

## Welcome to the Pogo.Pro user guide.

Pogo.pro is a renovation/construction project management platform geared to buyers and professionals in the construction industry. Pogo.pro has many advanced features to manage projects, including the estimate builder, tendering, messaging and project management, Pogo.pro is really about building trust and efficiency between buyers and pros.

This instruction guide is designed as a test-drive for pros that want to understand how the platform works.

Bidding process

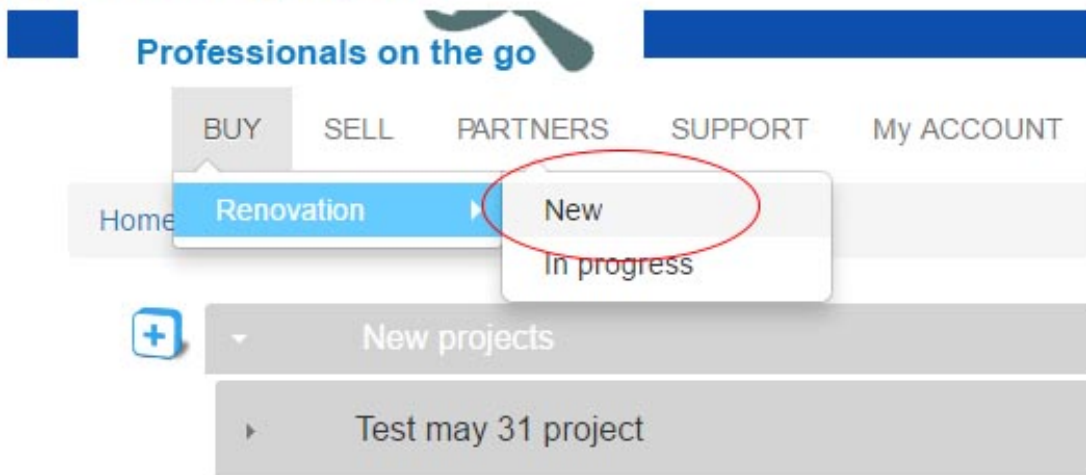
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## Step 1 Build cost estimate for buyer

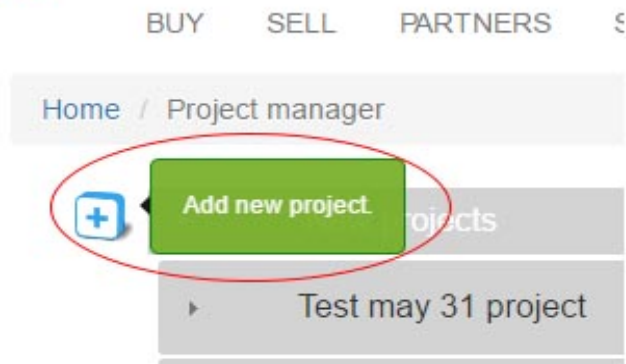
- Log in:
  - Login via sign in at top menu.
  - Use profile:
    - User Name: [member1@pogo.pro](mailto:member1@pogo.pro)
    - Password: 123456
- Choose buy/renovation/new

## Step 1 create project



- Add new project

## Step 1 create project



- Populate the fields with project information

## Step 1 create project

### Choose a name You will remember

**Project Name:**  
Kitchen rebuild

**Project Description:**  
Change cabinets, paint, floors

**Start date:**  
ASAP

**Service Rating greater than:**  
2.0

**Service Language:**  
English

**Distance Range From you(km):** 67

**Project Deal Close in Days:** 31

- Define project
  - Add construction object. *Construction objects are elements of each project, such as a bathroom, kitchen, roof etc.. Each element will have its own items and tasks and will all fall under the overall project.*

## Step 1 create project

[BUY](#)
[SELL](#)
[PARTNERS](#)
[SUPPORT](#)
[MY ACCOUNT](#)

[Home](#) / [Project estimation](#)

