

ProjectMatrix™

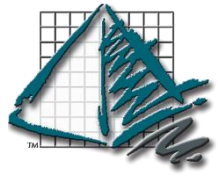
Quick Start Guide

ProjectNotify and Manufacturer Data



Check the last page
for important CET
tips!





Contact Us!

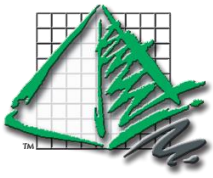
Don't hesitate to contact support if you have any questions or problems during installation or setup!

Three easy ways to contact support are:

- Call us at 513-554-1665. No automated systems, no numbers to press! Just ask the receptionist to speak to someone in tech support.
- Email us at support@projectmatrix.com We strive to return all emails during business hours within an hour of receipt.
- Log on to our website at www.projectmatrix.com and click the blue "Get Help" tab on the left hand side of any screen and click Chat with us to get instant help 8:30AM-5:00PM EST.

The screenshot shows the ProjectMatrix website interface. At the top left, there are 'Login' and 'Register' buttons. On the top right, it says 'Call Us: 513.554.1665'. The main navigation bar includes 'Home', 'Products', 'Support', 'Downloads', 'Training', and 'Company'. Below the navigation is a large banner with logos for ProjectRender Materials, HON GLOBAL, tekknion, maxon, HAWORTH, and Allsteel. A search bar is located in the top right of the banner area. Below the banner is a 'Subscribe Now' button. The footer contains three columns: 'Our Products' (ProjectSpec, ProjectSymbols, ProjectWorkspace, ProjectRender, ProjectTools, ProjectNotify), 'Quick Links' (About Us, Software Downloads, Manufacturer Data, Help Center, Contact Us), and 'Tech Support Survey' (Please take this brief survey after completing a tech support call with one of our ProjectMatrix support agents, Take Survey button). A small graphic of two figures holding a globe is also present in the footer.





ProjectNotify Installation

Installing ProjectNotify

The ProjectNotify download will be located under the Downloads->Software page.

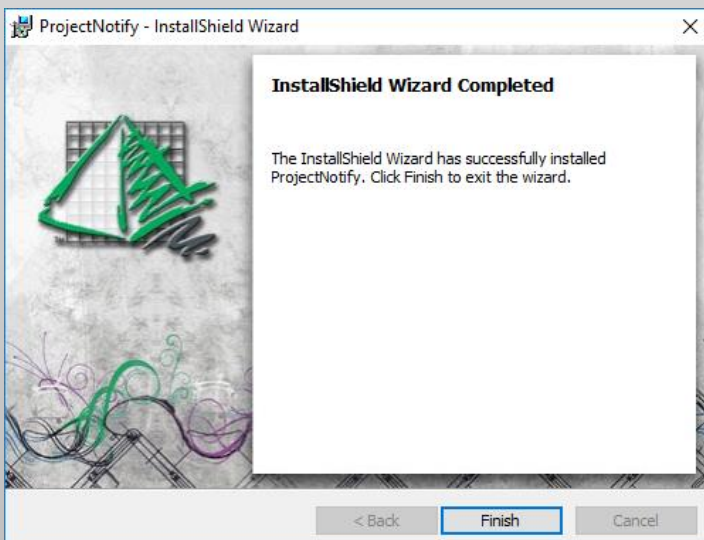
Click the Download Now button to begin the download. Feel free to download the accompanying PDF information if you would like additional information.

Home Software Downloads

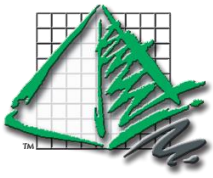
ProjectNotify		
● ProjectNotify (3.95 MB)	Updated: 4/6/2015	Notes Download Now
● ProjectNotify User Guide	Updated: 10/15/2012	Download Now
● ProjectNotify Modes	Updated: NA	Notes Download Now
● ProjectMatrix Manufacturer List	Updated: 8/11/2016	Notes Download Now

Once you click Download Now, either Click Run in order to immediately run the ProjectNotify install, or click Save in order to Save the ProjectNotify install to a specified location to run at a later time.

