



Work in the field

The field user's app: tasks, photos, drawings and Submit.

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11

See your work

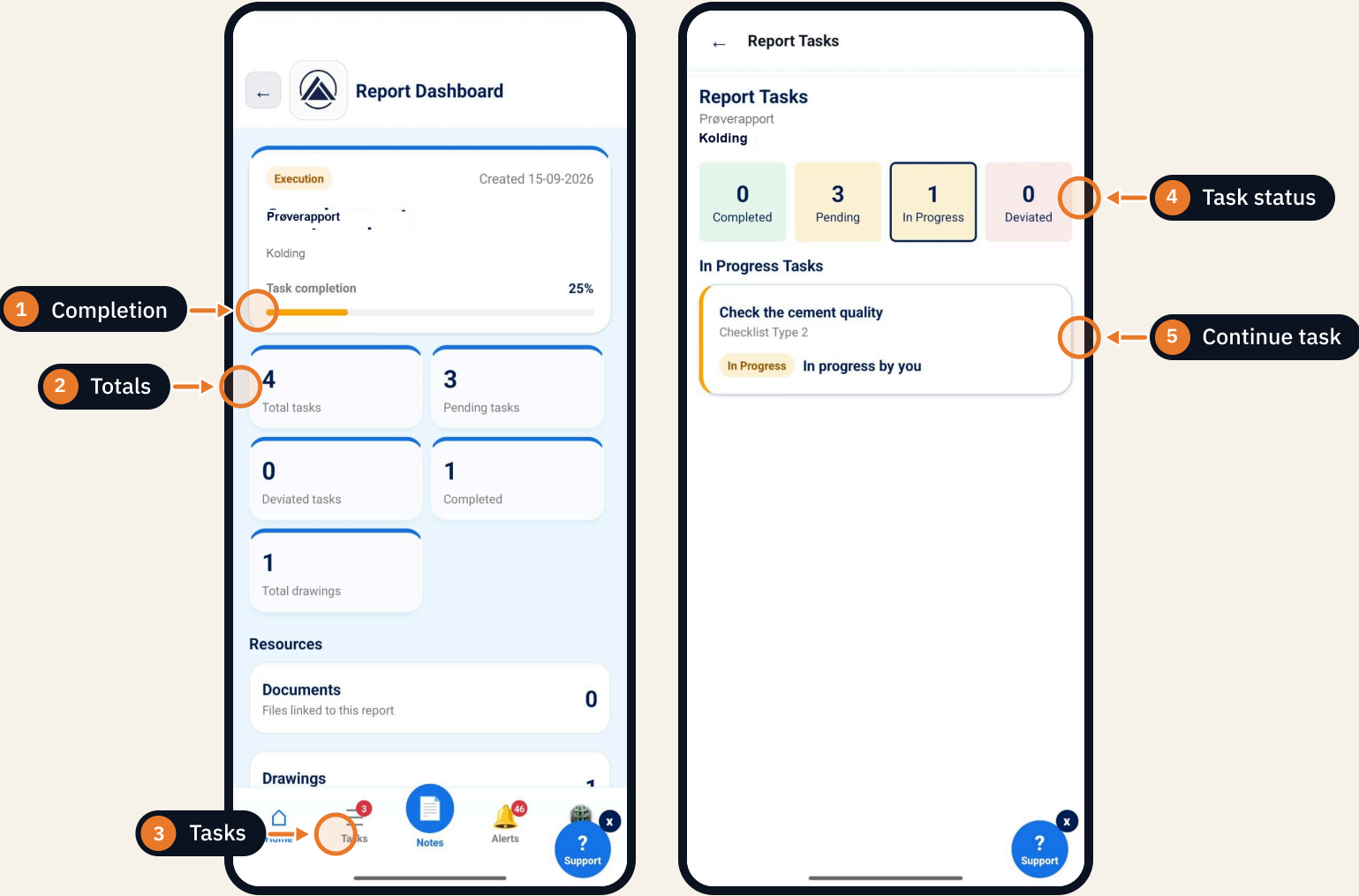
R5 Field user

Assurement app > Report Dashboard

The field user sees the reports they are on. Every task on a report is open to everyone on it with the Register permission.

