



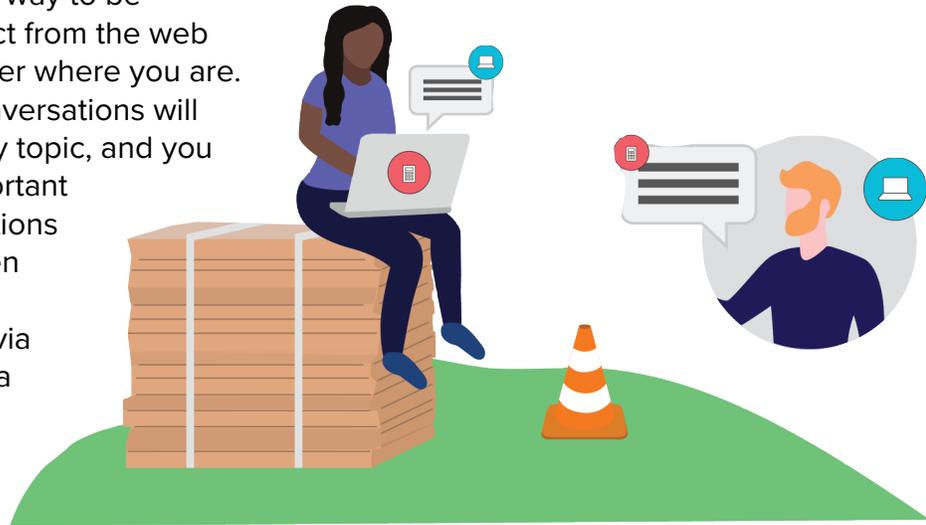
# Communication:

How to Build a Smooth Project Management System

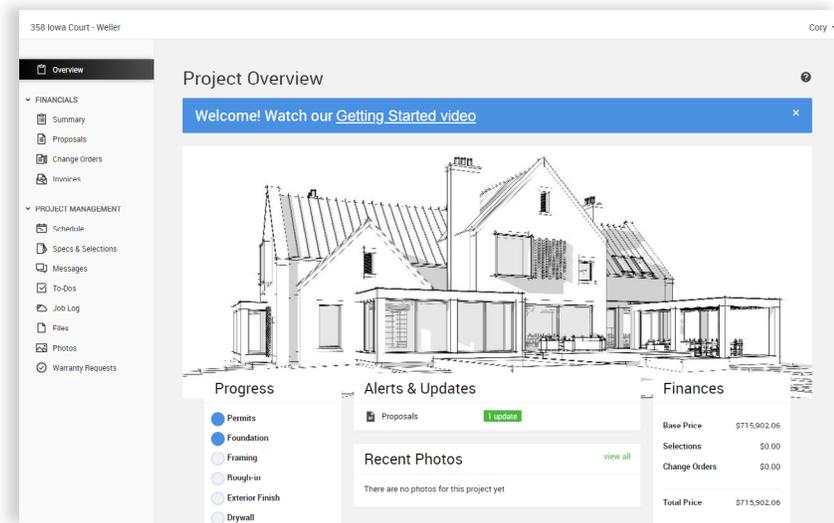


# Communication is Key

Good communication is the best foundation for every smooth-running building project. CoConstruct gives you a way to be connected to your project from the web and your phone, no matter where you are. All of your electronic conversations will be securely organized by topic, and you will be able to track important project details like selections and approvals. You'll even get notices about new updates and comments via email so you won't miss a thing. With CoConstruct, you'll not only enjoy your home, but you'll enjoy the building process as well.



## The Dashboard



When you first login to CoConstruct, the Dashboard gives you access to all the different areas of information about your project. These categories include Specs + Selections, Messages, Financials + Change Orders, To-Do List, Files + Photos, and Warranty. This document will guide you through each section.



# Navigating the Dashboard



## Specs + Selections

This is the place to manage all of the choices and upgrades you make on your project, including due dates for upcoming decisions. Click the “Make Choice” link to enter your choices. You can also view a log of any changes to a selection item, and leave your own comments.



