

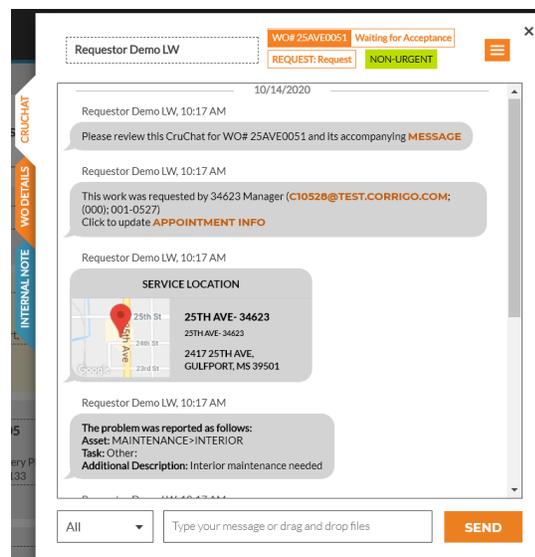
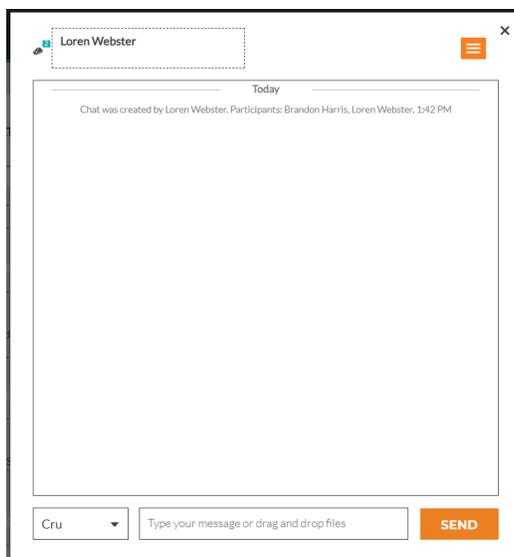
Quick Reference Guide

CorrigoPro – Communicate with CruChats (Desktop & Mobile)

Desktop CruChats – Without a Work Order and With a Work Order

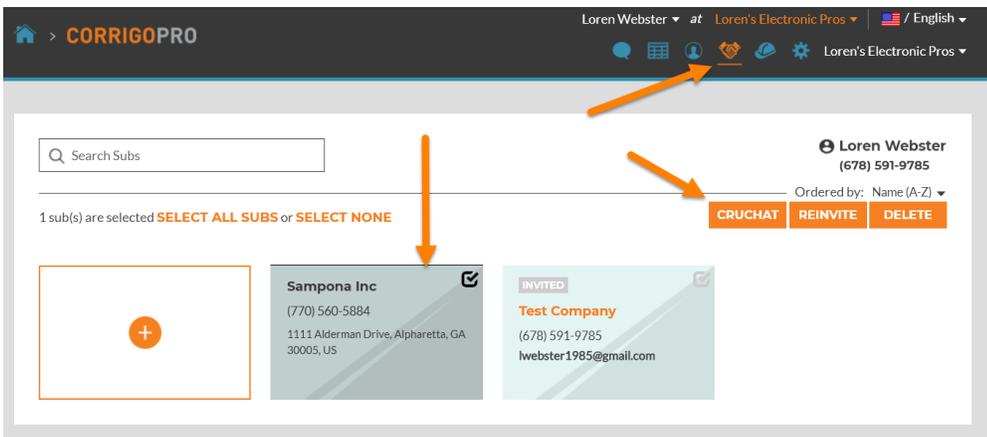
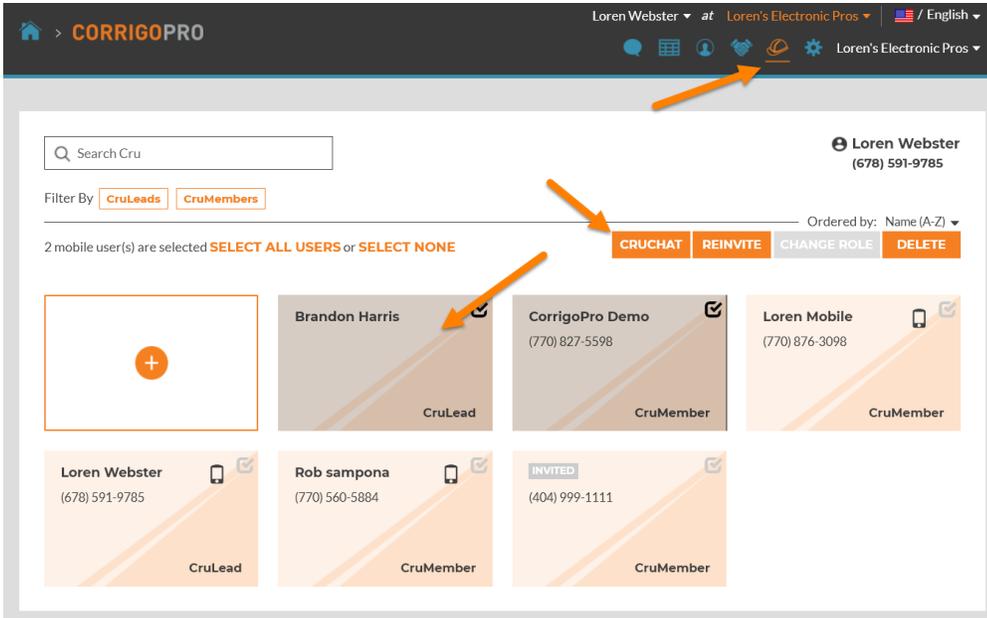
There are two types of CruChats within CorrigoPro

