

Sher-Color Web Customer's Guide

Login and User Instructions

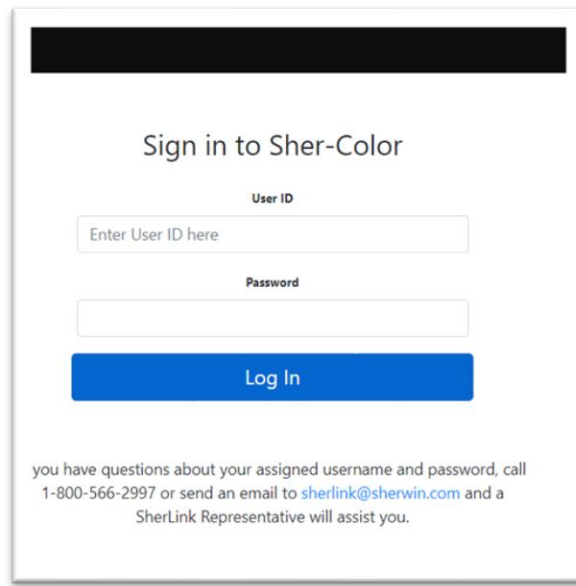
The image shows a web login interface for Sher-Color. At the top, there is a black header bar. Below it, the text "Sign in to Sher-Color" is centered. There are two input fields: the first is labeled "User ID" with the placeholder text "Enter User ID here"; the second is labeled "Password" and is empty. Below these fields is a blue button labeled "Log In". At the bottom, there is a line of text: "you have questions about your assigned username and password, call 1-800-566-2997 or send an email to sherlink@sherwin.com and a SherLink Representative will assist you."

Figure 1. Sher-Color Web Login

1. **Login to the Sher-Color Web** program using the URL address **<https://shercolor.sherwin.com>** (Figure 1. Sher-Color Web Login). Enter the user name and password assigned by Sher-Color support and click the **[Log-In]** button to access the system.

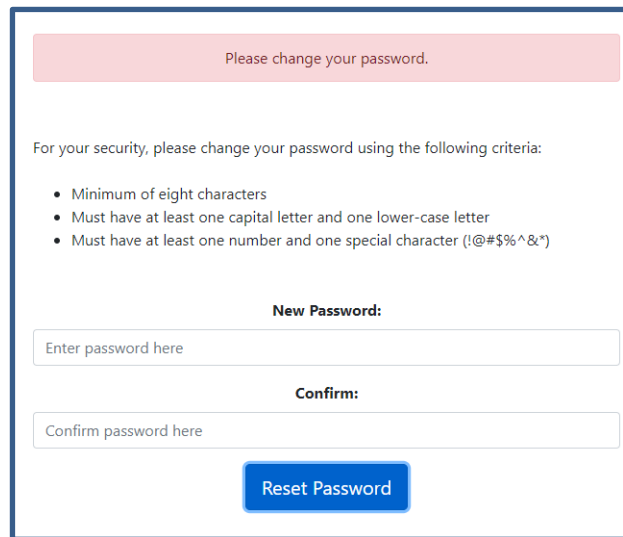
The image shows a password change dialog box. At the top, there is a pink banner with the text "Please change your password." Below this, there is a line of text: "For your security, please change your password using the following criteria:". There are three bullet points: "Minimum of eight characters", "Must have at least one capital letter and one lower-case letter", and "Must have at least one number and one special character (!@#\$%^&*)". Below the criteria, there are two input fields: the first is labeled "New Password:" with the placeholder text "Enter password here"; the second is labeled "Confirm:" with the placeholder text "Confirm password here". Below these fields is a blue button labeled "Reset Password".

