New Projects Tab

Thanks to your feedback, we are happy to announce the launch of the newly redesigned Projects tab. This includes new features to help locate specific projects. Additionally, multiple filtering and sorting options provide improved access to recent documents.
FEATURE 1

Quickly get to your most recent contracts

Now, the three most recent documents that you have been working on will be displayed on the main Projects tab screen. Those with a large number of documents per project will experience a significant reduction in page load time. You can view the details of each document by clicking on the document name.

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Type</th>
<th>Document Name</th>
<th>Status</th>
<th>Last Modified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>A103-2017</td>
<td></td>
<td>A103-2017 - upload test 081117 - F</td>
<td>Finalized</td>
<td>8/14/2018, 1:45:36 PM</td>
</tr>
</tbody>
</table>

Need to see all the documents related to this project or perform other actions? Simply click View all documents.

FEATURE 2

New search box

Find projects quicker by using the new search box on the Projects tab home page. The list will filter as you type.

Project Modified Date

Find by project name

The Briston Collection at Clover Hill

Ryan Homes Constructions - Phase 1

Project Details

Project Name: The Briston Collection at Clover Hill
Project List Name: The Briston Collection at Clover Hill
Estimated Description: The Briston Collection at Clover Hill was established in 1973 as a general contractor offering construction services in terms of exteriors, medians, and other architectural features.

<table>
<thead>
<tr>
<th>Project Details</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td></td>
</tr>
<tr>
<td>Project List Name:</td>
<td></td>
</tr>
<tr>
<td>Estimated Description:</td>
<td></td>
</tr>
<tr>
<td>Project Details:</td>
<td></td>
</tr>
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<td>Last Modified Date:</td>
<td></td>
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</tbody>
</table>
FEATURE 3

Project details displayed

Once you find a project, those project details display on the home screen of the Projects tab for easy access.

FEATURE 4

Improved sorting, filtering and grouping

Quickly find the document you are looking for with a robust features to refine your search on the Project Documents page like drag and drop column headers, sort column headings and filter by entering a value in the filter text box of each column.
Resources to help you navigate the new Projects tab layout:

- **New!** Projects tab video tutorial

- **Updated!** Editing Documents Offline Quick Start Guide.

- **Updated!** Sign up for the free Online Service Basics Training

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**USEFUL RESOURCES**

- **Tutorials**
  Short videos on how to complete common tasks in the online service

- **Learn**
  Houses essential educational materials and relevant articles.

- **Support**
  FAQs, remote assistance and customer service information.