



User Guide

Web & Mobile



Play Store



App Store



Desktop

Summary

I. GETTING STARTED ON LETSBUILD.....	3
1. Create your account.....	4
2. Log in to LetsBuild.....	5
3. Homepage.....	6
4. Administration console.....	7
II. CREATE YOUR PROJECT.....	8
1. Structure.....	10
2. Documents.....	13
3. Participants.....	16
4. Company.....	21
III. POINTS.....	25
1. Creation of points.....	26
2. Add points to a document.....	27
3. Multiple point editing.....	28
IV. REPORTS.....	29
1. Generate a report.....	30
2. Create a report template.....	31
3. The different types of reports.....	35
V. FORMS.....	36
1. The different types of forms.....	37
2. Create and assign your form.....	38
3. Fill your form.....	40
4. Create and add a form template.....	41
5. Forms library.....	43
VI. LISTS.....	44
1. Create a list.....	45
2. Link documents to a list.....	49
3. Add participants to a list.....	50
4. Access rights in lists.....	51
VII. APP FOR SUBCONTRACTORS.....	52
1. Get the app for subcontractors.....	53
VIII. MOBILE APP PRESENTATION.....	54
1. Installation on mobile.....	55
2. Introduction to mobile.....	56
3. Documents on mobile.....	58
4. Mobile point creation.....	60
5. Mobile report.....	63
6. Mobile form.....	64
7. Notifications.....	66
8. Mobile synchronization.....	68
IX. SUPPORT & DOCUMENTATION.....	69
1. Support & FAQ.....	70
2. Facilitate the adoption of LetsBuild.....	71
3. Online training courses.....	72

I. Getting started with LetsBuild

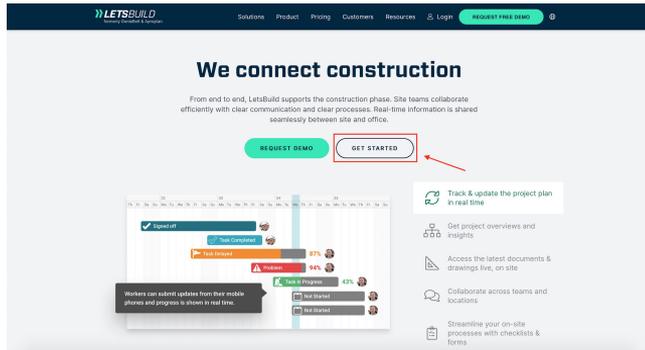
- Create your account
- Log in to LetsBuild
- Homepage
- Set your profile

I. GETTING STARTED ON LETSBUILD

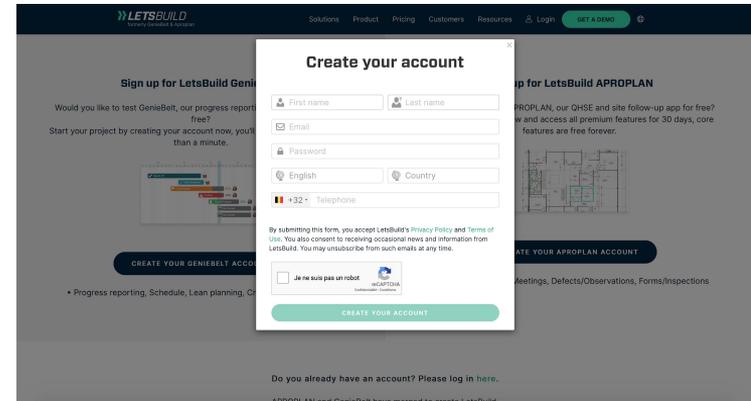
I. 1. CREATE AN ACCOUNT on www.letsbuild.com by clicking on **GET STARTED**

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

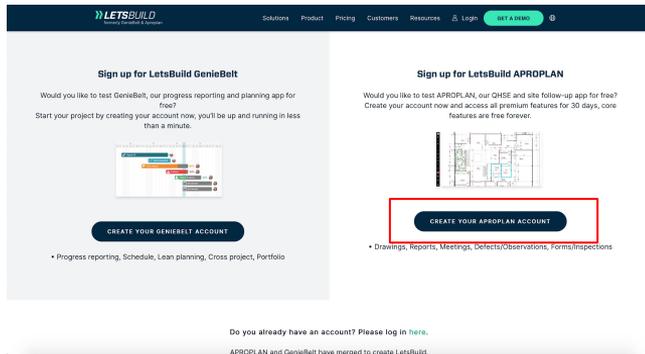
1



3



2



4

1. 2. LOG IN ON LETSBUILD

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

1

The screenshot shows the homepage of LetsBuild. The navigation bar at the top includes the LetsBuild logo (Formerly GenieBelt & Aproplan) and links for Solutions, Product, Pricing, Customers, Resources, Login, and GET A DEMO. The 'Login' button is highlighted with a red box. A red arrow points from this box to a larger 'Login' button icon in the top right corner of the page.



2

The screenshot shows the login page. It features two columns: 'Login to LetsBuild GenieBelt' with a Gantt chart and 'Login to LetsBuild APROPLAN' with a floor plan. Both columns have a 'LOGIN' button. At the bottom, there is a link: 'No account yet? Please sign up here.'

3

The screenshot shows the 'CREATE AN ACCOUNT' form. It features the LetsBuild logo (Formerly APROPLAN) at the top, an email input field, and a 'NEXT' button.

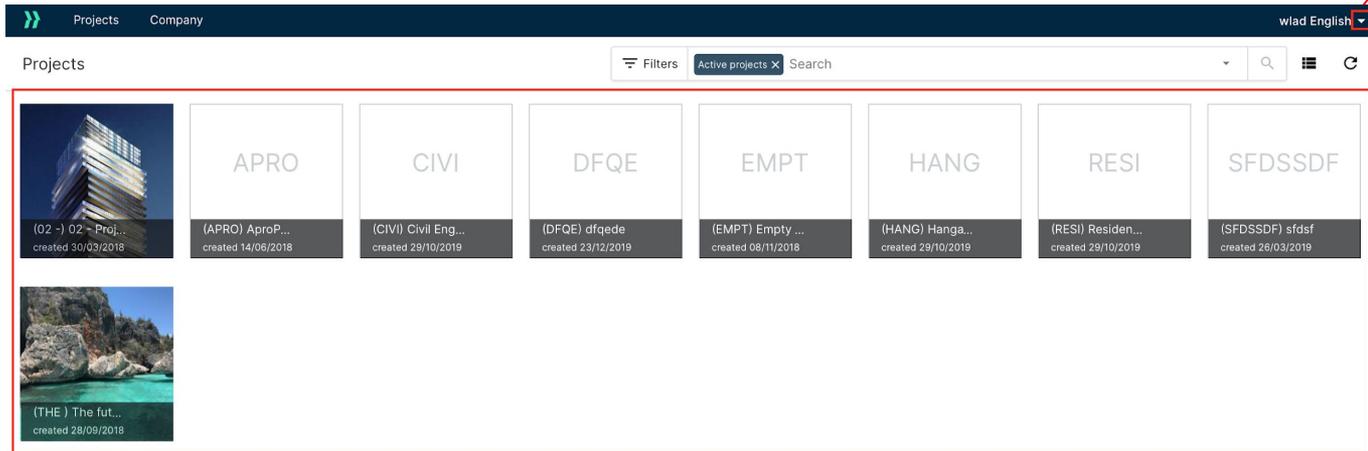
Enter your login (email address) and password

5

I. 3. HOMEPAGE

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

-  FAQ
-  Settings
-  Logout



The screenshot shows the application's homepage. At the top, there is a dark blue navigation bar with a double arrow icon on the left, the text "Projects" and "Company" in the middle, and a user profile "wlad English" with a dropdown arrow on the right. Below the navigation bar, there is a "Projects" section with a search bar containing "Active projects" and a search icon. A red box highlights a grid of project cards. The first row contains eight cards: (02 -) 02 - Proj... created 30/03/2018, (APRO) AproP... created 14/06/2018, (CIVI) Civil Eng... created 29/10/2019, (DFQE) dfqede created 23/12/2019, (EMPT) Empty ... created 08/11/2018, (HANG) Hanga... created 29/10/2019, (RESI) Residen... created 29/10/2019, and (SFDSSDF) sfdsf created 26/03/2019. The second row contains one card: (THE) The fut... created 28/09/2018. A red arrow points from the user profile dropdown in the navigation bar to the project grid, and another red arrow points from the bottom of the project grid to the explanatory text below.

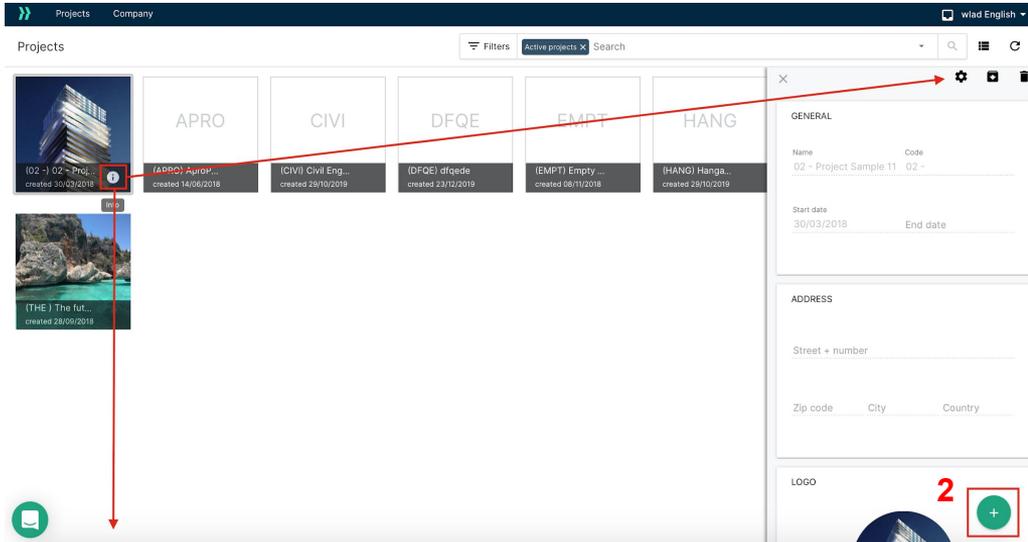
Here you can select a project and manage your plans / documents, remarks, add participants and more, as explained in the following pages.