Once you begin the installation, it is recommended to keep all of the default settings. Just press the “Next” button through the installation Wizard. During one screen you will be asked to agree to the ProjectMatrix license agreement.



Once the installation is complete, you can start ProjectNotify by going to your Windows Start Menu and finding it listed under the ProjectMatrix folder.




ProjectNotify Installation

Setup Wizard for ProjectNotify

Click to Start the Wizard

ProjectNotify Setup



Welcome User Account Select Mode Notify Schedule Finished

WELCOME TO THE SETUP WIZARD

ProjectNotify - BETA


File Edit View Tools Help

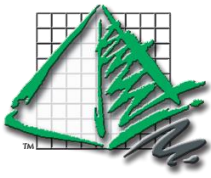
Manufacturer Data Software

<input type="checkbox"/>	Manufacturer	Category	Installed	New	Status	Notes
<input type="checkbox"/>	HAWORTH	Symbols	6/2013	6/2013	Currently Updated	Notes
<input type="checkbox"/>	HAWORTH ASIA/PACIFIC	Catalogs	6/2013	6/2013	Currently Updated	
<input type="checkbox"/>	HAWORTH FSC PROGRAM	Catalogs	5/2013	5/2013	Currently Updated	
<input type="checkbox"/>	HAWORTH GSA	Catalogs	6/2013	6/2013	Currently Updated	
<input type="checkbox"/>	HAWORTH LATIN AMERICA	Catalogs	6/2011	6/2011	Currently Updated	
<input type="checkbox"/>	HAWORTH LATIN AMERICA	Symbols	7/2011	7/2011	Currently Updated	
<input type="checkbox"/>	HAWORTH USA	Catalogs	6/2013	6/2013	Currently Updated	Notes
<input type="checkbox"/>	HBF	Catalogs	6/2013	6/2013	Currently Updated	

