

Add A New Project **WITHOUT** Any 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 Milestone**.

1 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	
1.15	New Project	GT	JC	Doing stuff for jeff	Some Comment

[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				

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

2 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				
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)				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:

- You are now done.** A **PINK DIAMOND** will be generated on the chart for the day you created the entry. You can move this to another date if you like but it is not important. It just needs to look different from the timeline entries, so we know what is and has not been assigned a date range yet.

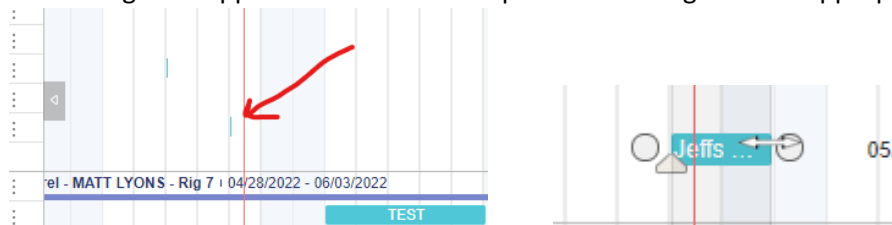
Heritage Green - Additional Methane Pro...	LP	CN	16 Methane Probes to 15'		
Rig 9 Maintenance	LP		12/20/21 due 6/2022		
Jeffs Milestone House	AB	JC	Get it done!		
Add a task Add a milestone					
A1 - Laurel - MATT LYONS - Rig 7					

WHEN YOU ARE READY TO ASSIGN THE PROJECT A DATE

- From the **ADMIN** Section, **RIGHT CLICK** the project name and then **LEFT CLICK** the **CONVERT TO TASK** option.

1.13	Rig 9 Maintenance	LP	12/20/21 due 6/2022
1.14	Jeffs Milestone House	AB	Get it done!
Add a task Add a milestone			
2	A1 - Laurel - MATT LYONS - Rig 7		Im not working on satur..
2.1	TEST		
2.2	Morton Farm - remain...		Stuff Stuss
2.3	Morton Farm - remain...		Approx 3 days of SPT work remai...
2.4	Stevens Crossing at		Approx 3 days of SPT work remai...
2.5	NDA Training		21 15 to 25-foot SPTs in woods
2.6	NCBP - Lots 1,10, ar		NDA Training
2.7	NCBP - Lots 1,10, ar		20 SPTs - 600 feet +/- total and D...
2.8	NCBP - Lots 1,10, ar		20 SPTs - 600 feet +/- total and D...
2.9	Edgewood Farms (1		20 SPTs - 600 feet +/- total and D...
2.10	Edgewood Farms (2		24 SPTs - 500 feet +/- (some con...
2.11	Yeagertown Road (1		24 SPTs - 500 feet +/- (some con...
			16 SPTs - 300 feet

- The Date Range will appear as a small line. Expand it and drag it to the appropriate dates.



YOU ARE DONE!

