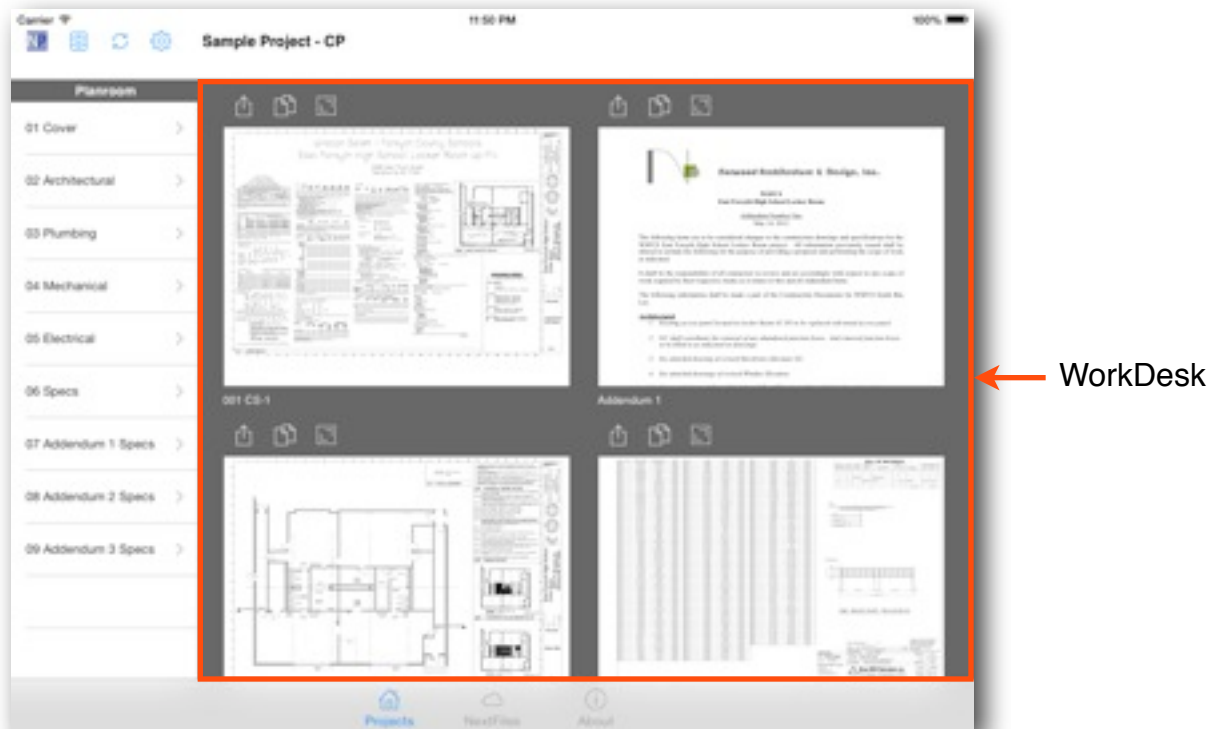


## NextPlans Mobile Quick Start Guide

Welcome to NextPlans on the iPad. Until this app was created, you needed to have a computer with an Internet connection to use NextPlans. Now you can use this app to connect to the NextPlans servers, search for projects and sync project documents with this device.

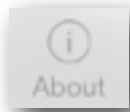
The goal of this app is to allow users access to project documents stored in the NextPlans system. Project documents are either planroom documents or collaboration documents. Planroom documents can be viewed, annotated and shared with others. Collaboration documents can also be viewed, annotated, shared with others or saved back to the NextPlans vault. Once a project is synced with this device, you'll be able to access the documents locally without the need for an Internet connection.

The app is organized into three sections, Project Details, Planroom and Collaboration. Project Details shows general information about the project and the location of the project on a map. The Planroom is where bid documents are found. The Collaboration section contains documents used outside of the bid process, usually during design, pre-bid and construction phases of a project. Within the Planroom and Collaboration sections there is an area called the WorkDesk. You can use the WorkDesk to keep documents readily available while you are working with them.

