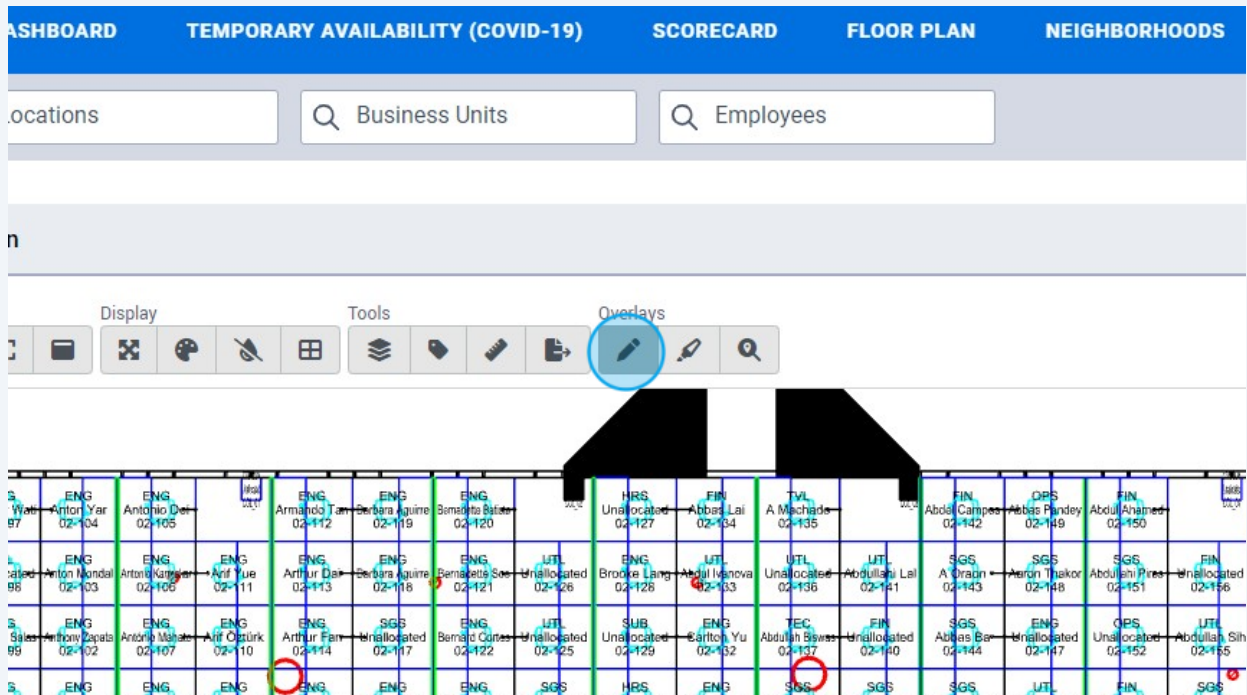


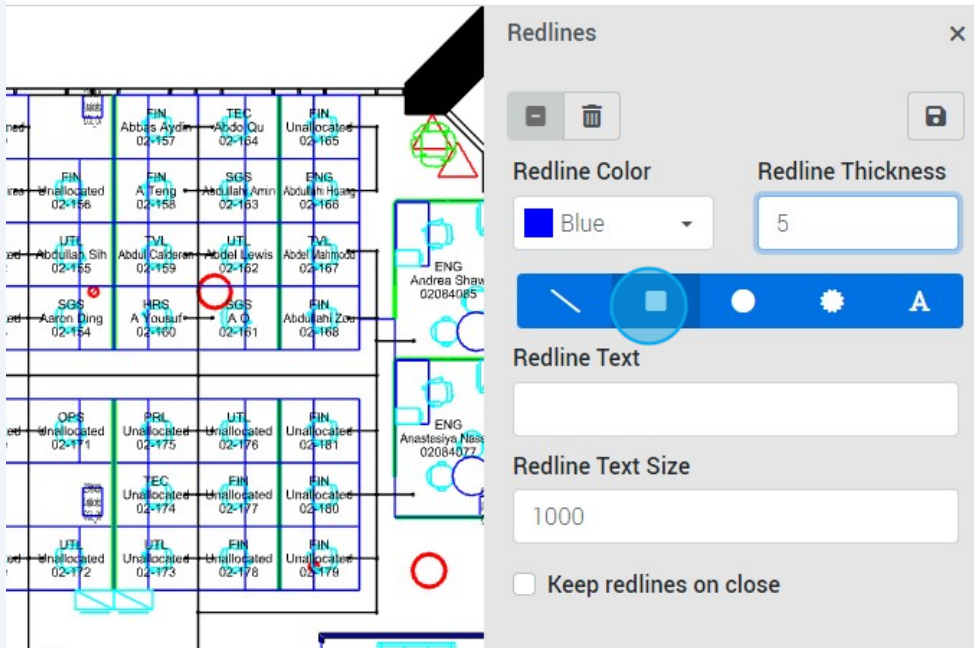
How to Annotate Drawings In Space Dashboard