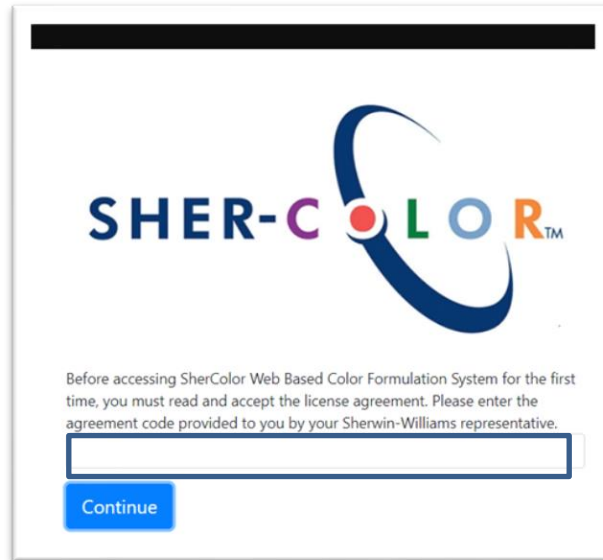
Figure 2. Password Change Dialog Box

2. **Password Change** is required at your first-time login to create a permanent password. The user enters **New Password** and **Confirm(s)** the new password in a dialog box (see Figure 2. Password Change Dialog Box). Follow the password guidelines provided at the top of the dialog box. Click **[Reset Password]** button to complete. If problem with this login procedure, go to **step #27 - Sher-Color Application Support on page 9** of this document.

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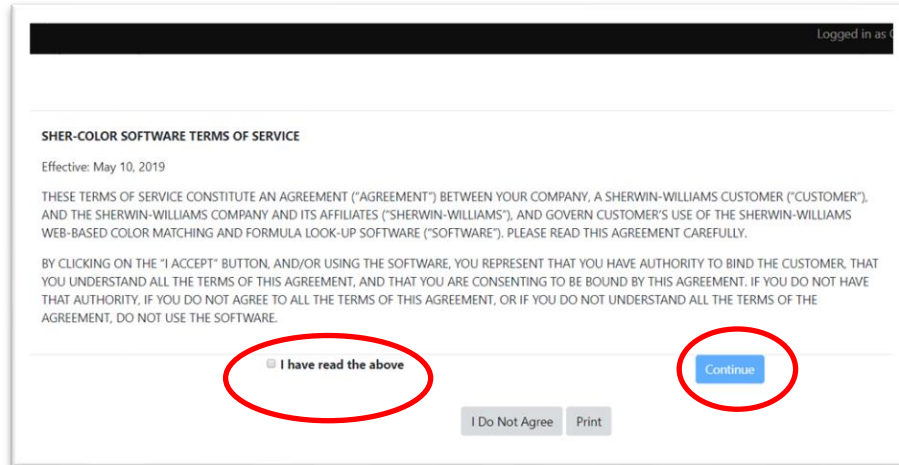
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- Once you have changed your password to your personally created permanent password, you will then be required to view and accept the Terms of Service Agreement with Sherwin Williams



The screenshot shows the Sher-Color logo at the top. Below it, a text box instructs the user to enter an agreement code provided by their Sherwin-Williams representative. A blue 'Continue' button is located at the bottom of the form.

- Enter the Agreement code provided to you by Sherwin Williams in the blank box and press <Continue>



The screenshot displays the 'SHER-COLOR SOFTWARE TERMS OF SERVICE' page. It includes the effective date (May 10, 2019) and the full text of the terms of service. At the bottom, there is a checkbox labeled 'I have read the above' (circled in red), a 'Continue' button (circled in red), and two smaller buttons: 'I Do Not Agree' and 'Print'.

- Once the Agreement code has been submitted, the **Sher-Color Software Terms of Service** will begin to be displayed. You will then step through **6** sections of **Terms of Service** screens.
- Check the box indicating “**I have read the above**” after reading the section, and then press <Continue>
- The next section of the “**Terms of Service**” will be displayed. Check the box indicating “**I have read the above**” after reading the section, and then press <Continue>

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/CustomerSherColorWeb/startEulaAction.action

QA-Customer Profile DEV-Customer Profile Production SherCol... DEV-Sher-Color Web QA Sher-Color Web

continuing waiver, unless otherwise agreed to in writing. If any provision of this Agreement is held to be unenforceable, such provision shall be reformed only to the extent necessary to make it enforceable.

15.4 "Affiliate" of a party means any entity or person that controls, is controlled by, or is under common control with such party, and "control" for purposes of this definition means possession, directly or indirectly, of the power to direct the management and policies of an entity or person whether through the ownership of voting securities or other ownership interest, by contract or otherwise.

