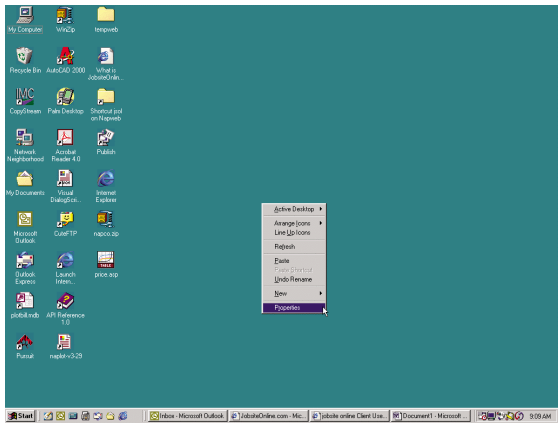
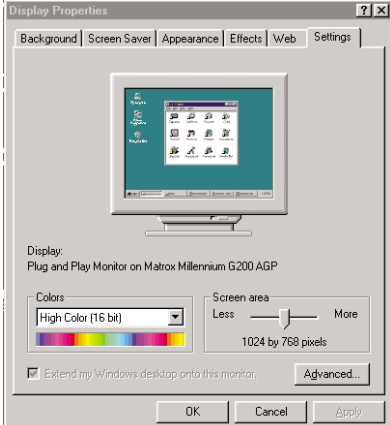
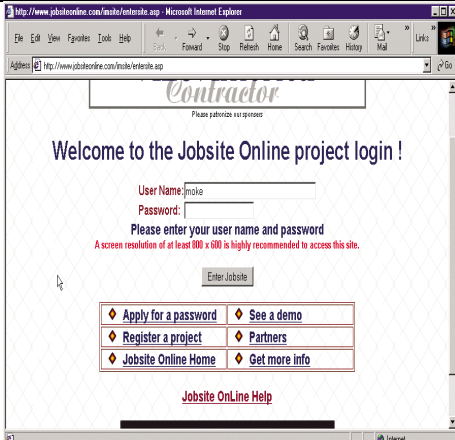


For the Beginner:

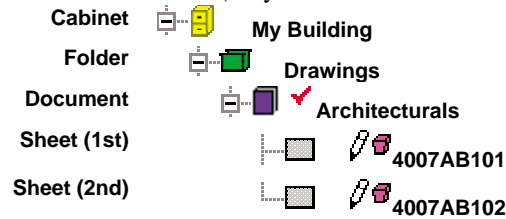
Preparing and Logging In to Run JobSite OnLine

<p>1) Jobsite works best with a screen resolution of at least 800 x 600 preferably 1024 x 768. To set this, follow the instructions below.</p> <ul style="list-style-type: none">a) Click the right hand mouse button on your screen desktopb) From the pull down list select properties	
<ul style="list-style-type: none">c) Click the settings tab to set screen resolutiond) Set resolution with slider bar.	
<p>2) Go to http://www.jobsonline.com</p> <p>3) Click go to my project from the menu on the left. This will open a new browser window and display the log in page.</p>	
<ul style="list-style-type: none">4) Maximize this window by clicking the center square in right hand side of the blue title bar.5) Enter your name and password and check your preferences.6) Click the Enter JobSite OnLine button.	

How Drawings and Specs are Organized - Ease of Use

Documents are easy to find and work with due to JobSite OnLine's Organization by:



- Cabinet (Maybe labeled My Building)
- Folder (Maybe labeled Drawings)
- Document (Maybe labeled Architecturals)
- Sheet (Maybe labeled as the Title Block is)



Common confusion about “Documents” and “Sheets”


Regarding a set of drawings... A sheet is to a document – AS - a drawing is to a set. A set is one document... each individual drawing is a sheet

Regarding spec books... Because a Big spec book may contain hundreds even thousands of pages... Specs will not be broken down into sheets, however, Specs would require some kind of separation for easier search and retrieval ... How could this be handled??? You might make a folder named “Specs” and then make each chapter or section of the spec book its own document

