

## INSTRUCTIONS FOR HANDLING THE PROGRAM

- **PROJECT:**

Click on the “**Projects**” scroll bar to select a project from the file list.

- **ACCESS:**

Click on the “ACCESS” tab to display the desired project.

- **ADD:**

Click on the “ADD” tab to add a new project. Fill in the project identification form by validating it to display it in the “**Projects**” tab.

- **COPY:**

Click on the “COPY” tab to repeat this project on the same site and rename it. A “REMOVE” bookmark eliminates the project appearing on the project tab.

- **DATASHEET:**

Clicking on the “DATASHEET” tab gives access to the choices of the price list available for each project.

Datasheet

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- **COMMAND ORDERS:**

Clicking on the “COMMAND ORDER” tab gives access to the management of purchase orders and suppliers.

- **RESULTS:**

Click on the “RESULTS” to access the following reports (**Steps Detailed - Detailed Products – Products Compiled - Banks**) of the project.

- **KNOWLEDGE BASE :( VIDEO)**

Click on the icon representing a question mark to access the various videos demonstrating the installation of a multitude of products.

- **EDIT THE PROJECT:**

Click on the icon representing a mechanical key and complete this form to edit the project.

- **DASHBOARD:**

Click on the house icon. These forms must be completed as needed.

- **Credit cards-Account :**

Ask for supplier datasheet-Archive an resource-Send project

