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

1. When you first sign into BT on your computer/laptop you will see the landing page below. Here you will find images of your home, project schedule snapshot, communications, and much more.

The screenshot shows the BuilderTrend (BT) landing page for the 'Z - Pennings Test Project'. The page has a dark green header with navigation links: Project Management, Files, and Messaging. A search bar is on the right. The left sidebar features a profile card for 'Pennings & Sons' with a 'PS' logo, contact information (5829 West KL Avenue, Kalamazoo, MI 49009, 269 372 1930), and a 'Contact us' link. Below the profile are 'Action items' (Incomplete surveys: 2, Upcoming selections: 12) and 'Communications' (Chats: 0, Messages: 0). The main content area is titled 'Z - Pennings Test Project' and includes a 'Project updates' section with three photos of a kitchen and bathroom, a 'Project schedule' section with a calendar view showing a photo upload on Thursday the 16th, and a 'Recent comments' section at the bottom.

Z - Pennings Test Project

Project updates

Project schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 Non-workday	13	14	15	16 Photo: IMG_8701.JPG Photo: IMG_8671.JPG Photo: IMG_8672.JPG Photo: IMG_8676.JPG + 1 more	17	18 Non-workday

Recent comments

2. To view selections that need to be **Approved/Declined** you can either do **Step A** or **Step B**. Both steps will get you to the selections page. **Step A** is directly on the landing page when you sign into BT while **Step B** is revealed after clicking a drop down. See the next page for more details.

- **Step A** – On the left side of the page you will see a list labeled **Action Items**. This is a great quick reference tool you can use to see any communications regarding your home project. You will want to click on **Upcoming Selections** to take you to the selections page to start reviewing your selections to be approved or declined.

Project Management
Files
Messaging

Search

PS

Welcome, Pennings & Sons

Action items

Incomplete surveys
2

Upcoming selections
12

Communications

Chats
0

Messages
0

Pennings & Sons

5829 West KL Avenue, Kalamazoo, MI 49009

269 372 1930

Contact us

Z - Pennings Test Project

Project updates

New







+2

Today

Project schedule

Sunday
12
Non-workday

Monday
13

Tuesday
14

Wednesday
15

Thursday
16

Photo: IMG_8701.JPG

Photo: IMG_8671.JPG

Photo: IMG_8672.JPG

Photo: IMG_8676.JPG

+ 1 more

Friday
17

Saturday
18
Non-workday

Recent comments

Project Management
Files
Messaging

Search

PENNINGS & SONS

BUILDING CHARACTER INTO HOMES

Contact Us

Selections

Favorites

\$0.00

0 ★

Card View

Allowances

FILTER YOUR RESULTS

1 FILTER APPLIED

clear

Deadline

Expand all choices

Expand everything

Light Fixture
00 - Salvage List
Dining Room

Price: \$0.00

Remaining from Allowance: \$0.00 of \$0.00

00 - Salvage List

Add Comment

Expired: Available

Deadline: Mar 11, 2026

Walls
76 - Painting
Bathroom

Price: \$0.00

Remaining from Allowance: \$0.00 of \$0.00

Add Comment

Expired: No Choices

Deadline: Apr 9, 2026

1-12 of 12 items

REVISED 04/17/2026

- **Step B** – In the upper left corner you will see four categories (Jobs, Project Management, Files, and Messaging). Click on **Project Management** to get a drop down. The 5th option in the dropdown menu will be **Selections**. Clicking on that option will also load the selections page.

Project Management Files Messaging

Search

Z - Pennings Test Project

Project updates

Project schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 Non-workday	13	14	15	16 Photo: IMG_8701.JPG Photo: IMG_8671.JPG Photo: IMG_8672.JPG Photo: IMG_8676.JPG + 1 more	17	18 Non-workday

Recent comments

PENNINGS & SONS
BUILDING CHARACTER INTO HOMES

Contact Us

Selections

Favorites \$0.00 0 ★

Card View Allowances

FILTER YOUR RESULTS | 1 FILTER APPLIED clear

Deadline Expand all choices Expand everything

Light Fixture 00 - Salvage List Dining Room
Price: \$0.00
Remaining from Allowance: \$0.00 of \$0.00 00 - Salvage List
Add Comment
Expired: Available
Deadline: Mar 11, 2026

All Choices (1)

Walls 76 - Painting Bathroom
Price: \$0.00
Remaining from Allowance: \$0.00 of \$0.00
Add Comment
Expired: No Choices
Deadline: Apr 9, 2026

1-12 of 12 items

3. In the **Card View** you will see a list of selections with different status bubbles to the far right of the title. The selections will automatically be sorted by deadline date with the highest importance at the top of the list.
- The **Expired: Available** status indicates this selection is **Past Due** with a choice that requires immediate attention. Just to the right of the **Title** (in the image below its *Light Fixture*) you will see the **Category** (*00 – Salvage List*) and the **Location** (*Dining Room*). On the far right you will locate the **Deadline** date this is the date that the selection approval is required.
 - The **Expired: No Choices** status indicates this selection is **Past Due** and no choice has been made/entered. This is represented by the following in the image below **Title** (*Walls*) you will see the **Category** (*76 - Painting*) and the **Location** (*Bathroom*).
 - The **Pending: Available** status indicates this selection **Pending** with a choice that is not yet past due. This is represented by the following in the image below **Title** (*Sink*) you will see the **Category** (*56 - Plumbing Fixtures*) and the **Location** (*Bathroom*).
 - The **Completed** status indicates this selection **Completed** and requires no further action. If you have filters on to only show Pending selection you will not see these completed items.

Selections

Favorites \$0.00 0 ★

Card View Allowances

▸ FILTER YOUR RESULTS | 1 FILTER APPLIED clear

Deadline ▾ Expand all choices Expand everything

Light Fixture 00 - Salvage List Dining Room Expired: Available Deadline: Mar 11, 2026

Price: \$0.00
Remaining from Allowance: \$0.00 of \$0.00 00 - Salvage List

▸ All Choices (1)

Walls 76 - Painting Bathroom Expired: No Choices Deadline: Apr 9, 2026

Price: \$0.00
Remaining from Allowance: \$0.00 of \$0.00

▸ All Choices (0)

Sink 56 - Plumbing Fixtures Bathroom Pending: Available Deadline: Apr 23, 2026

Price: \$0.00
Remaining from Allowance: \$450.00 of \$450.00 56 - Plumbing Fixtures

▸ All Choices (1)

Interior Door Hardware 30 - Lumber/Trim/Bldg Supplies Bathroom Completed Deadline: Apr 23, 2026

Price: \$0.00
Remaining from Allowance: \$0.00 of \$0.00

▸ All Choices (1)

4. After following [steps 1 – 4](#) you can proceed to set up filters to start approvals/declines.

Click the **Filter Your Results** drop down under the **Card View** tab. Then you can choose **All Pending** and **Expired** under the **Selections Status** filter. Once you have selected those two filters you will then click the blue **Update Results** button. This will hide anything that has already been approved and only shows you items that require action.

