How To PDF Guide - Tablet App
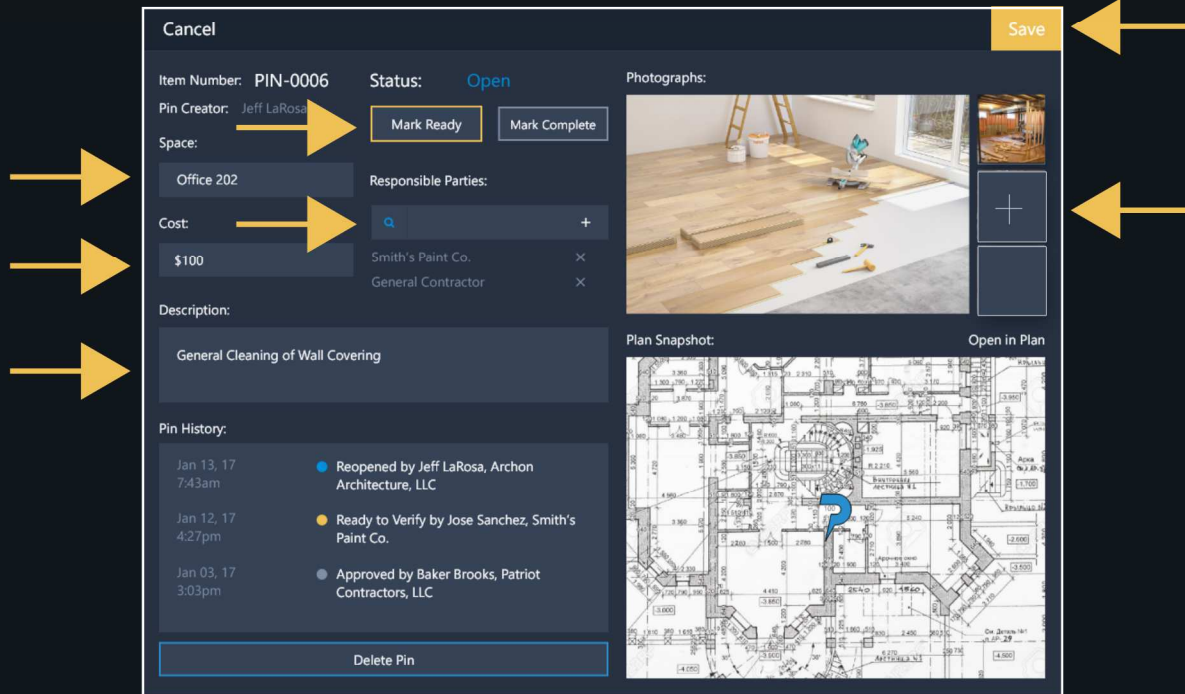
Add Pin Details
How to Add Pin Details to an Item

Step 1:
Add Photo, Modify Space, Cost, Responsible Party, Status, & Description. Click "Save"
Ability to Edit Fields depends on your Role. GC can Add Photo, Edit Responsible Party, Space, Mark Ready, and Description.
Owner, Arch, Engineer, Consultant Roles can Add Photo, Edit Space, Cost, Description, Mark Ready, Mark Complete, & Re Open.

Step 2:
After saving the Pin Details, Pin will be displayed on the drawing sheet
Re Open Pin Details by clicking on the Pin number in the Pin List