



CORRIGOPRO

Connecting with CorrigoPro

Managing Tiles and Creating Connections



During this tutorial we will cover...

- Logging into CorrigoPro Desktop
- The Company Profile tile
- Creating your free ad (promo)
- Editing your services
- Smart Zones
- The Membership tile
- The CorrigoPro tile
- Settings and email notifications
- Our Cru
- CruMembers and CruLeads
- Our Subs
- Our Customers
- CruChats

Log into Your CorrigoPro Desktop

CorrigoPro Desktop login page URL- <https://login.corrigo.com/connect/login>

CORRIGOPRO
DESKTOP

Log into your CorrigoPro Desktop using the email address and password you set up during registration

EMAIL test@Corrigo.com

PASSWORD ●●●●●●

REMEMBER ME

LOGIN

[FORGOT YOUR PASSWORD?](#)

Click "LOGIN"

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Your CorrigoPro Desktop

Logging in, you will arrive at the CorrigoPro Desktop

The screenshot displays the CorrigoPro Desktop interface. At the top, the user is logged in as 'Waldo David' at 'David's HVAC'. The dashboard features several tiles:

- Training Tile:** Promotes online training with the text 'SIGN UP FOR ONLINE TRAINING! Learn How to Invoice JLL through CorrigoPro How-To Guide for New CorrigoPro Users' and a 'Choose Classes & Register Now' button.
- Company Profile Tile:** Shows 'David's HVAC' and a star icon, with the message 'CONGRATULATIONS, YOUR COMPANY PROFILE IS COMPLETE'.
- Invoices Tile:** Titled 'YOUR INVOICES NEED ATTENTION', it displays three categories: '33 ready to be invoiced WOs', '25 draft invoices', and '1 disputed invoices'.
- Performance Tile:** Shows '85 your average score' and '2 customers are connected to you'.
- Unread Messages:** A list of messages from 'APAC PRO' with details like dates and locations.
- Direct Tile:** A tile for 'CORRIGOPRO DIRECT' with a puzzle piece icon.

Each of the tiles, when clicked on, will bring you to a specific section of the CorrigoPro Desktop
Invoice tile only displayed for "ADMIN" users

The Company Profile Tile

The screenshot displays the CORRIGOPRO desktop interface. At the top left, the logo 'CORRIGOPRO' is shown above the word 'DESKTOP'. On the top right, there are navigation icons for home, user profile, and settings. The main content area features several tiles:

- Alert Tile:** A dark grey tile with the CORRIGOPRO logo and the text 'ALERT: EVERY JLL WORK ORDER REQUIRES CHECK IN AND CHECK OUT'. Below the text is a button that says 'Learn about adding your team to CorriGoPro >'. This tile is partially obscured by the Company Profile tile.
- Company Profile Tile:** A white tile with a green border. It is titled 'Complete your Company Profile' and includes a circular progress indicator showing 'now at 71%'. Below the progress indicator are two checkmarks: 'Improves your public appearance' and 'Gets you more work'. To the right of the text is a placeholder box labeled 'Your Company Logo'. A mouse cursor is pointing at the bottom right corner of this tile.
- Standard Tile:** An orange tile with a white chain-link icon and the word 'STANDARD' below it.
- Connect Tile:** A white tile with the CORRIGOPRO logo and the text 'Connect to Your Customers. Stay Connected Anywhere.' Below the text is a small image of two workers in hard hats.

At the bottom left of the interface, there is a blue square icon depicting a person wearing a headset. To the right of this icon, the following text is displayed:

Let's look at the Company Profile tile
Click on the tile to access your Company Profile

Managing Your Company Profile

Here you will be able to add a company logo and change your company name

Click on “EDIT” in the Business Overview section to enter details of the services your company provides

To enter or edit your physical location and contact information, click on “EDIT BRANCH INFO”

The screenshot shows the user interface for managing a company profile for 'CORRIGOPRO'. At the top, the company logo is displayed next to the name 'Canada Test Pro'. Below the logo, there are two buttons: 'CHANGE COMPANY LOGO' and 'CHANGE COMPANY NAME'. The 'Business Overview' section is highlighted with an 'EDIT' button. The text below this section reads: 'Multi-service provider. Going above and beyond to address any and all of our customers' needs.' Underneath, the 'Australian Business Number' is shown as '*****789' with an 'EDIT' button and a help icon. The 'Branches' section is also highlighted with an 'EDIT BRANCH INFO' button. Below this, a list of fields is shown: 'PROMO' with a 'CREATE YOUR FREE AD' button, 'PHONE', 'EMAIL', 'FAX', 'WEB SITE', 'ADDRESS', 'SERVICES' (with 'Electrical' listed and an 'EDIT' button), and 'SMART ZONES' (with 'Western Australia' listed and an 'EDIT' button'). At the bottom, there is a link: 'HOW DO I ADD ANOTHER BRANCH?'.

BACK

Managing Your Company Profile

Editing your branch information

Enter your company phone number, email, and physical address details

Edit Branch Info ✕

NAME	Canada Test Pro
PHONE	<input type="text" value="450-555-0123"/>
EMAIL	<input type="text" value="test@Corrigo.com"/>
FAX	<input type="text"/>
WEB SITE	<input type="text" value="www.companywebsite.com"/>
STREET	<input type="text" value="123 West Maple St. Suite 100"/>
STREET 2	<input type="text"/>
CITY	<input type="text" value="Montreal"/>
COUNTRY ?	Australia
STATE	<input type="text" value="Western Australia"/>
POSTAL CODE	<input type="text" value="H1A 5C2"/>

Click "SAVE"

CANCEL

SAVE

PROMO / Create Your Free Ad

By clicking on the “CREATE YOUR FREE AD” link, the Create Promo window will appear

Branches

[EDIT BRANCH INFO](#)

PROMO	CREATE YOUR FREE AD
PHONE	+1 404-565-4964
EMAIL	jamesf@corrigo.com
FAX	
WEB SITE	
ADDRESS	123 TEST, TEST, WA, AU, 6006
SERVICES	Electrical EDIT
SMART ZONES	Western Australia EDIT

Create Promo ×

15% off all first-time service calls and products.