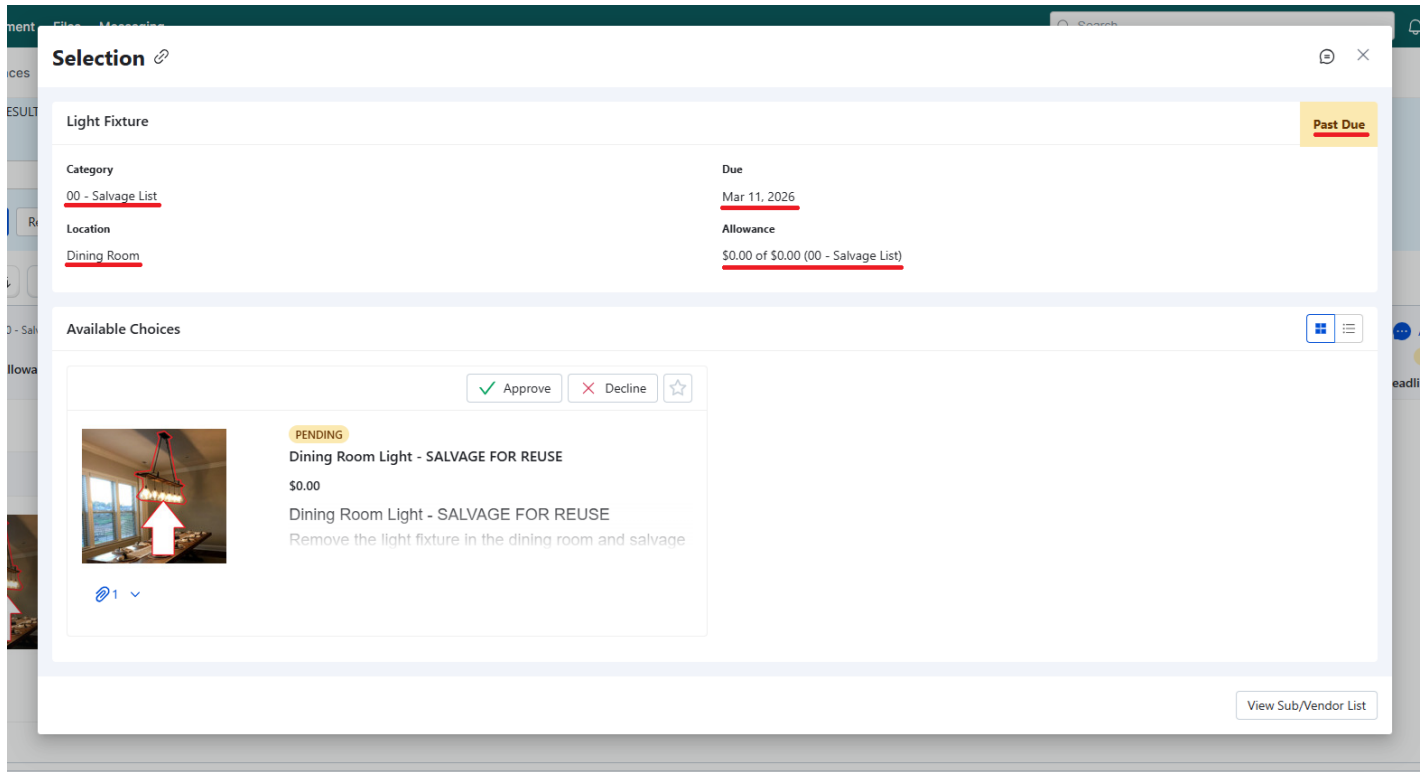
The screenshot shows the 'Selections' interface. At the top, there's a 'Favorites' bar with '\$0.00' and a star icon. Below it, the 'Card View' tab is active. A red box labeled '1' points to the 'FILTER YOUR RESULTS' dropdown. A red box labeled '2' points to the 'Selection Status' dropdown menu, which is open and shows 'All Pending' and 'Expired' selected. A red box labeled '3' points to the 'Update Results' button. The interface also shows filters for 'Locations', 'Categories', and 'Deadline'. Below the filters, there's a list of items, including 'Light Fixture' with a price of '\$0.00' and a deadline of 'Mar 11, 2026'.

5. Let's look at how to **Approve** a **Past Due** selection. To approve or decline a selection there are many factors you'll need to review prior to approving or declining the selection. Such as color of product, quantity (if applicable), location, price (if applicable) and the product in general.

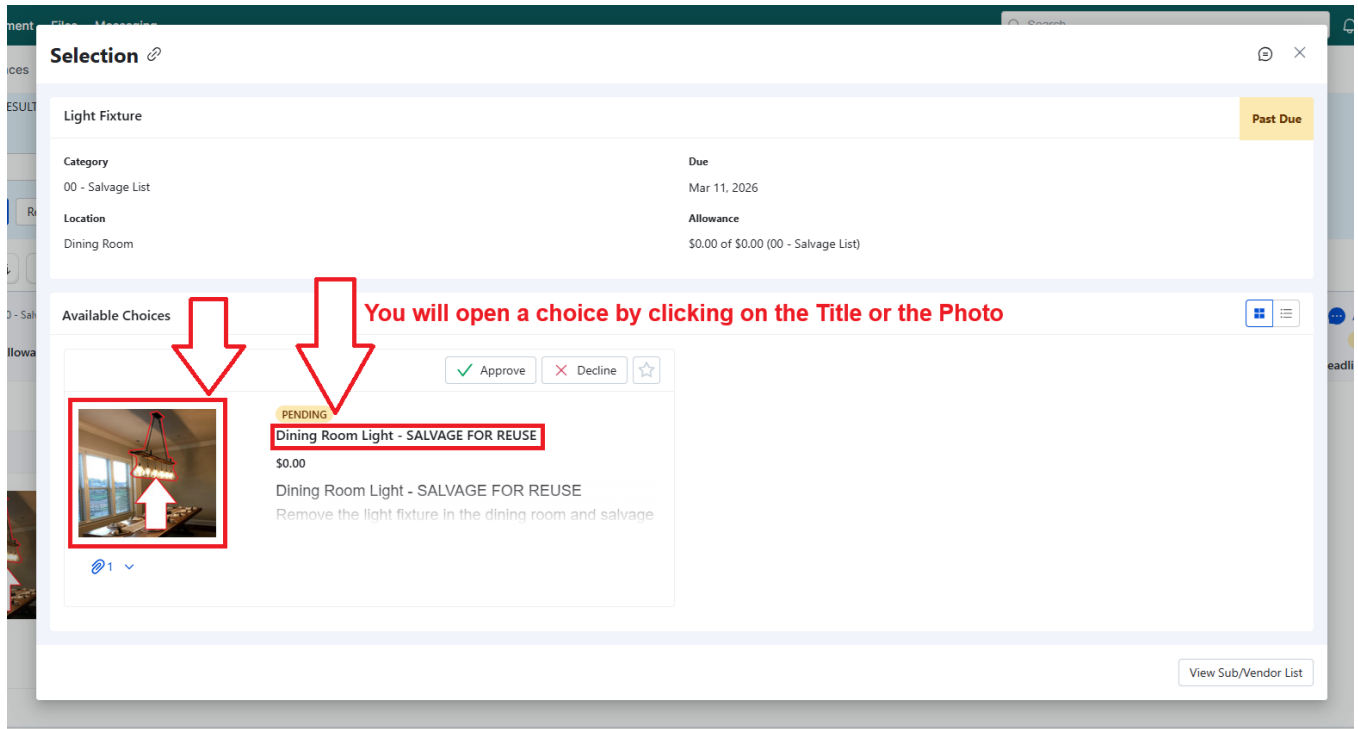
To view a selection, you will click on the **Title** (*Light Fixture*) which will open a new mini window.

The screenshot shows the 'Selections' interface after applying filters. The 'FILTER YOUR RESULTS' dropdown is set to '1 FILTER APPLIED'. The 'Update Results' button is highlighted. Below the filters, there's a list of items. A red arrow points to the 'Light Fixture' title, with a red text overlay saying 'Click the Title to view your selection and choice(s)'. The interface also shows filters for 'Locations', 'Categories', and 'Deadline'. Below the filters, there's a list of items, including 'Light Fixture' with a price of '\$0.00' and a deadline of 'Mar 11, 2026'. Below the 'Light Fixture' item, there's a section for 'All Choices (1)'. Below the 'Walls' item, there's a section for 'All Choices (0)'.

