

What's New in Presstimator Version 8.0

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Paper Inventory: Users can enter the number of rolls on hand of each type of paper in Shop Settings. Easily adjust the number of rolls when receiving shipments from your paper vendor(s) to maintain an overall number of rolls in inventory. When completing a Job in the Presstimator, the number of rolls in inventory will be automatically reduced by the calculated number of rolls required to produce the job. The Materials Report will calculate how many rolls are required to print a job. The Auditor will catch if you don't have enough rolls on hand and need to order more paper. Optional interfaces (standalone Windows app or browser-based) are available so the inventory can be adjusted by employees without a need to be trained on the Presstimator.

Use the “Ave. Lbs./Roll” field to enter the average weight per roll for this paper type. You can get this information directly from the vendor or from the label on the roll.

Inventory

Rolls on hand: 20 Rolls Adjust (+/-): Total Rolls: 20

Lbs. on hand: 36,000 Ave. Lbs./Roll: 1,800 Total Lbs.: 36,000



To get started, use the “Rolls Adjust +/-” field to enter the current number of rolls on hand in your inventory. In this scenario, we started by adding 20 rolls to the Rolls Adjust field and clicked the Apply button to save the initial value.

Use the “Rolls Adjust (+/-)” field to enter the number of rolls received from your paper vendor to adjust the number of rolls on hand. In this example, you have 20 rolls on hand and receiving an additional 10 rolls from the vendor.

Inventory

Rolls on hand: 20 Rolls Adjust (+/-): 10 Total Rolls: 30

Lbs. on hand: 36,000 Ave. Lbs./Roll: 1,800 Total Lbs.: 54,000



Presstimator

File View Setup Quote Reports Help

Shop Settings

General Defaults Locations **Paper Stocks** Ink Color Ink Composition Proofing Film Plates Plate Changes Press Folding Inserting Bindery Bindery Folding Finishing Packaging Skids Cartons Mailing Delivery Markup Analysis

Info
In Shop Settings, set the default costs and values for the items displayed.

Ready...

Default Core Waste for all future paper entries (%): 3

Stock Info

Default? ☒ Location: <All Plants/Locations>

Type: Newsprint Color: White

Core waste (%): 2.00 Manufacturer: Sample Paper Manufacturer

Notes: Sample - Excellent stock for general printing

Inventory

Basis Weight: 30 Width: 34 (optional)

Grammage: Cost/Lb.: 0.3000 Calculate

Rolls on hand: 20 Rolls Adjust (+/-): Total Rolls: 20

Lbs. on hand: 36,000 Ave. Lbs./Roll: 1,800 Total Lbs.: 36,000

New Apply Copy Delete Refresh Print Inventory

Stock Summary

Default	Location	Type	Color	Basis Wgt.	Grammage	Width	Cost/Lb.	Waste %	Manufacturer	Rolls	Notes
x	<All Plants/Location...	HiBrite	White - 75 Brite	35			0.3800	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	HiBrite	White - 70 Brite	35			0.3400	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	HiBrite	White - 80 Brite	35			0.3900	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	Newsprint	White	28			0.3250	2.00	Sample Paper Manufacturer		Sample - Shoppers, fair...
x	<All Plants/Location...	Newsprint	White	30		17	0.3000	2.00	Sample Paper Manufacturer	15	Sample - Excellent stoc...
x	<All Plants/Location...	Newsprint	White	30		34	0.3000	2.00	Sample Paper Manufacturer	20	Sample - Excellent stoc...
x	<All Plants/Location...	Newsprint	White	30			0.3000	2.00	Sample Paper Manufacturer		Sample - Excellent stoc...
x	<All Plants/Location...	Offset	White	50			0.4000	4.00	Sample Paper Manufacturer		Sample - All purpose of...
x	<All Plants/Location...	Offset	White	40			0.4500	4.00	Sample Paper Manufacturer		Sample - Specialty offs...

Main Menu

New Quote Quote/Job History Customer List Shop Setting Exit

Main Menu

Quote Administrator 08/31/2020 3:04 PM

To help fill out this information initially, use the 'Print Inventory' button to print out a list of the stocks listed in Shop Settings.

The printed Paper Stock Inventory includes a blank column for you to enter in a physical count number from your warehouse and a column to enter the roll weight as listed directly on the rolls.

Paper Stock Inventory

Location	Manufacturer	Type	Color	BW	GSM	Width	Notes	Core Wst%	Cost/Lb.	Average Lbs/Roll	Rolls on Hand	Count
<All Plants/Locations>	Sample Paper Manufacturer	Newsprint	White	28			Sample - Shoppers, fair opacity and good brightness	2.00	\$.3250			
<All Plants/Locations>	Sample Paper Manufacturer	Offset	White	50			Sample - All purpose offset	4.00	\$.4000			
<All Plants/Locations>	Sample Paper Manufacturer	HiBrite	White - 75 Brite	35			Sample - High brite groundwood	3.00	\$.3800			
<All Plants/Locations>	Sample Paper Manufacturer	Newsprint	White	30		17	Sample - Excellent stock for general printing	2.00	\$.3000	900	15	
<All Plants/Locations>	Sample Paper Manufacturer	Newsprint	White	30		34	Sample - Excellent stock for general printing	2.00	\$.3000	1,800	20	
<All Plants/Locations>	Sample Paper Manufacturer	Offset	White	40			Sample - Specialty offset, fair opacity	4.00	\$.4500			
<All Plants/Locations>	Sample Paper Manufacturer	HiBrite	White - 70 Brite	35			Sample - High brite groundwood	3.00	\$.3400			
<All Plants/Locations>	Sample Paper Manufacturer	HiBrite	White - 80 Brite	35			Sample - High brite groundwood	3.00	\$.3900			
<All Plants/Locations>	Sample Paper Manufacturer	Newsprint	White	30			Sample - Excellent stock for general printing	2.00	\$.3000			

Calculation of Rolls Needed to Print Each Section Within a Quote, the Paper Tab has a calculator to show you how many rolls of each stock will be needed. Click the magnifying glass icon to view the calculator.

The screenshot shows the Presstimator software interface. The 'Quote - Sample Quote' window is open, displaying various settings and a calculator. The 'Paper' tab is selected, and the 'Total Lbs.' field is circled in red, showing a value of 7,528. The 'Stock Entry' section shows details for Section 2, including 32 pages, 34" width, and 22.75" length. The 'Stock Summary' table lists the sections and their respective weights.

S.	Pgs.	Type	Color	BW	GSM	Width	Start	Run	ORun	Copies	Core	Waste Lbs.	Lbs.	Cost/Lb.	Cost	Notes
1	4	Offset	White	50		17	3500	8.00	200	39125	4.00	334	1657	.4000	662.80	50# wrap on cover
1	16	Newsprint	White	30		34	3500	8.00	200	39125	2.00	796	4287	.3000	1286.10	
2	32	Newsprint	White	30		34	1000	2.00	200	34350	2.00	545	7528	.3000	2258.40	

Totals
 \$80.00 Paper cost: \$4,207 for 32,500 copies
 Paper cost (per M): \$129.46
 Paper cost w/ plate changes: \$4,287

In this example, a total of 7,528 lbs. of this Newsprint will be needed to print Section 2. In Shop Settings, we entered the average roll weight of this paper is 1,800 lbs. per roll. Therefore, you will need 5 rolls of this Newsprint as indicated on the calculator screen displayed.

The 'Paper Rolls' calculator window displays the following information:

Total Weight: 7,528
Weight/Roll: 1,800
Total Rolls: 5 (this Section only)

Notes:
 Note: Total Cost is calculated on the amount used.
 Total Cost is NOT based on total number of full rolls.
 Does NOT include any additional paper needed for plate changes.
 See Materials Report for all-inclusive number of rolls calculation.

OK

To get a comprehensive report of the number of rolls for all paper stocks included in a job, print the Materials Report for the Quote. The report displays the number of rolls required for each Section and Paper Stock selected.

Job: Sample Quote - Multiple Sections
No.: 002
Date:

Copies: 32,500 **Pages:** 52 **Format:** Tab **Sections:** 2 ☒ **Color Ink?** **Plant:** Primary

Paper (by Section)

S.	Pages	Type	Color	Manufacturer	BW	GSM	Width	Startup	Run Wst %	Over Run	Finish Wst %	*Copies	*Total Lbs.	*Rolls
1	4	Offset	White	Sample Paper Manufacturer	50		17 +	3,500	8.00	200	1.00	40,725	1,725	2
1	16	Newsprint	White	Sample Paper Manufacturer	30		34	3,500	8.00	200	1.00	40,725	4,462	3
2	32	Newsprint	White	Sample Paper Manufacturer	30		34	1,000	2.00	200	.00	34,350	7,528	5

+ indicates this stock is a partial web or may include a partial web
 * includes any additional amounts required by plate changes.

Paper Totals (by Web Width)

Total Pages	Type	Color	Manufacturer	BW	GSM	Width	Total Lbs.	Rolls Required	Rolls on Hand
48	Newsprint	White	Sample Paper Manufacturer	30		34	11,990	8	20
4	Offset	White	Sample Paper Manufacturer	50		17	1,725	2	5

Paper Totals

Total Pages	Type	Color	Manufacturer	BW	GSM	Width	Total Lbs.	Rolls Required	Rolls on Hand
48	Newsprint	White	Sample Paper Manufacturer	30		34	11,990	8	20
4	Offset	White	Sample Paper Manufacturer	50		17	1,725	2	5

+ indicates this stock is a partial web or may include a partial web
 |



From the Materials Report, you can see that a total of 8 rolls of the selected Newsprint will be required to complete the product and that you have 20 rolls on hand.

Note: If you do not have enough rolls on hand in Shop Settings for this Newsprint, the Auditor will include a warning message that you will need to order more paper.

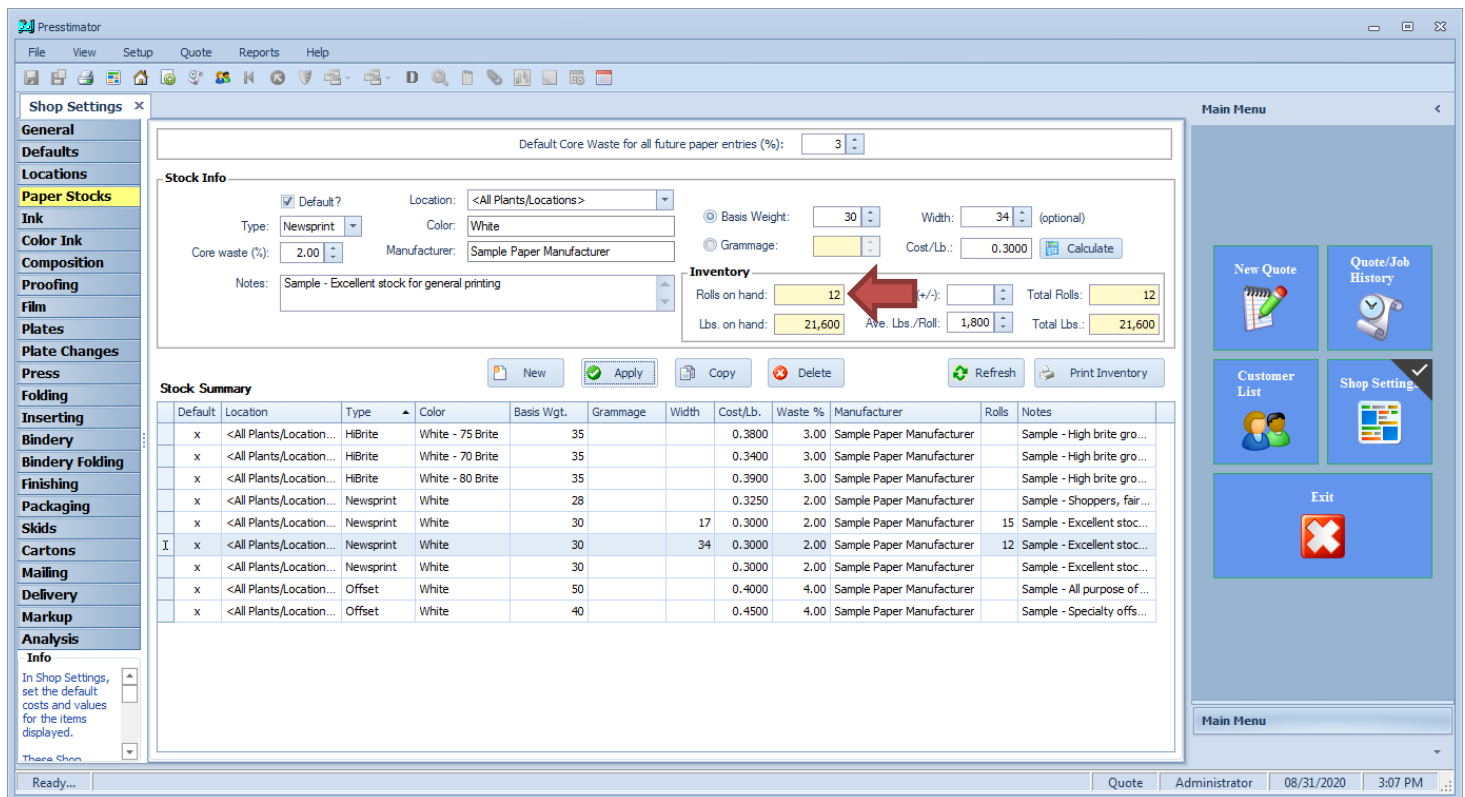
Paper Inventory Adjusted When Job is Completed When marking the checkbox for the job being completed on the Customer Tab in the Quote, you can choose to have the number of rolls required for this job to be removed from the number of rolls entered in Shop Settings.

The screenshot shows the Presstimator software interface. The main window is titled 'Quote - Sample Quote'. On the left is a sidebar with a 'Customer' tab selected. The main area is divided into three sections: 'Customer Information', 'Quote Information', and 'Job Information'. The 'Job Information' section is highlighted with a red circle around the 'Completed' checkbox, which is currently unchecked. The 'Completed' checkbox is located next to the 'Printed' checkbox, both of which are checked. The 'Printed' checkbox is also circled in red. The 'Job Information' section includes fields for Plant, Job No., Status, Dept., Job Created, Required, Copy In, Printed, and Completed. The 'Required' checkbox is checked, and the 'Copy In' checkbox is checked. The 'Printed' checkbox is checked, and the 'Completed' checkbox is unchecked. The 'Completed' checkbox is circled in red. The 'Job Information' section also includes a 'Use Metric Units?' checkbox, which is unchecked. The 'Job Information' section also includes a 'Main Menu' button. The 'Main Menu' button is located at the bottom right of the window. The 'Main Menu' button is a blue button with a white 'X' icon. The 'Main Menu' button is located at the bottom right of the window. The 'Main Menu' button is a blue button with a white 'X' icon. The 'Main Menu' button is located at the bottom right of the window. The 'Main Menu' button is a blue button with a white 'X' icon.

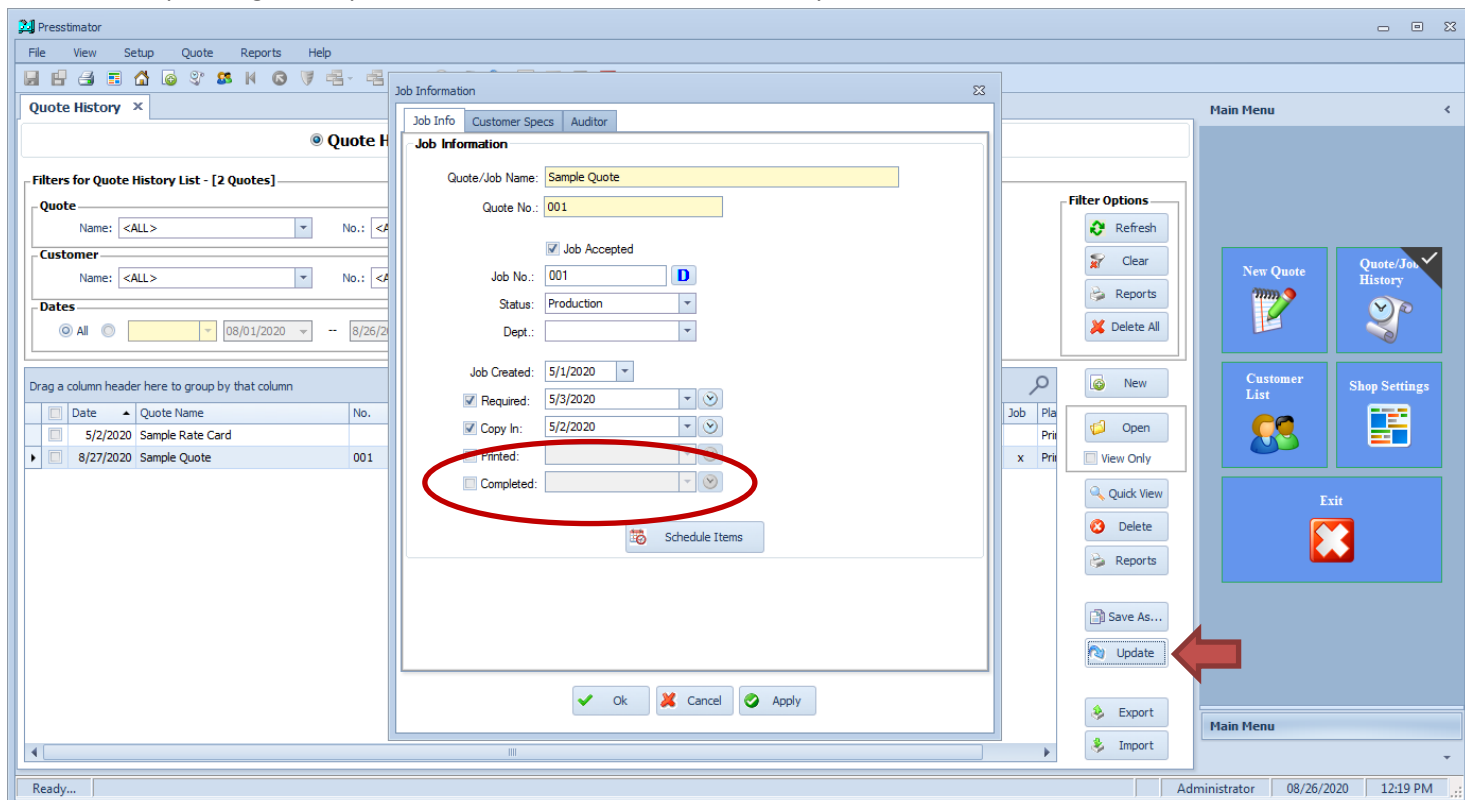
When selecting the Yes button, the number of rolls in Shop Settings will be updated for all of the stocks used in this job.

The screenshot shows a dialog box titled 'Update Paper Stock Inventory?'. The dialog box contains a question mark icon and the text 'Do you want to reduce the paper inventory in Shop Settings for the paper required for this job?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a dashed border.

In our ongoing example, you originally had 20 rolls of this Newsprint in Shop Settings. The job required a total of 8 rolls to be used. When indicating that you wanted to update paper inventory in Shop Settings when marking the “Job Completed” checkbox, the number of rolls for this paper stock now indicates that there are now 12 rolls on hand.



Note: The “Job Completed” button is available from within a Quote on the Customer Tab or from the Job Information screen when pressing the “Update” button on the Quote/Job History screen.



Every time you open a Tab in Shop Settings, the current information is retrieved from the database and displayed on the screen. However, if you are currently viewing Shop Settings while another user makes changes to it at the same time, you must click the “Refresh” button to bring in the updated values. For example: If the Shop Settings – Paper Stocks screen is Open when the paper inventory is adjusted, you will need to click the “Refresh” button to get the latest information from the database for inventory.

The screenshot shows the 'Presstimator' application window with the 'Shop Settings' tab selected. The 'Paper Stocks' section is active, displaying a 'Stock Info' panel with fields for Default, Location, Type, Color, Core waste, and Manufacturer. Below this is an 'Inventory' section with fields for Rolls on hand, Rolls Adjust, Total Rolls, Lbs. on hand, Ave. Lbs./Roll, and Total Lbs. A 'Refresh' button, indicated by a green circular arrow icon, is circled in red. To the right of the 'Refresh' button is a 'Print Inventory' button. Below these buttons is a 'Stock Summary' table.

