

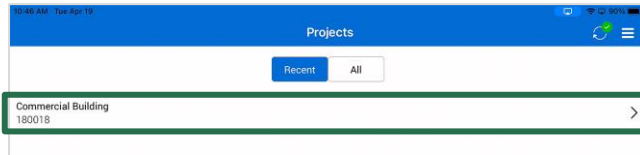
# QUICK GUIDE – PROGRESS DAILY PLANNING MOBILE

## CREATE / EXECUTE A DAILY PLAN



### CREATE A DAILY PLAN

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



2. Tap the **Add daily plans** icon.
3. Complete the Plan information in the slide-out panel. You can tap **Skip planning** to move forward to Execute.

**New daily plan**

Cancel Add

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Date April 19, 2022

WP - 5th day of frame 3

Location (optional)

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Shift Day Shift >

Approver susan cappelloni - Superintendent >

Executor Chris Scott - Foreman >

Work plan/ package Optional >

Skip planning

### FROM A COPY

1. Tap on a **Daily Plan** then, 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**.

Copy daily plan Cancel

Include the following for the new daily plan

<input checked="" type="checkbox"/> Tasks	<input checked="" type="checkbox"/> Components
<input checked="" type="checkbox"/> Resources	<input checked="" type="checkbox"/> Extra Pay
<input checked="" type="checkbox"/> Purchase order (PO)	<input checked="" type="checkbox"/> Resource hours
<input checked="" type="checkbox"/> Notes and tags	<input checked="" type="checkbox"/> Toolbox talks

**Copy**

### ATTACH A DOCUMENT FILE IN DAILY PLAN

1. Tap the **Attach document** icon.
2. Select the option you would like to use.

Attach files to daily plan Close

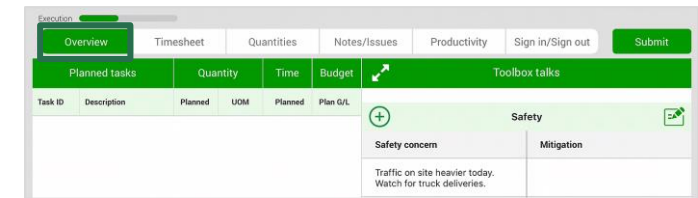
View attached files

Upload document from device

### EXECUTE A DAILY PLAN

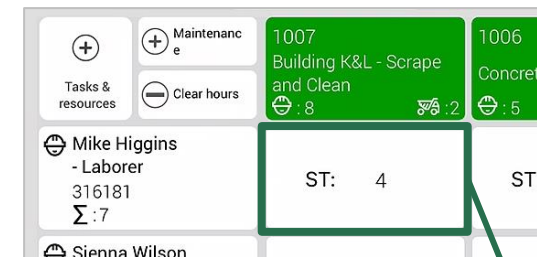
Tap through the tabs to review.

1. Tap the **Overview** tab to review .



Tap on a **Daily Plan**, then tap on **Time Sheet**.

2. To make changes to the laborer's time, tap in the hours space and change the time.



Labor hours Done

Task: 1007 - Building K&L - Scrape and Clean

Employee: 316181 - Mike Higgins - Laborer

Operate Equipment

Quality Control

Clear all hours

Apply hours to selected employees  Apply hours to all employees for the task

Total labor hours: 4

Continued on next page...

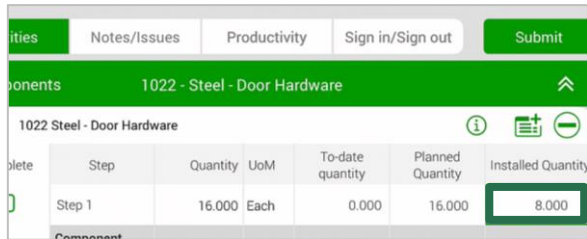
# QUICK GUIDE – PROGRESS DAILY PLANNING MOBILE

## CREATE / EXECUTE A DAILY PLAN



### EXECUTE A DAILY PLAN, continued

- Review your task and quantities claimed and compare the actuals for the tasks.



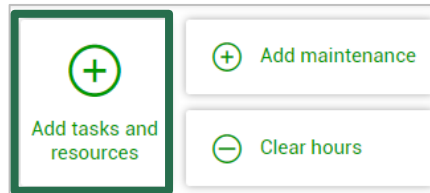
- Compare the actuals to the planned quantity and hours within the Productivity tab.

MHRs	Actual	
CB	Cost G/L	MHRs G/L
0.000	-44	-8.0
0.000	-20	-5.0
0.020	1719474	49000.0

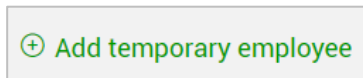
- Compare the actuals to the planned quantity and hours within the Productivity tab.

### ADD A TEMPORARY EMPLOYEE

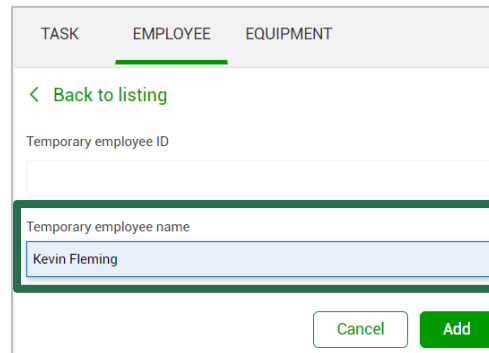
- Select the **Time Sheet** tab in Daily Plan.
- Select **Add tasks and resources**.



- From the bottom of the Employee tab, select **Add temporary employee**.



- In the **Temporary employee name** field, enter a temporary employee's name.

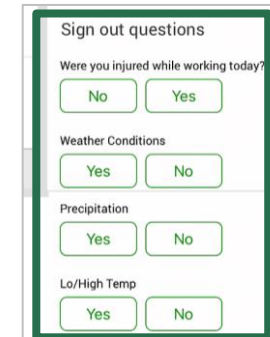


- Click **Add** and then **Done** to close the slide-out panel.

### SIGN OUT AN EMPLOYEE ON A DAILY PLAN

**NOTE:** The Sign Out process can be different depending on what settings are done.

- Select the **Sign in / Sign out** tab.
- Sign in or out for the day, answer any questions associated with sign-in or sign-out, and enter any breaks you take.
- NOTE:** As a Foreman, answer all the questions on behalf of the workers.



- Select the **Sign out all** box and sign your name then, tap **Done Signing**.



- To complete the Execution phase of Daily Plan, tap **Submit**.