SmartUse

Application Map

Project overview

Once you create your SmartUse account and login to the application the screen below will be the main page you see:

**Your view will consist of:**

1 Name: All the names of projects to which you have been invited to

2 Role: Your role in each project

3 Organisation: The name of the organisation that owns the project

4 Last Updates: The date when there were last updates to the project

5 Search: A search bar to search at the project level

6 Menu: A menu with your preferences

Thumbnail view - List view

From within your project, the screen below will be the view you will see depending on the way your documents have been structured
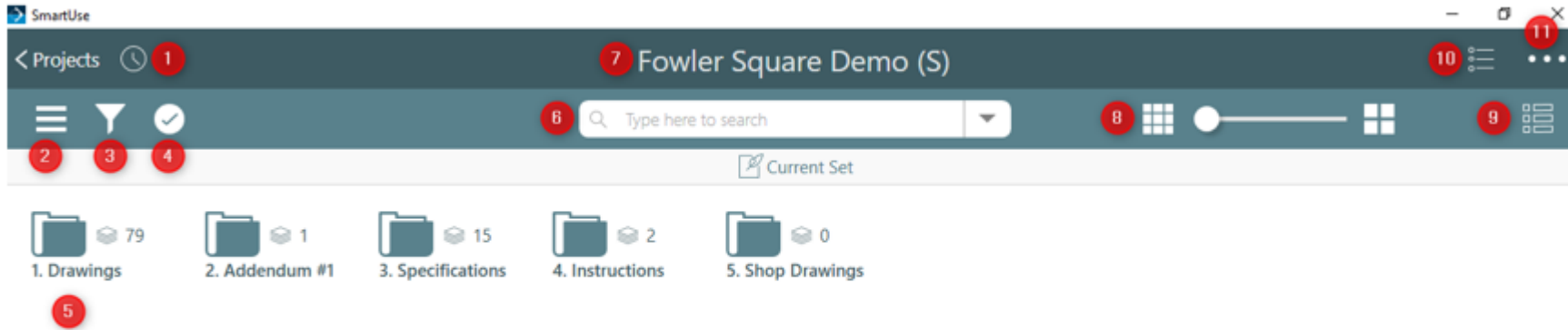
1 Recently Viewed: A list of your recently viewed documents will appear with timestamps of when they were last viewed. Navigate using the scroll on the right and click on a specific sheet to reopen.

2 Burger menu
- **Documents:** Takes you to the document overview
- **Favorites:** Opens documents that have been added to your favorites group for easy access
- **Offline items:** Documents saved for offline mode for when Wi-fi is not available

3 Filter options
- **Tags** – filter by key words that were added to the documents upon upload, if no tags were added this filter will be blank
- **Versions** – each time a new version is uploaded to SmartUse it is given a version name and issue date, filter by this specific set of documents by clicking on the version name from the list that appears
- **Markups** – to filter markups on a document you have the 4 options below
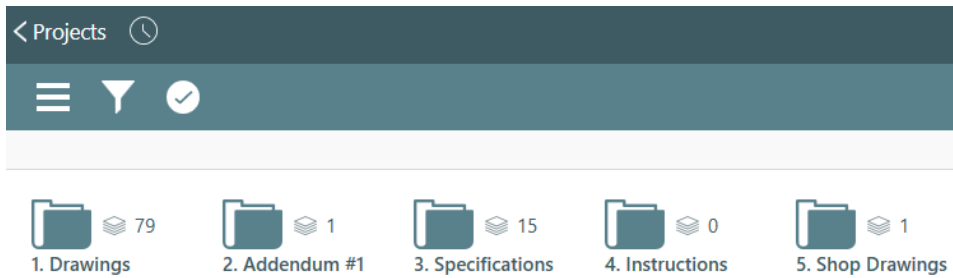
4 Checkmark for selection will allow you to:

A Export   B Share a link   C Download   D ☆ Add to Favorites   E Save for Offline

