

# ProjectTools™

By ProjectMatrix



Walk-through guide for Teknion Panels  
*-using the Leverage Panel Builder*

# Before You Begin

## Prerequisites...

A licensed version of ProjectSpec (4.6.0) or newer and/or ProjectSymbols for AutoCAD installed on your PC.

The latest Teknion Toolpak (version 3.0) or newer.

## Important Update

Teknion has changed the procedure for Panel Orders. The new format is explained below. Please be aware to make sure you are on the newest version of the software otherwise these options will not be available.

### 1. Flattened

- As of September 1<sup>st</sup>, 2012 all panel orders must use this format.
- Panel orders using Matrix after 9/1/2012 will be returned.
- These must be “exploded” in ProjectSpec for order.

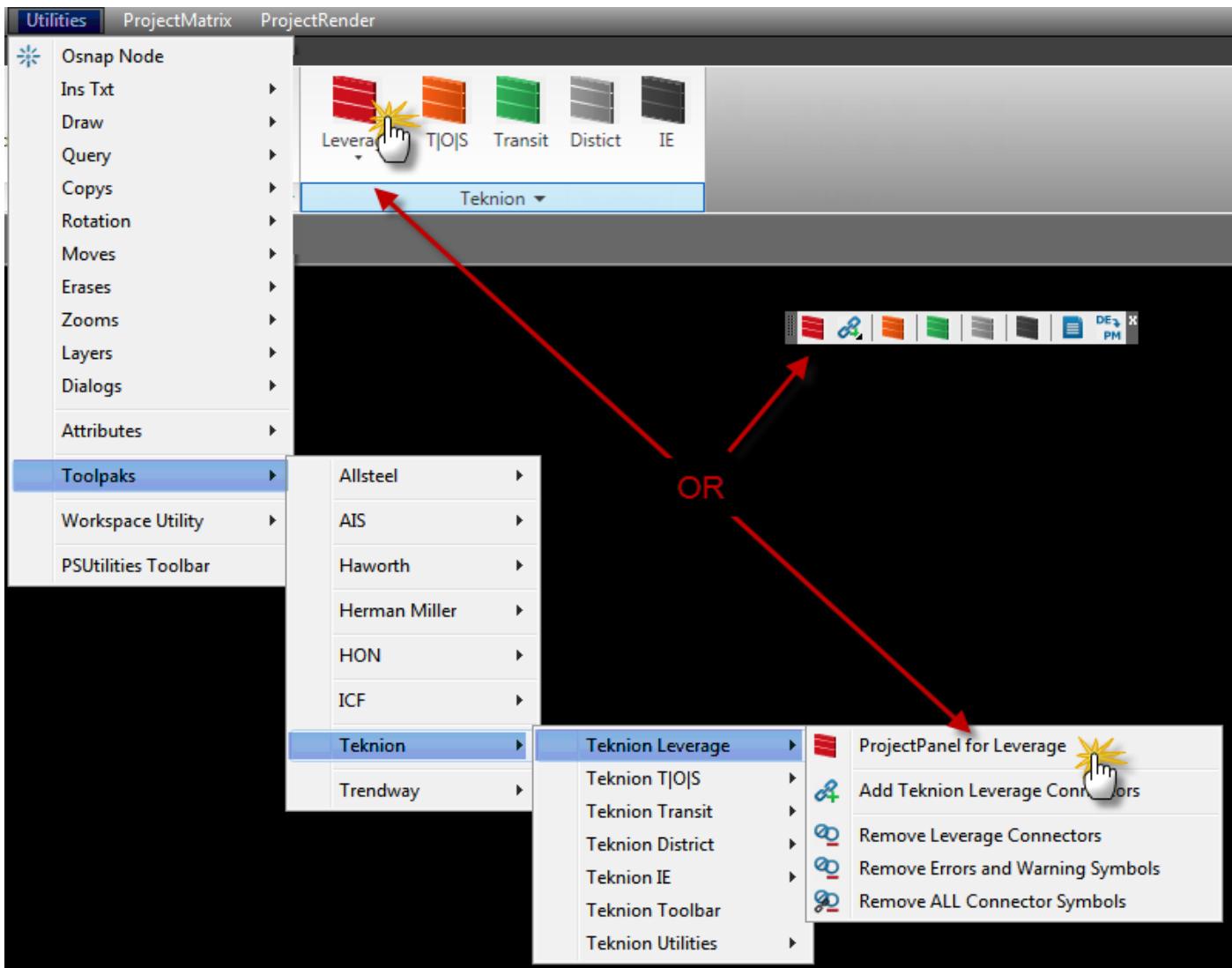
### 2. Panel Matrix

- Former Teknion Order Entry style.
- Orders accepted up to August 31<sup>st</sup>, 2012
- These show up in ProjectSpec as panel frames with option codes reflecting the appropriate panel type.

# Panel Builder Basics

## Starting a Project

1. Open your drawing into AutoCAD.
2. Launch the Teknion Toolpak. In this example we will use ProjectPanel for Leverage as an example.

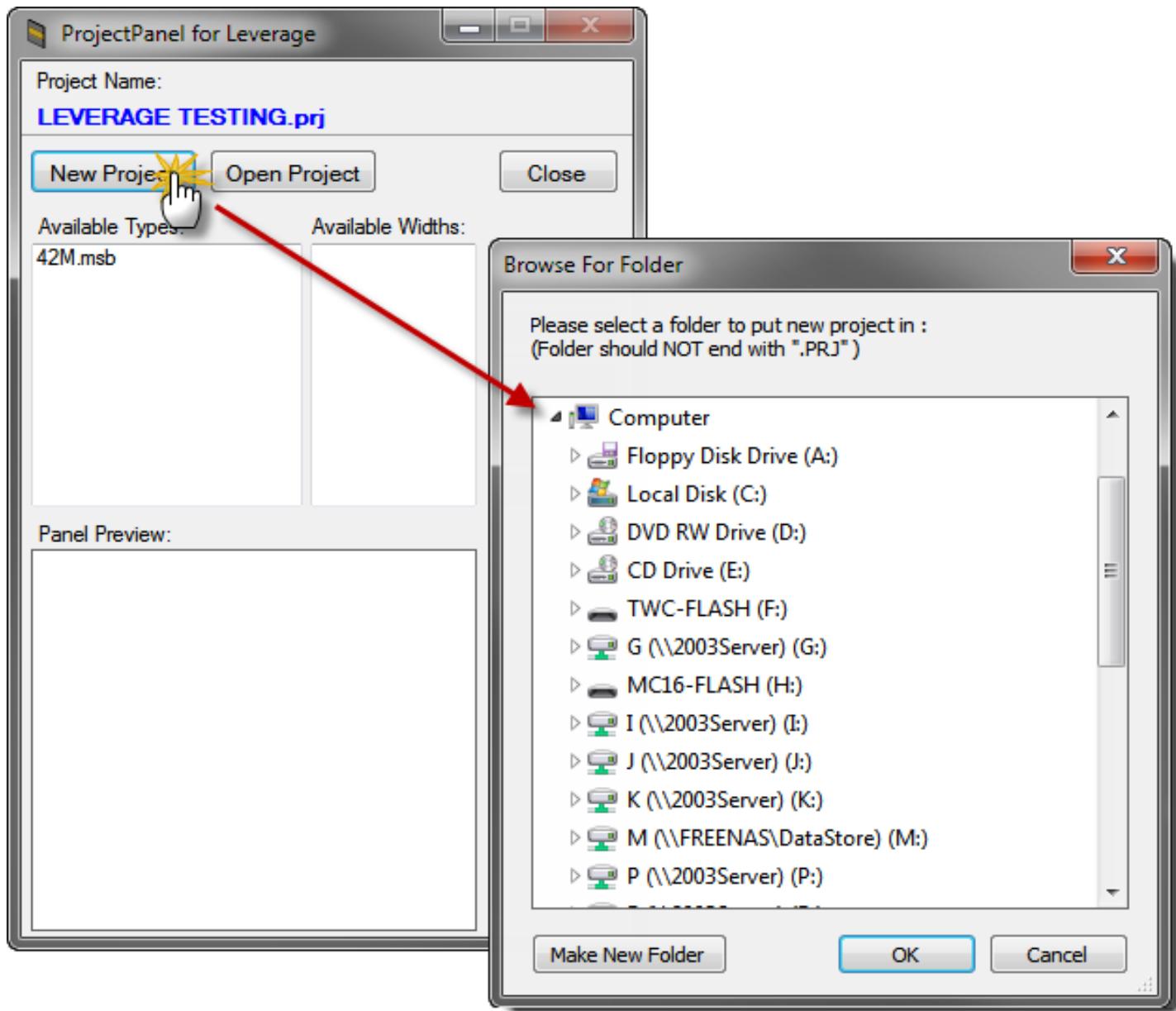


(AutoCAD 2010 shown)

