

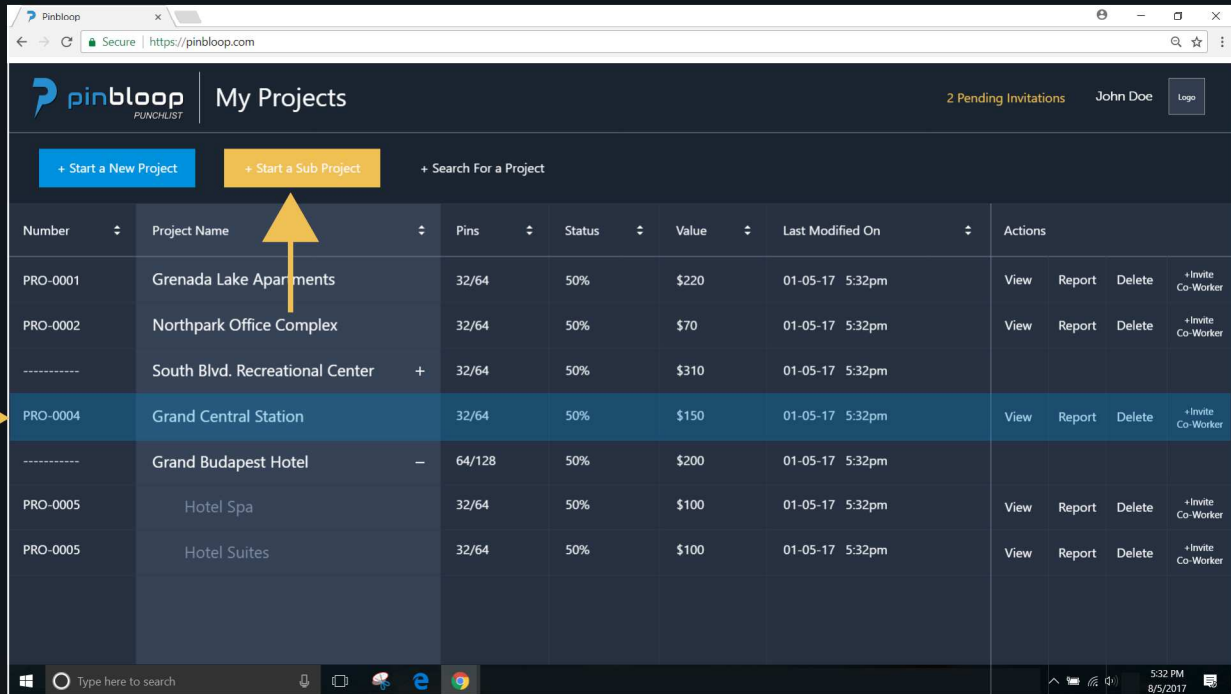
# How To PDF Guide - Web App

## Start a Sub Project

### How to Start a Sub Project under an Existing Project

#### Step 1:

Click on the Project, then Click on the Tab "Start a Sub Project"

