



# ProjectMatrix™

## Quick Start Guide

ProjectSpec & ProjectNotify



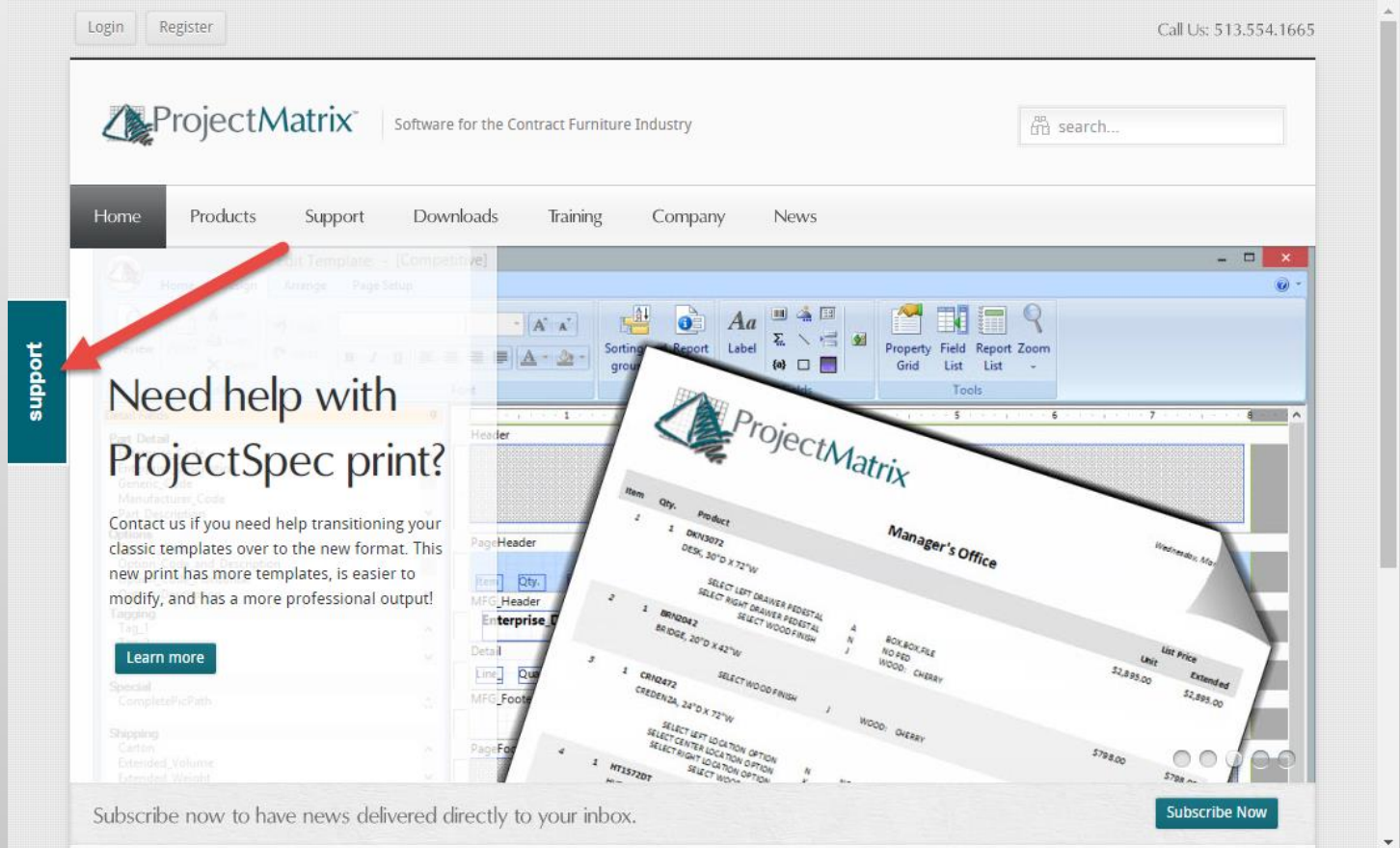


# Contact Us!

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](mailto: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](http://www.projectmatrix.com) and click the green "Support" tab on the left hand side of any screen and access the instant messenger chat service.



ProjectMatrix Software for the Contract Furniture Industry

Call Us: 513.554.1665

Home Products Support Downloads Training Company News

support

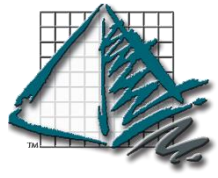
Need help with ProjectSpec print?

