

# LetsBuild Geniebelt User Guide



**Desktop**



**Mobile**

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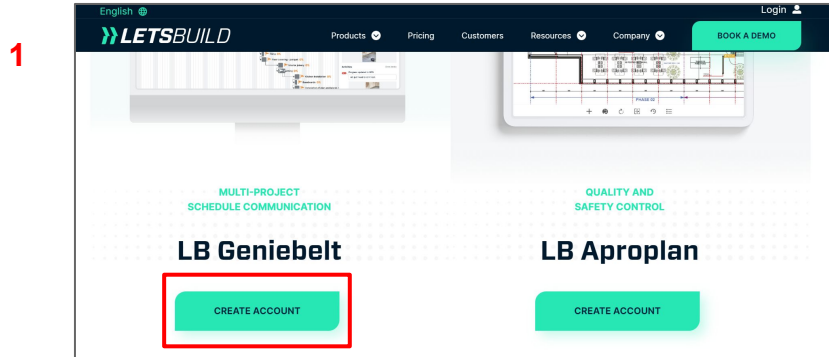
# Getting started on LetsBuild

- > Create your account
- > Log in to LetsBuild Geniebelt
- > Set up your profile

# I. GETTING STARTED ON LETSBUILD

## I. 1. CREATE AN ACCOUNT on [www.letsbuild.com/sign-up](http://www.letsbuild.com/sign-up) by clicking on **CREATE ACCOUNT** button

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



2

The screenshot shows a registration form titled 'Start your free project'. The form includes the following fields: 'Full Name', 'Work Email', 'Phone', 'Denmark' (country selection), 'Company Name', 'Password', and 'Password Confirmation'. Below the fields is a checkbox for 'I would like to receive communication from LetsBuild about products, offers or events. You may unsubscribe at any time.' and a link for 'Privacy Policy and Terms of Use'. At the bottom is a green 'Start your free project!' button.



## I. 2. LOG IN ON LETSBUILD Geniebelt

Go to [https://geniebelt.letsbuild.com/#/sign\\_in](https://geniebelt.letsbuild.com/#/sign_in) and enter your email address and password.

### Welcome back!

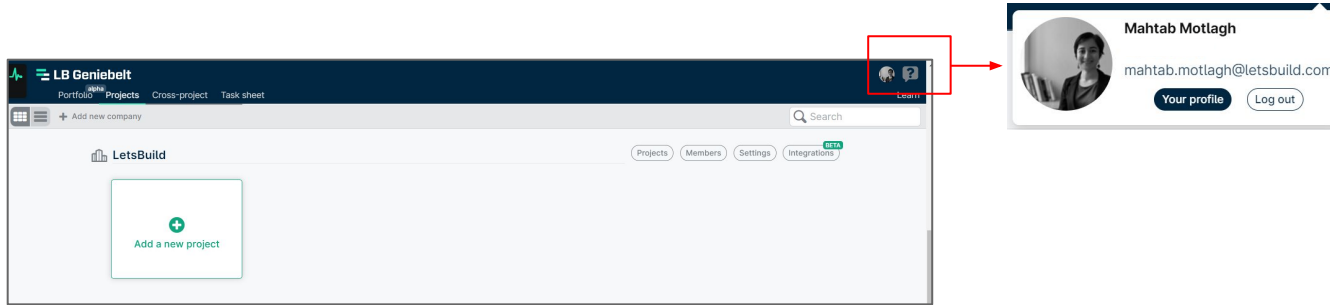
Log in below to access your projects.

Remember me

[Forgot your password?](#)

## I. 3. MANAGE YOUR PROFILE

To complete or edit your profile, find your avatar on top right corner of the page and click on it.



**F.A.Q :** [How to manage your profile in LetsBuild](#)

# I. 3. MANAGE YOUR PROFILE

Here you can change basic information of your profile: name, phone number, language and email.

Put a face on your profile so your collaborators can recognise you!

LetsBuild can send emails at different times or under certain conditions. **Choose here what suits you best!**

You want to change your password? Do it directly from your profile settings!

# Your project

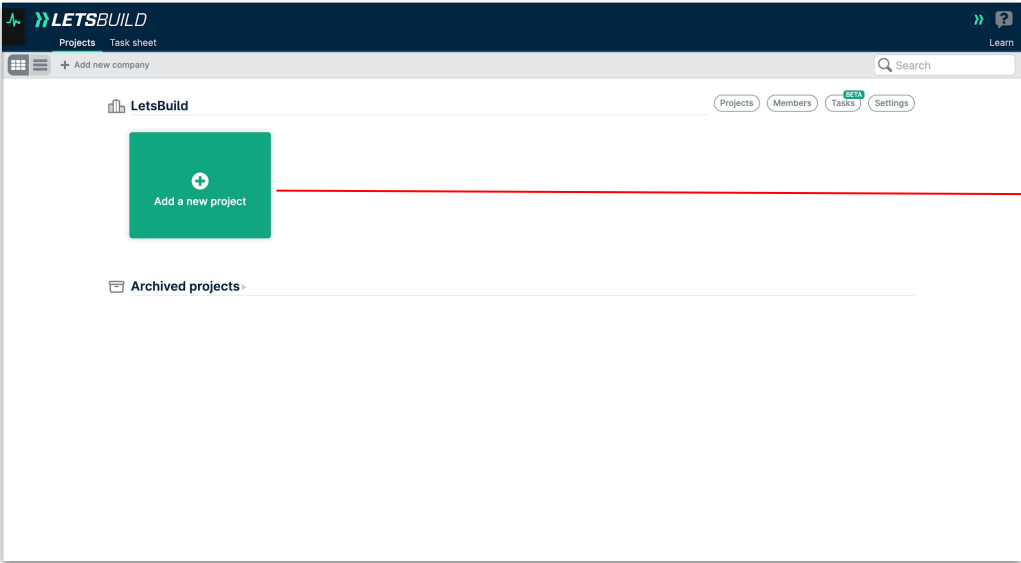
- > Create your programme
- > Import your programme
- > Use a template
- > Download/re-import your programme



## II. 1. CREATE YOUR PROGRAMME

To create your new project, click on « **Add a new project** ». After selecting the « + » button, you will be redirected to the next step. To create your project, you need to name it and document it (*address, project reference, cover image*) You can also choose which public holidays schedule you want to use in your project.

1

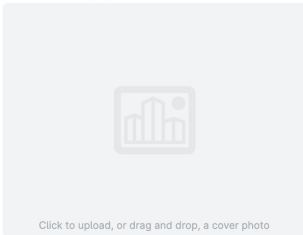


2

**Demo Project**


Project address (optional)  
135a Chaussée de Bruxelles  
Location is used for weather condition, timezone, reports and other user features.

Project reference (optional)  
LB.0427  
Align this project to your company standards E.g 'EB3027'

Cover image (optional)  
  
Click to upload, or drag and drop, a cover photo for your project - jpg files around 1000 x 750 pixels work best  
real estate.jpeg

Public holidays  
Holidays in Belgium (FR)

Cancel Create

You can change this information at any time from the LetsBuild home page. Hover over your project and click on "  " to access the settings.



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

## II. 1. CREATE YOUR PROGRAMME

### Start from scratch.

Click on “Add a task” to start your project and land into the Gantt view of LetsBuild.

### Re-use an existing project.

For repetitive projects, you can use an existing template with all the tasks already created.

### Import your planning.

Import your MS Project, Asta PowerProject, or Primavera P6 project and start working directly on it.

The screenshot shows the 'New Project' interface with a dark blue header. The header contains a hamburger menu icon, the text 'New Project' with a gear icon, and user information 'MA' and a help icon. Below the header are navigation tabs: 'Overview', 'Tasks', and 'People'. A 'Learn' link is in the bottom right corner. Three callout boxes are overlaid on the interface:

- Create a programme**: A red-bordered box containing the text 'Add a task, assign it to someone, add another.' and a dark blue button with a plus icon and the text '+ Add a task'. A red arrow points from the 'Add a task' button to the 'Start from scratch' text above.
- Use a template**: A red-bordered box containing the text 'Use an existing project as a template' and a dark blue button with a document icon and the text 'Open template'. A red arrow points from the 'Open template' button to the 'Re-use an existing project' text above.
- Import an MSP or Asta file**: A blue-bordered box containing the text 'Upload a project file that's been created in Microsoft project (.mpp) or Asta (.pp). [Learn more](#)' and a dark blue button with an upload icon and the text 'Upload a project file'. A blue arrow points from the 'Upload a project file' button to the 'Import your planning' text above.

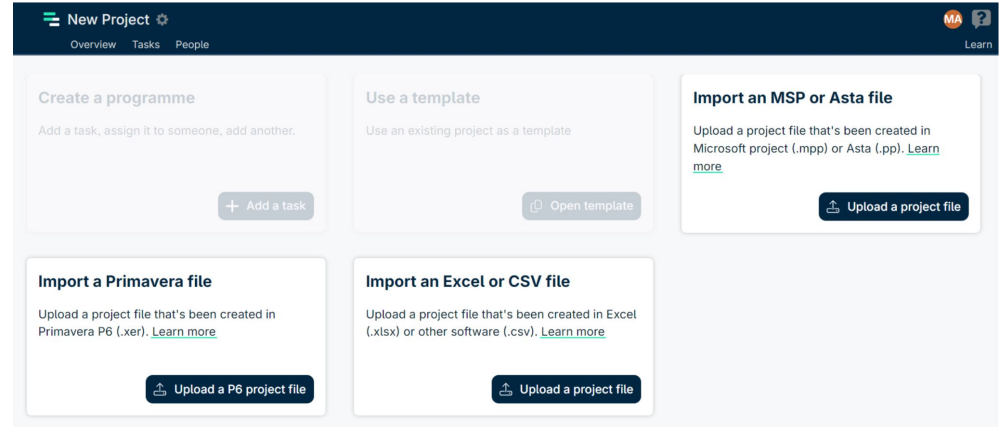
Below these boxes are two more options:

- Import a Primavera file**: A blue-bordered box containing the text 'Upload a project file that's been created in Primavera P6 (.xer). [Learn more](#)' and a dark blue button with an upload icon and the text 'Upload a P6 project file'.
- Import an Excel or CSV file**: A blue-bordered box containing the text 'Upload a project file that's been created in Excel (.xlsx) or other software (.csv). [Learn more](#)' and a dark blue button with an upload icon and the text 'Upload a project file'.

## II. 2. IMPORT YOUR PROGRAMME

Currently, we allow you to import files from these planning tools:

- **MS Project**
- **Asta PowerProject**
- **Primavera P6**



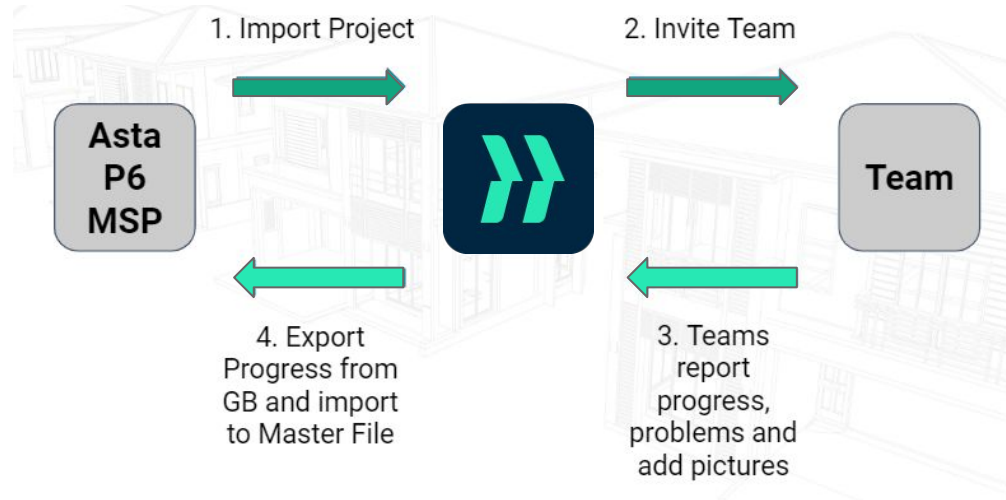
Below are data not supported by LetsBuild. These data types are ignored when imported into LetsBuild:

- Baseline
- Critical path
- Task durations
- Calendar/working week
- Resources

**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.

## II. 2. IMPORT YOUR PROGRAMME

Here is an image to visualise the process when you import your programme from an external tool.



**F.A.Q :** [How to import your programme in LetsBuild](#)



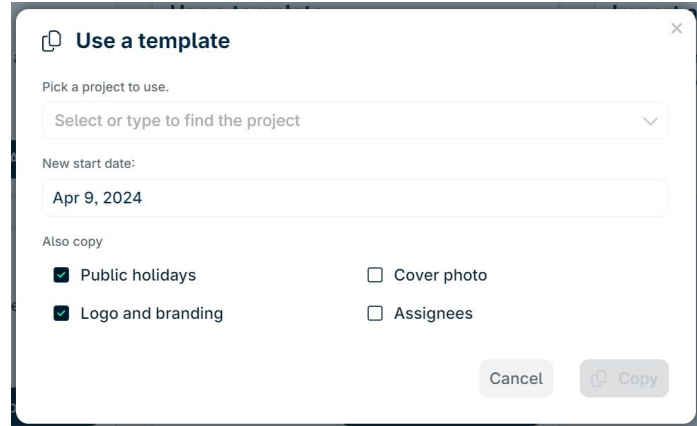
**F.A.Q :** [LetsBuild and P6, MSP & Asta](#)

**F.A.Q :** [How to import CSV & Excel](#)

## II. 3. USE A TEMPLATE

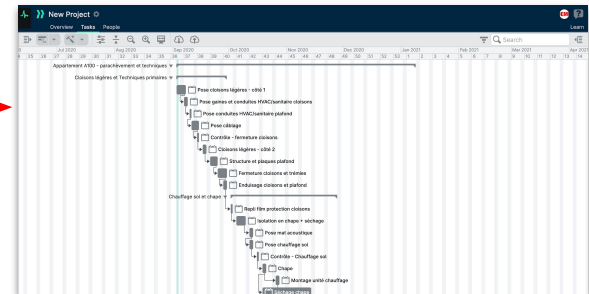
The second option to create your programme is to use an existing project as a template. Nothing difficult in this option, you just need to click on **“Open Template”**.

