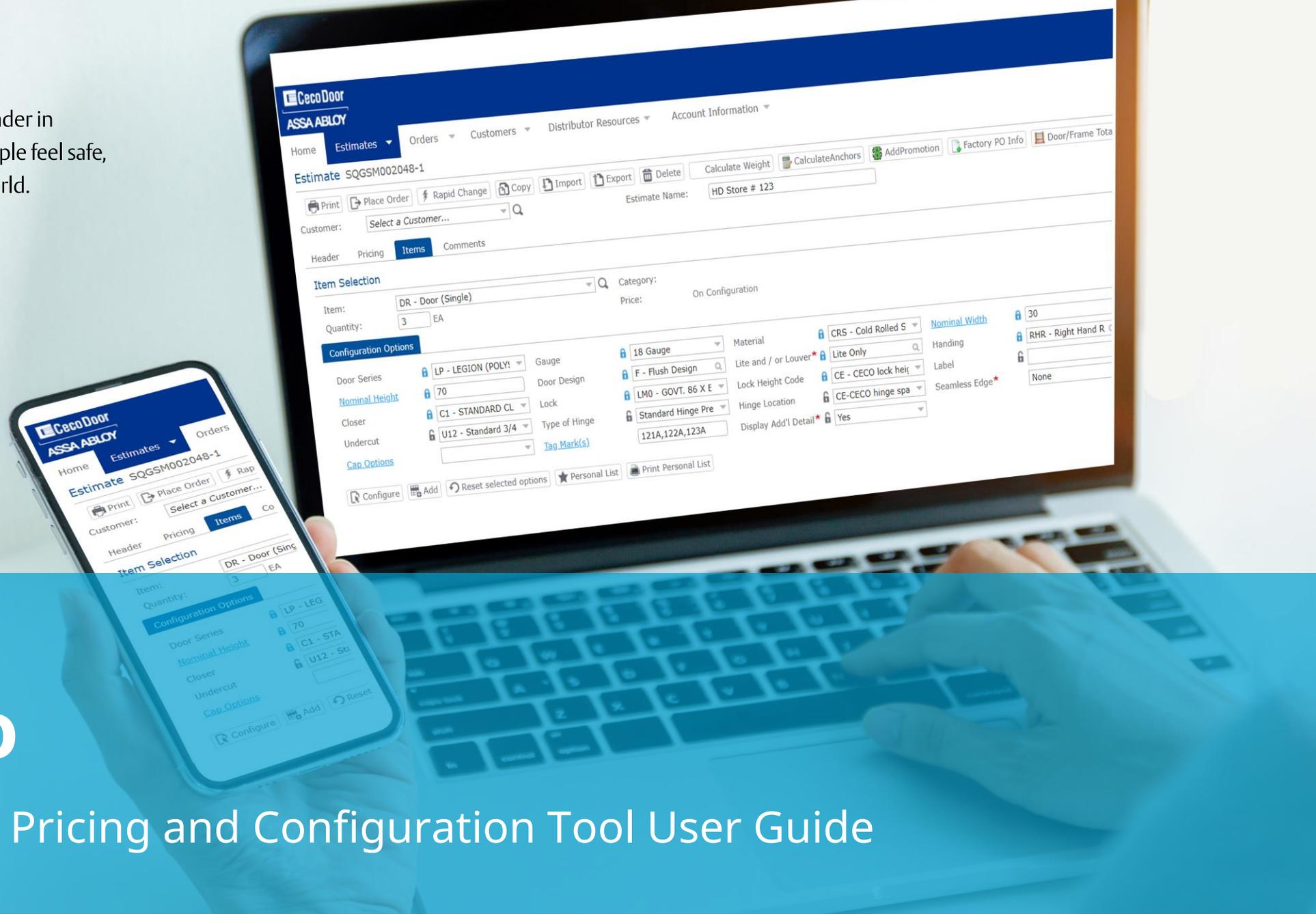


The ASSA ABLOY Group is the global leader in access solutions. Every day we help people feel safe, secure and experience a more open world.



OrderPro

Ceco Order Entry Pricing and Configuration Tool User Guide

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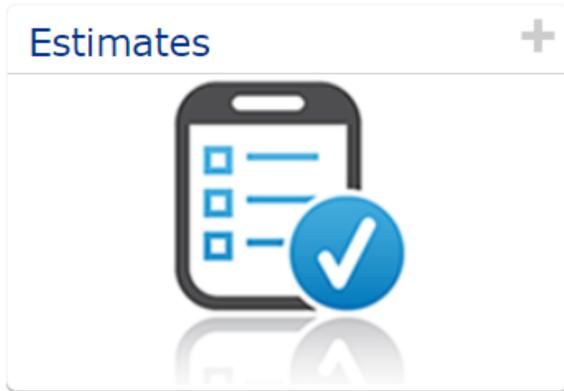


OrderPro – Why Use it?

- OrderPro is open 24/7 – if you have a login, you can access it anywhere!
 - Lead time advantage with no upcharge
 - Acknowledgments within 24 hours after the order is placed
 - Labeling procedures, hardware, and list prices are all validated
 - Build a personal list for configured and stock items
 - Rapid options for quick entry
 - 2D drawing of configured doors and frame profiles
 - Configurator validations for correct estimates and ordering every time
 - Pricing for each product is shown along with product weight
 - Visual aids for handing, door designs, hardware preps, lites, and louvers
 - Personal list to help manage frequently ordered product and for faster ordering
 - Eliminates most questions on orders
 - Customer Service errors eliminated due to robust validations built into the program
 - Faster quoting
 - Faster ordering
 - Faster delivery time
 - Financial advantage - 1/2 point discount incentive
- *Discount does not apply to net priced products or SKU's with pallet price breaks



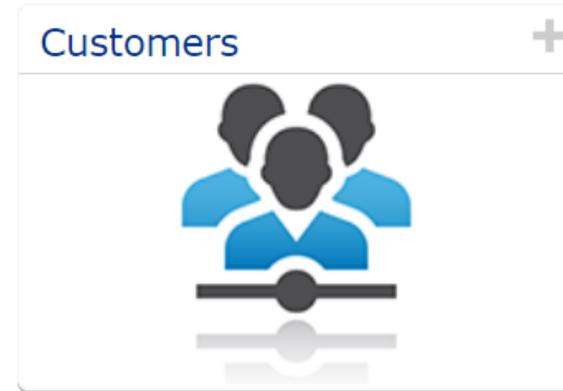
OrderPro Tools – Home Page



- Build quotes for Ceco doors and frames
- Build Ceco doors and frames for the factory to manufacture
- Build stock orders for warehouse to ship out



- Provides a historical list of all the OrderPro orders placed into the factory for manufacturing



- Create a database of people who buy from you



- Huge library of information
- Search for Tech Literature, Pricing, Order Writing Codes, and Lead Times



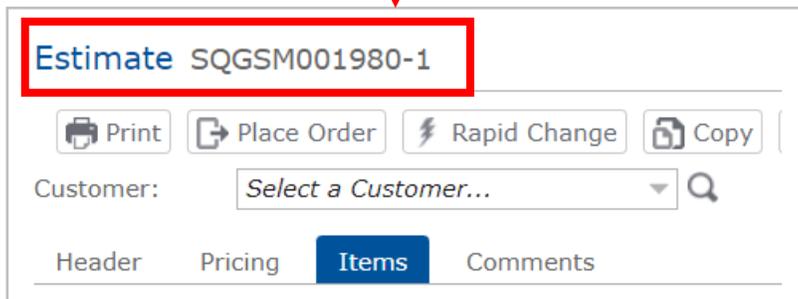
Estimates – Getting Started



- To begin, click on the Estimates button on the home page of OrderPro
- On the Estimate Search page click New Estimate 
- OrderPro will make record of the new estimate by assigning it an SQ number. SQ stands for “sales quote”
- SQ number record can be found at the top of the newly created estimate as well as in Estimate Search under the ID column

Estimate Search

 New Estimate

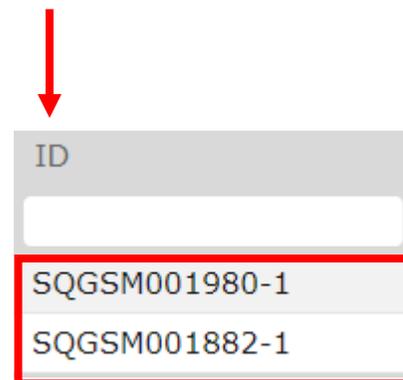


Estimate SQGSM001980-1

Print Place Order Rapid Change Copy

Customer:

Header Pricing **Items** Comments



ID
SQGSM001980-1
SQGSM001882-1



Estimates – Inside the Estimate Tools



- Use this button to print off a copy of the estimate to double check your entry - **OR** - print off openings with selling price for project quotation



- Finalize your shipment details here and with a final click of the Place Order button, submit your order to the factory for manufacturing



- Bulk editing tool that will allow you to make multiple changes to multiple lines at the same time



Estimates – Inside the Estimate Tools



- A great tool to use for projects with repeatable openings that need to be palletized by floor. Build the first floor and click Copy. OrderPro will clone the first estimate copying all data into the second estimate. Change any openings as needed and click Copy again – do as many times as needed!



- Use this pair to export a copy of your Estimate, save to your desktop, and import back into OrderPro when needed. Great to use if product entered was under an incorrect branch that way you don't lose any work!



- If you decide you don't want the Estimate started, just click Delete. **Warning** – once the record is completely removed from OrderPro it cannot be retrieved.



Estimates – Inside the Estimate Tools



 Calculate Weight

- Click this button to see how much weight you have built into your estimate. Great for checking to see if you have enough weight for a pool stop (4K lb. combined minimum) or use to get a freight quote from a carrier of your choice. Weight calculated is an estimate and is packaged weight.

 CalculateAnchors

- Provides a complete list of anchor part numbers and quantities for all frames with loose anchor options

 AddPromotion

- Click this button to add an OrderPro promotional code



Estimates – Inside the Estimate Tools



 Factory PO Info

- Tell us a little bit about this order before you get started. PO Number, Shipment Details, Program Type, TrackPoint Quote Information...
THIS IS A REQUIRED BUTTON BEFORE ANY LINES CAN BE ADDED TO THE ESTIMATE!

 Door/Frame Totals

- This tool will provide a high-level overview of the products and quantities that you have built into your estimate

 Check Pairs

- Runs a check against DRACT and the corresponding DRINACT to check for any discrepancies between the pairs. Any differences will be reported to you so that you can fix the lines

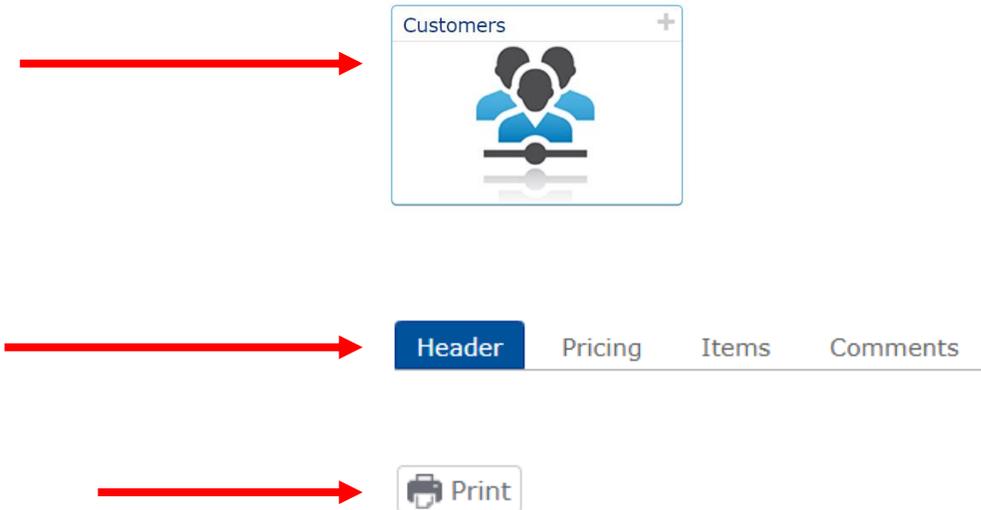


Estimates – Inside the Estimate Customer Window



Customer: 

- This customer window is directly tied to the Customers tab on the OrderPro landing page
- Any customer details built into this section will be available for selection in this window
- Contractor details built in the Customers tab will pull into your estimate and be visible in the Header Tab
- Stored information will also feed the cover sheet OrderPro builds when the Print button is selected



Estimates – Inside the Estimate Estimate Name Field



- The Estimate Name field is a field for you to enter your project name →
- This information does save with the Estimate ID as a record under Estimate Search
- Using the Estimate Name field will not only help you identify the estimate faster but will also keep you organized so that you can search for specific projects under Estimate Search

Estimate Name:

Lowe's Store 123



Estimate Search

[+ New Estimate](#)

Customer	Name	PO#	ID	Last Modified by	Modified on ▼	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→	HD Stock Room		SQGSM001980-1	door, ceco	1/9/2023	Open
→	St. Francois Hospital - Floor 1	123456	SQGSM001882-1	door, ceco	1/5/2023	Open

Page 1 of 1 Viewing 1 - 2 of 2

Table of Contents – Page 1

Page 2



Estimates – Inside the Estimate Tabs



Header

- Use this tab to tailor the print off cover sheet for your client
- Information displayed here will not be sent to the factory

Pricing

- Use this tab to work up a selling price to your client
- Price adjustments made here will display with the estimate lines on the print off

Items

- This is the default tab for each new estimate started
- Build the items you want to price and/or have the factory manufacture

Comments

- Use this tab to add additional project notes to your print off cover sheet
- Information displayed here will not be sent to the factory



Estimates – Factory PO Info



- Enter your PO number in the PO Number field.
***Note:** If this is for a quote, enter your project name instead. Just be sure to change it before placing the order into the factory.*
- Default Ship To will be your company's address
- Ship to which address? will have 2 options in the drop down:
 - Ship To Default Address – will auto fill your default ship to as the shipment address
 - New Address – choose this option to enter a jobsite address as the shipment address

A screenshot of a web interface for entering PO information. At the top, there is a gear icon, a 'Continue' button, a 'Cancel' button, and icons for save, delete, and print. The price is listed as 'Price: Price is not available'. Below this is a blue header bar that says 'Welcome to the Factory PO Information Interface'. The main form has three sections: 1. 'PO Number *' with a text input field containing 'Lowes # 123'. 2. 'Default Ship To:' with a text area containing 'Ceco Demo Account', '9159 Telecom Dr.', 'Milan', and 'TN 38358'. 3. 'Ship to which address? *' with a dropdown menu. The dropdown menu is open, showing two options: 'Ship To Default Address' and 'New Address'. Red arrows point from the text in the list on the left to the corresponding fields in the form.

Estimates – Factory PO Info

Smarty Streets



- Smarty Streets is tied to the USPS system to run 2 checks on your shipment address:

1 - A soft check on the street address

* Soft check because you may have new construction in which the USPS system hasn't added the new address to their system

* Soft check validation prompt will not stop the shipment from leaving the factory

2 - A hard check on the City, State, and Zip

* Hard stop will not allow the estimate to be placed into the factory until those corrections have been made

Default Ship To: Ceco Demo Account
9159 Telecom Dr.
Milan
TN 38358

Ship to which address? *

You entered

Proposed fixed address Ceco Demo Account
9159 Telecom Dr
Milan
TN 38358

Warning: Address line 1 does not match.

Accept proposed fixed address? * Yes No



Estimates – Factory PO Info TrackPoint Quote



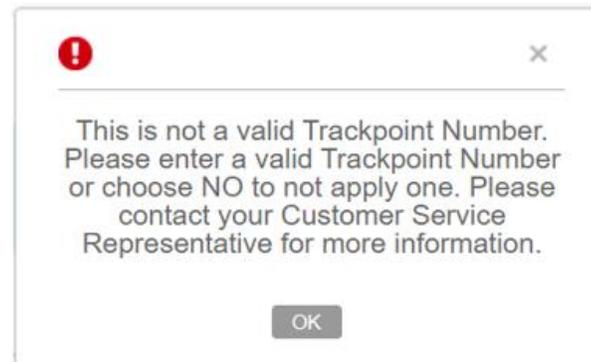
IMPORTANT!

