Butler Order-Trac™ - Quick Start Guide

Butler Order-Trac - Quick Start Guide

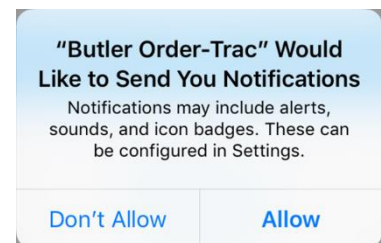## Table of Contents

Butler Order-Trac - Quick Start Guide

Welcome to Butler Order-Trac. Butler Order-Trac is an application available for download to your tablet or smart phone that provides detailed information on your order and delivery in real time. View inbound shipments, truck manifest, or search for parts, packages or package contents. The app includes a scanning tool and map functions to help locate materials on your jobsite. The 3D part display option will aid in staging materials to speed the installation process. The communication options allow for easy coordination with your project manager via phone or email with pictures from your jobsite.

Access Butler Order-Trac

Open the Application on your device.

Login Screen

For iOS devices, the first time the app is opened a message will appear to allow Butler Order-Trac to send notifications. Select Allow to receive notifications of shipments. You can turn this on/off in General Settings under the App at any time.

"Butler Order-Trac" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   Allow

For Android devices, the ability to allow the app to send you notifications is set during the initial installation of Butler Order-Trac.

Login

builder@butlermfg.com

●●●●●●●●

Sign In

Forgot Password?   New User?

Getting Started

Privacy Policy

From the login screen, existing users input their login and password to enter the application, new users should select "New User" (reference pg 3 for more instructions).

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New User Registration

Select "New User?" to register a new user with the app.

Butler Builders enter their MyBuildernet email address, enter desired user name, and select "Submit".

Other authorized users, within Buildership or a subcontractor such as an erector should enter any valid email, enter desired user name, and select "Submit".

Note: The user name will be used throughout the application for communications & notifications.

Once submitted, an email will be sent to the email address used for registration. The email will contain a temporary password. Use the temporary password to login into the app. Once in the app the user will be prompted to create a new password.
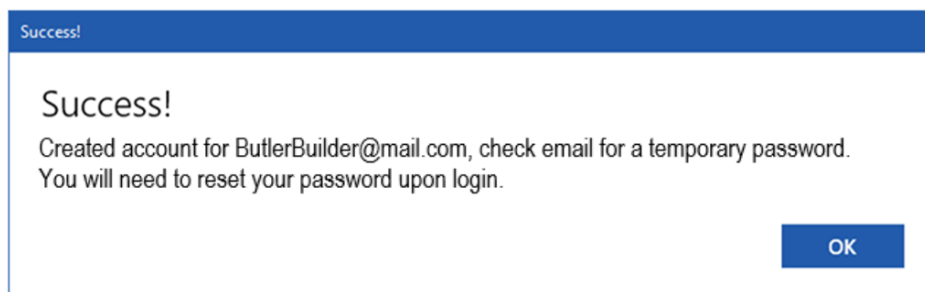
Create Password

Create a new password

New Password

Confirm New Password

Submit

Reset Password

Select "Forgot Password?" and then enter the user's email address to receive a temporary password via email to enter the site. Once the email is received and used to login the application the user will be prompted to create a new password.

❮ Login   **Forgot Password**

Email

SUBMIT

Reset password complete

Reset password complete

Reset of password completed. Check your email for new password.

