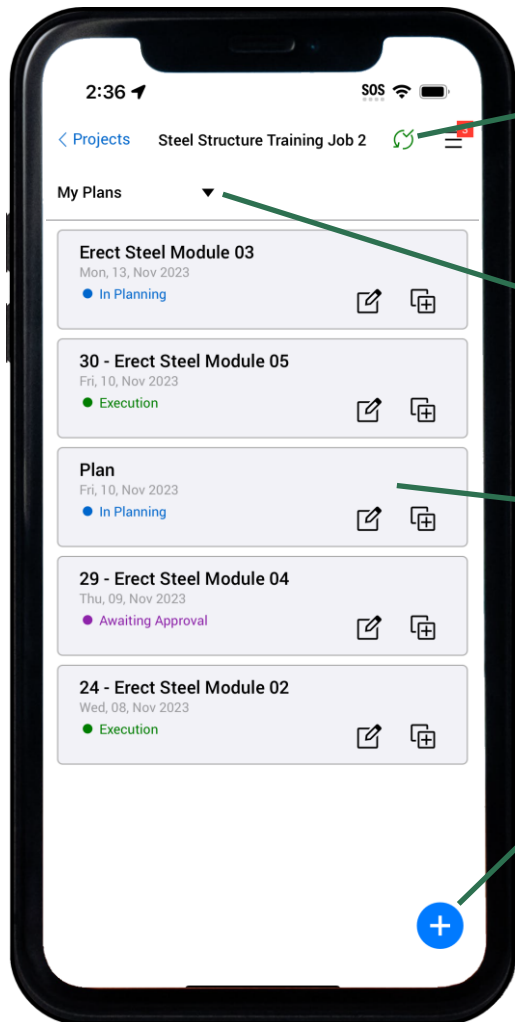## MY PLANS PAGE

1. Open a project to view a list of your daily plans.

Tap the **Sync** icon to synchronize your changes across your InEight Progress applications.

Select the **My Plans** drop-down menu to view plans assigned to other executors.

Tap a daily plan to open. To make changes, tap the **Edit** icon. To copy a daily plan, tap the **Copy** icon.
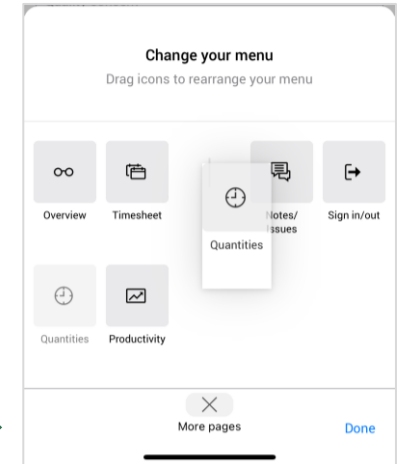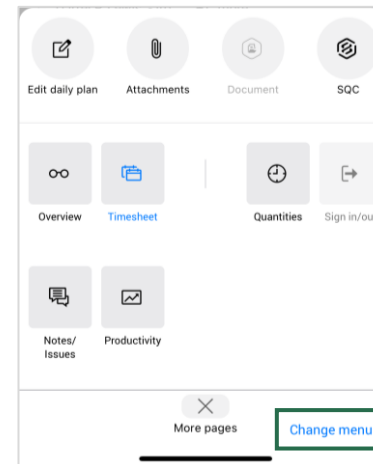
Tap the **Add** icon to create a new daily plan.

VIEW A DAILY PLAN

1. Open a daily plan.

2. Use the tab bar at the bottom of the screen to navigate between sections of the Progress app.

3. Tap **More pages** to access additional pages.

3. To customize your tab bar, tap **Change menu**. A maximum of four menu icons can be displayed in the tab bar. To move a menu icon into the tab bar, hold and drag it into place.

