

Add A New Project **WITH** Dates:

1. Access the **ADMIN** section
2. Find the Rig you are looking for, in this example we are using **A LAUREL – KYLE KOZAK – RIG 9**.
At the bottom of this rigs chart, click on **ADD A TASK**.

A Laurel - KYLE KOZAK - Rig 9				
1.1	Taneytown Low Clearance	ST	SD	2 days
1.2	NDA Training	AB		NDA Training
1.3	Frederick Brickworks - Truck-Accessible ...	LP	AM	several days of borings/methane ...
1.4	Cedarville	ST	SD	600 ft
1.5	Avanti Duct banks (MOT)	ST	SD	7 borings 10 feet
1.6	Union Market	LP	JPE	2 day SPT, 1 day PMT, truck acc...
1.7	NGC Stoney Run (1 of 2)	LP	JPE	2 day SPT, needs to be Kyle
1.8	NGC Stoney Run (2 of 2)	LP	JPE	2 day SPT, needs to be Kyle
1.9	Accokeek NRP	LP	MW	9xSPT 255'
1.10	Benning Road (1 of 2)	LP	JE	3 days of SPT (DC permit) - coor...
1.11	Benning Road (2 of 2)	LP	JE	3 days of SPT (DC permit) - coor...
1.12	Heritage Green - Additional Methane Pro...	LP	CN	16 Methane Probes to 15'
1.13	Rig 9 Maintenance	LP		12/20/21 due 6/2022
1.14	Jeffs House	AB	JC	Doing stuff

[Add a task](#) | [Add a milestone](#)

3. Enter a Project name and hit your **ENTER KEY** to save it.

1.9	Accokeek NRP	LP	MW	9xSPT 255'
1.10	Benning Road (1 of 2)	LP	JE	3 days of SPT (DC permit) - coor...
1.11	Benning Road (2 of 2)	LP	JE	3 days of SPT (DC permit) - coor...
1.12	Heritage Green - Additional Methane Pro...	LP	CN	16 Methane Probes to 15'
1.13	Rig 9 Maintenance	LP		12/20/21 due 6/2022
1.14	Jeffs House	AB	JC	Doing stuff
1.15	New Project			

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A1 - Laurel - MATT LYONS - Rig 7				
2.1	TEST	AB	JC	Stuff Stuss

4. You can now click on the **OFFICE** section to choose the office from a drop down; Manually Type the **Project manager** initials; Enter your **Scope** and finally, enter any **Comments** on the job.

New Project				Doing stuff
Add a task Add a milestone				
<input type="text" value="Search"/>				
A1 - Laurel - MATT LYONS - Rig 7				
	TEST	AB		
	Morton Farm - remaining borings (1 of 2)	GT		PT wo
	Morton Farm - remaining borings (2 of 2)	GT		PT wo
	Stevens Crossing at Brandywine	LP		Ts in v
	NDA Training	NC		
	NCBP - Lots 1,10, and 12 (1 of 3)			+/- tot
	NCBP - Lots 1,10, and 12 (2 of 3)	QT		+/- tot
	NCBP - Lots 1,10, and 12	LP	BD	20 SPTs - 600 feet +/- tot

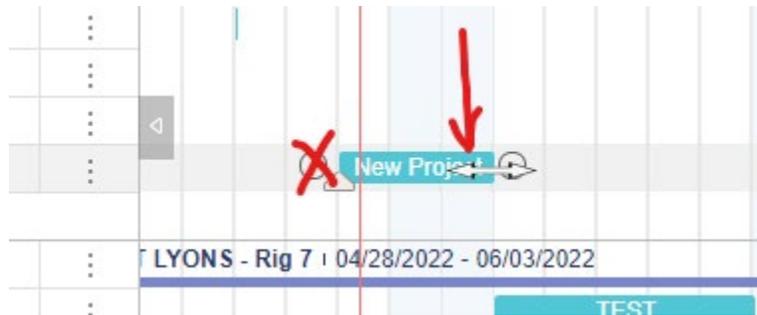
5. Finally, drag the **Date Range** to the appropriate date for the job. You can extend the bar to the right by clicking the far right of the chart and dragging it to extend.

	heritage Green - Residential maintenance & re...	LP	GT	12/20/21 due 6/2022		
3	Rig 9 Maintenance	LP		12/20/21 due 6/2022		
4	Jeffs House	AB	JC	Doing stuff		
5	New Project	GT	JC	Doing stuff for jeff	Some Comment	

[Add a task](#) | [Add a milestone](#)



NOTE: You do not want to click and drag the bubble as that is for another feature we do not use. You want to **EXTEND** using the **EXTENDING** arrows that will appear when you hover near the left of the time frame.



YOU ARE DONE!