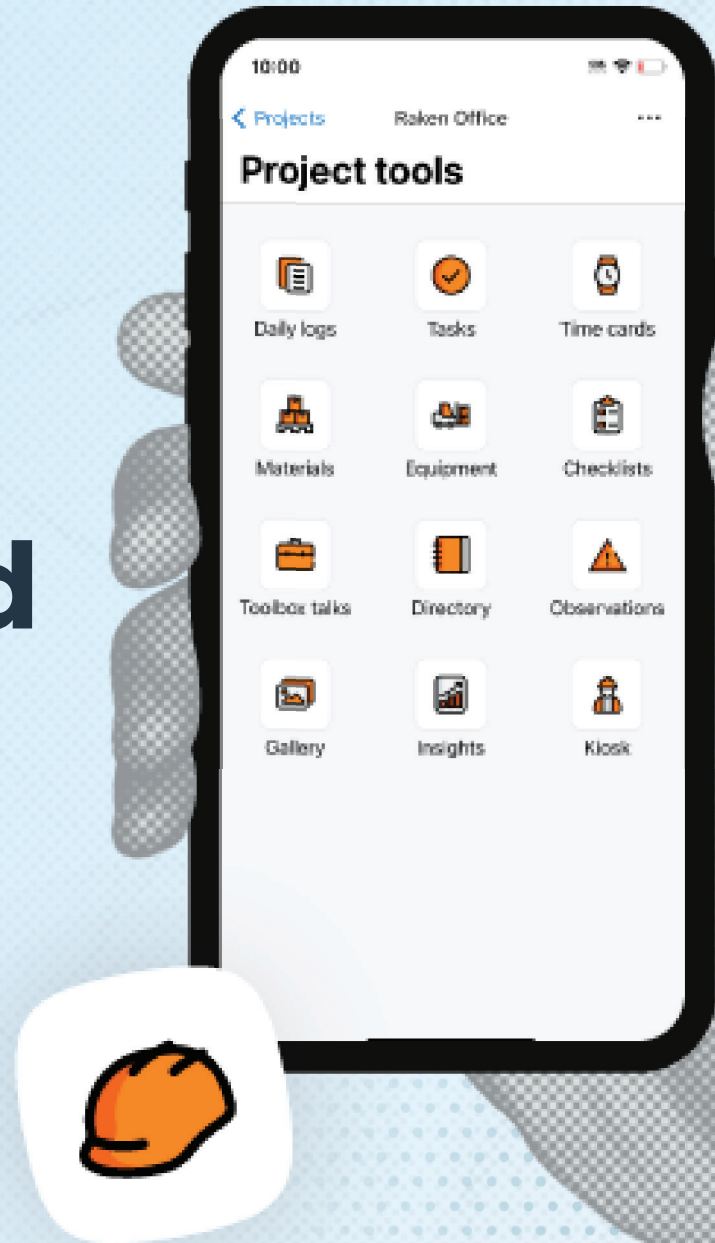




Getting Started with Raken

Mobile App



More resources



[Support articles](#)



858-290-4477



hello@rakenapp.com

- 01.** Creating a project
- 02.** Creating a daily report
- 03.** Submitting a daily report
- 04.** Sharing a completed daily report

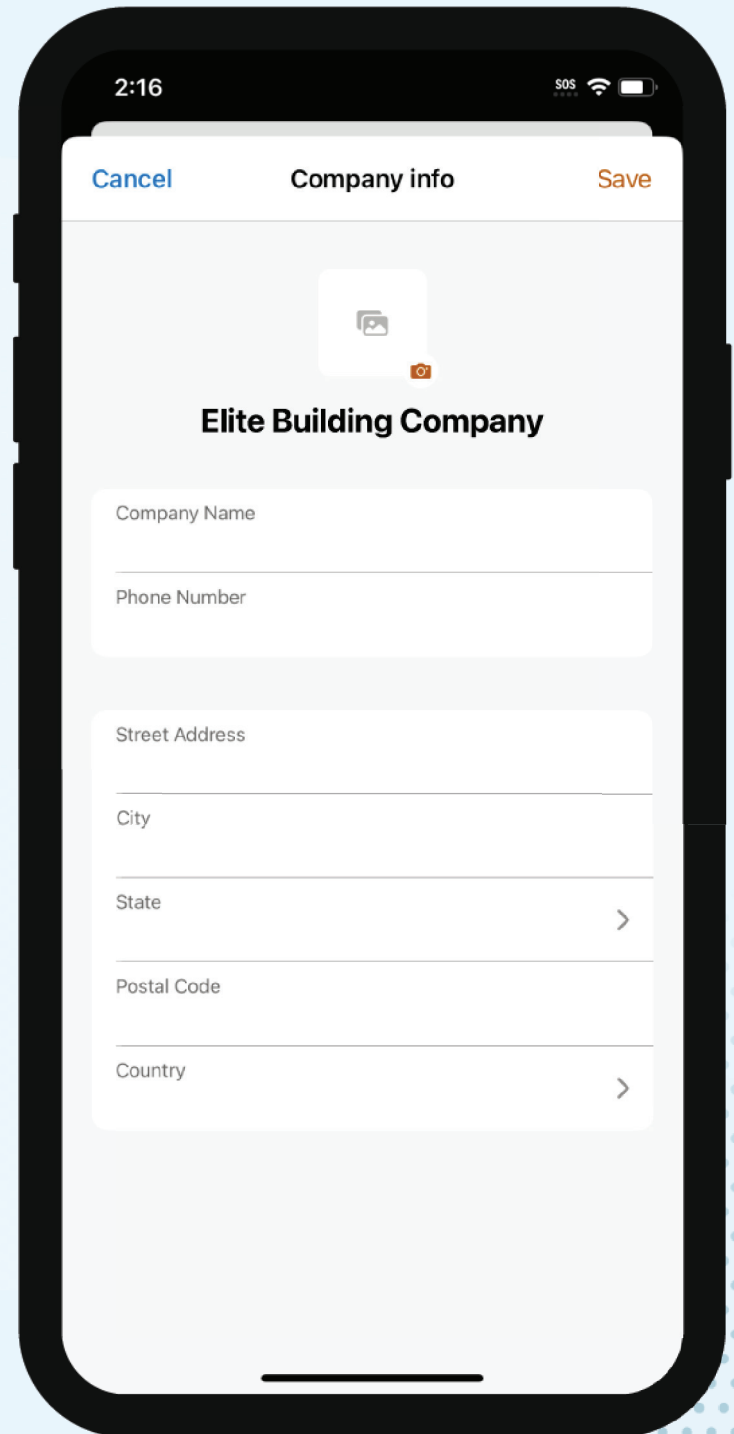
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Completing a project

