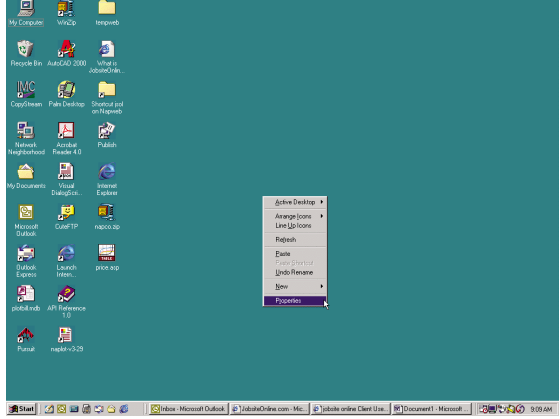
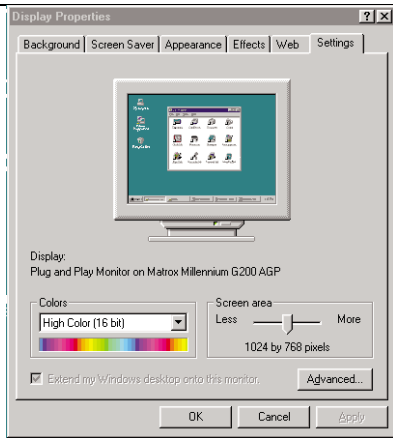
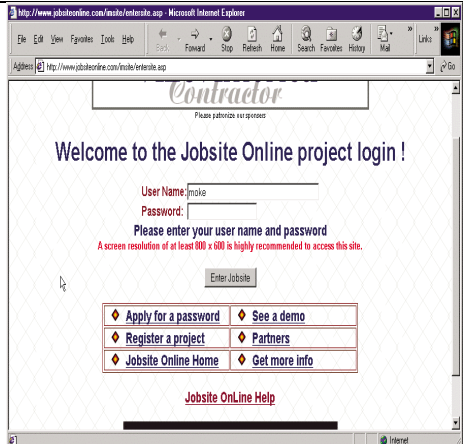


# For the Beginner:

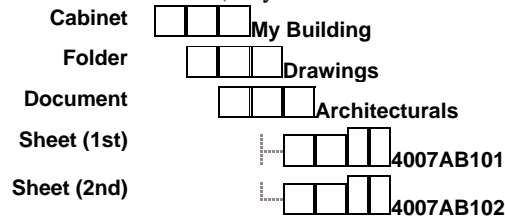
## Preparing and Logging In to Run JobSite OnLine

<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> <ol style="list-style-type: none"><li>Click the right hand mouse button on your screen desktop</li><li>From the pull down list select properties</li></ol>	
<ol style="list-style-type: none"><li>Click the settings tab to set screen resolution</li><li>Set resolution with slider bar.</li></ol>	
<p>2) Go to <a href="http://www.jobsonline.com">http://www.jobsonline.com</a></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>	
<ol style="list-style-type: none"><li>Maximize this window by clicking the center square in right hand side of the blue title bar.</li><li>Enter your name and password and check your preferences.</li><li>Click the Enter JobSite OnLine button.</li></ol>	

## 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.



## For the Average User:

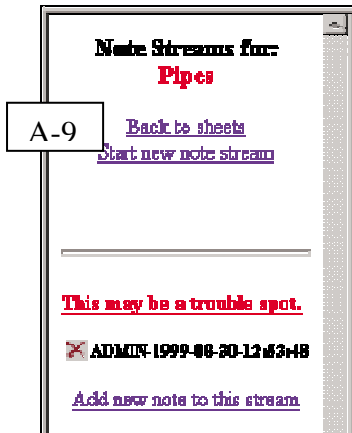
### Adding Notes and Note Streams to an Image


You can add a [note stream](#) for an image view or for a particular point of interest in an image. You can add as many note streams as necessary, and you can add new notes to existing note streams.





#### To add a new note stream...

1. [Open and view the image](#) to which you want to add a note stream.
2. Click the  icon (no note streams exist) or the  icon (note streams already exist) next to the image thumbnail. The Note Streams frame for the image is displayed. (A-8)
3. To start a new note stream, click the Start new note stream option. The New Note Stream frame is displayed. (A-9)
4. Enter a descriptive title for the note stream in the Note stream title field.
5. Move around in the image to display the view to associate with the note. If there is a particular point that should be marked in the view, press the keyboard Shift key and click the point in the image view. A red crosshair appears in the view, centered on the point.
6. Click the Submit button.
7. JobSite OnLine displays a message that the note stream was successfully started.
8. Click the OK button.
9. The Note Streams frame for the image is displayed with the new note title and the date and time it was added.
10. When a user clicks the note title, the image view for the note is displayed. A red crosshair is displayed in the view if a particular point was marked.



