



Customer manual  
SketchExpress,  
version 1.2, 2012

# SketchExpress Customer Manual

**Version 1.2, 2012**

# Customer manual SketchExpress

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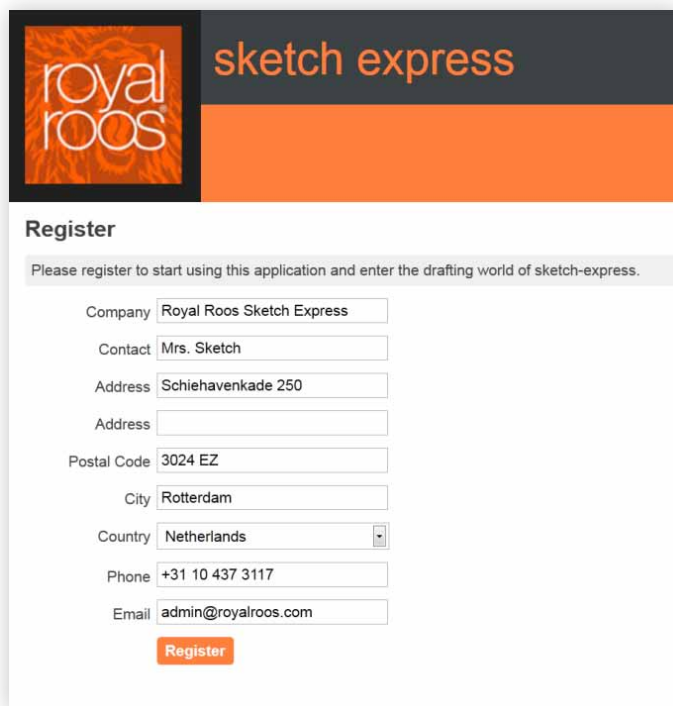
## 2 STARTING THE APPLICATION

Go to [www.sketch-express.com](http://www.sketch-express.com) and click on the Login button.



The screenshot shows the 'Sign In' page of the Sketch Express application. At the top, there is a header with the 'royal roos' logo on the left and the 'sketch express' text on the right. Below the header, the 'Sign In' section contains two input fields: 'Email address:' and 'Password:'. A red 'Sign In' button is positioned below the password field. At the bottom of the sign-in section, there are two links: 'Forgot password?' and 'Register'.

Figure 2.1



The screenshot shows the 'Register' page of the Sketch Express application. At the top, there is a header with the 'royal roos' logo on the left and the 'sketch express' text on the right. Below the header, the 'Register' section contains a message: 'Please register to start using this application and enter the drafting world of sketch-express.' Below this message, there are several input fields for registration details: 'Company' (filled with 'Royal Roos Sketch Express'), 'Contact' (filled with 'Mrs. Sketch'), 'Address' (filled with 'Schiehavenkade 250'), 'Postal Code' (filled with '3024 EZ'), 'City' (filled with 'Rotterdam'), 'Country' (a dropdown menu showing 'Netherlands'), 'Phone' (filled with '+31 10 437 3117'), and 'Email' (filled with 'admin@royalroos.com'). A red 'Register' button is located at the bottom of the form.

Figure 2.2

First time users can register by clicking the “**Register**” button (Figure 2.1).

Fill in the registration form (Figure 2.2) and click “Register”. You will receive an e-mail with a password and a link to activate your account. Enter your email address and the password to enter the application. (Figure 2.1)

### 3 ADD PROJECT(S) AND DRAWING(S)

#### 3.1 Add new project

Drawings are always part of a project. So first create a project, by clicking on the PROJECTS link.



Figure 3.1

Click on “New project” in the left upper corner. The screen below (Figure 3.2) will open.