1. CruChats without a Work Order are instant communications between you, your Cru and Subcontractors within CorrigoPro.
Note: You cannot add a Customer to non-Work Order CruChats.
2. CruChats with Work Orders are assigned and sent to you by your Customer to manage within CorrigoPro. You can communicate with your Customer within these CruChats.



Desktop – Create & Manage a non-Work Order CruChat

1. Click the  "Our Cru" or  "Our Subs" icon.
2. Click to select each user you wish to include in the CruChat.
3. Click the "CruChat" button.



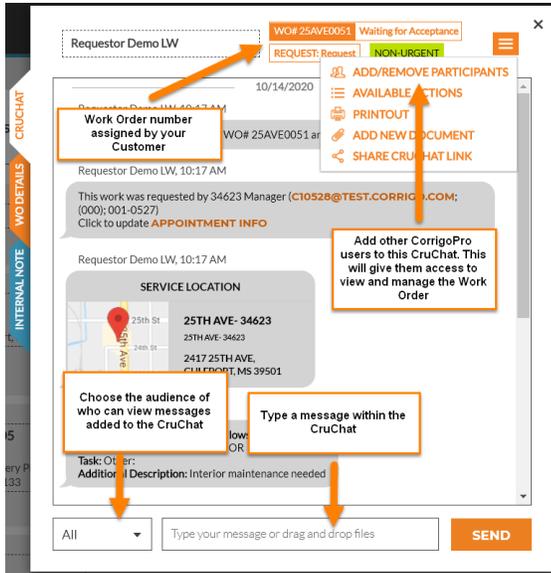
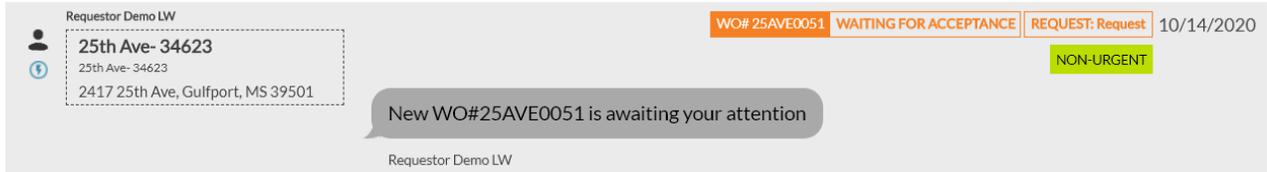
Once a non-Work Order CruChat is created, users can add messages, files, documents, and add/remove users within the CruChat.

