DAIKIN CITY USERGUIDE
Version 0.2

Index

Daikin City - Navigation

CITY HOME

Click here to return to this City overview screen at any time.

PROJECT OFFICE SIGN-IN

Click here to sign into Project Office from any screen.

MENU

Navigate between Buildings from any screen from this drop down menu.

NAVIGATION PINS

Click each pin to access buildings via a zoom animation.

⭐ Functional Buildings

📍 Application Buildings

QUICK LINKS

The buildings within the city are grouped into functional and application types.

Use these quick links to jump straight into the buildings without any animation.

WELCOME TO DAIKIN CITY

Discover a new realm of energy efficiency and see what saving you can achieve. Explore the city to see Daikin's integrated heating, ventilation and air conditioning solutions

Privacy Policy

- CONVENIENCE STORE
- OFFICE
- SCHOOL
- BANK
- RESTAURANT
- HOTEL
- RETAIL STORE

⭐ LIBRARY
⭐ TRAINING CENTER
⭐ COMMS CENTER
⭐ LOGISTICS CENTER
⭐ PROJECT OFFICE

Daikin City – Application Buildings

Application buildings allow you to select and compare the energy efficiency of various Daikin systems and accessories in a given application.

1) Select a system (*Baseline, VRV Heat Pump or VRV Heat Recovery*)

2) View the indoor (Overview) and Outdoor components of the system

3) Compare the VRV systems' energy efficiency against the baseline system

4) Compare the average IEER values of the VRV and Baseline systems against some alternatives (*Hover over each bar for a description*)

5) Add accessories to the system for an explanation and an possible additional saving

6) Select these icons to recap the accessory and system information

7) Select this zoom icon for a closer look at the building and selected system
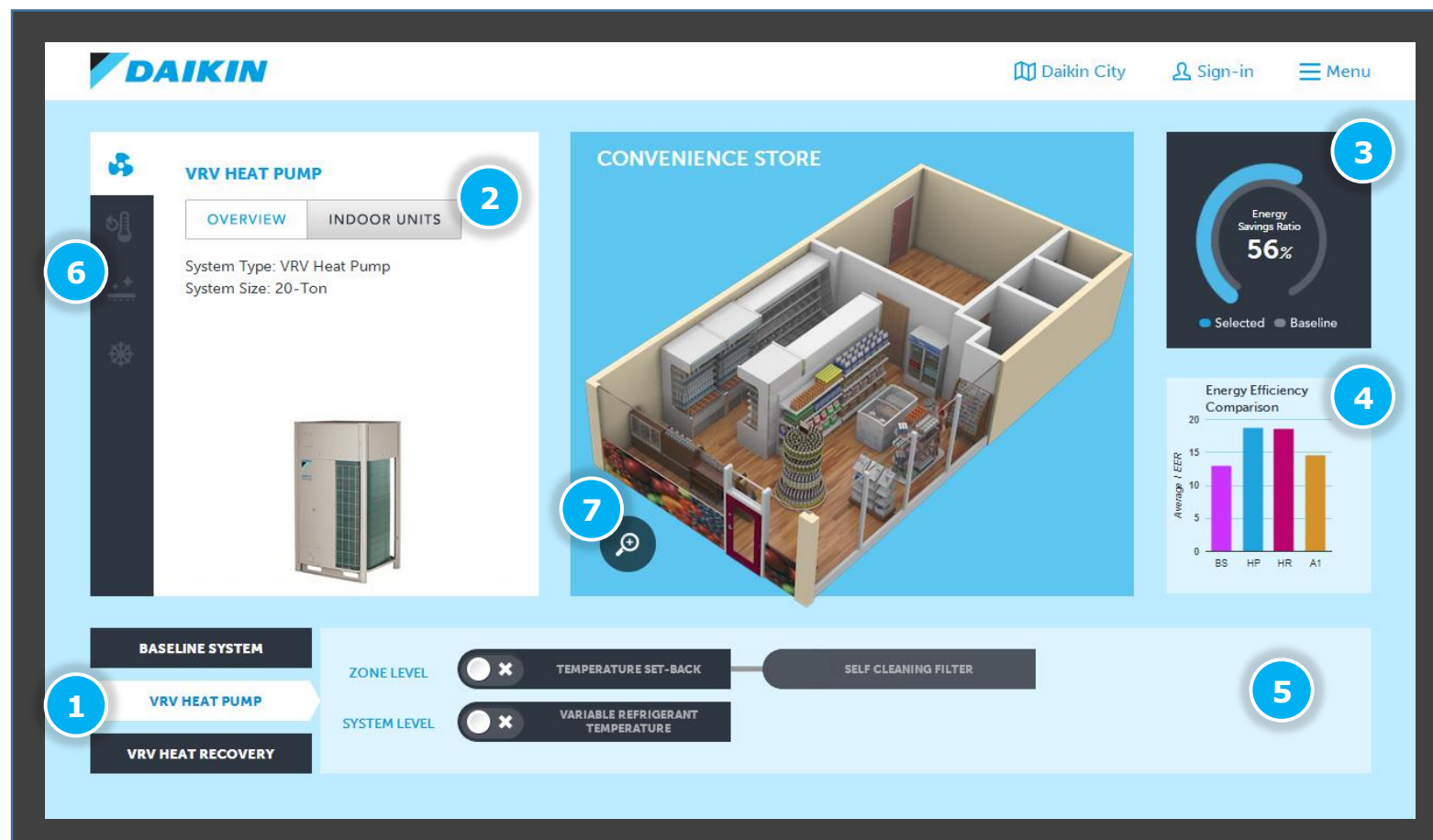
Daikin City – Functional Buildings

Functional Building represent various aspects of the Daikin ecosystem and allow direct access to other portals and media assets.

- **Communication Center**
  Visit the communication centre to access some video highlight, the Daikin YouTube channel and contact Daikin directly

- **Library**
  Browse Daikin's resource library via product family. If signed into Project Office, various other assets become available to download.

- **Logistics Center**
  Access the Spare Parts and Inventory portals form the logistics centre.

- **Training Center**
  Links directly to Daikin University for further learning opportunities.

