

Builder's Gateway

Introduction

Use the Builder's Gateway to get on-demand access to your orders, documentation, contacts, jobs, leads, upcoming events and more.

The screenshot displays the Builder's Gateway web application interface. At the top, there is a navigation bar with a search bar and buttons for "Start Building" and "Order Components". A welcome message reads: "Welcome to the Builder's Gateway! Welcome to our new customer portal. We are excited to bring you this innovative tool to help you manage your projects more efficiently and to keep you informed. Please contact your Builder Service Representative or District Manager if you have questions or need assistance as you begin to utilize the portal. You can find contact information in the Contacts tile below!"

The main content area is divided into several sections:

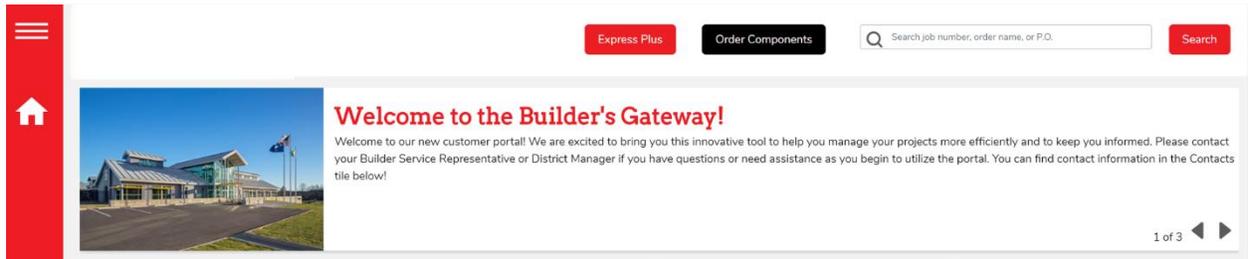
- Orders:** A table listing orders with columns for Job #, Type, Status, and Order Date.

Job #	Type	Status	Order Date
17-B-11442 Building Company 1	Building	Active	03/27/19
17-B-10363 Building Company 2	Building	Approval	03/19/19
16-P-94359 Building Company 3	Component	Active	03/19/19
16-P-90038 Building Company 4	Component	Active	02/01/19
16-B-80282 Building Company 5	Building	Active	11/09/18
- Contacts:** A list of contacts including John Smith (District Manager), Jane Doe (Regional Manager), and Inema Leanto (Nortra Building Company).
- Leads:** A list of leads including Brad Green (Green & Son Construction), Trevor Williams (Top Construction), and Brittany Eddy (Brittany's Company).
- Upcoming Events:** A list of events including Manitoba Building Expo (Oct 29, 2019), Insulated Metal Panel Systems (Nov 5-7, 2019), and BuildEx Alberta (Nov 6-7, 2019).
- Bookmarks:** A section for bookmarked orders, listing job numbers and order names.
- Job Board:** A section for job postings, including "Gabe Gym And Crawls" and "Milage Elementary School".

The interface includes a sidebar with navigation icons and a footer with version information (v2.0) and links for "Return to Home page", "2019 Cornerstone Building Brands", "Terms of Use", "Privacy Policy", and "Feedback".

Featured Announcements

At the top of the page is the **Featured Announcement** section which contains news and information relevant to your organization. Announcements may include product notifications, price changes, promotions, deadlines, and shipping updates.

