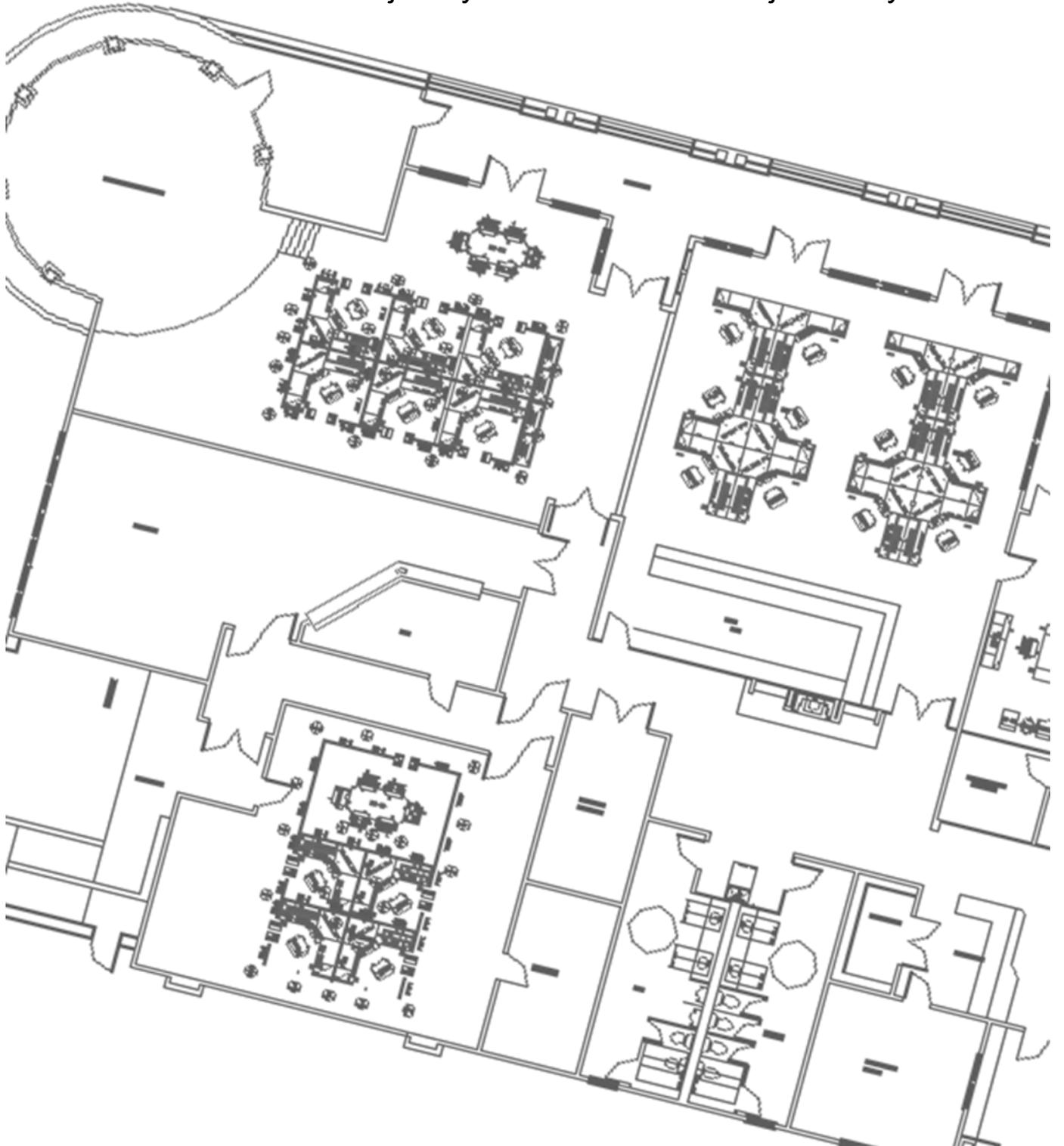


# ProjectMatrix™

## Getting Started with

ProjectSymbols for CET & ProjectNotify



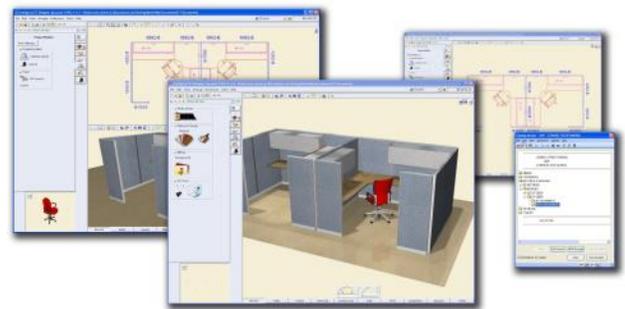
# Getting Started

## ProjectSymbols™ for CET Designer

**ProjectSymbols** for CET Designer gives you the ability to insert blocks from the ProjectMatrix CAD library directly into CET Designer. This gives you access to data from more than 150 manufacturers that are currently supported and available for download.

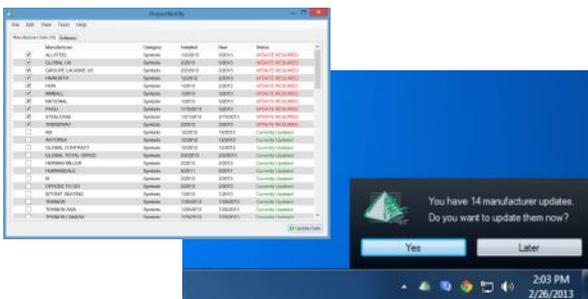
This tool gives designers and sales people a competitive advantage allowing them access to a huge library of supplemental data to produce amazing 3D renderings. The tool provides detailed product listings to use for quotes, design layouts, and sales documents.

ProjectSymbols for CET Designer follows the industry standard SIF file structure and makes it a seamless process to pass files between other specification tools and order entry systems. In addition, the extension allows you to import and export AutoCAD drawings and converts drawings built in ProjectSymbols, Cap Studio, and Design Express all of which work with CET Designer.



## ProjectNotify™

**ProjectNotify** is a free data management tool that allows furniture dealers to choose what data they want to receive. This program automatically downloads and maintains the most recent data from the manufacturer. In the past, a dealer would update their catalog and symbol data once a month via the monthly ProjectMatrix DVD. Now that same user can download and install ProjectNotify and never have to worry about updating again. ProjectNotify will inform you when a manufacturer updates its price catalogs or architectural 2D and 3D symbols and will automatically download and install the updates.



