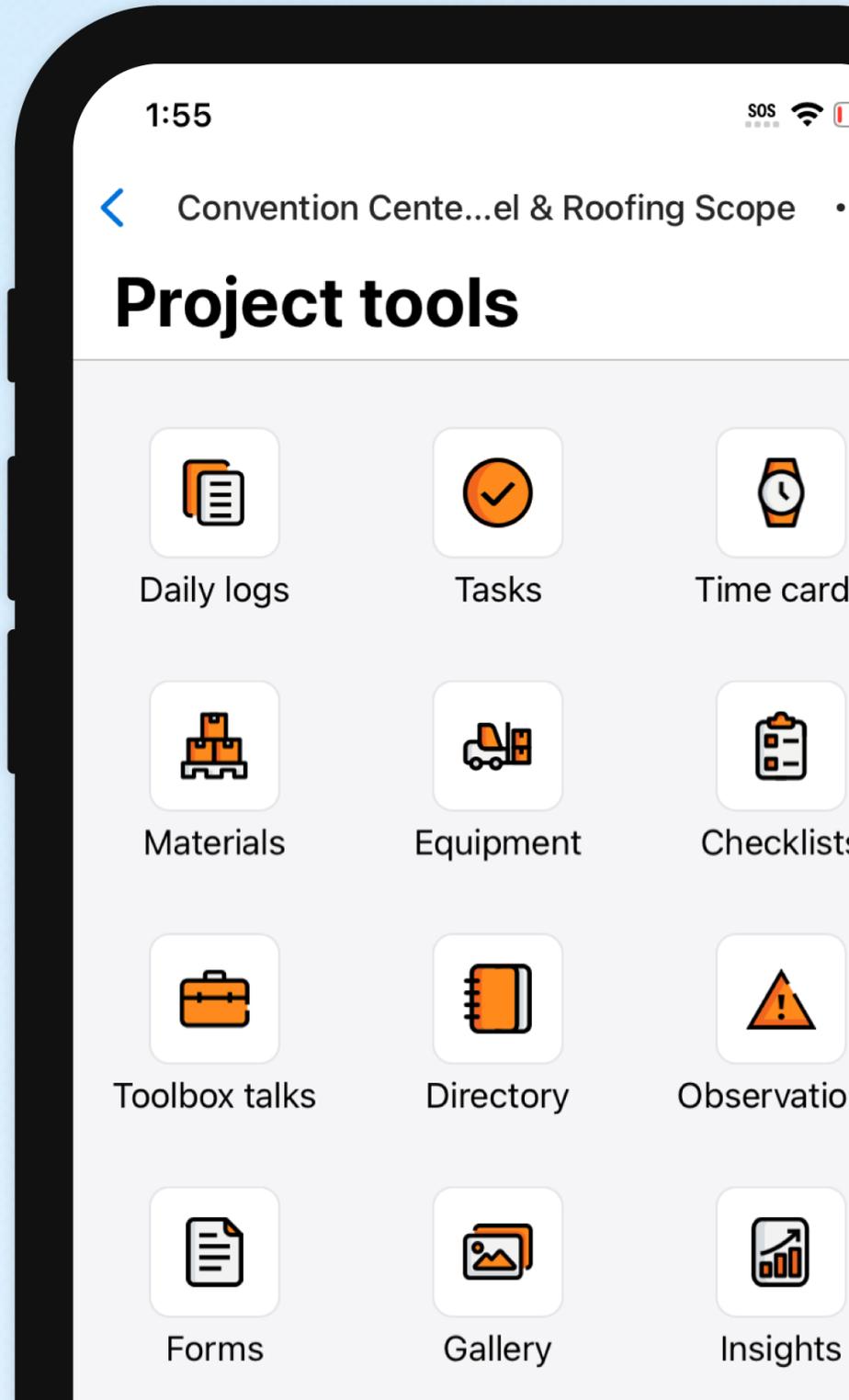




# Getting Started with Raken

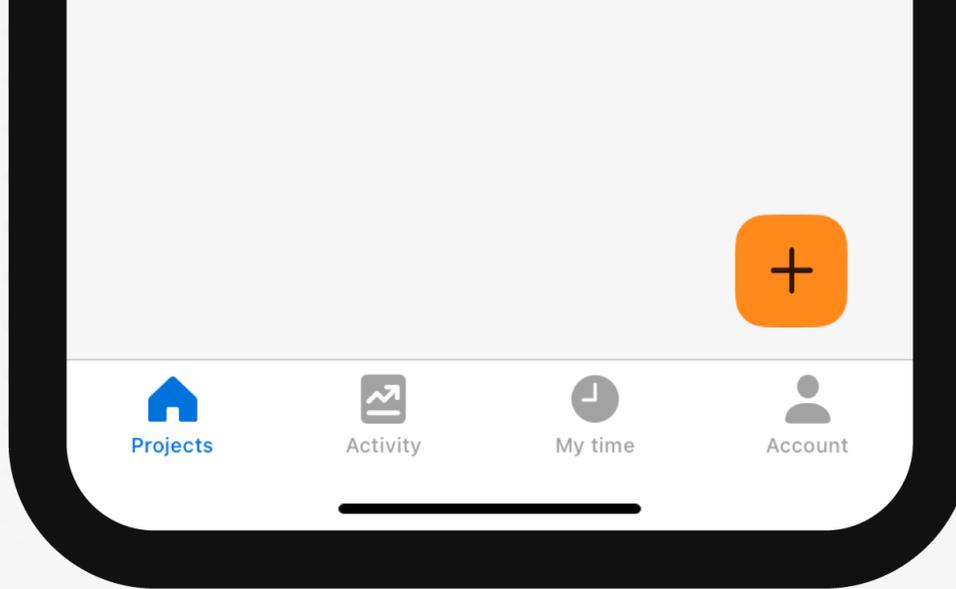
Mobile App



- 01.** Explore the app
- 02.** Add a project
- 03.** Create a daily report
- 04.** Submit and share your report

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**Explore the app**



## The menu bar

As your field teams submit time, complete tasks, or take photos on the app, you can see it all here in one convenient location.

