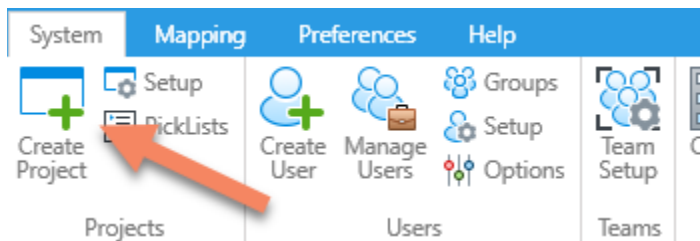


OpenGround Cloud: Project Creation

All projects that are used within *OpenGround* are currently created within the *Professional* application. These projects can then be used with any of the other apps to enter data or report data as needed. Note that only administrator users and users with project creation access rights can create new projects.

How to Create a Project

1. Firstly, login to *OpenGround Cloud Professional* and then click on the Create Project button on the ribbon



2. The “Add Project” window will then appear, showing the details tab, allowing for users to add the project details.

A screenshot of the 'Add Project' window in the OpenGround Cloud Professional application. The window has a blue title bar with the text 'Add Project' and a close button. Below the title bar is a tabbed interface with three tabs: 'Details', 'Configurations', and 'Logo'. The 'Details' tab is selected. The form contains several fields and dropdown menus arranged in two columns. The left column contains: 'Project ID' (text input), 'Project title' (text input), 'Location Type' (dropdown menu with 'Empty' selected), 'Status' (dropdown menu with 'Empty' selected), 'Category' (dropdown menu with 'Empty' selected), 'Location of site' (text input), and 'Client name' (text input). The right column contains: 'Contractors name' (text input), 'Project Engineer' (text input), 'Office' (dropdown menu with 'Empty' selected), 'Project Location Latitude' (text input), 'Project Location Longitude' (text input), and 'General project comments' (text area). At the bottom right of the window are 'Save' and 'Cancel' buttons.

Bolded fields are Mandatory. A project can not be created unless the fields marked in bold are filled in.

- All fields are editable after project creation, other than the Config Pack and the Picklist Sets.
3. Users will then need to fill in the Configurations tab. This tab allows for selection of a Config Pack, a Coordinate System and a Picklist Set.

The screenshot shows the 'Add Project' dialog box with the 'Configurations' tab selected. The 'Config Pack', 'Coordinate System', and 'Picklist Set' fields are all set to 'Empty'. To the right of these fields, a large orange exclamation mark and the text 'Set at Project Creation' indicate that these fields are mandatory and must be set during project creation. The 'Project Setup' field is a text input box. At the bottom right, there are 'Save' and 'Cancel' buttons.

What are these options?

- **Config Pack** – The config pack is the container that contains all of the settings that will be applied to the project, for example Templates, Model Changes and Data Entry Profiles.
 - **Coordinate System** – The coordinate system is used to translate the local coordinates into latitude and longitude values and plot these on the map.
 - **Picklist Set** – This allows for a subset of all of the dropdown values stored within a config pack to be used.
4. Click on the *Save* button to create the project which can then be opened from the main grid interface in *Professional* or other *OpenGround* Applications.