# How to Install

## ProjectSymbols™ for CET Designer

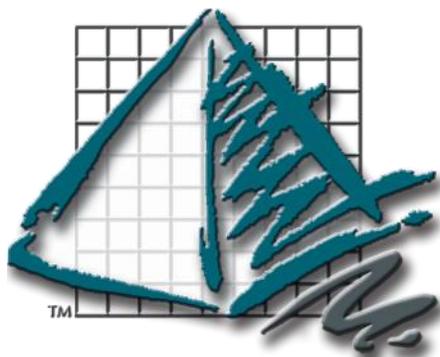
First, you'll need to install CET Designer if you have not done so already. The Install for CET Designer can be found within the Configura Marketplace.

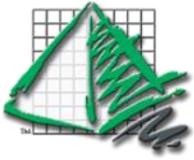
ProjectSymbols for CET Designer is added or installed as an extension. The extension is purchased from the Configura Marketplace and will be licensed to your user log-in for Configura. It is possible that the extension has been already added to your account by your licensed buyer for Configura.

Once installed and running, the extension will update as needed when you are inside of CET Designer. (Please note unlike other extensions in CET Designer this is **NOT** updating the manufacture content.) The prices and graphic are not updated from inside of CET Designer. This import step is done using ProjectNotify.

## ProjectNotify™

ProjectNotify will need to be download and installed outside of CET Designer. The latest version can be found on ProjectMatrix's software download page. ProjectNotify has many advanced features that allow administrators to set up a SERVER to better control the updated data within large office environments.





# ProjectNotify Installation

## Installing ProjectNotify

The ProjectNotify download will be located under the Downloads -> Software Page on ProjectMatrix.com.