Add your company logo

Access the Account tab from the menu at the bottom of your screen.

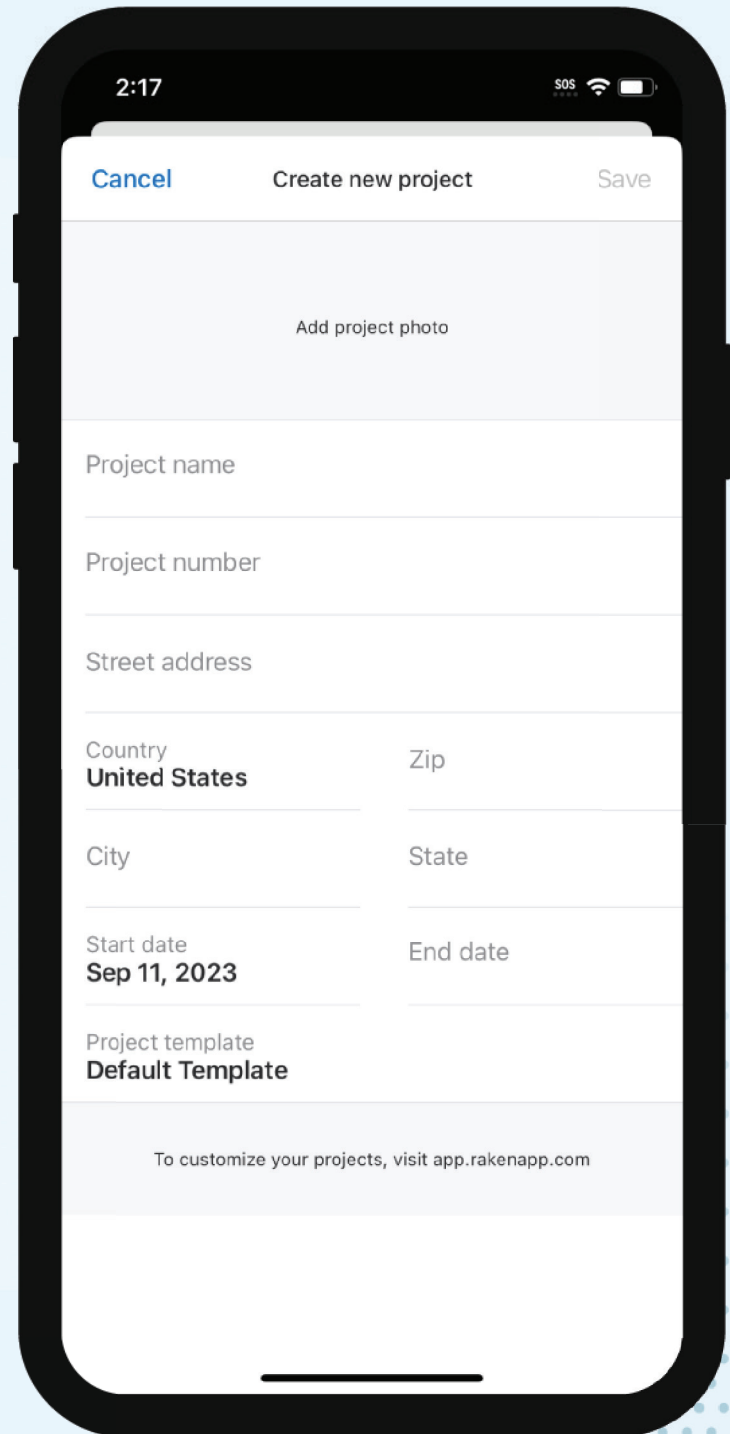
Select Company Info and tap the camera icon to upload your logo from your stored files.



Create a new project

Access the Projects tab from the menu at the bottom of your screen. Here, you'll see all of your current projects.

Tap the + icon to add a new project. Once you've added all the project information, tap Save in the upper right corner.



The screenshot shows a mobile app interface for creating a new project. At the top, the status bar displays the time 2:17, signal strength (SOS), Wi-Fi, and battery icons. The app header has three buttons: 'Cancel' (blue), 'Create new project' (black), and 'Save' (grey). Below the header is a grey box with the text 'Add project photo'. The form consists of several input fields: 'Project name', 'Project number', and 'Street address' are single-line text inputs. 'Country' is a dropdown menu with 'United States' selected. 'Zip' is a text input. 'City' and 'State' are text inputs. 'Start date' is a date picker with 'Sep 11, 2023' selected. 'End date' is a text input. 'Project template' is a dropdown menu with 'Default Template' selected. At the bottom, a grey box contains the text 'To customize your projects, visit app.rakenapp.com'.

Explore a project

From the Projects tab, tap an existing project to view all your tools. You'll find:

Daily logs:

Add information to create a daily report

Equipment:

Track equipment use and location

Tasks:

See tasks assigned to yourself, teammates, or collaborators

Checklists:

Customize, assign, and complete safety and quality checklists

Time cards:

Record or view project-related time cards

Toolbox talks:

Choose and schedule talks and document attendance

Materials:

Record quantities of materials installed or work performed

Directory:

View project contacts

Observations:

Submit a safety or quality observation

Gallery:

See project photos

Insights:

View automated production insights

We'll walk through daily logs in the next few pages. Check out our support hub for detailed guides to our other features.



