

The following steps require an Internet connection:

Step 1 – Logon to FloorWizard

- Click the Internet Explorer icon on your desktop, or type the following into the address bar:
<http://www.floorsoft.com/FloorWizard/web/Logon.jsp>
- Logon and password are case sensitive; *FloorWizard* only runs in Internet Explorer and will not work in Firefox or AOL

If your company uses multiple price sheets (stores 1-5 use Price X, stores 6-10 use price Y), You will need to “Manage” into the correct pricing region before creating the project.

- Click “Account Setup” button
- Click “Account Information” button
- Use the pull down menu to choose price region
- Click the “Manage” button
- Click the “Home” button

After creating all jobs using the price list, “Logout” and repeat the managing procedure to load different price sheets.

Step 2 – Create a Project (Detail for Lowe's)

- Click “Project Center” button, then click “New” button
- Click “Build Project for Lowe's” button (If your acct is only configured for Lowe's jobs, skip this step)
- Enter customer information, then click “Create”
- Select a Lowe's store and a measurer, then click “Create”

You have entered the minimum information needed for “Check Out”

Step 3 – Set a Quick Assign Appointment (Optional)

- Click the “Appointments” tab
- Click on the existing appointment from table, then click “Edit”
- Use drop down menus to set “Date,” “Time,” and enter “Notes” if necessary, then click “Update” button
- “Quick Assign” appointments do not place appointments on “Detailed” appointment schedule

Step 4 – Set a Detailed Appointment (Optional)

- Click the “Appointments” tab
- Click “Manage” button in the “Detailed Appointments” Box
- Click the “New” button
- Select the appointment type
- On the following calendar, select one of the green days, which means appointment will fit on that day
- Next, you will be shown the daily schedules of all measurers
- Choose the measurer, then click on the starting time of the appointment
- Now, use the “Decrease Appointment Length” and “Increase Appointment Length” to estimate the time needed including driving and customer interaction time.
- Set the appointment's confirmation status using the “Confirmation” pull-down menu (Optional step)
- Click the “Add” button to finalize the appointment time
- Click the “Back” button to return to the “Appointments” tab

Step 3 – Add Known Rooms and Products to the Job (Optional)

- Click “Floor Plan” button, from any “Project Center” Tab
- Click the “Edit List” button
- To add rooms to be measured:
 1. Click on similar product from the “Products” column
 2. Click on or more rooms from the “Rooms” column
 3. For hard surfaces, specify the “Lay Type”
 4. Click the “Add” button
- To set product details like Pattern Repeat, Tile Size, Etc.
 1. Click on a product from the “Products” column
 2. Click the “View Product” button
 3. Review each field and change as needed (Price = 0.00)
 4. “Style Name” + “Color Name” = product's description that is seen throughout estimate by measurer
 5. Click the “Update” button

Now, click “Exit” and SAVE project before returning to Project Cent.