

# DraperOnline for Draper At Home

GETTING STARTED GUIDE



## **Make the most of your time.**

Generate quotes anytime.

Receive instant access to a printed quote.

Request and generate drawings (dwg and pdf) to be emailed to you within minutes.

Reopen and revise quotes.

Convert your quote to an order with a few clicks.



# DraperOnline – Logging In

DraperOnline is located in the Draper Pro Portal.

- **No Pro Portal account?** Register for one here: [www.draperinc.com/draperpro/register.aspx](http://www.draperinc.com/draperpro/register.aspx)
- While filling out the registration form, select “Yes” beside “If you do not have a DraperOnline User ID, would you like to request one?”

Draper Pro Portal Registration - X +  
https://www.draperinc.com/draperpro/register.aspx

## Pro Portal Account Registration

ACCESS YOUR PRODUCT PRICING, ORDER STATUS, AND THE ABILITY TO PAY INVOICES ONLINE.

### Contact information

All fields are required.

First Name:   
Last Name:   
Company:   
Country: United States  
State/Province: Alabama  
ZIP/Postal Code:   
Your Role: Select One

### Pro Portal settings

Account settings

Draper® Account Number:   
*Required. Providing your dealer number will allow us to streamline your access to price lists and other important dealer information. It is located on the address label of any letter, invoice, or order acknowledgement. Please contact your Draper® representative if you do not know your dealer number.*

User ID for DraperOnline:   
*Optional. Providing your User ID for DraperOnline will allow us to log you into our online AV and shade ordering system.*

If you do not have a DraperOnline User ID, would you like to request one?  
*You will receive an email with your DraperOnline credentials by the end of the next business day.*

Yes  No

Display your dealer net prices on projection screen pages?  Yes  No

Email:   
Please re-enter your email:   
Create a password:   
Please re-enter the password:

## Already have a Pro Portal account?

- To log on to DraperOnline for the first time, visit your account maintenance page here: [www.draperinc.com/draperpro/accountmaintenance.aspx](http://www.draperinc.com/draperpro/accountmaintenance.aspx)
- Click the Request a DraperOnline User ID button.
- You’ll receive an email with your DraperOnline User ID.
- Go back to your Pro Portal account maintenance page to enter your DraperOnline User ID in the appropriate field.
- From this point on, you can automatically log into DraperOnline from the Pro Portal: [www.draperinc.com/draperpro/portal.aspx](http://www.draperinc.com/draperpro/portal.aspx)

