Quickstart guide

Archipad version 5.0.7

Archipad quickstart guide

Before you can use Archipad on a construction site, add issues to a drawing, gather any kind of information about the construction site, or generate a report, you must create a projet.

Projects can be created directly on your iPad, but we strongly recommend that you create your projects directly in Archipad cloud, using the Archipad web app. Please connect to our web site at www.archipad.com using your identifier and password.

What will you find in this document ?

This document will present you some useful tips on how our product can improve your work on a building site.

We hope that you will not have to read this manual because we worked hard to make this app really easy too use. If you have any question don’t hesitate give us a call at this toll free number : +33 427 868 460

When you have followed the steps above, you are ready to inspect the construction site, send out reports and punch lists, and keep track of progress. Always remember to synchronise your work at the end of the day, so that your work is visible to all the others working on the project.

The following pages describe each of these steps in detail.

The following steps are the recommended way to create and use Archipad projects:

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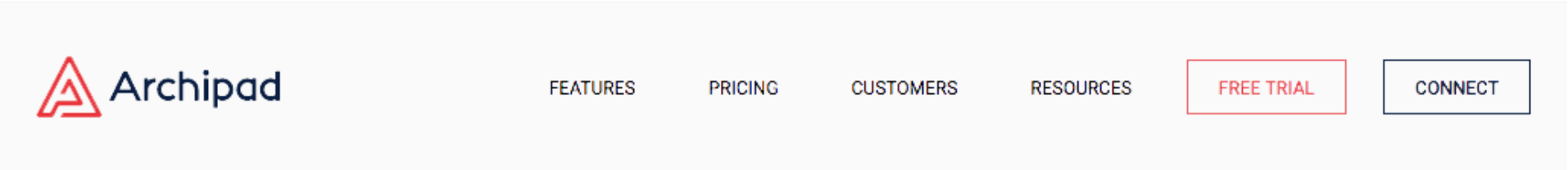
Create your account

If you have not yet created your free account on Archipad using your iPad, now would be the time. Connect to our web site at www.archipad.com, and click on the CONNECT button in the top right, and Get Started Absolutely **FREE** , fill out the form to create your free account.

Your Archipad account on the web and on your iPad use the same identifier and password. You can only use your account on one iPad at a time, and only one web page can connect to your account at any given time. If there are several people on your team that need to work on the same project at the same time, each should created their own account.



Archipad on the web is very similar to Archipad on your iPad. **Never forget to synchronise your modifications before you leave the page or quit your browser, or your modifications will not be taken into account. Don't worry, we'll show you a message to remind you when you have changes that have not yet been sent to the server.**

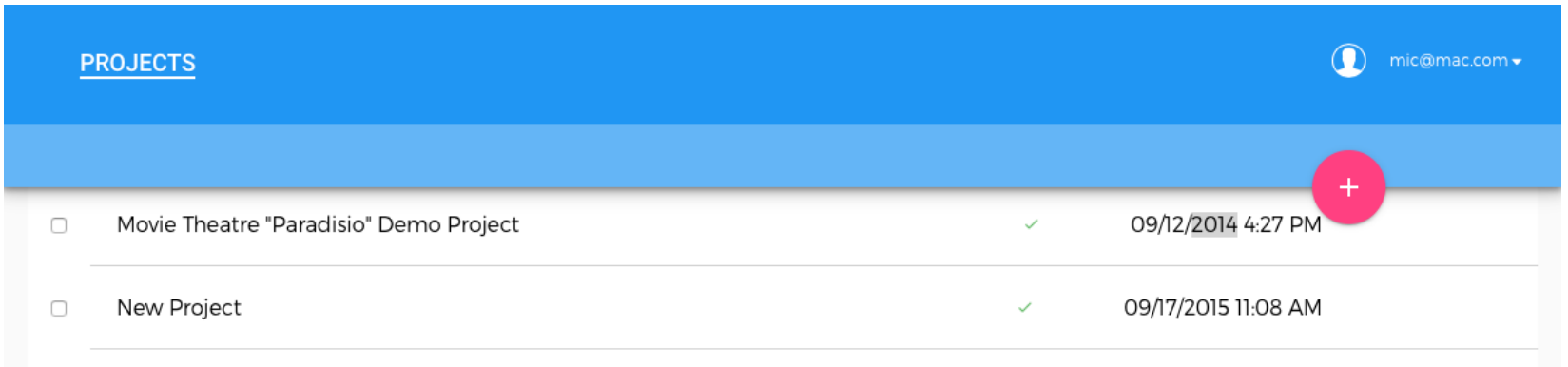
Connect to Archipad

If you have already created your account, open your browser and go to www.archipad.com. In the top right you will see the SIGN IN button. Click it to connect to your Archipad account on the web.

