



Skyline CostManager

Version: 7.6.0.8



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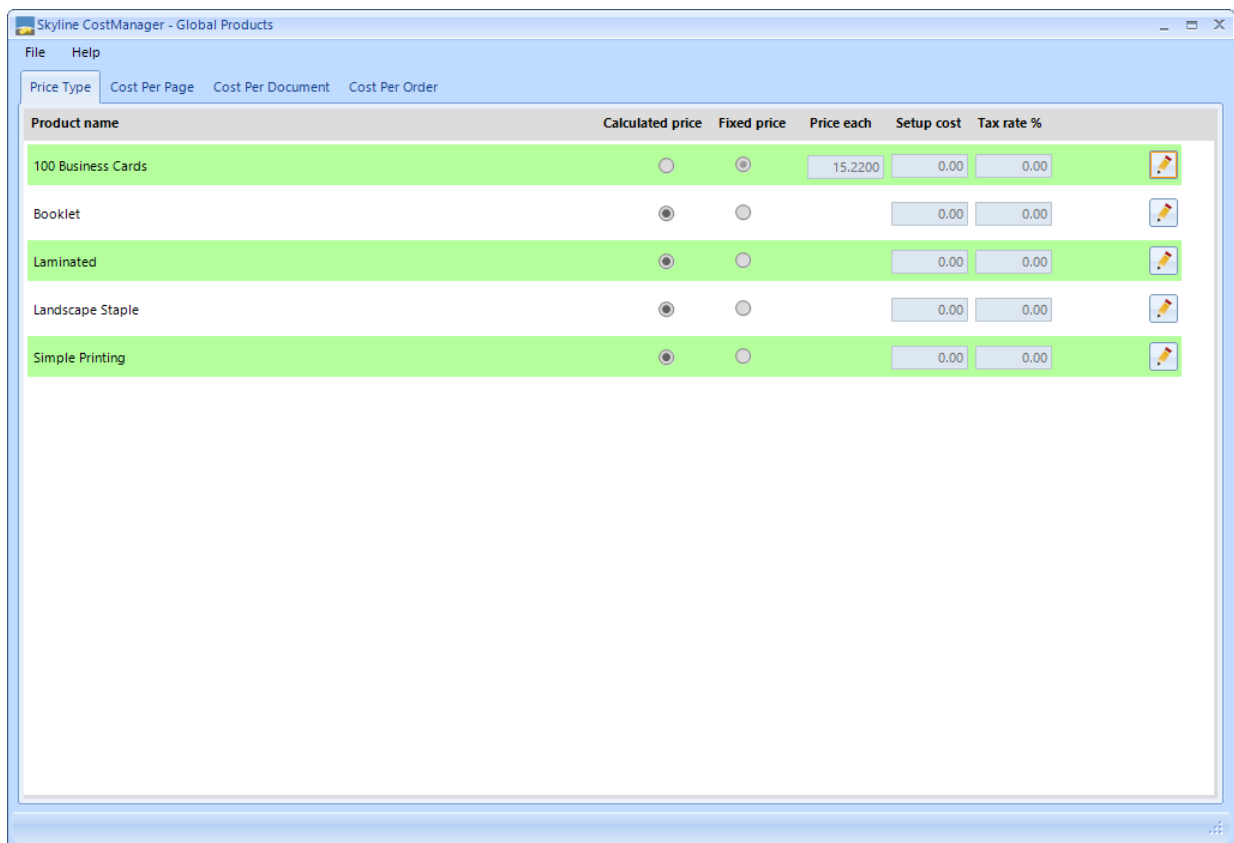
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Skyline CostManager

Skyline CostManager has been designed to make the pricing process more intuitive and flexible. The price of an order can be calculated based on the number of pages, the media type, number of sides that are printed and whether the printing is in colour or black and white. Each document ordered can have a separate cost added to cover binding, stapling, folding etc. Finally a cost for the whole order can be applied to cover delivery & priority requests.

Sometimes a calculated price is not applicable but a fixed price for the products ordered is required. This would be a likely scenario when ordering a product created using a template, for example business cards. You can enter a [fixed price](#)¹⁶ for a product.

Each product type can have a setup cost and tax rate applied if applicable.



Example of the opening window of CostManager



Notes:

When global products are used you require Host or Administrative authorisation level to sign into CostManager.


Only available in English at present.

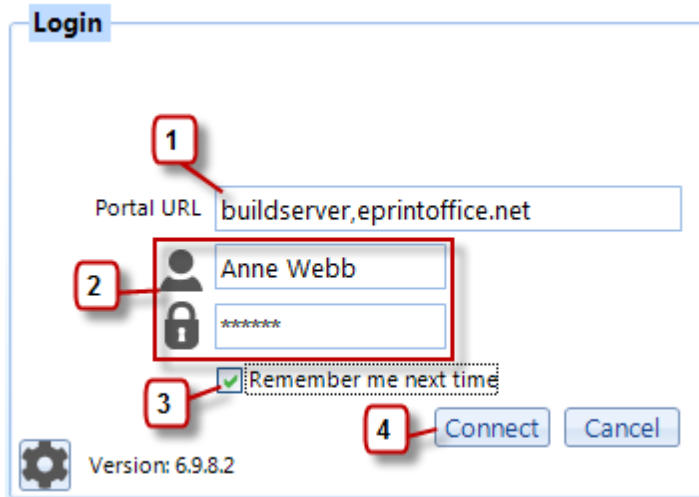
You can print a hard copy of a manual by clicking [CostManager](#) which opens a PDF copy of the manual. You can then download or print the document.

Starting CostManager

Once CostManager has been installed the pricing details can be entered and Skyline configured to use the prices.

To open CostManager:

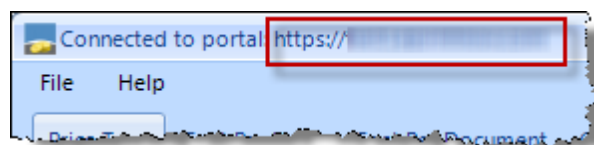
1. Click  CostManager
2. A log in window opens.



1. Type in the name of your portal.
If you enter an incorrect portal name you will receive an [incorrect portal](#)⁷ error message.
2. Enter your user name and password.
If you enter these details incorrectly you will receive an error message stating that you have entered an [incorrect username or password](#)⁷.
3. Select the option 'Remember me next time' if you regularly use CostManager from the same computer.
4. Click **Connect** to start CostManager.
If you do not have the correct access rights to CostManager you will see an [incorrect username or password](#)⁷ error message.

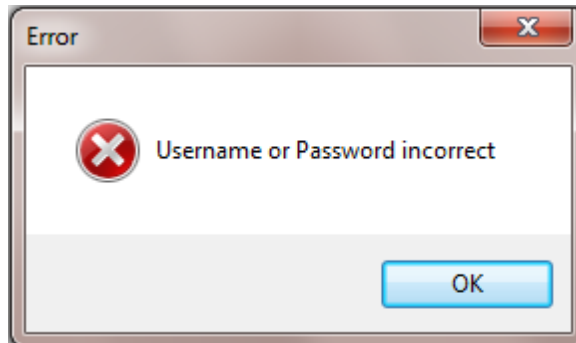
Starting CostManager with HTTPS

If you are connecting to an HTTPS website CostManager will automatically connect when it is first opened. Just enter the portal URL without any pre-fix and connect to CostManager. The prefix HTTPS:// will show in the Window title bar area. The next time you open CostManager the correct portal URL will be displayed with the prefix HTTPS.