Completing a daily report

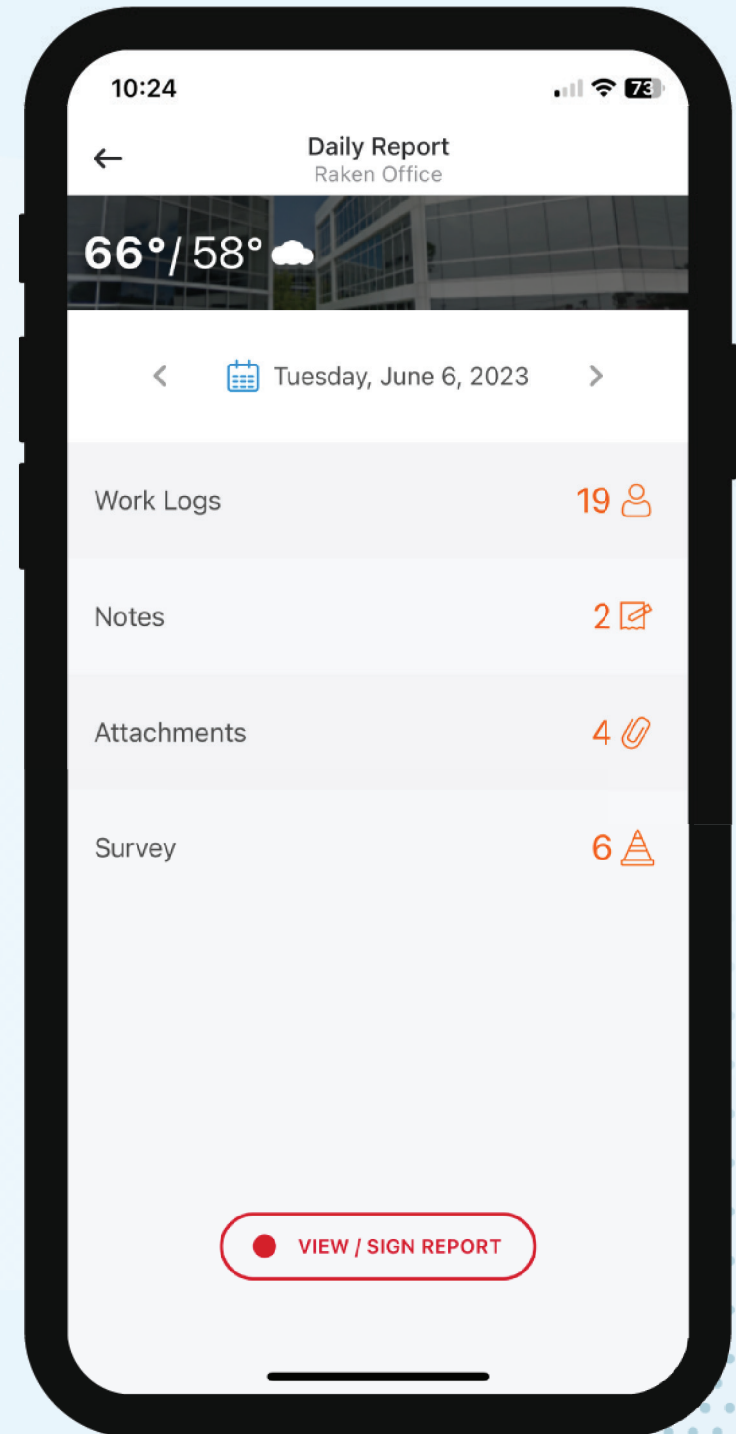
What's in a Raken daily report?

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

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

Daily reports have four sections:

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



Work logs

Use work logs to document labor and hours worked.

- For every work log, you can:
- Add a trade, crew, or employee name
- Add quantity and hours
- Add a description

Add photos or attachments

Or, you can add a time card instead of a work log to track hours by employee more granularly.