- TrackPoint Quote Number will set the **LIST** price displayed on the estimate lines
- It will also come over to the factory once the estimate is submitted – and will be displayed on the acknowledgment and invoice
- If the TrackPoint Quote is invalid for your account or has expired, OrderPro will alert you to that
- If you are using your standard buying program discount, just select No.

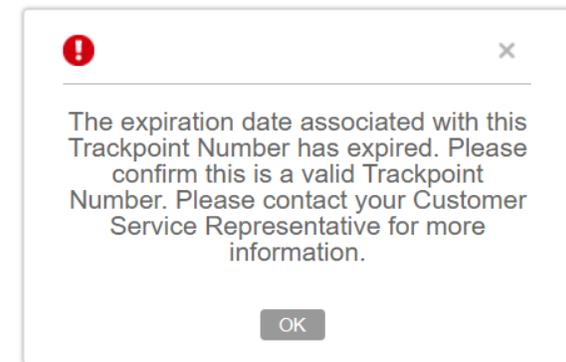
Do you wish to apply a Trackpoint Quote Number? *

Yes No

Trackpoint Quote Number *



OR



Estimates – Factory PO Info Priority Program



Priority Program (if applicable)*

Standard Lead Time
Standard Lead Time
PRIORITY A DISCOUNT
PRIORITY A NET PRICE
PRIORITY B DISCOUNT
PRIORITY B NET PRICE
PRIORITY C DISCOUNT
PRIORITY C NET PRICE



- Selection made here will set the rules for the estimate lines
- Standard Lead Time will be the default - which will be the special OrderPro lead time as published on the weekly Lead Time Update sheet
- Priority Discount options are used when using the TrackPoint deduct for quickship or if you are using your quickship discounts per your buying agreement
- Priority Net Price options are used when you receive a net price quote from the Ceco Quickship Team for the order being placed



Estimates – Factory PO Info



- Click Finish at the top right to close this window →
- OrderPro will route you back to the estimate

***NOTE:** OrderPro will just briefly blank the estimate screen as it aligns itself with the correct price book and rules set by the information entered under the Factory PO Info button

A screenshot of the 'Factory PO Information Interface' in OrderPro. At the top, there is a gear icon and a toolbar with buttons for 'Finish', 'Cancel', 'Save', 'Copy', and 'Print'. The 'Price' field shows 'Price: Price is not available'. Below the toolbar is a blue header bar with a back arrow and the text 'Welcome to the Factory PO Information Interface'. The main form contains the following fields:

- 'PO Number*' with a value of 'Lowes # 123'.
- 'Default Ship To:' with the address 'Ceco Demo Account, 9159 Telecom Dr, Milan, TN 38358'.
- 'Ship to which address?*' with a dropdown menu set to 'Ship To Default Address'.



Estimates – Factory PO Info Consideration



Estimate Lines

Line	Item
<input checked="" type="checkbox"/> Validate All <input type="checkbox"/> Expand All	
1 	DR - Door (Single)
Change Options Adjust Price	Validate More...
2 	DR - Door (Single)
Change Options Adjust Price	Validate More...
3 	DR - Door (Single)
Change Options Adjust Price	Validate More...
4 	FR3PC - 3 Piece Frame (FR3PC)
Change Options Adjust Price	Validate More...

- If you go back into the Factory PO Info button to do maintenance and if any lines have been added to the estimate, those lines will be highlighted in yellow (due to the reset of the OrderPro validations)
- Just click the Validate All button and that will rerun the validations - putting the lines back into clear status



Estimates – Adding Lines to the Estimate Item Selection



- The Item field is comparable to the Part Number field on a Ceco Production Order Form (where you would add DR, DRACT, DRINACT, FR3PC, etc..)
- To add lines, click on the Item field
- Immediately, a dropdown menu of options will appear for selection
- Searches can be made by either:
 - Typing the Ceco order writing code for what you are looking for
 - Typing a key word such as Door, Single, Frame, 3...
 - Scrolling through the Item drop down menu and selecting an option from the list.

Item Selection

Item: 

- DR - Door (Single)
- DRACT - Door (Active door of pair)
- DRINACT - Door (Inactive door of pair)
- DRTHRULITE - Stile and Rail
- FRDWBLITE - Drywall Borrowed Lite
- 6100468 - LRC23-DEADBOLT REINF.F/DR
- 6100644 - 4.5.134.180HR/16DR1614FR
- 6100644E - 4.5.134.180HR/16DR1614FR
- 6100645 - 4.5.180HR/1614DR1614FR
- 6100645E - 4.5.180HR/1614DR1614FR
- 6100645F - 4.5.180HR/1614DR1614FR

▼ Items 1-15 out of 73



Estimates - Adding Lines to the Estimate Item Selection



- Once you make a selection, OrderPro will fill that option into the Item field and immediately present you with Configuration Options to add product details

Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Door Series	<input type="text"/>	Gauge	<input type="text"/>	Material	<input type="text"/>	Nominal Width	<input type="text"/>
Nominal Height	<input type="text"/>	Door Design	<input type="text"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text"/>
Closer	<input type="text"/>	Lock	<input type="text"/>	Lock Height Code	<input type="text"/>	Label	<input type="text"/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text"/>	Tag Mark(s)	<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>		



Estimates - Adding Lines to the Estimate Quantity Field



IMPORTANT!

Quantity field will always default to a quantity of 1 and will revert back to a quantity of 1 after each line has been added to the estimate

- Before adding any configuration options, be sure to adjust the line quantity

Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Door Series	<input type="text"/>	Gauge	<input type="text"/>	Material	<input type="text"/>	Nominal Width	<input type="text"/>
Nominal Height	<input type="text"/>	Door Design	<input type="text"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text"/>
Closer	<input type="text"/>	Lock	<input type="text"/>	Lock Height Code	<input type="text"/>	Label	<input type="text"/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text"/>	Tag Mark(s)	<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>		





Estimates – Adding Lines to the Estimate Configuration Options

- Configuration options are also referred to as rapid options – options that are almost always needed to get a line started
- These options are unique to the Item value
- Additional options not included like EPT's, Magswtiches, Roller Latches, Concealed Holders, etc... are done inside the line configurator

Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Door Series	<input type="text" value=""/>	Gauge	<input type="text" value=""/>	Material	<input type="text" value=""/>	Nominal Width	<input type="text" value=""/>
Nominal Height	<input type="text" value=""/>	Door Design	<input type="text" value=""/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text" value=""/>
Closer	<input type="text" value=""/>	Lock	<input type="text" value=""/>	Lock Height Code	<input type="text" value=""/>	Label	<input type="text" value=""/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text" value=""/>	Tag Mark(s)	<input type="text" value=""/>	Display Add'l Detail*	<input type="text" value="Yes"/>		



Estimates – Adding Lines to the Estimate Configuration Options



- As soon as you put your cursor into the Door Series field, you will get a dropdown menu of options to select from
- Each drop down menu will provide the Ceco order writing code and a description so you don't need the Order Writing Manual to navigate this program
- Options are also filtered – so if you don't see what you are looking for it is more than likely not available with either the door series or preps chosen up to that point
- Always reach out to your Ceco Customer Service Professional if you have any doubts or questions regarding the values provided

Configuration Options

Door Series

- AS - ARMORSHIELD (BULLET RESISTENT, STEEL STIFFENED, HANDED, LEVEL 3)
- AI - ARMORSHIELD (BULLET RESISTENT, HONEYCOMB, HANDED, LEVEL 3)
- AP - ARMORSHIELD (BULLET RESISTENT, POLYSTYRENE, HANDED, LEVEL 3)
- CI - ENVOY DOOR (HONEYCOMB, NON-HAND)
- CP - ENVOY DOOR (POLYSTYRENE, NON-HAND)
- FT - FUEGO (TEMP RISE 250 DEGREE, HANDED)
- HE - TRIO ENERGY EFFICIENT (Handed)
- HF - TRIO STEEL-STIFFENED AND FIBERGLASS CORE (Handed)
- HS - SOUND-TECH XPRESS DOOR SYSTEM (Handed)
- HT - TRIO 450 TEMPERATURE RISE (Handed)
- IU - IMPERIAL (POLYURETHANE, HANDED)
- LP - LEGION (POLYSTYRENE, HANDED)
- MS - MEDALLION (STEEL STIFFENED, HANDED)
- NE - TRIO ENERGY EFFICIENT (Non-Handed)
- NF - TRIO STEEL-STIFFENED AND FIBERGLASS CORE (Non-Handed)
- NS - SOUND-TECH XPRESS DOOR SYSTEM (Non-Handed)
- NT - TRIO 450 TEMPERATURE RISE (Non-Handed)
- OI - OMEGA (HONEYCOMB, NON-HAND)
- OT - OMEGA (TEMP RISE 250 DEGREE, NON-HAND)
- RI - REGENT (HONEYCOMB, HANDED)
- UP - ULTRADOR (POLYSTYRENE, NON-HANDED)
- VU - VERSADOOR (POLYURETHANE, NON-HANDED)

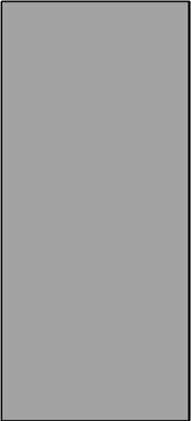
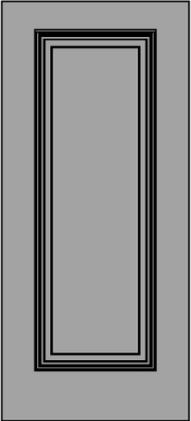
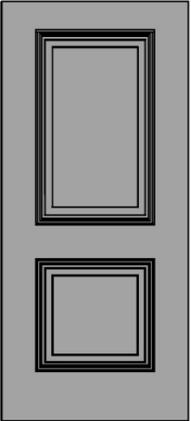
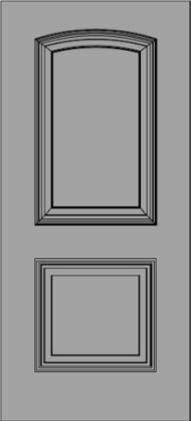
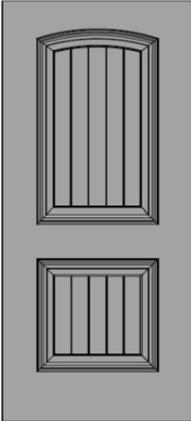


Estimates – Adding Lines to the Estimate Configuration Options



Door Design 

Select a Value

				
F - Flush Design	E101 - 1 Panel Embossed	E201 - 2 Panel Square Embossed	E202 - 2 Panel Curved Embossed	E203 - 2 Panel Slats Embossed

Door Design   ←

- There are some options that do not have drop down menus
- For example – Door Designs have a spy glass next to the value field
- Click on the spy glass to get a visual of what options are available for that configuration field
- Select the appropriate image and OrderPro will fill the correct value into the configuration field



Estimates – Adding Lines to the Estimate Configuration Options



Item Selection

Item: Category:

Quantity: EA Price: On Configuration

Configuration Options

Door Series	<input type="text"/>	Gauge	<input type="text"/>	Material	<input type="text"/>	Nominal Width	<input type="text"/>
Nominal Height	<input type="text"/>	Door Design	<input type="text"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text"/>
Closer	<input type="text"/>	Lock	<input type="text"/>	Lock Height Code	<input type="text"/>	Label	<input type="text"/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text"/>	Tag Mark(s)	<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>		

For net width use the change options button on the line.

- There are some rapid options that are blue highlighted and underlined
- These are tool tips – hover over the messages with your computer mouse to get additional information about that option



Estimates - Adding Lines to the Estimate Nominal Sizing



Item Selection

Item: Category:

Quantity: EA Price: On Configuration

Configuration Options

Door Series	<input type="text"/>	Gauge	<input type="text"/>	Material	<input type="text"/>	Nominal Width	<input type="text"/>
Nominal Height	<input type="text"/>	Door Design	<input type="text"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	For net width use the change options button on the line.	
<input type="text"/>	Work	<input type="text"/>	Lock Height Code	<input type="text"/>			
Cap Options	<input type="text"/>	Style of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>		
			<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>		

- Nominal sizing is your opening size – entered in Feet & Inches. If your opening width size is 3’0” you would key 30 into the Nominal Width field
- For fractional sized Nominal Width/ Nominal Height or if just entering Net Width/ Net Height you will need to configure the line by either clicking the Configure button or Change Options button once the line has been added to the estimate



Estimates - Adding Lines to the Estimate Cap Options



Item Selection

Item: Category:
Quantity: EA Price:

Configuration Options

Door Series <input type="text"/>	Gauge <input type="text"/>	<input type="text"/>	Material <input type="text"/>	<input type="text"/>	Nominal Width <input type="text"/>
<div style="border: 1px solid gray; padding: 5px; width: fit-content;">For cap options outside this list, please use the Change Options button on the line.</div>	Design <input type="text"/>	<input type="text"/>	Lite and / or Louver* <input type="text"/>	No Lite or Louver <input type="text"/>	Handing <input type="text"/>
Cap Options <input type="text"/>	of Hinge <input type="text"/>	<input type="text"/>	Lock Height Code <input type="text"/>	<input type="text"/>	Label <input type="text"/>
<input type="text"/>	<input type="text"/>	Standard Hinge Pre <input type="text"/>	Hinge Location <input type="text"/>	CE-CECO hinge spa <input type="text"/>	Seamless Edge* <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Display Add'l Detail* <input type="text"/>	Yes <input type="text"/>	None <input type="text"/>

- Cap Options will include combinations of top and bottom cap options for easy entry
- If you cannot find what you are looking for in this rapid option, we have more options inside the configurator. Just click Change Options button on the line



Estimates - Adding Lines to the Estimate Tag Marks



Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Door Series	<input type="text"/>	Material	<input type="text"/>	Nominal Width	<input type="text"/>
Nominal Height	<input type="text"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text"/>
Closer	<input type="text"/>	Lock Height Code	<input type="text"/>	Label	<input type="text"/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>		

Use commas to separate mark numbers. If you have multiple openings for a tag mark, put the quantity in parenthesis, such as Floor1(10) for 10 openings all named Floor1.

[Tag Mark\(s\)](#)

- Separate tag marks entered here with a comma (,)
For example: 1A,2B,3C
- If a tag is getting applied to more than 1 opening , put the quantity in parenthesis beside the tag
For example: 1A,2B,3C,4D(5)
- Tag Mark(s) are validated against the Quantity field



Estimates - Adding Lines to the Estimate



Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Door Series	<input type="text" value="RI - REGENT (HON"/>	Gauge	<input type="text" value="18 Gauge"/>	Material	<input type="text" value="CRS - Cold Rolled S"/>	Nominal Width	<input type="text" value="30"/>
Nominal Height	<input type="text" value="70"/>	Door Design	<input type="text" value="F - Flush Design"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text" value="RH - Right Hand"/>
Closer	<input type="text" value="C1 - STANDARD CL"/>	Lock	<input type="text" value="LC1 - GOVT. 161 X"/>	Lock Height Code	<input type="text" value="CE - CECO lock hei"/>	Label	<input type="text" value=""/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge*	<input type="text" value="None"/>
Cap Options	<input type="text" value=""/>	Tag Mark(s)	<input type="text" value=""/>	Display Add'l Detail*	<input type="text" value="Yes"/>		



- When you have finished the entry of your rapid options, click Add to add the line to the estimate



Estimates - Adding Lines to the Estimate Validations



Estimate Lines

Validate All Collapse All Total Price: 0.00

Line	Item	Qty	UOM	Price	Total
1 	DR - Door (Single)	1	EA	Validating selections...	

Change Options Adjust Price Copy More...



