LETSBUILD

User Guide
Web & Mobile

Desktop

Mobile

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LETSBUILD

Getting started on LetsBuild

> Create your account

> Log in to LetsBuild

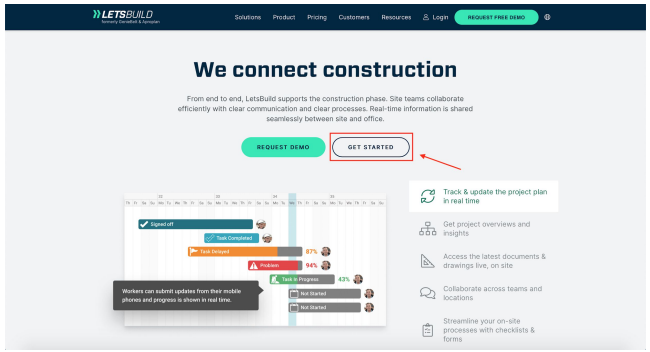
> Set your profile

I. GETTING STARTED ON LETSBUILD

I. 1. CREATE AN ACCOUNT on www.letsbuild.com 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



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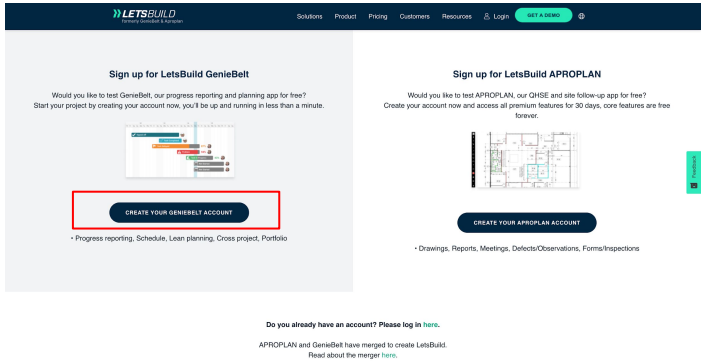

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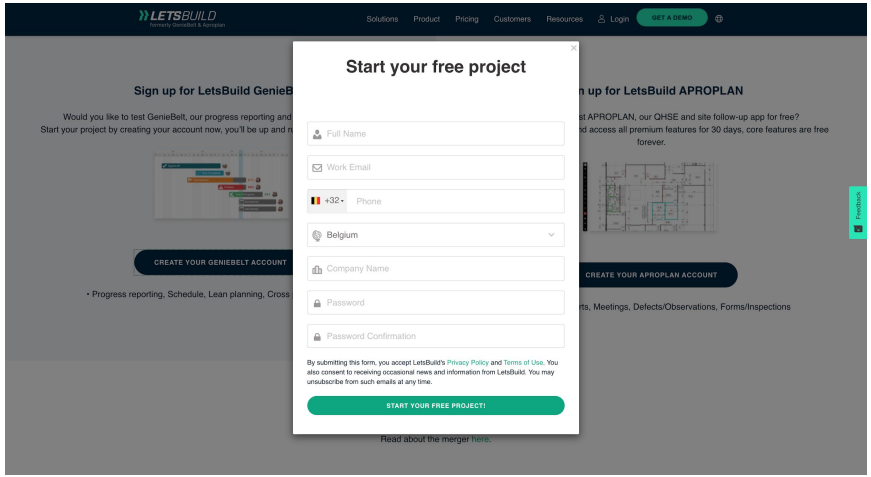


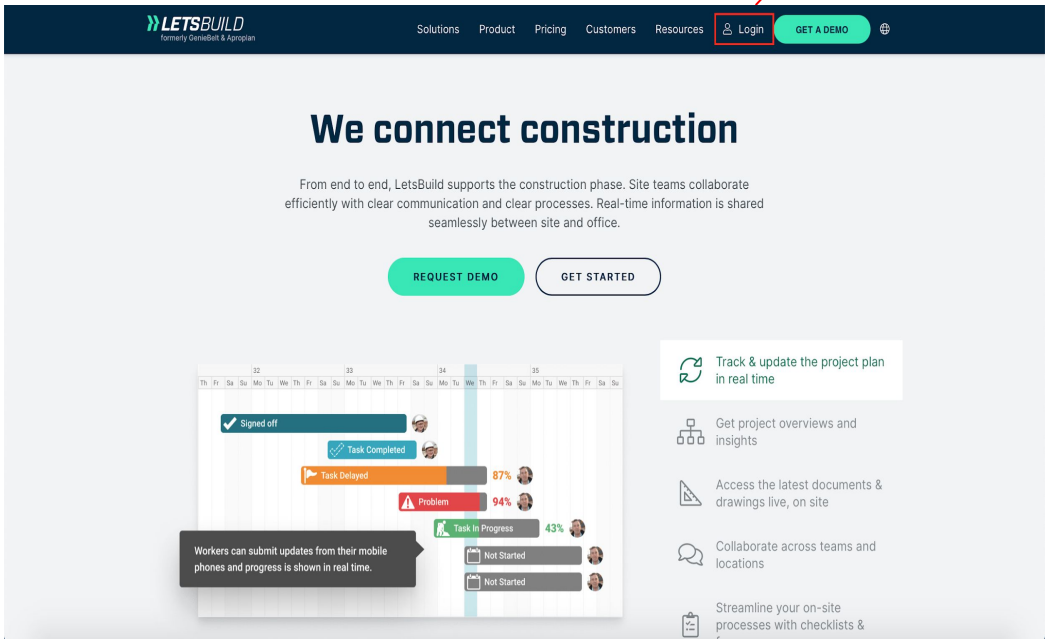
F.A.Q : How to create an account in LetsBuild ?

I. 2. LOG IN ON LETSBUILD

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

Login

1



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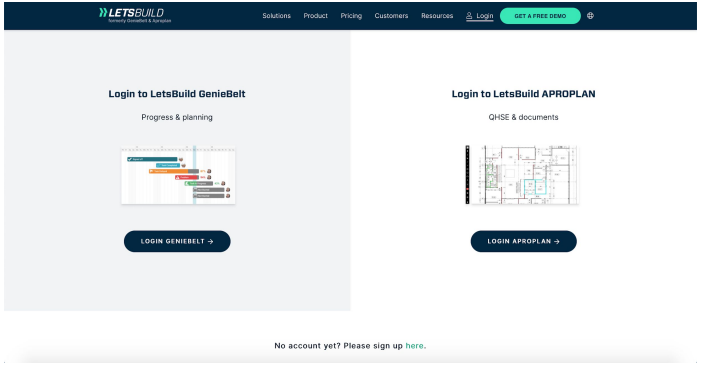

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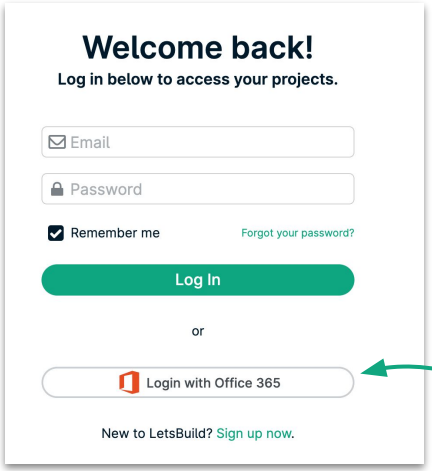
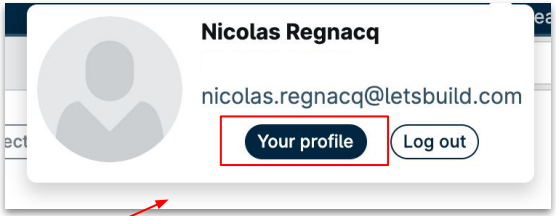
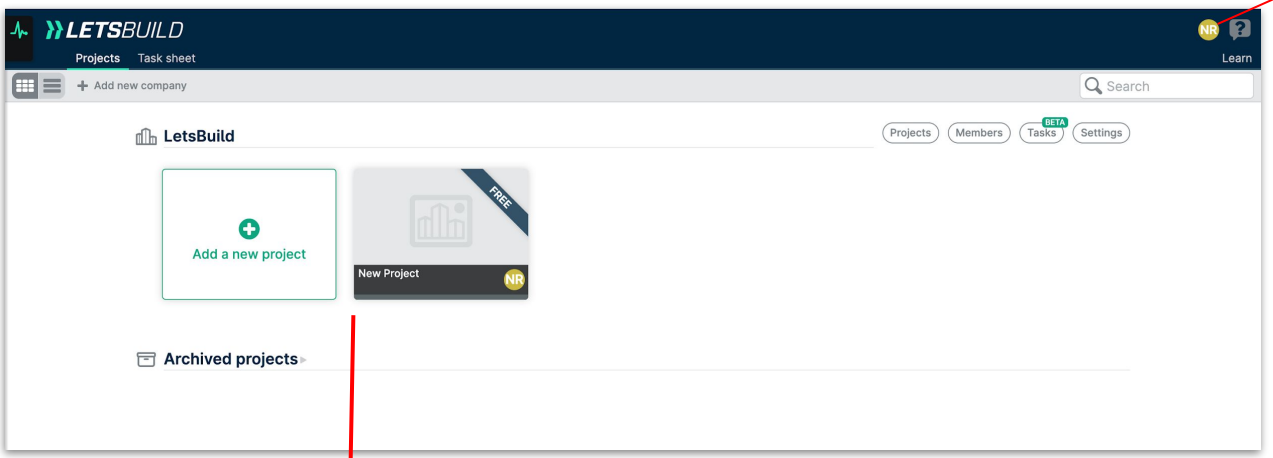


TIP : You can also connect directly to LetsBuild with Office 365; no need to fill in your email and password as the connection is secure and automatic.

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.**



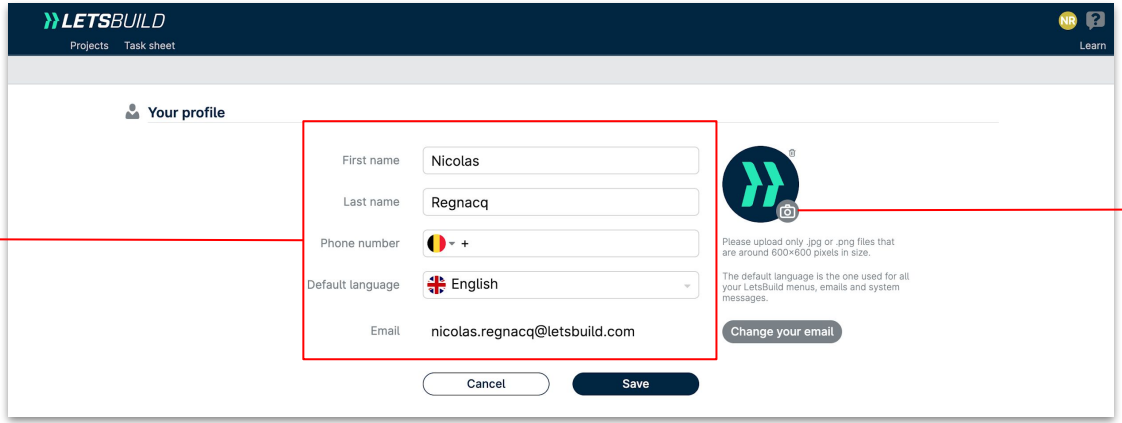


Here you can create or select a project, and access your tasks, participants, reporting and more, as explained in the following pages.

F.A.Q : How to manage your profile in LetsBuild

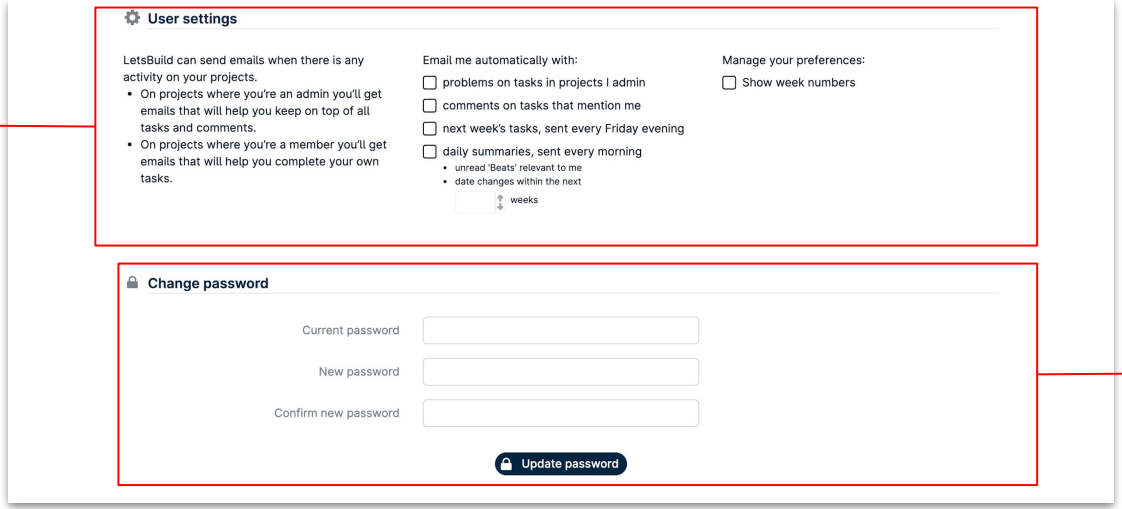
I. 3. MANAGE YOUR PROFILE

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



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

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



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

LETSBUILD

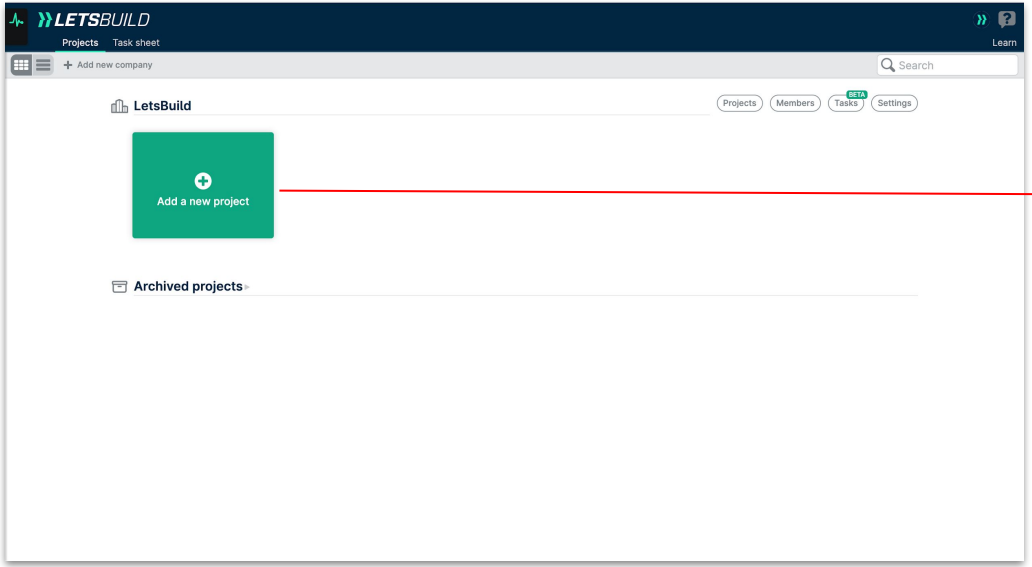
Your project

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

II. 1. CREATE YOUR PROGRAMME

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

1



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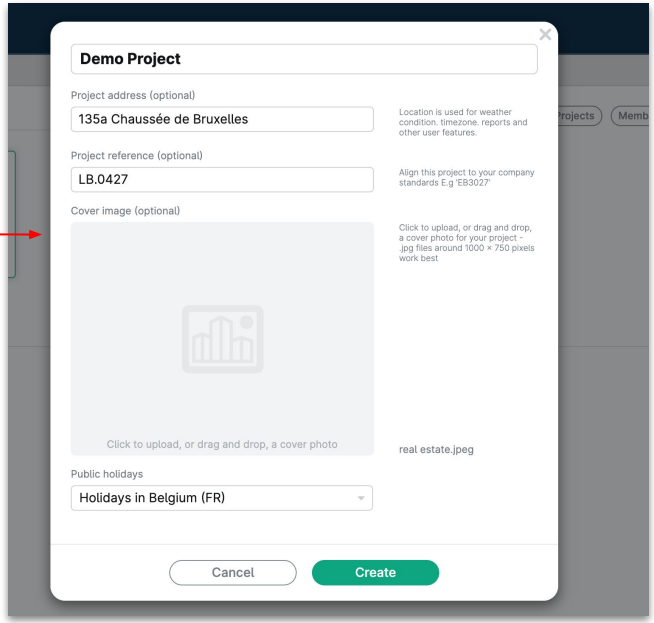
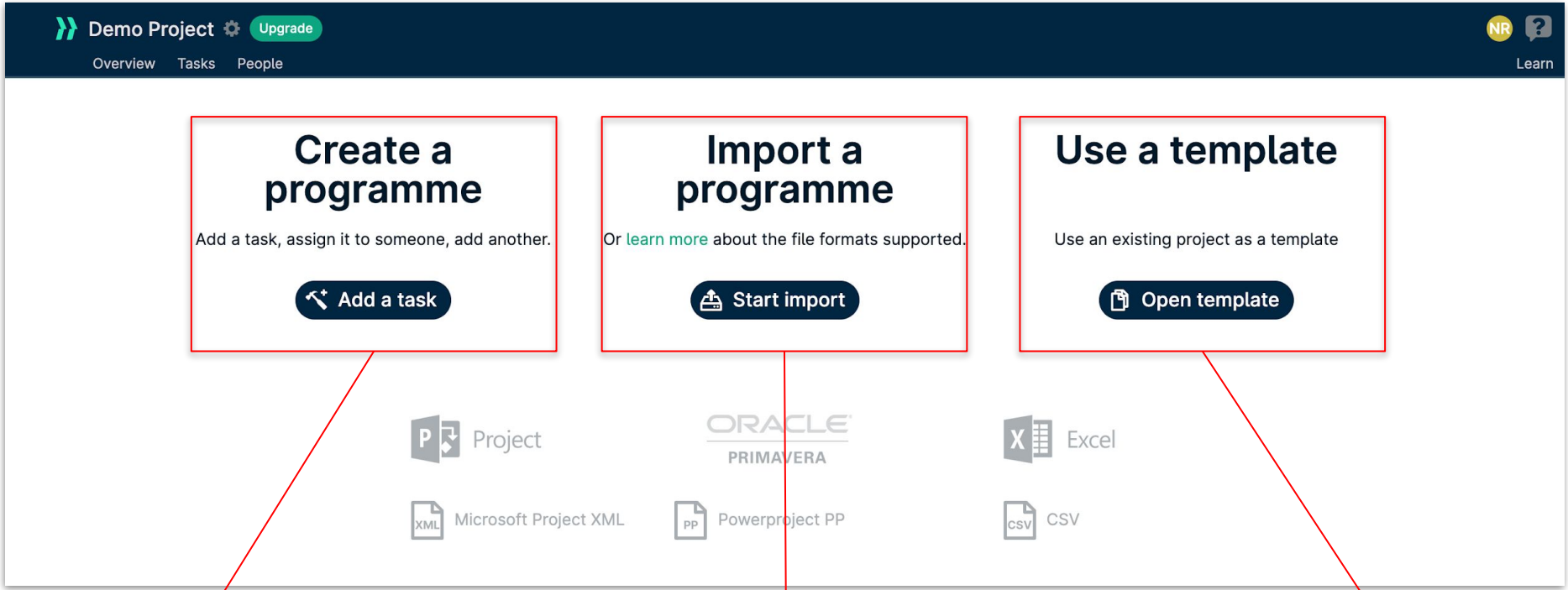


You can change this information at any time from the LetsBuild home page. Hover over your project and click on " ⚙ " to access the settings.