Raken tip

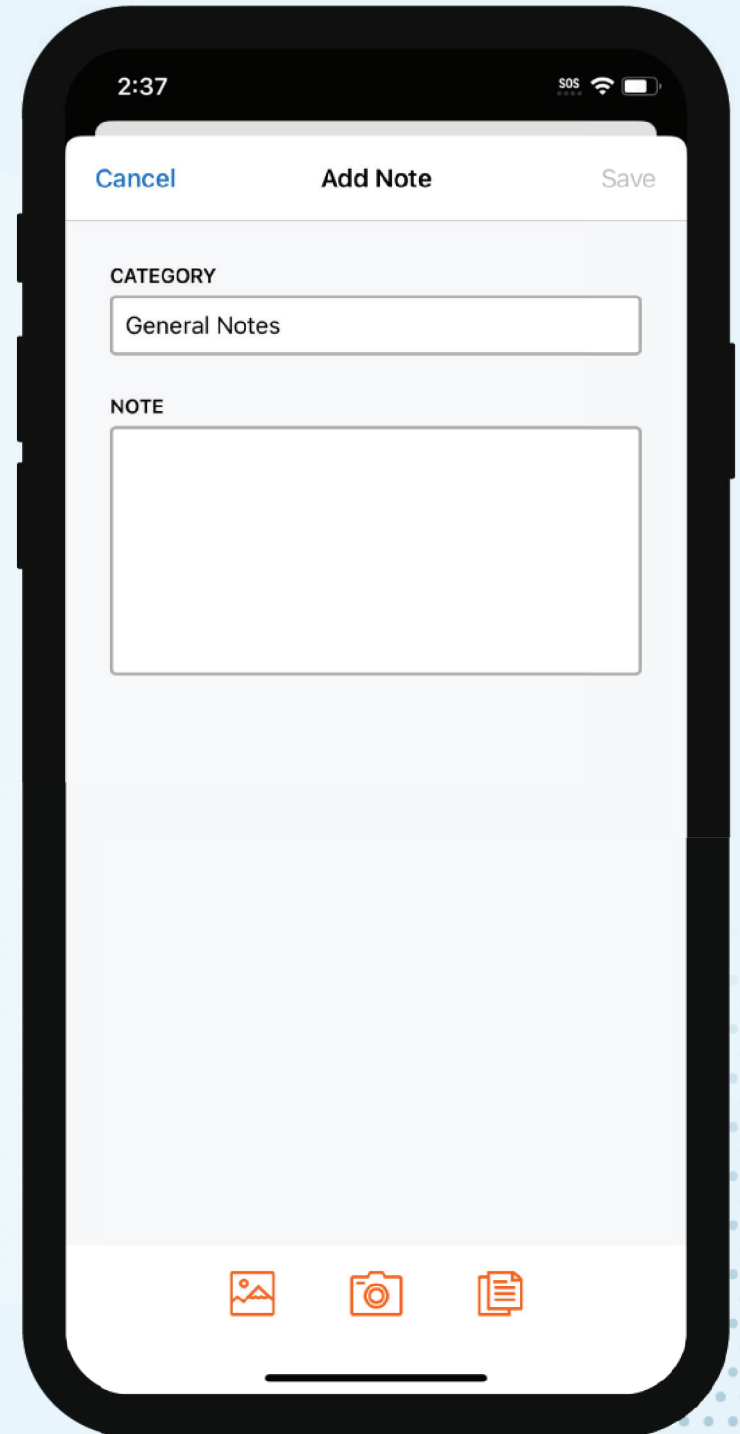
If needed, you can also roll over the previous day's work log by tapping the icon in the upper right corner.

The screenshot shows a mobile application interface for editing work hours. At the top, the status bar displays the time 10:29, signal strength, Wi-Fi, and battery level at 72%. The app header includes 'Cancel', 'Edit hours Benjamin Moreno', and 'Save' buttons. Below the header, the employee's name 'Benjamin Moreno' is shown with a yellow circular icon containing 'BM' and the ID '62326 | Ironworker'. Summary statistics indicate 'Week hrs: 8 | Day hrs: 8 | Unpaid hrs: 0'. The main form contains several sections: 'Start' and 'End' time fields, each with an 'Add time' button; a 'Breaks' section with a right-pointing arrow; a 'Payroll note' section with a right-pointing arrow; and a 'Payroll attachments' section with a camera icon. A green notification banner states 'Hours have been allocated' with the subtext 'You can edit details below'. Below this, the 'Hours' field is set to '8.0'. The 'Pay type' is 'Regular Time' with a right-pointing arrow. The 'Cost code' is 'Retaining Walls-510.0180-Anchor Bol...' with a close icon. At the bottom, there is a 'MORE INFO' link with a downward arrow.

Notes

Use notes to submit general project comments and site observations.

You can also add photos or attachments.



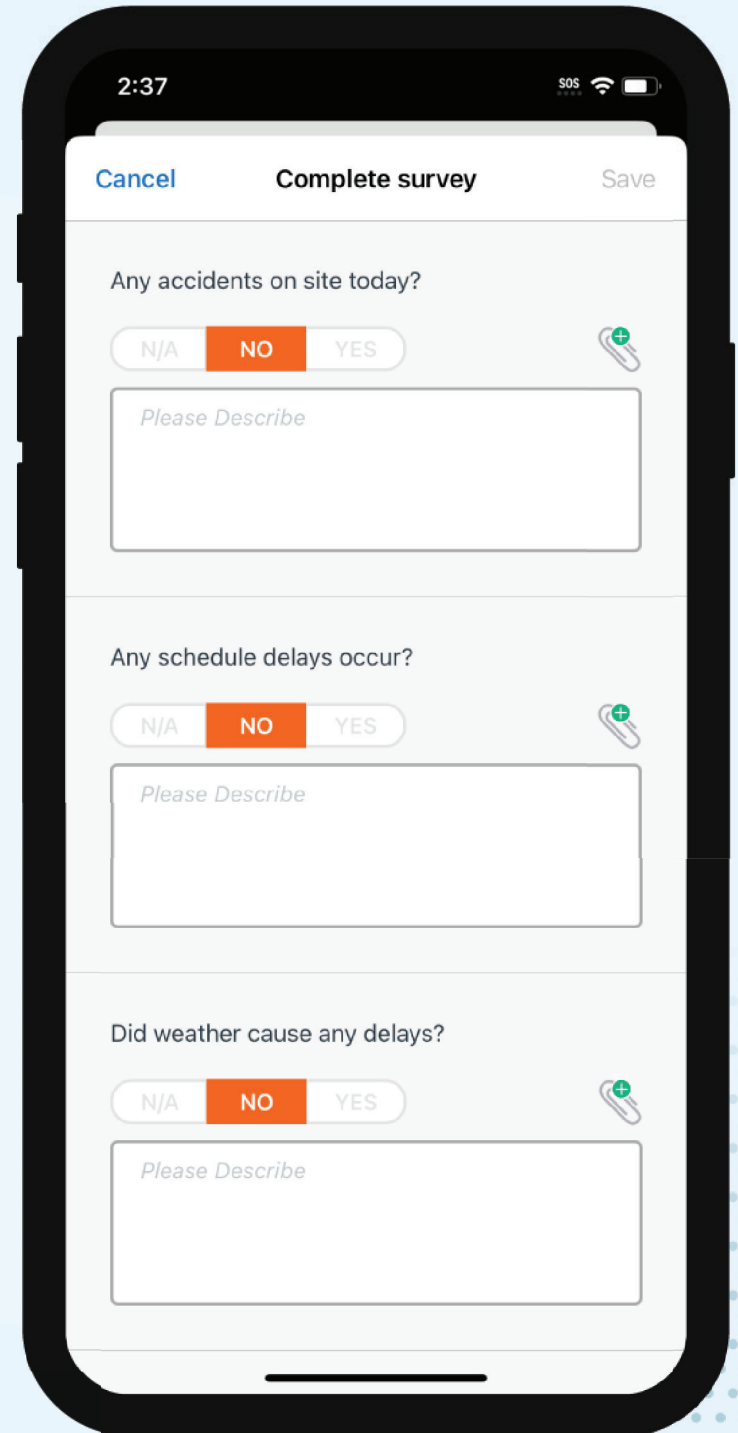
Surveys

Use the survey section to answer standardized questions about project progress, safety issues, and more.

