



DAIKIN CITY USERGUIDE

Version 0.2

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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.

NAVIGATION PINS

Click each pin to access buildings via a zoom animation.

- Functional Buildings
- Application Buildings

MENU

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



QUICK LINKS

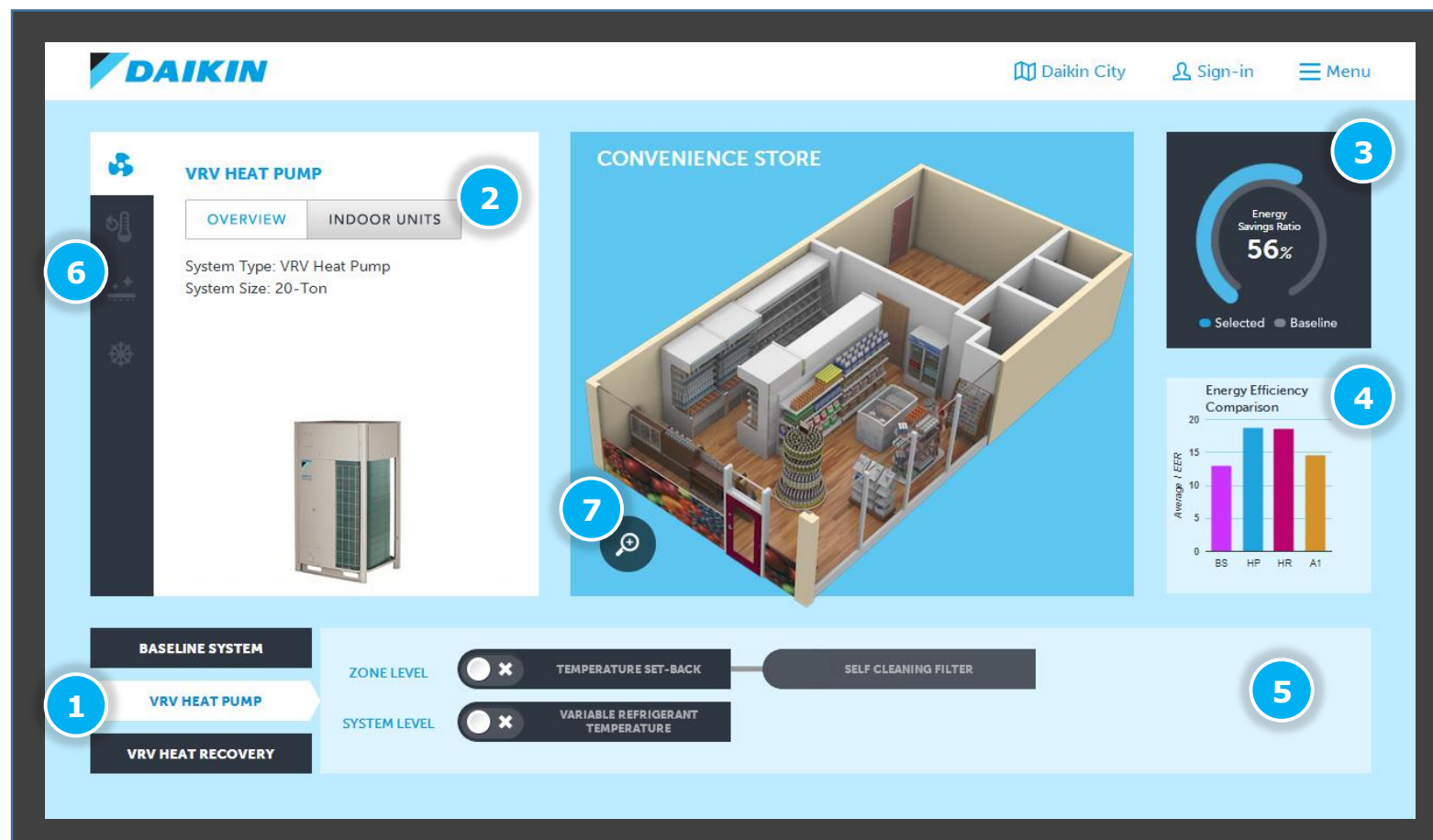
The buildings within the city are grouped into functional and application types.

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

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.

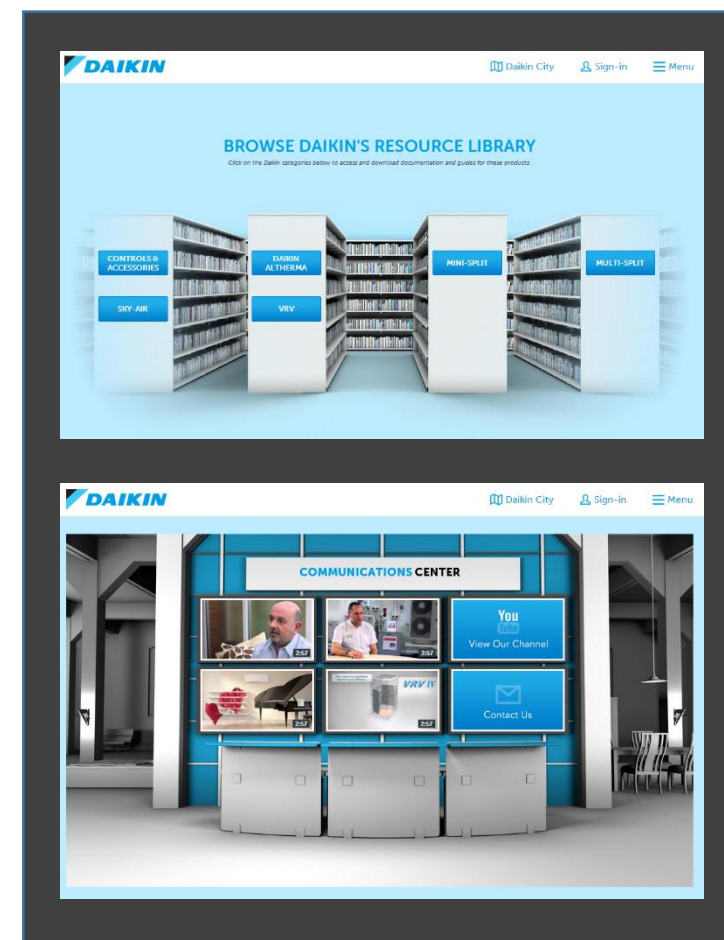
- 1) Select a system (Baseline, VRV Heat Pump or VRV Heat Recovery)
- 2) View the indoor (Overview) and Outdoor components of the system
- 3) Compare the VRV systems' energy efficiency against the baseline system
- 4) Compare the average IEER values of the VRV and Baseline systems against some alternatives (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.



