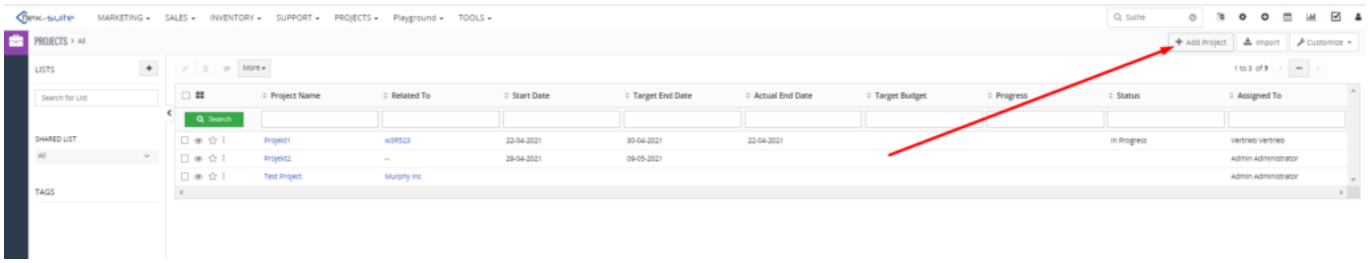
Instructions for using the “Construction Diary” module and app

New entry in the "Project" module

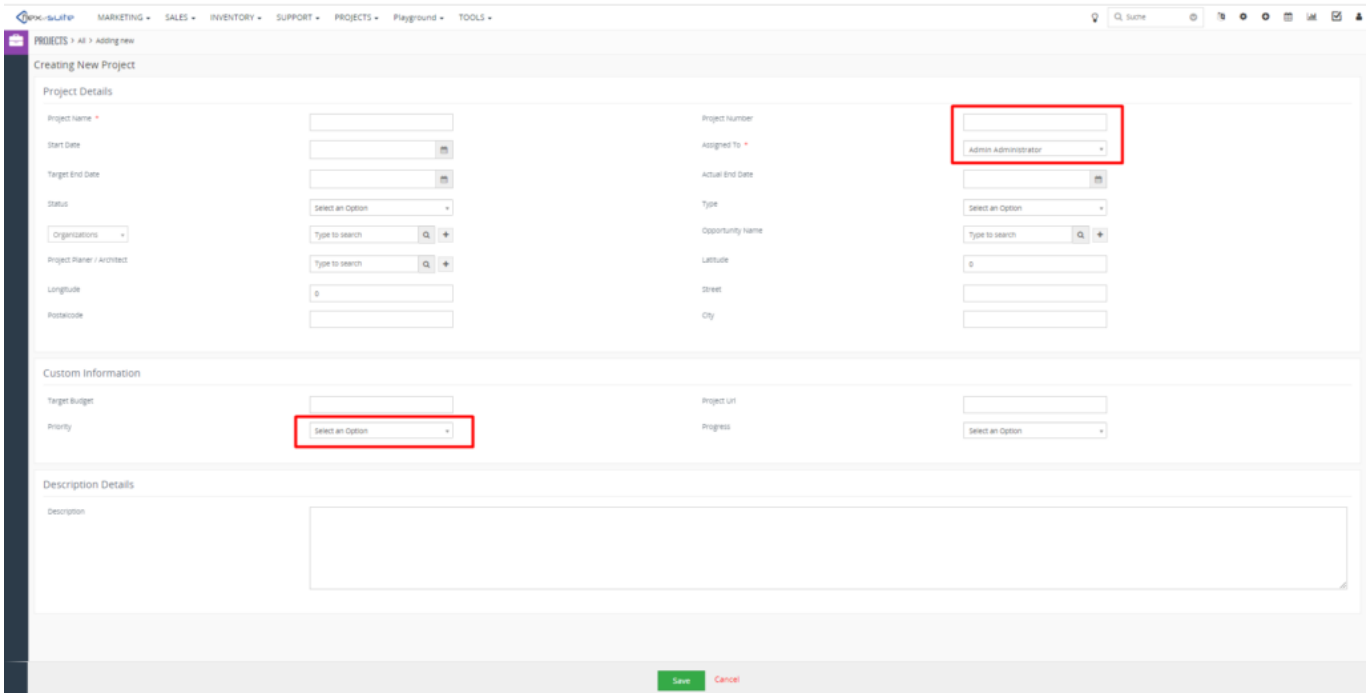
11.11.2026

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To do this, click on the “Add project” button