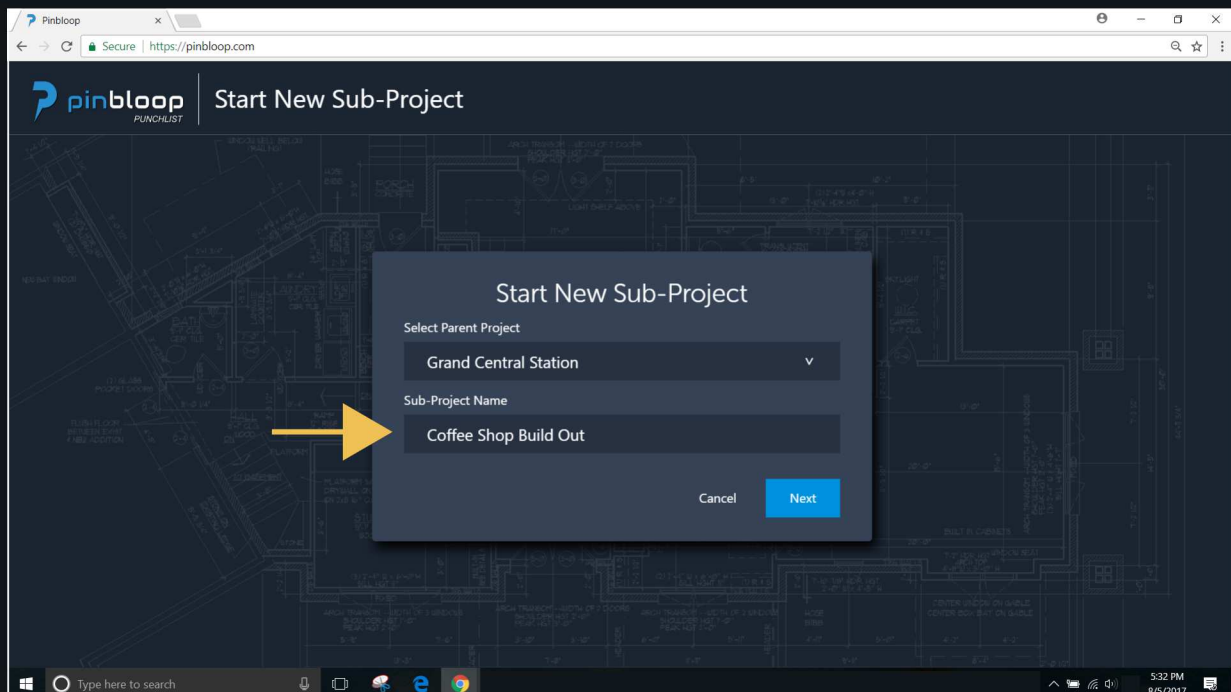


The screenshot shows the 'My Projects' dashboard in the Pinbloop web application. At the top, there are buttons for '+ Start a New Project' and '+ Start a Sub Project', with the latter being highlighted by a yellow arrow. Below these buttons is a search bar. The main content is a table of projects with columns for Number, Project Name, Pins, Status, Value, Last Modified On, and Actions. The 'Grand Central Station' project (PRO-0004) is highlighted in blue, and a yellow arrow points to it from the left. The table also includes other projects like Grenada Lake Apartments, Northpark Office Complex, South Blvd. Recreational Center, Grand Budapest Hotel, Hotel Spa, and Hotel Suites.

Number	Project Name	Pins	Status	Value	Last Modified On	Actions	
PRO-0001	Grenada Lake Apartments	32/64	50%	\$220	01-05-17 5:32pm	View Report Delete +Invite Co-Worker	
PRO-0002	Northpark Office Complex	32/64	50%	\$70	01-05-17 5:32pm	View Report Delete +Invite Co-Worker	
-----	South Blvd. Recreational Center	+	32/64	50%	\$310	01-05-17 5:32pm	
PRO-0004	Grand Central Station	32/64	50%	\$150	01-05-17 5:32pm	View Report Delete +Invite Co-Worker	
-----	Grand Budapest Hotel	-	64/128	50%	\$200	01-05-17 5:32pm	
PRO-0005	Hotel Spa	32/64	50%	\$100	01-05-17 5:32pm	View Report Delete +Invite Co-Worker	
PRO-0005	Hotel Suites	32/64	50%	\$100	01-05-17 5:32pm	View Report Delete +Invite Co-Worker	

#### Step 2:

Enter Sub Project Name and Click "Next"