### **Projects**

View all your projects, including a sample project with examples to get you started

### **Activity**

View a real-time summary of work logs, tasks, and other activities across your projects

### **Messaging**

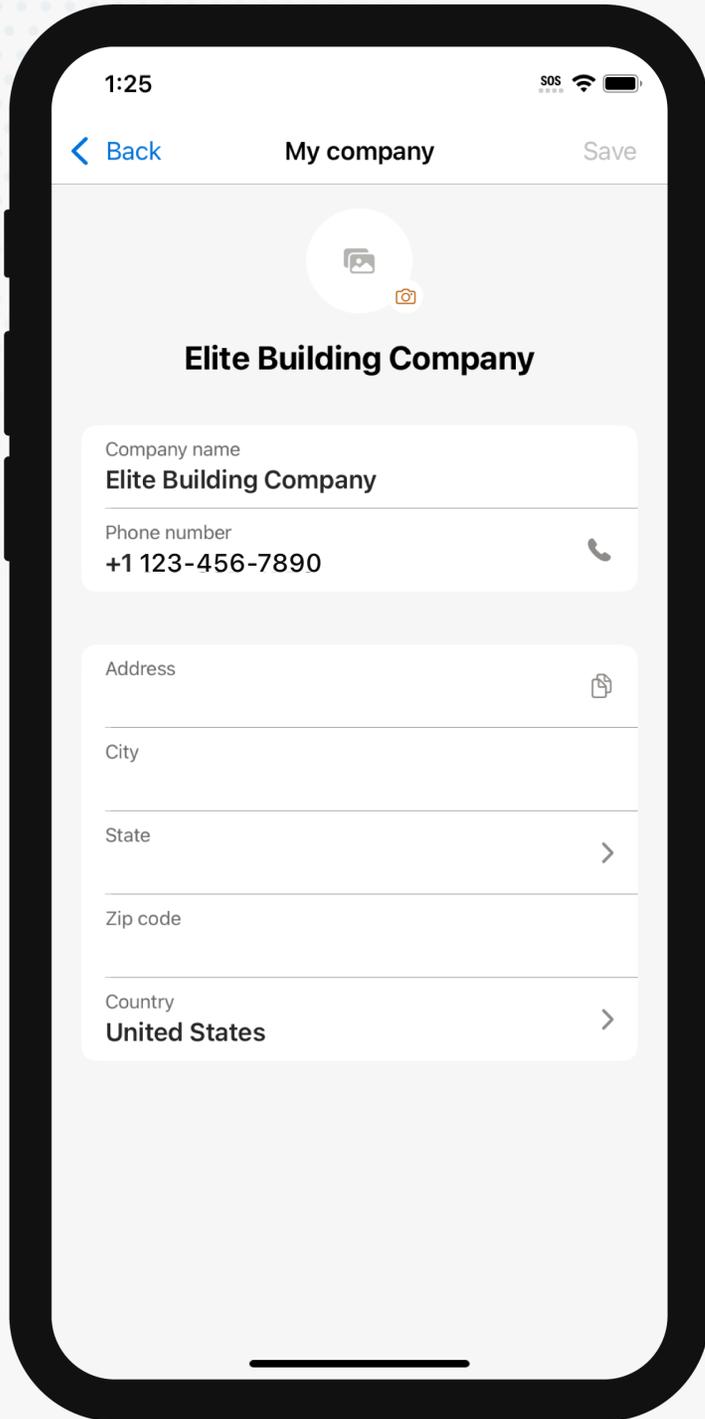
Click on this icon in the upper right of your screen to start an in-app chat

### **My time**

Clock in and out using our quick and easy time clock

### **Account**

Customize your app and company settings



## Add your company logo

To automatically add your logo to daily reports, tap Account then select My company.

Tap the camera icon to upload your logo from your stored files.

 **Raken Tips**

**Adjust more branding settings in Raken's web app.**

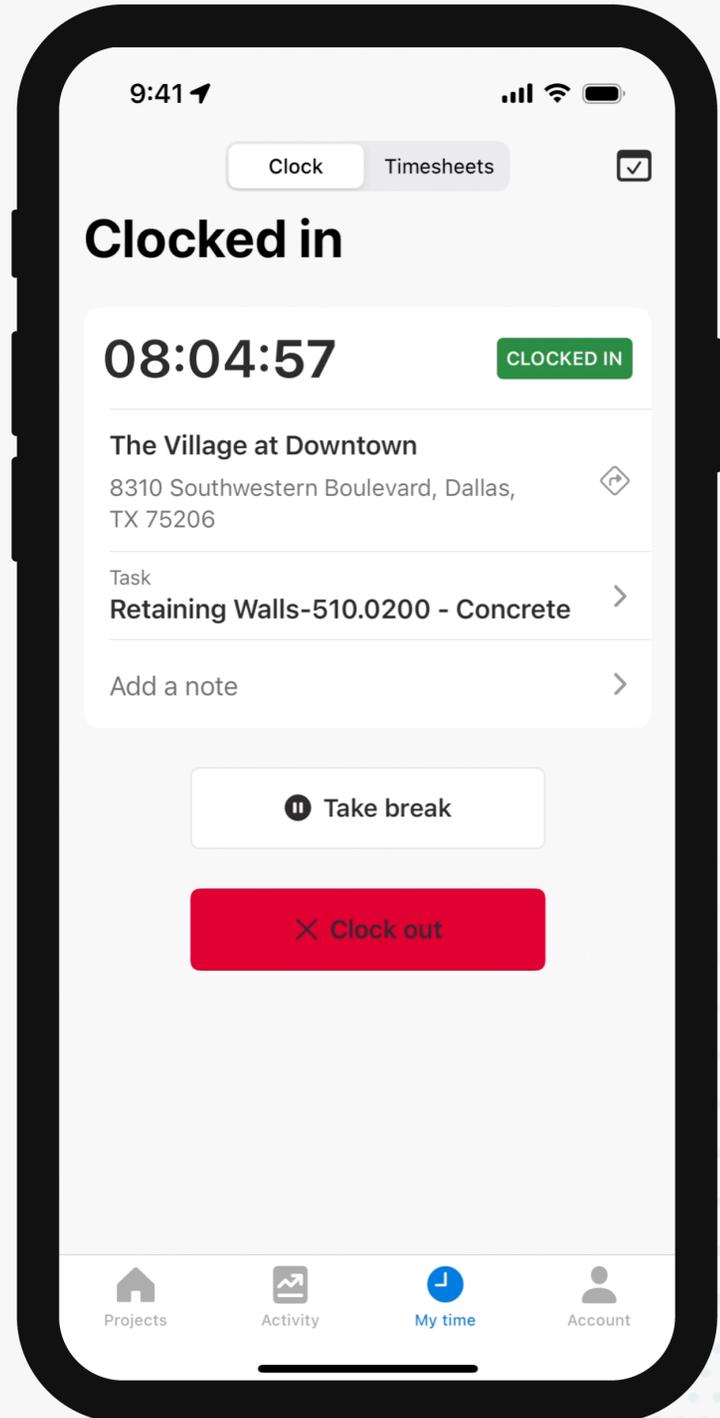
## Worker time tracking

Tap **My time** to view our mobile time clock functionality, which can be enabled for team members or for individual workers.

