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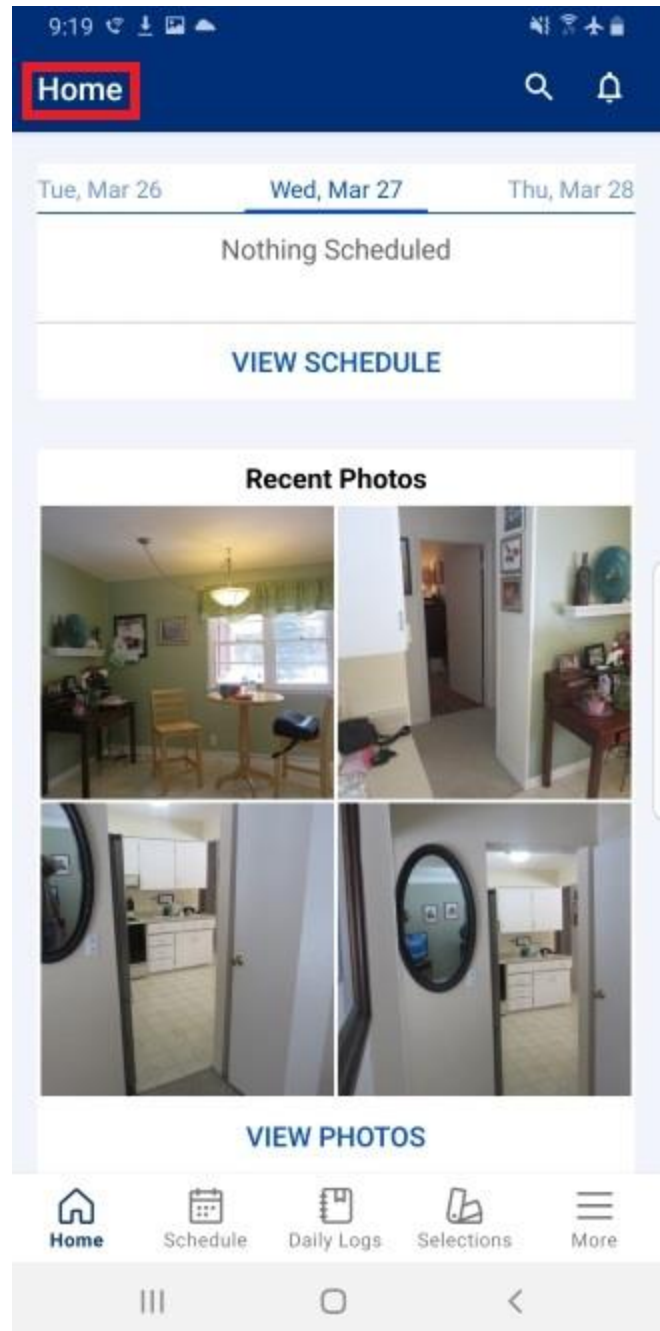
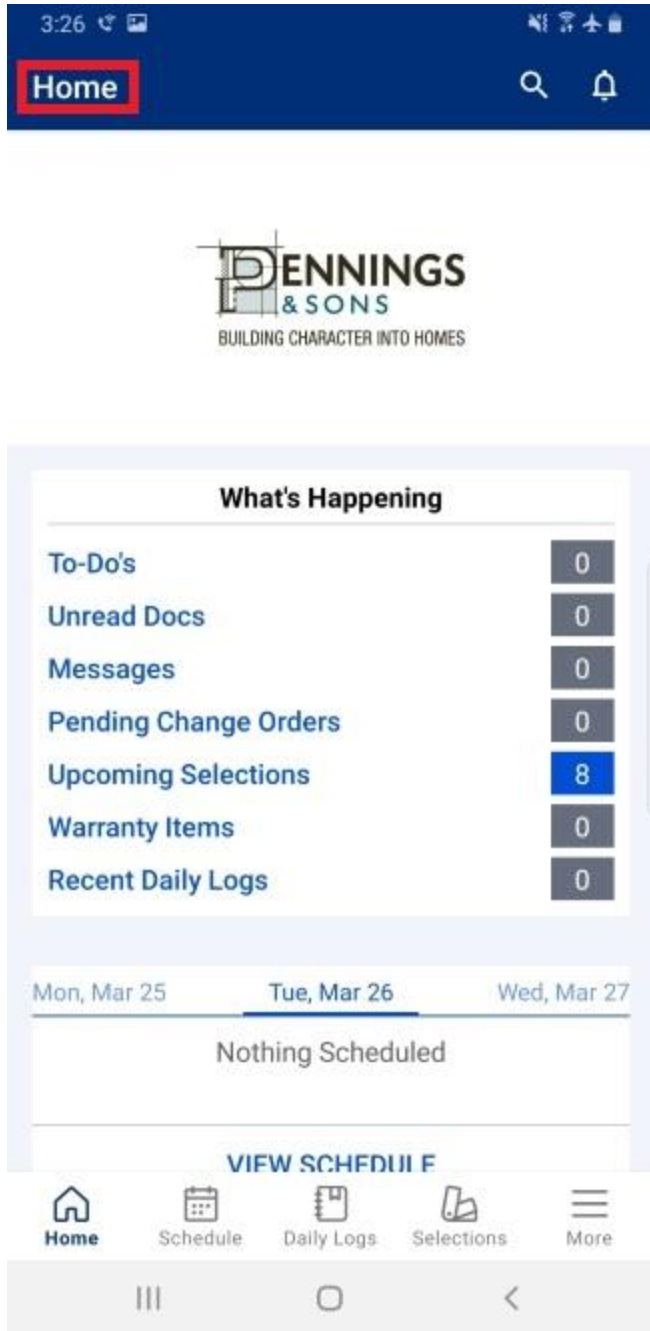
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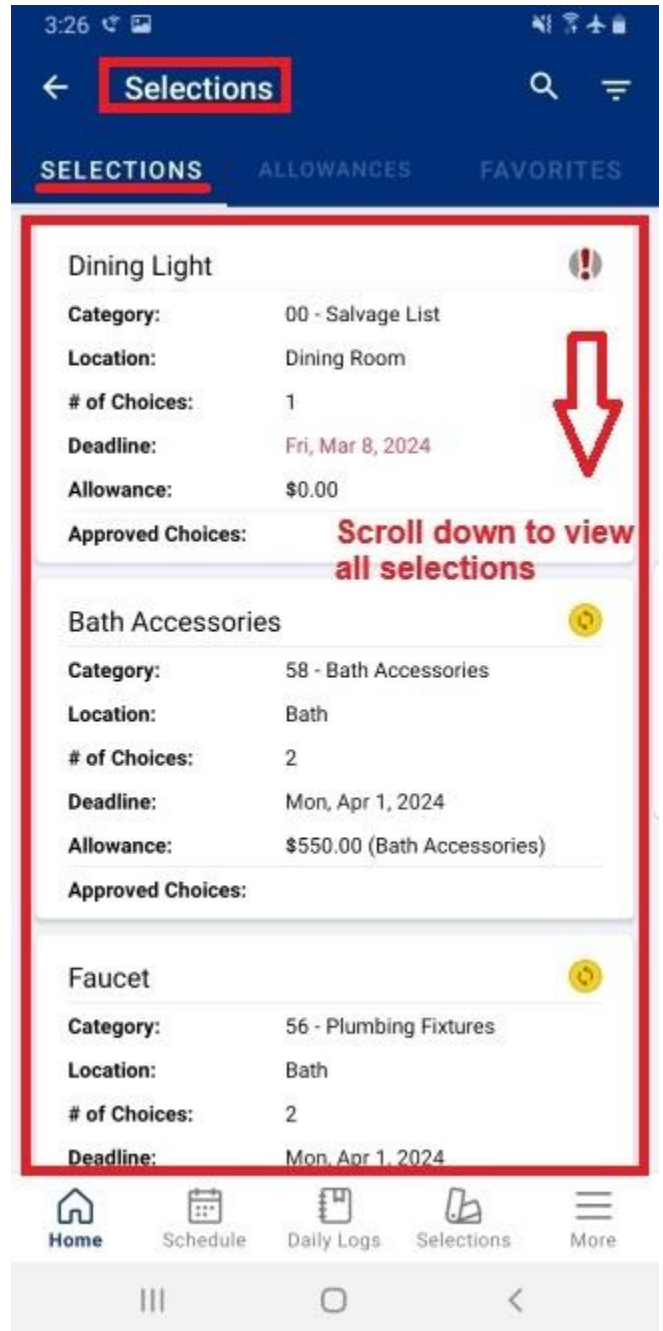
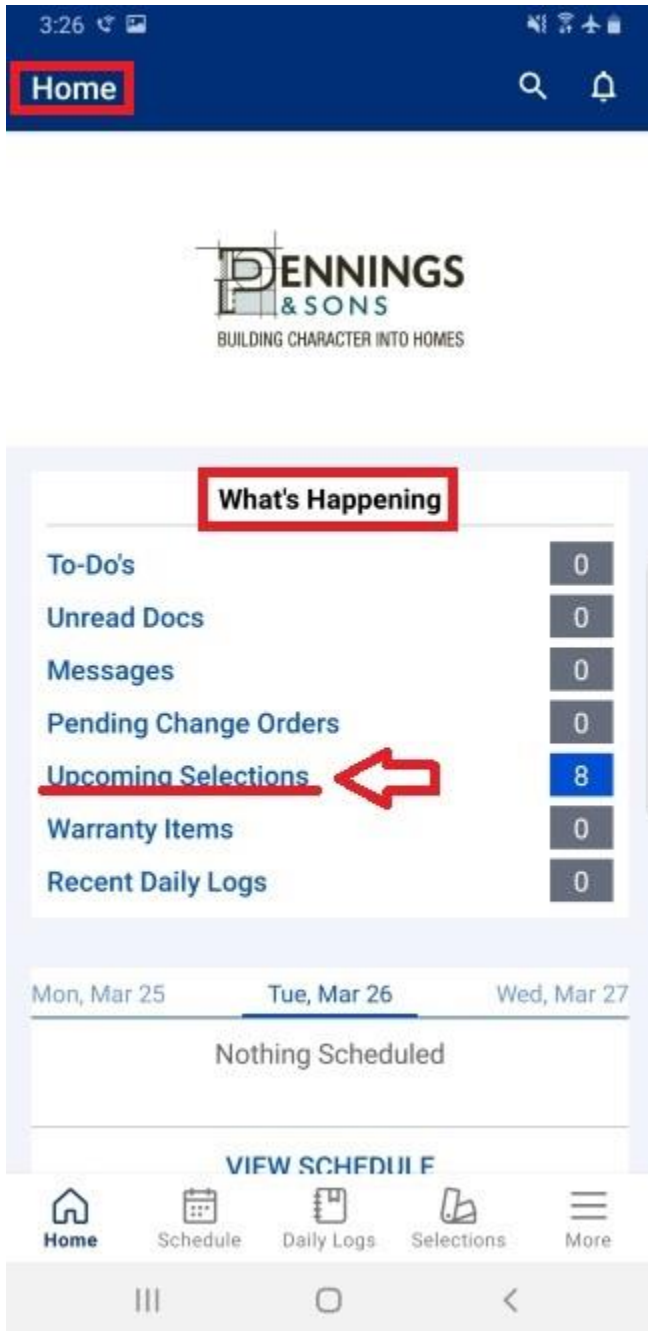
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Welcome to BuilderTrend (BT) and the start of your new Project!

1. When you sign into the BT app on your phone/tablet the below image is the landing page you will see. Here you will find a list of What's Happening, your schedule, images of your home, design plans, and much more when you scroll down the page. Please note that due to the nature of mobile apps the landing page and other features may change slightly over time do to updates. This instructional document is designed to give you the basics on how to navigate the BT App. If you ever have questions, please feel free to reach out to your sales representative.

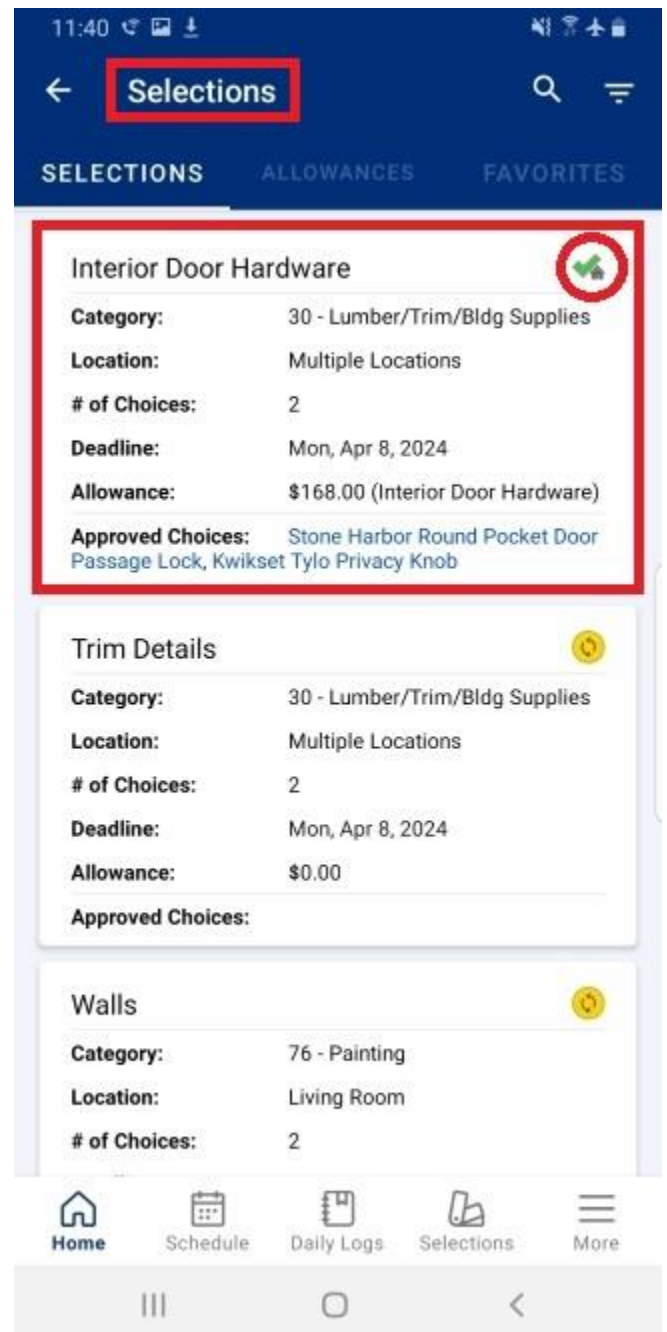
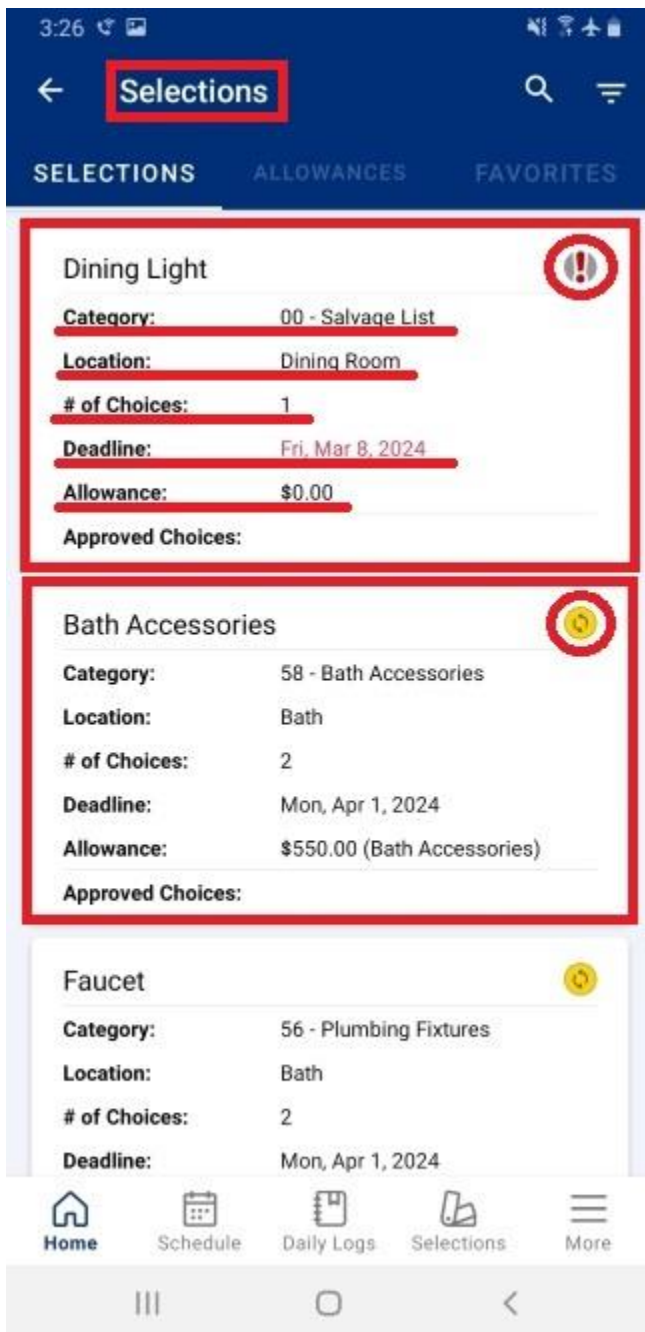


2. To view selections that need to be approved/declined you will click on **Upcoming Selections** from the list under **What's Happening**. You will notice there is a number to the right of this list item that shows 8 selections that require action. After clicking on the **Upcoming Selections** title, it will bring you to the **Selections** page within the BT app. Here you will locate all the selections that require action.



