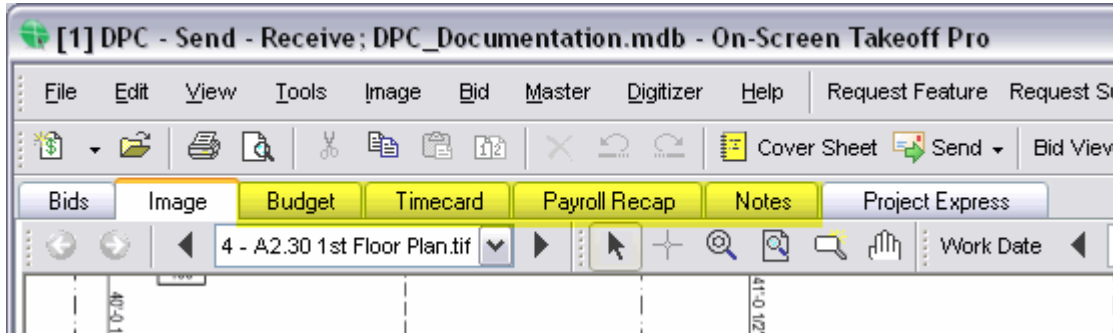


## Digital Production Control - User Interface

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Once you activate DPC mode, the interface changes to display all of the Digital Production Control functions. This Quick Start Guide will explain all of the new buttons, menus and screens you will see and prepare you for using the program more efficiently.

The first thing you will notice is that there are four different Tabs which replace the Takeoff and Worksheet Tabs:



Tab	Description
<b>Bids</b>	<b>Bids</b> Tab has the same functionality as in On-Screen Takeoff - when DPC mode is active, it also gives the Project Manager and Foreman a quick overview of each DPC job - % complete, last update, etc.
<b>Image</b>	<b>Image</b> Tab provides an area to view Labor Cost Codes, production and plans. This tab is where you percent jobs to track construction progress.
<b>Budget</b>	<b>Budget</b> Tab is used to keep track of your project's budget.
<b>Timecard</b>	<b>Timecard</b> Tab is used to record employee time.
<b>Payroll Recap</b>	<b>Payroll Recap</b> Tab is used to review previous time sheets.
<b>Notes</b>	<b>Notes</b> Tab is used to make any notes for your project.
<b>Project Express</b>	<b>Project Express</b> allows a DPC user to seamlessly send and receive files to/from other DPC users. The Project Express Tab allows a user to manage incoming and sent files.

### [01 Toolbars](#)

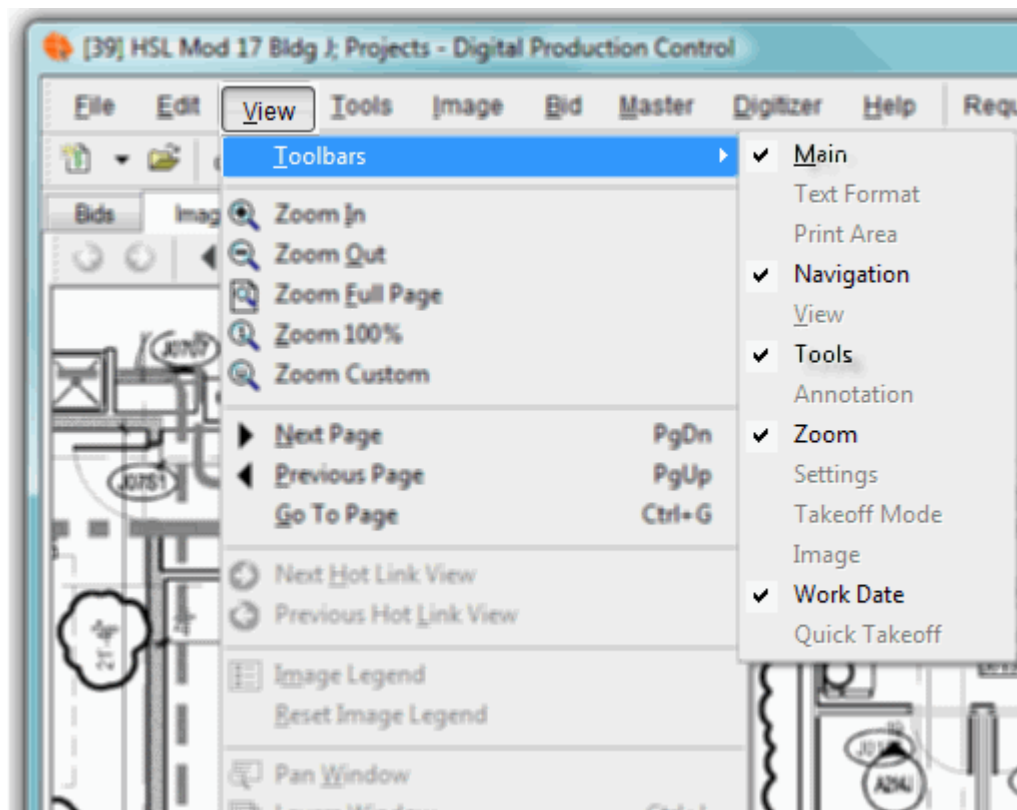
## Toolbars

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There are five toolbars available in Digital Production Control:

- [Main](#)
- [Navigation](#)
- [Tools](#)
- [Zoom](#)
- [Work Date](#)

The following pages list all of the toolbars in Digital Production Control, plus any shortcuts which are available. Toolbars can be toggled on/off by clicking *View > Toolbars* and placing a check mark on the toolbar name.