**Add construction object**

Material Cost: 0.00

Labor Cost: 0.00

Total Cost: 0.00

**Renovation**

**P Interior**

**P Exterior**

☐ ABATEMENT

☐ AC

## Step 2 Build project estimate

- Choose objects

### Step 2 create construction objects

- |  |                                   |                              |
|--|-----------------------------------|------------------------------|
| <input type="checkbox"/> MASONRY             | <input type="checkbox"/> MOBILE   |                              |
| <input checked="" type="checkbox"/> PAINTING | <input type="checkbox"/> PANELING | <input type="checkbox"/> PER |
| <input type="checkbox"/> PLUMBING            | <input type="checkbox"/> POOLS    |                              |
| <input checked="" type="checkbox"/> PREP     | <input type="checkbox"/> SCAFFOLD | <input type="checkbox"/> STA |
| <input type="checkbox"/> WALLPAPER           | <input type="checkbox"/> WATER    |                              |

- Name each object

### Step 2 create construction objects

**Choose a name  
You will remember**

Construction object name of PAINTING:

Walls and trim

Construction object name of PREP:

Demolish walls, remove floor, remove cabinets

Construction object name of FLOORING:

Maple floor

Construction object name of COUNTERTOPS:

Marble tops

### Step 3 Add modify project tasks

- Choose first project task from list of construction objects. There may be many different tasks in your project, these will be built out one at a time.

#### Step3 add/modify tasks

SUPPORT My ACCOUNT My E-WALLET (USD 0.00) My PROJECTS ABOUT

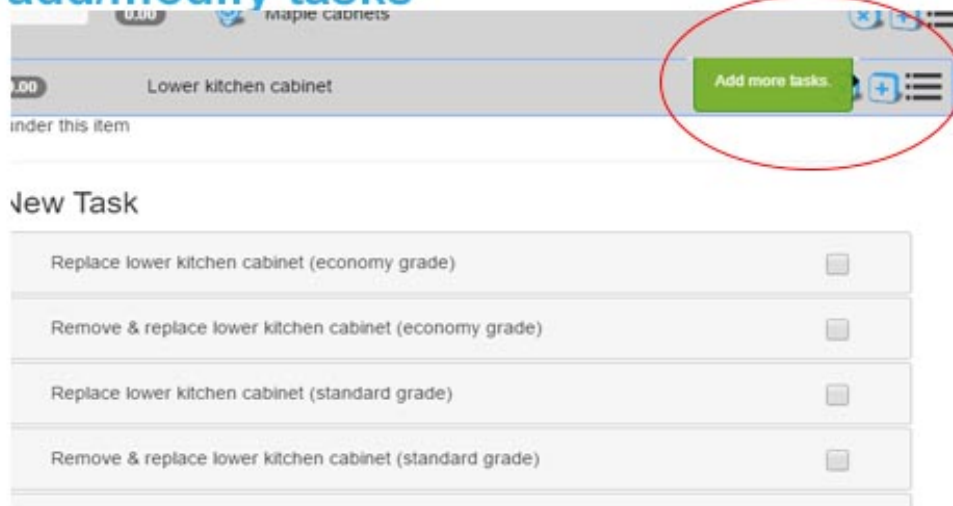


#### Step3 add/modify tasks

Task	Selected
Lower kitchen cabinet	<input checked="" type="checkbox"/>
Upper kitchen cabinet	<input checked="" type="checkbox"/>
Lower kitchen island cabinet	<input checked="" type="checkbox"/>
Upper kitchen island cabinet	<input checked="" type="checkbox"/>
Full-height utility cabinet	<input type="checkbox"/>

Add individual task

## Step3 add/modify tasks



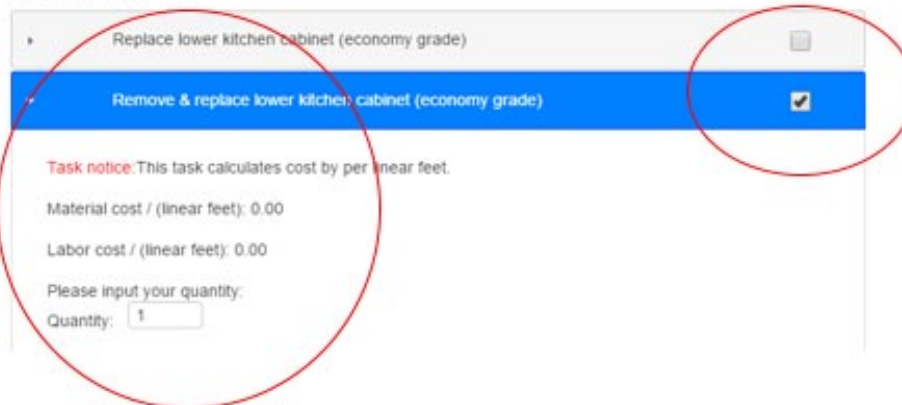
The screenshot shows the 'Add more tasks' button circled in red. Below it, the 'New Task' section lists four tasks with checkboxes:

Task Description	Checkbox
Replace lower kitchen cabinet (economy grade)	<input type="checkbox"/>
Remove & replace lower kitchen cabinet (economy grade)	<input type="checkbox"/>
Replace lower kitchen cabinet (standard grade)	<input type="checkbox"/>
Remove & replace lower kitchen cabinet (standard grade)	<input type="checkbox"/>

- Refine each task: be sure to note that costs can be determined by unit, measurements and labour costs. Read the task notice to understand how costs are calculated.

## Step3 add/modify tasks

### Add New Task



The screenshot shows the 'Add New Task' form. The task 'Remove & replace lower kitchen cabinet (economy grade)' is selected and highlighted in blue. The checkbox next to it is checked. The task notice and cost details are circled in red:

**Task notice:** This task calculates cost by per linear feet.

Material cost / (linear feet): 0.00

Labor cost / (linear feet): 0.00


Please input your quantity:

Quantity:

## Step3 Input task variables

600.00 Remove & replace lower kitchen cabinet (economy g

**Task notice:** This task calculates cost by per linear feet.

Material cost/per linear feet:  

Labor cost/per linear feet:

Please input your quantity:

Quantity:  

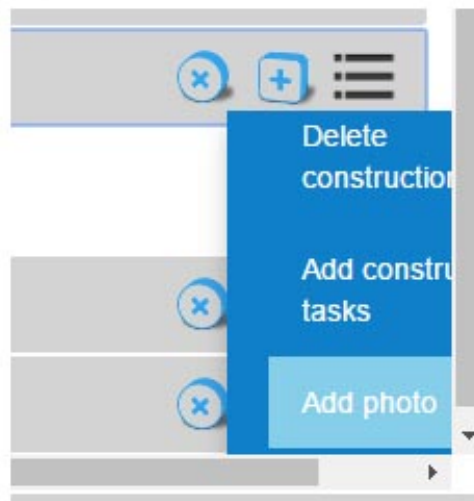
Reduce labor cost:

☐ DIY ☐ Use price

☐ Owner supply materials

- Add photo/s

## Step3 add photo



## Step3 add photo

500.00

Lower kitchen cabinet

600.00

Remove & replace lower kitchen cabinet (economy grade)

**Task notice**

This task calculates cost by per linear feet

Material cost/per linear feet

20.00

Labor cost/per linear feet

0.00

Please input your quantity

Quantity

30

Reduce labor cost

☐ DIY ☐ Use price you know

☐ Owner supply material

### Add image to construction item


Image description

cabinetsdemotion

Choose file

cabinets-demolition.jpg

Upload



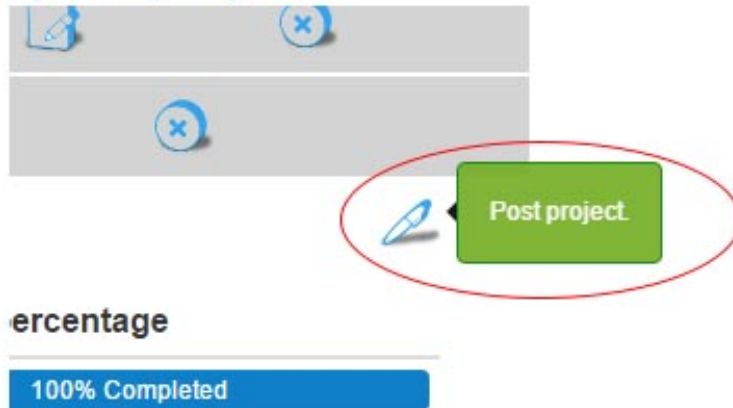
- Refine or add additional tasks/items to project: follow the procedure above
  - Add task to construction object
  - Define parameters for each task
  - Add more photo/s

## Step 4 Post project:

- projects do not have to be 100% defined before submitting.