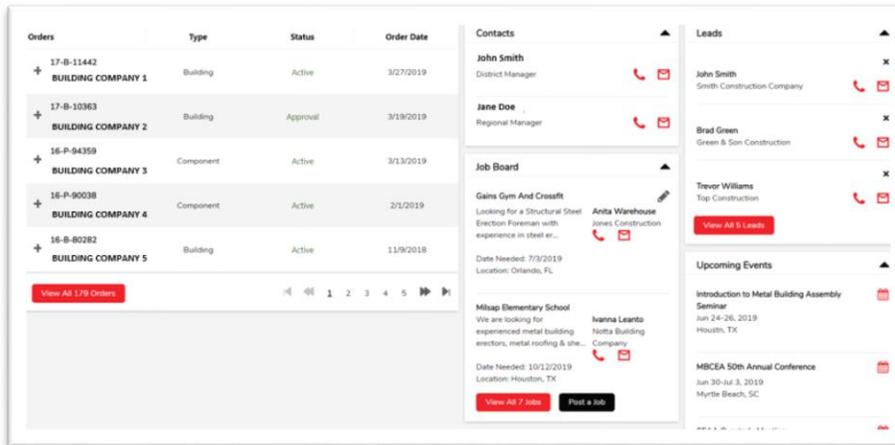


The screenshot shows a web portal header. On the left is a red vertical navigation bar with a white home icon. The main header area contains a search bar with the placeholder text "Search job number, order name, or P.O." and a red "Search" button. Below the search bar are two buttons: "Express Plus" (red) and "Order Components" (black). The featured announcement section has a red title "Welcome to the Builder's Gateway!" and a sub-image of a building. The text below the title reads: "Welcome to our new customer portal! We are excited to bring you this innovative tool to help you manage your projects more efficiently and to keep you informed. Please contact your Builder Service Representative or District Manager if you have questions or need assistance as you begin to utilize the portal. You can find contact information in the Contacts tile below!". At the bottom right of the announcement is a "1 of 3" indicator with left and right arrow icons.

Navigation

1. Click the **forward** and **backward** buttons to move through the announcements.
2. If the announcement is longer than the tile display, click the **Read More** button to view additional content.

Tiles



Collapse Tile

1. You can collapse and move the tiles on the home page to customize your view.
2. For example, if a tile has an up arrow in the right corner, you can click the arrow to collapse the tile.
3. Click the arrow again to reveal the tile details.

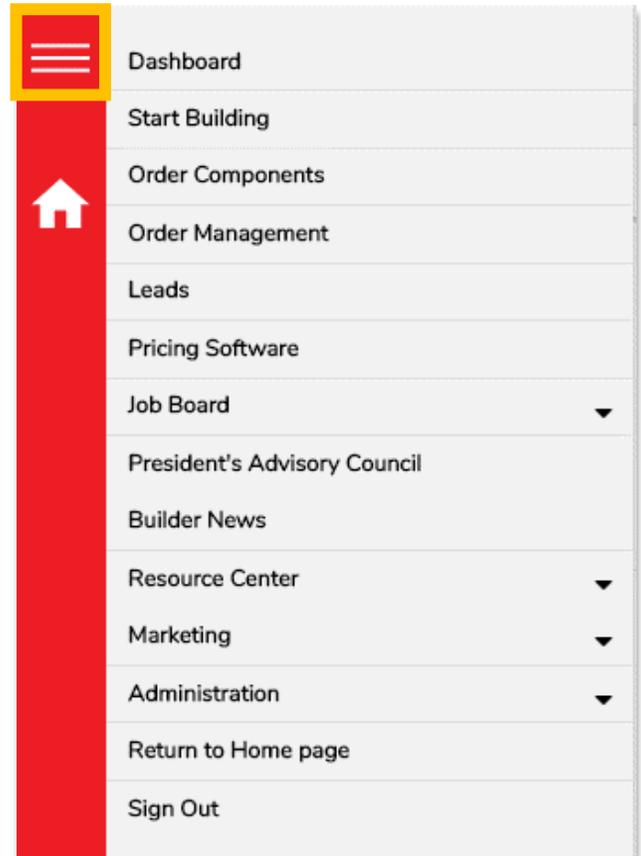
Rearrange Tiles

1. You can also rearrange a tile by grabbing the tile and dragging it to a new location.
2. This changes your view only, not your company's view.

Side Menu

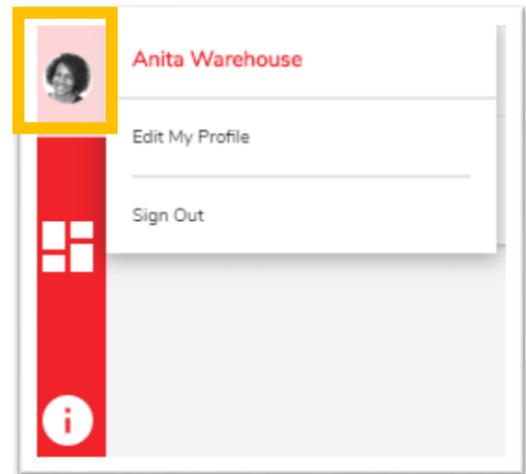
The side menu is always available on any page.

