Seeker Instruction Manual

seeker.rmmanifold.com — plan review for customers, sales reps and admins

What Seeker does

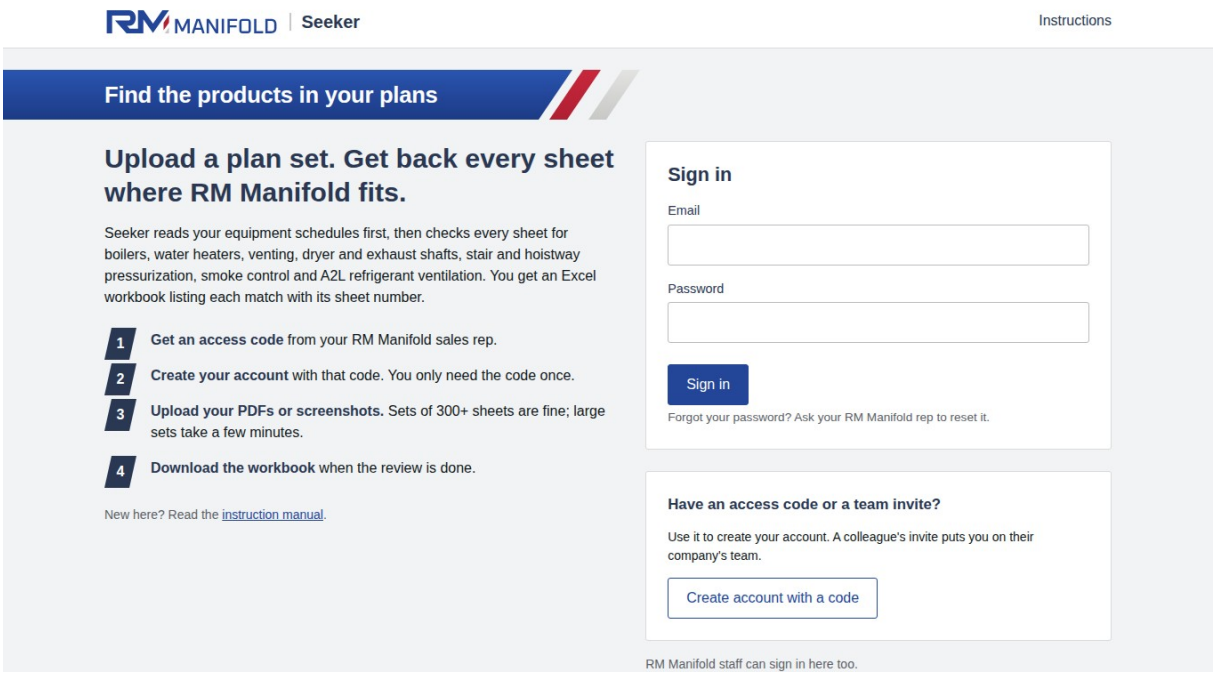
Seeker reads a construction plan set and lists every sheet where US Draft, LF Systems or KW Draft products apply. It reads the equipment schedules first. If the schedules show equipment we supply — gas or oil boilers and water heaters, dryer and exhaust fans, stair and hoistway pressurization fans, smoke control, A2L refrigerant equipment — it then checks every sheet for the conditions around that equipment: venting and breechings, exhaust shafts and risers, pressurization, refrigerant shaft ventilation. The result is an Excel workbook with the sheet number for each match.

Seeker flags what the drawings show. It does not size, select or quote products — your RM Manifold rep does that.