OK

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Manage Orders

The Manage Orders screen will provide a list of available orders for the user to activate. Use the Search bar to enter a partial order name, order number, or city to filter your list. To subscribe or unsubscribe to an order use the toggle button on the right side of the screen. When complete, select "Done".
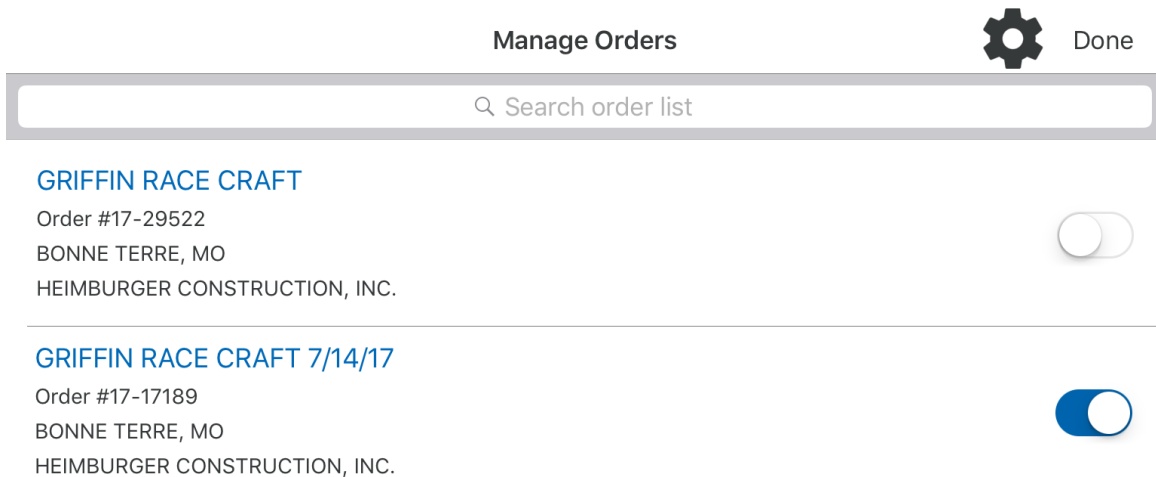
Icons and Tools

 Search by order name, order number, or location.
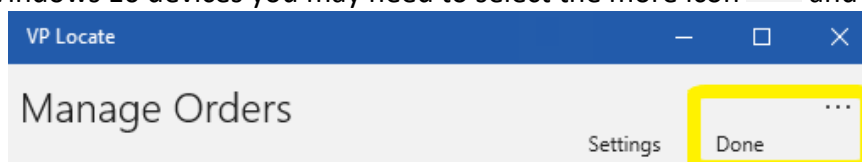
 Order is active

 Order is not active

 Opens the Settings screen

 Complete changes

Note for Windows 10 devices you may need to select the more icon and then select "Done"


Butler Builders will have a list of all accessible orders. Butler Builders also control the available orders for their designees. (click here for the Other Authorized User Setup and Management overview)

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Orders List

For iOS devices, after you open any order for the first time, a message will appear requesting the use of location data. By selecting "Allow" you will be able to use the GPS mapping feature when scanning. This allows the Map Location function to be used to see where material was last scanned.
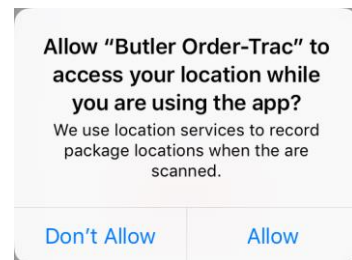
The Orders screen will include all active orders. To manage shipping notifications, select the bell icon as needed. To view order information, select the desired order. To add or remove orders select the Edit Icon to be taken to the Manage Orders screen. To remove an order, you may also swipe any order to the right and select "Remove".
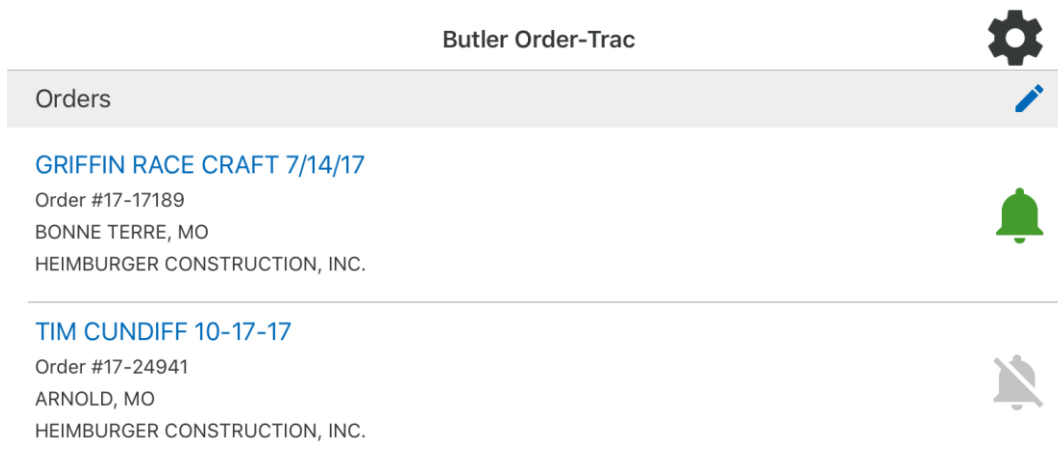
Icons and Tools

