

## PINBLOOP PUNCHLIST QUICK START GUIDE TO WEB APPLICATION

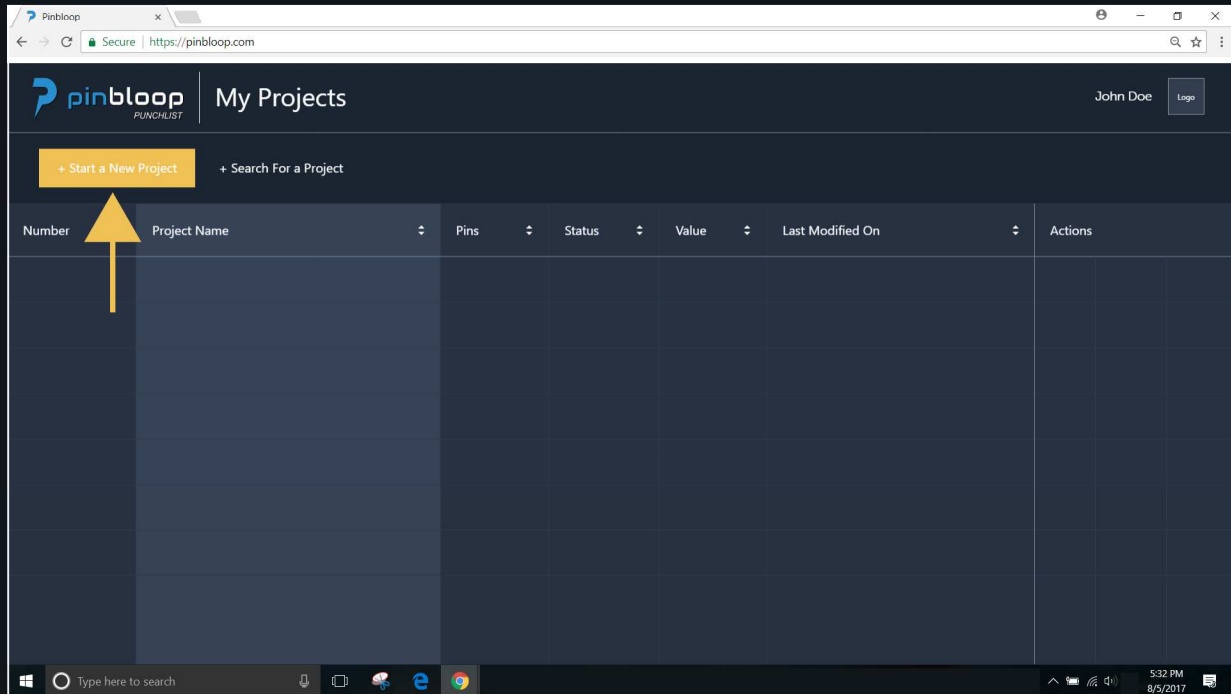
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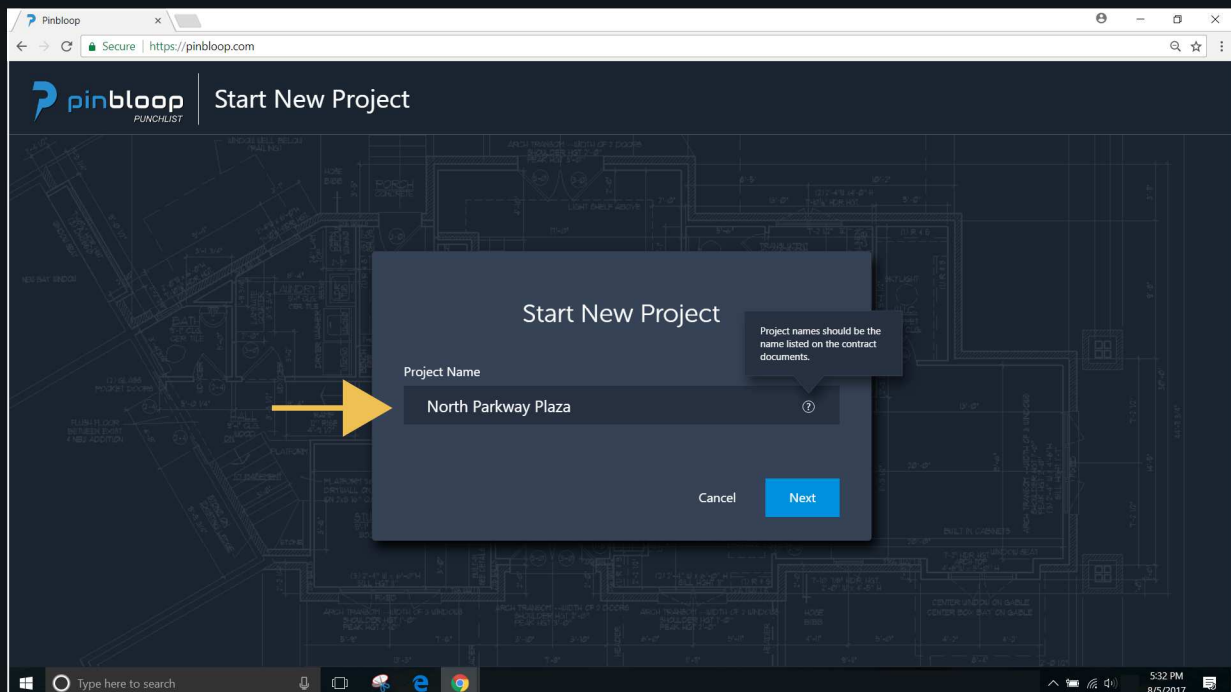
# Quick Start Guide

