

# User Guide

## Web & Mobile



**Desktop**



**Mobile**

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# Getting started on LetsBuild

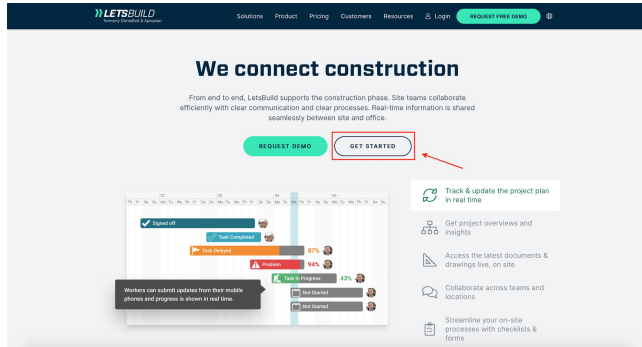
- > Create your account
- > Log in to LetsBuild
- > Set your profile

# I. GETTING STARTED ON LETSBUILD

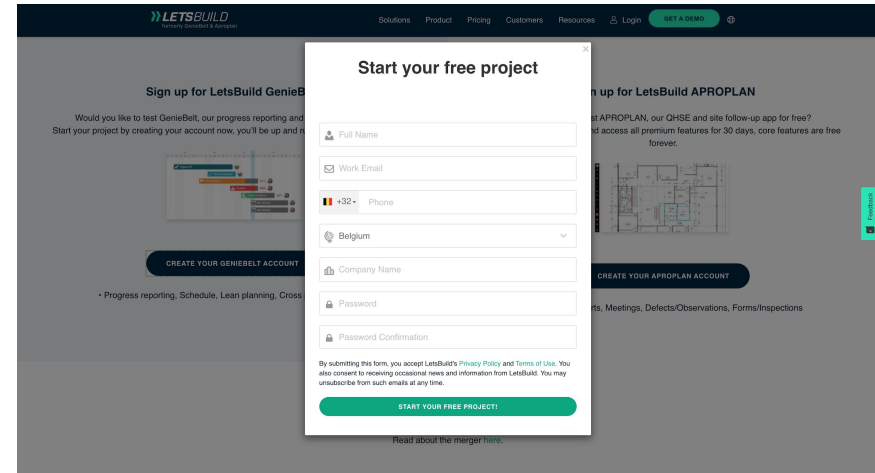
## I. 1. CREATE AN ACCOUNT on [www.letsbuild.com](http://www.letsbuild.com) by clicking on **GET STARTED** button

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

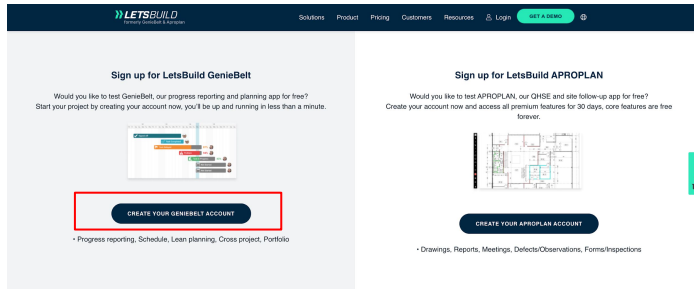
1



3



2



Do you already have an account? Please log in [here](#).

APROPLAN and GenieBelt have merged to create LetsBuild.  
[Read about the merger here](#).



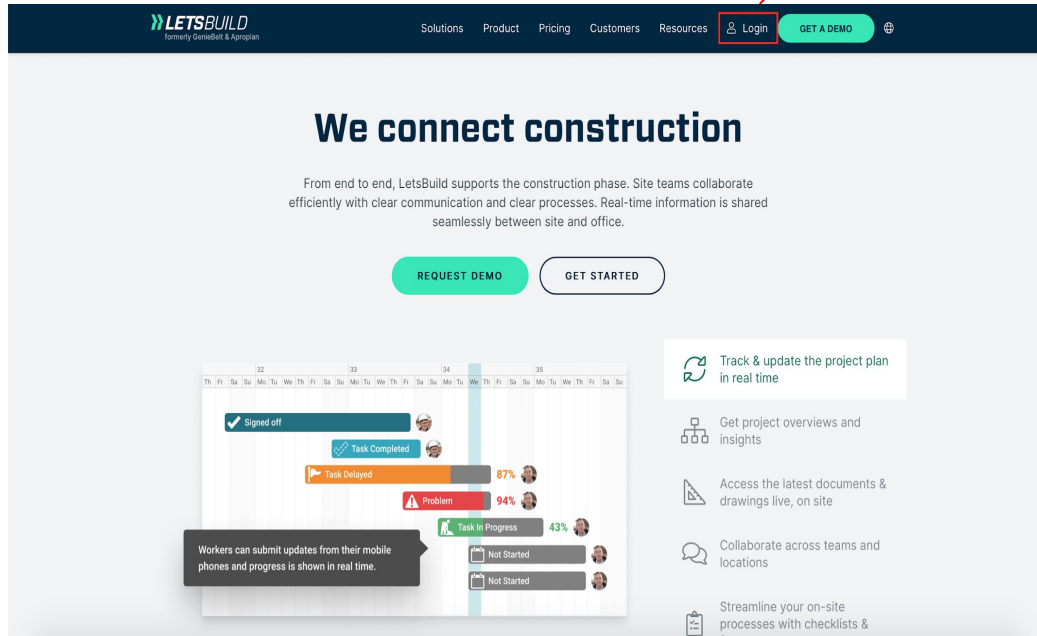
**F.A.Q :** [How to create an account in LetsBuild ?](#)



## I. 2. LOG IN ON LETSBUILD

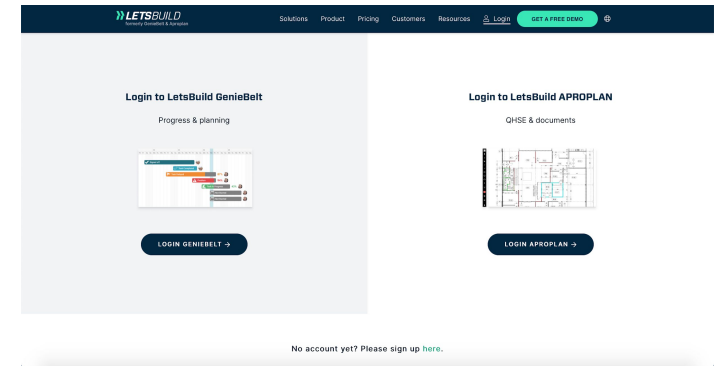
Go to <https://www.letsbuild.com> and click on « Login ».

1



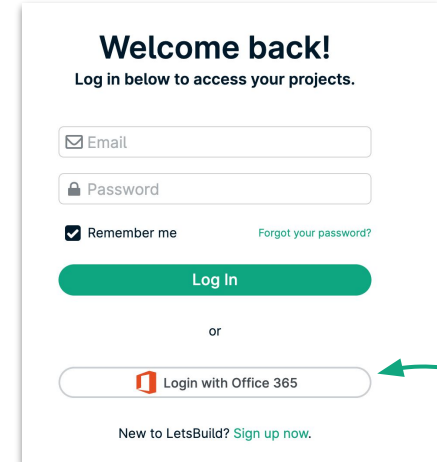
The screenshot shows the LetsBuild homepage. The navigation bar at the top includes links for Solutions, Product, Pricing, Customers, Resources, and a highlighted 'Login' button. Below the navigation bar, the main heading reads 'We connect construction'. A subheading states: 'From end to end, LetsBuild supports the construction phase. Site teams collaborate efficiently with clear communication and clear processes. Real-time information is shared seamlessly between site and office.' Two buttons, 'REQUEST DEMO' and 'GET STARTED', are visible. Below this, there is a section with a calendar view showing task status: 'Signed off', 'Task Completed', 'Task Delayed' (87%), 'Problem' (94%), and 'Task In Progress' (43%). A callout box says: 'Workers can submit updates from their mobile phones and progress is shown in real time.' To the right, a list of features includes: 'Track & update the project plan in real time', 'Get project overviews and insights', 'Access the latest documents & drawings live, on site', 'Collaborate across teams and locations', and 'Streamline your on-site processes with checklists & documents'.

2



The screenshot shows the login page with two main sections. The left section is titled 'Login to LetsBuild GenieBelt' with the subtitle 'Progress & planning' and a 'LOGIN GENIEBELT ->' button. The right section is titled 'Login to LetsBuild APROPLAN' with the subtitle 'QHSE & documents' and a 'LOGIN APROPLAN ->' button. At the bottom, there is a link: 'No account yet? Please sign up here.'

3

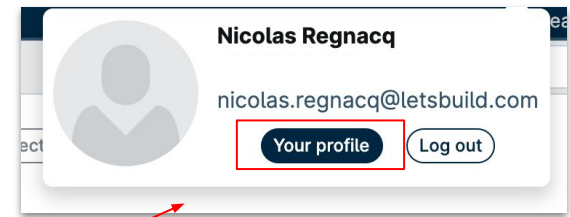
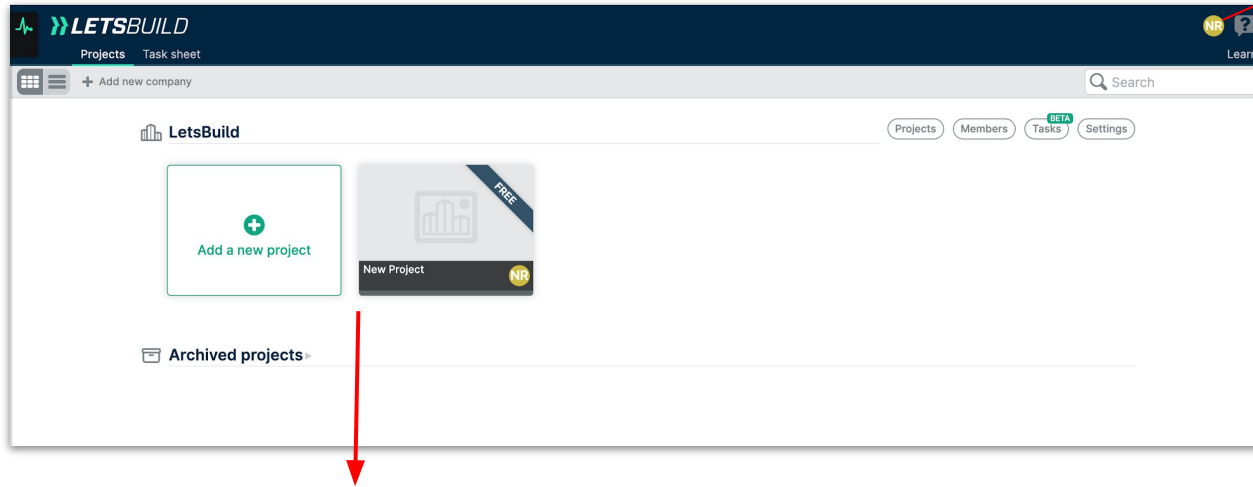


The screenshot shows the 'Welcome back!' login form. It includes fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Forgot your password?' link. A green 'Log In' button is present. Below the button, there is an 'or' separator and a 'Login with Office 365' button. At the bottom, there is a link: 'New to LetsBuild? Sign up now.'

**TIP :** You can also connect directly to LetsBuild with Office 365; no need to fill in your email and password as the connection is secure and automatic.

### I. 3. MANAGE YOUR PROFILE

When you arrive on the LetsBuild home page, you have several options: **create your project**, go directly to your desired project or **access your profile**.



Here you can create or select a project, and access your tasks, participants, reporting and more, as explained in the following pages.



**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.

First name: Nicolas

Last name: Regnacq

Phone number: [Flag icon] +

Default language: English

Email: nicolas.regnacq@letsbuild.com

Cancel Save

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!

User settings

LetsBuild can send emails when there is any activity on your projects.

- On projects where you're an admin you'll get emails that will help you keep on top of all tasks and comments.
- On projects where you're a member you'll get emails that will help you complete your own tasks.

Email me automatically with:

- ☐ problems on tasks in projects I admin
- ☐ comments on tasks that mention me
- ☐ next week's tasks, sent every Friday evening
- ☐ daily summaries, sent every morning
  - unread 'Beats' relevant to me
  - date changes within the next [ ] weeks

Manage your preferences:

- ☐ Show week numbers

Change password

Current password: [ ]

New password: [ ]

Confirm new password: [ ]

Update password

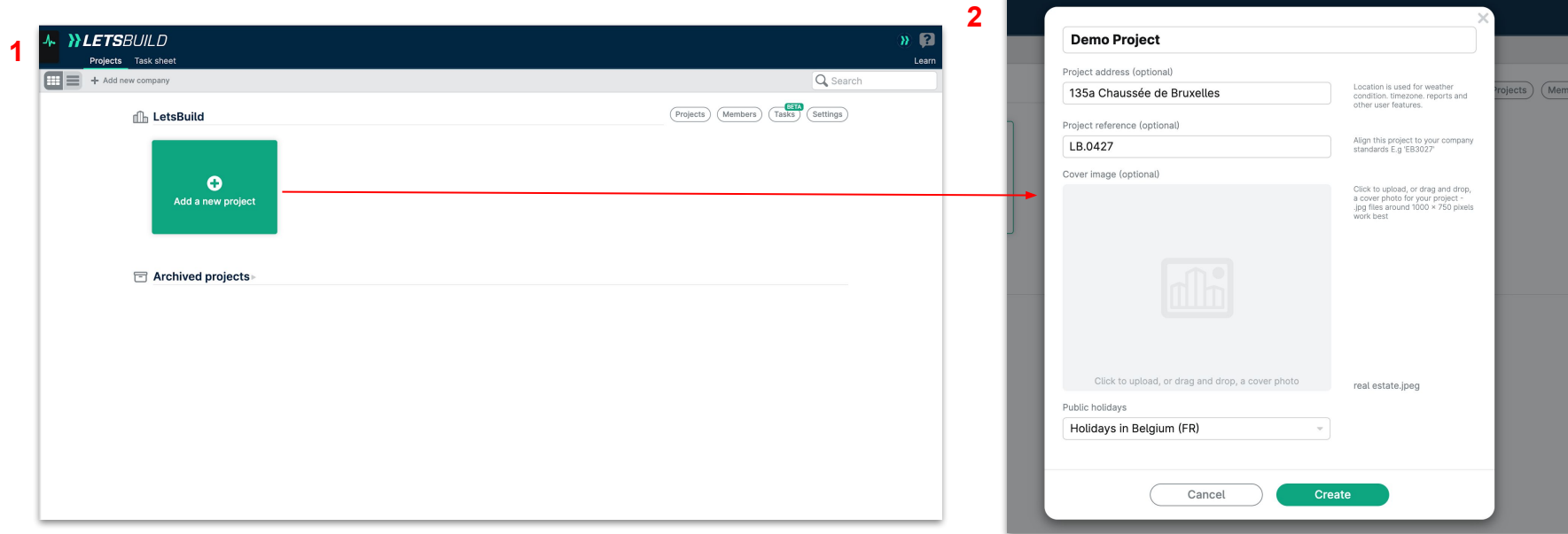
You want to change your password? Do it directly from your profile settings!

# 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.



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

### Create a programme

Add a task, assign it to someone, add another.

 Add a task



### Import a programme

Or [learn more](#) about the file formats supported.

