

The **Landstage** application will include a unique state-of-the-art, paper-lot tool designed to provide a launch pad for paper-lot staging. The paper-lot tool will be a marketplace for paper-lot developers to feature their future developments.

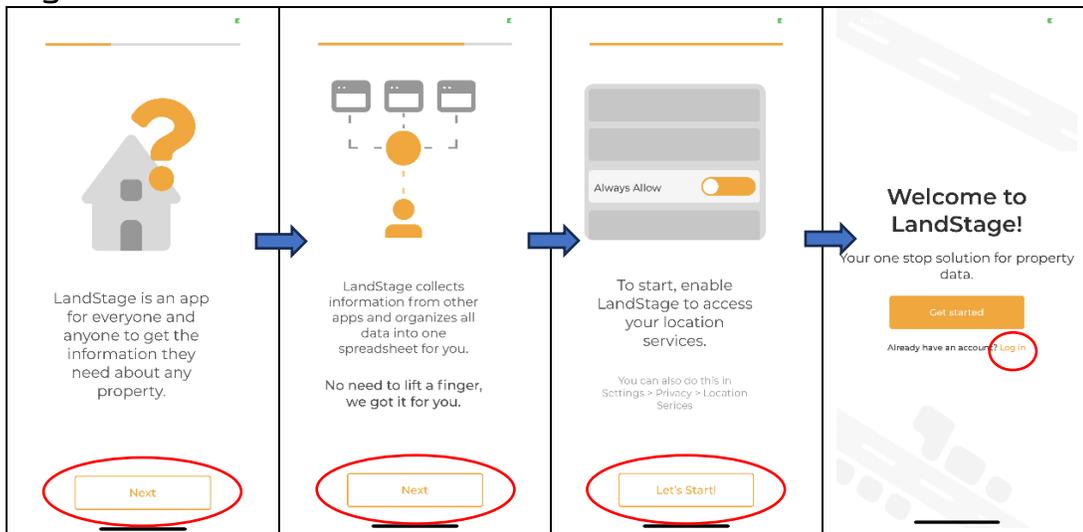
This document describes how the paper-lot tool is assessed, configured, and utilized in the Landstage application.

1. **SECTION 1 – Initial Sign-in for the Mobile Application Paper-Lot**

1.1. Select and open the Landstage app from your mobile list of applications.



1.2. The Login screens will begin to populate. Continue to select the **Next & Let's Start** button until you get to the **Login** screen. Select the orange highlighted **Login** text.



1.3. Input your username and password that was received for your trial participation. Your password can be changed after your initial login.