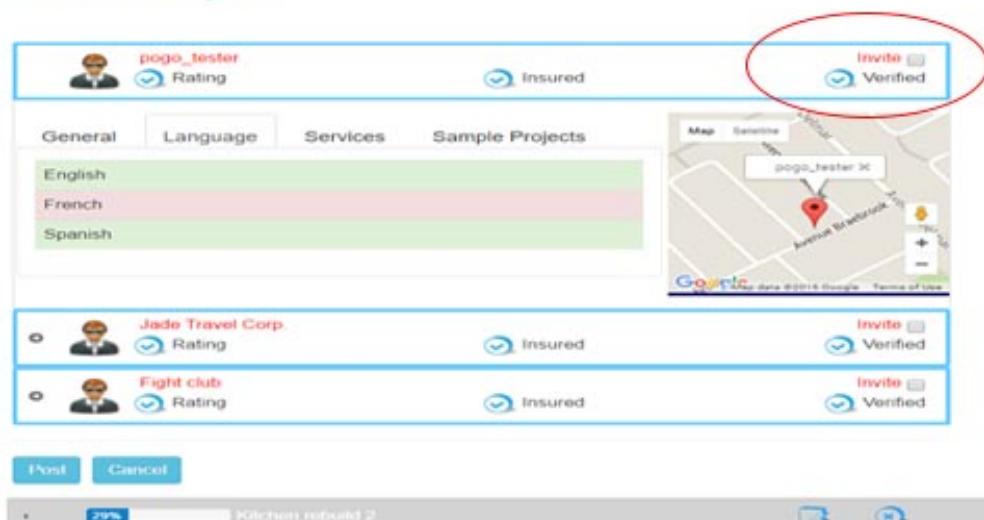
## Step 4 post project



## Step 5 Invite pro

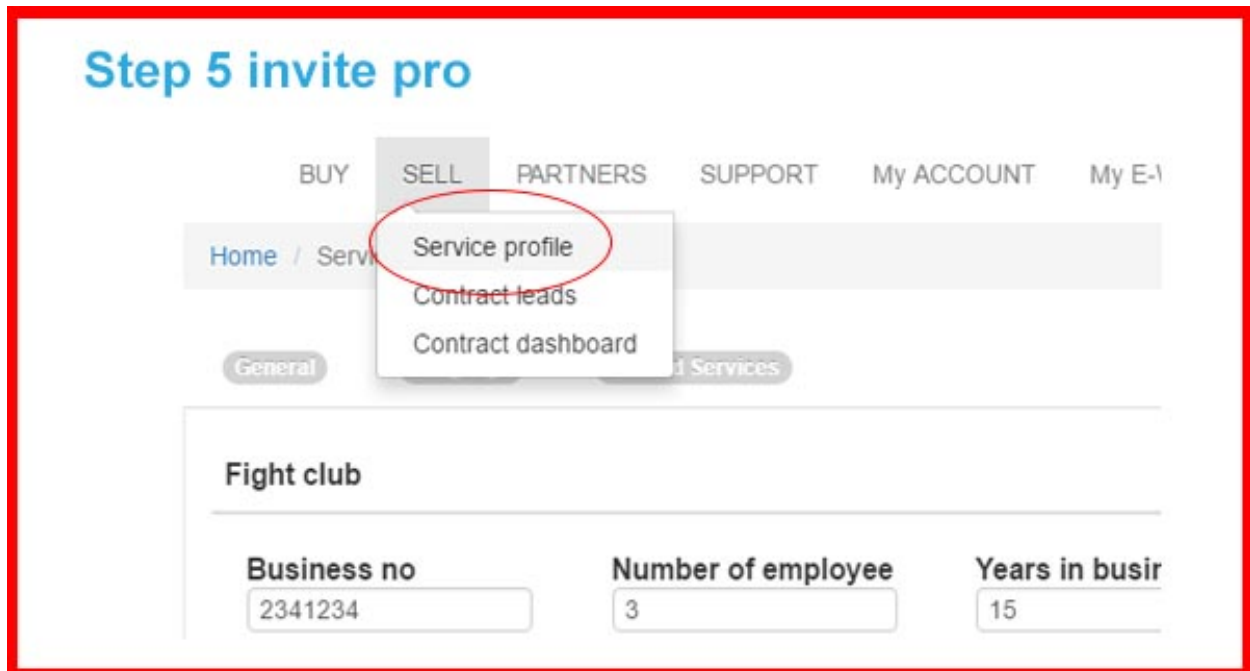
- Invite pro to bid. Members can view detailed data on each pro, such as their certifications, qualifications and ratings.

## Step 5 invite pro



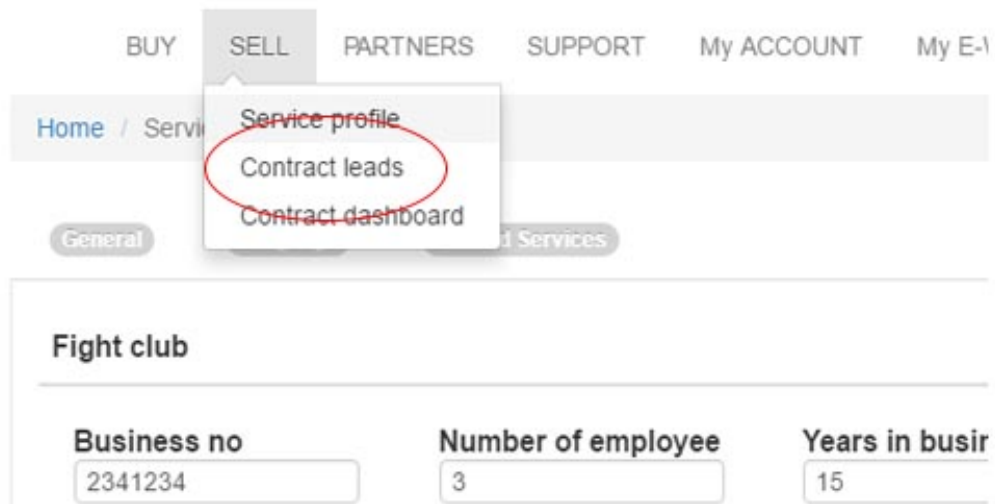
## Step 6 Pro review and bid on project

- The first thing to do in order to review and bid on a project is to log out and log in as pro
- Note that pros have two types of member information. Their personal account information which includes such things as name and phone number, and there is the service profile which includes business information, locations, services etc. See below for sample screen



- To access these features log in using credentials below:
  - Use profile:
    - User Name: [pro3@pogo.pro](mailto:pro3@pogo.pro)
    - Password: 123456
- Go to sell menu item and select contract leads

## Step 6 pro review and bid



BUY SELL PARTNERS SUPPORT My ACCOUNT My E-I

Home / Service

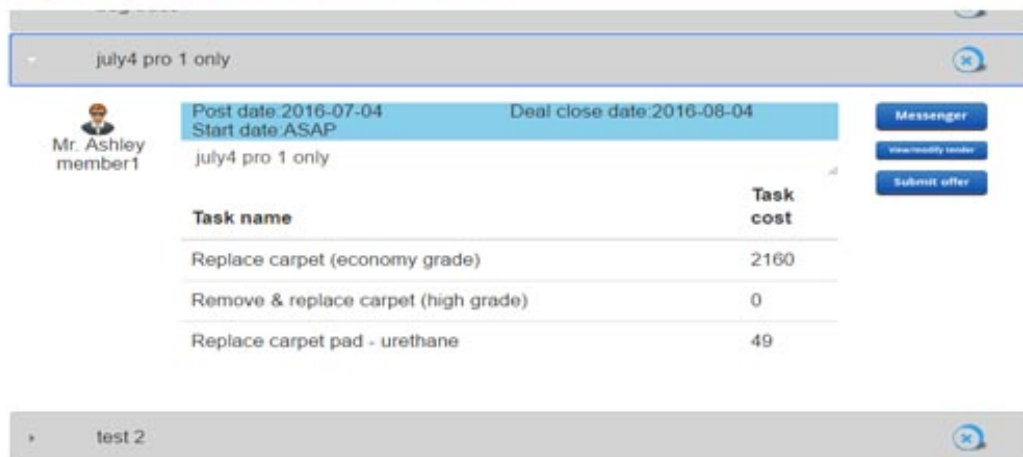
General Services

**Fight club**

Business no	Number of employee	Years in busin
2341234	3	15

- Choose lead and open by clicking on the expansion box. This will open lead.