1. Click the **Hamburger** icon to expand the side menu.
2. Click a link to go to a specific page. For example, click the Builder's News page. This page contains articles of interest for builders.
3. Some sections have additional links.
4. Click the arrow to reveal the additional section links.
5. The **Resource Center** contains links to additional product information such as documents and product manuals.
6. A menu option will be available for you to go to the **Pricing Software** download page. On the **Pricing Software** page, you can view installation and release notes, required components and download the pricing software.



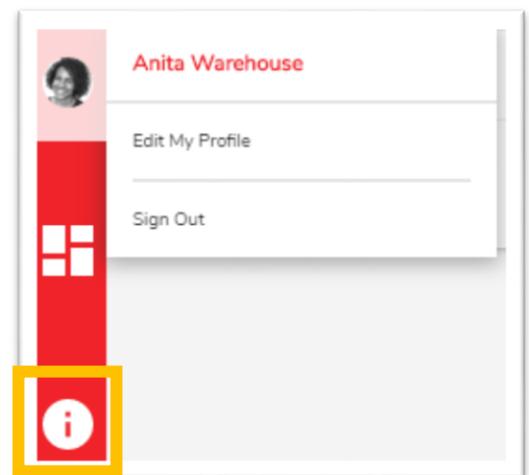
Profile

1. Click the **Profile** icon to You can change your profile picture, update your contact information, change your password or update your dashboard settings.
2. Select which alerts you want to receive (email or text) and how often you want to receive them. Select the tiles you would like to show or hide on your dashboard.
3. After updating any information, click **Save** to keep the updates or **Cancel** to exit without saving the changes.
4. You will have to click **Save** in each section that is changed.
5. Any time the profile information changes, you will receive an email notification.



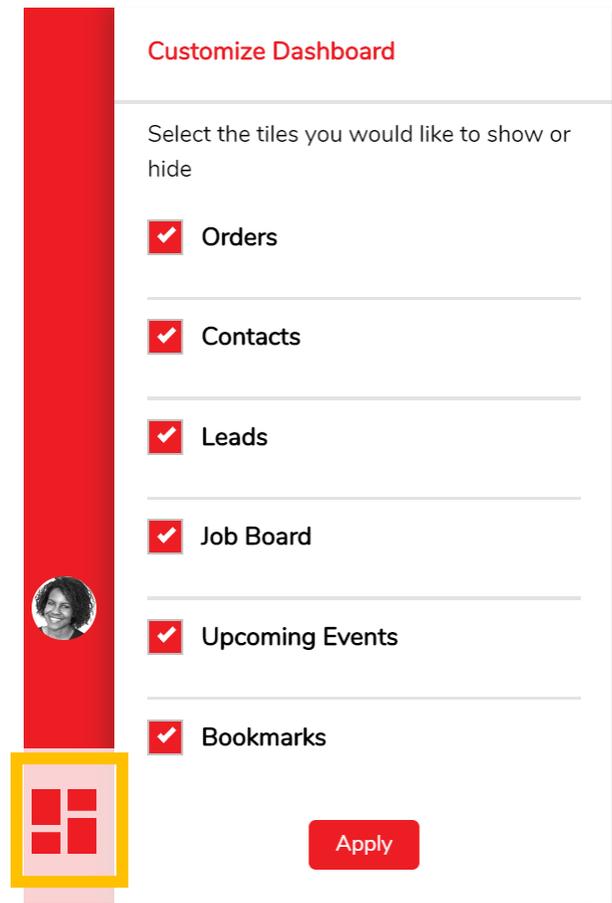
Information

1. Click the **Information** icon to access the **Information and FAQs** page.
2. The **Information and FAQs** page has the latest information about the Builder's Gateway.
3. Please contact your Builder Service Representative or District Manager if you have questions or need assistance as you begin to utilize the Builder's Gateway. You can find contact information in the **Contacts** tile.



