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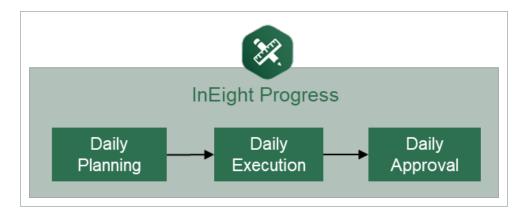
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1.1 INEIGHT PROGRESS OVERVIEW

InEight Progress is one of the applications within the InEight portfolio of products. It is an integrated electronic time, equipment and quantity collection tool as well as a daily field log. The InEight Progress solution includes three submodules: Daily Planning, Weekly Timesheet and Time center. The Weekly Timesheet and Time center solutions are covered in the Progress – Advanced User Guide. This Guide will cover the Daily Planning portion of InEight Progress.

1.1.1 InEight Progress Daily Planning Phases



Daily planning is broken down into three distinct phases in the application: Planning, Execution, and Approval.

A daily plan is created by a project member to specify the tasks to be completed by a given crew, and to ensure productivity targets are met. Budget, quantity, safety, quality and other details are entered during the Planning phase to provide streamlined communication from the office to the field. Once the planner, typically a superintendent, field engineer or indirect supervisor is satisfied with the daily plan details and planned productivity, they will submit the plan to the Execution Phase.

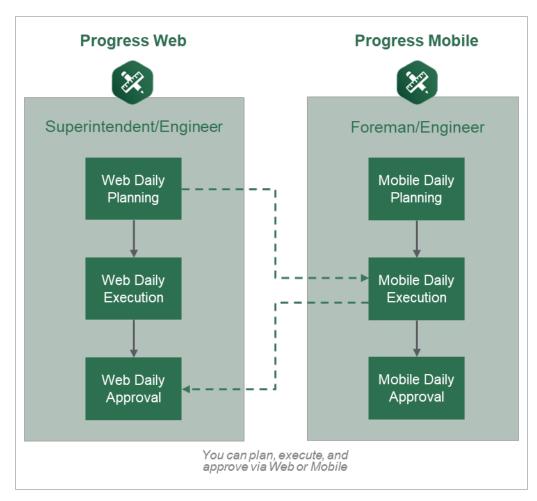
In the Execution Phase, a project member takes the daily plan out in the field and references it throughout the day. As work is completed, the project member enters actual hours worked for employees and equipment. He or she also enters installed quantities, notes/issues and/or pictures to

document issues and reviews the overall productivity. By claiming installed quantities and entering actual hours worked, the project member can view productivity in real-time. Once all employees have reviewed their hours worked and signed out of the application, the daily plan is submitted for approval.

In the Approval Phase, a project member reviews the actual tasks, employees, equipment, hours, quantities and productivity for the plan. In this phase, the hours and/or quantities can be approved as is, or if the approver would like something changed, the plan can be edited or sent back to the Execution Phase. The approver can approve the hours submitted, the quantities submitted or both. Approving the hours will send them to payroll for processing and approving the quantities will send them to the quantity tracking module of InEight Plan which syncs directly with InEight Control.

1.1.2 Daily Plan Work Flow

For all phases of the Daily Planning Process, InEight Progress Mobile communicates directly with the InEight Progress Web application, as shown in the diagram below:



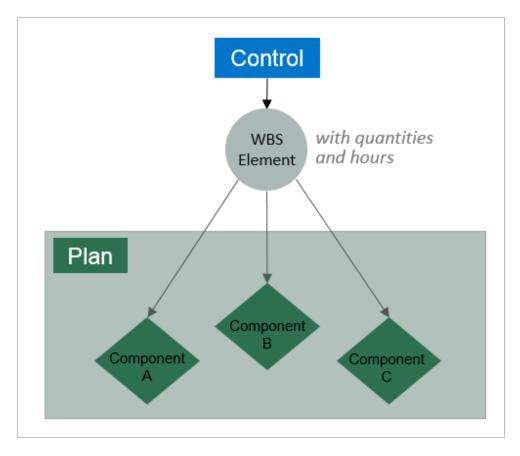
A daily plan can be accessed in either program in any of the phases of daily planning. The program used for a phase may vary from project to project and depends largely on the roles of the project members involved. For example, it may be preferable to have a staff member such as a superintendent or engineer complete daily planning in the InEight Progress web application because they prefer to work from a computer in an office location. The Execution Phase of that same daily plan may be completed by a foreman who spends their entire workday out on the jobsite without access to a computer. In this case the Execution Phase is completed in the InEight Progress mobile application. Finally, the superintendent or engineer may also be responsible for approval of the daily plan which would again be completed in the InEight Progress Web application from their office computer.

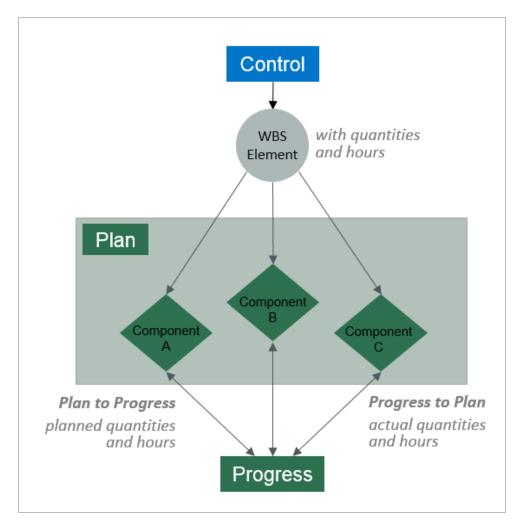
TIP Mobile Daily Planning has all the same functionality as Web Daily Planning for InEight

Progress, but is available as a mobile-only application.

1.1.3 InEight Control Integration

WBS (work breakdown structure) elements are used to link the quantity, hours and cost captured in InEight Progress with the cost elements in InEight Control. InEight Control communicates the WBS Structure (including budgeted quantities, hours and cost) with InEight Plan. InEight Plan then assigns WBS elements to components.





InEight Progress uses the component quantities along with actual hours to determine productivity.

This lesson provides an overview of InEight Progress and the subsequent lessons will expand on the InEight Progress functionality in more detail.

1.1.4 Daily Planning

Daily planning offers specific functionality for project members to create, view, or change daily plans as needed. Daily plans allow you to select specific components and resources (labor and equipment) from a work package and assign it in daily production increments.

Daily Planning is completed by navigating through the six tabs in the navigation bar at the top of the screen:

- Overview Modify or enter plan details, approvers, and executors
- Details Enter planner notes and tool box talk items

- Time Sheet Select tasks and resources and assigned planned hours
- Quantities Select specific components and specify planned installation quantity
- Notes/Issues Enter any additional plan notes/issues including photos if needed.
- **Productivity** Review planned productivity and compare against current budget or estimate or current estimate

NOTE A foreman can also use mobile daily planning to change an existing daily plan. If the plan changes from the original plan, a foreman can still make changes to the daily plan.

1.1.5 Daily Execution

Daily execution allows you to capture actual hours, quantities, notes/issues, and productivity. You can document the number of hours worked for each employee and machine assigned to a specific task. (For hourly rates, you can document standard time [ST], over time [OT], or double time [DT]).

You can claim the quantity completed and see the productivity for the day. You can also add notes and pictures. Once you complete the entries, you can sign out employees and fill out compliance questionnaires. This is commonly used to ensure at sign off that employees are not injured while at work.

Daily execution is completed by navigating through the seven tabs in the navigation bar at the top of the screen:

- **Overview** Review plan details, approvers, and executors
- Details Review planned tasks, planner notes and tool box talk items
- Time Sheet Enter actual hours worked and assign to tasks and resources
- Quantities Enter actual components and indicate installed quantity
- Notes/Issues Enter any notes/issues and photos related to execution of the work
- **Productivity** Review actual productivity and compare with current budget, estimate and planned production rates
- Sign Out Review employee hours, enter sign out pin or signature and answer compliance questions

1.1.6 Daily Approval

Daily approval allows you to review actual hours, quantities, notes/issues, and productivity that were entered during the execution phase. This gives supervisors a chance to review information before the hours are sent to the ERP payroll system and quantities are claimed in InEight Progress. There are 3 options in the Approval Phase:

- Approve Quantities and hours can be approved independently or all at once
- Edit The daily plan can be further edited by the Approver to change specific details such as tasks, resources, hours and quantities
- **Reject** Sends the daily plan back to Execution Phase to allow the Executor to revise the plan and resubmit

NOTE All tabs from the Execution Phase can be viewed in the Approval Phase.

1.1.7 Work Flow Beyond InEight Progress

When quantities are approved in Progress, they can be brought into the InEight Control application (initiated within InEight Control).

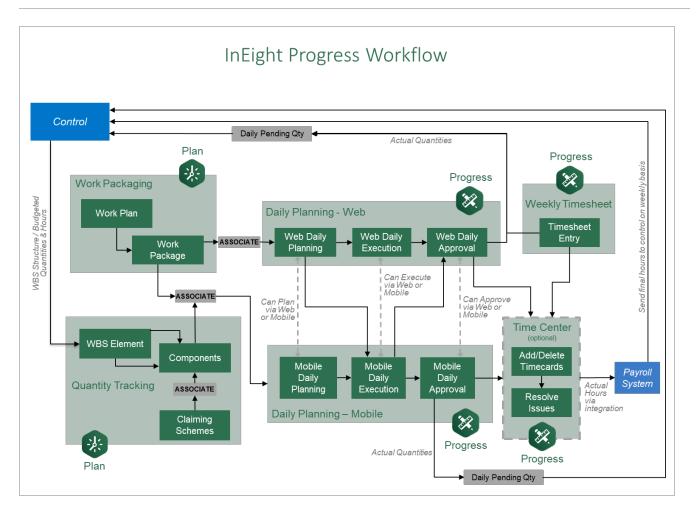
1.1.7.1 Hours

When hours are approved, the hours are sent to your payroll system. Once ERP payroll has processed the hours, as-built hours and costs can then be pulled into InEight Control from ERP payroll (again initiated in InEight Control).

1.1.7.2 Quantities and Costs

Bringing actual installed quantities and as-built costs into InEight Control allows you to monitor and compare actual costs and productivity against budgets for all cost accounts. It also helps provide timely information to accurately forecast costs.

The following diagram illustrates the workflow of InEight Progress in relation to other products within the InEight portfolio and the ERP system. You will reference this diagram throughout the course.



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2.1 MOBILE OVERVIEW

2.1.1 Login

InEight Progress Mobile is a mobile application only and must be installed on an Apple iPad to be used. Once installed, you take the following steps to log in to the application:

Log into InEight Progress

1. From the home screen, open the InEight Progress application.



2. In the **User Name** field, enter the email address provided by your manager.

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	~	
	User Name	
	user6@ineight.com	
	Sign in as different user	
	User Pin	
	1 2 3	

- 3. In the **User Pin** field, enter the password provided by your manager.
 - InEight Progress automatically syncs during the initial sign in. After syncing, the available projects assigned to the user are listed

2.1.2 Kiosk Mode

Progress Mobile allows multiple users to log in on the same device using Kiosk Mode, so that only one device is needed for multiple users to perform their daily activities.

- Users can log in whether they have the same or differing roles
- When a different user logs in, it does not affect the existing logged in user
- The user logged in at the time will only see their own data

When you are using Kiosk Mode, a sync occurs automatically when you sign out.

You can also sync in the background while using the application. To sync in the background, open Settings, and then tap **Enable background sync**.

2.1.2.1 Kiosk Workflow

When a previous user logs out, the new user is presented with a login screen that includes a hyperlink to **Sign in as different user**.

iPad 🗢		☑ 🕴 32% ∎→
	User Name	
	user6@ineight.com	
	Sign in as different user	
	User Pin	
	1 2 3	

Selecting the option to sign in as a different user will take you to a new login screen where you can input your email and sign in for the first time on the device.

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	paul.bennion@ineight.com training-sbx	
	Sign in	

Once you have logged in, the next time you use the device you can select your email from a drop-down list and then sign in.

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	INEIGHT	
	S	
	User Name	
	susan.cappelloni@ineight.com	
	Sign in as different user	
	Sign in as unrerent user	
		Done
	susan.cappelloni@ineight.com	
	paul.bennion@ineight.com	
	padi.berinion@ineight.com	

2.1.2.2 Component Search

To search components in the mobile app, go to Quantities, and then select a task that has components. An icon labeled Recent components and the search components show. Tap Search components to search for all components under the selected task.

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In Planning 🛑	_		Add Component		
Overview	Time		Recent com	ponents S	earch components
+ Task		ADD TO QUANTITIES	Load	components for se	lected task
1010 <4" PVC Inter Row Co Stub Ups	e × ■ ÷ onduit		Q Search		Go
1006			Component	Task	Work Plan
				Add Temporary (Component
				Add remporary (Jomponent
		Clear		Done	

2.1.3 Project List

Scenario

Paul is an electrical superintendent on a project. Earlier that afternoon, he asked his foreman to create a daily plan for tomorrow's work. At the end of the day Paul sits down to review the plan the foreman created.

Navigating through InEight Progress is straightforward. First, you select a project and then create and/or execute a daily plan. The following sections walk you through the process.

The project list shows all projects available for you. You must have the role of Superintendent, Engineer or Foreman assigned in the InEight cloud platform under Suite Administration > User Management, for a project to appear in the project list.

Overview – Project List

	Title	Description
1	Recent Projects	Select to view all projects that you have opened recently.
2	All Projects	Select to view all projects you are assigned to.
3	Search Bar	Only appears when viewing all projects. Allows you to filter down the project list by typing any part of the project number or description in the search field.
4	Project List	List of projects to choose from. To open a project, simply tap on that project in the list.



2.1.4 Plan List

The plan list shows all the daily plans already created and assigned to you within a specified date range. You can configure the date range in the project settings, but the default is ten days in the past and five days in the future. Tapping on an existing plan opens that plan.

Overview – Plan List

Title		Description
1	Project List	Takes you back to the Project List.
2	Create Daily Plan	Select this to create a new daily plan.
3	Sort	Toggles sort between ascending and descending dates.

	Title	Description
4	View by Executor	Allows you to view plans assigned to a specific foreman.
5	Plan Header Details	Displays plan name, date, shift, location, superintendent, engineer, foreman, work plan and status. Tapping on this section will open the plan.
6	Edit / Copy / Delete	Allows you to edit, copy or delete a plan.
7	Help Overlay	Provides explanations for key items on the current screen
8	Sync	Updates the application with the latest information from InEight Cloud Platform and pushes any changes from InEight Progress Mobile back to InEight Progress Web. This is used often when working in offline mode when you return to a location with access to internet.
9	Menu	Contains quick links to the project list and sign out. Also displays the current date, app version, and date/time of last sync.
10	Search	Free text search bar to find daily plans by plan name.

Overview – Plan List (continued)



TIP Selecting a work plan ID will sync all components associated with that plan to the iPad for use in offline mode.

You can copy daily plans in the plan list. This is especially useful when completing repetitive work that will span multiple days.

2.2 DAILY PLANNING

To navigate through the Daily Planning Phase, you will tap and complete each tab in the navigation bar.

	Overview		Timesheet	Quantities	Notes/Issues	Productivity	Sign out
1	ПР	Exec	U U	n the Planning Phase, the screen ion Phase, this changes to green. s you are in.			

2.2.1 Overview

Once a daily plan is created, you are taken to an Overview screen. Initially this screen is blank because you have not entered any information. The Overview screen allows you to review your daily plan before starting work and includes the following information:

Overview – Overview Tab

	Торіс	Description
1	Tasks	Include the planned quantity, man-hours and budget gain/loss (G/L).
2	Tool Box Talks	Provide key information including general discussion, safety, quality, and environmental considerations.
3	Planner Notes	Provides space for additional notes related to the plan.

Pad 奈 ✔ Plans				Stru	ictural Cre	-15 PM			
In Planning	w Time	e Sheet	Oua	ntities	Notes/	Submit			
Planned Tas		1 Quantity				Notes/Issues Productivity Budget		Sign out Toolbox talks	
Task ID De	escription	Planned	иом	Planned	Plan G/L	•	<u> </u>	Safety	Edit
						Safety	concern	Mitigation	
						Overhe	ead loads		ed rigger with arm be lift area. Whistle ds
						•		Quality	Edit
						Quality	y concern	Mitigation	
		<u> </u>			1000	Bolt te	nsion		r tension using 1/3 ethod. Ensure visible.
	inner Notes	3			Edit	•		Environmental	Edit
Site clean up i	in CWA 5 at 4pm.	BBQ at 5pm	•			Enviro	nmental concern	Mitigation	
						Spills		Use drip trays (light plants)	s under equipment
						•	G	eneral discussion	Edit
							veekend coming up. nd get to the weeke	Need everyone to keep r nd safely.	nind on the task at
					1		ctivity on the week had to finish the week	as been good. Need to g below budget.	get all members

On the Overview tab, you can:

- Add tool box talk items by tapping the \bigcirc icon
- Tap the 🔽 icon to expand to a larger view
- Minimize planner notes by tapping the vicon

2.2.2 Time Sheet

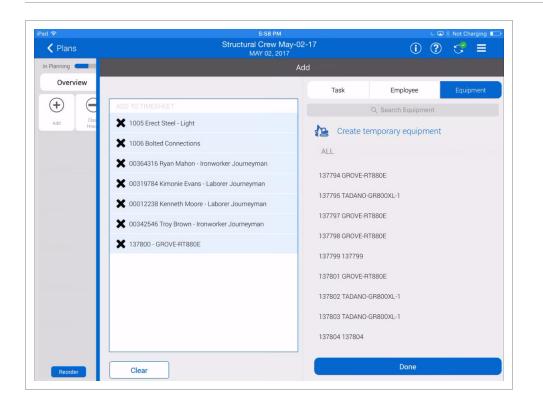
On the Time Sheet tab, you can enter all your tasks, employees and equipment and assign hours to each. The table below explains key navigation points.

Overview – Time Sheet Tab

	Title	Description
1	Add	Tap here to add tasks, employees and equipment. (Further explained below.)
2	Clear Hours	Tap here to clear all hours from the time sheet.
3	Reorder	Tap here to reorder tasks, employee and equipment in the time sheet.
4	Enter Hours	Tap here to enter hours (ST, OT, DT) for employees and equipment.
5	Employee / Equipment Details	Tap here to mark attendance, enter extra pay, temporarily change billing class, add notes, delete row, or clear hours.
6	Task Details	Tap here to enter total task planned hours, add notes, swap task or delete task.

eet Quantities 6 1006 Bolted Connections EQ.6 MH:16 EQ.0	Notes	Productivity	Sign out	Submit
6 1006 I - Light Bolted Connections EQ.6 MH:16 EQ:0		Productivity	Sign out	Submit
H - Light Bolted Connections EQ:6 MH:16 EQ:0				
				3
ST 2 OT 2 DT				
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5				
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When adding tasks, employees, or equipment, the Add slide out panel appears as shown below.