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**New project**

Name

Reference

Delivery date

Short description of work

Search

ID	Project	Reference	Create date
No projects			

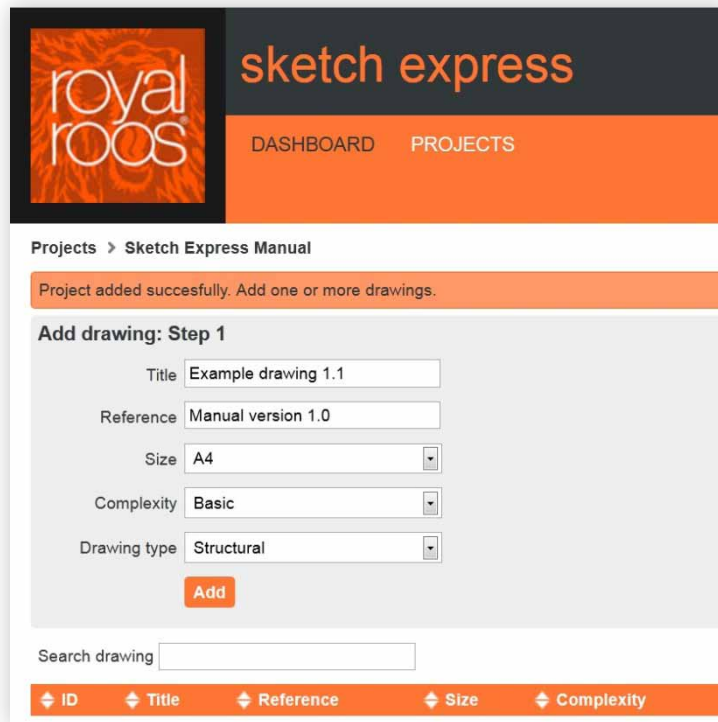
Figure 3.2

Fill in a project name and a reference for your own use. Choose a clear reference description, because it will be automatically linked to every drawing you add to this particular project as well.

Then fill in a delivery date for the project from the calendar shown (note that the first available delivery date will be 4 working days from the present date) and a short description of the type of work you want done.

### 3.2 Add drawing(s)

The adding of a project automatically leads to the first step of adding a drawing (Figure 3.3). Fill in a title for the drawing. The reference is already filled in corresponding with the project reference.



royal  
roos

sketch express

DASHBOARD PROJECTS

Projects > Sketch Express Manual

Project added succesfully. Add one or more drawings.

**Add drawing: Step 1**

Title

Reference

Size

Complexity

Drawing type

**Add**

Search drawing

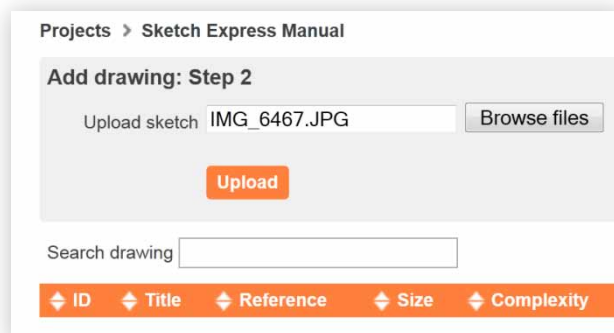
ID Title Reference Size Complexity

Figure 3.3 Add drawing step 1

Available options from the scroll down menus:		
Size	Complexity	Drawing type
A4	Basic	Structural
A3	Medium	Machinery
A2	Advanced	Piping
A1		Electrical
A0		Other

Click “Add” to browse and “Upload” to upload the drawing file (jpeg, tiff or pdf format) (Figure 3.4)

**NOTE: A pdf is not scalable. Markers and notes can only be places on scalable files on the canvas. See chapter 4 about markers and notes.**



Projects > Sketch Express Manual

**Add drawing: Step 2**

Upload sketch  **Browse files**

**Upload**

Search drawing

ID Title Reference Size Complexity

Figure 3.4 Add drawing step 2



After uploading the file you can add more drawings by clicking on “Add drawing” in the right upper corner of your screen and repeat the two steps in figures 3.3 and 3.4 until all drawings are added.

After uploading all your drawings your project/drawings overview looks like Figure 3.5 below. Under “Time (h)” the programme gives an estimation of the draughtsman work hours. The status of the drawings is “New drawing”. The status will be changed when a draughtsman has made the changes required by the client.

Projects > Sketch Express Manual

Add project to vault

Edit project

Add drawing

Search drawing

ID	Title	Reference	Size	Complexity	Drawing type	Time (h)	Create date	Last edit	Status
339	Example drawing 1.2	Manual version 1.0	A3	Medium	Electrical	5	2011-12-07	2011-12-07 16:44:44	New drawing
338	Example drawing 1.1	Manual version 1.0	A4	Basic	Structural	2	2011-12-07	2011-12-07 16:35:53	New drawing

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**Figure 3.5**

Now you can go to the next step of adding revision notes to the drawing via the canvas. Click on the drawing for it to open on the canvas. See chapter 3.