Customize Dashboard

Select the tiles you would like to show or hide on your **Dashboard**. Click **Apply** when you are done.



Customize Dashboard

Select the tiles you would like to show or hide

- Orders
- Contacts
- Leads
- Job Board
- Upcoming Events
- Bookmarks

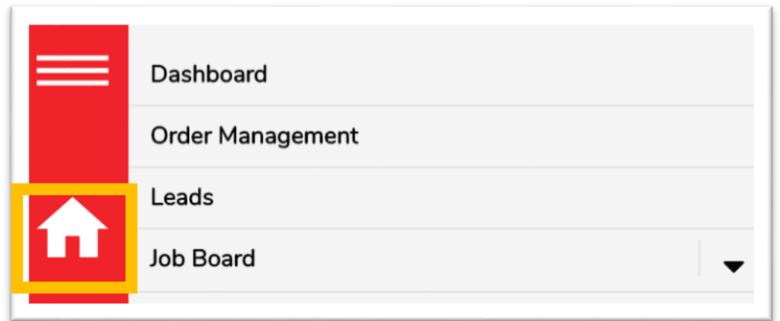
[Apply](#)

Footer

The website footer contains links to the terms of use, privacy policy and feedback. Clicking the feedback link opens your email account with the feedback email address pre-populated.

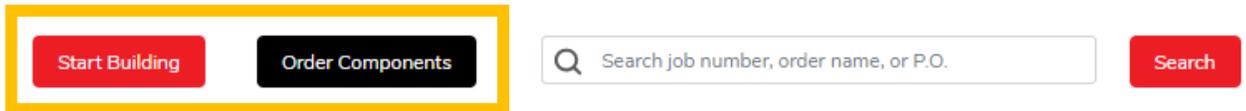
Home

Click the **Home** icon to quickly return to the Builder's Gateway **Home** page from any page.



Quick Access Buttons

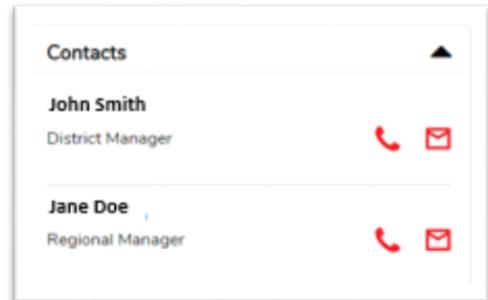
The quick access buttons at the top of the **Home** page point to links set up by the brand.



Contacts

The **Contacts** tile contains key contacts along with their job titles, phone number and email address.

1. Hover over the contact icons to reveal information.
2. Click the icons to call or email the contact.

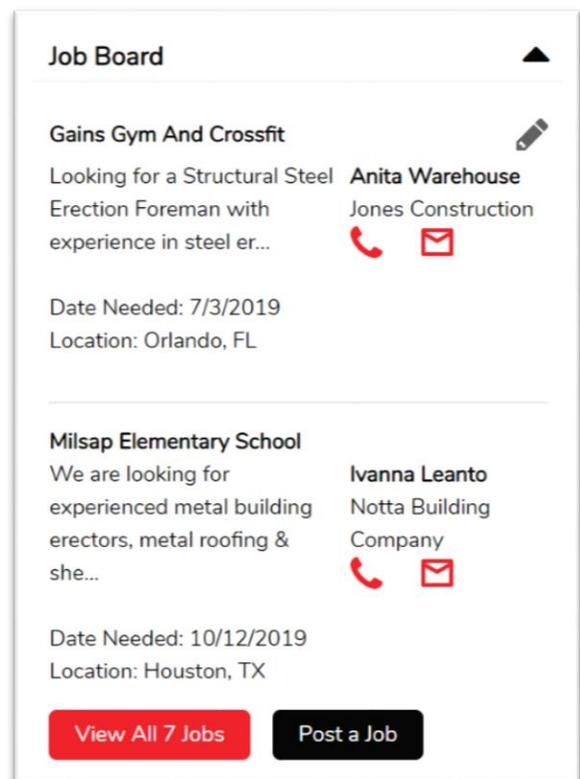


Job Board

The **Job Board** tile contains jobs posted by all builders.

