



specspotter

POWERED BY SPEC PATH

USER MANUAL

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NOTE: This User Manual covers how to use SpecSpotter.

Looking to Assign Enrollment Keys for SpecSpotter? Click on this link for the [SpecSpotter Enrollment Key User Manual](#).

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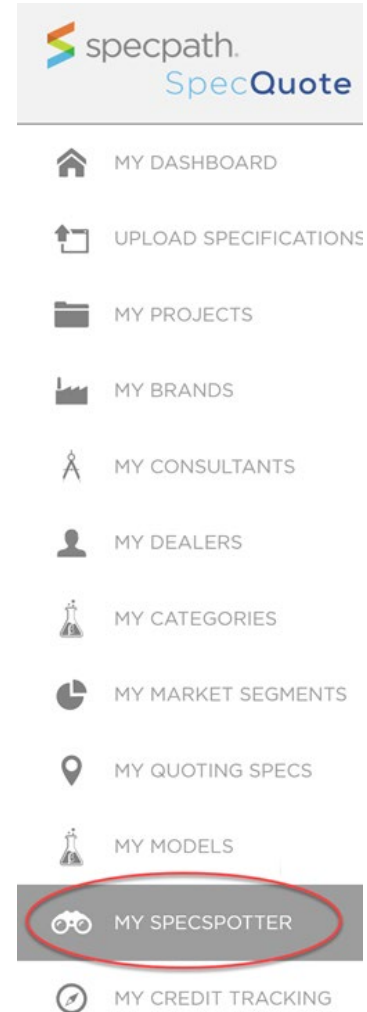
What is SpecSpotter?

SpecSpotter is an easy, web-based interface where customer service or accounting staff at the rep or manufacturer can mark projects awarded and enter the PO Number by brand without having to create an account in SpecPath. Think of it as “SpecPath Lite.” Rest assured though, SpecSpotter adheres to the same secure interface as SpecPath. Additionally, SpecPath Subscribers can provide their non-MAFSI listed staff with Enrollment Key credentials to login into SpecSpotter instead of having to create a login for non-MAFSI listed team members.

Accessing SpecSpotter (Current Users and Enrollment Key Users)

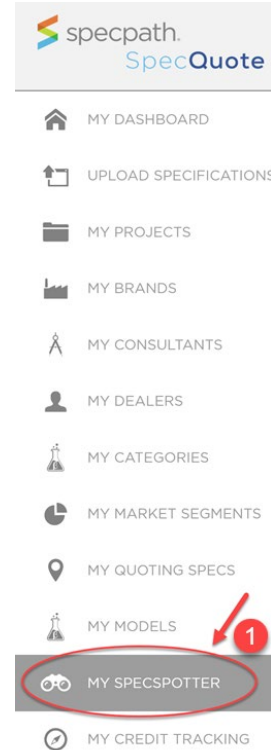
There are users who SpecSpotter and they sign in different ways.

1. **Current Users of SpecPath** – Please login to www.specpath.org and navigate to the tab **My SpecSpotter tab in the** left hand navigation.
2. **New Users assigned an Enrollment Key** – Please look for your SpecSpotter Welcome Email and follow the instructions. If you have not received your SpecSpotter login credentials from your manager, please contact them and send them this link for the [SpecSpotter Enrollment Key User Manual](#) so they can resend you the email. *If you have received your SpecSpotter Welcome email, please skip to page 4.*



Login Instructions - Current Users of SpecPath Only

1. Click the **My SpecSpotter** page in the left-hand side navigation.
2. On the My SpecSpotter page, click **“this SpecSpotter link.”**
3. A new window will open to **SpecSpotter**.



Welcome to SpecSpotter!

3. **Don't forget to bookmark this page in your browser bookmarks bar.**

What is SpecSpotter? SpecSpotter is an easy, web-based interface where customer service or accounting staff at the rep or manufacturer can mark projects awarded and enter the PO Number by brand without having to create an account in SpecPath. Think of it as “SpecPath Lite.” Rest assured though, SpecSpotter adheres to the same secure interface as SpecPath, but instead of login, SpecPath Subscribers will provide their non-MAFSI listed staff with Enrollment Keys to login into SpecSpotter instead of login credentials.

