

## Getting Started

You deserve the best solution for your projects. Here's how simple it is to manage your project from any internet-connected computer or device, from anywhere in the world.

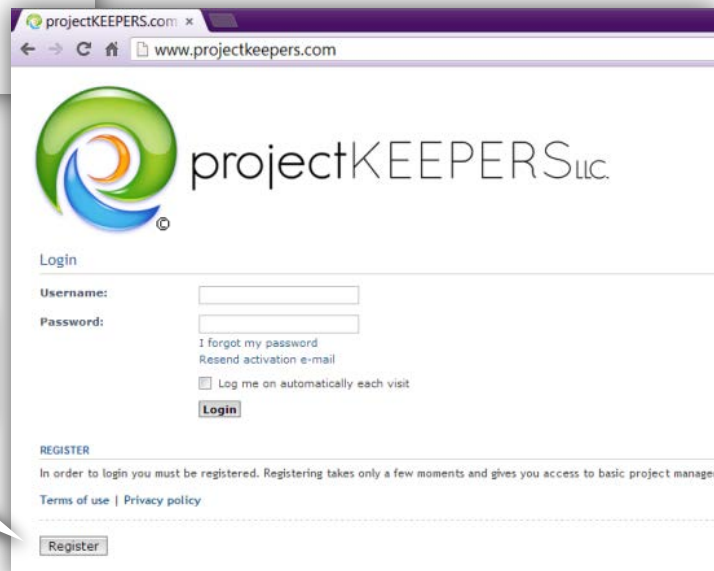
- When you log into your account from a Mac, PC, notebook, laptop, smartphone, you'll have real-time access to the progress of your project. Instantly see updates from your team, access key project documents, and update your activities – from anywhere in the world, just as if you were in your office.

### First, Register for an Account



Go to [projectKEEPERS.com](http://projectKEEPERS.com)  
and click on 'Login'.

Click on 'Register' and  
set up your login info.



The screenshot shows the login and register page on projectKEEPERS.com. The page has the company logo at the top left and the text "projectKEEPERS LLC" at the top right. Below the logo is the "Login" section, which includes a "Username:" field, a "Password:" field, and a "Login" button. There are also links for "I forgot my password" and "Resend activation e-mail", and a checkbox for "Log me on automatically each visit". Below the login section is the "REGISTER" section, which includes the text "In order to login you must be registered. Registering takes only a few moments and gives you access to basic project manager" and links for "Terms of use" and "Privacy policy". A "Register" button is located at the bottom of the register section.

- You'll receive a validation email requiring a response to activate your account.

## Next, Log In and Enter Your Project Information

Enter your basic project information.

The screenshot shows the 'Project Builder' interface for a project named 'Community Dock Renovation'. The form includes fields for Project Name, Short Name, Description, Business Name, Funding Source, Project Period, Budget Period, Funding Contact, Approval Date, Funding Amount, and Project Number. There are checkboxes for 'Active Project (Funded or Approved)' and 'Future Project (Awaiting Funding or Approval)'. A 'Update' button is present, along with a 'DELETE' button and a text input field for 'Enter DELETE to delete this project:'. A green play button icon is highlighted with a callout box.

Click on the green arrow for payment options.

The screenshot shows the 'Project Builder' navigation menu. The menu items are: Project - Community Dock Renovation, General, Goal, Objectives, Activities, Real-life Events, Milestones, Funding, and Submit Project for Activation. The 'Submit Project for Activation' item is highlighted with a callout box.

Using your existing workplan, enter the details of your project.

