

# Digital Production Control – Project Manager Quick Start

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On Center Software's Digital Production Control™ application integrates the takeoff and estimation process by digitally tracking labor production and payroll directly from the field to the project manager's office. This powerful program gives you the ability to recognize labor production problems instantly rather than at the end of a job where overruns can be more costly. If the last 5% of the job is costing 50% or more of your profits, Digital Production Control can help.

## Prerequisites

To use Digital Production Control, your project MUST be priced using Quick Bid Interactive Mode. To do this, on the On-Screen Takeoff® Cover Sheet select the option to "Price Using Quick Bid (Interactive)." Using well-defined labor cost codes in Quick Bid will give the foreman relevant descriptions of labor activities he needs to track. Since it is usually the foreman reporting percentages complete for labor cost codes, the labor cost codes should make sense to him or her.

## User Scenarios

There are two ways to use Digital Production Control depending on the business practices.

### Single User Scenario:

If the Project Manager handles the actual takeoff operations and reporting of production completion percentages, then the Project Manager will need both a tko and a dpc-project manager license. This gives the Project Manager use of On-Screen Takeoff and Digital Production Control programs.

### Dual User Scenario:

In a typical dual user scenario, **Project Managers** are responsible for creating employee files, analyzing bids, budget tracking, and reviewing and approving timesheets. The Project Manager needs tko and dpc-project manager licenses.

**Foremen** are responsible for entering production completion percentage information, entering timecard data, and creating notes to explain production. The Foreman will have access to all drawings and plans from On-Screen Takeoff and will be able to apply production control to the job, but will not be able to make changes to takeoffs. The Foreman needs a dpc-foreman license only.

## DPC - Project Manager Quick Start Guide PDF

This Quick Start Guide will assist the Project Manager in getting a bid ready for use in Digital Production Control and sending/receiving changes to/from the field.

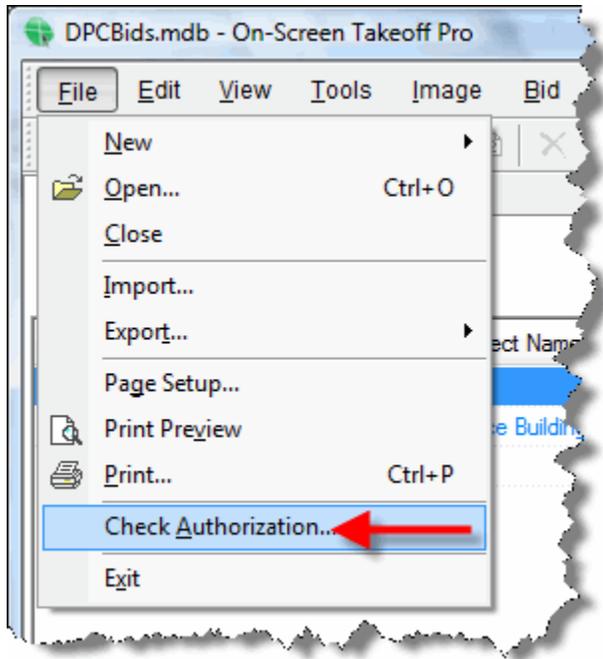
### [01 Authorize your application](#)

## 01 - Licensing DPC

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Authorization is the process whereby the end user (you) contacts On Center Software and downloads your license information. This is all handled through the application.

- Open On Screen Takeoff ® (Digital Production Control)
- Click on *File > Check Authorization*



The **Check Authorization** dialog box opens.