Then, select the project you want to use as a template, and insert the new start date in it. Then select what else you want to be copied. Description of tasks and tags are copied by default.



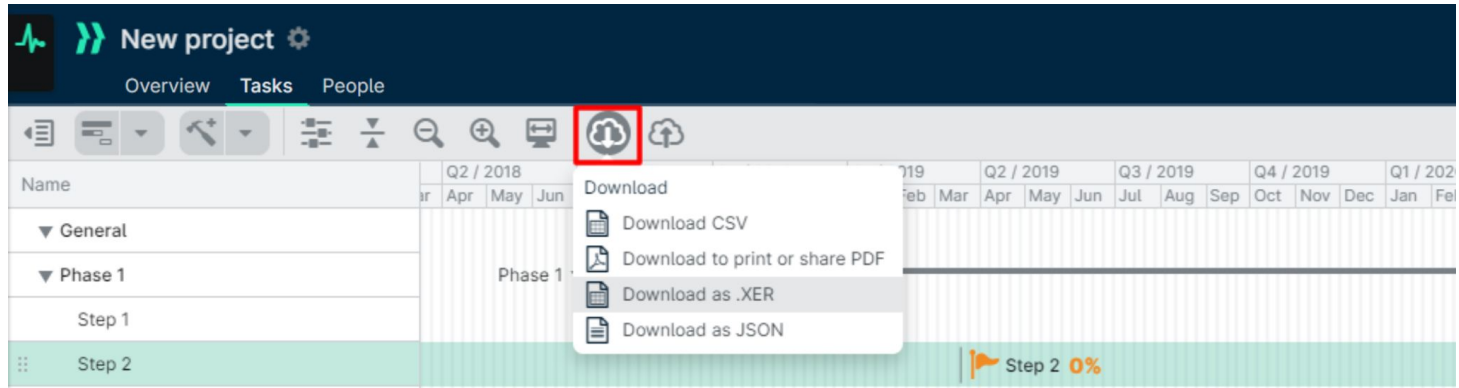
That will create a new project with all the tasks from the project template but automatically adapted to the new start date.

**For repetitive projects, this option allows you to save a LOT of time.**



## II. 4. DOWNLOAD/RE-IMPORT YOUR PROGRAMME

You can download your programme at any moment, from the **"Tasks"** section. You can download it in 4 types of file : **CSV, PDF, JSON & XER** (only if you import it in XER format at the start).

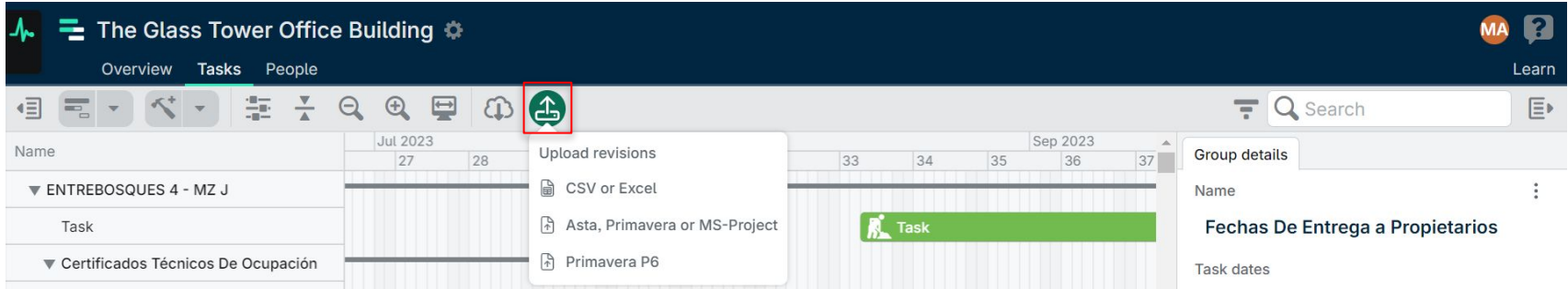


**F.A.Q :** [How to download a PDF Gantt Chart](#)

## II. 4. DOWNLOAD/RE-IMPORT YOUR PROGRAMME

You can re-import your programme at any moment, from the **"Tasks"** section. You can upload a revision in different file types : **CSV, Excel, Asta, Primavera or MS-Project**.

**It is important to note that in order for re-import to work correctly, you must re-import the same file you used for the initial import.** This is to ensure the existing tasks are synced correctly. When we import a file, we pull their IDs to match the tasks later when re-importing.



The screenshot displays the GenieBelt interface for 'The Glass Tower Office Building'. The 'Tasks' tab is active, showing a Gantt chart for the month of July 2023. A red box highlights the 'Upload revisions' icon in the top toolbar. A dropdown menu is open, listing file types: 'CSV or Excel', 'Asta, Primavera or MS-Project', and 'Primavera P6'. The main area shows a Gantt chart with a task bar for 'Fechas De Entrega a Propietarios'.

This also means that if you delete a task within your file after import and then recreate that task, it will not match the task in GenieBelt as the IDs will not be consistent.

To do a re-import, **you need to be a Project Leader or Project Admin.**



**F.A.Q :** [How to re-import your programme in LetsBuild](#)

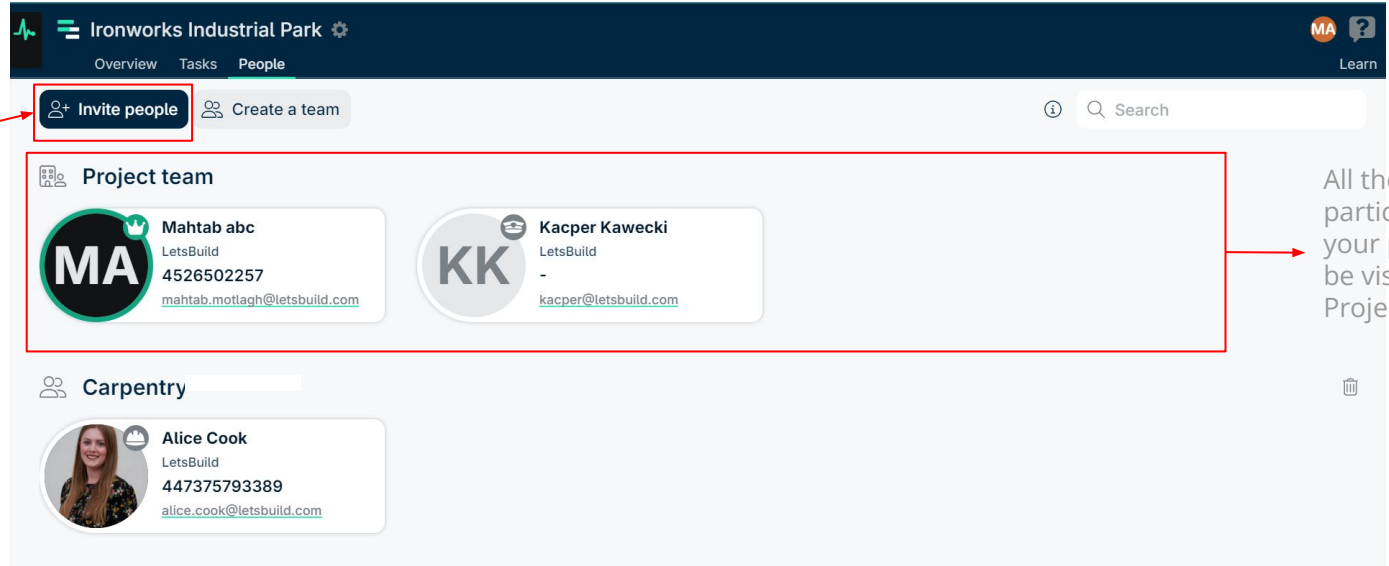
# Participants & Company

- > Add people to your project
- > Project roles in LetsBuild
- > Teams in LetsBuild
- > Create your company
- > Manage your company



### III. 1. ADD PEOPLE TO YOUR PROJECT

One of the strengths of LetsBuild is collaboration. After creating your project, we advise you to invite all the stakeholders of your project within the application. For that, access the “People” section in the main menu.



Click on “**Invite People**”, and enter or copy paste the email addresses of your colleagues.

All the participants of your project will be visible in Project team.



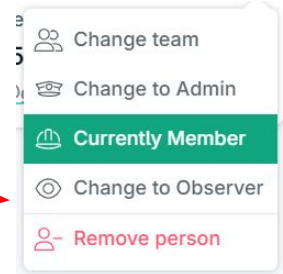
**F.A.Q :** [How the people section works in LetsBuild](#)

### III. 2. PROJECT ROLES IN LETSBUILD

Every person you invite into LetsBuild will have a specific role according to their function and the actions that they will perform on the application.

To define or change the role of a collaborator, you just have to click on the **role icon** on the selected person, in order to access the management menu.

There are 4 roles that a user may be allocated :



#### Project Leader

**The Project Leader has full admin rights.**

There is only one project leader per project and they can delete or archive the project.

#### Admin

**The Admin has full admin rights.**

They can view, manage or modify anything in the project.

#### Member

They can view most aspects of the project, update progress and add comments, files, photos and new members.

#### Observer

They can display most aspects of the project, but cannot comment or modify anything.

### III. 3. TEAMS IN LETSBUILD

To add more clarity in the organisation of your project, and to clearly define who needs to do what, you can group people by teams. Still in the "People" tab, just click on "Create a Team" at the top left. You can rename and delete teams except for project team. When deleting a team, the members will be moved to project team.

To add people on your team, click on the role icon of a person in project team, and click on "Change team".

The screenshot shows the 'People' tab in the 'Ironworks Industrial Park' project. At the top, there are buttons for 'Invite people' and 'Create a team', with the latter highlighted by a red box and a red number '1'. Below these buttons, there are two team cards: 'Project team' (with a crown icon) and 'Carpentry'. A modal dialog box titled 'Create team' is open in the center. It contains the text 'Type in a name for your team. You can then start adding people.' and a text input field with 'EL' entered. At the bottom of the dialog are 'Cancel' and 'Create team' buttons.

The screenshot shows a person's profile card for 'Kacper Kawecki' in the 'Project team'. The card includes a profile picture with initials 'KK', the name 'Kacper Kawecki', and the email 'kacper@letsbuild.com'. A dropdown menu is open, showing options: 'Change team' (highlighted with a red box and a red number '2'), 'Currently Admin' (with a crown icon), 'Change to Member' (with a person icon), 'Change to Observer' (with an eye icon), and 'Remove person' (with a person icon and a red outline).

The screenshot shows a modal dialog box titled 'Move person to a different team'. It contains the text 'To change the team this person belongs to, select one from the list or enter a new one below.' Below the text is a dropdown menu with 'Select...' and an upward arrow. A list item 'Carpentry' is shown below the dropdown, highlighted with a light blue background.

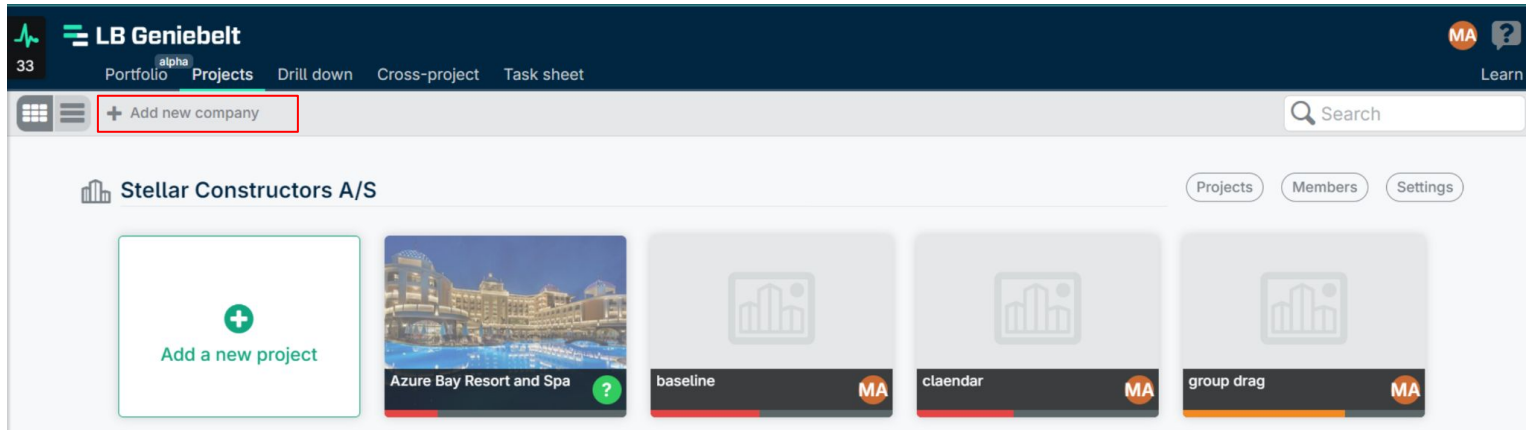
### III. 4. CREATE YOUR COMPANY

Companies is a way for LetsBuild users **to group and manage their projects and members.**

It allows colleagues to gain visibility of the entire team and project portfolio, join any of the company's projects, and be part of the same subscription and feature set.

Every user is part of at least one company, but a user can be part of multiple companies. **Every project is owned by one company.**

Please note that if you are part of a project, it does not necessarily mean you are part of the company.

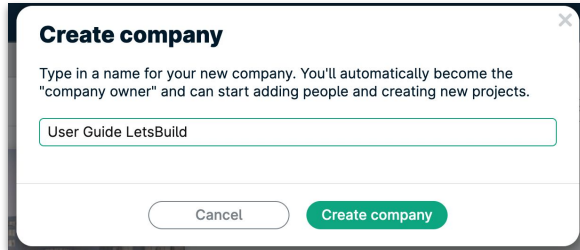


Basically, you will always have a company at the beginning of your LetsBuild journey. **It will take the name of the company you filled in when you registered.** To create a new company, you need to click on the **"Add new company"** button on the top left of your screen.