Time clock is one of the three time tracking options available in Raken. We also offer time cards and a shared kiosk.

### Raken Tips

In addition to location settings, you can choose to require photo ID and verification settings at clock in and clock out via Raken web settings.



# Explore a sample project

Tap Projects and select the sample project to view all your project tools. You'll find:

## Daily Logs

Work logs, notes, attachments, and survey questions

## Time Cards

Track employee hours

## Checklists

Complete and view status of safety and other checklists

## Toolbox Talks

Facilitate and collect signatures

## Tasks

Open tasks assigned to yourself, teammates, or collaborators

## Kiosk

Enable time tracking on a shared device.

## Incidents

Capture safety incident details and add attachments

## Forms

Upload new forms plus view and edit templates

## Materials

Record quantities of materials installed or work performed

## Equipment

Track hours used or as idle

## Observations

Report safety and quality issues

## Gallery

See project photos and videos

## Directory

View a list of project contacts

## Insights

Measure production against estimates

Follow the steps in the next section of this guide to set up your own project.

**Add a project**

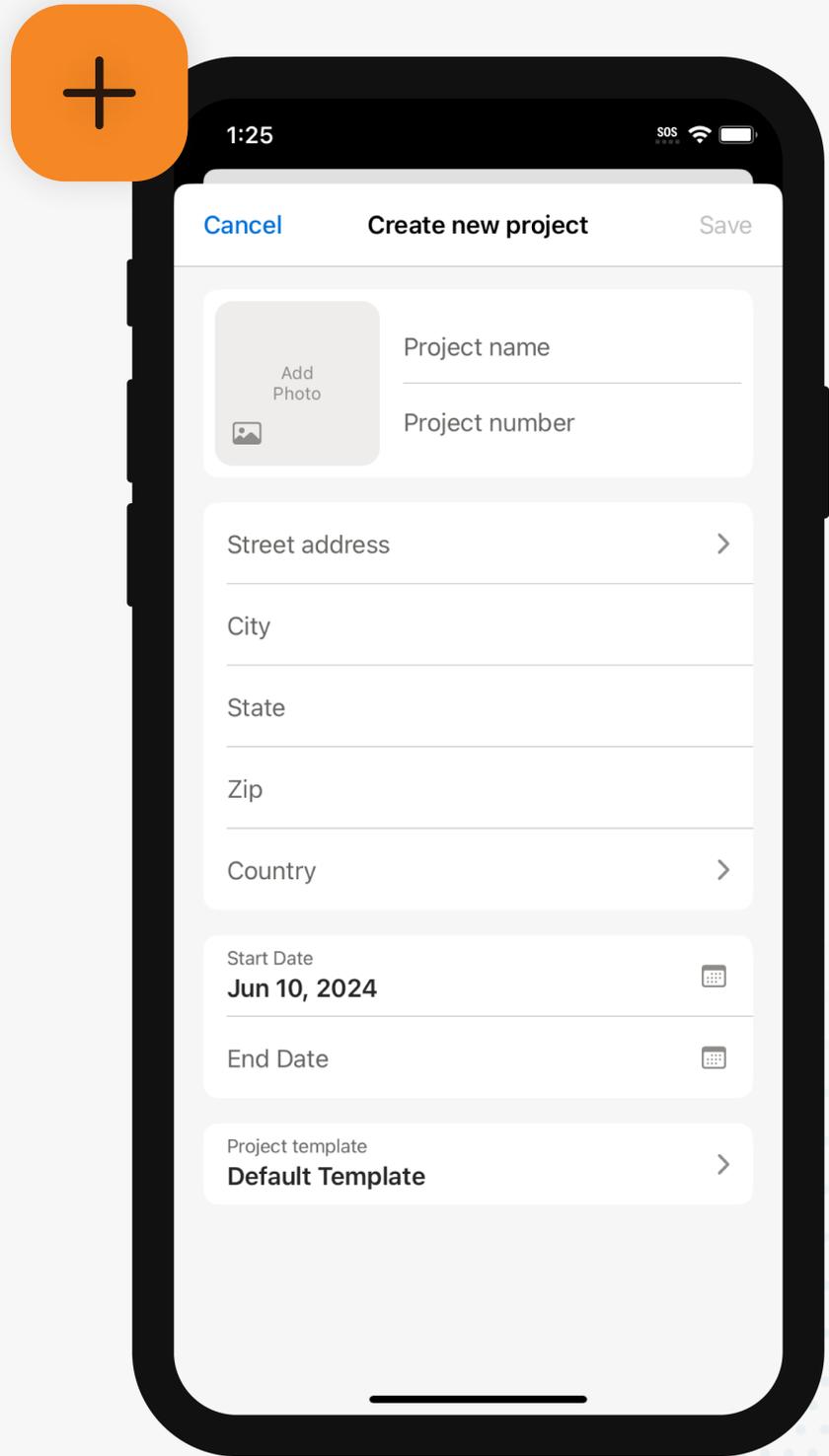
## Create a new project

Select **Projects** from the bottom menu bar and, tap the **+ icon** to add a new project.

Once you've added all the project information, tap **Save** in the upper right hand corner.

### Raken Tips

Create project templates in Raken's web app to easily carry over custom settings from project to project.