15.5 Customer is an independent contractor and will not be a Sherwin-Williams employee or agent for any purpose. Customer will have no right nor will Customer attempt to obligate Sherwin-Williams to third parties in any way without Sherwin-Williams' prior specific and express written approval. Customer will not communicate with third parties regarding matters involving Sherwin-Williams and this Agreement without Sherwin-Williams' approval.

15.6 Except as otherwise specifically permitted in a written agreement between the parties, Customer may not use Sherwin-Williams' name or any of Sherwin-Williams' trademarks, tradenames or logos for any reason, including, without limitation, on any website, or in any client list, press release, brochure, advertisement or the like.

15.7 When this Agreement terminates as provided for herein, the rights and obligations concerning warranty disclaimers, limitation of liability, confidentiality, intellectual property, jurisdiction, venue, and governing law, and anything else that expressly survives or accrues before the expiration or termination, or by its nature should survive, will survive.

☒ I have read the above

Continue

BY CLICKING THE "I AGREE" BUTTON, YOU AGREE TO BE BOUND BY AND TO COMPLY WITH THIS AGREEMENT JUST AS IF YOU HAD SIGNED IT, AND CLICKING THE "I AGREE" BUTTON IS THE LEGAL EQUIVALENT OF YOUR SIGNATURE ON A WRITTEN CONTRACT.

☐ I have read the above

Accept Agreement I Do Not Agree Print

- After viewing the last section of the **"Terms of Service"**, check **"I have read the above"** after reading the section, and then press **<Accept Agreement>**
- If at any time you wish to print the **Terms of Service** Agreement, press **<Print>** A copy of the complete agreement will print.
- If you choose to not accept the Terms of Service as written in the preceding screens, press the **[I Do Not Agree]** button to exit the system

You have been logged out.

Log In Again

- You will be logged out.

You are now ready to use the Sher-Color Web System.

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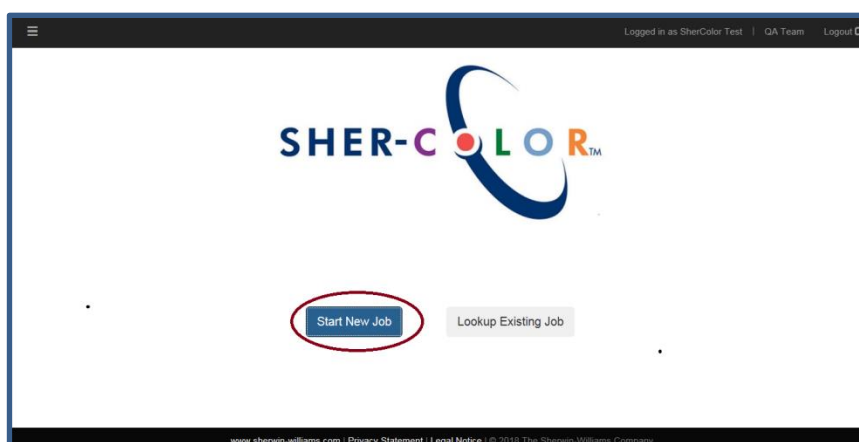


Figure 3. Sher-Color Web Start Page

12. Click the **[Start New Job]** button to create a new Sher-Color formula (Figure 3 Sher-Color Web Start Page). One paint product and formula or paint order is created per job request.
13. Click the **[Lookup Existing Job]** button (Figure 3 Sher-Color Web Start Page) to look up and copy a previously saved formula. These are your location's formulas as saved from the **[Start New Job]** procedure. Follow the prompts throughout the application to complete the paint formula.

Location Name:	<input type="text" value="Main Campus"/>
Building Code:	<input type="text" value="Main"/>
Floor #:	<input type="text" value="4"/>
Room #:	<input type="text" value="425"/>
Surface Type:	<input type="text" value="Wall"/> ×
Comment:	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Figure 4. Job Information

14. **Job Information** may optionally be entered with the paint formula (Figure 4. Job Information). It identifies the formula for paint order history look-ups when using the **[Lookup Existing Job]** on the formula start page. Entering information is optional but recommended. Click **[Next]** button to continue to next step.

