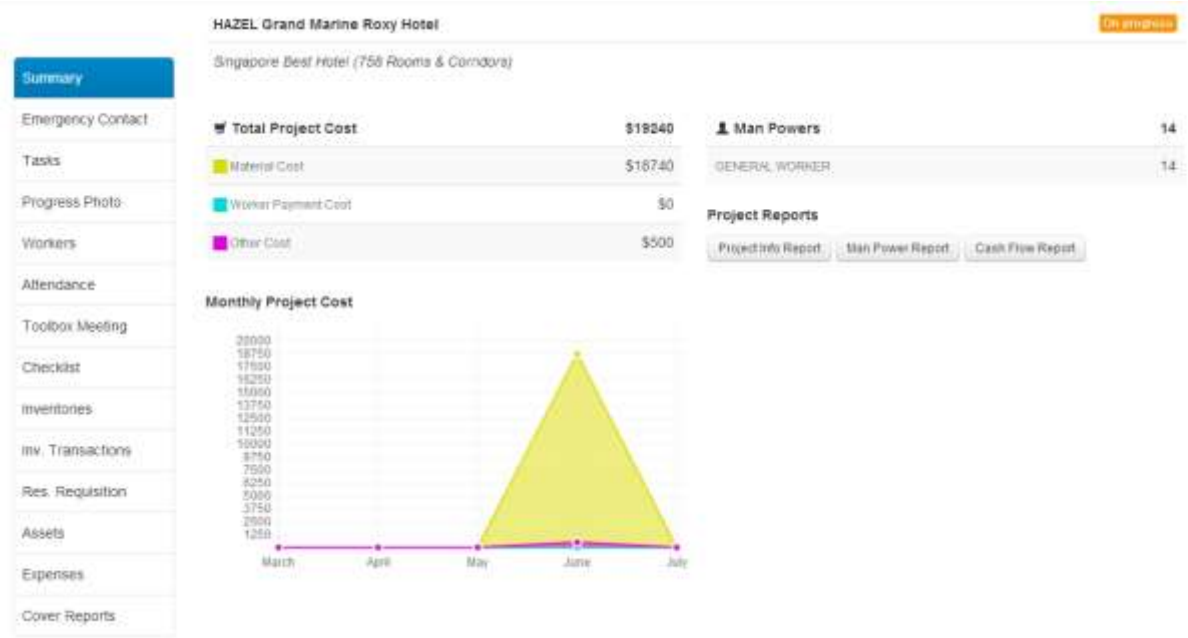
10. Enter project

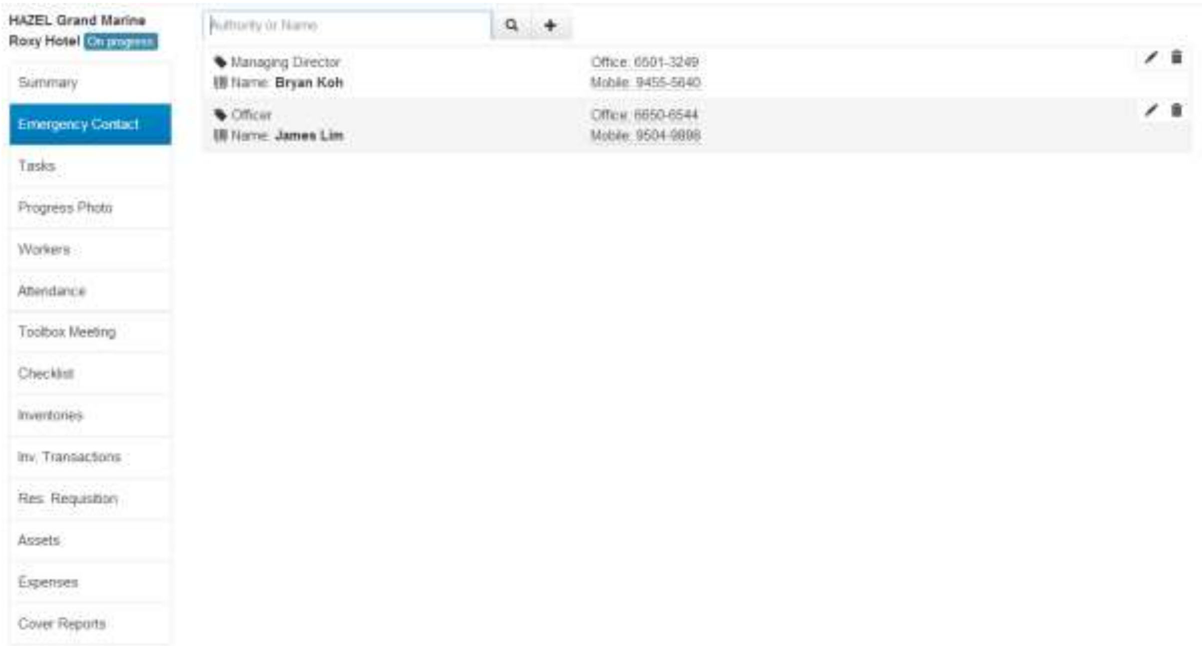
- Click  to go into project

10.1 Summary



- This page displays the project summary, attendance summary and project reports

10.2 Emergency Contact

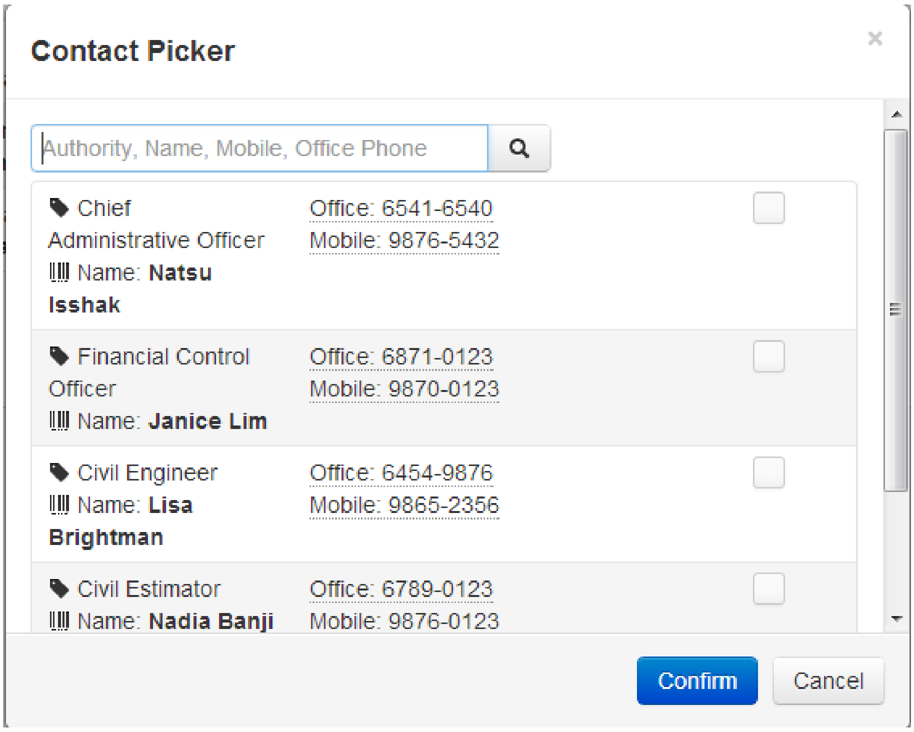


10.2.1 Searching for an Authority or Name

- Enter Contact's Authority or Name and then click the button.

10.2.2 Creating a New Emergency Contact

- When you click , the window below should appear to prompt you to select Emergency Contacts.



The list of contacts appearing in this Contact Picker can be found from the contacts that are added under Contact Management. (Administration >> Data Setup >> Contact Management)

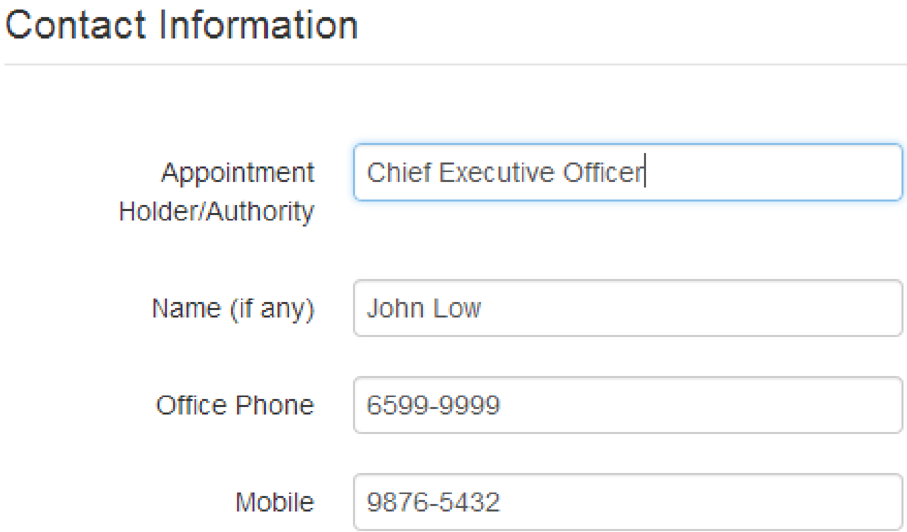
Refer to 3.2 for details on setting up a contact.

To add a Contact into the Emergency Contact list:

- Click on the unchecked box to select contact. It will appear like this
- Click Confirm to add contact into Emergency Contact List or click Cancel to cancel adding contact into Emergency Contact List

10.2.3 Editing Information of Emergency Contact List

- Click on to edit information of the contacts on the Emergency Contact List.

