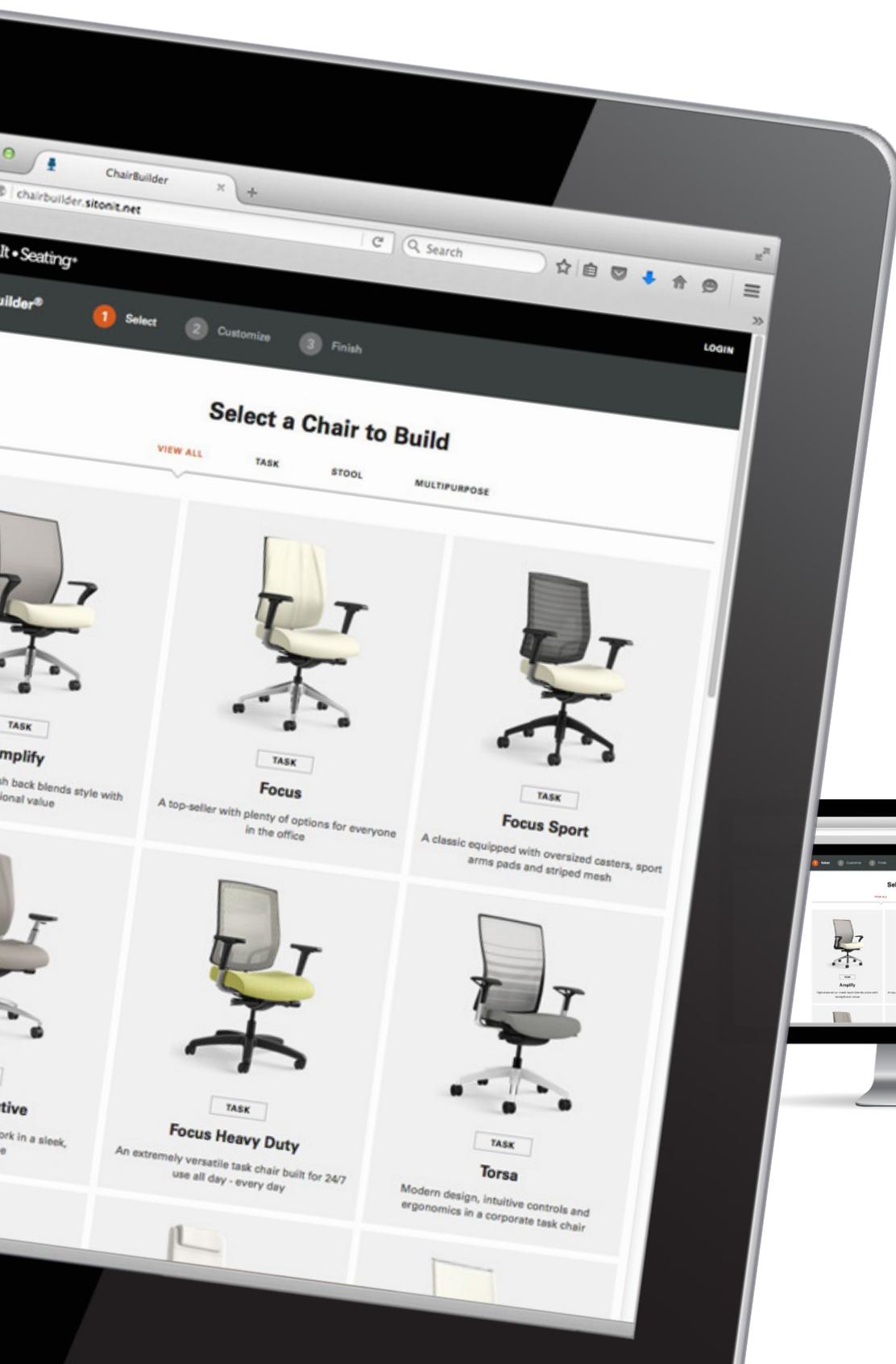


# ChairBuilder® 2.0

SitOnIt • Seating®

## Companion Guide



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# CHAIRBUILDER 2.0 INTRODUCTION

SitOnIt Seating is happy to announce the release of ChairBuilder® 2.0 – a better way to specify and visualize chairs. We took everything you liked from ChairBuilder and added a cleaner, more responsive interface (for tablets) as well as enhanced functionality so you can specify and save multiple product specs to Projects with ease.

This companion guide is designed to familiarize yourself with the new ChairBuilder interface and show you how to use the new features.

## What's New?

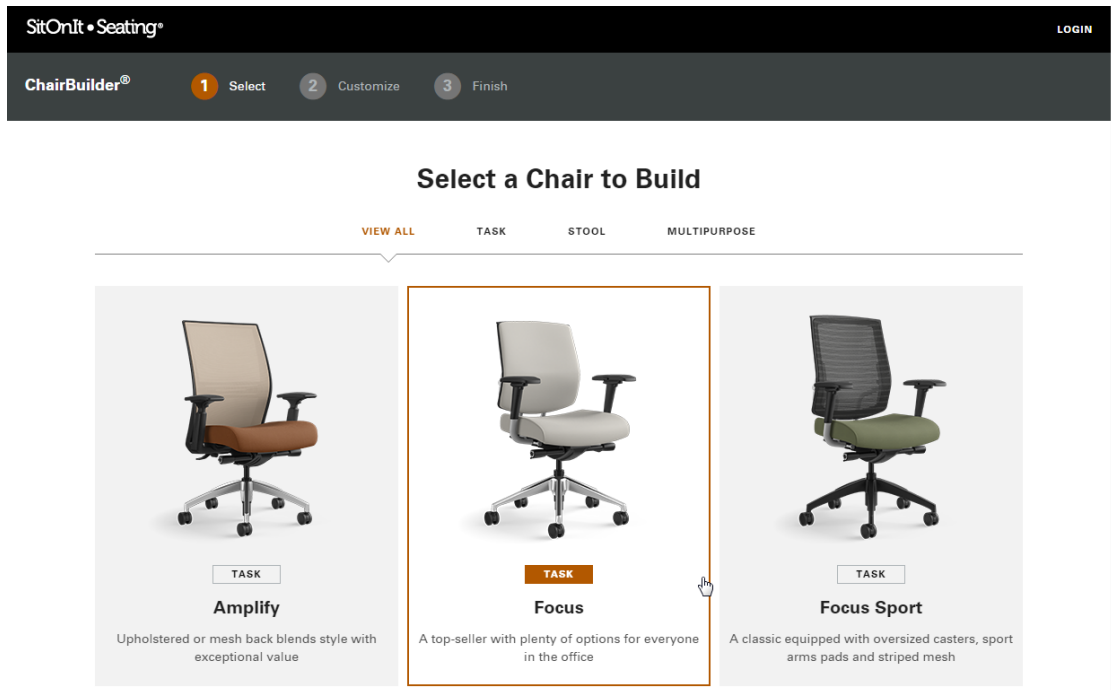
- Redesigned interface – great for tablet use.
- My Account – save product specs as favorites or add multiple products to a Project.
- Download customized product images in PNG format. Equipped with a transparent background, the PNG file type makes it easy to place images in presentations, art boards or custom environments.
- Export your Project details including part number and description to an Excel file, or export your Project as an OFDA XML file that you can import into third party quoting tools such as: 20-20 Worksheet, Project Matrix and CORE.
- Copy and share product specs using the Copy Link features and paste the link in emails or SMS messages.