draperinc.com/draperpro/portal.aspx

**DRAPER**  
FOCUSED ON INNOVATIVE SOLUTIONS

Audiovisual Solutions Shading Solutions Gymnasium Solutions Market Solutions

Resources | Login Search part no. or keyword Search

## The Draper® Pro Portal

DRAPER DEALER NEWS

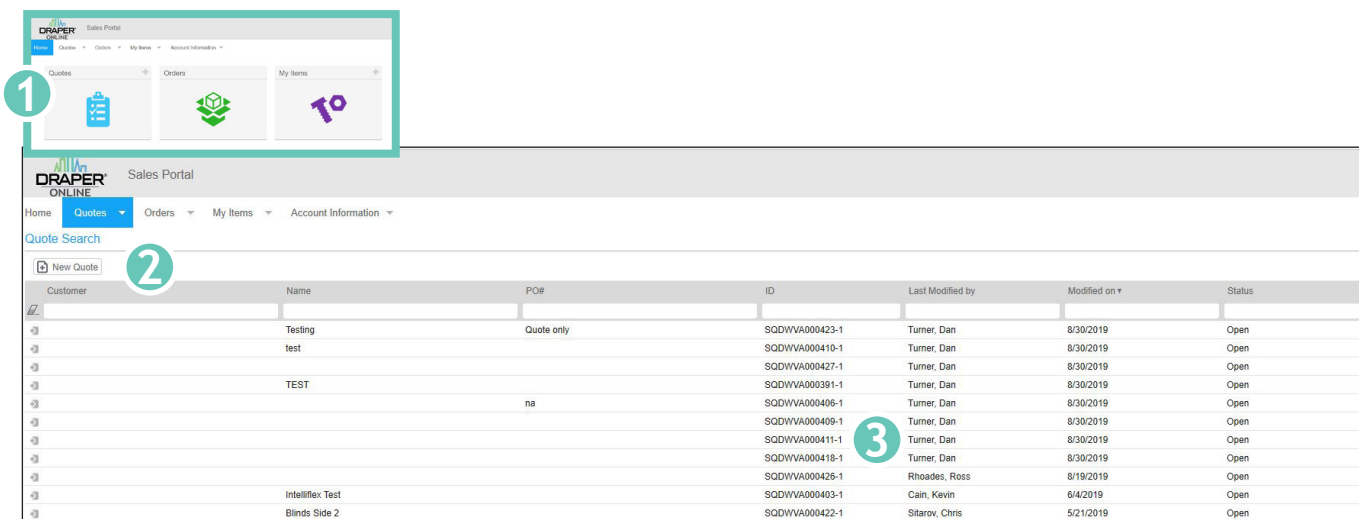
Your Draper Account Number is (

Price Lists & Related Documents  
**DraperOnline Login**  
DraperOnline Video Tutorials and Instructions  
Pro Portal Toolbox: Designing, Images, and Documentation

Pro Portal Account Management  
Change of address  
Order Status & Tracking  
Pay Invoices & Sales Orders



# Navigating the Dashboard & Starting a Quote

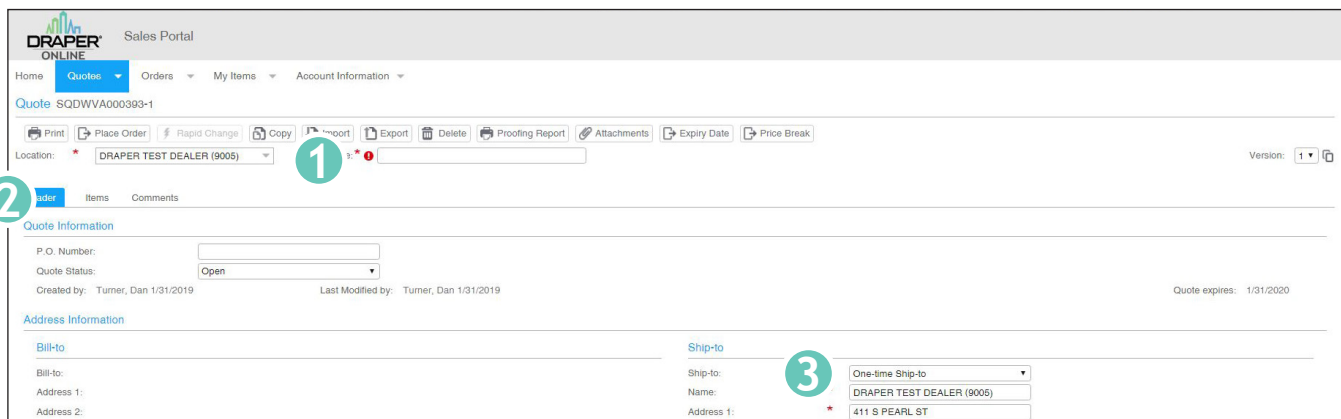


DASHBOARD and QUOTE WINDOW

When you first log in, you will see the “Dashboard”.

- 1 There will be no quotes the first time you log on. As you create multiple quotes, you can use the dashboard filters to search for a quote you’ve already created.
- 2 Click on the **NEW QUOTE** button to get started!
- 3 If there are multiple users on your company’s account, all of their quotes will be visible as well.

## Header Tab – Quote Information and Address Information



NEW QUOTE WINDOW

The address will autofill with the info in our Draper system. Make sure all fields needed are complete on the header tab. Drop-ship requires extra steps for delivery to a different address.

- 1 The **QUOTE NAME** field is required. Please fill in with the name of the project you are quoting.
- 2 The **P.O. NUMBER** field is the second required field. Please fill in with whatever you wish to use for your reference. Or fill in “Quote.”
- 3 If you are drop shipping the order, click on the **SHIP-TO** drop down and select **ONE-TIME-SHIP-TO** and fill in the shipping address, contact name, and phone at the delivery location before placing order. If this field is not changed, the order will ship to your **BILL-TO** address.

