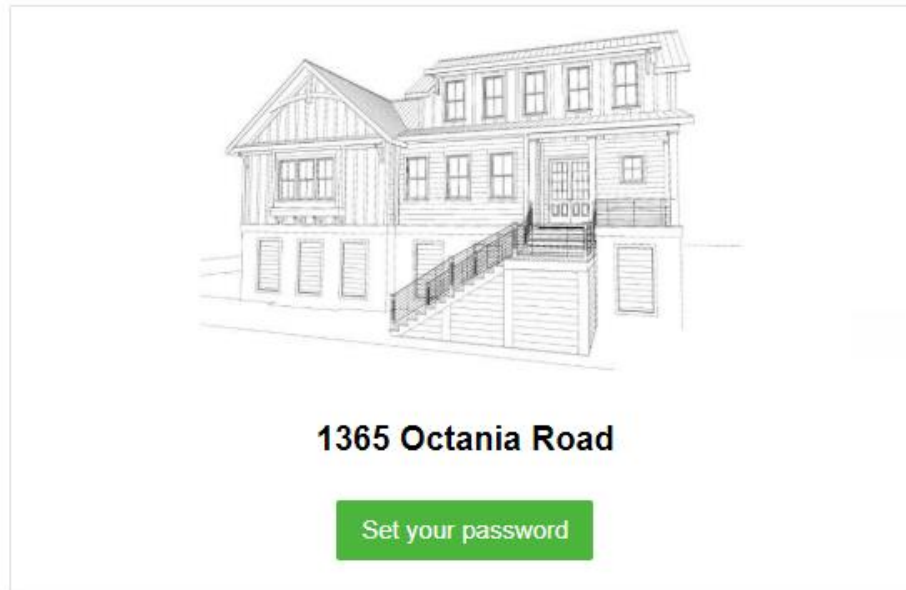


Welcome to your project!

The first step to accessing your project will be to look for the Welcome email. This will provide you with a link to set up your password and access your job information.

Amber Harlow Demo Homes has set up your project.
You can review your project, communicate with your builder, and track progress – all on mobile and the web.



In the future you can log in here:

The online portal will provide you immediate access to updates on your project and will also allow you to communicate with our team effectively. This guide will give you an overview of your system, where to find information and how to communicate with us.

When you receive the “Welcome to your project!” email, here’s what you’ll want to do:

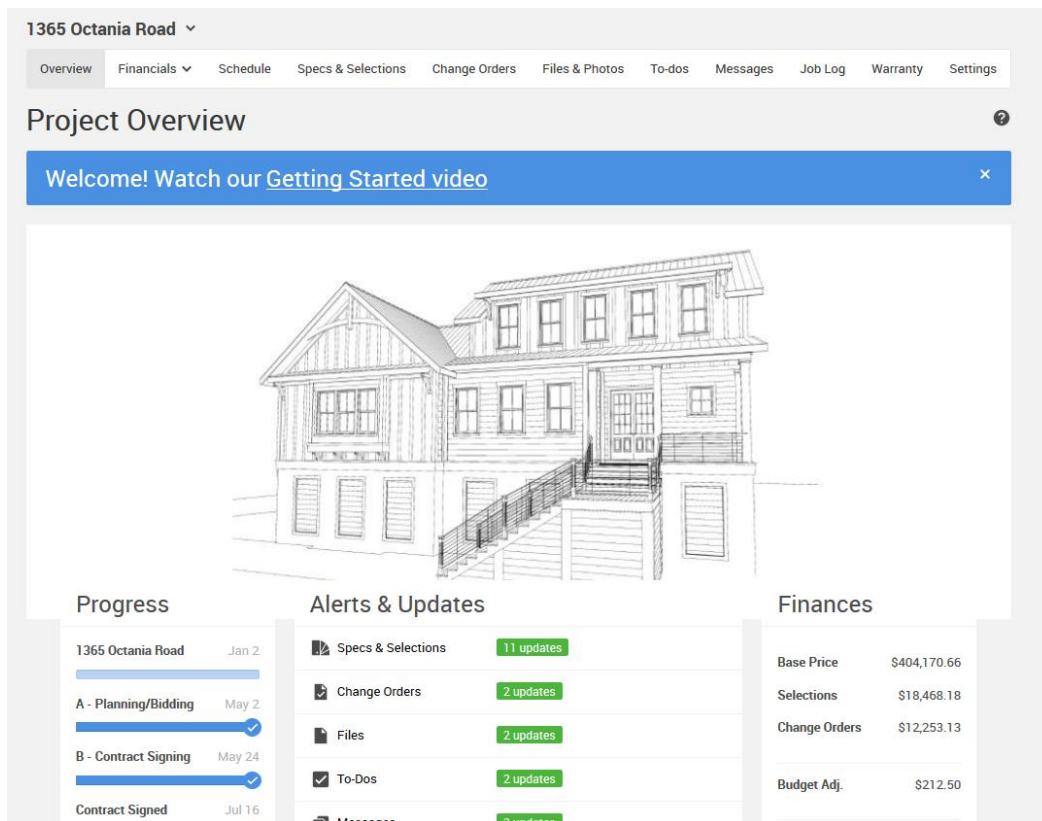
- Click the green **“Set your password”** button. This will open a page where you can create a password for your system and will immediately log you in for the first time
- **Bookmark the login URL** under “In the future you can log in here”. This will allow you to quickly get to your system moving forward.
- If you’d like to access your project from your smartphone, you can **download the mobile app** as well. Just open the Google Play or App store on your phone and search “CoConstruct”. You’ll log into the app using you email and the same password created above.