Getting Started To get started, please click the Search Button to see the projects for which your rep firm or brand(s) is a stakeholder.

Using SpecSpotter

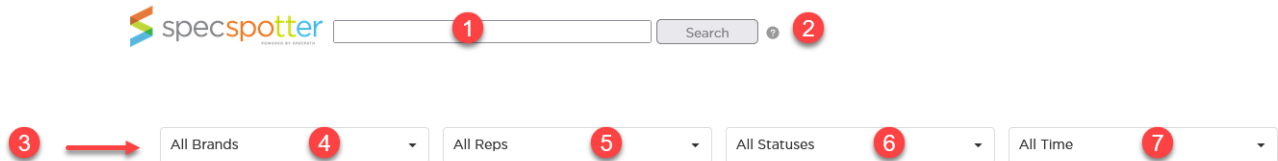
START YOUR SEARCH IN SPECSPOTTER



1. To get started, please click the Search Button to see the projects for which your rep firm or manufacturer brand(s) is a stakeholder.

NOTE: This screen will be blank until you hit the Search button.

NAVIGATING SPECSPOTTER



1. **Search Bar** - Use the Search Bar to narrow your results by entering the following:
 - Project Name
 - SpecPath Project ID
 - Consultant Name
 - Dealer Name
 - Market Segment
 - City
 - State (please use two letter abbreviation)
 - Region Name
2. **Search Button** – Click the Search button after entering in your information in the **Search Bar**.
3. **Quick Filters:** Use the 4 Quick Filters in the top left-hand corner to narrow your search and work with, or without, what you have entered in the Search Bar.
 4. **All Brands** – This filter narrows your search results by Brand.
 5. **All Reps** – This filter narrows your search results by Reps. For Rep Firms, these are rep firms you share projects and brands with in SpecPath. For Manufacturers, these are your rep groups for your brands.
 6. **All Statuses** - This filter narrows your search results by **Bidding** or **Awarded**.
 7. **All Time** – This filter narrows your search results by **The Month, This Quarter, or This Year**.

AWARDING THE DEALER

56806 - Covia - San Francisco Towers Memory Care - Sun Room Renovation - East Tower Mezzanine

Created: 09/10/2020 awarded: 12/9/2020

consultant: Scopos Hospitality Group - Ephrata, PA, United States (04 - Keystone)

location: San Francisco, CA, United States (24 - San Francisco Metro)

market segment: Senior Living/Retirement

dealers (To award a Dealer for this project, click on the "AWARDED" box next to the corresponding dealer, or click Add Dealer if you don't see the awarded dealer listed.)

<p>1 <input type="button" value="Award"/></p> <p>2 <input type="button" value="Add dealer"/></p>	<p>Singer Equipment Co. - Elverson, PA, United States (04 - Keystone)</p> <p>TriMark SS Kemp - Cleveland, OH, United States (07 - Mid-America)</p>	<p>3</p> <p>Specification Rep (Consultant Location)</p> <p>04 - ONE SOURCE REPS</p>	<p>4</p> <p>Destination Rep (Project Location)</p> <p>24 - Walter Zebrowski Associates</p> <p>24 - Premier Marketing Group, Inc.</p>	<p>5</p> <p>Origination Rep (Dealer Location)</p> <p>04 - ONE SOURCE REPS</p> <p>07 - DSA REPS, LLC.</p> <p>04 - ONE SOURCE REPS</p> <p>07 - DRC Marketing Group</p>
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brands: For multiple P.O.s / ACK / INV per brand, please enter them separated by a comma

Eagle	<input type="text" value="PO - Award dealer first"/>	<input type="text" value="ACK - Award dealer first"/>	<input type="text" value="INV - Award dealer first"/>
Follett	<input type="text" value="PO - Award dealer first"/>	<input type="text" value="ACK - Award dealer first"/>	<input type="text" value="INV - Award dealer first"/>

Once you have found the project that matches your Purchase Order (P.O.), follow these steps.