Contact us if you need help transitioning your classic templates over to the new format. This new print has more templates, is easier to modify, and has a more professional output!

Learn more

Subscribe now to have news delivered directly to your inbox. [Subscribe Now](#)

Item	Qty.	Product	List Price	Extended
1	1	DKN3072 DESK, 30"D X 72"W	\$2,895.00	\$2,895.00
2	1	BRN2042 BRIDGE, 20"D X 42"W	\$798.00	\$798.00
3	1	CRN2472 CREDENZA, 24"D X 72"W	\$798.00	\$798.00
4	1	NT15720T	\$798.00	\$798.00



# Before You Begin

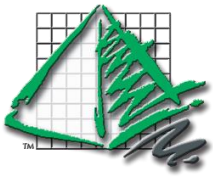
You will need to create a user name and password to access downloads at [www.projectmatrix.com](http://www.projectmatrix.com)

You can click the “Register” button on the top left of the webpage, or click the “Downloads” tab in the website to get to the Login/Register screen as shown below.

The screenshot shows the ProjectMatrix website interface. At the top left, there are buttons for "Login" and "Register". A red arrow points to the "Register" button. In the top right corner, there is a phone number: "Call Us: 513.554.1665". Below the header, the ProjectMatrix logo is displayed with the tagline "Software for the Contract Furniture Industry". A search bar is located on the right side of the header. The main navigation menu includes "Home", "Products", "Support", "Downloads", "Training", "Company", and "News". The "Downloads" tab is highlighted with a red box, and a red arrow points to it. Below the navigation menu, there is a sub-menu with "Home", "Home", and "My Account". A blue banner across the page reads "Please login first". The main content area is divided into two sections: "Existing Users" and "New Users". The "Existing Users" section contains input fields for "User Name" and "Password", a "Remember me" checkbox, and a "Log in" button. Below these fields, there is a note: "\* Password is case-sensitive." and a link for "Forgot your password?". The "New Users" section contains a paragraph of text: "If you don't have an username and password don't worry, it's free. Just click the register button and fill out the information. It only takes a couple minutes. We'll turn right around and send you a confirmation email to allow you to log into the website." and a "Register Now" button.

Once you log into the website, you will need to navigate to the Software Downloads page. You will want to download two pieces of software:

- ProjectNotify
- ProjectSpec



# ProjectNotify Installation

## Installing ProjectNotify

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

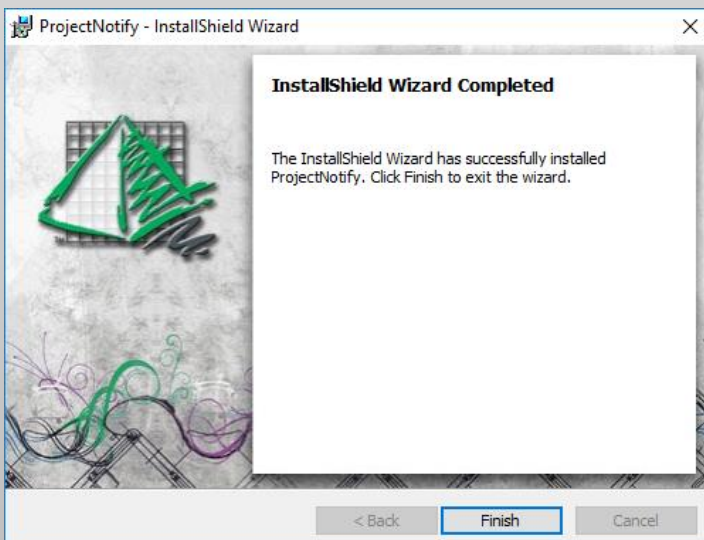
Click the Download Now button to begin the download. Feel free to download the accompanying PDF information if you would like additional information.

Home Software Downloads

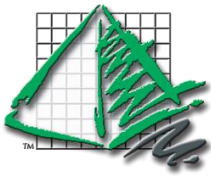
ProjectNotify		
● ProjectNotify (3.95 MB)	Updated: 4/6/2015	Notes <b>Download Now</b>
● ProjectNotify User Guide	Updated: 10/15/2012	Download Now
● ProjectNotify Modes	Updated: NA	Notes Download Now
● ProjectMatrix Manufacturer List	Updated: 8/11/2016	Notes Download Now

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.

