

## **USER MANUAL**

GDANSK. 2020





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### **INTRODUCTION**

The CONFX hardware configurator is a tool intended for installers.

The program facilitates designing SATEL professional alarm systems.



### MAIN FUNCTIONS OF THE CONFIGURATOR

### 1. Creating and editing the alarm system hardware configurations:

- Ability to prepare a hardware configuration of alarm system based on specific control panel series (INTEGRA, VERSA or PERFECTA) as well as the MICRA alarm module.
- Arrangement of system components on building plans (blueprints) prepared in the JPG, JPEG, BMP, PNG, GIF, TIF, TIFF, PDF formats.
- Adding and editing levels/floors in the building.
- Ability to arrange alarm system devices on the plan (map).
- Ability to view devices available for the selected control panel family or module (the device adding function
  can be blocked when the device cannot be connected to the currently created system because it is incompatible
  with the selected control panel).
- Ability to assign devices to the partitions.
- Ability to save the configuration and edit it after restarting the Configurator.

## 2. Calculating the system current balance:

- Ability to choose the value criteria for total current consumption calculation.
- Calculation of the total battery capacity needed to back up the alarm system for a specified period of time.
- Option to inform the user that the total output current of power supplies has been exceeded.

### 3. Calculating the alarm system costs:

- Importing your own price lists and using them in a given calculation.
- Adding your own items to the offer, such as cabling, installation cost, cost of the first service.
- Entering proper names, number of pieces, units of measurement, net prices of your own components .
- Setting individually the mark-up, discount rate and VAT for each item of the cost estimate.



## 4. Generating offers which include:

- Plan of the building and arrangement of devices.
- Description and technical data of the system devices.
- System current balance.
- · Prices of selected devices.
- · Contractor's logo.

The offers can be saved and edited after restarting the Configurator.

## 5. Printing the offers.

### PROGRAM SYSTEM REQUIREMENTS

- Computer running Windows 7 (x86, x64), or a newer operating system.
- Processor Intel Pentium 4/AMD Athlon 64 or newer.
- 512 MB RAM or more.

### WHERE TO DOWNLOAD CONFX?

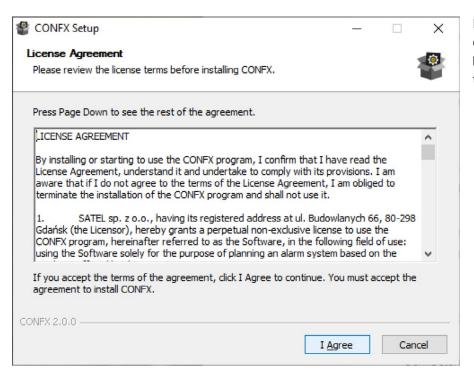
The program is available for download after logging in to the SATEL website at <a href="https://support.satel.eu/hardware-configurator">https://support.satel.eu/hardware-configurator</a>



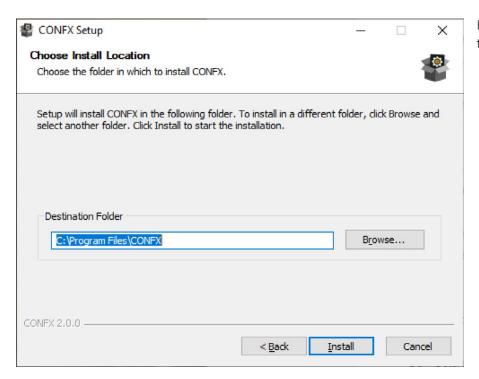
### **INSTALLATION DES KONFIGURATORS**

#### STARTING THE INSTALLER

Double click on the CONFX.exe icon. The installer window and the terms of the license agreement will appear.



Read carefully the terms of the license, and then select **I Agree** to proceed with the installation.



Browse to the target folder on the disk, and then select **Install**.

The installer will start copying the files to the required installation folder. After completing the process of copying files, a window will appear with information that the program has been successfully installed.

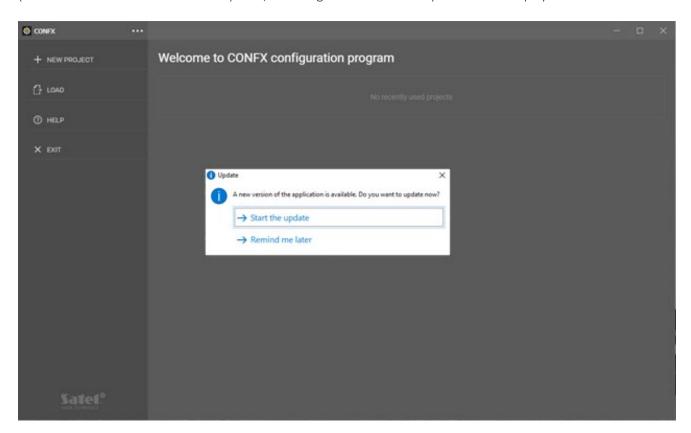




Check the Run CONFX option to start the program and (or) select **Finish**.

#### **CONFX UPDATE**

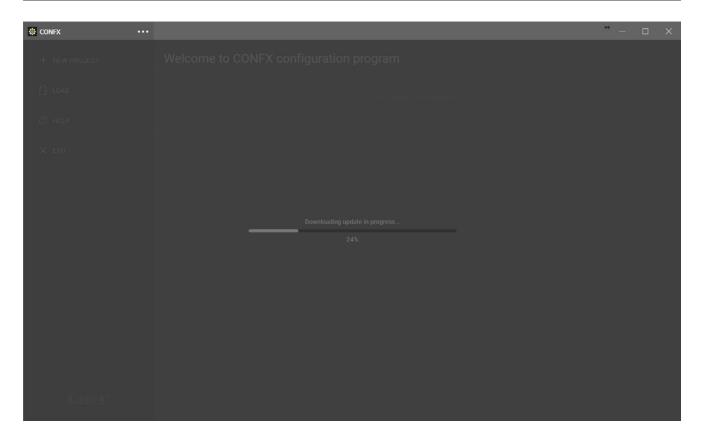
During start-up, the program will automatically check for a newer version of the configurator (if an Internet connection is available). If so, a message about available update will be displayed.



Select  $\rightarrow$  **Start the update** to start downloading and installing updates, or select  $\rightarrow$  **Remind me later.** 

If you selected the  $\rightarrow$  **Start the update option**, the program will start downloading updates automatically.





After the download is complete, the installer will start the process of quick installation of the new version. If the installation was successful, a confirmation window and *Run CONFX* option will appear.

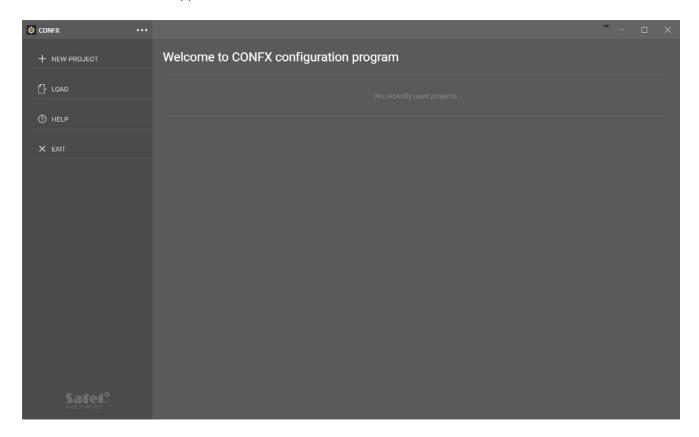


## **CONFIGURATION OF THE PROGRAM**

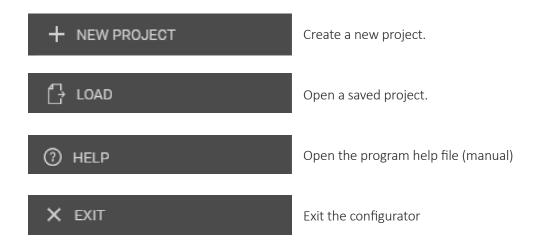
### STARTING CONFX

Double-click the ONFX.exe icon to launch the configurator.