6. The new mini window will have the **Title** of the selection in the upper left-hand corner, the category, the location, the due date, and any allowance. You will also notice in the upper right corner is an **Orange** box that states **Past Due**.



7. Under **Available Choices** you will find the **Pending** choice that needs to be **approved** or **declined**. In this example, there is a **Dining Room Light – SALVAGE FOR REUSE** choice. Prior to **approving** or **declining** this choice it is important to **fully open** the choice to review all pertinent information. To do this you will click on the **Title** or **Photo** of the choice which will open a second mini window.



8. In the new window you will see the selection title, category, location, choice title, the price of the product under Client Price (if applicable), and the vendor/installer that will be supplying/installing the product. To read the description of the item scroll to the bottom of this window.

Selection Choice

Choice Details

Selection Title: Light Fixture

Category: 00 - Salvage List

Location: Dining Room

Choice Title

Dining Room Light - SALVAGE FOR REUSE

Product Link

View

Client Price

\$0.00

Vendor

None Assigned to Parent Selection

Pending

Files (1)

Dining Lig...

Decline Approve

Scroll down to read the description of this choice

After reviewing the **Product Description** at the bottom of the page you can either approve or decline the choice. If everything is correct you will click the **Approve** button in the lower right corner.

Selection Choice

Product Link

View

Client Price

\$0.00

Files (1)

You can click the image icon below to view a full version

Dining Lig...

Be sure to read the description below to confirm the details are correct

Product Description

Description

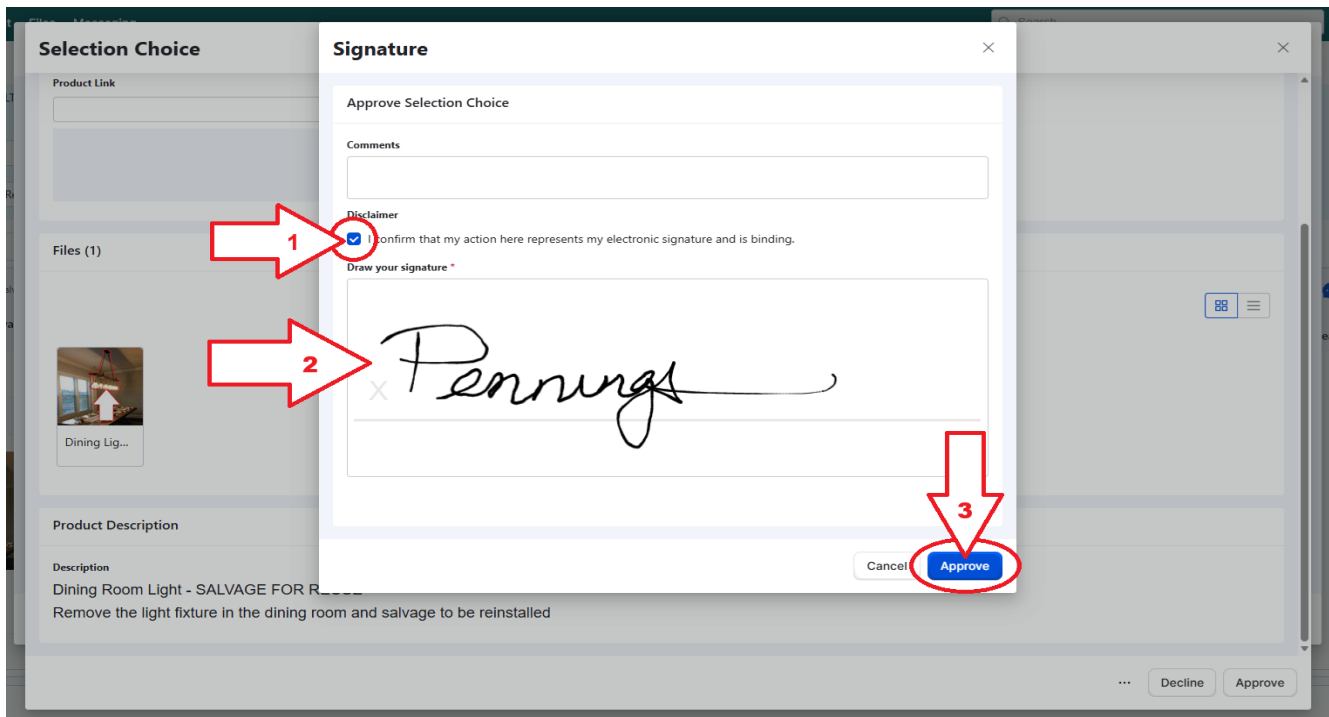
Dining Room Light - SALVAGE FOR REUSE

Remove the light fixture in the dining room and salvage to be reinstalled

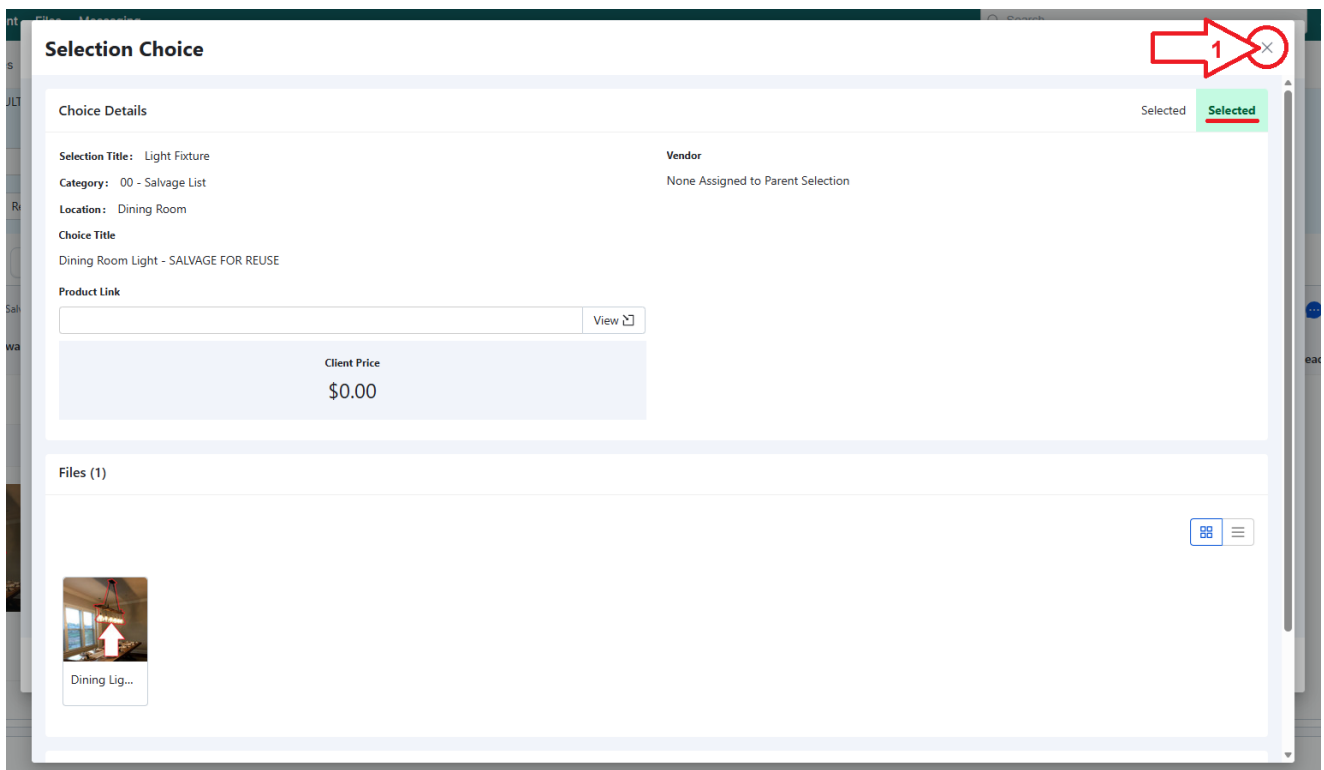
If everything looks correct you can Approve the choice

