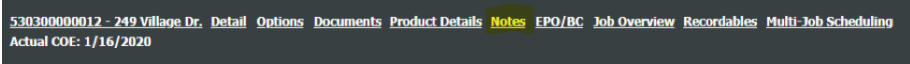


# BuildPro Tips & Tricks



- #1: Use Document Management as a message board to communicate division and/or company policies and guidelines during this time.
- #2: Keep your construction schedules updated daily in BuildPro. This will ensure that you and your Trade Partners are always on the same page and production doesn't suffer.
- #3: Encourage your Trade Partners to view their construction schedules in SupplyPro daily. Trade Partners with concerns regarding social distancing policies should be reviewing construction schedules and proactively communicating with their builders through the BuildPro/SupplyPro platform to mitigate multiple companies being on a job site at the same time.
- #4: Download our BuildPro mobile app, and use offline mode when there are connectivity issues in the field. Then, easily sync up your work when you are back online so your construction schedules stay up to date..
- #5: In BuildPro, use Job Notes to communicate internally between builders, managers, and division leadership about what's happening on specific job sites.

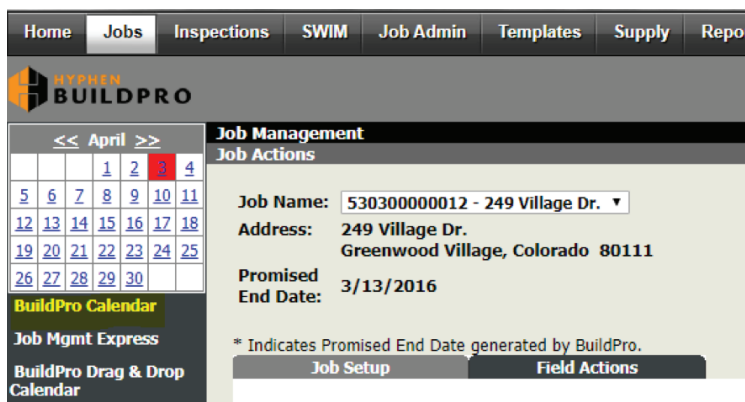


- #6: In BuildPro, use Task Notes to communicate specific times you want a Trade Partner onsite to avoid multiple companies from being on a job site at the same time.

Task Status	Task Name	Supplier Name	Seq	SP	Lead Date	Start Date	End Date	1*	Start	Comp	Mark Excpt	PO Status
	Plumbing Trim (P)	Buckner Blvd. Plumbing	30/10	Y	04/06/2020	04/10/2020	04/11/2020		<input checked="" type="checkbox"/>			

Notes:   Send Notes to Supplier

- #7: Use the BuildPro Calendar to email Trade Partners the next 2 weeks' worth of tasks to improve job site commitments.



The screenshot shows the BuildPro web interface. At the top, there are navigation tabs: Home, Jobs, Inspections, SWIM, Job Admin, Templates, Supply, and Reports. Below the navigation is the 'HYPHEN BUILDPRO' logo. On the left, there is a calendar for April with the 3rd highlighted in red. Below the calendar are links for 'BuildPro Calendar', 'Job Mgmt Express', and 'BuildPro Drag & Drop Calendar'. The main content area is titled 'Job Management' and 'Job Actions'. It displays the following information:

- Job Name: 53030000012 - 249 Village Dr.
- Address: 249 Village Dr. Greenwood Village, Colorado 80111
- Promised End Date: 3/13/2016

A note below states: '\* Indicates Promised End Date generated by BuildPro.' At the bottom of the job details, there are two buttons: 'Job Setup' and 'Field Actions'.

*Hyphen Solutions will continue to add more tips & tricks so be sure to check back often.*