

## FAU Bloop Quick Start Guide

### TOPIC: PI and Lab Managers Overview of Projects

PIs and Lab Managers have access to more of the site than others; specifically, projects and locations. Bloop is set up so that all float plans and dive plans are associated with a project. This makes it incredibly easy to separate plans and personnel by grant.

1. On your Dashboard, select 'Projects' from the menu on the left
2. Select '+ New Project'
3. Title your project with a unique identifier
4. Fill in the necessary information in the pop-up window
5. For information on 'Areas/Locations' see corresponding quick start guides
6. Add divers and vessels that this project will include
  - a. Note: this can be edited as needed!
7. Select 'Submit Project'

Once a project is submitted and approved, all associated float plans and dive plans will be filed under it and can be found by:

1. On your Dashboard, select 'Projects' from the menu on the left
2. Find your project and select the Action list on the right side of the page
3. Select 'View'
4. Scroll down to view all associated dive plans and float plans