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The screenshot shows the 'Color Type' section with four radio buttons: 'Sherwin-Williams' (selected), 'Competitive', 'Custom Manual', and 'Custom Match'. Below this is a text input field labeled 'Enter Color Name or Number' containing the text '6385'. A dropdown menu is open, showing a list of color names, with '6385 DOVER WHITE 261-C2' highlighted. A red arrow points from an orange callout box to the dropdown menu. The callout box contains the text: 'Enter a Sherwin Williams Color number, or the color name. The system uses an autocomplete drop-down to display color choices'. At the bottom of the form are 'Next' and 'Cancel' buttons.

Figure 5. Color Type and Color List (resized for display)

15. The Sher-Color Web application guides you through creating a paint formula for your color choice. First click a **Color Type** button (Figure 5. Color Type and Color List):

- **Sherwin-Williams** colors include those from the in-store color selector and other Sherwin-Williams palette colors (Web page defaults to selecting this option).
- **Competitive** color companies include many national brand paint competitors' colors. Type in competitor's color name or number in the Enter Color Name or Number text box.

The screenshot shows the 'Color Type' section with four radio buttons: 'Sherwin-Williams', 'Competitive', 'Custom Manual' (selected), and 'Custom Match'. Below this is a text input field labeled 'Enter Color Name or Number' containing the text 'Green'. A dropdown menu is open, showing a list of color names, with 'MANUAL' highlighted. At the bottom of the form are 'Next' and 'Cancel' buttons.

Figure 5a. User Entered Color Name for Custom or Custom Match

- **Custom Manual** to enter your own formula from scratch. Click Custom Manual radio button and type in your color name and click the [Next] button to continue (see Figure 5a above). Program will display web page that prompts for colorants and amount text boxes.
- **Custom Match** to color match a sample (requires Sher-Color color matching color eye equipment). Click Custom Match radio button, type in the sample color name and click the [Next] button to continue (Figure 5a above).

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16. Click a Color Type button and at the **Enter Color Name or Number** text box prompt, type in the Sherwin-Williams, Competitive or Custom **color name or number** associated with the color formula (Figure 5. Color Type and Color List).

- **Sherwin-Williams** or **Competitive Color** display potential color choices. An autocomplete drop down box fills with color choices as you type in partial color names or numbers. Click your color choice.
- **Custom Color** manual or color match formula requires the user to enter your custom color name.
- Click choice and click [Next] button to continue.



Figure 6. Navigation Buttons

17. **Navigation Buttons** are located at the bottom of the page to move from step to step to create a color formula as follows (Figure 6. Navigation Buttons):

- **[Next]** to move to next step for creating color formula.
- **[Back]** to change the last selection made.
- **[Cancel]** to discard current formula and return to formula start page at any time when creating the color formula.
- **Enter Key** may be used to move to the next step for creating formula.

Location Name: Main Campus
Building Code: Main
Floor #: 4
Room #: 425
Surface Type: Wall
Comment:
Color Company: SHERWIN-WILLIAMS
Color ID: 6385
Color Name: DOVER WHITE
Interior Bases: EXTRA WHITE,PURE WHITE,HH WHITE,TUFF SURFACE,TINT BASE WH
Exterior Bases: EXTRA WHITE,TINTING WHITE,HH WHITE,DB MIDTONE

Product
a87w0005

- A87W00051 640512893 SUPER PAINT LATEX SATIN QT INTERIOR EXTRA WHITE
- A87W00051 640512901 SUPER PAINT LATEX SATIN GAL INTERIOR EXTRA WHITE
- A87W00051 640512919 SUPER PAINT LATEX SATIN 5GAL INTERIOR EXTRA WHITE
- A87W00053 640356630 SUPER PAINT LATEX SATIN 5GAL INTERIOR DEEP
- A87W00053 640513974 SUPER PAINT LATEX SATIN QT INTERIOR DEEP
- A87W00053 640513982 SUPER PAINT LATEX SATIN GAL INTERIOR DEEP

Figure 7. Product Selection

18. **Product Selection** uses an autocomplete drop down box for displaying product choices (Figure 7. Product Selection). Product choices display as you enter a partial product sales number, product number or

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quality. Or use Sherwin Williams scanner gun to scan control bar code on container Click your product choice which includes finish, container size and base type. Specify one product container size per order.