Decline Approve

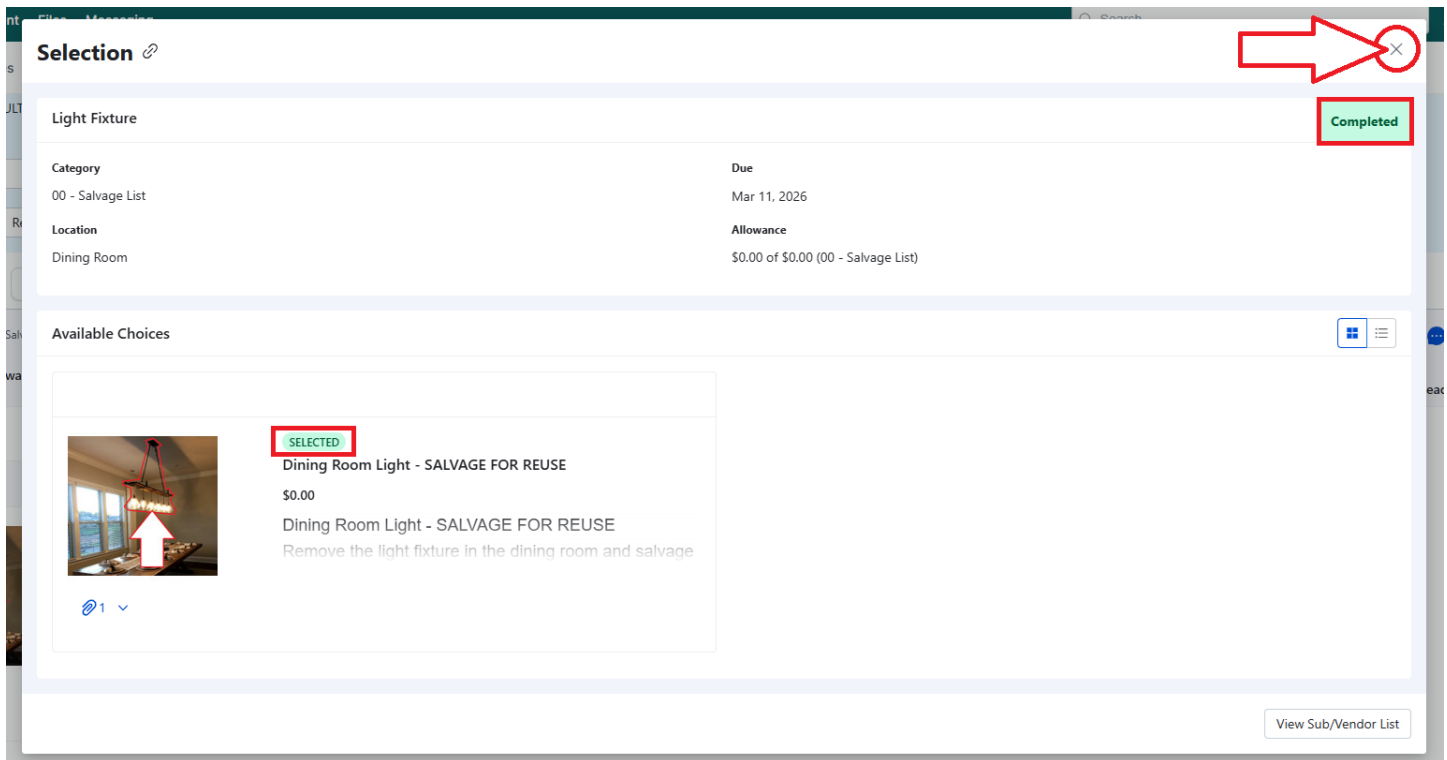
9. A new window will open where you can approve the choice within the selection. If you want to leave a comment you can, however, for most approvals this is not necessary. Be sure to check the box for *"I confirm that my action here represents my electronic signature and is binding."* and then use your mouse to sign your name in the field below. Once your signature has been filled in you can click the **Approve** button in the lower right corner.



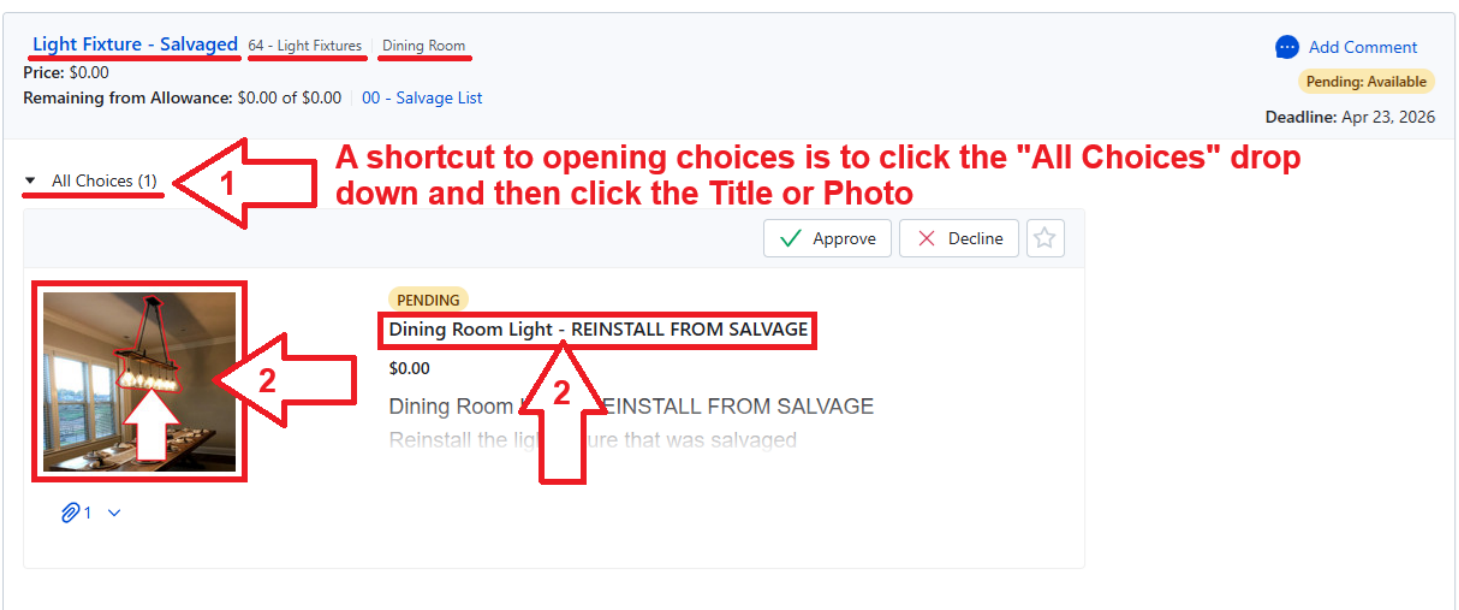
10. The system will load and save your approval. You can now click the "X" in the upper right-hand corner of the **Selection Choice** window to close this window and return to the selections window.



The choice you just approved will show as **Selected** now in the **Selection** window. If there was only a single choice for that selection you will see a green **Completed** in the upper right corner and can close out of the selection window by clicking on the "X" in the upper right corner. If there are multiple choices to approve you will repeat [steps 8-11](#) until they are all **Approved** prior to exiting the window.