## 4 MARKERS/NOTES ON DRAWING CANVAS

### 4.1 Add markers and notes to the drawing

**NOTE:** This only applies for .jpeg and .tiff due to scaling possibilities on the canvas used.

Markers are automatically linked to a note. Notes are used to communicate with the draughtsman about specific changes to be made in the drawing. Click on the drawing to which you want to add notes (Figure 3.5, Chapter 3). It will open on the canvas.

**First add a marker** on the canvas which corresponds with the written note by double clicking at that specific location. A red arrow will appear (Figure 4.1). Then fill in the subject and a note with explains the sort of revision you want done. (Figure 4.1). Then click “Add” and the marker/note will be added to the canvas (Figure 4.2).

**NOTE:** A general note doesn’t always need a marker. However, if you do want a marker to point out a specific place in the drawing to which it applies it is important to add a marker **FIRST** before writing the note. The marker and the note will be linked once you’ve added the note. A marker cannot be added and linked to a note afterwards.



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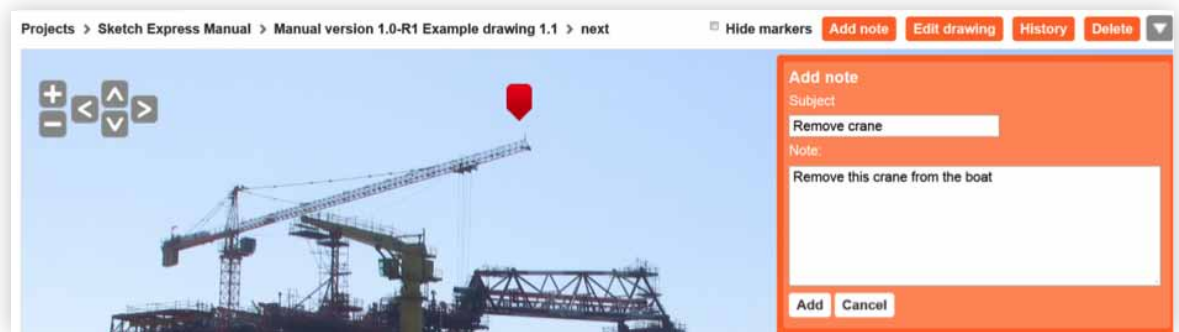


Figure 4.1 Add note step 1



Figure 4.2 Add note result

### 4.2 Hide and show notes/markers

You can add as many notes as you like. You can hide markers by clicking the “Hide markers” check box.

You can hide notes by clicking on the small “arrow boxes” in the right upper corner. (Grey box with white arrow in the circles in Figure 3.2)

#### 4.3 Enlarge/minimize and move around the canvas

The + and – signs are used to enlarged/minimize the canvas. The arrow signs allow you to move around the canvas. Plus you can also use your mouse for zooming and panning.