II. Create your project

- Structure
- Documents
- Participants
- Your company

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

1



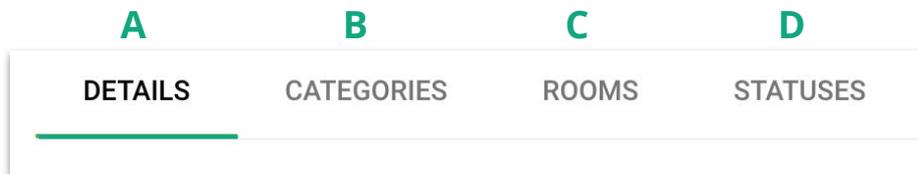
To edit the following steps (see next page) : Simply click on the 3 dots under the project and select “**settings**” in the droplist that pops up.



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

II. 1. STRUCTURE

4 STEPS :



A. DETAILS

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

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

B. CATEGORY

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

C. ROOMS

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

D. STATUSES

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

II. 1. STRUCTURE

E. STATUSES OF POINTS

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

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

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

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

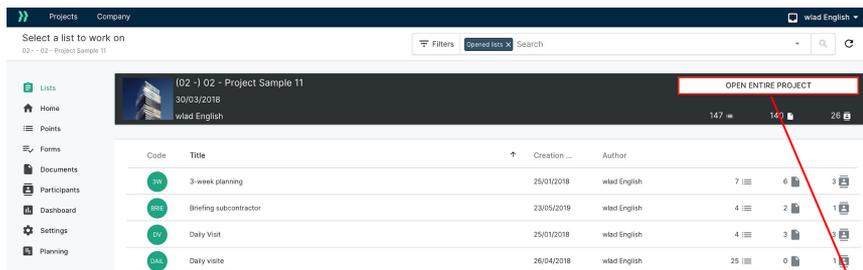
II. 2. DOCUMENTS

A. ADD DOCUMENTS

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

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

1



Projects Company wlad English

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

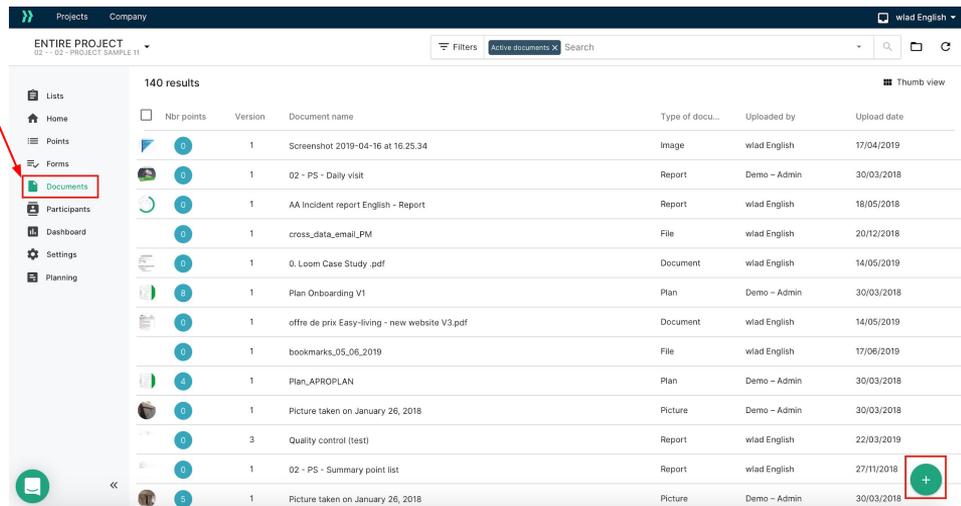
Filters Open lists Search

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

OPEN ENTIRE PROJECT

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

2



Projects Company wlad English

ENTIRE PROJECT
02 - 02 - PROJECT SAMPLE 11

Filters Active documents Search

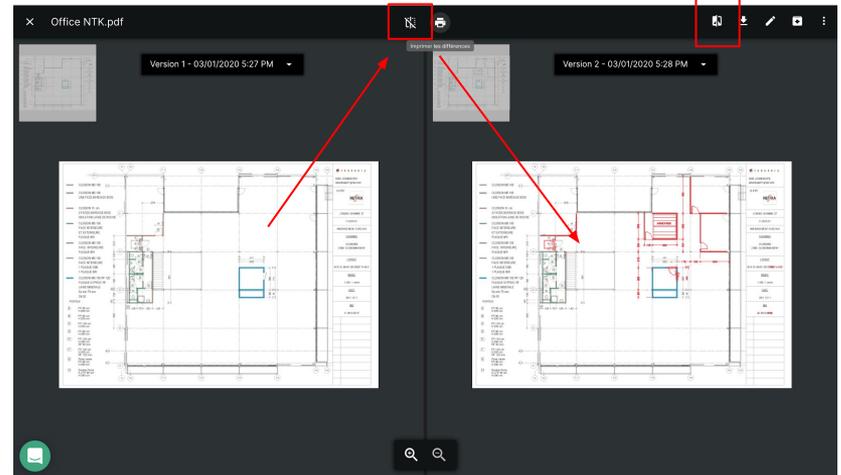
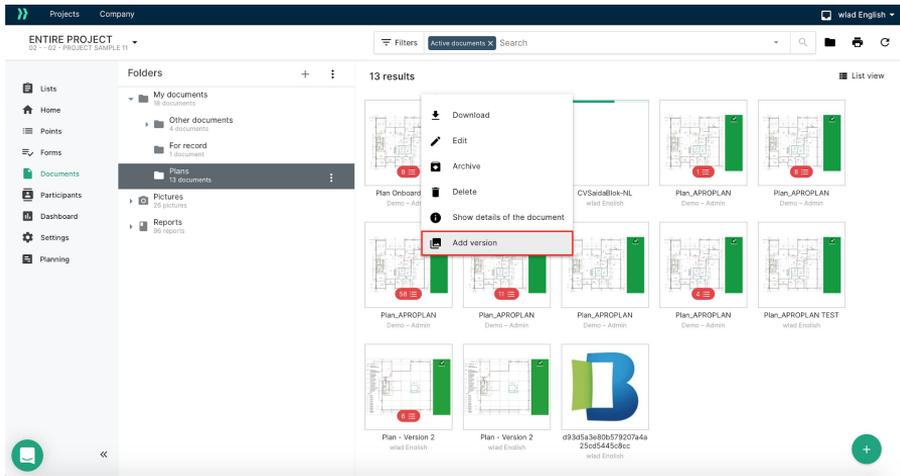
140 results

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

II. 2. DOCUMENTS

B. VERSION

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

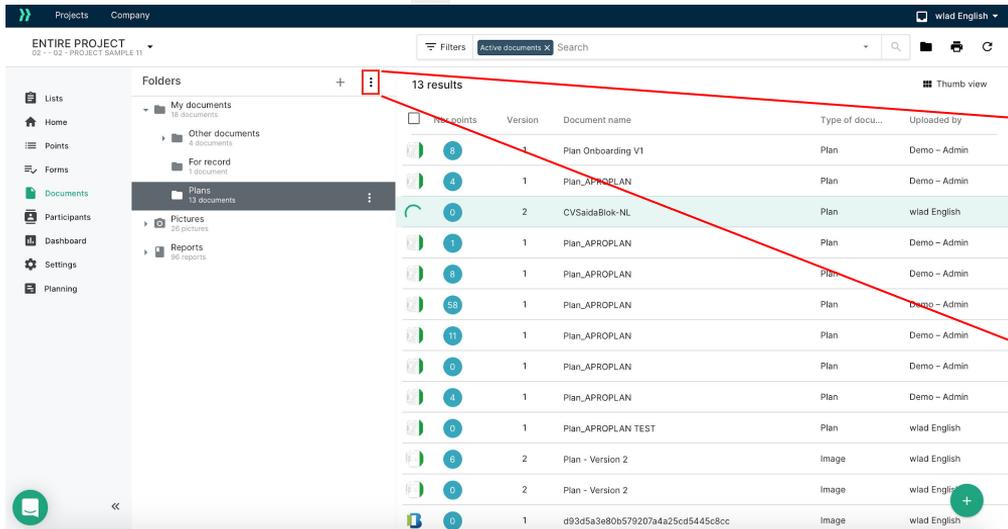


F.A.Q : [How do I add a new version of a plan?](#)

II. 2. DOCUMENTS

C. FOLDER STRUCTURE

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



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

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

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



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

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

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



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

II. 3. PARTICIPANTS

A. ADD PARTICIPANTS

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

1

02 - 02 - Project Sample 11
30/03/2018
wlad English

Code	Title	Creation ...	Author			
3-week planning		25/01/2018	wlad English	7		
Briefing subcontractor		23/05/2019	wlad English	4	2	
Daily Visit		25/01/2018	wlad English	4	3	
Daily visite		26/04/2018	wlad English	25	0	

Red means participants are not invited

2

Manage their access rights

ENTIRE PROJECT
02 - 02 - PROJECT SAMPLE 11

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

Add participants by clicking here

II. 3. PARTICIPANTS

B. SET UP PARTICIPANTS

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

You will then have to follow 4 steps



Step 1 : ACCESS RIGHTS IN PROJECTS

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

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

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

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

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

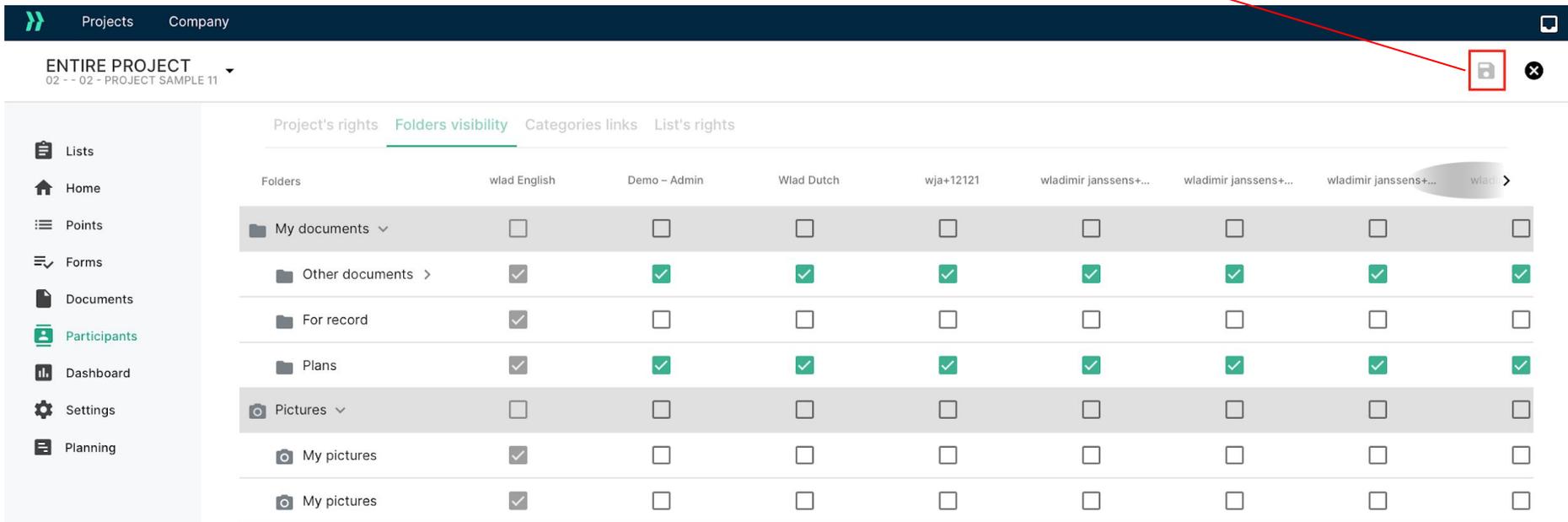


F.A.Q : [What are the different access rights in a list](#)
F.A.Q : [What are the access rights of the project ?](#)

Step 2 : MANAGE THE VISIBILITY OF YOUR DOCUMENTS

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

Don't forget to save 



The screenshot shows the 'ENTIRE PROJECT' settings page. The 'Folders visibility' tab is active, displaying a table of folder visibility settings for various users. The table has columns for 'Folders' and several user names. The 'My documents' folder is currently selected, and its visibility is set to 'off' (checkbox unchecked) for all users. The 'Other documents' folder is set to 'on' (checkbox checked) for all users. The 'For record' folder is set to 'on' for 'wlad English' and 'off' for others. The 'Plans' folder is set to 'on' for all users. The 'Pictures' folder is currently selected, and its visibility is set to 'off' for all users. The 'My pictures' folder is set to 'on' for 'wlad English' and 'off' for others. A red box highlights the save icon in the top right corner of the settings area.