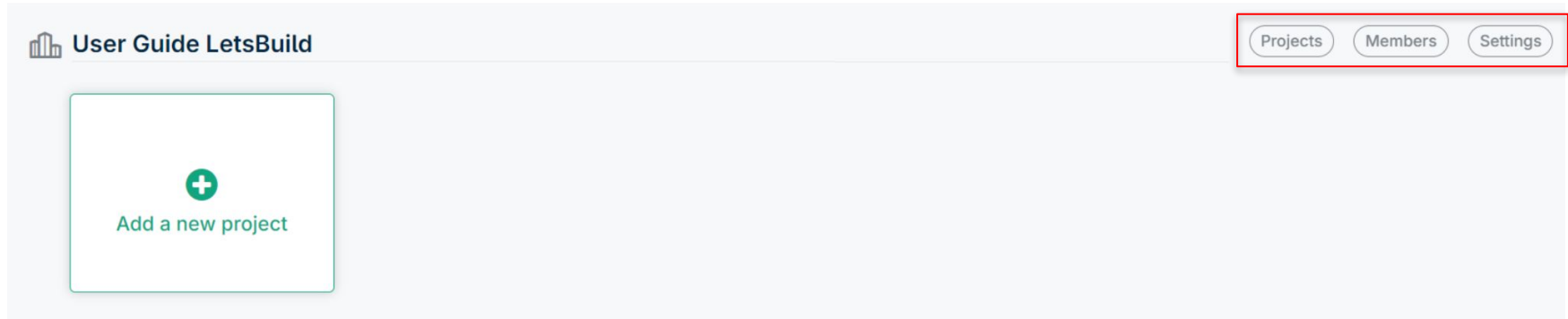
### III. 4. CREATE YOUR COMPANY

After clicking on the “Add new company” button, you need to name it. **Your company is now created!**



The screenshot shows a modal dialog box titled "Create company" with a close button (X) in the top right corner. Below the title, there is a text input field containing "User Guide LetsBuild". Below the input field, there are two buttons: "Cancel" and "Create company".

The 3 options on the top right of your company allow you to manage and see which **Projects**, **Members** are linked to this company, and also you can change the name of your company or delete your company in the Settings tab.



The screenshot shows the company management interface for "User Guide LetsBuild". At the top left, there is a bar chart icon and the company name. On the top right, there are three tabs: "Projects", "Members", and "Settings", which are highlighted with a red box. Below the tabs, there is a large white box with a green plus sign and the text "Add a new project".

### III. 5. MANAGE YOUR COMPANY

When you open the **Projects** tab in your **Company**, you will see all the projects linked to your Company, with several information like:

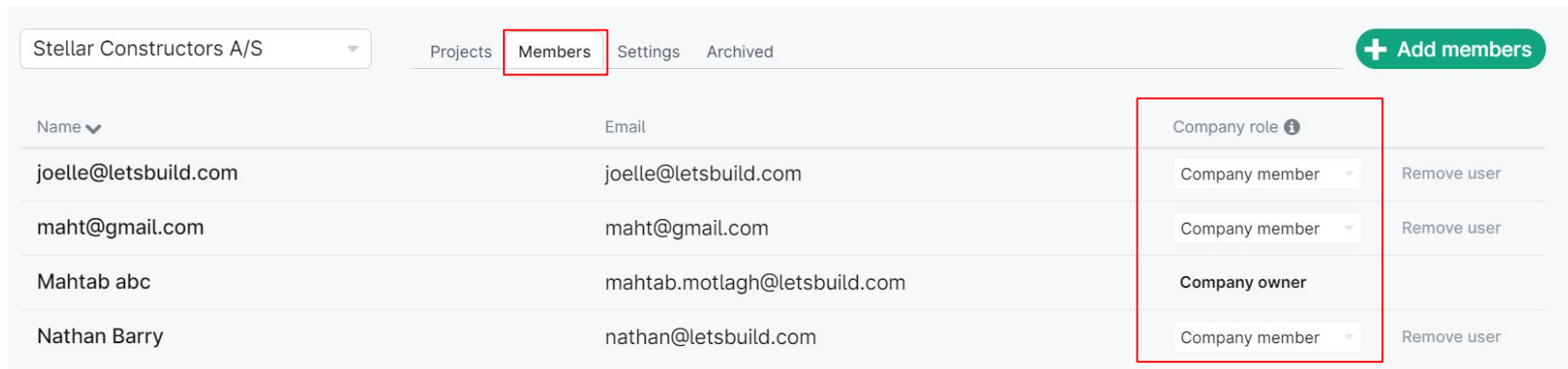
- The Leader (Creator) of each projects
- Start Date & End Date of each projects
- The Progress % of each projects
- The Role you have in each projects

| Name                      | Leader | Start date | End date   | Progress | Project role   |
|---------------------------|--------|------------|------------|----------|----------------|
| Azure Bay Resort and Spa  | ?      | 2014-04-01 | 2023-12-15 | 22%      | Project member |
| baseline                  | MA     | 2024-04-03 | 2024-04-03 | 45%      | Project leader |
| calendar                  | MA     | 2024-03-14 | 2024-03-14 | 40%      | Project leader |
| create a new project      | ?      | 2024-01-12 | 2024-03-07 | 0%       | Join           |
| group drag                | MA     | 2023-09-19 | 2023-11-16 | 67%      | Project leader |
| Ironworks Industrial Park | MA     | 2023-03-29 | 2024-01-12 | 1%       | Project leader |
| It's all about people     | MA     | 2024-02-21 | 2024-04-09 | 0%       | Project leader |

**TIP :** By clicking on the , you can directly access the project settings page.

### III. 5. MANAGE YOUR COMPANY

On the Members tab, the most important feature is the **ability to manage the company role of each member** (if you are company admin or owner).



| Name                 | Email                        | Company role   |             |
|----------------------|------------------------------|----------------|-------------|
| joelle@letsbuild.com | joelle@letsbuild.com         | Company member | Remove user |
| maht@gmail.com       | maht@gmail.com               | Company member | Remove user |
| Mahtab abc           | mahtab.motlagh@letsbuild.com | Company owner  |             |
| Nathan Barry         | nathan@letsbuild.com         | Company member | Remove user |

#### Company Member

Can access any company project and can create project in the company.

#### Company Admin

Can create and delete company projects, add and remove company members, and reassign project leaders in company projects.

#### Company Owner


Can delete the company once all projects are deleted, can also function as a company admin.

# Introduction to tasks & Project views

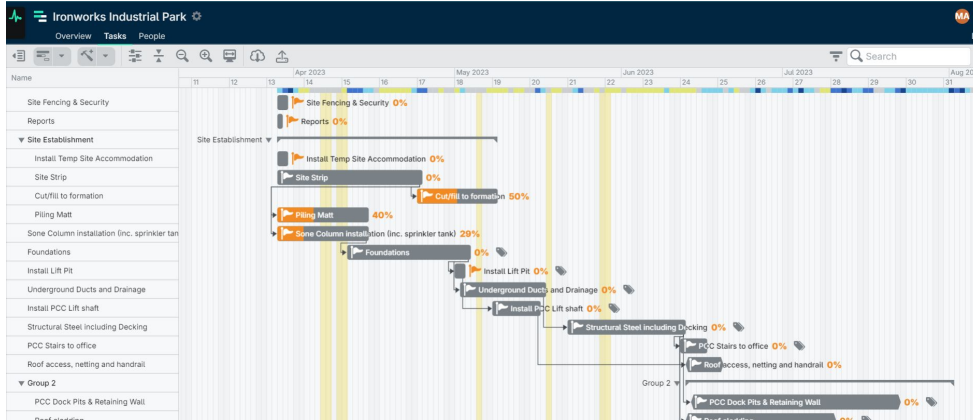
- > Project views
- > Create a task
- > Tasks statuses
- > Communicate on a task



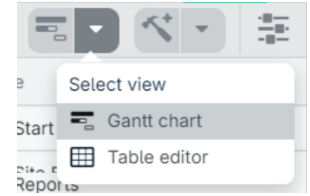
## IV. 1. PROJECT VIEWS

In LetsBuild, you have two ways to display all the information of your project. Firstly, open one of your projects. By clicking on  in the navigation, you can access the different views. Each view has a particular role that will be explained in the following slides.

Note- we are retiring Tree view.



Project Gantt view





|    | Start date               | Finish date                                     | Duration    | Tags        | Assignee  | Delete                 |   |  |
|----|--------------------------|---|-------------|-------------|---|------------------------|---|--|
|    | due →                    | 4 Apr 2023                                      |             |             |   |                        |   |  |
|    | due →                    | 6 Mar 2023                                      |             |             |   |                        |   |  |
|    | 4 Apr 2023               | 4 Apr 2023                                      | 1 days      |             |   |                        |   |  |
|    | 4 Apr 2023               | 5 Apr 2023                                      | 2 days      |             | AT  |                        |   |  |
|    | 11 Apr 2023              | 11 Apr 2023                                     | 1 days      |             |  |                        |   |  |
|    | 28 Feb 2018              | 27 Mar 2019                                     | 393 days    |             |   |                        |   |  |
| 7  | <input type="checkbox"/> | Piling Matt                                     | 13 Sep 2023 | 26 Sep 2023 | 10 days   | contractor02           | MA  |  |
| 8  | <input type="checkbox"/> | Stone Column Installation - inc. sprinkler tank | 5 Apr 2023  | 21 Apr 2023 | 10 days   | contractor02, priority |  |  |
| 9  | <input type="checkbox"/> | Group / Foundations                             | 20 Apr 2023 | 15 May 2023 | 17 days   | sc1                    | MA  |  |
| 10 | <input type="checkbox"/> | Group / Install Lift Pit                        | 9 May 2023  | 10 May 2023 | 2 days  | sc1                    | MA  |  |
| 11 | <input type="checkbox"/> | Group / Underground Ducts and Drainage          | 9 May 2023  | 24 May 2023 | 11 days   | sc1                    |   |  |

Table editor view



# IV. 1. PROJECT VIEWS

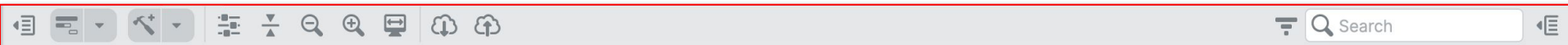
## A. GANTT VIEW

The Gantt view is the most widely used because it combines the strengths of the following two views: it allows you to make changes on several tasks and it also allows you to see the consequences of these changes.

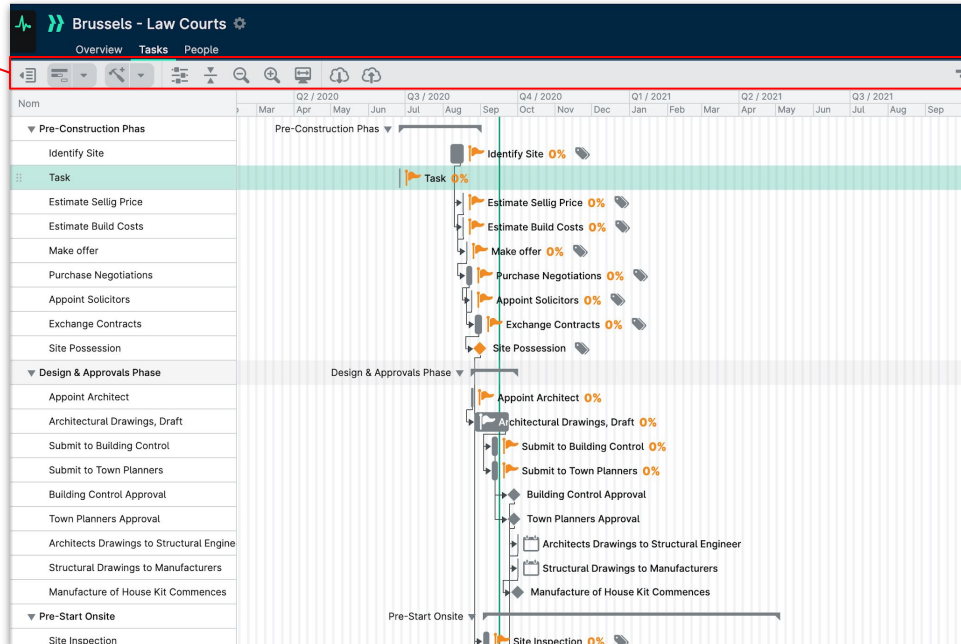
Change the project view

Column options, collapse group tasks, zoom in/out, zoom to fit

Filter tasks by status



Download / Upload Revisions of your project



Hide the left side panel (task titles)

Add a task, milestone, group, etc.

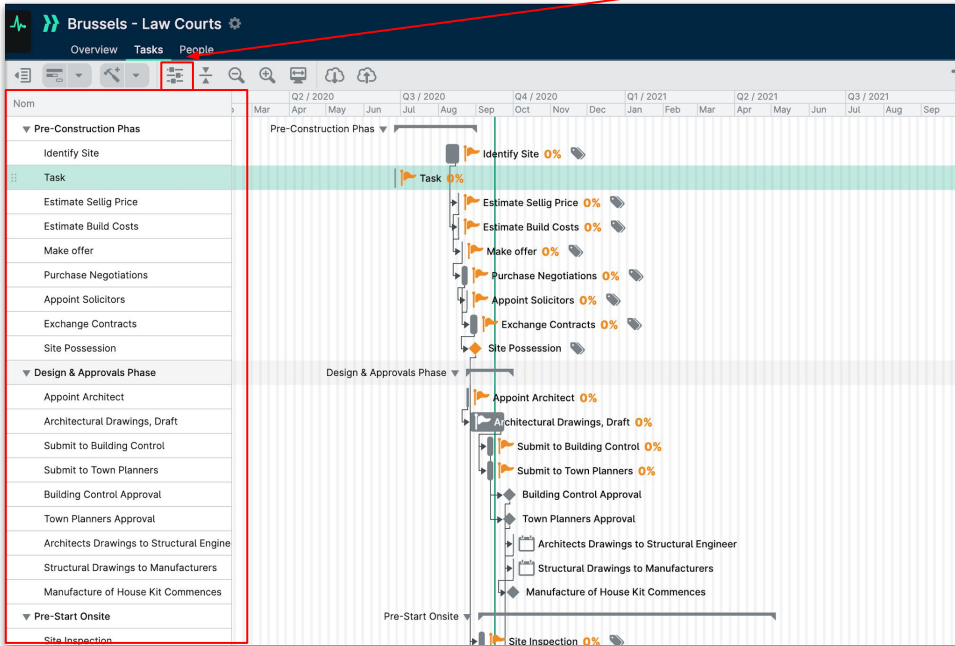
Hide the right side panel (task details)



## IV. 1. PROJECT VIEWS

### A. GANTT VIEW

One of the interesting features of this view is the possibility to adjust the columns and display more information **task by task**.