(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 title **Light Fixture - Salvaged** that is tied to the **64 – Light Fixtures** category and follow [steps 7-11](#). This is only applicable to items in the **00 – Salvage List** category. By approving the salvage choices this only confirms your desire to save the item during general demolition.)



11. After following [steps 1 – 4](#) you can proceed to **Approving** choices within a selection. In some instances, you may have two choices within a selection, but need to decide between the two products.

When you open the selection window by clicking on the title from the selection page, you will notice there are no decline buttons available to you. This indicates only **one** product can be chosen for this selection. It's important to open both choices to review the details to make your choice by clicking on the Title or Photo of every choice ([see step 8](#)).

Selection

Faucet

Category: 56 - Plumbing Fixtures

Location: Bathroom

Due: Apr 23, 2026

Allowance: \$450.00 of \$450.00 (56 - Plumbing Fixtures)

Available Choices

1 The missing decline button indicates you can only approve ONE choice

2

Be sure to open and review each choice to decide which product to approve for purchase

View Sub/Vendor List

Open each choice by clicking on the title of the choice to view all information for the product.

Selection Choice

Choice Details

Selection Title: Faucet

Category: 56 - Plumbing Fixtures

Location: Bathroom

Choice Title: Delta Altado Widespread Bathroom Faucet

Product Link: View

Client Price: **\$328.00**

Vendor: ZZ-PLUMBER

Scroll down to read the description of this choice

Files (3)

Download all (3)

56 - Delta ... 56 - Specs ... 56 - Install ...

Selection Choice

\$328.00

Files (3) Click the image to view a larger version

1 Review the description for color, quantity, and style

2

3 Once you have reviewed this choice click the "X" to exit and review the second choice available

Product Description

Description
****Price includes tax****
 Delta Altado Widespread Bathroom Faucet
 Color/Finish: Stainless
 QTY: 1
 Delta Altado 1.2 GPM Widespread Bathroom Faucet with Push Pop-Up Drain Assembly
 Model: 35442-SSMPU-DST

After reviewing the information for the first choice, click the "X" in the upper right corner to go back to the full selection view and then open the second choice by clicking on the title.

Selection Choice

Choice Details

Selection Title: Faucet

Category: 56 - Plumbing Fixtures

Location: Bathroom

Choice Title
Delta Stryke Single Hole Bathroom Faucet

Product Link
 View

Client Price
\$428.00

Files (3)

Download all (3)

56 - Delta ... 56 - Install ... 56 - Specs ...

Pending

Vendor
 ZZ-PLUMBER

Scroll down to read the description of this choice

After reviewing the information for the second choice, click the "X" in the upper right corner to go back to the full selection view. In this example, we will choose the Delta Altado faucet.

Selection Choice

\$428.00

Files **Click the image to view a larger version**

1

56 - Delta ... 56 - Install ... 56 - Specs ...

2 **Review the description for color, quantity, and style**

Product Description

Description

****Price includes tax****

Delta Stryke Single Hole Bathroom Faucet

Color/Finish: Matte Black

QTY: 1

Delta Stryke 1.2 GPM Single Hole Bathroom Faucet with Push Pop-Up Drain Assembly, Lever Handle, Diamond Seal Ceramic Disc Cartridges, and Arc Spout

Model: 577-BLMPU-DST

3 **Once you have reviewed this choice click the "X" to exit and review the second choice available**

12. Now that you know which product you want to approve you can approve the desired choice by clicking the **Approve** button in the right corner of the choice on the selection page.

Selection

Faucet

Category: 56 - Plumbing Fixtures

Location: Bathroom

Due: Apr 23, 2026

Allowance: \$450.00 of \$450.00 (56 - Plumbing Fixtures)

Pending

Available Choices

1 **You can approve this choice without opening it again as you have already reviewed the description**