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

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

Step 3: LINK PARTICIPANTS TO CATEGORIES

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

The screenshot shows the 'ENTIRE PROJECT' interface with the 'Categories links' tab selected. The table below represents the data shown in the interface:

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

Tick the boxes to link a category to a participant

Step 4: MANAGING ACCESS RIGHTS TO LISTS

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

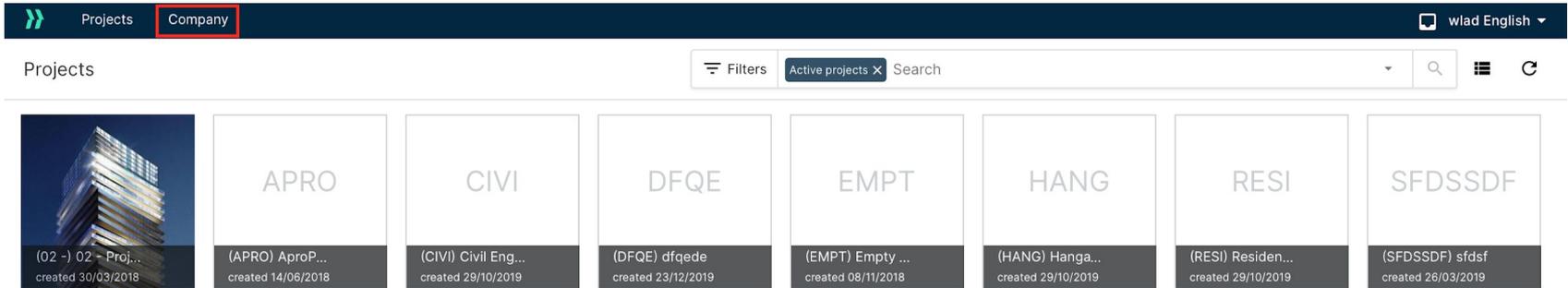
The screenshot shows a web application interface for managing project lists. The top navigation bar includes 'Projects' and 'Company'. The main header displays 'ENTIRE PROJECT' and '02 -- 02 - PROJECT SAMPLE 11'. A sidebar on the left contains navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main content area is titled 'List's rights' and contains a table with the following columns: Lists, wlad English, Demo - Admin, Wlad Dutch, wja+12121, wladimir janssens+..., wladimir janssens+..., wladimir janssens+..., and wlad >. The table lists various project lists such as '3-week planning', 'Briefing subcontractor', 'Daily Visit', 'Daily visite', 'frankiii', 'gygjl', 'Handover', 'Internal todo', 'Plan Approval', 'quality control', 'Quality control plan', and 'Railway Inspection'. Each row has dropdown menus for each participant column. A red box highlights the dropdown menu for 'Wlad Dutch' in the 'Daily visite' row, which is currently set to 'Not invited'. A dropdown menu is open for this cell, showing options: 'Subcontractor', 'Guest', 'Contributor', and 'Manager'.

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

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

II. 4. CREATE YOUR COMPANY

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



The screenshot displays the LetsBuild platform interface. At the top, a dark blue navigation bar contains a double arrow icon, the 'Projects' tab, and the 'Company' tab (highlighted with a red box). On the right side of the navigation bar, there is a user profile icon labeled 'wlad English' and a dropdown arrow. Below the navigation bar, the main content area is titled 'Projects'. It features a search bar with a magnifying glass icon and a 'Filters' button. Below the search bar, there is a grid of project cards. Each card consists of a top section with a large code and a bottom section with the project name and creation date. The cards are as follows:

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

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



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

II. 4. COMPANY

A. INVITE COLLABORATORS

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

B. DASHBOARD

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

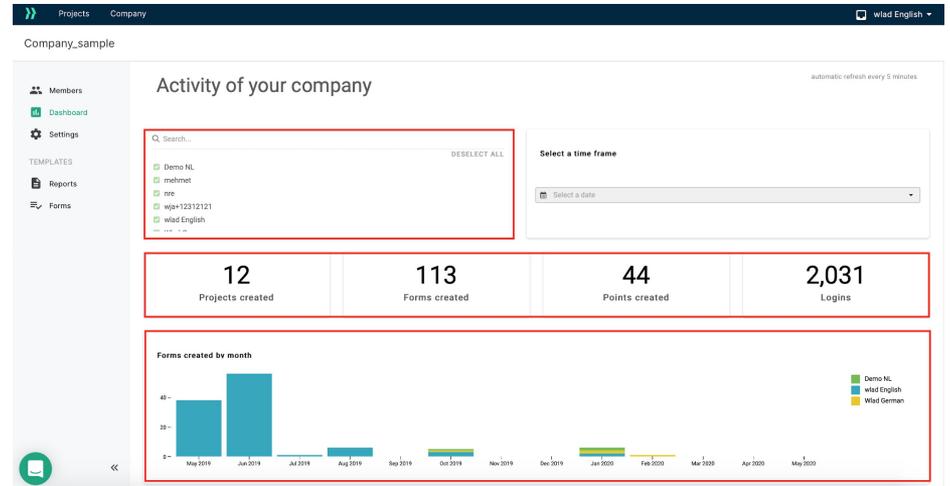
List of your collaborators



General information on current projects



Activities related to Forms, Points, Reports

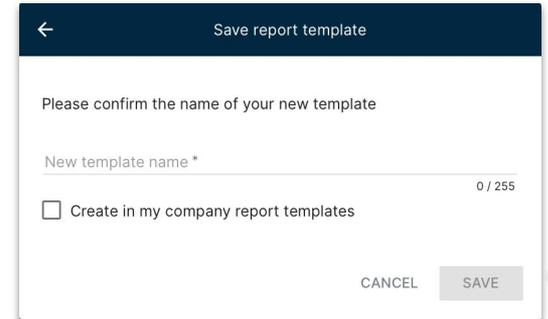
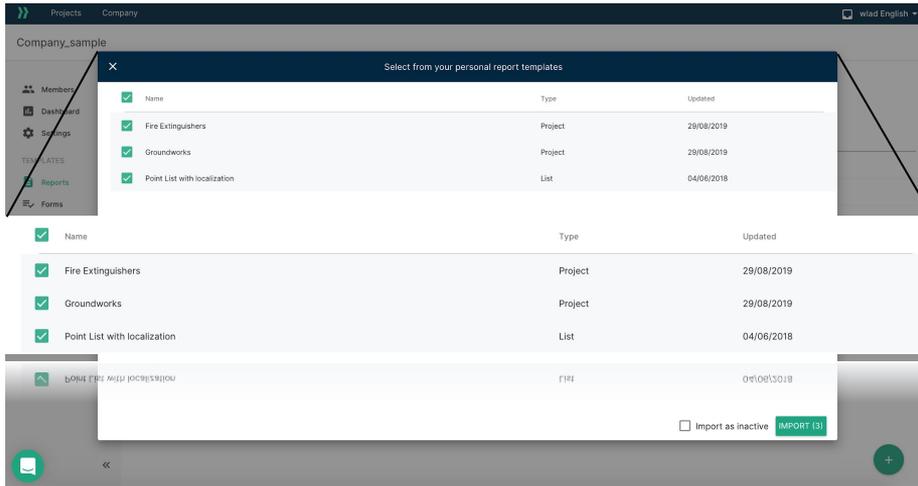


II. 4. COMPANY

C. REPORT TEMPLATES

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

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



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

II. 4. COMPANY

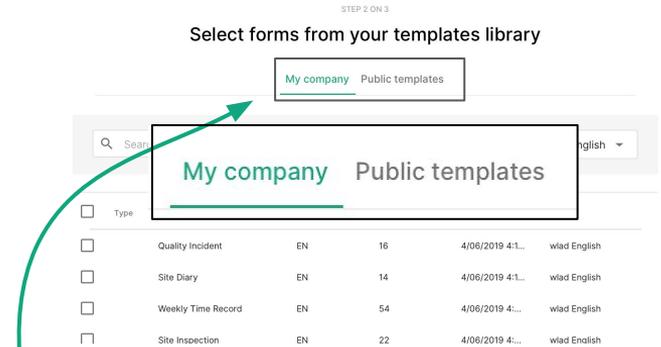
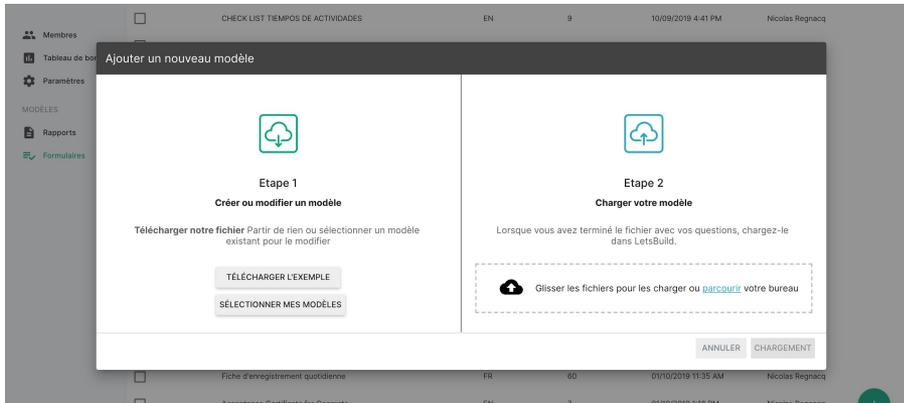
D. FORMS MODELS