The welcome window will appear.



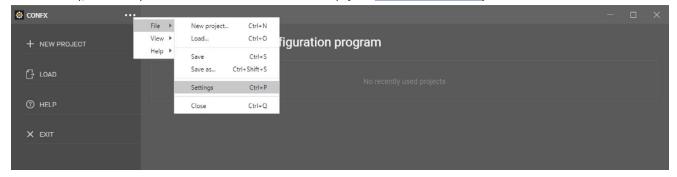
In the side menu, on the left side of the window, you can choose one of the four options:





#### **CONFIGURATOR SETTINGS**

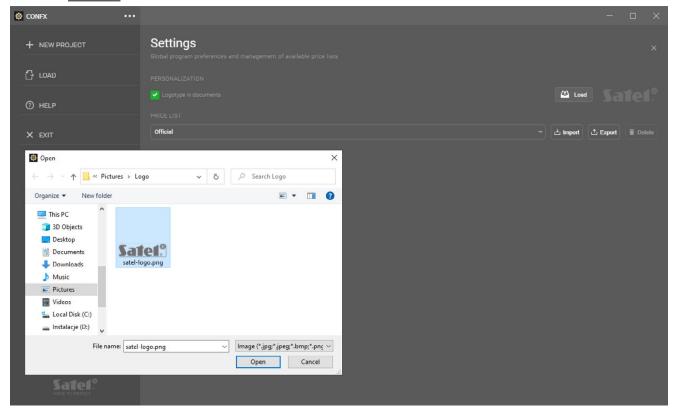
In the program window, click on the menu icon. Select the **File** ➤ section and then click **Settings** Alternatively, to do so you can use the **Ctrl+P** shortcut key. [See <u>"SHORTCUT KEYS"</u>]



This will open the **Settings** panel.



In the **PERSONALIZATION** section, check the **Logotype in documents** if you want to place the logo on the offer cards. Then click and select the prepared logo image file.





Below is the **Installer Data** in Documents check box. Select it if you want to include the following data in the documentation (in the footer and on the cover page): *First and Last Name, Company, Phone Number, E-mail, Web-address*.



Go to the **PRICE LIST** section.

At CONFX you can prepare offers with your own SATEL product prices. To implement your own prices into the CONFX program, use the default Official price list template. Export file to CSV (.csv) format.

#### **EXPORT THE PRICE LIST**

Select <u>Lexport</u>. In the window that will open, enter the unique name of the file and then click **Save**.

You can edit the saved CSV file and add prices in Microsoft Excel or OpenOffice Calc spreadsheet. If you want to prepare a new file (without template), please note that the price list should be properly formatted, containing:

- · column with the device symbol
- · column with the price (number).

Optionally, the table can also contain a column with units. It should be noted, however, that the configurator will load them as numbers. The column header are not required.

Important. Please note that in CSV files the elements in columns must be separated by a semicolon ";".

Device name	Price	Unit
Element 1	75.00	1
Element 2	320.56	1
Element 3	647.00	1

A sample table in Excel (.xlsx, .xlsb, .xls) and Calc (.ods) program files.

Device name;Price;Unit ,, Element 1;75.00;1 Element 2;320.56;1 Element 3;647.00;1

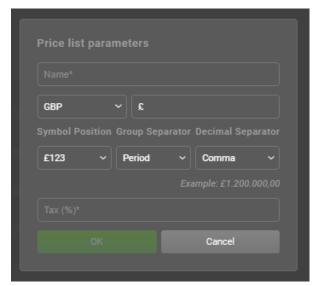
An example of table entry in CSV (.csv) file.



#### **IMPORT THE PRICE LIST**

To load your own price list file into the project, click In the window, highlight the correct file and select **Open**.

The Price list parameters window will appear against the background of the Settings panel.



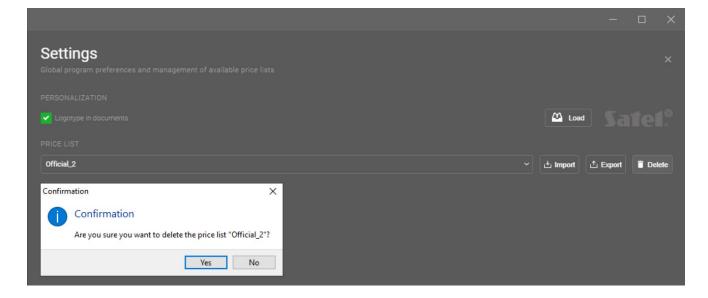
In the *Name* \* field, enter the price list name. Then select a currency from the list.

From the *Symbol Position* drop-down list, select how the currency is to be written. If necessary, you can additionally define a *Group Separator* (e.g. a space) and a *Decimal Separator* (e.g. a period, comma)- depending on the currency format used in a given country.

In the Tax (%) \* field, enter the tax value as a percentage. Select **OK**.

The tax rate for each device in the system can be individually set in the **System costs** panel [See "SYSTEM COSTS"].

To remove the selected price list from the list, highlight its name, then click Total and select Yes.

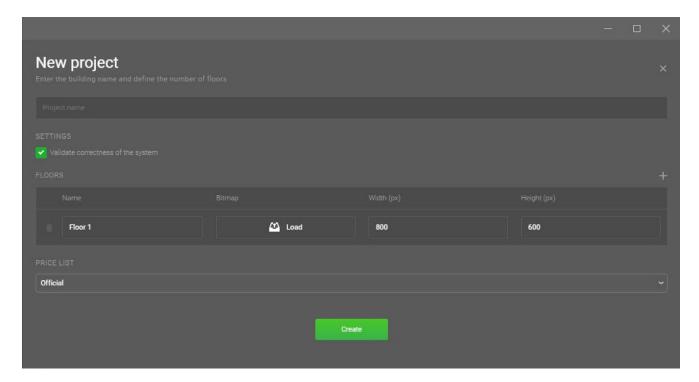




## **CREATING A NEW PROJECT**

To create a project, click **NEW PROJECT** in the program side menu.

The **New project** panel will appear.



Complete the **Project Name** field.

In the **SETTINGS** section, uncheck the **Validate system correctness** parameter or leave it checked.

When the validation (function) is active, the configurator will automatically check:

- · Compatibility of devices being added to the alarm system project
- The number of necessary inputs and outputs in devices
- Presence of modules necessary for the selected devices to work
- Real-time output current capacity of power supplies.

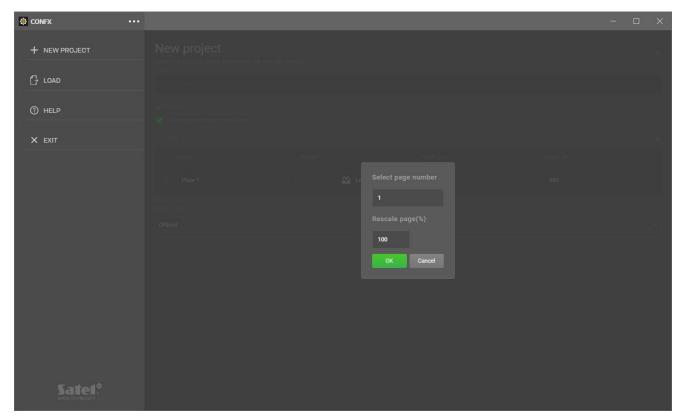


Go to the **FLOORS** section. In the **Name** column, enter the name of the level (default: *Floor 1*).

In the **Bitmap** column, click <u>a</u> to load a floor map file.

