

***Easily Design, Price & Order
Your Plates & Panels***



Help Menu Reference

- ⇒ **Installing COVID Panel Spec**
- ⇒ **Basic Functionality**
- ⇒ **Saving a file using Panel Spec**
- ⇒ **Panel Spec Software Updates**
- ⇒ **Placing a Panel Spec Order**
- ⇒ **Generating a Panel Spec Quote**

USER MANUAL


INSTALLING COVID PANEL SPEC

1 Download the “Setup COVID Panel Spec Assistant” by clicking on the blue download Panel Spec button from <http://www.covid.com/panelspec/>

You will be prompted to Run or Save.
Click “Run” to begin the download.

2 Once downloaded - Use the Setup COVID Panel Spec Assistant to install the software on your computer.
(This may automatically start or you can find this Icon on your desktop)

Follow the on-screen instructions to install Panel Spec.
(If prompted to install updates, always click yes)
When prompted to sign in, click the “Create New Account Link”
Create your new account by providing your information in the available fields.



3 After installation is complete, you will receive an email to the email address you supplied during the installation process.




IMPORTANT: You must click the verification link in this email to verify your account. This step will prompt COVID to enable your Panel Spec account, giving you complete access to pricing and other functionality.

(Until you do this, your Panel Spec software functions will be limited. Full functionality of Panel Spec could take up to one business day.)

4 Until your account is approved you will notice a small yellow key in the lower right corner of your screen. Displaying the words “Signed in with restrictions”. Once COVID approves your account this key will turn green.

You can now begin using COVID Panel Spec to design your plates and panels.

Always make sure you see the small green key in the lower right-hand side for your screen when using Panel Spec. This ensures you are signed in properly and all functions of the software are open to you.

 Not signed in Cannot place orders, print or save	 Signed in with restrictions You are signed in, but with limited functionality	 Signed in You have full functionality
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BASIC FUNCTIONALITY

COVID Panel Spec is designed to make your custom wall plate ordering process fast and easy. Allowing you to view pricing as you build your plates and panels.

PLATES & PANELS

Using the file structure on the left side of the screen, you can drag and drop your plates, panels and connectors.

Start by choosing your COVID Plate or Panel. You have many options including: gang size, plate color and material type.

CONNECTORS

Choose your connectors using the same left hand file structure. Drag out your connectors and drop them in place on your plate or panel.
(Keep in mind proper plate design)

Tip: You might find it helpful to enable [Clearances](#) under the [View](#) menu. This will display guides that will help you structure your drawing properly.

ENGRAVING

If your connectors require engraving add it to each connector by right clicking on the connector then click properties. Replace the XXX with your desired text.

You can also add engraving by clicking on the connector, going to the edit menu at the top and click properties.

PARTS LIST

In the lower left of the screen you will find two tabs Design and Parts List.

Most of the time you will work in Design view, but Panel Spec gives you the option to see a detailed Parts List for the designs you have created.

BASIC FUNCTIONALITY

LOGO PLACEMENT

You can have your logo screened on your plates. COVID must have your logo on file in order for you to order this option. If your logo is on file, you may place a low res graphic copy of your logo file on your drawing using the Insert Logo function in Panel Spec.



Insert Logo Function

DIMENSION TOOLS

Use Dimension Tools to get quick dimension from one point to another.



Dimension Tools



USING THE VIEW MENU

Panel Spec allows you to view your drawings in front, back and metal work views.



See the metal work, holes and work done to the plate itself

See the back of your drawing

See the front of your drawing

ROTATE AN OBJECT

Panel Spec offers a 90 degree rotate tool which allows you to rotate a plate, connector or logo 90 degrees at a time. This tool can be found in the tools drop down menu or in the standard tool bar.



 [Click Here To See Menu](#)

SAVING A FILE USING PANEL SPEC

COVID Panel Spec gives your several options when saving a drawing file.
Choose file then save as...

COVID Panel Spec File (.cvd) For use in Covid Panel Spec software

AutoCAD Files (.dwg) For use with AutoCAD software

Stardraw Files (.s01) For use with Stardraw software

Adobe PDF (.pdf) For viewing purposes

PANEL SPEC SOFTWARE UPDATES

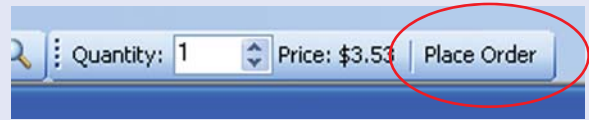
When you start COVID Panel Spec software you may from time-to-time be prompted to update your software (Please always take advantage of these updates). These updates include new parts and pricing and are very important for proper ordering and software functionality.

 [Click Here To See Menu](#)

PLACING A PANEL SPEC ORDER

1

Once your Panel Spec drawing is complete and you have saved the file on your computer, you can now place your order.



Click the Place Order button on the upper menu, next to the pricing box.
(If for some reason you do not see this button, go to the view menu and make sure the Pricing Tool Bar is enabled.)

2

You will now need to fill out the form and tell COVID about your order.
(Make sure the Personal Details that appear are correct.)

If your billing address is the same as your delivery address make sure to check that box. If you need your order shipped to a separate address you will be able to let us know after hitting next.

3

Select your shipping options from the pull-down menu.
(Your shipping choice may change your total cost)

Order Summary - Check to make sure your order is correct.
You may enter a PO reference and additional comments if needed.

Please read and agree to the terms and conditions before placing your order.

4

Now click Place Order

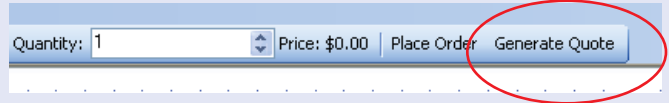
That's It!! You will receive a confirmation email, please keep this for your records.

COVID will contact you if there is any questions about your order.

GENERATE A PANEL SPEC QUOTE

1

Once your Panel Spec drawing is complete and you have saved the file on your computer, you can now generate a quote.



The screenshot shows a software interface with a pricing box. It includes a 'Quantity' field with the value '1', a 'Price' field with the value '\$0.00', and two buttons: 'Place Order' and 'Generate Quote'. The 'Generate Quote' button is circled in red.

Click the Generate Quote button on the upper menu, next to the pricing box. (If for some reason you do not see this button, go to the view menu and make sure the Pricing Tool Bar is enabled.)

2

You will now need to fill out the form and tell COVID about your quote. (Make sure the Personal Details that appear are correct.)

If your billing address is the same as your delivery address make sure to check that box. If you need your order shipped to a separate address you will be able to let us know after hitting next. (Please fill out all this information so that if you want to later turn this quote into an order, all you need to do is contact your Covid sales representative.)

3

Select your shipping options from the pull-down menu. (Your shipping choice may change your total cost)

Quote Summary - Check to make sure your quote is correct. You may enter a PO reference and additional comments if needed.

Please read and agree to the terms and conditions before placing your quote.

4

Now click Request Quote

That's It!! You will receive a confirmation email, please keep this for your records.

COVID will contact you if there is any questions about your quote.

Thank You for using COVID Panel Spec software.

If you need assistance with installing the Panel Spec software or have any other questions about COVID products please call (800) 638-6104 or visit <http://www.covid.com/contact> to find your sales representative.