



Training Manual for Trade Partners



ITK Vendor Training Manual

Instruction manual for the trade partners of



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1 | About

The Internet ToolKit (ITK) is a web-based portal that enables our vendors secure access to essential information to raise their quality of service, cost controls, and profitability. It is intended to easily provide them the information they need to efficiently do their job.

Features

Your Internet ToolKit (ITK) enables you to spend less time on paperwork and more time on productive and profitable homebuilding. With the ITK, you can find out important information the moment you need to. Everything on the ITK is updated in real-time on a daily basis by our back-office employees and the schedule is updated from the field by your construction superintendent.

Dashboard: No more concerns about “lost” mail or faxes. Your “inbox” to receive and print new work orders, purchase orders, scheduled tasks, and much more. This is the first link to go to each time you log on to the ITK. Once you have acknowledged the receipt of a work order, purchase order, or service order clear it from your dashboard.

Work Orders and Purchase Orders: After you’ve cleared a work order or purchase order from your dashboard, you can still view (and optionally print) previously issued items from the “WO/PO Status - History” menu.

Work Order / Purchase Order payment status: No more time-consuming phone calls are required to find out which Work Orders and PO’s have been approved for payment and which have been paid. Your up-to-date payment history for all Work Orders and PO’s is now online at all times.

Contract List: You can be sure you are bidding on all the work you want and at the prices you specify. All of your contracts are available at all times.

Material Price List: Suppliers can be sure that we have your current prices in our system by reviewing the material price list we have for you on file.

Job scheduling: Coordinating your resources has never been easier. For every home for which you have received work orders, you can see via calendar the production schedule for all houses and activities in which you are involved to maximize coordination and efficiency. The schedule gets updated in real-time on a daily basis.

Job Start information: Never again will you have to worry about losing a Job Start document or whether the one posted on the site is up-to-date with all current work and options. Complete Job Starts for all homes are now available online at all times.

Quality Assurance Checklists: View the NHQ Checklist for each task before you go start working on a job to ensure you are meeting all points of total quality.

Warranty Service Orders: No more concerns about Service Orders lost via mail or fax. All of your Warranty Service Orders are now instantly available via the Web. You can “pick up” new Service Orders at any time.

Fact: The Internet ToolKit (ITK) is a web-based portal connecting you to your essential homebuilding information. (i.e. job starts, work orders, purchase orders, construction schedules, accounting notices, etc.)



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2 | The Basics

Logging in

Your PC, tablet, or phone must be connected to the Web.

Go to the ITK web site address: <https://bha.ihmsweb.com/cgi-bin/ihmsweb.exe>

Enter your Username and password per the email you received from Brown Homes.



3 | The First Day

My Profile and Contact Information

Keep your contact information up to date.

To view the contact information we have for your company, go to **Profile > My Profile**. Your display now shows basic information we have for your company. Ensure that this information is accurate and make any changes to reflect your latest contact information. Update departmental contact information by navigating to **Profile > Contacts**. Enter your accounting contact, construction contact, and warranty contact information, and any other person at your company that you think we may have to get in touch with. You are responsible for keeping all contact information current. Once updated, these details are immediately available to our accounting department and construction superintendents, which is super helpful to us. If your office has moved please call us directly for a change of address.

My Profile screen:

The screenshot shows the 'My Profile' screen in the Internet Toolkit system. The navigation menu at the top includes 'Dashboard', 'Profile', 'Scheduling', and 'Job Documenter'. The 'Profile' menu is open, showing options: 'Select/Change Development', 'My Profile' (highlighted), 'Contacts', 'Contract List', 'Material Price List', 'Payment History', 'Payment Statement', and 'Change Password'. A 'Cancel' button is visible in the top right of the dropdown.

The main content area is titled 'Vendor Profile' and contains the following information:

VENDOR CODE	160050
VENDOR NAME	Frank Templeton
ADDRESS 1	1352 Bertha Av
ADDRESS 2	Suite 7B
CITY	W. Deptford
STATE	NJ
ZIP	08093
CONTACT NAME	<input type="text" value="Elizabeth Templeton"/>
PHONE	<input type="text" value="(856) 304-5554"/>



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Departmental Contact Information screen:

Vendor Contacts	
VENDOR CODE	160050
VENDOR NAME	Frank Templeton
CONTACT NAME	<input type="text" value="Howard Nolasko"/>
TITLE	<input type="text" value="President"/>
PHONE	<input type="text" value="(856) 123-4567"/>
EXTENSION	<input type="text" value="x123"/>
EMAIL	<input type="text"/>
CONTACT NAME	<input type="text" value="Suzie Arabbate"/>
TITLE	<input type="text" value="Accounting"/>
PHONE	<input type="text" value="(856) 123-4568"/>



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4 | Everyday

Dashboard

This should be the first menu on the ITK that you visit each day.

Your dashboard serves as your “inbox” for all new work orders, purchase orders, service orders, scheduling tasks, and accounting notices. It is the responsibility of the vendor to monitor the dashboard daily to view or print all newly received work orders, purchase orders, and service orders. Once you have acknowledged the receipt of an item, you should check it off of this screen (it will still be available by going to *Job Documents > WO/PO Status-History*). For instance, if you check off a Purchase Order it can still be viewed from the “Purchase Orders” menu until the job is completed and it will always be available from the “WO/PO Status-History” menu. The next time you view the dashboard (tomorrow) you will only be notified of new items!