For instance, if you are a general contractor in search of an erection crew, you can post your request on our job board and it will be shared across our customer base. This is a feature that is as valuable as posting an advertisement - and it's completely free.

1. Review any posts from other companies to see if you can help promote available jobs.
2. Jobs will display for anyone accessing the Builder's Gateway.
3. To view all jobs, click **View All Jobs**.
4. To post a new job, click **Post a Job**.



The **Posted Job** page displays all jobs including contact information and services needed.

The **My Jobs** page displays jobs you have posted.

Project Name	Builder	Location	Sq. Ft.	Date Needed	Contact Information	Services Needed
Gains Gym and Crossfit	Jones Construction	Orlando, FL	3000	7/3/2019	Anita Warehouse  	Looking for a Structural Steel Erection Foreman with experience in steel erection.
Milsap Elementary School	Notta Building Company	Houston, TX	28000	10/12/2019	Ivanna Leanto  	We are looking for experienced metal building erectors, metal roof & eave installers

Edit Jobs

Project Name	Builder	Status	Location	Sq. Ft.	Date Needed	Contact Information	Services Needed
Gains Gym and Crossfit	Jones Construction	Active	Orlando, FL	3000	7/3/2019	Anita Warehouse  	Looking for a Structural Steel Erection Foreman with experience in steel erection.  

1. You can only edit or delete jobs you have added.
2. You can edit information about a job that you have posted.

Post / Edit Job

Active:

Project Name:* Builder:*

Job Location:* Square Footage:* Date Needed:* 

Contact Name:* Contact Phone:* Contact Email:*

Services Needed:*

* Denotes Required Field

1. Click **Save** to keep changes or **Cancel** to exit without saving changes.
2. Uncheck the **Active** box to remove the job from the **Job Board** view.

Post a Job

You can post a new job by filling out all the required information on the **Post/Edit Job** form and clicking **Save**.

Job Board | Post / Edit Job

Post / Edit Job

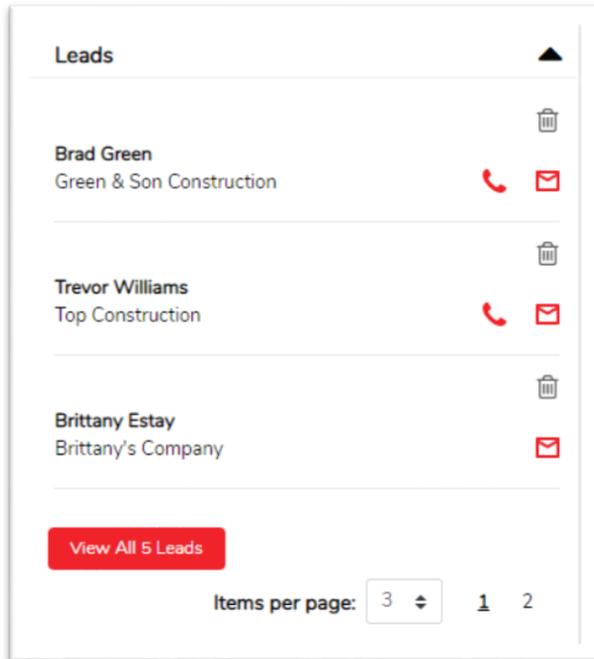
Active:

Project Name: *	<input type="text" value="Project Name (required)"/>	Builder: *	<input type="text" value="Robertson Building Systems"/>		
Job Location: *	<input type="text" value="Job Location (required)"/>	Square Footage: *	<input type="text" value="0"/>	Date Needed: *	<input type="text" value="No date selected"/>
Contact Name: *	<input type="text" value="Contact Name (required)"/>	Contact Phone: *	<input type="text" value="Contact Phone (required)"/>	Contact Email: *	<input type="text" value="Contact Email (required)"/>
Services Needed: *	<input type="text"/>				

* Denotes Required Field

Leads

1. The **Leads** tile contains leads available for your company.
2. You can view all the leads for your company by clicking **View all Leads**.