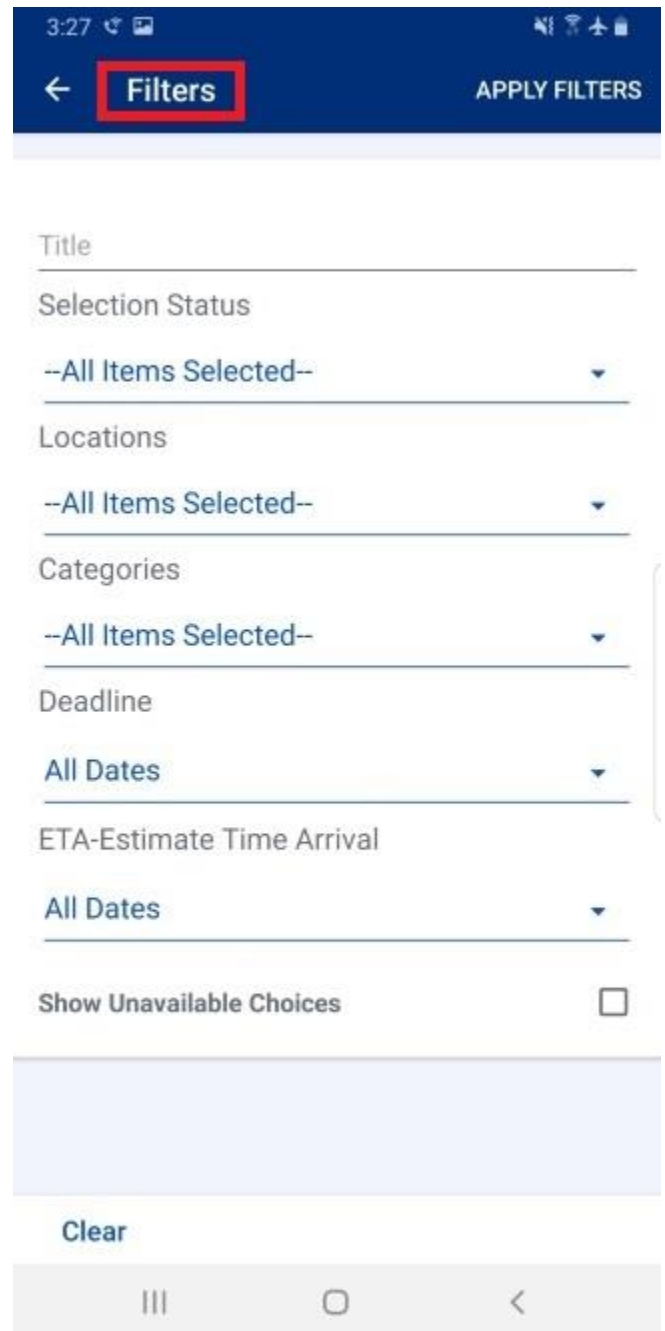
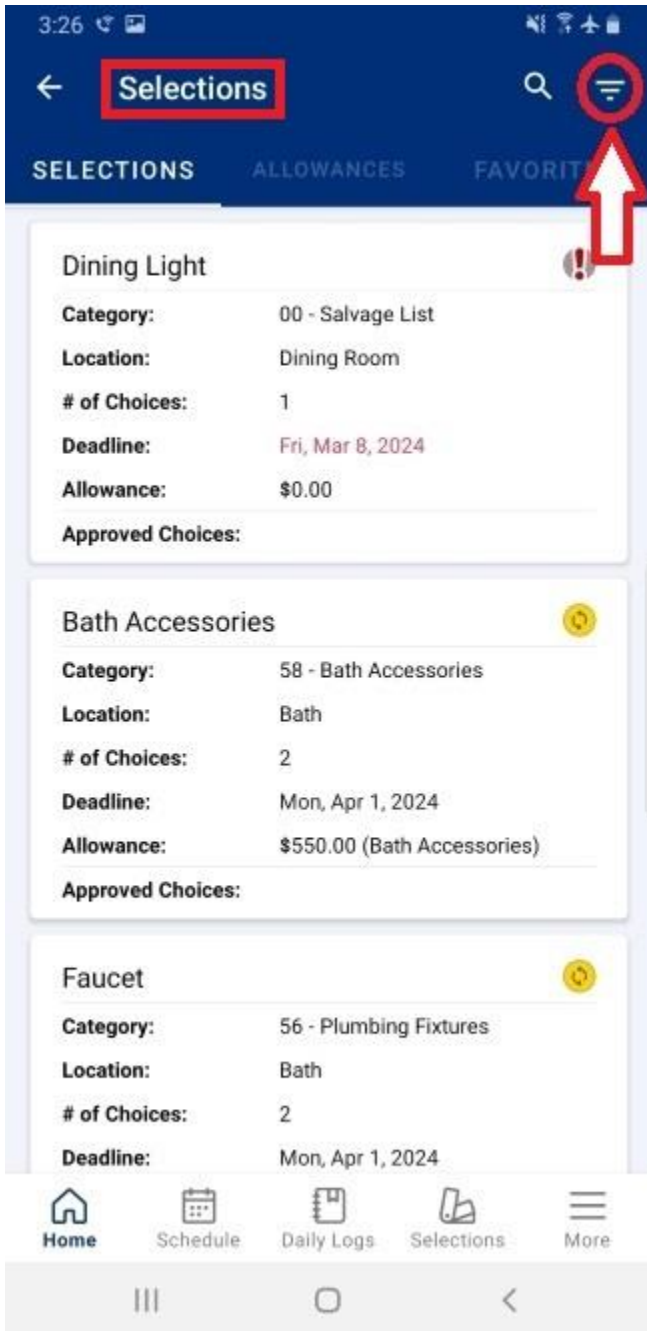
3. Each selection will have an icon in the upper right-hand corner of the selection card. Each selection card will show the Category, Location, # of Choices, Deadline, and Allowance. Below are details about each icon and what they represent.

- The  icon indicates this selection is **Past Due** and requires immediate attention. When you look at the selection tile the Deadline date will be in **Red** to indicate it is past due.
- The  icon indicates a **Pending** selection that is not yet past due but requires action.
- The  icon indicates a selection that has already been **Completed** and requires no further action.

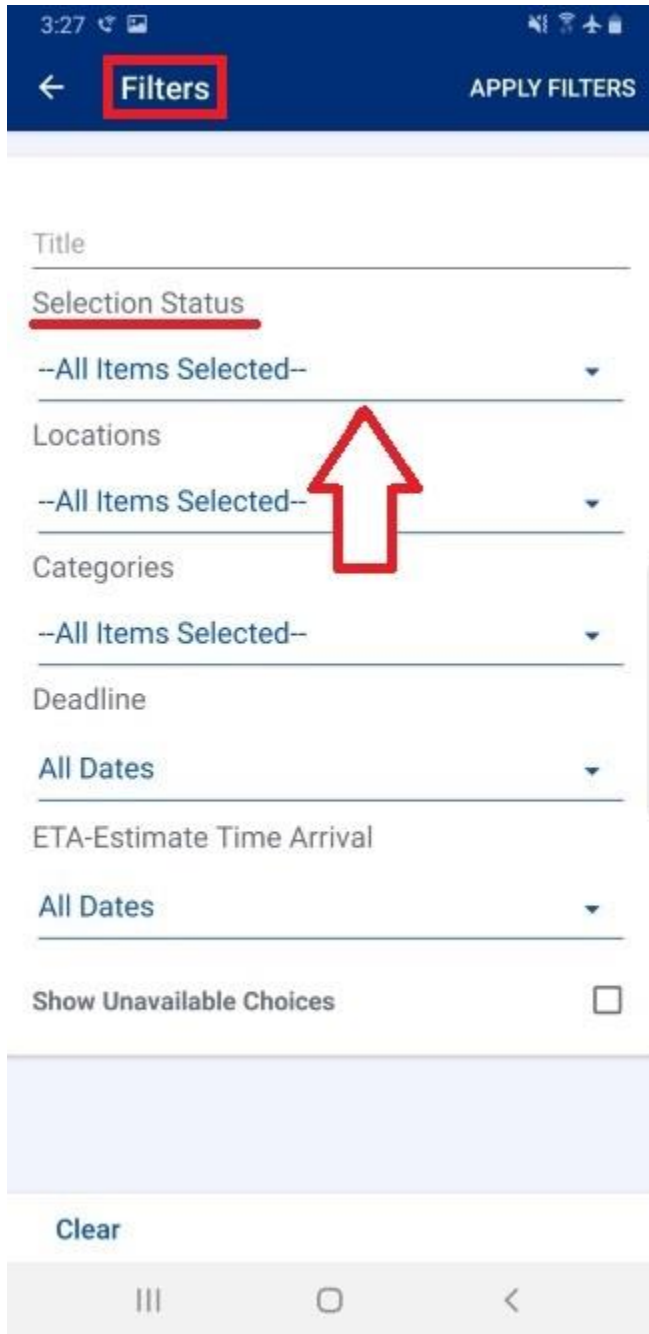


4. To clear up the selection view so you only see **Past Due** or **Pending** selections you will click on the stacked 3 lines in the upper right-hand corner of the app. This will load a new page titled **Filters**. Here you will click on the **Selections Status** drop down which will load a new page.

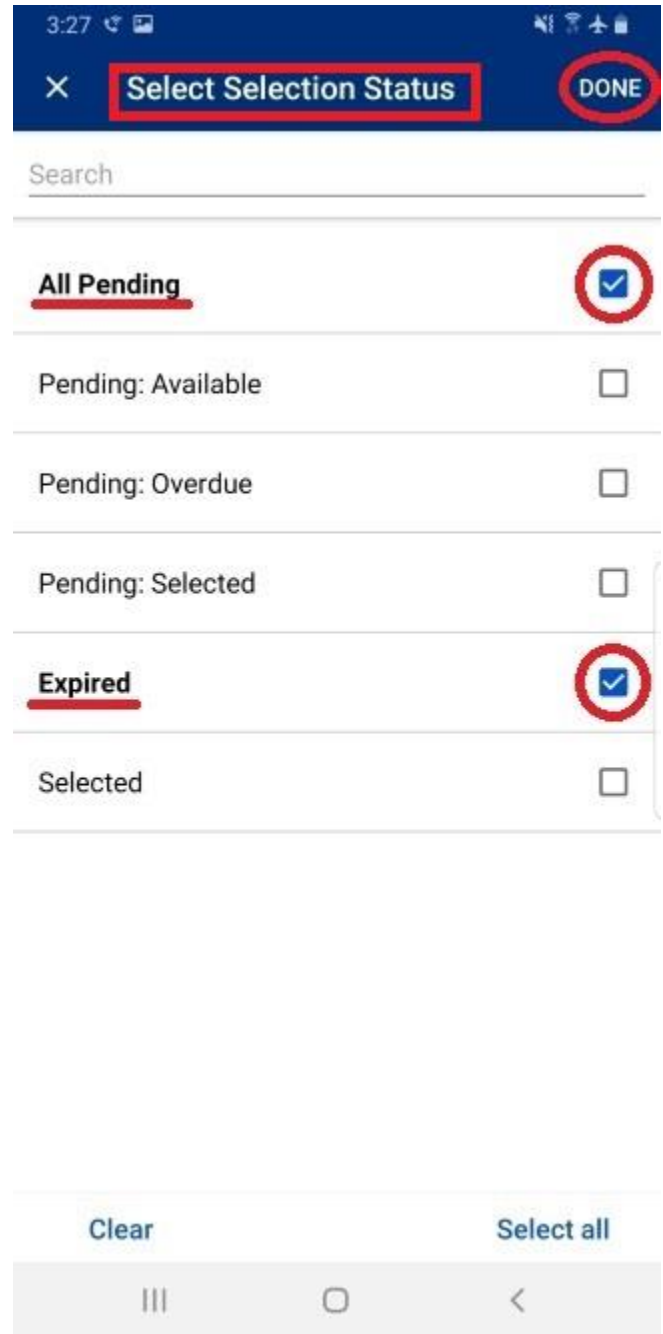
****Note:** Steps 4 – 6 will need to be repeated any time you exit the BT app.



5. Click on the **Selection Status** drop down which will load a new page. Here you can choose **All Pending** and **Expired**. Once you have both filters selected you can save them by clicking **Done** in the upper right-hand corner of this page.

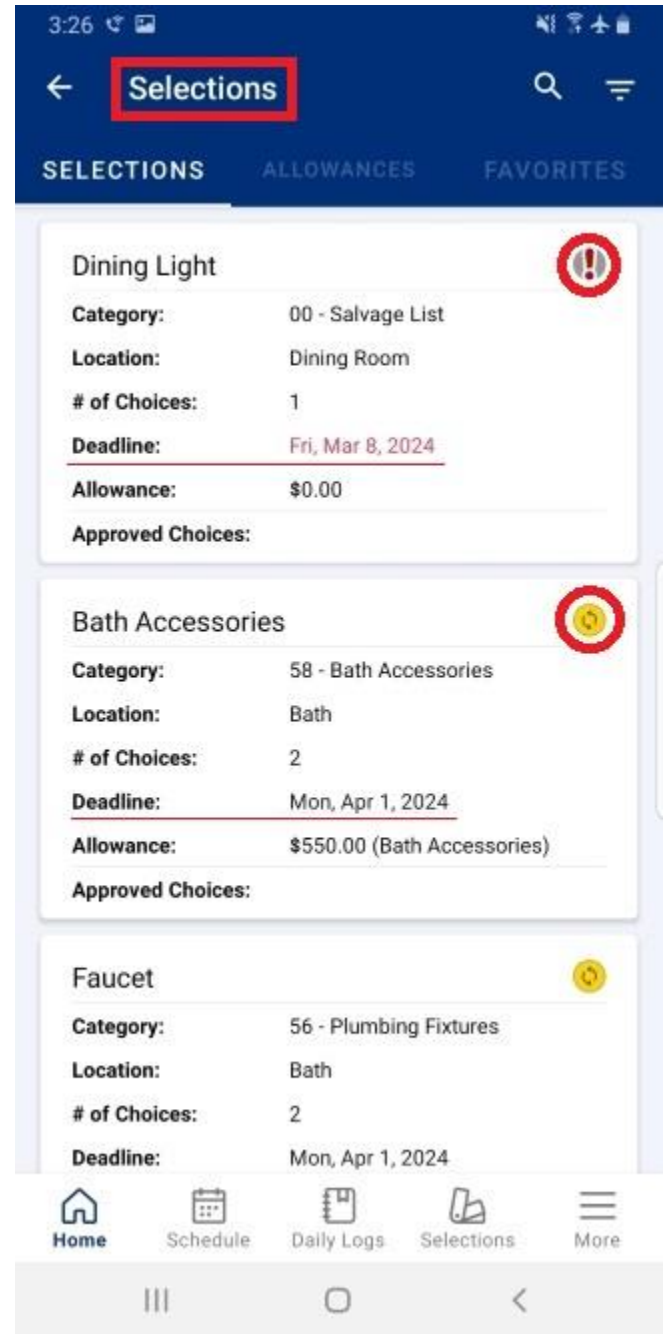
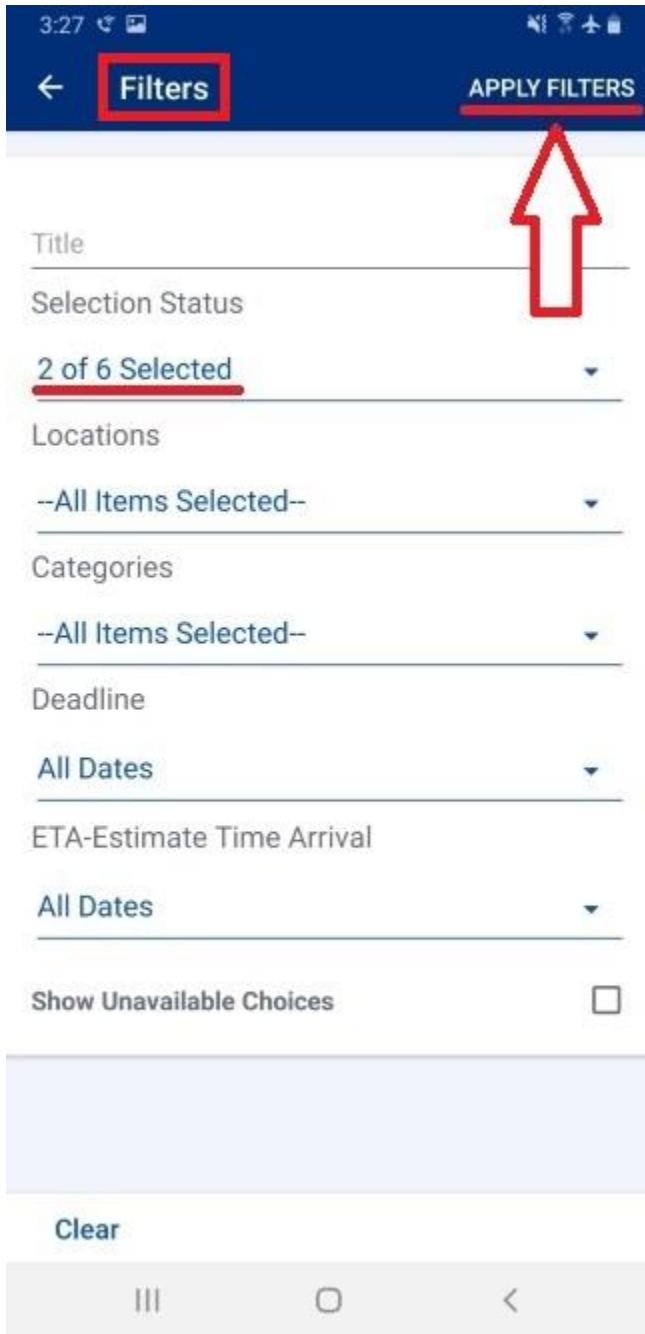


This screenshot shows the 'Filters' page in a mobile application. The top navigation bar is dark blue with a back arrow, the word 'Filters' in a red box, and 'APPLY FILTERS'. Below the header, there are several filter categories: 'Title', 'Selection Status' (underlined in red), 'Locations', 'Categories', 'Deadline', 'ETA-Estimate Time Arrival', and 'Show Unavailable Choices'. Each category has a dropdown menu with '--All Items Selected--'. A large red arrow points upwards towards the 'Selection Status' dropdown. At the bottom, there is a 'Clear' button and an Android navigation bar.