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

Raken tip

Survey questions can be customized for any project in Raken's web app.



Attachments

Tap the icons in the attachments section to upload or capture photos and videos and submit files. Each attachment will be automatically time and date stamped,

You can add descriptions to attachments and mark up photos that need extra clarity.

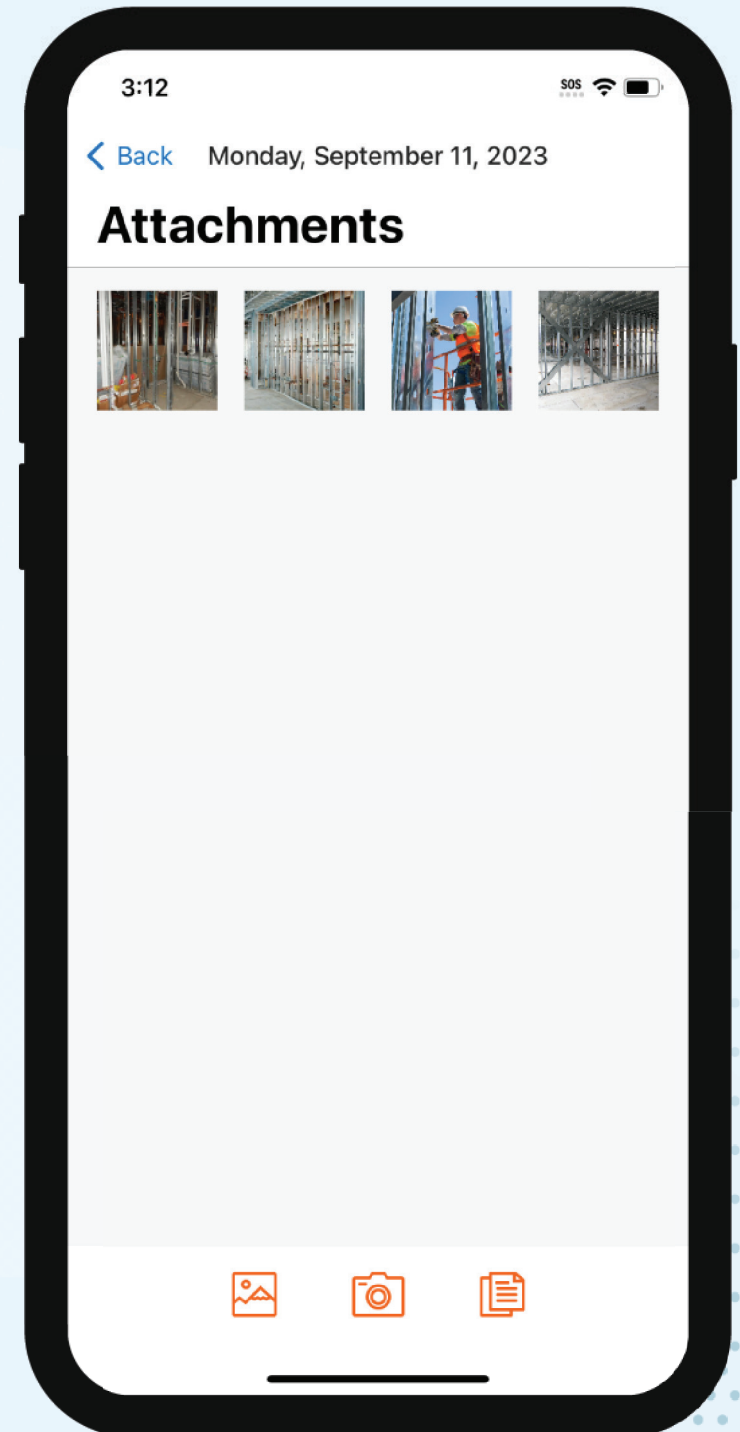
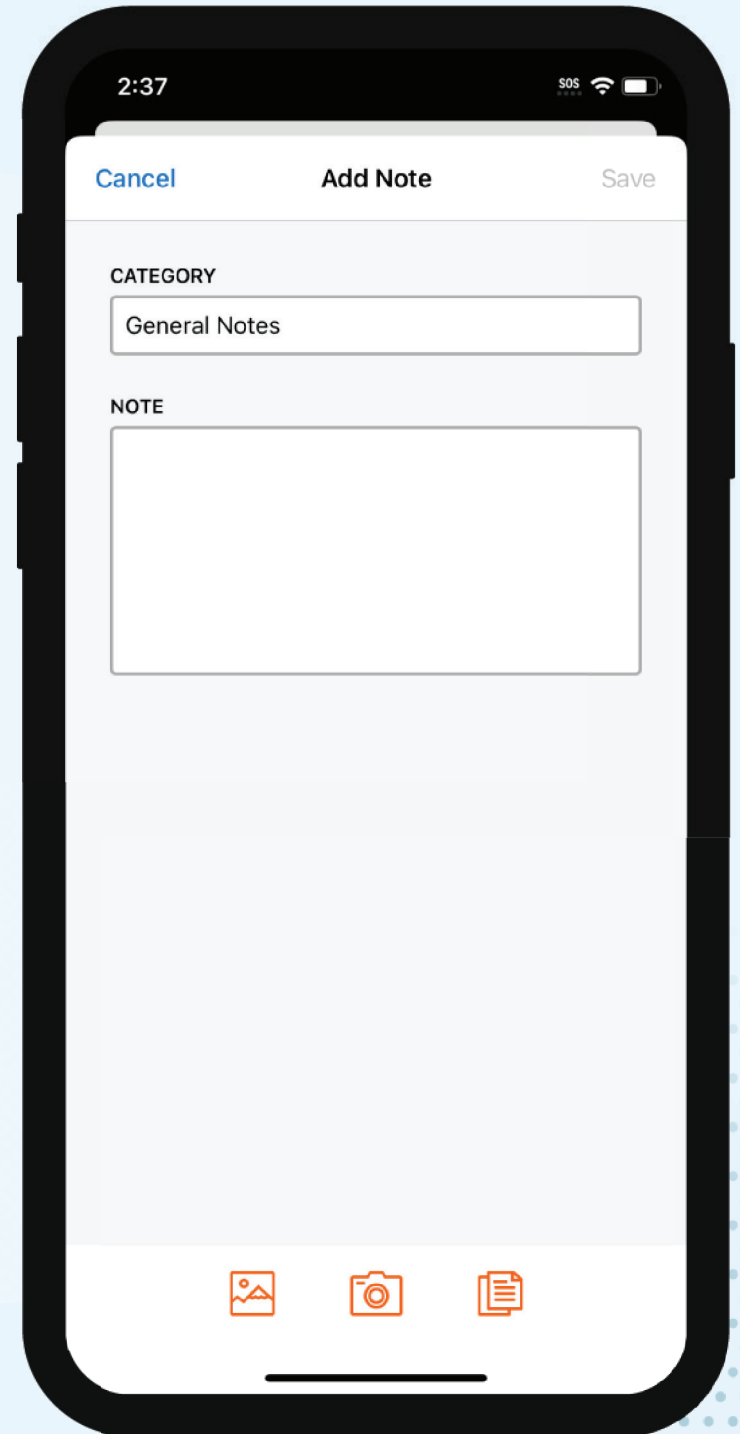