Default	Location	Type	Color	Basis Wgt.	Grammage	Width	Cost/Lb.	Waste %	Manufacturer	Rolls	Notes
x	<All Plants/Location...	HiBrite	White - 75 Brite	35			0.3800	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	HiBrite	White - 70 Brite	35			0.3400	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	HiBrite	White - 80 Brite	35			0.3900	3.00	Sample Paper Manufacturer		Sample - High brite gro...
x	<All Plants/Location...	Newsprint	White	28			0.3250	2.00	Sample Paper Manufacturer		Sample - Shoppers, fair...
x	<All Plants/Location...	Newsprint	White	30		17	0.3000	2.00	Sample Paper Manufacturer	15	Sample - Excellent stoc...
x	<All Plants/Location...	Newsprint	White	30		34	0.3000	2.00	Sample Paper Manufacturer	12	Sample - Excellent stoc...
x	<All Plants/Location...	Newsprint	White	30			0.3000	2.00	Sample Paper Manufacturer		Sample - Excellent stoc...
x	<All Plants/Location...	Offset	White	50			0.4000	4.00	Sample Paper Manufacturer		Sample - All purpose of...
x	<All Plants/Location...	Offset	White	40			0.4500	4.00	Sample Paper Manufacturer		Sample - Specialty offs...

The status bar at the bottom shows 'Ready...', 'Quote', 'Administrator', '08/31/2020', and '3:07 PM'.

Standalone Shop Settings Application Optional interface into Presstimator Shop Settings Paper and Color Ink screens. The interface gives a user with permissions access to Paper and Color Ink Shop Settings to update prices from your vendors and the paper inventory. These values can be adjusted by employees without Presstimator training.

Pressimulator - Shop Settings

Paper Stocks

Color Ink

Default Core Waste for all future paper entries (%):

3

Stock Info

☒ Default?
 Location: <All Plants/Locations>

Type: Newsprint

Color: White

Core waste (%): 2.00

Manufacturer: Sample Paper Manufacturer

Notes: Sample - Excellent stock for general printing

☐ Basis Weight: 30 Width: 34 (optional)
 ☐ Grammage: Cost/Lb.: 0.3000

Inventory

Rolls on hand: 12 Rolls Adjust (+/-): Total Rolls: 12

Lbs. on hand: 21600 Ave. Lbs./Roll: 1,800 Total Lbs.: 21600

Stock Summary

	Default	Location	Type	Color	Basis Wgt.	Grammage	Width	Cost/Lb.	Waste %	Manufacturer	Rolls	Notes
	x	<All Plants/Location...	HiBrite	White - 75 Brite	35			0.3800	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	HiBrite	White - 70 Brite	35			0.3400	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	HiBrite	White - 80 Brite	35			0.3900	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	Newsprint	White	28			0.3250	2.00	Sample Paper Manufacturer		Sample - Shoppers, fair...
	x	<All Plants/Location...	Newsprint	White	30		17	0.3000	2.00	Sample Paper Manufacturer	15	Sample - Excellent stoc...
I	x	<All Plants/Location...	Newsprint	White	30		34	0.3000	2.00	Sample Paper Manufacturer	12	Sample - Excellent stoc...
	x	<All Plants/Location...	Newsprint	White	30			0.3000	2.00	Sample Paper Manufacturer		Sample - Excellent stoc...
	x	<All Plants/Location...	Offset	White	50			0.4000	4.00	Sample Paper Manufacturer		Sample - All purpose of...

Or, create your own customized webpage to view in a browser.

Presstimator Paper Stocks

localhost/PresstimatorShopSettings/display_paper.php

Connection established.
User: Administrator

Presstimator Paper Stocks

Type	Color	BasisWgt.	Manufacturer	Cost/Lb.	Ave.Lbs/Roll	Rolls on Hand		
Directory	Blue	25	Sample Paper Manufacturer	0.3900			Edit	Delete
Directory	White	25	Sample Paper Manufacturer	0.3700			Edit	Delete
Directory	Yellow	25	Sample Paper Manufacturer	0.3900			Edit	Delete
HiBrite	White - 70 Brite	35	Sample Paper Manufacturer	0.3400			Edit	Delete
HiBrite	White - 75 Brite	35	Sample Paper Manufacturer	0.3800			Edit	Delete
HiBrite	White - 80 Brite	35	Sample Paper Manufacturer	0.3900			Edit	Delete
Newsprint	White	28	Sample Paper Manufacturer	0.3250	1100	4	Edit	Delete
Newsprint	White	30	Sample Paper Manufacturer	0.3000	450	10	Edit	Delete
Newsprint	White	30	Sample Paper Manufacturer	0.3000	900	15	Edit	Delete

Every time you click on a Tab within the Standalone Shop Settings Application, the current information is retrieved from the database and displayed on the screen. However, if you are currently viewing Shop Settings while another user makes changes to either Paper Stocks or Color Inks at the same time, you must click the “Refresh” button to bring in the updated values. For example: If you’re using the Standalone Application to view Paper Stocks, and at the same time, the paper inventory is adjusted in the Presstimator, you will need to click the “Refresh” button to get the latest information from the database for inventory.

Presstimator - Shop Settings

Paper Stocks **Color Ink**

Default Core Waste for all future paper entries (%): 3

Stock Info

☒ Default? Location: <All Plants/Locations>

Type: Newsprint Color: White

Core waste (%): 2.00 Manufacturer: Sample Paper Manufacturer

Notes: Sample - Excellent stock for general printing

Basis Weight: 30 Width: 34 (optional)

Grammage: Cost/Lb.: 0.3000 Calculate

Inventory

Rolls on hand: 20 Rolls Adjust (+/-): Total Rolls: 20

Lbs. on hand: 36000 Ave. Lbs./Roll: 1800 Total Lbs.: 36000

New Apply Copy Delete Print Inventory

Stock Summary

	Default	Location	Type	Color	Basis Wgt.	Grammage	Width	Cost/Lb.	Waste %	Manufacturer	Rolls	Notes
	x	<All Plants/Location...	HiBrite	White - 75 Brite	35			0.3800	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	HiBrite	White - 70 Brite	35			0.3400	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	HiBrite	White - 80 Brite	35			0.3900	3.00	Sample Paper Manufacturer		Sample - High brite gro...
	x	<All Plants/Location...	Newsprint	White	28			0.3250	2.00	Sample Paper Manufacturer		Sample - Shoppers, fair...
	x	<All Plants/Location...	Newsprint	White	30		17	0.3000	2.00	Sample Paper Manufacturer	15	Sample - Excellent stoc...
	x	<All Plants/Location...	Newsprint	White	30		34	0.3000	2.00	Sample Paper Manufacturer	20	Sample - Excellent stoc...
	x	<All Plants/Location...	Newsprint	White	30			0.3000	2.00	Sample Paper Manufacturer		Sample - Excellent stoc...
	x	<All Plants/Location...	Offset	White	50			0.4000	4.00	Sample Paper Manufacturer	5	Sample - All purpose of...
	x	<All Plants/Location...	Offset	White	40			0.4500	4.00	Sample Paper Manufacturer		Sample - Specialty offs...

Exit Refresh

Time Tracking Track time for all processes within a job. A new “Copies Per Hour” field is now available on the Shop Settings screen for Inserting, Bindery, Finishing and Mailing. Enter the copies per hour for each of these items to track the total time required when creating an estimate.

The screenshot shows the 'Shop Settings' window in Presstimator, specifically the 'Bindery' tab. The 'Copies Per Hour' field is circled in red. The 'Cost to Bind Sections (per M)' table is also visible.

Location	Type	Setup	Cover	1st Sect.	2nd Sect.	3rd Sect.	4th Sect.	Each Add'l	Notes
<All Plants/Location...>	Perfect Bind	115.00	12.75	11.50	11.25	10.75	10.00	9.25	Sample - All material must be ready for binding
<All Plants/Location...>	Stitch and Trim	60.00	14.25	14.00	9.75	9.50	9.00	8.75	Sample - Prices are ba...

The corresponding Main Tabs within a Quote will automatically calculate a “Total Time” amount based on the “Copies Per Hour” entered in Shop Settings for each of the processes.

The screenshot shows the 'Quote - Sample Quote' window in Presstimator, specifically the 'Bindery' tab. The 'Total time' field is circled in red. The 'Bindery Charges' and 'Folding' sections are visible.

Location	Type	Setup	Cover	1st Sect.	2nd Sect.	3rd Sect.	4th Sect.	Each Add'l	Notes
<All Plants/Location...>	Perfect Bind	115.00	12.75	11.50	11.25	10.75	10.00	9.25	Sample - All material must be ready for binding
<All Plants/Location...>	Stitch and Trim	60.00	14.25	14.00	9.75	9.50	9.00	8.75	Sample - Prices are ba...

Report Shows Time by Department Print the new Time Report to get an all-inclusive report on the amount of time required to produce the job in each department. The Time Report is completely customizable using the Report Layout Tool.

Print Options - Misc. Quote Reports

Print

☐ Custom Report?

Multiple Page Count/Quantities

☒ Include Per M totals?

☒ Format/Shade tables?

Print

Quote for Customer

Customer Quote - Summary

☒ Custom Report?

☒ Include multiple page counts?

Print

Rate Card

Rate Card

☒ Custom Report?

Print

Invoice

☒ Include Adjustment details?

☒ Round to nearest dollar?

☒ Custom Report?

Print

Job Ticket

Job Ticket - Summary

☒ Custom Report?

Print

All Skid Tags

Create specific skid tags from Delivery

☒ Custom Report?

Print

Shipping Report

Shipping Drop Zones

☒ Custom Report?

Print

Materials Report

Materials

☒ Custom Report?

Print

Time Report

☒ Custom Report?

Print

Notes Report

☒ Include Quote Notes?

☒ Include Notes from ALL Tabs?

☐ Print Preview mode?

Cancel

Create Quotes Faster with Templates Once you create a Quote that could be used as a template for creating additional Quotes in the future, you can save it with a Status of “Template.” Example: If you have a 16-page Tab job that you’ve configured a certain way, you can save it as a “Template” for future 16-page Tab jobs so don’t have to start from scratch. To create a new 16-page Tab Job, simply filter the Quote History on Templates and click the “New Quote from Template” button. This feature is useful for customers who do Rate Card estimating so they can easily create a Quote from a Template that has an existing Rate Card.

Save a Quote with the Status of “Template” on the Customer Tab within a Quote.

The screenshot displays the Presstimator software interface. The main window is titled "Quote - Sample Rate Card". The interface is divided into several sections:

- Customer Section:** Contains fields for Quote/Job Name (Sample Rate Card), Title, Edition, Issue (5/3/2020), Estimator (Joe Sample), Salesman (Bob Sales), Customer Name (Sample Customer), Customer No. (100), Terms (COD), Contact (Sid Sample), Alt. Contact, Address (100 Main Street 2, Box 100), City (AnyTown), State/Province (Any State), Zip/Postal Code (12345-1234), Phone ((222) 555-1234 x100), Fax ((222) 555-1111), Email (sample@hostname.com), Customer Notes, and Notes.
- Quote Information Section:** Highlighted with a red circle. It includes Quote No. (with a dropdown arrow), Status (Template), Created (5/3/2020), Expires (8/30/2020), and a checkbox for Use Metric Units.
- Job Information Section:** Includes Plant (Primary), Job Accepted checkbox, Job No. (with a dropdown arrow), Status (with a dropdown arrow), Dept. (with a dropdown arrow), Job Created (8/30/2020), Required (8/30/2020), Copy In (8/30/2020), Printed (8/30/2020), and Completed (8/30/2020).
- Main Menu:** Located on the right side, it includes buttons for New Quote, Quote/Job History, Customer List, Shop Settings, and Exit.

The status bar at the bottom shows "Ready...", "Quote: Sample Rate Card", "Administrator", "08/30/2020", and "2:12 PM".

On the Quote History screen, click the “Show Templates Only?” checkbox to filter all Quotes saved with “Template” designated as the Quote Status.

Quote History

Quote History Job History

Filters for Quote History List - [3 Quotes]

Quote: Name: <ALL> No.: <ALL>

Customer: Name: <ALL> No.: <ALL>

Dates: All 08/01/2020 -- 8/30/2020

Other Filters: Estimator: <ALL> Salesman: <ALL> Dept.: <ALL> Status: <ALL> Job? Plant: <ALL>

Templates: ☐ Show Templates Only?

Filter Options: Refresh Clear Reports Delete All

Drag a column header here to group by that column

Date	Quote Name	No.	Edition	Issue	Customer	No.	Estimator	Salesman	Status	Dept.	Job	Plant
5/1/2020	Sample Quote - Quick Quote	001		5/1/2020	Sample Customer	100	Joe Sample	Bob Sales	Open			Primary
5/2/2020	Sample Quote - Multiple Sections	002		5/1/2020	Sample Customer	100	Joe Sample	Bob Sales	Sample		x	Primary
5/3/2020	Sample Rate Card			5/3/2020	Sample Customer	100	Joe Sample	Bob Sales	Template			Primary

Main Menu: New Quote, Quote/Job History, Customer List, Shop Settings, Exit

Notice the Quote History is now filtered by the “Status” column in the grid. A button named “Create New Quote from Template” is displayed when the checkbox for “Show Templates Only?” is marked. Click this button to use the template Quote as the basis for a new Quote.

Quote History

Quote History Job History

Filters for Quote History List - [1 Quote]

Quote: Name: <ALL> No.: <ALL>

Customer: Name: <ALL> No.: <ALL>

Dates: All 08/01/2020 -- 8/30/2020

Other Filters: Estimator: <ALL> Salesman: <ALL> Dept.: <ALL> Status: Template Job? Plant: <ALL>

Templates: ☒ Show Templates Only?

Filter Options: Refresh Clear Reports Delete All

Drag a column header here to group by that column

Date	Quote Name	No.	Edition	Issue	Customer	No.	Estimator	Salesman	Status	Dept.	Job	Plant
5/3/2020	Sample Rate Card			5/3/2020	Sample Customer	100	Joe Sample	Bob Sales	Template			Primary

Main Menu: New Quote, Quote/Job History, Customer List, Shop Settings, Exit

Create New Quote from Template

Template Name: Sample Rate Card

New Quote Name:

Date: 8/30/2020

Status: Open

Quote No.:

Quote No.: D

Job No.:

Job No.: D

☒ Clear Actuals in New Quote?

☐ Clear Attachments in New Quote?

Modify Select Fields before Open Quote Open Quote Cancel

Enter a New Quote Name and click the Default buttons to bring in the latest Quote Number from Shop Settings. Click the “Open Quote” button to create the new Quote based on the template selected.

Faster and Smarter Multiple Page Counts For users who don't use a Rate Card, additional page counts for Quotes can be generated using the new "Auto-Create" button. This feature will quickly create multiple page count entries that are generated with all plates and make-ready times accurately calculated for the additional pages.

Multiple Page Count Entry

Details

Copies: 7,500Pages: 8Format: TabSections: 1Color Ink: YesPlant: Primary

Multiple Page Count Entry

Total Pages: Add'l Pages: Section No:

Paper

Paper: Select PaperStartup Imp: Add'l Startup Imp.:

Ink

Ink: Select InkColor on All PagesColor Pages: Color Plates:

Press (Add'l MR Times)

Press MR time (min.): Color MR time (min.):Load Defaults

Auto-CreateNewApplyCopyDeleteCopy Entry InfoClear

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
-------------	-------	---------	-------	---------	-----	-------	--------	----------	----------

OkJump to Totals

Multiple Page Counts Wizard Click the Auto-Create button to launch the Multiple Page Counts Wizard. Simply enter the Starting No. of Pages and the Ending No. of Pages for the scenarios you'd like to create and click the Apply button.

Multiple Page Counts Wizard

Job No. Pages: 8Format: Tab

Fill in the information below to automatically create entries.

Section No: 1

Starting No. Pages: 12

Ending No. Pages: 36

Create in increments of: 4 pages.

ApplyCancel

Scenarios for 12 – 36 pages are automatically created in the grid, as shown below.

Multiple Page Count Entry

Details

Copies: 7,500
Pages: 8
Format: Tab
Sections: 1
Color Ink: Yes
Plant: Primary

Multiple Page Count Entry

Total Pages: 12
Add'l Pages: 4
Section No: 1

Paper

Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34"
Startup Imp: 3500
Add'l Startup Imp.:

Ink

Ink: Select Ink
Color on All Pages
Color Pages:
Color Plates:

Press (Add'l MR Times)

Press MR time (min.):
Color MR time (min.):
Load Defaults

Auto-Create

New

Apply

Copy

Delete

Copy Entry Info

Clear

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

Ok

Jump to Totals

Next, enter the color ink selection for the additional pages. In our scenario, the base job has process color ink included, so we want to add process color ink to all additional page counts requested by the customer. Select “Process color” in the dropdown and click the “Color on All Pages” button to have the number of pages and plates automatically calculated. In our scenario, the additional 4 pages required 6 additional plates.

Multiple Page Count Entry

Details
 Copies: 7,500 Pages: 8 Format: Tab Sections: 1 Color Ink: Yes Plant: Primary

Multiple Page Count Entry

Total Pages: 12
 Add'l Pages: 4
 Section No: 1

Paper
 Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34"
 Startup Imp: 3500
 Add'l Startup Imp.:

Ink
 Ink: Process color
☒ Color on All Pages
 Color Pages: 4
 Color Plates: 6

Press (Add'l MR Times)
 Press MR time (min.):
 Color MR time (min.):
 Load Defaults

Auto-Create New Apply Copy Delete Copy Entry Info Clear

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

Ok Jump to Totals

Multiple Page Count Entry

Details
 Copies: 7,500 Pages: 8 Format: Tab Sections: 1 Color Ink: Yes Plant: Primary

Multiple Page Count Entry

Total Pages: 12
 Add'l Pages: 4
 Section No: 1

Paper
 Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34"
 Startup Imp: 3500
 Add'l Startup Imp.:

Ink
 Ink: Process color
☒ Color on All Pages
 Color Pages: 4
 Color Plates: 6

Press (Add'l MR Times)
 Press MR time (min.):
 Color MR time (min.):
 Load Defaults

Auto-Create New Apply Copy Delete Copy Entry Info Clear

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

Ok Jump to Totals

If you have "Calculated press MR Times" selected in Shop Settings – Defaults (instead of a flat time for press make-ready), click the "Load Defaults" button in Press to automatically calculate the press make-ready times for the additional plates required for the ink type selected. In our scenario, the additional plates will require an additional 28 minutes of press make-ready time (our press MR time in Shop Settings is 4 minutes per plate).

Multiple Page Count Entry

Details

Copies: 7,500 Pages: 8 Format: Tab Sections: 1 Color Ink: Yes Plant: Primary

Multiple Page Count Entry

Total Pages: 12 Add'l Pages: 4 Section No: 1

Paper

Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34" Startup Imp: 3500 Add'l Startup Imp.:

Ink

Ink: Process color ☒ Color on All Pages Color Pages: 4 Color Plates: 6

Press (Add'l MR Times)

Press MR time (min.): 4 Color MR time (min.): 24 [Load Defaults](#)

[Auto-Create](#) [New](#) [Apply](#) [Copy](#) [Delete](#) [Copy Entry Info](#) [Clear](#)

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

[Ok](#) [Jump to Totals](#)

Click the Apply button to save the values into the entry in the grid.

Multiple Page Count Entry

Details

Copies: 7,500 Pages: 8 Format: Tab Sections: 1 Color Ink: Yes Plant: Primary

Multiple Page Count Entry

Total Pages: 12 Add'l Pages: 4 Section No: 1

Paper

Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34" Startup Imp: 3500 Add'l Startup Imp.:

Ink

Ink: Process color ☒ Color on All Pages Color Pages: 4 Color Plates: 6

Press (Add'l MR Times)

Press MR time (min.): 4 Color MR time (min.): 24 [Load Defaults](#)

[Auto-Create](#) [New](#) [Apply](#) [Copy](#) [Delete](#) [Copy Entry Info](#) [Clear](#)

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	4	6	4	24
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

[Ok](#) [Jump to Totals](#)

Next, click the "Copy Entry Info" button to duplicate the selections to ALL of the created entries in the grid.

Multiple Page Count Entry

Details

Copies: 7,500
Pages: 8
Format: Tab
Sections: 1
Color Ink: Yes
Plant: Primary

Multiple Page Count Entry

Total Pages: 12

Add'l Pages: 4

Section No: 1

Paper

Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34"

Startup Imp: 3500

Add'l Startup Imp.:

Ink

Ink: Process color

Color on All Pages

Color Pages: 4

Color Plates: 6

Press (Add'l MR Times)

Press MR time (min.): 4

Color MR time (min.): 24

Load Defaults

Auto>Create

New

Apply

Copy

Delete

Copy Entry Info

Clear

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	4	6	4	24
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Select Ink				

Ok

Jump to Totals

The Copy Multiple Page Count Information Wizard can be used to quickly update all of the entries in the grid for the selections made on the first entry.