Note: Users who are greyed out are CruLeads and will be automatically included in the CruChat.



Desktop – Manage a Work Order CruChat

Work Order CruChats are created by each Customer, then assigned to your company to manage within CorrigoPro. Click anywhere on the Work Order to open the CruChat.

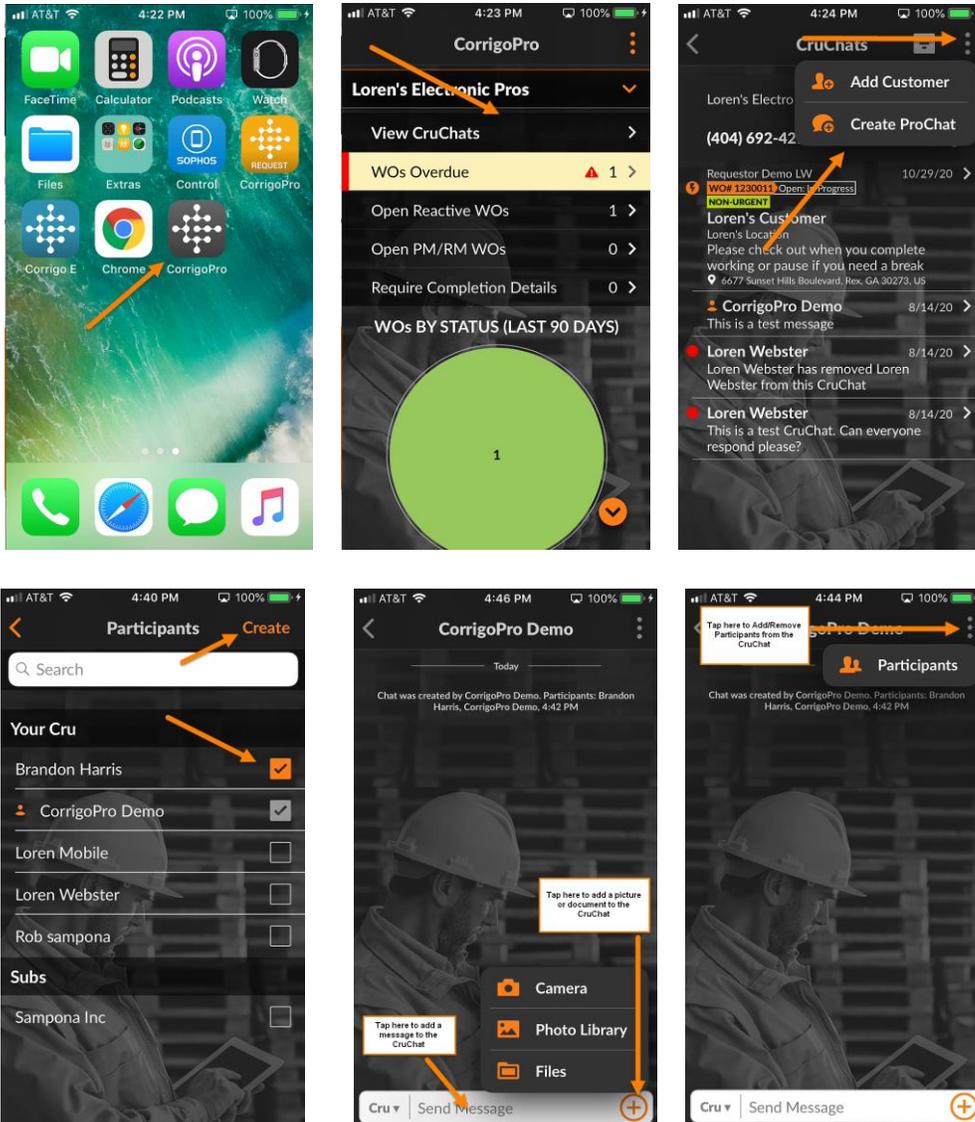


Mobile – Create and Manage a non-Work Order CruChat

1. Tap the “CorrigoPro” app on the mobile device.
2. Tap “View CruChats.”
3. Tap the  icon then tap “Create ProChat.”
4. Select the users to include in the CruChat then tap “Create.”