[02 Verifying Correct DPC License](#)



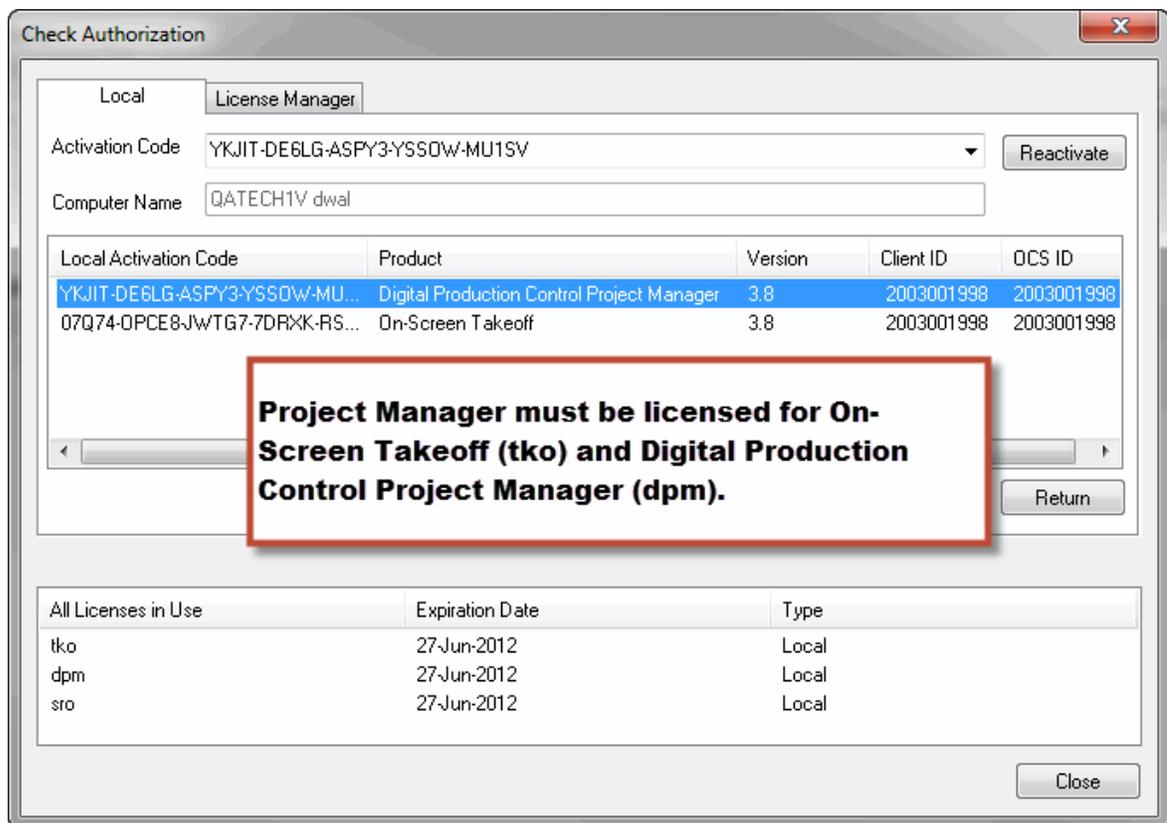
## 02 - Verifying you have Correct Licenses

The **Check Authorization** dialog box indicates your current license status.

- Enter the Activation Codes provided by On Center Software

NOTE: If your company uses the Enterprise License Manager for licensing, click the "License Manager" tab and enter the Server name - you can get this information from your Network Administrator.