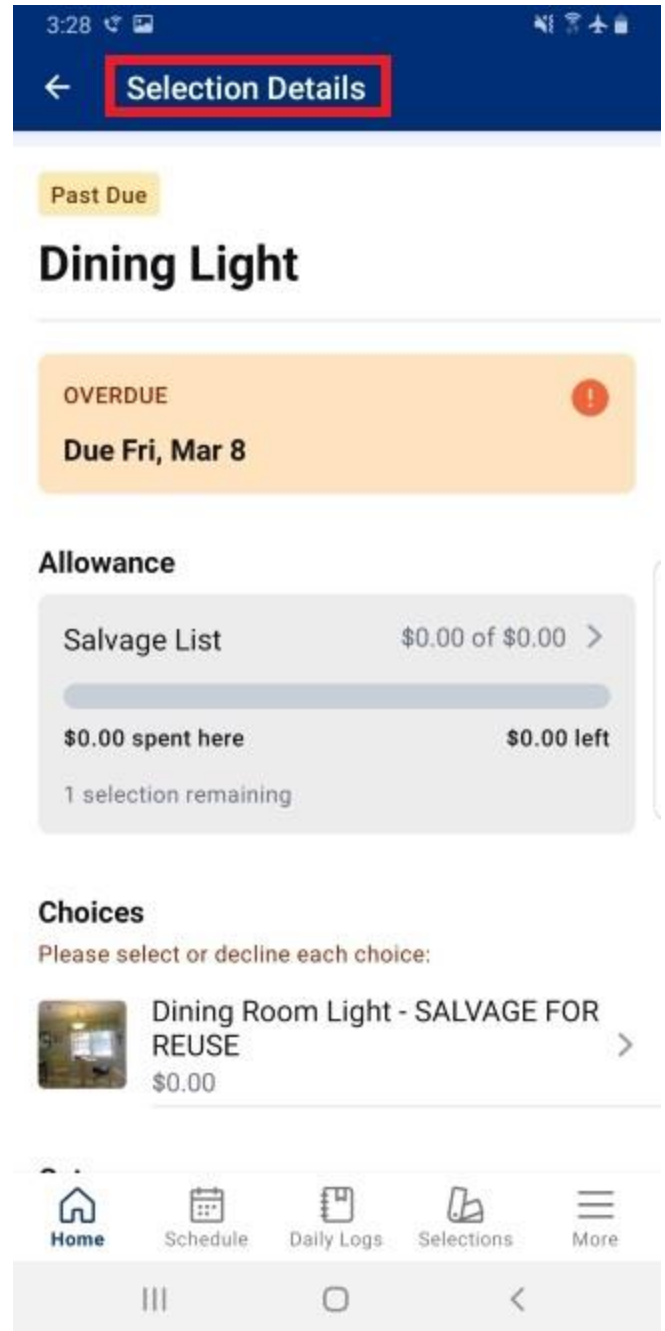
This screenshot shows the 'Select Selection Status' page. The top navigation bar is dark blue with a close 'X' button, 'Select Selection Status' in a red box, and a 'DONE' button circled in red. Below the header is a search bar. The main content area lists selection status options with checkboxes: 'All Pending' (checked, circled in red), 'Pending: Available', 'Pending: Overdue', 'Pending: Selected', 'Expired' (checked, circled in red), and 'Selected'. At the bottom, there are 'Clear' and 'Select all' buttons, and an Android navigation bar.

6. Now that your filters have been selected you will click on **Apply Filters** in the upper right-hand corner of this page. The app will refresh and bring you back to the **Selections** page with all the selections sorted by date.

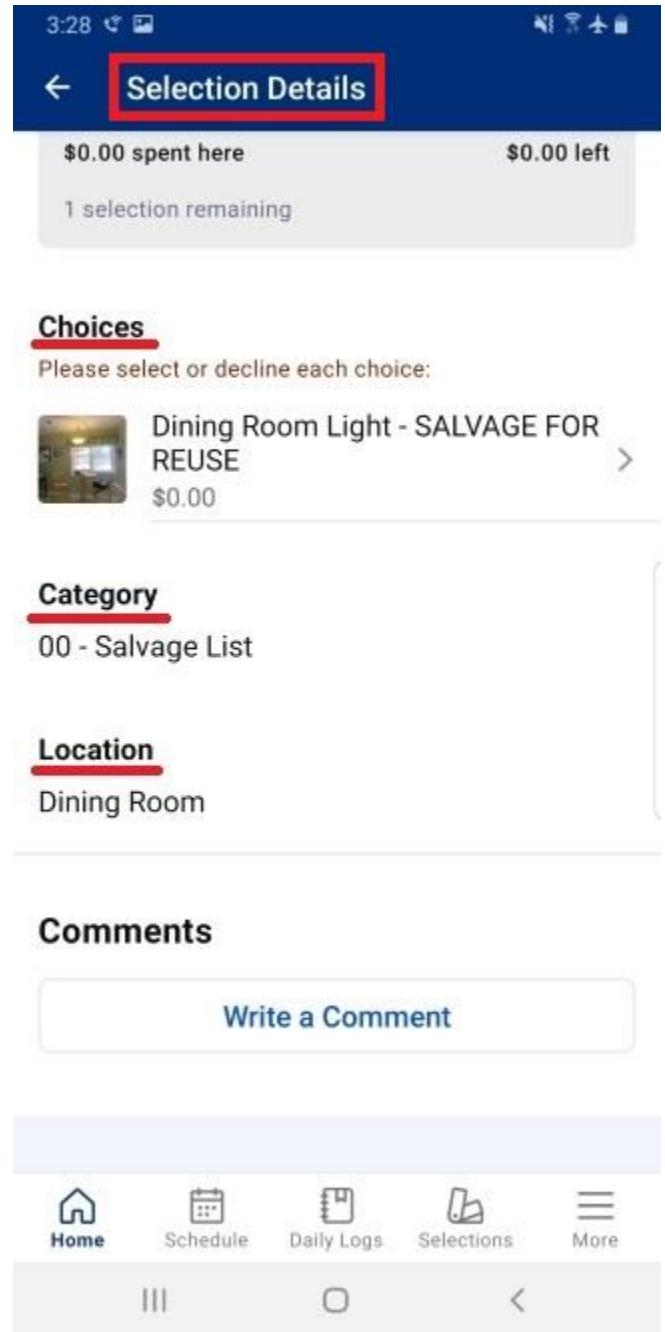
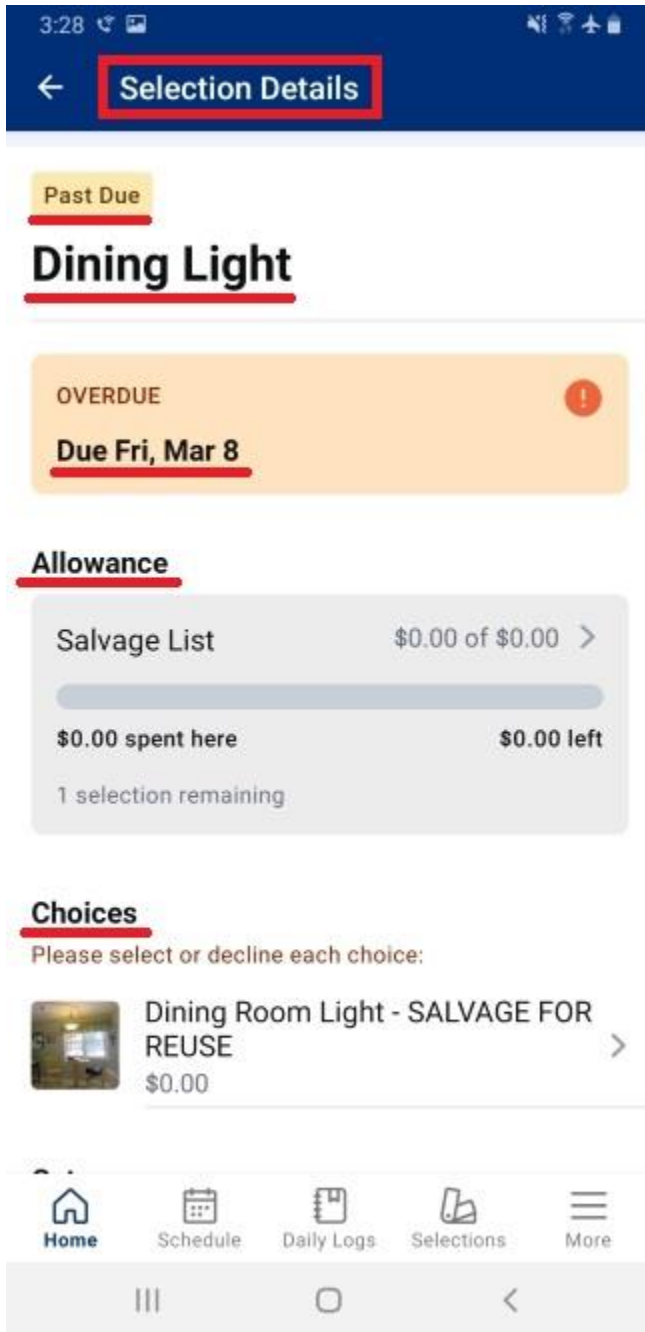


7. To **Approve** a selection, you will need to open the selection by clicking on the selection card which will load a new page titled **Selection Details** to review the choice(s) within the selection.

In this example, we will be viewing the **Dining Light** selection which is **Past Due** and at the top of the list after following steps 4 – 6 to filter the selections.

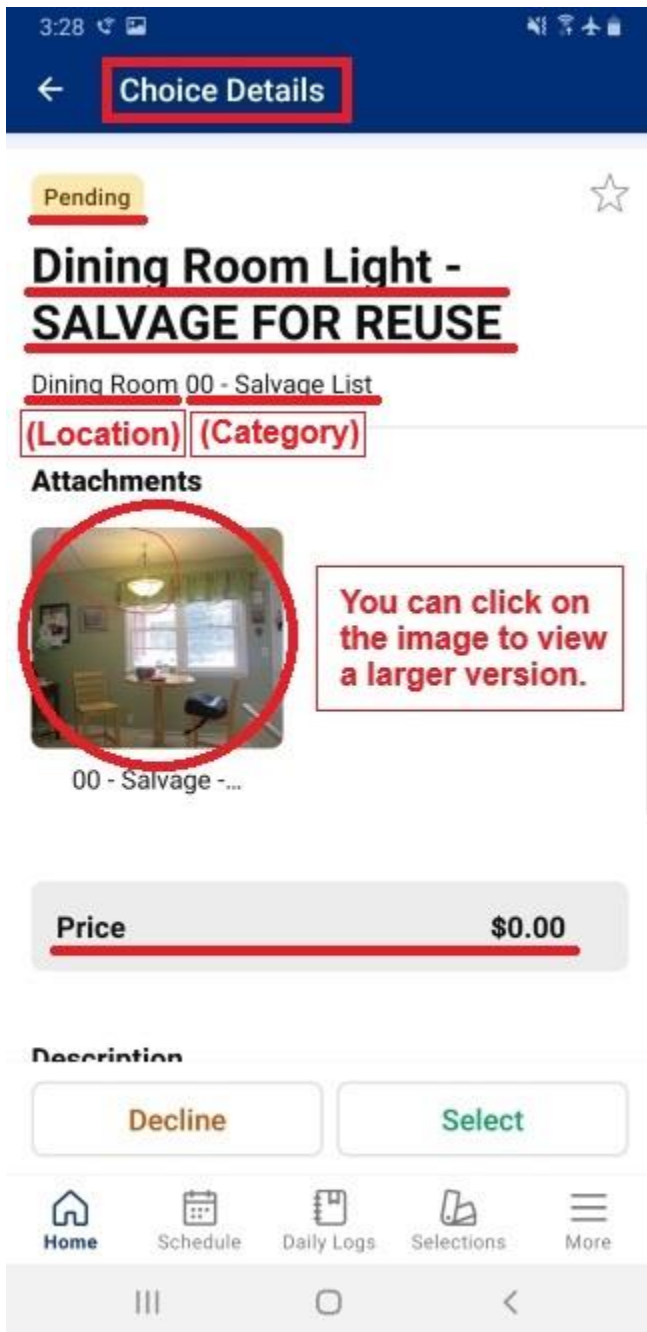


8. While on the **Selection Details** page you will be able to review the status at the top of the page (*Past Due*, *Pending* or *Complete*), Title, Allowance if any, Choices, Category, and Location. To view all the information, you may need to scroll down on the page.



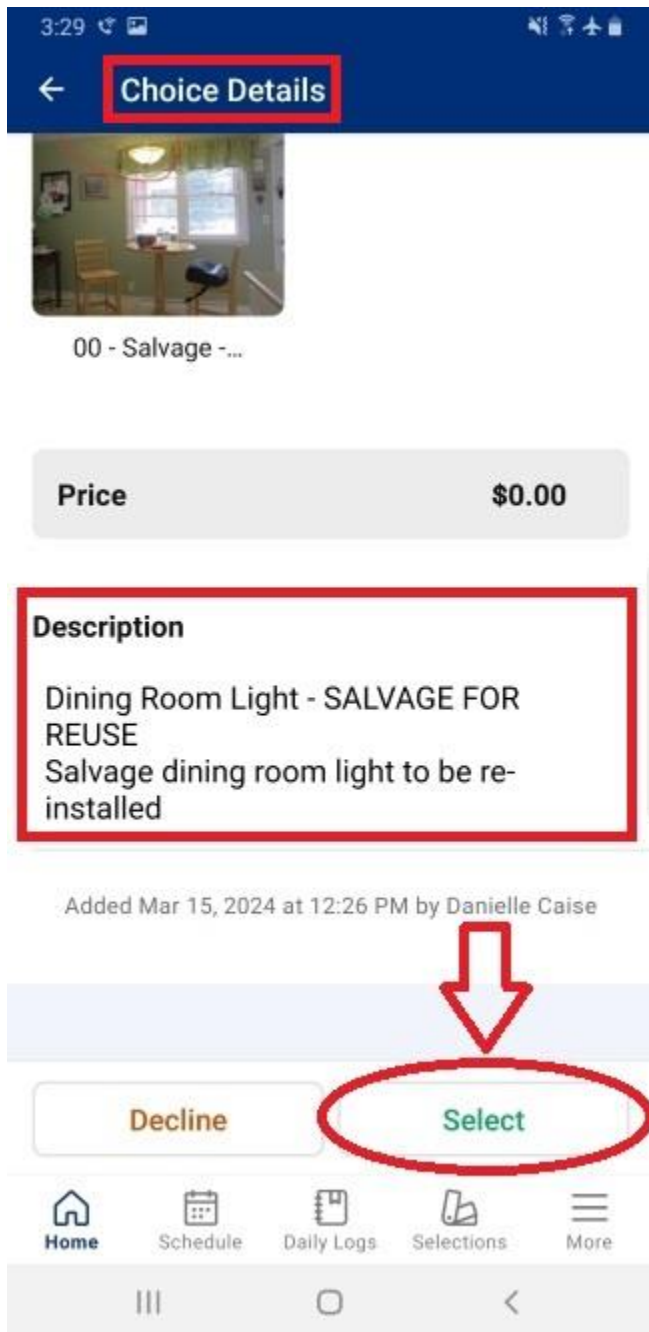
9. To approve the **Dining Room Light – SALVAGE FOR REUSE** choice you will click on the title to open a new page titled **Choice Details**. You will want to review the Title, Images, Price, Description, Category, and Location. To view all the information, you may need to scroll down on the page.

Once you have viewed the larger image you can return to the **Choice Details** page by clicking the back arrow in the upper left-hand corner.

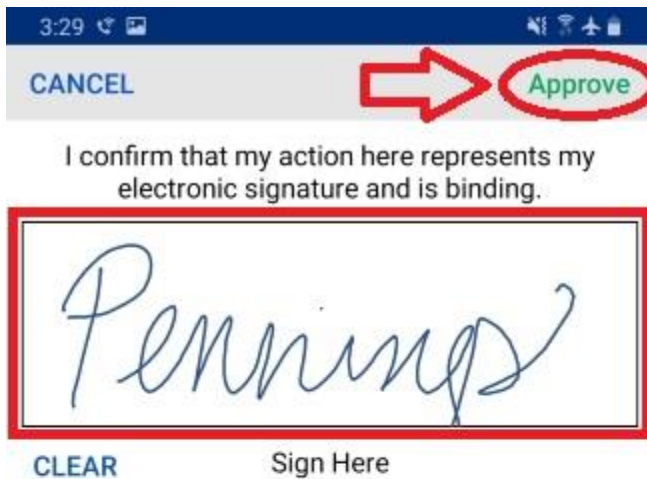


10. To view the description of this choice you may need to scroll down on the page. After confirming that the information in the description and everywhere else on this page is correct you can click on the **Select** button located at the bottom of the screen.

This will open a mini window where you will need to check the box that states, “*I confirm that my action here represents my electronic signature and is binding.*” and then click the **Ok** button in the lower right-hand corner of the window.



11. A new page will load where you will use your finger or stylus to sign your name and then click the **Approve** button in the upper right-hand corner of the page. After clicking the **Approve** button, it will bring you back to the **Choice Details** page. Here you will see that the choice has been updated to **Selected** both at the top of the page and below the **Description**. As there was only one choice this selection is now complete. To return to the **Selections Details** you can click the arrow in the upper left-hand corner of this page.