Vendor Notices:

<input type="checkbox"/>	Notice Date	Description
<input type="checkbox"/>	04/04/2007	New Lien Waiver - SAMPLE BUILDING COMPANY - Check #: 001100
<input type="checkbox"/>	04/04/2007	You have one or more delinquent warranty service orders.

Today's Scheduled Tasks:

	House	Activity	Original Start	Revised Start	Days	Comments
	KC00000002	500 - FINAL HVAC	05/14/2007	04/09/2007	3	
	KC00000004	300 - ROUGH HVAC	11/08/2002	04/10/2007	7	
	KC00000005	300 - ROUGH HVAC	11/05/2002	04/12/2007	7	
	KC00000005	500 - FINAL HVAC	01/17/2003	04/28/2007	3	
	KC00000004	500 - FINAL HVAC	01/20/2003	04/30/2007	3	
	KC00000007	300 - ROUGH HVAC	11/22/2002	09/13/2007	7	
	KC00000001	500 - FINAL HVAC	02/13/2003	10/15/2007	3	

Work Orders:

<input type="checkbox"/>	House	Work Order	Release Date	Description
<input type="checkbox"/>	KC00010009	00005195	08/15/2007	HVAC - ROUGH
<input type="checkbox"/>	KC00010009	00005196	08/15/2007	HVAC - FINAL
<input type="checkbox"/>	KC01000110	00005158	04/04/2007	HVAC - HEAT SET

The accounting notices are displayed first with the date they were issued and a description. Certain items can be printed by clicking the hyper link. For instance, new Lien Waivers can be previewed directly from the Vendor Notices section.

The scheduled task section displays your upcoming activities with the development, house or unit number, the original start date, revised start date, and number of days you are scheduled to be on the job. The Original Start date is only for your reference, while the Revised Start date is when you should plan to be on the job. The schedule is real-time, so check back daily to see if your activities have been pushed forward or delayed backwards.




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Fact: Once a work order, purchase order, or service order is cleared from the dashboard, it is always available by going to **Job Documents > WO/PO Status-History**.

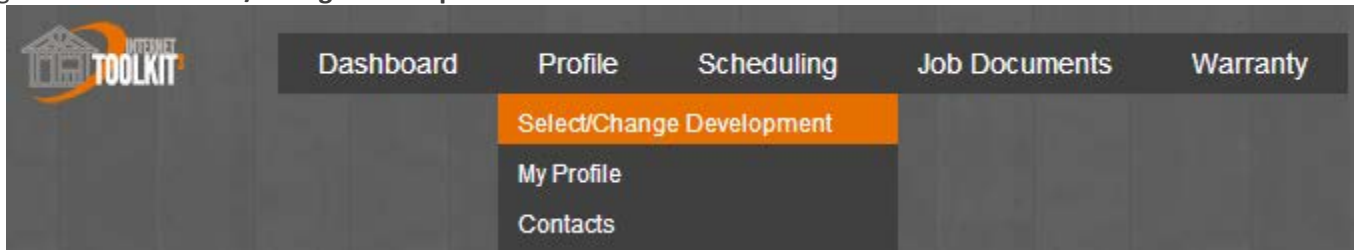
The Work Orders, Purchase Orders, and Service Orders are displayed next. Click the hyper link to preview and/or print a hard copy of a work order or purchase order. Green plus icons next to a WO, PO, or SO indicate that this item was added, a red X icon indicates a deletion, while a blue exclamation point indicates that a change or edit of a pre-existing item occurred.

Note: Remember to remove items from your dashboard by checking the box next to an item and clicking the  button.

Select/Change Development

When servicing more than one of our communities, it is necessary to select the development for which you would like to view information for before you can access a menu. Certain menus will require you to select a development before you can access the information in that menu. For instance, when you go to the **Calendar View**, it will first take you to a screen where you must choose a development if you haven't already done so during this session. Once you choose the development, it will take you to your calendar for that development. If you go to a new menu, like **Job Starts** it will remember the development you had previously selected and you will not have to reselect that development before viewing the information on the **Job Starts** menu.

The big question is then, what if you want to change your previously selected development to a new one? The answer is to simply go to **Profile > Select/Change Development**.



Display of Available Developments

Your display will now show those developments you may choose from. For our example, "May's Ridge" has been selected below. Once a development is selected, that development will be highlighted (color may vary) and you will remain on the same screen (as shown below).

Select/Change Development

All Companies ▾ All Developments ▾ Display All ▾

DEVELOPMENT NAME	COMPANY NAME	COMPANY CODE	DEVELOPMENT CODE
LANGLEY MEADOWS AT THE GATES OF WATERTON	IHMS MANAGEMENT	100	1A
MAY'S RIDGE	IHMS MANAGEMENT	100	1D
MOUNTAIN RIDGE	IHMS MANAGEMENT	100	1B

◀ ◁ ▷ ▶ Items 1 thru 3 (of 3)



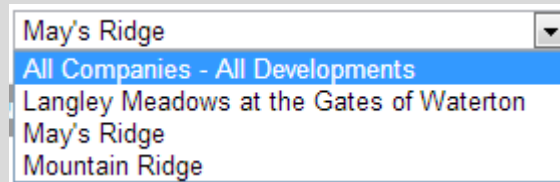
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Once a development is selected, now you are ready to work in other screens. Note: Most screens require that a development is selected before you can see any information. If you do not already have a development selected, the development selection screen will appear before the screen you are selecting is displayed.