If you ever misplace your password, you can use the “Forgot Password” link on the login page to have a reset email sent to you.

Project Overview

When you first log in, you will see your Project Overview page. This will be your main dashboard for reviewing Alerts & Updates for your project and navigating through the system.

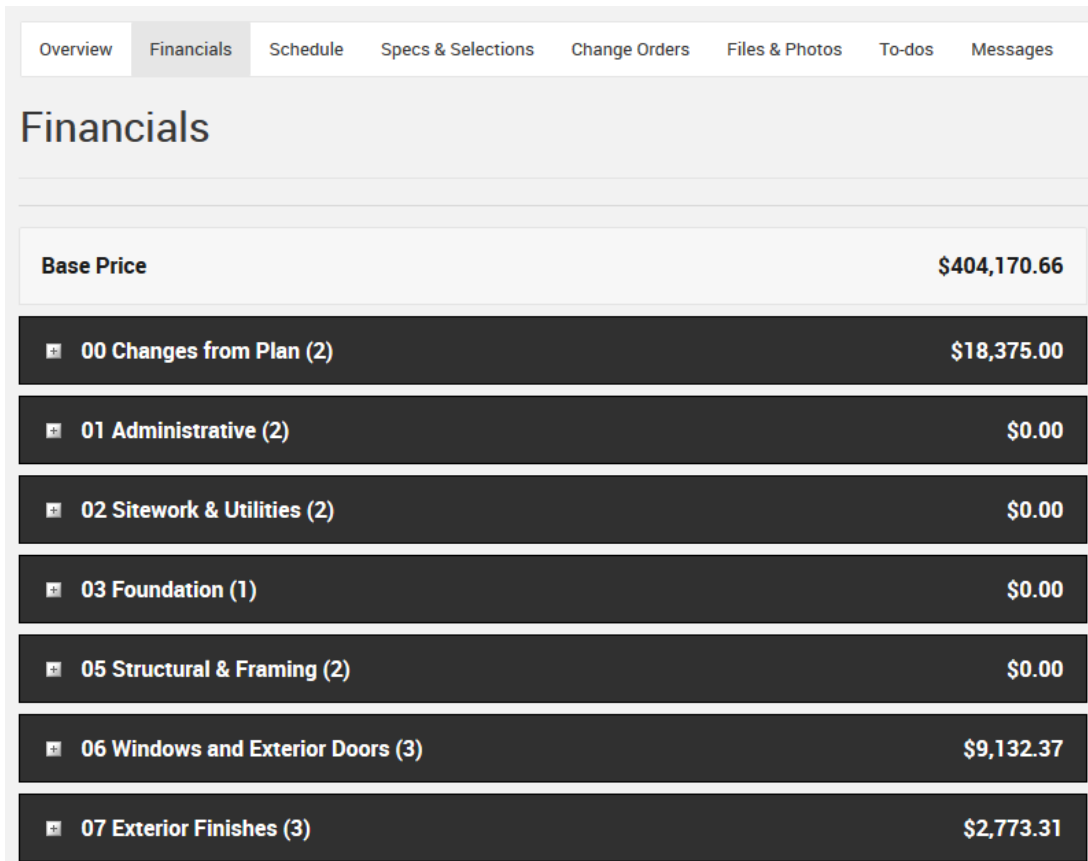
Start out by watching the “Getting Started” video in the blue bar at the top of your screen. This will give you a great visual walk through of navigating your project to complement this written guide.



