "Hardware templates" on page 17.



#### NOTE!

When selecting a hardware template in the section "Add position" (page 24), your own hardware templates are marked with the following icon:





## 5.3 Add further positions

You can add further positions to an existing project.

Step 1: Add new position



Olick on the web link [Add new position].

Step 2: Select a window type



- Select the window type in the dropdown menu (Example selection: French window)
- 3 Complete the process with click on [Next].



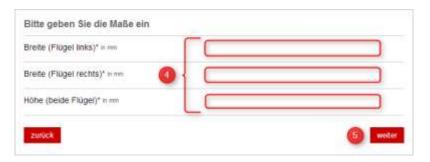
#### NOTE!

The following options are available:

- [Single-sashed]: Single-sash window
- [Multi-sashed]: Double-sashed, triple-sashed or multi-sashed window with e.g. a centre post.
- [French window]: Double-sash window without centre post.

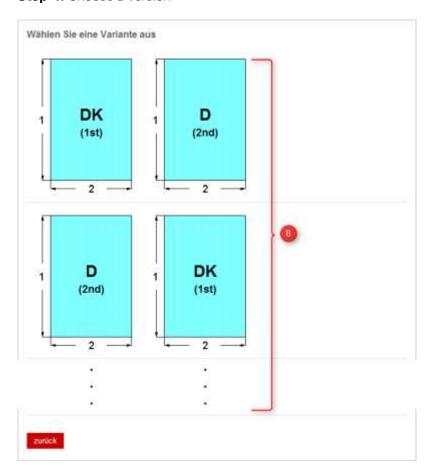


**Step 3:** Enter sash rebate dimensions



- 4 Enter the sash rebate dimensions.
- **6** Continue the process with click on [Next].

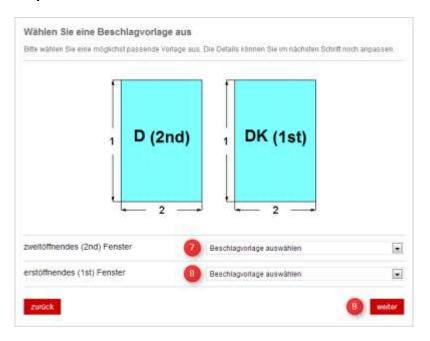
**Step 4:** Choose a version



6 Click on a corresponding combination for selecting a version (Example selection: TU-ON / T&T)



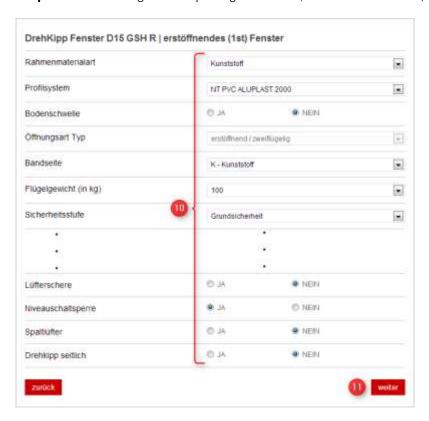
**Step 5:** Choose a version



- **O** Select the hardware template for the passive window sash in the dropdown menu.
- 8 Select the hardware template for the active window sash in the dropdown menu.
- Continue the process with click on [Next].



Step 6: Detail settings "first opening window" (active window sash)

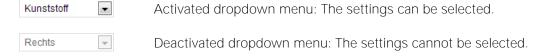


- 1 If necessary, change the hardware template as required.
- ① Continue the process with click on [Next].



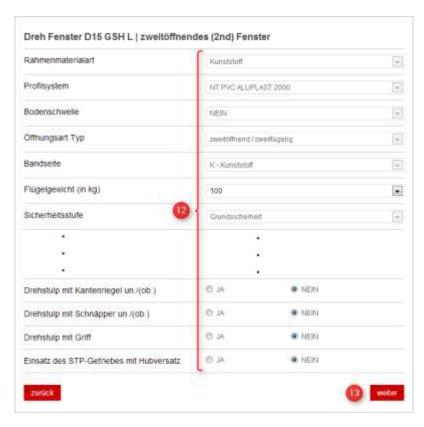
#### NOTE!