For customers

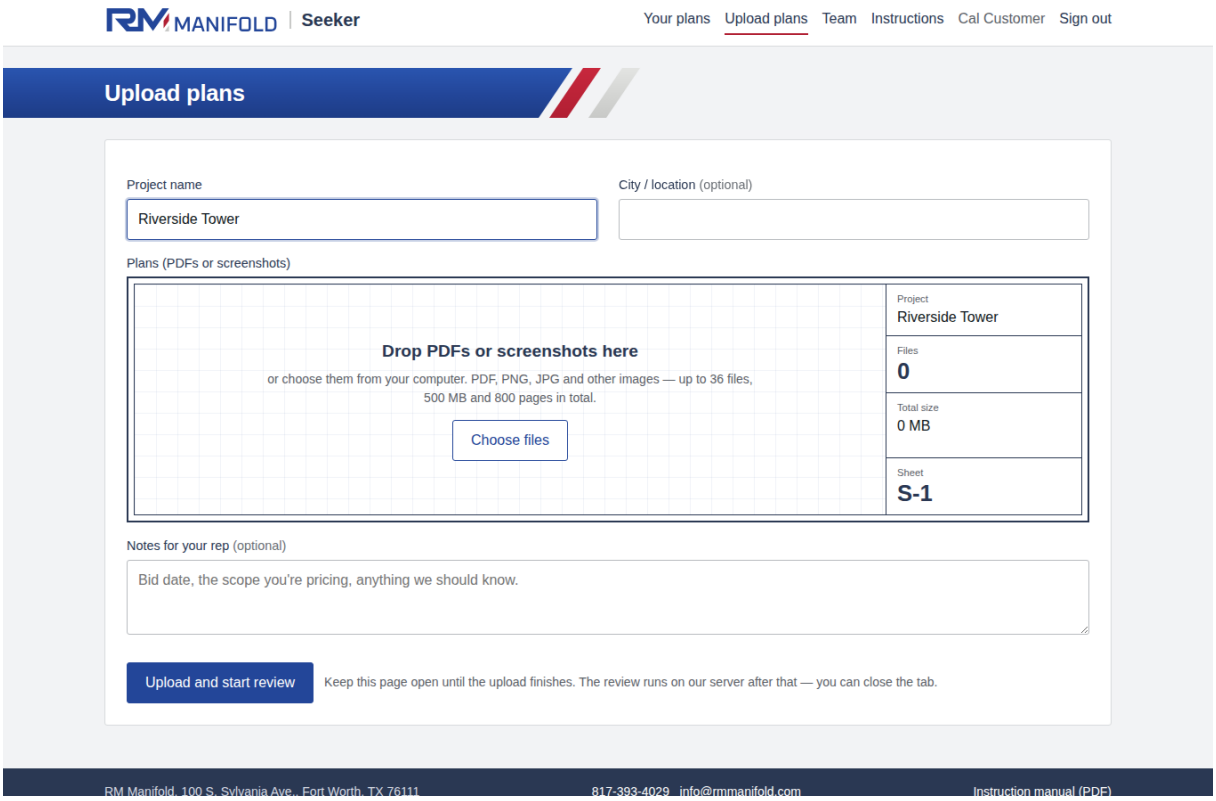
1. Create your account

Your RM Manifold sales rep gives you an access code that looks like RM-K7QM-4XPD, usually with a sign-up link. Open seeker.rmmanifold.com, choose Create account with a code, and enter the code, your name, company, email and a password of at least 10 characters. You only need the code once; after that, sign in with your email and password.



2. Upload plans

- Choose Upload plans, enter a project name and, if you like, the city.
- Drag the files onto the drawing sheet, or choose Choose files. PDFs work best; screenshots and phone photos (PNG, JPG, WebP, TIFF, BMP or GIF) work too. You can upload up to 36 files per project — mechanical, plumbing and architectural sets can go together. The default limits are 500 MB and 800 pages in total.
- Add a note for your rep if it helps: bid date, the scope you're pricing.
- Choose Upload and start review and keep the page open until the upload bar finishes. After that you can close the tab.