Incorrect Username or Password

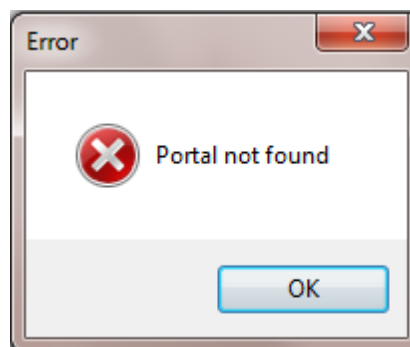
If you try to log in into CostManager and see the message "The username or password is incorrect" it means that the user name or password you have entered has not been recognized due to a spelling error or you do not have user access to CostManager.



Example of error message when an incorrect user name or password is entered.

Incorrect Portal Name

If you try to log in into ProductManager and see the message "Portal not found" it means that the portal name is not recognized. This could be because you have mis-typed the portal URL. Check that the portal URL is correctly entered and try again.



Example of error message when the portal entered is not recognised.

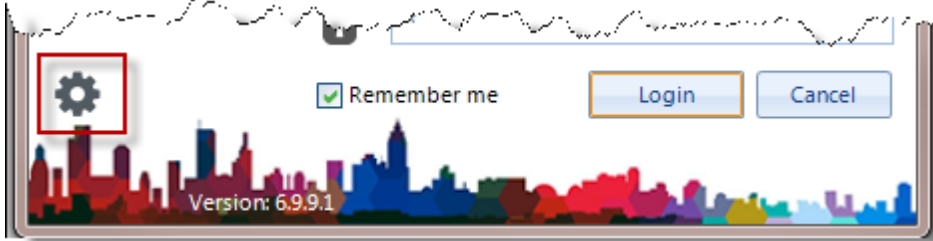
If portal is still not recognised check to see if you are trying to connect to CostManager via a proxy server. It could be that you need to configure CostManager to connect to use a [proxy server](#)¹⁸.

Running CostManager on a Proxy Server

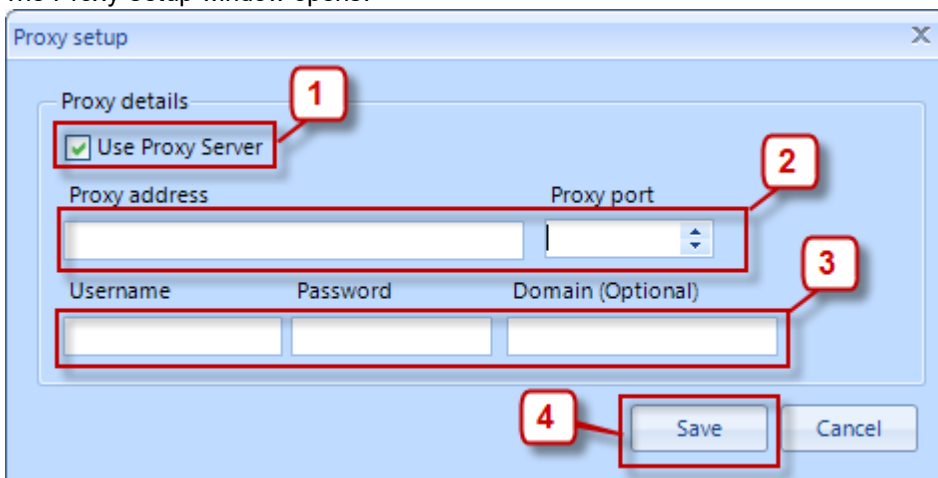
If you are using a proxy server you will need to enter the proxy settings when you first open CostManager. The settings will be remembered for when you next open CostManager.

To enter your proxy details:

1. At the log in window click on the connection icon to open the connection details window.



2. The Proxy setup window opens.

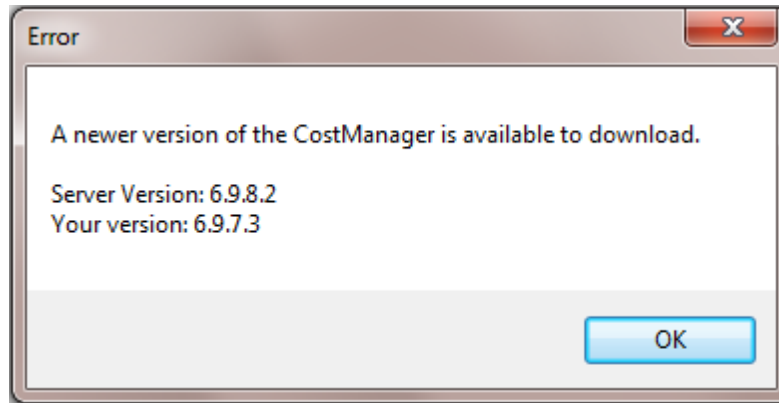


1. Select **Use Proxy Server**.
2. Enter your Proxy address and Proxy port number.
3. Enter your network login username and password
4. Click **Save**.

The proxy details are saved and you can [open CostManager](#)⁶ in the usual way.

New Version Available Message

If you open CostManager and during log in you see the message "A new version of the CostManager is available to download from *PortalName*" it means that your current copy of CostManager is not compatible with your Skyline website and needs to be updated.



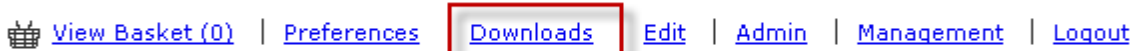
Example of the message shown when a new version is available.

Updating CostManager

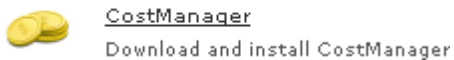
After the initial installation of CostManager there may be an occasion that you will need to install the program again e.g. after a computer upgrade.

To update CostManager:

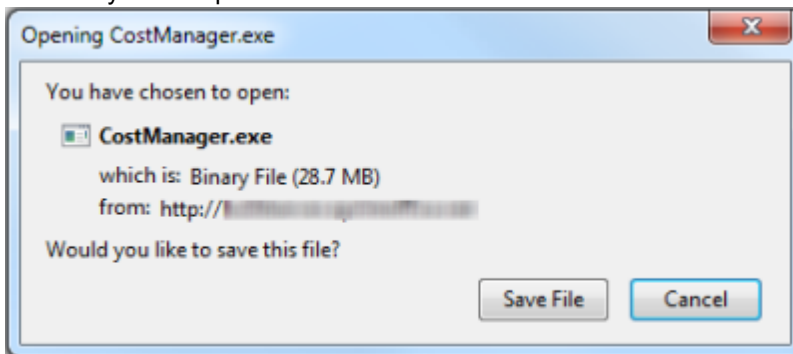
1. Make sure that if there are any previous versions of CostManager are removed. Use the Add/Remove Programs facility in Control Panel to remove any existing version.
2. Log in with Management Permissions and go to Downloads.



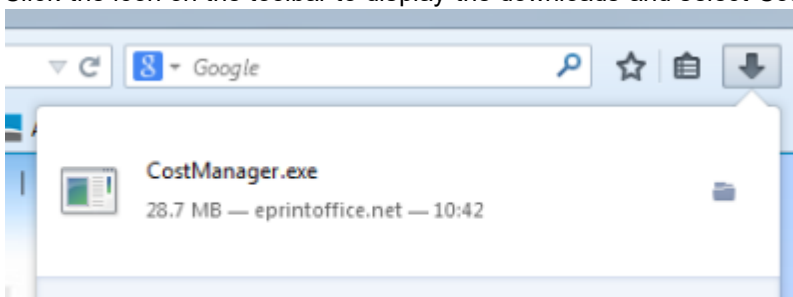
3. Click CostManager.



