



The following information is for installing Millwork Distributors, Inc. quoting/ordering program, MDI E-Catalog. This program has replaced the eMDI program and eMDI Online. As of August 15, 2016, the MDI E-Catalog program has the following modules:

- Exterior Doors (Therma-Tru)
- Interior Doors
- Mouldings
- Stair Parts (L.J. Smith)
- Columns and Posts (HB&G)
- Garage Door Frames (Frontline)
- Fypon
- Misc Items

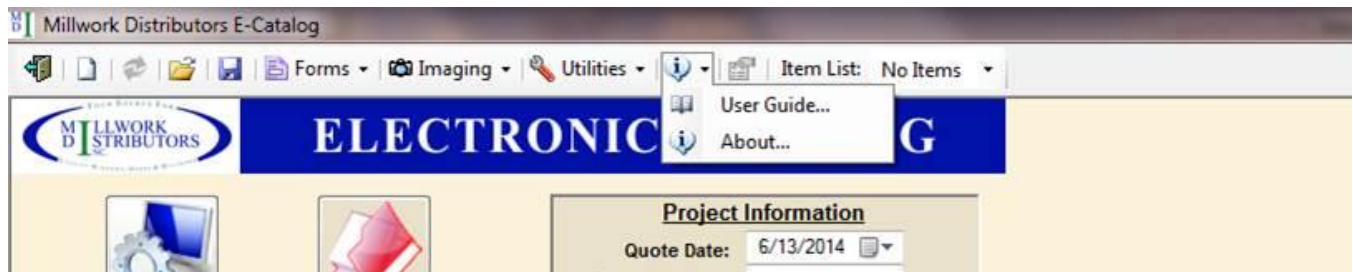
Misc Items Include: Color Guard, Iron-A-Way, Misc Windows, Pocket Door Frames, Therma-Tru Multi-Point Handes, Therma-Tru Rustic Hardware, Therma-Tru Stain Kits, and Wood Screen Doors

After clicking on the installation link, it will bring up your download dialog box, you can Run from there. It may tell you that this file type is not common, you can click on options, then allow it to run. Depending on your computer's security settings, you may need administrative privileges to install. If so, you may need to talk to your I.T. Administrator regarding this.



After it is installed, there will be a shortcut icon on your desktop

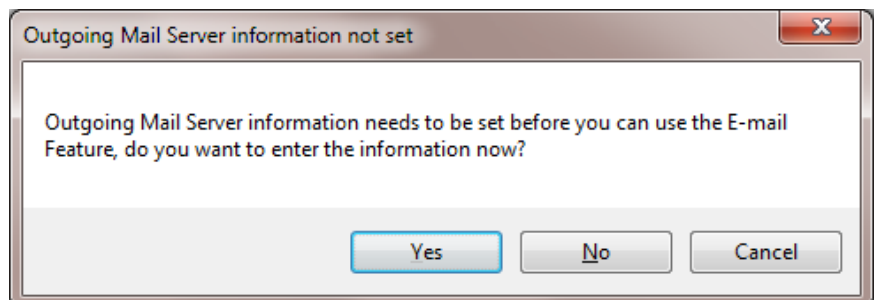
When you open the program, you can view the User Guide located under the "i" in the menu bar at the top. (I have also attached a PDF with more detailed instructions on how to use the program.)



If you would like, you can wait until your MDI Territory Manager stops in and he can then help you with the installation and show you how the program works. For some customers, you may already have a program similar to this, and know how to use it already.

There is an option to setup the program so you may share quotes and your customer list on a shared network within your facility (see the attached PDF for instructions).

You can also setup your outgoing email information to send orders directly from the program. When you have an order to send to MDI, you will go under Forms - Order - Email. This dialog box will come up:



The information you will need to set up your outgoing email information is shown in the dialog box to the right. The password is your password to access your email account.

If you have an online email account such as gmail, yahoo, Hotmail, etc., you can then click on Auto Configure. (Some may require a two-step verification process which you will need to do through your gmail, yahoo, Hotmail, etc. settings)

If you use an exchange server (your email is @companyname), you'll need to Configure Manually and enter the information. You may need to talk to your I.T. Administrator for this information.

The screenshot shows a standard Windows-style dialog box titled "Email Configuration". It has a close button (X) in the top right corner. The dialog contains the following elements:

- Email Address:** A text input field.
- Password:** A text input field with the placeholder text "Enter your email password here".
- Auto Configure** and **Configure Manually**: Two blue, underlined links.
- User Name (typically your email address or the portion of your email address before the '@' symbol):** A text input field.
- SMTP Server:** A text input field.
- Port:** A dropdown menu currently showing "25".
- Require Secure Socket Layer (SSL):** An unchecked checkbox.
- Test Manual Settings**: A button.
- Ok** and **Cancel**: Two buttons at the bottom right.

Alternatively, you can save your order as a PDF, then attach that PDF to an email to orders@mdi-oshkosh.com, or any of our customer service reps.

If you need further help setting up the program, feel free to contact your territory manager or Marketing.

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