

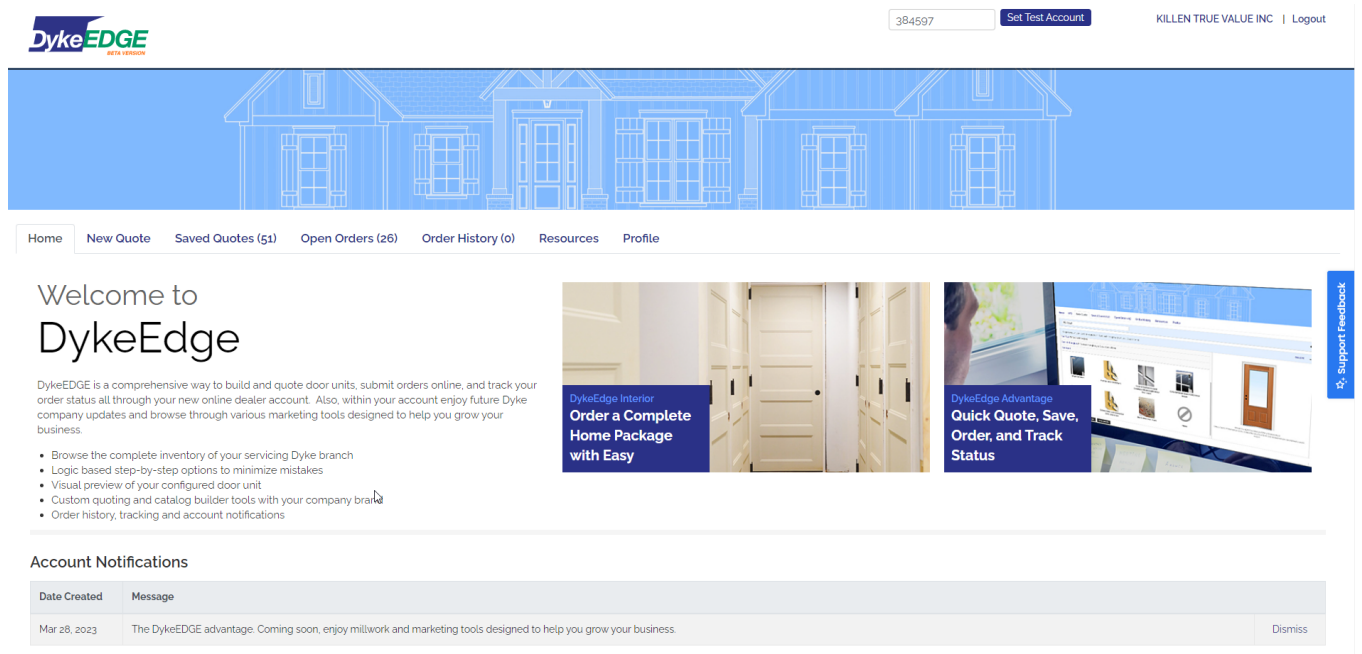


QUICK-START ACCOUNT GUIDE

DykeEDGE Tab Instructions

Home Page

Upon logging in to DykeEDGE you will arrive at the HOME screen. The Home screen will always be your starting point for DykeEDGE and will show you any important information from Dyke Industries. Please review regularly.



The screenshot shows the DykeEDGE Home Page. At the top, there is a header with the DykeEDGE logo, a user ID (384597), a "Set Test Account" button, and the company name "KILLEN TRUE VALUE INC" with a "Logout" link. Below the header is a navigation bar with tabs: Home, New Quote, Saved Quotes (51), Open Orders (26), Order History (0), Resources, and Profile. The main content area features a "Welcome to DykeEdge" message, a brief description of the platform, and a list of features: Browse the complete inventory of your servicing Dyke branch, Logic based step-by-step options to minimize mistakes, Visual preview of your configured door unit, Custom quoting and catalog builder tools with your company brand, and Order history, tracking and account notifications. To the right, there are two promotional banners: "DykeEdge Interior Order a Complete Home Package with Easy" and "DykeEdge Advantage Quick Quote, Save, Order, and Track Status". At the bottom, there is an "Account Notifications" section with a table showing a notification from March 28, 2023, about the DykeEDGE advantage.

Welcome to DykeEdge

DykeEDGE is a comprehensive way to build and quote door units, submit orders online, and track your order status all through your new online dealer account. Also, within your account enjoy future Dyke company updates and browse through various marketing tools designed to help you grow your business.