#### View task names only



The simplest and most refined view.

| Nom  | Date de début | Date de fin | Durée |
|--|---------------|-------------|-------|
| ▼ Pre-Construction Phas                    |               |             |       |
| Identify Site                              | 2020-08-07    | 2020-08-17  | 7d    |
| Task                                       | 2020-06-26    | 2020-06-26  | 1d    |
| Estimate Sellig Price                      | 2020-08-17    | 2020-08-17  | 1d    |
| Estimate Build Costs                       | 2020-08-17    | 2020-08-17  | 1d    |
| Make offer                                 | 2020-08-20    | 2020-08-20  | 1d    |
| Purchase Negotiations                      | 2020-08-20    | 2020-08-24  | 3d    |
| Appoint Solicitors                         | 2020-08-24    | 2020-08-24  | 1d    |
| Exchange Contracts                         | 2020-08-27    | 2020-09-01  | 4d    |
| Site Possession                            | 2020-08-31    | 2020-08-31  | 0d    |
| ▼ Design & Approvals Phase                 |               |             |       |
| Appoint Architect                          | 2020-08-24    | 2020-08-25  | 2d    |
| Architectural Drawings, Draft              | 2020-08-27    | 2020-09-23  | 20d   |
| Submit to Building Control                 | 2020-09-10    | 2020-09-14  | 3d    |
| Submit to Town Planners                    | 2020-09-10    | 2020-09-14  | 3d    |
| Building Control Approval                  | 2020-09-28    | 2020-09-28  | 0d    |
| Town Planners Approval                     | 2020-09-28    | 2020-09-28  | 0d    |
| Architects Drawings to Structural Engineer | 2020-10-01    | 2020-10-01  | 1d    |
| Structural Drawings to Manufacturers       | 2020-10-01    | 2020-10-01  | 1d    |
| Manufacture of House Kit Commences         | 2020-10-01    | 2020-10-01  | 0d    |
| ▼ Pre-Start Onsite                         |               |             |       |
| Site Inspection                            | 2020-09-03    | 2020-09-07  | 3d    |

#### Show dates and duration

A slightly more detailed view to be more precise about the start and finish dates, and the overall duration of a task.

| Nom  | 7 jours | Aujourd'hui | Étendu |
|--|---------|-------------|--------|
| ▼ Pre-Construction Phas                    |         |             |        |
| Identify Site                              | -26     | -31         | →      |
| Task                                       | -56     | -61         | →      |
| Estimate Sellig Price                      | -20     | -25         | →      |
| Estimate Build Costs                       | -20     | -25         | →      |
| Make offer                                 | -17     | -22         | →      |
| Purchase Negotiations                      | -17     | -22         | →      |
| Appoint Solicitors                         | -15     | -20         | →      |
| Exchange Contracts                         | -12     | -17         | →      |
| Site Possession                            | -10     | -15         | →      |
| ▼ Design & Approvals Phase                 |         |             |        |
| Appoint Architect                          | -15     | -20         | →      |
| Architectural Drawings, Draft              | -12     | -17         | →      |
| Submit to Building Control                 | -2      | -7          | →      |
| Submit to Town Planners                    | -2      | -7          | →      |
| Building Control Approval                  | 0       | 0           | →      |
| Town Planners Approval                     | 0       | 0           | →      |
| Architects Drawings to Structural Engineer | 0       | 0           | →      |
| Structural Drawings to Manufacturers       | 0       | 0           | →      |
| Manufacture of House Kit Commences         | 0       | 0           | →      |
| ▼ Pre-Start Onsite                         |         |             |        |
| Site Inspection                            | 7       | 12          | →      |

#### Show 1 week trend

Very handy view to visualise at a glance the trend of the evolution of a task over the last week.

## IV. 1. PROJECT VIEWS

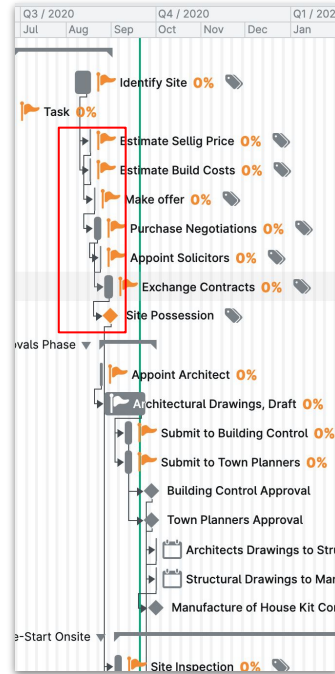
### A. GANTT VIEW

One of the interesting features of this view is the possibility to adjust the columns and display more informations **tasks by task**.

| Nom  | 35 jours | 28 jours | 21 jours | 14 jours | 7 jours | Aujourd'hui | Standard |
|--|----------|----------|----------|----------|---------|-------------|----------|
| ▼ Pre-Construction Phase                   |          |          |          |          |         |             | →        |
| Identify Site                              | -6       | -11      | -16      | -21      | -26     | -31         | ↘        |
| Task                                       | -36      | -41      | -46      | -51      | -56     | -61         | ↘        |
| Estimate Sellig Price                      | 0        | -5       | -10      | -15      | -20     | -25         | ↘        |
| Estimate Build Costs                       | 0        | -5       | -10      | -15      | -20     | -25         | ↘        |
| Make offer                                 | 0        | -2       | -7       | -12      | -17     | -22         | ↘        |
| Purchase Negotiations                      | 0        | -2       | -7       | -12      | -17     | -22         | ↘        |
| Appoint Solicitors                         | 0        | 0        | -5       | -10      | -15     | -20         | ↘        |
| Exchange Contracts                         | 0        | 0        | -2       | -7       | -12     | -17         | ↘        |
| Site Possession                            | 0        | 0        | 0        | -5       | -10     | -15         | ↘        |
| ▼ Design & Approvals Phase                 |          |          |          |          |         |             | →        |
| Appoint Architect                          | 0        | 0        | -5       | -10      | -15     | -20         | ↘        |
| Architectural Drawings, Draft              | 0        | 0        | -2       | -7       | -12     | -17         | ↘        |
| Submit to Building Control                 | 0        | 0        | 0        | 0        | -2      | -7          | ↘        |
| Submit to Town Planners                    | 0        | 0        | 0        | 0        | -2      | -7          | ↘        |
| Building Control Approval                  | 0        | 0        | 0        | 0        | 0       | 0           | →        |
| Town Planners Approval                     | 0        | 0        | 0        | 0        | 0       | 0           | →        |
| Architects Drawings to Structural Engineer | 0        | 0        | 0        | 0        | 0       | 0           | →        |
| Structural Drawings to Manufacturers       | 0        | 0        | 0        | 0        | 0       | 0           | →        |
| Manufacture of House Kit Commences         | 0        | 0        | 0        | 0        | 0       | 0           | →        |
| ▼ Pre-Start Onsite                         |          |          |          |          |         |             | →        |
| Site Inspection                            | 0        | 0        | 0        | -2       | -7      | -12         | ↘        |

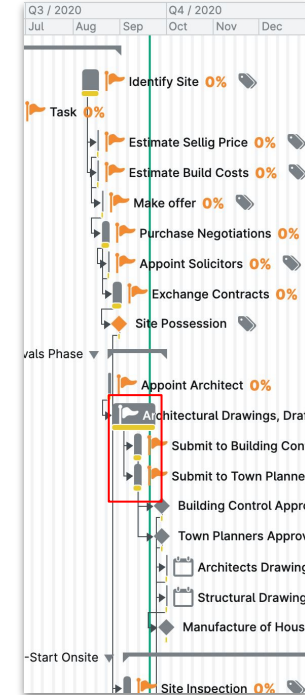
#### Show 5 week trend

Same as the trend over 1 week, but this time over 5 weeks. Perfect to better understand WHERE and WHEN a delay may have occurred.



#### Show dependency lines

The dependency lines makes it possible to see which tasks are related to each other, making it easier to prioritise.



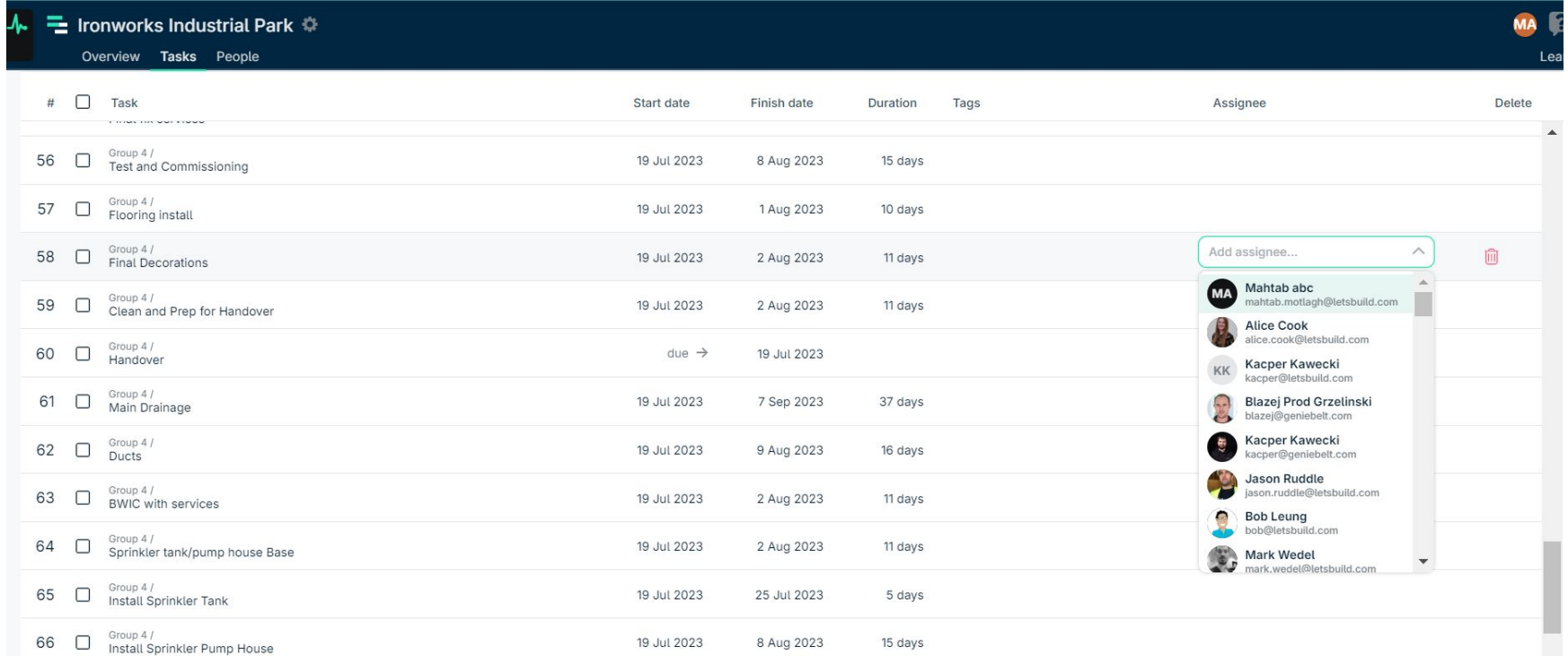
#### Show baseline


Fixed baselines help you see what's behind or ahead of your original plan.

## IV. 1. PROJECT VIEWS









### B. TABLE EDITOR VIEW

The table editor view is a powerful feature to give you a better overview of your planned tasks where you can change dates, duration, assignee etc.




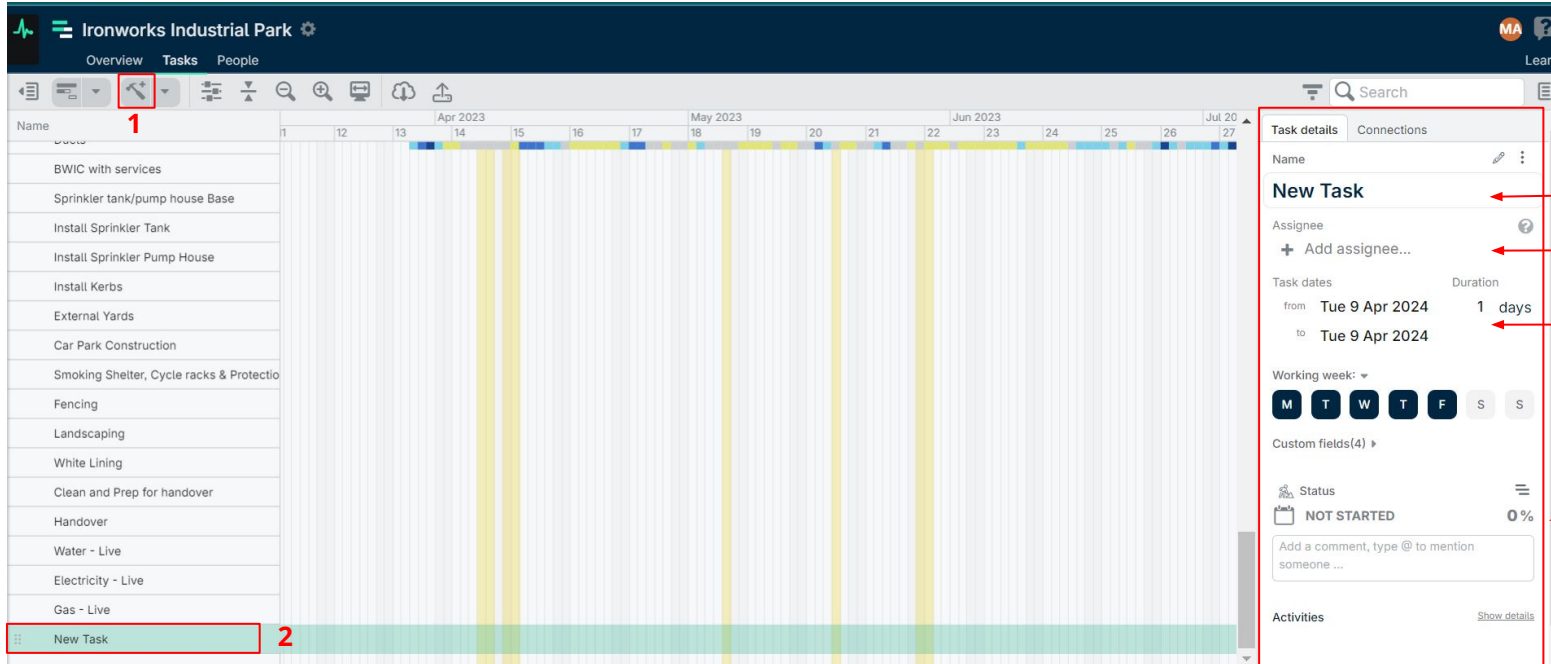
| #  | Task  | Start date  | Finish date | Duration | Tags | Assignee                                     | Delete  |
|----|---|-------------|-------------|----------|------|--|---|
| 56 | Group 4 /<br>Test and Commissioning         | 19 Jul 2023 | 8 Aug 2023  | 15 days  |      |  |   |
| 57 | Group 4 /<br>Flooring install               | 19 Jul 2023 | 1 Aug 2023  | 10 days  |      |  |   |
| 58 | Group 4 /<br>Final Decorations              | 19 Jul 2023 | 2 Aug 2023  | 11 days  |      | <input type="text" value="Add assignee..."/> |  |
| 59 | Group 4 /<br>Clean and Prep for Handover    | 19 Jul 2023 | 2 Aug 2023  | 11 days  |      |  |   |
| 60 | Group 4 /<br>Handover                       | due →       | 19 Jul 2023 |          |      |  |   |
| 61 | Group 4 /<br>Main Drainage                  | 19 Jul 2023 | 7 Sep 2023  | 37 days  |      |  |   |
| 62 | Group 4 /<br>Ducts                          | 19 Jul 2023 | 9 Aug 2023  | 16 days  |      |  |   |
| 63 | Group 4 /<br>BWIC with services             | 19 Jul 2023 | 2 Aug 2023  | 11 days  |      |  |   |
| 64 | Group 4 /<br>Sprinkler tank/pump house Base | 19 Jul 2023 | 2 Aug 2023  | 11 days  |      |  |   |
| 65 | Group 4 /<br>Install Sprinkler Tank         | 19 Jul 2023 | 25 Jul 2023 | 5 days   |      |  |   |
| 66 | Group 4 /<br>Install Sprinkler Pump House   | 19 Jul 2023 | 8 Aug 2023  | 15 days  |      |  |   |