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

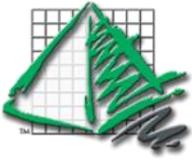


Once you click Download Now, either Click Run in order to immediately run the ProjectNotify install, or click Save in order to Save the ProjectNotify install to a specified location to run at a later time.

**Please note: ProjectNotify is REQUIRED to be installed by the same user that will be using the product.**

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.

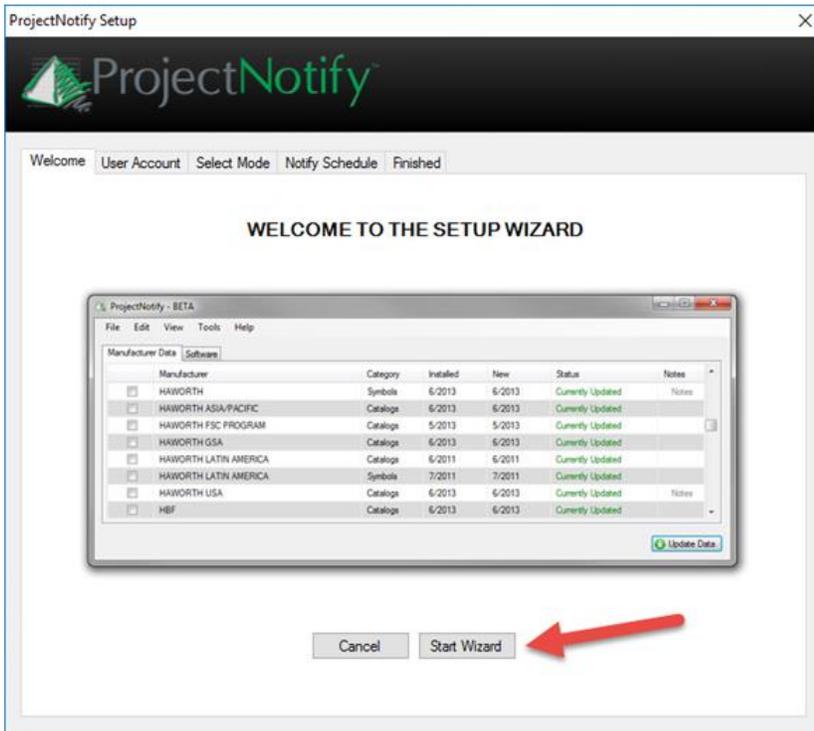
Once the install is complete you can run ProjectNotify by going to your windows Start Menu. You will find it listed under the ProjectMatrix folder.



# ProjectNotify Setup

## Setup Wizard for ProjectNotify (Standard Mode)

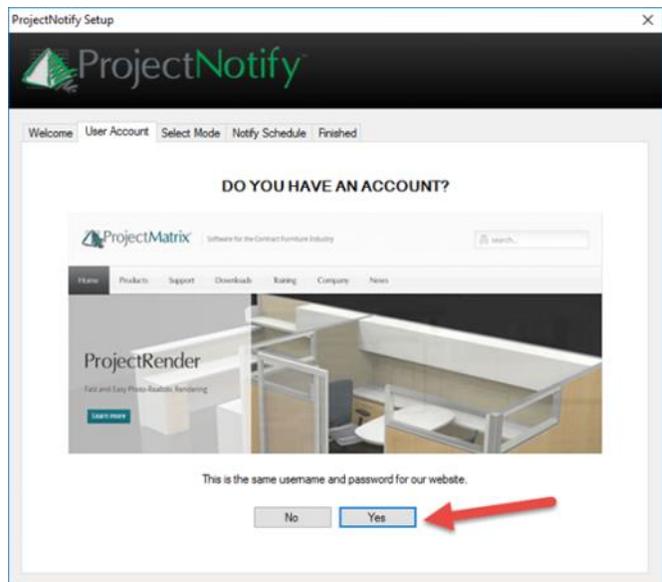
The First time ProjectNotify is ran you will be prompted to run the “Start Wizard”

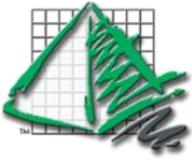


Click “Start Wizard” to begin.

