



## **BI WebPortal 2020**

  
**BI WebPortal 2020 What's New**

Mar-2020

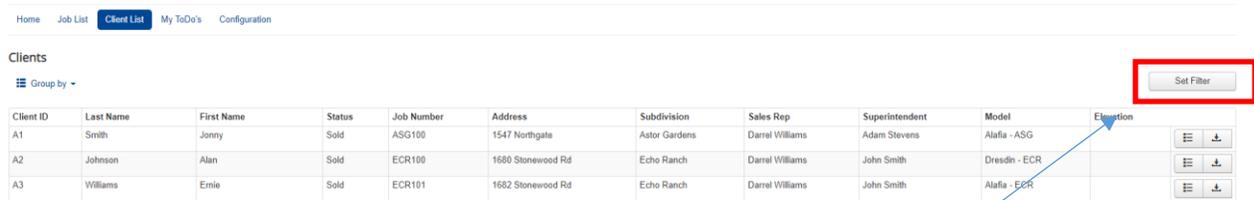
Release: BIWebPortal 2020a

Version: 2020.01-1.1.295

**An Overview of the Client List in the WebPortal**

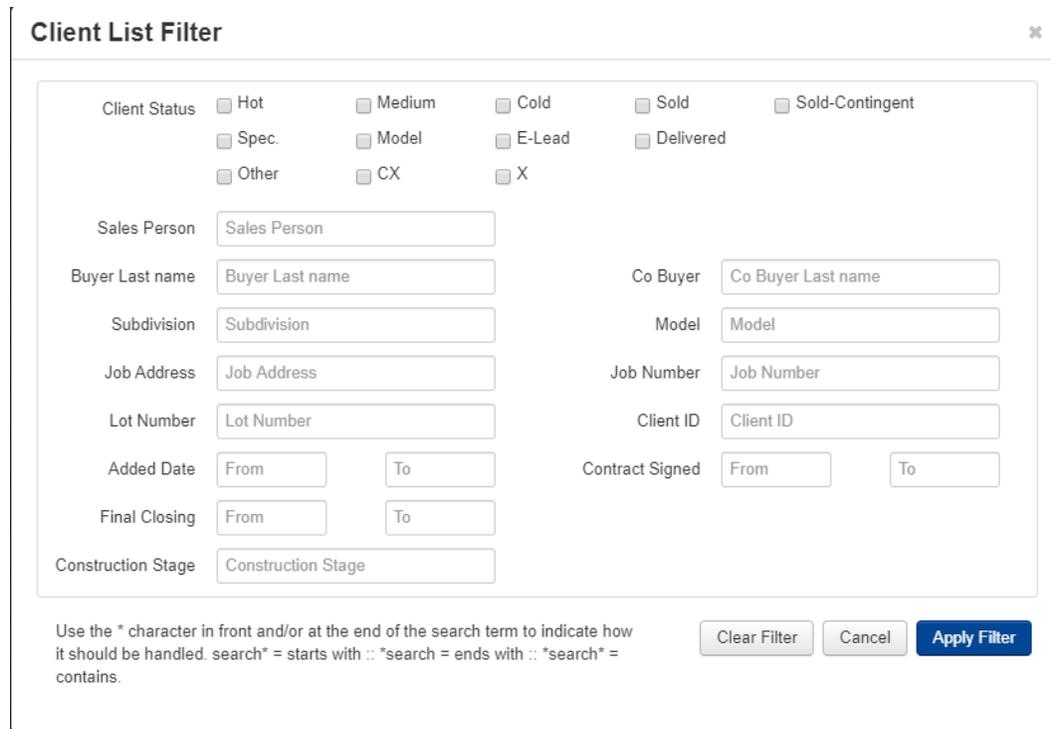
Software Report: WEBP-Several

The CLIENTS from PSClient are displayed in the WebPortal using the CLIENT LIST menu option. Any changes made in PSClient are automatically updated directly to the WebPortal and of course any changes made in the WebPortal are automatically updated to PSClient – no SYNCing step is required.



Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG	
A2	Johnson	Alan	Sold	ECR100	1680 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Dresden - ECR	
A3	Williams	Ernie	Sold	ECR101	1682 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Alafia - ECR	

The Client List can be FILTERED by the filter menu located on the far right.



**Client List Filter** [Close]

Client Status  Hot  Medium  Cold  Sold  Sold-Contingent  
 Spec.  Model  E-Lead  Delivered  
 Other  CX  X

Sales Person

Buyer Last name  Co Buyer

Subdivision  Model

Job Address  Job Number

Lot Number  Client ID

Added Date From  To  Contract Signed From  To

Final Closing From  To

Construction Stage

Use the \* character in front and/or at the end of the search term to indicate how it should be handled. search\* = starts with :: \*search = ends with :: \*search\* = contains.

**Client List FILTER**

Software Report: WEBP-Severall

User can filter the client list using several methods, including wild cards. Notice below I filtered the Job Number with ASG\* (where \* is a wild card).

**Client List Filter** ✕

Client Status  Hot  Medium  Cold  Sold  Sold-Contingent  
 Spec.  Model  E-Lead  Delivered  
 Other  CX  X

Sales Person

Buyer Last name  Co Buyer

Subdivision  Model

Job Address  **Job Number**

Lot Number  Client ID

Added Date From  To  Contract Signed From  To

Final Closing From  To

Construction Stage

Use the \* character in front and/or at the end of the search term to indicate how it should be handled. search\* = starts with :: \*search = ends with :: \*search\* = contains.

This results in the Client List being filtered to display only job numbers beginning with ASG

Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation	
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG		☰ ↓
A7	Foster	Eddie	Sold	ASG101	1549 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG		☰ ↓
A8	Morgan	Leah	Sold	ASG102	1551 Northgate	Astor Gardens	Bob Richards				☰ ↓
A9	Rivera	Dario	Sold	ASG103	1553 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG		☰ ↓
A10	Roberts	Clint	Sold	ASG104	1555 Northgate	Astor Gardens	Bob Richards				☰ ↓
A11	Campbell	Glenn	Sold	ASG105	1557 Northgate	Astor Gardens	Bob Richards	Adam Stevens			☰ ↓
A14	Huges	Mike	Sold	ASG107	1561 Northgate	Astor Gardens	Bob Richards	Adam Stevens			☰ ↓
A25	Taylor	Bill	Sold	ASG113	1573 Northgate	Astor Gardens	Mike Tifton	Adam Stevens			☰ ↓

Here is how the WILDCARD filtering works

Use the \* character in front and/or at the end of the search term to indicate how it should be handled. search\* = starts with :: \*search = ends with :: \*search\* = contains.

**Client List Columns**

Software Report: WEBP-Several

The CLIENT LIST contains fields that can be turned ON or OFF – this will determine which COLUMNS are displayed when viewing the Client List from the WebPortal.

**Builder List Configuration for Office**

Client List    Client ToDo List

**Client List**

- Client ID
- Last Name
- First Name
- Phone 1
- Phone 2
- Phone 3
- Fax
- CO First Name
- CO Last Name
- Status
- CO Phone 1
- CO Phone 2
- CO Phone 3
- CO Fax
- Job Number
- Address
- Subdivision
- Sales Rep
- Sales Rep Email

**Client List cont.**

- Sales Team
- Realtor
- Superintendent
- Model
- Elevation
- Added Date
- Final Closing
- Stage
- Contract Signed

Clients

Group by ▾

Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG	
A2	Johson	Alan	Sold	ECR100	1680 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Dresdin - ECR	
A3	Williams	Emie	Sold	ECR101	1682 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Alafia - ECR	

  
**Builder Incubator**  
 BI WebPortal 2020 What's New

**Client List ICONS**

Software Report: WEBP-Several

Client List ICONS located on the far right are determined based on the User Group setting.

Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG	
A2	Johnson	Alan	Sold	ECR100	1680 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Dresden - ECR	
A3	Williams	Ernie	Sold	ECR101	1682 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Alafia - ECR	



**Web Portal User Groups**

These User Group settings also relate to access levels for Document Management.

User Groups are defined as follows.

Group	Sub Group	To-Dos	Client Docs	Job Docs	V-Job Docs
Office	Office Admin Office-Management Office	Yes	Yes	Yes	Yes
Sales	Sales and Design Marketing	Yes	Yes	No	Yes
Field	Superintendent- Construction Manager Project Manager	Yes	No	Yes	Yes
Warranty	Warranty Manager Warranty Tech	Yes	Yes - Limited	No	Yes
Vendor	Vendor-Admin Vendor-Acct Vendor-Field	Yes – Limited- Warranty	No	No	Yes
Customer		Yes – Limited- Warranty	Yes - Limited	No	No

ICONS for **Office Admin, Office Management and Office**

- Client Level ToDos
- Client Docs
- Job Docs



ICONS for **Field-Superintendent-Construction Manager-Project Manager**

- Client Level ToDos
- Job Docs



ICONS for **Sales-Design**

- Client Level ToDos
- Client Docs
- Vendor-Job Docs

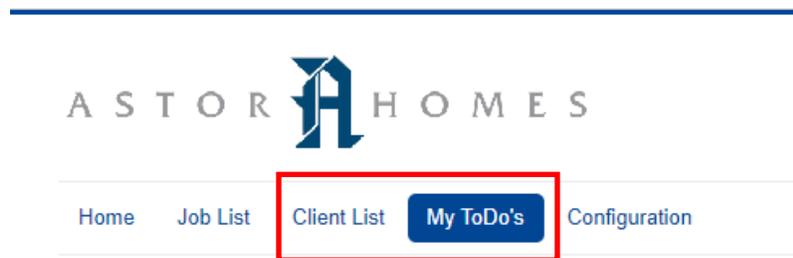


**An Overview of the To-Do structure in the WebPortal**

Software Report: WEBP-Several

The WebPortal now supports the management of all To-Do types for all users. All users must be added to the Gemini User Maintenance to enable company wide To-Do management. This does not allow these users to log in directly to Gemini, nor does it impact simultaneous license levels.

- MY TO-DO's works very similar to the PSClient program. This will display all the OPEN To-Do's assigned to the logged in user.
- CLIENT LIST displays an icon to access To-Do's under each client and works very similar to how Client level To-Dos are displayed and managed in PSClient.



**My ToDo's in the WebPortal**

Software Report: WEBP-Several

Selecting the My ToDo's menu will display a list of Open To-Dos assigned to you. On the far right you see ICONS to allow the EDIT of existing ToDo's.

Home Job List Client List **My ToDo's** Configuration

ToDo's

Clear filters

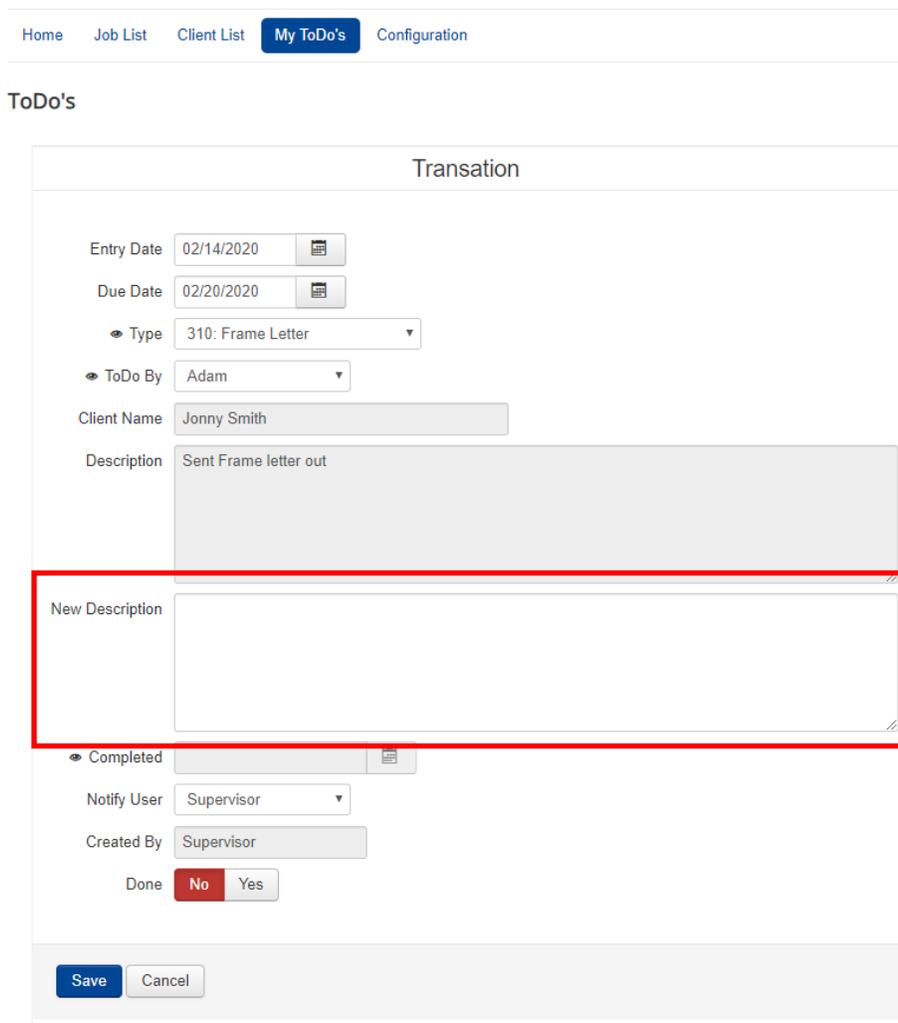
Due Date	Type	ToDo By	Client Name	Description	
All	All	All			
02/20/2020	310: Frame Letter	Adam	Jonny Smith	Sent Frame letter out	<input type="checkbox"/>
02/29/2020	005: Sales Follow Up	Adam	Jonny Smith	test	<input type="checkbox"/>
03/02/2020	020: New Sale	Adam	Jonny Smith	test desc	<input type="checkbox"/>
03/04/2020	010: General Notes	Adam	Jonny Smith	Text ToDo	<input type="checkbox"/>
03/04/2020	020: New Sale	Adam	Jonny Smith		<input type="checkbox"/>
03/31/2020	315: Cabinet Letter	Adam	Jonny Smith	Sent Cabinet letter out	<input type="checkbox"/>

**How to update a ToDo from the My ToDo's menu**

Software Report: WEBP-Several

Selecting the EDIT button on the far right presents the EDIT To-Do window. PSClient users will be familiar with most of the fields presented below. Notice the DESCRIPTION field is different – this allows the WebPortal users to add notes in the NEW DESCRIPTION window. These newly added descriptions will be appended to the existing description. This prevents the WebPortal user from removing description text that was previously added.

The user can mark the To-Do as DONE with a COMPLETED DATE. Once marked as completed this To-Do will drop off the My To-Do list – however the To-Do is still listed under the Client's record.



The screenshot shows the 'My ToDo's' menu with the following items:

- Home
- Job List
- Client List
- My ToDo's**
- Configuration

The 'ToDo's' section displays a 'Transation' form with the following fields:

- Entry Date: 02/14/2020
- Due Date: 02/20/2020
- Type: 310: Frame Letter
- To Do By: Adam
- Client Name: Jonny Smith
- Description: Sent Frame letter out
- New Description** (highlighted with a red box)
- Completed: [checkbox]
- Notify User: Supervisor
- Created By: Supervisor
- Done: No Yes

At the bottom of the form are 'Save' and 'Cancel' buttons.

**Adding NEW DESCRIPTION and the User-Date stamp**

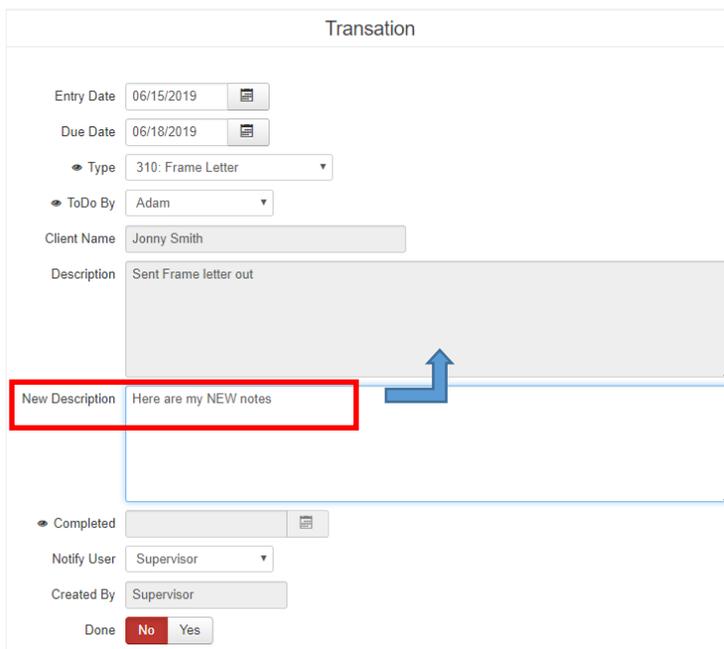
Software Report: WEBP-Several

When a user adds text into the NEW DESCRIPTION field – notice how the entry updates and then also adds the users name and a date-time indicating when the notes were added.

Changed by "Adam" on 3/26/2020 2:14 PM

This provides users with more date-time and user information when looking over ToDo notes. This username and date-time stamp are also updated in PSClient.

ToDo's



Transation

Entry Date: 06/15/2019

Due Date: 06/18/2019

Type: 310: Frame Letter

ToDo By: Adam

Client Name: Jonny Smith

Description: Sent Frame letter out

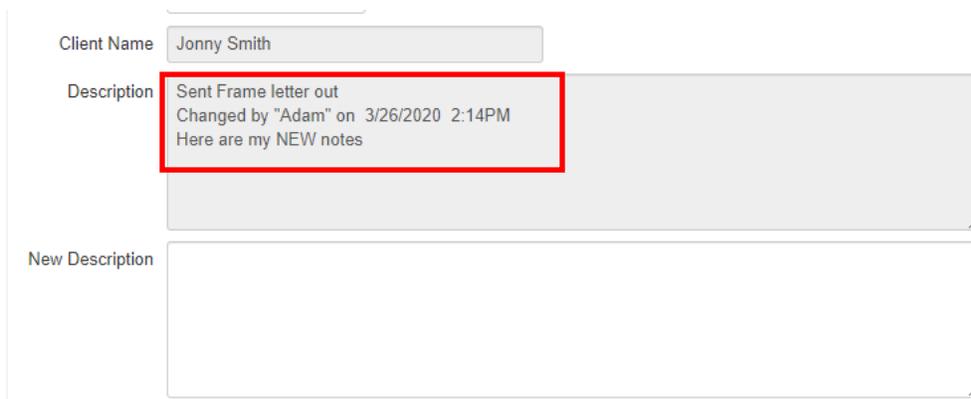
New Description: Here are my NEW notes

Completed:

Notify User: Supervisor

Created By: Supervisor

Done:  No  Yes



Client Name: Jonny Smith

Description: Sent Frame letter out  
Changed by "Adam" on 3/26/2020 2:14PM  
Here are my NEW notes

New Description:

**CLIENT ToDo's in the WebPortal**

Software Report: WEBP-Several

The Client List menu present a list of all clients and can be filtered to find a specific client and/or a group of clients. To access the CLIENT-TO-DO's select the icon on the far right.

Home Job List **Client List** My ToDo's Configuration

Clients

Group by - Set Filter

Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation	
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG		 
A2	Johnson	Alan	Sold	ECR100	1680 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Dresdin - ECR		 
A3	Williams	Emie	Sold	ECR101	1682 Stonewood Rd	Echo Ranch	Darrel Williams	John Smith	Alafia - ECR		 

**How to update a ToDo from the Client List menu**

Software Report: WEBP-Several

Select the ToDo ICON on the far right in the selected client row, this will drill down into the To-Do's for that specific client. This is similar to selecting the TRANSACTION button in PSClient when a specific client is highlighted. This presents some client header information as well as the list of ALL ToDos for this client.

ToDo's for Jonny Smith

Co Buyer:	Smith, Tina	NickName:		Status:	S
Address:	14255 NE 12th Ave	Phone 1:	813-766-8523	Sales Person:	Darrel Williams
City/State/Zip:	Baltimore, MD 21201	Phone 2:		Model:	Alafia - ASG
Quick Notes:		Fax #:		Client ID:	A1

[Add](#) [Clear filters](#)

Entry Date	Due Date	Type	ToDo By	Description	Done	
06/15/2019	06/18/2019	310 - Frame Letter	Adam	Sent Frame letter out	No	
06/25/2019	06/25/2019	\$A - Addendum	Supervisor	Base Contract Saved (Lot 01-100 - 1547 Northgate) [LOTID: 75]	Yes	
07/01/2019	07/01/2019	\$A - Addendum	Supervisor	Added 1 - Opt # 202914 Tile - Floor - Level 9 - Owners Suite-Bath	Yes	
07/01/2019	07/01/2019	\$A - Addendum	Supervisor	Added 1 - Opt # 220518 Cabinets - Level 6 - Owners Suite Bath	Yes	
07/01/2019	07/01/2019	\$A - Addendum	Supervisor	Added 1 - Opt # 222225 Cabinet Hardware - Level 2 - Owners Suite Bath	Yes	

To update (edit) a specific To-Do select the icon on the far right.

Done	
All	
No	
Yes	
Yes	
Yes	
Yes	

**ToDo's – Which FIELDS can be changed from the WebPortal**

Software Report: WEBP-Several

ToDo's in the portal work very similar to how they work in PSClient. When editing an existing To-Do these fields can be changed – provided the user is the ToDoBy person.

Home Job List Client List **My ToDo's** Configuration

ToDo's

Transation

Entry Date 02/14/2020

Due Date 02/20/2020

Type 310: Frame Letter

ToDo By Adam

Client Name Jonny Smith

Description Sent Frame letter out

New Description

Completed

Notify User Supervisor

Created By Supervisor

Done **No** Yes

Save Cancel

**The Client ToDo List**

Software Report: WEBP-Several

When viewing the list of ToDos for a specific Client – the WebPortal offers a few more features beyond the PSClient application.

- Users can access these from their phone or tablet without logging into PSClient
- Users can filter by Entry Date, Due Date, ToDo Type and ToDo By

Entry Date	Due Date	Type	ToDo By	Description
All	All	All	All	
06/15/2019	06/18/2019	310: Frame Letter	Adam	Sent Frame letter out
06/25/2019	06/25/2019	\$A: Addendum	Supervisor	Base Contract Saved (Lot 01-100 - 1547 Northgate) [LOTID:75]
07/01/2019	07/01/2019	\$A: Addendum	Supervisor	Added 1 :Opt # 202914:Tile - Floor - Level 9 - Owners Suite-Bath

- Users can filter by description or partial description

Entry Date	Due Date	Type	ToDo By	Description
All	All	All	All	202914
07/01/2019	07/01/2019	\$A: Addendum	Supervisor	Added 1 :Opt # 202914:Tile - Floor - Level 9 - Owners Suite-Bath

- Users can filter DONE or Not Done. ToDo's can be color coded based on completion. The GREEN represents DONE

Done	
All	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

**Creating a ToDo in the WebPortal**

Software Report: WEBP-Several

A user can create new ToDo's under each client by selecting the ADD button.

[Home](#) | [Job List](#) | [Client List](#) | [My ToDo's](#) | [Configuration](#)

### ToDo's for Jonny Smith

Co Buyer:	Smith, Tina	M
Address:	14255 NE 12th Ave	F
City/State/Zip:	Baltimore, MD 21201	F
Quick Notes:		F

+ Add
[Clear filters](#)

Entry Date	Due Date	Type	ToDo By
All ▼	All ▼	All ▼	All ▼
06/15/2019	06/18/2019	310: Frame Letter	Adam

This will display the window below and the user can complete the required fields

ToDo's

Transation

Entry Date:

Due Date:

Type:

ToDo By:

Client Name:

Description:

New Description:

Completed:

Notify User:

Created By:

Done:

**Creating New Todos by TYPE**

Software Report: WEBP-Several

The WebPortal allows users to create the ToDo utilizing all the Builders ToDo - TYPE configurations. If the Builder adds new ToDo Types and Descriptions in PSCClient these will be automatically updated into the WebPortal.

**ToDo's**

Transation

---

Entry Date

Due Date

Type  ▼

ToDo By

Client Name

Description

New Description

Type	Description
\$A	Addendum
\$C	Change Order
\$O	Custom Option
005	Sales Follow Up
010	General Notes
020	New Sale
105	Contract Review
110	Contract Approved
205	Selections & Colors
305	Job Start
310	Frame Letter
315	Cabinet Letter
501	Start Closing Prep
505	Closing
C	Construction
L	Letter Sent
M	Mailings
M1	M1 Legacy
R	Request
S	Status
V	Visit
W	Warranty

To Do Type:

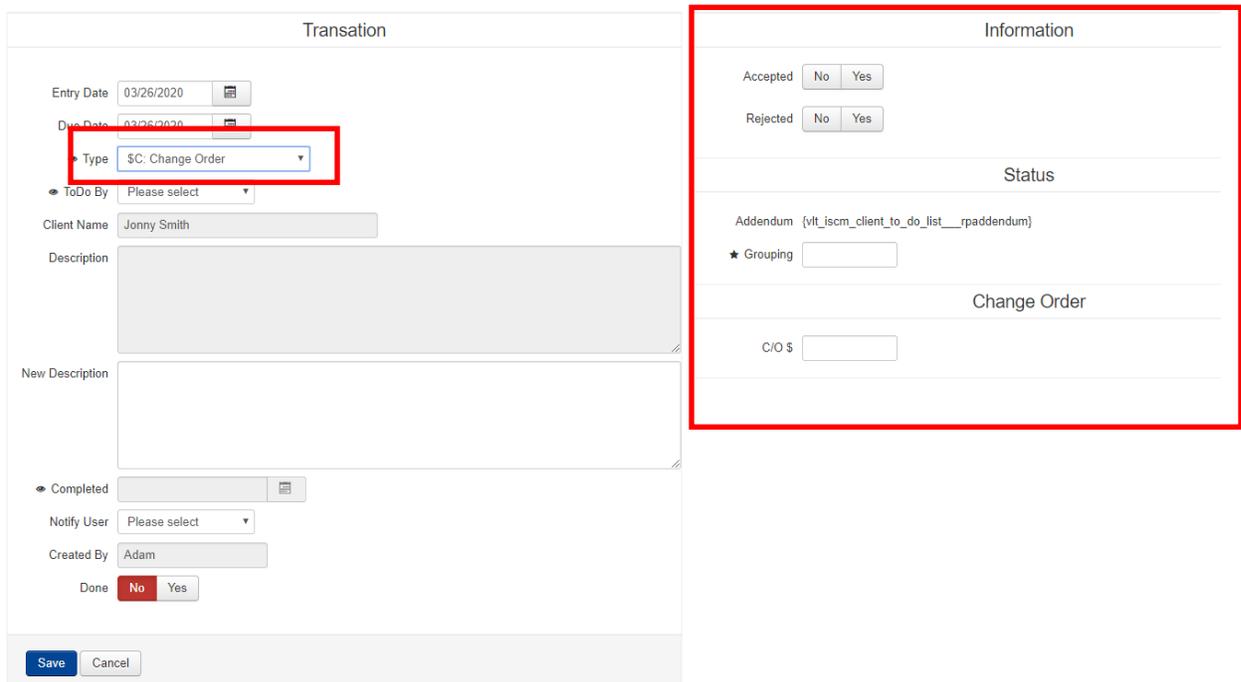
**Creating New Todos by TYPE – the fields change**

Software Report: WEBP-Several

When the user selects the ToDo Type – the WebPortal will display the appropriate fields.

**A CHANGE ORDER ToDo displays these fields on the right**

ToDo's



The screenshot displays a 'ToDo's' form with a 'Transation' header. The 'Type' dropdown is set to '\$C: Change Order'. A red box highlights the 'Information' section on the right, which includes 'Accepted' and 'Rejected' buttons (each with 'No' and 'Yes' options), a 'Status' section with an 'Addendum' field and a '★ Grouping' field, and a 'Change Order' section with a 'C/O \$' field. The main form also includes fields for 'Entry Date', 'Due Date', 'ToDo By', 'Client Name', 'Description', 'New Description', 'Completed', 'Notify User', 'Created By', and 'Done'.

**A WARRANTY ToDo displays these fields on the right**

ToDo's

The screenshot displays a 'ToDo's' form titled 'Transation'. The form is divided into two main sections: 'Transation' on the left and 'Information' on the right. The 'Transation' section includes fields for 'Entry Date' (03/26/2020), 'Due Date' (03/26/2020), 'Type' (W: Warranty), 'ToDo By' (Please select), 'Client Name' (Jonny Smith), 'Description', 'New Description', 'Completed' (checkbox), 'Notify User' (Please select), 'Created By' (Adam), and 'Done' (No/Yes buttons). The 'Information' section on the right is highlighted with a red box and contains the following fields: '(vlt\_iscm\_client\_to\_do\_list\_\_rpwarrantyexpires)', 'warrantysource', 'Printed' (No/Yes buttons), 'Status' section with '★ Grouping' (input field), 'Vendor Done' (No/Yes buttons), 'Owner Done' (No/Yes buttons), 'Tech Done' (No/Yes buttons), 'Warranty' section with 'Class' (Punch-out dropdown), 'Code' (Please select dropdown), 'Exempt' (Not Exempt/Exempt buttons), 'Vendor' (Please select dropdown), and 'Warranty Tech' (Please select dropdown). At the bottom of the 'Transation' section are 'Save' and 'Cancel' buttons.

  
BI WebPortal 2020 What's New

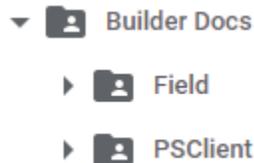
**An Overview of Document Management in the WebPortal**

Software Report: WEBP-Several

The WebPortal Document Management method offers significant advances over the current PSClient-Client Documents and the GemWeb application. Here are just a few of these improvements.

- Documents are no longer stored on the same server as the application data. This is a security precaution and will prevent any viral-malware-ransomware attack that might be secretly hidden within an uploaded file to contaminate your PSClient-Eclare-Gemini data.
- Document uploads are easier as Drag & Drop with multiple files is now available.
- Documents can be easily shared with vendors and other parties outside of your organization.
- The Doc Management system integrates with Google Drive which provides a robust and secure environment with unlimited storage potential at a reasonable price.
- Users can open and edit certain file types directly in their browser.
- Users can use the comment feature – highlight areas and add notes to documents.
- Users can use the @mention feature to automatically email other users and link them into a discussion on a specific document.

All Builder Documents are divided into two categories: FIELD-JOB DOCS and PSCLIENT-CLIENT DOCS



FIELD Job Docs – can be accessed in the FIELD by your superintendents, sales staff and vendors

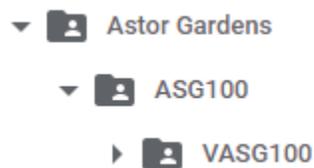
PSCLIENT Client Docs – are more internal documents accessed by your office personnel

  
BI WebPortal 2020 What's New

**FIELD – JOB DOCUMENTS**

Expanding the FIELD-Job Doc folders we notice there are two folders for each job. In the example below we have a PROJECT or SUBDIVISION named Astor Gardens. ASG100 is a job number and the folder ASG100 will contain files for the superintendent.

VASG100 (where the V stands for Vendor) will contain files for the superintendents, sales staff and vendors.



Job docs are the documents a builder will distribute to the field, so that their superintendents and vendors can gain access to specific documents on a job. The Job Docs folder structure has two levels.

- There is a **Job Folder** and a **Vendor-Job Folder**
- Files placed in the Job Folder will be accessible by the Job Superintendent and Project Managers
- Files placed in the Vendor-Job Folder will be accessible by the Vendor, Salespeople as well as the Job Superintendent and Project Managers
- Office users have access to both the **Job Folder** and a **Vendor-Job Folder**

**Document Management – Job Docs – Viewing for job # ASG100**

Software Report: WEBP-Several

The screenshot below shows the Job-Doc folder for job # ASG100. Notice the folder contains 7 files and a SUBFOLDER named VASG100 (or V-Job Number).



- Home
- Client List
- My ToDo's
- Gemini Users
- Configuration

## Files for ASG100

8 files and folders.

Name	Size	Modified	Uploaded
 <b>VASG100</b>		03-03-2020 01:37 PM	03-03-2020 01:37 PM
 ASG100 - ARB Approval.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Energy Calcs.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Final Plans.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - NOC.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Permit.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
 ASG100 - Plot Plan.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
 TakeOff Report.pdf	261,455	03-16-2020 03:09 PM	03-16-2020 03:09 PM

**Job Docs**  
 Job Superintendents  
 can view

Clicking on the VASG100 will display the files in the Vendor-Job Docs folder. Notice the folder contains 7 “different” files and UPFOLDER navigation.

## Files for ASG100

7 files and folders.

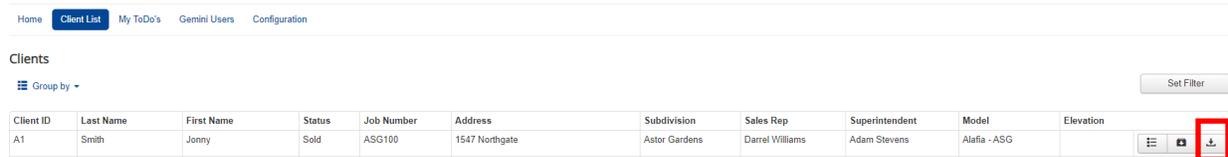
Name	Size	Modified	Uploaded
 <b>Up to parent folder</b>			
 ASG100 - Ext Color Rendering.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Ext Paint Diagram.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Landscape Plan.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Landscape Table.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
 ASG100 - Soil Test.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
 ASG100 - Truss Design.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
 Copy of ASG100 - Cabinet Drawings-Rev 1.pdf	36,172	03-10-2020 10:42 AM	03-10-2020 10:42 AM

**Vendor-Job Docs**  
 Job Superintendents,  
 Vendors and Sales can  
 view

**Document Management – Job Docs – Uploading for job # ASG100**

Software Report: WEBP-Several

From the Client List select the Job Docs Button

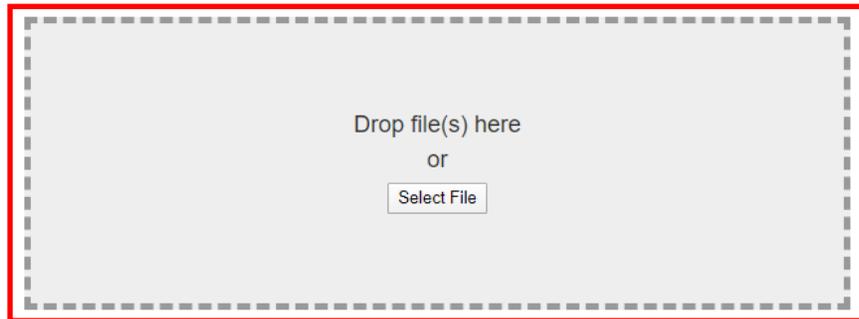


To upload files to a specific Job Doc folder a user can DRAG and DROP files into the box shown.

**Files for ASG100**

7 files and folders.

Name	Size	Modified	Uploaded
<a href="#">Up to parent folder</a>			
<input type="checkbox"/> ASG100 - Ext Color Rendering.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
<input type="checkbox"/> ASG100 - Ext Paint Diagram.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
<input type="checkbox"/> ASG100 - Landscape Plan.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
<input type="checkbox"/> ASG100 - Landscape Table.pdf	36,172	03-07-2020 10:20 AM	03-07-2020 10:18 AM
<input type="checkbox"/> ASG100 - Soil Test.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
<input type="checkbox"/> ASG100 - Truss Design.pdf	36,172	03-07-2020 10:21 AM	03-07-2020 10:18 AM
<input type="checkbox"/> Copy of ASG100 - Cabinet Drawings-Rev 1.pdf	36,172	03-10-2020 10:42 AM	03-10-2020 10:42 AM



**Document Management – Job Docs – Creating the Job folders**

Software Report: WEBP-Several

The WebPortal will automatically create the JOB FOLDER and V-JOB FOLDER the first time an office user selects the Job Docs button from the Client list or the Job List.

  
BI WebPortal 2020 What's New

**PSCLIENT- CLIENT DOCUMENTS**

Expanding the PSClient-Client Doc folders will see this expands to show multiple folders under each client. If you are using PSClient you are already familiar with this folder logic.

The Folder A0001-Smith (where A0001 is the Client ID and SMITH is the clients last name).

The Sub Folders are user definable and can be defined in PSClient CONFIGURATION. These sub folders are added automatically when an office user clicks on the Client Docs folder ICON from the WebPortal.

- ▼  CustDoc
  - ▼  A00001-Smith
    - ▶  Album
    - ▶  Construction
    - ▶  Contract
    - ▶  Job Photos
    - ▶  Lender-Closing
    - ▶  Sales
    - ▶  Warranty

**Document Management – Client Docs – Uploading Client Jonny Smith**

Software Report: WEBP-Several

From the Client List select the Client Docs Button

Home **Client List** My ToDo's Gemini Users Configuration

Clients Set Filter

Group by -

Client ID	Last Name	First Name	Status	Job Number	Address	Subdivision	Sales Rep	Superintendent	Model	Elevation	
A1	Smith	Jonny	Sold	ASG100	1547 Northgate	Astor Gardens	Darrel Williams	Adam Stevens	Alafia - ASG		

**Files for Jonny Smith (A00001-Smith)**

Path: PSClient\900\CustDoc\A00001-Smith  
 7 files and folders.

Name	Size	Modified	Uploaded
Album		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Construction		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Contract		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Job Photos		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Lender-Closing		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Sales		03-09-2020 01:44 PM	03-09-2020 01:44 PM
Warranty		03-09-2020 01:44 PM	03-09-2020 01:44 PM

Jonny Smith	
Name	Jonny Smith
Co Buyer	Tina Smith
Phone	813-766-8523
Subdivision	Astor Gardens
Status	Sold
Job Number	ASG100
Job Address	1547 Northgate
Sales Person	Darrel Williams
Sales email	
Team Name	
Realtor	
Superintendent	Adam Stevens
Model	Alafia - ASG
Elevation	

Drop file(s) here  
or

**Document Management – Client Docs – Creating the Client folders**

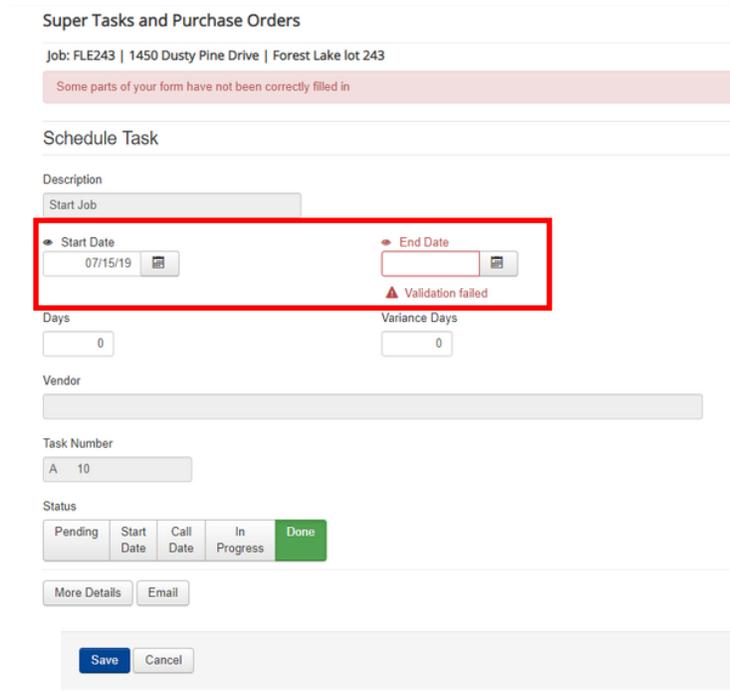
Software Report: WEBP-Several

The WebPortal will automatically create the Client Doc folder and the subfolders the first time an office user selects the Client Docs button from the Client list.

**Construction Schedule Set START DATE and END DATE**

Software Report: WEBP-201

Set the START DATE and END DATE as required fields for construction TASKS.



**User Configuration – as PM**

Software Report: WEBP-209

When a Project Manager (PM) is viewing a PO/TASK assigned to a Superintendent – the configuration settings for the DATE and Vendor Status should be based on the PM settings. WEBP-209 addresses this requirement.

**Quick Filter – separate filter logic**

Software Report: WEBP212

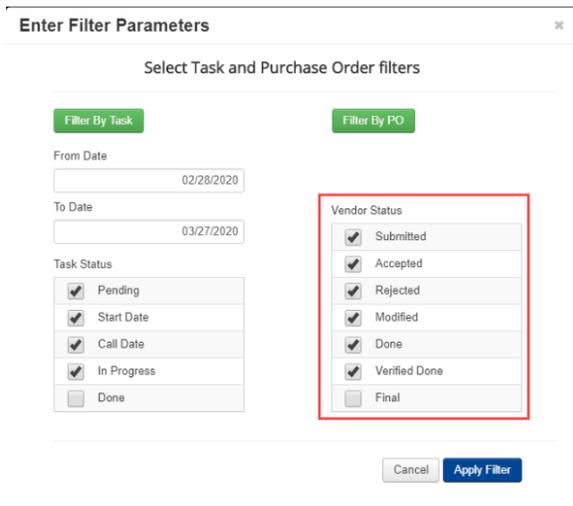
We separated the code logic for the Quick Filter and the other filter options to make the interface more intuitive and easier to understand.

**Vendor Log In - Filters**

Software Report: WEBP-206

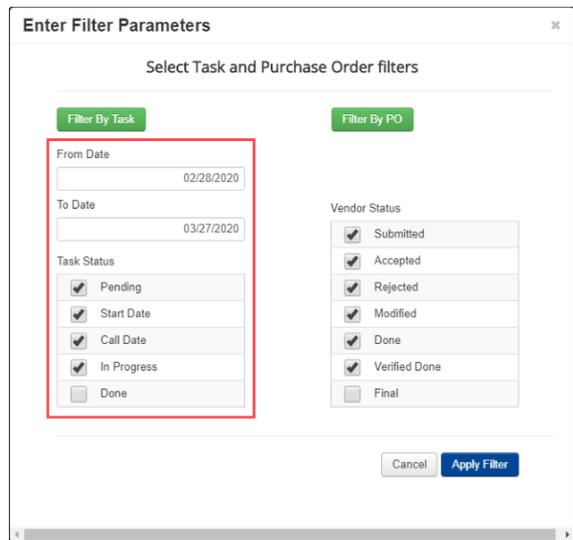
This describes changes to be made to the way the filter on the Combined Task and PO list behaves for the Vendor. This was done to make the filter more intuitive and easier for vendors to understand the displayed results.

When the FILTER BY PO (Vendor PO Status) is used the TASK filter will be ignored.



The screenshot shows a dialog box titled "Enter Filter Parameters" with a close button (X) in the top right corner. Below the title is the instruction "Select Task and Purchase Order filters". There are two green buttons: "Filter By Task" and "Filter By PO". The "Filter By PO" button is selected. Below these buttons are two date input fields: "From Date" (02/28/2020) and "To Date" (03/27/2020). Under "Task Status", there are five checkboxes: Pending (checked), Start Date (checked), Call Date (checked), In Progress (checked), and Done (unchecked). Under "Vendor Status", there are six checkboxes: Submitted (checked), Accepted (checked), Rejected (checked), Modified (checked), Done (checked), and Verified Done (checked). The "Final" checkbox is unchecked. A red box highlights the "Vendor Status" section. At the bottom are "Cancel" and "Apply Filter" buttons.

When the FILTER BY TASK (Schedule TASK Status) is used the PO filter will be ignored.



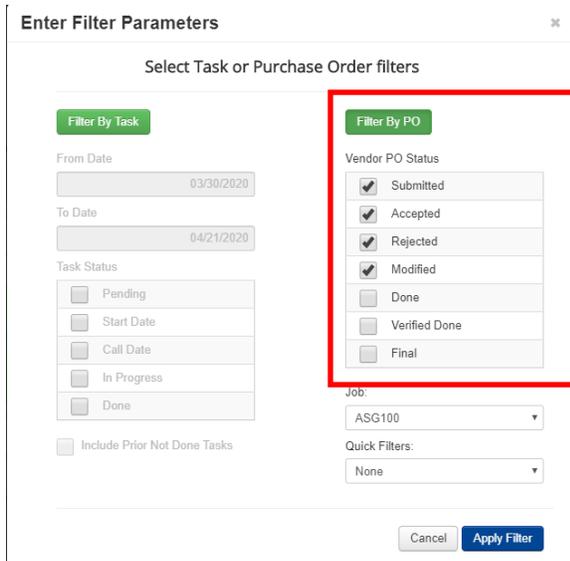
The screenshot shows the same "Enter Filter Parameters" dialog box. In this view, the "Filter By Task" button is selected. The "From Date" (02/28/2020) and "To Date" (03/27/2020) fields remain the same. The "Task Status" section is highlighted with a red box, showing the same five checkboxes as in the previous screenshot. The "Vendor Status" section is now unhighlighted, showing the same six checkboxes as in the previous screenshot. The "Cancel" and "Apply Filter" buttons are at the bottom.

**Superintendent and PM Log In - Filters**

Software Report: WEBP-205a

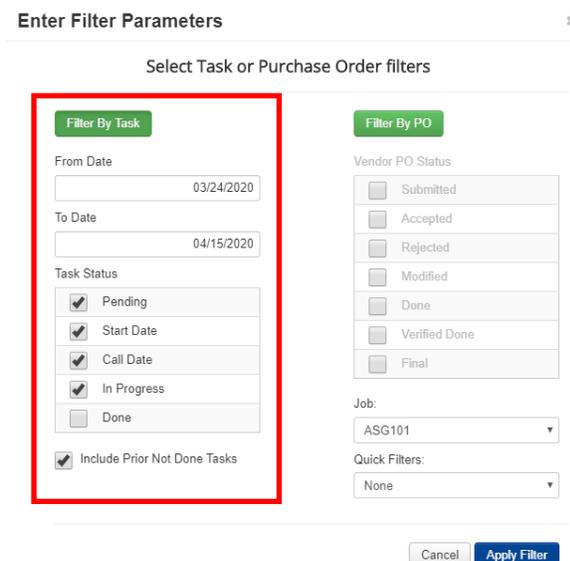
This describes changes to be made to the way the filter on the Combined Task and PO list behaves for the Superintendent and PM. This was done to make the filter more intuitive and easier for users to understand the displayed results.

When the FILTER BY PO (Vendor PO Status) is used the TASK filter will be ignored.



The screenshot shows a dialog box titled "Enter Filter Parameters" with a close button (x) in the top right. Below the title is the instruction "Select Task or Purchase Order filters". There are two main filter sections: "Filter By Task" and "Filter By PO". The "Filter By Task" section includes "From Date" (03/30/2020), "To Date" (04/21/2020), "Task Status" (Pending, Start Date, Call Date, In Progress, Done), and "Include Prior Not Done Tasks" (unchecked). The "Filter By PO" section, highlighted with a red box, includes "Vendor PO Status" (Submitted, Accepted, Rejected, Modified, Done, Verified Done, Final) with checkboxes for Submitted, Accepted, Rejected, and Modified checked. Below this are "Job:" (ASG100) and "Quick Filters:" (None). At the bottom are "Cancel" and "Apply Filter" buttons.

When the FILTER BY TASK (Schedule TASK Status) is used the PO filter will be ignored.

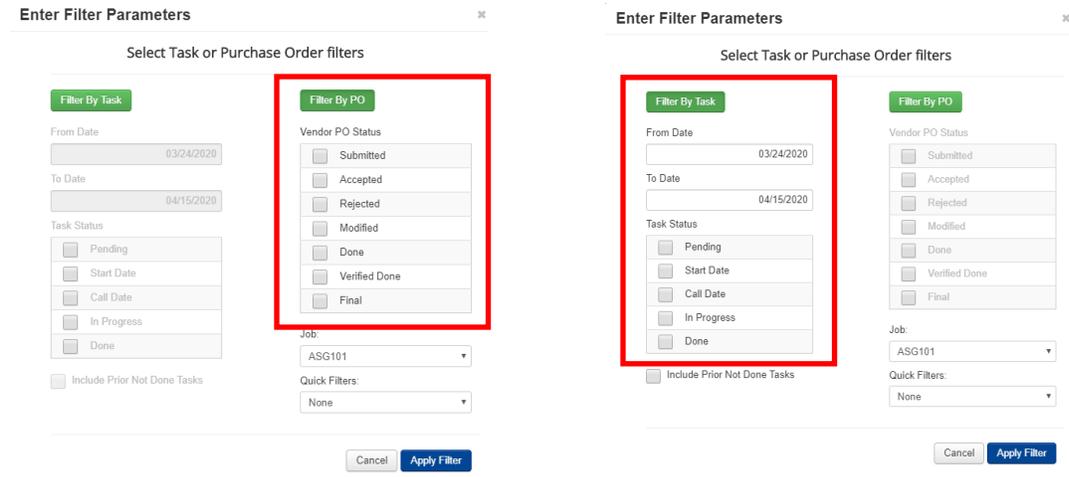


The screenshot shows the same "Enter Filter Parameters" dialog box. In this view, the "Filter By Task" section is highlighted with a red box. The "From Date" is 03/24/2020 and "To Date" is 04/15/2020. The "Task Status" section has checkboxes for Pending, Start Date, Call Date, and In Progress checked, and Done unchecked. The "Include Prior Not Done Tasks" checkbox is checked. The "Filter By PO" section is now disabled, with all checkboxes (Submitted, Accepted, Rejected, Modified, Done, Verified Done, Final) unchecked. The "Job:" dropdown is ASG101 and "Quick Filters:" is None. "Cancel" and "Apply Filter" buttons are at the bottom.

**Superintendent and PM Log In - Filters**

Software Report: WEBP-205b

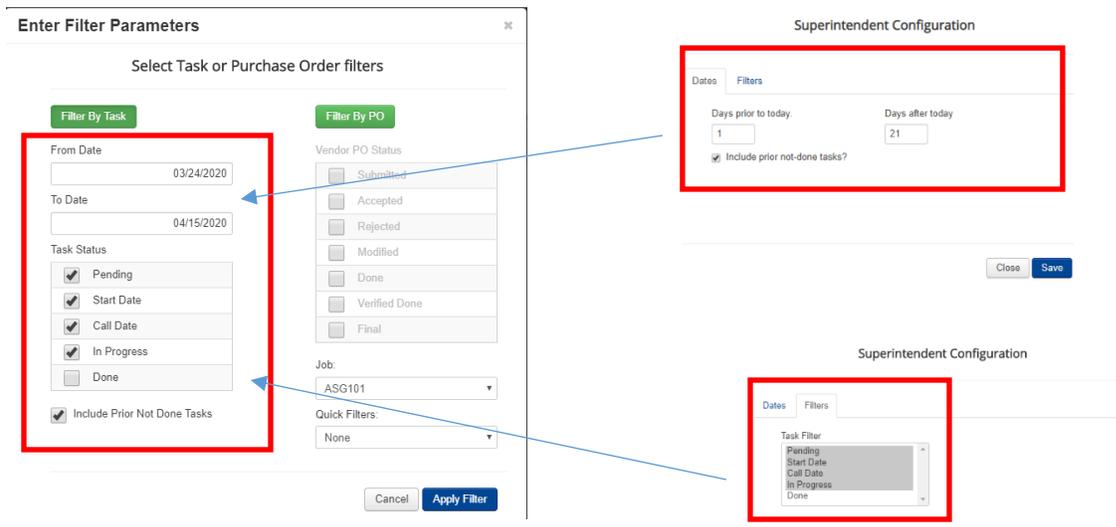
When FILTER BY PO – the TASK side will be greyed and not selectable.  
 When FILTER BY TASK – the PO side will be greyed and not selectable.



**Superintendent and PM Log In - Filters**

Software Report: WEBP-205c

Set DEFAULTS to auto-load into the FILTER BY TASK based on the users CONFIGURATION defaults. Also added the INCLUDE PRIOR NOT DONE TASKS as an option to allow easier ON/OFF selection from the filter window without the need to go back to the CONFIG window.



**Superintendent and PM Log In - Filters**

Software Report: WEBP-205d

Made changes to the QUICK FILTERS as follows

- When Quick Filters are utilized – all other filter options are ignored
- Show Entire Job – no changes – shows the entire job, including NON-Task assigned PO's
- Show Job From Today – using todays date – displays only tasks from today forward – ignores all prior TASKS regardless of task status
- Show Mismatching Data – shows rows that meet either of these criteria
  - TASK vendor and PO Vendor – have different assignments
  - TASK is status = DONE and PO is NOT Verified Done
  - PO status = Verified Done and TASK is anything except DONE
- Show Non-Schedule PO's (NEW) This can be used to identify any PO's with no task assigned (for example a VPO)

**Enter Filter Parameters**

Select Task or Purchase Order filters

**Filter By Task**

From Date:

To Date:

Task Status:

<input checked="" type="checkbox"/>	Pending
<input checked="" type="checkbox"/>	Start Date
<input checked="" type="checkbox"/>	Call Date
<input checked="" type="checkbox"/>	In Progress
<input type="checkbox"/>	Done

Include Prior Not Done Tasks

**Filter By PO**

Vendor PO Status:

<input type="checkbox"/>	Submitted
<input type="checkbox"/>	Accepted
<input type="checkbox"/>	Rejected
<input type="checkbox"/>	Modified
<input type="checkbox"/>	Done
<input type="checkbox"/>	Verified Done
<input type="checkbox"/>	Final

Job:

Quick Filters:

None
None
Show Entire Job
Show Job from Today
Show Mismatching Data
Show Non Scheduled POs



Builder Incubator  
BI WebPortal 2020 What's New

**Bug Fix – Vendor Log In Task List Columns and Defaults**

Software Report: WEBP-202

Fixed the Vendor Default Config to display certain columns. The Task Duration (Number of Days) column was not displaying when checked on.

**PO Vendor Status: For Status equal to Pending**

Software Report: BIWS-31

Coded the BIWS to NOT send any Purchase Order details to the WebPortal if the PO Vendor Status is marked as PENDING.

The Software Reports listed below were also part of an early release of version 2020. Some builder businesses may already have these features installed prior to this release.

**Removed the CALCULATE button – made this automatic**

Software Report: WEBP-Several

Changed the logic in how the construction schedule updates made in the WebPortal were synced with PSClient. This is now fully automated and no need for users to select the CALCULATE button. The CALCULATE button has been removed.

**Add filtered column for Job Close Status**

Software Report: WEBP-138

Added a logical column for the Job Close – when Gemini has a close date this column will have a YES. This allows users to filter by closed and retain sort by.

Jobs for Superintendent

Clear filters

Job Number	Job Description	Job Address	City, State, Zip	Project	Close Date	Closed
ASG100	ASG100-Smith-Alafia	1547 Northgate	Baltimore, MD 21201	Astor Gardens	06/30/2019	YES
ASG101	ASG101-Foster-Alafia	1549 Northgate	Baltimore, MD 21201	Astor Gardens		NO
ASG107	ASG107-Huges-Anderson	1561 Northgate	Baltimore, MD 21201	Astor Gardens		NO

Display # 50 Total: 3

**Bug Fix the Builder-Admin Configuration**

Software Report: WEBP-137

The builder admin was not working properly regarding show or hide specific columns for the SUPERINTENDENTS lists. This has been corrected.

**Rows to Show – set to 50**

Software Report: WEBP-133

The show number of rows has been set to a default of 50. This was requested by several superintendents and PM's. Previously this was set to 10.

**Vendor TASK sort order**

Software Report: WEBP-131

Changed default sort logic for the Vendor Log in on the Construction TASK menu to sort by START DATE (descending) and then TASK ID (descending).

**Bug Fix – Vendor User No PO's**

Software Report: WEBP-129 / WEBP-106

Corrected filter logic for the vendor users that are added by the Vendor-Admin user. The Vendor-Admin user could see all PO's and Schedule Tasks; however, the other users were only able to view the Tasks – no PO's were displayed.

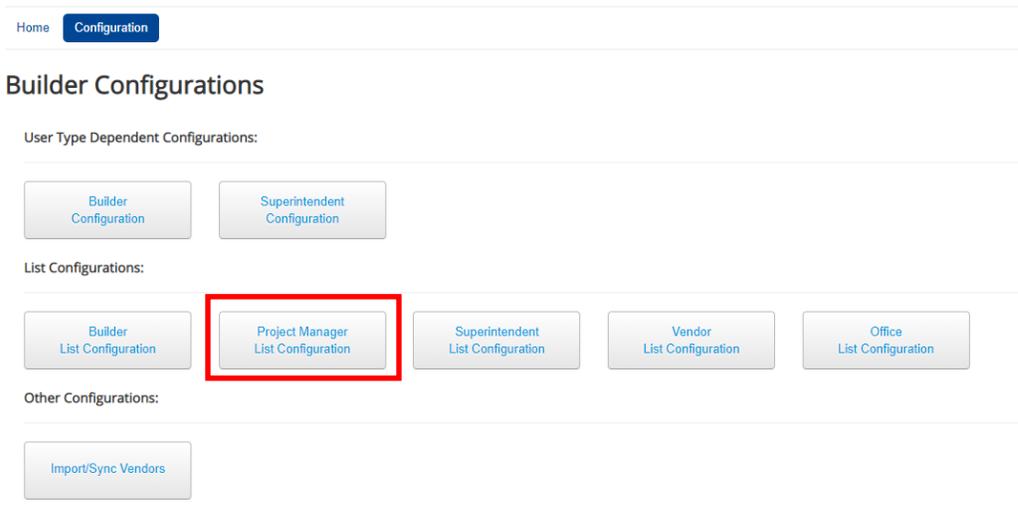
**Added the Job-Documents button to the Vendor login**

Software Report: WEBP-125

Added the ability for the vendors to link to the google drive document management folder to view documents for a specific job. In GDrive each job will have a Job Folder and a Vendor-Job Folder. In the example folder structure below – the job ASG100 has two folders (1) ASG100 and (2) VASG100

**Added the Builder-Admin Configuration for the PM**

Software Report: WEBP-136



**Added the Project Manager to the webportal**

Software Report: WEBP-135

The Project Manager is assigned jobs in Gemini. The PM Job List in the portal will display those jobs. The PM can further filter by SUPERINTENDENT, PROJECT, CLOSED/OPEN

The PM has the ability to update the Superintendent / Construction Manager job schedules and purchase orders.

Jobs for Project Manager

[Clear filters](#)

↕ Job Number	↕ Job Description	↕ Job Address	↕ City, State, Zip	↕ Project	↕ Superintendent	↕ Close Date	↕ Closed
				All	All		All
ASG100	ASG100-Smith-Alafia	1547 Northgate	Baltimore, MD 21201	Astor Gardens	Adam Stevens	06/30/2019	YES
ASG101	ASG101-Foster-Alafia	1549 Northgate	Baltimore, MD 21201	Astor Gardens	Adam Stevens		NO
ASG107	ASG107-Huges-Anderson	1561 Northgate	Baltimore, MD 21201	Astor Gardens	Adam Stevens		NO

**Job List – show close date**

Software Report: WEBP-120

Added the Gemini CLOSE DATE as a column in the Job List (Superintendent and Project Manager log in).

**Tightened up the Schedule-PO page so SAVE & CANCEL are visible**

Software Report: WEBP-118

Removed some white space, adjusted font sizes and generally tightened up the SCHEDULE-TASK-PO window to allow the SAVE / CANCEL buttons to appear higher. This eliminates the need to scroll down.

**From Date-To Date – when using the FILTER**

Software Report: WEBP-117

When using the filter – the date selection options were not displaying properly. This was corrected.

**Changed how the SCHEDULE-TASK-PO page loads**

Software Report: WEBP-123

The controls for loading the Schedule Task & PO's were jumping after loading. This was changed to allow for a smoother – faster load.

Old layout

---

**Schedule Task**

---

Description

Start Date  
 

End Date  
 

Days

Variance Days

New layout

---

**Schedule Task**

---

Description

Start Date                      End Date  
                        

Days                                      Variance Days

**Active Calendar-Task Description wrap**

Software Report: WEBP-122

Task Description and the Vendor Name will wrap in a single DAY cell to make it easier for the user to read the contents without drill down deeper.

**Superintendent Calendar**

ASG100 | 1547 Northgate | ASG100-Smith-Alafia

09/15/2019 - 10/13/2019 | PSCI | SARMDV

Back To List Print Back To List

< > today March 2019 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25 Mirrors Installed / Master Mirrors & Showers	26 Interior Clean #2 / Catey's Cleaning Services	27 Moisture Inspection / Mendelson Inspection Experts	28 PII & Super Walk Through	1 Super Punch List Complete	2
3 Super Punch List Complete	4	5 Final Building Inspection	6 Buyer Walk-thru Inspection	7 Buyer Walk-Punch List	8 Final Interior Clean / Catey's Cleaning Services	9

**User can now add SCHEDULE TASK notes via the webportal**

Software Report: WEBP-116

Added ability for the SUPERINTENDENT, PROJECT MANAGER and/or VENDOR to add notes to the construction schedule task.

**Bug Fix - Schedule Reason Code being displayed twice**

Software Report: WEBP-115

The Reason Code listing was duplicating in the portal display – correct to show only 1 time.

**Bug Fix – Change in how SQL file updates are processed**

Software Report: WEBP-114

Modified the sequence in how build script files are processed.

**Updated build script to extract master**

Software Report: WEBP-112

Updated the internal tools associated with new builds. This adds another level of automation to rolling out new software releases.