## Start New Project

### Step 1: Click on the Tab "Start New Project"



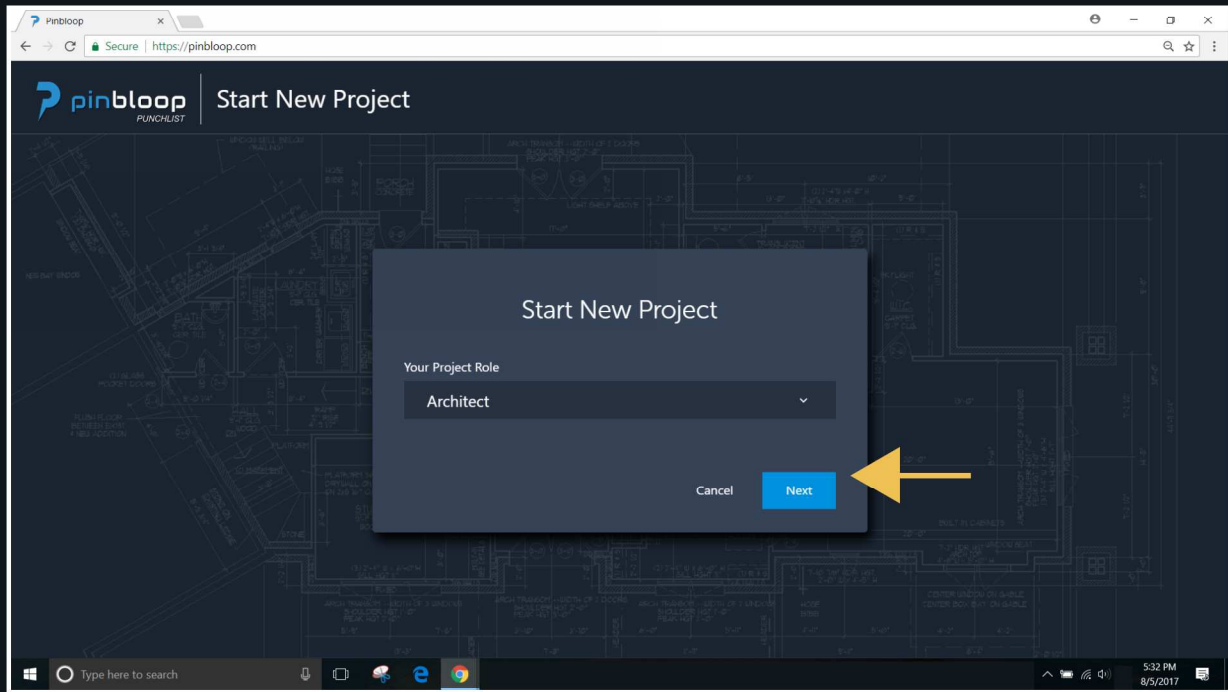
### Step 2: Enter Project Name



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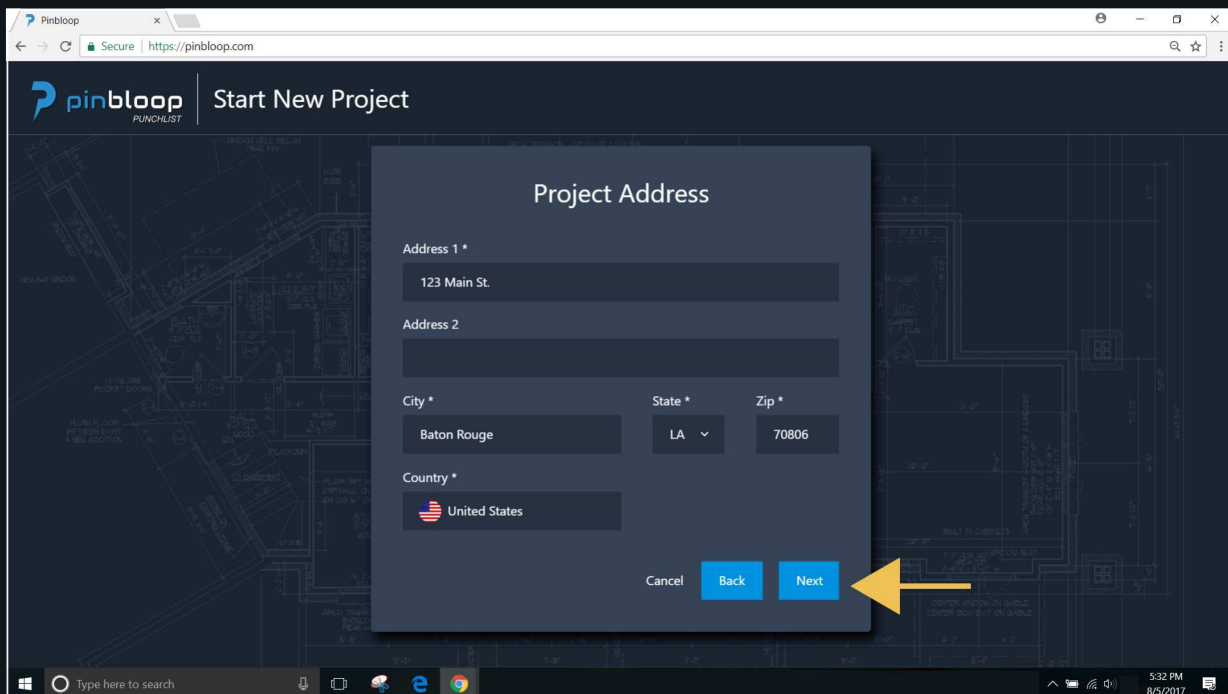
## Start New Project

### Step 3: Select what your role will be on the project



The screenshot shows a web browser window with the URL <https://pinbloop.com>. The page title is "Start New Project". A modal dialog box is centered on the screen with the title "Start New Project". Inside the dialog, there is a label "Your Project Role" above a dropdown menu. The dropdown menu is open, and "Architect" is selected. Below the dropdown are two buttons: "Cancel" and "Next". A yellow arrow points to the "Next" button. The background of the page is a dark blue grid pattern.

### Step 4: Enter The Project Address



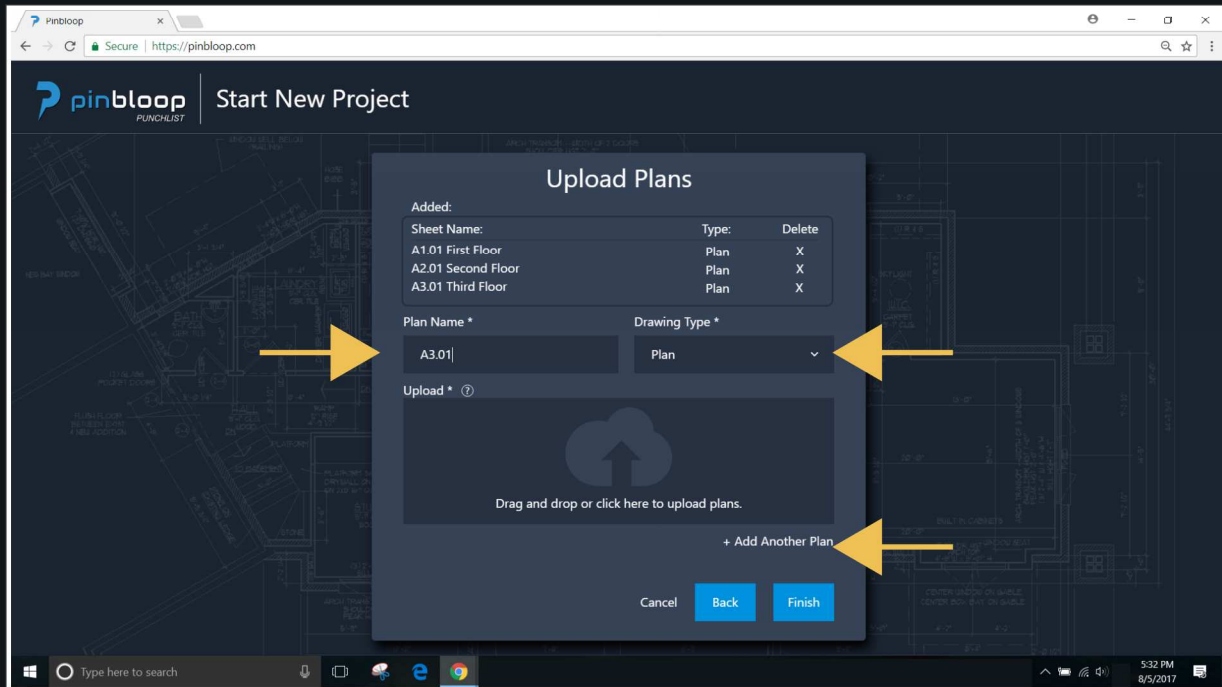
The screenshot shows the same web browser window. The modal dialog box is now titled "Project Address". It contains several input fields: "Address 1 \*" with the value "123 Main St.", "Address 2", "City \*" with the value "Baton Rouge", "State \*" with a dropdown menu showing "LA", "Zip \*" with the value "70806", and "Country \*" with a dropdown menu showing "United States" and a small American flag icon. At the bottom of the dialog are three buttons: "Cancel", "Back", and "Next". A yellow arrow points to the "Next" button. The background of the page is a dark blue grid pattern.