SitOnIt Seating is committed to leading the way with cutting-edge technology solutions so that it is easy to do business with us. ChairBuilder 2.0 was designed with you in mind to make specifying our products even easier. We hope you'll love it!

[HTTP://WWW.CHAIRBUILDER.COM](http://www.chairbuilder.com)

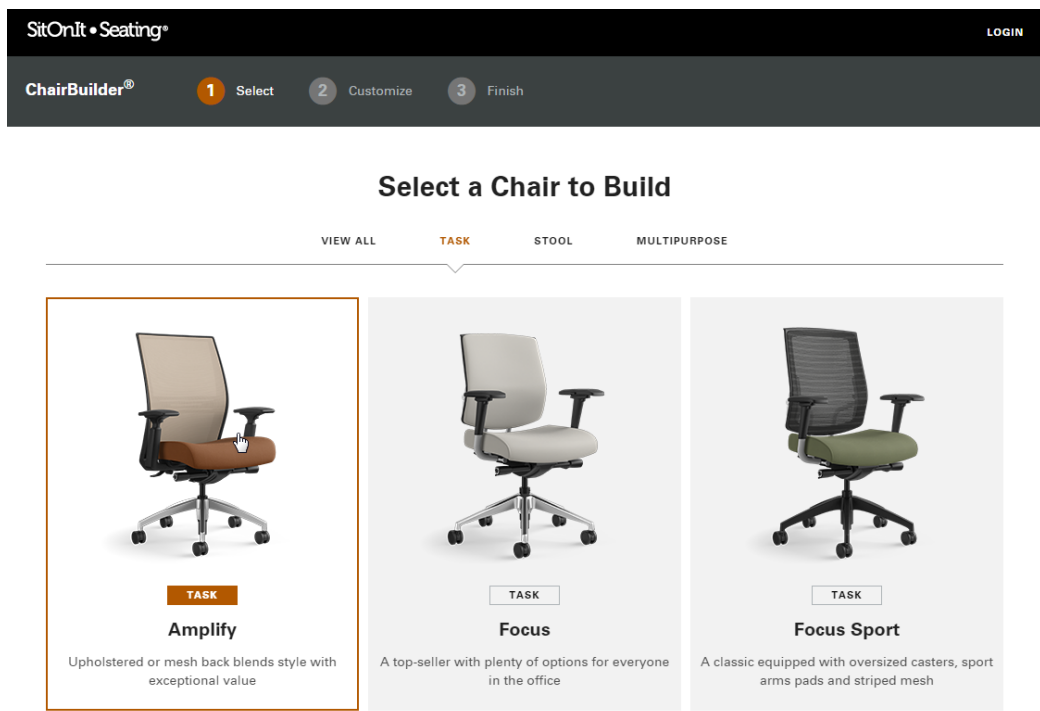
Please direct questions or comments to [comments@chairbuilder.com](mailto:comments@chairbuilder.com).

# HOME SCREEN



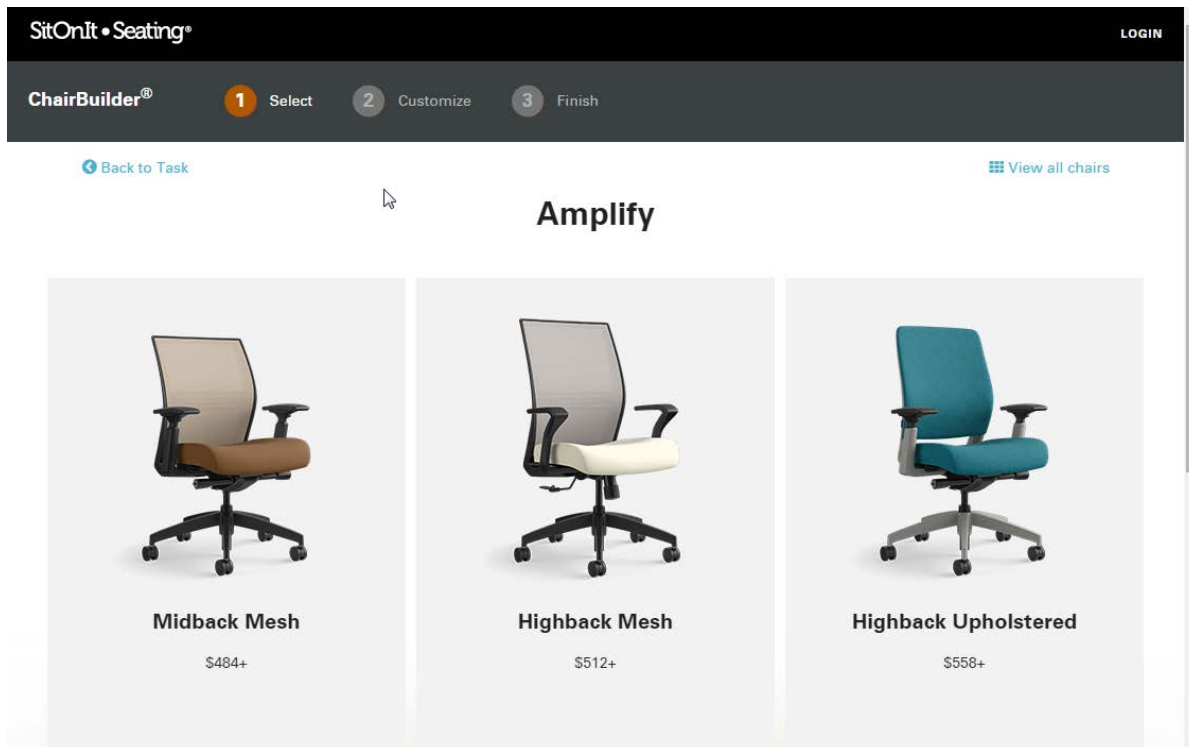
## Filter by Categories

Step 1 Select lets you view product by category and select a chair to customize.