A. **Export**
B. **Share a link**
C. **Download**
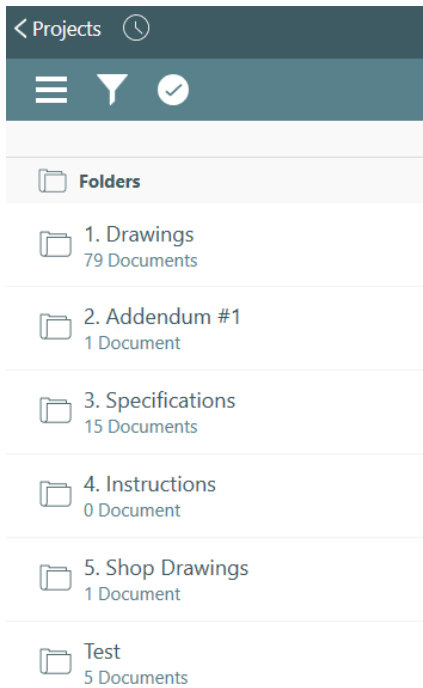D. **Add items to favorites**
E. **Save items for offline**

5 Documents and folders

Depending on your preference and folder structure, you can choose to view your documents in thumbnail view or list view
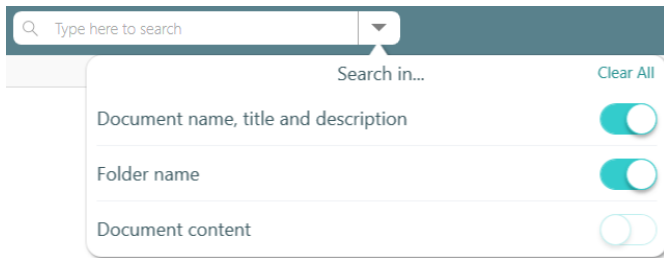
Thumbnail View:

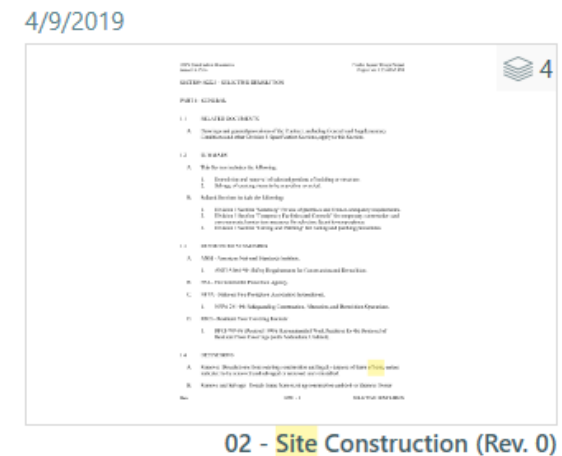**List View:**

6 Search and filters document

Search in...   Clear All

Document name, title and description   [toggle on]

Folder name   [toggle on]

Document content   [toggle off]

Document name, title and description: **Folder name:**   **Document content:**

6/4/2019

A201 (Rev. 1)
Level 1 - Floor Plan
/1. Drawings/1. Architecture/

44

1. **Architecture**
/1. Drawings/

4/9/2019

02 - **Site** Construction (Rev. 0)

7 Project title: when navigating project, it also becomes a vertical breadcrumb that allows you to navigate to previous page

Fowler Square Demo (S)

1. Architecture ▾

Folders of Fowler Square Demo (S)