FYI
 Empty Pencil Icon = No Notes – Filled in or Colored Pencil = Notes... we will cover notes in detail later
 Clicking the Basket Icon, collects the Sheet in your basket... we will cover during encapsulation later

Searching for Files or Containers

You can search for both files and containers in the JobSite OnLine database, to **search for a file in JobSite OnLine...**

1. In the left side frame of your screen, click the  button.
2. The search form is displayed. SEE BELOW
3. Enter search parameters in the fields, using wildcards if necessary (i.e. *).
4. Select a limit for the number of search results to be displayed at one time. The default is 25. The maximum is 100.
5. Click the Search button.


 

Enter search keys in any or all of the fields below. Use % for a string of wildcard characters and _ for a single wildcard character. (If a search key has no wildcard characters, a % will automatically be appended to the key for you.)



Cabinet:	<input type="text"/>
Folder:	<input type="text"/>
Document:	<input type="text"/>
Sheet:	<input type="text"/>

Limit the hit list to items.

6. JobSite OnLine searches the project's database for the indicated files or containers and displays the search results. SEE BELOW

For sheets search results are displayed as thumbnails (A-6). Click a thumbnail to open and view it. Select a thumbnail and click the  button to view the thumbnails listing of all files in the document that contains the selected file.



Search results for:

Cabinet:	2400Cab
Folder:	Phaset
Document:	%_tg4_images
Sheet:	Demofile

User: Bobby Parker
Group: ClientUsers

Sheets:

1. demofile
Rev: 1
Author:
Desc:

Search hit count: 1

Opening Sheets by Viewing Thumbnails

To view thumbnails for all sheets in a document...

1. Click the icon beside the cabinet that contains the image you want to open and view. A red check is displayed next to the cabinet name, to indicate that it is active
2. Click the icon beside the folder that contains the image you want to open and view. The red check is now next to the folder name.
3. All document names in the folder are listed.

4. Click the underlined name of the document that contains the sheet you want to open and view.
 Thumbnails of all sheets in the document are listed.
5. Click the thumbnail of the sheet you want to view. AND See the individual sheet in the Main Window.

Opening Sheets without Thumbnail View - Recommended

This is recommended over thumbnail viewing, due to faster screen and image views. If Sheets were clearly indexed and organized from the beginning... Sheets will **still** be easy to find – even without a thumbnail view.

The preference for Thumbnails can be turned off (see Setting Preferences).

To view sheets of a document in a list ...

1. Use the plus and minus signs (or icons) next to cabinets, folders and documents to view the list of what is enclosed. See red check mark indicating what is active.
2. Then actual underlined drawing name. See red check mark indicating that sheet is active. AND See the individual sheet in the Main Window.

Setting Preferences for Running JobSite OnLine

Once you have logged in, you can set preferences to individualize how JobSite OnLine runs the next time you start JobSite.

To set preferences for running JobSite OnLine...

1. Select Preferences from the field drop-down list in the database pane and click Go. The Preferences pane is displayed.
2. Check or clear the checkboxes according to the following:

Control	Description
Disable Sheet Thumbnails	When checked, downloading of thumbnails for sheets is disabled. Recommended
Start in view stream mode	Do NOT Recommend checking. When checked, you can open and work with an image even before all of its data has arrived. When cleared, the JobSite OnLine server handles all the tasks you accomplish in the database frame and also composes and sends all view changes, leaving your computer free for other work.
Initially show search interface	NOT usually necessary. When checked, the search tools are displayed at logon.
Alert if new notifications are present	Recommended. When checked, event notifications, if any, are displayed immediately after you log in. We will cover NOTIFICATIONS in more detail toward the end of this curriculum. SEE Understanding Events, Triggers and Notifications.

Preferences

 Back

- Disable sheet thumbnails
- Start in view stream mode
- Initially show search interface
- Alert if new notifications present

Update

3. Click the Update button.

JobSite OnLine notifies you that your preferences have been updated.

4. Click OK. The next time you open JobSite OnLine, the preferences you checked will be enforced.