1 You can annotate any drawing in Space Dashboard using Redlines.

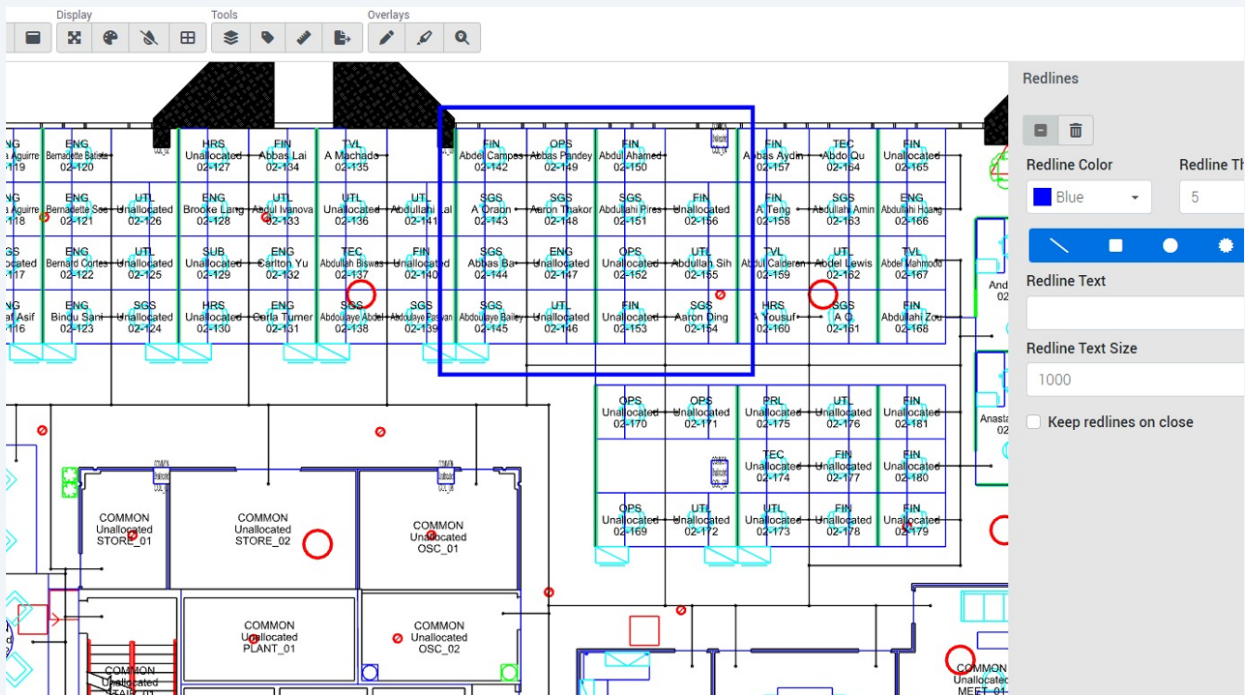
2 Click "Redlines".



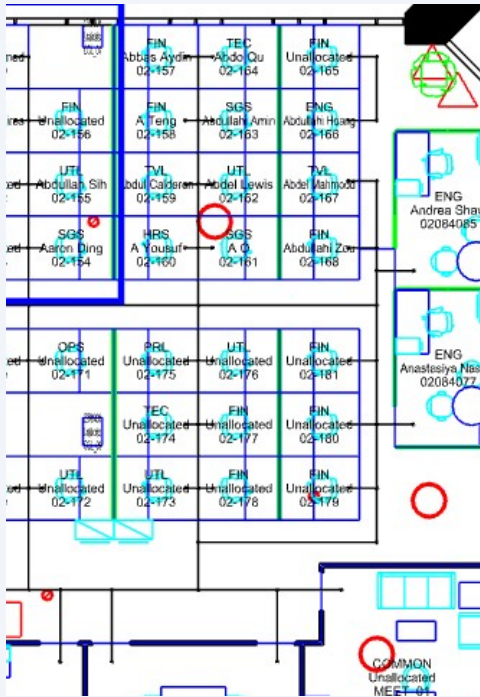
3 You can apply lines, shapes and text to a drawing