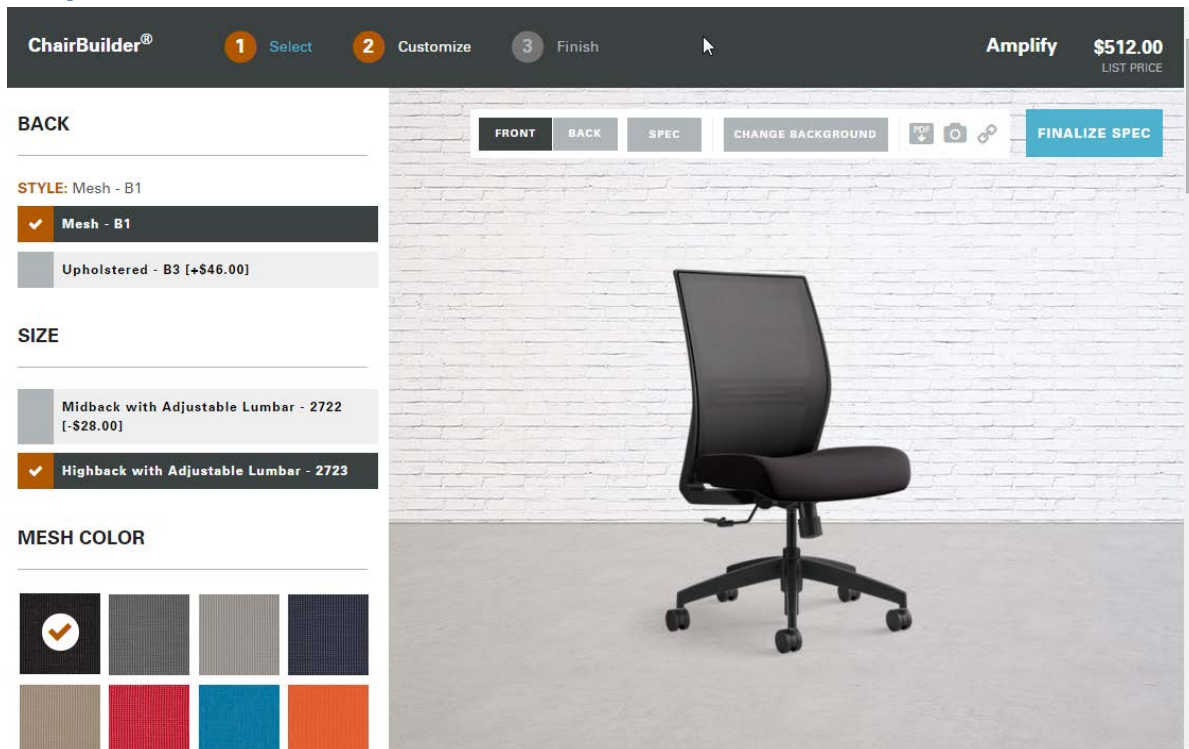
1. Click on a chair to begin specifying options.

The product family page displays the different product options.

