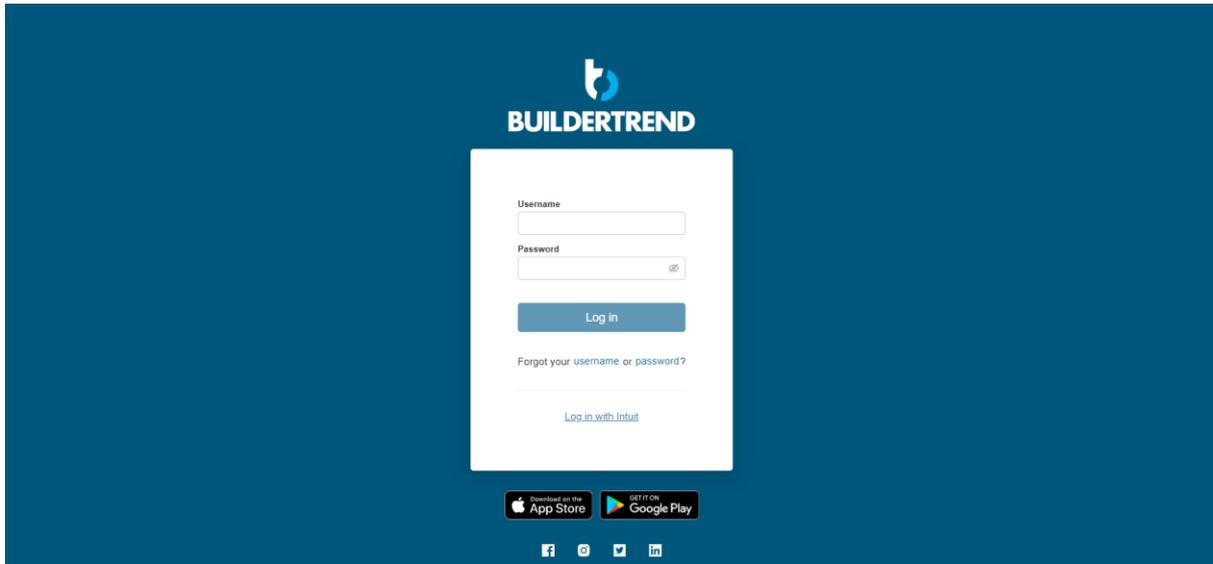


Buildertrend Activation.

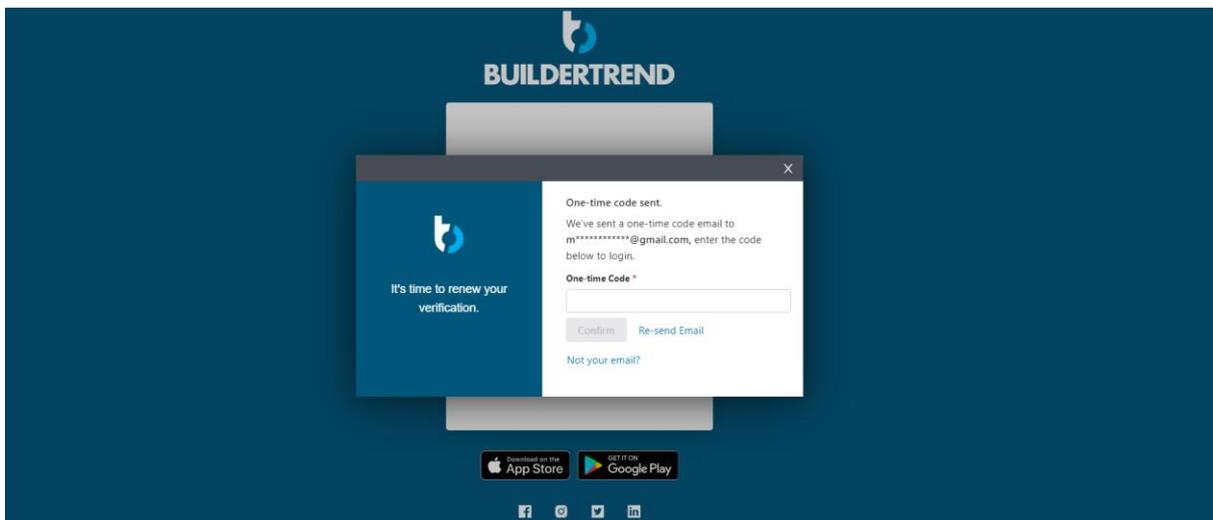
You will receive the invitation mail from buildertrend on your registered mail id with Melvic Group. Activation is free and only takes few min. Click on Activation link shared on your mail id, Mention your mail id and set up the password.