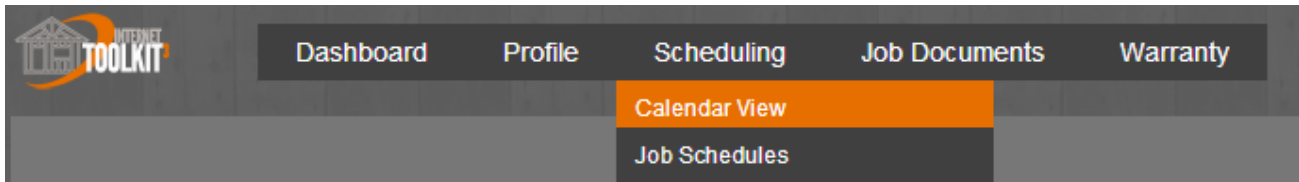
Did you know?

Some areas like the *Calendar View* and *WO-PO Status-History* that require you to select a single development before entering, allow you to change your development once you are in that area. And, you can also view "All Developments" by making that choice if desired.



Scheduling > Calendar View

Updated in real-time, daily by your construction superintendents



This are shows all Houses and Activities you are assigned to. You can filter this calendar by using either of the drop-down menus to select a calendar for a given House or specific activity.

< February 2009 >

You can also select the < or > buttons on either side of the Month to scroll forward or backward in time.

All Developments [v] All Activities [v] [Go]

Tasks in **green** begin on that day, and will continue for one or more additional days. Tasks in **red** end on that day. Tasks in **black** are scheduled to be completed on the day they are started.

Sun	Mon	Tue	Wed	Thr
1	2 ▶ KC2000260 ROUGH HVAC ▶ KC2000261 ROUGH HVAC	3	4 ▶ -KE7000180 ROUGH HVAC	5 ◀ KC2000260 ROUGH HVAC ◀ KC2000261 ROUGH HVAC
8	9 ◀ -KE7000180 ROUGH HVAC	<div style="border: 1px solid black; background-color: #e0e0ff; padding: 5px;"> <p>KC02000261 261 CUTLET ROAD</p> <p>Task: ROUGH HVAC Duration: 4 day(s) Start: 02/02/2009 Finish: 02/05/2009 Work Order: #00006197 \$1,150.00</p> </div>		12

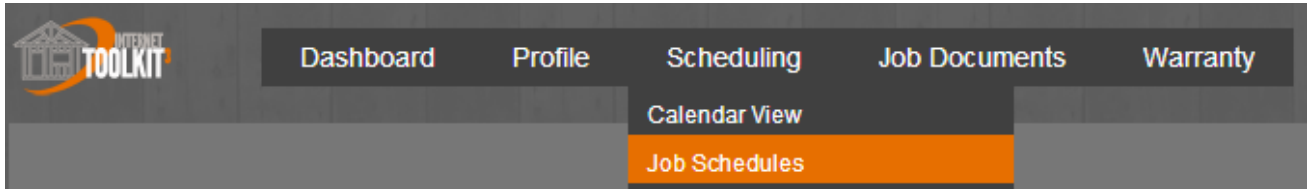


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Scheduling > Job Schedules

Updated in real-time, daily by your construction superintendents



The construction schedule shows a list of all activities that you are scheduled for right now. This is the same information in your calendar, except it is in a list format which allows you to sort it a little more robustly. The column headings that are sort-able have the column description underlined. Click on those columns headings (House, Activity, Original Start Date and Revised Start Date) in order to resort the schedule listing by that column. Under the comments column there is a green note from your construction superintendent. Placing your mouse over the note icon reveals the tooltip containing the note as shown below.

Schedule Listing -- All Developments (ALL)

All Developments [v] Display All [v]

All Houses [v] All Activities [v] Filter

<u>HOUSE</u>	<u>ACTIVITY</u>	<u>DESCRIPTION</u>	<u>ORIGINAL START</u>	<u>REVISED START</u> ▲	<u>ACTUAL START</u>	<u>DAYS</u>	<u>COMMENTS</u>
1A02000005	G06	Frame 1st Floor	01/10/2013	01/10/2013		6	
1A02000005	G11	Frame 2nd Floor	01/11/2013	01/11/2013		5	Custom Option Reminder See your job start for custom option tied to ROUGH HVAC
1A02000006	G06	Frame 1st Floor	01/11/2013	01/11/2013		5	
1A02000007	G06	Frame 1st Floor	01/11/2013	01/11/2013		5	
1A02000005	G16	Frame 3rd Floor	01/21/2013	01/21/2013		5	
1A02000006	G11	Frame 2nd Floor	01/21/2013	01/21/2013		5	

Fact: If a house's construction schedule is put on hold, the activities will show up with a red circle with line through it. You are not expected to work on the houses marked with the symbol.

1A03000013	G06	Frame 1st Floor		08/19/2011	02/13/2013		5	
------------	---------------------	-----------------	--	------------	------------	--	---	--

NHQ Checklists

View your homebuilder's expectations for first time quality.

