




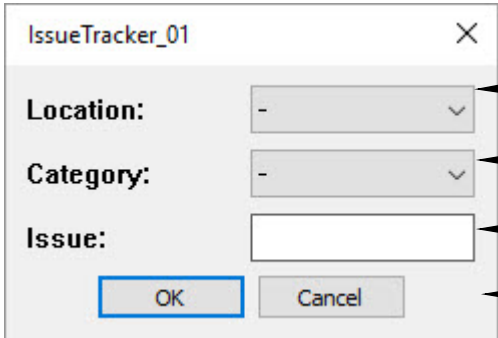
## Quick Start Guide

### Overview:

Issue Tracker is a mark up tool inside of SketchUp to "tag" issues which need to be resolved or fixed. Whether you use this for your personal models or within your organization, it is a great tool for documenting issues which need to be corrected. Simply place the Issue Tracker tag on any item/surface in the model, fill out the details and generate a graphic HTML/PDF report at any time to share with others. Upon tagging an issue, a thumbnail image of the current SketchUp view is saved and used in the report to provide a great visual along with the written description. Issue Tracker's menu allows users to create branded reports by saving company information and logo, as well as project information.

### Use:

To use Issue Tracker, simply click on the Issue Tracker Icon  to place an Issue Tracker tag on any item or surface in your model. A dialog box pops up to enter Issue details.....



- Drop-Down List - customizable list of Locations
- Drop-Down List - customizable list of Categories
- Enter description of Issue
- Click OK to complete or Cancel

A thumbnail image (current SketchUp view) is created for use in reporting. Issues may be edited at any time by right-clicking on the Issue Tracker - note, a new thumbnail is generated at the same time. Issue Tracker will also create a new layer automatically in your model to control visibility of the Issue Trackers. NOTE, you must SAVE your model before adding any Issue Tracker tags.



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### Menu:

To access the Issue Tracker menu, go to **Extensions / Issue Tracker >**

Edit Company Info	←	• Enter your Company information- this information is saved globally
Edit Job Info	←	• Enter Job information - this information is saved with the SketchUp file.
Add Issue Tracker	←	• Add a new Issue Tracker
Edit Selected Issue Tracker	←	• Edit the issue parameters
Export Issue Tracker data to to CSV...	←	• Export report data to CSV file
View Report...	←	• Click to view HTML report - to print or save as PDF, use browser commands
Edit Issue Tracker Locations File...	←	• Customize your Locations List
Edit Issue Tracker Categories File...	←	• Customize your Categories List

### Notes:

**Reports** - suggested use is to choose View Report in the menu, at any time, to open an HTML browser report. This report header contains your company and job information and then displays the numbered Issues along with the thumbnail images. Subsequent pages contain 4 thumbnails/issues per page for comfortable viewing of the images. To print your report, use your specific browser commands (ctrl P on Windows) or print to your favorite PDF maker to save and send.

**Company Logo** - to upload your company logo, in the filed entitled Logo, copy and paste the location of your logo file on your computer.

**Company and Job Information** - Note that your company information is stored globally on your computer. This keeps your company information constant among projects. The Job Information is saved with the SketchUp file so that each project/model contains its own specific job information.

**Completed Issues** - Once an Issue is completed, simply delete it and it will be removed from future reports.