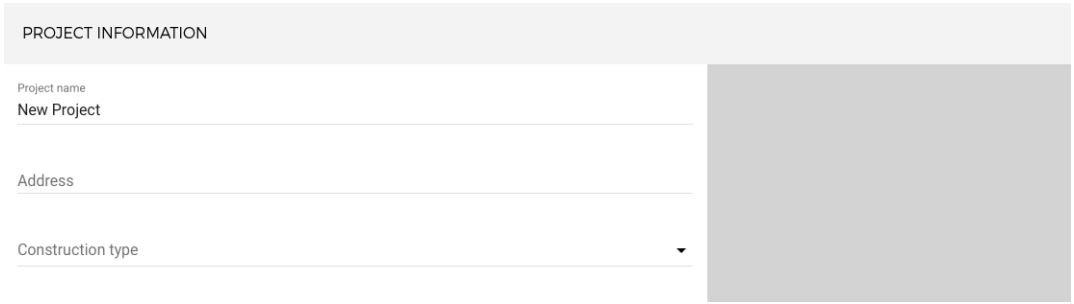
If you have not yet created your account, follow the instructions above **Create your account.**

Create a new project

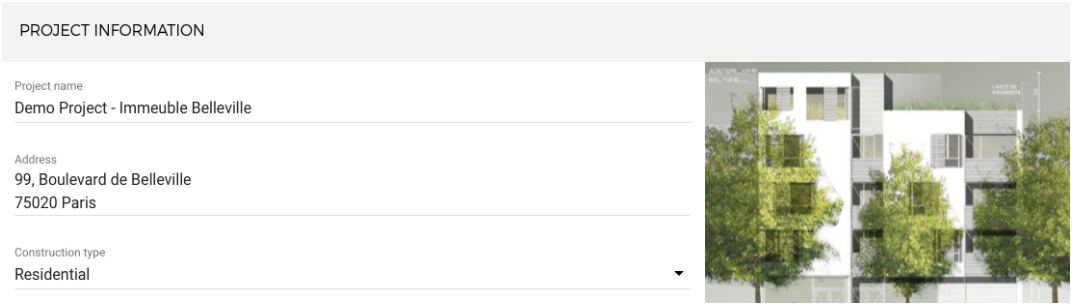
Before all else, you must create a new project. Use the + button on the project selector page to create a new project.



The newly created project will automatically open.



In the top section, enter the project information such as address and type of construction.



Add an image for the project

You can add a photo, a sketch, or a drawing to represent your project. This image will be used on the project card on your iPad so you can rapidly recognize your project, and will also be used on the title page of your reports. You can choose any image

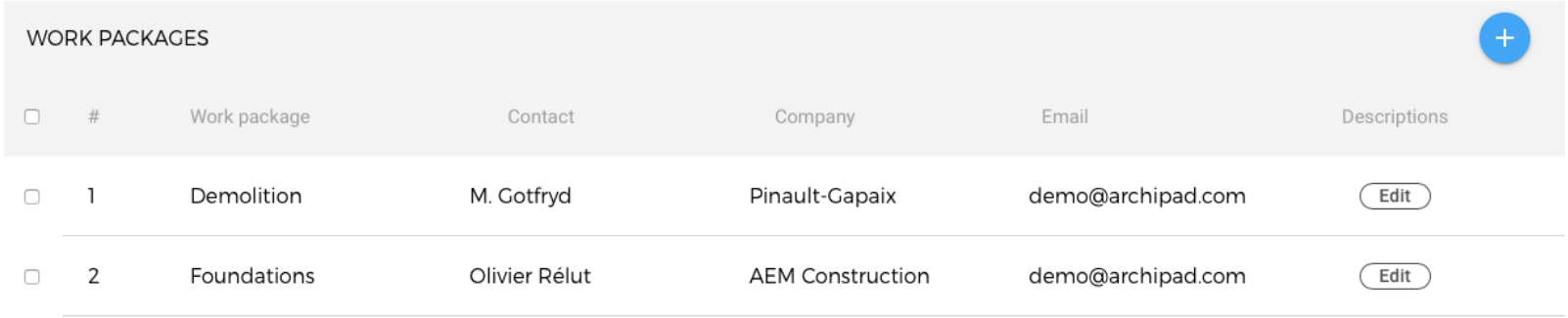
from Dropbox, Box, Google Drive, One Drive, or from an FTP server or WebDAV. On your iPad you can also directly take a photo of the construction site.