<https://buildertrend.net/>

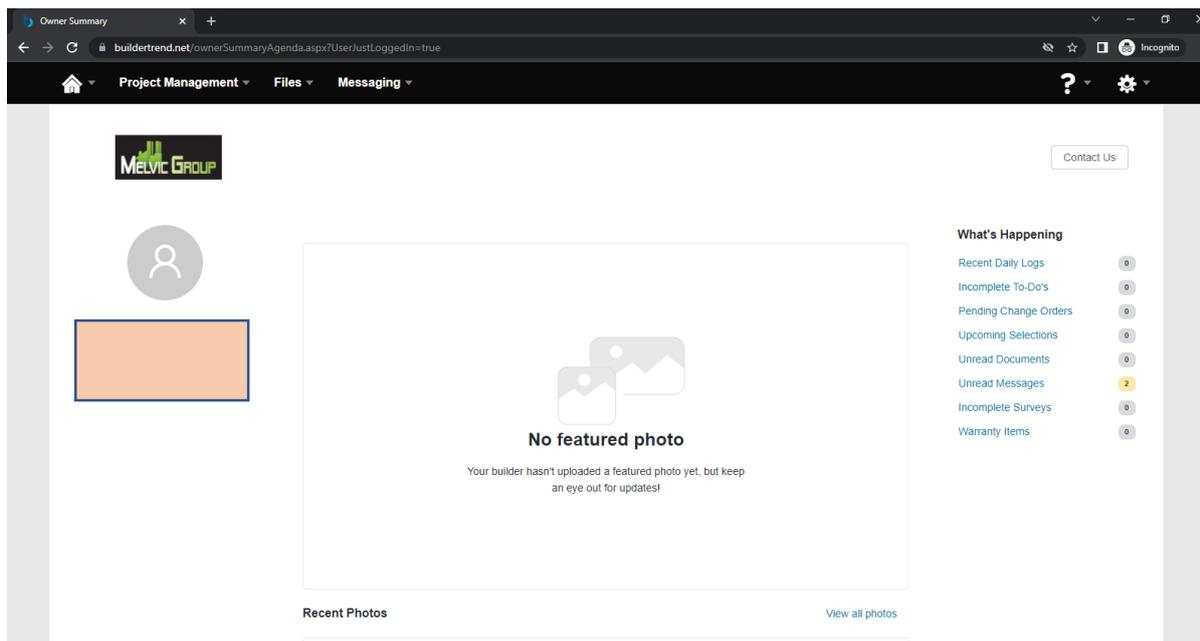
You can also download the buildertrend app from Google play store or app store.



Buildertrend 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.

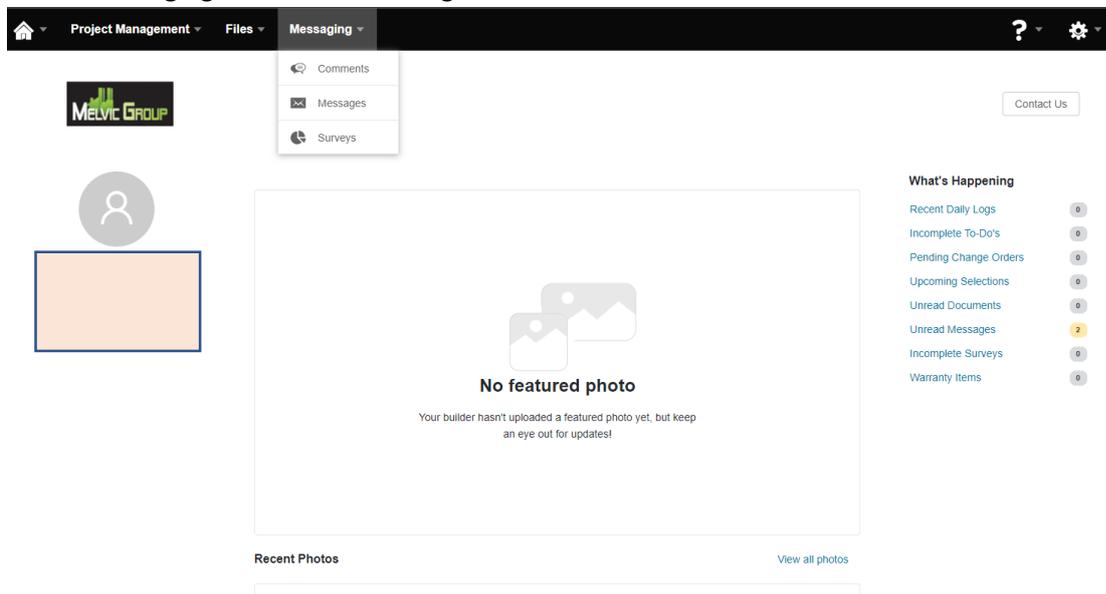


After you logged in below screen will appear.