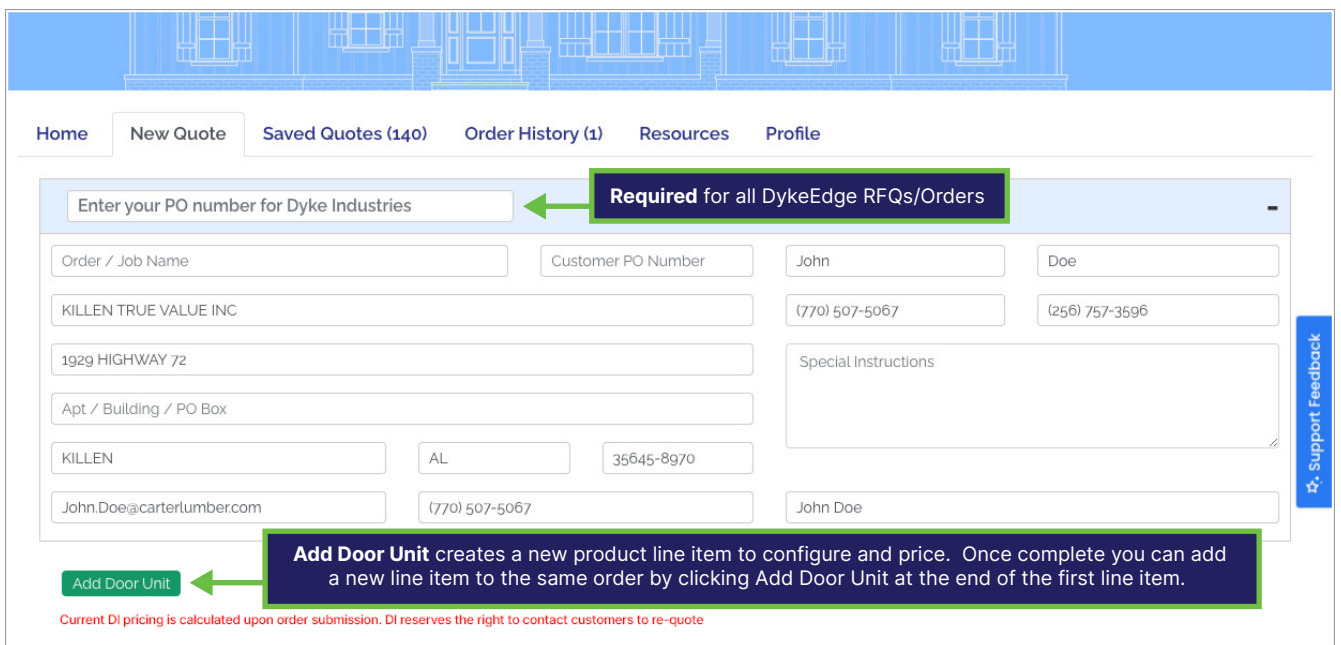
- Browse the complete inventory of your servicing Dyke branch
- Logic based step-by-step options to minimize mistakes
- Visual preview of your configured door unit
- Custom quoting and catalog builder tools with your company brand
- Order history, tracking and account notifications

Account Notifications

Date Created	Message
Mar 28, 2023	The DykeEDGE advantage. Coming soon, enjoy millwork and marketing tools designed to help you grow your business.

New Quote Tab

When you are ready to begin quoting doors, choose New Quote.



The screenshot shows the DykeEDGE New Quote Tab. The navigation bar is the same as the Home page. The main content area is a form for creating a new quote. A green box highlights the "Required for all DykeEdge RFQs/Orders" section, which includes a text input for "Enter your PO number for Dyke Industries". Below this, there are several input fields for customer information: Order / Job Name, Customer PO Number, John, Doe, KILLEN TRUE VALUE INC, (770) 507-5067, (256) 757-3596, 1929 HIGHWAY 72, Special Instructions, Apt / Building / PO Box, KILLEN, AL, 35645-8970, John.Doe@carterlumber.com, (770) 507-5067, and John Doe. A green arrow points to the "Add Door Unit" button, which is highlighted by a green box. A blue box contains the text: "Add Door Unit creates a new product line item to configure and price. Once complete you can add a new line item to the same order by clicking Add Door Unit at the end of the first line item." At the bottom, a red note states: "Current DI pricing is calculated upon order submission. DI reserves the right to contact customers to re-quote".