Submit your project for activation

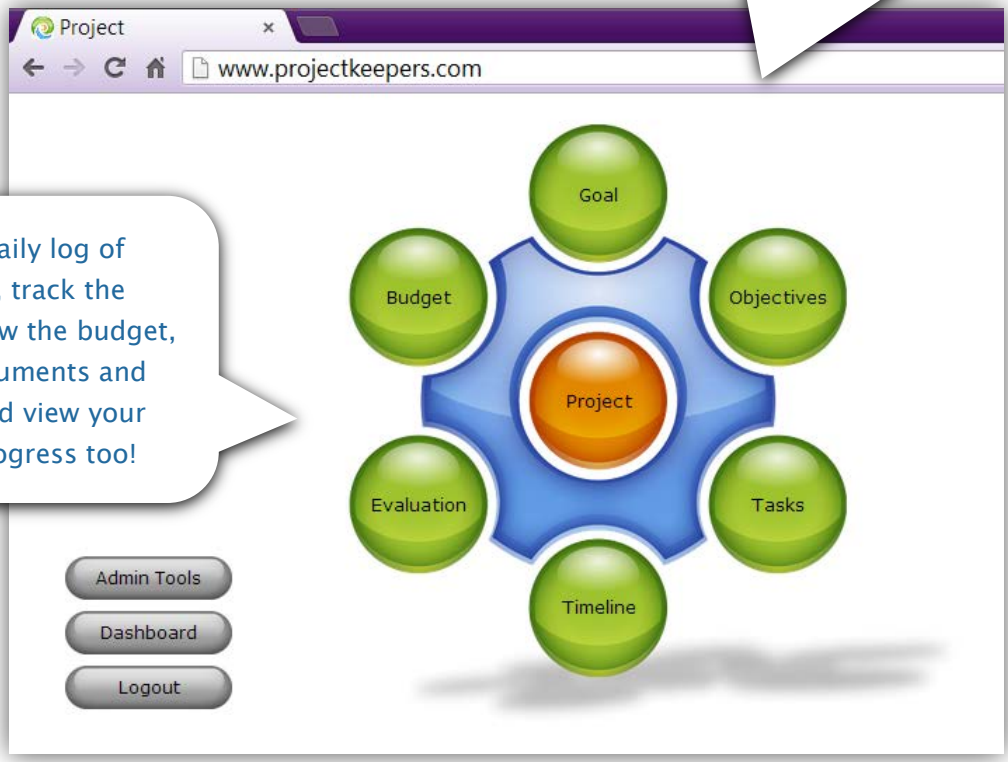
- You can customize these category titles to match your workplan.



# Now, Start Working on Your Project!

Work on your project from any internet-connected device, anywhere! Ask your project team to register and login too.

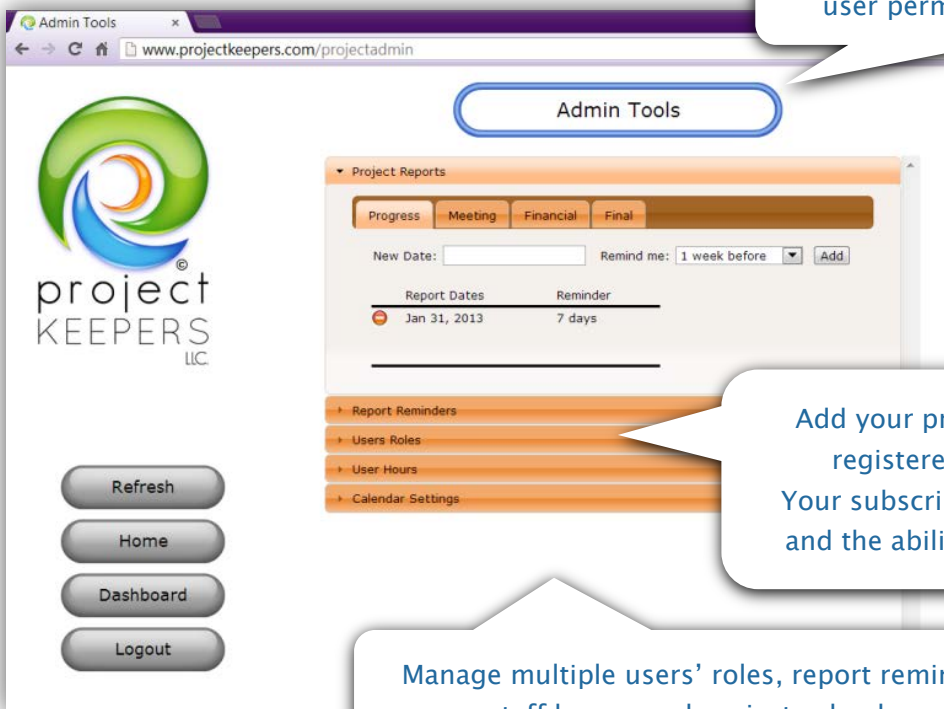
Enter a daily log of activities, track the schedule, view the budget, attach documents and photos, and view your team's progress too!