# Configuration Options

ADDING DETAILS TO THE ITEMS WINDOW

- Fill in all details relating to your selected product.

ITEMS and their descriptions can be found beginning on **PAGE 11** of this manual.

- Fill in the details of the **ITEM** (shade or screen) you want to add. Once all the details are filled in, click the **ADD** button.

OR

- Click the **LOCK** icon on any features you wish to apply to future line items. This allows rapid entry of multiple line items that may share features such as fabric or hardware choice.

- Clicking the **SELECT OPTIONS** button will allow you to explore more in depth the product you have selected.

If you are satisfied with the details you have provided, clicking the **ADD** button at the bottom of the window will add the line item to your quote.

**Any boxes that are already selected are the Draper standard options for that product.**

The **tab** key will advance you to the next required field.

On many of the fields, typing in the **first letter** will provide a drop down box.

For example: for measurements, type "1" and three choices will appear.

Fabrics are listed either **numerically or alphabetically**, e.g. Typing "2" will show the fabric list starting with 2000.



**Please create separate Shade and Screen quotes if both are on the same project.**

# Expand All to View Details

Quote Lines

Validate All [Expand All](#)

Line	Room/Location	Item
1		FLEXSHADE MO (Motorized Flexshade) Motorized Flexshade

[Change Options](#) [Copy](#)

!New Improved!

[Select Options](#) [Add](#) [Reset selected options](#) [Named Configurations](#)

Quote Lines

Validate All [Expand All](#)

Line	Room/Location	Item	Qty	UOM
1		FLEXSHADE MO (Motorized Flexshade) Motorized Flexshade	1	PC

[Change Options](#) [Copy](#) [Line Details](#)

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ITEM SELECTION WINDOW, EXPAND FOR DETAILS

- When the items are added onto your quote, there are no details displayed in standard view.

1 Click the **EXPAND ALL** tab to see the line details for each line item listed so far on the quote.

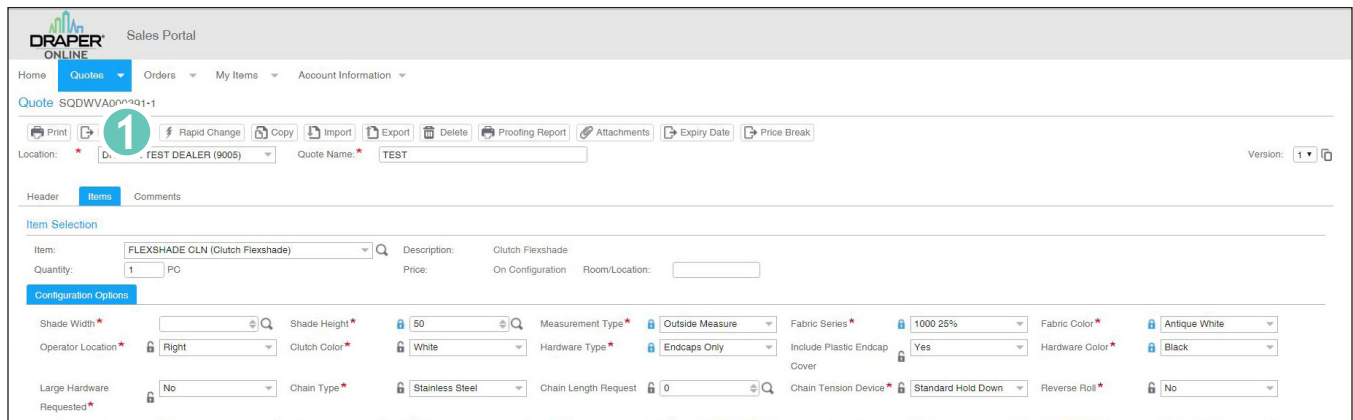
2 When new items are added, the details for those new items will not be in view. Keep adding new items the same way. Continue to click **EXPAND ALL** to view details if needed.

3 Use the blue **COPY** button to create a duplicate of a specific line. This allows for quick data entry when only one feature needs to be changed from one line to the next.