 Start import



### Use a template

Use an existing project as a template

 Open template



#### Start from scratch.

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

#### Import your planning.

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

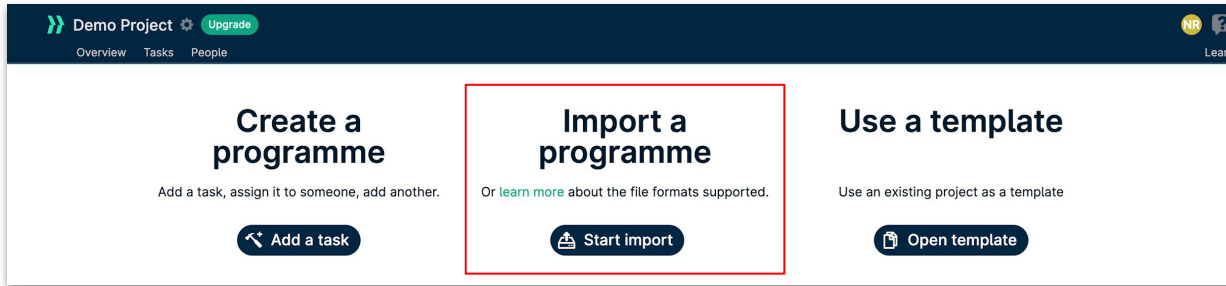
#### Re-use an existing project.

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

## II. 2. IMPORT YOUR PROGRAMME

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

- MS Project
- Asta PowerProject
- Primavera P6



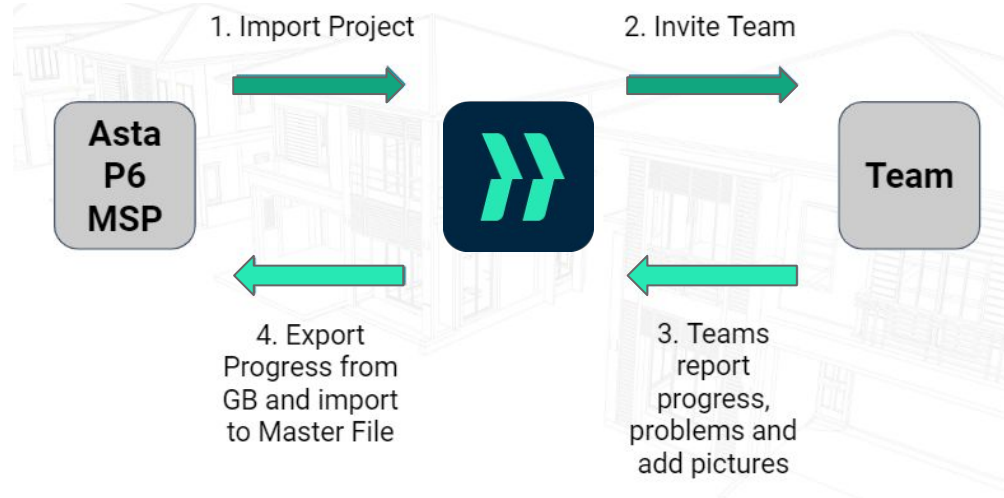
Below are data not supported by LetsBuild. These data types are ignored when imported into LetsBuild:

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

**TIP :** You can also import a **CSV/Excel** file. This will allow you to create a project based off an existing task list. It is also an easy way to build a project from scratch.

## 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](#)

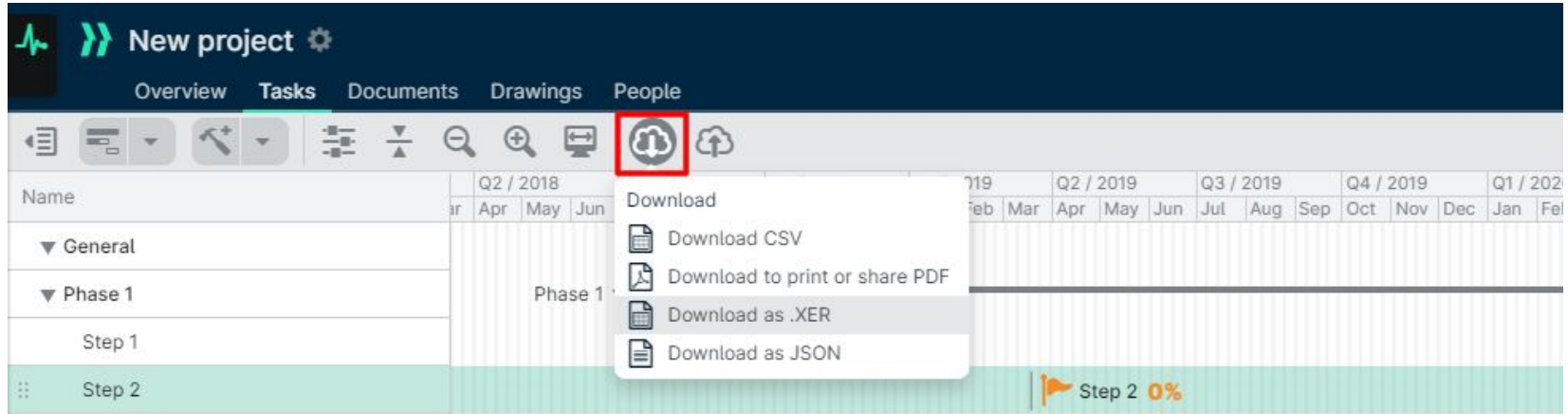
**F.A.Q :** [How to import CSV & Excel](#)





## II. 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).

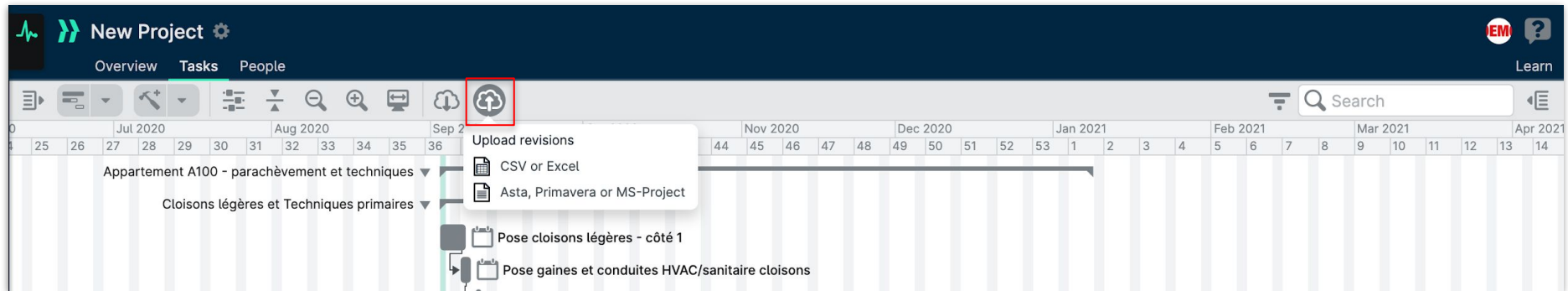


**F.A.Q :** [How to download a PDF Gantt Chart](#)

## 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.



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 be a Project Leader or Project Admin.**



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

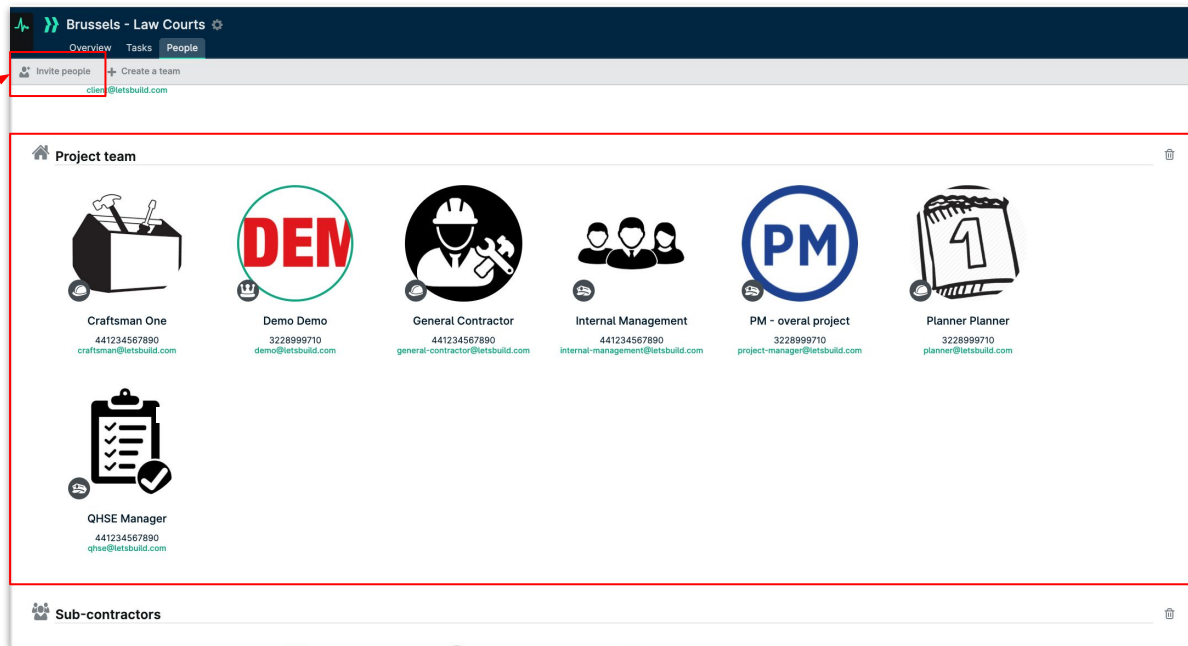
# Participants

- > 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 the email  
addresses of your  
colleagues.



All the  
participants of  
your project will  
be visible here.



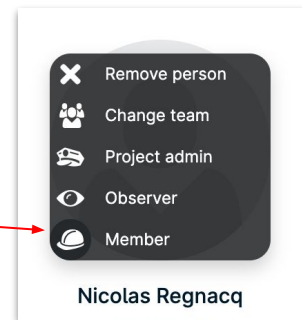
**F.A.Q :** How the people section works in LetsBuild

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

### 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 or the bottom right of your screen.

To add people on your team, click on the role icon of a person, and click on "Add to Team".

The screenshot shows the 'People' tab in the LetsBuild interface for a project named 'Brussels - Law Courts'. The top navigation bar includes 'Overview', 'Tasks', and 'People'. Below the navigation bar, there are two main sections: 'Project team' and 'Sub-contractors'. The 'Project team' section lists roles such as Craftsman One, Demo Demo, General Contractor, Internal Management, PM - overall project, and Planner Planner. The 'Sub-contractors' section lists roles such as Site Foreman, Sub Contractor One, Sub Contractor, and Sub Contractor Two. A 'Create team' modal is open in the center, prompting the user to 'Type in a name for your team. You can then start adding people.' The modal contains a text input field with the text 'Carpenters' and two buttons: 'Cancel' and 'Create team'. Red boxes and numbers highlight key elements: '1' points to the 'Create a team' button in the top navigation bar; '2' points to the 'Create team' modal; '3' points to the 'Sub-contractors' section header.

#### Project roles in LetsBuild

There are 4 roles that a user may be allocated:

- Project leader:** has full admin rights. There is only one project leader and only they can delete or archive the project.
- Admin:** also has full admin rights. This means they can view, manage or modify anything in the project.
- Member:** can view most aspects of the project, update progress and add comments, files, photos and new members.
- Observer:** can view most aspects of the project but cannot modify or comment on anything.

Project admins and the project leader may change the role of any user, so users may have a different role for each project they belong to.

Invite people + Create a team

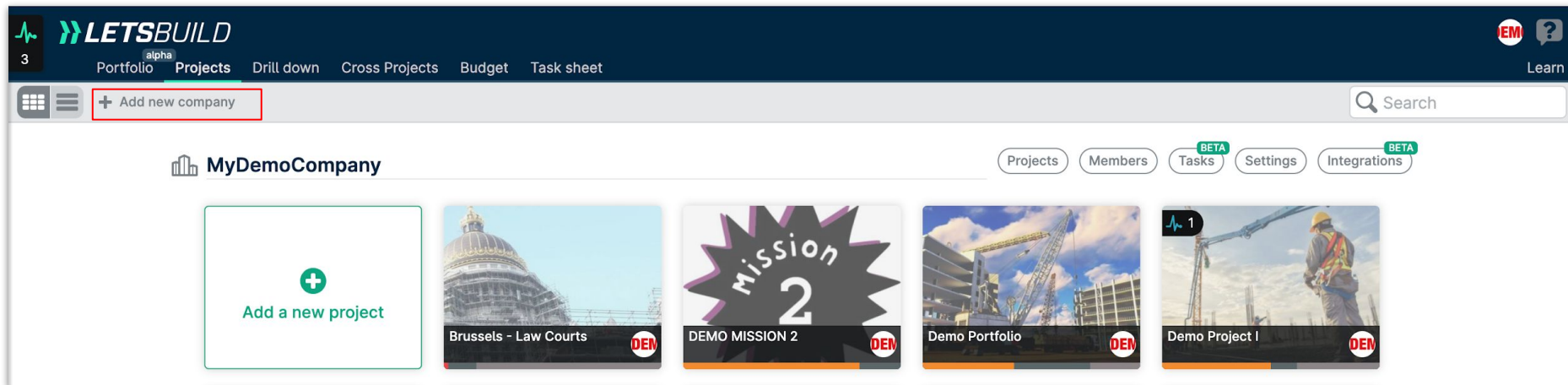
### III. 4. CREATE YOUR COMPANY

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.



**F.A.Q :** [How to use the Company feature](#)



### III. 4. CREATE YOUR COMPANY

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

The 4 options on the top right of your company allow you to manage and see which **Projects**, **Members**, **Tasks** are linked to this company.

Tasks is still under BETA, so we will not talk about it in this guide.

**You can also change the name of your company or delete your company in the Settings tab.**

×

Create company

Type in a name for your new company. You'll automatically become the "company owner" and can start adding people and creating new projects.

Cancel

Create company

 User Guide LetsBuild



Add a new project

Projects

Members

BETA  
Tasks

Settings

### III. 5. MANAGE YOUR COMPANY

When you open the **Projects** tab on 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

MyDemoCompany

Projects












Members

BETA

Tasks

Settings

+ Add a new project

Name	Leader	Start date	End date	Progress	Project role
Brussels - Law Courts	 DEN	2020-05-04	2021-06-07	2%	Project leader
DEMO MISSION 2	 DEN	2020-01-28	2020-06-19	81%	Project leader
Demo Portfolio	 DEN	2019-05-30	2021-06-07	42%	Project leader
Demo Project I	 DEN	2019-12-17	2021-06-07	50%	Project leader
Demo Project II	 DEN	2020-01-20	2021-01-05	11%	Project leader
Demo Project III	 DEN	2019-05-30	2020-03-30	47%	Project leader
Demo Project IV	 DEN	2019-12-18	2021-06-07	40%	Project leader
London Eye	 DEN	2020-02-17	2021-03-22	47%	Project leader
New Project	 DEN	2020-07-17	2020-07-17	0%	Project leader
Notre Dame Cathedral	 DEN	2019-10-17	2021-03-05	3%	Project leader
Notre-Dame	 DEN	2020-01-13	2021-02-05	60%	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).

The screenshot shows the LETSBUILD interface. At the top, there's a navigation bar with 'LETSBUILD' logo and a '3' icon. Below it, a menu includes 'Portfolio', 'alpha', 'Projects', 'Drill down', 'Cross Projects', 'Budget', and 'Task sheet'. On the right, there's a 'Learn' button and a 'EM' icon. The main content area has a dropdown menu set to 'MyDemoCompany'. Below this, there are tabs for 'Projects', 'Members' (highlighted with a red box), 'Tasks', and 'Settings'. A 'BETA' badge is next to the 'Tasks' tab. To the right of the tabs is a '+ Add members' button. Below the tabs, there's a table with columns 'Name' and 'Email'. The table lists three members: 'Demo Demo' (demo@letsbuild.com), 'Planner Planner' (planner@letsbuild.com), and 'PM - overall project' (project-manager@letsbuild.com). To the right of the table, there's a 'Company role' column (highlighted with a red box) showing 'Company owner', 'Company member', and 'Company admin' roles, each with a 'Remove user' link.