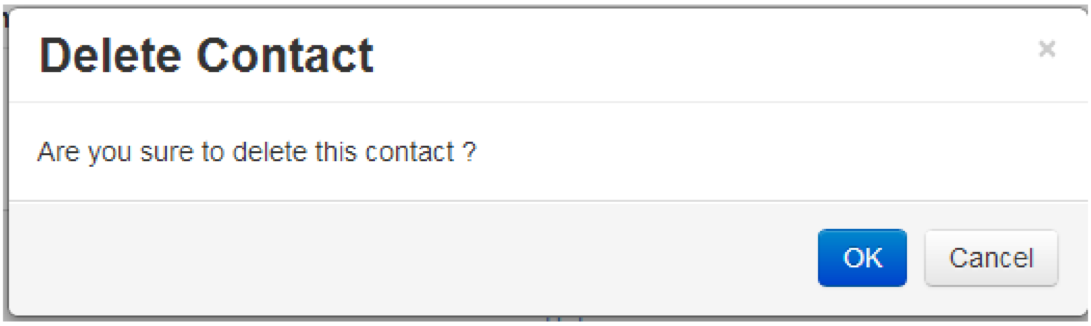


- The window above should appear
- Proceed to edit information about the contact. Click **Update Info** to save any changes made for the contact or click **Cancel** to abandon changes made to the contact.

10.2.4 Deleting Contact from Emergency Contact List

- You can click on to delete any contact from the Emergency Contact List.

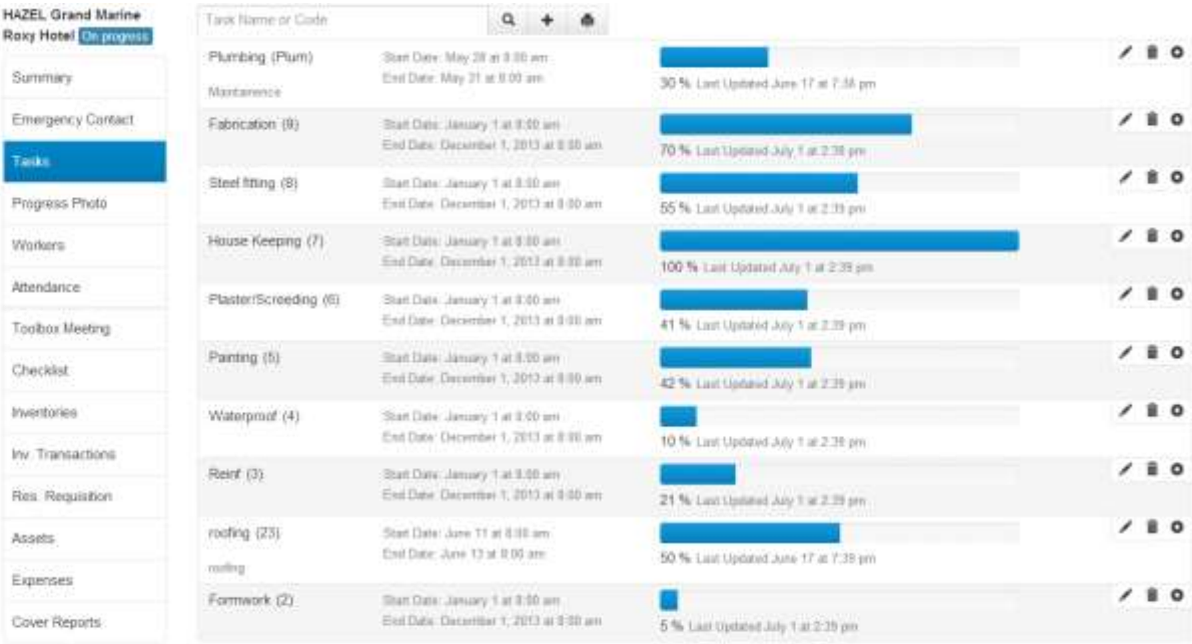
The following window should appear to prompt you



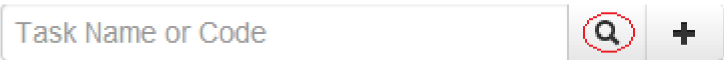
- Click **OK** to delete contact from the Emergency Contact List or click **Cancel** to keep contact in the Emergency Contact List
  (Note that deleting contact from your emergency list does not delete that contact from 'Contacts Management'. To delete a contact from 'Contacts Management', refer to 3.2.4*)*

10.3Task

- Click >> **Payroll History** to view worker's payroll history

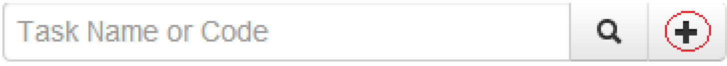


10.3.1 Finding a Task Name or Code



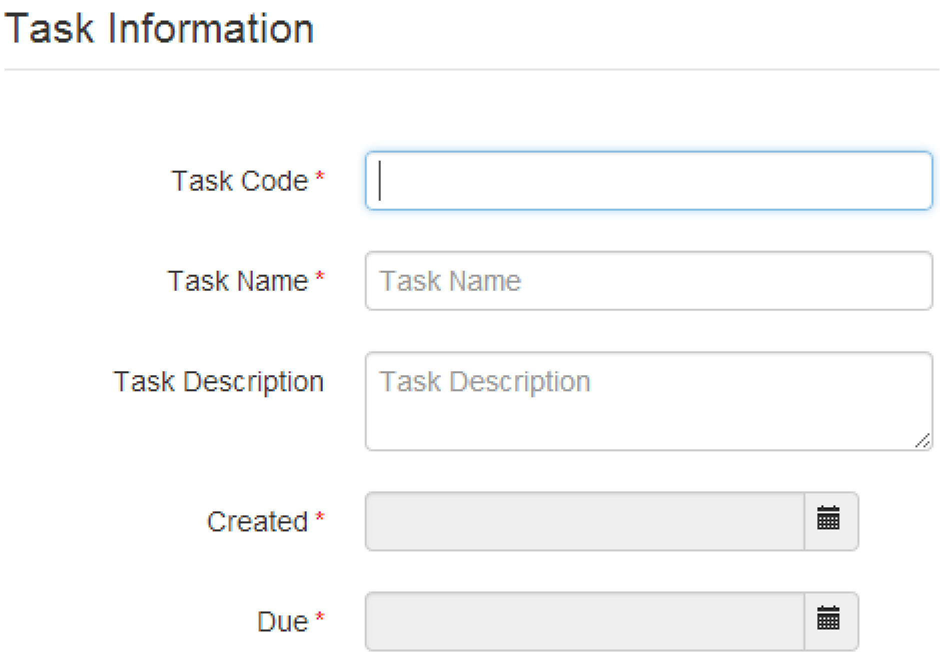
- Use the button to search for a task by entering the Task Name or Code

10.3.2 Creating a New Task



- Click on the  button to create a new task.

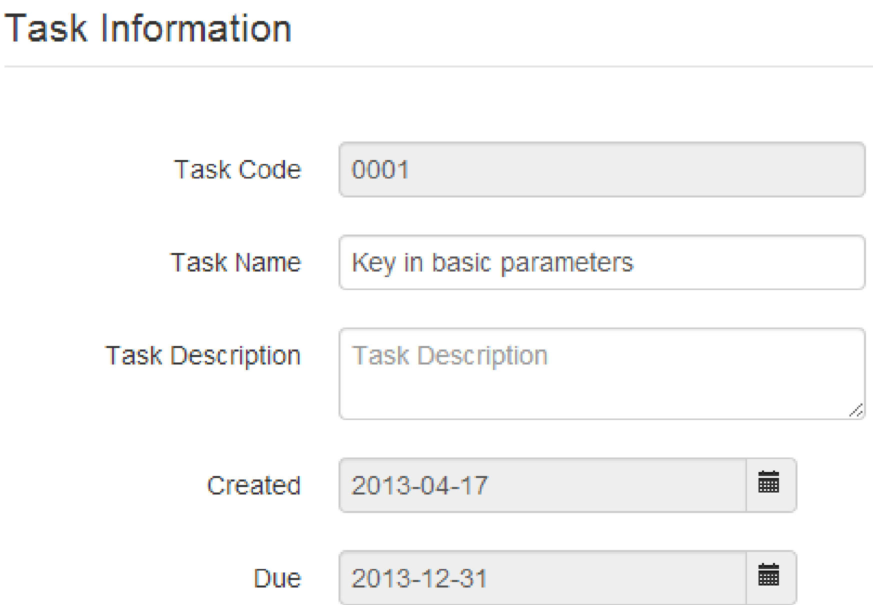
The following window should appear.



- Proceed to fill in information about the task
- When you are done, click **Update** to save information of the new task or click **Cancel** to cancel saving information of the new task.

10.3.3 Editing a Task

- Click on  to edit the information of existing tasks
- The following window should appear

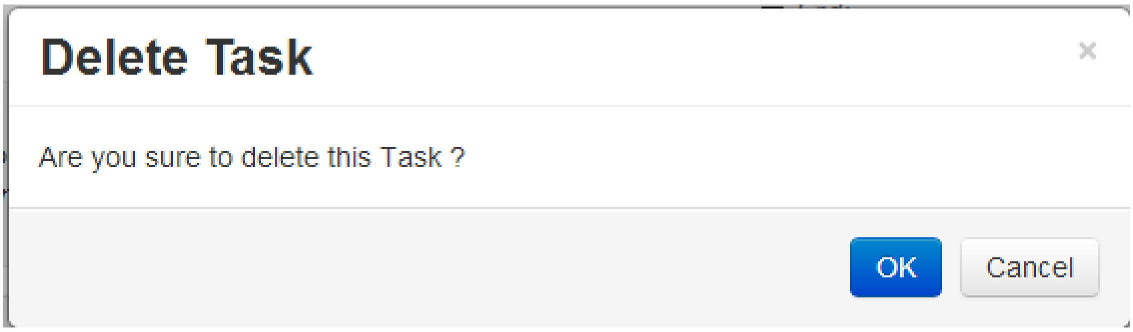


Proceed to edit information of existing task. When you are done, click **Update** to save edited information of the task or click **Cancel** to abandon changes made to the task.

