

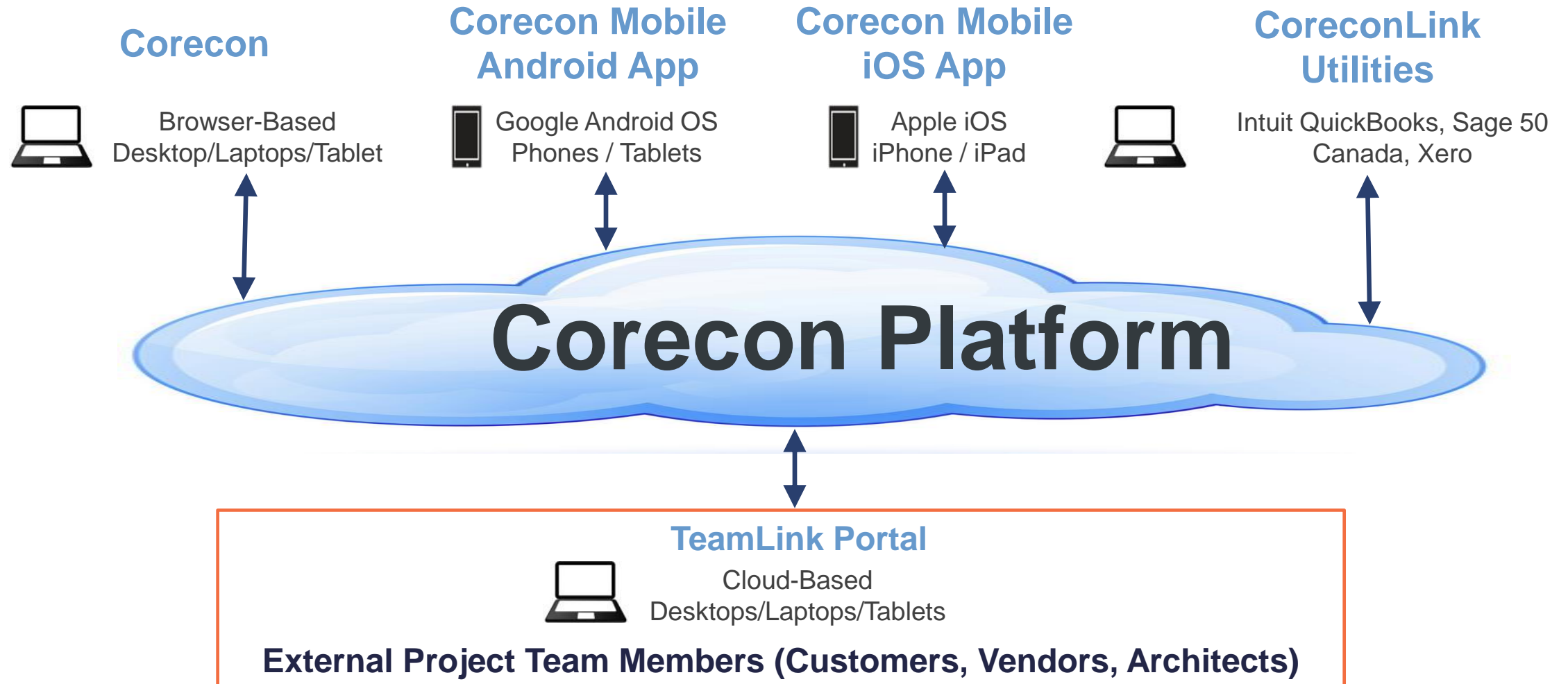


A SINGLE SYSTEM TO STREAMLINE YOUR PROJECT-BASED OPERATION

# TeamLink Portal for Project Collaboration

# A Platform Built for Collaboration & Mobility

Internal Users (Employees)