Note: You can add multiple users to a non-Work Order CruChats.

Once a non-Work Order CruChat is created, users can add messages, files, documents and add/remove users within the CruChat.



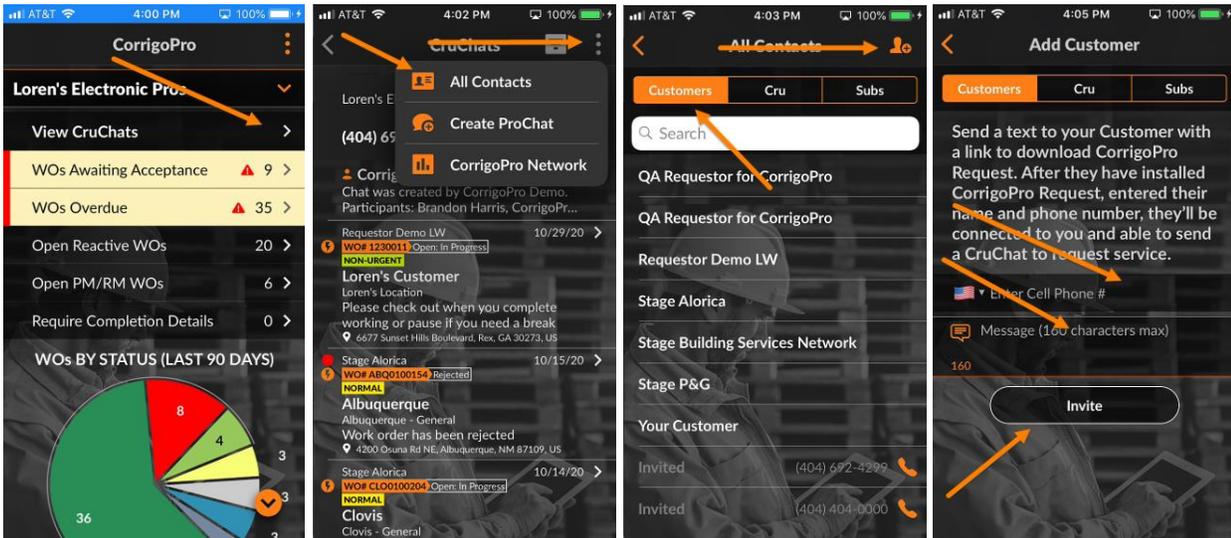
Mobile – Invite Non-Connected Customers to CorrigoPro

Non-Connected Customers do not use Corrigo back-office software to create and manage Work Orders within the Corrigo Platform. It is **optional** to reach out to them and request them to send Work Orders in the Corrigo CruChat format.

Note: Only CruLeads can add Non-Connected Customers within CorrigoPro Mobile

1. Tap “View CruChats.”
2. Tap “All Contacts.”
3. Tap “Customers” then tap the  icon.
4. Enter a mobile number for the Customer.
Only a Mobile phone number can be entered to invite a Non-Connected Customer.
5. Enter a brief introduction message to invite the Customer to join you on CorrigoPro.

6. Tap “Invite.” This will send a text message to the Customer requesting for them to send Work Orders using CorrigoPro CruChats.