3:29

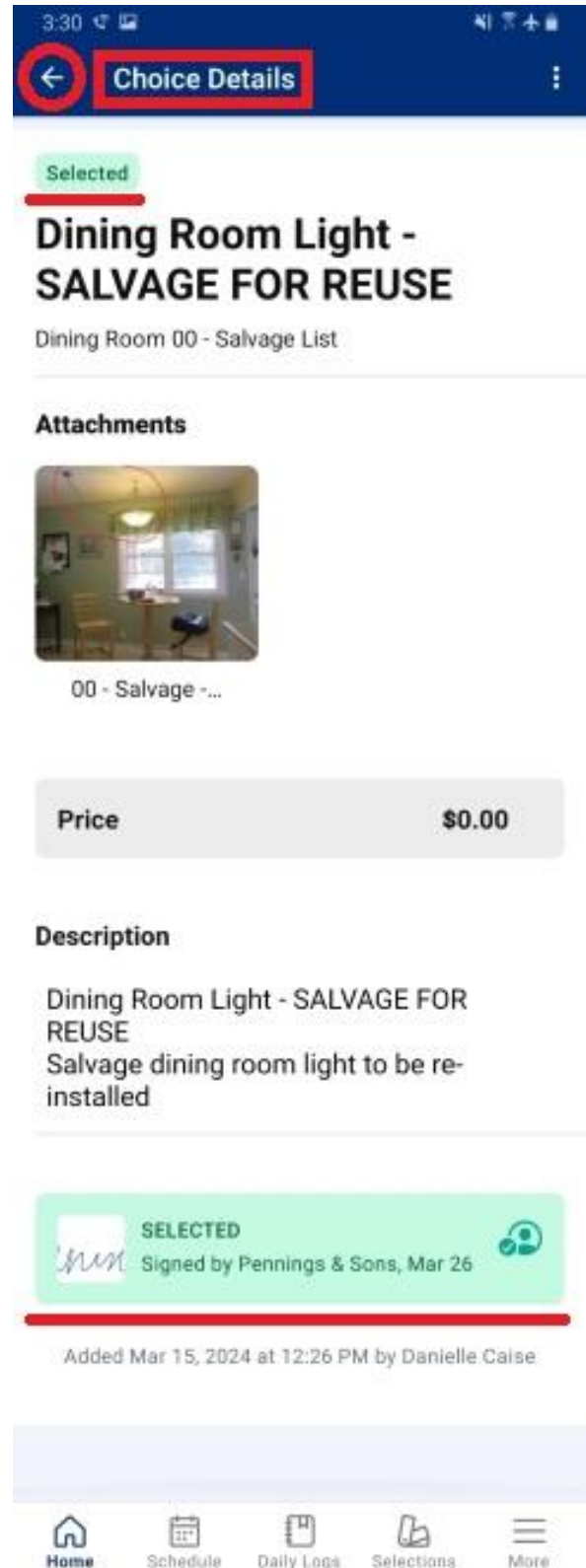
CANCEL Approve

I confirm that my action here represents my electronic signature and is binding.

Pennings

CLEAR Sign Here

Use your finger or stylus to sign your name in the box above and then click the Approve button in the upper right-hand corner



3:30

Choice Details

Selected

Dining Room Light - SALVAGE FOR REUSE

Dining Room 00 - Salvage List

Attachments



00 - Salvage -...

Price \$0.00

Description

Dining Room Light - SALVAGE FOR REUSE
Salvage dining room light to be re-installed

SELECTED
Signed by Pennings & Sons, Mar 26

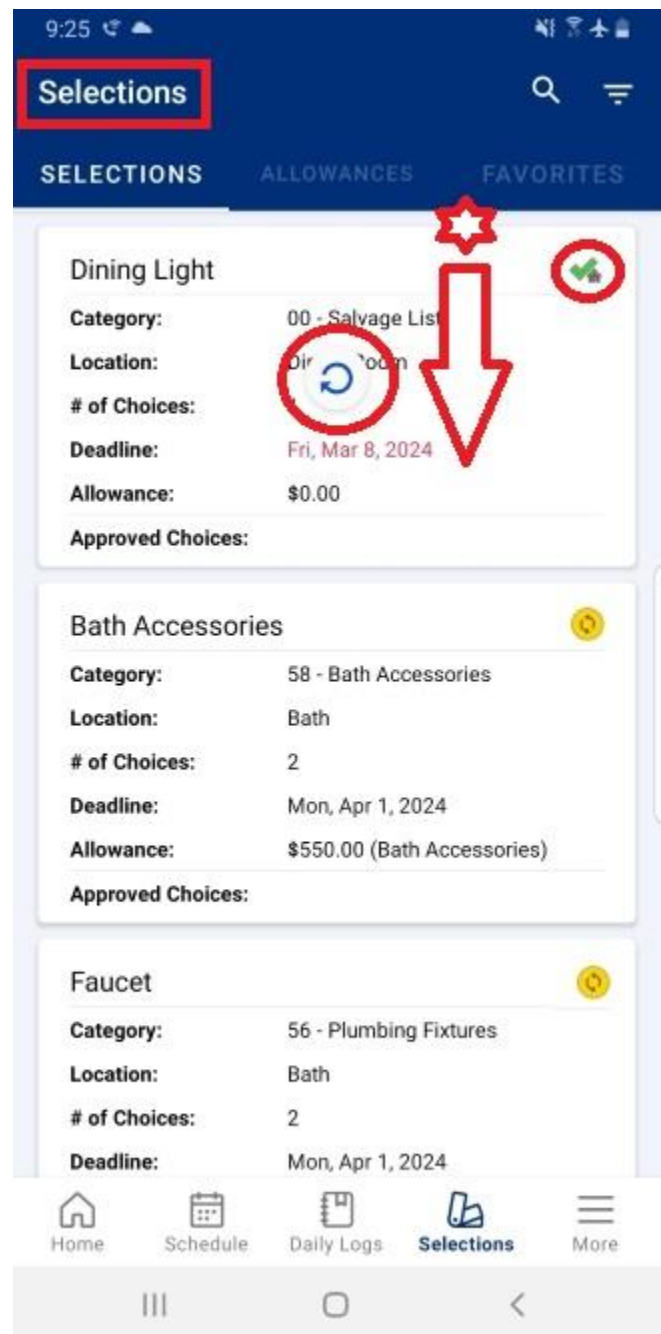
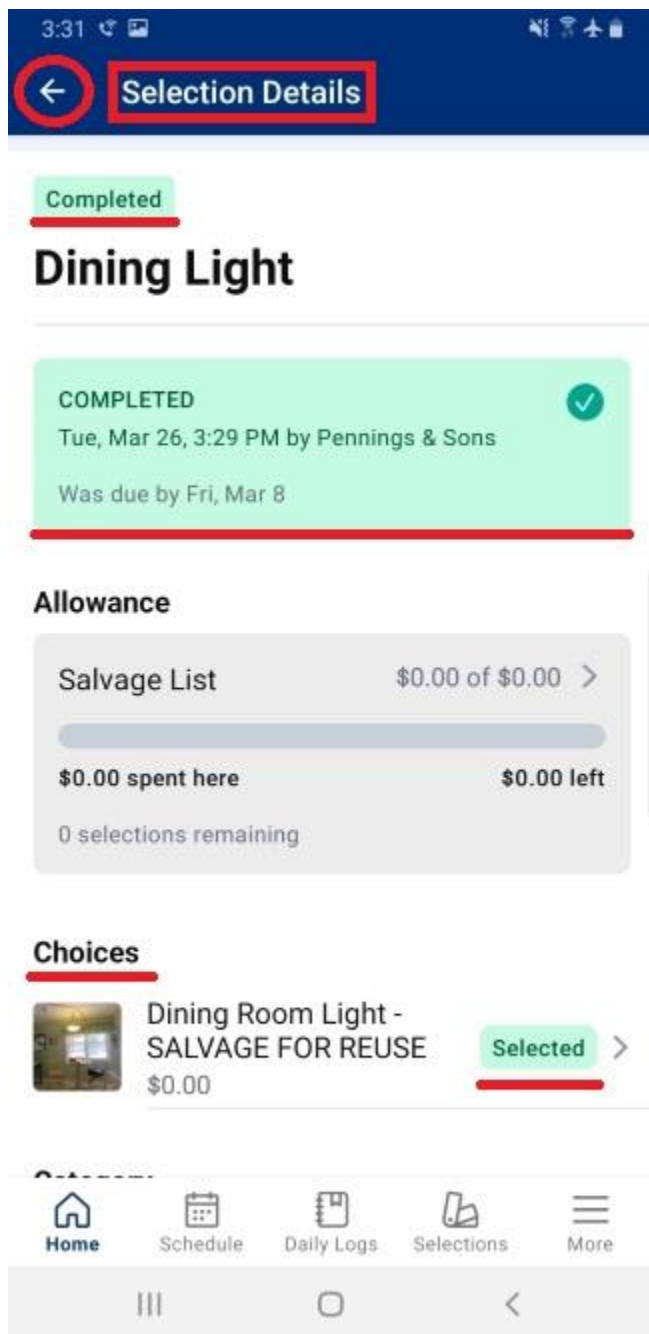
Added Mar 15, 2024 at 12:26 PM by Danielle Caise

Home Schedule Daily Logs Selections More

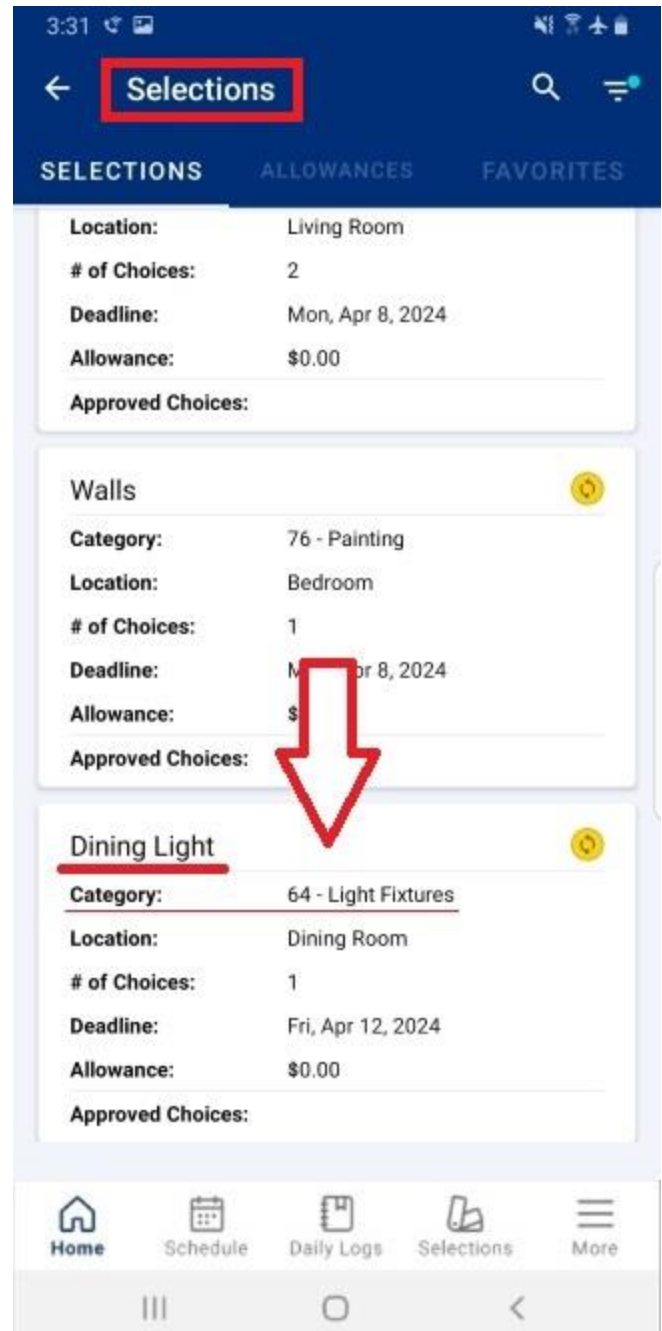
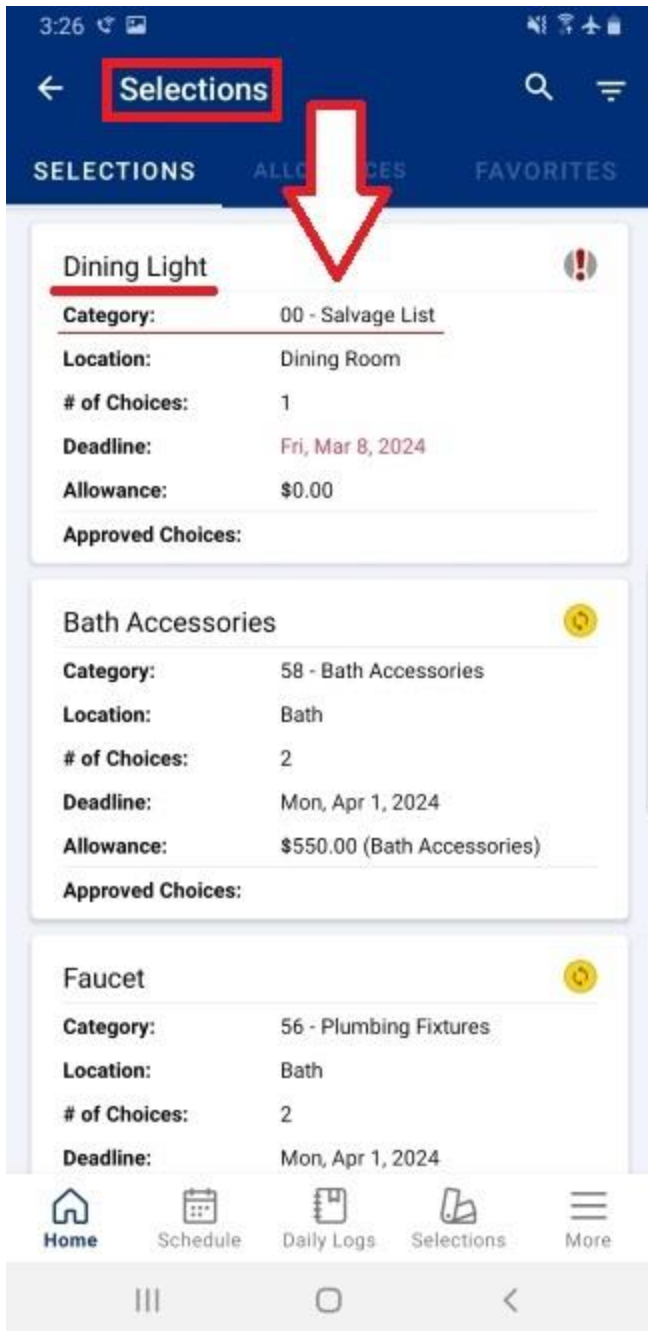
12. On the **Selections Details** page, you will see that it shows **Completed** at the top, under the title it shows the date and time it was **Completed**, and the choice also shows **Selected**. To return to the **Selections** page you can click the arrow in the upper left-hand corner of this page.

13. The **Selections** page will also show this selection as **Completed** with the icon to the right of the title.

To hide this **Completed** selection to reduce the amount of scrolling needed to view **Past Due** or **Pending** selections you can place and hold your finger/stylus on the white field under the blue bar, pull down until you see the blue refresh circle arrow, and then release. This will refresh the app and the **Completed** selection will be removed from view as the filter you set up only shows **Past Due** or **Pending** selections.