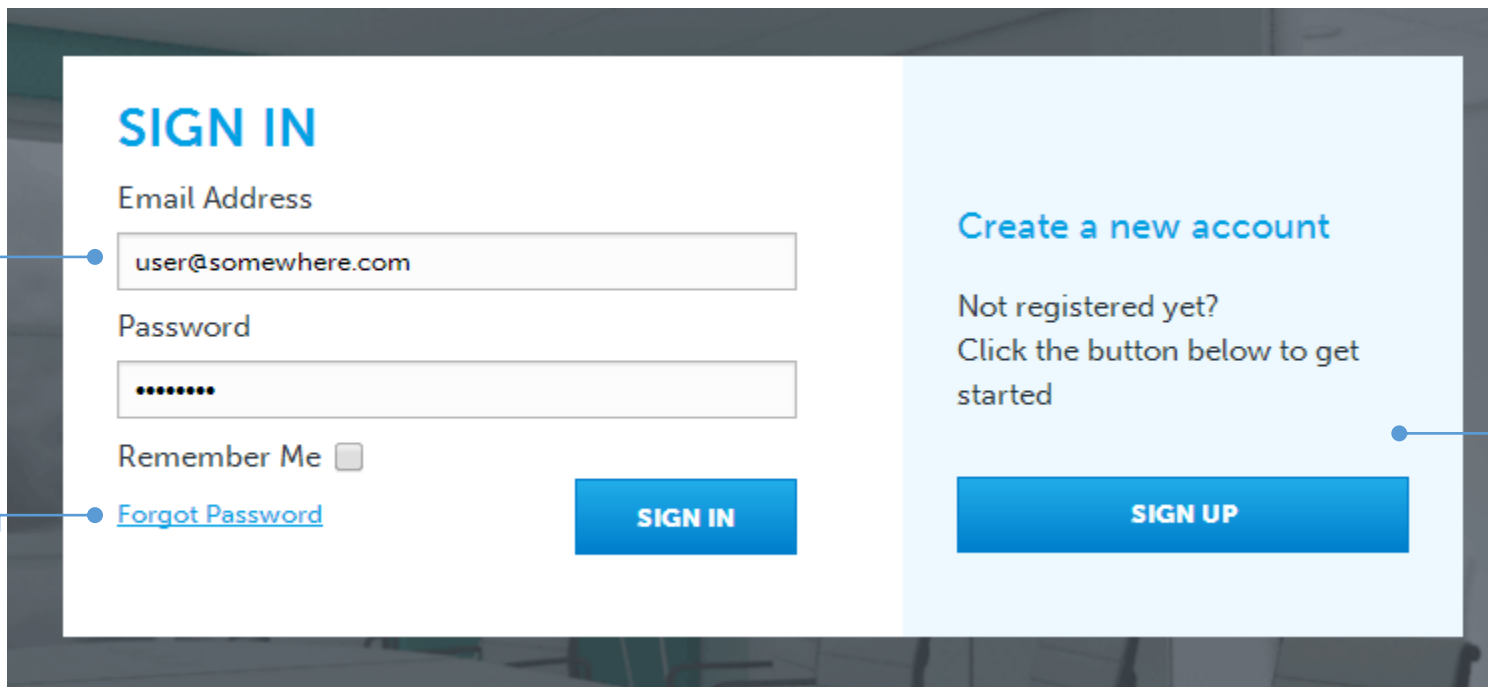
Project Office – Signing In

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 can't remember your log-in details, click here to have your password reset and be sent an email.



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 your 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.

REGISTER

PERSONAL DETAILS

Fields marked with a * are mandatory

First Name *

Middle Name

Last Name *

Email Address *

Mobile Phone Number

Password *

Confirm Password *

BUSINESS DETAILS

☒ Existing Customer ☐ New User

Account ID

☐ Use Business Address

USER ADDRESS DETAILS

Country *

Choose....

Address Line 1 *

Address Line 2 *

City *

State/Province *

Choose....