# Creating TeamLink Security Roles in Corecon

Corecon technologies

Tower General Contracting

TeamLink

### Add Custom Teamlink Portal Role

Role Name: Architect/Engineer

Select the Features and Permissions that for this role

Feature	Allow Read	Read Access Type	Allow Add
<input checked="" type="checkbox"/> Projects	<input checked="" type="checkbox"/>	Referenced Only	
<input checked="" type="checkbox"/> Project Directory	<input checked="" type="checkbox"/>	All	
<input checked="" type="checkbox"/> Drawings	<input checked="" type="checkbox"/>	All	
<input checked="" type="checkbox"/> Specifications	<input checked="" type="checkbox"/>	All	
<input checked="" type="checkbox"/> ITB Vendor	<input checked="" type="checkbox"/>	Referenced Only	
<input checked="" type="checkbox"/> Issues	<input checked="" type="checkbox"/>	Referenced Only	
<input checked="" type="checkbox"/> Journals	<input checked="" type="checkbox"/>	Referenced Only	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> RFIs	<input checked="" type="checkbox"/>	All	<input type="checkbox"/>
<input checked="" type="checkbox"/> Submittals	<input checked="" type="checkbox"/>	All	<input type="checkbox"/>
<input checked="" type="checkbox"/> Transmittals	<input checked="" type="checkbox"/>	Referenced Only	
<input checked="" type="checkbox"/> Photos	<input checked="" type="checkbox"/>	All	
<input checked="" type="checkbox"/> Daily Logs	<input checked="" type="checkbox"/>	No Access	
<input checked="" type="checkbox"/> Meetings	<input checked="" type="checkbox"/>	Referenced Only	
<input checked="" type="checkbox"/> Work Orders	<input checked="" type="checkbox"/>	No Access	
<input checked="" type="checkbox"/> Comply Notices	<input checked="" type="checkbox"/>	Referenced Only	

Cancel Save Save & Close

## Default TeamLink Security Roles:

- Architect
- Owner
- Vendor

## Other Options:

- Custom TeamLink Roles

## Feature Access Permissions:

- No Access: No project records will be shown in the portal regardless if the external team member company is referenced.
- All: All project records will be listed whether the external team member company is referenced on them or not.
- Referenced Only: Only records that reference the external team member company will be listed. Edits may be allowed depending on the feature and if the company is marked as a respondent.

# Assigning TeamLink Security Roles in Corecon

The screenshot shows the Corecon Project Directory interface. At the top, there's a header with the Corecon logo, search icons, and a user profile. Below the header, the project name is "2020-Silicon : Silicon Technologies - Lab Retrofit". The main section is titled "Project Directory" and contains a search bar and a table of companies. The table has columns for "Company Name", "TeamLink Role", "Ship City", and "Delete". A red box highlights the "TeamLink Role" column, and a dropdown menu is open for the "Vendor" role, showing options like "Send TeamLink Invitation".

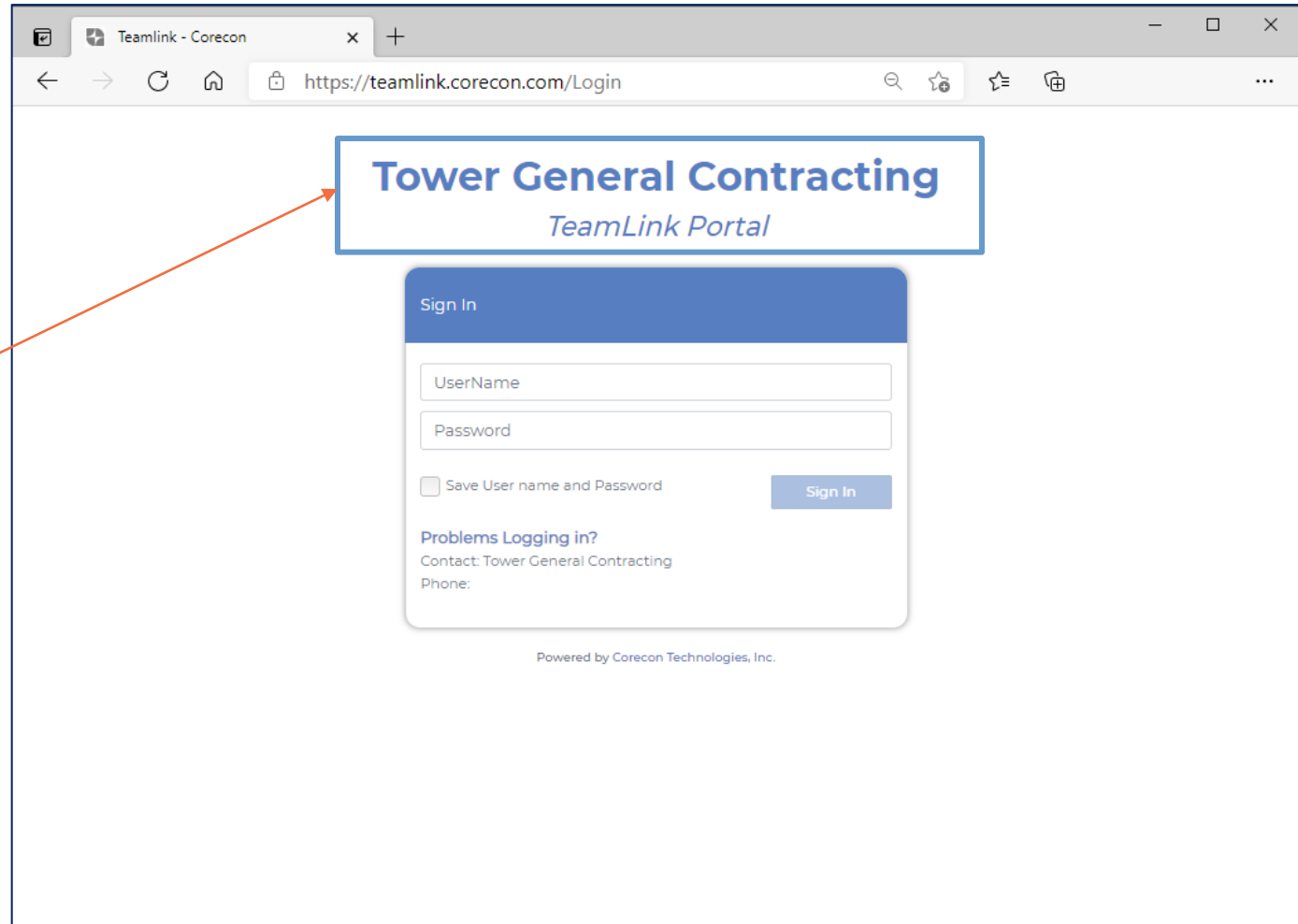
Company Name	TeamLink Role	Ship City	Delete
Silicon Technology Corporation	Owner	Irvine	
SoCal Building Specialties	Vendor	Orange	
Southern California Metals	Vendor	Fountain Valley	CA (714) 434-5555
Southland Architectural Doors	Vendor	Stanton	CA (714) 898-6333
Specialty Services	Vendor	Riverside	CA (909) 867-5309
Spectrum Asphalt	Vendor	San Clemente	CA (949) 955-0606
Spelling Brothers Tile	Vendor	Santa Ana	CA (949) 541-1702
Spyglass Engineering, Inc.	Vendor	Las Flores	CA (949) 459-8760
Stika Concrete	Vendor		(310) 875-1090