There is a menu specifically for NHQ Checklists that you can access by going to *Scheduling > NHQ Checklists*. However, if you are viewing your upcoming schedule from the *Job Schedules* menu, you can access your NHQ checklists directly from this area. If the Activity Code is a hyper link (i.e. usually underlined and blue) that means you can click on the hyperlink to access the NHQ Checklist.



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HOUSE	ACTIVITY	DESCRIPTION	ORIGINAL START	REVISED START	ACTUAL START	DAYS	COMMENTS
1A02000006	G06	Frame 1st Floor	12/01/2009	01/11/2013		5	
1A02000006	G11	Frame 2nd Floor	12/09/2009	01/21/2013		5	
1A02000006	G16	Frame 3rd Floor	12/17/2009	01/29/2013		5	

Items 1 thru 3 (of 3)

What's an NHQ Checklist?

"NHQ" stands for National Housing Quality, which was created by the National Association of Homebuilders (NAHB) as checklists for each construction activity in the building process. The idea is that they will be reviewed by the builder's trade partners (you) prior to performing any construction task, and then reviewed again by the field superintendent prior to considering a construction task as complete. This way the house gets built based on your builder's construction standards.

Here's what a sample NHQ Checklist might look like...

VENDOR:	Frank Templeton Framing 0
DEVELOPMENT:	Langley Meadows at the Gates of Waterton
HOUSE:	02000006
ACTIVITY:	Frame 3rd Floor

COMPLETION CHECK LIST	
1.	<input checked="" type="checkbox"/> All frame walls are 162o.c.
2.	<input checked="" type="checkbox"/> All truss bracing is complete per eng.
3.	<input checked="" type="checkbox"/> All truss straps are nailed
4.	<input checked="" type="checkbox"/> All decking is complete and nailed properly
5.	<input checked="" type="checkbox"/> All Tyvek is complete; right side up
6.	<input checked="" type="checkbox"/> Fire blocking where required
7.	<input checked="" type="checkbox"/> Deadwood complete
8.	<input checked="" type="checkbox"/> Valley sets are supported below roof deck
9.	<input checked="" type="checkbox"/> Ridge/valley rafters installed full length of run
10.	<input checked="" type="checkbox"/> Roof crickets installed as needed

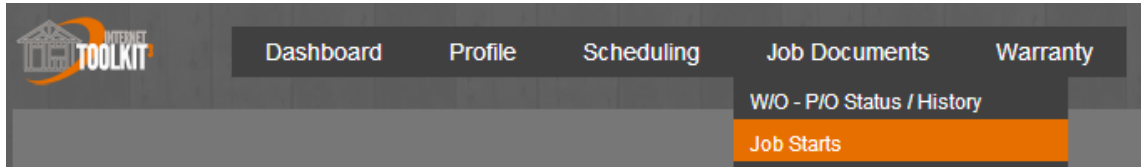


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Job Documents > Job Starts

The best place to go for up to date change orders, design selections, options selections, and everything there is to know about a house.



This area shows all houses currently under construction, their location, start date, and buyer. The details of each job start can be displayed by clicking on the House number.

HOUSE	BLOCK	LOT	START DATE	ADDRESS	BUYER
0200001	2	01	09/28/2009	1 Maple Lane	Dirizio, Jane
0200002	2	02	10/07/2009	2 Maple Lane	Wilder, James
0200003	2	03	07/06/2010	3 Maple Lane	Smith, John
0200004	2	04	10/01/2012		SPEC
0200005	2	05	09/28/2009	5 Maple Lane	SPEC
0200007	2	07	10/15/2009	7 Maple Lane	SPEC
0200008	2	08	10/19/2009	8 Maple Lane	Kulinowski, Ken

A Job Start displays the buyer name, model and elevation. All additions, changes and deletions to the base model and elevation are listed on the Job Start. You should review the Job Start, prior to ordering materials or doing work on a job. It allows you to stay up-to-date on what additional options the homebuyer has purchased, which may have an impact on your role in the construction process.

Near the top of the job start there may be links to view additional documents, like a floor plan or location of the additional electrical receptacles. Be advised that the "House Drawings" section are documents specific to the house or job. However, the "Model/Elevation Specific Documents" are only specific to the model and elevation that is being built and will not account for any changes to the base plan that were made by the buyer.

HOUSE DRAWINGS:

- [03/12/10](#) Outlet Locations
- [03/19/10](#) First Floor Plans

MODEL/ELEVATION SPECIFIC DOCUMENTS:

- [11/10/11<](#) floorplan



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Here's what a sample Job Start might look like...