Add contacts

In the PROJECT MEMBERS section you can add contacts, such as the project owner, the owner's assistant, the surveyor, or any other person that will be working on the project. Use the + button to add new contacts, and fill out their information in the form that will appear.

Add general contractors and subcontractors

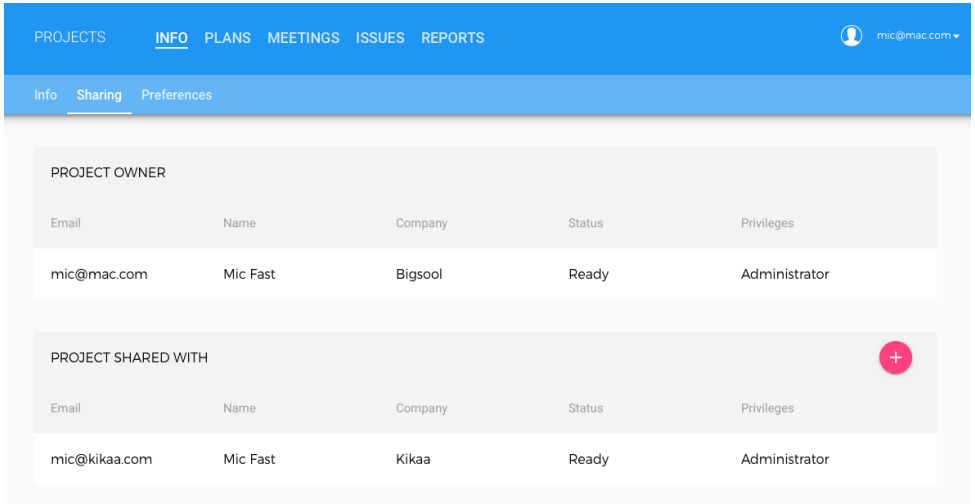
In the WORK PACKAGES section you add the general contractors and subcontractors so you can assign them the different issues to solve. Use the + button of this section to create and add new general contractors and subcontractors, and fill out the form that will appear. This information will be used to assign issues and also when generating punch lists or reports.

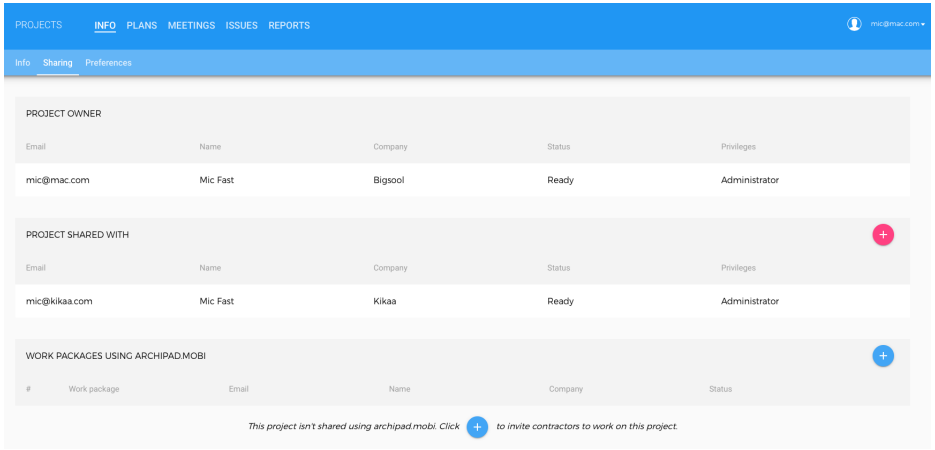


Share your project

To work as a team on a project, you must share your project with others. Only projects you have shared can be opened by other members of your team.