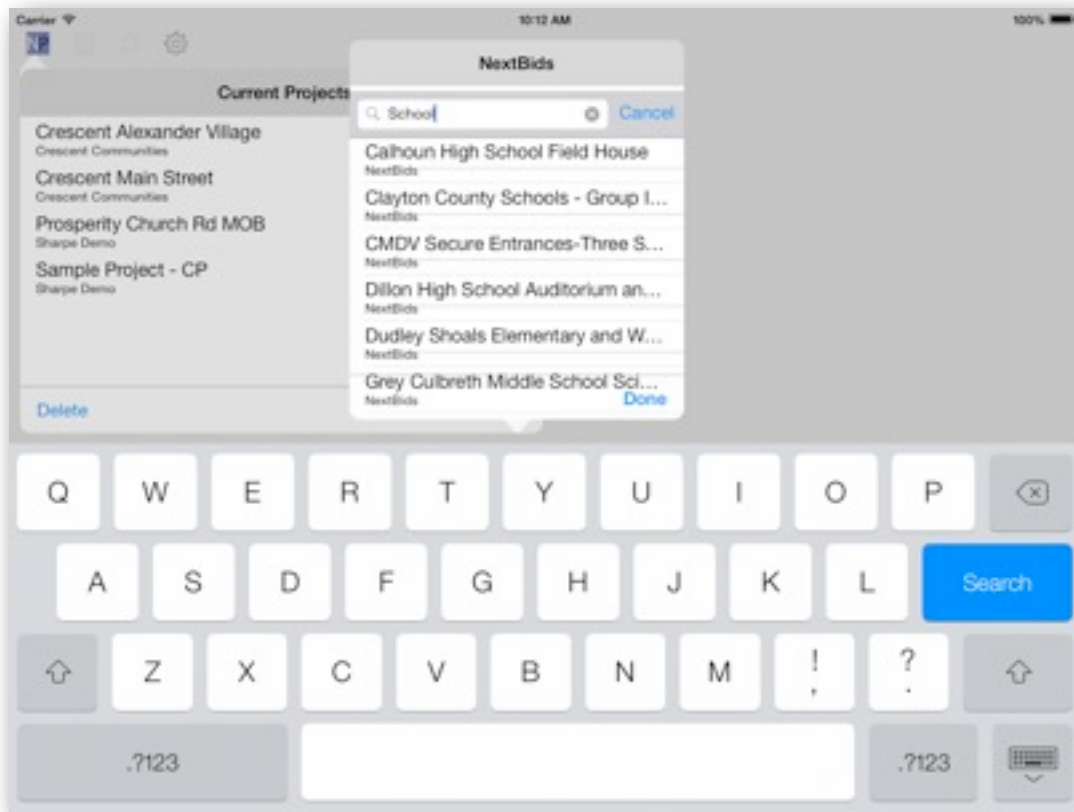


## Working With Project Documents

Accessing and syncing documents with the iPad is straight-forward. Please note, though, that you need a NextPlans Single Sign-On (SSO) account to login to the NextPlans system. You can learn more about getting a SSO account using the 'About' button.

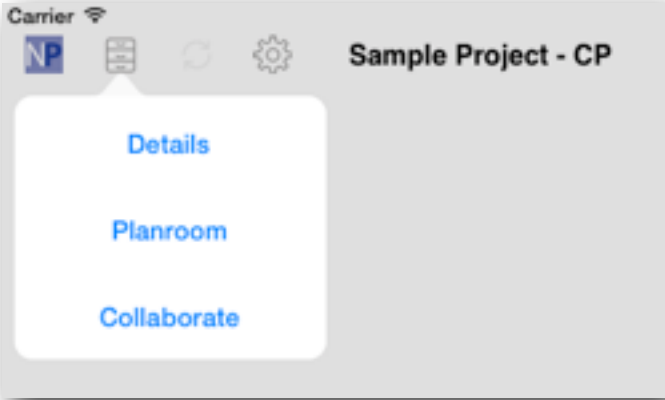


Once you login using your SSO account, you'll have access to many planrooms and projects, depending on how your SSO account is configured. You'll be able to choose a planroom, search for projects and add them to your Current Projects list.