## Step 6 pro review and bid



july4 pro 1 only

Mr. Ashley member1

Post date 2016-07-04  
Start date ASAP  
Deal close date: 2016-08-04

july4 pro 1 only

Task name	Task cost
Replace carpet (economy grade)	2160
Remove & replace carpet (high grade)	0
Replace carpet pad - urethane	49

test 2

Messenger  
View/modify tender  
Submit offer

- Open view/modify tender link. Material, labour, quantity variables can be modified and are automatically saved once the refresh icon is clicked. Also start and end dates for individual tasks

can be modified by selecting the calendar icon for each task. Task notes can also be documented and saved by clicking on the task notes icon. Pro can also add more tasks and images.

## Step 6 pro review and bid

Deal close date: 2016-08-04

**View/modify tender.**

**Task cost**

Messenger

View/modify tender

Submit offer

## Step 6 pro review and bid

Material Cost: 1,698.50  
Labor Cost: 510.50  
Total Cost: 2,209.00

**Submit offer**

2,209.00 pro1flooring july 4

2,160.00 Carpet

2,160.00 Replace carpet (economy grade) Start Date: End Date:

**Task notice:** This task calculates cost by per square feet. Task notes:

Material cost/per square feet: 2.21

Labor cost/per square feet: 0.67

Please input your length and width:

30.00 25.00

0.00 Remove & replace carpet (high grade) Start Date: End Date:

- Tasks can be deleted from proposal in the event the pro cannot complete this task or does not want to bid on a particular item. Changes are logged and can be viewed through the project management dashboard.
- Choose start dates. These dates are necessary in order to activate the payment schedule and monitor the project deliverables.

### Step 5 choose dates

Start Date 2016-07-15 End Date

**ask notice:** This task calculates cost by per square

et.

aterial cost

labor cost/p

ease input

2.00

835.80

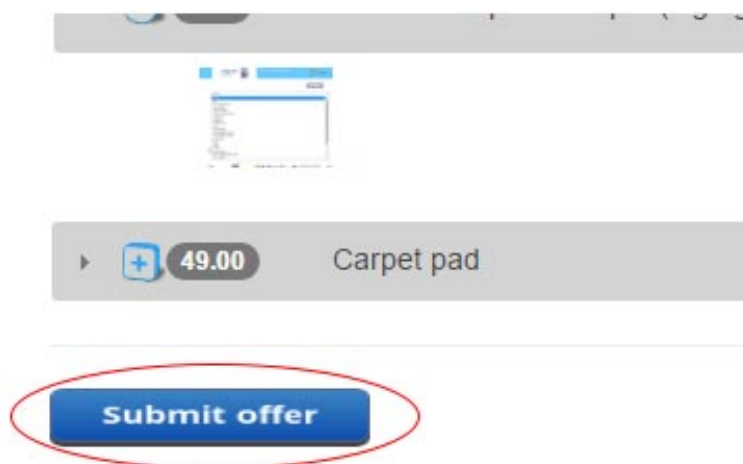
replace slate roof (high grade)

Start Date. End Date.

Jul 2016							August 2016							September 2016							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	1	2	3	4	5	6							1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					

- Notes should also be added when pros modify bid in order to alert the buyer and explain the reasons for the changes.
- Submit offer to customer once desired modifications are completed. Submit offers buttons are located below cost summary at the left margin and also just before the page footer.