- View your lists of all available tasks, employees and equipment by tapping on the appropriate tab at the top of the window
- Once selected from a list, items appear on the left-hand side of the window under Add To Time Sheet as shown above
- Tapping on the X next to an item removes it from the list
- If an item you require is not available in the list, you can add a temporary task, employee or equipment by selecting Create Temporary Task, Create Temporary Employee, or Create Temporary Equipment
- When you are satisfied with the list to be added to the Time Sheet, tap **Done** to return to the time sheet

2.2.3 Quantities

In the Quantities tab, you select components for each task. If you plan to use claiming rules with multiple steps, you can choose which steps you plan to complete. You can also indicate which components are higher priority.

Overview – Quantities Tab

	Title	Description
1	Add task	Tap here to add additional tasks. Resource hours must be assigned back in the Time Sheet tab.
2	Select task	Tap here to show or add components for the selected task.
3	Add contract	Tap here to add contracts.
4	Select contract	Tap here to show or add components for the selected contract.
5	Add Components	Tap here to add components for the selected task or contract by selecting from a list.
6	Expand / Collapse	Tap here to expand and collapse individual component details.
7	Information	Tap here to show a description of the component.
8	Favorite	Tap here to add the component to your favorites.
9	Add note	Tap here to add a note or issue associated with an individual component.
10	Delete component	Tap here to delete a component.
11	Priority	Tap here to mark a component step as a priority.
12	Complete	Tap here to select a component step to complete as part of the daily plan and add the corresponding quantity to the planned quantity.
13	Planned Quantity	Tap here to enter the planned quantity for a component step, providing the planned quantity does not exceed the component quantity.
14	View Planning slide-out panel	(Not pictured. See <u>Daily Plan from Scratch</u>) Tap here to view the quantity needed to break even for the selected task. Or you can manually enter any quantity to see how it would affect the gain/loss for the selected task.

Plans			Excavation Monday, January 03, 202		6 6 () ? 2	≈ 84% • • •
n Planning Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign in/Sign	out	Submit
+ Task	÷	Add Component	ts 1058 - IR	- S1 - Diversion Ditch		7 8	9 10
1058	• 🎛 😑 🔼	🎽 🥕 S1A1	0 Diversion Ditch S1A10 D	iversion Ditch		<u>í</u>	
IR - S1 - Diversion Ditch	Pric	rity Complete	Step	Quantity		To-date quantity	Planned Quantity
			Install	22689.000	LF	0.000	1000.00
			Component Total	22689.000	LF	0.00	1000.00
Contract 7300007215 Instrument Manufactu Compa	4 ring						
	- 8		Tas	k Total	LF	0	1000.

2.2.4 Notes/Issues

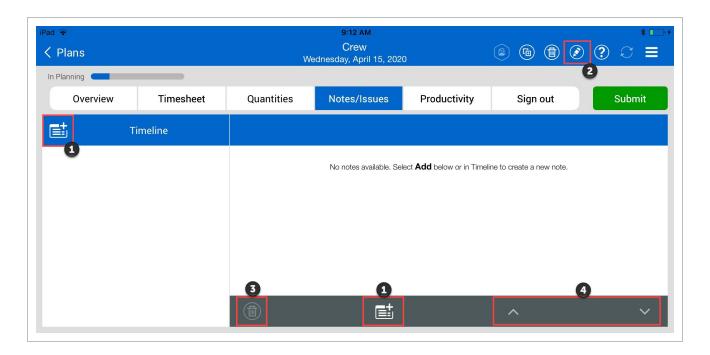
The Notes/Issues tab is where you can enter additional information regarding a task or component for the crew to be aware of when they execute the plan. You can add safety, quality control, environmental, subcontract, and other information. If an issue is added it will automatically show up on the issue log in the InEight Change application.

Overview – Notes/Issue Tab

	Title	lcon	Description
1	Add		The Add button allows you to add a note or issue under the Notes/Issues tab.
2	Edit		The Edit button allows you to make changes to an existing note.
3	Delete		The Delete button allows you to remove existing notes.

Overview – Notes/Issue Tab (continued)

	Title	lcon	Description
4	Arrow Up Arrow Down	^ ~	The Arrow button allows you to navigate through the list of notes up or down.



When you add a new note or issue, three icons will appear at the bottom. The following overview explains these icons.

Overview – Tags & Associations

	Title	lcon	Description
1	Tags		The Tags button allows you to add tags to your notes. The following tags are available: • Safety • Quality • Environmental • Extra Work/Changes • Delay • Production Notes

Overview – Tags & Associations (continued)

	Title	lcon	Description
2	Associations	+0	The Associations button allows you to associate the note with a specific task, employee, equipment, components, or vendors.
3		đ	The Photo button allows you to add a picture to a note. The photo can either be taken from the device's camera or from the saved photos on the device.

	Wed	Test inesday, September 12,		6 1	? 🔇 ≡
Timesheet	Quantities	Notes/lesues	Productivity	Sign out	Submit
	Cancel	Horea hasaes	rioudentity	orgin out	
1:33 PM					
10:53 AM					
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	Timesheet Timeline 1:33 PM 10:53	Timesheet Quantities Timeline Cancel 1:33 PM 10:53	Timesheet Quantities Notes/Issues Timeline Cancel 1:33 PM 10:53 10:53	Timesheet Quantities Notes/Issues Productivity Timeline Cancel 1:33 PM 10:53 10:53	Timesheet Quantities Notes/Issues Productivity Sign out Timeline Cancel Image: Cancel Image: Cancel Image: Cancel 10:53 PM Image: Cancel Image: Cancel Image: Cancel 10:53 PM Image: Cancel Image: Cancel Image: Cancel

2.2.5 Productivity

The Productivity tab is where you can review the planned quantity and man-hours in comparison to current budget, current estimate, and forecasted or goal unit rates which shows your planned gain/loss.

Overview – Productivity Tab

Title		Description
1	Task ID and	Indicates the tasks planned for the crew to perform that day.

Overview – Productivity Tab (continued)

	Title	Description
	Description	
2	Planned	Displays the plan information you entered in the Quantity tab (quantity, unit of measure, and man-hours).
3	MHRs per Qty	Compares the planned values to the current budget values.
4	Planned	Displays gain/loss for planned \$/mhrs compared to budget.

C Plans				Wedr	Crew nesday, Apri				۲	
Over	view	Timesheet	Qua	ntities	Notes/Is	sues	Productivity	Sign out		Submit
	Task ID a	nd Description	1		Planned	2	≓ MHRs	per Qty 3	Pla	nned 4
Task ID	Descrip	tion		Quantity	UOM	MHRs	Planned	CB 👻	Cost G/L	MHRs G/
1511	Erect Ste	el (Light/Med./Hvy)		1.050	Ton	20	19.048	18.863	28	-0.
1477	SNCR Co	mmon Steel Demo		0.175	PLS	20	114.286	151.000	351	6.
Totals						40			379	6.

2.2.6 Submit & Sync

After reviewing the planned information in the Productivity tab and confirming that the employees and equipment you have are accurate for the tasks, you can tap on the Submit button.

When you tap on the Submit button, a warning pop-up window appears asking if you are sure you want to move the plan to Execution.

∝ ຈ (Plans			Wed	1:50 PM Test nesday, Septen			6	(i) ?	* 48% ■
In Planning		Timesheet	Quantities	Notes/Iss	ues Pr	oductivity	Sign out		Submit
	Task II) and Description		Planned		≓ MHRsp	er Qty	Pla	inned
Task ID	Desc	ription	Quanti	ity UOM	MHRs	Planned	CB 👻	Cost G/L	MHRs G/I
1009	Spons	sor	0.0	00 MWk	0	0	0.000	0	
Totals					0				(

Daily Plan information will reside in the sync platform until you hit the sync button. Once you tap on the Sync button, the Daily Plan information becomes available in the InEight Progress web application for review by the superintendent or engineer.

Scenario Recap

Paul can review the daily plan by navigating through each tab in the navigation bar and reviewing the data in each tab.

2.3 DAILY EXECUTION

Scenario

Steve is an electrical foreman on a project. Yesterday he created a daily plan that was reviewed by his superintendent, Paul. He is now preparing for the morning meeting and getting ready to execute the daily plan.

2.3.1 Plan List

You access a daily plan from the list of daily plans. Note that the current status is now Execution.

K Projects	Steel Structure Job	? ℃ ⊒
→ Daily Plans ↓	View by executor : <u>My Plans</u>	Q
SAT Steel Structures JR 29 Plan ID : 21372 SEP 2018 Cocation : Shift : Second Shift	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : N/A	

Navigating through the Daily Execution Phase is very similar to the Daily Planning Phase. The same navigation bar appears at the top of the screen and you work though each tab to review the plan information and enter actual data. The tabs in the navigation bar are the same as in the planning phase except you are now able to access the Sign Out tab.

Overview	Time Sheet	Quantities	Notes/Issues	Productivity	Sign out
----------	------------	------------	--------------	--------------	----------

2.3.2 Overview

The first tab that you open to is the Overview tab. The Overview tab contains key information you would want to review with your crew at the start of the shift such as:

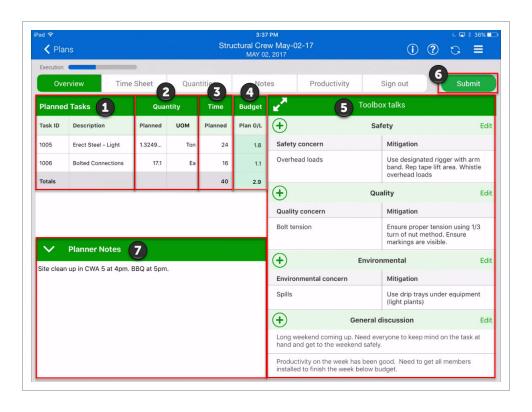
- Planned tasks
- Planned quantity for each task
- Planned budget
- Tool Box Talks (Safety, Quality, Environmental, and General Discussion)
- Planner Notes

Overview – Overview Tab

	Title	Description
1	Planned Tasks	Displays the Task ID and Description of each planned task.
2	Quantity	Displays the Planned Quantity and Unit of Measure for the task. The Planned Quantity comes from information entered during the planning phase.

Overview – Overview Tab (continued)

	Title	Description
3	Time	Displays the planned hours for the task.
4	Budget	Displays the planned gain or loss in manhours by comparing the planned hours and planned install quantities to the budget unit rates.
5	Tool Box Talks	Contains plan information on Safety, Quality (Quality Concern and Mitigation), Environmental (Environmental Concern and Mitigation), and General Discussion.
6	Submit	Once the plan is executed and all data has been entered, you can tap the Submit button to send the daily plan to the approval phase. You can access the submit button while working in any of the daily plans.
7	Planner Notes	Shows general notes input during the planning phase. During execution phase this block is not editable.



2.3.3 Time Sheet

In the Time Sheet tab, the planned tasks, resources and hours are all displayed. As the day progresses you can enter in actual hours for each resource and task. If you need to add tasks or resources, you can do it here as well.

Time Sheet Tab

	Title	Description
1	Add 🛨	Allows you to add additional tasks, employees, and equipment to the Time Sheet. You can also create temporary tasks, employees, and equipment.
2	Clear Hours	Allows you to clear all the hours from the Time Sheet. For instance, if you copied a daily plan and copied in the hours worked by the employees you can clear it out for the new task.
3	Tasks	The work operations to be completed. These are also the cost codes you are charging employee time to.
4	Reorder	Allows you to reorder the list of items in the time sheet any way you want, by tapping and dragging the item.
5	Employees & Equipment	Displays the employees and equipment assigned to the Time Sheet.
6	Hours	Displays the actual hours each employee worked. These fields should be edited to reflect what employees actually work on and for how long.

d ♥ ✔ Plans		Strue	3:42 РМ ctural Crew May-0 MAY 02, 2017	دين ج () (1) (1)		
Execution						
Overview 2	Time Sheet	Quantities 3	Notes/Issues	Productivity	Sign out	Submit
Tasks 6 resources	1005 Erect Steel - Light MH:20 EQ:5	1006 Bolted Connections MH:20 EQ:0				4
00364316 MH: 10	5	ST 3 OT 2 DT				
Kimonie Evans 00319784 MH: 10	5	ST 3 OT 2 DT				
Kenneth Whit 00366595 MH: 10	5	ST 3 OT 2 DT				
Troy Brown 00342546 MH: 10	5	ST 3 OT 2 DT				
BGROVE-RT88 137800 EQ: 5	5					

- To enter hours for equipment and crewmembers, you click on the hour box under each task and next to the crewmembers' name
- A window appears where you can enter ST (Straight Time), OT (Over Time), or DT (Double Time)

2.3.4 Quantities

In the Quantities tab, all the components that were included in the planning process for each task are shown. Actual quantities are claimed by entering the quantity or tapping the Complete check box. You can add or delete components at this point if required.

Overview –	Quantities Tab
------------	-----------------------

	Title	lcon	Description
1	Add task	🕂 Task	Lets you add tasks. You can also add temporary tasks.
2	Add Component	+ Add Components	Lets you add components for the task or contract selected in the left side panels. You can also add temporary components.
3	Add contract		Lets you add contracts.
4	Expand / Collapse Icon	~	Selecting these icons will either expand or collapse the component details.

Overview – Quantities Tab (continued)

	Title	lcon	Description
		^	
5	Complete check box		Check this box when the component of the task is complete.
6	Component breakdown		Displays the Planned Quantity and what is claimed to date. Displays the claiming steps or rules of credit for that specific component. This area is greyed out because it is not an editable field.
7	Information	í	Shows a description of the component.
8	Favorite	\overleftrightarrow	Adds the component to your favorites.
9	Notes		Allows you to add notes and issues to the components.
10	Delete	\bigcirc	Tap this icon to remove the component.
11	Installed Quantity		Enter the numerical value of the installed quantity for each claiming step here. Checking the Complete box will auto populate this field with the total quantity.
12	Up and down arrows	^	Allows you to navigate through the different tasks.

Plans			1635212 - Ins Monday, January			Q 🖻 🤅) 📀 ?	🎨 🖳
Execution								
Overview	Timesheet	Quantities	Notes/Is:	sues Pr	oductivit	y Sign in/	Sign out	Submit
+ Task	Ð	2 Add Componen	nts 10	58 - IR - S1 -	Diversio	n Ditch	78	9 1
1058	∕⊖ 🔼		10 Diversion Ditch	S1A10 Diversio	n Ditch		1	
IR - S1 - Diversion Ditch	4	ority Complete	Step 6	Quantity	UoM	To-date quantity	Planned Quantity	Installed Qua
			Install	22689.000	LF	0.000	1000.000	250.000
		5	Component Total	22689.000	LF	0.000	1000.000	250.00
Contract 7300007215 Instrument Manufacturir Compa	ng							
			Task Total		LF	0	1000.0	250.000

2.3.5 Notes/Issues

Use the Notes/Issues tab to add notes to your components or task, for example to provide additional information regarding the operation you performed for the day, the performance results, quality issues, environmental compliance and many more.

Along with the note/issue, you can add tags to associate the notes/issues with a pre-defined category. You also can add photos with your notes/issues.

	Title	Description
1	Add	Click either icon to add a note/issues to this daily plan.
2	Name	Displays the name of the note or issue.
3	Date	The start date of the note or issue

Overview – Notes/Issues Tab

	Title		Description
4	Tasks		Associates the note/issue to a specific task.
5	Description		A free text field of the description of the note/issue.
6	Tags		Allows you to tag the notes/issues to a certain category such as Safety, Quality, Environmental, Extra Work/Change, Delay, or Production Notes. To see this icon, you must click on the add button.
7	Associations	+0	Allows you to add associations to your notes, such as task, employee, equipment, components, and vendors. To see this icon, you must click on the Add button.
8	Pictures	Ő	Allows you to take a photo and attach it with your notes, or to select a photo from the photo library. To see this icon, you must click on the Add button.
9	Timeline		Thumbnail view of all notes in daily plan organized in chronological order.

Overview – Notes/Issues Tab (continued)

×ad ⊊ ≮ Plans		We	8:30 AM Test dnesday, September 12	, 2018	6)	8 40% ∎ 〕 ? <
Execution Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
	Timeline			Thursday, 8:30 AM		•
Struck U Bad deal,	tility 0 8:30 we hit a utility AN		2			
Note	10:5 AN		2018 1009 - Sponsor			
		Bad deal, we hit Tags Safety	t a utility 5	n Production Notes	6	
		Associations	1009 Spi	M607 7		
		Photos)			
		۲	1			~

2.3.6 Productivity

In the Productivity tab you can review your tasks, quantities, and hours claimed for the tasks, and compare the actuals to the planned quantities and hours as well as view your actual gain/losses.

Overview – Productivity Tab

	Title	Description
1	Task ID and Description	Displays the task ID and description.
2	Actuals (UoM and MHRs)	Displays the actual claimed quantities and man-hours.
3	MHRs per Qty	Compares the Planned versus Actual MHRs per Qty. You can select CE (Current Estimate) or CB (Current Budget) or Foecast or Goals.
5	Actual (G/L)	Compares actual cost or MHRs to budgeted cost or MHRs for each task and shows the gain or loss for each task.

ad ≎ < Plans			V	9:15 - 93747 Vednesday, A	Crew			6	، ک	* 🗖
Execution Cvervi	iew Timesheet	Qua	ntities	Notes/	Issues	Productivity		Sign out		Submit
Tasl	k ID and Description	1		Actual	2	≓ м	HRs per C	ty 3	Ac	tual 4
Task ID	Description		Quantity	UOM	MHRs	Planned	Actual	CB 👻	Cost G/L	MHRs G/L
1511	Erect Steel (Light/Med./		1.070	Ton	20.00	19.048	18.692	18.863	45	0.2
1477	SNCR Common Steel De		0.160	PLS	20.00	114.286	125.000	151.000	250	4.2
Totals					40.00				295	4.0

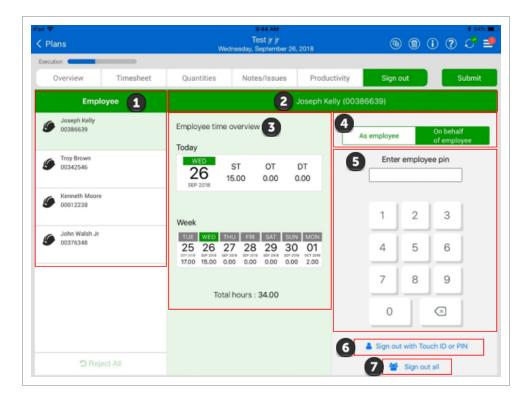
2.3.7 Sign Out

Before submitting a completed daily plan for approval, employees need to sign out by tapping their name. You enter the employee PIN (personal information number) which can be the birthdate of the employee or a number that the IT personnel has assigned to that employee.

