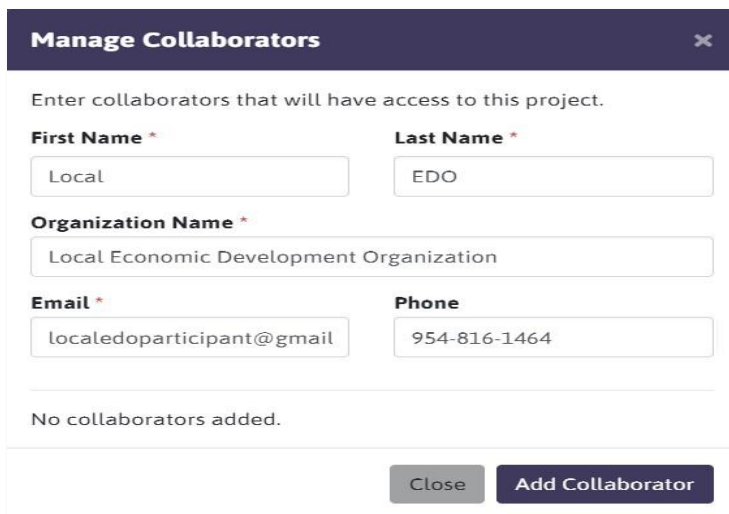
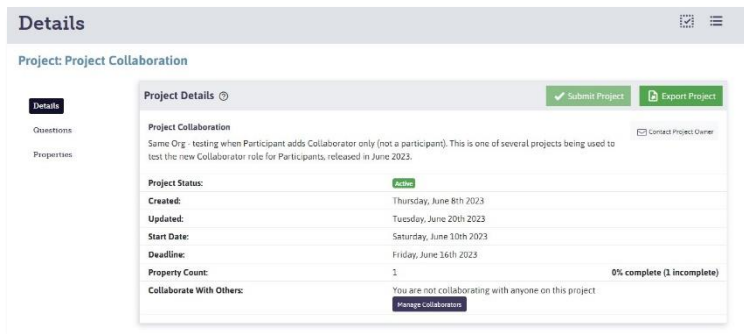




How to Invite Collaborators

A Step-by-Step Guide

Participants: Inviting and Creating Collaborators



1. Manage Collaborators – If you are submitting properties for a project and need help from others in and/or outside of your organization to complete most or all property responses, this tool allows Participants to assign multiple contacts as Collaborators so they can see your properties in full.

2. Assigning Collaborators:

a. Adding Collaborators - Click “Manage Collaborators” in the Project Details section found on the main screen of the project. The Manage Collaborators popup will appear.

b. To Add a New or Existing Collaborator – Complete the required fields, then click “Add Collaborator” to add the contact. A notification email will be sent to Collaborators, inviting them to collaborate on the project.

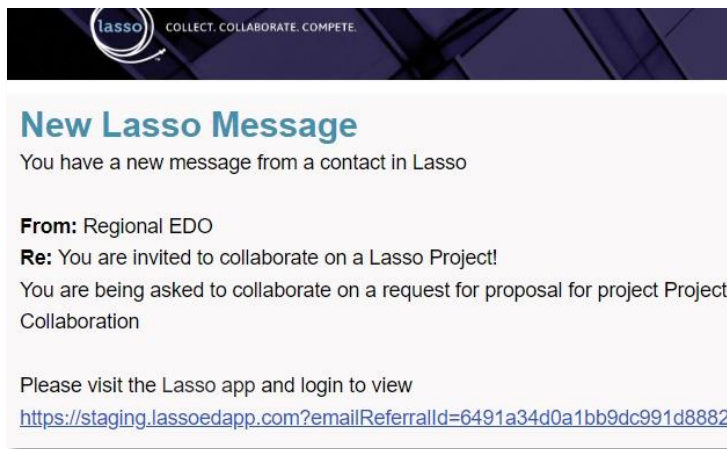


Project Status:	Active
Created:	Thursday, June 8th 2023
Updated:	Tuesday, June 20th 2023
Start Date:	Saturday, June 10th 2023
Deadline:	Friday, June 16th 2023
Property Count:	1 0% complete (1 incomplete)
Collaborate With Others:	You have 2 collaborators Manage Collaborators

Note: Once Collaborators have been assigned, they'll appear in the "Collaborating with you" section of the popup and the "Collaborate With Others" field found on the main screen of the project will be updated, indicating the number of Collaborators you're working with.