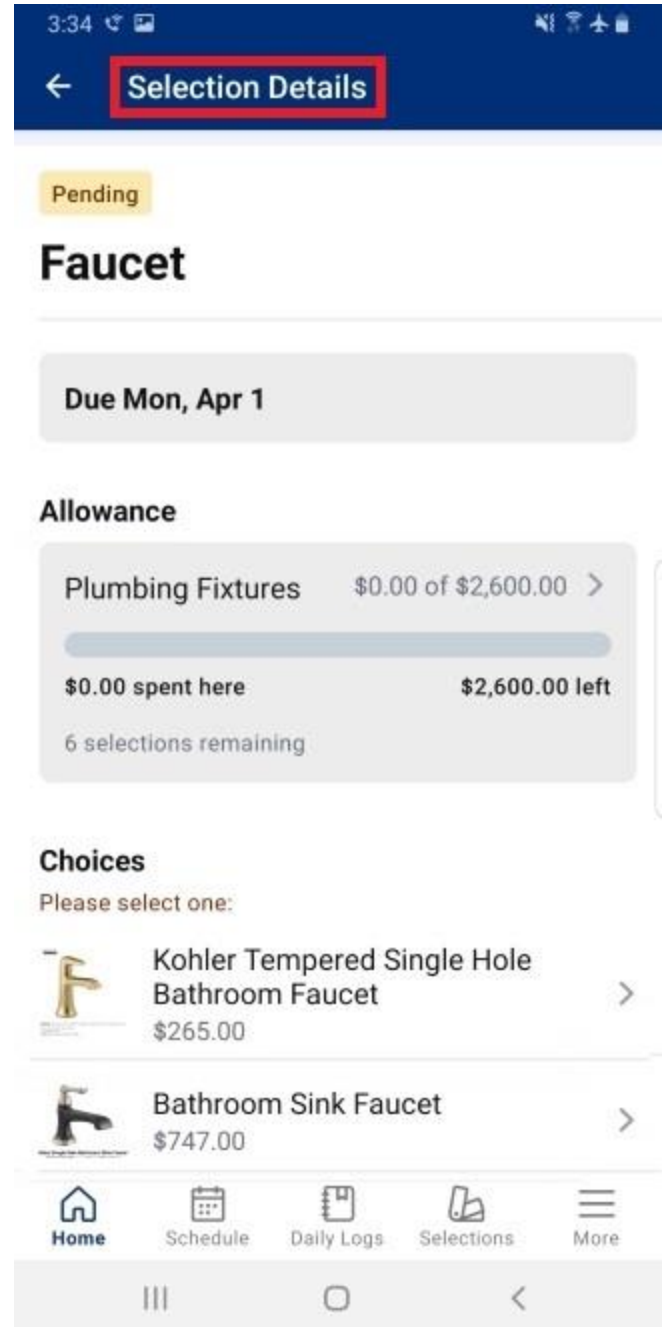
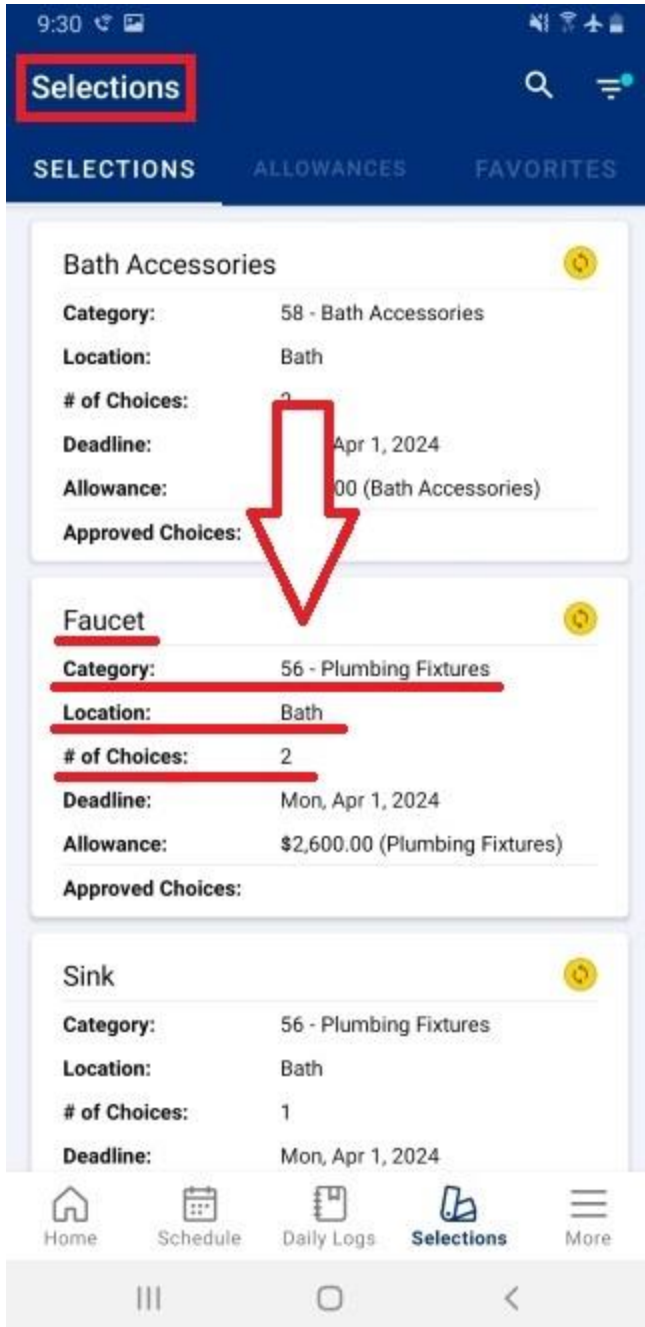


(**Note:** Since this selection was under the **00 – Salvage List** category you will now need to approve the second selection for this product under the **64 – Light Fixtures** category. To approve the second selection to confirm re-use of the item in your project, click on the **Dining Light** selection card that is tied to the **64 – Light Fixtures** category and follow steps 7 – 12. This is only applicable to items in the **00 – Salvage List** category. By approving salvage choices this confirms your desire to save the item during general demolition.)



14. In some instances, you will have two or more choices but need to approve only one for the selection. In this example, we will be viewing two different choices for a bathroom faucet to determine which one you want to **Approve**.

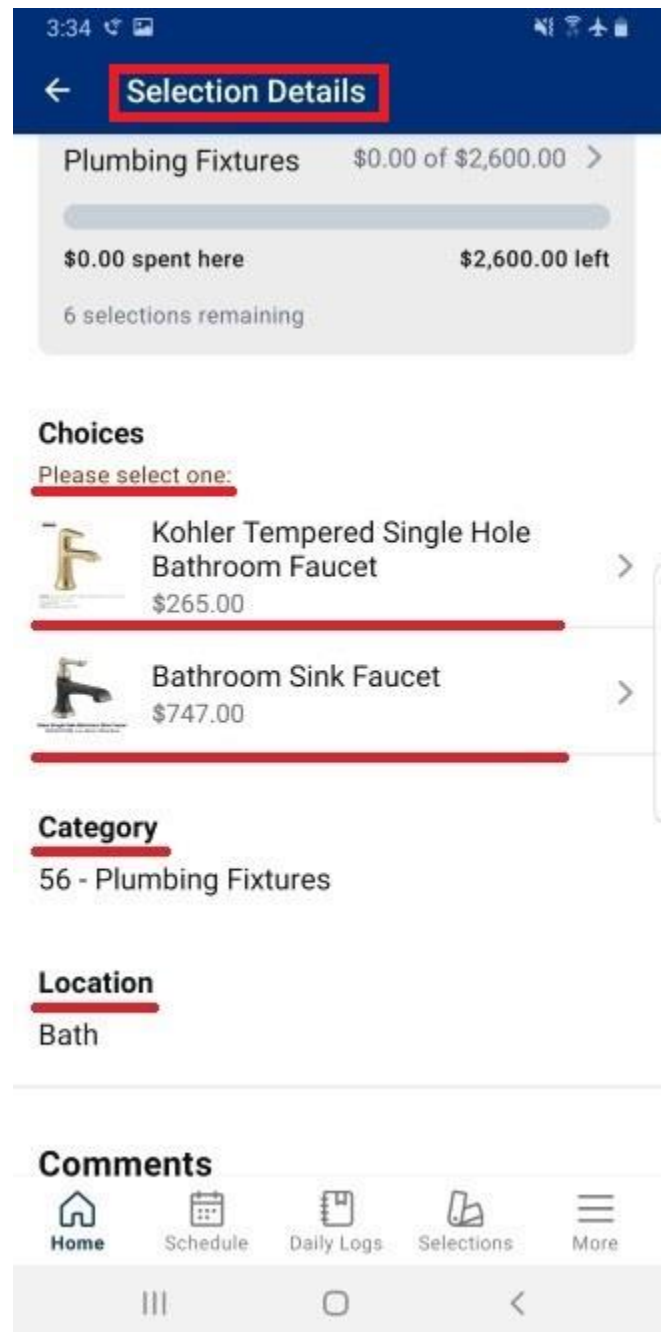
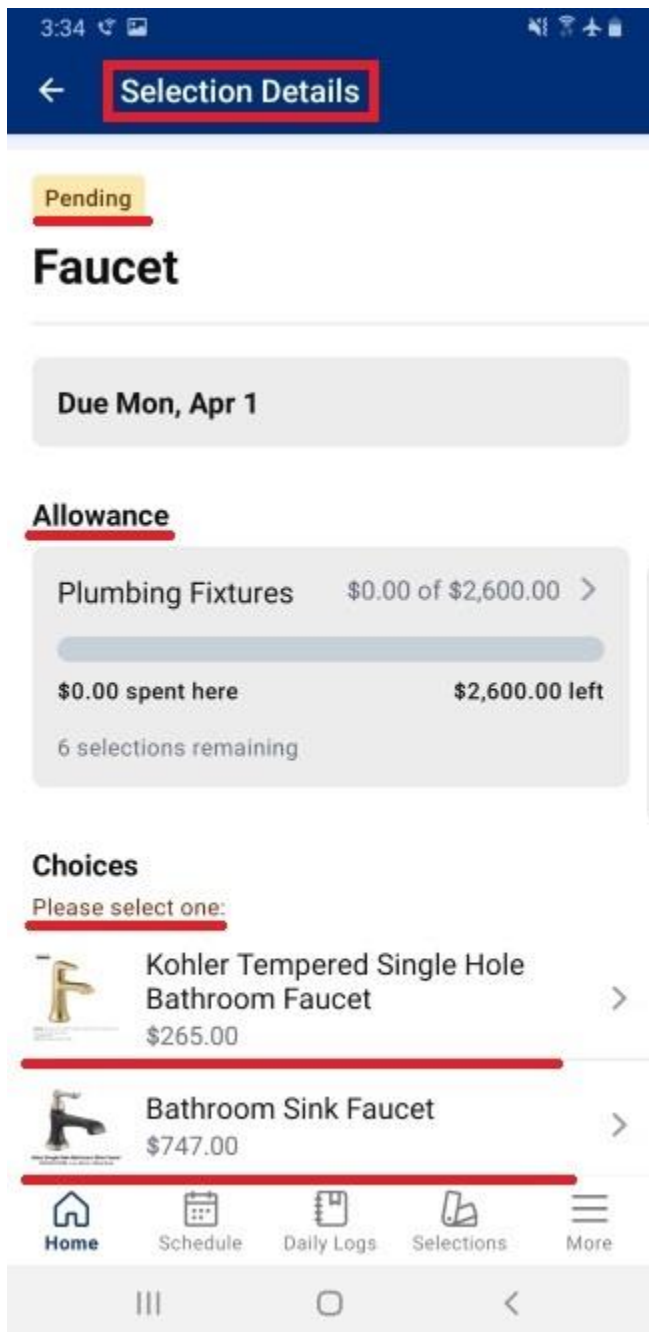
Click anywhere on the **Faucet** selection card to open the **Selection Details** page.



15. On the **Selection Details** page, you will be able to review the status at the top of the page (*Past Due*, *Pending* or *Complete*), Title, Allowance if any, Choices, Category, and Location. To view all the information, you may need to scroll down on the page.

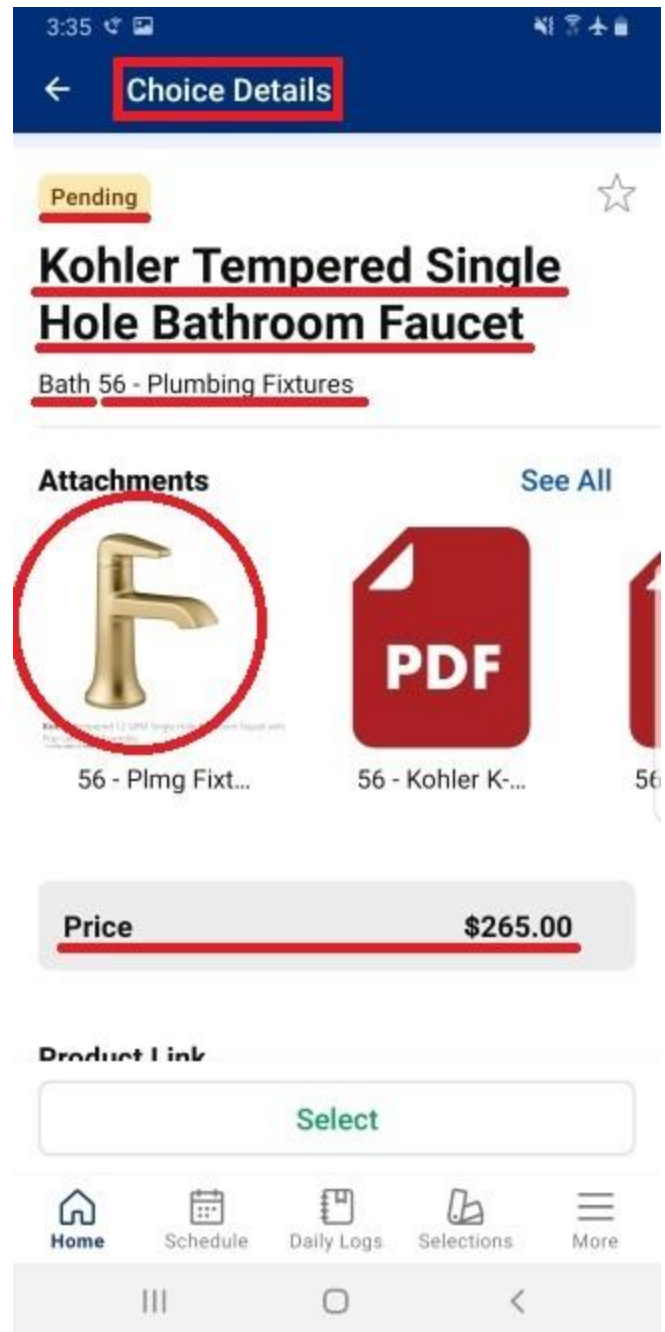
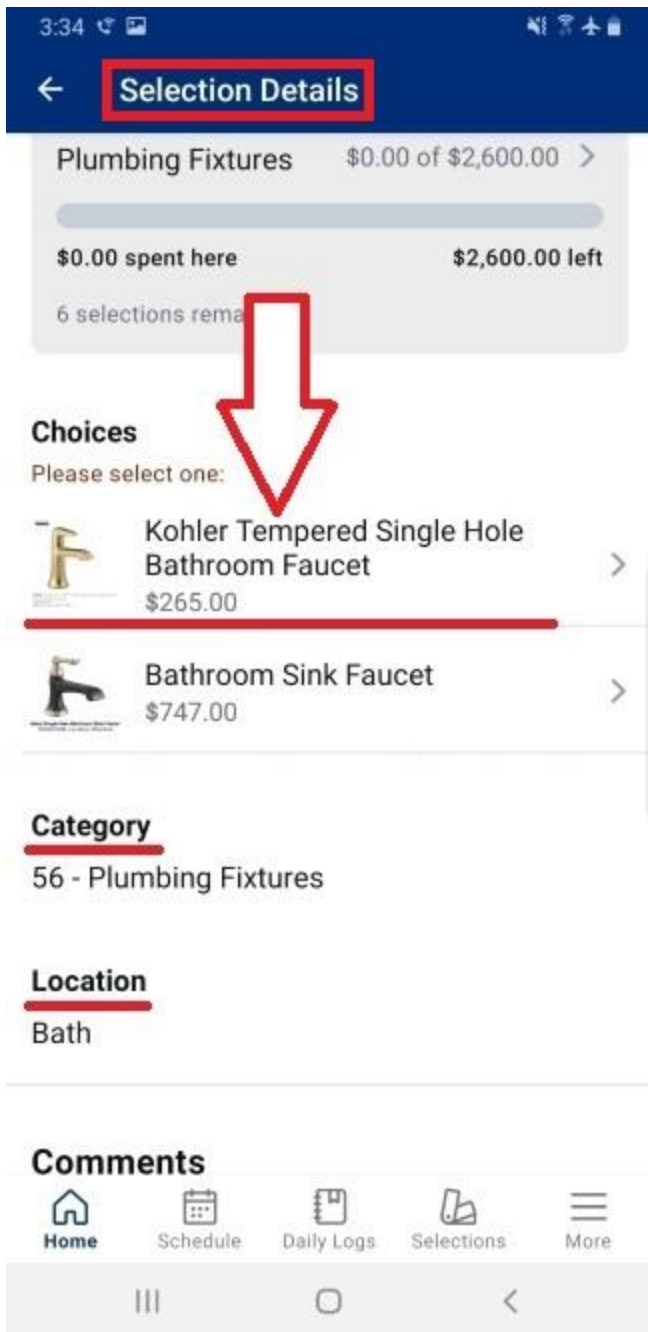
In this example, there is also an allowance so you can keep track of how much is left after you *Approve* or *Decline* your desired choices. The choices will only go against the allowance once they have been *Approved*.

After reviewing the above information, you can proceed to reviewing the choices. You will notice that there are two choices within this selection and in red text it states, **"Please Select One"**. This will indicate that only one of the two choices can be approved.



16. To review each choice, you will click on the title next to the image. In this example, we will review the Kohler faucet first.