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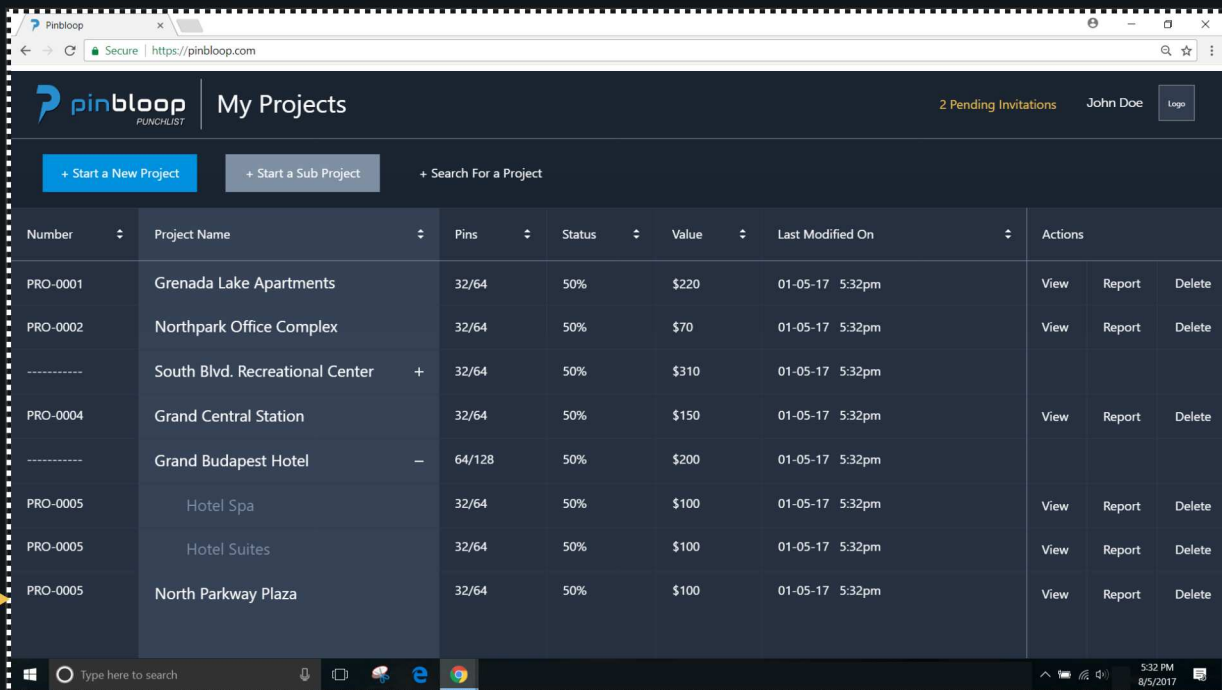
## Start New Project

### Step 5: Upload Plans

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



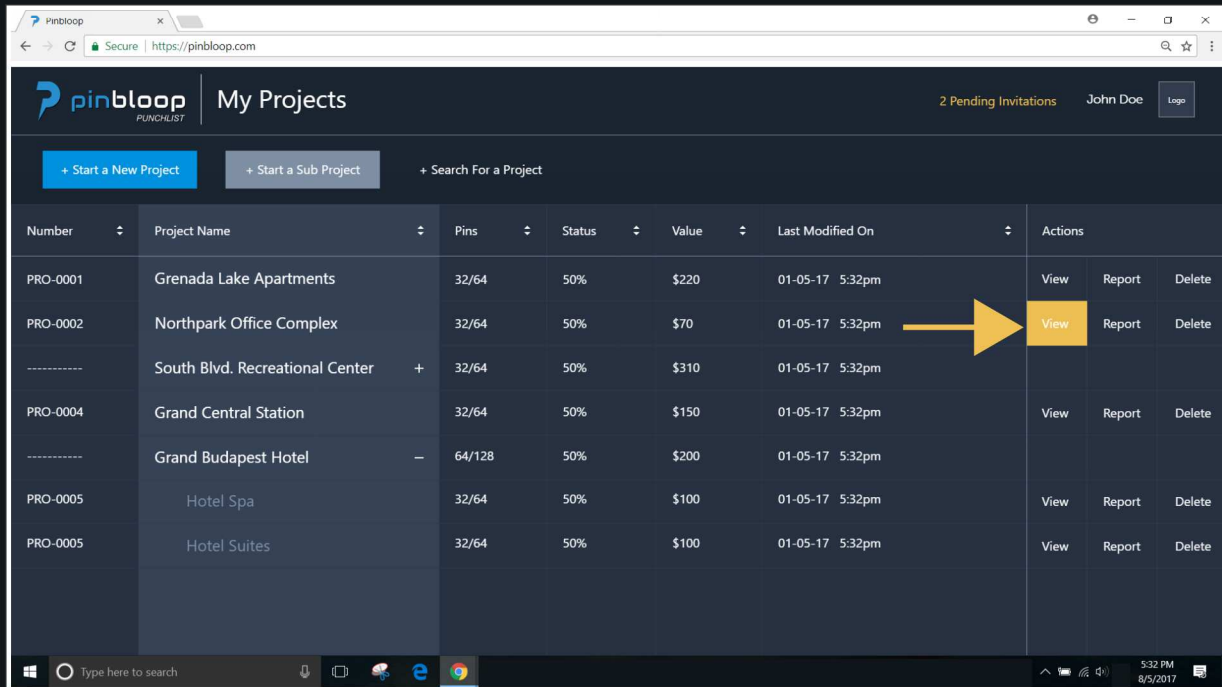
### Step 6: View your project in the 'My Projects' screen



# Quick Start Guide

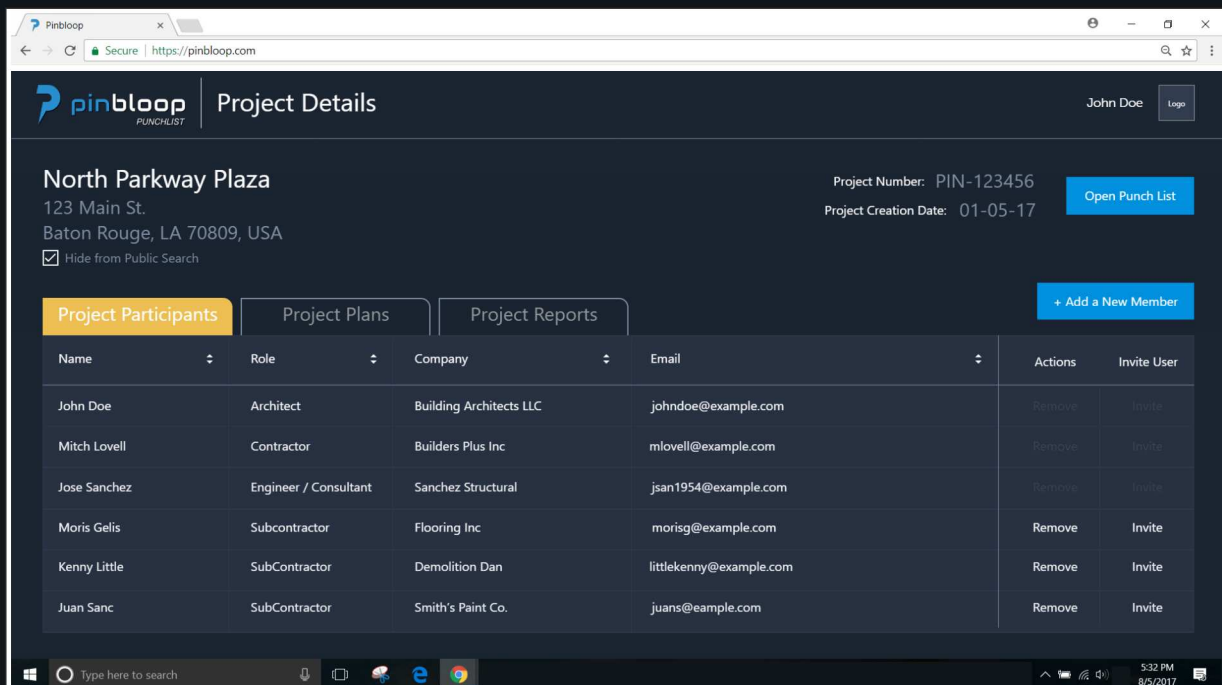
## View Project Details

**Step 1:**  
Click on 'View' in the actions column to the right.



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	
PRO-0002	Northpark Office Complex	32/64	50%	\$70	01-05-17 5:32pm	View Report Delete	
-----	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	
-----	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	
PRO-0005	Hotel Suites	32/64	50%	\$100	01-05-17 5:32pm	View Report Delete	

**Step 2:**  
Navigate the 3 Project Tabs. (Project Participants, Project Plans, & Project Reports)  
Here you can add participants, upload or delete plans, and view generated reports



North Parkway Plaza  
123 Main St.  
Baton Rouge, LA 70809, USA  
 Hide from Public Search