## 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 (see the flip side for more details). 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.



## Financials + Change Orders

Once you make a choice on the Specs & Selections page, your decision, along with any financial implications, will show on your Financials Page. Your builder may also create a change order, which allows you to make a more formal sign-off via an electronic signature.



## To-Do List

You may see some of the to-do items for your project in the system. You cannot add items to this list, but looking at the list can help give you an idea of how things are moving along.



## Files + Photos

From copies of plans to progress photos, the Files & Photos pages give you a single place to stay in sync on important documents and photos as you plan and complete your project. You can also easily share photos with your friends on Facebook.



## Warranty

Once everything is complete, you can submit warranty requests on this page. You can see the status, add comments as necessary, and verify when items are complete.

# Three Pro Tips for Smooth Communication

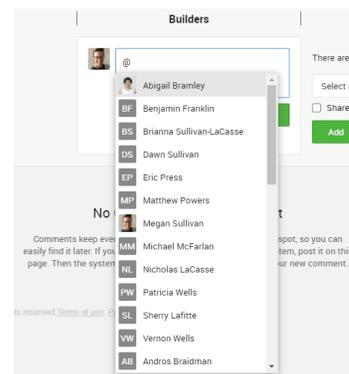
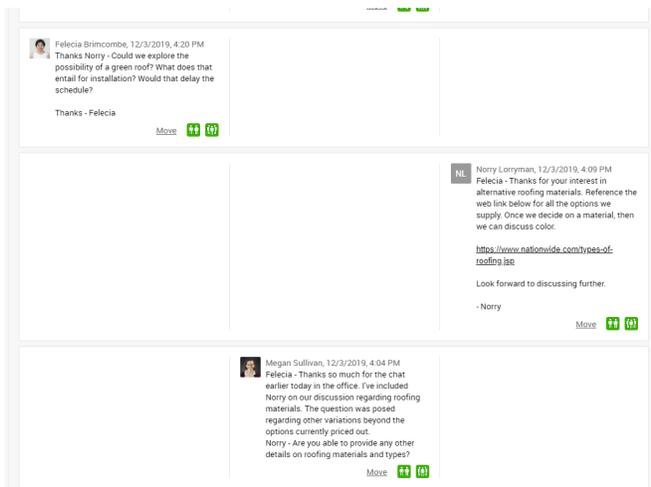
## 1. Put all electronic communication in CoConstruct

Whether it's via the website, mobile app, or simply replying to an email you receive, by putting all of your electronic communication in CoConstruct, you make sure that the right people see the important details, including your builder (and even your spouse). So, rather than sending a one-off text or email to your builder, do it through CoConstruct, and you'll be amazed at how smooth the communication flows on your project. Especially if you're always on the go, be sure to download the CoConstruct app from your phone's app store.



## 2. Use comments to keep your Communication Organized

Not only does CoConstruct keep all of your project communication in one place, but it keeps it organized. It does that through the use of comments that attach to almost anything in the system. Much like your friends can comment on a status or photo in Facebook, you and your builder can comment on things like selection choices or warranty requests. New comments will automatically trigger an email to you, so you never miss a thing. And, if you need to find a conversation later, you don't have to dig through your email. Just go to the topic on the web or mobile app, and everything will be waiting for you, no matter who said what, or when.



### 3. Review and clear your updates

When you log into the site, you'll eventually see items with an "Updated" icon next to them. That means an important detail has changed, such as a new comment or an updated choice on a selection. CoConstruct keeps those 1 marked as updated until you click the "Updated" icon to make it go away.

That way, you never miss any developments on your project. Be sure to clear those often so it's easy to see when new things need your attention. If you have another user on CoConstruct with you, such as a spouse, both of you will see the "Updated" icons, but only one of you will have the ability to click and clear them. Let your builder know if you want a different person to have that responsibility.

Alerts & Updates	
 Specs & Selections	1 update
 Invoices	1 update
 Job Log	1 update

For more information, please visit [coconstruct.com](https://coconstruct.com) or call (800) 213-3392.