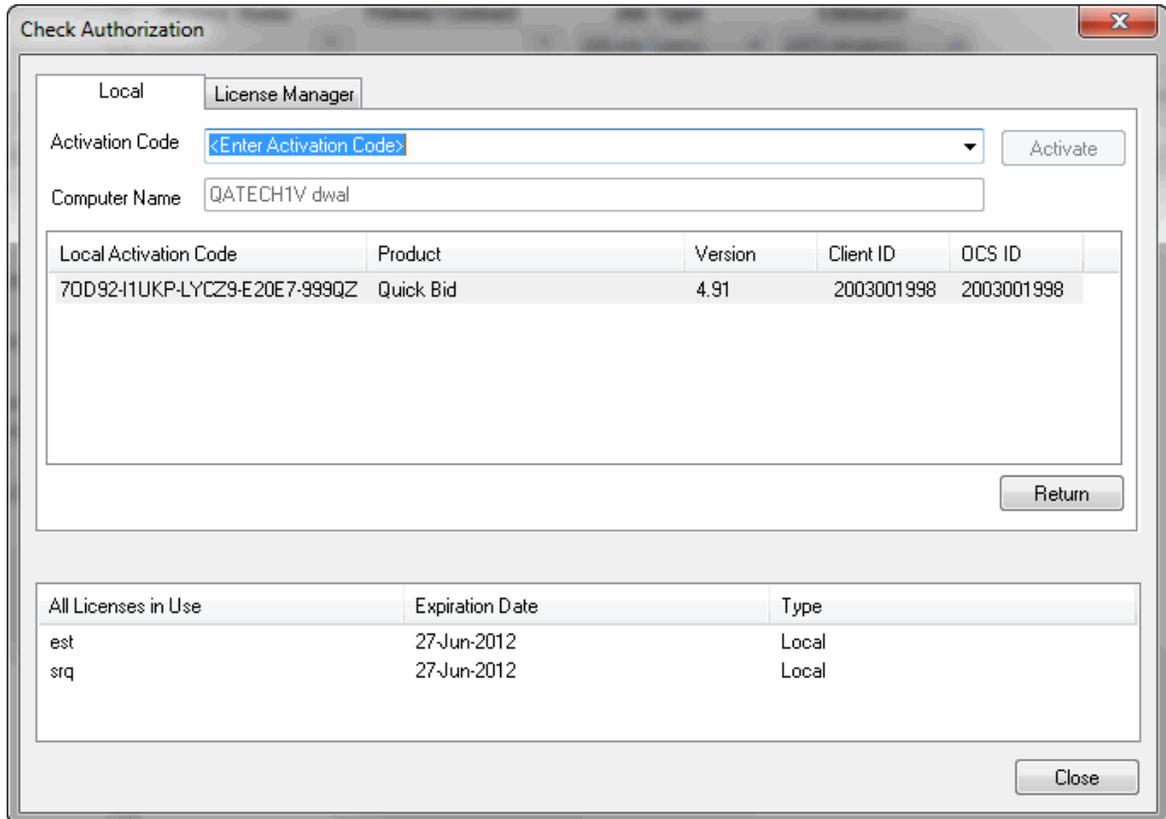
- Click **Activate** (be sure you have an active, open Internet connection - this send your license to On Center Software for validation)



- Verify that **tko** and **dpm** are indicated as Feature in Use

Next, check your Quick Bid license.

- Open the **Check Authorization** dialog box in Quick Bid
- Verify you have an **est** feature for Quick Bid



***If any license is missing you need to contact your Account Manager for assistance with setting up your license correctly.***

- Click **OK**

If you have not already set your Database preferences for use with Digital Production Control, review the [Initial Setup Quick Start Guide](#).

[03 - Prepare your project for use with DPC](#)

## 03 - Prepare Your Project for use with DPC

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In the past you may have duplicated a bid many times. When using DPC you must keep ONE bid throughout the life of the job. You and the foreman will be sharing this one synchronized bid file.



**Make one archive copy of your base bid and THAT'S IT**

**Do NOT use special characters (anything other than alpha-numeric) in your Project Name when using Project Express to send/receive DPC files**

Follow the steps in the [DPC - Job Prep Quick Start Guide](#) for specifics on getting a job ready for DPC mode.

- First, create the Archive and Budget copies of your project
- Collate the drawings
- Convert job to DPC Mode
- Assign Project Manager and Foremen to project
- Set DPC Options on Coversheet for this specific project

Once the job is prepped for use in DPC Mode, continue to the next step.