All Documents

1. Drawings
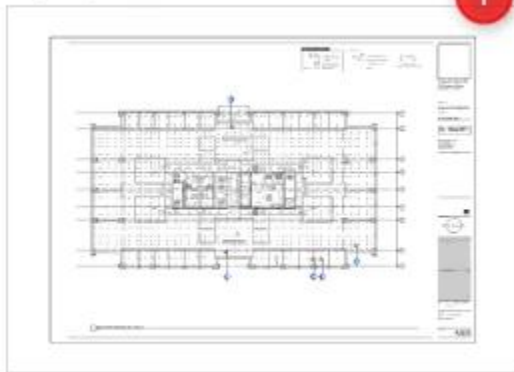
1. Architecture
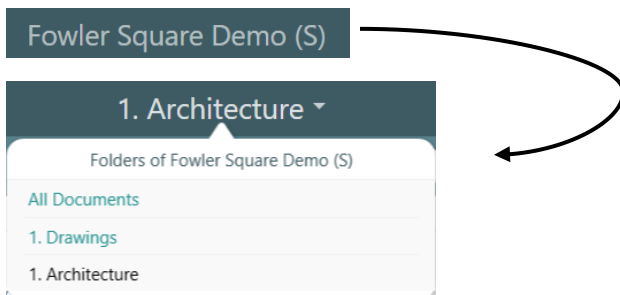
8 Thumbnail size

1. Click into a project to view the thumbnail slider

2. Click on the bar at the top left of the page to drag the scale smaller (1) or larger (2)

9 Thumbnail vs list view

You have two view options: when the menu icon looks like this your view will be documents (1), when clicked you will have a thumbnail view (2).

04/02/2019

A304 (Rév. 0)

A000 (Rév. 0)
Cover Sheet

10 Issue and photos at the project level

Issues
An overview of all the issues on the project level
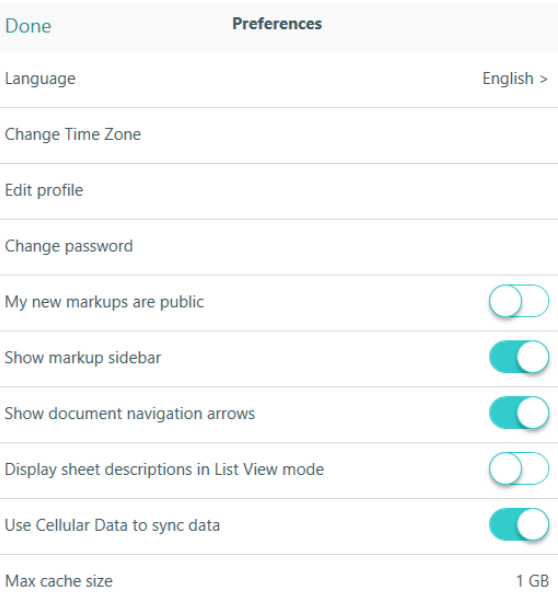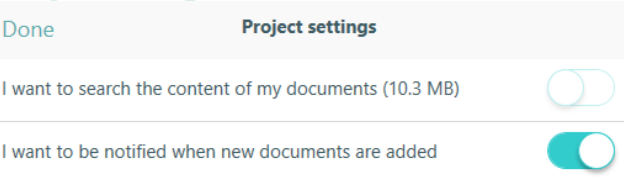
Photos
An overview of all the photos on the project level

11 Menu options:

SmartUse V5.0.0.3408	**SmartUse Version:** your current version of SmartUse will always appear at the top of the menu
Preferences Done **Preferences** Language English > Change Time Zone Edit profile Change password My new markups are public (toggle off) Show markup sidebar (toggle on) Show document navigation arrows (toggle on) Display sheet descriptions in List View mode (toggle off) Use Cellular Data to sync data (toggle on) Max cache size 1 GB	**Language:** **Change time zone:** **Edit profile:** **Change password:** **My new markups are public:** **Show markup sidebar:** **Show document navigation arrows:** **Display sheet descriptions in List View mode:** **Use cellular data to sync data:** **Max cache size:**
Project settings Done **Project settings** I want to search the content of my documents (10.3 MB) (toggle off) I want to be notified when new documents are added (toggle on)	• **I want to search the content of my documents:** All projects have the option to enable content search if the text is embedded in the PDF • **I want to be notified when new documents are added:** Opt-in or out of publish and update notifications for the current project
Send logs to support	When experiencing issues with the application, our support team may request that you send your logs so that they can pin point the cause of the issue
Terms and conditions	Link to our current terms and conditions on our website
Privacy policy	Link to our current privacy policy on our website
Logout	Log out of the application

