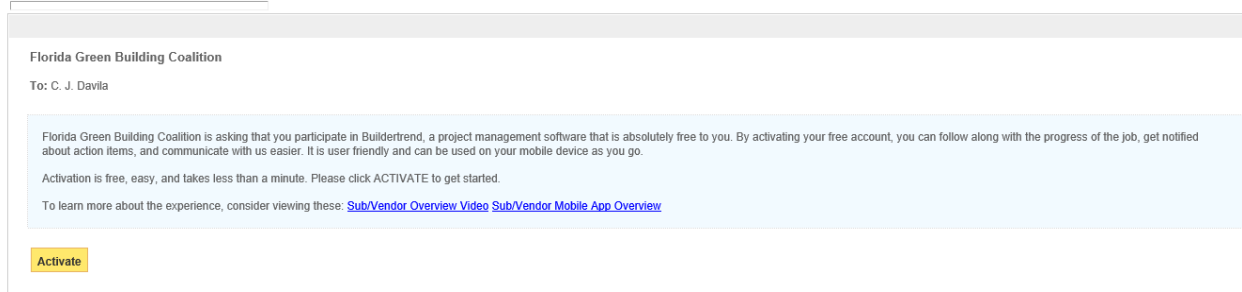


## BUILDERTREND DIRECTIONS FOR Designated Professionals 2022

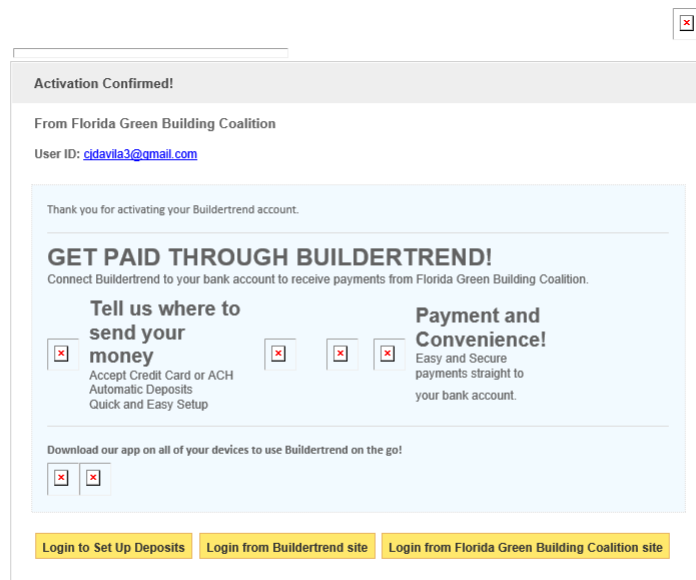
Once you have paid your registration fee, you will receive an email requesting an activation.



\*\* This email has been auto-generated on behalf of Florida Green Building Coalition, please do not reply directly to this email \*\*

Click on the Activate link


You will be prompted to either create a password and an account, or you may use your current Buildertrend account if you have one. Once you have an account set up you will receive an email confirmation.



\*\* This email has been auto-generated on behalf of Florida Green Building Coalition, please do not reply directly to this email \*\*



Once the individual job has been paid for, you will receive an email stating that new items have been assigned you.



**New items assigned to you on 1 CJ CA Test by Florida Green Building Coalition**

### Summary

1 To-Do View Job

### Details

**1 To-Do:**


**Title:**

**Deadline:** Tue, Jul 13, 2021 View Details

\*\* This email has been auto-generated on behalf of Florida Green Building Coalition, please do not reply directly to this email \*\*

Click on the view job tab.

Project Management Files Messaging Financial ? ⚙

View Contact Info

**Florida Green Building Coalit**  
**Jobs Menu**  
  

---

2 CJ CA Test

2 CJ CA Test

---

All 2 Listed Jobs

---

1 CJ CA Test

---

2 CJ CA Test

**Email Inbox**

Your Inbox (0) new message(s)


**Recent Change Order Activity**

Date	Title
None approved in the last 30 days	

**Current Weather**


Saint Petersburg, FL 33701 Tuesday, July 13 2021


Current Conditions: Sunny


**81°** F | C

Feels like: 88°F  
Winds: 7 mph  
Humidity: 88%

**Your Extended Forecast**

Tue, Jul 13  
 55%

Wed, Jul 14  
 61%

Thu, Jul 15  
 31%

**Recent Bill/PO Activity**

Status	Title	Lien Waiver Status	Payments	Price	Amount Received
None assigned in the last 30 days					

**Your To-Do's**

New To-DoHide To-Do's Over 30 Days

<input checked="" type="checkbox"/> Title	Priority	Job	Due
<input type="checkbox"/> <a href="#">A project has been created for you.</a>		2 CJ CA Test	Tue, Jul 13

**Work Schedule Snapshot**

Status	Title	Job
None running or scheduled over the next 30 days		

**RFIs**

New RFIWaiting for Your Response

You will be taken to your Buildertrend dashboard. Click the specific job to upload documents.