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

II. 1. CREATE YOUR PROGRAMME



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

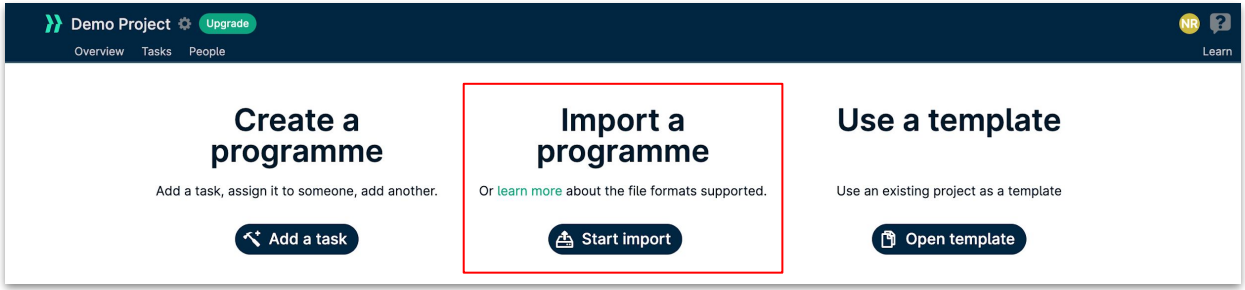
Import your planning.
Import your MS Project, Asta PowerProject, or Primavera P6 project and start working directly on it.

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**



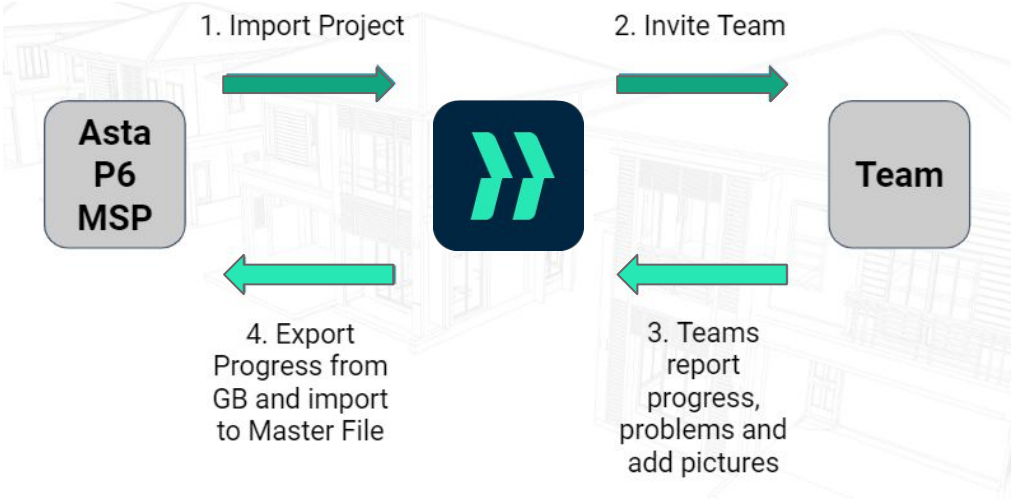
Below are data not supported by LetsBuild. These data types are ignored when imported into LetsBuild:

- 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

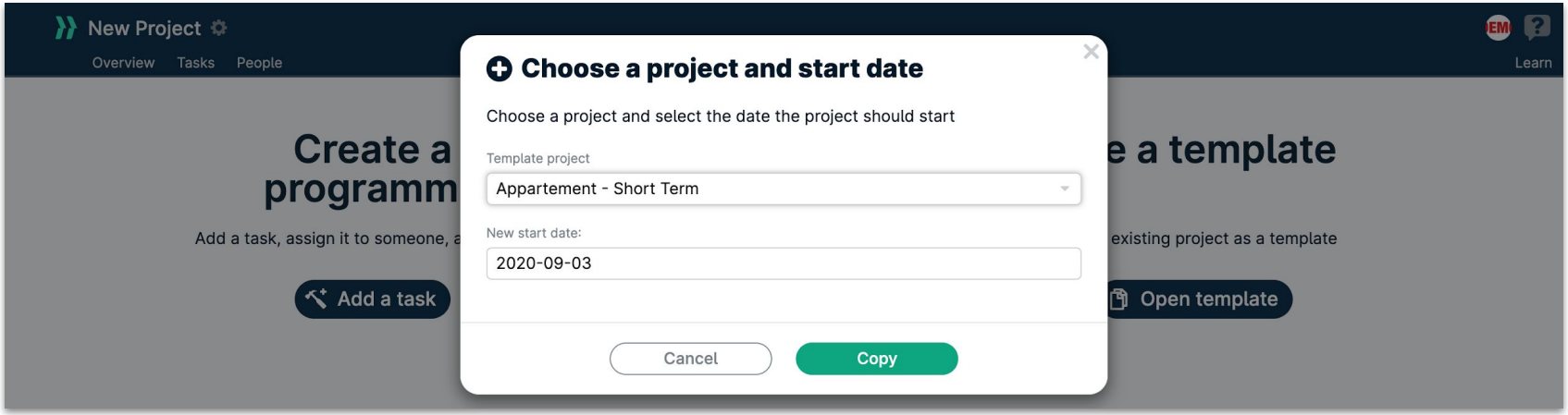
F.A.Q : LetsBuild and P6, MSP & Asta

F.A.Q : How to import CSV & Excel

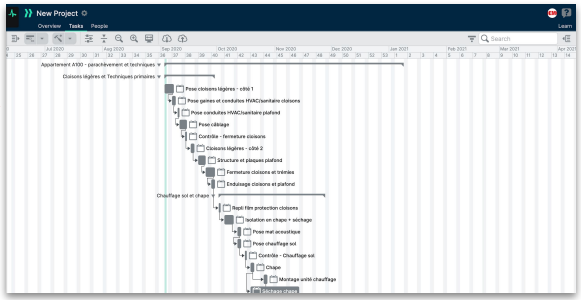
II. 3. USE A TEMPLATE

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

Then, select the project you want to use as a template, and insert the new start date in it.

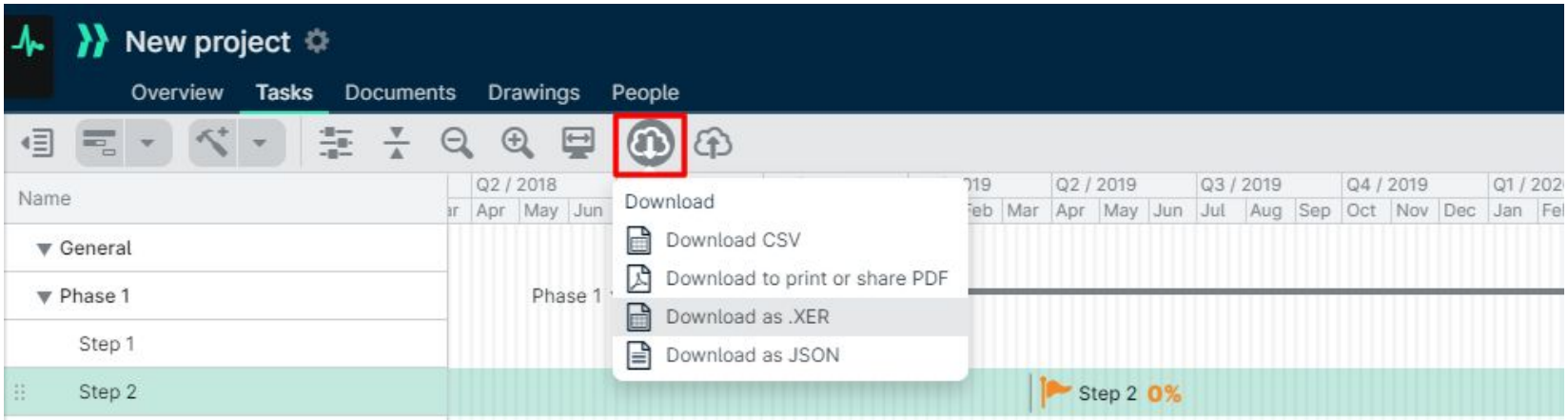


That will create a new project with all the tasks from the project template but automatically adapted to the new start date.
For repetitive projects, this option allows you to save a LOT of time.



II. 4. DOWNLOAD/RE-IMPORT YOUR PROGRAMME

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

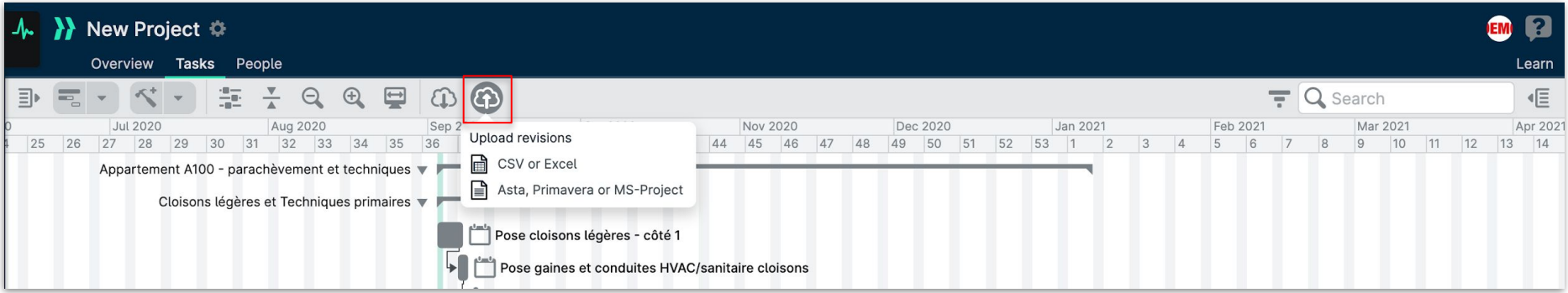


F.A.Q : How to download a PDF Gantt Chart

II. 4. DOWNLOAD/RE-IMPORT YOUR PROGRAMME

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

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



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

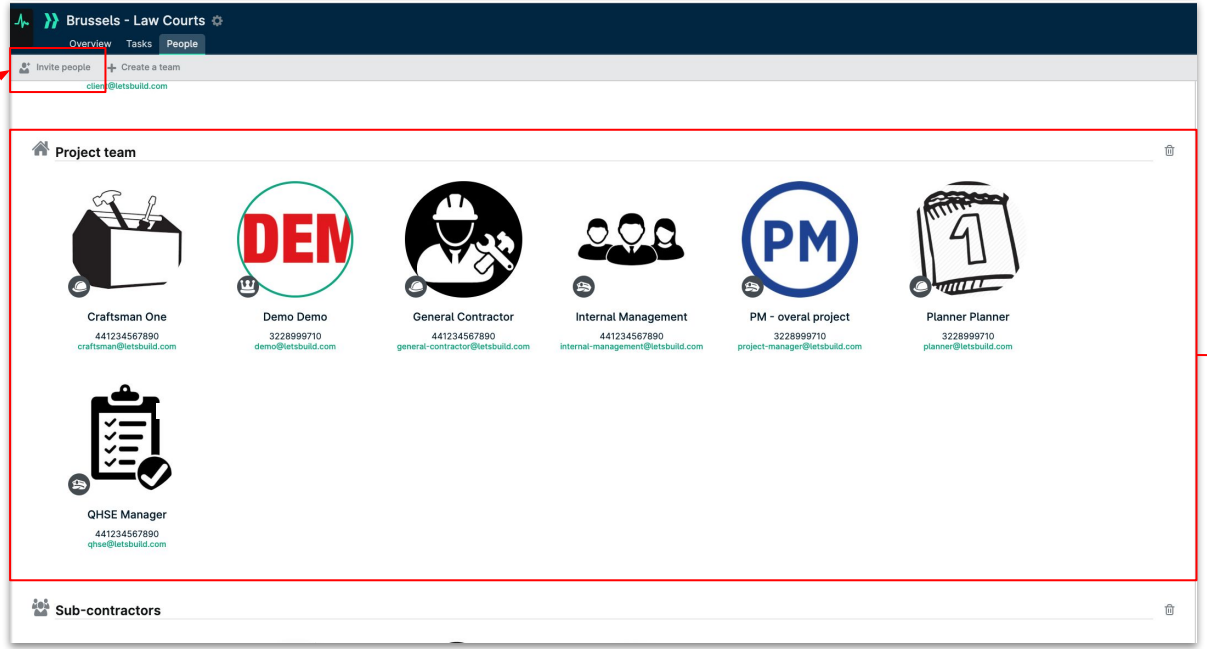
Participants

- 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.



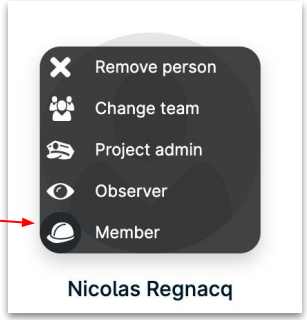
All the participants of your project will be visible here.

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

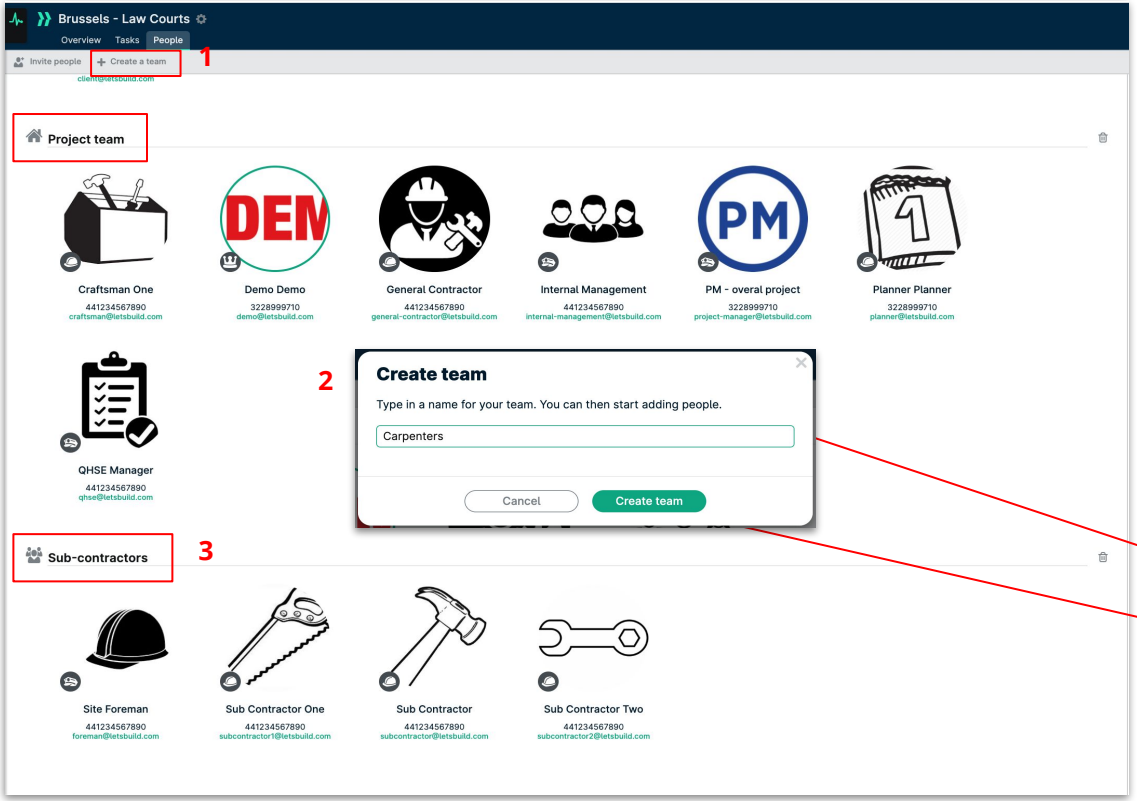
They can view most aspects of the project, update progress and add comments, files, photos and new members.

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**".



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.

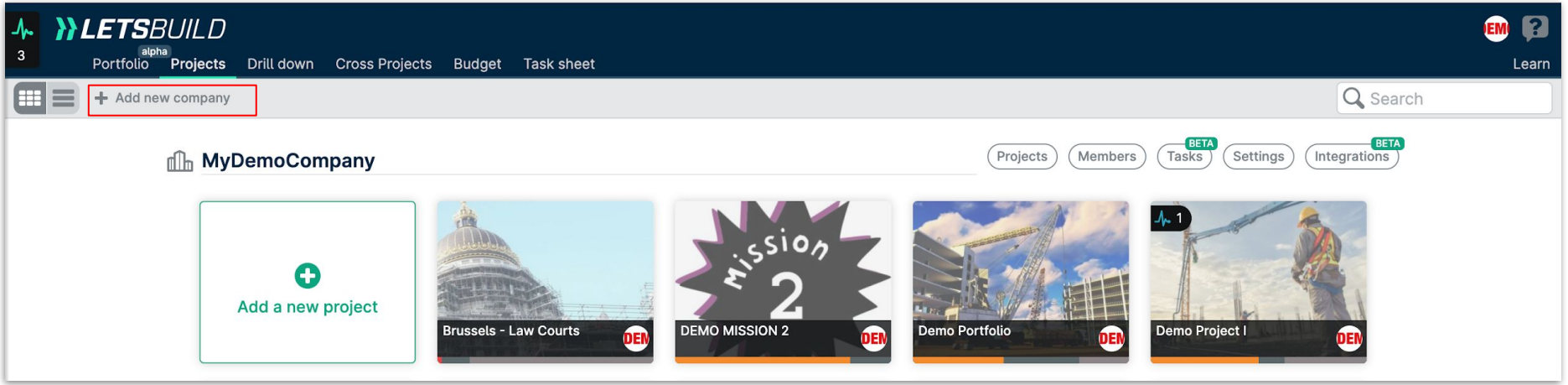
Project admins and the project leader may change the role of any user, so users may have a different role for each project they belong to.