Assignee dropdown menu for task 58:

-  **Mahtab abc**  
mahtab.motiagh@letsbuild.com
-  **Alice Cook**  
alice.cook@letsbuild.com
-  **Kacper Kawecki**  
kacper@letsbuild.com
-  **Blazej Prod Grzelinski**  
blazej@geniebelt.com
-  **Kacper Kawecki**  
kacper@geniebelt.com
-  **Jason Ruddle**  
jason.ruddle@letsbuild.com
-  **Bob Leung**  
bob@letsbuild.com
-  **Mark Wedel**  
mark.wedel@letsbuild.com

## IV. 2. CREATE A TASK

In order to create a new task, you just need to go to the “Tasks” tab, and click on the  icon. That will create a new task immediately beneath whatever task you clicked on, and then you can add and edit details of the task.





















The screenshot displays the Ironworks Industrial Park software interface. The top navigation bar includes 'Overview', 'Tasks', and 'People'. A red box labeled '1' highlights the hammer icon in the task list toolbar. The task list on the left shows various tasks, with a red box labeled '2' highlighting the 'New Task' entry at the bottom. The right-hand panel, titled 'Task details', is open for the 'New Task'. It contains fields for Name, Assignee, Task dates (from and to), Duration, Working week, Custom fields, Status (NOT STARTED), and a progress bar (0%). A red box labeled '3' highlights the entire 'Task details' panel. Red arrows point from the text on the right to specific elements in the panel: 'Name of your task' points to the Name field, 'People assigned to the task' points to the Assignee field, 'Select the task start & end dates' points to the Task dates field, and 'The progress can be updated here' points to the progress bar.

- 3
- Name of your task
- People assigned to the task
- Select the task start & end dates
- The progress can be updated here

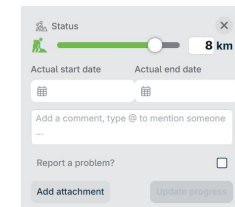
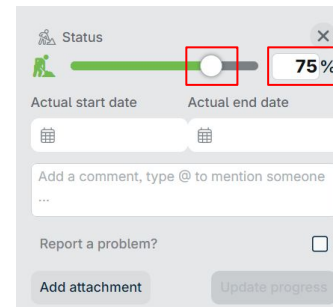
**TIP :** You can assign more than 1 person to a task. The people you added to a task can then add people on this task, too.

## IV. 3. TASK STATUSES

In order to track the progress of a task, we use different task status in LetsBuild. **There are 6 different statuses available.**

|   |   |  |
|---|---|--|
|  <b>Problem</b>      |  | This status is used as soon as a task has a problem: weather conditions, lack of equipment, assigned person is not available, etc. |
|  <b>Delayed</b>      |  | When a delay is expected due to a problem which can be used to notify the task will be late.                                       |
|  <b>In Progress</b>  |  | You or a collaborator started to work on a task? Don't forget to update it with this status!                                       |
|  <b>Completed</b>    |  | Once finished, you need to update your task to "Completed".  |
|  <b>Signed off</b>   |  | The relevant role in the project will have to validate the task.   |
|  <b>Not started</b>  |  | For any task that has not been started. This is the basic status when you create a task.   |

To update your task and automatically choose the correct status, simply **drag the task completion bar**, or manually **change the progress of the task (in % or custom unit)**.



## IV. 4. COMMUNICATE ON A TASK

One of the most used and practical features of LetsBuild is to be able to communicate directly on tasks without having to call or send messages via other applications/tools. When you need to explain something or give information on a task, **you can directly add comments on it.** Open a task, and you will have on the task detail tab an **“Add a comment”** text box, right after the Status. The comment will show in the activity trail.

The screenshot displays the 'Demo project' interface. The top navigation bar includes 'Overview', 'Tasks', and 'People'. The main workspace shows a Gantt chart with a task bar highlighted in green. The right sidebar provides detailed information for the selected task, including its name, assignee, task dates (Wed 3 Apr 2024 to Wed 3 Apr 2024), working week (MTWTFSS), and status (DELAYED 50%). Below the status is a comment box with a red '1' and an activities trail with two entries: 'Mahtab abc this is delayed.' with a red '2' and 'Progress updated to 50%'.

**TIP :** The activities trail is a powerful way to visualise the actions and comments on a task, and to have dated evidence of its progress.



# Update your live project

- > Requesting updates
- > Signing off/rejecting a task
- > Search and filter
- > Edit task

## V. 1. REQUESTING UPDATES

With LetsBuild, when there's no progress being reported on a task, simply click the **'Request Update'** button to send a notification to the task assignee.

Name: Install Temp Site Accommodation

Assignee: Alice Cook

+ Add another assignee...

Task dates: from Wed 29 Mar 2023 to Thu 30 Mar 2023 (Duration: 2 days)

Working week: M T W T F S S

Custom fields(4)

Status: Would you like to request a progress update from Alice Cook?

DELAIED 75%

Add a comment, type @ to mention someone ...



< Back

**Ohh no, a task behind schedule**

Project: Basic Introduction to GenieBelt

Assignee: Bill Camuso (Project team)

Start date: Jul 19, 2019 | End date: Aug 8, 2019

tap to enter actual start or end dates

Delayed 90%

Request Update, Warning, Flag, Add Comment, Checkmark icons

Add a comment...

< Back

**Request progress update**

You are about to send a request to the following task members:

Bill Camuso (Project team) [checked]

Send request(s)

Delayed 90%

Add a comment...

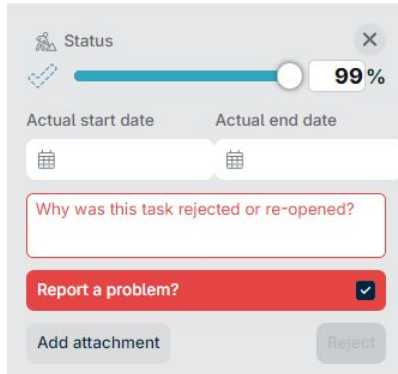


**TIP:** This feature is accessible in both desktop and mobile app environments.

## V. 2. SIGNING OFF/REJECTING A TASK

As a Project Admin, it is part of your responsibility to either Sign Off or Reject tasks that have been marked complete by others.

Rejecting a task will re-open that task and report a problem to ensure the relevant people are made aware.

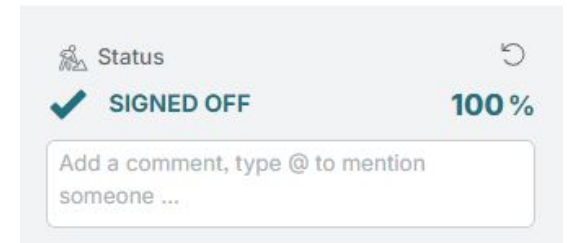


A screenshot of the 'Reject' task interface. At the top, it shows 'Status' with a close button (X) and a progress bar at 99%. Below this are fields for 'Actual start date' and 'Actual end date', each with a calendar icon. A text input field is labeled 'Why was this task rejected or re-opened?'. A red button labeled 'Report a problem?' has a checked checkbox. At the bottom, there are 'Add attachment' and 'Reject' buttons.



A screenshot of the 'AWAITING SIGN-OFF' task interface. It shows 'Status' with a thumbs down icon and a thumbs up icon. The status is 'AWAITING SIGN-OFF' with a 100% completion indicator. Below is a text input field with the placeholder 'Add a comment, type @ to mention someone ...'.

Signing Off a task lets all other project members know this task is now complete.

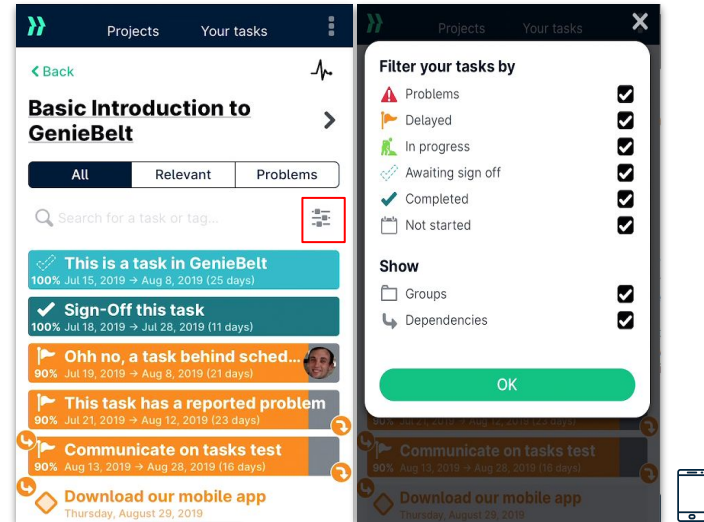
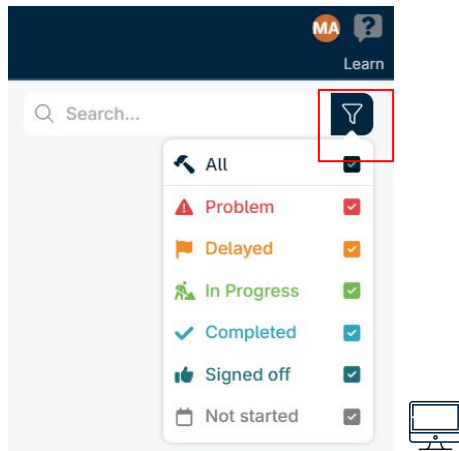


A screenshot of the 'SIGNED OFF' task interface. It shows 'Status' with a refresh icon. The status is 'SIGNED OFF' with a 100% completion indicator. Below is a text input field with the placeholder 'Add a comment, type @ to mention someone ...'.

**TIP:** This feature is accessible in both desktop and mobile app environments, but only for **Project Admin users**.

## V. 3. SEARCH AND FILTER

Within LetsBuild, it is possible to not only filter your tasks by current Status, but to also search within your tasks by various different criteria, such as task name, group name, tags and task assignee. To filter your tasks based on current Status, click the icon next to the Search bar. When using the Search bar, the results visible in the Gantt chart will be filtered on your search results. This is especially useful when needing to filter tasks based on task assignee or when using Tags.




**TIP:** This feature is accessible in both desktop and mobile app environments.

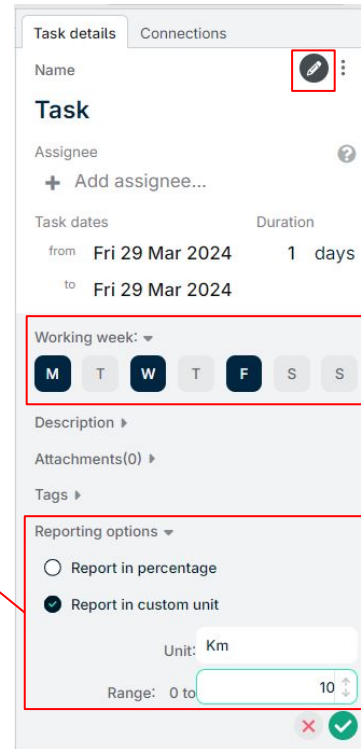
**TIP:** Project Admins can filter on Tasks Awaiting Sign Off to speed up the process for task sign off.

## V. 4. ADVANCED TASK FUNCTIONS

### A. Custom Units and Custom Working Week

To access some additional options on each task, first click the  icon (boxed in Red to the left) to edit the Task Details.

Within LetsBuild, the default setting is to report progress in percentage completion. However we realise that this isn't always the best way to report progress, so progress can also be reported in **Custom Units e.g.** e.g. windows in a house, linear meters of train tracks, square meters of paint, etc. Custom Units can help remove uncertainty around progress updates from the field. Once the Custom Unit is set, all progress reports will be in an **easily quantifiable number** while progress in the Gantt Chart view **will still be shown as a percentage**.



#### Custom working week

You can adjust the working days of a task. Dark blue means working day. This will be taken into account in progress calculation and automatic scheduling.