- **Project Office**
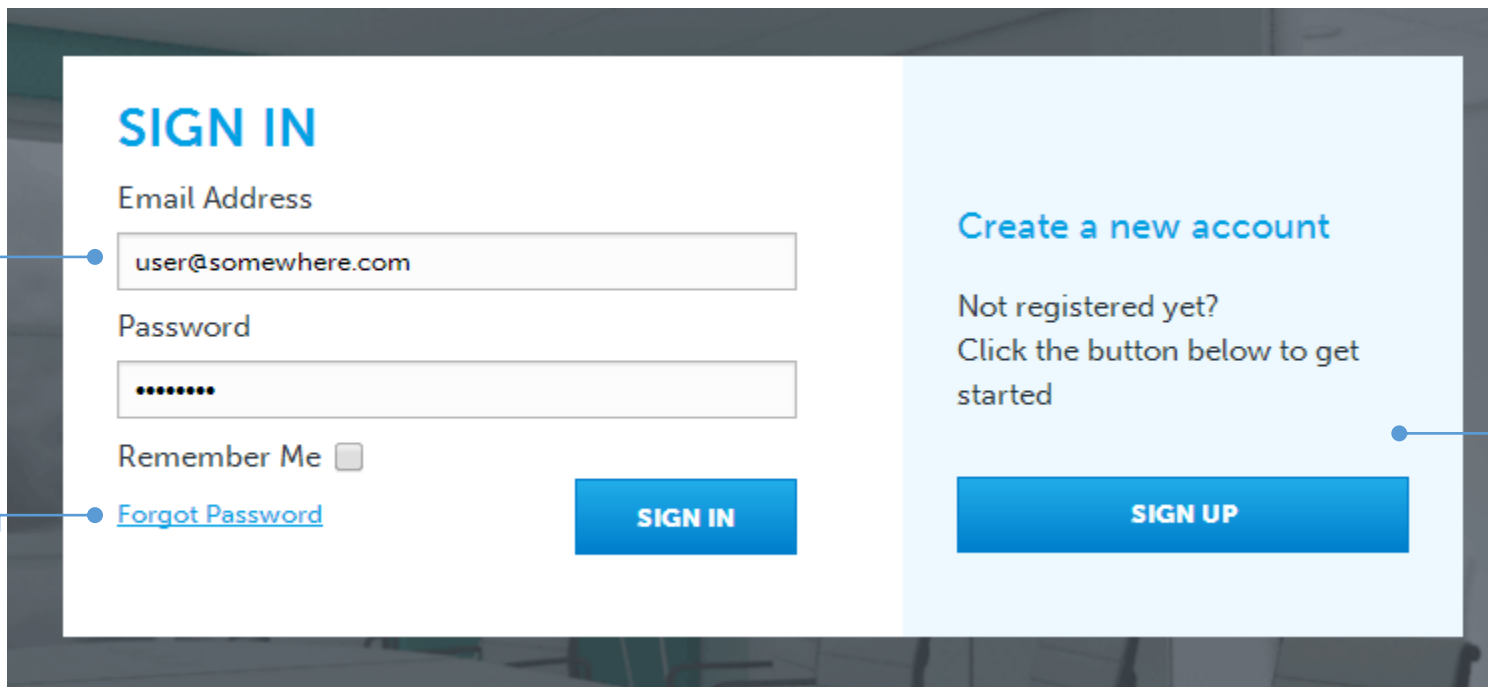 Create and Manage all your Daikin projects from one central hub.
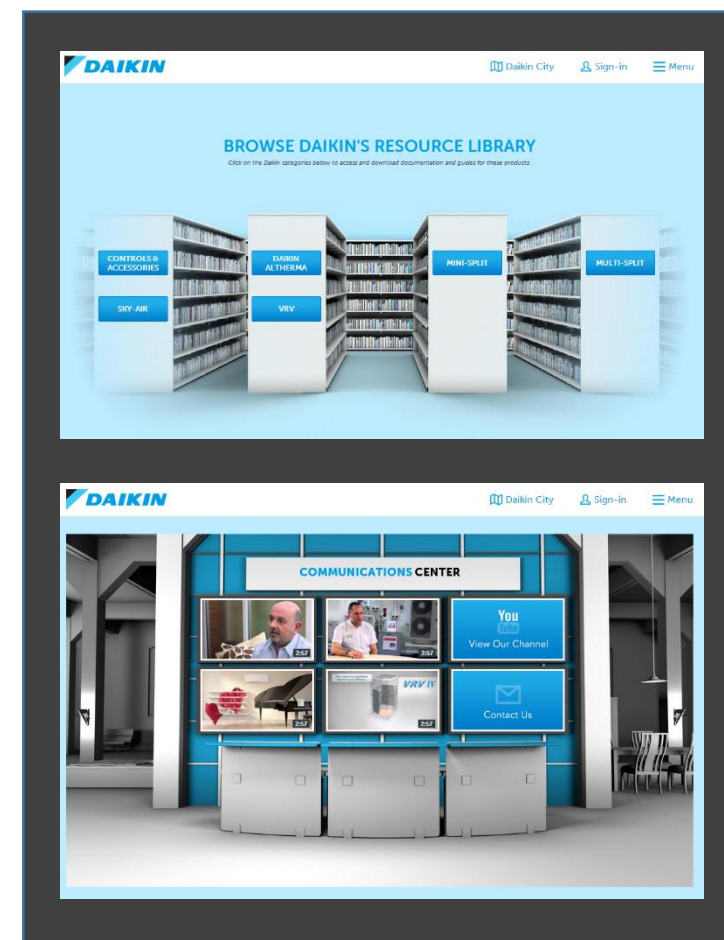
Project Office – Signing In

SIGN IN

If already registered with Project Office and approved by Daikin, enter your email address and password then click **SIGN IN** to enter.

FORGOT PASSWORD

If you cant remember you log-in details, click here to have your password reset and be sent an email.

SIGN IN

Email Address

user@somewhere.com

Password

••••••••

Remember Me ☐

Forgot Password

SIGN IN

Create a new account

Not registered yet?
Click the button below to get started

SIGN UP

REGISTRATION

New users should click the **SIGN UP** button to create an account.

Please note, all users must be approved before having access to Project Office.

If you are from a business that is already registered, your Administrator will be able to approve you.

If you are from a new business, Daikin will assess you application and approve you if appropriate.

Project Office – Registration

PERSONAL DETAILS

Complete this section of the form with your personal details.

USE BUSINESS ADDRESS

Once you have entered your Account ID, select this option to use the existing business address details.

