



Creating Daily Reports

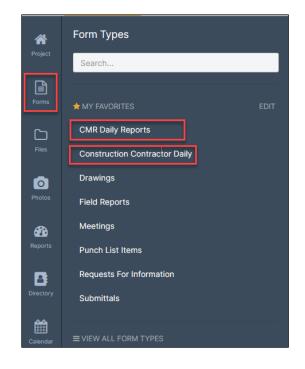
<u>Creating a Daily Report</u> <u>Editing a Daily Report</u> <u>Related Resources</u>

Creating a Daily Report

1. Open the project.



2. There are two *Daily Report* forms; you may only have access to one of them. Open either the **CMR Daily Reports** or **Construction Contractor Daily** form from the left navigation pane.



3. Click the **New** button on top of the log.

4. Fill in all required fields and any other additional information you are ready to enter. The required fields are: **Subject**, **Report Number**, **Construction Contractor** (or **CMR**) **Reporting**, and **Erosion Sediment Control/SWPPP Inspected**.

	All -	Search proj	ect forms			Q	∀	
n Contractor Daily								
DETA	AILS							
Subject							* Required	
Type the	Subject							
Report Num							* Required	
Get Next								
Report Date 08/01/20								
	on Contractor Reporting						* Required	
Constructio	on Contractor Reporting						Kequileu	
Weather							" Create New	
	Temperature	(°E)	Moisture	e Amount	Weath	her Delay	The Delayed Work	
	Inspection	Names	of Contractors	Results	Garcoss	· · · · · · · · · · · · · · · · · · ·		
Erosion Sediment Control/SWPPP Inspected? *Required								
Testing Perfo	ormed						" Create New	
	Test Type		Location	Test Results		Retest Required		
Jnforeseen D	Developments							
	Unforeseen Developments							
Other Notes								
Type the (Other Notes							
							le le	
Photos Attac	ched							
_								

5. Save the record.

Editing a Daily Report

1. Navigate to the record in the *Daily Report* log and click the **Subject** to open the document.

Field Reports shared with me								
Subject 0	Created On +	Shared						
GC Daily Report	4/25/19 2:59 PM	L 1 Edit						

2. Click the **Edit** button in the *Details* section.

Field Reports Field Report: GC Daily Report Created By Susan Milk (ProjectTeam, Inc.) on 425/19 at 259 PM		Print •) =
SHARED WITH (1) View All	Share	Z ACTION ITEMS
٩		Show complete/obsolete items
DETAILS	Edit	e activity
Subject GC Daily Report Date 4/25/19		Comments Activity Comment
Work Description Poured 300 cy concrete.		# Post

- 3. Update all fields you wish to change.
- 4. When all changes are complete, click the **Save** button.

Related Resources

- Help Center Links
 - Create a Field Report (projectteam.com)
- Quick Reference Guides (QRGs) and Training Videos
 - Project Directory
 - Sharing Records
 - Adding Attachments
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - o Running Reports
 - File Management Overview
 - Photo Management