Project Number: PIN-123456  
Project Creation Date: 01-05-17

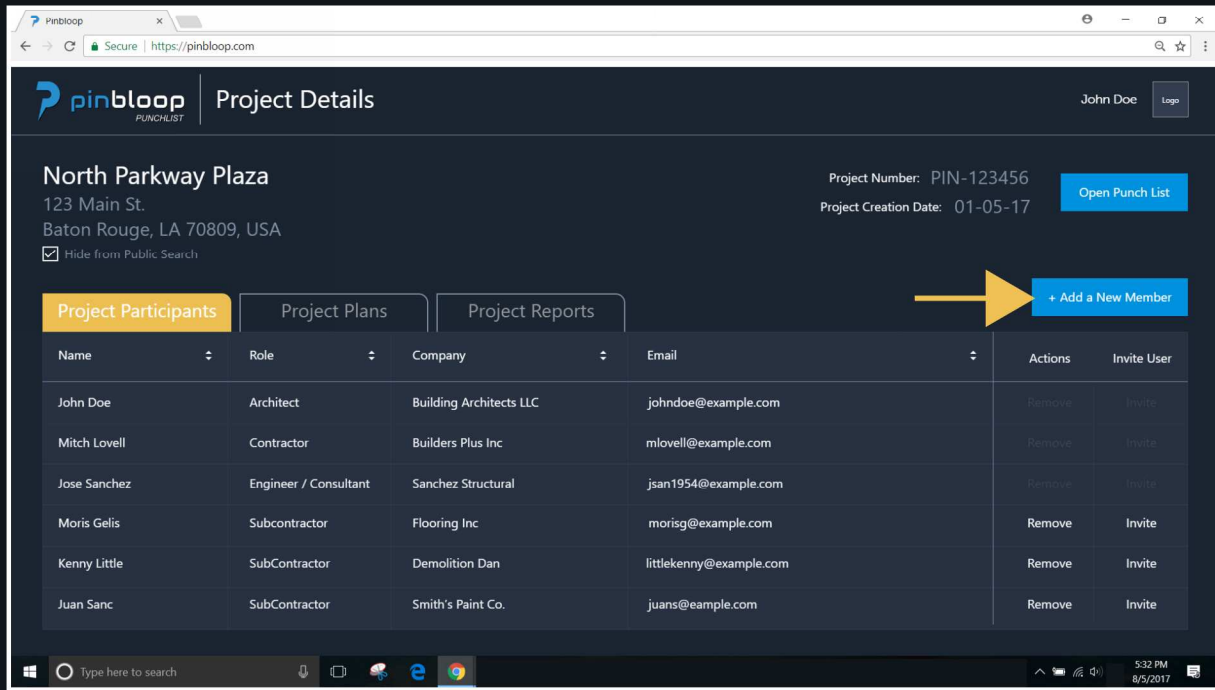
Project Participants | Project Plans | Project Reports

Name	Role	Company	Email	Actions	Invite User
John Doe	Architect	Building Architects LLC	john.doe@example.com	Remove	Invite
Mitch Lovell	Contractor	Builders Plus Inc	mlovell@example.com	Remove	Invite
Jose Sanchez	Engineer / Consultant	Sanchez Structural	jsan1954@example.com	Remove	Invite
Moris Gelis	Subcontractor	Flooring Inc	morisg@example.com	Remove	Invite
Kenny Little	SubContractor	Demolition Dan	littlekenny@example.com	Remove	Invite
Juan Sanc	SubContractor	Smith's Paint Co.	juans@eample.com	Remove	Invite

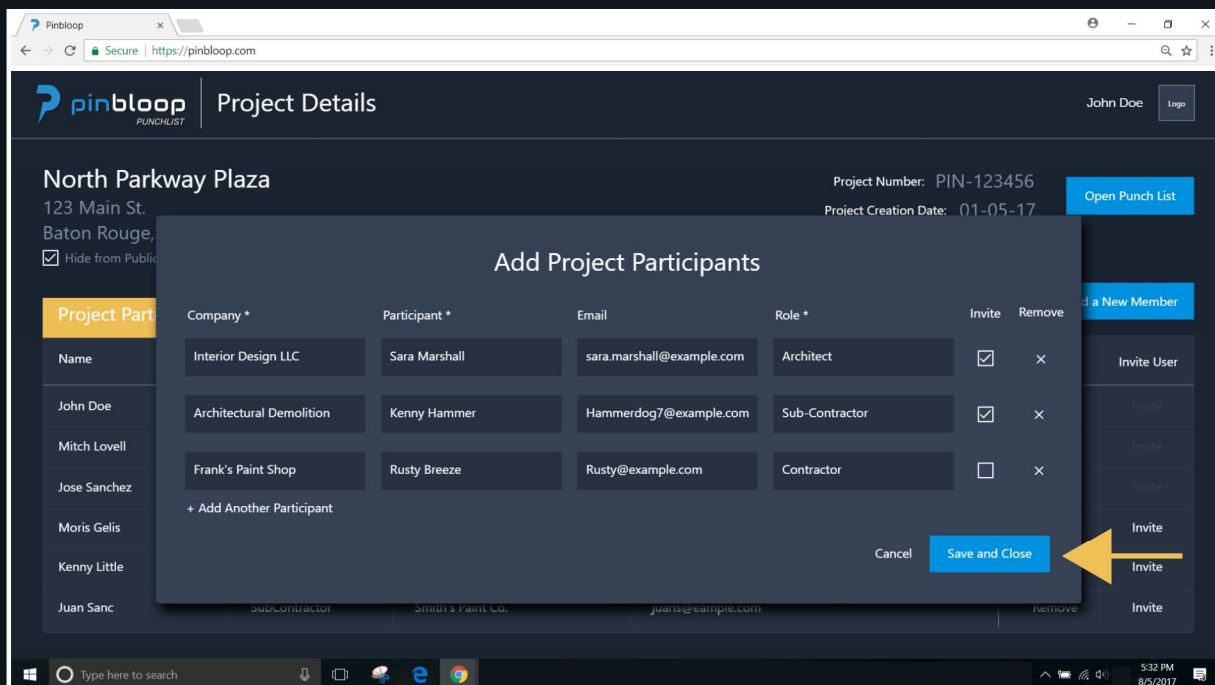
# Quick Start Guide

## Add Project Participants

**Step 1:**  
Navigate to the Project Participants tab and click on + Add a New Member



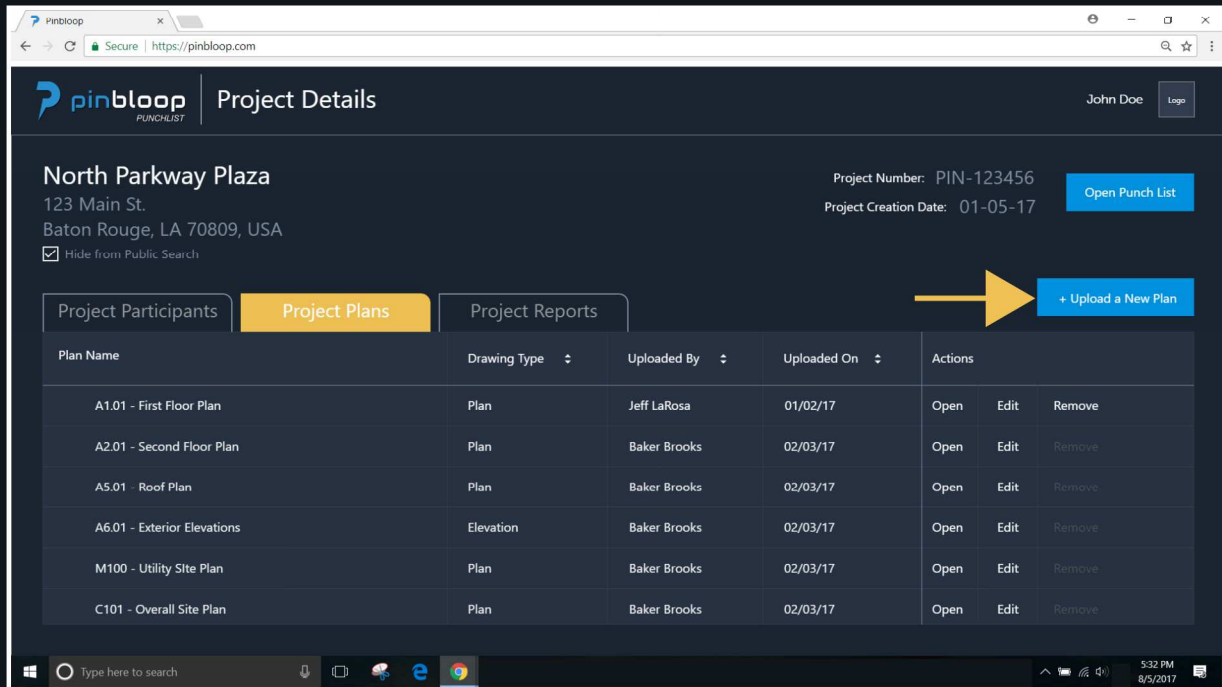
**Step 2:**  
Enter participants that you wish to add to the project.  
\*\* The required fields are marked with an Asterisk \*\*