Photo markup

With photo markup, draw directly on a photo to highlight specific details.

Just select a photo in the attachments section, choose a markup color, start drawing, and tap Save when you're done.





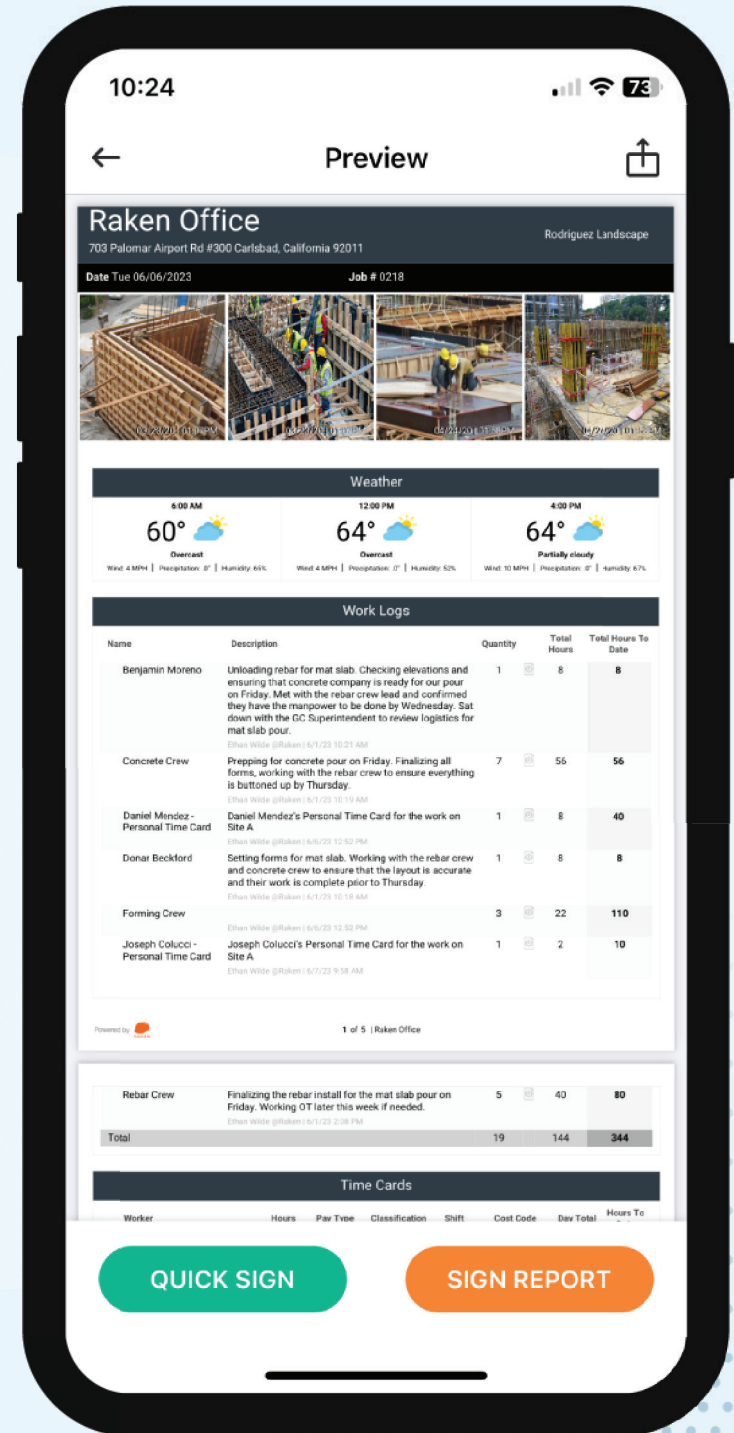
Submitting a daily report

What does a completed daily report look like?