The First step in the Setup Wizard is assigning the User Login and Password you will be using to access the ProjectMatrix downloads. This is a free login you may have created on ProjectMatrix.com.

Click the “Yes” button to input your login and password info. If you need to create a login Press the “No” button and you will be taken to ProjectMatrix.com to setup an account for free.





# ProjectNotify Setup

ProjectNotify can be setup for multiple environments. Standard User Mode is the simplest mode and works best if you are a stand alone user. For this guide we will continue to setup a stand alone user in Standard User Mode. The other options available are Client Mode or Server Mode and are more complex methods that allow your IT staff to control internet traffic and updates at a corporate level.

The screenshot shows the 'ProjectNotify Setup' window with the 'SELECT A PROGRAM MODE' screen. The window title is 'ProjectNotify Setup' and it has a close button (X) in the top right corner. The ProjectNotify logo is displayed at the top left. Below the logo, there are five tabs: 'Welcome', 'User Account', 'Select Mode', 'Notify Schedule', and 'Finished'. The 'Select Mode' tab is active. The main content area is titled 'SELECT A PROGRAM MODE' and contains five radio button options:

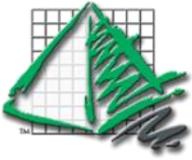
- STANDARD USER MODE (DEFAULT)**  
This mode will download catalog/symbol updates from our internet server and install locally on your PC.
- CLIENT MODE**  
This mode will copy catalog/symbol updates from a PC using server mode and install locally to your PC.
- SERVER MODE**  
This mode will download 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 of the screen, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a blue border.

Select "Standard User Mode (Default)" and select the next button to continue the setup Wizard.

For more detailed information on setting up an advanced method please contact our support desk for complete instructions.

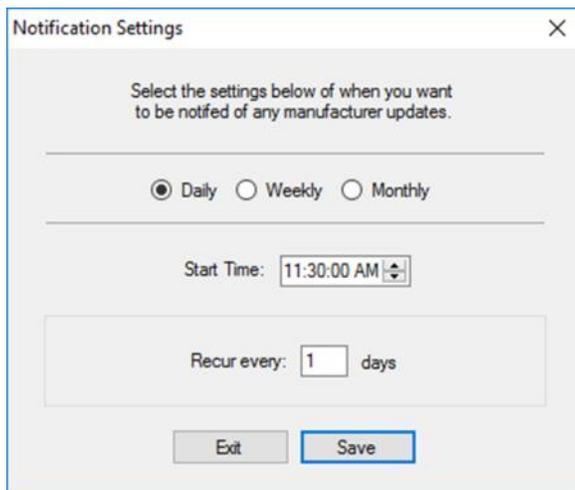
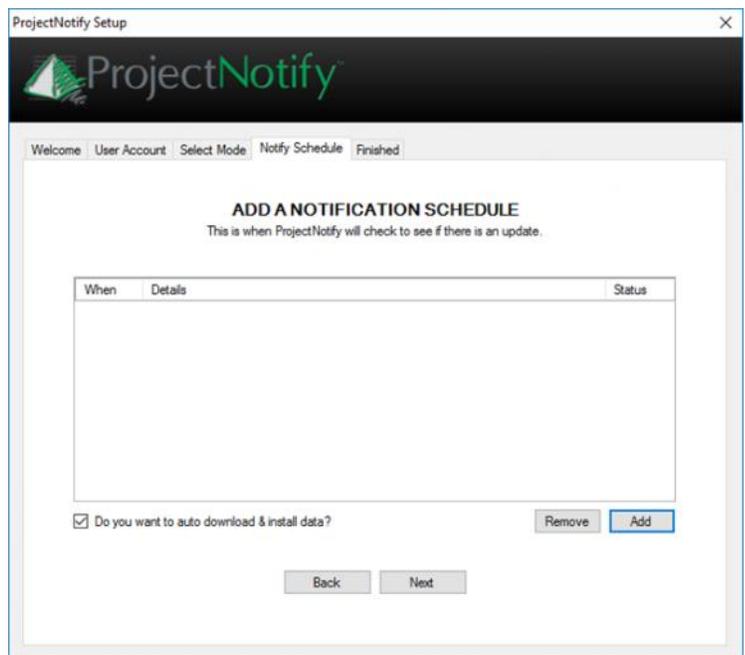
(513) 554-1665 or [support@projectmatrix.com](mailto:support@projectmatrix.com)



# ProjectNotify Setup

Here we have the option to setup when ProjectNotify will check for updates. It is up to you how often you wish this to happen. ProjectMatrix updates the manufacture data when they are provided and ready to distributed. So its possible for catalogs to be updated at any time. We recommend checking Daily but please note your computer must be logged in and on for the updated to happen.