# Panel Builder Basics

## Starting a Project(Continued)

3. Begin a “New Project”.
4. Save the project to the location of your choice.

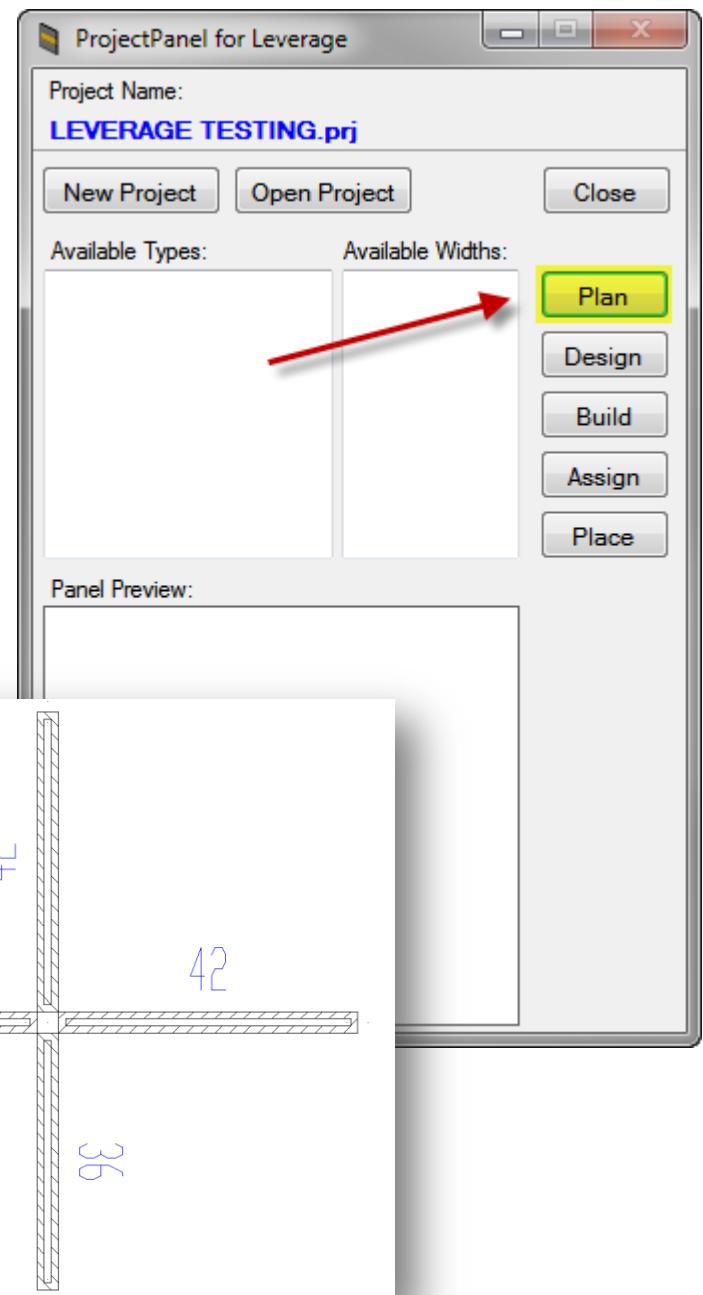


NOTE: To open an existing project, click “Open Project” and browse for the project folder which would end with a .prj extension.

# Panel Builder Basics

## Plan

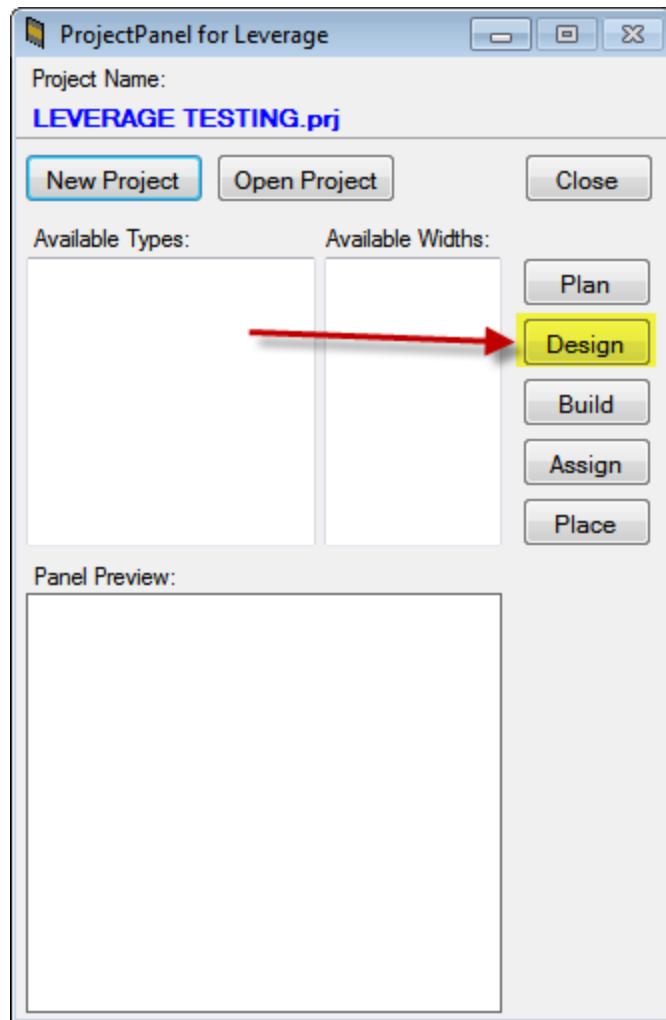
1. Click the “Plan” Button on the dialog.
2. This opens a dialog to place “generic” panel widths for this system.
3. These can be used for space planning without needing the knowledge of what height, style, or type for that location.
4. These plan symbols can later be “Assigned” as a panel type once they have been created in the Design screen.



# Panel Builder Basics

## Design

1. Click the “Design” Button on the dialog.



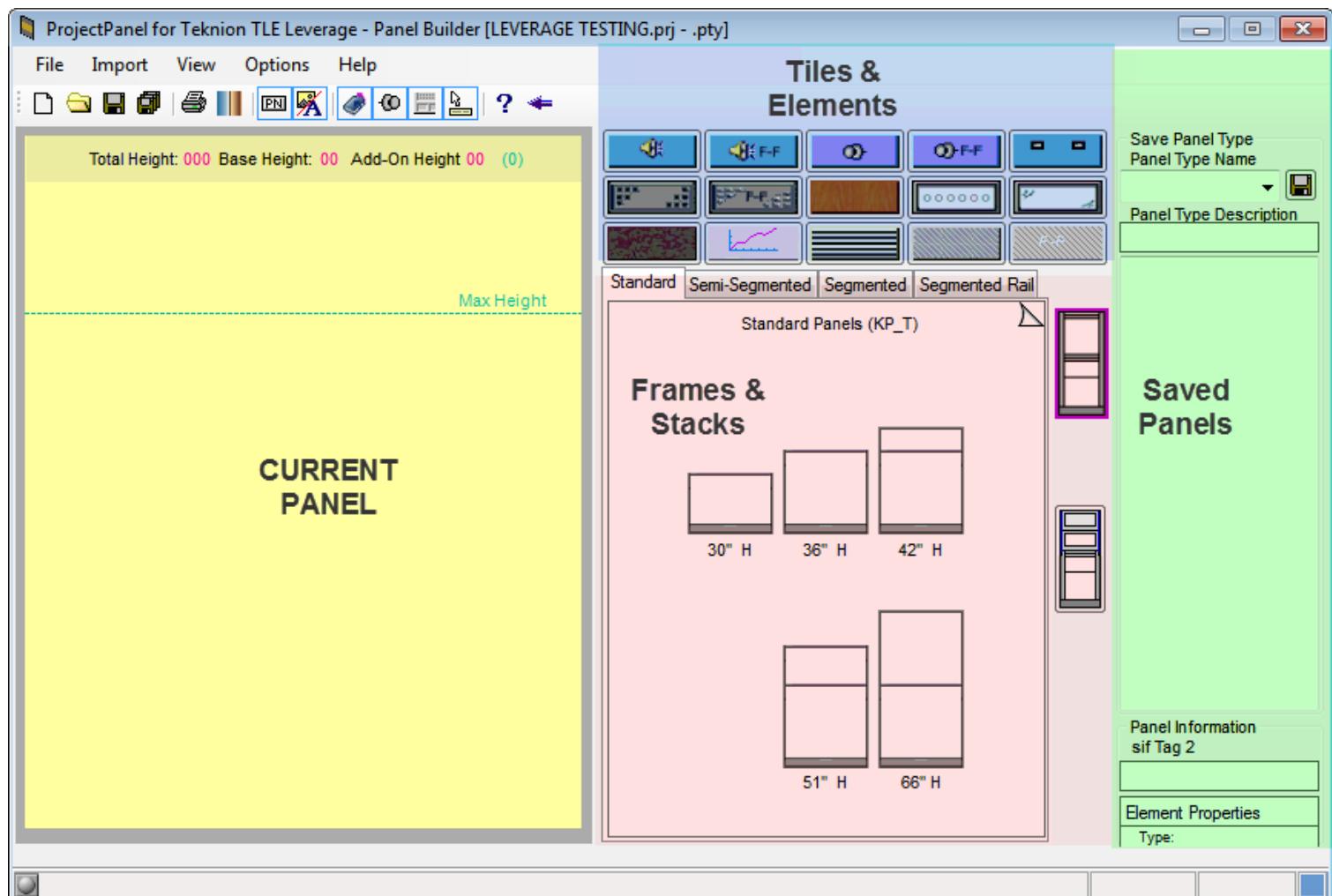
# Panel Builder Basics

## Design (*Continued*)

2. This opens the Design dialog

The Design is broken out into basically 5 Sections. For this example we have highlighted the sections for easy reference:

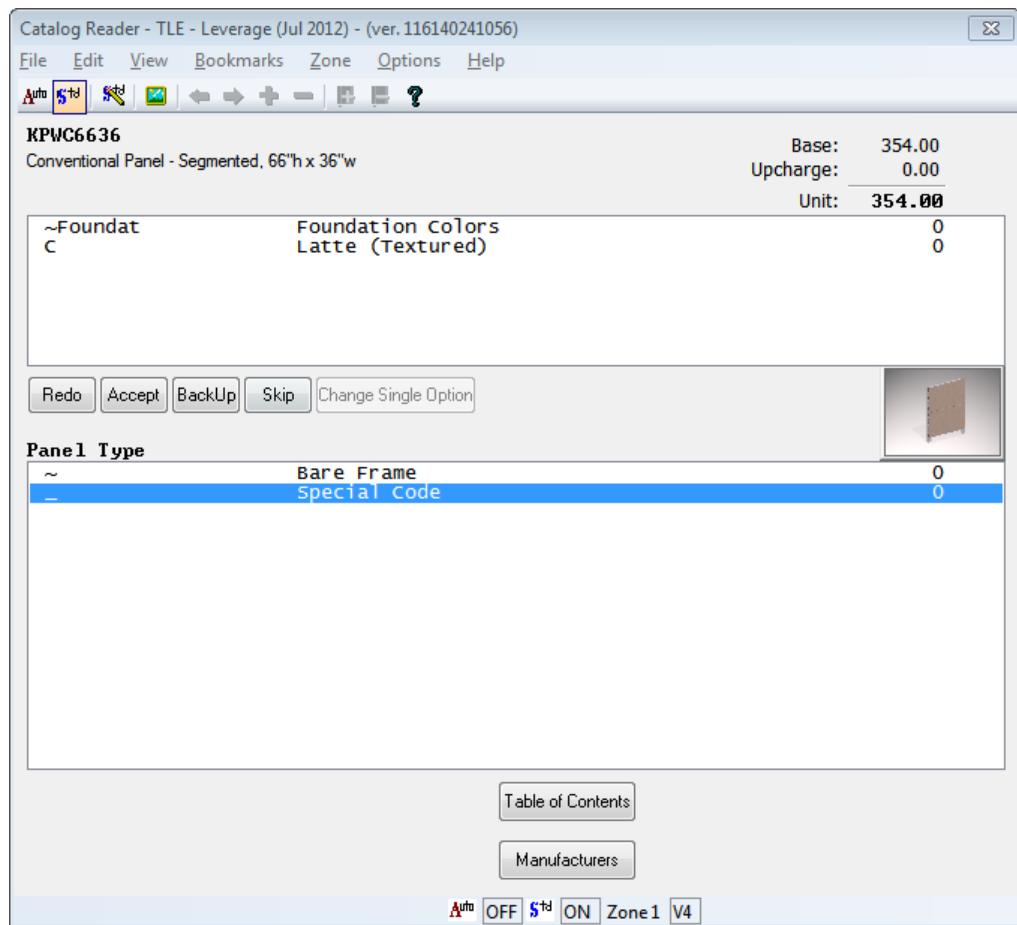
- Toolbar
- Design screen for current panel (yellow)
- Frames & Stacks (pink)
- Tiles & Elements (blue)
- Saved panels (green)



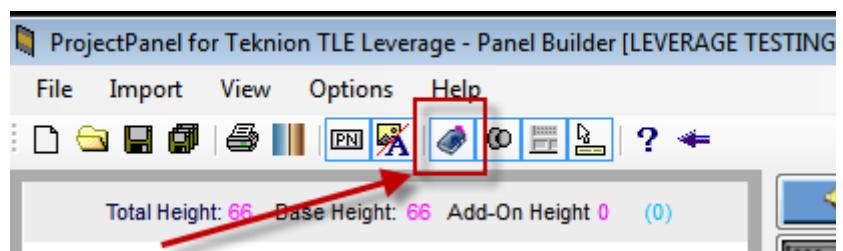
# Panel Builder Basics

## Design (Continued)

5. Once the selections have been chosen, the catalog viewer will pop up and ask the user to select the finishes for the top trim and panel frame.
6. If selecting the options at this point you will want to select “~Bare Frame” when selecting the finishes for the panel frame. Not doing this will show “Incomplete” during the specification inside of ProjectSpec.



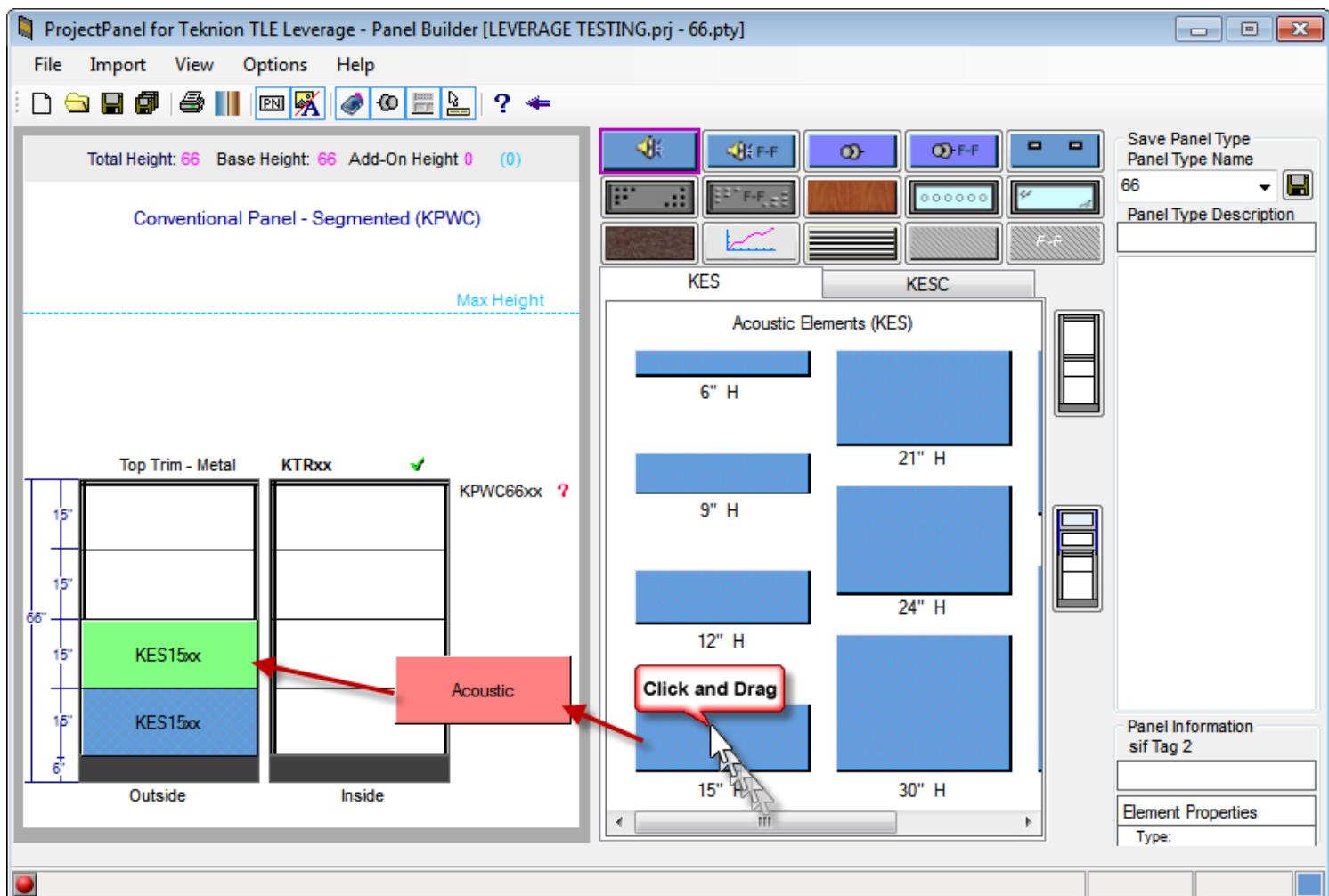
**NOTE:** If the catalog reader does not appear, please ensure the catalog reader button on the toolbar is toggled “ON”.



# Panel Builder Basics

## Design (Continued)

7. To add tiles or elements to the frame, select one of the available buttons at the top.
8. Click and Drag a tile from the right window to the left to drop the tile into place.
9. The tile will be RED until you have moved it into an “allowed” position where it will turn GREEN and you then may release the mouse button.

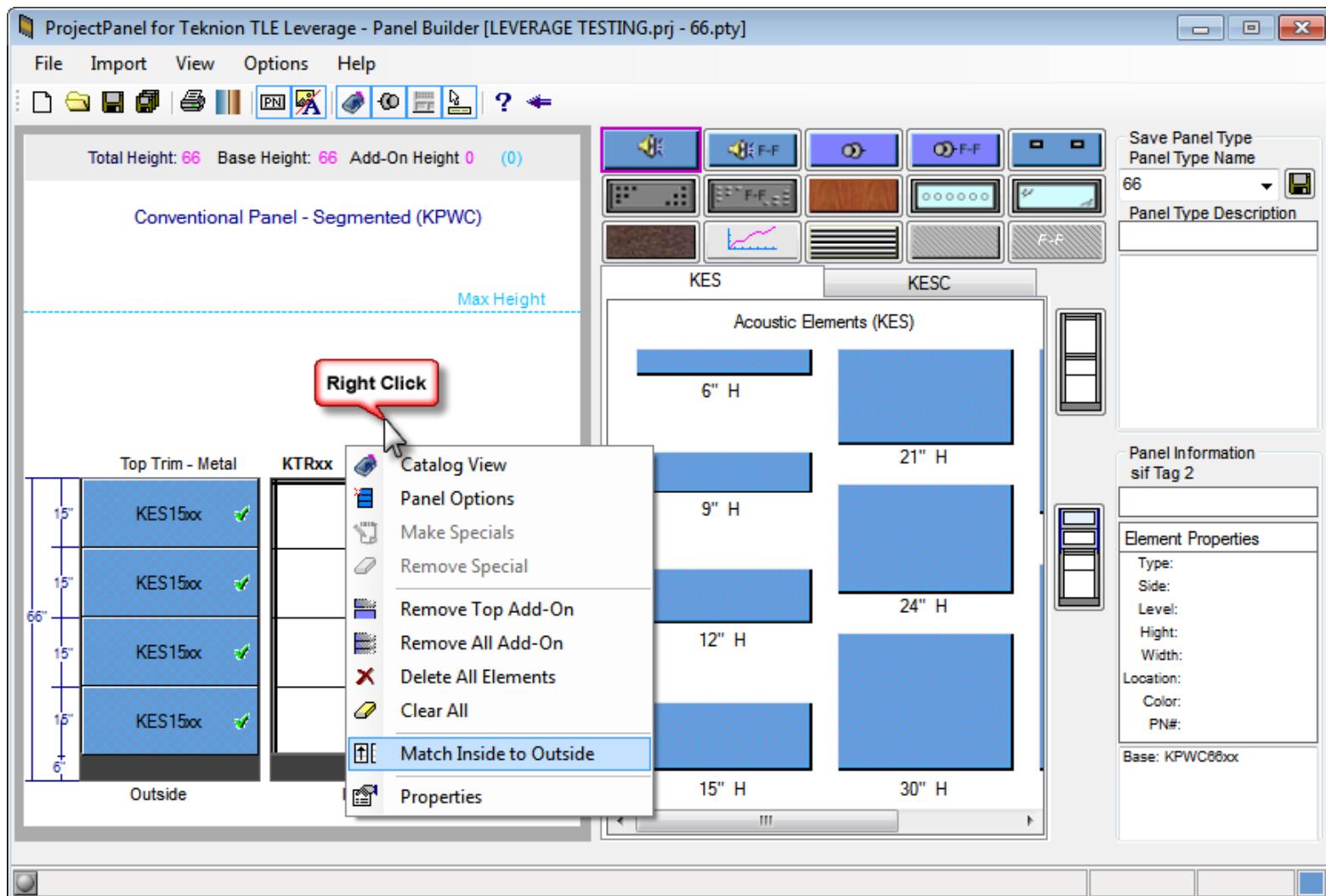


**NOTE:** As you release each element into place, the catalog viewer will appear and prompt the user to select the trims and finishes for each tile. After Sept 1<sup>st</sup>, 2012 finishes can be selected once the panel has been “Siffed” into ProjectSpec.