Then click files dropdown, click documents. You will be taken to the preceding screen.

The screenshot shows the BUILDERTREND interface. At the top, there is a navigation bar with 'Project Management', 'Files', 'Messaging', and 'Financial' menus. A search bar is on the right. The main content area is titled 'Documents' and 'Main'. Under 'Folders', there is a table with the following data:

Name	Created	Modified	Actions
** Sub and Vendor Uploaded Files **	Jan 19, 2023, 10:40 AM	Jan 19, 2023, 10:40 AM	
Additional Documents	Jan 19, 2023, 10:51 AM	Jan 19, 2023, 10:51 AM	⋮
Additional Documents	Jan 19, 2023, 10:51 AM	Jan 19, 2023, 10:51 AM	⋮
Additional Documents	Jan 19, 2023, 10:51 AM	Jan 19, 2023, 10:51 AM	⋮
Additional Documents	Jan 19, 2023, 10:51 AM	Jan 19, 2023, 10:51 AM	⋮

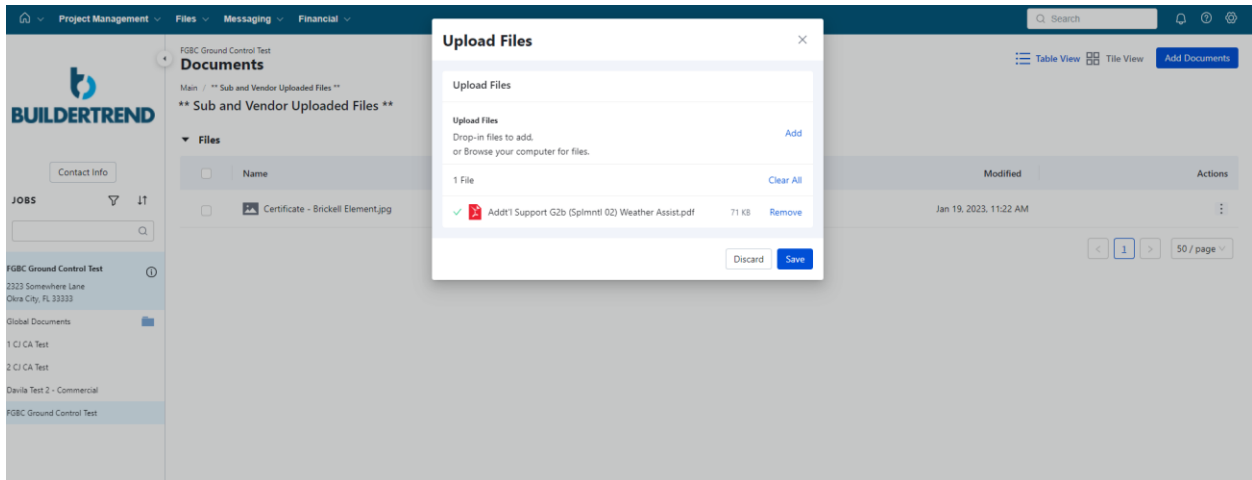
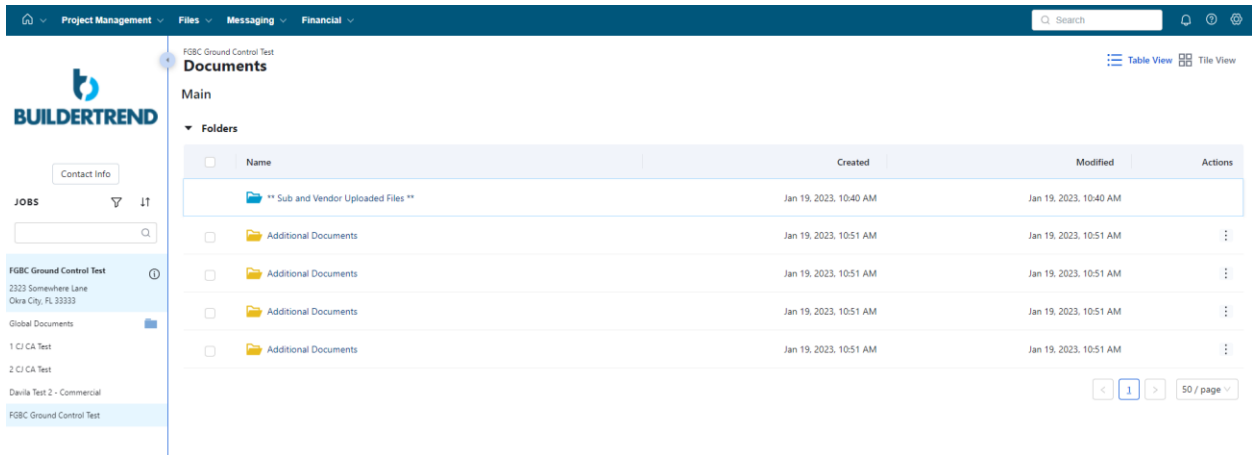
At the bottom right of the table, there are pagination controls showing '1' of 50 pages.