Zip Code *

Office Phone Number

Web Address

CANCEL

REGISTER

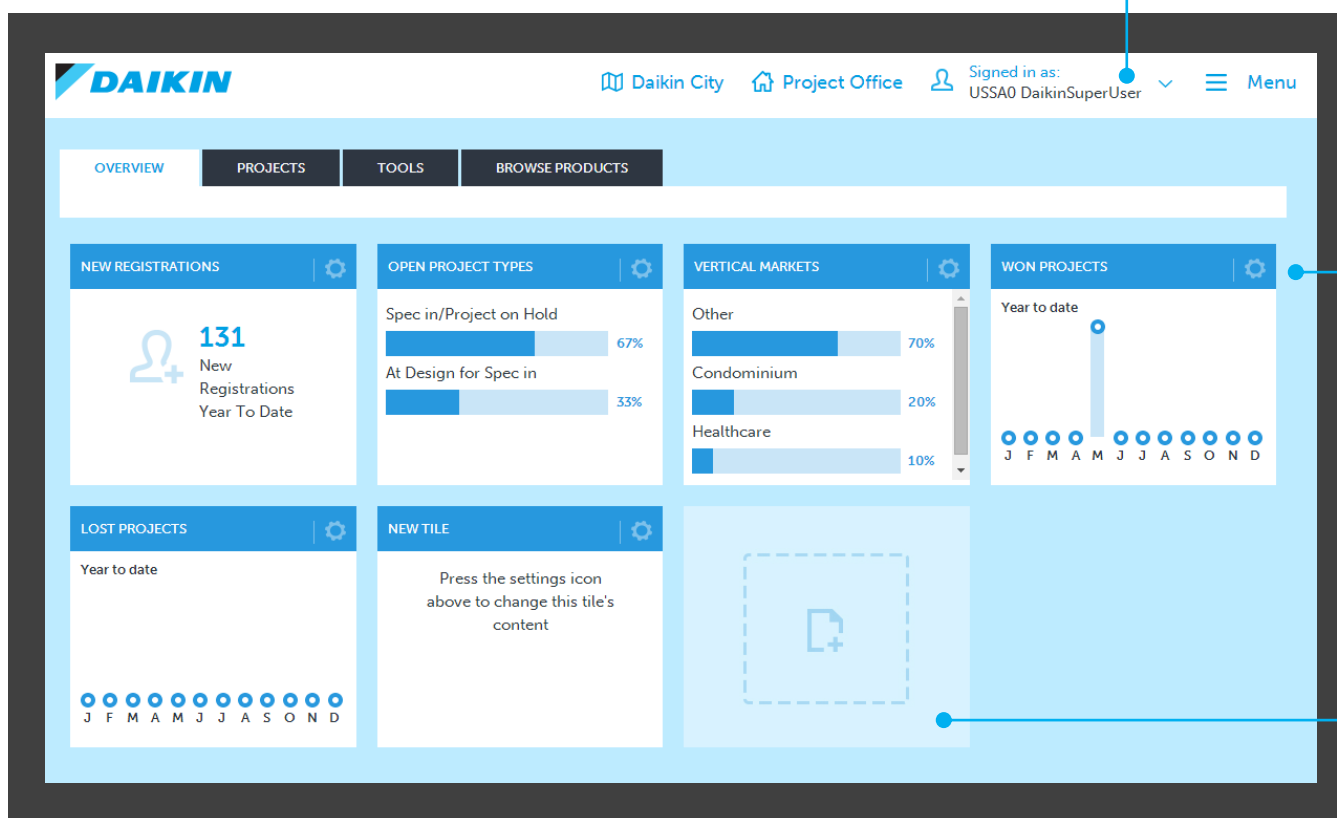
BUSINESS DETAILS

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.

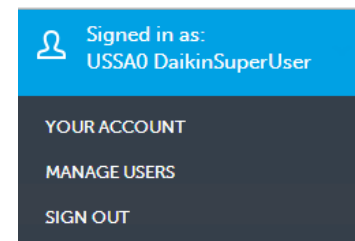
Project Office – Overview Dashboard

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

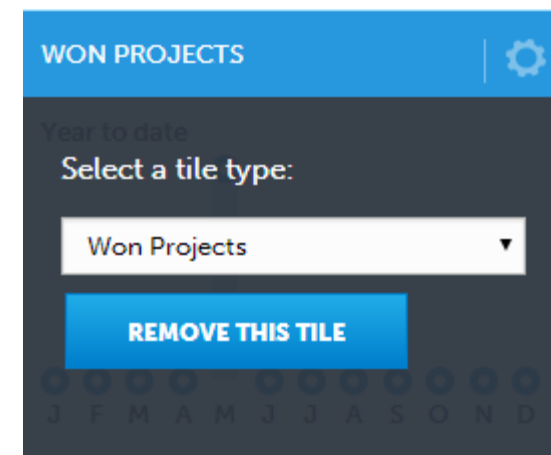
When signed into Project Office, the user menu becomes active. From here you can edit your account details, manage other users (If applicable) and sign out.



CUSTOMIZE TILE

By clicking the gear 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.



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

USSA0 DaikinSuperUser
USB0 Daikin

Search

Display

ADD NEW USER

NAME	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
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:

The 'EDIT USER' screen is divided into three main tabs: USER DETAILS, USER ACCESS, and USER PERMISSIONS. Each tab contains specific configuration options for the user.

USER DETAILS: This tab is used to update the user's personal and business information. It includes fields for First Name, Middle Name, Last Name, Email Address, Mobile Phone Number, and User Type. Business details include Business Name, Country, Address Line 1, Address Line 2, and City. A checkbox for 'Use Business Address' is also present.

USER ACCESS: This tab allows you to configure the user's access to different parts of the system. It includes sections for City Areas, Product Families, Brands, and Apps And Tools, each with a checkbox to select or deselect access.

USER PERMISSIONS: This tab enables you to set the specific actions the user is allowed to perform. It features a grid of checkboxes for various permissions, such as 'Approve Discount', 'Create Design Data Package', 'Duplicate project', 'Export Quote To File', 'New Project', 'Register Form', 'Share Project with user or group', 'View product details and documents', 'Choose Products', 'Delete Project', 'Duplicate quote', 'Edit quote', 'Join / Create group', 'New quote', 'Request Discount Approval', 'Sort / Filter projects', 'View Project', 'Create Account Details & Password', 'Delete quote', 'Edit Account Details & Password', 'Export project to file', 'Log-in', 'Password Reset', 'Set Quote to active', and 'Update Pricing to latest'.

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

DAIKIN Daikin City Project Office Signed in as: USSA0 DaikinSuperUser Menu

ALL USERS **USER GROUPS** ALL BUSINESSES APPROVAL REQUESTS

USER GROUPS

- 1 ☒ [Unallocated](#) (11)
- 2 ☒ [Test Central](#) (1)
- ☒ [Test Baltimore](#) (105)
- ☒ [Test Florida](#) (2)
- ☒ [test alanm](#) (0)
- ☒ [Test Eastern](#) (1)
- ☒ [Test Chicago](#) (6)

TEST BALTIMORE

GROUP MEMBERS

3

USERNAME	GROUP OWNER
<input type="checkbox"/> US1 CustomerUser	<input type="checkbox"/>
<input type="checkbox"/> USAM1 CustomerAdmin	<input checked="" type="checkbox"/> 4
<input type="checkbox"/> USAM2 CustomerAdmin	<input type="checkbox"/>
<input type="checkbox"/> US99 CustomerUser	<input type="checkbox"/>
<input type="checkbox"/> US100 CustomerUser	<input type="checkbox"/>
<input type="checkbox"/> US101 CustomerUser	<input type="checkbox"/>

5 ☐ [test alanm](#) (0)

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

ALL USERS USER GROUPS **ALL BUSINESSES** APPROVAL REQUESTS

USSA0 DaikinSuperUser
USB0 Daikin

5 ADD NEW BUSINESS

Search 3

4

	BUSINESS NAME	BUSINESS TYPE	COMMISSION	CITY	STATE/PROVINCE	COUNTRY	ENABLED
1	ACE Technologies Inc.	Distributor	No		Arkansas	United States	
1	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			United States	
	AIR DEPOT	Distributor	No		Georgia	United States	

6

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 NORTSHORE 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 business.