Name	Email	Company role
Demo Demo	demo@letsbuild.com	Company owner
Planner Planner	planner@letsbuild.com	Company member
PM - overall project	project-manager@letsbuild.com	Company admin

#### 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

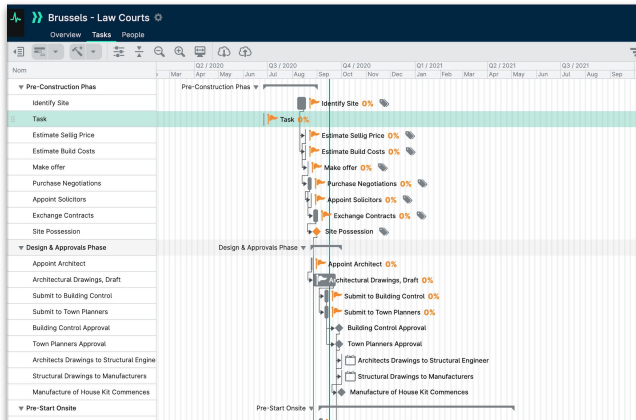
Can delete the company once all projects are deleted, can also function as a company admin.

# Introduction to tasks & Gantt view

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

## IV. 1. PROJECT VIEWS

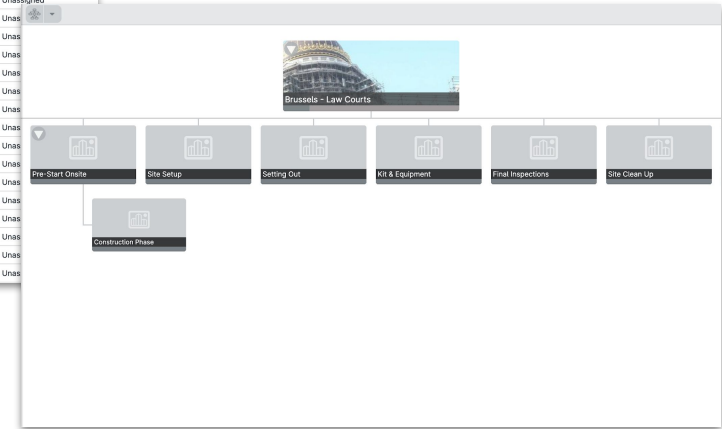
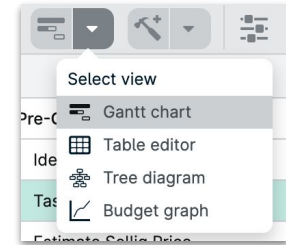
In LetsBuild, you have several ways to display all the information of your project. Firstly, open one of your projects. By clicking on the navigation icon in the navigation, you can access the different views. Each view has a particular role that will be explained in the following slides.



Project Gantt view

Start	Duration	Finish	Tags	Assignee
2020-08-07	7d	2020-08-17	pre-construction	Unassigned
2020-06-26	1d	2020-06-26		Unassigned
2020-08-17	1d	2020-08-17	pre-construction	Unassigned
2020-08-17	1d	2020-08-17	pre-construction	Unassigned
2020-08-20	1d	2020-08-20	pre-construction	Unassigned
2020-08-20	3d	2020-08-24	pre-construction	Unassigned
2020-08-24	1d	2020-08-24	pre-construction	Unassigned
2020-08-27	4d	2020-09-01	pre-construction	Unassigned
2020-08-31	0d		pre-construction	Unassigned
2020-08-24	2d	2020-08-25		Unassigned
2020-08-27	20d	2020-09-23		Unassigned
2020-09-10	3d	2020-09-14		Unassigned
2020-09-10	3d	2020-09-14		Unassigned
2020-09-28	0d			Unassigned
2020-09-28	0d			Unassigned
2020-10-01	1d	2020-10-01		Unassigned
2020-10-01	1d	2020-10-01		Unassigned
2020-10-01	0d			Unassigned
2020-09-03	3d	2020-09-07	pre-start	Unassigned
2020-09-03	8d	2020-09-14	pre-start	Unassigned
2020-10-01	5d	2020-10-07	ground works,pre-start	Unassigned

Table editor view



Tree diagram view



## IV. 1. PROJECT VIEWS

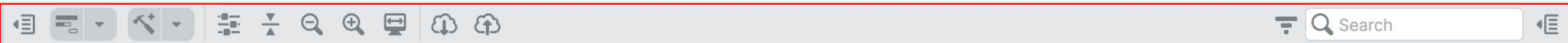
### A. GANTT VIEW

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.

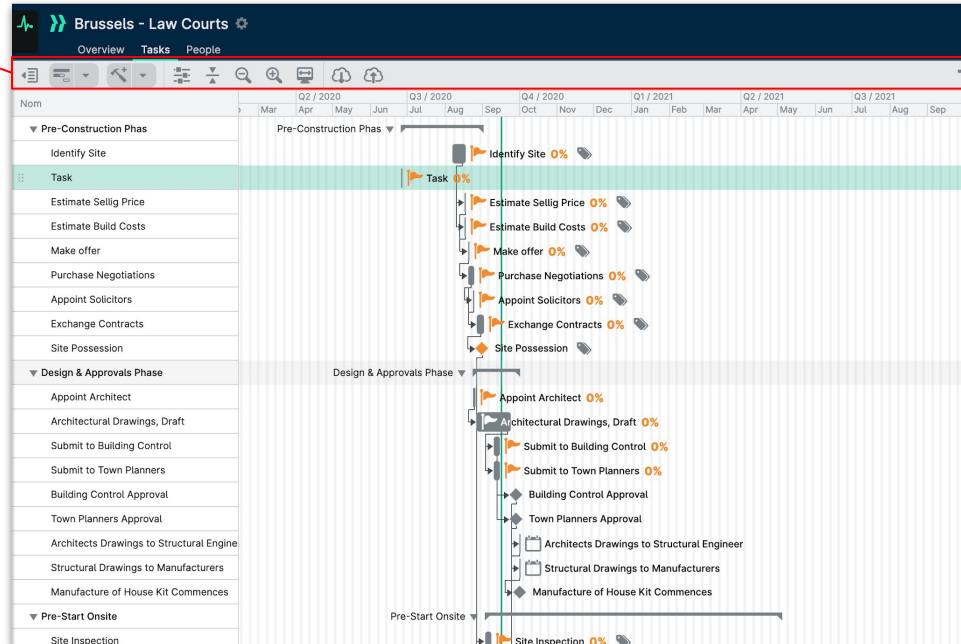
Change the project view

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.

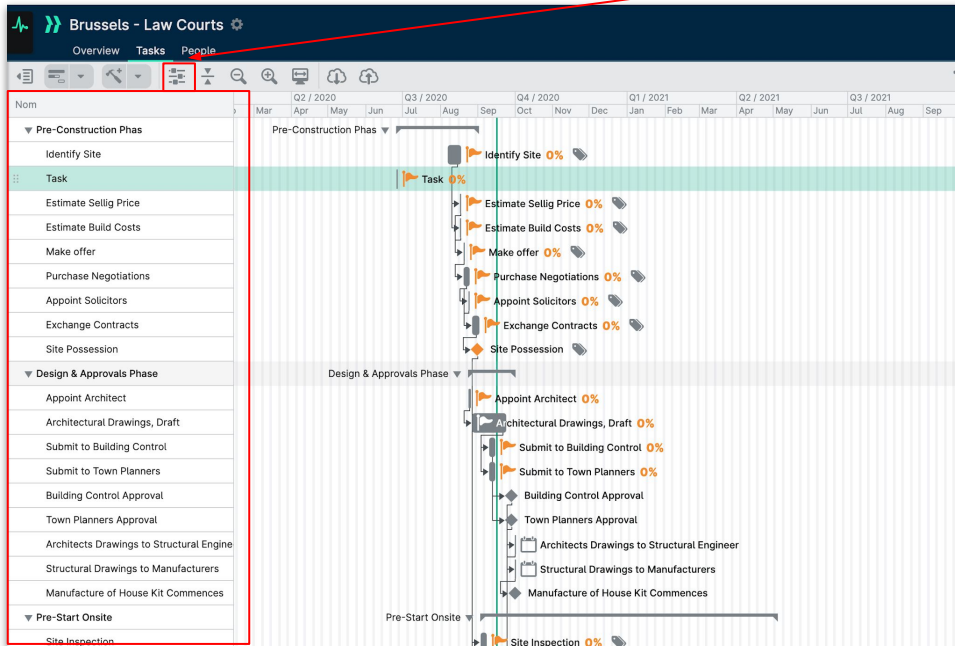
Hide the right side panel (task details)



## 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	Nom	7 jours	Aujourd'hui	7 jours
▼ Pre-Construction Phas				▼ Pre-Construction Phas			
Identify Site	2020-08-07	2020-08-17	7d	Identify Site	-26	-31	→
Task	2020-06-26	2020-06-26	1d	Task	-56	-61	→
Estimate Sellig Price	2020-08-17	2020-08-17	1d	Estimate Sellig Price	-20	-25	→
Estimate Build Costs	2020-08-17	2020-08-17	1d	Estimate Build Costs	-20	-25	→
Make offer	2020-08-20	2020-08-20	1d	Make offer	-17	-22	→
Purchase Negotiations	2020-08-20	2020-08-24	3d	Purchase Negotiations	-17	-22	→
Appoint Solicitors	2020-08-24	2020-08-24	1d	Appoint Solicitors	-15	-20	→
Exchange Contracts	2020-08-27	2020-09-01	4d	Exchange Contracts	-12	-17	→
Site Possession	2020-08-31	2020-08-31	0d	Site Possession	-10	-15	→
▼ Design & Approvals Phase				▼ Design & Approvals Phase			
Appoint Architect	2020-08-24	2020-08-25	2d	Appoint Architect	-15	-20	→
Architectural Drawings, Draft	2020-08-27	2020-09-23	20d	Architectural Drawings, Draft	-12	-17	→
Submit to Building Control	2020-09-10	2020-09-14	3d	Submit to Building Control	-2	-7	→
Submit to Town Planners	2020-09-10	2020-09-14	3d	Submit to Town Planners	-2	-7	→
Building Control Approval	2020-09-28	2020-09-28	0d	Building Control Approval	0	0	→
Town Planners Approval	2020-09-28	2020-09-28	0d	Town Planners Approval	0	0	→
Architects Drawings to Structural Engineer	2020-10-01	2020-10-01	1d	Architects Drawings to Structural Engineer	0	0	→
Structural Drawings to Manufacturers	2020-10-01	2020-10-01	1d	Structural Drawings to Manufacturers	0	0	→
Manufacture of House Kit Commences	2020-10-01	2020-10-01	0d	Manufacture of House Kit Commences	0	0	→
▼ Pre-Start Onsite				▼ Pre-Start Onsite			
Site Inspection	2020-09-03	2020-09-07	3d	Site Inspection	7	12	→

#### 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.

#### 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

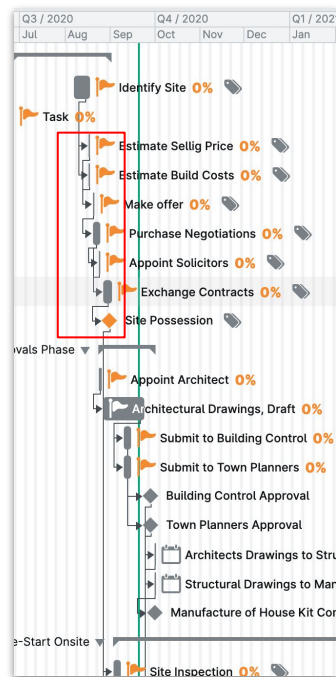
### A. GANTT VIEW

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	↘

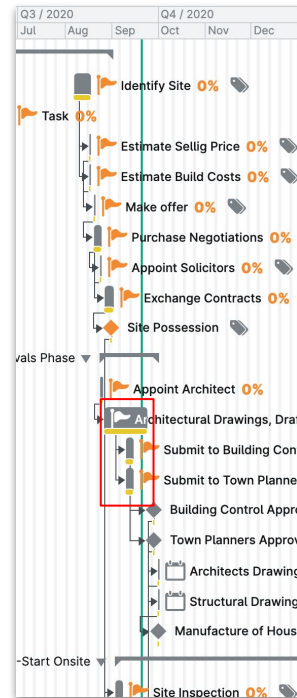
#### Show 5 week trend

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

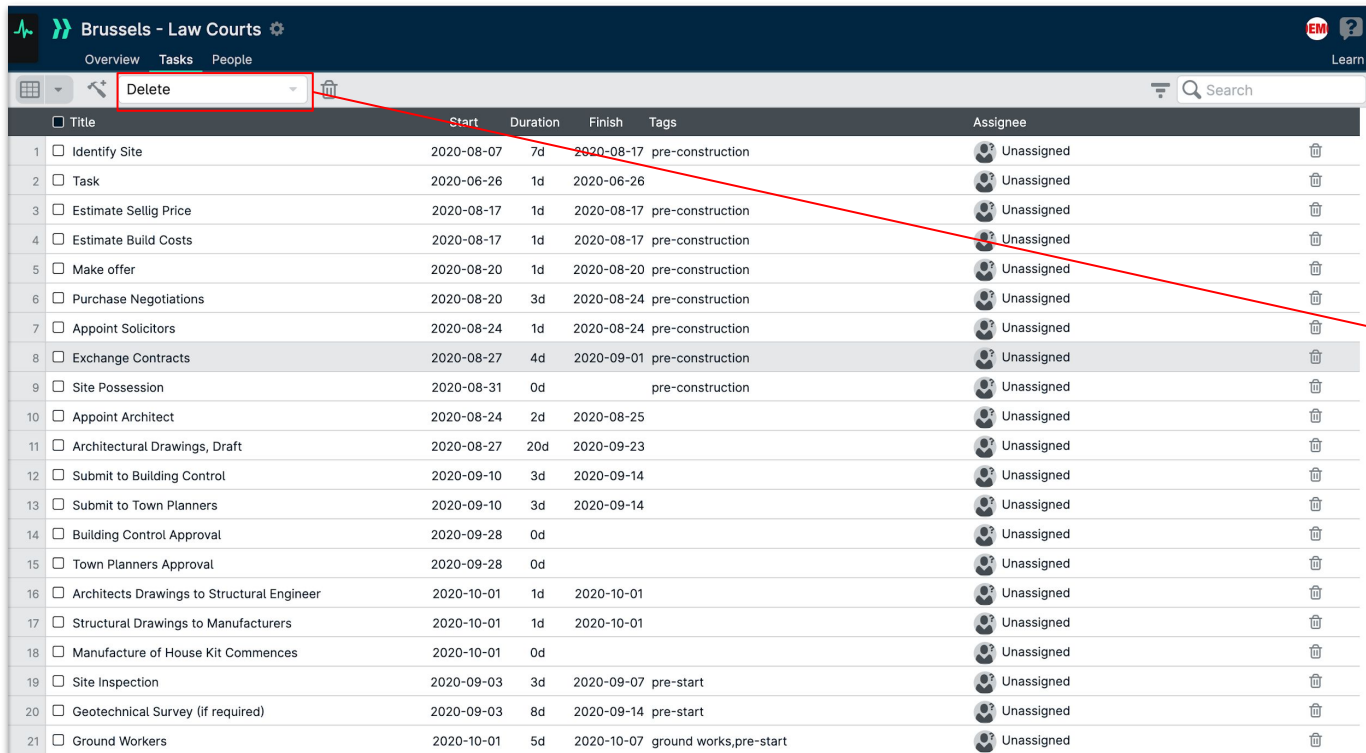
Fixed baselines help you see what's behind or ahead of your original plan.