Job Start -- Langley Meadows at the Gates of Waterton (1A)				
HOUSE NUMBER:	1A02000008	DATE:	01/17/2013	
ADDRESS:	8 Maple Lane	CONTRACT DATE:	10/16/2009	
BUYER'S NAME:	Kulinowski, Ken	EST. SETTLEMENT:	08/19/2010	
EMAIL ADDRESS:				
MODEL/ELEVATION:	001/B	BLOCK/LOT:	2/08	
	Westbrook-B - Half Brick Front w/porch	PERMIT NO.:		
ORIENTATION:	Standard	CURRENT W/O STAGE:	5	
COMMENTS:	Premium Corner Lot	CURRENT P/O STAGE:	5	
HOUSE DRAWINGS:	<ul style="list-style-type: none"> 03/12/10 Outlet Locations 03/19/10 First Floor Plans Test 			
MODEL/ELEVATION SPECIFIC DOCUMENTS:	<ul style="list-style-type: none"> 11/10/11< floorplan 			
Selections...				
Construction Comments...				
House/Lot Notes...				
Sales/Design Data...				
CHANGE ORDER		DATE ACCEPTED		
001		10/16/2009		
002		10/16/2009		
003		10/28/2009		
004		10/28/2009		
005		12/11/2009		
006		12/11/2009		
QUANTITY	OPTION CODE	DESCRIPTION	OPTION SKETCHES	COMMENTS
STRUCTURAL				
1	10000	Bonus Room		
APPLIANCES				
1	11000	Gas Range - Whirlpool - Stainless Steel - 30" Self Cleaning Freestanding GFG471LVS *Must Select Gas Line*		
1	11100	Dishwasher - Whirlpool - Stainless Steel - Super Capacity Tall Tub ENERGY STAR Qualif GU3600XTVY		
1	11110	Microwave - Whirlpool - Stainless Steel - Velos SpeedCook Oven w/Convection Cooking - GH7208XRS		

All options are listed by option category. The quantity of each option is displayed next to it. There may be option sketches attached to certain options. Also, in the "Comments" column the location or colors may be indicated.

True: Option and design selection information that appears on the Job Start will also appear on your work order and purchase order if it affects your construction activity.

False: Option and design selection information appears on the Calendar.



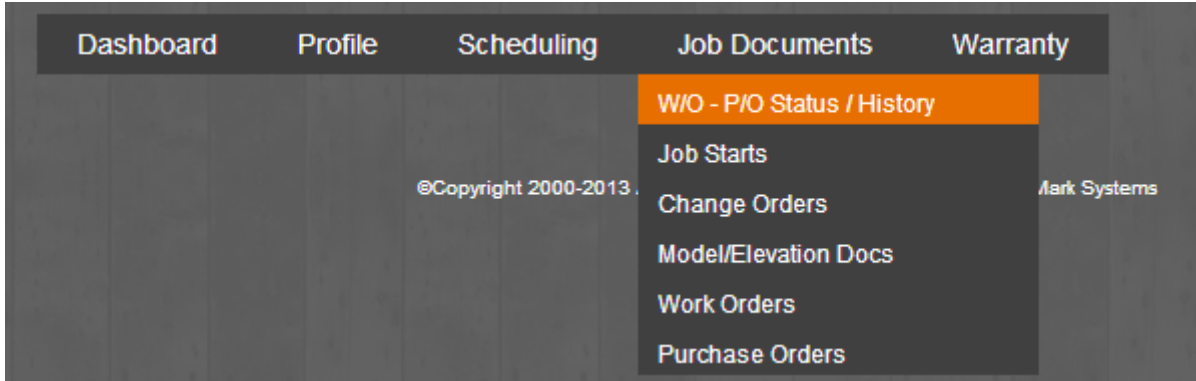
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5 | Payments

Job Documents > W/O - P/O Status / History

View all of your past work orders, purchase orders, and payment history.



This area provides a detailed history of all of your Work Orders and Purchase Orders you were ever issued from your builder. WO's and PO are filed away here and allow you to reprint them at any time. This screen shows the original amount of the WO/PO, the amount approved to be paid, the date the check was printed and mailed (or for some homebuilders, directly deposited), and the check number.

HOUSE ▲	WO / PO #	STATUS DATE	DESCRIPTION	WO / PO AMOUNT	APPROVED	INVOICED	PAID	CHECK DATE	CHECK NUMBER
1A00000002	WO-00004827	01/02/2013	Framing Labor - 1st Draw	2,529.02	2,529.02	2,529.02	0.00		
1A00000002	WO-00004829	01/02/2013	Framing Labor - 3rd Draw	1,372.34	1,372.34	1,372.34	0.00		
1A00000002	WO-00004832	01/02/2013	Trusses - Walls	5,000.00	5,000.00	5,000.00	0.00		
1A99900027	WO-00005078	01/07/2013	Framing Labor - 1st Draw	1.00	1.00	1.00	0.00		
1A99900027	WO-00005095	01/07/2013	Framing Labor - 1st Draw	2,529.02	2,529.02	2,529.02	0.00		
1A99900027	WO-00005097	01/07/2013	Framing Labor - 3rd Draw	393.34	393.34	393.34	0.00		

Items 1 thru 10 (of 10)

TOTAL OF ALL 10 RECORDS: 11,822.78 11,822.78 11,822.78 0.00

Note the small triangle next to the “House” column. This indicates the display is currently sorted by House. You can also sort by WO/PO Number, Status Date, or Description by selecting (clicking on) each column heading.



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Go back in time!

By default you will see the last 30 days of work orders, however, by selecting "All Items" you can see any and every WO or PO you were ever issued!

A dropdown menu with the following options: Last 30 Days, Last 30 Days, Last 60 Days, Last 90 Days, Last 120 Days (highlighted in blue), Last 180 Days, Last 12 Months, and All Items.

Payment Status

You can filter this screen based on the approval status to view only items that have not been approved for payment, items that have been approved but not paid, or only items that were paid.

A dropdown menu with the following options: Approved but not Paid (highlighted in blue), All Items, Open but not Approved, Approved but not Paid, and Paid Only.

What does it mean when there is an amount in different columns?

WO / PO Amount: This is the dollar amount that the Work Order or Purchase Order was issued to you for.

