

Welcome to the DATA-MAXX family of customers. With this manual and our available technical staff, you will learn how to fully implement your DATA-MAXX DAILY REPORT system. If you need additional technical support beyond this manual, please contact our support group at 1-888-995-0184 or log your issue on <u>www.data-maxx.comnet/support.htm</u>. You can use our automated support system to log and track your technical issues.

Let's begin your first steps to automated data collection!

Section I

Installation and Setup:

1: Overview

The DATA-MAXX Daily Report data collection system manages data collection in remote and stationary environments.

While DATA-MAXX was designed to run effortlessly under Microsoft Windows this manual does not provide the user with training to run Microsoft Windows. Refer to the MS Windows tutorials located in the MS Windows help menu and the manuals that came with the Windows program for more information. Proficiency with Windows enhances your productive use of Daily Report.

There are many ways to approach learning Daily Report. It is suggested that you read through this manual, then practice going through all the functions of the program with some trial data. Delete the trial data before going live with your payroll system.

Your ongoing business is appreciated. Please do not hesitate to call or write with comments or desires. We will continue to provide more features based on requests.

The Daily Report Data Collection Process

The DATA-MAXX Daily Report system has three main components that work together and play the role of collecting, storing, processing and using data.



- 1. Setup the system. Configure your Daily Report system for your users and for the prompts you want to ask them for when inputting information. Choose settings for use with digital signature, email notification, choose tabs to turn on and customize labels, choose headers (columns) to display on labor screen, input weather choices, and
- 2. Choose the data file and means by which Daily Report transmits it's data to the DATAMAXX system.
- 3. Train users on the input once their system has been configured. Start collecting data by having your employees input their job daily reports.

View, edit, report and export the data with the DATA-MAXX database software. See manual on DATAMAXX for information on how to process, edit and report on the data once it has been transmitted from Daily Report.

Requirements for Operating Daily Report

Hardware/ Software Required:

Microsoft Windows XP or higher 1GHz Processor or Higher 1 GIG of RAM 100 Meg of free Hard drive space

Recommended:

Microsoft Windows XP Professional or <u>higher</u>Newer OS 2.5 GHz Processor 1 GIG of RAM 300 Meg of free Hard drive space

The DATAMAXX Daily Report software can also be installed on Terminal Server or Citrix Server to support multiple or remote users and connections.

Optional Hardware

Daily Report can utilize the following hardware available through DATAMAXX that support clock in/out and after the fact allocation from Daily Report:



Biometric Wall Clocks Biometric Hand Punches Cell Phones Blackberry PDAs (regular PDAs, rugged PDAs and PDA Smartphones)

These devices can transmit their data to a server, and the Daily Report software can retrieve those punches, allowing the supervisor to allocate the time to specific jobs and tasks.

In addition, Daily Report supports electronic signature with an external signature pad or with Tablet PC. The signature pad allows employees to sign their time as reported by their supervisor or collected via a time clock device.

Please consult your DATAMAXX specialist to see how these optional hardware pieces can be used to simplify entry into Daily Report.

2. Getting Started

Getting Started Overview

Getting started with Daily Report is easy. The following check list of activities will insure you have everything set up correctly.

STEP 1 Installing Daily Report

To install Daily Report, run the setup.exe that was given to your company. Follow the instructions on the display.

Once the installation is complete, the setup creates a new application group with the Daily Report icon. Make sure that you are pointing to the correct DATAMAXX database so data will be posted correctly when the user hits the Submit button inside the software. The pointing to the database is done through the dmd.udl file located in the same directory that Daily Report is installed in. Find the dmd.udl file and double click on it. You will see the following screen. A DATAMAXX technical support representative can assist you in determining the type of file connection (Access or SQL) and path to your DATAMAXX database.



Starting Daily Report

Once you have installed the Daily Report software, and pointed the dmd.udl file to the correct database, you are ready to start the program. When you click on the Daily Report program, you will see the following main screen.

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The software first needs to be configured for your users. Click on Setup and enter the administrative login and password, @dm1n.

When you click on any of the tabs in Setup, the system will then jump to that tab and allow you to change the setup of the DAILY REPORT program. To configure the Daily Report program, start with the first tab, General. When done with all configuration steps, click on Save at the bottom of the window. The window will exit and your new configuration will then show on the screen.



SETTINGS – contains general setup functions including whether you will be bringing in data from an external clock device as listed above, custom code (given if we have performed a customization within Daily Report for you individually), and email notification prompts.

