

Builder Process

Builders are responsible to create communities within their divisions and assign contractor organizations who they have hired to do the work.

1. Create a New Division

Divisions are simply a way to organize communities by geographic region. Divisions can have separate admin users from the corporate level, if desired.

2. Create a new Community

The new community will simply contain all design and commissioning data. Communities is where data is transferred from the designer to the commissioning technician.

3. Assign Contractors

If the design contracting company is not the same as who will be doing the commissioning, you will need two contractors: one for design (who will upload them to the community) and another to commission (who will manage lot commissioning)

Builder Account Management

Registering an account

Registration on the site is universal and must be completed before you can be added to your builder account.

Click the register tab on either Manage or Verify to register a new account. Make sure you enter the confirmation code emailed to your registration email. This email will be your username.

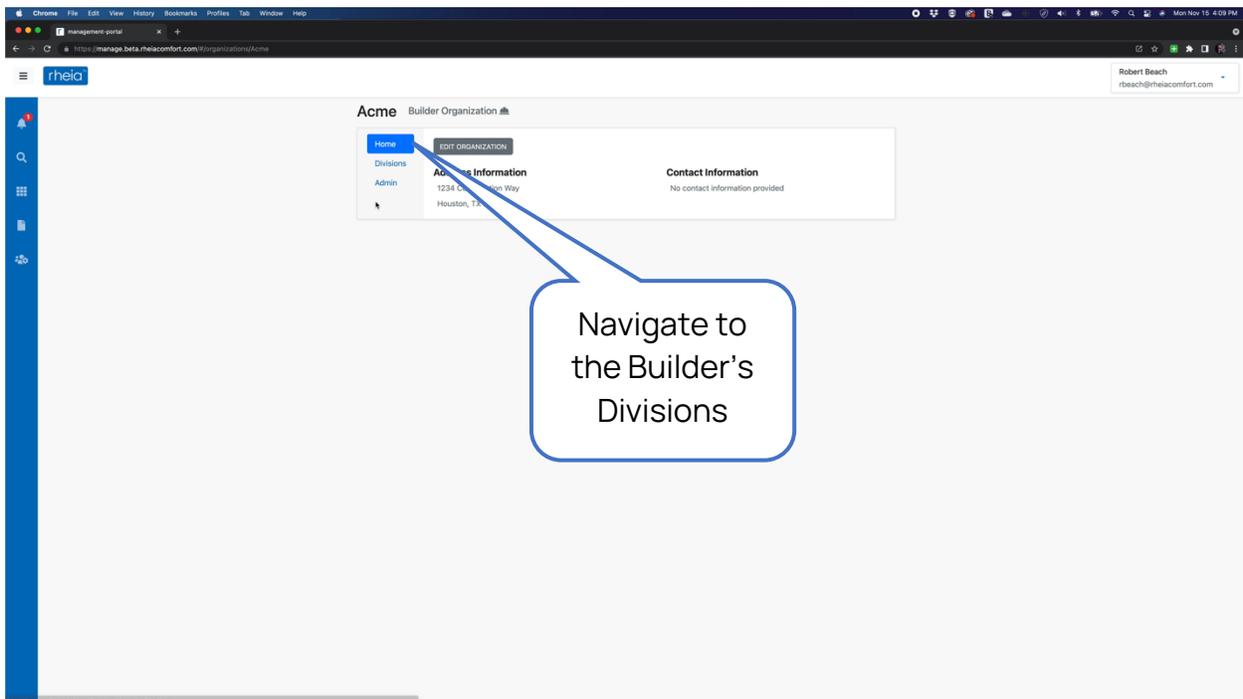
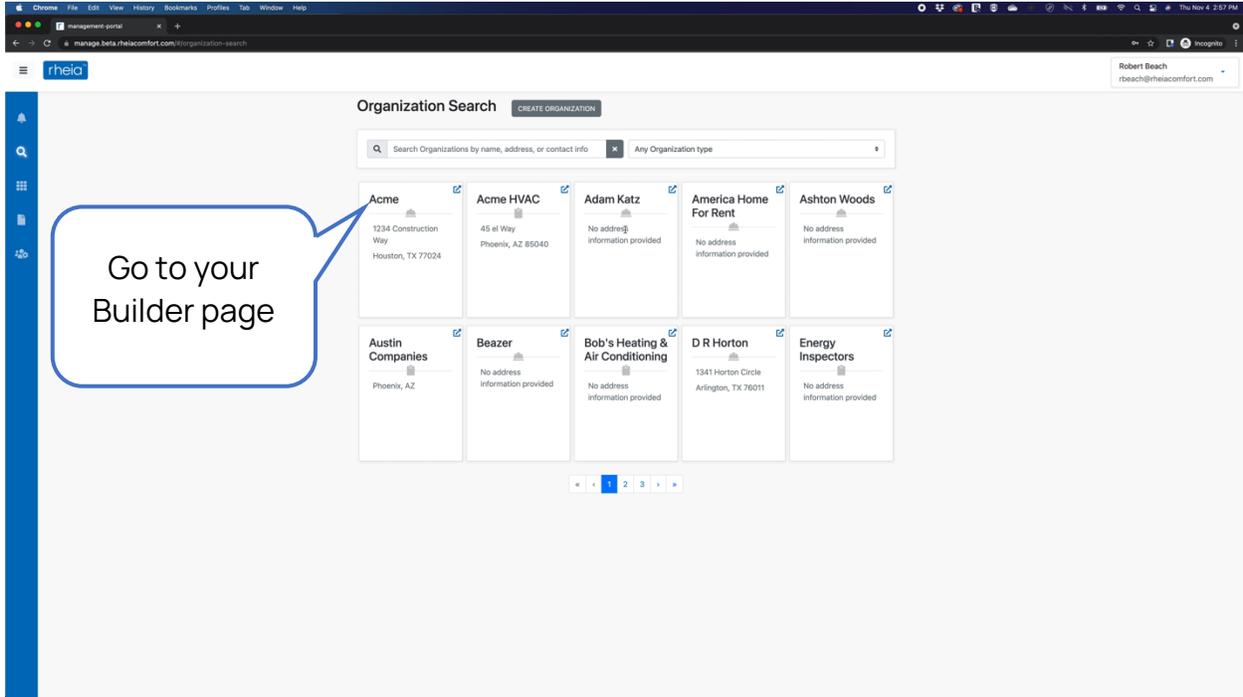
Note, you only need to register once for both Rheia Manage and Verify. Your username and password will work for both apps.

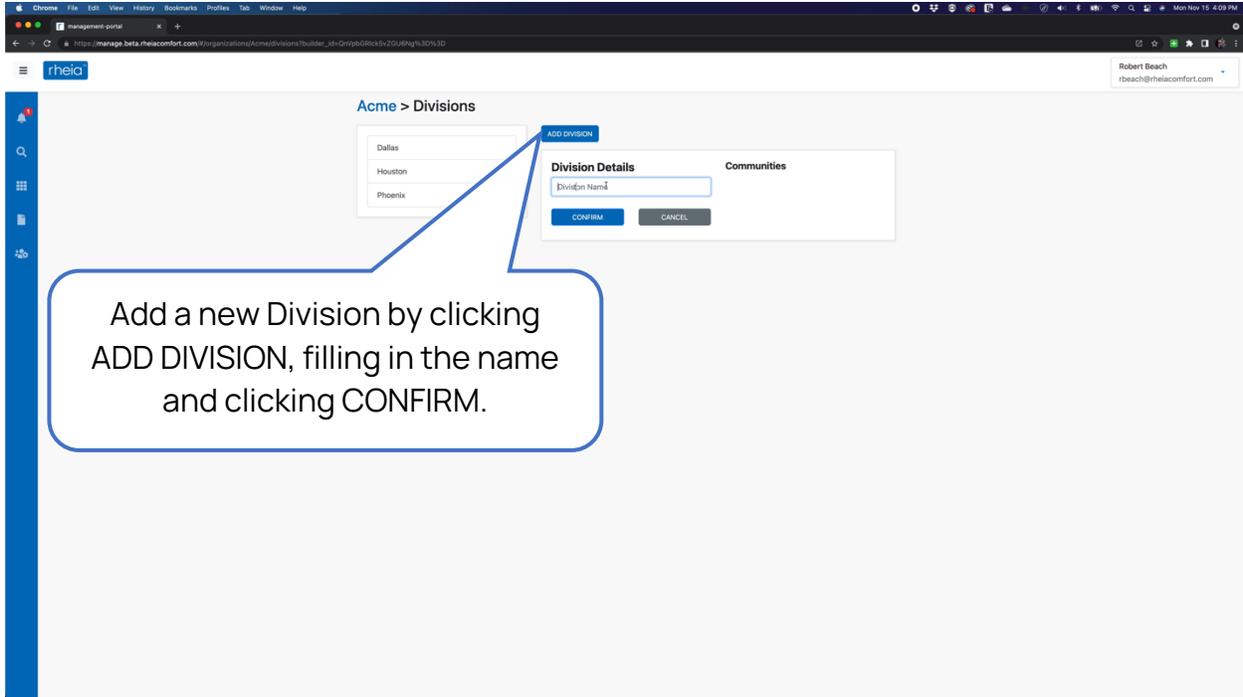
Accessing your organization

You can request access to an organization by clicking the Request Access button on your organization's page, which will notify the administrator of your request. Once you have been given access, you can complete tasks within that organization.

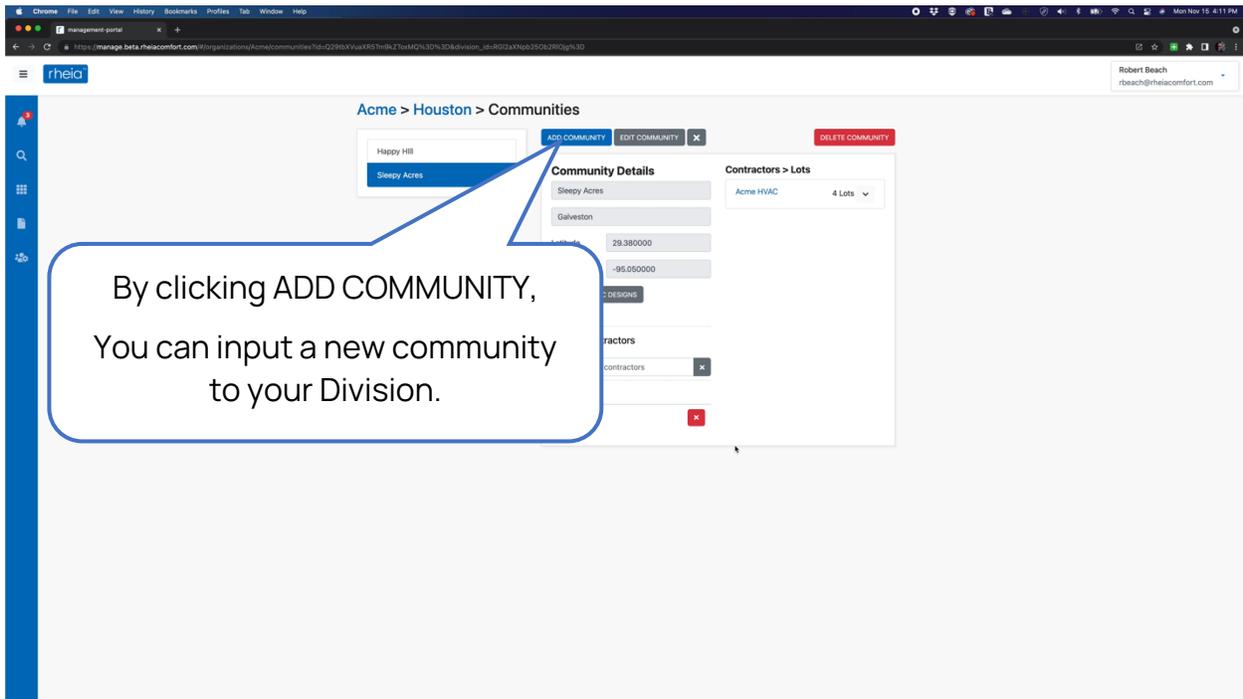
Step by Step Instructions

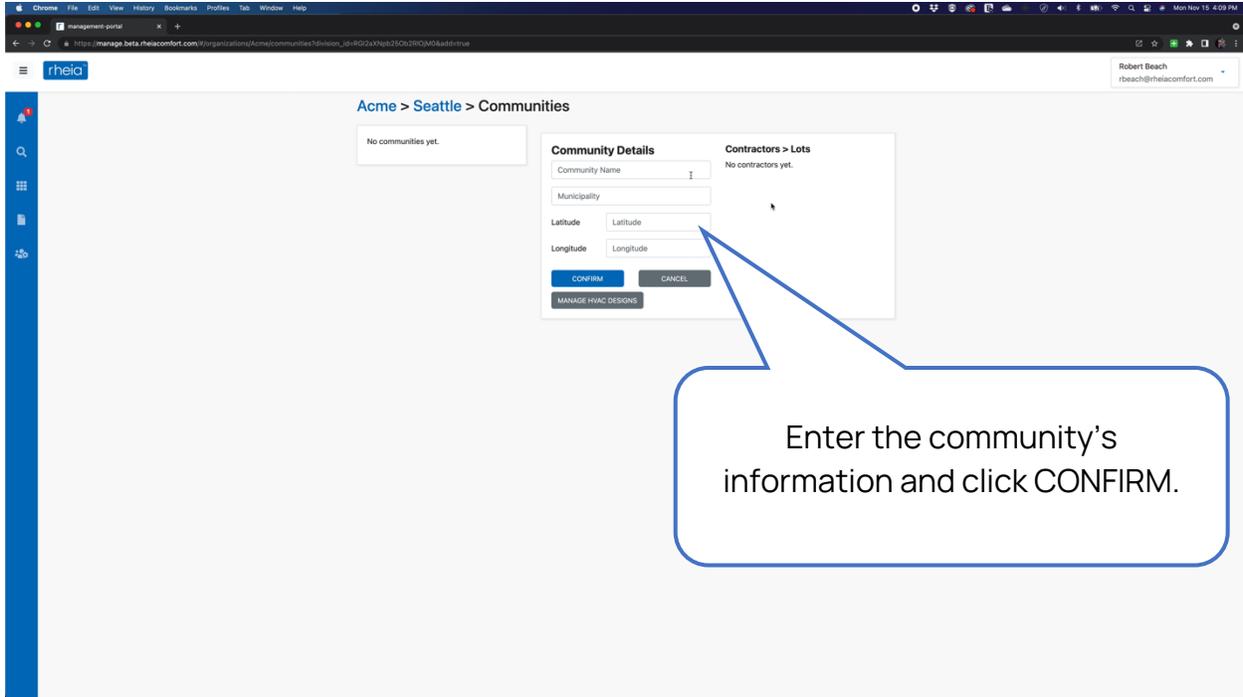
1. Adding a Division





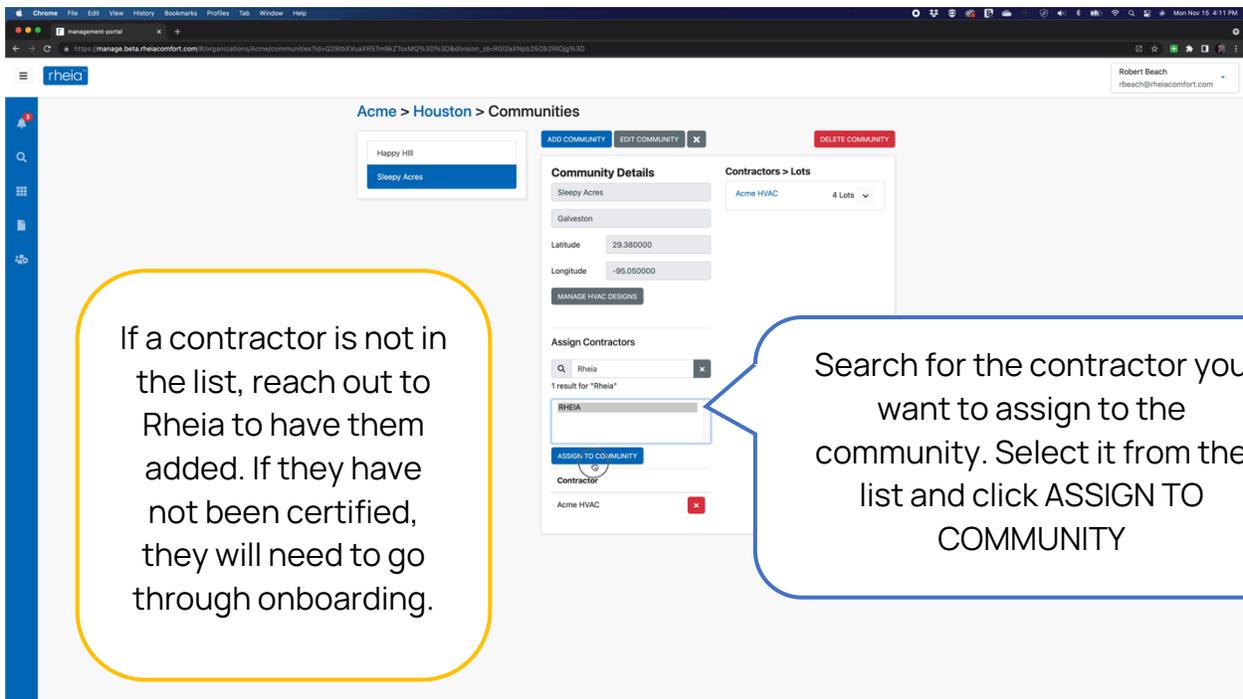
2. Adding a New Community





3. Assigning a Contractor to Your Community

This action will allow a designer or installing contractor to work in this community. A designer will be able to upload new designs, and an installer who is doing commissioning will be able to create lots and pull designs.



4. Add a User to Your Organization

Any registered user can be added to your organization. On the admin tab of your organization's home screen, search for the user by their email address. Then assign them a role within the selection check boxes on the right. Click confirm and they will be able to act within your organization.