Copy Multiple Page Count Information

Select the information you would like to copy from the current entry to other entries in the Multiple Page Count Summary.

☒ Paper: 30 lb. ~ Sample Paper Manufacturer
Add'l Startup:

☒ Ink: Process color
☐ Calculate Plates for Color on All Pages?
☐ Copy: No. pages: 4
No. plates: 6

☒ Press:
☐ Calculate Press MR Time?
☐ Copy: Press MR time (min.): 8
Color MR time (min.): 24

☐ Copy the information to all entries in this section only: 1
☐ Copy the information to all entries in the Summary.

Apply Cancel

Mark the checkboxes for the values you wish to copy (Paper, Ink and Press) and whether you wish to copy the values to all entries in the Summary or for a specific Section.

Select the “Calculate Plates for Color of All Pages?” if you want to include color ink on all of the additional pages and have the Presstimator automatically calculate the number of plates for the pages. In this scenario, we want to include process color for all of our additional page counts in the grid.

Select the “Calculate Press MR Time?” if you want the Presstimator to automatically calculate the additional amount of make-ready time required for the additional black and color plates required.

On the Shop Settings – Defaults screen, you must specify the amount of make-ready time required for each plate in order for the Presstimator to complete the calculation.

Press Make Ready Times

These values are loaded into the Press Tab by the 'Use Defaults' button.
Select method of calculation (flat or per plate).

☐ Flat Time
Press MR time (min.): 30
Color MR time (min.): 45
Process Color MR time (min.): 60
Add'l MR/Cleanup time (min.):

☒ Calculated Time
Minutes/Plate: 4.00
Add'l MR/Cleanup time (min.): 15

Once the Wizard is finished, the remainder of the Multiple Page Counts entry screen is completed. Notice the number of plates and make-ready times are completed for all of the additional page counts requested.

Multiple Page Count Entry

Details
 Copies: 7,500 Pages: 8 Format: Tab Sections: 1 Color Ink: Yes Plant: Primary

Multiple Page Count Entry

Total Pages: 12 Add'l Pages: 4 Section No: 1

Paper
 Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34" Startup Imp: 3500 Add'l Startup Imp.:

Ink
 Ink: Process color ☒ Color on All Pages Color Pages: 4 Color Plates: 6

Press (Add'l MR Times)
 Press MR time (min.): 8 Color MR time (min.): 24 [Load Defaults](#)

[Auto-Create](#) [New](#) [Apply](#) [Copy](#) [Delete](#) [Copy Entry Info](#) [Clear](#)

Multiple Page Count Summary

Total Pages	Add'l	Section	Stock	Startup	Ink	Pages	Plates	Press MR	Color MR
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	4	6	8	24
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	8	6	8	24
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	12	12	16	48
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	16	12	16	48
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	20	18	24	72
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	24	18	24	72
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ 34"		Process color	28	24	32	96

[Ok](#) [Jump to Totals](#)

Click the "Jump to Totals" button to view the calculated totals for all of the additional Page Counts requested.

Multiple Page Count Totals

Base Job Totals
 Copies: 7,500 Total Pages: 8 Cost: 985 Selling Price: 1,313 Add'l M's Price: 42.37

Multiple Page Count Totals

Copies: 7,500 Total Pages: 12 Add'l Pages: 4

Information
 Section No: 1 Paper: 30 lb. ~ Sample Paper Manufacturer ~ 34" Ink: Process color No. pages: 4

Cost for Additional Pages
 Cost: 294 Markup \$: 98 Selling Price: 392 Add'l M's Price: 12.00

Cost for Total Pages
 Cost: 1,279 Markup \$: 426 Selling Price: 1,705 Add'l M's Price: 54.37

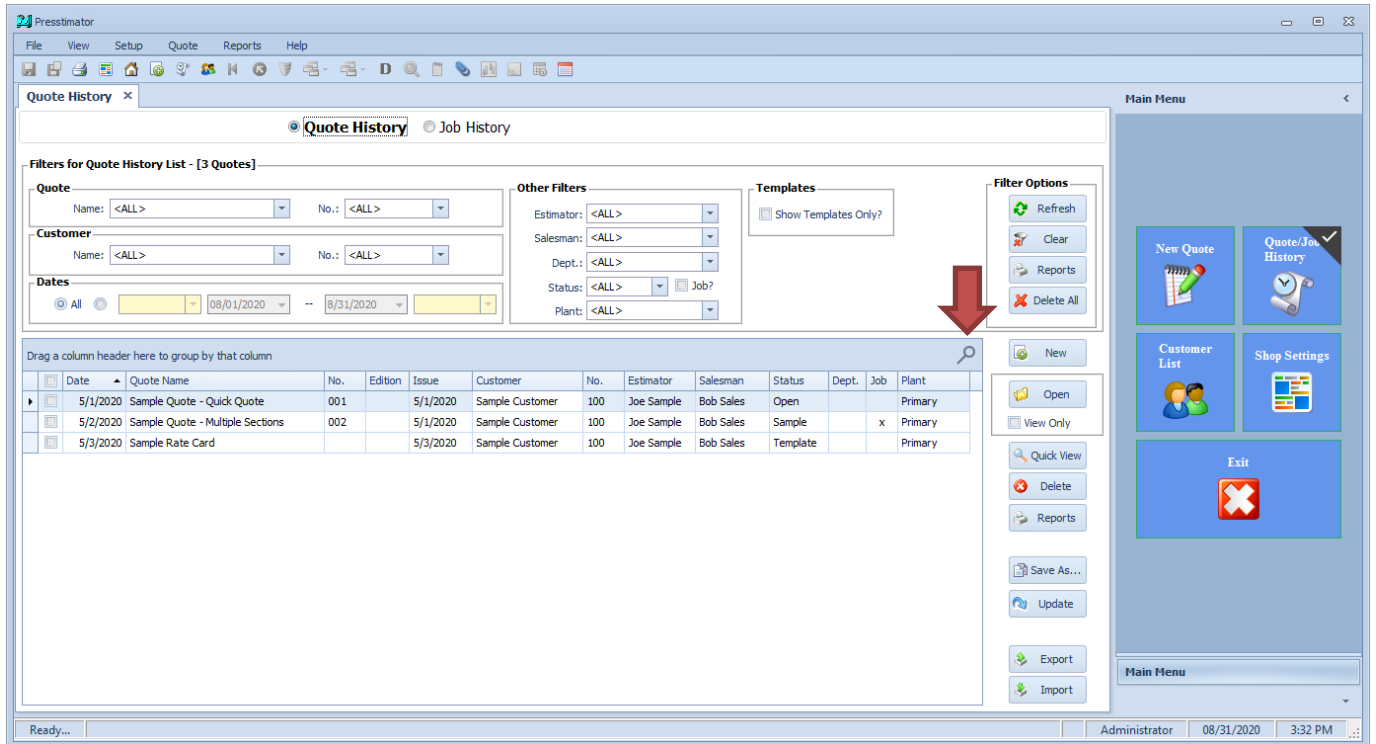
[Apply](#)

Multiple Page Count Summary

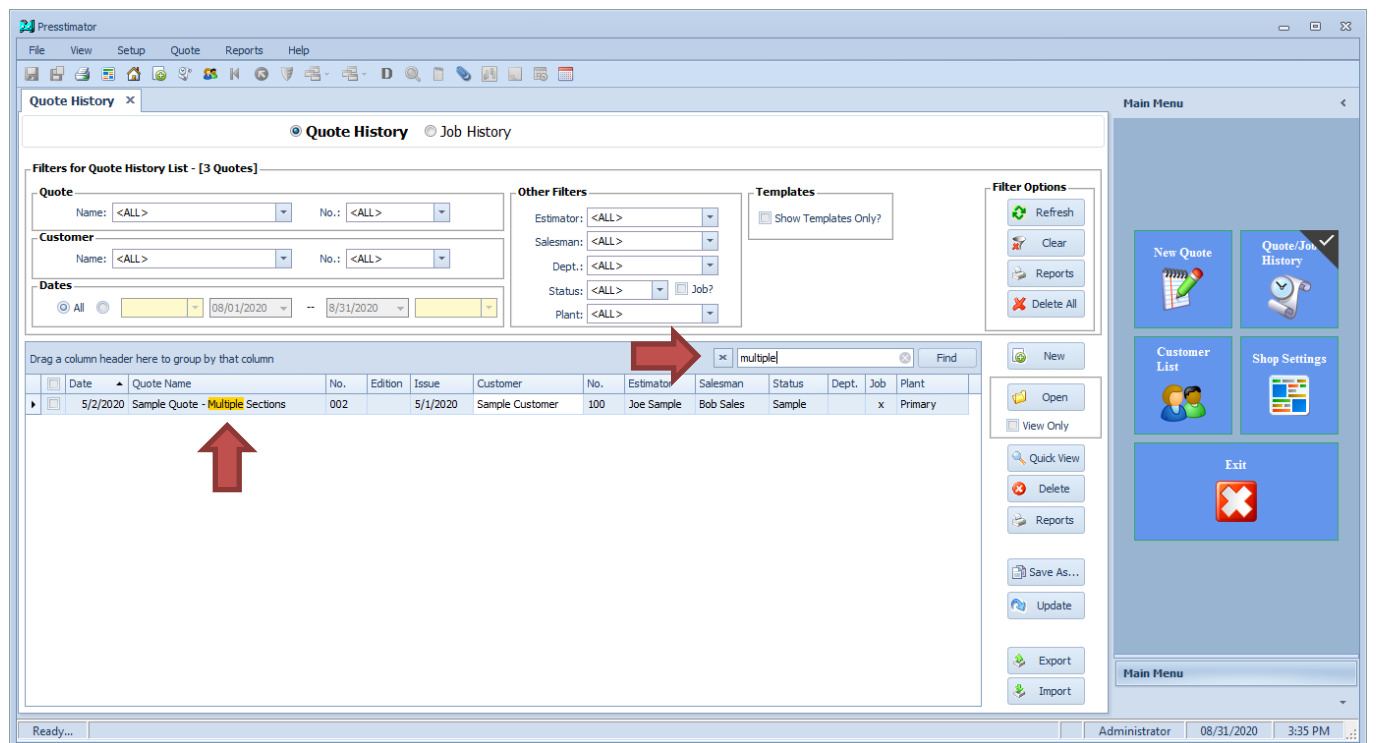
Pages	Add'l	Sect.	Stock	Ink	Additional Pages			Total Pages			
					Pages	Cost	Price	Add'l M's	Cost	Price	Add'l M's
12	4	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	4	294	392	12.00	1279	1705	54.37
16	8	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	8	400	534	24.00	1385	1847	66.37
20	12	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	12	694	925	36.00	1679	2238	78.37
24	16	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	16	800	1067	48.00	1785	2380	90.37
28	20	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	20	1094	1459	60.00	2079	2772	102.37
32	24	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	24	1200	1601	72.00	2185	2914	114.37
36	28	1	30 lb. ~ Sample Paper Manufacturer ~ ...	Process color	28	1494	1992	84.00	2479	3305	126.37

[Ok](#) [Jump To Entry](#) [Print](#)

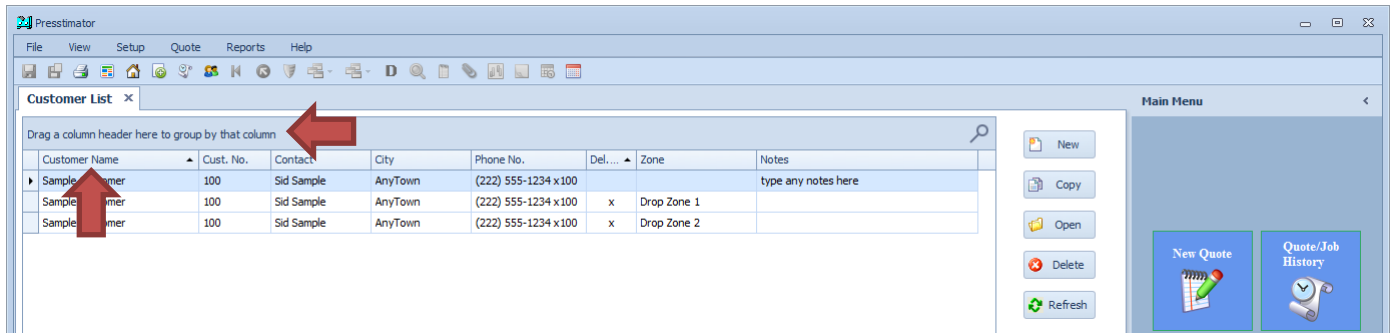
Filter and Search on Quote History, Job History and Customer List Displaying desired information in a grid has never been easier. As with all Presstimator grids, you can right-click on any Column Title to see a list of options, including sorting and printing. In addition, finding specific information is simple using the new Search feature in the Quote History, Job History and Customer List grids. Clicking on the Magnifying Glass icon on the top-right corner of the grid displays a search box.



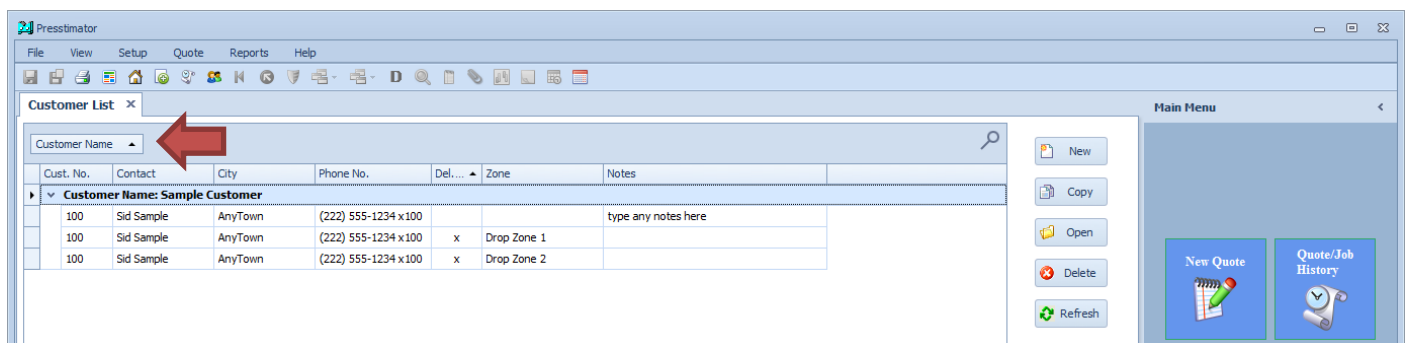
Enter the search criteria and the grid will filter and highlight the matching information.



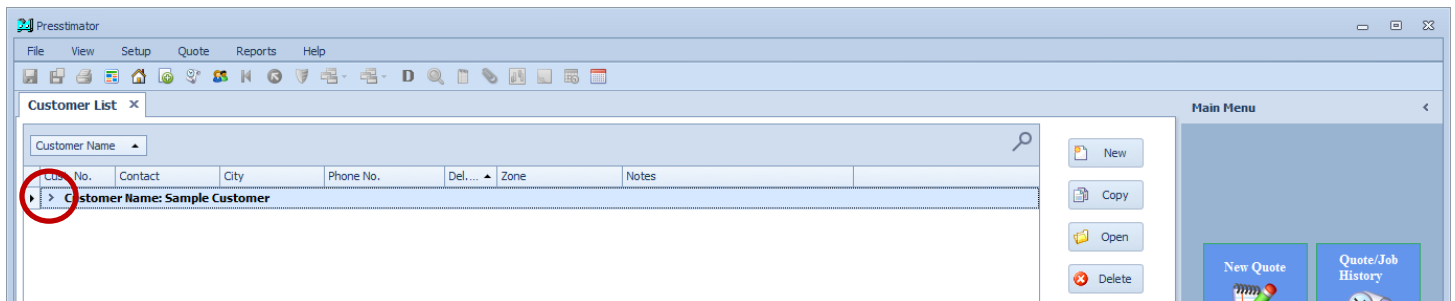
To Group a grid by a specific column, simply click on the Column Title and drag it to the Header where it says “Drag a column header here to group by that column” or right-click on a Column Title and select “Group By This Column.”



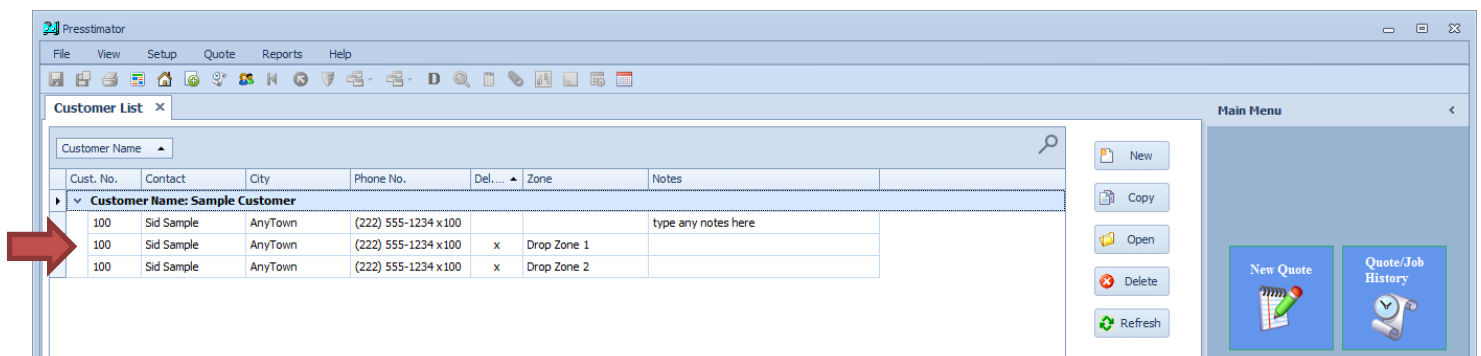
For this example, we want to group all of our customers by Customer Name. Click on the “Customer Name” column title and drag it to the header area.



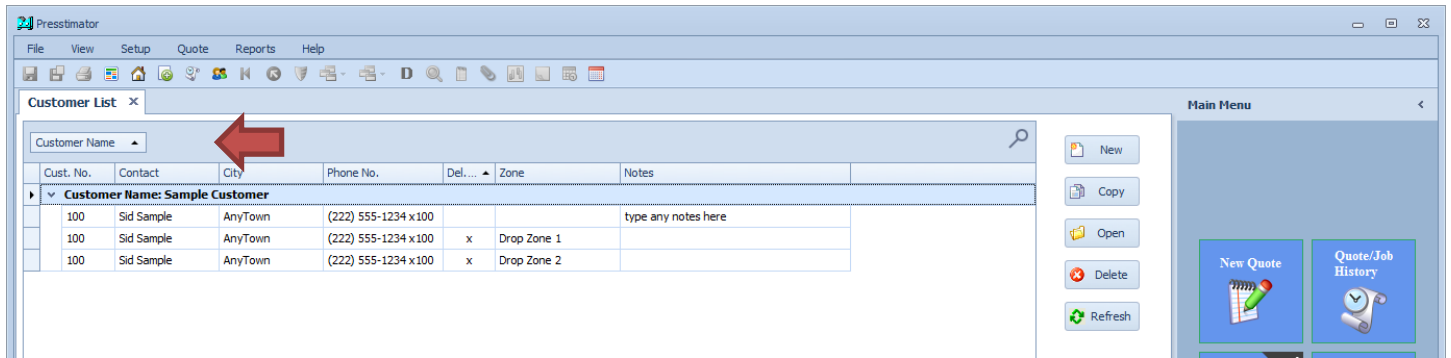
Notice the “Customer Name” label in the header shows that the grid is now grouped by that criteria and a collapsible row now contains the grouped rows beneath.