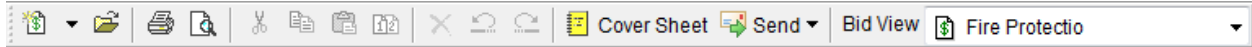
Many Toolbar functions are repeated on the **File**, **Edit**, **View**, **Tools**, **Image** and **Bid** menus.










**NOTE: With your mouse, you can hover your cursor over a Toolbar button to see a tool tip**

[02 - Main Toolbar](#)

## Main Toolbar

The **Main** toolbar provides application functions such as opening databases, printing, and deleting. Some functions are not available depending on your license and role.



Button	Name	What it Does	Shortcut Key
	<b>Open</b>	Opens the <b>Open Databases</b> window	<Ctrl> + <O>
	<b>Print</b>	Prints whatever currently has focus	<Alt>, <F>, <P>
	<b>Print Preview</b>	Previews whatever as focus before sending to printer	<Alt>, <F>, <V>
	<b>Delete</b>	Deletes whatever currently has focus	<Delete> Key
	<b>Undo</b>	Undoes the last action	<Ctrl>+ <Z>
	<b>Redo</b>	Redo the last UnDone action	<Ctrl> + <Shift> + <Z>
	<b>Cover Sheet</b>	Opens the <b>Cover Sheet</b> for the selected project	
	<b>Send</b>	Allows user to send the project or DPC Changes to another user	
	<b>Bid View</b>	Quickly changes from Base Bid to any Alternate or Change Order. Once a bid is in DPC Mode, Accepted Alternates are automatically incorporated into the Base Bid's Image	

### [03 - Navigation Toolbar](#)

## Navigation Toolbar

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The **Navigation** Toolbar is how you flip through the pages of your project. You can use the drop down list to select a specific page; use the black arrow keys to go to the next or previous page or; use the green Back/Forward buttons; or to go to the last view. When you click on the Pages Drop Down list, you can use the scroll wheel on your mouse to quickly cycle through the pages.



Icon	Function	Explanation	Shortcut
	<b>Back</b>	Last page or view	
	<b>Forward</b>	Next page or view	
	<b>Previous Page</b>	Go to previous page in project	< <i>Page Down</i> >
	<b>Next Page</b>	Go to next page in project	< <i>Page Up</i> >







[04 - Tools Toolbar](#)

## Tools Toolbar

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The **Tools** Toolbar houses basic application function buttons.

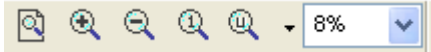







Button	Description	What it does	Shortcut
	<b>Select Mode</b>	Selects object or takeoff	< <b>Spacebar</b> > (toggles between Takeoff and Selection)
	<b>Takeoff Mode</b>	Performs takeoff (not available to Foreman)	< <b>Spacebar</b> >
	<b>Zoom Tool</b>	This is a tool used to Zoom In or Zoom out on the page selected. You can use a left-click to Zoom In and right-click to Zoom Out. You can also rope an area to zoom.	< <b>Ctrl</b> > + Left (IN) or Right (OUT) mouse button or Scroll Wheel on mouse
	<b>Zoom Full Page</b>	Zooms to a full page view of the current page (fits to page)	<*>
	<b>Pan Tool</b>	Click and drag to pan	< <b>Alt</b> > + Scroll Wheel up/down < <b>Shift</b> > + Scroll Wheel - side to side
	<b>Magnify Tool</b>	Magnify is a tool used to magnify a region of a plan without zooming in. Select the tool and click on the area you want magnified.	

[05 - Zoom Toolbar](#)

## Zoom Toolbar

The **Zoom** Toolbar allows you to change how the image is currently displayed so that you can see more/less detail as needed.



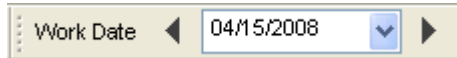
Button	Description	Function	Shortcut
	<b>Zoom Full Page</b>	Zoom to full page view	< * >
	<b>Zoom In</b>	Zoom in one level	< + > or < <b>Ctrl</b> > + right-click or < <b>Ctrl</b> > + Scroll Wheel forward
	<b>Zoom Out</b>	Zoom out one level	< - > or < <b>Ctrl</b> > + Left-click or < <b>Ctrl</b> > + Scroll Wheel backward
	<b>Zoom 100%</b>	Zooms 100% of the current page based on the page size.	< / > (forward slash)
	<b>Custom Zoom</b>	Custom Zoom will enlarge to a customized percentage. User sets the percentage by typing the amount or selecting from the drop down list.	

[06 - Work Date Toolbar](#)

## Work Date Toolbar

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The **Work Date** Toolbar allows you to select a specific time period for the **Image** (Percenting), **Budget** and **Timecard** Tabs.



Clicking the black forward and back arrows move you to the next/previous week. Clicking the drop down arrow next to the date open the Calendar so you can specify a particular date.

