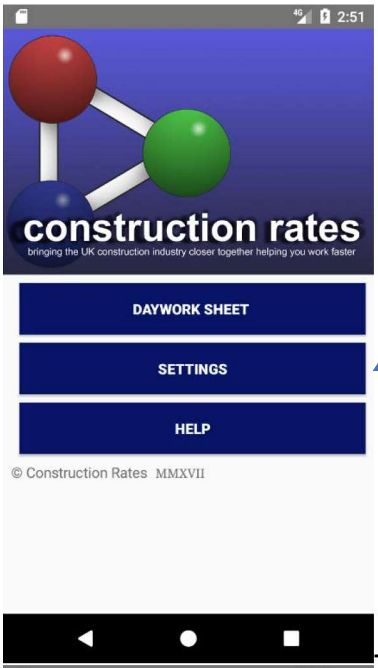
Construction Rates Daywork App
User Manual

Contents

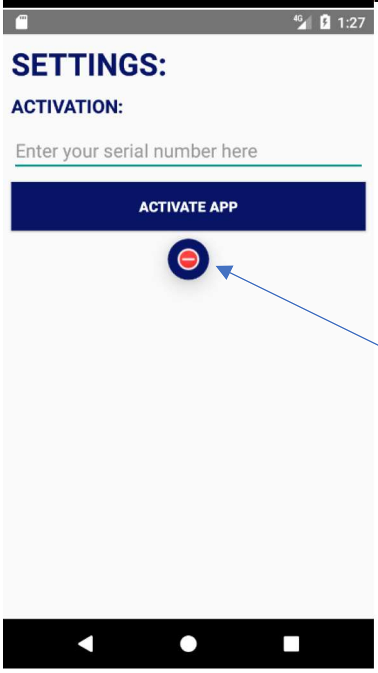
|Activating your app

Now you've purchased your app and generated your activation code(s), you're ready to activate the Construction Rates Daywork app.

Open the app, and navigate to the settings page via the main menu; as shown below:



Select the settings sheet from the main menu



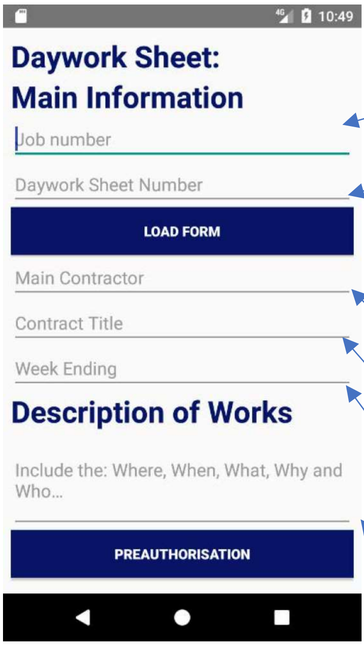
Enter your serial number / activation code in the text entry box

Once you've entered your serial number, press activate app and you'll see a message confirming your activation!

Following the activation, the indicator will turn green (see below) to show the app is active, and when pressed will display the expiry date.

***If the app remains in demo mode after entering a serial which has been accepted, just restart the app and the app will function normally.**

|Filling out a Daywork Sheet



Job Number should identify the project being worked on.

Daywork Sheet Number should identify the sheet being submitted for a given project.

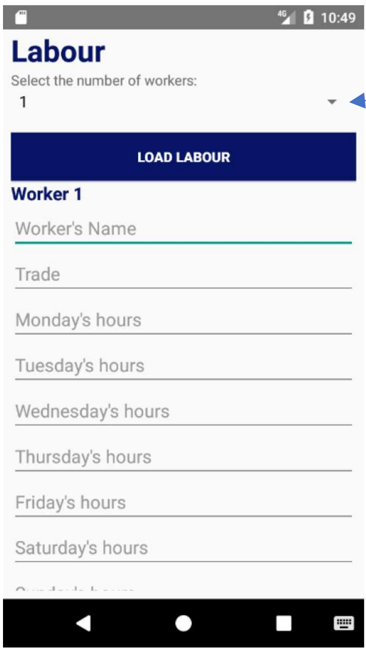
-While being named 'number' they can be letters and number (alphanumeric) fields.
(both Job Number and Daywork Sheet Number are required to load and save Sheets)

Main Contractor is the name of your client

Contact title is the name of the project being worked on.

