

# 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**