- **Project Selection:** At the top of your project overview, you will see the name of your project listed. If you have multiple jobs going on, you can click the arrow next to your project name to navigate through those jobs.
- **Navigation Bar:** At the top of your screen is the navigation bar. Use this to navigate through the site and access the specific information you're looking for – Specs & Selections, Files or Photos or Messages.
- **Alerts & Updates:** This section of your overview will call out updates to your project that need your attention as well as alert you to upcoming selection deadlines or approval documents needing your review.
- **Progress:** You can view an overall layout of your project schedule progression and updates on completion of those milestones.
- **Finances:** This provides you with an at-a-glance overview of where your project financials stand including all selections you've made and approval documents. Further details on where these numbers are coming from can be found under the “Financials” tab.

Financials

Your project's Financial tab will show you a summary of your project's financial information. This page is laid out to show your starting contract price at the top, then lay out the specifications of your job along with any selections or changes from plan that resulted in overages and credits. At the bottom of the page, you can see the standing total price of the project taking all of these into account.



Overview	Financials	Schedule	Specs & Selections	Change Orders	Files & Photos	To-dos	Messages
Financials							
Base Price		\$404,170.66					
00 Changes from Plan (2)		\$18,375.00					
01 Administrative (2)		\$0.00					
02 Sitework & Utilities (2)		\$0.00					
03 Foundation (1)		\$0.00					
05 Structural & Framing (2)		\$0.00					
06 Windows and Exterior Doors (3)		\$9,132.37					
07 Exterior Finishes (3)		\$2,773.31					

The Financials page is a great place for you to keep track of the financial implications of your decisions to help you make the right selections and avoid surprises.

Here are some tips for using this page:

- Use the **Expand/ Collapse** options at the top right and the “+” next to each item to change from a detailed to summary view of the financials. This will help filter out unnecessary information while you’re analyzing your choices.
- Use the “Group By: Status” box above the Expense Summary to sort your Financials page by the statuses listed below. This will allow you to see the specific items making up each amount noted in the Expense Summary.

Client Guide

Group By:	
Category	▼
Expense Summary	
Base Price	\$404,170.66
Approved Change Orders	\$0.00
Pending Change Orders Exclude	\$12,253.13
Locked Selections Exclude	\$1,968.75
Unlocked Selections Exclude	\$16,499.43

The **Expense Summary** gives you a status overview of your total project price:

- **Approved Change Orders:** These approval documents have been signed off on and finalized. You can view the details of these by going to the “Change Orders” tab.
- **Pending Change Orders:** These approval documents are still awaiting approval by at least one party. You can view the details of these by going to the “Change Orders” tab.
- **Locked Selections:** These selection choices have been made and locked, usually because the deadline has passed.
- **Unlocked Selections:** These selection choices have been made but not finalized yet. You will still have the option to go to your Specs & Selections page and use the “Change Choice” link to choose a different option.

The **Payment Summary** on the right hand side will list the dates and amounts of payments you’ve made so far. You can always check here to confirm if your latest payment has been received and processed by our team.

Payment Summary	
Date	Amount
5/9/2018	\$5,000.00
Payments to date	\$5,000.00

Questions?

