**Build in the Cloud**

BuilderTREND Owners Help

Summary

The summary screen is what you will see as soon as you login to the system. It is designed to give you a quick snapshot of where the building process currently stands, as well as any new information that may have been posted for you to view.


To-Do

The To-Do tab can be used to create to-dos for you to complete. These can be different things that come up during the job that you need a reminder to get done. The builder can also assign to-dos to you. You will receive a notification when one has been assigned to you. You can check the items off as you complete them and once finished will the full to-do make sure you click the mark complete box. This will notify the builder that you are finished.
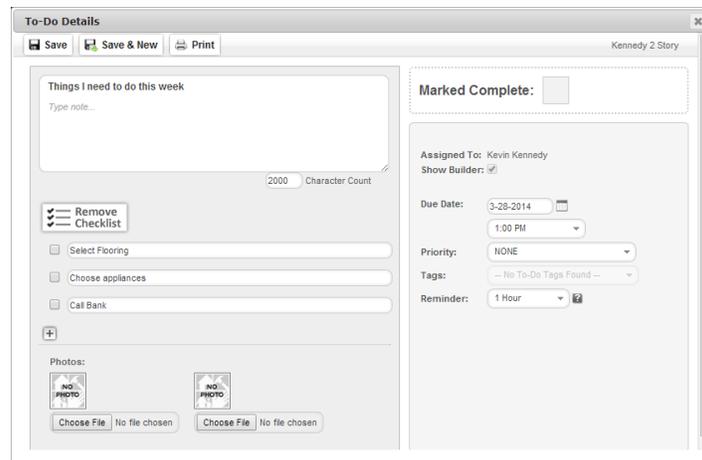
Calendar

The calendar will give a month's view of important information that pertains to your project. You can move forward to future months or go back to prior months to view more of the schedule. Click on scheduled items to view additional information as well as selection deadlines, meetings, etc.
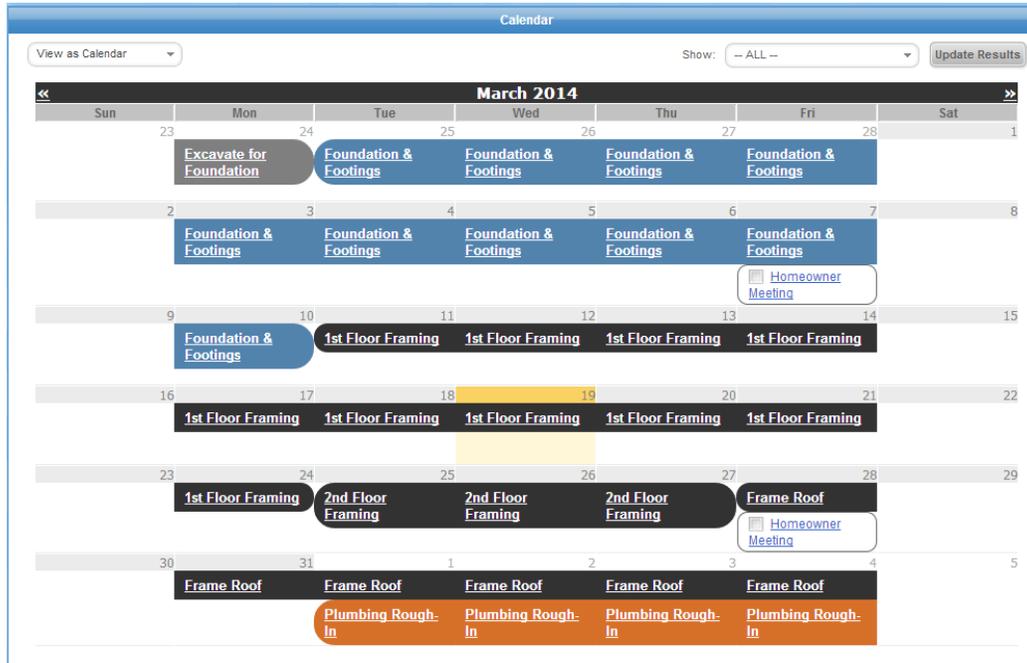
Docs

The docs tab is where you will be able to view all the important documents the builder has uploaded.

Photos

The photos tab allows you to view pictures of your project. You can share any of your pictures on Twitter, Facebook, and/or Pinterest.

Messages

The messages tab is how you are going to communicate with your builder on BuilderTREND. To send your builder a messages simply click on the "compose a new message" icon. You will then need to select who you want to send the message to, enter a subject and add your message into the body field. Once you are ready to send the message click the send icon. You can also read and reply to any messages that are sent to you from the messages tab.
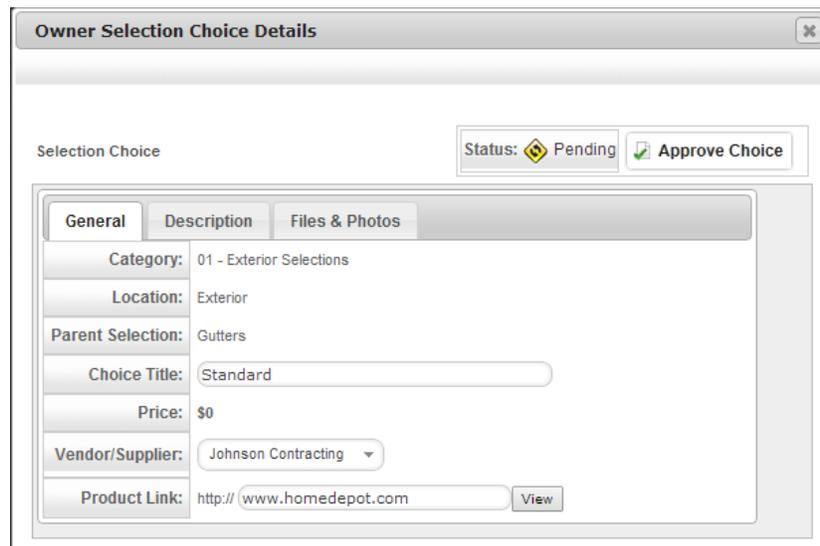
Change Orders

The Change Orders tab will give you access to view and update (approve or decline) any change orders that the builder has posted for you. When you are inside of the Change Orders tab, click on the change order title you wish to view. Once you are ready to make your decision, first click the disclaimer box, then click approve or decline. The final step is your online signature.

Selections

Clicking on the selections tab will allow you to make a selection choice that the builder has entered for you. Click on the selection that you wish to view. A new window will come up displaying all of the information relating to that Selection. Click on an available choice to view information about it or to approve it. To approve the choice, click on the "Approve Choice" button, check the box that confirms that your electronic signature is binding and fill out any additional comments you have.

Warranty

The warranty tab will show you all the claims that have been submitted. Once the builder sets a service appointment you will receive a notification to approve the day and time. After the service has been completed the builder will wait on your feedback. This is where you can let your builder know the work is completed and to close the claim.

Setup

The setup button will let you make adjustments to your account. You can change your username and password, email address, or set up a Friend and Family account to allow others to view your calendar and photos of your project. (Friends and Family will NOT see the project running total)