To add the Notification we need to hit the “Add” button near the bottom of the screen.



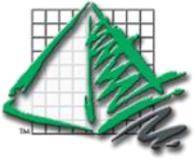
Select a time that your computer will be logged in and on.

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

Press the “Save” button to set the notification schedule.

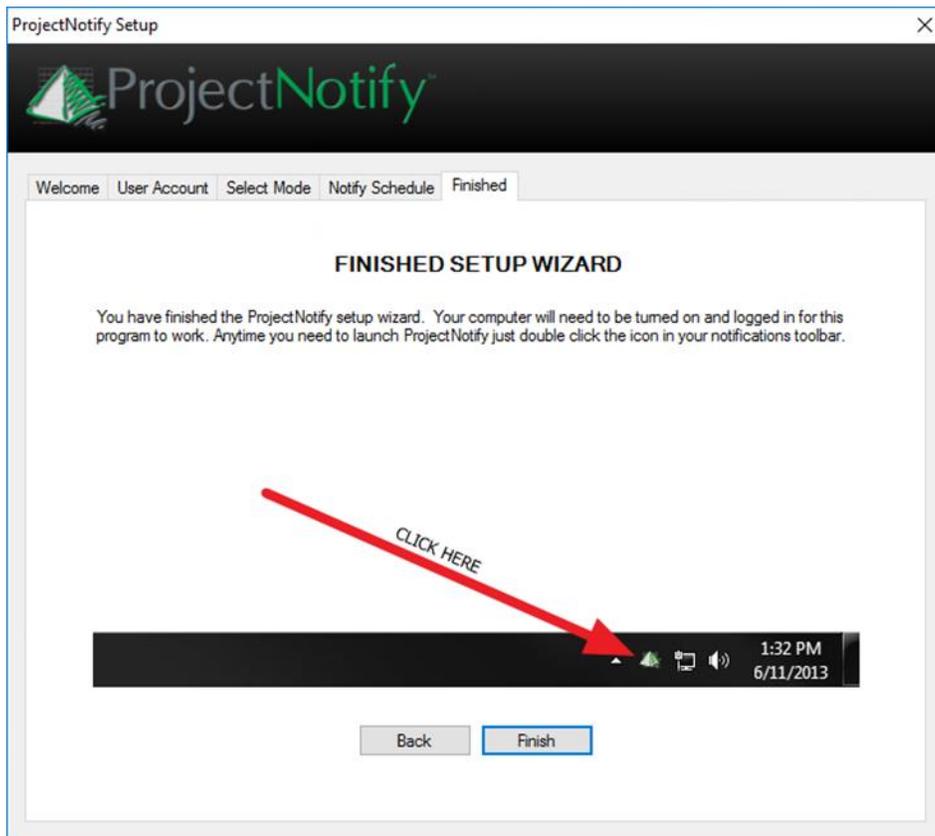
When the notification is scheduled you should be able to review or edit from the above box.

Please make a note of the check box at “Do you want to auto download & Install Data” If this box is checked (Default) then updates will be automatically be completed for you. If the box is unchecked you will be notified that updates are waiting for you to complete them.



# ProjectNotify Setup

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.



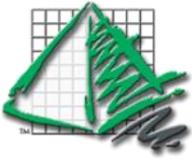


# ProjectNotify Setup

Once the Setup Wizard is completed ProjectNotify will appear to be closed. But it is actually running and available in the notification toolbar. Double clicking on the icon will launch it again so manufacturers Data can be selected.