# Using the Rapid Change Option

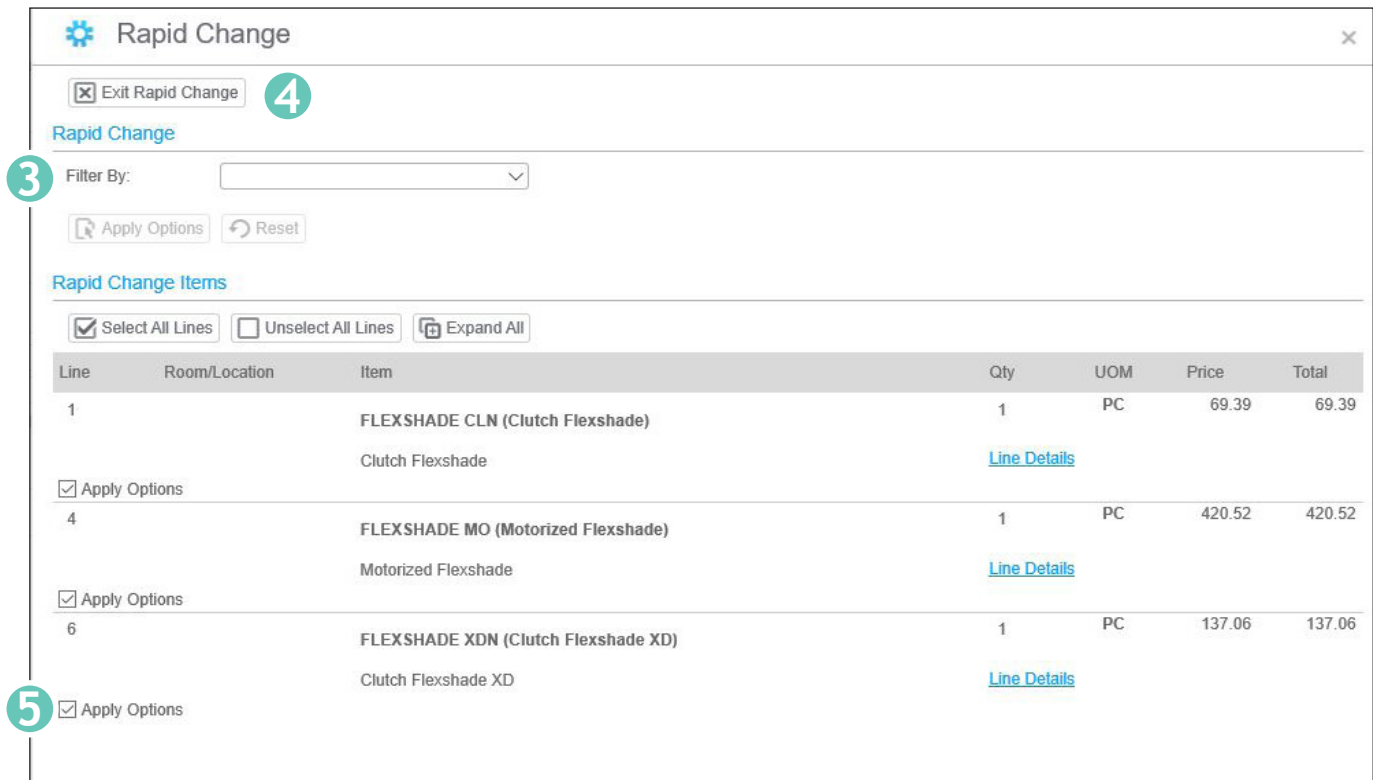
**NOTE** Not available with AV products.



■ Making changes to multiple line items at once is quick and easy.

TO MAKE CHANGES

- 1 Click on the **RAPID CHANGE** button. (Feature not available on AV products.)
- 2 This option is only available on certain products at this time. If the **RAPID CHANGE** button is greyed out, then click on the **CHANGE OPTIONS** for that line item. Locate the drop down that needs changes to select that change, then click **CONTINUE** in the upper left corner. (You may need to click this button several times.)



■ Apply changes, then return to your quote.