Your display will show the following:



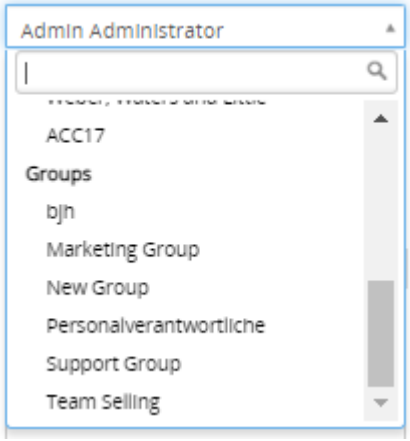
The required mandatory fields should be filled out accordingly.

The form contains the following fields

- project no

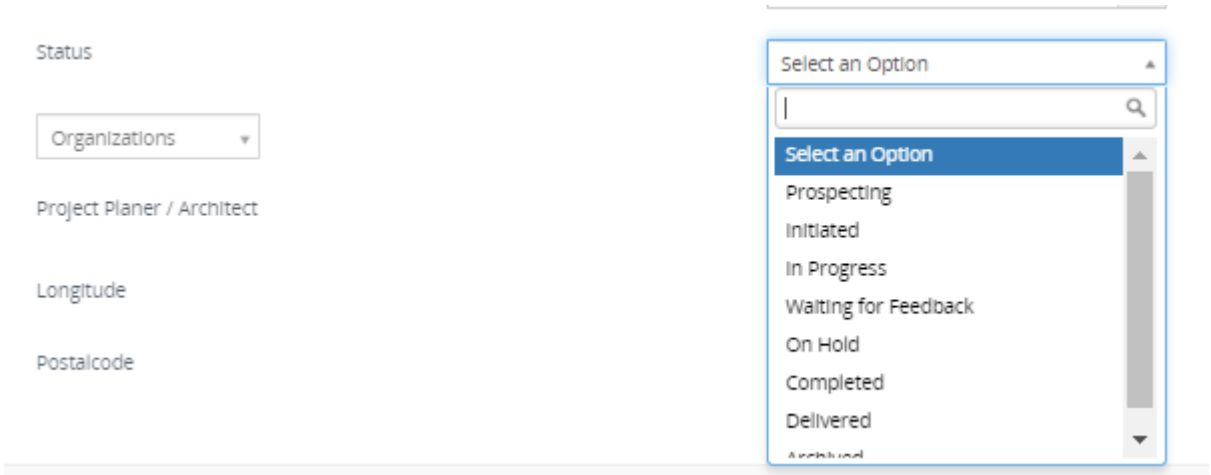
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- project title
- start date
- responsible
- status



In this field you select the current status of the project. The following options are preset for selection:

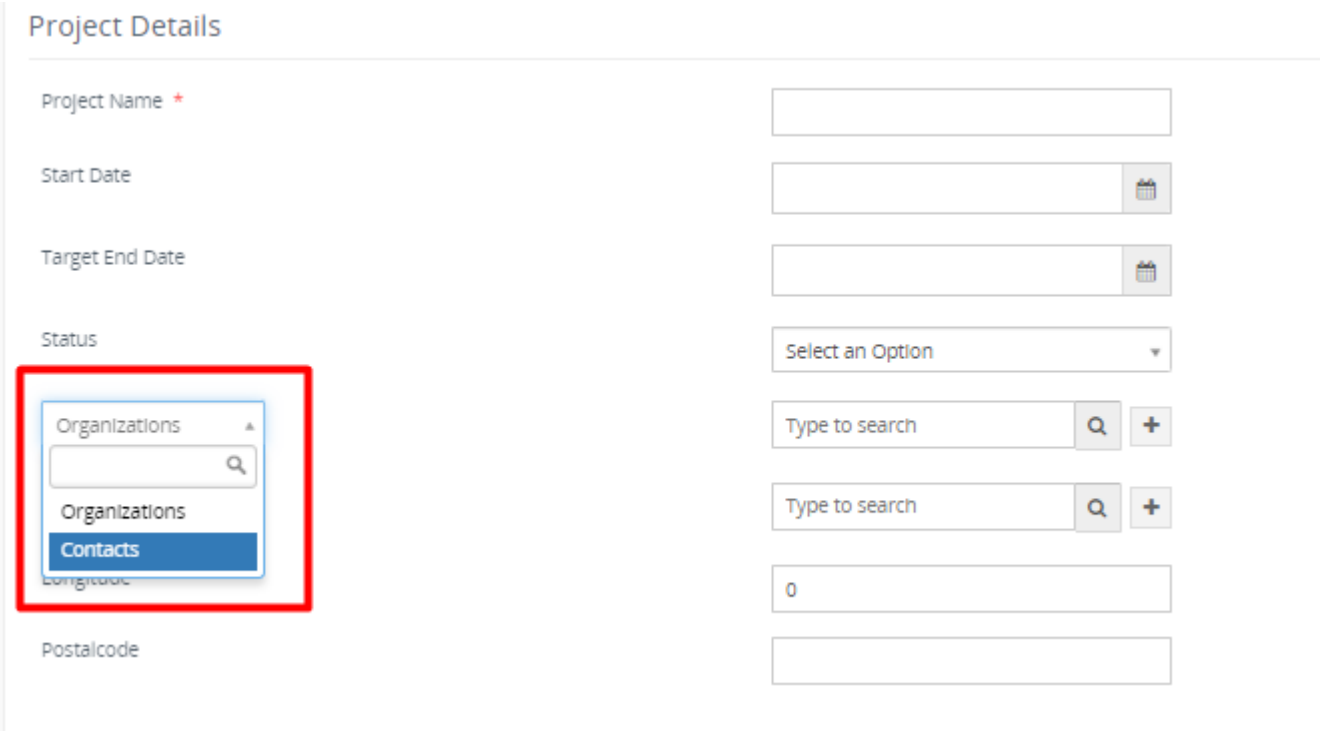
- Prospektion
- Initiated
- In Progress
- Waiting for feedback
- On Hold
- Completed
- Delivery
- Archived



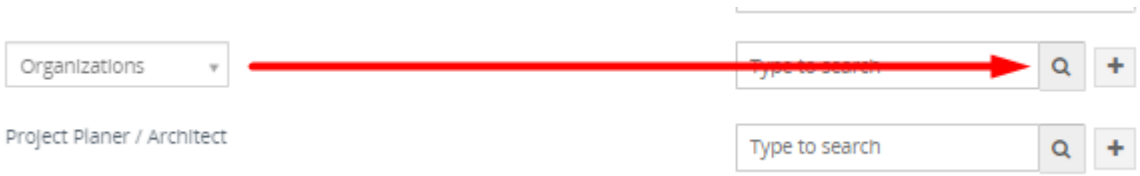
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- Location
- Target Budget
- Progress
- Description
- Pause – Start
- Pause – End
- Customers/Contacts