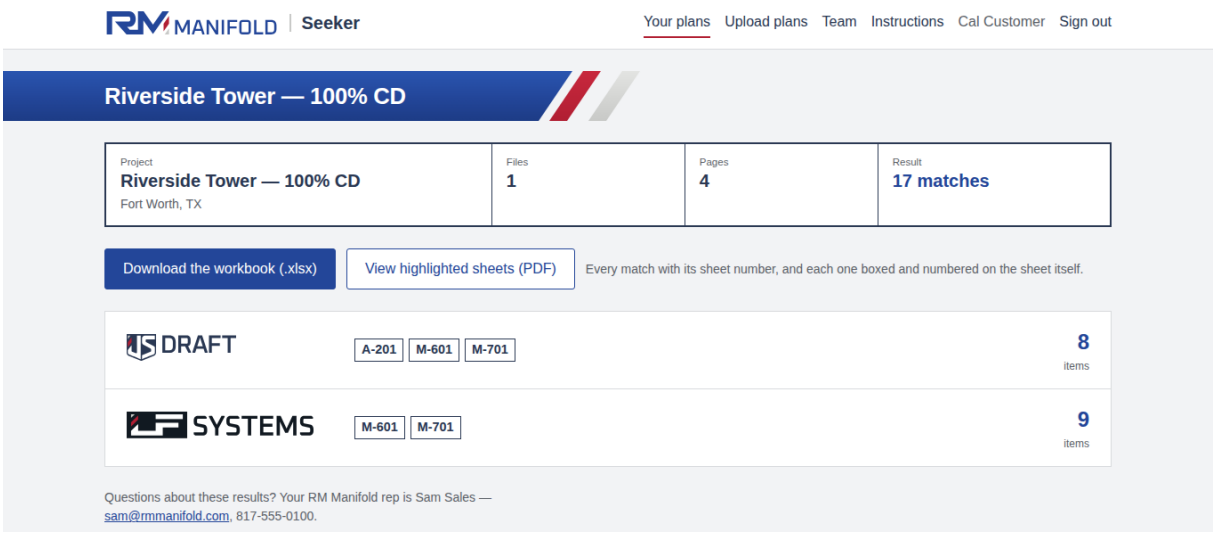


3. Wait for the review

A small set finishes in a minute or two. A 300-sheet set, or a scanned set that has to be read with OCR, can take 10 to 30 minutes. The project page shows progress and your place in line. Every project stays under Your plans.

4. Download the workbook

When the review is done, the project page shows each product line with the sheets where it applies. Choose Download the workbook (.xlsx).



Choose View highlighted sheets (PDF) to see each sheet where Seeker found something, with a yellow box and a numbered badge on the exact spot — a schedule row, a key note, a plan callout. The first page lists every number with its sheet and what it is, and the same number appears in the workbook's Highlight # column.

The workbook has these tabs:

- Summary — project, drawings reviewed, your rep, and a line per product line with the sheets.
- Product Matches — one row per match: sheet, tag or item, what's on the plans, product line, fuel, capacity, CFM, refrigerant. Rows marked Confirm with your rep need one detail checked, such as a water heater with no fuel listed.
- Also Noted (when present) — kitchen hood and grease exhaust found on the plans. These aren't RM Manifold products; they're listed as a courtesy and shown as grey boxes in the highlights. Dishwasher exhaust is an LF Systems product and appears under Product Matches.
- Schedules Read — the schedule sheets Seeker found.

No matches means Seeker found nothing we supply on the schedules or the drawings. If you expected a match, send the set to your rep.

5. Share with your company

Everyone on your company's team sees every plan set anyone on the team uploads, and can download the workbooks. Open Team in the menu and send colleagues the invite link, or give them the TEAM- code to enter when they create an account. They don't need a code from your rep. If a link goes to the wrong person, choose Make a new link — the old one stops working and everyone already on the team keeps access. To remove someone who has left, contact your rep.

