bridgit

We are using deficiency management software called Bridgit

Using Bridgit, you will be able to:

- Review your outstanding items in real time
- Review each item's location, due date, photos etc.
- Communicate your completed work with the tap of a button
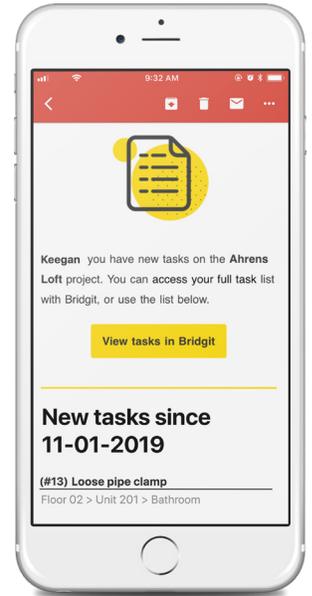- Run clean, fast reports for you and your team

01 What's Next?

You will receive a welcome email from Bridgit notifications@gobridgit.com to setup your login and password.

Username: your work email
Password: the password you select

02 Download the app

If you have an iPhone or Android device download the Bridgit app from your app store. This will make marking items 'complete' even easier, and you can use it on site.

You will automatically receive a **"Daily Summary Email"** with all New Tasks.

Click on the link that will take you into the full task list assigned to you, or log into the App and see your list there.
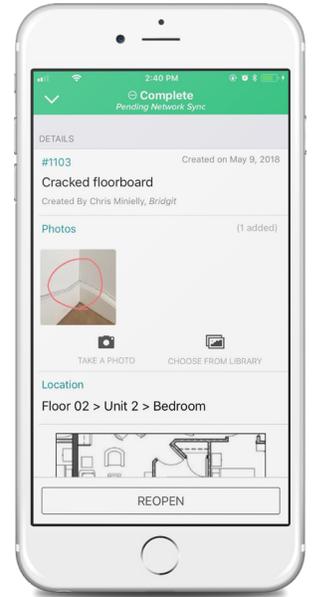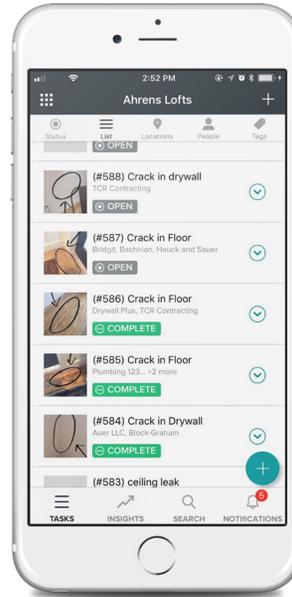
![bridgit logo] **bridgit**

03

View and complete tasks

Click on each task to see the details and then select the Complete button at the bottom to indicate the task has been completed.

You can also Reopen the task if needed as long as it hasn't been approved by the PM.

04

Add a comment and photo

Add a Comment

- Select add comment from the communication area at the bottom of the task.

- Type your comment and hit send.

- Note: Any communication back and forth on a task will send in-app notifications to the creator and the assignee.

Add a Photo

- Select Take a photo or Choose from Library then select Use Photo to add to task.

- Holding down on the photo will allow you to delete the photo if needed.

- Select Markup when prompted to use the tools in the bottom bar to markup your photo as desired then select Done.
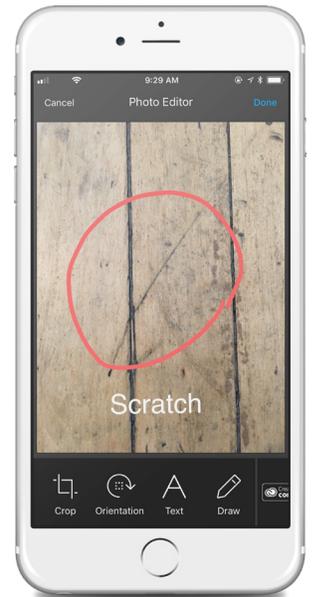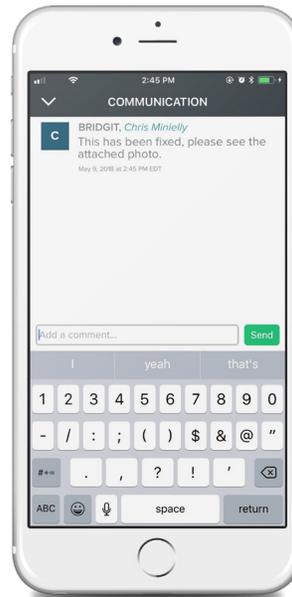
Note: Photos will be stored on your mobile device under the Closeout folder as well as on Closeout web/desktop once created.