- Daily activity by you and your team is securely backed up everyday.

## Project Administration

Project Administrators have access to user permissions for the project.



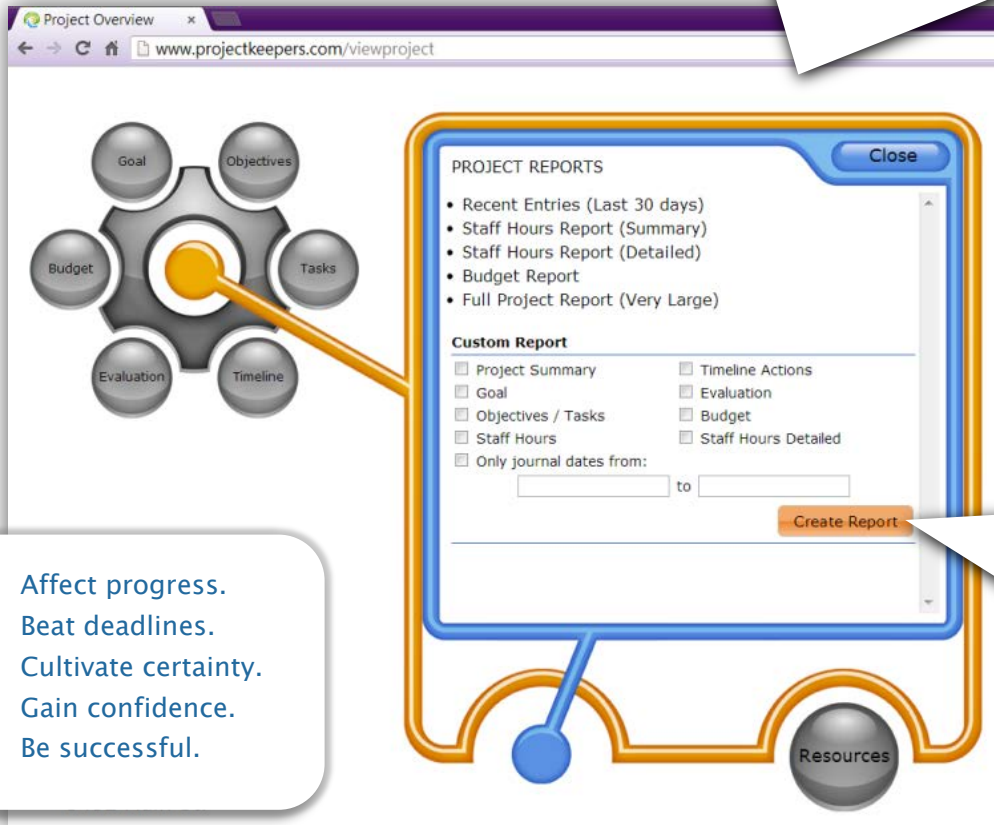
Add your project team after they have each registered and set up a login identity. Your subscription includes access for 6 Users and the ability to add more Users as needed.

Manage multiple users' roles, report reminders, staff hours, and project calendars.