Required for all DykeEdge RFQs/Orders

Enter your PO number for Dyke Industries

Order / Job Name: KILLEN TRUE VALUE INC

Customer PO Number: John Doe

(770) 507-5067 (256) 757-3596

1929 HIGHWAY 72

Apt / Building / PO Box: KILLEN AL 35645-8970

John.Doe@carterlumber.com (770) 507-5067 John Doe

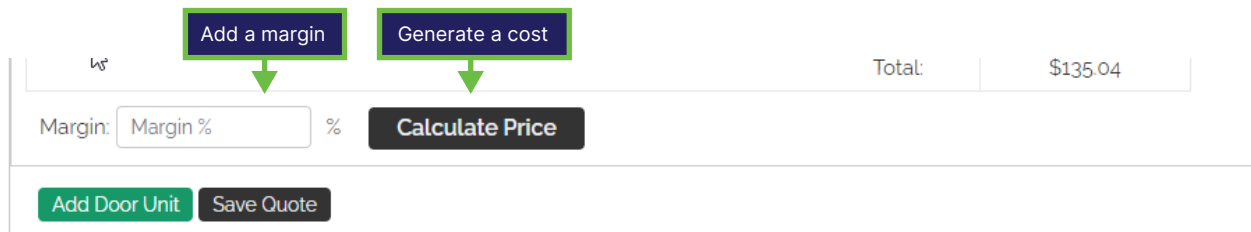
Add Door Unit

Add Door Unit creates a new product line item to configure and price. Once complete you can add a new line item to the same order by clicking Add Door Unit at the end of the first line item.

Current DI pricing is calculated upon order submission. DI reserves the right to contact customers to re-quote

Best practice is to fill out as much information as possible. This helps when trying to find previously saved records. After the header is filled out, you may begin to build your door unit(s).

Once your door unit is complete, you may now choose Calculate Price.



This screenshot shows the top section of a quote builder interface. At the top, there are two buttons: 'Add a margin' and 'Generate a cost', both highlighted with green boxes and green arrows pointing down to the 'Margin %' input field. Below these, there is a 'Margin:' label followed by a text input field containing 'Margin %' and a '%' symbol. To the right of the input field is a dark blue button labeled 'Calculate Price'. Further right, there is a 'Total:' label followed by a text input field containing '\$135.04'. At the bottom of this section, there are two buttons: 'Add Door Unit' (green) and 'Save Quote' (dark blue).

By clicking on the Calculate Price button, this will show you your cost of the product from Dyke Industries. Depending on who the quote is intended for, you will also have the ability to add margin % to your cost to generate your sell price to a customer.



This screenshot shows a portion of the quote builder interface, focusing on the 'Calculate Price' button. It includes the 'Margin:' label, the 'Margin %' input field, and the '%' symbol. The 'Calculate Price' button is highlighted. Below it, the 'Add Door Unit' and 'Save Quote' buttons are visible.

From here, you may continue to build additional door units by simply clicking the Add Door Unit button to continue in your quote or choose Save Quote.

Saved Quote Tab + Submitting an Order

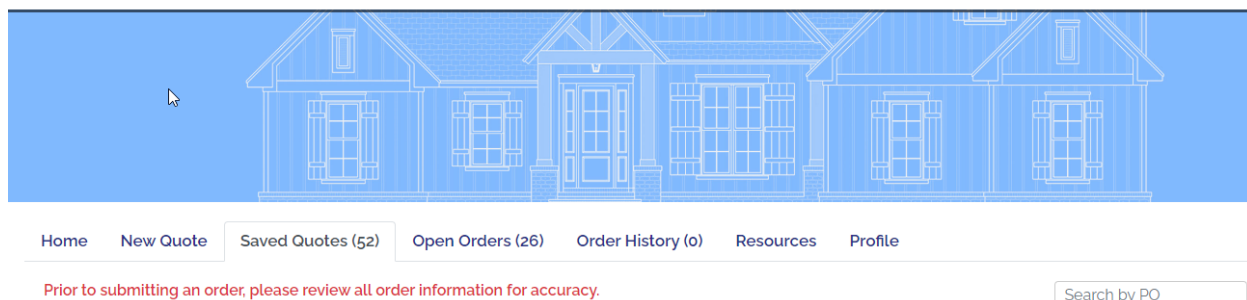
There are two paths to submitting an order. Your first option comes after clicking the Save Quote button. Another button will then appear called Submit Order. You now will have the option to simply click on that button to submit your order. It will then be moved into your Open Orders Tab.