10.3.4 Delete Task

Click the button to delete an existing task.

After you click the button, the following window should appear to prompt you



Click **OK** to delete task or click **Cancel** to cancel deleting of task

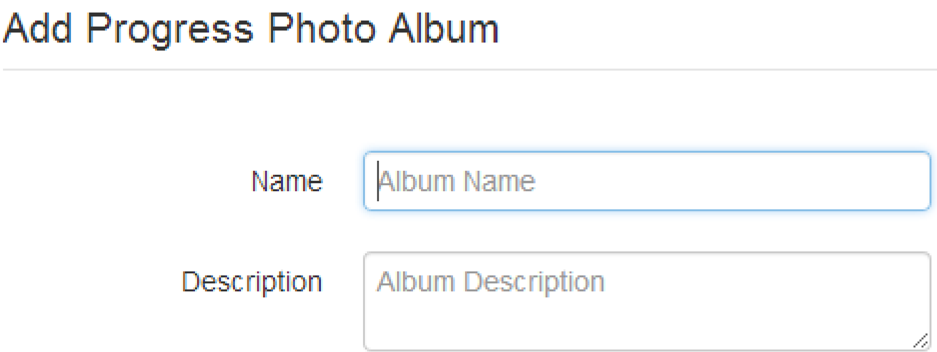
10.4 Progress Photo

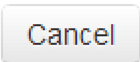
10.4.1 Searching for a Project Progress Photo Album

- You can search for an Album Name by keying information about the Album Name or some Descriptions of the album
- Click  to display results of the Album

10.4.2 Adding a Project Progress Photo Album

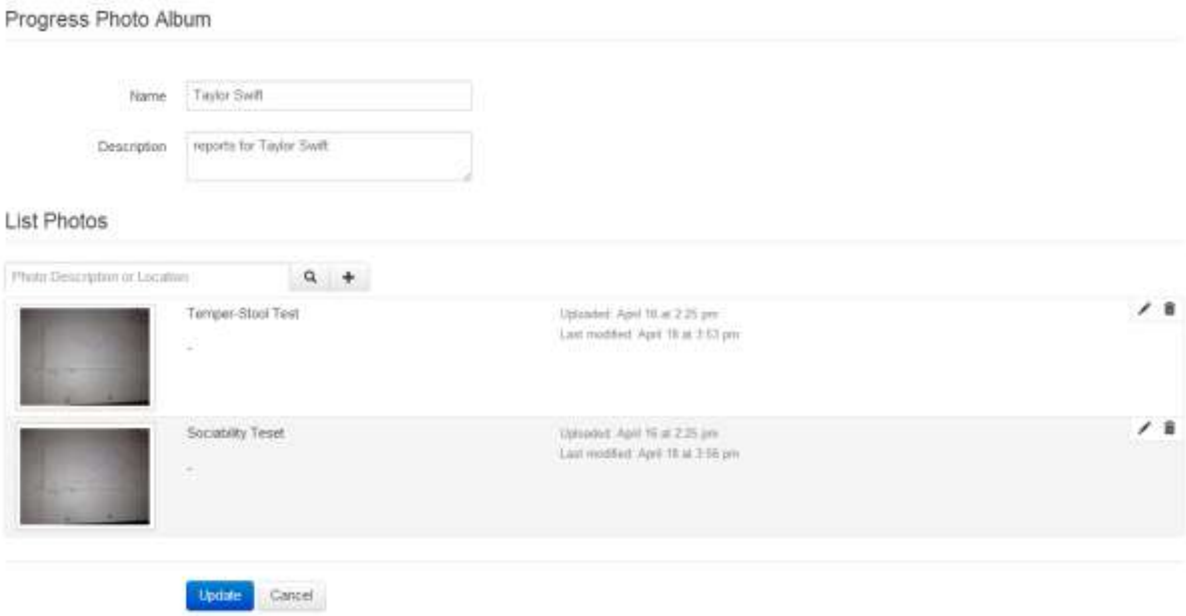
- You can add a Project Progress Photo Album by clicking the 
  The following window below should appear:



- Enter information about the Album and then click Submit to save Album information or click  to cancel saving information of the Album

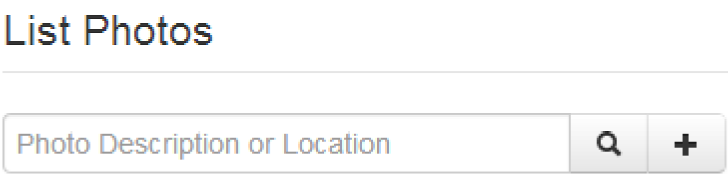
10.4.3 Editing a Project Progress Photo Album

- Click on to edit Progress Photo Album

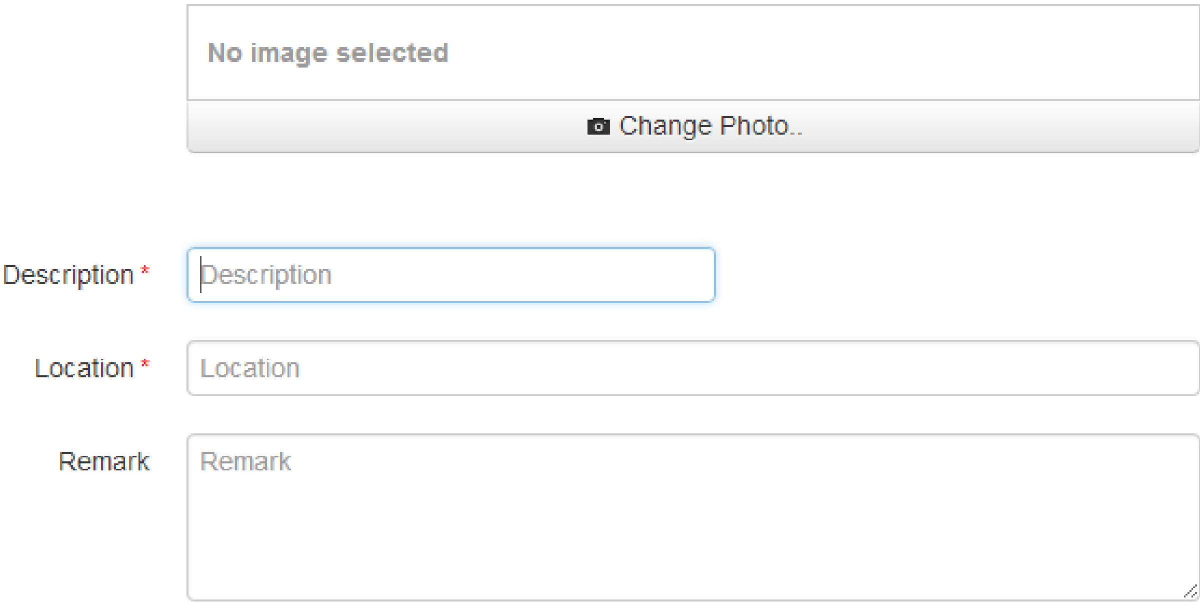


- A window like the one above should appear. You can edit information about the Progress Photo Album

10.4.3.1 Uploading of photo to the Project Progress Photo Album



To upload a photo of the Progress Photo Album, click  .



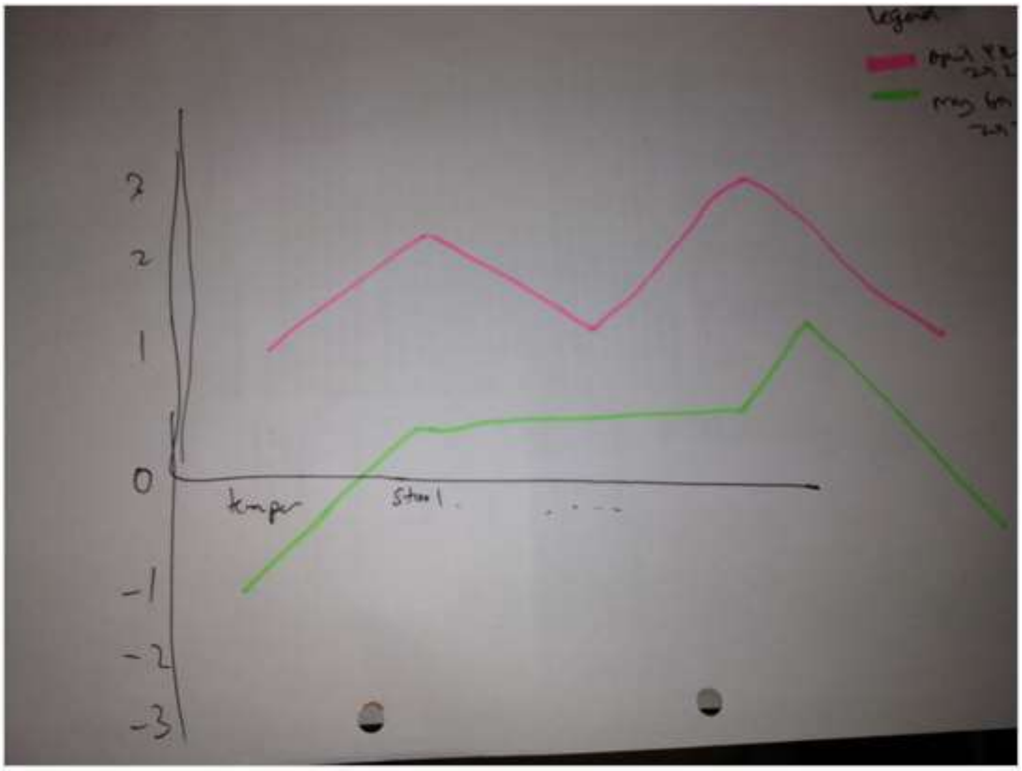
- The window above should appear
- Enter information about the photo and upload it to the Progress Photo Album
- Click on 

to save the information and upload the photo or click 

to cancel uploading the photo.