2 **Approve**

3 **Approve**

Delta Altado Widespread Bathroom Faucet

PENDING

\$328.00

****Price includes tax****

Delta Altado Widespread Bathroom Faucet

Delta Stryke Single Hole Bathroom Faucet

PENDING

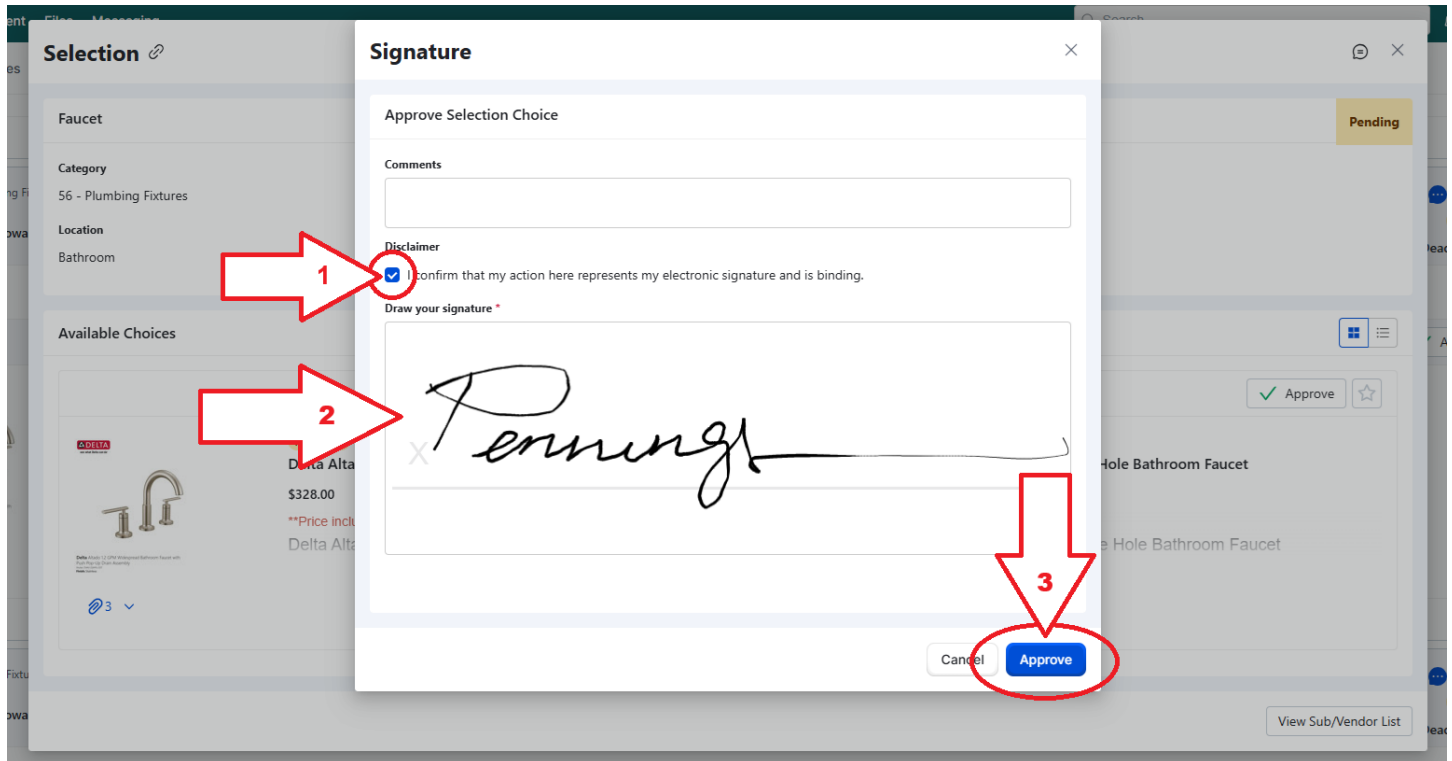
\$428.00

****Price includes tax****

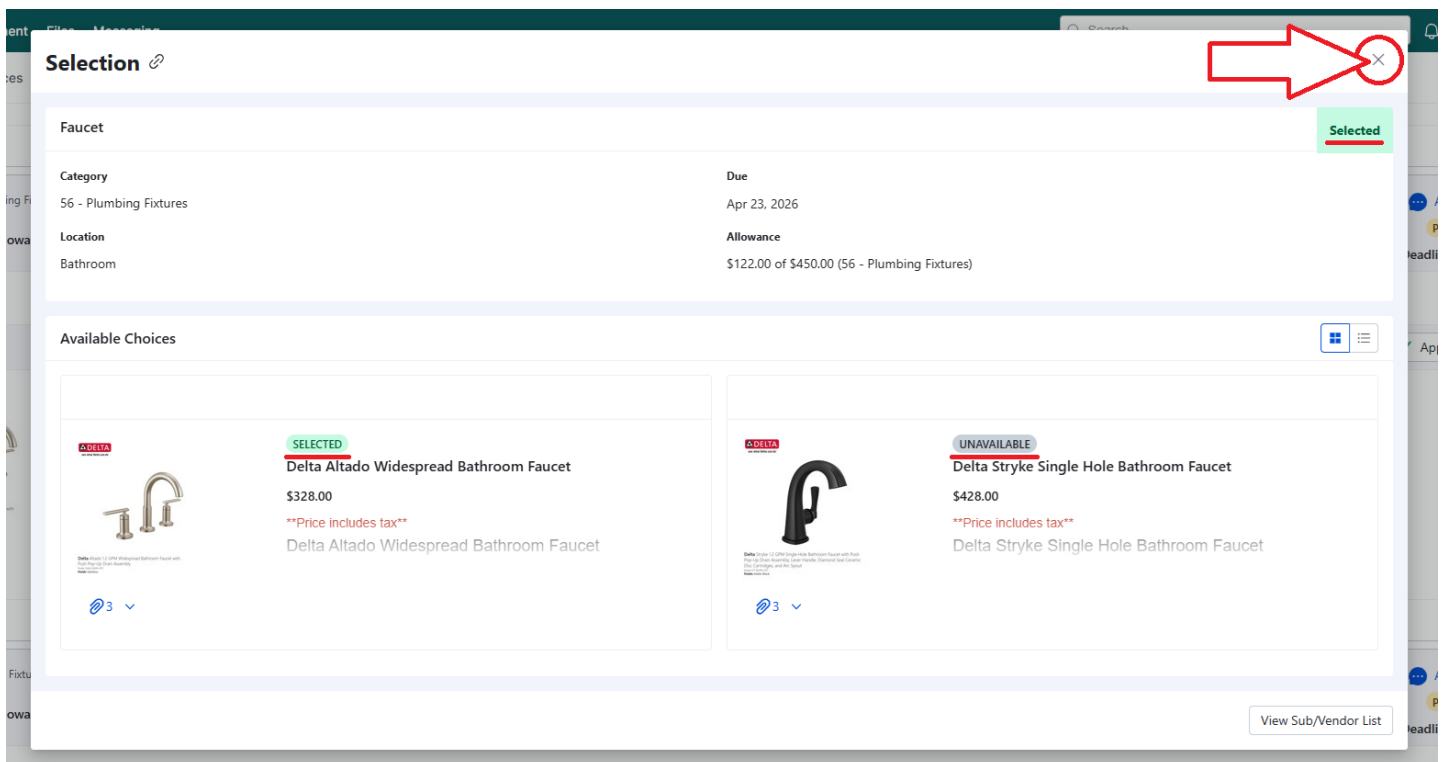
Delta Stryke Single Hole Bathroom Faucet

View Sub/Vendor List

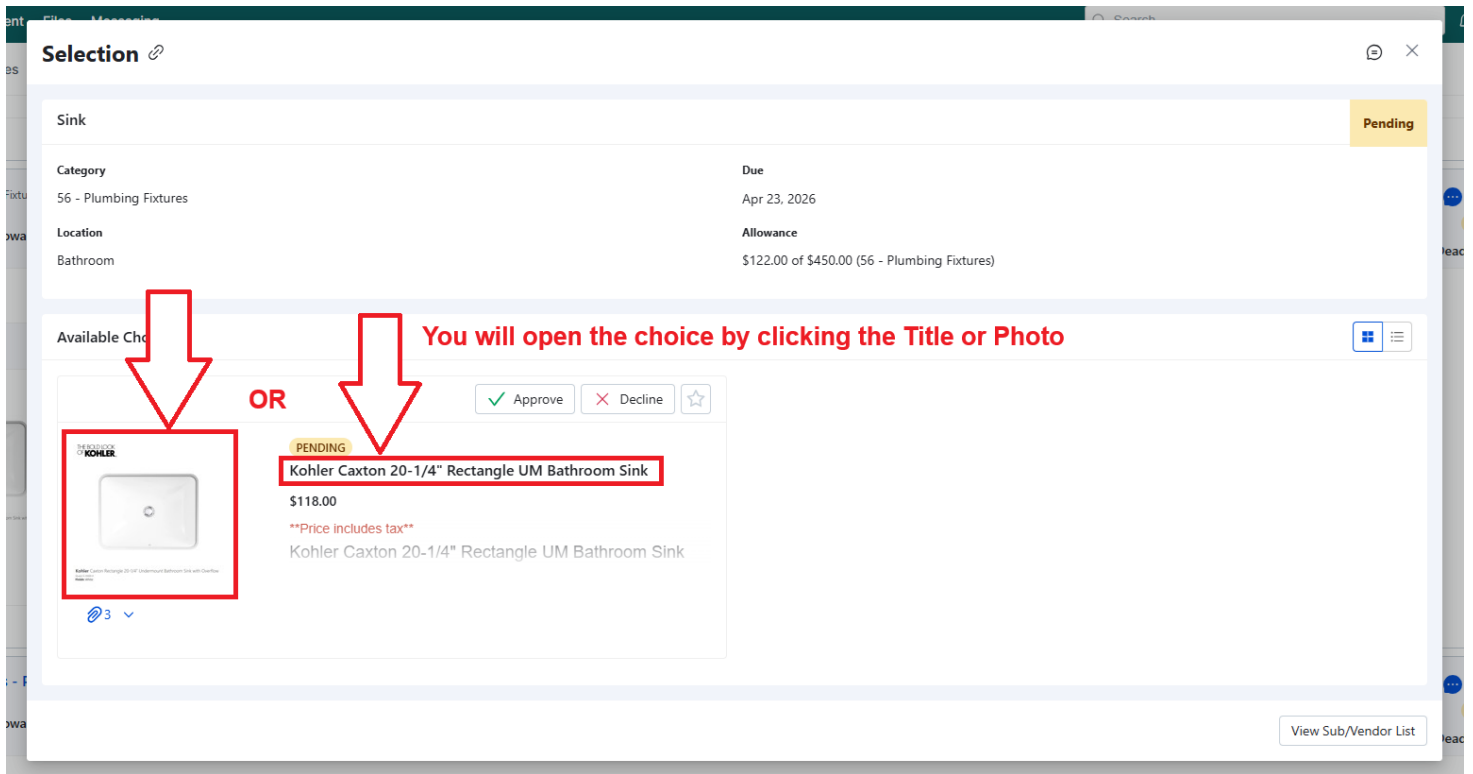
13. The approve window will populate. Be sure to check the box that states, “*I confirm that my action here represents my electronic signature and is binding.*”, draw your signature with your mouse and click the **Approve** button in the lower right corner.