Email external team members their login credentials after security role has been assigned.

TeamLink Security Roles are assigned on the Project Directory. Thus, a company involved on multiple projects could be assigned different roles for each project.

# Custom TeamLink Portal Login Page

The TeamLink Login Page will automatically show your company name so no additional customization is required!



The screenshot shows a web browser window with the address bar displaying "https://teamlink.corecon.com/Login". The page title is "Tower General Contracting TeamLink Portal". The login form is titled "Sign In" and contains the following fields and elements:

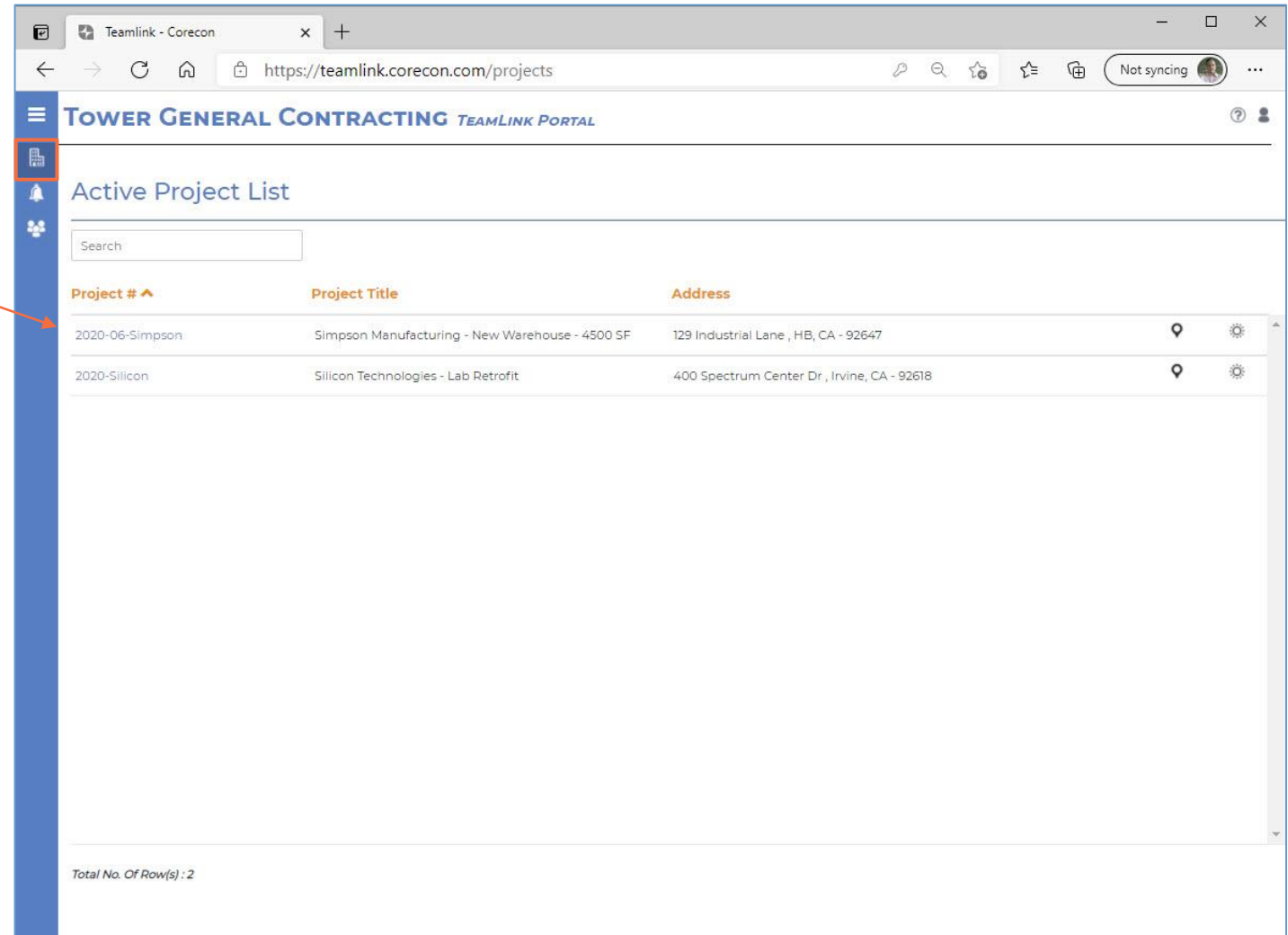
- UserName** input field
- Password** input field
- ☐ Save User name and Password
- Sign In** button
- Problems Logging in?** link
- Contact: Tower General Contracting
- Phone:

At the bottom of the page, it says "Powered by Corecon Technologies, Inc." An orange arrow points from the text on the left to the company name "Tower General Contracting" in the header of the login page.





# TeamLink Portal Active Project Listing

Upon logging into the portal, external team members will see a list of active projects that meet the following criteria.

- Project is marked active in Corecon.
- External team member is referenced in Project Directory and assigned a TeamLink Security Role.



The screenshot displays the TeamLink Portal interface. The browser address bar shows the URL <https://teamlink.corecon.com/projects>. The page title is "TOWER GENERAL CONTRACTING TEAMLINK PORTAL". The left sidebar contains a menu with a red box highlighting the "Active Project List" link. The main content area is titled "Active Project List" and features a search bar. Below the search bar is a table with the following data:

Project # ^	Project Title	Address	
2020-06-Simpson	Simpson Manufacturing - New Warehouse - 4500 SF	129 Industrial Lane, HB, CA - 92647	 
2020-Silicon	Silicon Technologies - Lab Retrofit	400 Spectrum Center Dr, Irvine, CA - 92618	 

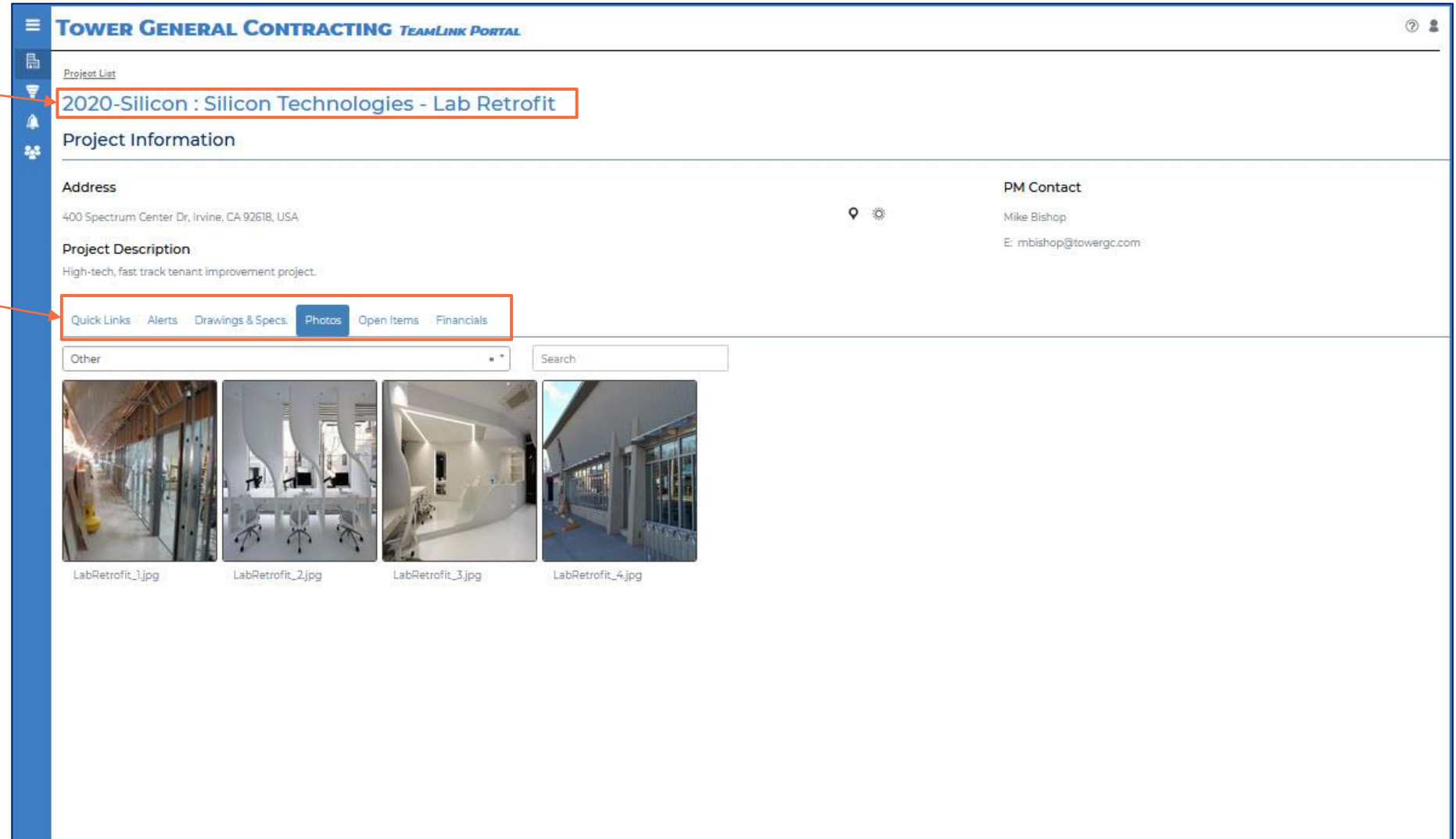
At the bottom of the table, it says "Total No. Of Row(s) : 2".

# TeamLink Portal Current Project View

Selected Project

Project information tabs will appear depending on the assigned TeamLink Security Role.

- Quick Links: Features and record stats
- Alerts: Items requiring external team members immediate attention
- Drawings & Specifications
- Open Items: RFIs, Submittals etc.
- Owner or Vendor Financials Dashboard



The screenshot displays the TeamLink Portal interface for the '2020-Silicon : Silicon Technologies - Lab Retrofit' project. The portal is titled 'TOWER GENERAL CONTRACTING TEAMLINK PORTAL'. The main content area shows the project name, a 'Project List' tab, and a 'Project Information' section. The project information includes the address '400 Spectrum Center Dr, Irvine, CA 92618, USA' and the PM Contact 'Mike Bishop' with email 'mbishop@towergc.com'. Below this, a 'Project Description' states 'High-tech, fast track tenant improvement project.' A horizontal tab bar is visible, with 'Photos' selected. Below the tabs, there is a search bar and a grid of four photos labeled 'LabRetrofit\_1.jpg', 'LabRetrofit\_2.jpg', 'LabRetrofit\_3.jpg', and 'LabRetrofit\_4.jpg'.