ITEM SELECTION WINDOW, EXPAND FOR DETAILS

- 3 Click on the **FILTER BY** drop down menu to select the product you want to change. As you make a change, only options with a checkmark will change.
- 4 When ready, click the **APPLY OPTIONS** button and all selected products will change.
- 5 Click on **EXIT RAPID CHANGE** to return to the dashboard.

# Saving and Printing Your Quote

The screenshot displays the Draper Online software interface. On the left, a sidebar contains navigation options like 'Home', 'Quotes', and 'Quote SQDWVA000391-1'. The main area is divided into two sections. The top section, titled 'Print', contains a 'Print' button (1) and a 'Cancel' button (2). The bottom section, titled 'Print Options', contains a 'Print' button (3) and several configuration options. Under 'Prices', there are three radio buttons: 'Selling', 'Selling (No Totals)', and 'Selling (MSRP)'. Under 'Sort By', there are two radio buttons: 'Line Number' and 'Label'. Under 'Order', there are two radio buttons: 'Ascending' and 'Descending'. The background shows a 'QUOTATION' page with details for Quote ID SQDWVA000391-1, Quote Name TEST, and a Total Price of 166.00.

PRINT OPTIONS WINDOW

## ■ Steps to keep a record of your quote.

- 1 Once your quote is complete, you can create a PDF version by clicking the **PRINT** button at the top. A second window will appear.
- 2 Click **PRINT** again to create a PDF for saving or printing.
- 3 PDF result for saving or printing.



## NOTE

Choose "Selling (MSRP)" for quote to be at MSRP.

# Returning to Your Dashboard

1

2

3

Customer	Name	PO#	ID	Last Modified by	Modified on	Status
	Testing	Quote only	SQDWWA000423-1	Turner, Dan	8/30/2019	Open
	test		SQDWWA000410-1	Turner, Dan	8/30/2019	Open
			SQDWWA000427-1	Turner, Dan	8/30/2019	Open
	TEST		SQDWWA000391-1	Turner, Dan	8/30/2019	Open
		na	SQDWWA000406-1	Turner, Dan	8/30/2019	Open
			SQDWWA000409-1	Turner, Dan	8/30/2019	Open
			SQDWWA000411-1	Turner, Dan	8/30/2019	Open
			SQDWWA000418-1	Turner, Dan	8/30/2019	Open
			SQDWWA000425-1	Rhoades, Ross	8/19/2019	Open
	Intelliflex Test		SQDWWA000403-1	Cain, Kevin	6/4/2019	Open
	Blinds Side 2		SQDWWA000422-1	Sitarov, Chris	5/21/2019	Open
	The Blinds Side 1		SQDWWA000421-1	Sitarov, Chris	5/21/2019	Open
			SQDWWA000414-1	Fessler, Sheri	5/20/2019	Open
			SQDWWA000405-1	User, DRAPER TEST DEALER	2/19/2019	Open
	Test control		SQDWWA000404-1	Cain, Kevin	2/19/2019	Open

Page 1 of 8

Viewing 1 - 15 of 11

QUOTES WINDOW AND NAVIGATION

- *Navigate back to Dashboard and find quotes using Quote Search.*

- 1 Click on the **HOME** button at the top of the menu. To return to your quote Dashboard, click on Quotes.
- 2 Select a quote by double clicking on a quote, OR . . .
- 3 Click on the folder icon at left of the quote for more options. You can open, open in a new page, print, copy, or delete the quote. *Please ignore the Export option.*

**If you delete the quote, it CANNOT be retrieved.**



**The more detail you provide on your header page, the easier your search for quotes will be.**



# Adding Contact Info Before Ordering

USE ORDER COMMENTS FOR CONTACT INFORMATION

- *Before placing order please enter the desired contact information in the Place Order area to ensure proper delivery.*

- 1 Select a quote by double clicking on a quote, OR . . . Click on the icons at left of the quote you wish to order and select Open.
- 2 Click on the **PLACE ORDER** button at the top to open the window you will need to enter your contact information.
- 3 Scroll down to the **PAYMENT INFORMATION** and **CONTACT INFORMATION** sections.

Enter the desired contact name and phone number (required).

