QUICK GUIDE – PROGRESS DAILY PLANNING MOBILE CREATE / EXECUTE A DAILY PLAN



• CREATE A DAILY PLAN

1. From your mobile device, tap your project from the Projects home page.

	Projects	C) ≡
	Recent All	
Steel Structure Training Job 2 105092		>

- 2. Tap the Add daily plans \oplus icon.
- 3. Complete the Plan information in the pop-up window.

NOTE: Tap **Skip planning** to move the plan directly to the Execution phase

When you're finished, tap **Add** to create the plan.

+ Daily Pla	ns 丨 View	by execut	or
Cancel	New daily plan	Ado	d a
Date	Novem	ber 01, 2024	4
Erect Steel Mo	dule 14		
Location (optio	onal)		d I
Shift		Day Shift	>
Approver	Laura Koonce - Sup	perintendent	>
Executor	Admin InEigh	nt - Foreman	>
Work plan/ pacl	kage		1
		Optional	>
Associated ven	dor	Optional	>
Skip planning			\sum

4. Tap the **Overview** tab to input any planner notes or toolbox talks.

נ	< Plans			Erect Sund	Steel Mode 19. October 27	ale 05 2024	(ວະຊ	Submi
° 0		Safety	(2)	Quality	(1)	Environme	nt(1) General discussion(1)		
5	Cancern			Miliprie					
8) 21	Fall Protection Measure	ures		Fall prot Ensure (ection equipm proper inspect	ent must be un ion and secure	sed, including safety harnesses, lanya e attachment of fall protection equipm	inds, anchor p ient.	oints.
	Proper Steel Securing Use appropriate lifting equipment, such as slings, clamps, magnets. Encorrections and proper tightening of steel.							re secure	
9	Planned tasks Qua			uantity Time		Budget	Planner notes		
0	Task ID Descript	tion	Planned	UOM	Planned	Plan G/L	AM BENEY (Schooled		
Ð									
n									

5. Tap the **Timesheet** tab to plan tasks and work hours for the crew.

E ∞	< Plans Timesheet	Erect Steel Module 06 Sunday, October 27, 2024	Q Submit In Flaming
0	Taska & O Taska & C rescurses	1006 1006 Erect Steel - Light Bolted Connections	Reader
	⇔ Alejandro Ramirez - Laborer Journeyman IN8-10023 ∑ :5.00	ST: 5.00	
	⇔ Conlin Connolly - Iron Worker (Structural) 00000002 Σ :8.00	ST: 8.00	

6. Tap the **Quantities** tab to add components and input planned quantities.



7. After inputting details for the daily plan, tap **Submit** to move the plan to the Execution phase.



• FROM A COPY

1. From the daily plans list, tap the **Copy** icon from an existing daily plan.



- 2. Check / uncheck items you want to copy over to the new plan.
- 3. Tap **Copy**.



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• EXECUTE A DAILY PLAN

Tap through the tabs to review.

1. Tap the **Overview** tab to see a summary of planned tasks and quantities and to review planner notes and toolbox talks.

	< Plans Overview		72 - Erect Stee Monday, Octob	I Module 06 er 28, 2024	÷	Submit		
Ð		Safety(1)	Quality(0)	Environment(0)	General discussion(0)			
⇔	Concern		Mitigation					
見	Fall Protection Measu	ures	Fall protection eq Ensure proper ins	Fall protection equipment must be used, including safety harnesses, lanyards, anchor pol Ensure proper inspection and secure attachment of fall protection equipment.				