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

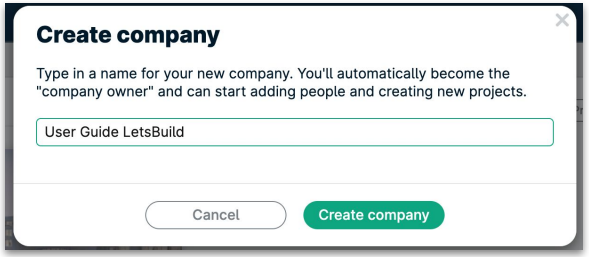
III. 4. CREATE YOUR COMPANY

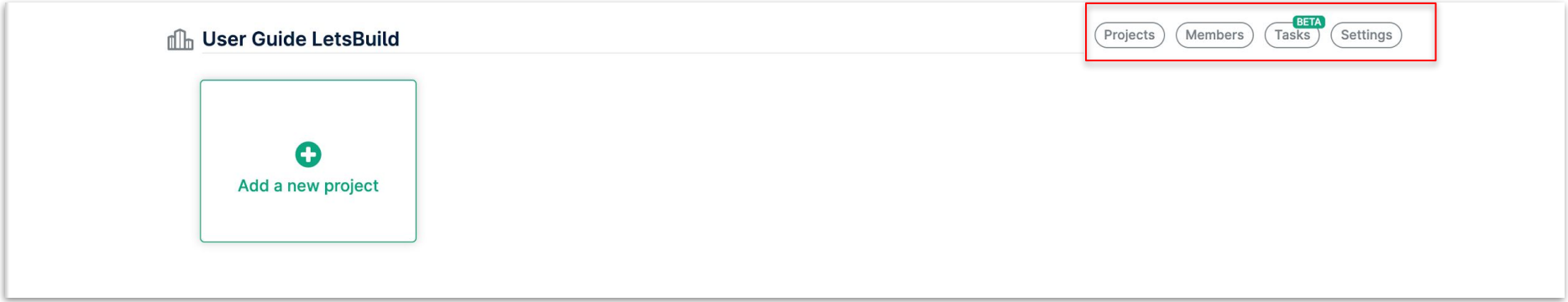
After clicking on the “Add new company” button, you need to name it. **Your company is now created!**

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.

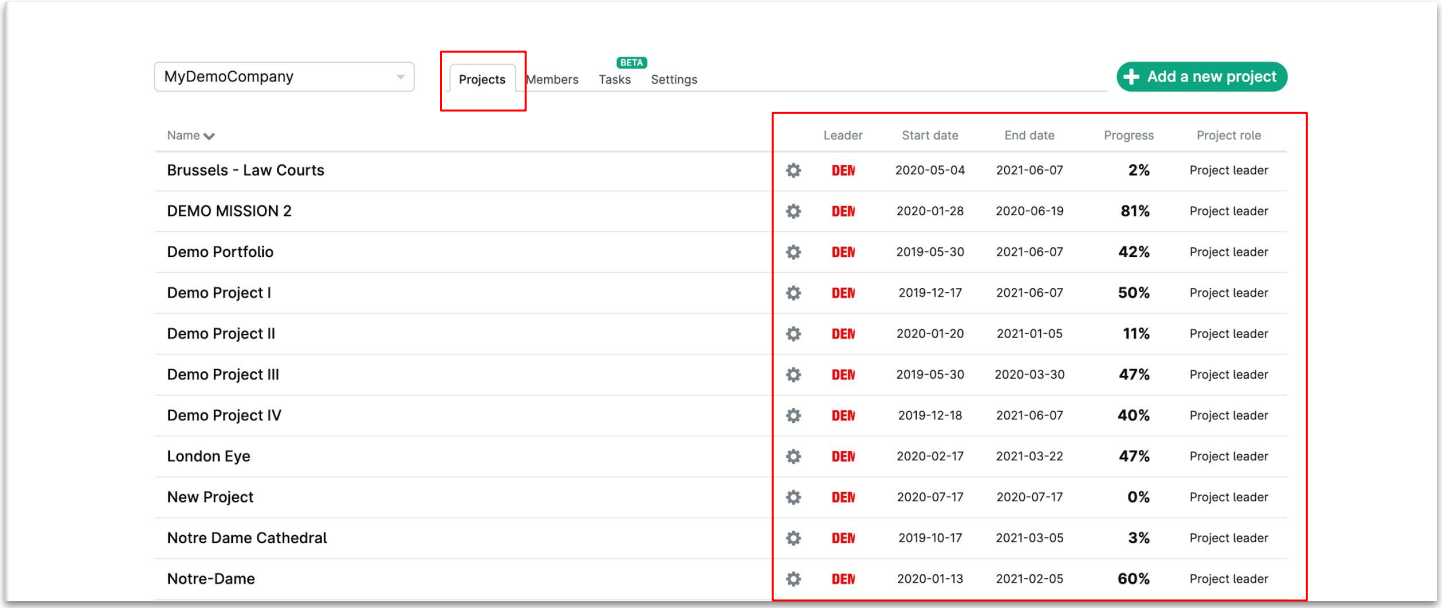




III. 5. MANAGE YOUR COMPANY

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

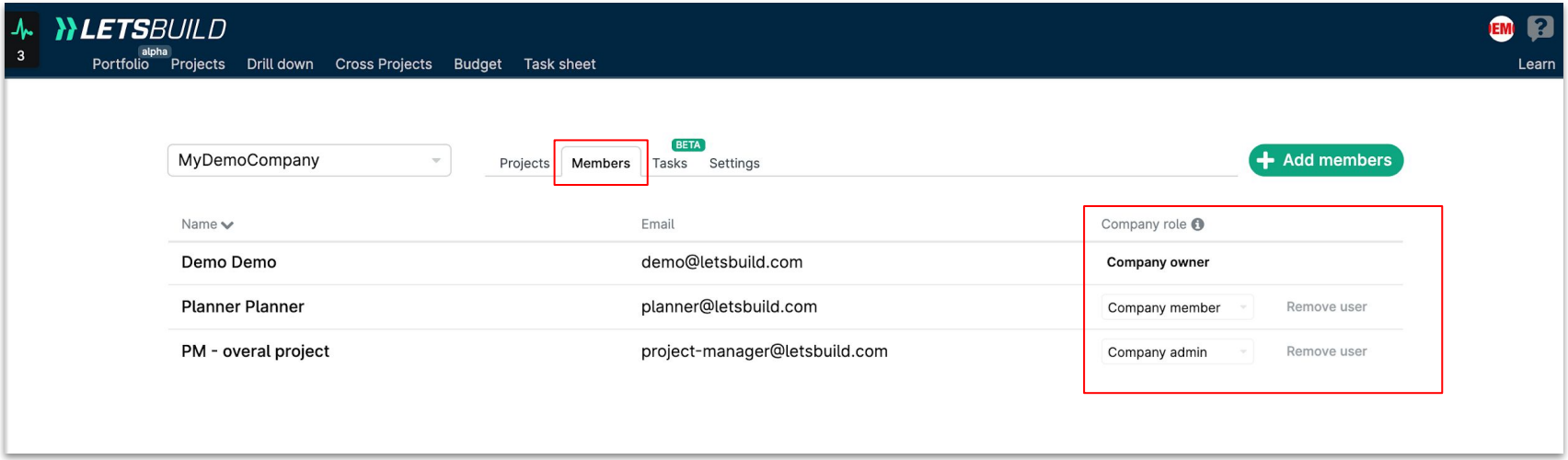


Name	Leader	Start date	End date	Progress	Project role
Brussels - Law Courts	DEN	2020-05-04	2021-06-07	2%	Project leader
DEMO MISSION 2	DEN	2020-01-28	2020-06-19	81%	Project leader
Demo Portfolio	DEN	2019-05-30	2021-06-07	42%	Project leader
Demo Project I	DEN	2019-12-17	2021-06-07	50%	Project leader
Demo 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).



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.

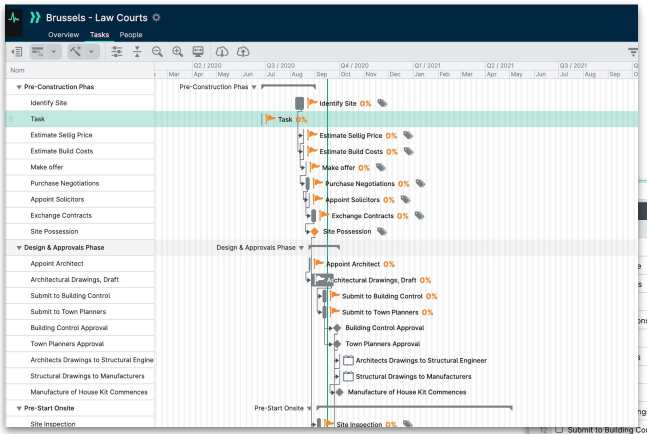
LETSBUILD

Introduction to tasks & Gantt view

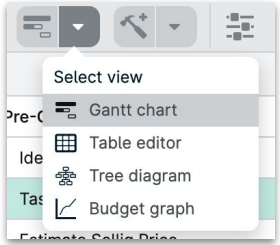
- Project views
- Create a task
- Tasks statuses
- Communicate on a task

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 o 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



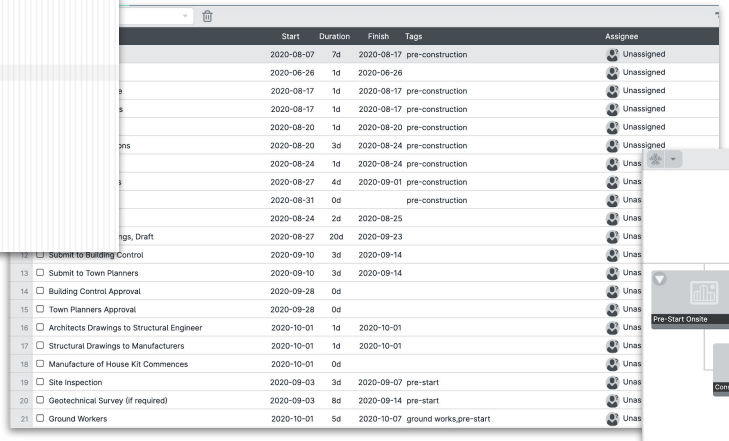
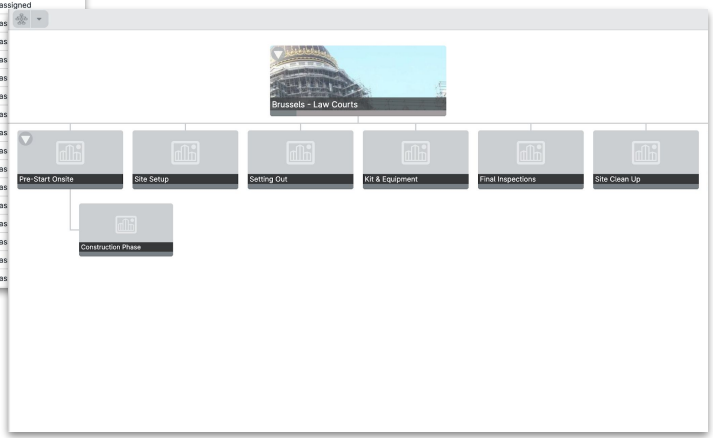


Table editor view



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

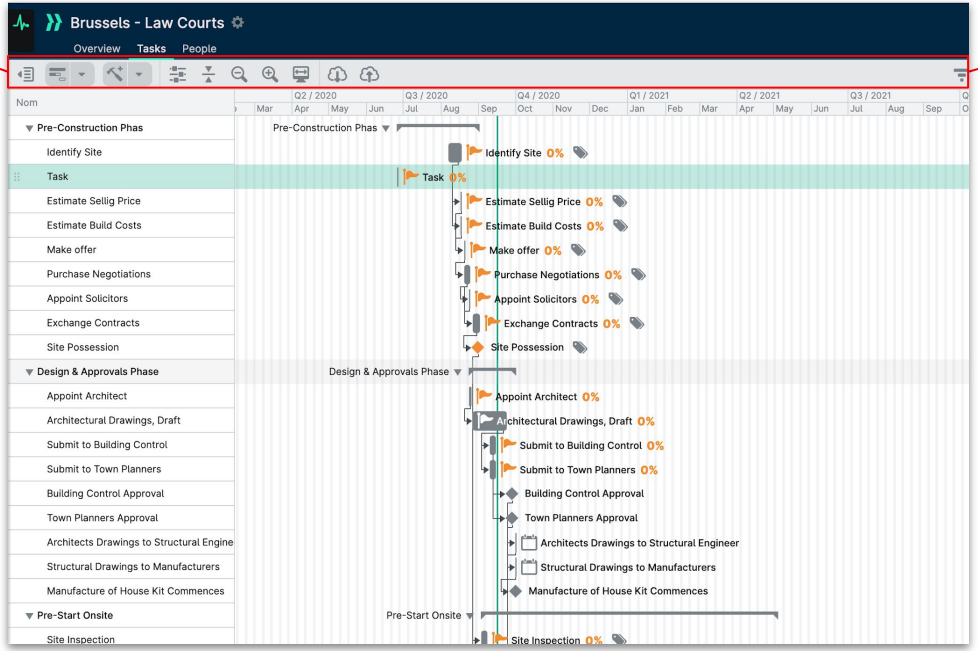
Search

Download / Upload Revisions of your project

Hide the left side panel *(task titles)*

Add a task, milestone, group, etc.

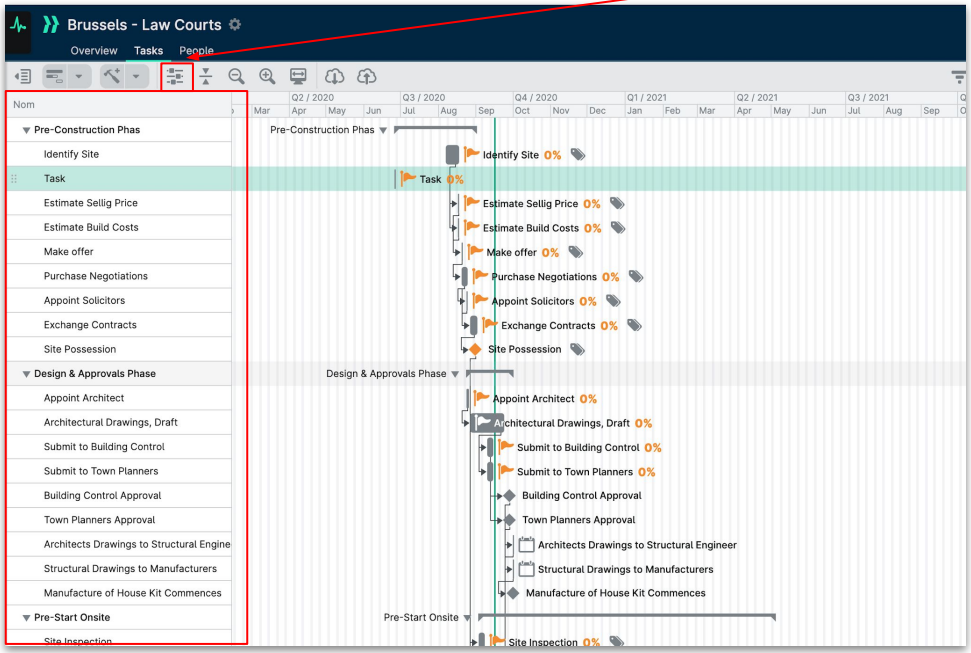
Hide the right side panel *(task details)*

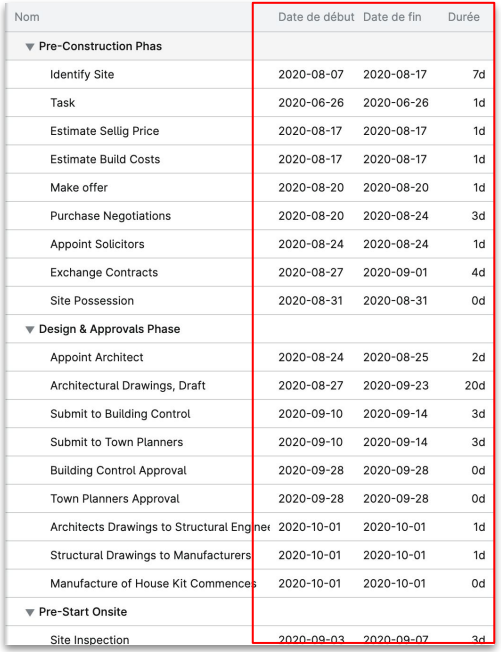


IV. 1. PROJECT VIEWS

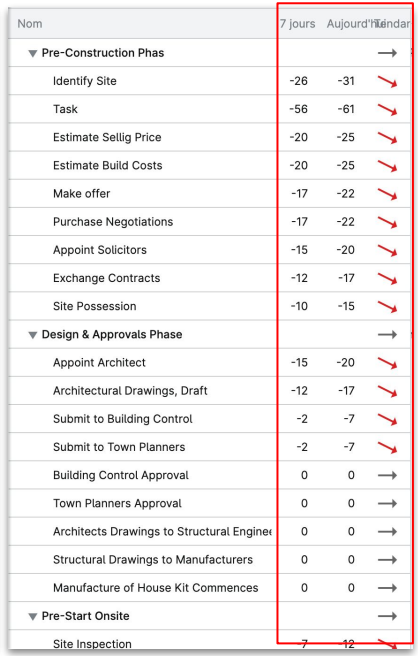
A. GANTT VIEW

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





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



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

View task names only

The simplest and most refined view.

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.

