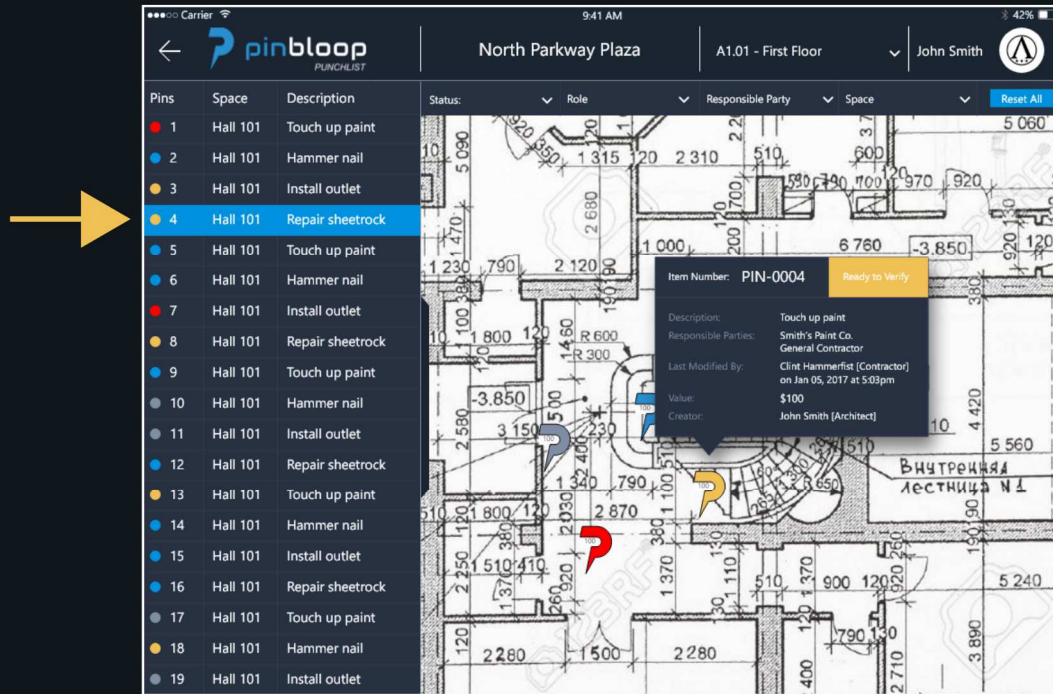


How To PDF Guide - Tablet App

Change Pin Status How to Change Pin Status

Step 1:
Open an item by clicking on the pin number in the pin list



Step 2:
Select "Mark Ready", "Mark Complete", or "Re Open". Click "Save"

****Ability to Edit Status depends on your Role**.**

GC can Mark Ready & Re Open. GC cannot Mark Complete, unless no other Role Types are participating in the Project. Owner, Arch, Engineer, Consultant Roles can Mark Ready, Mark Complete, & Re Open.

