



Affordable Outdoor Creations Business Hub

Printable Sign-In and Role Instructions

Hub address: <https://affordable-outdoor-creations-hub.affordable-o-0044.chatgpt.site/hub>

Important email change: Phillip's email is now **Phillip@AocJax.com**. All future communications for Phillip should be sent only to this email address.

Before You Begin

Use only the email address assigned to you by Affordable Outdoor Creations. Your company and role are attached to that exact email. Never share your password or let another person use your account.

Create Your Account and Sign In

1. Open the Hub address above in Safari, Chrome, Edge, or another current browser.
2. Enter your exact assigned email address and create a private password. Use at least 12 characters when possible.
3. Select **Create Account**. Check that email inbox for the confirmation message and select the confirmation link.
4. Return to the Hub, enter the same email and password, then select **Sign In**.
5. Your assigned company and role load automatically. You cannot select another contractor company.

Add the Hub to an iPhone or iPad

Open the Hub in **Safari** - tap **Share** (square with the upward arrow) - choose **Add to Home Screen** - tap **Add**. Open the new icon, sign in, then select **Enable Home Screen Alerts & Badge** under Help & Instructions. Internet access and sign-in are still required.

Contractor Instructions

Contractors see only Contractor Portal, Upcoming Jobs, Calendar, and Help & Instructions.

What You Can Do

1. Open **Contractor Portal** to request an estimate for your assigned company.
2. Enter the required Project Manager Name, job/customer name, job type, address, dimensions, requested/ready date, materials, notes, and available photos or PDFs.
3. Select **Submit Estimate Request**. Alena, Phillip, and the assigned contractor account receive an alert. Project managers do **not** receive contractor estimate-request alerts.
4. Open **Pending Estimates - Approval Needed** to view or save the PDF, then select Approve or Decline. Completed decisions move into Estimate History.
5. Review sent invoices assigned to your company, save the invoice PDF, and select Approve or Decline. The office tracks Due and Paid status.
6. Review the Upcoming Jobs list and company calendar. Gray dates mean another company has an active scheduled job; empty dates are not gray.
7. Update the ready date or stage for an assigned job. Choose **Completed** only when work is finished; it leaves active/upcoming lists and creates a draft invoice for the office.
8. Use the notification bell for estimate requests, completed estimates, approvals, and relevant job/calendar updates. Project-manager service requests remain with the office until the estimate is complete.

Notifications

The bell shows alerts assigned to your company. Select **Mark Read** after reviewing an alert. For an installed Home Screen app, select **Enable Home Screen Alerts & Badge**; the app icon badge follows the unread count when the device supports badges.

Project Manager Instructions

Project managers see only Project Manager Portal, Upcoming Jobs, Calendar, and Help & Instructions.

What You Can Do

1. Open **Project Manager Portal**. Your company and Project Manager Name fill automatically from your assigned email.
2. Choose the job type and enter the job/customer name, address, dimensions, requested/ready date, requested materials or finish, notes, and available photos or PDFs.
3. Select **Submit Service Request**. Alena, Phillip, and project managers assigned to that company receive an alert. Contractors receive the completed estimate instead of the service request.
4. Review status only: Estimate Requested, Estimate Complete, Estimate Approved, or Estimate Declined.
5. Review Upcoming Jobs and update the ready date or job stage for work assigned to your company. Choose **Completed** only when the work is finished.
6. View the company calendar. Gray dates mean another company has an active scheduled job; empty dates are not gray.
7. Use the notification bell for service requests, approved estimates, and relevant upcoming-job or calendar updates.

Quick Role Comparison

Feature	Contractor	Project Manager
Assigned company	Automatic and locked	Automatic and locked
Request type	Estimate request	Service request
Estimate-request alert	Yes - assigned company	No
Service-request alert	No - receives completed estimate	Yes - assigned company
Approved-estimate alert	Yes	Yes - status only, no money
Upcoming/calendar alerts	Yes - assigned company	Yes - assigned company
Job stage	Edit assigned work; Completed leaves active lists	Edit assigned work; Completed leaves active lists
Estimate approval	PDF plus Approve or Decline	Status only
Invoice approval	PDF plus Approve or Decline	Not available
Calendar	Other-company active dates are gray	Other-company active dates are gray

Help and Security

If the Hub does not finish loading, refresh the page once. Confirm that you used the exact assigned email address. If the account is inactive, pending, or assigned to the wrong company, contact Affordable Outdoor Creations. Sign out when finished on any shared device.

Important email change: Phillip's email is now **Phillip@AocJax.com**. All future communications for Phillip should be sent only to this email address.

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