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Custom Code – If DataMaxx has developed a customization for your particular use, you will be given a custom code to place in the custom code box located in the upper right of the Setup screen.

Use Phase, Use Cost Code – Should be checked depending on if you are tracking phases, cost codes, or both.

Relate to Job – If the dropdown of phases or cost codes should be job specific for choices, check Relate to Job for phase, cost code, or both, depending on your configuration.

Retrieve Timecards Select By – This feature is only used if the Daily Report program is retrieving timecards from a device or other clock in/out methods to populate time. Timecards can be retrieved by the job chosen when creating a daily report, the supervisor (marked in Employee Setup, see DM7 manual for additional information), or the job and supervisor (used if there are multiple supervisors filling out daily reports for the same



job). When the Import Timecards button is pressed in Daily Report once a new report is created, all timecards will be retrieved based on the choice for this item.

Round Time – If timecards are being retrieved based on above setting, the number of minutes to round the in and out time as it is being retrieved to display in daily report.

Email Notification – If additional people should be notified upon submission of a daily report, check Yes for email notification. This setting turns on email notification of the daily report submitted for up to two email addresses. Note that if job email notification is required, additional email addresses can be entered by job in the Dropdown tab in Setup. If email addresses are entered in the Settings tab, all emails supplied in this screen will receive a copy of all daily reports entered.

Default Login – If either Email Notification (all daily reports sent to listed emails) or Job Email Notification is chosen (in Dropdown Menu), a default login and password for the SMTP to send the emails needs to be supplied.

Signature Text – Signature text is user definable text that is displayed when digital signature is turned on. Enter the text you want displayed to the employee during signoff.

Use Optional Yes/No Text in Popup – Optional yes/no checkbox is useful for asking the employee a yes/no question during digital signature signoff such as "Were You Injured" which allows the employee to check a Yes/No checkbox before signoff.

Allocate Time to PTO – checked if you wish the user to allocate the PTO time (if turned on in labor screen) to phases or cost codes.

Allocate Time to Holiday - checked if you wish the user to allocate the Holiday time (if turned on in labor screen) to phases or cost codes.



TABS – this configuration screen is used for turning on or off tabs that appear at the top of Daily Report. Tabs that are available:

Labor Equipment Quantities Subcontractors Materials Notes Extra Work Submittals Meetings Inspections Job Info

The header label can be changed as necessary to make the tab that displays at the top of the daily report screen display your user defined labels. In addition, you can rename the header that appears underneath the tab in bold. Examples may be additional information you want to supply to the user upon entering the tab.

Required checkbox – Check the box for each tab you wish the user to supply data for or check None for no data before submitting the daily report. If you check a tab as Required, the user will not be able to submit the daily report unless information is entered in the tab or the None checkbox within the tab is checked to indicate there is no data for that particular section on that day.



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HEADERS - used for turning on or off columns specifically in the Labor tab

There are various columns that can be turned on/off within the labor screen itself for collection of different information. Some columns are text fields, some columns are dropdowns and some are time fields. All columns can have a user definable label, which will be the heading for the column. In addition, you can choose with a drop down in the Post section where that information should be posted to in the timecards posted to DM7 once the daily report is submitted. Check with your DataMaxx installation representative for your particular configuration and needs to determine which columns should be turned on in the labor tab.



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DROPDOWNS - allows the user to define the dropdown for weather in the Weather tab, Job Email notification, Absence reasons (if absence column is turned on in the labor tab) and Idle reasons for idle equipment in the equipment tab.

Note for job email notification that multiple emails should be entered with a colon (;) between email addresses.



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REPORTS – The reports tab lets you see all daily reports that have been created, delete them and unlock them. Locked reports or in-use reports show highlighted in orange.

To delete a daily report, click on the X next to the report in the Delete column. The system will ask you to confirm the deletion of the report.

To unlock a daily report, click on the arrow in the Unlock column.

Multiple reports can be deleted or unlocked in the same session. Hit Save when you are complete to unlock all reports chosen.