BUSINESS DETAILS

All users of Project Office must be associated to a business. If you are an existing Daikin customer enter your Account ID here. This will allow your registration to be approved by your administrator.

If you are a new customer or don't know your account ID your registration will need to be approved by Daikin Admin.

REGISTER

PERSONAL DETAILS

Fields marked with a * are mandatory

First Name *

Email Address *

Middle Name

Mobile Phone Number

Last Name *

Password *

Confirm Password *

BUSINESS DETAILS

USER ADDRESS DETAILS

◉ Existing Customer ○ New User

Country *

Choose....

Account ID

Address Line 1 *

☐ Use Business Address

Address Line 2 *

City *

State/Province *

Choose....

Zip Code *

Office Phone Number

Web Address

CANCEL   REGISTER

Project Office – Overview Dashboard

Once approved and successfully sign-in to Daikin Project Office, you will arrive at the Overview Dashboard screen. This tile-based, customisable screen allows you to view your selected data at a glance.
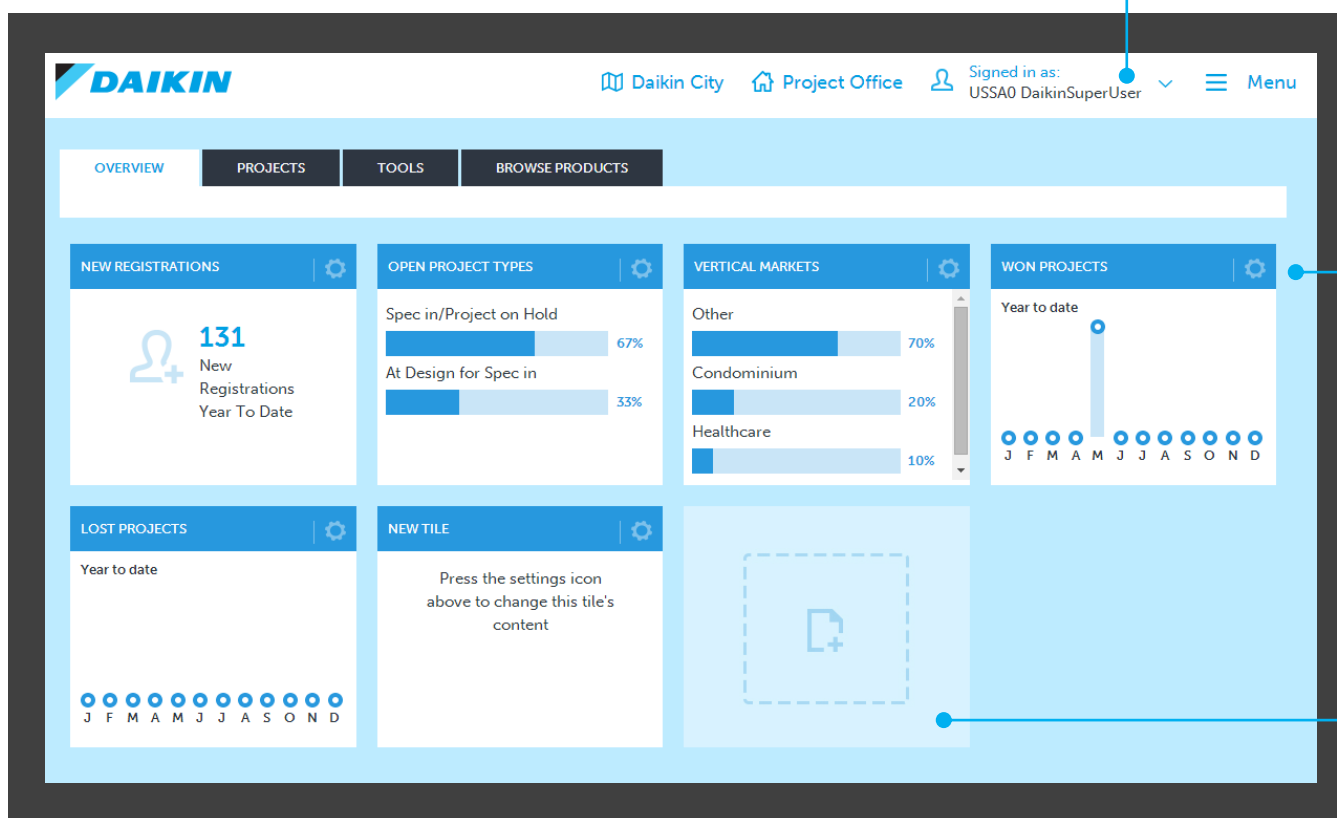

USER DROP-DOWN MENU

When signed into Project Office, the user menu becomes active. From here you can edit your account details, manage other users (If applicable) and sign out.

Signed in as:
USSA0 DaikinSuperUser

YOUR ACCOUNT
MANAGE USERS
SIGN OUT
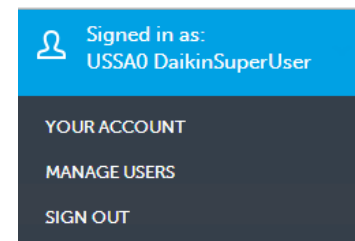
CUSTOMIZE TILE

By clicking the ⚙ icon, you can select the tile type to display the information of your choice.

Removing the tile all together is also available from this menu.

WON PROJECTS

Year to date
Select a tile type:

Won Projects ▾

REMOVE THIS TILE
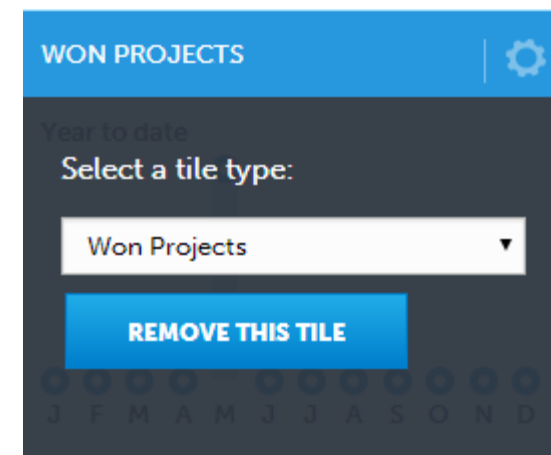
ADD NEW TILE

Click the empty tile to select which content you would like to appear.

Project Office – Managing Users

If your user type permits, selecting MANAGE USERS from the user menu takes you to the ALL USERS screen of the Users section of Project Office. Here you can add, view, edit and disable users.