Tips for better results

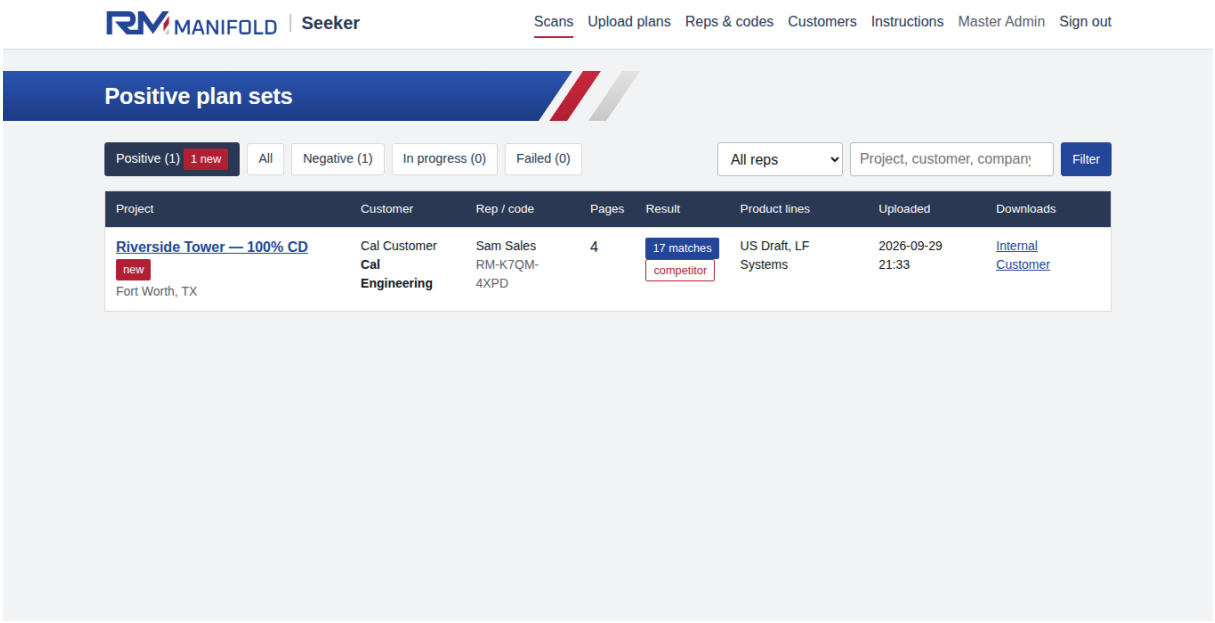
- Upload the PDF exported from CAD or Revit, not a scan, whenever you have it. Text-based PDFs are read faster and more accurately.

- For a screenshot, zoom in until the schedule or note text is sharp before you capture it — Seeker reads what it can see. Photos taken sideways are turned upright automatically. iPhone HEIC photos aren't supported: save them as JPG or take a screenshot instead.
- Include the sheets with the equipment schedules — they drive the whole review.
- Remove any password from the PDF before uploading.
- Forgot your password? Your rep can reset it. Change it under your name in the menu.

For sales reps

Sign in at seeker.rmmanifold.com with the email and password your admin set up. Change your password under your name in the menu.

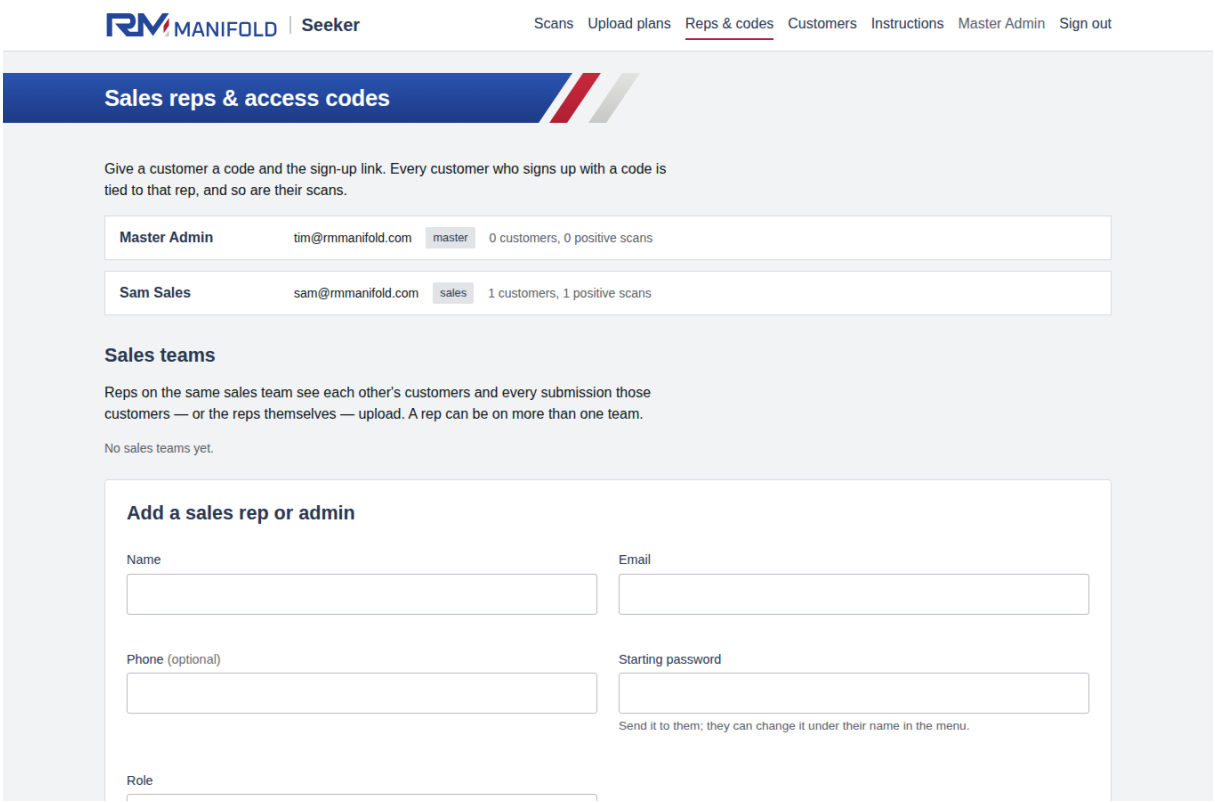
- My codes lists your access codes with a ready-made sign-up link for each. Send the link, or the code, to your customer.
- Every customer who signs up with your code starts a company team and is yours, as is everyone they invite and every plan set the team uploads.
- Scans opens on Positive: the plan sets that came back with matches. Open one to see each schedule item and plan finding, competitor call-outs, and both workbooks.
- Internal workbook: everything, including the review's verdict on each finding, rejected hits and competitor wording. Customer workbook: exactly what the customer downloaded. Don't send the internal workbook to customers.
- Highlighted sheets: Customer highlights (PDF) is exactly what the customer sees. Staff highlights (PDF) also boxes competitor call-outs and lower-confidence hits and is marked STAFF COPY — don't send it to customers. Highlights are kept after the uploaded plans are removed at the end of the retention period.
- Customers lists your customers, their scan counts and last sign-in.
- If an admin puts you on a sales team, you also see your teammates' customers and every submission that belongs to any of them, and can filter the scan list by rep. My codes shows which team you're on.
- Upload plans lets you run a plan set yourself. Leave the customer blank for an internal scan, or pick one of your customers and the results also appear in their account, marked as uploaded by you.