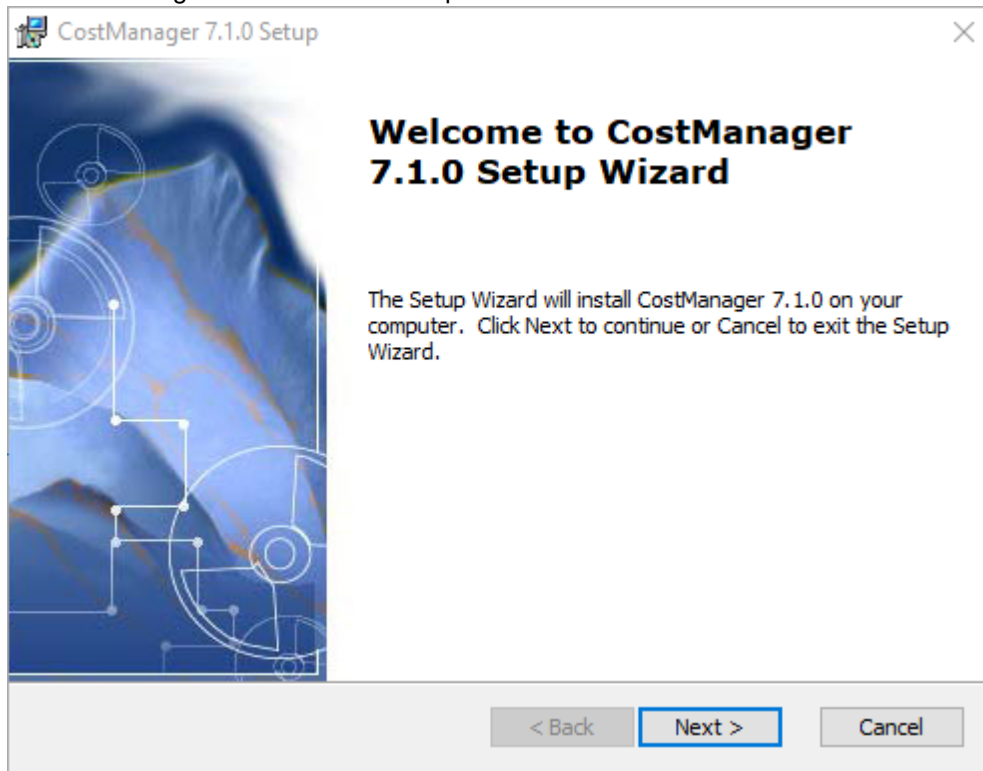
4. When you see the Opening CostManager window, click Save File. The CostManager installation file is saved to your computer.



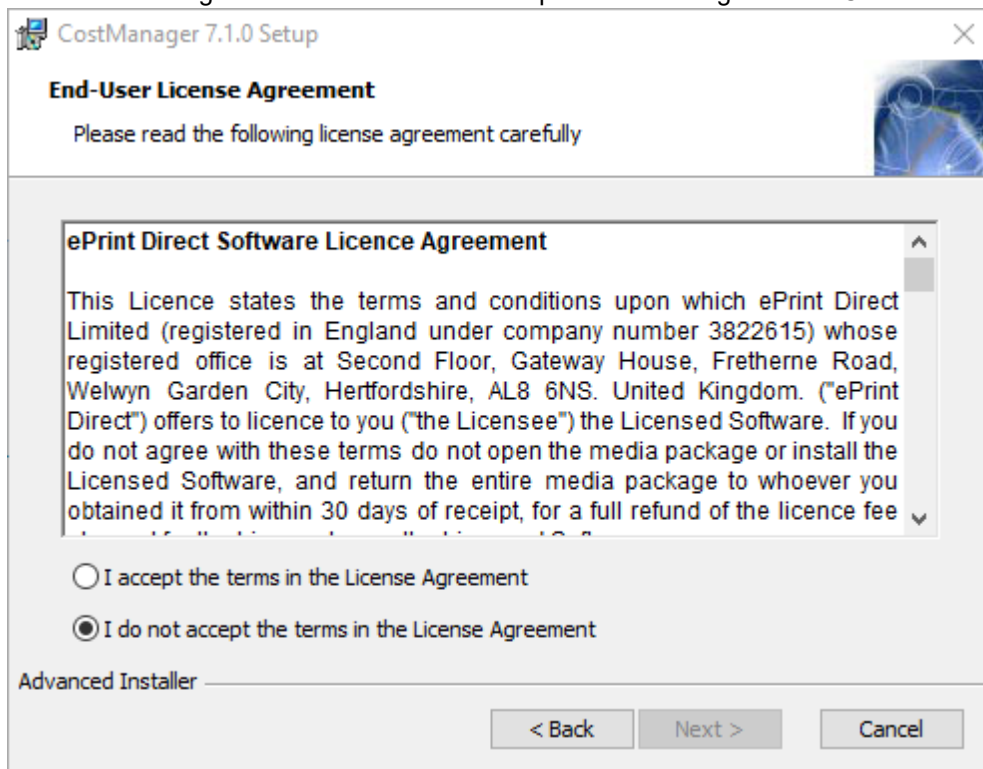
5. Click the icon on the toolbar to display the downloads and select CostManager.



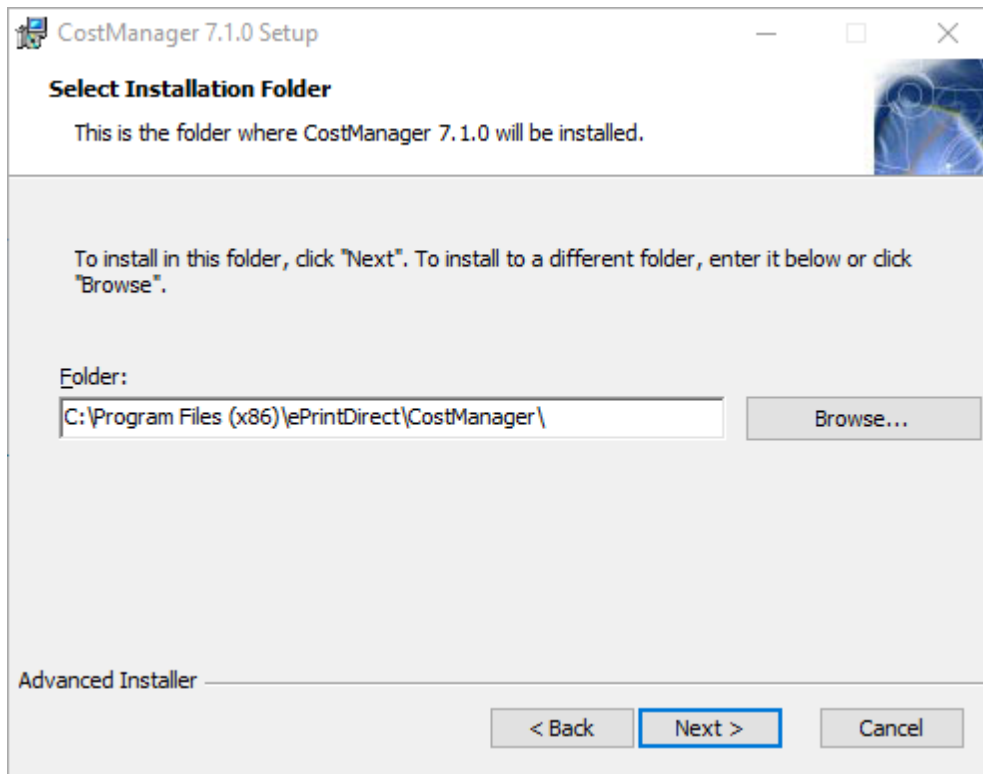
6. The CostManager Installation wizard opens. Click Next to continue.