1) 📤 Select the User Action button to edit or disable a user

2) Click the column header to sort by that field

3) Search for a user by name or email address

4) Customize which columns are visible and how many rows to show on each page

5) Add new users to Project Office

6) View User Groups

7) View Businesses

8) View Approval Requests

DAIKIN

🗺 Daikin City 🏠 Project Office 👤 Signed in as: USSA0 DaikinSuperUser ☰ Menu

ALL USERS | USER GRO⑥ | ALL BUSINES⑦ | APPROVAL REQUES⑧

USSA0 DaikinSuperUser
USB0 Daikin

⑤ 👤+ ADD NEW USER

Search 🔍 ③   ④ Display

NAME ▼ ②	EMAIL ADDRESS ▼	LAST LOGIN ▼	BUSINESS NAME ▼	USER TYPE ▼
📤 aggg hhh iii	arfur@minder.co.uk	4/30/2014	AFC	Customer User
📤 Arfur Daley	dealer@minder.co.uk	4/30/2014	AFC	Customer Admin
📤 Ernie Prescott	john@prescott.com	4/30/2014	AFC	Customer User
📤 First Past the Post	sales@realcomputing.net	5/12/2014	AFC	Customer Super User
①📤 First Middle Last	phil.saville@cdm2007.org	5/19/2014	AFC 100	Customer User
📤 user1@test.com Daikin	user1@test.com	4/30/2014	Daikin Test	Customer Super User

Project Office – Edit User

As well as being able to **1** **DISABLE users and** **2** **reset their password, the EDIT USER screen also consists of three tabs:**

User Details
Use this tab to update the users personal details as well as which business they are associated with. You can also add a different address than the business default here.

User Access
Under this tab you can set which features the user has access to. The defaults are based on **BUSINESS TYPE.**

User Permission
This tab enable you to set which actions the user is able to perform. The defaults are based on **USER TYPE.**

Project Office – User Groups

All users of Project Office must be part of a group. Select USER GROUPS from the USERS portal to manage groups and their users.

1) By default, all newly added users are placed in the **Unallocated** group

2) ↗ Click the action button to **move** or **edit** groups or add a **subgroup**

3) Click the **ADD MEMBERS** button to add users to the currently selected group

4) Each group can have multiple **owners**, allowing them to edit their group and all groups within it. Select the owner of the currently selected group here

5) To move a user to a different group, drag the 👤 icon from the members list into a different group in the group list

Project Office – Managing Businesses

Users of Project Office must be associated to a business. Select ALL BUSINESSES from the USERS portal to manage businesses.

1) ⬈ Select the Action button or click the business name to **edit** a business

2) Click the column header to sort by that field

3) Search for a business by name

4) Customize which columns are visible and how many rows to show on each page

5) Add new businesses to Project Office

6) You can enable/disable businesses and all associated users from here

---

DAIKIN

🗺 Daikin City 🏠 Project Office 👤 Signed in as: USSA0 DaikinSuperUser ☰ Menu

| ALL USERS | USER GROUPS | ALL BUSINESSES | APPROVAL REQUESTS |

USSA0 DaikinSuperUser
USB0 Daikin

5 ADD NEW BUSINESS

Search 🔍 **3**

Displ **4**

BUSINESS NAME	BUSINESS TYPE	COMMISSION	CITY	STATE/PROVINCE	COUNTRY	ENABLED
⬈ ACE Technologies Inc.	Distributor	No		Arkansas	United States	✓
⬈ Aces A/C Sup	Distributor	No		Texas	United States	✓
⬈ AFC	Dealer/Contractors	No	Kingston	Alaska	United States	✓
⬈ AFC 100	Dealer/Contractors	No	City	Alaska	United States	✓
⬈ Air Care Limited	Distributor	No				✓
⬈ AIR DEPOT	Distributor	No		Georgia	United States	✓

Project Office – Editing a Business

EDIT BUSINESS

UPLOAD LOGO   DISABLE BUSINESS

BUSINESS DETAILS   DEFAULT ACCESS

BUSINESS DETAILS

Fields marked with a * are mandatory

Business Name *
ACE Technologies Inc.

Business Type
Distributor

Account ID
A111106

Show Prices
☑

Country
United States

Address Line 1
7631 NORTHSHORE PLACE STE 2

Address Line 2

City

State/Province
Arkansas

Zip Code
72118

Office Phone Number

Web Address

To edit the details of a business, click the name of the business from ALL BUSINESSES or use the action menu ⤴

DISABLE BUSINESS

Use this option to disable the business and all associated users from Daikin City Project Office. Daikin Admin will be required to re-enable the businesss.

UPLOAD LOGO

Use this option to upload a business logo to be used on submittal packages.

The maximum file size for Business Logos on 75kb.