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

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USB0 Daikin

Search ☒ Awaiting Approvals ☐ Rejected Users

NAME	ACCOUNT ID	BUSINESS NAME	BUSINESS TYPE	REGISTERED ON	EMAIL	USER TYPE
Alan Machado					alan.machado@live.co.uk	Customer User
test.dsfsdf		sd fsd	Dealer/Contractors	4/30/2014	sdf@asd1.com	Customer User
test.dsfsdf		sd fsd	Dealer/Contractors	4/30/2014	sdf@asd2.com	Customer User
US2_CustomerUser	A222	USB2 Other	Other	4/30/2014	US2@somewhere.com	Customer User
US7_CustomerUser	A222	USB2 Other	Other	4/30/2014	US7@somewhere.com	Customer User
US8_CustomerUser		USB5 Dealer	Dealer/Contractors	4/30/2014	US8@somewhere.com	Customer User
US9_CustomerUser		USB5 Dealer	Dealer/Contractors	4/30/2014	US9@somewhere.com	Customer User
USAM5_CustomerAdmin		USB5 Dealer	Dealer/Contractors	4/30/2014	USAM5@somewhere.com	Customer User
US6_CustomerUser	A666	USB6 ManufacturerRep	Manufacturer Rep	4/30/2014	US6@somewhere.com	Customer User

Total number of records 9

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.

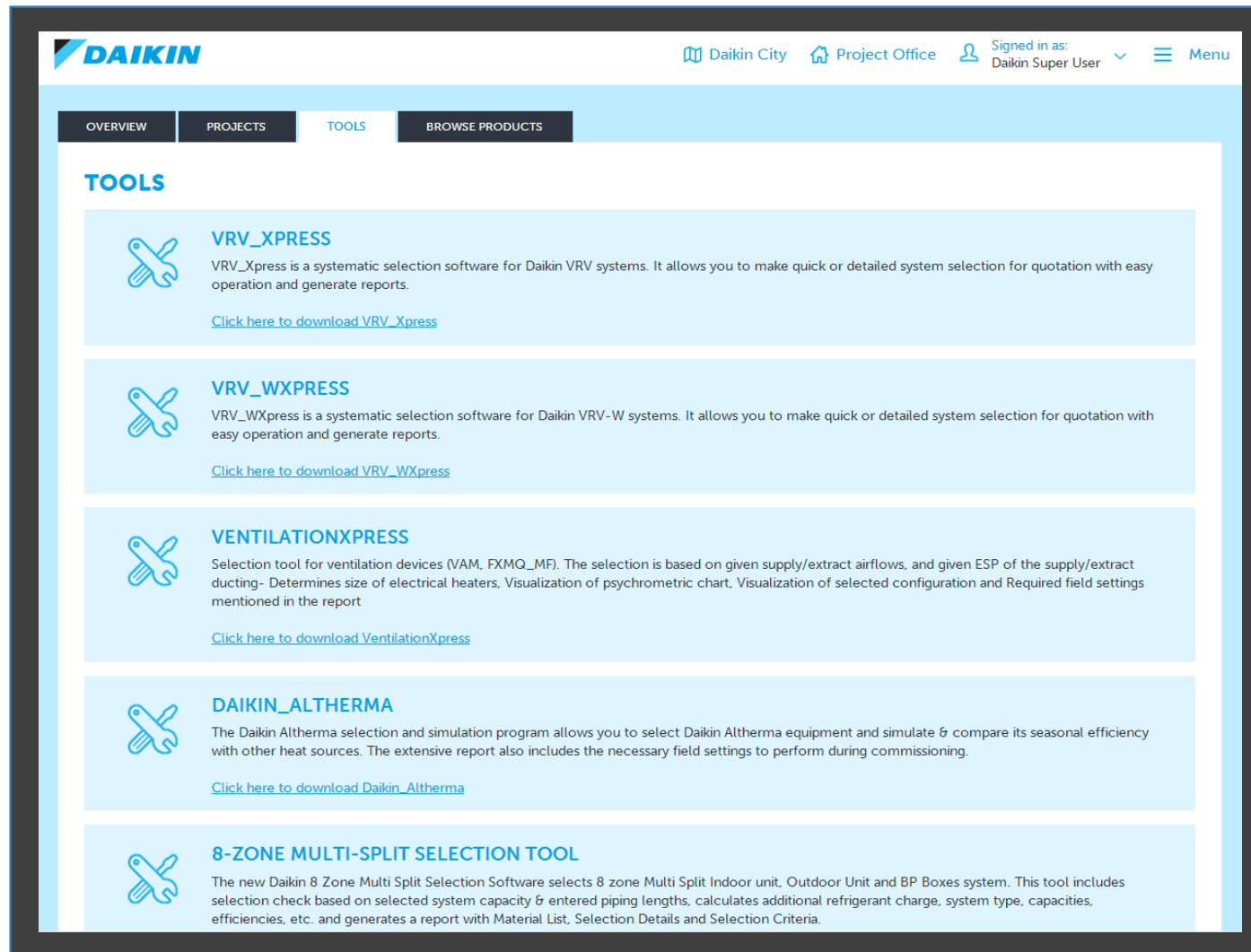
- 1) Click the action button to **edit**, **approve** or **reject** users
- 2) **Search** for users by name or email address
- 3) Toggle the users list between **Awaiting Approval** or **Rejected Users**
- 4) customize the view by **Showing/Hiding Columns** and set the **Row Amount** visible per page
- 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



The screenshot shows the Daikin Project Office interface. At the top, there's a navigation bar with the Daikin logo, links to 'Daikin City', 'Project Office', and a user profile 'Signed in as: Daikin Super User'. Below this is a secondary navigation bar with tabs: 'OVERVIEW', 'PROJECTS', 'TOOLS' (which is active), and 'BROWSE PRODUCTS'. The main content area is titled 'TOOLS' and lists five tools, each with a wrench and screwdriver icon, a title, a description, and a download link.