1:25 SOS

Cancel Create new project Save

Add Photo  
Project name  
Project number

Street address >

City

State

Zip

Country >

Start Date  
Jun 10, 2024

End Date

Project template  
Default Template >

**Create a daily report**

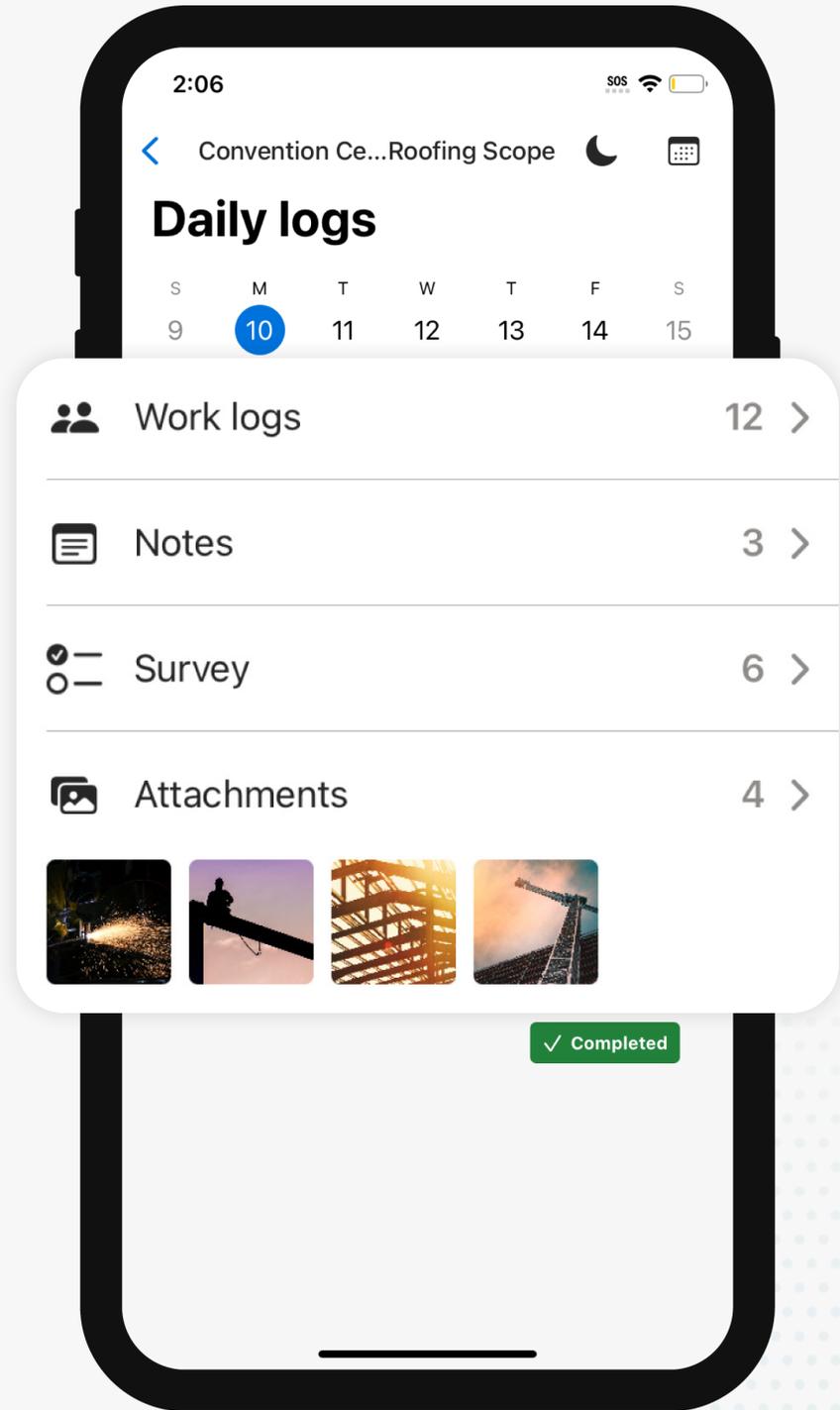
## What's in a Raken daily report?

**Daily reports** document everything that happens in a day on the jobsite.

To start a daily report in Raken, select a project then select **daily logs** from the project tools menu.

Daily reports have four sections:

- Work logs or time cards
- Notes
- Survey
- Attachments (like photos and videos)



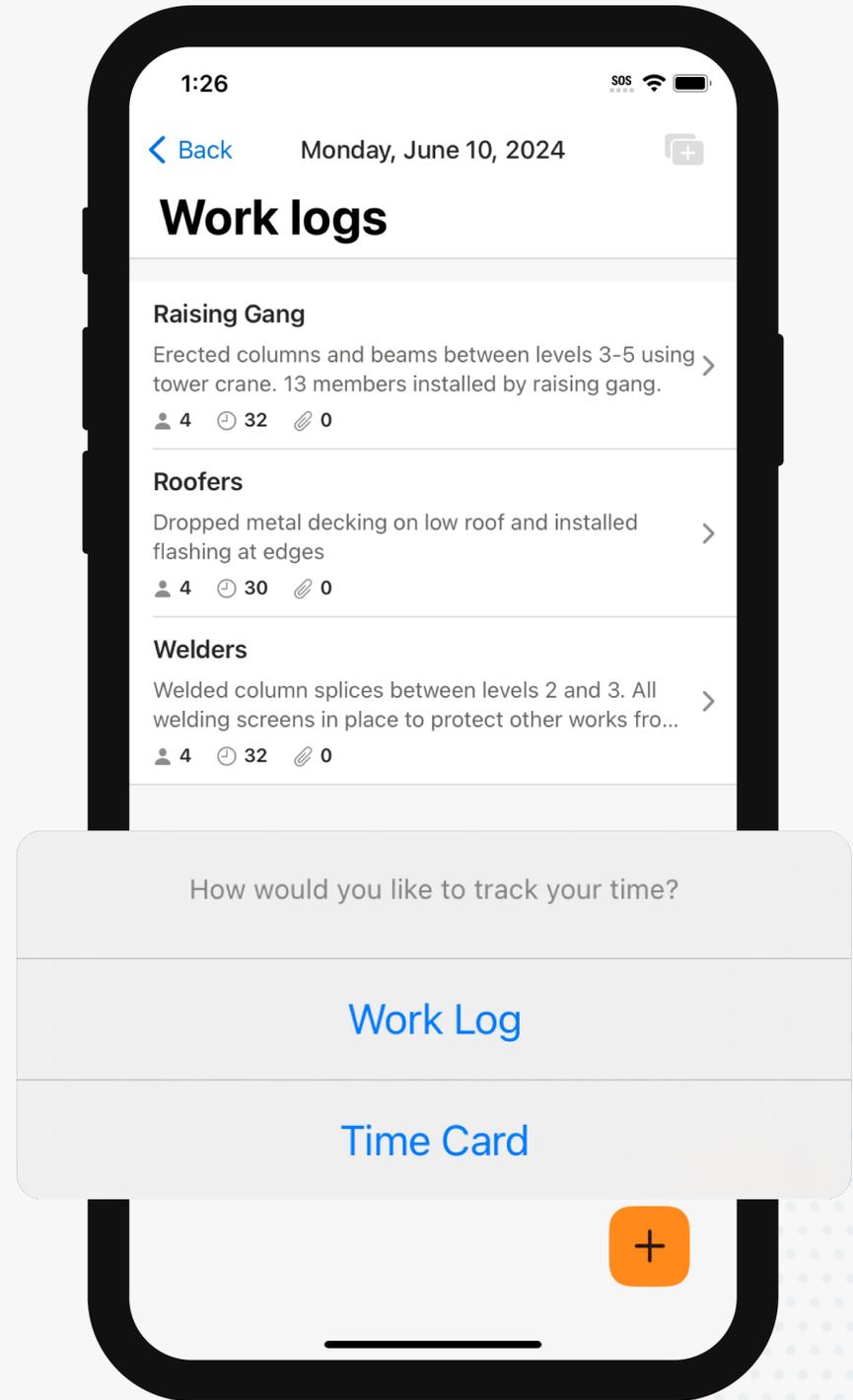
# Work logs

Use **work logs** to document labor and hours worked. Choose from:

- **Work log:** Lets you name a crew, person or activity, then assign quantity (# of people) and hours, and add descriptions and attachments.
- **Time card:** Helps keep detailed track of hours for you or your team, including adding classifications, cost codes, and splitting hours between RT/OT/DT—set specifications in Raken’s web app.

## Raken Tips

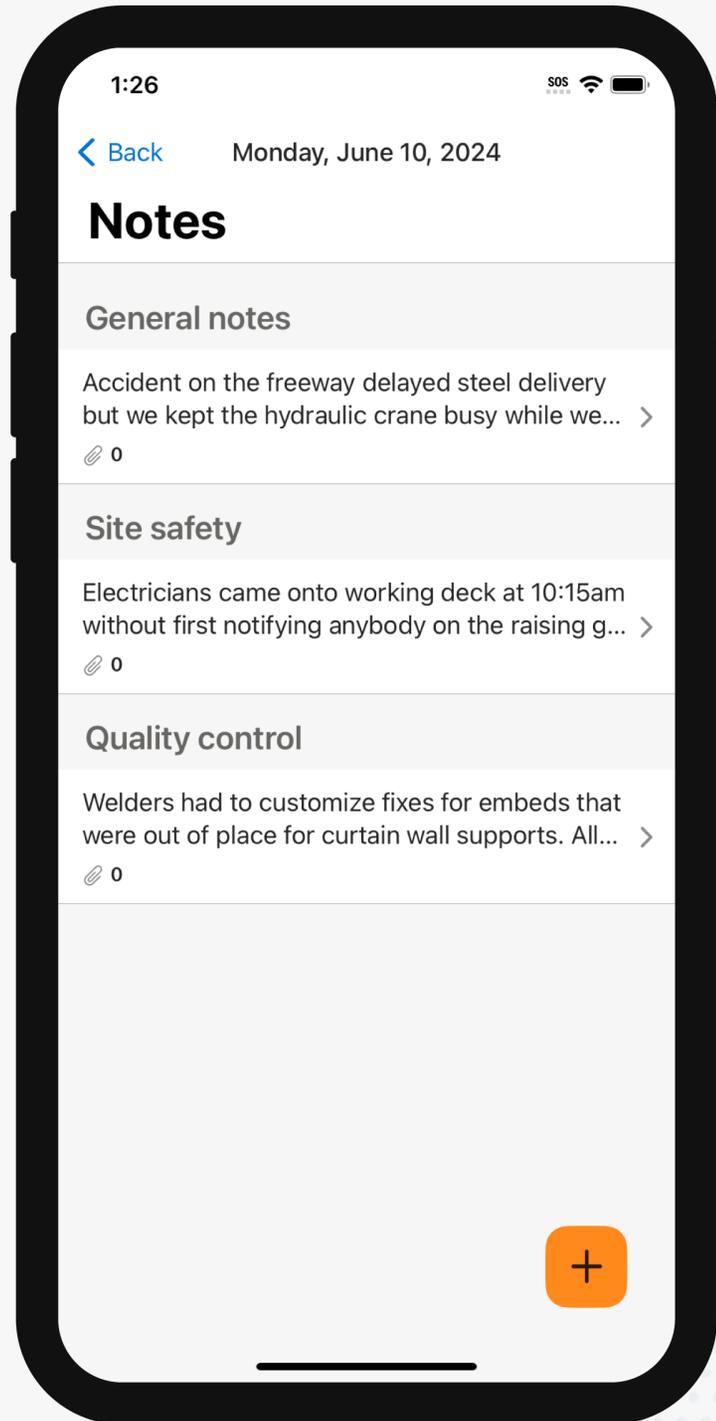
You can also roll over the previous day’s work log by tapping the smaller “+” symbol in the upper right corner.



# Notes

The **Notes** section helps you track general project notes and site observations.

Here, you can also use voice-to-text—and add photos or attachments.



# Surveys

The **Survey** section has questions about site safety, project progress, and more.

For each one, you can add any relevant photos, notes, or attachments.

## Raken Tips

**Survey questions can be customized in Raken's web app. Plus, explore our checklists to create custom templates and more.**

The screenshot shows a mobile application interface for completing a survey. At the top, there are three buttons: 'Cancel', 'Complete survey', and 'Save'. The survey consists of three sections, each with a question, three radio button options ('Yes', 'No', 'N/A'), a 'Description' field, and two icons for 'Observation' and 'Photo'.

**Section 1:** Question: "Any accidents on site today?". The 'No' option is selected. The 'Description' field is empty.

**Section 2:** Question: "Any schedule delays occur?". The 'Yes' option is selected. The 'Description' field contains the text: "General Contractor used crane from 12pm-1pm to move material at jobsite entrance. 1 hr of crew downtime." There is a close button (X) to the right of the text.

**Section 3:** Question: "Did weather cause any delays?". The 'No' option is selected. The 'Description' field is empty.

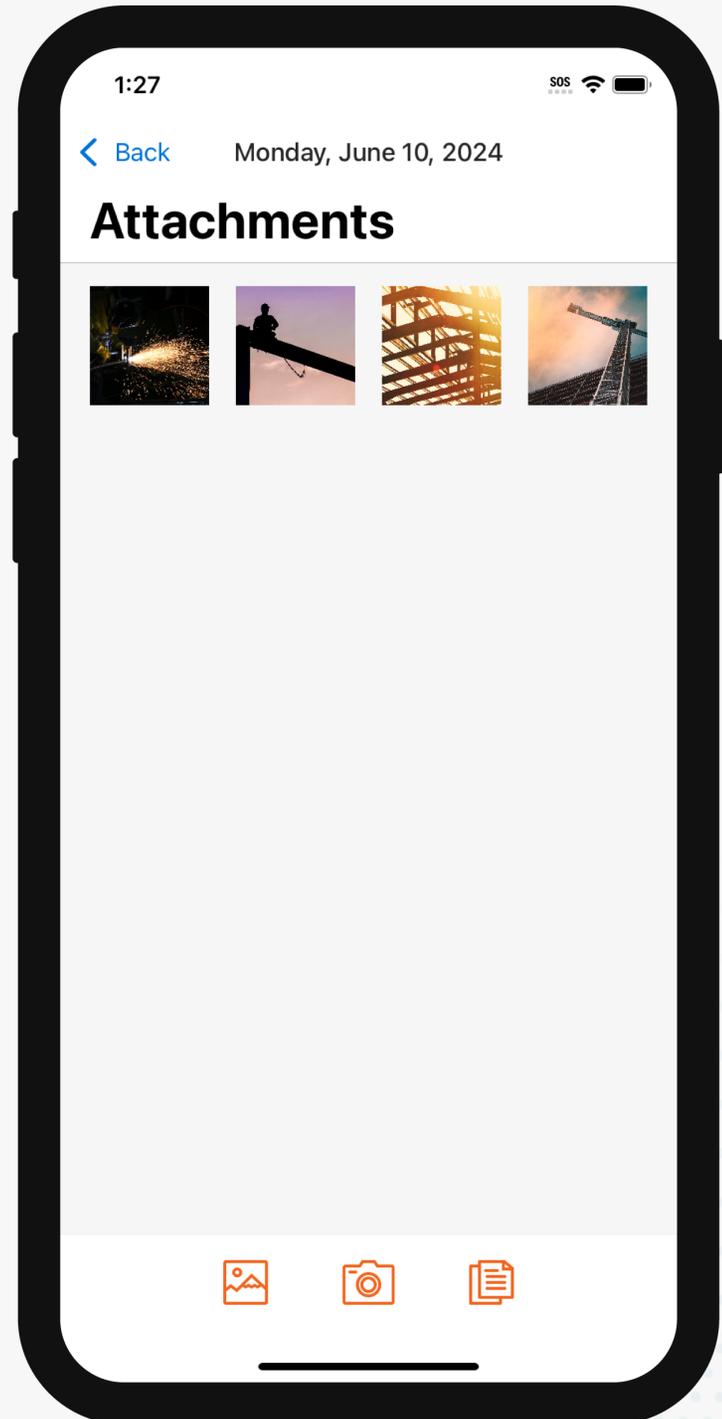
## Attachments

The **Attachments** section is where you can take or upload photos and videos for the day, with automatic time and date stamps.

To tell the full story, add descriptions and photo markups or enable automatic custom watermarks via the web app.

### Raken Tips

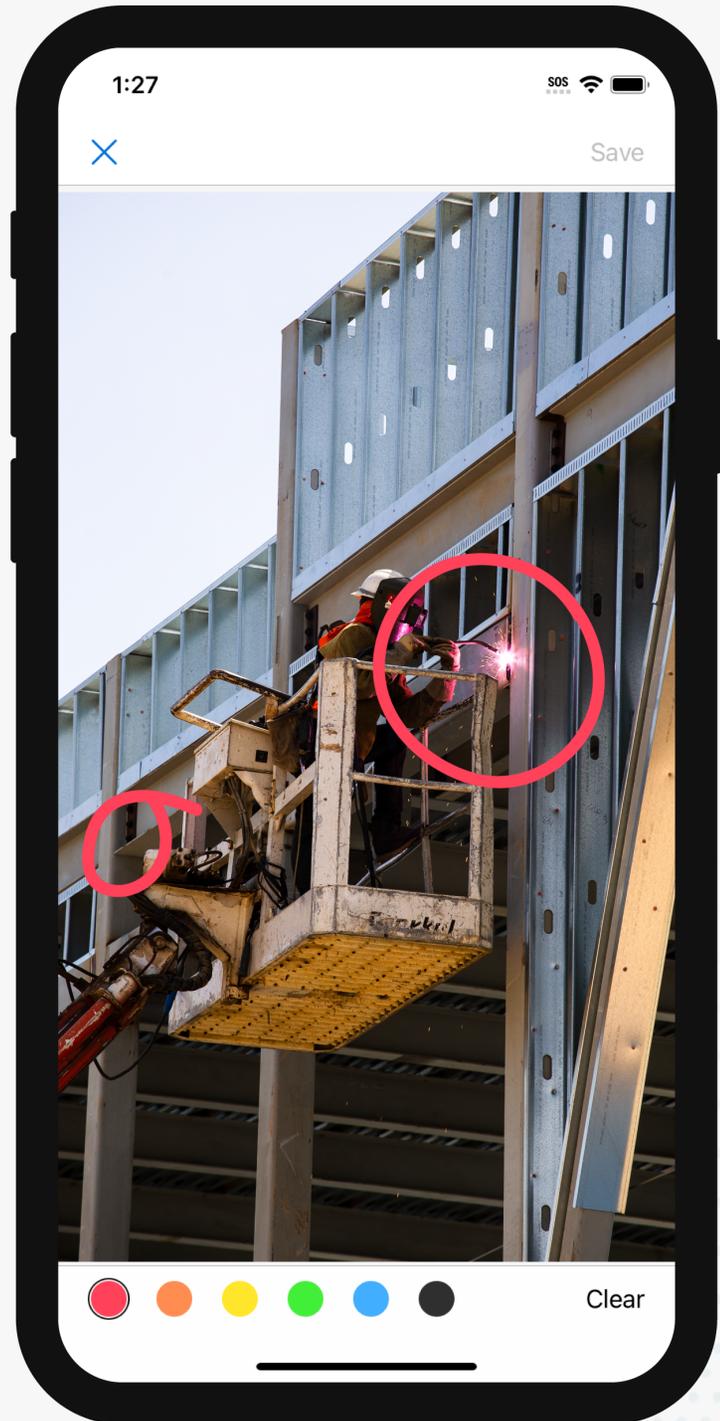
**Select Account to customize your photo and video organization settings.**



## Photo markup

**Photo markup** lets you draw directly on a photo to highlight specific details.

Just select a photo, choose a markup color, start drawing, and tap **“Save”** when you’re done.