# Panel Builder Basics

## Design (Continued)

- After completing the OUTSIDE of the panel, you can right-click above the panel and choose to “Match Inside to Outside” to complete the INSIDE of the panel if they are the same.

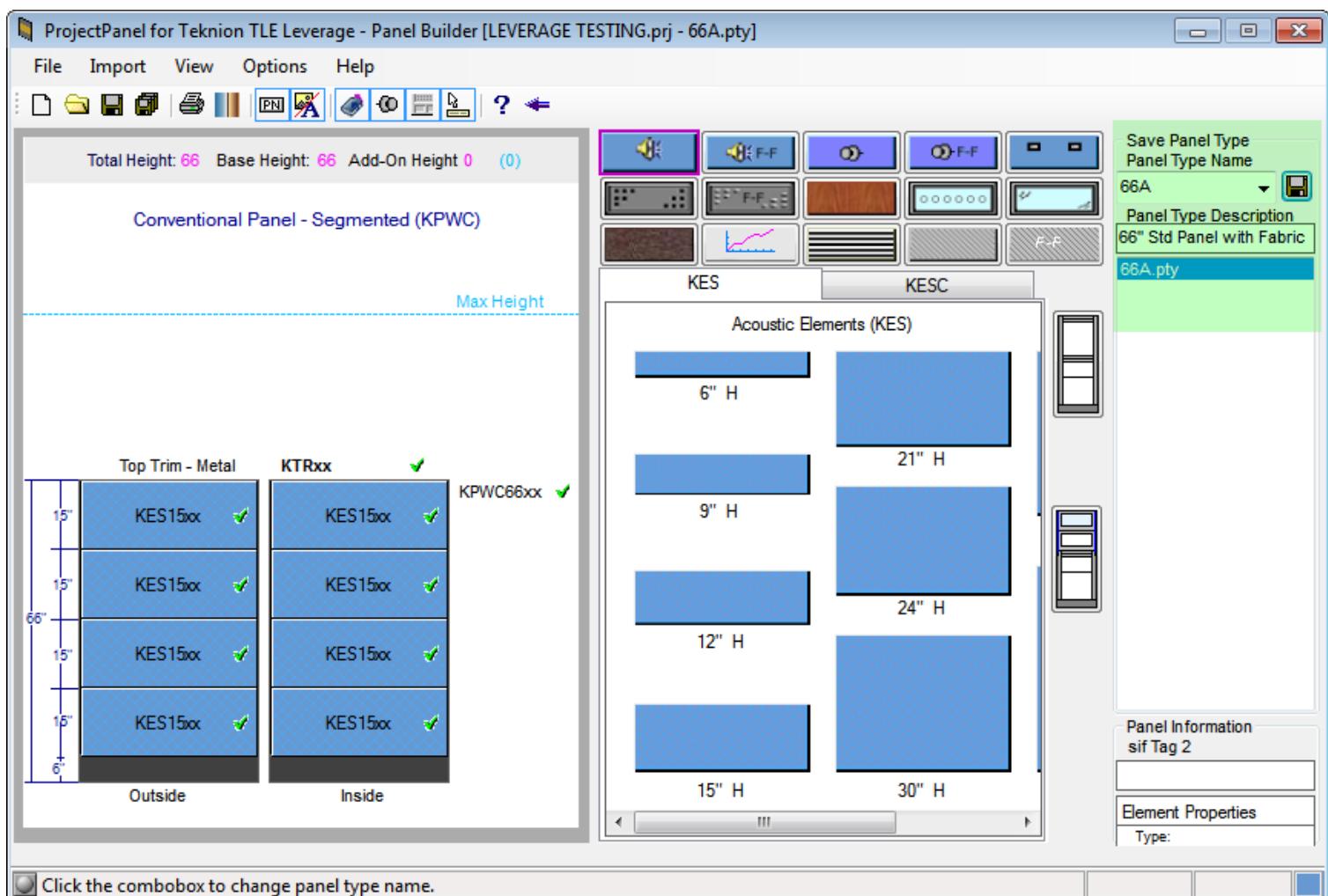


NOTE: To “Match Inside to Outside” you must work left to right.

# Panel Builder Basics

## Design (Continued)

- Once the panel has been designed, give the panel a name and description before saving. Teknion allows no more than 10 characters for the panel type and only allows alpha and numeric characters as well as a “-” and “\_”.

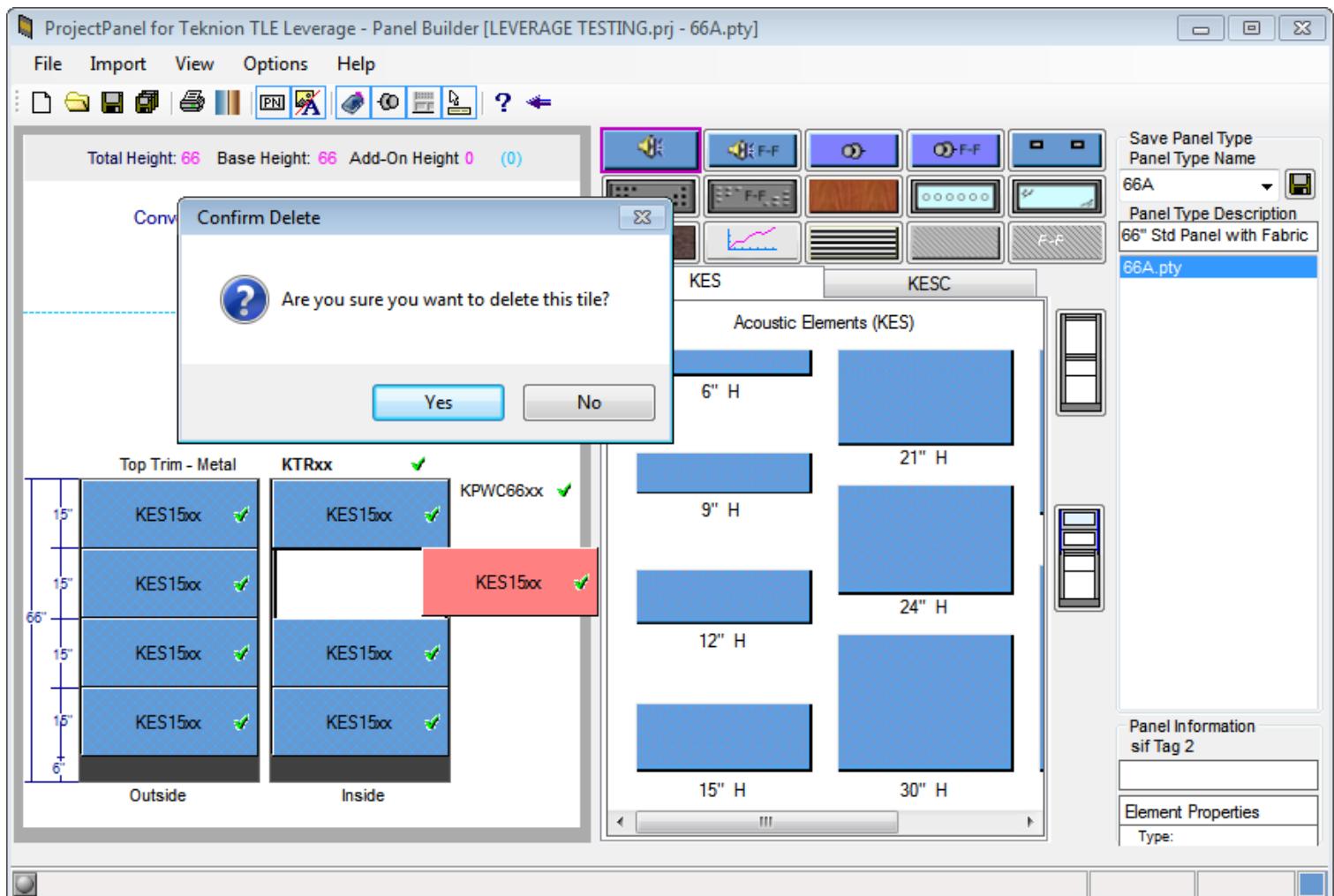


**NOTE:** The Green highlighting shows the save area.

# Panel Builder Basics

## Design (Continued)

- To create additional panel types similar to the first, you can remove tiles from the existing panel and replace with other elements.