Any time you have questions on an item on the Financials page, click the item name to go over to the Specs & Selections page. From there select “View/Add Comments” on that item and send us a message! This will direct the message to the correct people on our team and keep conversations organized and easy to find.

If you’re ever in doubt or having trouble finding the item, just head to the “Messages” tab at the very top of your project and send us a note there.

Schedule

Your Schedule tab will give you an overview of the planned workflow of your project. Here you can monitor the progress of your job and stay on top of the Selections that need to be made to keep things on track.

< October 2018 > Oct 2018				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
#13 - Building and Zoning Permits (0%)			#14 - Lot survey and staking of four corners (0%)	
#17 - Order portable restroom (0%)				
8	9	10	11	12
	#19 - Dig basement (0%)		#24 - Footer installation (0%)	#25 - Footer inspection (0%)
	#15 - Foundation layout (0%)		#21 - Temporary electric source? (0%)	
	#18 - Cut in drive (0%)			
	#22 - Send package to energy star rater (0%)			
15	16	17	18	19

You'll see a high level view of the schedule including the name, dates and duration of tasks. The schedule will update to reflect any changes made to the schedule.

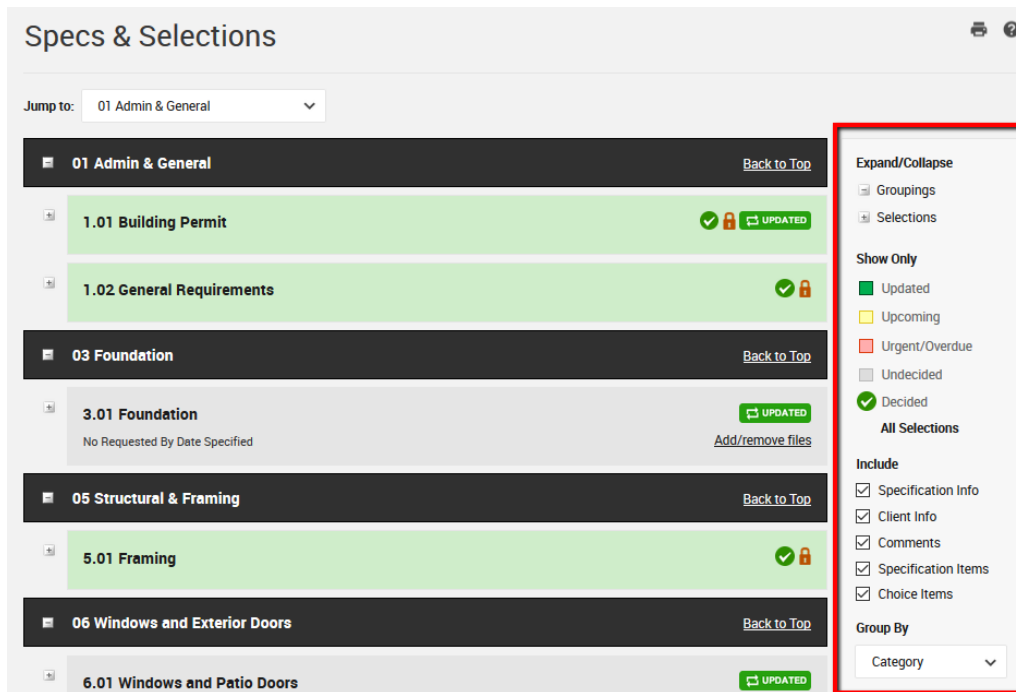
Questions?

If you have questions about anything on your schedule view, head to the Messages tab at the top of your screen and let us know! Be sure to reference the task or dates that you're looking at so we can best answer your questions.

Specs & Selections

The Specs & Selections page will be the main page for you to communicate with our team, view and make selections and review the specifications for your project.

This page will show the same information as your original project proposal.