Click on Sub and Vendor uploaded files and you will be taken to the preceding screen. Click on the blue button to add documents.

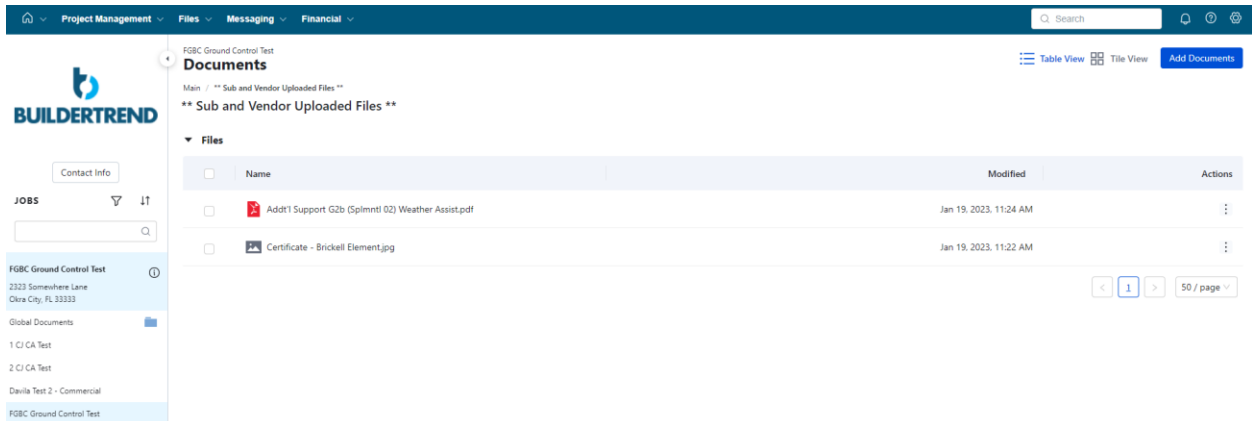
The screenshot shows the BUILDERTREND interface with the 'Documents' page. The breadcrumb trail is 'Main / \*\* Sub and Vendor Uploaded Files \*\*'. The main content area is empty, displaying a 'No Documents' message with a document icon and the text: 'This folder is empty, add files by clicking "Add Documents" button, or you can drop files onto the page to begin uploading.' Below the message is a blue 'Add Documents' button.

Drag and Drop files to upload, or you can upload from your computer via the Browse Computer Button. For multiple submissions, click all of the documents and then drag them all at once to the folder.

Please Note: There is a 50 MB limit on each folder. There are additional folders below the Sub and Vendor Uploaded Files. Should you need additional folders, simply click on the next Additional Documents folder and upload your documents. See below:



Once Files have been added click the Save Button.



To add additional Documents, click on the add documents Button

The screenshot shows the Buildertrend web application interface. At the top, there is a navigation bar with tabs for 'Project Management', 'Files', 'Messaging', and 'Financial'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'Documents' and displays the breadcrumb 'Main / \*\* Sub and Vendor Uploaded Files \*\*'. A sub-header reads '\*\* Sub and Vendor Uploaded Files \*\*'. On the left side, there is a sidebar with the Buildertrend logo, a 'Contact Info' button, and a 'JOBS' section with a search bar. Below the sidebar, there is a list of folders: 'FGBC Ground Control Test' (selected), 'Global Documents', '1 CI CA Test', '2 CI CA Test', 'Davila Test 2 - Commercial', and 'FGBC Ground Control Test'. The main content area shows a table of files with columns for 'Name', 'Modified', and 'Actions'. Two files are listed: 'Addtl Support G2b (Splmittl 02) Weather Assist.pdf' and 'Certificate - Brickell Element.jpg', both with a modification date of 'Jan 19, 2023, 11:24 AM' and 'Jan 19, 2023, 11:22 AM' respectively. At the bottom right of the table, there is a pagination control showing '1' of '50 / page'.

The folder contents will then appear. Please double check that all of your documents have been uploaded and that there aren't any missing. If there are additional items to add, simply click the add documents button to add additional documents. Once all documents have been uploaded please forward an email to FGBC Mary alerting her that all documents have been uploaded and the job is ready for review.

Should you need further assistance please email [info@floridagreenbuilding.org](mailto:info@floridagreenbuilding.org)