Project Office – User Approvals

All users of Project Office must be approved before they can gain access. Depending on your USER TYPE, you can APPROVE or REJECT user from the APPROVAL REQUEST screen.
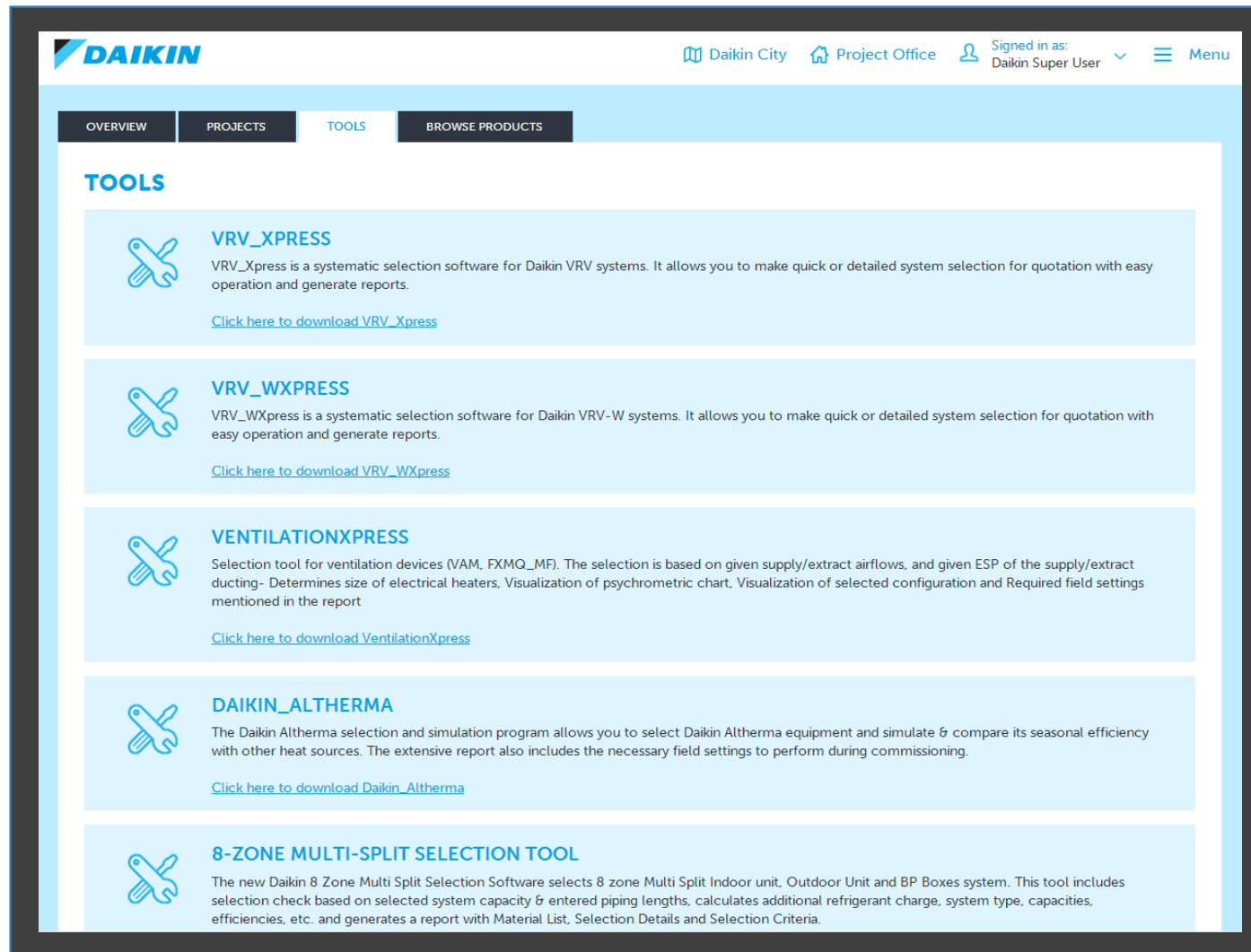
1) ⬆ Click the action button to **edit, approve** or **reject** users

2) **Search** for users by name or email address

3) Toggle the users list between **Awaiting Approval** or **Rejected Users**

4) customize the view by **Showing/Hiding Columns** and set the **Row Amount** visible per page

5) Set the User Type of each user from these dropdown menus

Project Office – Tools

The tools tabs gives access to a range of useful Daikin tools, including a short descriptions and download links.

Tools Include:

- VRV Xpress
- VRV Wxpress
- Ventilation Express
- Daikin Altherma
- 8-Zone Multi-Split Selection Tool
- Psychometric
- Unit Convertor

Project Office – Browse Products

The Browse Products tab allows you to view the entire Daikin range, outside of a creating a quote.

PRODUCT RANGES

Filter your view by product range or chose to view accessories or other products.

PRODUCT SEARCH

Search for a product by name or ID.

To search across all products, use the search box on the Products Home screen. To filter by product range, first select the relevant tab or tile.

PRODUCT TABS

Use these tabs to navigate between product overview, technical specifications and related accessories.

RELATED DOCUMENTS

Links to useful related documents such as submittal sheets and product brochures.

BREADCRUMB LINKS

View your current position in the product hierarchy and use the quick links to jump back to product home or product range.

Project Office – Project List

The Project List screen list all projects that are viewable for your user type and user group position.

1) Select the Action button **Export, Edit, Transfer, Delete or Duplicate** a Project

2) The Alert Icon ⚠ indicates that the prices contained with the quotes of the project have changed since your last visit and require a recalculation

3) Search for a project by name

4) Various options allow you to filter the currently listed projects

5) Create a new Project

6) Export all currently viewable projects in .csv format

7) Configure the viewable columns of the project list

Screenshot of the Daikin City Project Office Projects list screen showing:

Navigation: Daikin City | Project Office | Signed in as: Daikin Super User | Menu

Tabs: OVERVIEW | PROJECTS | TOOLS | BROWSE PRODUCTS

PROJECTS — NEW PROJECT (5), EXPORT PROJECTS (6)

Search (3), Filters (7), Display (7)

Filters (4): User Show All... | Business Name Show All... | Project Status Open | Project Open Status Show All... | Project Start Date | Project End Date | RESET FILTERS | SET FILTERS

PROJECT NAME	PROJECT REFERENCE ▲	TOTAL LIST	TOTAL NET	TOTAL SELL
Project test 1	198402592861061120	$111,112.14	$152,464.21	$152,464.21
Project Test 2	198404173455163392	$132,621.00	$80,514.50	$80,514.50
Project 3	198404860536684544	$56,503.00	$28,251.50	$28,308.00
Project Test 5	198406452610596864	$0.00	$0.00	$0.00
Test123	198663543279583232	$32,345.35	$32,345.35	$32,345.35

Project Office – New Project

Projects > Add New Project

NEW PROJECT

| PROJECT DETAILS | ENGINEER DETAILS | DEALER/CONTRACTOR ADDRESS | SELLER ADDRESS | SHIP TO ADDRESS |

PROJECT DETAILS

Fields marked with a * are mandatory

Project Name *
[   ]

Construction Type *
[Choose.... ▾]

Registration Date
[06/16/2014]

Project Status *
[Open ▾]

Bid Date *
[   ] 📅

Project Type *
[Choose.... ▾]

Estimated Close *
[   ] 📅

Project Open Status *
[Choose.... ▾]

Estimated Delivery *
[   ] 📅

Vertical Market *
[Choose.... ▾]

Project Notes
[   ]

[CANCEL] [**CREATE**]

Selecting New Project form the Project List allows you to enter various details for the new project, spread over multiple tabs.

TABS

Enter Engineers details as well as Dealer/ Contractor, Seller and Ship To address information.

PROJECT DETAILS

Use these fields to enter the details for your project and any additional notes.

*Fields marked with a * are mandatory.*

CREATE

Once all required information is entered, Click here to create your new project within Project Office.