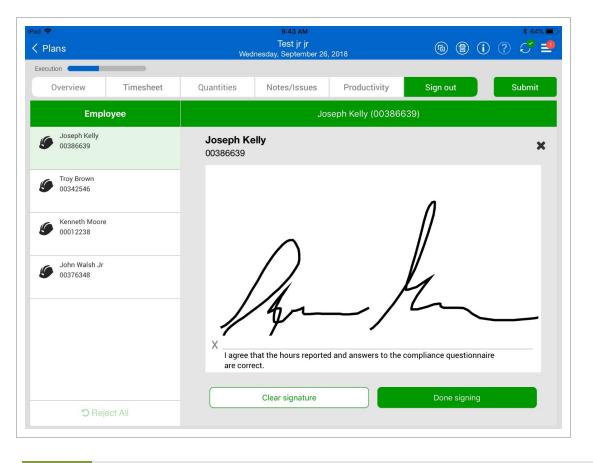
The employee will be able to review the hours input by the Foreman before signing the card. At this point, they can agree or disagree with the hours and negotiate the hours before signing out.

Overview – Sign out Tab

	Title	Description
1	Employee	Displays all the employees including the foreman on a specific daily plan.
2	Employee Name	Displays the name of the employee selected to sign out.
3	Employee Time Overview	Displays a summary of hours for the day and week entered for that employee.
4	As Employee/On Behalf of Employee	There are two options for signing out: the employee can sign out, or the foreman with permissions can sign out for the employee.
5	Employee Pin	Where employees enter their pin numbers.
6	Touch ID Signout	User can use iPad thumb-print to sign out rather than entering pin.
7	Sign out all	Allows a foreman or executor to sign out all employees by signing out only once.



If employees sign out themselves, they have the option to either enter their pin or use an electronic signature on the iPad.



TIP

You can customize compliance questions for the specific needs of your company.

2.3.8 Submit and Sync

Like the planning phase, you must select Submit to send the daily plan to the Approval Phase. All employees must be signed out to submit the daily plan for approval. Tap the Sync button to push any updates to the InEight Cloud Platform.

Scenario Recap

Steve and his crew could execute the work on the jobsite and he was able to complete the Execution Phase of his daily plan by navigating through each tab of the navigation bar. At the end of the shift when all employees had signed out, he submitted the daily plan for approval.

2.4 DAILY PLAN APPROVAL

2.4.1 Plan List

You access a daily plan from the list of daily plans. Note that the current status is now Awaiting Approval. There is also a note indicating that the quantities have not been approved.

Pad 奈 ✔ Projec	ts	4:33 РМ Steel Structure Training Job	ß	1) i ?	C I * 26	6 E D
(+)	Daily Plans	View by executor: My Plans				
TUE 02 MAY 2017	Structural Crew May-02-17 Plan ID: 247 Location: CWA 5 Shift: FIRST SHIFT	Executor Michael Simmonds - Foreman PO number N/A	ntities not approved			>

Navigating through the Approval Phase is very similar to the Planning and Execution Phases. The same navigation bar appears at the top of the screen. You can review the information in each tab to ensure everything has been entered correctly. The Submit button is now gone and is replaced by two new buttons.

Overview – Sign out Tab

	Title	Description
1	Approval	Approves actual quantities, hours or both.
2	Reject	Rejects the plan and sends it back to the Execution Phase.
3	Reject Sign out	Rejects the sign out for an individual employee. This must be done before editing any hours on the timesheet. The employee must sign out again after changes have been made or the supervisor approving the timecard can sign out on behalf of the employee.
4	Reject All	Rejects the sign out for all employees. This must be done before editing any hours in timesheet. The employee must sign out again after changes have been made.

r © Plans			10:35 AM Structure 9/26 lay, September 2		6	* 62%) (i) ? 🕈 🗐
waiting Approval	_				Hours not approved	Quantities not approv
Overview	Timesheet		Notes/Issues	Produ	ctivity Sign out	J 🗸 🖸
Emplo	oyee	2 ⁷⁸		Joseph Ke	elly (00386639)	1 2
Joseph Kelly 00386639	C	Employee time over	view		I was injured while working	today.
V Troy Brown 00342546	C	WED ST 26 SEP 2018 8.00	OT 0.00	DT 0.00		
John Walsh Jr 00376348	C III	Week				
	3	TUE WED THU 25 26 27 2 SEP 2014 SEP 2014 SEP 2014 SEP 2014 SEP 2014	FRI SAT SU 28 29 3 19 3010 SUP 3010 SUP 3010 15.00 0.00	018 OCT 2018		
		Total hou	ırs : 42.00			
4 D Reje	ect All					

There is no requirement to enter new information in the Approval Phase. If the information is all correct, the plan can simply be approved by selecting "Approve Quantity and Hours". If there are changes to be made that affect quantities, but the hours are correct, then you can select "Approve Hours" to send the hours to ERP payroll for processing while the changes to quantities are sorted out. The opposite is true when the quantities are correct but changes to the hours are required.

Anne conserved		-
lign out		5.
Approve (Quantity	
Approve H	Hours	
Approve (Quantity and	hours

If significant changes are required, or if the Executor is the member required to make changes, it is recommended to revert the Daily Plan back to the Execution Phase before making the changes. In this case, you can select the "Reject Plan" button.



2.5 DATA SYNC

The InEight Progress application must be synced periodically receive updates from other InEight Cloud modules and vice versa. The following table explains the different sync symbols you may encounter when using InEight Progress.

lcon	Title	Description
0	Available (Online)	App is online but has not been synced.
\mathbb{Z}	Offline	App is offline.
2	Unsynced Changes	Changes have been made to plans that haven't been synced (number of plans with unsynced changes will appear in red dot).
0	Syncing	App is currently syncing (icon will spin).
3	Success	Latest sync was successful.
28	Failed	Latest sync was unsuccessful.

TIP

You can use InEight Progress Mobile online or offline. A Wi-Fi or cellular connection is only required to perform a sync.

2.6 ATTACHMENTS ON MOBILE

In the mobile application, you can attach files to a daily plan and view existing attachments.

NOTE You can only attach files from your device. To attach files from InEight Document to a daily plan, you must use the web application.

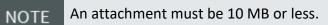
The following steps show you how to add an attachment from your device during any phase of daily planning.

2.6 Step by Step 1 — Add an attachment on mobile

- 1. In a daily plan, tap the **Attach File** icon in the upper right of the page.
- 2. Select **Upload document from device** from the drop-down menu.

V Plans						Installation nber 19, 2021				
Execution	-						Attach files to daily plan			
Overview Timesheet		Qu	Quantities Notes/Issues		s/Issues	View attached files				
F	lanned tasks	Quar	ntity	Time	Budget	2	Upload document from device			
Task ID	Description	Planned	UOM	Planned	Plan G/L	÷	Safety	=*		
						•	Quality			
						•	Environmental	-**		
						\bigcirc	General discussion	-		

- 3. In the Upload Documents dialog box, tap the Add icon.
- 4. Select the file from your device, and then tap **Upload**.



The following steps show you how to view an attachment during any phase of daily planning.

2.6 Step by Step 2 — View an attachment on mobile

To view an attachment during any phase of daily planning, tap the **Attach File** icon in the upper right of the page, and then select **View attached files** from the drop-down menu.

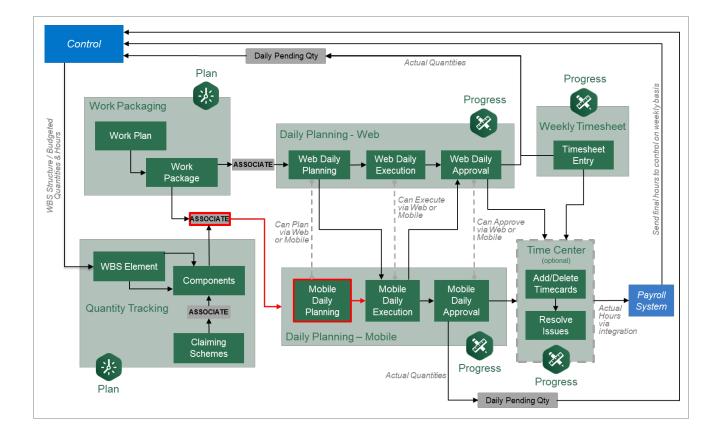
- 1. Tap the **Attach File** icon in the upper right of the page.
- 2. Select View attached files from the drop-down menu.
- 3. In the Attached Files dialog box, tap a file to view it in a new window.

Awaiting Ap	proval	_			TU	esday, Septe	ember 14, 20		ours not approved	📀 ? 💭	
	erview	Tim	esheet	Qu	antities	Notes	/Issues	Productivity	Sign in/Sign out	~ •	5
PI	anned tasks	;	Quai	ntity	Time	Budget	2	Тс	olbox talks		
Task ID	Description		Planned	UOM	Planned	Plan G/L			Safety		
7015347 A.102105	SUPPORT EC	Cancel				Attacl	hed Files		Done		
V	Planner no	28618				Review 05012'		Last Modified: Tue, File Added By: on '			

NOTE You can only view attachments whose source is InEight Document in the Document mobile app if you have the app downloaded and have access to the same project in Document.



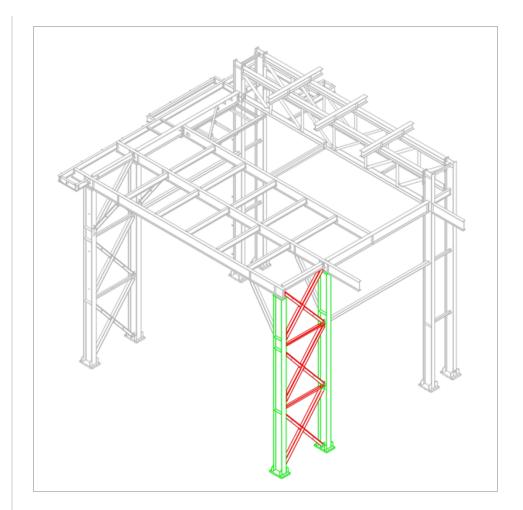
3.1 INEIGHT PROGRESS WORKFLOW - DAILY PLAN CREATION MOBILE



3.2 DAILY PLAN FROM SCRATCH

Scenario

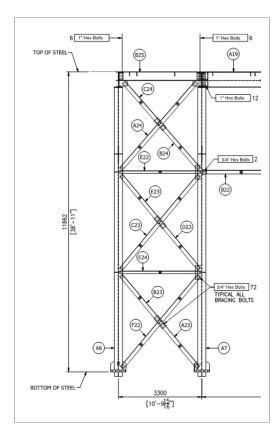
Today, your crew is installing two columns of the Support Steel Structure 1 (green columns). Your plan for tomorrow is to install the horizontal and cross member assemblies (red cross bracing).



The steel members you will be installing are:

- A23
- A24
- B23
- B24
- C23
- C24
- D23
- E22
- E23

- E24
- F22



The plan for our crew tomorrow will be to shake out and transport the steel members by truck to the work area. We will also plan to erect and bolt up members C23, D23, E23, and E24. We will use a JLG to help with erection.

A plan is a list of steps that includes the time and resources (labor and equipment) that is used to achieve a goal or objective.

In InEight Progress Mobile, you can create a plan from scratch, if there is no existing plan to use that was previously created on the project. A plan can be created by either a foreman or an engineer.

3.2.1 Plan Creation

To create a plan from scratch, you are required to provide:

- The date the plan will be executed
- The approver of the plan (normally the originator of the plan, such as a field engineer or

superintendent)

- The executer of the plan (normally the overseer of the work, such as a foreman)
- NOTE You must provide a date of when the plan will be executed, select an approver, and select an executer when you create a plan from scratch.

If an executor or approver is removed from the project, an error will appear in the Progress Mobile application prompting you to replace them on your daily plan.

Some projects or organizations may choose to not require an executor which is a setting that can be changed in the project settings. Refer to the Progress Admin User Guide for more information on settings.

After logging into the Progress Mobile app, you will land on the Projects home page where you can select one of your assigned projects.

	Projects	(?) ℃ ≡
	Recent All	
Steel structure project (training job) 105098	-> (Training Sample Job)	>

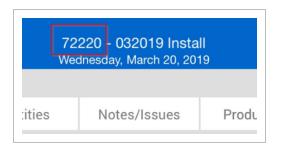
When you select the project you want to create a daily plan for, you will open the Daily plans page, where you will see the **Add** $\stackrel{\textcircled{}}{\leftarrow}$ button.

The Add button opens a slide out panel from the left where you can provide a plan description, location and date. You can also select an approver, executer, Work plan/package ID, and associated vendor. When you have completed the plan information, you create the plan by selecting **Add** in the top right corner.

Cancel	New daily plan	Ad
Date		June 02, 202
New Plan Nan	ne	
Location (opti	onal)	
Shift		FIRST SHIFT
Approver	Annual Support	-
	Second Second	
Executor		-
Work plan/ pac	kage	
		Optional
Associated ver	ndor	Optional

3.2.1.1 Daily Plan ID

When you create a new daily plan in the Progress Mobile application, the daily plan ID will be pending until it is synced with the Progress Web application. Once a daily plan ID is assigned to the plan, it will be visible along with the plan description at the top of the screen.



Once you create your plan, you will open to the Overview tab of the plan where you can enter information such as Planner Notes, Safety, Quality, Environmental, and General Discussion notes. To review or edit this initial information from any screen, you can select the icon.

<u> </u>		all - Structure 1 ember 25, 2018			? ℃ ≡			
S	Notes.	Light Steel Install - Structure 1 Tuesday, September 25, 2018 Scottsdale			Edit			
ime	Budget	Shift		Firs	st shift9 2324			
anned	Plan G/L	Approver Jacob Rose - Account Administrator- Copy						
		Executor	Bridget	tte Quinte	ero - Foreman			
		PO number			N/A			
		Work plan/ package			None			

3.2.1.2 Overview Tab

After you create a plan, within the Overview page you can provide key plan information, including:

- The safety information pertaining to the Operation
- Quality concerns or required hold points
- Environmental concerns regarding your work or the area near your work
- Other notes regarding best practices

These notes become a reminder as you execute and review the plan, to ensure the required inspections for a particular section of your work are completed.

Within the General Discussion section is a note field, where you can include information to talk to your crew or foreman about, that doesn't fit in the three major categories: Safety, Quality, and Environmental. Examples include:

- A pending RFI requires a response from the engineer in order to perform a section of work due to a design conflict
- A reminder of material requisition that you need to complete for upcoming work

Aside from entering notes, you will be able to view your planned tasks information on the Overview tab after you enter your resources, quantities, and time into the other tabs.

< Plan	S				Steel Insta esday, Septe				ⓐ () ? 2 ≡
In Plannin	g 🗖								
Ov	erview Times	sheet	Quar	ntities	Notes/	ssues	Productivity	Sign out	Submit
	Planned tasks	Qua	ntity	Time	Budget	××	5	Toolbox talks	
Task ID	Description	Planned	UOM	Planned	Plan G/L	•		Safety	•
						Safety	concern	Mitiga	tion
						Human	n - Equipment Interfac	ce Use s	potter at all times.
						•		Quality	
						Quality	/ concern	Mitiga	tion
						Materia	al Quality	Cover	stockpiles
~	Planner notes					•	E	Environmental	•
	teel member dimension	s with und	ated drawir	nas to ensur		Enviror	nmental concern	Mitiga	tion
installa		s with uput			econect	Spills f	irom JLG		rip trays under equipment not in use.
						•	Ge	neral discussio	n 🖃
							letals-001 submitted t nswer.	to client. Allow 5 c	days for review

3.2.2 Timesheet Tab

3.2.2.3 Add Tasks

The key aspect to planning work is the task or objective that needs to be completed. You add tasks under the Timesheet tab. Tasks are scopes of work that equal one cost item or line in the overall project budget. They are the charge codes you will charge employee and equipment hours to. Tasks are designated by a unique WBS number which is established in InEight Control and can vary greatly from company to company based on how you standardize cost coding structures..

< Plans	Light Steel Install - Structure 1 Tuesday, September 25, 2018		i) ?) C ≡
In Planning	Add		
Overview	Task	Employee	Equipment
ADD TO TIMESHEE	Q Search tasks		
Tasks & Clear I	Create tem	porary task	
00342546 MH: 0	RECENT		~
Joseph Kelly 00386639	Equipment		
MH: 0	Structure Steel - Mate	erials	
John Walsh Jr 00376348	1002 Job Overhead		
MH: 0	1005 Erect Steel - Ligh	nt	
Kenneth Moore 00012238	1006 Bolted Connecti	ons	
MH: 0	1069 Earthwork		
152687 • EQ: 0	1071 Concrete		
• EQ. U	1074 Erect Steel - Hea	ivy	
	1085 Earthwork - Mat	erials	
Reorder		Done	

3.2.2.4 Add Employees and Equipment

Part of planning the work includes planning the work hours for your labor and equipment resources to accomplish each task.

On the Timesheet tab, the foreman and/or engineer plans how long each crewmember and piece of equipment will be used to perform a specific task in your plan to maximize the crew's productivity and reduce cost, so there is no equipment standing by or crewmember roaming around with no work to perform.

< Plans				t Steel Install - Struc lesday, September 25, 2			j ? ⊂ ≡
In Planning	-						
Over	view	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
(+) Tasks & resources	+ Maintenance	1005 Erect Steel - Light MH:24 EQ:0					Bender
Troy B 003425 MH: 4	646	8					
Joseph Kelly 00386639 MH: 8		8					
John \ 003763 MH: 4	348	8					

You can select employees from the projects list or add a temporary employee. For the equipment, you can select from the projects list or add a temporary piece of equipment.

