# Digital Production Control - Project Express Introduction

**Project Express** is a file management and sharing utility available to licensed users of On-Screen Takeoff and Digital Production Control. This feature enables you to send and receive Bid data to and from other users of On-Screen Takeoff and Digital Production Control.

On Center Software partnered with *YouSendIt.com* to provide clients who maintain a *Maintenance Subscription* a way to send, receive and manage bids from with On-Screen Takeoff and Digital Production Control.

There are ***three mandatory*** items you must have in order to use Project Express:

- On-Screen Takeoff/Digital Production Control 3.6 or newer and a valid license for the application (either tko, dpm or dpc-foreman) (If you do not have a license, the Project Express tab is disabled)

- Your Annual Maintenance Subscription must be up to date (NOTE: Each time you send files via Project Express, refresh your Inbox or Outbox or refresh the Account Information dialog, your Maintenance Subscription is checked. If your Maintenance Subscription with On Center Software lapses, you will not be able to continue to use Project Express and you will receive an error message)

- A completed registration that sets up your Project Express account NOTE: All first time users of Project Express are required to register. **Haven't registered?** Don't worry - the next few pages will guide you through the registration process.
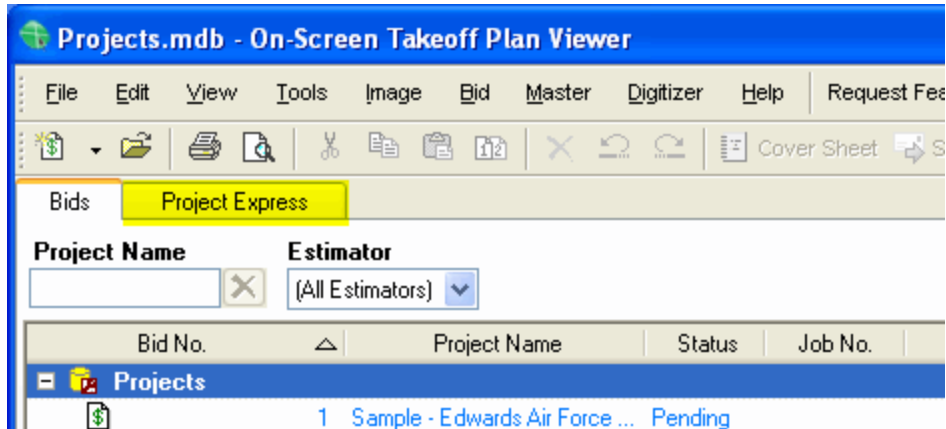
When you have these three items in place, you are able to access Project Express and Send and Receive files.

To view/download a printable copy of this Quick Start Guide, click here.

# 01 - Accessing Project Express

☐ Make sure you are connected to the Internet

☐ Open On-Screen Takeoff ® or Digital Production Control and click the **Project Express** tab

## 02 - Create Project Express Account

☐  Click the **Create an Account** button

(If you have already accessed Project Express, click Use an Existing Account and enter in your credentials).



Step 3 Project Express Registration Screen

## 03 - Project Express Registration

☐ Fill in your information on the form, and click **Submit**



Write your e-mail address and password here so you don't forget it:

☐ E-mail Address:

_____

☐ Password:

_____

# 04 - Login to Project Express

☐ Log in to Project Express with your e-mail address and password

☐ Be sure to check the box next to '**Remember my YouSendIt Login'**
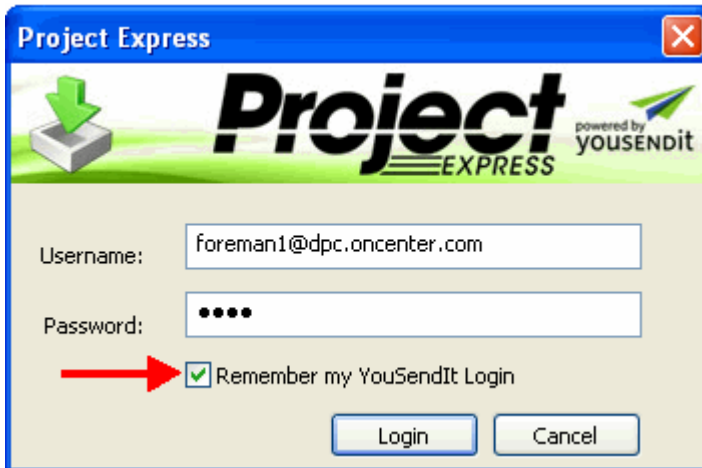


[05 - Downloading a Project through Project Express](#)

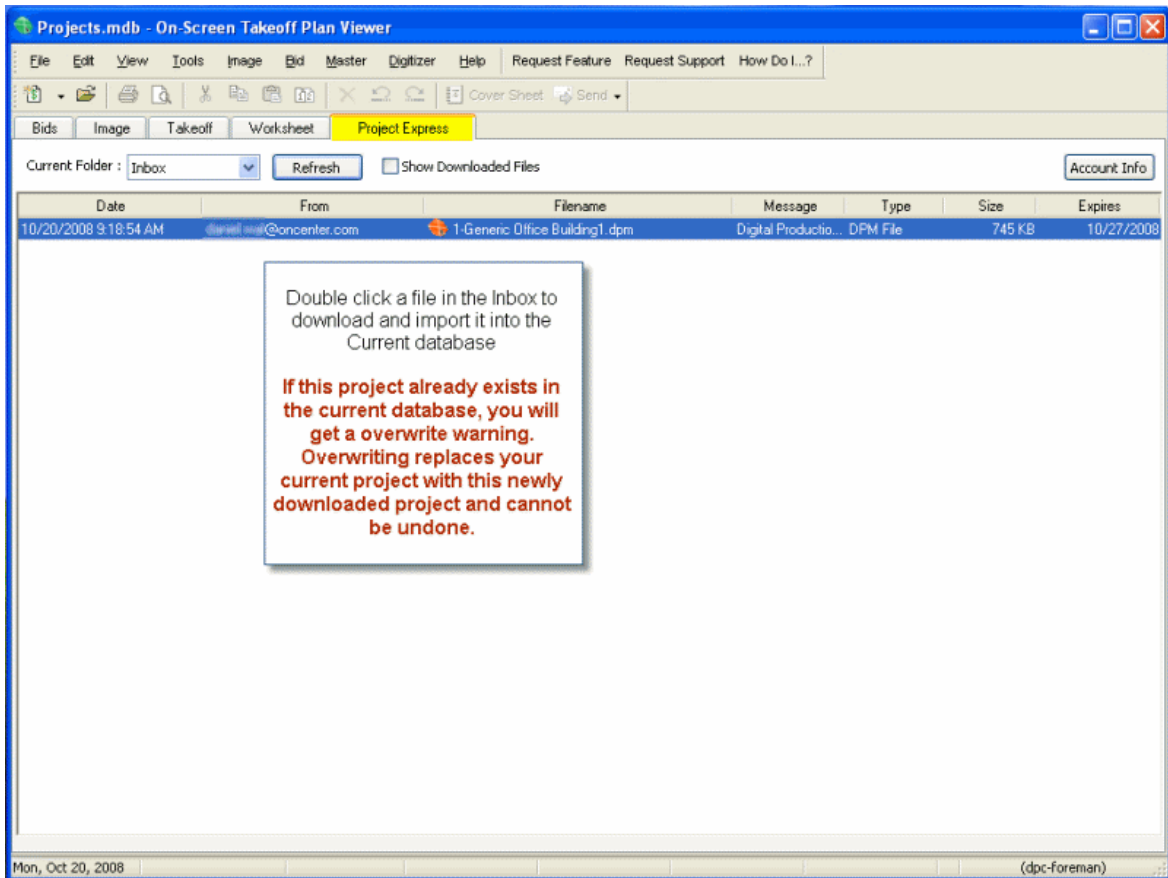# 05 - Downloading a Project through Project Express