- OrderPro will automatically run a validation on the line - looking through a rule set to ensure that what your ordering is valid



Estimates - Adding Lines to the Estimate

Validations



Line	Item	Qty	UOM	Price	Total
1	DR - Door (Single)	1	EA	763.00	763.00

[Change Options](#) [Copy More...](#) [Line Details](#) [Remove](#)

Door Description = RI18CRS30 70 F RH C1LC1 ,
 Series = RI - REGENT (HONEYCOMB, HANDED) ,
 Gauge = 18 Gauge
 Material = CRS - Cold Rolled Steel ,
 Net Width = 35.7812 inches ,
 Net Height = 83.125 inches ,
 Design = F - Flush Design
 Handing = RH - Right Hand ,
 Closer = C1 - STANDARD CLOSER REINF ,
 Glass or Louver = No Lite or Louver
 Undercut Code = U12 - Standard 3/4" Undercut ,
 Type of Hinging = Standard Hinge Prep ,
 Hinge Option = 45R-4-1/2" X .134 HINGES ,
 Hinge Spacing Code = CE-CECO hinge spacing ,
 --Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25" ,
 Hinge Quantity = 3 ,
 Lock Height Code = CE - CECO lock height ,
 --Measured-Btm to CL = 41.0625" ,
 Lock Type = Cylindrical ,
 Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET



[View Image](#)



- Once the line has been added, you will see a list of what you have built into the line (similar to what is seen on the Ceco Order Acknowledgment) and a 2D image of the door or frame profile to the right
- Pricing seen on the line is **LIST** price – this will later allow you to work up a selling price to your contractor



Estimates - Adding Lines to the Estimate Validations



Line	Item	Qty	UOM	Price	Total
1	DR - Door (Single)	1	EA	<i>Attention Required</i>	

[Change Options](#) [Start Over](#) [Remove](#)

- There are times that a line will not validate, when that happens OrderPro will highlight the line in red with **Attention Required**
- Attention Required happens when an option has been added to the door/ frame that needs additional details. For example, you might choose a Lite Only option on the line but that is not enough information to successfully add the line. We need to know what type of lite, kit, size, location, etc...
- To find out what additional details OrderPro needs, click the Change Options button
- OrderPro will direct you exactly where you need to answer the questions needed to complete the line



Estimates – Adding Lines to the Estimate Change Options



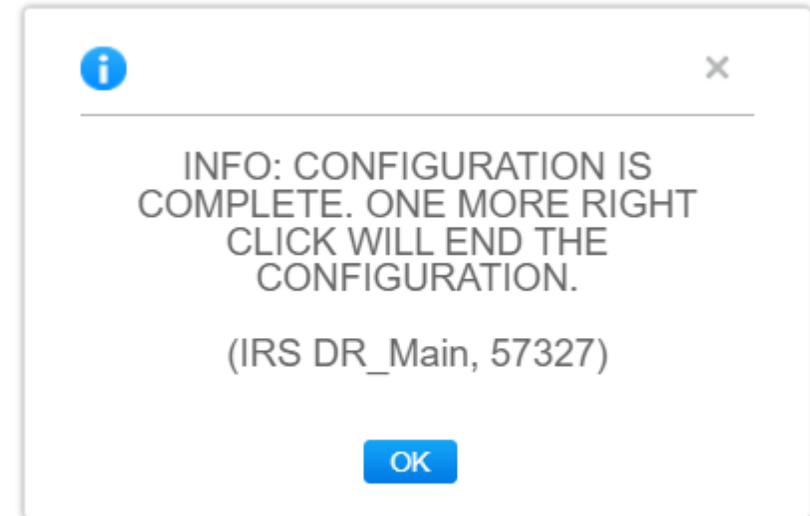
- Change Options takes you into our configurator
- Use Change Options when an option is needed for your doors or frames that could not be added from the Rapid Options (such as EPT's, Mag switches, concealed holders etc..)
- Similar to your Rapid Options, you will find everything in the configurator to include drop down menus with Ceco codes and descriptions
- To navigate inside Change Options, you can do either of the following to advance to the next set of options:
 - Click Continue button at the top left
 - Right click with your computer mouse

A screenshot of a web-based configurator interface titled 'Change Options'. At the top left is a gear icon. Below the title are buttons for 'Continue' and 'Cancel', followed by icons for save, copy, and print. On the right, it says 'Price: 794.00 USD'. Below this is a navigation bar with four tabs: 'Door Options', 'Hinge Edge Options', 'Lock Edge Options', and 'Design Options' (which is highlighted in blue). The main content area has a section for 'Lite and / or Louvers*' with a dropdown menu set to 'Lite Only' and a search icon. Below that is a link for 'Lite Details'. The next section is 'Lite Type*' with an empty dropdown menu.

Estimates - Adding Lines to the Estimate Change Options



- Once changes have been made, click Continue (or right click with your mouse) until you see this window pop up 
- This informational message is to let you know that the system has everything it needs at this point and one additional right click will end the configuration
- If you choose to right click, you will be taken out of the configuration and returned back to the main estimate page - the line will be updated to the changes made in the configurator as well as the pricing
- If OK button is chosen instead, you will remain inside the configurator until you click the Finish button
- Clicking Finish will return you back to the main estimate page with the line and pricing updated to the changes made in the configurator



 Change Options



Estimates - Adding Lines to the Estimate Line Options



Line	Item
1	DR - Door (Single)
Change Options Adjust Price	Copy More...
	Door Description = RI18CRS30 70 F RH C1LC1 , Series = RI - REGENT (HONEYCOMB, HANDED) , Gauge = 18 Gauge Material = CRS - Cold Rolled Steel , Net Width = 35.7812 inches , Net Height = 83.125 inches , Design = F - Flush Design Handing = RH - Right Hand Closer = C1 - STANDARD CLOSER REINF , Glass or Louver = No Lite or Louver Undercut Code = U12 - Standard 3/4" Undercut , Type of Hinging = Standard Hinge Prep , Hinge Option = 45R-4-1/2" X .134 HINGES , Hinge Spacing Code = CE-CECO hinge spacing --Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25" , Hinge Quantity = 3 , Lock Height Code = CE - CECO lock height , --Measured-Btm to CL = 41.0625" , Lock Type = Cylindrical , Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET

Each line will have the same set of options: Change Options, Adjust Price, Copy, and More

Adjust Price ✕

	Header Values	Price Adjustments
Manufacturer's Discount (% Off List)	54 %	<input style="width: 50px;" type="text" value="54"/> %
My Upcharge (Markup %)	25 %	<input style="width: 50px;" type="text" value="25"/> %
Additional Discount	0 %	<input style="width: 50px;" type="text" value="0"/> %

- **Change Options** – Use this button to add additional options to your door or frame (options that you could not add for under the Configuration “Rapid” Options) such as EPT’s, Roller Latches, Mag Switches...
- **Adjust Price** – A pricing tool that you can use to help determine a selling price for that line
 This information is not used by the factory when the order is submitted



Estimates - Adding Lines to the Estimate Line Options



Line	Item
1	DR - Door (Single) Door Description = RI18CRS30 70 F RH C1LC1 , Series = RI - REGENT (HONEYCOMB, HANDED) , Gauge = 18 Gauge Material = CRS - Cold Rolled Steel , Net Width = 35.7812 inches , Net Height = 83.125 inches , Design = F - Flush Design Handing = RH - Right Hand Closer = C1 - STANDARD CLOSER REINF , Glass or Louver = No Lite or Louver Undercut Code = U12 - Standard 3/4" Undercut , Type of Hinging = Standard Hinge Prep Hinge Option = 45R-4-1/2" X .134 HINGES , Hinge Spacing Code = CE-CECO hinge spacing --Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25" , Hinge Quantity = 3 , Lock Height Code = CE - CECO lock height , --Measured-Btm to CL = 41.0625" , Lock Type = Cylindrical , Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET

Change Options
Adjust Price

Copy
More...

More...

Price Details
Export
Add to Personal List

- **Copy** – Use this button to copy the line into a new line
Great for those times when you need to just make a minor adjustment without rekeying all the options
- **More** – Contains 3 more tools that can help you move efficiently through the estimates you are building (Price Details, Export, and Add to Personal List)



Estimates - Adding Lines to the Estimate More Button and Price Details



More...

- Price Details
- Export
- Add to Personal List



Price Details

Order No - Line No SQGSM002010_1 - 001
Line Qty 1

Base Price	759.00
Closer Add	35.00
Weight	93.1 lbs.
Total List Price	794
Override List Price	
CFG Code	RI18CRS30 70 F RH C1LC1
CFG Guid	97241a8f-02ad-41e6-9663-30f095d35604

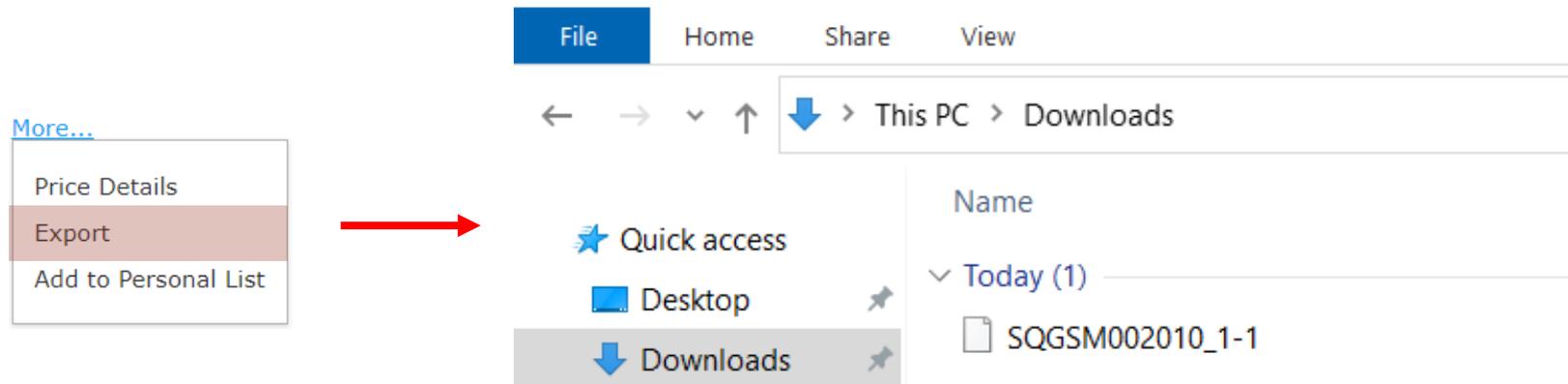
Close

Packaged weight is for a unit of 1

- Price Details provide you with a list price break down of everything built into the line
- Price Details also provide you with an estimated packaged weight



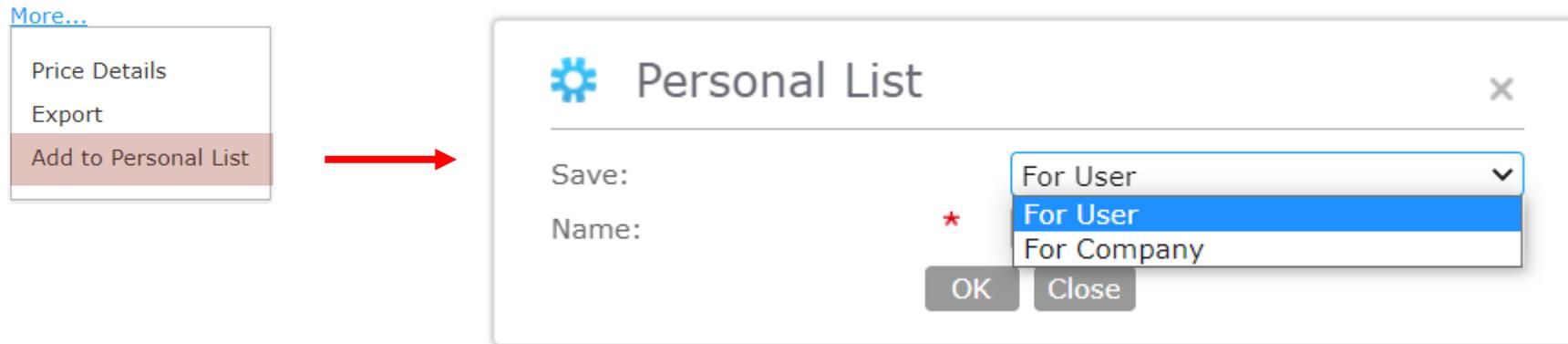
Estimates - Adding Lines to the Estimate More Button and Export



- Use export if you need to extract a line from your estimate and save for future ordering
- [Save](#) the downloaded file to your local desktop and [import](#) into a new estimate whenever needed
- Be sure to cancel the original line on your estimate if no longer needed



Estimates – Adding Lines to the Estimate Personal List



- When saving product to a Personal List, you can choose to save it for either:
 - For User – This is the default option for saving items. Under this option, only you can see the item in the Personal List
 - For Company – Under this option, anyone that has an OrderPro login can see the item in their Personal List. A highly recommended option so that anyone can order items when someone is out of the office
- Click OK button



Estimates – Adding Lines to the Estimate Personal List and Naming Items

A screenshot of a software dialog box titled 'Personal List'. It has a gear icon on the left and a close button (X) on the right. Below the title bar, there are two input fields. The first is labeled 'Save:' and contains a dropdown menu with 'For Company' selected. The second is labeled 'Name:' and contains the text 'RI 18 CRS 30 x 70 LC1 RH'. A red asterisk is positioned to the left of the 'Name:' label. Below the input fields are two buttons: 'OK' and 'Close'. A red arrow points from the text on the right towards the 'Name:' input field.

When naming items, you will want to name it something that is easily identifiable to you

- For contract product use part of the configuration string such as door series, gage material, size, hand or frame series, gage material, depth, size, hand
- If it is contract specific, you can add an abbreviation
For example, I can add Lowes so that the product is saved as Lowes RI 18 CRS 30 x 70 LC1 RH
- For Stock or SKU items, you can add your own part number if you name the product differently on your warehouse shelf



Estimates - Adding Lines to the Estimate Personal List and Naming Items



Item:

Quantity:

★ Personal List



Click Personal List to see the item you have stored or to order it again

Personal List

For User For Company

Qty	Name ▲	Part Number
<input type="text" value="LO"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="20"/>	Lowes RI 18 CRS 30 x 70 LC1 RH - Door (Single)	DR Remove

Page 1 of 1

- You can search for the item saved in the Name field
- Enter the quantity beside the item and click Add
- OrderPro will add the item to your Estimate page



Estimates - Adding Lines to the Estimate

Adding Next Line Item



Item Selection

Item: DR - Door (Single) Category: Price: On Configuration
Quantity: 1 EA

Configuration Options

Door Series	RI - REGENT (HON	Gauge	18 Gauge	Material	CRS - Cold Rolled S	Nominal Width	30
Nominal Height	70	Door Design	F - Flush Design	Lite and / or Louver*	No Lite or Louver	Handing	RH - Right Hand
Closer	C1 - STANDARD CL	Lock	LC1 - GOVT. 161 X	Lock Height Code	CE - CECO lock hei	Label	
Undercut	U12 - Standard 3/4	Type of Hinge	Standard Hinge Pre	Hinge Location	CE-CECO hinge spa	Seamless Edge*	None
Cap Options		Tag_Mark(s)		Display Add'l Detail*	Yes		

- To add for your next line item, scroll back to the top of your estimate page
- Notice that the Item field is still holding the original value along with the rapid options chosen for the last line item added. Also notice that the Quantity field reverts back to 1 and any tag marks previously entered revert back to a blank status
- OrderPro does this purposefully to allow you to make minor changes without re-entering all key line details



Estimates - Adding Lines to the Estimate Reset Selected Options



Configuration Options

Door Series	RI - REGENT (HON	Gauge	18 Gauge	Material	CRS - Cold Rolled S	Nominal Width	30
Nominal Height	70	Door Design	F - Flush Design	Lite and / or Louver*	No Lite or Louver	Handing	RH - Right Hand
Closer	C1 - STANDARD CL	Lock	LC1 - GOVT. 161 X	Lock Height Code	CE - CECO lock hei	Label	
Undercut	U12 - Standard 3/4	Type of Hinge	Standard Hinge Pre	Hinge Location	CE-CECO hinge spa	Seamless Edge*	None
Cap Options		Tag Mark(s)		Display Add'l Detail*	Yes		

Configure Add Reset selected options Personal List Print Personal List

- If you have any concerns regarding rapid options holding values from one line to the next, click Reset Selected Options
- This will clear out all rapid options so that you can make fresh selections



Estimates – Rapid Change Bulk Editing Tool



- Click Rapid Change at the top of your estimate page
- All line items built in the estimate will be visible in the Rapid Change window
- Click on Filter By and choose the product you want to make changes to from the drop down menu
- Rapid Change will filter out all non-related products and provide you Configuration Options to make changes with
- Each Rapid Change item will have an Apply Options box checked – this means any changes made in the Configuration Options will be applied to those lines
- Don't want a line to get changes? Deselect the Apply Options box and that line will be left alone

Rapid Change

Filter By :

DR

1

DR - Door (Single)

Apply Options

Door Description = RI16GL430 70 F RHRC1LC1 B ,
Series = RI - REGENT (HONEYCOMB, HANDED) ,
Gauge = 16 Gauge
Material = GL4 - Galvanneal Steel ,
Net Width = 35.7812 inches ,
Net Height = 83.125 inches ,
Design = F - Flush Design ,
Handing = RHR - Right Hand Reverse ,
Closer = C1 - STANDARD CLOSER REINF ,
Glass or Louver = No Lite or Louver
Undercut Code = U12 - Standard 3/4" Undercut ,
Type of Hinging = Standard Hinge Prep ,
Hinge Option = 45R-4-1/2" X .134 HINGES ,
Hinge Spacing Code = CE-CECO hinge spacing ,
--Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25"
Hinge Quantity = 3 ,
Lock Height Code = CE - CECO lock height ,
--Measured-Btm to CL = 41.0625" ,
Lock Type = Cylindrical ,
Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET ,



Estimates – Rapid Change Configuration Options



- Configuration Options will display selections made per the last line entered of the Filter By product selected
- Rapid Change will only recognize changes being made to the Configuration Options by placing a blue check mark to the left of the value
- Options that do not have a blue check mark will not be applied to the filtered lines
- When you are finished making changes, click the Apply Options button – each line will be revalidated with the changes at the same time
- Once the changes are complete, click Exit Rapid Change button and you will be returned to your estimate with the updated lines

A screenshot of the 'Rapid Change' configuration interface. The window title is 'Rapid Change'. At the top left, there is a red-bordered button labeled 'Exit Rapid Change'. Below it, a 'Filter By' dropdown menu is set to 'DR'. A blue-bordered section titled 'Configuration Options' contains several settings. A red border highlights the top row of settings: 'Door Series' (checked) 'RI - REGENT (HON)', 'Gauge' (checked) '16 Gauge', and 'Material' (checked) 'GL4 - Galvanneal S'. Other settings include 'Nominal Width' (30), 'Nominal Height' (70), 'Door Design' (F - Flush Design), 'Lite and / or Louver*' (Lite Only), 'Handing' (RHR - Right Hand R), 'Closer' (C1 - STANDARD CL), 'Lock' (LM0 - GOVT. 86 X E), 'Lock Height Code' (CE - CECO lock hei), 'Label', 'Undercut' (U12 - Standard 3/4), 'Type of Hinge' (Standard Hinge Pre), 'Hinge Location' (CE-CECO hinge spa), 'Seamless Edge*' (None), 'Cap Options', 'Tag Mark(s)', and 'Display Add'l Detail*' (Yes). At the bottom, there is a red-bordered 'Apply Options' button and a 'Reset' button.