< Plans	Light Steel Install - Struc Tuesday, September 25, 2) ? ℃ ≡
In Planning	A	dd			
Overview		Task		Employee	Equipment
← Mainte ← Mainte Tasks & ← Clear1 ← Troy Brown ○ Clear1 ● Joseph Kelly ○ 0386639 MH: 8 ● John Walsh Jr	DD TO TIMESHEET	RECENT ALL 00350537 0 00364112 0	ate tempo Diego Morale Donald Poole	s - Laborer Journey	yman man
00376348 МН: 8 Э Кеппеth Мооге 00012238 МН: 0		00386638 0	Gerardo Espir	io - Laborer Journe noza - Ironworker J ers - Ironworker	
 ▲ Rental - Manlift 152687 EQ: 0 		00355180 J	JULIO CISNE	ello - Ironworker Jo ROS - Laborer Jour 15 - Laborer Journe	meyman
Reorder	Clear			Done	

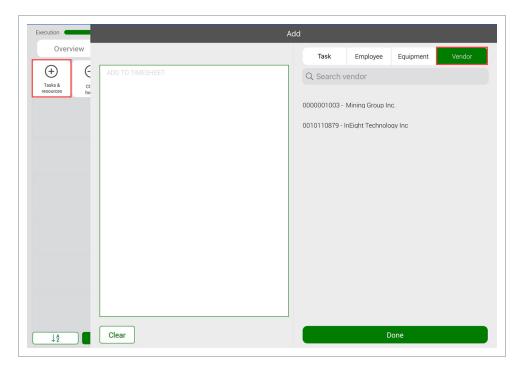
You can add employees and equipment only if the plan date is within the resources' project start and end dates. These dates are managed in your project's Assigned operational resources page.

NOTE If you change project employee or equipment dates after they are already added, and the plan date is outside the new project employee or equipment dates, an inactive employee or equipment icon is shown.

3.2.2.5 Add vendors

If your project has vendors who are completing work, you can add the vendors to a timesheet to assign labor hours directly to the vendor and enter the number of vendor employees who worked. Vendor data comes from InEight Control, where you assign vendors to individual cost items to indicate that a certain scope of work will be completed by a third-party vendor.

To add a vendor to the timesheet, tap **Tasks and resources**, and then tap **Vendors** in the slide-out panel. Select vendors from the left side of the panel, and then tap **Done**.



3.2.2.6 Temporary Employees and Equipment

As you are going through the list of equipment for your project, if you cannot find the right equipment for the operation, you can create a temporary piece of equipment in InEight Progress. To create a temporary piece of equipment you will need to have a Temporary Equipment ID and Name.

3.2.2.7 Add Hours

After you add tasks, labor, equipment, and vendor resources to the project, you can add time to the tasks and resources.

- Time units are in hours
- You can plan the work for straight time, overtime, or double time
- To enter hours, you tap on the hour box
- If you want to apply the same hours to other selected employees, you can select the **Apply** hours to selected employees option
- If the planned hours for all employees will be the same, you can select the option Apply hours to all employees for the task
- If you select the ? icon, you can bring up the help screen
- If you are adding hours to a vendor resource, there is an additional Number of employees field.

Plans									🖵 🕏 87%
			uctural Crew 8-27-1 esday, August 27, 2019				6		? 🖍 🗉
In Planning 💶									
Overview	Timesheet	Quantities	Notes/Issues	Pr	oductivity	,	Sign out		Submit
+	1005 Erect Steel - Light	1006 Bolted Connect	ions						
resources Task: 1	1005 Erect Steel - Light yee: 00000002 Conlin Co	nnolly - Iron Worker (S	(?)						
000000 MH: 0 O Darrel P.					1	2	3	\bigotimes	
002403 MH: 0	Planned	l Employee Hours			4	5	6	-	
Donald 1 003641 ⁻ MH: 0	OT DT				7	8	9		
Nick J. (Total hou	ırs 8			(C			
MH: 0 Grove-R MC-100	ply hours to	Apply hou	rs to all employees		G	25 .	50	75	
EQ: 0 Cancel	lected employees	for the tas	Sk						
Reorder									

3.2.2.8 Apply Hours to Selected Employees

To save time, you can add hours to multiple employees at once. To do so, you would tap on the hours box for an employee and enter the number of hours you plan for them to work. You can then select **Apply hours to selected employees**.

≎ Plans			2:59 РМ uctural Crew 8-27-1 esday, August 27, 2019				6		© \$ 879
Planning C	ew Timesheet	Quantities	Notes/Issues	Pro	oductivity	,	Sign out		Submit
+	Erect Steel - Light	1006 Bolted Connect	ions						
Tasks & resources Conlin C	Task: 1005 Erect Steel - Light Employee: 00000002 Conlin C		?						
000000 MH: 0					1	2	3	$\overline{\langle}$	
002403 MH: 0	Planne	d Employee Hours			4	5	6	-	
Donald I 003641 MH: 0	OT DT				7	8	9		
Nick J. (002406- MH: 0	Total ho	urs 8			()			
Grove-R MC-100 EQ: 0	Apply hours to selected employees	for the tas				25 .5	50	75	
	Cancel	Done	Clear						
Reorde	r								

The Apply Hours dialogue box appears with further instructions. You can check the box to not show the message again, to avoid it in the future.

ad ≎ (Plans			3:22 PM ructural Crew 8-27- uesday, August 27, 2019		6	□ * 86% ■) ? C ≡
In Planning Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
Tasks & resources Clear hours	1005 Erect Steel - Light MH: EQ:	1006 Bolted Connec MH: E	ptions EQ:			
00000002 MH: 0		Cancel	Apply Hours	ок		
Darrel P. Lewis 00240370 MH: 0			mployee/task cells w o be applied to and tl			
Donald Poole		Note: Ar	y existing hours in th cells will be remove			
00364112 MH: 0 Mick J. Cole		🗌 Do	o not show this messa	age again		

When you tap OK to close the dialogue, you can then select the hours boxes for all the employees you want to assign the same number of hours to, then tap Done.

Overview Tr Taks & resources Clear hours M Clear hours M Clear hours M Clear hours M	Timesheet 005 Frect Steel - Light IH: EQ:	Quantities 1006 Bolted Connecti MH: EC		Productivity	Sign out	Done
Tasks & resources Clear hours Clear hours Oconoly Ocooco MH: 0 Ocooco Anti-Cooco MH: 0 Ocooco Anti-Cooco Anti-Cooco MH: 0 Ocooco Anti-Cooco Anti	005 rect Steel - Light	1006 Bolted Connecti	ons	Productivity	Sign out	
Conlin Connolly 00000002 MH: 0 Ø Darrel P. Lewis		Bolted Connecti				Reorder
00000002 MH: 0						_
Darrel P. Lewis						
00240370 MH: 0						
Donald Poole 00364112 MH: 0						
Nick J. Cole 00240641 MH: 0						
Crove-RT880E Crane						
Reorder						ancel

3.2.2.9 Additional Options

By tapping on the individual employee box, you will have the following options:

Plans				Cancel
Execution	_	8	Attendance	>
(+)	+ Maintenance	\$	Extra pay	>
Tasks & resources	Clear hours	2	Billing class	>
SR Sta		\otimes	Delete	
000043 MH: 0		鳧	Add note	
Carper 003851 MH: 0	- nter Journey 892	Θ	Clear row hours	

- When you select **Attendance**, you can mark an employee present, absent excused unpaid, absent excused paid, and absent unexcused unpaid
- When you select **Extra pay**, you have the choice from none, premium, Foreman for the day, pay scale level change, and additional lump sum amount
- When you select **Billing class**, you can override the employee's default billing class with a different billing class.

NOTE This change is only temporary. The employee's default billing class is not changed.

- Add a note
- Delete row
- Clear row hours

3.2.3 Quantities Tab

Progress pulls in quantity components associated to cost items from InEight Plan to the Quantities tab, where you can select the planned quantities to be completed.

Overview Timeshet Quantities Notes/Issues Productivity Sign out Submit Task	Plans				nt Steel Install - Struc Tuesday, September 25, 2			Ē) 🗇 🛈	? २ ≣
Task Add Components 1005 - Erect Steel - Light 1005 	Planning									
1005 Image: Module 01 - C23: Cross Brace Assembly Module 1 - C23: Cross Brace Assembly Module 1 - C23: Cross Brace Assembly Module 1 - C23: Cross Brace Assembly Image: Complete of the complete	Overview	Timeshee	et	Quantities	Notes/Issues	Produ	ctivity	Sign o	out	Submit
Erect Steel - Light Priority Complete Step Quantity To-date quantity Planned Quantity I I I Shakeout/Tra 0.25816 Ton 0 0 I I I Erect/Bolt Up 0.25816 Ton 0 0 I I I I Freet/Bolt Up 0.25816 Ton 0 0 I I I I I I I 0 0 0 I I I I I I I I 0	+ Task		+ Ad	d Components	1005	- Erect St	eel - Light			*
Let Steer Light Priority Complete Step Quantity UoW quantity Quantity IP IP IP Shakeout/Tra 0.25816 Ton 0 0 IP	1005	Θ	~ %	. Module 01 - 0	C23: Cross Brace Assemb	ly Module	I - C23: Cross B	race Ass	embly	
Image: Construction of the construc	Erect Steel - Light		Priority	Complete	Step		Quantity	UoM		
Image: Source period Conserve period					Shakeout/Tra		0.25816	Ton	0	0
QC Verification 0.25816 Ton 0 0					Erect/Bolt Up		0.25816	Ton	0	0
					Final Torque		0.25816	Ton	0	0
Component Total 0.25816 Ton 0.000 0.000					QC Verification		0.25816	Ton	0	0
					Component Total		0.25816	Ton	0.000	0.000
					Ta	isk Total		Ton	0.000	
Task Total Ton 0.000					~		~			

3.2.3.10 Components

Components are portions of a cost item created to divide cost item quantities into manageable and identifiable tasks, so they are easier to track out in the field. A component can be a beam, light pole, systems testing for a switchgear, a jet fan, etc. Within the components, you will see a breakdown of steps for completing the component.

On the Quantities tab, you can add tasks from your project list or add a temporary task.

- If you select a task from the project list, you will be able to see components loaded for that task, if they are associated with a Daily plan
- If no work plan was associated, you can go back to the Daily plans page and add a work plan
- If the Daily plan cannot be associated to any work plan, then within the Quantities tab, you can add a temporary component

Velans		Light Steel Install - Structure Tuesday, September 25, 2018	1) (j) (?)	
In Planning	_	Add C	omponent				
Overview	Timesl			Associated Components		Search	All
+ Task		ADD TO QUANTITIES	Search b		_		
1005	Θ		Compone	ent	A23	⊗	Go
Erect Steel - Light			* -	Module 21	- A23: Cross	s Brace Assemb	oly Mod
			A .	Module 22	- A23: Cross	s Brace Assemb	oly Mod
			K	Module 23	- A23: Cross	s Brace Assemb	oly Mod
			A	Module 24	- A23: Cross	s Brace Assemb	oly Mod
			A	Module 25	- A23: Cross	s Brace Assemb	oly Mod
			K	Module 26	- A23: Cross	s Brace Assemb	bly Mod
			K	Module 27	- A23: Cross	s Brace Assemb	bly Mod
			K	Module 28	- A23: Cross	s Brace Assemb	bly Mod
			K	Module 29	- A23: Cross	s Brace Assemb	oly Mod
			K	Module 30	- A23: Cross	s Brace Assemb	oly Mod
				L Ad	d Tempora	ary Compone	nt
		Clear			Done	e	

There are several types of components:

• Activity – Disciplines that show claiming schemes for physical work such as electrical



• Material - Commodities that show claiming schemes for materials such as anchor bolts

Denoted by

• Contract – Linked to Schedule of Value items in InEight Contract for billing validation.

3.2.3.11 Planned Quantity

The planned quantity gives you an idea of what to work towards as a goal. Meeting the planned quantity goal will keep you on schedule with completing the task and let you know how much quantity should be complete by the end of the day.

Plans				nt Steel Install - Struc Tuesday, September 25, 2			Ē) (i) (i) (? ℃ ≡
n Planning									
Overview	Timeshee	et	Quantities	Notes/Issues	Produ	ctivity	Sign o	out	Submit
+ Task		+ Add	Components	1005	- Erect St	eel - Light			*
1005	Θ	~ *	Module 01 -	C23: Cross Brace Asseml	bly Module	I - C23: Cross B	race Ass	embly	
Erect Steel - Light		Priority	Complete	Step		Quantity	UoM	To-date quantity	Planned Quantity
				Shakeout/Tra		0.25816	Ton	0	0
				Erect/Bolt Up		0.25816	Ton	0	0
				Final Torque		0.25816	Ton	0	0
				QC Verification		0.25816	Ton	0	0
				Component Total		0.25816	Ton	0.000	0.000
				Ta	ask Total		Ton	0.000	
				^		~			

3.2.3.12 Contracts

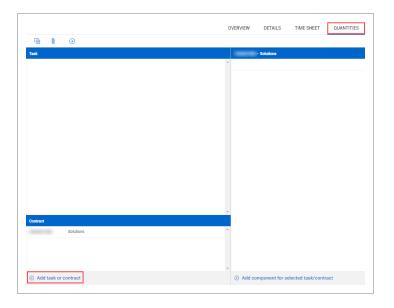
Contracts can be added to a daily plan so that you can add associated contract components to track for billing validation.

NOTE A contract must be associated with the same project and have schedule of value items to be available in a daily plan.

The following steps show you how to add a contract.

3.2 Step by Step 1 — Add a contract to a daily plan

1. On the Quantities tab of a daily plan, click **Add task or contract** in the lower left of the page.



- 2. In the slide-out panel, open the **Contract** tab, and then select one or more contracts from the list. Selected contracts are moved to the Add to daily plan list.
- 3. Click **Done**.

After you add a contract, you can add any associated contract components in the Quantities tab.

3.2.3.13 Contract components

Contract components are used to track quantities for billing validation.

NOTE A contract component is automatically created from Contract when a schedule of values item for a contract is not set to hide in Plan and Progress.

The following steps show you how to add a contract component to a daily plan. You must add a contract to the daily plan before adding a contract component.

3.2 Step by Step 2 — Add a contract component to a daily plan

- 1. Select a contract from the Contract list in the lower left of the Quantities tab.
- 2. Click Add component for select task/contract.

Electrical box Contract Contract		-
	Selected Components:	
	Switch to add new activity component	

3. Select a contract component from the View existing components slide-out panel, and then click **Done**.

3.2.4 Planning Slide-Out

You can access the Planning Slide-Out by tapping on this icon in the Tasks column.

Plans					day Plan tarch 29, 2019			991	0 (0) ≣
Overview	Timesheet	Q	uantities	Notes/Issue	rs Proc	uctivity	Sign out		Submit
+ Task	(+ Add o	components		1045-1	Nove in E	quipment		~
1043		^ 🧖	a 2210 Con	nponent 1					$\mathbf{F} \Theta$
Install of HDPE Pipe Fitting	js	Priority	Complete	Step	Quantity	UoM	To-date quantity	Planned quantity	Installed quantity
1056				Step 1	300		0	0	0
Survey				Step 2	300		0	0	0
1045				Step 3	300		0	0	0
Move in Equip				Step 4	300		0	0	0
				Component total	300		0.000	0.000	
	т	ask total					0.000		
					^		\sim		

On this slide-out, you can view the quantity needed to break even for the selected task. Additionally, you can manually enter any quantity to see how it would affect the gain/loss for the selected task.

8 PM Thu Mar 28 Plans			Thursday Thursday, Marc	y Plan th 29, 2019			8	0 10 10	0
Overview			xtes/lssues	Produc	sivity	Sign out		s	ubmit
+ Cancel		ate costs		Done					7
1043 Cost summary Install Labor 1056 Equipment Task total cost			S S S	3,600.00 940.00 4,540.00	1	2	3	Del	e soti
Surves 1045 Break even (Move Quantity needed to Qty UoM	-		-		4	5	6	ŀ	
454 LF Calculate G/L Enter quantity to cal	iulate Gain/Loss for this task, s	iven the current Labor and	Equipment hour				·	Next	Ì
Qty UoM Earned	Calculate	G/L			.25	.5	50	.75	
\$	- \$ 4,540.00 = \$					~			1

3.2.5 Notes/Issues Tab

The Notes/Issues tab is where you can note important information critical to your daily plan. If you forgot to note the information in the Overview tab, you can make notes in this tab, tag it to appropriate categories and they will appear in the Overview tab. Example notes include:

- A permanent material needed as part of the installation work
- A Request for Information involving a change in the design that impacts the installation and Daily plan
- An environmental concern
- Leave of Absence or extra pay for an employee

V Plans			Steel Install - Struc esday, September 25, 2		6 1	? ♡ ≡
In Planning						
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
E Ti	imeline	Cancel				
Monitor weather as shift p Stock piles must be cover any rain hits.		Tags	ift progresses. Stock piles r	nust be covered before any	y rain hits.	

When you enter a note or issue, you can associate it with a tag, association and/or picture.

3.2.5.14 Tags and Associations

You can tag your notes to the following selections:

- Safety
- Quality
- Environmental
- Extra Work/Changes
- Payroll
- Production Notes
- Change order request

Cancel	Tags	Done
Quality		
Pipeline		>
 Environmenta 	I	
Safety		
Change Order		
Payroll		
Extra Pay		>
		F. (5)

Aside from tagging your notes/issues, you also can associate your notes to any of the following categories: Task, Employee, Equipment, Component, and Vendor. After you tap a category name, you can select an association.

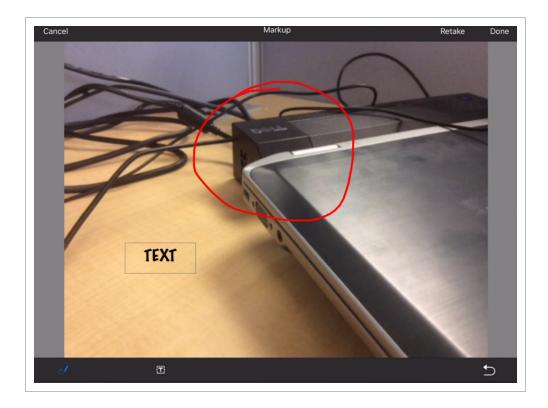
Version Contract Plans			Steel Install - Struc esday, September 25, 2		6 i i	? € ≡
In Planning						
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
et	Timeline	Cancel				
Monitor weather as shi Stock piles must be cor any rain hits.		Monitor weather as sh	ift progresses. Stock piles r	nust be covered before any ra	ain hits.	
				Cancel	Associations	
				Tasks		
		Tags		Employees		>
		Quality ×	Environmental 🗙	Equipments		>
		1005 - Erect Steel	- Light 🗙	Components		>
						FD (Ö

3.2.5.15 Adding and Editing a Picture

You can also add pictures to your notes/issues in the Planning Phase of your daily plan. You can either add a picture from your Photo Library or take one.