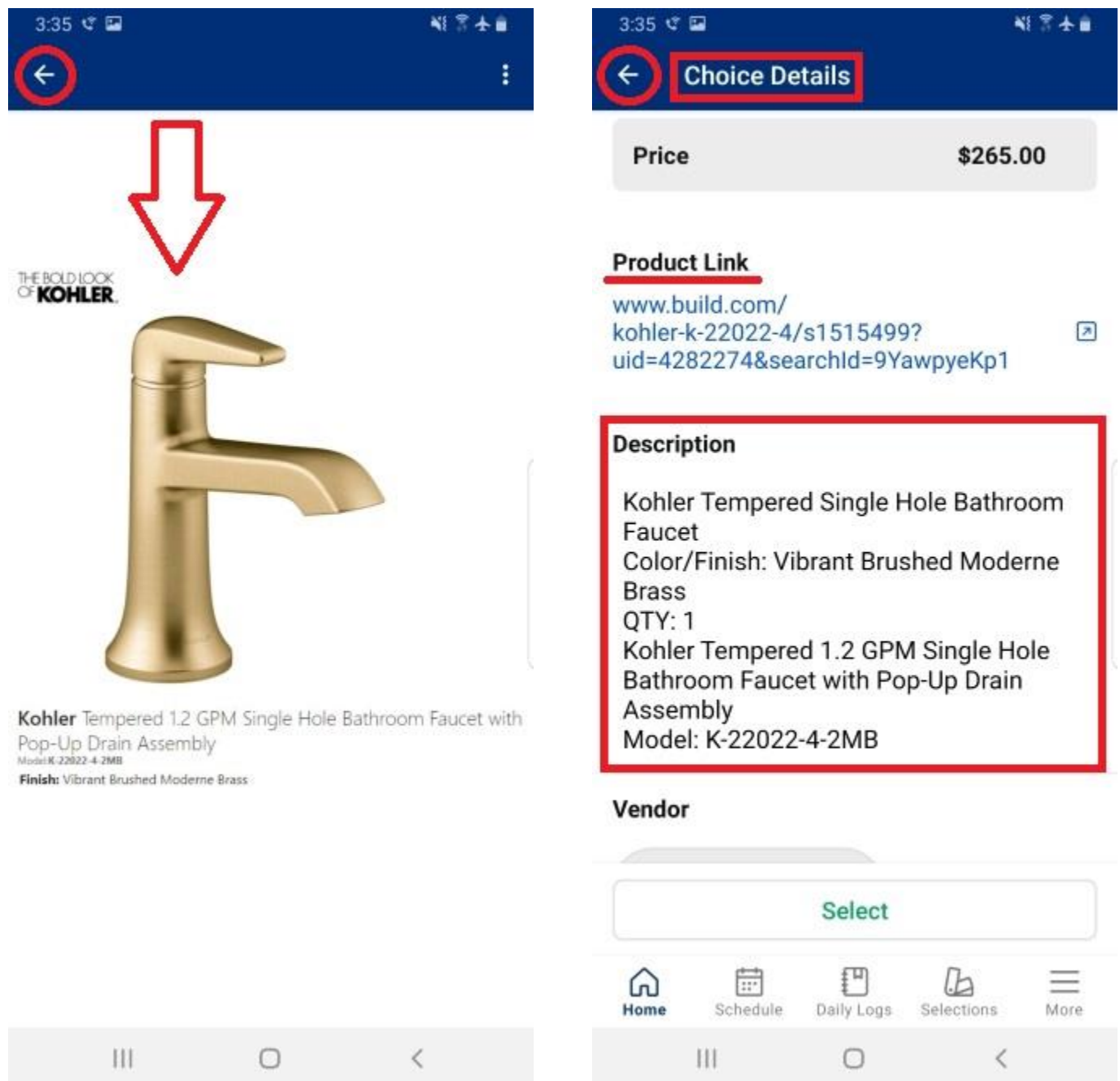
A new page will load called the **Choice Details** that will display the Status (in this case, this choice is **Pending**), Title, Location, Category, Attachments (Images as well as Installation/Specification Documents when applicable), Price, Product Link if any, and Description.



17. You can view a larger version of the product image by clicking on it which will load a new page. To exit the larger view and return to the **Choice Details** page, you will click on the back arrow in the upper left-hand corner on the page.

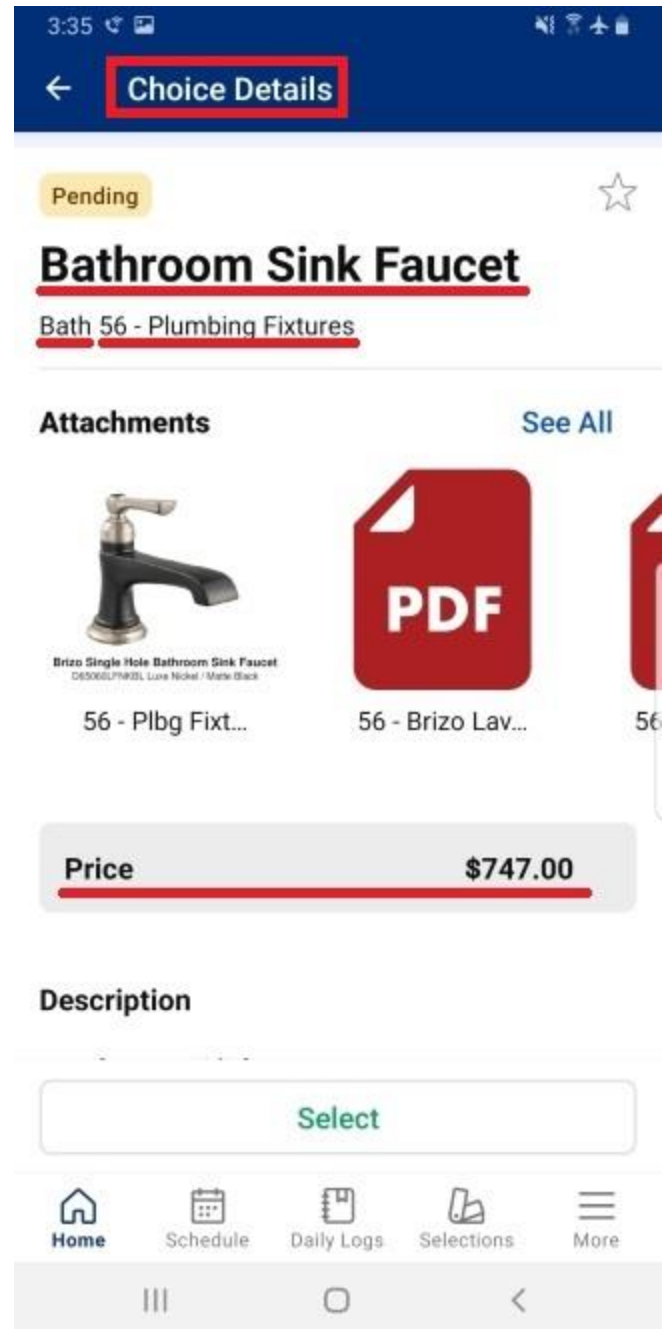
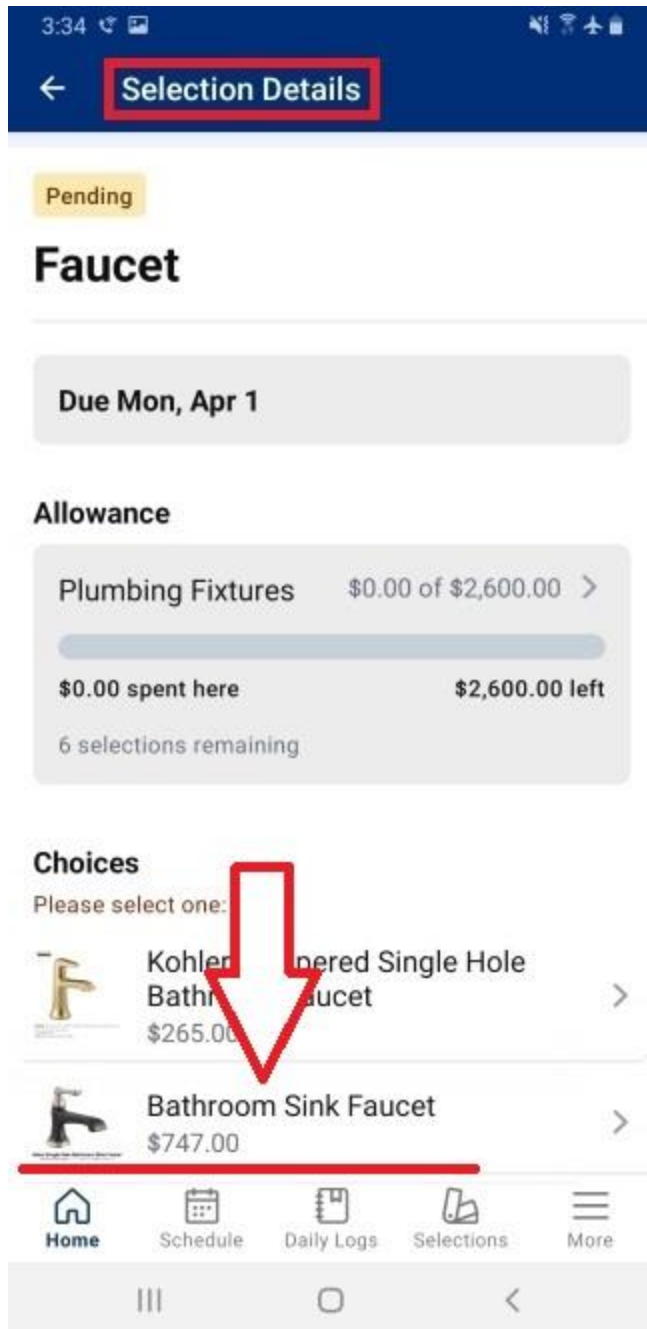
Once you return to the **Choice Details** page, you can scroll down to view the Product Link if desired. It's important that you fully read the **Description** to make sure the item in the choice is the correct product.

After reviewing all the information in this choice, you can return to the **Selection Details** page to view the second choice by clicking the back arrow in the upper left-hand corner.



18. Next you will review the second choice on the **Selection Details** page by clicking the title as you did in step 16.

Once on the **Choice Details** page be sure to review all the information (Title, Image, Location, Category, Price, and Description).



19. In this example, if after reviewing the full-sized image of the faucet and fully reading the description you decide you liked the Kohler faucet better and want to approve that choice you will return to the **Selection Details** page. You can return to the **Selection Details** page by clicking the back arrow in the upper left-hand corner.



Brizo Single Hole Bathroom Sink Faucet
D65060LFNKBL Luxe Nickel / Matte Black



Price

\$747.00

Description

Bathroom Sink Faucet
Color: Nickel/Matte Black
QTY: 1
Brizo Rook® Single Handle Monoblock
Bathroom Sink Faucet in Luxe
Nickel/Matte Black
Part #D65060LFNKBL | Item
#7006196 | Manufacturer Part
#65060LF-NKBL

Vendor

 Ferguson

Select



Home



Schedule



Daily Logs

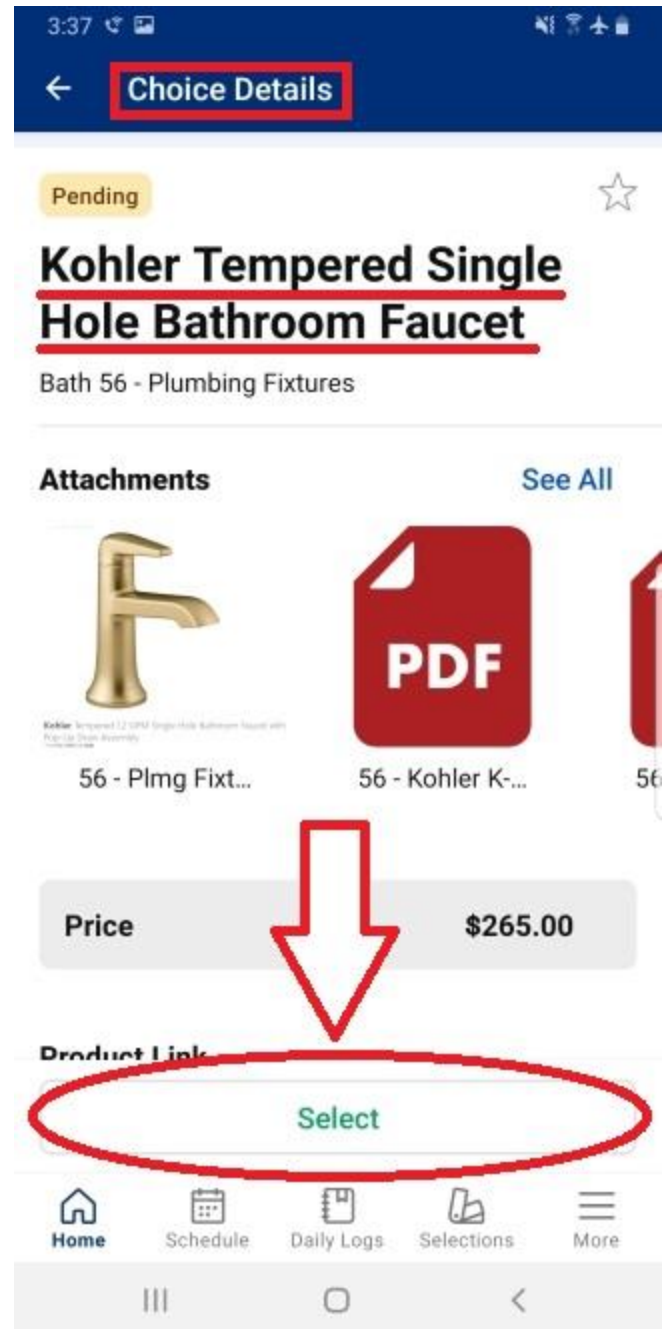
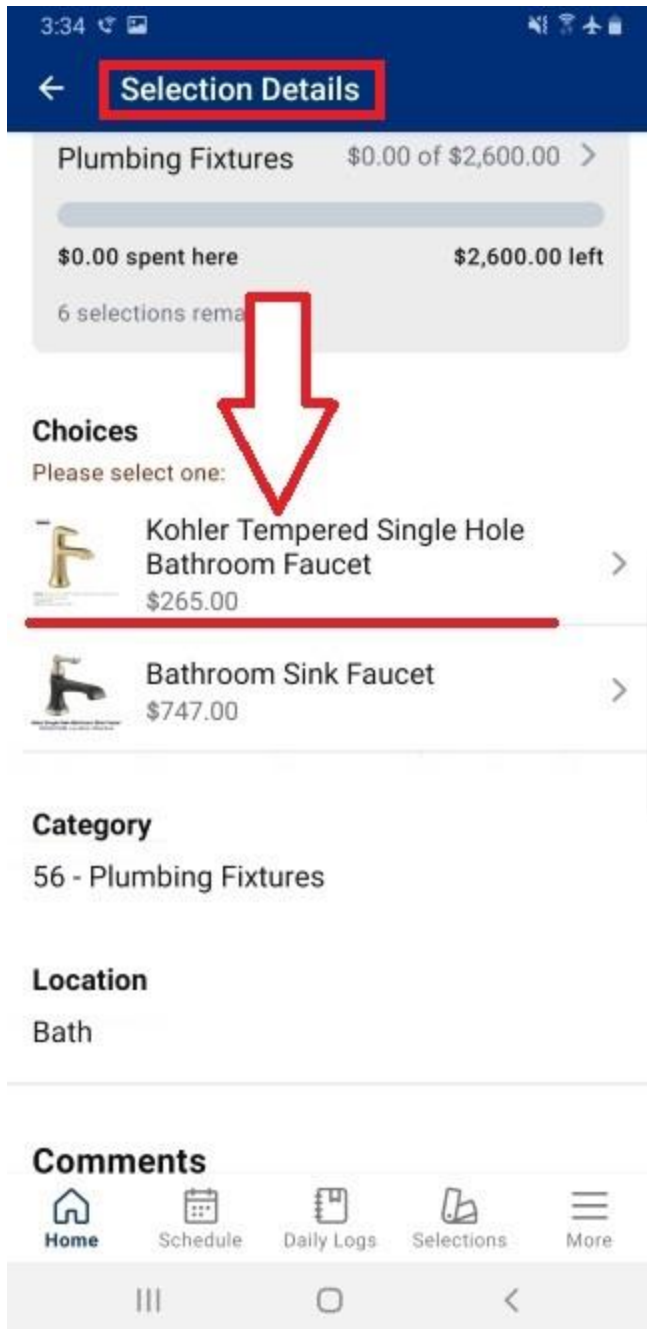


Selections



More

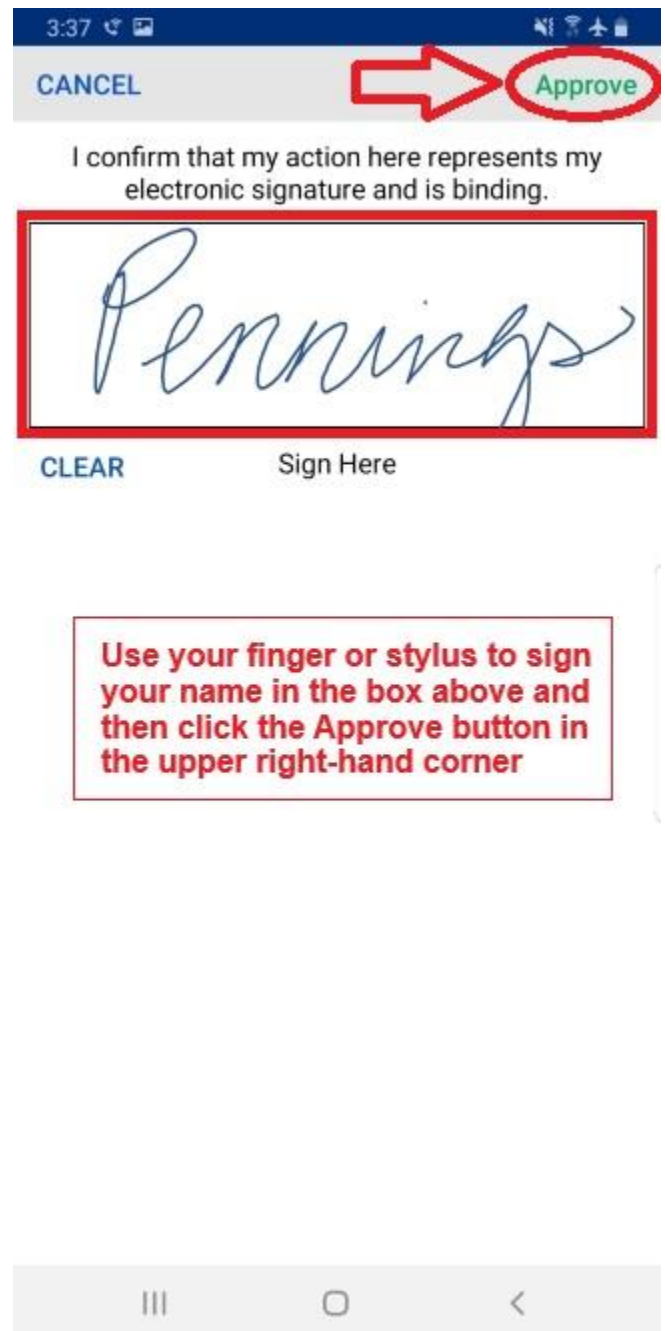
20. To **Approve** the Kohler faucet choice after reviewing both choices you will open it back up by clicking on the title. Once the **Choice Details** page is open you can click on the **Select** button near the bottom of your screen.