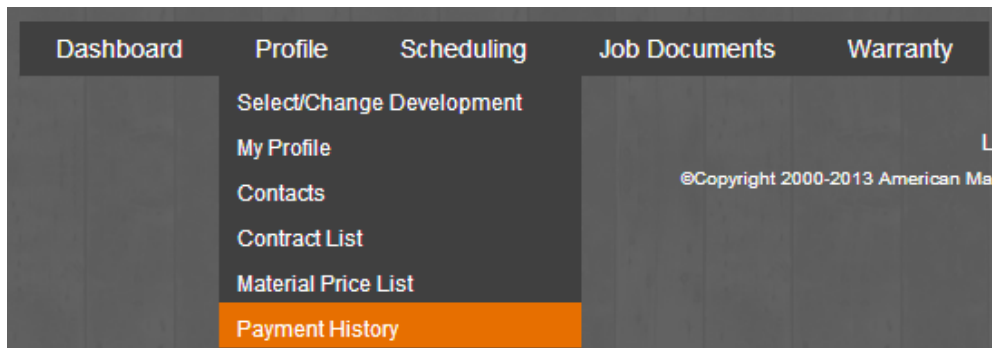
Approved: If this has an amount in it other than \$0, that means your WO or PO was approved for payment by your construction superintendent. If the amount is \$0 then this item has not yet been approved.

Invoiced: If this has an amount in it other than \$0, this means the homebuilder's accounting department has received your work order as an open payable in to the homebuilder's accounting system. If the amount is \$0 then this item has not yet been invoiced.

Paid: If this has an amount in it other than \$0, this means the homebuilder has written a check for that Work Order or Purchase Order. If the amount is \$0 then this item has not yet been paid.

Profile > Payment History

Lost one of your old pay stubs? No problem.





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All of your checks will display in the Payment History program with the paying company, check number, check date, and the amount of the check. Click on the check number to view all invoices that were paid on a given check. Hint: The invoice number is usually your work order or PO number, while the memo field is usually the house number preceded by the development code.

Payments Issued

COMPANY	CHECK #	CHECK DATE	CHECK AMOUNT
100 - Interactive Homes	005918	01/09/2013	4,725.54
100 - Interactive Homes	005762	12/05/2012	393.34
100 - Interactive Homes	005763	12/05/2012	7,529.02
150 - Philadelphia Premium Homes	005501		
150 - Philadelphia Premium Homes	005502		

Check #: 005918
Date: 01/09/2013

INVOICE #	INVOICE DATE	MEMO	GROSS AMOUNT	DISC/ADJ	PAYMENT AMOUNT
W00000792	01/09/2013	1A02000017	2,529.02	126.45	2,402.57
W00000793	01/09/2013	1A02000017	2,051.90	102.60	1,949.30
W00000794	01/09/2013	1A02000017	393.34	19.67	373.67

Profile > Contract List

These are the contract prices we have on file for you. All of your Work Orders are issued based on these contract amounts.

Dashboard
Profile
Scheduling
Job Documents
Warranty

Select/Change Development

My Profile

Contacts

Contract List

Material Price List

Logout

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This screen shows all of the prices that you have submitted that we have accepted for entry into the system. The amount for each contract will be the amount on your work orders. Both base pricing and option pricing are shown in this area. For more information click on the scope docs icon to receive additional scopes of work.



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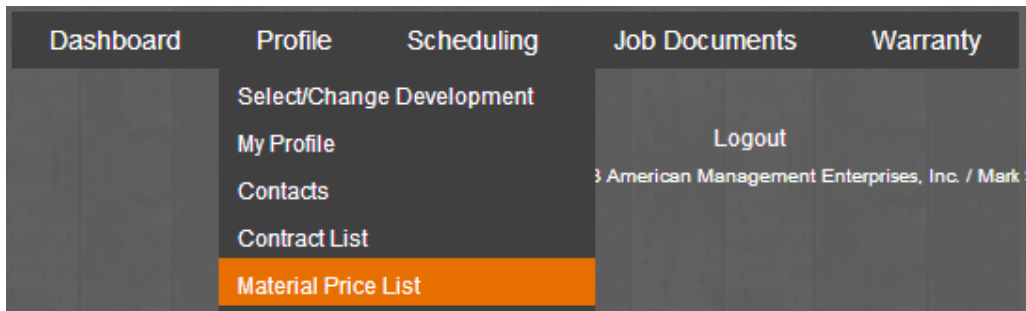
Contracts Listing -- Langley Meadows at the Gates of Waterton (1A)

All Models All Cost Codes Effective Date -> Expiration Date ->

MODEL	ELEVATION	COST CODE ▲	OPTION CODE	DESCRIPTION	SCOPE/ DOCS	STAGE	AMOUNT	HOUSE RESTRICTIONS	EFFECTIVE	EXPIRES
001	STD	275-01		Framing Labor - 1st Draw		3	2,529.02			
001	STD	275-02		Framing Labor - 2nd Draw		3	2,051.90			
001	STD	275-03		Framing Labor - 3rd Draw		3	393.34			
001	STD	275-51	10000	Framing Labor - Options - Bonus Room 13-5' x 11'		3	1,000.00			
002	STD	275-51	10000	Framing Labor - Options - Bonus Room 13-5' x 11'		3	990.00			
003	STD	275-51	10000	Framing Labor - Options - Bonus Room 13-5' x 11'		3	1,500.00			

Profile > Material Price List

These are the material product prices we have on file for you. All of your Purchase Orders are issued based on these prices.