Project Office – Project Overview

The Project Overview gives you an *at-a-glance* view of the project details as well as links to various actions.

1) Use these tabs to navigate between the project overview details and all quotes associated with the project

2) Each project can only have one active quote, and the overview of this can been viewed here

3) If pricing has changed and a recalculation is required, you can action this by selecting the **RECALCULATE** button

4) Click here to export the current project in .csv format

5) To delete the project entirely click this button

6) Select **CREATE REVISION** a to make a duplicate of the currently active quote. If no quote yet exists, this option will be **ADD NEW QUOTE**.

7) Edit the current project details

Project Office – Creating a New Quote

When adding a new quote, various details are required.
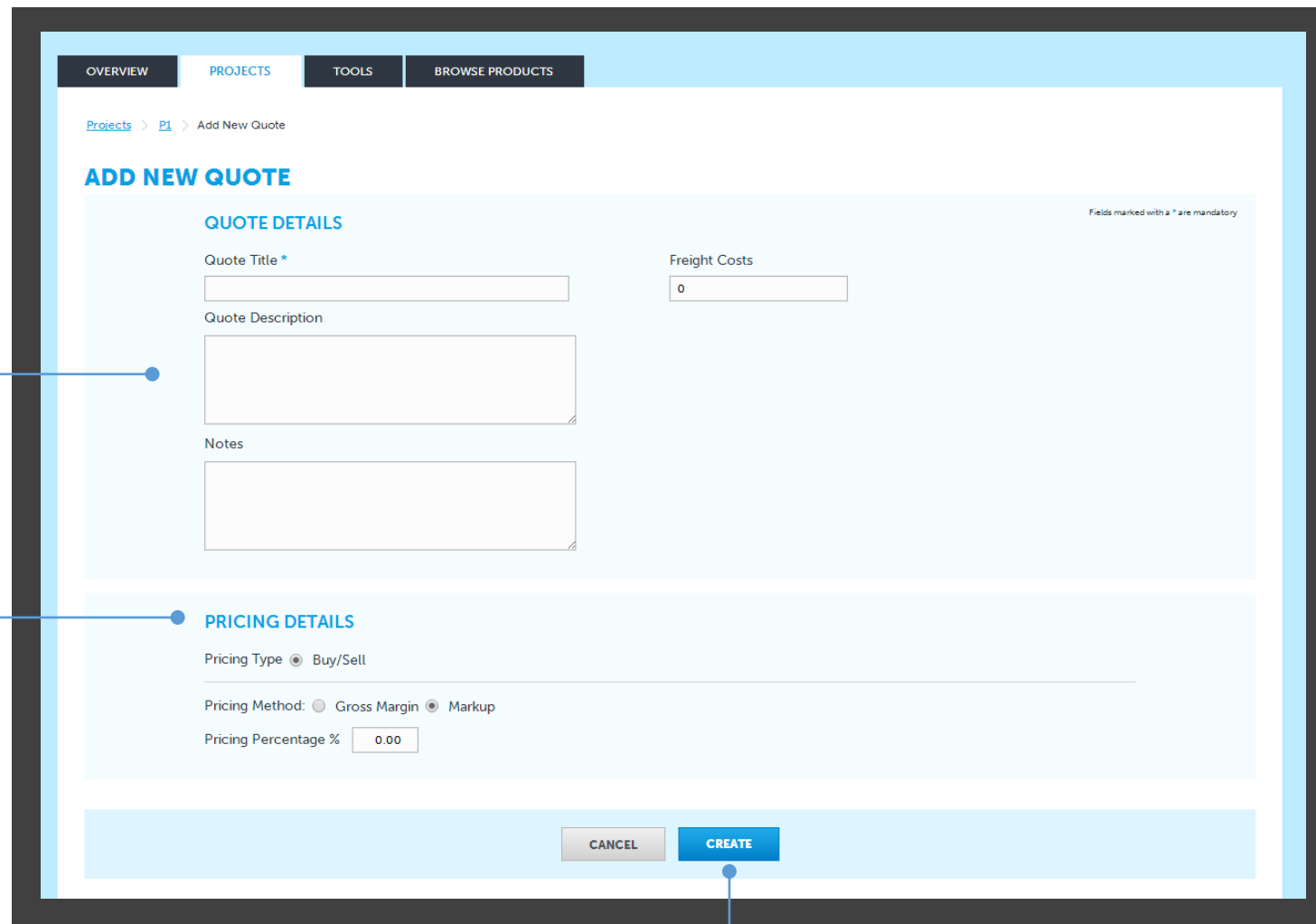
QUOTE DETAILS

Enter a quote title, optional description and notes as well as estimated Freights Coats id appropriate.

PRICING DETAILS

Select your pricing type. The options available will depend on your user type.

CREATE

Once all required information is entered, Click here to create your new quote within the Project.

OVERVIEW | PROJECTS | TOOLS | BROWSE PRODUCTS

Projects > P1 > Add New Quote

ADD NEW QUOTE

QUOTE DETAILS

Fields marked with a * are mandatory

Quote Title *

Freight Costs

0

Quote Description

Notes

PRICING DETAILS

Pricing Type ◉ Buy/Sell

Pricing Method: ○ Gross Margin ◉ Markup

Pricing Percentage % 0.00

CANCEL   CREATE

Project Office – Quote Overview

The Project List screen list all projects that are viewable for your user type and user group position.

1) Use these tabs to switch between quote overview, products within the quote and requested discounts associated with the quote

2) Details for the active quote

3) Number of products in the active quote and a shortcut to view all products

4) Click to edit the quote

5) Click to delete the quote

6) Click to view a printable PDF overview of the quote

7) Create a Submittal Package

8) Duplicate the quote

9) Create a revision of the existing quote

10) Click of view a list of all the products in the active quote

11) Add products to the quote

12) Import a product list created in an external tool

Project Office – Quote List

The Quotes Tab on the Project Overview screen lists all the quotes that have been associated to the current project.