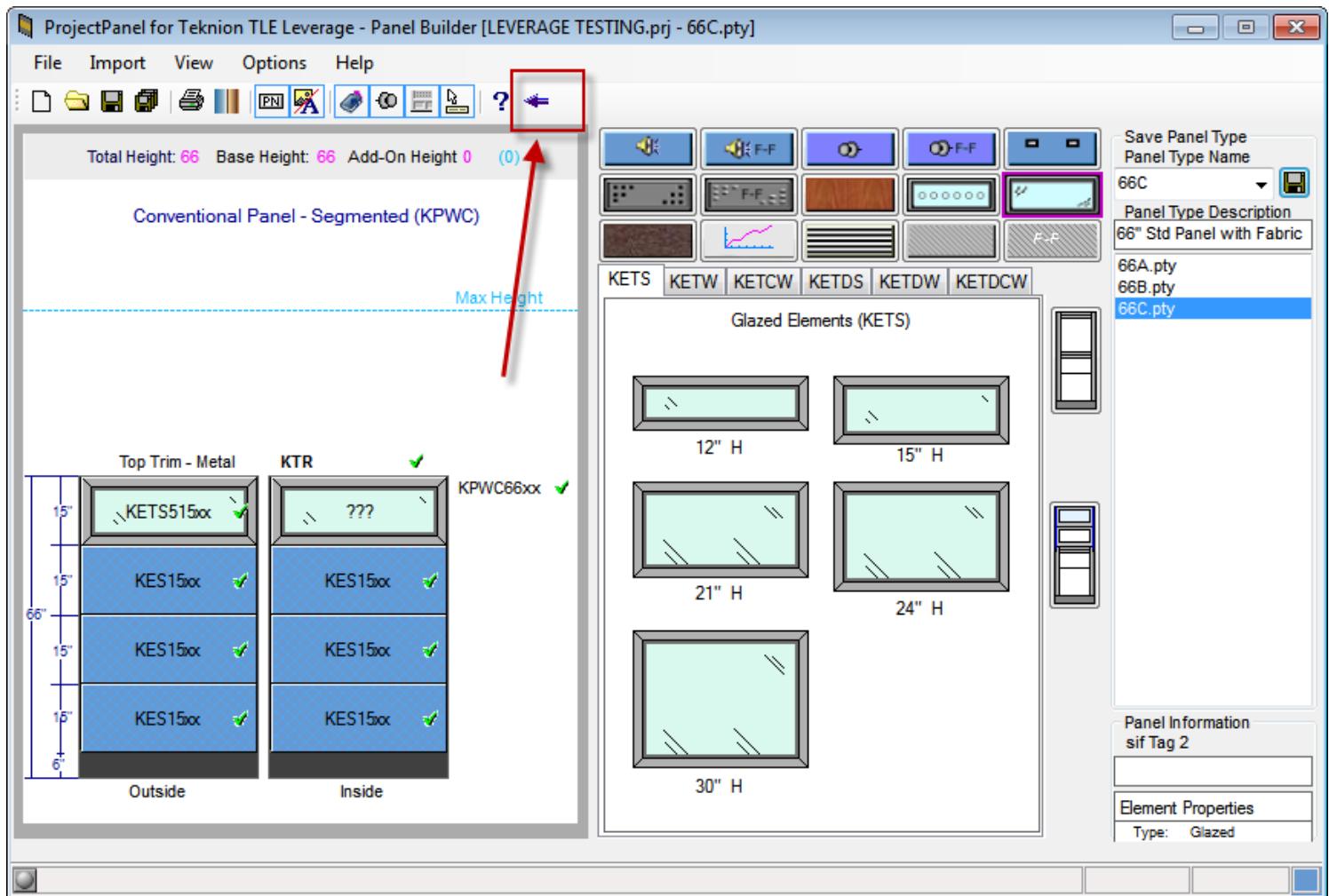


- Once the tiles have been switched out, just give the panel a new name and description before pressing the save button.

# Panel Builder Basics

## Design (Continued)

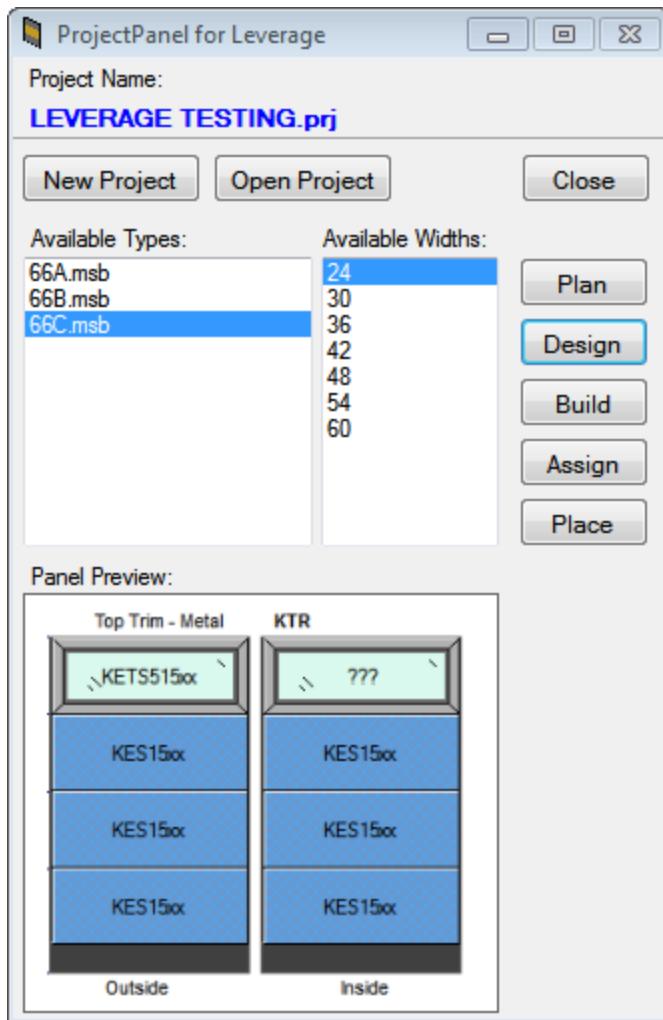
14. After completing your designs, press the BACK button or the red close button in the upper right to exit back to the previous panel screen.



# Panel Builder Basics

## Build

Once panels have been Designed and Saved, you will see the available types on the left and the corresponding available widths on the right.



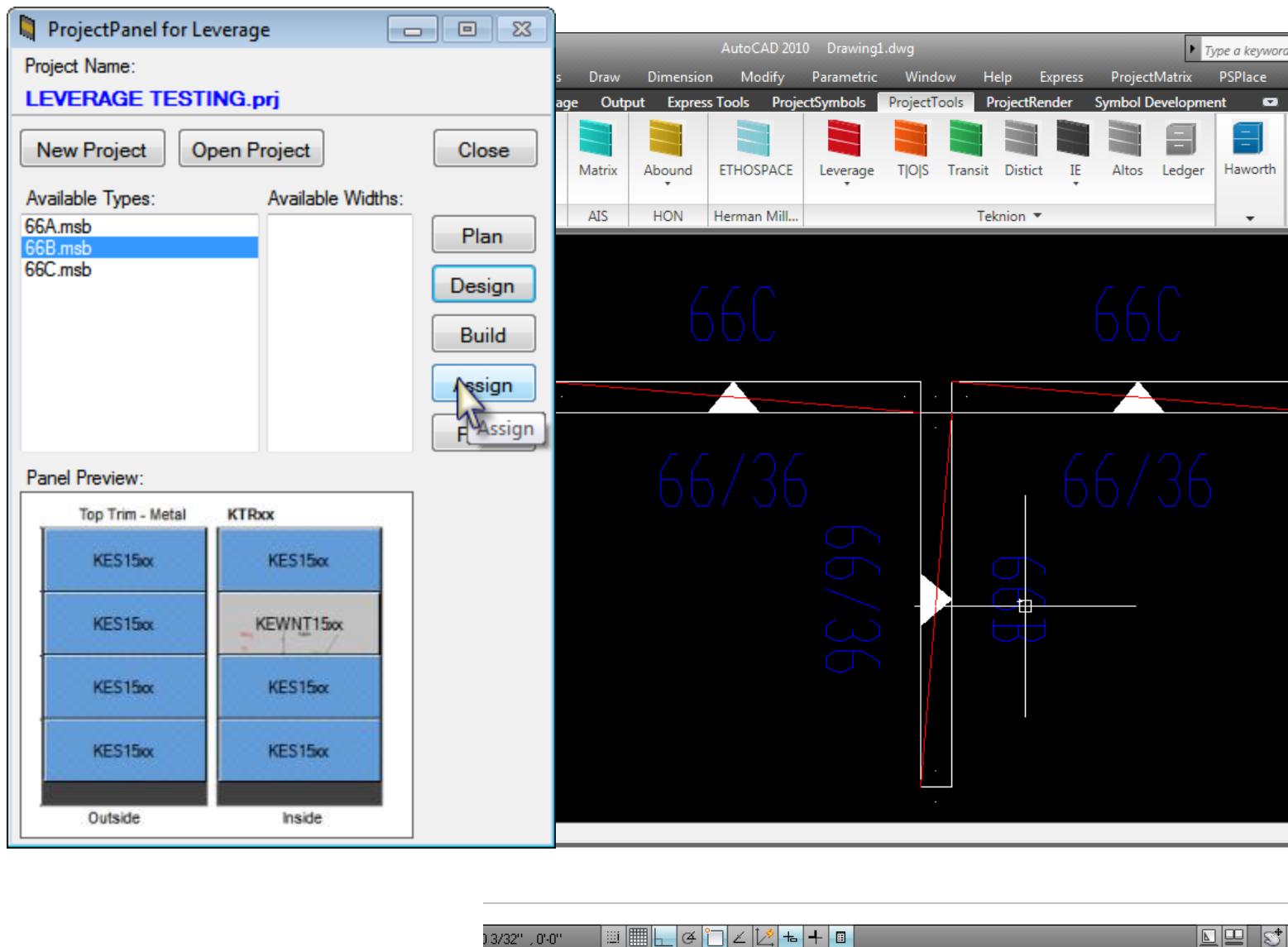
Select a panel type (or more by holding the CTRL key and selecting multiple types) and then press the BUILD button. This process will build all the 2D and 3D variations of the widths and heights.

# Panel Builder Basics

## Assign

Once a panel has been placed in the drawing (either with the PLAN or with PLACE), a panel type can be swapped or “Assigned” a new type.