To complete our Install and Setup we need to launch ProjectNotify by double clicking the icon as shown above if ProjectNotify is not still seen on the screen.



# ProjectNotify Setup

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

When selecting a manufacturer to install, selecting just the “SYMBOLS” for the manufacturer will download a combined SYMBOLS (2D and 3D graphics) and CATALOGS (pricing) installation.

ProjectNotify - BETA LOCAL

File Edit View Tools Help

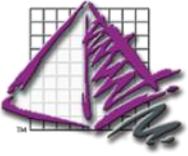
Manufacturer Data Software

<input type="checkbox"/>	Manufacturer	Category	Installed	New	Status	Notes
<input checked="" type="checkbox"/>	HERMAN MILLER	Catalogs	4/3/2017	4/3/2017	Currently Updated	Notes
<input checked="" type="checkbox"/>	HERMAN MILLER	Symbols	4/3/2017	4/3/2017	Currently Updated	
<input type="checkbox"/>	HERMAN MILLER GSA	Catalogs	4/3/2017	4/3/2017	Currently Updated	Notes
<input type="checkbox"/>	HIGH POINT FURNITURE	Catalogs	4/2015	4/2015	Currently Updated	
<input type="checkbox"/>	HIGH POINT FURNITURE	Symbols	4/2015	4/2015	Currently Updated	
<input type="checkbox"/>	HIGHMARK	Catalogs	5/2017	5/2017	Currently Updated	
<input type="checkbox"/>	HIGHMARK	Symbols	5/2017	5/2017	Currently Updated	
<input type="checkbox"/>	HON	Catalogs	5/2017	5/2017	Currently Updated	Notes
<input type="checkbox"/>	HON	Symbols	5/5/2017	5/5/2017	Currently Updated	Notes
<input type="checkbox"/>	HUMANSCALE	Catalogs	1/2017	1/2017	Currently Updated	
<input type="checkbox"/>	HUMANSCALE	Symbols	1/2017	1/2017	Currently Updated	
<input type="checkbox"/>	IDEON	Catalogs	4/20/2017	4/20/2017	Currently Updated	
<input type="checkbox"/>	IDEON	Symbols	4/20/2017	4/20/2017	Currently Updated	
<input type="checkbox"/>	INDIANA FURNITURE	Catalogs	5/2017	5/2017	Currently Updated	
<input type="checkbox"/>	INDIANA FURNITURE	Symbols	5/2017	5/2017	Currently Updated	
<input type="checkbox"/>	INNOVANT	Catalogs	4/18/2017	4/18/2017	Currently Updated	
<input type="checkbox"/>	INNOVANT	Symbols	4/18/2017	4/18/2017	Currently Updated	
<input type="checkbox"/>	INSCAPE	Catalogs	2/2017	2/2017	Currently Updated	
<input type="checkbox"/>	INSCAPE	Symbols	2/2017	2/2017	Currently Updated	

Update Data

When done selecting manufacturers select the “Update Data” Button near the bottom right hand corner to start the download and install process.

ProjectNotify will only notify you when the manufactures you have selected to install have updates. As new manufactures are added they will appear on this list as not installed. Also ProjectMatrix will announce added or major changes to users who subscribe to receive news directly to their inbox on our website ProjectMatrix.com