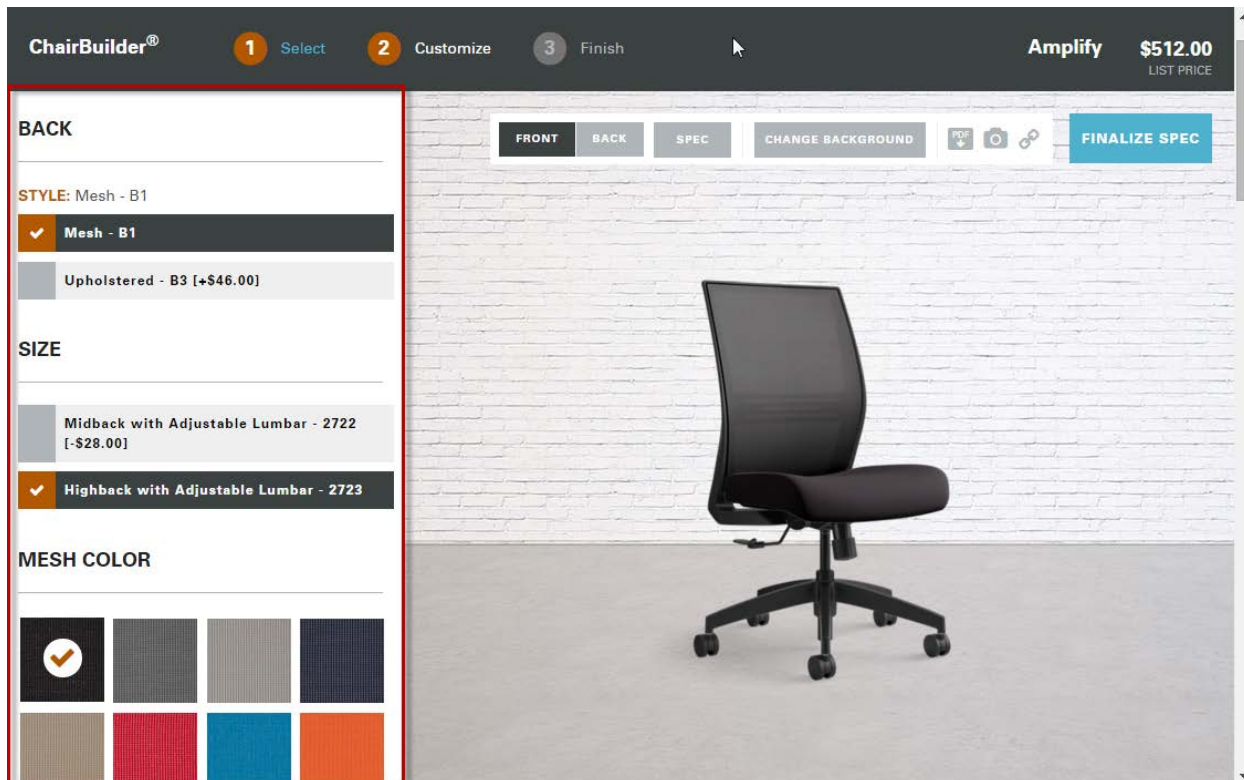


2. Click a model to begin specifying. You can easily view other models from the specification page.

## Step 2 Customize



1. Change product options by clicking the buttons in the options column.



## The Utility Bar

The utility bar gives you options for viewing and downloading your product specification.



1. Front view of the product.
2. Back view of the product.
3. View a list of the current product specifications.
4. Select a different environment background.
5. Download a cut sheet of the current specification.
6. Download a high resolution product image as a PNG with transparent alpha channel.
7. Copy a link to this specification and share via email or text.

## Finalize

When you are finished specifying the product, click **Finalize**.

ChairBuilder® 1 Select 2 Customize 3 Finish Amplify \$782.00 LIST PRICE

GRADE 1 - 7

FRONT BACK SPEC CHANGE BACKGROUND PDF + O K FINALIZE SPEC

Page 1 of 3

ARMS

- Armless - A0 [-\$48.00]
- Fixed Polyurethane - A140 [-\$10.00]
- Height Adjustable - A141
- Multi-Adjustable - A142 [-\$30.00]

## The Product Summary Page

SitOnIt • Seating® LOGIN

ChairBuilder® 1 Select 2 Customize 3 Finish Amplify \$782.00 LIST PRICE

Amplify \$782.00 List Price

Login to Save

Save favorite specs, create price quotes, manage and save multiple quotes.

LOGIN

New user? Register now.

PART 2723 B1 MC6 FC1 FG5 A141 Y B17 C16 KD

STYLE Mesh

SIZE Highback with Adjustable Lumbar

TEXTILE

Grade 5  
Pattern: Lariat  
Colorway: 020 Lake  
Manufacturer: Maharam  
Part Number: 26-0070077-0213  
Grade: 5  
Lead Time: 5

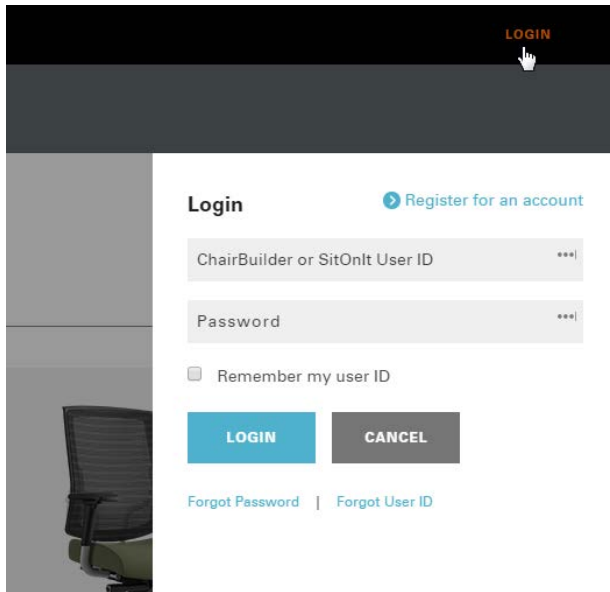
*The product summary page.*



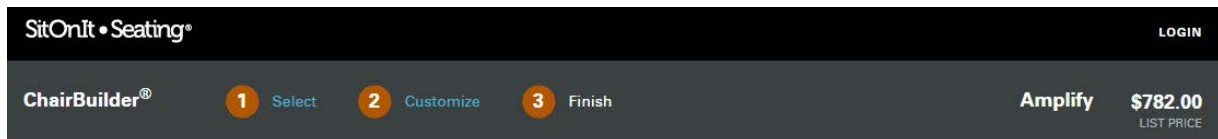
# LOGIN

There are two ways that you can login to ChairBuilder.

Click the Login link located at the upper right corner of the application, or



- Click the Login button from the summary page.



Amplify



\$782.00

List Price

**Login to Save**

Save favorite specs, create price quotes, manage and save multiple quotes.

**LOGIN**

New user? [Register now.](#)



*The login dialog box slides in from the right.*



## Login

[Register for an account](#)

Your Name

Password

Remember my user ID

LOGIN

CANCEL

[Forgot Password](#) | [Forgot User ID](#)

- Use the same *username* and *password* that you use to login to the [SitOnIt Portal](#).
- ChairBuilder will remember your user name if you click the check box next to Remember my user ID.

Your name appears in place of the login link.

## FAVORITES

In ChairBuilder you can save product specifications as a **Favorite**. This makes it easy to add a Favorite to a Project, or begin a new product spec with the standard options that you like to offer.

SitOnIt • Seating® Your Name ▾

ChairBuilder® 1 Select 2 Customize 3 Finish Downtown Office Project

**Amplify** **\$782.00**  
List Price

Quantity  \$782.00

Total \$782.00

[ADD TO QUOTE](#)

PDF + Camera Link Edit +

PART	TEXTILE
2723 B1 MC6 FC1 FG5 A141 Y B17 C16 KD	Grade 5
	Pattern: Lariat
	Colorway: 020 Lake
STYLE Mesh	Manufacturer: Maharam
	Part Number: 26 0070077 0213

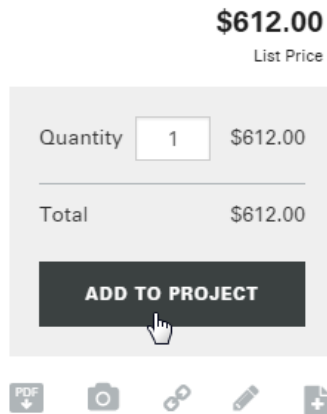
*The Favorite icon selected on the Finalize page.*

- Click the **Heart** icon on the Finalize page to save a product spec as a Favorite.

