


# Designer Manual

Shaw Design Request Tool v2

Queue Revision External Review

	Project Name	Sales Rep	Status	Date Approved	Due Date	Date Sent to Client	Revision Date
1	Testing Admins assigned to requests	Azularc Salesrep	Internal review	10/16/2018 7:02 am	10/16/2018	-	-
2	Multiple colors per product	Azularc Salesrep	In progress	10/17/2018 8:47 am	10/19/2018	-	-
	<b>This job is due today.</b>	Azularc Salesrep	In progress	10/18/2018 9:28 am	10/18/2018	-	-
4	fsdf	Azularc Salesrep	In progress	8/6/2018 6:17 am	08/09/2018	-	8/6/2018 6:24 am
5	checkexisting	Azularc Salesrep	In progress	8/13/2018 9:20 am	08/06/2018	-	-
6	gg_retest	Azularc Salesrep	In progress	8/13/2018 9:16 am	08/06/2018	-	-
7	HILTON	Azularc Salesrep	In progress	5/13/2018 9:39 am	04/27/2018	5/14/2018 11:05 pm	6/7/2018 11:47 pm

- As a designer, you will be assigned to requests by an admin. You can view your assigned requests on your dashboard.
- Requests that are due today will have an icon to the left of them on your dashboard.
- Hovering over a project will show the most recent comment made, helping you stay up-to-date on activity.

# Design Request Tool

< GO BACK



## Project Information

Project Name\*

DEMO PROJECT2

Project ID\*

P001

Request Number

REQ0009



## Designer

Show Designer



## History

Shaw Designer Assigned As Designer

5/31/2018 4:18 pm

Original Request Approved

5/31/2018 2:56 pm

Original Request Submitted

5/31/2018 2:50 pm

## Original Request

Design File Link

Expected Completion

06/04/2018



Completed File Link

Client's Requested Deadline

06/04/2018



Do you require? 2D  and/or 3D  and/or Generic Pattern Guide

Estimation When you're ready for estimating, approve the renderings in your first request and then submit a new request for estimating.

\*Estimation or installation diagram will be provided within 3-5 business days upon final approval of rendering.

Comments

Please copy and paste your email into this comment box or write specific instructions.

Activity/Comments

- Click on a request on your dashboard to navigate to the detail page. Click on the dropdown arrow on the Original Request bar to expand the full details.

## Design Request Tool

- After reviewing the request and completing design work, upload your file to file sharing and paste the link to the file in the Design File Link field. Then, click the save button to the right of the field. You will see a confirmation popup, and the request bar will turn green (signifying files have been linked)
- At this point the admin will review the file you linked and will either come back to you with edits to be made or will send the file link to the account manager/client.

< GO BACK



### Project Information

Project Name\*

DEMO PROJECT2

Project ID\*

P001

Request Number

REQ0009



### Original Request

Design File Link

<https://www.dropbox.com/sh/a3hfg58dxoyoan/AADtxyi4jX>



File link saved successfully.

Completed File Link

Expected Completion

06/04/2018



Client's Requested Deadline

06/04/2018



Do you require? 2D  and/or 3D  and/or Generic Pattern Guide

**Estimation** When you're ready for estimating, approve the renderings in your first request and then submit a new request for estimating.

\*Estimation or installation diagram will be provided within 3-5 business days upon final approval of rendering.

### Designer

Shaw Designer



### History

Design File Added by Shaw Designer  
5/31/2018 4:52 pm

Design File Added by Shaw Designer  
5/31/2018 4:52 pm

Shaw Designer Assigned As Designer  
5/31/2018 4:18 pm

### Activity/Comments