1. **Awarding the Dealer** – Click the “Award” button next to the Dealer’s name that matches your P.O and Dealer’s location. This will Award the dealer in SpecPath. See My Credit Tracking in SpecPath.
 2. **Adding a Dealer** – If you do not see the correct dealer listed, click the “Add” button and add the Dealer to the Project and then click “Award.”
- NOTE: You must Award a Dealer before you enter a P.O. number.**
3. **Reps** – The reps associate with this project are listed next to the brands. The number in front of their company name references their [MAFSI Region Number](#).
 - a. **Spec Reps** – This is the rep firm assigned the Specification Credit for the project as they are in the same region as the Consultant/Design Dealer(s) Location(s).
 - b. **Dest Reps** – This is the rep firm assigned Destination Credit for the project as they are in the same region as the Project Location.
 - c. **Orig Reps** – This is the rep firm assigned Origination Credit for the project as they are in the same region as the Dealer Location(s).

MAFSI Region Codes – For more information click [here](#).

- | | |
|----------------------------------|--|
| 01 – New England | 17 – Chicago Metro |
| 02 – New York (Upstate)/W. Penn. | 18 – Wisconsin/Upper Michigan |
| 03 – New York Metro | 19 – Upper Mid-Central |
| 04 – Keystone | 20 – Mountain States North |
| 05 – Mid-Atlantic | 22 – Southern California/Hawaii |
| 06 – Michigan/Indiana | 24 – San Francisco/Hawaii |
| 07 – Mid-America | 25 – Northwest/Hawaii |
| 11 – Carolinas | 26a – British Columbia |
| 12 – Southeast Central | 26b – Alberta |
| 13 – Florida | 26c - Manitoba, Lakehead, Saskatchewan |
| 14 – South Central | 26d – Ontario, Ottawa |
| 15 – Texas/Oklahoma | 26e – Quebec, Ottawa |
| 16 – Mid-Central | 26f – Atlantic |

- 3. FACTORIES ONLY!** We recommend you copy or type the 6 digit SpecPath Project ID Number that precedes the Project Name and paste it into a Misc or Notes field in your ERP System for the order. This will help you, and others at the factory reference the project quickly if you need to look it up in SpecSpotter at a later time.

65106 - School Without Walls Francis Stevens

created: 08/31/2022 bidding 12/31/0000 last modified: 10/05/2022 awarded: 12/31/0000

Congratulations! You're Done! You can move onto your next SpecSpotter project.

Reporting Bugs or Errors

Click the red Report Issue button in the lower right hand corner to report a bug or a screenshot. We encourage you to include a Screenshot using the screenshot maker in the tool Also, be sure to include the SpecPath Project ID, if it is project related.

65106 - School Without Walls Francis Stevens

created: 08/31/2022 bidding 12/31/0000 last modified: 10/05/2022 awarded: 12/31/0000

consultant: Nyikos Associates Inc. - Gaithersburg, MD, United States (05 - Mid-Atlantic);

location: Washington, DC, United States (05 - Mid-Atlantic)

market segment: Schools (K-12)

dealers:

🏠 Clark Food Service Equipment - Lancaster, PA, United States (04 - Keystone);

brands:

- ColdZone
- Eagle
- Southbend
- Thermo-Kool

Spec Reps	Dest Reps	Orig Reps
05 - Squier Associates, Inc.	05 - Squier Associates, Inc.	04 - ONE SOURCE REPS
05 - Non Member	05 - Non Member	04 - ONE SOURCE REPS
05 - The Schmid-Wilson Group	05 - The Schmid-Wilson Group	04 - ONE SOURCE REPS
05 - Squier Associates, Inc.	05 - Squier Associates, Inc.	04 - ONE SOURCE REPS

Report Issue