4 To apply an object, select the shape or line, and click and drag to place



5 To apply text, click "Redline Text" and input your text



Redline Color: Blue

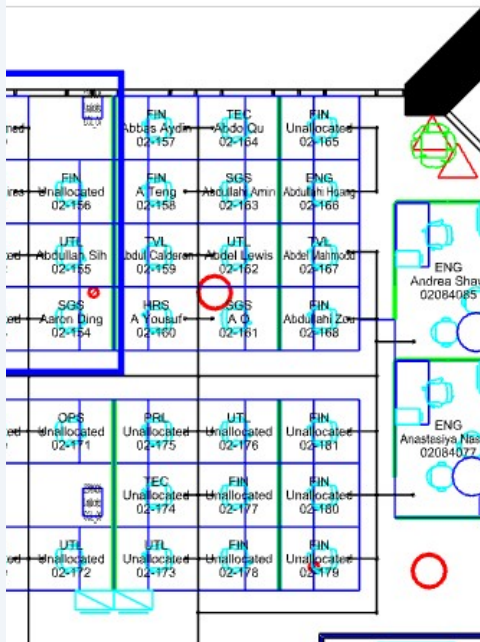
Redline Thickness: 5

Redline Text: [Input field]

Redline Text Size: 1000

Keep redlines on close

6 Click "Redline Text"