21. A new mini window will open where you can leave a comment (not necessary when approving choices).

To move forward you will need to check the box that states, *"I confirm that my action here represents my electronic signature and is binding."* and then click the **Ok** button in the lower right-hand corner of the window.

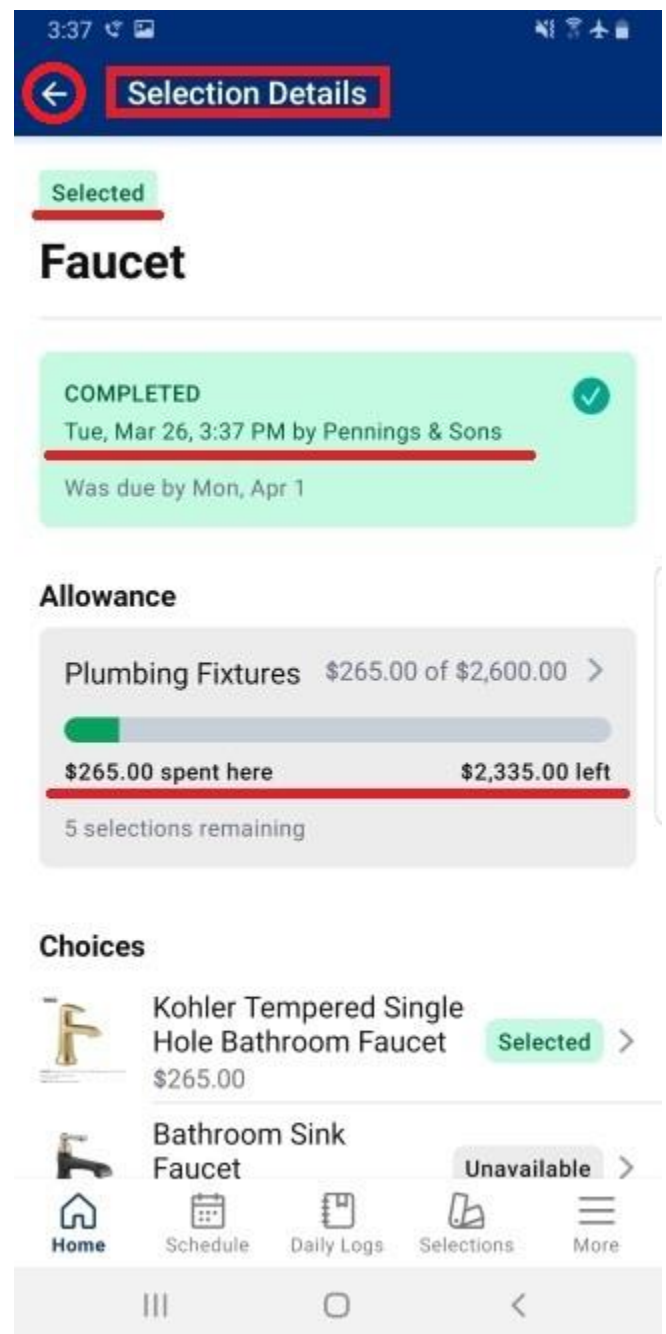
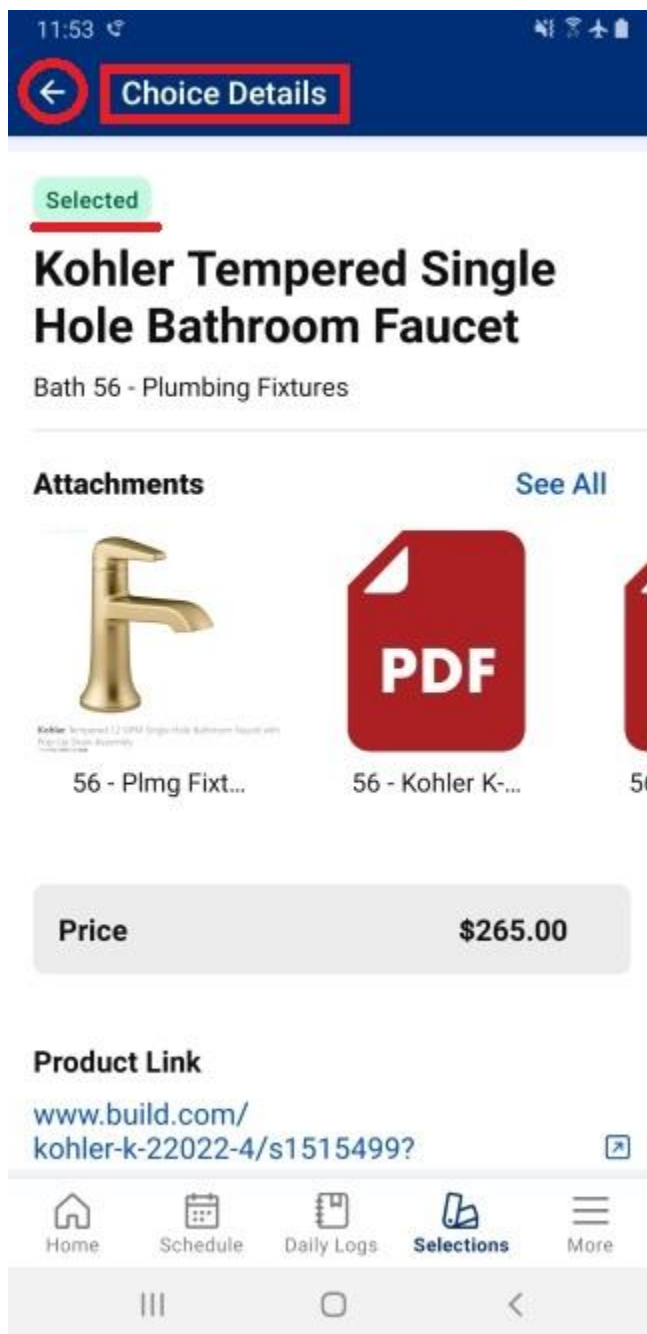
A new page will load where you will use your finger or stylus to sign your name and then click the **Approve** button in the upper right-hand corner of the page. After clicking the **Approve** button, it will automatically refresh and bring you back to the **Choice Details** page.



22. Once back on the **Choice Details** page you will see that the choice has been updated to **Selected** at the top of the page. You can now return to the **Selection Details** page by clicking the back arrow in the upper left-hand corner.

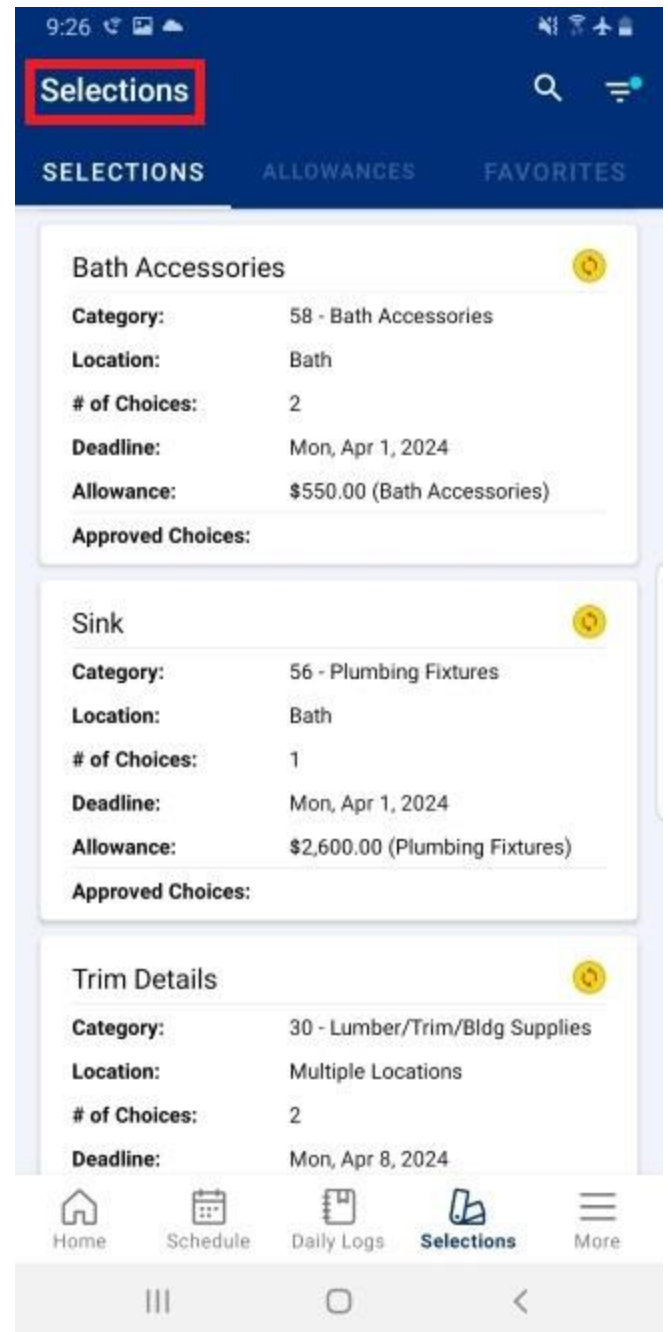
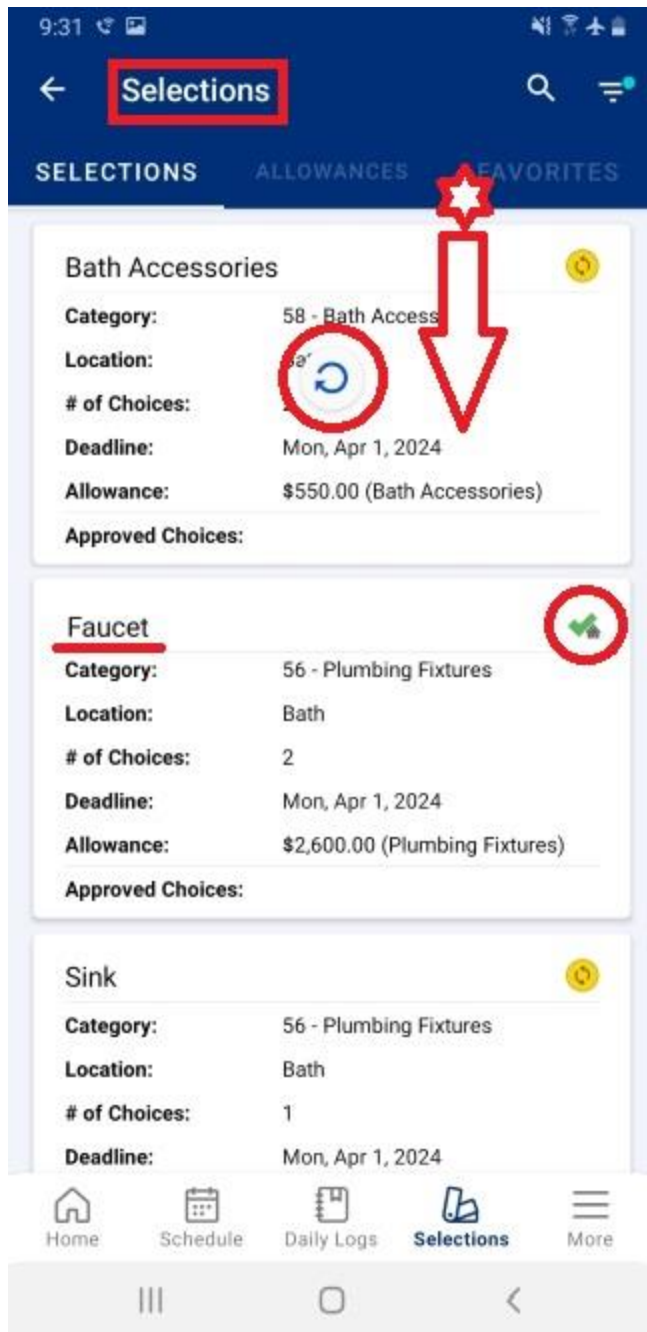
The **Selection Details** page will also reflect **Selected**, and a large green box will show **Completed** and display the date/time it was done. The **Allowance** will also be updated showing the remaining balance. Under the **Choices** it will reflect the product you **Selected** as well as the second product that is now **Unavailable**.

To return to the **Selections** page to continue approving/declining the remaining selections you can click the arrow in the upper left-hand corner of this page.



23. To hide this **Completed** selection to reduce the amount of scrolling needed to view **Past Due** or **Pending** selections you can place and hold your finger/stylus on the white field under the blue bar, pull down until you see the blue refresh circle arrow, and then release.

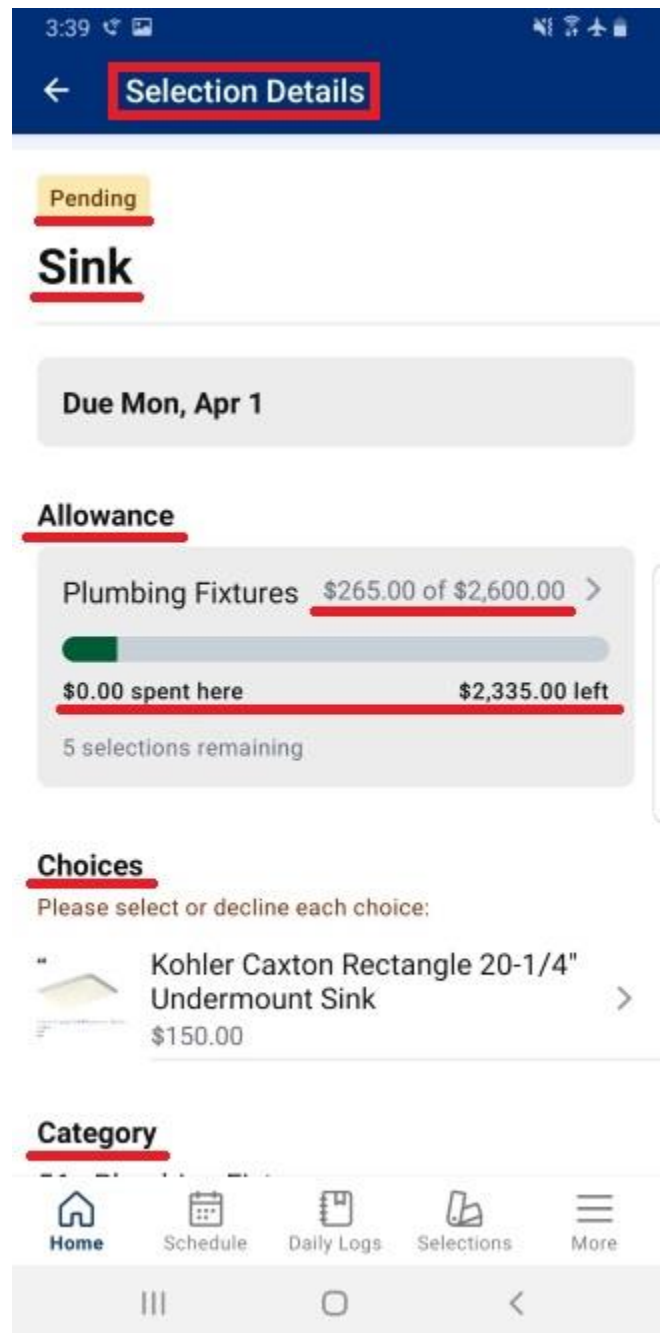
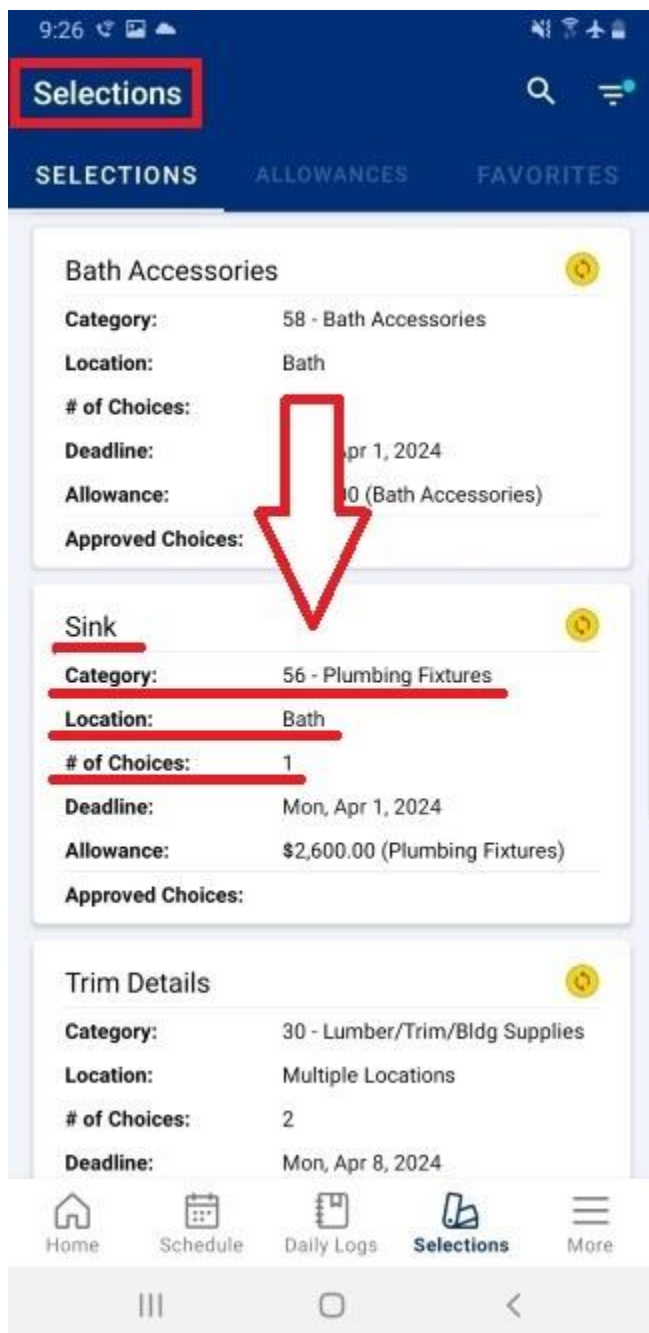
This will refresh the app and the **Completed** selection will be removed from view as the filter you set up only shows **Past Due** or **Pending** selections.