CONFX configurator supports image files in the following formats:

- JPG, JPEG, BMP, PNG, GIF, TIF, TIFF selected files are attached and scaled automatically.
- PDF in the case of a multi-page image file in PDF format, representing both bitmap and vector data, the program will ask you in a separate window to enter the number of the page which you would like to attach to a level/floor, and the percentage value to resize an image (see screen below). This functionality is particularly useful when you would like to work on a selected part of a technical design. Selecting a scale value that is too large will bring up the error message "Cannot convert the image because the scale is too large." If you enter an incorrect page number by mistake, requesting e.g. that page 5. of a four-page document be imported, the system will display the error message "Invalid page number".



After loading the file, the size of the work area will match the size of the map (in pixels), for example:



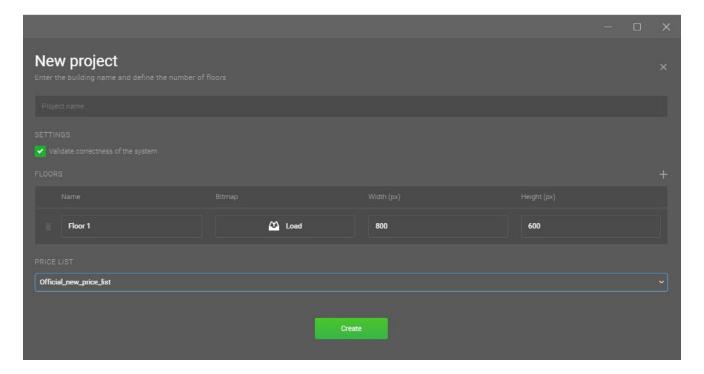


If you do not use a floor map, you can set your own work area size (in pixels).



To define a new floor in the project, click + in the upper right corner of the **FLOORS** section. If you want to delete a floor, use the circum.

In the PRICE LIST section, select the price list file from the list (default: template Official).



Click Create. The project screen will appear.



## **SAVING AND OPENING PROJECTS**

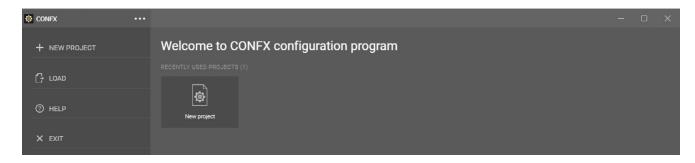
#### **SAVING THE PROJECT**

To save the project, click go to the **File** ▶ submenu and select **Save As** or **Save**. Handy shortcut keys: *Ctrl+Shift+S* (*Save As*) or *Ctrl+S* (*Save*).

### LOADING THE PROJECT

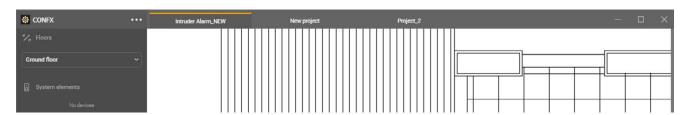
You can open the previously saved projects in several ways.

1. After starting CONFX, select LOAD in the side menu or click on the project name tile in the **RECENTLY USED PROJECTS ()** section.



2. Click on the menu icon, then go to the **File** ▶ submenu and select the **Load** option. Alternatively, use the **Ctrl+O** shortcut key.

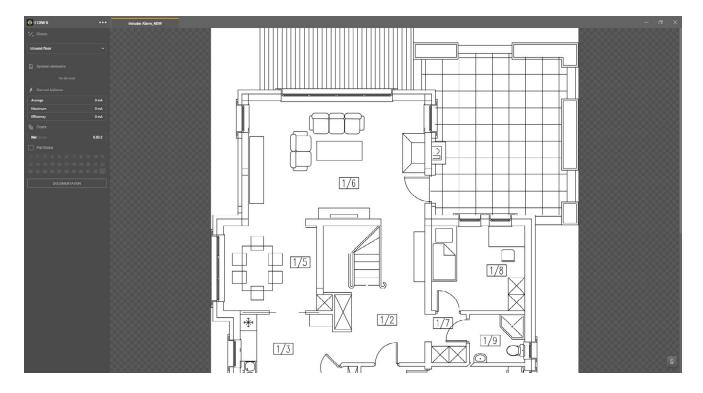
The CONFX hardware configurator allows you to work with several projects in one window. Each project is visible in a separate tab of the workspace panel.





## **PROJECT WINDOW**

After creating a new or opening a saved project, a window with side menu (on the left) and workspace panel will appear on the screen.



## SIDE MENU IN THE PROJECT WINDOW

The first section of the side menu is **Floors**.



It contains a list of all floor levels added when creating a project. To change the floor map, visible in the workspace panel, expand the list and indicate the appropriate name.



You can edit the composition and names of floor levels by clicking the icon. It is visible after hovering the mouse cursor over the section name bar.



Click to display the Edit floors panel. The levels can be edited at any stage of the project.



## FLOOR MAP/WORK AREA

The work area/floor map is the panel on which alarm system devices are placed.

### **FULL SCREEN VIEW**

Click the menu button and go to the **View** submenu. Choose the **Full Screen** option.

The application window will open in full screen, increasing the visibility and readability of the map/work area. For the full screen view you can also use the **F11** function key.

## **DISPLAYING GRIDLINES**

In the workspace panel it is possible to apply gridlines to the map or work area.

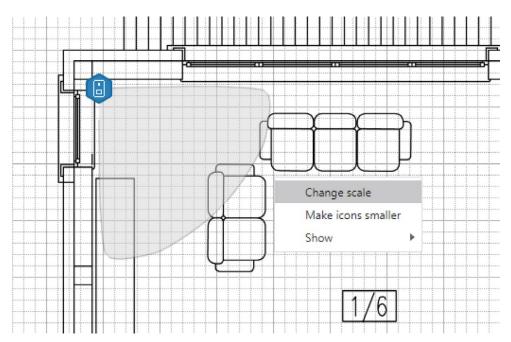
The grid makes it easier to visualize properties of some devices at the right scale, e.g. the range of motion detectors.

To apply the grid to the map or work area, click the menu, go to the **View** ► submenu, and then select **Show Grid**. Alternatively, use the **Ctrl+R** key combination.

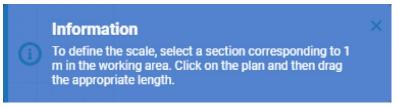


#### **CHANGING THE SCALE**

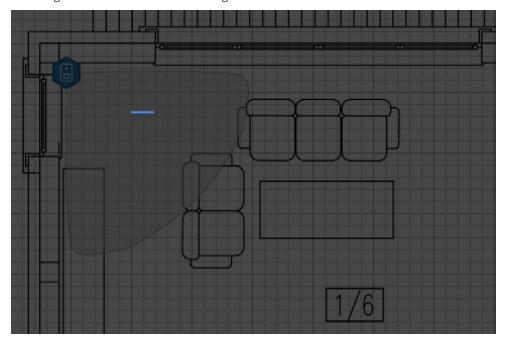
Right-click in the work area/map and select the **Change Scale** option.



The window will turn gray and a message will appear in the upper right corner of the work area:

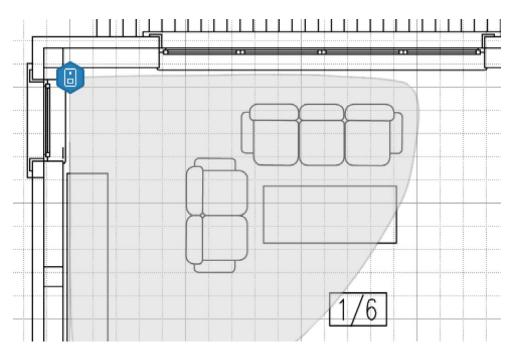


Select a section corresponding to **1 m** length on the work area/map – left-click in the selected place and drag the cursor to the desired length to create a section.





The scale will change.