1) Select the **QUOTES** tab to view the quote list

2) Use the action button [icon] to **export**, **edit**, **duplicate** or **delete** the relevant quote

3) The Alert Icon ⚠ indicates that the prices contained with the quotes of the project have changed since your last visit and require a recalculation

4) Select the active quote (Every project must only have one active quote)

5) Create a new revision of the active quote

6) The active quote overview

7) Search for a quote by name

8) Configure the viewable fields of the quote list

| OVERVIEW | PROJECTS | TOOLS | BROWSE PRODUCTS |

Projects > Project test 1

PROJECT TEST 1

[EXPORT] [DELETE PROJECT]

(1) OVERVIEW   QUOTES

ACTIVE QUOTE

[CREATE REVIS **(5)**]

		Revision	Date	Net Price	List Price	Total Price
📄	test 2 **(6)**	2	6/16/2014	$20,988.00	$13,992.00	$20,988.00

PROJECT QUOTES

(7) [Search 🔍]   Display ⌄ **(8)**

QUOTE ▾	ALERT ▾	REVISION ▾	ITEMS ▾	DATE ▾	TOTAL LIST ▾	TOTAL NET ▾	TOTAL SELL ▾	ACTIVE
↪ Quote 1	⚠ **(3)**	1	8	6/16/2014	$5,521,910.56	$8,268,661.84	$8,268,661.84	⊗
↪ test 2 **(2)**		2	1	6/16/2014	$13,992.00	$20,988.00	$20,988.00	✓◯ **(4)**
↪ Test 2		3	0	6/3/2014	$0.00	$0.00	$0.00	⊗

Total number of records 3

[CREATE REVISION]

Project Office – Add Products

DAIKIN

Daikin City | Project Office | Signed in as: Daikin Super User | Menu

Quote 1
7 items in active quote

SHOW ACTIVE QUOTE

| PRODUCTS HOME | OTHER | MINI-SPLIT | ALTHERMA | MULTI-SPLIT | SKY-AIR | VRV | ACCESSORIES |

Quote 'Quote 1' has been updated.

Products > Mini-Split

MINI-SPLIT

Search Products

54 Products   Showing 1 to 10 from a total of 54 **1** 2 3 4 5 6

0.75-Ton Slim Duct Built-in Concealed Ceiling Unit
Model No.:
FDXS09LVJURXS09LVJU
Price:
$2,306.14

SEER (Non-Ducted): 15.10
EER (Non-Ducted): 11.20
HSPF (Non-Ducted): 10.30
COP47 (Non-Ducted): 3.28

Quantity
− 0 +
ADD TO QUOTE

1.0-Ton Slim Duct Built-in Concealed Ceiling Unit
Model No.:
FDXS12LVJURXS12LVJU
Price:
$2,594.06

SEER (Non-Ducted): 15.50
EER (Non-Ducted): 9.10
HSPF (Non-Ducted): 10.40
COP47 (Non-Ducted): 3.51

Quantity
− 0 +
ADD TO QUOTE

To add products to your quote, browse the product ranges in the same way as via the Browse Products tab.

SHOW ACTIVE QUOTE

A quick link back to the currently active quote.

QUOTE UPDATE NOTIFICATION

Once products are added, this confirmation alert will let you know the quote has been successfully updated.

ADD TO QUOTE

Use the **+** and **−** buttons, or type in the required quantity of the selected product before clicking **ADD TO QUOTE.**

Quantity
− 4 +
ADD TO QUOTE

Project Office – View and Modify Quote Products

Once you have added products to your quote, you can review your selections, view list and net pricing and modify quantities directly in the Products list.

1

| OVERVIEW | PRODUCTS | REQUESTED DISCOUNTS |

To view this screen, select the **PRODUCTS** tab on the quote overview screen.

2

ADD / IMPORT ADDITIONAL PRODUCTS

Select these options to add more products to the exiting quote.

3

MODIFY QUANTITIES

Use the **+** and **–** buttons, or type in the required quantity of the selected product before clicking **SAVE QUANTITY CHANGES.**

− 5 +

− 1 +

SAVE QUANTITY CHANGES   DISCARD QUANTITY CHANGES

PRODUCTS IN THIS QUOTE

Search 🔍

2 ADD PRODUCTS   IMPORT PRODUCTS **2**

PRODUCT ▼	DESCRIPTION ▼	QUANTITY ▼	LIST PRICE	NET PRICE
REYQ144PBTJ	12-Ton VRV-III Heat Recovery Unit	− 1 +	$23,320.00	$11,660.00
RXYQ216PBTJ	18-Ton VRV-III Heat Pump Unit	− 1 +	$28,408.00	$28,408.00
BSVQ36PVJU	Branch Selector Box	− 9 +	$1,310.00	$655.00
FXMQ12PVJU	1.0-Ton DC Ducted Concealed Ceiling	− 10 +	$2,062.00	$1,031.00
FXMQ18PVJU	1.5-Ton DC Ducted Concealed Ceiling	− 8 +	$2,137.00	$1,068.50
FXMQ24PVJU	2.0-Ton DC Ducted Concealed Ceiling	− 3 +	$2,524.00	$1,262.00
FDXS09LVJURXS09LVJU	0.75-Ton Slim Duct Built-in Concealed Ceiling Unit	− 4 +	$2,306.14	$1,153.07
BSV6Q36PVJU	Multi-Port Branch Selector Box	− 500 +	$10,388.00	$5,194.00

Total number of records 8

2 ADD PRODUCTS

Project Office – Import Products

Use the IMPORT PRODUCTS function to add a list of products that has been generated in any of the Daikin suite of product selection software.

1

Click **IMPORT PRODUCTS** to start the import process.

[IMPORT PRODUCTS]

2

Select **BROWSE** to selected the exported file on your local computer and then click **IMPORT** to add the products to your current quote.

IMPORT ITEMS

Import product lists generated in any of our suites of software.

Select Product List:

| Browse For File | BROWSE |

[CANCEL] [IMPORT]

3

The Product List in the quote will be updated with the imported products.