Status of the setting options:





Step 7: Detail settings "second opening window" (passive window sash)



- If necessary, change the hardware template as required.
- (6) Continue the process with click on [Next].



#### NOTE!

Status of the setting options:

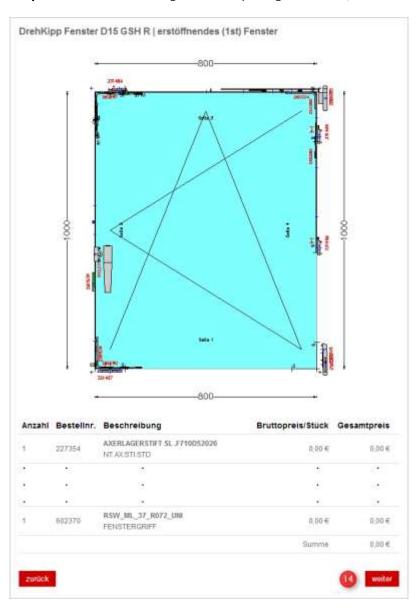
Activated dropdown menu: The settings can be selected.

Rechts

Deactivated dropdown menu: The settings cannot be selected.



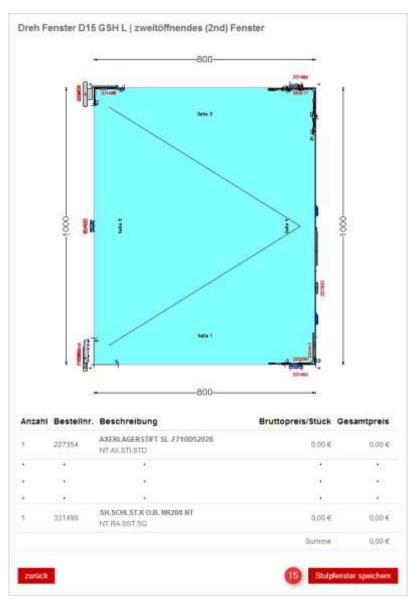
Step 8: Hardware itemising for "first opening window" (active window sash)



4 Continue the process with click on [Next].

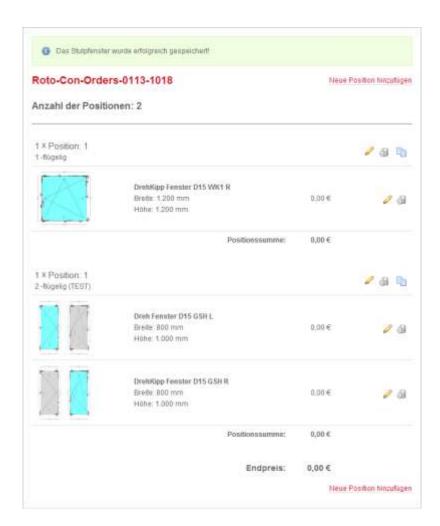


Step 9: Hardware itemising for "second opening window" (passive window sash)



6 Complete the process with click on [Save French window].





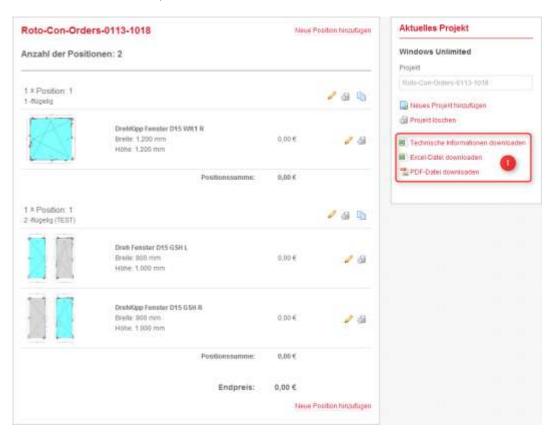
The French window has been saved successfully.



