



buildtoo

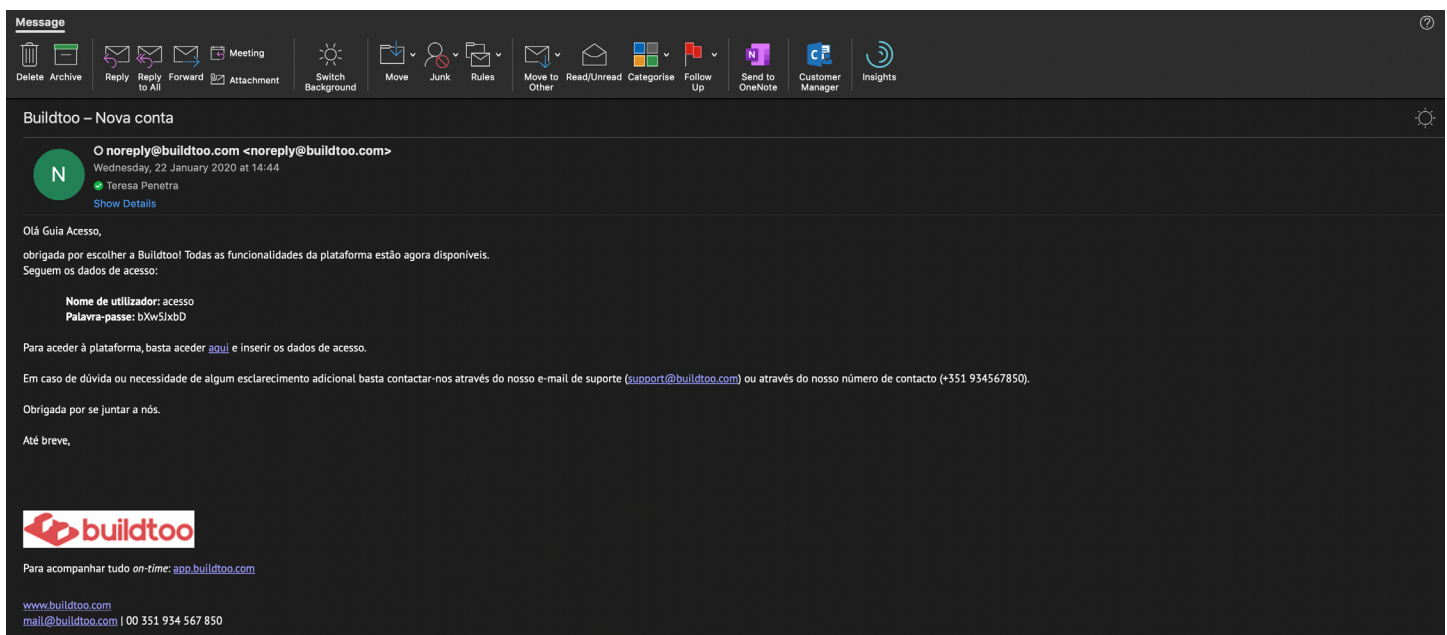
Quick Access Guide
V 1.0_january 2020

summary

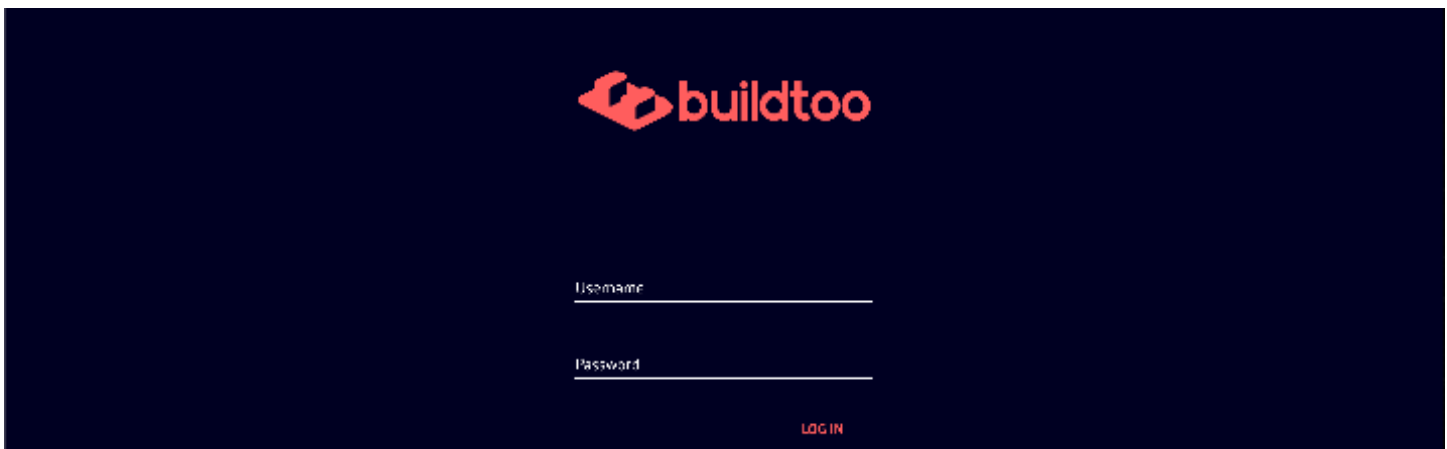
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platform access

The access to the platform is done by a link received through email,



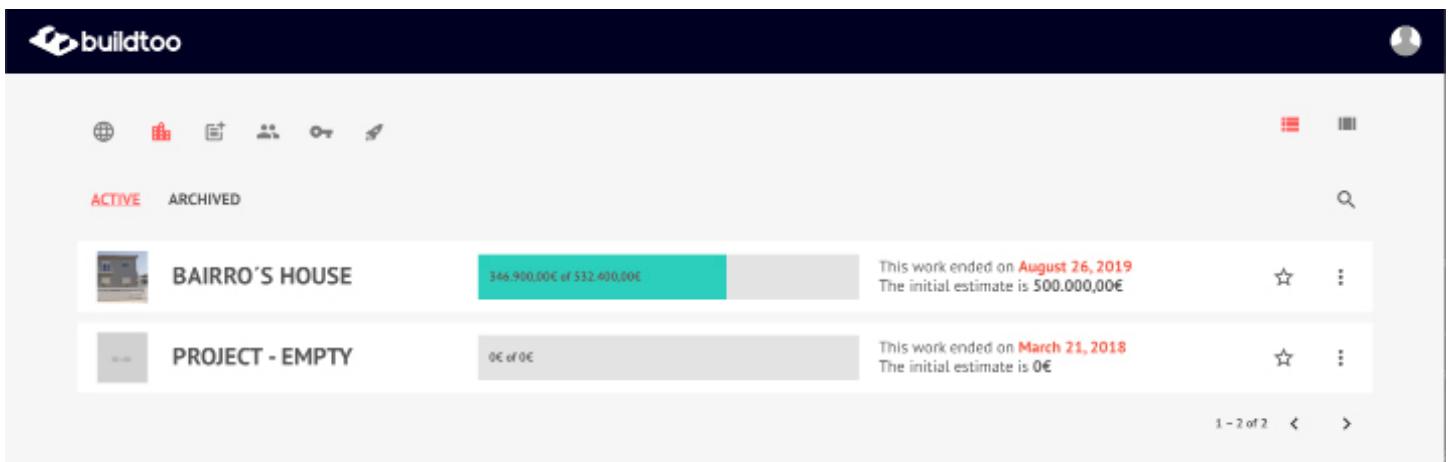
filling the form with the respective access data.



access to the project

On the main page is presented the list of projects that the user is attached to.

To enter one of the projects just click on the image or name associated with it.

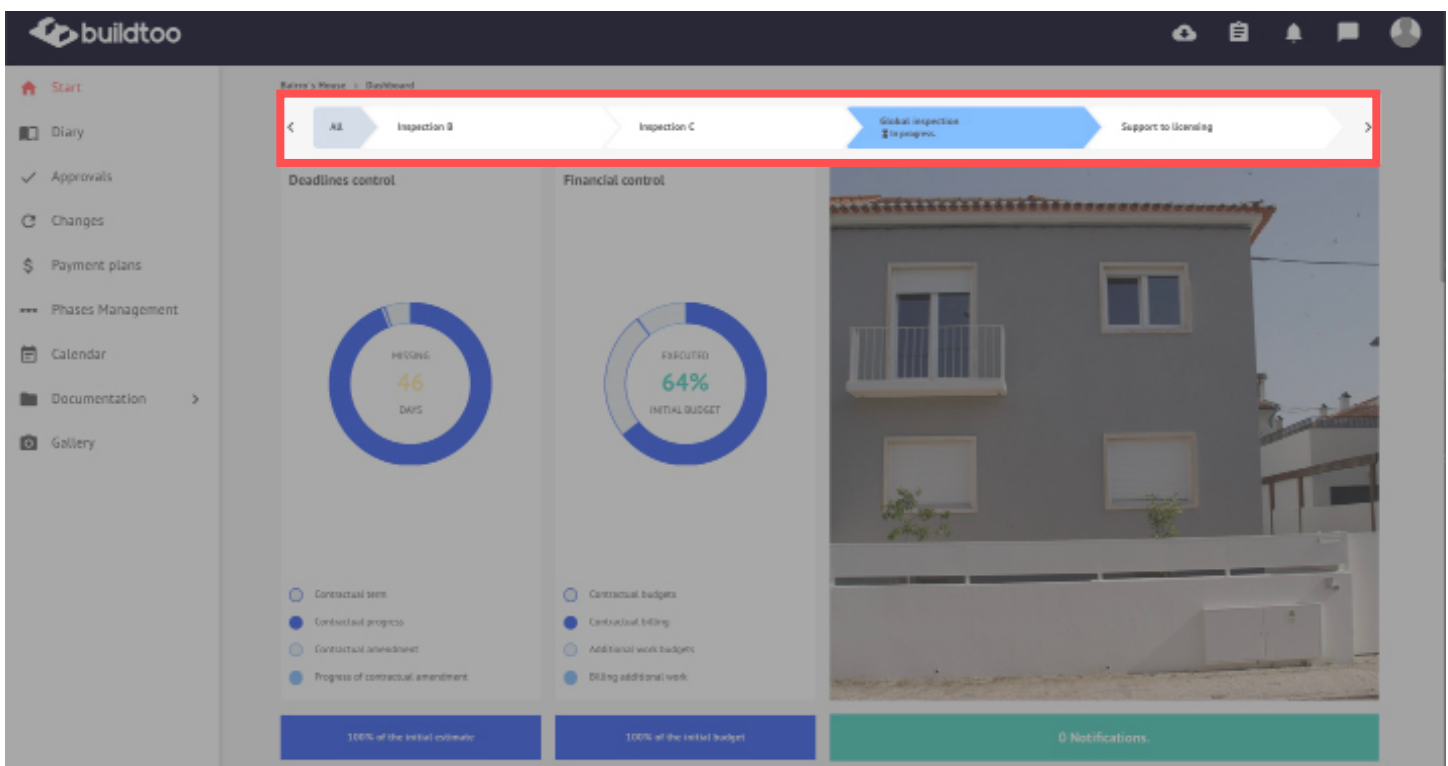


dashboard

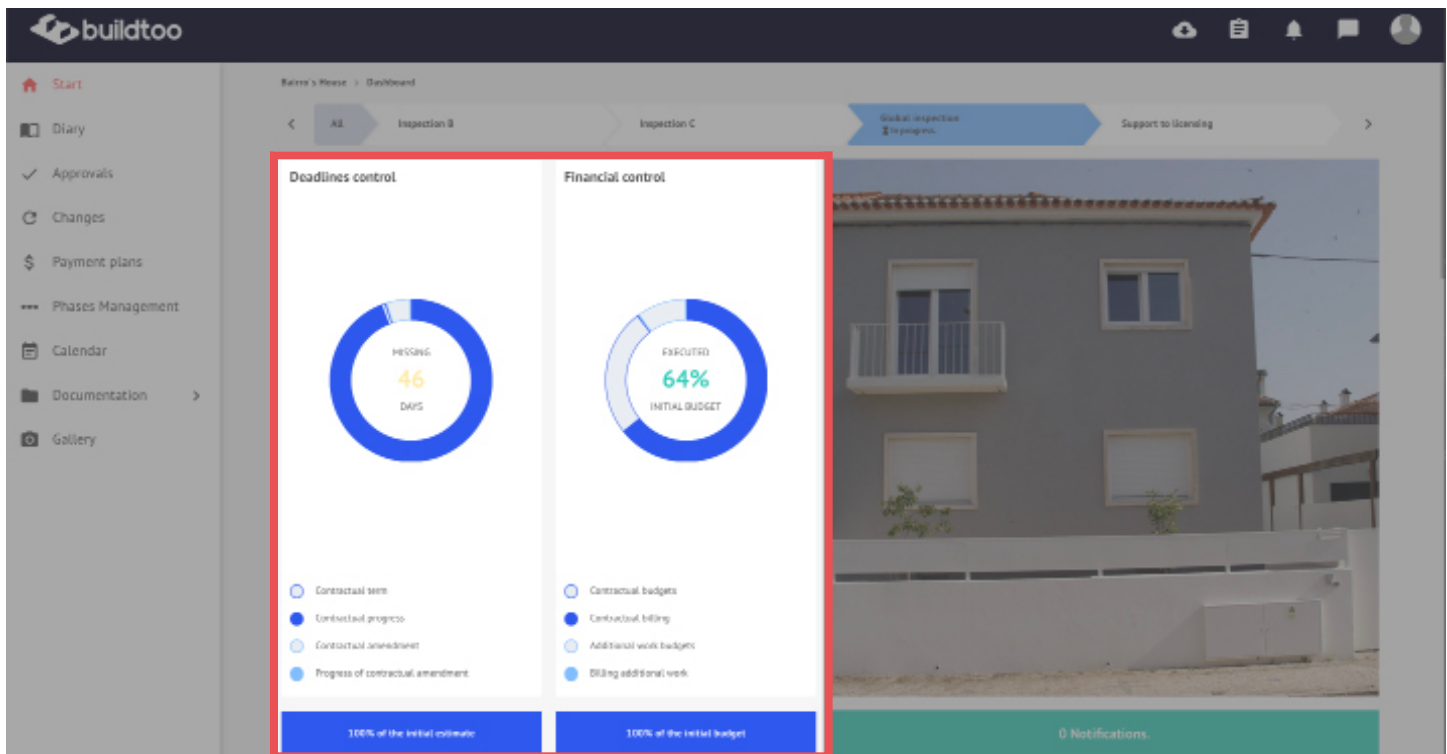
The dashboard allows analyzing the main indicators in the construction process as contract deadlines, contract budgets and the work carried out during the project/work.

It is the first view that appears when you enter the project. Here it is possible to see the project summary as well as control all the deadlines and costs of the project, namely:

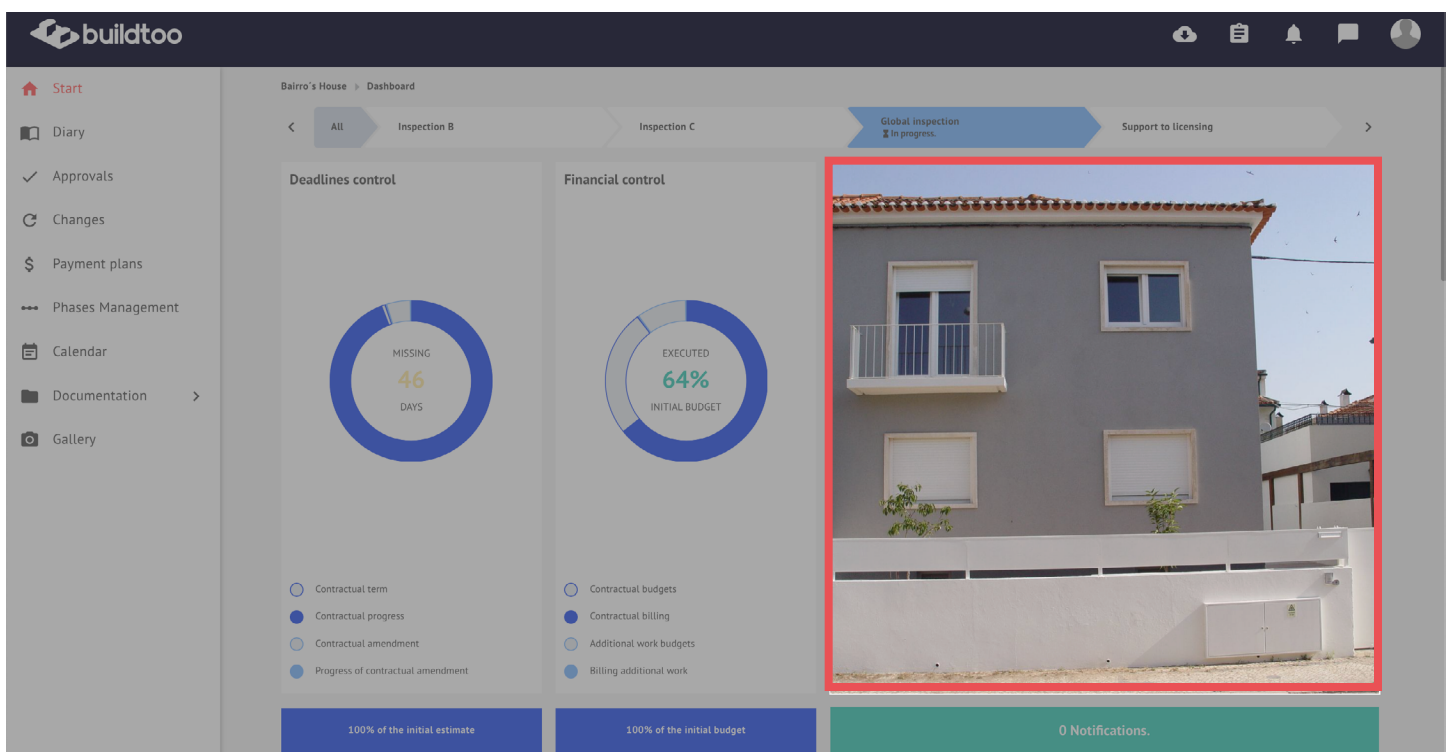
- the **phases** associated with the project;



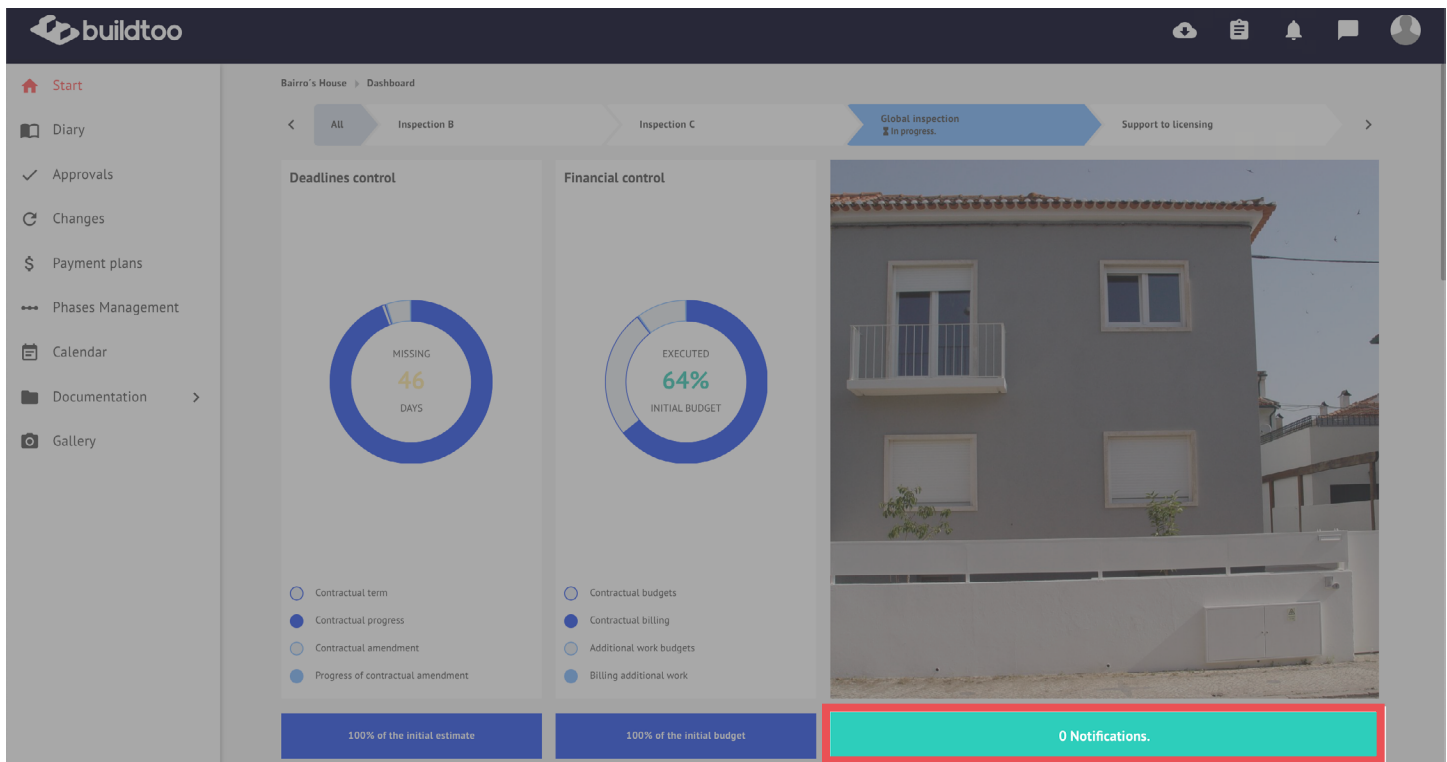
- graphic information about **deadlines** and **costs control**;



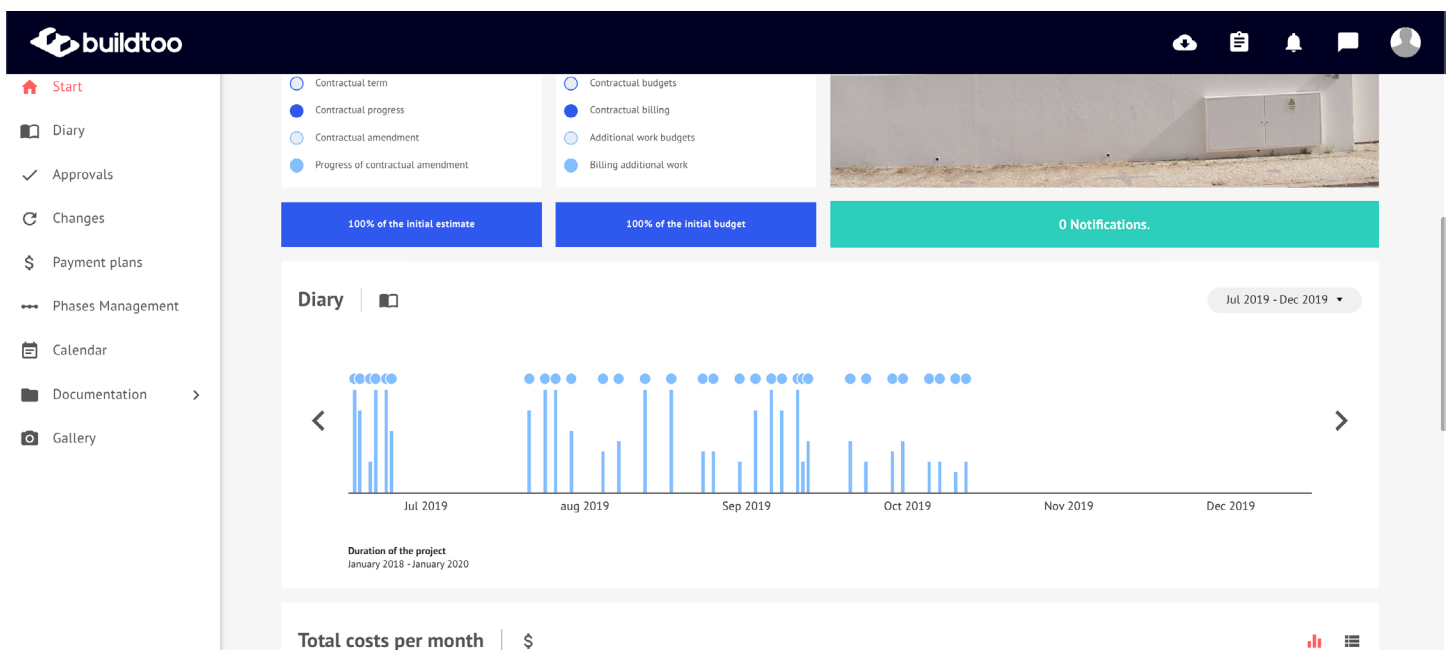
- an **image** of the last site visit;



- the **notifications** board;



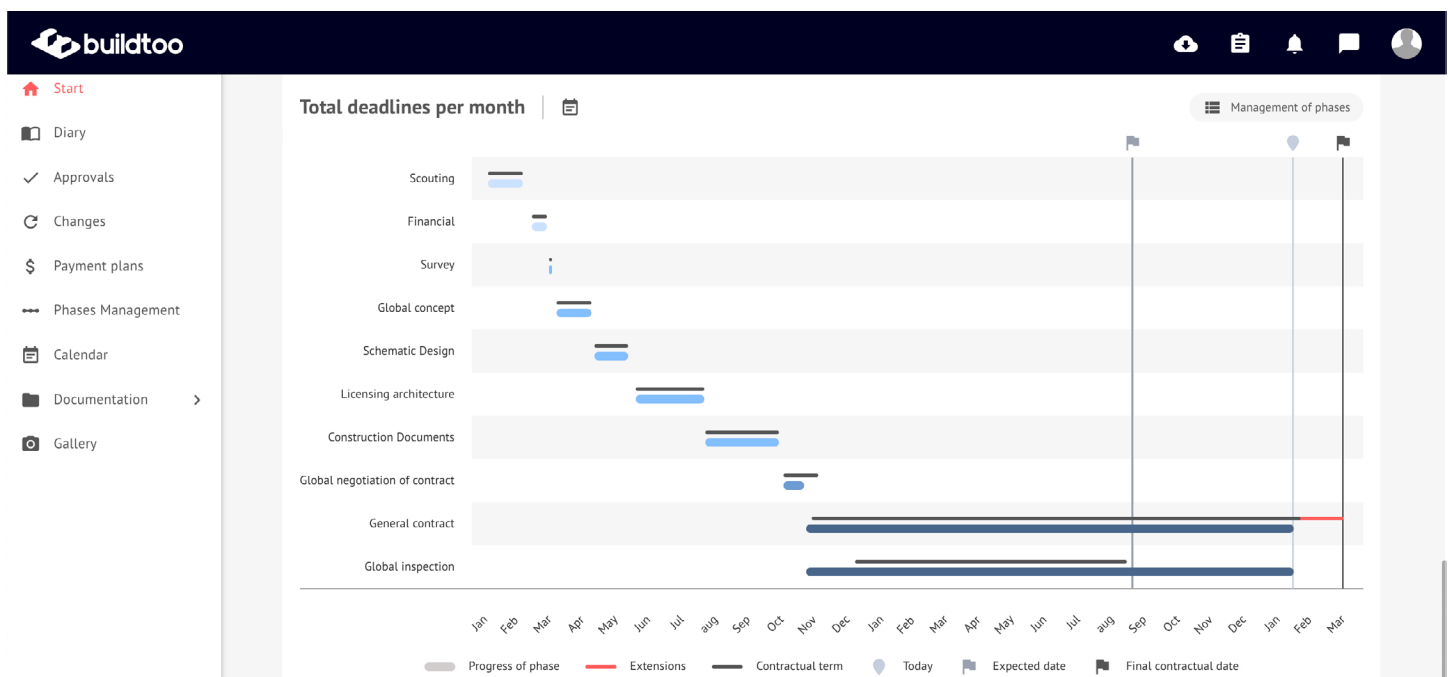
- a timeline with the project/works **diaries**;



- the detailed graphic with **financial information** of the contractual and additional works;



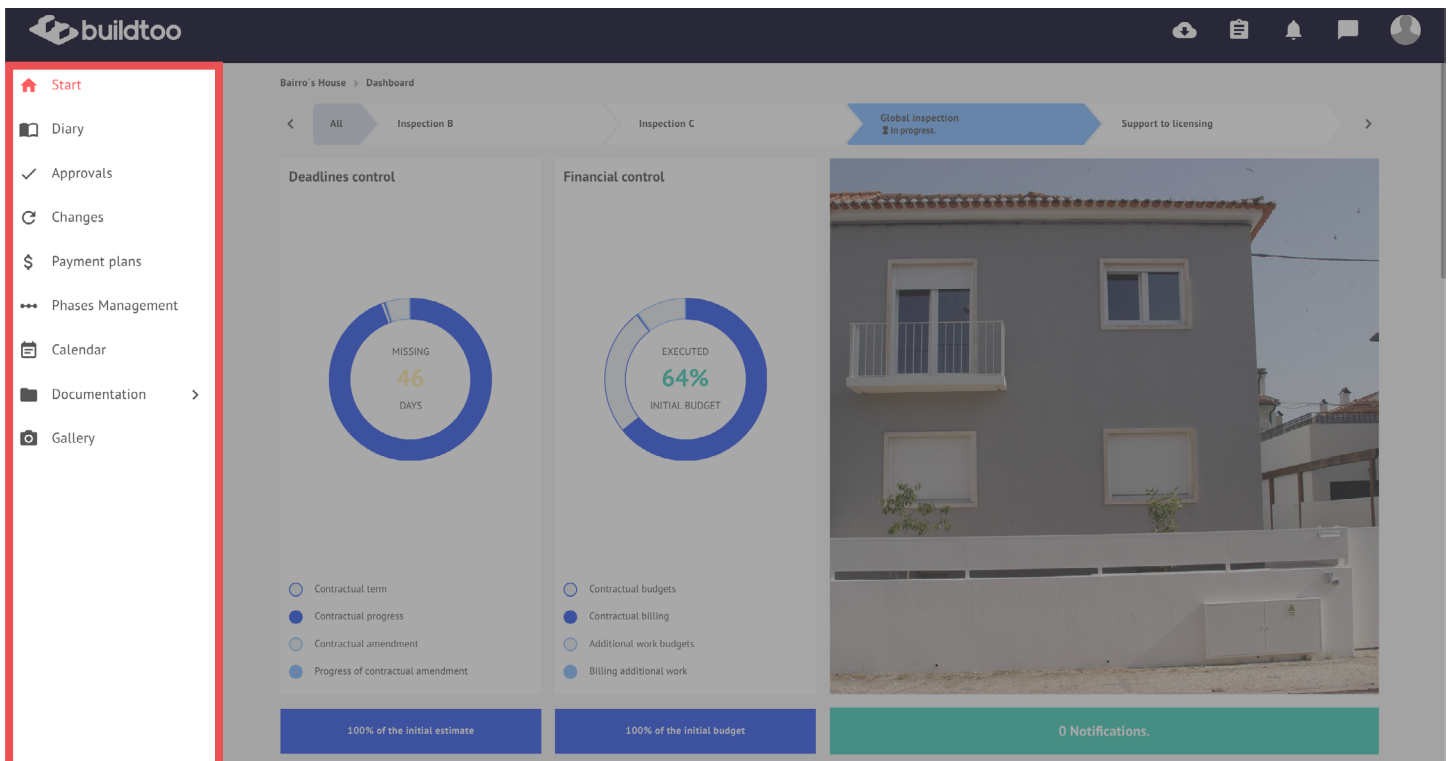
- the monthly **planning** of the phases.



side menu

We can select the section we want to view on menu on the left side, where we find the following tabs: "Home", "Diary", "Approvals", "Changes", "Payment Plan", "Phase Management", "Calendar", "Documentation", which is divided into several folders, and finally the "Gallery".

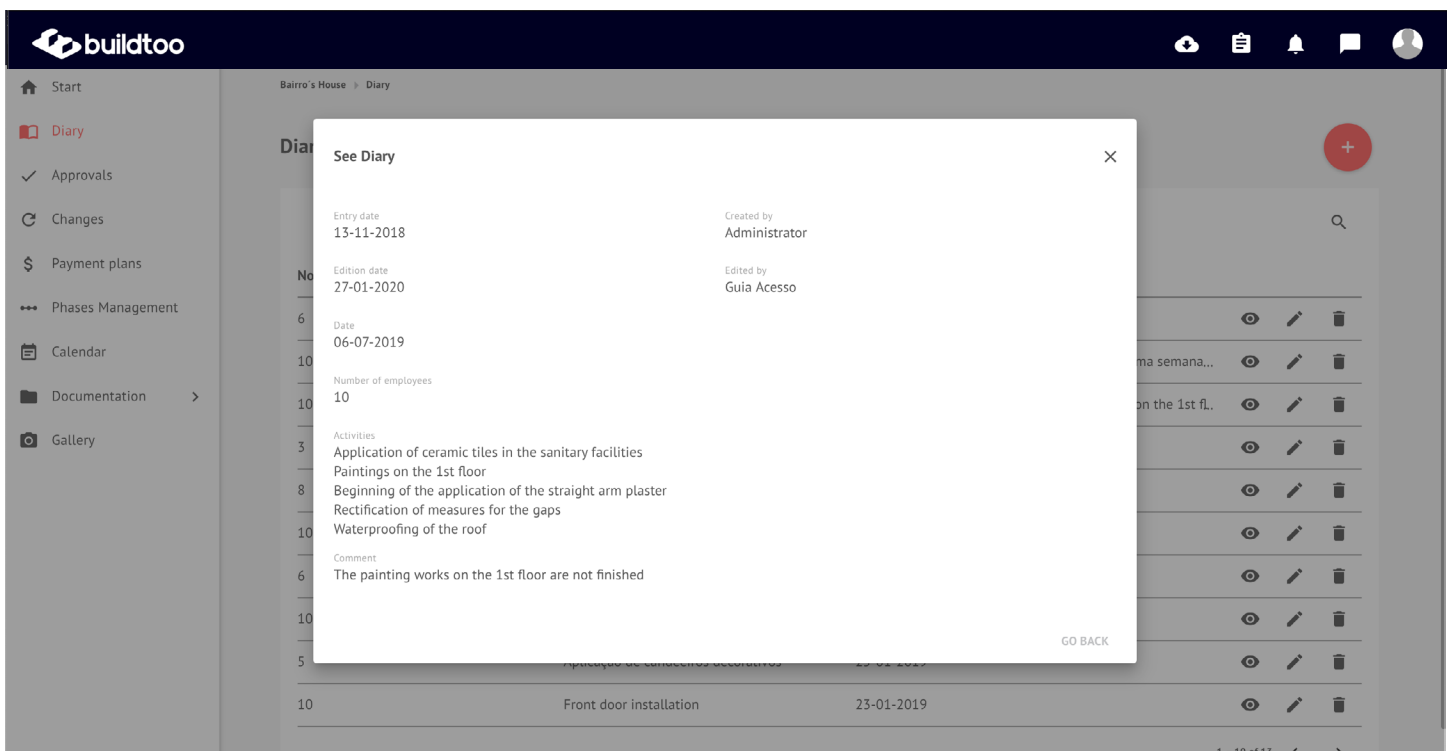
Next, we will explain in detail each of these functionalities.



Diary

This functionality allows you to consult information about the work performed on a given day.

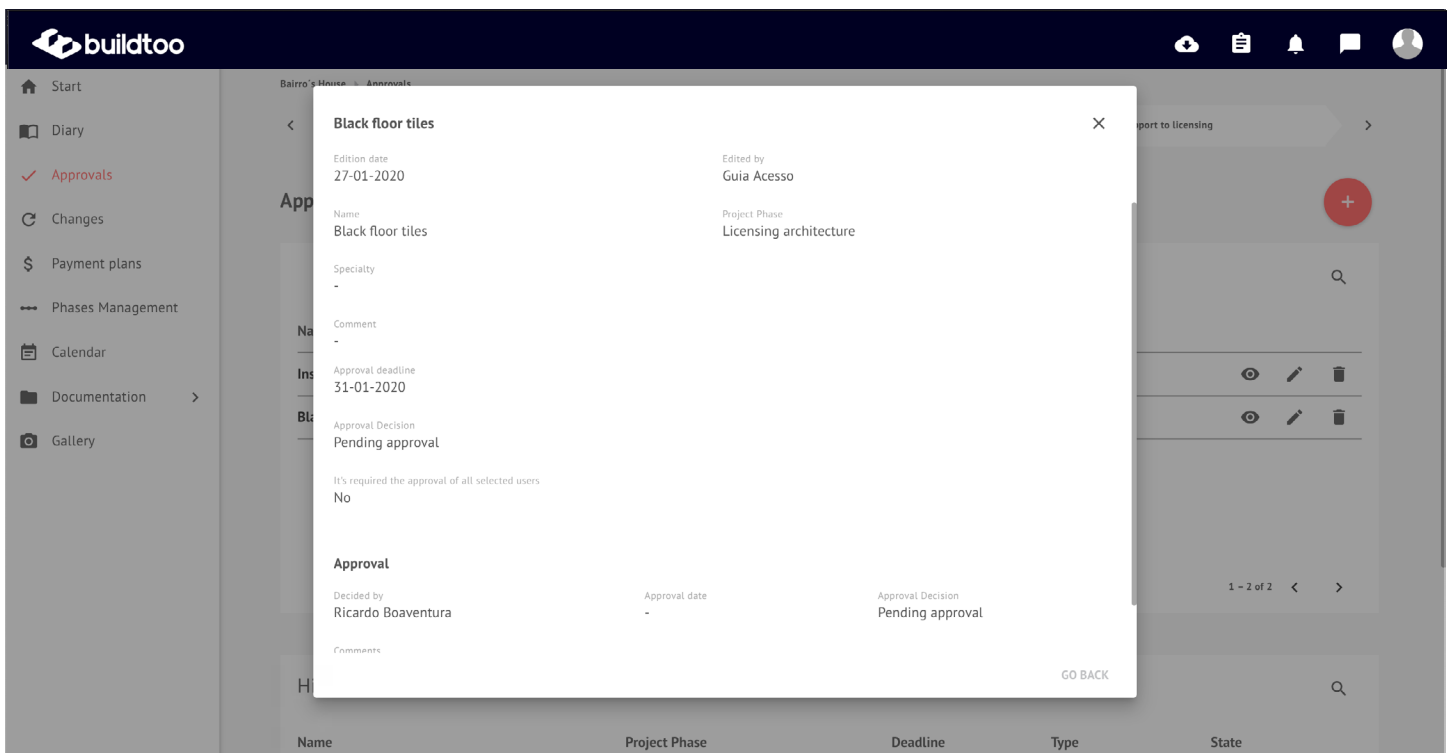
To know how many people have been allocated to the project and what kind of activities they have been developing, simply go over the elements of the graph or click on the “View details” icon.



Approvals

Section where we can insert/consult all decisions submitted for approval.

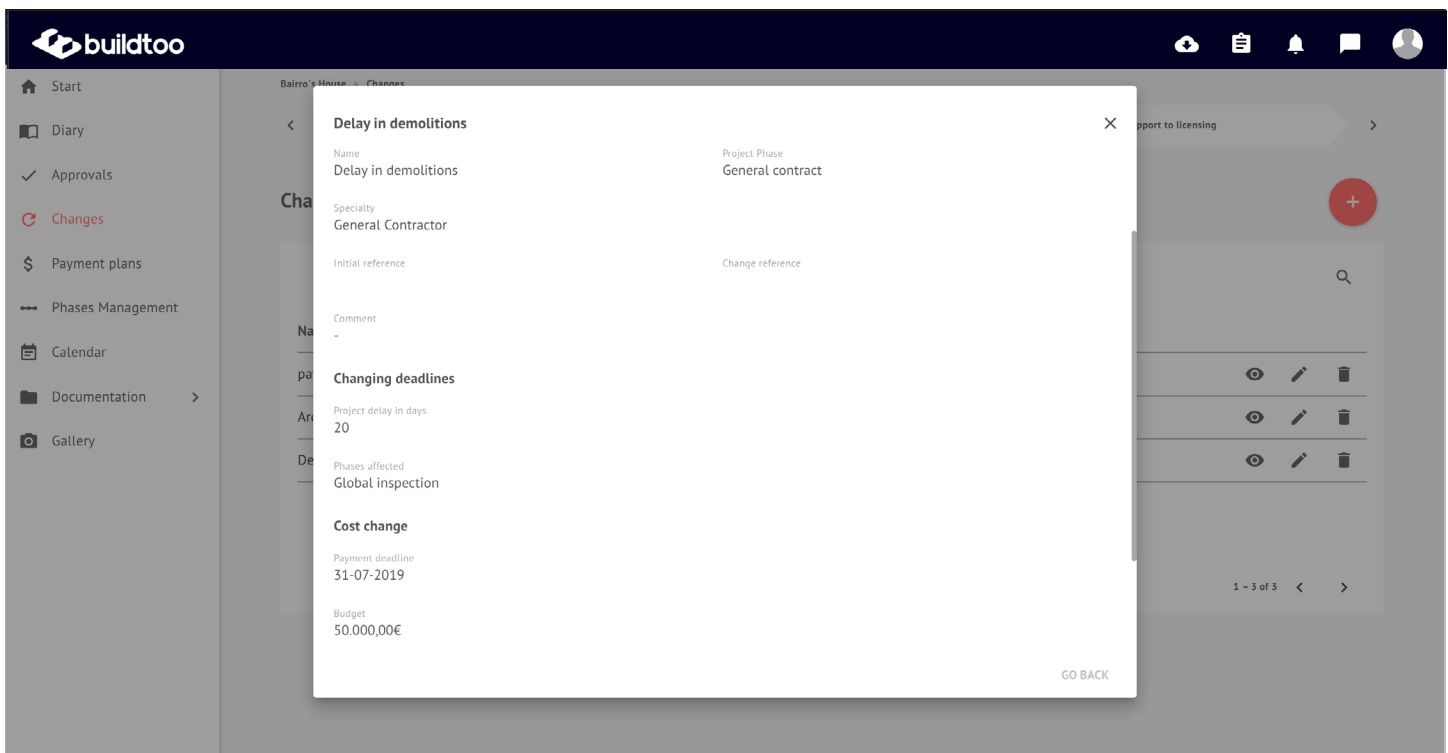
This functionality allows project managers and owners to approve or refuse decisions. Any intervener can enter an approval on the platform and it is possible to define who can approve it.



Changes

This tool allows you to identify the tasks of each phase, which have undergone modifications at a budget level or contractual deadlines.

It is in this tab that any changes are made regarding extra works, errors and omissions and the extension of deadlines, which will be shown on the dashboard in the pie charts and the graphs of “total costs per month” and “total deadlines per month”.



Payment Plan

All budgets and payment plans must be inserted in this menu.

This functionality consists of scheduling and defining the payment methods of the works done. It allows you to identify the works that need to be paid, the ones that have already been paid, and the amount invoiced, as already explained in the tab "Total costs per month" in the chapter "Dashboard".

Payment plans

Baitro's House > Payment plans

< All Administration Scouting Procurement Financial >

due payment

Name	Project Phase	Budget (€)	Invoiced (€)	Paid (€)	Deadline
Inspection of the work	Global inspection	2.700,00€	2.700,00€	1.800,00€	22-01-2019
Architecture Project	General contract	5.000,00€	0,00€	0,00€	31-07-2019
Specialties Project	General contract	5.000,00€	0,00€	0,00€	31-07-2019
Project Review	General contract	2.000,00€	0,00€	0,00€	31-07-2019
Coordination	General contract	3.000,00€	0,00€	0,00€	25-07-2019

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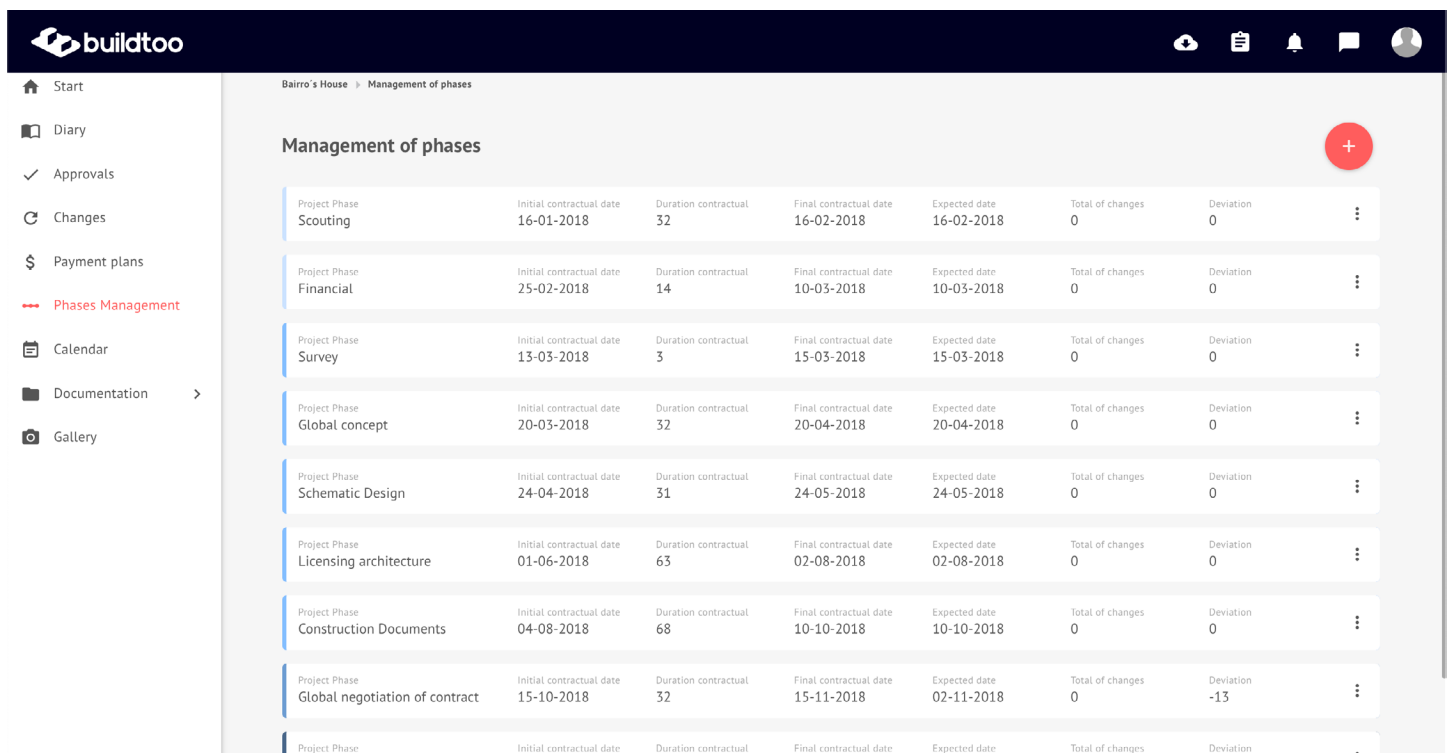
Paid

Name	Project Phase	Budget (€)	Invoiced (€)	Paid (€)	Deadline
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Phases Management

This functionality identifies in detail the information about the phases developed throughout the project / work, the respective contractual deadlines, the changes and deviations of the goals initially defined.

To do so, you just have to register whenever a phase starts and ends to see how much it differs from the contractual dates.



Bairro's House > Management of phases

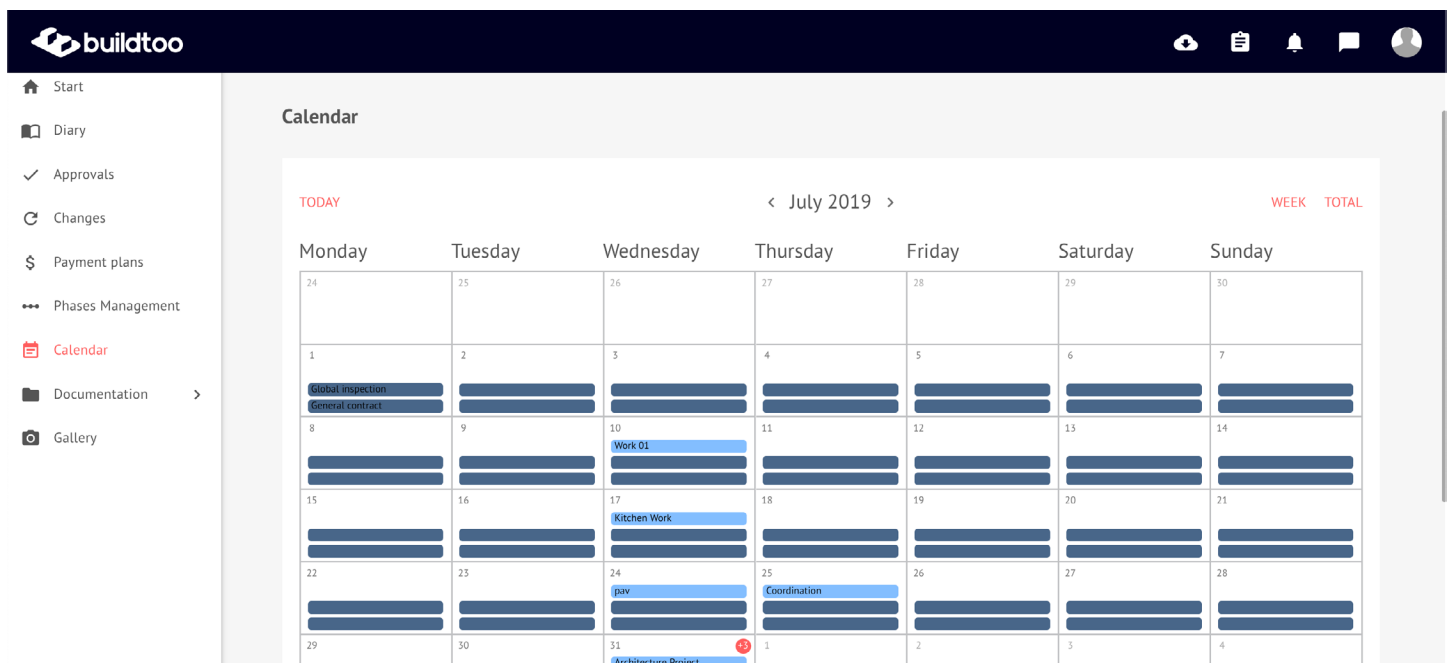
Management of phases

Project Phase	Initial contractual date	Duration contractual	Final contractual date	Expected date	Total of changes	Deviation	
Scouting	16-01-2018	32	16-02-2018	16-02-2018	0	0	⋮
Financial	25-02-2018	14	10-03-2018	10-03-2018	0	0	⋮
Survey	13-03-2018	3	15-03-2018	15-03-2018	0	0	⋮
Global concept	20-03-2018	32	20-04-2018	20-04-2018	0	0	⋮
Schematic Design	24-04-2018	31	24-05-2018	24-05-2018	0	0	⋮
Licensing architecture	01-06-2018	63	02-08-2018	02-08-2018	0	0	⋮
Construction Documents	04-08-2018	68	10-10-2018	10-10-2018	0	0	⋮
Global negotiation of contract	15-10-2018	32	15-11-2018	02-11-2018	0	-13	⋮
							⋮

Calendar

This functionality allows you to see through a calendar when the project phases starts or ends and what tasks to perform.

Dates are marked with different colors depending on the project phase to which it corresponds; each phase has a distinct color, or a task to be performed.



Documentation

This menu is subdivided into 9 sections: the updated documents and project, reports, minutes, folders from several areas and the archive where old versions of the documents and projects can be found.

In this menu it is possible to see all the documents related to the project. The platform allows files of any extension and up until 500mbs.

Buildtoo

Bairro's House > Documents in force

< All Inspection B Inspection C Global inspection In progress Support to licensing >

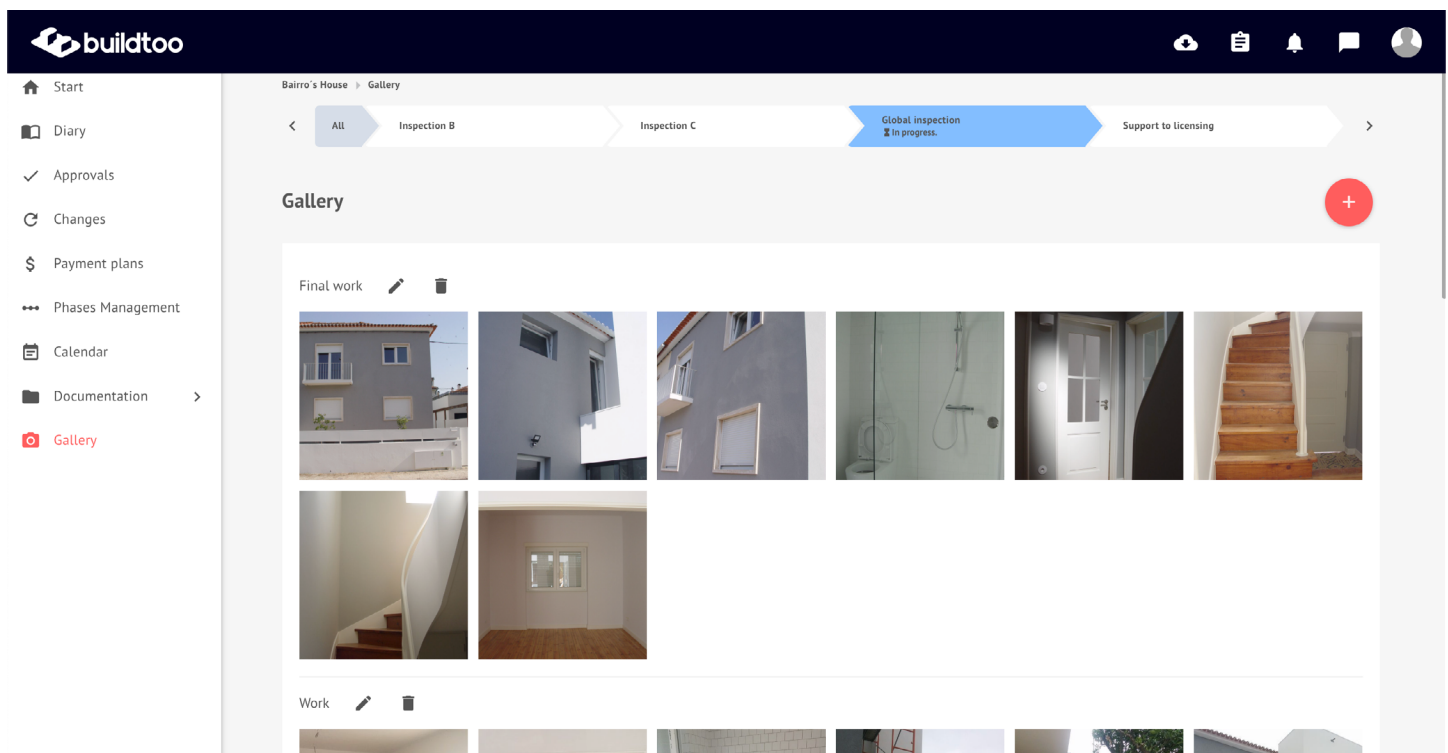
Documents in force

Name	Project Phase	Specialty	Entry date	Review N°.	
Self-measurement	Global concept	General Contractor	10-07-2019	1	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Execution project plans: versio...	Construction Docum...	Architecture	10-07-2019	1	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Quantities Map	Construction Docum...	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Licensing	Licensing architecture	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Fees proposal	Schematic Design	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Implantation	Survey	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Topographic survey	Survey	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️
Architectural survey	Survey	Architecture	13-11-2018	0	👁️ ⬇️ ↺️ ↻️ ✎️ 🗑️

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Gallery

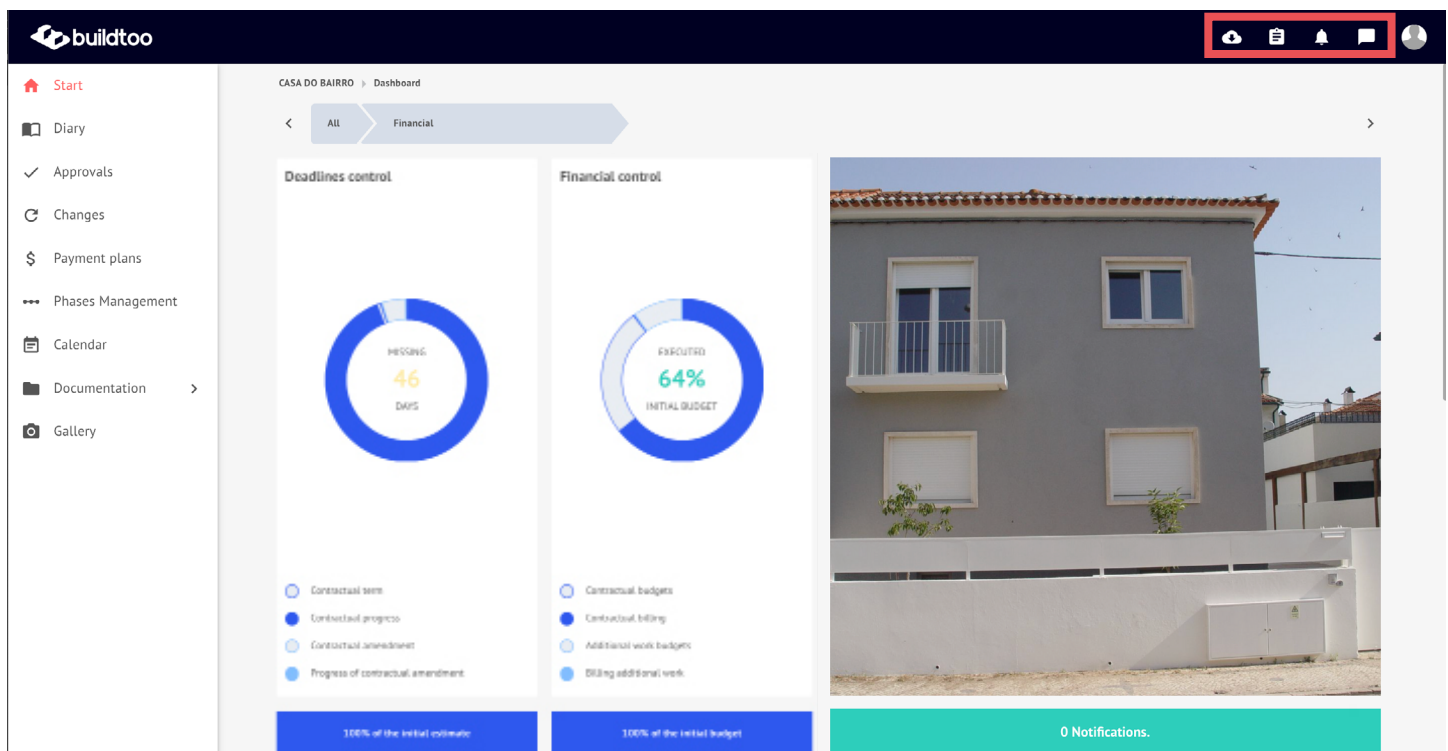
In the gallery we have the photographic record of the whole project. It represents the evolution of the work carried out throughout the construction process from the architectural project, the evolution of works to the final result, through 3D images and photographs.



other functionalities

Between all the other functionalities there are also the ones that are not on the side menu, such as the Chat, the Advanced Research and the functionalities exclusive to the Premium Plan: the Aggregator, the Monitoring Report and the Project Resume.

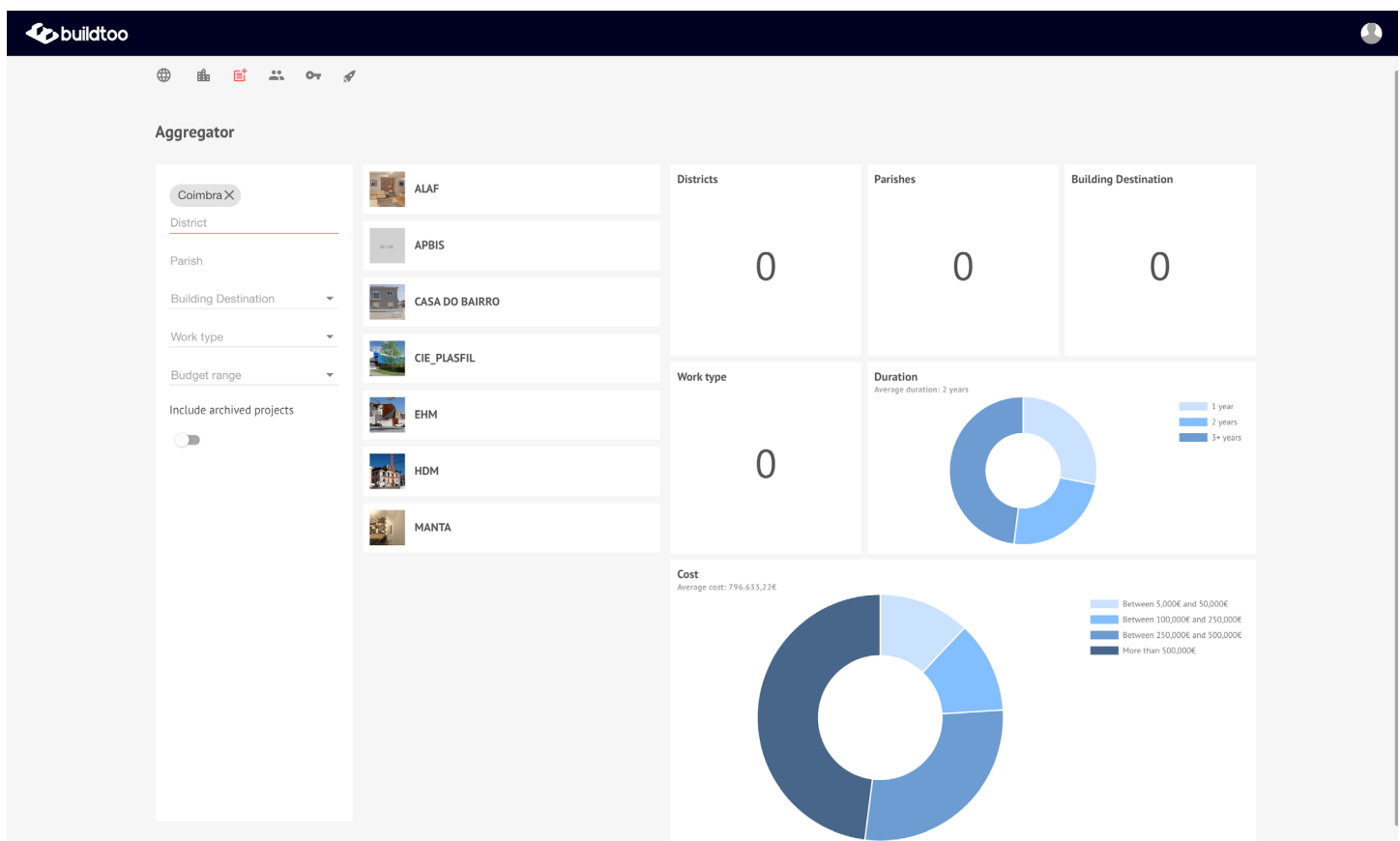
The last three will be explained while the remaining ones are only available on the user manual.



Aggregator

The aggregator is the functionality that allows to gather data from the different projects (active/archived), giving a global sight that facilitates the analyses of those who manage it.

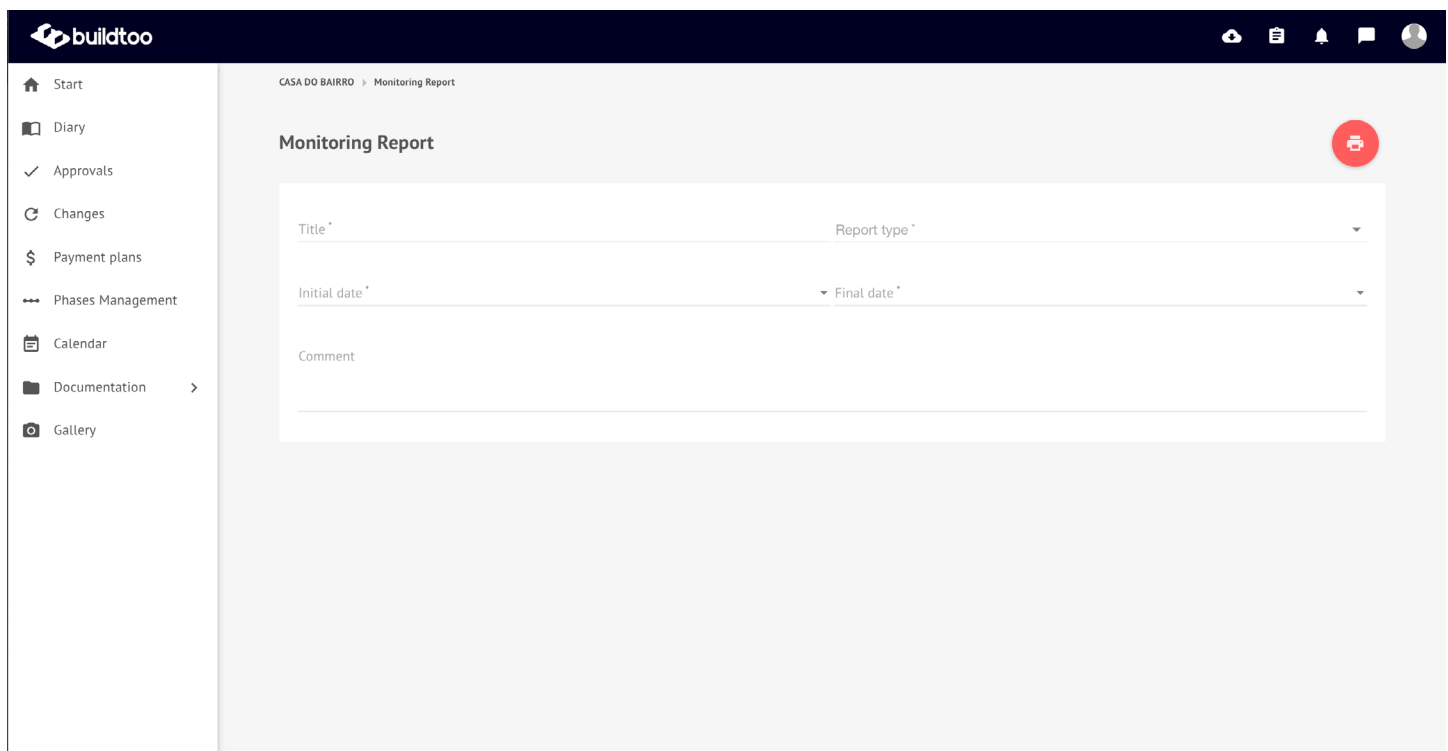
This tool can be found in the upper part of the platform's homepage, where the projects are listed.



Monitoring Report

This tool allows the elaboration of a resumed monitoring report, in a predefined format, relative to a time period that is selected by the user.

Just fill in the fields by choosing the option “Smart” and indicating the beginning and ending dates of the period to which, that report refers to.



The screenshot shows the Buildtoo web application interface. On the left is a dark sidebar with a white 'buildtoo' logo and a list of menu items: Start, Diary, Approvals, Changes, Payment plans, Phases Management, Calendar, Documentation, and Gallery. The main content area has a dark header with the 'buildtoo' logo and navigation icons. Below the header, the breadcrumb 'CASA DO BAIRRO > Monitoring Report' is visible. The title 'Monitoring Report' is displayed above a form. The form contains four fields: 'Title *', 'Report type *' (a dropdown menu), 'Initial date *', and 'Final date *' (a dropdown menu). Below these is a 'Comment' text area. A red circular button with a white printer icon is located in the top right corner of the form area.

Project Resume

The Project Resume is the tool that gathers all the information about the project and is divided into four main areas: General Data, Project & Licensing, Negotiation and Construction Works.

Each of these areas is composed by a set of sections that can be added in each of them.

The screenshot displays the Buildtoo Project Resume interface. The top navigation bar includes the Buildtoo logo and several utility icons. A left sidebar lists various project management tools. The main content area is titled 'Project Resume' and features a tabbed interface with four sections: General Data (selected), Project & Licensing, Negotiation, and Construction Works. The General Data tab contains an 'Identification' section with the following details:

Identification	
Project Code	Designation
000	CASA DO BAIRRO
Address	Postal Code
Bairro Norton de Matos	3030
Location	Parish
Coimbra	Santo António dos Olivais
City	District
Coimbra	Coimbra
Country	
Portugal	

Below the Identification section is an 'Owners' section, which is currently empty.

support materials

We provide all support materials for the platform with a detailed explanation of all features, from guides, to manuals or tutorial videos. We centralized everything here to make the access easy from any device.



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