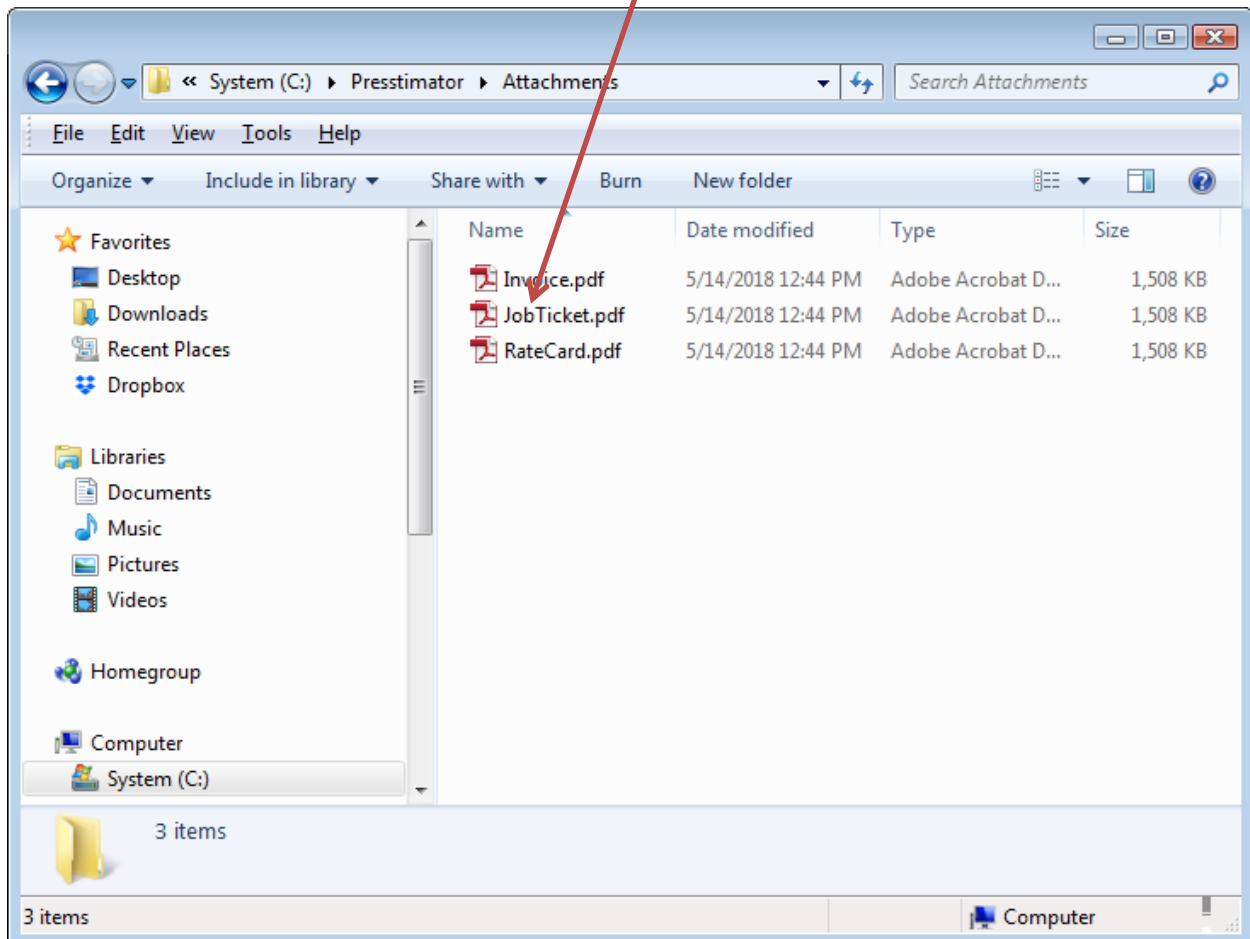
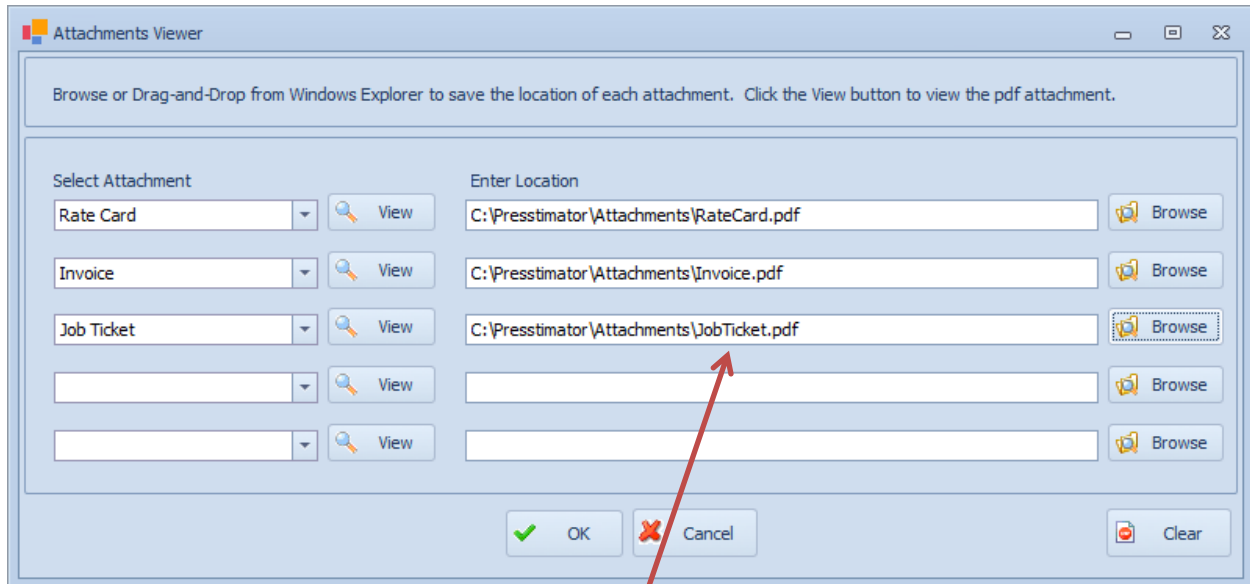
Click the highlighted icon to expand the list of items in the grid under that grouped column name. Each time you click on the highlighted icon, you will toggle between the expanded and collapsed views.



To clear the Grouping, right-click on the header, where the Grouping selection is displayed, and click “Clear Grouping” to restore the grid to its initial display.

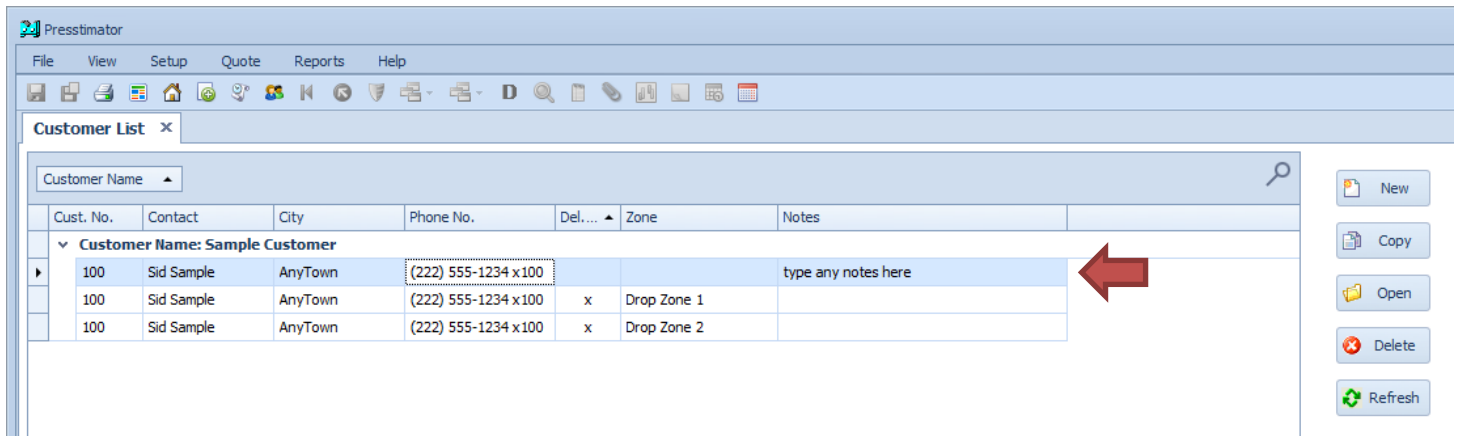


Drag-and-Drop functionality for PDF Attachments The Presstimator gives you the ability to attach important PDFs to a Quote for later review and retrieval. This is helpful to keep signed documents, such as an invoice, or handwritten notes from a job ticket linked to the Quote with which they are associated. Simply click the View button to launch a PDF Viewer to review the attached document. In this new version, users more easily attach a PDF to a quote, by simply dragging and dropping PDF documents directly from a Windows Explorer window into the Attachments Viewer for a given Quote.



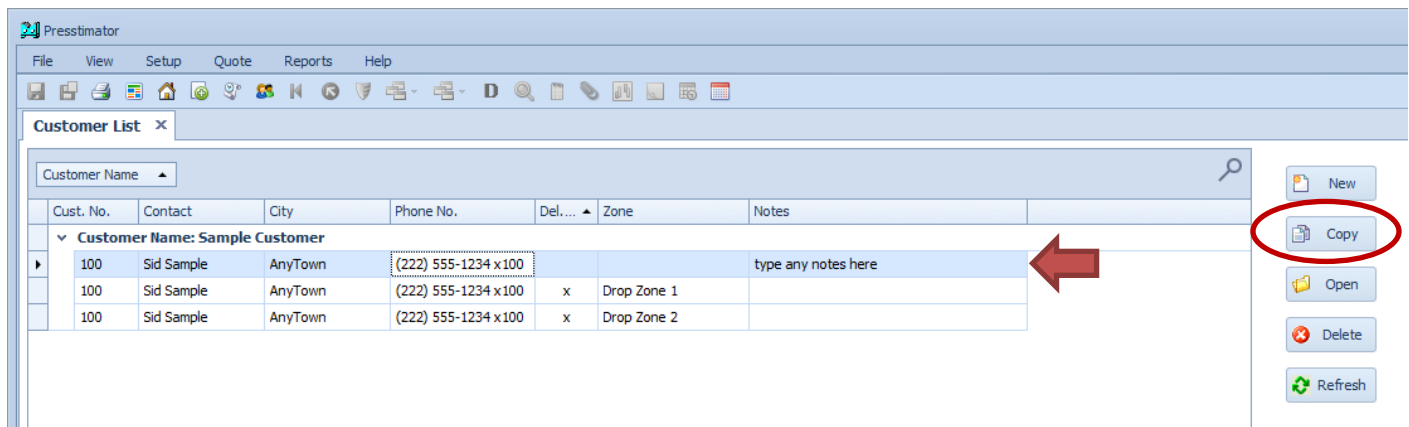
Delivery Drop Zones In the Customer List, you can create Drop Zones for existing Customers to designate as “Delivery Only” addresses for Shipping. When creating a Quote, you can then use the Drop Zones Wizard to specify the number of copies going to each Drop Zone address, making it much easier to enter delivery instructions and print reports for jobs with multiple drop-off locations, such as newspapers.

If you take a look at the Customer List in the sample data provided, you will find “Sample Customer” as well as two additional entries for where this customer’s products get delivered (called Drop Zones). You can view the details for Sample Customer by double-clicking on the row or clicking the Open button.



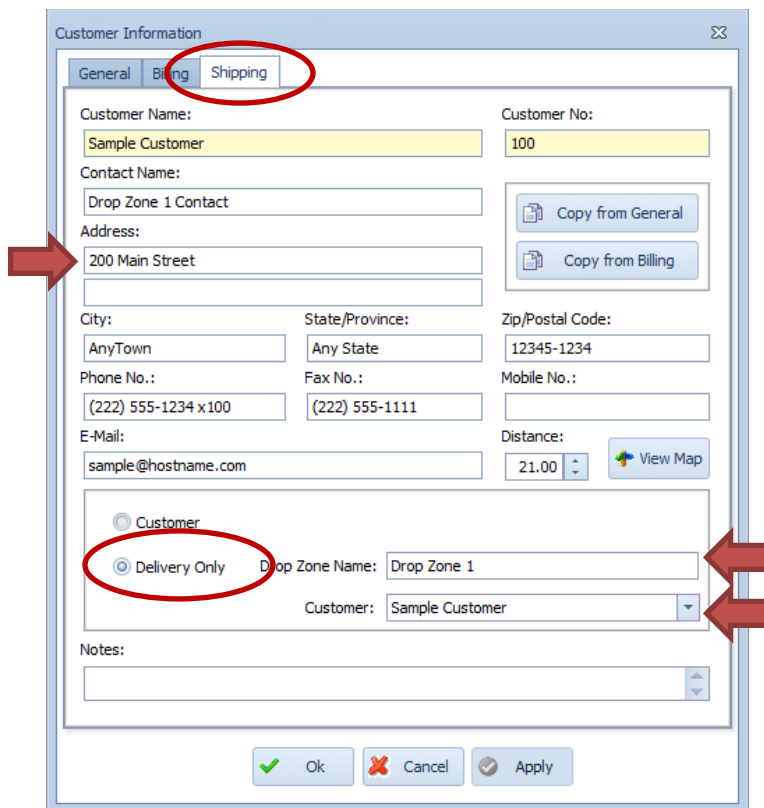
If you click on the Shipping tab, you will find that this entry is marked as a “Customer.” This is the entry that has the Billing information, and it is one of the Customers that can be selected when starting a New Quote.

For this customer, have established two Drop Zones where products can be delivered when printing for this customer. Here is how additional Drop Zones can be created. Highlight the customer in the grid and click the Copy button to duplicate this customer.



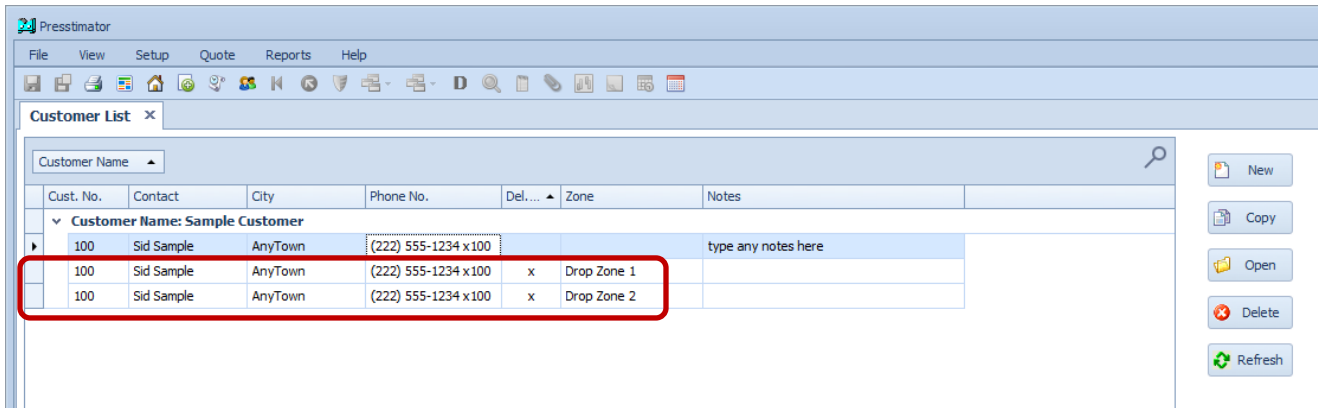
Once the duplicated row is created, double-click on the duplicated row to edit the copied customer information.

Click on the Shipping tab.

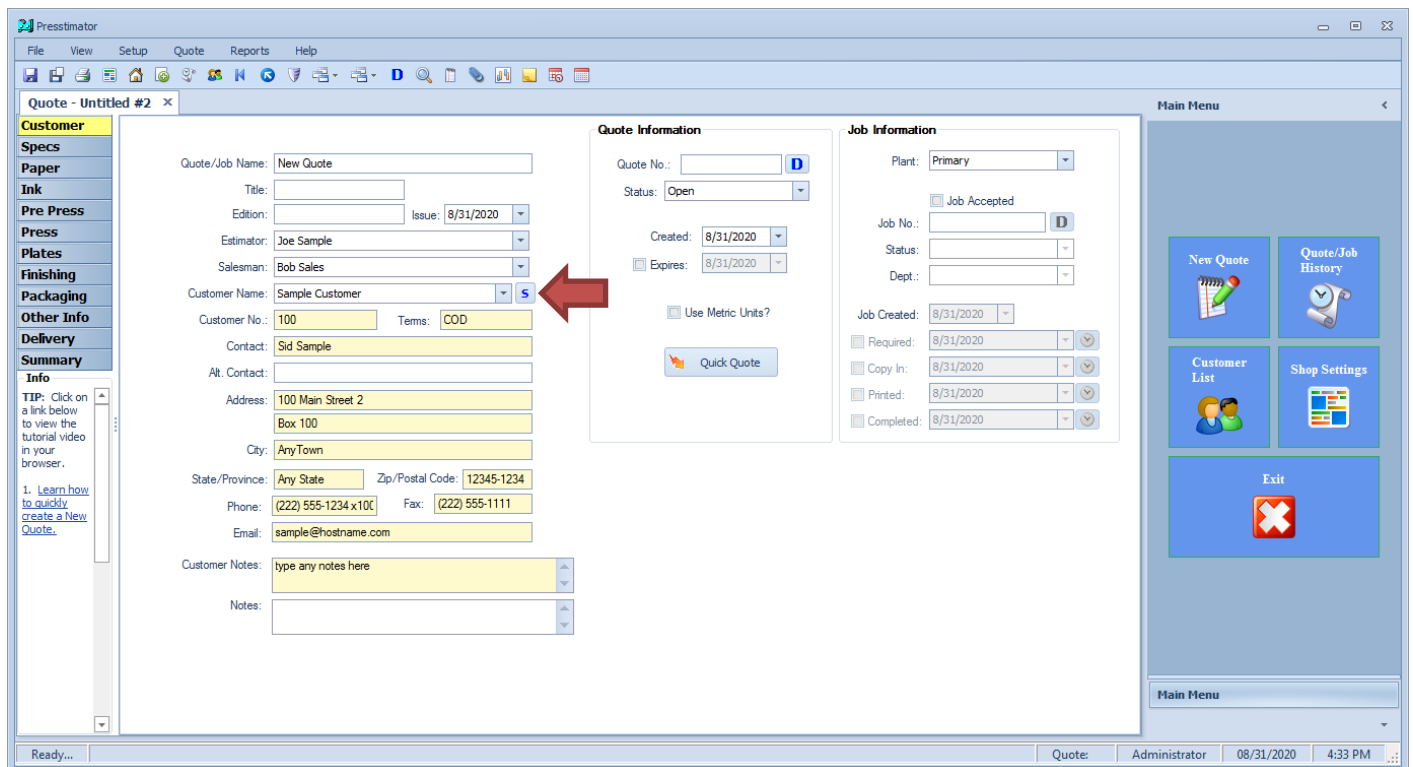


Select "Delivery Only" for this delivery location to establish this entry in the Customer List as a Drop Zone. Enter the address for where the copies are to be delivered, and enter a Drop Zone Name to help you select delivery locations when delivering copies for this customer. In the Customer dropdown, select the customer you want this Drop Zone to be associated with (typically the same Customer listed at the top of the window). Click the OK button to save this Drop Zone for this customer.

Continue to enter Drop Zones for customers in the above manner. In our example, we have two Drop Zones for our Sample Customer (Drop Zone 1 and Drop Zone 2).



When creating a Quote, select the Customer from the dropdown. Only entries in the Customer List that are *not* marked as Delivery Only will appear in the dropdown.



Drop Zones Wizard The Drop Zones Wizard screen allows you to quickly enter a Quantity to deliver to the Customer and/or the Drop Zones for the selected customer. On the Specs – Delivery screen, click the “Drop Zones” Wizard button.

The screenshot shows the 'Presstimator' application window with the 'Quote - New Quote' tab active. The 'Delivery' tab is selected in the top navigation bar. On the left sidebar, the 'Specs' section is expanded. In the main workspace, the 'Delivery' section contains fields for 'Customer pickup?' (unchecked), 'Delivery?' (checked), 'Quantity', and 'Notes'. Below this is the 'Delivery Entry' section with 'Copies' (Total: 10,000, Delivered: 0), 'Delivery of:' (dropdown), 'Date Required:' (8/31/2020), 'Ship To:' (Sample Customer), and 'Quantity:' (dropdown). At the bottom of the workspace is the 'Delivery Summary' table with columns: Delivery Of, Quantity, Ship To, Date Req'd, and Notes. A red circle highlights the 'Drop Zones' button located at the bottom right of the workspace. The status bar at the bottom shows 'Ready...', 'Quote: New Quote', 'Administrator', '08/31/2020', and '4:35 PM'.

The 'Delivery Drop Zones Wizard' dialog box is shown. It contains the instruction: 'Enter Quantities directly into the grid for the corresponding Drop Zones. Click the Apply button to create delivery instructions for each Drop Zone Quantity.' Below this is a table titled 'Drop Zones' with columns 'Quantity' and 'Ship To'. The table has three rows: the first row has '4000' and 'Drop Zone 1'; the second row has '5500' and 'Drop Zone 2'; the third row has '500' and 'Sample Customer'. At the bottom of the dialog is a text input field containing '10,000' and two buttons: 'Apply' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Quantity	Ship To
4000	Drop Zone 1
5500	Drop Zone 2
500	Sample Customer

Click the Apply button to have the wizard create delivery instructions for each of the selected locations.