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			3/30/2011	020101 - ANDRES CARRILLO A.	R-CI-050116 - VI-CAS MAN	×	5	
			3/30/2011	020305 - ROGELIO COVARRUB.	R-CI-050120 - REGENCY C	×	5	
			3/29/2011	020101 - ANDRES CARRILLO A.	R-CI-050114 - SPEC BUILDI	×	5	
			3/17/2011	020204 - DANNY R BROWNING	R-CI-050116 - VI-CAS MAN	×	5	
			3/17/2011	020204 - DANNY R BROWNING	R-CI-050121 - JONATHON	×	5	
			3/9/2011	020204 - DANNY R BROWNING	R-CI-050116 - YI-CAS MAN	×	5	
			3/7/2011	020306 - RUTILIO F CASTILLO	R-CI-050121 - JONATHON	×	5	
			3/7/2011	020305 - ROGELIO COVARRUB.	R-CI-050116 - VI-CAS MAN	×	5	
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SAVED LISTS – Saved lists tab displays all lists that have been saved by all users for employees, equipment and subcontractors.

To sort the list, click on any of the header columns and it will resort the information by that column information in ascending order. To change order back, click on the column header again.

To filter for a specific Supervisor, Supervisor Name, List or Job, click in the upper right corner of the column header and it will give you choices to select one particular item.

To delete a saved list, click on the X under the Delete column next to the list you want to delete.



🔛 Daily Report v2.1.0.28	3829								_ 8 ×
Daily Repo	Report Date Supervisor Job			New Setup Print Grid E:	Submit Saved Emp List Saved Equip List	 Load Load Load 	Manage Columns Weather Day		
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• IP									
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灯 Start 🛛 🚠 📰 🏉	» 🛛 👔 Demo Installatio	n Files	Pocket PC - WM	5.0 MSFP 📴 Daily	Report v2.1.0.28629 🖉 Daily	Report v2.1.0.28829) EN 🔍 🐑 (🕄 🏠 1:47 AM

When done making all changes, hit Save to save all changes made in setup and return to the main daily report screen. To discard changes made, hit Cancel.

Creating a Daily Report

In order to create a new daily report, click on New from the main screen, choose the supervisor, the job, and the date. A drop down calendar is available for date. Within the calendar, simply hit arrow to go back and forth in months or clear the date at bottom of window and key in date you wish to create a daily report for. Hit OK to create a new report. A clear daily report will then display for entry.



62	Daily Rep	port v2.1.0.2882	29										_ 8 ×
I)ailv	Report	Beport Date	Monday, February 01.	2010	-	New	Submit Saved Er	nn List		Load		
			Supervisor	ROGELIO COVARRUBL	A5		Setup	Saved Ec	nuin List	*	Load	Columns	
			Job	R-CI-050116 VI-CAS	MANUFACTUR	ING G	vint Grid	Evport Grid			Load	Weather Day	
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	Che	ck/Uncheck All		Save Emp IDs	Print Dail	y Report	Allow	v Grids to Print on Multiple P	ages				
		~		Import Timecards									
1	Start	🎄 📼 🏉 👌	* 🛛 📝 Demo In:	stallation Files	Pocket PC - W	M 5.0 MSF	P 🖳	Daily Report v2.1.0.28829	Daily Report v2.1.0.2	3829		EN 🛚 🛨 🜏 🤇	2:36 AM

The date, supervisor, and job chosen will display at the top of the screen.

LABOR

If timecards are being retrieved to populate the labor screen, hit the Import Timecards button at the bottom of the screen. This will retrieve all timecards from the device or other method for capturing clock in/out. Records will display and round according to the rules created in the Setup tab as well as display employee number and name.

If the user is inputting hours, a list can be retrieved of saved employees by hitting the arrow for dropdown under the Saved Employee List section located at the top right of the



screen. This will display all saved employee lists created for the supervisor and job selected when the report was created. After selecting the saved employee list, click Load and the employees in the saved list should appear. Employees can be added or deleted from the list of employees that displays from loading a saved employee list. See Adding and Deleting records. To create a Saved Employee List, see Adding and Updating Saved Employee List.

In addition to displaying a saved employee list, the user can choose the employees from a dropdown if security settings have been set to allow them to add employees to the screen. Simply click on a new record in the Emp ID field or the Employee Name field to display a dropdown list of employee choices.

Columns displayed in the labor section will be limited to those chosen in the Header section of Setup.

Adding/Deleting Records

If labor hours are being entered, enter the total hours for the employee for that day as well as any other information related to the employee in columns displayed. For allocation of those labor hours to phases and/or cost codes, see Manage Columns. All hours will turn red until they are allocated to phases and/or cost codes.

To delete a row, right click on the very left of row highlighted in blue and it will display Delete Row. Click on delete row and the row will be removed.