0 of 71 characters

[CANCEL](#) [SAVE](#)

You may use up to 71 characters to display a promotional offer

Click “SAVE” to post your PROMO

You can return to your Company Profile page to update or remove your PROMO at any time

Editing Your Services

In the SERVICES section, select the specific service or services that your company provides.

Your selections help current and potential clients find you in Corrigo.

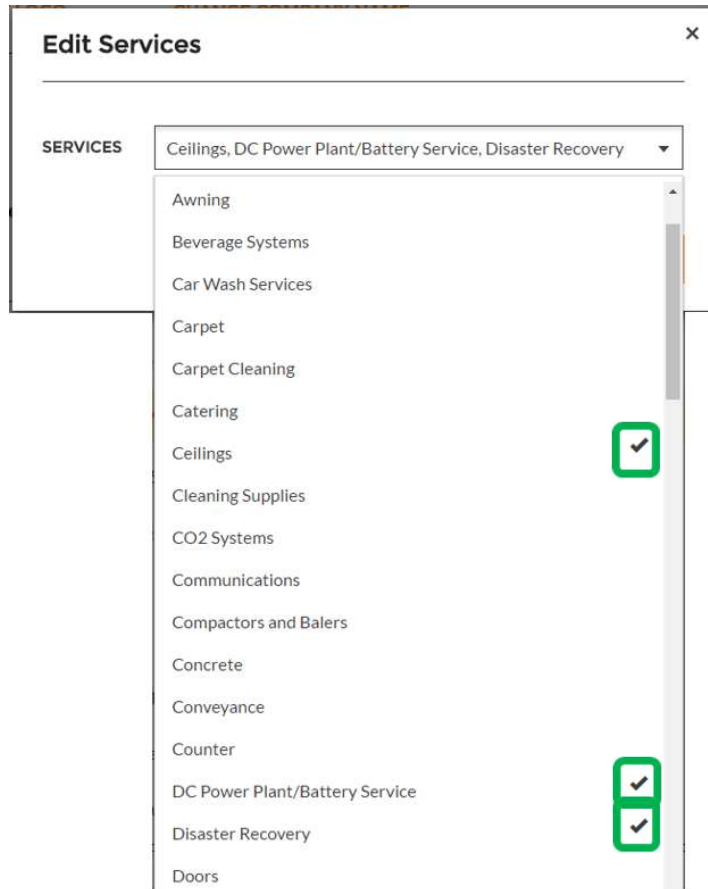
Click on the “EDIT” button and the Edit Services window will appear.

Branches

EDIT BRANCH INFO

PROMO	CREATE YOUR FREE AD
PHONE	+1 450-555-0123
EMAIL	cap2nine@gmail.com
FAX	
WEB SITE	
ADDRESS	123 TEST, TEST, WA, AU, 6006
SERVICES	Disaster Recovery EDIT
SMART ZONES	Western Australia EDIT

Editing Your Services



Edit Services [X]

SERVICES Ceilings, DC Power Plant/Battery Service, Disaster Recovery [v]

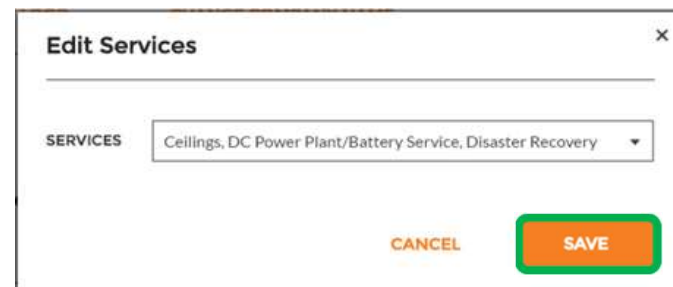
- Awning
- Beverage Systems
- Car Wash Services
- Carpet
- Carpet Cleaning
- Catering
- Ceilings
- Cleaning Supplies
- CO2 Systems
- Communications
- Compactors and Balers
- Concrete
- Conveyance
- Counter
- DC Power Plant/Battery Service
- Disaster Recovery
- Doors

Click on the drop down arrow in the “SERVICES” box to view all available services

Place a check to the right of the service you provide

Be sure to select only the services that your company provides as customers will use this information when searching for service providers on the CorrigoPro network

Once you have completed your company’s service selections, click “SAVE”



Edit Services [X]

SERVICES Ceilings, DC Power Plant/Battery Service, Disaster Recovery [v]

CANCEL **SAVE**

Select Your Smart Zones

Selecting the correct Smart Zone coverage will ensure your company is visible to customers searching for the services you provide, in the areas where needed

Smart Zones are pre-defined geographic areas

Please be sure to select the Smart Zones that match your area of service

To review and edit your Smart Zones, click on the “EDIT” button in the Smart Zones row

This will bring you to the Smart Zones information screen

Branches

[EDIT BRANCH INFO](#)

PROMO

[CREATE YOUR FREE AD](#)

PHONE

+1 404-565-4964

EMAIL

jamesf@corrigo.com

FAX

WEB SITE

ADDRESS

123 TEST, TEST, WA, AU, 6006

SERVICES

Electrical

[EDIT](#)

SMART ZONES

Western Australia

[EDIT](#)

Select Your Smart Zones

[COMPANY PROFILE](#)

Corrigo Smart Zones

SELECTING YOUR SMART ZONES

Selecting your Corrigo Smart Zones is simple – just follow the steps below to select your primary zone and any additional zones you need to match your coverage area.