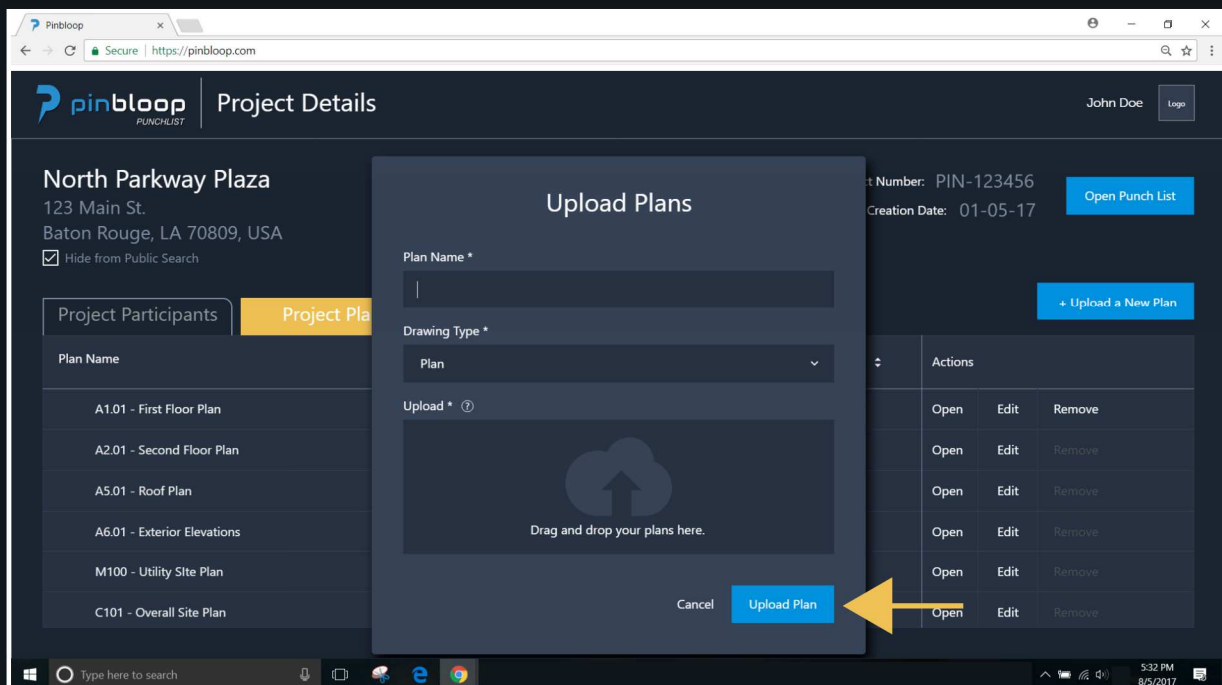
# Quick Start Guide

## Add Project Plans

**Step 1:**  
Navigate to the Project Plans tab and click on + Upload a New Plan



**Step 2:**  
Upload Single Sheet PDF Plans in Landscape Orientation



# Quick Start Guide

## Generate Project Reports

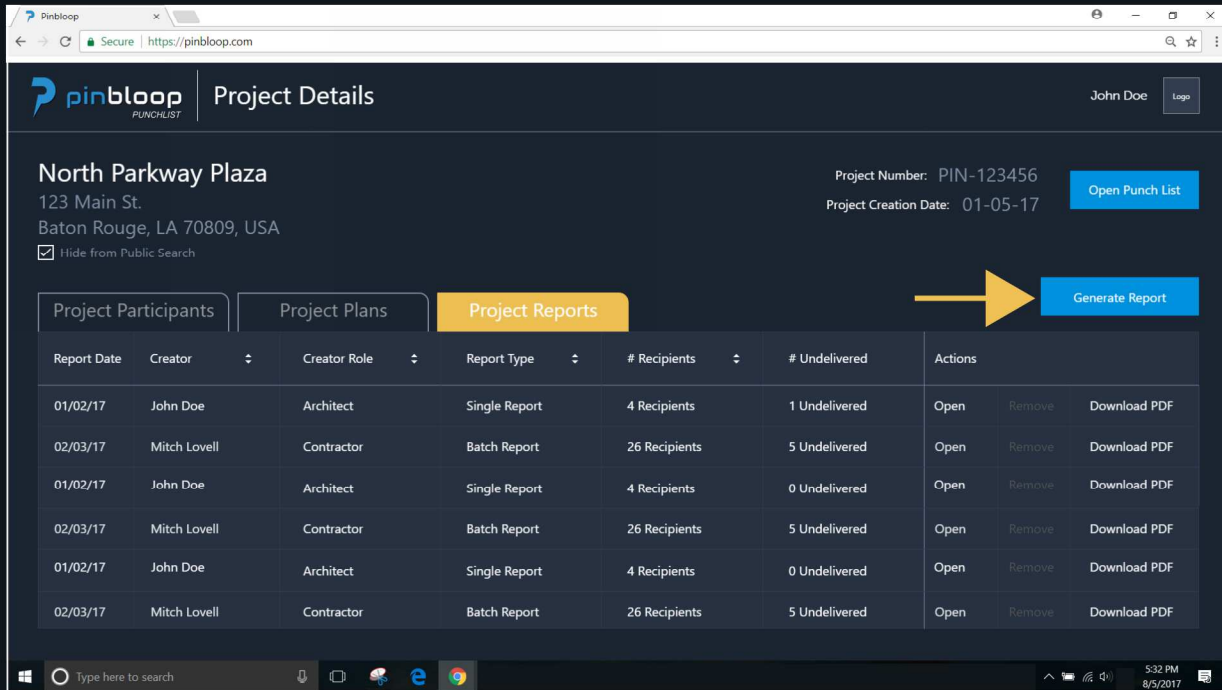
Batch Reports i.e. \*General Contractor to Sub-Contractors\*

Single Reports i.e. "Architect to Owner, Architect to General Contractor" Copyright © 2017 Pinbloop™  
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### Step 1:

Navigate to the Project Reports tab and click on "Generate Report"