Share your project by opening the Share tab, and use the + button to invite people by email to collaborate on your project. Just enter their email address, specify which access privileges you want to grant them, and click the Invite button. They will receive an invitation with instructions how to access the project by email. You can revoke their access or change their access privileges at any time.





Share your project with general contractors and subcontractors

Activate sharing for work packages to allow all your general contractors and subcontractors to be able to use their smartphone to view the issues and punch list items you assigned them. When they fixed the issue, the issue will turn purple showing that the issue was treated. Once you return onsite, you can either validate the work and mark the issue as solved, or when you're not

satisfied, you can explain why and reopen the issue.

Add plans

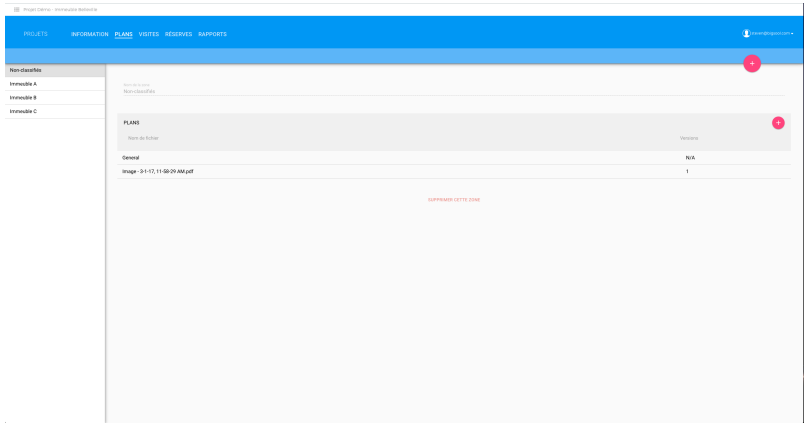
Import all the drawings for this project, which you'll use to point where an issue is located and where action is required. You can update your plans whenever a new version becomes available, Archipad will manage the complete version history of all your plans for you.

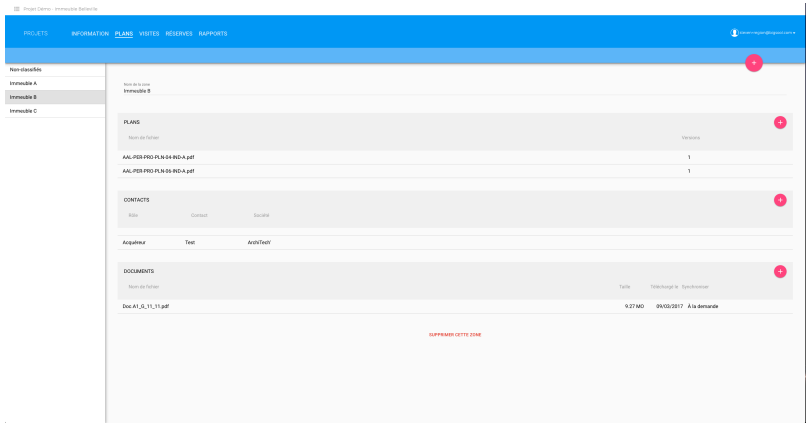
You can import plans in PDF, DWF, and DWFx format. For now, Archipad web app can only display plans in PDF format, while Archipad on the iPad can display all three. You can also use a photo or picture as a plan, select any image in .jpg or .png format, and position issues directly on your image.

Select the Plans tab and click the + button to import your plans.

You can import plans from different sources: from your computer or any server accessible on your network, Dropbox, Box, Google Drive, OneDrive, FTP, etc..