☐ Make sure you are connected to the Internet

☐ Click the **Project Express** tab

> *Enter your user name (e-mail) and password if you have not saved the login information.*

> *After a moment it will display any jobs sent to you by your project manager.*

☐ Double-click the job to download it to your computer, once downloaded, it will automatically be imported into the current database
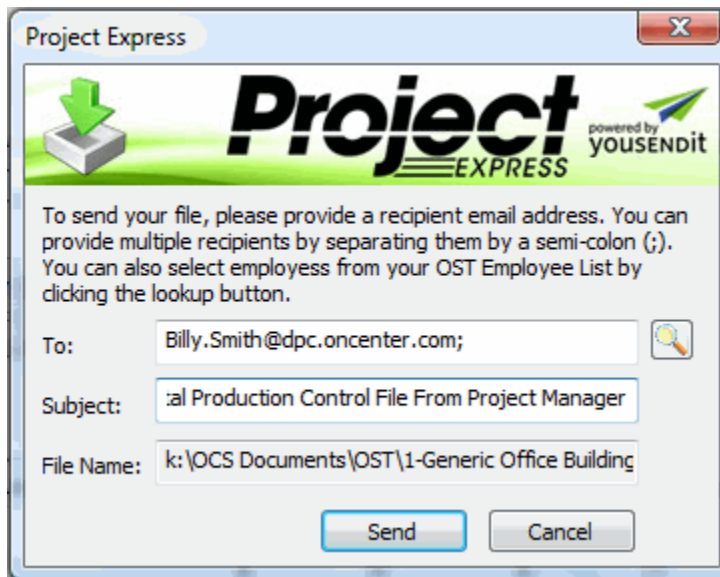


**If this bid already exists on the Current Database  this Bid Package will OVERWRITE the existing bid - any work will be lost.**

# 06 - Sending a Project through Project Express

☐ Click the **Send** button

☐ Select *DPC Package* or *DPC Changes*

☐ *Via Project Express*

Now, you'll see the Project Express send dialog box.



☐ Verify the recipient's e-mail address - Click the magnifying glass to select a Contact from your Master Contacts list

☐ Edit the subject text as you see fit (add the Budgeted or Earned hours per the instructions in the Project Manager or Foreman Quick Start Guides - whichever function you are performing)

☐ Click **Send**

When the file is successfully transmitted, you'll see a confirmation dialog box.
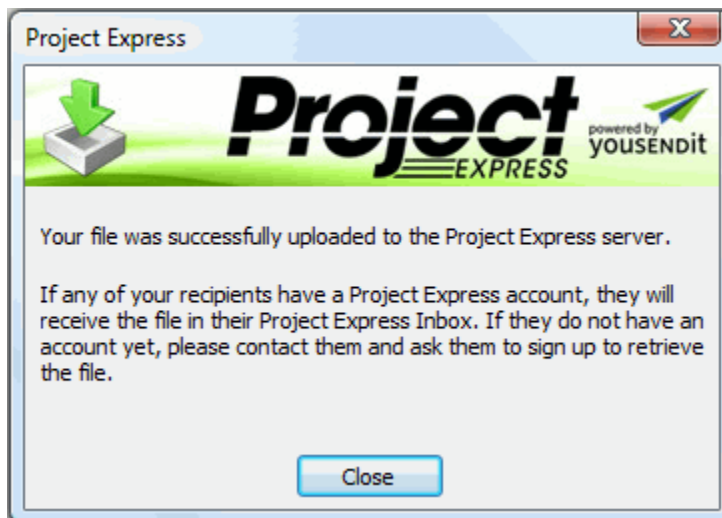
*The next time the recipient checks his Project Express tab, the file will be available for download.*