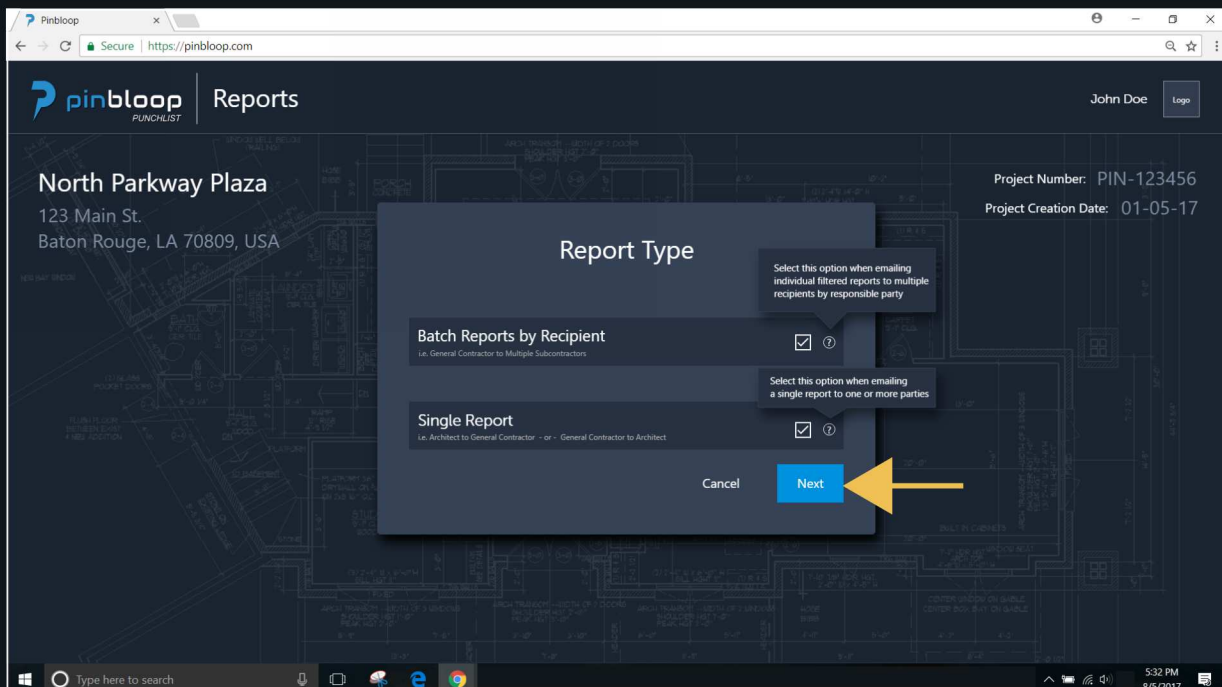


The screenshot shows the Pinbloop Project Details page for 'North Parkway Plaza'. The 'Project Reports' tab is selected and highlighted in yellow. A yellow arrow points to the 'Generate Report' button in the top right corner of the tab area. The page displays project information, a table of reports, and an 'Open Punch List' button.

Report Date	Creator	Creator Role	Report Type	# Recipients	# Undelivered	Actions
01/02/17	John Doe	Architect	Single Report	4 Recipients	1 Undelivered	Open Remove Download PDF
02/03/17	Mitch Lovell	Contractor	Batch Report	26 Recipients	5 Undelivered	Open Remove Download PDF
01/02/17	John Doe	Architect	Single Report	4 Recipients	0 Undelivered	Open Remove Download PDF
02/03/17	Mitch Lovell	Contractor	Batch Report	26 Recipients	5 Undelivered	Open Remove Download PDF
01/02/17	John Doe	Architect	Single Report	4 Recipients	0 Undelivered	Open Remove Download PDF
02/03/17	Mitch Lovell	Contractor	Batch Report	26 Recipients	5 Undelivered	Open Remove Download PDF

### Step 2:

Select Report Type using the check boxes and click Next.



The screenshot shows the Pinbloop Reports page for 'North Parkway Plaza'. A 'Report Type' dialog box is open, allowing the user to select a report type. The 'Batch Reports by Recipient' option is selected with a checkmark. A yellow arrow points to the 'Next' button in the dialog box.

**Report Type**

Select this option when emailing individual filtered reports to multiple recipients by responsible party

**Batch Reports by Recipient**  
i.e. General Contractor to Multiple Subcontractors

Select this option when emailing a single report to one or more parties

**Single Report**  
i.e. Architect to General Contractor - or - General Contractor to Architect

Cancel **Next**



# Quick Start Guide

## Generate Project Reports

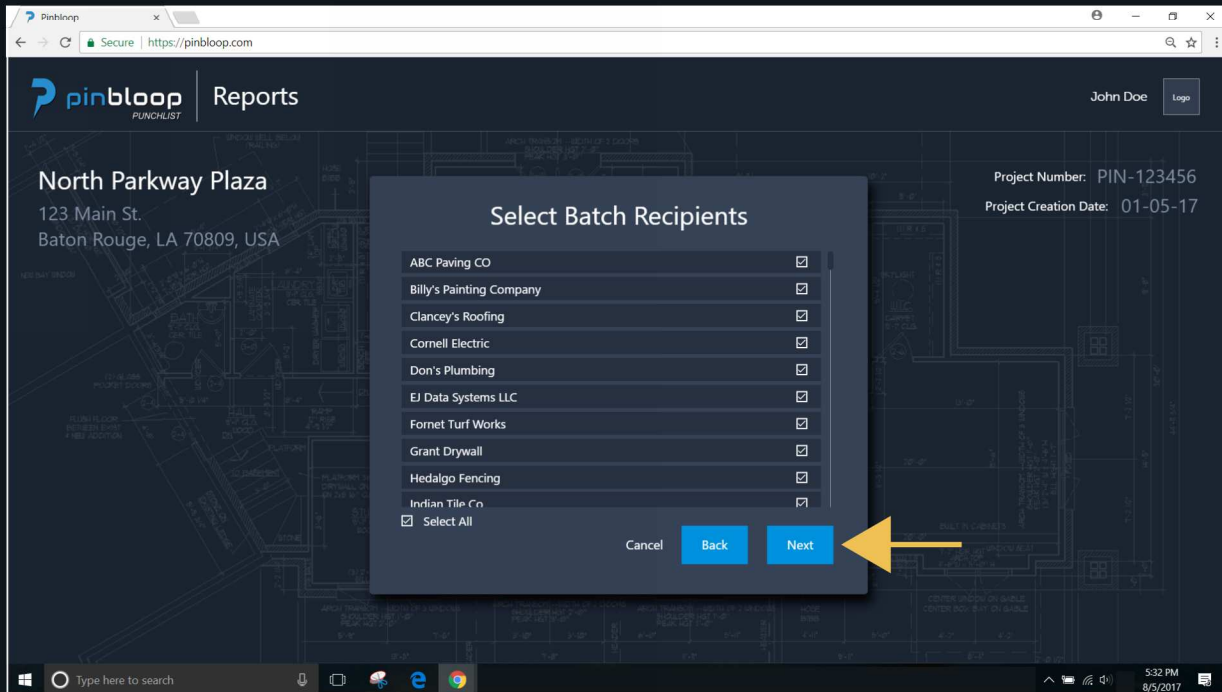
Batch Reports i.e. "General Contractor to Sub-Contractors"



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### Step 3a:

Select the Recipients you wish to receive a report, and click Next.

