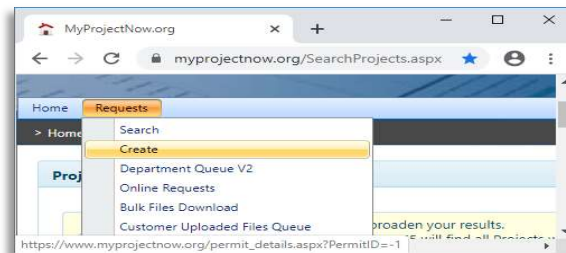
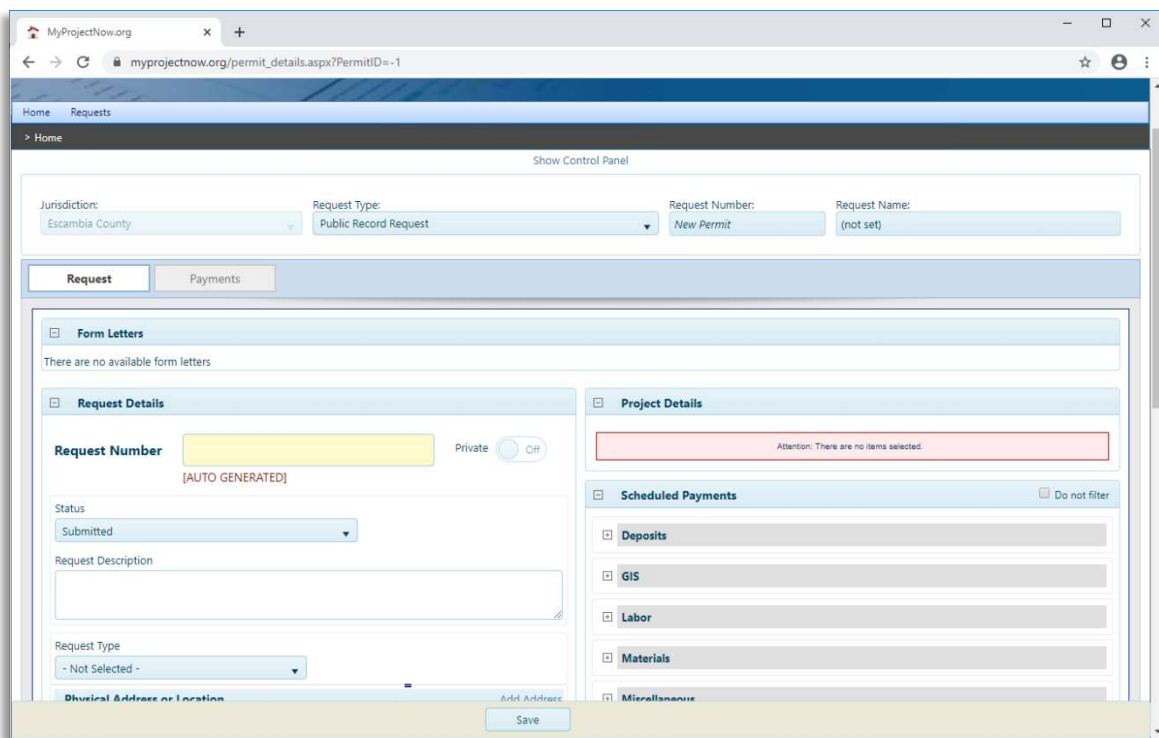


# MGO - Creating a New Project

**Step 1:** To create a new project from scratch, hover over **Projects** in the tan directory bar on the upper left-hand side of the screen. From the dropdown select **Create**.



**Step 2:** A new blank project page will open. Check your jurisdiction and project type at the top to make sure you are creating the correct project.

A screenshot of the MyProjectNow.org website showing the 'Request Details' page. The browser's address bar displays 'myprojectnow.org/permit\_details.aspx?PermitID=-1'. The page has a navigation bar with 'Home' and 'Requests' highlighted. Below the navigation bar is a 'Show Control Panel' link. The main content area is divided into several sections. At the top, there are four input fields: 'Jurisdiction' (set to 'Escambia County'), 'Request Type' (set to 'Public Record Request'), 'Request Number' (set to 'New Permit'), and 'Request Name' (set to '(not set)'). Below these fields are two tabs: 'Request' (selected) and 'Payments'. The 'Request' tab is expanded, showing several sub-sections: 'Form Letters' (with a message 'There are no available form letters'), 'Request Details' (with fields for 'Request Number' (set to '[AUTO GENERATED]'), 'Status' (set to 'Submitted'), 'Request Description' (a text area), and 'Request Type' (set to '- Not Selected -')), 'Project Details' (with a message 'Attention: There are no items selected.'), 'Scheduled Payments' (with a 'Do not filter' checkbox), 'Deposits', 'GIS', 'Labor', 'Materials', and 'Miscellaneous'. At the bottom of the page, there is a 'Save' button.

**Step 3:** Fill out each section of the project page with the desired information. Once you click **Save** at the bottom of the screen, a project number will be automatically generated.