



Report overview and deviations

The report overview and following up on deviations.

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08

Know the report overview

- R2
- Project manager
- Report Overview

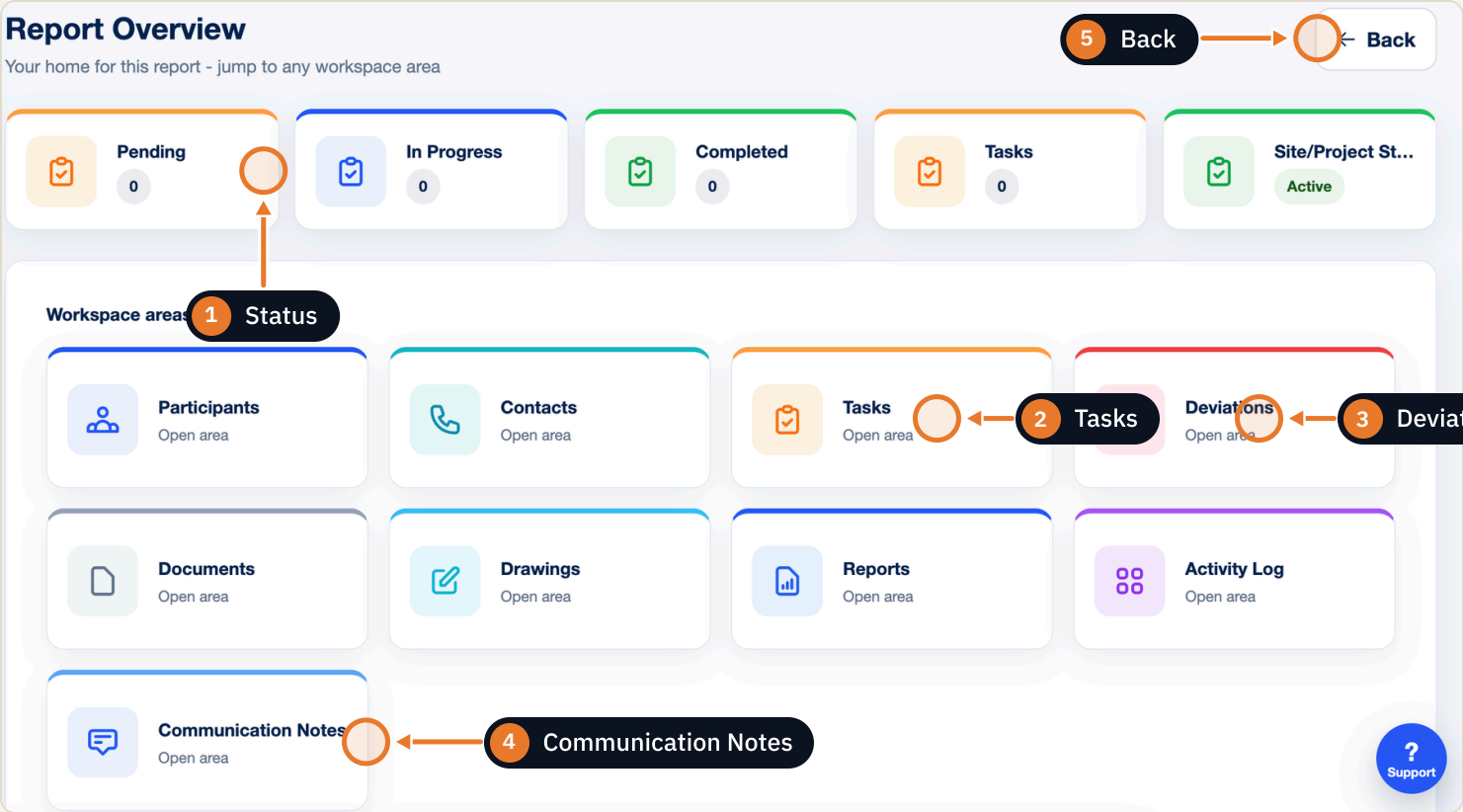
The home of one report. Every area of the report opens from here.

- 1
- Status
- Pending, In Progress, Completed and the total number of tasks.
- 2
- Tasks
- Add and follow the tasks. Chapter 9.
- 3
- Deviations
- Tasks that ran past their completion date, or were marked deviated in the app.
- 4
- Communication Notes
- Talk with the team about this report. Chapter 12.
- 5
- Back
- Return to the site.

GOOD TO KNOW

Participants, Contacts, Documents, Drawings, Reports and Activity Log are one click away too.

NEXT
Open Deviations. Next page.