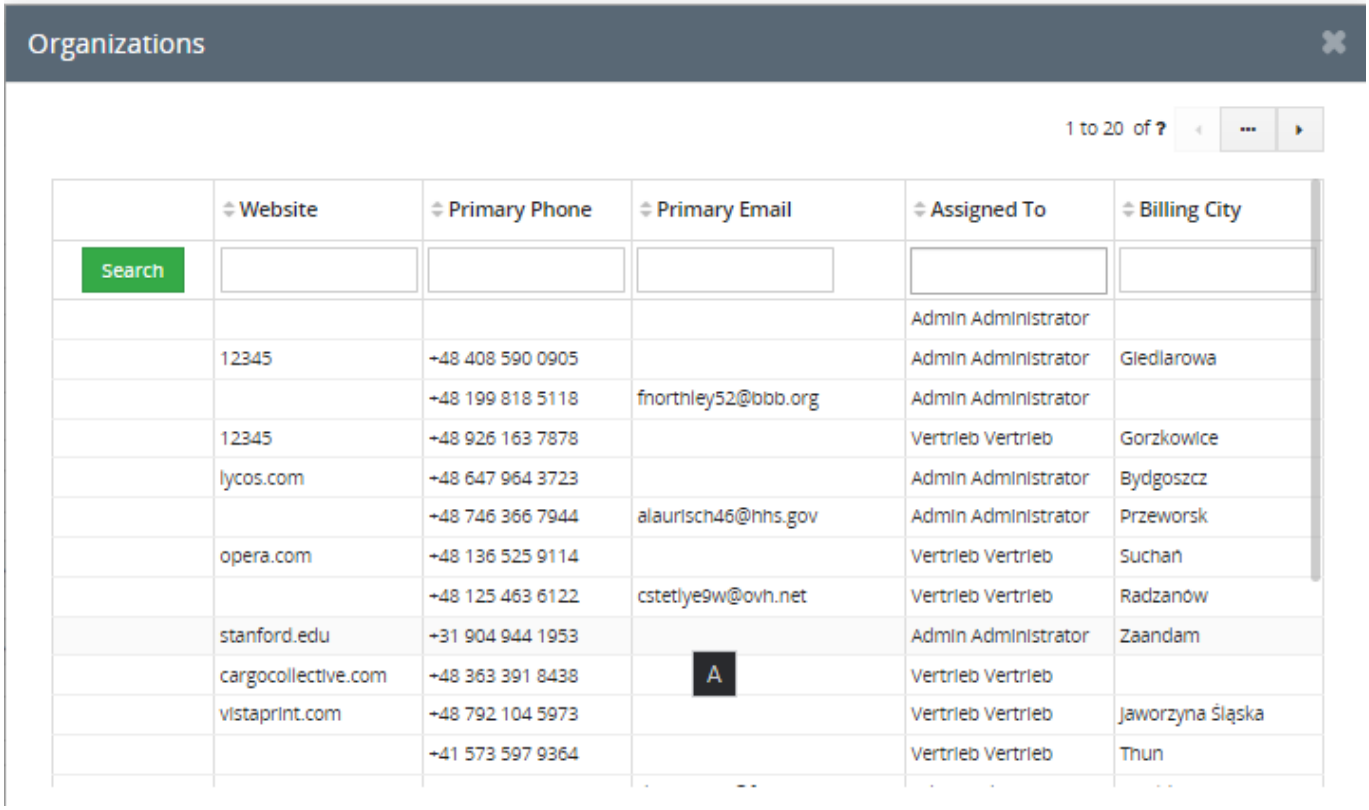
Here you can select an entry from the “Contact” or “Customer” module that relates to the entry you want to create



To attach an entry of the “Customer” module, click the button in the form of a magnifying glass