- 1 Task completion**
How far the report is, in percent.
- 2 Totals**
Total, pending, deviated and completed tasks, and drawings.
- 3 Tasks**
Tap to see your task list.
- 4 Task status**
Completed, Pending, In Progress and Deviated.
- 5 Continue a task**
The task you are working on is at the top.

NEXT
Start a task. →

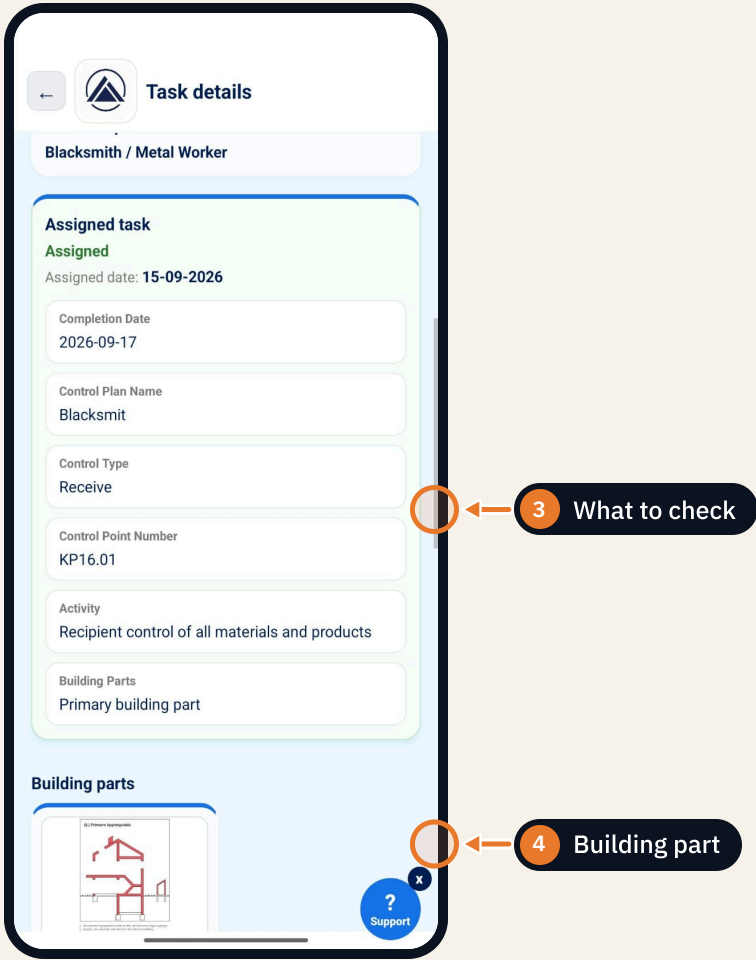


Start a task

R5 Field user Report Dashboard > Tasks

Open the task to read what must be checked, then start it.

- 1 Status
Assigned, In Progress or Completed.
- 2 Start task
Or Open task to read it first.
- 3 Read the details
Completion date, control plan, control type, control point and activity.
- 4 Building part
Where on the building the check belongs.



NEXT
Add photos and marks.

Add photo and drawing evidence

R5 Field user Task > Mark image / Mark drawing

Photos are stamped with date, time and GPS. Draw on them to show what you found.

- 1 **Date and GPS**
Added to every photo automatically.
- 2 **Pencil**
Pick a colour and draw. Eraser removes marks.
- 3 **Save image**
The photo is stored with the task.
- 4 **Mark the drawing**
Circle the spot where you did the check.
- 5 **Save drawing**
The marked drawing is stored with the task.
- 6 **Tap Submit**
At the end of the task. The task is then completed. Not shown on the screens above.

GOOD TO KNOW
When all tasks are submitted, the report is Ready. There is no review or signing step. The company admin gets a notification with a payment link (chapter 13).

NEXT
Chapter 12: talk with the team. →