# TeamLink Portal Current Project | Quick Links Tab

The **Quick Links** tab will dynamically show Features and Record Stats based on the assigned TeamLink Security Role and if the external team member's firm has been referenced on the document. Thus, architects, clients, and vendors may see different modules and record count links within this area.

All external team members can initiate project correspondence. In addition, vendors who have been issued a PO or Subcontract can create Bills or Sub Invoices \* respectively.

\* Add Sub Invoice Wizard is shown on next page.

**Project List**  
2020-Silicon : Silicon Technologies - Lab Retrofit

**Project Information**

**Address**  
400 Spectrum Center Dr, Irvine, CA 92618, USA

**Project Description**  
High-tech, fast track tenant improvement project.

**PM Contact**  
Mike Bishop  
E: mbishop@towergc.com

**Quick Links** | Alerts | Drawings & Specs | Photos | Open Items | Financials

**Preconstruction**

**Filter** All

Drawings	12
Specifications	2
ITB Vendor	1
RFPs	1

**Correspondence**

**Status** All

Issues	1
Journals	3
RFIs	2
Submittals	3
Transmittals	1

**Procurement**

**Filter** All

RFPs	1
Bills	0
Subcontracts	1
SCOs	1
Sub Invoices	3
CPR Pricing Request	1

**Documentation**

**Status** All

Meetings	2
Work Orders	1

**QC & Safety**

**Status** All

Punchlist Items	16
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**Scheduling**

**Schedules** 001

Gantt View  
Calendar View



# TeamLink Portal Current Project | Add Sub Invoice

The Sub Invoice Add Wizard in the TeamLink Portal will dynamically adjust if the subcontract type is fixed lump sum, cost plus or unit price and will guide the subcontractor thru the process so mistakes don't happen. Once this is complete, an email alert will be generated for the project manager or financial admin to review this pending invoice back in Corecon.