Tool Name	Description	Download Link
VRV_XPRESS	VRV_Xpress is a systematic selection software for Daikin VRV systems. It allows you to make quick or detailed system selection for quotation with easy operation and generate reports.	Click here to download VRV_Xpress
VRV_WXPRESS	VRV_WXpress is a systematic selection software for Daikin VRV-W systems. It allows you to make quick or detailed system selection for quotation with easy operation and generate reports.	Click here to download VRV_WXpress
VENTILATIONXPRESS	Selection tool for ventilation devices (VAM, FXMQ_MF). The selection is based on given supply/extract airflows, and given ESP of the supply/extract ducting- Determines size of electrical heaters, Visualization of psychrometric chart, Visualization of selected configuration and Required field settings mentioned in the report	Click here to download VentilationXpress
DAIKIN_ALTHERMA	The Daikin Altherma selection and simulation program allows you to select Daikin Altherma equipment and simulate & compare its seasonal efficiency with other heat sources. The extensive report also includes the necessary field settings to perform during commissioning.	Click here to download Daikin_Altherma
8-ZONE MULTI-SPLIT SELECTION TOOL	The new Daikin 8 Zone Multi Split Selection Software selects 8 zone Multi Split Indoor unit, Outdoor Unit and BP Boxes system. This tool includes selection check based on selected system capacity & entered piping lengths, calculates additional refrigerant charge, system type, capacities, efficiencies, etc. and generates a report with Material List, Selection Details and Selection Criteria.	

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 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.

DAIKIN

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

You are currently browsing products. [choose a quote within a project](#) to begin adding products.

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

OUR PRODUCT RANGES

Search Products

OTHER MINI-SPLIT ALTHERMA MULTI-SPLIT SKY-AIR VRV ACCESSORIES

View Range > View Range > View Range > View Range > View Range > View Range > View Range >

Products > VRV > 10-Ton VRVIII Heat Recovery Unit / REMQ120PBTJ

10-TON VRVIII HEAT RECOVERY UNIT

OVERVIEW TECHNICAL SPECIFICATIONS

Model No.: REMQ120PBTJ
Model Type: Outdoor

RELATED DOCUMENTS

Submittal Data [View Document](#)

Product Brochure [View Document](#)

Service Manual [View Document](#)

RELATED ACCESSORIES

No Related Accessories

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.

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

The screenshot shows the DAIKIN Project Office interface. At the top, there's a navigation bar with 'OVERVIEW', 'PROJECTS' (active), 'TOOLS', and 'BROWSE PRODUCTS'. The 'PROJECTS' section has a 'NEW PROJECT' button (5) and an 'EXPORT PROJECTS' button (6). Below this is a search bar (3) and filter options (7) including 'User', 'Business Name', 'Project Status', 'Project Open Status', 'Project Start Date', and 'Project End Date'. A table lists projects with columns: PROJECT NAME, PROJECT REFERENCE, TOTAL LIST, TOTAL NET, and TOTAL SELL. The table contains five rows of project data. Callout 1 points to the action icons (edit, alert, delete) for each project. Callout 2 points to the alert icon for 'Project Test 2'. Callout 3 points to the search bar. Callout 4 points to the filter dropdowns. Callout 5 points to the 'NEW PROJECT' button. Callout 6 points to the 'EXPORT PROJECTS' button. Callout 7 points to the 'Filters' and 'Display' dropdowns.

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 *

Registration Date

Bid Date *

Estimated Close *

Estimated Delivery *

Construction Type *

Project Status *

Project Type *

Project Open Status *

Vertical Market *

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 screenshot shows the 'Project Overview' page for 'Project test 1'. The page is divided into several sections: 'OVERVIEW' (selected), 'QUOTES', 'ACTIVE QUOTE', and 'DETAILS'. Callouts 1 through 7 highlight specific features and actions:

- 1**: Overview tab
- 2**: Quote 1 link
- 3**: Pricing has changed warning and RECALCULATE button
- 4**: EXPORT button
- 5**: DELETE PROJECT button
- 6**: CREATE REVISION button
- 7**: EDIT PROJECT DETAILS button

ACTIVE QUOTE

Revision	Date	Net Price	List Price	Total Price
1	6/16/2014	\$152,464.21	\$111,112.14	\$152,464.21

DETAILS

Project Name:	Project test 1	Construction Type:	New
Project Reference:	198402592861061120	Project Status:	Open
Registration Date:	5/1/2014	Project Type:	Plan & Spec – Flat Spec
Bid Date:	5/9/2014	Project Open Status:	Project on Order
Estimated Close:	5/9/2014	Vertical Market:	Bank
Estimated Delivery:	5/16/2014	Project Notes:	

Engineer Details:

Dealer/Contractor Address:	Seller Address:	Ship To Address:
Dealer 1	7631 NORTSHORE PLACE STE 2	
	72118	

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 be 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** 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

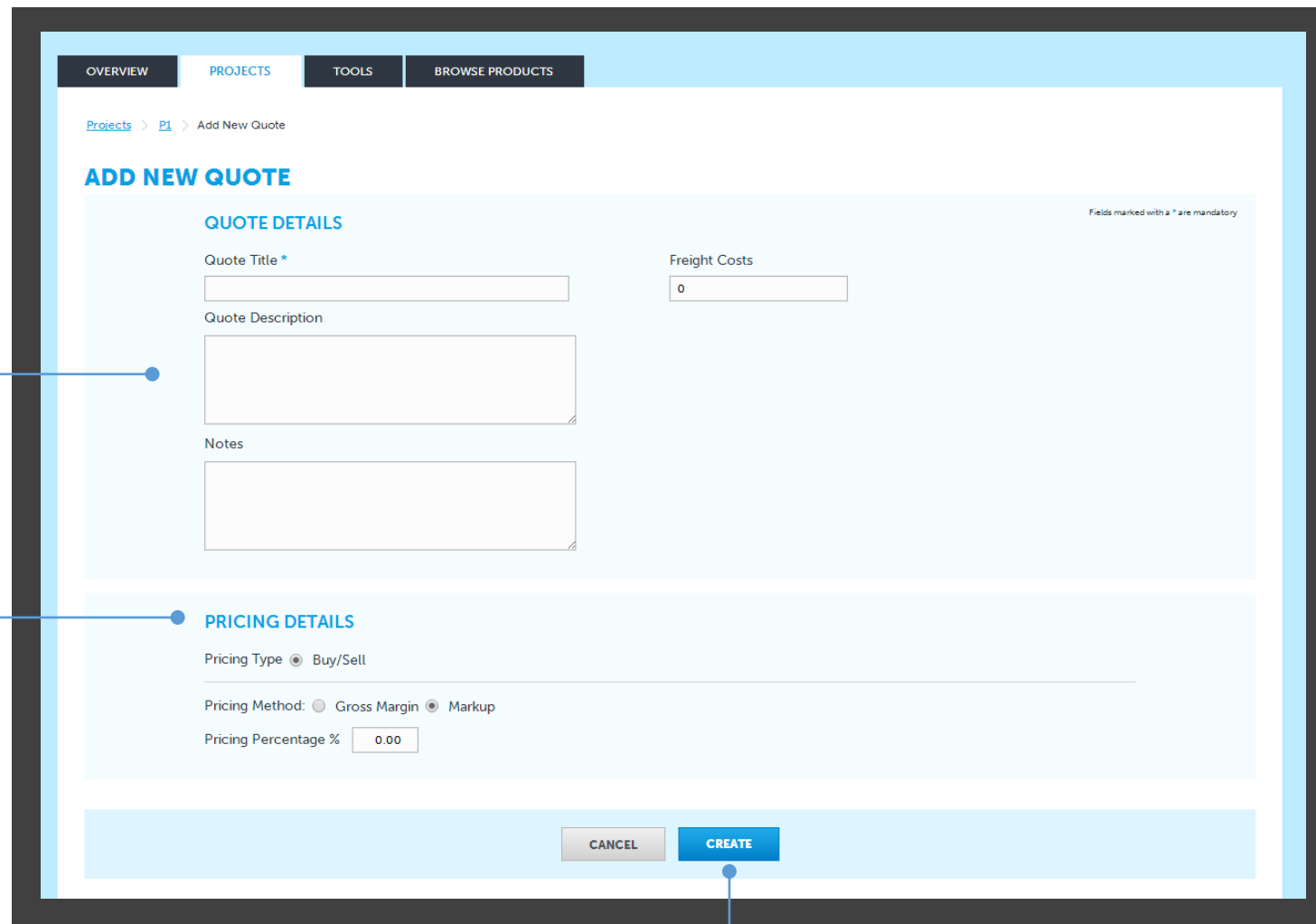
Enter a quote title, optional description and notes as well as estimated Freight Costs id appropriate.