Viewer

1 Plan number and revision number

2 Revision navigation: change between revisions, the green check mark indicates that you are on the most recent version

3 Search content: when content search is enabled, search within content of documents

4 Arrows navigation and swipe gesture: use the arrows to navigate to the next plan/page or swipe on a tablet

**5 Toolbar:** all the tools used for marking up plans in SmartUse

6 Issues/Photos: Give the access to the list of all issues or photos in the plan

7 Compare:

1. Access the plan for which you wish to compare revision and click on the "compare" feature located in the upper right corner

2. In the next window, select the revision you wish to compare the actual one with and click on "Compare"
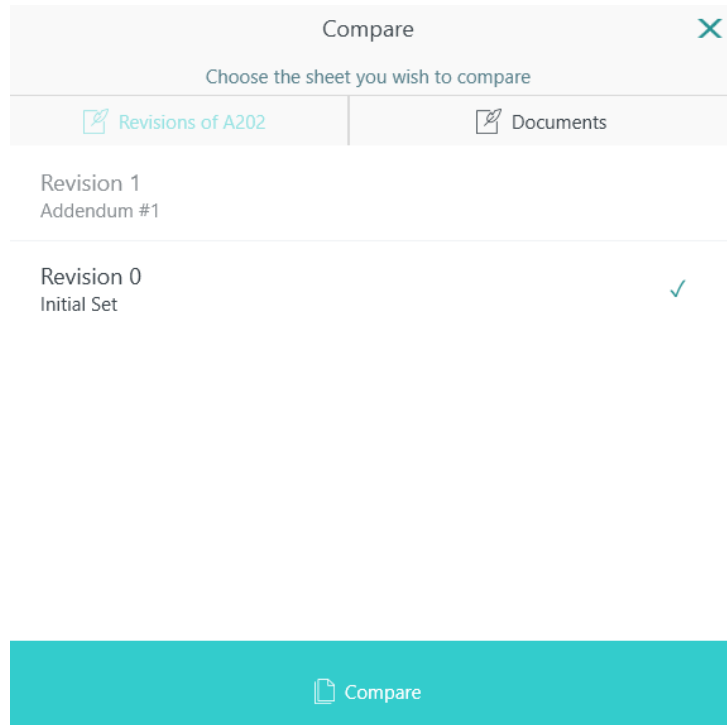
3. From the next screen you'll be able to:

1 Change the compare view and share

3 Switch the revision color

2 Change the overlapping position

4 See the difference

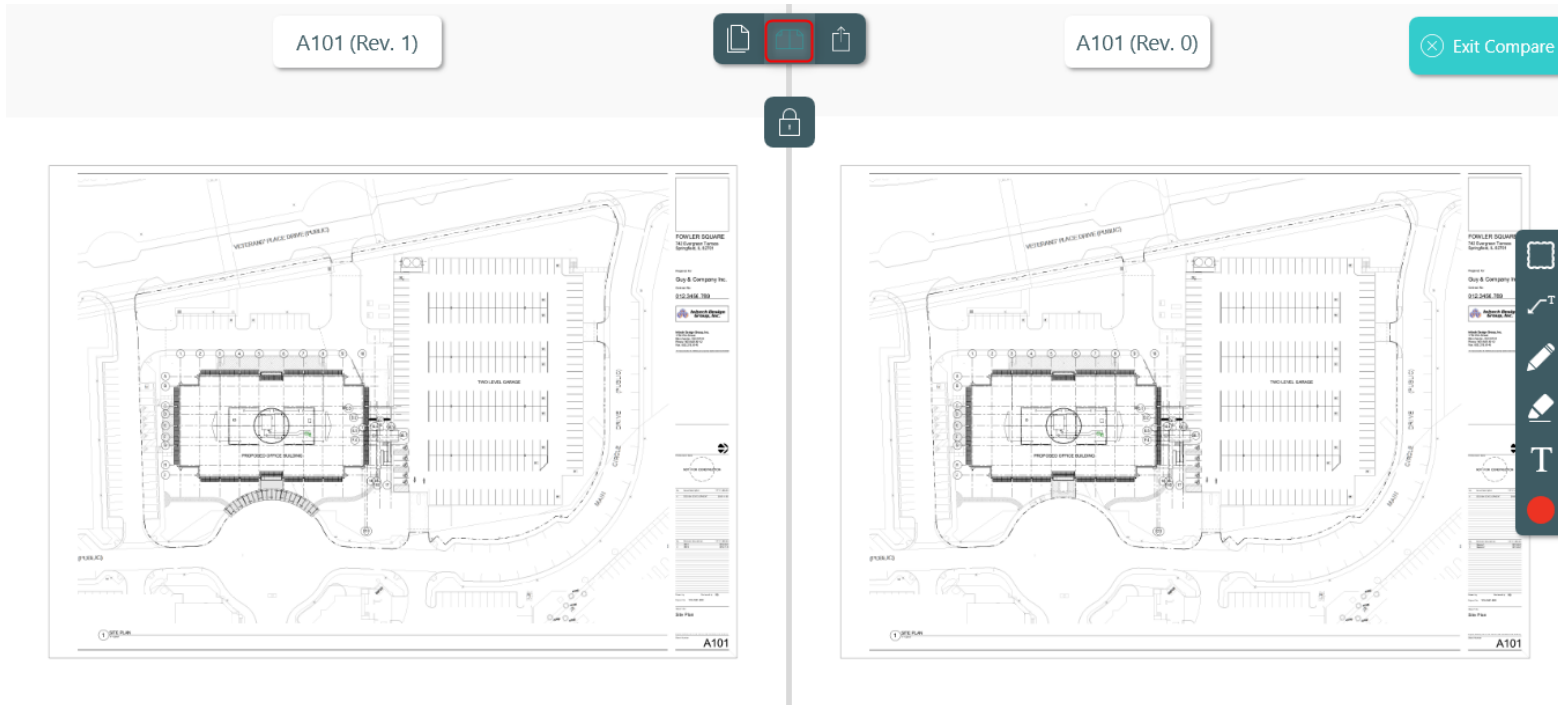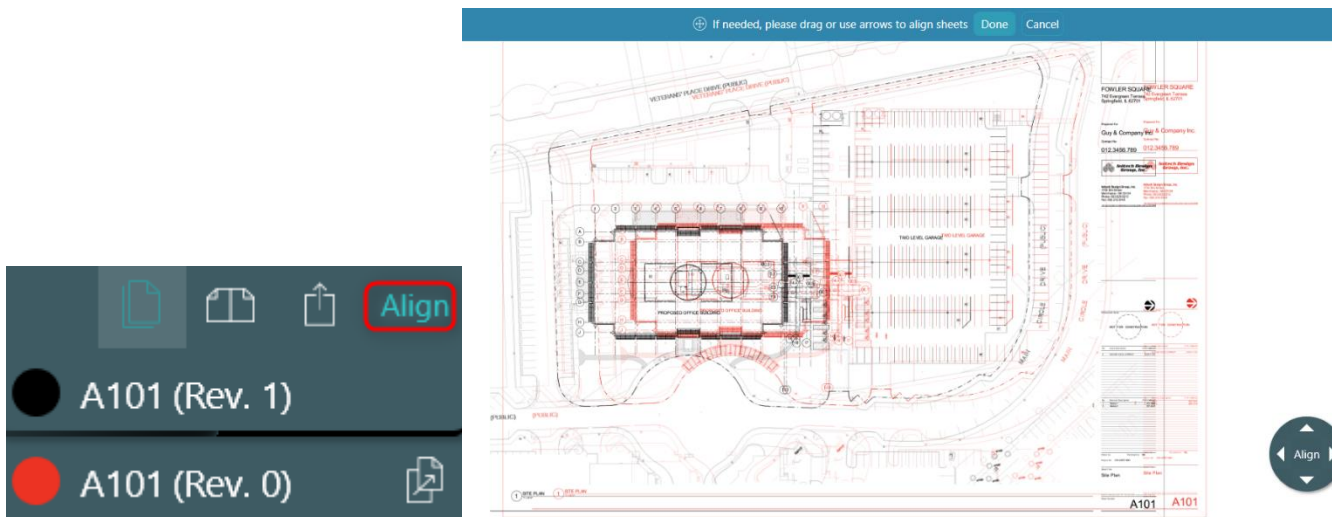**- Overlay:** this is