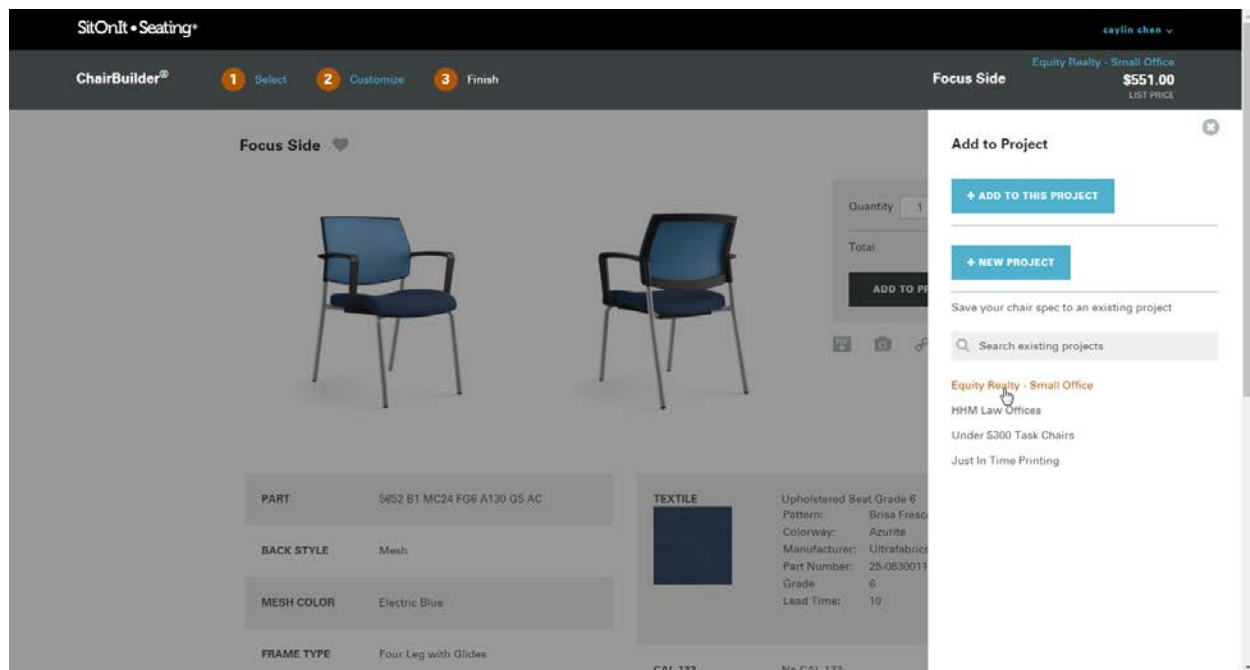
## ADD PRODUCT SPEC TO A PROJECT

You can save multiple product specifications to a project and give the project a unique name.

Also, you can create multiple projects to manage all of your different SitOnIt Seating projects. To add a product spec to a project:

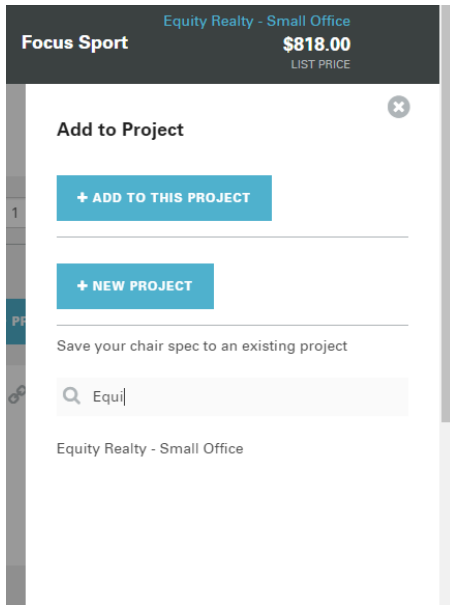


- From the finalize page, enter a quantity in the text box and click **Add to Project**.



The **Add to Project** dialog slides in from the right.

- Click **New Project**, to add the product to a new project or click an existing project from the list.
- If you've saved many projects, use the **Search existing projects** textbox to locate a project easily by typing the project's title.





## THE PROJECT DETAIL PAGE

The Project Detail page gives you several options for managing a group of specified products. It functions just like a shopping cart on an ecommerce website.

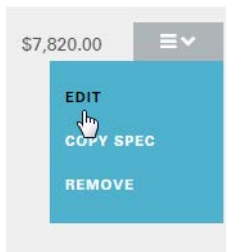
# Equity Realty - Small Office ⚙

ADD CHAIR ▾ PRINT EXCEL XML HIDE COMMENTS HIDE PRICE SORT BY LAST EDITED ▾

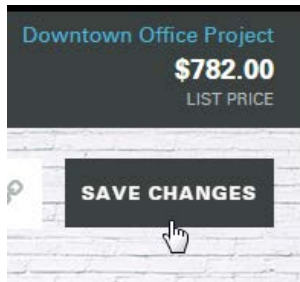
Chair / Part Number	Last Edited	Qty	List Price	Total List Price
 <p><b>Focus Side</b> 5652 B1 MC24 FG6 A130 G5 AC Silver, Mesh, Electric Blue, Upholstered Seat Grade 6, Fixed Loop, Standard Glides, Fully Assembled in a Carton Textile: Ultrafabrics, Brisa Fresco, Azurite</p>	Apr 11, 2016	10 <a href="#">CHANGE</a>	X \$551.00	\$5,510.00
 <p><b>Novo</b> 1033 BK2 FC13 MC24 AL1 LA1 FG6 AR4 F B21 CH1 CS5 KD Highback, Fog, Electric Blue, Black, Onyx, Grade 6, Height Adjustable, Standard Synchro, Fog Nylon, Standard Cylinder, Carpet, Knocked Down Textile: Ultrafabrics, Brisa Fresco, Azurite</p>	Apr 11, 2016	10 <a href="#">CHANGE</a>	X \$745.00	\$7,450.00
<b>Total</b>		<b>20</b>		<b>\$12,960.00</b>



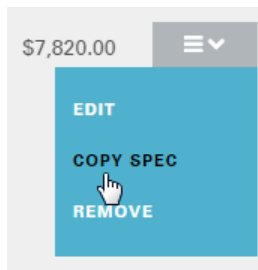
- Change the quantity of a line item by clicking **Change**, enter a new quantity and click, **Update**. The drop-down box at the end of the line lets you:



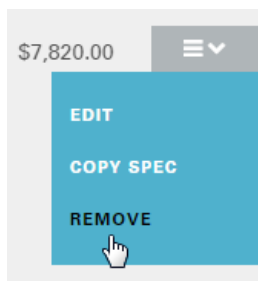
- **Edit** - opens the product in a specification page making it easy to change a product spec.