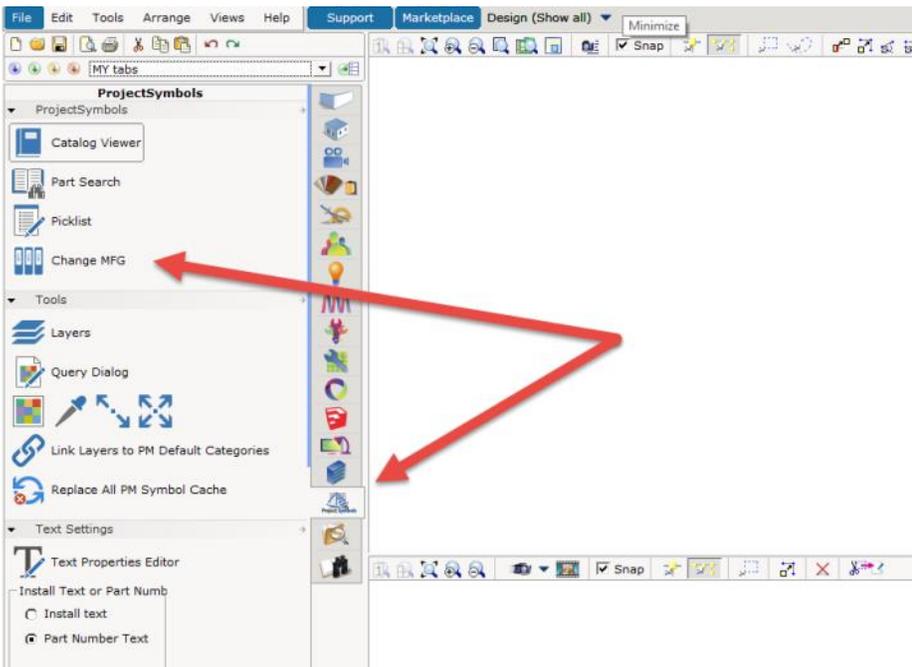


# ProjectSymbols for CET Setup

## Using ProjectSymbols for CET for the First Time

Now that ProjectSymbols for CET and ProjectNotify have been installed on your system we can now use all the ProjectMatrix Data within CET Designer.

The First step to using all the ProjectMatrix Data that you have installed with ProjectNotify is to activate the manufacturer you wish to use and see inside of ProjectSymbols for CET.



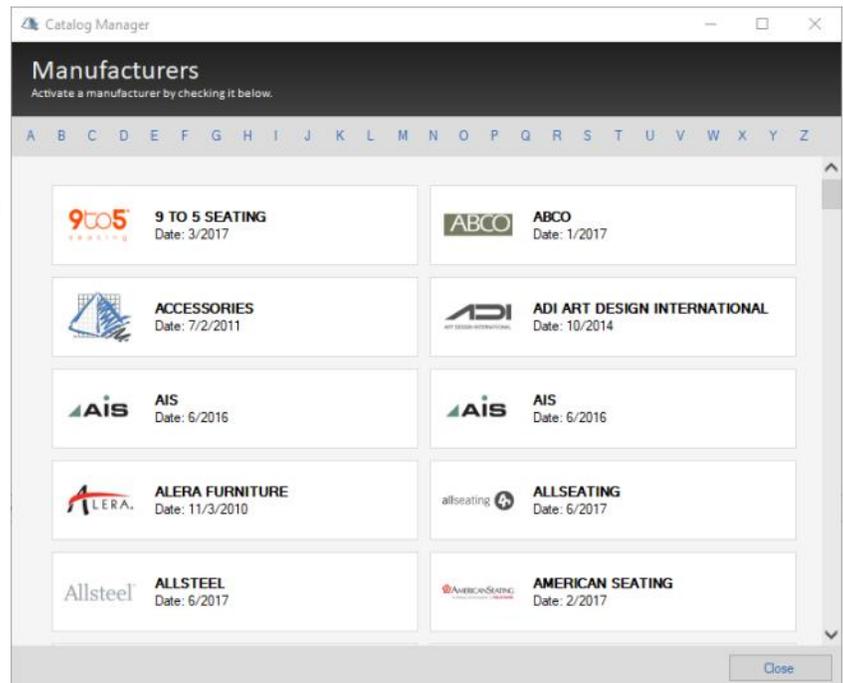
First navigate to the ProjectSymbols tab on your CET Designer side bar.

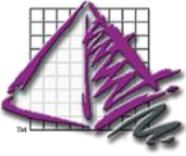
Then Select the “Change MFG” Button to activate the manufacturers you want to use.

Here we will see the list of the manufacturers that you have installed. Click on the manufacturers tile to make it active. You will see a check mark when it is active.

You are able to sort tiles by dragging them to a new order, or right clicking and selecting different options.

