

Prequalification

BuildingConnected Pro Tips

**Barton
Malow**

Prequalification BuildingConnected Pro Tips

How to access your prequalification invitations

Qualifications

TradeTapp Invites 2

Permissions & Settings ****You must be identified in your company profile as someone who has permission to access TradeTapp invitations. Check the "Permissions & Settings" tab to verify permissions.**

Awaiting Submission 2

Corrections Needed 0

Submitted 2

Questionnaires that are awaiting submission

Company Name	Requested	Submitted	Details
HITT Contracting 2023 Short Form	Requested: 6/7/2022 Contact Email: jholmes@hitt-gc.com	Last Submitted: -	New Invitation 4 Open
Clancy & Theys Primary Qualification	Requested: 2/22/2024 Contact Email: support@buildingconnected.com	Last Submitted: -	New Invitation Open

BuildingConnected HELP DESK

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Step 1: Click on the Rubber Stamp icon to go to the Qualifications page

Step 2: Click on the TradeTapp Invites tab

Step 3: Click on the Awaiting Submission tab

Step 4: Click on the Open button to open the prequalification questionnaire.

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How to submit your prequalification

TradeTao Invitations /

Last saved: January 27, 2025 at 12:12 PM PST

Currency in: USD

General	14/15
Contacts	4/6
Projects	✓
Custom section	✓
Sustainability	4/6
Safety	✓
Insurance	✓
Financial	✓
Review	

Submit >

Review responses before submitting

Please finalize any incomplete required questions as indicated below.

When complete, click Submit

All currency is in USD

Incomplete (required) Collapse All

- General
 - test Complete Required
- Contacts
 - This is a yes no question Complete Required
 - New Yes/No question Complete Required

Step 1: Complete each section of the questionnaire.

****Complete sections have a green check.**

Step 2: Click on “Review” to final check responses before submitting.

Step 3: Click on submit when review is complete.

****The submit button is not activated until you have green checks for all sections.**

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How to edit access to TradeTapp invites

1 Click on the user selection icon in the sidebar.

2 Click on the **Permissions & Settings** tab.

3 Click on the radio button for **Only designated team members access invites**.

4 Click on the **Add a coworker** input field.

5 Click on the **Change primary contact** button.

Invitation Permissions	Access
Fill out qualification applications	✓
Review and revise previously submitted applications	✓
Grant application access to coworkers	✓

- Step 1: Click on the Rubber Stamp icon to go to the Qualifications page**
- Step 2: Click on the Permissions and Settings tab**
- Step 3: Click on radial button to change selection.**
- Step 4: Enter email address for missing employee**
- Step 5: If necessary, change primary contact**