 Edit Orders – This will open the Manage Orders screen

 Notifications on – User will receive email notifications of shipments

 Notification off

 Settings will open the Settings window (click here to go to the Settings overview)

For iOS devices, swipe any order to the left to activate the "Remove" option. This will remove that order from the active Orders List. (Note: This only removes the order from the device. The order information will remain in the cloud).
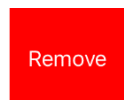
For Android devices, press and hold an order to view the "Remove" option shown at the header of the app.
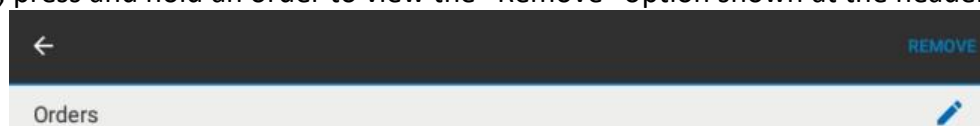
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Order Information

The Order Information provides detailed order, delivery information, and job-site support.

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Icons and Tools

❮ Butler Order-Trac – Return to Order Screen

↻ Refresh – Manually updates data to sync with cloud

🔍 Search – Search using part number, erection number, package number, or part description

⬚ Search using Barcode scanning

📞 Activates device phone to contact Butler Project Manager

Header Information ①②③④

Order Header – Order Number, Location, and Order Name
Status of Order (percentage delivered and delivered tonnage)
Date of the last update of the order data
Butler Project Manager contact information

Fast Scan ⑤

Fast Scan allows you to scan multiple items quickly. The scanning function uses the device's camera. After each successful scan, the device notifies the user with a beep or sound. Scanning the same bar code multiple times will not be a problem.

If a part tag is not scannable there is an option to manually mark a package as located here from the Part/Package screen. (Select here to view the Detailed Part/Package Information overview on PG:12)

3D Parts Search ⑥

🔍 Input a part mark or use the Scan option to identify where a part is located on the 3D building model.
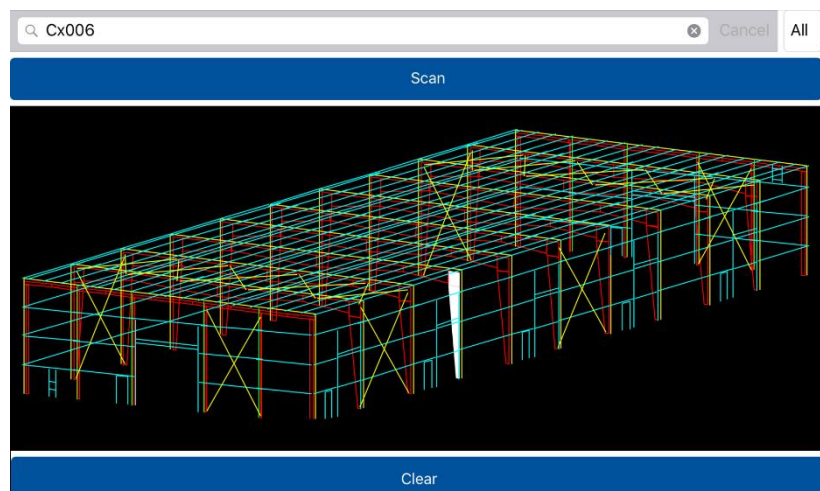
Use the "Filter" in the top right corner of the 3D Display window to view "All" phases combined or select a specific phase of the 3D building model to view.

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Order Updates 7

Lists shipping notification updates for the order

‹ GRIFFIN RACE CRAFT 7/14/17 **GRIFFIN RACE CRAFT 7/14/17 Updates**

Wednesday, October 18, 2017

|	
Shipment SLPN17017189L2 10-16 contains parts for Order 17-17189 and is in transit.	7:01 PM
Shipment BOY117017189L3 10-16 contains parts for Order 17-17189 and is in transit.	12:58 PM
Shipment ASSM17017189L1 10-17 contains parts for Order 17-17189 and is in transit.	12:58 PM

