

Step – 1

Feed your input data and click on the “CALCULATE” button as shown in figure (1).

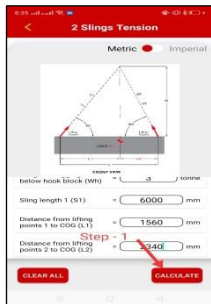


Figure (1)

Step – 2

Click on the “CONVERT TO PDF” button as shown in figure (2).

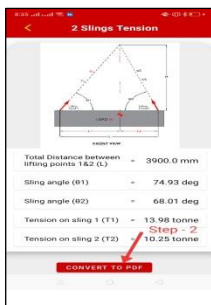


Figure (2)

Step – 3

A confirmation pop-up will appear on the screen by asking whether you want to add your company logo to the PDF or not. To add your company logo click on “OK”, and to skip this step clicking on “NOT NOW”, as shown in figure (3).

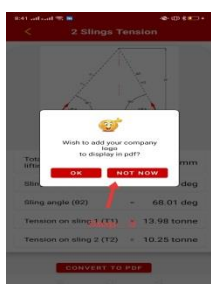


Figure (3)

Step – 4

If you want to change the profile picture click on the current profile picture and change it by selecting your company logo as shown in figure (4).

If you skipped step - 3 you will be automatically redirected to step – 5.



Figure (4)

Step – 5

In this step, another editable field will appear to save your project details into it. Click on the “EDIT” button to edit the project details as shown in figure (5).



Figure (5)

Step – 6

As shown in figure(6). Click on “SAVE & PROCEED” and allow the App to convert the result page into PDF.

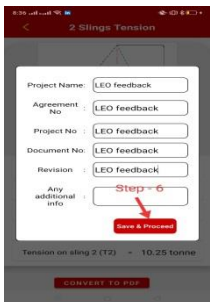


Figure (6)

Step – 7

Click on the Share button as shown in figure (7) to send the PDF.

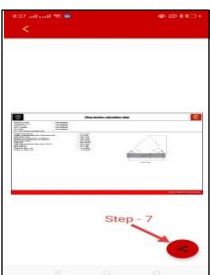


Figure (7)

Step – 8

As shown in figure (8), click on any of the document-sharing methods supported by your smartphone to share the document with your colleagues around the world.



Figure (8)

Note:

- When you click on the "CONVERT TO PDF" button, a one-time dialog box will pop up by asking permission to access your media files on your smartphone as shown in figure (9). To proceed click "ALLOW".

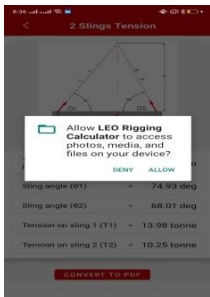


Figure (9)

You are all done. Have a safe lifting.