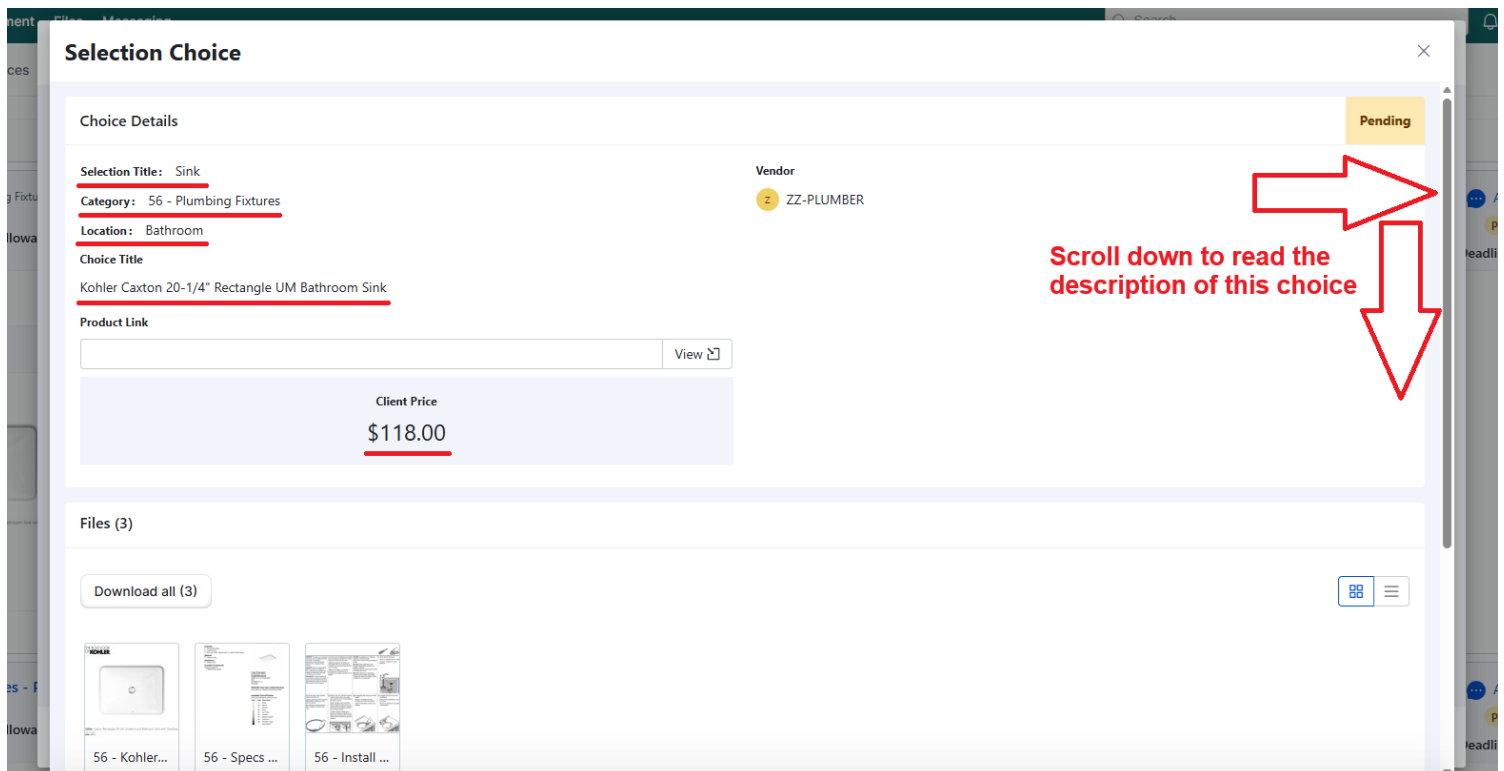
14. You will notice that the Altado choice is **Selected** and the Stryke choice is **Unavailable**. Additionally, in the upper right corner there is now a green box that shows the selection is **Selected**. You can now exit out of this selection by clicking the “X” in the upper right corner.



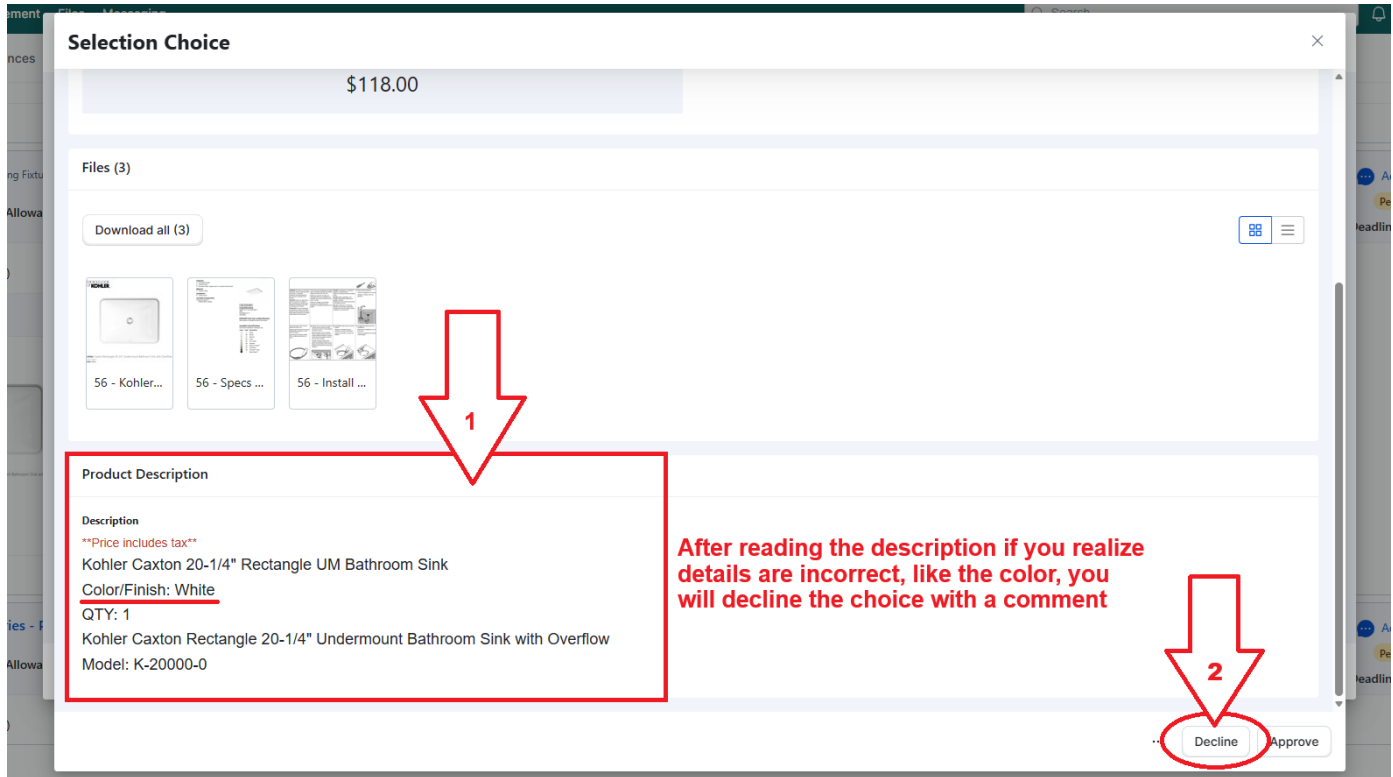
15. If you encounter an instance where you are viewing a choice and it is **not** what you want (wrong color, wrong size, wrong product completely, wrong location, etc) this is when you will **Decline** the choice and make a comment. Start by opening the choice by clicking on the Title or Photo.