Part Summary 8

Status of material and weight by product family

View Order Completion in 3D 9

3D model shows delivered materials highlighted in green and material not delivered highlighted in white
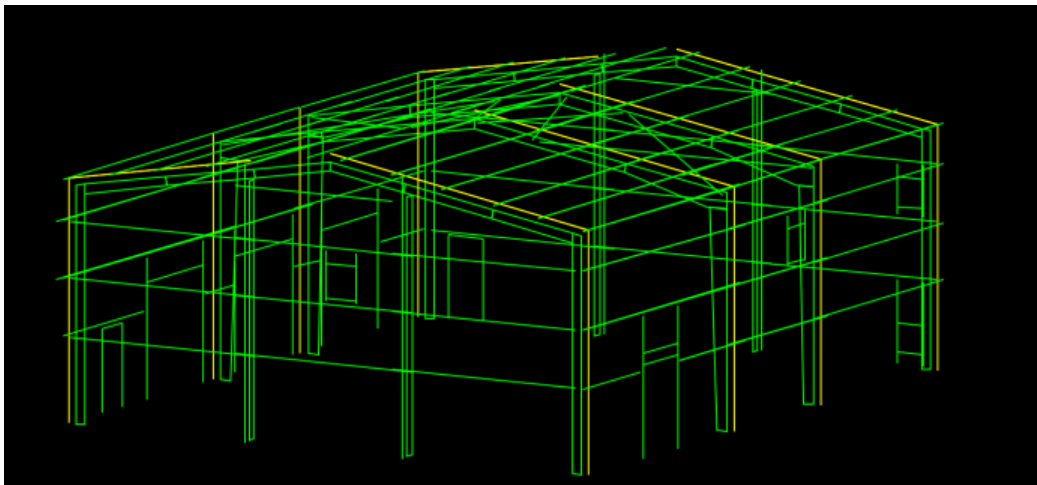
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Reported Field Issues 10

List all reported field issues with the approximate age of the reported issue, the phase number for the part/package, and the manufacturing plant abbreviation. ([click here for more information on Viewing and Emailing Report Field Issues](#))

Order Manifest 11

Detailed Truck information and truck manifest as well as the number of order Phases and manifest by phase.

Trucks (Load Information and Manifest)

The Trucks screen will show the status, truck ID, plant location, and weight of all loaded trucks for an order.

Trucks Status Definition
- Loaded: Truck is loaded at the manufacturing plant
- In Transit: Truck has shipped from the manufacturing plant. Trucks in transit will include an estimated arrival time.
- Arrived: Truck has delivered material to the destination and the BOL has been scanned or a part/package from the load has been scanned

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Detailed Load Information – Select any truck ID from the Trucks screen to view detailed information including the load status, most recent scan data, Bill of Lading, phase number, carrier information, truck photos at the manufacturing plant, and truck manifest.

GRIFFIN RACE CRAFT 7/14/17   ASSM17017189L1 10-17

Arrived

10/19, Scan by: Jennifer Heimburger
16 Tons
STJ
Bill Of Lading #: 221913
Phases: 1

Carrier

ATS SPECIALIZED INC
320-255-7400

View Truck Photos
(0) Photos

Part Summary

Frames	2.6 Tons
16%	
Misc (Hardware, Trim, Accessories)	0.6 Tons
4%	
Secondary	12.5 Tons
80%	

Package #13J	Phase 1, STJ
Frames	Scanned
Package #16J	Phase 1, STJ
Frames	Scanned

Load Status Definition
- Loaded: Truck is loaded at the manufacturing plant
- In Transit: Truck has shipped from the manufacturing plant
- Arrived: Truck has delivered material to the destination and the BOL has been scanned or a part/package from the load has been scanned

Search – Search using part number, erection number, package number, or part description. You can also select the scan button to scan bar code.

Scan individual parts and packages using the device's camera

View photos of the load at the manufacturing plant

Activates device phone to contact Carrier

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Detailed Part/Package Information – Select any package from the Detailed Load Information screen to view the most recent scan data, phase number, Manufacturing Plant, Map Location, and Truck ID. The parts that make up the package are listed under Parts List.

< ASSM17017189L1 10-17　　　　　**Package #1A**　　　　🔍　🔲

Scanned
Scan by: Butler Builder
Weight: 869 lbs.
Phase 1
STJ

📍 Map Location

📦 **BOX/CRATE**

Misc (Hardware, Trim, Accessories)

Hardware

Truck #ASSM17017189L1 10-17

📍　**Package is located here**

💬　**Report Field Issues**

📋　**View Field Issue Reports (0)**

Part List

PART 0095948
Quantity: 8
0.123 lbs.
1 HARD STEEL WASHER　　　　　　　　　　　　　　　💬

PART 49080
Quantity: 2991
0.123 lbs.
1/2X1-1/2 A325T BOLT-PLT　　　　　　　　　　　　　💬

Material Icons

🏗 LARGE PART　　–　Frame Parts such as a Columns or Roof Beams

🔩 BUNDLE　　–　Material such as Panels, Girts, and Purlins

📦 BOX/CRATE　　–　Boxed or Crated material such as trim, closures, selant, and fasteners

📍　Package is Located Here – Manually mark a package are "located here" when the part tag is not scannable. The part status will change to "Scanned", and the GPS coordinates will be captured for use with the Map feature.

