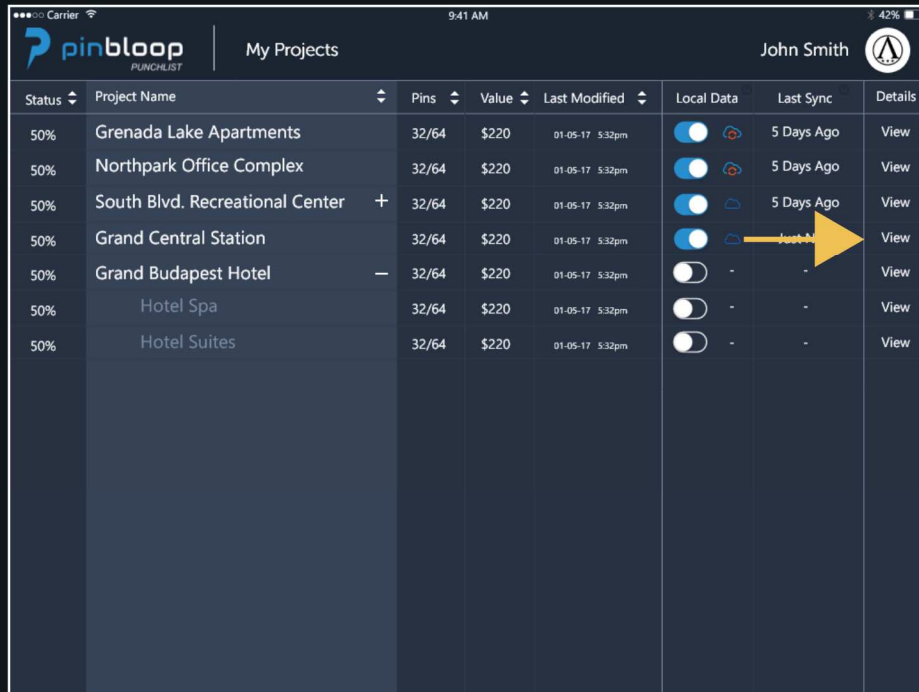


How To PDF Guide - Tablet App

Add a Participant or Project Contact

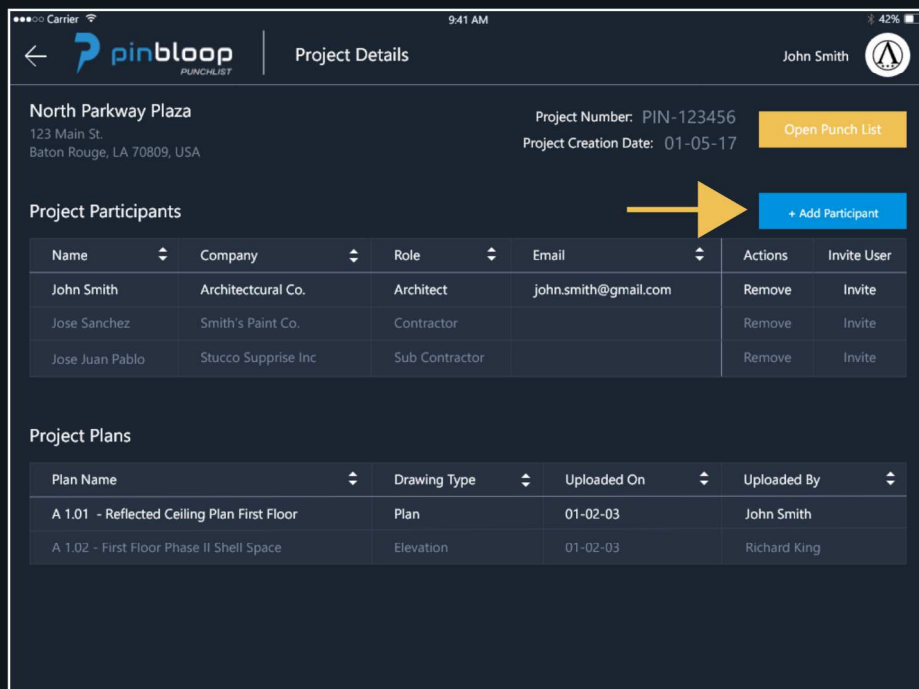
How to Add a Participant or Project Contact

Step 1:
On "My Projects" Screen, Click on "View"



Status	Project Name	Pins	Value	Last Modified	Local Data	Last Sync	Details
50%	Grenada Lake Apartments	32/64	\$220	01-05-17 5:32pm		5 Days Ago	View
50%	Northpark Office Complex	32/64	\$220	01-05-17 5:32pm		5 Days Ago	View
50%	South Blvd. Recreational Center	32/64	\$220	01-05-17 5:32pm		5 Days Ago	View
50%	Grand Central Station	32/64	\$220	01-05-17 5:32pm		5 Days Ago	View
50%	Grand Budapest Hotel	32/64	\$220	01-05-17 5:32pm		-	View
50%	Hotel Spa	32/64	\$220	01-05-17 5:32pm		-	View
50%	Hotel Suites	32/64	\$220	01-05-17 5:32pm		-	View

Step 2:
Once switcher is in the on position, your projects will begin to sync with the cloud.
Uploading indicates your data is uploading to the cloud.
Syncing indicates cloud data is downloading to your device.



Name	Company	Role	Email	Actions	Invite User
John Smith	Architectural Co.	Architect	john.smith@gmail.com	Remove	Invite
Jose Sanchez	Smith's Paint Co.	Contractor		Remove	Invite
Jose Juan Pablo	Stucco Surprise Inc.	Sub Contractor		Remove	Invite

Plan Name	Drawing Type	Uploaded On	Uploaded By
A 1.01 - Reflected Ceiling Plan First Floor	Plan	01-02-03	John Smith
A 1.02 - First Floor Phase II Shell Space	Elevation	01-02-03	Richard King

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Add a Participant or Project Contact How to Add a Participant or Project Contact



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Step 3: Enter Participant's information and select Participant Role

Carrier 9:41 AM 42%

pinbloop PUNCHLIST Project Details Jeff LaRosa

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

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

Add Project Participants

Company*	Participant *	Email	Role *	Invite	Remove
Interior Design LLC	Sara Marshall	sara.marshall@gmail.com	Architect	<input checked="" type="checkbox"/>	✕
Architectural Demolition	Kenny Hammerfinger	Hammerdog77@hotmail.com	Sub-Contractor	<input checked="" type="checkbox"/>	✕
Frank's Paint Shop	Rusty Breeze	Rusty@FPS.com	Contractor	<input checked="" type="checkbox"/>	✕

+ Add a New Participant

Cancel Save and Close

Step 4: Click the "Invite" Check Box, then Save and Close. Invited Participants will have access to the project as the Role they are invited. Participants not invited will not have access to the project, but their contact information will be retained for future invitation and for the reporting process.

Carrier 9:41 AM 42%

pinbloop PUNCHLIST Project Details Jeff LaRosa

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

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

Add Project Participants

Company*	Participant *	Email	Role *	Invite	Remove
Interior Design LLC	Sara Marshall	sara.marshall@gmail.com	Architect	<input checked="" type="checkbox"/>	✕
Architectural Demolition	Kenny Hammerfinger	Hammerdog77@hotmail.com	Sub-Contractor	<input checked="" type="checkbox"/>	✕
Frank's Paint Shop	Rusty Breeze	Rusty@FPS.com	Contractor	<input checked="" type="checkbox"/>	✕

+ Add a New Participant

Cancel Save and Close