The material price list area is mainly for material suppliers. All prices that we have on file for you are displayed in this area. Filter by product type, and/or effective/expiration date range. Also note there may be a Vendor Part Number which is an item number specific to your inventory database. If no vendor part number is listed, you can request a price sheet from us in Excel that will allow you to complete this information and send it back to us.

Material Price Listing -- Parent / Material Prices (PD)

All Product Types Effective Date: Expiration Date:

Product Code ▲	Description	Vendor Part No.	Effect. Date	Expir. Date	Conversion Factor	Price	Extension
2852-2040VINYL	2040 SH	Store SKU # 271916	01/01/2013		1.00000	110.00	110.00
2852-2050VINYL	2050 SH	Store SKU # 271912	01/01/2013		1.00000	140.00	140.00
2852-2060VINYL	2060 SH	Store SKU # 271918	01/01/2013		1.00000	130.00	130.00
2852-2070VINYL	2070 SH	Store SKU # 275456	01/01/2013		1.00000	140.00	140.00
2852-2080VINYL	2080 SH	Store SKU # 275459	01/01/2013		1.00000	150.00	150.00
2852-2084VINYL	2084 SH	Store SKU # 275484	01/01/2013		1.00000	152.00	152.00
2852-2086VINYL	2086 SH	Store SKU # 275486	01/01/2013		1.00000	158.00	158.00
2852-2088VINYL	2088 SH	Store SKU # 275488	01/01/2013		1.00000	163.00	163.00
2852-2154VINYL	2154 Venting Deck-Mount Skylight	Store SKU # 191212	01/01/2013		1.00000	200.00	200.00
2852-2156VINYL	Bay Window	Store SKU # 327123	01/01/2013		1.00000	330.00	330.00



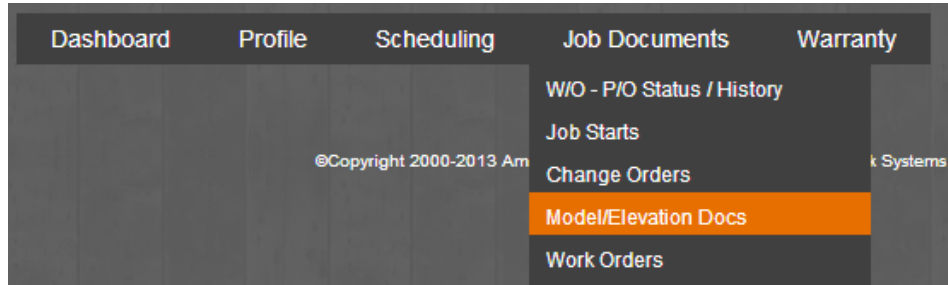
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









6 | More

Job Documents > Model Elevation Docs

All floor plans and specification sheets pertaining to the models, elevations, and options that we build.





Every floor plan and elevation that we build is shown in this area for you. Hover your mouse over the green and blue icons to get a description of the attached document. Click on the icon to open up the attachment. Attachments are typically floor plans in PDF, but can range in various types of documents and various types of file formats. This area is very useful during the bidding process.

MODEL ▲	ELEVATION	DOCUMENTS
001 - Westbrook	A - A - Full Vinyl w/wrap around front porch	  
001 - Westbrook	B - B - Half Brick Front w/porch	  
001 - Westbrook	C - C - Full Stone Front w/portico porch C - Full Stone Front w	  
001 - Westbrook	D - D - Half Stone / Half Stucco with f around porch	    
001 - Westbrook	STD - Standard	  
002 - Cameron	A - A- Full Vinyl w/ porch	 

Elevation D Cabinet Layout
PDF
01/18/13

What is the difference between the green icon and blue icon?

-  Model Specific - applies to all elevations of a given floor plan or model.
-  Elevation Specific - only applies to the elevation it is listed next to.



Training Manual for Trade Partners



Warranty > Service Orders

This display shows all outstanding Service Orders (SO) that have not been completed.

All of your service orders will be stored here until they are completed. Initially you will be notified of any new service order by your "Dashboard". If too many services orders are displayed at once, you can use the pull down menu and change from "All Houses" to a specific house.

HOUSE	SVC ORDER	DATE	DESCRIPTION
00000003	00001	12/05/2012	Fix broken window
00000004	00001	11/30/2012	Fix headers
02000008	00005	01/20/2010	I am having a problem with water on the drop ceiling in the basement.

Red Service Orders indicate the scheduled service time was not met and the service order is now delinquent. Delinquent Service Orders will stop you from getting paid, so be sure to clear these up as soon as possible.

If there is a document icon click on it to view a photo that is associated with the warranty service order. Clicking on the house number will allow you to view and optionally print the service order. Viewing the service order allows you to see all the details pertaining to the warranty work.