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

Fields marked with a * are mandatory

QUOTE DETAILS

Quote Title *

Quote Description

Notes

Freight Costs

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

The screenshot displays the 'Quote Overview' page in the DAIKIN Project Office. The interface includes a top navigation bar with 'DAIKIN', 'Daikin City', 'Project Office', and user information. Below this is a secondary navigation bar with tabs for 'OVERVIEW', 'PROJECTS', 'TOOLS', and 'BROWSE PRODUCTS'. The main content area is titled 'QUOTE 1' and features a sub-navigation bar with 'OVERVIEW', 'PRODUCTS', and 'REQUESTED DISCOUNTS'. The 'OVERVIEW' tab is active, showing a table for 'ACTIVE QUOTE' with columns for Revision, Date, Net Price, List Price, and Total Price. Below this is a section for 'PRODUCTS IN THIS QUOTE' showing 7 products and a link to 'View added items list'. At the bottom, there is a 'DETAILS' section with a table of quote information. Numbered callouts (1-12) highlight various interactive elements: 1) Navigation tabs; 2) Quote details; 3) Product count and link; 4) Edit quote button; 5) Delete quote button; 6) Print quote button; 7) Create submittal package button; 8) Duplicate quote button; 9) Create revision button; 10) View all products button; 11) Add products button; 12) Import products button.

DAIKIN

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

OVERVIEW PROJECTS TOOLS BROWSE PRODUCTS

Projects > Project test 1 > Quote 1

QUOTE 1

EDIT QUOTE DELETE QUOTE PRINT QUOTE SUBMIT PACKAGE DUPLICATE QUOTE

OVERVIEW PRODUCTS REQUESTED DISCOUNTS

ACTIVE QUOTE

CREATE REVISION

Revision	Date	Net Price	List Price	Total Price
1	6/16/2014	\$152,464.21	\$111,112.14	\$152,464.21

PRODUCTS IN THIS QUOTE

VIEW ALL PRODUCTS ADD PRODUCTS IMPORT PRODUCTS



7 products(s) [View added items list](#)