## IV. 1. PROJECT VIEWS

### B. TABLE EDITOR VIEW

The table editor view is a powerful feature to make big changes on several tasks at the same time. In some large projects, it may be convenient to manually identify and change each task. **The purpose of the table editor is to make this part easier for you.**



	Title	Start	Duration	Finish	Tags	Assignee	
1	<input type="checkbox"/> Identify Site	2020-08-07	7d	2020-08-17	pre-construction	Unassigned	
2	<input type="checkbox"/> Task	2020-06-26	1d	2020-06-26		Unassigned	
3	<input type="checkbox"/> Estimate Sellig Price	2020-08-17	1d	2020-08-17	pre-construction	Unassigned	
4	<input type="checkbox"/> Estimate Build Costs	2020-08-17	1d	2020-08-17	pre-construction	Unassigned	
5	<input type="checkbox"/> Make offer	2020-08-20	1d	2020-08-20	pre-construction	Unassigned	
6	<input type="checkbox"/> Purchase Negotiations	2020-08-20	3d	2020-08-24	pre-construction	Unassigned	
7	<input type="checkbox"/> Appoint Solicitors	2020-08-24	1d	2020-08-24	pre-construction	Unassigned	
8	<input type="checkbox"/> Exchange Contracts	2020-08-27	4d	2020-09-01	pre-construction	Unassigned	
9	<input type="checkbox"/> Site Possession	2020-08-31	0d		pre-construction	Unassigned	
10	<input type="checkbox"/> Appoint Architect	2020-08-24	2d	2020-08-25		Unassigned	
11	<input type="checkbox"/> Architectural Drawings, Draft	2020-08-27	20d	2020-09-23		Unassigned	
12	<input type="checkbox"/> Submit to Building Control	2020-09-10	3d	2020-09-14		Unassigned	
13	<input type="checkbox"/> Submit to Town Planners	2020-09-10	3d	2020-09-14		Unassigned	
14	<input type="checkbox"/> Building Control Approval	2020-09-28	0d			Unassigned	
15	<input type="checkbox"/> Town Planners Approval	2020-09-28	0d			Unassigned	
16	<input type="checkbox"/> Architects Drawings to Structural Engineer	2020-10-01	1d	2020-10-01		Unassigned	
17	<input type="checkbox"/> Structural Drawings to Manufacturers	2020-10-01	1d	2020-10-01		Unassigned	
18	<input type="checkbox"/> Manufacture of House Kit Commences	2020-10-01	0d			Unassigned	
19	<input type="checkbox"/> Site Inspection	2020-09-03	3d	2020-09-07	pre-start	Unassigned	
20	<input type="checkbox"/> Geotechnical Survey (if required)	2020-09-03	8d	2020-09-14	pre-start	Unassigned	
21	<input type="checkbox"/> Ground Workers	2020-10-01	5d	2020-10-07	ground works,pre-start	Unassigned	

Delete

Delete

Update start date

Update end date

Add tags

Update responsible

Change to a milestone

Change to a task

Change working week

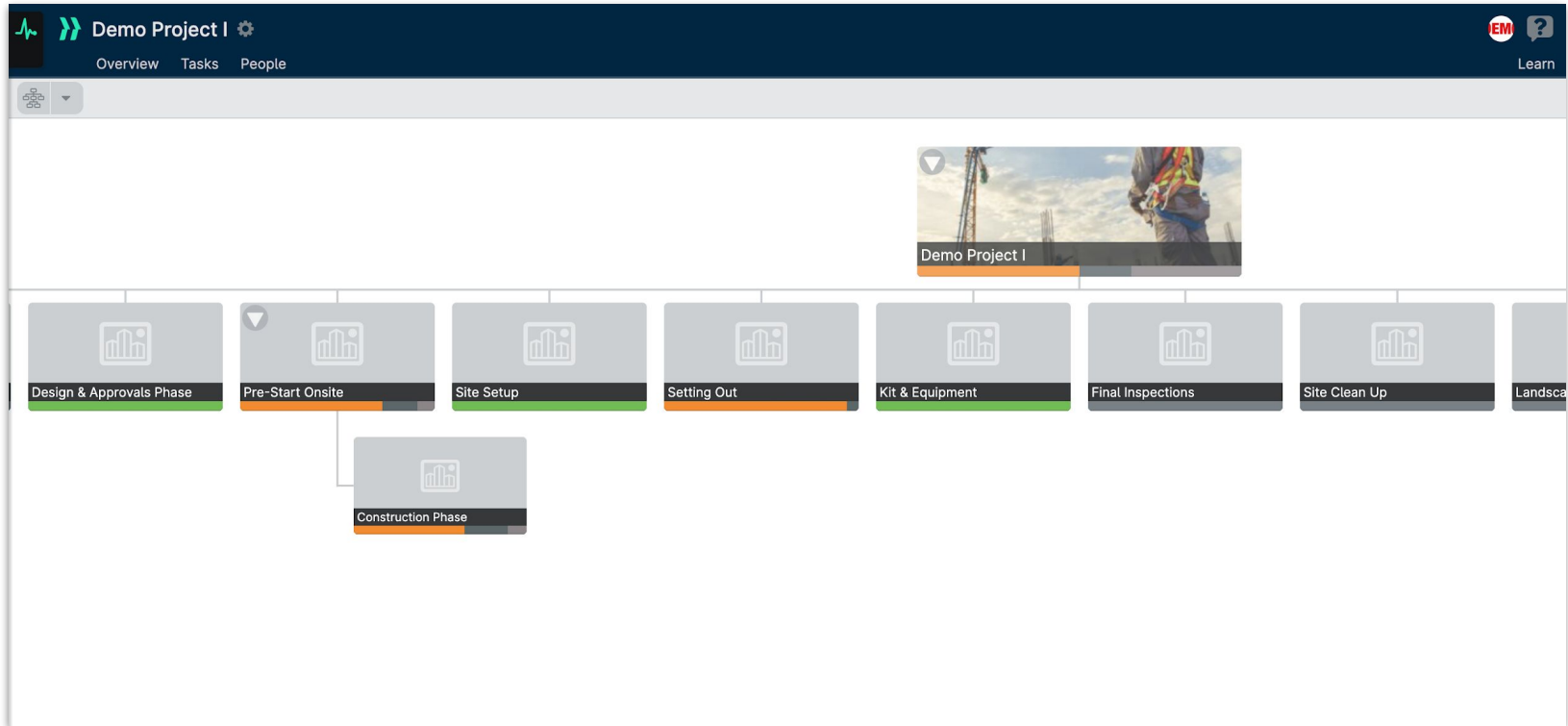
Change scheduling mode

Shift tasks


## IV. 1. PROJECT VIEWS

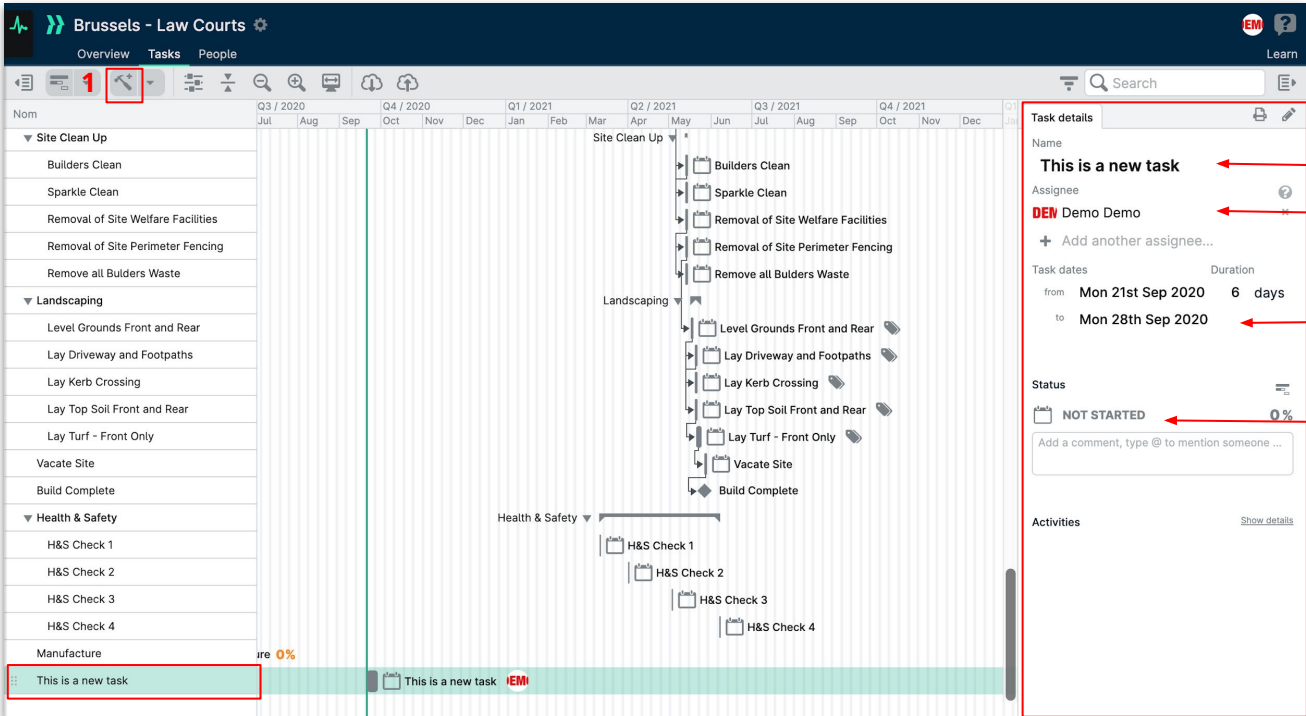
### C. TREE DIAGRAM VIEW

The Tree Diagram View is much more of a "visual" view to **understand what stage of the project you are at.**



## 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're clicked on, and then you can add details to this task.



The screenshot displays the 'Brussels - Law Courts' project management interface. The 'Tasks' tab is selected, and a new task is being created. The task list on the left includes categories like 'Site Clean Up', 'Landscaping', and 'Health & Safety'. A new task, 'This is a new task', is highlighted at the bottom of the list, marked with a red '2'. The task details panel on the right shows the following information:







- Name:** This is a new task (indicated by a red '3' and an arrow pointing to the text).
- Assignee:** DEM Demo Demo (indicated by a red arrow pointing to the name).
- Task dates:** from Mon 21st Sep 2020 to Mon 28th Sep 2020 (indicated by a red arrow pointing to the dates).
- Duration:** 6 days (indicated by a red arrow pointing to the duration).
- Status:** NOT STARTED (indicated by a red arrow pointing to the status).
- Progress:** 0% (indicated by a red arrow pointing to the progress bar).
- Activities:** A section for adding comments and mentions (indicated by a red arrow pointing to the text area).

Red annotations '2' and '3' highlight the task creation process and the task details panel, respectively.

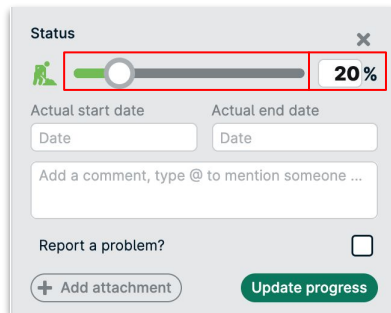
**TIP :** You can assign more than 1 person to a task. Everyone assigned will receive all updates notifications. The people you added to a task can then add people on this task, too.

## 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.**

<input checked="" type="checkbox"/> <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....
<input checked="" type="checkbox"/> <b>Delayed</b>		→ When a delay is expected due to a problem, for example, this status is perfect for notifying that you are going to be late.
<input checked="" type="checkbox"/> <b>In progress</b>		→ You or a collaborator started to work on a task? Don't forget to update it with this status!
<input checked="" type="checkbox"/> <b>Completed</b>		→ Once finished, you need to update your task to "Completed".
<input checked="" type="checkbox"/> <b>Signed off</b>		→ The person who created the task or with the necessary role will have to validate the task.
<input checked="" type="checkbox"/> <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**.



The dialog shows a 'Status' section with a person icon and a progress bar. The progress bar is currently at 20% and is highlighted with a red box. Below the progress bar are fields for 'Actual start date' and 'Actual end date', both with 'Date' placeholders. There is a text area for 'Add a comment, type @ to mention someone ...'. At the bottom, there is a 'Report a problem?' checkbox, an 'Add attachment' button, and an 'Update progress' button.

## 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 screenshot displays the LetsBuild interface for 'Demo Project I'. The top navigation bar includes 'Overview', 'Tasks', and 'People'. The main area shows a Gantt chart with tasks organized into categories like 'Setting Out', 'Kit & Equipment', and 'Final Inspections'. The 'Final Inspection by Building Control' task is highlighted in green. To the right, a detailed view of this task is shown, including its assignee, task dates (Thu 17th Sep 2020 to Fri 18th Sep 2020), status (DELAYED), and a comment box. The task is marked as '0%' complete.

The 'Activities' panel for the 'Final Inspection by Building Control' task shows a trail of actions and comments. The first activity is 'Done. cc QHSE Manager PM - overall project' by Demo Demo Mon, 21 Sep 2020 15:29. The second activity is 'No, can we postpone it by 2 days? Thursday would be perfect. Demo Demo' by Site Foreman Mon, 21 Sep 2020 15:28. The third activity is 'Is it still okay for you on this date? Site Foreman' by Demo Demo Mon, 21 Sep 2020 15:23.

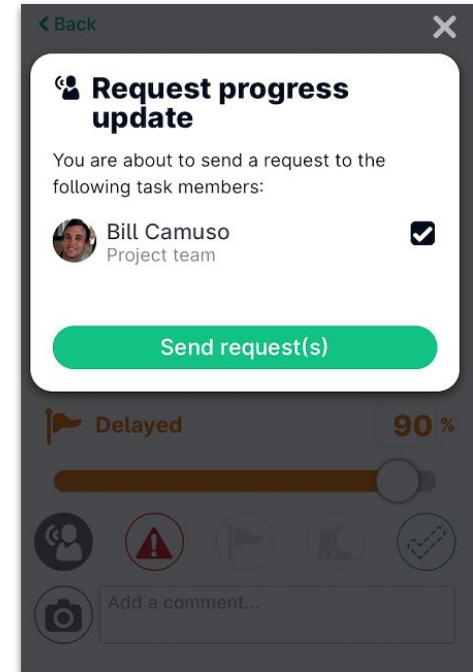
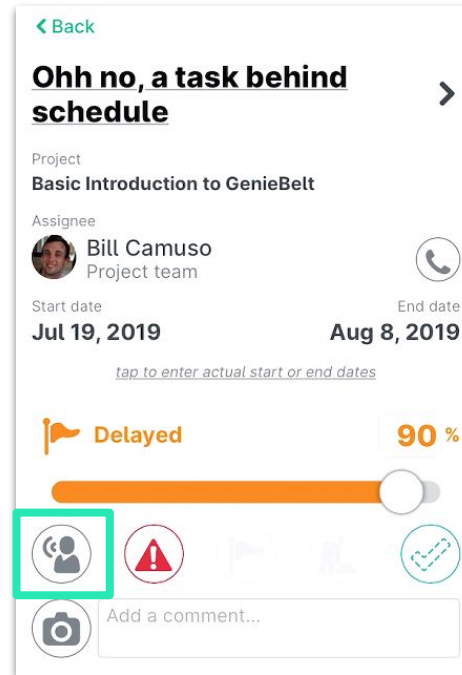
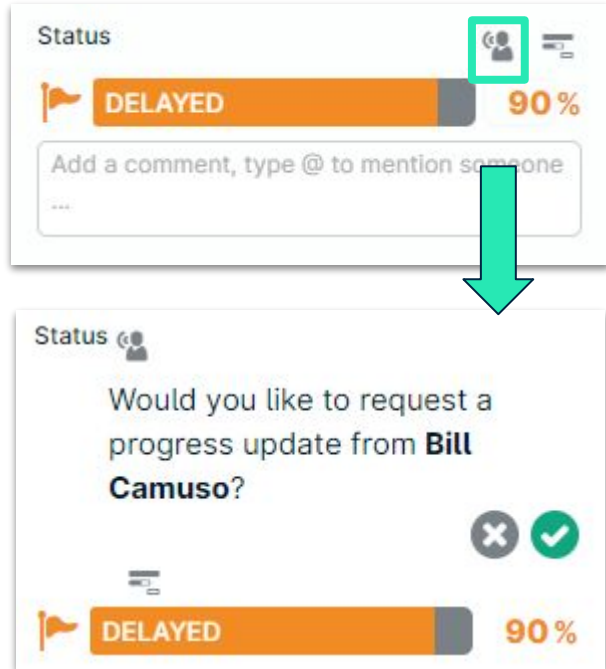
**TIP :** The activities trail is a powerful way to visualise the actions and comments on a task, and to have dated evidence of its progress.