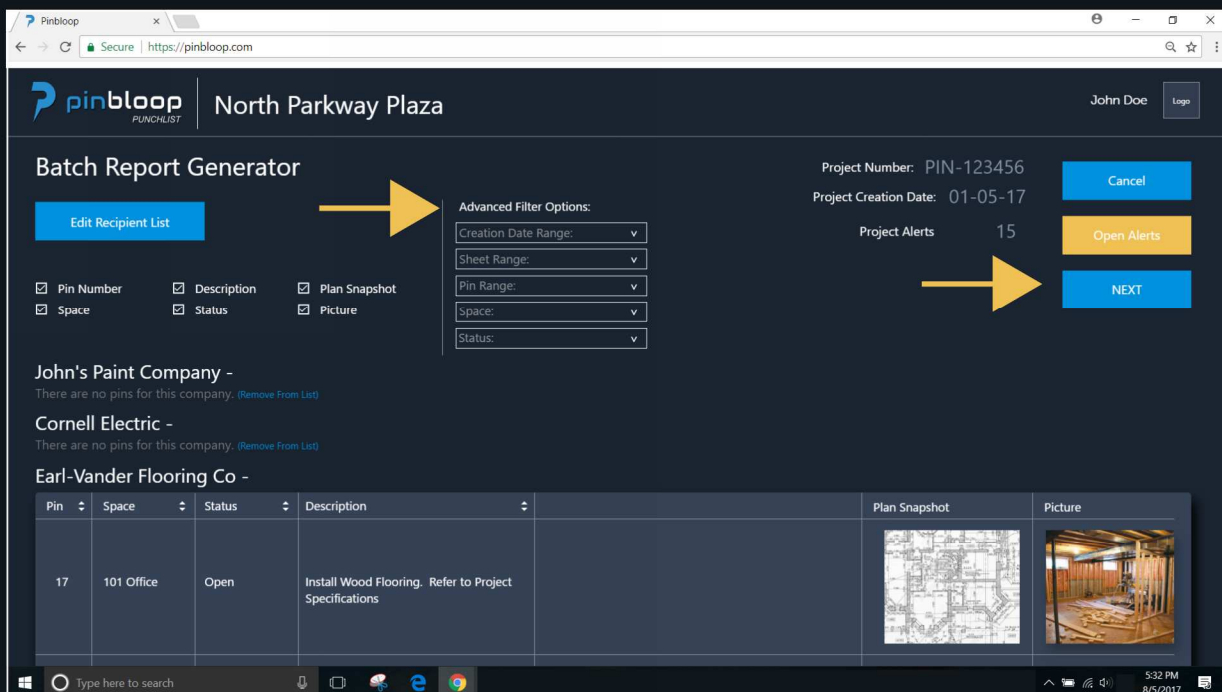


### Step 4a:

Filter using advanced filter options and check boxes, then click Next.

Project Alerts can be Opened here.

Recipients can be removed here.



# Quick Start Guide

## Generate Project Reports

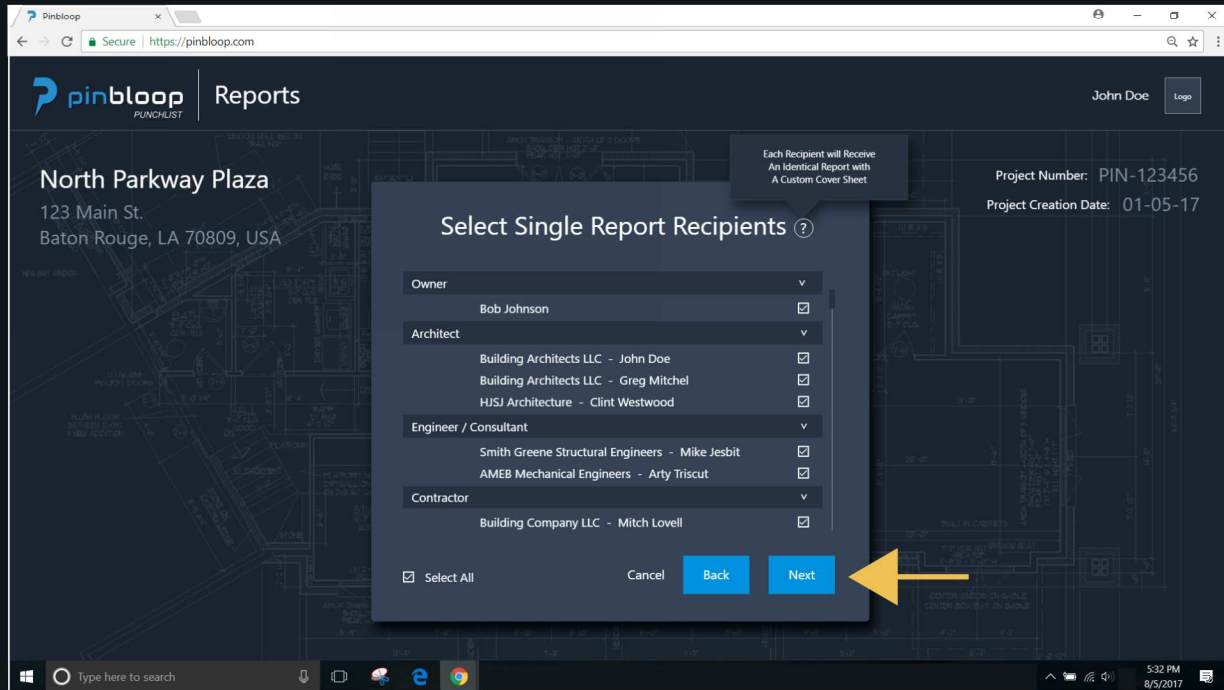
Single Reports i.e. "Architect to Owner, Architect to General Contractor"



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### Step 3b:

Select the Recipients you wish to receive a report, and click Next.

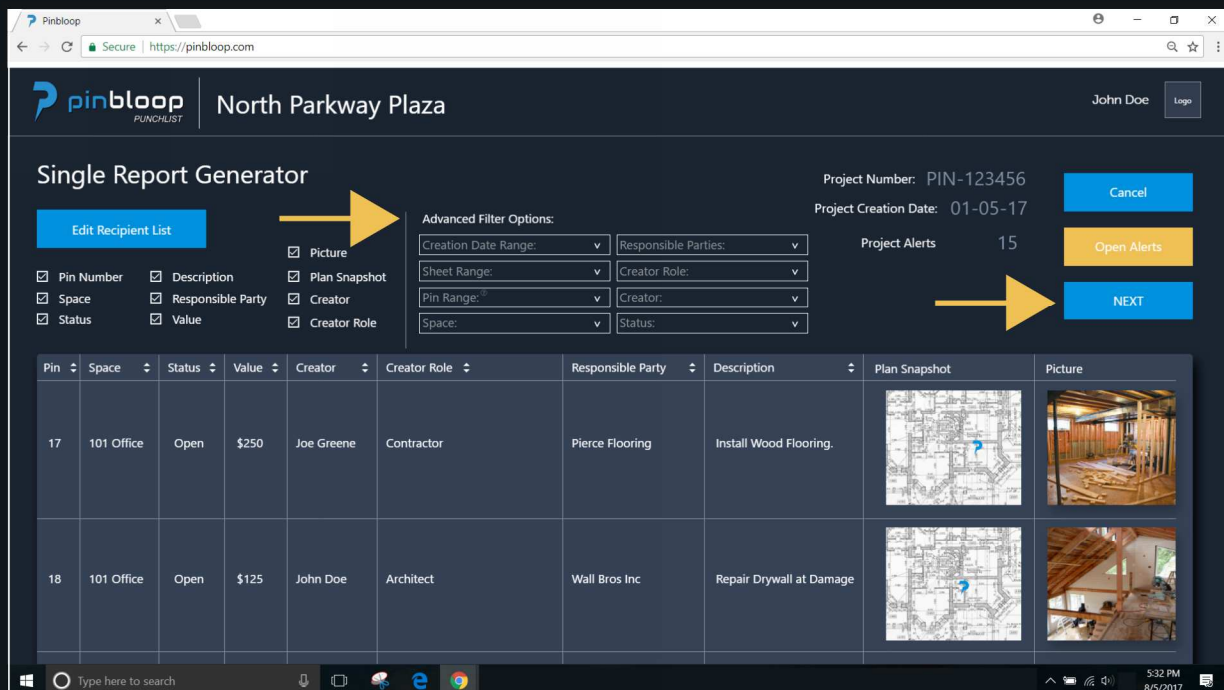


### Step 4b:

Filter using advanced filter options and check boxes, then click Next.

Project Alerts can be Opened here.