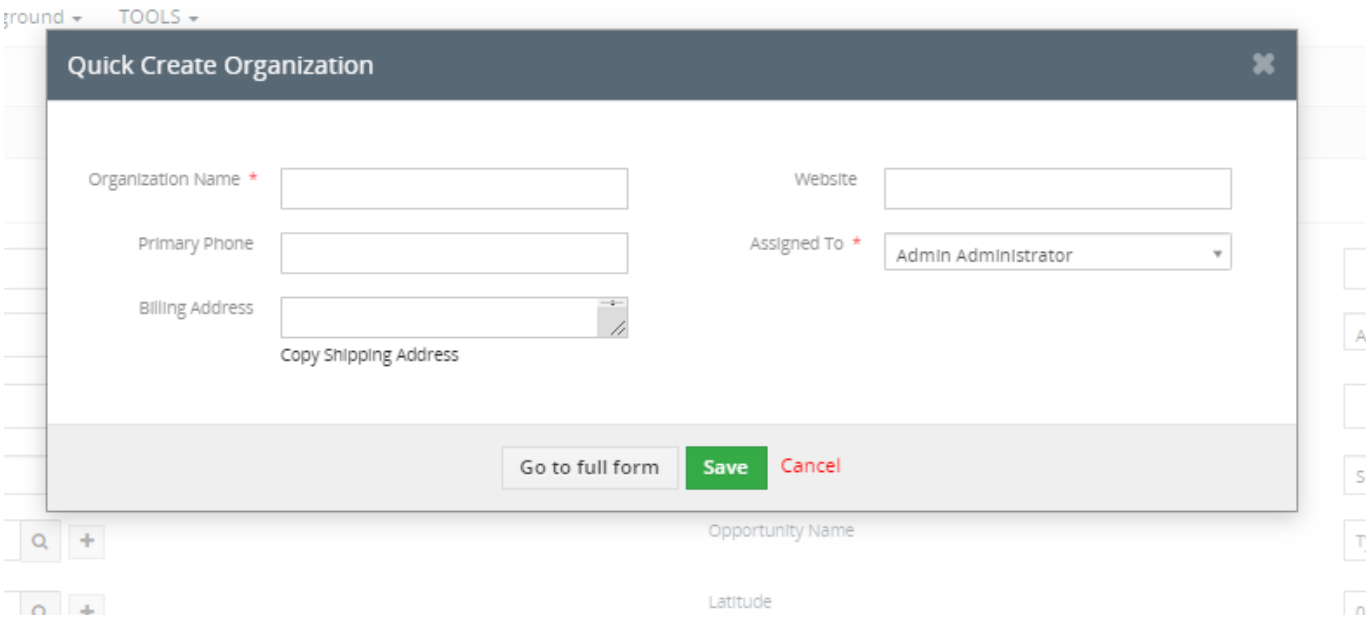
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Or create a new customer by clicking the plus button. To create an entry, fill in the mandatory fields. And click on “Save



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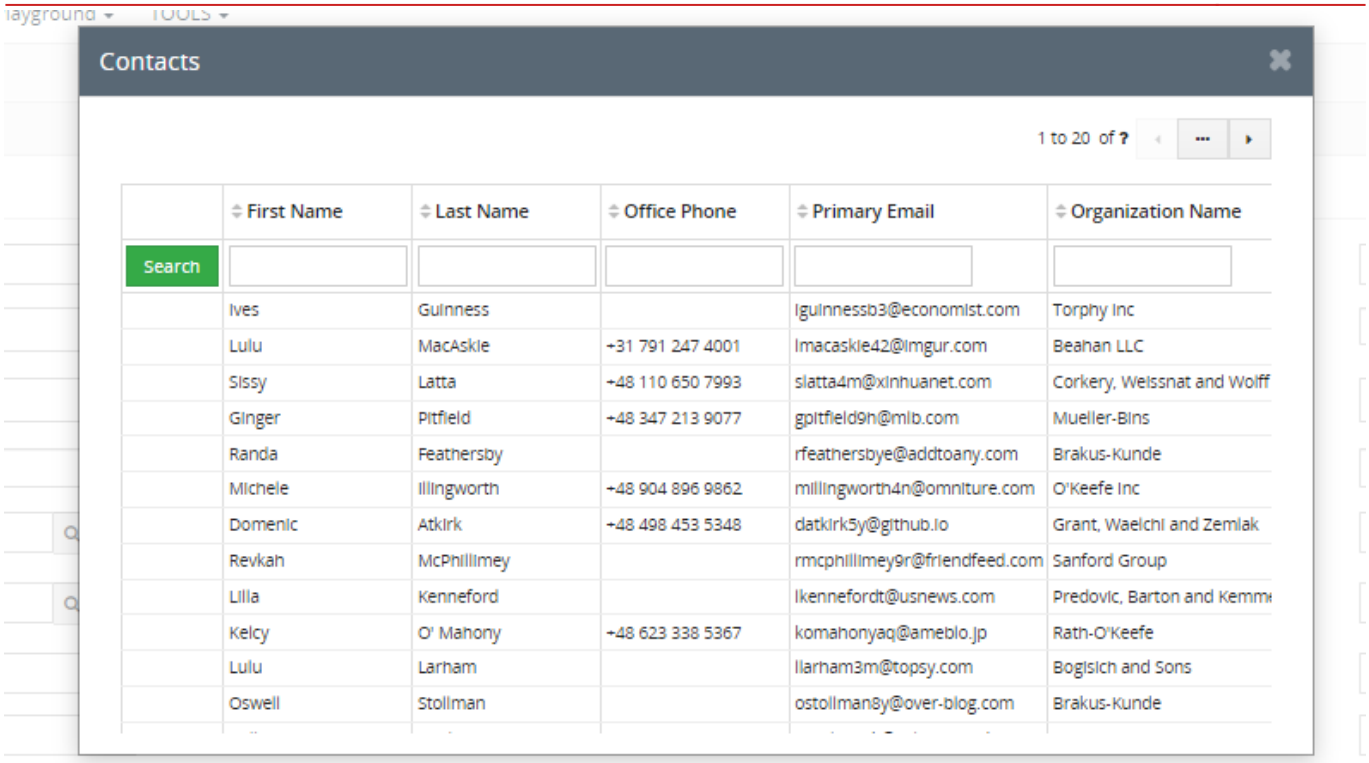


