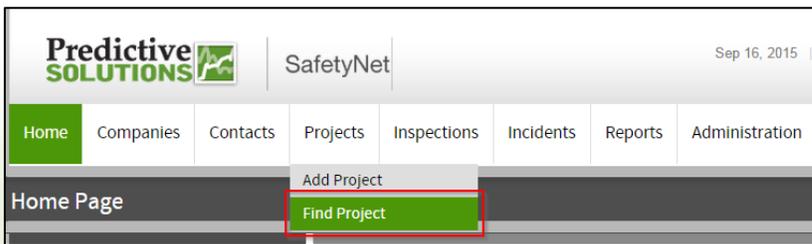


This guide provides an overview of the following topics:

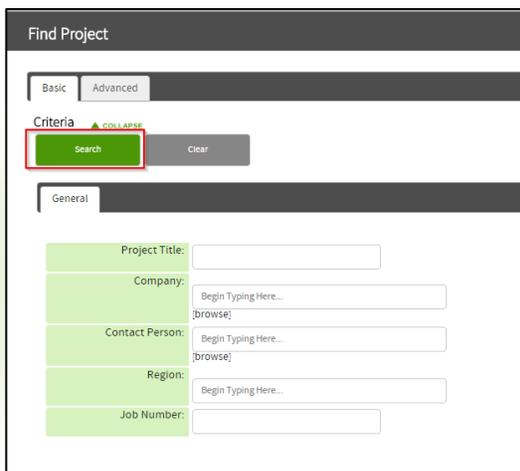
- Covered Topics:
- Find a Project
- Edit a Project
- Delete a Project
- Add/Create a Project

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)



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.



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

Project Title	Owner	Job Number	Date Entered	Status
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

Project Title	Owner	Job Number	Date Entered	Status
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

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: Edit Project

Save Entire Page
Clear

General

*** Project Title:**

*** Owner:**
[browse]

Job Number:

First Date Entered: 12/15/2008 11:15 AM

Project Address:

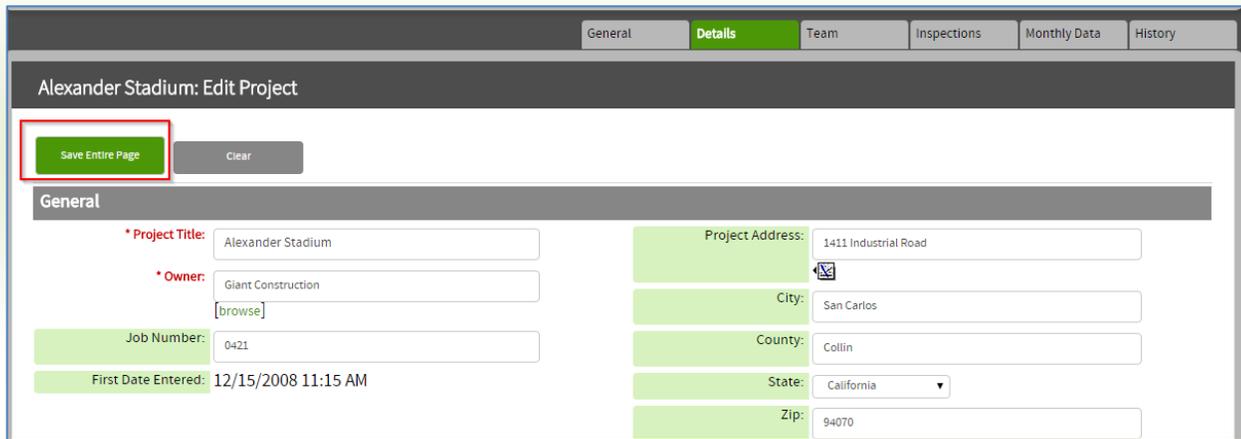
City:

County:

State:

Zip:

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



Alexander Stadium: Edit Project

Save Entire Page Clear

General

* Project Title: Alexander Stadium

* Owner: Giant Construction [browse]

Job Number: 0421

First Date Entered: 12/15/2008 11:15 AM

Project Address: 1411 Industrial Road

City: San Carlos

County: Collin

State: California

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.

Executed new search [info](#) Displaying 204 of 204 records

	Project Title	Owner	Job Number	Date Entered	Status
<input type="checkbox"/>	Awwan-e-Iqbal	Giant Construction	05500	12/15/2008	Completed Project
<input type="checkbox"/>	Akershus Fortress	Giant Construction		12/15/2008	Completed Project
<input type="checkbox"/>	Al-Aqsa Mosque	Giant Construction	0509	12/15/2008	Completed Project
<input type="checkbox"/>	Albert College - 1411 Industrial Road, San...	Giant Construction		12/15/2008	Completed Project
<input type="checkbox"/>	Alexander Hamilton U.S. Custom House	Giant Construction	0522	12/15/2008	Completed Project
<input checked="" type="checkbox"/>	Alexander Stadium	Giant Construction	0421	12/15/2008	Current Project
<input type="checkbox"/>	Alhambra	Giant Construction	0529	12/15/2008	Completed Project



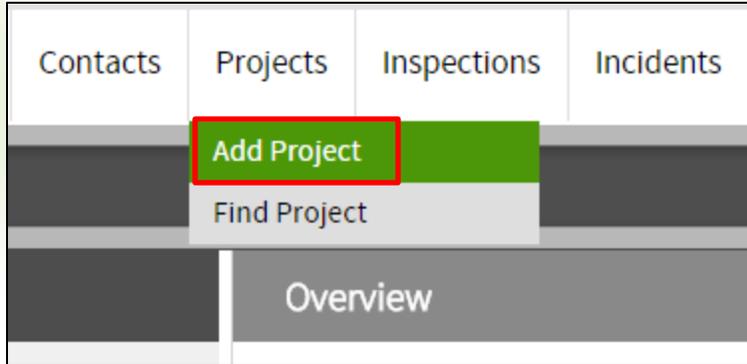




*** **Important** – Deleting a Project creates significant data discrepancies. If you have two or more identical Projects do not delete them. Instead your account administrator should use the Merge record option from the Administration menu***

Create/Adding Projects

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



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, or by starting from scratch. If you choose to copy an existing project, you will be given an opportunity to change the data as desired.

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.

Create a New Project

- Choose Creation Method
- ▣ Create the Project
- ▣ Add Team Members
- ▣ Add Contractors/Crews
- ▣ Project Details
- ▣ Summary