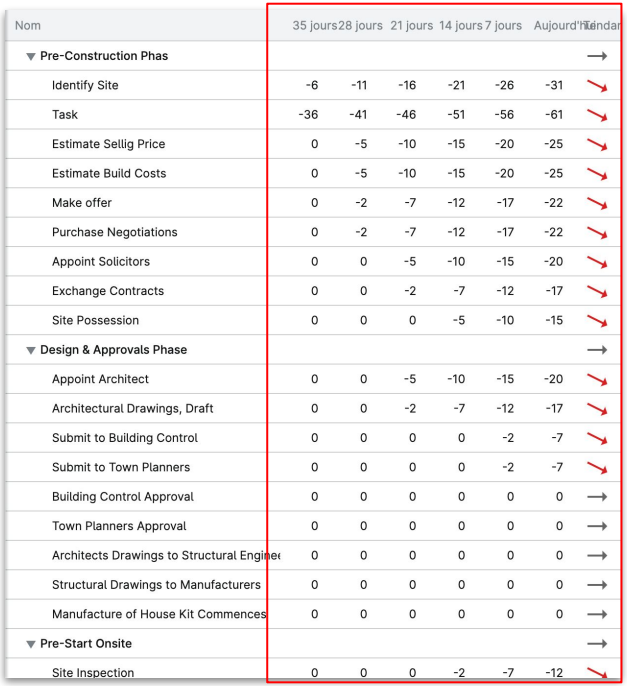
Show 1 week trend

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

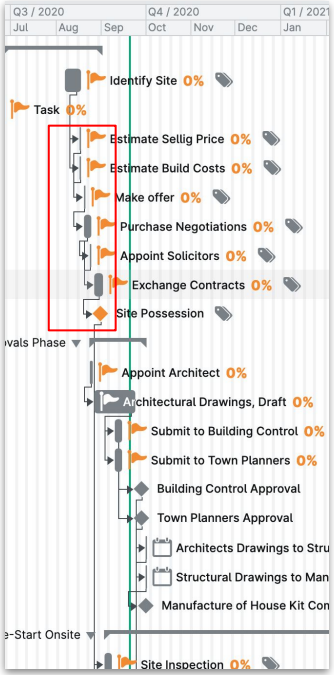
One of the interesting features of this view is the possibility to adjust the columns and display more informations **tasks by task.**



Nom	35 jours	28 jours	21 jours	14 jours	7 jours	Aujourd'hui	Tendar
Pre-Construction Phas							
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 Engine	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	

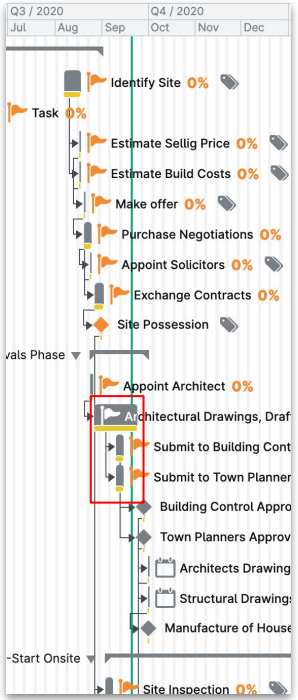
Show 5 week trend

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.



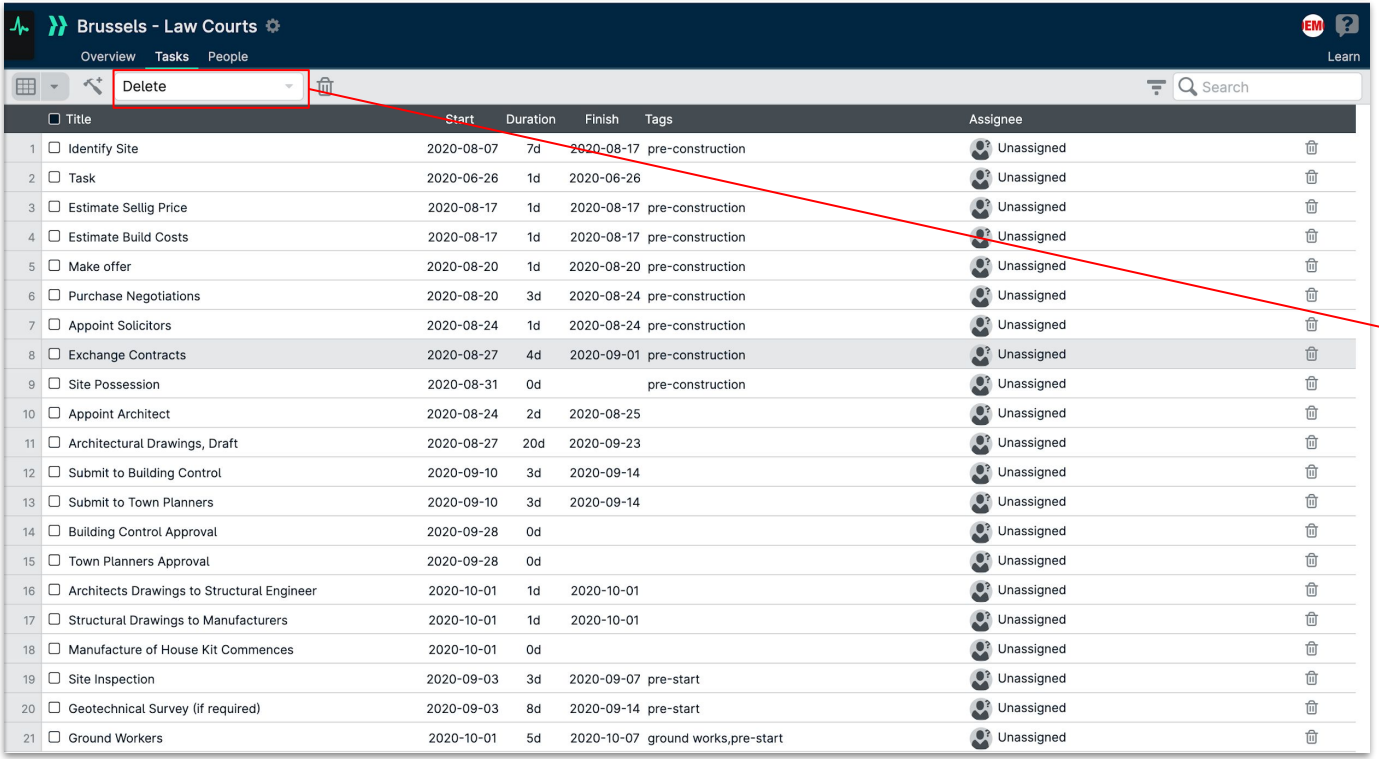
Show baseline

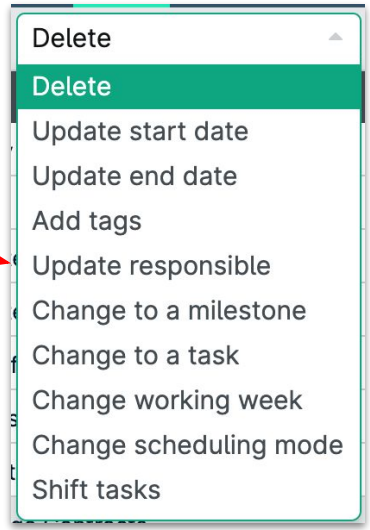
Fixed baselines help you see what's behind or ahead of your original plan.

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.**

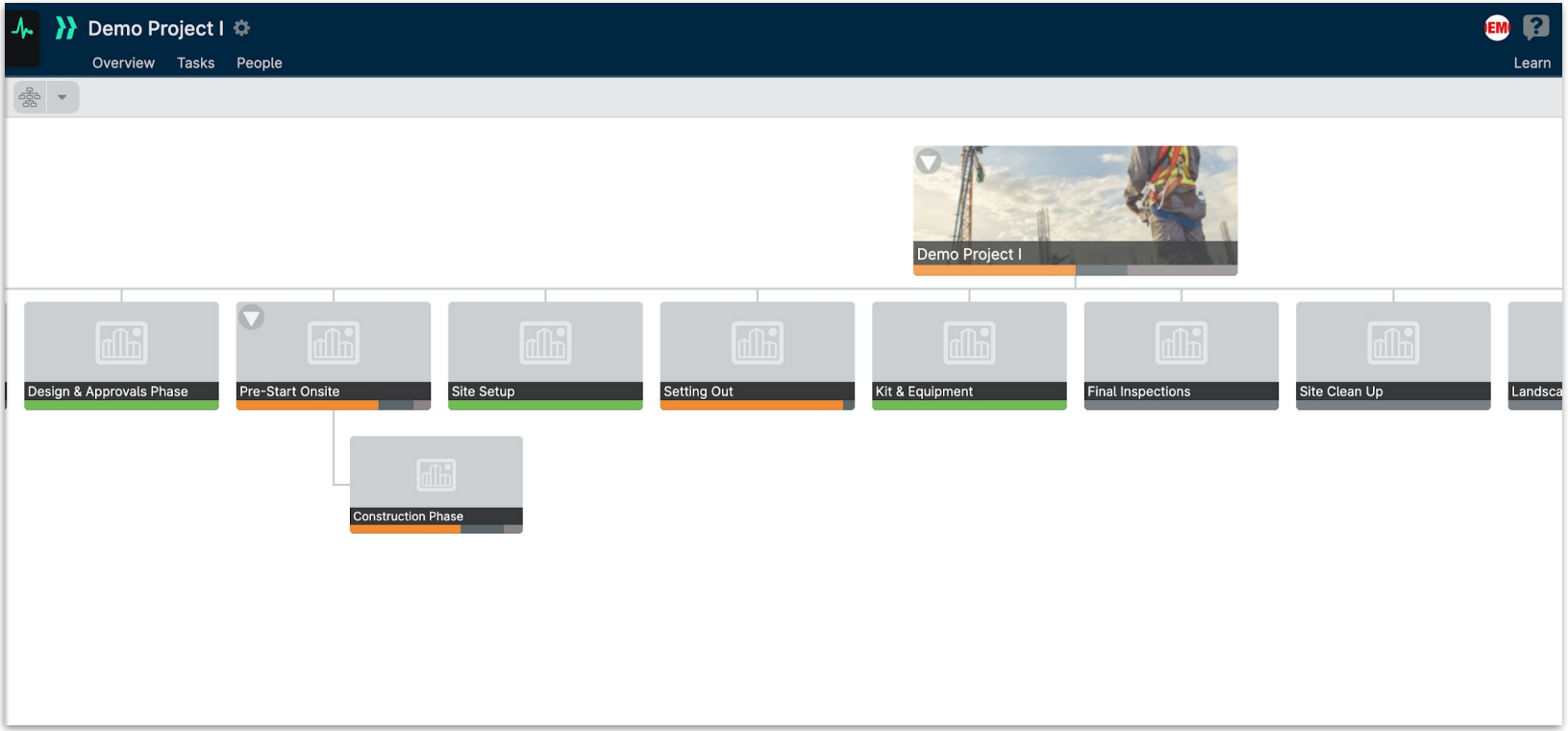




IV. 1. PROJECT VIEWS

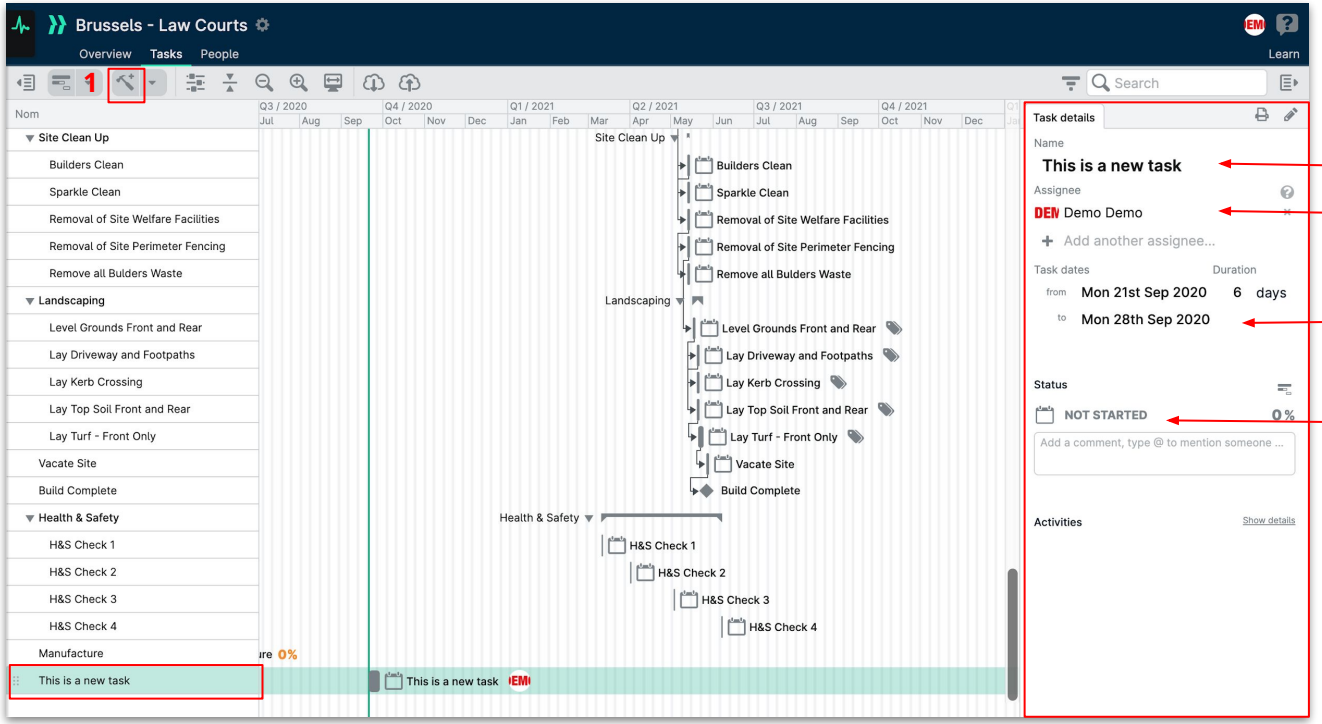
C. TREE DIAGRAM VIEW

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

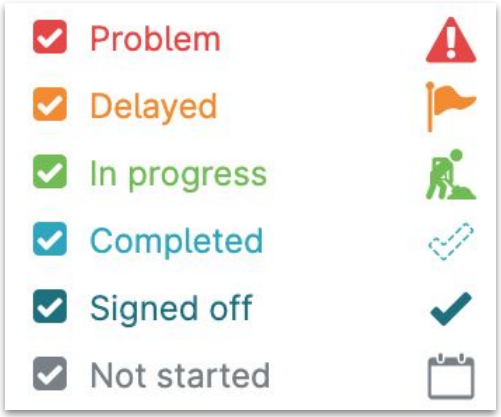
In order to create a new task, you just need to go to the "**Tasks**" tab, and click on th icon. That will create a new task immediately beneath whatever task you're clicked on, and then you can add details to this task.



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.

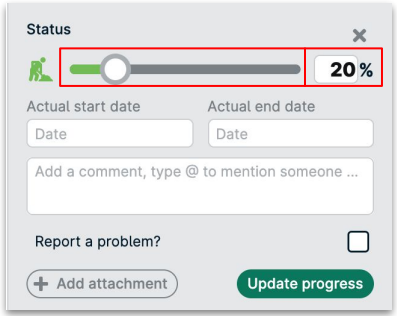
IV. 3. TASK STATUSES

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



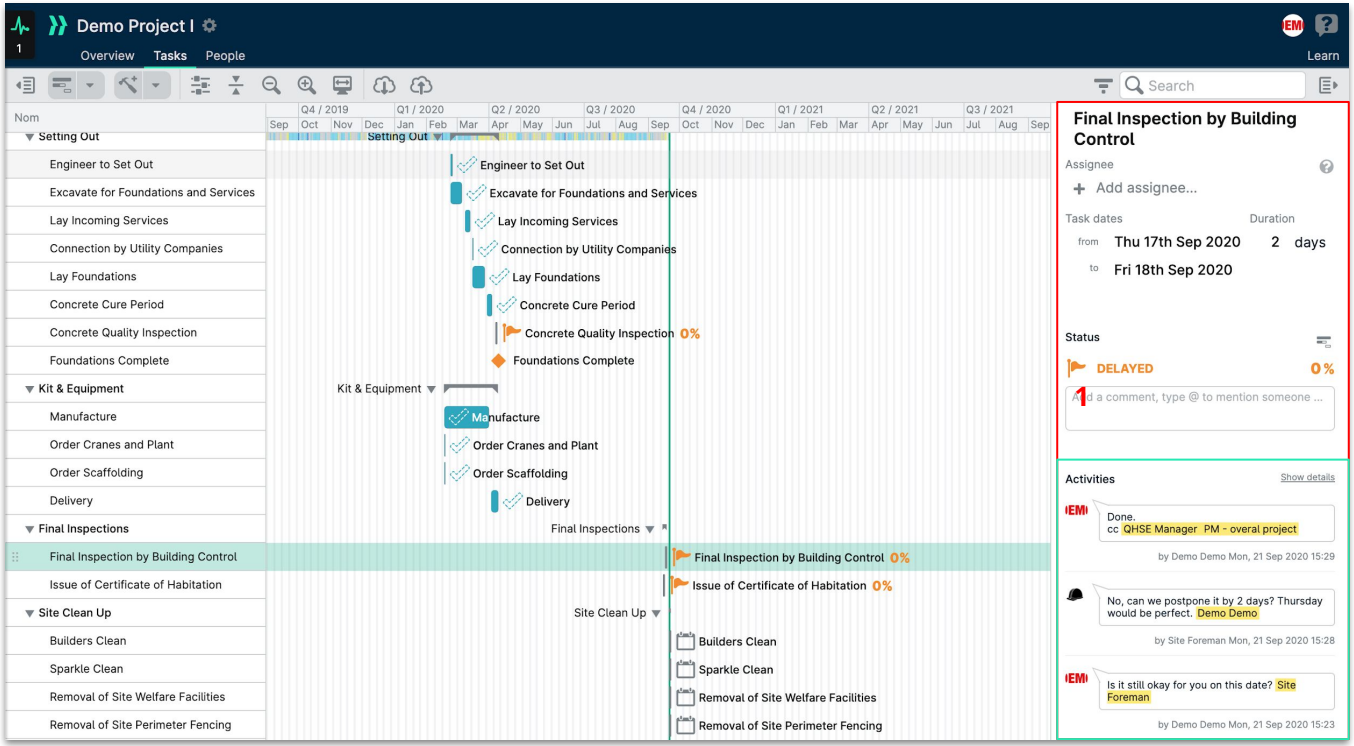
- **Problem** — This status is used as soon as a task has a problem: weather conditions, lack of equipment, assigned person is not available....
- **Delayed** — When a delay is expected due to a problem, for example, this status is perfect for notifying that you are going to be late.
- **In progress** — You or a collaborator started to work on a task? Don't forget to update it with this status!
- **Completed** — Once finished, you need to update your task to "Completed".
- **Signed off** — The person who created the task or with the necessary role will have to validate the task.
- **Not started** — For any task that has not been started. This is the basic status when you create a task.