Redlines

Redline Color: Blue

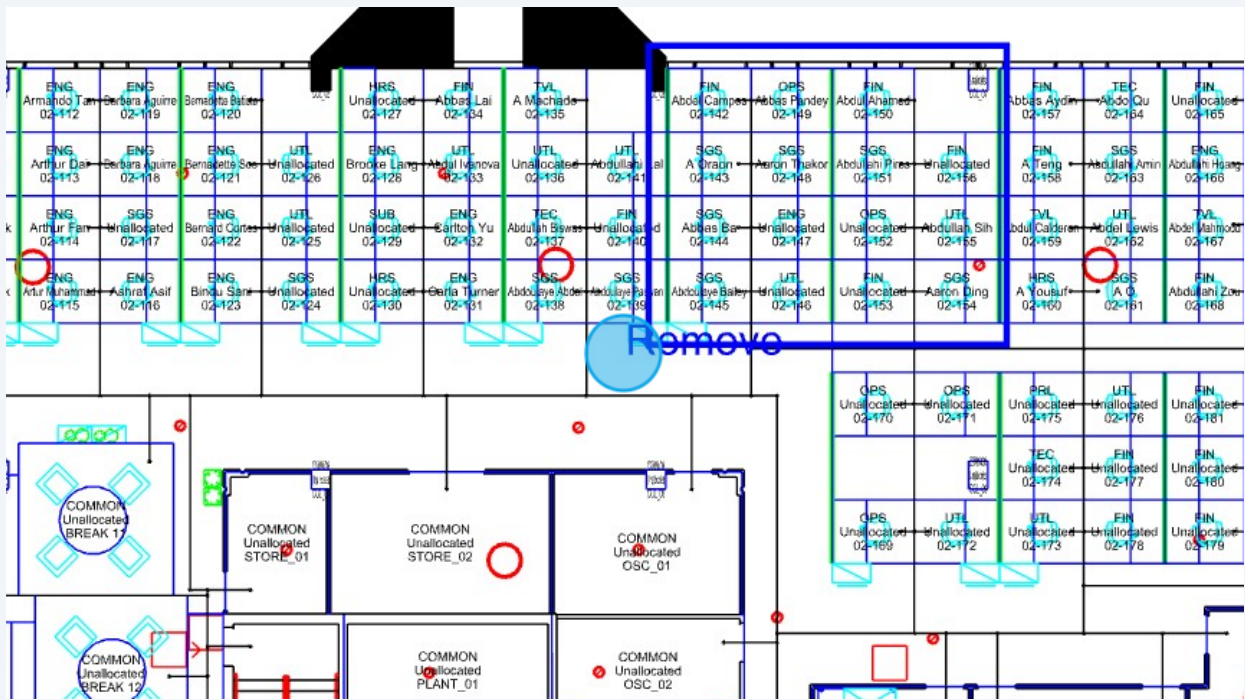
Redline Thickness: 5

Redline Text: Remove

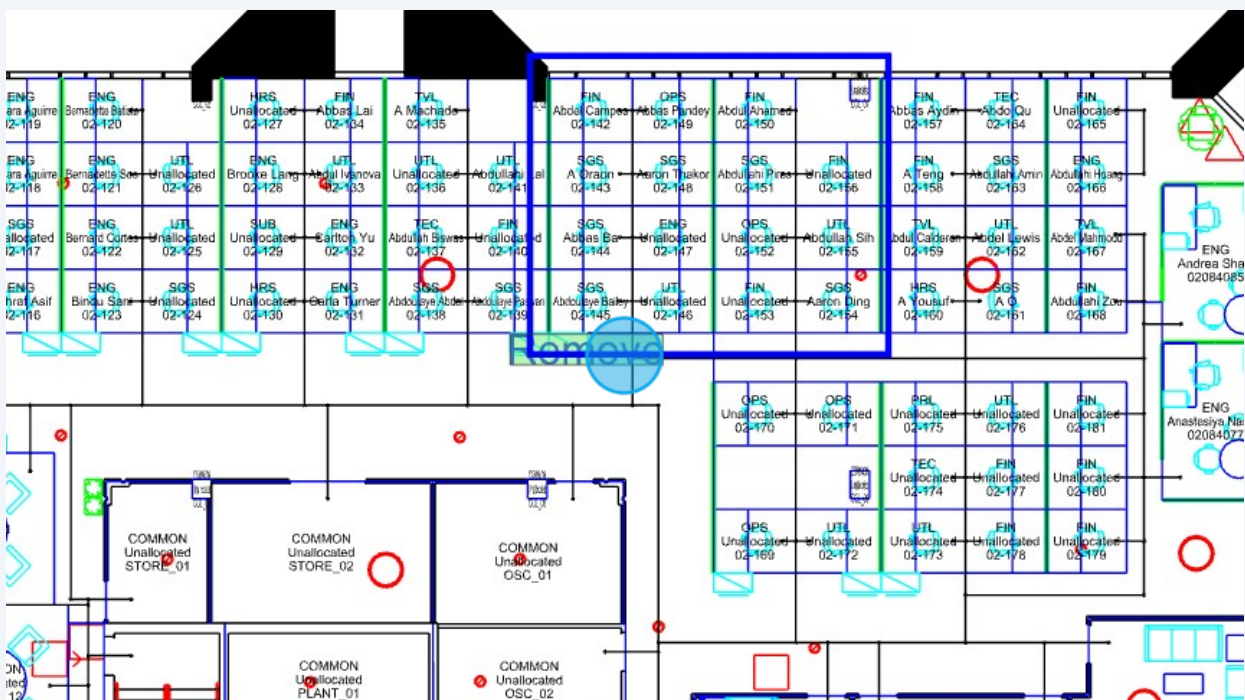
Redline Text Size: 1000

Keep redlines on close

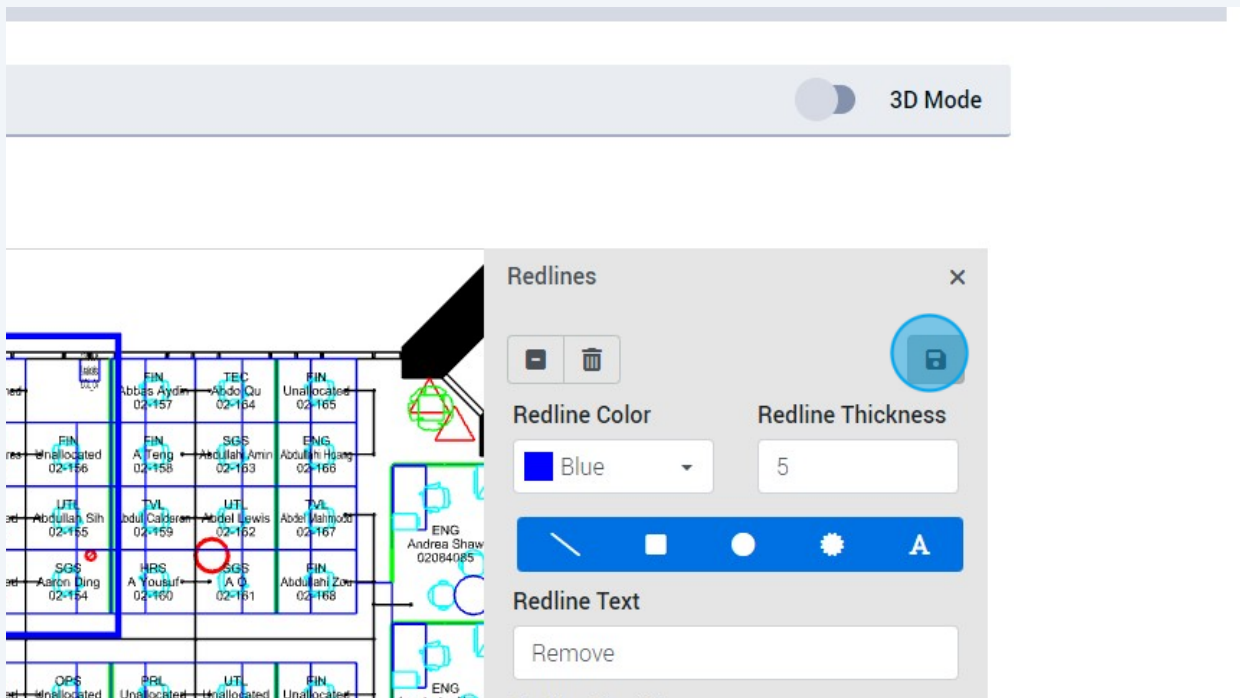
7 And click where you would like it to be positioned