10.4.3.2 Editing of photo from Project Progress Photo Album

- Click on ✎ to edit information about the photo upload into the Project Progress Photo Album.



Change Photo..

Description * Temper-Stool Test

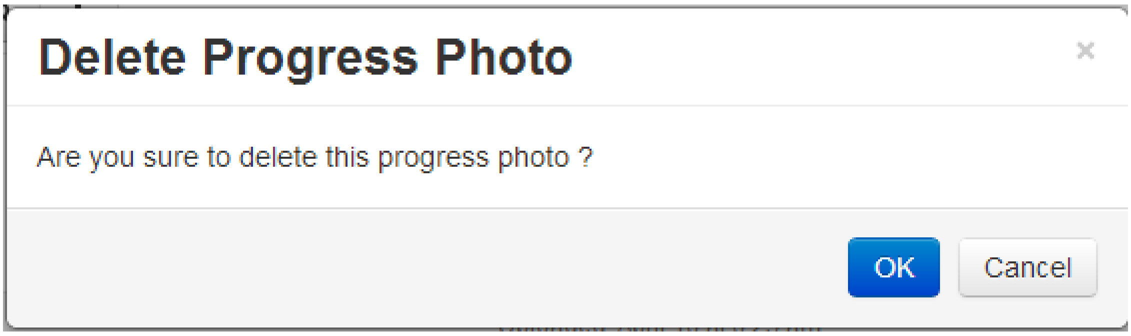
Location * -

Remark Remark

- A window similar to the one above should appear
- You can change the photo or edit any information about the photo and then click **Save** to save edited information of the photo or click **Cancel** to abandon changes made to the photo

10.4.3.3 Delete photo from Project Progress Photo

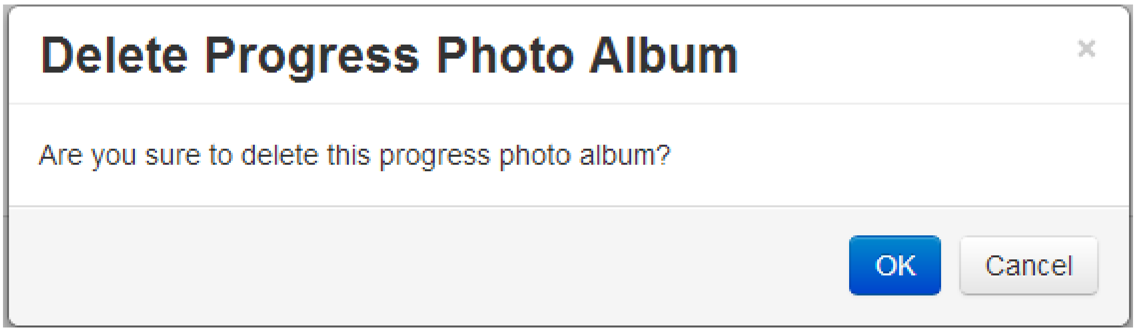
- Click on under **List Photos** to delete a photo from the Project Progress Photo Album



- The window above should appear, click **OK** to delete progress photo or click **Cancel** to keep progress photo

10.4.3.4 Delete photo from Project Progress

- Click on to delete a Project Progress Photo Album.



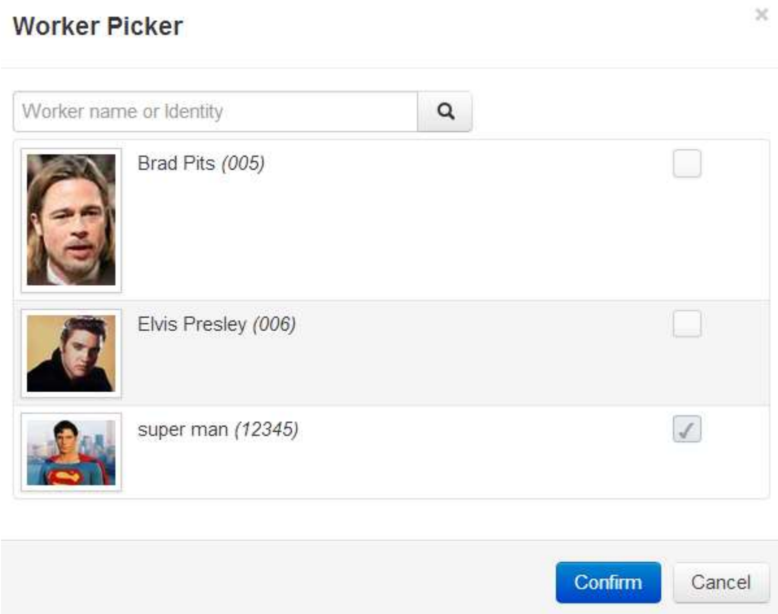
- The window above should appear
- Click **OK** to delete progress photo album or click **Cancel** to keep progress photo album.

10.5 Workers

- This page displays the workers assigned to this project
- You may search for workers assigned to this project. Refer to 3.1.3 for details on searching for workers
- Click **View more results** to view more workers assigned to this project

10.5.1 Assign Workers to Project

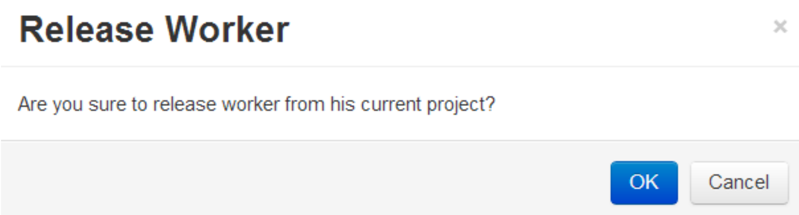
- Click the + button to assign workers to this project



- To search for workers refer to 3.1.3 for details
- Click on the unchecked box to select contact. It will appear like this
- Click **Confirm** to assign worker(s) to the project or **Cancel** to abort assignment
- Refer to 3.1.4 for an alternative way to assign workers to project

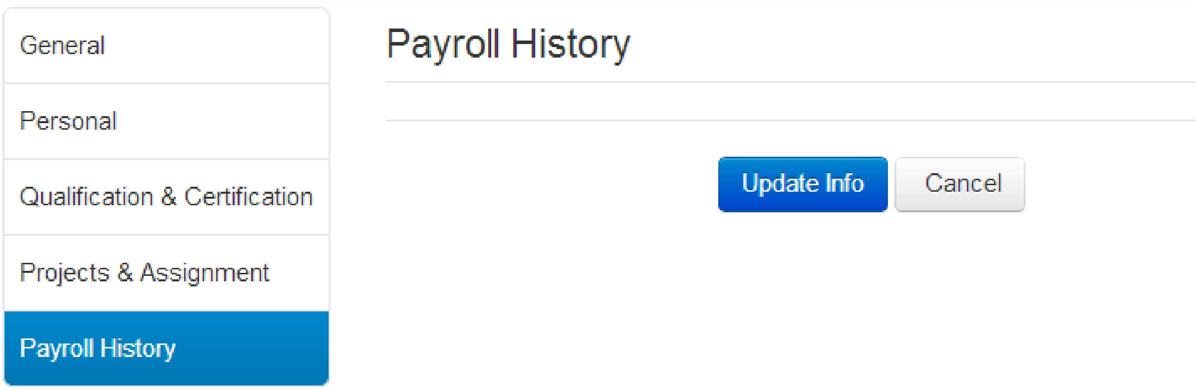
10.5.2 Release Worker from Project

- Click to release worker from project



- Click **OK** to release worker or **Cancel** to cancel release

10.5.3 Worker's Payroll History

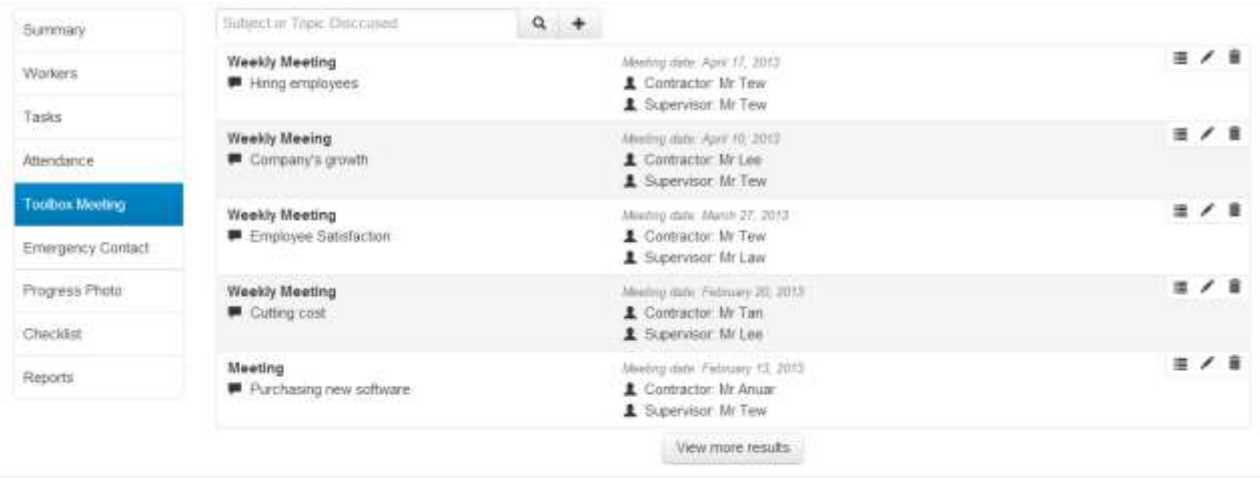


- Click >> **Payroll History** to view worker's payroll history
- Click **Update Info** if there are any changes made or **Cancel** to cancel changes