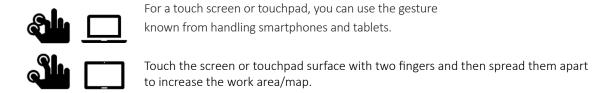




#### CHANGING THE SIZE OF AND MOVING THE WORK AREA/MAP

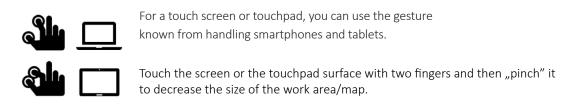
#### Increasing (zooming in on) the work area/map

Use the *Ctrl++* (*Ctrl+Plus*) shortcut key to increase (zoom in on) the work area/map.



## Decreasing (zooming out on) the work area/map

Use the *Ctrl+*— (*Ctrl+Minus*) key combination to decrease (zoom out on) the work area/map.



## Moving the work area/map

To move the work area/map, use:

- $\cdot$   $\leftarrow$ ,  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$  arrow keys,
- mouse wheel (Scroll) vertically, and the Shift+Scroll combination horizontally.
- **PgUp** and **PgDn** page scroll keys as well as **Home** and **End** keys (beginning of the map, end of the map).

To easily control the work area/map, especially at higher magnification (zoom-in), use the **Space+LMB** combination. Click on any empty space within the work area/map, then press and hold the spacebar key. To move the image, use the left mouse button (while still holding down the spacebar key).



For a touch screen or touchpad, you can use the gesture known from handling smartphones and tablets. Touch the screen or the touchpad surface with your finger and then move it in the desired direction.



#### ADDING ALARM SYSTEM COMPONENTS TO THE PROJECT



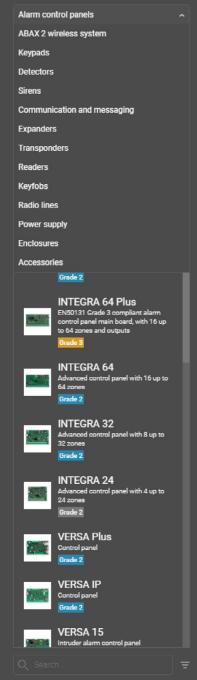
**System elements** is the next section visible in the side menu of the project window. It contains a list of all alarm system devices included in the project.

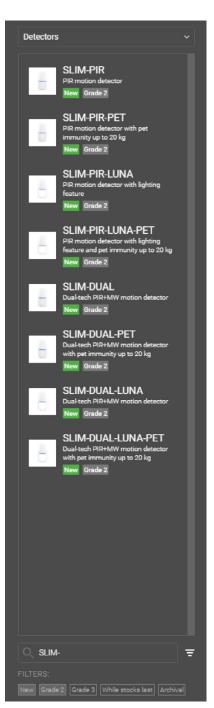
By default this section is empty: No devices.

The list of devices necessary for configuring the SATEL alarm systems is available **at the lower right corner** of the workspace panel (map).

Click the list of available devices. All products are grouped into categories. Additionally, they can be sorted by filters and searched by name or type of device.

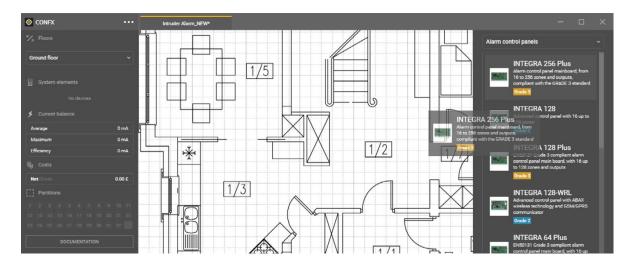




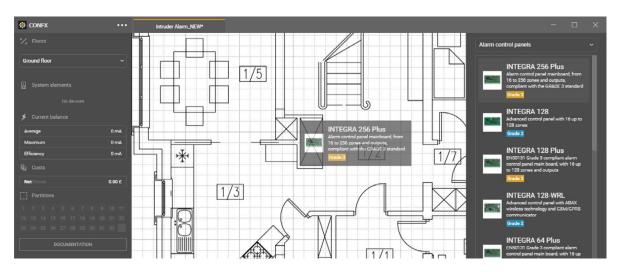




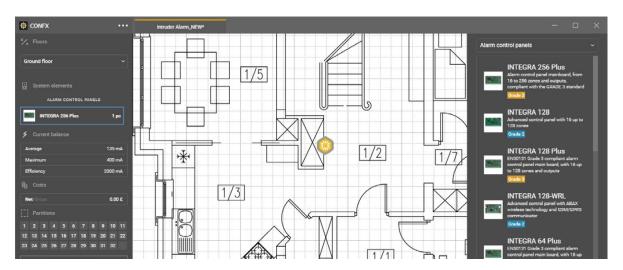
Find a specific model in the list of alarm system devices.



Drag the device to the desired place on the map or in the work area.



Drop the device in the selected place. The icon assigned to the specific device type will appear. The product will be on the **System elements** list in the side menu.

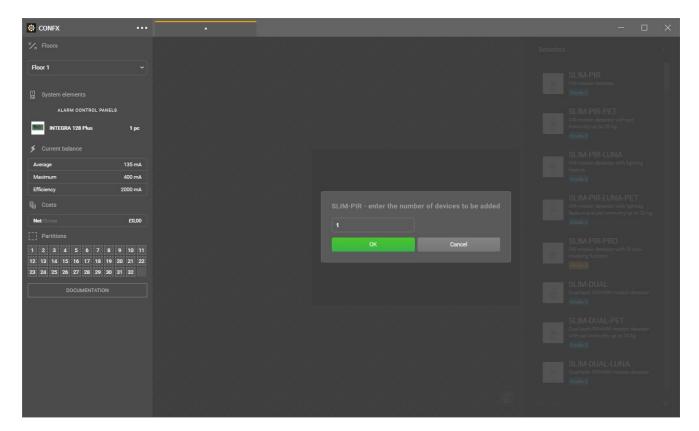




### ADDING MULTIPLE OBJECTS AT ONCE

You can add multiple devices at one time. To do this, drag an item from the side menu using **LMB**, hold down the **Ctrl** key, and then drop the item on the map/work area.

After a while, a window will appear to select the number of devices to add.

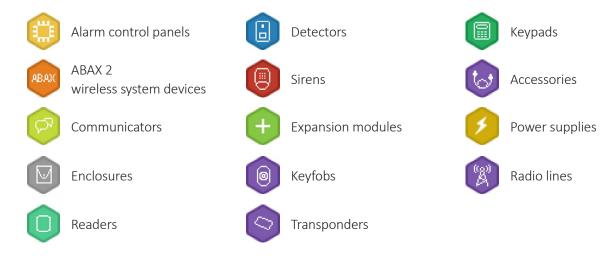




## **HOW TO USE OBJECTS ON THE MAP / WORK AREA**

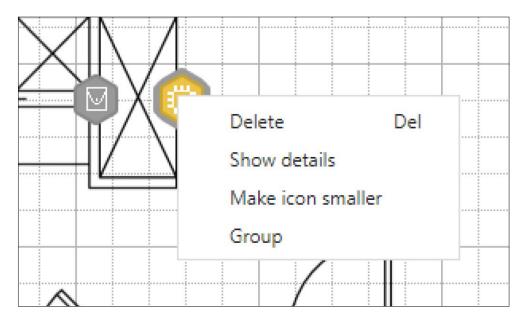
#### **ICONS**

Alarm system devices are represented on the map in the form of icons.



All information and options related to the icon and the device it represents are in the context menu. Additionally, the device name is shown after hovering the mouse cursor over the icon.

To open the context menu, hover the mouse cursor over the icon and right-click (RMB).