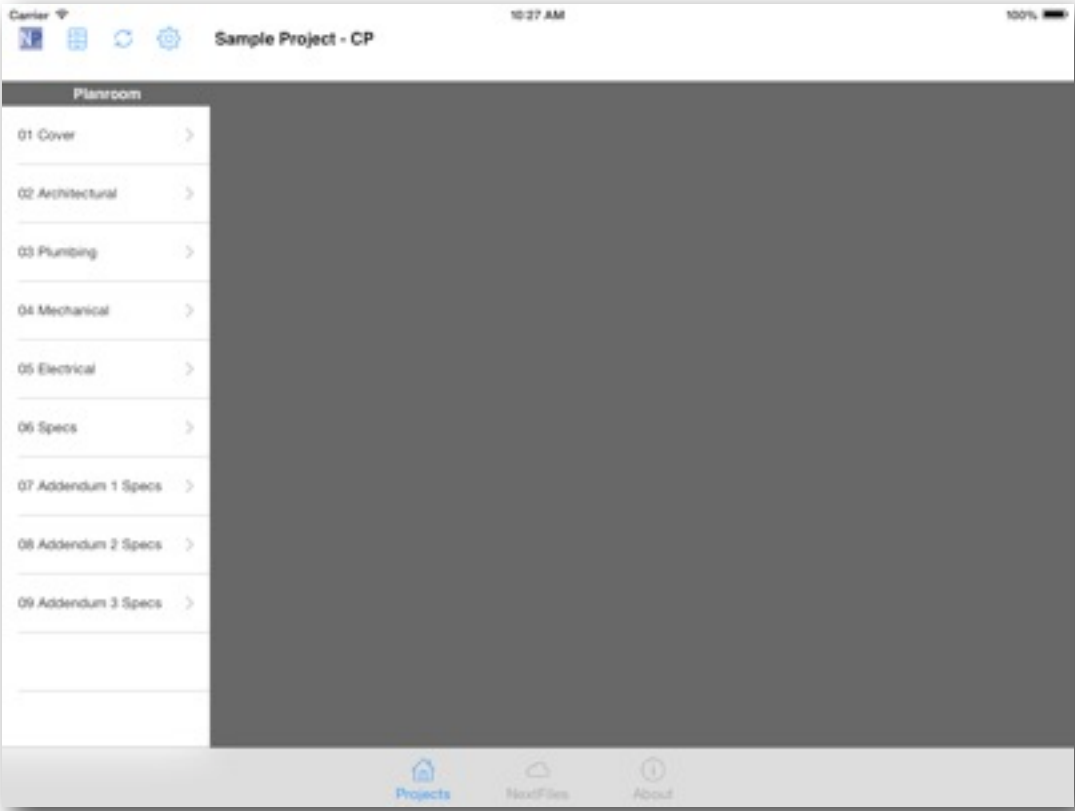


Now that you have selected projects, you can open them one at-a-time and work with the current set of documents.

Documents are stored in the NextPlans system in various vaults on the Internet. You can view them in either the Planroom or Collaboration sections. When you select a project to open, you will be presented with a menu that lets you navigate to either section. If the Collaboration menu item is grey, you do not have access to the Collaboration documents for the project.



When you first open a project, the WorkDesk will be empty.



On the left side of the screen a listing of *document categories* is available for you to select.

When you select a document category, a list of documents will pop-out. Select a document and it will be presented full-screen for you to view. The document is not yet stored on the iPad. You are viewing the document as if it were a web page.

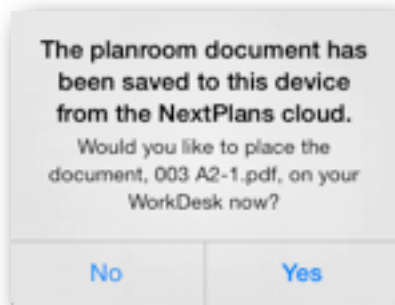


If you want to store the document on your iPad, press the 'Save' button.

