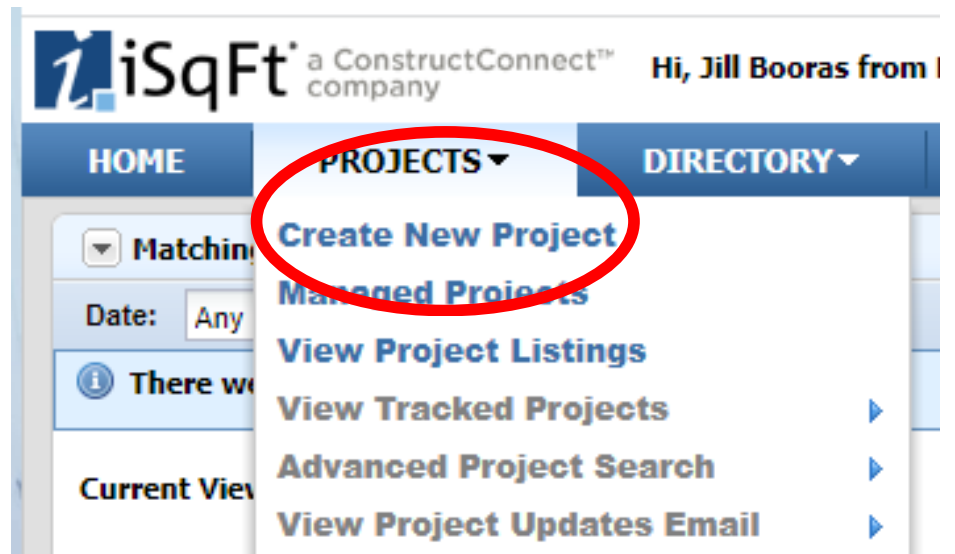


Module 1

Creating a Project

1

- Click on the “Projects” tab
- Click on “Create New Project”



Module 1

Creating a Project

2

- A new window will open. Input:
 - Project name
 - Project number/ Job number
 - Project Description
- Under “Add a Project Location”, click “Edit”. Input:
 - Project Location- Address is from drawings
 - Click “Save
- Under” Add a Bid Package”, input:
 - Bid package title
 - Bid Date and Time

The screenshot shows the 'Create Project' web application interface. The main form has the following fields: 'Project Name' (circled in red), 'Legal Title', 'Project Number' (circled in red), and 'Project Description' (with a rich text editor). Below this is an 'Edit Project Location' modal window with fields for 'Country' (set to 'United States'), 'Zip (Postal) Code', 'Address', 'City', 'State/Province', and 'Country'. The 'Additional Project Location Information' section is circled in red, and a 'Save' button is also circled in red. Below the modal is the 'ADD A PROJECT LOCATION' section with an 'Edit' button circled in red. At the bottom is the 'ADD A BID PACKAGE' section with fields for 'Bid Package Title' (set to 'All Trades'), 'Bid Date' (set to '1/4/2024'), and 'Bid Time' (set to '02:00 PM ET'). The 'Bid Date' and 'Bid Time' fields are circled in red. At the bottom of the page are 'Cancel' and 'Create Project' buttons.

Module 1: Creating a Project

3

- Click the “Create Project” button
- On the right-side treeview under “Primary Contact”, click “Update Contact”
- Select the lead Estimator as the primary contact for the project

ADD A PROJECT LOCATION
Edit

ADD A BID PACKAGE clear

Bid Package Title: All Trades

Bid Date: 1/4/2024

Bid Time: 02 00 PM ET

Selected Trades:

Cancel

Create Project

Package: All Trades

Primary Contact

Update Contact

Jill Booras
122 Quincy Shore Drive
Quincy MA 02171

Phone:
Fax:
Mobile:
Email:

Contact Name: Ryan Kennedy
Title: Allan Fiddes
Email: Brad Fray
Phone: Brian Zec
Ext: Clara Dunn
Mobile: Donald Ren
Address 1: Evan Pizzo
Address 2: Jill Booras
City: Ken Grassett
State: Luke Postler
Zip Code: Mainard Kennedy
Fax: Ryan Kennedy
Contact Preference: Ryan Smith
Sebastian Barbagallo
Stephen Crane
Terrence Driscoll
Email

Cancel

Update

***NOTE**

- To edit project information, click on the “Details” tab
- Click on “Edit Project”
- Click “Save Project” when Edits are complete

ISQFT a ConstructConnect company HI, Jill Booras from Lee Kenned

HOME PROJECTS DIRECTORY PREQ

6560838 - Test Project- Training Purposes - Lee Kenned

Dashboard Details Documents (0) Addenda (0) Bid Management

Project Details ?

Edit Project Perform Takeoff Copy Project Print

Basic Project Information

ISQFT a ConstructConnect company

HOME PROJECTS

6560838 - Test Project- Trair

Dashboard Details Documents (0)

Project Details ?

Save Project Cancel Perf

Basic Project Information

Legal Title: