LETSBUILD

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I. Getting started with LetsBuild

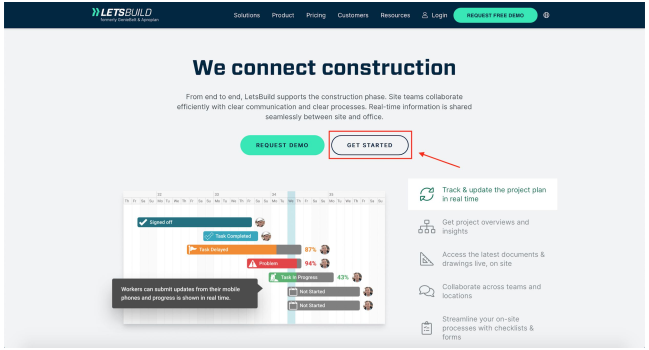
- Create your account
- Log in to LetsBuild
- Homepage
- Set your profile

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



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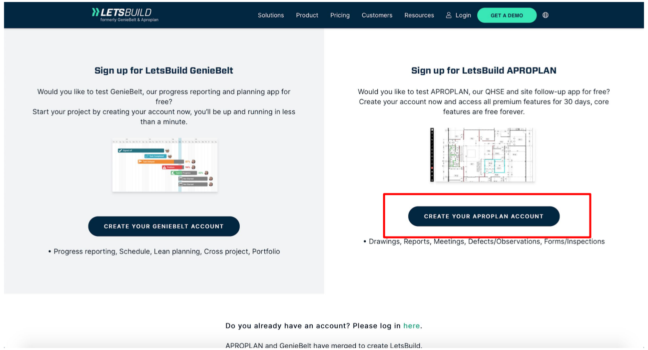

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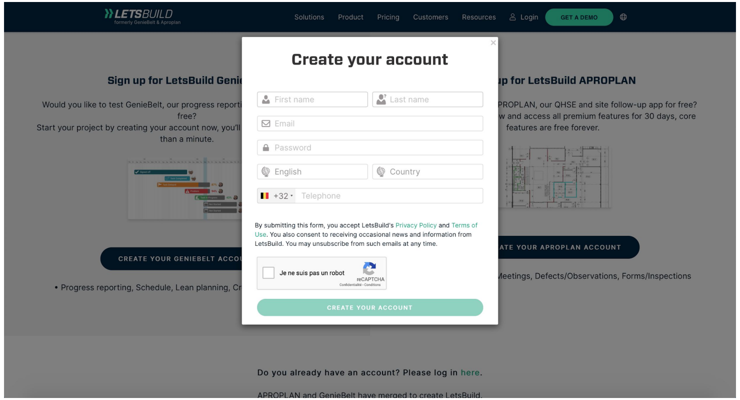
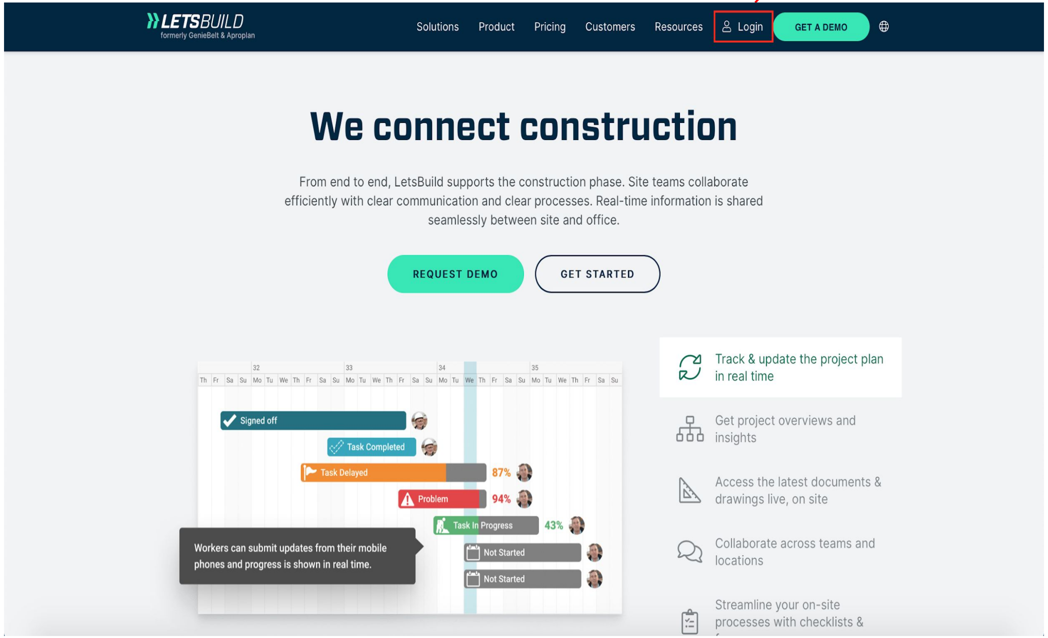


I. 2. LOG IN ON LETSBUILD

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

1



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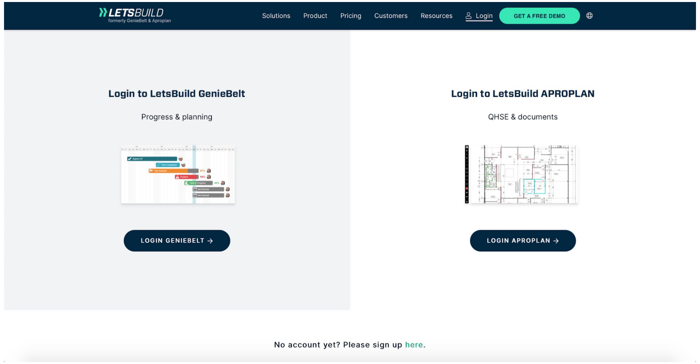
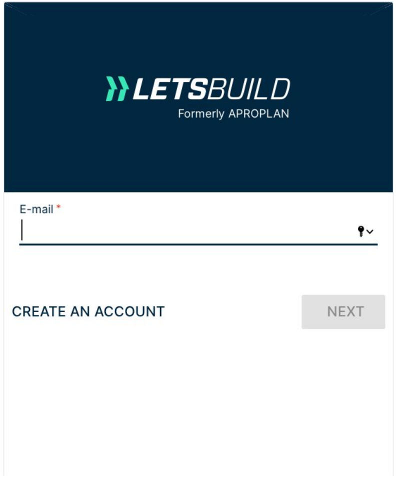


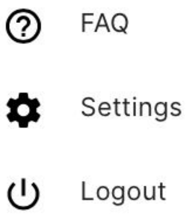
3

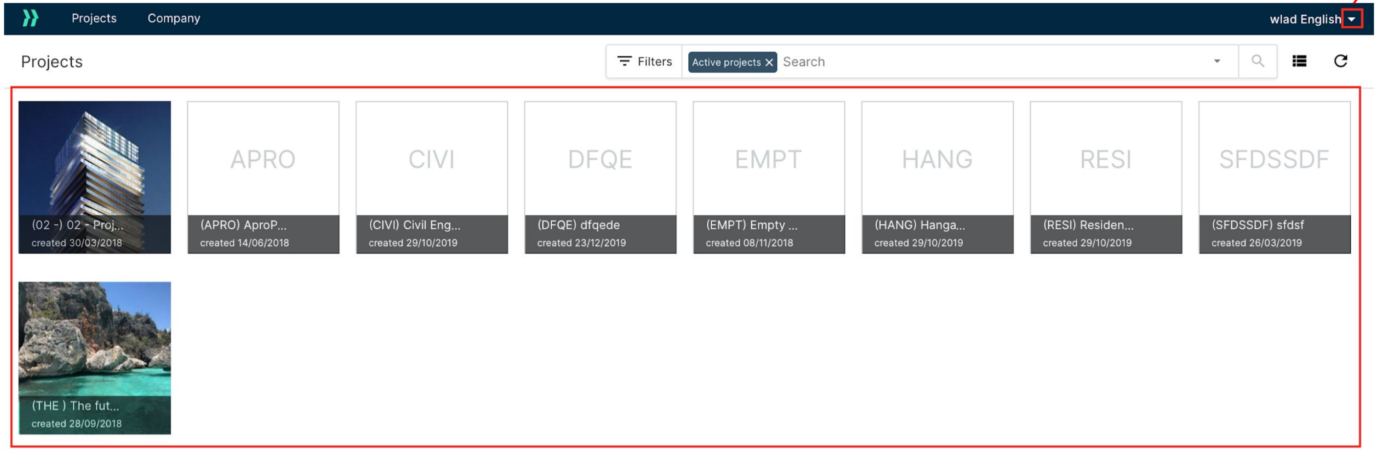


Enter your login (email address) and password

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)

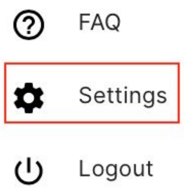




Here you can select a project and manage your plans / documents, remarks, add participants and more, as explained in the following pages.

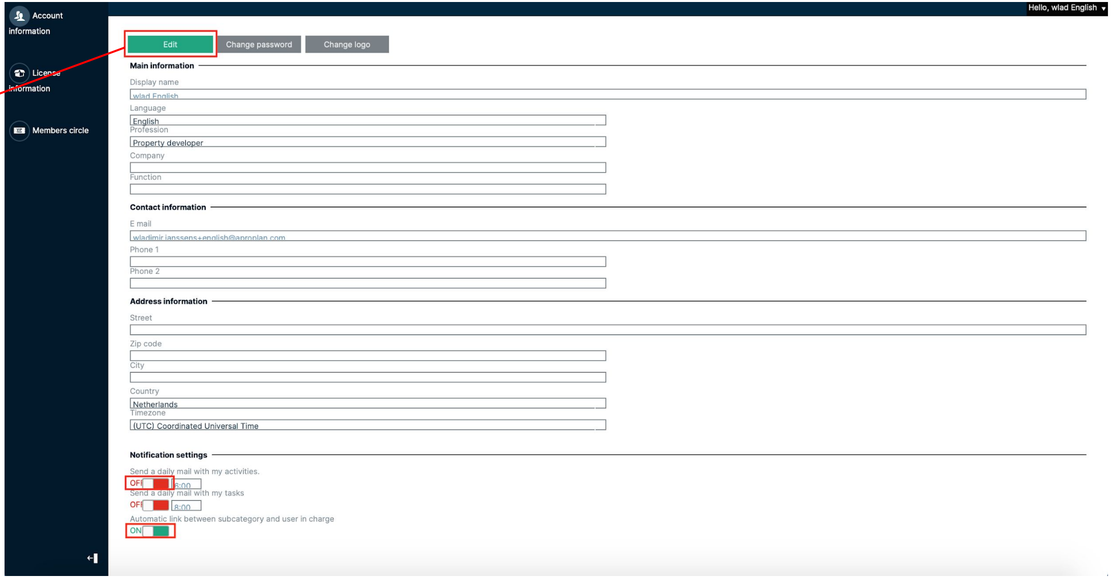
I. 4. MANAGE YOUR PROFILE

1



2

Edit



To edit the language of the application, you have to click on **«Edit»**. Do not forget to select **«Save»** on the bottom right corner to save your change.

3

Save

Don't forget to save.

Daily mail with my activities.

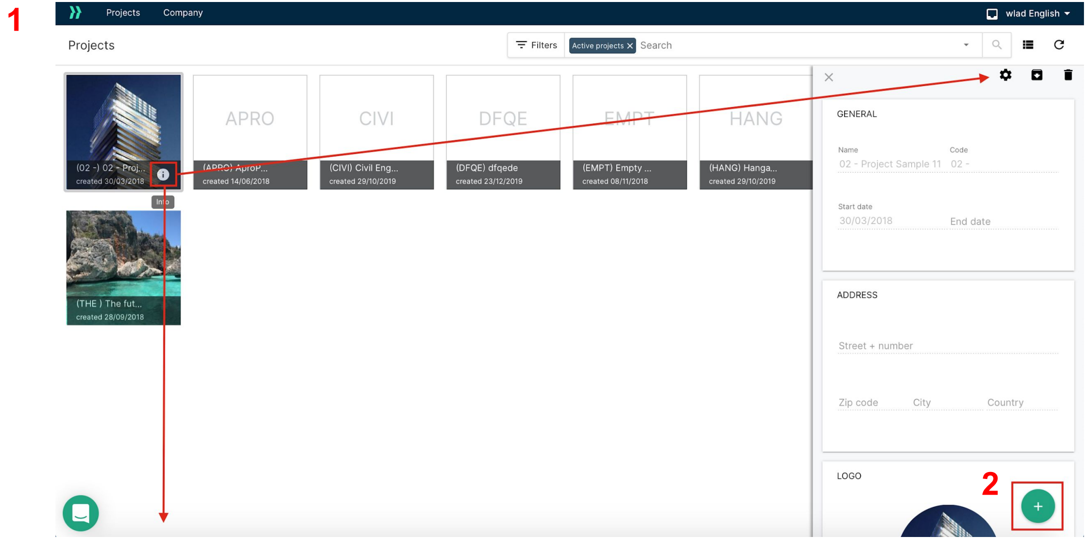
This is the general mail where you will find all the latest activities from all your co-workers.
You need to activate it, if you want to receive it.

F.A.Q : How to reset my forgotten password ?

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.



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

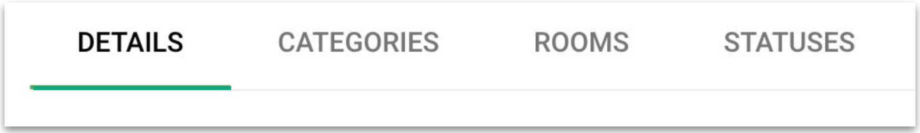
in the droplist that pops up.

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

II. 1. STRUCTURE

4 STEPS :

A B C D



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.

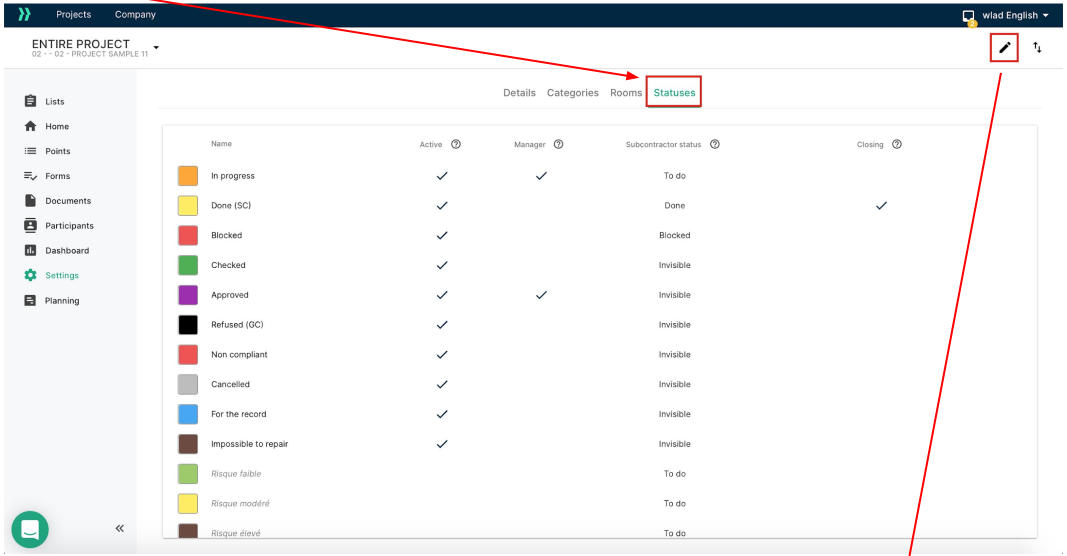
D. STATUSES

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.



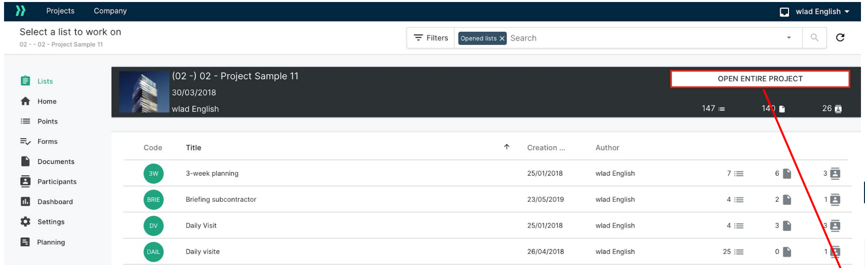
A standard list of 13 statuses can be used to follow up on the points that have been created.
This list can be managed according to your needs. You can add as many statuses, as you want. The **« EDIT »** function will give you the opportunity to edit the statuses of the points. You can rename (column 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

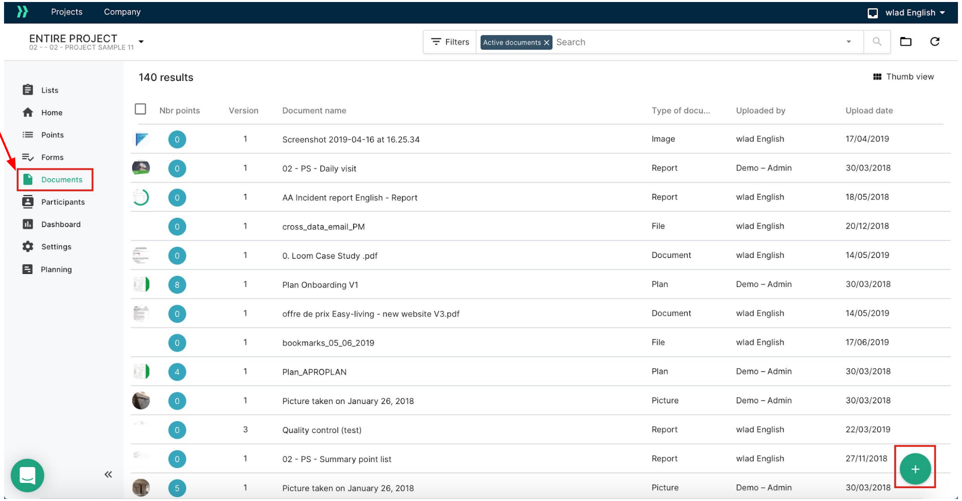
A. ADD DOCUMENTS

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



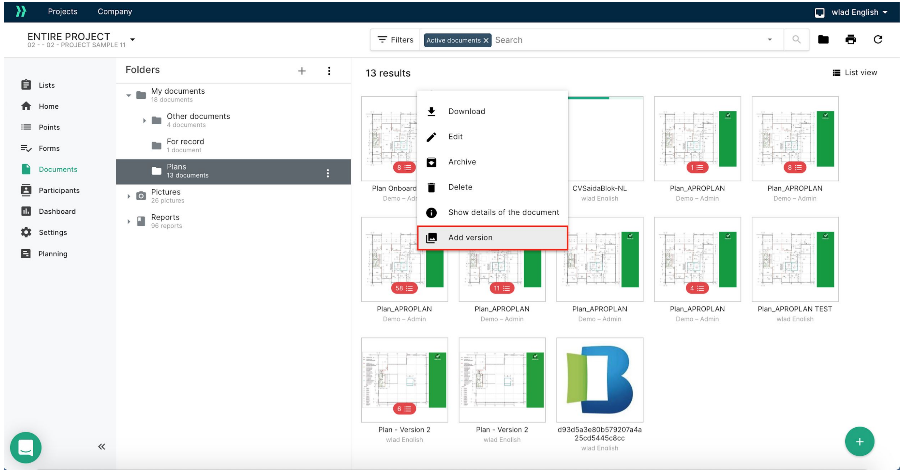
2

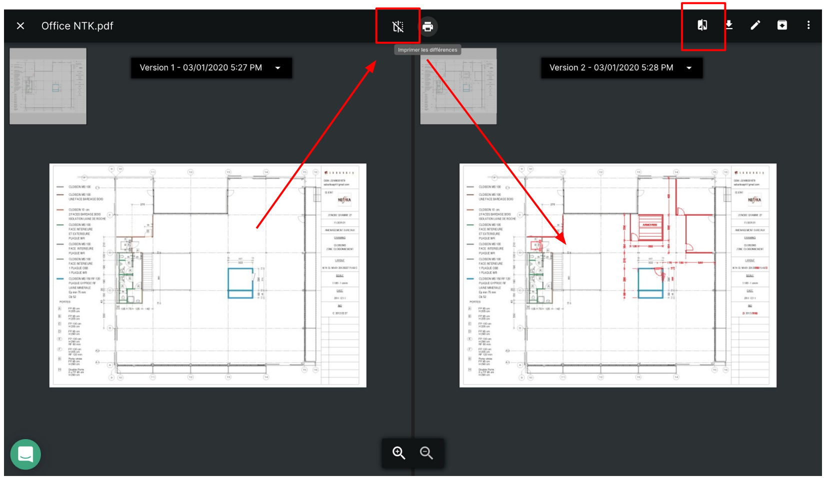


II. 2. DOCUMENTS

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 ⋮



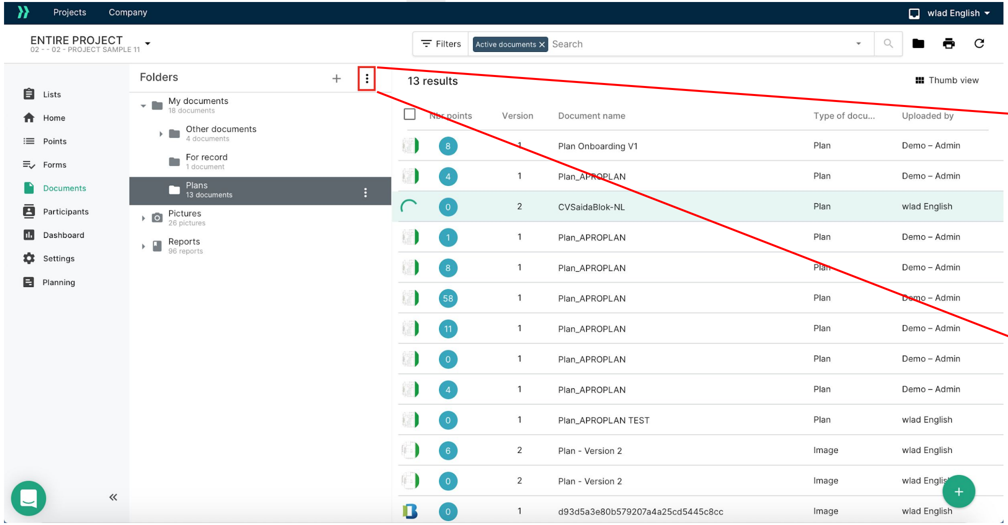


F.A.Q : [How do I add a new version of a plan?]

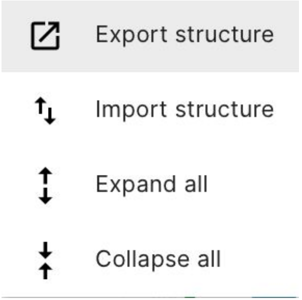
II. 2. DOCUMENTS

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 ».**



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



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

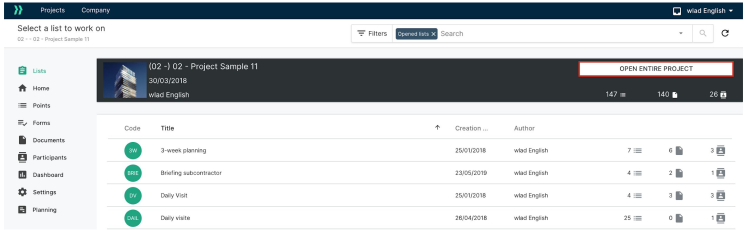
A. ADD PARTICIPANTS

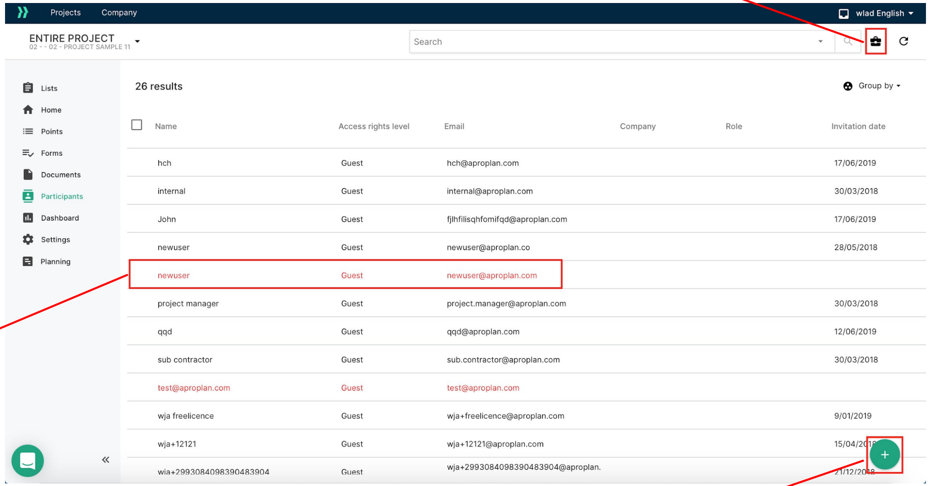
Now that you have set up your project and added your documents, it’s time to invite people to the project to share your data. Colleagues, stakeholders, contractors and engineers would probably love to get unlimited access to the documents/plans of the project, be able to add notes or be invited to your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

Manage their access rights

2

1





Red means participants are not invited

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.

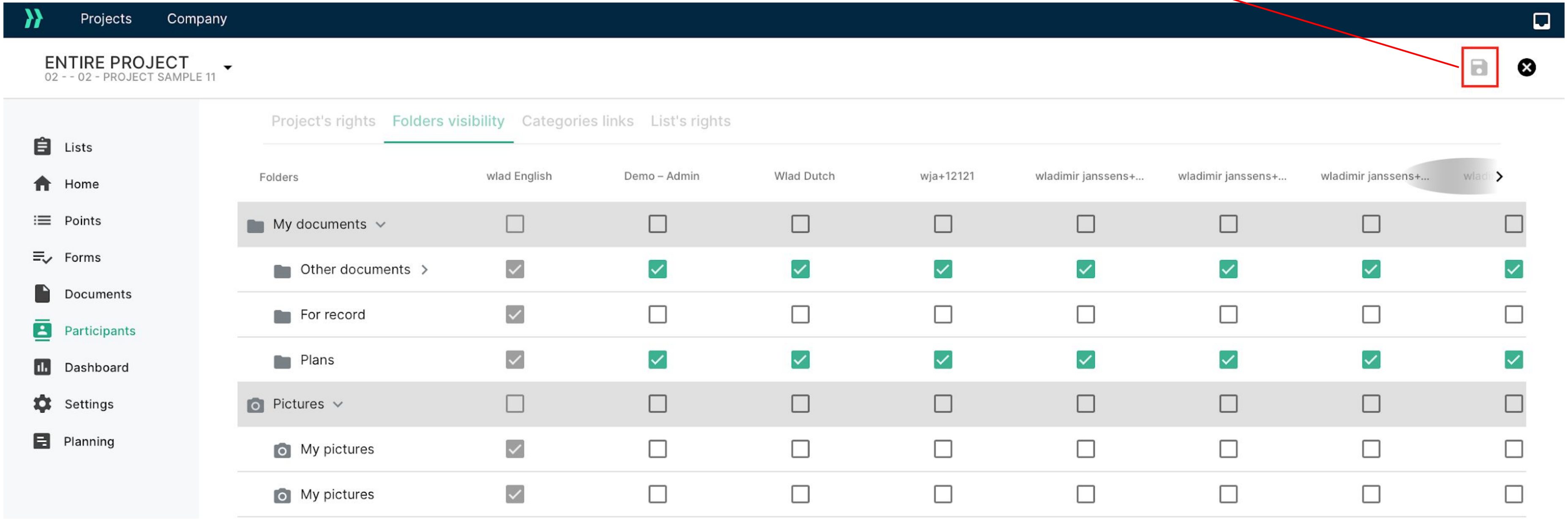
TIP : You have to distinguish the access rights of the participants between the project and the list(-s).

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

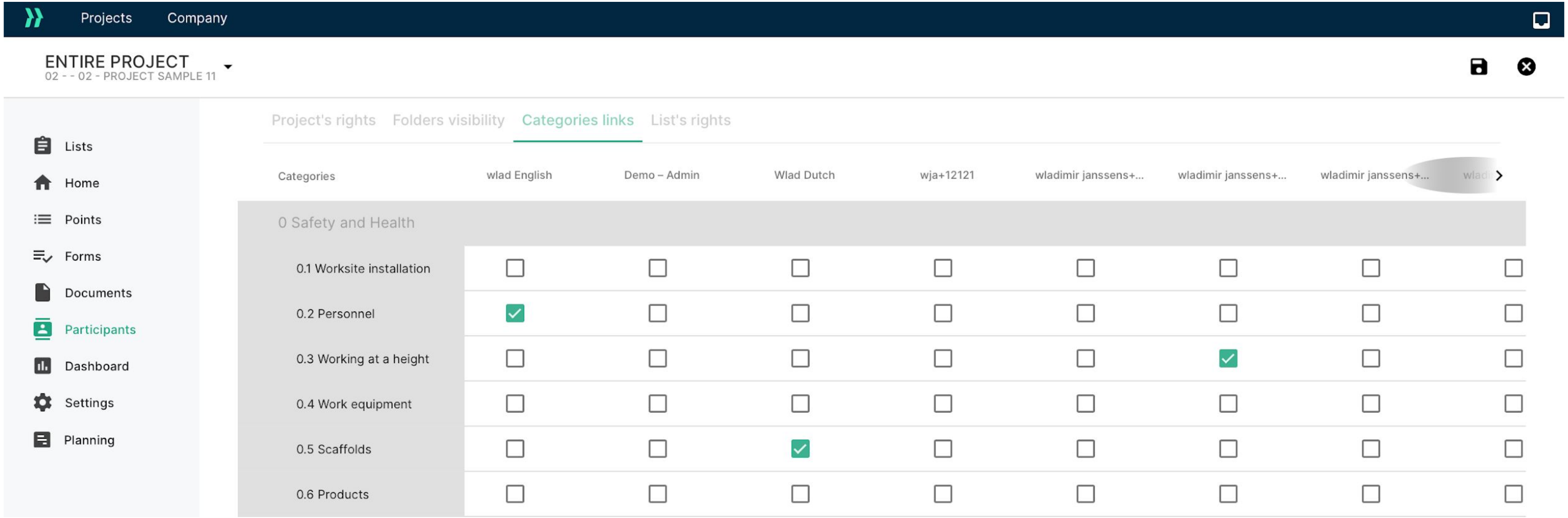
Don’t forget to save



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

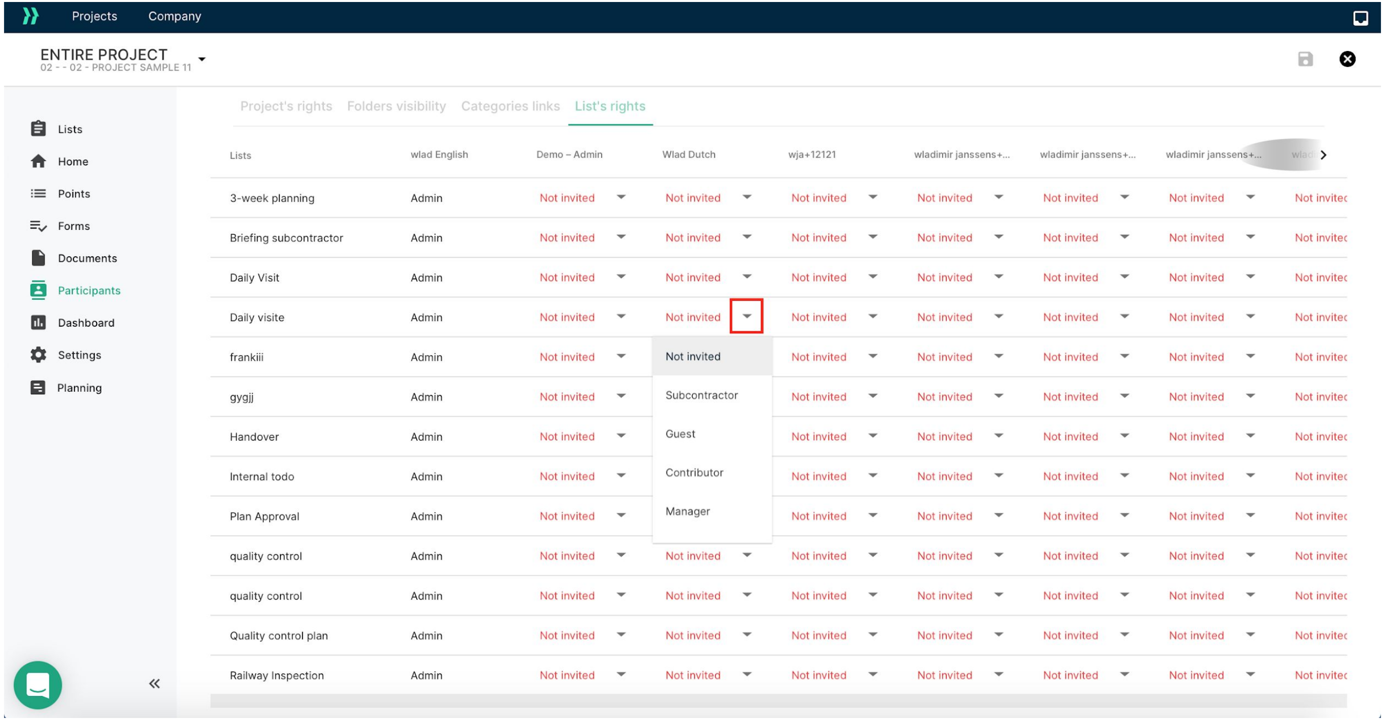
You are able to link a specific participant to a category. For example, when you create a point under the category « Permits », the point will automatically be assigned to that participant.



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.

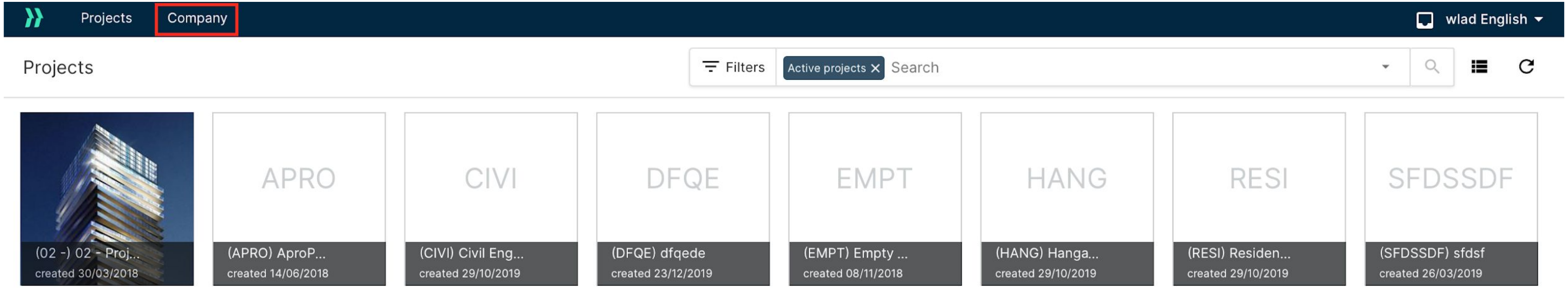


Choose the access rights you want for a specific participant by clicking on the little arrow.

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.



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.

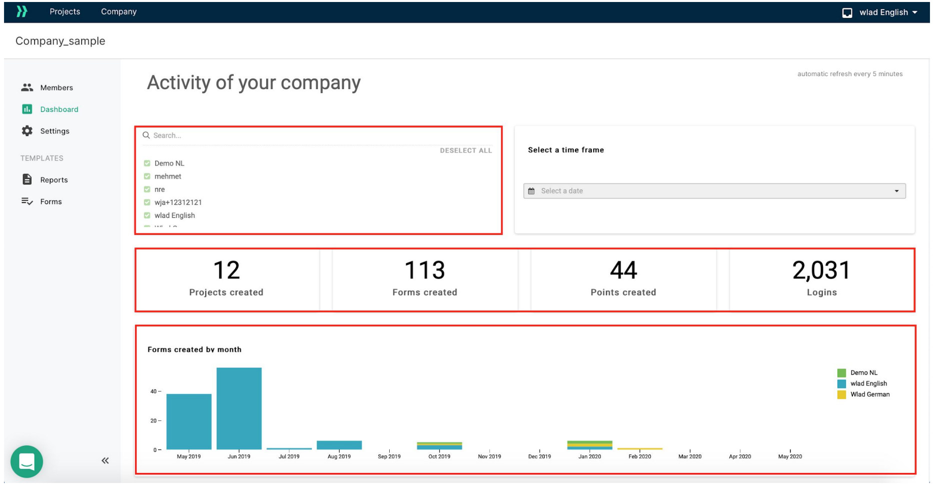
B. DASHBOARD

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

List of your collaborators

General information on current projects

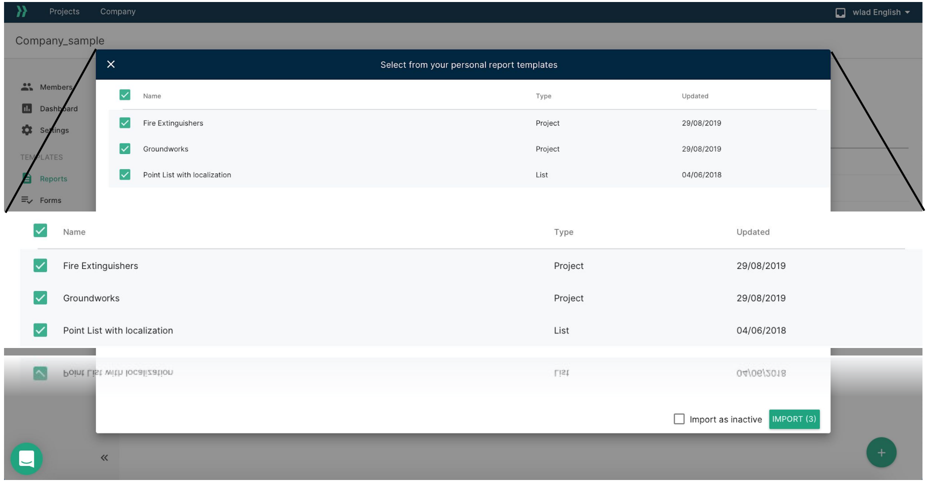
Activities related to Forms, Points, Reports

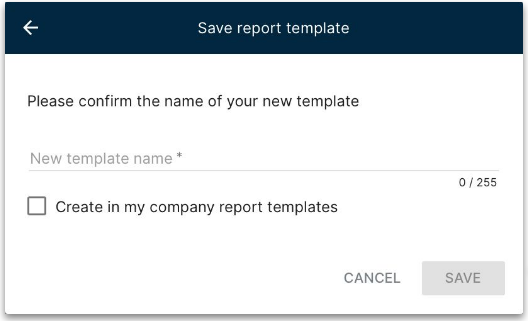


II. 4. COMPANY

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

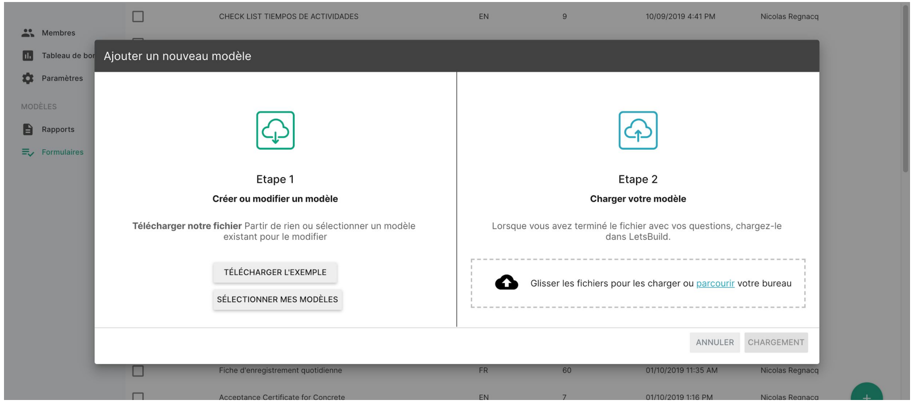
D. FORMS MODELS

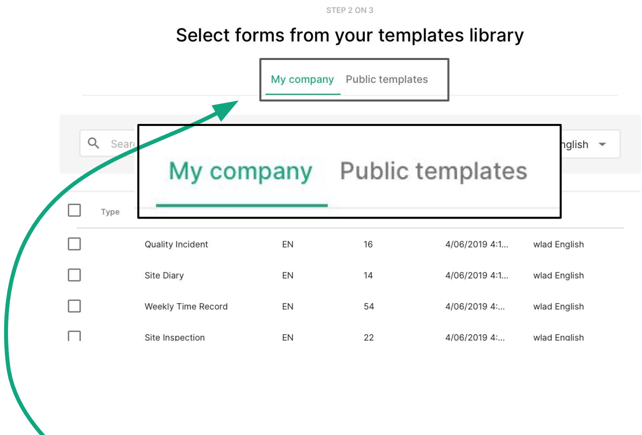
You can give your employees the opportunity to use the same forms and, thus, standardise your inspections.

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

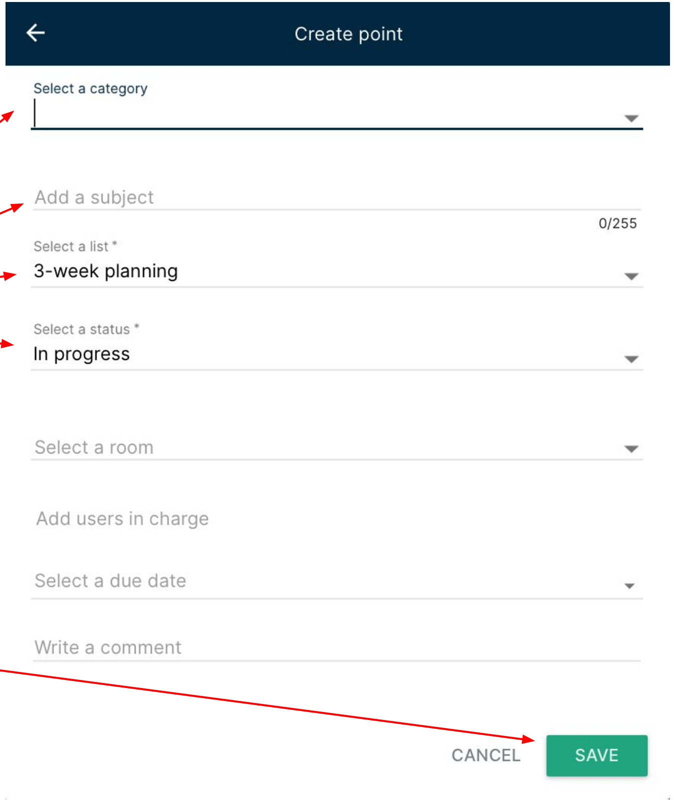
III. POINTS

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.

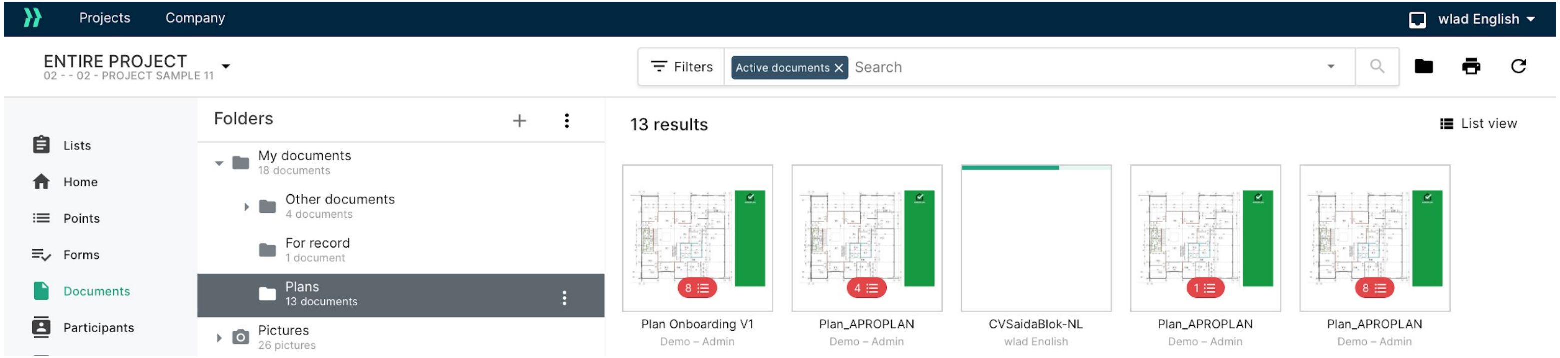


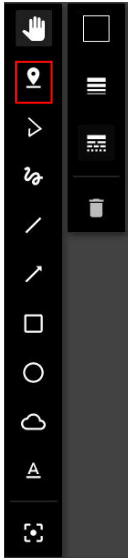
Don't forget to save!

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.





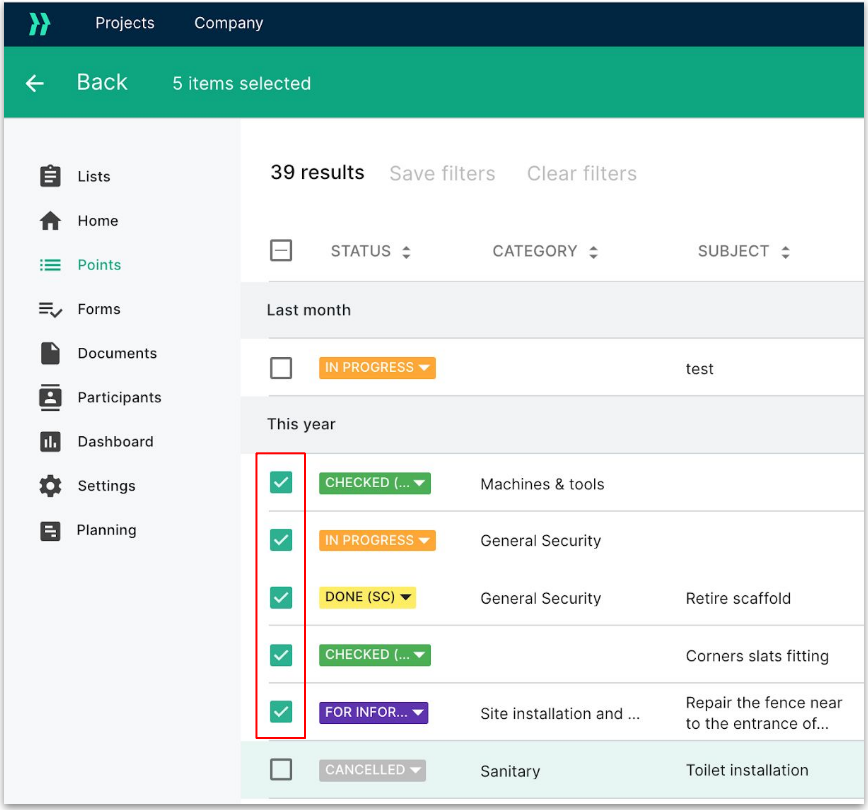
On this plan you can add a point and the corresponding information of this point (eg. the subject, category, the person in charge etc.) Furthermore, you can locate this point on your plan by clicking on the  that you can see on the drawing tool.

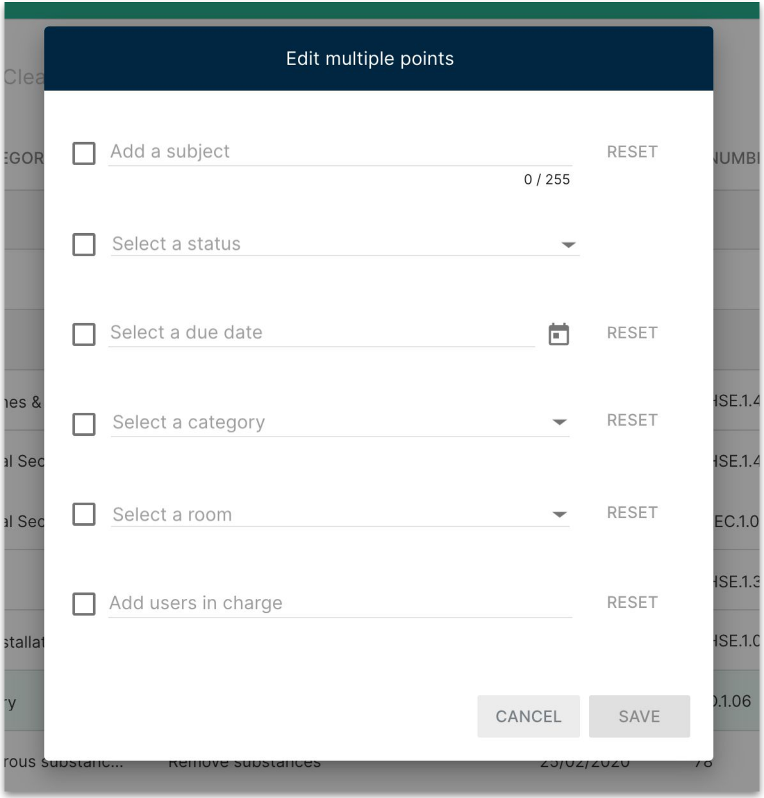
With the drawing tool you can **ADD A TEXT** on a plan by clicking on  or add a symbol, to make your point clearer.

> 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.





IV. Reports

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

IV. WEB REPORT

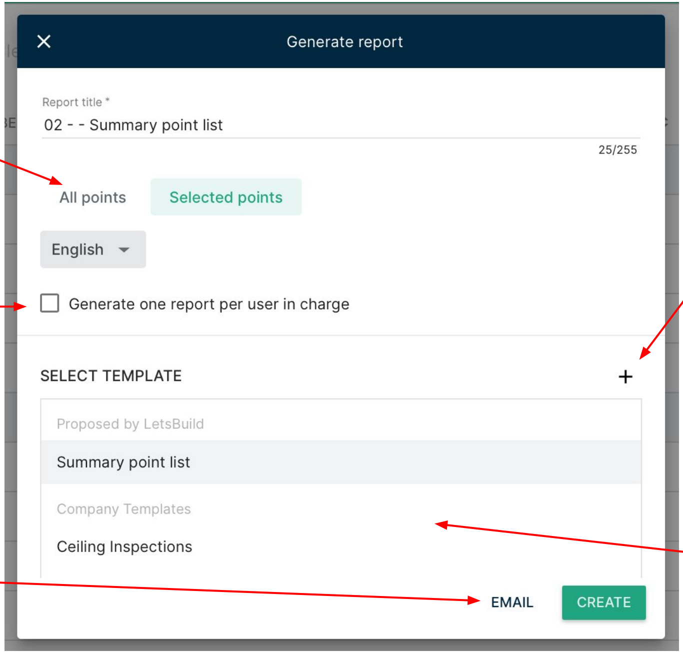
IV. 1. GENERATE A REPORT

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!

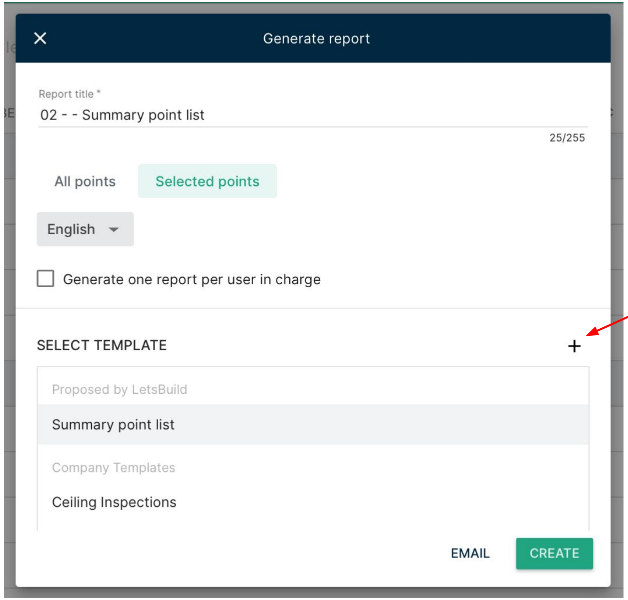


By pressing **"+"**, you can create a report template, which will then be visible in the list below.

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.

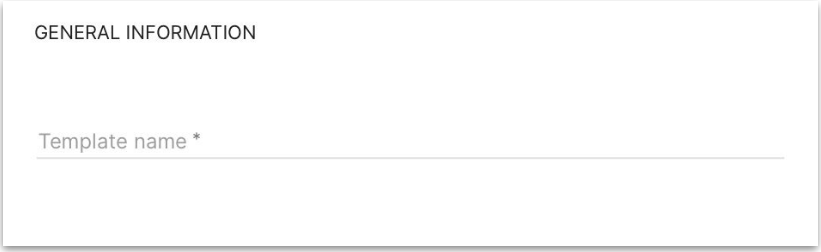
TIP : For existing customers, you can ask your CSM to create your custom report.

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

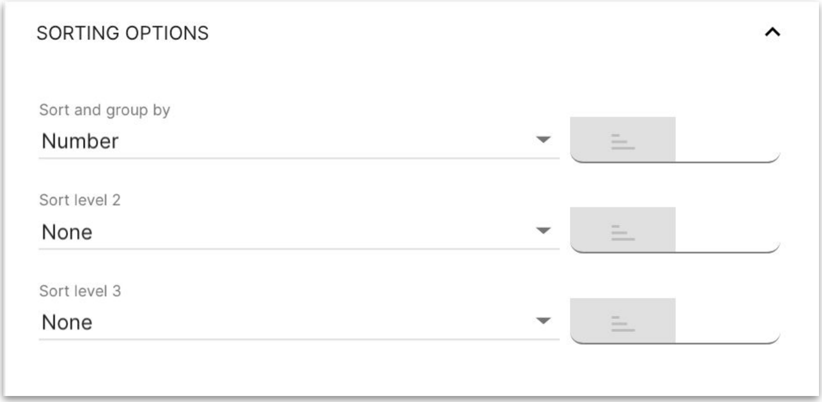
IV. 2. CREATE A REPORT TEMPLATE

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

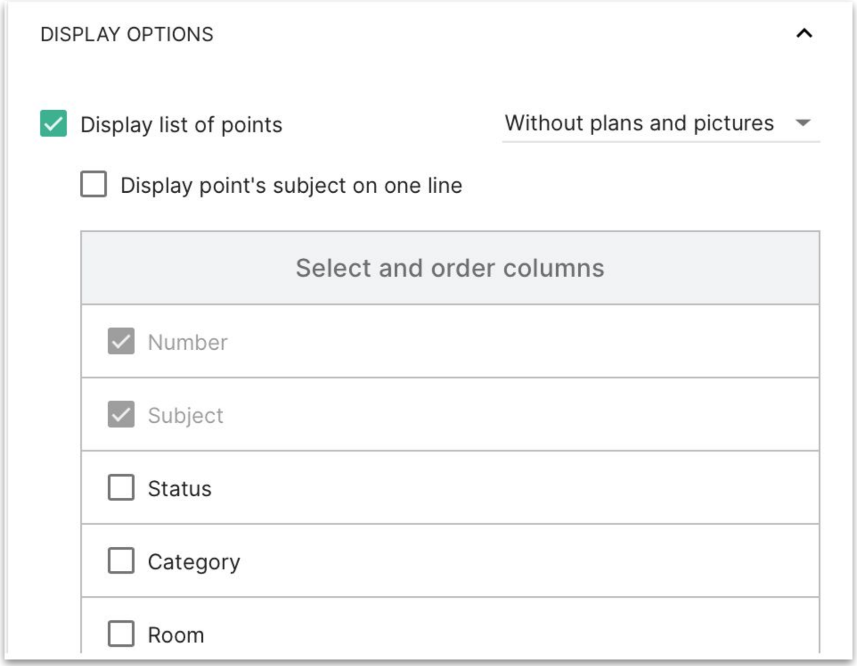
1 Name your new report template :



2 Define how the information is sorted and distributed:

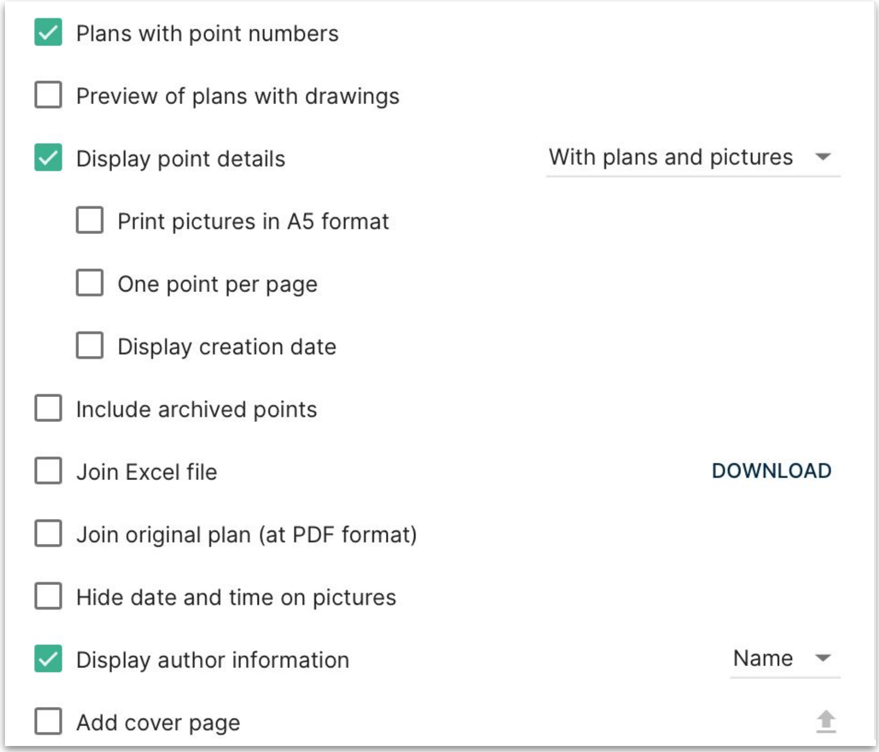


3 Choose what you want to display on your report, and how :

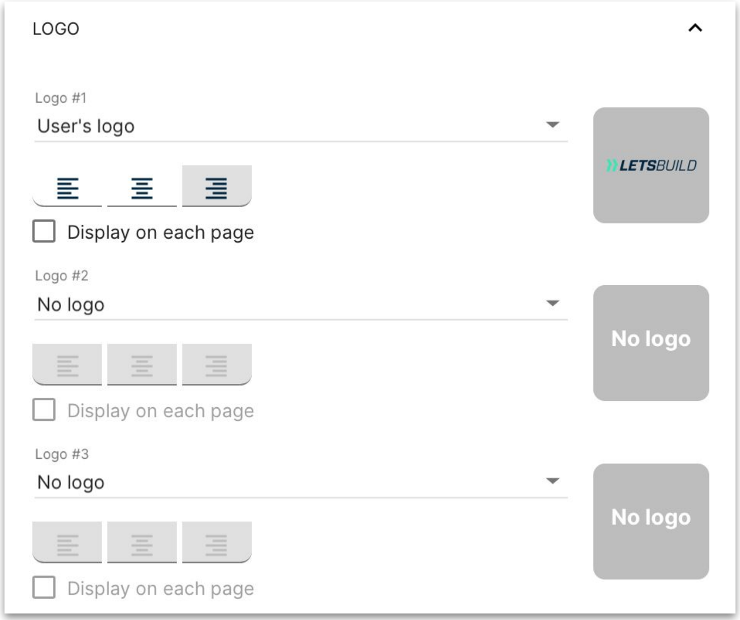


IV. 2. CREATE A REPORT TEMPLATE

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



5 Add one or more logos to your report!



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

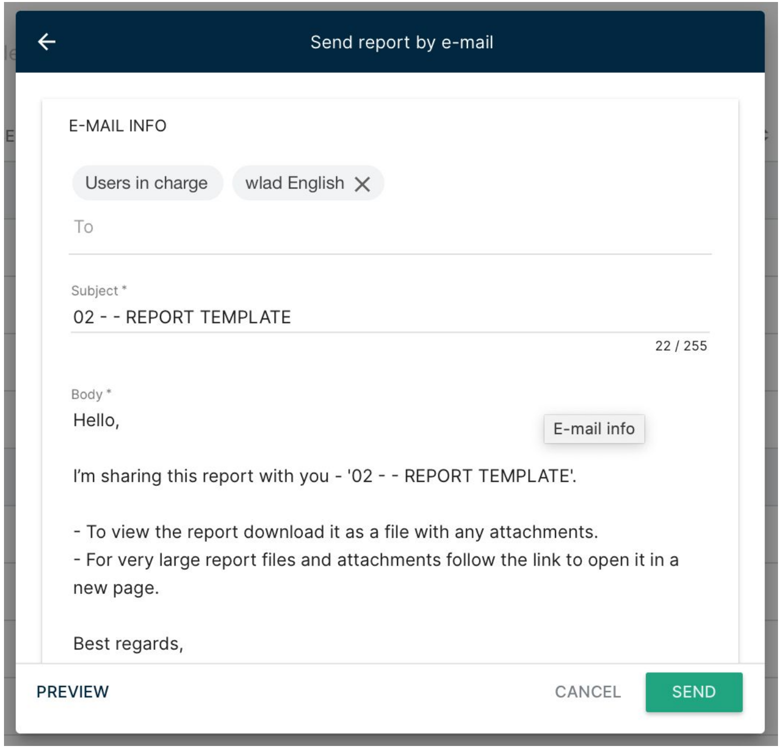
PREVIEW CANCEL SAVE

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

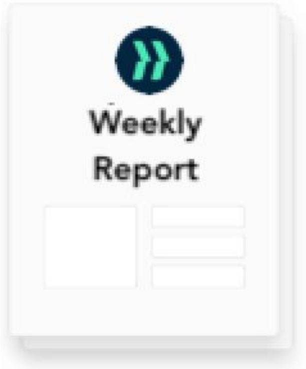
Save your report or cancel.

F.A.Q : [How do I generate a report?]
F.A.Q : [How to create a report template?]

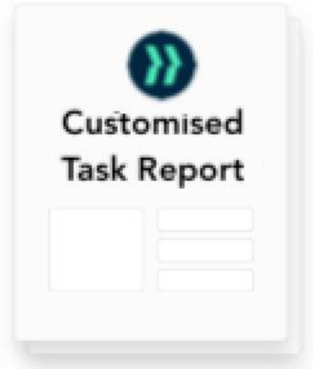
IV. 3. THE DIFFERENT TYPES OF REPORT

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

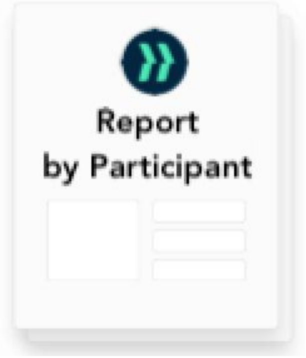
- **Weekly Report:** Automatically generate a report including all activities for the last week.
- **Customised Task Report:** Manually select the points you want to send, and whom you want to send them to.
- **Participant report:** Send a report containing only the tasks of a specific participant.



1. Open the **"Homepage"** thumbnail.
2. Click on on the top right.
3. Downloa ur 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

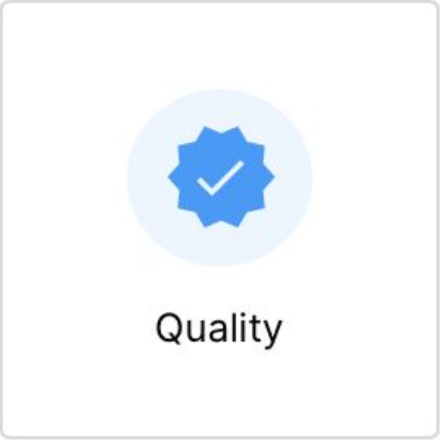
- The different types of forms
- Create and assign your form
- FIll your form
- Forms library

V. FORMS

V. 1. THE DIFFERENT TYPES OF FORMS

There are 3 types of forms on LetsBuild :

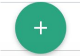
- **Safety:** the Safety forms concern all questions regarding worker safety, but also working conditions on the site. (eg. Safety briefing, safety check, accident, etc.)
- **Environment:** Environment forms ensure that the environmental aspect of a project is taken into account. (eg. management, storage 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.)

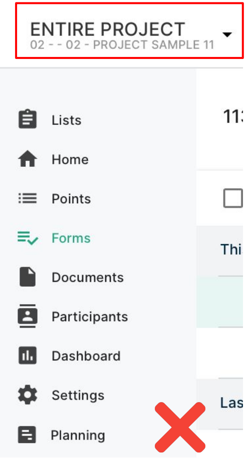


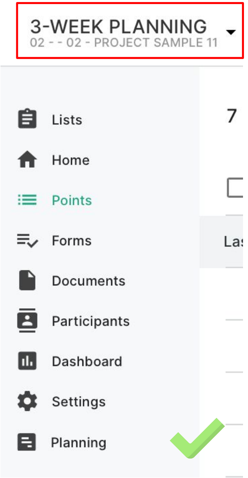
V. 2. CREATE AND ASSIGN YOUR FORM

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:

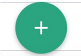
- You must have a license to create one or more lists.
- You **must** select a list in the form tab to see the button  appear in the Forms tab.



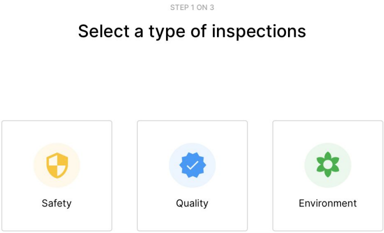


TIP : Switch to the "Calendar" view on the top right of the Form tab for more clarity in planning your forms over several weeks or months.

V. 2. CREATE AND ASSIGN YOUR FORM

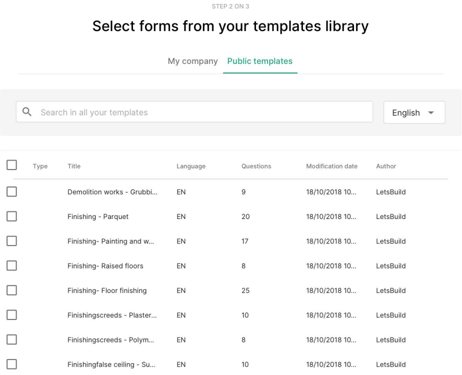
Once in the corresponding list, click  on the bottom right of your screen. You will then arrive on the form creation tool.

1



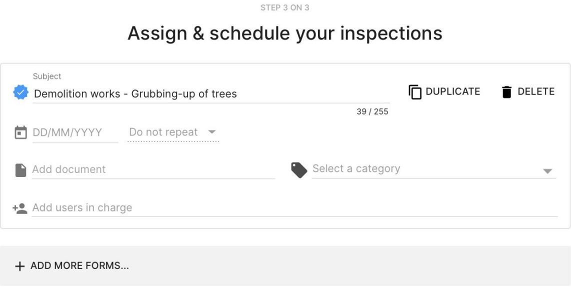
Select the type of inspection you want to perform.

2



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

3

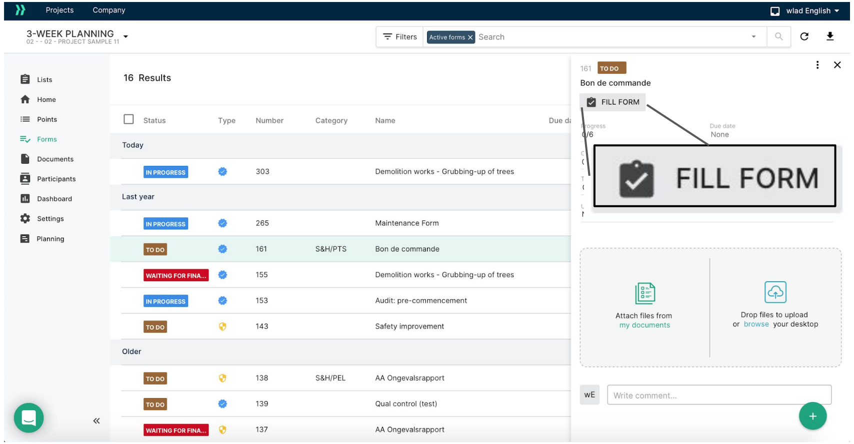


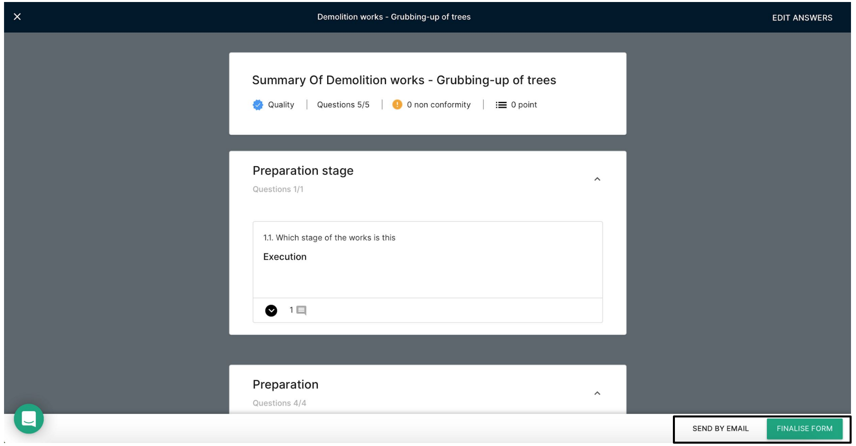
Define the date, the recurrence (if necessary), the appropriate document, the category and finally the person in charge of completing the form.

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)



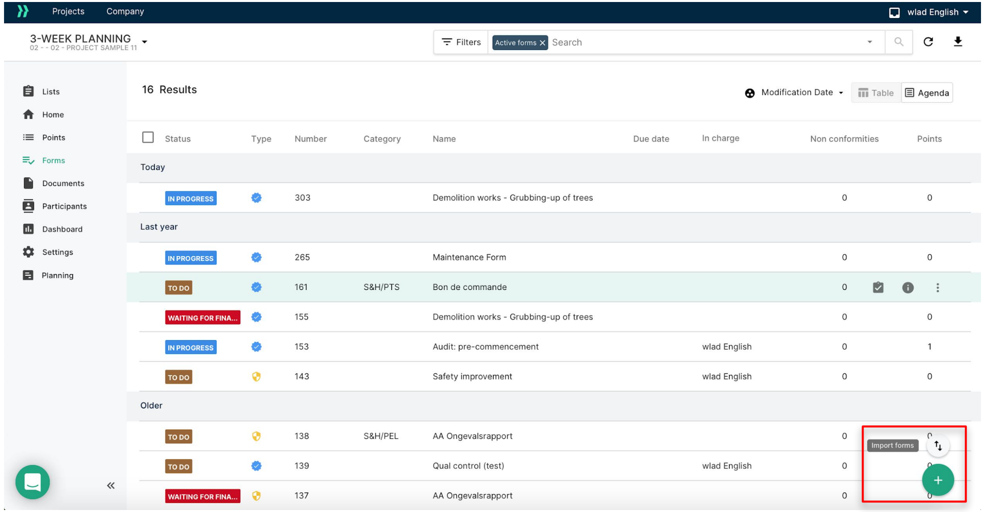


F.A.Q : Overview presentation of the forms
F.A.Q : How can I create, assign and plan a form?
F.A.Q : How can I create multiple forms?

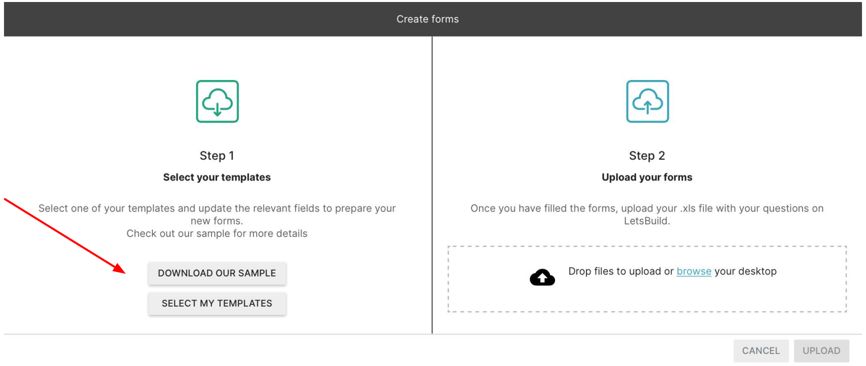
V. 4. CREATE AND ADD A FORM TEMPLATE

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



2

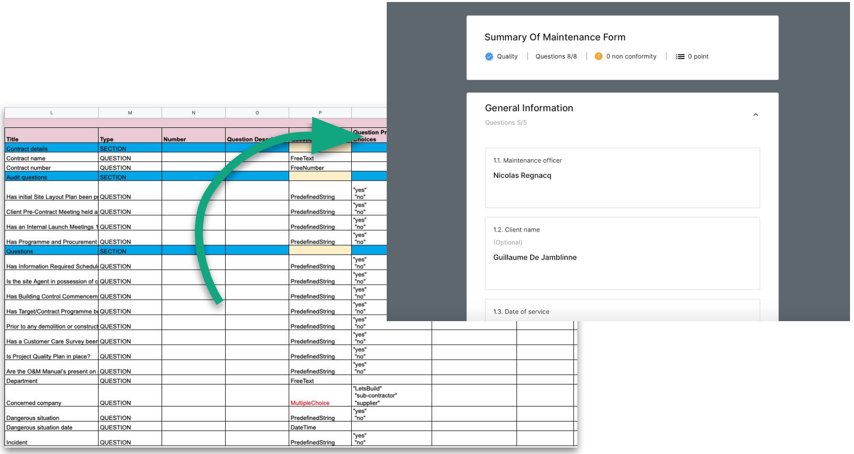


TIP : If you have difficulty scanning your inspection form, you can request a form creation from our teams.

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)

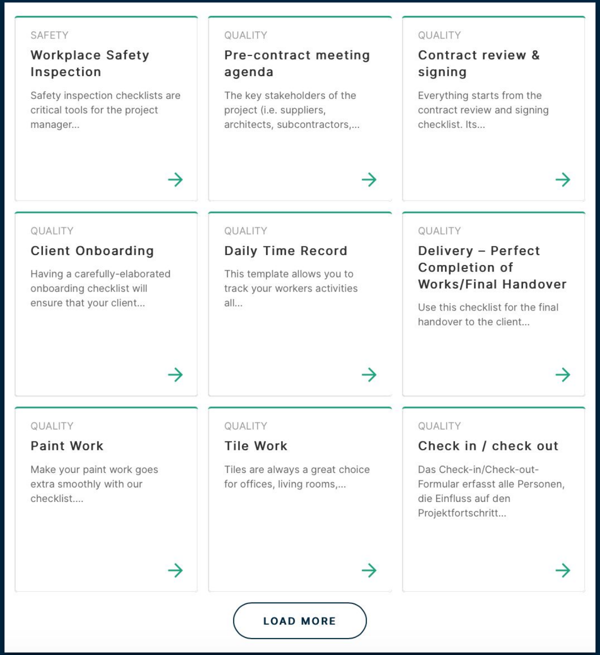


F.A.Q : [How can I create and load a new form template?]
F.A.Q : [How add conditions in a form?]
F.A.Q : [How add signature in a form?]

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



VI. Lists

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

VI. 1. CREATE A LIST

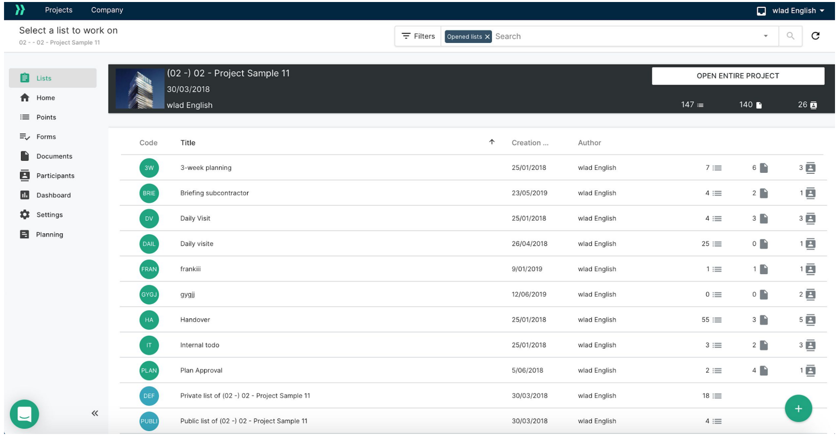
A. PUBLIC AND PRIVATE LIST

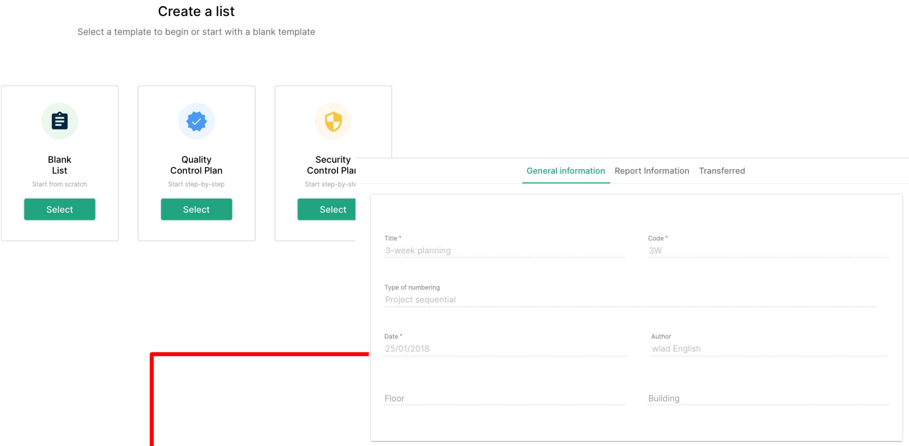
PUBLIC LIST :

All project participants will get access to this list.

PRIVATE LIST :

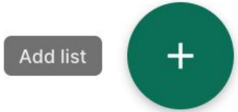
It is possible to have a private list, where you will add all your private points.
Like that, you are the only one who can see these points. Of course, you can share them afterwards by moving them to any of your shared lists.





CREATE A SHARED LIST

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



Click on « + » to create a new list

B. STRUCTURE

STEP 1 :

Fill in the general information of your new customised list.

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.

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.

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

F.A.Q : [What you want to know about lists]

C. LIST VERSIONS

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

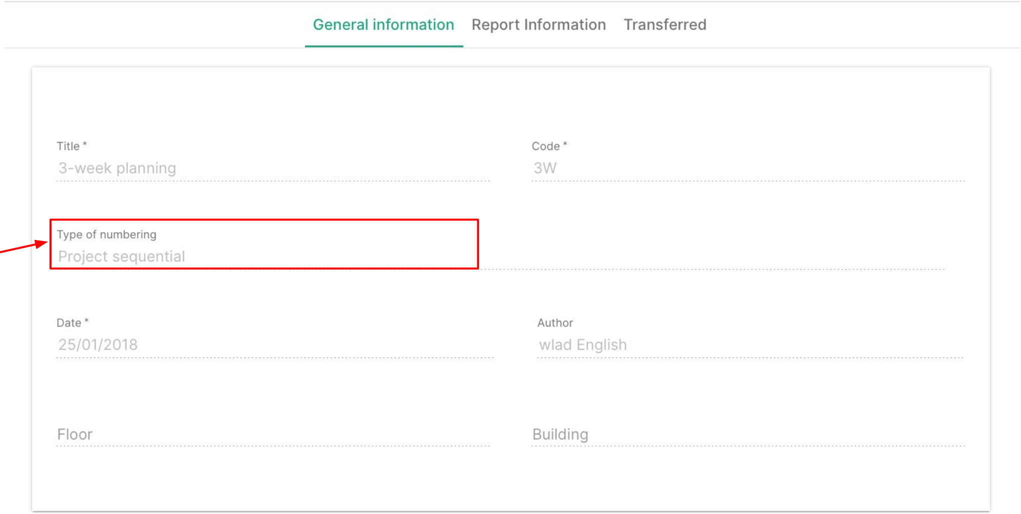
When you create the next version of the list, all the points from the meeting group before will still be in the List, and the new points receive a new numerotation (Meeting / List 1 to 1.0..., Meeting 2 to 2.0...).

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

D. POINTS NUMBERING

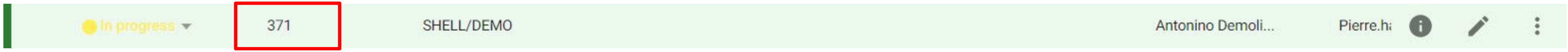
When you create or edit a list of points, you will have the possibility to manage the way of displaying your points and add a code by list.

Type of numbering

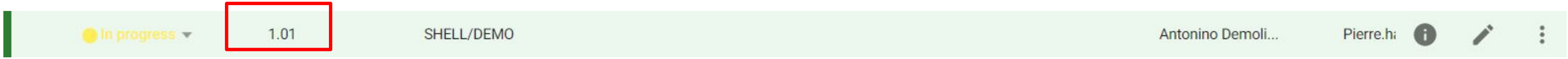


The 4 ways to represent the points :

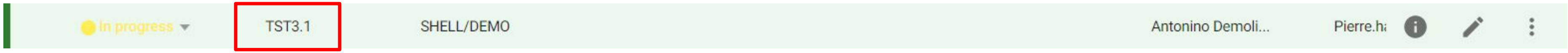
Sequential :



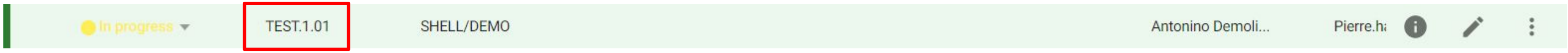
Version + Sequential :



Code + Sequential :



Code + Version + Sequential :

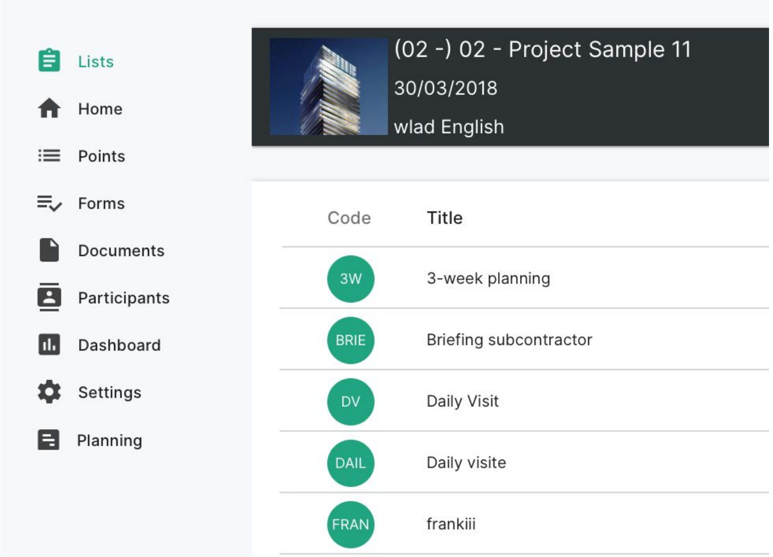


F.A.Q : How do I create the next occurrence of a list?

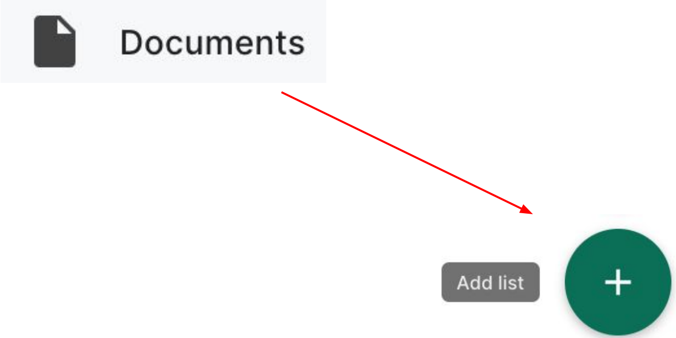
VI. 2. DOCUMENTS

A. LINK DOCUMENTS

Select the list where you want to add your documents.



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 »**

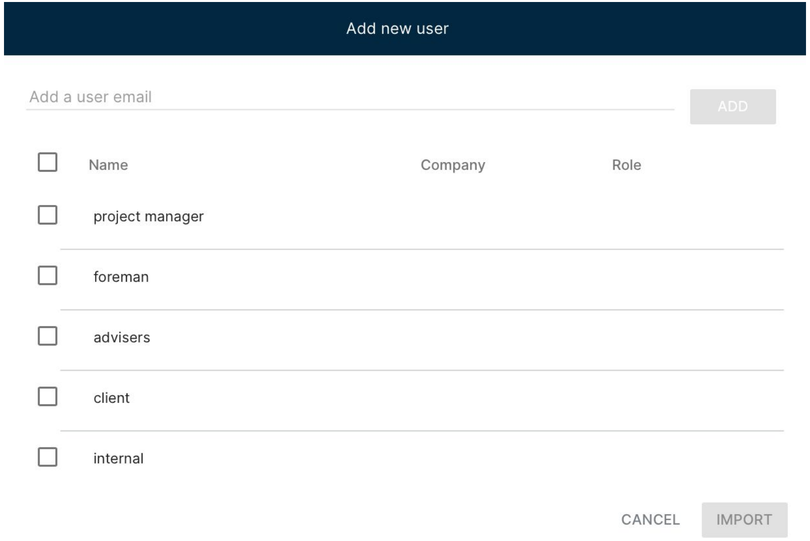


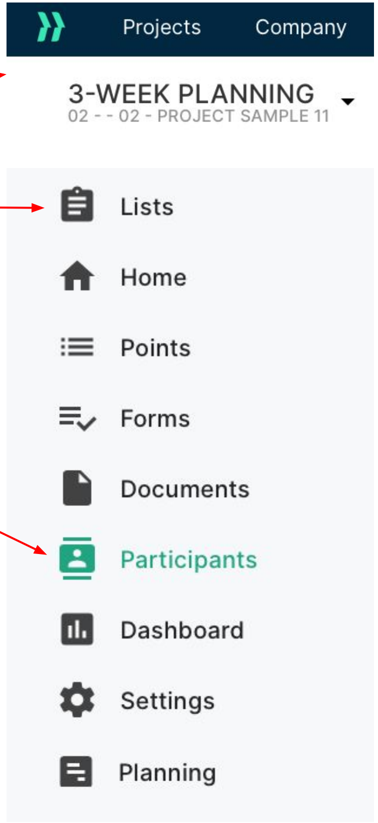
F.A.Q : [Administrator, manager, contributor, guest or subcontractor in a list]

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.





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

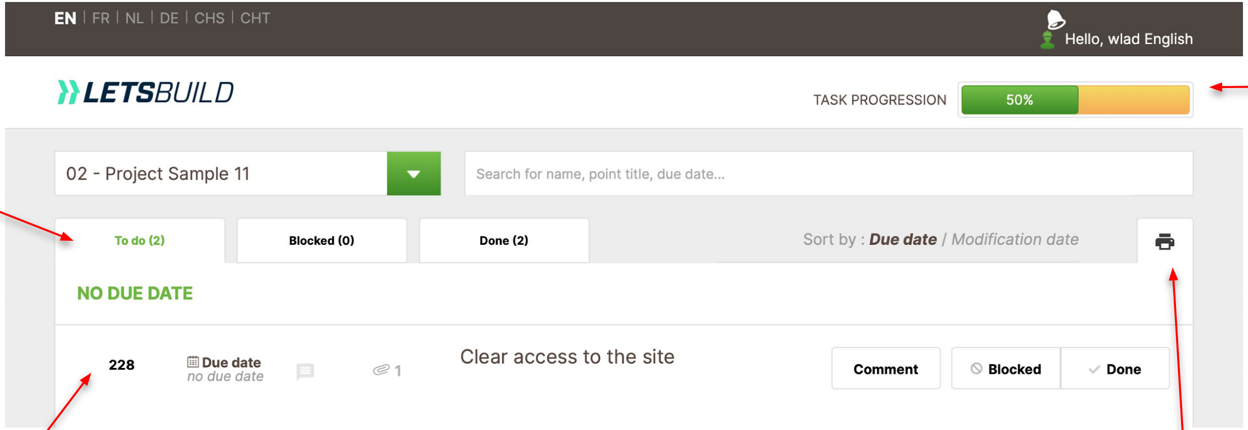
- Get the app for subcontractors

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.



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.

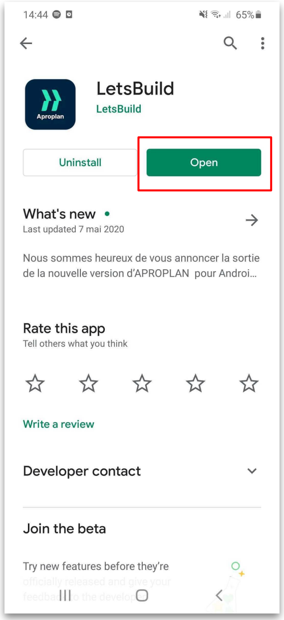
VIII. Mobile App

- 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.

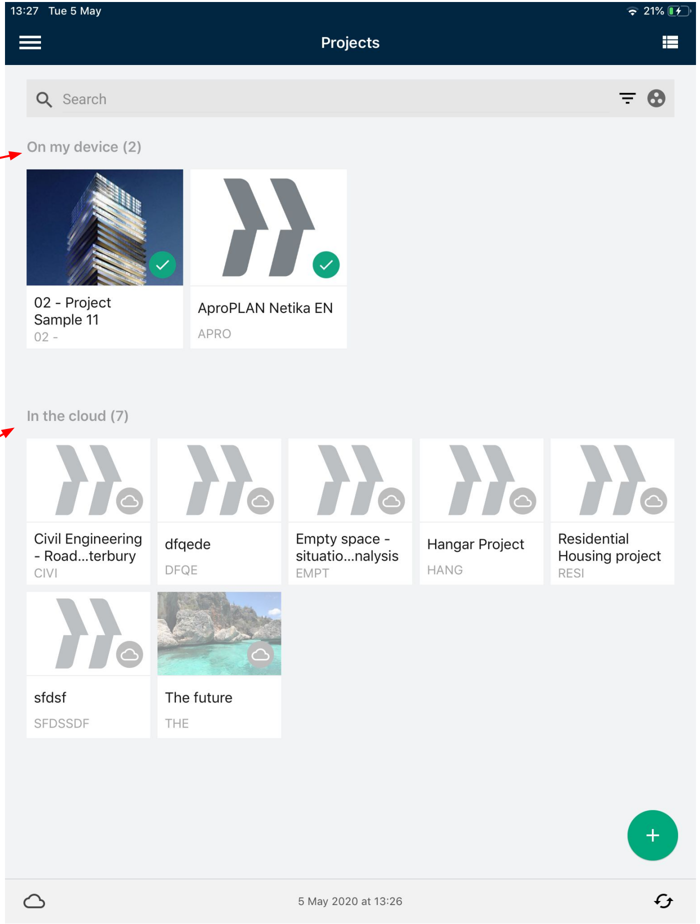


Google Play Store

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

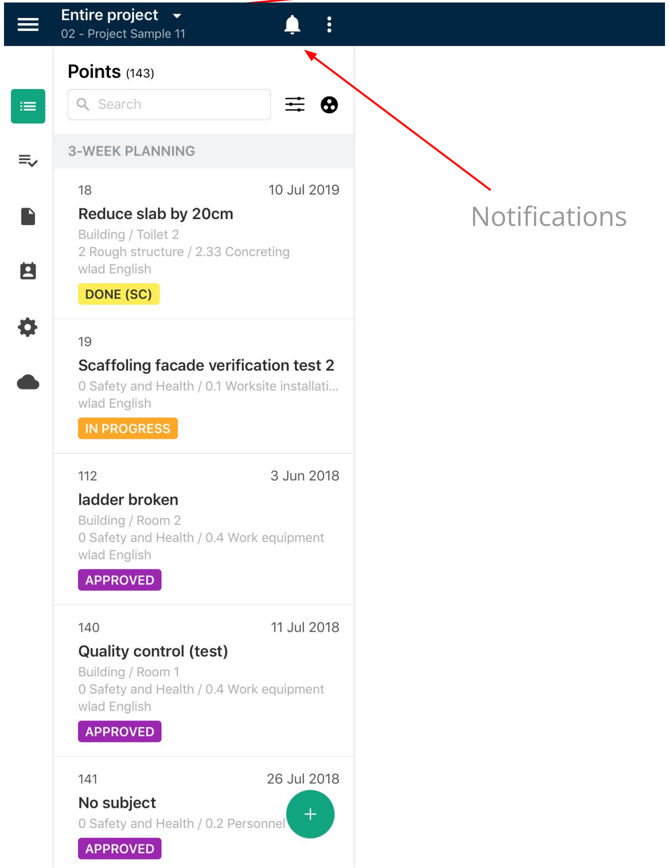
Forms

Documents

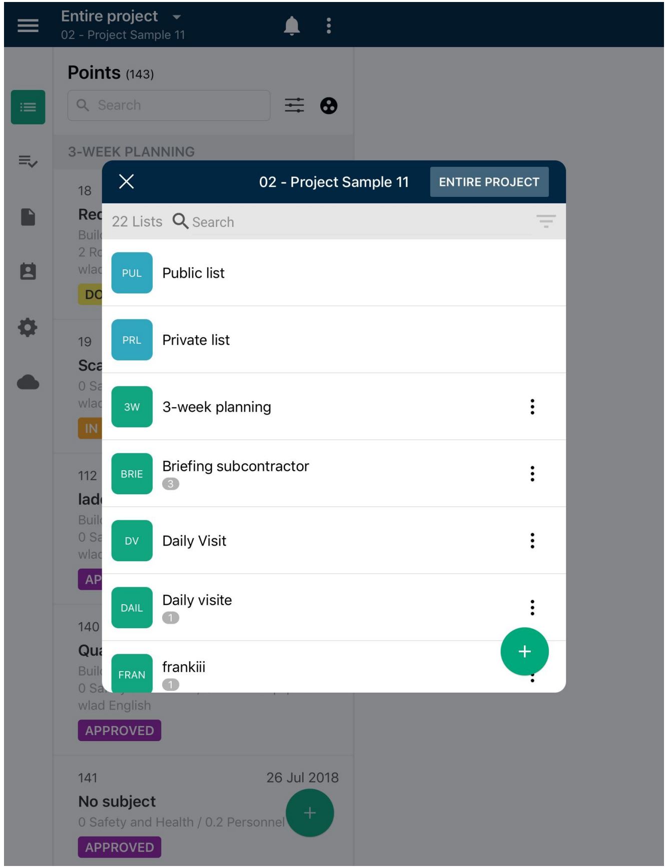
Participants

Options

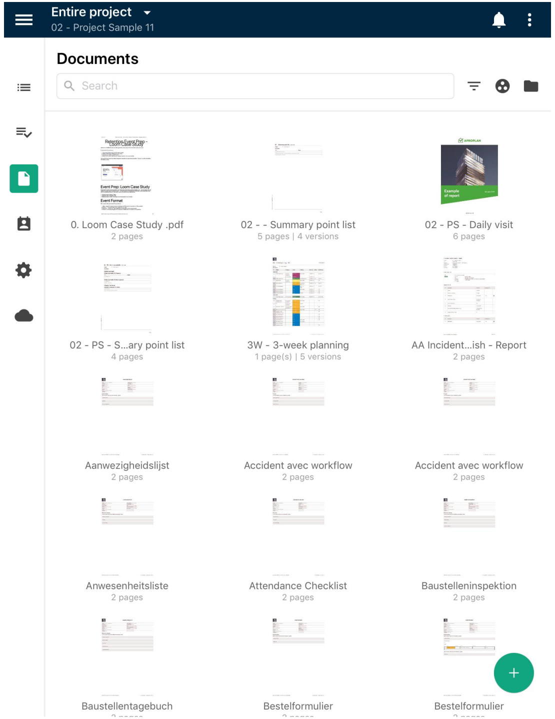
Synchronisation



Notifications



VIII. 3. DOCUMENTS ON MOBILE



You will see all your documents in thumbnails.

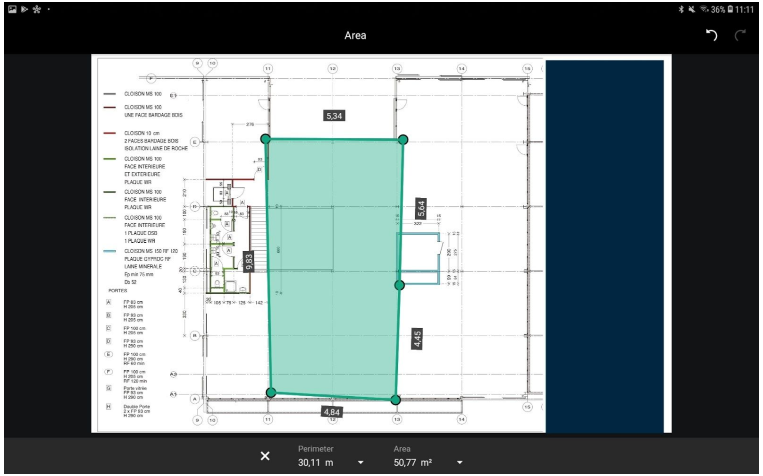
If you want to **ZOOM** into a document, first open it by tapping on it, then you will need to **PINCH IT.**

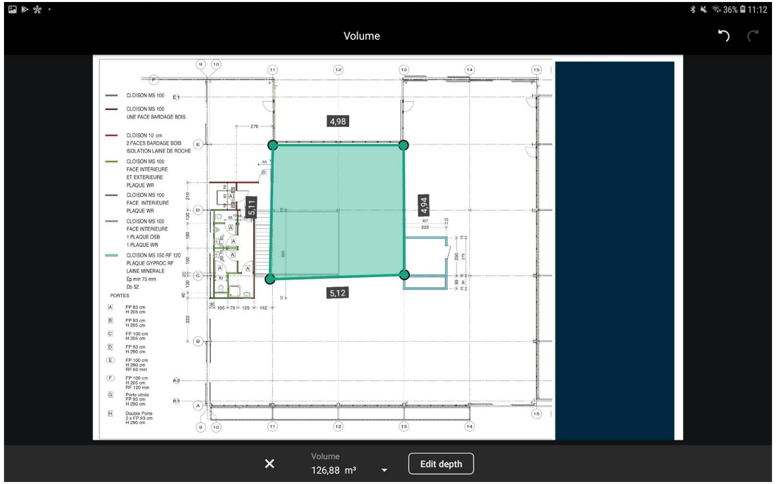
TIP: Under the thumbnail, you will find the name of the documents, the number of pages, of versions and of points.

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.

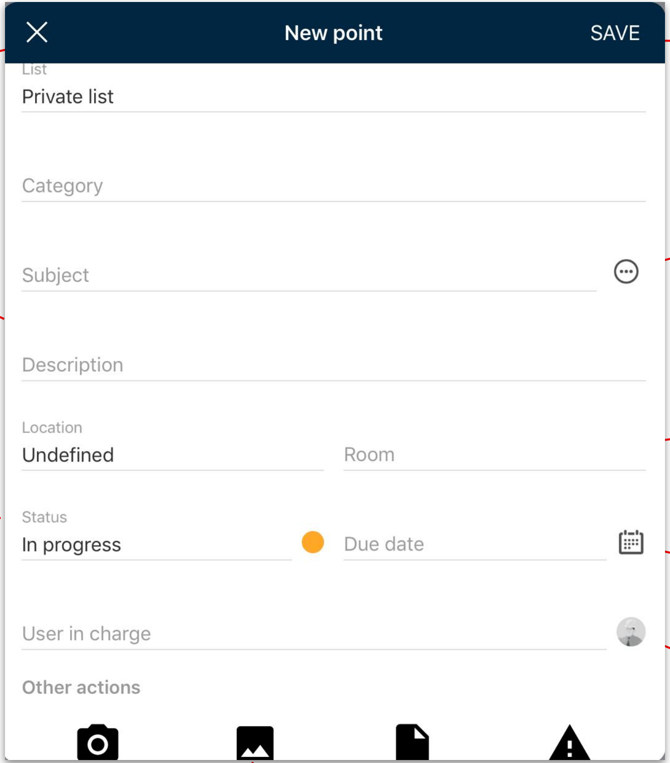




You must then calibrate your plan: indicate the dimension between two points on the plan.

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

VIII. 4. MOBILE POINT CREATION



Cancel

Validate

Categorise the point

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

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

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

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

Show which stage the point is at

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

Take a picture with the camera

Go into the mobile gallery to add a picture

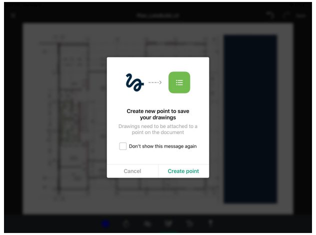
Go into the project structure to add a document or to add a picture from your documents

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.

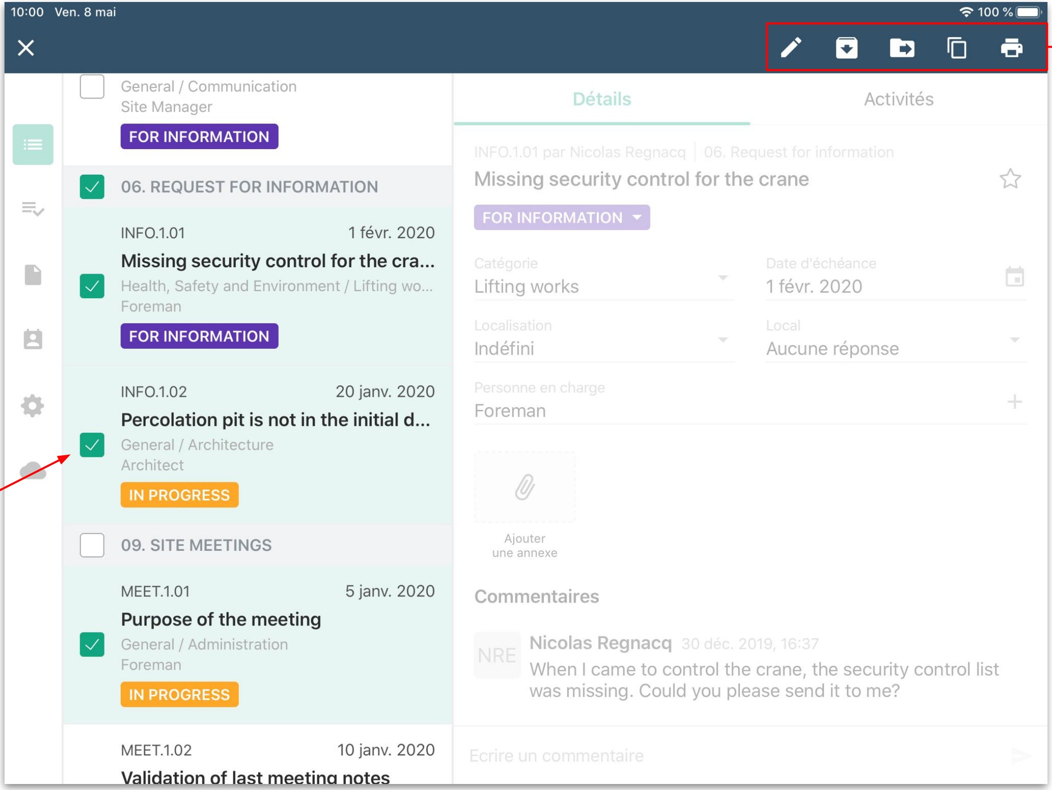
C :

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.

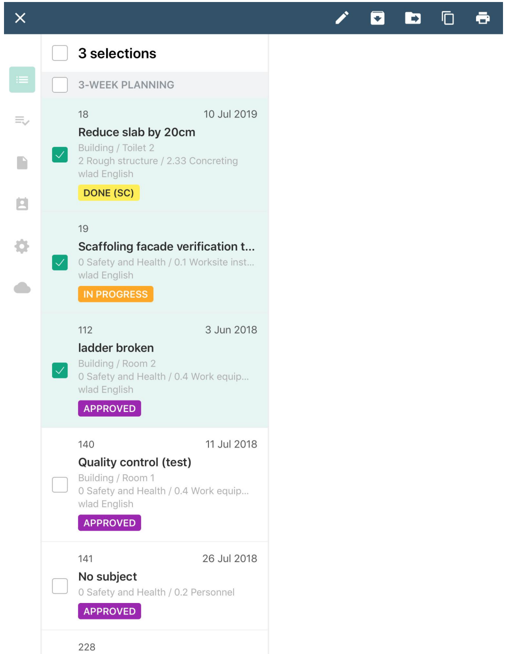


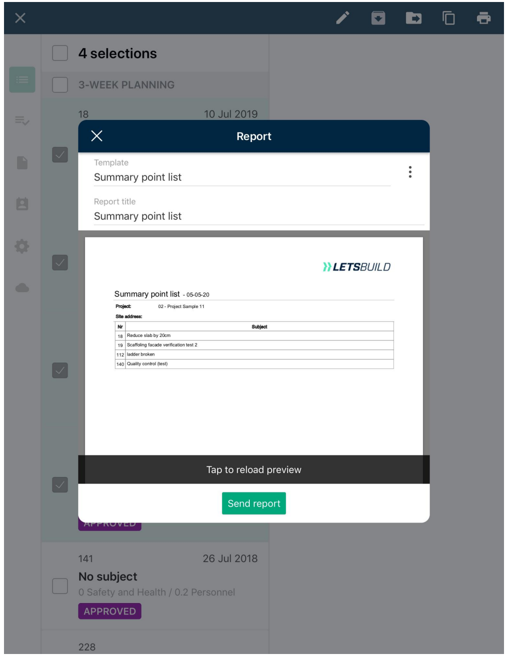
- Edit the status of several points
- Archive points
- Moving points into a list
- Duplicate points
- Generate a report of these points

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 »**



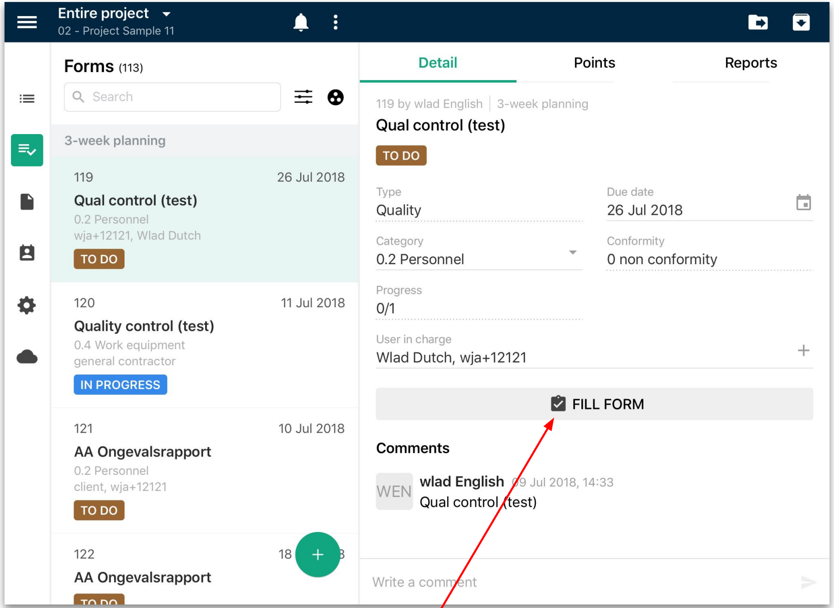


F.A.Q : [How to generate a report on mobile?]

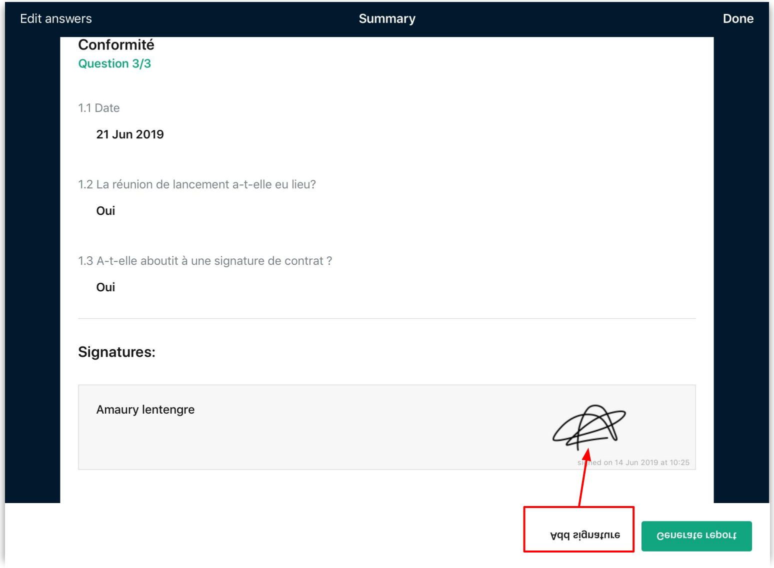
VIII. 6. FILL A FORM

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



2

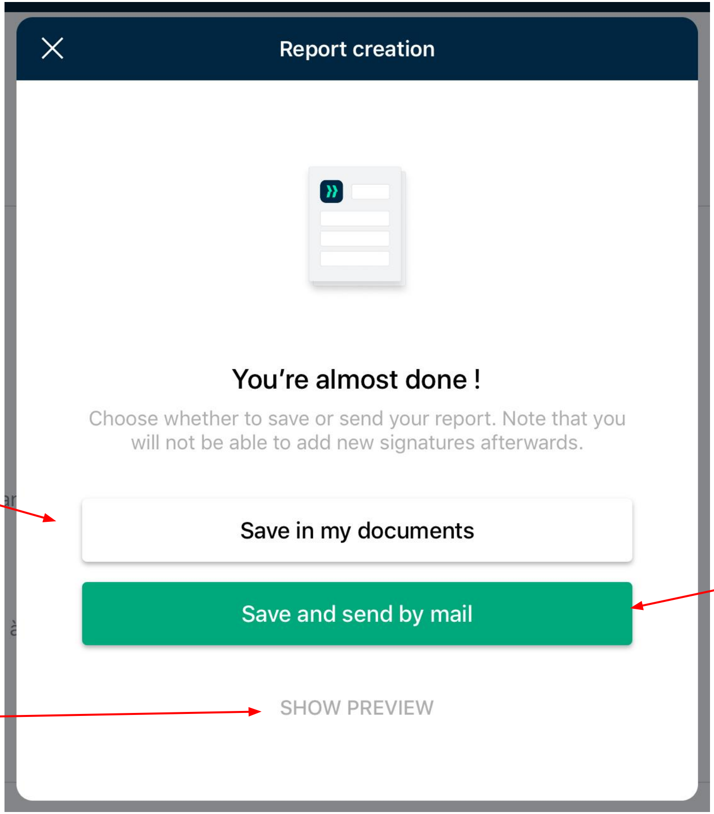


After completing your form, don't forget to add your signature to certify the validity of this form.

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

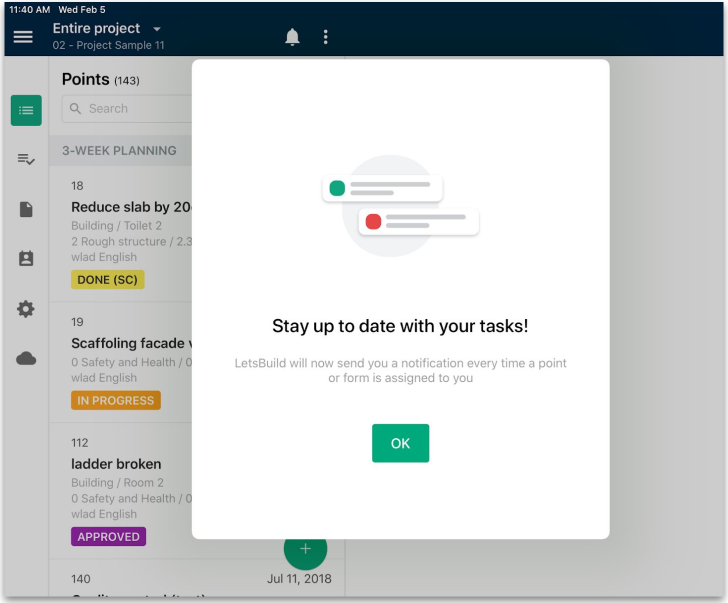


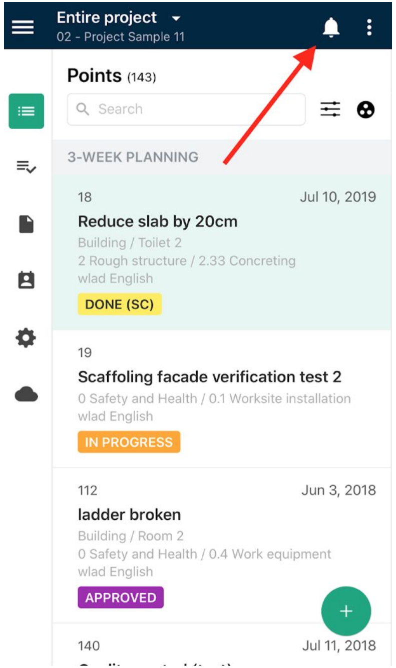
Send the report directly to the people concerned

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.



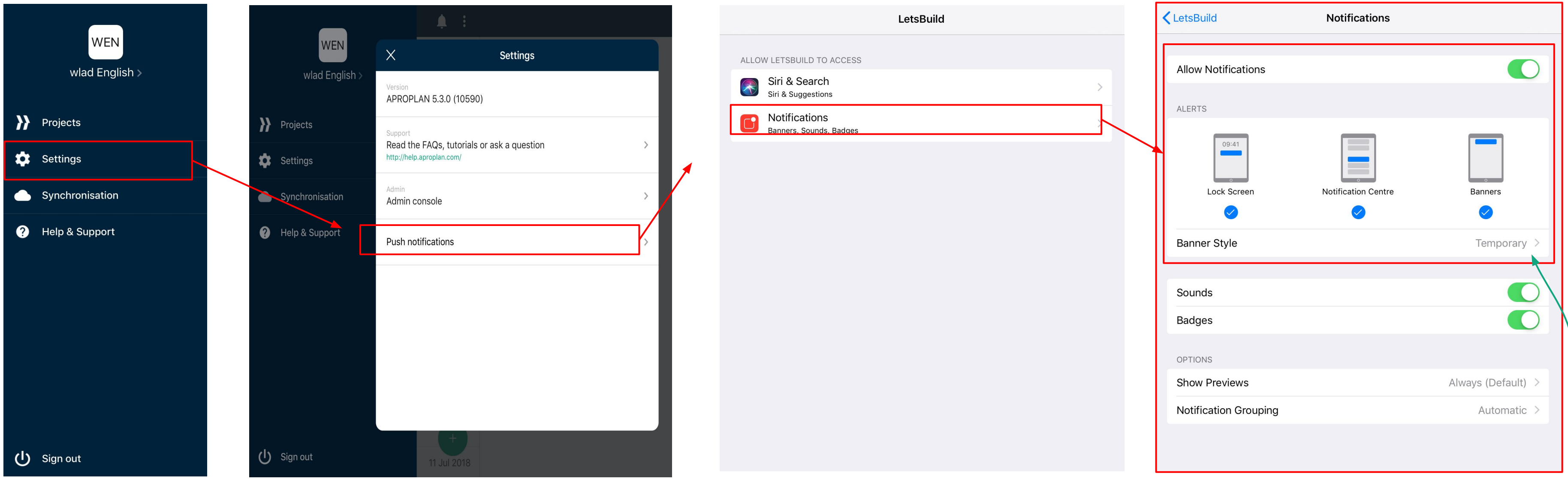


Clicking on **"Allow"** will allow you to be notified via the bell at the top of your screen as soon as a collaborator performs a task that you have assigned to them, or as soon as they are assigned to a task.

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"**.

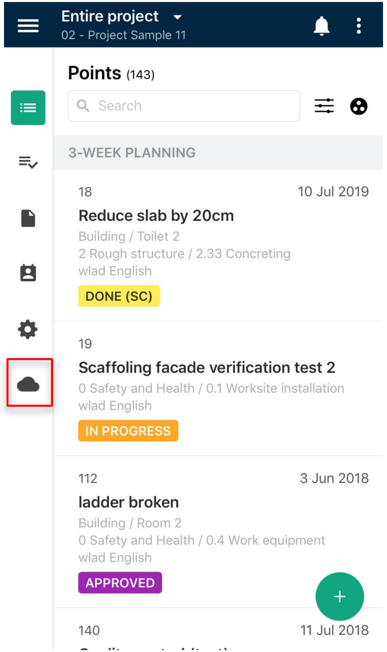


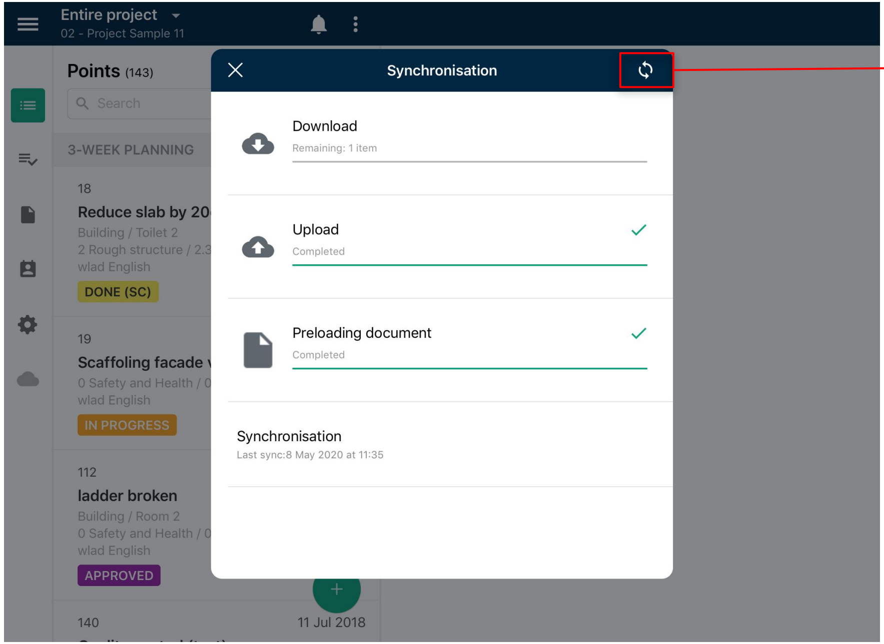
TIP : You can define the type of notifications (lock screen notifications, notification center or banner) you want to receive from the LetsBuild notifications management screen.

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**
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Download

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?