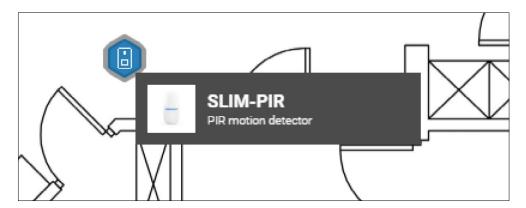


#### ADDING THE LAST USED OBJECT

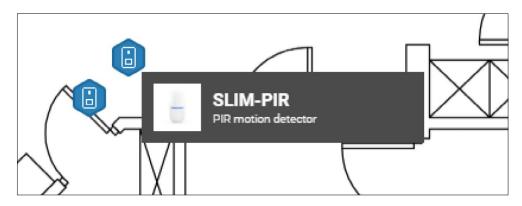
The CONFX program allows you to place the selected device many times on the map (Alt+LMB).

Place the selected device on the map, and then press the **Alt** key.

Information about the name and category of the recently added device will appear on the screen.



While holding down the **Alt** key, left-click (LMB) on the work area/map to add the displayed device once more.



### REMOVING OBJECTS FROM THE MAP

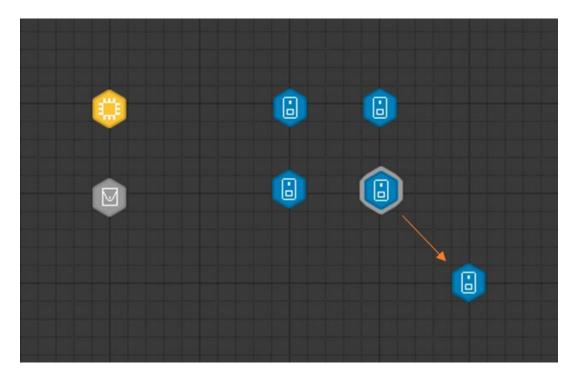
To remove an icon from the map or work area, right-click (**RMB**) on it and select **Delete**. You can achieve the same effect by removing the device from the **System elements** list. Alternatively, select the icon with the left mouse button (**LMB**) and then press the **Del** key.



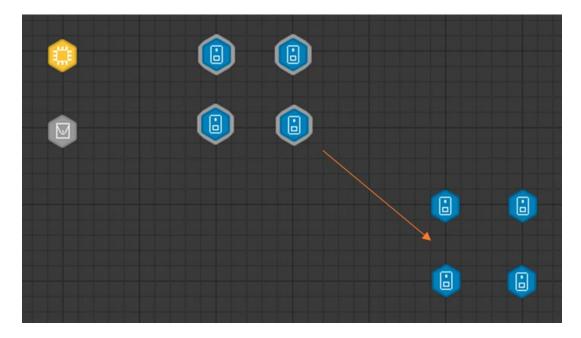
#### **MOVING THE ICONS**

To move any object on the map or in the work area, you can use the *drag&drop* method.

Use the left mouse button (**LMB**) to grab the icon and move it to a specific point. Then release the mouse button.



If you want to change the position of several icons at once, use the left mouse button to select the area in which they are located, then grab any of the selected icons and move it to the desired place.

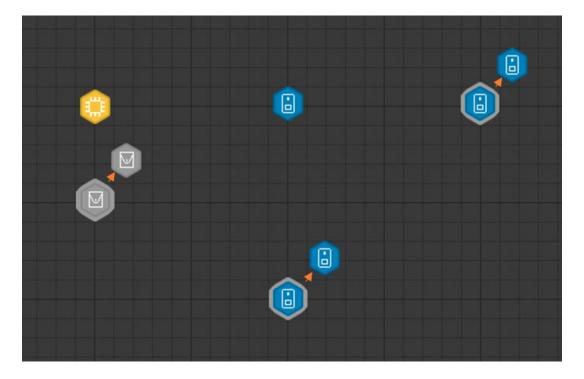


Another method of selecting and moving more icons is using the combination of the Ctrl key and the left mouse button (*Ctrl+LMB*).



Press the Ctrl key and left-click the icons you want to move.

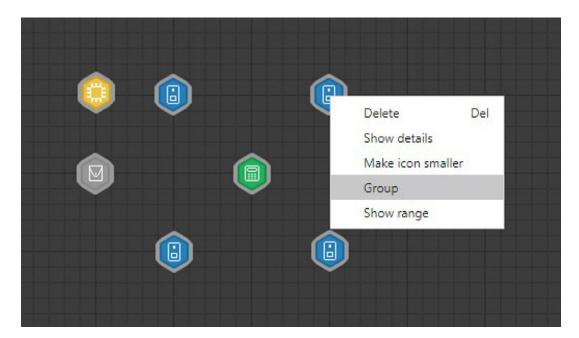
Then grab one of the icons with the left mouse button and move it to the target place.



#### **GROUPING THE ICONS**

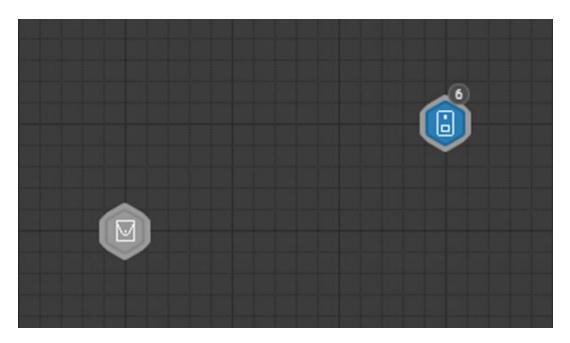
The CONFX configurator makes it possible to group the icons. This function allows you to keep order in larger projects and is a handy tool when moving icons which are e.g. grouped within one partition in the alarm system.

Select the icons you want to group, and then right-click. In the context menu, select **Group**.





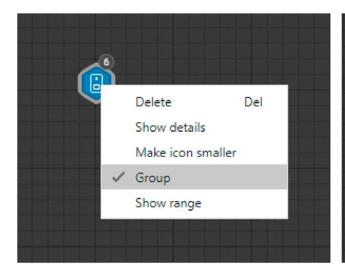
The icons will be grouped under the icon at which the grouping function has been activated. The number of objects will be displayed at its upper right edge.



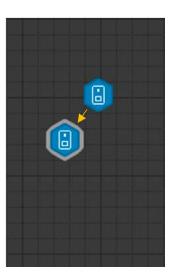
**Important.** The **Group** function does not include icons of the **Enclosures** category [See <u>"PLACING DEVICES INTO ENCLOSURE"</u>].

To disable the grouping function, right-click on the collection of grouped icons and deselect the **Group** option.

The number will disappear from the upper right edge of the icon. The icons will remain selected, hidden under one icon (stack). Left-click on a blank area to deselect the selection, and then slide out the icons one by one.







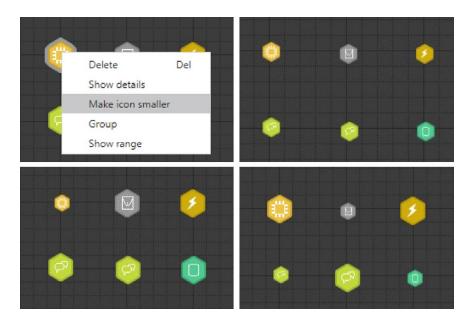


#### **CHANGING THE ICON SIZE**

The CONFX program allows you to display icons in two sizes: larger (default) and smaller. The icon size changing function is included in the context menu.

To change the size of an icon, right-click to open the context menu and select the **Make icons smaller** option. You can perform the same operation on all or selected objects located in the work area.

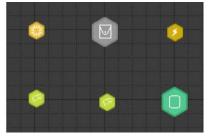
To increase the size of an icon (or group of icons), select the target object, open the context menu and select/deselect the **Make icon smaller** option.



**Important.** If the group of selected icons contains objects previously scaled down, choosing the **Make icon smaller** option will work for them in the same way as deselecting **Make icon smaller** (they will be enlarged).