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● TIMESHEET TAB

The **Timesheet** tab shows the work hours for the daily plan. To add work hours, first load tasks and resources. Then assign work hours.
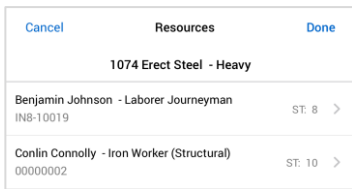
Load Tasks and Resources

| Tasks | Resources |

1. Under **Resources**, tap the **Add** ➕ icon at the bottom of the screen and select Employee, Equipment, or Vendor. Tap each resource to select it; then tap **Done** in the top right.

2. Switch to Tasks. Tap the **Add** ➕ icon and select Task or Maintenance. Make your selections; then tap **Done**.
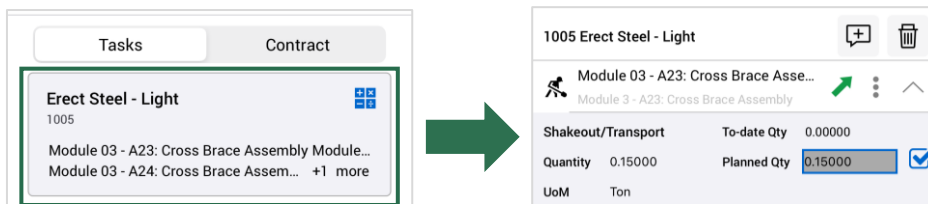
Assign Work Hours

3. Now you'll see the tasks that you loaded in Step 2. Open a task and tap **Add Resources** at the bottom of the screen. You'll see the resources you added in Step 1. Select your resources; then tap **Done** to assign these resources to the task**.**

4. Your assigned resources will appear in a list under the task. Tap on a resource to add work hours. When you're finished, tap **Done** and close the task.

Cancel	Resources	Done
	1074 Erect Steel - Heavy	
Benjamin Johnson - Laborer Journeyman IN8-10019		ST: 8 >
Conlin Connolly - Iron Worker (Structural) 00000002		ST: 10 >

Now the tasks for this daily plan have assigned resources along with their corresponding work hours. Under **Tasks**, you'll see this information summarized by task. Under **Resources**, you'll see the same information summarized by Resource.

● QUANTITIES TAB

1. The **Quantities** tab shows the tasks for the daily plan. Open a task to see assigned components organized by claiming scheme step.

Tasks	Contract
Erect Steel - Light 1005	
Module 03 - A23: Cross Brace Assembly Module... Module 03 - A24: Cross Brace Assem... +1 more	

➡

1005 Erect Steel - Light	💬 🗑
Module 03 - A23: Cross Brace Asse... Module 3 - A23: Cross Brace Assembly	↗ ⋮ ⌃
Shakeout/Transport	To-date Qty 0.00000
Quantity 0.15000	Planned Qty 0.15000 ☑
UoM Ton	

2. To claim 100% of a claiming scheme step, tap the **Checkbox** ☑.

3. To claim a portion of the claiming scheme step, tap the **Planned Qty** field. You can input a quantity as a number or as a percentage.

Erect/Bolt Up	To-date Qty 0.00000	
Quantity 0.15000	➡ Planned Qty 0.09000	☐
UoM Ton		

4. Tap **Add Components** at the bottom of the screen to add components to the daily plan.

- Under **Search components**, use the search bar to find a component. Or tap **Load components for selected task** to see a list of available components.

Add Component
Recent co... ➡ Search components
Load components for selected task
🔍 Search	Go
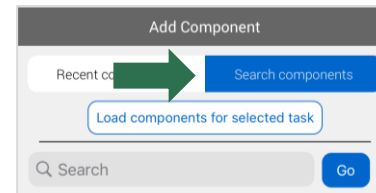
● SIGN IN / SIGN OUT TAB

1. The **Sign in / Sign out** tab becomes available when a plan has been submitted to execution.

2. Tap on an employee to manage sign in, break times, and sign out.

3. Tap **Sign in all eligible** or **Sign out all eligible** to manage all crew members at once.

👤 **Conlin Connolly** 00000002			Sign in
ST	OT	DT	Total
8	0	0	8

➡ Sign in all eligible