[04 - Review the Budget Tab](#)



## 04 - Review the Budget Tab

- Click on the Budget Tab
- Click the View as **Hours** radio selection - this makes the Budget Tab display more precise information about your project

*You now see the **Estimated (Budget) Hours for individual labor cost codes as well as for the entire job.***

The screenshot shows the 'Budget' tab in the DPC software. The main grid displays a summary of labor costs. The 'TOTAL' row shows 149 estimated hours. A context menu is open, allowing users to customize the view. Callout boxes provide instructions on how to use these features.

| Cost Code           | Total Qty | Installed Qty | Actual    |         |              | Projected |   |         | Production |   |            |            |   |
|---------------------|-----------|---------------|-----------|---------|--------------|-----------|---|---------|------------|---|------------|------------|---|
|                     |           |               | Est. Hrs. | % Comp. | Earned Hours | Used Hrs. | + | % + (-) | Hours      | + | Est. P/Hr. | Act. P/Hr. | + |
| <b>TOTAL</b>        |           |               | 149       | 2%      | 3            | 0         | 3 | 0%      | 149        | 0 |            |            |   |
| 092 (LF)            | 212       | 212           | 3         | 100%    | 3            | 0         | 3 | 0%      | 3          | 0 | 71         | 0          | 0 |
| 150 (LF)            | 212       | 0             | 7         | 0%      | 0            | 0         | 0 | 0%      | 7          | 0 | 30         | 0          | 0 |
| 187 (LF)            |           |               | 35        | 0%      | 0            | 0         | 0 | 0%      | 35         | 0 | 6          | 0          | 0 |
| 205 (SF)            |           |               | 43        | 0%      | 0            | 0         | 0 | 0%      | 43         | 0 | 125        | 0          | 0 |
| 7240-MF (EA)        |           |               | 0         | 0%      | 0            | 0         | 0 | 0%      | 0          | 0 | 188        | 0          | 0 |
| 9650-FT (SF)        |           |               | 33        | 0%      | 0            | 0         | 0 | 0%      | 33         | 0 |            |            |   |
| ACT PANELS (SF)     |           |               | 0         | 0%      | 0            | 0         | 0 | 0%      | 0          | 0 |            |            |   |
| BATTS (SF)          | 1,695     | 0             | 7         | 0%      | 0            | 0         | 0 | 0%      | 7          | 0 | 19         | 0          | 0 |
| GWB CLEANUP (SF)    | 2,677     | 0             | 1         | 0%      | 0            | 0         | 0 | 0%      | 1          | 0 | 19         | 0          | 0 |
| INDW (SF)           | 216       | 0             | 12        | 0%      | 0            | 0         | 0 | 0%      | 12         | 0 | 5          | 0          | 0 |
| INSTALL DOOR HAR... | 10        | 0             | 2         | 0%      | 0            | 0         | 0 | 0%      | 2          | 0 | 1          | 0          | 0 |
| INSTALL DOOR SWE... | 2         | 0             | 2         | 0%      | 0            | 0         | 0 | 0%      | 2          | 0 | 100        | 0          | 0 |
| STD MESH (SF)       | 240       | 0             | 2         | 0%      | 0            | 0         | 0 | 0%      | 2          | 0 | 162        | 0          | 0 |
| TILE (SF)           | 2         | 0             | 0         | 0%      | 0            | 0         | 0 | 0%      | 0          | 0 | 45         | 0          | 0 |
| TRIM (LF)           | 4         | 0             | 0         | 0%      | 0            | 0         | 0 | 0%      | 0          | 0 |            |            | 0 |

- Note the **Est. (Budget) Hours** in the Total Row - you will use this in the Subject line of any DPM Package you send to field