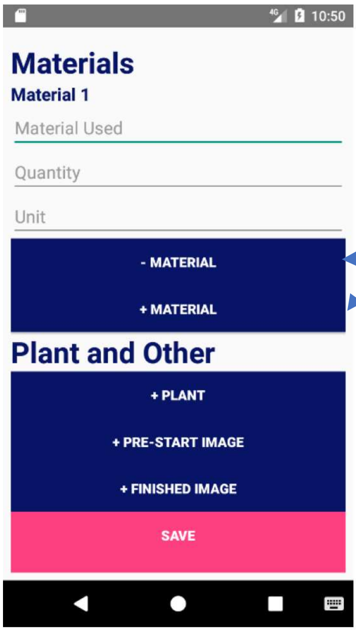
Week Ending identifies the last day of the week covered by this sheet.

Description of works this should be a comprehensive description of all works carried out and the reasons for why they were carried out. For help on how to best fill out the description of works, see the description writing guide later in this manual.



To add labour (worker records), select from the drop-down menu the number of workers required. Then press the 'LOAD LABOUR' button to display each worker's record below.

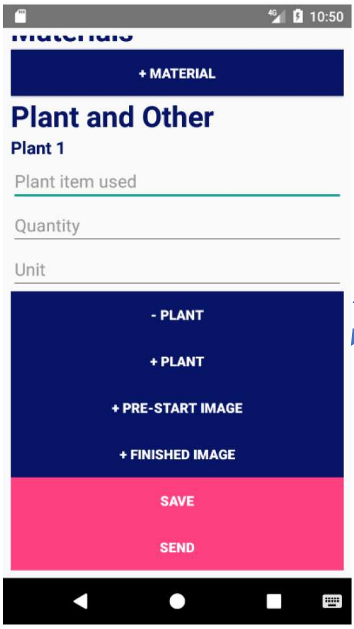
Then when filling in each worker's details just put their name and trade in the first two boxes as labelled and then each day's hours in the respective box bellow. If a worker did not work on a given day it can either be left blank or have a '0' inserted.



To add materials the ‘+MATERIAL’ button should be pressed. This will display a material entry form and more can be added by further pressing the ‘+MATERIAL’ button.

Equally Materials can be removed if accidentally selected by pressing the ‘-MATERIAL’ button. This will remove the last added form.

Then you should fill in the information; Material used i.e. “White Matt Emulsion”, the Quantity i.e. “5” and the unit of the quantity i.e. “Litres”.



To add Plant items the ‘+PLANT’ button should be pressed. This will display a plant entry form and more can be added by further pressing the ‘+PLANT’ button.

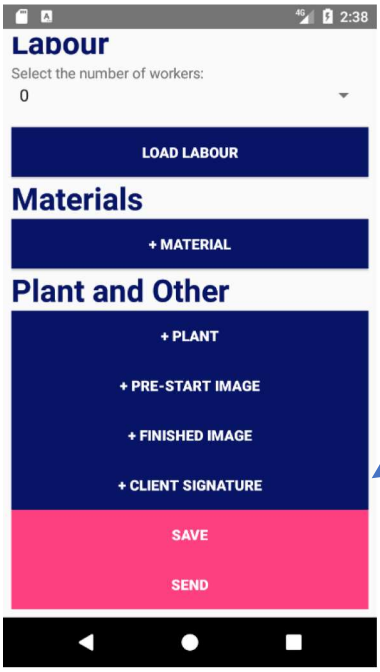
Equally Plant items can be removed if accidentally selected by pressing the ‘-PLANT’ button. This will remove the last added form.

Then you should fill in the information; Plant item used i.e. “MEWP”, the Quantity i.e. “2” and the unit of the quantity i.e. “Days”.

**Plant and other can include anything from an excavator to a heating unit.*

|Adding a Client Signature

When filling out a daywork sheet you may wish to have the client sign it before it is sent off. This can be done by pressing the '+ CLIENT SIGNATURE' button above the 'SAVE' button. This will then open the Signature form. See below for full instructions:



To add a signature from the Daywork Sheet, you should click the '+CLIENT SIGNATURE' button denoted here.