Figure 4.3 Canvas signs



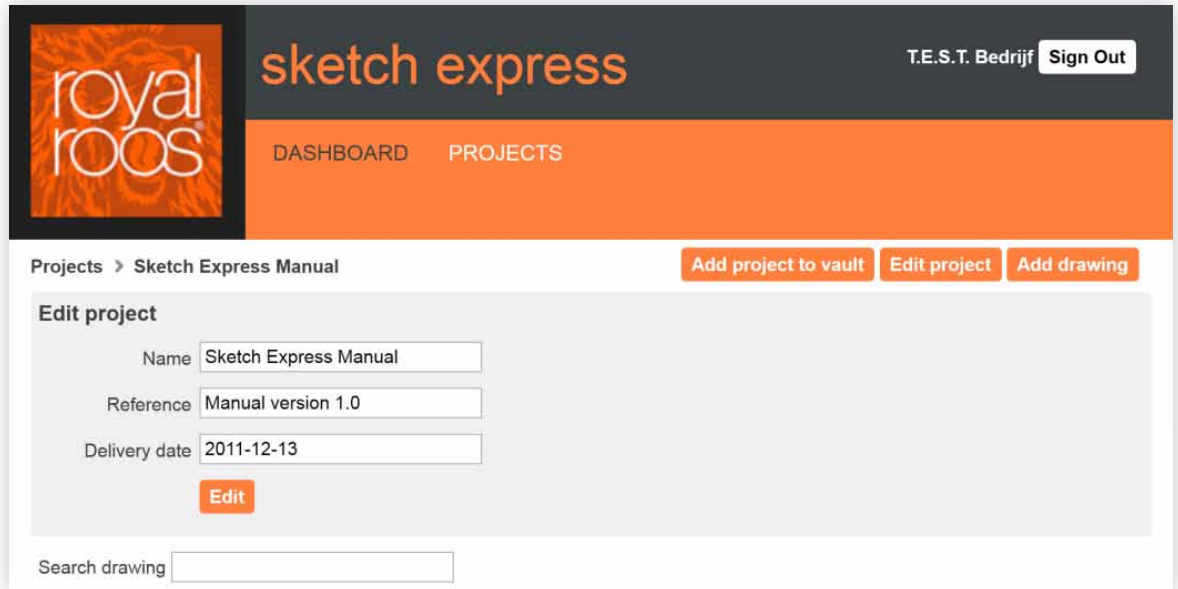


## 5 EDIT OR DELETE PROJECTS / DRAWINGS

### 5.1 Edit projects

With the feature “Edit project” it is possible to change the projects name, reference and delivery date.

Please note that by changing the project reference, the reference of all project drawings will **not** automatically change as well.



The screenshot shows the Sketch Express web application interface. At the top, there is a dark header with the 'royal roots' logo on the left, the 'sketch express' logo in the center, and the user 'T.E.S.T. Bedrijf' with a 'Sign Out' button on the right. Below the header is an orange navigation bar with 'DASHBOARD' and 'PROJECTS' links. The main content area has a breadcrumb 'Projects > Sketch Express Manual' and three buttons: 'Add project to vault', 'Edit project', and 'Add drawing'. The 'Edit project' form is displayed, containing three input fields: 'Name' (Sketch Express Manual), 'Reference' (Manual version 1.0), and 'Delivery date' (2011-12-13). An 'Edit' button is below these fields. At the bottom of the form is a 'Search drawing' input field.

Figure 5.1

### 5.2 Delete projects

To remove a complete project please send an e-mail to the administrator of SketchExpress: [admin@sketchexpress.com](mailto:admin@sketchexpress.com)

### 5.3 Edit or delete drawings

With the option “Edit drawing” it is possible to change the features title, reference, size, complexity and drawing type, but also the drawing itself as shown on the canvas. (Figure 5.2)

To save changed features click “Edit”. Changes are shown in the project/drawings overview (Figure 3.5)

Did you upload the wrong drawing, simply replace it by uploading a new drawing. All other features like title, reference, size, complexity and drawing type will remain unchanged.

Please note that once you've added markers and notes to the canvas drawing these will stay in the canvas after uploading a different drawing. If you want a new drawing including new markers and notes it is better to click “Delete”. This will delete the drawing including all markers and notes. In that case just restart the process of adding a new drawing to your project (see paragraph 3.2).