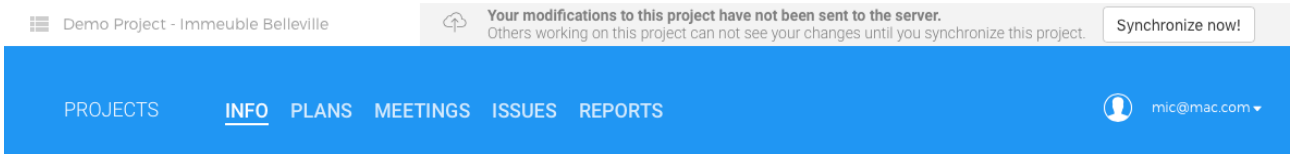
Since Archipad version 4.4 you can manage your drawings by region. All the drawings in a region will be available only in this region, if a drawings have to be available anywhere you just have to let them in the unclassified region. You can also add contacts and documents in a region (they'll be as the drawings, available only in this region)





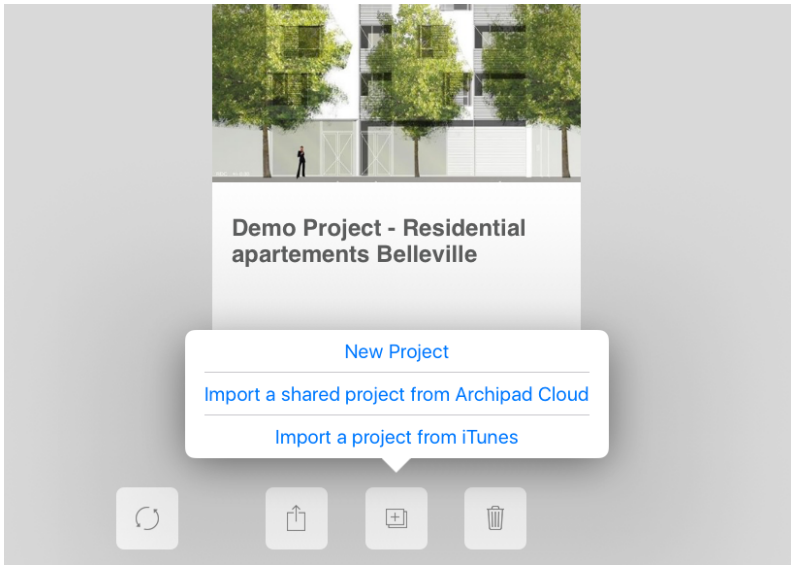
Synchronize with the cloud

Make sure to use the Synchronize button in the top right of the screen to send your modifications to the cloud. Once your project is synchronized, you can import it on your iPad.



WARNING : Always think to synchronise your project before quitting Archipad cloud or your settings will be lost.

Import or synchronize a project on your iPad



Now that you have created and synchronized your project in the cloud, it's time to import your project on your iPad.

If you have not yet connected your iPad to your Archipad account, this would be the first step. Your identifier for Archipad on your iPad and on our wen site is the same and uses the same password.

Open Archipad on your iPad and select Import a shared project from Archipad cloud. A list with the available projects to import will show. Projects already imported on your iPad are shown in gray with an iPad icon. Select your project, and tap the Done button at the top right of the list.

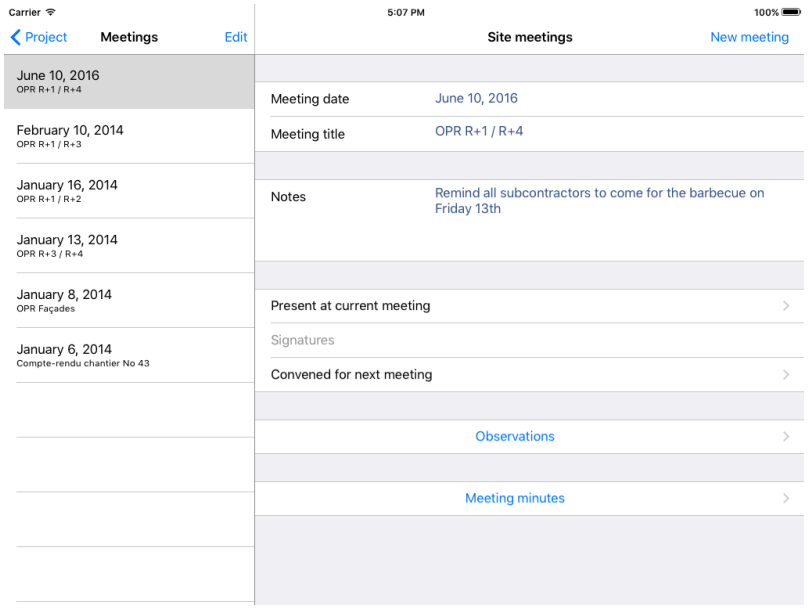
If your project does not show in the list, most likely you are not using the same account which created the project. If you want to use another account, make sure that you shared the project with this other account. Read **Share your project** on page 5 for more details.