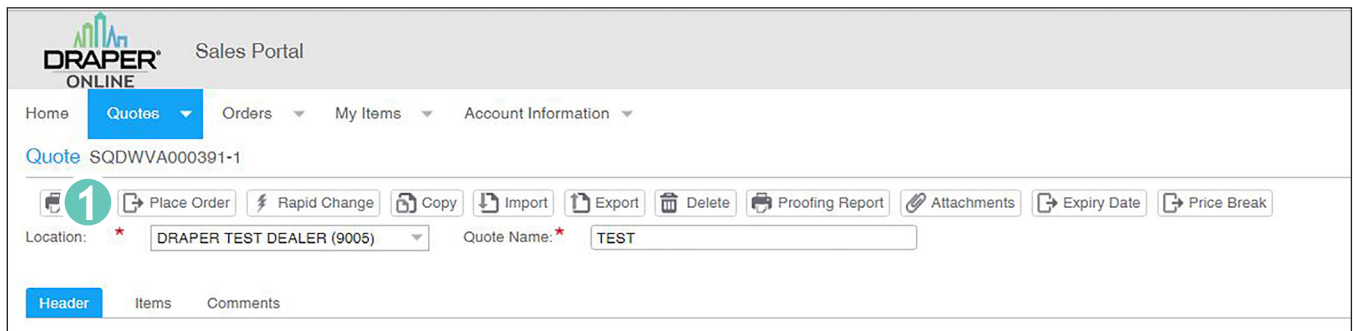
**Your order is ready to be placed.**



**NOTE**

**Please request permission to order through your Draper representative if Order button is not active.**

# Turning Quotes Into Orders



TURN QUOTES INTO ORDERS

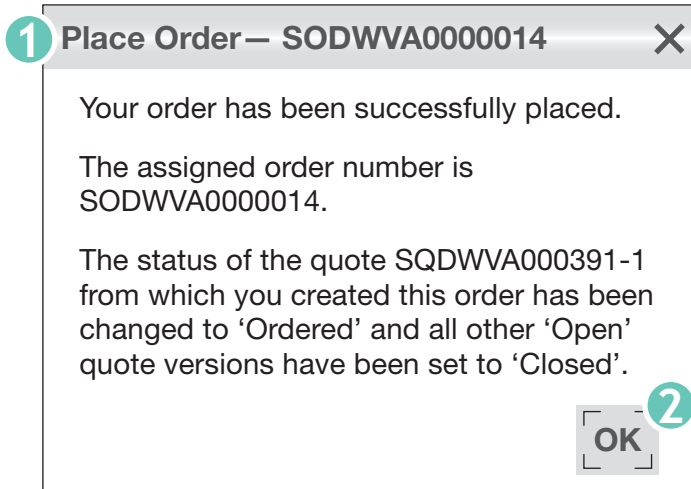
- Now that you have had experience doing your own quotes online, you can convert your quotes directly into orders. This skips the normal order entry time. Quotes must be converted exactly as they are entered.

- 1 Click on the **PLACE ORDER** tab at the top of the Place Order window.

Your order will go directly into the Draper system exactly as you entered the quote. A window with your order confirmation number will show up on your screen.

- Special comments not are allowed on online orders.
- No change orders can be made and no custom details are possible once quote is ordered.
- To change orders, the original order needs to be cancelled and a new order submitted.
- Orders can be cancelled by contacting your Draper Sales Consultant in writing with the P.O. used for the order. **Cancellations must be done within 24 hours.**

## Your Order is Now Complete



INDICATES COMPLETION OF ORDER

- Your order, **exactly as you entered the quote**, is complete with a confirmation number. Any changes can only be done by cancelling this order within 24 hours and starting a new order.

- 2 Click on OK to return to your dashboard.

At this point, the order can't be changed, except for the ship-to address. **If the details of any part of the order need to be changed, the order must be cancelled and re-submitted. This needs to be done within 24 hours.** A window with your order confirmation number will appear on your screen.

# Draper At Home AV Product Codes for DraperOnline

Highlighted products are the most commonly used.