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

This report has:

- Your company name, logo, and colors
- All inputted data from daily logs
- First four photos from attachments
- Automatic weather capture
- Other attachments



Submit a daily report

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

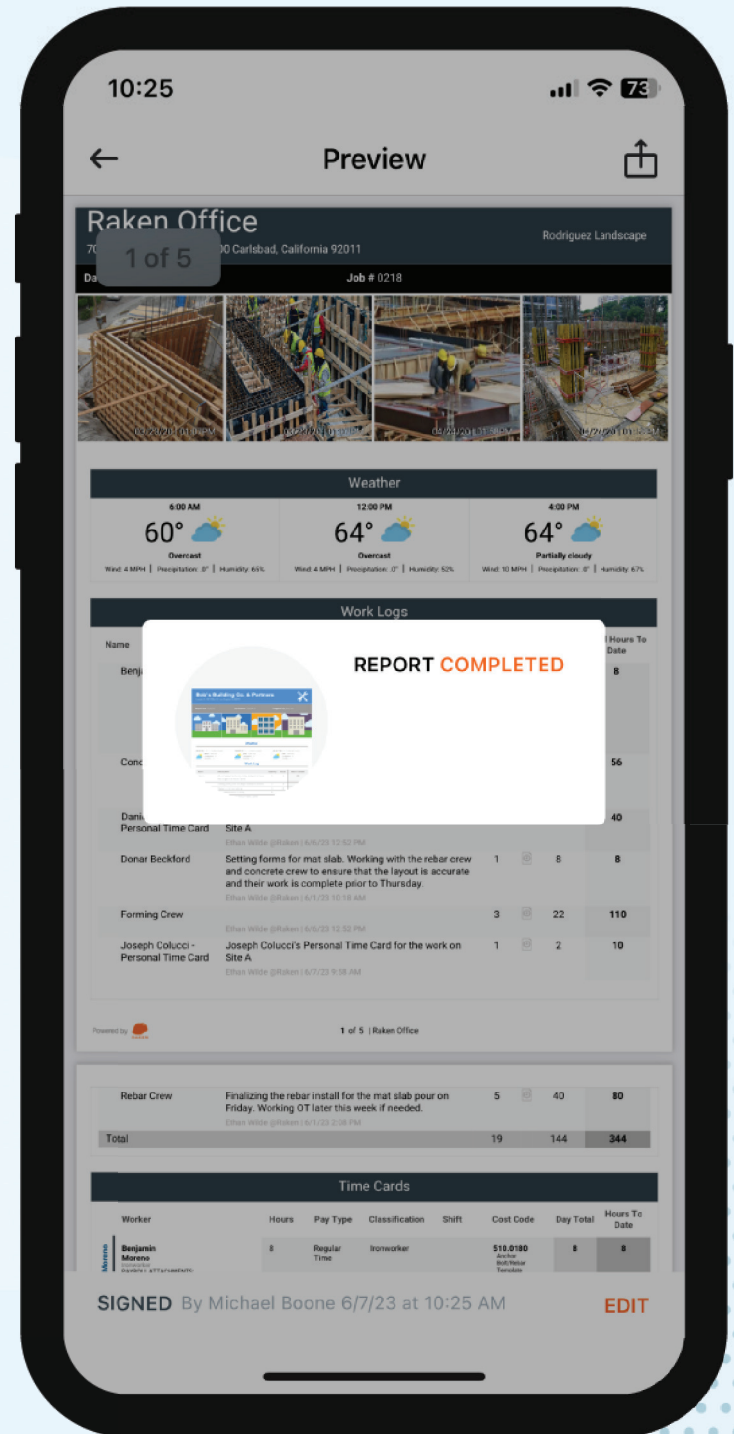
To submit a daily report, tap Preview report in the daily logs section. If everything looks good, tap Sign, digitally sign your name, then tap Complete.

You can also choose Sign & complete from the daily logs section.

Once signed, your report is submitted and can be viewed by all Raken stakeholders.

Raken tip

To save time, select the checkbox to save your digital signature for future reports. When you want to use it again, just tap Quick Sign.



The background features a light blue color palette with several overlapping circles of varying sizes and opacities. A pattern of small, light blue dots is scattered across the background, particularly concentrated in the upper-left and lower-right areas.