Update Data

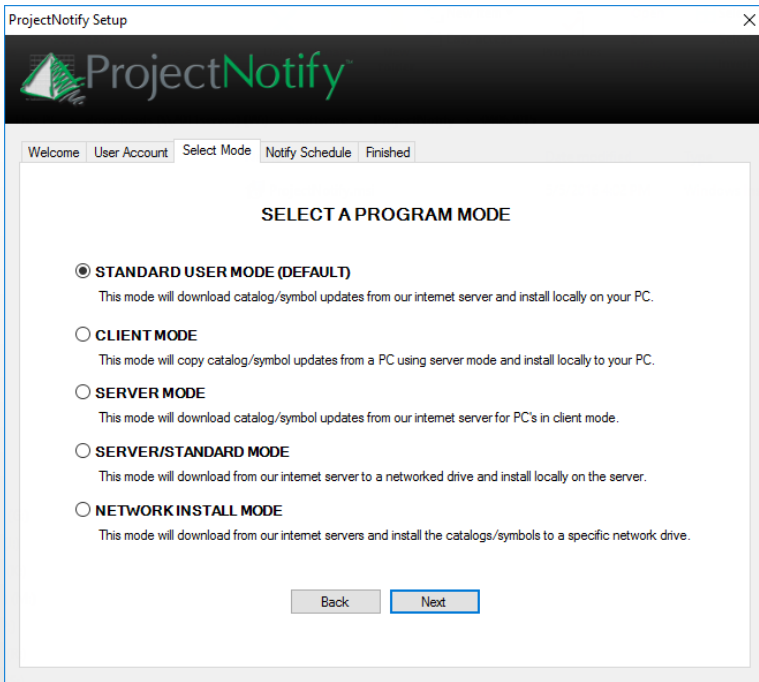
Cancel Start Wizard





ProjectNotify Installation

Setup Wizard for ProjectNotify

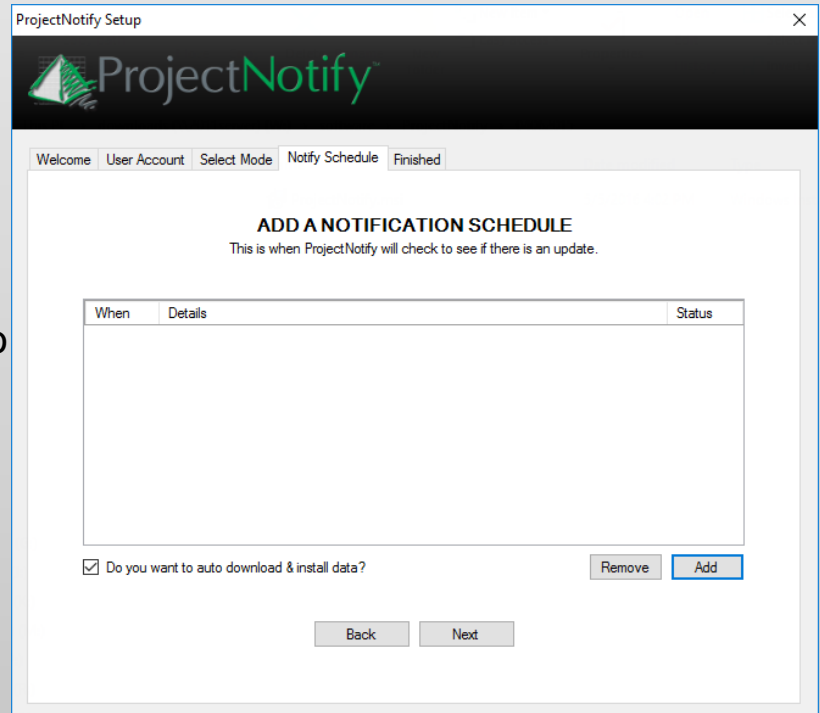


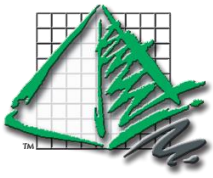
Click Standard User Mode

If you have read the ProjectNotify User Modes PDF from the website, you could choose another mode that would work best for your network.

We recommend adding a Notification.

This will check our website based on your set schedule to ensure you are running the latest catalogs available to us.





ProjectNotify Installation

Setup Wizard for ProjectNotify

Notification Settings

Select the settings below of when you want to be notified of any manufacturer updates.

Daily Weekly Monthly

Start Time: 11:30:00 AM

Recur every: 1 days

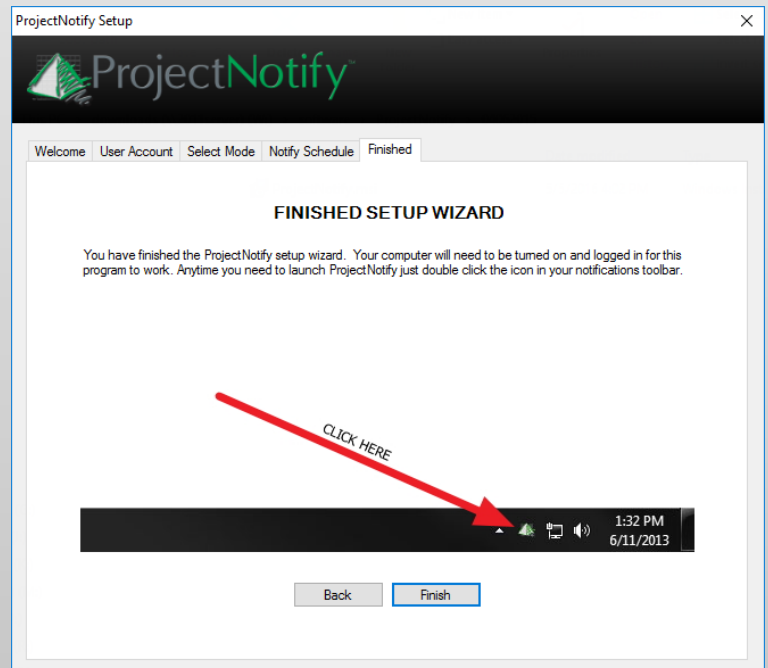
Exit Save

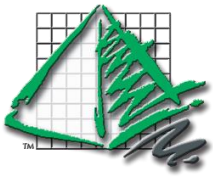
Make sure to choose a time that your computer will be logged in and on.

