QUICK START · HOW-TO 04

Getting around your report: Sections, Required and Find

How do I find any section or box fast?

1 Read a folded row

The name, and one line with what it still needs. Blue edge: answers owed. Teal dot: drafts waiting. Green check: reviewed.

2 Open and fold

Tap a row to open it. Tap its header to fold it back up. Scroll inside, and the name sticks to the top.

3 Required

The blue button with a number takes you to the first box that still needs you, and flashes it. Tap again for the next.

4 Sections

On the floating bar, tap the section name. Every section, with what each still needs. Collapse all, Expand all, and Export at the end.

5 Find

The magnifying glass, or Control and F. On a Mac, Command and F. Type a word like roof. Tap a result. The arrows step to the next match.

> THE ONE THING THAT TRIPS PEOPLE UP
>
> Lost your place? Do not scroll. Tap a stop on the left panel, open Sections, or use Find.