



User Guide

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I. Getting started with LetsBuild

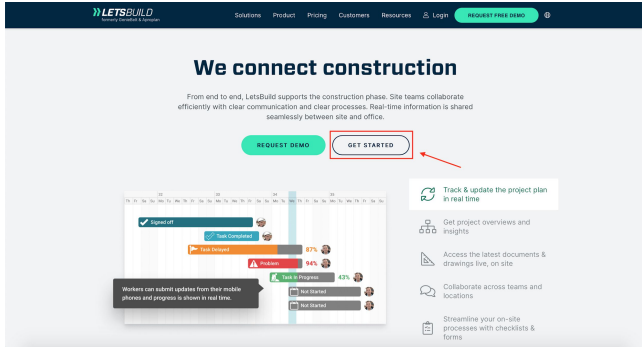
- Create your account
- Log in to LetsBuild
- Homepage
- Set your profile

I. GETTING STARTED ON LETSBUILD

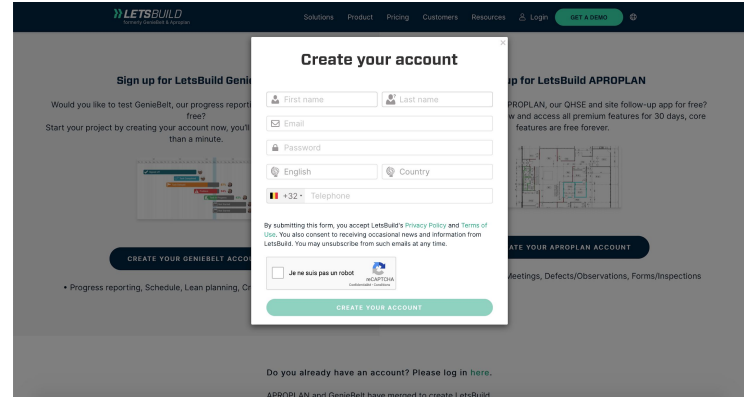
I. 1. CREATE AN ACCOUNT on www.letsbuild.com by clicking on **GET STARTED**

A confirmation email will be sent to your email address. Once your account is activated, you can log in.

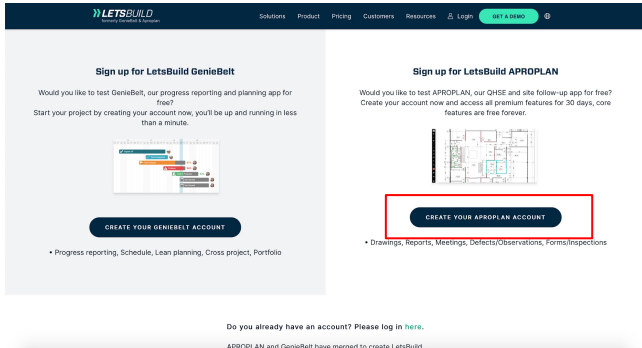
1



3



2



4

1. 2. LOG IN ON LETSBUILD

Go to <https://www.letsbuild.com> and click on « Login ».

1

The screenshot shows the homepage of LetsBuild. The navigation bar at the top includes the LetsBuild logo (Formerly GenieBelt & APROPLAN) and links for Solutions, Product, Pricing, Customers, Resources, Login, and GET A DEMO. The 'Login' button is highlighted with a red box. A red arrow points from this box to a larger 'Login' button icon in a dark blue box at the top right of the page. The main content area features the headline 'We connect construction' and a sub-headline: 'From end to end, LetsBuild supports the construction phase. Site teams collaborate efficiently with clear communication and clear processes. Real-time information is shared seamlessly between site and office.' Below this are 'REQUEST DEMO' and 'GET STARTED' buttons. A central graphic displays a Gantt chart with task bars for 'Signed off', 'Task Completed', 'Task Delayed' (87%), 'Problem' (94%), and 'Task In Progress' (43%), along with 'Not Started' tasks. A callout box states: 'Workers can submit updates from their mobile phones and progress is shown in real time.' To the right, a list of features is shown: 'Track & update the project plan in real time', 'Get project overviews and insights', 'Access the latest documents & drawings live, on site', 'Collaborate across teams and locations', and 'Streamline your on-site processes with checklists &'

2

The screenshot shows the login page. The navigation bar is identical to the homepage. The main content area is split into two columns. The left column is titled 'Login to LetsBuild GenieBelt' and features a Gantt chart and a 'LOGIN GENIEBELT ->' button. The right column is titled 'Login to LetsBuild APROPLAN' and features a floor plan drawing and a 'LOGIN APROPLAN ->' button. At the bottom of the page, there is a link: 'No account yet? Please sign up here.'

3




The screenshot shows the 'CREATE AN ACCOUNT' form. It features the LetsBuild logo (Formerly APROPLAN) at the top. Below the logo is an input field for 'E-mail' with a red asterisk indicating it is required. At the bottom of the form are two buttons: 'CREATE AN ACCOUNT' and 'NEXT'.

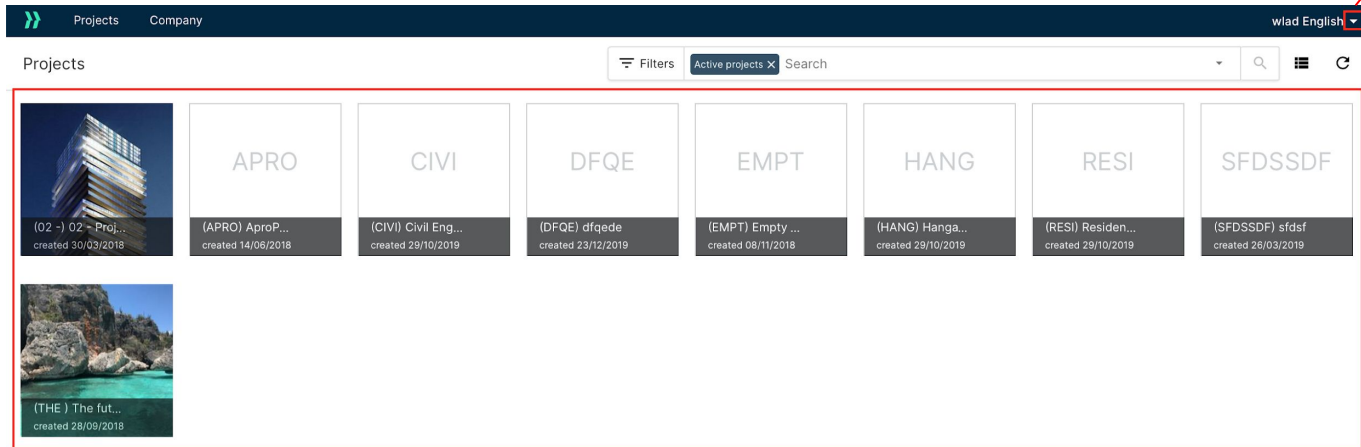
Enter your login (email address) and password

5

I. 3. HOMEPAGE

The grey dropdown to the left of the homepage will help you navigate through the application. There you can access your projects and manage your plans / documents. (See the explanation of the « administration console » on the next page)

-  FAQ
-  Settings
-  Logout



The screenshot shows the application's homepage. At the top, there is a dark blue navigation bar with a double arrow icon on the left, the text "Projects" and "Company" in the middle, and a user profile "wlad English" with a dropdown arrow on the right. Below the navigation bar, there is a "Projects" section with a search bar containing "Active projects" and a search icon. The main content area displays a grid of project cards. Each card has a thumbnail image, a title, and a creation date. The cards are: (02 -) 02 - Proj... created 30/03/2018; (APRO) AproP... created 14/06/2018; (CIVI) Civil Eng... created 29/10/2019; (DFQE) dfqede created 23/12/2019; (EMPT) Empty ... created 08/11/2018; (HANG) Hanga... created 29/10/2019; (RESI) Residen... created 29/10/2019; (SFDSSDF) sfdsf created 26/03/2019; and (THE) The fut... created 28/09/2018. A red box highlights the grid of project cards, and a red arrow points from the "Logout" button in the top right to the user profile in the navigation bar.

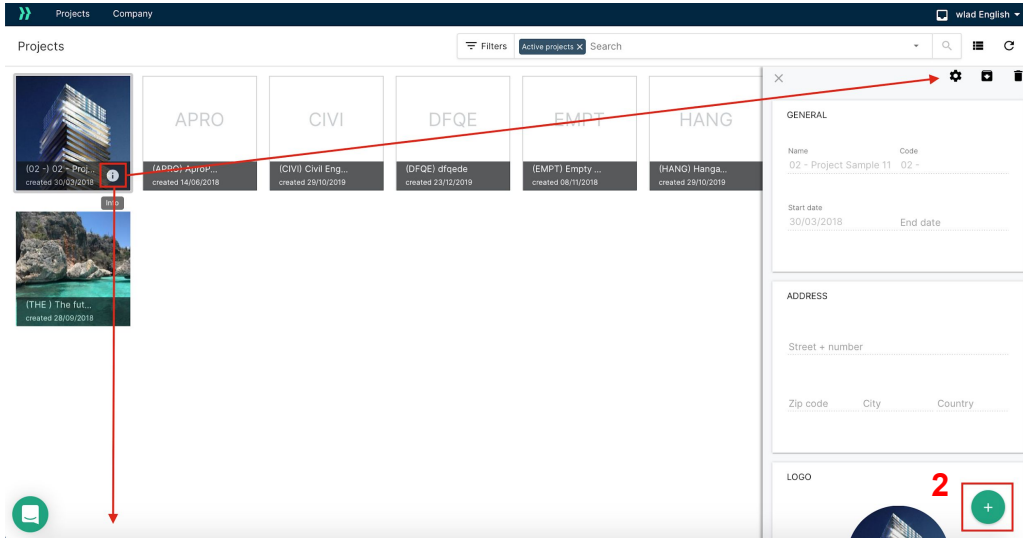
Here you can select a project and manage your plans / documents, remarks, add participants and more, as explained in the following pages.

II. Create your project

- Structure
- Documents
- Participants
- Your company

To create your new project, click on the « + ». After selecting the « + », you will be redirected to the next step.

1



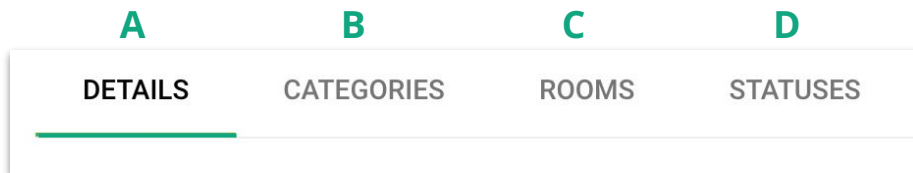
To edit the following steps (see next page) : Simply click on the 3 dots under the project and select “**settings**” in the droplist that pops up.



F.A.Q : [How to create a project in LetsBuild ?](#)

II. 1. STRUCTURE

4 STEPS :



A. DETAILS

Main data completed : Fill in the general information such as the project name, address of the project, code and the logo.

To validate the creation of your project you have to **click on the save icon** 

B. CATEGORY

Define a custom subcategory structure : It will help you organize, filter and print your points. You will be able to personalise and edit this structure. To do this, you have to click on edit to insert these categories and subcategories manually. It is also possible to import an already existing structure from another project or import this list from your Excel file.

C. ROOMS

Define a custom-room structure : You can classify your data by defining a 2-level room structure.

D. STATUSES

Customise your status : Point status: It will help you track the evolution of your points. You will be able to edit the name, the colour, decide if you want to activate it or not or if you want to make this status accessible only by the manager of the lists.

II. 1. STRUCTURE

E. STATUSES OF POINTS

Manage your **statuses** by clicking on the last tab.

Name	Active	Manager	Subcontractor status	Closing
In progress	✓	✓	To do	
Done (SC)	✓		Done	✓
Blocked	✓		Blocked	
Checked	✓		Invisible	
Approved	✓	✓	Invisible	
Refused (GC)	✓		Invisible	
Non compliant	✓		Invisible	
Cancelled	✓		Invisible	
For the record	✓		Invisible	
Impossible to repair	✓		Invisible	
Risque faible			To do	
Risque modéré			To do	
Risque élevé			To do	

A standard list of 13 statuses can be used to follow up on the points that have been created.

This list can be managed according to your needs. You can add as many statuses, as you want. The « **EDIT** » function will give you the opportunity to edit the statuses of the points. You can rename (column name), activate and reorganize (drag & drop) the different statuses from the list. The colour of the status can also be modified (column colour). The pins of the points will be coloured according to their status. The statuses that aren't used can be deactivated on the column « **ACTIVE** »

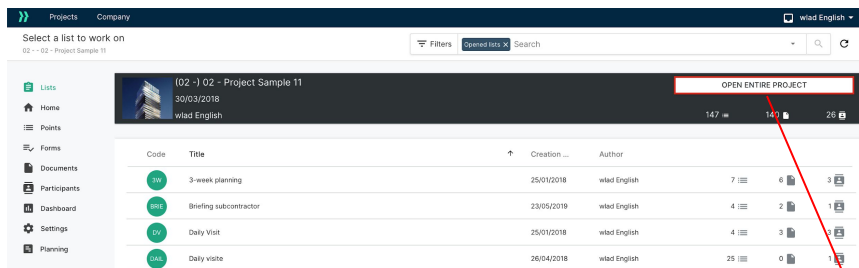
II. 2. DOCUMENTS

A. ADD DOCUMENTS

To add a document you have to open the Entire project.

A new page will then appear. Here you have to select « Documents » on the left column and then click  to add a document.

1



Projects Company wlad English

Select a list to work on
02 - 02 - Project Sample 11

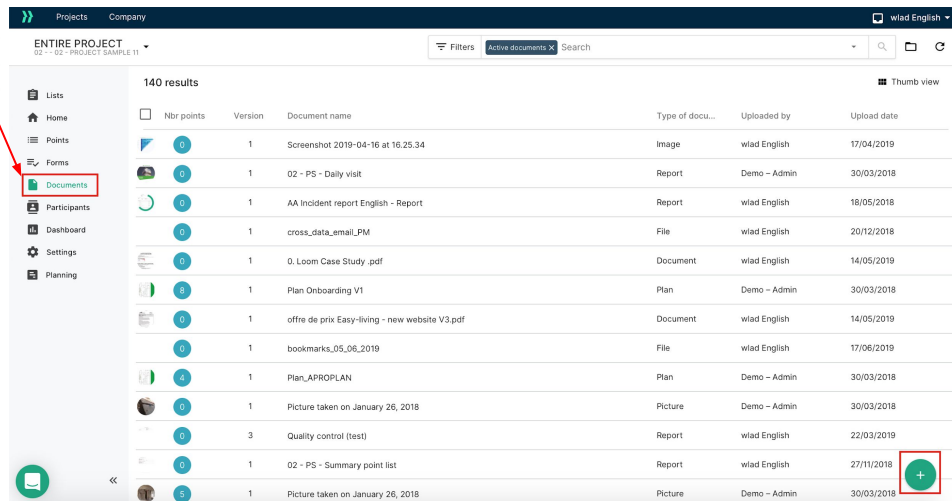
Filters Open lists Search

(02 -) 02 - Project Sample 11
30/03/2018
wlad English
147 147 26

OPEN ENTIRE PROJECT

Code	Title	Creation ...	Author			
02P	3-week planning	25/01/2019	wlad English	7	6	3
02B	Briefing subcontractor	23/05/2019	wlad English	4	2	1
02V	Daily Visit	25/01/2018	wlad English	4	3	3
02A	Daily visits	26/04/2018	wlad English	25	0	1

2



Projects Company wlad English

ENTIRE PROJECT
02 - 02 - PROJECT SAMPLE 11


Filters Active documents Search

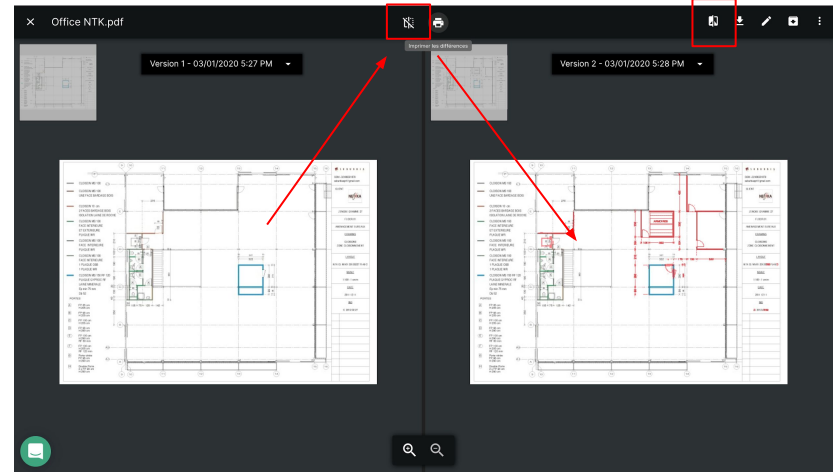
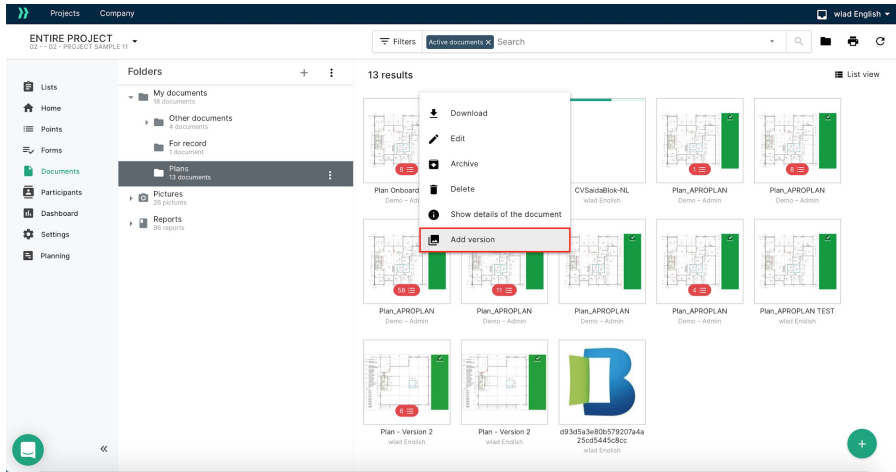
140 results

	Nbr points	Version	Document name	Type of docu...	Uploaded by	Upload date
	0	1	Screenshot 2019-04-16 at 16.25.34	Image	wlad English	17/04/2019
	0	1	02 - PS - Daily visit	Report	Demo - Admin	30/03/2018
	0	1	AA Incident report English - Report	Report	wlad English	18/05/2018
	0	1	cross_data_email_PM	File	wlad English	20/12/2018
	0	1	0_Loom Case Study .pdf	Document	wlad English	14/05/2019
	8	1	Plan Onboarding V1	Plan	Demo - Admin	30/03/2018
	0	1	offre de prix Easy-living - new website V3.pdf	Document	wlad English	14/05/2019
	0	1	bookmarks_05_06_2019	File	wlad English	17/06/2019
	4	1	Plan_APROPLAN	Plan	Demo - Admin	30/03/2018
	0	1	Picture taken on January 26, 2018	Picture	Demo - Admin	30/03/2018
	0	3	Quality control (test)	Report	wlad English	22/03/2019
	0	1	02 - PS - Summary point list	Report	wlad English	27/11/2018
	5	1	Picture taken on January 26, 2018	Picture	Demo - Admin	30/03/2018

II. 2. DOCUMENTS

B. VERSION


To compare two different versions of a document, you just have to select the previous version of the document stored on APROPLAN and click on 

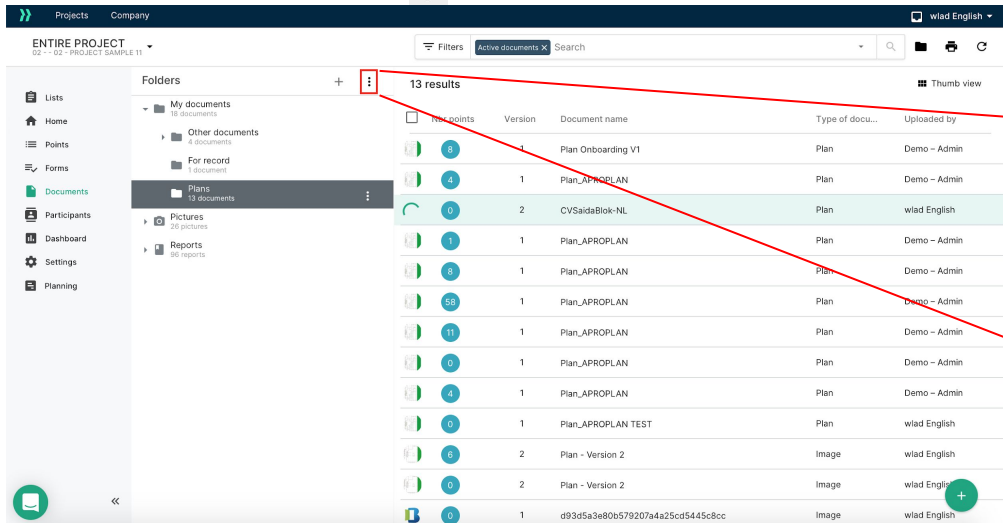


F.A.Q : [How do I add a new version of a plan?](#)

II. 2. DOCUMENTS

C. FOLDER STRUCTURE

You can create a treeview, where you can organise all your documents.
To do this, you have to click on  (next to a folder) and choose **« ADD SUBFOLDER »**.



The screenshot shows the APROPLAN interface. On the left, a sidebar contains navigation options like Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a folder tree on the left and a list of documents on the right. The 'Plans' folder is selected, showing 13 documents. A red box highlights the three dots menu icon next to the 'Plans' folder, and a red arrow points from it to the 'Export structure' button in the adjacent panel.

Icon	Version	Document name	Type of docu...	Uploaded by
8		Plan Onboarding V1	Plan	Demo - Admin
4	1	Plan_APROPLAN	Plan	Demo - Admin
0	2	CVSaidaBlok-NL	Plan	wlad English
1	1	Plan_APROPLAN	Plan	Demo - Admin
8	1	Plan_APROPLAN	Plan	Demo - Admin
58	1	Plan_APROPLAN	Plan	Demo - Admin
11	1	Plan_APROPLAN	Plan	Demo - Admin
0	1	Plan_APROPLAN	Plan	Demo - Admin
4	1	Plan_APROPLAN	Plan	Demo - Admin
0	1	Plan_APROPLAN TEST	Plan	wlad English
6	2	Plan - Version 2	Image	wlad English
0	2	Plan - Version 2	Image	wlad English
0	1	d93d5a3e80b579207a4a25cd5445c8cc	Image	wlad English

In the **«Folder action»** you can also import your project structure.



A panel of folder actions with four buttons:

- Export structure
- Import structure
- Expand all
- Collapse all

Once your documents are uploaded on APROPLAN, you can easily drag & drop them from one folder to another.

WARNING : To move the document from one folder to another, you must be the uploader or the administrator of the project.



F.A.Q : [Documents screen](#)

II. 3. PARTICIPANTS

A. ADD PARTICIPANTS

Now that you have set up your project and added your documents, it's time to invite people to the project to share your data. Colleagues, stakeholders, contractors and engineers would probably love to get unlimited access to the documents/plans of the project, be able to add notes or be invited to your list and receive your reports. Manage the access rights and invite participants for better project visibility.

1

The screenshot shows a sidebar with navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a table of documents with columns for Code, Title, Creation, and Author. A red box highlights the 'OPEN ENTIRE PROJECT' button at the top of the document list.

Red means participants are not invited

2

Manage their access rights

The screenshot shows a sidebar with navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a table of participants with columns for Name, Access rights level, Email, Company, Role, and Invitation date. A red box highlights the 'newuser' entry, and another red box highlights the '+' button in the bottom right corner.

Name	Access rights level	Email	Company	Role	Invitation date
hch	Guest	hch@aproplan.com			17/06/2019
internal	Guest	internal@aproplan.com			30/03/2018
John	Guest	jhffisqhfomifq@aproplan.com			17/06/2019
newuser	Guest	newuser@aproplan.co			28/05/2018
newuser	Guest	newuser@aproplan.com			
project manager	Guest	project.manager@aproplan.com			30/03/2018
qqd	Guest	qqd@aproplan.com			12/08/2019
sub contractor	Guest	sub.contractor@aproplan.com			30/03/2018
test@aproplan.com	Guest	test@aproplan.com			
wja freelicence	Guest	wja+freelicence@aproplan.com			9/01/2019
wja+12121	Guest	wja+12121@aproplan.com			15/04/2019
wja+2993084098390483904	Guest	wja+2993084098390483904@aproplan.com			17/12/2018

Add participants by clicking here

II. 3. PARTICIPANTS

B. SET UP PARTICIPANTS

To set up the access and visibility rights of the participants, click on 

You will then have to follow 4 steps



Step 1 : ACCESS RIGHTS IN PROJECTS

PROJECT GUESTS can only see and download the documents of a project, without adding new files or revisions.

PROJECT CONTRIBUTORS have the same rights as Project Guests, but they can also add documents to folders they have access to. Additionally, contributors can add new versions of documents as well.

PROJECT MANAGERS have the same rights as Project Contributors, but they can also change the structure of the project. This includes editing Categories, Rooms, Status and Document Structure.

PROJECT ADMINS have the same rights as Project Managers, but with the ability to edit someone else's documents in folders they can see.

TIP : You have to distinguish the access rights of the participants between the project and the list(-s).

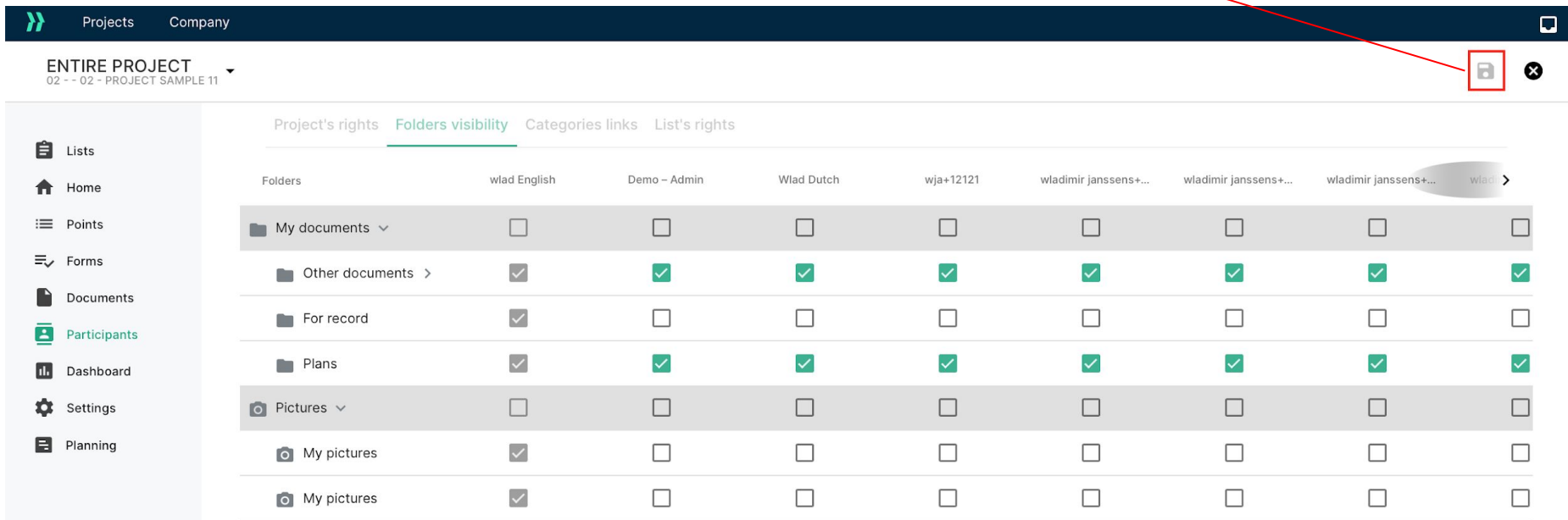


F.A.Q : [What are the different access rights in a list](#)
F.A.Q : [What are the access rights of the project ?](#)

Step 2 : MANAGE THE VISIBILITY OF YOUR DOCUMENTS

New participants can only get access to the folders chosen by the user that invites them. To do this, the user have to click on 

Don't forget to save 



ENTIRE PROJECT
02 - - 02 - PROJECT SAMPLE 11

Project's rights **Folders visibility** Categories links List's rights

Folders	wlad English	Demo - Admin	Wlad Dutch	wja+12121	wladimir janssens+...	wladimir janssens+...	wladimir janssens+...	wlad >
My documents ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other documents >	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
For record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pictures ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My pictures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My pictures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To control the access of everyone in the project, you just have **to tick the box**  so that you can manage what they will see.

Step 3: LINK PARTICIPANTS TO CATEGORIES

You are able to link a specific participant to a category. For example, when you create a point under the category « Permits », the point will automatically be assigned to that participant.

ENTIRE PROJECT
02 - 02 - PROJECT SAMPLE 11

Project's rights Folders visibility **Categories links** List's rights

Categories	wlad English	Demo - Admin	Wlad Dutch	wja+12121	wladimir janssens+...	wladimir janssens+...	wladimir janssens+...	wlad >
0 Safety and Health								
0.1 Worksite installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.2 Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.3 Working at a height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.4 Work equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.5 Scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.6 Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the boxes to link a category to a participant

Step 4: MANAGING ACCESS RIGHTS TO LISTS

Here you are able to define the access rights to the lists of the project.

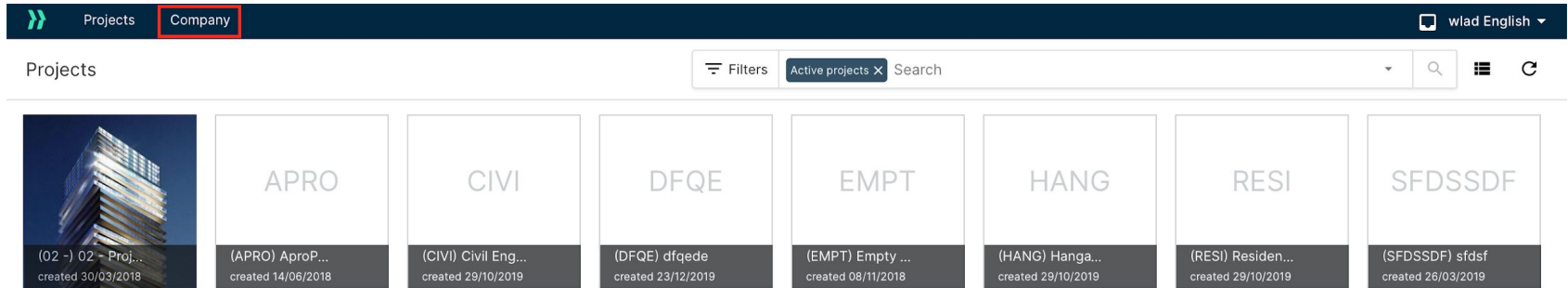
The screenshot shows the 'List's rights' configuration page. The top navigation bar includes 'Projects' and 'Company'. The main header displays 'ENTIRE PROJECT' and '02 -- 02 - PROJECT SAMPLE 11'. The left sidebar contains navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main content area is a table with the following structure:

Lists	wlad English	Demo - Admin	Wlad Dutch	wja+12121	wladimir janssens+...	wladimir janssens+...	wladimir janssens+...	wladimir janssens+...	wladimir janssens+...
3-week planning	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Briefing subcontractor	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Daily Visit	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Daily visite	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
frankiii	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
gygjl	Admin	Not invited	Subcontractor	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Handover	Admin	Not invited	Guest	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Internal todo	Admin	Not invited	Contributor	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Plan Approval	Admin	Not invited	Manager	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
quality control	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
quality control	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Quality control plan	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited
Railway Inspection	Admin	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited	Not invited

Choose the access rights you want for a specific participant by clicking on the little arrow.

II. 4. CREATE YOUR COMPANY

The option “Company” in the LetsBuild platform allows you to unify your projects by standardising your report and form templates. By inviting your collaborators, you will be able to share your templates, as well as follow their activities through different projects. To access it, click on the “Company” tab at the top left of your screen.



The screenshot shows the LetsBuild platform interface. At the top, there is a dark blue navigation bar with a double arrow icon on the left, followed by 'Projects' and 'Company' (highlighted with a red box). On the right of the navigation bar, there is a user profile icon labeled 'wlad English' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Projects'. It features a search bar with a magnifying glass icon and a filter button labeled 'Active projects X'. Below the search bar, there is a grid of eight project cards. Each card has a unique code and a creation date. The first card on the left has a thumbnail image of a building and a title '(02 -) 02 - Proj... created 30/03/2018'. The other cards are: (APRO) AproP... created 14/06/2018; (CIVI) Civil Eng... created 29/10/2019; (DFQE) dfqede created 23/12/2019; (EMPT) Empty ... created 08/11/2018; (HANG) Hanga... created 29/10/2019; (RESI) Residen... created 29/10/2019; and (SFDSSDF) sfdsf created 26/03/2019.

Project Code	Project Name	Creation Date
(02 -) 02 - Proj...	(02 -) 02 - Proj...	created 30/03/2018
(APRO)	(APRO) AproP...	created 14/06/2018
(CIVI)	(CIVI) Civil Eng...	created 29/10/2019
(DFQE)	(DFQE) dfqede	created 23/12/2019
(EMPT)	(EMPT) Empty ...	created 08/11/2018
(HANG)	(HANG) Hanga...	created 29/10/2019
(RESI)	(RESI) Residen...	created 29/10/2019
(SFDSSDF)	(SFDSSDF) sfdsf	created 26/03/2019


USEFUL TIP : To create your company, you must have a paid LetsBuild license.



F.A.Q : [How to create my company?](#)

II. 4. COMPANY

A. INVITE COLLABORATORS

In order to take full advantage of the “Company” option, you need to invite your employees to your “Company” on LetsBuild, using the button on the  “Members” screen. The guests will then receive a validation email where they will have to give their consent for becoming a part of your company.

B. DASHBOARD

The dashboard allows you to track and analyse the activity of your employees.

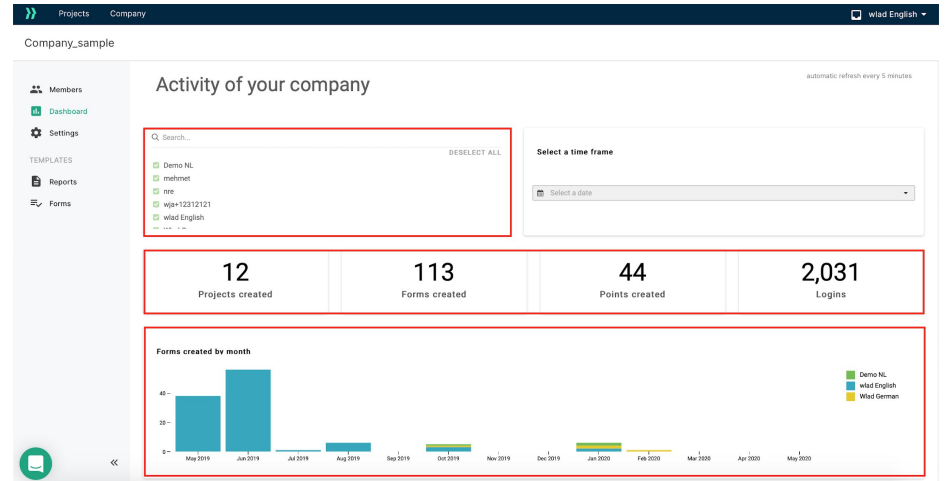
List of your collaborators



General information on current projects




Activities related to Forms, Points, Reports

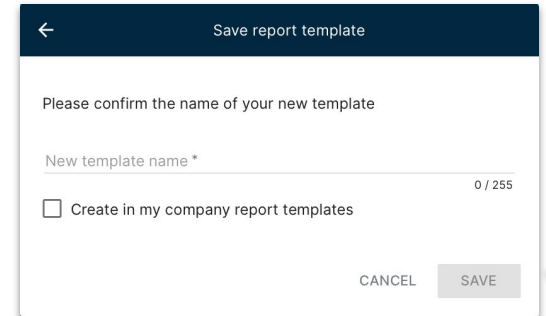
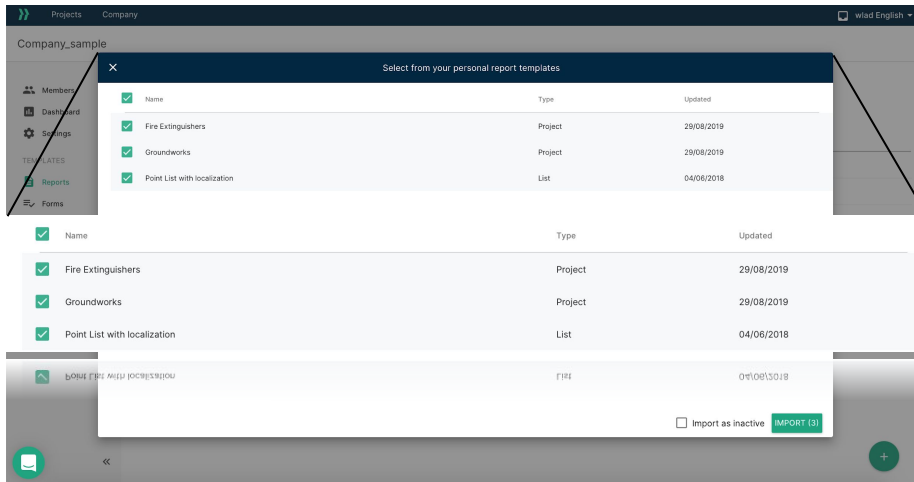


II. 4. COMPANY

C. REPORT TEMPLATES

To standardise the quality of your reports, you can share your templates with your collaborators. To do so, you must save one of the templates that you have already created in your Company. Go to the **"Reports"** tab, then click  to add your template.

This template will then be accessible by your Company's employees when they want to generate a report.



USEFUL TIP : You can also directly save a report template in your Company by checking the box "Create the report template in my company" when you have finalised the creation of the report template. This template will then be accessible by your employees when they want to generate a report.

II. 4. COMPANY

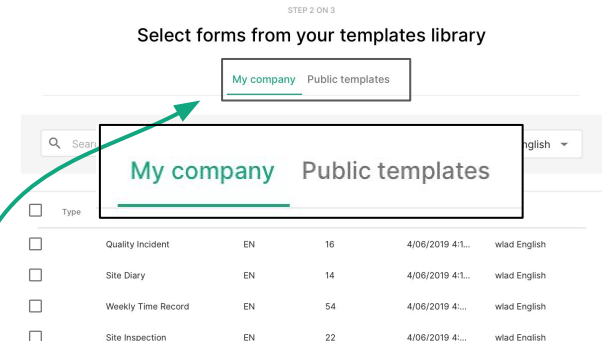
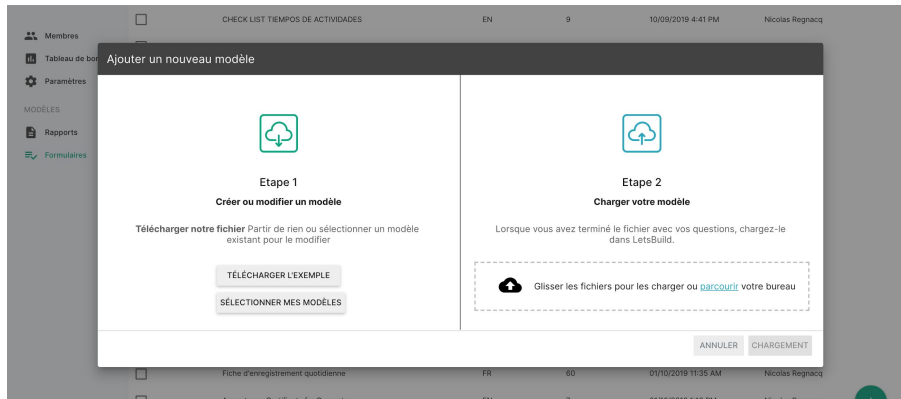
D. FORMS MODELS

You can give your employees the opportunity to use the same forms and, thus, standardise your inspections.

To add a form template, you must go to the **"Forms"** tab of your Company. Then click on the  icon.

You have two choices, like when you add a form on LetsBuild :

- **CREATE OR MODIFY YOUR MODEL :** You can download our example allowing you to design your own form, or select an existing template to modify it. *(See Form section)*
- **LOAD YOUR MODEL :** Drag your file to add your template.



To use one of your Company templates,, select "My Company" when you are on the form creation panel.

III. Points

- Create a point
- Add points to a document
- Multiple points editing

III. POINTS

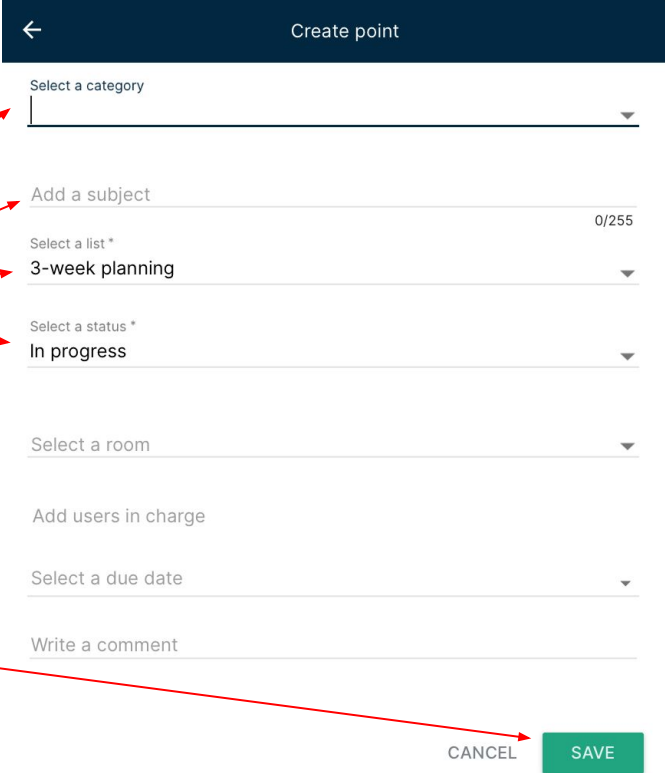
III. 1. CREATION OF POINTS

You can add a point by choosing the option « **OPEN ENTIRE PROJECT** » or in a list.

Select your project or list and click on .

Then complete the category, the subject, the person in charge, etc.

Don't forget to save!



The screenshot shows a mobile application interface for creating a point. The form is titled "Create point" and has a dark blue header with a back arrow. The form contains several input fields and a "SAVE" button. Red arrows point from the text annotations to the following fields:

- « **OPEN ENTIRE PROJECT** » (points to the "Select a category" dropdown)
- plus icon (points to the "Add a subject" text input)
- Then complete the category, the subject, the person in charge, etc. (points to the "Select a list*" dropdown, the "3-week planning" dropdown, and the "Select a status*" dropdown)
- Don't forget to save! (points to the "SAVE" button)

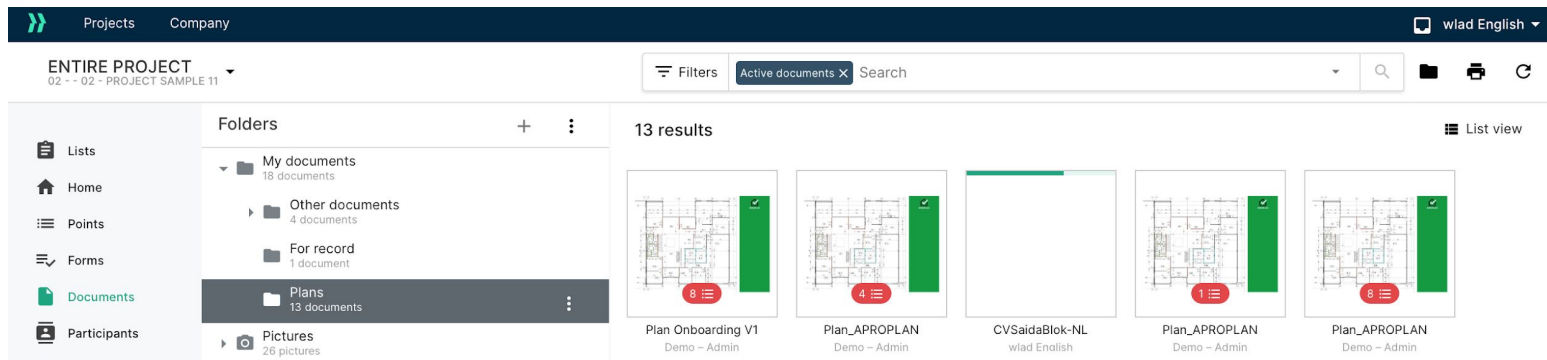
The form fields are:

- Select a category (dropdown)
- Add a subject (text input, 0/255 characters)
- Select a list* (dropdown, selected: 3-week planning)
- Select a status* (dropdown, selected: In progress)
- Select a room (dropdown)
- Add users in charge (text input)
- Select a due date (dropdown)
- Write a comment (text input)
- CANCEL (text button)
- SAVE (green button)

WARNING: All points that have not been created in a specific list will be public.

III. 2. ADD POINTS ON DOCUMENT

When you are in the treeview of your project/list, you will be able to choose a document or plan.



The screenshot shows a software interface with a dark blue header. On the left, there is a sidebar with navigation options: Lists, Home, Points, Forms, Documents, and Participants. The main area is divided into a 'Folders' section on the left and a '13 results' section on the right. The 'Folders' section shows a tree structure with 'My documents' (18 documents), 'Other documents' (4 documents), 'For record' (1 document), 'Plans' (13 documents), and 'Pictures' (26 pictures). The 'Plans' folder is selected. The '13 results' section displays five document thumbnails. The first two are architectural plans with red circular icons containing the numbers 8 and 4 respectively. The third is a blank white page with the title 'CVSaidaBlok-NL' and 'wlad English'. The last two are architectural plans with red circular icons containing the numbers 1 and 8 respectively. A search bar at the top right contains the text 'Active documents X Search'.


On this plan you can add a point and the corresponding information of this point (eg. the subject, category, the person in charge etc.)

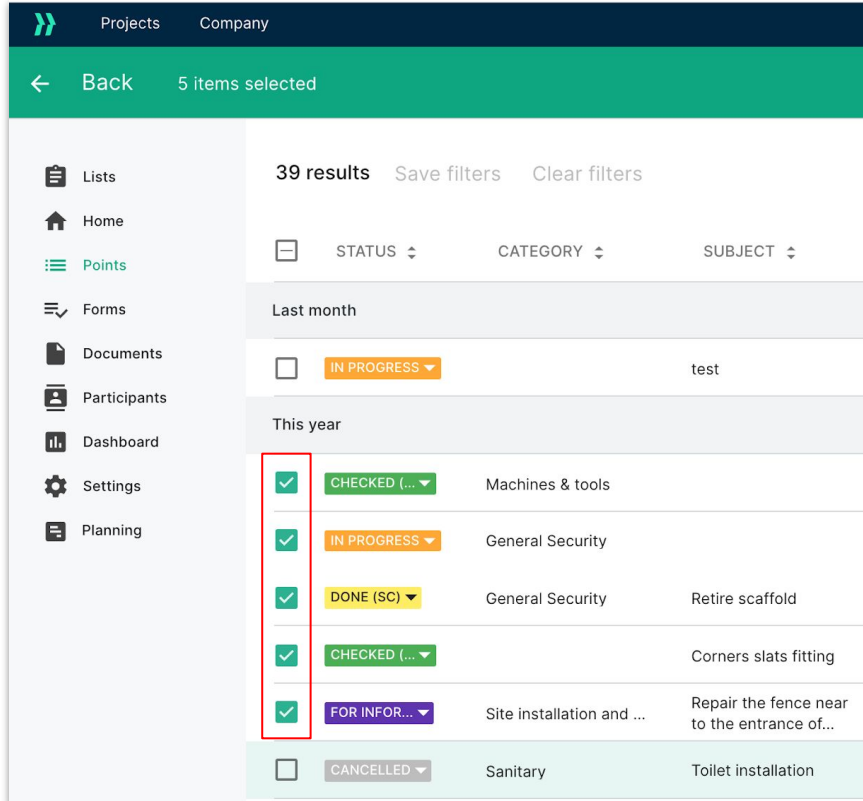
Furthermore, you can locate this point on your plan by clicking on the  that you can see on the drawing tool.

With the drawing tool you can **ADD A TEXT** on a plan by clicking on  or add a symbol, to make your point clearer.

TIP : You cannot create a form directly from a plan, even if the plan is in a list.

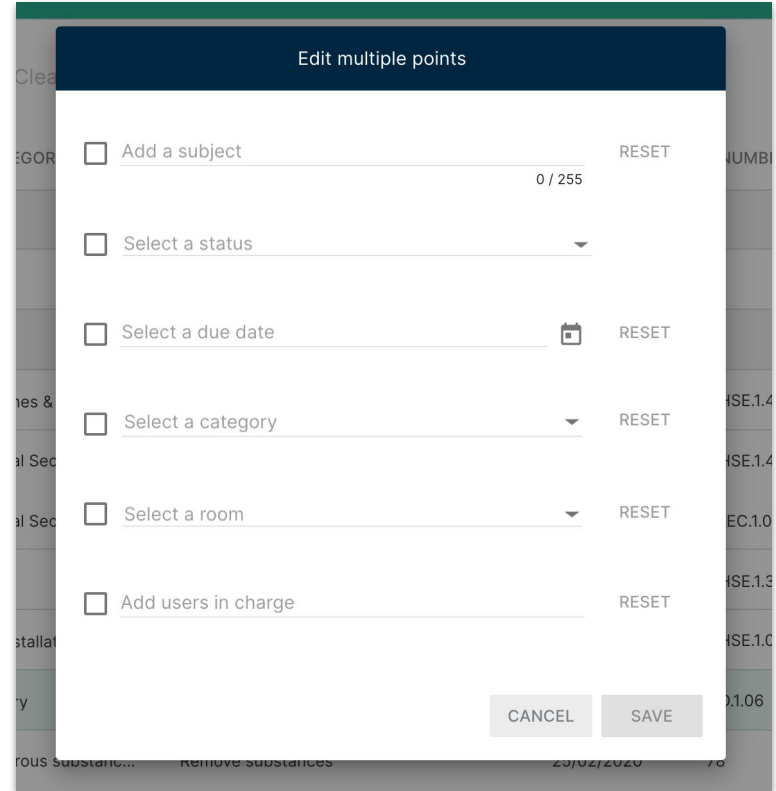
III. 3. MODIFICATION OF MULTIPLE POINTS

If you want to change several points at the same time, select your points by ticking the corresponding boxes, and then click  to change the information for the selected points.



The screenshot shows a sidebar with navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a list of 39 results with filters for STATUS, CATEGORY, and SUBJECT. The list is divided into 'Last month' and 'This year' sections. A red box highlights the checkboxes for five items in the 'This year' section:

Checkbox	Status	Category	Subject
<input checked="" type="checkbox"/>	CHECKED (...)	Machines & tools	
<input checked="" type="checkbox"/>	IN PROGRESS	General Security	
<input checked="" type="checkbox"/>	DONE (SC)	General Security	Retire scaffold
<input checked="" type="checkbox"/>	CHECKED (...)		Corners slats fitting
<input checked="" type="checkbox"/>	FOR INFOR...	Site installation and ...	Repair the fence near to the entrance of...



The 'Edit multiple points' modal dialog box contains the following fields and options:

- Add a subject (0 / 255) RESET
- Select a status
- Select a due date (calendar icon) RESET
- Select a category RESET
- Select a room RESET
- Add users in charge RESET


Buttons: CANCEL, SAVE

IV. Reports

- Generate a report
- The different types of reports
- Create a report template

IV. WEB REPORT

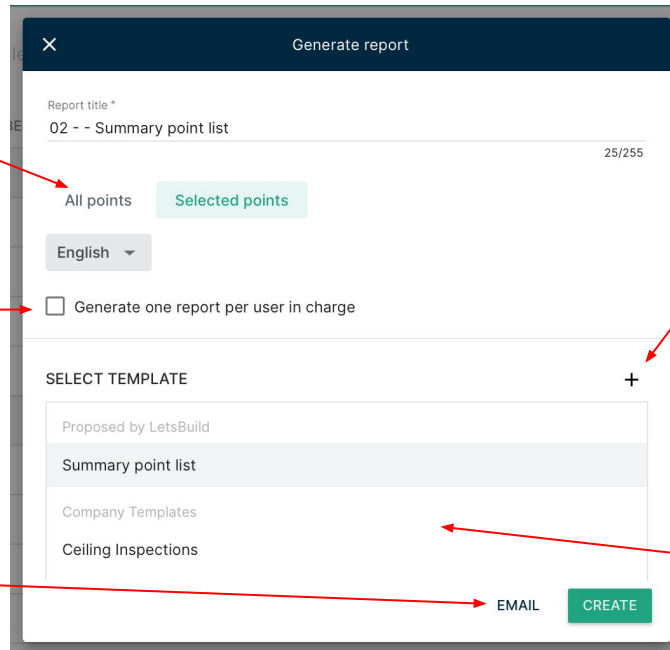
IV. 1. GENERATE A REPORT

First, make sure all the information has been synchronised. By clicking on one of your list(s) (green thumbnail) or on the Entire project (black thumbnail), you will be able to see all your points. Select the ones you would like to print, by ticking one or several boxes or by ticking the box on top to select them all at once. Now you will see the « **PRINT** »  action, on the top right orange stripe. A frame will then pop up, where you are able to personalise your report.

You can also directly select all points in the project. (or from the list)

You can generate a report for each user in charge, who will then see in the report only the points assigned to them.


By clicking on **"Email"**, you will automatically create an email for the different people in charge of the selected points. All you have to do is send it!

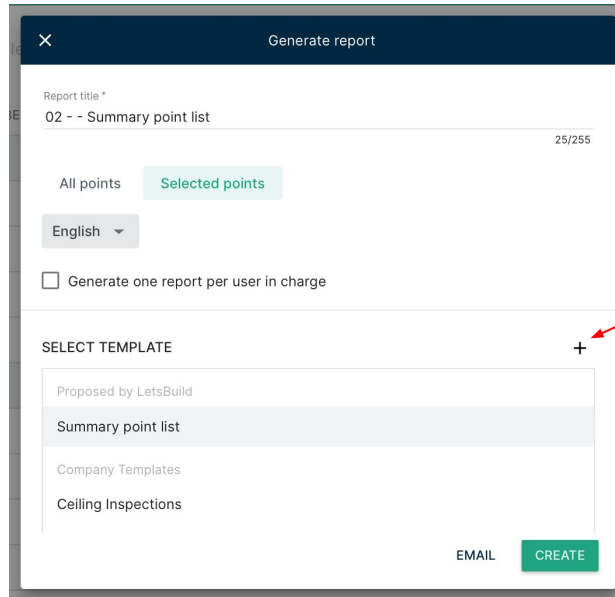


By pressing **"+"**, you can create a report template, which will then be visible in the list below.

In the following list, you will find the three types of report templates: those offered by LetsBuild, those within your Company, and finally your personal templates.

IV. 2. CREATE A REPORT TEMPLATE

If the basic templates, provided by LetsBuild, are not sufficient to create reports that meet your requirements, you can create your own report templates. To do so, once you have selected your points, click on .



Click here to add a new template, or modify an existing one.

TIP : For existing customers, you can ask your CSM to create your custom report.



F.A.Q : [How to generate a report on mobile ?](#)

IV. 2. CREATE A REPORT TEMPLATE

Many customisation options are available to you: **SORT** options, **DISPLAY** options, and design options for your report.

1 Name your new report template :

GENERAL INFORMATION

Template name *

2 Define how the information is sorted and distributed:

SORTING OPTIONS

Sort and group by
Number

Sort level 2
None

Sort level 3
None

3 Choose what you want to display on your report, and how :

DISPLAY OPTIONS

Display list of points Without plans and pictures

Display point's subject on one line

Select and order columns

Number

Subject

Status

Category

Room


IV. 2. CREATE A REPORT TEMPLATE

4 The display options allow you to customise your report as much as possible:


- Plans with point numbers
- Preview of plans with drawings
- Display point details With plans and pictures ▾
- Print pictures in A5 format
- One point per page
- Display creation date
- Include archived points
- Join Excel file DOWNLOAD
- Join original plan (at PDF format)
- Hide date and time on pictures
- Display author information Name ▾
- Add cover page ↑

5 Add one or more logos to your report!


LOGO ^

Logo #1
User's logo ▾ 

Display on each page

Logo #2
No logo ▾ 

Display on each page

Logo #3
No logo ▾ 

Display on each page

6 When finished, save your model. Feel free to preview to get a better idea of the final result.

   12

IV. 2. CREATE A REPORT TEMPLATE

Once you have created your template, you can now use it and send your first report to your collaborators.

EMAIL

CREATE

Send the report by email directly to the participant(s) of your choice and change the body and subject of the email.

PREVIEW

You can click on **"preview"** to check your report
NOTE: Only the first 50 points will be displayed in the preview.

CANCEL

SEND

Save your report or cancel.

The screenshot shows a mobile interface for sending a report by email. At the top, there is a dark blue header with a back arrow and the text "Send report by e-mail". Below the header is a white form area with the following elements:

- E-MAIL INFO** section containing two tags: "Users in charge" and "wlad English" with a close icon (X).
- A "To" field with a horizontal line below it.
- A "Subject *" field containing the text "02 - - REPORT TEMPLATE" and a character count "22 / 255" on the right.
- A "Body *" section containing the text "Hello," followed by a button labeled "E-mail info". Below this is the text "I'm sharing this report with you - '02 - - REPORT TEMPLATE'." and a list of instructions:
 - To view the report download it as a file with any attachments.
 - For very large report files and attachments follow the link to open it in a new page.
- The text "Best regards," at the bottom of the body.

At the bottom of the form, there are three buttons: "PREVIEW" on the left, "CANCEL" in the middle, and "SEND" on the right, which is highlighted with a green background.



F.A.Q : [How do I generate a report?](#)



F.A.Q : [How to create a report template?](#)

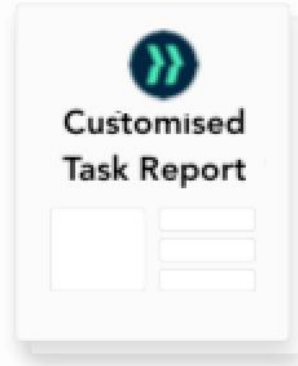
IV. 3. THE DIFFERENT TYPES OF REPORT

In LetsBuild, there are 3 methods to easily create a report. These 3 methods are suitable for different situations:

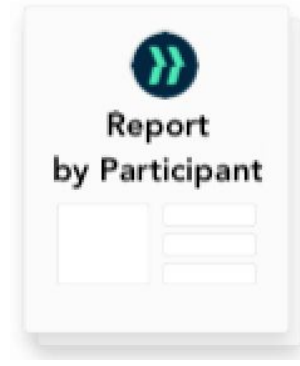
- **Weekly Report:** Automatically generate a report including all activities for the last week.
- **Customised Task Report:** Manually select the points you want to send, and whom you want to send them to.
- **Participant report:** Send a report containing only the tasks of a specific participant.




1. Open the **"Homepage"** thumbnail.
2. Click on  on the top right.
3. Download  your report!



1. See previous slides.
(1. *Generate a report*)



1. Open the **"Participants"** thumbnail
2. Fly over one of the participants in your project.
3. Click on .
4. Send your report!

Note : This action will only send an email, not create a PDF saved in the application.



V. Forms

- The different types of forms
- Create and assign your form
- Fill your form
- Forms library

V. FORMS

V. 1. THE DIFFERENT TYPES OF FORMS

There are 3 types of forms on LetsBuild :

- **Safety:** the Safety forms concern all questions regarding worker safety, but also working conditions on the site. (eg. Safety briefing, safety check, accident, etc.)
- **Environment:** Environment forms ensure that the environmental aspect of a project is taken into account. (eg. management, storage and disposal of chemical products, etc.)
- **Quality:** Quality forms ensure that the work performed meets the expectations. (eg. Facade and roofing, finishing work, formwork, etc.)



Safety



Environment




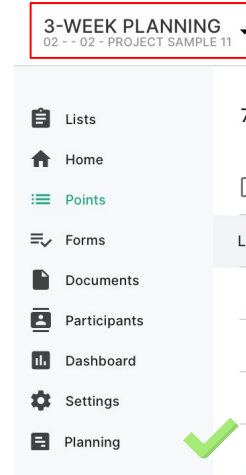
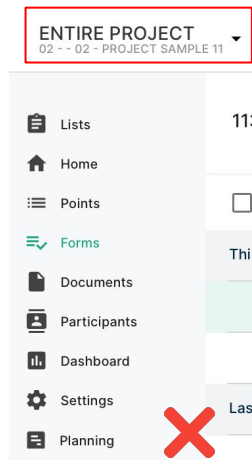
Quality

V. 2. CREATE AND ASSIGN YOUR FORM

To create and assign a form, you must open the "Forms" tab. This is where you can see all the forms that have been created, scheduled or completed.

⚠ To create a form, several factors are required:

- You must have a license to create one or more lists.
- You **must** select a list in the form tab to see the button  appear in the Forms tab.



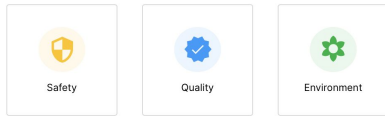
TIP : Switch to the "Calendar" view on the top right of the Form tab for more clarity in planning your forms over several weeks or months.

V. 2. CREATE AND ASSIGN YOUR FORM

Once in the corresponding list, click  on the bottom right of your screen. You will then arrive on the form creation tool.

1

STEP 1 ON 3
Select a type of inspections



Select the type of inspection you want to perform.

2

STEP 2 ON 3
Select forms from your templates library

My company Public templates

Search in all your templates English

<input type="checkbox"/>	Type	Title	Language	Questions	Modification date	Author
<input type="checkbox"/>	Demolition works	- Grubbi...	EN	9	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishing - Parquet		EN	20	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishing- Painting and w...		EN	17	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishing- Raised floors		EN	8	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishing- Floor finishing		EN	25	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishingcreens - Plaster...		EN	10	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishingcreens - Polym...		EN	8	18/10/2018 10...	LetsBuild
<input type="checkbox"/>	Finishingfalse ceiling - Su...		EN	10	18/10/2018 10...	LetsBuild

Choose one of the templates for your company (see Company section) or one of the public templates provided by LetsBuild.

3

STEP 3 ON 3
Assign & schedule your inspections

Subject
Demolition works - Grubbing-up of trees DUPLICATE DELETE
39 / 255
DD/MM/YYYY Do not repeat
Add document Select a category
Add users in charge
+ ADD MORE FORMS...

Define the date, the recurrence (if necessary), the appropriate document, the category and finally the person in charge of completing the form.

TIP: You can create and assign several forms at the same time in step 3: this allows you to save precious time in organising your inspections.

V. 3. FILL YOUR FORM

Once your form(s) are created, they are now visible to the person in charge of filling them out. The form(s) can now be completed on any device - computer, tablet, telephone. (see the "Filling out your form on a mobile phone" section)

The screenshot shows a software interface with a sidebar on the left containing navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a table of 16 results for '3-WEEK PLANNING'. The table has columns for Status, Type, Number, Category, Name, and Due date. The rows are categorized by 'Today' and 'Last year'. A 'TO DO' form titled 'Bon de commande' is highlighted. A modal window is open over this form, showing a 'FILL FORM' button with a checkmark icon and a 'Write comment...' field. Below the form title, there are two options: 'Attach files from my documents' and 'Drop files to upload or browse your desktop'.

Status	Type	Number	Category	Name	Due d
Today					
IN PROGRESS		303		Demolition works - Grubbing-up of trees	
Last year					
IN PROGRESS		265		Maintenance Form	
TO DO		161	S&M/PTS	Bon de commande	
WAITING FOR FINAL		155		Demolition works - Grubbing-up of trees	
IN PROGRESS		153		Audit: pre-commencement	
TO DO		143		Safety improvement	
Older					
TO DO		138	S&M/PEL	AA Ongevalrapport	
TO DO		139		Qual control (test)	
WAITING FOR FINAL		137		AA Ongevalrapport	

The screenshot shows a form titled 'Demolition works - Grubbing-up of trees'. The form has a dark header with the title and an 'EDIT ANSWERS' button. Below the header is a 'Summary Of Demolition works - Grubbing-up of trees' section with statistics: Quality (5/5), 0 non conformity, and 0 point. The form is divided into sections: 'Preparation stage' (Questions 1/1) and 'Preparation' (Questions 4/4). A question is visible: '11. Which stage of the works is this Execution'. At the bottom, there are two buttons: 'SEND BY EMAIL' and 'FINALISE FORM'.



F.A.Q : [Overview presentation of the forms](#)

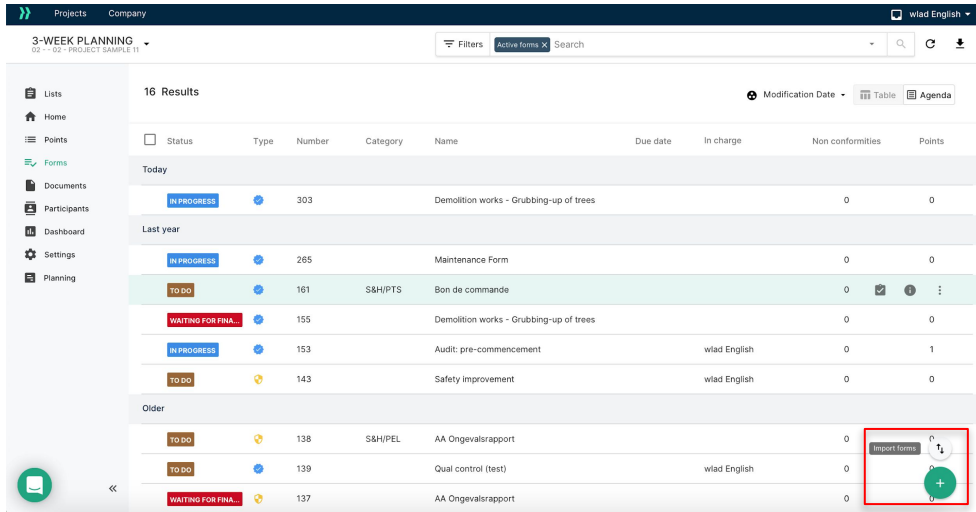
F.A.Q : [How can I create, assign and plan a form?](#)

F.A.Q : [How can I create multiple forms?](#)

V. 4. CREATE AND ADD A FORM TEMPLATE

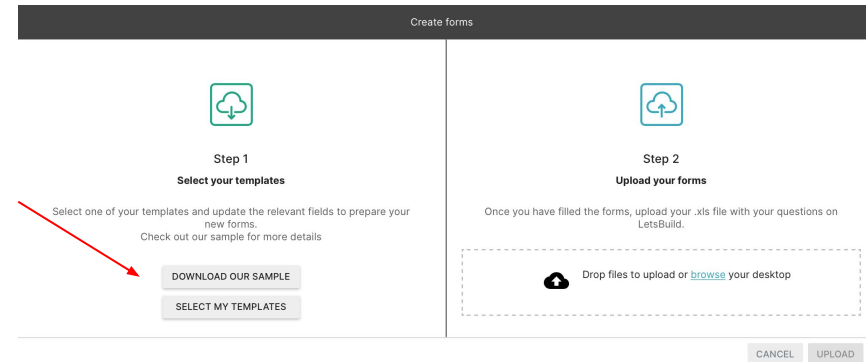
Apart from the form templates provided by LetsBuild, you can create your own templates according to your needs. To do so, you need to download the sample template, available here or directly on the application, when adding a form to the "Forms" tab.

1



Status	Type	Number	Category	Name	Due date	In charge	Non conformities	Points
Today								
IN PROGRESS	+	303		Demolition works - Grubbing-up of trees			0	0
Last year								
IN PROGRESS	+	265		Maintenance Form			0	0
TO DO	+	161	S&H/PTS	Bon de commande			0	0
WAITING FOR FINAL	+	155		Demolition works - Grubbing-up of trees			0	0
IN PROGRESS	+	153		Audit: pre-commencement	wlad English		0	1
TO DO	+	143		Safety improvement	wlad English		0	0
Older								
TO DO	+	138	S&H/PEL	AA Ongevalsrapport			0	0
TO DO	+	139		Qual control (test)	wlad English		0	0
WAITING FOR FINAL	+	137		AA Ongevalsrapport			0	0

2



Step 1
Select your templates
Select one of your templates and update the relevant fields to prepare your new forms.
Check out our sample for more details

Step 2
Upload your forms
Once you have filled the forms, upload your .xls file with your questions on LetsBuild.

Drop files to upload or [browse](#) your desktop

CANCEL UPLOAD

TIP : If you have difficulty scanning your inspection form, you can request a form creation from our teams.

V. 4. CREATE AND ADD A FORM TEMPLATE

The sample file is an Excel document, and contains a user guide, a sample form, and a blank sheet in which you can create your form.



Once finished, all you have to do is upload your Excel document into the application, in the same way you retrieved the sample file. (See previous slide, step 2)

Summary Of Maintenance Form
● Quality | Questions 8/8 | ● 0 non conformity | ■ 0 point

General Information
Questions 5/5

11. Maintenance officer
Nicolas Regnacq

12. Client name
Guillaume De Jamblinne

13. Date of service

Title	Type	Number	Question Description	Answer	Question Points
Project name	TEXT				
Contract name	QUESTION			Free text	
Contract number	QUESTION			FreeNumber	
Key contacts	TEXT				
Has initial Site Layout Plan been	QUESTION			PredefinedString	Yes
Client Pre-Contract Meeting held	QUESTION			PredefinedString	Yes
Has an Internal Launch Meeting	QUESTION			PredefinedString	Yes
Has Programme and Procurement	QUESTION			PredefinedString	Yes
Available	TEXT				
Has information Required Schedule	QUESTION			PredefinedString	Yes
Is the site Agent in possession of a	QUESTION			PredefinedString	Yes
Has Building Control Commencement	QUESTION			PredefinedString	Yes
Has Target Contract Programme in	QUESTION			PredefinedString	Yes
Prior to any demolition or construct	QUESTION			PredefinedString	Yes
Has a Customer Care Survey been	QUESTION			PredefinedString	Yes
Is Project Quality Plan in place?	QUESTION			PredefinedString	Yes
Are the O&M Manuals present on	QUESTION			PredefinedString	Yes
Department	QUESTION			Free text	
Concerned company	QUESTION			MultipleChoice	Landbouw Industrie Transport
Dangerous situation	QUESTION			PredefinedString	Yes
Dangerous situation date	QUESTION			Date time	
Incident	QUESTION			PredefinedString	Yes



F.A.Q : [How can I create and load a new form template?](#)

F.A.Q : [How add conditions in a form?](#)

F.A.Q : [How add signature in a form?](#)

V. 5. FORMS LIBRARY

We have provided you with many forms used by other professionals in the construction industry covering a wide range of situations. Feel free to check this page to see if there are any templates that you might find useful before you start creating your own!

Accessing the LetsBuild Checklist Library

The screenshot displays a grid of nine checklist cards, each with a category, title, description, and a right-pointing arrow. At the bottom center, there is a 'LOAD MORE' button.

<p>SAFETY</p> <p>Workplace Safety Inspection</p> <p>Safety inspection checklists are critical tools for the project manager...</p> <p>→</p>	<p>QUALITY</p> <p>Pre-contract meeting agenda</p> <p>The key stakeholders of the project (i.e. suppliers, architects, subcontractors,...</p> <p>→</p>	<p>QUALITY</p> <p>Contract review & signing</p> <p>Everything starts from the contract review and signing checklist. Its...</p> <p>→</p>
<p>QUALITY</p> <p>Client Onboarding</p> <p>Having a carefully-elaborated onboarding checklist will ensure that your client...</p> <p>→</p>	<p>QUALITY</p> <p>Daily Time Record</p> <p>This template allows you to track your workers activities all...</p> <p>→</p>	<p>QUALITY</p> <p>Delivery – Perfect Completion of Works/Final Handover</p> <p>Use this checklist for the final handover to the client...</p> <p>→</p>
<p>QUALITY</p> <p>Paint Work</p> <p>Make your paint work goes extra smoothly with our checklist...</p> <p>→</p>	<p>QUALITY</p> <p>Tile Work</p> <p>Tiles are always a great choice for offices, living rooms,...</p> <p>→</p>	<p>QUALITY</p> <p>Check in / check out</p> <p>Das Check-in/Check-out-Formular erfasst alle Personen, die Einfluss auf den Projektfortschritt...</p> <p>→</p>

LOAD MORE

VI. Lists

- Create lists
- Link documents to a list
- Add participants
- Access rights in lists

VI. 1. CREATE A LIST

A. PUBLIC AND PRIVATE LIST

PUBLIC LIST :

All project participants will get access to this list.

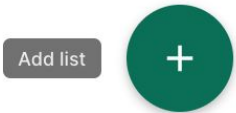
PRIVATE LIST :

It is possible to have a private list, where you will add all your private points.

Like that, you are the only one who can see these points. Of course, you can share them afterwards by moving them to any of your shared lists.

The screenshot shows a software interface with a sidebar on the left containing navigation options: Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a table of project items with columns for Code, Title, Creation date, and Author. The table includes items like '3-week planning', 'Briefing subcontractor', 'Daily Visit', 'Daily visite', 'frankii', 'grill', 'Handover', 'Internal todo', 'Plan Approval', 'Private list of (02-) 02 - Project Sample 11', and 'Public list of (02-) 02 - Project Sample 11'. A '+ Add list' button is visible at the bottom right of the table.

CREATE A SHARED LIST



Click on « + » to create a new list

Create a list

Select a template to begin or start with a blank template

The 'Create a list' dialog shows three template options: 'Blank List' (Start from scratch), 'Quality Control Plan' (Start step-by-step), and 'Security Control Plan' (Start step-by-step). A red arrow points from the 'Quality Control Plan' template to a form titled 'General Information'. The form contains fields for Title* (3-week planning), Code* (3W), Type of numbering (Project sequential), Date* (25/01/2018), Author (wild English), Floor, and Building.

You will have to follow these steps (see next page)

B. STRUCTURE

GENERAL INFORMATION

STEP 1 :

Fill in the general information of your new customised list.

REPORT INFORMATION

STEP 2 :

Insert the header, footer and any additional information of your reports. This way you don't have to fill the same information each time you generate a report.

TRANSFERRED

STEP 3 :

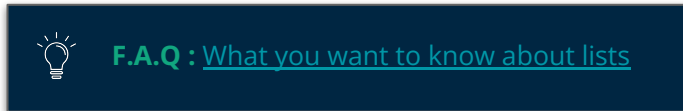
This is like a notebook. You can add all the names of the documents that you have transferred to your co-workers during the meeting.

To edit your list later on, you just have to click on the little wheel on the right thumbnail of your list.



ENTIRE PROJECT ▼
02 - - 02 - PROJECT SAMPLE 11

To quickly access your lists while working on other windows, use the drop-down panel on the top left of your screen.



C. LIST VERSIONS

To create the next list you have to select the little plus on the right side of the list .



When you create the next version of the list, all the points from the meeting group before will still be in the List, and the new points receive a new numerotation (Meeting / List 1 to 1.0..., Meeting 2 to 2.0...).

This way, you will know exactly for which meeting, the points were created.

D. POINTS NUMBERING

When you create or edit a list of points, you will have the possibility to manage the way of displaying your points and add a code by list.

Type of numbering



General information		Report Information	Transferred
Title *	3-week planning	Code *	3W
Type of numbering	Project sequential		
Date *	25/01/2018	Author	wlad English
Floor		Building	

The 4 ways to represent the points :

Sequential :

In progress ▾	371	SHELL/DEMO	Antonino Demoli...	Pierre.hi ⓘ	✎	⋮
---------------	-----	------------	--------------------	-------------	---	---

Version + Sequential :

In progress ▾	1.01	SHELL/DEMO	Antonino Demoli...	Pierre.hi ⓘ	✎	⋮
---------------	------	------------	--------------------	-------------	---	---

Code + Sequential :

In progress ▾	TST3.1	SHELL/DEMO	Antonino Demoli...	Pierre.hi ⓘ	✎	⋮
---------------	--------	------------	--------------------	-------------	---	---

Code + Version + Sequential :

In progress ▾	TEST.1.01	SHELL/DEMO	Antonino Demoli...	Pierre.hi ⓘ	✎	⋮
---------------	-----------	------------	--------------------	-------------	---	---

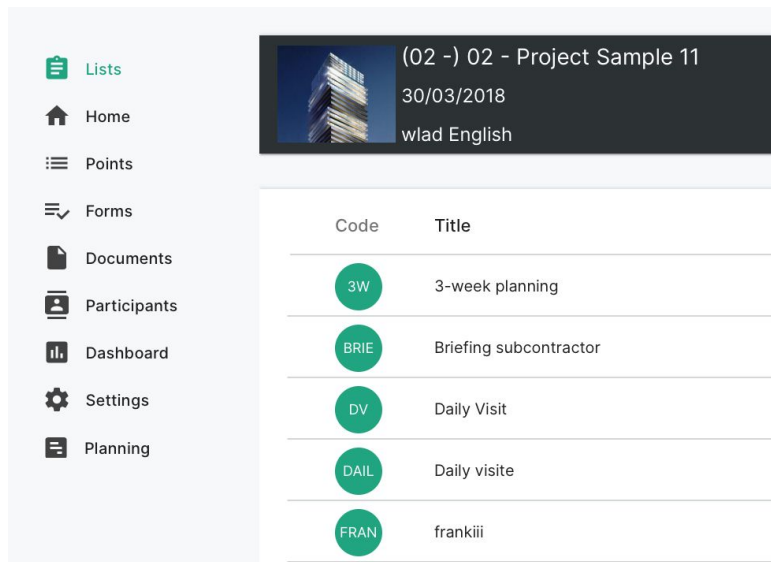


F.A.Q : [How do I create the next occurrence of a list?](#)

VI. 2. DOCUMENTS

A. LINK DOCUMENTS

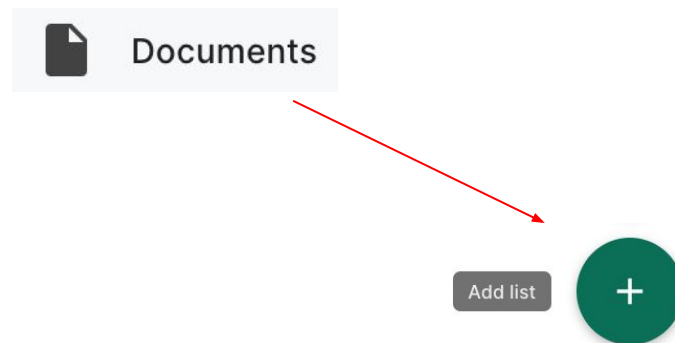
Select the list where you want to add your documents.



The screenshot shows a sidebar menu on the left with the following items: Lists (selected), Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main content area displays a document header for '(02 -) 02 - Project Sample 11' dated '30/03/2018' by 'wlad English'. Below this is a table with two columns: 'Code' and 'Title'.

Code	Title
3W	3-week planning
BRIE	Briefing subcontractor
DV	Daily Visit
DAIL	Daily visite
FRAN	frankiii

You will then be able to link the document to your list by clicking on the documents icon and then on the + icon « **ADD DOCUMENT** »



The diagram shows a 'Documents' icon (a document with a folded corner) next to the text 'Documents'. A red arrow points from this icon to a dark green circular button with a white plus sign (+). Below the plus sign is a grey button labeled 'Add list'.



F.A.Q : [Administrator, manager, contributor, guest or subcontractor in a list](#)










VI. 3. SHARE YOUR POINTS BY ADDING PARTICIPANTS TO THE LIST

A. ADD PARTICIPANTS IN A LIST

To add a participant to a list, you must open the list from the **“Lists”** menu or from the drop-down menu on the top left corner of your screen. Then open the **“Participants”** window from the main menu. After clicking on **« + »** on the bottom right corner, you will see this frame.

Add new user

	Name	Company	Role
<input type="checkbox"/>	project manager		
<input type="checkbox"/>	foreman		
<input type="checkbox"/>	advisers		
<input type="checkbox"/>	client		
<input type="checkbox"/>	internal		

-  Lists
-  Home
-  Points
-  Forms
-  Documents
-  **Participants**
-  Dashboard
-  Settings
-  Planning

In here, at the top of the screen, you can insert the email of your new participant. Or you can choose between already existing participants from your project, by ticking the box. Now you just need to confirm your action by clicking on **« IMPORT »**

B. ACCESS RIGHTS IN LISTS

SUBCONTRACTORS can be invited to a list, in which they can only see the tasks they are linked to. They can see documents and reports of the list they were invited to, and inside of it, they may upload an image to an existing point or add a comment to clarify. They may change the status for points, assigned to them only, from a predefined selection the admin makes, and erase or archive their own comments.

It is also possible for subcontractors to copy a point to a list in which you are responsible or admin. A page has been created for the subcontractors to have a simplified overview of their tasks : <https://app.aproplan.com/Tasks>

GUESTS are people you can delegate work to and then expect feedback once the work is done. A Guest is able to view all the points of the list, he was invited to. They are only able to make comments, add documents, pictures and change a point to a Non-Manager Status (see FAQ for more).

ADVANCED TIP : If you don't want someone to add or change anything in the points, just assign their points to them without inviting them to your list. This way they will receive the points in a PDF file only.

B. ACCESS RIGHTS IN LISTS

CONTRIBUTORS have the same rights as Guests, but they can also change a point's Category, Person In Charge and Due Date. However, Contributors cannot delete, archive or move points.

A good example of a Contributor is when an architect is managing a visit but wants to allow the General Contractor (who will be in charge of the issues either way) to edit the category and person in charge of a point for everything to go as planned. Contributors still only have access to Non-Manage Status (see FAQ for more).

MANAGERS can add points to a list and edit their own points fully (Archive, Delete, Change Status, Comment, Add Note), but not points of another Manager in the same list.

For example, this happens when both an architect and technical engineer are documenting the same list.

ADMIN has full rights on all points of a list, including ones they didn't create.

VII. App for subcontractor

- Get the app for subcontractors

VII. APP FOR SUBCONTRACTORS

VII. 1. GET THE APP FOR SUBCONTRACTORS

To make it easier for third party companies to use our application, we wanted to make the whole process as simple as possible: access to this dedicated environment is completely free and requires no license, only a LetsBuild account.

The tasks are divided into 3 categories: To Do, Blocked and Done.

EN | FR | NL | DE | CHS | CHT

Hello, wlad English

LETSBUILD

TASK PROGRESSION 50%

02 - Project Sample 11

Search for name, point title, due date...

To do (2) Blocked (0) Done (2)

Sort by : **Due date** / Modification date

NO DUE DATE

228 Due date no due date

1

Clear access to the site

Comment Blocked Done

Printer icon

Monitoring the overall progress of assigned tasks.

Each task contains exactly the same information as the classic LetsBuild platform: documents, comments, photos. Click on the task in question to learn more.

Once your subcontractors' tasks have been completed, they simply click on the printer to send a detailed report of their progress to the people who created the task.

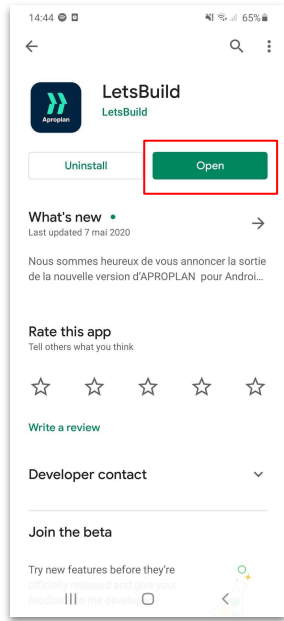
VIII. Mobile App

- Mobile app presentation
- Introduction to mobile
- Documents on mobile
- Creation of points
- Mobile reports
- Mobile forms
- Notifications
- Mobile synchronisation

VIII. MOBILE APP PRESENTATION

VIII. 1. INSTALL ON THE MOBILE DEVICE (APPLE/ANDROID)

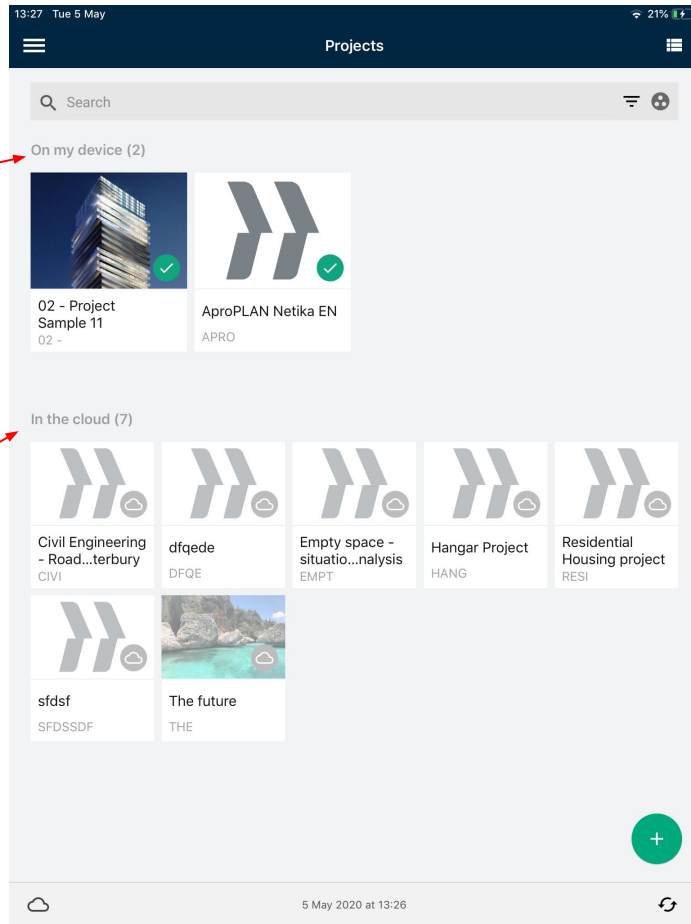
In the App Store or in Google Play Store, you will need to type « LetsBuild » on the search field on the top right corner. The application will then be suggested to you.



Google Play
Store

VIII. 2. INTRODUCTION TO MOBILE

Here you can select your project or create a new one.



Here are the projects available on the cloud, you must synchronise them before you can work on them (an internet connection is required)



VIII. 2. INTRODUCTION TO MOBILE

Here you will be able to go to the entire project or to one of your lists.

- Points
- Forms
- Documents
- Participants
- Options
- Synchronisation

Entire project
02 - Project Sample 11

Points (143)

3-WEEK PLANNING

18 10 Jul 2019
Reduce slab by 20cm
Building / Toilet 2
2 Rough structure / 2.33 Concreting
wlad English
DONE (SC)

19
Scaffolding facade verification test 2
0 Safety and Health / 0.1 Worksite installati...
wlad English
IN PROGRESS

112 3 Jun 2018
ladder broken
Building / Room 2
0 Safety and Health / 0.4 Work equipment
wlad English
APPROVED

140 11 Jul 2018
Quality control (test)
Building / Room 1
0 Safety and Health / 0.4 Work equipment
wlad English
APPROVED

141 26 Jul 2018
No subject
0 Safety and Health / 0.2 Personnel
APPROVED

Notifications

Entire project
02 - Project Sample 11

Points (143)

3-WEEK PLANNING

18
Reduce slab by 20cm
Building / Toilet 2
2 Rough structure / 2.33 Concreting
wlad English
DONE (SC)

19
Scaffolding facade verification test 2
0 Safety and Health / 0.1 Worksite installati...
wlad English
IN PROGRESS

112 3 Jun 2018
ladder broken
Building / Room 2
0 Safety and Health / 0.4 Work equipment
wlad English
APPROVED

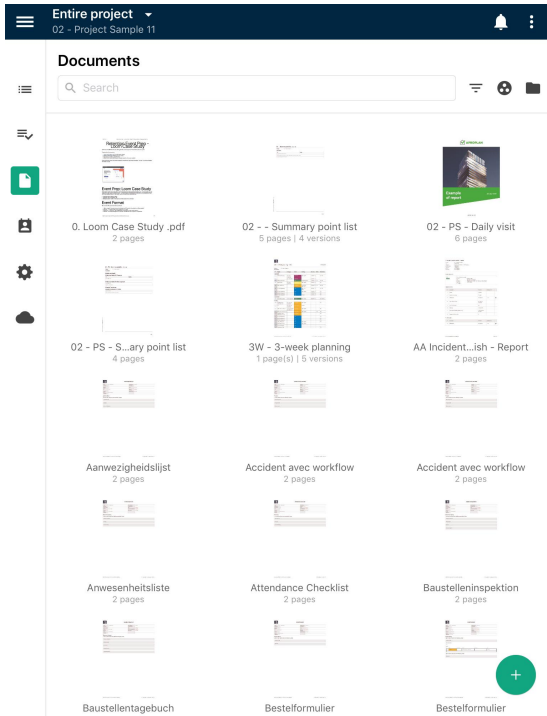
140 11 Jul 2018
Quality control (test)
Building / Room 1
0 Safety and Health / 0.4 Work equipment
wlad English
APPROVED

141 26 Jul 2018
No subject
0 Safety and Health / 0.2 Personnel
APPROVED

22 Lists Search

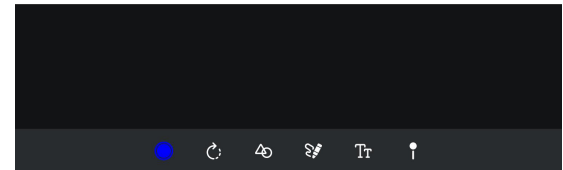
- PUL Public list
- PRL Private list
- 3W 3-week planning
- BRIE Briefing subcontractor
- DV Daily Visit
- DAIL Daily visite
- FRAN frankiii

VIII. 3. DOCUMENTS ON MOBILE



You will see all your documents in thumbnails.

If you want to **ZOOM** into a document, first open it by tapping on it, then you will need to **PINCH IT**.




TIP: Under the thumbnail, you will find the name of the documents, the number of pages, of versions and of points.

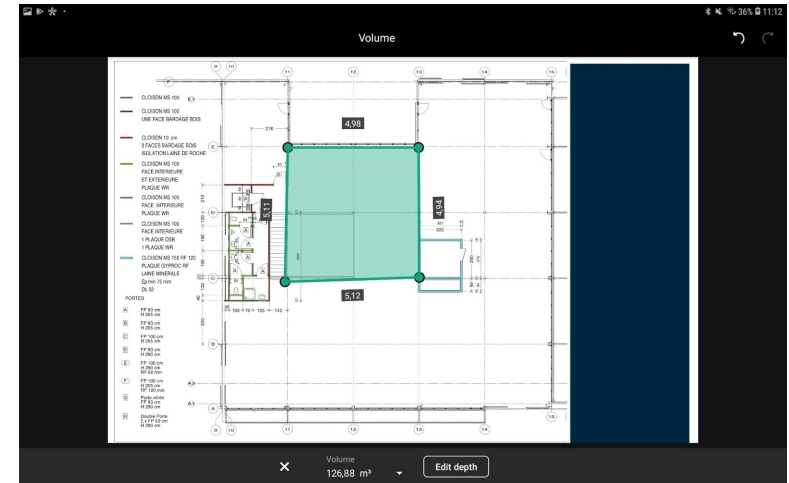
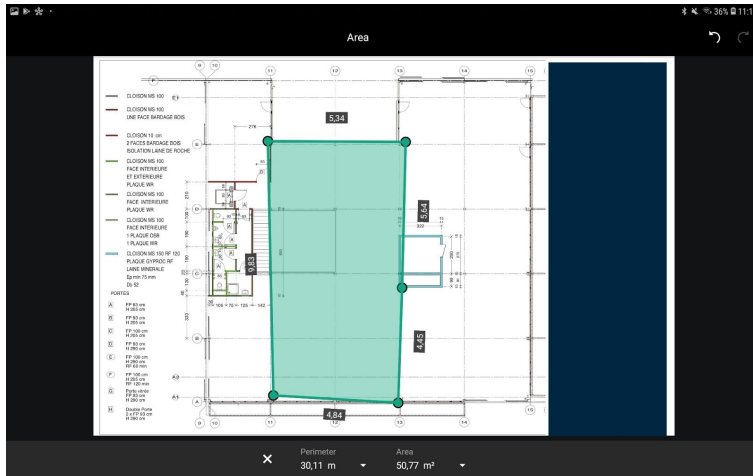
VIII. 3. DOCUMENTS ON MOBILE

A. MEASURES ON PLANS (ANDROID ONLY)

On Android, you can measure distances, areas, perimeters and volumes on your documents.

To do this, you must open your document, then switch to editor mode by clicking on 

Once in the editor mode, then click  to activate the measurement feature.



You must then calibrate your plan: indicate the dimension between two points on the plan.



F.A.Q : [How to use the measure feature?](#)

VIII. 4. MOBILE POINT CREATION

The screenshot shows a mobile application interface for creating a new point. At the top, there is a dark blue header with a close button (X), the title 'New point', and a 'SAVE' button. Below the header, the form is organized into several sections: 'List' (containing 'Private list'), 'Category', 'Subject' (with a menu icon), 'Description', 'Location' (with 'Undefined' and 'Room' fields), 'Status' (with 'In progress' and a yellow dot, and a 'Due date' field with a calendar icon), and 'User in charge' (with a user profile icon). At the bottom, there is an 'Other actions' bar with four icons: a camera, a gallery, a document, and a warning sign.

Cancel

Categorise the point

Enter a full description of your point to help people understand it

Specify the location :
on the floor, on the wall, on the ceiling

Show which stage the point is at

Take a picture with the camera

Go into the mobile gallery to add a picture

Go into the project structure to add a document or to add a picture from your documents

Validate

Enter a brief explanation for the points or select a previously entered subject by clicking on it

Increase the accuracy of the point by adding the room/floor/...

You may add a due date to the points but it won't send any reminder or mail...

You can select the name, the company or the role of the people who are in charge

VIII. 4. MOBILE POINT CREATION

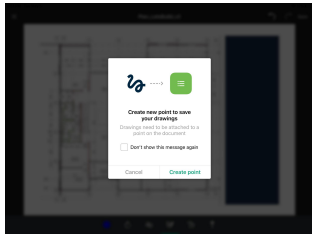
A. HOW TO CREATE A POINT IN 3 WAYS :



A :

Click on the document where you want to add your point, select « **ADD POINT** » if you want to complete all the information.

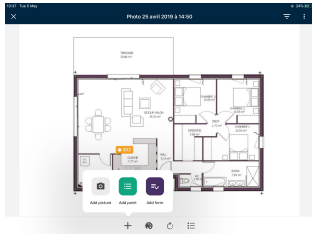
If you choose « **ADD A PICTURE** », the new point will open directly by using the camera.



B :

Use the drawing bar on the left side to draw something on the document.

Then click on « **+** » at the bottom of the drawing bar. This will create a new point with the drawing on the plan. Complete all information.



C :

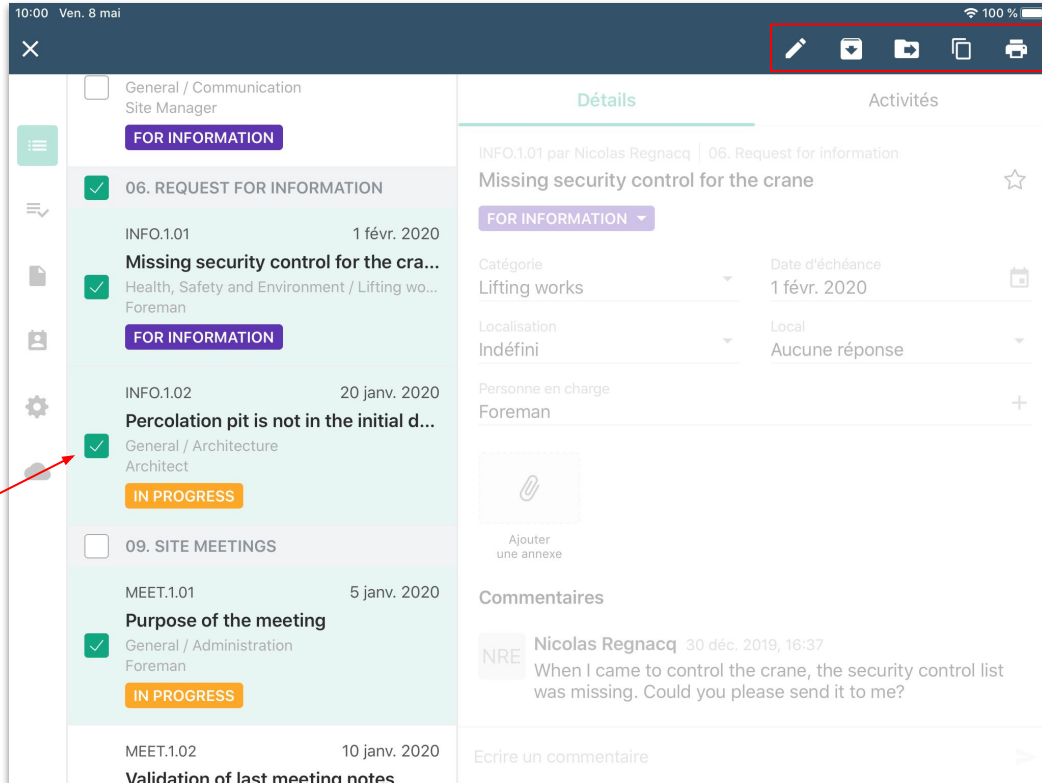
Just click on « **+** » at the bottom of the drawing bar to open a new point.

Then fill in all the information.

TIP : Add several points : If you want all the information you entered in the last point to be remembered, switch it on.

B. MULTI EDIT POINT

If you want to edit several points at the same time, tap on the point until it's highlighted in green, then select all the points you want to edit and finish the action by clicking on the three action buttons at the top of the points list.

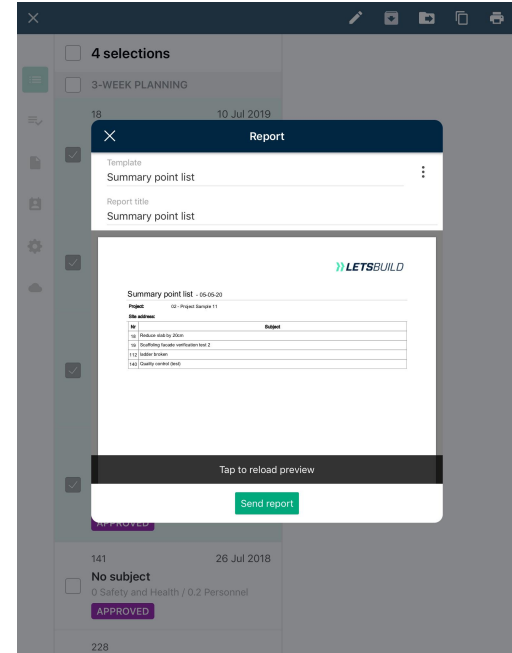
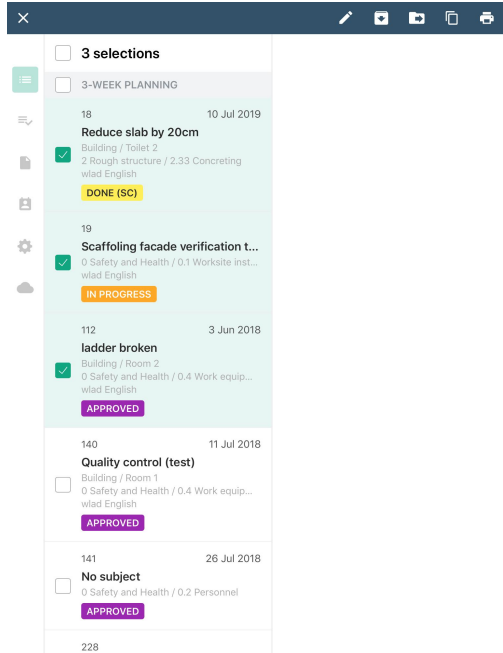


- Edit the status of several points
- Archive points
- Moving points into a list
- Duplicate points
- Generate a report of these points

Select the points you want by ticking this box


VIII. 5. MOBILE REPORT

After having selected the point(s) for which you like to generate a report, you may do so by clicking on the three little dots on the top of the points list and choose “generate report”. Then you can check / edit your template and confirm by clicking on the « **Send report** »

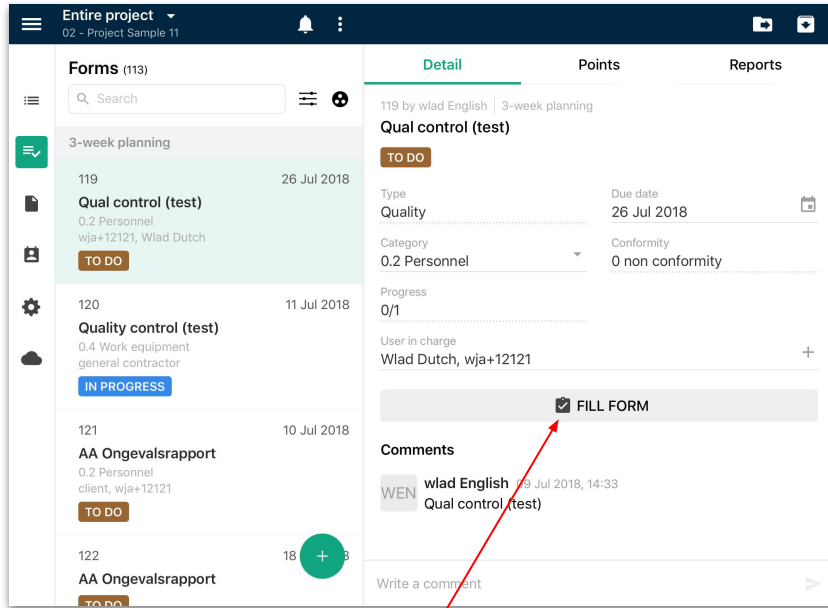


F.A.Q : [How to generate a report on mobile?](#)

VIII. 6. FILL A FORM

When you are on your job site, ready to start your inspection with your phone or tablet, just click on the  to add a form. Once this form is created, all you have to do is click on "Complete Form" to fill it out.

1



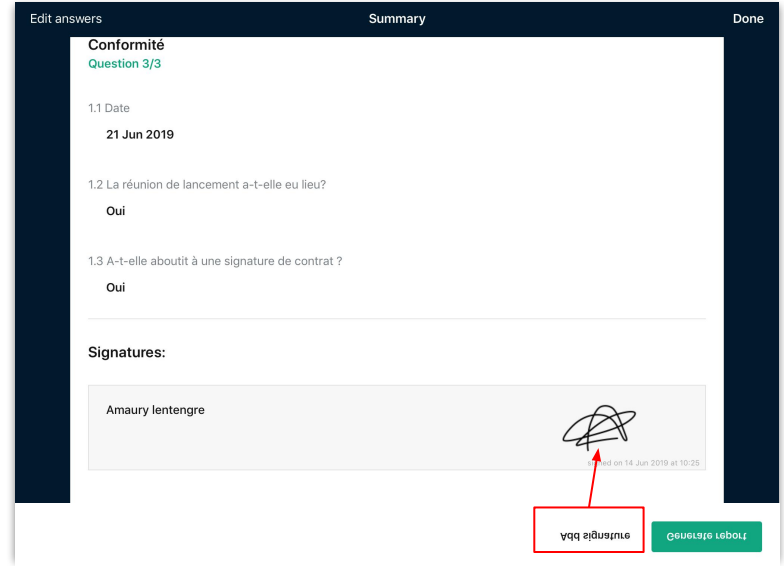
The screenshot shows the 'Entire project' interface with a list of forms on the left and a 'Detail' view on the right. A red arrow points to the 'FILL FORM' button in the 'Detail' view.

Forms (113)	Detail	Points	Reports
3-week planning	119 by wlad English 3-week planning		
119 Qual control (test) 0.2 Personnel wja+12121, Wlad Dutch TO DO	26 Jul 2018		
120 Quality control (test) 0.4 Work equipment general contractor IN PROGRESS	11 Jul 2018		
121 AA Ongevalsrapport 0.2 Personnel client, wja+12121 TO DO	10 Jul 2018		
122 AA Ongevalsrapport TO DO	18		

Detail View:

- 119 by wlad English | 3-week planning
- Qual control (test)** [TO DO]
- Type: Quality
- Due date: 26 Jul 2018
- Category: 0.2 Personnel
- Conformity: 0 non conformity
- Progress: 0/1
- User in charge: Wlad Dutch, wja+12121
- FILL FORM
- Comments: wlad English (19 Jul 2018, 14:33) Qual control (test)

2



The screenshot shows the 'Conformité' form with a signature field. A red arrow points to the signature field.

Conformité (Question 3/3)

- 1.1 Date: 21 Jun 2019
- 1.2 La réunion de lancement a-t-elle eu lieu? **Oui**
- 1.3 A-t-elle abouti à une signature de contrat? **Oui**

Signatures:

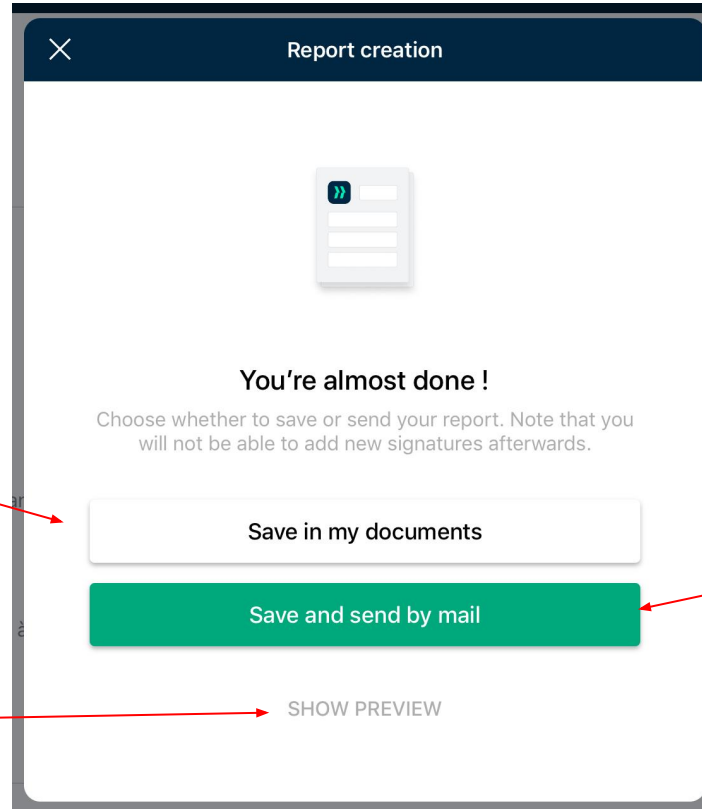
- Amaury lentengre (Signature)

Programme de travail

After completing your form, don't forget to add your signature to certify the validity of this form.

VIII. 6. FILL A FORM

Once you have completed and signed your form, you can generate a report containing the answers to your form. To do so, simply click on **"Generate a report"**.



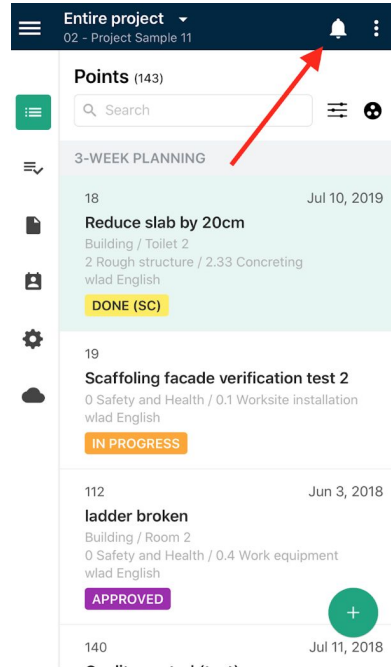
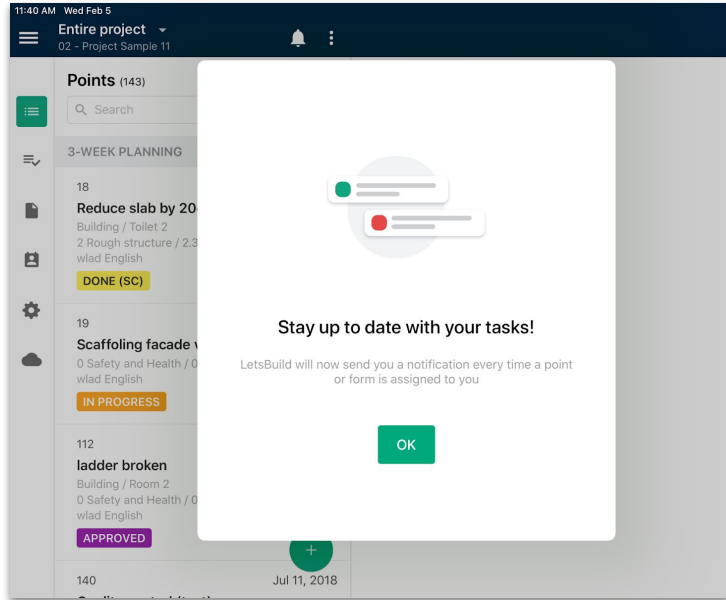
Save the report in one of your folders

Send the report directly to the people concerned

Check the information in your report

VIII. 7. NOTIFICATIONS


When you first come to the application on a mobile device, the application will ask you if you want to enable notifications.

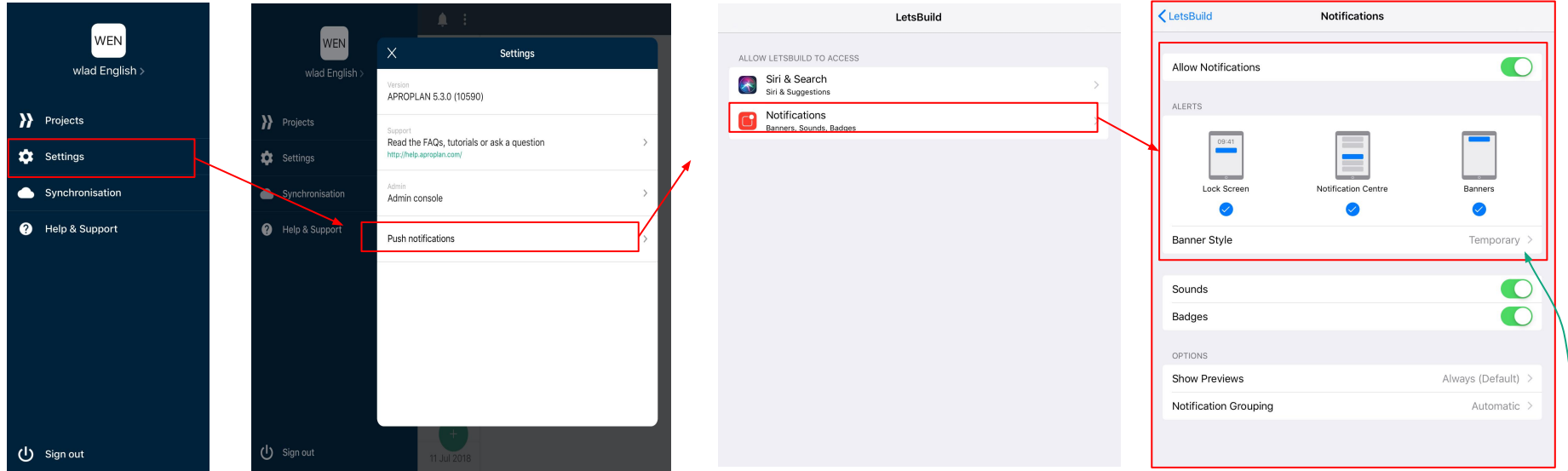


Clicking on **"Allow"** will allow you to be notified via the bell at the top of your screen as soon as a collaborator performs a task that you have assigned to them, or as soon as they are assigned to a task.

VIII. 7. NOTIFICATIONS

If you were unable to enable notifications during the installation of the application, don't panic, you can always enable them afterwards. To do so, simply **access your device settings**.

Open the menu of your application by clicking on the icon  that you will find on the top left corner of your application, then choose **"Settings"** and finally **"Push Notifications"**.

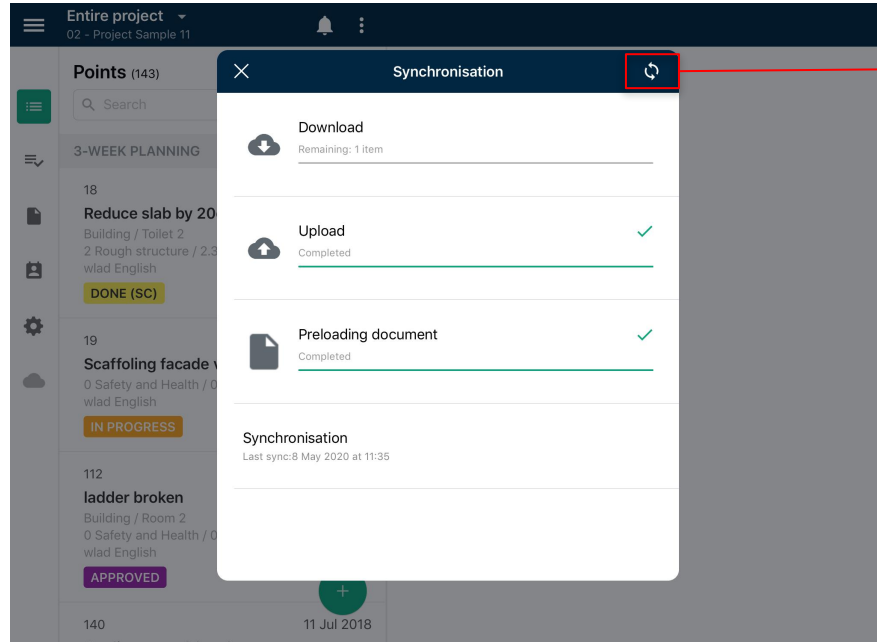
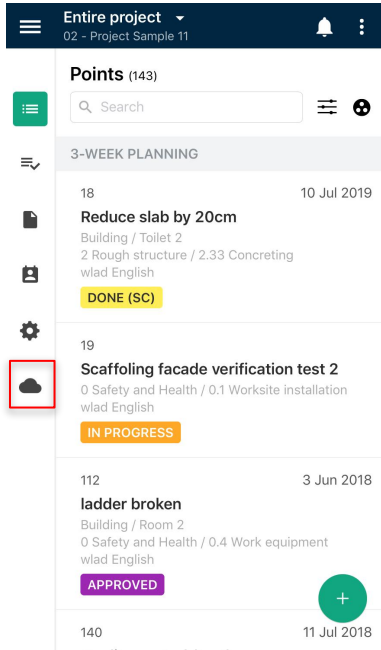


TIP : You can define the type of notifications (lock screen notifications, notification center or banner) you want to receive from the LetsBuild notifications management screen.

VIII. 8. MOBILE SYNCHRONISATION

Click on the **CLOUD (SYNC)** on the lower left corner of the application's main menu.

Note: to synchronise your data you must be connected to the internet or have a 4G connection.



Click here to enable data synchronisation again!

TIP: You can also access the synchronisation of your device from the main menu of your account, by clicking on the icon  that you will find on the top left corner of your screen. Then select **"Synchronisation"**.

IX. Support & Documentation

- Support, coaching & FAQ
- Facilitate the adoption of LetsBuild
- Online training courses
- LetsBuild roadmap

IX. SUPPORT & DOCUMENTATION

IX. 1. SUPPORT & FAQ



If you have any questions, please
contact us by email:
support@letsbuild.com



For a quick answer,
check out our [FAQ!](#)



Contact support directly from the
application by clicking on **the button
at the bottom left.**

IX. 2. FACILITATE THE ADOPTION OF LETSBUILD BY YOUR ASSOCIATES

Would you like to explain LetsBuild to your employees in a simple, quick and efficient way? Just send them these two guides dedicated to the Web & Mobile application.



This guide contains...

- The differences between the **Mobile and Web application**
- Working **without internet connection** on my site
- **Generate reports** quickly and easily
- **Reporting problems** from my tablet
- Create, plan and complete an **inspection**

[Download](#)



This guide contains...

- The differences between the **Mobile and Web application**
- Working **without internet connection** on my site
- **Generate reports** quickly and easily
- **Reporting problems** from my tablet
- Create, plan and complete an **inspection**

[Download](#)

IX. 4. ONLINE TRAINING COURSES

Accessible at any time for free :



Bill Camuso
Customer Success Manager

QHSE



- What is the link between a form and a point?
- How do I create my form library?
- What are the most common use cases?



Maurice Van Der Linden
Lead Customer Success Manager

Planning



- How to benefit from real-time reporting?
- How to plan your specific needs?
- How to report on the progress of tasks in real time?



Maurice Van Der Linden
Lead Customer Success Manager

Gestion des défauts



- How can you easily compare the two versions of the same plan?
- How to create and document a point?
- How to generate a report based on your predefined filters?