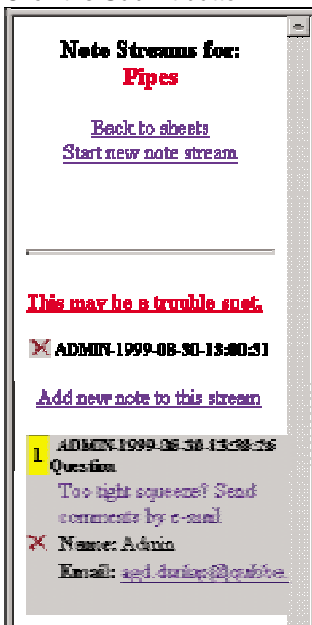
**Note:** If you are the user who added the note stream, you can delete the entire note stream by clicking  next to the user name just below the note title.

**To add a new note to an existing note stream...**

1. Open and view the image to which you want to add a note stream.
2. Click the  icon (no note streams exist) or the  icon (note streams already exist) next to the image thumbnail.
3. The Note Streams frame for the image is displayed. In the bottom portion of the frame:
  - a. Locate the note you want to add to.
  - b. Click the Add new note to this stream option.
4. The Add New Note form is displayed.
5. Enter or select values in the fields.



Field	Description
Type	Select a valid value (Question, Answer, Comment) from the drop-down list. Optional.
Text	Enter the text for the note. Required.
E-mail	Enter an e-mail address for sending comments regarding the note. Optional.

Click the Submit button.



A-11

The Note Streams frame for the image is displayed with the note you just added. (A-11)

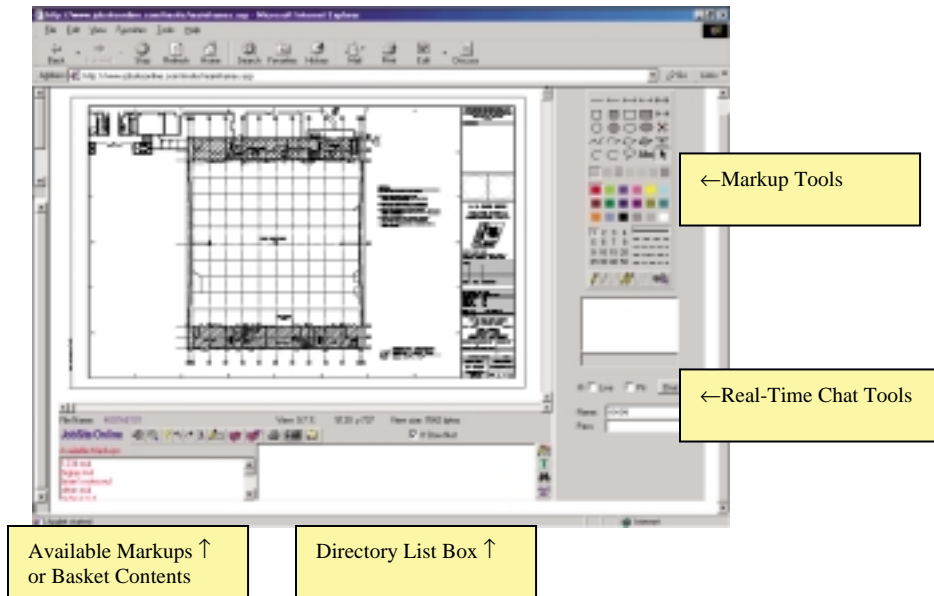
**Note:** If you are the user who added the note stream, you can delete the entire note stream by clicking  next to the user name just below the note title. If you are the author of a specific note in the note stream, you can delete that note by clicking  next to the name field in the note.

**The Main Window includes Tools and Listboxes:**

To get a better view of the Main Window, we will Narrow our left side frame.

Do this with your mouse. Place your mouse so you see a two-sided arrow – click your mouse button and drag your mouse until the left side frame has almost disappeared.

- [Directory Listbox and Tools](#) for working with files and displaying extended controls.
- [Markup Tools](#) with drawing tools and toolbar buttons for displaying extended controls.
- [Real-Time Collaboration Tools](#) for pointing in the image view and marking up images.
- A Listbox that can be switched between “Available Markups” (for working on a specific sheet) AND “Basket Contents” (for encapsulation... which we will cover later).