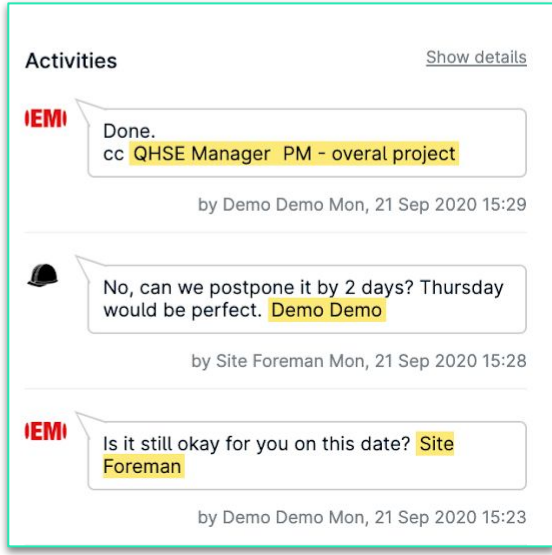
To update your task and automatically choose the correct status, simply **drag the task completion bar,** or manually **change the % progress of the task.**



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.





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.

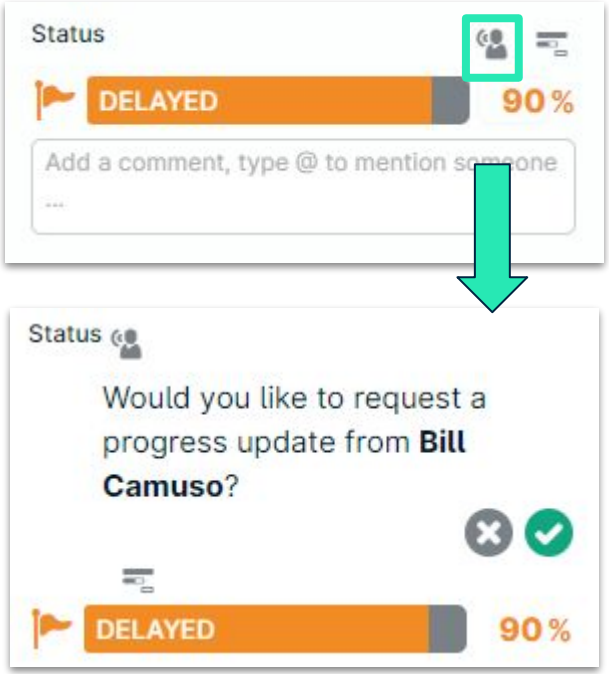
LETSBUILD

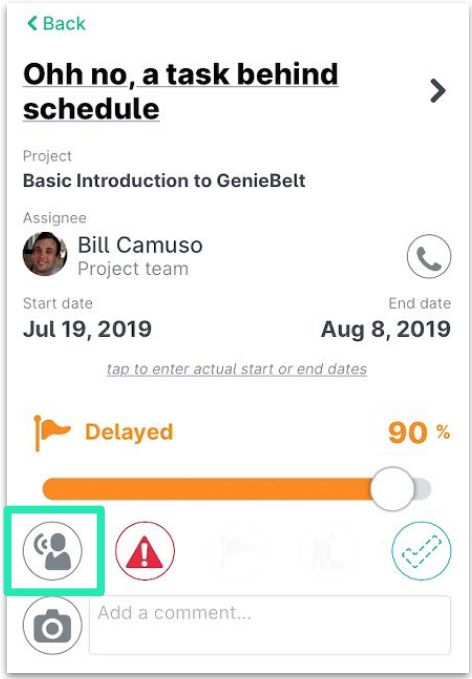
Update your live project

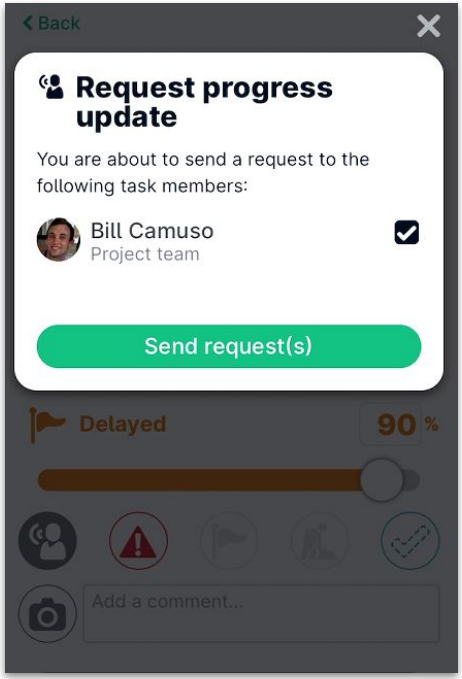
- Requesting updates
- Signing off/rejecting a task
- Search and filter
- Advanced task functions

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.



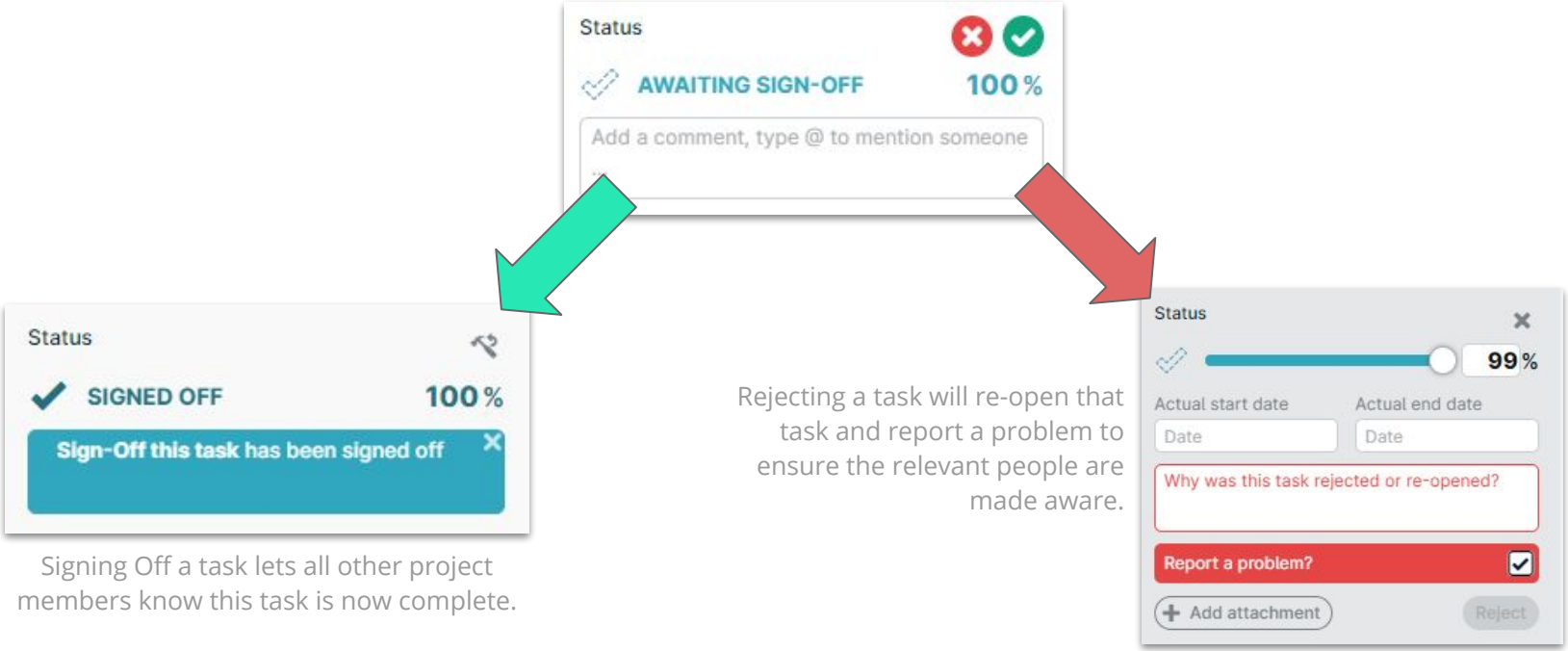




TIP: This feature is accessible in both desktop and mobile app environments.

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.

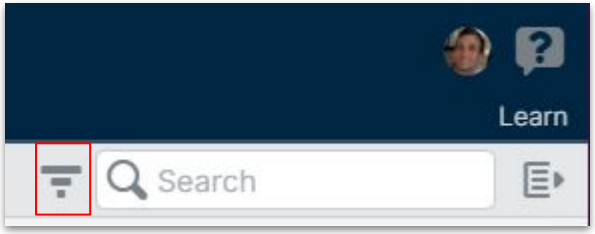
Rejecting a task will re-open that task and report a problem to ensure the relevant people are made aware.

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

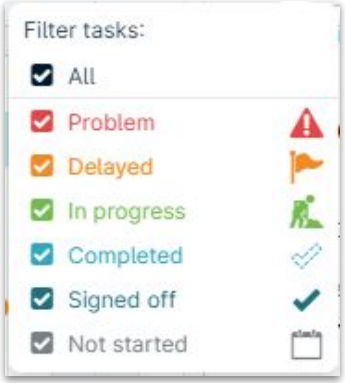
V. 3. SEARCH AND FILTER

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).

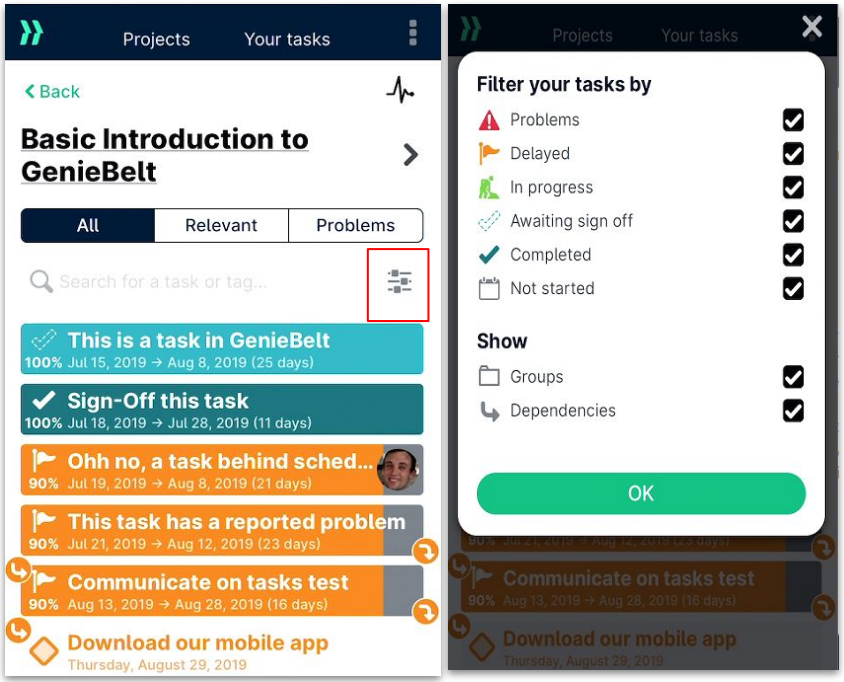


When using the Search bar, the results visible in the Gantt chart will be filtered on your search results. This is especially useful when needing to filter tasks based on task assignee or when using Tags.

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.

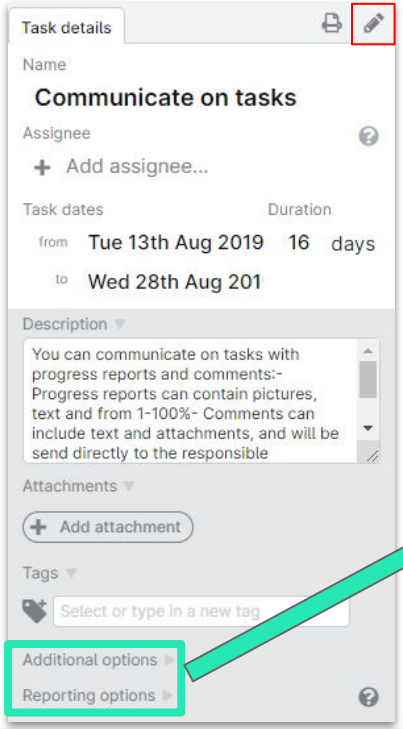
TIP: Project Admins can filter on Tasks Awaiting Sign Off to speed up the task sign off process.

V. 4. ADVANCED TASK FUNCTIONS

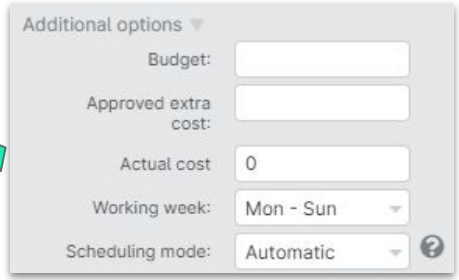
A. ADDITIONAL OPTIONS

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

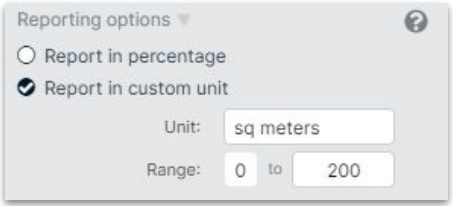
At the bottom of the Task Details section you will see two choices: **Additional Options** and **Reporting Options**.



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



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



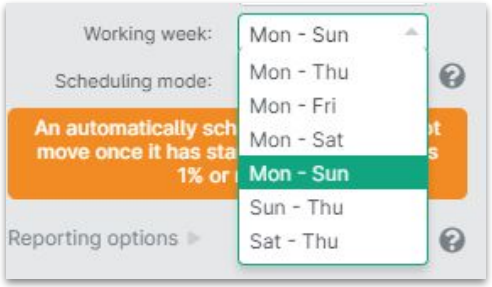
TIP: Only Project Owners or Project Admins can edit these details.

V. 4. ADVANCED TASK FUNCTIONS

A. ADDITIONAL OPTIONS

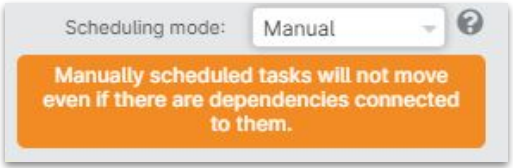
Within the Additional Options menu there are two main aspects to pay attention to: **Working Week** and **Scheduling Mode:**

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.

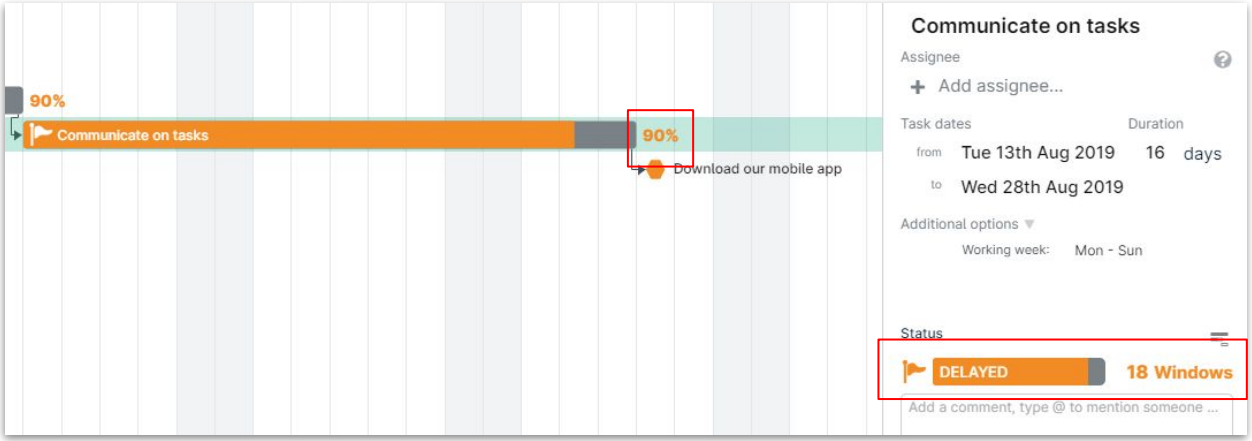
F.A.Q : How to use the working week option

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

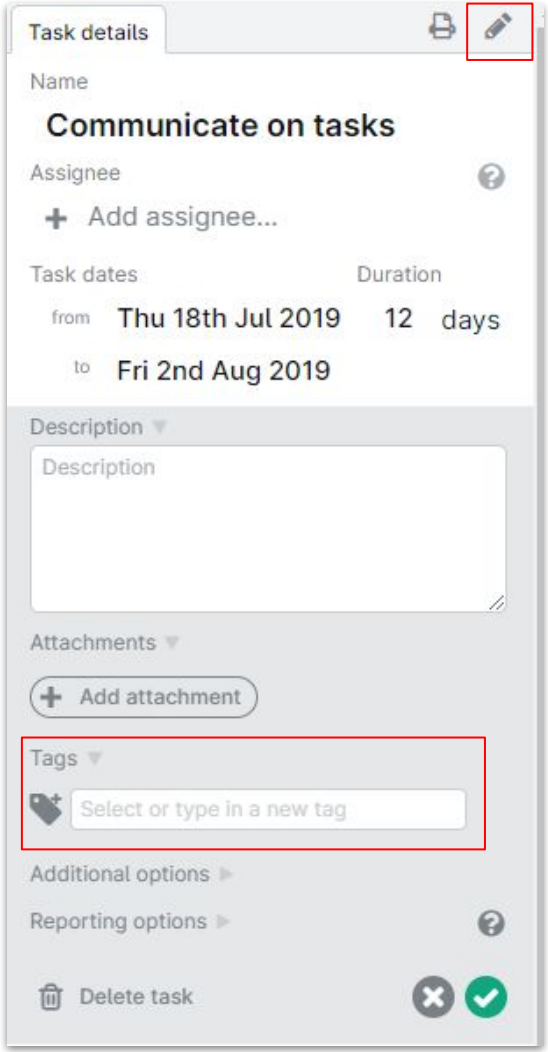
C. TAGS

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

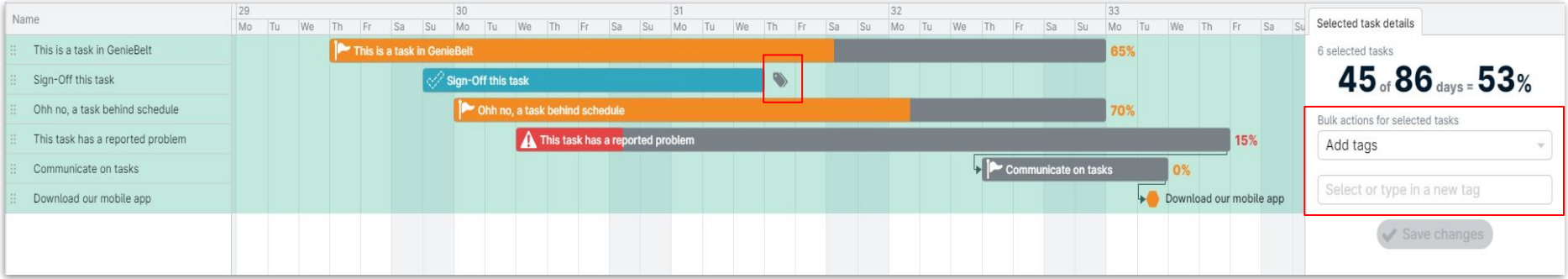
V. 4. ADVANCED TASK FUNCTIONS

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.