Remember:

- Your primary Smart Zone (service area) is included in your subscription.
- You can add as many zones as you need to complete your service area. Each additional zone is \$2.50 per month.
- Each zone can be customized to the county or city level to match your service area

To see an interactive Smart Zone map click [HERE](#)


Need Help? Click [HERE](#)

Your primary Smart Zone is included with your CorrigoPro Network subscription


[BACK](#) [NEXT](#)

Click “NEXT” to access the Smart Zones list

Select Your Smart Zones

 > COMPANY PROFILE

Set-Up Smart Zones

Country 

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland
 - Aguathuna
 - Anchor Point
 - Aquaforte
 - Arnolds Cove
 - Aspen Cove
 - Avondale
 - Badger
 - Badgers Quay
 - Baie Verte

By clicking on the **plus** symbol to the left of any state, province or territory, you can drill down to specific cities and townships within the Smart Zone

Click the checkboxes beside all the areas in which you provide service

Click "NEXT" BACK NEXT

Select Your Smart Zones

You will be prompted to confirm your Smart Zone selections

[Home](#) > **COMPANY PROFILE**

Corrigo Smart Zone Summary

You selected 2 Smart Zone(s)

Canada

- Manitoba
- Newfoundland

Your primary zone is included with your subscription plan.

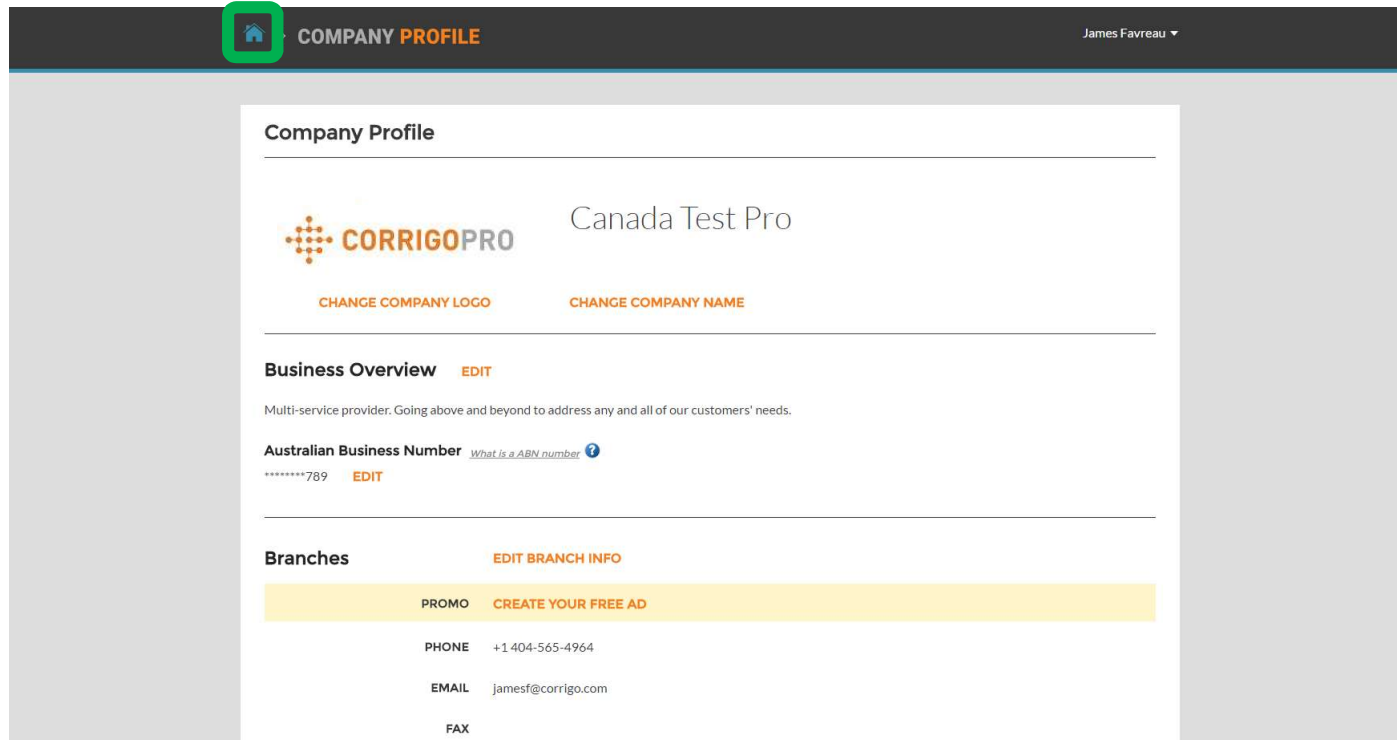
Click the 'I Agree' button below to confirm your selection and complete your Smart Zone set-up process.

Once your Smart Zone selections match your service area, click "I AGREE"

[BACK](#) [I AGREE](#)

Returning To The CorrigoPro Desktop

With your Smart Zones selected, your Company Profile is now complete!