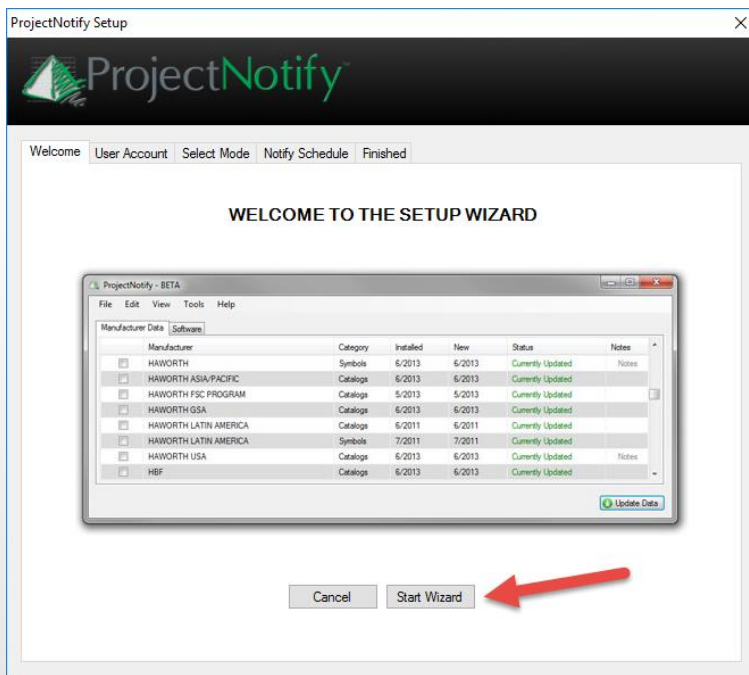


Once the installation is complete, you can start ProjectNotify by going to your Windows Start Menu and finding it listed under the ProjectMatrix folder.



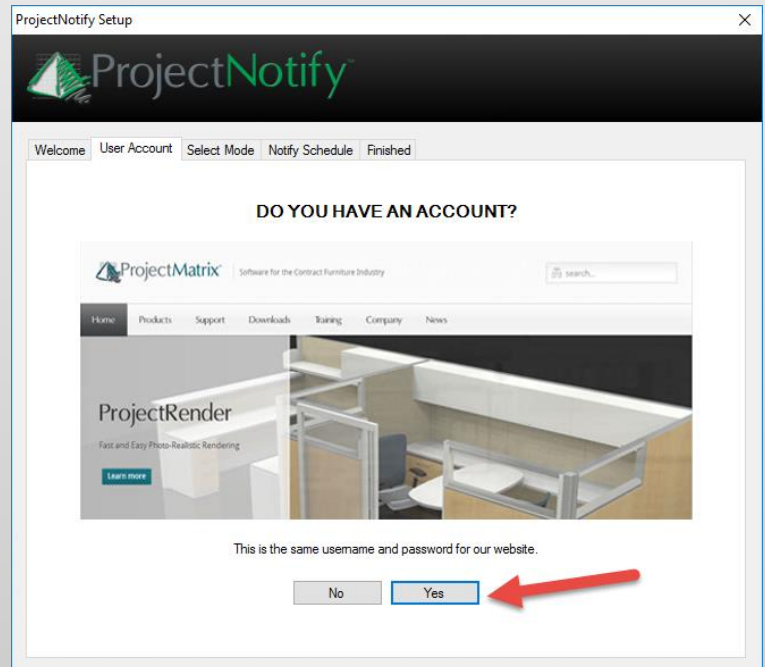
# ProjectNotify Installation

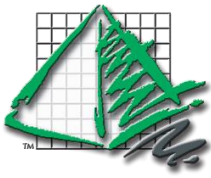
## Setup Wizard for ProjectNotify



Click to Start the Wizard

Choose “YES” and then re-enter your username and password you created to download the software from the website.





# ProjectNotify Installation

## Setup Wizard for ProjectNotify

The screenshot shows the 'ProjectNotify Setup' window with the 'SELECT A PROGRAM MODE' screen. The navigation tabs at the top are 'Welcome', 'User Account', 'Select Mode', 'Notify Schedule', and 'Finished'. The 'Select Mode' tab is active. The screen lists five modes with radio buttons:

- STANDARD USER MODE (DEFAULT)**  
This mode will download catalog/symbol updates from our internet server and install locally on your PC.
- CLIENT MODE**  
This mode will copy catalog/symbol updates from a PC using server mode and install locally to your PC.
- SERVER MODE**  
This mode will download catalog/symbol updates from our internet server for PC's in client mode.
- SERVER/STANDARD MODE**  
This mode will download from our internet server to a networked drive and install locally on the server.
- NETWORK INSTALL MODE**  
This mode will download from our internet servers and install the catalogs/symbols to a specific network drive.