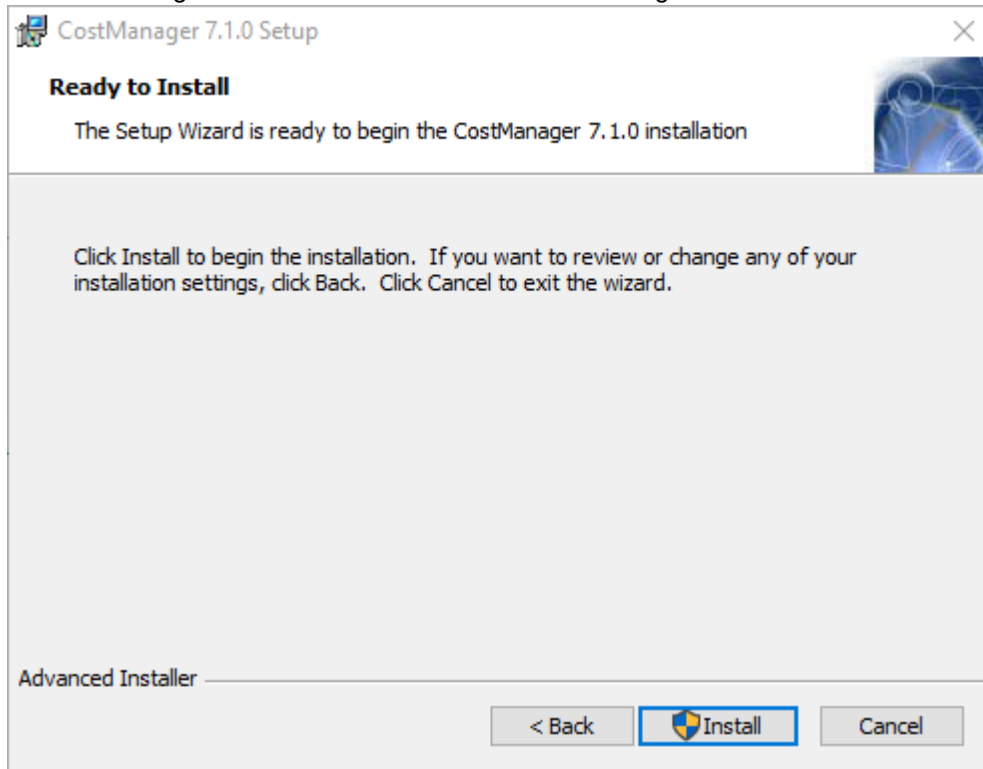
7. At the License Agreement window click I accept the license agreement. Click Next to continue.



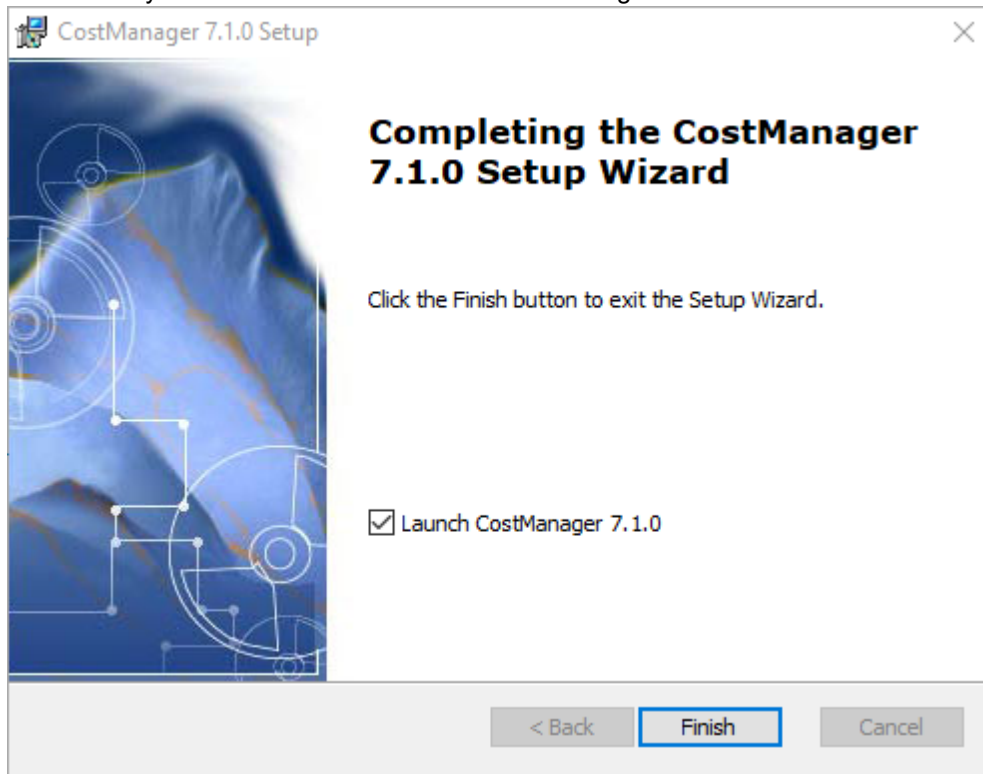
8. At the Destination Folder window it is recommended that you accept the default folder location. Click Next to continue.



9. The CostManager can now be installed. Click Next to begin the installation.




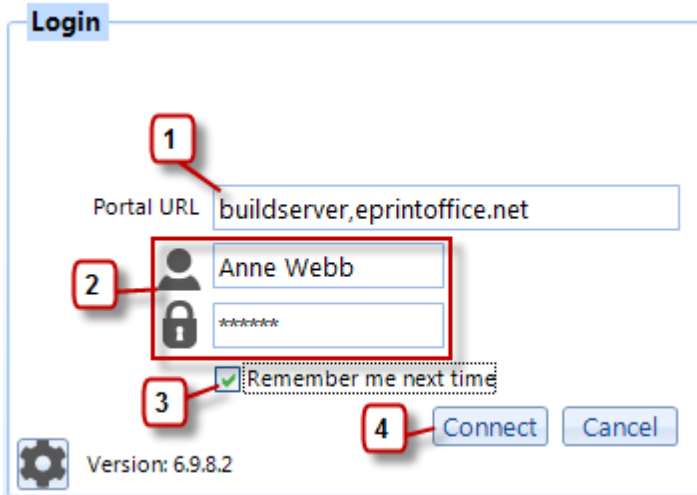
10. It should only take a few minutes to install CostManager. When the installation is complete click Finish.



When you have completed the installation CostManager will be installed.

To open CostManager for the first time:

1. Click  CostManager
2. The first time that CostManager is started after the installation it will take a few seconds for the program to be configured.
3. When the configuration is complete a log in window opens.



1. Enter the name of the portal that you want CostManager to be connected too
2. Enter your Username & Password. Use the same log in that you use to access the Skyline Portal.
3. Select the option 'Remember me next time' if you will be regularly using CostManager.
4. Click Connect.