**TIP:** Only Project Owners or Project Admins can edit these details.

**F.A.Q :** [How to use custom working week option](#)

**F.A.Q :** [How to use custom units](#)



## V. 4. ADVANCED TASK FUNCTIONS

### C. TAGS

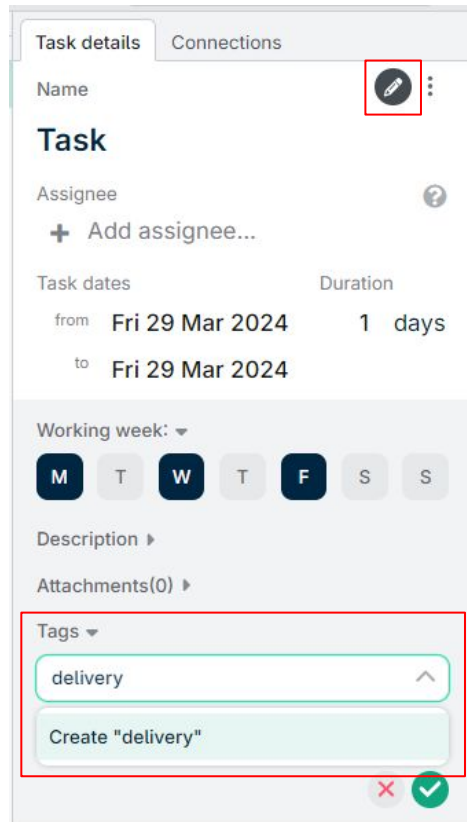
Within LetsBuild, we have the ability to add **Tags** to all activities within the project. These Tags are an additional source of Metadata that can be used to filter your project's activities, and Tags can also be used in **Cross Project** reporting modules.

To create a new Tag, first click on the  icon in the top right corner of the Task Details panel. From there, simply select the Tags setting and create your new Tag in the text box.

There is no limit to the number of Tags created and multiple Tags can be applied to each activity. Some example uses for Tags include:

- *Contractor/Subcontractor Tags* (allows activities to be filtered based on the company responsible)
- *Reasons for Delay*
- *Reasons for Problems*
- *Work Packages*
- *Tracking Plant & Equipment*

Once a Tag has been applied to a Task, the  icon will appear to the right of the Task name in the Gantt Chart view.



**TIP:** Activities can be filtered by Tag on both desktop and mobile environments.



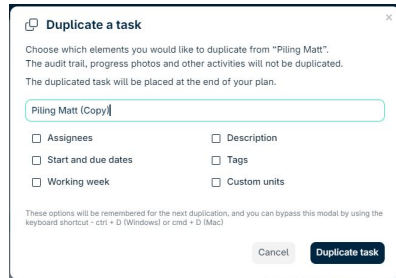
**F.A.Q :** [How to use Tags in LetsBuild](#)

## V. 4. ADVANCED TASK FUNCTIONS

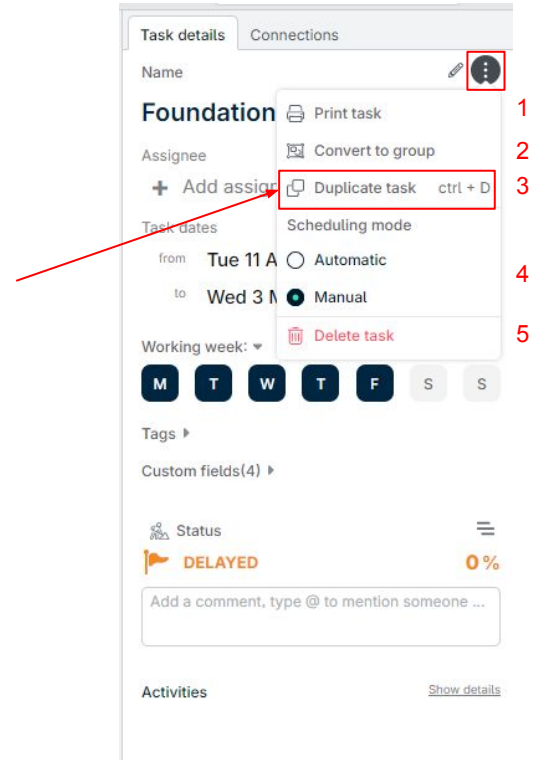
### C. Additional Actions

Click on  on top right corner.

1. You can **print** a task and decide which details you would like to include.
2. You can convert a task to a group and keep the task within it.
3. **Duplicate Task** saves you a lot of time and repetition with creating and editing tasks one by one. Complete on task that has certain elements repeating in upcoming ones, click on Duplicate or press ctrl+D, choose the elements you want to duplicate in new tasks. You are all set now. Press ctrl+D as many times as you need tasks.



4. Change Scheduling Mode
5. Delete a task (keyboard shortcut works too.)



**TIP:** Only Project Owners or Project Admins can take action 2-5. Members can only print tasks.

## V. 4. ADVANCED TASK FUNCTIONS

### D. Bulk actions













To save time, we can take many actions in bulk to multiple activities within the project. To achieve this, from the main Gantt Chart view, click and hold the **Shift key** to select multiple activities in a row or click and hold the **Control key** to select specific activities only. Once all the relevant activities have been selected, the Bulk Editing options will appear on the right hand side of your screen.

Selected task details

3 selected tasks

**3** of **26** days = **11%**

Bulk Task Actions

-  Add assignees
-  Replace assignees
-  Remove assignees
-  Shift tasks
-  Move start dates
-  Adjust due dates
-  Change scheduling mode
-  Change working week
-  Add tags
-  Convert to task or milestone
-  Sign off
-  Delete

**TIP:** Same options are available in Table view.



# Overview & report

- > Overview
- > Portfolio
- > Print PDF & task report
- > Export CSV

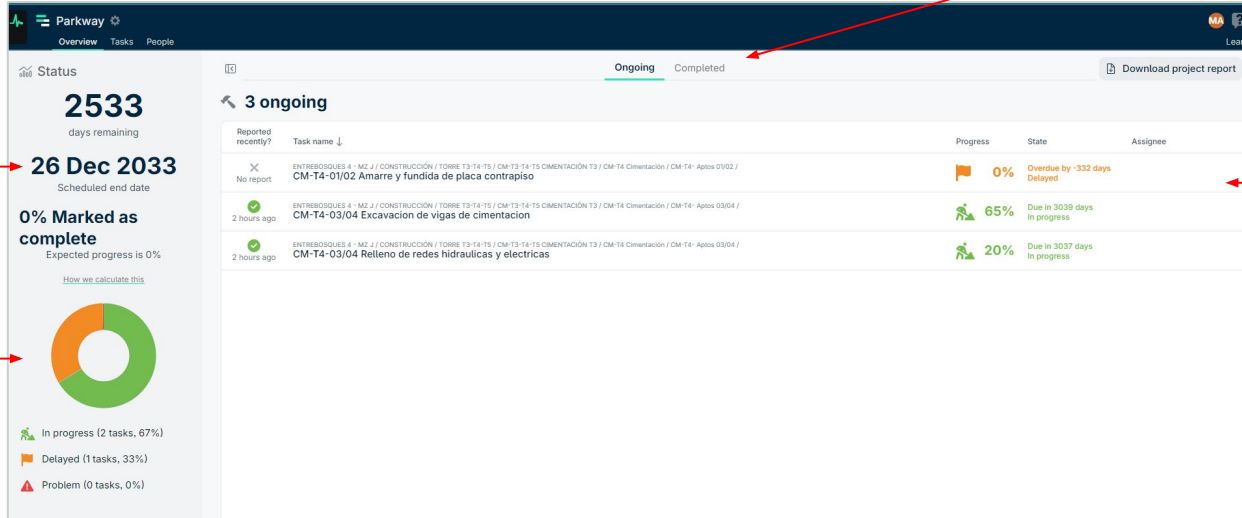
## VI. 1. PROJECT OVERVIEW

With LetsBuild, you get an easy-to-read overview of the current, real-time status of your project.

The table of completed individual tasks with start date, actual duration, and assignees is under its own tab.

Current project completion and expected completion as percentages.

Readable doughnut chart that summarises tasks statuses: In progress, Delayed, or Problems



A table of individual ongoing tasks with recent progress updates, statuses, and assignees

**TIP:** Click on any task, and it will take you directly to the Gantt Chart with the task details open.

**F.A.Q :** [How to use project overview](#)



## VI. 1. PROJECT OVERVIEW

The project report can be used for regular project meetings or distributed and shared with colleagues and clients. So from this view you are able to download a printable project report.

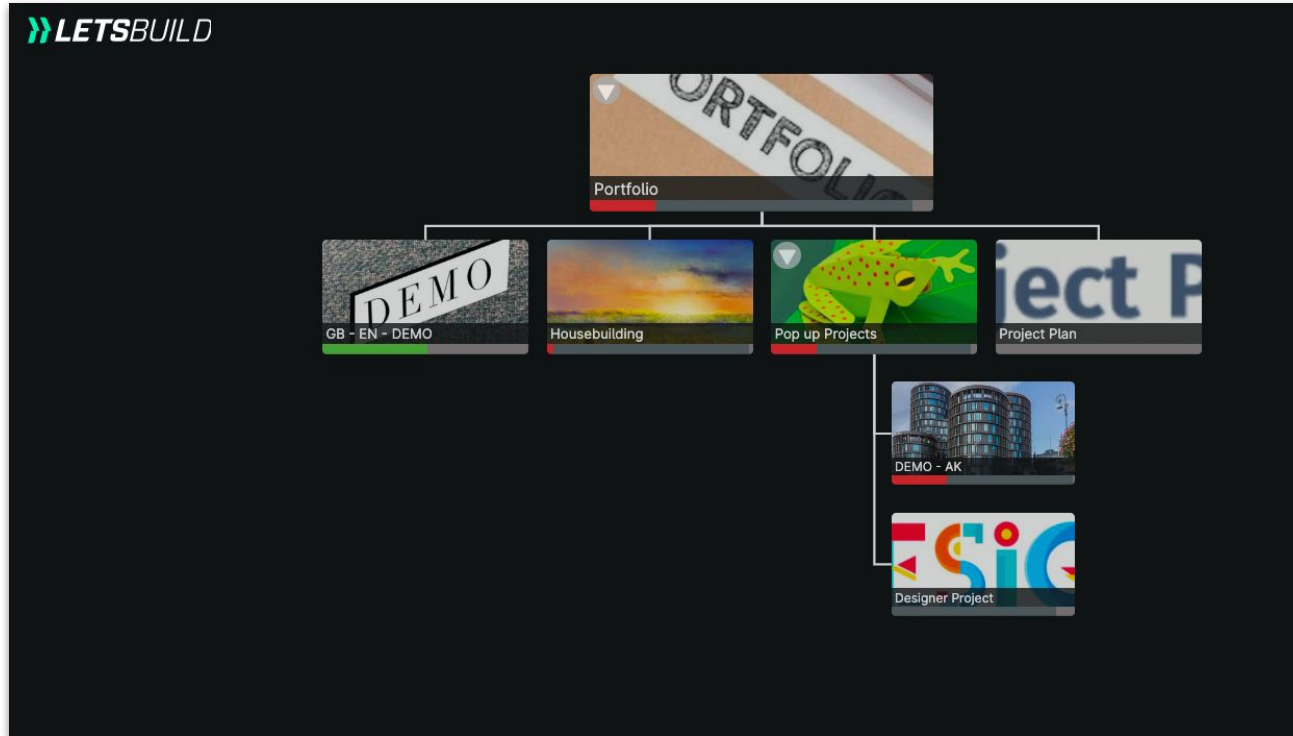
The screenshot displays the Parkway project overview interface. On the left, a status summary shows 2533 days remaining, a scheduled end date of 26 Dec 2033, and 0% marked as complete. A donut chart indicates task progress: 67% in progress (2 tasks), 33% delayed (1 task), and 0% problem (0 tasks). The main area shows a list of 3 ongoing tasks with columns for Reported recently?, Task name, Progress, State, and Assignee. A red box highlights the 'Download project report' button in the top right corner. A modal dialog titled 'Download project report' is open, allowing users to specify a start date (Apr 1, 2024) and end date (Apr 9, 2024), and to choose whether to include comment pictures and an audit trail. A map of Copenhagen is visible in the background of the modal.

The project report includes a summary of task progress, completion, delays, problems, and comments reported as well as photos and files that were uploaded in the chosen time period.

**TIP:** The report covers range of maxim four weeks.

## VI. 2. PORTFOLIO

Our portfolio feature provides an excellent eagle eye overview of the progress across your multiple projects.



**TIP:** Portfolio feature is useful if you are managing multiple projects.



**F.A.Q :** [How to use portfolio view](#)

## VI. 4. PRINT PDF AND TASK REPORT

Download a copy of your project as a PDF file for printing and sharing at any time. The PDF file gives you a real-time snapshot of your project.