At the bottom, there are 'Back' and 'Next' buttons.

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.

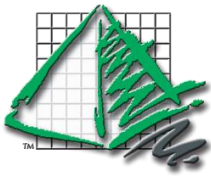
This will check our website based on your set schedule to ensure you are running the latest catalogs available to us.

The screenshot shows the 'ProjectNotify Setup' window with the 'ADD A NOTIFICATION SCHEDULE' screen. The navigation tabs at the top are 'Welcome', 'User Account', 'Select Mode', 'Notify Schedule', and 'Finished'. The 'Notify Schedule' tab is active. The screen displays the following:

**ADD A NOTIFICATION SCHEDULE**  
This is when ProjectNotify will check to see if there is an update.

When	Details	Status
------	---------	--------

At the bottom, there is a checkbox labeled 'Do you want to auto download & install data?' which is checked. To the right of the checkbox are 'Remove' and 'Add' buttons. At the very bottom, there are 'Back' and 'Next' buttons.



# 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

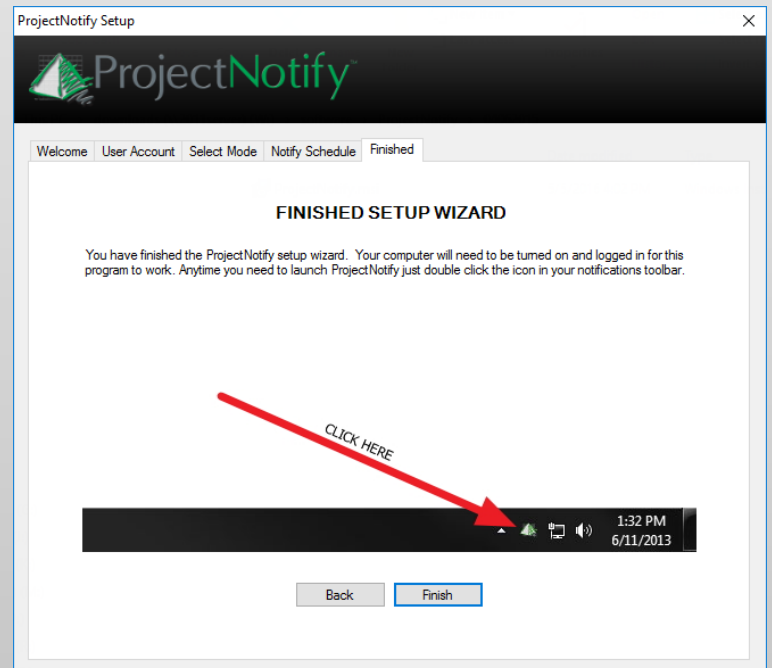
Exit Save

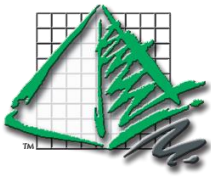
Make sure to choose a time that your computer will be logged in and on.

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 at least the Catalogs portion. You may also opt to install the Symbols so that you can see a 3D preview of the parts when specifying them in ProjectSpec.

ProjectNotify

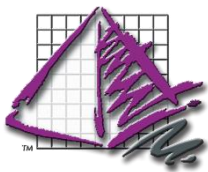
File Edit View Tools Help

Manufacturer Data Software

	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	

Update Data



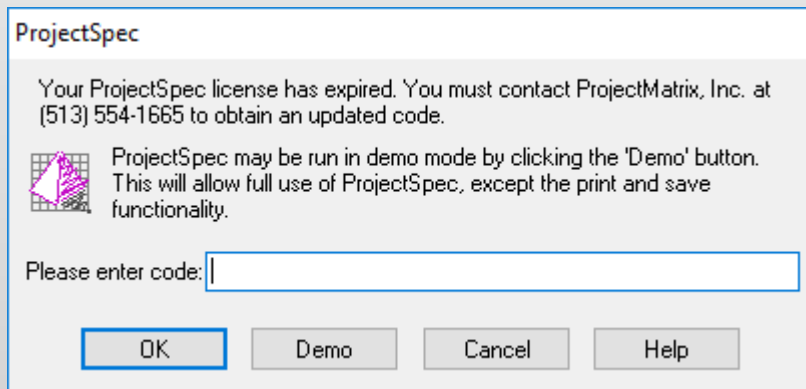


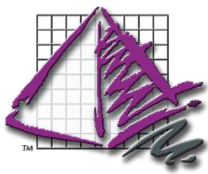
# ProjectSpec Installation

In order to install ProjectSpec you will want to follow the same process of downloading the install for ProjectSpec from either the software downloads page on our website, or through the software tab of ProjectNotify.

