Buildertrend Activation.

You will receive the invitation mail from buildertrend on your registered mail id with Melvic Group. Activation is free and only takes few min. Click on Activation link shared on your mail id, Mention your mail id and set up the password.

https://buildertrend.net/

You can also download the buildertrend app from Google play store or app store.

BUILDERTREND
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Log in Forgot your usemame or password? Log in with Intuit
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Buildertrend will ask for a One Time Password which will be emailed to your registered mail Id. After entering the OTP click on confirm and you are good to go.

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Metvic Group		Contact Us	
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		Recent Daily Logs	
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		Pending Change Orders 0	
		Upcoming Selections 0	
		Unread Documents 0	
		Unread Messages 2	
		Incomplete Surveys 0	
	No featured photo	Warranty Items 0	
	Your builder hasn't uploaded a featured photo yet, an eye out for updates!	t, but keep	
	Recent Photos	View all photos	

After you logged in below screen will appear.

Messages

Under messaging tab click on Messages.

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			Comments				
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				Your builder hasn't uploaded a featured photo yet, but keep an eye out for updates!			
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Click on compose new message. And you can compose your message and select the user you want to mail. And you can check the messages you received under inbox option.

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MELVIC GROUP				Contact Us
What's New			Messages	
☑ Unread Messages 2	Compose New Message			
Weather Fri, Apr 1 2022 Dandenong South VIC 3175	► FILTER YOUR RESULTS			
Current Conditions: Partly Cloudy	Inbox (2)			
18 ° EIC	Drafts	Checked Actions Checked Folder	Last updated at 9:02 AM	

You can also add the external Email id's by clicking on Add Email.

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Compose New Message		
Send Save as Draft		
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To attach the file click on add and brows my computer and select the file you want to upload and click on Add.



New Window will pop up and click on Brows My Computer. Select the file you want to attach and click on Add file.

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How to turn on and off the Notification for owner.

1. Log in to Builder trend and click on set up menu.

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	What's Happening
	Recent Daily Logs
	Incomplete To-Do's
	Pending Change Orders
	Upcoming Selections 0
	Unread Documents 0
	Unread Messages 3
	Incomplete Surveys 0
No featured photo	Warranty Items 0
Your builder hasn't uploaded a featured pholo yet, but keep an eye out for updates!	
Recent Photos View a	Il photos

2. Once you click on set up the contact Information, Login Information and Notifications window will open. Scroll down to notifications and select the desire settings.

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	Save				*		
	Username				1.00	Contac	at Us
	Deeptiowner						
	Guest Access						
	Share your account with friends and family by setting up a guest pass project's financial information.	word. The people you share wit	h will not ha	ve access to your	What's	Happening	
	Guest Username				Recent D	Daily Logs	0
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	Notifications	Upcomin	g Selections	0			
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	Browser notifications are turned off. To start receiving browser notific	ations, go to your browser settin	gs and choo	ose to allow	Unread N	Messages	3
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	Advanced Notifications Options						
	PROJECT MANAGEMENT						
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