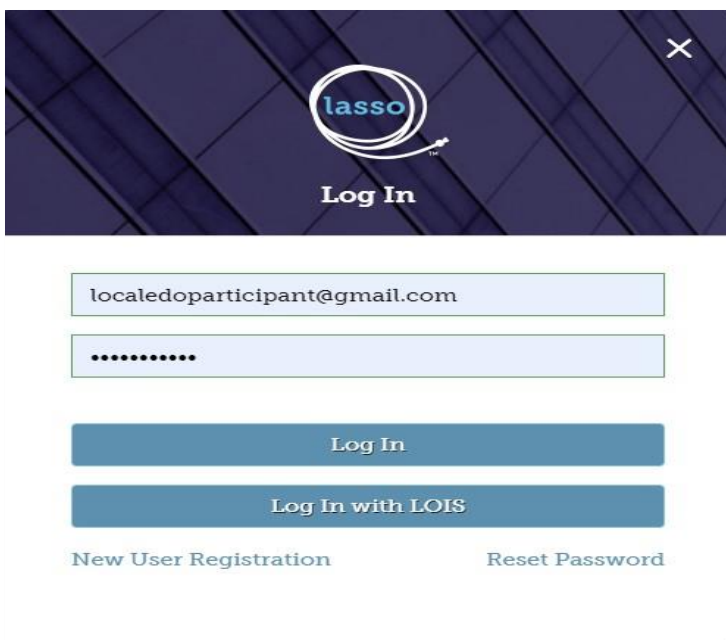


Collaborators: Accepting Invitation to Collaborate



1. Email Invitation – If you are invited to collaborate in a project, you will receive an email invitation from Lasso. To accept the email invitation, click the link within the email for the next steps.

Note: If you are new to Lasso and your organization is not currently subscribed to LOIS, you will need to complete the new user registration steps provided in the email invitation before proceeding.



2. To Login:

a. Non-LOIS subscribers – Enter your email address and password, then click “Login.”

b. LOIS subscribers – Click “Log In with LOIS” and enter your LOIS email address and password, then click “Sign In.”



Collaborators: Accessing Projects

The screenshot shows the Lasso app interface. At the top, there is a navigation bar with 'Dashboard', 'Inbox' (with a '4' notification), and 'Projects' (with a 'LE' icon). Below this is a 'Projects' section with a search bar and a table of projects. The table has columns for 'Filter', 'Projects', 'My Status', 'Started', and 'Deadline'. There are four project cards listed, each with a status indicator (Active, Paused, or Working) and a 'View' button. A detailed view of one project is shown below the table, highlighting its status and description.

Filter	Projects	My Status	Started	Deadline	Showing 4 of 4 projects
Active	Project Collaboration Same Org - testing when Participant adds Collaborator only (not a participant). This is one of several projects... Primary Collaborator: Regional EDO	Working	Jul 04, 2023	n/a	View
Paused	Project Collaboration - Scenario 4 Different Org - testing when Participant adds Collaborator who is also a participant. This is one of... Primary Collaborator: Regional EDO	Working	Jun 09, 2023	Jun 16, 2023	View
Paused	Project Collaboration - Scenario 4 Different Org - testing when Participant adds Collaborator who is also a participant. This is one of...	Working	Jun 09, 2023	Jun 16, 2023	View
Paused	Project Collaboration - Scenario 3 Different Org - testing when Participant adds Collaborator only (not a participant). This is one of... Primary Collaborator: Regional EDO	Working	Jun 09, 2023	Jun 16, 2023	View

Project Collaboration
Active
Same Org - testing when Participant adds Collaborator only (not a participant). This is one of several projects...
Primary Collaborator: Regional EDO

1. Accessing Projects -

Click the “Projects” tab located in the top-right corner of the screen. The Project List screen will appear, listing all projects you’ve been invited to as a Collaborator or as a Participant. Projects you’ve been invited to collaborate on will be indicated by a “Primary Collaborator” label.

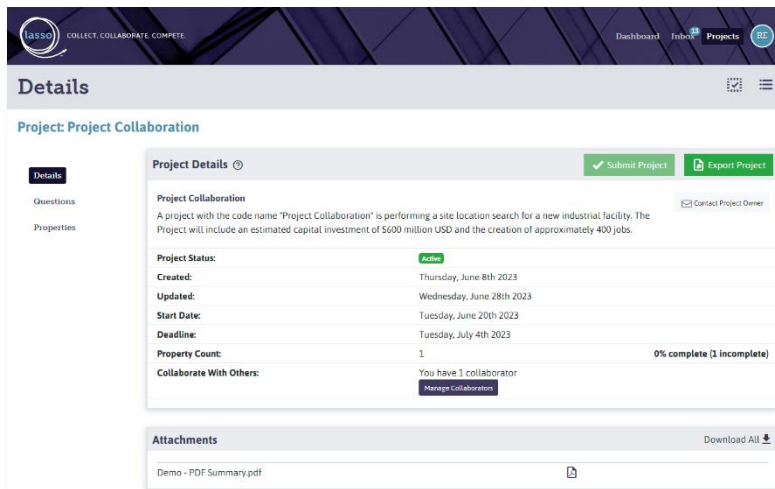
a. **As a Collaborator** – Click the project you are collaborating on indicated by the “Primary Collaborator” label. The Project Details screen will appear.

b. **As a Participant** – Click the project you are participating in. The Project Details screen will appear.

Note: It is possible to be both a Participant and a Collaborator for the same project. In these cases, two projects of the same name will appear in the Projects list. It is recommended to only be assigned as a Collaborator for projects where you and a Participant would like to share properties and submit responses collectively. However, if you will be submitting other properties the Participant you are collaborating with is not involved, you will need to be added to the project as a Participant. For assistance, please contact the Project Owner or email support@lassoedapp.com.