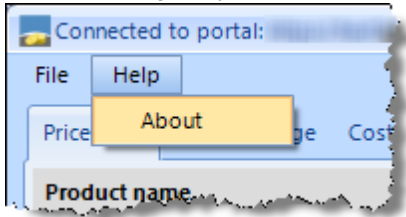
When you have successfully logged in you will see the CostManager window

Checking the Software Version

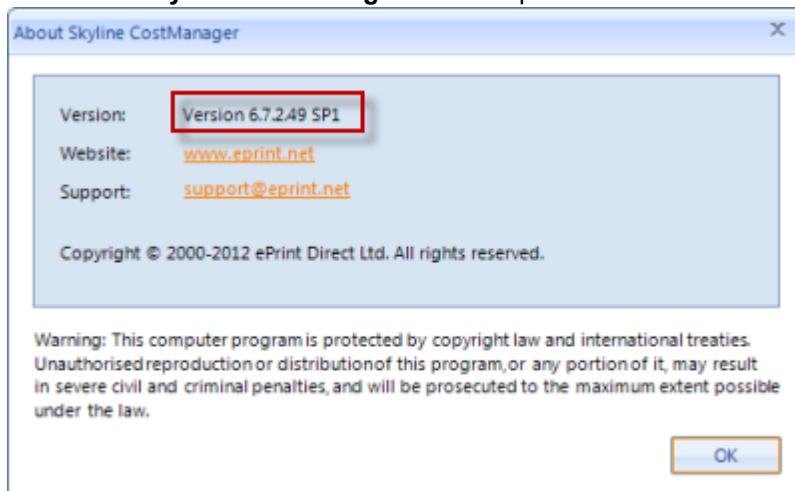
When changes are made to CostManager the software version number is updated.

To find the software version that you are currently running:

1. From the **Help** drop down menu, select **About**.




2. The **About Skyline CostManager** window opens. Your current software version number is shown.

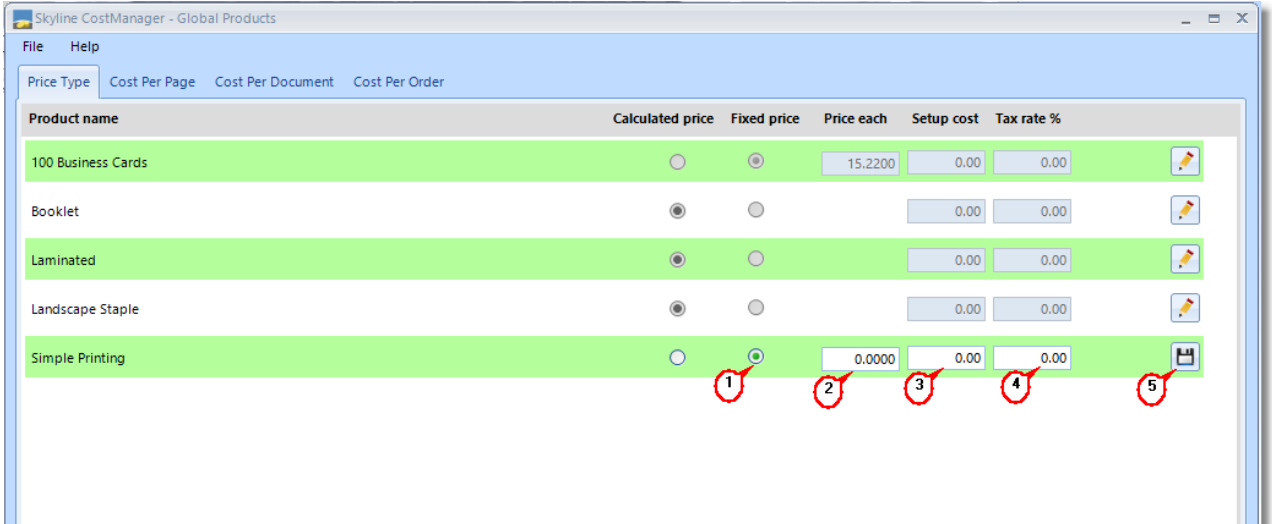







Selecting the Pricing


All the products that have been created using ProductManager can be priced with either a fixed price or a calculated price. In addition you can specify a setup cost and tax rate for each product. The Setup Cost and Tax rate options are not compulsory.

To specify a Fixed price:

1. Click  associated with the required product.
2. The fields can be amended.




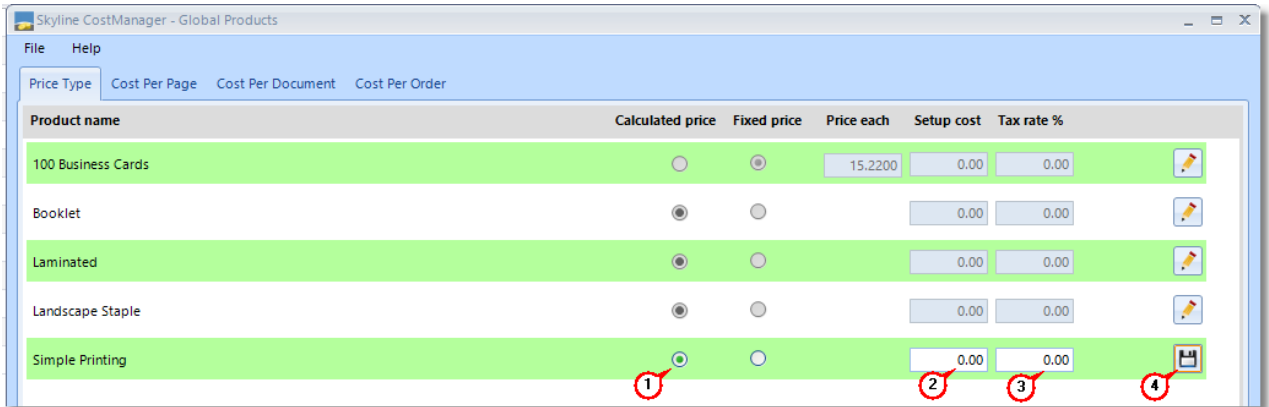
Product name	Calculated price	Fixed price	Price each	Setup cost	Tax rate %	
100 Business Cards	<input type="radio"/>	<input checked="" type="radio"/>	15.2200	0.00	0.00	
Booklet	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Laminated	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Landscape Staple	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Simple Printing	<input type="radio"/>	<input checked="" type="radio"/>	0.0000	0.00	0.00	






1. Select the option Fixed Price.
2. Enter the price for the product type.
3. (Optional) Enter the Setup Cost. This is a one off cost applied to the order being placed regardless of the number of copies requested.
4. (Optional) Enter the Tax rate percentage. This is applied to the calculated or fixed price of the product. Any setup costs for the product are not included when the tax rate is calculated and added to the total cost of the order.
5. Click  to save your changes.


Once the parts that are used to calculate the [cost of the product](#)^{D18} have been entered the pricing can be applied to the product.

To specify a Calculated price:

1. Click  associated with the required product.
2. The fields can be amended.



Product name	Calculated price	Fixed price	Price each	Setup cost	Tax rate %	
100 Business Cards	<input type="radio"/>	<input checked="" type="radio"/>	15.2200	0.00	0.00	
Booklet	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Laminated	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Landscape Staple	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	
Simple Printing	<input checked="" type="radio"/>	<input type="radio"/>		0.00	0.00	

1. Select the option Calculated price.
2. (Optional) Enter the Setup Cost. This is a one off cost applied to the order being placed regardless of the number of copies requested.
3. (Optional) Enter the Tax rate percentage. This is applied to the calculated or fixed price of the product. Any setup costs for the product are not included when the tax rate is calculated and added to the total cost of the order.
4. Click  to save your changes.

Calculated Prices

The parts that make up the calculated price are entered in three areas:

Cost per page¹⁹ - Details of the cost of the paper media and printing requirements e.g. the printer to be used and whether it is being printed single sided or double sided.

Cost per document²⁵ - cost details of the finishing required for each document ordered e.g. stapling, binding, punching or folding.

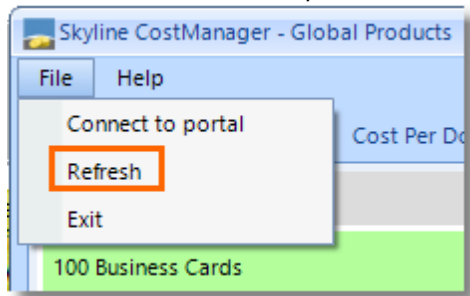
Cost per order²⁷ - Any costs associated with the delivery of the order are detailed e.g the urgency of the order.