Leads Page

Leads							
Name	Company Name	Email	Telephone	Project Name	Project Address	Notes	Actions
Brad Green	Green & Son Construction	bradgreen@gmail.com	987-456-1230	Private Hangar	5478 Roberts Street Ajax, Ontario L1S 0A4	Looking for a hangar with a bi-parting rolling hangar door.	
Trevor Williams	Top Construction	TopConstruction@yahoo.c...	302-456-9852	Retail Shopping Center	1234 Glen Mills Rd. Buick, British Columbia V0C 2R0	Looking for a retail shopping center with stone accents.	

1. The **Leads** page contains additional information about your company's leads.
2. If you delete a lead from the **Leads** page, it deletes it for everyone in your company.

Events

1. The **Events** tile contains upcoming events that may be relevant to your company.
2. Click the **Calendar** icon to download the event information to your calendar.
3. You can view all the event details for your company by clicking **View all Events**.

Upcoming Events

- Introduction to Metal Building Assembly Seminar** 
Jun 24-26, 2019
Houston, Texas
- MBCEA 50th Annual Conference** 
Jun 30-Jul 3, 2019
Myrtle Beach, SC
- SEAA Quarterly Meeting** 
Jul 18, 2019
Ontario, CA

[View All 5 Events](#)

Upcoming Events

Filter By:



Introduction to Metal Building Assembly Seminar
Trade Shows
Jun 24-26, 2019 | Houston, Texas

This two-and-a-half-day course consists of classroom instruction as well as hands-on assembly using a metal building mock-up. On days one and two, students will attend class in the morning and put their knowledge into practice in the afternoon. On day three, they will complete the hands-on portion of the seminar.

Classroom instruction explores basic metal building information, with topics ranging from general guidelines and common industry practices to building owner responsibility and maintenance. Students will gain literacy of Cornerstone Building Brands installation drawings and learn to identify various metal building components and applications. The course will also cover panel and trim installation, along with common pitfalls to avoid when erecting metal buildings. In the hands-on portion of the seminar, students will actively participate in the assembly of steel framing members and secondaries, as well as roof sheeting, wall panels, and trim.

This seminar is recommended to individuals with a beginner level of metal building knowledge who are purchasing and erecting Cornerstone Building Brands buildings.

 [More Information](#)

1. The **Events** page contains detailed information about upcoming events.
2. Click the **Calendar** icon to download the event information to your calendar.
3. Click **More Information** to go to detailed event information.
4. Use the **Filter by** dropdown box to select the type of events to view – for example, only trade shows.

Orders

The **Orders** tile contains open orders including type, status and order date.

Orders	Type	Status	Order Date
+ 17-B-11442 BUILDING COMPANY 1	Building	Active	3/27/2019
+ 17-B-10363 BUILDING COMPANY 2	Building	Approval	3/19/2019
+ 16-P-94359 BUILDING COMPANY 3	Component	Active	3/13/2019
+ 16-P-90038 BUILDING COMPANY 4	Component	Active	2/1/2019
+ 16-B-80282 BUILDING COMPANY 5	Building	Active	11/9/2018

View All 179 Orders

Navigation icons: back, forward, page 1, 2, 3, 4, 5, forward

Navigation

1. Use the navigation icons on the bottom of the tile to advance from page to page or to go to the last page.
2. Sort the view by clicking the column headers.
3. Quickly access order details by clicking the order row.
4. Use the +/- icon to expand the row and view additional order details.
5. The expanded view displays additional order information.
6. To view the complete order details, click **View Order Details**.