The screenshot shows the Presstimator software interface with the 'Delivery' tab selected. The 'Delivery Summary' table is as follows:

Delivery Of	Quantity	Ship To	Date Req'd	Notes
► Copies	500	Sample Customer		
Copies	4000	Drop Zone 1		
Copies	5500	Drop Zone 2		

A red arrow points to the 'Apply' button in the 'Delivery Summary' section.

Custom Delivery Reports Print out custom delivery reports such as Delivery Receipts, Shipping Manifests, Drop Zones and Skid Tags for each of the items listed in the Delivery screen.

One example of using Drop Zones would be printing a product for the local school board that will be distributed to several schools within the district. The actual Customer in the Customer List would be the school board. This is where the estimates and invoices would be sent to. The Drop Zones would be the individual schools that would be receiving the product. These schools would appear in the Customer List, with a mark in the “Delivery Only” column and a name in the “Zone” column. Each school has a different name and shipping address, but is associated with the school board Customer. By using the Drop Zones Wizard, you can quickly enter the number of copies being delivered to each school.

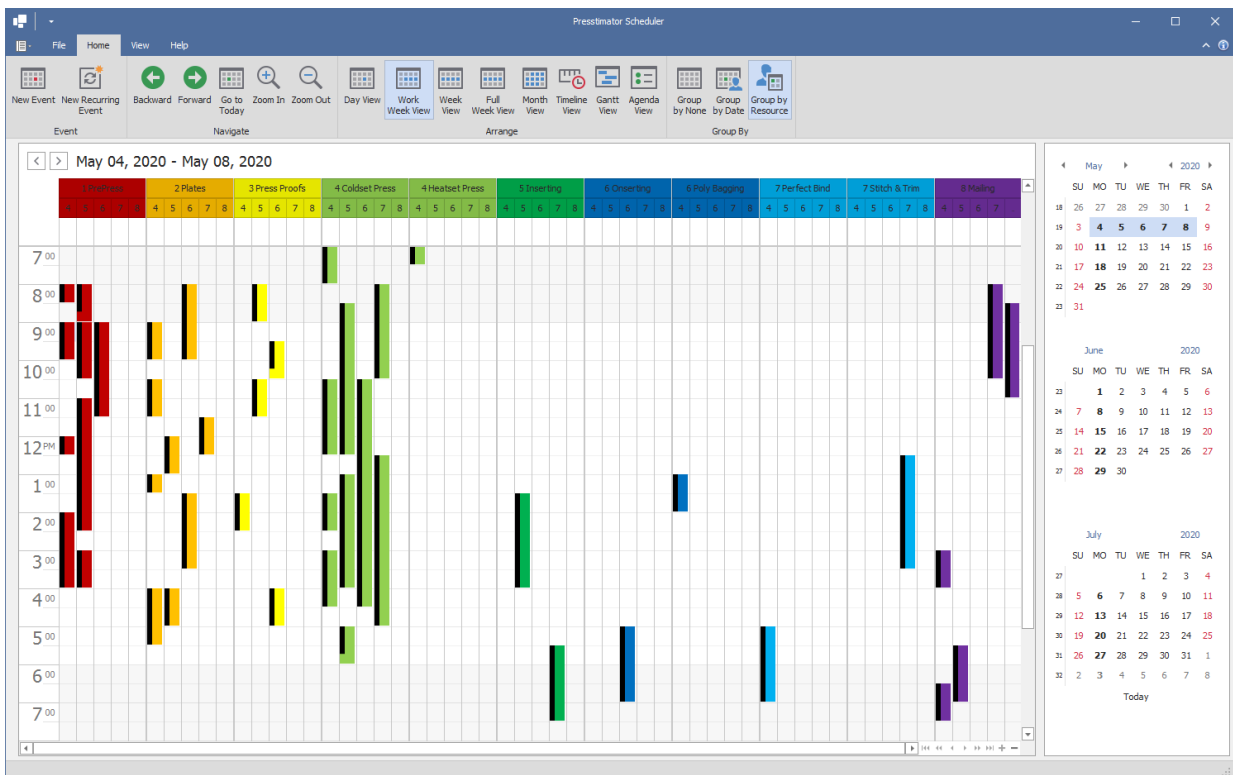
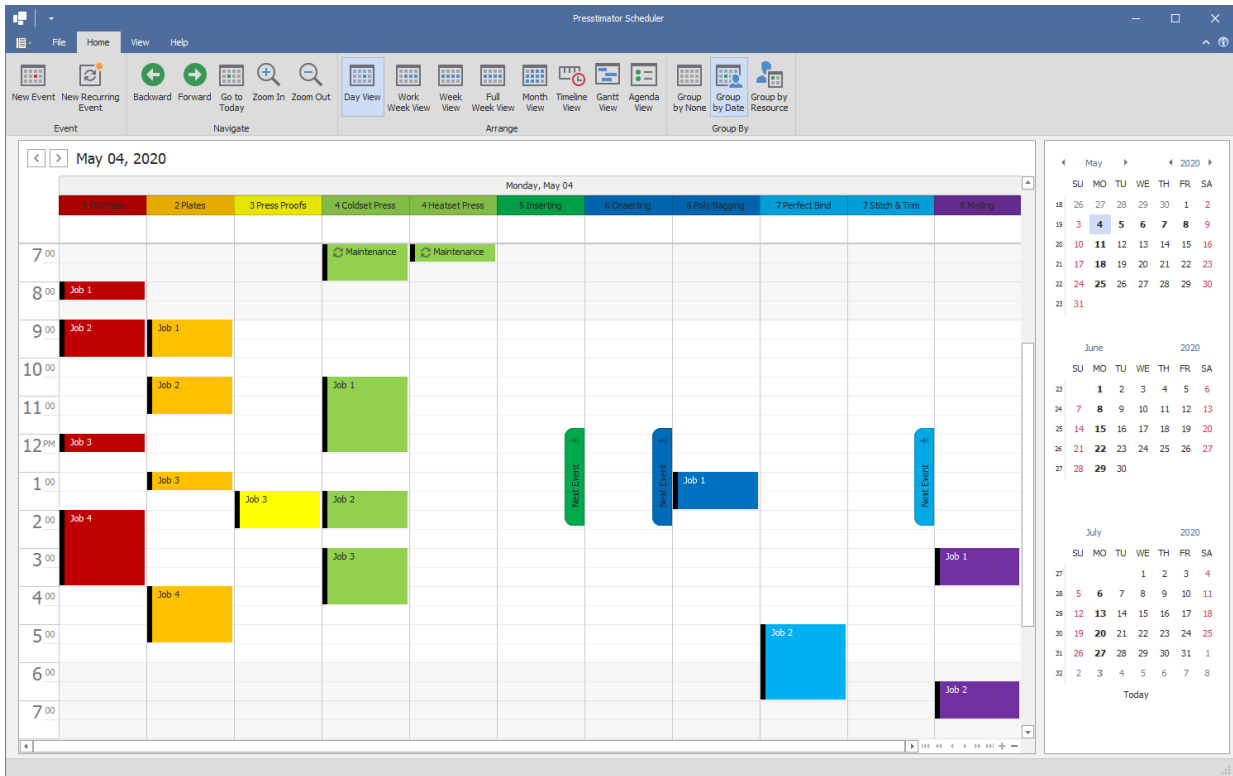
The screenshot shows the Presstimator software interface with the 'Customer List' tab selected. The 'Customer Name' dropdown menu is highlighted with a red arrow. The table below shows the customer list grouped by 'Customer Name'.

Cust. No.	Contact	City	Phone No.	Del. ...	Zone	Notes
▼ Customer Name: Sample Customer						
100	Sid Sample	AnyTown	(222) 555-1234 x100			type any notes here
100	Sid Sample	AnyTown	(222) 555-1234 x100	x	Drop Zone 1	
100	Sid Sample	AnyTown	(222) 555-1234 x100	x	Drop Zone 2	

A red arrow points to the 'Customer Name' dropdown menu.

Drop Zones is also helpful for newspapers that get printed and delivered to multiple locations on a recurring basis. Use the Grouping feature on the Customer List to quickly see the Drop Zones associated with each Customer. The arrow above shows that the list displayed is currently grouped by “Customer Name.”

Scheduling Send job information from a Presstimator Quote directly to the Scheduler for prepress, plates, proofing, press, inserting, bindery, finishing and mailing processes. The Presstimator automatically calculates the amount of time required for each process in a job and estimated times directly are sent to the Scheduler. Several views of the scheduled events are available: Month, Week, Work Week, Day, Timeline, Agenda, Gantt, Grouped by Resource and each has full Reporting capabilities. The colored events displayed in the daily and weekly scheduling views shown here are associated with “Labels” (Press, Plates, Proofing, Bindery, etc.), as described below.



From the Setup menu, click the Scheduler Setup button to set up the scheduler module. Here, you can select which processes in the Presstimator you wish to send to the scheduler. Simply mark the checkbox for each process you wish to include and select the “Status” you want to have defaulted when items are created in the scheduler. The default status is “To Be Scheduled” so the person in charge of scheduling knows these items need to be addressed and scheduled.

Scheduler Setup

Select the item(s) to be included in the Scheduler.

Include in Scheduler?

- ☒ Pre Press
- ☒ Plates
- ☒ Proofing
- ☒ Press
- ☒ Inserting
- ☒ Bindery
- ☒ Finishing
- ☒ Mailing

Options

- ☐ Include Plant Name in Location
- ☒ Include Process Name in Subject

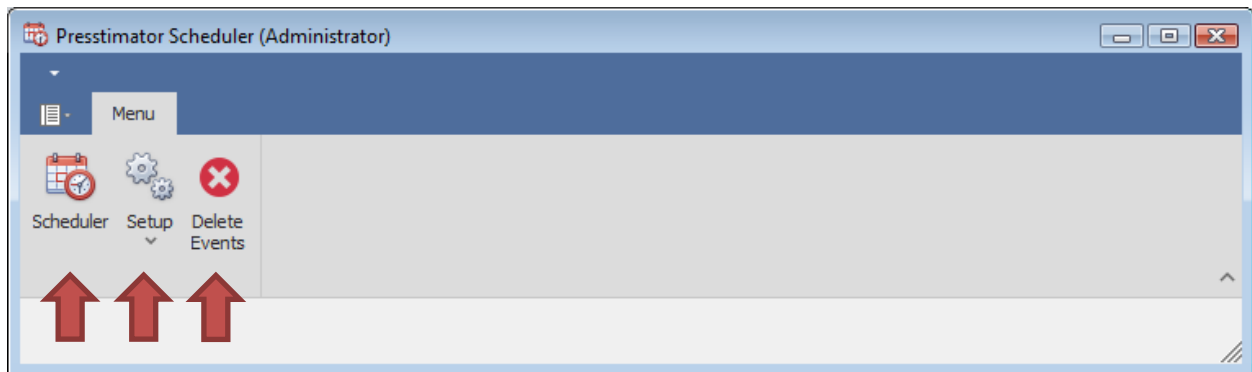
Send items to the Scheduler with the following Status:

To Be Scheduled

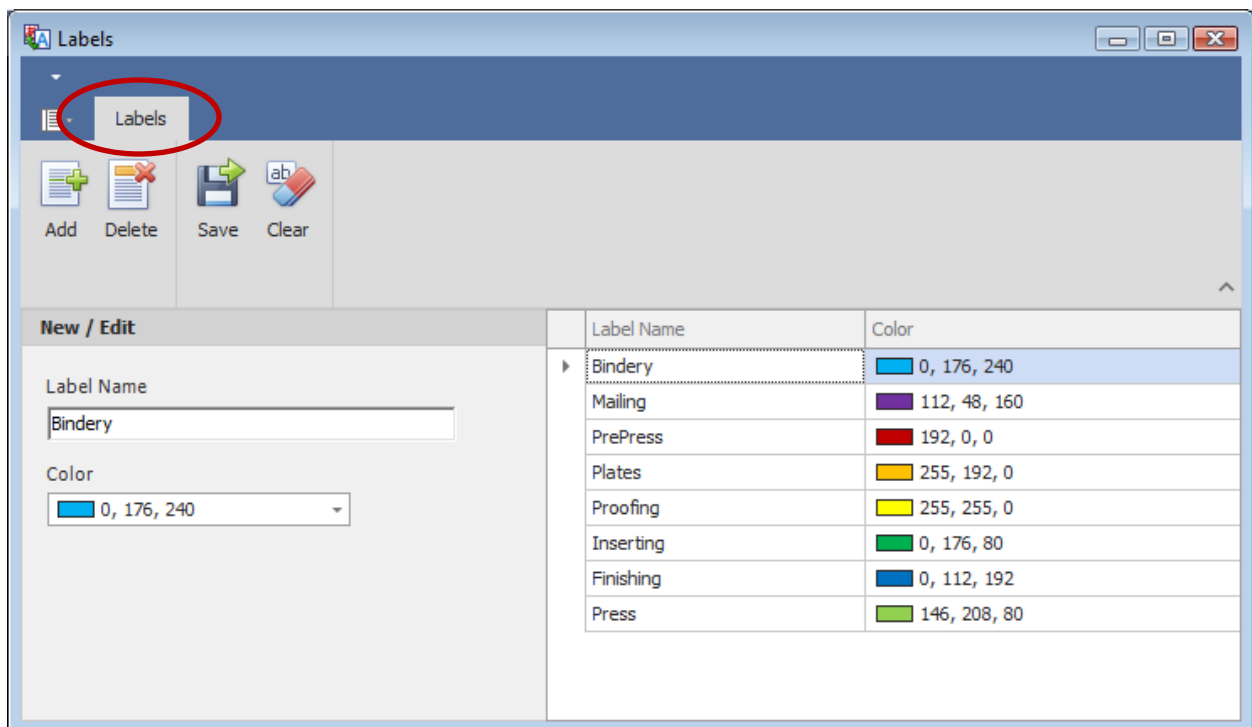
OK Cancel

Scheduler App The Scheduler can be viewed directly from the Presstimator or launched via the Presstimator Scheduler application. When launching the Presstimator Scheduler application, the user is able to customize the scheduler options. When viewing the scheduler from the Presstimator, only the calendar is displayed. Only users with the proper permissions set in Presstimator Options are able to launch the scheduler.

Here is the Main Menu when launching the Presstimator Scheduler application. The “Scheduler” button launches the calendar to see all of your scheduled events, and the “Setup” button lets you set up custom Labels, Resources and Statuses for events. The “Delete Events” button lets you delete old events from the calendar to free up space in the database. Simply set a date range and all events within that range will be **permanently** deleted from the database. Please be sure to make a backup of the database prior to deleting events!



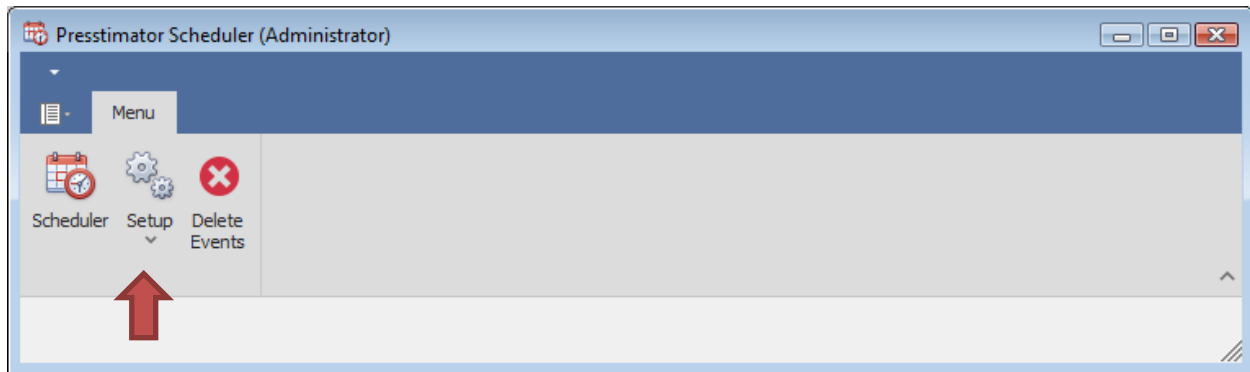
Scheduler Setup Every scheduled event will be associated with two descriptors: a **Label** and a **Resource**. To get started with scheduling, click on the Setup button. From the menu of options, first click on “**Labels.**”



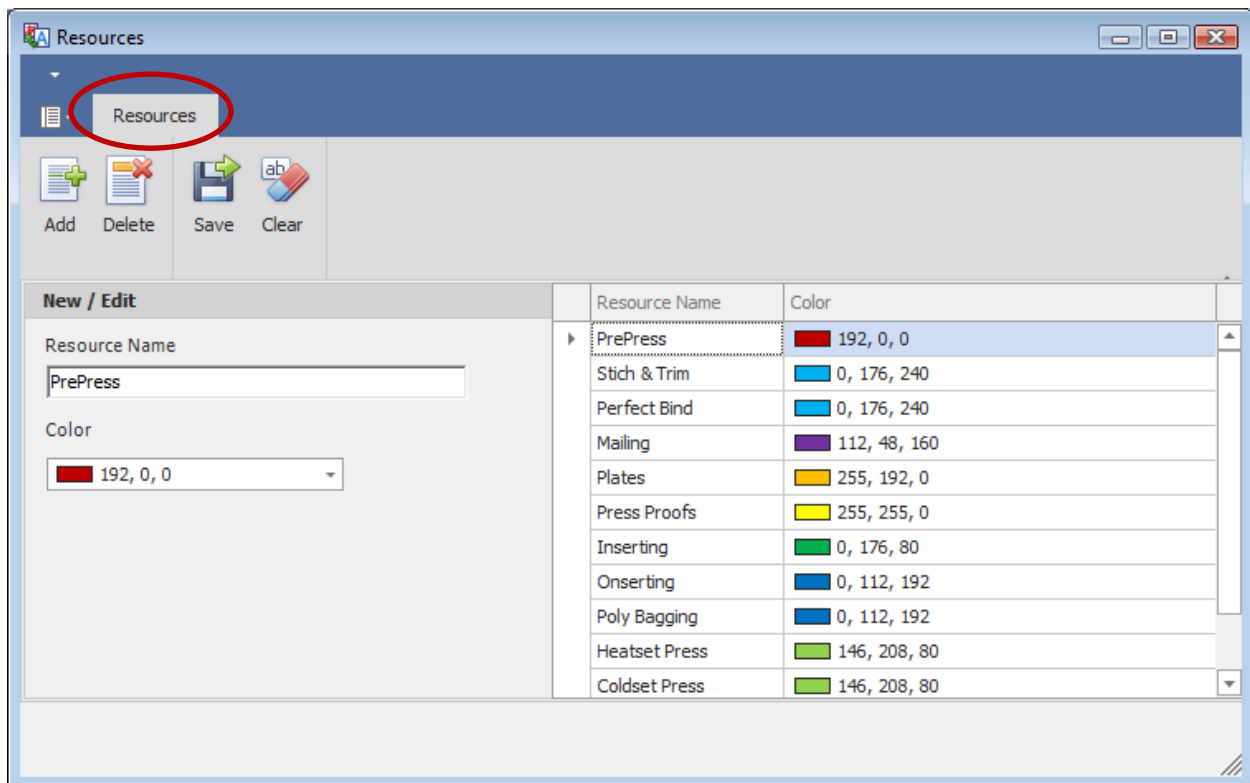
You’ll note that for the sample data provided, the Labels that have been provided correspond to the Tabs in the Presstimator (Press, Plates, Bindery, etc.). The Labels represent the various categories or departments in which you will

be scheduling activities, and these are the items that will be displayed in the daily schedule grids as shown. You may delete any items you won't be using, and you may enter any additional Labels you wish to use in the scheduler that are not directly associated with items from the Presstimator (such as Maintenance). You can set up the Label Name and Color to be associated with each department when they are displayed in the scheduler.

Let's explore another item in Setup.