Once the costs of the product have been entered you can specify the setup cost and tax rate percentages for the specific product, if applicable.



Note:

If any details are amended or added in ProductManager they will not be seen in CostManager until the details are refreshed. To update the details in CostManager click Refresh from the File drop down menu.



Cost Per Page

Details of the cost of the paper media and printing requirements are entered for each printer type available. In the example below there are three types of printers that are available - Digital Printer, Wide Format & Offset.

The screenshot shows the 'Cost Per Page' configuration window in Skyline CostManager. It features a sidebar with radio buttons for 'Digital Printer' (selected), 'Wide format', and 'Offset'. The main area contains a table with columns for 'Media Name', 'Colour printing per page' (Double sided, Single sided), 'Monochrome printing per page' (Double sided, Single sided), 'Media cost (Optional)', and 'Laminating (Optional)'. Each row represents a different media type with its respective costs.

Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 Booklet Card	3.0000	3.0000	1.5000	1.5000	0.7500	0.5000	
A3 White 100gsm	0.5000	0.5000	0.2000	0.2000	0.7500	0.5000	
A3 White 160gsm	2.5000	2.5000	1.5000	1.5000	0.7500	0.5000	
A3 White 80gsm	0.4000	0.4000	0.5000	0.5000	0.7500	0.5000	
A4 Green Card	2.5000	2.5000	1.5000	1.5000	0.7500	0.5000	
A4 Red Card	2.5000	2.5000	1.5000	1.5000	0.7500	0.5000	
A4 White 100gsm	0.2000	0.2000	1.5000	1.5000	0.7500	0.5000	
A4 White 80gsm	0.1500	0.1500	0.0400	0.0400	0.7500	0.5000	
A4 White Card	2.5000	2.5000	1.5000	1.5000	0.7500	0.5000	
A5 White 80gsm	0.1500	0.1500	0.0400	0.0400	0.7500	0.5000	+
Business Cards	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	

Example layout of the Cost Per Page.

The media listed on the page was created in ProductManager in the Media tab.

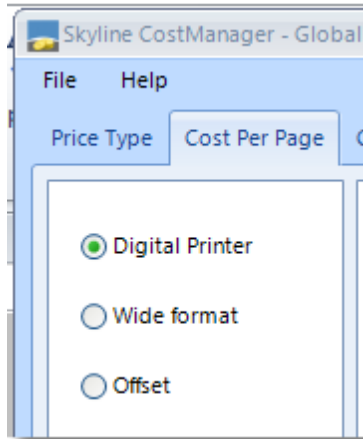
The screenshot shows the 'Media' tab in Skyline ProductManager. It includes a description: 'Create and maintain a list of all the media types you have available. The list of Media Types shown here will be used when creating job tickets for products offered on a Skyline Portal.' Below this is a table listing various media types with their properties.


Media Type	Type	Size	Colour	Weight	Holes
A3 100 gsm semi-gloss	Paper	A3	White	100 gsm	
A3 100 gsm white	Paper	A3	White	100 gsm	
A3 120 gsm semi-gloss	Paper	A3	White	120 gsm	
A3 160 gsm matt	Paper	A3	White	160 gsm	
A3 160 gsm white	Paper	A3	White	160 gsm	
A3 170 gsm gloss	Paper	A3	White	170 gsm	
A3 250 gsm matt	Paper	A3	White	250 gsm	







Example of where the media is created within ProductManager

To enter the cost per page:

1. Select the printer type that is used to produce the output.



2. Click  associated with the media that you want to price.
3. Enter the cost of printing on the media. The actual printing cost can be entered for single sided or double sided printing as well as colour or mono printing. When a product is ordered the options to print single or double sided or in colour can be selected by the user or be pre-defined.

Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 100 gsm semi-gloss	0.7000	0.7000	0.5000	0.5000	0.0000	0.0000	
A3 100 gsm white	0.0000	0.0000	0.2000	0.2000	0.0000	0.0000	
A3 120 gsm semi-gloss	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm matt	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm white	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 170 gsm					0.0000		



Note:

The prices entered apply to each printed side of a document. If the costs were entered as in the example below the printing cost of a 20 page document in colour would be 20 x 0.35 (7.00 per document) if it was printed double sided and 20 x 0.40 (8.00 per document) if it was printed single sided.

Colour printing per page		Monochrome printing per page	
Double sided	Single sided	Double sided	Single sided
0.3500	0.4000	0.1000	0.1500

4. (Optional) Enter the cost for a single sheet of paper media. Leave this field blank If the media cost is included in the cost of printing.

Note

Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 100 gsm semi-gloss	0.7000	0.7000	0.5000	0.5000	0.0000	0.0000	
A3 100 gsm white	0.0000	0.0000	0.2000	0.2000	0.0000	0.0000	
A3 120 gsm semi-gloss	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm matt	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm white	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	




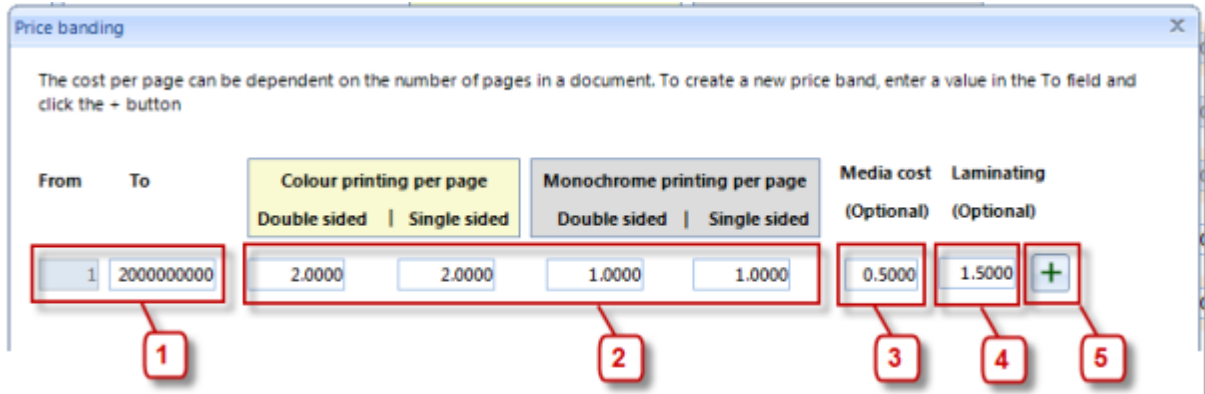
Note:

If the media is selected but the printer type selected is Not Printed then the media cost will still be applied as the media is supplied.


5. (Optional) If a value is entered in this field then any product will have the cost for laminating each page with that media name included in the cost of printing. Leave this field blank if the laminating cost is not applicable to the whole document.