24. To **Decline** a selection, you will click anywhere on the selection card to open the **Selection Details** page. In this example, we will be reviewing the bathroom **Sink**.

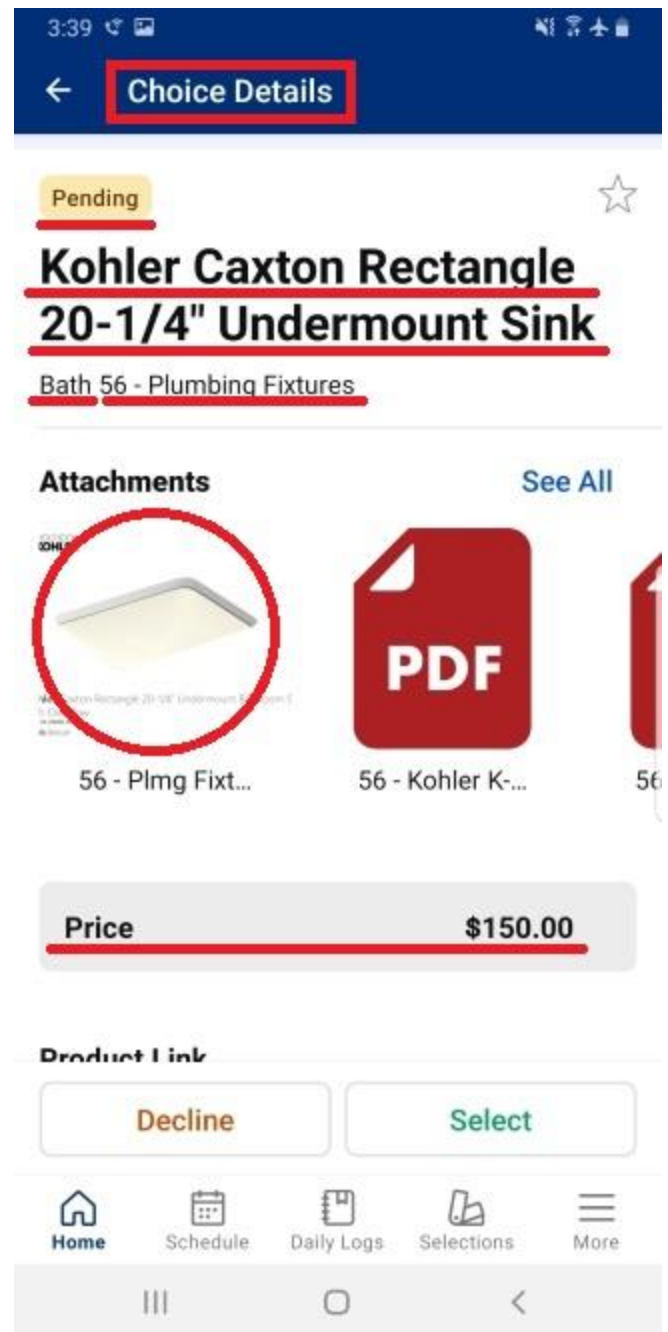
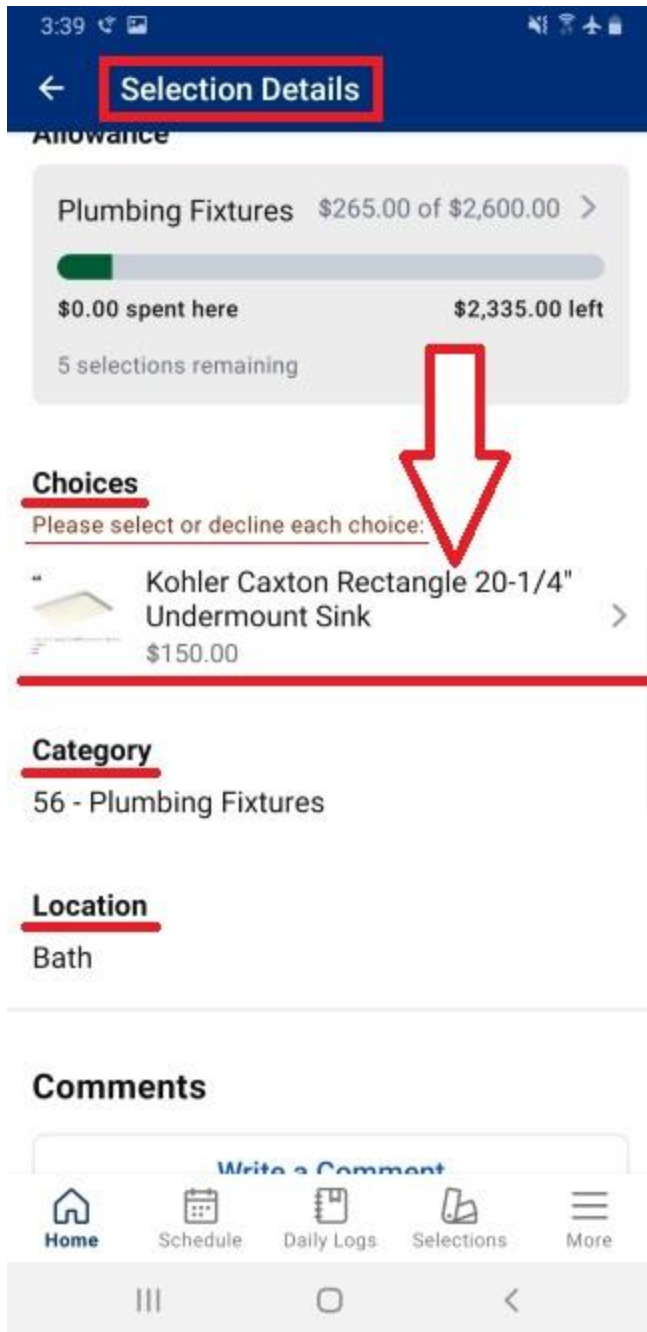
On the **Selection Details** page, you will be able to review the status at the top of the page (*Past Due*, *Pending* or *Complete*), Title, Allowance if any, Choices, Category, and Location. To view all the information, you may need to scroll down on the page.

In this example, there is also an allowance so you can keep track of how much is left after you **Approve** or **Decline** your desired choices. The choices will only go against the allowance once they have been **Approved**.



25. To review the available choice, you will click on the title next to the image. In this example, we will review the **Kohler Caxton Rectangle 20-1/4" Undermount Sink**.

A new page will load called the **Choice Details** that will display the Status (in this case, this choice is **Pending**), Title, Location, Category, Attachments (Images as well as Installation/Specification Documents when applicable), Price, Product Link if any, and Description. To view all information you will need to scroll down on the page.



26. You can view a larger version of the product image by clicking on it which will load a new page. To exit the larger view and return to the **Choice Details** page, you will click on the back arrow in the upper left-hand corner on the page.

Once you return to the **Choice Details** page, you can scroll down to view the Product Link (not required). Clicking on the link will open the webpage where the product is listed so you can review more details if desired.

27. It's important that you fully read the **Description** to make sure the item in the choice is the correct product. In this example, the sink color is *Biscuit*, however; the client (you) decided they wanted a *White* sink. Since the color is now incorrect you will click the **Decline** button in the lower left-hand corner.



Price \$150.00

Product Link

www.build.com/kohler-k-20000/s1240319?uid=2968614&searchId=2IkAPGL6Sn

Description

Kohler Caxton Rectangle 20-1/4" Undermount Sink
Color/Finish: Biscuit
QTY: 1
Kohler Caxton Rectangle 20-1/4" Undermount Bathroom Sink with Overflow
Model: K-20000-96

Vendor

Ferguson

Decline

Select



Home



Schedule



Daily Logs



Selections

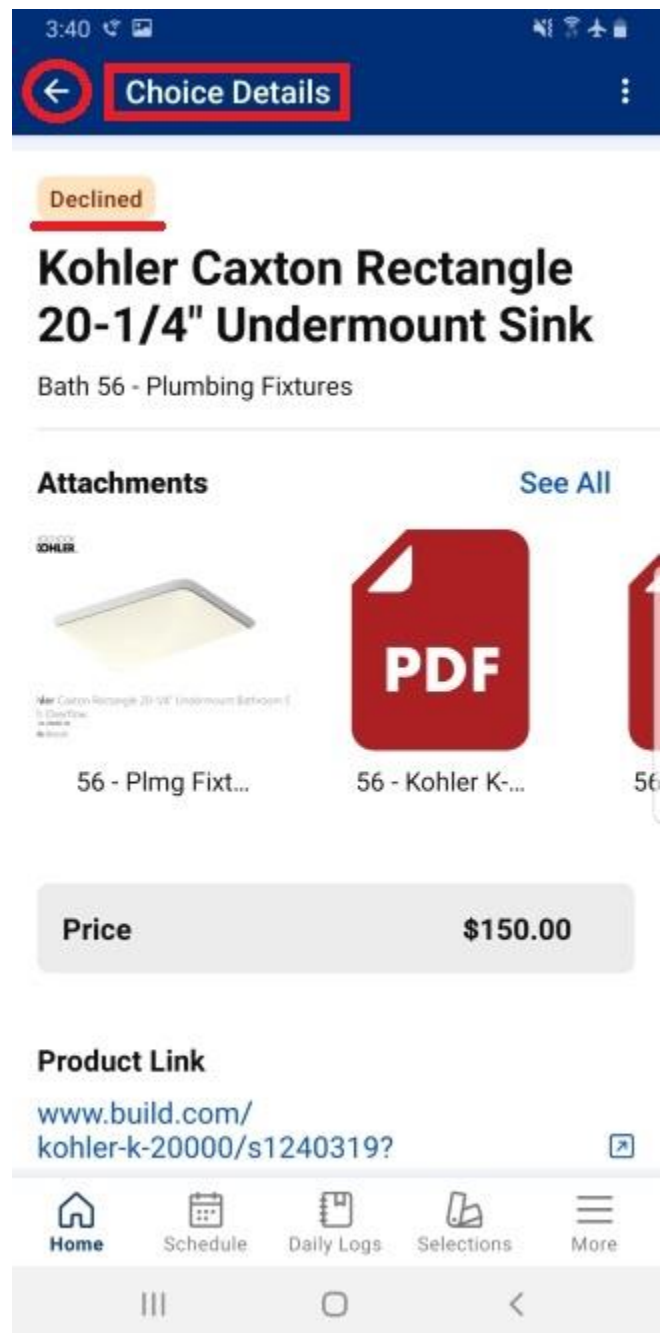


More

28. A new mini window will open where you must leave a comment detailing why you are **Declining** the choice.

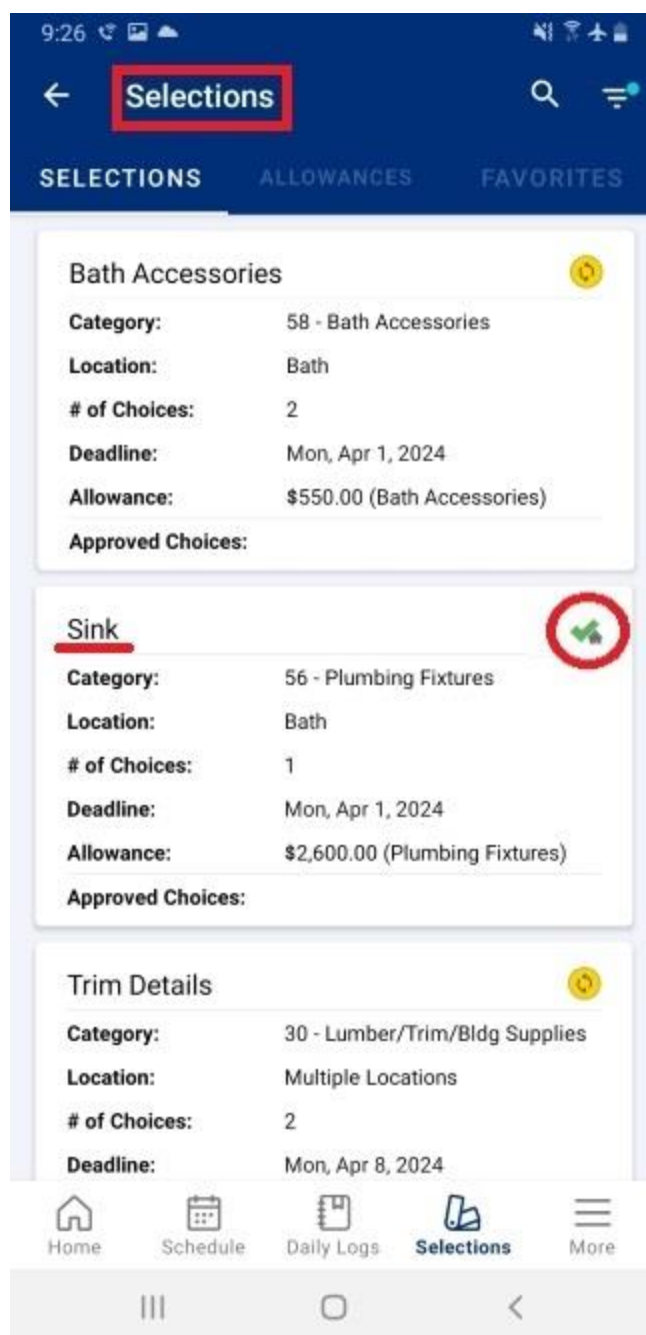
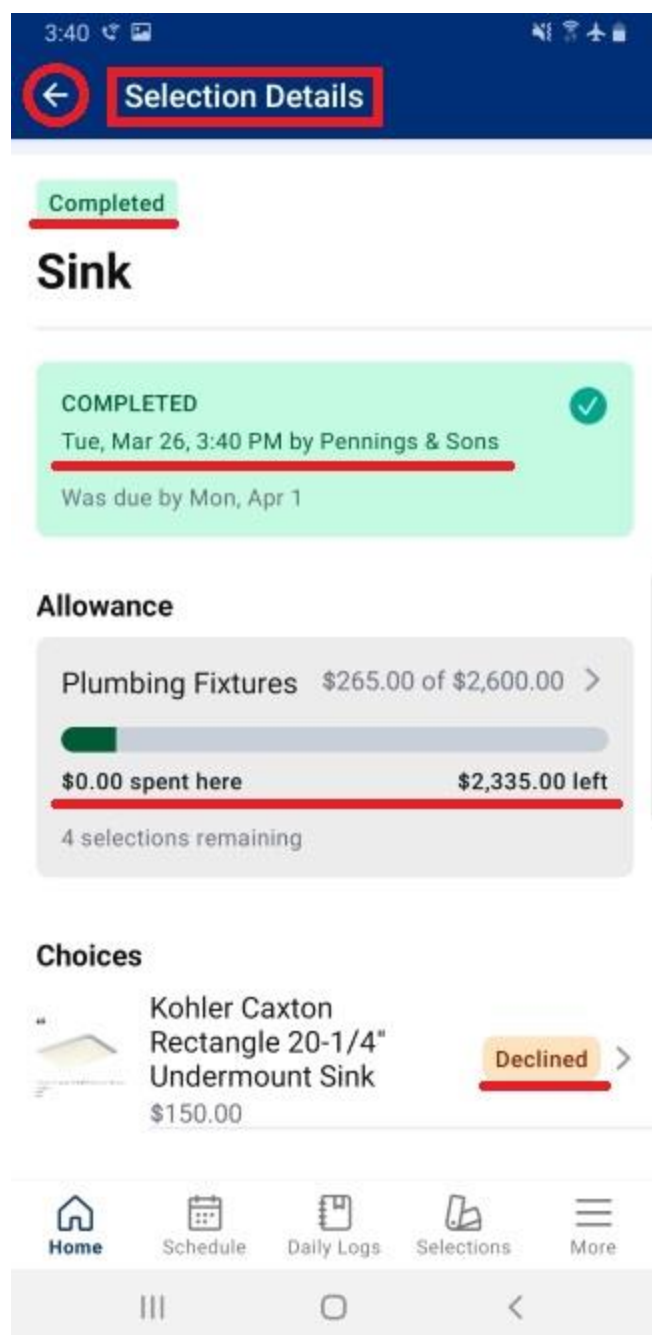
Additionally, to move forward you will need to check the box that states, “*I confirm that my action here represents my electronic signature and is binding.*” and then click the **Ok** button in the lower right-hand corner of the window.

After you click the **Ok** the app will automatically refresh and bring you back to the **Choice Details** page. You can return to the **Selection Details** page by clicking the back arrow in the upper left-hand corner.



29. The **Selection Details** page will show **Completed**, and a large green box will show **Completed** and display the date/time it was done. The **Allowance** will also be updated showing the remaining balance. Under **Choices** it will reflect **Declined** to the right of the product title.

To return to the **Selections** page you can click the back arrow in the upper right-hand corner on the **Selection Details** page.



30. To hide this **Completed** selection to reduce the amount of scrolling needed to view **Past Due** or **Pending** selections you can place and hold your finger/stylus on the white field under the blue bar, pull down until you see the blue refresh circle arrow, and then release.

This will refresh the app and the **Completed** selection will be removed from view as the filter you set up only shows **Past Due** or **Pending** selections.