#### VIEWING DESCRIPTION AND TECHNICAL DATA OF DEVICES

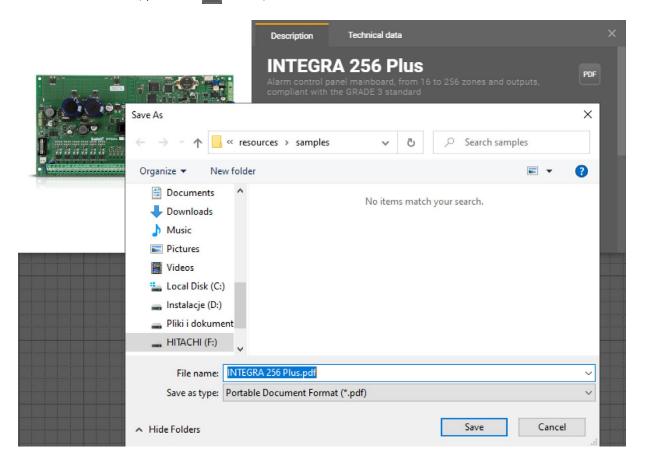
Icons placed on the map represent specific devices from a given category. The icon context menu contains the **Show details** option which allows you to view description and technical data of the device. This information can be saved to a PDF file.

Right click on the device icon and select the **Show details** option from the context menu. Alternatively, you can double-click the icon with the left mouse button 2x(**LMB**).



Both the description and technical data can be exported to a PDF file and saved.

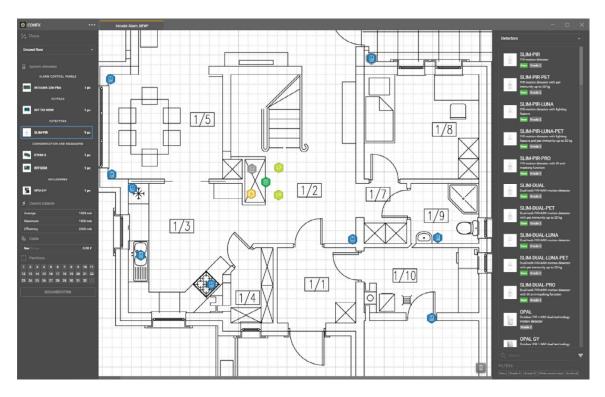
In the details window, press the por button, then choose the folder to save the file and select **Save**.





## **CONFIGURING THE ALARM SYSTEM**

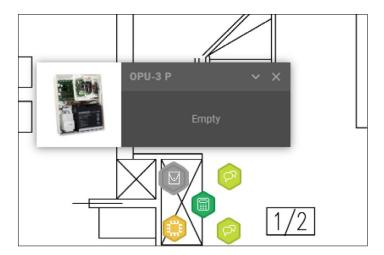
To start configuration of the system, select the alarm control panel. Place the selected device on the map/work area, then add further devices. You can easily replace the control panel with another one, without having to delete the current system configuration.



You can put some of the system components inside an enclosure. The number and type of components that can be put into the enclosure depends on its model and compatibility with other devices.

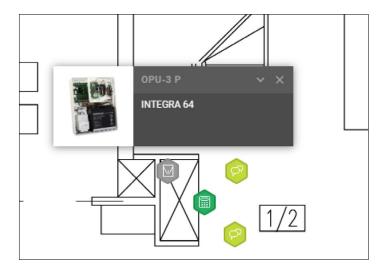
## PLACING DEVICES INTO ENCLOSURE

Double click on the enclosure icon. A menu with a photo and a list of devices (empty by default) will open.

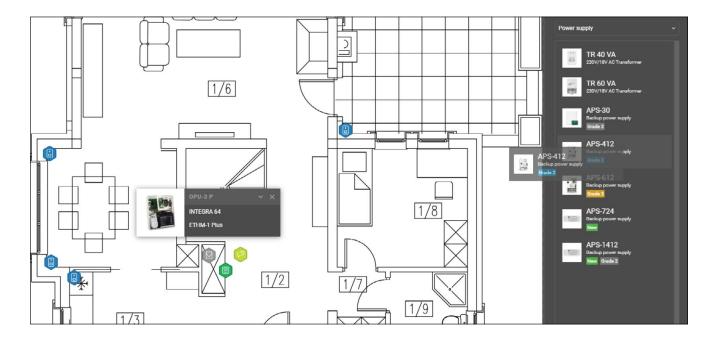




Drag the selected device from work area/floor map to the list field in the menu. The device name will appear in the list.



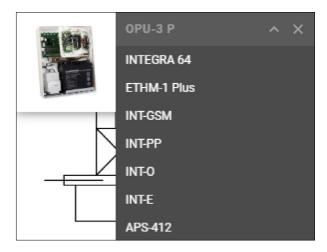
Depending on the project requirements, you can add further devices into the enclosure. If a specific element does not yet appear on the map and is required in the project, you can drag it to the enclosure directly from the list of devices. The selected model will be automatically added to the project – it will appear in the appropriate category of the **System elements** section, in the side menu.





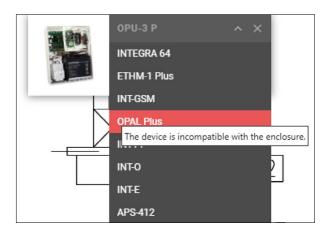
All devices placed in the enclosure are included in the scrolling list of the enclosure menu. A very useful feature is the option to preview all components included in the list. For this purpose, use the right part of the menu.

Click the cicon to expand the list of devices placed in the enclosure.



To collapse the list, click the \_\_\_ icon.

Basically, CONFX does not block the ability to add devices that are not compatible with the enclosure, as well as components of the alarm system that are not designed for installation in the enclosure. In such cases, these devices are displayed in a list highlighted in red. After hovering the mouse pointer over the highlighted component, **The device incompatible with the enclosure** information will appear.

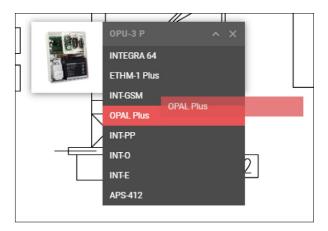


After moving the selected device to the list in the enclosure menu, you will still have access to the description and technical data of the device from the context menu.



#### REMOVING DEVICES FROM THE ENCLOSURE

All devices that have been included in the list in the enclosure menu can be placed on the work area/floor map again or deleted.

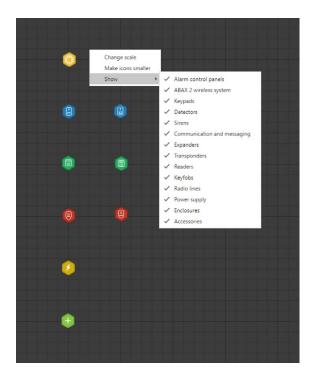


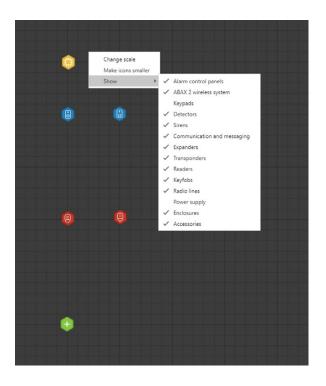
Select a device in the list and drag it to the work area/floor map, or right click on it and select **Delete** from the context menu.

### **VIEWING SELECTED SYSTEM ELEMENTS**

All the alarm system components included in the project and thus placed on the work area/floor map can be viewed by category.

To select preview of the device categories on the work area/floor map, right-click (**RMB**) on a blank portion of the map/work area and go to the **Show** ▶ submenu. Then uncheck the categories you want to skip at the moment. The work panel will display the items selected in the list.







#### **VALIDATING SYSTEM CORRECTNESS**

If the **Validate system correctness** option is enabled when at the stage of a new project creation, CONFX will verify the correctness of the system in real time when further devices are being added to the project.