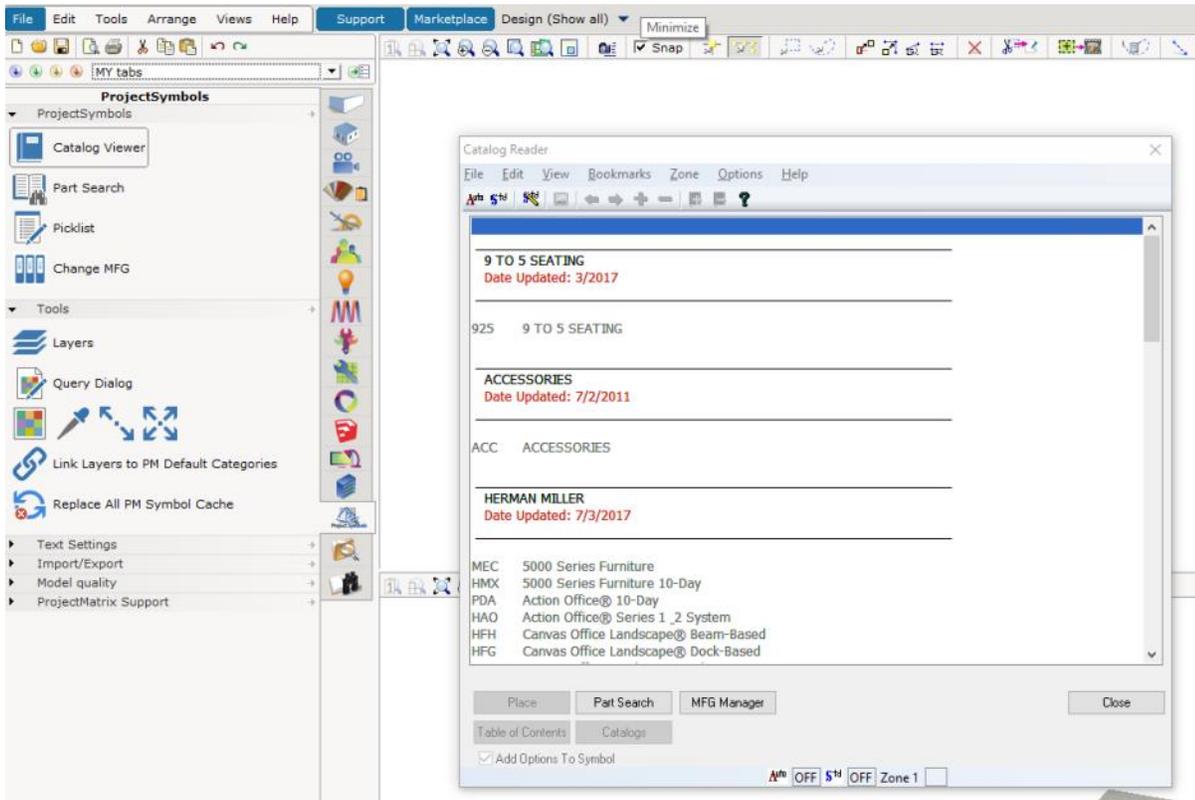
When you have the manufacturers “Checked” that you wish to use press the “Close” Button at the bottom to save.

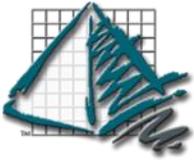




# ProjectSymbols for CET Setup

Once you have set manufacturers active you are ready to start inserting or converting with ProjectSymbols for CET.





# 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:

- Log on to our website at [www.projectmatrix.com](http://www.projectmatrix.com) and click the blue "Get Help" tab on the left hand side of any screen and click CHAT WITH US to access the chat service.

- Call us at 513-554-1665.

- Email us at [support@projectmatrix.com](mailto:support@projectmatrix.com) We strive to return all emails during business hours within an hour of receipt.

ProjectMatrix Software for the Contract Furniture Industry

Call Us: 513.554.1665

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Item	Qty	Product	Unit Price	Extended
2	1	DNK2072 DESK, 30"D X 72"W		
2	1	BN10042 BRIDGE, 30"D X 42"W		
3	1	CR10472 CREDENZA, 24"D X 72"W		
4	1	HT53720Y SELECT LEFT LOCATION OPTION SELECT CENTER LOCATION OPTION SELECT RIGHT LOCATION OPTION SELECT WOOD:		