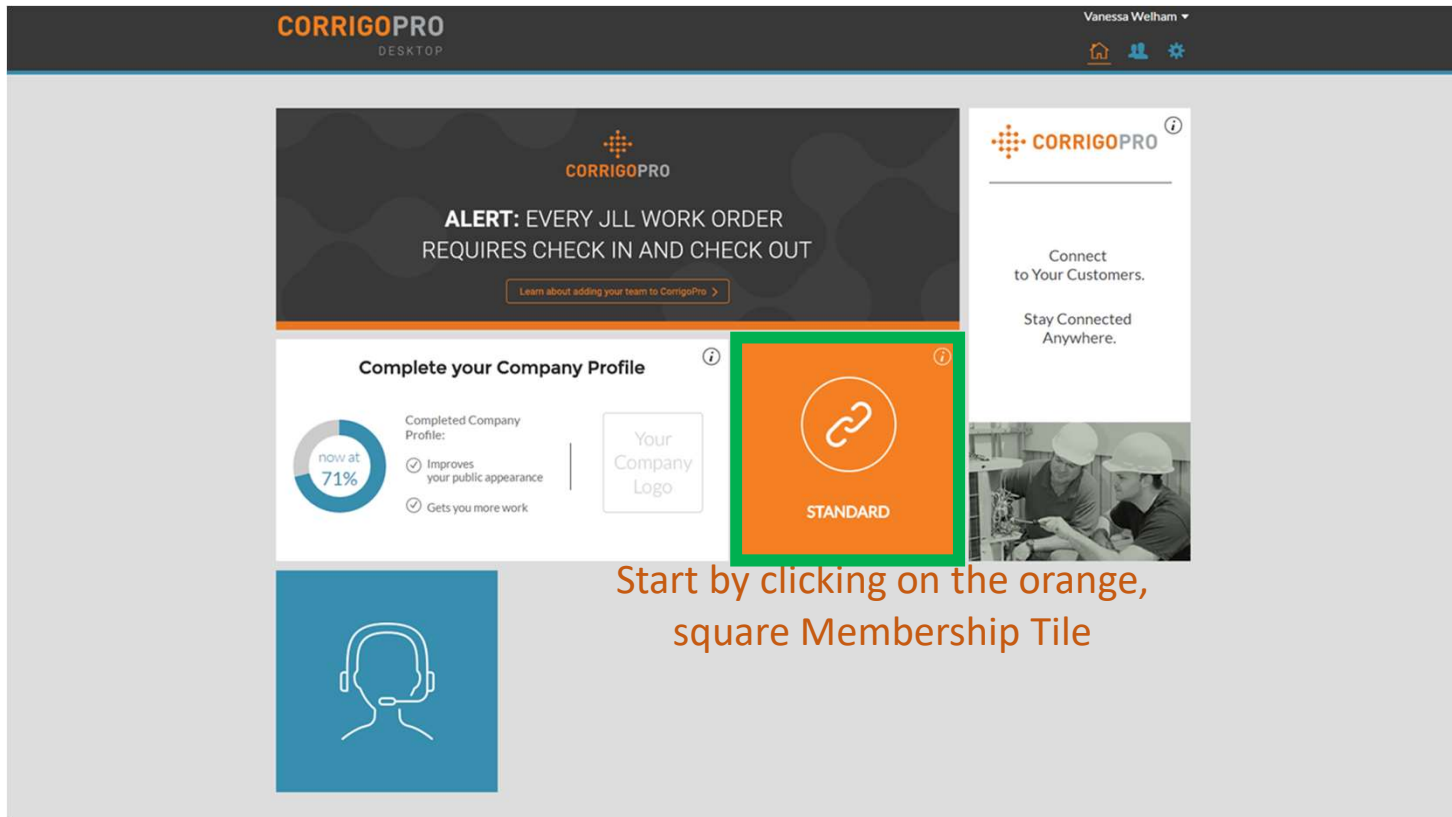


The screenshot shows the 'COMPANY PROFILE' page in the CorrigoPro desktop interface. At the top left, a blue home icon is highlighted with a green square. The page title is 'COMPANY PROFILE' and the user name 'James Favreau' is visible at the top right. The main content area is titled 'Company Profile' and features the CorrigoPro logo and the company name 'Canada Test Pro'. Below the logo and name are two buttons: 'CHANGE COMPANY LOGO' and 'CHANGE COMPANY NAME'. The 'Business Overview' section includes an 'EDIT' button and a description: 'Multi-service provider. Going above and beyond to address any and all of our customers' needs.' The 'Australian Business Number' section shows a partially filled number '*****789' with an 'EDIT' button and a link 'What is a ABN number'. The 'Branches' section has an 'EDIT BRANCH INFO' button and a yellow banner that says 'PROMO CREATE YOUR FREE AD'. Below this, contact information is listed: 'PHONE +1 404-565-4964', 'EMAIL jamesf@corrigo.com', and 'FAX'.

You can return to the CorrigoPro Desktop, from any tile, by clicking on the blue “Home” icon at the top of the page

The Membership Tile

Within the Membership tile, you can view your membership details, update your payment method, and review or print your CorriGoPro monthly subscription statements



The screenshot displays the CorriGoPro desktop interface. At the top, the logo "CORRIGOPRO" and "DESKTOP" are visible on the left, and the user name "Vanessa Welham" with a dropdown arrow is on the right. Below the header, there are several tiles:

- Alert Tile:** A dark grey tile with the CorriGoPro logo and the text "ALERT: EVERY JLL WORK ORDER REQUIRES CHECK IN AND CHECK OUT". A link below reads "Learn about adding your team to CorriGoPro >".
- Company Profile Tile:** A white tile titled "Complete your Company Profile" with an information icon. It shows a progress indicator "now at 71%" and two checked items: "Improves your public appearance" and "Gets you more work". There is a placeholder for "Your Company Logo".
- Membership Tile:** An orange square tile with a white chain-link icon and the word "STANDARD" below it. This tile is highlighted with a green border.
- Customer Connection Tile:** A white tile with the CorriGoPro logo and the text "Connect to Your Customers. Stay Connected Anywhere." Below the text is a small image of two workers in hard hats.
- Support Tile:** A blue square tile with a white icon of a person wearing a headset.

Below the screenshot, the text "Start by clicking on the orange, square Membership Tile" is displayed in orange font.