　　　　　　　　　　　　　　　　　　　March 2018

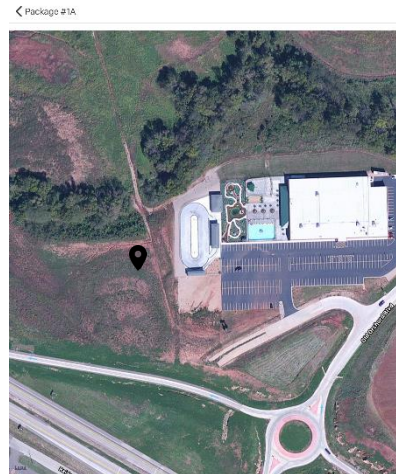# Butler Order-Trac - Quick Start Guide

Map Location – If the "Location" data has been allowed by the app, the Map Location will open a map to indicate GPS location from latest scan data. Your location will be shown with ⬤ and the package location is shown with a 📍.
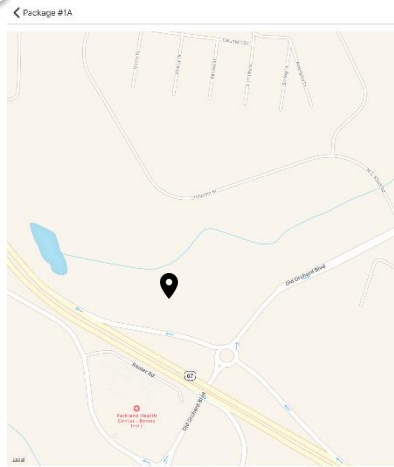
Last scanned 10/19/2017 8:50:22 AM by Butler Builder

Report Field Issues – Use this option to create a record or a field issue that can be sent to the user as an email. This email can be forwarded as needed including the Butler Project Manager.

Selecting "Report Field Issues" will open a form to be completed and submitted by selecting "Send".

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Field Issue Type Selections	Choose Reason Selections
Missing	Part(s) missing upon delivery Lost onsite (replacement request)
Damaged	Parts(s) arrived damaged Damaged onsite (replacement request)
Fit Up Issue	NA

Description: Add desired text as needed

Package Details: Package Number, Phase, Manufacturing Plant, and Truck ID


Add Photos: Recommended for any Damaged or Fit Up Issue. When selected your device will give the option to select an existing image or take a new picture.
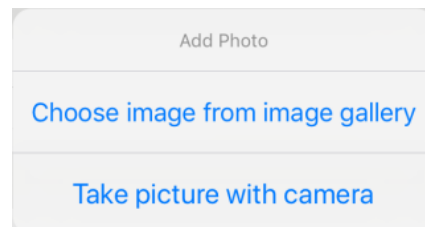
Add Parts: Select ➕ to add Parts to the affected parts. Select ADD ALL to add all parts in the selected package to the affected parts.

Which parts are affected?: Once parts have been added you can input a specific quantity. To remove parts from the affected parts select ➖ .