LETSBUILD

Overview & report

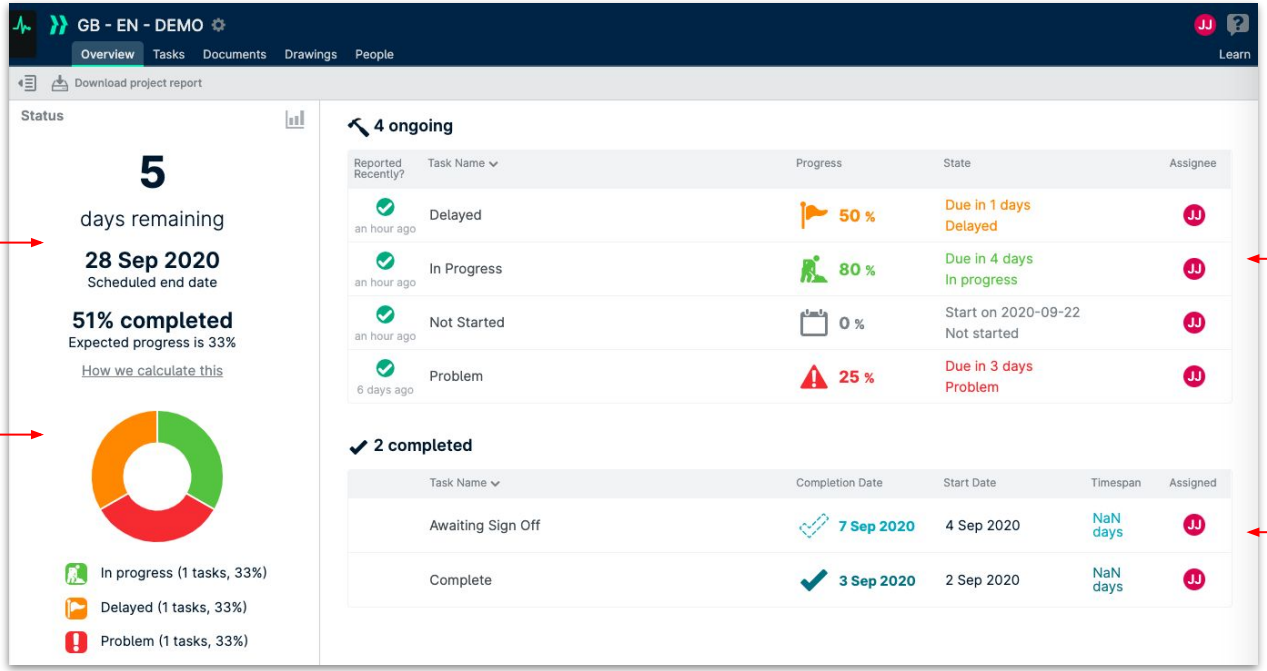
- Overview
- Portfolio
- Drill down
- Print PDF & task report
- Export CSV
- Dashboard: engagement, project health

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.

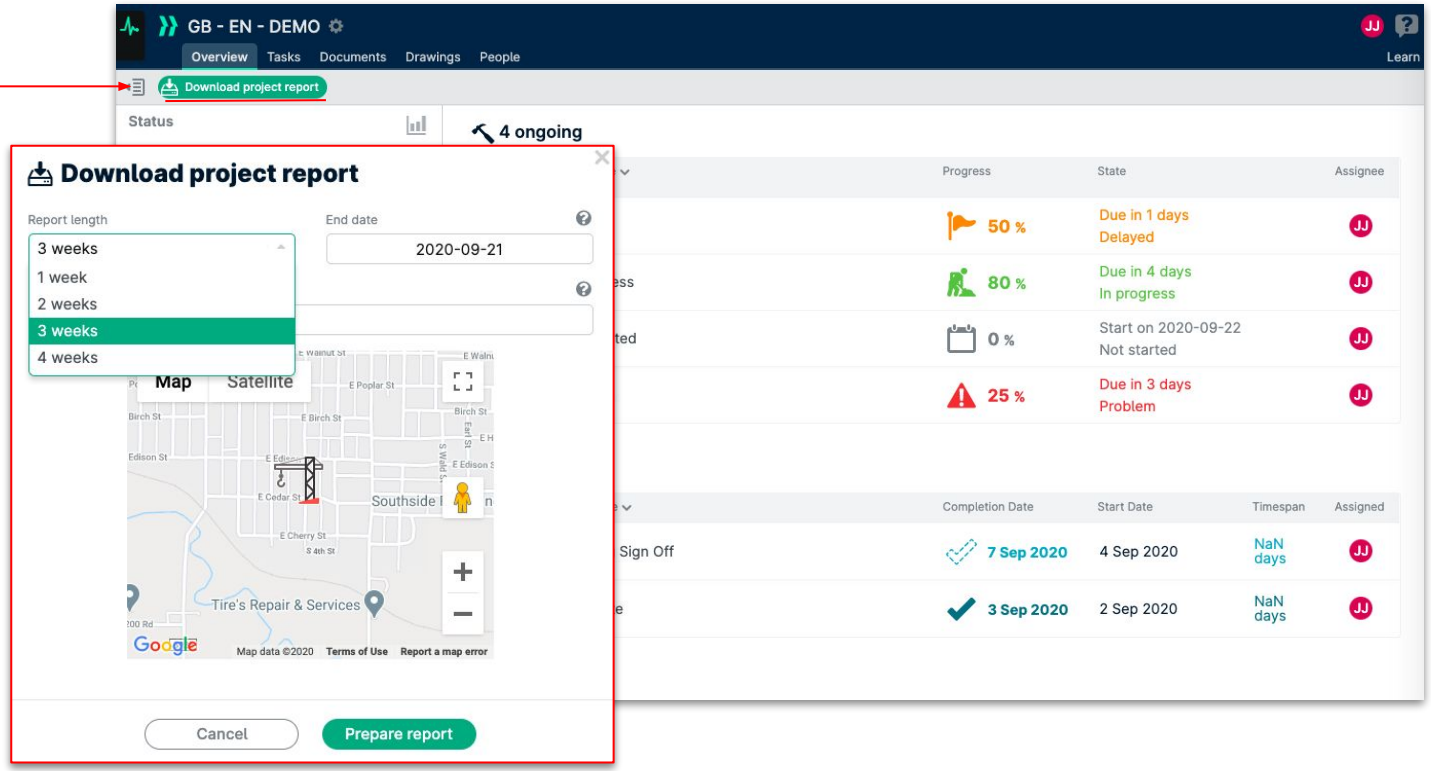
VI. 1. PROJECT OVERVIEW

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.

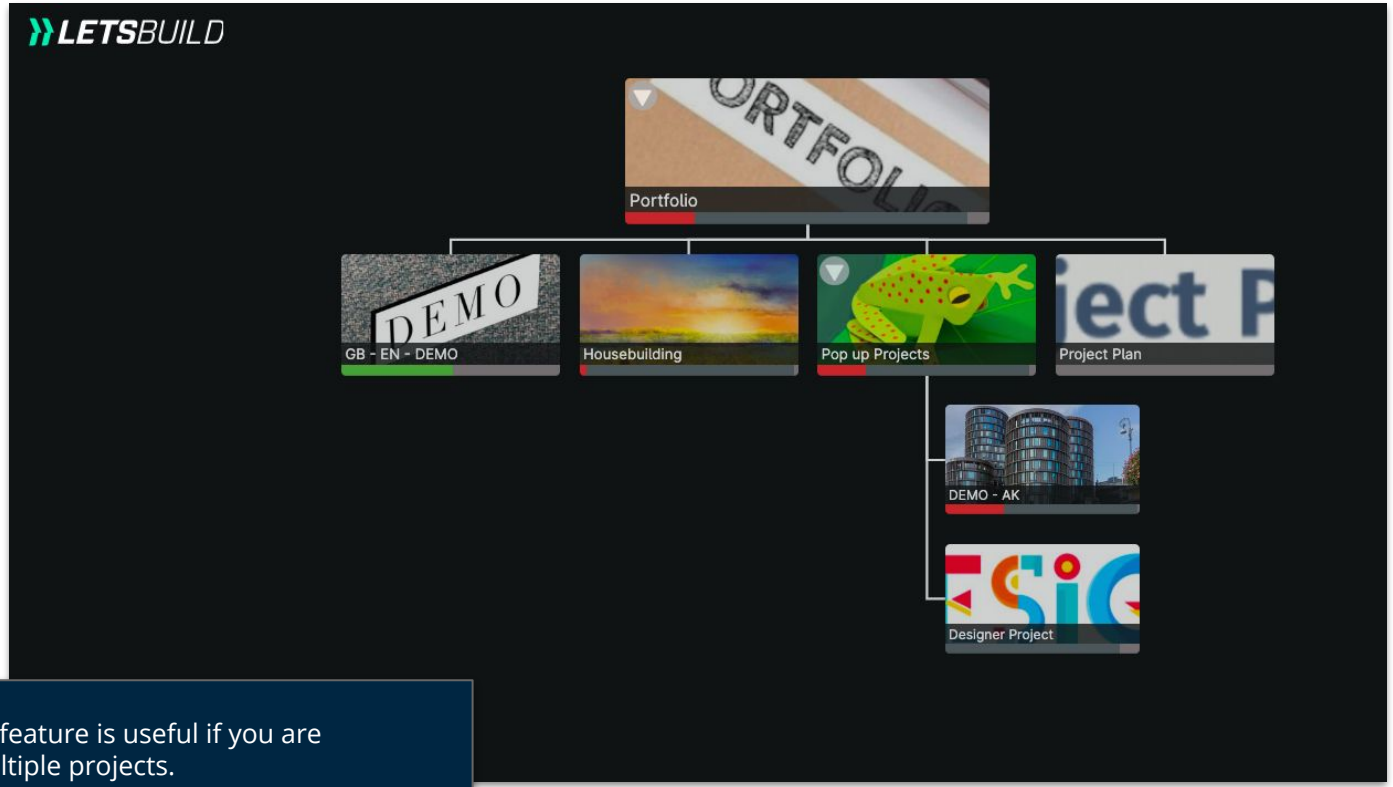
The project report includes a summary of task progress, completion, delays, problems, and comments reported as well as photos and files that were uploaded in the chosen time period.



F.A.Q : How to download project report

VI. 2. PORTFOLIO

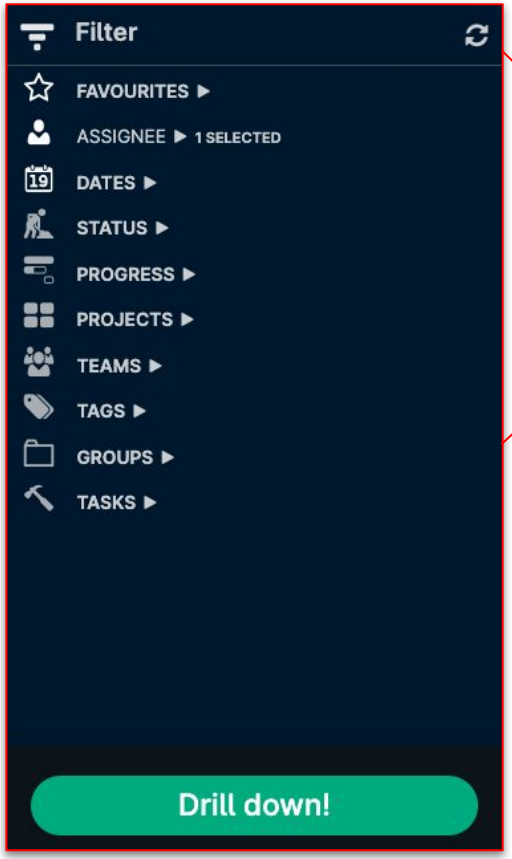
Our portfolio feature provides an excellent eagle eye overview of the progress across your multiple projects.

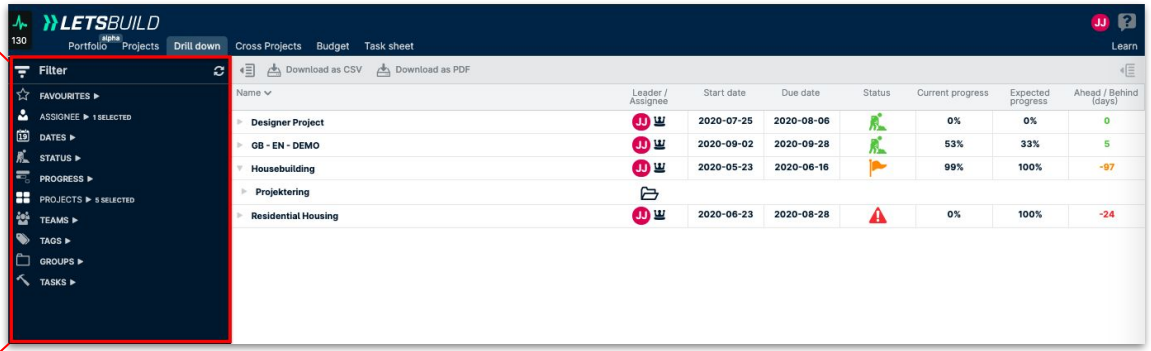


TIP: Portfolio feature is useful if you are managing multiple projects.

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.





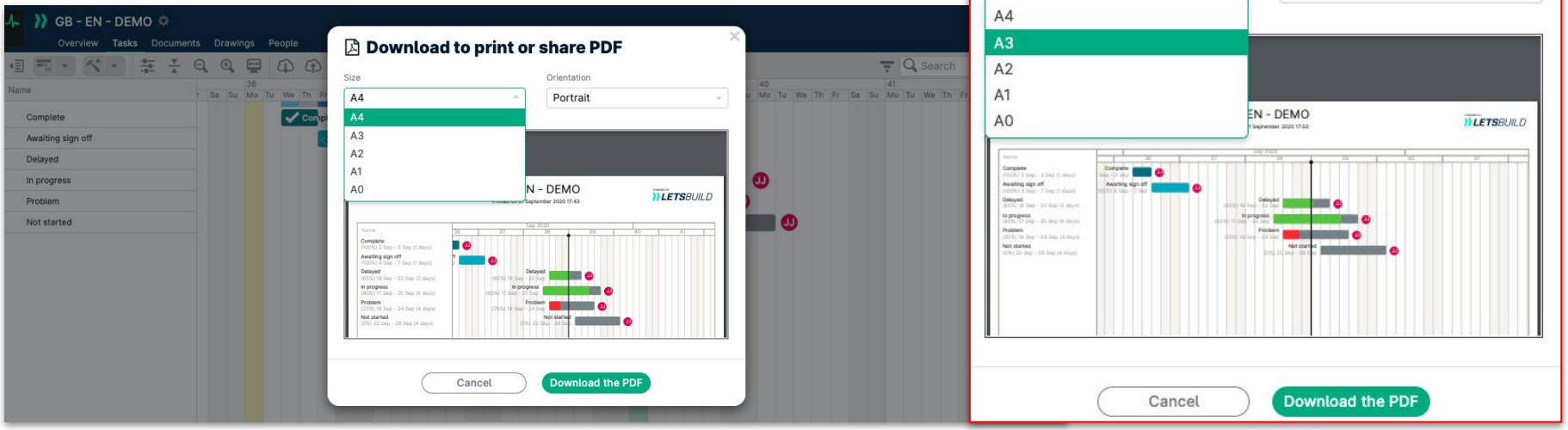
Filter Panel

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.



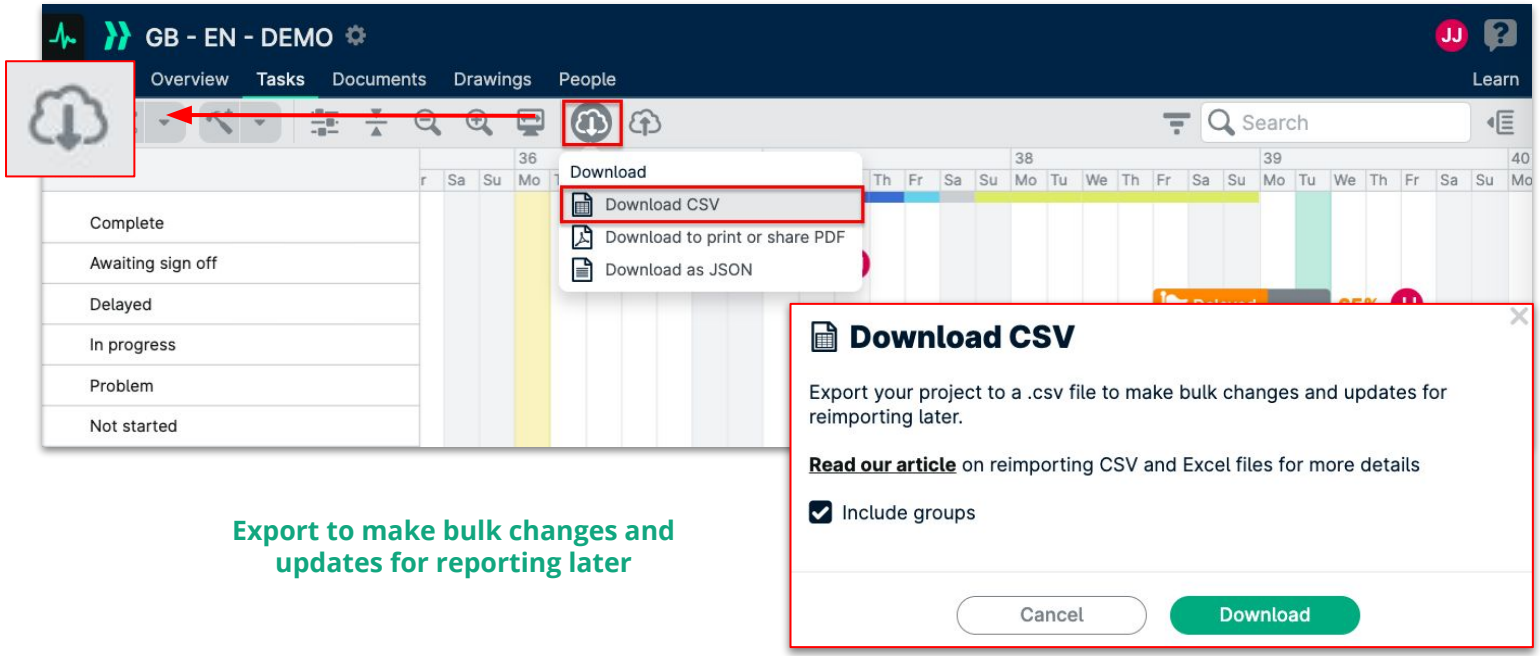
Download your whole construction project or print tailored charts to share with your people and teams with only the task and information that you need them to concentrate on. You can adjust paper size and orientation of the file.

