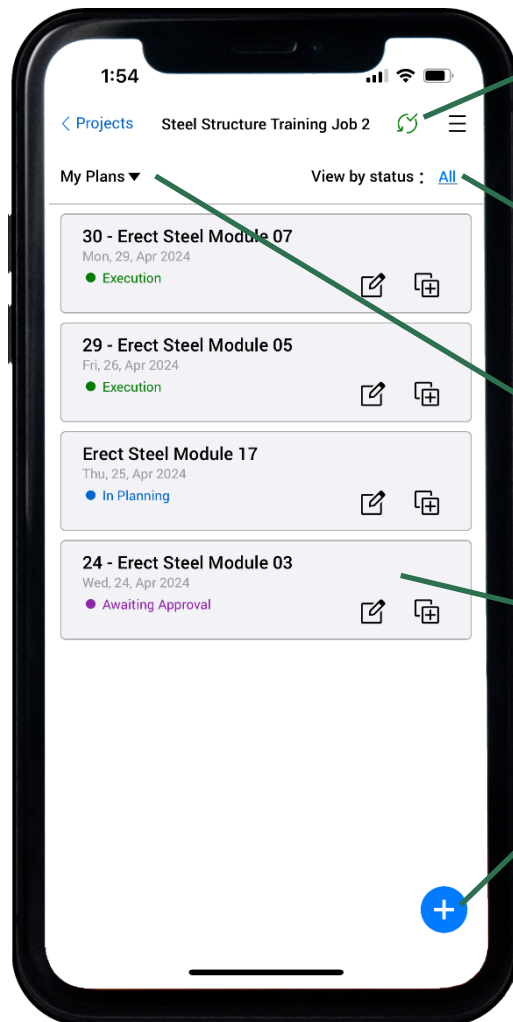


MY PLANS PAGE

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 **View by status** to filter your plans by **In Planning**, **Execution**, **Awaiting Approval**, or **Approved** stage.

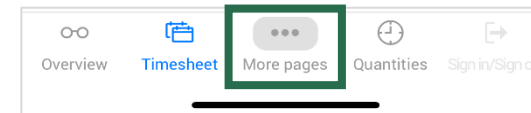
Select the **My Plans** drop-down menu to view plans assigned to other executors.

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

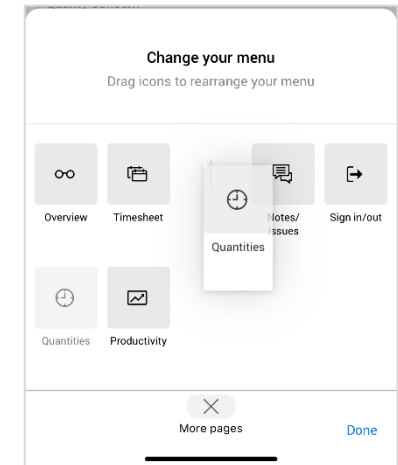
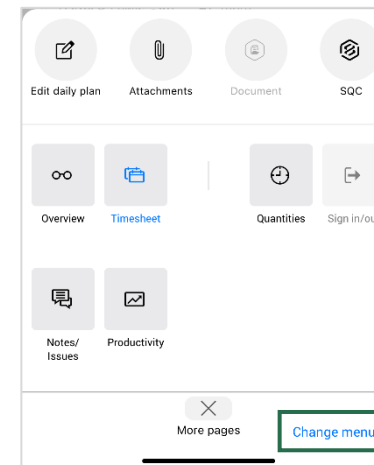
Tap the **Add** icon to create a new daily plan.

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.





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

- 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.
- Switch to **Tasks**. Tap the **Add**  icon and select Task or Maintenance. Make your selections; then tap **Done**.

Assign Work Hours

- 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.
- 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

- 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 03 - A23: Cross Brace Assembly


Shakeout/Transport

Quantity 0.15000

To-date Qty 0.00000

Planned Qty 0.15000

UoM Ton

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

Quantity 0.15000

To-date Qty 0.00000

Planned Qty 0.09000

UoM Ton

- 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 components

Search components

Load components for selected task

Search

Go

SIGN IN / SIGN OUT TAB

- The **Sign in / Sign out** tab becomes available when a plan has been submitted to execution.
- Tap on an employee to manage sign in, break times, and sign out.
- Tap **Sign in all eligible** or **Sign out all eligible** to manage all crew members at once.

Conlin Connolly
00000002

ST 8

OT 0

DT 0

Total 8

Sign in

Sign in all eligible