Viewing Reported Field Issues – To view and email a field reported filed issue select "Reported Field Issues" from the Orders screen, or Order Detail screen. You can then select "Email Report" as shown below. The email will be sent as a pdf attachment to the email address of the User logged in to Butler Order-Trac.
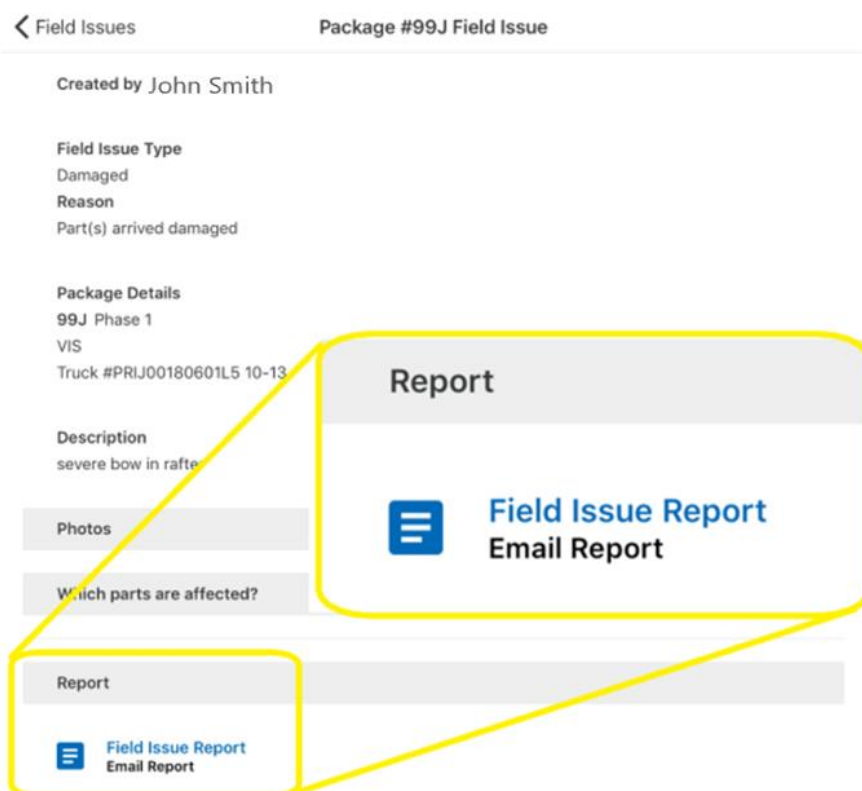
Phases (Phase Information and Manifest) 12

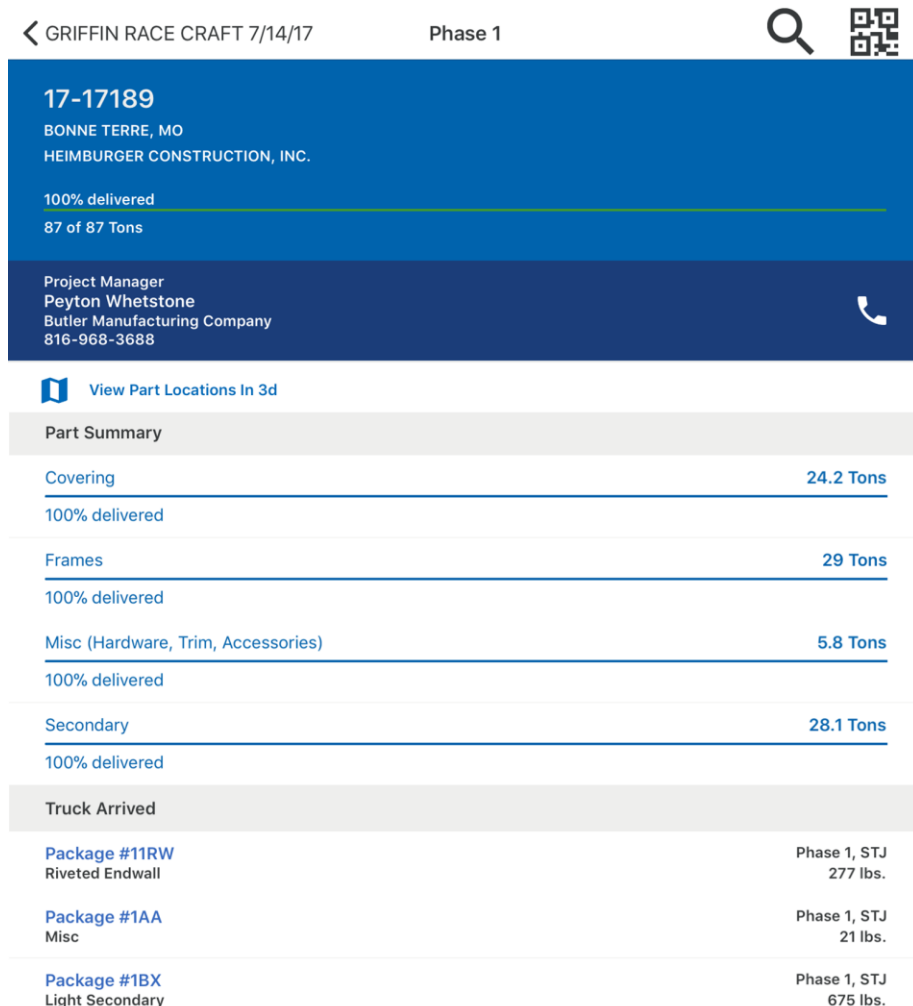The Phases screen will show the number of phases, percent delivered, weight, and number of trucks.