19. Click **[Next]** button to continue. Use the same Navigation Buttons as provided in Figure 6. Navigation Buttons.



Figure 8. Colorant System

20. **Colorant System** choice displays only when product may be tinted in multiple colorants systems. Most customers will have CCE Color Cast Ecotoners (CCE) colorants only (default choice). Accept default CCE Color Cast Ecotoners or click the drop-down arrow to display and select another colorant system choice for the selected product. Click **[Next]** to continue formula.
21. **Formula Options** are offered from time to time. You may be prompted to click a product option choice in a drop-down choice box, a radio button to select an option in a choice list or to check a box to confirm an override. Make your choice based on the best formula option offered at each step.

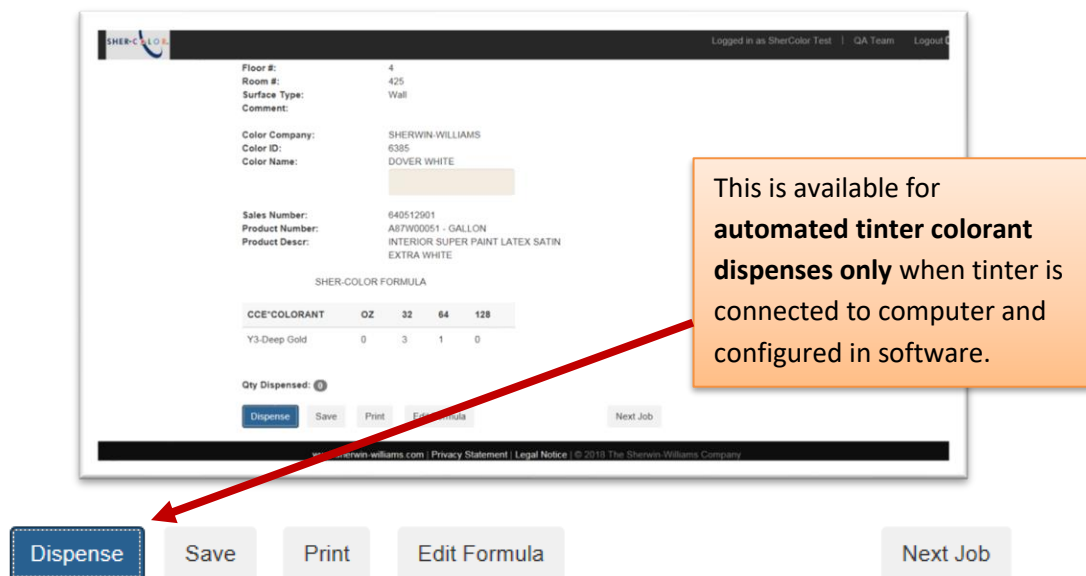


Figure 9. Color Formula Web Page and Navigation Buttons

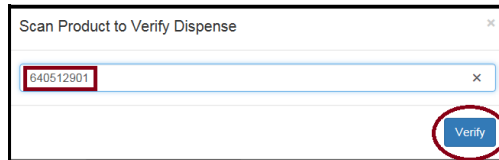
22. **Color Formula Web Page** displays the completed paint formula. Use the **Navigation Buttons** at the bottom of this page as follows (Figure 9. Color Formula Web Page and Navigation Buttons).
- Tinting formula with **Manual Tinter** – Go to **step #24** on next page.
 - Tinting formula with **Automated Tinter** – Go to **step #23**.

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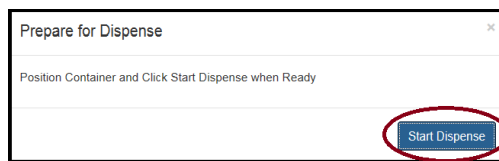
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23. **Automated Tinter Dispense Options** - This is available for **automated tinter colorant dispenses only** when tinter is connected to computer and configured in software.

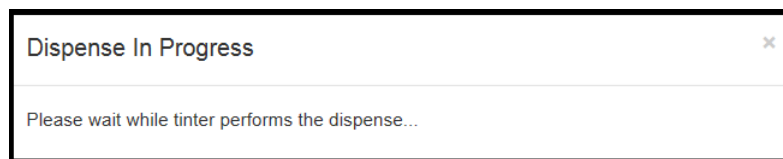
- **Start Dispense** - Start tinting by clicking the **[Dispense]** button. The following message boxes display as the dispense is completed.