Photo Library		
Take a photo		
	+0	٢ô [†]

You can then add markups to your photos. You can use the pen icon, or you can add a text box.



3.2.6 Productivity Tab

After planning your work within the Timesheet and Quantities tabs, you can view the quantities and man-hours within the Productivity tab.

On the Productivity tab, you can compare your planned quantities and man-hours against the budget. If there is an error for your planned quantities or man-hours, you can go back to the other tabs and revise.

V Plans					Light Steel Install - Structure 1 Tuesday, September 25, 2018					ⓐ ⓓ () ? ♡ Ξ			
In Planning Coverview Timesheet Quanti		ities Notes/Issues P			Pr	roductivity Sign out			Submit				
Task ID and Description			Planned			≓ MHRs per Qty			Planned				
Task ID	Desci	ription		Quanti	ity	UOM	М	HRs	Planned	СВ	•	Cost G/L	MHRs G/
1005	Erect Steel - Light		0.155 Ton		Ton	32 206.590		206.590	20.000		155	-28	
Totals								32				155	-28

3.2.7 Submit and Sync Button

Once you are complete with reviewing the Daily plan that you put together, you can now Submit and Sync the information, which updates the information to other applications and users in InEight. The engineer or superintendent that oversees your daily plans will then review and either approve or reject the Daily plan.

NOTE Once you tap Submit, you can no longer edit the Daily plan in the planning phase. It will be moved into the Execution phase.

< Plans			Lig	ht Stee Tuesday	el Install v, Septemb	- Structure per 25, 2018	1	Ē		(i) ?	ି ≡	
In Planning	iew	Timesheet	Quantities	N	lotes/Iss	ues F	Productivity	Sign	out		Submit	
	Task ID	and Description		Planned				s per Qty		Planned		
Task ID	Desci	ription	Qua	ntity	UOM	MHRs	Planne	d CB	•	Cost G/L	MHRs G/	
1005	Erect	Steel - Light		0.155	Ton	32	206.590	2	20.000	155	-28	
Totals						32				155	-28.	
				Cancel		Submit						

3.2.8 Create a Plan from Scratch Walk Through

The following steps will walk you through creating a daily plan from scratch.

Create a Daily Plan from Scratch

- 1. Log into the InEight Progress mobile application.
- 2. Select a project from the Projects home page.
- 3. Tap on the Add $\stackrel{\textcircled{}}{\leftrightarrow}$ button to create a plan from scratch.

Projects		Steel Structure Job		? 🭼 =
+ Daily	Plans ↓	View by executor : <u>My Plans</u>		Q
Cancel	New daily plan Add) Rose - Account Administrator- Copy 	Execution	
Date	September 25, 2018			
	nday September 23 2018 nday September 24 2018) Rose - Account Administrator- Copy atte Quintero - Foreman V/A	Execution	
14/	Today			$\circ \circ \circ$
	esday September 26 2018 sday September 27 2018	> Rose - Account Administrator- Copy		
New Plan Na	ame	Rose - Account Administrator- Copy Rose - Kiewit Foreman V/A	In Planning	
Location (op	tional)			
Shift	Second Shift			
Approver	Jacob Rose - Account Administrator >	•		
Executor	Jacob Rose - Kiewit Foreman	•		
Work plan/ pa	ackage			
	Optional 💙	•		
Skip planning				

- 4. Choose a date for the daily plan.
- 5. Give a description in the Enter Plan Description field.
- 6. Enter a location in the Enter Location field.
- 7. Select a **shift** from the Job Shift menu.
- 8. Select an Approver.
 - Maximum of 2 selections. Usually an engineer and superintendent
- 9. Select an Executer.

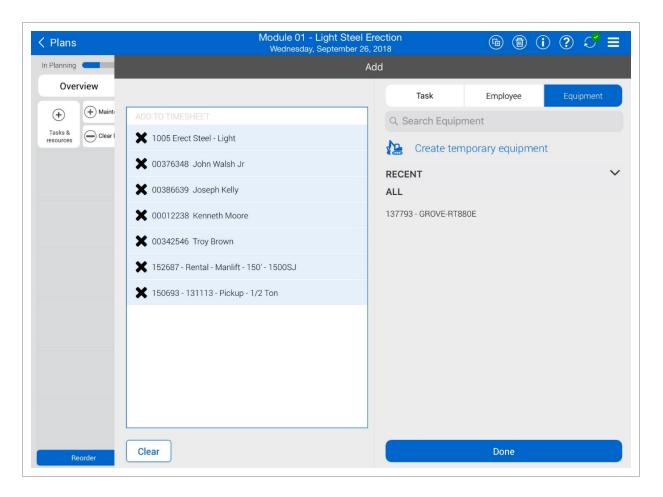
• Only one selection. Usually a foreman

10. Select Work Plan/Package.

- 11. Select a work plan or package for the daily plan and tap **Back**.
- 12. Tap **Add** to create a plan.
- 13. Tap the **Add** button in the Safety section of Tool box talks to add project safety concerns and mitigation.
- 14. Tap the **Quality** tab and add a quality concern and mitigation.
- 15. Tap **Done** to add the Tool Box Talk items to the Overview screen.
- 16. Tap on the **Time sheet** tab.
- 17. Tap on the **Add** button.
- 18. If not already selected, tap the **Task** button at the top.
- 19. Select a task (i.e. 1005 Erect Steel Light).
 - You can perform a search to find the task or scroll through the list

< Plans	Module 01 - Light S Wednesday, Septer	
In Planning		Add
Overview		Task Employee Equipment
Tasks & Clear I		Q Search tasks
resources		Create temporary task
		RECENT V
		Equipment
		Structure Steel - Materials
		1002 Job Overhead
		1005 Erect Steel - Light
		1006 Bolted Connections
		1069 Earthwork
		1071 Concrete
		1074 Erect Steel - Heavy
		1085 Earthwork - Materials
Reorder	Clear	Done

- 20. Tap on the **Employee** tab, then tap select the employees you want to add.
- 21. Tap on the **Equipment** tab, then select the equipment you want to add.



22. Tap Done.

- You will see the task, employee, and equipment appear on the Timesheet tab
- 23. Add employee time by tapping on the empty box next to an employee name.
 - TIP Check the box for **"Apply hours to all employees for the task"** and then select **Done** to apply these hours to all of the employees selected for this daily plan.
 - NOTE You can choose between straight time (ST), over time (OT), and double time (DT). Other premiums can be set within the project settings from the Progress web application.
- 24. Add equipment time by tapping on the empty box next to a piece of equipment.
 - TIP Check the box for **"Apply hours to all equipment for the task"** and then select **Done** to apply these hours to all of the equipment chosen for your daily plan.

25. Tap on the **Quantities** tab.

- This opens the components section of each task
- You can also input the planned quantity

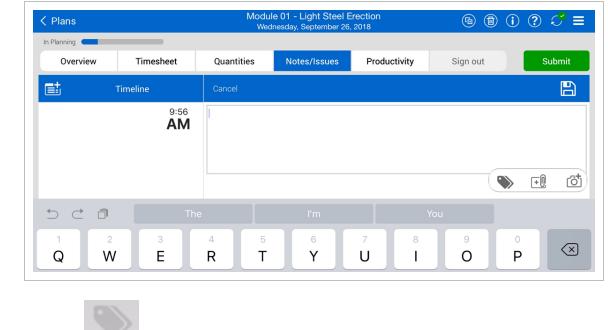
Plans				ule 01 - Light Steel Er ednesday, September 26, 2			Ē) 🗊 (i) (?
n Planning									
Overview	Timeshee	et	Quantities	Notes/Issues	Productiv	ity	Sign o	but	Submit
+ Task		+ Add	Components	1005 -	Erect Steel	- Light			*
1005	Θ	^ \$.	Module 01 -	A23: Cross Brace Assembl	y Module 1 - A	23: Cross B	race Ass	embly	
Erect Steel - Light		Priority	Complete	Step		Quantity	UoM	To-date quantity	Planned Quantity
				Shakeout/Tra		0.15	Ton	0.15	0
				Erect/Bolt Up		0.15	Ton	0	0
				Final Torque		0.15	Ton	0	0
				QC Verification		0.15	Ton	0	0
				Component Total		0.15	Ton	0.023	0.000
		~ *	Module 01 -	A24: Cross Brace Assembl	y Module 1 - A	24: Cross B	race Ass	embly	
		Priority	Complete	Step		Quantity	UoM	To-date quantity	Planned Quantity
				Shakeout/Tra		0.24	Ton	0.24	0
				Erect/Bolt Up		0.24	Ton	0	0
				Tas	k Total		Ton	0.303	
				^	~	,			

- 26. Select your task (i.e. 1005 Erect Steel Light).
- 27. Tap the **Add Components** 🕑 button.
- 28. Then, tap on the Search All tab.
- 29. In the search bar, type in a keyword and select your components.
- 30. Tap **Done** to add the component to the quantities.
- 31. Check the check boxes in the Complete column as needed for your components or their broken down steps.
 - By checking these boxes you are communicating to your crew that you expect these steps or components to be completed in the daily plan

Planning								_	
Overview	Timesheet		Quantities	Notes/Issues	Producti	Sign o	out	Submit	
🕂 Task	(+ Add	Components	1005	- Erect Stee	el - Light			*
1005	Θ	^ <u>%</u>	Module 01 -	B23: Cross Brace Assemb	bly Module 1 -	B23: Cross B	race Ass	embly	
Erect Steel - Light		^ <u>%</u>	Module 01 -	C23: Cross Brace Assemb	oly Module 1 -	C23: Cross B	race Ass	embly	
		Priority	Complete	Step		Quantity	UoM	To-date quantity	Planned Quantity
				Shakeout/Tra		0.25816	Ton	0	0.25816
				Erect/Bolt Up		0.25816	Ton	0	0.25816
				Final Torque		0.25816	Ton	0	0
				QC Verification		0.25816	Ton	0	0
				Component Total		0.25816	Ton	0.000	0.155
		^ <u>*</u>	Module 01 -	E22: Horizontal Brace Ass	sembly Modul	e 1 - E22: Hor	izontal E	race Assembly	
		Priority	Complete	Step		Quantity	UoM	To-date quantity	Planned Quantity
				Shakeout/Tra		0.1	Ton	0.1	0
				Ta	isk Total		Ton	0.303	0.353

- 32. Tap on the **Notes/Issues** tab.
- 33. Tap on the Add button and select Note to add any project notes.

• Tap on the **textbox field** to bring up the keyboard on the iPad



34. Tap on the **Tag** icon to add any tags.

✓ Plans	Module 01 - Light Steel Ere Wednesday, September 26, 2	
In Planning		
Overview Timesheet	Quantities Notes/Issues	Productivity Sign out Submit
E Timeline	Cancel	
Monitor weather as shift progresses. 9:56 Stock piles must be covered before AM	Monitor weather as shift progresses. Stock piles mu	ust be covered before any rain hits.
		Cancel Tags Done
		Quality
	Tags	Pipeline >
	Environmental	 Environmental
		Safety
		Change Order
		O Payroll
		Extra Pay >
		<u>ک</u> اب ک

- 35. Tap on the **Camera** ⁽¹⁾ icon to take a photo, make markups, or add text.
- 36. Select Done.
- 37. Tap on the **Productivity** tab and review your daily plan.

< Plans				Module 01 - Light Steel Erection Wednesday, September 26, 2018						ⓑ ⓓ í ? √ ≡			
In Planning									_				
Overview Timesheet Quant					ties Notes/Issues Productivity					Sign o	out		Submit
Task ID and Description					Planned					s per Qty		Planned	
Task ID	Desc	ription		Quanti	Quantity UOM		М	HRs	Planned	I CB	•	Cost G/L	MHRs G/L
1005	Erect Steel - Light		0.353 To		Ton		32	90.678	2	0.000	353	-24.9	
Totals								32				353	-24.9

38. Review the Planned Quantity, Planned MHRs, and Gain/Loss.

- Tap the double arrows to flip between MHRs per Qty and Qty per MHRs
- 39. Tap on the **Submit** button.
 - Once you tap Submit, a window appears asking if you are sure that you want to move the plan into execution
- 40. Tap **Submit** again.
 - The application will automatically sync after submitting a plan to execution

< Plans				Module Wedr	Wednesday, September 26, 2018							() ? ℃ =			
In Planning															
Overvi	iew	Timesheet	tities	No	otes/lss	ues	Pr	oductivity	Sign c	out		Submit			
	Task IC	and Description			Planned ⇄ MH I					per Qty		Pla	Planned		
Task ID Description				Quanti	Quantity		OM MHF		Planned	СВ	-	Cost G/L	MHRs G/		
1005	Erect	Steel - Light		0.353		Ton		32	90.678	2	0.000	353	-24.		
Totals								32				353	-24.		
					- ou sure	plan to e you war n to Exect	nt to mov								
				Ca	ncel		Sub	mit							

NOTE Once you click submit, you will no longer be able to edit your plan. The only way to edit is to communicate with the engineer or superintendent to reject the plan or have them edit for you.

3.3 DAILY PLAN FROM COPY

Within Progress, you can create a daily plan by copying an existing plan. This will help you expedite the process in developing a plan if you have already performed similar work.

The copy of the Daily plan will be a mirror of the existing plan and you can edit the plan to tailor it to the new days objectives. For instance, if you have more crew members then when you last performed the work, you can add the new crew members to the Daily plan.

3.3.1 Create a Plan from Copy

The following steps walk you through creating a daily plan from copy.

Create a Daily Plan from Copy

1. From the list of daily plans for your project, tap on the **Copy** icon to make a copy of an existing plan. The Copy daily plan dialog box opens.

Projects	Steel Structure Job	?
→ Daily Plans ↓	View by executor : <u>My Plans</u>	Q
WED Module 01 - Light Steel Erection 26 Plan ID : 21364 Location : Sydney, Austi Shift : Second Shift	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : Structural Steel Light Package	
TUE Light Steel Install - Structure 1 25 Plan ID : 21362 Location : Scottsdale Shift : First shift 9 2324	Approver : Jacob Rose - Account Administrator- Copy Executor : Bridgette Quintero - Foreman Work package : N/A	

In the Copy daily plan dialog box, you can select items you want to copy to the new daily plan. All items are selected by default.

2. Deselect any items that you do not want to copy over to the new plan.

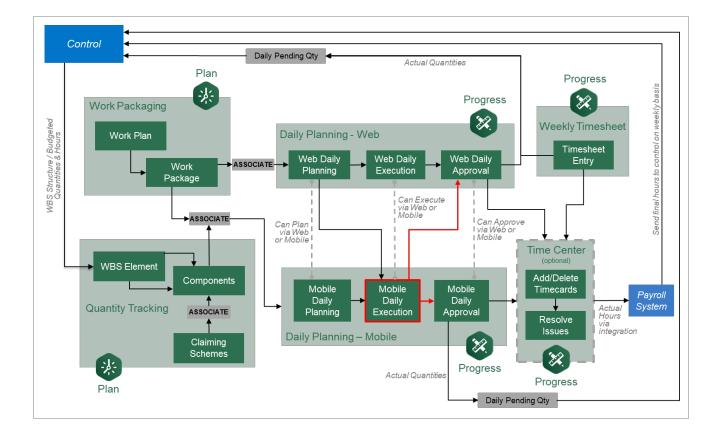
C	Copy daily plan	Cancel										
Ė	$\stackrel{\leftarrow}{=} \stackrel{\leftarrow}{=}$											
Include the following for the new daily plan												
🗹 Tasks	Components											
Resources	💽 Extra Pay											
Resource hours	Notes and tags											
Toolbox talks	Attachments											
	Сору											

- 3. Tap **Copy**.
- 4. Edit the fields to reflect the new date.
- 5. Tap **Copy**.
- 6. Tap through each tab along the navigation bar and review that your content has been correctly copied over from the previous plan.

An exact copy of your existing daily plan has been created. All tasks, components, employees, equipment, notes, planned quantities, and tool box information has been copied.



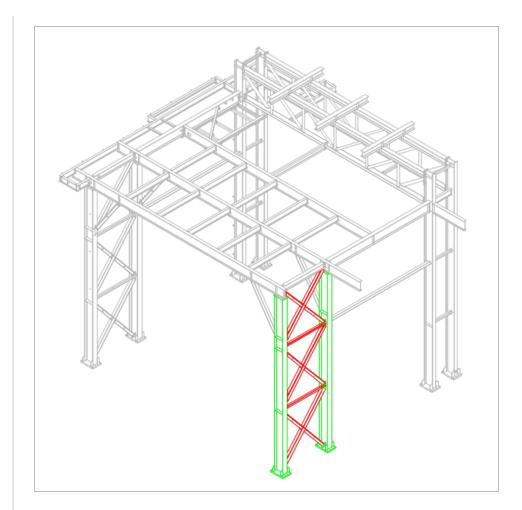
4.1 INEIGHT PROGRESS WORKFLOW - DAILY PLAN EXECUTION MOBILE



4.2 PLAN REVIEW

Scenario

Your plan to install the horizontal and cross member assemblies (red columns) has been finalized and sent to the field for execution.

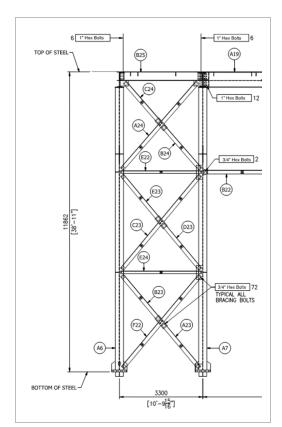


As a reminder, the steel members you will be installing are:

- A23
- A24
- B23
- B24
- C23
- C24
- D23
- E22
- E23

• E24

• F22



The plan will be to shakeout and transport the steel members by 1/2 ton pickup truck to the work area. You also plan to erect and bolt up members C23, D23, E23, and E24. You will use a JLG to help with erection.

After verifying the steel members with their respective drawings, it was noted that members E23 and E24 had dimensions that did not match the drawings. The foreman needs to create a note to communicate this discrepancy back to the approver. Instead of installing E23 and E24, the crew went ahead and installed B23, A23, and F22.

One of the crew did not show up for work today. He did not call in with a reason, therefore his absence will be unexcused and unpaid.