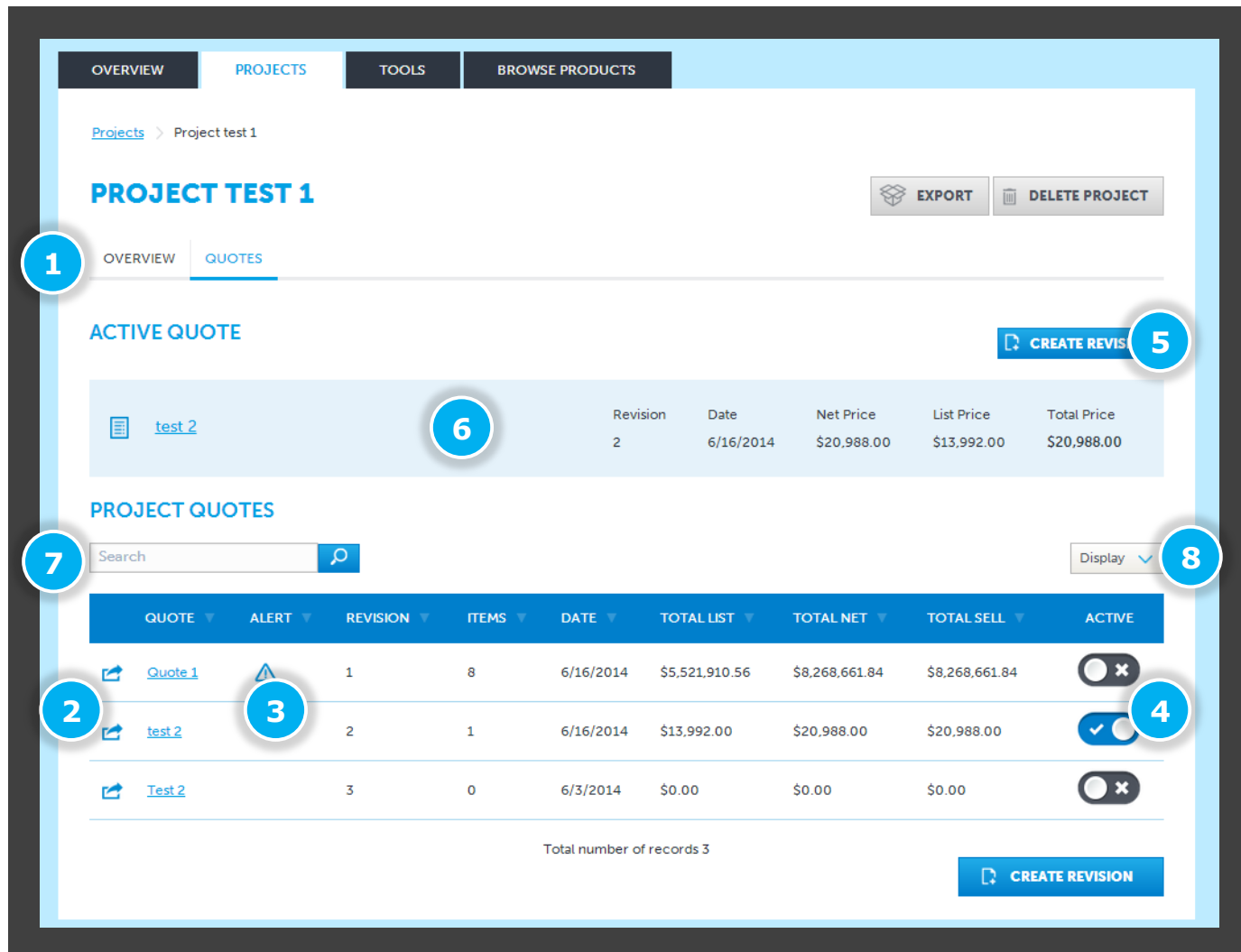
DETAILS

Quote Name:	Quote 1	Pricing Method:	Mark Up
Revision:	1	Pricing Percentage %:	0.00
Date:	6/16/2014 6:44:16 AM	Discount Percentage %:	-3,721.65
Quote Description:		Freight Costs:	\$0.00
		Total List:	\$111,112.14
		Total Net:	\$152,464.21
		Total Sell:	\$152,464.21
		Notes:	

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  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



PROJECT TEST 1

EXPORT DELETE PROJECT

1 OVERVIEW QUOTES

ACTIVE QUOTE









5 CREATE REVISION

6

Revision	Date	Net Price	List Price	Total Price
2	6/16/2014	\$20,988.00	\$13,992.00	\$20,988.00

PROJECT QUOTES

7 Search 8 Display

QUOTE	ALERT	REVISION	ITEMS	DATE	TOTAL LIST	TOTAL NET	TOTAL SELL	ACTIVE
 Quote 1		1	8	6/16/2014	\$5,521,910.56	\$8,268,661.84	\$8,268,661.84	
 test 2		2	1	6/16/2014	\$13,992.00	\$20,988.00	\$20,988.00	
 Test 2		3	0	6/3/2014	\$0.00	\$0.00	\$0.00	

Total number of records 3

2 3 4 5 6 7 8

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

<p>0.75-Ton Slim Duct Built-in Concealed Ceiling Unit Model No.: FDXS09LVJURXS09LVJU Price: \$2,306.14</p>	<p>SEER (Non-Ducted): 15.10</p> <p>EER (Non-Ducted): 11.20</p> <p>HSPF (Non-Ducted): 10.30</p> <p>COP47 (Non-Ducted): 3.28</p>	<p>Quantity: 0</p> <p>ADD TO QUOTE</p>
<p>1.0-Ton Slim Duct Built-in Concealed Ceiling Unit Model No.: FDXS12LVJURXS12LVJU Price: \$2,594.06</p>	<p>SEER (Non-Ducted): 15.50</p> <p>EER (Non-Ducted): 9.10</p> <p>HSPF (Non-Ducted): 10.40</p> <p>COP47 (Non-Ducted): 3.51</p>	<p>Quantity: 0</p> <p>ADD TO QUOTE</p>

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.

OVERVIEW

PRODUCTS

REQUESTED DISCOUNTS

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

ADD / IMPORT ADDITIONAL PRODUCTS

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

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	<div>- 1 +</div>	\$23,320.00	\$11,660.00
RXYQ216PBTJ	18-Ton VRV-III Heat Pump Unit	<div>- 1 +</div>	\$28,408.00	\$28,408.00
BSVQ36PVJU	Branch Selector Box	<div>- 9 +</div>	\$1,310.00	\$655.00
FXMQ12PVJU	1.0-Ton DC Ducted Concealed Ceiling	<div>- 10 +</div>	\$2,062.00	\$1,031.00
FXMQ18PVJU	1.5-Ton DC Ducted Concealed Ceiling	<div>- 8 +</div>	\$2,137.00	\$1,068.50
FXMQ24PVJU	2.0-Ton DC Ducted Concealed Ceiling	<div>- 3 +</div>	\$2,524.00	\$1,262.00
FDXS09LVJURXS09LVJU	0.75-Ton Slim Duct Built-in Concealed Ceiling Unit	<div>- 4 +</div>	\$2,306.14	\$1,153.07
BSV6Q36PVJU	Multi-Port Branch Selector Box	<div>- 500 +</div>	\$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.

2

Select **BROWSE** to select 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:

