



09

Add tasks

Checklists, registrations, control points and Assign task.

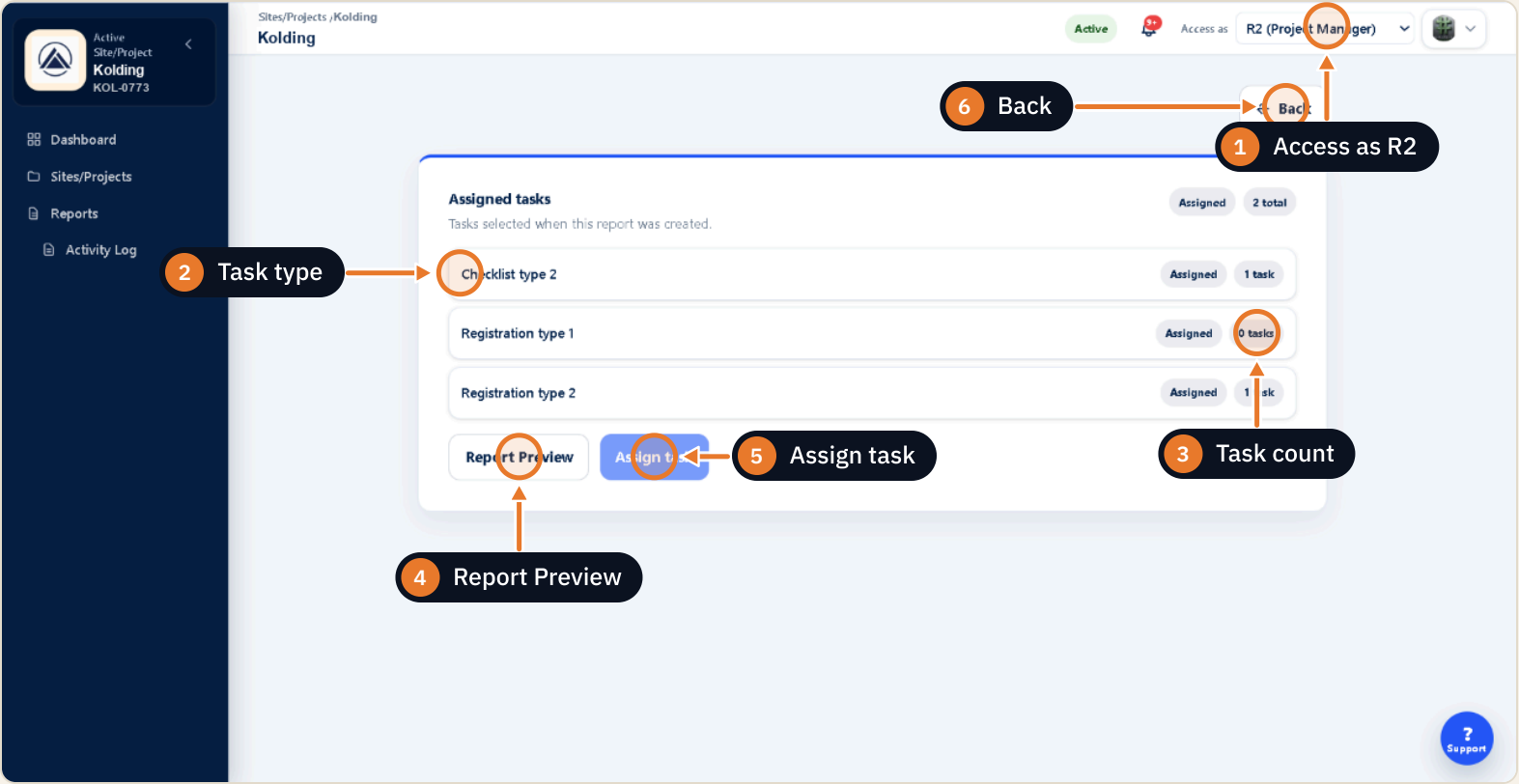
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Open the report tasks

R2 Project manager Report Overview > Tasks

Every task type you ticked in the report wizard is listed here. Each one has its own form, and Assign task releases the work to the field.

- 1 Access as
- Shows the role you are working as, here R2 (Project Manager).
- 2 Task types
- The types chosen for this report. Each opens its form on the next pages.
- 3 Task count
- How many tasks of each type exist. 0 tasks means the form is still empty.
- 4 Report Preview
- See how the report will look.
- 5 Assign task
- Releases the tasks to the field. Tasks are not given to one person: they are open to everyone on the report with the Register permission. Fill in the task forms first.
- 6 Back
- Return to the report overview.



NEXT
Fill in each task form. Next: Checklist type 1. →

Checklist type 1

R2 Project manager

Report tasks > Checklist type 1

The simple checklist needs a title, a date and a description.

- 1 **Title**
What the checklist is about.
- 2 **Completion date**
When the task must be done.
- 3 **Checklist description**
What the field user must check.
- 4 **Add task**
Add another task to the same checklist.
- 5 **Click Create task**
Back to report tasks takes you to the list.

