Predictive Constructions

Find/ Edit/Delete/Add Projects

This guide provides an overview of the following topics:

- Covered Topics:
- Find a Project
- Edit a Project
- Delete a Project
- Add/Create a Project

Find a Project

1. Go to the project menu and select find project on the home page:

Note: My Projects tab (This shows only those Projects that you are named as a team member)

Pro SO	edictive	}~ ⊂	SafetyNe	et			Sep 16, 2015
Home	Companies	Contacts	Projects	Inspections	Incidents	Reports	Administration
		Add Project					
Home Page		Find Project					

- 2. You may search projects by project title, company, contact person, region and job number. For additional search options, use the advanced tab of the search criteria.
- 3. Enter your desired search criteria and click green search button.

Find Project	
Basic Advanced	
Criteria COLLAPSE	_
General	
Project Title	
Company:	Begin Typing Here
Contact Person:	[browse] Begin Typing Here
Region:	(browse)
Job Number:	Begin Typing Here

PSC Implementation Team	Prepared/Responsible PSC Implementation Team	Document No PSC-15:018	Rev A	Page 1 of 4
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Predictive M

Find/ Edit/Delete/Add Projects

4. Below is an example of the types of results you should see when searching for projects:

						_
Execu	ed new search info	Displaying 204 of 204 records			😣 📑 🖤 🍲 🔻	┡
	Project Title	Owner	Job Number	Date Entered	Status	
	ninga nosque	olane construction	0505	12/10/2000	completed hoject	
	Albert College - 1411 Industrial Road, San	Giant Construction		12/15/2008	Completed Project	
	Alexander Hamilton U.S. Custom House	Giant Construction	0522	12/15/2008	Completed Project	_
	Alexander Stadium	Giant Construction	0421	12/15/2008	Current Project	=
	Alhambra	Giant Construction	0529	12/15/2008	Completed Project	
	Aliiolani Hale	Giant Construction	0514	12/15/2008	Completed Project	
	Aloha Gardens	Giant Construction		05/07/2014		
	Alpha Tower	Giant Construction		12/15/2008	Completed Project	

Edit a Project

1. Click on the desired project's name which leads to the project details page

Execut	ed new search info	Displaying 204 of 204 records			😣 🗃 🖗 🔶 🕇
	Project Title	Owner	Job Number	Date Entered	Status
	ni nga mosque	oranteconstruction	0000	12/10/2000	completed hojett
	Albert College - 1411 Industrial Road, San	Giant Construction		12/15/2008	Completed Project
	Alexander Hamilton U.S. Custom House	Giant Construction	0522	12/15/2008	Completed Project
	<u>Alexander Stadium</u>	Giant Construction	0421	12/15/2008	Current Project
	Alhambra	Giant Construction	0529	12/15/2008	Completed Project
	Aliiolani Hale	Giant Construction	0514	12/15/2008	Completed Project

2. Edits can include updating project details and team - which includes project team members and observed parties.

		General	Details	Team	Inspections	Monthly Data	History	
Alexander Stadium: E	Alexander Stadium: Edit Project							
Save Entire Page	Clear						_	
* Project Title:	Alexander Stadium		Project Address:	1411 Industrial Ro	oad			
* Owner:	Giant Construction			•				
	[browse]		City:	San Carlos				
Job Number:	0421		County:	Collin				
First Date Entered:	12/15/2008 11:15 AM		State:	California	T			
			Zip:	94070				

Prepared/Responsible	Document No PSC-15:018	<i>Rev</i> A	Page 2 of 4
PSC Implementation Team			

Predictive SOLUTIONS

Find/ Edit/Delete/Add Projects

3. Make the necessary changes and click on the Green Save Entire Page button.

		General	Details	Team	Inspections	Monthly Data	History
Alexander Stadium: E	dit Project						
Save Entire Page	Clear						
General							
* Project Title:	Alexander Stadium		Project Address:	1411 Industrial R	oad		
* Owner:	Giant Construction			•🔛			_
	[browse]		City:	San Carlos			
Job Number:	0421		County:	Collin			
First Date Entered:	12/15/2008 11:15 AM		State:	California	T		
			Zip:	94070			

Delete a Project

1. Follow the steps above for finding a project. Then check the box to the left of the project and click the RED delete button at the top right hand area of the grid.

Execute	ed new search info	Displaying 204 of 204 records			- 🐳 🖗 🗟 🕄 🐳 🗸	F
	Project Title	Owner	Job Number	Date Entered	Status	
-	Aiwan-e-iquar	Giant Construction	103303	12/15/2000	Completed Project	^
	Akershus Fortress	Giant Construction		12/15/2008	Completed Project	
	Al-Aqsa Mosque	Giant Construction	0509	12/15/2008	Completed Project	_
	Albert College - 1411 Industrial Road, San	Giant Construction		12/15/2008	Completed Project	Е
	Alexander Hamilton U.S. Custom House	Giant Construction	0522	12/15/2008	Completed Project	_
	<u>Alexander Stadium</u>	Giant Construction	0421	12/15/2008	Current Project	
	Alhambra	Giant Construction	0529	12/15/2008	Completed Project	

*** Important – Deleting a Project creates significant data discrepancies. If you have two or more identical Projects do not delete them. Instead your account administrator should use the Merge record option from the Administration menu***

PSC Implementation Team	Prepared/Responsible	Document No PSC-15:018	<i>Rev</i> A	Page 3 of 4
	PSC Implementation Team			

Predictive Constructions

Find/ Edit/Delete/Add Projects

Create/Adding Projects

1. Go to the Project menu and select Add Project.

Contacts	Projects	Inspections	Incidents			
	Add Project Find Project					
Overview						

2. You will be presented with the option of either copying an existing project or creating a new one

How Do You Want to Create the Project?	
You can create a new project by copying the data from an existing project, opportunity to change the data as desired.	or by starting from scratch. If you choose to copy an existing project, you will be given an
Copy an Existing Project	Create a New Project

3. There are numerous attributes associated with a project which can be updated during creation or afterwards. The list to the right provides a high level overview of how those attributes are classified.

ect which t to the	Create a New Project
butes are	
	→ Choose Creation Method
	 Create the Project
	Add Team Members
	Add Contractors/Crews
	Project Details
L	- Summary
- DCC 15-010	

Prepared/Responsible	Document No PSC-15:018	<i>Rev</i> A	Page 4 of 4
PSC Implementation Team			