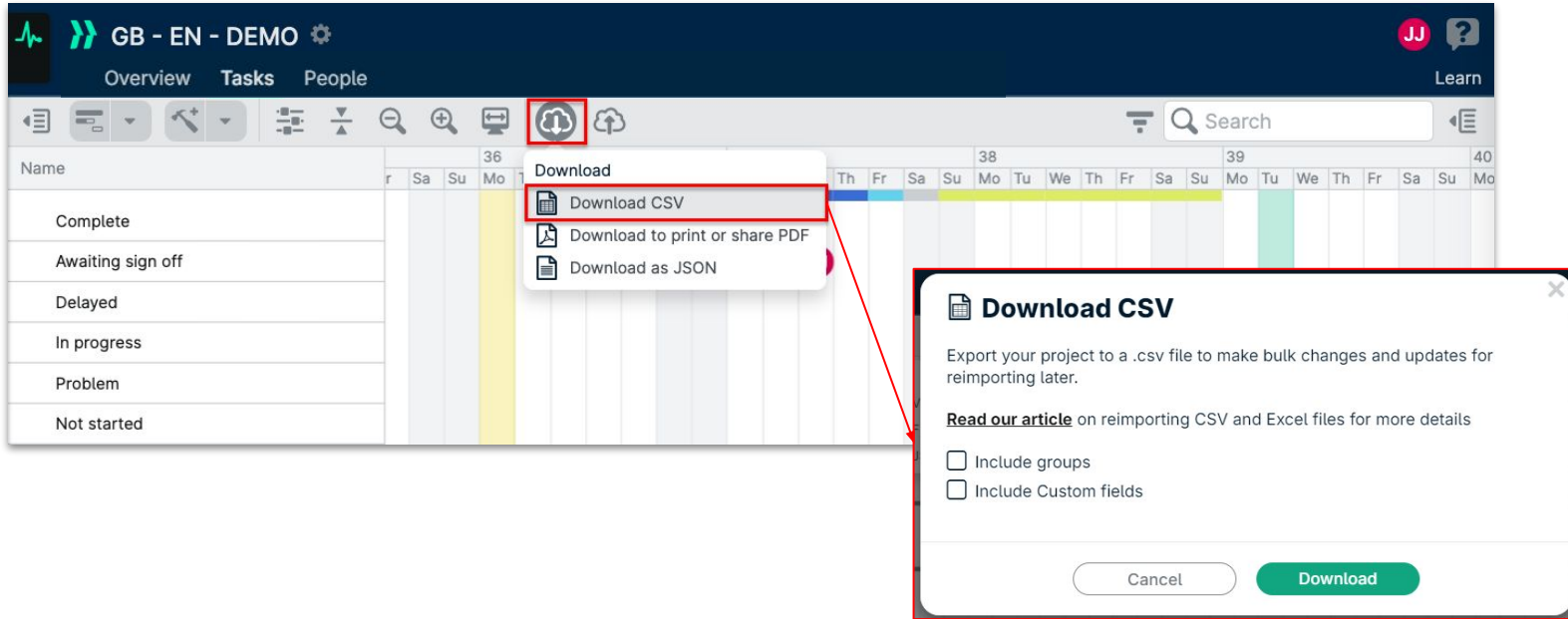
The image displays two instances of the 'Download to print or share PDF' dialog box. The left instance shows the 'Size' dropdown menu open with 'A4' selected, and the 'Orientation' dropdown set to 'Portrait'. The right instance shows the 'Size' dropdown menu open with 'A3' selected, and the 'Orientation' dropdown set to 'Portrait'. Both dialogs feature a preview window showing a Gantt chart with various task bars (Complete, Awaiting sign off, Delayed, In progress, Problem, Not started) and a legend on the left. The legend includes categories like Complete, Awaiting sign off, Delayed, In progress, Problem, and Not started, each with a corresponding color and status icon. The Gantt chart shows a timeline from September 2020, with tasks represented by horizontal bars of different colors and lengths, indicating their duration and status.

Download your whole construction project or print tailored charts to share with your people and teams with only the task and information that you need them to concentrate on. You can adjust paper size and orientation of the file.

**TIP:** Use the preview to ensure all your tasks fit properly onto the pages you want to download.

## VI. 5. EXPORT CSV

Export the progress percentage of your project's tasks and add them into your native programme. This will ensure that your project's files in MS Project, Asta, and P6 are up to date.



The screenshot displays the GenieBelt software interface. At the top, the title bar reads "GB - EN - DEMO" with a settings gear icon. Below it are navigation tabs for "Overview", "Tasks", and "People". A toolbar contains various icons, with the "Download" icon (a cloud with a downward arrow) highlighted by a red box. A dropdown menu is open from this icon, showing three options: "Download CSV" (highlighted with a red box), "Download to print or share PDF", and "Download as JSON". A red arrow points from the "Download CSV" option to a modal dialog box titled "Download CSV". The dialog box contains the following text: "Export your project to a .csv file to make bulk changes and updates for reimporting later." Below this is a link: "Read our [article](#) on reimporting CSV and Excel files for more details". There are two checkboxes: "Include groups" and "Include Custom fields", both of which are currently unchecked. At the bottom of the dialog are two buttons: "Cancel" and "Download".

**TIP:** Unique URLs for each group and task of your project in the export, allows you to open up GenieBelt on a specific task and group from your native programme, giving you easy access to all the data you need while planning.

## VI. 5.1 EXPORT CSV

Update the latest progress completion percentage from GenieBelt into your native planning tool! Match the column in MS Project, Asta, and P6 by selecting and copying the entire progress column (except the header).

CSV file →

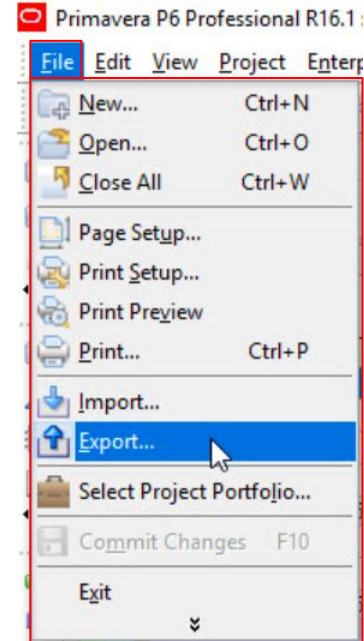
|   | A       | B                   | C          | D          | E           | F        |
|---|---------|---------------------|------------|------------|-------------|----------|
| 1 | gb_id   | name                | start date | end date   | description | progress |
| 2 |         | • Examples Statuses |            |            |             |          |
| 3 | 1080600 | Complete            | 2018-05-15 | 2018-05-17 |             | 100%     |
| 4 | 1080601 | Awaiting Sign Of    | 2018-05-25 | 2018-05-31 |             | 100%     |
| 5 | 1080602 | Late                | 2018-05-29 | 2018-06-11 |             | 30%      |
| 6 | 1080604 | Behind Schedule     | 2018-06-15 | 2018-06-29 |             | 51%      |
| 7 | 1080605 | On Time             | 2018-06-29 | 2018-07-23 |             | 79%      |
| 8 | 1080603 | Problem             | 2018-06-21 | 2018-06-28 |             | 91%      |
| 9 | 1515504 | Not Started         | 2018-07-20 | 2018-07-20 |             | 0%       |

Asta programme →

| Line | Name        | Duration | Start     | Finish    | Percent complete |
|------|-------------|----------|-----------|-----------|------------------|
| 1    | First Group | 1w 4d    | 5/18/2018 | 5/31/2018 |                  |
| 2    | Manual      | 1w       | 5/18/2018 | 5/24/2018 |                  |
| 3    | FS(m)1      | 1w       | 5/18/2018 | 5/24/2018 |                  |
| 4    | FS(m)2      | 1w       | 5/18/2018 | 5/24/2018 |                  |
| 5    | FF(m)1      | 1w       | 5/18/2018 | 5/24/2018 |                  |

MS Project →

| Task Mode | Task Name | Work          | Duration | Start       | Finish      | % Complete |
|-----------|-----------|---------------|----------|-------------|-------------|------------|
|           | One       | 40 hrs 5 days |          | Ned 2/21/18 | Tue 2/27/18 | 0%         |
|           | SS        | 40 hrs 5 days |          | Ned 2/21/18 | Tue 2/27/18 |            |
|           | Jenna K   | 40 hrs        |          | Wed 2/21/18 | Tue 2/27/18 |            |



← P6  
Export your P6 project as an excel file to update your programme.

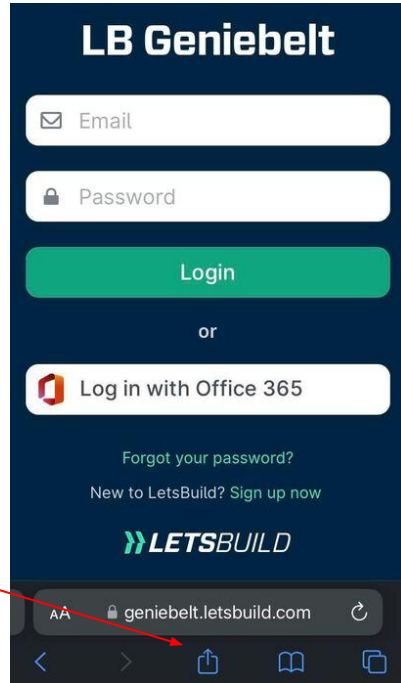
# Progress update on mobile


- > Download mobile app
- > Work offline with mobile app
- > Percentages and statuses
- > Identify and solve problems
- > Comments and mentions
- > Photos and attachments

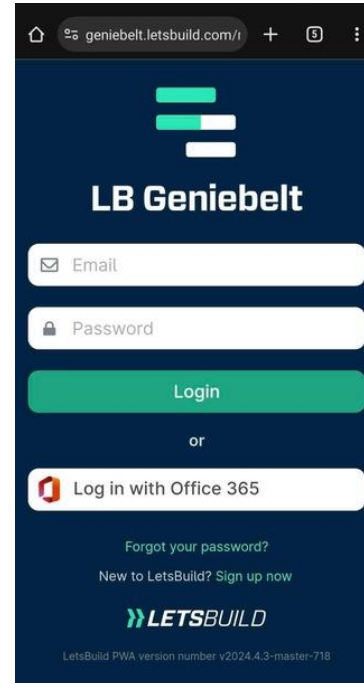



## VII. 1. DOWNLOAD THE MOBILE APP

Go to <https://geniebelt.letsbuild.com/mobile/>. Currently, it is only possible to download the mobile app through HTML.



**IOS:** Add the application to your homescreen by clicking on the bookmark icon  in the bottom of the screen and selecting the 'Add to Homescreen' option.



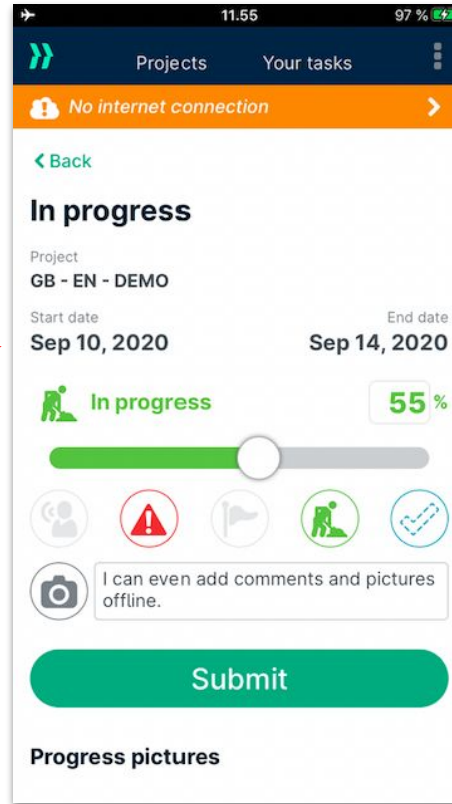
**Android:** Add the application to your homescreen by clicking on the three little dots  on the top of your screen and selecting the 'Install app' option.

**TIP:** We recommend using Safari for iOS, and Google Chrome for Android. The application should look like  on your phone homescreen.

## VII. 2. WORK OFFLINE WITH MOBILE APP

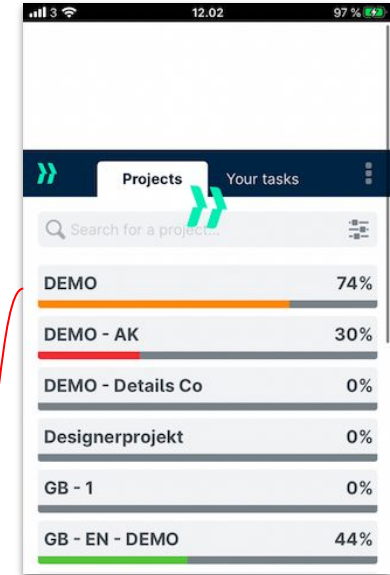
If you are on site with limited or no internet connection, you are still able to work offline.

Update your tasks even when you are offline.



Submit your update







Easily synchronise your data when you are online again by tapping your finger on the screen and pulling it downwards.

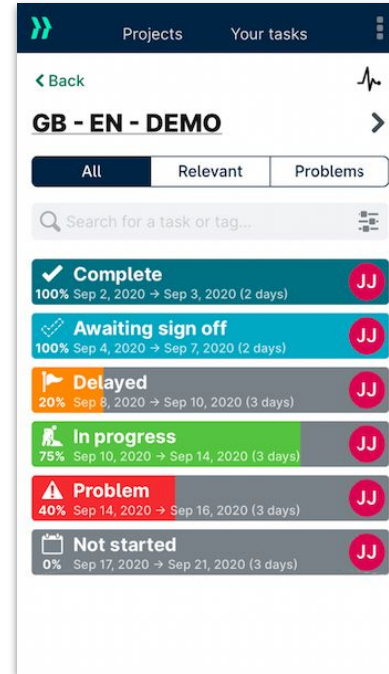


## VII. 4. PERCENTAGE AND STATUSES

Following the progress of your tasks is **very easy and intuitive**. Each task in your projects has a color and an icon, which represents the given status and percentage update of the task.

Overview of Status colors and icons

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Problem     |  |
| <input checked="" type="checkbox"/> Delayed     |  |
| <input checked="" type="checkbox"/> In progress |  |
| <input checked="" type="checkbox"/> Completed   |  |
| <input checked="" type="checkbox"/> Signed off  |  |
| <input checked="" type="checkbox"/> Not started |  |



The screenshot shows a mobile application interface for task management. At the top, there are navigation options: 'Projects' and 'Your tasks'. Below this is a 'Back' button and a search icon. The main title is 'GB - EN - DEMO'. There are three filter tabs: 'All', 'Relevant', and 'Problems'. A search bar is present with the placeholder text 'Search for a task or tag...'. The task list includes:

- Complete**: 100% progress, Sep 2, 2020 → Sep 3, 2020 (2 days)
- Awaiting sign off**: 100% progress, Sep 4, 2020 → Sep 7, 2020 (2 days)
- Delayed**: 20% progress, Sep 8, 2020 → Sep 10, 2020 (3 days)
- In progress**: 75% progress, Sep 10, 2020 → Sep 14, 2020 (3 days)
- Problem**: 40% progress, Sep 14, 2020 → Sep 16, 2020 (3 days)
- Not started**: 0% progress, Sep 17, 2020 → Sep 21, 2020 (3 days)

**TIP:** Every task will show the percentage reported to the left of the task.

## VII. 5. IDENTIFY AND SOLVE PROBLEMS

If a problem needs to be reported such as a late delivery or if something is incorrectly constructed, **simply click the problem icon** and provide details and photos to the task. **Remember to submit your update.**

**Problem Icon**

Problem

E6AE9219-5C52-4572-BD82-BA6328B0F813.jpeg

**In progress**

Project  
**GB - EN - DEMO**

Assignee  
**JJ** Joelle Jelsted  
Project team

Start date  
**Sep 10, 2020**

End date  
**Sep 14, 2020**

*tap to enter actual start or end dates*

Problem reported  
**Problem**

**Problem** 25 %

Problem

E6AE9219-5C52-4572-BD82-BA6328B0F813.jpeg

**Submit**

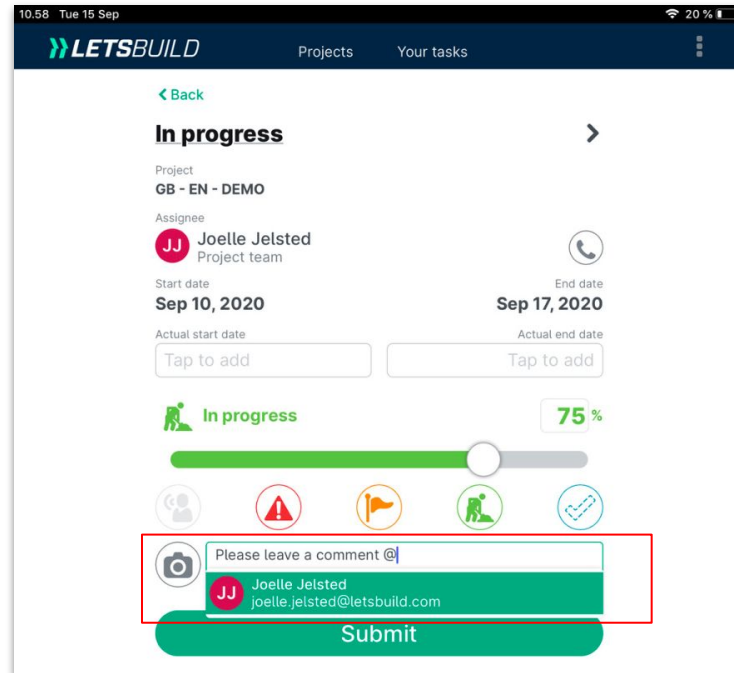
Once the problem is resolved, the problem icon just needs to be turned off in the next update.