- When you've made changes, click the **Save Changes** button. The changes will be saved to your line item in the project.



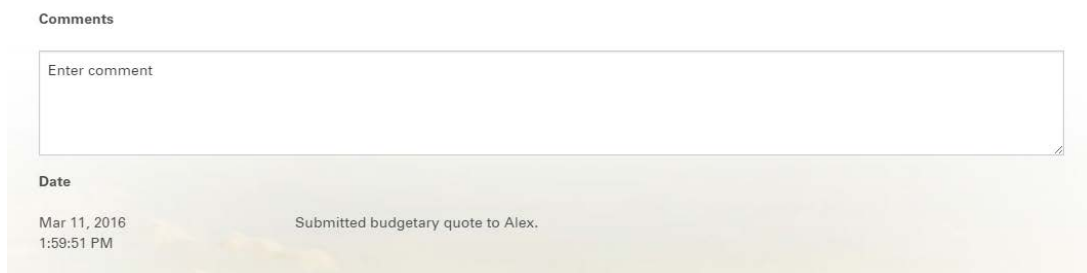
- **Copy Spec** - copies the line item to a new specification page. Start with an existing spec and add it to a new project or make some changes and save it to an existing project.



- **Remove** – removes the line item from the project.

## Add Comments to a Project

ChairBuilder makes it easy for you to track project updates using the comments feature.



- Enter text in the comment window and click **Save**.  
ChairBuilder automatically enters the time and date of your comment when you click **Save**.

## Hide Comments

---

HIDE COMMENTS     HIDE PRICE



- Select **Hide Comments** or **Hide Prices** if you do not want to include this information on your project when you print or export.

## Add a Chair, Print, Export Buttons

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*Buttons at the top of the Project Detail page.*

The buttons on the Project Detail page let you add new products to the current project, display a “print-friendly” version of your project or export your project as an Excel file or data file that can be imported to 3<sup>rd</sup> party quoting tools.



- **Add Chair** – lets you add a chair to your project by building a new chair or adding one from your favorites list.



- **Print** – lets you print a nicely formatted view of your project.



- **Excel** – exports your project information in a CSV file format.



- **Export** – saves your project data to a file format that can be imported into 20-20 worksheet.



## Import Project file to 20-20 Worksheet

If you use a 3<sup>rd</sup> party quoting tool like 20-20 Worksheet, you can export a project with all of your product specs as a file that can be imported into an active 20-20 worksheet.

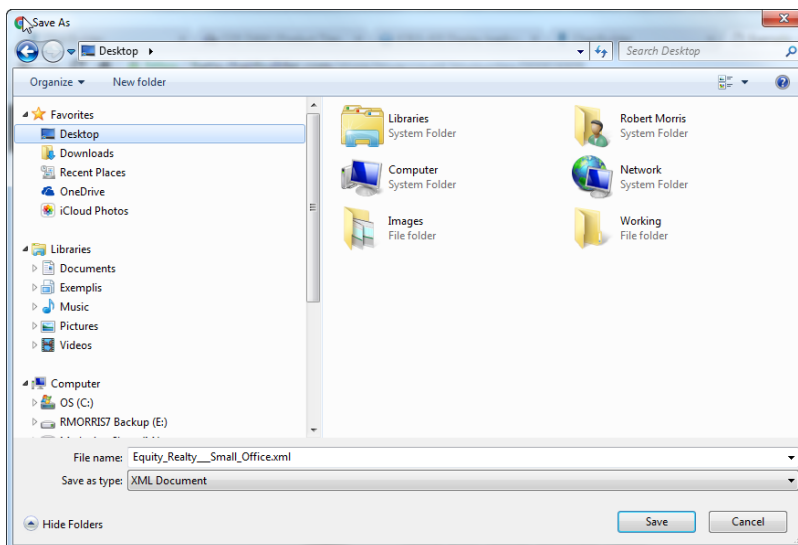
Follow these steps to import a project file into 20-20 Worksheet:

### Export Project Data From ChairBuilder

- From the Project Detail page, Click the **Export** button.



A Save As dialog box will prompt you to save the file to your computer.

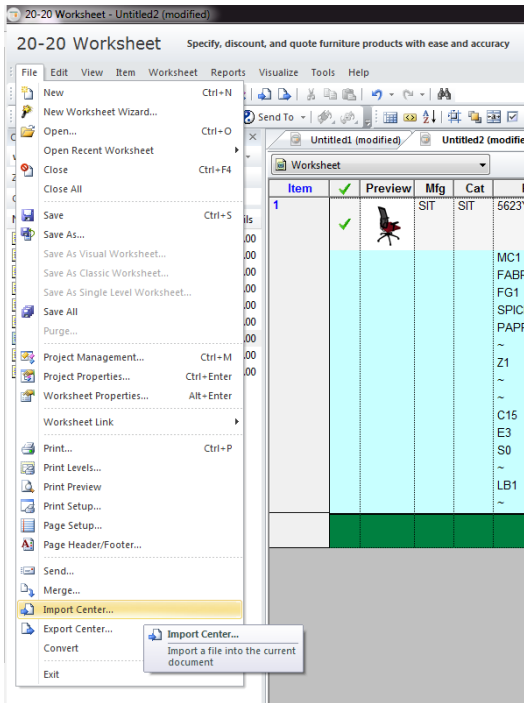


- Choose a location on your computer to save the file and click **Save**.

The file is saved to your computer.