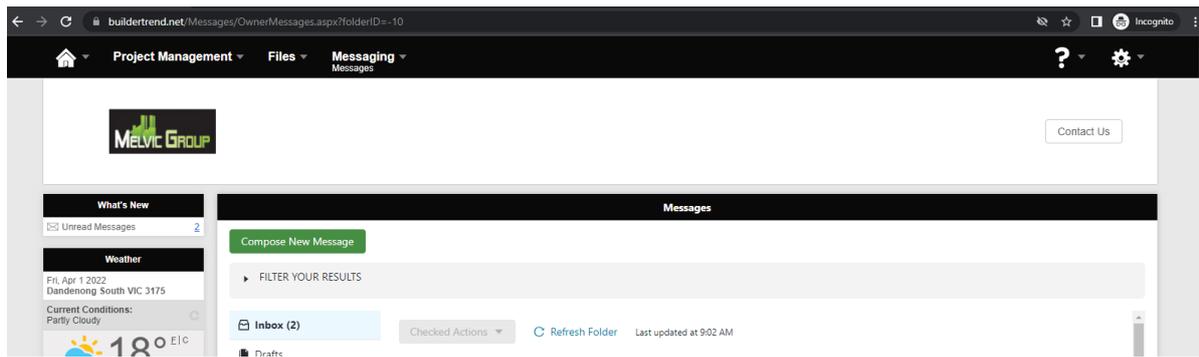


Messages

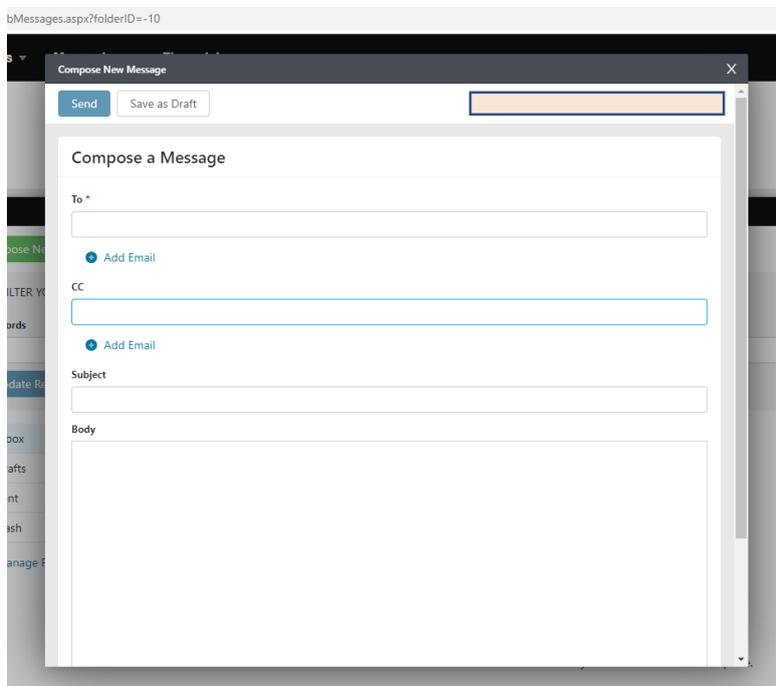
Under messaging tab click on Messages.