# Update your live project

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

## V. 1. REQUESTING UPDATES

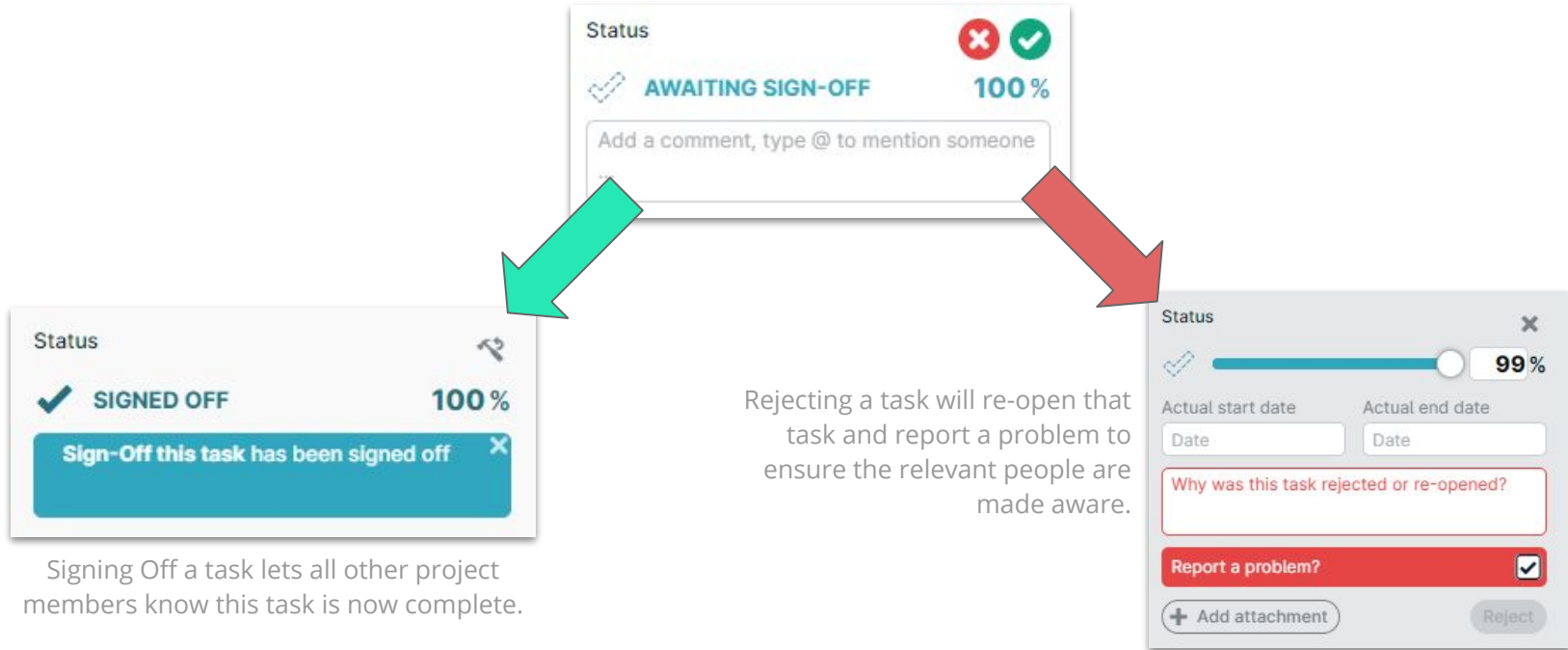
With LetsBuild, when there's no progress being reported on a task, simply click the **'Request Update'** button to send a notification to the task assignee.



**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.



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

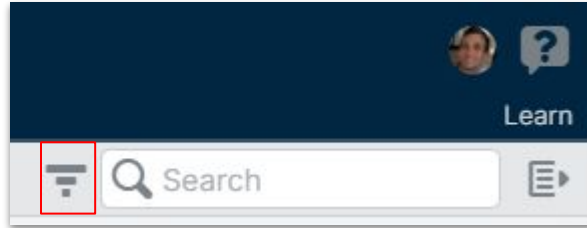
**TIP:** This feature is accessible in both desktop and mobile app environments, but only for **Project Admin users**.



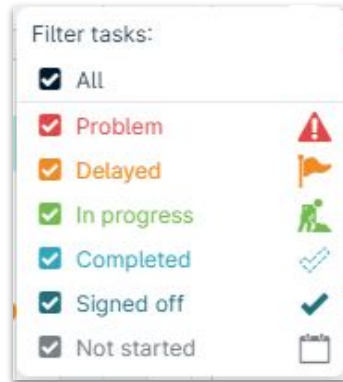
## V. 3. SEARCH AND FILTER

### A. DESKTOP ENVIRONMENT

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 just to the left of the Search bar (boxed in **Red** to the left).

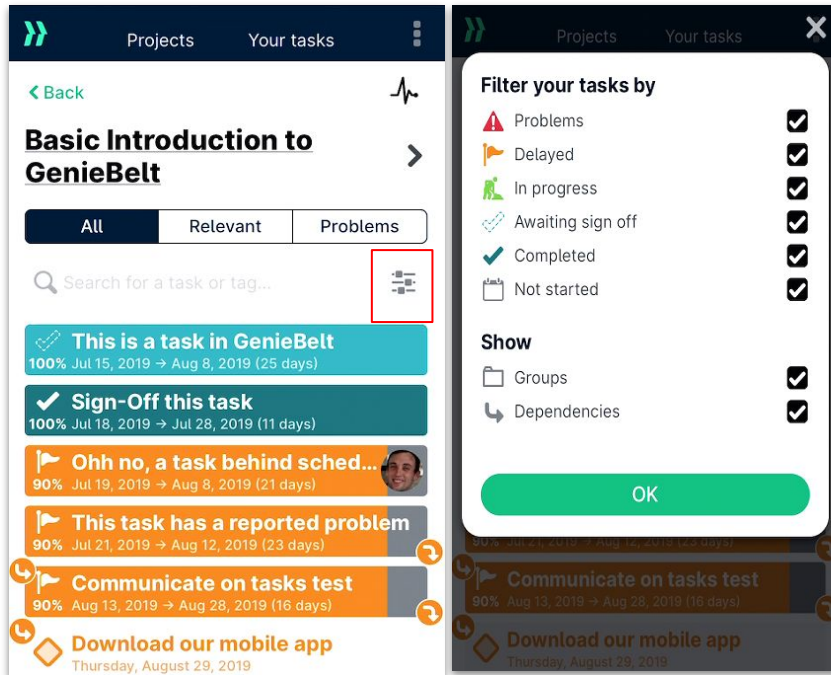


When using the Search bar, the results visible in the Gantt chart will be filtered on your search results. This is especially useful when needing to filter tasks based on task assignee or when using Tags.

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

## V. 3. SEARCH AND FILTER

### B. MOBILE APP




To filter your tasks on the mobile app, click the icon just to the right of the Search bar (boxed in **Red** to the left).

When using the Search bar on the mobile app, you are only able to search Task Names and Tags.

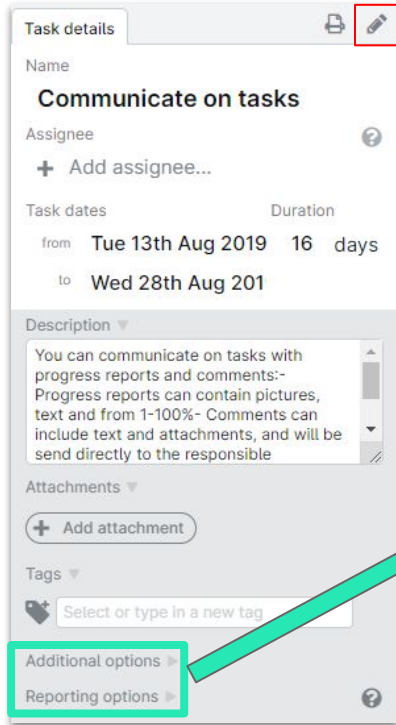
**TIP:** Project Admins can filter on Tasks Awaiting Sign Off to speed up the task sign off process.

## V. 4. ADVANCED TASK FUNCTIONS

### A. ADDITIONAL OPTIONS

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

At the bottom of the Task Details section you will see two choices: **Additional Options** and **Reporting Options**.



**Task details**

Name  
**Communicate on tasks**

Assignee  
+ Add assignee...

Task dates  
from **Tue 13th Aug 2019** 16 days  
to **Wed 28th Aug 201**

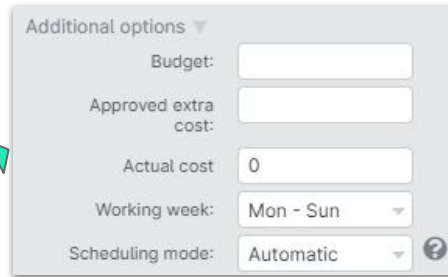
Description  
You can communicate on tasks with progress reports and comments:- Progress reports can contain pictures, text and from 1-100%- Comments can include text and attachments, and will be send directly to the responsible

Attachments  
+ Add attachment

Tags  
Select or type in a new tag

Additional options  
Reporting options

Additional Options allows you to add budget information, set the working week and choose the scheduling mode



**Additional options**

Budget:

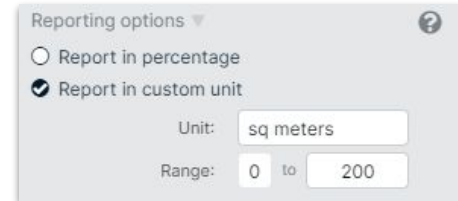
Approved extra cost:

Actual cost:

Working week:

Scheduling mode:

Reporting Options allows you to report progress in a custom unit, rather than a %



**Reporting options**

☐ Report in percentage

☒ Report in custom unit

Unit:

Range:  to

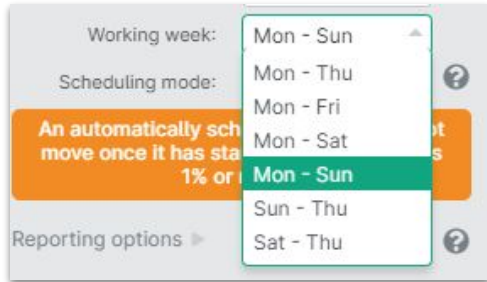
**TIP:** Only Project Owners or Project Admins can edit these details.

## V. 4. ADVANCED TASK FUNCTIONS

### A. ADDITIONAL OPTIONS

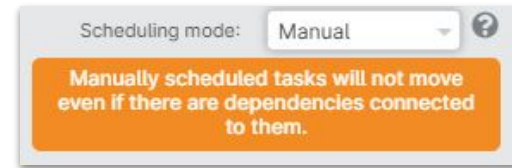
Within the Additional Options menu there are two main aspects to pay attention to: **Working Week** and **Scheduling Mode**:

**Working Week** refers to which days of each week should be deemed 'work days'.



For example, when Working Week is set to Mon - Fri, only weekdays will be deemed working days and therefore weekends are not counted, thereby extending the task duration.

Scheduling Mode can be either **Manual** or **Automatic**.



Manual scheduling fixes task start and end dates until you change them. Automatic scheduling updates these for you based on task dependencies.



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

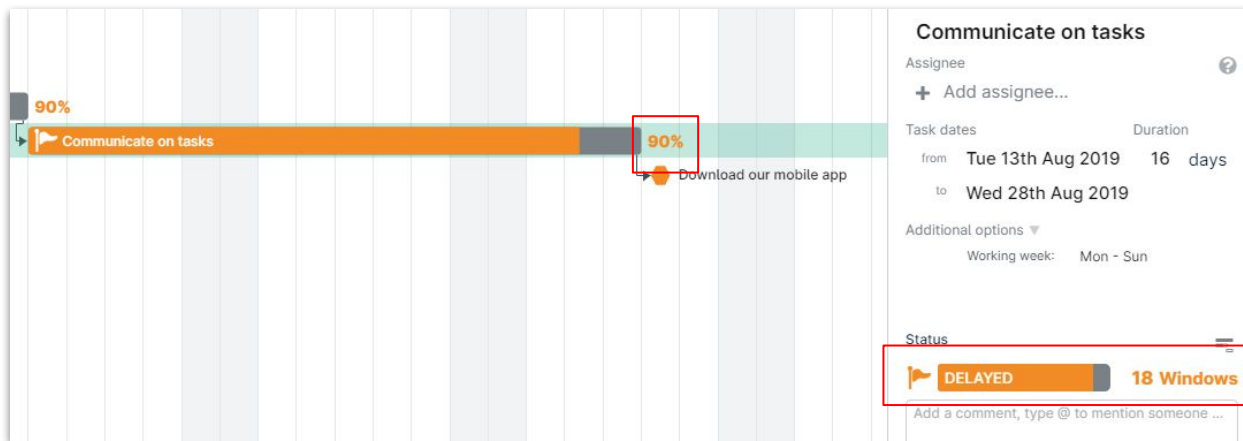
## V. 4. ADVANCED TASK FUNCTIONS

### B. REPORTING OPTIONS

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**.

**Custom Units** are user defined and can cover any type of unit - 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**.




**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 both **Drill Down** and **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.