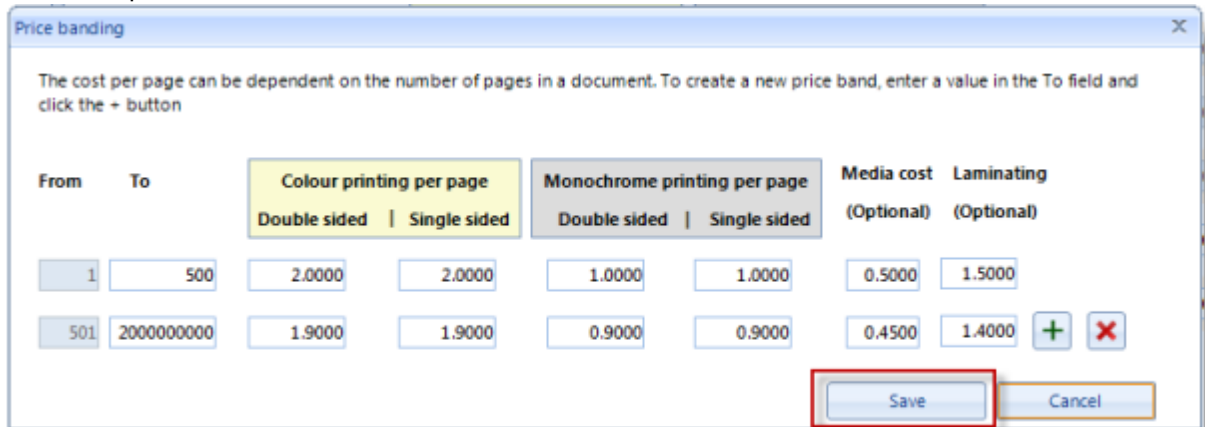
Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 100 gsm semi-gloss	0.7000	0.7000	0.5000	0.5000	0.0000	0.0000	
A3 100 gsm white	0.0000	0.0000	0.2000	0.2000	0.0000	0.0000	
A3 120 gsm semi-gloss	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm matt	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 160 gsm white	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	

6. (Optional) If there are different prices for different quantities of media used the details can be added using the banding option. Banding options only work with media that is in the body of the product, Click  to view the banding options.




From	To	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)
		Double sided	Single sided	Double sided	Single sided		
1	2000000000	2.0000	2.0000	1.0000	1.0000	0.5000	1.5000

1. Specify the 1st range.
 2. Enter the cost of printing on the media.
 3. Enter the cost of the media (if applicable).
 4. Enter the cost of laminating each page (if applicable).
 5. Click  to specify the details for the next banding range. You will be unable to save the details if the last To field does not contain the value 2000000000.
7. When complete click **Save**.



From	To	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)
		Double sided	Single sided	Double sided	Single sided		
1	500	2.0000	2.0000	1.0000	1.0000	0.5000	1.5000
501	2000000000	1.9000	1.9000	0.9000	0.9000	0.4500	1.4000

8. When you return to Cost per Page window click  to save your changes.

Examples

Example A

The cost per page has been entered using a separate printing and media cost.

Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 Booklet Card	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 white 120gsm	0.3000	0.3000	0.1000	0.1000	0.0500	0.0000	
A3 White 80gsm	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A4 120gsm	0.1500	0.1500	0.0500	0.0500	0.0500	0.2500	
A4 80gsm	0.1500	0.1500	0.0300	0.0300	0.0500	0.0000	
A4 60gsm	0.1500	0.1500	0.0300	0.0300	0.1000	0.2500	

The cost of printing a 7 page document on A4 80gsm in monochrome single sided would cost:

- Printing cost of 7×0.03 [B] = 0.21 (printing cost for 7 sides)
- Media cost of 7×0.05 [C] = 0.35 (7 sheets of media used)
- Total cost = $0.21 + 0.35 = 0.56$ (document printed single sided in monochrome)

The cost of printing a 7 page document on A4 80gsm in monochrome double sided would cost:

- Printing cost of 7×0.03 [A] = 0.21 (printing cost for 7 sides)
- Media cost of $4 \times 0.05 = 0.20$ [C] (4 sheets of media used, 3 will be printed on both sides)
- Total cost = $0.21 + 0.20 = 0.41$ (document printed double sided in monochrome)

Example B

The cost per page has been entered using a combined printing and media cost.

Media Name	Colour printing per page		Monochrome printing per page		Media cost (Optional)	Laminating (Optional)	
	Double sided	Single sided	Double sided	Single sided			
A3 Booklet Card	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A3 white 120gsm	0.3000	0.3000	0.1000	0.1000	0.0500	0.0000	
A3 White 80gsm	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
A4 120gsm	0.1500	0.1500	0.0500	0.0500	0.0500	0.2500	
A4 80gsm	0.4000	0.6500	0.0550	0.0800	0.0000	0.0000	
A4 Card	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	

The cost of printing a 7 page document on A4 80gsm in monochrome single sided would cost:

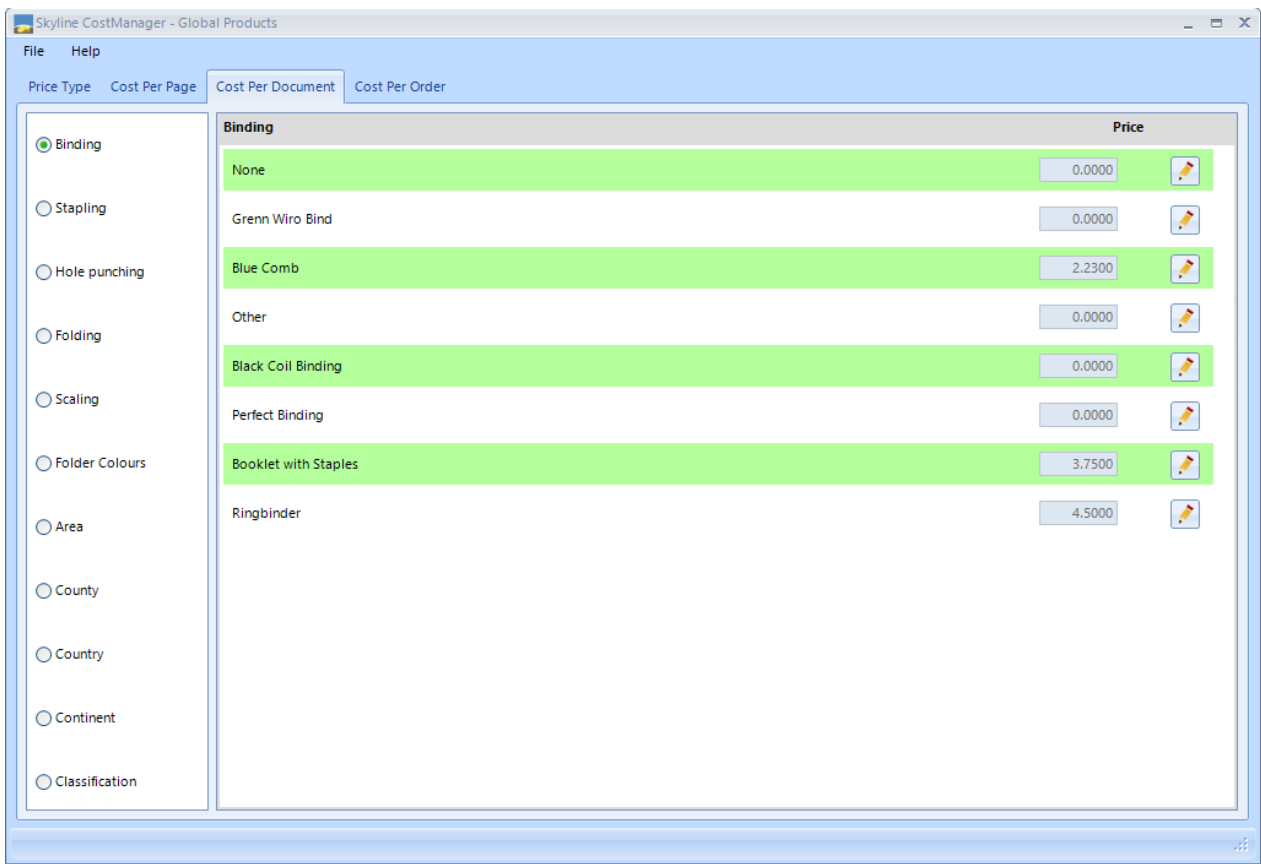
- Printing cost of 7×0.08 [B] = 0.56 (using 7 sheets of media and 7 sides of printing)

The cost of printing a 7 page document on A4 80gsm in monochrome double sided would cost:

- Printing cost of 7×0.055 [A] = 0.39 (using 4 sheets of media and 7 sides of printing)

Cost Per Document

The cost details of the finishing required for each document ordered is entered on this page. An example of the layout of the Cost Per Document is shown below.