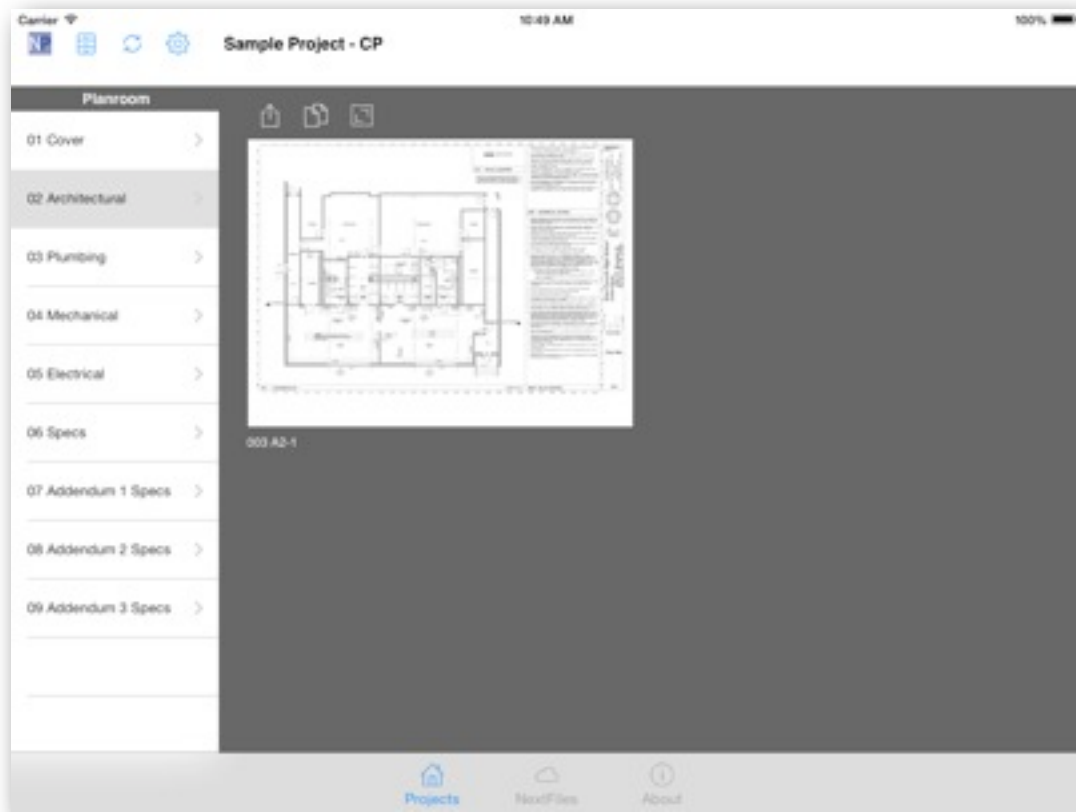


The document is saved to the iPad.

You will be asked if you want to place the document on the WorkDesk.



If you answer Yes, when you close the document, it will be shown on the WorkDesk for easy retrieval. If you answer No, the document is still available to work with on you iPad, but you will need to re-select it from the document category list.



## The WorkDesk

You can place many documents on the WorkDesk. We suggest placing only the documents you are working with at the time on the WorkDesk. If a document is stored on your iPad, but is not on the WorkDesk, you can open the document again using the document category listing and using the 'Place' button

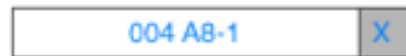


to place the document on the WorkDesk.

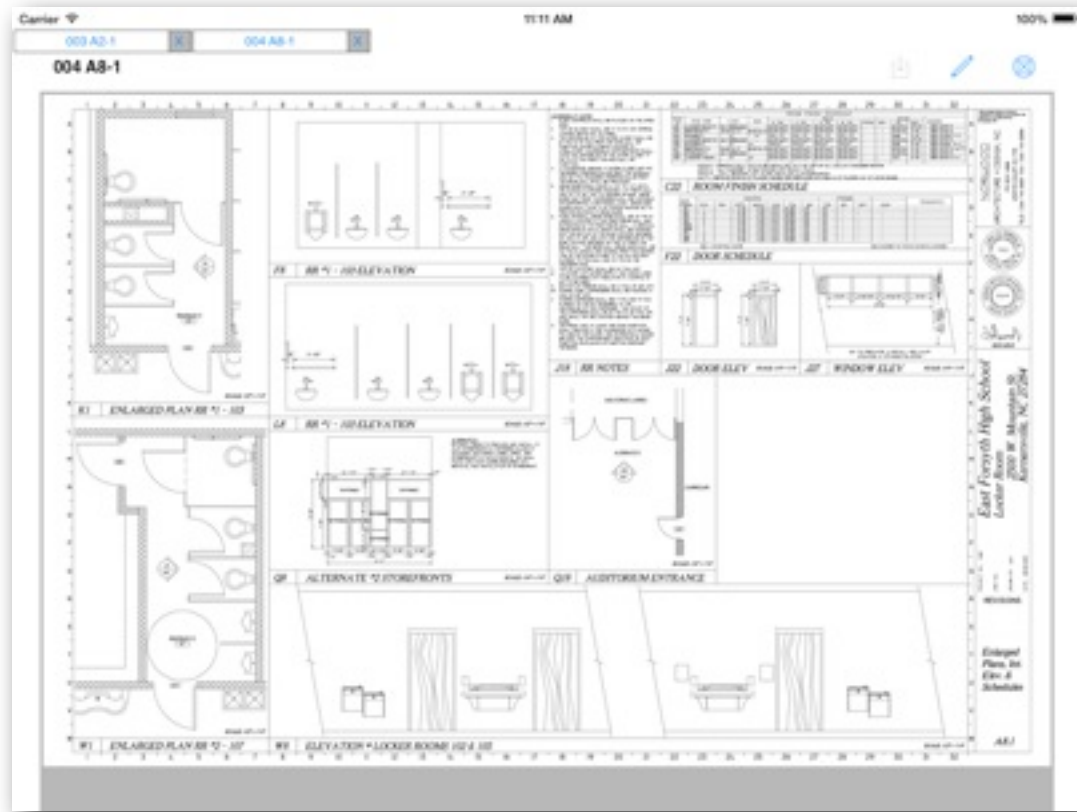
To work with more than one document at a time, press the 'Add to Tab' button



and a tab for the document will appear at the top of the WorkDesk.