Adding and Updated Saved Employee List

To add or update a saved employee list, once employees are displayed on the labor screen that you wish to save, click on Save Emp IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new



list saved for the first time. To update a list, choose the list you are updating and click on Update.

oC	Daily Re	port v2.1.0.288	329													_ 8 ×
1	Daily	/ Repor	t Report Date Wednesd Supervisor DANNY R Job R-CI-050	lay, Septemb BROWNING 114 SPEC B	er 29, 2010 WILDING 10B	 New Setu Print C 	Subm P Srid Export (t Saved Er Saved Eo	np List quip List		*	Load Load Load	Mani Colur	age mns eather Day		
	abor 🗾	quipment														
	.avvi									L-01-02 Sheet Metal Field	L-01-04 Trucki	Totals				None
	Appr	Emp ID	Name	Total to Allocate	Date	Time In	Time Out	Digital Signature	Digital Signature	Reg	Reg	Reg	Tot	tal		
>		404863	ANDERSON, JAMES -	8	9/29/2010	To crea	te a new list, en	ter description:				1	8	8		
		71055	BRUNGARDT, TERRANCE	8	9/29/2010					A	ы		8	8		
4						To upda	te/replace a list	, select:								
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Distributing Hours to Phases and/or Cost Codes



To distribute hours to phases and/or cost codes, click on Manage Columns button. Choose the phase and/or cost code you want to create an hours column for, and click on Add. Repeat for all columns to be added.

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ally	Repo	Ort Report Date Mon	day, February 01, 2010 -	New	ubmit Saved Emp List	- Load Manana	
	5	Supervisor ROG	ELIO COVARRUBIAS	Setup	Saved Equip List	+ Load Columns	
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		Manage Columns					×
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abor		Cert Code 01.02				copy counts normy as report	E N
		Labor				Add Exit	-
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Cher	dk/Uncheck A ✓	V L-01-01 L-01-02	Visit Code Level Green Head Strop Sheet Metal Field We Ethic Ethics Print Daily Reg art Timocardia	0 0 aort Allow Grids	to First on Multiple Pages		

In addition to adding columns for phases and/or cost codes, the user can choose columns from previous reports. Click on Copy Columns for last report and a window displays choices for previous reports with dates. Choose the report you wish to copy from and click OK.



Equipment			Cluber CEnternant Court Clump for multitures	
bor	Cast Cada		Copy County is report	
	Lahor		HOD EXIT	0
	Cost Code	Cost Code Desc		
	> 1-01-02	Sheet Metal Field	Choose Report to copy from	11
	L-01-04	Trucking		
pr Emp ID		1.000.00	Mar 30, 2011 + 1 Columns Eeb 14, 2011 + 2 Columns	
	-		Feb 03, 2011 - 4 Columns	
404863			Nov 22, 2010 - 3 Columns	
71055			Oct 29, 2010 - 3 Columns	
	-		Oct 25, 2010 - 5 Columns	
EP?			Oct 01, 2010 - 2 Columns	
			Sep 29, 2010 - 2 Columns	
	Equipment			
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	> L-01-02	Sheet Metal Field		
	L-01-04	Trucking		
	L-01-04	Trucking	OK Carcel	
	_			
			12 4 16 16	

By default, phases and cost codes will be added to both the labor and equipment tabs. If it is desired to only have a chosen phase and/or cost added to just the labor or equipment tabs, simply uncheck the box of labor or equipment before clicking Add.

When done adding phases and/or cost codes or copying them from the last report, click on Exit. The columns will then be displayed on the screen.

Enter hours for each employee underneath the appropriate phase/cost code columns. When all time has been allocated for each employee, the Total to Allocate field will turn green.



EQUIPMENT

If the user is inputting hours, a list can be retrieved of saved equipment by hitting the arrow for dropdown under the Saved Equipment List section located at the top right of the screen. This will display all saved employee lists created for the supervisor and job selected when the report was created. After selecting the saved equipment list, click Load and the equipment in the saved list should appear. Equipment can be added or deleted from the list of equipment that displays from loading a saved equipment list. See Adding and Deleting records. To create a Saved Equipment List, see Adding and Updating Saved Equipment List.

In addition to displaying a saved equipment list, the user can choose the equipment from a dropdown if security settings have been set to allow them to add equipment to the screen. Simply click on a new record in the Equip ID field or the Name field to display a dropdown list of equipment choices.