PRODUCTS IN THIS QUOTE

Search [🔍]   [ADD PRODUCTS] [IMPORT PRODUCTS] [Display ▼]

PRODUCT	DESCRIPTION	QUANTITY	LIST PRICE	NET PRICE
REYQ144PBTJ	12-Ton VRV-III Heat Recovery Unit	− 1 +	$23,320.00	$11,660.00
RXYQ216PBTJ	18-Ton VRV-III Heat Pump Unit	− 1 +	$28,408.00	$28,408.00
BSVQ36PVJU	Branch Selector Box	− 9 +	$1,310.00	$655.00
FXMQ12PVJU	1.0-Ton DC Ducted Concealed Ceiling	− 10 +	$2,062.00	$1,031.00
FXMQ18PVJU	1.5-Ton DC Ducted Concealed Ceiling	− 8 +	$2,137.00	$1,068.50
FXMQ24PVJU	2.0-Ton DC Ducted Concealed Ceiling	− 3 +	$2,524.00	$1,262.00
FDXS09LVJURXS09LVJU	0.75-Ton Slim Duct Built-in Concealed Ceiling Unit	− 4 +	$2,306.14	$1,153.07
BSV6Q36PVJU	Multi-Port Branch Selector Box	− 500 +	$10,388.00	$5,194.00

Total number of records 8

[ADD PRODUCTS]

Project Office – Transferring Projects

Project Office allows you to transfer a project to another user of the system. *NB: You will not be able to edit the project once it is transferred to its new owner.*

1

On the project list screen, select the action button ⤴ next to the project you wish to transfer and select **TRANSFER PROJECT** to start the transfer process.

PROJECT NAME ▼
⤴ Export Project
Edit Project
⤴ Transfer Project
Delete Project
⤴ Duplicate Project
⤴ Project Test 5
⤴ ⚠ Test123
⤴ ⚠ Test2
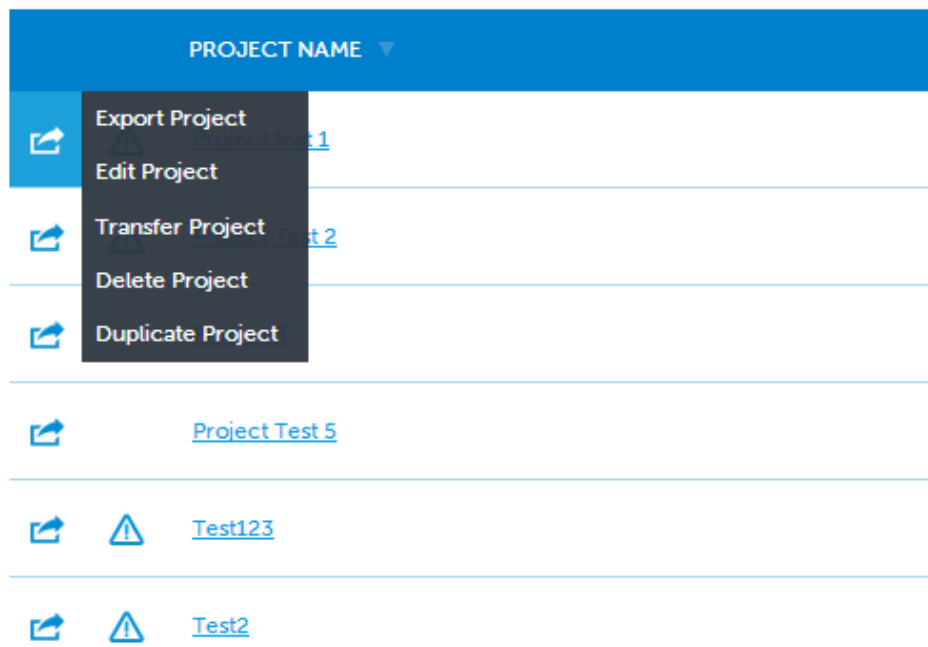
2

Enter the email address of the user you wish to transfer the project to in the pop-up window.

If the entered email address is recognised as a registered user of Daikin City Project Office, the selected project will transfer ownership and editing right to the new user.

You will still be able to monitor the status of the project but no longer be able to make any edits until such a time as the project is transferred back to you.

TRANSFER PROJECT

Email *

You will not be able to edit the project once it is transferred to its new owner. Are you sure you want to transfer this project ?

[YES] [NO]
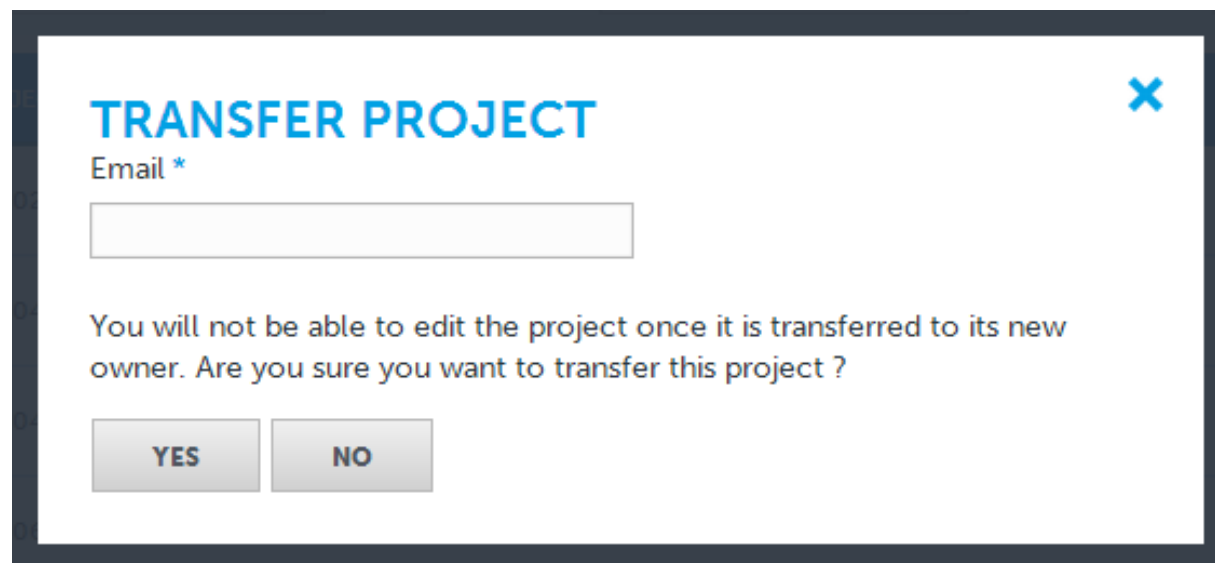
Project Office – Creating a Submittal Package

Select SUBMITTAL PACKAGE from the quote overview screen to create a submittal package in .zip format.

1

On the **SUBMITTAL PACKAGE** screen, you can select exactly what is included in the package from the list that of available documents by using the checkboxes next to each product.

Selecting the checkbox in the table header will auto-select all documents in that column.

You can also include any other files you wish in the package by selected **ATTACH NEW FILE** and then browsing to the file on your local PC.