Once you have pressed the '+CLIENT SIGNATURE' button you'll see the signature screen appear (see below). Then just sign in the white area under the SAVE and CELAR buttons (Shown by "Sign Here" on the below diagram). If you make a mistake press the 'CLEAR' button to reattempt the signature, or press the 'SAVE' button if you're happy to save the signature to the sheet.

You must ensure the signee's name is filled in and the date of signing is also completed before saving the signature.

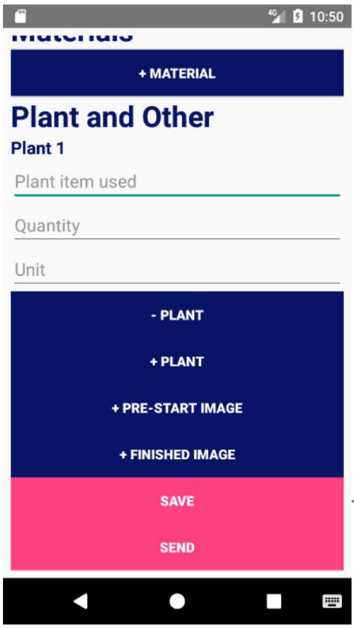
Once you've saved the sheet the following will be visible in the Daywork Sheet confirming the signature has been added:

If at any point, you wish to remove the signature, this can be done by pressing the '-CLIENT SIGNATURE' button. You will be prompted to confirm you wish to remove the signature to prevent accidental removal.

|Saving a Daywork Sheet

Saving a Daywork Sheet (by Job Number and Daywork Sheet Number) should be done as a matter of course as all information will be removed when you exit the Daywork Sheet. The save allows you wish to return to it later. Be this to modify it further, add details or send as an email. A Daywork Sheet can be saved partially completed. To save, all that must be completed is the Job Number and the Daywork Sheet Number. Any and all other fields may be left blank.

Once you've filled in all necessary areas on your Daywork Sheet, scroll to the bottom and press the save button as denoted below. This will save your sheet and allow you to recover it at any time by loading it as shown in the next section in this manual.

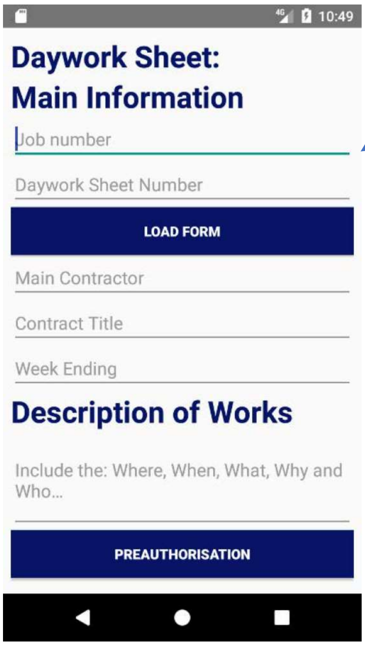


Press the save button here to save all entered information. If no Job Number or Daywork Sheet Number is present, an error message will be displayed and prevent further action until one is entered.

|Loading a Daywork Sheet

Once a Daywork Sheet has been saved or even sent via email it can be recalled and loaded back to be replicated or amended. This is achieved by the Job Number and the corresponding Daywork Sheet Number.

To recall any sheets, fill in the Job Number and Daywork Sheet Number with the relevant values to the sheet you wish to load. Once they have been entered press the 'LOAD FORM' button below the entry boxes.

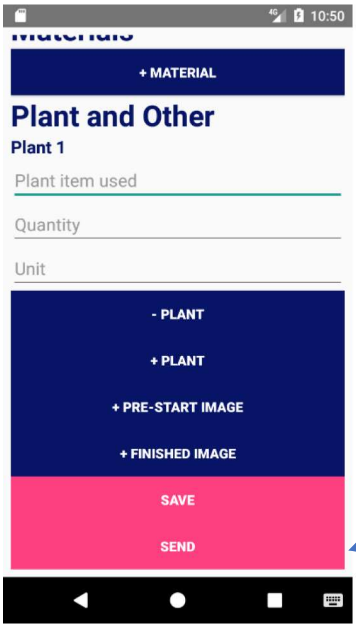


Fill out the Job Number and Daywork Sheet Number boxes with those of the saved sheet and press the 'LOAD FORM' button

Once the form has been loaded and the saved values are being displayed; new data can be added, amended, saved again and over written. The Daywork Sheet Number can be changed and re-saved or sent to create duplicate sheets if similar works have been undertaken.

|Sending a Daywork Sheet

Once a Daywork Sheet has been filled in and is ready to be sent on to your relevant recipient(s), all that needs to be done is to press send at the bottom of the Daywork Sheet and add your recipients(s) in your chosen email client.