Once you have installed ProjectSpec, you can start the program by clicking the icon on the desktop, or going to your Windows Start menu and then selecting ProjectSpec.

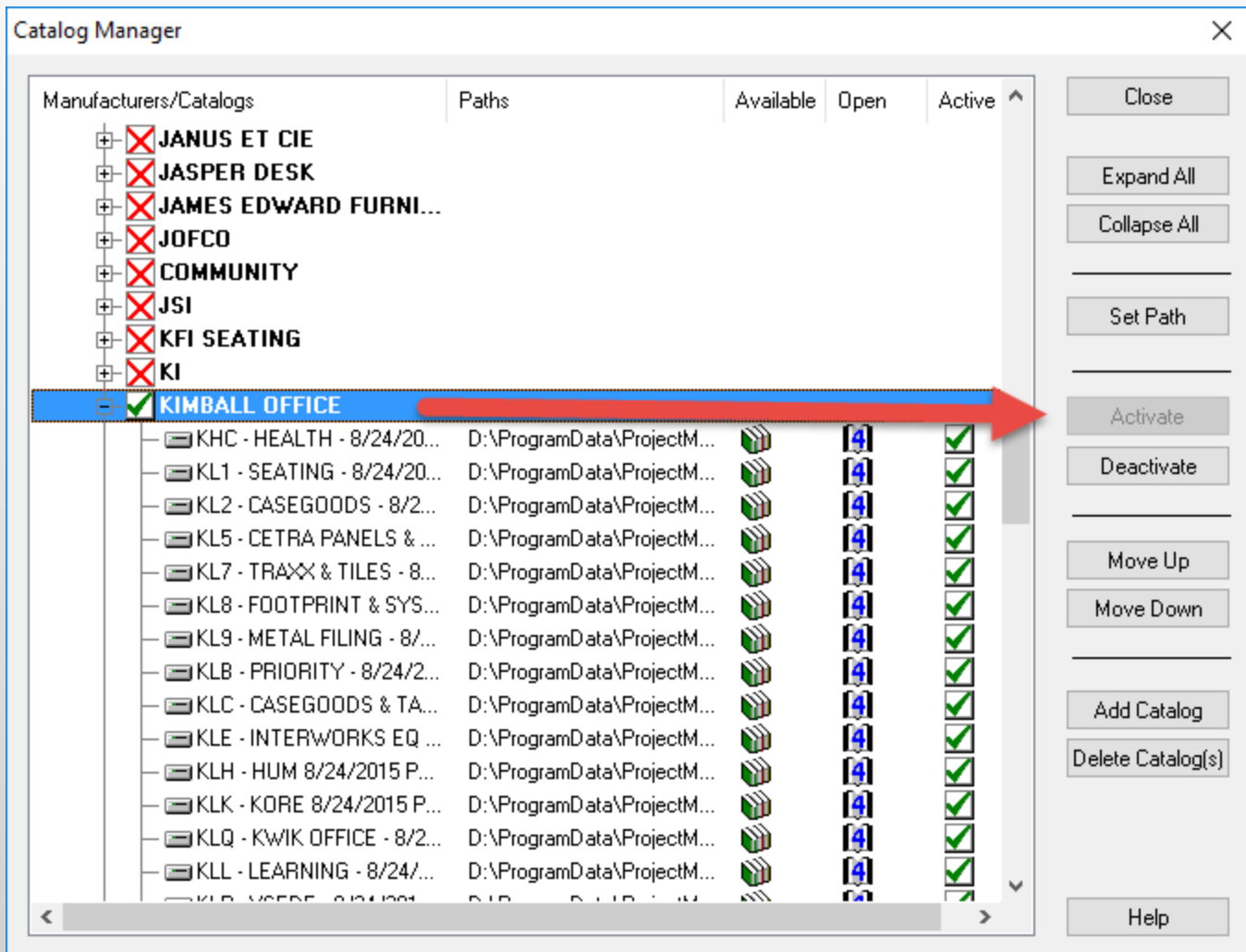
You will need to input your license code by typing it in or copy/paste from a supplied email or document.





# ProjectSpec Installation

After opening ProjectSpec, you will need to go to the Tools pulldown menu. Select Catalog Manager. Double Click on the catalog you wish to Activate, and then select the Activate button on the right hand side.



NOTE: You will only see any of the manufacturers that you have installed through ProjectNotify.