Please Note: If you choose to submit your order from after building your door unit(s), YOU WILL NOT GET A CHANCE TO REVIEW THE ORDER PRIOR TO SUBMITTAL. It is best practice to use the Save Quote button which will move your quote to the Saved Quotes Tab. From the Saved Quotes tab, you can find your saved quote and simply click the Edit/Submit option for a final review prior to ordering (This would be considered Option #2)



This screenshot shows the bottom section of the quote builder interface. It includes the 'Add Door Unit' (green), 'Save Quote' (dark blue), and 'Submit Order' (dark blue) buttons.

When you choose Save Quote, the quote is now in the Saved Quotes tab.



The Saved Quote section is where all the quotes a user has created reside. This is where you can choose a previously created quote and open it back up, review it, make any needed changes, and then submit the order. From this tab, you can also print a quote with or without a price. If needed, you will also have the option to duplicate the exact quote for repeat use.

Please Note: It is best practice to ALWAYS review a quote prior to ordering.

Open Orders Tab

Once an order is submitted to Dyke, it will move to Open Orders tab and you will receive an automated confirmation email stating that the order has been placed. The Open Orders Tab is where you will review the Status of all open orders submitted via DykeEDGE (This WILL NOT include all open orders outstanding with Dyke Industries at this time).



Always check for your confirmation. If the status has not changed, or you have yet to receive a confirmation email, the order has NOT been placed.

Automated Confirmation Email will read as follows:

Below is your DykeEdge order confirmation. Please allow 24 business hours for processing.

If you have questions on your order or need to speak to a Dyke Industries representative, please call 615-690-3667 Monday-Friday from 10 AM to 5 PM (CST), or you can email.

Order statuses will be updated within your DykeEdge account found in the Open Orders tab.

DykeEdge Order #123456

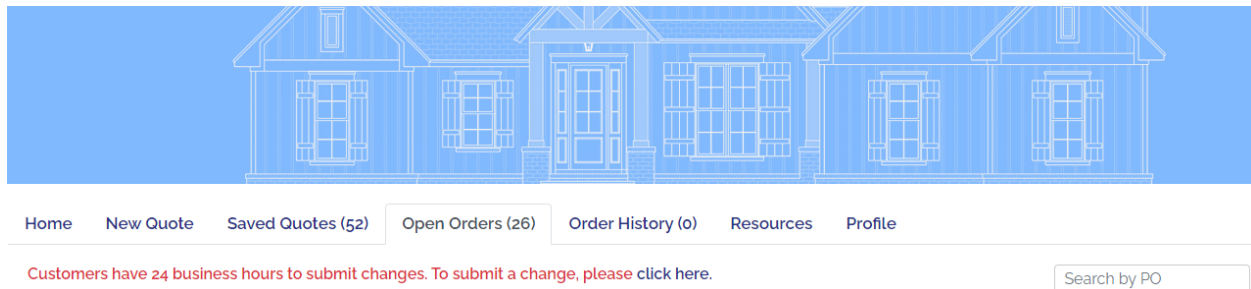
Purchase Order 98745632

Ordered Items: 04/12/2023

(Ordered Items then are listed here)

Please Note: If an order has been submitted but you need to make a change, please go to the Open Orders Tab and, at the top, you will see a statement in red with a link at the end to allow for an email to be generated allowing for a change request to be submitted. You are also welcome to contact the branch directly.

It is the dealer's responsibility to make sure their order is correct. Please do not wait to make changes as production can begin within 24 business hours after placing an order.



Order Status Updates

Please pay close attention to the Status of your order. There are six Status types:

Saved/Submitted for Review/Contact Branch/Scheduled/On Truck/Out for Delivery-Shipped. You will find the updates to your order status under the Open Orders Tab.

Order History Tab

Once an order has been shipped to the dealer, it will move to the Order History tab.