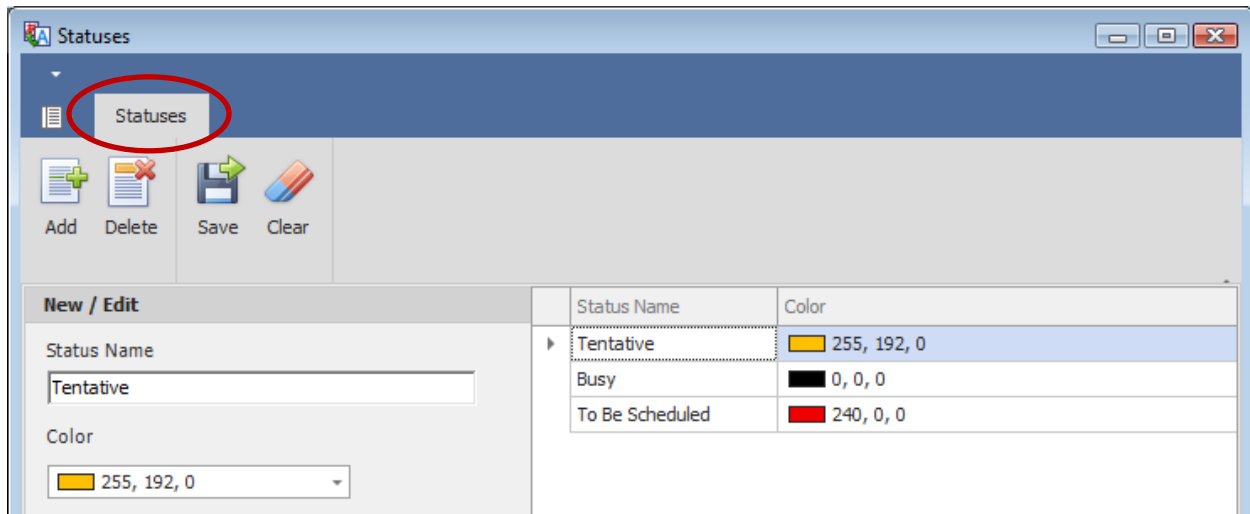


From the menu of options, click on “Resources.”



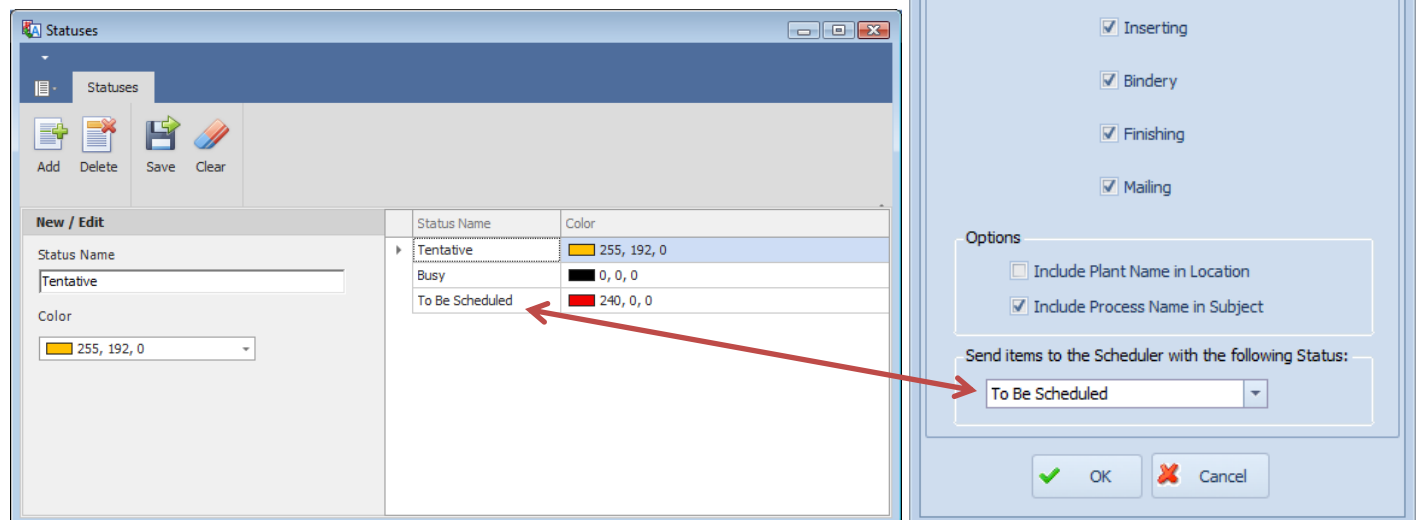
One of the options available in the scheduler is the ability to group scheduled events by “Resource,” so you can see, for example, the weekly schedule for a given press. On the Resources Setup screen, you can set up the Resource text and color to be used when viewing the scheduler. In the sample data, we have created Resources for each of the processes throughout Shop Settings in the Presstimator. Notice the two entries for the Heatset and Coldset Press.

Finally, let's take a look at the third category in Setup. From the menu of options, click on **"Statuses."**

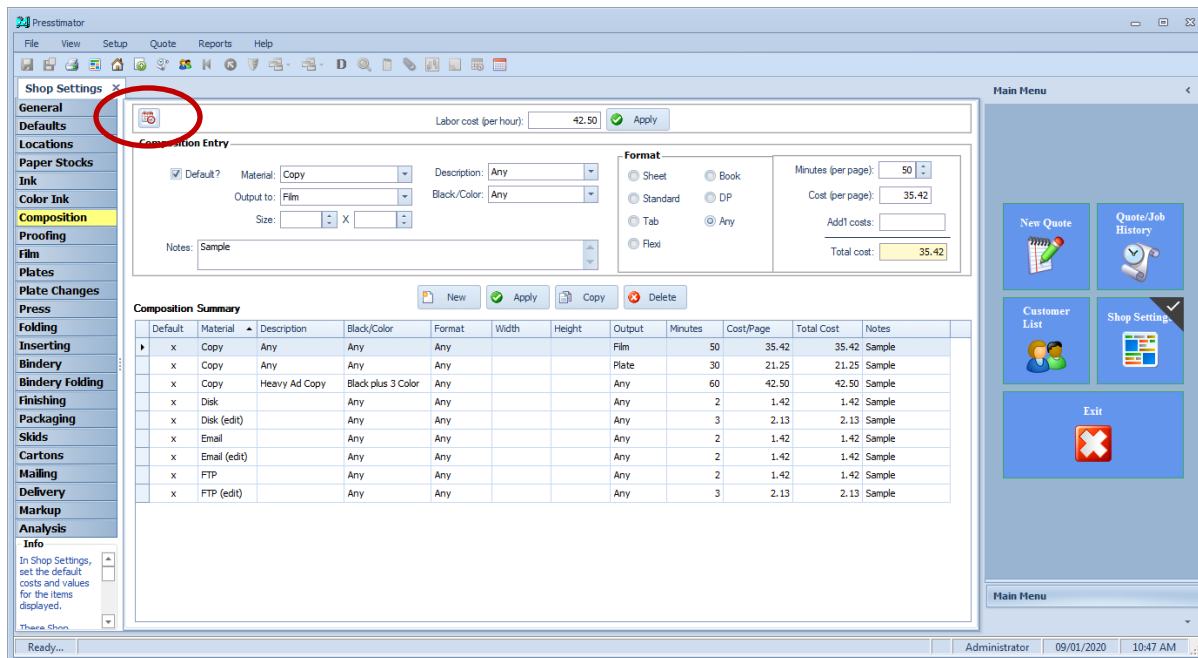


You can set up the Status text and color to be used when viewing the scheduler. In the sample data, we have created Statuses to indicate whether a Resource is Busy, Tentative or To Be Scheduled. You can modify these as desired. Using Statuses helps the scheduler keep track of which events are already scheduled and which events still need to be scheduled.

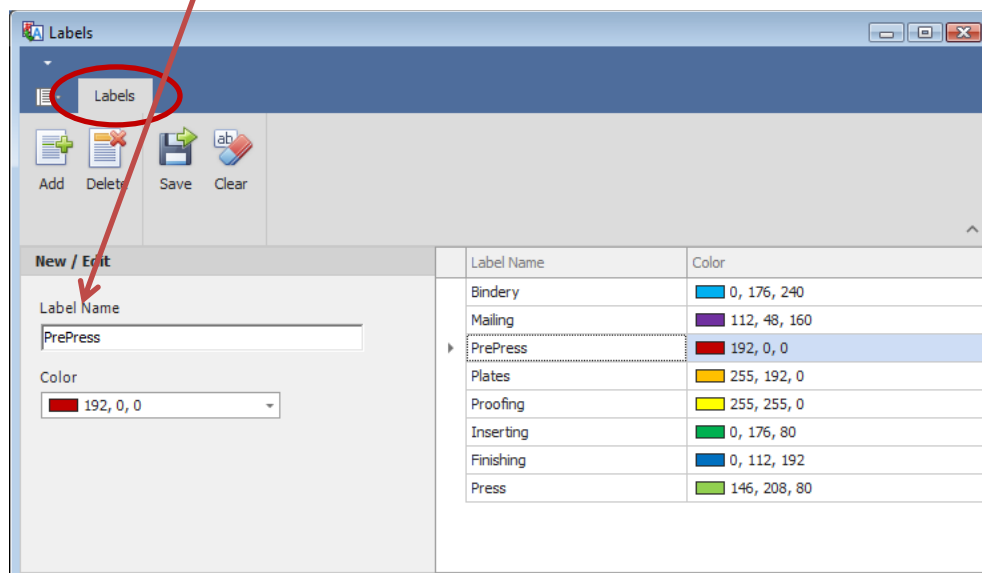
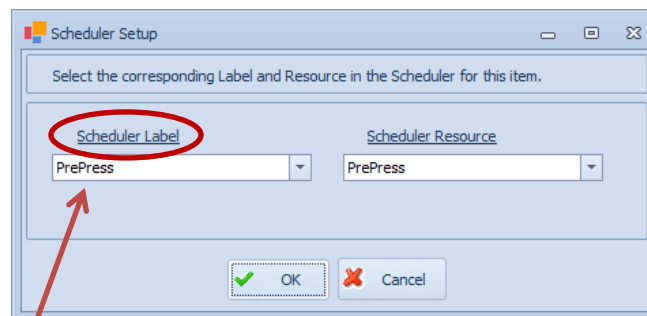
The Statuses created in the Setup screen in the Scheduler correspond to the drop-down choices available in the Presstimator Scheduler Setup screen.



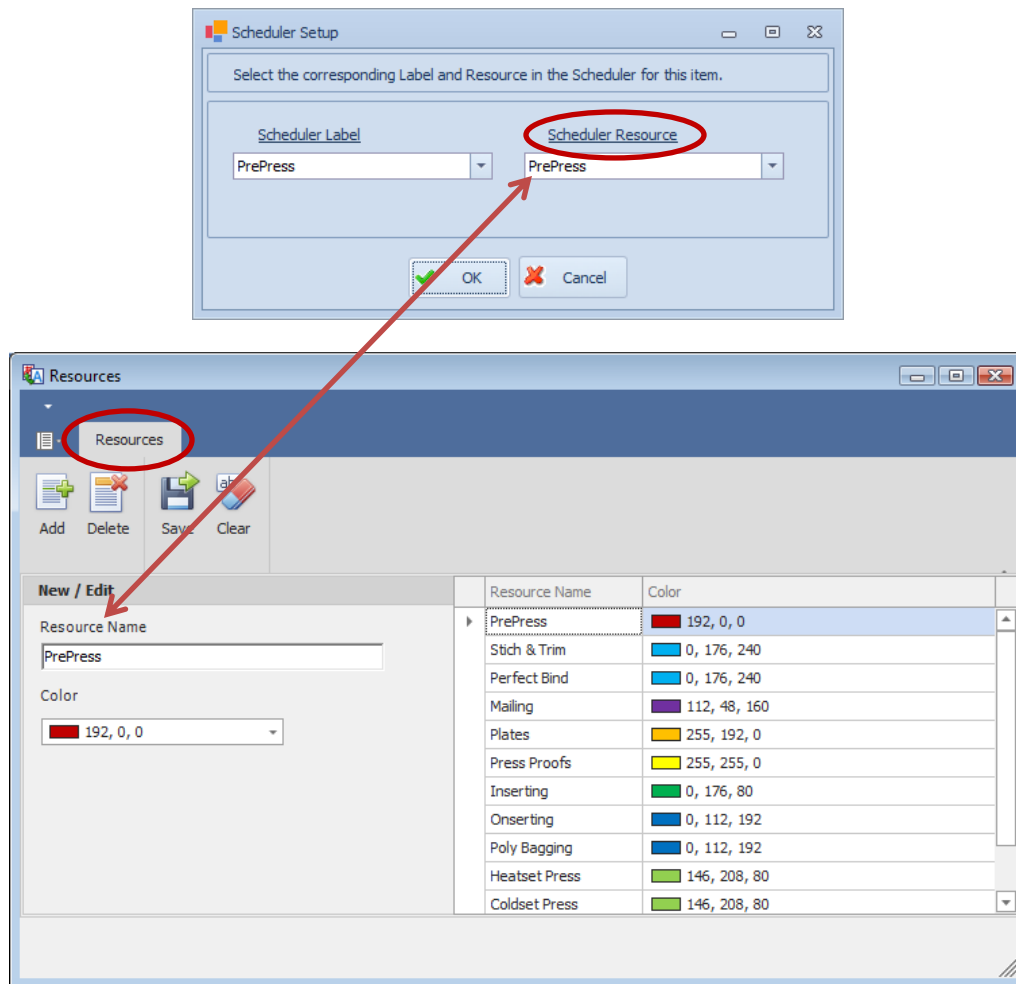
Scheduler Linked to Shop Settings In the Presstimator Shop Settings, each piece of equipment can be assigned to a separate Resource to help with scheduling. Click on the Scheduler icons to assign the Label and Resource to be used when sending a process to the scheduler.



For Composition, we can assign the “PrePress” Label to indicate how it will be identified in the Scheduler.



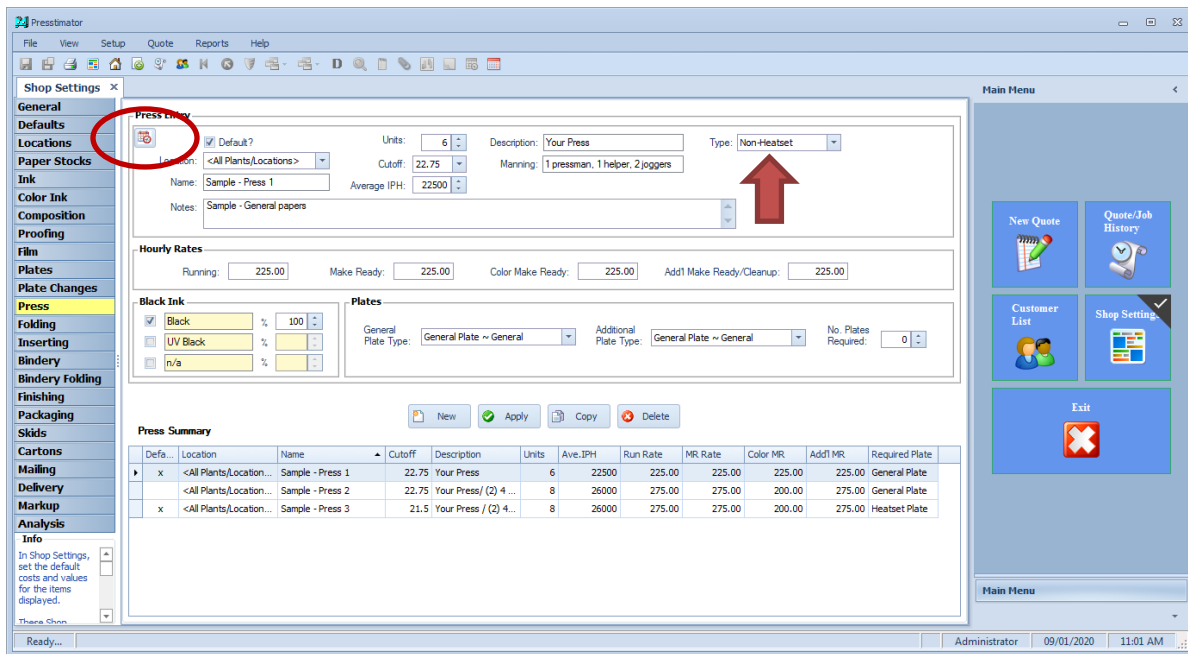
When sending PrePress items from the Presstimator to the Scheduler, they will be created using the Label “PrePress” with the corresponding color. We can follow the same steps to assign Composition to the “PrePress” Resource we created in the Scheduler.



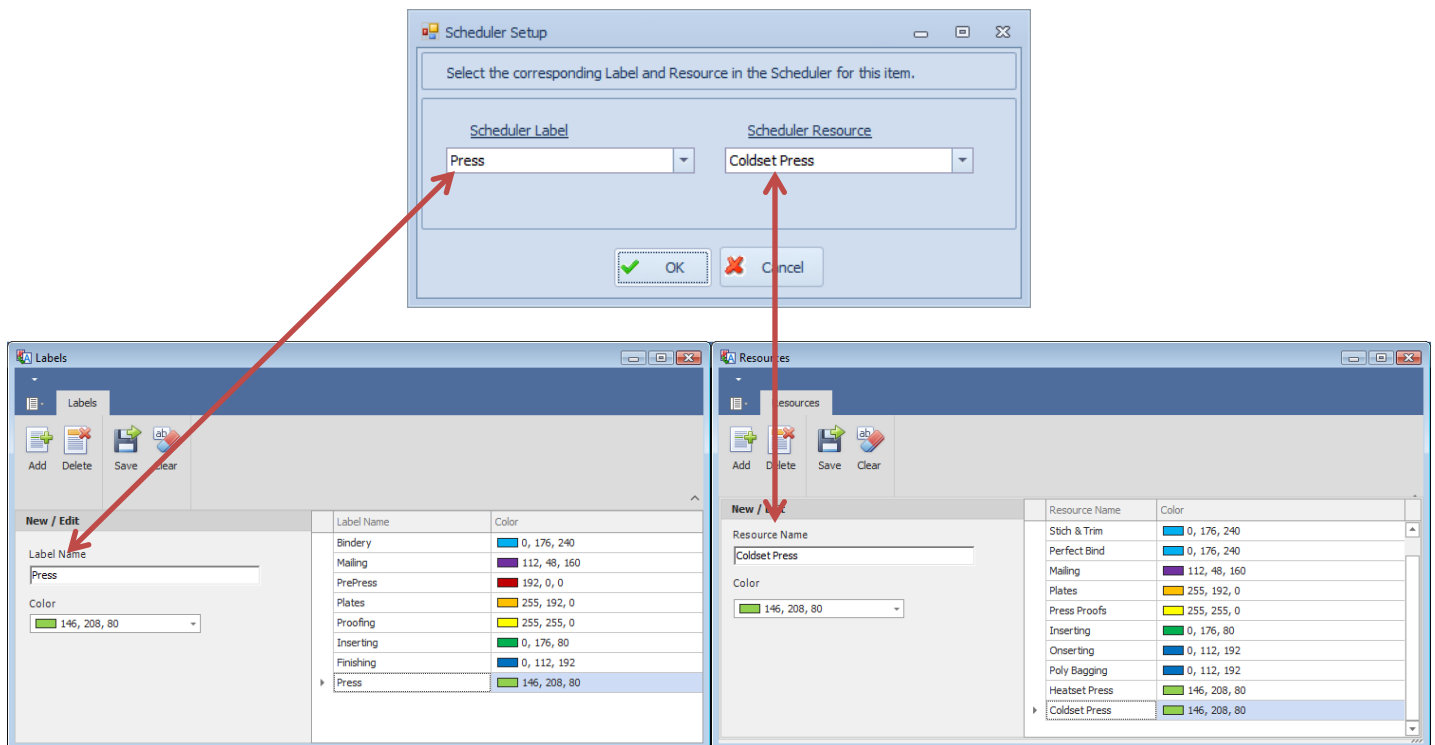
When sending PrePress items from the Presstimator to the Scheduler, they will be created using the Label “PrePress” and Resource “PrePress” with the corresponding colors.

For other categories in Presstimator Shop Settings (Press, Proofing, Bindery and Finishing), specific Labels and Resources can be assigned for each item in the Presstimator Shop Settings grid.

Example: Each Press in Presstimator Shop Settings can be assigned its own Label and Resource.