**Submit and share your report**

# What does a completed daily report look like?

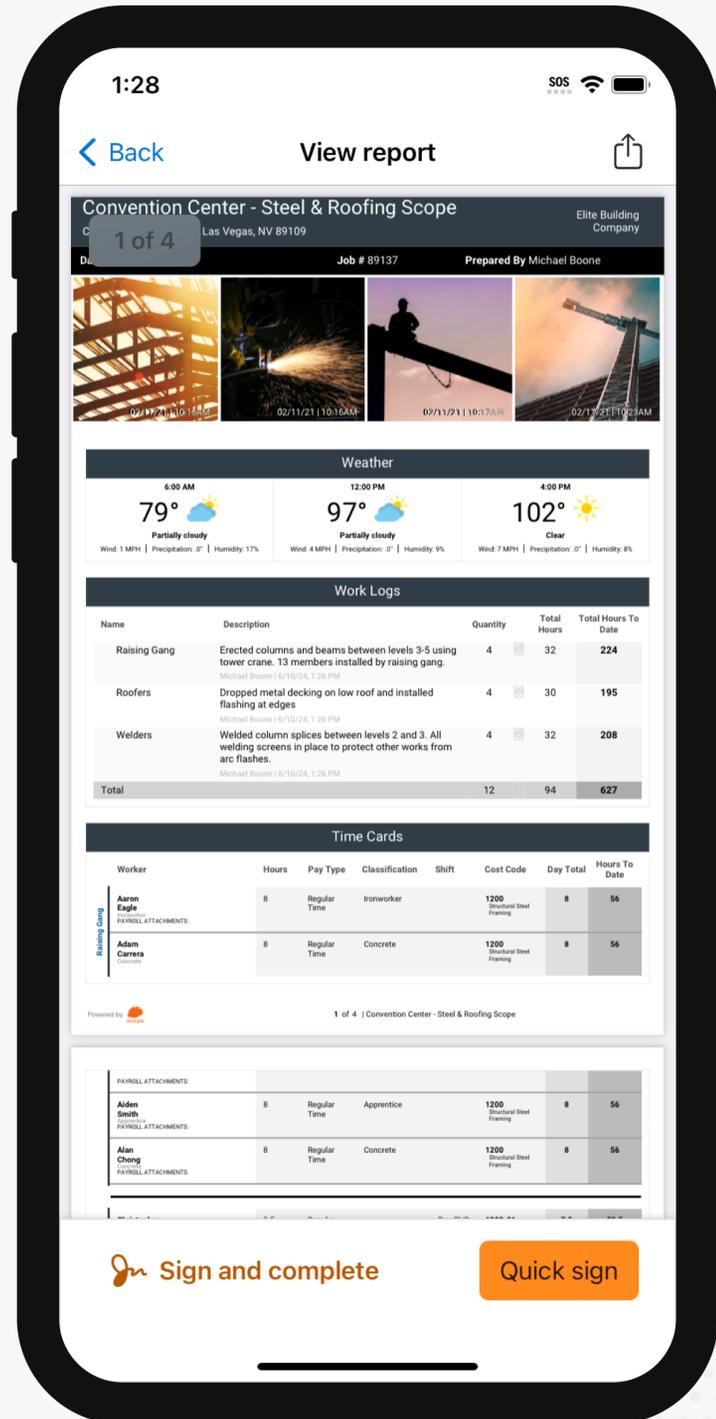
Once you upload all your field data, Raken automatically creates a PDF report for you.

This report has:

- Your company name, logo and colors
- Photos from your attachments
- Work log and time card data
- Material and equipment entries
- Notes and observations
- Survey data
- Other attachments

## Raken Tips

Customize your report template in Raken's web app for consistency across your projects. And, customize what is included in each report and for different audiences.



Back

View report



### Convention Center - Steel & Roofing Scope

1 of 4

Las Vegas, NV 89109

Elite Building Company

Job # 89137

Prepared By Michael Boone



#### Weather

6:00 AM  
79°  
Partially cloudy  
Wind: 1 MPH | Precipitation: 0" | Humidity: 17%

12:00 PM  
97°  
Partially cloudy  
Wind: 4 MPH | Precipitation: 0" | Humidity: 9%

4:00 PM  
102°  
Clear  
Wind: 7 MPH | Precipitation: 0" | Humidity: 8%

#### Work Logs

Name	Description	Quantity	Total Hours	Total Hours To Date
Raising Gang	Erected columns and beams between levels 3-5 using tower crane. 13 members installed by raising gang. <small>Michael Boone   5/19/24, 1:26 PM</small>	4	32	224
Roofers	Dropped metal decking on low roof and installed flashing at edges. <small>Michael Boone   6/10/24, 1:26 PM</small>	4	30	195
Welders	Welded column splices between levels 2 and 3. All welding screens in place to protect other works from arc flashes. <small>Michael Boone   6/10/24, 1:26 PM</small>	4	32	208
<b>Total</b>		<b>12</b>	<b>94</b>	<b>627</b>

#### Time Cards

Worker	Hours	Pay Type	Classification	Shift	Cost Code	Day Total	Hours To Date
<b>Aaron Eagle</b> <small>Ironworker PAYROLL ATTACHMENTS</small>	8	Regular Time	Ironworker		1200 Structural Steel Framing	8	56
<b>Adam Carrera</b> <small>Concrete</small>	8	Regular Time	Concrete		1200 Structural Steel Framing	8	56

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<b>Aiden Smith</b> <small>Apprentice PAYROLL ATTACHMENTS</small>	8	Regular Time	Apprentice		1200 Structural Steel Framing	8	56
<b>Alan Chong</b> <small>Concrete PAYROLL ATTACHMENTS</small>	8	Regular Time	Concrete		1200 Structural Steel Framing	8	56

## Submit a daily report

After you've filled out your daily report, you're ready to submit it to the office.

To submit a daily report, tap **"View/Sign Report"**. If everything looks good, tap **Sign & complete**, digitally sign your name, then tap **Complete**.

You can also choose **Sign & complete** directly from the daily logs section. Once signed, your report is submitted and can be viewed by stakeholders in Raken.

### Raken Tips

You can save your digital signature for future reports. When you want to use it again, just tap **"Quick Sign"** instead of **"Sign Report"**.