### Import Project File to 20-20 Worksheet

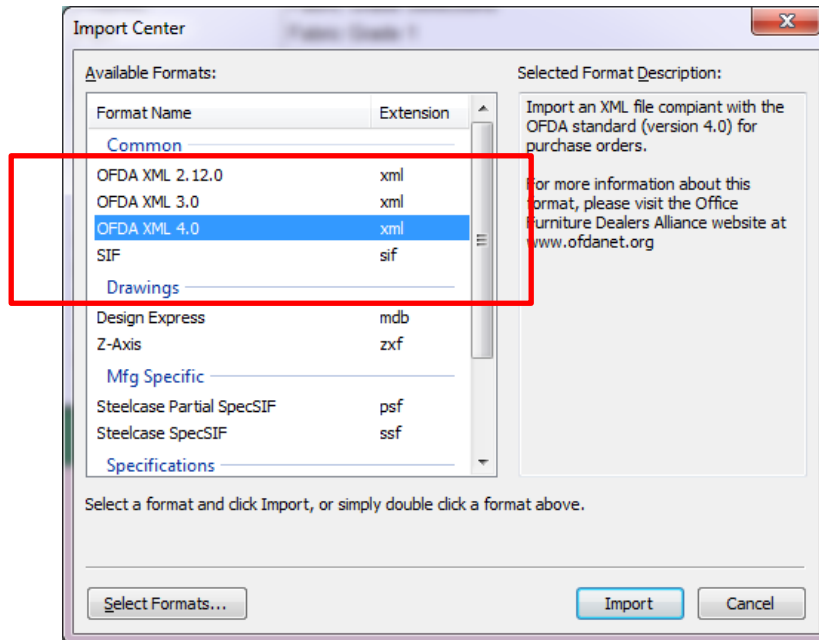
- To import your project, open the File menu from 20-20 Worksheet.



20-20 file menu with Import Center link

- Click **Import Center**.

Worksheet displays a dialog prompting you to choose a file type to import.

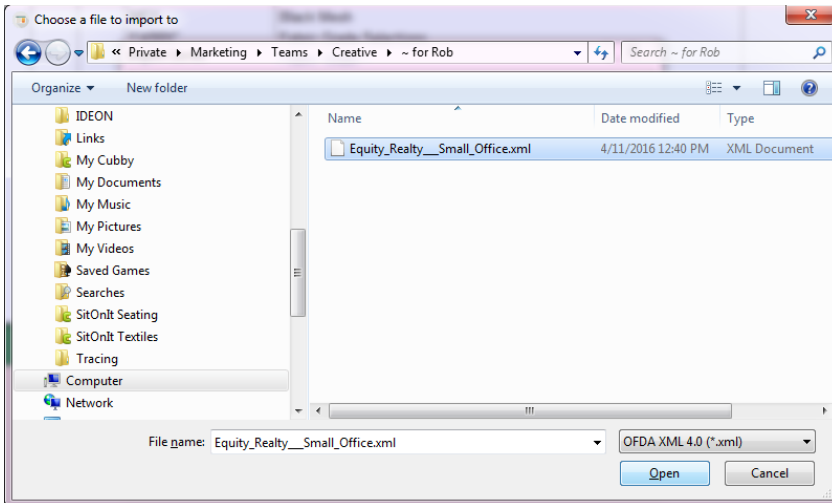


- Choose **OFDA XML 4.0** and click **Import**.

---

**NOTE:** Make sure to select **OFDA XML 4.0**. Selecting another file type may not import your project information correctly.

---



Worksheet dialog box prompts you to locate the file that you want to import.

- Select the file that you want to import and click **Open**.

20-20 Worksheet imports your project data and adds it as new rows on your Worksheet quote.

Item	Preview	Mfg	Cat	Part Number	Part Description	Category	Qty	List	DPP	Sell	Ext List
1		SIT	SIT	562ZYB1 A93	Focus, Highback, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	SEATING	1	\$ 791.00	\$ 791.00	\$ 791.00	\$ 791.00
				MC1	Black Mesh						
				FABRIC	Fabric Grade Selections						
				FG1	Fabric Grade 1						
				SPICE	Spice Color Selection						
				PAPRIKA	Spice Paprika						
				-	No Selection						
				Z1	Black Back Support						
				-	No Heavy Duty Upgrade						
				-	Std Black Base						
				C16	55mm Caster, Std						
				E3	Seat Depth Adjustment Upgrade						
				S0	Standard Cylinder						
				-	No Selection						
				LB1	Adjustable Lumbar Support						
				-	Std Packaging						
2			SIT	1021 FT1 PS FC2 SC14 A0 GS A	Plastic Seat and Back, Silver, Blue, Armless, Standard Glides, Fully Assembled in a Carton		10	\$ 187.00	\$ 187.00	\$ 187.00	\$ 1,870.00
3			SIT	2723 B1 MC6 FC1 FG4 A141 Y B17 C16 K	Highback with Adjustable Lumbar, Mesh, Nickel, Black, Grade 4, Height Adjustable, Enhanced Synchro, Black Nylon, Carpet, Knocked Down		8	\$ 726.00	\$ 726.00	\$ 726.00	\$ 5,808.00
					Grand Total						\$ 791.00

Project data added to lines 2 and 3 of a Worksheet Quote.

**NOTE:** 20-20 Worksheet may not display the imported data cleanly. However, all of the project data should have imported correctly. Close the Content column and adjust Worksheet's column width to view all of the imported data.