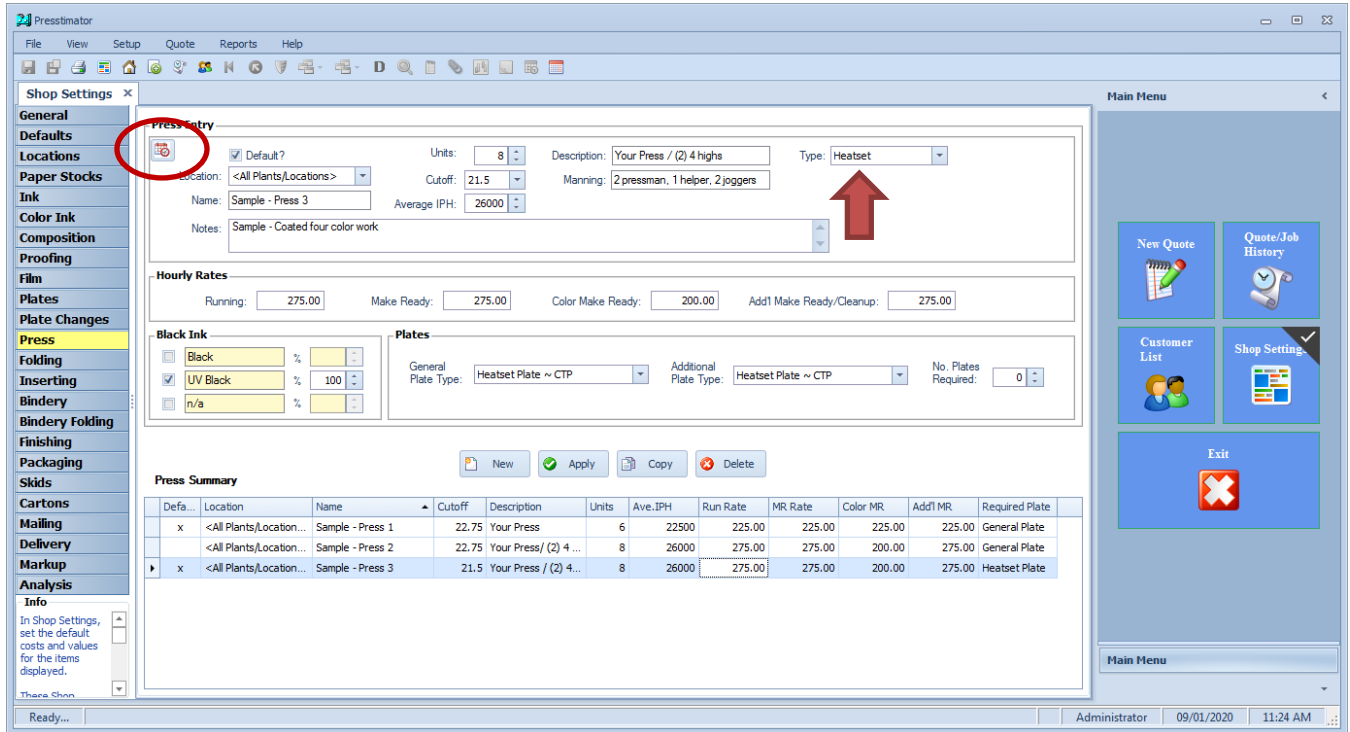


Click on the Scheduler icon for each item in the grid to assign a Label and Resource to the highlighted item. After pointing to (highlighting) the coldset press in Shop Settings, we can assign the Label and Resource to correspond to the Coldset Press that we set up in the scheduler. Click the Apply button to save the selections for the highlighted Press.

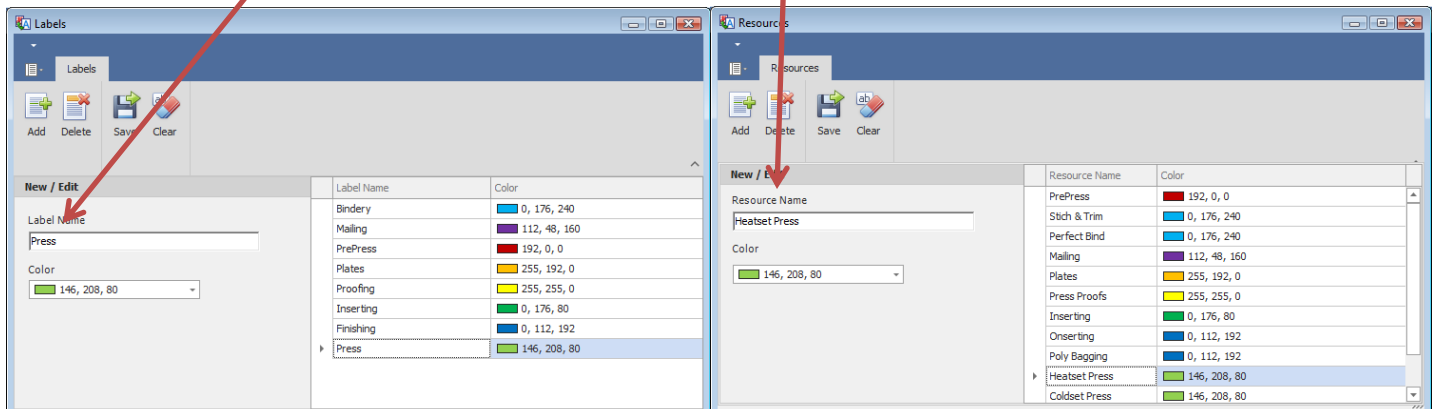
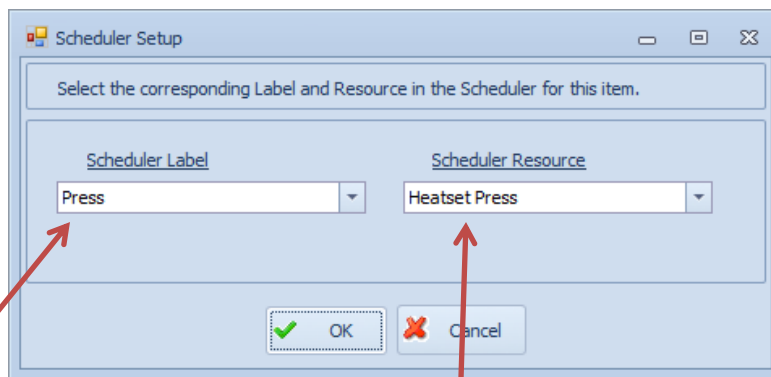


When the coldset press is used for a job in the Presstimator, the event will be sent from the Presstimator to the Scheduler using the Label "Press" and Resource "Coldset Press" with the corresponding colors.

We can follow the same steps to link the Heatset Press entry in Shop Settings, to the corresponding Resource in the Scheduler.



Click on the Scheduler icon for each item in the grid to assign a Label and Resource to the highlighted item. After pointing to (highlighting) the heatset press in Shop Settings, we can assign the Label and Resource to correspond to the Heatset Press that we set up in the scheduler. Click the Apply button to save the selections for the highlighted Press.



Calculated Times Sent to Scheduler Once the Scheduler Labels and Resources are set throughout the Presstimator Shop Settings, sending events to the Scheduler is simple. As usual, the Presstimator automatically calculates all of the time required for each process throughout a job. These calculated times are used to schedule events to be sent to the scheduler.

Click on the Quote Scheduler button from the Presstimator Toolbar.

The screenshot shows the Presstimator software interface. The main window is titled 'Quote - Sample Quote - Quick Quote'. On the left is a sidebar with a tree view containing categories like Customer, Specs, Paper, Ink, Pre Press, Press, Plates, Finishing, Packaging, Other Info, Delivery, and Summary. The main area is divided into three panes: 'Customer Information', 'Quote Information', and 'Job Information'. The 'Quote Scheduler' button in the toolbar is circled in red. The status bar at the bottom shows 'Ready...', 'Quote: Sample Quote - Quick Quote', 'Newer Shop Settings', 'Administrator', '09/01/2020', and '11:15 AM'.

The Presstimator will generate a list of all processes required in the job with all the information, defaults and estimated times already calculated and ready to be sent to the Scheduler. Recall from earlier that you have control over selecting which processes are “to be scheduled” in Scheduler Setup.

The screenshot shows the 'Scheduler Setup' dialog box. The title bar 'Scheduler Setup' is circled in red. The dialog contains a section 'Include in Scheduler?' with a list of processes: Pre Press, Plates, Proofing, Press, Inserting, Bindery, Finishing, and Mailing, all of which are checked. Below this is an 'Options' section with two checkboxes: 'Include Plant Name in Location' (unchecked) and 'Include Process Name in Subject' (checked). At the bottom, there is a section 'Send items to the Scheduler with the following Status:' with a dropdown menu set to 'To Be Scheduled'. This dropdown is also circled in red. At the very bottom are 'OK' and 'Cancel' buttons.

Here are the extracted items for our sample Quote that need to be scheduled.

Scheduler

To Be Scheduled **Scheduled**

Items To Be Scheduled

Enter Scheduled Start and End Times and Duration.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

☐ Schedule Item

Start **End**

Date Time Date Time Duration Estimated Duration

5/4/2020 11:17 5/4/2020 11:17 0.27 hrs.

Schedule Summary

☒ Apply ☐ Apply Estimated Duration To All

<input type="checkbox"/>	Item	Subject	Description	Location	Start	End	Duration	Est.Duration
<input checked="" type="checkbox"/>	PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary				0.27
<input checked="" type="checkbox"/>	Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary				0.67
<input checked="" type="checkbox"/>	Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...				2.03

2.97

If you know specific date and time that each item is to be scheduled, you can enter the information in the entry fields and click the Apply button.

Scheduler

To Be Scheduled **Scheduled**

Items To Be Scheduled

Enter Scheduled Start and End Times and Duration.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

☐ Schedule Item

Start **End**

Date Time Date Time Duration Estimated Duration

5/4/2020 11:17 5/4/2020 11:17 0.27 hrs.

Schedule Summary

☒ Apply ☐ Apply Estimated Duration To All

<input type="checkbox"/>	Item	Subject	Description	Location	Start	End	Duration	Est.Duration
<input checked="" type="checkbox"/>	PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary				0.27
<input checked="" type="checkbox"/>	Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary				0.67
<input checked="" type="checkbox"/>	Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...				2.03

2.97

The Presstimator already calculated the time required for each process throughout the job. You can choose to use the estimated duration calculated or enter your own duration.

Scheduler

To Be Scheduled | Scheduled

Items To Be Scheduled

Enter Scheduled Start and End Times and Duration.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

☐ Schedule Item

Start Date: 5/4/2020 Time: 11:17

End Date: 5/4/2020 Time: 11:17

Duration: [] Estimated Duration: 0.27 hrs.

Apply

Apply Estimated Duration To All

Schedule Summary

Item	Subject	Description	Location	Start	End	Duration	Est. Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary				0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary				0.67
Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...				2.03

Clicking the Wizard button will copy the Estimated Duration to the actual Duration for the highlighted process to be sent to the Scheduler.

Scheduler

To Be Scheduled | Scheduled

Items To Be Scheduled

Enter Scheduled Start and End Times and Duration.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

☐ Schedule Item

Start Date: 5/4/2020 Time: 11:17

End Date: 5/4/2020 Time: 11:17

Duration: [] Estimated Duration: 0.27 hrs.

Apply

Apply Estimated Duration To All

Schedule Summary

Item	Subject	Description	Location	Start	End	Duration	Est. Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary				0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary				0.67
Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...				2.03

However, to send **all** of the items displayed in the Summary to the Scheduler and leave the responsibility of scheduling the items to the person in charge of scheduling, simply click the “Apply Estimated Duration To All” button.

Scheduler

To Be Scheduled | Scheduled

Items To Be Scheduled

Enter Scheduled Start and End Times and Duration.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

☐ Schedule Item

Start Date: 5/4/2020 Time: 11:17

End Date: 5/4/2020 Time: 11:17

Duration: [] Estimated Duration: 0.27 hrs.

Apply

Apply Estimated Duration To All

Schedule Summary

Item	Subject	Description	Location	Start	End	Duration	Est. Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary				0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary				0.67
Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...				2.03

Clicking the “Apply Estimated Duration To All” button sets the default Start and End Date and Time values along with copying the Estimated Duration to the Duration field to all of the items in the Summary.

The screenshot shows the Scheduler window with the 'To Be Scheduled' tab selected. The 'Items To Be Scheduled' section contains fields for Item (Press), Subject (Press Sample Quote - Quick Quote: 001), Location (Sample - Press 1: Your Press, Coldset Pressroom), and Description (Sect. 1. Tab. 11,800 copies. 2.03 hours). The 'Schedule Item' checkbox is checked. The 'Start' and 'End' fields are set to 5/4/2020 11:48 and 5/4/2020 01:50 respectively. The 'Duration' field is set to 2.03 hrs. The 'Estimated Duration' field is also set to 2.03 hrs. The 'Apply Estimated Duration To All' button is highlighted with a red arrow. Below the 'Schedule Summary' table, three red arrows point to the 'Duration' column, indicating that the estimated duration is being applied to all items.

Item	Subject	Description	Location	Start	End	Duration	Est.Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:03 PM	0.27	0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:27 PM	0.67	0.67
I Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...	5/4/2020 11:48 AM	5/4/2020 1:50 PM	2.03	2.03
						2.97	2.97

Mark individual items to send to the Scheduler or Mark All to export all items to the Scheduler.

The screenshot shows the Scheduler window with the 'To Be Scheduled' tab selected. The 'Items To Be Scheduled' section contains fields for Item (Press), Subject (Press Sample Quote - Quick Quote: 001), Location (Sample - Press 1: Your Press, Coldset Pressroom), and Description (Sect. 1. Tab. 11,800 copies. 2.03 hours). The 'Schedule Item' checkbox is checked. The 'Start' and 'End' fields are set to 5/4/2020 11:48 and 5/4/2020 01:50 respectively. The 'Duration' field is set to 2.03 hrs. The 'Estimated Duration' field is also set to 2.03 hrs. The 'Send Marked Items to Scheduler' button is circled in red, indicating that it is the button to click to send items to the scheduler.

Item	Subject	Description	Location	Start	End	Duration	Est.Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:03 PM	0.27	0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:27 PM	0.67	0.67
I Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. 2.03 hours	Sample - Press 1: Your Press,...	5/4/2020 11:48 AM	5/4/2020 1:50 PM	2.03	2.03
						2.97	2.97

Click the “Send Marked Items to Scheduler” button to send all of the marked items, with the correct Duration times, to the Scheduler. The Label, Resource and Status that has been assigned to each process will be exported as well.

Once items are sent to the Scheduler, they will be displayed on the Scheduled Tab.

Scheduler

To Be Scheduled **Scheduled**

Scheduled Items

The following items have been scheduled. To make changes, modify these items in the Scheduler.

Item: PrePress

Subject: PrePress Sample Quote - Quick Quote: 001

Location: Primary

Description: 8 pages. 0.27 hours

Start

Date: 5/4/2020 Time: 11:47

End

Date: 5/4/2020 Time: 12:03

Duration: 0.27

Estimated Duration: 0.27

Schedule Summary

Item	Subject	Description	Location	Start	End	Duration	Est.Duration
PrePress	PrePress Sample Quote - Quick...	8 pages. 0.27 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:03 PM	0.27	0.27
Plates	Plates Sample Quote - Quick Q...	8 plates. 0.67 hours	Primary	5/4/2020 11:47 AM	5/4/2020 12:27 PM	0.67	0.67
Press	Press Sample Quote - Quick Qu...	Sect. 1. Tab. 11,800 copies. ...	Sample - Press 1: Your Press, ...	5/4/2020 11:48 AM	5/4/2020 1:50 PM	2.03	2.03

2.97 | 2.97

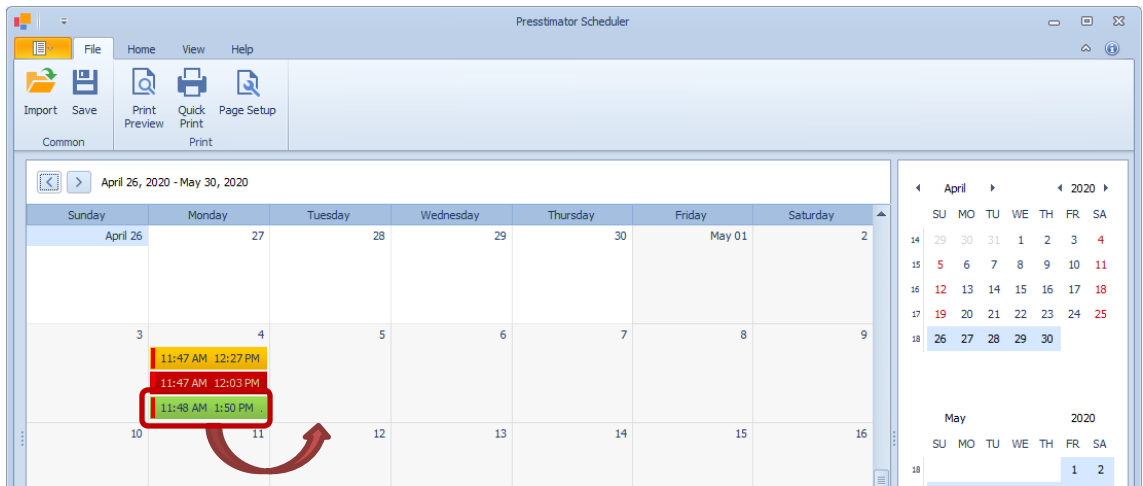
View Scheduler

The information for each process on this screen is not modifiable. The individual events can be modified in the Scheduler and the data from the Scheduler is displayed on this screen. Click the View Scheduler button to open the Calendar to see the items in the Scheduler and make modifications. Alternatively, you can run the Presstimator Scheduler application separately to view and modify the Scheduler.

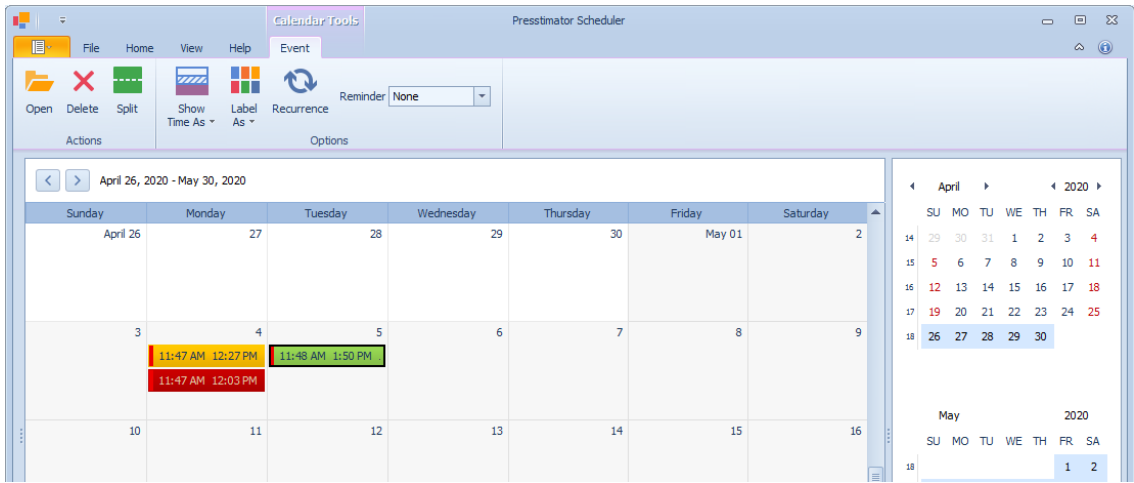
Note that the three events sent to the Scheduler are displayed with the corresponding color on the scheduled day. The Day, Time and Duration for each event was set to the values sent from the Presstimator along with the assigned Label, Resource and Status with corresponding colors. Modifying any information in the Scheduler will be reflected in the “Scheduled” Tab in the Presstimator



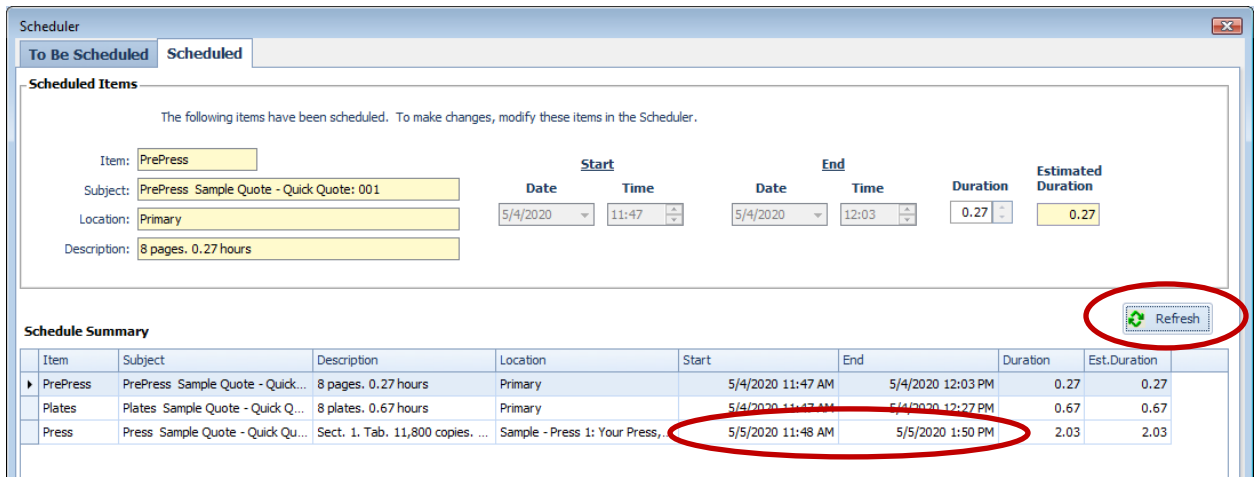
Modifying the Schedule If you want to move any event to a different day, you can simply Drag-and-Drop the item. For example, we can click and drag the Press event displayed in the Scheduler (green item) to another day.