10.6 Attendance

- Refer to 9.4 for details on submitting attendance
- Refer to 9.4.3 for details on how to upload image with attendance

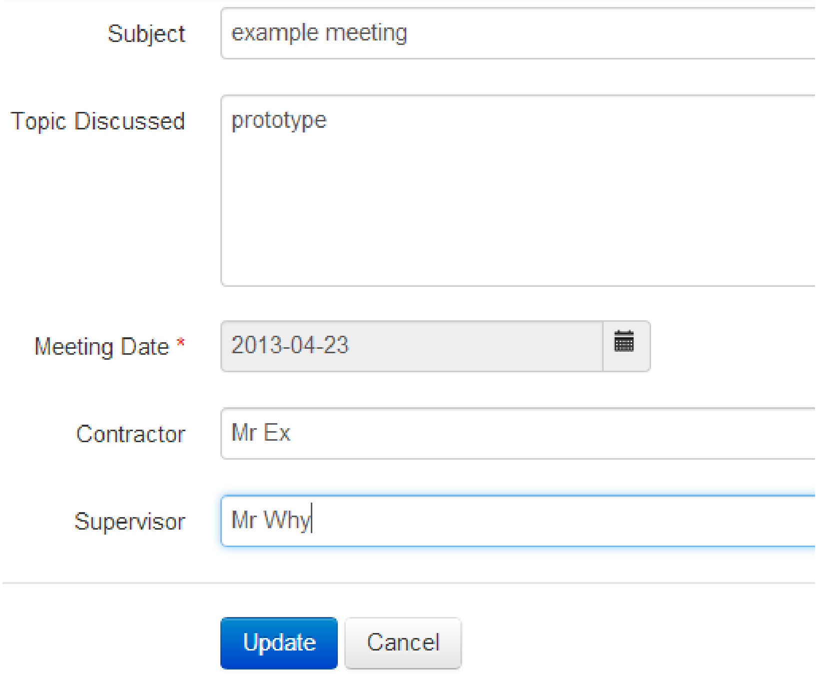
10.7 Toolbox Meeting



- This page displays past meetings. It also enable you to add meetings

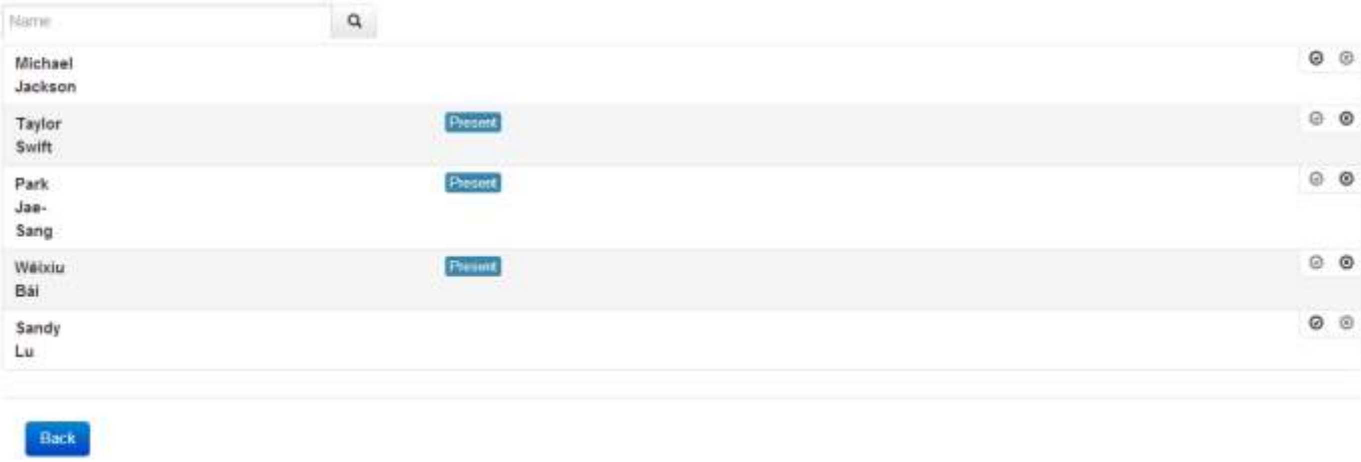
10.7.1 Create a Meeting

- Click  to add a meeting
- Key in the necessary details for the meeting



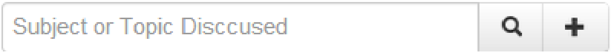
- Click **Update** to create meeting or **Cancel** to cancel creating meeting

10.7.2 Meeting Attendance



- Click
- Click to mark the worker as present or to mark the worker as absent
- Click **Back** when done

10.7.3 Search for Meetings



This box above allows you to search for meetings efficiently

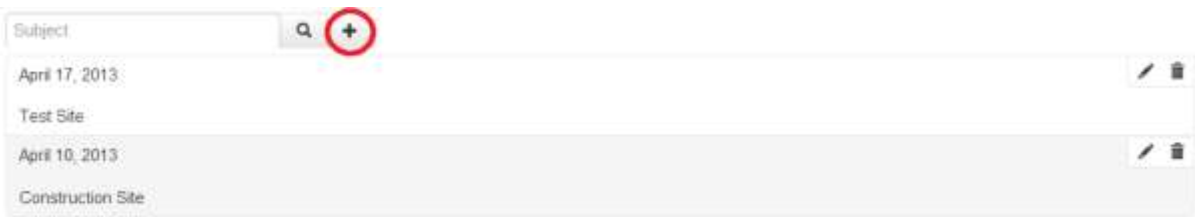
- Key in the identity number or the name of the worker and click the  button. It will display your meeting like this:

10.8 Checklist

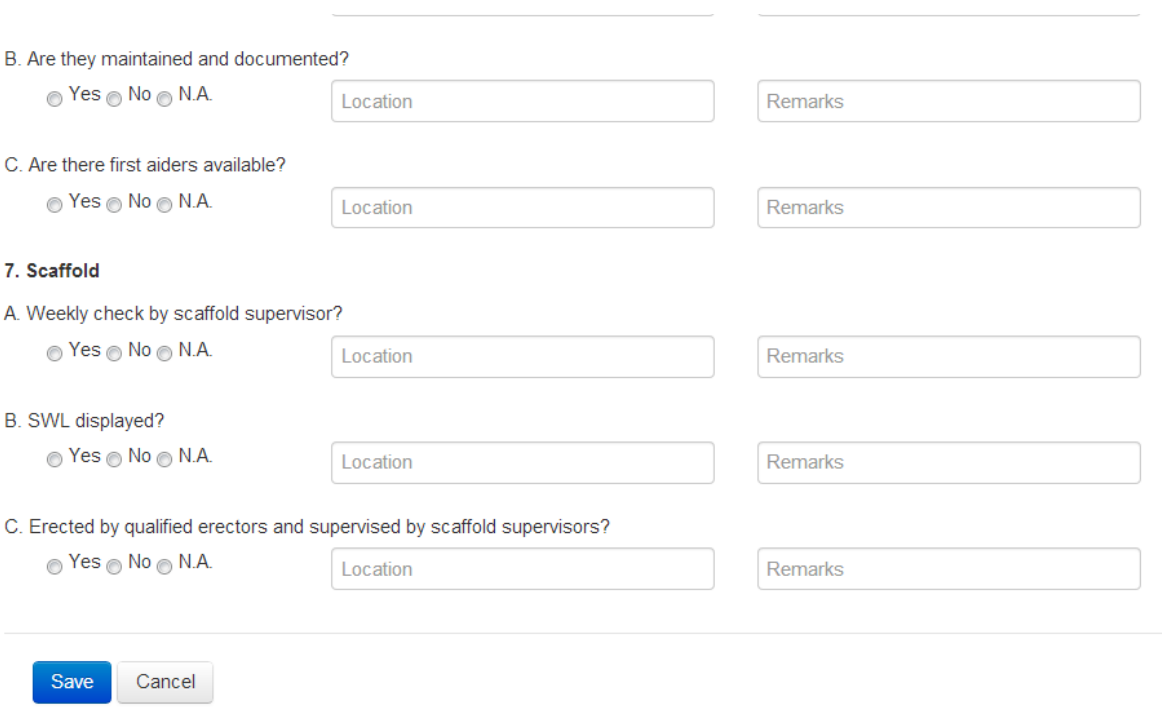
10.8.1 Adding a Checklist

- Select a checklist

- Click  to add the type of checklist selected



- Fill in necessary details required by the checklist



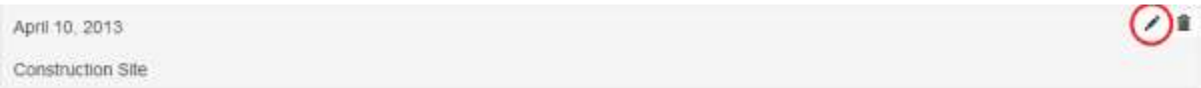
- When done click **Save** to add or **Cancel** to cancel adding of checklist

As of 29 May 2013, there are 8 checklists:

- Safety Inspection Checklist
- Accident Analysis
- Control of Non-Conformance/Incident
- Weekly Environmental, Health and Safety Inspection
- Inspection Checklist of Formwork Structure
- First Day Safety Check
- Monthly Checking by Crane Operator
- Checklist for Inspection of Mobile Crane Access

Click the checklist name above to view a sample of the checklist *(Unable to view, update in progress)*