20-20 Worksheet - Untitled2 (modified)

20-20 Worksheet Specify, discount, and quote furniture products with ease and accuracy

2020

File Edit View Item Worksheet Reports Visualize Tools Help

Insert Send To Report Designs Visualize

Worksheet

Item	Mfg	Cat	Part Number	Part Description	Category	Qty	List	DPP	Sell
[1]	SIT	SIT	5623YB1 A93	Focus, Highback, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	SEATING	1	\$ 791.00	\$ 791.00	\$ 791.00
			MC1	Black Mesh					
			FABRIC	Fabric Grade Selections					
			FG1	Fabric Grade 1					
			SPICE	Spice Color Selection					
			PAPRIKA	Spice Paprika					
			-	No Selection					
			Z1	Black Back Support					
			-	No Heavy Duty Upgrade					
			-	Std Black Base					
			C15	55mm Caster, Std					
			E3	Seat Depth Adjustment Upgrade					
			S0	Standard Cylinder					
			-	No Selection					
			LB1	Adjustable Lumbar Support					
			-	Std Packaging					
2		SIT	1021 FT1 PS FC2 SC14 A0 G5 A	Plastic Seat and Back, Silver, Blue, Armless, Standard Glides, Fully Assembled in a Carton		10	\$ 187.00	\$ 187.00	\$ 187.00
3		SIT	2723 B1 MC6 FC1 FG4 A141 Y B17 C16 K	Highback with Adjustable Lumbar, Mesh, Nickel, Black, Grade 4, Height Adjustable, Enhanced Synchro, Black Nylon, Carpet, Knocked Down		8	\$ 726.00	\$ 726.00	\$ 726.00
				Grand Total					

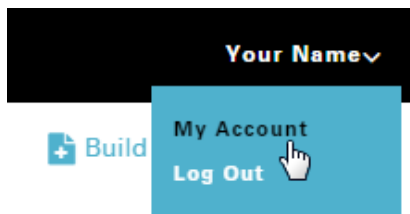
Worksheet Global Options Cover Page Report

Resize Column command complete! Classic L \$8,469.00 P \$8,469.00 S \$8,469.00 Option Item 1 of 2 Row 12 Col 5

Adjusted view of a 20-20 worksheet quote.

## VIEW MY ACCOUNT

All of your saved Projects, Favorites and Communication Preferences are managed from the **My Account** page.



- Click your name at the top right of the application, and click the **My Account** link from the drop-down menu.

Your Name ▾

[Build New Chair](#)

## My Account

QUOTES    FAVORITES    COMMUNICATION PREFERENCES

---

Q Search... SORT BY **NEWEST** ▾

**My Quotes (4 items)** Total Price

<p><b>Downtown Office Project</b></p> <p>Created: Mar 11, 2016    Last edited: Mar 11, 2016</p>	\$53,820.00	☰ ▾
<p><b>Lexus Dealership</b></p> <p>Created: Mar 10, 2016    Last edited: Mar 10, 2016</p>	\$18,079.00	☰ ▾
<p><b>College Cafeteria</b></p> <p>Created: Mar 9, 2016    Last edited: Mar 9, 2016</p>	\$7,728.00	☰ ▾
<p><b>Test System</b></p> <p>Created: Mar 9, 2016    Last edited: Mar 9, 2016</p>	\$18,275.00	☰ ▾

qachairbuilder.sitonit.net/store/hybris/en/USD/.../00002011

The **My Account** page is displayed.

- Click a title to view the details of a saved project.
- Enter a title in the search box to locate a Project by name.
- Click **Build New Chair** to return to Home screen.

☰ ▾

**EXPORT (EXCEL)**

RENAME

DUPLICATE

DELETE

- Use the drop-down box at the end of the line to export, rename, duplicate or delete a project.

# MY ACCOUNT FAVORITES

Your Name ▾


[Back to Quotes](#) [Build New Chair](#)

## My Account


[QUOTES](#) **[FAVORITES](#)** [COMMUNICATION PREFERENCES](#)


---

My Favorites (3 items) SORT BY [MOST RECENT](#) ▾





**Focus Sport**  
5623 Y A152 FG3 C31 B3 B1 MC33 Z2 K  
Highback, Enhanced Synchro, Sport Height Adjustable, Grade 3, Sport Designer Carpet, Polished Aluminum, Mesh, Freeway, Silver, Knocked Down






**Lumin Wire Rod**  
1011 PS FT2 FC1 SCS A146 CGR A  
Plastic Seat and Back, Wire Rod, Black, Slate (CAL 133 OK), Fixed, Clear Glides, Fully Assembled in a Carton



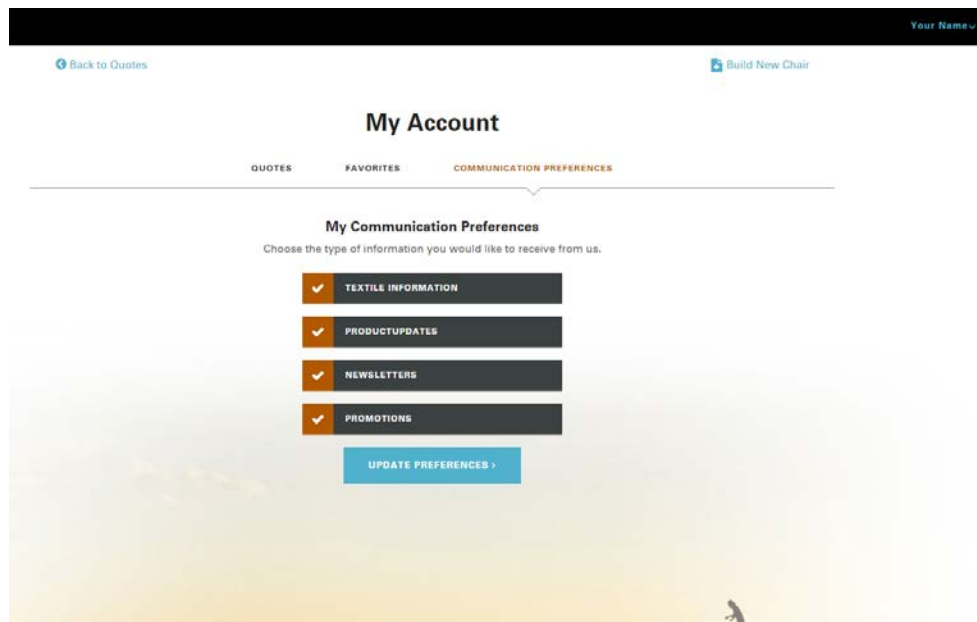


**Wit**  
2222 B9 Z2 TX1 MC24 FG4 A128 B B8 C16 K  
Midback with Adjustable Lumbar, Thintex, Silver, Fabric, Electric Blue, Grade 4, Height Adjustable, Basic, Brushed Aluminum, Carpet, Knocked Down



- Click the **Favorites** link at the top of the Account Page, to access your favorite products.

# MY ACCOUNT COMMUNICATION PREFERENCES



- Use the buttons to select which notifications you want to receive via email.

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