Here are some tips for navigating this page:

- **Use the gray filter box** at the top right of the page to help you organize and filter out the specific information you want to review.
- Keep an eye out for the green **“Updated” icons**. This will alert you that an item has been updated with new information.
- Pay attention to the **items highlighted in yellow** – these indicate choices that have an approaching deadline. You can easily filter for these items using the Filter box. When the highlight turns red, the decision deadline has passed and the item needs immediate action to avoid delays to the project.
- Use the “Add/remove files” link on any unlocked selection items to **provide us with attachments** relevant to the item you’d like for us to review.

Questions?

Use the “View/Add Comments” link on each item to request clarification or additional information on a certain item. This will allow us to know which item you’re referring to and keep our communications organized and easy to find.

Choices

When viewing the choices on your Specs & Selections, you will see some specific information to pay attention to:

- Review the **“Specification Information”** and **“Client Information”** fields. This is where relevant information on what needs to be selected or details around the choice will be entered. These fields may also provide specific information you need to provide as part of making your choice.
- If an amount has been allotted for the item in your original proposal, you’ll see an **“Allowance”** associated with the item.
- Review any **specified options and the associated prices** to make your decision.

When you’re ready to record a decision, click the Make Choice button on the selection item.

If there are standard options we’ve provided for you to choose from, click the option you want and hit “Make Choice”.

The screenshot shows a 'Make Choice' dialog box with a title bar and a help icon. The main content area is divided into sections: 'Selection' (6.01 Windows and Patio Doors), 'Client Information' (For more information on Marvin Integrity windows visit <http://www.marvin.com/integrity>), 'Allowance' (\$13,125.00), and 'Choice'. Under 'Choice', there are three radio button options: '#1 Anderson Standard Windows (Price: \$13,125.00)', '#2 Anderson Double Hung Windows (Price: \$19,687.50)', and '#3 Different Window Option (Price: TBD)'. A 'Clear choice' link is below the options. At the bottom right, there are 'Cancel' and 'Make Choice' buttons.

If there is an allowance where you’ve picked out your own selection from a suggested vendor or website, enter the requested information into the Choice text field and select “Make Choice”.

The screenshot shows a 'Make Choice' dialog box with a title bar and a help icon. The main content area is divided into sections: 'Selection' (6.03 Exterior Doors - Front Entrance Door), 'Client Information' (Please specify door manufacturer, style # and wood species. For ideas visit these sites: <http://www.jeld-wen.com/catalog/exterior-doors/>, <http://www.simpsondoor.com/>, <http://www.thermatru.com/>), 'Allowance' (\$984.38), 'Price' (TBD), and 'Choice'. The 'Choice' section contains a large empty text field. At the bottom right, there are 'Cancel' and 'Make Choice' buttons.

Change Orders

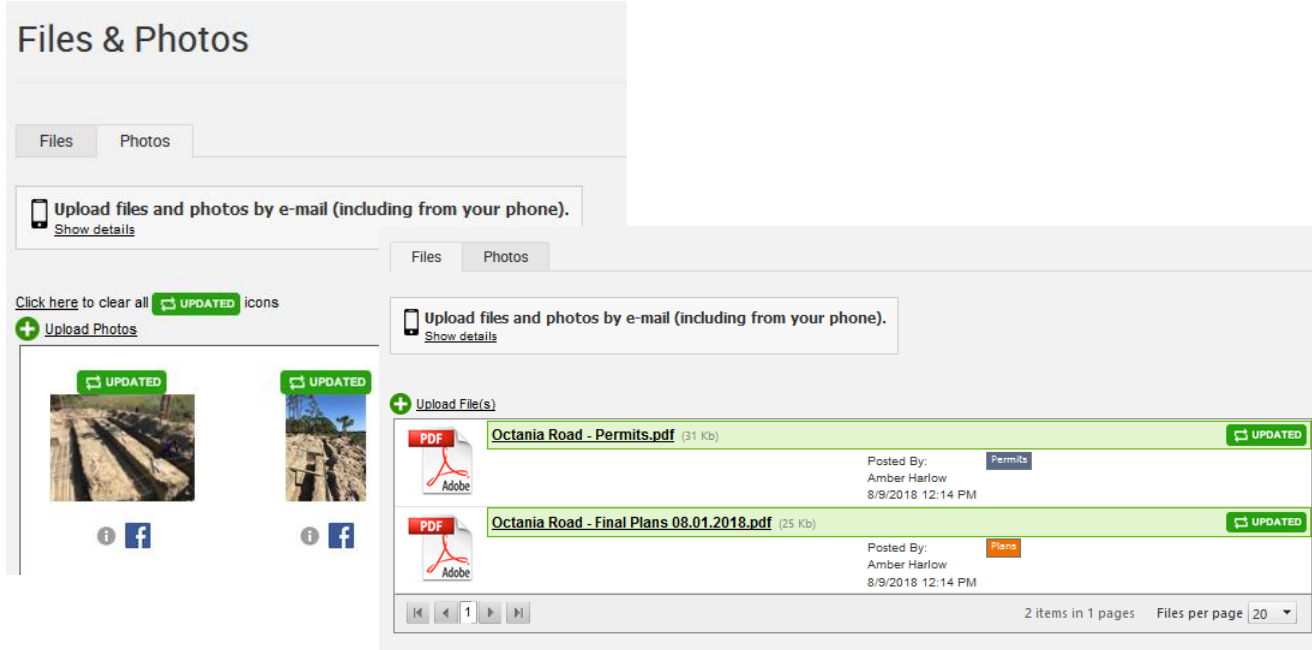
The Change Orders tab will show you very similar information to the Financials Summary page mentioned previously in this guide. This page is ordered by the status of Specs & Selections, listing pending and approved Change Order documents at the top.