The Membership Tile

The screenshot shows the 'MEMBERSHIP DETAILS' page. At the top left is a blue home icon. The main content area is titled 'Company Membership Details'. On the left, there is a circular icon with a chain link and the word 'STANDARD' below it. To the right, there are three rows of details:

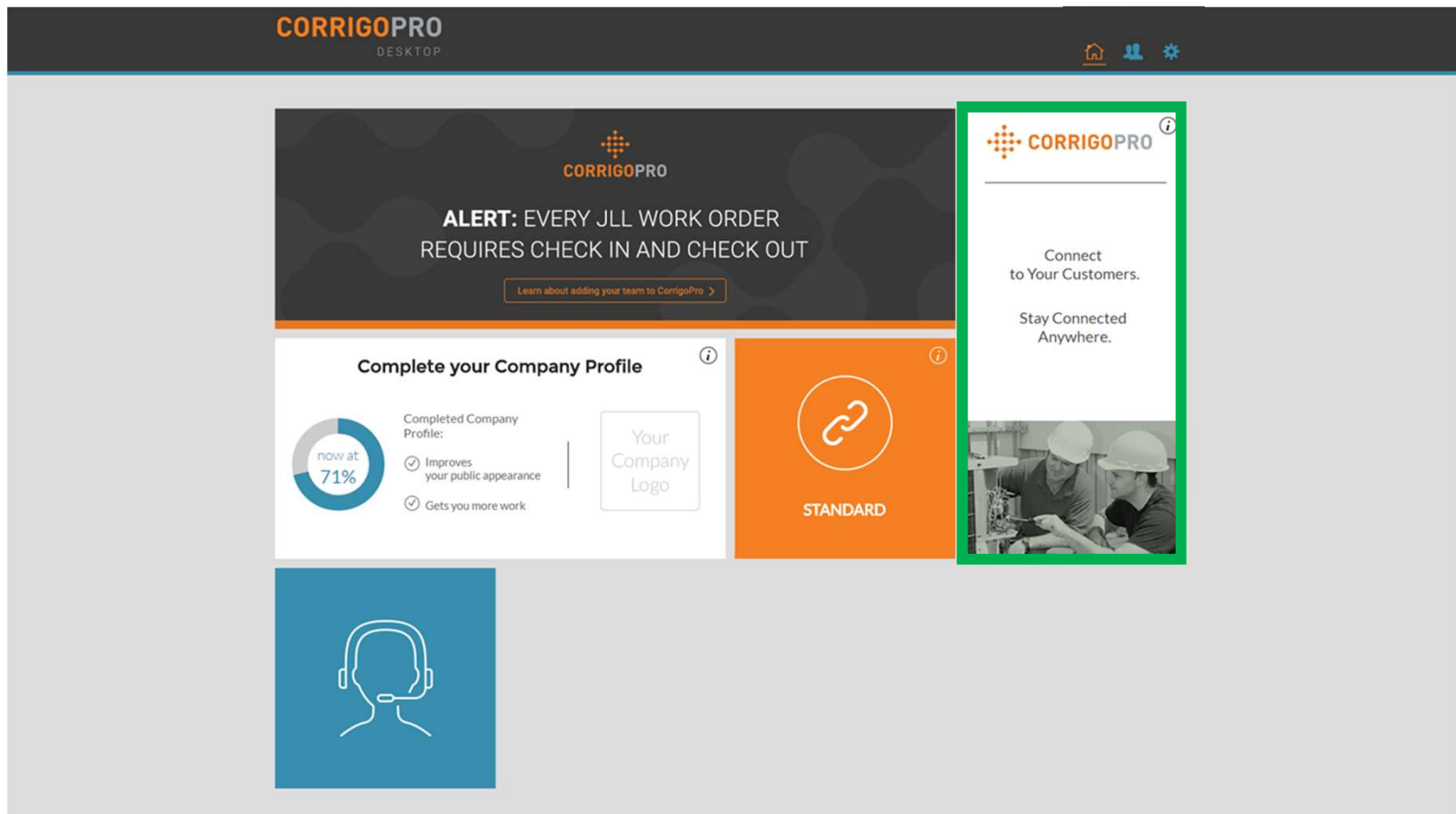
MEMBERSHIP LEVEL	Standard	VIEW / CHANGE
PAYMENT METHOD	Credit Card	VIEW / CHANGE
EMAIL MY INVOICES	Yes	CHANGE

Below this is a section for 'Billing History (last 12 months)'. It features a table with columns for DATE, AMOUNT, and ACTION. The table is currently empty, with the text 'No billing history to display' centered below it.

Click on the corresponding link to review or update your membership level, payment method details, and membership invoice email preferences

As always, the blue “Home” icon will return you to your CorrigoPro Desktop

The CorrigoPro Tile



To access the CorrigoPro portal from your desktop, click on the CorrigoPro tile at the right of the screen

Our Cru

From the Our Cru page you will see all of your invited and connected internal employees

To invite a new CruMember click on the large, white box with the *plus* symbol.

The “Invite Pro” window will appear.



Invite Pro

Type invitee phone #

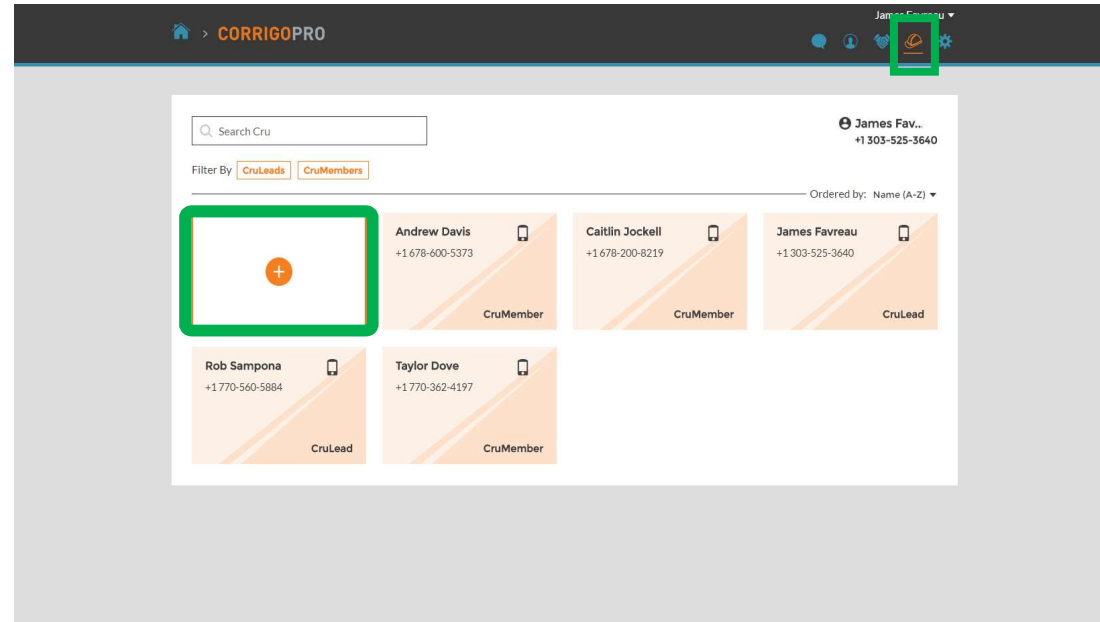
CruLead

CANCEL INVITE

Enter the employee’s mobile phone number

Click “INVITE”

By default, the invitee will be invited as a “CruMember”, however, you may select to invite them as a “CruLead”

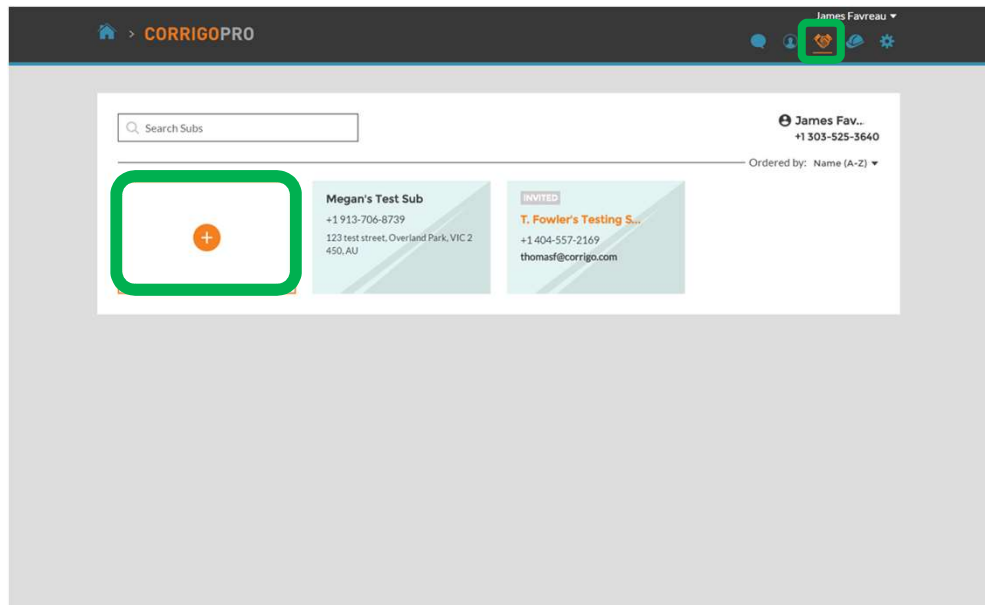


A CruLead, typically someone in a leadership or dispatch role, can see all CruChats

A CruMember, typically technicians or field personnel that only need to be included in specific conversations, must be added to a CruChat

Our Subcontractors

By clicking on the “Our Subs” icon, represented by a handshake, you will see all of your invited and connected subcontractors or partner businesses



This will initiate a search of the CorrigoPro system to see if your Sub is already connected to Corrigo

To invite a new Sub, click on the large, white box with the orange **plus** symbol

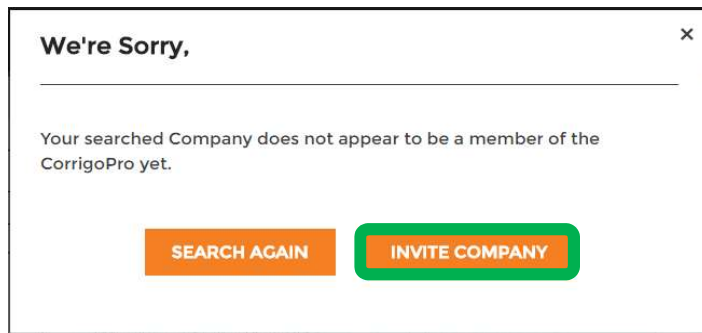
This will bring up the “Add Subs” window

Enter the Sub's company name and mobile phone number

Then click “SEARCH”

Our Subs: Inviting your subs

If your Sub's company is not found, then simply click "INVITE COMPANY"