Login

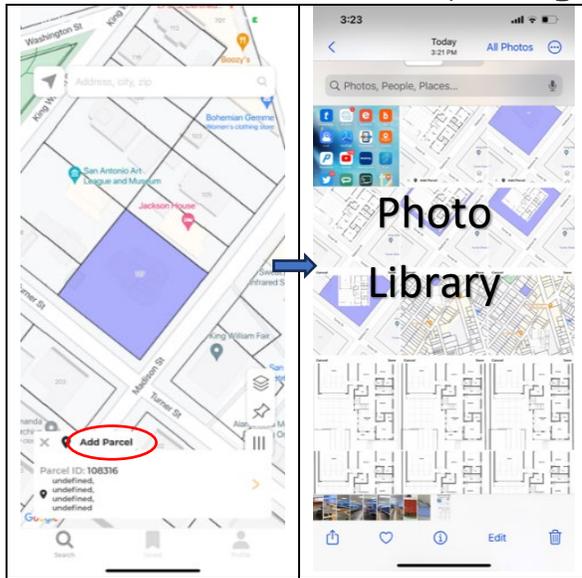
Username
Johndoe

Password 

Login

2. Uploading Site Plans

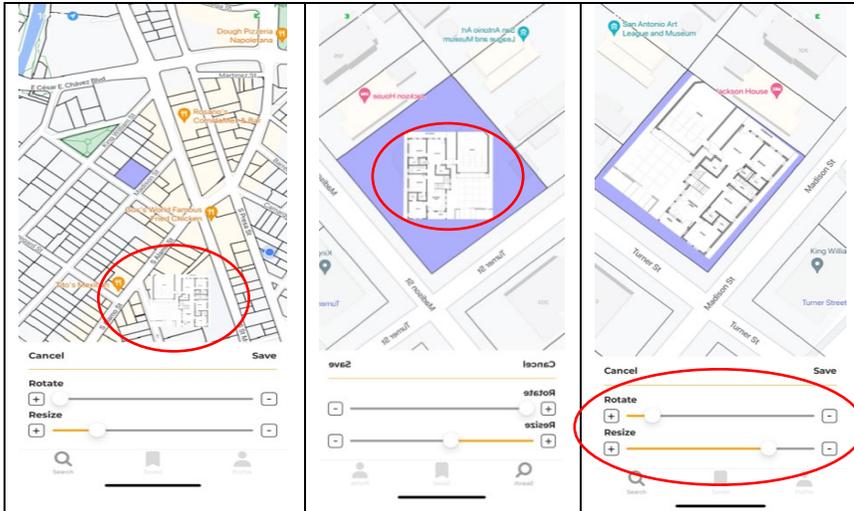
- 2.1. Select a property to upload your site plan (as the parcel is selected it will become shaded and the Add Parcel text will be displayed) and select **Add Parcel**. **Note: Be sure you have a file (.png, .jpeg, picture, etc...), stored in your PHOTOS or ALBUMS mobile device for uploading.**



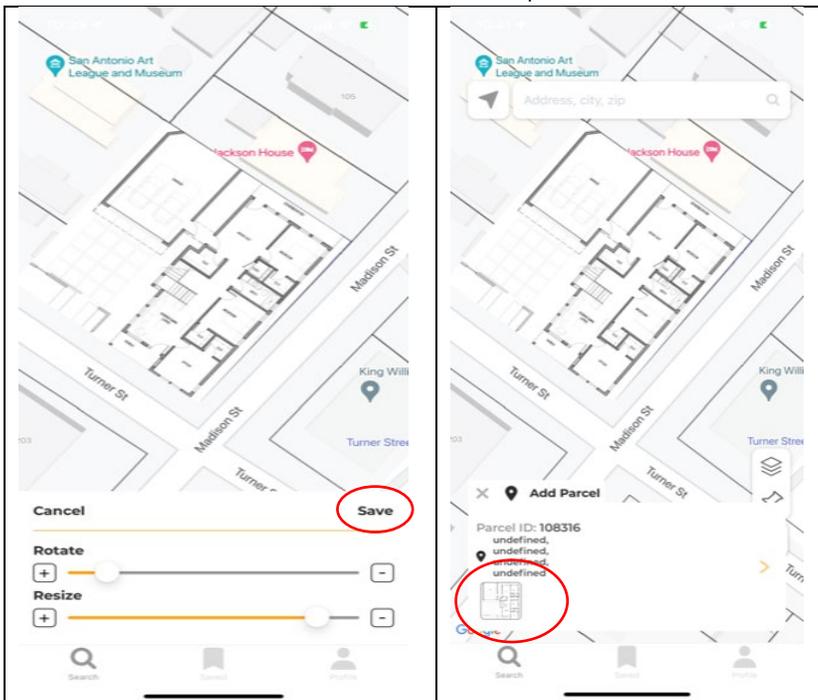
- 2.2. Select the file from the photo Library to be uploaded.
- 2.3. As the file is uploaded use your finger to set the first point (red) on the site plan. Continue setting each point on the site plan until you have the outline shaped to fit into the partial as shown below. After all, points are created, select **CLIP** and then **Save Pin**.



2.4. After clipping the site plan, zoom in or out on the mobile screen to bring the uploaded file into view. Putting your finger and holding it on the uploaded site plan, move it to the shaded parcel. **Note: Zoom in on the partial to enlarge for the placement of the site plan.**



2.5. Use the **Rotate** and **Resize** sliders to fit the site plan into the parcel. Use the **Save** button to save the site plan.



The site plan is now saved and available until the originator or administrator removes it.