4.2.1 Overview

After the Daily Plan has been approved and synchronized, the plan is ready for execution in the field. During the morning meetings, the foreman can access the Daily Plan and review it with his crew before starting the operation. When you access the Daily Plan for review, you first open to the Overview tab. You will notice that the plan color has now changed from blue to green. You can also tell what phase you are in by the bar in the upper left hand corner of your screen. Within the Overview tab, you can review the Tool Box Talks, Planner Notes, and Planned Tasks.

Moving to the Timesheet tab, you can note employees who are absent. You can also tell a crew member what their task is for the day, how many hours they must complete the task, and what equipment they have for their task.

You also want to tell your crew what the planned quantities are. The Quantities tab provides you with planned quantities for your crew to accomplish. There is also a breakdown of steps to complete each planned task.

You can also review any additional information related to your tasks in the Notes/Issues tab.

Plans	3				Steel Insta esday, Septe					(i) ?	2 ≡	
Execution	_									_		
Ove	erview Time	esheet	Qua	ntities	/Issues Productivity Sign out Subm							
P	Planned tasks	Qua	ntity	Time	Budget	udget 🛃 Toolbox talks						
Fask ID	Description	Planned	UOM	Planned	Plan G/L	•		Safet	:y		=*	
1005	Erect Steel - Light	0.155	Ton	32	-28.9	Safety c	oncern		Mitigation			
Totals				32	-28.9	Human -	Equipment Interfa	ice	Use spotter	at all times	s.	
						+		Quali	ty		=*	
						Quality c	oncern		Mitigation			
						Material	Quality		Cover stock	piles		
\sim	Planner notes					+		Environm	ental		=*	
	teel member dimensio	ns with und	ated drawi	as to ensur	e correct	Environn	nental concern		Mitigation			
installat		ns with upu		igs to ensur	econect	Spills fro	m JLG		Use drip tra when not in		quipment	
						(\bullet)	G	eneral dis	cussion		=*	
						RFI-Me and ans	tals-001 submitted swer.	to client. A	llow 5 days fo	or review		

TIP In InEight Progress, from any screen, you can access the help screen by pressing the button. This is located in the upper right hand side of the application.

Once selected, the help screen will look like the following:

C Plans Execution		V	∕ Na	vigation	Steel Insta Dar _{Septe}	all - Struc mber 25, 2	oture 1 1018	6 1	? 3 ≡
	rview Times	sheet	Quan	itities	Notes/I	ssues	Productivity	Sign out	Submit
Р	lanned tasks	Qua	ntity	Time	Budget	¥.	Тос	olbox talks	
Task ID	Description	Planned	иом	Planned	Plan G/L	$ \mathbf{\bullet} $		Safety	
1005 Totals	View plan productiv			32 32	-28.9 -28.9	Human		Use spotter at a box talk items Quality Mitigation	
	Planner notes	s with unda	ated drawin	as to ensur	e correct	+	al Quality Env	Cover stockpile	•
installa.						+		Use drip trays u when not in use ral discussion lient. Allow 5 days for re	

Simply select the close button at the bottom of your screen to close the help screen.

Review Daily Plan Overview Tab

1. Launch the InEight Progress application through your mobile device.



- 2. Log into **Progress** using your credentials.
 - This depends on your company and how they set up your log in information for you
 - After you log in, you will open to the Projects page where you will see all the projects that you have access to

	Projects	⑦ ℃ ≡
	Recent All	
Steel Structure Job 105091		>

- 3. Select a project.
 - Depending on how many projects you have access to, you may have more than one project to select from
 - The Daily Plans page of the project opens, where you will see all the daily plans created for the project
- 4. Select a daily plan.

Projec	ts	Steel Structure Job		? ♡ Ξ
	Daily Plans	View by executor : My Plans		Q
THU 27 SEP 2018	Good Luck Plan ID : 21354 Location : Shift : First shift9 2324	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : N/A	Execution	
WED 26 SEP 2018	Module 01 - Light Steel Erection Plan ID: 21364 Location : Sydney, Australia Shift : Second Shift	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : Structural Steel Light Package	Execution	
TUE 25 SEP 2018	Light Steel Install - Structure 1 Plan ID: 21362 Location : Scottsdale Shift : First shift9 2324	Approver : Jacob Rose - Account Administrator- Copy Executor : Bridgette Quintero - Foreman Work package : N/A	Execution	

• This opens the plan Overview tab where you can review the daily plan with your crew and the superintendent

< Plans	3				Steel Insta esday, Septe				b i i	? C =
Execution		P								
Ove	erview Time	sheet	Qua	ntities	Notes/	ssues	Productivity		Sign out	Submit
Ρ	Planned tasks	Qua	intity	Time	Budget	¥		Toolbo	x talks	
Task ID	Description	Planned	UOM	Planned	Plan G/L	(\bullet)		Saf	ety	=*
1005	Erect Steel - Light	0.155	Ton	32	-28.9	Safety	concern		Mitigation	
Totals				32	-28.9	Humar	n - Equipment Interfa	се	Use spotter at a	all times.
						+		Qua	ality	=*
						Quality	/ concern		Mitigation	
						Materi	al Quality		Cover stockpile	S
\sim	Planner notes					•		Environ	imental	=*
	teel member dimension	a with und	atad drawi	age to oppur	o correct	Enviro	nmental concern		Mitigation	
installat		s with upu		igs to ensur	econect	Spills f	rom JLG		Use drip trays u when not in use	nder equipment
						•	Ge	eneral d	iscussion	=*
							1etals-001 submitted nswer.	to client.	. Allow 5 days for re	view

4.3 INPUT ACTUALS

As the workday progresses, within Progress you can input the hours each crew member worked on a task, and the amount of quantity installed or completed. Inputting actuals for the Daily Plan takes place in the Timesheet and Quantities tabs.

4.3.1 Timesheet Tab

Within the Timesheet tab, you can enter the exact hours each crewmember worked and the amount of hours the equipment was used.

You may need to track that a crewmember has shown up late or missed a day of work. You can also add notes to an employee if there was an injury, tardiness, or extra work hours.

If you have crewmembers that must work overtime or double time to meet the schedule deadline, on the Timesheet tab you can enter straight time, overtime, and double time. In addition, to account for

fractions of an hour, there are buttons below the keypad (e.g., by 0.25, 0.50, or 0.75). If you enter overtime or double time, you will see the updated hours in the hour box.

< Plans				Structural Crew 8-2 lesday, August 27, 2019			6		? ℃ =
Execution C									
Over	view Tim	nesheet	Quantities	Notes/Issues	Productivi	ity	Sign out		Submit
+ Tasks &	Erec	5 st Steel - Light	1006 Bolted Connec	tions					
resources	Task: 1005 Erect Employee: 00000	-	nnolly - Iron Worker (S	(?) Structural)					
000000 MH: 8					1	2	3	\bigotimes	
002403 MH: 8		ed Hours		al Hours	4	5	6	-	
🏉 Donald I	ST OT	8 0	ST OT	8	7	8	9		
003641 MH: 8	DT	0	DT			°	9		
Nick J. (002406-			Total hour	s 10		0			
MH: 8 Grove-R									
MC-100 EQ: 8	O Apply hours selected emp		for the ta			.25 .	50 .	75	
	Cancel		Done	Clear					

If everyone in your crew has worked the same hours, you can select the **Apply hours to all employees for the task** box. If you want to apply the same hours to some of the employees on the daily plan, you can select **Apply hours to selected employees** and select the hours boxes for all the employees you wish to allocate the hours to.

< Plans			ructural Crew 8-2 esday, August 27, 2019) ? ? ≡
Execution						
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Done
Tasks & Clear hours	1005 Erect Steel - Light MH:24 EQ:8	1006 Bolted Connecti MH:8 EQ				
Conlin Connolly 00000002 MH: 8	8					
Darrel P. Lewis 00240370 MH: 8		8				
Donald Poole 00364112 MH: 8	8					
Nick J. Cole 00240641 MH: 8	8					
Crove-RT880E Crane	Opt 8					

If you are adding hours to a vendor resource, there is an additional Number of employees field.

If your plan for the day has changed and you need to replace the task for the day, you can do so by tapping on the task box and selecting Swap task. This allows you to leave any hours you have already entered and not have to start from scratch.

You can also add a note or define any extra pay from this screen.

Plans			it Steel Install - Struc uesday, September 25, 2			i) 🕐 💐 🗎
Execution						
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
(+) (+) Mainter	Erect Steel - Lig	ht	Cancel			
Tasks & Clear ho	Add note					
Troy Brown 00342546 MH: 8	S Extra Pay					
Joseph Kelly	➡ Swap task					
00386639 MH: 8	Remove ta	sk				
🖲 John Walsh Jr						
00376348 MH: 8						
Kenneth Moore						
00012238 MH: 8						

4.3.1.1 Remove unused tasks and resources

You can remove all unused tasks or resources from a daily plan at the same time. At the top of the Time Sheet tab, click the **Remove unused tasks and resources** icon, and then select one of the following options:

- Remove unused resources: All employees with no daily plan data associated with them are removed from the daily plan.
- Remove unused tasks: All tasks with no daily plan data associated with them are removed from the daily plan.

Plans				Tues Test tember 06, 20		() @ @	F 🕑	🔊 🗄
Execution									
Overview Tin	nesheet	Quantities	Note	s/lssues	Produc	ctivity S	ign in/Sign o	ut	Submit
	- S1 - grade Prep	1028 CR - S1 - Finish Subgrade :8 ⊕ : 9	8: 6%		ograde Prep %9 :0	2394 D1 EX - Sectio MET, Security ⊕ :			
Clear all timesheet h		ST: 3		ST:	3				
C Remove unused task		ST : 3		ST:	3				
Charles Carrell - Craftsman 1 00901443 ∑:9<	ST: 3	ST: 3		ST:	3				
FORD-E-350 (WHITE) Op (15-PASSENGER) Op 123800 Σ:8	erated: 8								
β PETERBILT-348 124138 Σ:8		Operated:	8						
8&M Telecom Inc 0010078154 Σ:0 ♣€:0									

TIP You can change the order of the employees and equipment in the Timesheet tab by selecting one of the two Reorder buttons. Each button is located at the end of the task row and resource column.

4.3.2 Quantities Tab

On the Quantities tab, you can check off components and claiming steps as complete, or input the exact quantities completed for the day.

Plans				nt Steel Install - 3 Tuesday, September			(E		? 💸 🖻
Execution									
Overview	Timeshe	et	Quantities	Notes/Issue	es Pro	ductivity	/ Sign	out	Submit
🕂 Task		+ Add	l Components	1	1005 - Erect	Steel -	Light		*
1005		^ *	. Module 01 -	C23: Cross Brace A	ssembly Modu	ıle 1 - C23	3: Cross Brace As	sembly	
Erect Steel - Light	\bigcirc	Priority	Complete	Step	Quantity	UoM	To-date quantity	Planned Quantity	Installed Quantit
				Shakeout/Tra	0.25816	Ton	0	0.25816	0.25816
				Erect/Bolt Up	0.25816	Ton	0	0.25816	0
				Final Torque	0.25816	Ton	0	0	0
				QC Verification	0.25816	Ton	0	0	0
				Component Total	0.25816	Ton	0.000	0.155	0.039
				Task Total		Ton	0.000	0.155	0.039
				~		~			

4.3.3 Notes/Issues Tab

After entering the quantities, you may notice you need to add a note to identify a hold point (e.g., issue, missing material, QC inspection, etc.) for the component.

To add a note for a specific component, you can tap on the Note 📑 button.

Plans				nt Steel Install - Tuesday, Septembe			(T) (i)	? 💐 🖆
Execution Cverview	Timeshee	et	Quantities	Notes/Issu	es Pro	ductivity	y Sign	out	Submit
🕂 Task		(+) A	dd Components		1005 - Erect	Steel -	Light		*
1005		^ \$. Module 01 - 0	C23: Cross Brace A	ssembly Modu	ile 1 - C23	3: Cross Brace As	sembly	
Erect Steel - Light	Θ	Priorit	y Complete	Step	Quantity	UoM	To-date quantity	Planned Quantity	Installed Quantity
				Shakeout/Tra	0.25816	Ton	0	0.25816	0.25816
				Erect/Bolt Up	0.25816	Ton	0	0.25816	0
				Final Torque	0.25816	Ton	0	0	0
				QC Verification	0.25816	Ton	0	0	0
				Component Total	0.25816	Ton	0.000	0.155	0.039
				Task Total		Ton	0.000	0.155	0.039
				/		~			

Once you open the Notes field, you can add tags to the notes and associate the notes to the categories available. You can also add photos to your notes. Examples for using notes include:

- Additional information regarding the operation you performed for the day
- Performance results
- Quality issues
- Environmental compliance

You can also add pictures, using the iPad's camera or upload from the iPad's Camera Roll.

Plans				Steel Install - Struc esday, September 25, 2) ? 🔇 🖻
Execution							
Overview	Timesh	neet	Quantities	Notes/Issues	Productivity	Sign out	Submit
	Timeline		Cancel				
Cross brace member E conform to issued engi drawings. RFI may be r Module 01 - C23: Cross Brac	neering equired.	10:58 AM	Cross brace member	E23 does not conform to is:	sued engineering drawings. R	FI may be required.	
Monitor weather as shi Stock piles must be co any rain hits.		9:18 AM					

4.3.4 Productivity Tab

After adding notes, you can review your tasks, quantities and hours claimed for the task and compare the actuals to the planned quantity and hours within the Productivity tab.

MHR G/L and (\$) G/L are two productivity metrics used to determine performance against budget. By default, MHR G/L is always shown. (\$) G/L will be shown if the appropriate setting is selected in the project settings. The setting is called "Display cost in daily plan productivity during execution phase?" and is in the Daily Planning section of the project settings.

< Plans					II - Structure ⁻ mber 25, 2018	1		G	(j) ?	1
Execution Overvie	W	Timesheet	Quantities	Notes/Is	ssues Pr	oductivity	s	ign out		Submit
Tas	k ID and	Description		Actual		≓ м	HRs per C	λty	Ac	tual
Task ID	Des	scription	Quantity	UOM	MHRs	Planned	Actual	СВ 👻	Cost G/L	MHRs G/
1005	Ere	ct Steel - Light	0.039	Ton	32	206.590	826.361	20.000	39	-31
Totals					32				39	-31.

NOTE The Actual G/L compares the actual cost and man-hours recorded on your executed daily plan to the budgeted, forecasted or current estimate costs and man-hours using the following equations:

Actual Cost G/L = (Sum of (Total actual quantity for the WBS * CE/CB/Forecast final unit cost) - (Actual total cost of labor + Actual total cost of equipment)

The drop down arrow next to CB under the MHRs per QTY header allows you to select which unit cost to compare against: CE, CB or Forecast

- Actual total cost of labor = Sum of Total number of hours worked by the employee
 * Hourly rate of the employee
- Actual total cost of equipment = Sum of (Total number of equipment hours operated * Hourly Unit rate of the equipment)

4.3.5 Sign In/Sign Out Tab

The Sign in/Sign out tab lets you sign in or out for the day, answer any questions associated with signin or sign-out, and enter any breaks you take.

NOTE Sign in and Sign out are compatible with iPad and iPhone Face ID.

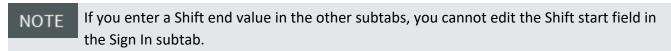
4.3.5.2 Sign In Subtab

The Sign In subtab lets you sign in for the day and answer questions at the beginning of your shift.

Plans	Weo	45660 - Excavate Inesday, February 24, 2	021	6) 🕐 🤅	
xecution						
Overview Timesheet	Quantities	Notes/Issues	Productivity	Sign in/Sign	out	Submit
Employee	John Doe (000	00000)				Ľ
John Doe 00000000 (Temporary e		Sign in	Breaks	Sign ou	t	
Sign out all eligible	Shift start 06:00 AM	Edit shift time		ST OT 0.00 8.00 hours hours	DT 0.00 hours	Total 8.00 hours
Client sign off	Planned Task Task: 00000000 Removal	ζS		ST OT DT 0 8 0	Total 8	
	Sign in quest I have listened to to Yes Clear	ions oday's tooltalks and und No		hours hours hour: nr today.	a hours	
' D Reject All	Sign in	/				

Shift Start Time

You can enter shift start time. The Shift start field is synced with the Breaks and Sign Out subtabs. Changes made to the time in one subtab change the others.



Employee Sign-in

To sign in as an employee, tap on your name. Each employee must enter a PIN (personal information number) to sign in, which can be your birth date or a number that the IT personnel has assigned. With the proper project settings enabled, there is also an option to sign in with a signature.

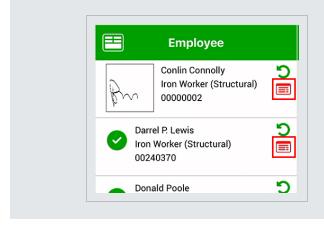
Sign-in on Behalf of Employee

Depending on project settings you might also have the option to sign in on behalf of employees by using Touch ID or PIN. This project setting is recommended because crewmembers might forget to sign in when the crew iPad is not around, which prevents the daily plan from being submitted. As a field engineer, foreman, or other heavy user of the app, you can sign in for all employees at one time and use the electronic signature.

Questions

When you sign in, you or your crewmember might be asked a set of questions related to the work to be done that day. These questions are determined by management and set up for the job in the project settings by an administrator.

- For each question, you can answer yes or no
- If you give a non-compliant answer, a dialog box lets you put a note as to why you chose that answer
- You can tap No Exceptions if all answers are in compliance
- NOTE Employees who provide an answer that is out of compliance must provide a note, and a red Note indicator is shown with the employee on the sign in tab.



4.3.5.3 Breaks Subtab

In the Breaks subtab, you can enter up to three breaks per daily plan and per person. To enter a break, you must enter its start time and length.

11:08 AM Tue Mar 9		Wed	45660 - Excavate dnesday, February 24,			G	٤ 🔇	≈ 27% • ?) C ≡
Execution Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign	in/Sign o	out	Submit
Emplo	oyee 🕘	John Doe (00	000000)					2
John Doe 00000000 (Temp	oorary e		Sign in	Breaks		Sign out	t	
Sign out all eligi	ible	06:00 AM	Shift end 06:00 AM	Edit shift time	ST 0.00 hours	OT 8.00 hours	DT 0.00 hours	Total 8.00 hours
Client sign off		Breaks Break 1 Break 1 start time	Break 1 le	ngth				
		Break 2 Break 2 start time	Select o Break 2 le Select o	ngth				
ී Reje	ct All	Break 3 Break 3 start time	Break 3 le Select o	-				

4.3.6 Crew Break Hours

If you click the **Crew hours** icon at the top of the Employee side panel, the Enter crew hours dialog box opens. In Crew break details, you can enter break start times and lengths for the entire crew.