3


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

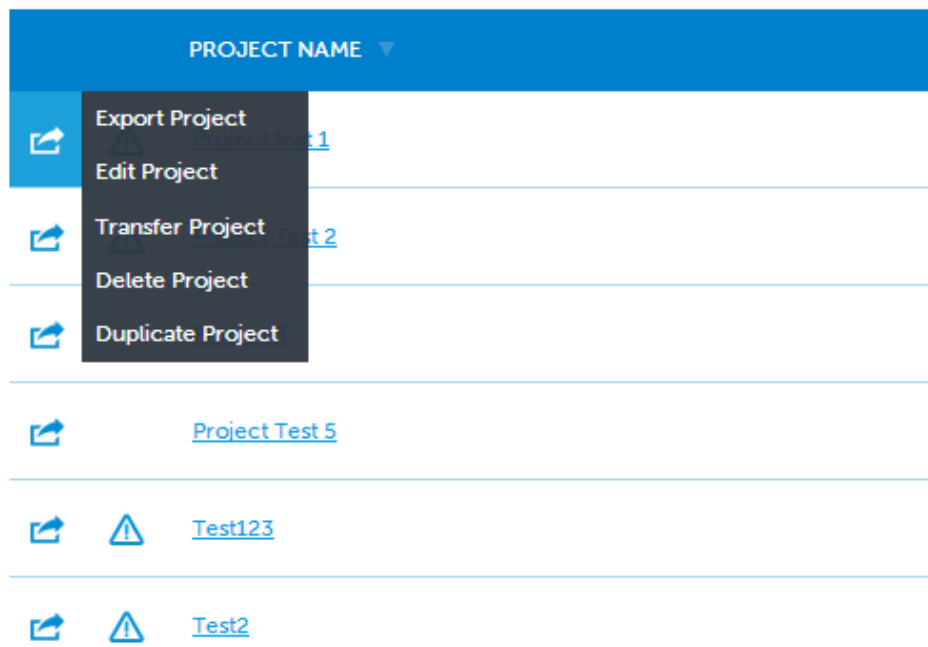
PRODUCTS IN THIS QUOTE				
<input type="text" value="Search"/>		<input type="button" value="ADD PRODUCTS"/> <input type="button" value="IMPORT PRODUCTS"/> <input type="button" value="Display"/>		
PRODUCT	DESCRIPTION	QUANTITY	LIST PRICE	NET PRICE
REYQ144PBTJ	12-Ton VRV-III Heat Recovery Unit	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	\$23,320.00	\$11,660.00
RXYQ216PBTJ	18-Ton VRV-III Heat Pump Unit	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	\$28,408.00	\$28,408.00
BSVQ36PVJU	Branch Selector Box	<input type="button" value="-"/> <input type="text" value="9"/> <input type="button" value="+"/>	\$1,310.00	\$655.00
FXMQ12PVJU	1.0-Ton DC Ducted Concealed Ceiling	<input type="button" value="-"/> <input type="text" value="10"/> <input type="button" value="+"/>	\$2,062.00	\$1,031.00
FXMQ18PVJU	1.5-Ton DC Ducted Concealed Ceiling	<input type="button" value="-"/> <input type="text" value="8"/> <input type="button" value="+"/>	\$2,137.00	\$1,068.50
FXMQ24PVJU	2.0-Ton DC Ducted Concealed Ceiling	<input type="button" value="-"/> <input type="text" value="3"/> <input type="button" value="+"/>	\$2,524.00	\$1,262.00
FDXS09LVJURXS09LVJU	0.75-Ton Slim Duct Built-in Concealed Ceiling Unit	<input type="button" value="-"/> <input type="text" value="4"/> <input type="button" value="+"/>	\$2,306.14	\$1,153.07
BSV6Q36PVJU	Multi-Port Branch Selector Box	<input type="button" value="-"/> <input type="text" value="500"/> <input type="button" value="+"/>	\$10,388.00	\$5,194.00
Total number of records 8				
<input type="button" value="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.

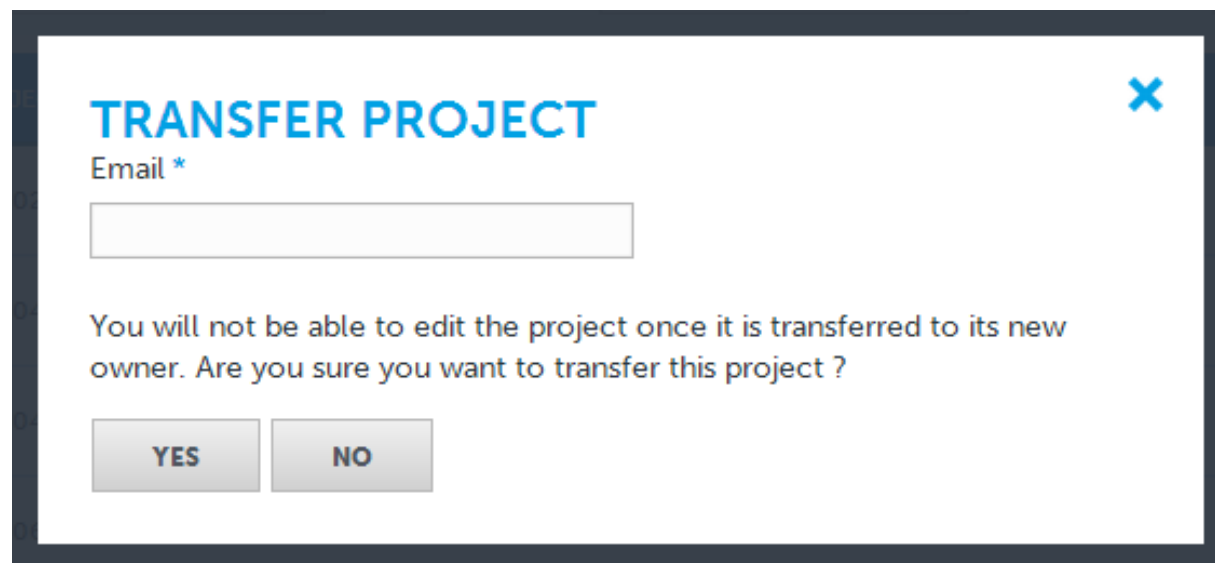


2

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.



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.

SUBMITTAL PACKAGE

CREATE PACKAGE

ASSOCIATED PRODUCT FILES
 Customise the available documents you wish to be included in this package

REFERENCE	DESCRIPTION	<input type="checkbox"/> SUBMITTAL SHEETS	<input type="checkbox"/> INSTALLATION MANUAL	<input type="checkbox"/> OPERATIONAL MANUAL	<input type="checkbox"/> GUIDE SPECS	<input type="checkbox"/> PRODUCT BROCHURE
REYQ144PBTJ	12-Ton VRV-III Heat Recovery Unit	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View
RXYQ216PBTJ	18-Ton VRV-III Heat Pump Unit	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View
BSVQ36PVJU	Branch Selector Box	<input type="checkbox"/> View	<input type="checkbox"/> View			
FXMQ12PVJU	1.0-Ton DC Ducted Concealed Ceiling	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View
FXMQ18PVJU	1.5-Ton DC Ducted Concealed Ceiling	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View
FXMQ24PVJU	2.0-Ton DC Ducted Concealed Ceiling	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View	<input type="checkbox"/> View

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.

ATTACHED FILES
 Attach other files you may wish to be added to this package

ATTACH NEW FILE
 DELETE

☐ FILE NAME

CANCEL

CREATE PACKAGE

ATTACH NEW FILE TO QUOTE PACKAGE

Select A File

Please select a file :

Browse For File

BROWSE

CANCEL

IMPORT