

Field Works

Quick Start Guide

GET STARTED

- 1 **Download from the App Store**
- 2 **Log in with your eSUB credentials**
- 3 **Tap a project to begin**

Create daily reports

1. Tap **Daily Report**, then the  icon
2. Tap on **Report From** and choose a contact
3. Tap the  icon to continue
4. Choose from the following options:

Comments

1. Tap **Comments**
2. Tap the comment field and enter a comment - use speech-to-text  to make it easier
3. Tap  to save the entry

Crews

1. Tap **Crews**, then tap the  icon to add a new crew, or tap  to edit an existing crew
2. Choose the desired **cost code**, **work type**, and **employees** to appear on the daily report
3. Enter the crew's number of hours in the **Time** section

TIP: Use lost hours to document setbacks and delays on the job

4. Tap the **Comments** field and enter a comment if desired - use speech-to-text  to make it easier
5. Tap  to save the entry

Materials and Equipment

1. Tap **Materials** or **Equipment**, then tap the  icon
2. Choose the desired material or equipment item, then enter the quantity of materials or number of hours that were used
3. Enter a note if desired and tap  to save the entry

Attach Field Note

1. Tap **Attach Field Note**, then tap  to create a new field note, or tap  to attach an existing field note
2. To remove an attached field note, tap 

Create field notes

1. Tap **Field Notes**, then the  icon
2. Tap **camera** to snap a new photo, or **library** to choose an existing photo
3. Mark up the photo with your finger
4. Tap  to add another photo, tap  to retake the photo, or tap  to continue
5. Tap the **Note** field and enter a note -
6. Tap  to save the entry

View requests for information

1. Tap **RFI Log**
2. Tap the RFI to view it

You can filter the RFI Log to only view answered RFI's.

View project files

1. Tap **Project Files**
2. Tap the folder you want to access
3. Tap on the file to preview it

Tap the  icon to save the file for offline viewing.

Enable web links

Must be enabled by an administrator.

1. Go to the **Projects** screen
2. Tap the menu in the top-right
3. Tap **Settings**
4. Enable web links as needed

To use a web link, go into a project and tap the web link to launch eSUB in the app browser.

Email daily report

Must be enabled by an administrator.

1. Tap **Daily Report**, then choose a daily report
2. Tap **Email Daily Report**
3. Choose the recipients, attachments, and enter any comments
4. Place a check in each box for the data to be included
5. Tap **Send**