

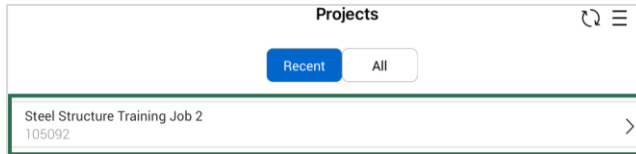
# QUICK GUIDE – PROGRESS DAILY PLANNING MOBILE

## CREATE / EXECUTE A DAILY PLAN



### CREATE A DAILY PLAN

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

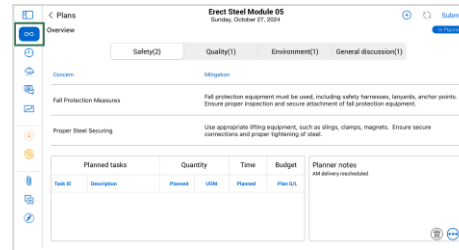


2. Tap the **Add daily plans** icon.
3. Complete the Plan information in the pop-up window.

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

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

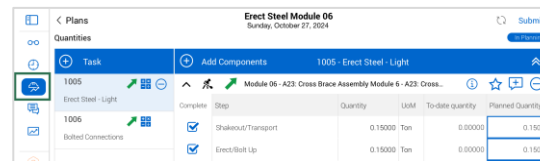
4. Tap the **Overview** tab to input any planner notes or toolbox talks.



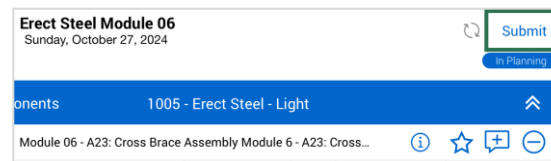
5. Tap the **Timesheet** tab to plan tasks and work hours for the crew.



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

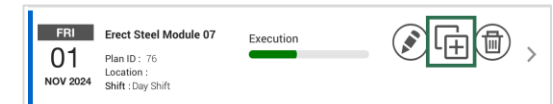


7. After inputting details for the daily plan, tap **Submit** to move the plan to the Execution phase.

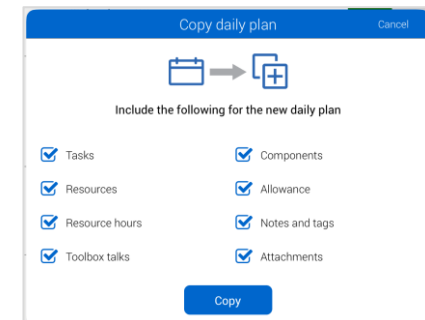


### FROM A COPY

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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## CREATE / EXECUTE A DAILY PLAN



### 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.

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

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

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

5. 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.

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**.

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.