

# Welcome Guide

Welcome to iNBuilt Solution, your partner in efficient and streamlined alteration management. We're delighted to have you on board, and we're here to guide you through every step of your journey with our platform. This welcome guide is designed to help you get started, make the most of iNBuilt Solution, and ensure your projects run smoothly.

#### Table of Contents:

- 1. Introduction to iNBuilt Solution
- 2. Getting Started
- 3. Navigating the Dashboard
- 4. Key Features and How to Use Them
- 5. Getting Help and Support
- 6. Tips for Success
- 7. Frequently Asked Questions
- 8. Contact Information

# 1. Introduction to iNBuilt Solution

iNBuilt Solution is an alteration management solution, tailored specifically for apartment renovations in co-op and condos. Our mission is to empower you to efficiently manage the alteration review, streamline necessary project documentation, manage building infrastructure, and achieve your project goals.

# 2. Getting Started

Let's get started with iNBuilt Solution:

- If you have been invited to the iNBuilt Solution network:
  - Visit our website at <a href="https://inbuiltsolution.com/">https://inbuiltsolution.com/</a>
  - Click on "Access".
  - Login to setup your password.
- If you have not been invited to the iNBuilt Solution network:
  - Visit our website at <a href="https://inbuiltsolution.com/">https://inbuiltsolution.com/</a>
  - Click on Get Free Trial and fill out your email.
  - A member of our team will contact you and then send an invitation into our network.

# **3.** Navigating the Dashboard

Upon logging in, you'll arrive at your dashboard. Here, you'll find recent project activity, add properties button, and manage properties which takes you to a list of all of your iNBuilt properties, filings, violations, and active/inactive projects. Familiarize yourself with this central hub for project management.



# 4. Key Features and How to Use Them

iNBuilt Solution offers a range of features to support your construction projects. Here are some essential ones:

- **Project Collaboration**: Invite all project stakeholders by adding contributors.
- Document Management: Centralizes and stores all project review data.
- **Construction Visibility**: Allows project stakeholders to upload key documents and photos during construction to fulfill milestone requirements (pre/post demo, layout, waterproofing, final, etc) to ensure the integrity of the building's infrastructure.

Explore these features in detail with our video tutorials and guides.

### 5. Getting Help and Support

If you ever need assistance, our support team is ready to assist:

- Contact our support team via email at <a href="mailto:support@inbuiltsolution.com">support@inbuiltsolution.com</a>
- Want to upgrade your account, contact <u>marketing@inbuiltsolution.com</u>
- Connect with us on social media: Click Here for LinkedIn

#### 6. Tips for Success

Maximize your success with iNBuilt Solution:

- **Regular Updates**: Stay updated with new features and improvements.
- User Community: Join our LinkedIn community to share insights and best practices.
- **Resources**: Utilize our webinars, tutorials, and resources for enhanced proficiency.

#### 7. Frequently Asked Questions

Check out our FAQ section for answers to common queries.

#### 8. Contact Information

Feel free to reach out to us whenever you need assistance or have questions:

- Customer Support: <a href="mailto:support@inbuiltsolution.com">support@inbuiltsolution.com</a>
- Office Address: 42 West Street Unit 18, Brooklyn, NY 11222

Welcome once again to iNBuilt Solution! We're excited to be part of your construction project journey, and we're dedicated to making your experience a successful one. If you have any questions or need support, don't hesitate to reach out. Let's build great projects together!