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

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

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

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



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

III. Points

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

III. POINTS

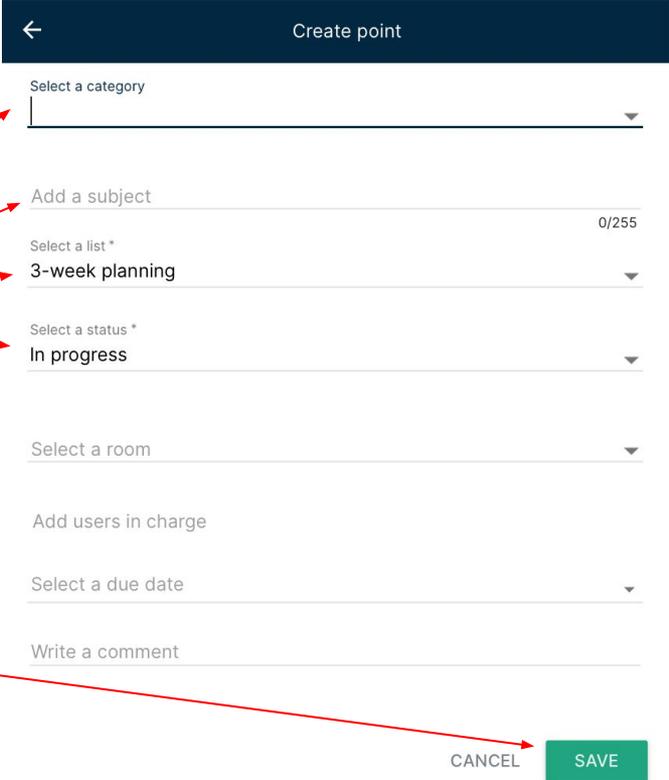
III. 1. CREATION OF POINTS

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

Select your project or list and click on .

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

Don't forget to save!



The screenshot shows a mobile application interface for creating a point. At the top is a dark blue header with a back arrow and the text "Create point". Below the header are several form fields:

- "Select a category" with a dropdown arrow.
- "Add a subject" with a text input field and a character count "0/255".
- "Select a list*" with a dropdown menu showing "3-week planning".
- "Select a status*" with a dropdown menu showing "In progress".
- "Select a room" with a dropdown arrow.
- "Add users in charge" with a text input field.
- "Select a due date" with a dropdown arrow.
- "Write a comment" with a text input field.

At the bottom right, there are two buttons: "CANCEL" and "SAVE".

Red arrows from the text annotations point to the following elements:

- From "Then complete the category..." to the "Select a category" dropdown.
- From "Then complete the category..." to the "Add a subject" text input.
- From "Then complete the category..." to the "Select a list*" dropdown.
- From "Then complete the category..." to the "Select a status*" dropdown.
- From "Don't forget to save!" to the "SAVE" button.

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

III. 2. ADD POINTS ON DOCUMENT

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

The screenshot displays a software interface with a dark blue header containing 'Projects' and 'Company' on the left, and 'wlad English' on the right. Below the header, the main area is divided into a left sidebar and a main content area. The sidebar has a 'Folders' section with a tree view: 'My documents' (18 documents), 'Other documents' (4 documents), 'For record' (1 document), 'Plans' (13 documents, highlighted), and 'Pictures' (26 pictures). The main content area shows '13 results' for the search 'Active documents'. The results are displayed as a grid of document thumbnails. The first thumbnail is 'Plan Onboarding V1' (Demo - Admin) with 8 items. The second is 'Plan_APROPLAN' (Demo - Admin) with 4 items. The third is 'CVSaidaBlok-NL' (wlad English). The fourth and fifth are 'Plan_APROPLAN' (Demo - Admin) with 1 and 8 items respectively. Each thumbnail has a green checkmark in the top right corner and a red circle with a number in the bottom left corner. A 'List view' button is visible in the top right of the results area.

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

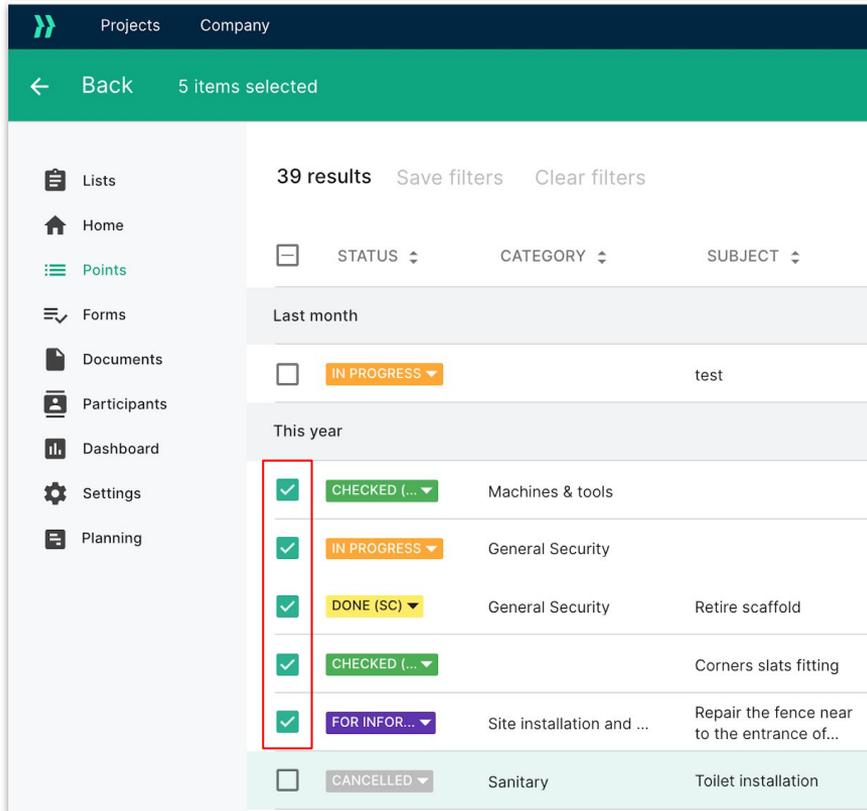
Furthermore, you can locate this point on your plan by clicking on the  that you can see on the drawing tool.

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

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

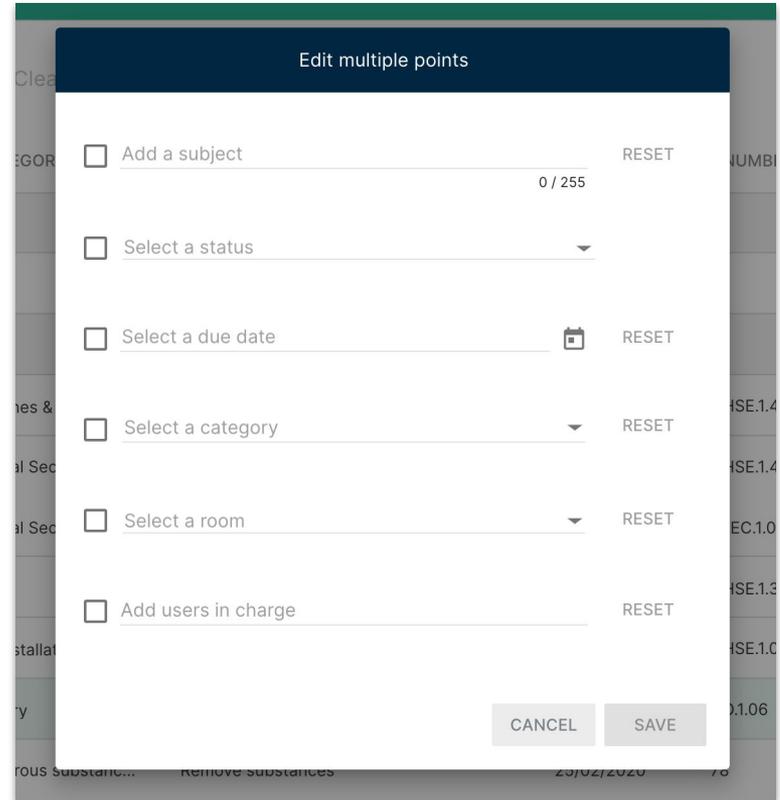
III. 3. MODIFICATION OF MULTIPLE POINTS

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



The screenshot shows a mobile application interface with a dark blue header containing 'Projects' and 'Company'. Below the header is a green bar with a back arrow, 'Back', and '5 items selected'. A sidebar on the left lists navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main content area displays '39 results' with 'Save filters' and 'Clear filters' options. Below this is a filter section with 'STATUS', 'CATEGORY', and 'SUBJECT' dropdowns. The list is divided into 'Last month' and 'This year' sections. The 'This year' section contains a table of points with checkboxes in the first column. A red box highlights the checkboxes for the following five items:

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



The screenshot shows a modal dialog titled 'Edit multiple points'. It contains several form fields, each with a checkbox on the left and a 'RESET' button on the right:

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

At the bottom right of the modal are 'CANCEL' and 'SAVE' buttons.

IV. Reports

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

IV. WEB REPORT

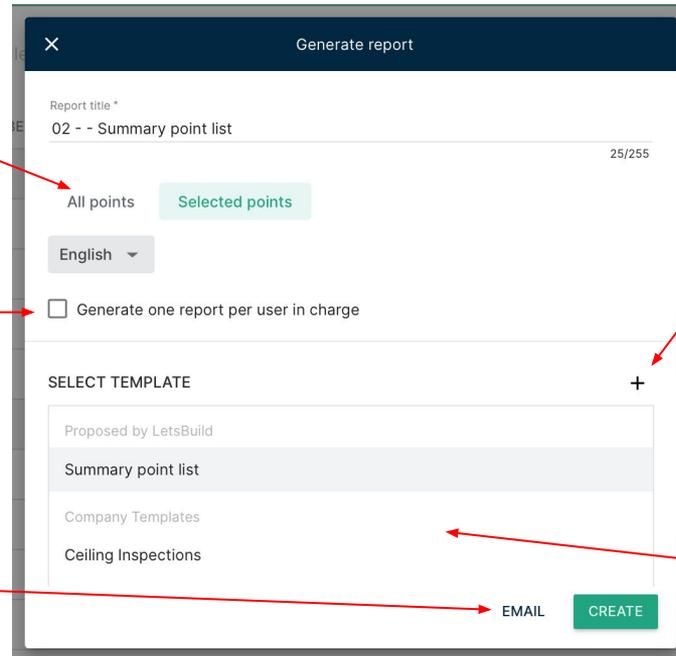
IV. 1. GENERATE A REPORT

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

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

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

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

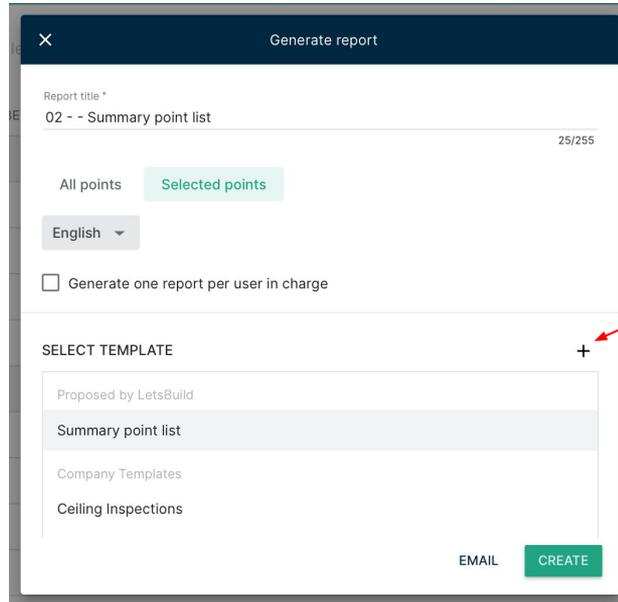


By pressing **"+"**, you can create a report template, which will then be visible in the list below.