 Sign and complete

Quick sign

# Who can I share a daily report with?

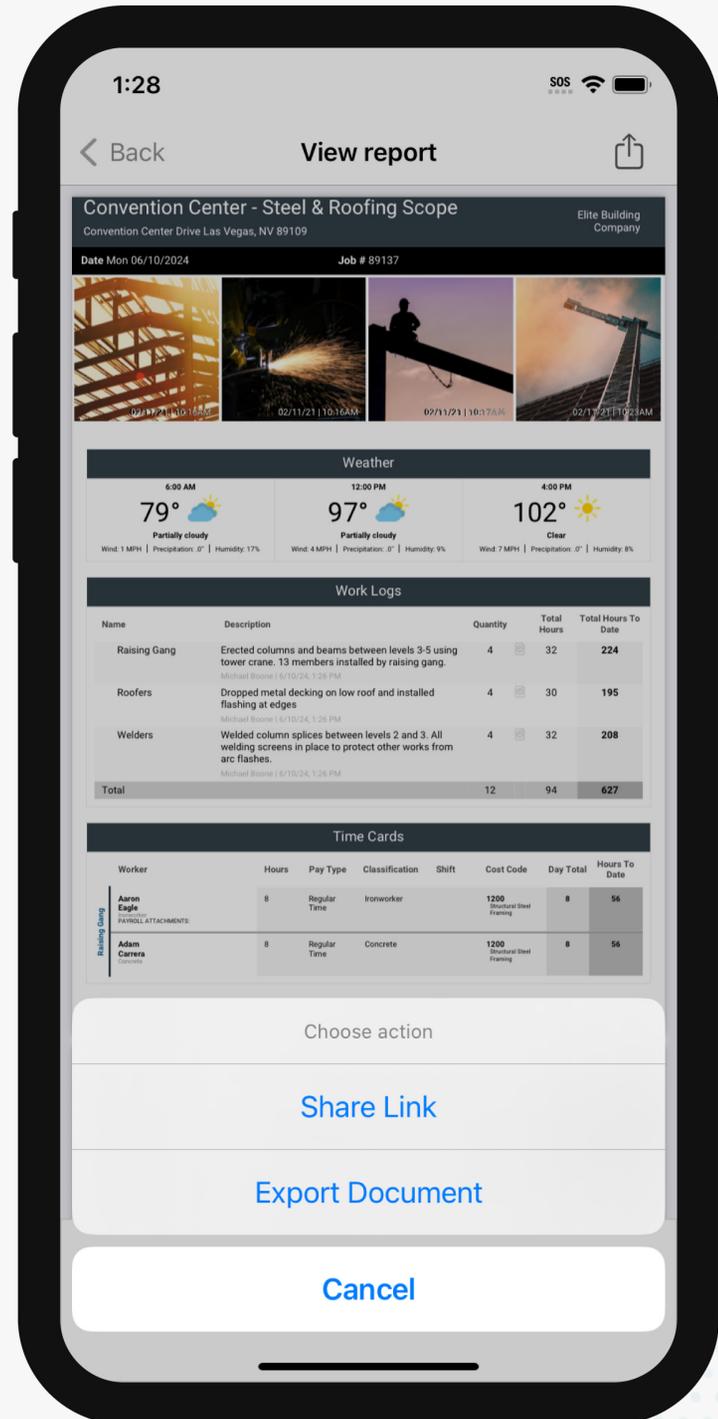
Raken lets you send daily reports to anyone—even those who don't have the Raken app.

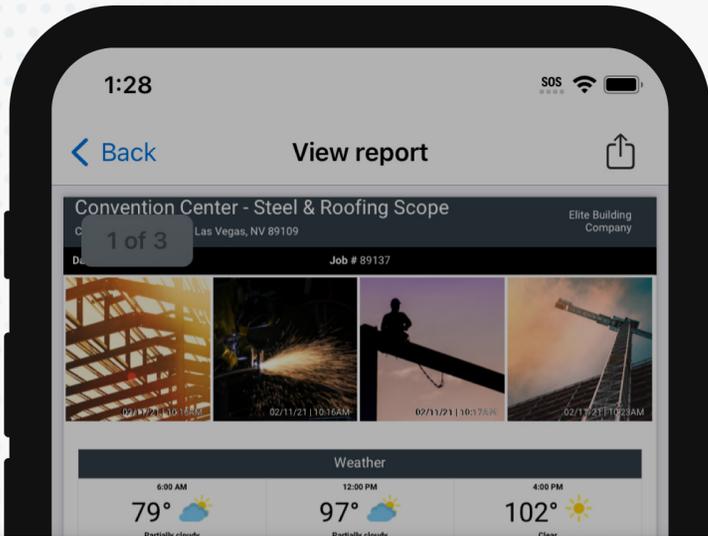
To share a completed daily report, tap **“View Signed Report”** from the daily logs section. Then, click the icon with the box and arrow.

From there, you can:

- Share the link
- Export the document

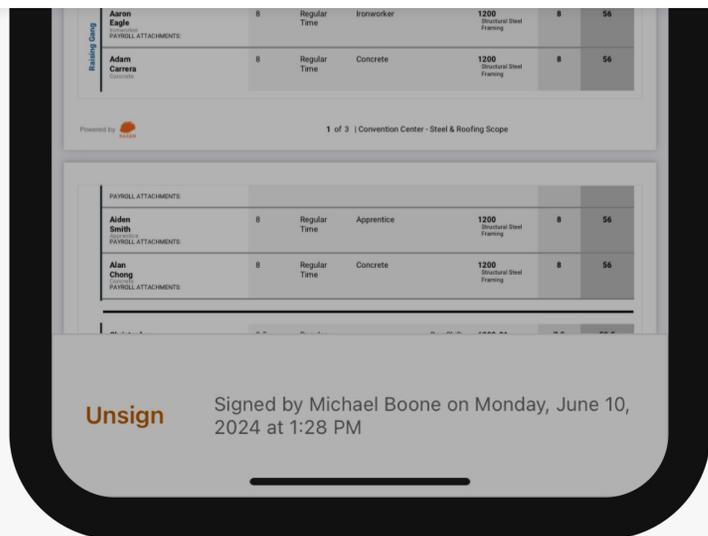
Your recipients will receive a link to view your PDF report via email.





**REPORT COMPLETED**

This report will be sent to your recipients.



## Set up automated distribution

Raken lets you automatically send signed reports to whoever, whenever.

Internal and external recipients are added via Raken's web app. You can also customize which sections of the daily report they receive and when they receive it.

Additional customizations for email preferences and app notifications can be set under Account > Email Preferences or Notifications.



# Congratulations!

## Get personalized onboarding

### Get a live walkthrough

Let us show you how to make the most of Raken.

[Schedule Demo](#)

### More self-guided training

Search our help articles and tutorials.

[Raken Help Center](#)