### Tools Above the Listbox's

	These are <b>image viewer tools</b> . (Use your mouse to zoom in – use negative magnifying glass to zoom out incrementally – use the Bird's eye for a full view of image)
	Click to display the JobSite OnLine Help File
	Click one of these buttons to rotate the current image and all open markups in the indicated clockwise or counterclockwise direction (Only raster images can be rotated, dwg files are vector images-not raster, and therefore cannot be rotated)
	Click to <b>collect files in the shopping basket</b> that are selected in the directory listbox. All open markups are collected, in addition to specific files selected for collection. DON'T think shopping, think collecting. This is usually used when collecting items encapsulate or download.
	Click to clip a JPEG version of the current image view into a separate browser window (jpeg is just a common type of image file which most standard computers can view without additional software). You can <b>print the current image view</b> using the browser's standard File > Print dialog box. DUE to the small, easy, robust features of encapsulation and it's viewer this option probably won't see much action.
	Click to display the available markups list for the current open image, if it is not already displayed.
	Click to display the shopping basket listbox, if it is not already displayed.
	Click to <b>submit files for printing</b> to a JobSite OnLine server print queue. <i>NOT currently enabled.</i>
	Click to <b>encapsulate and download files</b> from the basket.
	Click to <b>post files to JobSite OnLine</b> that are in the shopping basket. <i>NOT currently enabled.</i>

### Tools to the Right of the Directory Listbox

	Click to <b>refresh the available markups list from the server</b> for the current open image.
	Click to <b>view an image or container support file</b> in a separate browser window.
	Click to <b>search for files in JobSite OnLine</b> (directory mode).



Click to [view .dwg layers](#).

### Tools to the Left of the Directory Listbox



Click any of these three buttons on the directory list box to [collect files in the shopping basket](#). The top arrow adds a single selected file. The middle arrow adds several selected files. The bottom arrow adds all files.




Click to [remove collected files from the shopping basket](#). The top X deletes a single selected file. The bottom X deletes all files.


## Creating & Working with Markups

### To create a new markup...

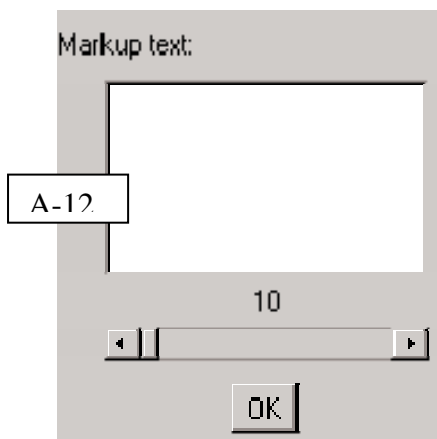



1. On the markup tools, click the  button. and The [extended markup tools](#) are displayed.
2. Click NEW and type a name for your markup (you can make a markup more private by using passwords so people can only view it if they know the password "READ"— or can only change it with a password "WRITE").
3. Now you can markup you sheet and save it!

### To add lines and shapes in a markup...

4. On the markup tools, [select the markup and markup layer](#) you want to work with.
5. Click the line or shape you want to add to the markup:
6. **Note:** If you selected a polyline or polygon in Step 2, press the keyboard Esc or Enter key to end it. Otherwise, JobSite OnLine will continue to add edges when you hold down the left mouse button and drag.
7. Click the markup tools  button to restore the left mouse button to its zoom and pan functions for changing the image file view.  
or  
Use the right mouse button to move around in the image view while you also have markups open.


### To add text in markups...




1. On the markup tools, [select the markup and markup layer](#) you want to work with.
2. Click the  button. JobSite OnLine displays the text tools: (A-12)
3. Enter text for the new text object in the Markup Text area.
4. Use the slider to set the text size in points (72 points = 1 inch). The value you select is shown above the slider.
5. In the markup view, place the text in one of two ways:
  - Point and click to place normal left-to-right reading text at angle 0.

or

- Drag out a line at an angle. The text will follow the angle of the line.
6. In the text tools, click OK. The text is entered in the markup.


7. Click the  button to restore the left mouse button to its zoom and pan functions for changing the image file view

### To save your new markup or markup changes...

1. In the open markups list at the bottom of the [markup tools](#), select the markup you want to save.
2. Click the  button.  
The [extended markup tools](#) are displayed.
3. In the Markups area, click Save.  
The markup is saved to JobSite OnLine with any changes you have made.