1. Select the Type (*It is not necessary to pick the width. The width will be selected automatically by the size in the drawing.*)
2. Click ASSIGN
3. Select the panel(s) in the drawing to be reassigned with the new type.

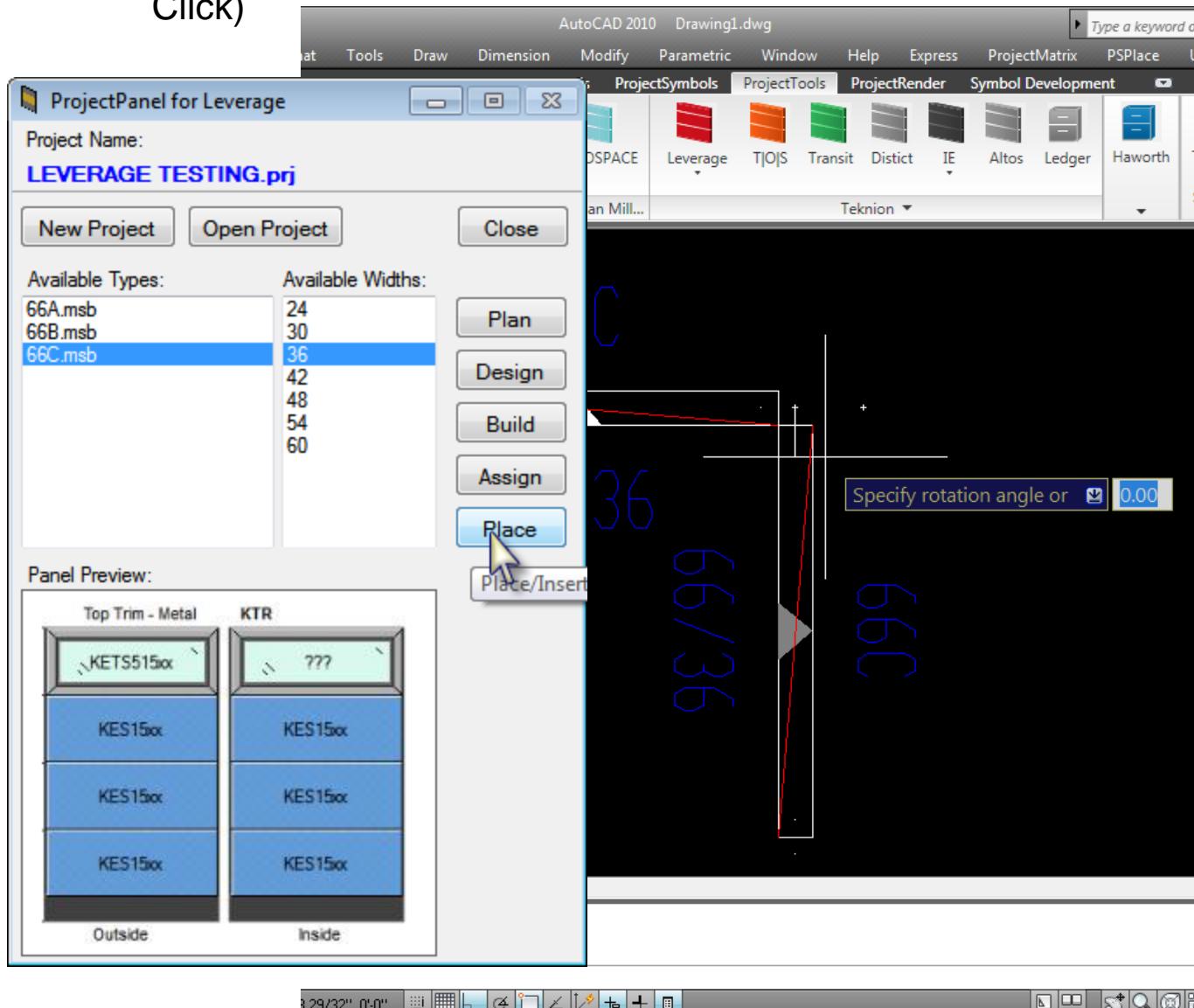


# Panel Builder Basics

## Place

Only after a panel has been designed and built, can it be placed in a drawing. To place a panel:

1. Select the Type
2. Select the Width
3. Click Place
4. Select the insertion point in the drawing
5. Specify the rotation
6. Continue placing that size/type until you press Escape (or Right-Click)

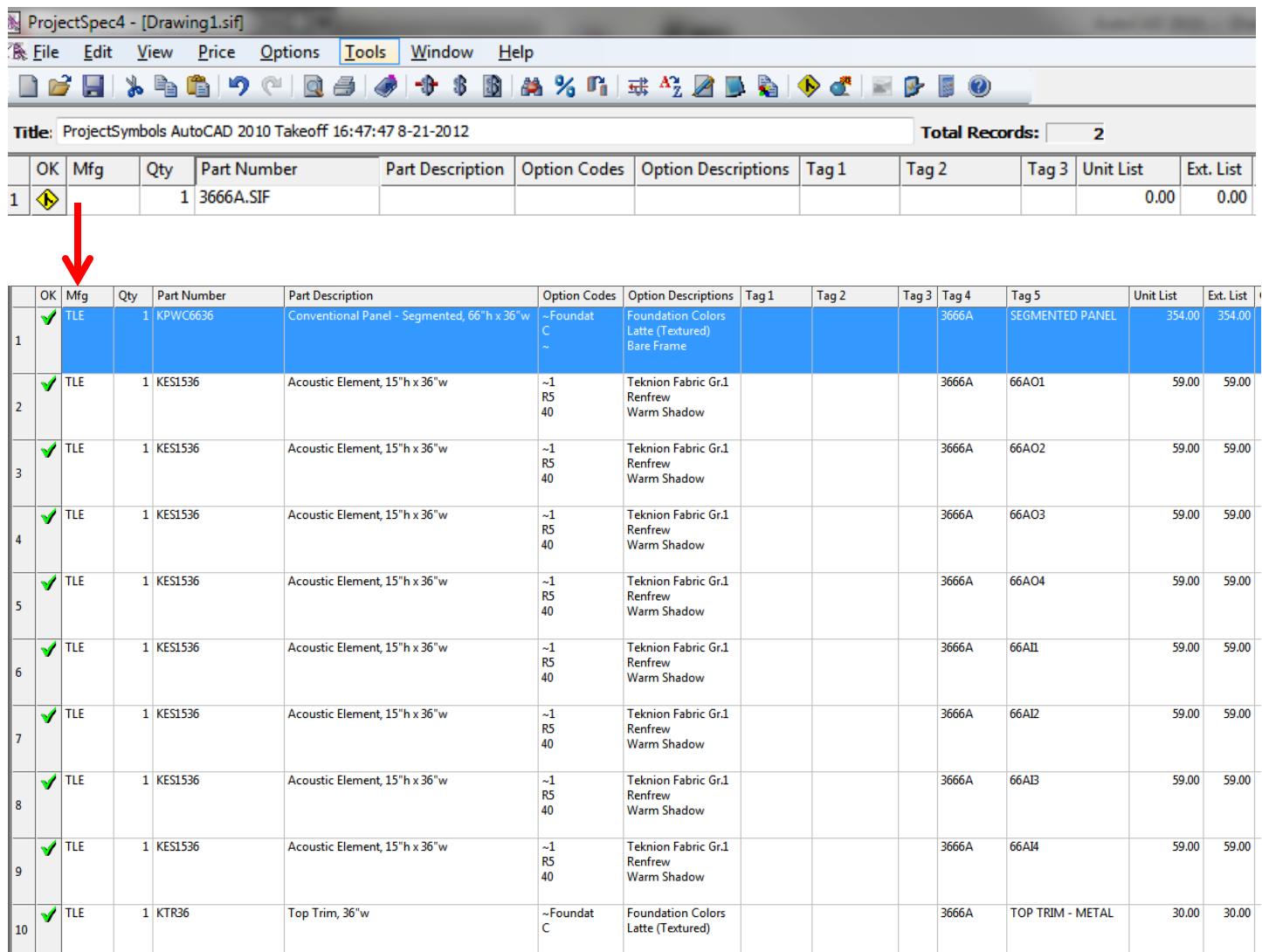


# Panel Builder Basics

## ProjectSpec

Once the drawing has been SIF'd out into ProjectSpec, you will notice the panels types showing as merged sifs.

1. Select a panel with the merged icon 
2. Press the Expand Merge icon 
3. The panel has now been expanded to individual parts and pieces and will reflect the tags chosen in the Design screen. (See Appendix)



The screenshot shows the ProjectSpec software interface. At the top, there's a menu bar with File, Edit, View, Price, Options, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main area has a title bar "ProjectSpec4 - [Drawing1.sif]" and a status bar showing "Total Records: 2". The main table has columns for OK, Mfg, Qty, Part Number, Part Description, Option Codes, Option Descriptions, Tag 1, Tag 2, Tag 3, Unit List, and Ext. List. A red arrow points from the merged panel in the main table down to the expanded view below.