Estimates – Special Frames Elevations



- Easily enter borrowed lites, sidelites, and transoms in OrderPro by using either of the 2 Item entries: **FRDWBLITE** or **FRUNITS**

Item:

FRDWBLITE - Drywall Borrowed Lite

▼ Items 1-1 out of 1

Item:

FRUNITS - FRUNITS

▼ Items 1-1 out of 1

- FRDWBLITE is for a **4 piece** drywall borrowed lite unit
- FRUNITS is the Item code to use for all other special units that are not a 4 piece drywall borrowed lite unit – for example: drywall sidelite unit, masonry borrowed lite, masonry transom, etc



Estimates – Special Frames Elevations FRDWBLITE



Item Selection

Item: Category:

Quantity: EA Price:

Configuration Options

Series	<input type="text" value="DU - Drywall, Uneq"/>	Gauge	<input type="text" value="16 Gauge"/>	Material	<input type="text" value="CRS - Cold Rolled S"/>	Depth	<input type="text" value="534"/>
Throat	<input type="text" value="434"/>	Vertical Inside Net (Numeric)	<input type="text" value="48.000000"/>	Horizontal Inside Net (Numeric)	<input type="text" value="48.000000"/>	Glazing Bead Req? *	<input checked="" type="checkbox"/>
1 or 2 Layers of TGB?	<input type="text" value="1"/>	Label	<input type="text" value="NONE"/>	Tag Mark(s)	<input type="text" value="121A"/>	Display Additional Details *	<input type="text" value="Yes"/>

- Fill out all applicable details under Configuration Options for your drywall borrowed lite unit and click Add
- The line added will have an important message in the shopping cart view: **FRDWBLITES are for 4 piece borrowed lite units only. If using a mullion, delete this line and enter as an item option FRUNITS.**

***NOTE:** Vertical and Horizontal Inside Dims = inside (excluding face)



Estimates – Special Frames Elevations FRUNITS



Item Selection

Item:	FRUNITS - FRUNITS	Category:					
Quantity:	1 EA	Price:	On Configuration				
Configuration Options							
Weld Unit?*	No	Elevation #	1A	Additional Frame/Hdwe Info	Single SL Unit, 30 x 7	Special Application	NO SPECIAL APPLIC
Series	SU - Masonry, Unec	Gauge	16 Gauge	Material	CRS - Cold Rolled S	Depth	534
Throat	478	Door Thickness	1-3/4" DOOR THICK	Typical Face/Unit-In.	2.000	Tag Mark(s)	122A
Transweld	DO NOT TRANS-WE	Display Addl Details*	Yes	Labeled Opening?*	<input type="checkbox"/>		

- Fill out all applicable details under Configuration Options for your special frame unit and click Add
- Elevation # field: Enter your elevation/ sketch number
- Additional Frame/ Hdwe Info: Enter other key manufacturing details about the unit that cannot be entered anywhere else on the form and is not written on your elevation

***NOTE:** FRUNITS will require a door thickness. If it is a borrowed lite unit, just select 1-3/4". The drawing you provide will tell us exactly what is needed and you will be charged appropriately



Estimates – Special Frames Elevations FRUNITS Shopping Cart View



FRUNITS - FRUNITS

1

[Line Details](#)

Tag Mark = 122A ,
Welded By = Customer ,
Spc Application = NO SPECIAL APPLICATION ,
Elevation Number = 1A ,
Series = SU - Masonry, Unequal Rabbet ,
Gauge = 16 Gauge
Material = CRS - Cold Rolled Steel ,
Depth = 534 ,
Throat = 478 ,
Adtl Info = Single SL Unit, 30 x 70, RH, S, H1, A01 ,
Packaging = CNT - BUNDLE & PALLETIZE COMPLETE UNIT ,
Color = PG - 1 COAT STD GREY PRIMER ,

Note: = Please note on your elevation your PO Number and Contact Information and email to cecoorders@assaabloy.com ,
Note: = List Price will be determined by CECO Customer Service and acknowledged to you via the order acknowledgement.

There will be 2 special notes in the FRUNITS description of the shopping cart view:

- 1 - Send your frame elevation with order information to cecoorders@assaabloy.com
- 2 - List Price will be determined by Ceco Customer Service and will be on the order acknowledgement



Estimates – Special Frames Elevations FRUNITS Pricing



FRUNITS - FRUNITS

1

EA

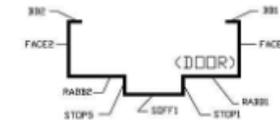
1.00

1.00

[Line Details](#)

[Remove](#)

Tag Mark = 122A ,
Welded By = Customer ,
Spc Application = NO SPECIAL APPLICATION ,
Elevation Number = 1A ,
Series = SU - Masonry, Unequal Rabbet ,
Gauge = 16 Gauge
Material = CRS - Cold Rolled Steel ,
Depth = 534 ,
Throat = 478 ,
Adtl Info = Single SL Unit, 30 x 70, RH, S, H1, A01 ,
Packaging = CNT - BUNDLE & PALLETIZE COMPLETE UNIT ,
Color = PG - 1 COAT STD GREY PRIMER ,
Note: = Please note on your elevation your PO Number and Contact Information and email to cecoorders@assaabloy.com. ,
Note: = List Price will be determined by CECO Customer Service and acknowledged to you via the order acknowledgement.



- Since you are not building this unit by component part, OrderPro does not know the configuration of this unit to appropriately price out - FRUNITS pricing will display a \$1.00 List Price
- The \$1.00 list price will enable you to add discounts and mark ups to work in your selling price
- These units can be priced from the Ceco Price Book or with the help of your Ceco Customer Service Professional and Estimating teams



Estimates – Calculate Anchors



- Once all of the lines are entered and if you have any frames with loose anchor options, you will need to click the Calculate Anchors button at the top of your estimate page
- Calculate Anchors will provide you with a total list of anchor part numbers and quantities that you will need to add to your estimate in order to complete it (not a tool for welded anchors)
- This is **not** an automated process meaning that you will need to manually add the parts and quantities to your estimate
- Pricing of the frames on lines with loose anchor options will be **LIST** price **MINUS** the cost of the anchors so that you are not double charged
- **IMPORTANT** - Factory Ordering:
Frame orders with loose anchor options with no anchors itemized at the end of your estimate will result in your frames being shipped with no loose anchors
- **IMPORTANT** - Pricing:
Frame orders that have a loose anchor option with no loose anchors added to the estimate will result in an inaccurate price quote



Estimates - Calculate Anchors Inside the Tool



A screenshot of the 'Calculate Anchors Interface' software. At the top, there is a toolbar with buttons for 'Continue', 'Cancel', save, delete, and print. A red box highlights the 'Continue' button, and a red arrow points to the print icon. Below the toolbar is a blue header 'Calculate Anchors Interface' and a sub-header 'Welcome to the Calculate Anchors Interface'. Underneath, there is a section for 'Interface Legend' with columns for 'Part Qty - Part Number' (in red), 'Any Adtl Info (if required)' (in green), and 'Ordered?' (in blue). The 'Parts Breakout Section' contains a row with '6 - MT534' (where '6' is red and 'MT534' is blue) and an empty checkbox. Two red arrows point to the '6' and 'MT534' respectively, and another red arrow points to the checkbox.

- In the Parts Breakout Section – the quantity of anchors you need to add is in **RED** and the part number you need to add is in **BLUE**
- The **Ordered?** column is a place for you to check off the anchors you have added to your estimate as a place holder (if you are working with a large list of loose anchors)
- If you don't want to use the **Ordered?** column, you can click the printer icon at the top to print off a hard copy of your loose anchor list
- When finished, click Continue



Estimates - Calculate Anchors Inside the Tool



IMPORTANT

- Changes made to the frame lines after the anchor parts have been added could affect the loose anchor lines

Examples:

Changing frame face from standard 2" to a special face

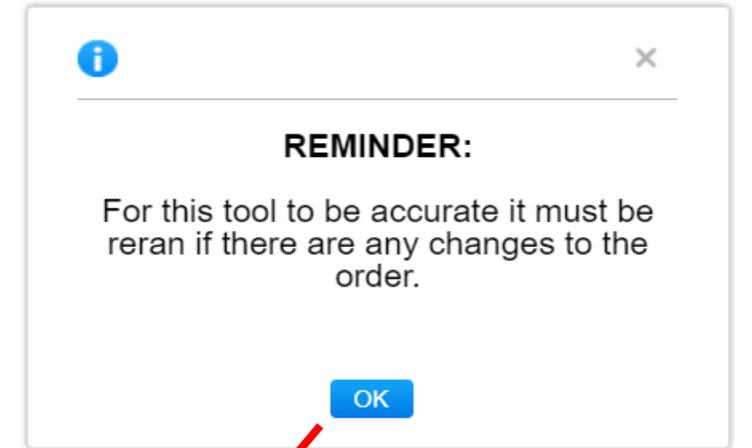
Changing frame depths

Changing frame profile

Changing frame line quantities

Removing frame lines

- To return to your estimate, click OK on the reminder message and then click the Finish button at the top of the page
- If you do make changes to existing frame lines after loose anchors have been added, remove the loose anchor lines and rerun the Calculate Anchors tool for an updated list of anchors to add



Welcome to the Calculate Anchors Interface

Important Information:



Estimates – Calculate Anchors Reminders



- Reminders regarding loose anchors can be seen in the line description as well as in the configurator inside the line

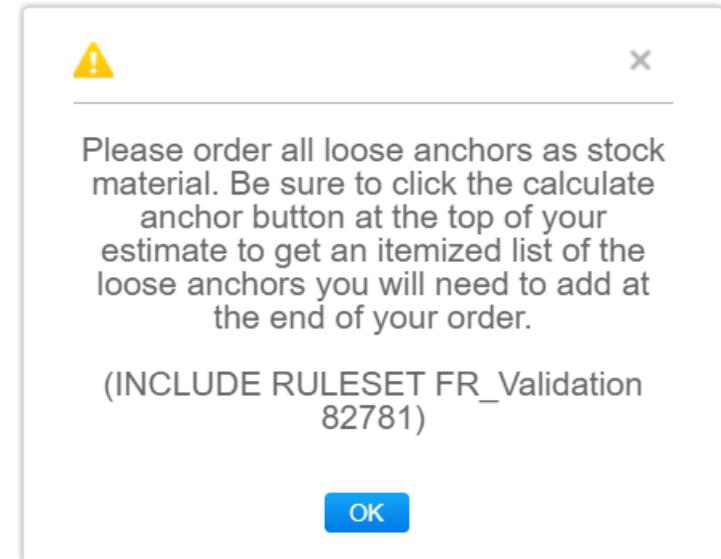
FR3PC - 3 Piece Frame (FR3PC)



1

[Line Details](#)

Frame Description = SU 16CRS53447830 70 RH SKDTB EAP A17 ,
Note: = Loose Anchors must be ordered as stock material. Be Sure to click the Calculate Anchors button at the top of your Estimate to get a complete list of the loose anchors you will need to add at the end of your order. ,
Series = SU - Masonry, Unequal Rabbet ,
Gauge = 16 Gauge
Material = CRS - Cold Rolled Steel ,
Depth = 534 ,
Throat = 478 ,
Opening Width = 30 ,
Opening Height = 70 ,
Hand = RH - Right Hand ,
Corner = KD - Knocked down w/tabs ,
Packaging = TB - Tagging and Bundling ,
Color = PG - 1 COAT STD GREY PRIMER ,
Face - inches = 2 ,
Fire Label Type = EAP - EMBOSSED 3HR "A" WH/UL LABEL ,
Anchors = A17 - Masonry "T" - w/welded floor anchor ,
Frame Opening = SGL - Single ,
Door Thickness = 1-3/4" DOOR THICKNESS ,
Face = STD Face Dimension ,
Stop = 0.625 ,
Hinge Option = Standard Hinge Prep ,
Hinge Prep Code = 45R-4-1/2" X .134 HINGES ,
Hinge Location = CE-CECO hinge spacing
Primary Strike Type = S - Standard 4-7/8" ANSI Lipped Strike ,
Strike Location = CE - Ceco Std Strike Locn ,
--Measured-Btm to CL = 41.8125"



Estimates - Transweld



To indicate to the factory that a frame is to be welded by a service center, do the following:

- 1) Select a welded corner condition from the Corner menu
- 2) Select a service center location from the Transweld menu

IMPORTANT: Be sure to select Trans Weld option with a service center location under Place Order

Configuration Options

Series	🔒 SU - Masonry, Unec	Gauge	🔒 16 Gauge
Throat	🔒 478	Width	🔒 30
Strike	🔒 S - Standard 4-7/8'	Strike Location	🔒 CE - Ceco Std Strik
Corner	🔒 V2 - Face weld with	Packaging	🔒 TB - Tagging and B
Face	🔒 STD Face Dimensio	Anchors*	🔒 A17 - Masonry "T"
Tag_Mark(s)	<input type="text"/>	Transweld	🔒 DO NOT TRANS-WE

DO NOT TRANS-WELD

- 508 - DALLAS TX - SOUTH CENTRAL
- 512 - ONTARIO CA - SOUTHWEST
- 513 - Coastal SE Service Center
- 514 - Grand Canyon Service Center
- 515 - AURORA CO - ROCKY MOUNTAIN
- 516 - SEATTLE WA - NORTHWEST
- 517 - AUSTELL GA - SOUTHEAST
- 519 - EASTON PA - NORTHEAST
- 521 - BERLIN CT - NORTHEAST
- 574 - MALTEX - SOUTH
- 581 - CHICAGO IL - MIDWEST



Estimates – Door Pairs



- To enter a pair of doors, use the following Item part codes:
DRACT = Active Leaf - **OR** - DRINACT = Inactive Leaf
- OrderPro has 2 helpful tools to assist you in ordering door pairs:
 - Source Line
 - Check Pairs

[DRINACT Source Line:](#)

[DRACT Source Line:](#)