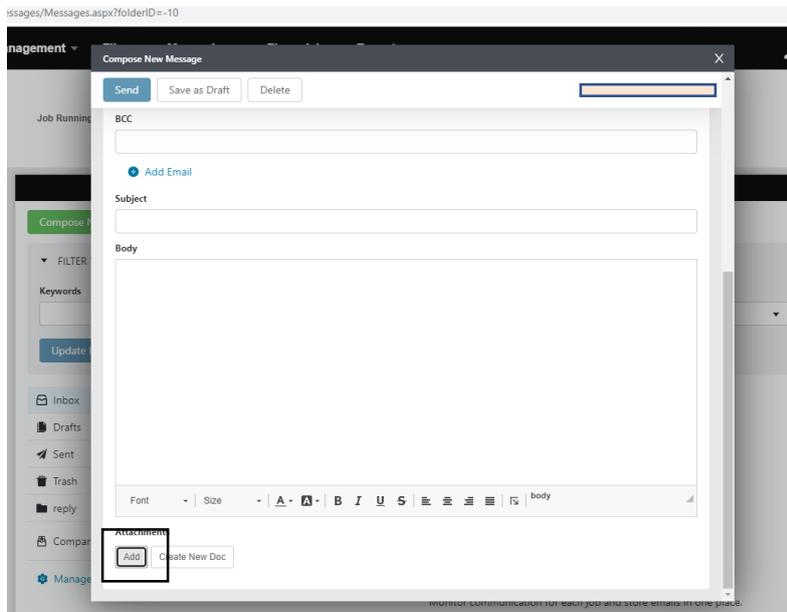
Click on compose new message. And you can compose your message and select the user you want to mail. And you can check the messages you received under inbox option.



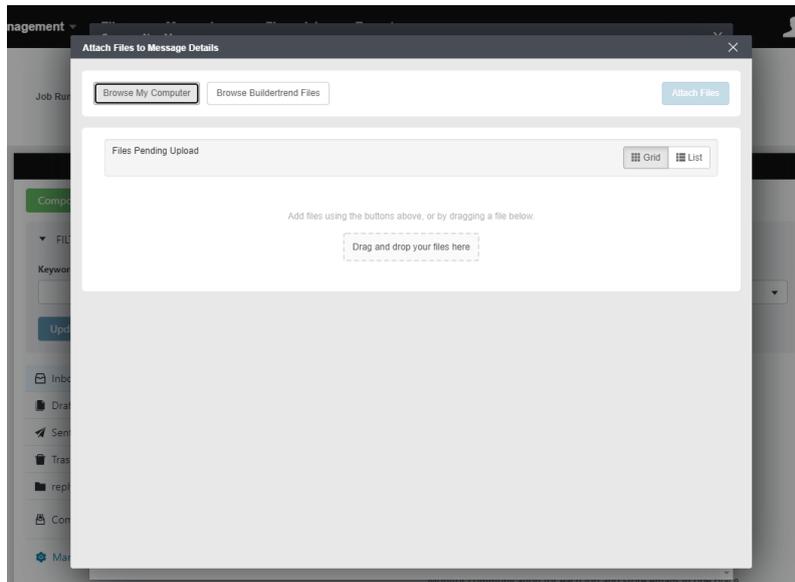
You can also add the external Email id's by clicking on Add Email.



To attach the file click on add and brows my computer and select the file you want to upload and click on Add.

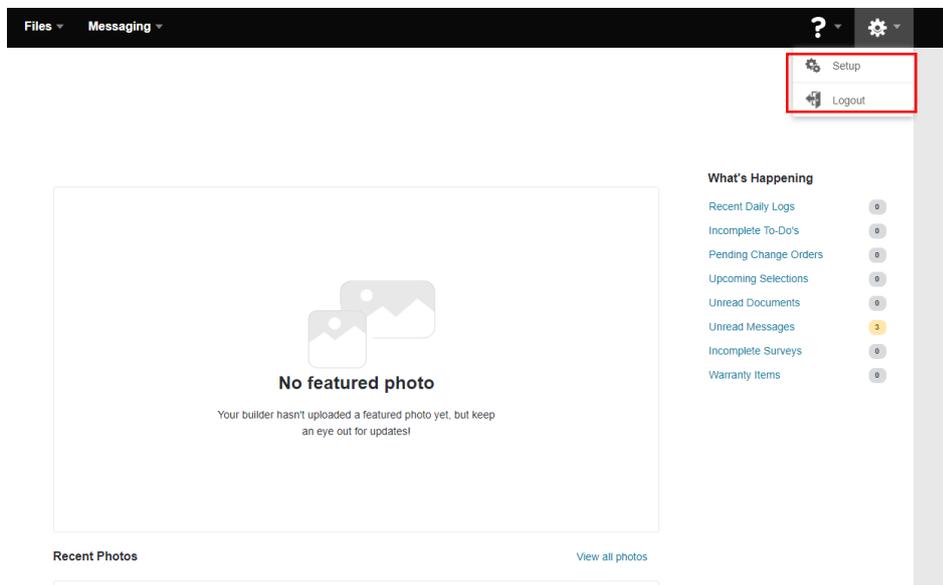


New Window will pop up and click on Brows My Computer. Select the file you want to attach and click on Add file.



How to turn on and off the Notification for owner.

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



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.