The program will check, for example, the number of zones/inputs and outputs available in the system, as well as the type and compatibility of devices included in the project.



## **CURRENT BALANCE**

When configuring the alarm system, the CONFX program automatically calculates and controls the current balance.

In the side menu, the **Current balance** section displays in turn:

- Average current consumption (mA) the sum of the average current consumption by all devices used in the project
- Maximum current consumption (mA) the sum of the maximum current consumption by all components
- Total output current capacity (mA) of all power supply devices in the system being configured.

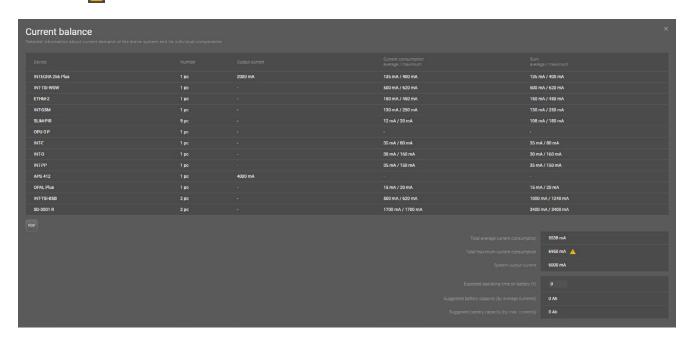


A warning will appear after the maximum output current capacity is exceeded.





Detailed information about the current balance – see the **Current balance** panel. Click on the icon to open the panel.



The panel shows detailed information about the power consumption by the entire system and its individual components.

In the **Expected operating time on battery (h)** section, enter the expected number of hours (h). CONFX will automatically calculate and suggest the total battery capacity (according to the average and maximum currents), which will enable the alarm system to work for the required time.





Click the post button to save the present current balance to a PDF file.



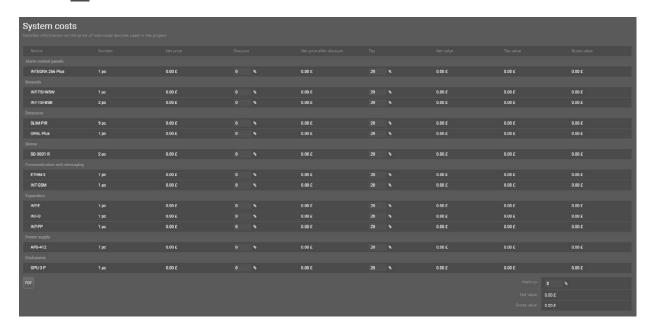
## **CALCULATIONS**

CONFX shows the current total cost of the system in the Costs section of the side menu.



Detailed information relating to the costs – see the **System costs** tab.

Click the / icon to open the costs panel.



Information about the system costs is presented under three tabs:

- System costs
- · Additional elements
- Price list.



## **SYSTEM COSTS**

The panel in the **System costs** tab presents detailed information about the price of individual devices included in the project.

In the **Discount** column of the table you can specify the discount rate (%) for a given device.

In the **Tax** column you can define the VAT rate for individual system components. It is initially set to the value specified in the SETTINGS option when creating a new project. [See <u>"IMPORT THE PRICE LIST"</u>]

Device	Number	Net price	Discount	Net price after discount	Tex	Net volue	Tax value	Gross value
Alarm control panels			- Constitution		1000			
INTEGRA 256 Plus	1 pc	0.00 €	0 %	3 00.0	20 %	0.00 £	0.00 €	3 00.0
Keypads								
INT-TSI-WSW	1 pc	0.00 €	0 %	0.00 €	20 %	0.00 £	0.00 €	0.00 €
INT-TSI-BSB	2 pc	0.00 €	0 %	0.00 €	20 %	0.00 £	0.00 €	0.00 £
Detectors								
SLIM-PIR		0.00 £	0 %	0.00 £	20 %	0.00 €	0.00 €	0.00 €
OPAL Plus	1 pc	0.00 £	0 %	0.00 £	20 %	0.00 €	0.00 €	0.00 €
Sirens								
SD-3001 R	2 pc	3 00.0	0 *	0.00 £	20 %	0.00 £	0.00 €	3 00.0
Communication and messaging								
ETHM-2		0.00 £	0 %	0.00 £	20 %	0.00 €	0.00 €	0.00 €
INT-GSM	1 pc	0.00 €	0 %	0.00 €	20 %	0.00 €	0.00 €	0.00 €
Expanders								
INT-E		0.00 €	0 %	0.00 €	20 %	0.00 €	0.00 €	0.00 €
INT-0		0.00 €	0 %	0.00 €	20 %	0.00 €	0.00 €	0.00 €
INT-PP	1 pc	3 00.0	0 1	0.00 £	20 %	0.00 €	0.00 £	3 00.0
Power supply								
APS-412	1 pc	3 00.0	0 %	3 00.0	20 %	0.00 €	0.00 €	3 00.0
Enclosures								
OPU-3 P	1 pc	3 00.0	0 %	0.00 €	20 %	0.00 £	0.00 €	3 00.0



### **ADDITIONAL ELEMENTS**

The **Additional costs** tab includes all items relating to the alarm system being created, that are not included in the official SATEL price list, e.g. batteries, tools, accessories, labor cost, etc.



When defining a new element, you can include:

- Name
- Number
- Unit
- · Net price
- Discount (%)
- Tax (%)
- Mark-up (%).

To add another element to the list, click # in the upper right corner of the panel.

If you want to remove an additional item from the list, click next to the selected item.

Click the por button to save the list of additional elements to a PDF file.



## PRICE LIST

The **Price list** tab contains prices of all devices available in the CONFX configurator. The devices are grouped by category.

To expand the selected category, click its name.



The default item on the list of price lists is the **Official** template price list. You can also view in the panel the price list that you have imported into the project. For this purpose, select the appropriate name from the available list of price lists.

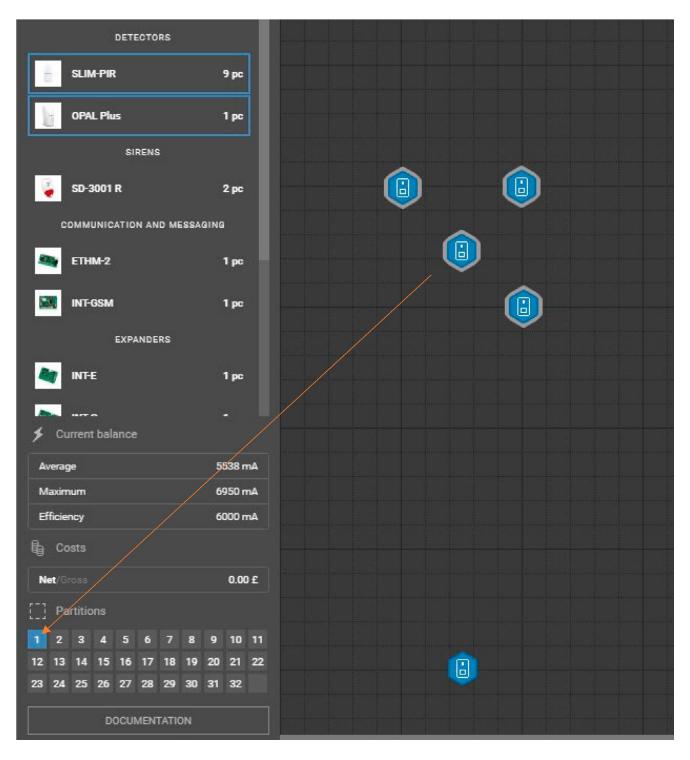




## **PARTITIONS**

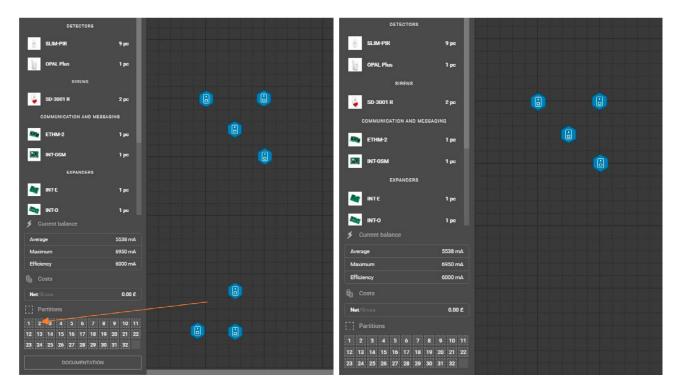
In the CONFX program, components of the alarm system can be assigned to partitions.