Check Pairs

- Use DRINACT Source Line to relate a DRACT leaf to a DRINACT leaf that has already been added to the estimate
- Use DRACT Source Line to relate a DRINACT leaf to a DRACT leaf that has already been added to the estimate
- Click Check Pairs to check for any entry discrepancies between the DRACT and DRINACT leaves



Estimates – DRACT Source Line



- If the DRACT leaf has already been added to the estimate, the DRINACT leaf can be matched to it by utilizing the Source Line field
- Enter DRINACT as the Item code and enter quantity and skip down to the DRACT Source Line.
- Enter the OrderPro line number to corresponding DRACT and using the Tab key on your keyboard, tab out of the Source Line field

Item Selection

Item:	DRINACT - Door (Inactive door of pair)	Category:	
Quantity:	1 EA	Price:	On Configuration

Configuration Options			
Door Series	<input type="text"/>	Gauge	<input type="text"/>
Opening Height	<input type="text"/>	Door Design	<input type="text"/>
Closer	<input type="text"/>	Strike Prep Type	<input type="text"/>
Undercut	U12 - Standard 3/4	Type of Hinge	Standard Hinge Pre
Cap Options	<input type="text"/>	Tag Mark(s)	<input type="text"/>
Material	<input type="text"/>	Lite and / or Louver*	No Lite or Louver
Strike Height Code	<input type="text"/>	Hinge Location	CE-CECO hinge spa
Display Add'll Detail*	Yes	DRACT Source Line:	1



Estimates – DRACT Source Line



- OrderPro will filter out the matching fields in the Configuration Options
- Choose any additional Configuration Options and click either Add or Configure button (if any other additional options are needed)

Item Selection

Item: Category:
Quantity: EA Price: On Configuration

Configuration Options

Lite and / or Louver* Strike Prep Type Strike Height Code [Cap Options](#)
[Tag Mark\(s\)](#) Display Add'll Detail* [DRACT Source Line:](#)





Estimates – DRACT Source Line

- Options in **BLUE** were matched automatically to the DRINACT leaf entry
- Handing was adjusted automatically to be opposite of the DRACT leaf entry

DRACT - Door (Active door of pair)

Door Description = RI18CRS30 70 F RH C1LC1 A03 ,
Series = RI - REGENT (HONEYCOMB, HANDED) ,
Gauge = 18 Gauge
Material = CRS - Cold Rolled Steel ,
Net Width = 35.7812 inches ,
Net Height = 83.125 inches ,
Design = F - Flush Design ,
Handing = RH - Right Hand ,
Closer = C1 - STANDARD CLOSER REINF ,
Glass or Louver = No Lite or Louver
Undercut Code = U12 - Standard 3/4" Undercut ,
Type of Hinging = Standard Hinge Prep ,
Hinge Option = 45R-4-1/2" X .134 HINGES ,
Hinge Spacing Code = CE-CECO hinge spacing ,
--Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25"
Hinge Quantity = 3 ,
Lock Height Code = CE - CECO lock height ,
--Measured-Btm to CL = 41.0625" ,
Lock Type = Cylindrical ,
Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET ,
Astragal = A03 - Steel 2 piece (label) 4441

DRINACT - Door (Inactive door of pair)

Door Description = RI18CRS30 70 F LH C1SLA MF3A03
Series = RI - REGENT (HONEYCOMB, HANDED) ,
Gauge = 18 Gauge
Material = CRS - Cold Rolled Steel ,
Net Width = 35.7812 inches ,
Net Height = 83.125 inches ,
Design = F - Flush Design ,
Handing = LH - Left Hand ,
Closer = C1 - STANDARD CLOSER REINF ,
Glass or Louver = No Lite or Louver
Undercut Code = U12 - Standard 3/4" Undercut ,
Type of Hinging = Standard Hinge Prep ,
Hinge Option = 45R-4-1/2" X .134 HINGES ,
Hinge Spacing Code = CE-CECO hinge spacing ,
--Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25"
Hinge Quantity = 3 ,
Lock = LP0 - PLAIN LOCK EDGE ,
Astragal = A03 - Steel 2 piece (label) 4441 ,
Strike = SLA - 4-7/8" (123.825) ANSI lipped strike ,
Strike Height Code = CE - CECO lock height ,
--Measured-Btm to CL = 41.0625" ,
Flushbolt = MF3-12" TOP/12" BOTTOM FLUSH BOLT



Estimates – DRINACT Source Line



- If the DRINACT leaf has already been added to the estimate, the DRACT leaf can be matched to it by utilizing the Source Line field
- Enter DRACT as the Item code and enter quantity and skip down to the DRINACT Source Line and enter the OrderPro line number to corresponding DRINACT
- Using the Tab key on your keyboard, tab out of the Source Line field

Item Selection

Item: ←

Quantity: EA

Configuration Options

Door Series	<input type="text" value="RI - REGENT (HON"/>	Gauge	<input type="text" value="18 Gauge"/>	Material	<input type="text" value="CRS - Cold Rolled S"/>	Opening Width	<input type="text" value="30"/>
Opening Height	<input type="text" value="70"/>	Door Design	<input type="text" value="F - Flush Design"/>	Lite and / or Louver*	<input type="text" value="No Lite or Louver"/>	Handing	<input type="text" value="RH - Right Hand"/>
Closer	<input type="text" value="C1 - STANDARD CL"/>	Lock	<input type="text" value="LC1 - GOVT. 161 X"/>	Lock Height Code	<input type="text" value="CE - CECO lock heiç"/>	Label	<input type="text"/>
Undercut	<input type="text" value="U12 - Standard 3/4"/>	Type of Hinge	<input type="text" value="Standard Hinge Pre"/>	Hinge Location	<input type="text" value="CE-CECO hinge spa"/>	Seamless Edge	<input type="text" value="None"/>
Cap Options	<input type="text"/>	Tag_Mark(s)	<input type="text"/>	Display Add'l Detail*	<input type="text" value="Yes"/>	DRINACT Source Line:	<input type="text" value="2"/> <input type="button" value="Q"/> ←



Estimates – DRINACT Source Line



- OrderPro will filter out the matching fields in the Configuration Options
- Choose any additional Configuration Options and click either Add or Configure button (if any other additional options are needed)

Item Selection

Item: Category:
Quantity: EA Price: On Configuration

Configuration Options

Lite and / or Louver* Lock Lock Height Code [Cap Options](#)
[Tag Mark\(s\)](#) Display Add'l Detail* [DRINACT Source](#)
[Line:](#)





Estimates – DRINACT Source Line

- Options in **BLUE** were matched automatically to the DRACT leaf entry
- Handing was adjusted automatically to be opposite of the DRINACT leaf entry

DRINACT - Door (Inactive door of pair)

Door Description = RI18CRS30 70 F LH C1SLA MF3A03
Series = RI - REGENT (HONEYCOMB, HANDED) ,
Gauge = 18 Gauge
Material = CRS - Cold Rolled Steel ,
Net Width = 35.7812 inches ,
Net Height = 83.125 inches ,
Design = F - Flush Design ,
Handing = LH - Left Hand ,
Closer = C1 - STANDARD CLOSER REINF ,
Glass or Louver = No Lite or Louver
Undercut Code = U12 - Standard 3/4" Undercut ,
Type of Hinging = Standard Hinge Prep ,
Hinge Option = 45R-4-1/2" X .134 HINGES ,
Hinge Spacing Code = CE-CECO hinge spacing ,
--Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25"
Hinge Quantity = 3
Lock = LP0 - PLAIN LOCK EDGE ,
Astragal = A03 - Steel 2 piece (label) 4441
Strike = SLA - 4-7/8" (123.825) ANSI lipped strike ,
Strike Height Code = CE - CECO lock height ,
--Measured-Btm to CL = 41.0625"
Flushbolt = MF3-12" TOP/12" BOTTOM FLUSH BOLT



DRACT - Door (Active door of pair)

Door Description = RI18CRS30 70 F RH C1LC1 A03 ,
Series = RI - REGENT (HONEYCOMB, HANDED) ,
Gauge = 18 Gauge
Material = CRS - Cold Rolled Steel ,
Net Width = 35.7812 inches ,
Net Height = 83.125 inches ,
Design = F - Flush Design ,
Handing = RH - Right Hand ,
Closer = C1 - STANDARD CLOSER REINF ,
Glass or Louver = No Lite or Louver
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Hinge Option = 45R-4-1/2" X .134 HINGES ,
Hinge Spacing Code = CE-CECO hinge spacing ,
--Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25"
Hinge Quantity = 3 ,
Lock Height Code = CE - CECO lock height ,
--Measured-Btm to CL = 41.0625" ,
Lock Type = Cylindrical ,
Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET ,
Astragal = A03 - Steel 2 piece (label) 4441



Estimates – Check Pairs



- The Check Pairs tool will systematically check all door pairs for any discrepancies
- To get started, click Check Pairs button located at the top of the Estimate 

IMPORTANT

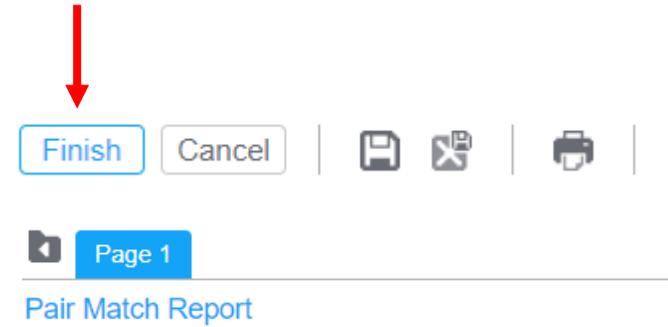
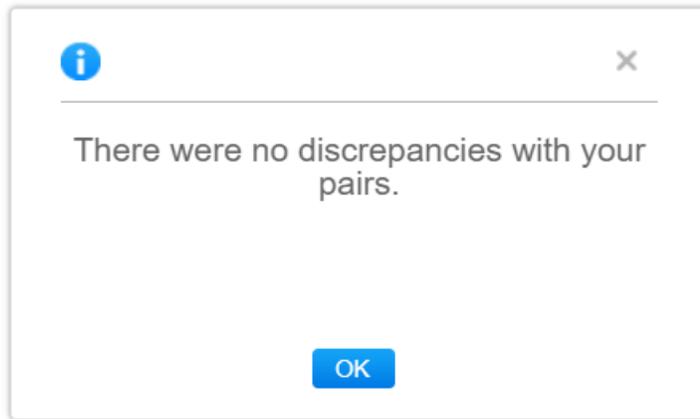
- Door pairs checked by this tool are pairs in which the source line tool was used



Estimates – Check Pairs

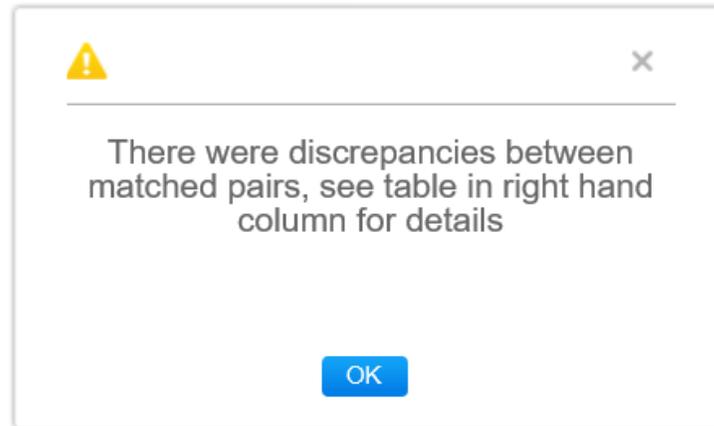


- If there are **NO** discrepancies, OrderPro will notify you in a message window
- Click OK
- Click Finish button at top left of the Check Pairs window to return to your estimate



Estimates – Check Pairs

- If there are **ARE** discrepancies, OrderPro will notify you in a message window



Estimates – Check Pairs



- Any discrepancies will be listed in a table format for review

For a printable solution:

- Click the full screen icon to make this a printable format
- Click Print and Close
- To return to your estimate page, click Finish at the top left of the Check Pairs window



First Line	Second Line	Attribute	First Value	Second Value
1	2	Door Height	70	84
1	2	Door Width	30	36



Estimates - Pricing



- OrderPro offers you quotation tools within the estimate - click the Pricing tab
- Use the Discount By, Pricing By, and Pricing Display options to set how you want to input values

Header **Pricing** Items Comments

Pricing Summary - Distributors: Use this section to set the price for your client's quotation on print off

Discount by: Price by: Pricing Display Options:

Category	Header Level	Effective	Values of Interest	Totals
Items Subtotal (MSRP):			31,516.00	
Manufacturer's Discount (% Off List):	<input type="text" value="0"/> %	0 %	0.00	31,516.00
My Cost:			31,516.00	
My Upcharge (Markup %):	<input type="text" value="0"/> %	0 %	0.00	31,516.00
Quote Subtotal (List Price):			31,516.00	
Additional Discount (% Off List):	<input type="text" value="0"/> %	0 %	0.00	31,516.00
Adjusted Subtotal (Discounted):			31,516.00	
Tax:	<input type="text" value="0"/> %		0.00	31,516.00
Labor Tax:	<input type="text" value="0"/> %		0.00	31,516.00
Shipping and Handling:	<input type="text" value="0.00"/> USD		0.00	31,516.00
Other Charges (Specify): <input type="text"/>	<input type="text" value="0.00"/> USD		0.00	31,516.00
Total Amount - Final Customer Price in USD:				31,516.00



Estimates - Pricing



Fill out all applicable categories:

- **Manufacturer's Discount** - Use this field to enter your Ceco discount. If you have different discounts based on product, use the discount that covers the most line items. You can change this later under Price Adjustments.

*You can add your ½ point OrderPro discount incentive to this for a more accurate quote value
- **My Upcharge** - Enter your Upcharge/ Markup
- **Additional Discount** - You can break out any additional discounts if needed
- **Tax/ Labor Tax** - Enter your tax. If you want to incorporate this as part of your line cost, leave it blank. You can adjust the lines under Price Adjustments.
- **Shipping and Handling** - Incorporate a freight quote into your selling price if you have one from a carrier
- **Other Charges** - Specify any extra charges to your quote using this text box



Estimates – Pricing Breaking Down the Quote Value



Category	Header Level	Effective	Values of Interest	Totals
Items Subtotal (MSRP):			31,516.00	
Manufacturer's Discount (% Off List):	<input type="text" value="58"/> %	58 %	(18,279.28)	13,236.72
My Cost:			13,236.72	
My Upcharge (Markup %):	<input type="text" value="30"/> %	30 %	3,971.02	17,207.74
Quote Subtotal (List Price):			17,207.74	
Additional Discount (% Off List):	<input type="text" value="0"/> %	0 %	0.00	17,207.74
Adjusted Subtotal (Discounted):			17,207.74	
Tax:	<input type="text" value="0"/> %		0.00	17,207.74
Labor Tax:	<input type="text" value="0"/> %		0.00	17,207.74
Shipping and Handling:	<input type="text" value="3,425.00"/> USD		3,425.00	20,632.74
Other Charges (Specify): <input type="text" value="Install Hardware Fee"/>	<input type="text" value="1,350.00"/> USD		1,350.00	21,982.74
Total Amount - Final Customer Price in USD:				21,982.74

Material **LIST** Cost
Material **NET** Cost

Final Quote Value
(after taxes etc have been applied)



Estimates – Pricing

Pricing at the Line Level



- Click Price Adjustments button to adjust pricing at a per line level

Header **Pricing** Items Comments

Pricing Summary - **Distributors: Use this section to set the price for your client's quotation on print off**

Discount by: Price by: Pricing Display Options:

 Price Adjustments



Estimates - Pricing Price Adjustments



Price Adjustments

OK Cancel

Estimate Lines

Expand All Reset to Defaults

Total Price: 17,855.87

Line	Item	Qty	UOM	Manufacturer's Discount	My Upcharge	Additional Discount	Selling Price	Extended Selling Price
1	DR - Door (Single)	1	EA	<input type="text" value="58"/> %	<input type="text" value="46.99"/> %	<input type="text" value="0"/> %	605.00	605.00
Line Details								
2	DR - Door (Single)	1	EA	<input type="text" value="58"/> %	<input type="text" value="30"/> %	<input type="text" value="0"/> %	893.26	893.26
Line Details								
3	DR - Door (Single)	1	EA	<input type="text" value="58"/> %	<input type="text" value="30"/> %	<input type="text" value="0"/> %	608.79	608.79
Line Details								
4	FR3PC - 3 Piece Frame (FR3PC)	1	EA	<input type="text" value="58"/> %	<input type="text" value="30"/> %	<input type="text" value="0"/> %	122.85	122.85
Line Details								

- Adjust Manufacturing Discount on any items that are not covered by the Manufacturer's Discount on the first page
- Adjust Selling Price if you want to incorporate your taxes as part of the selling price
 - **If you have an FRUNITS, you can write in your selling price here
- Extended Selling Price will update if any of the open fields are changed
- When finished click OK



Estimates – Pricing Price Adjustments



Category	Header Level	Effective	Values of Interest	Totals
Items Subtotal (MSRP):			31,516.00	
Manufacturer's Discount (% Off List):	<input type="text" value="58"/> %	58 %	(18,279.28)	13,236.72
My Cost:			13,236.72	
My Upcharge (Markup %):	<input type="text" value="30"/> %	30 %	3,971.02	17,207.74
Quote Subtotal (List Price):			17,207.74	
Additional Discount (% Off List):	<input type="text" value="0"/> %	0 %	0.00	17,207.74
Adjusted Subtotal (Discounted):			17,207.74	
Tax:	<input type="text" value="0"/> %		0.00	17,207.74
Labor Tax:	<input type="text" value="0"/> %		0.00	17,207.74
Shipping and Handling:	<input type="text" value="3,425.00"/> USD		3,425.00	20,632.74
Other Charges (Specify): <input type="text" value="Install Hardware Fee"/>	<input type="text" value="1,350.00"/> USD		1,350.00	21,982.74
Total Amount - Final Customer Price in USD:				21,982.74

- Any price adjustments made will be reflected in the Total Amount section of the main pricing page



Estimates – Pricing Envoy



- Envoy line pricing will reflect your Envoy Buying Program – this is **NET** price



ASSA ABLOY
Date: 09/10/2024

OCEC Group
Attn: [Leonard Holifield](#)
9519 Mocelet Drive
Nalim, TN 38358

Dear Valued Distribution Partner:

Envoy Door Pricing Effective Date: April 17, 2023.