Once all required fields have been filled out (including Job Number and Daywork Sheet Number), press the send button, select your email client of choice (we recommend only using approved applications such as mail or gmail for optimum security) .

The email will have an automatically generated subject text and body which reads:

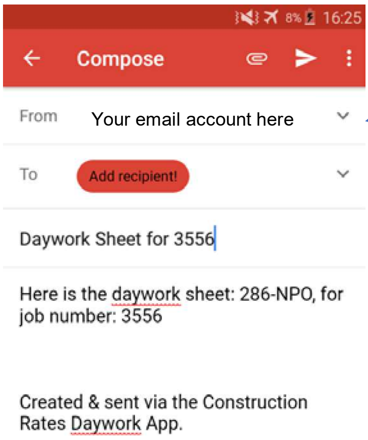
Subject: Daywork Sheet for 0123

Body:

Here is the daywork sheet: 01, for job number: 0123

Created & sent via the Construction Rates Daywork App.

**See example email on following page*



To send the sheet, ensure your correct email account is selected in the 'From' section.

Then add your recipient(s) and press send! Simple.

The exact layout of your email will vary. This is based on gmail.

|Description writing guide

Guide to filling in Daywork Descriptions, using the 'Five W's' which are as follows; -

What - What has been done (A full description of the work completed)
Where - Where has the work been done (Detail the exact Location/s)
Why - Why was the work completed (Instruction/Emergency)
When - When was the work completed (Date/Time)
Who - Who caused the work to be required (Party Causing)

Example;

Replaced 12Nr singe doors; Third Floor Corridor TFC012; Instruction SCI-097 issued by trade package manager Joe Bloggs 30/05/2017; Doors damaged due to electrical works in riser cupboards week commencing 29/05/2017 ; All completed by end of day 30/05/2017 ; Doors were damaged by BAD ELECTRICAL LTD after the completion and handover of our works.

Descriptions can also be used to record delays, example used to record delay;

Time lost due to preceding trades under the direct control of POOR CONSTRUCTION LTD; Third Floor Corridor TFC012; Electrical works in riser cupboards disrupted our regular progress and resulted in our labour losing 6hrs; time lost due to electrical works in riser cupboards week commencing 29/05/2017; All completed by end of day 29/05/2017; Reduced output was caused by BAD ELECTRICAL LTD returning to completed areas in our programmed time without warning and or time bring in additional labour resources;

An abbreviated version of this help section can be found in the Construction Rates Daywork App's 'HELP' section; accessible from the main menu.

|Recording Non-Productive Overtime (NPO)

To record out of hours / overtime work at a differing rate to other works completed on the same project the following procedure should be followed:

First, fill in the daywork sheet as normal completing all relevant sections including Materials, Plant and all Labour completed in hours / not overtime.

Second, send this daywork sheet to the required recipient(s).

Third, re-load the Daywork Sheet (if you have just sent the email and return immediately to the app it may still be displayed and loading may not be required). Then remove all materials, labour and plant (unless plant is charged at a higher rate as a result of NPO). Adjust the Daywork Sheet Number and Description to cite the use of NPO rates and add the Labour hours worked at NPO rates.

Finally send this sheet to the required recipient(s).

Example of NPO alterations:

Daywork Sheet Number –

Original – ‘3445’
Altered for NPO - ‘3455-NPO’

Description –

Original – "Made good damage on walls, then applied mist coat to all walls in room GF-01-88. "