Ô.																. 6 ×
l	Daily	Report	t Report Date	Wednesday, March	30, 2011	- N	ew	Submit Saved E	mp List *	Load	Manage					
			Supervisor	DANNY R BROWNIN	4G	Se	tup	Saved E	quip List *	Load	Columns					
			Job	R-CI-050114 SPE	C BUILDING 108	Prin	k Grid	Export Grid		Load	Weath	ier Day				
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2	area.c	100 mm 🔛	J Demo Ins		1 million franklig		1 2410				any report] EN [] *		

Adding/Deleting Records

If equipment hours are being entered, enter the total hours for the piece of equipment for that day as well as any other information related to the equipment in columns displayed. For allocation of those labor hours to phases and/or cost codes, see Manage Columns. All hours will turn red until they are allocated to phases and/or cost codes.



Rows in the equipment tab will be populated as well from equipment chosen in the labor tab that is being operated by an employee. Hours will populate the same as the phase and/or cost code allocation that is picked for the employee hours.

To delete a row, right click on the very left of row highlighted in blue and it will display Delete Row. Click on delete row and the row will be removed.

Adding and Updated Saved Equipment List

To add or update a saved employee list, once equipment are displayed on the labor screen that you wish to save, click on Save Equip IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new list saved for the first time. To update a list, choose the list you are updating and click on Update.

Daily F	Report	Report Date Supervisor	Wednesday, March	30, 2011	- New					
	oment	Job	DANNY R BROWNIN R-CI-050114 SPE	g 3 Building 108	Setup Print Gri	Submit Saved Saved	imp List	Load Manage Load Column Load Weat	her Day	
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								L-01-01 Sheet Metal Shop	Totals	
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V	AB11 V	VTSP110-LSAC	_	3/30/2011	To create	a new lisc, enter description	Add		8 8	
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Distributing Hours to Phases and/or Cost Codes

Any distributions from labor hours that also had operated equipment will populate in the equipment section. To distribute hours to additional phases and/or cost codes, click on Manage Columns button. Choose the phase and/or cost code you want to create an hours column for, and click on Add. Repeat for all columns to be added.

😧 Daily	Report v2.1.	.28829						_ 5
Dai	ly Rep	ort Report Date Mono	day, February 01, 2010	- New	Submit Saved Emp List	- Load Manage		
		Supervisor ROG	ELIO COVARRUBIAS	Setup	Saved Equip List	+ Load Columns		
		Manage Columns	DED112 UT CAS MARK RACTURE			م يبيع الهمية ا	-	1
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Lab)r				Labor Equipment	Copy Columns from my last re	port	Nope
		Cost Code L-01-02		*		Add Exit		
		Labor						
Appr.	. Emp ID	Cost Code	Cost Code Desc	_				
_		> L-01-01	Sheet Metal Shop					4
* 🔯		1-01-02	Sheet Metal Meid					
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In addition to adding columns for phases and/or cost codes, the user can choose columns from previous reports. Click on Copy Columns for last report and a window displays choices for previous reports with dates. Choose the report you wish to copy from and click OK.



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Equipment Cost Code Cost Code Desc L Coll-04 Trucking OK Cancet					Oct 25, 2010 - 5 Columns	
Equipment Cost Code > Lolt-64 Cost Code Desc DK Cancel Cost Code Cost Cost Cost Cost Code Cost Cost Cost Cost Code Cost Cost Code Cost Cost Code Cost Cost Code Cost Cost Code Cost	1987				Oct 01, 2010 - 2 Columns	
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L01-02 L02-02 L02-02 L02-02 L01-04 Trucking 0K Cancel			Cost Code	Cost Code Desc		
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L41-04 Trucing			L-01-04	Trucking		
			L-01-04	Trucking	OK. Cancel	
					12 4 16 16	

By default, phases and cost codes will be added to both the labor and equipment tabs. If it is desired to only have a chosen phase and/or cost added to just the labor or equipment tabs, simply uncheck the box of labor or equipment before clicking Add.

When done adding phases and/or cost codes or copying them from the last report, click on Exit. The columns will then be displayed on the screen.

Enter hours for each piece of equipment underneath the appropriate phase/cost code columns. When all time has been allocated for each piece of equipment, the Total to Allocate field will turn green.



QUANTITIES

Cost codes in the quantities tab will display based on cost codes chosen in the labor section for the user to enter quantities and description of quantities that were installed. If the unit of measure is available from the cost code, it will display in the UOM column.