- Project Planner / Architect

To select an entry of the “Contact” module, click the button with the magnifying glass

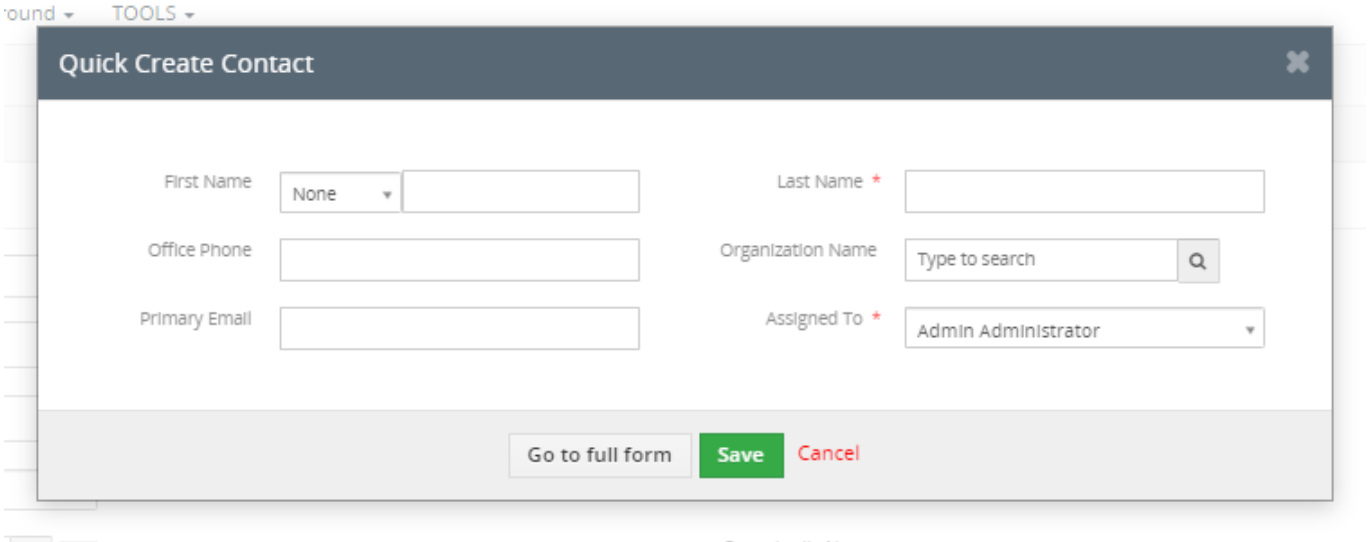


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Or create a new one by clicking the plus button. To create an entry, fill in the mandatory fields. And click on “Save





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- Latitude
- Longitude
- Street
- ZIP CODE
- City

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