Detailed Phase Information – Select any Phase to view detailed information including the phase status, part summary, and phase manifest.

> Packages will be sorted based on the truck status.
> - Loaded: Truck is loaded at the manufacturing plant
> - In Transit: Truck has shipped from the manufacturing plant
> - Arrived: Truck has delivered material to the destination and the BOL has been scanned

Select "View Part Locations in 3D" to view a 3D building model for the particular phase. (Select here to view the 3D Parts Search information on PG:8)

Detailed Part/Package Information – Select any package from the Detailed Phase Information screen to view the most recent scan data, package contents and weight, phase number, Manufacturing Plant, Map Location, and Truck ID. (Select here to view the Detailed Part/Package Information overview on PG:12)

Reports 13

Emails the user a list of all scanned items or all un-scanned items in .csv format. Toggle the switch on (⬤) to view all scanned items and switch off (◯) to view all items not scanned. (Note: A .csv file can be open in excel)

Reports

Scanned Items
Email Scanned Items

User Settings

Access the Settings from the Manage Orders or Order List screen.

Manage Orders   ⚙ Done

🔍 Search order list

Butler Builders can allow a registered user to view all or individual orders. Select the "Order Access List"

❮ Butler Order-Trac   Settings   Save

Email

builder@butlermfg.com

Name

Butler Builder

Password

●●●●●●●●

Confirm Password

●●●●●●●●

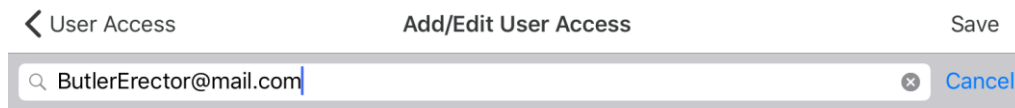Order Access List

Clean Database

Log Out

Getting Started
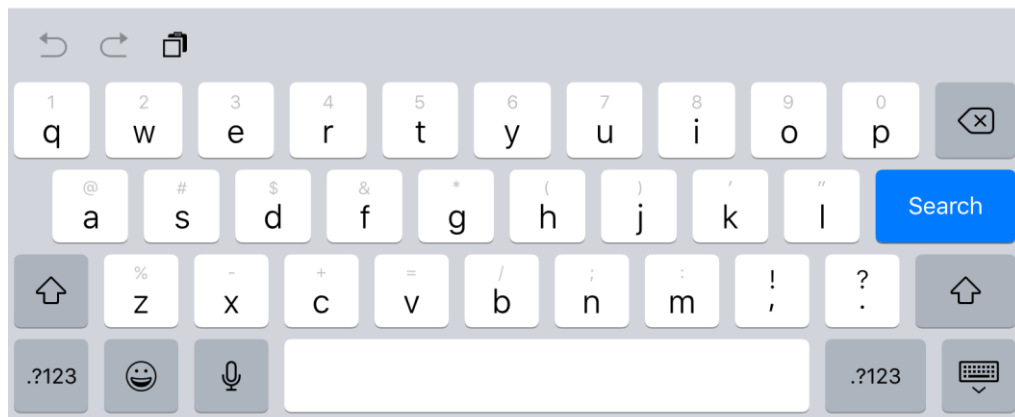
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Order Access List