Plans		2017181 - Ti Tuesday, Septer		(0	3) (8) 🕀 🤅	9 💐 E
Overview Timeshee	et Quantities	Notes/	Issues Pro	oductivity	Sign in,	/Sign o	out	Submit
Employee	Cancel (Crew shift a	nd breaks	Done				e ²
Cesar Chavez Jasso Specialist 00406023	Enter crew hours	members. Indiv		er time can be		gn out		Tetel
Cezario Miranda General Foreman 00478883	edited on crew member	r sign-out.	Tue Sep 06	07:00 AM	(OT 0.00 hours	DT 0.00 hours	Total 9.00 hours
Charles Carrell Craftsman 1 00901443	Shift end		Tue Sep 06	05:00 PM				
Sign out all eligible	Total time Break 1 start time	01:00 PM	1 Break 1 length	0 HR 00 min	FR ST OT DT	0.00 0.00 0.00	SAT ST 0.00 OT 0.00 DT 0.00	Total ST 9.00 OT 0.00 DT 0.00
Client sign off	Break 2 start time	03:00 PM	Break 2 length	15 minutes V				
	Break 3 start time	04:00 PM 🕕	Break 3 length	15 minutes 🔻				
	Sign out							

If you enter a break time for an individual employee, it overrides the crew break time for that employee.

At the top of the page, the total number of break hours is shown.

:29 Mon, Sep 12 🖪				2017181 - Tues Te Tuesday, September 6,			(1		• 🖘 94% ව 🔊
kecution										
OVERVIEW	TIME SHE	et QUA	ANTITIES	NOTES/ISSUES	PRODUCTI	ITY SIGN	IN/SIGN OL	л	SUB	міт
Employee	(\cdot)	2		Cesa	ar Chavez Jasso	o (00406023)				
Cesar Chavez Jasso Specialist			SIGN IN		BREAKS		SIGN OUT			
00406023	見	Shift start	Shift end		Shift time	Break time	ST	ОТ	DT	Total
Cezario Miranda General Foreman 00478883	鳧	07:00 AM	05:00 PM	Edit shift time	10:00 (hr:min)	01:30 (hr:min)	9.00 hours	0.00 hours	0.00 hours	9.00 hours
Charles Carrell		This week's ho								
Craftsman 1 00901443	恩	SUN ST 0.00	MON ST 0.00	TUE ST 9.00		HU FR		SAT ST 0.00		otal F 9.00
Sign out all eligible	C	OT 0.00 DT 0.00	OT 0.00 DT 0.00	OT 0.00 DT 0.00	OT 0.00 OT 0.00 DT 0.00 DT 0.00	0.00 OT 0	OT 0.00 OT	OT 0.00 DT 0.00	.00 OT 0	
Client sign off		Sign out quest		d						
C Reject All		Sign out AS EMPLOYEE	ON BEHAL	F OF EMPLOYEE						
		111		Ο		<				

Shift Start/End Time

You can also change your shift start and shift end times on the Breaks subtab.

NOTE If you change the shift start and end times, the Sign In and Sign Out subtabs change to match the new times.

4.3.6.4 Sign Out Subtab

The Sign Out subtab lets you sign out your hours and answer questions at the end of the day. Depending on settings and permissions, you can also sign out on behalf of eligible employees.

11:09 AM Tue Mar 9 く Plans		We	45660 - Excavate dnesday, February 24, 2	021		G	٤ (٢	≈ 27% • •) € ≡	
Execution Coverview Timesheet		Quantities Notes/Issues Productivity			Sign	in/Sign o	out	Submit	
Emplo John Doe 00000000 (Temp	Ŷ	John Doe (00	000000) Sign in	Breaks		Sign out		ر ي	
Sign out all eligible		Shift start	Shift end 06:00 AM	Edit shift time	ST 0.00 hours	OT 8.00 hours	DT 0.00 hours	Total 8.00 hours	
Client sign off		policies and Wage Yes I have not been hu Yes Clear	No	ake the time off for m	ıy rest peri	ods in acc	ordance wi	th company	
'O Reje	ct All	Cancel	Sign out						

Shift Start/End Time

You can enter shift hours for an entire crew or for an individual (exception from crew) from the Sign out subtab. To enter the hours worked for an entire crew, select the clock icon at the top of the list of crew members on the left side of the page.

To enter hours worked on an individual level, select the crew member from the list, and then select **Edit shift time** on the right side to adjust the hours worked for that individual.

In the dialog box, you can adjust the Shift start and Shift end values to reflect the hours worked by the crew. You can either save these changes once you have finished or cancel the operation.

4.3.6.5 Employee Sign-out

To sign out as an employee, tap on your name. You can review the hours input by the foreman before signing the card and, at that point, you can agree or disagree with the hours and negotiate them before signing out. Each employee must enter a PIN (personal information number) to sign out, which

can be your birthdate or a number that the IT personnel has assigned. With the proper project settings enabled, there is also an option to sign out with a signature.

4.3.6.6 Sign-out on Behalf of Employee

Depending on project settings you might also have the option to sign out on behalf of employees by using Touch ID or PIN. This project setting is recommended because crewmembers might forget to sign out or leave early when the crew iPad is not around, which prevents the daily plan from being submitted. As a field engineer, foreman, or other heavy user of the app, you can sign out for all employees at one time and use the electronic signature on the sign-out subtab.

4.3.6.7 Client Sign-out

With the proper project settings enabled, you can include client sign-out on the Sign out subtab, either as an optional or required field, so the client can sign off for the work completed that day.

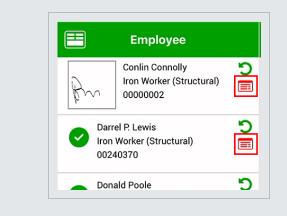
NOTE The Client sign off is available until all employees are signed out.

4.3.6.8 Questions

When you sign out, you or your crewmember might be asked a set of questions related to the work done that day. These questions are determined by management and set up for the job in the project settings by an administrator.

- For each question, you can answer Yes or No
- If you give a non-compliant answer, a dialog box lets you put a note as to why you chose that answer
- You can tap No Exceptions if all answers are in compliance

NOTE Employees who provide an answer that is out of compliance must provide a note, and a red Note indicator is shown with the employee on the sign out tab.



After all employees sign out, you must submit and synchronize the plan for the information from Progress mobile to upload to Progress web.

4.3.6.9 Timesheet Summary

As a foreman, you can review the Extra pay (allowances) allocated to each employee by selecting the **Timesheet summary** icon. This opens a Timesheet summary page that lists each employee and which of the available allowances they have for their timesheet.

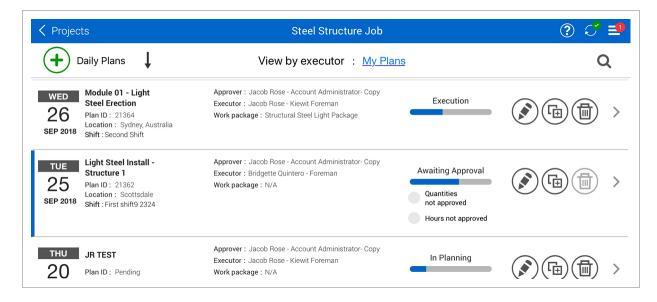
^{ad} ຈ 〈 Plans			93747	6 ам [°] - Crew April 15, 2020		B	1	*⊏ 2 ≪ ≛
Execution								
Overview	Timesheet	Quantities	s Note	s/lssues	Productivity	Sign	out	Submit
Cancel			Timeshee	et summary				Done
∧ Employee name		Extra pay (Allo						Total hours
		New Crane Size Bump Edited1	789	98	565	dfgh	asdv	
Fred Farland		0	\bigcirc	0	0	\bigcirc	\bigcirc	10.00
James Dowling		0	0	0	0	\bigcirc	0	10.00
<u>Jorje Zamarron</u>		0	\bigcirc	0	0	\bigcirc	0	10.00
Michael Bench		0	0	0	0	0	0	10.00
∧ Equipment name								Total hours
Smalaucace: 4		0					0	40.00
Employees: 4		0	0	0	0	0	0	40.00
Equipment: 0								0

From this page, you can view, add and edit allowance allocations for each employee. As you do so, these changes will update automatically for each employee on the Timesheet and Notes/Issues tabs of the daily plan.

The following steps walk you through entering actuals into your daily plan in Progress.

Input Actuals

1. Open a daily plan from on of your projects.



- 2. Tap on the **Timesheet** tab.
- 3. Input hours for all your employees and equipment.
- 4. Tap on the **Quantities** tab.
 - You will see the component assigned to the task from the planning phase
- 5. Check the check boxes in the "Complete" column wherever necessary for assigned components or their broken down steps.

				ednesday, Septemb	Jer 20, 2016				
Execution	Timeshee	et	Quantities	Notes/Issue	es Pro	ductivit	y Sign	out	Submit
🕂 Task		+ Ad	ld Components	1	1005 - Erect	Steel -	Light		*
1005	Θ	~ *	. Module 01 -	C23: Cross Brace A	ssembly Modu	ıle 1 - C23	3: Cross Brace As	sembly	
Erect Steel - Light		Priority	Complete	Step	Quantity	UoM	To-date quantity	Planned Quantity	Installed Quantit
				Shakeout/Tra	0.25816	Ton	0	0.25816	0.25816
				Erect/Bolt Up	0.25816	Ton	0	0.25816	0
				Final Torque	0.25816	Ton	0	0	0
				QC Verification	0.25816	Ton	0	0	0
				Component Total	0.25816	Ton	0.000	0.155	0.039
		~ *	Module 01 -	E22: Horizontal Bra	ice Assembly M	/lodule 1	- E22: Horizontal	Brace Assembl	у 📑 😑
		Priority	Complete	Step	Quantity	UoM	To-date quantity	Planned Quantity	Installed Quantit
				Shakeout/Tra	0.1	Ton	0.1	0	0
				Freet/Rolt Up	0.1	Top	0	0	0
				Task Total		Ton	0.303	0.353	0.039

- 6. Tap the **Note** icon to add a component note.
 - Tap in the text entry field and your device keyboard will automatically appear

< Plans				ule 01 - Light Steel ednesday, September 2		b () ? 💐 🖆
Execution							
Overview	Timeshe	eet	Quantities	Notes/Issues	Productivity	Sign out	Submit
	Timeline		Cancel				
		11:16 AM	l				
Absent Unexcused - Un	paid 1a -	11:08 AM					F0 0
Monitor weather as shift	t progresses.	9:56					
5 C Ō							
1 2 Q W	3 E		4 5 R T		7 8 U I		° P

- 7. Tap **Save** to return to the Quantities tab.
- 8. Tap on the **Notes/Issues** tab.
- 9. Tap on the **Note** icon to add a project note or concern.

Plans				le 01 - Light Steel E Inesday, September 26,			i) ? 💐 :
Execution							
Overview	Times	heet	Quantities	Notes/Issues	Productivity	Sign out	Submit
ei	Timeline		Cancel				6
Cross brace member f conform to issued eng drawings. RFI may be	gineering	11:19 AM	Cross brace member	E24 does not conform to iss	ued engineering drawings. R	FI may be required.	
Installed in place of pl steel members. Module 01 - E22: Horizonta		11:19 AM) F. (C
Module of ALZZ. Honzonta	Didde Asseribly	11.10					

- 10. Tap the **Tag** icon and tag your note.
- 11. Select Done.

Plans			ule 01 - Light Steel E dnesday, September 26		b i	🥐 💐
execution						
Overview Tim	esheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
Timeline		Cancel				6
Cross brace member E24 does not conform to issued engineering drawings. RFI may be required.	11:19 AM	Cross brace membe	r E24 does not conform to is:	sued engineering drawings. F	RFI may be required.	
Installed in place of planned steel members. Module 01 - E22: Horizontal Brace Assembl	11:19 AM			Cancel	Tags	Done
Installed in place of planned steel members. Module 01 - A23: Cross Brace Assembly Mc	11:18 AM			Quality Pipeline		;
Installed in place of planned steel members. Module 01 - B23: Cross Brace Assembly Mo	11:16 AM			Environr	nental	
Absent Unexcused - Unpaid 1a -	11:08 AM			 Change Payroll 	Order	
Monitor weather as shift progresse Stock piles must be covered before any rain hits. Environmental	9:56 AM			Extra Pa	у	:
						j N+1

- 12. To associate the note with a component, tap the **Tag** icon, then select **Components**.
- 13. Select a component.
- 14. Click Done.

Plans			ule 01 - Light Steel E dnesday, September 26,			? 💐 🖻
Execution						
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	Submit
Et Tin	neline	Cancel				
Cross brace member E24 d conform to issued enginee drawings. RFI may be requi		Cross brace membe	r E24 does not conform to iss	sued engineering drawings. R	FI may be required.	
Installed in place of planne steel members. Module 01 - E22: Horizontal Brac	AM			Back	Components	Done
Installed in place of planne steel members. Module 01 - A23: Cross Brace As:	AM	Tags Change Order	×	1005 Erect St	t eel - Light)1 - C23: Cross Brace As	sembly
Installed in place of planne steel members. Module 01 - B23: Cross Brace As:	AM)1 - E22: Horizontal Brac	
Absent Unexcused - Unpaid	AIVI)1 - D23: Cross Brace As)1 - E23: Cross Brace As	
Monitor weather as shift pr Stock piles must be covere any rain hits. Environmental				O Module (01 - C24: Cross Brace As	sembly
				() Module (01 - B24: Cross Brace As	semblv (+0) 〔ਹੈ

- 15. Tap the **Camera** icon to add a photo to the note.
- 16. Tap Use Camera and take a picture using the iPad camera.
- 17. Make markups and add text.
- 18. Tap **Done** to add the picture to the note.
- 19. Review the **Productivity** tab.
 - Check to see if you are gaining or losing man hours and what your actuals are compared to the planned and budget columns

< Plans				U	t Steel Erection Tember 26, 2018	on		Fa	(i) ?	≪ =
Execution Overvie	W	Timesheet	Quantities	Notes/Is	ssues P	roductivity	S	ign out		Submit
Tas	k ID an	d Description		Actual		≓ м	HRs per C	λtλ	Ac	tual
Task ID	De	scription	Quantity	UOM	MHRs	Planned	Actual	CB 👻	Cost G/L	MHRs G/
1005	Ere	ect Steel - Light	0.353	Ton	24.00	90.678	68.009	20.000	353	-16.
Totals					24.00				353	-16.

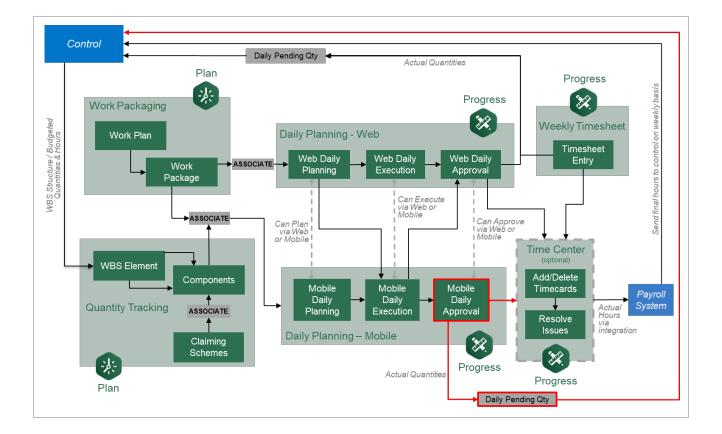
- 20. Tap on the Sign In/Sign Out tab, and then tap the Sign Out subtab.
- 21. Sign out each employee by selecting **On Behalf of Employee**.
- 22. Tap on Sign out with Touch ID or PIN.
- 23. Enter the ID number for your iPad.
 - The first name in the employee list is automatically highlighted and the list of compliance questions is shown
 - These compliance questions are usually set by management. They are set up in the project settings
- 24. Answer employee sign out questions.
- 25. Tap Done.
- 26. Repeat the sign out steps for all employees.
- 27. Tap **Submit** to submit the plan to the approval phase.
 - Progress will automatically sync when the plan is submitted. This sync must be successful for it to show up in the InEight Progress web application

Plans		rection , 2018	(h)		(j) 🕐 👯		
xecution							
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign c	out	Submit
Empl	oyee		8	Joseph Kelly (0	0386639)		
John Walsh Jr 00376348	ອ	Employee time	overview		As employee		On behalf of employee
Joseph Kelly 00386639 (Abs - Unpaid)	ent Unexcused	Today WED 26 SEP 20	Submit plan to Awaiting Approva		Enter	employ	ree pin
Kenneth Moore 00012238	ອ		olan you are trying to sub oval is for a future date. wish to continue?				
Troy Brown 00342546	ວ	25 26 2	7 28 29 30 2018 SEP 2018 SEP 2018 SEP 201	18 OCT 2018			
		Total	hours : 9.00				
D Rej	ect All						

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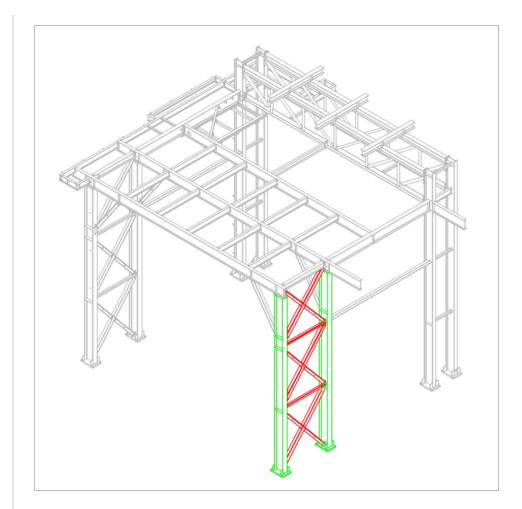
5.1 INEIGHT PROGRESS WORKFLOW - DAILY PLAN APPROVAL MOBILE



5.2 REVIEW ACTUALS

Scenario

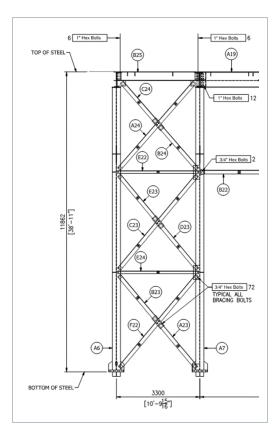
Your plan to install the horizontal and cross member assemblies (red columns) has been executed and sent for approval.