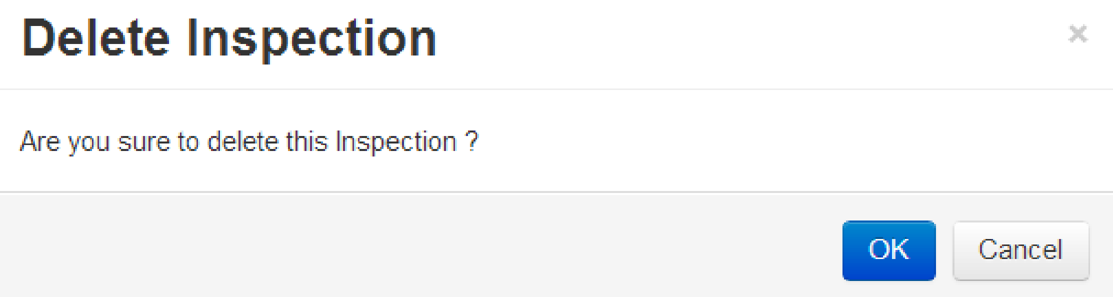
10.8.2 Edit a Checklist



- Click the  button
- Edit
- When done, click **Save** to complete editing or **Cancel** to abort editing

10.8.3 Delete a Checklist

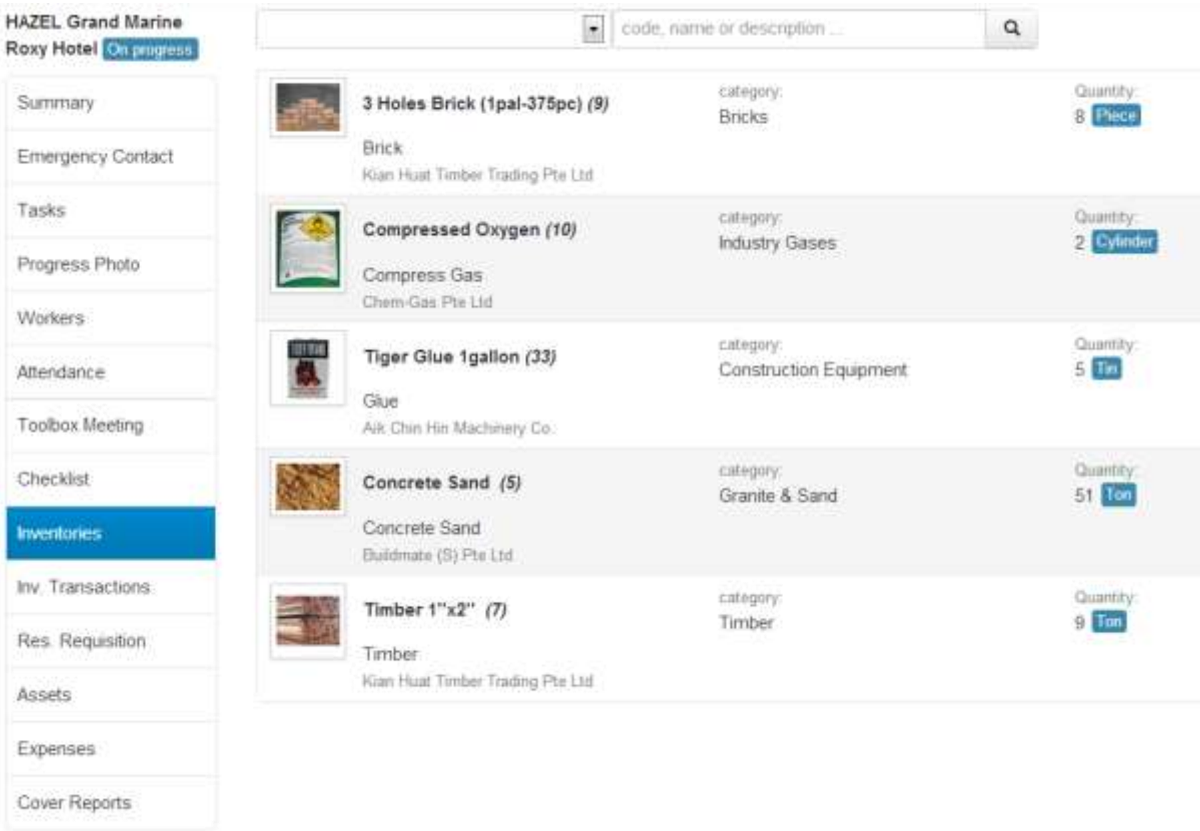
- Click the  button



- Click **OK** to delete or **Cancel** to abort deletion

10.9 Inventories

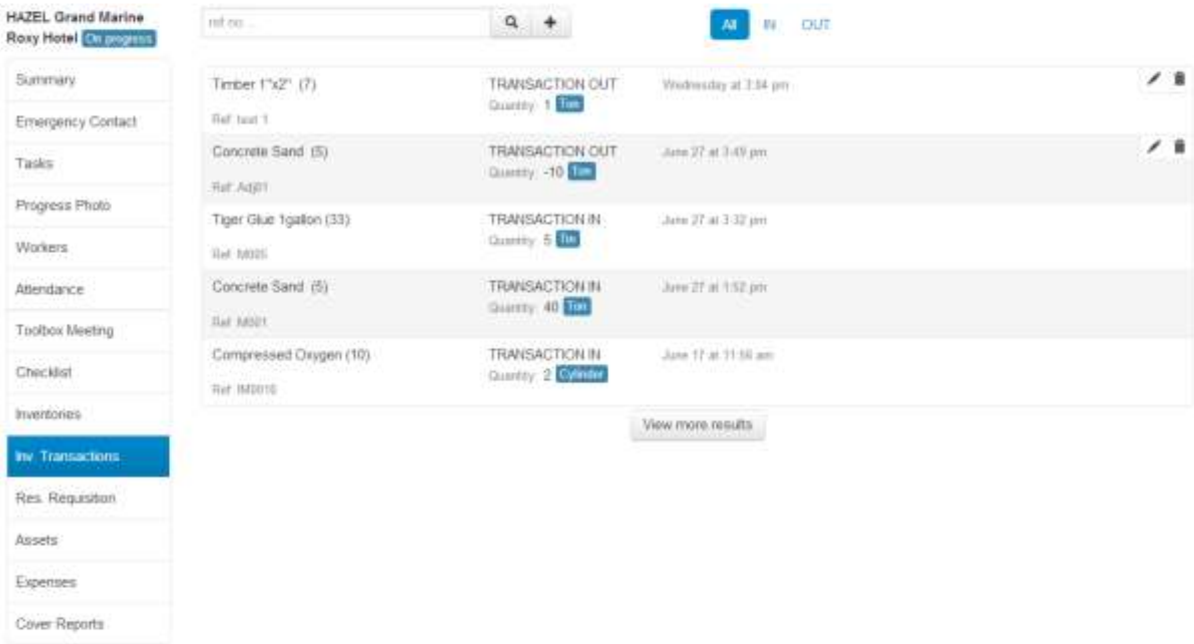
This page displays the inventories that are appointed to this project.



- You can search for an inventory by typing your search entry into the search box and clicking 
- You can limit your search entry by clicking the drop down menu beside the search box

10.10 Inventory Transactions

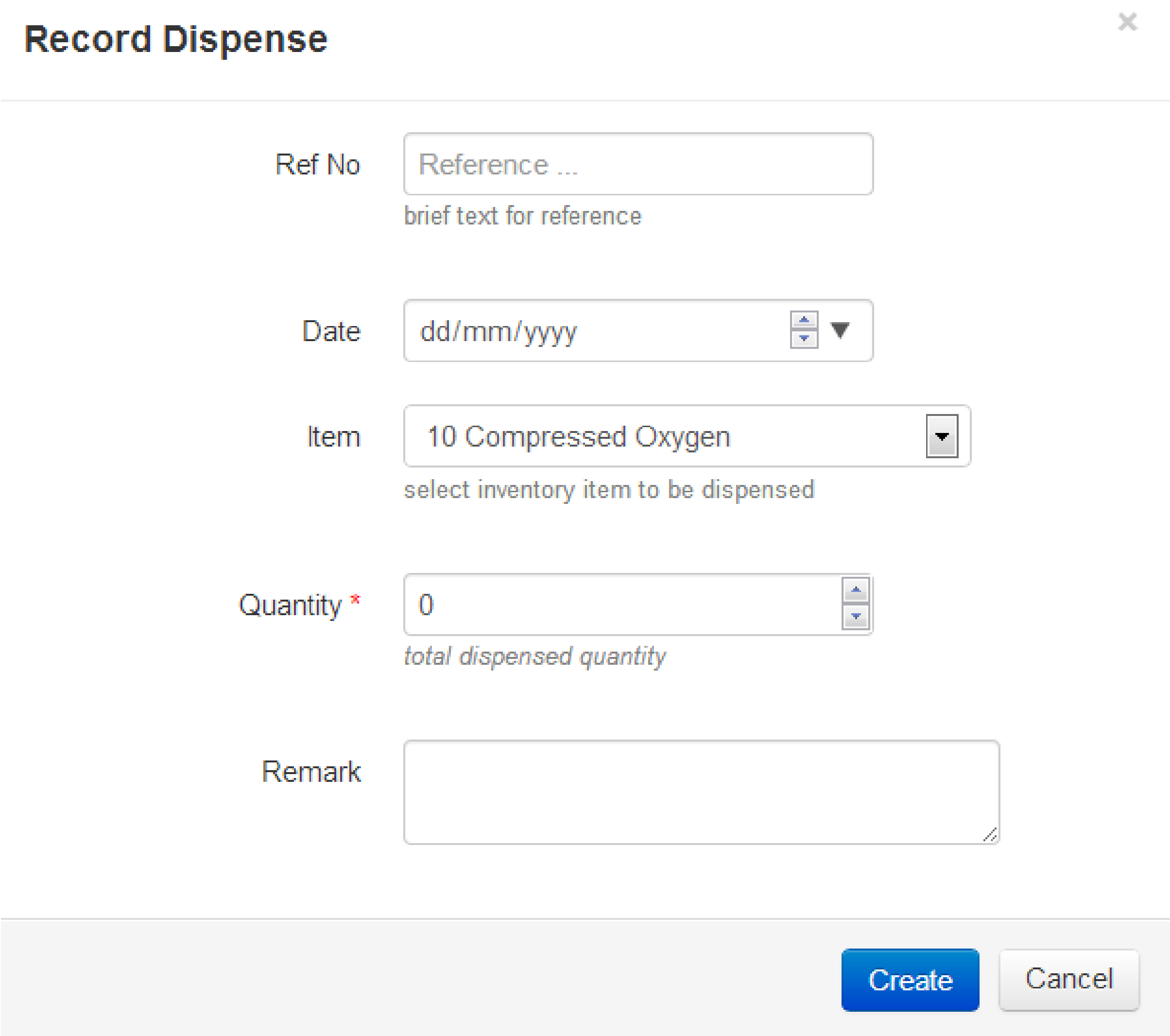
This page displays the inventory transaction in and out of your project