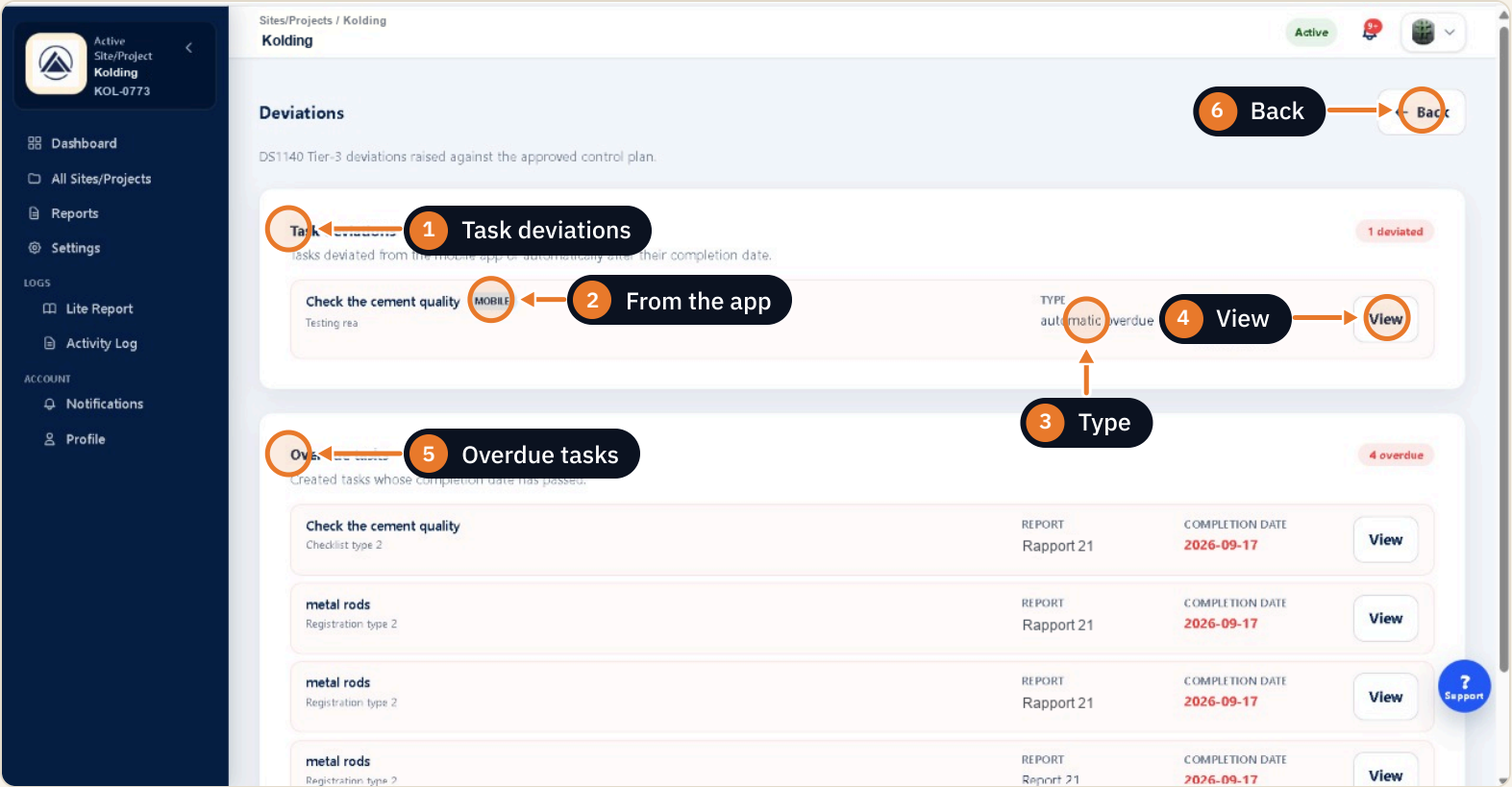


Follow up on deviations

R2 Project manager Report Overview > Deviations

Everything that did not go as planned, in one place. You do not need to move anything here yourself.

- 1 Task deviations
- A task that is not done by its completion date has a time deviation and moves here automatically. Deviations raised in the mobile app are listed here too.
- 2 MOBILE
- The deviation was raised from the mobile app.
- 3 Type and date
- For example automatic overdue, with the date and the original due date.
- 4 View
- Open the task to see what happened.
- 5 Overdue tasks
- Tasks whose completion date has passed, with the report and the date.
- 6 Back
- Return to the report overview.



NEXT
Chapter 9: add the tasks. →