Factory price for doors 2'6"-6'8" to 3'0"-7'0" \$211.00

~~Factory price for doors 3'4"-6'8" to 3'6"-7'0"~~ ~~\$289.00~~

6 Panel \$289.00

Add for Galvanneal \$16.00

Add for DL (Dead Lock) \$23.00

Add for RPN (Rim Panic Reinforcement) \$24.00

Honeycomb Deduct \$4.00

Thank you for your continued support of Ceco Door.

Experience a safer and more open world

Ceco Door
9159 Telecom Drive
Milan, TN 38358
Phone 888-264-7474
Fax 866-465-9975

Item	Qty	UOM	Price	Total
DBP002559 - CP18CRS26 70 F NH C1LM0 BW/CUB	<input type="text" value="1"/>	EA	211.00	211.00
	Line Details			Remove

***NOTE:** Envoy do not receive the ½ point discount incentive due to it being a net priced product



Estimates – Print Preview



Print

Preview Print Close E-mail

Print Options

Images

- Hide Additional
- Show Additional

Image Size

- Small
- Medium
- Large

Watermark

- None
- Always
- Always, Except Selling

Prices

- Cost
- MSRP
- List
- Selling (Line Level)
- Selling (Order Level)
- Selling (Totals Only)
- Selling (MSRP)

Options

- None
- Summary

Option Display

- Paragraph, Captions and Values
- Paragraph, Values Only
- Tabular

Sublines

- Hide Lines
- Show Lines

Sort By

- Line Number
- Label

Order

- Ascending
- Descending

Comments

- Header
- Terms
- Pricing
- Line

Line Breaks

- Line Breaks

- If you are ready to review what you have built into your estimate, click the Print button Print
- Print Options screen will have preset options marked for you
- Click Print button when you are ready to view the quotation



Estimates – Print Preview Formal Quotation



- Print preview will provide you with a breakdown of each line with your selling price based off the information entered from the Pricing tab

***NOTE:** To see a breakdown of the line like this example, make sure that the Summary option is selected under Print Option

Quotation

Quote ID		SQGSM002033-1		P.O. Number	
Line Dealer Note	Qty	UOM	Family/Part Number	Unit	Extended
1	1.0000	EA	DR - Door (Single)	605.00	605.00

Door Description=RI18GL430 70 F RHRC1LC1
 Series=RI - REGENT (HONEYCOMB, HANDED),
 Gauge=18 Gauge,
 Material=GL4 - Galvanneal Steel,
 Net Width=35.7812 inches,
 Net Height=83.125 inches,
 Design=F - Flush Design,
 Handing=RHR - Right Hand Reverse,
 Closer=C1 - STANDARD CLOSER REINF,
 Glass or Louver=No Lite or Louver,
 Undercut Code=U12 - Standard 3/4" Undercut,
 Type of Hinging=Standard Hinge Prep,
 Hinge Option=45R-4-1/2" X .134 HINGES,
 Hinge Spacing Code=CE-CECO hinge spacing,
 --Measured-Top to CL, CL to CL=8.875"-33"-33"-8.25",
 Hinge Quantity=3,
 Lock Height Code=CE - CECO lock height,
 --Measured-Btm to CL=41.0625",
 Lock Type=Cylindrical,
 Lock=LC1 - GOVT. 161 X 2-3/4" BACKSET,
 Seamless Edge Options=Bondo Seamless Edge

B,



Estimates – Print Preview Formal Quotation



- The last page of the quotation will include your total selling price
- Any breakout pricing relating to Taxes, Shipping and Handling, or Other Charges will also be displayed
- If you were to share this with your client, they will not see your upcharges or factory discount

	Adjusted Subtotal (Discounted)		136,756.11
→	Tax	0.00%	0.00
→	Labor Tax	0.00%	0.00
→	Shipping and Handling	3,425.00	3,425.00
→	Other Charges (Specify)	1,350.00	1,350.00
	Install Hardware Fee		
	Total Quote Value		141,531.11

***NOTE:** Information seen on the Print Preview is for distributor use only – the factory will not see any of this information



Estimates - Place Order



Place Order

Place Order Cancel

Client Quote Address Information

Bill-to

Bill-to: Service Center
Address 1: 9159 Telecom Drive
Address 2:
Address 3:
City: Milan
State: Tennessee
Zip: 38358
Country: United States

Ship-to

Ship-to: One-time Ship-to
Name: Same as Bill-to
Address 1: 9159 Telecom Drive
Address 2:
Address 3:
City: Milan
State: Tennessee
Zip: 38358
Country: United States

Shipping Information

Priority Program:
Shipping Carrier: BESTWAY
Shipping Method: POOL TRUCK
Shipping Route: BEST WAY
Ship All Together:

Payment Information

P.O. Number: * HD Store 123
Trackpoint Quote Number: * NONE
Shipping Comments:

Contact Information

Contact: door, ceco (CN000041)
E-mail: * Davie.Moore@ASSAABLOY.com
Phone:
Mobile:
Fax:

Jobsite Contact Information

Contact:
Phone:
Amount of Notice:

- Once you are ready to place an order into the factory, you will click the Place Order 
- You will notice that the information that was requested in the Factory PO Info screen will be visible here. Finalize your shipping details by adding Shipping Carrier, Shipping Method, Shipping Route, and Jobsite Contact Information
- When finished click Place Order and order will be placed into the factory

***NOTE:** If you entered “generic” information under the Factory PO, you need to go back to that button and enter your PO information and shipping details. Then, revalidate the lines before moving forward.



Estimates- Place Order Tranship/ Transweld



Shipping Information

Priority Program:

Shipping Carrier:

Shipping Method: 

Shipping Route:

Ship All Together:

- AIR FREIGHT
- BEST WAY
- T/S THRU DALLAS TX 508 NN**
- T/S THRU ONTARIO CA 512 NN
- T/S THRU ORLANDO FL 513 NN
- T/S THRU AURORA CO 515 NN
- T/S THRU SEATTLE WA 516 NN
- T/S THRU AUSTELL GA 517 NN
- T/S THRU EASTON PA 519 NN
- DEDICATED TRUCK MILAN 572 NN
- T/S THRU MALTEX 574 NN
- T/S THRU CHICAGO IL 581 NN

If you are Transshipping or Transwelding through a service center:

- 1) Choose either TRANS SHIP or TRANS WELD under Shipping Method
- 2) Select the service center the factory is shipping to under Shipping Route

IMPORTANT: Be sure that you have your frame order lines marked as Transweld with the appropriate weld code entered on the lines



Estimates – Place Order Ship All Together



Shipping Information

Priority Program:

Shipping Carrier:

Shipping Method:

Shipping Route:

Ship All Together:

- Ship All Together is a button that will be automatically checked for you
- This will ensure that your made to order items with small parts (such as FR3PC units with loose anchors or other small parts) ship together
- The only time this button should be deselected is if you want the 5 day lead-time SKU items to ship ahead of the 10 day and standard lead-time items

***NOTE:** Deselecting this button on contract orders will lead to your loose parts shipping ahead of the contract product
Example: FR3PC units with loose anchors



Orders – Locating Submitted Orders



- Once an order has been placed into the factory, you will receive an automated e-mail from OrderPro
- This e-mail is a reminder for you to double check the Order Status section of OrderPro to ensure that there is a record of the PO with a submitted status
- To see if the order was submitted, go to the Orders section of OrderPro

———— Thank You for Your Order! ————

To ensure that your PO was received by the factory, check for a Submitted status under Orders tab in OrderPro.

If changes are needed, please e-mail
orderprochanges.ceco@assaabloy.com

Changes, review and special requests will affect your lead-time.
If these requests affect multiple lines, the order may require resubmission.

If you have any questions or concerns, please contact your
Ceco Customer Service Professional at
1-888-264-7474



Orders- Order Search and Status



- In Order Search, you will see a list off all the PO's placed into the factory from OrderPro with **SUBMITTED** status

IMPORTANT:

- If you do not see your PO show up here, go back to the Estimate Search page. If the estimate shows a status of Open, the factory did not receive the order – go back and resubmit.
- Always reach out to your Ceco Customer Service Professional if you have concerns about duplication

Order Search

Customer	Name	PO#	ID	Last Modified by	Modified on ▼	Status
 NJG Contracting	HD Store # 123	CE123	SOABC000001	User, Test	9/3/2024	Submitted
 NJG Contracting	HD Store # 456	CE456	SOABC000002	User, Test	9/4/2024	Submitted
 NJG Contracting	HD Store # 789	CE789	SOABC000003	User, Test	9/5/2024	Submitted
 JG JR Builders	Amazon Fufillment Center TN	AF38358	SOABC000004	User, Test	9/6/2024	Submitted
 JG JR Builders	Amazon Fufillment Center AL	AF36612	SOABC000005	User, Test	9/7/2024	Submitted



What's Next?



A screenshot of the ASSA ABLOY Connect web application. The top navigation bar includes "ASSA ABLOY Connect", "CECO DOOR PROD...", and "Account List". On the right, there are dropdown menus for "Locations" (5423690), "Brands" (AASC, ASSA ABLO...), "English", and "MM/DD/YYYY". Below this is a secondary navigation bar with "Back", "Privacy Policy", "News", and "AA Academy". The main navigation bar contains several menu items: "Dashboard", "Resource Center", "Orders", "Online Ordering", "Billing & Credit", "Project Management", "Customer Center", "Quick Links", "Key Registry", "Tools", and "Help". The "Orders" section is active, showing a "Dashboard Filter" with "Brands", "PO Number", and "Order Number" fields, and a "Search" button. Below the filter is a section for "Open Orders" with a search input field labeled "Type to filter...". A table header is visible with columns: "Activity", "Brand", "PO#", "Project/Job Name", "Order#", "Ordered", "Scheduled", "Status", and "Location". The table content is empty, displaying "No items to show."

- Within 24 hours after you release the order to the factory, you should receive your Ceco acknowledgment
- Typically, an order has 24-48 hours in which changes can be made.
*quickship may have less time depending on program type
- Reach out to your Ceco Customer Service Professional if changes are needed
- Use ASSA ABLOY Connect to check the status of this purchase order as it moves through the factory



Customers



Customer Search

Name	Customer Type	City	State	Last Modified by	Modified on ▼
<input type="text" value="Drax Enterprise"/>		Moreno Valley	CA	door, ceco	9/5/2024

Page 1 of 1 Viewing 1 - 1 of 1

- Customers is a database that will allow you to keep information on your customers that buy from you
- Information stored here can be pulled into your estimate to further customize your quotation print offs
- It's also a convenient place to grab information quickly if you need to reach out to one of your contacts



Customers – Adding a Customer



- To get started, click New Customer inside the Customer Search view (you can also select New from the Customer tab drop down menu)

***NOTE:** The information stored here is for your personal use. The factory will not receive any of these details for any orders submitted

Customer Search

A screenshot of a web application interface for "Customer Search". At the top, there is a button labeled "New Customer" with a plus sign icon, which is highlighted with a red rectangular border. Below this button is a search bar with the label "Name" and a magnifying glass icon. Underneath the search bar, there is a list item "Drax Enterprise" with a right-pointing arrow icon. At the bottom of the interface, there is a grey bar with a circular refresh icon.

Customers – Customer Information



Customer Information

[Go to Last Quote](#) [Copy](#) [Delete](#)

Customer ID: CTGSM000393
Name: * NJG Contracting
Address 1: 413 Greer Ave
Address 2:
Address 3:
City: Sikeston
State: Missouri
Zip: 63801
Country: United States

Status: * Active
Type: Contractor
Phone 1: 573-471-1956
Phone 2:
Fax:
Default Contact: Griffin, Norma (CNGSM000018)
Default Ship-to Address:

Ship-to Addresses | Default Terms | Contacts

Ship-to Address Search

[New Ship-to Address](#)

Name	Address	City	State	ID	Last Modified by

Page 1 of 1

- Fill out the primary address details for your customer
- Use the Ship to Addresses tab to enter multiple shipment addresses for your project



Customers – Customer Information

Default Terms



Ship-to Addresses **Default Terms** Contacts

Pricing Terms

Discount by: ▼

Price by: ▼

Business Terms

Additional Discount (% Off List): %

Tax: %

Labor Tax: %

Upcharge (Markup %): %

Payment Method: ▼

Payment Terms: ▼

Comments:

Shipping Terms

Priority Program: ▼

Shipping Carrier: ▼

Freight Terms: ▼

Shipping Method: ▼

- Under Default Terms, you can preload some of the pricing details to help when you build your pricing inside the estimate

NOTE: Payment Method, Payment Terms, and any fields under Shipping Terms are not open for distributor use



Customers – Customer Information Contacts



Ship-to Addresses Default Terms **Contacts**

Contact Search

New Contact

Contact [Close]

Contact ID:	CNGSM000018
Customer ID:	CTGSM000393
Customer Name:	NJG Contracting
First Name:	<input type="text" value="Norma"/>
Last Name:	<input type="text" value="Griffin"/>
E-mail:	<input type="text" value="ng@chumhum.com"/>
Phone:	<input type="text" value="573-471-1956"/>
Mobile:	<input type="text" value="573-471-1956"/>
Fax:	<input type="text"/>
Comments:	<input type="text" value="Calls received between 9:00 am CST - 7:00 pm CST"/>

OK Close

- Use the Contact section to organize your jobsite contacts

Status:	<input type="text" value="Active"/>
Type:	<input type="text" value="Contractor"/>
Phone 1:	<input type="text" value="573-471-1956"/>
Phone 2:	<input type="text"/>
Fax:	<input type="text"/>
Default Contact:	<input type="text" value="Griffin, Norma (CNGSM000018)"/>

- Any contacts added here can be chosen as a Default Contact under the Customer Information page



Tying a Customer to an Estimate



- To tie a customer stored under Customers to an estimate, click the Customer window at the top of the estimate
- The drop down will include a list of all customers that you have stored from the Customers database
- The details stored on this customer will pull into Header and Pricing tabs on the estimate page
- Header details tie into the print off so that will customize the cover sheet of the print off

Estimate SQGSM002063-1

Print Place Order Rapid Change Copy Import Export

Customer:

Customer Name	City	State
Drax Enterprise	Moreno Valley	CA
NJG Contracting	Sikeston	MO

▼ Customers 1-2 out of 2



Estimates – Header Tab



Header Pricing Items Comments

Client Quote Information - **Distributors: Use this section to tailor your quotation print off to your client. Info typed on this page ONLY displays on the print off cover sheet. ** NOTE: Shipping, Payment, and Contact sections are not for Ceco distributor use ****

