

How To PDF Guide - Web App

Add or Modify Pin Details & Description

How to Add or Modify Pin Details & Description



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Step 1: Open Punchlist from Project Details Page

Project Details

North Parkway Plaza
123 Main St.
Baton Rouge, LA 70809, USA

Project Number: PIN-123
Project Creation Date: 01-05

Open Punch List

Name	Role	Company	Email	Actions	Invite User
John Doe	Architect	Building Architects LLC	johndoe@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

Step 2: Click on the Pin to open Pin Summary

North Parkway Plaza

Sheet: A1.01 - First Floor

Pins	Space	Description	Status	Role	Responsible Party	Space
1	Hall 101	Touch up paint				
2	Hall 101	Hammer nail				
3	Hall 101	Install outlet				
4	Hall 101	Touch up paint				
5	Hall 101	Hammer nail				
6	Hall 101	Touch up paint				
7	Hall 101	Touch up paint				
8	Hall 101	Install outlet				
9	Hall 101	Touch up paint				
10	Hall 101	Hammer nail				
11	Hall 101	Repair sheetrock				
12	Hall 101	Touch up paint				
13	Hall 101	Install outlet				
14	Hall 101	Repair sheetrock				
15	Hall 101	Touch up paint				
16	Hall 101	Install outlet				
17	Hall 101	Touch up paint				
18	Hall 101	Repair sheetrock				
19	Hall 101	Hammer nail				
20	Hall 101	Touch up paint				
21	Hall 101	Install outlet				

Item Number: PIN-0004

Description: Touch up paint

Responsible Parties: Smith's Paint Co. General Contractor

Last Modified By: Baker Brooks [Contractor] on Jan 05, 2017 at 5:03pm

Value: \$100

Creator: Jeff LaRosa [Architect]

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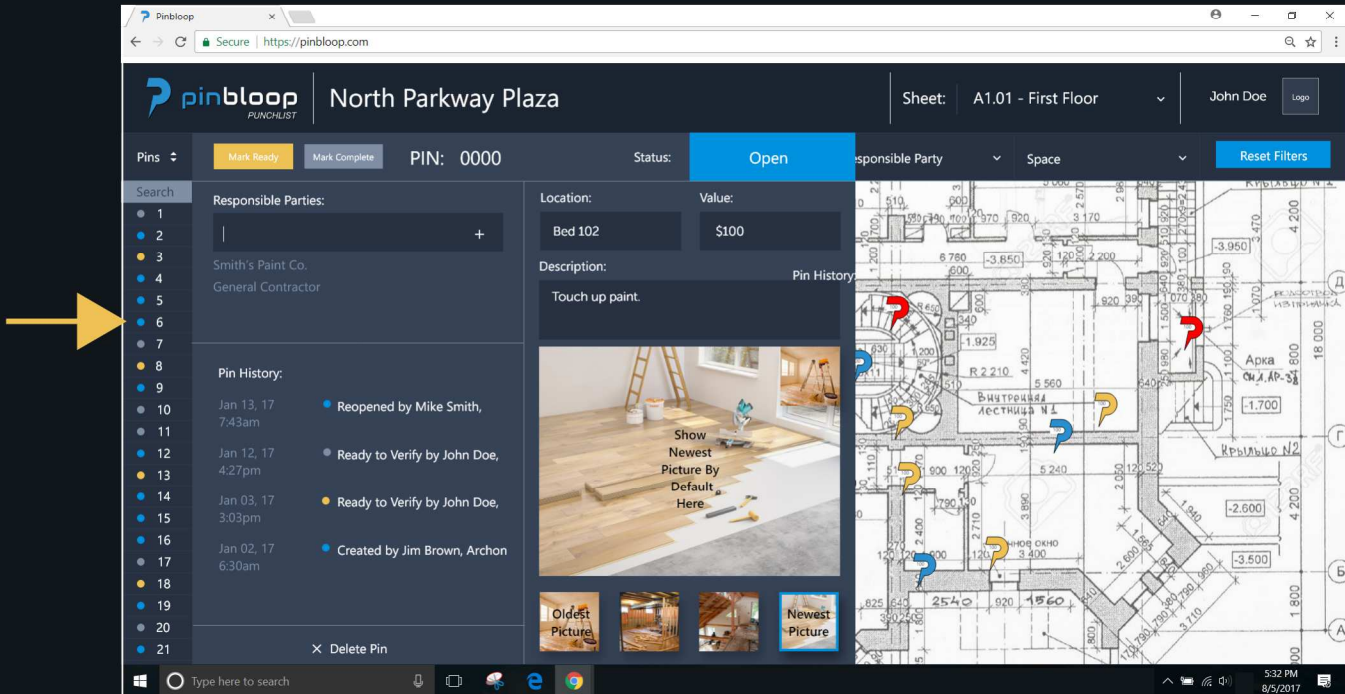
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Step 3:

Click on Pin Number to open Pin Details. Click on Available Fields to Edit them

GC can edit Description, Space, and Responsible Party. (Only Owner, Architect, Engineer,/Consultant can edit Cost)
Owner, Architect, Engineer/Consultant can edit Description, Space, and Cost. (Only GC can edit Responsible Party)

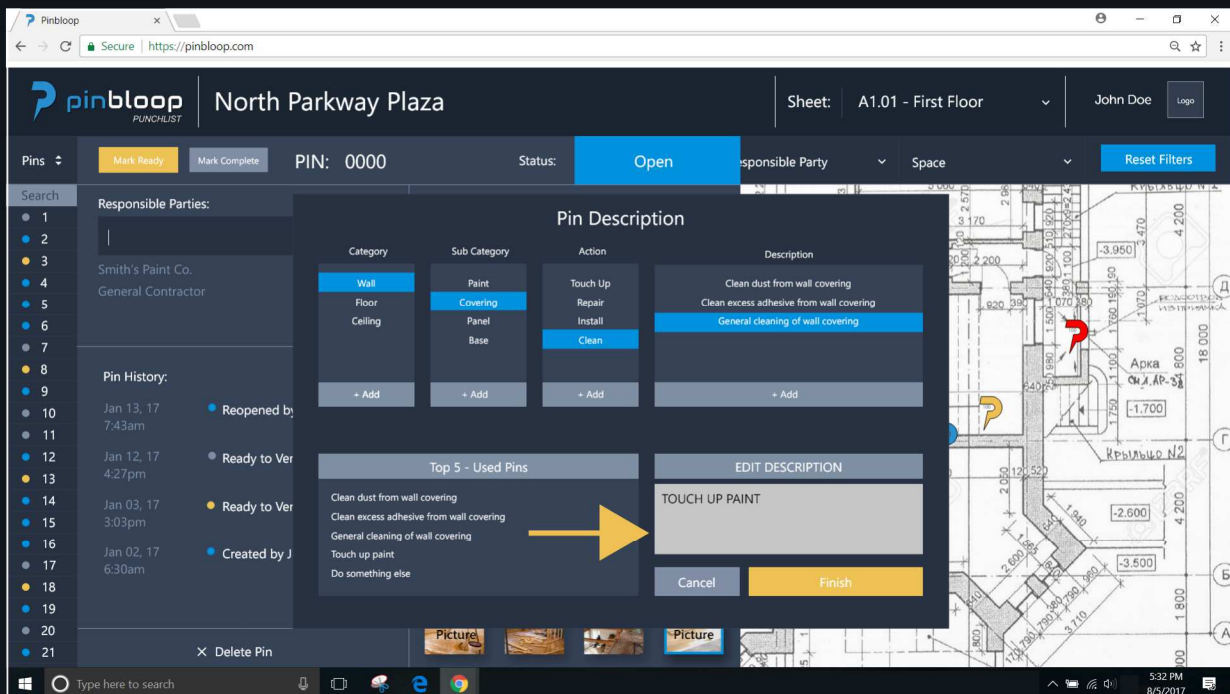


The screenshot shows the Pinbloop web application interface. At the top, it displays 'North Parkway Plaza' and 'Sheet: A1.01 - First Floor'. The main area shows a pin for 'Bed 102' with a value of '\$100'. The pin is currently 'Open'. The interface includes a search bar, a list of responsible parties (Smith's Paint Co. General Contractor), a pin history section, and a map view with a yellow arrow pointing to the pin number '102'.

Step 4:

To Modify Description, Click on the Description Field

Edit Description using Library, or Edit by typing Custom Description



The screenshot shows the 'Pin Description' modal in the Pinbloop web application. The modal displays a table of categories and actions, and a 'Top 5 - Used Pins' section. A yellow arrow points to the 'TOUCH UP PAINT' option in the 'Top 5 - Used Pins' section.

Category	Sub Category	Action	Description
Wall	Paint	Touch Up	Clean dust from wall covering
Floor	Covering	Repair	Clean excess adhesive from wall covering
Ceiling	Panel	Install	General cleaning of wall covering
	Base	Clean	
+ Add			+ Add

Top 5 - Used Pins

- Clean dust from wall covering
- Clean excess adhesive from wall covering
- General cleaning of wall covering
- Touch up paint
- Do something else

EDIT DESCRIPTION

TOUCH UP PAINT

Cancel Finish