Asia
Sample Test Request
Distributor

Keep your projects on the fast track
to success with Dow Corning
CONstruction OnLine – COOL.
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Accessing COOL through the Internet

Go to dowcorning.com and click on My Premier Home.

Log In
Enter your username and password and click Log In.
My Premier Home

Select the COOL- CONSTRUCTION ONLine link under the Product & Sales Support heading.

First Log-In Preference Selection
The first log in will bring the user to this screen: Here the user needs to select the preferred language, email options, and address details.
### Navigating the Cool Home Page

**Cool Home Page Quick Reference Guide**

1. **COOL Home** - Return to the COOL homepage  
2. **My Profile** - Change personal settings  
3. **Useful Links** - Quick links to useful information  
4. **Help** – Contains training manuals, video tutorials, and cheat sheets for the COOL system  
5. **Search Projects/Tasks** – Searches the system for submitted projects  
6. **Submit a Print Review Request** - Opens an application to submit a Print Review Request  
7. **Submit a Sample Test Request** - Opens an application to submit a Sample Test Request  
8. **Submit a Warranty Request** - Opens an application to submit a Warranty Request  
9. **Active Tasks** - Shows tasks that are yet to be completed  
10. **Recently Completed Tasks** – Shows history of tasks that have been completed
COOL Home Page Functions

1. **COOL Home** - This link will take you back to the COOL home page. This button is available in all screens throughout the COOL system.

2. **My Profile** - This link will take you to the terms and conditions for usage of the COOL site. On this page, you will also be able to choose your preferred language, e-mail notification settings, and mailing address. Once changes are made, be sure to click **Save** so the settings will be stored in the system.
3. **Useful Links** – This link contains a list of hyperlinks that will allow the user to easily navigate to other important information.

4. **Help** – This link will contain user manuals, video tutorials, and cheat sheets for the COOL system.
5. **Search Projects/Tasks** – This link will allow you to query the system for previous entries and job related documents for viewing and printing. Simply fill in a field and press **search**. Results from the search will appear directly below the search button.

You may also select one of the three tabs and search using information relating to Print Reviews, Sample Tests, and Warranty Requests. Fill in the fields and click **search**. Results will be displayed below the search button.
6. **Print Review Request** - Click **Create** to submit a Print Review Request.

7. **Sample Test Request** - Click **Create** to submit a Sample Test Request.

8. **Warranty Request** - Click **Create** to submit a Warranty Request.

9. **Active Tasks** - On the COOL homepage, the Active Tasks area will show the 5 most recent tasks submitted under your account. You can also see more by clicking on the **next** and **previous** buttons. By clicking on the green text in the **Project #** and **Project Name** columns, you will go to the Project Details screen. Here you can see the details about the project, customers, partners, and any requests related to the project.

   Clicking on the green text in the **Service** column will show the details about any Print Review, Sample Test, or Warranty Request.

10. **Recently Completed Tasks** – This link displays the details about the 5 most recently completed tasks. If there are more than completed tests, clicking on **next** and **previous** buttons will display more tests.

    You may click on the green text in the **Project #** and **Project Name** columns to go to the Project Details screen. Here you can see the details about the project, customers, partners, and any requests related to the project. Clicking on the green text in the **Service** column will show the details about any Print Review, Sample Test, or Warranty Request.
Web Page Paths
As you travel through the COOL system, your path will be displayed at the top of the page. Each step is separated by a >. At any time, you can click on any section of this path to go back one step or to the beginning.
Submitting a Sample Test Request

- Click Create under the section titled Print Review Request.

Help Function

- During the submittal process, you can click on the blue circles to get more information about the fields you are filling out.
Submitting a Sample Test Request for an Existing Project

- Select the radio button next to **An Existing Project**.
- Begin typing the name of the project in the search bar next to **Filter by Project Name**.
- The list will filter automatically.
- Select the radio button next to the project and click **Continue**.

Existing Sample Test Request Data

- Fill in all the fields on the Enter Sample Test Data screen.
- Name the request for your records.
- Fields with a red * are required before moving on.
Sample Test Request Details

- The sample test details screen allows the user to edit or delete the sample test.
- By clicking on the Papers Image below the copy button the user can create a duplicate Sample Test if only a few changes need to be made for another request.
- Select who will receive notice of the Sample Test upon completion by clicking the checkbox next to the contacts name.
- Click Submit to complete the sample test.

Sample Test Request Summary Page

- Click Printable Version include the file with the samples when shipping.
- Select Go to Project or Go to COOL Home buttons to navigate away from the Summary page.
Submitting a Sample Test Request for a New Project

- Selecting **A New Project** will require the user to enter details about the project.
- Click **Continue** when all the fields are completed.

Selecting an Existing Customer

- Click the radio button next to **Select Existing Customers**.
- Search for the Customer Company in the search box below.
- The search will automatically filter the results below.
- Click the radio button next to the Customer Company and click **Continue**.
Adding a New Customer
- Select the radio box next to Add New Customer
- Fill in the required fields.
- Click Continue.

Selecting an Existing Project Partner
- Select the radio button next to An Existing Project Partner.
- Search for the Partner in the search box below.
- The search will automatically filter the results below.
- Click the radio button next to the Project Partner
- Click the Double Arrow button to add them to the project.
- Click Continue when all Partners have been added.
Adding a New Project Partner

- Select the radio box next to Add New Project Partner.
- Fill in the required fields.
- Click Add
- Click Continue.

Enter Sample Test Data

- Fill in all the fields on the Enter Sample Test Data screen.
- Name the request for your records.
- Fields with a red * are required before moving on.
Sample Test Details

- To modify the Test Request, click the images under **edit**, **copy**, or **delete**.
- Select the check box next to the Project Partners who should receive information about the test.
- Add any additional comments.
- Click **Submit**.

Sample Test Summary

- Click **Printable Version**.
- Print the document.
- Include the document when shipping samples
- Select **Go to Project** or **Go To Cool Home**.
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Printed in USA