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

IV. 2. CREATE A REPORT TEMPLATE

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



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

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



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

IV. 2. CREATE A REPORT TEMPLATE

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

1 Name your new report template :

GENERAL INFORMATION

Template name *

2 Define how the information is sorted and distributed:

SORTING OPTIONS ^

Sort and group by
Number

Sort level 2
None

Sort level 3
None

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

DISPLAY OPTIONS ^

Display list of points Without plans and pictures

Display point's subject on one line

Select and order columns

Number

Subject

Status

Category

Room

IV. 2. CREATE A REPORT TEMPLATE

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

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

- 5 Add one or more logos to your report!

LOGO

Logo #1
User's logo ▾ 

Display on each page

Logo #2
No logo ▾ 

Display on each page

Logo #3
No logo ▾ 

Display on each page

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

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.

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

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

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



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

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

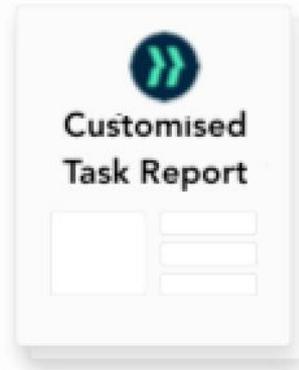
IV. 3. THE DIFFERENT TYPES OF REPORT

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

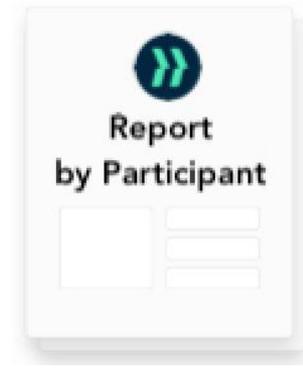
- **Weekly Report:** Automatically generate a report including all activities for the last week.
- **Customised Task Report:** Manually select the points you want to send, and whom you want to send them to.
- **Participant report:** Send a report containing only the tasks of a specific participant.



1. Open the **"Homepage"** thumbnail.
2. Click on  on the top right.
3. Download  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.)



Safety



Environment



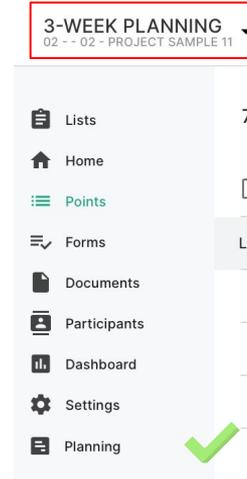
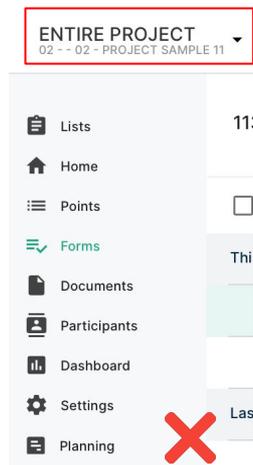
Quality

V. 2. CREATE AND ASSIGN YOUR FORM

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

⚠ To create a form, several factors are required:

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



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

V. 2. CREATE AND ASSIGN YOUR FORM

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

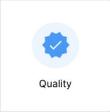
1

STEP 1 ON 3

Select a type of inspections



Safety



Quality



Environment

Select the type of inspection you want to perform.

2

STEP 2 ON 3

Select forms from your templates library

My company Public templates

Search in all your templates English

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

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

3

STEP 3 ON 3

Assign & schedule your inspections

Subject **Demolition works - Grubbing-up of trees** DUPLICATE DELETE

39 / 255

DD/MM/YYYY Do not repeat

Add document Select a category

Add users in charge

+ ADD MORE FORMS...

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

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

V. 3. FILL YOUR FORM

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

The screenshot shows a software interface with a sidebar on the left containing navigation options: Lists, Home, Points, Forms, Documents, Participants, Dashboard, Settings, and Planning. The main area displays a table of 16 results for '3-WEEK PLANNING'. The table has columns for Status, Type, Number, Category, Name, and Due date. The rows are categorized by time period: Today, Last year, and Older. A modal window is open over the 'TO DO' form 'Bon de commande' (ID 161, Category S&M/PTG). The modal has a 'FILL FORM' button with a checkmark icon. Below the button are two options: 'Attach files from my documents' and 'Drop files to upload or browse your desktop'. At the bottom of the modal is a text input field with a placeholder 'Write comment...' and a green '+' button.

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

The screenshot shows a form titled 'Demolition works - Grubbing-up of trees'. At the top right is an 'EDIT ANSWERS' button. Below the title is a summary box with the following information: Quality (blue dot), Questions 5/5, 0 non conformity (orange dot), and 0 point (grey square). The form is divided into sections: 'Preparation stage' (Questions 1/1) and 'Preparation' (Questions 4/4). A question is visible: '11. Which stage of the works is this Execution'. Below the question is a text input field. At the bottom right, there are two buttons: 'SEND BY EMAIL' and 'FINALISE FORM'.



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

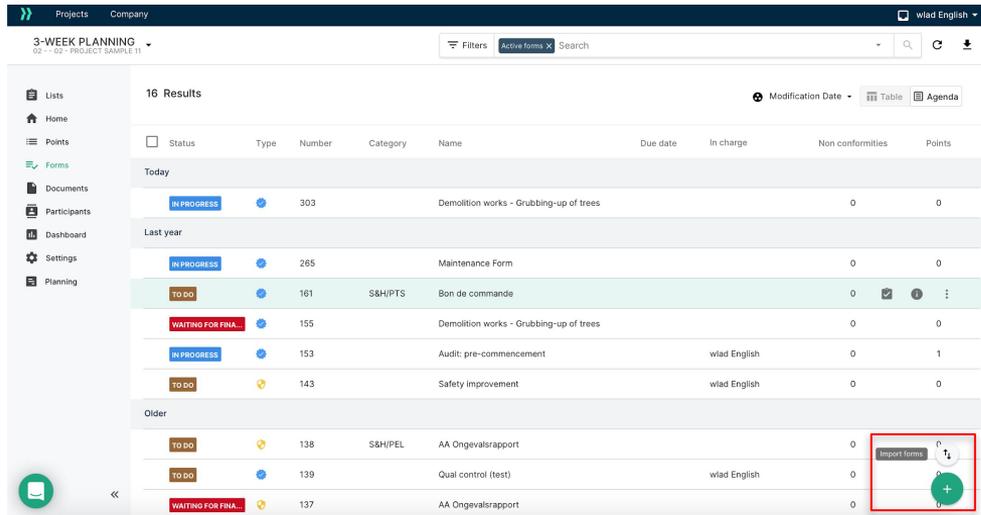
F.A.Q : [How can I create, assign and plan a form?](#)

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

V. 4. CREATE AND ADD A FORM TEMPLATE

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

1



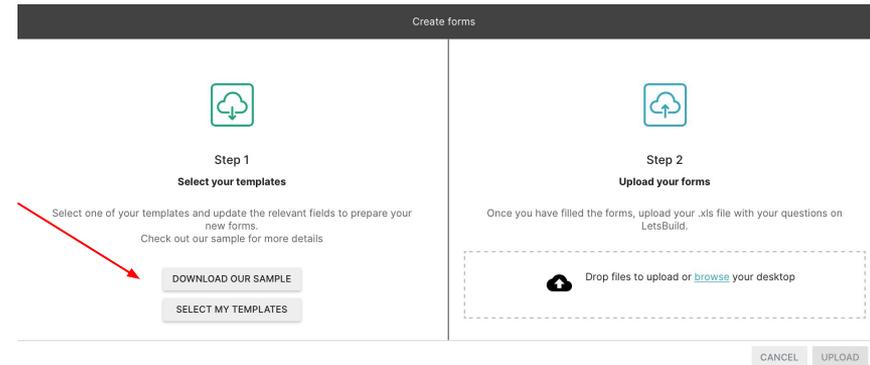
3-WEEK PLANNING - 02 - 02 - PROJECT SAMPLE 11

Filters Active forms X Search

16 Results

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

2



Create forms

Step 1
Select your templates
Check out our sample for more details

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

DOWNLOAD OUR SAMPLE
SELECT MY TEMPLATES

Drop files to upload or browse your desktop

CANCEL UPLOAD

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

V. 4. CREATE AND ADD A FORM TEMPLATE

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



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

The image shows two overlapping screenshots. On the left is an Excel spreadsheet with columns labeled L, M, N, O, P, Q. The spreadsheet contains a table with columns: Title, Type, Number, Question Description, and Question ID. A green arrow points from the 'Question ID' column to the form on the right. The form is titled 'Summary Of Maintenance Form' and includes a progress indicator (Quality, Questions list, non conformity, joint) and a 'General Information' section with fields for '11. Maintenance officer' (Nicolas Regnacq) and '12. Client name' (Guillaume De Jamblinne).

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

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

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

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



V. 5. FORMS LIBRARY

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

Accessing the LetsBuild Checklist Library

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

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

LOAD MORE

VI. Lists

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

VI. 1. CREATE A LIST

A. PUBLIC AND PRIVATE LIST

PUBLIC LIST :

All project participants will get access to this list.

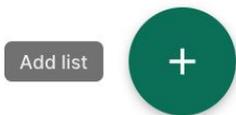
PRIVATE LIST :

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

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

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

CREATE A SHARED LIST



Click on « + » to create a new list

Create a list

Select a template to begin or start with a blank template

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

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

B. STRUCTURE

GENERAL INFORMATION

STEP 1 :

Fill in the general information of your new customised list.