Base Price					\$404,170.66
Change Orders (2)					\$12,253.13
Addition of Back Deck Status: Approved - Billed (Invoice #: CC-398852) UPDATED View Change Order					\$11,812.50
Category	Selection	Choice	Revised Budget	Budget	Difference
00 Changes from Plan	Add Back Deck	12'x12' Deck - Composite decking	\$11,812.50		\$11,812.50
Light Bulb Conversion Status: Awaiting Approval YOUR APPROVAL NEEDED View Change Order					\$440.63

If a Change Order document is highlighted in yellow, this means that it is still waiting on at least one party to approve. The “Your Approval Needed” banner let’s you easily see if a document is still waiting for your review and sign off.

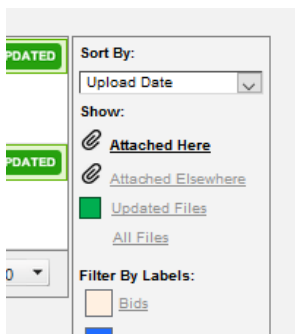
Just click “View Change Order” to review the full details of the document and indicate your approval if needed. From the change order detail screen you can also print a copy for your records if you choose.

Files & Photos



Your Files & Photos page will be the central place to access progress photos and copies of relevant files for your project.

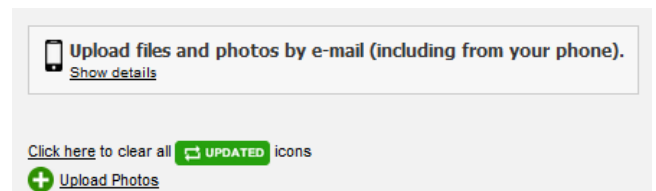
You can easily see when new files or photos are uploaded by looking for the “Updated” icon on your Project Overview under “Alerts & Updates”. Once you’ve reviewed the file or photo, be sure to click the Updated button to clear that off so you can quickly identify the newest items.



Use the filter box on the right hand side of your page to view files or photos attached elsewhere throughout your project (Specs & Selections, Approval Documents, To-dos, etc).

You can also filter your current view by the provided labels if there is something specific you need to locate.