- To search a particular transaction, type your search entry into the search box and click the  button
- You can limit your search by clicking one of the following “ALL” “IN” or “OUT”. The options are on the right of the searchbox

10.10.1 Recording Dispense

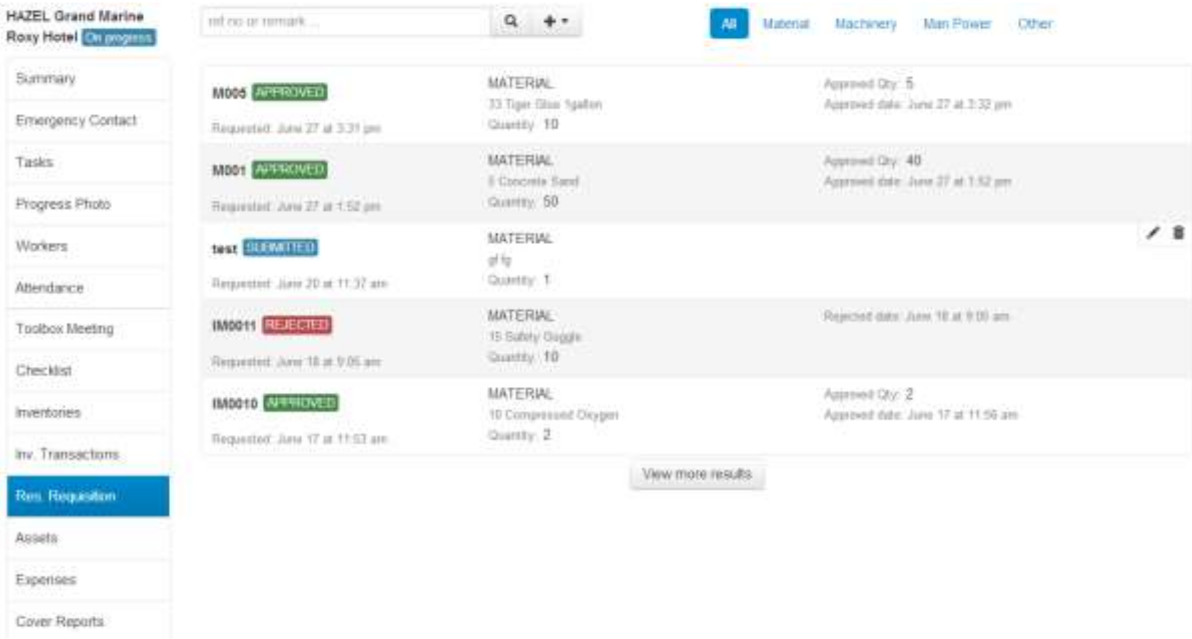
- If you wish to record a dispense, click the  button
- A window should appear similar to the image below



- Fill in the necessary details
- When you are done, click **Create** to add or **Cancel** to cancel this record

10.11 Resource Requisition

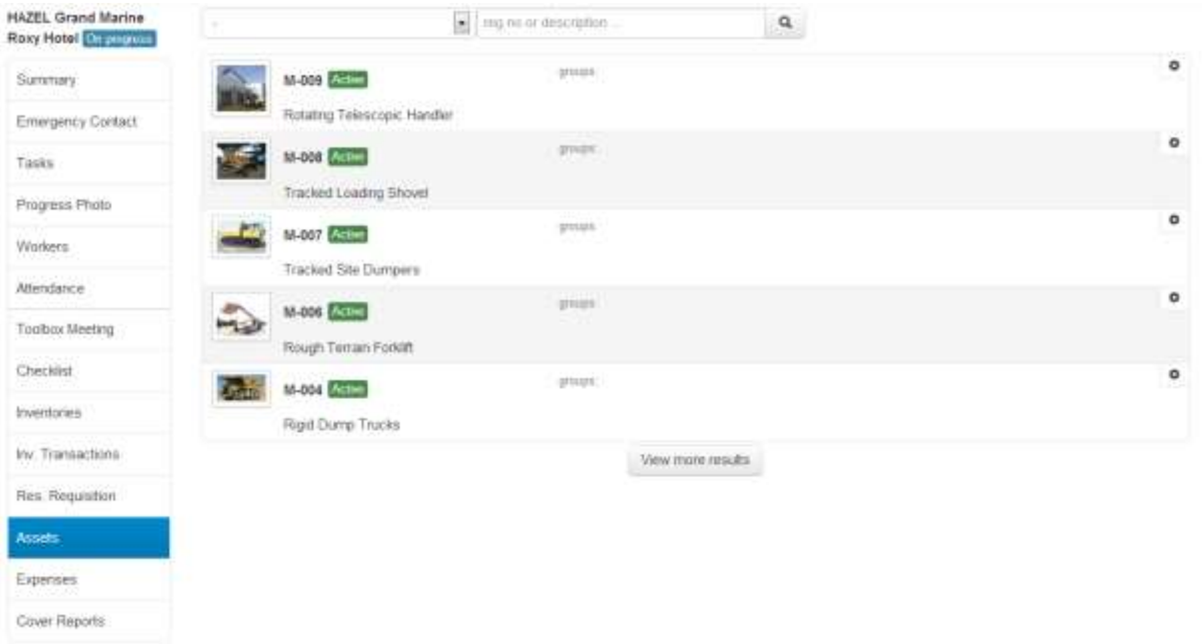
This page allows you to request resource for your project. These resources must be approved before it is processed. For more information about approving a resource, go to…



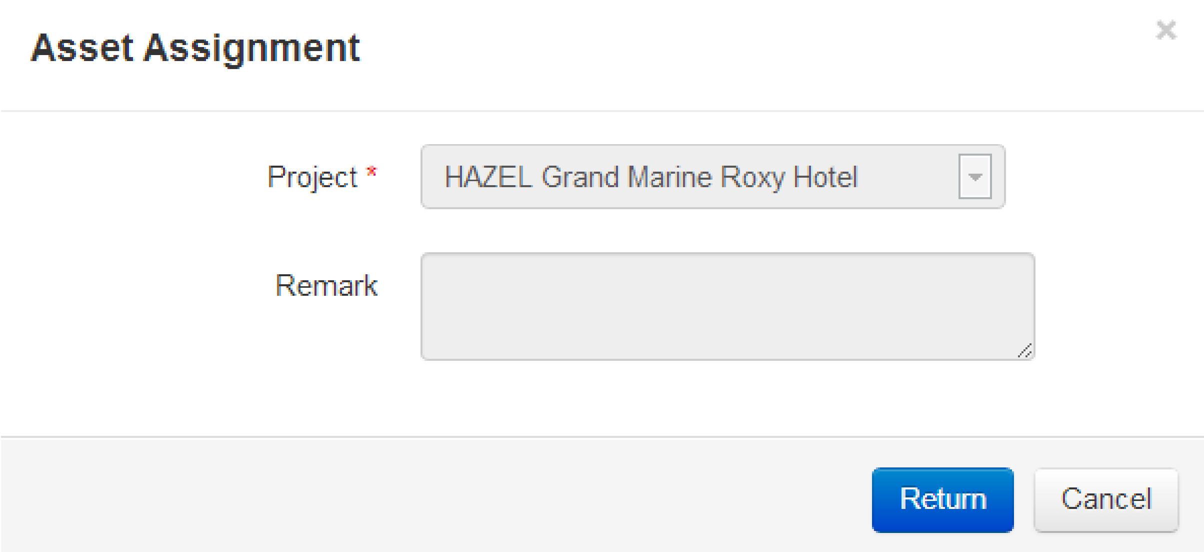
- When a resource requisition has been sent but not approved or rejected, the status would be SUBMITTED
- When a resource requisition has been rejected, the status would be REJECTED
- When a resource requisition has been approved, the status would be APPROVED
- When a resource has been submitted and the status is SUBMITTED, you can edit or delete the request
- If the status is REJECTED or APPROVED, you cannot make any changes