We recommend Daily.

If your computer misses a scheduled time, then it will just check the following day.

Once you finish the wizard, you will see the program running down in the lower right corner of you computer near the Time/Date. Double click to open the program to install the catalogs.





ProjectNotify Installation

Setup Wizard for ProjectNotify

Scroll down through the list of manufacturers to select the one(s) you would like to install.

You must install the symbols portion for use with ProjectSymbols, a catalogs-only installation may ONLY be used with ProjectSpec. You may also opt to install the Symbols so that you can see a 3D preview of the parts when specifying them in ProjectSpec.

Checking off just the symbols for a manufacturer will download BOTH catalogs (pricing) and symbols (2d/3d graphics) so if you want the Symbols and Catalogs for a manufacturer checking JUST symbols will download and install both.

The screenshot shows the ProjectNotify application window with a menu bar (File, Edit, View, Tools, Help) and two tabs: 'Manufacturer Data' and 'Software'. The 'Manufacturer Data' tab is active, displaying a table with the following columns: Manufacturer, Category, Installed, New, Status, and Notes. The table lists various manufacturers and their associated categories and installation dates. Two rows, 'KIMBALL' and 'KIMBALL OFFICE', are highlighted with a red box, and their checkboxes are checked. A red arrow points to the 'Update Data' button at the bottom right of the window.

	Manufacturer	Category	Installed	New	Status	Notes
<input type="checkbox"/>	JSI	Catalogs		8/2016	Not Installed	
<input type="checkbox"/>	JSI	Symbols		8/2016	Not Installed	
<input type="checkbox"/>	KFI SEATING	Catalogs		12/2014	Not Installed	
<input type="checkbox"/>	KFI SEATING	Symbols		12/2014	Not Installed	
<input type="checkbox"/>	KI	Catalogs		7/2016	Not Installed	Notes
<input type="checkbox"/>		Symbols		7/2016	Not Installed	
<input checked="" type="checkbox"/>	KIMBALL	Symbols		9/2016	Not Installed	
<input checked="" type="checkbox"/>	KIMBALL OFFICE	Catalogs		9/2016	Not Installed	Notes
<input type="checkbox"/>	KNOLL	Catalogs		9/2016	Not Installed	Notes
<input type="checkbox"/>	KNOLL	Symbols		9/2016	Not Installed	
<input type="checkbox"/>	KNOLL ESSENTIALS	Catalogs		9/2016	Not Installed	
<input type="checkbox"/>	KNOLL GSA	Catalogs		9/2016	Not Installed	
<input type="checkbox"/>	KNU CONTRACT	Catalogs		8/2015	Not Installed	
<input type="checkbox"/>	KNU CONTRACT	Symbols		8/2015	Not Installed	
<input type="checkbox"/>	KONCEPT LED LIGHTING	Catalogs		3/2016	Not Installed	
<input type="checkbox"/>	KONCEPT LED LIGHTING	Symbols		3/2016	Not Installed	
<input type="checkbox"/>	KRUG	Catalogs		9/2016	Not Installed	
<input type="checkbox"/>	KRUG	Symbols		9/2016	Not Installed	
<input type="checkbox"/>	LA-Z-BOY	Catalogs		8/2015	Not Installed	

CET Users Permissions

- Some CET users may need to take extra steps. Typically ProjectSymbols for CET will create the C:/ProgramData/ProjectMatrix directory without issue, but on some users machines we have noticed they may need to edit the permissions of the folder (Right click- Properties – Security Tab) and Set the USERS level to FULL CONTROL so that the users may modify existing files.
- Additionally our software should automatically create 2 .INI files in this folder called PSSYMBOLSPINTER.ini and PSINSTALLEDPOINTER.ini. If this files are not present you can download them from [this link](#)
- If you have any issues please contact ProjectMatrix support on our website using chat support or via phone at 513-554-1665