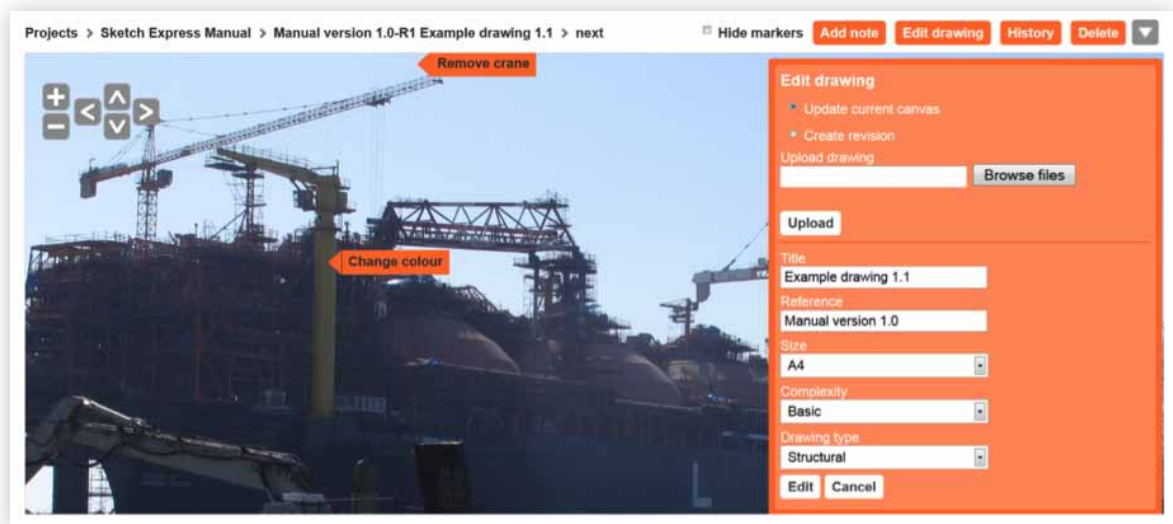


Figure 5.2

**IMPORTANT:** In “Edit drawing” the option “Update current canvas” is already pre-marked for you. Do not change this. The “Create revision” mark is for draughtsmen only.



## 6 SUBMIT PROJECT TO THE VAULT

The status of a project is shown in the projects overview. Projects that have not been submitted to the “vault” (area which is open to the draughtsmen) will be shown as “Pre vault”. Especially if you have a large number of projects it is easy to select on the status in order to see which projects have and have not been send to the vault. Select the project you want to send to the vault and then click on “Add project to vault”. Once submitted a message project submit to vault will appear on the screen (Figure 6.2).

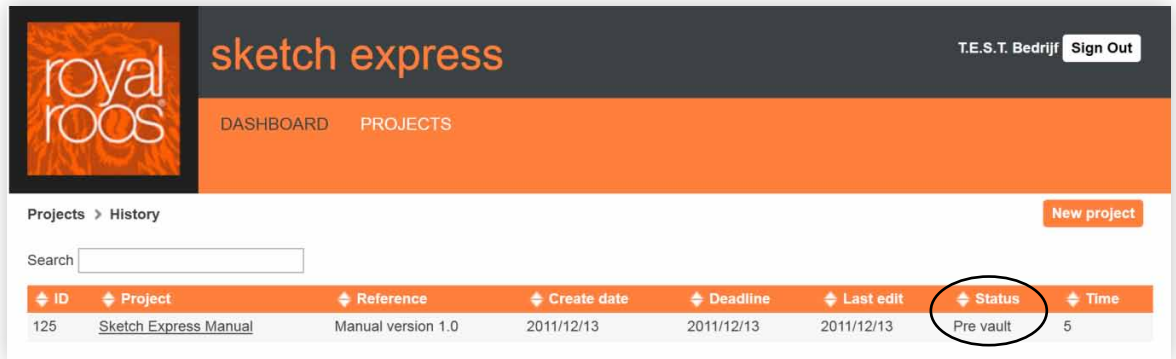


Figure 6.1

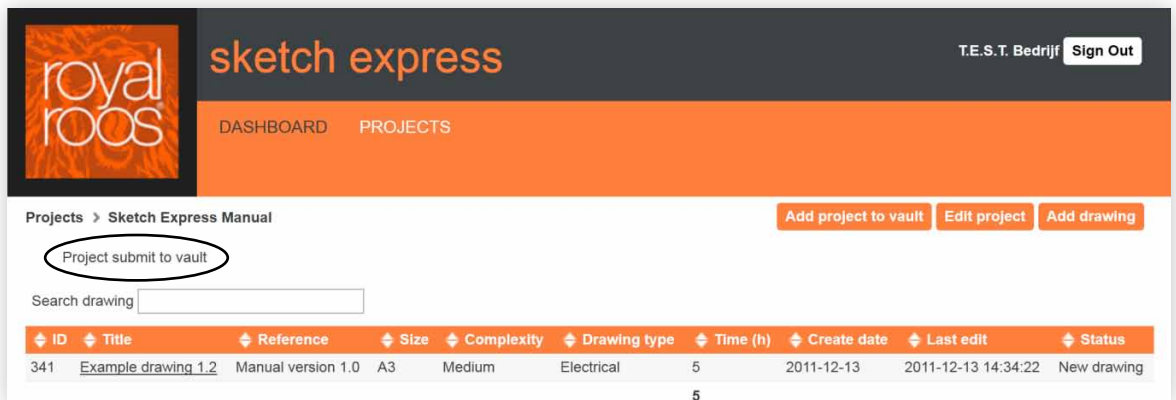


Figure 6.2



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