P.O. Number:
Quote Status:

Created by: door, ceco 9/5/2024 Last Modified by: door, ceco 9/5/2024 Available to: 9/5/2025

Client Quote Address Information

Bill-to

Bill-to: NJG Contracting
Address 1: 413 Greer Ave
Address 2:
Address 3:
City: Sikeston
State: Missouri
Zip: 63801
Country: United States

Ship-to

Ship-to:
Name: Same as Bill-to
Address 1: 413 Greer Ave
Address 2:
Address 3:
City: Sikeston
State: Missouri
Zip: 63801
Country: United States

- Information stored on the Customer in the Customer window will pull into the Header section of your estimate and displayed on the cover sheet of the print off
- Add your customer's contract information in the PO number field if you want those details included on the print off



Estimates - Header Tab



- Change the Ship To from Same As Bill To to One Time Ship To if you need to change the address for where the product will be delivered to
- This information will be reflected on the print off cover sheet

Ship-to

Ship-to:	One-time Ship-to ▼
Name:	Home Depot Store 123
Address 1:	123 Any Street
Address 2:	
Address 3:	
City:	Cape Girardeau
State:	Missouri ▼
Zip:	63701
Country:	United States ▼



Estimates – Header Tab



Header Pricing Items Comments

Client Quote Information - **Distributors: Use this section to tailor your quotation print off to your client. Info typed on this page ONLY displays on the print off cover sheet. ** NOTE: Shipping, Payment, and Contact sections are not for Ceco distributor use ****

P.O. Number:
Quote Status:
Created by: door, ceco 9/5/2024 Last Modified by: door, ceco 9/5/2024 Available to: 9/5/2025

Client Quote Address Information

Bill-to

Bill-to: NJG Contracting
Address 1: 413 Greer Ave
Address 2:
Address 3:
City: Sikeston
State: Missouri
Zip: 63801
Country: United States

Ship-to

Ship-to:
Name:
Address 1:
Address 2:
Address 3:
City:
State:
Zip:
Country:

IMPORTANT:

- The information stored here is for your personal use. The factory will not receive any of these details for any orders submitted.
- Shipping and Payment Information fields are not open for distributor use



Estimates – Comments Tab



Header Pricing Items **Comments**

Header - Distributors: Use the Header, Terms, and Pricing fields to further tailor your quotation print off to your client (be sure to select these options under Print Options in order to show up on print off)

Comments:

Terms

Comments:

Pricing

Comments:

- Use the Comments tab to add additional information to your print off

***NOTE:** The information stored here is for your personal use as it relates to the print off cover sheet. The factory will not receive any of these details for any orders submitted.



Estimates – Comments Tab



9159 Telecom Drive
Milan,
United States
731-686-4279

Quotation

Quote ID SQGSM002063-1 **P.O. Number** Home Depot Store 123

Quoted for	NJG Contracting 413 Greer Ave Sikeston, MO 63801 United States	Ship-to	Home Depot Store 123 123 Any Street Cape Girardeau, MO 63701 United States
-------------------	--	----------------	--

Prepared by **Prepared on** 9/5/2024
Available to 9/5/2025

Client Quote Information

Quote ID	SQGSM002063	Estimate Name	Home Depot Remodel		
Total Lines	1	Total Value	4.65	Status	Open
Freight Terms	All prices are in USD				

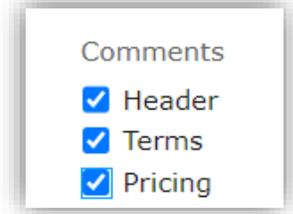
Comments

Header - Distributors:	Liftgate required on delivery truck Security clearance required for onsite visits
Terms	NFT 60
Pricing	Taxes included as part of the line cost

Here's an example of the cover sheet generated from the print off

- Quoted for & Ship To information loads from the estimate Header tab
- Estimate Name will also be visible from the estimate tab
- Header, Terms, and Pricing will also load from the estimate Comments tab

NOTE: If you are not seeing the Header, Terms, or Pricing comments on the print off, check your printer default options to make sure they are selected.



Estimates – SKU Entry



Easily search for SKU's by either of the 2 ways:

1. By typing the SKU in the Item field

2. By typing the description of the SKU in the Item field

Item Selection

Item:

- ANC/MT - Configured MT Anchor
- 6110472 - CHEVRON (NEW)FOR SLIMTRIM
- MT434 - MASONRY T ANCHOR 434**
- MT534 - MASONRY T ANCHOR 534
- MT578 - MT578 MASONRY T ANCHOR
- MT634 - MT634 MASONRY T ANCHOR
- MT734 - MT734 MASONRY T ANCHOR
- MT758 - MT758 MASONRY T ANCHOR
- MT834 - MT834 MASONRY T ANCHOR
- S1010 - SLIMTRIM12 X 12 O.S.,GALV

▼ Items 1-10 out of 10

Item Selection

- MT434 - MASONRY T ANCHOR 434
- MT534 - MASONRY T ANCHOR 534
- MT578 - MT578 MASONRY T ANCHOR
- MT634 - MT634 MASONRY T ANCHOR
- MT734 - MT734 MASONRY T ANCHOR**
- MT758 - MT758 MASONRY T ANCHOR
- MT834 - MT834 MASONRY T ANCHOR
- WMA - WIRE MASONRY ANCHOR .165
- YSST - MASONRY ANCHOR STRAP
- YSYK - MASONRY ANCHOR YOKE

▼ Items 1-10 out of 10



Estimates - SKU Entry



Once you see the part number you need, simply select it and OrderPro will fill it into the Item field for you

Item Selection

Item:

- ANC/MT - Configured MT Anchor
- 6110472 - CHEVRON (NEW)FOR SLIMTRIM
- MT434 - MASONRY T ANCHOR 434**
- MT534 - MASONRY T ANCHOR 534
- MT578 - MT578 MASONRY T ANCHOR
- MT634 - MT634 MASONRY T ANCHOR
- MT734 - MT734 MASONRY T ANCHOR
- MT758 - MT758 MASONRY T ANCHOR
- MT834 - MT834 MASONRY T ANCHOR
- S1010 - SLIMTRIM12 X 12 O.S.,GALV

▼ Items **1-10** out of **10**



Item Selection

Item:

Quantity: EA

Configuration Options

[Mark Number\(s\)](#)



Estimates – SKU Entry Item Search



Use the Item Search to narrow your search of SKU's by typing key words or lead-time

- Start by clicking the spy glass to the right of the item field and then select a category

Item Selection

Item: 

Quantity:

 Personal List  Print Personal List

Item Search

[Home](#)
Select a Category
[CONVERSION PREPS](#) [DOOR ACCESSORIES](#) [DOORS](#) [FRAME ACCESSORIES](#)
[FRAMES](#) [HARDWARE](#) [MARKAR COMPONENTS](#) [MISCELLANEOUS PARTS](#)

Name	Item Number	Description	LeadTime
<input type="text"/>			
Door (Single)	DR		
Door (Active door of pair)	DRACT		
Door (Inactive door of pair)	DRINACT		
Stile and Rail	DRTHRULITE		
Markar Louver Core	CORE		
LT-B1 Lite Kit	LT-B1		
LT-B2 Lite Kit	LT-B2		
LT-B3 Lite Kit	LT-B3		
LT-B4 Lite Kit	LT-B4		
LT-S1 Lite Kit	LT-S1		

Page 1 of 295 Viewing 1 - 10 of 2 950

Close



Estimates - SKU Entry Item Search



- Use either Name, Item Number Description or Lead-time to refine your search

Item Search

Home

Select a Category

[CONVERSION PREPS](#) [DOOR ACCESSORIES](#) [DOORS](#) [FRAME ACCESSORIES](#)
[FRAMES](#) [HARDWARE](#) [MARKAR COMPONENTS](#) [MISCELLANEOUS PARTS](#)

Name	Item Number	Description	LeadTime
SU 16CRS434334FH 30	F001063X	H400	Standard Leadtime
SU 16GL4534478FH 20	F001072X	H400	Standard Leadtime
SU 16GL4534478FH 24	F001073X	H400	Standard Leadtime
SU 16GL4534478FH 26	F001074X	H400	Standard Leadtime
SU 16GL4534478FH 28	F001075X	H400	10
SU 14GL4534478FH 30	F001076X	H400	10
SU 16GL4534478FH 30	F001077X	H400	5
SU 16GL4534478FH 34	F001078X	H400	10
SU 16GL4534478FH 36	F001079X	H400	10
SU 16GL4534478FH 38	F001080X	H400	10

Page 1 of 8 Viewing 1 - 10 of 76

Item Search

Home

Select a Category

[CONVERSION PREPS](#) [DOOR ACCESSORIES](#) [DOORS](#) [FRAME ACCESSORIES](#)
[FRAMES](#) [HARDWARE](#) [MARKAR COMPONENTS](#) [MISCELLANEOUS PARTS](#)

Name	Item Number	Description	LeadTime
SU 16GL4534478FH 30	F001077X	H400	5
SU 16GL4534478FH 60	F001086X	H400	5
SU 16CRS534478FH 30	F001346X	H400	5

Page 1 of 1 Viewing 1 - 3 of 3



Estimates – SKU Entry Item Search



- Use the Item Search to narrow your search of SKU's by typing key words or lead time
- When you see your item, select it and OrderPro will return you to your estimate with the part number loaded in the Item field

Item Search

Home

Select a Category

[CONVERSION PREPS](#) [DOOR ACCESSORIES](#) [DOORS](#) [FRAME ACCESSORIES](#)
[FRAMES](#) [HARDWARE](#) [MARKAR COMPONENTS](#) [MISCELLANEOUS PARTS](#)

Name	Item Number	Description	LeadTime
SU 16GL4534478FH 30	F001077X	H400	5
SU 16GL4534478FH 60	F001086X	H400	5
SU 16CR5534478FH 30	F001346X	H400	5

Page 1 of 1 Viewing 1 - 3 of 3

Close

Item Selection

Item: Category: H400

Quantity: EA Price: On Configuration



Estimates - SKU Entry & Pallet Quantity



- If item qualifies for a special pallet list price break, you will see **Pallet Qty =**
- Order the full pallet quantity amount and we'll apply the pallet list pricing to the line

MT434 - MASONRY T ANCHOR 434

Pallet Qty = 1000
Tag Mark(s) = None ,
Leadtime = 5 Day

***NOTE:** OrderPro's ½ point discount incentive does not apply towards pallet priced items

Item	Qty	UOM	Price	Total
MT434 - MASONRY T ANCHOR 434	1000 Line Details	EA	2.95 View Image	2,950.00 Remove

Pallet List Price = Applied
Pallet Qty = 1000 ,
Tag Mark(s) = None ,
Leadtime = 5 Day



Estimates – SKU Entry Shopping Cart View



IMPORTANT:

- Please pay close attention to the SKU description when entering an item
- Any special options, preps, etc will be broken out from the main description → **H400**
- SKU's that end in a letter "X" will have a special option
- You can always use the spy glass for a complete breakdown of that item before adding it to your estimate
- SKU parts are updated every weekend. Parts that are no longer stocked will be removed from the Item field, Item Search window, and Personal List.

F001077X - SU 16GL4534478FH 30

H400

Tag Mark(s) = None ,
Leadtime = 5 Day



Estimates - Accessing the Configurator



To add for additional options not found under the rapid options, choose one of the following two options:

1) If the line has not been added, click the Configure button

Item Selection

Item: DR - Door (Single) Category: Price: On Configuration

Quantity: 1 EA

Configuration Options

Door Series	RI - REGENT (HON	Gauge	18 Gauge	Material
Door Design	F - Flush Design	Lite and / or Louver*		Handing
Lock Height Code	CE - CECO lock heiç	Label	LCO - LABEL CONS'	Undercut
Seamless Edge*	Bondo Seamless Ed	Cap Options		Tag Mark(s)

[Configure](#) [Add](#) [Reset selected options](#) [Personal List](#) [Print Personal List](#)

2) If the line has been added, click the Change Options on the line

Line	Item
1	DR - Door (Single)
Change Options Adjust Price	Copy More...
	Door Description = RI18GL430 70 F RHRC1LC1 B , Series = RI - REGENT (HONEYCOMB, HANDED) , Gauge = 18 Gauge Material = GL4 - Galvanneal Steel , Net Width = 35.7812 inches , Net Height = 83.125 inches , Design = F - Flush Design , Handing = RHR - Right Hand Reverse , Closer = C1 - STANDARD CLOSER REINF , Glass or Louver = No Lite or Louver Undercut Code = U12 - Standard 3/4" Undercut , Type of Hinging = Standard Hinge Prep , Hinge Option = 45R-4-1/2" X .134 HINGES , Hinge Spacing Code = CE-CECO hinge spacing , --Measured-Top to CL, CL to CL = 8.875"-33"-33"-8.25" , Hinge Quantity = 3 , Lock Height Code = CE - CECO lock height , --Measured-Btm to CL = 41.0625" , Lock Type = Cylindrical , Lock = LC1 - GOVT. 161 X 2-3/4" BACKSET ,



Estimates - Inside the Configurator



- The configurator allows you to detail out various preps down to the manufacturer, model, trim, location, and backset
- Everything within this configurator is validated and will even filter out options you cannot have if the product entered does not support it (ex StormPro, ANSI A250.13...)

Change Options ✕

Finish Cancel | Price: 1,010.00 USD

Door Options | Hinge Edge Options | Lock Edge Options | Design Options | Add'l Options

Turn Pauses Off?

Series

STC Rating

Special Application

Mark Number(s)

Fire Label Standards

Door Style

Order No - Line No	SQGSM002033_1 - 001
Line Qty	1
Base Price	782.00
Material Add	103.00
Closer Add	36.00
Seamless Edge Add	89.00
Weight	93.1 lbs.
Total List Price	1010
Override List Price	
CFG Code	RI18GL430 70 F RHRC1LC1 B
CFG Guid	510aa66f-78bd-404f-84ea-80a5d9ce8368



Estimates - Inside the Configurator



- As you move through the configurator, lines will produce a list price breakdown to the right of the Change Options page
- An estimated weight will also be provided

Change Options [Close]

Finish Cancel [Save] [Print] Price: 1,010.00 USD

Door Options | Hinge Edge Options | Lock Edge Options | Design Options | Add'l Options

Turn Pauses Off?