# 5.4 Data exports

Different data exports are available to output all positions of the current project.

Step: Download data export



Olick on the web link with the required data export.



#### NOTE!

The following exports are available:

- [Download technical information]: All technical data of the project (e.g. lengths, positions etc.) are output in single table sheets of an Excel file.
- [Download Excel file]: All commercial data of the project (numbers, article numbers etc.) are output in single table sheets of an Excel file. In addition, a project overview and an accumulated parts list are generated.
- [Download PDF file]: All commercial data of the project (numbers, article numbers etc.) are output in a PDF file. In addition, a project overview is generated.



#### NOTE!

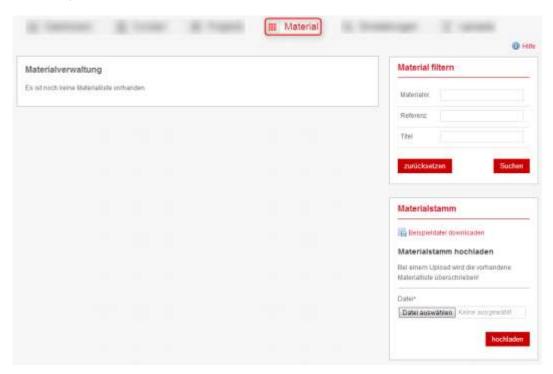
With a PDF export, you can attach opening or closing credits in addition. Please refer to section "Uploads" on page 46 for a detailed description how to create.



# 6 Material

In Roto Con you can store an own material master in the system. The own material master also can be exported.

→ Navigation bar > [Material]



Step 1: Download example file



1 Click the [Download example file] button.



Step 2: Edit example file



2 Edit the columns. Once you have finished editing, save the file locally.



#### NOTE!

It is necessary to edit the data in the example file. Only in this way it is ensured that the UTF-8 coding and the display of the special characters is correct.

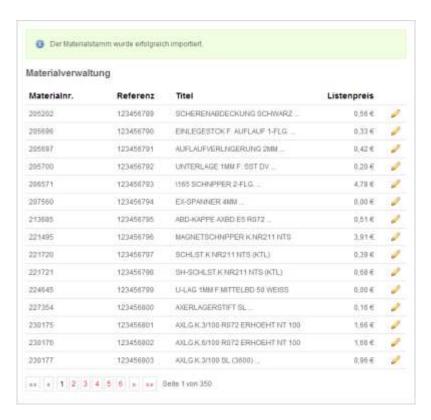
For editing the example file (sample\_articles.csv) you need a text editor or a spreadsheet programme (e.g. Microsoft Excel).

Step 3: Upload material master



- Olick the [Select file] button > Select a file > Confirm selection with [Open].
- 4 Complete the process with click on [Upload].





The material master has been successfully imported.



## NOTE!

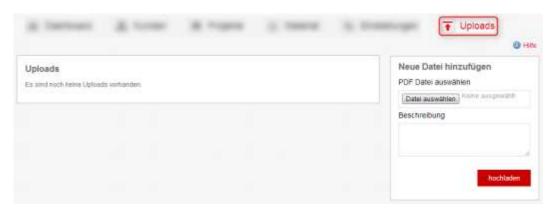
After importing the material master all future projects of this customer can be output with the own material numbers.



# 7 Uploads

In Roto Con, you can attach opening or closing credits in addition. To do so, you can upload one or more required pages as described below.

→ Navigation bar > [Uploads]





Step: Add opening credits



Oclick the [Select file] button > Select a file > Confirm selection with [Open].



### NOTE!

Only files in PDF format can be used as opening credit!

- Add a description text to the file.
- Omplete the process with click on [Upload].



The file has been successfully added.



#### NOTE!

Repeat the procedure for closing credits as described in "Step".



#### NOTE!

For the use of opening and closing credits, please refer to section "Data exports". For details see section "Data exports" on page 42.