After you imported your project, use the Synchronise button to send your changes to the cloud, and receive changes made by others.

Create a new meeting in Archipad before you start a site inspection

Archipad tracks changes made to your projects based on meetings, and can generate reports that only contain information that was changed during a meeting. Meetings allow you to track in real time new information added, keep track of present sheets, and create reports that only contain information you modified during a particular meeting.

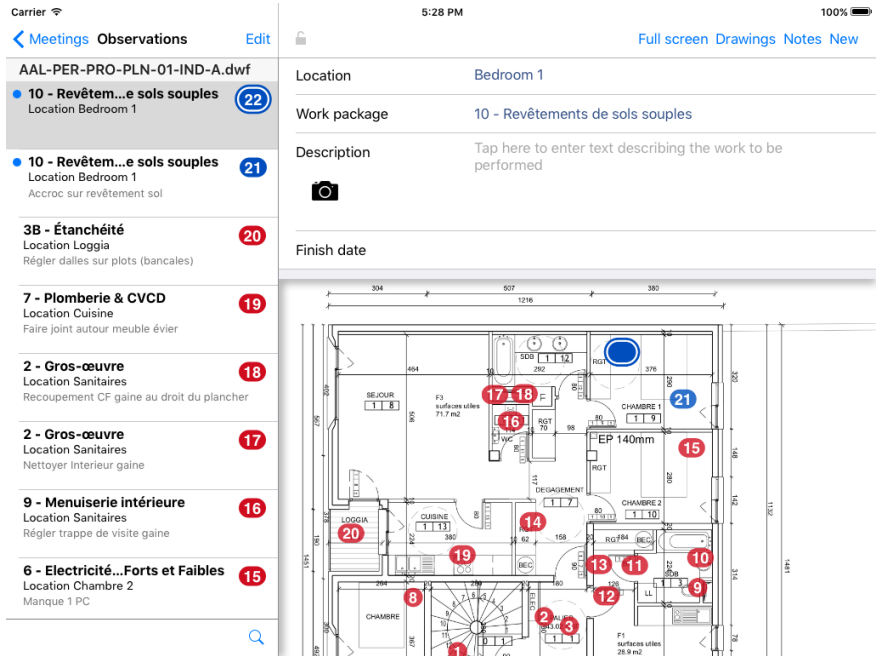
To create a new meeting, touch the New meeting button in the top right of the Site meetings screen. Archipad will create a new meeting with today's date where you will manage all the information related to this meeting, such as who is present, who is convened for the next meeting…



The Meeting date is automatically filled with the current date at time of creation, but you can change it to any other date. The Meeting title is used for your report's title.

Use the Notes section to quickly write down information regarding the current meeting or keep track of things you do not want to forget during a meeting. You can also integrate the Notes section into your report.

Use the buttons Present at current meeting, Signatures, and Convened for next meeting to manage your meeting. The information that you enter here can be used in your reports. Then, when you will have a more number of visits, you will be able to filter . Please refer to the **Reference Manual** for more information .



Add issues and mark issues as solved

Create an issue by touching the location on the plan where intervention is required. The issue will show without a number until you make a modification to it.

Mark an issue as solved by swiping the issue in the list on the left, which will strike-thru the issue and change it's color to gray.