SUBCONTRACTORS

Used for entering other subcontractors that showed on the job and any issues that arose from their work. Enter a line per subcontractor. Subcontractors can be chosen from the dropdown (displays from Vendor table in DM7) or entered free form.

Daily Report					
,	Report Date Wedne	isday, March 30, 2011	New Submit Saved Emp List	Load Manage Load Columns	
	Job R-CI-0	50114 SPEC BUILDING 108	Print Grid Export Grid Saved Subs List	 Load Weather Day 	
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ubcontractore	Subcontractors	work materials weather	rootes impacts Extra work submittas Meeting	Inspections Job Info	E Marco
ubconti actors	•				L None
Subcontractors on Job	No. of People	Describe Work Performed and Li	ist Critical Material Received by Subs	Subcontractor Issues	
we Schoolized on Inc.					
we Subcontractor IDs					



Adding and Updated Saved Subcontractor List

To add or update a saved subcontractor list, once subcontractors are displayed on the subcontractor screen that you wish to save, click on Save Subcontractors IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new list saved for the first time. To update a list, choose the list you are updating and click on Update.

Daily Report Report Date Wednesday, March 30, 2011 New Saved Exp List Supervisor DAM NR RECOVERING Saved Exp List Saved Exp List Ubb Counterators Date of Recoverators Wednesday, March 30, 2011 Recoverators Saved Exp List Subcontractors Subcontractors Wednesday, March 30, 2011 Recoverators Recoverators Subcontractors Subcontractors Subcontractors Recoverators Recoverators Subcontractors No. of People Describe Work Reformed and List Critical Material Received by Subs Subcontractors Exits Save	6				😥 Daily Report v2.1.0.28829
Corporation Quarteries Subcontractors Value Postrate Vestrate Inspects Extra voir Submitted Inspects Extra voir Inspects Inspects <t< th=""><th>Lood Murupp Lood Lood Murupp Lood Murupp Mur</th><th>New Submit Saved Err Setup Saved Eq Prink Grid Export Grid Saved Su</th><th>March 30, 2011 OWNING SPEC BUILDING 108</th><th>Report Date Wednes Supervisor DANW F Job R-CI-050</th><th>Daily Report</th></t<>	Lood Murupp Lood Lood Murupp Lood Murupp Mur	New Submit Saved Err Setup Saved Eq Prink Grid Export Grid Saved Su	March 30, 2011 OWNING SPEC BUILDING 108	Report Date Wednes Supervisor DANW F Job R-CI-050	Daily Report
Subcontractors on Job No. of People Describe Work Performed and List Critical Material Received by Subs	feeting Inspections Job Info	Notes Impacts Extra Work Subm	k Materials Weather	Subcontractors	Labor Equipment Quantitie
Subcortractors on Job No. of People Describe Work Performed and List Critical Material Received by Subs # Subcortractors (ist) Save Subcortractors (ist) Save To create a new kit, enter description: To update/reglace a list, select:	None				Subcontractors
Subcontractor List Save To create a new kit, writer description: To update/replace a lat, select:	Subcontractor Issues	ist Critical Material Received by Subs	scribe Work Performed and L	No. of People	Subcontractors on Job
Subcontractor List. Save To create a new kit, eviter description: To update/replace a kit, select:					*
Save Subcontractor IDs	Add • Update Cancel	To create a new lot, enter description: To update/replace a lot, select:			Save Subcontractor IDs



WORK

Work is a free form tab for text entry to describe work performed.





MATERIALS

The materials tab is used to enter materials that were either ordered, used or returned. Check the box that applies to the material item you are entering data for.

1000 C	nepoli Dale	wearlesuay, it	larch 30, 2	2011 -	New	Submit:	Saved Emp List		Load	Manage				
	Supervisor	DANNY R BRO	WNING		Setup		Saved Equip Lis	t	Load	Columns				
	Job	R-CI-050114	SPEC BU	ILDING 108	Print Grid	Export Grid	Saved Subs List		Load	Weather Day				
Equipment Q	uantities Subcontra	ators Work	Materia	als Weather N	lotes Impar	ets Extra Wo	rk Submittals	Meeting Inspection:	a Job I	rfo				
entory													None	
Code Co	st Code Description	Materia	al ø	Material Descriptio	0	Oby	UOM	Total Price Ve	ndor	PO Number	Ordered	Used	Returned	
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WEATHER

Weather can be chosen from the dropdown list defined in the setup tab, as well as additional information entered.