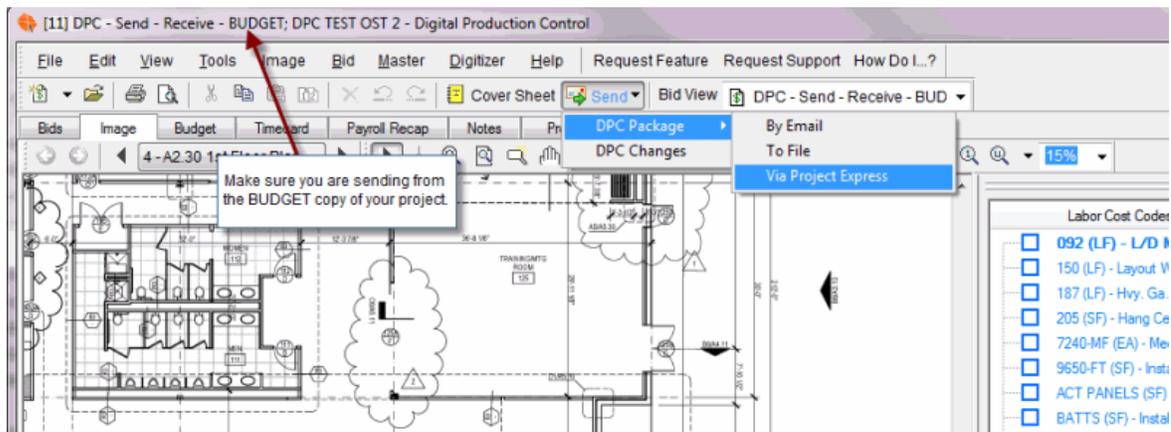
## [05 - Send the Job to the Foreman](#)



## 05 - Send the Job to the Foreman

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- Make sure you have the correct project selected (the Budget copy)
- Click the **Send** button
- Select *DPC Package*
- Via Project Express*; please review the [Project Express Quick Start Guide](#) for instructions on registering for and using Project Express



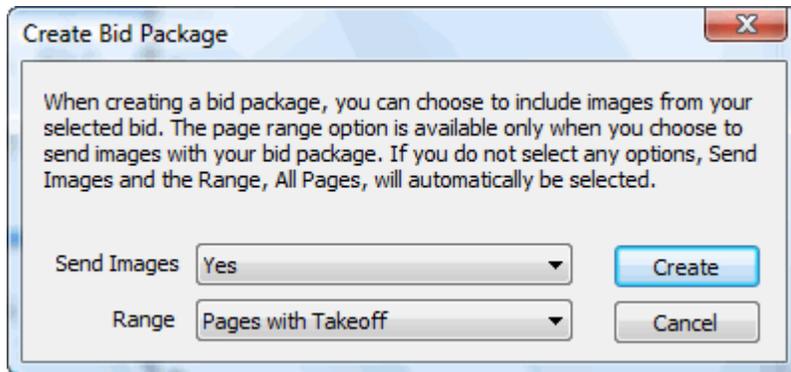
## [06 - Create Bid Package](#)



## 06 - Create Bid Package

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The Create Bid Package dialog box opens



- Select **Yes** to Send Images
- Select **Pages with Takeoff** for the Range

*If there are pages that do not have takeoff on them but you need to include in the bid package, you can use the "Custom Pages" option for Range.*

- Click **Create**

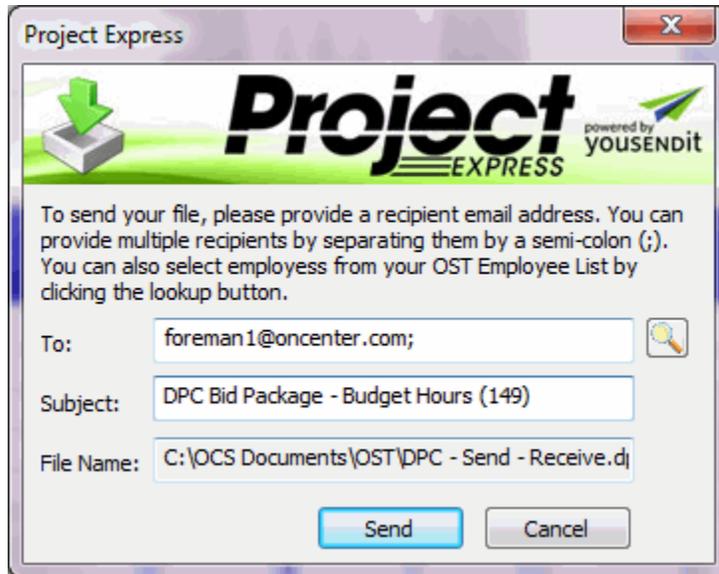
[07 - Sending the Project via Project Express](#)



## 07 - Sending the Project via Project Express

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



- Verify the foreman's e-mail address (if you have corrected setup the bid with DPC Project Manager and Foreman, this should automatically be populated)
- Edit the subject text to include the Project Number or a short Name and the **EST** Hours/Days (from the [Budget Tab](#))

*In the screen shot above, the Subject is too long and doesn't give you much information at a glance. It's best to change the subject so that the file can be immediately recognized. Including the Budgeted hours in the subject allows the foreman to verify that the bid they are accessing is updated correctly.*

- Click **Send**

When the file is successfully transmitted, you'll see a confirmation dialog box.