IHMS Management 123 Main Street Suite 300 Mount Laurel, NJ 08054 Phone: 800-972-7444		SERVICE ORDER: 00001 VENDOR NUMBER: 160050 DATE ISSUED: 12-05-2012 LIST TYPE:	
VENDOR: Frank Templeton Framing 1352 Bertha Ave Suite 7B W. Deptford, NJ 08093-0000 PHONE: 856-304-5554 FAX: 123-456-4654	HOMEOWNER: Gunning, Ronald 3 Red Fern Lane W: () - H: () - C: () -	SETTLEMENT DATE:	
DEVELOPMENT 100 1A Langley Meadows at the Gates of Waterton	HOUSE 00000003	MODEL/ELEVATION (001/A) Westbrook / A - Full Vinyl w/wrap around front porch	BLOCK / LOT 31 / 03
PLEASE MAKE THE FOLLOWING REPAIRS:			
Install new window in the dining room. 2040 Anderson SH window.			



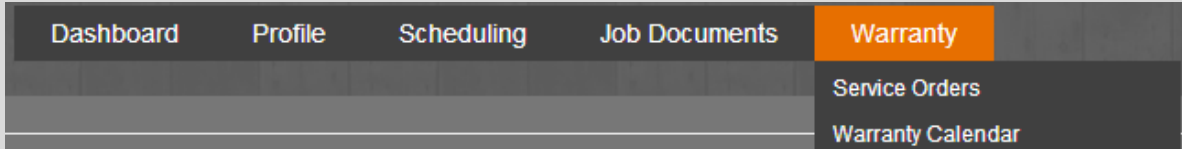
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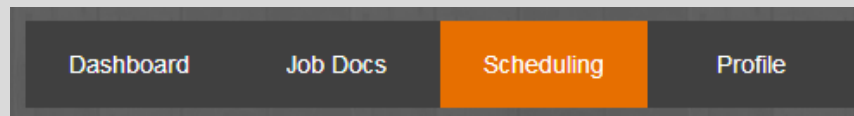
You can also view your “Warranty Calendar” to view when you are scheduled to do all of your warranty work by going to **Warranty > Warranty Calendar**.

My menu has changed. What's going on?

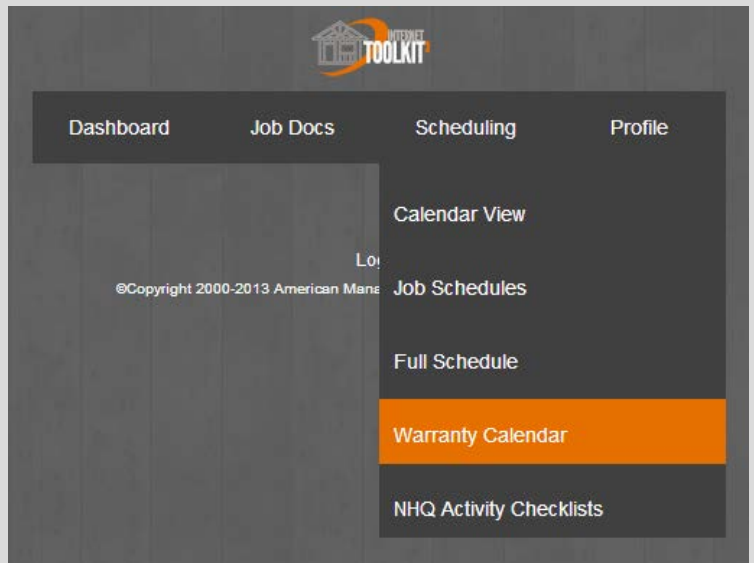
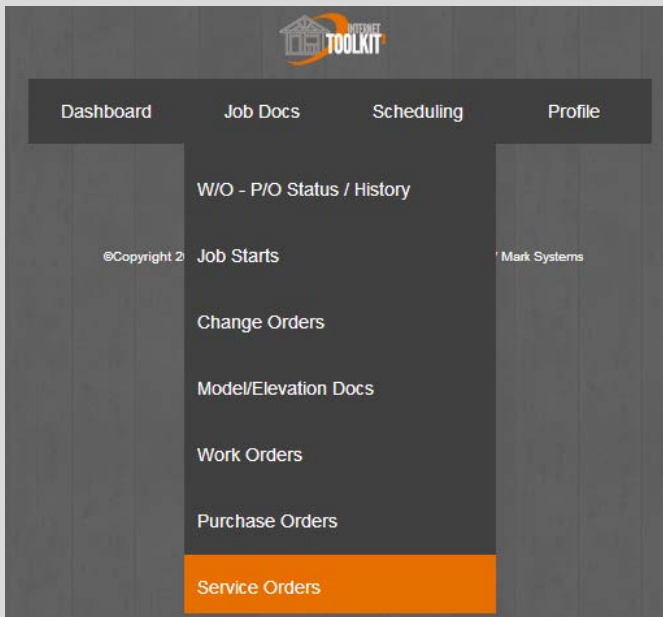
The main menu dynamically changes depending on the screen real estate of the device you are using to access the ITK. For instance, if you login from your computer, you will probably receive the full navigation with "Warranty" as one of the main buckets.



However, if you log in to the ITK from your phone or tablet you will most likely receive the smaller mobile-optimized menu. Where did the Warranty programs go?



The link for *Service Orders* is relocated to the Job Docs bucket with WO's and PO's. The *Warranty Calendar* is relocated to the *Scheduling* bucket.





Training Manual for Trade Partners



Congratulations!

You have read the ITK Vendor Training Manual and are now on your way to not only helping us become more efficient, but helping your company become more efficient.

**Forgot your password,
have questions, or technical trouble?**

Please contact AP@brownhomesaz.com