



# Space AI: Your First Project in 30 Minutes

A Step-by-Step Guide for General Contractors

✓ Create Projects

✓ Upload Documents

✓ Build Forms with AI

✓ Manage Document Revisions


Try for Free

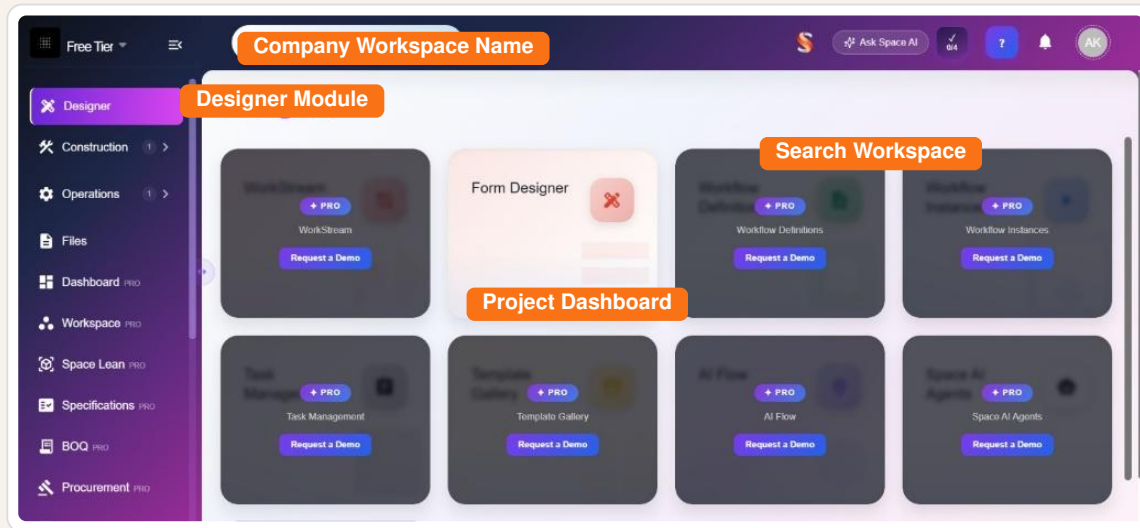
[pmspace.ai](https://pmspace.ai)

# Your Project Workspace

Getting started is instantaneous. **Project is automatically created as your company name** when you login from the "Try for Free" portal. Your workspace is ready for data entry immediately without manual setup.

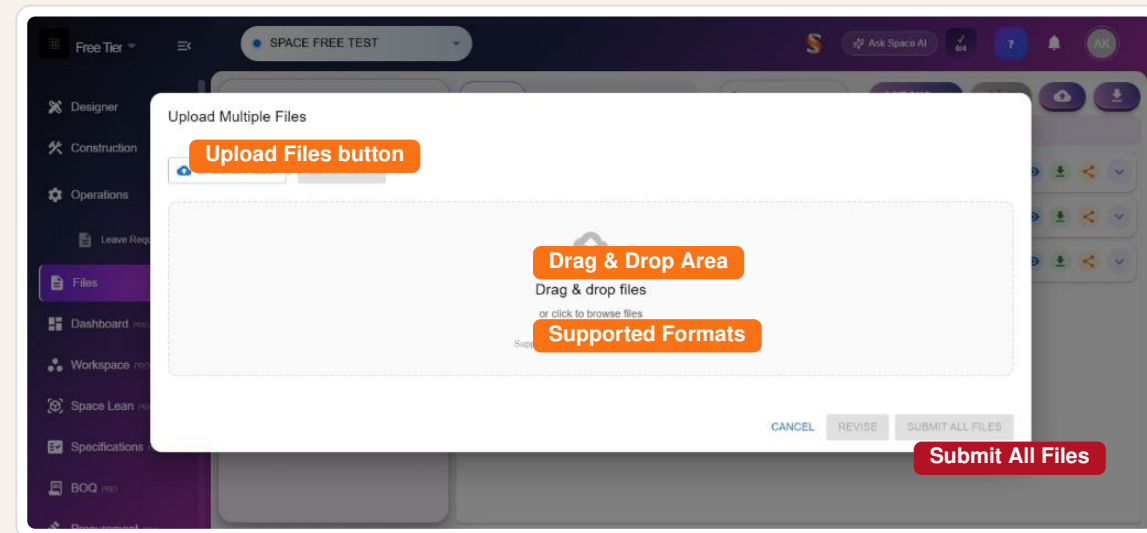
Feature	Value
Workspace	Auto-configured
Project Name	Set to Company Name
Access	Immediate via SaaS Portal
Navigation	Left-hand side Panel