## VII. 6. COMMENTS AND MENTIONS

It is very simple to comment on a task or mention someone so they will be notified.

On each task there is a comment field where you can write your note or mention someone.  
**To mention someone, simply use the @ symbol and then their name.**

You can leave a comment or a mention someone without having to change the progress.



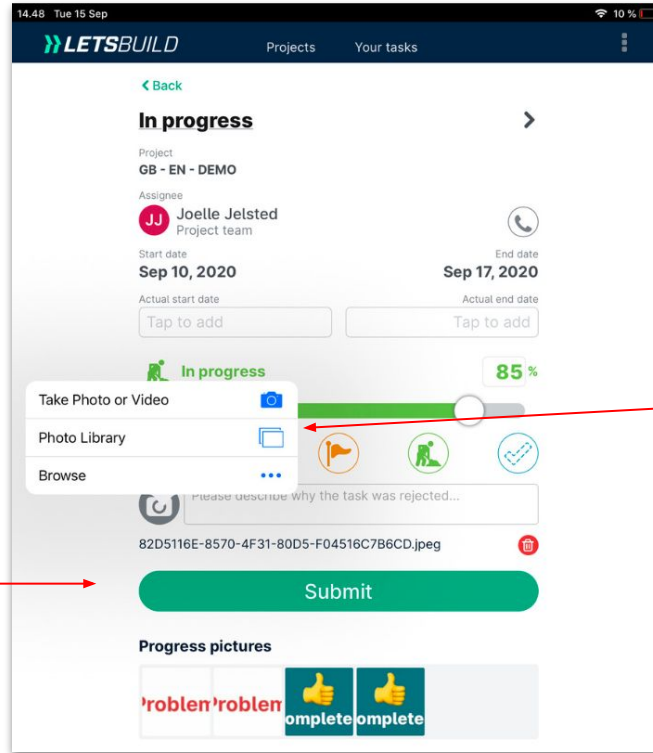
**TIP:** Any comment will create a beat notification (more on that on p.57) for the admin users and any member assigned to the task.

## VII. 7. PHOTOS AND ATTACHMENTS

Upload photos and attachments with few easy clicks.

Select the task and submit your update.

Remember to update your task by clicking Submit.



Upload or take a picture on your mobile device.

# Cross Project

## VIII. 1. CROSS PROJECT

### What is the Cross Project feature?

For users with several projects at the same time, Cross Project provides **a view of all tasks across all projects at once**. The multitude of filters makes it possible to create different views and adapt it to the type of person using Cross Project. For example, you can choose to see all tasks that are overdue in the last 7 days, or problems over a larger period of time. This can also allow you to focus on a specific date, especially in 'repetitive' projects, where new milestones arrive on different projects at the same time.

Whether you are an administrator and want to have an overview of all your projects or whether you are executing on different sites, **Cross Project can help you see everything**.

To access the Cross Project Tab, click on it on the main menu.

The screenshot displays the 'Cross-project' view in the LB Geniebelt software. At the top, navigation tabs include 'Portfolio', 'Projects', 'Cross-project', and 'Task sheet'. A toolbar shows sorting options: 'First sort by: Project name' and 'then sort by: Task start date'. Below this, there are sections for 'Company views' (with a 'Select...' dropdown), 'Your views' (with buttons for 'All tasks', 'Assigned to you', 'Current tasks', and 'All Problems & Delays'), and an 'Unsaved filter set' (showing 8 tasks of 234946 in total) with filters for 'Task assignee is mahtab.motlagh@letsbuild.com' and 'Project name contains baker'. A 'Save view' button is also present. The main area is a Gantt chart with columns for quarters from 2014 to 2017. A task list on the left shows tasks like 'Estimate Sellig Price', 'Make offer', 'Submit to Town Planners', and 'Excavate for Foundations and Services'. A task bar for 'Task 36' is highlighted in blue.

Access to the pre-saved views of your company

Pre-saved views showing all tasks your are involved in

Two ways of grouping your filtered view

Filters on the tasks and project

Save your custom view

Project name

All visible tasks according to the project and the chosen criteria



# Notifications

- > Overview
- > BEATS notifications
- > Emails notifications

## IX. 1. OVERVIEW

In LetsBuild, there are two different ways to notify or get notified about what's going on: **BEATS Notifications & Email**.



### BEATS Notifications

#### Directly in the application.

BEATS represent each activity that is taken on your project.

If a task is updated, a person invited, a task assigned, the project name updated, the BEATS will record it for everyone to follow.

The type of things that are not included are dependency creation, project export, project report creation, print Gantt.

**Very useful to be quickly updated with the latest activities when using the application.**



### Email

#### Outside the application.

For each situation, receive a dedicated email with all the information you need to know. In a construction project, you need to see everything every time.

By activating emails notifications, be notified each time there is an issue, a mention about you, your next week tasks or a simple summary of what happened this week.

**Very useful for notifying different people at the same time, highlighting a problem or report progress.**


## IX. 2. BEATS NOTIFICATIONS

When you're on your desktop, it's easy to access your BEATS notifications. You can view the BEATS notifications of all your projects, or open a specific project and see only the BEATS of that particular project. In both cases, **click on the icon at the top left of your screen.**

The screenshot shows the BEATS notifications interface. The main window displays a project overview with a 'BEATS' sidebar. The sidebar has a search bar and two tabs: 'Relevant' and 'All'. The 'Relevant' tab is selected, showing a list of notifications. Three callout boxes on the left highlight specific notifications: 'H&S Check 1 completed', 'Progress has been updated to 60% on Order Scaffolding', and 'Progress has been updated to 55% on Order Cranes and Plant and a problem reported'. A red arrow points from the 'Relevant' tab in the sidebar to a callout box in the main window. Another red arrow points from the 'All' tab in the sidebar to a callout box in the main window.

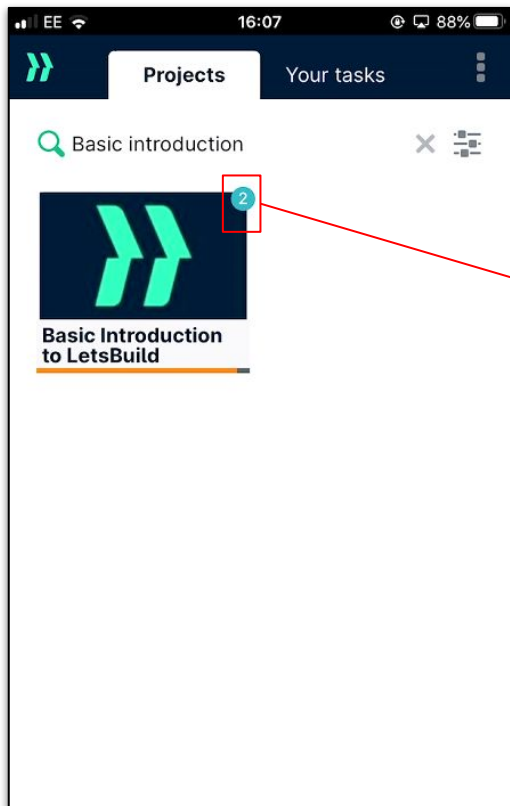
The **relevant tab** shows you only the notifications that concern you, whether they are tasks that you have created or in which you are mentioned. If you are a Leader/Admin, your Relevant feed will include all Task Status Updates and Comments on all Tasks.

The **All tab** shows you all the latest news in the project(s), whether it is the addition of a new member, a response to a comment, a task created, etc. You're notified of everything.

**TIP:** When you are on the view of all your projects, you can mark all your BEATS notifications as read with a single tap on the  button at the top of your BEATS window.

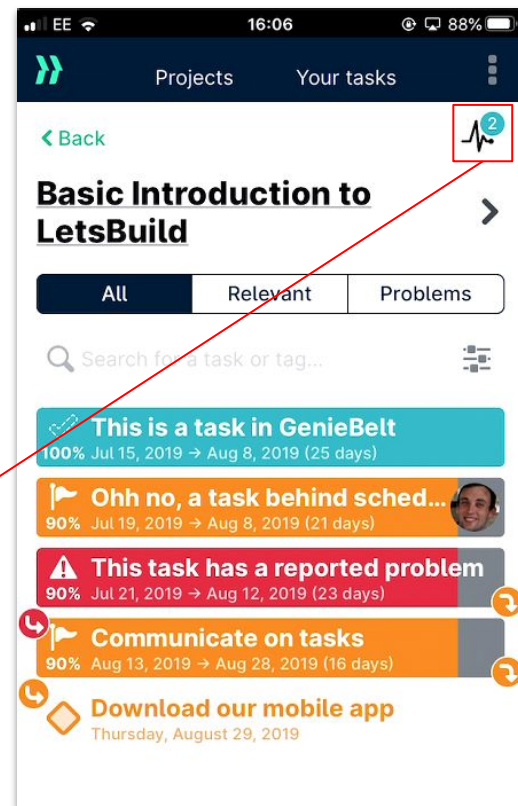
## IX. 2. BEATS NOTIFICATIONS

When you're on the mobile application, **"BEATS" are available on the app**, but you cannot currently activate Push Notifications. These notifications will notify you directly through the LetsBuild app when a task is completed, or if there are any issue or mention of you.



When viewing multiple projects on the Projects tab, any project with new **BEATS** notifications will have a small number with the total number of notifications on the top right hand corner, as seen on the left here.

Once you've selected the correct project, BEATS notifications can be found on the top right hand corner of the screen, as seen on the right here.



## IX. 3. EMAILS NOTIFICATIONS

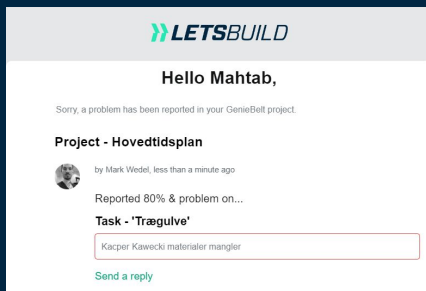
For each situation, receive a dedicated email with all the information you need to know: **in a construction project, you need to see everything every time.**

To choose which emails you want to receive, go to user settings on your profile, and check the box corresponding to the notification you wish to use. In LetsBuild, you can choose to activate 4 types of email automatically sent to you:

WHEN THERE ARE....

### PROBLEMS ON A TASK

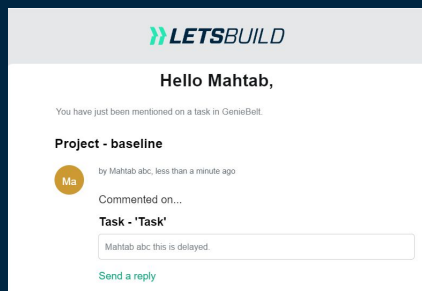
As soon as an issue is reported on LetsBuild in your project, receive a dedicated email about this problem. *(Only in projects you are Admin on.)*



WHEN THERE ARE....

### COMMENTS ON A TASK THAT MENTION YOU

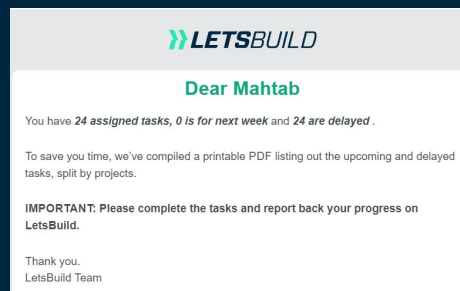
When there is a comment on a task you are assigned to or you are mentioned in a comment on any task, you will receive an email.



WHEN YOU WANT TO KNOW....

### TASKS FOR NEXT WEEK

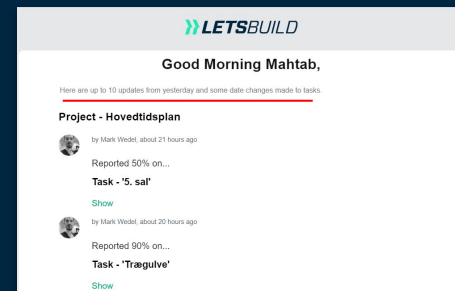
Each friday, you can receive a specific email in which you will have all the tasks you need to do for the next week. A nice outline before starting the week!



WHEN YOU WANT TO KNOW....

### DAILY SUMMARIES

If you want to go further into the micro-management of your project, every morning you can receive a summary of up to 10 updates from the previous day on the tasks, problems or actions done.



# Support & documentation

## X. SUPPORT & DOCUMENTATION




For a quick answer, **check out our FAQ!**

[Go to the FAQ](#)



If you have any questions, please contact us by email:  
**[support@letsbuild.com](mailto:support@letsbuild.com)**



Find the answers to your questions directly from the application by clicking on  **at the top right corner.**