NEXT
Checklist type 2. →

Checklist type 1

Add the checklist description for this report task.

Back to report tasks

Title *

Task type

Checklist type 1

Task 1

Creation date

15 Sept 2026

Completion date *

dd/mm/yyyy

Please fill in this field.

Checklist description *

Add task

Add task

Create task

Create task

Checklist type 2

R2 Project manager

Report tasks > Checklist type 2

The structured checklist, with room, scope, time and what counts as accepted.

- 1 **Title**
What the checklist is about.
- 2 **Completion date**
The control ID and date are filled in for you.
- 3 **Description**
What to check.
- 4 **Room, scope and time**
Where, how much in percent, and at what time.
- 5 **Accept**
The acceptance criteria the work must meet.
- 6 **Click Create task**
Or Add task first for another one.

NEXT
Registration type 1. →

1 Title

2 Completion date

3 Description

4 Room, scope, time

5 Accept

Checklist type 2

Add the checklist description for this report task.

Back to report tasks

Title *

Task type

Checklist type 2

Task 1

Completion date *

dd/mm/yyyy

Date

15 Sept 2026

Control ID

1001

Description *

Room *

Scope (%) *

%

Time *

--:--

Accept *

Add task

Create task

Registration type 1

R2 Project manager

Report tasks > Registration type 1

The quickest way to register something on site.

- 1 Title**
A short name for the registration.
- 2 Completion date**
When it must be done.
- 3 Control ID**
Filled in for you.
- 4 Subject/description**
What happened or what must be registered.
- 5 Click Create task**
Add task first if you need more.

NEXT
Registration type 2, from a control plan. →

Registration type 1

Add the checklist description for this report task.

Back to report tasks

Title *

Task type

Registration type 1

Task 1

Completion date *

dd/mm/yyyy

Date

15 Sept 2026

Control ID

1001

Subject/description *

Add task

Create task

1 Title

2 Completion date

3 Control ID

4 Subject

5 Create task

Registration type 2 from a control plan

R2 Project manager

Report tasks > Registration type 2

Build tasks straight from the control plans of the site's profession.

1 Task source
Global control point uses the library. Custom control point is on page 49. Extra profession control point is for extra professions.

2 Title
A name for this set of tasks.

3 Selected profession
Shown for you, for example Work with Soil.

4 Completion date
When the tasks must be done.

5 Pick a control plan
For example PR10. Its control points load below.

NEXT
Pick the control points. →

2 Title

1 Global control point

3 Profession

4 Completion date

5 Pick a plan

Task source

Create tasks from the selected global control points.

Global control point

Custom control point

Extra profession control point

Title *

Selected profession

SELECTED PROFESSION

Work with Soil

Tasks

Completion date *

dd/mm/yyyy

Control plans

Select	Icon	K Plan Code	Acceptance Criteria	Name
☒		PR10	A ground contractor works with everything that goes on below and on the ground surface. Preparation of the building site, digging foundations, foundations and compacting.	Work with soil
☐		PR11	The soil and sewer contractor prepares the sewer work, drainage work, water drainage	Work with soil
☐		PR12	To take care of the outdoor areas. Landscaping, grass and gravel paving. Tiles and construction work.	Work with soil

Pick control points and building parts

R2 Project manager

Registration type 2 > Control points

Each ticked control point becomes one task for the field user.

- 1 Tick the control points
- Each shows its number, label, control type, activity and time window.
- 2 Tick building parts
- At least one and at most two.
- 3 Click Save Changes
- The tasks are created.

NEXT
Need a check that is not in the library? Next page. →

1 Tick points

Control points					
Select	Control Point Number	Item Label	Control Type	Activity	Time Window
☒	KP01.01	Recipient control of all materials and products	Recive	Inspection of all materials and products that are part of the permanent structure	On Receipts
☐	KP01.02	Checking for errors and damage to items and related items.	Recive	Faults and damage to items and related goods are documented, returned or discarded.	Under construction
☐	KP01.03	Recipient control of areas before export.	Recive	Check whether other suppliers have completed and final inspections have been made on the area.	On Receipts
☐	KP01.04	Manholes, pump manholes, grease separators	Process	Manholes, pump manholes, grease separators, others	Under construction
☐	KP01.05	Fill around manholes	Process	Control of Fill around manholes	Under construction
☐	KP01.06	Wires/drains sewer	Process	Control ofWires/drains executed in the ground sewer	Under construction
☐	KP01.07	Filling around wires	Process	Control that the filling around wires are done with suitable and draining	Under construction

2 Building part

Building parts				
You may select a maximum of two building parts.				
Use	Icon	Item Key	Item Label	Description
☒		9	Other building parts	What is not included in the other mentioned building parts.
☐		8	Other building parts	What is not included in the other mentioned building parts.

3 Save Changes

Save Changes



R2 Project manager

📍 Registration type 2 › Custom control point

1 Control Plan Name

2 Control Type and number

3 Activity

4 Building parts

5 Click Add control point

GOOD TO KNOW

NEXT

Chapter 10: the app for the admin.