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



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

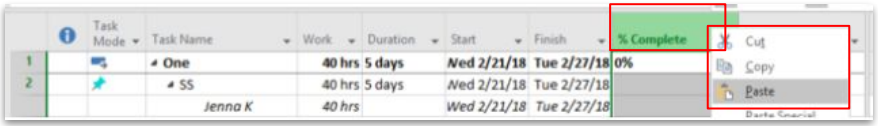
Update the latest progress completion percentage from GenieBelt into your native planning tool! Match the column in MS Project, Asta, and P6 by selecting and copying the entire progress column (except the header).

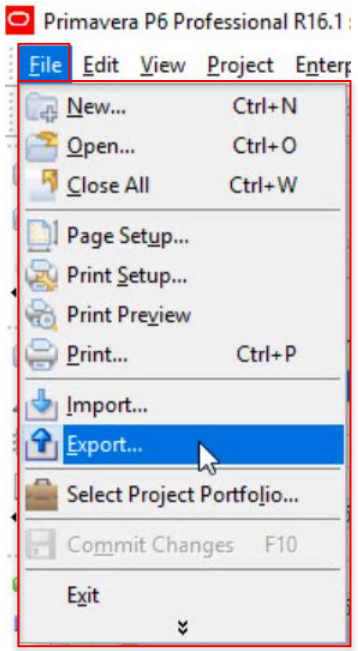
CSV file

	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

MS Project



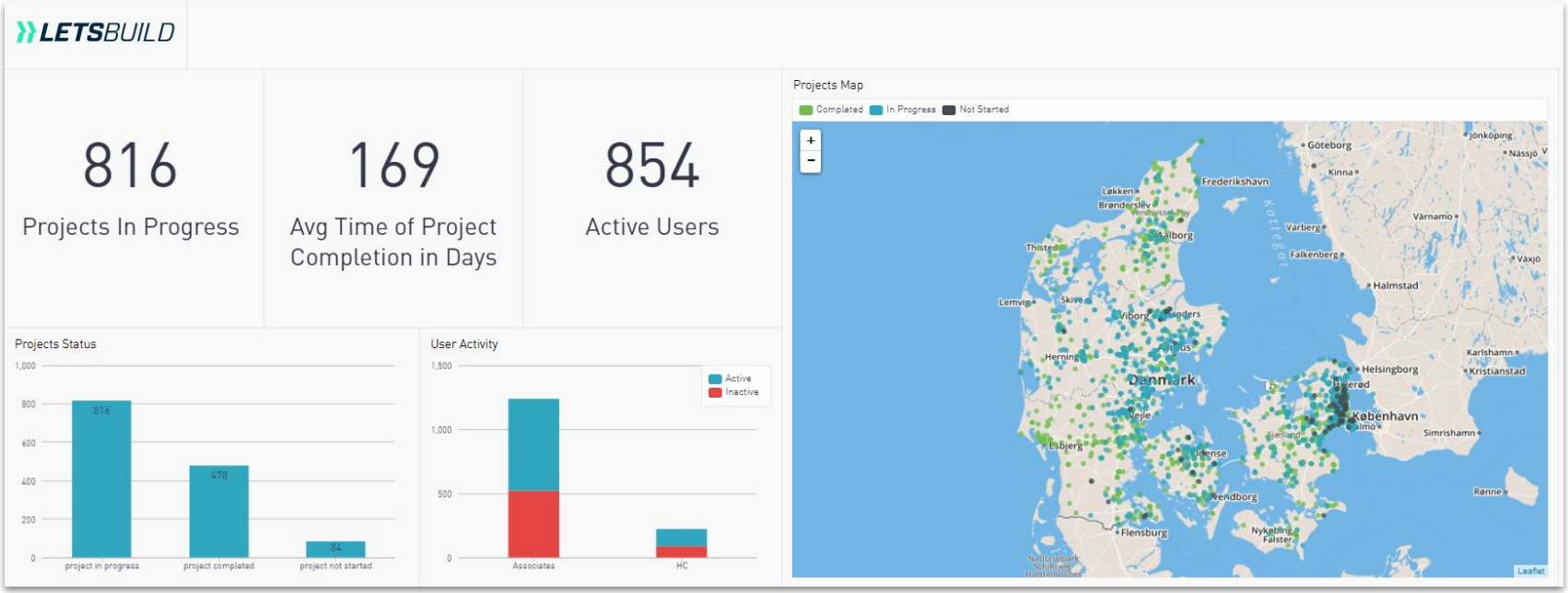


P6

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.

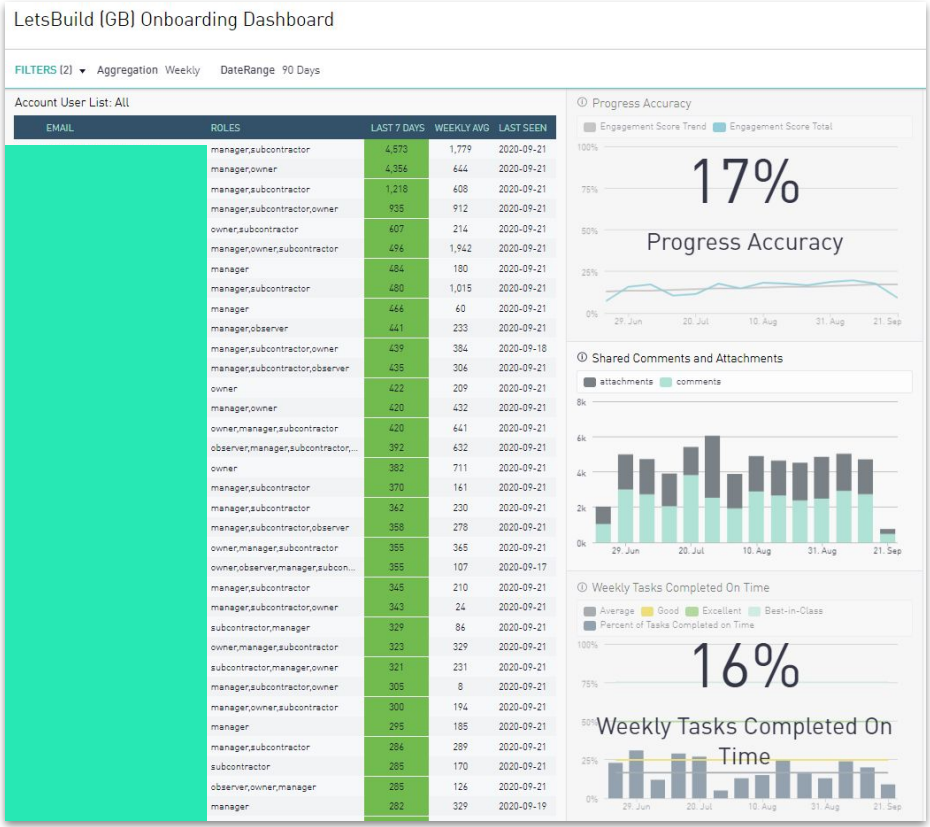
VI. 6. DASHBOARDS

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.

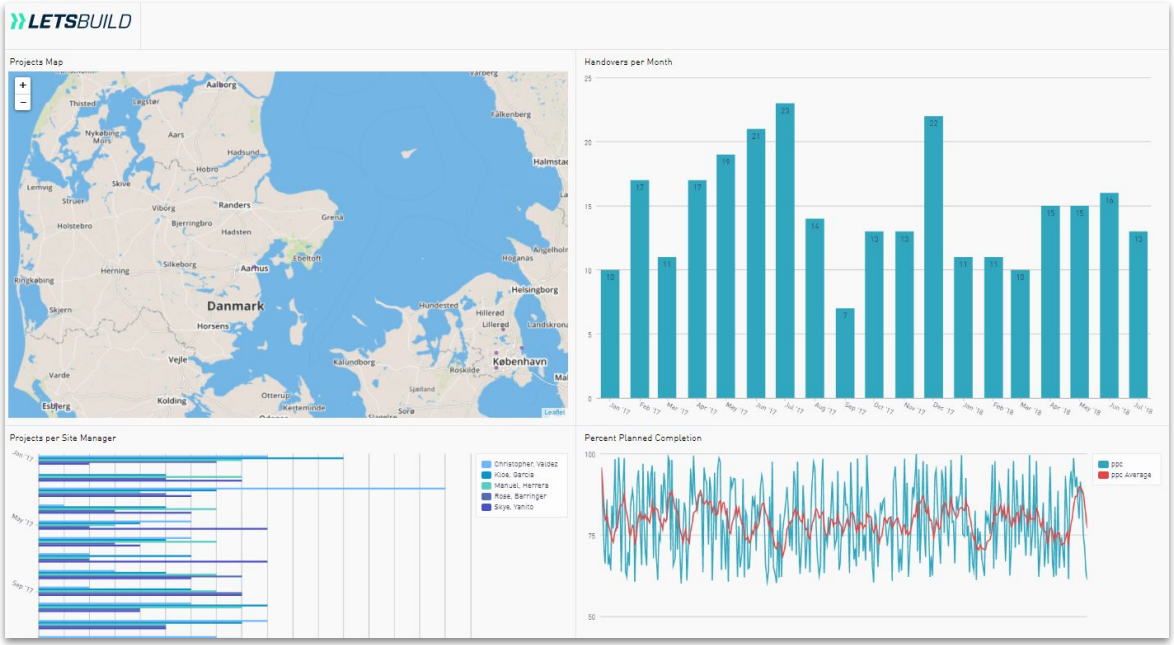
VI. 6. DASHBOARDS

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.

LETSBUILD

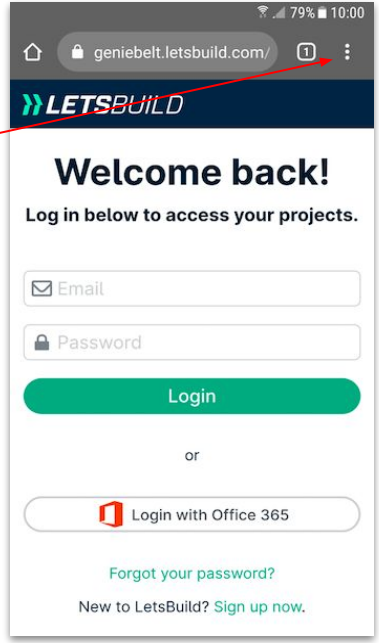
Progress update on mobile

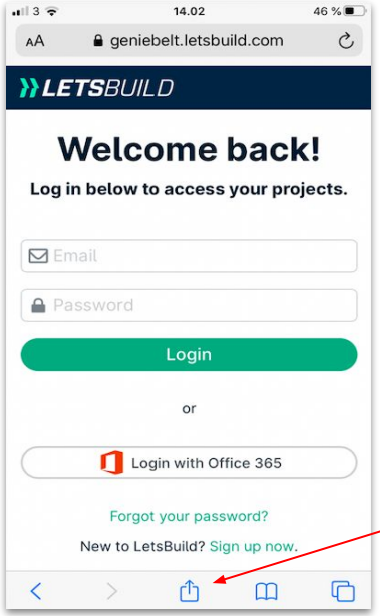
- Download mobile app
- Work offline with mobile app
- Percentages and statuses
- Identify and solve problems
- Comments and mentions
- Photos and attachments

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.

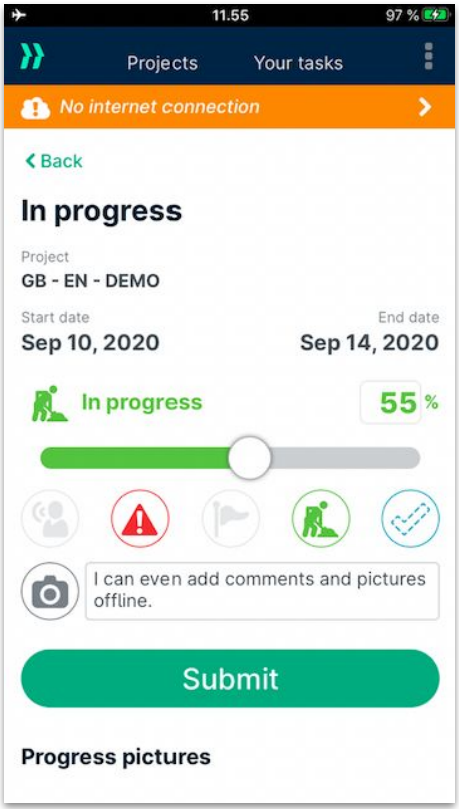
TIP: We recommend to use Safari for IOS, and Google Chrome for Android. The application should look like that on your phone homescreen.

VII. 2. WORK OFFLINE WITH MOBILE APP

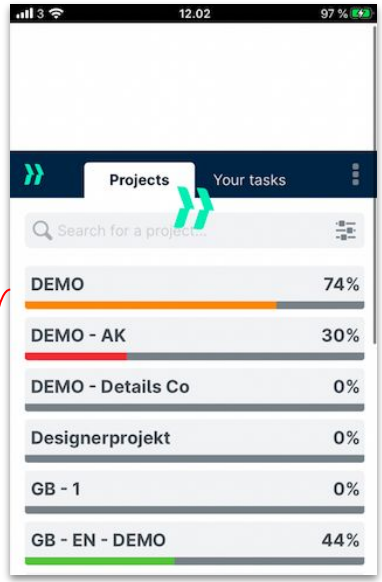
If you are on site with limited or no internet connection, you are still able to work offline.

Update your tasks even when you are offline.

Submit your update

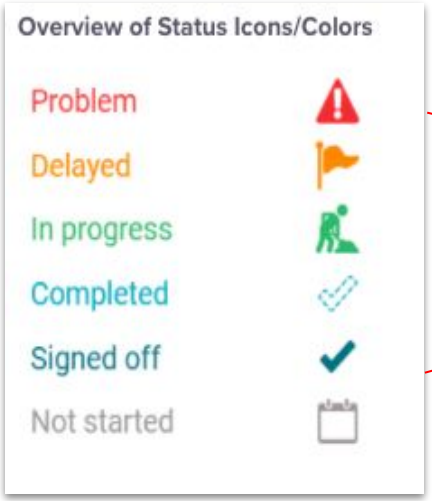


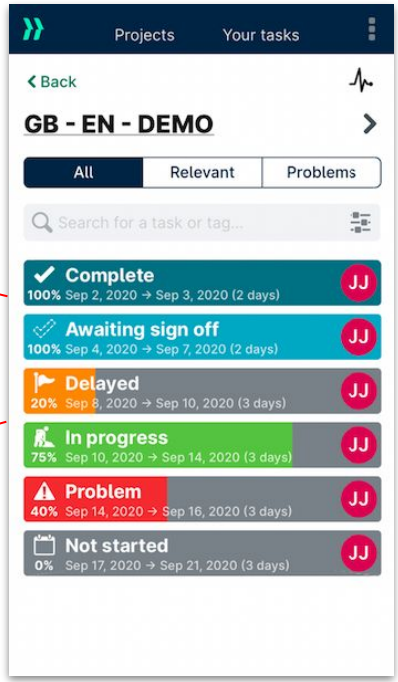
Easily synchronise your data when you are online again by tapping your finger on the screen and pulling it downwards.



VII. 4. PERCENTAGE AND STATUSES

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

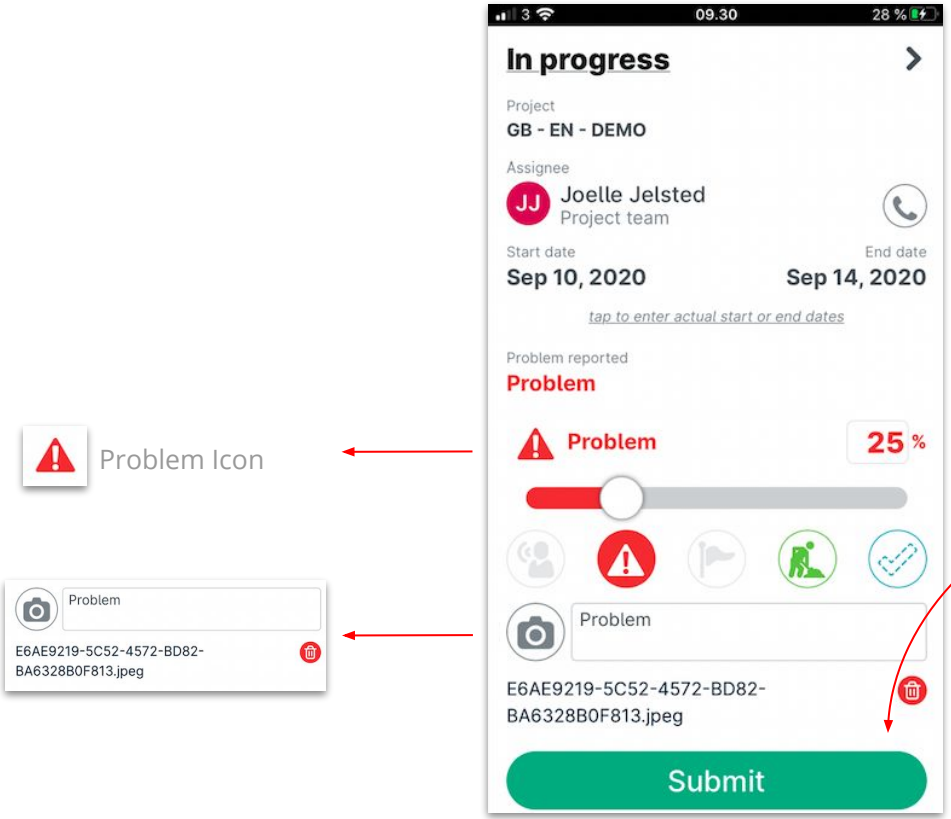




TIP: Every task will show the percentage reported to the left of the task.