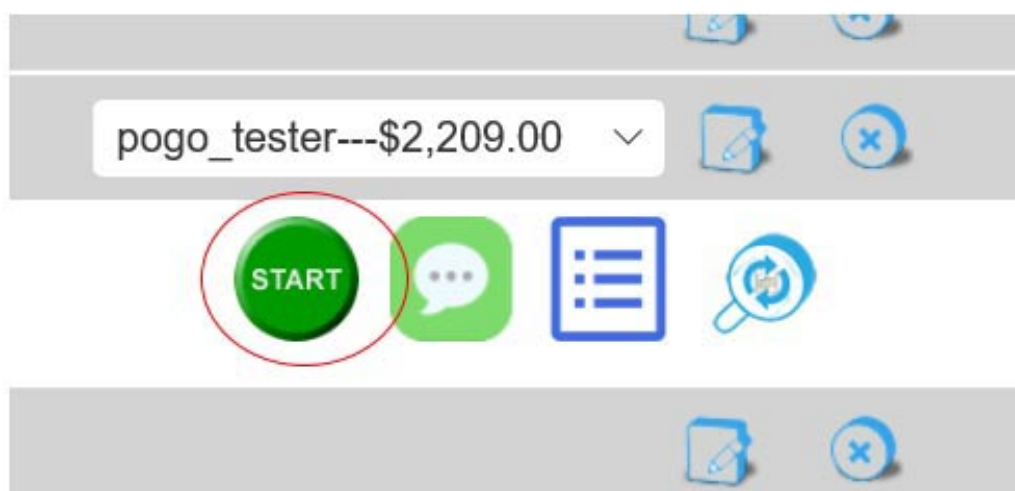
## Step 6 modify details



## Step 7 Start project

- Member selects start, accepts terms and conditions, choose shopping card, choose payment method confirm.

## Step 7 start



## Project management

- If pro's offer is accepted by customer, pro will see the project in the list of in-progress projects

### Step 8 manage project

Test3 june 1 t3

Messenger

Load image

Change management

Project status

Payment management

No.	Task Name	Start Date	End Date	Status	
1	Remove glass bathroom shelf	2016-06-16	2016-08-18	Pending	
2	Remove cup & toothbrush holder	2016-06-08	2016-07-14	Pending	
3	Remove & reinstall door-mounted clothes hanger	2016-06-17	2016-07-12	Pending	

- For in-progress project, pro can use Messenger to chat with customer, and load image to project, manage project changes (build change and submit to customer), monitor project task status and write complain, manage payment(when task or series of tasks completed, confirm with customer, and get payment)
- When all tasks are completed, project status changes to completed
- For completed projects, pro can load image to project, define sharing project and
- Sharing project with Facebook, Google+ and Twitter
  - Customer selects pro
    - Customer Select offer from the list of pro's offer and accept by pressing the accordion and then pressing the start button.
    - Alternatively the buyer can message the pro or view the project details.

- After start selected the buyer is prompted to review project details and to accept terms and conditions before the shopping cart can be chosen.
- Once shopping cart chosen the check-out process is initiated and the buyer can choose the method of payment and complete checkout.
- After checkout buyer sees confirmation message.
- Project status change to in-progress.
- When project is in-progress status. To access this page mouse over the My projects link and selecting in progress.
- Customer can use Messenger to chat with pro, Load image to project, manage project's changes, monitor project task status and write complain, manage project Payments.
- When all tasks are completed, project status changes to completed
- When project status is completed, customer can Load image to project, define sharing project, and Sharing project with Facebook, Google+ and Twitter

#### ■ Sample pro accounts:

- User name : [pro1@pogo.pro](mailto:pro1@pogo.pro) pwd: 123456
- User name : [pro2@pogo.pro](mailto:pro2@pogo.pro) pwd: 123456
- User name : [pro3@pogo.pro](mailto:pro3@pogo.pro) pwd: 123456
- User name : [pro4@pogo.pro](mailto:pro4@pogo.pro) pwd: 123456
- User name : [pro5@pogo.pro](mailto:pro5@pogo.pro) pwd: 123456
- User name : [pro6@pogo.pro](mailto:pro6@pogo.pro) pwd: 123456
- User name : [pro7@pogo.pro](mailto:pro7@pogo.pro) pwd: 123456
- User name : [pro8@pogo.pro](mailto:pro8@pogo.pro) pwd: 123456

#### ■ Sample member accounts:

- User name : [member1@pogo.pro](mailto:member1@pogo.pro) pwd: 123456
- User name : [member2@pogo.pro](mailto:member2@pogo.pro) pwd: 123456
- User name : [member3@pogo.pro](mailto:member3@pogo.pro) pwd: 123456



- User name : [member4@pogo.pro](#) pwd: 123456
- User name : [member5@pogo.pro](#) pwd: 123456
- User name : [member6@pogo.pro](#) pwd: 123456
- User name : [member7@pogo.pro](#) pwd: 123456
- User name : [member8@pogo.pro](#) pwd: 123456
- User name : [member9@pogo.pro](#) pwd: 123456
- User name : [member0@pogo.pro](#) pwd: 123456