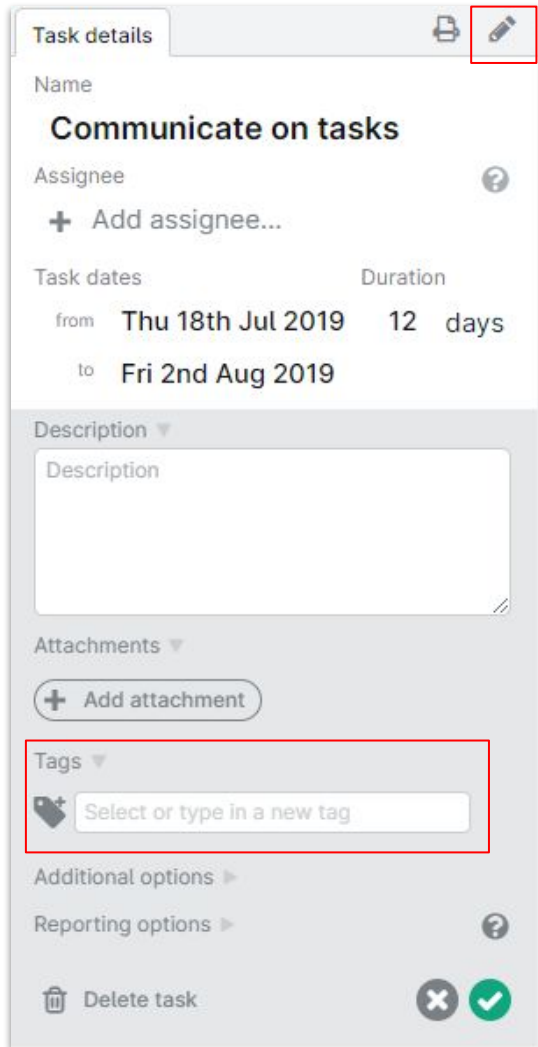
There is no limit to the number of Tags created and multiple Tags can be applied to each activity. Some example uses for Tags include:



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




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

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



**Task details**  


Name  
**Communicate on tasks**

Assignee   
**+ Add assignee...**


Task dates Duration  
from **Thu 18th Jul 2019** **12** days  
to **Fri 2nd Aug 2019**




Description ▾  
Description

Attachments ▾  
**+ Add attachment**

Tags ▾  


Additional options ►

Reporting options ► 

 Delete task  

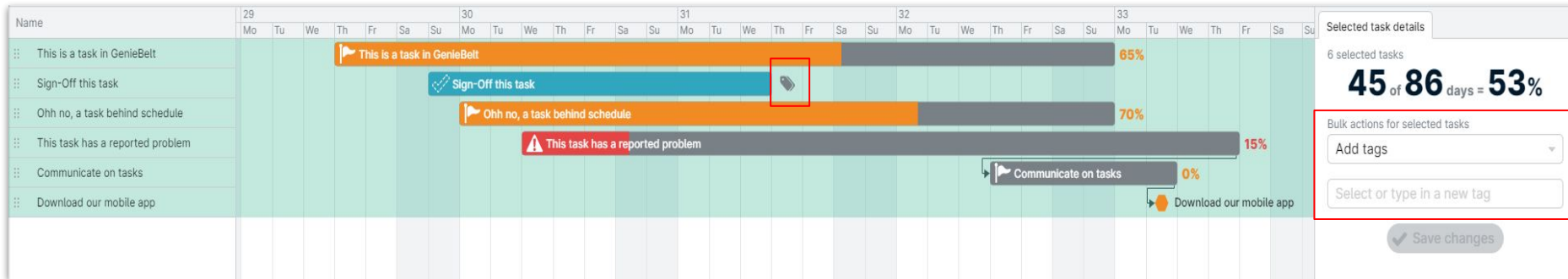
## V. 4. ADVANCED TASK FUNCTIONS

### C. TAGS

To save time, we can also add **Tags** in bulk, applying the same Tag 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.

After selecting the Add Tags option from the Bulk Editing drop-down menu, you will then be able to add Tags to your selected Tasks. You will be able to select from any Tags that have already been created, or create and apply a new Tag directly from this screen.

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:** There are several editing options that can be addressed via the Bulk Editing Options in the drop down menu.

# Overview & report

- > Overview
- > Portfolio
- > Drill down
- > Print PDF & task report
- > Export CSV
- > Dashboard: engagement, project health

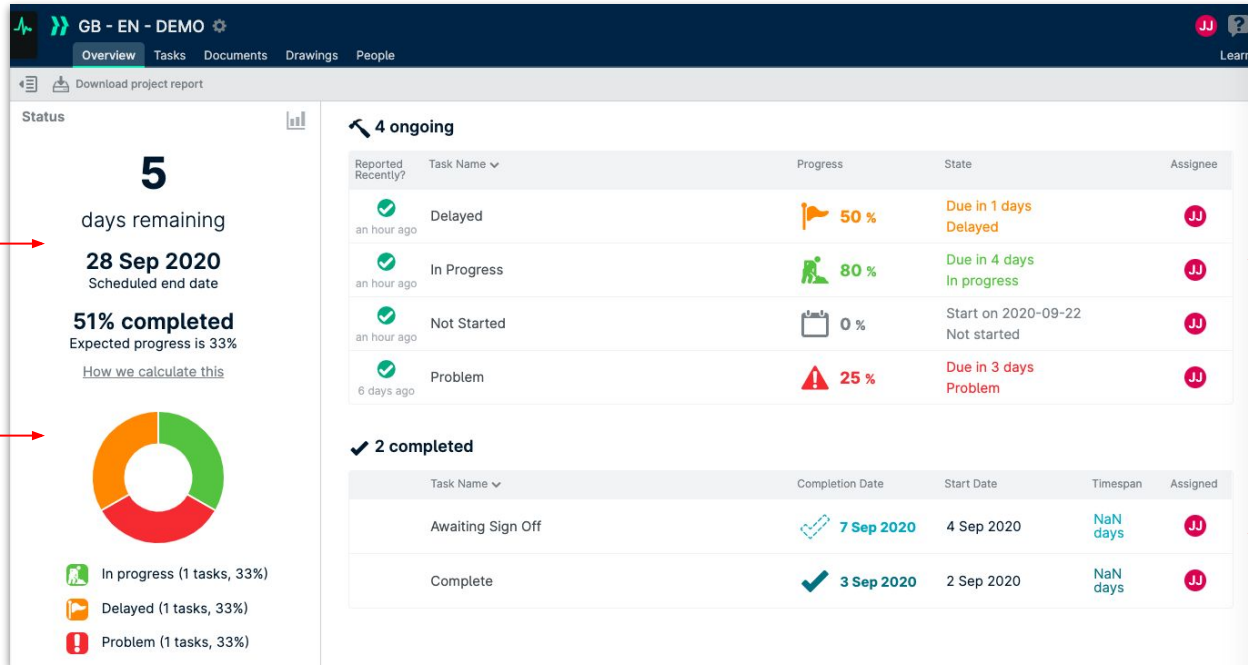


## VI. 1. PROJECT OVERVIEW

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

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

A table of completed individual tasks with start date, actual duration, and assignees.

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

## VI. 1. PROJECT OVERVIEW

The project report can be used for regular project meetings or distributed and shared with colleagues and clients.

### Download project report

From this view you are able to download a printable project report.

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.

The screenshot shows the 'GB - EN - DEMO' application interface. The top navigation bar includes 'Overview', 'Tasks', 'Documents', 'Drawings', and 'People'. A red arrow points to the 'Download project report' button in the top bar. Below this, a modal dialog titled 'Download project report' is open. It features a 'Report length' dropdown menu with options: '1 week', '2 weeks', '3 weeks' (selected), and '4 weeks'. There is also an 'End date' field set to '2020-09-21'. The dialog includes a map view of a street area with a crane icon and a person icon. At the bottom of the dialog are 'Cancel' and 'Prepare report' buttons. In the background, a table displays project tasks with columns for Progress, State, and Assignee.

Progress	State	Assignee
50 %	Due in 1 days Delayed	JJ
80 %	Due in 4 days In progress	JJ
0 %	Start on 2020-09-22 Not started	JJ
25 %	Due in 3 days Problem	JJ

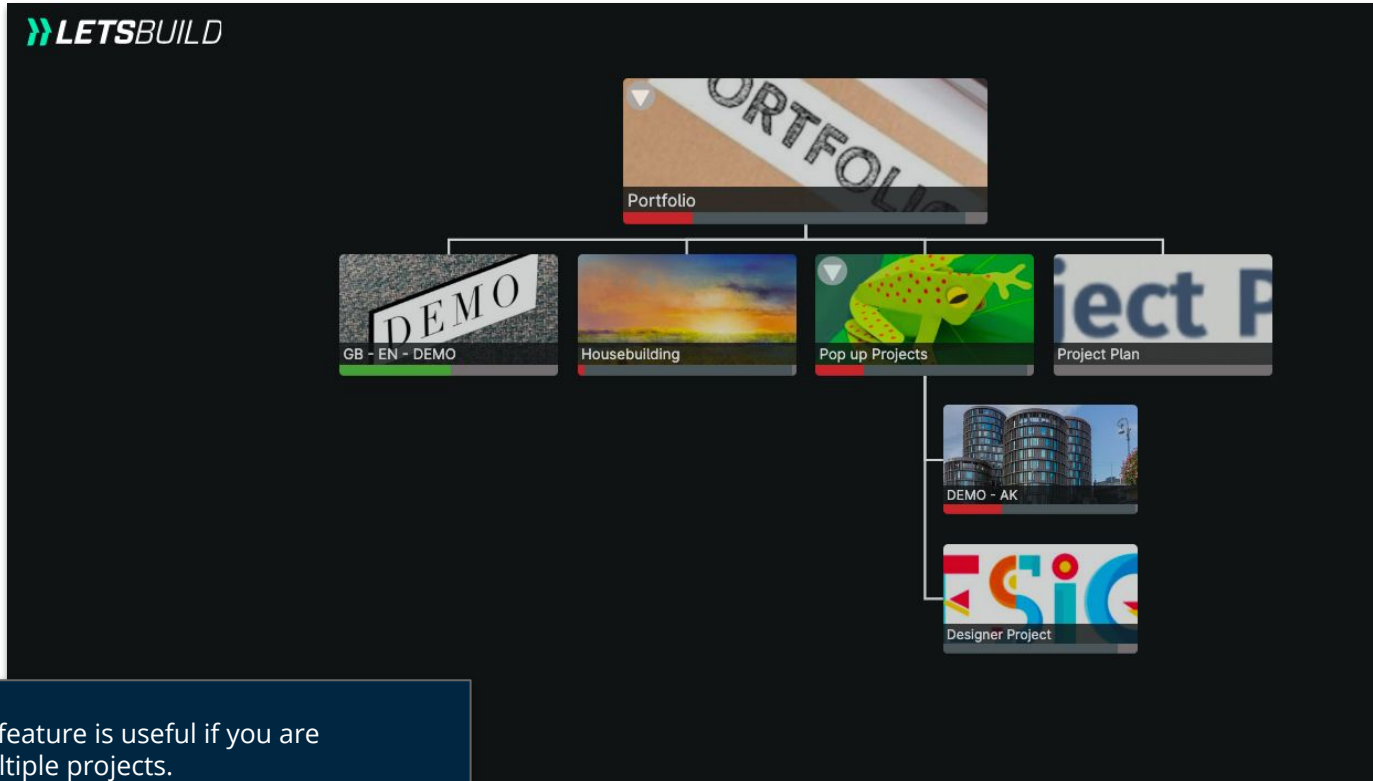
  

Completion Date	Start Date	Timespan	Assigned
7 Sep 2020	4 Sep 2020	NaN days	JJ
3 Sep 2020	2 Sep 2020	NaN days	JJ



## VI. 2. PORTFOLIO

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



## VI. 3. DRILL DOWN

Our Drill Down feature allows you to narrow down and search for real-time information and activity across all your projects.

Filter

FAVOURITES ▶

ASSIGNEE ▶ 1 SELECTED

DATES ▶

STATUS ▶

PROGRESS ▶

PROJECTS ▶

TEAMS ▶

TAGS ▶

GROUPS ▶

TASKS ▶

Drill down!

130

LETSBUILD

Portfolio Projects Drill down Cross Projects Budget Task sheet

Download as CSV Download as PDF

Name	Leader / Assignee	Start date	Due date	Status	Current progress	Expected progress	Ahead / Behind (days)
▶ Designer Project	JJ	2020-07-25	2020-08-06		0%	0%	0
▶ GB - EN - DEMO	JJ	2020-09-02	2020-09-28		53%	33%	5
▼ Housebuilding	JJ	2020-05-23	2020-06-16		99%	100%	-97
▶ Projektoring							
▶ Residential Housing	JJ	2020-06-23	2020-08-28		0%	100%	-24

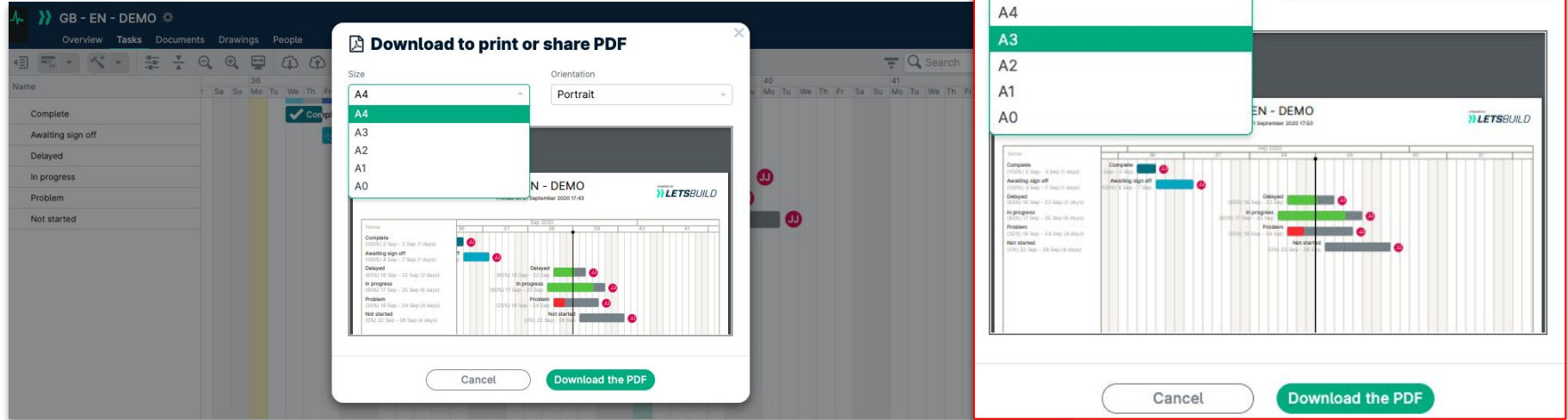
### Filter Panel

Expand each criteria header to select and search for values. Filter and search across all your projects to see what is currently happening, make better decisions, and take action, if necessary.

**TIP:** Download your search results as a CSV file or as a PDF report.

## 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.



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.

Export as CSV

GB - EN - DEMO

Overview Tasks Documents Drawings People

Download

- Download CSV
- Download to print or share PDF
- Download as JSON

**Download CSV**

Export your project to a .csv file to make bulk changes and updates for reimporting later.