We're Sorry, ×

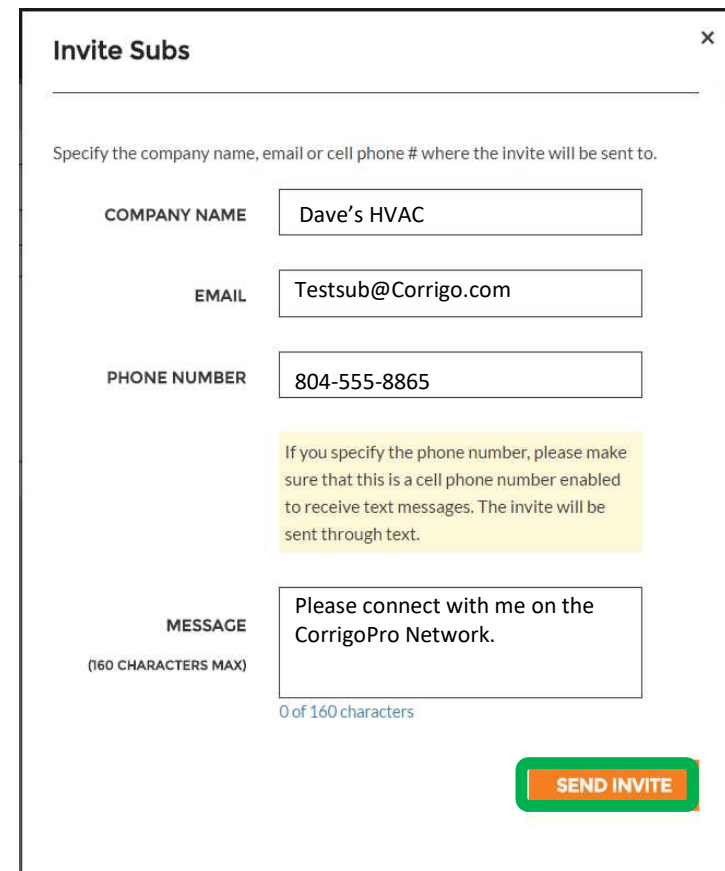
Your searched Company does not appear to be a member of the CorrigoPro yet.

SEARCH AGAIN **INVITE COMPANY**

Enter the Sub's company name, email address and mobile phone number.

You may send a personalized message to your Sub or send the invite with no message
Click "SEND INVITE" to invite your Sub

The "Invite Subs" window will appear



Invite Subs ×

Specify the company name, email or cell phone # where the invite will be sent to.

COMPANY NAME

EMAIL

PHONE NUMBER

If you specify the phone number, please make sure that this is a cell phone number enabled to receive text messages. The invite will be sent through text.

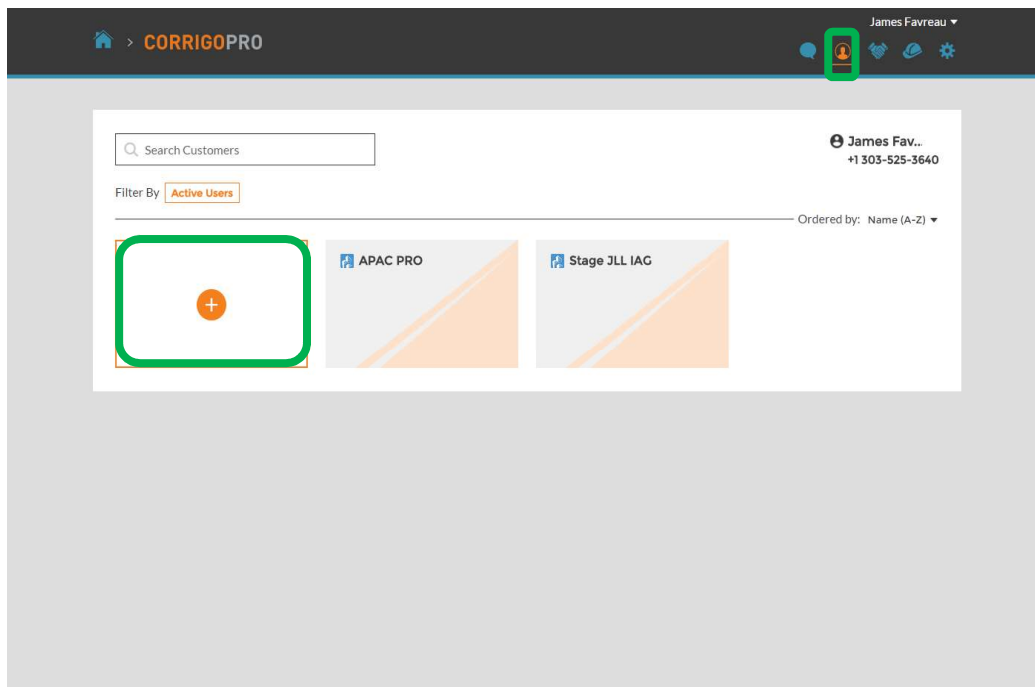
MESSAGE
(160 CHARACTERS MAX)

0 of 160 characters

SEND INVITE

Our Customers

The next icon is a circle with a silhouette, clicking here will bring you to your “Our Customers” page where you can manage and view your invited and connected customers



To invite a customer to connect, click on the large, white box with the orange *plus* symbol

