

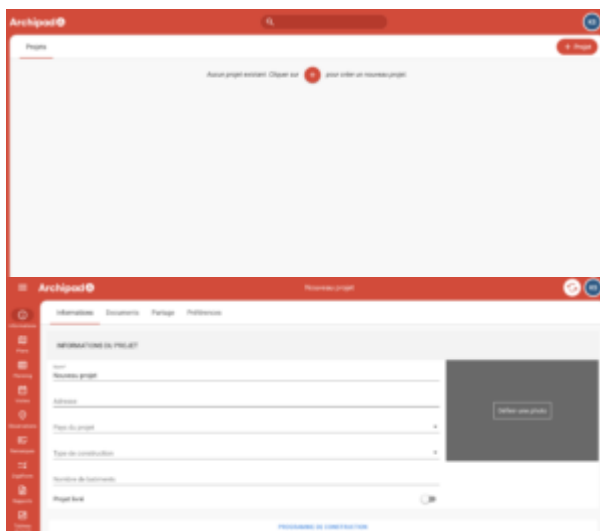
4-Create Your First Project

Posted on June 9, 2026 by Smaheine

Objective: Learn how to create and organize your first project on Archipad.

Steps to follow

1. Log in to your Archipad account.
2. From the project list, click on « **+ Project** ».
3. Enter the project information: Name, address, country, construction type, number of units, and add a photo if necessary.
4. Then add the project participants by entering their contact details: name, first name, email address, etc.
5. Create your trade packages and associate specific documents to each package if needed.
6. Also add documents linked to the project to centralize all important information.
7. Customize the project settings: dates, tag colors, attached documents, and other options.
8. Finally, synchronize your project to save the data and make it accessible to all participants.



Tip: Remember to **synchronize regularly** to avoid losing any changes.