Butler Builders can allow a registered user to view all or individual orders. Select the "Order Access List" and input the registered user's email address. Select Enter/Search. (Note the email address entered must match exactly with the address used to register the user)
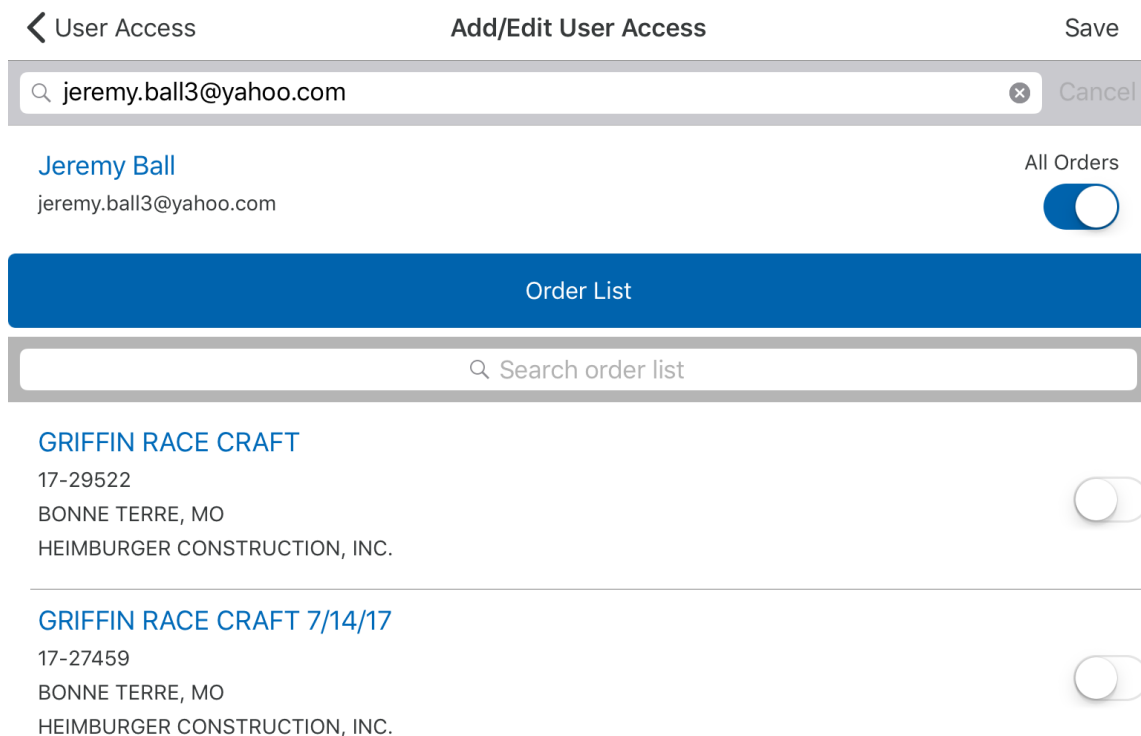

The registered user's information should appear in the User Access list. Use the toggles to allow access to all orders or allow access for individual orders.

To remove a User in iOS swipe to the right and select Delete.

‹ Settings	**User Access**	Save

Add/Edit User ➕

Jennifer Heimburger   All Orders

jen@heimburgerconstruction.com

Ball   All Orders

ll3@yahoo.com   Delete
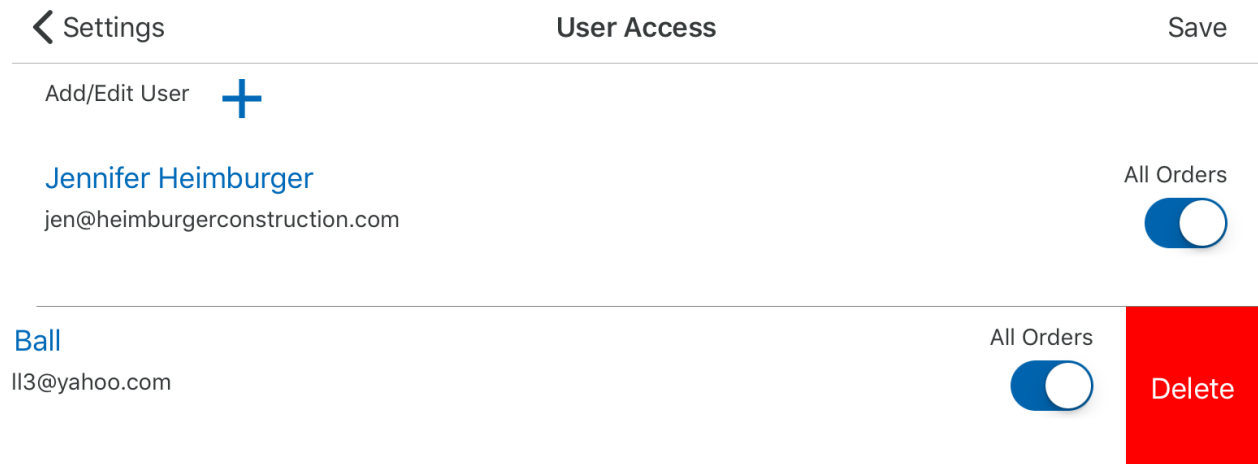
For Android and Windows press or select the User and then select Remove.

←   REMOVE

Support

Direct any questions or comments to 816-968-5760 or BCSsupport@butlermfg.com.