[Read our article](#) on reimporting CSV and Excel files for more details

☒ Include groups

Cancel Download

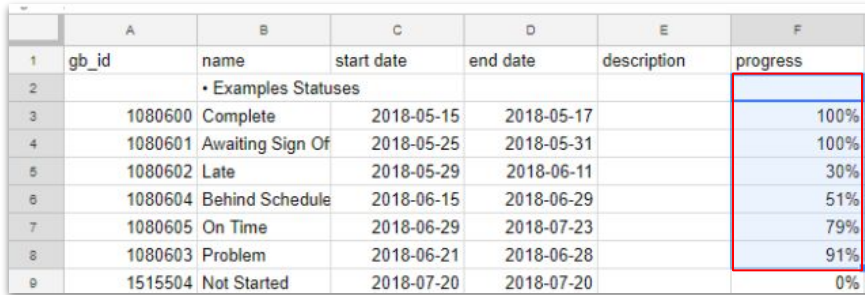
Export to make bulk changes and updates for reporting later

**TIP:** Export unique URLs for each group and task of your project. This 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



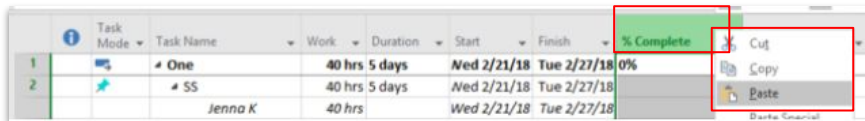
	A	B	C	D	E	F
1	gb_id	name	start date	end date	description	progress
2		• Examples Statuses				
3	1080600	Complete	2018-05-15	2018-05-17		100%
4	1080601	Awaiting Sign Of	2018-05-25	2018-05-31		100%
5	1080602	Late	2018-05-29	2018-06-11		30%
6	1080604	Behind Schedule	2018-06-15	2018-06-29		51%
7	1080605	On 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

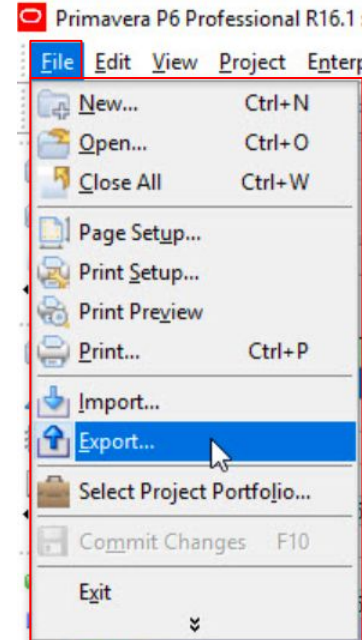


Line	Name	Duration	Start	Finish	Percent complete
1	First Group	1w 4d	5/18/2018	5/31/2018	
2	Manual	1w	5/18/2018	5/24/2018	
3	FS(m)1	1w	5/18/2018	5/24/2018	
4	FS(m)2	1w	5/18/2018	5/24/2018	
5	FF(m)1	1w	5/18/2018	5/24/2018	

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	

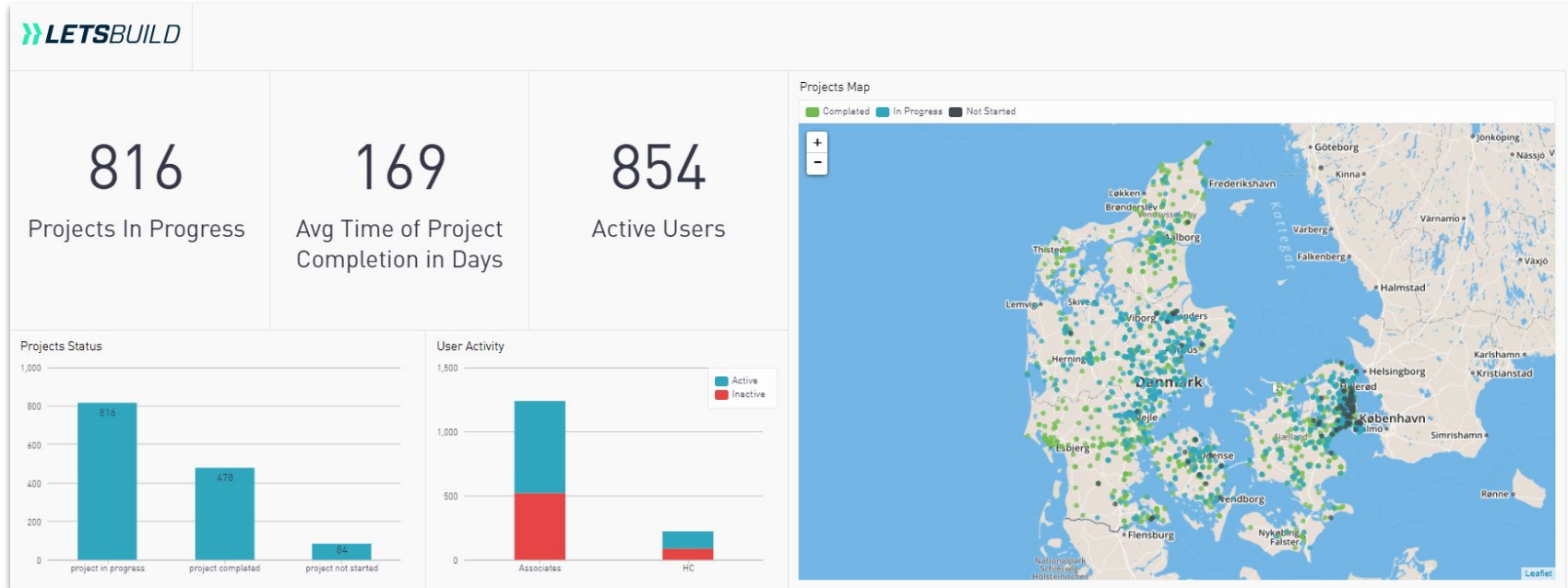


P6

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

## VI. 6. DASHBOARDS

Unique Dashboards can be created using the information from LetsBuild to track Key Performance Indicators (KPIs) across your projects.



**TIP:** The LetsBuild Business Intelligence team can help create customised Dashboards based on customer needs.



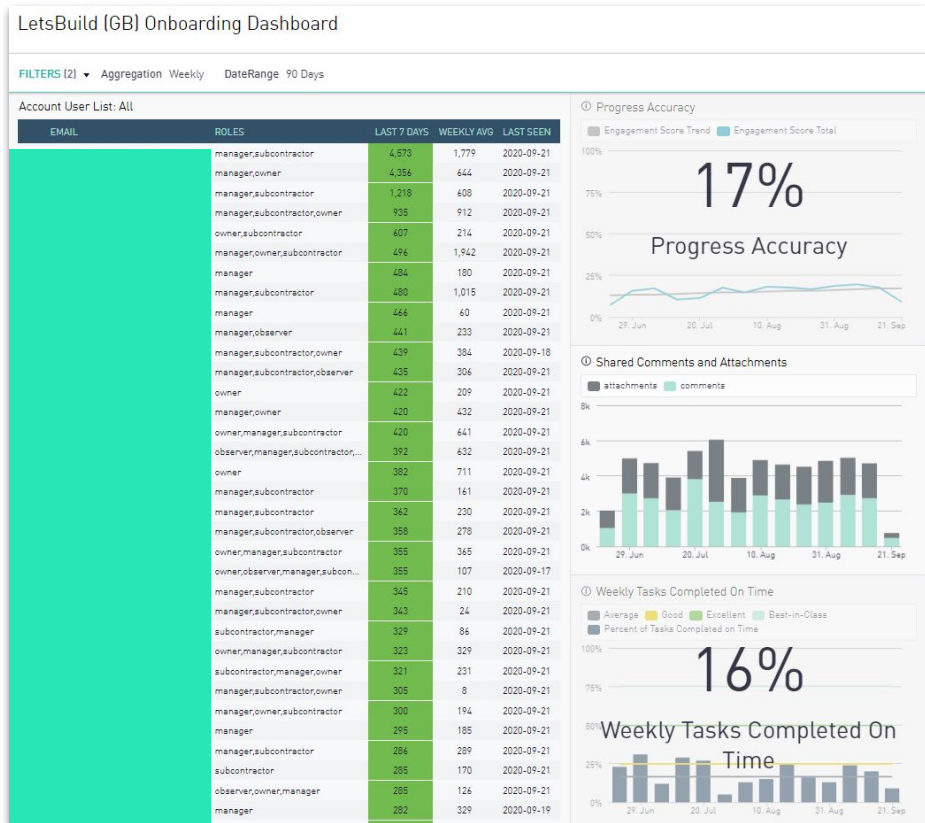
## VI. 6. DASHBOARDS

### A. ENGAGEMENT

Engagement Dashboards can be accessed to **follow up on User adoption and engagement levels within LetsBuild.**

Engagement Dashboards can also include KPIs to track:

- Progress accuracy (i.e. are tasks from this week being updated this week),
- Number of comments and attachments added to tasks,
- Percentage of weekly tasks completed on time,
- Average number of problems reported,
- Average time for problem resolution



**TIP:** Engagement Dashboards are particularly useful in early stages of LetsBuild adoption.

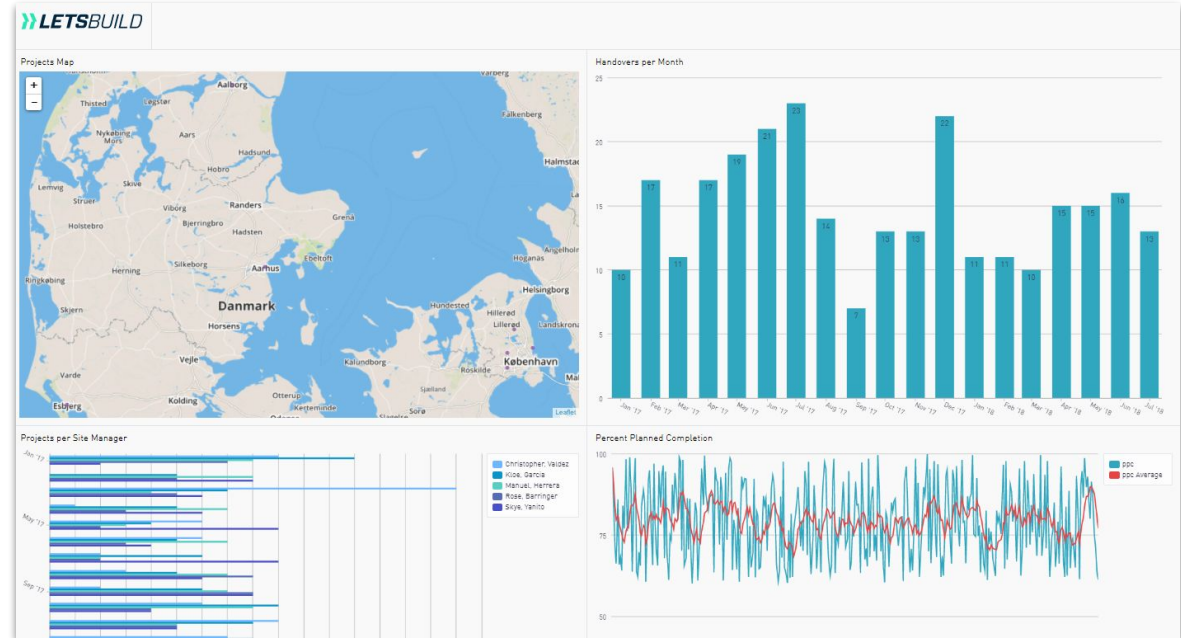
## VI. 6. DASHBOARDS

### B. PROJECT HEALTH

Project Health Dashboards can be created using a standard Dashboard template that pulls together key metrics across all of your LetsBuild projects.

#### Standard KPIs in LetsBuild Project Health Dashboards include:

- Map of project locations
- Percent planned completion
- Schedule performance index
- Average task durations
- Tasks by tag (KPIs based on specific tag use)




**TIP:** Project Health Dashboards update in real time, making them a great way to keep Management up to date on all projects.

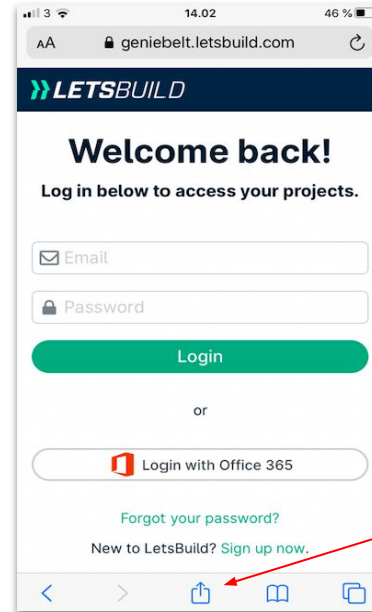
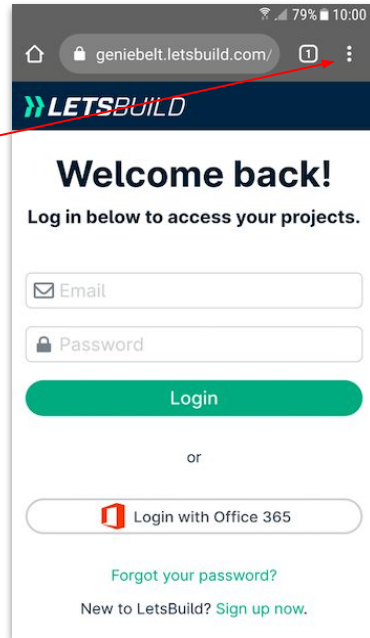
# Progress update on mobile


- > 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 the login site on **letsbuild.com**. Currently, it is only possible to download the mobile app through HTML.

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



**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.

**TIP:** We recommend to use Safari for IOS, and Google Chrome for Android. The application should look like that 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.

The screenshot shows the 'In progress' screen for a project named 'GB - EN - DEMO'. At the top, there's a status bar with the time 11:55 and 97% battery. Below it, a dark blue header contains 'Projects' and 'Your tasks' tabs, and an orange banner says 'No internet connection'. The main content area shows the project name, start date 'Sep 10, 2020', and end date 'Sep 14, 2020'. A green progress bar is at 55%, with a green icon and 'In progress' text. Below the bar are five circular icons: a person, a warning triangle, a flag, a person with a checkmark, and a checkmark. A camera icon is also present with the text 'I can even add comments and pictures offline.' At the bottom is a large green 'Submit' button and the text 'Progress pictures'.

Submit your update

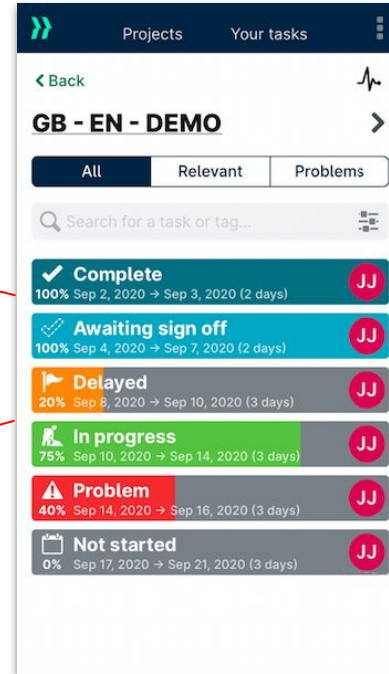
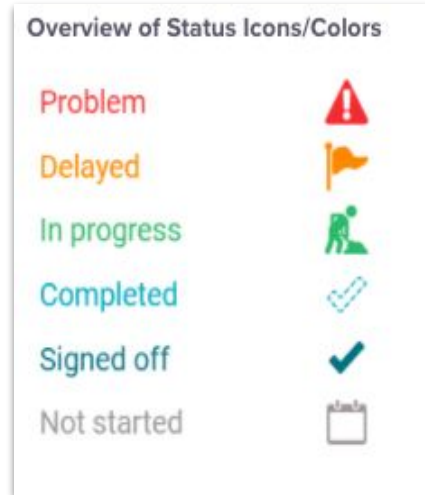
Easily synchronise your data when you are online again by tapping your finger on the screen and pulling it downwards.

The screenshot shows the 'Projects' list screen. At the top, there's a status bar with the time 12:02 and 97% battery. Below it, a dark blue header contains 'Projects' and 'Your tasks' tabs, and a green double arrow icon. A search bar is below the header. The main content area is a list of projects with their progress percentages. A red curved arrow points to the top of the list, indicating a pull-to-refresh gesture.

DEMO	74%
DEMO - AK	30%
DEMO - Details Co	0%
Designerprojekt	0%
GB - 1	0%
GB - EN - DEMO	44%

## 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.



**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.**

The screenshot shows a mobile app interface for reporting a problem. The top status bar displays signal strength, Wi-Fi, time (09:30), and battery (28%). The app header is "In progress" with a right arrow. The project details are "GB - EN - DEMO". The assignee is "Joelle Jelsted" from the "Project team", with a contact icon. The start date is "Sep 10, 2020" and the end date is "Sep 14, 2020", with a note "tap to enter actual start or end dates". The problem is reported as "Problem" with a red warning icon and a progress bar at 25%. Below the progress bar are five icons: a person, a red warning icon, a flag, a person with a checkmark, and a checkmark. A photo upload section shows a camera icon, a text input field with "Problem", and a file name "E6AE9219-5C52-4572-BD82-BA6328B0F813.jpeg" with a trash icon. A green "Submit" button is at the bottom. Red arrows point from the "Problem Icon" label to the red warning icon in the progress bar and from the "Problem" label to the photo upload section. A red arrow points from the text "Once the problem is resolved, the problem icon just needs to be turn off in the next update." to the trash icon next to the photo upload section.