REPORT INFORMATION

STEP 2 :

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

TRANSFERRED

STEP 3 :

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

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



ENTIRE PROJECT ▼

02 - - 02 - PROJECT SAMPLE 11

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



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



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

The 4 ways to represent the points :

Sequential :

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

Version + Sequential :

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

Code + Sequential :

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

Code + Version + Sequential :

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

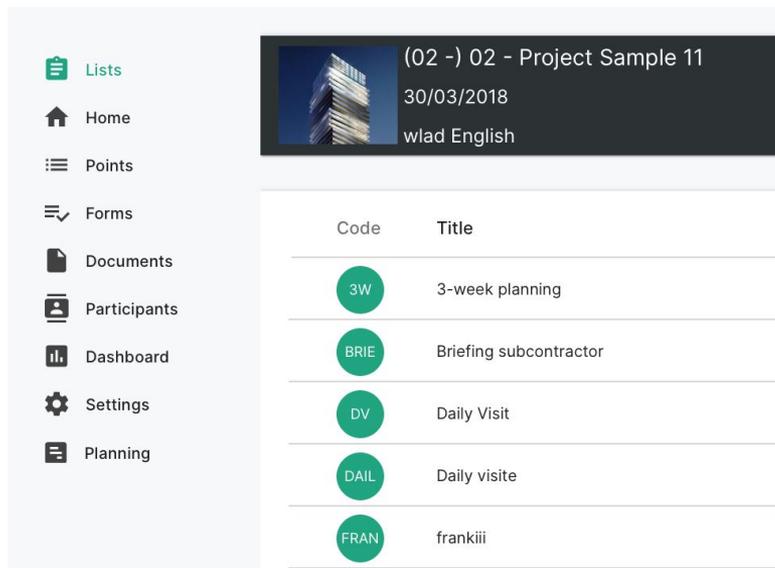


F.A.Q : [How do I create the next occurrence of a list?](#)

VI. 2. DOCUMENTS

A. LINK DOCUMENTS

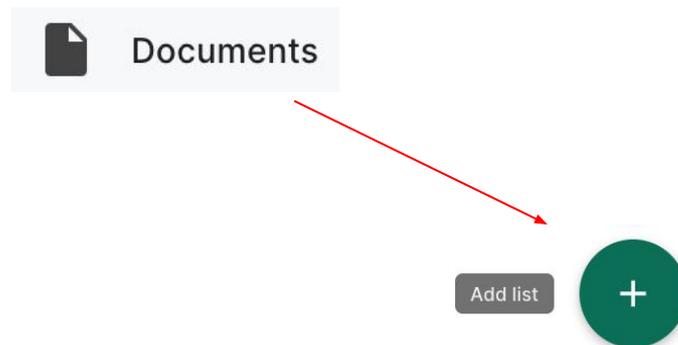
Select the list where you want to add your documents.



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

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

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



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



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

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

A. ADD PARTICIPANTS IN A LIST

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

Add new user

Add a user email

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

3-WEEK PLANNING
02 -- 02 - PROJECT SAMPLE 11

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

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

B. ACCESS RIGHTS IN LISTS

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

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

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

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

B. ACCESS RIGHTS IN LISTS

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

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

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

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

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

VII. App for subcontractor

- Get the app for subcontractors

VII. APP FOR SUBCONTRACTORS

VII. 1. GET THE APP FOR SUBCONTRACTORS

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

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

EN | FR | NL | DE | CHS | CHT

Hello, wlad English

LETSBUILD

TASK PROGRESSION 50%

02 - Project Sample 11

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

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

Sort by : Due date / Modification date

NO DUE DATE

228 Due date no due date Clear access to the site

Comment Blocked 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.

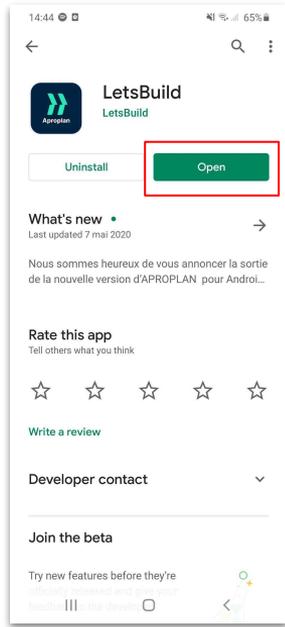
VIII. Mobile App

- 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)

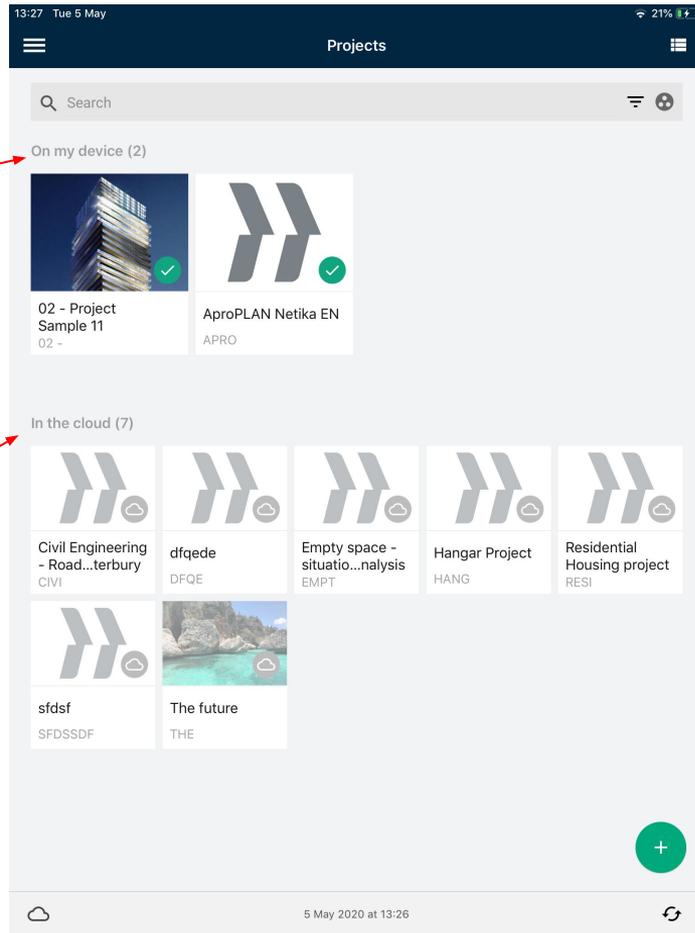
In the App Store or in Google Play Store, you will need to type « LetsBuild » on the search field on the top right corner. The application will then be suggested to you.



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

Entire project
02 - Project Sample 11

Points (143)

3-WEEK PLANNING

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

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

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

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

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

Notifications

Entire project
02 - Project Sample 11

Points (143)

3-WEEK PLANNING

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

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

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

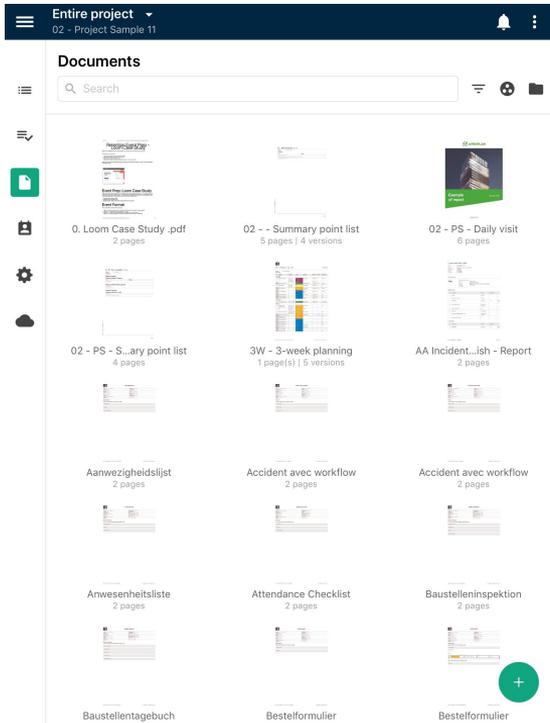
140 11 Jul 2018
Quality control (test)
Building / Room 1
0 Safety and Health / 0.4 Work equipment
wlad English
APPROVED

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

22 Lists Search

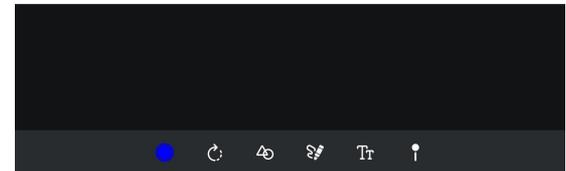
- PUL Public list
- PRL Private list
- 3W 3-week planning
- BRIE Briefing subcontractor
- DV Daily Visit
- DAIL Daily visite
- FRAN frankiii

VIII. 3. DOCUMENTS ON MOBILE



You will see all your documents in thumbnails.

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



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

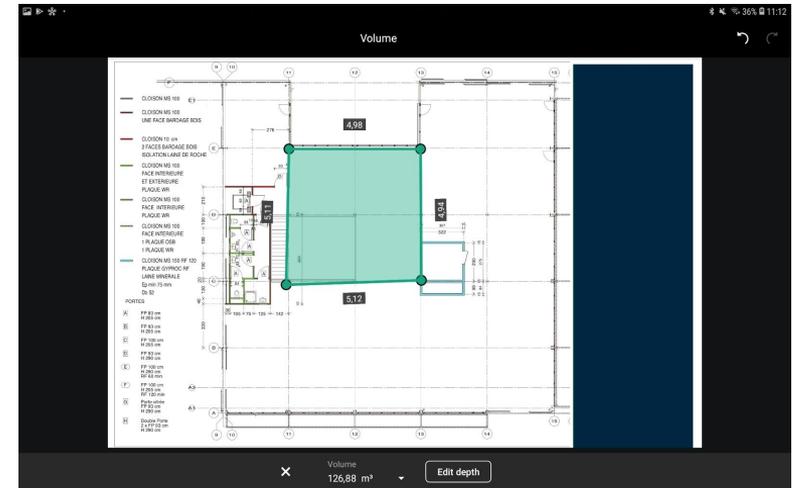
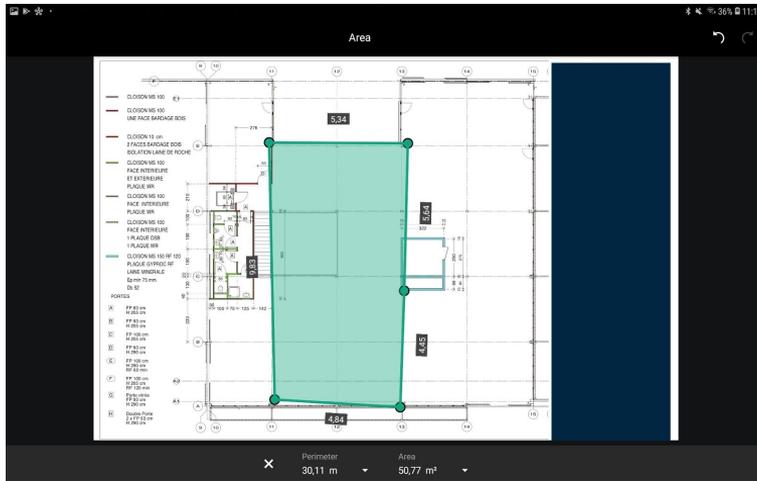
VIII. 3. DOCUMENTS ON MOBILE

A. MEASURES ON PLANS (ANDROID ONLY)

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

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

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



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



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

VIII. 4. MOBILE POINT CREATION

The screenshot shows a mobile application interface for creating a new point. The form is titled 'New point' and has a 'SAVE' button in the top right corner. The form contains several fields: 'List' (with a 'Private list' option), 'Category', 'Subject' (with a menu icon), 'Description', 'Location' (with 'Undefined' and 'Room' options), 'Status' (with 'In progress' and a yellow dot, and a 'Due date' field with a calendar icon), and 'User in charge' (with a user profile icon). At the bottom, there is an 'Other actions' bar with four icons: a camera, a gallery icon, a document icon, and a warning icon.