the default option when opening the compare feature
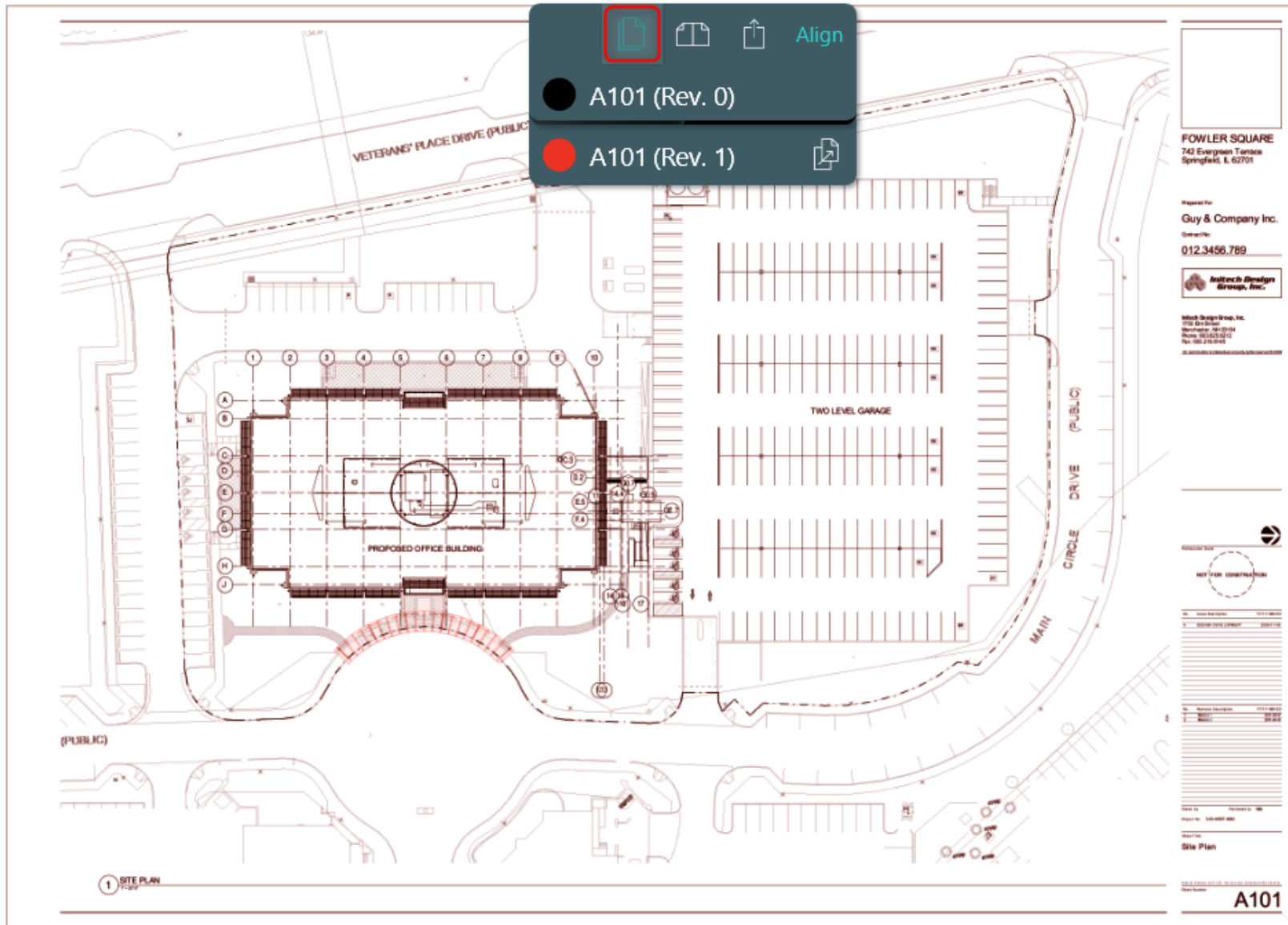
- Side by Side: a side by side comparison is also available although unlike the overlay, there is nothing to highlight the difference