2. Tap the **Timesheet** tab to review work hours. Make changes as needed.

ED ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	< Plans Timesheet		69 - Erect Steel Module 04 Tuesday, October 29, 2024	양 Submit Execution
Ð	Tasks & Timesheet	1005 Erect Steel - Light	1006 Bolted Connections	Reorder
⇔ ₽	Cleanup Cleanup Cleanup Cleanup Cleanup Cleanup Laborer Journeyman IN8-10023 Σ :5.00	∀ :20.00 % 5:0	ST: 5.00	
₽	Conlin Connolly - Iron Worker (Structural) 00000002 Σ:8.00	ST: 8.00		

3. Tap the **Quantities** tab to review planned tasks and quantities. Input actuals for the day's work.

•••	< Plans Quantities		76 - Erect Friday, N	Steel Module (lovember 01, 2024	07			Submit
Ð	🕂 Task	🕂 Ad	d Components	1005	- Erec	t Steel - Light		*
⇔	1005 🧪	⊖ ^ ≮	Module 1	3 - B24: Cross Brace	Assem	bly Module 13 - B24:	Cros (1)	☆ 🖽 ⊖
喝	Erect Steel - Light	Complete	Step	Quantity	UoM	To-date quantity	Planned Quantity	Installed Quantity
\sim	1071		Shakeout/Transp	0.15000	Ton	0.00000	0.15000	0.15000
Ð	1006	$\mathbf{\mathbf{V}}$	Erect/Bolt Up	0.15000	Ton	0.00000	0.15000	0.15000
	Bolted Connections		Final Torque	0.15000	Ton	0.00000	0.15000	0.15000
۲			QC Verification	0.15000	Ton	0.00000	0.15000	0.00000
8			Component Total	0.15000	Ton	0.00000	0.15000	0.13500

5. Tap the **Productivity** tab to compare the actuals to the planned quantities and hours.

D ~~	< Plans Productivity		76 - Er Frida	ect Steel M y, November	Aodule 07 01, 2024				g	Submit Execution
Date range: This Plan Task ID and Description			Actual			HRs per (Actual			
Ŀ,	Task ID	Description	Quantity	UOM	MHRs	Planned	Actual	СВ 👻	Cost G/L	MHRs G/
ī	1005	Erect Steel - Light	0.000	Ton	34.00	25.373	0	20.000	-3481	-34.
	1071	Concrete	0.000	CY	0	0	0	3.000	-1680	
	1006	Bolted Connections	0.000	Ea	0	0	0	0.500	0	
	Totals				34.00				-5161	-34.0

6. Tap the **Sign in/Sign out** tab to sign in and sign out the crew.

NOTE: The Sign Out process may differ depending on your organization and project settings.

•••	< Plan Sign in/e	s put		76 - Fr	Erect Steel Mo iday, November 01	dule 07				Ċ	Submit
Ð	≡	Employee	Ð	Conlin Co	nnolly (000000	02)					
\$	\ominus	Conlin Connolly Iron Worker (Structural) 10000002			Sign i	n E	reaks	Si	ign out		
₩3 127				Shift start	Shift end	Shift time	Break time	ST 8.00	OT	DT	Total 8.00
E+	Ð	Evan Salinas iron Worker (Structural) N8-10011		🕑 Edit st	ift time	(hrmin)	(hrimin)	hours	hours	hours	hours
~				This weel	d's hours						
•	\oplus	Gabriela Trujillo Iron Worker (Structural)		SUN	MON T	UE WED	THU	FF	a	SAT	Total
		N8-10010		ST 10.00 OT 0.00 DT 0.00	ST 8.00 ST OT 0.00 OT DT 0.00 DT	8.00 ST 9. 0.00 OT 0. 0.00 DT 0.	00 ST 0.0 00 OT 0.0 00 DT 0.0	0 ST 0 OT 0 DT	8.00 S	ST 0.00 DT 0.00 DT 0.00	ST 43.00 OT 0.00 DT 0.00

Crew members can sign in or out individually, or the executor can sign out on their behalf.

SUBMIT A DAILY PLAN

1. To submit a daily plan to the Awaiting Approval phase, tap **Submit**.

76 - Erect Steel Module 07 Friday, November 01, 2024			Submit Execution
n Connolly (00000002)			
Sign in	Breaks	Sign out	

Crew members can sign in or out individually, or the executor can sign out on their behalf.

NOTE: After a daily plan has been submitted for approval, it cannot be recalled back to the Execution phase.