Sharing a completed daily report

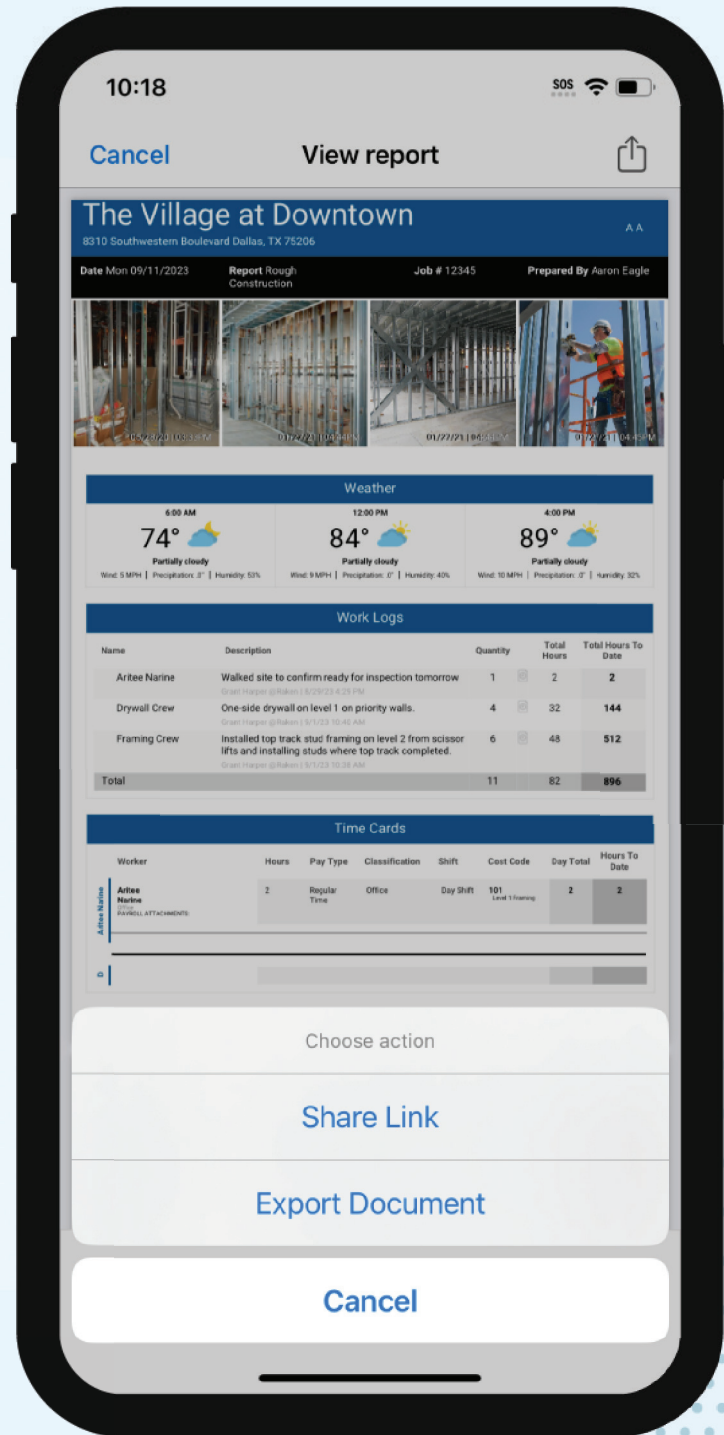
Share a report

Who can I share a daily report with?

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

To share a completed daily report, tap View Signed Report. Then, click the icon with the box and the upward facing arrow in the upper right corner of your screen to share it directly to your contacts via email, file share, or text message.

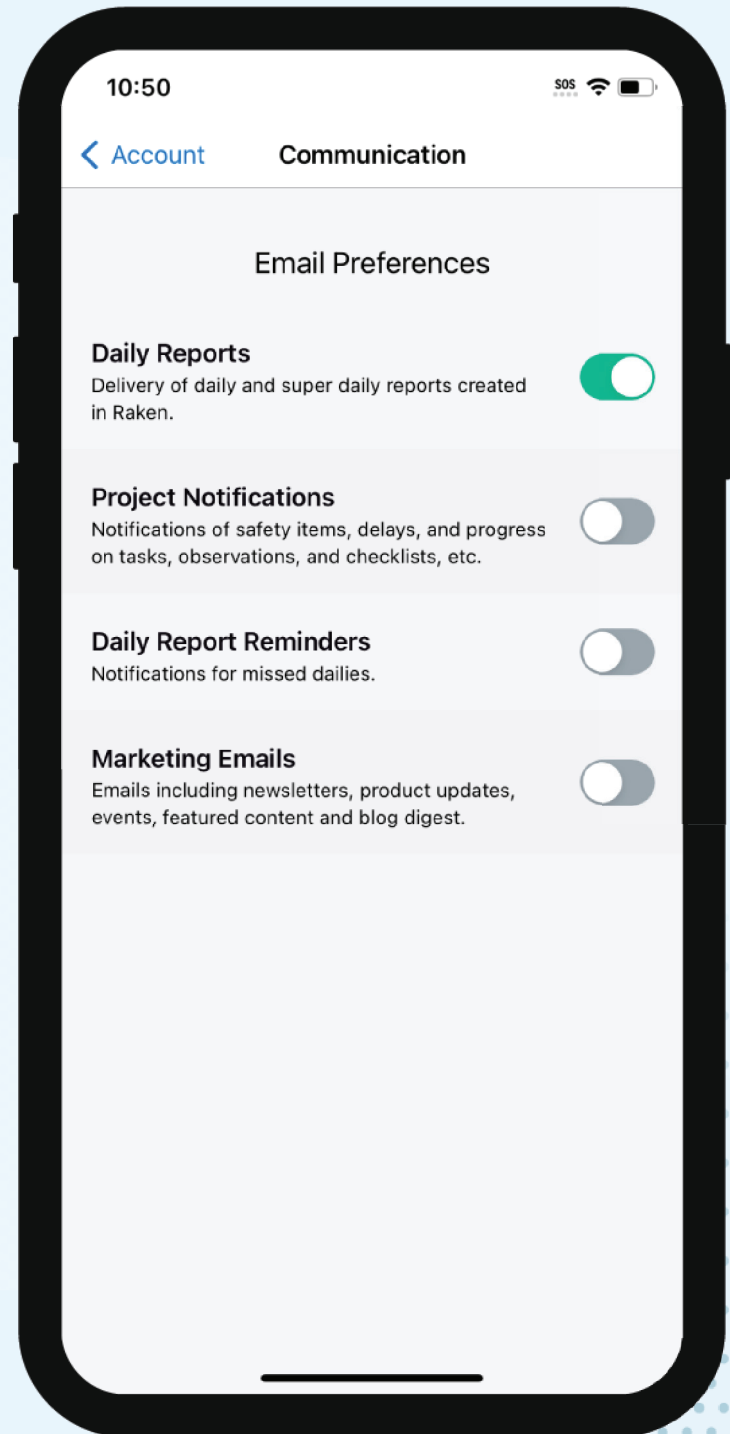
You can also download a PDF copy of the report to your device.



Set up automated distribution

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

To set this up, tap **“Project Settings”**. Under **“Email Recipients”**, enter email addresses, what data you want to include in reports, and when you want to send them. Then, tap **“Save”**.



Want to learn how Raken works best for your company?

Our team is happy to help walk you through the platform—and configure all your projects—so you can get more done.

[Schedule a Demo](#)