

# Getting Started with ClientLink™

Meet the Future of Project Collaboration.



**ClientLink™**

## What Is ClientLink?

ClientLink is a revolutionary new way to keep up-to-date with your construction projects. You can communicate directly with your builder, view the latest project photos and files, approve change orders, view selections, and much more. Miscommunications will be a thing of the past, ensuring your projects stay on course and on time.



## Your ClientLink™ Account Includes:



### Latest Page

See the most up-to-date activity going on in your project, including upcoming events, meetings, deadlines and more.



### Messaging

Keep the dialog going with easy-to-use messaging. You can even attach files and photos to your messages, making miscommunication a thing of the past.



### Project Files

You can download and upload any project documents and files here. There's also a private area for files only you and your builder can see.



### Project Photos

See the latest progress going on in your project with easy to navigate photo galleries.



### Calendars

You'll always know what's coming up with powerful project calendars. Includes Day, Week, and Month views.



### Change Orders

Quickly review and approve change orders. You can also view a summary of any added time and cost.

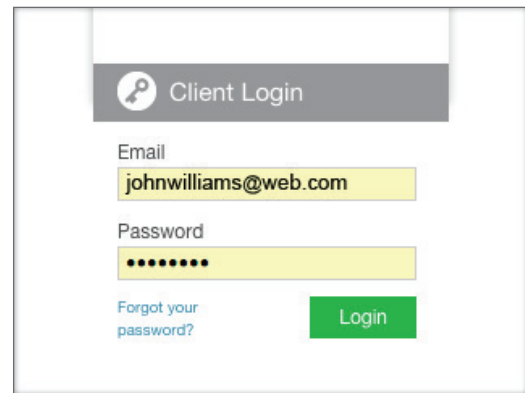
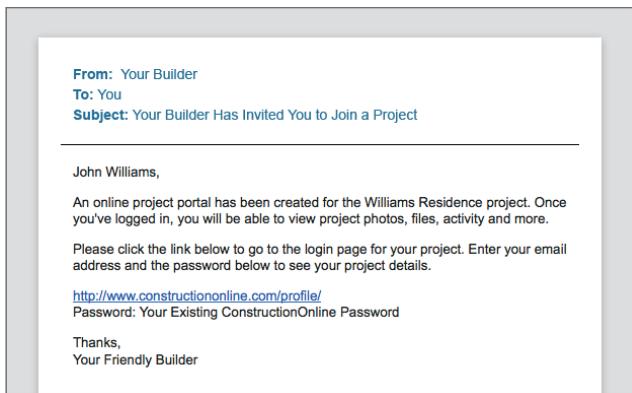


### Selections

Take your pick with selections. View big, bold images, see product descriptions, added costs, recommended vendors and more.

## How to Access Your ClientLink™ Account:

- 1 You'll receive an email invitation from your builder. Click the link in the email to go to your builder's login page.
- 2 Enter your email address and password to login. If you are already a ConstructionOnline user, you will enter your existing password.



- 3 The "Latest Activity" page will be displayed. You can see the latest project activity here, or navigate to different project areas by clicking the buttons at the top.



### Williams Residence - Latest Activity

Today | This Week | Next 2 Weeks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2	3	4	5	6	7
	Electrical Labor - 10/28/14 to 11/03/14		Plumbing Labor - 10/28/14 to 11/03/14		HVAC Labor - 10/28/14 to 11/03/14	
	Roofing Labor - 10/29/14 to 11/06/14					
	Brick Labor - 10/30/14 to 11/19/14					
	Electrical Rough-In Ins...		Underground Utilities - 11/04/14 to 11/05/14		Plumbing Rough-In Ins...	