You can open the documents full-screen by selecting tabs. Once the documents are open, you can navigate between them using the tabs.



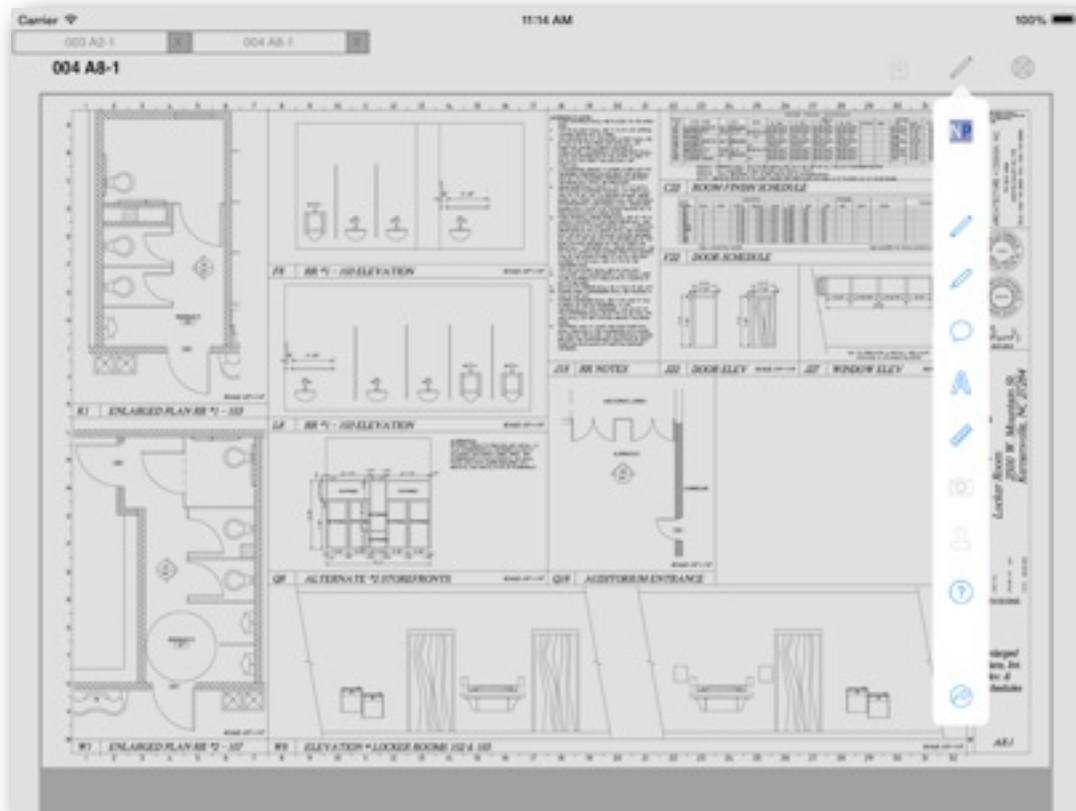
While you are working with document on the WorkDesk, you can zoom in and out and pan to views anywhere on the document. When switching between documents, each view is retained, as well as any annotations you have added to the document.

## Annotating Documents

Pressing the 'Edit' button



will show the Annotation Tool menu.



There are several annotation tools available, including the ability to add photos you have taken with the iPad. Annotations are saved automatically and are stored separately from the original document. You can also share documents by email or saving them back to the NextPlans vault, if the document is a collaboration document.

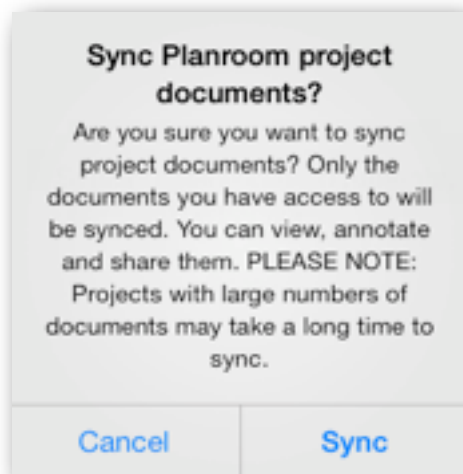


## Sync Project Documents

You can sync project documents to the iPad for both the Planroom and Collaboration sections. To sync project documents, you must do so from the section. While in the Planroom and Collaboration sections press the 'Sync' button.



Confirm the sync process to continue.



If there are many project documents, the sync could take a while the first time. If the sync is interrupted, restarting it will begin the sync where it stopped.