Cancel

Categorise the point

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

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

Show which stage the point is at

Take a picture with the camera

Go into the mobile gallery to add a picture

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

Validate

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

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

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

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

VIII. 4. MOBILE POINT CREATION

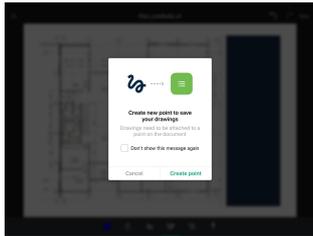
A. HOW TO CREATE A POINT IN 3 WAYS :



A :

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

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



B :

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

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



C :

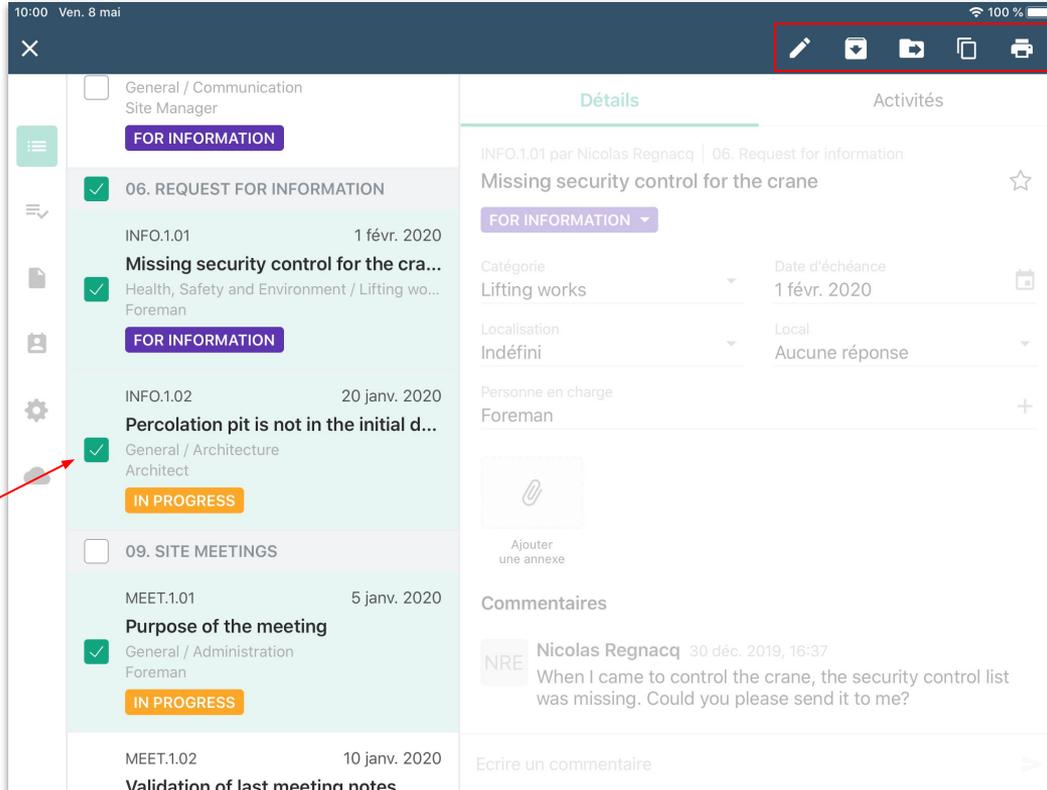
Just click on « **+** » at the bottom of the drawing bar to open a new point.

Then fill in all the information.

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

B. MULTI EDIT POINT

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

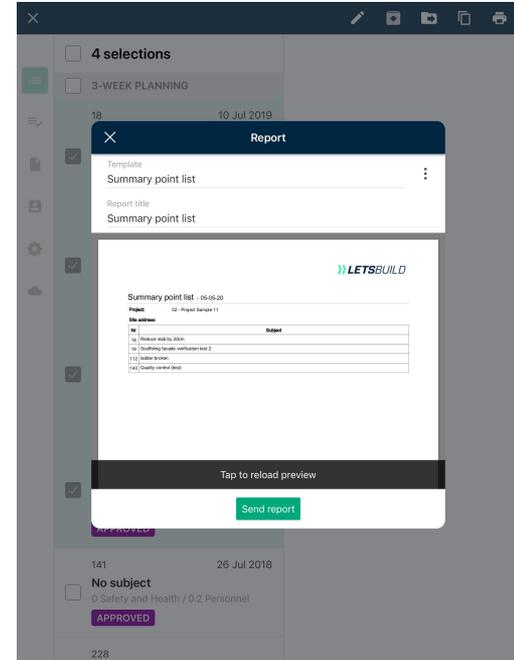
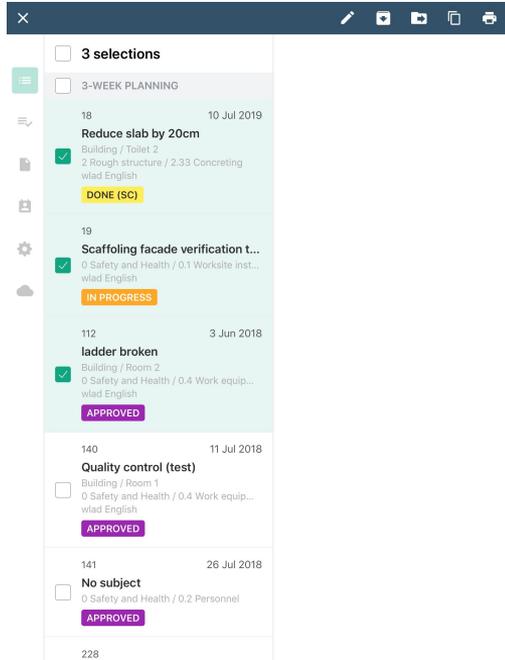


- Edit the status of several points
- Archive points
- Moving points into a list
- Duplicate points
- Generate a report of these points

Select the points you want by ticking this box

VIII. 5. MOBILE REPORT

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

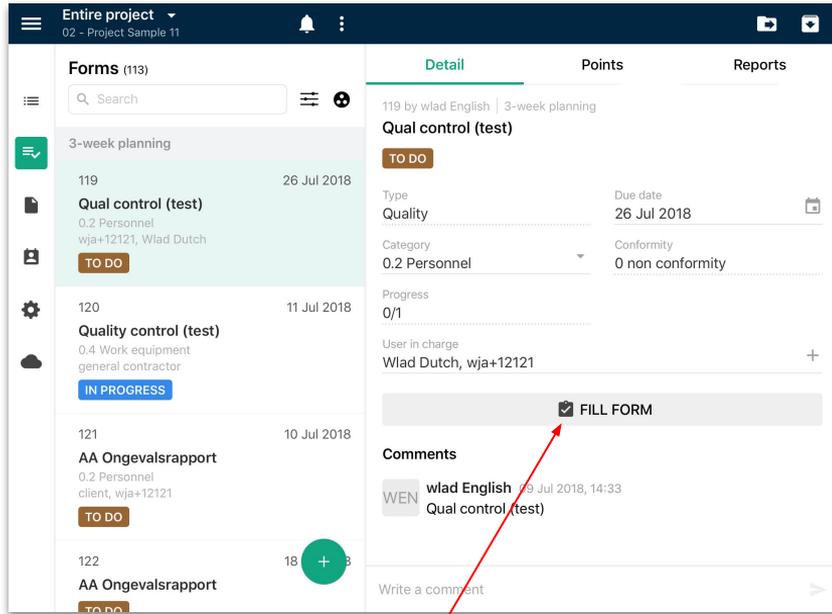


F.A.Q : [How to generate a report on mobile?](#)

VIII. 6. FILL A FORM

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

1



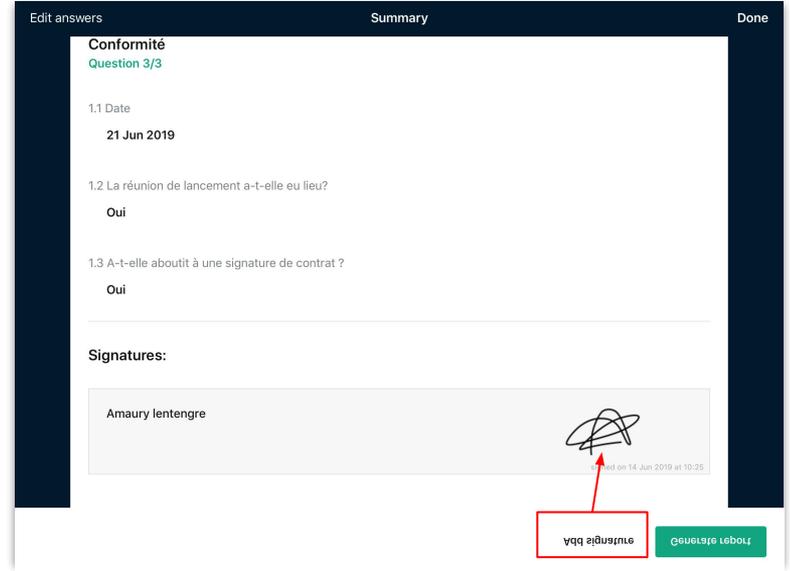
The screenshot shows the 'Entire project' interface with a list of forms on the left and a 'Detail' view on the right. A red arrow points to the 'FILL FORM' button in the 'Detail' view.