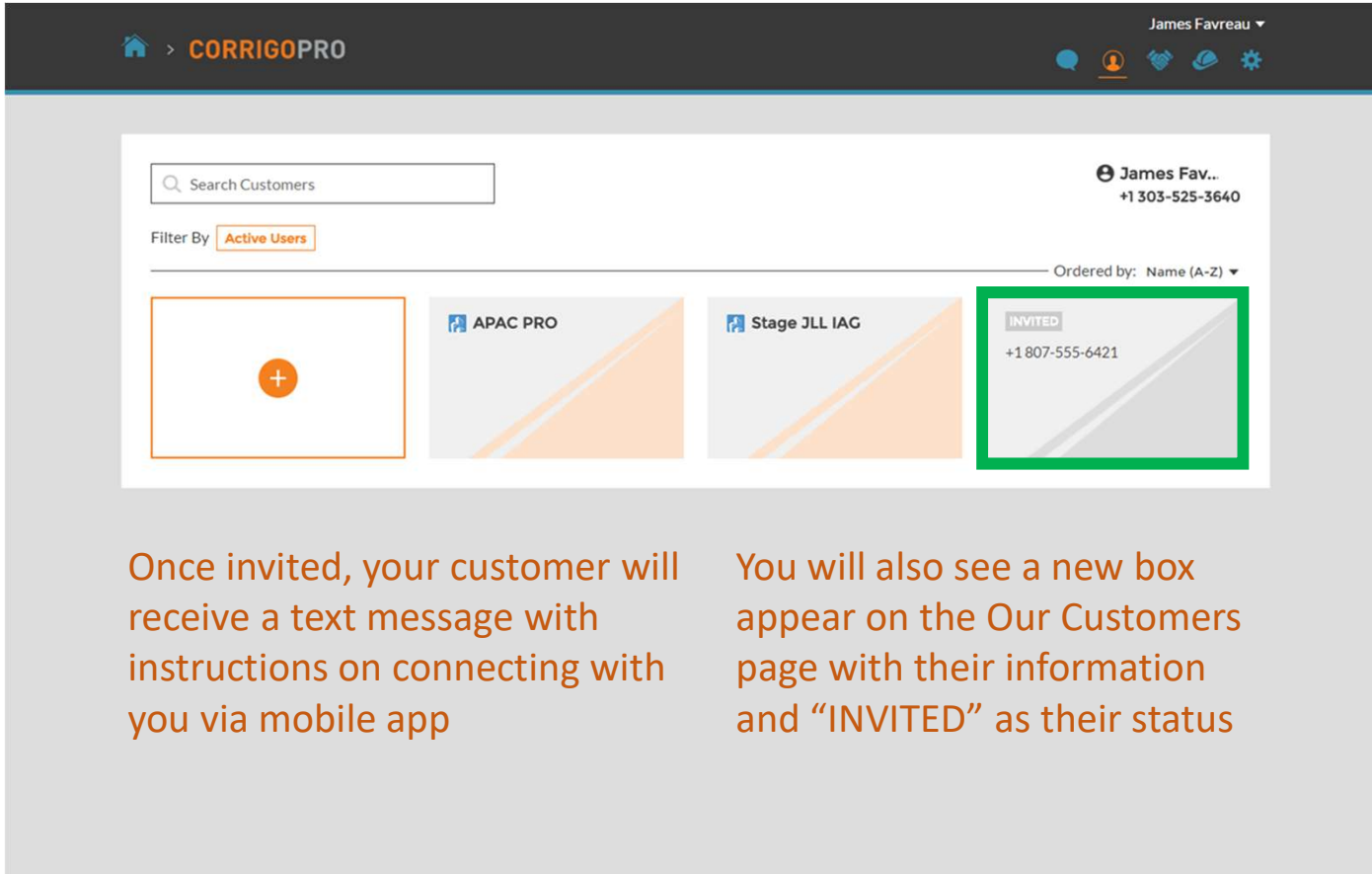
The “Invite Customer” window will appear

A screenshot of the 'Invite Customer' dialog box. The dialog has a title bar with the text 'Invite Customer' and a close button (X). Below the title bar is a text input field with the placeholder text 'Type invitee phone #'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'INVITE'.

Enter your customer’s mobile phone number and then click “INVITE”

Our Customers

Since CorrigoPro is designed to be used by anyone needing a service provider, you can invite all of your customers to connect with you



The screenshot shows the 'Our Customers' page in the CorrigoPro application. At the top, there is a navigation bar with a home icon, the text '> CORRIGOPRO', and a user profile for 'James Favreau'. Below the navigation bar, there is a search bar labeled 'Search Customers' and a filter button labeled 'Active Users'. The main content area displays a list of customers, ordered by name (A-Z). The list includes a placeholder with a plus sign, 'APAC PRO', 'Stage JLL IAG', and a customer with the phone number '+1807-555-6421' who is marked as 'INVITED'. The 'INVITED' status is highlighted with a green border.

Once invited, your customer will receive a text message with instructions on connecting with you via mobile app

You will also see a new box appear on the Our Customers page with their information and "INVITED" as their status

CruChats

The last icon, which is represented by a speech bubble, is the “CruChats” icon

The screenshot displays the CORRIGOPRO CruChats interface. At the top, there is a navigation bar with a home icon, the text 'CORRIGOPRO', and a user profile for 'James Favreau'. A search bar is highlighted with a green box. Below the search bar, there are filter options for 'Status: Any', 'WO State: Any', and 'Complete By: Any', also highlighted with a green box. A 'MORE...' dropdown menu is highlighted with a green box. The interface shows a list of work orders (WOs) with details such as location, status, and priority. The first two work orders are highlighted in yellow, and the last two are highlighted in grey. The text 'Using the search and filter options from your your CruChats page, you can review, filter, and access all your CruChats and work orders' is overlaid on the bottom of the screenshot.

Using the search and filter options from your your CruChats page, you can review, filter, and access all your CruChats and work orders

Congratulations!

You can now navigate and manage all of the tiles in the CorrigoPro Desktop platform

The screenshot shows the CorrigoPro Desktop interface. At the top, the logo 'CORRIGOPRO DESKTOP' is on the left, and the user name 'James Favreau' with a dropdown arrow is on the right. Below the user name are three icons: a home icon, a user icon, and a settings icon. The main content area features a large dark grey alert banner with the text 'ALERT: EVERY JLL WORK ORDER REQUIRES CHECK IN AND CHECK OUT' and a link 'Learn about adding your team to CorrigoPro >'. Below the alert is a 'Complete your Company Profile' tile with a progress indicator showing 'now at 85%' and two checklist items: 'Improves your public appearance' and 'Gets you more work'. To the right of this tile is a blue square with a white headset icon. Further right is an 'Unread Messages' section with two entries from 'APAC PRO' dated 'Friday', each mentioning a new work order waiting for attention. At the bottom right of the main content area is a small photo of two workers in hard hats. The footer contains the copyright notice '© 2017 CORRIGO INCORPORATED. ALL RIGHTS RESERVED' and three links: 'SUPPORT', 'PRIVACY POLICY', and 'TERMS OF USE'.

Click on the blue Home icon (top of your screen) to return to the main CorrigoPro Desktop page

Questions

Contact Corrigo via phone or online:

<https://corrigo.com/contactus/>