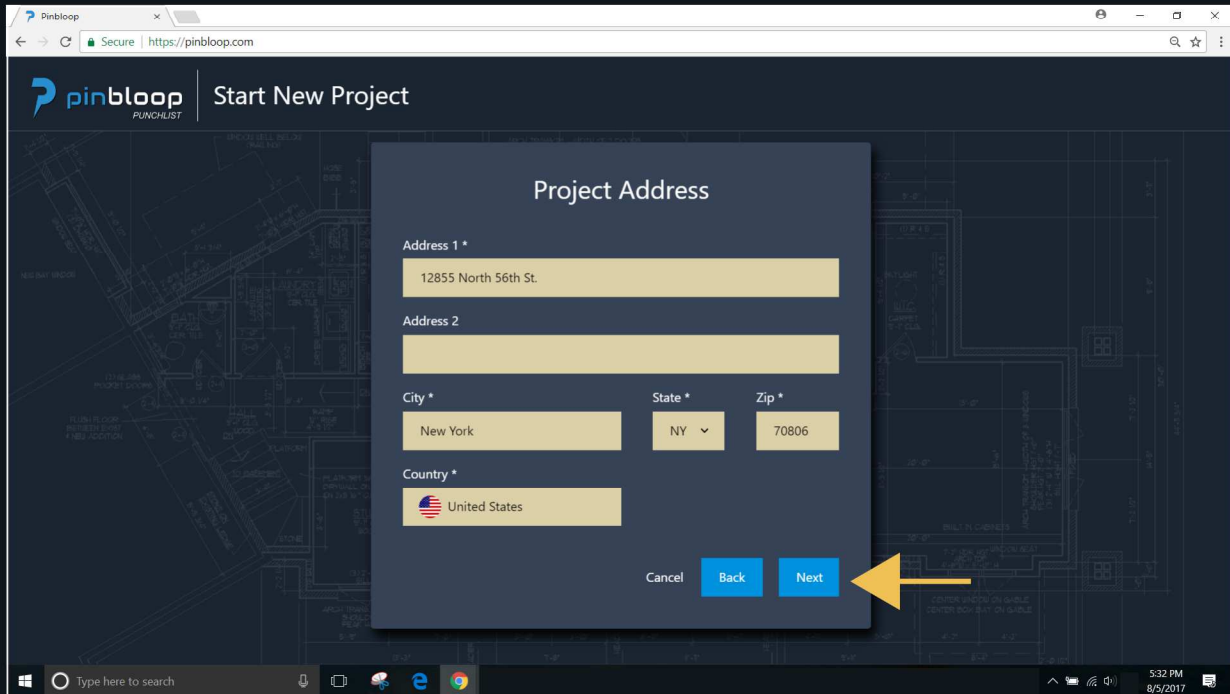
The screenshot shows the 'Start New Sub-Project' dialog box in the Pinbloop web application. The dialog box is overlaid on a map background. It contains a 'Select Parent Project' dropdown menu with 'Grand Central Station' selected. Below it is a 'Sub-Project Name' text input field containing 'Coffee Shop Build Out'. At the bottom of the dialog box are 'Cancel' and 'Next' buttons. A yellow arrow points to the 'Sub-Project Name' field.

# How To PDF Guide - Web App

## Start a Sub Project

### How to Start a Sub Project under an Existing Project

#### Step 3: Verify or Edit Sub Project Address



Project Address

Address 1 \*  
12855 North 56th St.