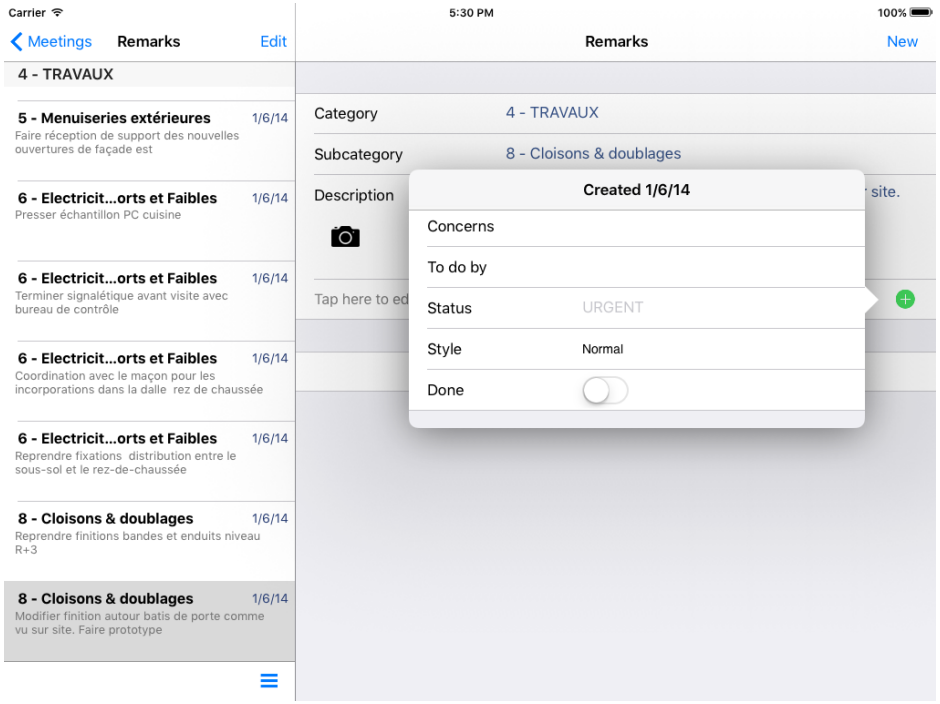
Issues are initially colored blue, and will change to red when they are late. You can change the color and size of the issue dots in the Preferences from the project's General info screen but also filter your issues, please visit the **Reference Manual** for more information .

Take and manage meeting minutes

Create your meeting minutes ordered by category and subcategory, which can be work packages and contractors. Each entry can be assigned to someone, you can add photo or sketch, specify by when it must be done, status, style, …

You can also transform your remark into task by simply turning the Task button on. You will be able to add a start/end date and track how your task is going thanks to the progress bar.

A mix of Word and Excel, united in a simple to use who what when where, to keep you focused on your meeting.



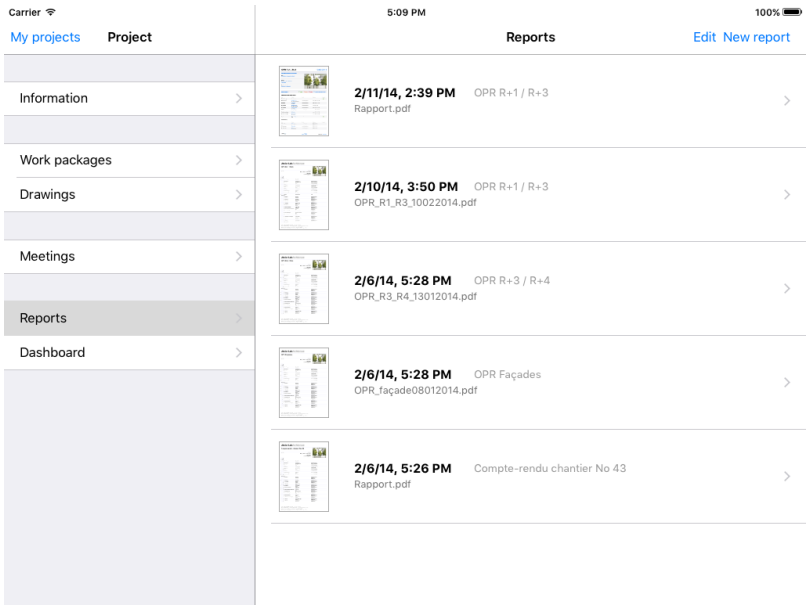
Generate a report

At the end of your site meeting you most likely want to generate a report and send it out to the others working on the project, such as general contractors and subcontractors so they know what they have to work on.

Go to the Report section, and generate your report using the New report button in the top right of the screen.

