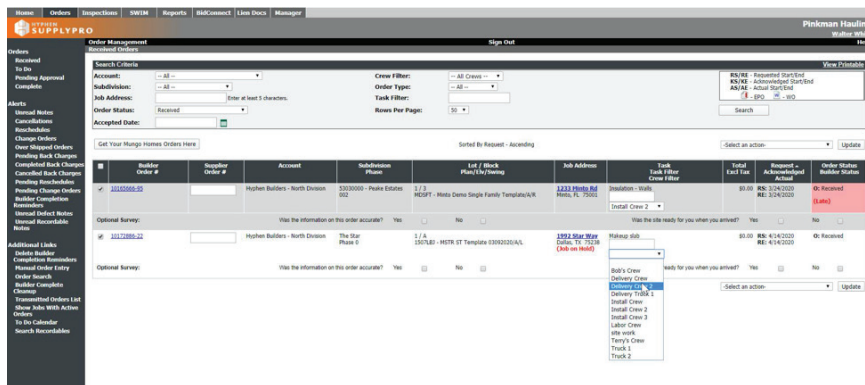
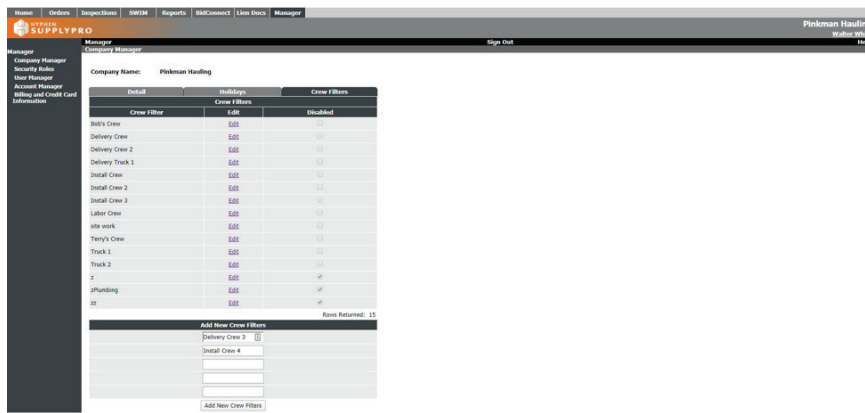


# SupplyPro Tips & Tricks



- #1: Use the Supplier Documents area to store policies and safety information.
- #2: Download the SupplyPro mobile app and use the mobile app to manage orders and reduce passing paperwork between field staff, warranty and homeowners.
- #3: Use the Notes section to document activity and arrival times for builders to line out work and reduce the number of people in the house at one time.
- #4: Set up and assign crews to Orders to allow for identification of crew utilization.



- #5: Use the Order Calendar report to identify Orders by crew and get a week, 2 week, or month calendar view of upcoming work.
- #6: Use the Future Orders report to forecast Orders that have not been released by the builder.
- #7: Update your Trade Finder account to allow builders who are continuing production to find information about your company.

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