Address 2

City \*  
New York

State \*  
NY

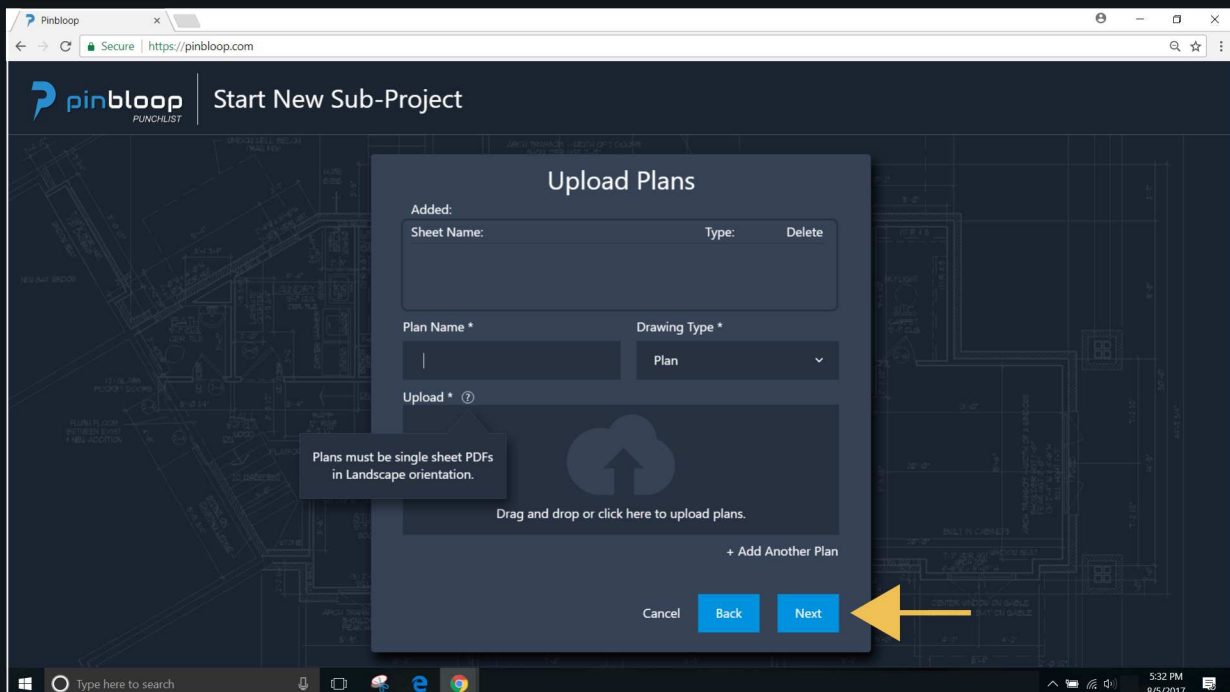
Zip \*  
70806

Country \*  
United States

Cancel Back Next

#### Step 4: Upload Plans or Skip by Clicking "Next"

**\*\* Must be Single Sheet PDF Plans in Landscape Orientation \*\***  
Be sure to enter the Plan Name along with the Drawing Type



Upload Plans

Added:	Sheet Name:	Type:	Delete

Plan Name \*  
Drawing Type \*  
Plan

Upload \* ?

Plans must be single sheet PDFs in Landscape orientation.

Drag and drop or click here to upload plans.

+ Add Another Plan

Cancel Back Next

# How To PDF Guide - Web App

## Start a Sub Project

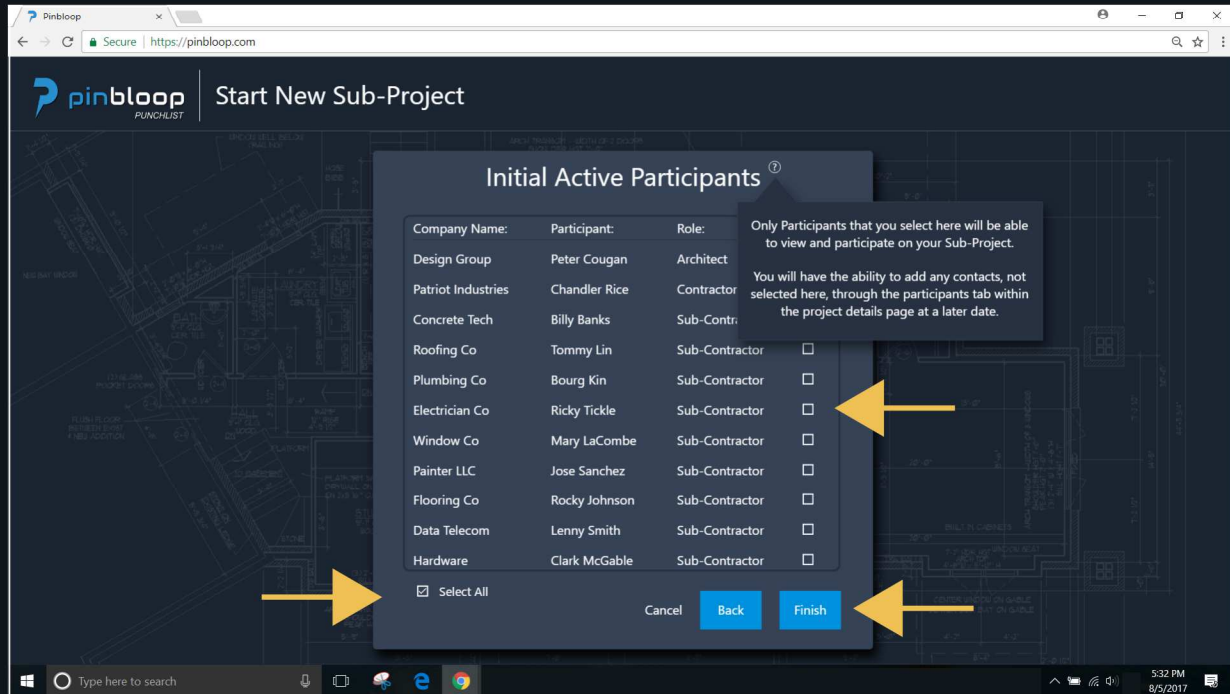
### How to Start a Sub Project under an Existing Project

#### Step 5:

#### Select Active Participants. Select Individual, All, or None.

\*\*Participants who are not selected will not see this project.\*\*

If None selected, Active Participants can be added at any point after this stage.



#### Step 6:

#### View your Sub Project in the 'My Projects' screen