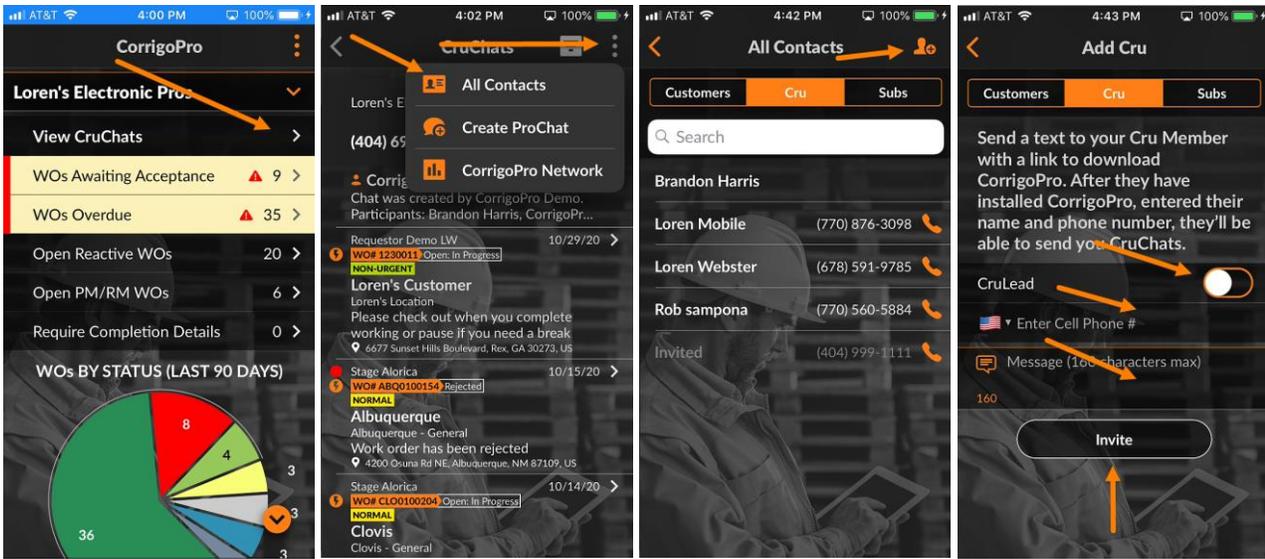
Mobile – Create CruLeads & CruMembers

CruMembers and CruLeads can also be added using the CorrigoPro Mobile app. This is a way to add users while working in the field.

Note: Only current CruLead users will be able to add other CruLeads & CruMembers.

1. Tap “View CruChats.”
2. Tap “All Contacts.”
3. Tap “Cru” then tap the  icon.
4. Tap the slider to indicate if the user will be a CruLead.
5. Enter a mobile number for the user.
6. Type a short message to advise the user to download the CorrigoPro Mobile App.
7. Click “Invite.”

The user will receive a text message containing instructions to download the mobile app to their iPhone or Android smartphone to begin the setup process to receive and manage Work Orders.

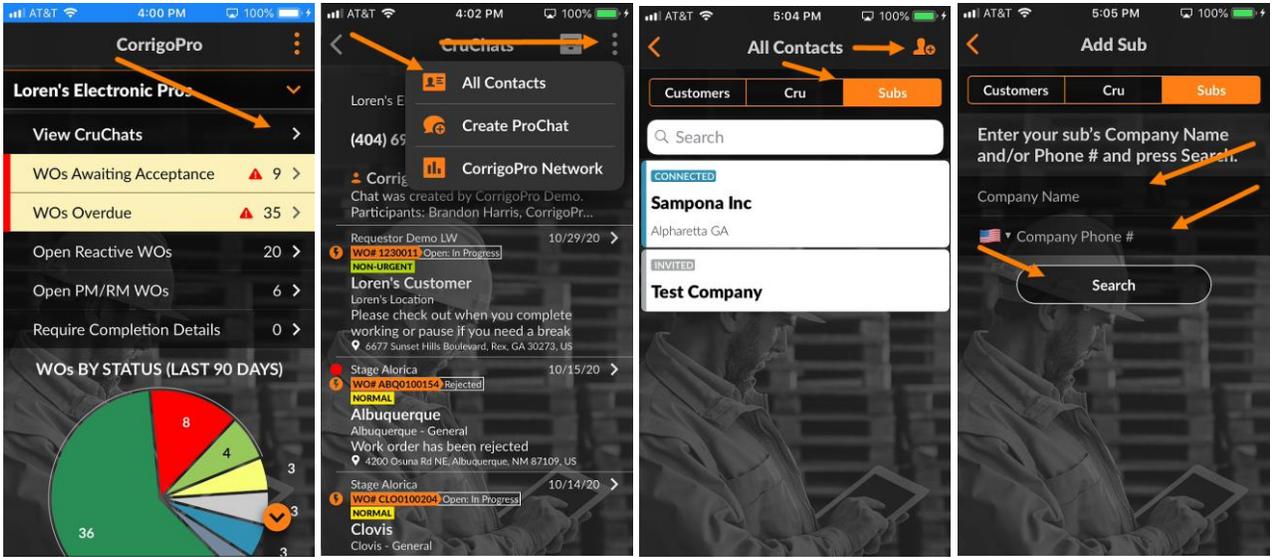


Mobile – Invite Subcontractors

CruLeads can add and invite subcontractors to join them on CorrigoPro to view/manage Work Orders. If the subcontractor currently uses CorrigoPro, you can send an invitation to connect with them.