Orders	Type	Status	Order Date
+ 17-B-11442 BUILDING COMPANY 1	Building	Active	3/27/2019
- 17-B-10363 BUILDING COMPANY 2	Building	Approval	3/19/2019

Brandon Williams   Service Representative **Customer P.O.: TO FOLLOW**
Total Price: \$478,997.64

View Order Details

Ph...	Stage	AB Date	DWG Date	Ship Week
1	Engineering	4/26/2019	5/10/2019	
5	Engineering			

Order Details

The screenshot displays the 'Order Details' page for 'BUILDING COMPANY 2'. At the top, there are navigation buttons for 'Express Plus' and 'Order Components', along with a search bar. The page header includes 'Order Management | LEGACY LANDCO (ALLAN DALE)'. The main content area is divided into several sections:

- Basic Order Information:** Displays job details such as Job # (17-B-10363), Order Name (BUILDING COMPANY 2), Order Date (3/19/2019), Order Type (Building), Order Status (Approval), Order Is For (Approval), Credit Approval, Customer P.O. (TO FOLLOW), and Ship By (Truck). Total Price is \$478,997.64.
- My Project Notes:** A section for project notes, currently empty with the message 'Project notes are not submitted to Cornerstone.'
- Order Phases Table:** A table with columns: Phase, Stage, AB Date, DWG Date, and Ship Week.

Phase	Stage	AB Date	DWG Date	Ship Week
1	Engineering	4/26/2019	5/10/2019	
5	Engineering			
- Documentation:** A section with tabs for 'Documentation', 'Contact Info', and 'Jobsite Info'. It lists 'DRAWINGS' with a 'Download All Files' button. Two items are listed: 'PER-1' and 'SALES ORDERS / CHANGE ORDERS', each with a download icon and a '+' sign to expand.

At the bottom, there is a footer with version information: 'v2.0 | Return to Home page | 2019 Cornerstone Building Brands | Terms of Use | Privacy Policy | Feedback'.

The **Basic Order Information** area contains the order details including what stage each phase of your order is in.

1. The **order stages** include Received (In Clarification), Engineering, Detailing, Manufacturing and Shipped.
2. You can bookmark the order. The bookmark list can be displayed as a tile on the home page. Bookmarking the order adds it to the bookmark tile which can be found on the Dashboard. Once an order is bookmarked, it will be noted as "Bookmarked" the order details page.
3. You can archive an order if you no longer need access to it. Archiving the order moves it from open orders to archived orders.
4. The order will be stored in your company's **Archived Order** tab on the **Order Management** page and still visible to all users in your company.
5. Click **Print** to print the order details on your selected printer.
6. Create or edit notes about the project in the **My Project Notes** section. The notes are not submitted as part of the order. Anyone at your company can view project notes.
7. Click **Download All Files** to download all the documentation for the project.
8. Click the **Download** icon on a section header to download all the documents under that section. Click the "+" icon to expand and view the documents contained in the section. Once the drawing is expanded, click the **Download** icon to open the document in another browser window and view it.
9. The **Contact Info** tab contains contact information for the order.
10. The **Jobsite Info** tab contains jobsite information for the order including contact information and address.

Order Management Page

Builder's Gateway

Start Building Order Components Search job number, order name, or P.O. Search

Order Management

Open Orders Archived Orders Archive Selected List View Card View Filter for Date Range

Job #	Order Name	Type	Status	Order Date	Archive
+ 17-B-11442	BUILDING COMPANY 1	Building	Active	03/27/19	<input checked="" type="checkbox"/>
+ 17-B-10363	BUILDING COMPANY 1	Building	Approval	03/19/19	<input checked="" type="checkbox"/>
+ 16-P-94359	BUILDING COMPANY 1	Component	Active	03/13/19	<input type="checkbox"/>
+ 16-P-90038	BUILDING COMPANY 1	Component	Active	02/01/19	<input type="checkbox"/>
+ 16-B-80282	BUILDING COMPANY 1	Building	Active	11/09/18	<input type="checkbox"/>
+ 16-P-76318	BUILDING COMPANY 1	Component	Active	10/17/18	<input type="checkbox"/>
+ 16-B-73503	BUILDING COMPANY 1	Building	Active	09/28/18	<input type="checkbox"/>
+ 16-P-72892	BUILDING COMPANY 1	Component	Active	09/26/18	<input type="checkbox"/>
+ 16-P-71903	BUILDING COMPANY 1	Component	Active	09/19/18	<input type="checkbox"/>
+ 16-P-71269	BUILDING COMPANY 1	Component	Active	09/17/18	<input type="checkbox"/>

Download Items per page: 10 1 2 3 4 5

v2.0 | Return to Home page | 2019 Cornerstone Building Brands | Terms of Use | Privacy Policy | Feedback