**Main Table Data:**

	OK	Mfg	Qty	Part Number	Part Description	Option Codes	Option Descriptions	Tag 1	Tag 2	Tag 3	Unit List	Ext. List
1		TLE	1	3666A.SIF							0.00	0.00

**Detailed View Data (Expanded Panel Components):**

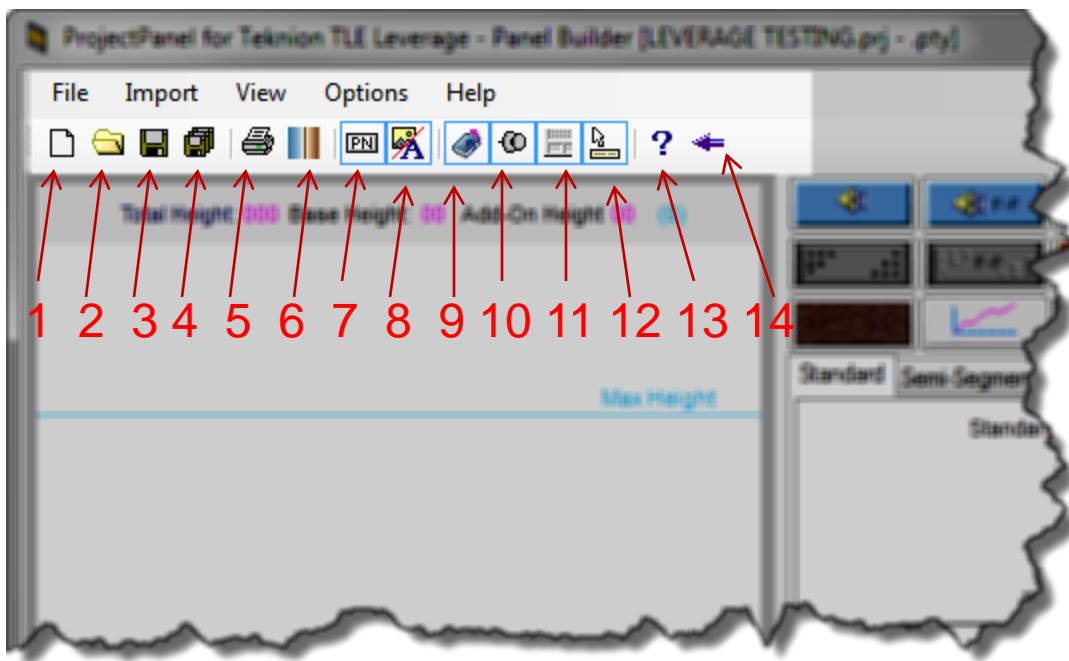
	OK	Mfg	Qty	Part Number	Part Description	Option Codes	Option Descriptions	Tag 1	Tag 2	Tag 3	Tag 4	Tag 5	Unit List	Ext. List
1	<input checked="" type="checkbox"/>	TLE	1	KPWC6636	Conventional Panel - Segmented, 66" h x 36" w	~Foundat C ~	Foundation Colors Latte (Textured) Bare Frame			3666A	SEGMENTED PANEL		354.00	354.00
2	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AO1		59.00	59.00
3	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AO2		59.00	59.00
4	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AO3		59.00	59.00
5	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AO4		59.00	59.00
6	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AI1		59.00	59.00
7	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AI2		59.00	59.00
8	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AB		59.00	59.00
9	<input checked="" type="checkbox"/>	TLE	1	KES1536	Acoustic Element, 15" h x 36" w	~1 R5 40	Teknion Fabric Gr.1 Renfrew Warm Shadow			3666A	66AI4		59.00	59.00
10	<input checked="" type="checkbox"/>	TLE	1	KTR36	Top Trim, 36" w	~Foundat C	Foundation Colors Latte (Textured)			3666A	TOP TRIM - METAL		30.00	30.00

# Panel Builder Basics

## Appendix

The Appendix will discuss all the menu items inside of the “DESIGN” screen.

Toolbar:



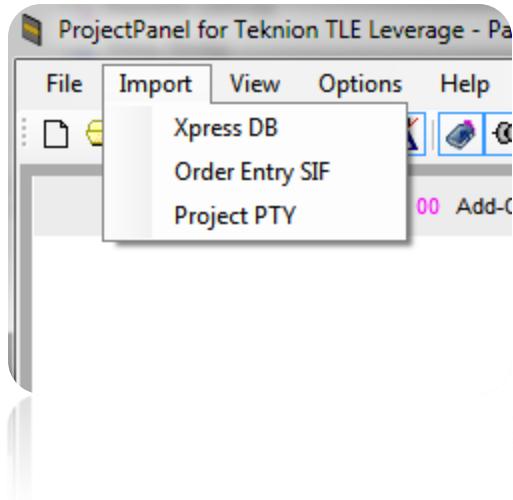
1. New Panel Type
2. Open Panel Type
3. Save
4. Save As
5. Print
6. Print Preview
7. Toggle Part Number/Description
8. Toggle Image/Shade Mode
9. CatalogReader ON/OFF
10. Stay on Top
11. Show Status Bar
12. Show Tool Tips
13. About
14. Exit

# Panel Builder Basics

## Appendix

The Appendix will discuss all the menu items inside of the “DESIGN” screen.

Import Menu:



1. Xpress DB
  - Used to import DesignExpress (DataOne) panel types.
  - Import the xpress.mdb file from the DesignExpress project.
2. Order Entry SIF
  - Used to import CAP panel types.
  - Import a Teknion SIF exported from CAP
3. Project PTY
  - Used to import other ProjectMatrix panel types
  - Import .pty files from other projects.

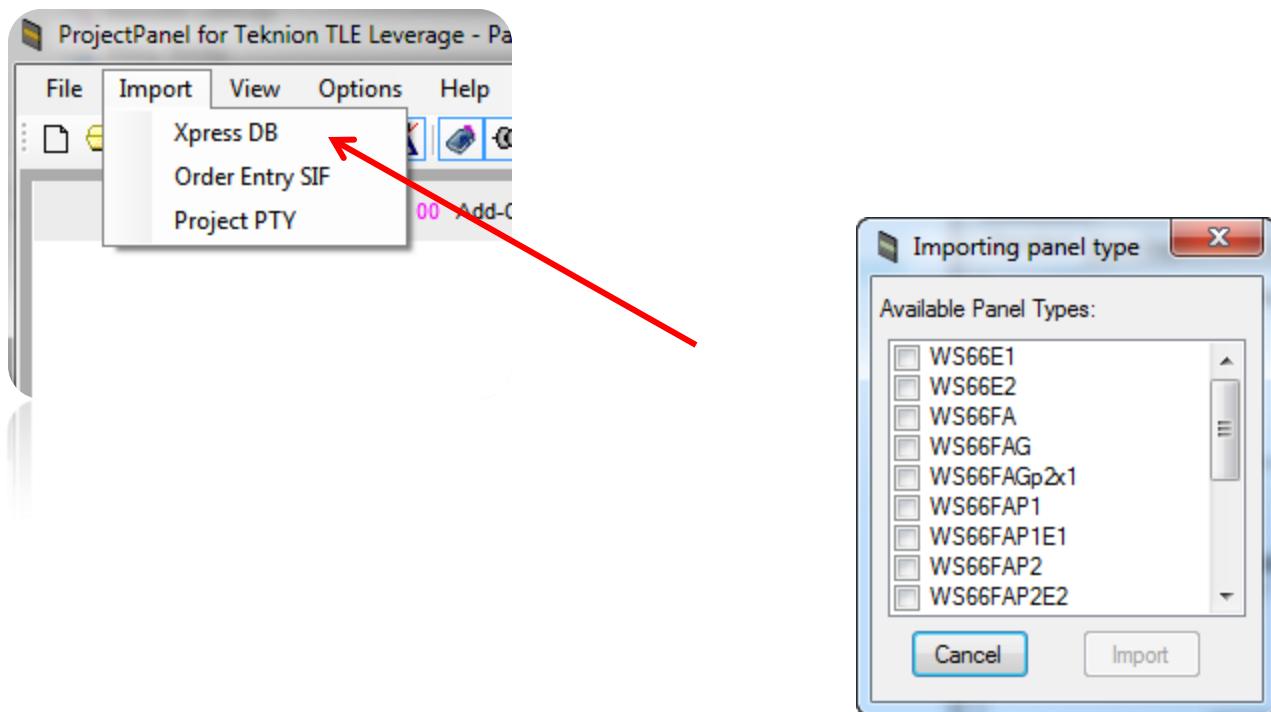
# Panel Builder Basics

## Appendix

### Importing Panel from Design Express

To begin the import from an existing Design Express Project, start by creating or opening a ProjectPanel for Teknion project. Navigate to the design Screen by pressing the “Design” button.

1. Select Import form the Design’s screen pull down menu.
2. Then select “Xpress DB”.
3. Browse to the existing Design Express Project that contains the panels you wish to import.
4. Select the file named “Xpress.mdb” from within the project folder.
5. In the “Importing Panel type” dialog please select the panel types that you want to import into your project.
6. The panel types should be seen being built in your project now. When complete you can edit or build using these panel as if created in ProjectPanel for Teknion.



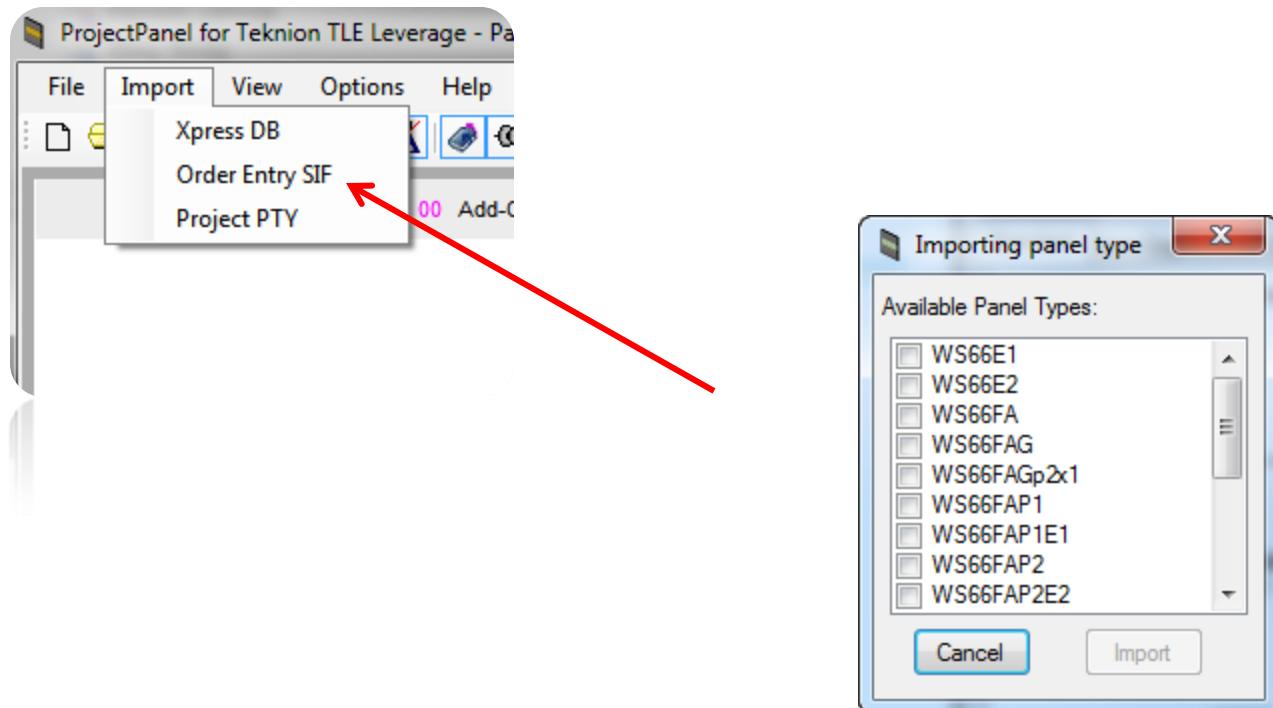
# Panel Builder Basics

## Appendix

### Importing Panel from Teknion Order Enter SIF with Panel Matrix

To begin the import from an existing Teknion Order SIF, start by creating or opening a ProjectPanel for Teknion project. Navigate to the design Screen by pressing the “Design” button.

