

Feature Guide

Welcome to iNBuilt's Alteration Management, a robust set of features designed to streamline and enhance renovations in fully occupied buildings. This guide will walk you through the key functionalities that make iNBuilt the ideal solution for managing alterations with ease.

1. Project Initialization:

- **Project Details:** Input essential information such as project name, unit number, and building address, all of which are seamlessly linked to your projects.
- **Customizable Workflows:** Tailor your alteration project workflow with click boxes for Agreement, Review, Construction, and/or Closeout.
- **Automatic Updates:** Leverage our integration with the NYC Department of Buildings (DOB) for automatic population and updates building information.

2. Collaborative Environment:

- **Effortless Collaboration:** Invite team members and external collaborators to join your alteration projects.
- **User-Friendly Invitations:** Collaborators receive user-friendly invitations, and first-time users' account setup is triggered automatically upon receiving their first collaboration request.

3. Project Tracking:

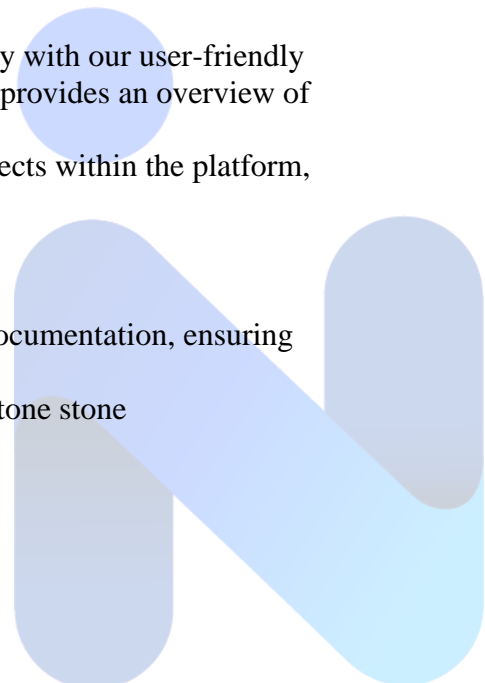
- **Real-Time Updates:** Receive real-time notifications on the platform whenever collaborators are active, ensuring seamless communication and efficient project tracking.
- **Upload Alerts:** Get notified instantly when collaborators upload documents, facilitating quick response and decision-making
- **Inactivity Alerts:** Receive notification when there is inactivity for two (2) weeks.

4. User-Friendly Interface:

- **Intuitive Design:** Navigate through alteration projects effortlessly with our user-friendly interface, designed for simplicity and efficiency. The dash board provides an overview of the latest activity.
- **Seamless Transition:** Switch seamlessly between alteration projects within the platform, ensuring a consistent user experience.

5. Comprehensive Documentation:

- **Document Management:** Easily manage and organize project documentation, ensuring that all stakeholders have access to the information they need.
- **Construction Documentation:** Always have a view at the milestone stone documentation and building infrastructure.



- **Closeout Management:** Quickly request all closeout documentation for seamless closeout.

6. User Support and Training:

- **Dedicated Support Team:** Access to our dedicated support team for any assistance or queries you may have at support@inbuiltsolution.com.
- **Training Resources:** Utilize training resources, including video tutorials and guides, to maximize your experience with iNBuilt Alteration Management.

Thank you for choosing iNBuilt Alteration Management. We are excited to support your projects and contribute to the success of your alteration endeavors.

Should you have any questions or require assistance, please don't hesitate to contact our support team at support@inbuiltsolution.com.