- Align: If your plans are slightly different sizes or the professional has shifted the drawing slightly, use the align feature to line them up to compare

(8) Share Feature

The share feature offers three ways to share a plan:

- Email, Save and Print

1. Click the "share menu" located in the upper right corner of your SmartUse App.

2. Click on the option of the desired view you wish to share (Current view or Full Sheet).

Share current view: will share a screenshot of your current view, any zoom is taken into consideration. The file received with this type of share is an image file (.png)

Share full sheet: will share a full view of the current plan in PDF format that includes any markups visible on the plan

(9) Menu

SmartUse V5.0.0.3408	**SmartUse Version:** your current version of SmartUse will always appear at the top of the menu
Preferences Done — Preferences Language — English > Change Time Zone Edit profile Change password My new markups are public — (off) Show markup sidebar — (on) Show document navigation arrows — (on) Display sheet descriptions in List View mode — (off) Use Cellular Data to sync data — (on) Max cache size — 1 GB	**Language:** **Change time zone:** **Edit profile:** **Change password:** **My new markups are public:** **Show markup sidebar:** **Show document navigation arrows:** **Display sheet descriptions in List View mode:** **Use cellular data to sync data:** **Max cache size:**
Project settings Done — Project settings I want to search the content of my documents (10.3 MB) — (off) I want to be notified when new documents are added — (on)	• **I want to search the content of my documents:** All projects have the option to enable content search if the text is embedded in the PDF • **I want to be notified when new documents are added:** Opt-in or out of publish and update notifications for the current project
Send logs to support	When experiencing issues with the application, our support team may request that you send your logs so that they can pin point the cause of the issue
Terms and conditions	Link to our current terms and conditions on our website
Privacy policy	Link to our current privacy policy on our website
Logout	Log out of the application

Toolbar

1. **Multi-Selection:** select multiple markups by tracing the zone or clicking select all

2. **Cloud:** create cloud markups

3. **Text and arrow:** create text and use the arrow to point to a specific location on the plan

4. **Pencil:** write text by hand or use to markup the plan

5. **Highlighter:** highlight key parts

6. **Text:** add text to the plan or document

7. **Shapes:** create shape markups

8. **Hyperlink:** create a link to another document within the project or a URL

9. **Stamp:** Use predefined stamps or upload a personalized stamp

10. **Count groups:** count groups of items

11. **Color:** change the color of markups

12. **Issues:** create and assign issues

13. **Measures:** measure areas or segments

14. **Photos:** take or add existing photos

15. **Smartlink:** create a link to another document within the project

16. **Layers:** create layers on your plan to prevent the noise from multiple user's markups