Example layout of the Cost Per Document


The finishing requirements listed on the page were created in ProductManager in the Document Options tab. You can create up to 6 custom document options that can be costed in this section. Cost banding can also be applied to custom document options when you are using global or portal products.

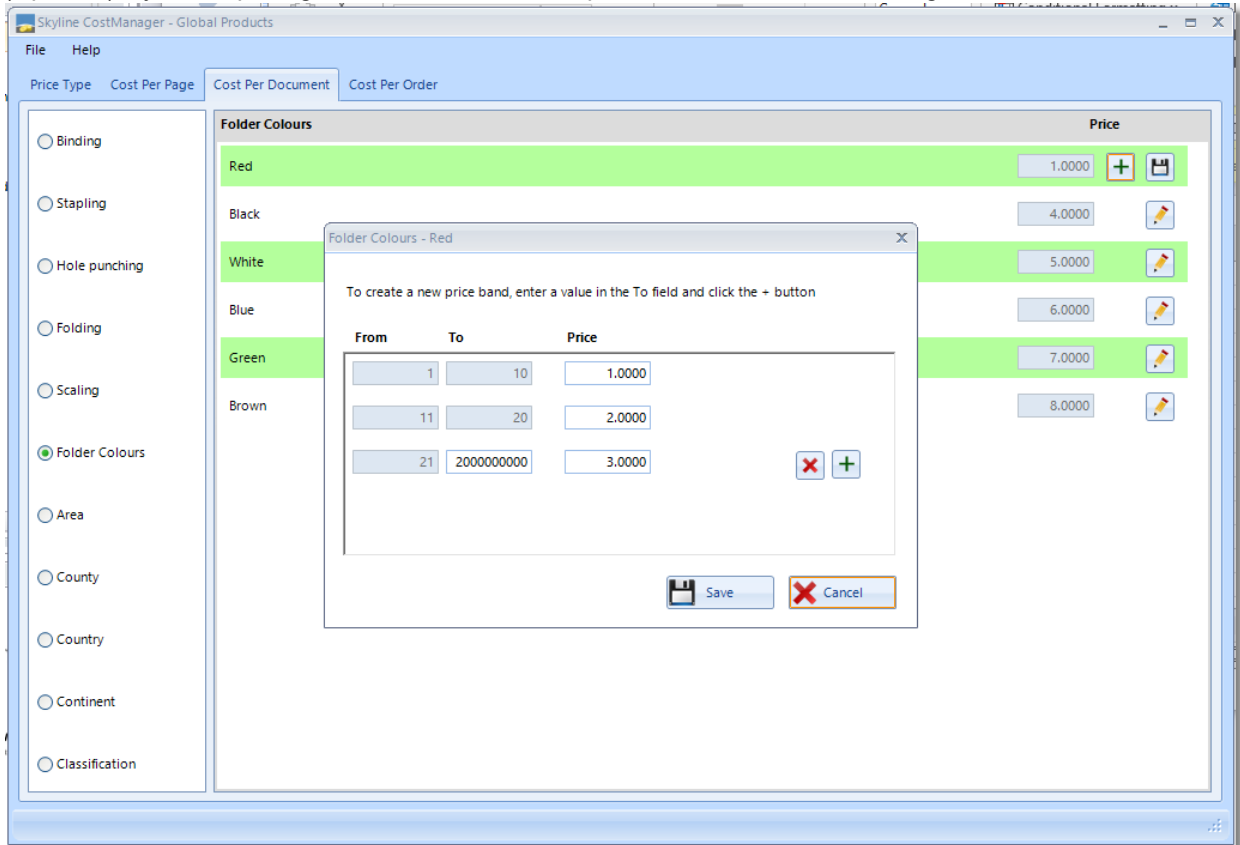
To enter document finishing costs:


1. Select the finishing type from the list. In the example above the option Binding has been selected.

2. Click  associated with the document finish that you want to enter the costs for.

3. Enter the cost for the finishing type.

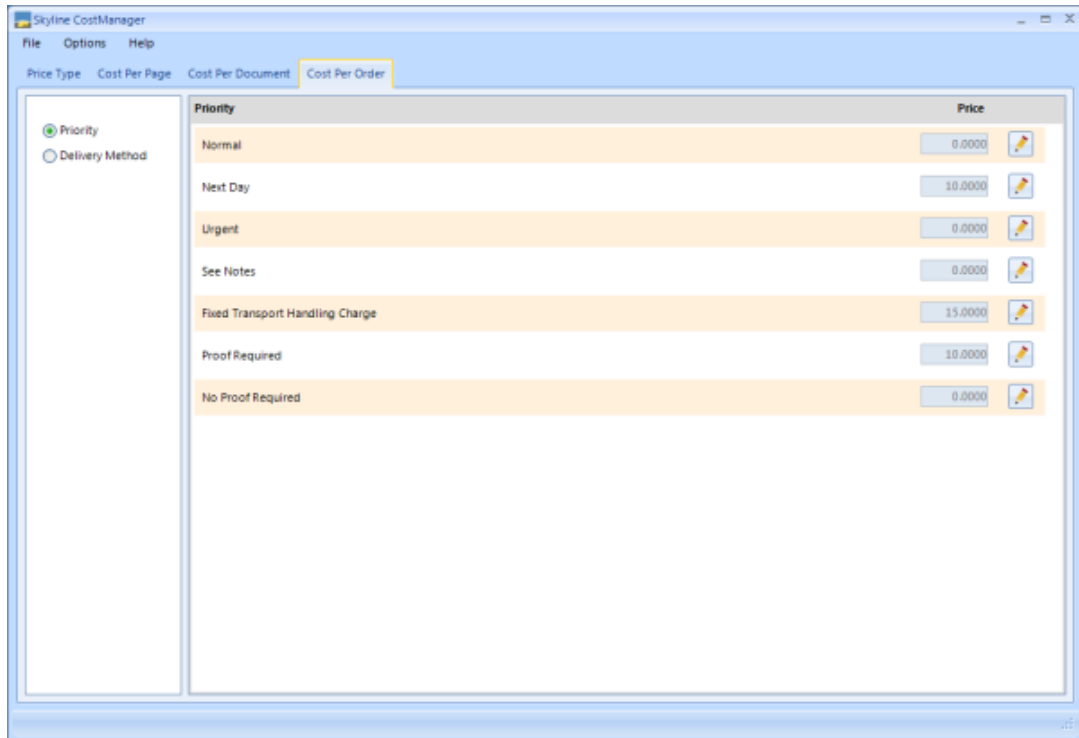
4. (Optional) If you are pricing a Custom Document Option click  to add banding values.



5. Click  to save your changes.

Cost Per Order

Any costs associated with the delivery of the order are detailed in the Cost per Order page.





Example of the layout of the Cost Per Page.

The document delivery options listed on the page were created in ProductManager in the Delivery Options tab.

The costs are applied to the whole order irrespective of the number of documents being ordered. This means that when the cost of a document is shown in PrintStation the cost per order is not included in the price.

To enter a cost per order:

1. Select the type of cost - Priority or Delivery Method.
2. Click  to edit a particular cost.
3. Enter the cost.
4. Click  to save your amendments.

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