<b>AV: LIFTS &amp; MOUNTS</b>	
<b>PRODUCT CODE:</b>	<b>DESCRIPTION:</b>
ACC ULT XL E	Large, ceiling recessed motorized screen, non-tensioned, with door closure
ACC ULT XL TVX	Large, ceiling recessed motorized screen, tensioned with door closure, with TecVision surface
ACC ULT XL V	Large, ceiling recessed motorized screen, tensioned, with door closure
ACCESS E	Ceiling recessed motorized screen, non-tensioned
ACCESS E ULT	Ceiling recessed motorized screen, non-tensioned, with door closure
ACCESS V	Ceiling recessed motorized screen, tensioned
ACCESS V TVX	Ceiling recessed motorized screen, tensioned, with TecVision surface
ACCESS V ULT	Ceiling recessed motorized screen, tensioned with door closure
ACCESS XL E	Large, ceiling recessed motorized screen, non-tensioned
ACCESS XL V	Large, ceiling recessed motorized screen, tensioned
ACCESS XL V TVX	Large, ceiling recessed motorized screen, tensioned, with TecVision surface
ACCESSV ULT TVX	Ceiling recessed motorized screen, tensioned with door closure, with TecVision surface
ACUMEN E	Below ceiling motorized screen
ACUMEN RC E	Below ceiling motorized screen, battery
ACUMEN RC V	Below ceiling motorized screen, battery, tensioned
ACUMEN RC V TVX	Below ceiling motorized screen, battery, tensioned, with TecVision surface
ACUMEN V	Below ceiling motorized screen, tensioned
ACUMEN V TVX	Below ceiling motorized screen, tensioned, with TecVision surface
ACUMEN XL E	Large, below ceiling motorized screen
ACUMEN XL V	Large, below ceiling motorized screen, tensioned
ACUMEN XL V TVX	Large, below ceiling motorized screen, tensioned, with TecVision surface
NOCTURNE PLUS	Motorized outdoor screen
PARAGON	Large motorized, non-tensioned screen
PARAGON V	Large motorized, tensioned screen
PARAGON V TVX	Large motorized, tensioned screen, with TecVision surface
PATRIOT FLAG	Motorized flag
PREMIER	Below ceiling motorized screen, tensioned
PREMIER TVX	Below ceiling motorized screen, tensioned, with TecVision surface
PREMIER XL	Large, below ceiling motorized screen, tensioned
PREMIER XL TVX	Large, below ceiling motorized screen, tensioned, with TecVision surface
TARGA	Below ceiling motorized screen, non-tensioned
<b>AV: MANUAL &amp; FIXED SCREENS</b>	
ACCESS M	Ceiling recess manual screen
ACUMEN M	Below ceiling manual screen
CINEPERM	Economical fixed screen
CLARION	2" bezel framed fixed screen
CLARION ED	Borderless fixed screen
CLARION ED TVX	Borderless fixed screen, with TecVision surface
CLARION SB	1.75" square frame fixed screen
CLARION SB TVX	1.75" square frame fixed screen, with TecVision surface
CLARION TVX	2" bezel framed fixed screen, with TecVision surface
LUMA	Manual pull-down screen
LUMA 2	Manual pull-down screen
PROFILE PLUS	Fixed screen with or without small bezel
PROFILE PLUS TVX	Fixed screen with or without small bezel, with TecVision surface
<b>AV: LIFTS &amp; MOUNTS</b>	
AEROLIFT 35	AeroLift 35 with 35-pound (16 kg) maximum lifting capacity
AEROLIFT 100	AeroLift 100 with 100-pound (45 kg) maximum lifting capacity
AEROLIFT 150	AeroLift 150 with 150-pound (68 kg) maximum lifting capacity
FDN WALL ACC	Foundation LED Videowall Mount - Absen Acclaim
FDN WALL ACC PL	Foundation LED Videowall Mount - Absen Acclaim Plus
FDN WALL SAM IR	Foundation LED Videowall Mount - Samsung IR
FDN WALL SONY	Foundation LED Videowall Mount - Sony
FDN WALL XT	Foundation LED Videowall Mount - Barco XT
SL10	Scissor Lift 10' service drop
SL12	Scissor Lift 12' service drop
SL4	Scissor Lift 4' service drop
SL6	Scissor Lift 6' service drop
SL8	Scissor Lift 8' service drop
SLX10	Scissor Lift XL 10' service drop
SLX14 N	Scissor Lift XL 14' service drop
SLX17 N	Scissor Lift XL 17' service drop
SLX21	Scissor Lift XL 21' service drop
SLX24	Scissor Lift XL 24' service drop
SLX28	Scissor Lift XL 28' service drop
TARGA XL	Large, below ceiling motorized screen, non-tensioned, extra-large