For admins

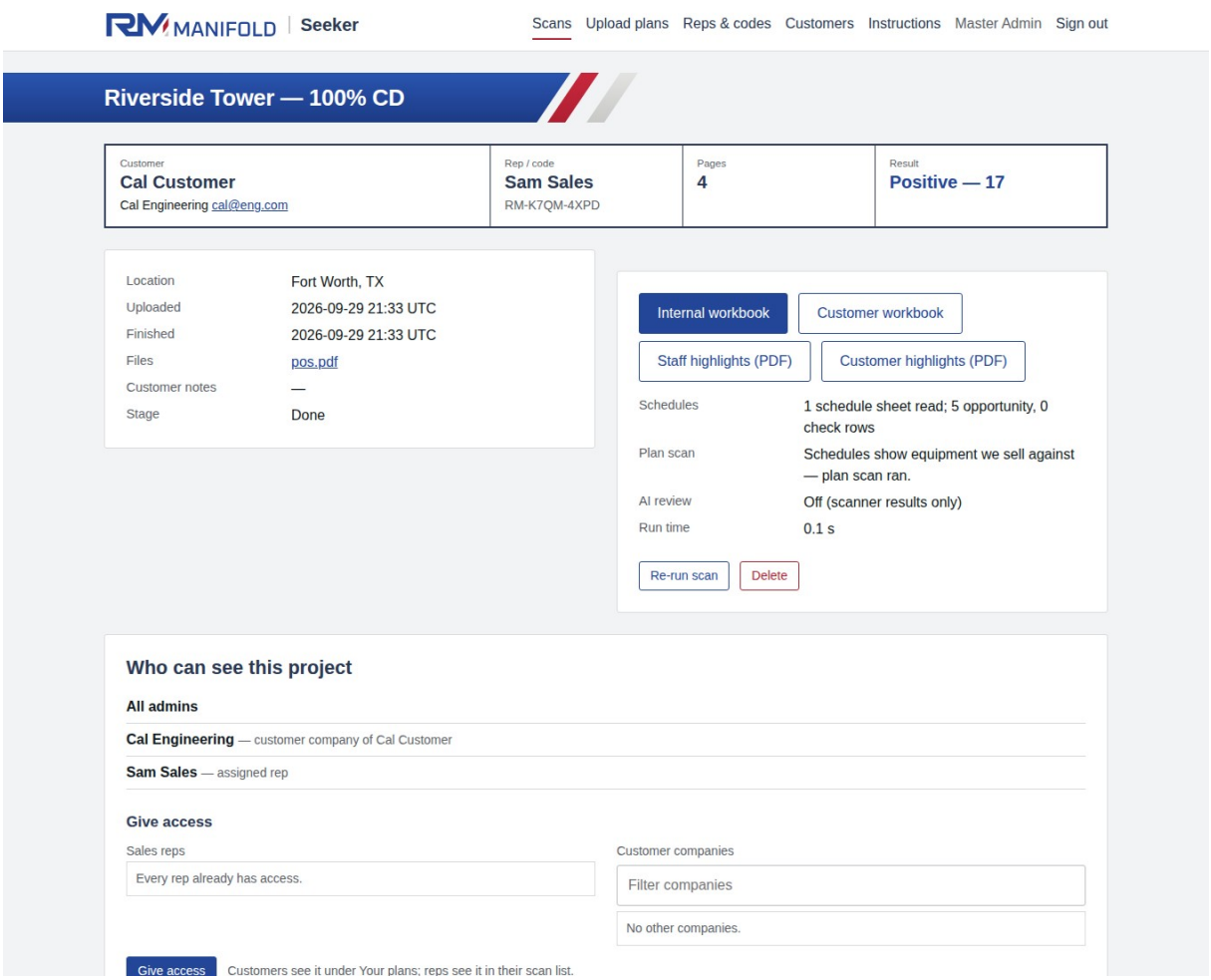
Reps and access codes

- Reps & codes: add a sales rep with a starting password. Each new rep gets an access code automatically.
- Create extra codes per rep with a label (a customer or a trade show), an optional sign-up limit and an optional expiry date.
- Turn a code off to stop new sign-ups. Customers who already signed up keep working.
- Deactivate a rep who leaves; their codes stop working. Move their customers to another rep from Customers.
- Only the master admin can add other admins. The master admin's email and password come from Railway variables.
- Sales teams (bottom of Reps & codes): group reps who work accounts together. Everyone on a team sees every teammate's customers and submissions. Tick at least two reps, name the team, and save; change members or remove the team the same way. A rep can be on more than one team, and taking a rep off a team removes their access to the others' work immediately.



Scans

- Positive shows every plan set with matches; a red new badge marks ones no admin has opened yet. Filter by rep or search by project, customer or code.
- A scan detail page shows the stage decision, review usage, competitor call-outs, schedule items and plan findings, with the rejected hits folded away.
- Re-run scan runs the current scanner and review settings on the stored PDFs. PDFs are kept for 30 days by default.
- Failed scans show the error. Most common: a password-protected or corrupted PDF, or a temporary outage of the review service — re-run it.
- Customers: reset a customer's password, move them to another rep, move them to another company team, or deactivate them. Someone moved to a new company sees that company's plans; plans they uploaded earlier stay with their old company.
- Upload plans works the same for admins, with every customer in the list. For an internal scan you can also pick a sales rep, who will then see it.
- Project access: when you upload, tick any sales reps and customer companies under Also give access to. They see the project and can download its workbooks — reps in their scan list (with their sales-team mates), customers under Your plans, marked Shared with you by RM Manifold. Anyone who later joins that company sees it too. On any scan's page, Who can see this project lists everyone with access; give more access there, or Remove a rep or company to take it away.



How a scan works

1. Text is pulled from every page; pages with no text layer are read with OCR. 2. The schedule reader finds the schedule sheets and classifies each row by design area. 3. An automated review reads those schedule sheets and corrects the rows. 4. The plan scanner then checks every sheet — plans, details and notes — for the same conditions. 5. The automated review checks the most important flagged sheets and confirms or rejects each finding. 6. Both workbooks are written and the scan is marked positive or negative.

The review reads only flagged pages — never the whole set — capped at 16 schedule and 40 plan pages per scan by default.

Questions: RM Manifold, 100 S. Sylvania Ave., Fort Worth, TX 76111 · 817-393-4029