The screenshot shows the 'Add Subcontract Invoice Wizard - Add Original Subcontract Items' page in the TeamLink Portal. The page is for 'Stika Concrete, Ray L. Stika' and 'Sub Invoice # 004, Order # 4'. It displays a table of unbilled subcontract original items (Schedule of Values) with columns for Item #, Description, Value, Prev. Invoices, Current Work, Current Stored, Current Total, Cost Code, Prev. % Complete, and % Complete. The table contains two items: 'Site and Building Concrete' and 'Sidewalk 20' x 5''. A 'Total' row is also present. A note at the bottom states: 'Note: The values in the grid do not include tax.' The page has a 'Cancel' button and a 'Save & Next' button.

Project # 2020-Silicon  
Prime Contract # 001  
Subcontract # 012

Unbilled Subcontract Original Items (Schedule of Values)

Issue Credit ☐

<input checked="" type="checkbox"/>	Item #	Description	Value	Prev. Invoices	Current Work	Current Stored	Current Total	Cost Code	Prev. % Complete	% Complete
<input checked="" type="checkbox"/>	1	Site and Building Concrete	\$25,000.00	\$6,000.00	\$15,000.00	\$0.00	\$15,000.00	03300	24.00%	84.00
<input checked="" type="checkbox"/>	2	Sidewalk 20' x 5'	\$950.00	\$810.00	\$140.00	\$0.00	\$140.00	03300	85.26%	100
Total					\$15,140.00	\$0.00	\$15,140.00			

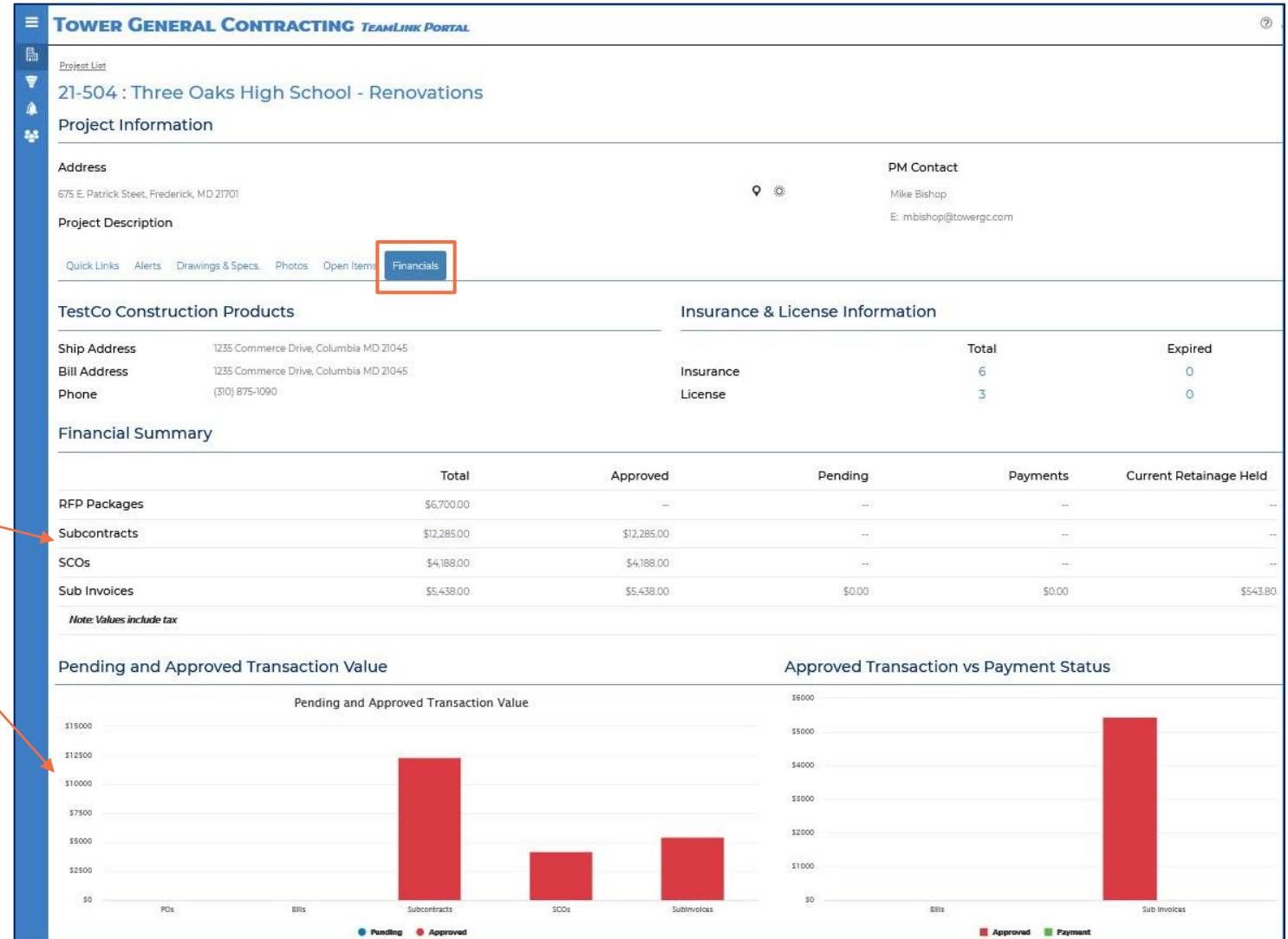
Note: The values in the grid do not include tax.

Cancel Skip Save & Next

# TeamLink Portal Current Project | Financials Tab

Owners and Vendors who login to the portal will see a Financials tab on the Current Project Home View which will include a specific dashboard depending on their assigned TeamLink Security Role.

Dashboard Shown: Vendor Financials

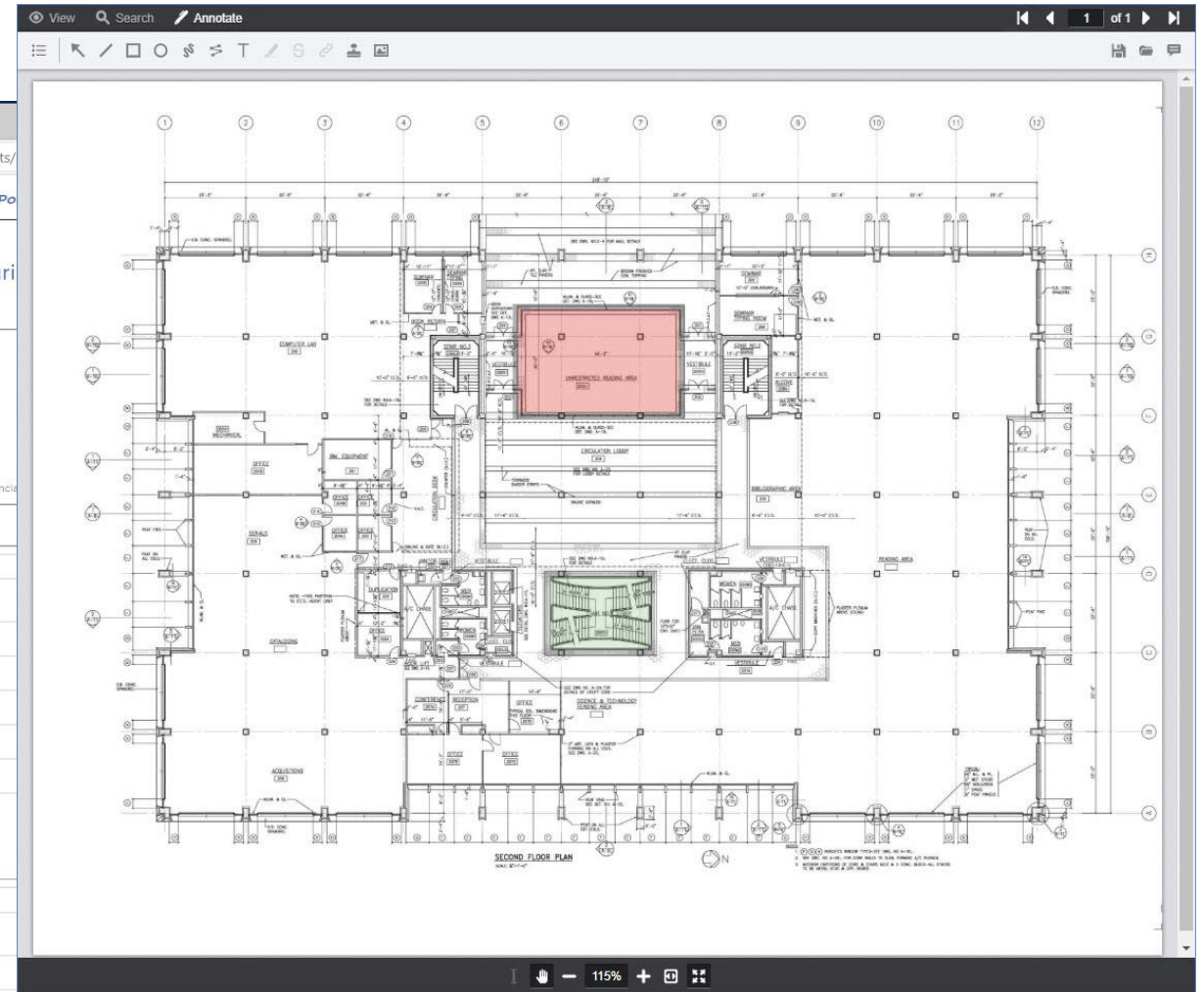
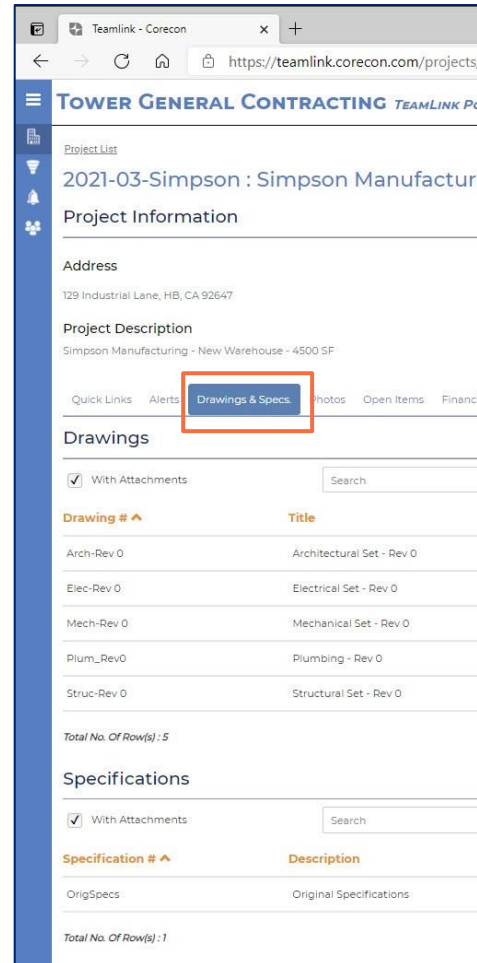