**Note:** When a markup is saved, all rotation is automatically removed so that the markup rotation matches the native orientation of the image.

### To move, resize, or delete a markup object...

1. [Select the current markup and layer.](#)
2. [Select the markup object](#) - Hold down the keyboard Ctrl key and click the markup object with the left mouse button. Click repeatedly to “drill down” to an object in a stack of objects. The object is selected.
3. Do any of the following, as needed:
  - o To move the selected markup object, hold down the left mouse button and drag the selection box interior.
  - o To resize the markup object, drag the selection box handles with the left mouse button.
  - o To delete the markup object, press the keyboard Del key.
  - o To clear the selected object and return to zoom and pan mode, click the  button on the [markup tools](#) or press the keyboard Esc key.

## Go Live! Real-time Online Meetings

You can collaborate in real-time on images.

You typically start a [real-time collaboration](#) session by connecting all participants via a telephone conference call and directing everyone’s attention to a particular image and relevant [markups](#) in JobSite OnLine. If you do not have a phone conference in progress, you can still collaborate using online chat text.

When the arranged time arrives, each participant should take the following steps.

### To collaborate in real-time on an image...

1. [Open and view an image.](#) Participants should agree on the image to work on before the session begins.



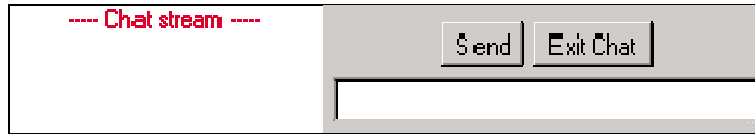
The screenshot shows a control panel for a real-time session. It includes a 'Live' checkbox (currently unchecked), a 'Ptr' checkbox (unchecked), and a 'Chat' button. Below these are two input fields: 'Name' with the text 'Admin' and 'Pass' which is empty.

image viewer.

2. Open and view the markups.
3. Check the Live checkbox in the real-time collaboration tools.  
You are live when the indicator beside the checkbox is green. You remain live until you clear the checkbox (the indicator becomes gray) or until you open a different image in the


4. Enter a user name and group password, if a password is required (that is, if everyone has agreed beforehand on a password for this collaboration session).
5. If you want to send or receive chat text during your real-time session, click the Chat button.

The chat box is displayed.



All text sent by participants is displayed in the chat stream area. To send chat text yourself, enter text in the field and click the Send button. To close the chat box, click the Exit Chat button. (This does not end the chat. You can re-enter the chat at any time.)




- Use the **markup tools** as necessary, and indicate points of interest using the real-time pointer in the image view.

Real-Time Pointer	Description
	Click the Ptr button to turn the pointer on or off. Hold down the left mouse button and drag to move the pointer.


- Each person collaborating on a markup can see all view changes and all real-time pointer movements made by every other person who is working live on the markup. All view changes and pointer movements are replayed within several seconds. The user name of the person moving the pointer is displayed at the top of the markup. To eliminate timing conflicts, all view changes are processed on a first-in, first-out basis.
- Save markup changes. JobSite OnLine disconnects you from the collaboration session. The indicator becomes gray instead of green. Clear the Live checkbox to exit your real-time collaboration session.

## Collecting and Encapsulating a group of items for field use (or bid sets)

*There are various ways to get sheets into your basket:*

	Click any of these three buttons on the directory list box to <b>collect files in the shopping basket</b> . The top arrow adds a single selected file. The middle arrow adds several selected files. The bottom arrow adds all files.
	Clicking the Basket Icon next to the sheet on your left side frame.
	Click to <b>collect files in the shopping basket</b> that are selected in the directory listbox. All open markups are collected, in addition to specific files selected for collection. DON'T think shopping, think collecting. This is usually used when collecting items encapsulate or download.

**IMPORTANT NOTE ABOUT ENCAPSULATING DRAWINGS THAT HAVE BEEN MARKED UP:** If you want to encapsulate a drawing with its markup, you must open the drawing AND the markup... if you can see the markup when you add the drawing in your basket... the markup will be included in the encapsulation & should be indicated in your basket contents list.

- Once you have collected everything you need, click  to encapsulate your basket
- Type things that you may want to appear on the title page
- If you choose, you can require a password AND you can disable features for added security
- Click okay & save your encapsulation (choose where to save it and what to name it)

## Working with Encap Viewer

- Remember where you saved your encapsulation when you downloaded it (if you forget to save a specific name, it defaulted to the file name ENCAP32.
- Find the encapsulation and click to open it.