To create a partition, select a group of devices and then assign them a partition number by clicking the number in the **Partitions** section. It will be highlighted in blue.





To hide a device assigned to a given partition, deselect all devices in the work area/floor map, and then deselect the partition.



If you want to delete a partition, select the group of devices assigned to it, and then deselect the number in the **Partitions** section associated with the devices (highlighted in blue).

**Important**. When replacing the control panel with another one, which enables the system to be divided into a smaller number of partitions, e.g. INTEGRA 64 (32 partitions) into INTEGRA 32 (16 partitions), no partitions whose number is higher than the maximum number of partitions supported by the new control panel will be taken into account by CONFX in the documentation.

You can assign a name to each partition, which will greatly facilitate their presentation on the building plan.

In the **Partitions** section, click on the icon to open the **Partition Editing** panel. It contains numbered text boxes. The partition name can be placed in each field, and also edited later on. After entering the names, press the [Ctrl+S] key combination to save them in the project.

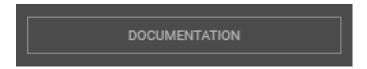
Edit Partitions  Give names to individual partitions. This will make it easier for you to present the system on the building plan.						×
		3	4		6	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32			



### **DOCUMENTATION**

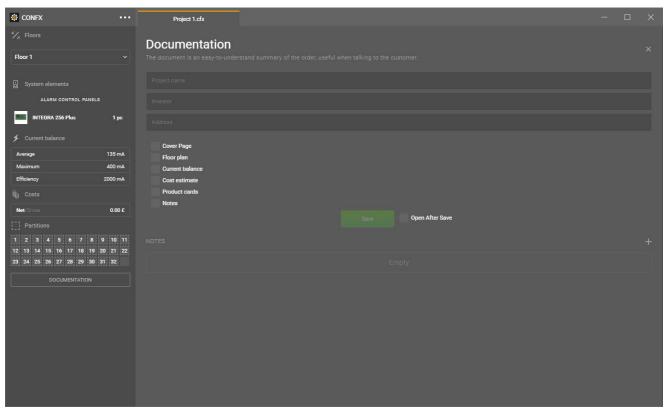
After the alarm system configuration is finished, you can use the complete project documentation or selected parts of it.

You can find the **DOCUMENTATION** button in the last item of the side menu.



Pressing it will display text boxes where you can add additional information about the project, as well as a list of available documents:

- Cover page
- · Building Plan
- · Current Balance
- · Cost Estimate
- · Product Data Sheets
- Notes (creating, previewing and editing are visible below the **Save** button).



Fill in (optionally) the fields: *Project Name, Investor* and *Address,* and then select the documents you are interested in. Next to the **Save** button, there is the **Open After Saving** option. If you select it, the program will open the documentation (in .pdf format) after saving.

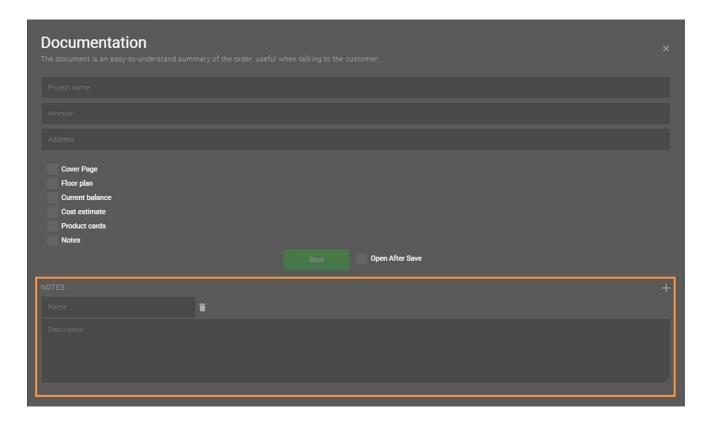
Click the **Save** button. If the project has not been saved until now, a window will appear asking you to select a folder for saving.

Below is a list of available project notes. To add a note, press + . A text box will appear.

Enter the name of the note, then add a description and save [Ctrl + S].

To delete a note, press the trash can icon next to the note name.







### **SHORTCUT KEYS**

### Legend:

**LMB** – left mouse button

**RMB** – right mouse button

Scroll - mouse wheel

#### **MAIN MENU**

#### -- FILE ▶

#### Ctrl+N [New project]

Opens a new project window

### Ctrl+O [Load]

Opens a window to load previously saved projects.

### Ctrl+S [Save]

Saves the current state of the project.

If the project has not been saved before, the command will perform the Save As ... function.

## Ctrl+Shift+S [Save As]

Saves the new project to a CFX file (.cfx).

### **Ctrl+P** [Settings]

Opens a panel with settings of program preferences and price list management.

## Ctrl+Q [Close]

Closes the CONFX program.

Before closing, the program may prompt you to save unsaved changes to the project.

Alternatively: Alt+F4.

#### -- VIEW▶

### Ctrl+R [Show grid]

Shows/hides the gridlines in the work area/floor map.

## F11 [Full screen]

Displays the program in full screen.

## -- HELP ▶

### F1 [Help]

Displays the help window.

#### -- WORKSPACE PANEL/FLOOR MAP >

### **Alt** [Show last added element]

Displays abbreviated information about the last added element

## Alt+LMB [Insert last added element]

Displays abbreviated information about the last element added and places the device on the work area/floor map



#### **Del** [Delete]

Deletes the selected element or selected group of elements from the work area/floor map.

#### Ctrl++ [Zoom in]

Increases (zooms in on) the work area/floor map.

#### **Ctrl+-** [Zoom out]

Decrease (zooms out on) the work area/floor map.

#### Space+LMB [Move]

Free movement of the work area/map. This function is active after scale-up, when the size of the work area/floor map exceeds the screen size.

## Arrow Keys $\leftarrow$ , $\uparrow$ , $\downarrow$ , $\rightarrow$ [Move]

Allow free movement of the work area/floor map. This function is active after scale-up, when the size of the work area/floor map exceeds the screen size. Alternative: see **Space+LMB**.

### **Scroll** [Move vertically]

Moves the work area/floor map vertically. Alternative: **PgUp&PgDn** – vertical scrolling one page per step.

### **Shift+Scroll** [Move horizontally]

Moves the work area/floor map horizontally.

#### **Ctrl+LMB** [Select object(s)]

Selects required objects on the work area/floor map.

### **Ctrl+LMB** (drag and drop) [Adds multiple objects at once]

Hold down the *Ctrl* key while dropping an element on the map to open the program window with the function of adding multiple objects at once.

#### **Home / End** [Beginning / end of map]

Moves the view to the beginning or end of the work area/floor map.

## **Ctrl+F** [Open components menu]

Opens the elements menu.

### Ctrl+G [Group]

Groups selected objects.

#### -- ADDITIONAL SHORTCUT KEYS >

## **Tab** [Activate the edit box or switch to the next one ]

Activates the first edit field in a given panel (places the mouse cursor in the edit field) or moves the mouse cursor to the next one.

## **Shift+Tab** [ Switch to previous edit box ]

Works the opposite of the Tab button, activating the edit boxes in reverse order.