Series* RI - REGENT (HONEYCOMB, HANDED)

STC Rating* None

Special Application* No Special Application

Mark Number(s)

Fire Label Standards* None

Door Style* F - Flush Design

Order No - Line No	SQGSM002033_1 - 001
Line Qty	1
Base Price	782.00
Material Add	103.00
Closer Add	36.00
Seamless Edge Add	89.00
Weight	93.1 lbs.
Total List Price	1010
Override List Price	
CFG Code	RI18GL430 70 F RHRC1LC1 B
CFG Guid	510aa66f-78bd-404f-84ea-80a5d9ce8368



Estimates – Navigating through the Configurator



- To move through the configurator, click either Continue or use your computer mouse by right clicking
- Right clicking with your computer mouse or clicking continue do the same by advancing you to the next set of options in the configurator

 Change Options

Continue Cancel |   |  | Price: 1,010.00 USD

 **Door Options**

Turn Pauses Off? *

Series *

STC Rating *

Special Application *



Estimates – Navigating the Configurator



- We have “pauses” built into our configurator so that you can work your way through it at your pace
- As you get more comfortable with where options are at inside this configurator, you can turn those pauses off by clicking the Turn Pauses Off? button
- Just double right click with your computer mouse in any free white space and we’ll open up every tab taking you to the end of the configurator
- Then, you click on the tab you need to make the add to and complete out the configuration

A screenshot of a web-based configurator interface titled "Change Options". At the top, there are buttons for "Finish", "Cancel", and icons for save, copy, and print. The price is listed as "Price: 1,010.00 USD". Below this is a navigation bar with tabs: "Door Options" (selected), "Hinge Edge Options", "Lock Edge Options", "Design Options", and "Add'l Options". The main content area shows a form with the following fields:

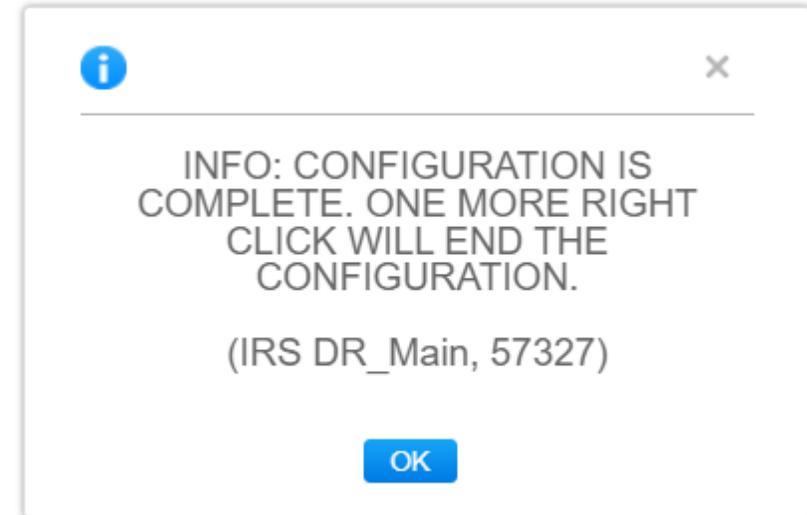
Turn Pauses Off? *	<input checked="" type="checkbox"/>
Series *	RI - REGENT (HONEYCOMB, HANDED)
STC Rating *	None
Special Application *	No Special Application



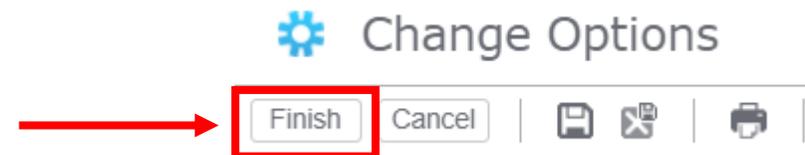
Estimates - Navigating the Configurator



- This informational message is to let you know that the system has everything it needs at this point and one additional right click will end the configuration →
- If you right click, you will be taken out of the configuration and returned back to the main estimate page - the line will be updated to the changes made in the configurator as well as the pricing
- If OK button is chosen instead, you will remain inside the configurator until you click the Finish button
- Clicking Finish will return you back to the main estimate page with the line and pricing updated to the changes made in the configurator



***NOTE:** When the Turn Pauses Off button is selected, this message window will prompt with each selection made until you click Finish or right click inside the message box



Estimates – Navigating through the Configurator



- You will find that a lot of popular options within the hardware sets will auto populate locations. Locations are per template with clearances taken into consideration

IMPORTANT:

If you are prompted by the configurator to enter a location for a hardware set and you are not certain, please reach out to your Ceco Customer Service Professional.

Guessing the location will result in your doors or frames getting manufactured incorrectly

Exit Device Prep Type*	PV9 - CONC VERT ROD EXIT DEVICE (REINF & PREP)
Exit Device Manufacturer*	CORBIN RUSSWIN
Exit Device Model*	PED5800 - CORBIN/RUSSWIN PED5800 VPC DEVICE
Exit Device Trim*	603F - ACCENTRA TRIM
Reinf Height Code*	CE - CECO lock height
Reinf Hgt Locn (ln)*	38.750000
Override Exit Device Backset/Height?*	<input checked="" type="checkbox"/>
No Exit Device Information in Database	
Exit Device Prep Backset (ln.)*	2.750000 🔍
Exit Device Prep Hgt Locn (ln.) - ADE*	39.187500 🔍



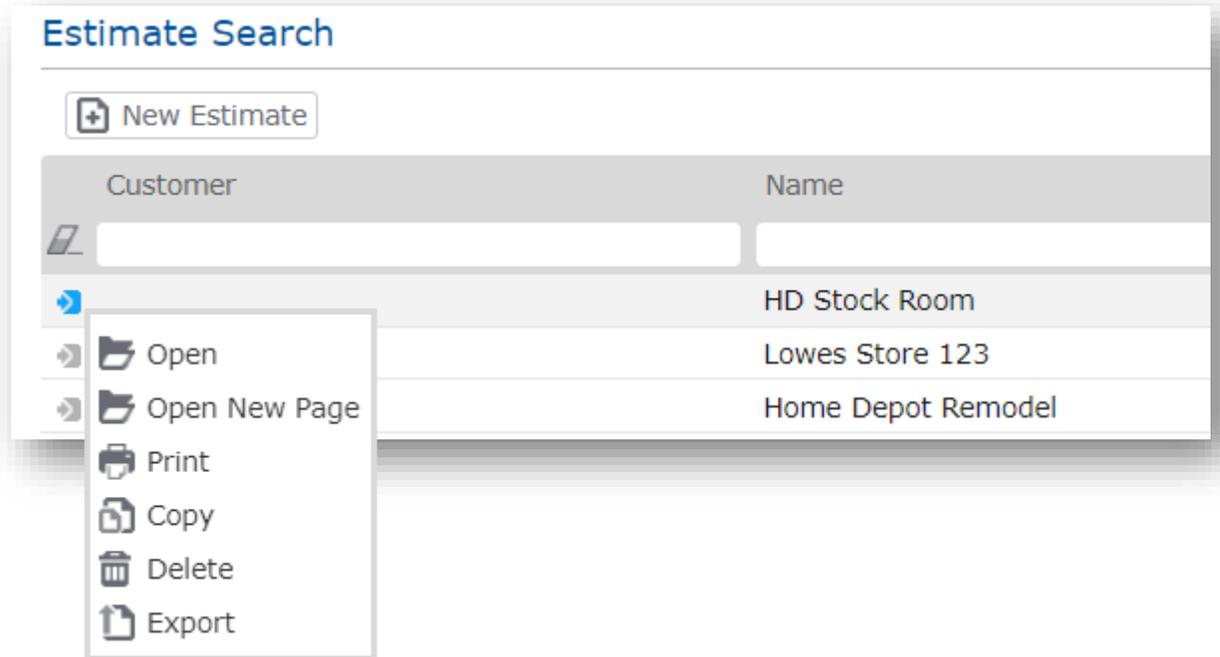
OrderPro – Helpful Tools

Estimate Actions



On the Estimate Search page, each project listed will have an estimate actions icon that you can click on to get a menu of additional options:

- **Open:** Open the estimate
- **Open New Page:** Open the estimate in a new tab on your web browser
- **Print:** Print off the quotation
- **Copy:** Copy the estimate into a new estimate
- **Delete:** Remove the estimate from your Estimate Search view
- **Export:** Export an XML copy of the estimate to save to your local desktop



OrderPro – Helpful Tools

Order Actions



- On the Orders Search page, each project submitted will have an order actions icon that you can click on to get a menu of additional options:
- **Print:** Print off the quotation
- **Export:** Export an XML copy of the order to save to your local desktop
- **Go to Source Quote:** This will take you back to the Estimate tab to the quote that was originally built for the order submitted

Order Search

[+ New Estimate](#)

Customer	Name
	
	HD Stock Room
	Lowes Store 123
	Home Depot Remodel

-  Print
-  Export
-  Go to Source Quote



OrderPro – Helpful Tools

Import/ Export



- Import and Export are helpful tools for Ceco customers that have multiple locations with a different Ceco account number for each location
- If you were to enter a project under the wrong account number, you can export a copy of the estimate to your desktop, logout, log back in under the correct account, and import into a new estimate
- OrderPro will bring all line data into the new estimate so that you don't have to rekey your lines

A screenshot of the 'Estimate Search' interface. At the top, there is a 'New Estimate' button. Below it is a table with two columns: 'Customer' and 'Name'. The table contains three rows of data. A context menu is open over the first row, with a red arrow pointing to the 'Export' option. The context menu options are 'Print', 'Export', and 'Go to Source Quote'.

Customer	Name
	HD Stock Room
	Lowes Store 123
	Home Depot Remodel



OrderPro – Helpful Tools

Import/ Export



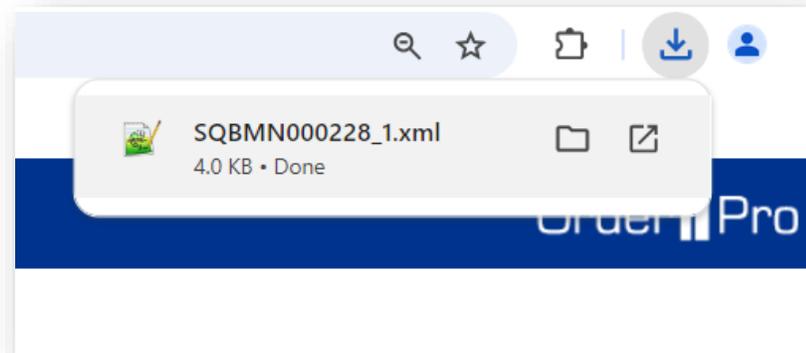
- To export a copy of the project go to your estimate, click the actions icon on the project line, and select Export
- Your computer will download a copy of the estimate as an XML file and will store that in your downloads folder (this example comes from using the Google Chrome browser)

Estimate Search

+ New Estimate

Customer	Name
	HD Stock Room
	Lowes Store 123
	Home Depot Remodel

- Open
- Open New Page
- Print
- Copy
- Delete
- Export

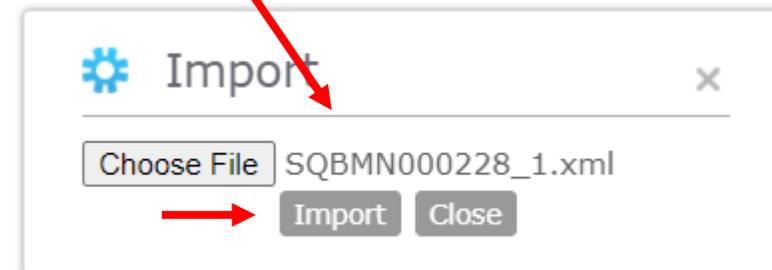
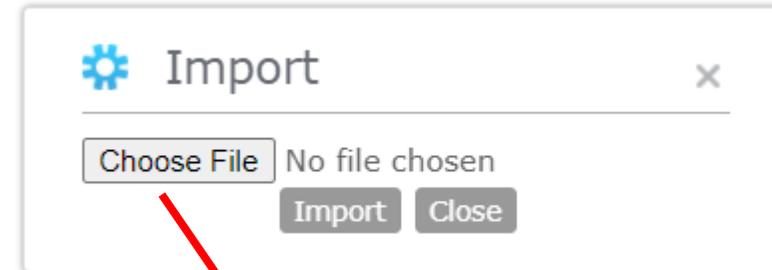


OrderPro – Helpful Tools

Import/ Export

- Once you have secured a copy of the downloaded file, log out of OrderPro and log in under the correct Ceco account
- At the top of the estimate, click Import
- Click Choose File and find the XML file you want to import
- Click Import (if you need to exit out click Close)
- OrderPro will import all the items built in the original estimate into the new estimate

***NOTE:** The original estimate will remain under the starting account until you delete it



OrderPro – Helpful Tools Import/ Export

IMPORTANT:

- Since this is a new estimate, the lines will be received in red which indicates that the pricing and program type validations need to be done
- Please go through the Factory PO Info button first to set those validations
- Once you are back on the estimate, you will notice that the lines are yellow which indicates that the line validations need to be done
- Click the Validate All button and run the validations



Item Selection

Item: Category:

Quantity: Price:

Estimate Lines

Validate All Expand All

Line	Item
1	DR - Door (Single)
Change Options Start Over	
2	DR - Door (Single)
Change Options Start Over	
3	DR - Door (Single)
Change Options Start Over	
4	DR - Door (Single)
Change Options Start Over	

Item Selection

Item: Category:

Quantity: Price:

Estimate Lines

Validate All Expand All

Line	Item
1	DR - Door (Single)
Change Options Adjust Price Validate More...	
2	DR - Door (Single)
Change Options Adjust Price Validate More...	
3	DR - Door (Single)
Change Options Adjust Price Validate More...	
4	DR - Door (Single)
Change Options Adjust Price Validate More...	



OrderPro – Helpful Tools

Import/ Export

What's the difference between exporting an estimate and exporting an order?

- Exporting a copy of the order from Orders Search will not only copy the line items but also details entered under Place Order and Factory PO Info
- You will still have to run the validations at the Factory PO Info and line level but it will pass those details so you don't have to rekey it

The image displays two screenshots of the OrderPro web application interface. The top screenshot is titled "Estimate Search" and features a "New Estimate" button and a table with columns "Customer" and "Name". The table contains three rows: "HD Stock Room", "Lowes Store 123", and "Home Depot Remodel". A context menu is open over the first row, listing options: "Open", "Open New Page", "Print", "Copy", "Delete", and "Export". A red arrow points to the "Export" option. The bottom screenshot is titled "Order Search" and features a similar table with the same three rows. A context menu is open over the first row, listing options: "Print", "Export", and "Go to Source Quote". A red arrow points to the "Export" option. In the top right corner, there is a small icon labeled "Orders" with a blue and white graphic of a house and a box.

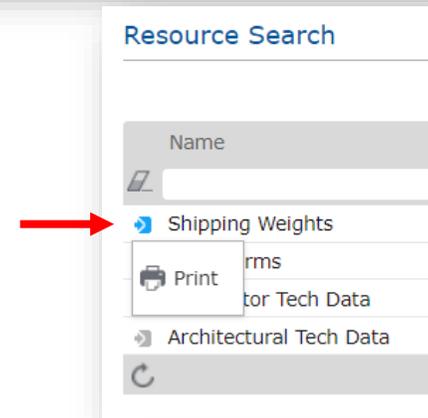
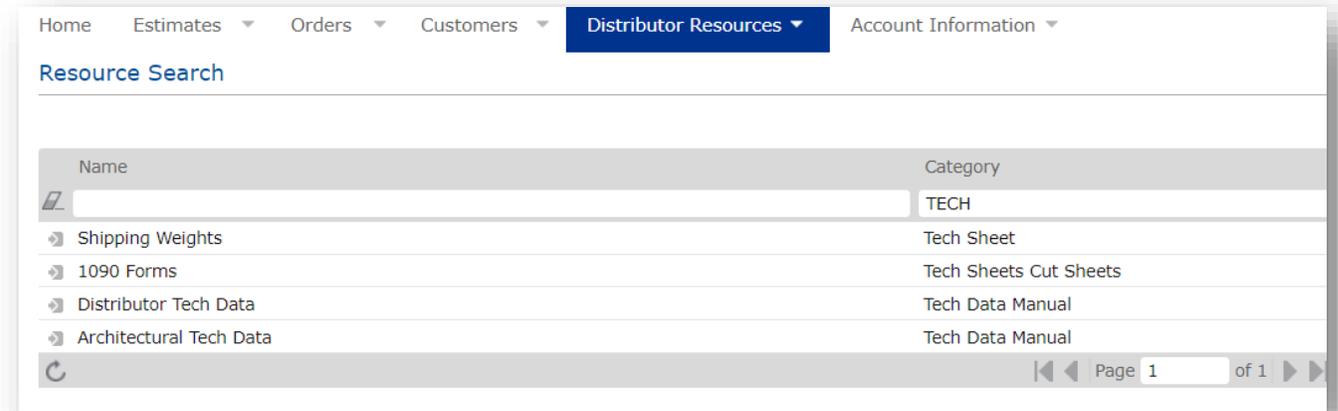


OrderPro – Helpful Tools

Distributor Resources



- Use Distributor Resources to find Ceco Info's, Tech Literature, Price Books, Order Writing Manuals, Ceco Lead-time Sheet, training tutorials...
- Use either Name or Category field to search a keyword by
- Click the Resource Action icon to print a copy of the resource selected



OrderPro Tips



- Double Egress Doors are entered with Item option DR – this will provide you with double egress handing options of LR2 and RR2
- Display Add'l Detail in the Rapid Options should be left to the default of Yes otherwise, your order details will not be seen in the shopping cart view Display Add'l Detail* 
- If you cannot find your hardware model or trim, double check your prep code. If it is correct, contact your Ceco Customer Service Professional with hardware information so that it can be reviewed and added to the hardware list
- Personal List items cannot be renamed inside the list. You would need to add the item to your Estimate and resave under the new name. Be sure to delete the original saved item to avoid duplicates.
- OrderPro is to be used for Ceco factory ordering only. Using the print off to provide to other factories including the Service Center can result in your product getting manufactured incorrectly.
- If you need a login for OrderPro, contact your Ceco Customer Service Professional
- For a full list of production exclusions refer to the FAQ's in OrderPro under Distributor Resource



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