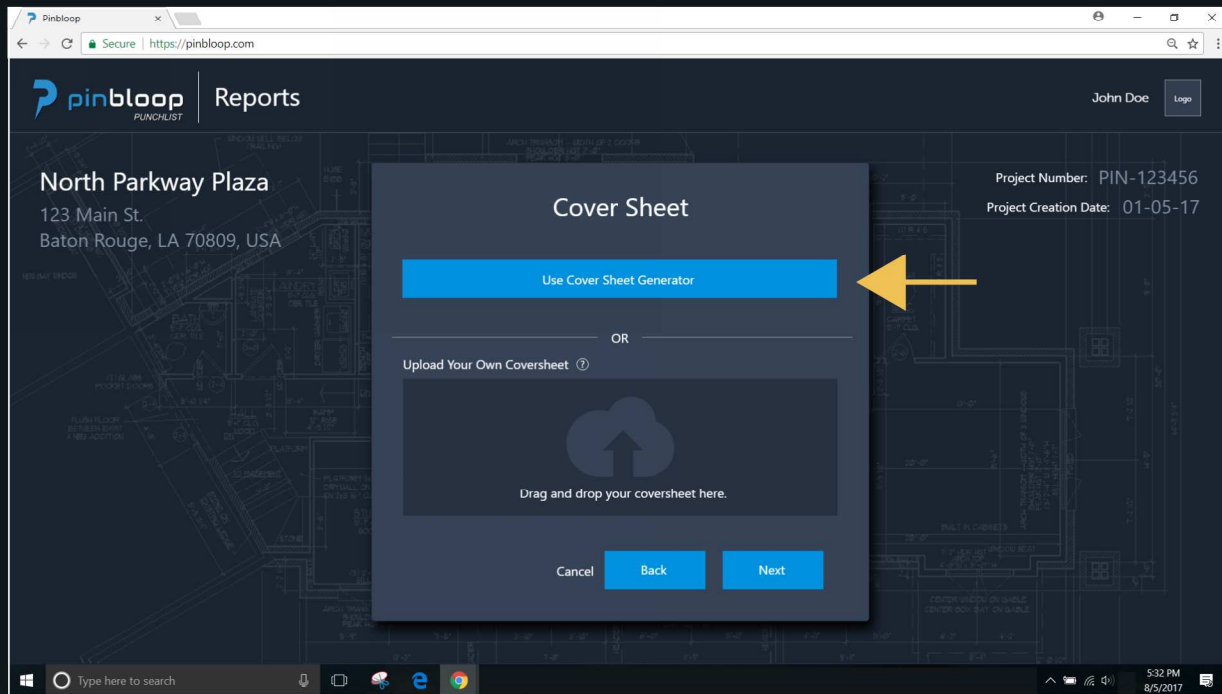
Recipients can be removed here.



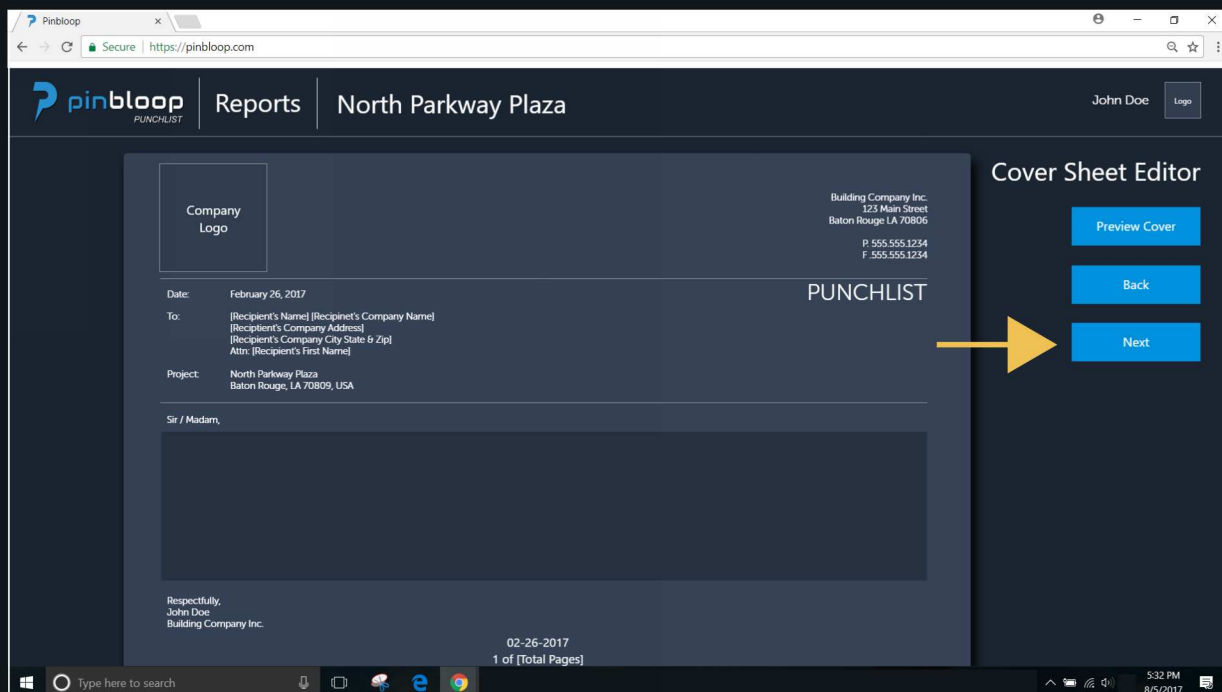
# Quick Start Guide

## Generate Project Reports

**Step 5:**  
Select Use Cover Sheet Generator or Upload your own Coversheet.



**Step 4:**  
Enter text in the available field and click Next.  
User can Preview Cover Sheet before continuing.



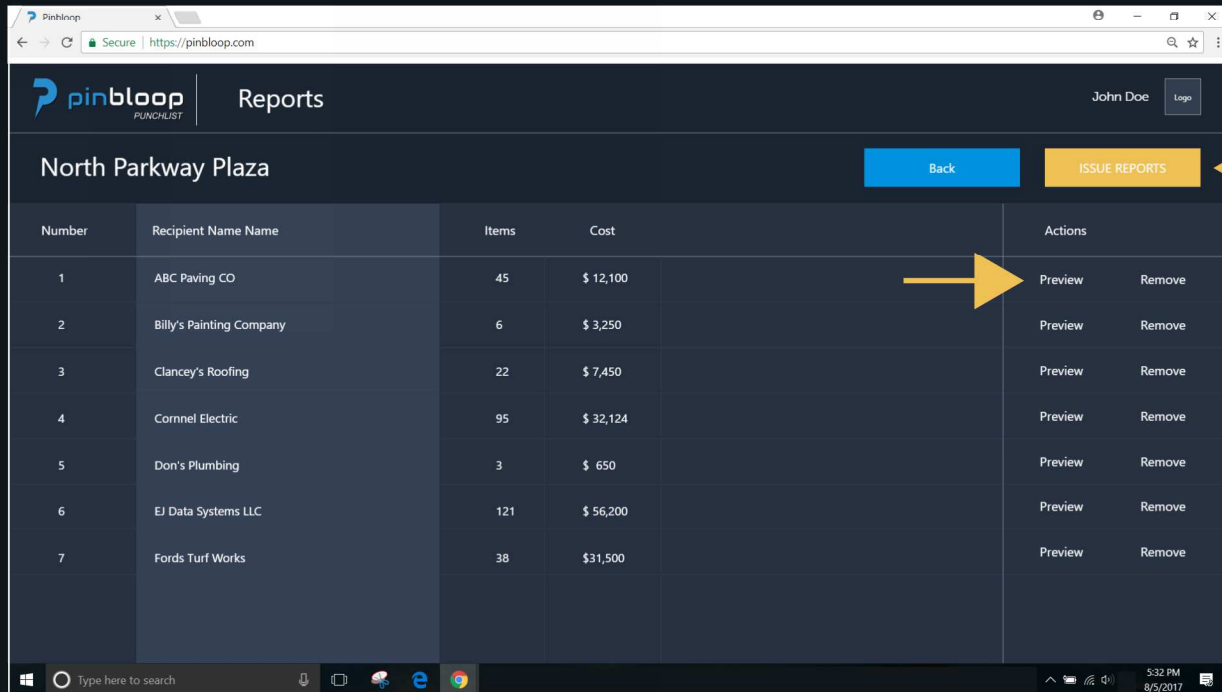
# Quick Start Guide

## Generate Project Reports



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**Step 5:**  
**Confirm Recipients and click Issue Reports.**  
Select Preview to view the Report prior to issuing the report.



**Step 6:**  
Reports are generated by the system and are automatically sent to each recipient via their email address. A link is provided for each recipient to download a PDF of the report.

Reports that are issued are available to view or download in the Project Details page under the Reports Tab.