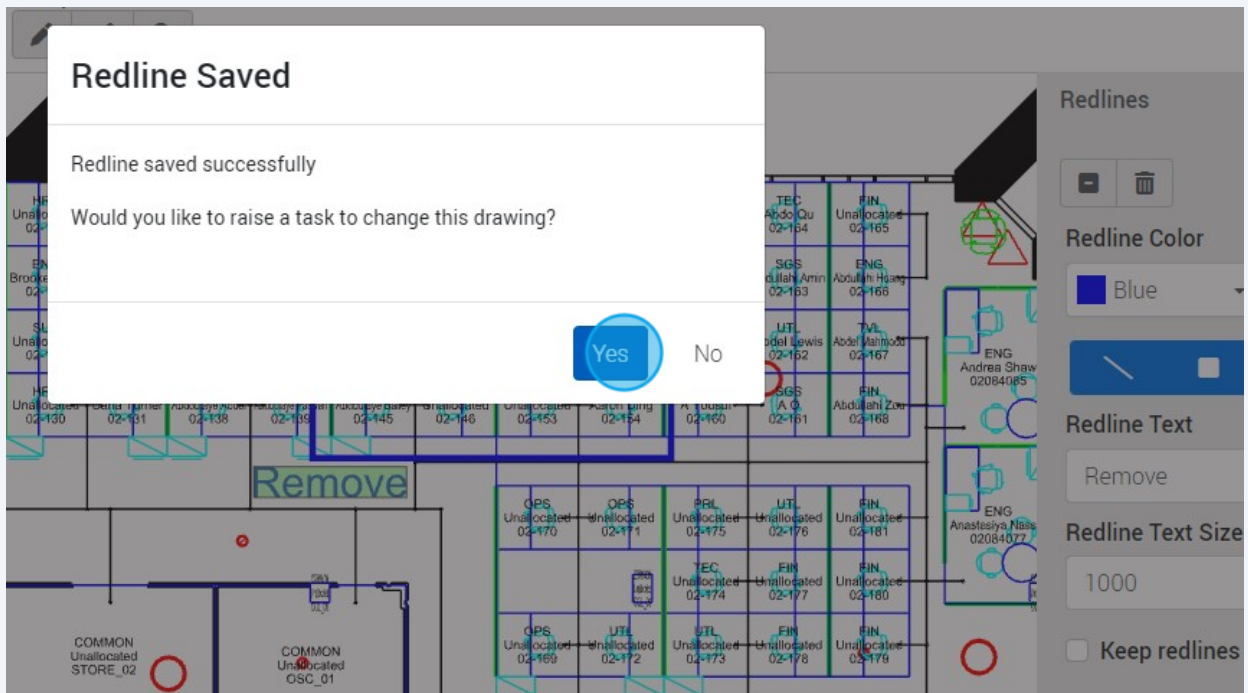
8 You can re-position redlines by holding left clicking and dragging



9 To save your redlines, click "Save Redlines"



10 You can create a floor plan task by clicking "Yes"



11

You will be re-directed to the task system, where your new task will contain the redline already attached

The screenshot shows a web interface for a task system. At the top right, there is a 'Feedback' button and a menu icon. Below this is a blue header bar with the text 'Task List'. The main content area is titled 'Attachments'. Under the heading 'Available Redlines', there is a list item: 'Eastgate Tower/02 Aug-15-2023 4:33 PM'. To the right, under 'Attached Redlines', there is a list item: 'Eastgate Tower/02 Aug-15-2023 4:39 PM'. A blue circle highlights the text 'Eastgate Tower/02 Aug-15-2023 4:39 PM' in the 'Attached Redlines' list. Below the lists, there is a 'View Redline' button. Further down, there is a section for uploading files, with the text 'Attach zip files to the task (max size = 3.5MB)'. Below this is a file selection area with the text 'Choose File' and 'No file chosen'. At the bottom, there are two large grey rectangular areas labeled 'attached zip file' and 'file contents'.