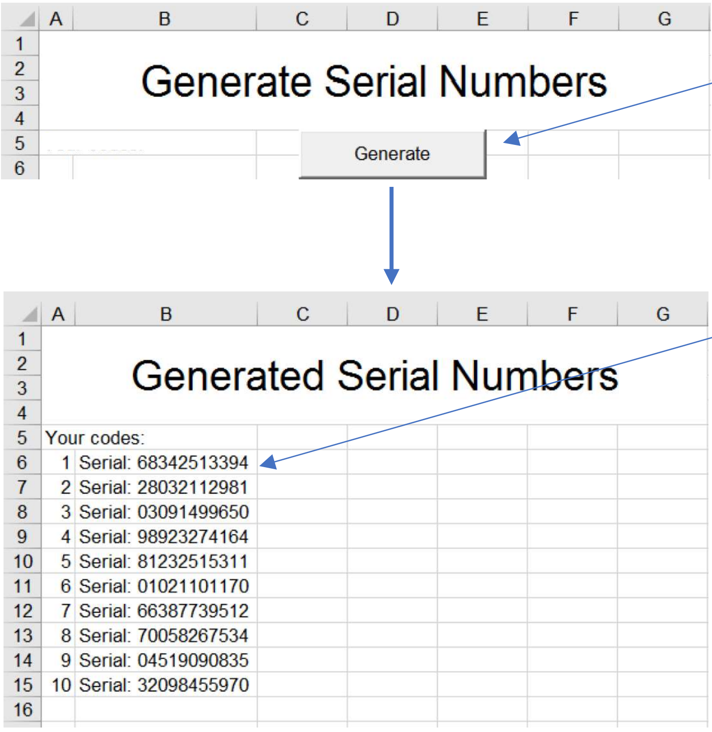
Altered for NPO - **"Further to works on 3445, following hours recorded as NPO"**

INTENTIONALLY BLANK

|Generating Serial Numbers

When you first open your Daywork Sheet you'll want to generate the serial numbers. This is done by navigating to the Serial Generator sheet in the Automatic Daywork Sheet.

Once you're in the Serial Generator sheet, just press the 'Generate' button to receive your serial number(s). They will automatically be populated below the button and these can be used in the app to validate a single user device each.



Press the 'Generate' button to get your serial numbers.

Once pressed the button will disappear and the codes will apprear blelow as shown.

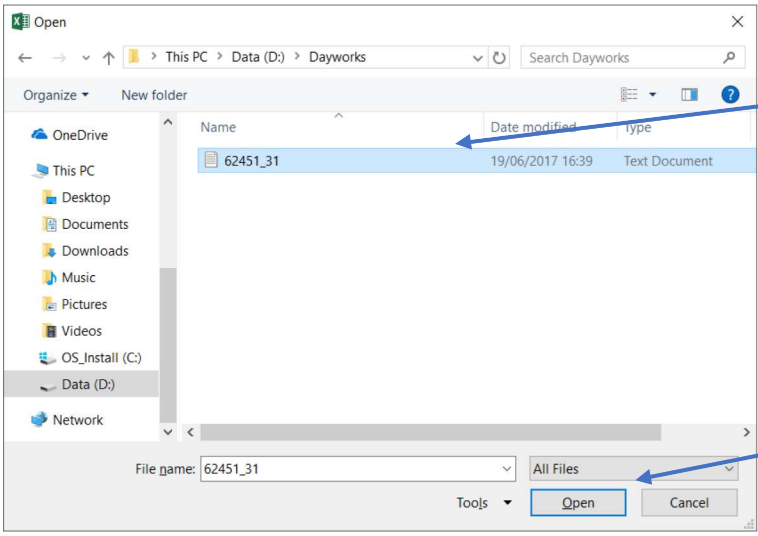
Once your serial numbers have been generated, you will be unable to generate more. Ensure you save this sheet and your serial numbers to be used in mobile devices. Instructions on activating mobile devices can be found in this manual under the "Activating Your App" section.

|Loading a Daywork sheet

When you have received your Daywork Sheet via email and you're ready to import it, load up the Automatic Daywork Sheet and press the load button as shown below:

Press this Load button

Once the load button has been pressed, a window will open. In this window select the Daywork Sheet you have downloaded and wish to import and press open (see below).



Select the daywork sheet you've received via email. Here we've selected sheet 31 for job 62451.

Then Press 'Open' to load the Daywork Sheet.

This will then populate the Daywork Sheet automatically with the information from the received sheet. Once the Daywork Sheet has been populated all that's left to do is add rates and send out your Daywork record.

|Adding Rates to your Daywork Sheet

Once you've imported the Daywork Sheet, the next step is to add rates to price up the work. The Automatic Daywork Sheet has formulas built-in to make this as fast and streamline as possible. The value used for rates should be the cost per unit. For example, if you have some Emulsion in Materials with a quantity of 5 and a unit of litres; the rate should be the cost per litre of paint.