1. Click **View All Orders** to access the **Orders Management** page.
2. The **Order Management** page displays open and archived orders.
3. Use the navigation icons to advance from page to page or to go to the last page.
4. Use the tabs to navigate between **Open** and **Archived Orders**.
5. Orders can be filtered by a date range by entering the start and end dates.
6. Click the column title to sort orders by that column.
7. Use the **+/- collapse** icon to view additional order details in the **Order Management** page.
8. Additional order detail information appears. Click **View Order Details** for complete order information.
9. Click **Card View** to change the Open Orders view to a card view. Click **List View** to change back a list view of Orders.
10. Use the checkbox in the Archive column header to select all the orders. You can also select or deselect individual orders to archive. Click **Archive Selected** to archive the selected orders. The selected orders will be moved to the **Archived Orders** Tab.
11. Click the **Download** button to download a list of all your orders on the tab you are viewing. If your view is filtered, your download file will only contain the filtered files for the tab you are currently viewing.

Archived Orders

The screenshot shows the 'Order Management' interface. At the top, there are buttons for 'Express Plus' and 'Order Components', and a search bar with the placeholder 'Search job number, order name, or P.O.' and a 'Search' button. Below this, the 'Order Management' section has tabs for 'Open Orders' and 'Archived Orders'. The 'Archived Orders' tab is active, showing a table of orders. The table has columns for 'Job #', 'Order Name', 'Type', 'Order Date', 'Archived Date', and 'Actions'. The 'Job #' column shows a tree view with folders for '2014 Orders', '2015 Orders', and '2016 Orders'. The 'Order Name' column shows 'BUILDING COMPANY 1' for all entries. The 'Type' column shows 'Component' and 'Building'. The 'Order Date' and 'Archived Date' columns show dates from 03/18/14 to 04/02/14. The 'Actions' column contains icons for editing, deleting, unarchiving, and selecting orders. A 'Filter for Date Range' dropdown is visible in the top right of the table area. At the bottom of the dashboard, there is a footer with 'v2.0 | Return to Home page | 2019 Cornerstone Building Brands | Terms of Use | Privacy Policy | Feedback'.

Job #	Order Name	Type	Order Date	Archived Date	Actions
■ 2014 Orders					
■ 2015 Orders					
+ ■ 2016 Orders					
14-P-44236	BUILDING COMPANY 1	Component	04/02/14	10/14/19	🗑️ 🛠️ 🔄
14-P-44229	BUILDING COMPANY 1	Component	04/02/14	10/14/19	🗑️ 🛠️ 🔄
14-P-43981	BUILDING COMPANY 1	Component	03/31/14	10/14/19	🗑️ 🛠️ 🔄
14-B-43312	BUILDING COMPANY 1	Building	03/25/14	10/14/19	🗑️ 🛠️ 🔄
14-P-43157	BUILDING COMPANY 1	Component	03/24/14	10/14/19	🗑️ 🛠️ 🔄
14-B-43014	BUILDING COMPANY 1	Building	03/21/14	10/14/19	🗑️ 🛠️ 🔄
14-P-42661	BUILDING COMPANY 1	Component	03/18/14	10/14/19	🗑️ 🛠️ 🔄

1. Your company can create folders to organize archived orders. Folder names can be edited, and folders can be deleted. Orders cannot be deleted.
2. Use the **+/-** icon to expand folders which contain additional archived orders for your company.
3. Use the **Grabber** icon to drag and drop orders into folders.
4. Click the **Unarchive** icon to move an order back to the **Open Orders** tab and the **Orders** tile on the dashboard.
5. Use the checkbox next to **Actions** to select all the orders. You can also select or deselect individual orders to unarchive. Click **Unarchive Selected** to unarchive the selected orders.

Search Orders

The screenshot shows the search bar at the top of the dashboard. It features a 'Start Building' button, an 'Order Components' button, a search input field with the placeholder 'Search job number, order name, or P.O.', and a 'Search' button.

1. You can quickly find order details by searching for a specific job number, order name or customer PO.
2. Click **Search** after typing the search item in the search box to display the results.