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

Detail View:

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

2



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

Conformité
Question 3/3

1.1 Date
21 Jun 2019

1.2 La réunion de lancement a-t-elle eu lieu?
Oui

1.3 A-t-elle abouti à une signature de contrat ?
Oui

Signatures:

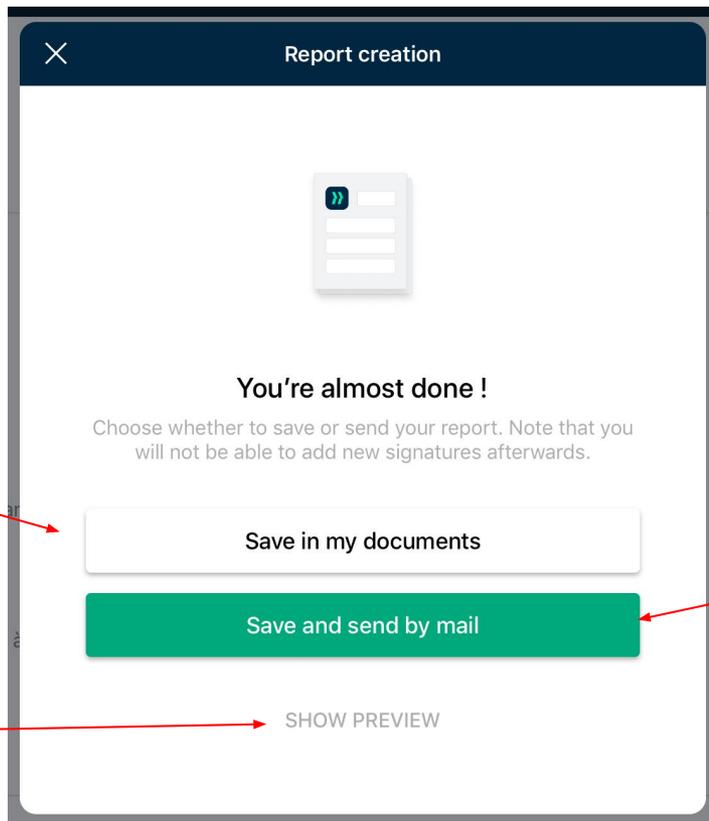
Amaury lentengre


on 14 Jun 2019 at 10:25

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

VIII. 6. FILL A FORM

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



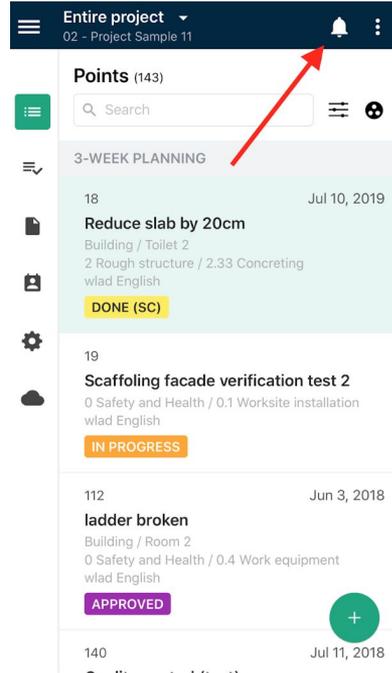
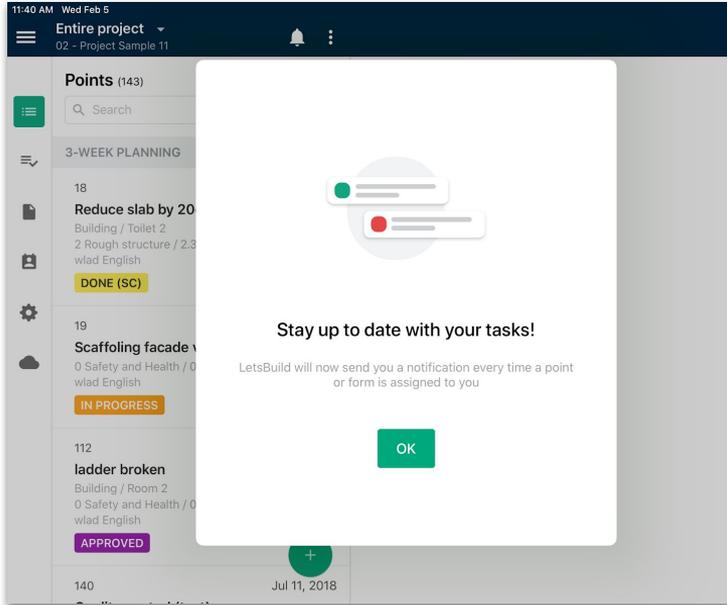
Save the report in one of your folders

Send the report directly to the people concerned

Check the information in your report

VIII. 7. NOTIFICATIONS

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

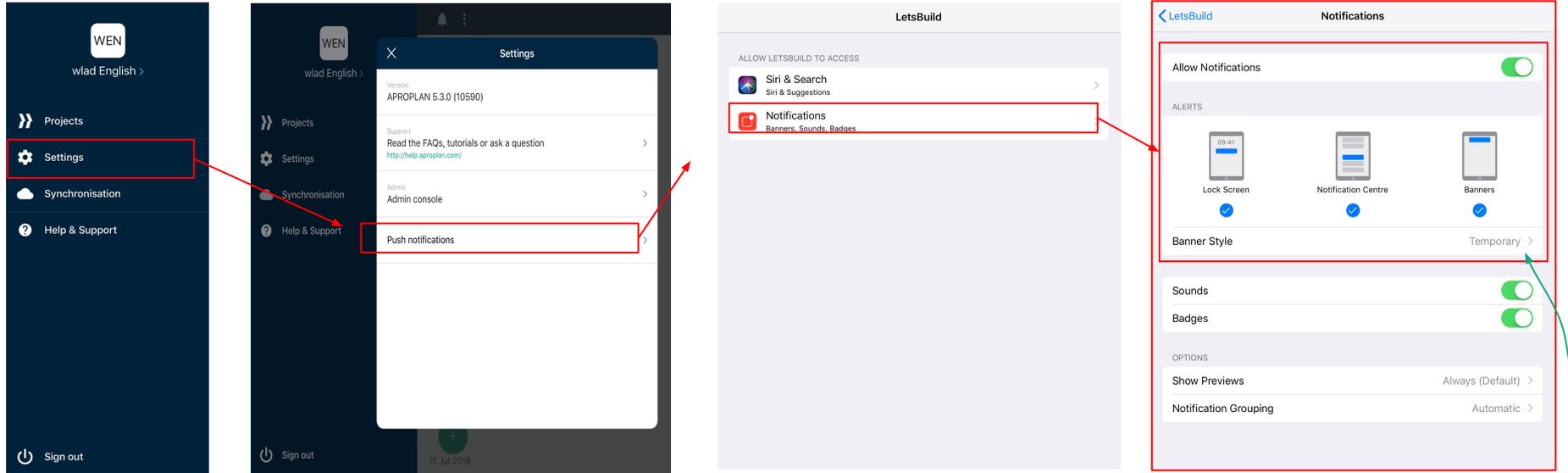


Clicking on **"Allow"** will allow you to be notified via the bell at the top of your screen as soon as a collaborator performs a task that you have assigned to them, or as soon as they are assigned to a task.

VIII. 7. NOTIFICATIONS

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

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

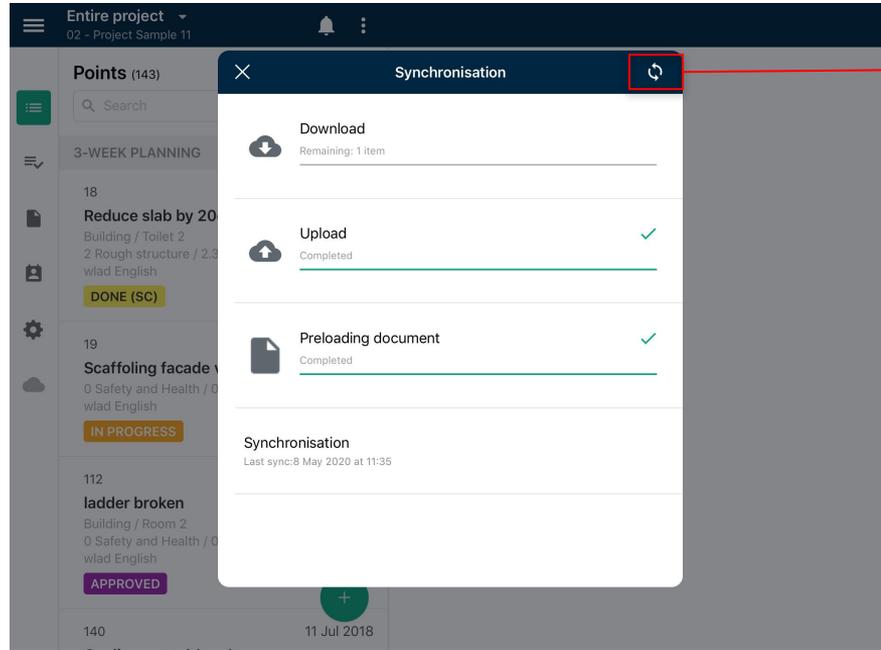
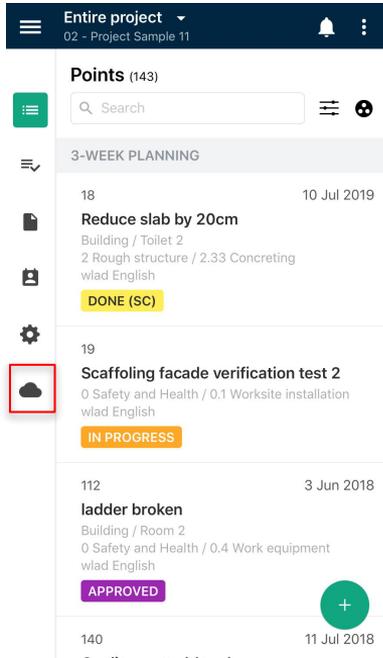


TIP : You can define the type of notifications (lock screen notifications, notification center or banner) you want to receive from the LetsBuild notifications management screen.

VIII. 8. MOBILE SYNCHRONISATION

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

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



Click here to enable data synchronisation again!

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

IX. Support & Documentation

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

IX. SUPPORT & DOCUMENTATION

IX. 1. SUPPORT & FAQ



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



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



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

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

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



This guide contains...

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

[Download](#)



This guide contains...

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

[Download](#)

IX. 4. ONLINE TRAINING COURSES

Accessible at any time for free :



Bill Camuso
Customer Success Manager

QHSE



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



Maurice Van Der Linden
Lead Customer Success Manager

Planning



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



Maurice Van Der Linden
Lead Customer Success Manager

Gestion des défauts



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