**The next time the Foreman checks his Project Express Tab, he or she will have the new job ready for download.**



**If this bid already exists on the Foreman's machine, this DPC Bid Package will OVERWRITE his existing bid - any work that has not been sent in will be lost.**

[08 - Receiving DPC Changes from the Foreman](#)



## 08 - Receiving DPC Changes from the Foreman

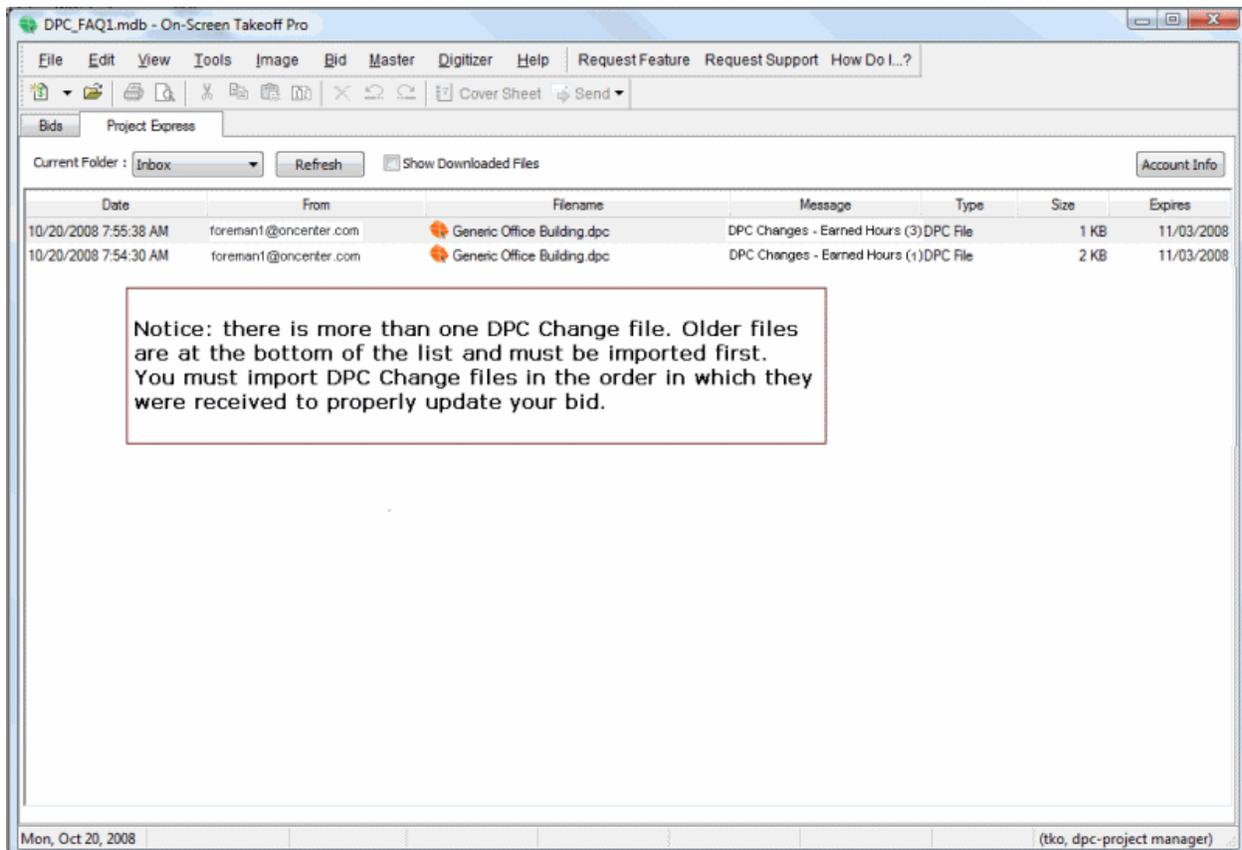
After the Foreman percents work on the job site, he sends these changes back to the office where the Project Manager receives the information (usually via Project Express). To retrieve this change file:

- Click on the Project Express tab to see a list of DPC files sent from the field



**If more than one DPC Change file is in your Inbox, you must import them in the order they were sent (bottom to top i.e. Oldest to Newest).**

- Double-click on the file(s) to import the foreman update(s) into the job



Your copy of the job will now have all of the information the foreman entered.

**NOTE: The files are stamped with Pacific Time so they may not reflect your local time zone.**

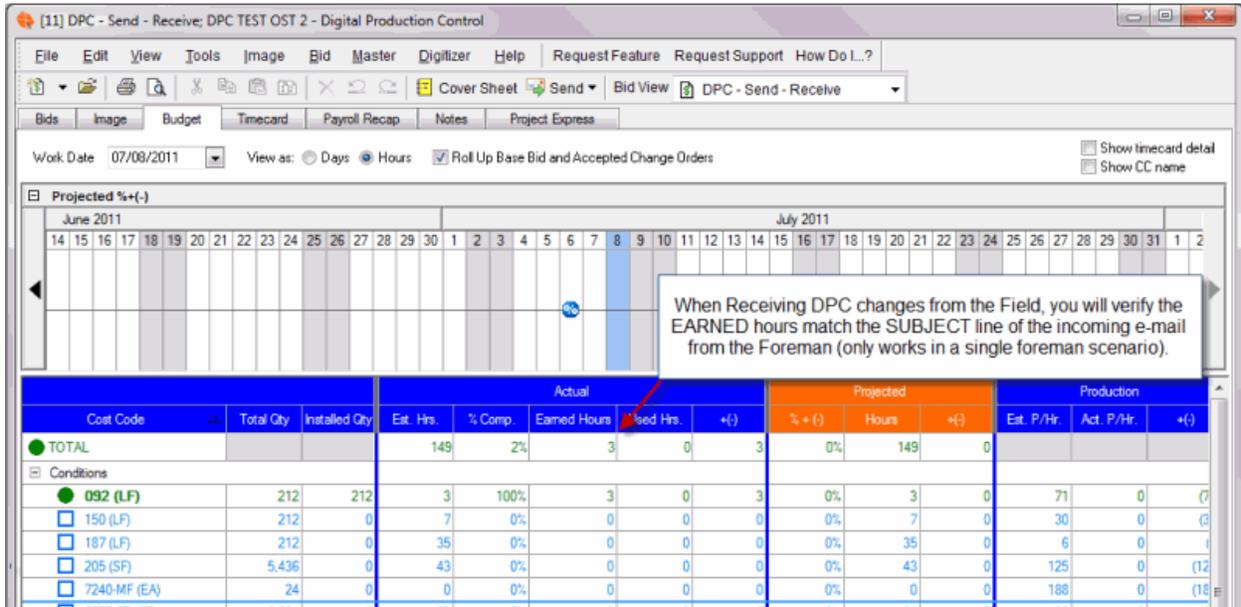
[09 - Review Progress](#)



## 09 - Review Progress

- Click on the Budget Tab

*You now see the % Complete and Earned Hours for individual labor cost codes as well as for the entire job.*



- Your Earned Hours should match the Subject Line of the DPC Changes file received from your Foreman (this is only true if the job has only one Foreman)
- Note the Est. (Budget) Hours in the Total Row - you will use this any DPM Package you send to field
- Be sure to check the **Notes** tab for any notes from your foreman

Now, if you need to make changes to the takeoff or add Change Orders, see the [DPC - Change Orders Quick Start Guide](#).