A dialog box titled "Scan Product to Verify Dispense" with a close button (X) in the top right corner. It contains a text input field with the value "640512901" and a blue button labeled "Verify" in the bottom right corner. Both the input field and the button are circled in red.

- **Scan Product to Verify Dispense Dialog Box** – Type in product sales number and click the **[Verify]** button.

A dialog box titled "Prepare for Dispense" with a close button (X) in the top right corner. It contains the text "Position Container and Click Start Dispense when Ready" and a blue button labeled "Start Dispense" in the bottom right corner. The button is circled in red.

- **Prepare for Dispense Dialog Box** – Position the paint container and click **[Start Dispense]** when ready to tint paint.

A message box titled "Dispense In Progress" with a close button (X) in the top right corner. It contains the text "Please wait while tinter performs the dispense..."

- **Dispense in Progress Message Box** – Wait while the automated tinter completes the dispense. The message box closes automatically when dispense into container is completed.

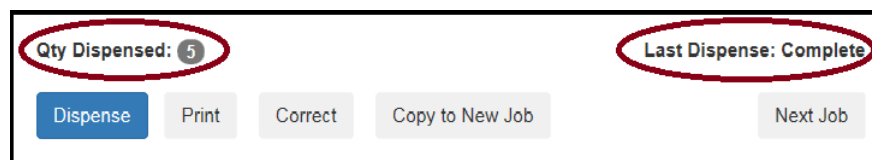
A partial view of the Sher-Color Web Formula Page. It shows a section with "Qty Dispensed: 5" and "Last Dispense: Complete", both circled in red. Below this are five buttons: "Dispense" (blue), "Print", "Correct", "Copy to New Job", and "Next Job" (disabled).

Figure 10. Sher-Color Web Formula Page (partial view)

- **Quantity Dispensed and Complete**– The formula page displays. The quantity dispensed is incremented by one for each container dispense completed. Dispense status is indicated as Complete (Figure 10 above).
- The **[Dispense]** button automatically saves the formula (**[Save]** button).

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- Click the **[Print]** button to print a formula can label for the paint container. Click printer icon superimposed on the menu. Select the label printer from Windows print dialog box. Click window close icon in upper right corner of label image to end print option.

24. Manual Tinter Dispense Options – Use manual tinting canisters to tint the formula.

- [Save]** the color formula for future paint orders. Use with **Manual Tinter** dispenses. Saved orders/jobs may be retrieved using the **[Lookup Existing Job]** button on the formula start screen.



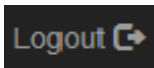
- Click the **[Print]** button to print a formula can label for the paint container. Click printer icon superimposed on the menu. Select the label printer from Windows print dialog box. Click window close icon in upper right corner of label image to end print option.

16. Formula Change Options – Use the following option to modify the formula before tinting.

- Click the **[Edit Formula]** button to add more colorants to customize or correct the paint formula.

25. Next Paint Formula - Start the next Sher-Color paint formula job. See *Figure 9. Color Formula Web Page Navigation Buttons* on previous page.

- [Save] with [Next Job]** buttons to **save current formula** as history and **[Start New Job]** choice to return to formula start page and create a new color formula.
- [Next Job] without [Save]** buttons to **discard a paint formula** look-up, returning to formula start page.



26. Click link in upper right page corner to end Sher-Color Web program.

27. **Sher-Color Application Support** – Use the following reference for any issues that you have with the Customer Sher-Color Web program.

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- **Sher-Color Web Login Issues?** This includes user login and password related issues only. Call **Sherwin-Williams Global I.T. Support at 800-566-2997**. Press option 1 I.T. Service Desk for General Issues then 1 for Password Reset.
- **Sher-Color Web formula, color or product questions?** Email the **Sher-Color National Support Center at shercolor@sherwin.com** and a Sher-Color team representative will answer your question.
- **Sher-Color Web program problem?** Email the **Sher-Color National Support Center at shercolor@sherwin.com** to describe the issue to a Sher-Color team representative. The support person will work with the Sher-Color development team to resolve your issue.