As a reminder, the steel members you will be installing are:

- A23
- A24
- B23
- B24
- C23
- C24
- D23
- E22
- E23

- E24
- F22



The plan was to shakeout and transport the steel members by 1/2 ton pickup truck to the work area. You also planned to erect and bolt up members C23, D23, E23, and E24.

After verifying the steel members with their respective drawings, it was noted that members E23 and E24 had dimensions that did not match the drawings. The foreman created a note to communicate this discrepancy back to the approver. Instead of installing E23 and E24, the crew went ahead and installed B23, A23, and F22.

One of your employees was asked to be Foreman for the day when the original foreman did not show up for work. The new Foreman also worked 2 extra hours to help the field engineer develop the RFI. The plan will have to be revised to reflect these changes.

Once a daily plan has been executed and synchronized, the final step before the daily plan is approved is reviewing the actuals. This last review is extremely important; it is the last chance to verify all actual values input during the Execution Phase are correct, and if there are any mistakes this gives supervisors an opportunity to correct them. TIP

In Progress, the daily plan's status in the plan list will change from Execution to Awaiting Approval once submitted for approval. The plan color will then revert to blue.

C Projec	ts	Steel Structure Job		? € ₹
(+) [Daily Plans	View by executor : My Pla	Q	
WED 26 SEP 2018	Module 01 - Light Steel Erection Plan ID : 21364 Location : Sydney, Australia Shift : Second Shift	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : Structural Steel Light Package	Awaiting Approval Quantities not approved Hours not approved	
TUE 25 SEP 2018	Light Steel Install - Structure 1 Plan ID : 21362 Location : Scottsdale Shift : First shift9 2324	Approver : Jacob Rose - Account Administrator- Copy Executor : Bridgette Quintero - Foreman Work package : N/A	Awaiting Approval Quantities not approved Hours not approved	

In the Awaiting Approval Phase, a daily plan will have six tabs (same as the Execution Phase) :

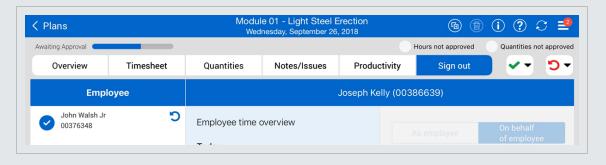
- Overview
- Timesheet
- Quantities
- Notes/Issues
- Productivity
- Sign Out

The first five tabs, (Overview, Timesheet, Quantities, Notes/Issues, and Productivity), in the Awaiting Approval Phase are identical to their respective tabs in the Execution Phase. All information entered, edited, or removed in the Execution Phase will be reflected in the Awaiting Approval Phase. Furthermore, the Awaiting Approval Phase has the same level of editing on the previously discussed tabs as the Execution Phase does.

On the Sign Out tab, you will now be able to review the submitted time for each employee on the crew, as well as previously approved hours for the week, and the answered compliance questions. At this point, you are also able to make changes to an employee's hours by rejecting an employee's sign out. If you are completely unsatisfied with the plan, you have the option to reject the plan and send it back to execution for editing.

Plans				dule 01 - Ligł Tuesday, Augus		rection		(b		ی 🕐 🔇
waiting Approval 🧲							Ho	ours not appro	oved	Quantities not a
Overview	Timeshe	et	Quantities	Notes/Is	sues	Produ	uctivity	Sign	out	~ • (
🗄 Emp	oloyee				Nic	ck J. Co	ole (00240	641)		
	Connolly ırker (Structural) 02	C	Employee time	overview			As	employee		On behalf of employee
Darrel P. Lewis Iron Worker (\$ 00240370		C	TUE 9	ST OT .00 0.00	DT 0.00			Enter	employ	ee pin
Donald Poole Laborer Jourr 00364112	eyman	C	Week					1	2	3
Nick J. Cole Iron Worker (\$ 00240641	Structural)	=	SUN MON TU 25 26 2' AUG 2019 AUG 2019 AUG 2019 0.00 0.00 8.00	7 28 29	30 30 3	AT 31 5 2019		4	5	6
Belffield Bob Sm August 2		Ċ		hours : 8.00				7	8	9
								0		\bigotimes
D Re	iect All							Sign ou	it with Sig	gnature

TIP In Progress, from any screen, you can access the help screen by pressing the 🕐 button. This is located in the upper right hand side of the application.



Once selected, the help screen will look like the following:

waiting Approval	employee from lis			Hours not ap		Quantities not appro
Overview √ Timesheet	Quantities	Notes/Issue			gn-out o	n behalf of empl
Employee		Toggle -	employee sig Joseph Ke	n-out		
John Walsh Jr 00376348	Employee time	overview		As employe	e l	On behalf of employee
Joseph Kelly	Today					
O0386639 (Absent Unexcused - Unpaid)	WED 26 SEP 2018	ST OT 0.00 0.00	DT 0.00	Ent	er employ	yee pin
Kenneth Moore 5						
Review employee hours for day	Week			1		
Constant week	TUE WED TI 25 26 2 SEP 2018 SEP 2018 SEP 2018 SEP	HU FRI SAT 27 28 29 2018 SEP 2018 SEP 2018 0.00 0.00 0.00	SUN MON 30 011 SEP 2018 0CT 2018 0.00 0.00	4		
				7		
	Tota	al hours : 9.00				
				0		
Enter PIN or	sign-out with Toi	uch ID or Device	e PIN→	💄 Sign o	out with To	ouch ID or PIN
Closet All			-			

Select the close button at the bottom of your screen to close the help screen.

5.2.1 Edit Submitted Daily Plan

Reviewing a plan once executed is an integral step in the approval process. You can make changes to the plan, such as rejecting an employee's hours, modifying them, and then signing the employee back out.

The following Step by Step walks you through how to reject an employee's sign out, modify their actual hours and re-sign them out on their behalf.

Adjust the Hours of a Signed Out Employee

1. From the Daily plans page, open your daily plan.

C Project	ts	Steel Structure Job	Steel Structure Job					
(+)	Daily Plans	View by executor : My Pla	ns	Q				
WED 26 SEP 2018	Module 01 - Light Steel Erection Plan ID : 21364 Location : Sydney, Australia Shift : Second Shift	Approver : Jacob Rose - Account Administrator- Copy Executor : Jacob Rose - Kiewit Foreman Work package : Structural Steel Light Package	Awaiting Approval Quantities not approved Hours not approved					
TUE 25 SEP 2018	Light Steel Install - Structure 1 Plan ID : 21362 Location : Scottsdale Shift : First shift9 2324	Approver : Jacob Rose - Account Administrator- Copy Executor : Bridgette Quintero - Foreman Work package : N/A	Awaiting Approval Quantities not approved Hours not approved					

2. Tap on the **Sign Out** tab.

^{id} 奈 (Plans		14 - Mo	5:00 i odule 01 - Lig Tuesday, Augu	ght Steel E	rection			• * 66% I € * ? (?) €
Awaiting Approval						Hou	rs not approved	Quantities not approv
Overview	Timesheet	Quantities	Notes/I	ssues	Prod	uctivity	Sign out) 🗸 🔹 🖸
📰 Emplo	oyee	27		Dar	rel P. Le	ewis (00240	370)	
Conlin Connolly Iron Worker (Structural) 0000002		Employee time overview Today				Were you in	jured while working	today?
Darrel P. Lewis Iron Worker (Stri 00240370	uctural)	.,,,	ST OT 3.00 0.0	-				
Donald Poole Laborer Journey 00364112	man 📰	Week						
Nick J. Cole Iron Worker (Stri 00240641	uctural)	25 26 2 AUG 2019 AUG 2019 AUG	UE WED TH 27 28 29 00 0.00 0.00	9 30 AUG 2019 A	SAT 31 0.00			
B4540 Bob Smith August 27,	, č	Tota	al hours : 8.0 (D				
D Reje	oct All							

3. Tap the **Reject** button for one of your employees.

^{iPad} 奈 〈 Plans		5:01 Pi 14 - Module 01 - Ligh Tuesday, Augus
Awaiting Approval	Timesheet	Quantities Notes/Is
😑 Emplo	yee	2 ⁷⁸
Conlin Con Iron Worke 00000002	nolly う r (Structural)	Employee time overview
Darrel P. Lewis Iron Worker (Stru 00240370	ctural) 🗐	TUE ST OT 27 AUG 2019 8.00 0.00
Donald Poole Laborer Journeyr 00364112	nan 🗐	Week
Nick J. Cole Iron Worker (Stru 00240641	Ctural)	SUN MON TUE WED THU 25 26 27 28 29 AUG 2019 AUG 2019 AUG 2019 AUG 2019 AUG 2019 AUG 2010 AUG 2010 0.00 0.00 8.00 0.000 0.00 0.00

4. Type a reason for rejection and then tap **Reject**.

Reject Employee sign out confirmation	Reject S
for Nick J. Cole is rejected. Please specify reason Incorrect hours	
	AUG 2019

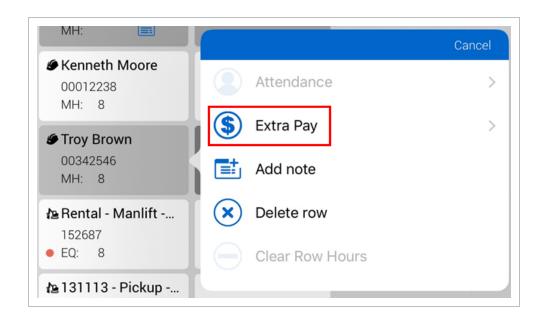
5. Tap on the **Timesheet** tab.

6. Tap in the hours entry area for the employee whose hours you rejected.

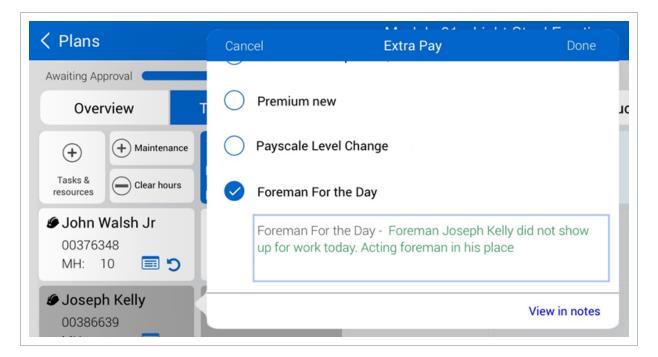
Plans			ule 01 - Light Steel E dnesday, September 26			i) ? 💐 🗖
Awaiting Approval				н	ours not approved	Quantities not approv
Overview	Timesheet	Quantities	Notes/Issues	Productivity	Sign out	🗸 🚽 💭
Tasks & resources Clear hours	1005 Erect Steel - Light MH:24 EQ:16					
 John Walsh Jr 00376348 MH: 8 S 	8	5				
 Joseph Kelly 00386639 MH: 						
Kenneth Moore 00012238 MH: 8	8					
Troy Brown 00342546 MH: 8	8					
▲ Rental - Manlift 152687 ● EQ: 8	Opt 8					
▲ 131113 - Pickup 150693 ● EQ: 8	Opt 8					

• You can tell which hours have been rejected by the **Reject** icon **D** in the bottom corner

- 7. Adjust the employees hours.
- 8. Tap Done.
- 9. Tap on one of your employees and select Extra Pay.



10. Select a reason for the extra pay (i.e. Foreman for the Day) and add a note (i.e. Foreman did not show up for work today. Acting foreman in his place).



- 11. Select **Done**.
- 12. Tap on the **Sign out** tab.
- 13. Select an employee from the employee list on the left.
- 14. Select On behalf of Employee and then Sign out with Touch ID or PIN.

Plans			ile 01 - Light Ste dnesday, Septembe			(b)		i) ? 💐 🖻
Awaiting Approval						Hours not appro	oved	Quantities not approv
Overview	Timesheet	Quantities	Notes/Issue	s Pro	ductivity	Sign o	ut	~ • • •
Empl	oyee			John Wa	alsh Jr (00	376348)		
John Walsh Jr 00376348		Employee time	overview			As employee		On behalf of employee
Joseph Kelly 00386639 (Abs - Unpaid)	ent Unexcused	WED 26	ST OT 10.00 0.00	DT 0.00		Enter	employ	ree pin
Kenneth Moore 00012238	C	Week				1	2	3
Troy Brown 00342546	C	TUE WED TH 25 26 2 SEP 2018 SEP 2018 SEP	HU FRI SAT 7 28 29 2018 SEP 2018 SEP 2018 00 0.00 0.00	SUN MON 30 01 sep 2018 0CT 2018 0.00 0.00		4	5	6
		Tete	10.00			7	8	9
		Iota	l hours : 18.00			0		\bigotimes
						🔒 Sign out	with Tou	uch ID or PIN

15. Enter the passcode for your iPad.

Enter iPad passcode for "Progress" Authenticate Device Identity by Passcode or Fingerprint
0 0 0 0
$\begin{pmatrix} 1 \end{pmatrix} \begin{pmatrix} 2 \\ ABC \end{pmatrix} \begin{pmatrix} 3 \\ DEF \end{pmatrix}$
4 GHI 5 JKL 6 MNO
7 Pors 8 Tuv 9 WXYZ
O Cancel

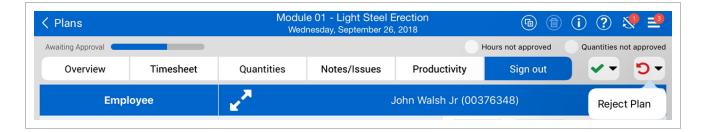
16. Answer the compliance question.

17. Tap Done.

5.2.2 Reject a Daily Plan

While reviewing a daily plan, you may notice that there has been mistake with all the employees' hours. You can go through and fix the mistake individually as per the previous Step by Step, or you have the option to reject the whole plan. Rejecting the plan will put the plan back into the Execution Phase. The foreman will then be responsible to make any changes.

On any of the six tabs, to reject a plan select the **reject** icon and then Reject Plan.



A pop-up window appears, and you will be required to give a reason for why the plan has been rejected; you will not be able to submit until you have entered a reason.

Cancel	Reject Daily Plan	Done
Plan rejected. Reason is r	equired (Rev. 1) - Incorrect hours	

Once rejected, the plan will revert to the Execution Phase. The red arrow icon will now also appear on your plan.



You can now go through the whole Execution Phase again, making the changes that have been requested by the approver. You can view the reason for rejection in the Notes/Issues tab. Once all information has been fixed, you can submit the plan back to approval.

Plans				le 01 - Light Steel Ei Inesday, September 26,	🖻 🗊 🛈 ? 🗸					
Execution										
Overview	rview Timesheet		Quantities	Quantities Notes/Issues Productivity Sign out Su						
Eİ Tİ	meline				Tuesday, 1:17 PM		- *			
Plan rejected required (Rev. Incorrect hou	1) -	1:17 P M	Plan rejected. Reason	is required (Rev. 1) - Incorre	ct hours					
Foreman For the Day - Fo Joseph Kelly did not show today. Acting foreman in H Foreman For the Day, 00342540	v up for work his place	1:04 PM								
Cross brace member E24 conform to issued engine drawings. RFI may be req Change Order, Module 01 - E24:	ering uired.	11:19 AM								

5.3 APPROVE A DAILY PLAN

In this topic, you will approve a daily plan using the Progress mobile application.

Once a daily plan has been fully executed and actuals reviewed, the plan is ready for approval. On any of the six tabs, to approve a daily plan, tap on the **six** icon.

When approving daily plans, there are three options:

- Quantity
- Hours
- Quantity and Hours

^{ad} 奈 〈 Plans			14 - Moo	Fa	€ ؟	* 65% 🗖			
Awaiting Approval						Hours	not approved	Quantities n	iot approve
Overview	Timesh	eet	Quantities	Notes/Iss	ues Prod	uctivity	Sign out	••	C
🗮 Emplo	oyee				Nick J. C	ole (0024064	Approve qu	antity	
Conlin Co Iron Work 00000002	er (Structural)	C =	Employee time	overview		As em	Approve ho	urs	
Darrel P. Lewis		C	Today	ат от	DT		Approve qu	antities and	hours

If you select "Approve Quantity", only the quantities for the daily plan will be approved and the hours will still need to be approved separately.

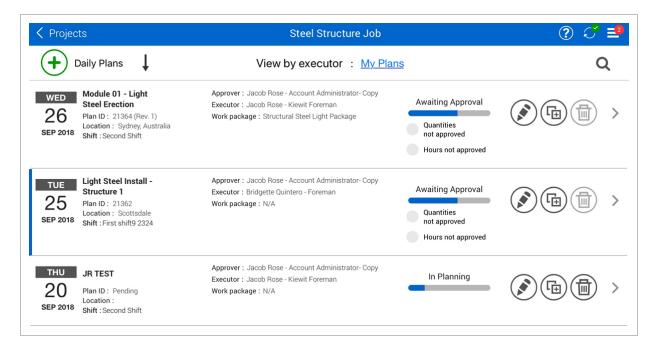
If you select "Approve Hours", the hours for the daily plan will be approved and the quantities will still need to be approved separately.

If you select "Approve Quantity and Hours", you will approve both.

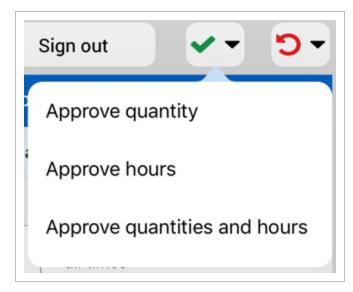
NOTE You can approve a plan with a future date that has no quantities, even if quantities and hours are required. This might be useful for approving holiday hours in advance.

Approve a Daily Plan

1. From the Daily plans home page, open your daily plan.

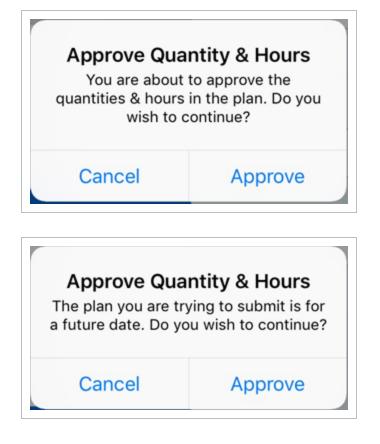


- 2. Select the **Approve *** icon.
- 3. From the drop-down list, select Approve quantity and hours.



4. You are shown a dialog box asking if you are sure you want to submit. Select Approve.

• You might see a dialog box saying your plan is for a future date. Select Approve



TIP In Progress, the daily plan's status in the plan list will change from Awaiting Approval to Approved – Awaiting Payroll.