Daily Report											
Daily F	Report	Report Date Supervisor Job	Wednesday, N DANNY R BRO R-CI-050114	Narch 30, 2011 WNING SPEC BUILDING 108	 New Setup Print Grid 	Submit Saved E Saved E Export Grid Saved S	npList quipList absList	 Load Load Load 	Manage Columns Weather Day		
bor Equips	ment Quartiti	s Subcontra	tors Work	Materials Weather	Notes Imp	ets Extra Work Subr	ittals Meeting In	pections Job	Info		
Veathe	er				Jacob Contractor Contractor					None	
Type	Weather		Describe V	Veather Impacts							



NOTES

Notes are free form data entry, typically for data that would not be in other tabs on report. Click on window and start typing to enter data.





IMPACTS

Impacts screen is a free form that allows entry of impacts to the job. Key in the first impact and hit the Tab key on keyboard to move to the next line. Lines will grow as necessary for the data that is entered.



EXTRA WORK

Extra work screen is used to describe extra work performed. It is a free form of text entry. Hit tab between each line item describing in the Extra Work tab to move down to the next line.

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Daily	Report	Report Date	Wednesday, March 30, 2011	New Submit Sa	ved Emp List	Load	
,		Supervisor	DANNY R BROWNING	Setup Sa	ved Equip List	Load Columns	
		Job	R-CI-050114 SPEC BUILDING 108	Print Grid Export Grid Sa	ved Subs List	Load Weather Day	
Labor Equ	upment Quantiti	es Subcent	ractors Work Materials Weather	Notes Impacts Extra Work	Submittais Meeting Inspections	a Job Info	
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SUBMITTALS

The submittals screen is used to describe submittals for the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Submittals tab to move down to the next line.

Daily Report	Report Date	Wednesday, March 30, 2	-	New	Submit	Saved Emp Lis	t	Load	Manager			
,	Supervisor	DANNY R BROWNING		Setup		Saved Equin I	ist	Load	Columns			
	Job	R-CI-050114 SPEC BUI	ILDING 108	int Grid	Evport Grid	Saved Subs Li	st	Load	Weather	Dav		
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List submittals, clarifications o	r RFI's delaying	the job										
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MEETINGS

The meetings screen is used to describe meetings that occurred on the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Meetings tab to move down to the next line.

Daily Report V2.1.0.28829				Formatted: Font: Bold
рану керог	Report Date Wednesday, March 30, 2011 - New Submit Saved Emp List	Load Manage Load Columns		
	Job R-CI-050114 SPEC BUILDING 108 Print Grid Export Grid Saved Subs List	 Load Weather Day 		
Labor Eculoment Quantiti	s Subcontractors Work Materials Weather Notes Impacts Extra Work Submitta's Meet	ing Inservices Job Info		
Meeting			None	
Describe significant meeting o	discussions held today and any decisions given. Inclue names		1	
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INSPECTIONS

The meetings screen is used to describe meetings that occurred on the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Meetings tab to move down to the next line.





PRINTING A DAILY REPORT

After all information is entered on the daily report, from the Labor tab, click on Print Daily Report. The daily report will be displayed on the screen and all information can be printed or saved to file in various formats.

PRINT GRID

Print Grid on the header is a snapshot of the current grid on screen only.

EXPORT GRID

Prints the grid displayed on the screen to file and allows you to enter a file name.

SUBMITTING A DAILY REPORT

Submitting a daily report posts labor, equipment, quantities, and materials to the DM7 database. Before submitting a report, labor and equipment entries must be approved. To approve the entries, hit Check All or check individual rows as approved. The Check All box is located at the bottom left of both the labor and equipment screens. This process marks all records as approved. If the equipment tab is turned on, equipment must be approved as well before submitting. Repeat Check All or check individual entries as approved.

If tabs have been marked as required in setup, either information must exist in that tab or None must be checked prior to submitting. The system will warn the user if neither of these have been done when hitting Submit if the Required is checked on any of the tabs.

Once data has been reviewed, click on the red Submit button on top of daily report.

DISPLAYING PREVIOUSLY ENTERED DAILY REPORTS



To display a previous daily report, choose the report under the dropdown of Report Date. Reports will be displayed by date, supervisor, and job. Click on the report and it will display in entirety on screen.