# Project Management

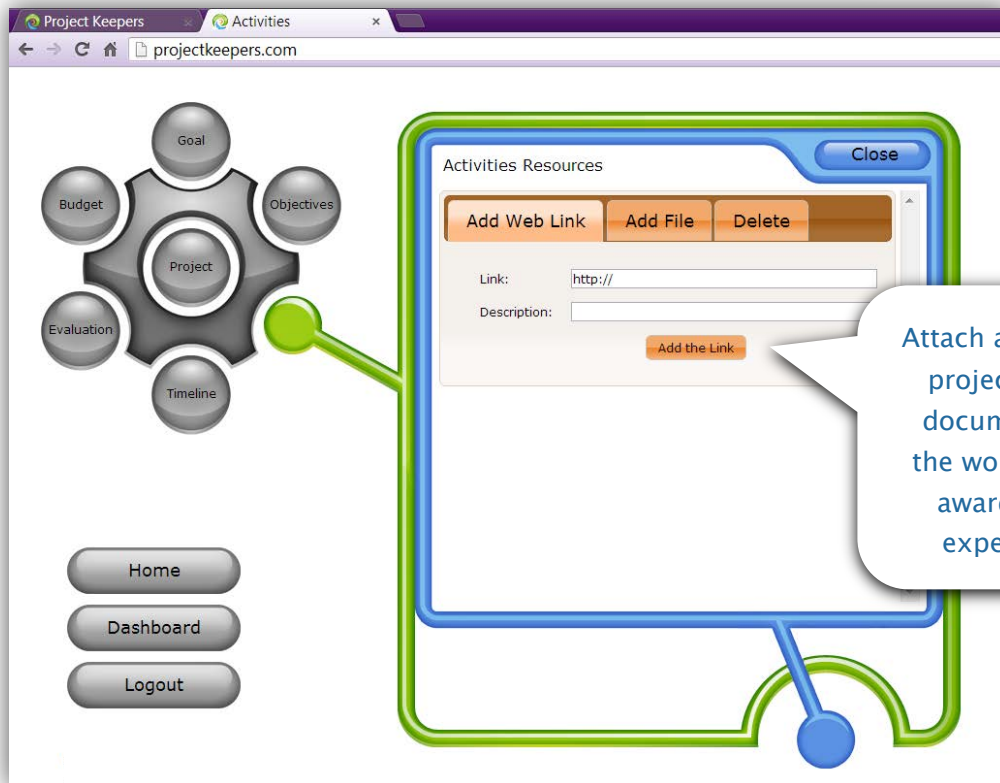
ProjectKEEPERS helps make reporting a breeze, providing customized features so you can select for the type of report you need - when you need it.



The screenshot shows a web browser window with the URL [www.projectkeepers.com/viewproject](http://www.projectkeepers.com/viewproject). On the left is a central 'Project' hub with six surrounding nodes: Goal, Objectives, Tasks, Timeline, Evaluation, and Budget. A blue line connects the 'Project' hub to a 'PROJECT REPORTS' window. This window has a 'Close' button and lists report types: 'Recent Entries (Last 30 days)', 'Staff Hours Report (Summary)', 'Staff Hours Report (Detailed)', 'Budget Report', and 'Full Project Report (Very Large)'. Below this is a 'Custom Report' section with checkboxes for 'Project Summary', 'Goal', 'Objectives / Tasks', 'Staff Hours', 'Timeline Actions', 'Evaluation', 'Budget', and 'Staff Hours Detailed'. There is also a field for 'Only journal dates from:' with 'to' and a 'Create Report' button. A 'Resources' node is visible at the bottom right of the interface.

Copy and paste report data to forms relevant to your project. Save them in your Resources file or to your computer.

- ✓ Affect progress.
- ✓ Beat deadlines.
- ✓ Cultivate certainty.
- ✓ Gain confidence.
- ✓ Be successful.



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Attach and access your project websites or documents, such as the workplan, funding award, photos, or expense reports.



## Features

Dedicated full time support, offsite storage, customized design, and other features provide the best solution for managing your projects.

- Ability to add more users
- Managed access

Your subscription includes 24/7 access from your Mac or PC devices, including desktop computer, notebook, laptop, or smartphone. Your login works from all your devices!

- Online training
- Customized design
- Reporting reminders
- Role permissions
- Customized reports
- Integrated content control
- Offsite document storage
- Unlimited global access
- Dedicated support

Your Project is Waiting.

[www.projectKEEPERS.com](http://www.projectKEEPERS.com)