10.12 Assets

This page display the assets that are assigned to this project



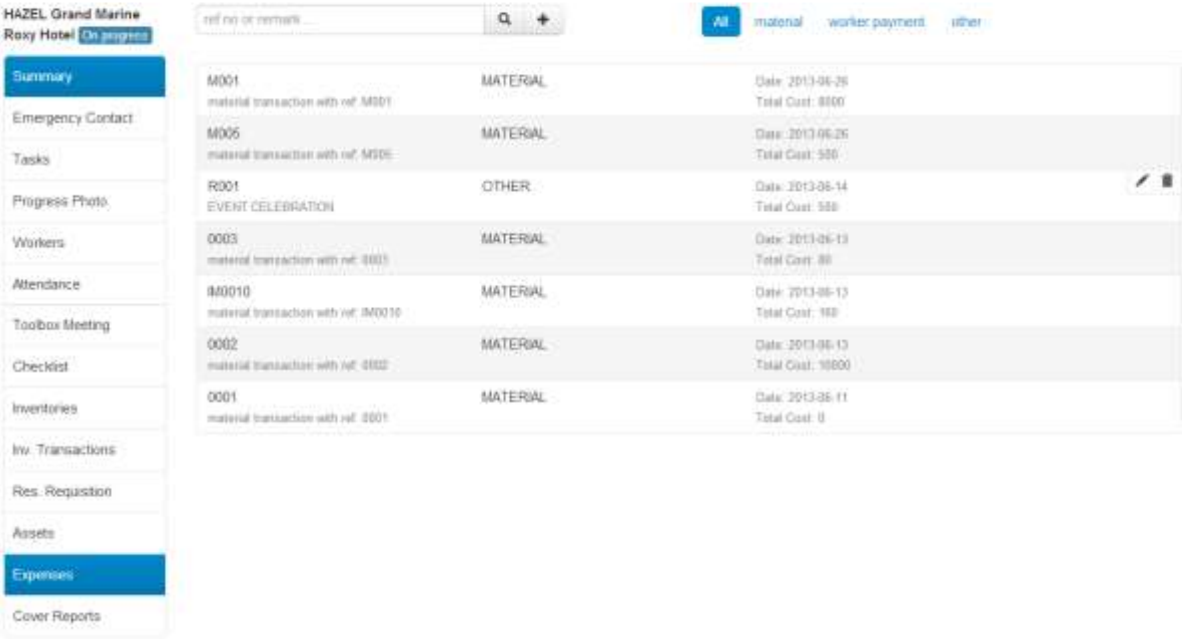
- Click the  button
- You will get the display similar to the image below



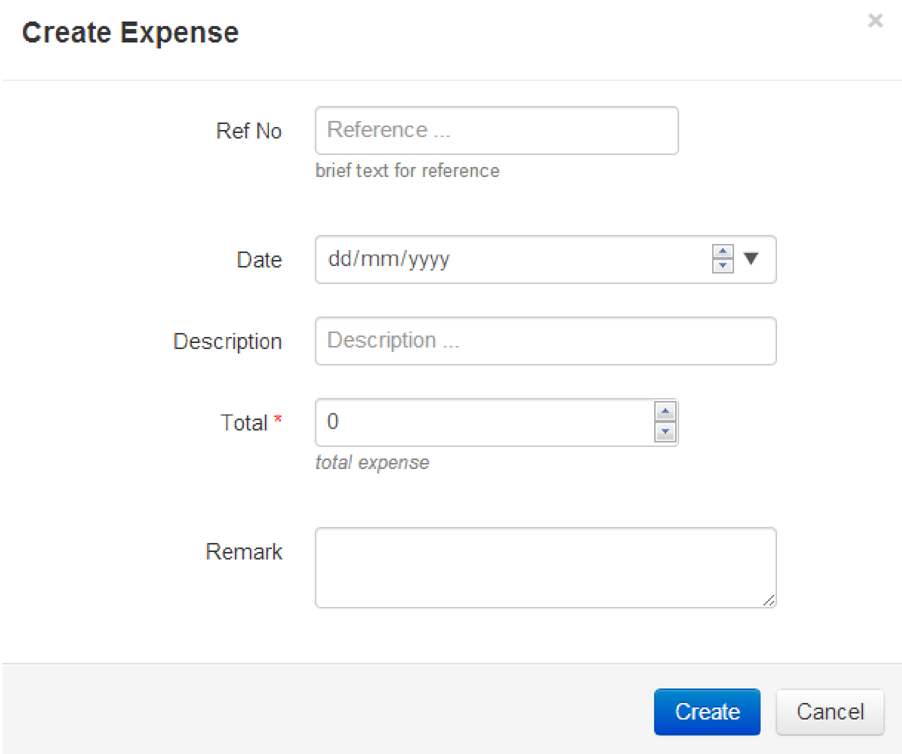
- Click **Return** to remove asset from project or **Cancel** to close the display
- Note that this does not deactivate the asset. To deactivate an asset, go to 6.4

10.13 Expenses

This page displays the Expenses. These expenses comes from your approved resource requisitions, worker payments, and other expenses



- To add an expense, click the  button
- There should be a display like the one below

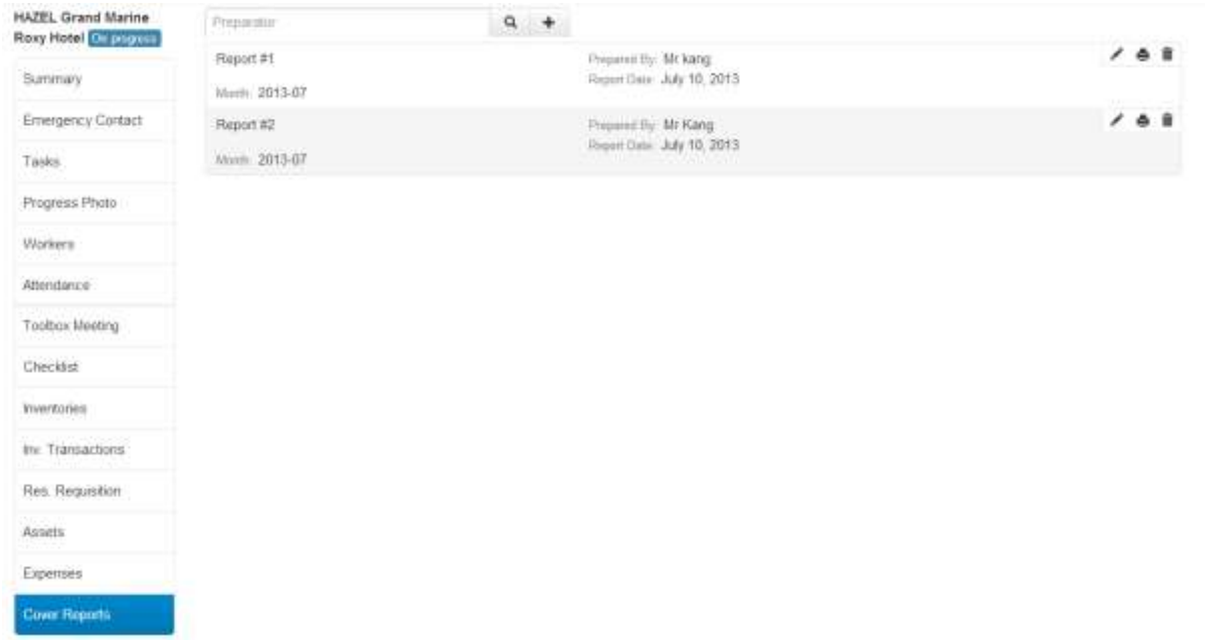


- After filling in the necessary details, click **Create** to add expense or **Cancel** to close the window

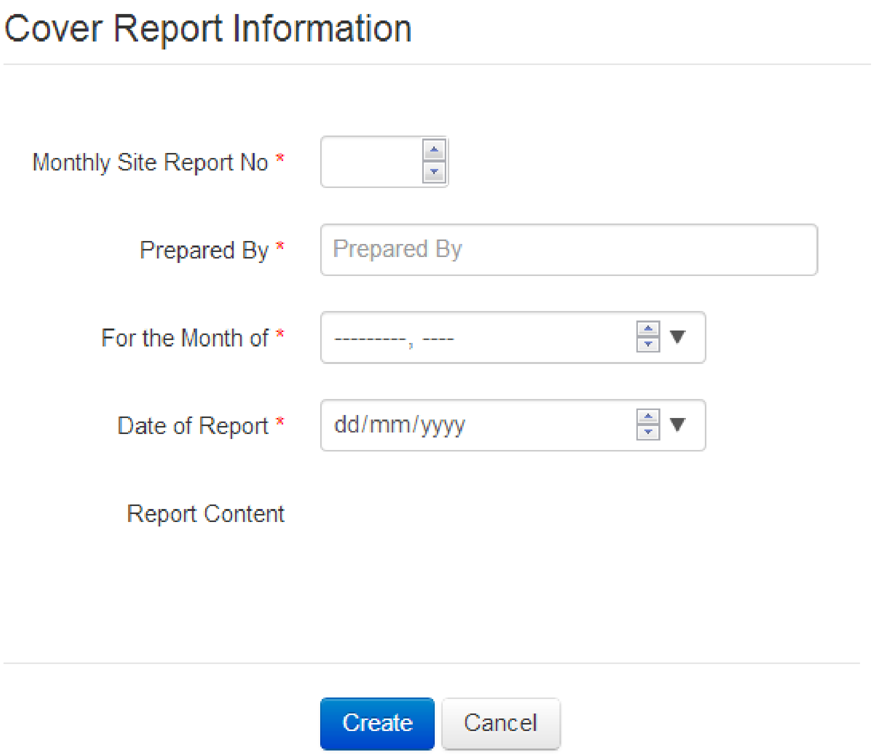
- For expenses that was added in this module, there would be an option on the right to edit or delete the expense like this 

10.14 Cover Reports

This page display the cover report



- Type in your search entry in the search box and click the  button to search
- Click the  button to add a new cover report
- You will see a window like the image below



- To print the cover report, click the button
- A phrase would appear like this:

  report generated successfully click here to view report

- Click that line. It would lead you to the report

- Choose one of the file types if you wish to save the report to your device

  pdf xls csv

- Click the button to delete the report