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.**

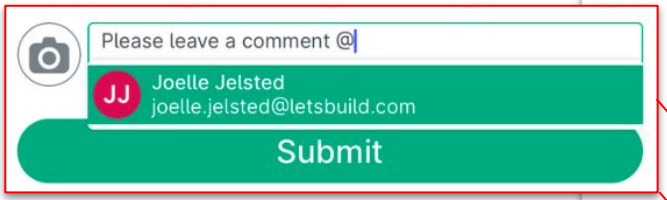


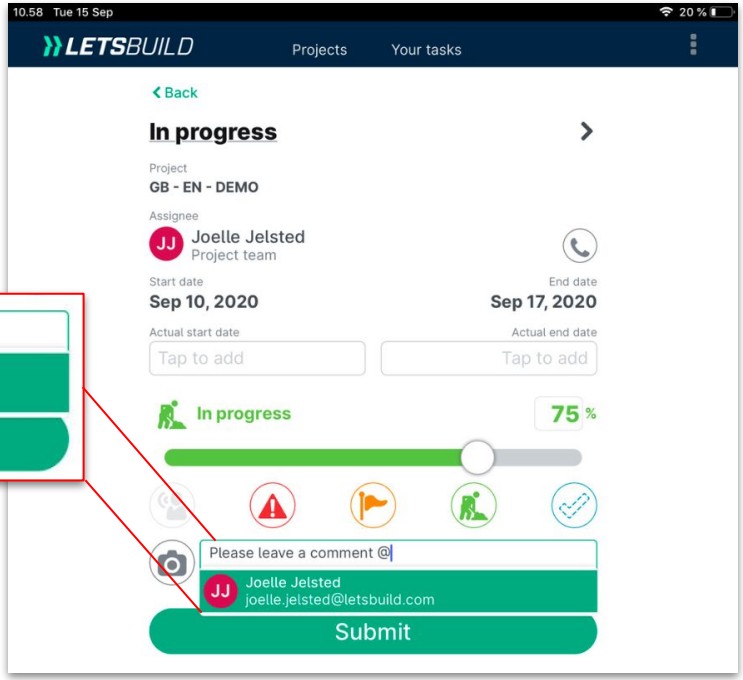
Once the problem is resolved, the problem icon just needs to be turn off in the next update.

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.





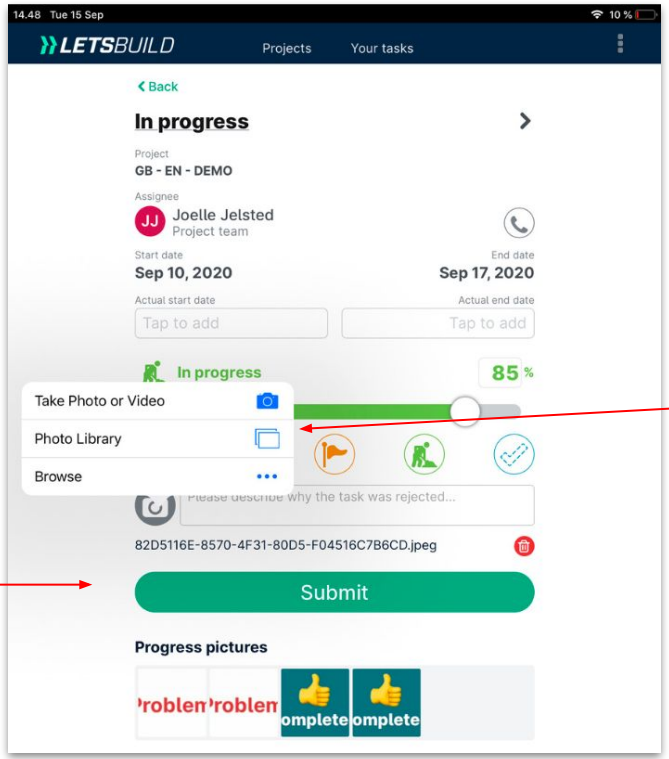
You don't need to update your task to leave a comment or a mention.

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.



Upload or take a picture on your mobile device.

Remember to update your task.

LETSBUILD

Cross Projects

> How to use Cross Projects

VIII. 1. HOW TO USE CROSS PROJECTS

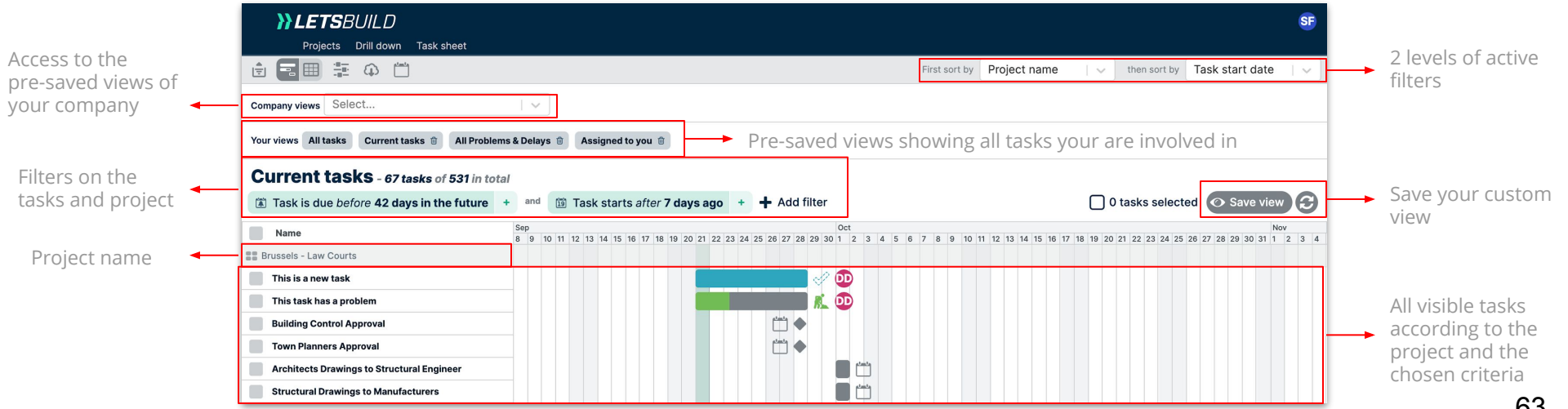
What is the Cross Projects feature?

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.



LETSBUILD

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

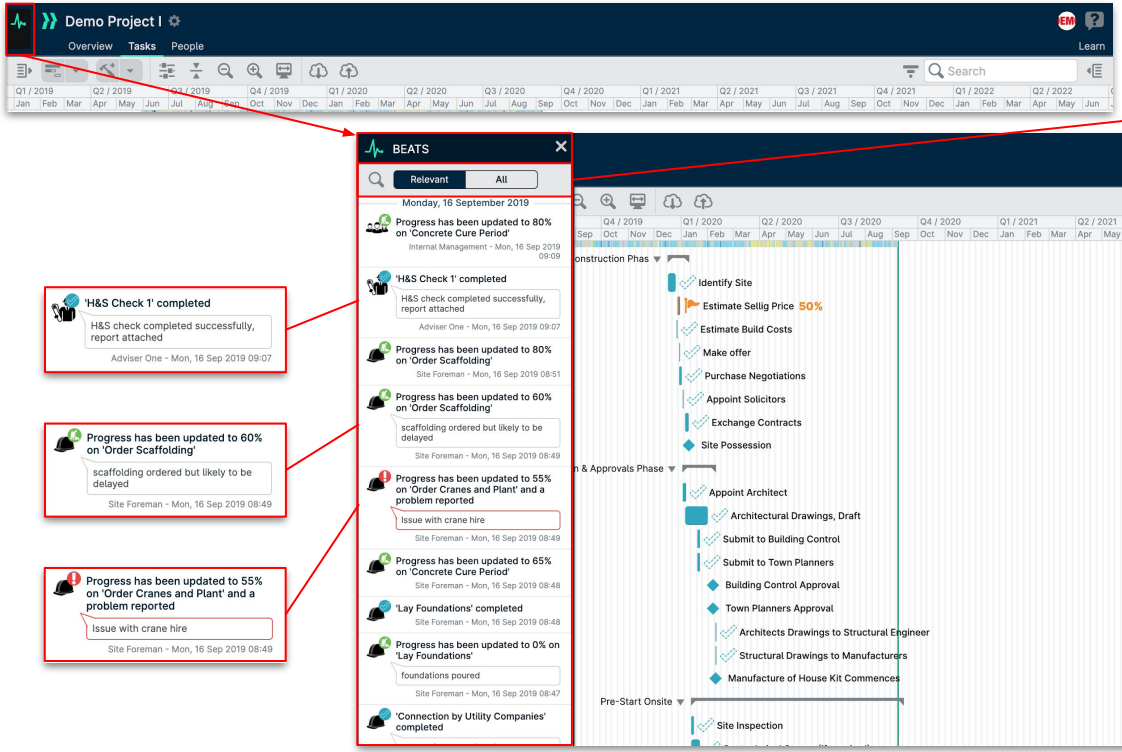
Outside the application.

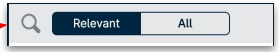
For each situation, receive a dedicated email with all the information you need to know. In a construction project, you need to see everything every time.
By activating emails notifications, be notified each time there is an issue, a mention about you, your next week tasks or a simple summary of what 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.**





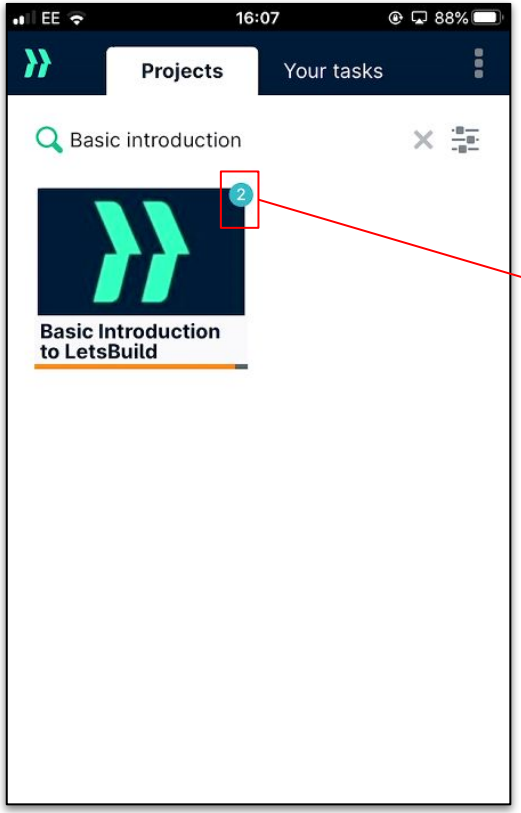
The relevant tab shows you only the notifications that concern you, whether they are tasks that you have created or in which you are mentioned.
If you are a Leader/Admin, your Relevant feed will include all Task Status Updates and Comments on all Tasks.

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 t button at the top of your BEATS window.

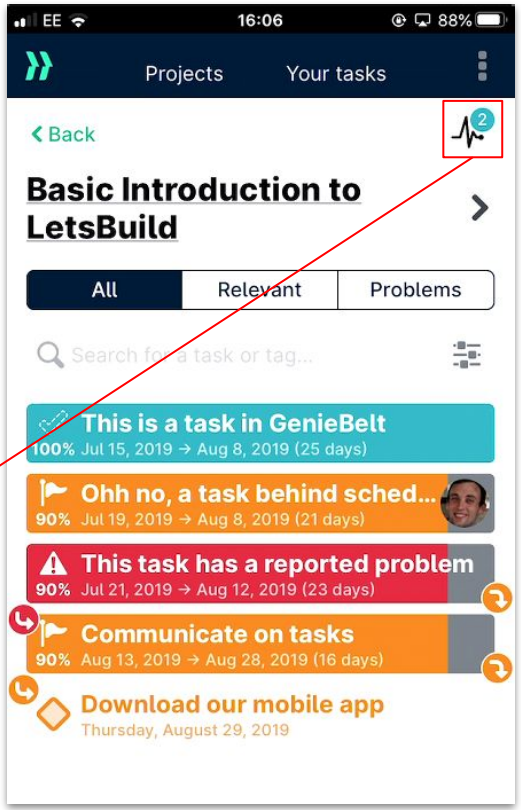
IX. 2. BEATS NOTIFICATIONS

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.



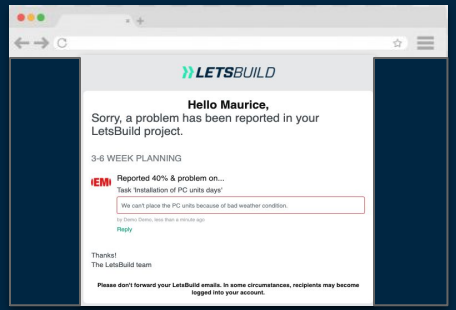
IX. 3. EMAILS NOTIFICATIONS

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

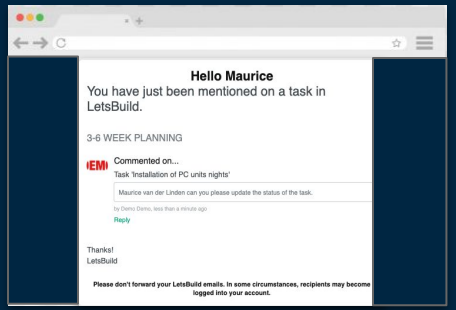
As soon as an issue is reported on LetsBuild in your project, receive a dedicated email about this problem. *(Only in projects you are Admin on.)*



WHEN THERE ARE....

COMMENTS ON A TASK THAT MENTION YOU

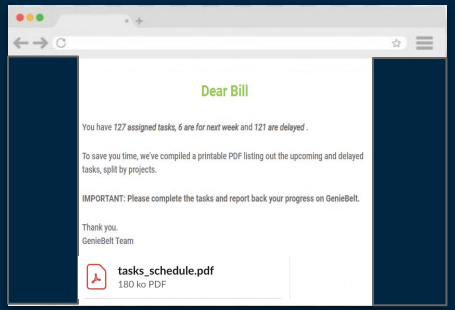
When you're linked to a specific task (assigned to you, or mentioned in the comments), you will receive an email if anybody comments on this task.



WHEN YOU WANT TO KNOW....

TASKS FOR NEXT WEEK

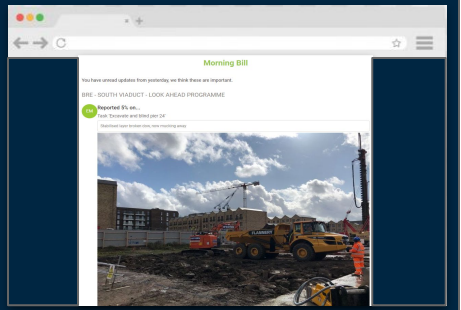
Each friday, you can receive a specific email in which you will have all the tasks you need to do for the next week. A nice outline before starting the week!



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.



LETSBUILD

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

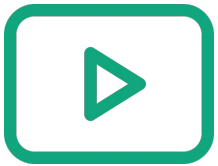
If you have any questions, please contact us by email:
support@letsbuild.com

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

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

Go to the FAQ



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

Watch Videos

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?

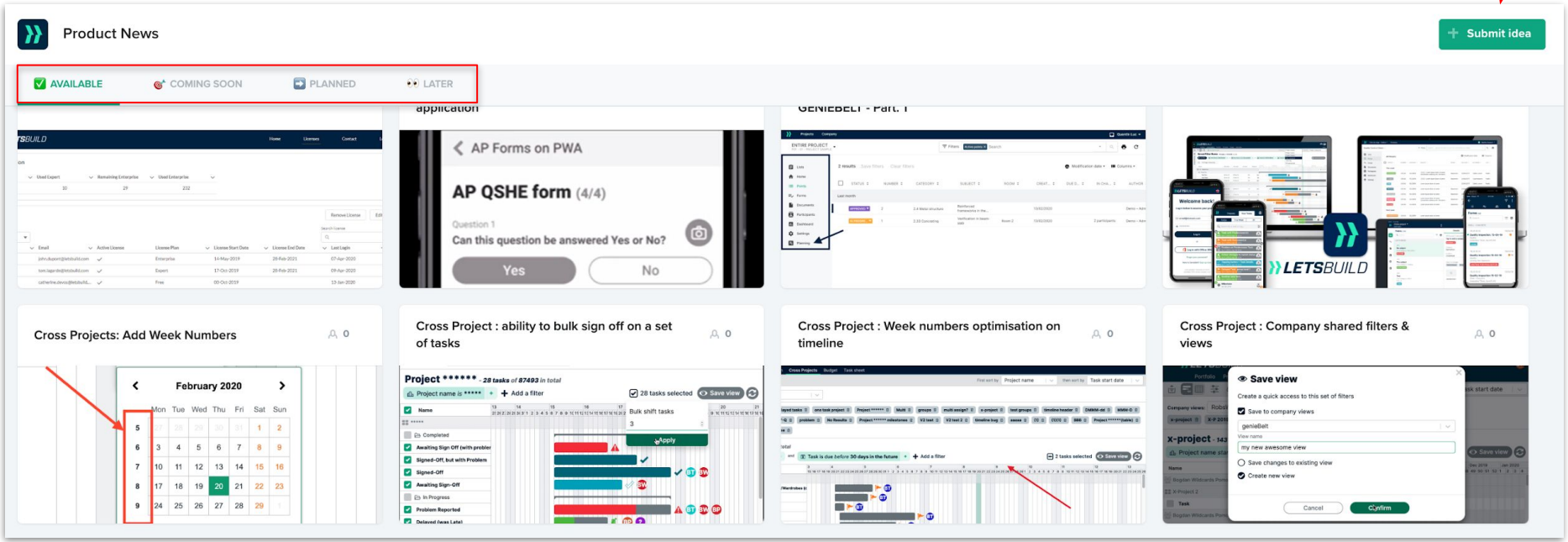
Maurice Van Der Linden
Lead Customer Success Manager

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!



Access the LetsBuild Roadmap