The Press event is now one day later than the other two events (PrePress and Plates).



We can close the Scheduler to return to the Presstimator, and when we click the Refresh button to update, the updated information from the Scheduler is now displayed. Notice that the Start and End Date is now updated with the information modified in the Scheduler.



Follow Job Progress At a glance, you can see the progress of a job as set by the Scheduler for instant status of the job. From within the Scheduler, double-click to open an event to modify any of the information. Notice all of the defaults and selections (Label, Resource and Status) made in Setup (Presstimator and Presstimator Scheduler) are used to create the event.

Event

Label: Press

Show time as: To Be Scheduled

Reminder: None

Subject: Press Sample Quote - Quick Quote: 001

Location: Sample - Press 1: Your Press, Coldset Pressroom

Resource: Coldset Press

Start time: 5/5/2020 11:48 AM

End time: 5/5/2020 1:50 PM

Sect. 1. Tab. 11,800 copies. 2.03 hours

Make any necessary changes and click the Save And Close button to have the changes updated in the Presstimator. Once an event is scheduled, change the status by changing the “Show time as” dropdown.

Event

Label: Press

Show time as: To Be Scheduled

Reminder: None

Subject: Press Sample Quote - Quick Quote: 001

Location: Sample - Press 1: Your Press, Coldset Pressroom

Resource: Coldset Press

Start time: 5/5/2020 11:48 AM

End time: 5/5/2020 1:50 PM

Sect. 1. Tab. 11,800 copies. 2.03 hours

Modify the Start and End times from the editors or use drag-and-drop from the Calendar directly.

Event

Label: Press

Show time as: To Be Scheduled

Reminder: None

Subject: Press Sample Quote - Quick Quote: 001

Location: Sample - Press 1: Your Press, Coldset Pressroom

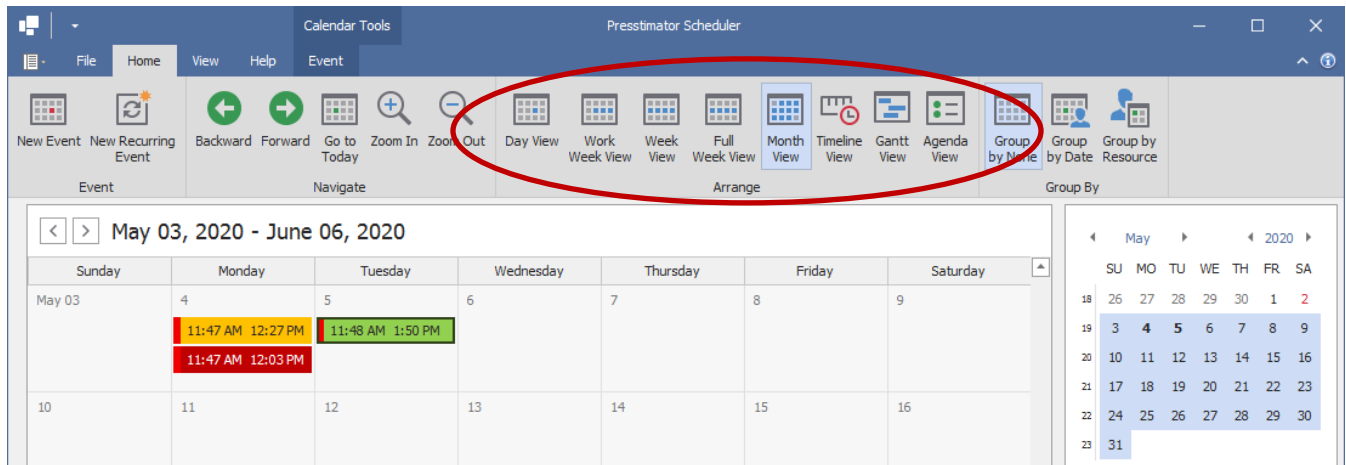
Resource: Coldset Press

Start time: 5/5/2020 11:48 AM

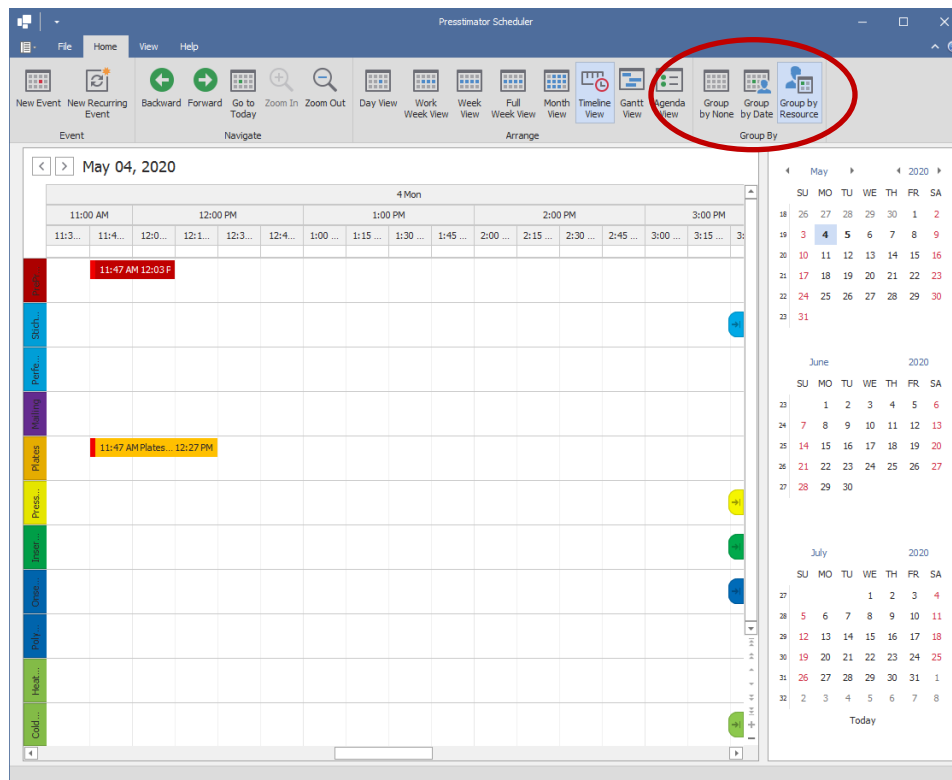
End time: 5/5/2020 1:50 PM

Sect. 1. Tab. 11,800 copies. 2.03 hours

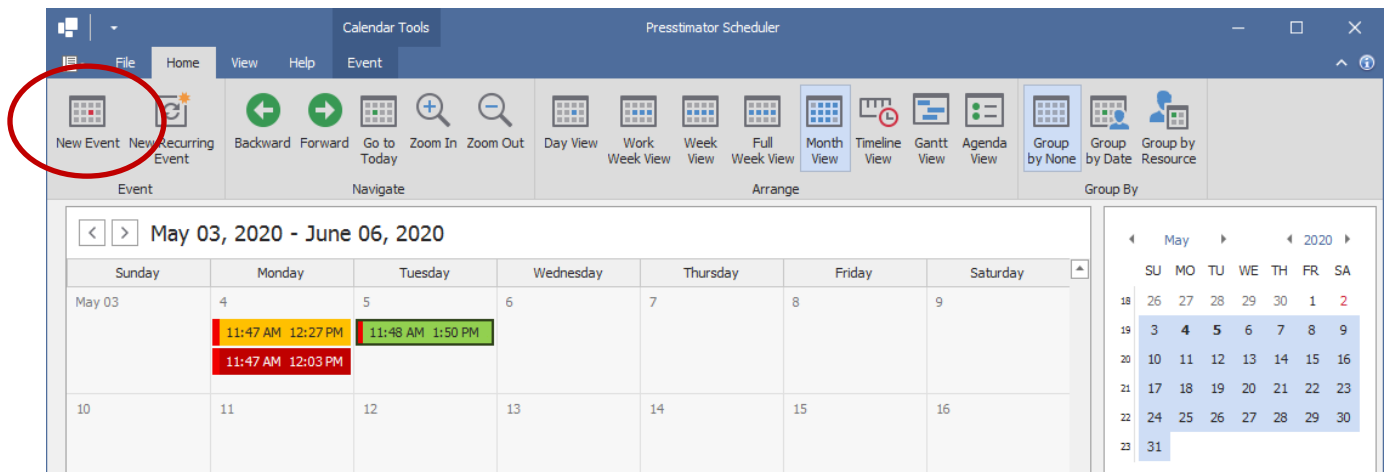
Scheduler Viewing Options On the Home menu in the Scheduler, you can change to different views to see all of the scheduled events. The current display is Month View and no Grouping selected.



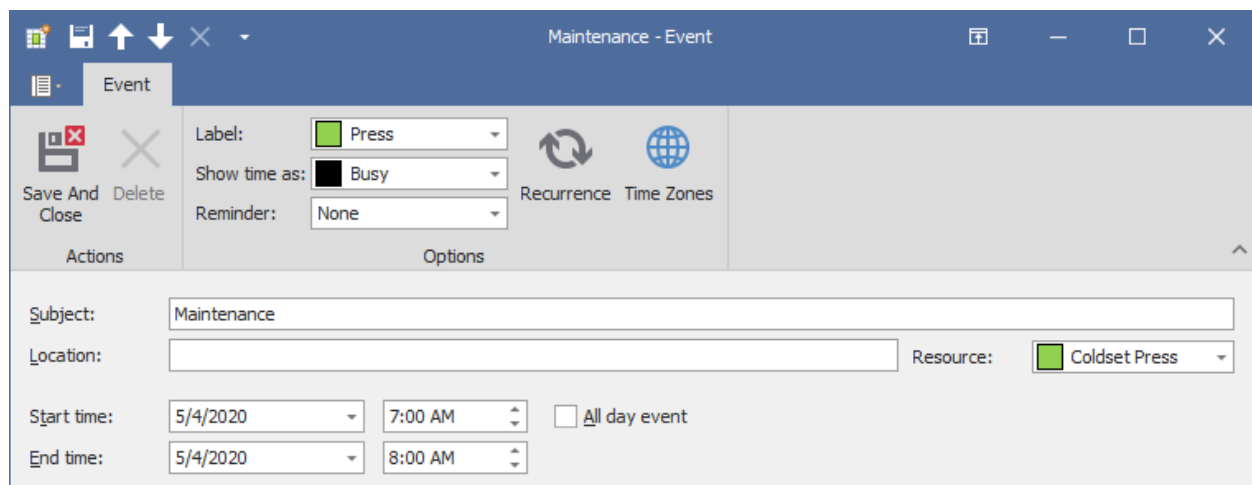
You can change the Group selection to group by the display by Resources.



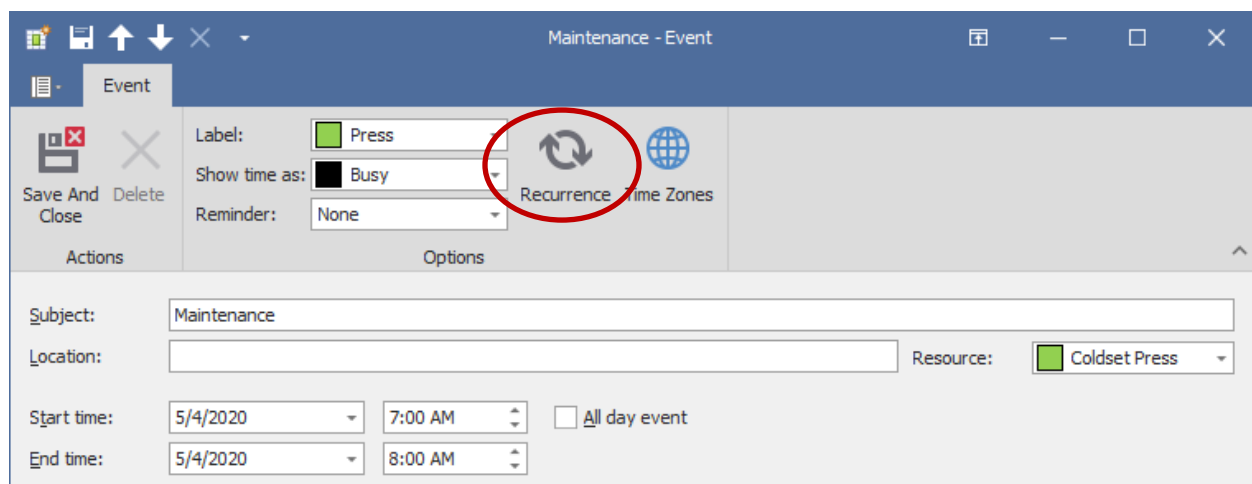
Scheduling Other Events With the click of a button, you can easily export to the Scheduler all events associated with a job in the Presstimator. However, you can also use the Scheduler to handle more than just Presstimator-related events! Simply click the New Event button to create a new event.



For example, let's say that you want to schedule regular maintenance on the Press. You can enter the even with the following Label, Resource and Status.



For this Maintenance item, let's schedule this event to be a recurring event. Click on the Recurrence button to set up the recurring pattern for when this maintenance will occur.



On the Recurring screen, you can set the time, duration, pattern and frequency of the event.

Event Recurrence

Event Time

Start:

7:00:00 AM

(UTC-08:00) Pacific Time (US & Ca...

End:

8:00:00 AM

Duration:

1 hour

Recurrence Pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every

1

week(s) on:

☐ Sunday

☒ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Range of Recurrence

Start:

5/4/2020

☐ End by:

7/6/2020

☐ End after:

10

occurrences

☒ No end date

Remove Recurrence

OK

Cancel

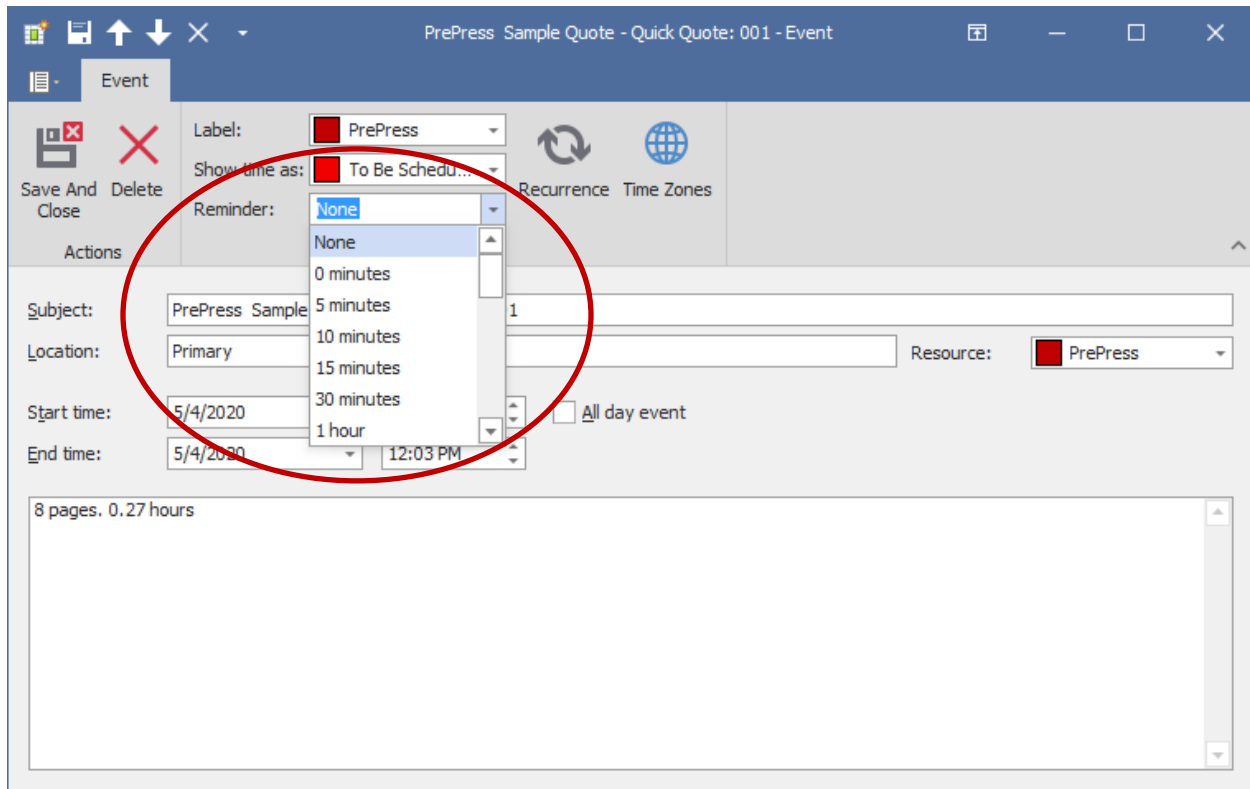
Notice the recurring events for the Press that we created are now displayed in the schedule (Every Monday at 7:00am, for one hour, marked as Busy.)

The screenshot displays the Presstimator Scheduler application. The main calendar view shows May 2020. Events are scheduled as follows:

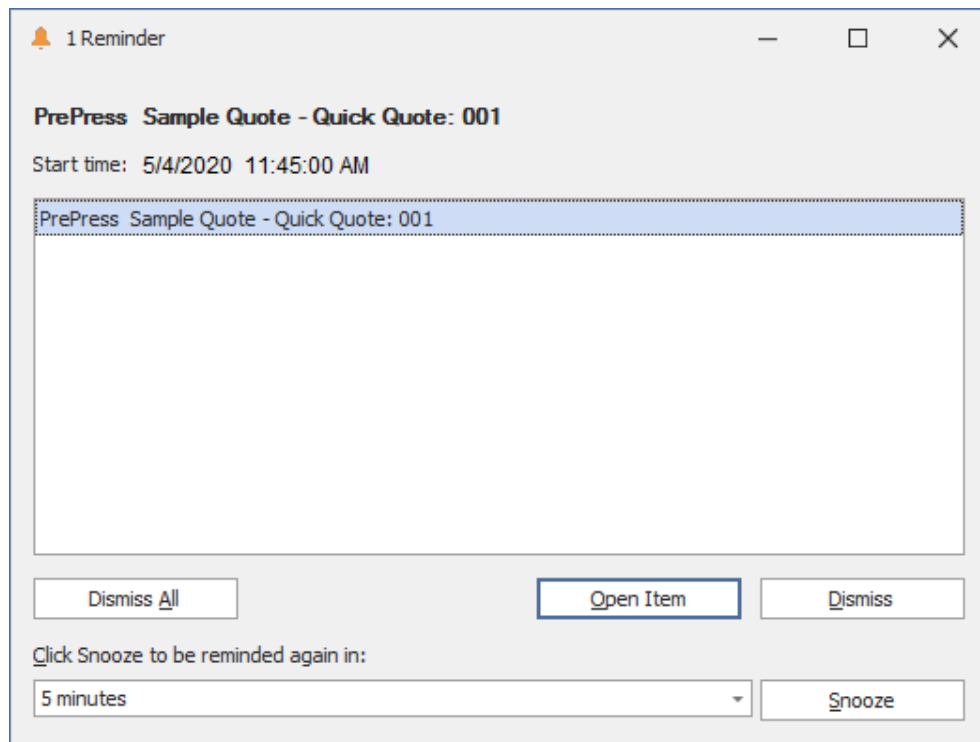
Date	Day	Event(s)
May 03	Sunday	7:00 AM - 8:00 AM (Green), 11:47 AM - 12:27 PM (Yellow), 11:47 AM - 12:03 PM (Red)
May 04	Monday	7:00 AM - 8:00 AM (Green)
May 05	Tuesday	11:48 AM - 1:50 PM (Green)
May 11	Monday	7:00 AM - 8:00 AM (Green)
May 18	Monday	7:00 AM - 8:00 AM (Green)
May 25	Monday	7:00 AM - 8:00 AM (Green)
May 31	Monday	7:00 AM - 8:00 AM (Green)

The right sidebar shows a monthly calendar for May 2020, with the 3rd highlighted in red.

Reminders and Alerts A Reminder can also be set for any event to get an Alert when an event hits a specified time. Simply click the Reminder dropdown and select the alert time and then Save And Close to save the event.



When the reminder time is reached, an Alert will be displayed to inform you of the event.



There are many other features included in the Presstimator Scheduler, so be sure to explore it further!