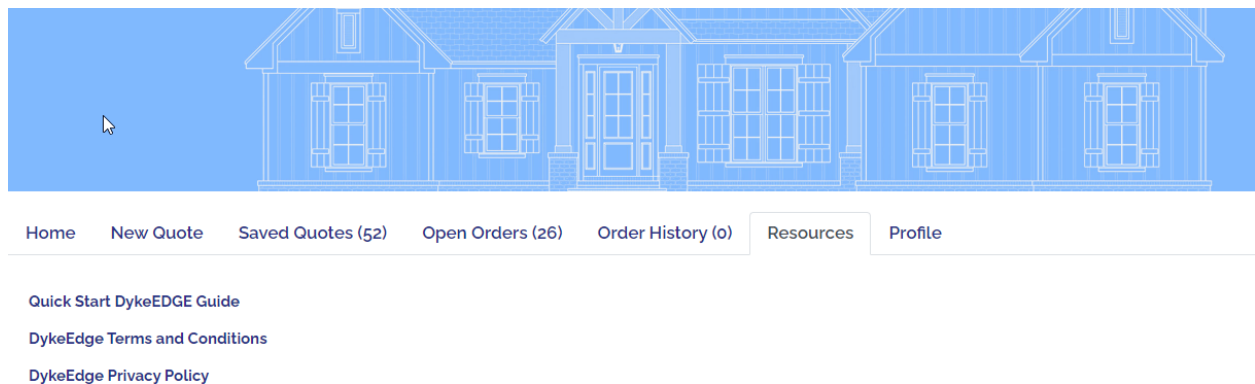


This tab will show orders that have been shipped and placed by this user. It will not show orders that have been received that were placed by other users. It is user specific.

IMPORTANT: The assigned dealer administrator WILL be able to see all orders that have been shipped under the Order History tab.

Resources Tab

The Resources tab currently houses the Quick Start DykeEDGE Guide, our Terms and Conditions, DykeEDGE Privacy Policy as well as other important information. This section will be updated continuously with additional resource material so please make sure to review regularly.



Profile Tab

The Profile Tab is where user information can be edited/reviewed. Information can be reviewed on a user and an administrative level. Each DykeEDGE dealer account will be assigned ONE administrator. The administrator will have the ability to edit/delete/update all assigned users associated with their dealer account.

IMPORTANT: It is crucial that the dealer account administrator remove accessibility to their DykeEDGE account as soon as possible to protect the sensitive information provided. Removing a user can be done in real time under the Profile Tab.

The Profile Tab is also where a company logo can be added to personalize/private label quotes.

The screenshot shows the 'Profile' tab in the navigation bar. Below the navigation bar, there is a blue button labeled 'Add Account'. A green callout box with an arrow points to this button, containing the text: 'Once the Admin account is complete salesperson sub-accounts can be added'. Below this is a table with the following structure:

Profile	Type	Created	
John Doe	Admin		Edit

A green callout box with an arrow points to the 'Edit' link in the table, containing the text: 'Complete first'. On the right side of the interface, there is a vertical blue button labeled 'Support Feedback'.

The screenshot shows the 'Update Profile' form. At the top, there is a 'Back' button. The form contains several input fields: '0-0000', 'Test Account', 'Address' (123 State Street), 'City' (Chelsea), 'State' (Georgia), 'Zip' (30281), 'First Name' (John), 'Last Name' (Doe), 'Phone' ((770) 507-5067), and 'Email' (John.Doe@carterlumber.com). There is also a 'Change Password' section with a 'Password' field. On the right side, there are two file upload sections: 'Upload Company Logo (640 x 480)' and 'Choose company image (1024 x 768)'. Both sections have a 'Choose File' button and the text 'No file chosen'. A green callout box with an arrow points to the 'Choose File' button for the company logo, containing the text: 'Upload logo - JPG or PNG'. At the bottom left, there is a blue button labeled 'Update Profile'. A green callout box with an arrow points to this button, containing the text: 'Complete'. On the right side, there is a vertical blue button labeled 'Support Feedback'.

Additional Information:

When placing an order with a special bore, special hinge placement, or other steps that give you the ability to pick, always specify the information in the Line Notes box shown below.

Bore:



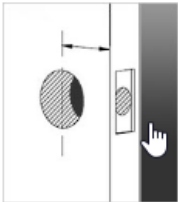
Single Bore



Double Bore



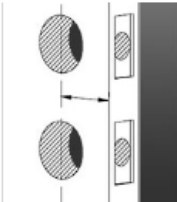
No Bore



Special Bore - Sgl - Specify Location

Line Notes

Select



Special Bore - Dbl - Specify Location

Line Notes

Select



Center Bore

If a door you want is not available in DykeEDGE, please call your TSM or local branch for pricing and availability.

For any general questions regarding DykeEDGE, please contact your Dyke Industries branch or email edgenashville@dykeind.com.



www.dykedoors.com