1. Select Import form the Design’s screen pull down menu.
2. Then select “Order Entry SIF”.
3. Browse to the existing SIF file that contains the panels you wish to import.
4. Select the SIF file.
5. In the “Importing Panel type” dialog please select the panel types that you want to import into your project.
6. The panel types should be seen being built in your project now. When complete you can edit or build using these panel as if created in ProjectPanel for Teknion.



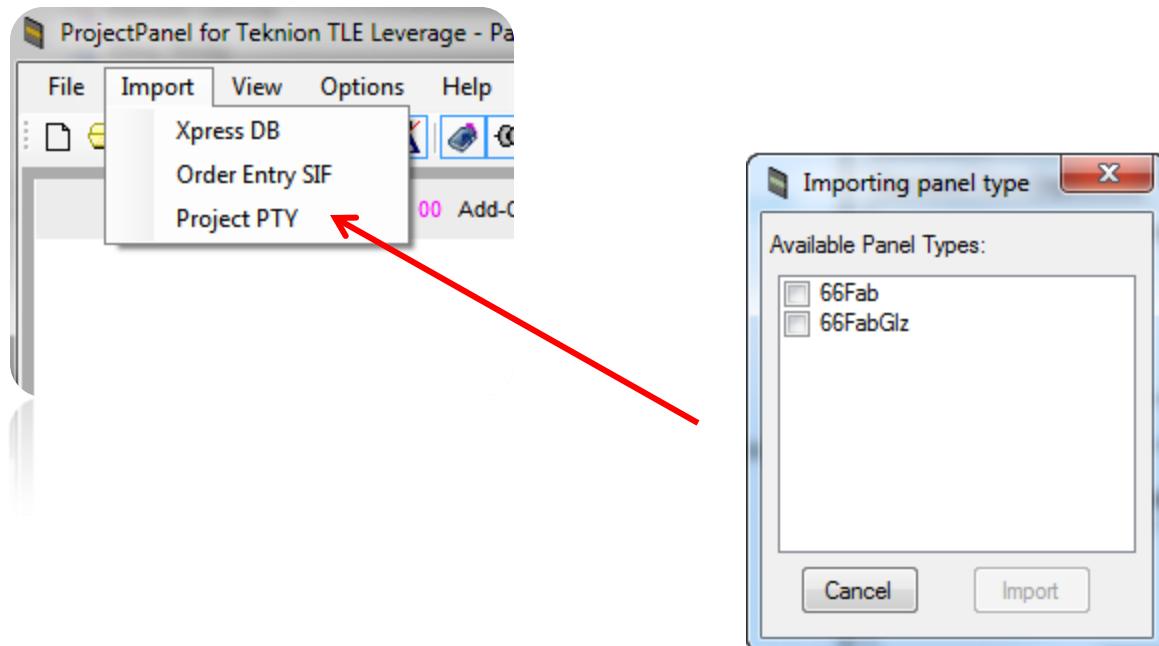
# Panel Builder Basics

## Appendix

### Importing Panel from existing ProjectPanel for Teknion project.

Import an existing ProjectPanel project, start by creating or opening a ProjectPanel for Teknion project. Navigate to the design Screen by pressing the “Design” button.

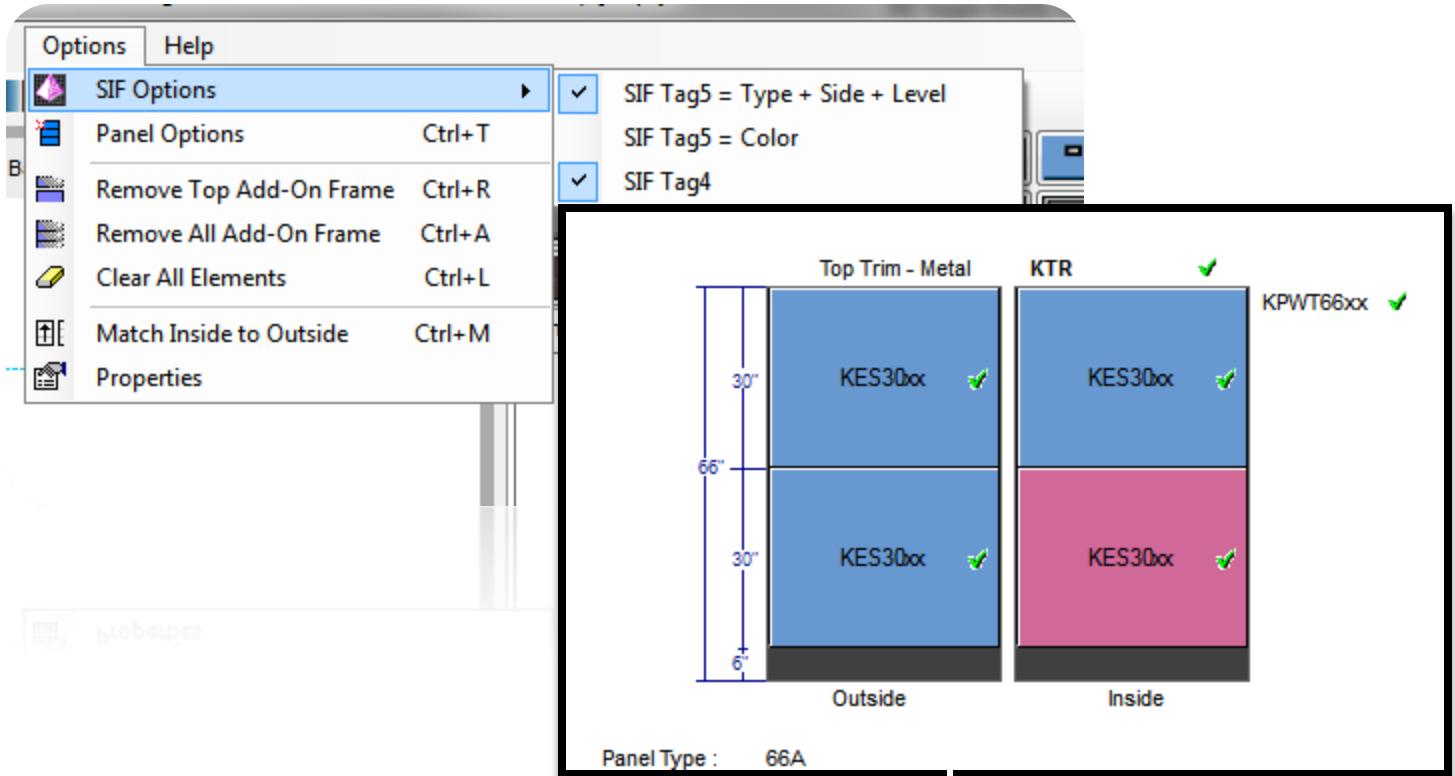
1. Select Import form the Design’s screen pull down menu.
2. Then select “Project PTY”.
3. Browse to the existing ProjectPanel for Teknion project contains the panels you wish to import.
4. Select the Folder named with the ending in “PRJ”.
5. In the “Importing Panel type” dialog please select the panel types that you want to import into your project.
6. The panel types should be seen being built in your project now. When complete you can edit or build using these panel as if created in ProjectPanel for Teknion.



# Panel Builder Basics

## Appendix

### Options Menu:



### SIF Options

#### 1. SIF Tag 4

- Places the panel type in Tag 4 for each component.
- Example from above (Tag 4= 66A)

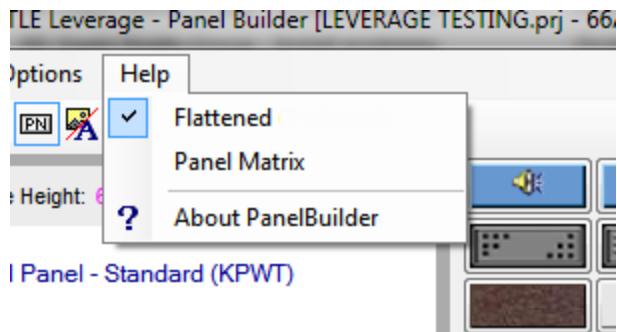
#### 2. SIF Tag 5

- Type+Side+Level
  - Example from above (Tag 5= 66AO1)
  - Equals Type 66A / OUTSIDE/ LEVEL 1
- Color
  - Example from above (FB1)
  - Equals Fabric style FB1 vs. Inside which would show FB4

# Panel Builder Basics

## Appendix

### Help Menu:



### Help Options:

#### 1. Flattened

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- Orders accepted up to August 31<sup>st</sup>, 2012
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