Subcontractors who are not currently registered in CorrigoPro will be required to complete the CorrigoPro registration process before you are able to connect with them and assign them to Work Orders

1. Tap “View CruChats.”
2. Tap “All Contacts.”
3. Tap “Subs” then tap the  icon.
4. Enter the company name and phone number of the Subcontractor then tap “Search.” This will begin the process to determine if they are using the CorrigoPro Network.
5. Once the search results appear, you can select the company if it appears. Tap the company name then tap “Connect.”
6. If not, tap the “Invite” button to begin the process of inviting & adding your Subcontractor to the CorrigoPro Network.

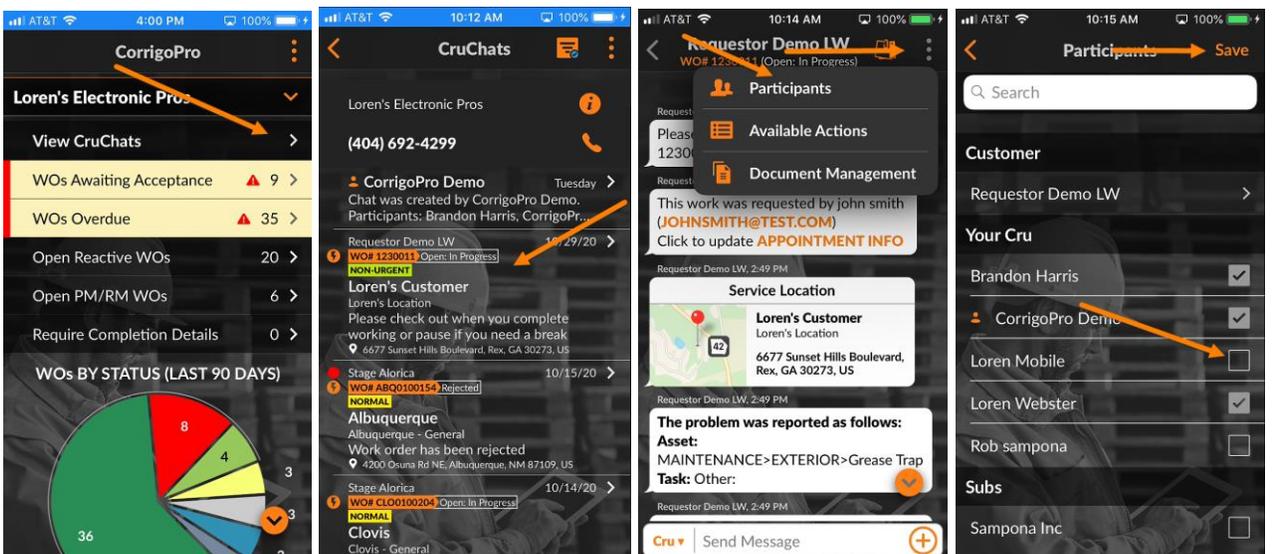


Mobile – Add & Remove CruChat Participants to Work Order CruChats

You can add CruLead, CruMember and Subcontractors to your Work Orders using the using the mobile app. This will give them access to and allow them to manage the Work Order.

Note: You can add multiple users to Work Order CruChats. CruLeads by default will have access to all Work Order CruChats.

1. Tap “View CruChats” to display the list of your Work Orders.
2. Select and tap the Work Order you are looking to manage.
3. Tap the icon then select “Participants.”
4. Select the users you wish to add to the Work Order then click “Save.”



Need additional assistance?
Contact CorrigoPro Support at 1-800-517-2629
or support@corrigo.com

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