# TeamLink Portal Current Project | Drawings & Specs

Organization and communication is key to successful project management and execution especially when it comes to tracking Drawing and Specifications.

## Key Benefits:

- Provide one source of truth when it comes to drawings and specs for internal and external team members.
- Use Corecon's built-in document viewer and advanced markup tool to highlight areas of interest and add notes. Document viewer supports up to 50 file formats (ex. Images, CAD, PDF) and is available from within Corecon, Mobile Apps, and TeamLink Portal. Thus, team members do not need to download additional applications to collaborate on these types of project documents.



# Example Project Record in TeamLink Portal

Many aspects of the TeamLink Portal are for review only. However, there can be scenarios where a response is required such as an architect responding to an RFI or a vendor submitting pricing on a bid package or potential change. In those scenarios, external team members can respond in the appropriate manner and upload related files such as PDFs or images.

The screenshot displays the TeamLink Portal interface for a Request For Information (RFI) record. The browser address bar shows the URL: <https://teamlink.corecon.com/correspondence/rfis/readonly/37>. The page title is "Request For Information (RFI) Details".

**RFI # 002**  
**Concrete Cut Out**  
*Status Summary* Open, Earliest Overdue by 356 Days, Schedule Impact: No, Financial Impact = \$0.00

**Project** 2020-Silicon - Silicon Technologies - Lab Retrofit [More Info](#)

**General Information**

Issue Date	18-May-2020
Type	---
Reason	Conflict in Contract Requirements
Priority	A.S.A.P.

**Originator**

Lloyd Hendrick, Pinnacle Construction Group
Company Phone (949) 347-0900
Mobile Phone ---
Email ---

**Coordinated By**

Norman Wendl, Tower General Contracting
Company Phone ---
Mobile Phone ---
Email nwendl@corecon.com

**Request**

At existing double concrete tilt-up wall of column line 2, we sawcut and removed an existing cost in place door frame. After door frame was removed, there is a void in the upper corner of the opening. Please respond on how to proceed.

**References**

**Impact and Status**

Schedule Impact	No	Currently Responsible	---
Financial Impact	No	Status	Open
		Closed Date	---

**Respondents**

Company Name	Contact Name	Email	Due Date	Responded Date
Dimster and Associates	Larry Dimster	ldimster@dimsterarchandassoc.com	29-May-2020	

**Response:**

Rich text editor with toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, etc.).

Total No. Of Row(s): 1

[Save](#)

# Contact Us



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