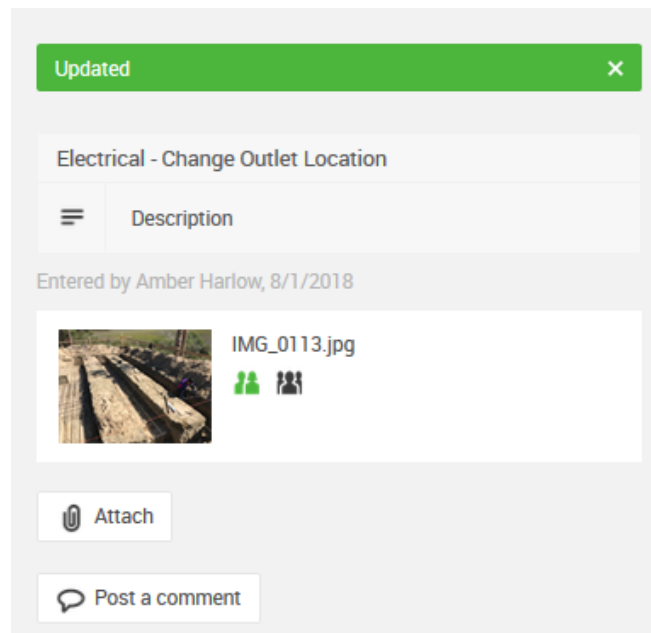
You can easily upload files or photos for us to review by clicking the “Upload” link at the top left of the corresponding page. If you’d like to upload photos from your phone or tablet you can easily do so from the mobile app OR use the unique email provided at the top of the Files & Photos page.



To-dos

The to-dos page will mainly be used for keeping our team and trade partners up-to-date on work that they need to perform.

However, there may be tasks that are shared with you so that we can communicate with you on the work being done or make you aware of the progress of certain tasks.



You can review the task information, review/add attachments and post a comment to these tasks if you have questions or additional information you'd like to provide to us.

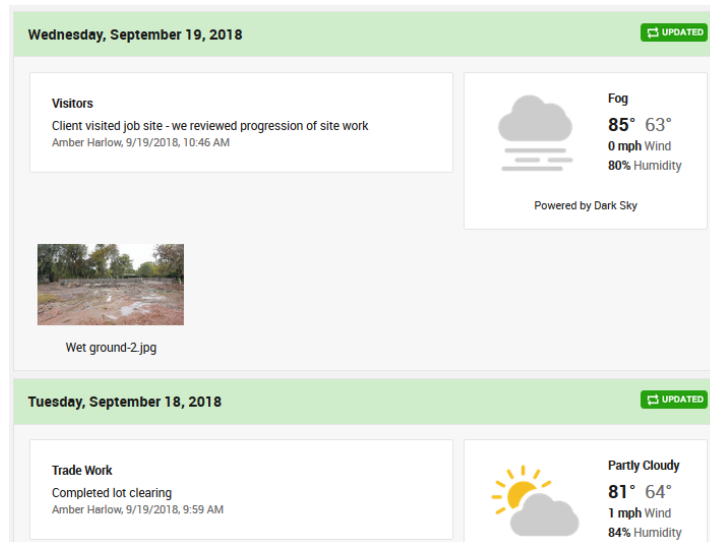
Like other pages, you will see the "Updated" banner to let you know when the task has been changed or a new comment added.

Questions?

If you have questions about a task, "Post a comment" directly to that item!

Job Log

In the Job Log, you will see a report of the weather on your job site, important notes regarding the work completed or weather impacts. You may also see photos attached directly to the Job Log to show important progress from the job site for that day.



Questions?

Job Log entries are posted by our team. If you ever have questions about information posted in the Job Log, head to the Messages tab and let us know!

Messages

The best way to communicate in CoConstruct is by replying to an email notification or using the “comment” links throughout the site to attach your notes directly to the items you’re discussing. But, when you have something more general to say, use the Messages page as the page of last resort. This page is simply a chronological listing of notes so everything is still in CoConstruct. It is not organized by topic, so it is in everyone’s best interest to post items elsewhere, with their related topics, where they are easier to find.

Messages

Questions 1

Messages 1

Clients	Builders
 Monday evening would be best. Around 6? Check Spelling Post Message	
	 When are you available to meet with the designer? Amber Harlow 8/9/2018 at 12:17 PM UPDATED

In a similar way the “Questions” tab will be here for you to ask our team general questions. The questions page allows us to keep the back and forth on that question more organized than the ongoing thread of the main Messages tab.