# Draper At Home Shade Product Codes for DraperOnline

WINDOW SHADE MOTORIZED PRODUCTS		
PRODUCT CODE:	DESCRIPTION:	SPECIAL NOTES ABOUT QUOTING THIS PRODUCT:
EXT FLEX MON	Exterior Motorized FlexShade	Freight included
FLEX ZIP 127	FlexShade ZIP 127	Freight included
FLEX ZIP 92	FlexShade ZIP 92	Freight included
FLEXSHADE C2MO	2-Panel Motor FlexShade	Coupled motorized FlexShade with 2 panels
FLEXSHADE C3MO	3-Panel Motor FlexShade	Coupled motorized FlexShade with 3 panels
FLEXSHADE 2	FlexShade 2 Motorized Shade	FlexShade 2 using surface mounted hardware
FLEXSHADE 24V	24V Low Voltage FlexShade	Using ST30 24V motors. Freight included.
FLEXSHADE BA	Motorized FlexShade standard battery motor.	Freight included.
FLEXSHADE DF24	Dual Fascia 24V FlexShade	Dual FlexShade ST30 24V motors. All hardware options available for quoting. Freight included.
FLEXSHADE DFMO	Dual Fascia Motor FlexShade	Standard dual motorized shade with variety of hardware options. Freight included.
FLEXSHADE DHMO	Dual Headbox Motor FlexShade	Large dual motorized shade with ceiling brackets and large dual headbox. Freight included.
FLEXSHADE MO	Motorized FlexShade	Motorized shade using Line Voltage Standard, RTS, 485, IntelliFlex I/O, or Low Voltage DC50 Motors. Freight included.
FLEXSTYLE BA	FlexStyle Battery	
FLEXSTYLE BAZ	FlexStyle Zigbee Battery	
FLEXSTYLE MO	FlexStyle Motorized	
FLEXSTYLE MOZ	FlexStyle Zigbee Motor	
FLEXSTYLE C2MO	FlexStyle 2-Panel Motor	
FLEXSTYLE C2MOZ	FlexStyle 2-Panel Zigbee Motor	
FLEXSTYLE C3MO	FlexStyle 3-Panel Motor	
FLEXSTYLE C3MOZ	FlexStyle 3-Panel Zigbee Motor	
FLEXSTYLE 24V	FlexStyle 24 Volt Low Voltage	
FLEXSTYLE RECHG	FlexStyle Rechargeable	

WINDOW SHADE MANUAL PRODUCTS		
PRODUCT CODE:	DESCRIPTION:	SPECIAL NOTES ABOUT QUOTING THIS PRODUCT:
FIXED PANEL REC	Fixed Panel Rectangle	Freight included
FIXED PANEL SQ	Fixed Panel Square	Freight included
FLEXSHADE NEXD	Clutch FlexShade NEXD	Endcaps with or without chain. Freight included.

WINDOW SHADE HARDWARE & FABRIC REPLACEMENT ONLY		
PRODUCT CODE:	DESCRIPTION:	SPECIAL NOTES ABOUT QUOTING THIS PRODUCT:
FASCIA	Fascia Only	
H CHANNEL	H Channel	Side and sill channels
HEADBOX	Headbox Only	Single roller pocket or surface headbox, all models (headbox only)
L ANGLE	L Angle	Side and sill angle
SHADE FABRICS	Shade Fabric Replacement	
NEXD CLUTCH	NEXD Clutch Only	Endcaps with or without chain

If you need assistance please call  
**765.987.7999 or 800.238.7999** to ask  
 for a Residential Sales Consultant.



Photos: Draper® FlexShade® Motorized Window Shades.  
 Fabric: Phifer® SheerWeave® SW7000 Canyon Opaque.  
 The Right Touch Installations. Photographer: Tori Taglio.



Draper® products are proudly designed, engineered, and assembled in the USA.

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