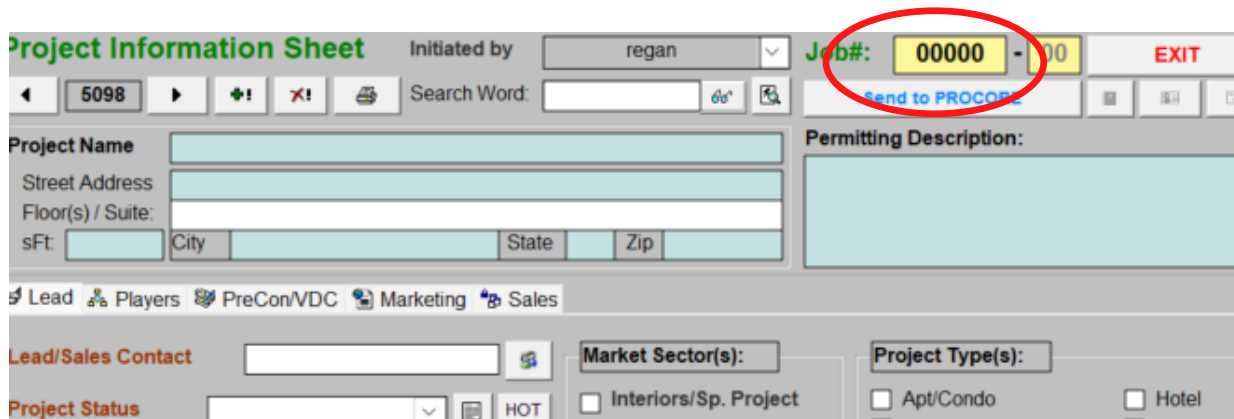


Creating a New Job

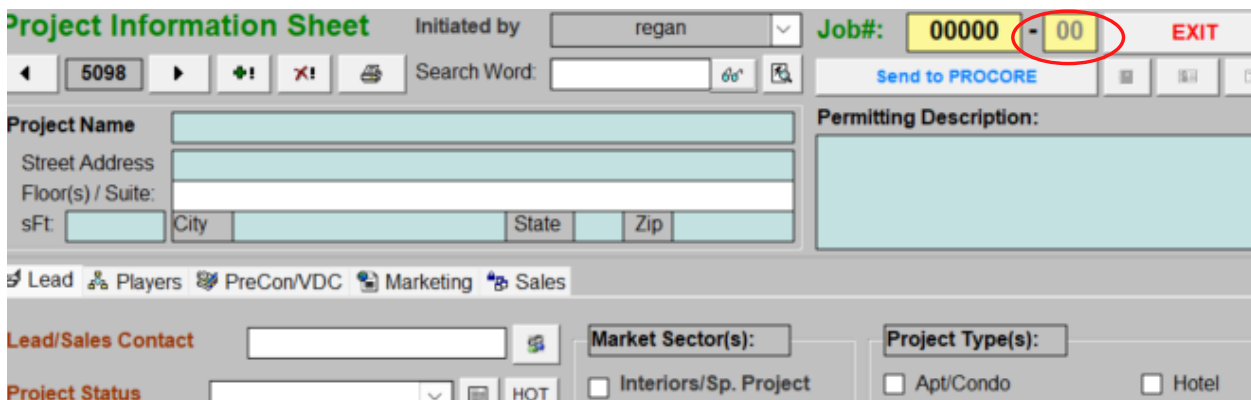
1

- Once all information is complete, double-click on the job number (00000)
- Click through the prompts
 - Is this an interiors job?
 - Do you want to generate permit documentation?



The screenshot shows the 'Project Information Sheet' form. At the top right, the 'Job#' field contains '00000 - 00', with the '00' part circled in red. Below the job number is a 'Send to PROCORE' button. The form includes fields for Project Name, Street Address, Floor(s) / Suite, sFt, City, State, and Zip. There are also tabs for Lead, Players, PreCon/VDC, Marketing, and Sales. At the bottom, there are checkboxes for 'Interiors/Sp. Project', 'Apt/Condo', and 'Hotel'.

***NOTE- To create a sub job, make sure that you are in the main job and click on the 00**



This screenshot is identical to the one above, but the '00' part of the job number '00000 - 00' is circled in red, indicating the step to click on the sub-job number.