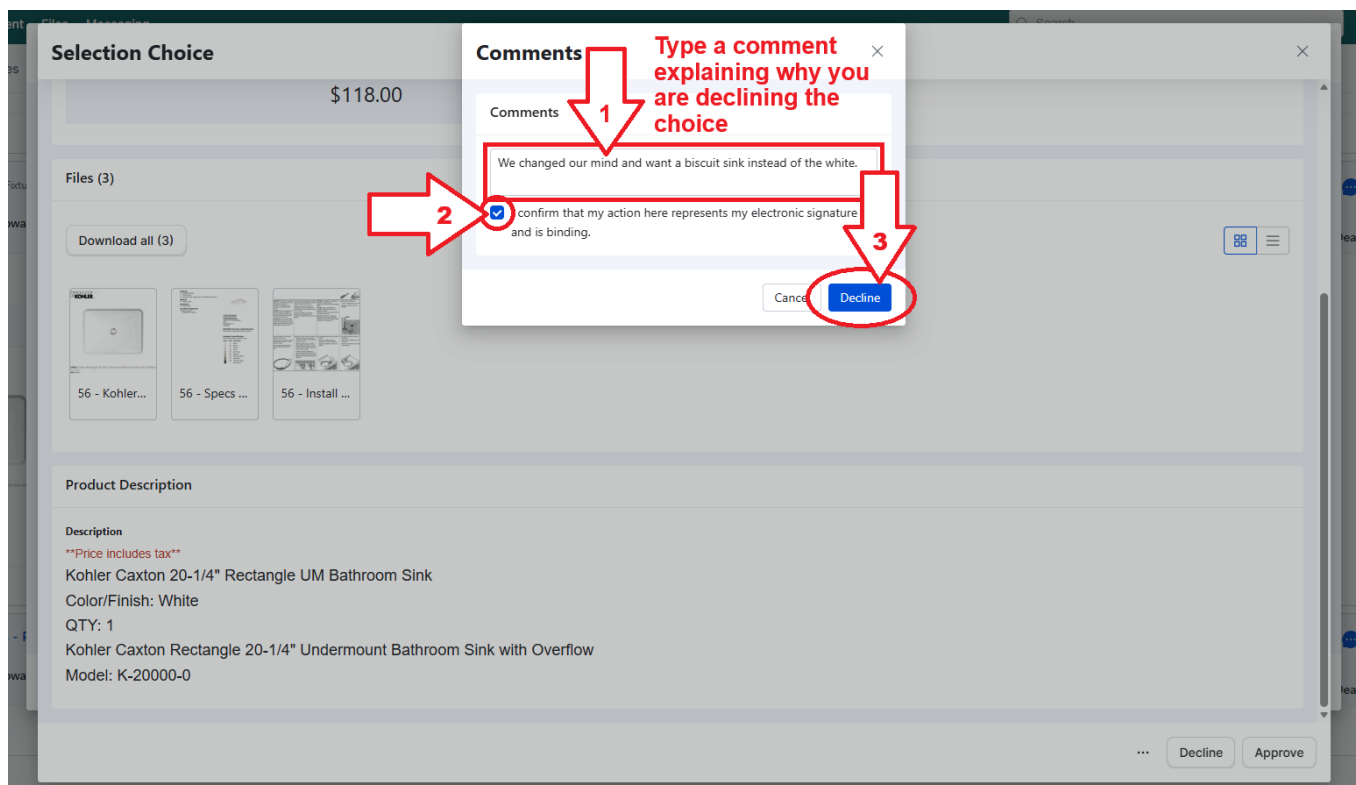
Review the details within this choice. In this example, the color will be incorrect.



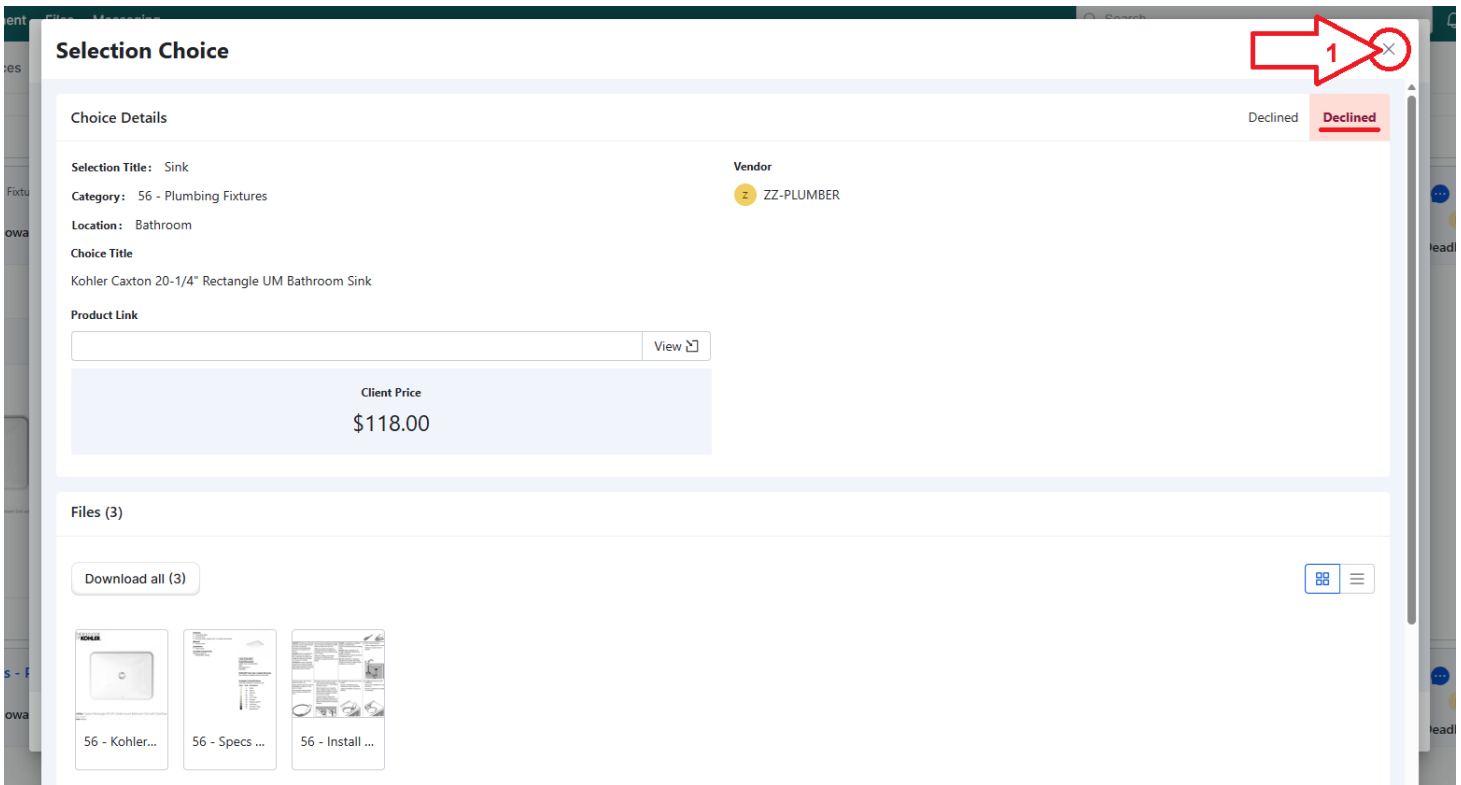
Once you realize the product description lists the incorrect color/finish you will click the **Decline** button in the lower right corner.



16. This will open a new mini window where you will enter your **Comments** (In this example: *We changed our mind and want a white sink instead of the biscuit*), check the **Box** that says, "I confirm that my action here represents my electronic signature and is binding." and then click the **Decline** button in the lower right corner.



17. This will now show as a **Declined** choice in the choice window, and you can exit out to view the choice within the selection window.



This choice is showing **Declined** in the selection window and **Completed** overall.

It is important to inform your sales representative that you've declined a choice so the selection can be reviewed and updated, if needed. A new pending choice may be created by Sales Support to account for a new item that will be entered in BT later.