**Problem Icon**

**Problem** 25 %

Problem

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

Submit

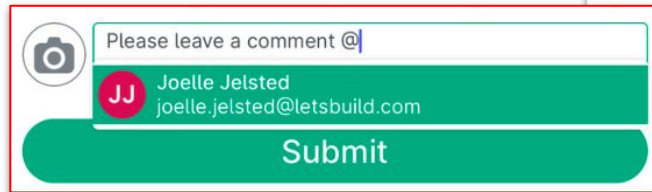
Once the problem is resolved, the problem icon just needs to be turn off in the next update.

## VII. 6. COMMENTS AND MENTIONS

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

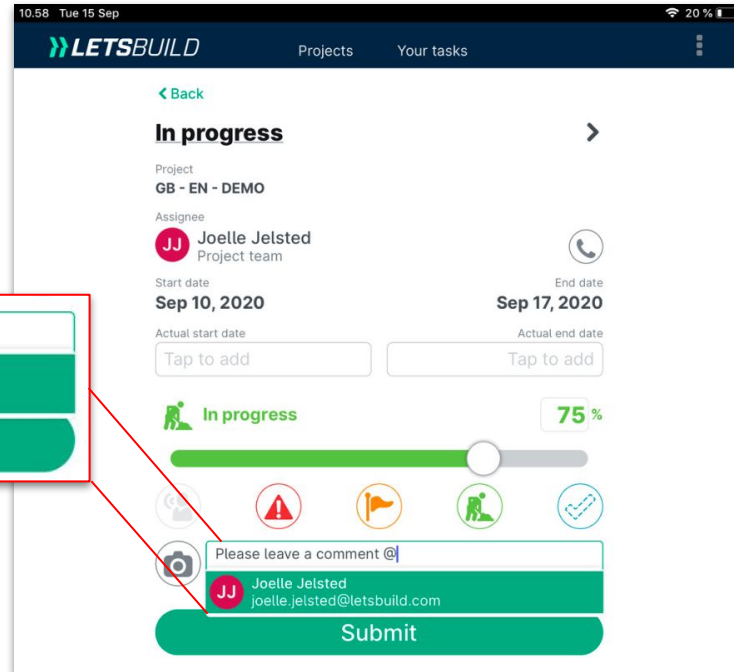
On each task there is a comment field where you can write your note or mention someone.

**To mention someone, simply use the @ symbol and then their name.**



A close-up of the comment field. It features a camera icon on the left, a text input area with the placeholder text "Please leave a comment @", and a dropdown menu showing a user profile for "Joelle Jelsted" with the email "joelle.jelsted@letsbuild.com". Below the input is a green "Submit" button.

You don't need to update your task to leave a comment or a mention.



**TIP:** Any comment will create a beat notification for the admin users and any member assigned to the task.

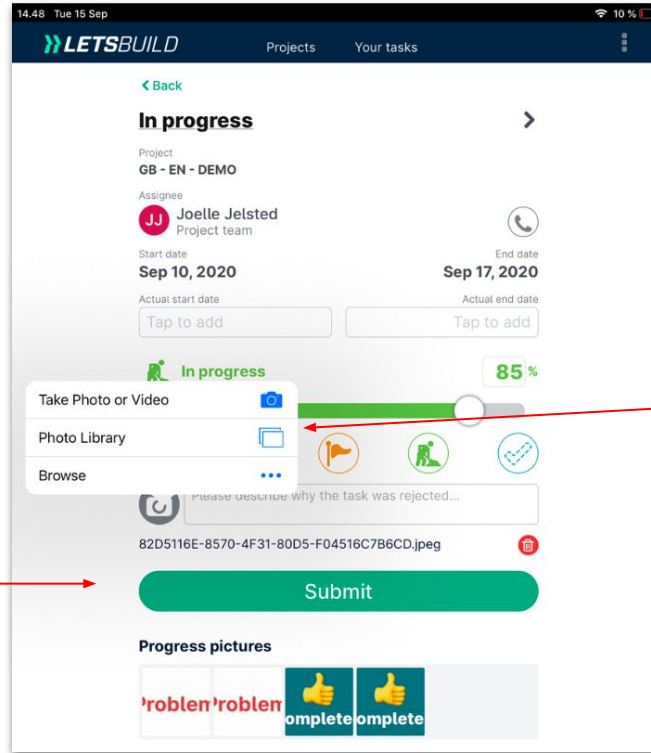


## VII. 7. PHOTOS AND ATTACHMENTS

Upload photos and attachments with few easy clicks.

Select the task and submit your update.

Remember to update your task.



Upload or take a picture on your mobile device.

# Cross Projects

> How to use Cross Projects

## VIII. 1. HOW TO USE CROSS PROJECTS

### What is the Cross Projects feature?

For users with several projects at the same time, Cross Projects provides **a table 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 Projects.

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 Projects can help you see everything.**

To access the Cross Projects Tab, click on it on the main menu. We will go through all the possibilities and then explain in details each filter and view.

The screenshot shows the LETSBUILD Cross Projects interface. The top navigation bar includes 'Projects', 'Drill down', and 'Task sheet'. Below this is a toolbar with icons for various views. The main content area displays a list of tasks with columns for Name, Date, and Status. The interface is annotated with red boxes and arrows pointing to specific features:

- Access to the pre-saved views of your company:** Points to the 'Company views' dropdown menu.
- Filters on the tasks and project:** Points to the 'Your views' section, which includes filters like 'All tasks', 'Current tasks', 'All Problems & Delays', and 'Assigned to you'.
- Project name:** Points to the 'Name' column header in the task list.
- 2 levels of active filters:** Points to the 'First sort by' and 'then sort by' dropdowns.
- Save your custom view:** Points to the 'Save view' button.
- All visible tasks according to the project and the chosen criteria:** Points to the task list itself.

The task list shows a table with columns for Name, Date, and Status. The 'Name' column lists tasks such as 'Brussels - Law Courts', 'This is a new task', 'This task has a problem', 'Building Control Approval', 'Town Planners Approval', 'Architects Drawings to Structural Engineer', and 'Structural Drawings to Manufacturers'. The 'Date' column shows dates from Sep 8 to Nov 4. The 'Status' column shows icons for 'DD' (Delayed) and 'DD' (Delayed).

# 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. At the top, there's a header for 'Demo Project I' with tabs for Overview, Tasks, and People. Below the header, a timeline view shows various tasks and their progress. A 'BEATS' window is open, displaying a list of notifications. Three notifications are highlighted with red boxes and callouts:

- 'H&S Check 1' completed**: H&S check completed successfully, report attached. Adviser One - Mon, 16 Sep 2019 09:07.
- Progress has been updated to 60% on 'Order Scaffolding'**: scaffolding ordered but likely to be delayed. Site Foreman - Mon, 16 Sep 2019 08:49.
- Progress has been updated to 55% on 'Order Cranes and Plant' and a problem reported**: Issue with crane hire. Site Foreman - Mon, 16 Sep 2019 08:49.

A red arrow points from the 'Relevant' tab in the BEATS window to a callout box on the right.

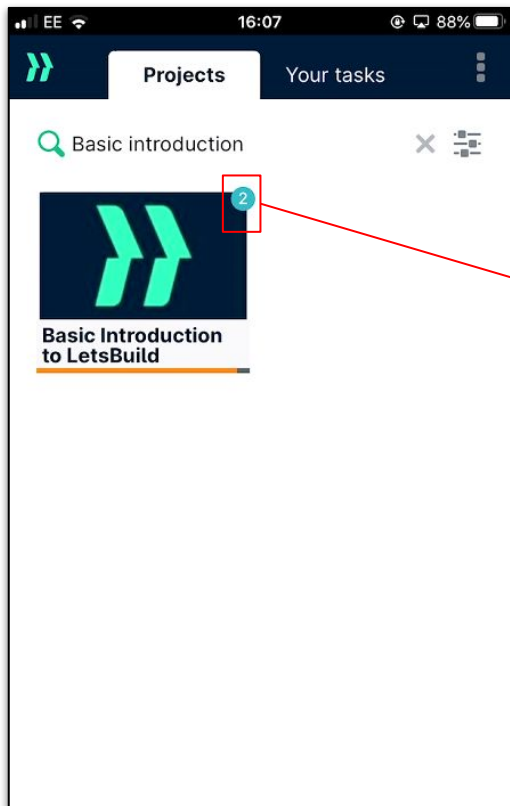
**The relevant tab** shows you only the notifications that concern you, whether they are tasks that you have created or in which you are mentioned. If you are a Leader/Admin, your Relevant feed will include all Task Status Updates and Comments on all Tasks.

**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.

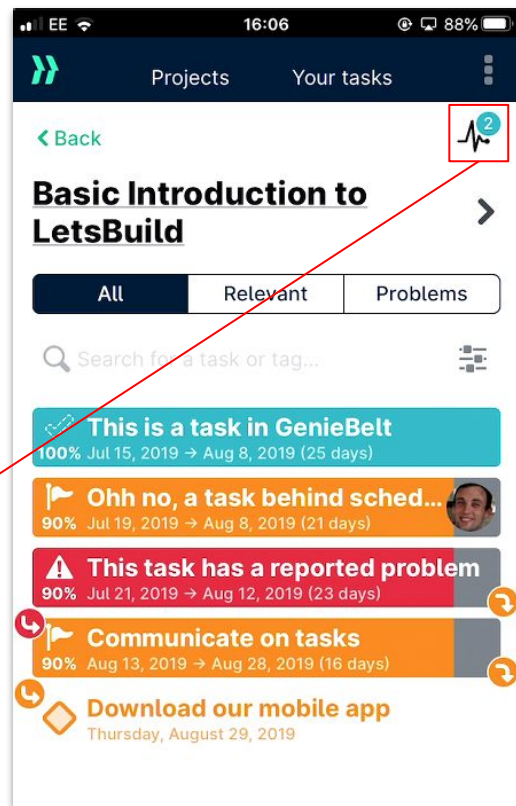
## IX. 2. BEATS NOTIFICATIONS

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, you need to go 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 you're linked to a specific task (assigned to you, or mentioned in the comments), you will receive an email if anybody comments on this task.

WHEN YOU WANT TO KNOW....

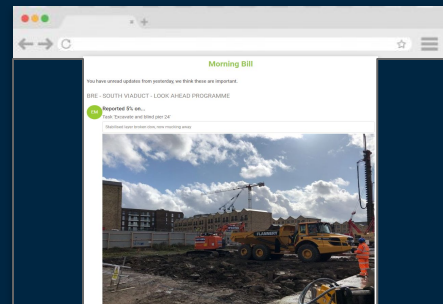
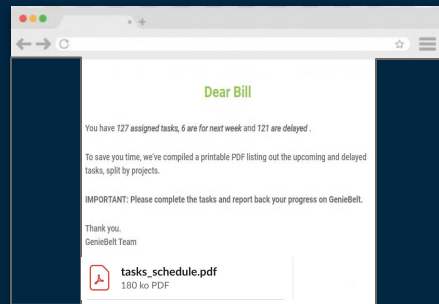
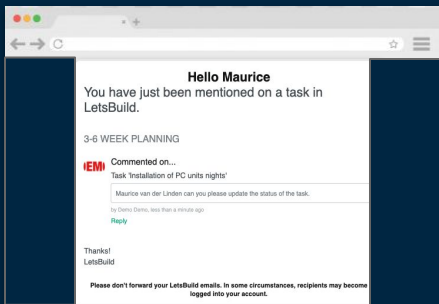
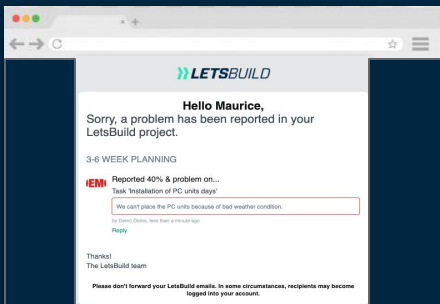
### TASKS FOR NEXT WEEK

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 the tasks, problems or actions done during the previous day.





# Support & documentation

- > Support and help center
- > FAQ and e-learning videos
- > Online training courses
- > LetsBuild roadmap

## X. SUPPORT & DOCUMENTATION

### X. 1. SUPPORT AND HELP CENTER



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



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



You can also call us at :  
**+44 20 3318 0039**

## X. 2. FAQ AND E-LEARNING VIDEOS



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

**Go to the FAQ**



Watch our e-learning videos  
explaining our **most used  
features!**

**Watch Videos**

## X. 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 do I benefit from real-time reporting?
- How do I plan my specific needs?
- How do I report on the progress of tasks in real time?



*Maurice Van Der Linden*  
Lead Customer Success Manager


### Snagging




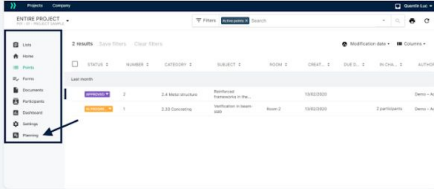
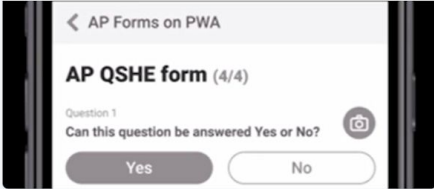
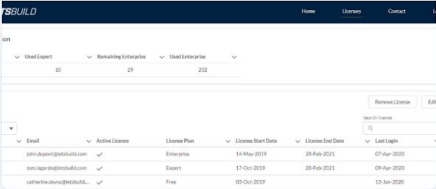
- How can I easily compare the two versions of the same plan?
- How can I create and document a point?
- How can I generate a report based on my predefined filters?

## X. 5. LETSBUILD ROADMAP

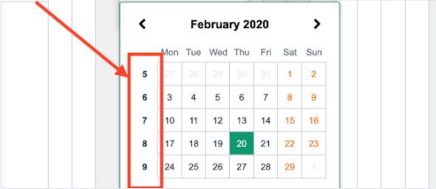
Follow the evolution of LetsBuild and access the latest news, share your impressions and help us improve our application!

 Product News Submit idea

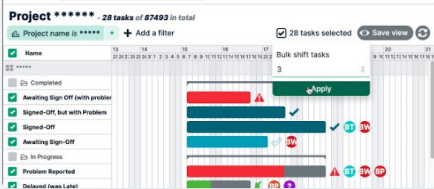
AVAILABLE COMING SOON PLANNED LATER



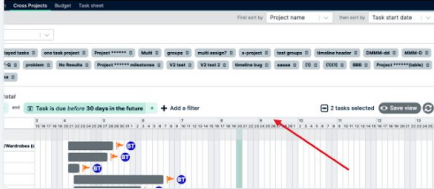
Cross Projects: Add Week Numbers



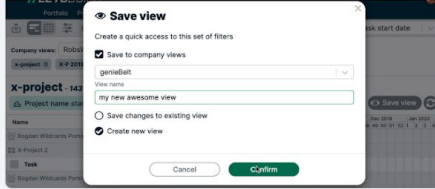
Cross Project : ability to bulk sign off on a set of tasks



Cross Project : Week numbers optimisation on timeline



Cross Project : Company shared filters & views



Access the LetsBuild Roadmap