For a detailed description of each of the options you can specify to generate your report, please read the **Reference Manual.**

General contractors and subcontractors can also visit archipad.mobi to view the list of issues you assigned them or on Archipad application, directly from their mobile phone, if you shared the project as explained in **Share your project with general contractors and subcontractors** on page 5.



Custom report

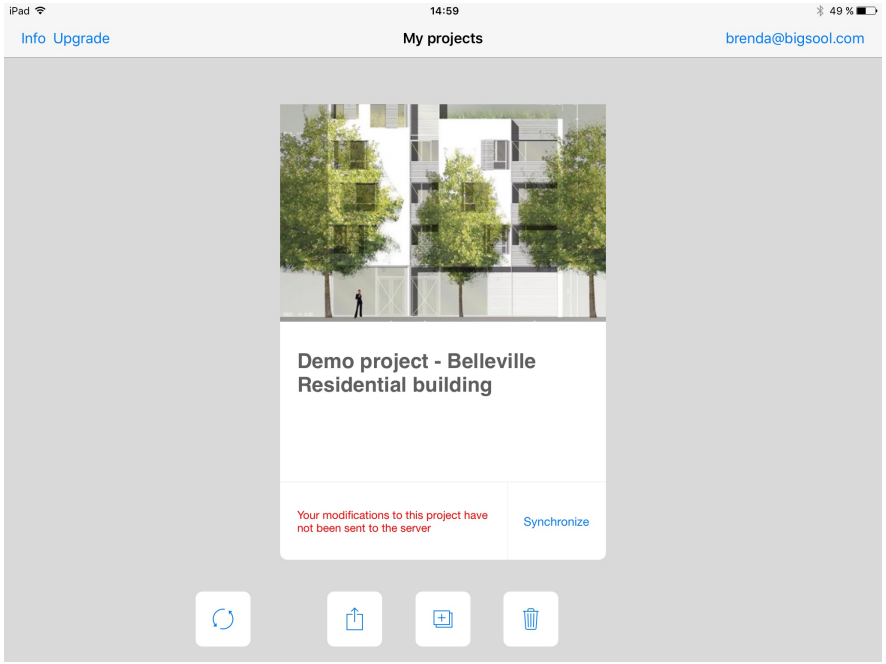
Please do not hesitate to contact us if you have any questions or have a specific requirement for your reports. We can adapt and customize reports to your needs and specifications, add extra fields or rename fields to better reflect your usage. Contact us at support@archipad.com and together we will find a way to generate the reports you need.

Share your report

Use the Share button to share your report directly from your iPad with others. Email the report, unless it is too large to send, in which case you share the report on Archipad cloud and send a link to it by mail. You can also print your report on an AirPrint compatible printer and hand out a printed copie on site.

Synchronize your work at the end of the day

After you entered and modified information, such as presence sheets, added new issues, marked existing issues as solved, you must synchronize your work to the Archipad cloud. Only after you synchronized your project will others that also work on the project see your changes. Synchronization also allows you to retrieve changes they made, so you can see what others did.



Use the or Synchronize to synchronize your modifications to Archipad cloud.

Always make sure you synchronize your work back to Archipad cloud. Until you synchronize, you will not be able to see what you did on your iPad from your computer, nor will you be able to synchronize your work to another iPad.

And don’t forget to charge your iPad

Make sure that your iPad is always ready for use, and charge it as soon as you are back from a field trip or when you are done using your iPad.

Use the USB power adapter and USB cable that come standard with your device. Connect your iPhone, iPad, or iPod touch to its Lightning to USB cable or Apple 30-pin to USB cable :

→ Wall power outlet

Plug your charging cable into a USB wall adapter, then plug the adapter into the wall.

→ Computer

Plug your charging cable into a USB 2.0 or 3.0 port on a computer that's on and not in sleep mode. Don’t use the USB ports on your keyboard.

→ Power accessory

Plug your cable into a powered USB hub, docking station, or other Apple-certified accessory.

As your device charges, you'll see a lightning bolt beside the battery icon in the status bar, or a large battery icon on your lock screen.

For a more detailed description of Archipad, please download the Reference Manual free of charge from our web site at

Notes