 *Simply log in to find your company-branded workspace pre-configured and ready for your first document upload.*



# Upload Your First Documents

Store contracts, drawings, RFIs, and project files in your centralized workspace. Space AI supports high-resolution construction files to ensure site teams always have the detail they need.




## Supported Formats

- PDF
- DOCX
- XLSX
- DWG
- PNG
- JPG

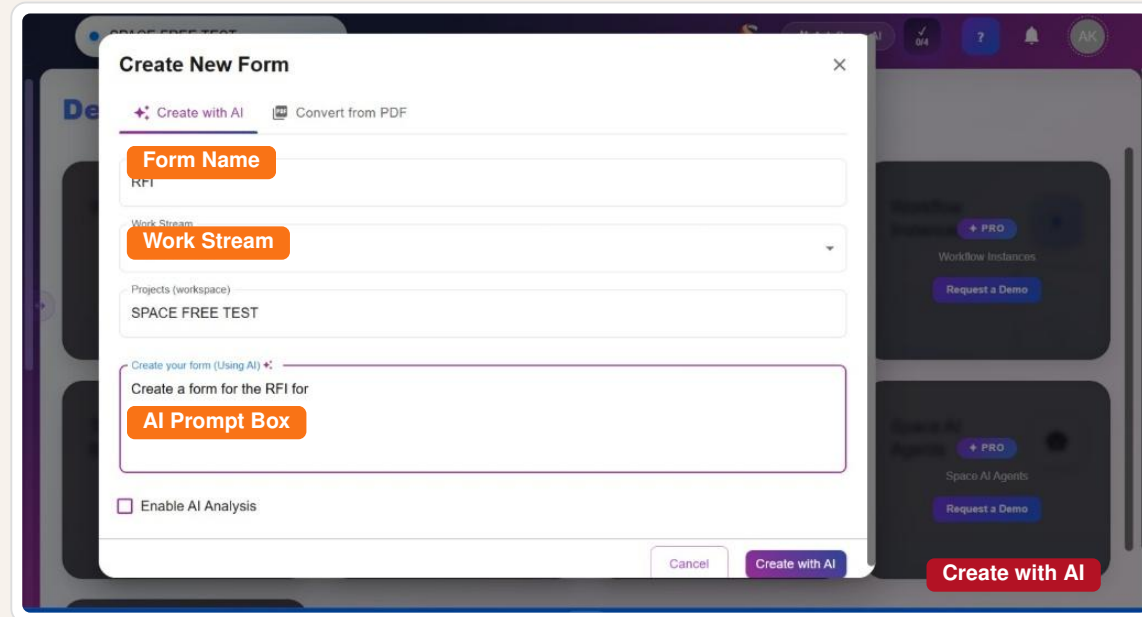
## Benefits

- ✓ Centralized storage
- ✓ Faster retrieval
- ✓ Improved collaboration
- ✓ Reduced confusion

 Start by uploading your contract, latest drawing package, or RFI log.

# Build Forms with AI

Create forms in seconds using natural language prompts. Space AI identifies construction fields and workflows automatically, saving hours of manual configuration.




## AI Prompt Example:

"Create an RFI form with priority level, due date, and attachments."

## Efficiency

- ✓ Automated fields
- ✓ Standardized workflows
- ✓ Reduced setup time


 Convert your most-used paper forms into digital workflows.

# Manage Document Revisions

Track revisions and maintain history to ensure teams always work from the latest approved version. Never build from an outdated drawing again.

Feature	Benefit
Revised Files	Upload updates
Matched Status	Auto-identification
Revision No.	Track history
Revise Button	Publishes updates

- ✓ Version control
- ✓ Reduce duplicates
- ✓ Preservation of history

 Always upload revised drawings instead of creating duplicate files.