2. **Details** – After selecting a project, you will be able to view the project name, description, start date, deadline, attachments, properties map, and requirements.



3. **Questions** – Here you can view the list of questions the Project Owner has requested you submit responses for as it relates to your properties.

4. **Properties** – Here you can view and access properties the Participant you're collaborating with has add properties yourself for the communities you represent and/or add delegates by inviting others to add properties.

Note: The Questions tab is a read-only view of the RFI questions that will be asked by the Project Owner for each property you submit. To answer these questions, the Participant or Collaborator will need to add a property first via the Properties tab, then select the property.

Participants and Collaborators: Submitting Properties

1. **Project Properties** – Options are to
 - a. **Add New Building** – Fill out pertinent information on the building
 - b. **Add New Site** – Fill out pertinent information on the site
 - c. **Select from Existing Properties** – If you have properties saved in LOIS or you've submitted a property in Lasso before, you will find them here.



Project Properties ?

* properties with invalid maplocation

+ Add New Building

+ Add New Site

☑ Select From Existing Properties

1 property added

1 The Commerce Center

130 Commerce Center
Greenville, SC
United States

Questions Answered: 94%

Status: New On Market

✕ Remove

📄 Export

Note: To access newly created or existing properties that have been added to the project, click the “Properties” tab in the Project menu. The properties will appear below the Properties Map. If a Participant or Collaborator adds a property to the project, both users will be able to see and submit responses for the property.

The screenshot shows the 'Property Detail' screen for 'The Commerce Center'. It includes a checklist for property submission, a table of property details, and several action buttons.

Property Property	
The Commerce Center	Property Status: On Market
130 Commerce Center	Added On: Thursday, June 8th 2023
Greenville, SC	Last Update: Friday, June 9th 2023
United States	Available Sq Ft: 187897
Greenville	Total Sq Ft: 187897
	Lease Rate: n/a
	Lease Note: n/a
	Lease Terms: n/a
	Sales Price: N/A

2. Accessing Properties – Click the property you wish to view, update, or add responses to. The Property Details screen will appear.

3. Recall Answers – Allows you to recall responses for questions you’ve answered in past projects. It is highly recommended to click the “Recall Answers” button located in the top-right corner of the Property Detail screen before answering questions to save time.



The screenshot shows the Lasso app interface. At the top, there are three sections: "Questions" (7% of 42 questions, 0% of 2 required), "Instructions" (Select category and question to enter answer, with a red R icon indicating required questions and a red R icon indicating required answers in the Requirements section), and "Need Help From 3rd Party" (Select questions and Send email to a 3rd party, with "Select" and "Send" buttons). Below this is a "Categories" sidebar with a tree view showing "1. Site Characteristics" (with a red R icon) and "a. General Site Info" (with a red R icon). The main content area is titled "Questions For: 1. Site Characteristics > a. General Site Info" and contains a table of questions with their completion status.

Question	Done
R Number of total acres of proposed site.	✓
Provide the total contiguous, developable acreage.	✗
Can the site be subdivided in order to meet the 50-100 acre requirement?	✗
Describe the general site configuration/shape.	✗
R Is the site available for sale or lease?	✗
What is the asking sales price?	✓
If applicable, what is the lease rate?	✗

4. Requirements – Only properties that meet the requirements will be allowed for submission. An override with an explanation of how the requirement can be met is available for those properties that might have an exception.

5. Required Questions – The red R icon next to a question indicates that it is required. The property will not be eligible for submission until all red R icons have been satisfied.

6. Percent Completion – It is encouraged to answer all RFI Questions and receive a 100% completion rate. However, it may not be possible to achieve 100% because a question may not be applicable to that specific property. Answer as many questions as possible.

Note: Both Participants and Collaborators can submit properties and projects once they've completed submitting responses. It is recommended for Collaborators to connect with the Participant once they are finished and for the Participant to submit both properties and the project once both parties have completed their responses.

7. Submit Property – When you are ready to submit the property, refer to the submission checklist at the top of the screen to ensure you have satisfied the asks. Then, click Submit Property.

8. Submit Project – When you are ready to submit all properties for the project, click the "Details" tab to see the Project Details screen. Click "Submit Project."



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Details

Project: Project Collaboration

Details
Questions
Properties

Project Details [Submit Project](#) [Export Project](#)

Project Collaboration [Contact Project Owner](#)

A project with the code name "Project Collaboration" is performing a site location search for a new industrial facility. The Project will include an estimated capital investment of \$600 million USD and the creation of approximately 400 jobs.

Project Status:	Active
Created:	Thursday, June 8th 2023
Updated:	Wednesday, June 28th 2023
Start Date:	Tuesday, June 20th 2023
Deadline:	Tuesday, July 4th 2023
Property Count:	1 100% complete
Collaborate With Others:	You have 1 collaborator Manage Collaborators

**Congratulations, you have submitted properties for a project.
Thank you for your participation.**