Rates need to be applied to:

- Labour
- Materials
- Plant / Other

Shown below is an example of the sheet with rates added in all sections (Highlited in blue):

21	**LABOUR**											
22	Name	Trade	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total Hours	Rate	£
23	Joe Bloggs	Painter	8	8	8	8				32.00	25.00	800.00
24	Jane Doe	Painter	8	8	8	8				32.00	25.00	800.00
25												
26												
27												
28												
29												
30												
31												
32												
33	Valuation of Labour > > >	[week hours = 64 weekend hours = 0 (Sat hours = 0) (Sun hours = 0)] Total hrs = 6							NPO			
34										+ %	10%	160.00
35	**MATERIALS**				Quantity		Unit	Price		£		1,760.00
36	Emulsion					25	L	6.00		150.00		
37												
38												
39												
40												
41												
42												
43												
44												
45												
46	Valuation of Materials > > >									150.00		
47							OH&P	+	20%	30.00		180.00
48	**PLANT AND OTHER ITEMS**								Quantity	Unit	Rate	
49	R130 Spider								7	Days	250.00	1,750.00
50												
51												
52												
53												
54	Valuation of Plant/Access > > >						OH&P	+	15%			262.50
55												2,012.50
56												
57	I/We certify that the details recorded on this daywork sheet are accurate/agreed and that payment will be made to !!!YOUR										**Total**	3,952.50

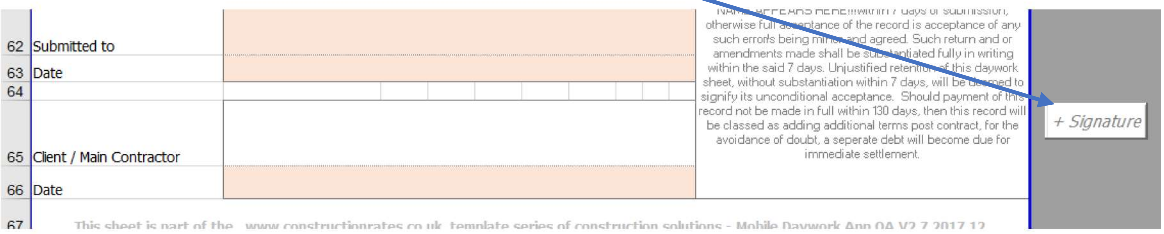
Daywork_Sheet_Record | Serial Generator | Customise_your_record_sheet

Now rates have been added all other values are automatically populated and calculated. Your daywork sheet is complete and ready to be sent out to the client.

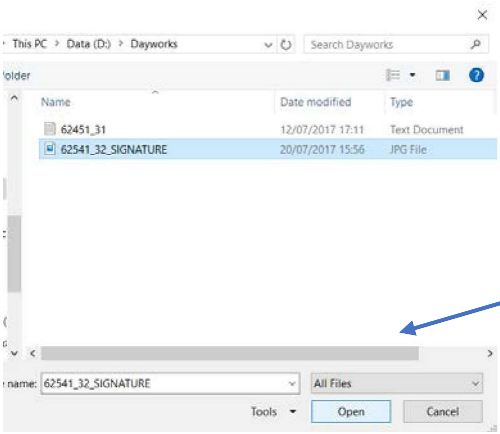
|Adding the Client Signature

The final thing left to do to complete your Daywork Sheet is add the client signature if one has been sent. If you've loaded a Daywork Sheet which has a signature available, you will be able to see it in the email attachments and the Automatic Daywork Sheet will notify you once you've loaded it.

Too add the sheet navigate to the bottom of the page to find the signature boxes. The client signature box has a "+Signature" button (see below) which allows the signature to be attached.



Once you press the '+Signature' button you will be given a window to select the signature file downloaded from the email. This is shown below:



Select the signature file received with the Daywork Sheet.

Then press 'Open' to display this file in the signature area.

Once completed you will be able to see the signature on the left-hand side of the signature box.

**You will only be able to add signatures for the Daywork Sheet which is loaded currently. The '+ signature' button will not be visible on any print outs of the Daywork Sheet*